



CITY OF TEXARKANA

CITY COUNCIL

AGENDA • AUGUST 24, 2020

Council Chambers

Regular Meeting

6:00 PM

220 TEXAS BLVD.
TEXARKANA, TX 75501

Special Notice and Meeting Procedures Due to COVID-19

Pursuant to the temporary suspension of certain open meetings laws to mitigate the spread of COVID-19, this meeting of the City Council will not be conducted in person. This meeting will be conducted by video conference and telephone call. **City Hall will remain closed to the public.** At least a quorum of the City Council will be participating by video conference or telephone call in accordance with the provisions of Sections 551.125 or 551.127 of the Texas Government Code that have not been suspended by order of the Governor. To watch the meeting, the public may continue to access the City's regular meeting by internet livestream through the Quick Links "City Meeting Videos and Agendas" posted on the city's website ci.texarkana.tx.us. The public may also access agenda packet materials at the same website location.

Public Hearings

Audio/video (A/V) conferencing for virtual two-way communication with the City Council will be made available for noticed public hearings only. If your computer or personal device is not capable of A/V conferencing, then you should use audio-only or telephone conferencing.

A/V conferencing may be accessed using an internet browser, going to the Zoom platform at this URL, <https://tinyurl.com/TXKTEX082420>, following the registration instructions, and completing the registration process. **Registration must be completed by 5:00 p.m. on the day of the meeting.**

Telephone conferencing may be accessed by calling toll free 1 888-788-0099 or 1 877-853-5247, and when prompted enter Meeting ID 940-3969-5932 and passcode 74833476.

Public hearing participants should be ready to comment by following the Mayor's instructions during the meeting when he opens each public hearing.

Due to technical limitations, please do not use both A/V conferencing and telephone conferencing.

Open Forum

Anyone who wishes to speak before the City Council may use the telephone conferencing access numbers and codes referenced earlier in these instructions and should be ready to comment by following the Mayor's instructions during the meeting when reaching the "Open Form" segment of the agenda. Please provide your name, subject of comment, address, and ward number if a resident of the City. Rules of decorum will apply to all public comments as would be applied

during in-person meetings. Per Council rules, comment time is limited to five (5) minutes; the Council encourages groups of three or more persons to appoint one person to present the group's comment; and if the subject of the comment does not pertain to an item on the meeting agenda, the City Council cannot act, vote, or deliberate on the comment submitted.

In the event the number of requests exceed technical limits on virtual conferencing, priority for virtual conferencing will be afforded to public hearing participants.

Mayor

Bob Bruggeman

Ward 1

Jean H. Matlock

Ward 3

Betty Williams

Ward 5

Bill Harp

Ward 2

Mary Hart

Ward 4

Christie Alcorn

Ward 6

Jay Davis



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 BY MAYOR BOB BRUGGEMAN

III. MAYOR'S REMARKS AND ITEMS OF COMMUNITY INTEREST

Upcoming City Council Meetings:

Monday, September 14, 2020 at 6:00 p.m.

Monday, September 28, 2020 at 6:00 p.m.

Monday, October 12, 2020 at 6:00 p.m.

Monday, October 26, 2020 at 6:00 p.m.

Parks & Recreation Events:

Sept. 5 th - 6 th	Mid-South Regionals Softball Tournament	Karrh & Wallace Park
Sept. 12 th	Dixie Baseball Fall League Begins	Spring Lake Park
Sept. 12 th	Texarkana Soccer Association Fall League Begins	Wallace Park

Southwest Center has reopened with limited hours of operation from 8:00 a.m. - 7:00 p.m., Monday through Friday. Meeting rooms, classes and gym activities will be limited to 15 people per session.

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

Meeting Presentation

Texarkana Regional Airport Budget - by Paul Mehrlich

Airport Budget Estimate Spreadsheet Summary

IV. OPEN FORUM: COMMENTS FROM THE PUBLIC

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

V. APPOINTMENTS TO BOARDS, COMMISSIONS AND COMMITTEES**VI. ITEMS FOR CONSIDERATION*****Consent Items***

1. Consider approval of the minutes of the Regular Meeting of the City Council held on August 10, 2020 at 6:00 PM.
2. Resolution No. 2020-093 authorizing the City Manager to enter into a contract with J.R. Pope Company, Inc. of Texarkana, Texas, for an amount not to exceed \$811,015.65 for the Courthouse Square Connections Construction Project, with budgeted funds in the 2017 Bond Fund (Fund 423).

Public Hearing:

Council Vote: August 24, 2020

3. Resolution No. 2020-094 authorizing the City Manager to enter into a contract with DAM Investments LLC, dba US Lawns of Texarkana, Arkansas, for an amount not to exceed \$58,488 for mowing and landscaping services for selected city properties, with budgeted funds in the Proposed 2021 Street Maintenance General Fund (Fund 101).

Public Hearing:

Council Vote: August 24, 2020

4. Ordinance No. 2020-096 approving the cancellation of the November 3, 2020, General Election for a Councilmember for Ward 3 and a Councilmember for Ward 5 as both candidates are unopposed.

Public Hearing:

Council Vote: August 24, 2020

Action Items

5. Resolution No. 2020-095 approving a Collective Bargaining Agreement between the City of Texarkana, Texas, and the Local 367 (Texarkana, Texas Firefighters) of the International Association of Firefighters, for a three-year employment contract beginning on October 1, 2020, and ending on September 30, 2023.

Public Hearing:
Council Vote: August 24, 2020

6. Ordinance No. 2020-097 abolishing one Police Captain position and creating one Police Sergeant position.

Public Hearing:
Council Vote: August 24, 2020

VII. FIRST BRIEFINGS

1. Ordinance No. 2020-077 rezoning Lots 7 and 8 and the south 14' of Lot 9, Block 132, City/Triggs Addition, located at 1312 Main Street. Office to Single Family-2. Vickie Henry Guillot, applicant.

Public Hearing: September 14, 2020
Council Vote: September 14, 2020

2. Ordinance No. 2020-078 rezoning Lots 1, 2 and 3, Block 14, South Texarkana Addition, located at 205 Lubbock Street. Agriculture to Single Family-3. C. D. Little, applicant.

Public Hearing: September 14, 2020
Council Vote: September 14, 2020

3. Ordinance No. 2020-079 granting Specific Use Permit to allow the location of a single-wide HUD code manufactured home on Lots 1, 2 and 3, Block 14, South Texarkana Addition, located at 205 Lubbock Street. C. D. Little, applicant.

Public Hearing: September 14, 2020
Council Vote: September 14, 2020

4. Ordinance No. 2020-080 rezoning Lot 2, Rose Acres Addition, located at 4600 Rose Acres Drive. Agriculture to Neighborhood Service. Jerry Hildebrand, applicant.

Public Hearing: September 14, 2020
Council Vote: September 14, 2020

VIII. PUBLIC HEARINGS

1. Ordinance No. 2020-066 granting a Specific Use Permit to allow permanent cosmetics/microblading on a portion of an approximate 1.757-acre tract of land in the George Brinlee HRS, A-18, located in a tenant space at 4150 McKnight Road. Bill King, applicant. Amy Yancey, agent.

Public Hearing: August 24, 2020

Council Vote: August 24, 2020

2. Ordinance No. 2020-067 rezoning Lot 14, Block 22, City Improvement Co. Westside Addition, located at 1628 West 5th Street, Multiple Family-1 to Single Family-3. Roy Kim Butler, applicant.

Public Hearing: August 24, 2020

Council Vote: August 24, 2020

3. Ordinance No. 2020-068 granting a Specific Use Permit to allow the location of a single wide HUD code manufactured home on Lot 14, Block 22, City Improvement Co. Westside Addition, located at 1628 West 5th Street. Roy Kim Butler, applicant.

Public Hearing: August 24, 2020

Council Vote: August 24, 2020

4. Ordinance No. 2020-069 rezoning a 7.731-acre tract of land (Tracts 48 & 49) in the R.E. Sevey HRS, A-523, located at 2208 Allen Lane. Single Family-2 to Single Family-3. Timothy Williams, applicant.

Public Hearing: August 24, 2020

Council Vote: August 24, 2020

5. Ordinance No. 2020-070 granting a Specific Use Permit to allow the location of a double wide HUD code manufactured home on a 7.731-acre tract of land (Tracts 48 & 49) in the R.E. Sevey HRS, A-523, located at 2208 Allen Lane. Timothy Williams, applicant.

Public Hearing: August 24, 2020

Council Vote: August 24, 2020

6. Ordinance No. 2020-071 rezoning the north 88' of Lots 11 & 12, Block 7, Watt's Addition, located at 1310 Milam Street. Multiple Family-1 to Neighborhood Service. Jerry Thompson, applicant.

Public Hearing: August 24, 2020
Council Vote: August 24, 2020

7. Ordinance No. 2020-072 rezoning an approximate 110.305-acre tract of land located in the John H. Bostic HRS, A-46 and the J.W. Taylor HRS, A-756, located at 2607 FM 2148 North. Single Family-2 to Commercial. Kyle Davis, representing BL-KD Investments, LLC and BOCO Investments, LLC, applicant. Kyle Talley, representing Longview Bridge and Road, Ltd, agent.

Public Hearing: August 24, 2020
Council Vote: August 24, 2020

8. Ordinance No. 2020-073 granting a Specific Use Permit to allow additional uses on an approximate 110.305-acre tract of land located in the John H. Bostic HRS, A-46 and the J.W. Taylor HRS, A-756, located at 2607 FM 2148 North. Kyle Davis, representing BL-KD Investments, LLC and BOCO Investments, LLC, applicant. Kyle Talley, representing Longview Bridge and Road, Ltd, agent.

Public Hearing: August 24, 2020
Council Vote: August 24, 2020

9. Resolution No. 2020-087 approving the Fiscal Year 2021 Master Fee List.

Public Hearing: August 24, 2020
Council Vote: September 14, 2020

10. Ordinance No. 2020-089 amending the budget estimate of the revenues and expenditures for the fiscal year ending September 30, 2020, and adopting the budget and appropriating resources for the fiscal year beginning October 1, 2020, and ending September 30, 2021.

Public Hearing: August 24, 2020
Council Vote: August 24, 2020

IX. ITEMS FOR DISCUSSION

Staff Updates

X. ADMINISTRATIVE COMMENTS

1. City Council
2. City Staff

XI. 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 will hold 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).

Briefing Sheet

Version:
Update Date: 8/21/2020 3:08 PM

Lead Department: City Manager **Action Officer:** Vicky Coopwood, Assistant City Secretary
Subject: Airport Budget Estimate Spreadsheet Summary

Attachments

- a. Airport Budget (082420) (PDF)

	2018 Budget	2018 Actual	2019 Budget	2019 Actual	2020 Budget	2020 YTD	2021 Budget
40000 · Revenues							
40001 · Small Building Revenue	\$ 9,000	\$ 11,505	\$ 9,000	\$ 11,343	\$ 11,000	\$ 5,063	\$ 43,500
40002 · FBO Revenue	\$ 95,000	\$ 109,131	\$ 102,000	\$ 104,240	\$ 102,000	\$ 59,693	\$ 104,000
40003 · Ground Revenue/Aircraft Sto Fee	\$ 25,500	\$ 25,587	\$ 25,500	\$ 24,317	\$ 25,500	\$ 14,629	\$ 25,000
40004 · Hangar Revenue	\$ 97,000	\$ 95,796	\$ 95,000	\$ 98,898	\$ 95,750	\$ 58,462	\$ 98,000
40005 · House Revenue	\$ 24,300	\$ 24,300	\$ 25,000	\$ 24,600	\$ 24,300	\$ 22,125	\$ 28,000
40006 · Fuel Flowage Revenue	\$ 62,000	\$ 30,598	\$ 62,000	\$ 53,832	\$ 62,000	\$ 16,822	\$ 50,000
40007 · Interest/Late Charge Revenue	\$ 500	\$ 101	\$ 500	\$ -	\$ 500	\$ -	\$ -
40008 · Landing Fees Revenue	\$ 40,000	\$ 46,069	\$ 40,000	\$ 46,517	\$ 40,000	\$ 16,821	\$ 48,000
40009 · Misc. Revenue - Other	\$ 5,000	\$ 4,484	\$ 5,000	\$ 5,940	\$ 5,000	\$ 3,835	\$ 4,000
40010 · Parking Revenue	\$ 250,000	\$ 282,722	\$ 255,000	\$ 312,960	\$ 275,000	\$ 60,197	\$ 275,000
40011 · Airline Office Revenue	\$ 35,370	\$ 35,370	\$ 35,370	\$ 35,370	\$ 35,370	\$ 20,632	\$ 35,370
40012 · Rental Car Revenue	\$ 250,000	\$ 261,261	\$ 250,000	\$ 242,399	\$ 250,000	\$ 108,152	\$ 225,000
40013 · TSA Building Rents - Other	\$ 54,000	\$ 49,815	\$ 54,000	\$ 50,794	\$ 54,000	\$ 29,683	\$ 50,000
40015 · Fuel Tax Income	\$ 35,000	\$ 36,369	\$ 35,000	\$ 39,626	\$ 37,000	\$ 14,906	\$ 35,000
40016 · Cities Subsidy		\$ 206,000		\$ 128,580		\$ 74,795	
40017 · Advertising Revenue	\$ 4,000	\$ 4,735	\$ 4,000	\$ 6,312	\$ 4,000	\$ 7,763	\$ 4,000
40018 · Mooring Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40019 · LEO Grant Reimbursement	\$ 41,000	\$ 38,930	\$ 41,000	\$ 54,840	\$ 39,000	\$ 17,160	\$ 39,000
40020 · Miller County Tax Passthru	\$ 20,000	\$ 25,299	\$ 25,000	\$ 25,430	\$ 25,000	\$ 25,430	\$ 25,000
40021 · Freight Loading Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
40022 · Building Utilities			\$ -	\$ 3,913	\$ -	\$ 2,326	\$ 4,000
Total 40000 · Revenues	\$ 1,047,670	\$ 1,288,072	\$ 1,063,370	\$ 1,269,910	\$ 1,085,420	\$ 558,493	\$ 1,092,870
50000 · Administration Expense							
50001 · Advertising & Promotion	\$ 3,500	\$ 1,747	\$ 2,000	\$ 6,959	\$ 2,000	\$ 1,624	\$ 14,000
50002 · Drug Testing	\$ 350	\$ 366	\$ 350	\$ 168	\$ 350	\$ 504	\$ 600
50003 · Dues & Subscriptions	\$ 5,000	\$ 5,331	\$ 3,500	\$ 5,120	\$ 5,000	\$ 3,223	\$ 5,000
50004 · Employee Training-Other	\$ 2,500	\$ 6,562	\$ 3,000	\$ 7,415	\$ 5,000	\$ 1,145	\$ 3,000
50005 · Interest Expense/Debt Service	\$ 8,000	\$ 2,757	\$ 8,000	\$ 5,050	\$ 3,500	\$ 5,809	\$ 8,000
50006 · Legal & Accounting Expense	\$ 14,000	\$ 20,936	\$ 14,000	\$ 21,942	\$ 20,000	\$ 13,674	\$ 20,000

50008 · Mileage	\$ 6,500	\$ 2,762	\$ 5,000	\$ 2,483	\$ 4,000	\$ 552	\$ 2,500
50009 · Office Support	\$ 7,000	\$ 8,770	\$ 7,000	\$ 6,261	\$ 7,000	\$ 4,475	\$ 7,000
50010 · Miscellaneous	\$ 10,000	\$ 12,649	\$ 10,000	\$ 16,518	\$ 10,000	\$ 9,619	\$ 10,000
50011 · Parking Expense	\$ 4,000	\$ 3,883	\$ 4,000	\$ 1,284	\$ 2,000	\$ 706	\$ 1,300
50012 · Service Charges	\$ 3,500	\$ 10,084	\$ 5,500	\$ 12,901	\$ 10,000	\$ 3,985	\$ 12,000
50013 · Travel & Training Seminars	\$ 4,000	\$ 400	\$ 4,000	\$ 2,918	\$ 4,000	\$ 2,745	\$ 3,000
50014 · Consulting Fees	\$ 1,500	\$ 188	\$ -	\$ -	\$ 500	\$ 3,640	\$ 6,000
50015 · FAA/TSA Mandated Expenses	\$ 1,000	\$ 1,000	\$ 1,000	\$ 371	\$ 1,000	\$ 106	\$ 1,000
50022 · Depredation			\$ -	\$ 3,152	\$ -	\$ 600	\$ 500
50023 · Terminal Vending					\$ -	\$ 122	\$ -
Total 50000 · Administration Expense	\$ 70,850	\$ 77,435	\$ 67,350	\$ 92,542	\$ 74,350	\$ 52,407	\$ 93,900
50100 · Liability Insurance Expense							
50101 · APERMA	\$ 32,000	\$ 31,998	\$ 32,000	\$ 32,000	\$ 32,000	\$ 3,232	\$ -
50102 · Airport Liability Ins. Other	\$ 6,000	\$ 6,167	\$ 6,000	\$ 6,000	\$ 6,000	\$ 8,300	\$ 8,000
50103 · Property/Auto Ins					\$ -	\$ 46,878	\$ 50,000
Total 50100 · Liability Insurance Expense	\$ 6,000	\$ 6,167	\$ 6,000	\$ 6,000	\$ 6,000	\$ 55,178	\$ 58,000
50200 · Build. & Grounds Maint. Expense							
50202 · Airside Components	\$ 20,000	\$ 3,631	\$ 20,000	\$ 19,419	\$ 14,000	\$ 2,499	\$ 20,000
50203 · Buildings	\$ 25,000	\$ 14,138	\$ 25,000	\$ 16,781	\$ 25,000	\$ 22,664	\$ 25,000
50205 · Gates / Fences	\$ 7,000	\$ 8,751	\$ 7,000	\$ 2,933	\$ 7,000	\$ 1,323	\$ 15,000
50206 · Houses	\$ 5,000	\$ 21,596	\$ 10,000	\$ 38,425	\$ 10,000	\$ 4,387	\$ 15,000
50207 · Misc.	\$ 1,000	\$ 119	\$ 1,000	\$ 808	\$ 1,000	\$ 90	\$ 1,000
50208 · T-Hangars	\$ 6,500	\$ 106	\$ 6,500	\$ 1,781	\$ 6,500	\$ 9,549	\$ 36,000
50209 · Tools	\$ 1,000	\$ 2,589	\$ 1,000	\$ 2,315	\$ 1,000	\$ 805	\$ 1,000
50210 · Tractors, Mules, Forklift etc.	\$ 12,000	\$ 2,960	\$ 12,000	\$ 11,201	\$ 12,000	\$ 2,630	\$ 12,000
50211 · Vehicles & Trailers	\$ 3,000	\$ 2,544	\$ 3,000	\$ 1,400	\$ 3,500	\$ 1,313	\$ 3,000
50212 · Environmental	\$ 1,000	\$ 248	\$ 1,000	\$ 75	\$ 500	\$ 233	\$ 500
50213 · Snow & Ice Removal/ Flood Damage	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ 2,500
Total 50200 · Build. & Grounds Maint. Expense	\$ 84,000	\$ 56,681	\$ 89,000	\$ 95,138	\$ 83,000	\$ 45,493	\$ 131,000
50300 · Landside Consumables Expense							
50301 · Fuel	\$ 10,000	\$ 13,556	\$ 11,000	\$ 6,299	\$ 10,000	\$ 2,359	\$ 10,000

50302 · Janitorial Supplies	\$ 4,700	\$ 4,713	\$ 4,700	\$ 4,921	\$ 4,700	\$ 1,955	\$ 5,000
50303 · Landscaping	\$ 3,000	\$ 1,400	\$ 3,000	\$ -	\$ 2,000	\$ -	\$ 3,000
50304 · Maint. Shop Supplies	\$ 3,000	\$ 1,574	\$ 3,000	\$ 1,613	\$ 2,000	\$ 1,627	\$ 2,000
50305 · Rental Expense	\$ 1,200	\$ 140	\$ 1,200	\$ 457	\$ 1,200	\$ 244	\$ 1,200
50306 · Uniforms	\$ 1,600	\$ 1,410	\$ 1,600	\$ 2,275	\$ 1,600	\$ 733	\$ 1,600
Total 50300 · Landside Consumables Expense	\$ 23,500	\$ 22,793	\$ 24,500	\$ 15,565	\$ 21,500	\$ 6,918	\$ 22,800
50400 · Payroll Expenses							
50401 · AR Unemployment Tax (ALL)	\$ 4,000	\$ 4,172	\$ 4,000	\$ 5,855	\$ 4,000	\$ 911	\$ 4,000
50402 · Admin. Group Insurance	\$ 60,000	\$ 47,848	\$ 50,000	\$ 46,305	\$ 48,000	\$ 16,348	\$ 50,000
50403 · Payroll Taxes (ALL)	\$ 46,500	\$ 46,482	\$ 46,500	\$ 50,659	\$ 46,500	\$ 24,074	\$ 46,500
50404 · Admin. Retirement	\$ 3,600	\$ 4,291	\$ 3,600	\$ 4,249	\$ 4,000	\$ 2,980	\$ 4,300
50405 · Admin. Payroll	\$ 400,000	\$ 329,753	\$ 386,000	\$ 371,540	\$ 386,000	\$ 188,209	\$ 360,000
50406 · Admin. Workers Comp.	\$ 3,500	\$ 4,869	\$ 3,500	\$ 2,342	\$ 5,000	\$ 2,342	\$ 5,000
50408 · Vacation & Sick Leave	\$ -	\$ 27,632		\$ 39,378		\$ 16,370	\$ -
50409 · Other (ALL)	\$ 800	\$ 252	\$ 800	\$ 604	\$ 300	\$ 52	\$ 300
50411 · Accrued Payroll	\$ -	\$ 10,492	\$ 8,500	\$ -	\$ 10,000	\$ -	\$ 10,000
50413 · Admin. Longevity	\$ 8,500	\$ 9,090		\$ 9,120	\$ 11,000	\$ -	\$ 8,000
50415 · ADA Employee Agreement	\$ -	\$ 20,500	\$ -	\$ -	\$ -	\$ -	\$ -
50400 · Admin Payroll Expenses Other	\$ -	\$ 80		\$ -	\$ 100	\$ -	\$ 100
Total 50400 · Payroll Expenses	\$ 526,900	\$ 505,461	\$ 502,900	\$ 530,052	\$ 514,900	\$ 251,286	\$ 488,200
50500 · Permits & Taxes							
50501 · Miller County Taxes	\$ 32,000	\$ 36,485	\$ 32,000	\$ 37,375	\$ 12,000	\$ 37,643	\$ 12,000
50502 · Sales Tax	\$ 25,000	\$ 28,713	\$ 25,000	\$ 31,437	\$ 30,000	\$ 6,051	\$ 27,500
50503 · Permits & Taxes -Other	\$ -	\$ 100	\$ -	\$ 720	\$ 100	\$ 300	\$ 700
Total 50500 · Permits & Taxes	\$ 57,000	\$ 65,298	\$ 57,000	\$ 69,532	\$ 42,100	\$ 43,994	\$ 40,200
50600 · Utilities							
50602 · Communications	\$ 31,000	\$ 36,798	\$ 26,000	\$ 37,969	\$ 18,000	\$ 16,949	\$ 25,000
50603 · Electricity	\$ 70,000	\$ 67,762	\$ 62,000	\$ 62,712	\$ 65,000	\$ 32,905	\$ 65,000
50604 · Gas	\$ 7,000	\$ 4,310	\$ 4,000	\$ 3,620	\$ 4,000	\$ 2,258	\$ 4,000
50605 · Water	\$ 10,000	\$ 14,041	\$ 10,000	\$ 16,369	\$ 10,000	\$ 7,923	\$ 16,000
Total 50600 · Utilities	\$ 118,000	\$ 122,911	\$ 102,000	\$ 120,670	\$ 97,000	\$ 60,035	\$ 110,000

50700 · ARFF Expenses							
50702 · ARFF Office Support	\$ 500	\$ 289	\$ 500	\$ 63	\$ 300	\$ 107	\$ 300
50703 · ARFF Communications	\$ 2,000	\$ 3,348	\$ 2,000	\$ 3,680	\$ 2,000	\$ 891	\$ 2,000
50704 · ARFF Fuel	\$ 4,000	\$ 1,050	\$ 3,000	\$ 3,465	\$ 3,000	\$ -	\$ 3,000
50705 · ARFF Group Insurance	\$ 23,000	\$ 32,583	\$ 23,000	\$ 36,504	\$ 32,500	\$ 16,052	\$ 36,000
50706 · ARFF Mileage	\$ 1,000	\$ 984	\$ 500	\$ 821	\$ 1,000	\$ 669	\$ 1,000
50707 · ARFF Payroll	\$ 122,000	\$ 161,276	\$ 147,000	\$ 165,034	\$ 162,000	\$ 84,993	\$ 170,000
50708 · ARFF Retirement	\$ 2,400	\$ 3,782	\$ 2,400	\$ 4,208	\$ 3,800	\$ 2,016	\$ 4,000
50709 · ARFF Supplies	\$ 4,000	\$ 1,581	\$ 4,000	\$ 4,412	\$ 1,500	\$ 830	\$ 4,000
50710 · ARFF Tools & Equipment	\$ 3,500	\$ 3,586	\$ 2,000	\$ 226	\$ 2,000	\$ 57	\$ 2,000
50711 · ARFF Training	\$ 2,000	\$ 2,589	\$ 2,000	\$ 1,428	\$ 2,000	\$ 3,041	\$ 2,000
50712 · ARFF Truck Repair	\$ 10,000	\$ 8,004	\$ 5,000	\$ 5,215	\$ 6,000	\$ 1,867	\$ 6,000
50713 · ARFF Uniforms	\$ 2,000	\$ 1,538	\$ 2,000	\$ 6,847	\$ 1,500	\$ 496	\$ 2,000
50714 · ARFF Utilities	\$ 13,000	\$ 14,175	\$ 12,000	\$ 18,489	\$ 14,000	\$ 10,558	\$ 12,000
50715 · ARFF Workers Comp.	\$ 5,000	\$ 6,466	\$ 5,000	\$ 4,230	\$ 6,000	\$ 4,230	\$ 5,000
50716 · Public Safety Building	\$ 10,000	\$ 10,610	\$ 8,000	\$ 4,225	\$ 10,000	\$ 10,380	\$ 20,000
50717 · ARFF Misc.	\$ 250	\$ 363	\$ 250	\$ 745	\$ 800	\$ 126	\$ 800
50718 · ARFF Longevity	\$ 7,000	\$ 7,680	\$ 7,000	\$ 8,320	\$ 9,000	\$ -	\$ 9,000
Total 50700 · ARFF Expenses	\$ 211,650	\$ 259,906	\$ 225,650	\$ 267,912	\$ 257,400	\$ 136,313	\$ 279,100
50800 · LEO Expenses							
50730 · LEO Payroll	\$ 82,000	\$ 82,663	\$ 82,000	\$ 83,392	\$ 82,000	\$ 34,271	\$ 83,000
50731 · LEO Office Support	\$ 500	\$ 177	\$ 500	\$ 100	\$ 200	\$ -	\$ 200
50732 · LEO Communications	\$ 1,000	\$ 1,835	\$ 1,000	\$ 705	\$ 500	\$ 325	\$ 500
50733 · LEO Misc.	\$ 50	\$ 14	\$ 50	\$ -	\$ 50	\$ -	\$ 50
50734 · LEO Workers Comp.	\$ 2,500	\$ 2,683	\$ 2,000	\$ 1,149	\$ 2,700	\$ 1,149	\$ 2,700
50735 · LEO Training & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,633
Total 50800 · LEO Expenses	\$ 86,050	\$ 87,372	\$ 85,550	\$ 85,346	\$ 85,450	\$ 35,745	\$ 119,083
Total Expense	\$ 1,183,950	\$ 1,204,024	\$ 1,159,950	\$ 1,282,758	\$ 1,181,700	\$ 687,369	\$ 1,342,283
Revenues - Expenditures	\$ (136,280)	\$ 84,048	\$ (96,580)	\$ (12,848)	\$ (96,280)	\$ (128,876)	\$ (249,413)

O&M Cost Shares	FY18 Budget	Actual	FY19 Budget	Actual	FY20 Budget	Actual	FY21 Budget
Texarkana, TX	\$ 92,150		\$ (52,887)		\$ (52,723)		\$ (136,579)
Texarkana, AR	\$ 76,130		\$ (43,693)		\$ (43,557)		\$ (112,834)
New Terminal/Taxiway	\$ 91,607.00	\$ 91,607.00	\$256,369.00	\$ 122,820.60	\$93,871.00	\$ 67,356.08	\$ 968,520.00
*(See Attached Sheet)	\$ -	\$ -	\$ -	\$ -	\$73,756.00	\$ -	\$ 760,980.00

CARES Act Funding

\$ 269,909.00	\$ 577,352.00
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Population Ratio

54.76%

45.24%



CITY OF TEXARKANA
CITY COUNCIL
MINUTES • AUGUST 10, 2020

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

220 TEXAS BLVD.
TEXARKANA, TX 75501

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

**This council meeting was held entirely via the Zoom video conferencing platform.
 Council members participated from their separate respective locations.**

Member Name	Title	Status	Arrived
McGowan	Mayor	Present	
Matlock	Ward 1	Absent	
Hart	Ward 2	Present	
Williams	Ward 3	Present	
Alcorn	Ward 4	Present	
Peoples	Ward 5	Present	
Phillips	Ward 6	Present	

Staff Present: City Manager Shirley Jaster, Jennifer Evans, David Orr, Kristin Peoples, Dusty Henslee, Garrett Baker, J.D. Phillips, Eric Schlotter, and Lisa Thompson.

Legal Counsel: Jeff Lewis.

II. INVOCATION BY COUNCIL MEMBER MARY HART

III. MAYOR'S REMARKS AND ITEMS OF COMMUNITY INTEREST

Upcoming City Council Meetings:

Monday, August 24, 2020 at 6:00 p.m.

Monday, September 14, 2020 at 6:00 p.m.

Monday, September 28, 2020 at 6:00 p.m.

Parks & Recreation Events:

Southwest Center has reopened with limited hours of operation from 8:00 a.m. - 7:00 p.m., Monday through Friday. Meeting rooms, classes and gym activities will be limited to 15 people per session.

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

Minutes Acceptance: Minutes of Aug 10, 2020 6:00 PM (Consent Items)

The U.S. 2020 Census is still underway and being conducted in the community. The friendly "twin-city census challenge" continues between the states. The challenge is to help boost the census response rate by encouraging citizens on both sides of state line to participate. All Texas citizens were encouraged to complete the census questionnaire as the data helps Texarkana become eligible for available federal funding across various programs that can directly benefit our city.



Submitted photo

Everyone was reminded to keep Texarkana's students in their prayers as Pleasant Grove Independent School District has already started the new school year. Liberty Eylau Independent School District students are scheduled to resume classes on August 12th and Texarkana Independent School District students on August 19th. It is hoped that students, parents, teachers, and administrators will have a safe environment in which to work, learn, and play during this year's school activities.

As of this meeting, there were 769 positive COVID-19 cases, 308 recoveries, 40 related deaths, and 421 active cases in the local area. These numbers are based on test results and consultations with physicians. Citizens were reminded to continue social distancing, to wear a mask while out in public, and to practice good hand washing habits to help slow down the spread of the virus.

IV. OPEN FORUM: COMMENTS FROM THE PUBLIC

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

At the beginning of Open Forum, Mayor Bruggeman stated that the two open forum comments which were received after the 12:00 p.m. deadline for the July 13th council meeting have been referred to the council members for this meeting.

The following callers spoke during Open Forum:

Oscar Ruiz addressed council with comments for the removal of the downtown monument in commemoration of the Soldiers of the Southern Confederacy.

Bess Gamble-Williams addressed council with comments for the removal of the downtown monument in commemoration of the Soldiers of the Southern Confederacy.

Shareka Young read a statement from her grandmother, Jessie Mae Young, containing comments for the removal of the downtown monument in commemoration of the Soldiers of the Southern Confederacy.

V. APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES

Council Member Davis recommended the reappointment of Linda Hooks to the Community Healthcare Board, whose effective date will begin on September 1, 2020.

1. Motion to reappoint Linda Hooks to the Community Healthcare Board for another term.
(6:26 p.m.)

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

VI. ITEMS FOR CONSIDERATION

Consent Items

(6:28 p.m.)

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

1. Consider approval of the minutes of the Regular Meeting of the City Council held on July 13, 2020 at 6:00 PM.

Open Forum Comment - July 13, 2020 meeting (Fritz)

2. Resolution No. 2020-081 authorizing the City Manager to enter into a contract with Tatum Excavating Company, Inc. of Texarkana, Texas, for an amount not to exceed \$519,877, for the College Drive Mill and Overlay Reconstruction Project, with funds budgeted in the 2020 Major Street Maintenance Fund (Fund 120).

Public Hearing:

Council Vote: August 10, 2020

3. Ordinance No. 2020-082 amending Ordinance No. 2020-064 to comply with the July 27, 2020, Governor-issued proclamation regarding dates for early voting by personal appearance, due to the COVID-19 (Coronavirus) pandemic, for the City's general election to be held on November 3, 2020.

Public Hearing:

Council Vote: August 10, 2020

4. Resolution No 2020-084 authorizing the City Manager to enter into a contract with Kampco, Inc. of Texarkana, Arkansas, for the U.S. Highway 67 at Interstate Highway 369 10" Sewer Main Replacement Project, with budgeted funds, in an amount not to exceed \$185,803.50.

Public Hearing:

Council Vote: August 10, 2020

Action Items

5. Ordinance No. 2020-083 ordering a Special Election for November 3, 2020, to present a ballot measure that, if approved, would amend the City Charter by adding a new section 17, titled "Collective Bargaining Impasse", under Article XVII, "General Provisions", which would allow only the International Association of Fire Fighters (IAFF), Local 367 to determine when the City and IAFF Local 367 cannot agree regarding the negotiation of a collective bargaining agreement, allow only IAFF Local 367 to force the City to submit all issues in dispute between them to compulsory arbitration, create a three-member Arbitration Board, restrict the evidence that the Arbitration Board may consider in making its decision, and any decision of the Arbitration Board would be final, binding and enforceable (that is, the decision cannot be overruled or changed by the City Council).

Public Hearing:

Council Vote: August 10, 2020

City Attorney Jeff Lewis briefed this agenda item.
(6:39 p.m.)

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

6. Resolution No. 2020-085 supporting the Courthouse Square Connections Project and authorizing the City Manager to execute an interlocal agreement with Texarkana, Arkansas, and all other documents necessary for the project.

Public Hearing:
Council Vote: August 10, 2020

David Orr briefed this agenda item. Mike Malone, of the Texarkana Chamber of Commerce, said this project will add a positive downtown experience for visitors who come to Texarkana.
(6:44 p.m.)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jay Davis, Ward 6
SECONDER:	Christie Alcorn, Ward 4
AYES:	Bruggeman, Hart, Williams, Alcorn, Harp, Davis
ABSENT:	Matlock

7. Resolution No. 2020-086 approving a Memorandum of Agreement and Project Management Plan with the Department of the Army and authorizing funding for an environmental and cultural resources study necessary to begin the implementation of the City's Ultimate Rule Curve Contract for water storage in Lake Wright Patman.

Public Hearing:
Council Vote: August 10, 2020

City Manager Jaster briefed this agenda item. City Attorney Jeff Lewis also made comments.
(6:49 p.m.)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Betty Williams, Ward 3
SECONDER:	Mary Hart, Ward 2
AYES:	Bruggeman, Hart, Williams, Alcorn, Harp, Davis
ABSENT:	Matlock

8. Resolution No. 2020-088 amending the budget calendar for Fiscal Year 2021.

Public Hearing:
Council Vote: August 10, 2020

Kristin Peeples briefed this agenda item.
(6:51 p.m.)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Betty Williams, Ward 3
SECONDER:	Mary Hart, Ward 2
AYES:	Bruggeman, Hart, Williams, Alcorn, Harp, Davis
ABSENT:	Matlock

9. Resolution No. 2020-090 approving the tax rate proposal of \$0.7000 per \$100 of assessed valuation for the Fiscal Year beginning October 1, 2020, and ending September 30, 2021, and allowing for public notice per the requirements of state law.

Public Hearing:
Council Vote: August 10, 2020

Kristin Peeples briefed this agenda item.
(6:55 p.m.)

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

VII. FIRST BRIEFINGS

1. Ordinance No. 2020-066 granting a Specific Use Permit to allow permanent cosmetics/microblading on a portion of an approximate 1.757-acre tract of land in the George Brinlee HRS, A-18, located in a tenant space at 4150 McKnight Road. Bill King, applicant. Amy Yancey, agent.

Public Hearing: August 24, 2020
Council Vote: August 24, 2020

David Orr briefed this agenda item.

RESULT:	MOVED FORWARD	Next: 8/24/2020 6:00 PM
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2. Ordinance No. 2020-067 rezoning Lot 14, Block 22, City Improvement Co. Westside Addition, located at 1628 West 5th Street, Multiple Family-1 to Single Family-3. Roy Kim Butler, applicant.

Public Hearing: August 24, 2020
Council Vote: August 24, 2020

David Orr briefed this agenda item.

RESULT: MOVED FORWARD Next: 8/24/2020 6:00 PM

3. Ordinance No. 2020-068 granting a Specific Use Permit to allow the location of a single wide HUD code manufactured home on Lot 14, Block 22, City Improvement Co. Westside Addition, located at 1628 West 5th Street. Roy Kim Butler, applicant.

Public Hearing: August 24, 2020
Council Vote: August 24, 2020

David Orr briefed this agenda item.

RESULT: MOVED FORWARD Next: 8/24/2020 6:00 PM

4. Ordinance No. 2020-069 rezoning a 7.731-acre tract of land (Tracts 48 & 49) in the R.E. Sevey HRS, A-523, located at 2208 Allen Lane. Single Family-2 to Single Family-3. Timothy Williams, applicant.

Public Hearing: August 24, 2020
Council Vote: August 24, 2020

David Orr briefed this agenda item.

RESULT: MOVED FORWARD Next: 8/24/2020 6:00 PM

5. Ordinance No. 2020-070 granting a Specific Use Permit to allow the location of a double wide HUD code manufactured home on a 7.731-acre tract of land (Tracts 48 & 49) in the R.E. Sevey HRS, A-523, located at 2208 Allen Lane. Timothy Williams, applicant.

Public Hearing: August 24, 2020
Council Vote: August 24, 2020

David Orr briefed this agenda item.

RESULT: MOVED FORWARD Next: 8/24/2020 6:00 PM

6. Ordinance No. 2020-071 rezoning the north 88' of Lots 11 & 12, Block 7, Watt's Addition, located at 1310 Milam Street. Multiple Family-1 to Neighborhood Service. Jerry Thompson, applicant.

Public Hearing: August 24, 2020
Council Vote: August 24, 2020

David Orr briefed this agenda item.

RESULT: MOVED FORWARD

Next: 8/24/2020 6:00 PM

7. Ordinance No. 2020-072 rezoning an approximate 110.305-acre tract of land located in the John H. Bostic HRS, A-46 and the J.W. Taylor HRS, A-756, located at 2607 FM 2148 North. Single Family-2 to Commercial. Kyle Davis, representing BL-KD Investments, LLC and BOCO Investments, LLC, applicant. Kyle Talley, representing Longview Bridge and Road, Ltd, agent.

Public Hearing: August 24, 2020

Council Vote: August 24, 2020

David Orr briefed this agenda item.

RESULT: MOVED FORWARD

Next: 8/24/2020 6:00 PM

8. Ordinance No. 2020-073 granting a Specific Use Permit to allow additional uses on an approximate 110.305-acre tract of land located in the John H. Bostic HRS, A-46 and the J.W. Taylor HRS, A-756, located at 2607 FM 2148 North. Kyle Davis, representing BL-KD Investments, LLC and BOCO Investments, LLC, applicant. Kyle Talley, representing Longview Bridge and Road, Ltd, agent.

Public Hearing: August 24, 2020

Council Vote: August 24, 2020

David Orr briefed this agenda item.

RESULT: MOVED FORWARD

Next: 8/24/2020 6:00 PM

9. Resolution No. 2020-087 approving the Fiscal Year 2021 Master Fee List.

Public Hearing: August 24, 2020

Council Vote: September 14, 2020

Kristin Peebles briefed this agenda item.

RESULT: MOVED FORWARD

Next: 8/24/2020 6:00 PM

10. Ordinance No. 2020-089 amending the budget estimate of the revenues and expenditures for the fiscal year ending September 30, 2020, and adopting the budget and appropriating resources for the fiscal year beginning October 1, 2020, and ending September 30, 2021.

Public Hearing: August 24, 2020

Council Vote: August 24, 2020

Kristin Peebles briefed this agenda item.

RESULT:	MOVED FORWARD	Next: 8/24/2020 6:00 PM
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11. Ordinance No. 2020-091 fixing the tax rate and levy in and for the City of Texarkana, Texas, for the fiscal year ending September 30, 2021, upon all taxable property in the City of Texarkana, Texas.

Public Hearing: September 14, 2020
Council Vote: September 14, 2020

Kristin Peebles briefed this agenda item.

RESULT:	MOVED FORWARD	Next: 9/14/2020 6:00 PM
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12. Ordinance No. 2020-092 ratifying the recently adopted budget that contains a property tax rate that raises more total property taxes than the previous year.

Public Hearing: September 14, 2020
Council Vote: September 14, 2020

Kristin Peebles briefed this agenda item.

RESULT:	MOVED FORWARD	Next: 9/14/2020 6:00 PM
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VIII. PUBLIC HEARINGS

1. Ordinance No. 2020-054 rezoning a 0.23-acre tract of land (Tract 248) in the Thomas Price HRS, A-466, located at 615 Witt Lane. Single Family-2 to Single Family-3. Nefrali Amaya, applicant.

Public Hearing: August 10, 2020
Council Vote: August 10, 2020

There were no public comments made at this hearing.
(7:36 p.m.)

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

2. Ordinance No. 2020-055 granting a Specific Use Permit to allow a double wide HUD Code manufactured home on a 0.23-acre tract of land (Tract 248) in the Thomas Price HRS, A-466, located at 615 Witt Lane. Nefrali Amaya, applicant.

Public Hearing: August 10, 2020

Council Vote: August 10, 2020

There were no public comments made at this hearing.
(7:38 p.m.)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Hart, Ward 2
SECONDER:	Betty Williams, Ward 3
AYES:	Bruggeman, Hart, Williams, Alcorn, Harp, Davis
ABSENT:	Matlock

3. Ordinance No. 2020-056 granting amendment to PD-04-2 for site approval to allow modifications to the site plan on Lot 2, Galleria Oaks #2 Subdivision, located at 1550 Moores Lane. David Boudreaux, applicant. MTG Engineers and Surveyors, agent.

Public Hearing: August 10, 2020

Council Vote: August 10, 2020

David Williams, of MTG Engineers and Surveyors, spoke at this hearing.
(7:41 p.m.)

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

4. Ordinance No. 2020-057 rezoning an approximate 5.17-acre tract of land (Tracts 45 and 46) in the Willis Oldham HRS, A-458, located at 5119 and 5217 North Park Road. Single Family-3 to Planned Development Two Family-2. J.M. and Alice Richardson, owner. Chad Rains, agent.

Public Hearing: August 10, 2020

Council Vote: August 10, 2020

There were no public comments made at this hearing.

(7:43 p.m.)

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

5. Resolution No. 2020-075 adopting the Community Development Block Grant 2020 Program Year Annual Action Plan and authorizing the City Manager to submit said action plan to the U.S. Department of Housing and Urban Development.

Public Hearing: August 10, 2020
 Council Vote: August 10, 2020

There were no public comments made at this hearing.
 (7:44 p.m.)

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

IX. ITEMS FOR DISCUSSION

Staff Updates

There were no staff updates presented.

X. ADMINISTRATIVE COMMENTS

1. City Council

Council Member Harp thanked several people who were instrumental in completing the necessary documents and securing the funding for construction of the new water treatment plant. Those included were: Bowie County Judge Bobby Howell, TexAmericas Center CEO Scott Norton, and Riverbend Water Resources District Director Kyle Dooley. Thanks to city staff included: former Mayor/Water Liaison Steve Mayo, Mayor Bob Bruggeman, City Manager Shirley Jaster, Assistant City Manager David Orr and City Attorney Jeff Lewis.

He also expressed thanks to TxDOT's Atlanta District leadership, Texarkana Area Engineer Paul Wong, and city staff, in the planning and securing of project funding to widen Interstate 30 thru the city limits of Texarkana. These two large-scale construction projects will bring immediate financial benefits to the local economy and the city's tax base. It will also help with economic development in the area.

The Mayor commended TxDOT staff for doing a great job on the sidewalk improvement project on both sides of Summerhill Road, just south of Interstate 30 from the Sonic to Kennedy Lane. This project will help to ensure the safety of students as they return for the new school year.

2. City Staff

City Manager Jaster thanked council members for their patience and attentiveness to the lengthy budget agenda item discussed during the meeting.

XI. ADJOURNMENT

A motion was made to adjourn the meeting.
(7:50 p.m.)

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

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 8/21/2020 9:10 AM

Lead Department: Public Works Department **Action Officer:** Dusty Henslee,
Resolution No. 2020-093 authorizing the City Manager to enter into a contract
with J.R. Pope Company, Inc. of Texarkana, Texas, for an amount not to exceed
\$811,015.65 for the Courthouse Square Connections Construction Project, with
Subject: budgeted funds in the 2017 Bond Fund (Fund 423).

Briefing: 8/24/2020 **Public Hearing:** **Council Vote:** 8/24/2020

Item Schedule

Schedule 2: Brief once - vote once (two weeks)

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

Date of Invitation for Bid (IFB 20-2001-05) posted on website: July 17, 2020
 Dates published in Texarkana Gazette: July 19, 2020 and July 26, 2020
 Opened bids: August 11, 2020 at 3 p.m.
 Bids received: Texarkana Concrete Construction, J.R. Pope Company, Hart Construction
 Lowest Responsive Bidder: J.R. Pope Company. See EXH "A".
 Budget: 2017 Bond Fund
 Policy Exceptions: None

Project Scope:

The Courthouse Square Connections Project is a dual city effort to increase walkability and enhance the area around the existing United States Post Office and Federal Courthouse in downtown.

Built in 1931, the United States Post Office and Courthouse has remained the most prominent structure in Texarkana, due in no small measure to its location. The regularity of the downtown street grid is interrupted by the north-south path of State Line Avenue, which separates Texas and Arkansas. Located between Fifth and Sixth Streets, the federal building ensures its pivotal presence by occupying the sole site in the center of State Line Avenue. By straddling the boundary between two states, the building uniquely evinces its federal nature and function; no other federal building in the country is sited in two states.

Project Goals & Objectives

- Improve pedestrian safety by expanding existing sidewalks and including additional crosswalks.
- Improve vehicle safety by closing 5th Street entrance and reducing traffic lanes.
- Enhance the area around the existing United States Post Office and Federal Courthouse with a new tourist kiosk, public art, expanded green space and add an area for food truck vendors.

City of Texarkana, Texas

- Preserve history by reclaiming a portion of the original brick streets and highlighting the historical features of the United States Post Office and Federal Courthouse.

Courthouse Square Connections Project Partners & Funding Organizations

- City of Texarkana, Texas
- City of Texarkana, Arkansas
- Texarkana, Arkansas Advertising & Promotion Commission
- Texarkana Chamber of Commerce
- Texarkana Arts & Historic District (including orgs above plus Main Street Texarkana, the Texarkana Symphony Orchestra, the Texarkana Regional Arts & Humanities Council, the Texarkana Museums System)
- National Endowment for the Arts Grant (Public Art)
- Texarkana Wilbur Smith Rotary Club (Trees)

Courthouse Square Connections Resident Design Team (Leadership Texarkana Strategic Doing Group)

Kayla Wood, PE, Jennifer Harland, Tyler Richards, PE, Dana Cox, Lee Medley, Brent Talley, Ben DuBois, MD, Andrew Clark, Brandy Early, Molly Riley, David Orr

Potential Options:

- Approve CM to enter into contract
- Not approve CM to enter into contract

Fiscal Implications:

\$811,015.65. Funds available in 2017 Bond Fund along with funding from other project partner organizations.

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. 2020-093 RES Auth CM to enter into contract for Courthouse Square Connections Construction Project (DOC)
- b. 2020-093 EXH 'A Bid Tab (PDF)
- c. 2020-093 ATTH 01 MTG_TXXcourthouse2 (1) (PDF)
- d. 2020-093 ATTH 02 MTG_TXXcourthouseBefore (PDF)

City of Texarkana, Texas

e. 2020-093 Goals & Perspectives (DOCX)

Staff Coordination

Public Works Department	Completed	Dusty Henslee	Department Head Review	
		08/12/2020 3:06 PM		
Public Works Department		Amanda Freeland	Review	Completed
		08/12/2020 3:17 PM		
Planning and Community Development		David Orr	Review	Completed
		08/20/2020 4:58 PM		
Finance Department	Kristin Peebles	Review	Completed	08/21/2020
9:00 AM				
City Manager	Shirley Jaster	City Manager Review	Completed	08/21/2020
9:53 AM				
City Council	Vicky Coopwood	Meeting	Pending	08/24/2020
6:00 PM				

Meeting History

RESOLUTION NO. 2020-093

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH J. R. POPE COMPANY, INC. OF TEXARKANA, TEXAS, IN AN AMOUNT NOT TO EXCEED \$811,015.65, FOR THE COURTHOUSE SQUARE CONNECTIONS CONSTRUCTION PROJECT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Texarkana, Texas, issued an Invitation for Bid for the Courthouse Square Connections Construction Project; and

WHEREAS, three bids (3) were received and are summarized in the Bid Tab Sheet on the attached Exhibit "A"; and

WHEREAS, the overall lowest and most responsible bid of \$811,015.65 was submitted by J.R. Pope Company, Inc. of Texarkana, Texas; and

WHEREAS, funds are available in the 2017 Bond Fund (Fund 423) for the project.

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

SECTION 1: That the responsible bidder to complete the Courthouse Square Connections Construction Project is J.R. Pope Company, Inc of Texarkana, Texas, and therefore its bid of \$811,015.65 is accepted.

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 August, 2020.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

Bid Tabulation for COURTHOUSE SQUARE IMPROVEMENTS and CONSTRUCTION PROJECT						Texarkana Concrete Construction	J R Pope Construction	Hart Construction
20-2001-05						Texarkana, TX	Texarkana, TX	Texarkana, TX
August 11, 2020 3:00PM						08/11/2020 1:50pm	08/11/2020 2:22pm	08/11/2020 2:52pm
Item #	Description	TXDOT SPEC ITEM	EST. QTY	UNIT		Unit \$ Total	Unit \$ Total	Unit \$ Total
1	MOBILIZATION	500	1	LS		\$56,663.40	\$56,663.40	\$50,000.00
2	BARRICADE, SIGN & TRAFFIC HANDLING	502	1	LS		\$27,000.00	\$27,000.00	\$7,500.00
3	REMOVE CONCRETE (WHEELCHAIR RAMP)	104	37	SY		\$52.90	\$1,957.30	\$20.00
4	REMOVE CONCRETE (STAIRS)	104	1	EA		\$782.65	\$782.65	\$1,200.00
5	REMOVE CONCRETE (SIDEWALK)	104	293	SY		\$13.35	\$3,911.55	\$20.00
6	REMOVE CONCRETE CURB & GUTTER	104	1134	LF		\$6.90	\$7,824.60	\$10.00
7	REMOVE CONCRETE BRICK PAVEMENT	104	4,745	SY		\$6.16	\$29,229.20	\$10.00
8	EXCAVATION (COMMON)	110	330	CY		\$51.70	\$15,510.00	\$10.00
9	EMBANKMENT (COMMON)	132	100	CY		\$28.71	\$2,871.00	\$35.00
10	SHRUBBERY, MULCH & PLANT BED PREPARATION	161, 192 & 193	1	LS		\$27,775.00	\$27,775.00	\$30,000.00
11	BLOCK SIDING (REMOVAL & REPLACEMENT)	162	2865	SY		\$8.75	\$23,318.75	\$5.65
12	IRRIGATION SYSTEM	170	1	LS		\$21,450.00	\$21,450.00	\$20,000.00
13	PLANT MATERIAL (TREE & CRAPPE MYRTLE)	192	1	LS		\$20,625.00	\$20,625.00	\$22,500.00
14	HMCL ASP TY-D AC-6.0"	334	650	TON		\$148.65	\$96,622.50	\$124.00
15	CONC PWT (CONT REIN) (8")	360	372	SY		\$53.20	\$19,790.40	\$75.00
16	DRILL SHAFT (ROWY LL POLE) (18")	416	15	EA		\$980.15	\$14,702.25	\$750.00
17	CL C CONC (LANDSCAPE BED BORDER)	420	178	LF		\$32.20	\$5,731.60	\$20.00
18	RAL (HANDRAIL) (TY-A)	450	32	LF		\$110.00	\$3,520.00	\$120.00
19	INLET (COMPL) (5")	465	1	EA		\$5,794.25	\$5,794.25	\$4,000.00
20	INLET (COMPL) (10")	465	1	EA		\$6,925.00	\$6,925.00	\$5,000.00
21	MANHOLE COVER	471	1	EA		\$2,240.00	\$2,240.00	\$500.00
22	REMOV STR BRICK MANHOLE & GRATE	496	2	EA		\$675.00	\$1,350.00	\$500.00
23	REMOV STR (LIGHT POLE & FOUNDATION)	496	5	EA		\$750.00	\$3,750.00	\$200.00
24	REMOV STR (POWER POLE)	496	1	EA		\$1,880.00	\$1,880.00	\$200.00
25	REMOV STR (GROUND MOUNTED LIGHTING)	496	3	EA		\$93.50	\$280.50	\$600.00
26	REMOV STR (SIGN)	496	3	EA		\$125.00	\$375.00	\$100.00
27	REMOV STR (WOOD)	496	1	EA		\$640.00	\$640.00	\$500.00
28	REMOV STR (DECORATIVE CONC)	496	19	SY		\$26.10	\$391.50	\$20.00
29	REMOV STR (PIPE RAILING)	496	1	EA		\$375.00	\$375.00	\$300.00
30	REMOV STR (WHEELSTOP)	496	6	EA		\$62.45	\$374.70	\$10.00
31	REMOV STR (BOLLARD)	496	1	LS		\$375.00	\$375.00	\$300.00
32	REMOV STR (MONUMENT) (RELOCATE)	496	2	EA		\$675.00	\$1,350.00	\$500.00
33	REMOV STR (BENCH) (RELOCATE)	496	7	EA		\$285.00	\$1,995.00	\$100.00
34	REMOV STR (WATER LINE) (8")	496	88	LF		\$25.10	\$2,208.80	\$25.00
35	REMOV STR (WATER LINE) (10")	496	60	LF		\$25.10	\$1,506.00	\$25.00
36	REMOV STR (WATER LINE) (12")	496	231	LF		\$25.10	\$5,796.10	\$25.00
37	BODEG EROD CONT LOGS (WSTL) (12")	506	224	LF		\$8.65	\$1,937.60	\$6.00
38	BODEG EROD CONT LOGS (REMOVE)	506	224	LF		\$1.55	\$347.20	\$2.00
39	TEMP SDMT CONT (INLET - PROTECTION)	506	3	EA		\$275.00	\$825.00	\$150.00
40	CONCRETE WASHOUT	506	1	EA		\$1,100.00	\$1,100.00	\$500.00
41	CONC CURB (TY-LINE)	529	23	LF		\$37.00	\$1,211.00	\$50.00
42	CONC CURB & GUTTER (TY-B)	529	1590	LF		\$23.80	\$37,842.00	\$30.00
43	CONC SIDEWALKS (4")	531	840	SY		\$79.05	\$66,402.00	\$65.00
44	CONC SIDEWALKS (STEPS)	531	10	SY		\$860.00	\$8,600.00	\$300.00
45	CURB RAMPS (TY-1)	531	7	EA		\$1,615.00	\$11,305.00	\$1,800.00
46	CURB RAMPS (TY-1) (MODIFIED)	531	2	EA		\$1,600.00	\$3,200.00	\$1,800.00
47	CURB RAMPS (TY-2)	531	1	EA		\$1,600.00	\$1,600.00	\$1,800.00
48	CURB RAMPS (TY-10)	531	2	EA		\$1,600.00	\$3,200.00	\$1,800.00
49	CURB RAMPS (TY-10) (MODIFIED)	531	1	EA		\$1,600.00	\$1,600.00	\$1,800.00
50	IN RD L & POLE (SPECIAL)	610	15	EA		\$4,950.00	\$74,250.00	\$6,300.00
51	CONDIT (PVC) (2") (WIRE)	618	1944	LF		\$18.15	\$24,393.60	\$9.60
52	CONDIT (PVC) (2") (WIRE) (BORE)	618	39	LF		\$49.50	\$1,881.00	\$66.00
53	GROUND BOX (SPECIAL)	624	4	EA		\$1,375.00	\$5,500.00	\$2,100.00
54	INST ALL ELEC SERV & METER	628	1	EA		\$5,500.00	\$5,500.00	\$2,400.00
55	IN SM RD SN SUP & AM	644	8	EA		\$378.40	\$3,027.20	\$300.00
56	REFL PAV MARK TY-1	666	1	LS		\$5,005.00	\$5,005.00	\$5,000.00
57	REFL PAV MARK TY-1 (THERMOPLASTIC)	668	1	LS		\$7,865.00	\$7,865.00	\$8,000.00
58	ELM EXT PAV MRK & MRKS	677	1	LS		\$1,100.00	\$1,100.00	\$1,200.00
59	BRUSH REMOVAL	762	36	EA		\$94.45	\$3,400.20	\$50.00
60	BENCH SEAT WALL	6775204-20-00	64	LF		\$174.75	\$11,184.00	\$250.00
61	WATER METER (1")	31-11-13	1	EA		\$3,000.00	\$3,000.00	\$1,500.00
62	RP2 (1") (INSULATED ENCLOSURE)	31-11-13	1	EA		\$2,670.00	\$2,670.00	\$1,500.00
63	QUAZITE BOX (12"x18")	31-11-13	1	EA		\$173.70	\$173.70	\$250.00
64	DUCTILE IRON FITTINGS	31-11-13	1	LS		\$27,475.00	\$27,475.00	\$3,000.00
65	8" GATE VALVE	31-11-13	1	LS		\$2,490.00	\$2,490.00	\$2,500.00
66	10" GATE VALVE	31-11-13	1	LS		\$3,514.00	\$3,514.00	\$3,000.00
67	12" GATE VALVE	31-11-13	1	LS		\$4,470.00	\$4,470.00	\$3,500.00
68	WATER LINE (PVC) (1-1/2")	31-11-13	36	LF		\$178.00	\$6,408.00	\$76.00
69	WATER MAIN (PVC C900) (8")	31-11-13	13	LF		\$262.80	\$3,416.40	\$200.00
70	WATER MAIN (PVC C900) (10")	31-11-13	67	LF		\$133.90	\$8,971.30	\$65.00
71	WATER MAIN (PVC C900) (12")	31-11-13	89	LF		\$140.75	\$12,526.75	\$70.00
72	WATER MAIN (DPS) (12")	31-11-13	144	LF		\$172.00	\$24,768.00	\$85.00
73	WET CONNECTION (12")	31-11-13	1	EA		\$42,900.00	\$42,900.00	\$10,000.00
74	WET CONNECTION (WATER)	31-11-13	3	EA		\$9,854.00	\$29,562.00	\$2,700.00
75	ADJUST WATER VALVE	31-11-13	1	EA		\$1,661.00	\$1,661.00	\$1,000.00
76	BRICK PAVEMENT	32-14-16	350	SY		\$30.00	\$10,500.00	\$35.00
77	CULTURAL CROSSWALK	32-14-16, 360	72	SY		\$130.75	\$9,414.00	\$135.00
78	WHEELSTOP	32-17-13	6	EA		\$82.50	\$495.00	\$100.00
79	PERFORATED PIPE (4")	33-42-14	164	LF		\$34.00	\$5,576.00	\$15.00
80	NON PERFORATED PIPE (4")	33-42-14	88	LF		\$24.65	\$2,169.20	\$10.00
81	HORE PIPE (6")	33-42-14	145	LF		\$27.00	\$3,915.00	\$12.00
82	HORE PIPE (6")	33-42-14	184	LF		\$63.45	\$11,674.80	\$20.00
83	22.5 DEGREE BEND (18")	33-42-14	1	EA		\$740.00	\$740.00	\$300.00
84	45 DEGREE WYE (18")	33-42-14	1	EA		\$500.00	\$500.00	\$300.00
85	DRAINAGE BASIN (18") (2'x3' ROAD & HWY GRADE)	33-42-14	1	EA		\$4,000.00	\$4,000.00	\$1,200.00
86	DRAINAGE BASIN (18") (SOLID COVER)	33-42-14	1	EA		\$4,000.00	\$4,000.00	\$1,200.00
87	DRAINAGE BASIN (24") (SOLID COVER)	33-42-14	1	EA		\$4,130.00	\$4,130.00	\$1,800.00
88	BIKE RACK	1000	1	EA		\$1,160.00	\$1,160.00	\$750.00
89	BENCH (8")	1001	3	EA		\$2,200.00	\$6,600.00	\$1,600.00
90	TRASH RECEPTACLE	1002	2	EA		\$1,615.00	\$3,230.00	\$1,400.00
91	SYNTHETIC TURF	1003	271	SY		\$203.00	\$55,013.00	\$90.00
92	GROUND MOUNTED LIGHTING	1004	3	EA		\$1,542.00	\$4,626.00	\$2,400.00
93	INDIRECT BOLLARD	1005	4	EA		\$2,062.50	\$8,250.00	\$3,000.00
TOTAL ALTERNATE BASE BID AMOUNT						\$1,009,269.00	\$811,015.65	\$1,108,175.95

Attachment: 2020-093 EXH 'A' Bid Tab (2332 : 2020-093 RES Courthouse Square Connections Construction Project)

2020-093 ATTH 01





City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other:

City of Texarkana, Texas

Version: B

Update Date: 8/19/2020 4:16 PM

Briefing Sheet

Lead Department: Public Works Department **Action Officer:** Amanda Freeland,
Resolution No. 2020-094 authorizing the City Manager to enter into a contract
with DAM Investments LLC, dba US Lawns of Texarkana, Arkansas, for an
amount not to exceed \$58,488 for mowing and landscaping services for selected
city properties, with budgeted funds in the Proposed 2021 Street Maintenance
Subject: General Fund (Fund 101).

Briefing: 8/24/2020 **Public Hearing:** **Council Vote:** 8/24/2020

Item Schedule

Schedule 2: Brief once - vote once (two weeks)

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

Date of Invitation for Bid (IFB 21-2202-01) posted on website: July 13, 2020
 Dates published in Texarkana Gazette: July 12, 2020 and July 19, 2020
 Opened bids: August 11, 2020 at 2 p.m.
 Bids received: Beacon Lawn Service; and DAM Investments LLC, dba US Lawns.
 Lowest Responsive Bidder: DAM Investments LLC, dba US Lawns. See EXH "A"
 Budget: Proposed 2021 Street Maintenance General Fund
 Policy Exceptions: None
 Scope of Work: Fiscal Year 2021 Mowing and Landscaping Services of Four Selected City Properties (Rosehill Cemetery, Texarkana Bowie County Health Department, Parks Admin/Ferguson Park/Collins Building/Old Alaska Printing Building, and Southwest Center) at a monthly rate for One Year. This Contract will start as of October 1st, 2020.

Potential Options:

- Approve CM to enter into Contract
- Not approve CM to enter into Contract

Fiscal Implications:

Funds budgeted in the proposed Fiscal Year 2021 Street Maintenance General Fund (Fund 101)

Staff Recommendation:

Yes, Staff recommends approval

Advisory Board/Committee Review:

NONE

City of Texarkana, Texas

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

- a. 2020-094 RES Auth CM to enter into contract for Mowing and Landscaping Service For Selected City Properties (DOC)
- b. 2020-094 EXH 'A Bid Tab (PDF)
- c. 2020-094 Goals & Perspectives (DOCX)

Staff Coordination

Public Works Department	Jennifer Evans	Department Head Review
Skipped	08/19/2020 4:19 PM	
Parks, Recreation & Health	Jennifer Evans	Review Skipped
08/19/2020 4:20 PM		
Finance Department	Jennifer Evans	Review Skipped 08/19/2020
4:20 PM		
Purchasing and Contracting	Amanda Freeland	Purchasing Review
Skipped	08/12/2020 12:24 PM	
City Manager	Shirley Jaster	City Manager Review Completed 08/20/2020
10:17 AM		
City Council	Vicky Coopwood	Meeting Pending 08/24/2020
6:00 PM		

Meeting History

RESOLUTION NO. 2020-094

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH DAM INVESTMENTS LLC, DBA US LAWNS OF TEXARKANA, ARKANSAS, IN AN AMOUNT NOT TO EXCEED \$58,488, FOR THE MOWING AND LANDSCAPING SERVICES OF SELECTED CITY PROPERTIES; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Texarkana, Texas, issued an Invitation for Bid for the Mowing and Landscaping Services of Selected City Properties; and

WHEREAS, two bids (2) were received and are summarized in the Bid Tab Sheet on the attached Exhibit “A”; and

WHEREAS, the overall lowest and most responsible bid of \$58,488 was submitted by DAM Investments LLC, dba US Lawns of Texarkana, Arkansas; and

WHEREAS, funds are available in the proposed 2021 Street Maintenance General Fund (Fund 101) for the service.

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

SECTION 1: That the responsible bidder with the lowest and best bid to supply Mowing and Landscaping Services of selected city properties is DAM Investments LLC, dba US Lawns of Texarkana, Arkansas, and therefore its bid of \$58,488 is accepted.

SECTION 2: That the City Manager be and is hereby authorized to enter into a one (1) year contract with four (4) additional one (1) year renewal options with DAM Investments LLC, dba US Lawns of Texarkana, Arkansas.

SECTION 3: That this Resolution shall be in full force and effect beginning October 1st, 2020.

PASSED AND APPROVED in Regular Council Session on this the 24th day of August, 2020.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

**Bid Tabulation
for
MOWING AND LANDSCAPING SERVICES FOR CITY PROPERTIES**

				Beacon Lawn Service Texarkana, TX		DAM Investments/ US Lawn Service Texarkana, AR	
21-2202-01							
August 11, 2020 2:00PM							
Item #	Description	Qty.	U/M	Unit Price	Total	Unit Price	Total
1	Rosehill Cemetery	12	Months	\$3,750.00	\$45,000.00	\$2,963.00	\$35,556.00
2	Texarkana Bowie County Health Department	12	Months	\$436.25	\$5,235.00	\$491.00	\$5,892.00
3	Parks Admin/Ferguson Park/Collins Building/ Alaska Printing	12	Months	\$700.00	\$8,400.00	\$860.00	\$10,320.00
5	Southwest Center	12	Months	\$813.75	\$9,765.00	\$560.00	\$6,720.00
	TOTAL				\$68,400.00		\$58,488.00

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: 8/20/2020 11:42 AM

Lead Department: City Manager **Action Officer:** Jennifer Evans, City Secretary
Subject: Ordinance No. 2020-096 approving the cancellation of the November 3, 2020, General Election for a Councilmember for Ward 3 and a Councilmember for Ward 5 as both candidates are unopposed.

Briefing: 8/24/2020 **Public Hearing:** **Council Vote:** 8/24/2020

Item Schedule

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

Ordinance No. 2020-064 called and ordered a General Election to be held in the City of Texarkana, Texas, for the November 3, 2020 election.

Both candidates for Councilmember of Ward 3 and Councilmember of Ward 5 are unopposed as of the statutory deadline on August 17, 2020 at 5:00 p.m.

This ordinance will cancel the November 3, 2020, General Election and certify both candidates as unopposed and declared elected.

Potential Options:

- None
-

Fiscal Implications:

None

Staff Recommendation:

Staff recommends accepting the City Secretary's Certification of Unopposed Candidates and cancelling the said election in accordance with Texas Election Code Section 2.052(a).

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

City of Texarkana, Texas

NOT APPLICABLE

Attachments

- a. 2020-096 ORD Canceling Nov 3, 2020 Gen Elect (DOC)
- b. 2020-096 EXH 'A' Cert. of Unopposed Cand. (Not county).docx (PDF)
- c. 2020-096 EXH 'B' Order of Canc. for Gen. Elect 110320 (DOCX)
- d. 2020-096 Goals & Perspectives (DOCX)

Staff Coordination

City Manager	Jennifer Evans	Department Head Review	Completed
	08/18/2020 12:04 PM		
City Attorney	Jennifer Evans	City Attorney Review Skipped	08/20/2020
11:43 AM			
City Manager	Shirley Jaster	City Manager Review Completed	08/20/2020
5:10 PM			
City Council	Vicky Coopwood	Meeting	Pending 08/24/2020
6:00 PM			

Meeting History

ORDINANCE NO. 2020-096

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, APPROVING THE CANCELLATION OF THE NOVEMBER 3, 2020 GENERAL ELECTION FOR THE PURPOSE OF ELECTING A COUNCILMEMBER FOR WARD THREE (3) AND A COUNCILMEMBER FOR WARD FIVE (5) FOR THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, IN ACCORDANCE WITH THE TEXAS ELECTION CODE, SECTION 2.052(a), BY CERTIFYING THAT EACH CANDIDATE IS UNOPPOSED; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Texarkana, Texas, by Ordinance No. 2020-064 dated July 13, 2020, called and ordered a general election to be held in the City of Texarkana, Texas, at the respective voting places in each ward, and said election to be held November 3, 2020, for the purpose of electing a Councilmember for Ward Three (3) and a Councilmember for Ward Five (5) of the City of Texarkana, Texas; and

WHEREAS, one candidate who signed up for Ward Three (3) and one candidate who signed up for Ward Five (5), made application for the November 3, 2020 ballot were unopposed as of August 17, 2020, at 5:00 p.m.; and

WHEREAS, as provided by the Texas Election Code, Section 2.052(a) and Section 2.053(a) the Certification of Unopposed Candidates For Other Political Subdivisions (**Exhibit "A"**) and an Order of Cancellation (**Exhibit "B"**) are attached, respectively, declaring the following candidates unopposed:

Councilmember Ward Three (3):	Betty Williams
Councilmember Ward Five (5):	Bill Harp

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

SECTION 1: That the cancellation of the November 3, 2020 general election for the purpose of electing a Councilmember for Ward Three (3) and a Councilmember for Ward Five (5) for the City Council of the City of Texarkana, Texas, in accordance with the Texas Election Code, Section 2.052(a), is hereby approved. A copy of said Certification of Unopposed Candidates is attached hereto and incorporated herein as **Exhibit "A"**. As authorized by law and this ordinance, the Mayor shall sign and the City Secretary shall attest the Order of Cancellation attached hereto and incorporated herein as **Exhibit "B"**.

SECTION 2: 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 **24th** day of **August, 2020**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

Attachment: 2020-096 ORD Canceling Nov 3, 2020 Gen Elect (2339 : 2020-096 ORD Canceling Gen Elect (W3W5) 110320)



**CERTIFICATION OF UNOPPOSED CANDIDATES FOR
 OTHER POLITICAL SUBDIVISIONS (NOT COUNTY)**

***CERTIFICACIÓN DE CANDIDATOS ÚNICOS
 PARA OTRAS SUBDIVISIONES POLITICAS (NO EL CONDADO)***

To: Presiding Officer of Governing Body
Al: Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on November 3, 2020

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo el 3 noviembre 2020

List offices and names of candidates:
Lista de cargos y nombres de los candidatos:

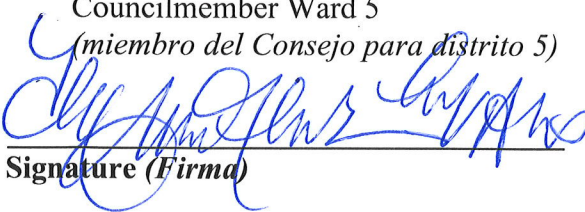
Office(s) Cargo(s)

Candidate(s) Candidato(s)

Councilmember Ward 3
(miembro del Consejo para distrito 3)
 Councilmember Ward 5
(miembro del Consejo para distrito 5)

Betty Williams

Bill Harp


Signature (Firma)

Jennifer Evans

Printed name (Nombre en letra de molde)

City Secretary
Title (Puesto)

August 18, 2020
Date of signing (Fecha de firma)

(Seal) (sello)

Instructions for certification of unopposed candidates:

The authority responsible for preparing the ballot must certify the unopposed status to the authority responsible for ordering the election. This document is filed with the presiding officer of the political subdivision. The governing body must meet, accept this certification, and issue an order or ordinance declaring the election cancelled and the unopposed candidates elected. To complete the cancellation process, a copy of the order or ordinance canceling the election must be posted on Election Day at each polling place that would have been used in the election. See sample Order of Cancellation and outlines for additional instructions.

An election* may be cancelled if:

- 1) The election is one in which a declaration of write-in candidacy is required; and
- 2) No opposed at-large race is on the ballot* within that election;*and
- 3) Each candidate whose name is to appear on the ballot* is unopposed, with some exceptions; This means:
 - In an all at-large election* (with no single-member districts), if there is one or more opposed at-large races, then all the races go on the ballot within that election.*
 - In an election* in which any members of the governing body are elected from single-member districts, an election in a particular district may be cancelled if the candidate is unopposed and the election otherwise meets the above requirements (i.e., there is no at-large opposed race on the ballot).

Note: A general election (for full terms) or a special election (to fill a vacancy in an unexpired term) is considered a *separate election* with a *separate ballot* for purposes of these tests, even if held on the same election date. See our online Cancellation guide for details.

Instrucciones para la certificación de una elección con candidatos únicos:

La autoridad a cargo de preparar la boleta de votación debe certificar los candidatos únicos sin oposición a la autoridad encargada de ordenar la elección. Este documento se debe presentar al presidente de la subdivisión política. La entidad gobernante debe reunirse, aceptar esta certificación y emitir una orden o una ordenanza en la que declara la cancelación de la elección y la elección de los candidatos únicos sin oposición. Para completar el proceso de cancelación, se debe exhibir el Día de la Elección una copia de la orden u ordenanza de cancelación de la elección en todos los sitios de votación que se hubieran utilizado en la elección. Vea el ejemplo Orden de Cancelación y el resumen para más instrucciones.

Una elección* puede ser cancelada si:

- 1) *la elección es una en la que se requiere una declaración de candidatos por escrito en la boleta de votación; y,*
- 2) *no hay oposición para la carrera por acumulación en la boleta* de votación dentro de esa elección* y*
- 3) *Todos los candidatos cuyos nombres deben aparecer en la boleta* de votación no tienen oposición, con unas excepciones;*
Esto significa:
 - *En una elección* por acumulación (sin ningún distrito con miembro único), si se encuentra una o más de una carrera por acumulación con oposición, entonces todas las carreras estarán en la boleta dentro de esa elección*.*
 - *En una elección* en la que cualquiera de los miembros de la entidad gobernante se eligen de distritos con un solo miembro, se puede cancelar una elección en un distrito específico si hay oposición para el candidato y la elección cumple con los requisitos que anteceden (ej. no hay oposición para la carrera por acumulación en la boleta).*

Nota: Una elección general (con términos completos) o una elección especial (para llenar una vacante de un término no vencido) es considerada como una elección distinta con una boleta distinta con los propósitos de estas pruebas, aunque se lleven a cabo en la misma fecha electoral. Vea nuestra guía de cancelación en línea para más detalles.

AW12-2

2020-096 Exhibit "B"

Prescribed by Secretary of State

Section 2.051 – 2.053, Texas Election Code

2/14



ORDER OF CANCELLATION
ORDEN DE CANCELACION

The City Council of Texarkana, Texas, hereby cancels the **General Election** scheduled to be held on November 3, 2020 in accordance with Section 2.053(a) of the Texas Election Code. The following candidates have been certified as unopposed and are hereby elected as follows:

El Consejo de la Ciudad de Texarkana, Texas, por la presente cancela la elección general que, de lo contrario, se hubiera celebrado el 3 noviembre de 2020 de conformidad, con la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado a continuación:

Candidate (*Candidato*)Office Sought (*Cargo al que presenta candidatura*)**Betty Williams****Councilmember Ward Three (3)***(miembro del Consejo para distrito 3)***Bill Harp****Councilmember Ward Five (5)***(miembro del Consejo para distrito 5)*

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado en la elección.

 Mayor (*Alcalde*)

 Secretary (*Secretaria*)
(seal) (*sello*)

August 24, 2020

 Date of adoption (*Fecha de adopción*)

Attachment: 2020-096 EXH 'B' Order of Canc. for Gen. Elect 110320 (2339 : 2020-096 ORD Canceling Gen Elect (W3W5) 110320)

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: 8/21/2020 3:06 PM

Briefing Sheet

Lead Department: Fire Department **Action Officer:** Eric Schlotter, Fire Chief
Resolution No. 2020-095 approving a Collective Bargaining Agreement
between the City of Texarkana, Texas, and the Local 367 (Texarkana, Texas
Firefighters) of the International Association of Firefighters, for a three-year
employment contract beginning on October 1, 2020, and ending on September
Subject: 30, 2023.

Briefing: 8/24/2020 **Public Hearing:** **Council Vote:** 8/24/2020

Item Schedule

Schedule 3: No briefing required (one week)

Updates/History of Briefing:

Collective bargaining for firefighters was approved and established by means of a vote of the citizens of Texarkana four years ago in 2016 (Ord. 2016-135). In October of 2017, collective bargaining became effective (Res. 2017-080).

The first attempt at collective bargaining, in 2018, culminated in mediation and the proposed contract was not ratified by union membership.

The second attempt at collective bargaining, in 2019 after several meetings, also did not result in the proposed contract being ratified by union membership.

Executive Summary and Background Information:

This item before the City Council is a resolution approving a proposed employment contract with the Local 367 of the International Association of Firefighters. The contract, if approved, will have a duration of three years beginning on October 1st, 2020, and ending on September 30th, 2023.

This year, collective bargaining consisted of six meetings after which a contract was negotiated and ultimately ratified by union membership. Scott Robertson, the Local 367 President, reported that the ratification vote was 98% in the affirmative.

The entire contract has been included in the agenda packet as **Exhibit "A"**. The contract does provide for a pay increase, in each of the three years of the contract, for all classified members of the Fire Department.

The final step in the contract process is the approval by the City Council.

Potential Options:

- Approve the resolution as presented
- Reject the resolution

Fiscal Implications:

City of Texarkana, Texas

The resolution, as presented, would result in a pay increase, in each of the three years of the contract, for Fire Department personnel covered by the contract. The funds necessary to provide the pay increases, for the upcoming budget year, are included in the proposed budget and will be added to the next two years budgets if approved by the City Council.

Staff Recommendation:

Staff recommends approval of the resolution

Advisory Board/Committee Review:

Collective Bargaining Team

Board/Committee Recommendation:

Approval of the resolution

Advisory Board/Committee Meeting Date and Minutes:

Six negotiation meetings were held in July of this year occurring on the 14th, 15th, 21st, 22nd, 29th and 30th.

Attachments

- a. 2020-095 Goals & Perspectives (DOCX)
- b. 2020-095 EXH 'A' CBA Contract (PDF)
- c. 2020-095 RES CB Agreement (2020-2023) (DOC)

Staff Coordination

Fire Department	Eric Schlotter	Department Head Review	Completed	
	08/19/2020 2:56 PM			
Human Resources	Jim Powell	Review	Completed	08/19/2020
3:12 PM				
City Manager	Shirley Jaster	City Manager Review	Completed	08/20/2020
10:34 AM				
City Council	Vicky Coopwood	Meeting	Pending	08/24/2020
6:00 PM				

Meeting History

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:

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

CITY OF TEXARKANA, TEXAS

AND

TEXARKANA, TEXAS FIREFIGHTERS ASSOCIATION

INTERNATIONAL ASSOCIATION OF FIREFIGHTERS

LOCAL 367

DURATION:

OCTOBER 1, 2020

THROUGH

SEPTEMBER 30, 2023

TABLE OF CONTENTS

ARTICLE	PAGE
Article 1 — Recognition	1
Article 2 — Management Rights	1
Article 3 — Insurance	1
Article 4 — Funding Obligations	2
Article 5 — Compensation	2
Article 6 — Savings Clause	3
Article 7 — Scope of Agreement	3
Article 8 — Duration of Agreement	4
Attachment A – Fire Pay Scale, Jan. 1, 2021 – Sep. 30, 2021	5
Attachment B – Fire Pay Scale, Oct. 1, 2021 – Sep. 30, 2022	6
Attachment C – Fire Pay Scale, Oct. 1, 2022 – Sep. 30, 2023	7

ARTICLE I

RECOGNITION

The City recognizes the Association as the sole and exclusive bargaining agent for all fire fighters as that term is defined in Chapter 174.003 of the Texas Local Government Code.

ARTICLE II

MANAGEMENT RIGHTS

All management rights that ordinarily vest in and are exercised by the City, except those which are clearly and expressly relinquished herein by the Employer shall continue to vest exclusively in and be exercised exclusively by the City. The City shall retain all power, duties and rights established by Constitutional provisions, State statutes, City Ordinances, City Charter and other sources of law, and departmental rules, standing orders and/or instructions, and retains the power to act or not to act, as it deems appropriate.

ARTICLE III

INSURANCE

Section 1. Medical Insurance

The City will furnish the same medical insurance coverage for members of the bargaining unit and dependents that is in effect for other City employees for the term of this Agreement. Plans and premiums shall be the same as provided to and paid by other City employees. The City has the exclusive right to determine what the level, scope, and financial participation, if any, will be and modify same at its discretion.

Section 2. Dental and Vision Insurance and Optional Insurance Coverages

The City will furnish the same dental, vision and optional insurance coverages for members of the bargaining unit that is in effect for other City employees for the term of this Agreement. Plans and premiums, if any, shall be the same as provided to and paid by other City employees.

ARTICLE IV

FUNDING OBLIGATIONS

The City presently intends to continue this Agreement each fiscal year through its term, to pay all payments due, and to fully and promptly perform all of the obligations of the City under this Agreement. All obligations of the City shall be paid only out of current revenues or any other funds lawfully available therefore and appropriated for such purpose by the City Council, if necessary, to comply with Article XI of the Texas Constitution.

ARTICLE V

COMPENSATION

Section 1. Wages for Duration of Agreement

Wages during the term of this Agreement shall be as shown on Attachments A, B and C, which are attached and incorporated into this Agreement. Employees covered by this Agreement are entitled only to wages specified in this Agreement and are not eligible for any other wage increases which may be granted to other City employees during the term of this Agreement.

Section 2. Wage Increases for First Year of Collective Bargaining Agreement

Wage increases for the period from January 1, 2021 through September 30, 2021 shall be effective on the first full pay period in January 2021.

Section 3. Wage Increases for Second Year of Collective Bargaining Agreement

Wage increases for the period from October 1, 2021 through September 30, 2022 shall be effective on the first full pay period in October 2021.

Section 4. Wage Increases for Third Year of Collective Bargaining Agreement

Wage increases for the period from October 1, 2022 through September 30, 2023 shall be effective on the first full pay period in October 2022.

ARTICLE VI

SAVINGS CLAUSE

Section 1. General Savings Provision

Should any provision of this Agreement be found to be inoperative, void or invalid by a court of competent jurisdiction, all other provisions of the Agreement shall remain in full force and effect for the duration of this Agreement, it being the intention of the parties that no portion of this Agreement or provision herein shall become inoperative or fail by reason of the invalidity of any other portion or provision.

Section 2. Preemption

To the extent that any provision of this Article conflicts with or changes Chapter 143 of the Texas Local Government Code or any other applicable statute, executive order, local ordinance or rule, this Agreement shall supersede such provisions, as authorized by Chapter 174 of the Texas Local Government Code.

ARTICLE VII

SCOPE OF AGREEMENT

The parties agree that each has had the full and unrestricted right and opportunity to make, advance and discuss all matters properly within the province of collective bargaining. The above and foregoing Agreement constitutes the full and complete Agreement of the parties and there are no others, oral or written, except as herein contained. For the term of this Agreement, absent mutual agreement, each party waives the right to demand or petition for changes in the Agreement or to bargain over any subject during the term of this Agreement, even though the subject may or may not have been within the knowledge or contemplation of either party.

ARTICLE VIII**DURATION OF AGREEMENT**

This Agreement shall become effective upon approval by the membership of the Association and the City Council after compliance with any procedural or publication requirements imposed by the Charter. It shall continue in effect until September 30, 2023.

Approved by Texarkana, Texas Firefighters Association, IAFF Local 367:

Signed this ____ day of August 2020

Scott Robertson, President
Texarkana, Texas Firefighters Assoc., IAFF Local 367

Approved by Texarkana, Texas City Council:

Signed this ____ day of September 2020

Bob Bruggeman, Mayor
City of Texarkana, Texas

Attachment A

FIRE PAY SCALE JANUARY 1, 2021 through September 30, 2021						
PAY GRADE/POSITION TITLES		PAY PERIOD				
Firefighter	Annual		1	2	3	5
	Hourly		\$42,720	\$43,453	\$44,400	\$45,937
			\$14.7107	\$14.9632	\$15.2893	\$15.8185
						\$16.8905
PAY GRADE/POSITION TITLES		PAY PERIOD				
Fire Driver Engineer	Annual	Entry	1	3	5	
	Hourly	\$49,948	\$50,603	\$52,394	\$53,482	
		\$17.1997	\$17.4253	\$18.0420	\$18.4167	
PAY GRADE/POSITION TITLES		PAY PERIOD				
Fire Captain	Annual	Entry	1	3	5	
	Hourly	\$56,883	\$57,557	\$58,873	\$59,879	
		\$19.5878	\$19.8199	\$20.2731	\$20.6195	
PAY GRADE/POSITION TITLES		PAY PERIOD				
Fire Battalion Chief	Annual	Entry	1	3	5	
	Hourly	\$66,453	\$67,329	\$68,640	\$69,524	
		\$22.8833	\$23.1849	\$23.6364	\$23.9408	
PAY GRADE/POSITION TITLES		PAY PERIOD				
Assistant Fire Chief	Annual		1	3	5	
	Hourly		\$78,171	\$79,791	\$81,411	
			\$37.5822	\$38.3611	\$39.1399	

Attachment B

FIRE PAY SCALE OCTOBER 1, 2021 through September 30, 2022						
PAY GRADE/POSITION TITLES		PAY PERIOD				
Firefighter	Annual		1	2	3	5
	Hourly		\$43,342	\$44,104	\$45,112	\$46,805
			\$14.9249	\$15.1873	\$15.5344	\$16.1174
			\$50,662	\$17.4456		
PAY GRADE/POSITION TITLES		PAY PERIOD				
Fire Driver Engineer	Annual	Entry	1	3	5	
	Hourly	\$50,956	\$51,698	\$53,605	\$54,930	
		\$17.5468	\$17.8023	\$18.4590	\$18.9153	
PAY GRADE/POSITION TITLES		PAY PERIOD				
Fire Captain	Annual	Entry	1	3	5	
	Hourly	\$57,798	\$58,587	\$60,231	\$61,543	
		\$19.9029	\$20.1746	\$20.7407	\$21.1925	
PAY GRADE/POSITION TITLES		PAY PERIOD				
Fire Battalion Chief	Annual	Entry	1	3	5	
	Hourly	\$68,165	\$69,120	\$70,579	\$71,705	
		\$23.4728	\$23.8017	\$24.3041	\$24.6918	
PAY GRADE/POSITION TITLES		PAY PERIOD				
Assistant Fire Chief	Annual		1	3	5	
	Hourly		\$78,728	\$81,141	\$83,554	
			\$37.8500	\$39.0101	\$40.1702	

Attachment C

FIRE PAY SCALE OCTOBER 1, 2022 through September 30, 2023						
PAY GRADE/POSITION TITLES		PAY PERIOD				
Firefighter	Annual		1	2	3	5
	Hourly					10*
			\$44,586	\$45,406	\$46,534	\$48,540
			\$15.3533	\$15.6357	\$16.0241	\$16.7149
						\$18.5551
PAY GRADE/POSITION TITLES		PAY PERIOD				
Fire Driver Engineer	Annual	Entry	1*	3	5	
	Hourly					
		\$52,972	\$53,890	\$56,028	\$57,827	
		\$18.2410	\$18.5572	\$19.2934	\$19.9129	
PAY GRADE/POSITION TITLES		PAY PERIOD				
Fire Captain	Annual	Entry	1	3	5	
	Hourly					
		\$59,627	\$60,646	\$62,946	\$64,871	
		\$20.5327	\$20.8836	\$21.6756	\$22.3385	
PAY GRADE/POSITION TITLES		PAY PERIOD				
Fire Battalion Chief	Annual	Entry	1	3	5	
	Hourly					
		\$71,590	\$72,704	\$74,457	\$76,068	
		\$24.6522	\$25.0358	\$25.6395	\$26.1942	
PAY GRADE/POSITION TITLES		PAY PERIOD				
Assistant Fire Chief	Annual		1	3	5	
	Hourly					
			\$79,840	\$83,840	\$87,840	
			\$38.3846	\$40.3077	\$42.2308	

*For Fiscal Year October 1, 2022 - September 30, 2023 only, promotion or step-up pay for a 10 year Firefighter will promote or step-up to the year 1 step as a Fire Driver Engineer

RESOLUTION NO. 2020 - 095

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, APPROVING A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF TEXARKANA, TEXAS, AND THE LOCAL 367 OF THE INTERNATIONAL ASSOCIATION OF FIREFIGHTERS FOR THE PERIOD OF OCTOBER 1, 2020, THROUGH SEPTEMBER 30, 2023, AND REPEALING ALL RESOLUTIONS IN CONFLICT HERewith TO THE EXTENT OF SUCH CONFLICT; PROVIDING FOR A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, on July 14, 2020, the City of Texarkana, Texas, and the Local 367 (Texarkana, Texas Firefighters) of the International Association of Firefighters began negotiating the terms of a Collective Bargaining Agreement (CBA); and

WHEREAS, six negotiation sessions were conducted during the month of July, 2020; and

WHEREAS, a tentative agreement was reached between the City of Texarkana, Texas, and the Local 367 (Texarkana, Texas Firefighters) of the International Association of Firefighters on July 30, 2020, and the President of the Texarkana, Texas Firefighter's Association Local 367 agreed to present the tentative agreement to its members for a vote; and

WHEREAS, on August 13, 2020, the Local 367 (Texarkana, Texas Firefighters) of the International Association of Firefighters accepted the City of Texarkana's offer of a collective bargaining agreement affirmed by a vote of 98% of its members.

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

SECTION 1: The Collective Bargaining Agreement between the City of Texarkana, Texas, and the Local 367 (Texarkana, Texas Firefighters) of the International Association of Firefighters is hereby approved and adopted in its entirety to read as set forth in **Exhibit "A"** which is attached hereto and made a part hereof by reference.

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 August, 2020.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 8/18/2020 3:20 PM

Lead Department: Police **Action Officer:** Shawn Fitzgerald,
Subject: Ordinance No. 2020-097 abolishing one Police Captain position and creating
one Police Sergeant position.

Briefing: 8/24/2020 **Public Hearing:** **Council Vote:** 8/24/2020

Item Schedule

Schedule 2: Brief once - vote once (two weeks)

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

Captain Joe Bunting passed away unexpectedly in April 2020. He held one of two tested Police Captain civil service positions within the department. The vacancy created by the passing of Captain Bunting has remained unfilled for over 90 days. In keeping with the Matrix Report of 2006, the Police Department will move forward to Phase Three of the restructuring plan with the elimination of one tested Police Captain position and in its place will be the creation of one new Police Sergeant position.

The previous two phases of the reorganization brought about the restructuring of the department into two divisions and the reclassification of two former Police Captain positions to that of two Assistant Chief positions. The new Police Sergeant Position will allow the department to realize the recommendation of the Matrix Study in the Criminal Investigation Division command structure to that of a Police Lieutenant Commander, supported by two Police Sergeants, each in charge of one of two sections. As a result, the department will see a salary savings of \$17,989 annually.

Potential Options:

- None

Fiscal Implications:

See attached document for description of the savings/cost for the creation of the new position.

Staff Recommendation:

Staff recommends the approval of the change to the Civil Service Classification System that will allow the creation of a new Police Sergeant position.

Advisory Board/Committee Review:

City of Texarkana, Texas

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

- a. 2020-097 ORD Abolishing a Captain position and creating Sergeant position (DOC)
- b. 2020-097 ATTH 01 Matrix Study (PDF)
- c. 2020-097 ATTH 02 Salary Savings (DOCX)
- d. 2020-097 Goals and Perspectives (DOCX)

Staff Coordination

Police	Kevin Schutte	Department Head Review	Completed	
	08/18/2020 3:22 PM			
Police	Kevin Schutte	Supervisor Review	Completed	08/18/2020
3:22 PM				
City Manager	Shirley Jaster	City Manager Review	Completed	08/18/2020
4:30 PM				
City Council	Vicky Coopwood	Meeting	Pending	08/24/2020
6:00 PM				

Meeting History

ORDINANCE NO. 2020 - 097**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, ABOLISHING A POLICE CAPTAIN POSITION AND CREATING A POLICE SERGEANT POSITION; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, by Ordinance No. 7-48 dated May 25, 1948, the City of Texarkana, Texas, adopted the Fireman's and Policeman's Civil Service Law, as then found in Article 1269m, Texas Revised Civil Statutes, now codified in Texas Local Government Code, Section 143.001, et seq.; and,

WHEREAS, the municipality's governing body shall establish the classifications by ordinance, including the number of positions in each subsequent classification; and,

WHEREAS, by Ordinance No. 143-77, the City Council provided for a comprehensive redrafting of the Civil Service Classification System and authorized the number of positions within the Classification System; and,

WHEREAS, there currently exists a need to amend the number of Police Captain positions within the Classification System under Ordinance No. 143-77 to accomplish restructuring of the Police Department to include one Police Sergeant; and,

WHEREAS, to accomplish the aforementioned Police Department restructuring, and upon approval of the City Council, the Classification System should be amended to reflect a reduction by abolishing one Police Captain position and creating one Police Sergeant position. The newly-created Police Sergeant position is appointed pursuant to Texas Local Government Code §143.036.

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

SECTION 1: That, on the date prior to the effective date of this ordinance, the following Classification System for the Police Department was as follows:

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS</u>
Assistant Chief of Police	2
Police Captain	2
Police Lieutenant	6
Police Sergeant	13
Police Officer	73
Total	96

That, as of the effective date of this Ordinance, one tested Captain position is abolished, and the addition of one position of Sergeant is hereby approved. This Council action is authorized by authority of the Texas Local Government Code §143.014 and §143.021. Section 3 of Ordinance

No. 142-77, as last amended by Section 2 of Ordinance No. 2014-066, is hereby amended and thereby substitutes “Exhibit to Section 3” which shall reflect the current Classification System for the Police Department and shall read in its entirety as follows:

Exhibit to Section 3

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS</u>
Assistant Chief of Police	2
Police Captain	1
Police Lieutenant	6
Police Sergeant	14
Police Officer	73
Total	96

SECTION 2: The purpose and intent of this Ordinance for the Civil Service Classification System of the Texarkana Texas Police Department is to abolish one tested Police Captain position and approve the addition of one Police Sergeant position to be filled by appointment pursuant to Texas Local Government Code §143.036. There is no intent to create additional promotional positions in the Texarkana Texas Police Department.

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: 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 **24th day of August, 2020.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

Master Plan Study for the Police Department TEXARKANA, TEXAS



4322 N. Beltline, Suite B 112
Irving, TX 75038
v. 972.871.7950 f. 972.871.7951

January 6, 2006

Attachment: 2020-097 ATTH 01 Matrix Study (2340 : 2020-097 ORD Abolishment of one Police Captain position and creation of one Sergeant

TABLE OF CONTENTS

January 6, 2006

1. INTRODUCTION AND EXECUTIVE SUMMARY	1
2. MANAGEMENT OF THE POLICE DEPARTMENT	8
3. ANALYSIS OF UNIFORM SERVICES	37
4. ANALYSIS OF INVESTIGATIONS AND SUPPORT SERVICES	64
5. ANALYSIS OF ORGANIZATION AND MANAGEMENT STAFFING	80
APPENDIX: BEST MANAGEMENT PRACTICES	91

1. INTRODUCTION AND EXECUTIVE SUMMARY

This first chapter of this report provides a summary of the process utilized by the Matrix Consulting Group to conduct this assignment and provides an Executive Summary of our principal findings and recommendations.

1. INTRODUCTION

The Matrix Consulting Group was retained by the City of Texarkana, Texas to conduct a Master Plan Study of the Texarkana Texas Police Department (TTPD). The scope of services defined in the City's original request for proposals was comprehensive and focused on the following broad topical areas:

- Management systems including policies, procedures, accreditation, etc.
- Organizational structure of the Department.
- Staffing and deployment of personnel.
- Police patrol services.
- Internal affairs.
- Criminal investigations.
- Service level goals and performance measures.

The project was conducted during the summer of 2005 by the Matrix Consulting Group project team. To conduct the assignment, the members of the project team engaged in a variety of activities, including the following:

- Met with senior management staff in the City.
- Interviewed all members of the command staff in the Police Department.
- Conducted one-on-one and small group interviews with approximately half of the staff in the Police Department in all functions.

- Collected data describing workload, finances, policies and procedures, accreditation, salaries and wages, benefits, use of leave and other key descriptive factors.
- Developed a descriptive profile of the Police Department which was reviewed with staff and the project steering committee. This has been included as an appendix to this document.
- Compared the TTPD to a series of best management practices to identify potential issues for further study in the course of this project. This has also been included as an appendix to this document.

The final step in this process has been the development of this final report. The following section provides a summary of the project team's key findings and recommendations.

2. EXECUTIVE SUMMARY

This section provides a summary of the project team's analysis of the management, organization, staffing and operations of the Texarkana Texas Police Department. This document also includes a summary descriptive profile as well as a summary of the results of the employee survey, each provided as appendices. The primary recommendations included within this study are summarized in the matrix, which follows:

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

(Report Section) / Finding	Recommendation	Fiscal Impact
2.1 (1) Current policies and procedures in the Police Department have been developed in three separate official tracks: General Orders, Policy Statements and Standard Operating Procedures. A fourth method is the use of memos or emails within a division to establish policies and procedures. The project team found that there is no uniform method for tracking or distributing policies, there is no central holding place for all such documents and that, in many cases, personnel rely on “word of mouth” to gain an understanding about the expectations for them in a given unit.	The Chief and the command staff of the Department must be tasked with reviewing, cataloging and updating these critical documents.	None
2.1(2) The Chief has attempted to initiate a review of the General Orders and other key documents. However, there is a lack of consistency in the way in which policies are developed, reviewed and implemented. The project team found a number of examples of General Orders which had been developed but never implemented.	The Chief should be tasked with the development of a staff committee for the purpose of reviewing all governing documents of the Police Department. Consideration should be given to obtaining “model” policies from other Texas law enforcement agencies. The Chief should report to the City Manager every 15 days on the progress made on making these changes.	None
2.1(3) – 2.2(3) A review of the “high liability” policies of the Police Department shows that a number of key tracking mechanisms are in place. However, there appears to be little time spent reviewing these critical data to identify issues or trends of concern. The project team also found a number of issues relating to the internal affairs (professional standards) processes in the Department.	High risk issues should be monitored with monthly comparative reports. Current activity levels should be compared to prior years for illustrative purposes. The Department has a revised internal affairs policy written. However, this must be implemented for it to be the policy of the TTPD. Implement a disciplinary decision making guide as part of the internal affairs policy. Implement an “early warning system” as part of the new internal affairs policy.	None

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

(Report Section) / Finding	Recommendation	Fiscal Impact
2.3(1) The Police Department currently operates with few performance targets or measures. This places the command staff at a disadvantage in terms of planning and managing the TTPD.	Adopt a series of performance targets and measures directed at the various functions of the Police Department.	None
2.3(2) The project team found that the command staff had no standing meetings. Interactions between the Chief and the command staff were limited to infrequent one-on-one meetings, with very few meetings involving the Chief and all four Captains.	The command staff should institute a series of approaches to improve internal communication. These steps should include standing meetings between the Chief and each command staff member, reinstitution of general staff meetings (monthly), and weekly "calendar" meetings involving the Chief and the Captains.	None
2.3(3) The Police Department currently has no mechanisms in place to support individual accountability.	The Department, in conjunction with City staff, should re-institute individual employee appraisals. These should be done so as to be compliant with the civil service requirements impacting the Department.	None
2.4 The Police Department's current General Orders and other governing documents currently require significant investment in time and effort in order to make them a practical tool for governing the operations of the Department.	The accreditation process through CALEA or some other venue could be useful to the TTPD as a way in which to structure the General Orders, policies and procedures. The Department should pursue this approach as a way of enhancing its management systems.	1x \$15,000 \$5,000 annual
3.3 Current authorized staffing in Patrol leads to excess proactive time for these units. This also indicates that staffing in Patrol exceeds that which is necessary to achieve a 50% proactive time target.	Reduce Patrol staffing by five (5) positions.	(\$234,505)
3.4 Population growth in the City over the next 15 years will result in moderately increasing workload demands on the Police Department as well.	If workload grows at projected rates, the Police Department will require two (2) additional police officers in five years and four (4) in fifteen years. These staffing levels are dependent on the workload and population growth.	None

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

(Report Section) / Finding	Recommendation	Fiscal Impact
3.5 Currently, proactive time in Patrol is not well directed. The Department has endeavored to develop a community policing / problem oriented policing model but it has not been fully implemented as yet.	The Police Department should fully implement a problem oriented policing model for Patrol operations. This should include pushing accountability for problem identification and resolution down to the Patrol Officers.	None
3.6 Traffic enforcement productivity in the Police Department does not match typically targeted levels. Productivity has also been impacted by the vacancies in the unit in the past year and by the lack of productivity in traffic enforcement from Patrol.	Proceed with the effort to fill vacancies in the Traffic Enforcement unit. Focus management attention on ensuring that unit productivity meets the Department's enforcement and accident reduction objectives.	None
3.7 The Police Department is shifting towards a problem oriented policing approach to service delivery. The training for this program has not been provided to all personnel at this time.	All personnel should be provided training in problem oriented policing. The Police Department has trainers for this program, so it can be conducted with on-duty staff.	None
4.1 Current workload in Investigative Services Division is not supported by the current level of staffing. There were two vacancies in the Division at the time of the study.	The project team's findings show that the unit should have three additional authorized positions beyond current levels. This means that there are five (5) positions required in the unit – two (2) of which are represented by current vacancies.	\$156,102
4.2 Supervision and oversight of caseloads is currently done using an informal case assessment system. Furthermore, at the time of the study, the Sergeant in the unit was responsible for the direct supervision of all personnel.	Develop a case management system. The current software package in use in the Department has a case management module. The Sergeant and Lieutenant should divide the Division staff between them, resulting in more balanced supervisory responsibilities.	None

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

(Report Section) / Finding	Recommendation	Fiscal Impact
4.3 The project team found that the policies and procedures, physical plant, security, controlled access and other key elements of the property and evidence facility are in good condition. The major gaps in this area include the lack of integration between two information systems, lack of a culling procedure for old property / evidence and the lack of an inspection / audit program.	The Department should modify the property evidence policies to address the need for frequent culling of old property and evidence. The policy should also require inspections and audits that are conducted by personnel not in the chain of command of the evidence facility. Audits should be conducted randomly several times a year and should be performed whenever there is a staffing change in the unit.	None
4.4(1) Officers in the Police Department receive a high level of training (more than 70 hours per year per person). While some of this training is driven by state (TCLEOSE) requirements, much of it is not. The Department has not done a “training needs assessment” to determine where there may be gaps in current training.	Develop a training needs assessment to guide police training in the TTPD.	None
4.5 The Police Department’s current crime prevention programming is provided largely by a single position with little assistance from line personnel. Moreover, the focus of the department is on fairly traditional crime prevention programs.	Focus on developing Texarkana-specific crime prevention programming. Identify opportunities to involve the line personnel – particularly those in Patrol.	None
4.6 Fleet management software and approaches in the City’s fleet management division do not provide effective management information. The City recycles fleet numbers, making it difficult to track maintenance, etc., on units during their life-cycle with the City. The use of a Police Officer as a Fleet Coordinator presents an opportunity for cost savings through civilianization.	The City should examine the fleet maintenance operation, including the acquisition of software to support fleet management. Unit numbers should no longer be recycled. The Police Department Fleet Coordinator should be civilianized at the retirement of the current incumbent.	Unknown None (\$6,000)

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

(Report Section) / Finding	Recommendation	Fiscal Impact
5.4 The current organizational structure of the Police Department has one Chief and four Captains. This has resulted in an uneven distribution of roles and responsibilities where two Captains have the majority of the personnel and responsibilities. The project team considered several alternative organizational structures that would address this issue.	Eliminate the Captain classification. Create two Assistant Chief positions. This would also require the addition of an additional Sergeant in Investigations and the creation of a Professional Standards Lieutenant. Several units would be shifted within the Department to balance roles and responsibilities for the two Assistant Chiefs.	(\$21,000)

Attachment: 2020-097 ATTH 01 Matrix Study (2340 : 2020-097 ORD Abolishment of one Police Captain position and creation of one Sergeant

2. MANAGEMENT OF THE POLICE DEPARTMENT

This chapter focuses on the critical management systems and infrastructure in place to support the daily operations of the Texarkana Texas Police Department. These management systems should serve to ensure that the Department is operated in a manner designed to hold managers and staff accountable for their roles in the organization and to ensure that personnel are managed in a fair and consistent manner.

Key management systems that must be in place in an effectively managed police department include the following:

- Documented and up to date policies and procedures which are accessible to all personnel. This should include a process by which policies and procedures are reviewed and updated regularly.
- Regular executive management and supervisory meetings to ensure effective internal communications and accountability of senior personnel. This should include both formal and informal interaction focused on addressing issues and on furthering the goals and objectives of the department.
- Utilization of data, from management reporting systems, for decision making and for assessing the impacts of various programs and other issues.
- Inspections conducted of all major operational components on a regular basis to ensure daily operating practices conform to agency policies and procedures. This system should allow for inspections of all organizational components no less frequently than once every three years.
- A system for tracking administrative investigations and all citizen complaints against department personnel. This system should insure that investigations are conducted in a timely manner with disposition information used to identify training deficiencies, to develop training curricula, and for policy development.

The following sections in this chapter address these managerial issues and provide recommendations for any enhancements.

1. ANALYSIS OF DEPARTMENT POLICIES AND PROCEDURES SHOW THAT THEY ARE OUT OF DATE, LACK ORGANIZATION, AND DO NOT EMPLOY SUFFICIENT PROCESSES FOR ONGOING REVIEW AND EMPLOYEE ACCOUNTABILITY.

This section examines the processes that the Department employs to review, revise, develop, distribute and review policies and procedures that provide essential uniform guidelines for day to day Department operations.

(1) Current Policies and Procedures Are Dated and Require Procedural Adjustments Among the Various Directive Formats.

The project team reviewed the current key policies and procedures of the TTPD which establish department policy and provide uniform guidelines for day to day operations. The points which follow, describe the team's findings from that review:

- The Department has three types of protocols to direct and guide Department Members. These are:
 - General Orders: Used to direct and clarify procedures. They are used to implement permanent procedures or programs that affect one or more sections, units, or divisions in the Department.
 - Policy Statements: Used to clarify General Orders or to set new direction pending the development of a General Order. Policy Statements are maintained at the back of the General Orders Manual.
 - Standard Operating Procedures: Procedures specific to operations of a particular Division.

These three sources for personnel and program direction are out-dated, not appropriately indexed and are at times in conflict with one another:

- General Orders: Have not generally been reviewed and updated in the past five years. The review, revision, and approval of critical liability, sensitive and legislative driven policies have proven to be protracted and not well coordinated by the Department executive staff. Orders are out of date or just not addressed with current Department Operations (no Community Oriented Policing program direction, job descriptions, SWAT / Hostage, etc.). Critical policies such as Use of Force and Pursuit do not stand alone for specific direction but rather are incorporated as a

subsection of the more general Chapters of “Department Motor Vehicles” and Weapons and the Use of Force.

- Policy Statements: These “Statements” used to clarify / modify General Orders have been made over time. When issued these directives are to be placed in the back of the General Order Manual. The Statements are neither indexed nor codified and are virtually lost for immediate reference and direction. The intent of the “Statements” is to modify existing procedures pending the timely review and update of a particular procedure. Many of these have been in place for extended periods.
- Standard Operating Procedures: These procedures are a collection of directives specific to Division operations. These directives are in the form of a “memorandum” from the Division Commander, a “memo” from a Division Supervisor or an e-mail to Division personnel or some other form of communication. Many of these directives are dated, having a term from 1985. Some SOP’s are in conflict with or address similar issues contained in the General Orders (pursuit -1885, use of canine, etc.). SOP’s for Patrol are indexed, those for Investigations are not indexed. The project team found that there was no central collection of these.
- With the current approach to policy and procedure maintenance, many of the day to day operational directives are by “word of mouth” from supervisors or peers. This has a significant impact on field training for new personnel. This also has the potential for impacting discipline and for setting expectations for staff.

Although the Department has the framework in place and has identified defined systems for directing Department members, the processes have eroded over time and are in critical need of specific and general review. The disorder created is recognized by all members of the Department as an essential task to be addressed.

Recommendation: The Chief and the command staff of the Department must be tasked with immediately reviewing, updating and compiling a unified set of governing documents for the Police Department.

- (2) The Approach Used by the Department for Reviewing and Updating Policies and Procedures Is Informal and Displays a Lack of Planning and Direction Needed to Assure a Continued Base of Contemporary Directives.**

The project team reviewed the processes employed by the Department to review, update, and distribute policies and procedures, and how Department staff are

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

held accountable to adhere to these directives. As the following points describe, the review and update process of Department directives and protocols has been protracted and the Department has many opportunities to reinforce inspection mechanisms:

- Although some General Orders have been updated (Response to Terrorism – 01, Racial Profiling – 04, Sexual Assault – 01, Canine Management – 04), most have not been reviewed since 2000.
- New policy development in most cases was required by new legislation.
- Existing General Orders call for G.O. Manual review every January by a committee appointed by the Chief. This has not been done (1.09.02).
- A number of General Orders have been identified for revision including: Internal Affairs, use of force and pursuit. These have been revised and have been pending review by the Chief of Police for adoption for an extended period, in some examples for more than a year.
- General Orders and Policy Statements are made available to Department Members through the in-house computer system. Inspections of manuals by Division Commanders every six months, (1.09.01) has been discontinued, thus there is no inspection process.
- The Department abandoned the use of the individual performance appraisal system which offered an annual opportunity for supervisors to cover and confirm specific knowledge of critical policies such as use of force, racial profiling, pursuit, hostile work environment reporting, use of criminal justice reporting systems and others.
- The Department does not employ a process for prioritized review of policies / procedures.
- The aforementioned issues become further exacerbated when considering those directives in Division SOP's, their lack of formal distribution, and potential conflict with Department General Orders.

In order to address these issues, the Department should take the following steps:

- The Chief of Police should appoint a committee representing a cross-section of personnel from the Department.
- At the same time, one of the command staff members should be appointed by the Chief as the "coordinator" for this assignment.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

- This committee should be tasked with reviewing all General Orders and other documents which govern the Police Department. An initial review should take place within 30 days. This subcommittee must include the members of the command staff, unit heads and others with key responsibilities. The success (or failure) of this effort should be viewed as the success (or failure) of the group, not of one individual.
- Sub-committees of subject matter experts should be tasked with reviewing and recommending changes to these documents. They should also be focused on reconciling written directives with current operational practices, state and federal laws, legal opinions, etc.
- One option that Texarkana should consider is to seek out a model policies manual from another Texas law enforcement agency. This approach is commonly utilized in situations where the General Orders, policies and procedures have been allowed to fall into a state of significant disrepair.
- This is such a critical issue that the Chief of Police should provide status reports to the City Manager every 15 days. These reports should provide a description of the status of the review and update process. Once progress is clearly underway, this reporting could be reduced to every 30 days.
- The national accreditation bodies assume that this process, not including potential facility or other capital changes, should take approximately one year from start to finish.
- Once this process is completed, and a new policy manual is being issued, the Chief of Police should issue an order to rescind all previously issued documents, memoranda, emails, etc.

Recommendation: The Chief of Police should be tasked with developing a staff committee for reviewing all governing documents of the Police Department. The Department should consider seeking out model policy manual from other Texas law enforcement agencies to speed up the process of development and modification. The Chief should report to the City Manager on a regular basis (every 15 days) on the status of this critical process.

(3) Review of Specific High-Liability Policies and Procedures Show That the Department Has Systems in Place to Document These Activities. However, Review of This Information Is Not Being Performed on a Regular Basis.

The project team examined a sampling of key directives governing high-liability activities and associated administrative responsibilities. Although Department policy requires thorough documentation of these activities the Department does not evaluate

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

documentation formally, for training or policy modification purposes. The high-liability topics included in this review were:

- Vehicle Pursuit:
 - An after action report is required and is advanced for review through the chain of command to the office of the Chief.
 - All reports are retained in file by calendar year (not individual) following review.
 - The procedure does not call for an annual (or historical) review of all pursuits.
- Use of Force Incidents:
 - Reporting is the same as for vehicle pursuits.
 - Annual Use of Force training is required. Curriculum is predetermined.
- Internal Affairs Investigations / Personnel Administrative Inquiries:
 - No formal systems are now in place such as a “discipline decision matrix” that would include a formal review of training or policy modification.
 - The Internal Affairs Policy does not include an annual reconciliation of review of allegations for formal evaluation.
- Racial Profiling / Bias Based Policing:
 - Internal reporting and disposition is handled in the same manner as the Internal Affairs process.
 - The Racial Profiling policy is mandated by law (SB 1074).
 - Annual reporting to the City Council is required.
 - Periodic supervisory role call training is the only training requirement.
- Harassment / Violence in the Work Place:
 - The City Personnel Director coordinates this process.
 - The policy is contained in the Department General Orders Manual.

The project team determined that the Department has systems in place to ensure high-liability activity information is collected on an individual basis as these incidents occur with the reports forwarded through the chain of command for appropriate action. However, the directives governing these activities do not clearly define positions responsible for conducting periodic comprehensive collection of data or reviews of all such activities.

Recommendation: Effective management practices dictate that high risk activities be monitored individually and collectively to determine if there are any trends or patterns indicating deficiencies in training of policy. Usually, such reports are prepared in memorandum format with tables and graphs with comparisons to past years and current activity.

2. ASSESSMENT OF THE TTPD's INTERNAL AFFAIRS PROCESSES SHOW THAT THE DEPARTMENT HAS AN OPORTUNITY TO SIGNIFICANTLY CHANGE THIS FUNCTION TO MITIGATE THE LACK OF CONFIDENCE ASSOCIATED WITH THE PRESENT SYSTEM.

The internal affairs function is a key element for the maintenance of professional conduct in a law enforcement agency. The manner in which an agency responds to allegations of employee misconduct and the quality of such investigations greatly influences not only the public's perception regarding the agency's integrity, but also the employees' confidence that the application of the process will be objective and bias free. The agency must respond appropriately and in a timely manner to various kinds of allegations against its members.

(1) There Are a Number of Issues with the Internal Affairs Process.

The project team examined the TTPD's policies and processes in place for the receipt, investigation, and disposition of complaints of misconduct by Department personnel. Understanding that a revised policy has been submitted and is under

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

review, consideration should be given to the following for incorporation in the revised policy:

- The Department's Internal Affairs Policy is outdated and does not meet contemporary standards. A new Policy has been developed and has been "under review" since April of 2005. This has been a protracted process and should be implemented as a high priority.
- The Internal Affairs process is loosely coordinated by the Administrative Services Captain (ASC) and offers no consistency in process application:
 - Complaints are first sent to the employee's Division Commander for evaluation as to whether or not the complaint merits formal investigation. The decision then for a formal investigation will vary from commander to commander over time and through position turnover.
 - The responsibility for reviewing the initial complaint, assigning a control number for all complaints received (major and minor misconduct), assignment for, and monitoring of, investigative follow-up to disposition, and appropriate internal and external notifications, is not the responsibility of a single person.
- The Master Control Log that is now being used should include additional information:
 - The Master Control Log, now maintained by the ASC, tracks only formal investigations with basic tracking information that includes the nature of complaint (use of force, rudeness), employee identifier and complaint disposition.
 - No specific policy direction is provided for inclusion of information such as the number of external and internal complaints received, the time required to complete the complaint, disposition of discipline for sustained complaints, the classification of complaint (A,B or C, Class 1,2 or 3) that would be useful for annual reporting or evaluation for increased training or potential policy modifications.
 - The policy does not provide guidelines for purging information. A policy should be incorporated in proposed policies to identify timelines for purging information predicated on the nature of and finding of an allegation. Master control logs of 2000 and 2001 had a purge date which was discontinued from 2002 to the present.
- The present procedure does not have any timelines to guide the investigative or administrative process:

- Timelines are part of all contemporary Internal Affairs procedures and provide Department employees and the public with a sense of accountability that allegations of misconduct will be reviewed and investigated in a timely fashion.
- The revised policy provides administrative and investigative timelines.
- The Department provides good public access to the Internal Affairs process, however it lacks follow-up feedback or any formal annual reporting back to the City of misconduct allegations. The present policy does not articulate a process to get back to the complainant with the finding of the allegation. The Department does not have a reliable system in place to assure that all allegations of misconduct are accounted for.
- There is no system in place for the identification of external vs. internal (self policing) complaints in order for the formal annual analysis of administrative and internal affairs investigations to determine training needs or policy modification. Use of Force and Pursuit incidents require an after action report and formal review for training / policy purposes.
- The Internal Affairs process does not incorporate a formal Employee Intervention / Warning System used by many police agencies to provide employee assistance in the form of counseling or training in an effort to mitigate causes of misconduct.

The Matrix Consulting Group found that the Internal Affairs Process that TTPD employs is not contemporary and lacks the necessary administrative controls and policy definition to promote consistent application from complaint receipt to disposition.

Recommendation: The Department must move forward immediately to put in place the revised policy now under review with specific focus on processes that promote consistent, defined, and time driven protocols.

(2) The Office of Professional Responsibility (ASC), as Part of the Internal Affairs Process, Should Evaluate the Implementation of a “Disciplinary Decision Guide”.

The Department members have expressed, through sworn employee surveys in 2003 and 2004, that the Internal Affairs process lacks consistency in terms of complaints requiring investigation and the discipline imposed for sustained complaints. The following table displays the results of these surveys, administered by Research

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Associates of Wichita Falls, TX, at the request of the TTPD Police Officers Association.

There were forty-five respondents:

Internal Affairs Confidence Rating

Survey Question	Strongly Agree 2003 / 2004	Strongly Disagree 2003 / 2004
There is little or no favoritism shown in my division	1.6% / 6.8%	61.3% / 59.1%
I am satisfied with the I.A. disciplinary process	3.2% / 0.0%	58.1% / 63.8%
I would be treated fairly if accused of wrongdoing	3.2% / 0.0%	56.5% / 59.1%
I have confidence in the quality of Internal Affairs investigations.	3.2% / 2.3%	51.6% / 54.5%

As displayed, the preceding table raises “sworn” department member concern regarding their lack of confidence in the present Internal Affairs process. The existing policy loosely defines minor and major misconduct that allows the application of different standards, (by an individual or Division) for formal investigation. The revised policy now under consideration provides more definition to complaint classification and more policy direction to Division commanders for the criteria necessary to initiate a formal investigation. This will mitigate the broad discretion now available and add consistency among Department commanders in initiating an investigation.

The revised policy additionally calls for the immediate supervisor and Division commander to recommend appropriate discipline. This process raises employee questions regarding consistency and objective justification among commanders for the recommendation and application of discipline.

The Department does not have a guide to help in establishing discipline for sustained allegations. Without a “Disciplinary Decision Guide” to assist as a point of reference in determining discipline, the Department, over time with different administrators, can apply different levels of discipline for similar acts of misconduct. This has an adverse impact on employee morale, as we see from the surveys, in that it

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

fosters a sense of employee favoritism for those receiving a lower level of discipline than others for similar acts of misconduct. The following table displays a very brief example of what a Disciplinary Decision Guide might look like.

Policy Number	Conduct	1 st Offense	2 nd Offense	3 rd Offense	4 th + Offense
#	Alcohol related incidents not related to DWI	Written Reprimand / Minor	Major	Major / Terminate	Terminate
#	Neighborhood Disputes / Personal	Minor	Major	Major / Terminate	Terminate
#	False Information in Reports	Terminate			
#	Truthfulness of Internal investigations	Terminate			

The discipline matrix should be developed by the Department executive staff in conjunction with the adoption of the revised Internal Affairs Policy. The development and adoption of this guide will certainly set the organizational tone from the executive team and mitigate to a great degree the lack of objective confidence now expressed by Department members.

Recommendation: Evaluate and develop a Disciplinary Decision Guide with the adoption of the revised Internal Affairs Policy.

(3) The Department Should Employ a Formal “Employee Early Intervention” System.

Early Intervention Systems (EI) originated out of a growing recognition that a few officers are responsible for a disproportionate number of department problems related to “use-of-force” and citizen complaints. The “EI” system is a data-based (manual or computer driven) management tool designed to identify officers and other Department members whose performance exhibits problems, and then to provide interventions, usually counseling or training, to correct those performance problems. EI systems have emerged as an important mechanism for ensuring police accountability. Systems

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

identify potential officer job-related stress and/or personal problems that could impact job performance and interactions with the public. EI systems typically have specific departmentally developed alert “triggers” that are monitored and reported through the Department’s information (manual or computer based) system. Examples of potential triggers are presented in the following table.

Performance Support Alert Triggers	
Category	Trigger
Investigated Complaints (I and II)	3 in 6 months
Vehicle Accidents (ARB)	2 in 6 months
Use of Force Investigations	2 in 6 months
Use of Force Officer Reports	2 in 6 months
Arrests for Obstructing a Police Officer, Resisting Arrest, or Disorderly Conduct	2 in 6 months
Criminal Investigations	1 in 6 months
Biased-based Policing Investigations	1 in 6 months
Hits any three categories within a rolling 6-month period	
Secondary Elements (Monitored Only – No Triggers)	
Wage Garnishments	Civil Claims Lawsuits
Voluntary Bankruptcy	Risk Management Reports

Department policies should be modified to require that individual Department member files be maintained for the examples displayed in the preceding table in conjunction with the requirement that all “use of force” and “pursuit” incident files be maintained by calendar year. The Administrative Services Captain has recently begun the consolidation. EI systems have evolved in the past ten years. Implementation of an EI system should involve careful planning with full involvement and support of executive management of both the Department and the City.

Recommendation: The Department should formally explore the feasibility of adopting an appropriate Early Intervention (Warning) System as an essential component of the Internal Affairs Process.

3. CURRENT MANAGEMENT SYSTEMS AND ASSOCIATED ACCOUNTABILITY MECHANISMS ARE NOT EFFECTIVE.

For this section the project team focused on the current systems utilized by the Department executive team and supervisors to manage and control operations, and the administration of the Texarkana, Texas Police Department. In reviewing these systems the project team focused on four broad aspects of current internal Department management.

- Overall management of operations and administrative support functions.
- Management practices that develop and are consistent with long term planning objectives and priorities.
- Management initiatives that focus on goal setting, evaluation, and performance accountability.
- Systems used for internal and external communications.

The first section deals with the development of the elements of a formal management system.

(1) Strong Consideration Should Be Given to Developing a “Performance Based Management Plan” to Focus Very Specifically on Long Range Planning.

The project team has identified opportunities to improve the Department Management Systems. The following issues certainly have had an adverse impact on the executive team’s ability to provide an orderly environment of long term objective driven planning processes.

- The current Department Mission Statement and Value Statement were developed by past Department Administrations. These statements are very broad and are not used to provide focus for current levels of police service.
- The Community, City Council and City Management team are not used as a resource for setting police objectives. Work activities are short term, anecdotal

and set by individual Divisions in the form of short term projects. There are no measurements, annual reconciliation, or accountability consequences in place.

- The budget is not used for setting police objectives. Programs and associated outcomes for expenditures are not part of the budget planning process. This is specifically apparent for the efforts committed to the District Policing Model.
- The District Policing Model (Community Oriented – Problem Oriented Policing) does not have program objectives. This program, in place for 2.5 years has no expressed Department / Community objectives. No displayed efforts to assess the impact of the program vs. a traditional policing model, its expense, its impact on existing personnel resources, or what the program might look like in 1,3, or 5 years. Program objectives were articulated by the Chief and incorporated in executive staff meeting minutes of August 31, 2004. In short, program objectives are to focus on “reduction of crime”, “prevention of crime”, and “reduction of the fear of crime.”
- An environment of ‘disorder’ exists among the management team which makes addressing any of the issues described above difficult.

The preceding issues certainly convey that the Department does not have a long term planning process in place. The Police Department executive team should take steps to develop these goals and objectives through a facilitated off-site team building exercise that would include all Department administrative staff, (Captains and Lieutenants), with initial attendance by the City Manager. The first off-site focus should be to discuss long-term vision, discuss the impact of the undermining atmosphere between and among the executive team and develop the parameters of a new Mission Statement. This should include the City Manager setting his expectations for the Police Department management team as a group.

Recommendation: The executive team apply the processes included in the “Recommended Management Plan” posted at the end of this Chapter (section 4), and associated Performance Measures added as an addendum to the chapter as “Appendix A”.

(2) Management Meetings at the Executive Level Can Be Improved to Facilitate Communication and Improve Operating (Business) Relationships. Division Meetings Are Effectively Used.

The project team examined the processes for meetings used by TTPD management staff to meet among themselves and with other member of the larger command and supervisory staff. The project team's finding are summarized as follows:

- The executive team has a meeting every other week, on Tuesdays, following the Monday City Council meeting. This is the only management meeting that the executive team has. Included in this meeting is the Arkansas Captain that administers the Communication Center. The Chief prepares the meeting agenda, a recap / review of assignments from the last meeting. Limited input is solicited from the Captains. Meeting focus is on updates and short term planning. Meeting minutes are taken and developed by the Chief's Administrative Assistant.
- The Chief does not have a set standing meeting with individual members of his staff. Communication is by e-mail or phone with "impromptu" meetings called to discuss emerging issues:
 - An established personal meeting would offer an opportunity to discuss individual work plans and potentially enhance interpersonal relations.
 - The Chief expressed at the December, 2004 staff meeting that he wanted to employ these meetings in 2005. The meetings are not yet in place.
 - The Chief does not have a "standing meeting" with the City Manager. Meetings, up to three per week, are informal.
- The Chief does not have a weekly "calendar meeting" with his staff. Weekly 30 minute Monday morning staff meetings offer an opportunity for the executive team to discuss significant organizational events from the previous week and weekend and also to share significant events / meetings with other member's of the executive team.
- The Chief in May of 2004 discontinued the Department General Staff Meeting that included all Department supervisors (Captains, Lieutenants, Sergeants). This was the only standing meeting for this group and the Chiefs only opportunity to interact with Department subordinate personnel.
- The Chief does not currently have any other meetings with Department members:

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

- Meetings are arranged “as needed” with the Police Association.
- In March and May of 2003 the Chief established an “Employee Concerns Unit”. This “diagonal slice” of Department members met on two occasions to discuss various Department issues impacting morale and operations. These meetings have been discontinued.
- Role call appearances by the Chief for information exchange are sporadic and not common.
- In January of 2005 the Chief initiated two monthly meetings to discussed issues associated with the three District Policing Areas. Meetings are chaired by the Uniform Services Captain, with attendance of the three District Lieutenants and the Investigative Division Supervisory Staff:
 - Meeting are productive in that this is the first time that Units and Divisions have come together on a regular scheduled basis to discuss criminal activity, and community activity by District.
 - ISD reports on investigative case progress, Patrol Lieutenants provide information about activity in the three Districts, and Narcotics talks about recent neighborhood narcotics activity.
 - This is a new process and the group has received limited information / direction on meeting expectations. Prior to the first meeting the Chief handed out a half-dozen articles on the “CompStat” process.
- The Uniform Services Division has good information exchange through weekly meetings. Meetings are set for Thursday to convey information from the Tuesday executive team meetings:
 - Captain and three District Lieutenants meet to discuss Division operations.
 - District (POP) meeting chaired by the Patrol Captain.
 - General Division Staff meeting, including the Captain, Lieutenants, and Sergeants.
 - District (POP) meeting chaired by the Patrol Captain.
- The Criminal Investigations Division meets daily with all investigators and supervisors in a “briefing format” to discuss new and ongoing case follow-up progress. The Division supervisors have also recently initiated meetings with the Arkansas CID supervisors for coordination of information and investigative resources.

The Department at the Executive level can improve its ability to communicate and provide improved direction not only to Executive Team Members but to the rest of the organization.

Recommendation: The Chief and Executive Team should develop strategies to improve communication between Team Members and the rest of the organization. The following steps should receive strong consideration:

- **Establish Standing Meeting Between the Chief and Individual Executive Team Members.**
- **Reinstate Monthly General Staff Meetings**
- **Establish Weekly Calendar Meetings**

(3) Department Accountability Mechanisms Are Deficient.

The following points summarize the project team's observations and findings concerning the use of Department and management accountability mechanisms:

- The Department does not have established annual internal or external performance objectives, collectively by Department, Division, Unit, or Program, and individually by program administrators and unit supervisors.
- The Department does not have an annual performance appraisal system for year end reconciliation. The lack of performance measures impacts the ability of Department managers and supervisors to hold Department members accountable. An effective appraisal system offers:
 - Opportunity to set personal goals and objectives that tie to Division / Department goals.
 - Ability to assess personal accomplishments and areas for further development.
 - Establish a plan for professional growth through training or specialty assignment.
 - Opportunity to receive and provide feedback about job performance.
 - Opportunity to review and assure that all personnel know and understand high liability policies and procedures, i.e. pursuit, use of force, hostile work environment, (sexual harassment) etc.

- Again, the Department does not formally set long or short term objectives by Division, Unit, or individual. With no expressed work product outcome through the goal and objective setting process the Department has no accountability mechanisms in place.

Without built-in accountability associated with job performance through the goal and objective setting process and without “formal” mechanisms to provide each employee feedback about job performance through an annual appraisal system, all members of the Department set their own work standard.

Recommendation: The Department should reinstate an annual employee appraisal system that is job specific (patrol, traffic, detective, etc.). This will have to be constructed to meet Civil Service objectives and requirements.

(4) Development of Comprehensive, Meaningful and Quantifiable Performance Measures Will Enhance the Management of the Police Department.

The project team has identified several key themes in this management section. These include the following central points:

- The Department Mission / Value Statement was set by a prior administration and is not used by the Department to direct Department service delivery.
- The Department does not set internal or external service delivery goals or objectives.
- The Department is generally run using informal management systems.
- Key meetings need to be used to produce accountability and to optimize departmental performance.

The matrix, on the following pages, provides an analysis of performance versus several key factors and provides recommendations for addressing identified issues:

RECOMMENDED MANAGEMENT PLAN
Texarkana Texas Police Department

Issue	Discussion	Recommendation	Responsibility	Timing
Mission / Leadership	The TTPD needs to identify what it plans to do as a service provider. These plans should be community driven through the City Council and City Managers Office in the form of a City Strategic Plan or annual City Objectives. The various elements of the Matrix CG Report on Texarkana Police Service will facilitate focus on service oriented objectives. The Department currently does not have written base line performance standards that can be used to establish long term goals and objectives.	Following review of the Matrix CG Report and policy direction from the City Council the City Manager, the Police Executive Team should identify some Department "Performance Measures" that deal with: • Efficiency Indicators • Service Level Indicators • Work Quality Indicators • Program Impact Indicators <u>note</u>: examples are at the end of this chapter, appendix "A". The Police Department should hold an internal retreat to review and modify, if appropriate, the existing Department Mission and Value statements; then identify and set short and long term goals and objectives. These may include anything ranging from effective community policing, use of field pro-activity, police community relations, criminal complaint ratio's to issues of neighborhood blight.	The City Manager, Chief and the executive staff should coordinate and lead this effort.	Begin the process so that a "performance management plan" can be established with the 2006 / 2007 Department Financial Plan.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Issue	Discussion	Recommendation	Responsibility	Timing
Performance Management Plan	Currently, there are no specific and measurable goals / objectives or performance management plans in place in the Police Department. This has a significant impact on defining, externally or internally, the success and improvement needs of the organization; budgeting; accountability; etc. Specific attention should be directed to the District Policing Model. This "Area Accountability" policing program has been in place for 2.5 years. The program is in place with no written (stated) goals or objectives for project community impact on crime or community disorder. A program evaluation has not been done in terms of crime and community impact. If the program clearly displays results then the program should, through the planning process, be given the appropriate personnel, material, and financial resources to continue. The District Accountability Program was added to the responsibilities of the field patrol staff with no additional resources, and limited training (3 days) to a select few.	The TTPD needs to take the use of performance measurement to a new Department level. An effective performance management plan includes: • Defining what the Department wants to accomplish. Review of the Mission Statement, priorities of the community, creating specific goals and quantifiable objectives fulfilling that Mission statement. • Planning and scheduling resources to meet established goals and objectives. The application of resources so that goals and objectives are met. • Monitoring progress toward meeting established goals and objectives. Measures reviewed on a regular basis ensures that planning and scheduling of resources actually is effective in meeting goals and objectives. • Reconciling results with goals and objectives. Since many goals and objectives are set on an annual basis, some form of final year-end reconciliation should be made between established objectives and accomplished results. This provides a report of progress and accountability for City Manager, Council and Community.	Chief and Executive Team	In conjunction with the 2006 / 2007 Department Budget Process.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Issue	Discussion	Recommendation	Responsibility	Timing
Accountability Mechanisms	Currently, there are no formal accountability mechanisms in place for either line or management personnel as discussed in the “accountability” section of this Chapter. The lack of formal and applied performance measures makes it difficult to objectively judge unit or Departmental performance and therefore to hold supervisors and managers accountable.	Develop a series of formal performance measures (see appendix “A” to this chapter for examples). These measures should be such that they can be easily tracked and evaluated. One of the two monthly management meetings should be shifted in focus to address those areas where the Department as a whole (or a specific unit) is failing to meet expectations. Concrete action should be discussed and corrective action taken to bring the Department into compliance with expectations. In addition, command staff meetings need to be altered in focus to address opportunities for improvement relative to the established performance standards.	The Chief and Administrative Staff.	Performance measures should be in place with the development of the 2006 / 2007 Department Financial Plan.

The result of making these modifications will be an enhanced management approach, one that relies more on formal performance expectations at either the Department, Division or unit level. Through these modifications the Police Department will increase true accountability for all levels of the organization. This accountability will extend not only internally among Department staff but also externally, to the City Manager's Office, the City Council and to the Community.

4. GIVEN THE DEFICIENCIES ASSOCIATED WITH THE DEPARTMENTS GENERAL ORDER REVIEW AND REVISION ATTEMPTS, THE DEPARTMENT SHOULD DEVELOP A PLAN FOR ACHIEVING ACCREDITATION STATUS.

The accreditation process assists local government leaders and police professionals in monitoring and improving the quality and performance of their police service delivery systems by identifying current and desired standards of performance and the development of Department protocols to achieve and maintain those standards.

Based on the project team's review of the Department's recent attempts to review and update existing protocols to a contemporary industry standard, it is apparent that the necessary work would not likely be successful in the near future. The following points summarize the project team's conclusions with respect to this:

- Department General Orders have not been reviewed in five years and there is not a process in place for a scheduled review of all directives.
- Policy Statements issued by the Office of the Chief of Police have been issued over time to clarify / update General Orders or provide supplemental direction are not codified or indexed for reference.
- General Orders have not been updated based on the Policy Statements issued.
- Standard Operating Procedures to guide Division Operations are a collection of Division Commander memorandums, short memo's by Division supervisors, e-mail, or some other form of communication that range in time back to 1985.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

- Some Standing Operating Procedures provide direction covered in General Orders.
- Standard Operating Procedures are maintained by the particular Division for reference. Field Operations are indexed, Criminal Investigations are not indexed.
- Although some progress has been made in reviewing and revising policies for contemporary standard requirements, the process is moving much slower than it should. The process lacks policy deficiency identification and prioritization.
- The process over time has been managed by different members of the Department's executive team.

It is apparent from the aforementioned issues that the Department lacks a long range plan to address the disorder associated with the Department protocols now in place, or lack thereof, at all levels of the organization.

Employing an accrediting body such as the "Commission of Accreditation for Law Enforcement Agencies" (CALEA), would assist the Department with the necessary structure and process that it now lacks to resolve this critical organizational issue. The "CALEA" process is comprised of five general phases that include:

- Application by the Department to the Commission
- On-site assessment by a CALEA assessment team to review all standards and, in particular, to verify compliance with all applicable standards.
- Commission review for award of agency accreditation status.
- Maintaining compliance and re-accreditation

To maintain accredited status, TTPD must remain in compliance with applicable standards. The Department will be required to submit annual reports to the Commission attesting to continued compliance and reporting changes or difficulties experienced during the year, including actions taken to resolve noncompliance. If necessary, the Commission reserves the right to schedule interim hearings to consider

discontinuing accredited status if noncompliance becomes a serious issue. Every three years the Department must complete the “accreditation process” to continue accredited status into the future.

Achieving accredited status requires commitment and support from all areas of the Department and requires regular contact and communication between the “Accreditation Manager”, Department members and the Commission. Due to the importance of this process to the organization, the Accreditation Manager should be a member of the Department Executive Team.

The Accreditation process will formally address the present and protracted deficiencies in restructuring and revising, as appropriate, all Department protocols.

Recommendation: The Department should consider achieving accreditation with one of the accrediting bodies. This will have a one-time cost of approximately \$15,000 and an annual cost of approximately \$5,000.

ATTACHMENT A

PERFORMANCE MEASURE EXAMPLES

1. EFFICIENCY INDICATORS

(1) All Divisions

- Average hours available annually per position for regular duty assignments after “fixed” time losses considered, such as vacations, holidays not worked and mandatory breaks.
- Average hours expended annually, per position, for “variable” time loss factors such as:
 - Sick Leave
 - Disability Leave
 - Mandated In-Service Training
- Average overtime hours (paid/compensatory/donated) per position annually by reason for use (e.g. extension of duty shift/call back).
- Average hours expended annually by position for court appearances.
- Ratio of “working” personnel to supervisors at various organizational levels.
- Percent of sick leave days taken at the “end” or “beginning” of the work week or immediately preceding or following a holiday.
- Annual turnover rates, by position classification, and in total.
- Vehicle downtime (for repairs/maintenance) as a percentage of hours they should be available.
- Number of hours of “useful” work performed, by activity, by volunteers.

(2) Patrol Division

- Average hours/minutes required, by position, to handle various work tasks, such as:

- CFS Handling	- Arrest/booking
- Report Writing	- Vehicle Servicing
- Traffic Citations	- Case Investigation
- Reports	- Field Interrogations

- Volume of work activities performed per position per year (possibly weighted to reflect their importance), such as:
 - CFS per Officer - Traffic Citations per Officer
 - Arrests per Officer - District (COP / POP) Activity
- Percent of CFS for which a report is written.
- Percent of CFS where two or more patrol units respond (i.e. the back-up rate).
- CFS per Officer among various duty shifts and days of the week.
- Percent of no-injury traffic accidents “activity” investigated.
- Number of false alarms responded to annually compared to trends or targets.
- False alarms as a percent of total alarms received.
- Percent of CFS (or other workload indicator) by time of day or day of the week compared to available staff scheduled for work.

(3) Detective Division

- Percent of reported crimes actively receiving follow-up investigation by type of offense.
- Volume of work activities performed per position such as:
 - Total cases assigned by type.
 - Total cases prepared for court

2. SERVICE LEVEL INDICATORS

(1) All Divisions

- Average elapsed time required (in working days) to resolve a citizen complaint.

(2) Uniform Services Division

- Percent of duty time that Patrol Officers or other field personnel are free for pro-active problem-solving / self initiated activity / District Policing.
- Mean and median elapsed time required to respond to service requests by priority of call (e.g. in-progress, important and as available)

- Ability to meet established objectives in response to citizen requests for service regarding neighborhood blight, traffic, vice, narcotics.
- Number of “COP / POP” neighborhood projects initiated vs. resolved through District Policing Efforts.
- Percent of calls, by priority, responded to in X-minutes or less.

(3) Investigative Services Division

- Percent of reported crimes where detectives make a follow-up contact in person, by phone and by letter.
- Percent of stolen property recovered (non-vehicle) of the total & value of property taken which was returned to rightful owners.
- Percent of stolen vehicles recovered.
- Percent of cases, by type, cleared within X hours/days.

3. WORK QUALITY INDICATORS

(1) All Divisions

- Percent of complaints lodged against Texarkana Police Department personnel, by nature of complaint (e.g. not courteous or excessive use of force), found to be invalid.
- Average score obtained in firearms qualification drills.
- Percent of employee complaints/grievances found to be invalid.
- Ratio of written complaints/commendations which are positive in nature.
- Percent of citizens/users surveyed who are satisfied with various operational aspects of police services (e.g. courtesy, professionalism, thoroughness of police action taken, fairness of Officer).
- Percent of Department employees surveyed who are satisfied with various aspects of Department operations (e.g. training provided, availability and accuracy of records, thoroughness of preliminary investigations, incident reports, clarity and accuracy of dispatches).

(2) Uniform Services Division

- Percent of traffic citations issued for the major causes of traffic accidents (e.g. excessive speed and failure to yield the right of way).
- Number of successful District Policing Projects.
- Percent of reports taken that are referred back to the investigating Officer for correction of errors or additional information.

(3) Investigative Services Division

- Percent of arrests, by type of crime, where the DA agrees to file a complaint.
- Percent of cases by type of offense where investigation is possible which are cleared by arrest or exception.

4. PROGRAM IMPACT INDICATORS

(1) All Divisions

- Number of reported (total crimes), by type, per 1,000 population where police action can have an impact (e.g. burglary compared to trends and/or other similar jurisdictions).
- Percent of citizens/users surveyed who are satisfied with various aspects Pittsburg Police services (e.g. safety while at home, safety while out, police control over crime, response time, traffic enforcement, neighborhood blight).

(2) Uniform Services Division

- Percent of traffic citations issued resulting in a judicial penalty.
- Number of reported traffic accidents (injury and property damage only) compared to trends and/or other similar agencies.
- Percent of dwelling units and businesses victimized by type of crime where police can have an impact.
- Dollar value of property stolen per X residents or Y business sales by type of crime where police can have an impact through the District Policing model.
- Number of children injured going to/from school at school crossing sites.
- Percent of juveniles apprehended, by type of offense, who have no further contact with the police.

- Victimization rates of dwelling units and businesses participating in a specific crime prevention program, compared to those which have not.
- Crime rate, in total, and for various types of offenses per 100,000 population compared to trends and other similar jurisdictions.

(3) Investigative Services Division

- Percent of stolen property (as measured by total dollar value) and stolen vehicles (as measured by number) recovered.
- Percent of arrests made resulting in a conviction.

3. ANALYSIS OF UNIFORM SERVICES

This chapter presents the project team's assessment of patrol services in the TTPD. Issues addressed in this chapter include patrol staffing and deployment, use of proactive time, traffic enforcement activities, and supervision.

1. REVIEW OF FIELD WORKLOADS.

This section provides information on workload handled by patrol during the year period of July 1, 2004 to June 30, 2005. The first subsection discusses call for service data.

(1) Call for Service Workload

Primary workload in patrol consists of responding to calls for service. Total calls for service by time of day and day of week are shown in the table below. Please note that the information contained within the following tables includes only community generated workload. As a result, a number of CAD entries were not included which reflected officer initiated activities such as traffic stops, on-view incidents, and administrative activities.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Texarkana Texas Police Department
Calls for Service from July 1, 2004 to June 30, 2005

All Districts/Beats

Hour	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total	Avg./ Hour
0	178	88	134	109	109	113	179	910	2.49
100	148	62	72	81	87	73	140	663	1.82
200	100	55	53	72	67	67	99	513	1.41
300	103	49	41	39	54	78	100	464	1.27
400	65	38	46	29	41	56	60	335	0.92
500	65	38	39	46	44	65	44	341	0.93
600	55	54	57	60	54	69	59	408	1.12
700	89	125	137	142	118	106	86	803	2.20
800	112	149	168	147	148	129	125	978	2.68
900	87	153	152	160	129	149	137	967	2.65
1000	114	159	161	173	149	141	181	1,078	2.95
1100	152	183	162	182	172	175	203	1,229	3.37
1200	167	215	160	155	183	183	211	1,274	3.49
1300	178	202	191	173	174	182	237	1,337	3.66
1400	223	189	196	176	191	178	222	1,375	3.77
1500	190	218	223	229	215	188	235	1,498	4.10
1600	184	229	232	226	237	265	196	1,569	4.30
1700	178	272	263	244	253	279	242	1,731	4.74
1800	188	203	229	227	233	216	212	1,508	4.13
1900	158	212	215	205	216	232	222	1,460	4.00
2000	168	208	203	199	189	217	192	1,376	3.77
2100	161	171	185	198	167	207	216	1,305	3.58
2200	146	164	169	178	185	224	243	1,309	3.59
2300	117	136	156	137	147	202	252	1,147	3.14
Total	3,326	3,572	3,644	3,587	3,562	3,794	4,093	25,578	70.08
Avg./ Day	63.79	68.50	69.88	68.79	68.31	72.76	78.50	70.08	

The following points summarize the information above:

- From July 1, 2004 to June 30, 2005, the TTPD responded to 25,578 calls for service. Please note that this number does not include non-community generated calls for service including house checks, businesses checks, traffic stops, and on-view officer initiated activities.
- Based on this total, the average number of calls per day was approximately 70. Throughout the week, average calls ranged from a low of 64 calls on Sundays to a high of 78 calls on Saturdays.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

- Throughout the day, calls for service ranged from a high of approximately 5 calls during the hour of 5:00 p.m. to 6:00 p.m. to a low of approximately 1 call during the hour of 4:00 a.m. to 5:00 a.m.

The project team also compiled calls for service data for each district within the City of Texarkana, Texas. The tables, that follow, provide the same distribution table for each district:

Texarkana Texas Police Department
Calls for Service from July 1, 2004 to June 30, 2005
District 1

Hour	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total	Avg./ Hour
0000	62	30	42	39	43	27	67	310	0.85
0100	45	24	22	25	29	27	40	212	0.58
0200	38	21	11	17	30	18	37	172	0.47
0300	35	18	13	13	21	30	32	162	0.44
0400	22	12	10	5	9	17	16	91	0.25
0500	22	9	11	19	17	19	11	108	0.30
0600	22	19	18	22	26	23	23	153	0.42
0700	33	46	48	62	51	42	31	313	0.86
0800	36	54	58	59	57	51	35	350	0.96
0900	31	68	62	59	49	67	44	380	1.04
1000	37	64	56	75	56	49	66	403	1.10
1100	60	66	54	66	65	55	86	452	1.24
1200	64	80	65	53	67	63	67	459	1.26
1300	62	69	74	68	68	66	76	483	1.32
1400	77	62	70	62	77	65	67	480	1.32
1500	68	79	60	80	73	69	89	518	1.42
1600	62	67	69	90	60	91	70	509	1.39
1700	69	92	96	91	98	117	86	649	1.78
1800	59	76	81	77	85	81	73	532	1.46
1900	62	76	86	88	80	89	81	562	1.54
2000	65	68	61	67	74	75	85	495	1.36
2100	56	48	56	78	49	66	77	430	1.18
2200	48	61	57	54	55	71	78	424	1.16
2300	44	46	49	43	53	54	79	368	1.01
Total	1,179	1,255	1,229	1,312	1,292	1,332	1,416	9,015	24.70
Avg./ Day	22.61	24.07	23.57	25.16	24.78	25.55	27.16	24.70	

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

The following points highlight the information above:

- As shown above, the TTPD responded to 9,015 calls for service within District 1, for an average of 25 calls for service per day.
- As shown in the distribution of total calls for service, the slowest day of the week was Sunday which averaged 23 calls for service, while the busiest was Saturday which averaged 27. Once again, the busiest hour of the day was from 5:00 p.m. to 6:00 p.m., while the slowest hour was from 5:00 a.m. to 6:00 a.m.

The next table, below, shows calls for service within District 2 over the period:

Texarkana Texas Police Department
Calls for Service from July 1, 2004 to June 30, 2005

District 2

Hour	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total	Avg./ Hour
0000	42	21	38	30	26	33	51	241	0.66
0100	36	16	22	22	27	21	43	187	0.51
0200	35	13	20	26	16	19	20	149	0.41
0300	34	17	9	12	11	26	38	147	0.40
0400	21	16	14	12	17	17	19	116	0.32
0500	21	12	10	10	15	11	13	92	0.25
0600	10	15	19	15	8	21	17	105	0.29
0700	29	37	39	31	32	24	23	215	0.59
0800	28	48	57	44	46	41	35	299	0.82
0900	24	33	36	41	37	33	41	245	0.67
1000	33	39	59	44	41	41	45	302	0.83
1100	39	59	44	62	48	64	44	360	0.99
1200	33	73	47	40	44	58	57	352	0.96
1300	51	63	54	41	48	55	66	378	1.04
1400	50	59	54	46	58	54	68	389	1.07
1500	50	62	77	57	54	59	64	423	1.16
1600	47	75	62	58	86	83	52	463	1.27
1700	39	81	72	62	57	73	66	450	1.23
1800	48	44	55	57	60	63	45	372	1.02
1900	44	54	54	53	47	52	52	356	0.98
2000	38	47	65	53	41	52	37	333	0.91
2100	37	46	48	54	34	64	45	328	0.90
2200	49	41	45	50	57	54	68	364	1.00
2300	33	36	40	38	44	64	76	331	0.91
Total	871	1,007	1,040	958	954	1,082	1,085	6,997	19.17
Avg./ Day	16.70	19.31	19.95	18.37	18.30	20.75	20.81	19.17	

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

The following points highlight the information above:

- As shown above, the TTPD responded to 6,561 calls for service within District 2, for an average of 19 calls for service per day.
- As shown in the distribution of total calls for service, the slowest day of the week was Sunday which averaged 17 calls for service, while the busiest day was Friday which averaged 21. Again, the busiest hour was during the hours of 4:00 p.m. and 5:00 p.m. while the slowest hour was during the hours of 5:00 a.m. and 6:00 a.m.

The next table, below, shows call for service data for District 3:

Texarkana Texas Police Department
Calls for Service from July 1, 2004 to June 30, 2005

District 3

Hour	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total	Avg./ Hour
0000	57	33	42	35	36	41	48	292	0.80
0100	52	16	21	24	21	19	40	193	0.53
0200	19	14	16	22	18	26	31	146	0.40
0300	27	8	13	12	18	20	21	119	0.33
0400	18	10	18	7	12	20	19	104	0.28
0500	19	11	16	14	10	28	17	115	0.32
0600	18	19	13	16	20	22	13	121	0.33
0700	18	37	38	43	31	31	24	222	0.61
0800	38	38	40	36	36	29	43	260	0.71
0900	20	42	41	51	31	39	41	265	0.73
1000	31	47	33	40	41	41	51	284	0.78
1100	42	42	52	37	41	42	56	312	0.85
1200	50	45	40	53	51	49	72	360	0.99
1300	55	55	47	54	41	50	68	370	1.01
1400	80	53	59	55	46	50	68	411	1.13
1500	50	59	60	77	65	48	69	428	1.17
1600	58	58	78	63	64	73	54	448	1.23
1700	56	76	73	75	77	71	66	494	1.35
1800	62	63	72	69	71	51	71	459	1.26
1900	45	65	60	55	75	65	73	438	1.20
2000	54	83	62	55	60	70	54	438	1.20
2100	56	58	67	50	60	58	77	426	1.17
2200	41	54	54	61	60	73	64	407	1.12
2300	26	40	59	43	41	64	76	349	0.96
Total	992	1,026	1,074	1,047	1,026	1,080	1,216	7,461	20.44
Avg./ Day	19.02	19.68	20.60	20.08	19.68	20.71	23.32	20.44	

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

The following points highlight the information above:

- As shown above, the TTPD responded to 7,461 calls for service within District 3, for an average of 20 calls for service per day.
- As shown in the distribution of total calls for service, the slowest day of the week was Sunday which averaged 19 calls for service, while the busiest day was Friday which averaged 23. Again, the district displayed the same hourly distribution of workload as the other two districts.

The next subsection provides additional workload information collected by the project team.

(2) Other Workload Indicators

The project team also collected information on patrol activities for 2004 and from January 2005 to May 2005. The first table, below shows the number of unit hours, officer hours, and overtime usage by each shift over these two periods:

Unit Days	2004	Jan. to May 2005	Avg./Day 2004	Avg./Day Thru May 05
First Watch	2,489	1,066	6.8	7.1
Second Watch	2,779	1,184	7.6	7.8
Traffic Unit	300	199	0.8	1.3
Third Watch	2,343	1,007	6.4	6.7
Total	7,911	3,456	21.7	22.9

Officer Days	2004	Jan. to May 2005	Avg./Day 2004	Avg./Day Thru May 05
First Watch	3,351	1,501	9.2	9.9
Second Watch	3,902	1,576	10.7	10.4
Traffic Unit	324	199	0.9	1.3
Third Watch	3,172	1,359	8.7	9.0
Total	10,749	4,635	29.4	30.7

Overtime Hours	2004	Jan. to May 2005	Avg./Day 2004	Avg./Day Thru May 05
First Watch	1,887	209	5.2	1.4
Second Watch	641	491	1.8	3.3
Traffic Unit	12	-	0.0	-
Third Watch	988	308	2.7	2.0
Total	3,528	1,008	9.7	6.7

The following points highlight the information above:

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

- During 2004, patrol utilized 7,911 unit days (i.e. number of hours per unit) or approximately twenty-two units per day. From January to May of 2005, USD utilized 3,456 unit days or approximately 23 units per day.
- During 2004, patrol utilized 10,749 officer days (number of officer hours based on an 8 hour shift), for an average of 29 officers per day. From January to May of 2005, the Division used 4,635 officer days, for an average of 31 officers per day.
- During 2004, Uniform Services Division utilized 3,528 hours of overtime or approximately 10 hours of overtime per day. From January to May of 2005, the Division used 1,008 hours of overtime or approximately 7 hours per day.

The next set of tables shows Division statistics for arrests and various types of citations issued by USD. Custody Arrests and non-traffic citations are shown in the first table, below:

Non-Traffic Citations	2004	Jan. to May 2005	Avg./Day 2004	Avg./Day Jan. to May 2005
Theft	175	88	0.5	0.6
Juvenile Curfew	66	23	0.2	0.2
Minor in possession/Alcohol	19	6	0.1	0.0
Minor in possession/Tobacco	17	13	0.0	0.1
All Other Citations	251	110	0.7	0.7
FI Cards	696	350	1.9	2.3
Total	1,224	590	3.4	3.9

Custody Arrests	2004	Jan. to May 2005	Avg./Day 2004	Avg./Day Jan. to May 2005
DWI	98	18	0.3	0.1
Narcotics	65	55	0.2	0.4
Felony	429	236	1.2	1.6
Misdemeanor A&B	998	426	2.7	2.8
Misdemeanor C	1,234	474	3.4	3.1
Total	2,824	1,290	7.7	8.0

The following points summarize the information above:

- The Uniform Services Division issued a total of 1,224 non-traffic citations in 2004, for an average of 3.4 citations issued per day.
- The Uniform Services Division issued a total of 590 non-traffic citations from January to May of 2005, for an average of 3.9 citations issued per day.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

- The Division made a total of 2,824 custody arrests in 2004, for an average of 7.7 arrests per day.
- The Division made a total of 1,290 custody arrests from January to May of 2005, for an average of 8 arrests per day.

The next set of tables shows traffic citations issued during the same periods:

Traffic Citations	2004	Jan. to May 2005	Avg./Day 2004	Avg./Day Jan. to May 2005
Hazardous	1,347	767	3.7	5.1
Non-Hazardous	3,592	1,311	9.8	8.7
Parking	549	44	1.5	0.3
Hazardous Warning	674	440	1.8	2.9
Non-Hazardous Warning	1,124	451	3.1	3.0
Total	7,286	3,013	20.0	20.0

The following points highlight the information above:

- The Uniform Services Division issued 7,286 traffic citations during 2004 for an average of 20 citations per day.
- The Division issued 3,013 traffic citations from January to May of 2005 for an average of 20 citations per day.

The project team also collected information on the number of traffic citations issued by patrol and the traffic unit. The tables, below, show the breakdown for each:

Patrol Traffic Citations	2004	Jan. to May 2005	Avg./Day 2004	Avg./Day Jan. to May 2005
Hazardous	817	412	2.2	2.7
Non-Hazardous	2,845	935	7.8	6.2
Parking	543	42	1.5	0.3
Warnings	1,629	813	4.5	5.4
Total	5,834	2,202	16	15

Traffic Unit Citations	2004	Jan. to May 2005	Avg./Day 2004	Avg./Day Jan. to May 2005
Hazardous	530	355	1.5	2.4
Non-Hazardous	747	376	2.0	2.5
Parking	6	2	0.0	0.0
Warnings	169	78	0.5	0.5
Total	1,452	811	4	5

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

The following points highlight the information above:

- During 2004, patrol issued 5,834 traffic citations or approximately 16 citations per day. From January to May of 2005, patrol issued 813 traffic citations or approximately 5 citations per day.
- During 2004, the traffic unit issued 1,452 citations during 2004 for an average of 4 citations and warnings per day. From January to May of 2005, the traffic unit issued 811 citations and warnings, for an average of 5 per day.

The final table, below, shows statistics on traffic collisions during 2003 and 2004:

Collision Type	2003	2004	% Change
Fatality Collisions	5	6	20%
Injury Collisions	397	446	12%
Non-injury Accidents	1,215	903	-26%

The following points highlight the information above:

- During 2004, the Department responded to 6 fatality collisions, an increase of 1 or 20% from 2003.
- During 2004, the Department responded to 446 injury collisions, an increase of 49, or 12% from 2003.
- During 2004, the TTPD responded to 903 non-injury accidents, a decrease of 312, or 26%.

The next section provides the project team's assessment of availability and utilization of proactive time within patrol.

2. ANALYSIS OF PROACTIVE TIME

The project team evaluated the availability of proactive time within patrol services. This assessment considers call for service workload, the number of back-up units needed to handle calls safely, time to process arrestees, write reports and other miscellaneous tasks. Based on the number of officers deployed throughout the day, the project team calculated the percentage of time available for proactive tasks such as traffic stops, house checks, business checks, field interviews, and other on-view, officer initiated activities.

The concept of proactivity is a critical one in law enforcement – if field personnel are committed a large proportion of the time, they have little capability to impact the root causes of crime, to anticipate crime when analysis shows there to be some predictability, or to work with citizens. Moreover, field personnel with little uncommitted time find it difficult to produce response times at community expected levels. Police Departments that have developed a community policing program based on effective use of proactive time typically target levels of 40% – 50% proactive time. These Departments, and research supporting these targets, have found that proactive time below 40% does not provide time in sufficient blocks to be useable; above the 50% level is typically not affordable and cannot be effectively utilized. The table, below, provides a brief discussion of the two proactive time targets utilized in our patrol staffing model:

40% Proactive Time	50% Proactive Time
- Below this level, proactive time begins to come in blocks that are too small to be useful for “community policing”. - At this level, police should be able to engage in a wide range of preventive activities, including: directed patrol, responding to non-criminal quality of life complaints, engaging in traffic enforcement and other activities. - Ability to engage in community meetings and other efforts is more constrained at these levels of uncommitted time.	- Above this level, proactive time comes in blocks that are difficult to utilize in routine shift circumstances. - At this level, Police Officers should be able to engage in the full range of activities described under the 40% target. - In addition, the Department should be able to free Officers from shift work to attend community meetings, etc. with little impact on reactive capabilities.

The project team views 40% to be a minimum average proactive time target for an agency involved in a community policing program; 50% is targeted by agencies that have developed a comprehensive program of officer / community involvement and in communities with very high service level expectations. Several key factors should be kept in mind when reviewing the analysis of proactive time:

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

- Patrol availability was calculated using the net availability and other information provided in the preceding sections.
- Actual deployment of patrol personnel in the field is taken from records maintained by the Police Department.
- Call for service workloads, distributed on a time of day and hourly bases, using the data provided by the communications center.

The next table describes the inputs and calculations used to analyze proactivity:

Input / Calculation	Description
Reactive and Committed Time	• This is the time related to the handling of calls for service, providing back-up, writing reports and processing arrested persons – the number of calls for service times the number of hours in the shift. • When expressed as a percentage, it is shown as the Reactive Time divided by the Net Duty Time Available.
Call for Service Workload	• The average number of calls for service (citizen generated only) that are handled within a given period of time. • Expressed in a per-hour basis in the spreadsheet.
Staff Available	• Determined using shift logs, payroll records, etc. • Shows the average number of Officers (does not count supervisors) available to handle call for service workload.
Shift Length	• The duration of the average shift worked in patrol. • Need to be careful to link workload to the appropriate period of time if non-shift length analyses are conducted.
Gross Duty Time Available	• Determined by multiplying the number of staff available times the length of the shift (or whatever time period is being used).
Administrative Time Lost	• Includes: meals, shift briefing, vehicle / equipment preparation time, training, court, meetings (Department business only), etc.
Net Duty Time Available	• Takes into account the gross time less the time lost on shift.

Utilizing these factors the level of patrol proactivity is shown on the next page:

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Shift	0630 - 1030	1030- 1430	1430- 1830	1830- 2230	2230 - 0230	0230- 0630	Average
Number of Officers / Shift Actually Deployed	9.90	9.90	10.40	10.40	9.00	9.00	9.92
Shift Length	4.00	4.00	4.00	4.00	4.00	4.00	8.00
Officer Hours / Shift / Day (Gross)	39.60	39.60	41.60	41.60	36.00	36.00	39.68
Meals / Breaks / Admin. Shift (90 min / Officer)	7.43	7.43	7.80	7.80	6.75	6.75	7.44
Officer Hours / Shift / Day (Net)	32.18	32.18	33.80	33.80	29.25	29.25	32.24
Net Officer Minutes / Shift	1,930.50	1,930.50	2,028.00	2,028.00	1,755.00	1,755.00	1,934.40
Calls for Service / Hour	2.13	3.28	4.11	3.83	2.73	1.13	3.21
Calls for Service / Shift	8.52	13.10	16.43	15.30	10.94	4.50	12.86
Committed Time / Call for Service (Hours)	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Primary Unit Call Time (Hours)	4.26	6.55	8.21	7.65	5.47	2.25	6.43
Primary Unit Call Time (Minutes)	255.62	393.04	492.82	459.04	328.19	135.04	385.74
Back Up Time / Shift	115.03	176.87	221.77	206.57	147.69	60.77	173.58
Reports / Shift	2.50	3.85	4.83	4.49	3.21	1.32	3.78
Time / Report (Estimate): 45 Minutes	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Report Writing Time (Minutes)	1.88	2.89	3.62	3.37	2.41	0.99	2.83
Arrests / Shift	0.95	1.45	1.82	1.70	1.21	0.50	1.43
Arrest Time Captured in Committed Time	56.72	87.22	109.36	101.87	72.83	29.97	85.60
Total Committed Time	429.25	660.02	827.57	770.85	551.12	226.77	647.76
Total Un-Committed Time	1,501.25	1,270.48	1,200.43	1,257.15	1,203.88	1,528.23	1,286.64
Committed Time %	22.23%	34.19%	40.81%	38.01%	31.40%	12.92%	33%
Uncommitted Time (Proactive Time) %	77.77%	65.81%	59.19%	61.99%	68.60%	87.08%	67%

The following points highlight the information above:

- As shown above, the percentage of total time available for proactive activities averages approximately 67% across all shifts. This means that approximately 67% of an officer's time is available to proactively enforce the law. **Please note that this number includes time available for new recruits. At the time of development of the descriptive profile, there were twelve (12) recruits in the field training program.**
- Excluding the late shift from 2300 to 0700 time block, during which high levels of proactive time are inevitable, the average is still approximately 66%.
- The resulting proactive time exceeds the 50% target for proactive time in each time range evaluated by the project team. Average proactive time available ranges from a low of 59% from 1430 to 1830 to a high of 87% from 0230 to 0630. This represents a high level of proactive time compared to similar communities throughout the country.

In sum, there is currently a significant amount of time available to perform proactive activities. The next section presents the project team's evaluation of patrol staffing needs.

3. ANALYSIS OF PATROL STAFFING REQUIREMENTS SHOWS THAT THE DIVISION IS MORE THAN ADEQUATELY STAFFED TO PROVIDE A HIGH LEVEL OF SERVICE.

The Matrix Consulting Group has developed a model, presented below, which calculates the number of personnel required to provide a targeted level of proactive time given a set of known inputs. The specific inputs to the patrol staffing model include:

- The number of calls for service to be handled and the time that it takes the primary unit to handle those calls.
- The time it takes back-up units to participate in the calls for service. This analysis includes the actual level of backup.
- The time associated with processing arrests handled by patrol units.
- The time associated with the development of written reports and other documentation required of patrol officers.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

- In addition to these workload related inputs, the Matrix Consulting Group also includes a number of factors associated with the personnel who have to staff these operations. These factors include:
 - The net availability of personnel assigned to Patrol (this was described in some detail in a preceding section of this report).
 - The impacts of meals, court and other administrative duties.
 - The impact of turnover, recruitment, training, FTO and other such issues.

The table, below, summarizes this analysis at the 50% level of proactivity:

Patrol Staffing Calculation

	Workload Factor
1. COMMUNITY GENERATED WORKLOADS	
Calls for service	25,578.00
Handling Time (Actual of 30 minutes)	12,789.00
Back Up Rate (Actual of 1.6 Units per call)	0.6
Total Time for Back Up Unit CFS Handling (@ 75% of initial responding unit)	5,755.05
Number of Reports Written	7,375.00
Total Time for Report Writing (Estimate: of 45 Minutes per Report)	5,531.25
Number of Bookings	2,786.00
Total Time for Bookings (Estimated @ 1 hour)	2,786.00
TOTAL TIME TO HANDLE COMMUNITY GENERATED WORKLOADS	26,861.30
2. TIME FOR PREVENTIVE PATROL AND OFFICER INITIATED ACTIVITY	
50% of Proactive Time	26,861.30
45% of Proactive Time	21,977.43
40% of Proactive Time	17,907.53
3. TOTAL TIME REQUIRED FOR REACTIVE AND PROACTIVE ACTIVITIES	
50% of Proactive Time	53,722.60
45% of Proactive Time	48,838.73
40% of Proactive Time	44,768.83

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

4. PER OFFICER AVAILABILITY

Gross Hours Scheduled	2,080.00
Training (Annual Average)	71.00
Leaves (Includes Worker's Comp)	270.40
Net hours lost on shift (meals / breaks / meetings / court)	339.00
Net hours worked each year	<u>1,399.60</u>

5. OFFICERS REQUIRED TO HANDLE WORKLOADS

50% of Proactive Time	38.38
45% of Proactive Time	34.89
40% of Proactive Time	<u>31.99</u>

6. OFFICERS REQUIRED GIVEN TURNOVER (Estimated @ 7%)

50% of Proactive Time	41.07
45% of Proactive Time	37.34
40% of Proactive Time	34.23

The following points highlight the information above:

- As shown above, based on workload, the patrol division needs approximately 41 officer positions. This allows for approximately 50% proactive time. At 45% proactive time, 37 officer positions are needed. At 40% proactive time, 34 officers are needed. The project team believes that the 50% target should be utilized to provide a high level of service to the City.
- Please note that the turnover rate utilized above was based on actual turnover over the past ten years. This information is provided in a detailed table in the section on recruitment in the Investigations and Support Services chapter.
- The Department currently has 46 officer positions authorized for patrol.

The project team next determined the cost savings associated with reducing the number of authorized positions. The tables below show the current salary range for officers with benefits.

Position	Tenure	Annual	Hourly
Police Officer	New Hire	30,712	14.76
	1 Year	33,543	16.12
	2 Years	34,486	24.86
	3 Years	36,374	17.48
	5 Years	38,260	18.39

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

**Costs of Benefits as a Percentage of Salary
By Classification**

Element	Officer
Longevity	1%
Shift Differential	1%
Incentive	2%
Clothing	0%
Auto	0%
Worker's Comp	3%
Retirement	17%
FICA	1%
Health	11%
Dental	1%
Life	0%
Total	36%

The project team next estimated the total cost of a mid-level police officer using the information above:

Element	Cost
Police Officer – 2 Years	\$ 34,486
Benefits (@36%)	12,415
Total Officer Cost	\$ 46,901
Officer Reductions	(5)
Total Savings	(\$234,505)

As shown above, the total cost savings associated with reducing the number of Officer positions is \$234,505 annually.

Recommendation: Based on workload, the patrol division has greater staff resources than is required to provide an exceptionally high level of service. Patrol staffing could be reduced by approximately five police officer positions and continue this approach to providing services. Reducing the number of positions would generate annual cost savings of \$234,505.

4. PROJECTED WORKLOAD AND STAFFING NEEDS

The project team also evaluated the future workload of the Department based on demographic changes within the City of Texarkana and the Metropolitan area. Data were gathered from the City's Planning Department regarding anticipated population

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

growth over the next fifteen years with the City and region. The table below shows these projections:

	1990	2000	2010	2020	Growth rate per Decade		
					1990-2000	2000-2010	2010-2020
Texarkana, TX	31,836	33,746	35,771	37,917	6.0%	6.0%	6.0%
Texarkana MSA	120,323	126,086	133,537	140,989	4.8%	5.9%	5.6%
Bowie County, TX	81,842	85,863	91,504	97,146	4.9%	6.6%	6.2%
Miller County, AR	38,481	40,223	42,033	43,843	4.5%	4.5%	4.3%
Arkansas	2,354,343	2,568,140	2,757,520	2,946,900	9.1%	7.4%	6.9%
Texas	17,044,714	19,595,890	22,794,520	25,993,150	15.0%	16.3%	14.0%

Source: REIS, US Census, BWR Corp.

The following points highlight the information above:

- The City of Texarkana, Texas is projected to grow by 6% from 2000 to 2010, and by 6% from 2010 to 2020. This rate is slightly faster than the Texarkana Metropolitan Area and Miller County, Arkansas, however slower than Bowie County, and the overall rates for the State of Texas and Arkansas.
- The projected annual growth rate for the City of Texarkana, Texas over the next five and fifteen years is approximately 0.6%.

The project team next estimated the call for service increase based projected increase in population. Typically, police departments can expect to receive approximately 0.5 calls for service per person. However, based on the current number of calls for service (25,578) and the current estimated population (approximately 35,000) in Texarkana (TX), this represents approximately 0.7 calls for service per person. Using this information the project team estimated the potential increase in calls for service over the next five and fifteen years:

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Estimated 2005 to 2010 Population Change	1,034.95
Calls per resident (current)	0.70
Estimated increase in calls for service	724.46

Estimated 2005 to 2020 Population Change	3,180.95
Calls per resident (current)	0.70
Estimated increase in calls for service	2,226.66

The following points highlight the information above:

- As shown above, calls for service are estimated to increase by 724 or 3% over the next five years, and by 2,226 or 9% over the next fifteen years.
- Utilizing the patrol staffing formula discussed in the previous section, the Department can expect to need two (2) additional officers within the next five years, and four (4) additional officers within the next fifteen years.
- These estimates are of course based on the population estimates above. Should these figures not prove to be accurate, the staffing formula could be modified to determine the adequate number of police officers.

Overall, the Department can expect slow to modest growth in workload over the next fifteen years.

5. THE MANAGEMENT OF PROACTIVE TIME IN PATROL CAN BE IMPROVED.

The strategic use of proactive time is critical to a law enforcement agency's ability to impact criminal behavior and public safety problems. A substantial amount of research has been conducted on the various methods of impacting crime in communities throughout the United States. Although strategies and theories differ somewhat across researchers, a common finding is that policing cannot be randomly conducted. These findings include the identification of problems within the community, resources available to combat those problems, and the development of a course of action or strategy to solve those problems.

As a result, the project team evaluated the current methods for managing “proactive” time within the Patrol Division. Based on interviews with line supervisors and officers, the following points can be made regarding the TTPD’s current practice of managing proactive time:

- Supervisor expectations regarding the use of proactive time are informal.
- The Department does not perform analysis of major problems within the community nor develop specific strategies to address those problems.
- The Department does not typically utilize directed patrols to target specific criminal behaviors within the community.
- Accountability mechanisms are generally limited to reviewing monthly summaries of citations issued, report writing, field interviews, use of sick time, etc. Officers are not formally held accountable for problems within their assigned zones.
- It is not clear to officers how the problem oriented policing strategy guides day to day proactive activities. There have been few training opportunities to learn about problem oriented policing.
- Directed patrols are infrequently used and specific community problems are not targeted. Again, this issue relates back to the lack of understanding and training on the problem oriented policing strategy adopted by the Department.

In sum, the project team believes that mechanisms for management of proactive time are fairly limited. Expectations and performance measures should be formalized to ensure that officers understand expectations and utilize proactive time effectively, particularly given the significant amount of proactive time currently available in patrol. While there are a number of theories that address how to effectively police communities, there are some basic ideas embodied in the SARA model and problem oriented policing strategies that are generally good management practices (for additional information on policing models and strategies see the Center for Problem-Oriented Policing, www.popcenter.org). The elements include:

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

- Recognizing that a problem is the basic unit of police work rather than a crime, a case, a call for service, or incident.
- Recognizing that problems mean dealing with the conditions that create problems.
- Recognizing that police officers must routinely and systematically analyze problems before trying to solve them. Individual officers and the department as a whole must develop routines and systems for analyzing problems.
- The way a problem is currently being handled must be evaluated to determine if there are more effective means of addressing the issue.
- Police officers must be given some freedom to make, or participate in, important decisions about how to address problems. At the same time, officers must be accountable for their decision-making.
- The effectiveness of the new responses must be evaluated to determine effectiveness.

In sum, the Department should develop a strategy for impacting criminal issues within the community. The development of this strategy will require that research and analysis of problems in the community (e.g. burglaries, vandalism, drugs, gangs, etc.) be performed to identify the most appropriate responses. In addition, police officers should be held accountable for the identification and resolution (or at a minimum, developing a basic plan for resolution) of problems. This would require the following:

- Re-institute the utilization of formal evaluations to assess officer performance.
- Create an incentive for officers to meet or exceed expectation. Typically this is done by tying raises to performance evaluations.
- Requiring officers to formally identify problems within their beats or zones as part of these formal evaluations.
- Requiring that officers develop a plan for addressing these problems.
- Evaluating the effectiveness of strategies to address problems.

In addition to the above, the Department should incorporate analysis of criminal patterns and trends into directed patrols, advisories, and deployment decisions. The Department has a Crime Analyst who can be more effectively utilized in identifying crime trends and strategies for addressing these problems.

Recommendation: The Department should implement a problem oriented policing strategy to address crime. This strategy should require officers to identify community problems and develop plans to address those problems. The Crime Analyst should be more effectively utilized to develop these strategies.

5. TRAFFIC ENFORCEMENT PRODUCTIVITY IS BELOW TYPICALLY TARGETED LEVELS. THIS SHOULD BE ENHANCED WITH THE ADDITION OF PERSONNEL TO THE TRAFFIC ENFORCEMENT UNIT.

The TTPD assigns two officers to traffic enforcement during two shifts which cover the hours of 6:30 a.m. to 2:30 p.m. and noon to 8:00 p.m. The traffic unit has five (5) authorized positions with three (3) vacancies. The patrol division assigns these officers to high accident areas of the City and at major intersections. This section evaluates productivity and workload of the traffic unit.

Research conducted by the National Traffic Safety Institute and confirmed by additional research completed by traffic safety research organizations at Northwestern University and the University of California at Berkeley has indicated that there is a relationship between levels of and changes in citation volume and motor vehicle accident frequency. Based on this research, a measure of traffic enforcement effectiveness has been developed. This measure, termed the "Traffic Enforcement Index", compares moving citations, warnings and DWI arrests with injury accident frequency and DWI arrests. The ratio is calculated as follow:

$$\text{Traffic Enforcement Index} = \frac{\text{Number Of Moving Citations Issued}}{\text{Number Of Injury Accidents}}$$

The research has also indicated that the optimum effective range for the traffic enforcement index is 35 to 40 (i.e., ratio of 35 moving citations, DWI arrests, and warnings issued for each injury accident which occurs in the community). The Enforcement Index is based on research that indicates that as traffic citations and warnings increase, injury accidents decrease and the 35 to 40 ratio is the range in which enforcement activities have maximum impact. The table, which follows, shows the traffic enforcement index in Texarkana during 2004, using the same information displayed in the previous two tables:

Traffic Enforcement Index
Ratio of Traffic Citations and Warnings to Injury Accidents
2004

Measure	Number
Hazardous & Non-Hazardous Citations Issued	4,939
Traffic Warnings (Hazardous & Non-hazardous) Issued	1,798
DWI Arrests	98
Number of Injury Accidents	452
Traffic Enforcement Index	15.1

As shown in the above table, the Traffic Enforcement Index for Texarkana is 15, significantly lower than the 35:40 effective range viewed as an optimum performance objective by traffic safety research organizations. Next, the project team evaluated the productivity of the traffic unit. The table below shows traffic enforcement activity for the traffic unit during 2004 and first five months of 2005:

Traffic Unit Citations	2004	Jan. to May 2005
Hazardous	530	355
Non-Hazardous	747	376
Parking	6	2
Warnings	169	78
Total	1,452	811

As shown above, the traffic unit issued 1,452 citations and warnings during 2004 and 811 citations and warnings during the first five months of 2005. The project team

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

next evaluated traffic officer productivity based on the average number of officer sdeployed each day over these same periods. Recall the officer deployment table from the previous section:

Officer Days	2004	Jan. to May 2005
First Watch	3,351	1,501
Second Watch	3,902	1,576
Traffic Unit	324	199
Third Watch	3,172	1,359
Total	10,749	4,635

As shown above, the traffic unit averaged 0.9 officers per day during 2004 and 1.3 officers during 2005. Based on the preceding tables, the project team calculated the average number of citizen contacts made by the traffic unit during 2004 and for the first five months of 2005:

Element	Number
Total Traffic Officer Days – 2004	324
Hours per day	8
Total Hours	2,592
Total Citations/Warnings/Contacts	1,452
Average Contacts Per Hour – 2004	0.56
Total Traffic Officer Days – 2005	199
Hours per day	8
Total Hours	1,592
Total Citations/Warnings/Contacts	811
Average Contacts Per Hour – 2005	0.5

The following points summarize the information above:

- Based on traffic officer activities and availability, traffic officers averaged approximately 0.6 citizen contacts per hour during 2004. This is well below the one contact per hour benchmark found in best management practices.
- Based on traffic officer activities and availability, traffic officers averaged approximately .5 citizen contacts per hour during the first five months of 2005. Again, this is below the one contact per hour benchmark.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

In addition to the above, the project team also looked at the deployment of the traffic officers compared to the number of traffic accidents by the hour of day. This information is shown in the table, below:

Accident Frequency by Hour and Day
July 2004 to June 2005

Hour	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Total	Avg./ Hour
0000	5	0	2	1	3	2	7	20	0.05
0100	3	0	2	1	2	3	6	17	0.05
0200	3	1	2	1	2	3	2	14	0.04
0300	3	0	0	0	3	1	0	7	0.02
0400	5	0	2	0	0	2	1	10	0.03
0500	2	0	0	4	2	4	1	13	0.04
0600	2	5	3	2	5	5	0	22	0.06
0700	1	26	16	17	9	15	3	87	0.24
0800	10	16	18	20	19	18	5	106	0.29
0900	5	13	12	29	14	18	8	99	0.27
1000	6	17	23	20	18	16	17	117	0.32
1100	11	28	25	33	25	34	22	178	0.49
1200	15	51	30	24	35	35	31	221	0.61
1300	14	34	30	28	27	38	30	201	0.55
1400	27	34	33	38	45	31	24	232	0.64
1500	11	28	27	39	31	31	26	193	0.53
1600	9	46	27	33	36	59	18	228	0.62
1700	9	37	35	47	33	43	20	224	0.61
1800	13	15	22	22	28	22	21	143	0.39
1900	18	20	16	9	17	17	22	119	0.33
2000	9	13	9	15	9	15	10	80	0.22
2100	5	6	6	16	6	11	13	63	0.17
2200	8	4	5	7	5	11	8	48	0.13
2300	1	4	5	5	4	14	15	48	0.13
Total	195	398	350	411	378	448	310	2,490	6.82
Avg./ Day	3.74	7.63	6.71	7.88	7.25	8.59	5.95		

The following points highlight the information above:

- As shown above, the Department responded to 2,490 accident calls during the period July 2004 to June 2005, for an average of approximately 7 calls per day.
- The busiest time of day, in terms of accident frequency, was during the hours of 1200 to 1700 when calls for service averaged between .53 and .64 accidents per hour. In addition, there was an increase in accident activity during the hour of 0700 to 0800, and a slow decline after the hour of 1900 to 2000.

- The busiest days of the week are during the workweek, from Monday through Friday, where the number of accidents averaged between 6.7 and 8.6 per day.
- As previously mentioned, traffic officers are deployed Monday through Friday during the hours of 0630 to 2000. As a result, deployment is consistent with accident frequency.

In summary, traffic enforcement activities within the Uniform Services Division can be improved and increased productivity from traffic officers should be emphasized. Currently, traffic officers are averaging less than one citizen contact per hour. In addition, the Department should continue to make efforts to fill the three vacancies within the traffic unit to increase traffic enforcement levels.

Recommendation: The Department should focus on increasing the level of traffic enforcement in the City. Traffic and patrol officer productivity and general traffic enforcement levels are below established benchmarks. Once addressed, efforts should be made to fill the current three vacancies in the traffic unit.

6. SUPERVISION OF PATROL IS STAFFED APPROPRIATELY FOR CURRENT STAFFING AND DEPLOYMENT.

The project team also evaluated supervisory staffing in patrol. The following points can be made concerning the current assignment and organization of supervisors within patrol:

- The TTPD currently assigns three supervisors, one (1) Lieutenant and three (3) Sergeants, to each shift. The table below shows the current schedule for supervisors:

Supervisor	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Lt.	off	on	on	On	on	on	Off
Sgt.	on	on	on	On	on	off	Off
Sgt.	off	off	on	On	on	on	On
Sgt.	on	on	off	Off	on	on	On
Total	2	3	3	3	4	3	2

As shown above, typically, there are three (3) supervisors on duty to supervise personnel. On Thursday, all supervisors are on duty and on the weekends two (2) supervisors are on duty. Please note that due to vacancies, only the second watches operates this way.

- Based on recommended staffing, these supervisors would be responsible for approximately fourteen officers per shift. In addition, supervisors are responsible for the traffic officers (5 authorized) and K-9 officers (2 authorized). As a result, the average ratio of supervisors to officers is one (1) to five (5) on each shift. This is a reasonable span of control for line supervision, particularly given scheduling days off and the additional personnel within specialized units.
- The Department has assigned each Sergeant to one of three districts across each shift. The Lieutenant assigned to the shift is responsible for the entire City. This practice is used as a mechanism to hold specific supervisors responsible for problems within their assigned districts. In theory, these supervisors are also responsible for personnel assigned to a specific district. However, as a practical matter, supervisors generally share oversight responsibilities for patrol personnel.
- Many supervisors have ancillary responsibilities, including: coordination of the field officer training program; management of radios, weapons, and other equipment, management of the traffic unit; supervision of the K-9 unit; and other miscellaneous duties.
- Supervisors are responsible for payroll, scheduling, resolution of personnel issues, reviewing officer reports, and management of day to day operations.

Overall, supervisory staffing within the patrol division is adequate. However, there are some issues associated with the Department's current approach to community policing which will be addressed in the following section.

Recommendation: Make no changes to supervisor staffing in patrol.

7. THE DEPARTMENT'S APPROACH TO COMMUNITY POLICING CAN BE ENHANCED BY ADDITIONAL TRAINING AND BY HOLDING ALL PERSONNEL IN THE DIVISION ACCOUNTABLE FOR SERVICE DELIVERY.

The Department has pursued different approaches to combat crime and community problems. Initially, the Department adopted a "community oriented policing" philosophy to direct proactive activities aimed at reducing crime. This philosophy essentially calls for getting the community involved in crime prevention programs. During late 2004, the Department began a problem oriented policing strategy. This

strategy is essentially based on the idea that the Department must identify salient community issues and then develop strategies for solving those problems.

In addition, the Department has taken the following steps to institute a problem oriented policing strategy, as briefly mentioned in previous sections:

- Patrol beats are divided into three districts. The three Sergeants assigned to each shift are responsible for identifying and developing solutions to problems within those districts. Lieutenants are responsible for the entire City.
- Patrol officers are assigned semi-permanent beats. This is meant to increase knowledge of problems and people within these beats, and ensure accountability for problems with these areas.
- Problem Oriented Policing meetings are held every Thursday and are attended by the Patrol Captain, Lieutenants, and Sergeants (every other Thursday). These meetings provide a forum to discuss critical issues, plans for resolution of community problems, and evaluations of current plans and strategies.

The project team makes the following observations/findings regarding the Department's approach to community policing:

- It is not clear to line supervisors and officers what the Department's community oriented policing philosophy or problem oriented policing strategy means, besides the formal organization of responsibility.
- Personnel have received little training on how to implement these concepts into everyday duties.
- Assignment of Sergeants to districts has limited practical value as they share responsibility for management of personnel and resolution of problems City-wide.
- As previously mentioned, patrol officers are not charged with developing solutions or plans for resolving problems within their assigned beats.

Overall, the Department has not provided a clear explanation of how problem oriented policing should affect daily operations within the Uniform Services Division.

Recommendation: The Department should expand training for problem oriented policing strategies to include all personnel. In addition, patrol officers should be made responsible for identifying and developing solutions to community problems, as identified in previous sections.

4. INVESTIGATIONS AND SUPPORT SERVICES

This chapter provides the project team's analysis of a variety of functions within the TTPD, including: criminal investigations, property and evidence, training, recruitment, animal control, and fleet services. The first section, that follows, discusses criminal investigations.

1. ASSESSMENT OF STAFFING OF INVESTIGATIONS SHOWS THAT ADDITIONAL PERSONNEL ARE REQUIRED.

It is more difficult to evaluate the staffing levels required by criminal investigations because, unlike field services, subjective and qualitative determinants of workload and work practices are more important. Factors making comparative analysis difficult include:

- Approaches used to screen, assign, and monitor cases are different among law enforcement agencies.
- What cases are actually investigated varies by agency. The extent to which agencies assign misdemeanor level property crime cases to investigators varies widely. Also, the extent to which patrol performs preliminary investigation varies widely and impacts detective caseloads.
- Work practices vary tremendously among agencies, relating to interviewing techniques, mix of telephone and in-person interviews, use of computer technologies, the time devoted to clerical tasks and other issues.
- The nature of the caseload is also a critical factor to consider when examining quantitative factors relating to investigative activity. Each case is different in terms of leads, suspect description, and other available information. The way information in a single case combines with information on other cases also impacts investigative actions.
- Finally, the nature of the community itself is a factor in evaluating investigative workloads and staffing needs. Citizen expectations translate into service levels impacting investigators in terms of what is investigated and how investigations are conducted.

Collectively, these factors portray a different type of workload compared to that

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

which depicts patrol workloads. In patrol, workloads can be characterized broadly by the following factors:

- High volume / fast turnaround work.
- Work oriented not toward solution of a complex case, but oriented toward documenting available evidence at a crime scene and initiating contacts with victims and witnesses.
- Deployment practices designed to result in a rapid response of personnel.

Therefore, unlike patrol, investigative workload cannot be converted into quantitative methodologies to arrive at required staffing levels. Investigative staffing requirements need to be examined from a variety of perspectives in order to obtain an overall portrait of staffing issues, case handling issues and philosophies having an impact on staffing needs. The perspectives we employed in our study of investigative staffing include the following:

- The project team reviewed case management practices through interviews with staff and obtained case / workload data as it applied to Unit activities. This information was developed primarily through desk audits and reports generated from the Department's case management system.
- The project team compared Texarkana investigator staffing and workload with investigators in other law enforcement agencies.
- The project team examined other measures of workload as well as effectiveness of investigative services.

First, as reflected above, analysis of investigative workload and staffing requirements employs a series of broad indicators to determine the extent to which core investigative staffing and general workload in the Department compares to ranges observed in other departments to determine if the Texarkana Texas Police Department is significantly "out-of-range" as measured by those indicators and then compared to investigative case management and Unit service delivery effectiveness. The

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

comparative measures employed are displayed in the following table:

Measures	Comparative Industry Patterns
Open/Assigned cases assigned to “property” crimes investigators	15 to 20 open/assigned cases per month based on the same survey and ongoing analysis.
Open/Assigned cases assigned to “person” crimes investigators.	8 to 12 open/assigned cases per month based on the same survey and ongoing analysis.

The initial step in documenting workload within the Investigations Division was to collect information on the number of cases assigned over the course of a year. The first table, below, shows the total number of assigned cases during 2003 and 2004:

Element	2003	2004	Change
Total Cases Assigned	3,016	3,259	8%
Total Cases Cleared	1,317	1,388	5%
Total Arrests	457	454	-1%
Total Adult Cases sent to District Attorney	388	405	4%

The following points highlight the information above:

- During 2004, Investigative Services handled 3,249 cases. This represents an increase of 8% from 2003.
- Based on the number of detectives who primarily investigate cases, ten (10), average annual workload per detective during 2004 was 326 cases or 27 cases per month.
- During 2004, 1,388 cases were cleared, representing a clearance rate of 43%. This represents a slight decline from 2003 when the clearance rate was 44%.
- Total arrests from 2003 to 2004 remained relatively flat, decreasing by less than 1%.

The project team also performed desk audits of all of the Detectives within ISD to understand actual workload and case management processes. The project team’s approach in understanding actual workload was to identify those cases that were actively being worked by Detectives. “Active” cases are defined as those cases that have leads or potential prospects for investigation and which have been worked within the past thirty days. This approach allows the project team to differentiate between

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

cases that have not been closed or suspended due to a lack of leads, and thus remain open, from cases that require additional investigation. Active caseloads per investigator are a more accurate measure of workload. The table, below, shows the results of the audit performed during the week of July 25th.

Detective	Open	Info Cases Past 2 Months	Active	Percent of Open That Are Active	Type of Workload
1	12	37	9	75%	Persons
2	42	38	23	55%	Persons
3	27	12*	26	96%	Persons
4	22	26	19	86%	Property
5	47	58	33	70%	Property
6	52	106	43	83%	Property
7	44	4	41	93%	Property
Total	246	269	194	79%	NA

* The project team was able to gather info case numbers for only one month for this detective.

The following points summarize the information above:

- As of the week of July 25, 2005, ISD Detectives had a total of 246 open cases. Of this amount, 79% or 194 were active, meaning that they had been worked within the past 30 days.
- The number of open cases varied from a low of 12 for a person detective to a high of 52 for a property detective. The average active caseload for person detectives was 19, while the average caseload for property detectives was 34. Caseloads are well in excess of best management practices which target 8-12 active cases for person detectives and 15-20 for property detectives.
- Due to the high number of “active” cases, many “open” cases are not being closed or suspended for lack of prospects.

Based on the targeted ranges for active caseloads, the project team determined the number of investigators needed within each unit:

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Workload Type	Current Average Workload	Current Detective Staffing*	Estimated Active Cases	Target (Low)	Target (High)
Property	34	4	136	15	20
Persons	19	4	77	8	12

Workload Type	Detectives Required (Low)	Detectives Required (High)	Variance (Low)	Variance (High)	Target Variance
Property	9	7	(5)	(3)	(3)
Persons	10	6	(6)	(2)	(2)

* Please note that the Intelligence Detective is not included since he does not always handle a full workload.

The following points can be made regarding the table above:

- In order to reduce average persons detective workloads, two (2) additional detectives are needed. This would reduce the average number of active cases per investigator to approximately 11.5. It is also important to note that the intelligence detective was not included in the staffing calculation since he does not always carry a full workload. However, this detective does assist when workloads are high (as they have been).
- In order to reduce average property detective workload, three (3) additional detectives are needed. This would reduce the average number of active cases per investigator to approximately 19.
- Please note that there are two (2) vacancies within ISD.

In summary, based on workload, the Investigative Services Division is understaffed by five (5) detectives. Please note that detectives are paid at the same classification as officers. For purposes of this calculation it was assumed that detectives would have at least five years experience as an officer and therefore be at top pay. The estimated cost of these positions is shown in the table below:

Element	Number
Top Step Officer Salary	\$38,260
Benefits (@ 36%)	13,773.60
Total Officer Cost	52,034
Additional Officers	5
Vacancies	(2)
Total New Officers Needed	3

Cost	\$156,102
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As shown above, the addition of three (3) detective positions will cost approximately \$156,000 per year.

Recommendation: Increase the number of authorized detective positions by three (3) to accommodate workload levels.

2. ASSESSMENT OF SUPERVISION AND CASE MANAGEMENT SHOWS THAT THERE ARE A NUMBER OF OPPORTUNITIES FOR IMPROVEMENT.

The project team also evaluated case management practices utilized by the Investigative Services Division. The following points summarize the project team's observations and findings regarding case management and supervision within ISD:

- ISD supervisors utilize an informal case management system. Cases are initially screened and assigned by supervisors based on workload and solvability. However, cases are not regularly reviewed by supervisors and decisions are not based on case progress criteria.
- The Division has only recently instituted a policy of reviewing cases 30 days after assignment. However, as shown in the previous section, there are many instances of cases that remain "open" despite potential prospects.
- An automated case management system is not utilized to support unit supervisors in making decisions and monitoring caseloads.
- Some follow-up investigation is being performed by patrol officers (Class C misdemeanors). Field staff are used to assist with follow-up investigation of Class A and B misdemeanors. The result of this has been an increase in workload for detectives.
- There is no system in place to track leads, modus operandi, and other crime characteristics. The crime analyst is also not being used to evaluate crime trends/patterns.
- Supervision of fifteen (15) investigators is generally handled by the Detective Sergeant who reports to the Detective Lieutenant. The Detective Lieutenant reports to the ISD Captain. Given the span of control, responsibilities should be reallocated between the Detective Sergeant and Detective Lieutenant. This will be even more important as the bureau adds detectives (three recommended in the previous section). A convenient method would be for the Detective Lieutenant to supervise person detectives and have the Detective Sergeant supervise property detectives. The remaining personnel could be split.

In sum, the ISD should institute a formal system for screening, assigning, and monitoring cases. In addition, the Crime Analyst should be used more effectively to evaluate crime trends and patterns.

Recommendation: The Investigative Services Division should develop a formal system for screening, assigning, and monitoring cases. The ISD should also make better use of the Crime Analyst in analyzing crime patterns.

Recommendation: Supervisory responsibilities should be reallocated and shared by the Detective Sergeant and Detective Lieutenant. This reallocation will mitigate span of control issues.

3. ANALYSIS OF PROPERTY/EVIDENCE STORAGE AND HANDLING SHOWS THAT SOME KEY IMPROVEMENTS CAN BE MADE.

This section focuses on the receipting, handling protocols, secure storage, and final disposition of recovered property and evidence. The Department's property/evidence control system should include the following:

- All property coming into the agency's possession is properly accounted for and maintained securely.
- The integrity of the chain of custody is maintained for all evidentiary property. Protocols are in place to ensure that all transfers/release of evidence for laboratory analysis or for court purposes is properly recorded.
- There is a system for conducting regular inspections and audits of the property/evidence area. The inspections are to ensure the area is kept neat and orderly, and department procedures are followed. The audits, which should be conducted no less than annually, should ensure that at least a sufficient sampling of "high-risk" items is checked. High-risk items include: money, precious metals, jewelry, firearms, and drugs.
- Property/evidence is returned and/or destroyed in a timely manner consistent with applicable state statutes.

The Matrix Consulting Group evaluated the TTPD's property and evidence section procedures and protocols, with the results of that analysis as follows:

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

- The Department has well documented procedures governing the collection, recording, storage, and disposal of evidence and recovered property.
- The facility has secure primary and temporary storage locations to house property and evidence. Doors are properly locked when evidence personnel are not in attendance and a log is maintained to record the personal identification number and names of all who enter restricted areas.
- No personnel are allowed to enter restricted areas unless accompanied by property/evidence staff.
- The project team found that there is adequate storage for items after hours.
- All evidence is recorded and inventoried in an electronic system. This includes a bar-coding system to facilitate tracking and location of items. The property room also has a significant number of items, approximately half, tracked in an older software system that is not very functional. Efforts are underway to consolidate this information into a single database.
- Due to the issues with consolidation of the records inventory into one system, old property items have not been reviewed to determine whether these items may be returned or destroyed. This is an issue due to the limited storage capacity of the property room.
- The project team found that only one audit of the property room has been done in the past few years. This audit was performed by the officer who designed the property room storage system. The project team also found that the TTPD's policies are currently silent on the need for these audits and inventories.

In sum, there are a number of steps that can be taken to improve the operation of the property room.

Recommendation: Protocols concerning property/evidence inspections and audits should be instituted and should require that sufficient samplings of high-risk items are audited no less than annually.

Recommendation: Property personnel should review old property items on a regular basis to determine whether they may be returned or destroyed to make room for new items.

4. TRAINING AND RECRUITMENT ARE EFFECTIVE SUPPORT PROGRAMS.

The project team evaluated training and recruitment efforts performed by the TTPD. These duties are handled by a Sergeant who handles both functions. The first subsection, that follows, provides information on training.

(1) The Department Has an Effective Training Program in Place. However, There Are Opportunities for Improvement.

The TTPD provides a number of training opportunities for in-service training. The project team collected training data to identify average annual training hours received by sworn personnel as well as the content and scope of training classes. The table, which follows, shows total training hours for officers within the TTPD over the past two years (from July of 2003 to July of 2005):

Officer	Hours		Officer	Hours		Officer	Hours		Officer	Hours		Officer	Hours
1	648		16	106		31	198		46	642		61	60
2	117		17	235		32	161		47	128		62	57
3	102		18	69		33	50		48	120		63	92
4	102		19	127		34	116		49	76		64	60
5	66		20	56		35	120		50	140			
6	98		21	62		36	60		51	122		Average	142
7	123		22	76		37	156		52	102		Avg./Year	71
8	269		23	176		38	89		53	180			
9	47		24	51		39	126		54	108			
10	73		25	153		40	214		55	52			
11	100		26	157		41	72		56	78			
12	190		27	148		42	328		57	252			
13	141		28	202		43	140		58	102			
14	153		29	108		44	100		59	350			
15	61		30	132		45	156		60	156			

The following points summarize the information above:

- Over the past two years, each officer has received an average of 142 hours of training.
- Based on this amount, each officer received an average of 71 hours of training per year.

- Total training hours ranged from a low of 47 hours to a high of 648 hours. These differences are due to a number of factors including tenure and position (i.e., detectives will receive more training than a first year patrol officer).

The following points highlight the project team's findings and observations regarding in-service training:

- Sworn personnel are provided an average of 70 hours of training per year. However, the training program cannot support community policing goals since these goals are not clearly defined.
- The Department does not conduct training needs assessments. Typically, training is scheduled based on TCLEOSE requirements and specific division requests. A needs assessment would consist of identifying weakness / areas for improvement as potential training topics. This assessment could be conducted by surveying line supervisors and managers on training needs as well as by analyzing internal affairs cases to identify potential training opportunities.
- The Department does take advantage of regional training opportunities through the East Texas Police Academy and other sources such as ILEA.
- Documentation of training is complete and lesson plans for TCLEOSE approved courses are centrally maintained.
- The Department does not require regular on-going defensive tactics and other high-liability training for officers. These courses are available to those who are interested.

In sum, the Department provides a significant amount of training to sworn personnel. However, additional measures should be taken to ensure that personnel are provided the needed training.

Recommendation: The TTPD should conduct a training needs assessment to identify potential training opportunities.

(2) The Department Has an Effective Recruitment Program.

The project team also evaluated the Department's recruitment program. Recruitment has been an important function over the past few years due to significant turnover. To understand the Department's recruitment workload, the project team

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

documented the historical turnover rate. The table, below, shows the number of officers leaving the Department for all reasons, including retirement:

Year	Number of Sworn Personnel	Number of Officers Lost	Turnover Rate
1995	83	1	1%
1996	87	11	13%
1997	87	5	6%
1998	85	5	6%
1999	85	6	7%
2000	89	5	6%
2001	90	6	7%
2002	95	9	9%
2003	96	12	13%
2004	98	6	6%

The following points can be made about the above information:

- During the past ten years, officer turnover has ranged from a low of 1% in 1995 to a high of 13% in 1996 and 2003.
- The average turnover rate over the ten year period was 7%.
- The Department has lost 27 officers over the past three years.

Overall, the turnover rate within the TTPD has fluctuated significantly over the course of the past ten years. This has created a critical need for recruitment of new officers. The following points describe the Department current recruitment program:

- The Department attends job fairs at local community colleges, universities, and community events.
- The Department sends job announcement to other local police departments.
- The Department sponsors recruits through the Kilgore (TX) Academy.
- The Department seeks out recruits at other regional academies.

Overall, the Department makes a significant effort to attract new personnel from a variety of sources. These efforts have made it possible to hire approximately

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

seventeen (17) new personnel over the past year and a half to two years. The Department should continue these efforts.

Recommendation: The TTPD's recruitment program is effective. Make no changes.

5. CRIME PREVENTION EFFORTS IN THE TTPD RELY ON TRADITIONAL PROGRAMS.

The project team evaluated the TTPD's crime prevention programming. There is a crime prevention officer assigned to deliver crime prevention presentations, organize community events, and establish relationships with community organizations. The table below provides data on crime prevention activities during 2004:

Activity	2001	2002	2003	2004	2001-04 Change	2003-04 Change
Neighborhood Watches	15	12	16	17	13%	6%
Home Security Surveys	23	38	22	26	13%	18%
Business Security Surveys	4	2	2	1	-75%	-50%
Programs Presented	83	79	46	45	-46%	-2%
Bi-State Justice Building Tours	8	-	3	-	-100%	-100%
Mall Office - Days Open	232	236	211	233	0%	10%
Hours Open	1,856	1,888	1,688	1,864	0%	10%
Visitors	5,116	5,269	3,015	1,875	-63%	-38%

The following points highlight the information above:

- During 2004, the Crime Prevention Officer made 17 neighborhood watch presentations, performed 16 home security surveys, 1 business security survey, and 45 presentations of programs.
- During 2004, the mall office, where the Crime Prevention Officer is located, was open 233 days or 1,864 hours and had 1,875 visitors.
- Over the three year period 2001 to 2004, neighborhood watch presentations increased by 13%, home security surveys increased by 13%, business security

surveys decreased by 75%, the number of programs presented decreased by 46%, and tours have declined by 100%.

- Over the one year period 2003 to 2004, neighborhood watch presentations increased by 6%, home security surveys increased by 18%, business security surveys decreased by 50%, the number of programs presented decreased by 2%, and tours declined by 100%.
- Another notable point is that the number of visitors to the mall office has decreased by 63% and 38% over the three year and one year periods.

Overall, the Department provides a number of crime prevention programs to the City. The following points summarize the project team's observations and findings regarding crime prevention efforts:

- The Department participates in various crime prevention programs including McGruff, National Night Out, child ID programs at state fairs, neighborhood watch, business and home security inspections, etc.
- The Department used to have an auto theft program which educated citizens on how to prevent auto thefts. This program is no longer used.
- Additional proactive efforts can be made to address issues such as vehicle burglaries, home burglaries, theft prevention, etc.
- Patrol personnel are not routinely used to assist with the delivery of crime prevention activities.

In sum, the Department should pursue the development of additional crime prevention programs to impact crime in the community.

Recommendation: The Department relies on traditional crime prevention programs. Additional efforts should be made to develop new programming.

6. FLEET MAINTENANCE CAN BE MORE EFFECTIVELY MANAGED.

The TTPD has one officer assigned to coordinate the maintenance of the Department's vehicles. Service is provided by the City's garage as well as through outside contractors. The table below provides a list of current vehicles assigned to the Department:

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

TTPD Vehicles with Division Assignment

Assignment	Unit Number	Mileage	Year/Make	Description
ISD	205	69,661	02 Ford	Marked SRO CV
ISD	206	70,828	99 Chevrolet	Gold Lumina
ISD	207	48,275	02 Chevrolet	White Impala
ISD	210	84,734	02 Ford	Marked SRO CV
ISD	211	9,685	04 Ford	Blue Taurus
ISD	212	17,261	04 Ford	Burgundy Taurus
ISD	429	106,742	95 Ford	Copper F150 PU
ISD	430	148,701	96 Ford	Marked Crime Scene CV
ISD	432	68,986	00 Ford	Silver Crown Victoria
ISD	433	132,738	91 Ford	Black Explorer
ISD	435	83,024	99 Chevrolet	Tan Lumina
ISD	436	42,295	03 Ford	Red Crown Victoria
ISD	442	119,526	98 Chevrolet	Blue Monte Carlo
ISD	446	50,342	01 Ford	Green Crown Victoria
ISD	447	48,432	99 Chevrolet	Tan Lumina
ISD	450	3,375	05 Ford	Gold Taurus
ISD	451	97,602	97 Chevrolet	Blue Lumina
ISD	452	5,255	05 Ford	Gold Taurus
ISD	455	87,132	02 Ford	Marked SRO CV
ISD	901	???	99 Chevrolet	Burgundy Malibu
USD	201	96,075	96 Dodge Int.	Intrepid
USD	204	125,363	96 Dodge Int.	Intrepid
USD	250	25,954	03 Ford CV	Crown Victoria
USD	251	3,490	05 Ford CV	Crown Victoria
USD	252	2,400	05 Ford CV	Crown Victoria
USD	253	1,016	05 Ford CV	Crown Victoria
USD	254	3,168	05 Ford CV	Crown Victoria
USD	255	3,036	05 Ford CV	Crown Victoria
USD	256	2,058	05 Ford CV	Crown Victoria
USD	257	61,193	02 Ford CV	Crown Victoria
USD	259	9,788	93 GMC Hum V	
USD	260	7,228	05 Ford CV	Crown Victoria
USD	261	52,490	04 Ford CV	Crown Victoria
USD	262	35,979	02 Ford CV	Crown Victoria
USD	263	24,712	04 Ford CV	Crown Victoria
USD	264	50,261	04 Ford CV	Crown Victoria
USD	265	48,349	04 Ford CV	Crown Victoria
USD	266	46,962	04 Ford CV	Crown Victoria
USD	267	46,101	02 Ford CV	Crown Victoria
USD	268	17,847	04 Ford CV	Crown Victoria
USD	269	9,557	05 Ford CV	Crown Victoria
USD	270	13,348	05 Ford CV	Crown Victoria
USD	271	14,994	05 Ford CV	Crown Victoria
USD	272	40,951	04 Ford CV	Crown Victoria
USD	273	7,145	05 Ford CV	Crown Victoria
USD	274	38,583	04 Ford CV	Crown Victoria

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Assignment	Unit Number	Mileage	Year/Make	Description
USD	275	48,798	04 Ford CV	Crown Victoria
USD	276	19,466	04 Ford CV	Crown Victoria
USD	277	31,280	04 Ford CV	Crown Victoria
USD	278	9,128	05 Ford CV	Crown Victoria
USD	279	44,542	04 Ford CV	Crown Victoria
USD	285		00 Yamaha 4Wlr	
USD	286		00 Yamaha 4Wlr	
USD	287	78,882	00 Ford CV	Crown Victoria
USD	288	93,164	99 Ford CV	Crown Victoria
USD	290	23,777	99 Harley M/C	Motorcycle
USD	291	18,160	01 Harley M/C	Motorcycle
USD	292	21,956	02 Harley M/C	Motorcycle
USD	293	50,575	01 Ford CV	Crown Victoria
USD	294	50,070	01 Ford CV	Crown Victoria
SSD	202	106,012	96 Dodge	White Intrepid
SSD	203	82,486	96 Dodge	White Intrepid
SSD	208	18,595	04 Ford	Silver Taurus
SSD	209	13,659	04 Ford	Green Taurus
SSD	444	63,508	98 Jeep	Marked Cherokee
SSD	449	134,015	94 Ford	Marked F150 PU
SSD	538	78,182	99 Dodge	Animal Control PU
SSD	539	110,288	01 Dodge	Animal Control PU
SSD	911	101,791	89 Dodge	Blue/Silver Van

The following points highlight the information above:

- The Department maintains sixty-nine (69) vehicles including sedans, motorcycles, off road vehicles, and specialty units.
- Twenty (20) vehicles are assigned to Investigative Services Division, forty (40) vehicles are assigned to Uniform Services Division, and nine (9) are assigned to Support Services Division. This results in approximately one vehicle assigned per sworn personnel within ISD, one vehicle per two sworn personnel within USD, and slightly more than one vehicle per person within Support Services.
- Average fleet age for patrol vehicles is less than three years and average mileage is 33,628, well within best management practices of 3-4 years and 60-70,000 miles. The average age of non-patrol vehicles is over 8 years. However, non-patrol vehicle mileage is well below the benchmark at approximately 69,000 miles.

The project team also attempted to collect information on gas usage, preventive maintenance performed, and service performed for each vehicle. However, due to the

way this information is being tracked this was not possible. The project team noted the following problems with the way vehicle maintenance is being managed:

- A software package is currently being used to track gasoline usage and maintenance and service costs. However this system is not being used to schedule preventive maintenance or downtime.
- Another software system tracks service and maintenance performed at the City garage and through outside vendors.
- The Fleet Maintenance Officer tracks mileage and due dates for preventive maintenance, registrations and inspections in a separate spreadsheet. Officers are notified by sticker when preventive maintenance is due.
- As a result, various pieces of information are tracked in different systems making vehicle histories (i.e. maintenance, service, etc.) difficult to find. The system is also complicated by the fact that unit numbers are recycled when units are taken out of service or sent to another department. Consequently, one unit identifier may represent two or more different vehicles.

Overall, the system for tracking vehicle maintenance is inadequate. The City has planned for the purchase of a new software package that will allow for consolidation of the various pieces of information into one system. The Department should ensure that this system will provide vehicle maintenance histories and allow automatic scheduling of preventive maintenance. Finally, the project team believes that a sworn officer should not be the fleet maintenance coordinator for the Department. This position does not require law enforcement training. The civilianization of this position would generate small annual cost savings of approximately 10% of personnel costs, or \$6,000.

Recommendation: The City should evaluate the possibility of acquiring a new fleet maintenance system which provides for centralization of fleet maintenance information so that vehicles histories can be constructed.

Recommendation: The City should stop the practice of recycling unit numbers and create permanent asset numbers so that vehicle information can be tracked.

Recommendation: The City should consider civilianizing the Fleet Maintenance Coordinator position. This would yield cost savings of approximately \$6,000.

5. ANALYSIS OF ORGANIZATION AND MANAGEMENT STAFFING

This chapter focuses on the organization of the Texarkana Police Department as well as the resulting command staffing necessary to ensure the effective management, oversight and supervision of the operations and administration of the Police Department. The project team's analyses first focuses on the organizational structure and then focuses on the necessary command staffing. The first section, which follows, describes the formal criteria the Matrix Consulting Group utilized in evaluating the organizational structure of the TTPD.

1. CRITERIA FOR EVALUATING AN ORGANIZATIONAL STRUCTURE

In order to evaluate the organizational structure of the TTPD, the project team first identified the criteria by which the organizational structure would be judged. The paragraphs, that follow, describe those criteria as well as describe what is meant by each of them:

- **Frequency of Contact:** With what other units does the unit in question have the most frequent contact? Does it have frequent contact with the units with which it is currently organized? Are there other units outside of its current organizational niche with which it has more frequent contact?
- **Types of Contact:** Do the contacts involve the sharing of resources (personnel or equipment)? Are the contacts administrative in nature? Do they involve the passage of paperwork from one unit to the other?
- **Extensiveness of Interactions:** Are the interactions frequent but inconsequential (i.e., daily passing of time sheets would not be given as much weight as responding to automobile accidents). Are the interactions going to have an impact on the safety or the quality of life for those in the facility?
- **Connection of Actions:** Do the units exhibit an organizational dependency on one another? Would it be more difficult for one unit to do its work if there were some separation / attachment?

- **Administrative Paper Flow:** Is there an immediate need for the units to be attached organizationally to ensure the smooth flow of critical paperwork (for example, payroll making its way to Finance is not a justification for having every unit attached to Finance).
- **Support Versus Operations:** Have functions that support more than one operational unit been grouped together? Are there clear and reasonable divisions among operational units?
- **Span of Control:** Does each rank in the Department have similar levels of responsibility? Are spans of control appropriate?

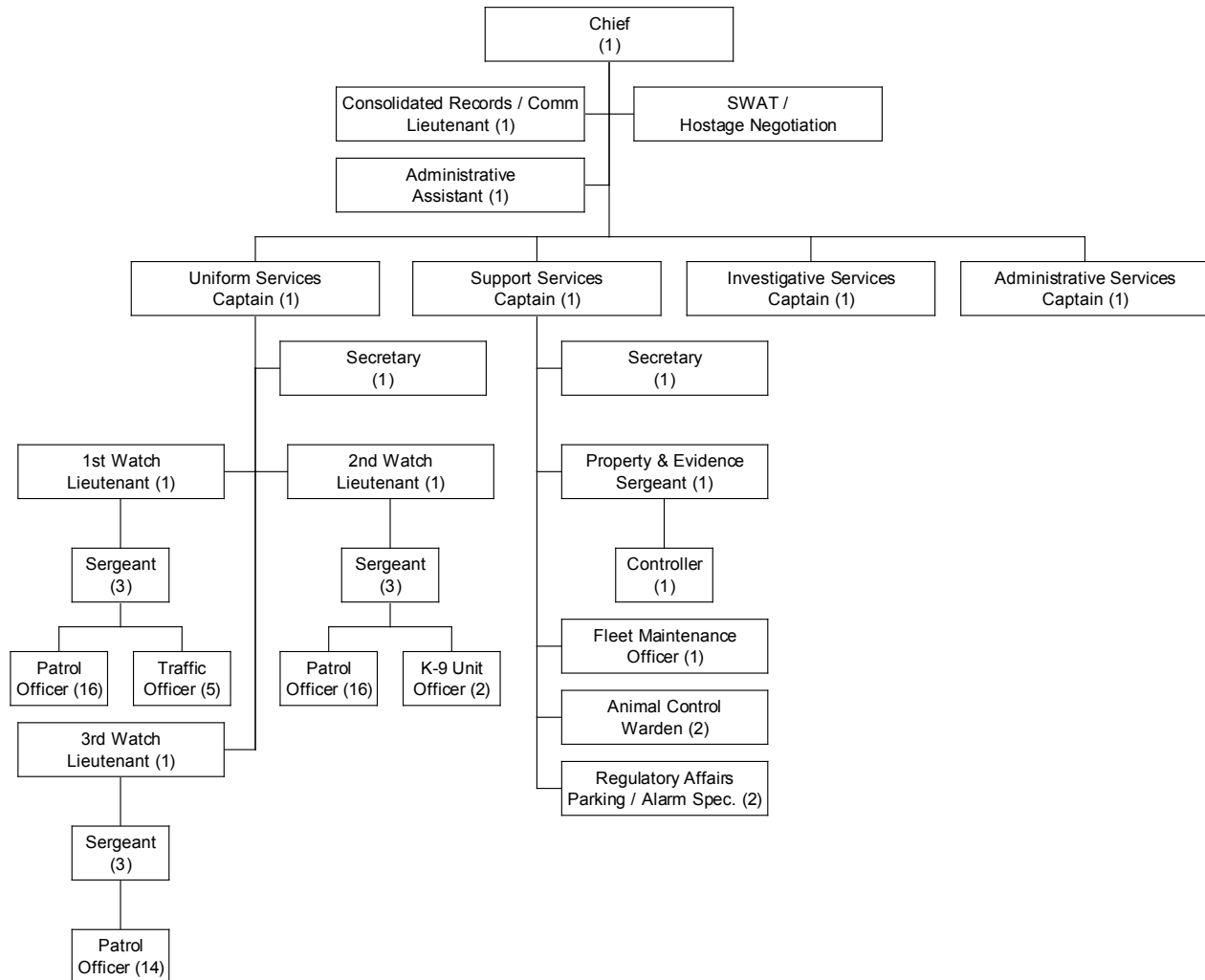
Each of these criteria, individually, would not provide enough information to make a decision about the appropriate placement of an organizational unit. As a group, however, they provide the information required by the project team to come to conclusions about the current organizational structure and to make recommendations for any improvements. The section, that follows, provides our analysis of the current organizational structure and opportunities for improvement.

2. THE CURRENT ORGANIZATION OF THE POLICE DEPARTMENT INCLUDES FOUR DIVISIONS COMMANDED BY CAPTAINS REPORTING TO THE CHIEF OF POLICE.

This section provides a summary of the current organizational structure of the Texarkana Police Department. In order to show the organization in some detail, the structure is shown in two charts, each representing the subordinates of two of the four Captains in the chain of command. The first chart, which follows, depicts the organization, staffing and deployment of the Uniform Services and Support Services Divisions:

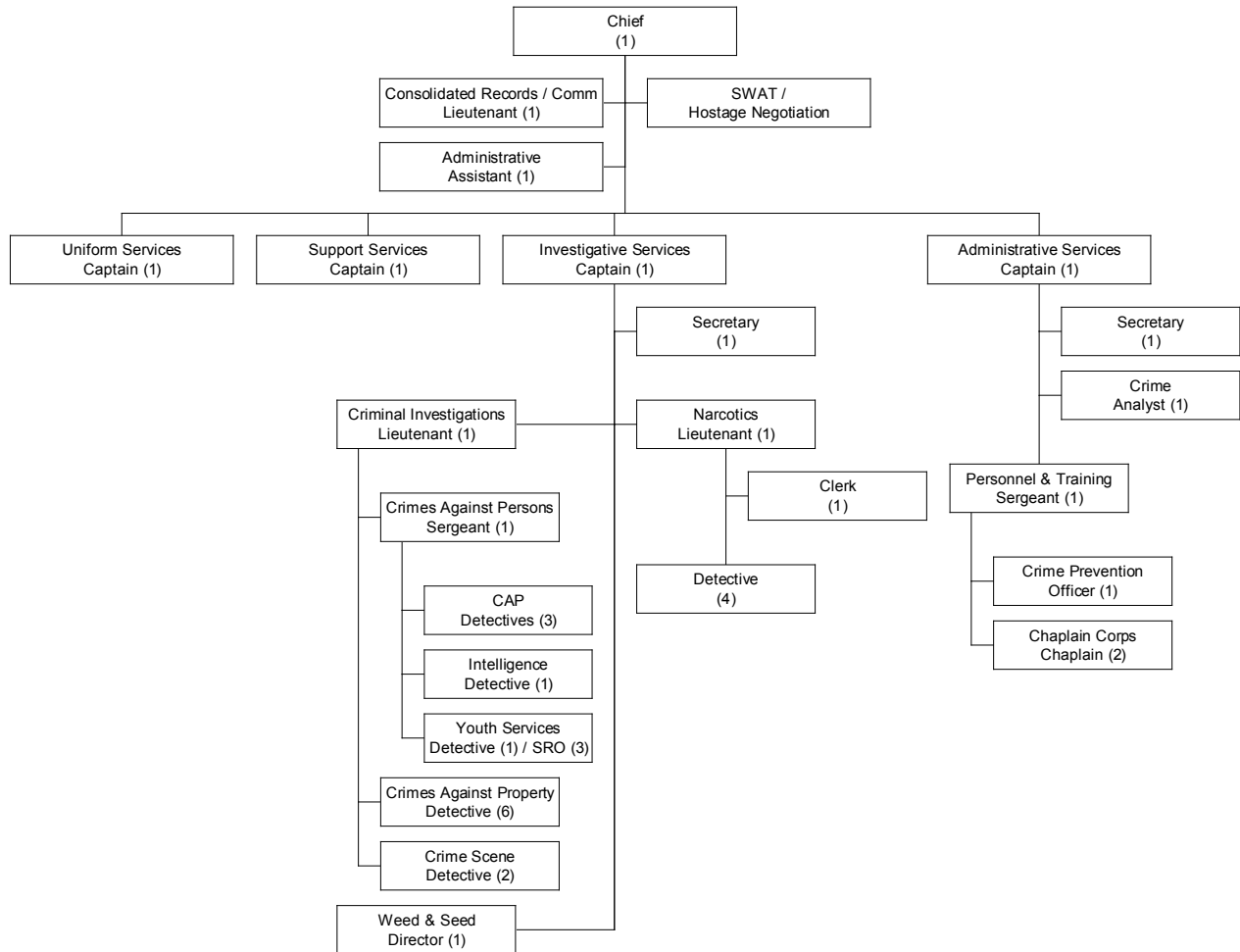
CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Current Organization of the Texarkana Texas Police Department
Uniform Services and Support Services Divisions



These two Divisions are each commanded by a Captain who reports to the Chief of Police. The Uniform Services Division is comprised of those units which work in the field: Patrol, Traffic and “K-9”. The Support Services Division is comprised of Property and Evidence, Fleet, Animal Control and Regulatory Affairs. The organizational chart, on the following page, depicts the Investigative Services (CID) and Administrative Services Divisions of the Police Department:

Current Organization of the Texarkana Texas Police Department Investigations and Administrative Services Divisions



As with the other Divisions in the Police Department, the Investigative Services and Administrative Services Divisions are commanded by Captains reporting to the Chief of Police. The Investigative Services Division is comprised of two main units – Criminal Investigations and Narcotics. The Administrative Division is comprised of Crime Analysis, Personnel and Training and a variety of administrative functions vested in the Captain directly.

3. THERE ARE SEVERAL ISSUES WITH THE CURRENT ORGANIZATIONAL STRUCTURE.

The matrix on the following page presents our assessment of the current organizational structure of the Texarkana (Texas) Police Department compared to the previously identified criteria. The points, which follow, provide a summary of the project team's key findings relating to the organization of the Police Department:

- There is a significant disparity between the level of responsibility, staff oversight and general span of control between the four Captains (Division commanders) in the TTPD.
- For example, 12% of personnel in the Department below the rank of Captain are in the Administrative and Support Services Divisions overseen by two of four Captains.
- The Administrative and Support Services Divisions of the Police Department represent functions which would often be grouped together, in that they represent "support" functions for all other elements of the Department.
- The Support Services Division includes some functions which should be viewed as operational (Animal Services and part of Regulatory Affairs). The separation of these functions from Uniform Services may impact the interaction of these two service areas.
- The rank structure of the Department has been broken down in the Administrative and Support Services Divisions with Sergeants and Officers reporting directly to Captains in these Divisions.
- At the same time, the rank structure has been maintained in the Uniform and Investigative Services Divisions.

These findings, illustrated on the next pages, suggest that the four-Captain organizational structure is not an appropriate one for the Police Department. The structure appears to have been contrived to work with the number of Captains, rather than the structure justifying the number of Captains.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Bureau	Frequency	Type	Extent	Connection	Paper Work	Support vs. Operations	Span of Control	Observations and Alternatives
Uniform Services	√	√	√	√	√	√	√	- This Division focus on all field services: patrol, traffic, K-9, etc. This is a logical grouping of functions and units. - The span of control for the Captain, Lieutenants and Sergeants in these units is appropriate given shift, geographical and staffing levels. - The Department makes innovative use of Patrol Sergeants to oversee operations in Traffic and K-9.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Bureau	Frequency	Type	Extent	Connection	Paper Work	Support vs. Operations	Span of Control	Observations and Alternatives
Support Services	√		√		√			- This Division is comprised of a collection of various functions. Most are internal services (Property, Fleet, some aspects of Regulatory Affairs) while others are field services (Animal Control). - The span of control in the Division is similar for the Captains in Uniform and Investigative Services, but the totality of responsibility is significantly lower.
Investigative Services	√	√	√	√	√	√	√	- A logical grouping of investigative units involved with both reactive and proactive follow-up investigations. - Span of control is appropriate given roles, missions and shifts. In terms of personnel, this is the second largest Division in TTPD.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Bureau	Frequency	Type	Extent	Connection	Paper Work	Support vs. Operations	Span of Control	Observations and Alternatives
Administrative Services			√			√		• This Division includes the various administrative support functions of the Department including internal affairs, accreditation, budget, purchasing, personnel, etc. • Span of control for this Captain is not in line with the other Division commanders. • The number of personnel in this unit is small (a total of four report to the Captain) yet there are a number of functions. • Crime Prevention has little to do with the other functional areas in this Division. • Presence of Crime Analysis in this Division can be used to ensure access by Uniform and Investigative Services staff.

4. THERE ARE SEVERAL OPTIONS WHICH IMPROVE THE ORGANIZATIONAL STRUCTURE OF THE POLICE DEPARTMENT.

The previous section identified a number of issues related to the four-Captain approach to organization. The project team identified two major options, described below, for consideration by the City and the Department:

Option One – Three Captains

- Eliminate one Captain position.
- Combine Administrative and Support Services into a new Support Services Division.
- Create a Lieutenant position, assigned in the new Division. This position would be primarily responsible for Internal Affairs, Professional Standards, Accreditation, Training and Personnel.
- Shift Animal Services out of Support Services and into Uniform Services, providing for enhanced oversight and also improved interaction between these two field services.

Option Two – Two Assistant Chiefs

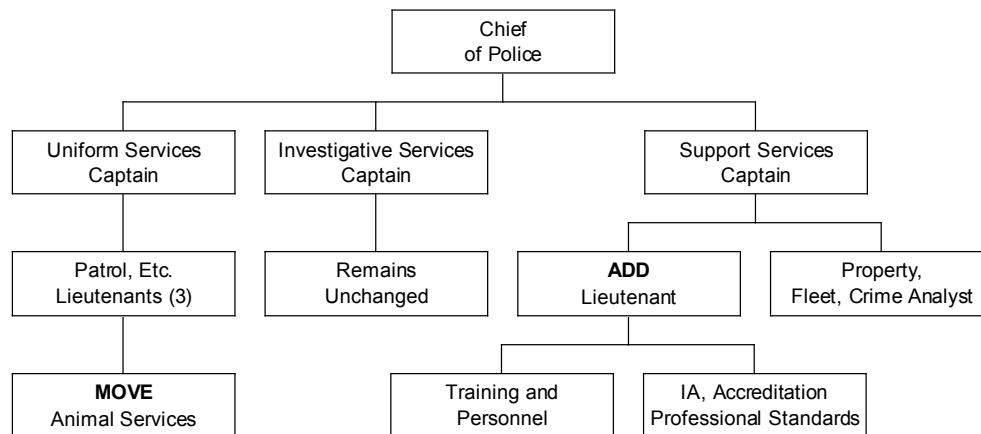
- Eliminate all four Captain positions (this is necessitated by Civil Service rules).
- Create two Assistant Chief positions.
- Consolidate Investigative Services, Administrative Services and Support Services into a single Division.
- Create a Lieutenant position, assigned in the new Division. This position would be primarily responsible for Internal Affairs, Professional Standards, Accreditation, Training and Personnel.
- Shift Animal Services out of Support Services and into Uniform Services, providing for enhanced oversight and interaction for all field services.
- Assign Property and Evidence to the CID Lieutenant for oversight.
- Create a new Sergeant position in CID to help oversee staff in that unit.

The resulting organizational structures, shown in summary, are provided on the following page. The resulting personnel impacts are shown, below:

	Base Salary	Current	Cost	Three Captains	Cost	Two Assistant Chiefs	Cost
Captain	\$52,000	4	\$208,000	3	\$156,000	2	\$104,000
Lieutenant	\$47,000	0	\$0	1	\$47,000	1	\$47,000
Sergeant	\$42,000	0	\$0	0	\$0	1	\$42,000
Wages	n/a	4	\$208,000	4	\$203,000	4	\$193,000
Benefits	39%	n/a	\$81,120	n/a	\$79,170	n/a	\$75,270
Total Cost	n/a	n/a	\$289,120	n/a	\$282,170	n/a	\$268,270
Variance		n/a	\$0	0	(\$6,950)	0	(\$20,850)

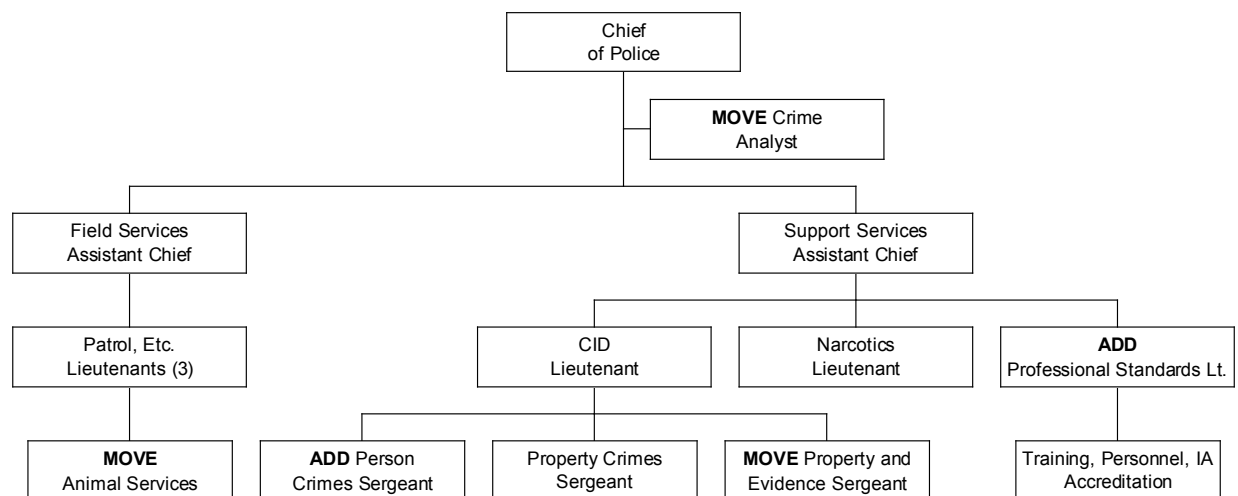
CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

**Option One
Three Captains**



The organization chart, above, shows the elimination of one Captain, addition of a Lieutenant and the movement of Animal Services under Patrol. The following shows the organizational structure under Option Two:

**Option Two
Two Assistant Chiefs**



This organizational chart shows the impact of creating two Assistant Chief positions in conjunction with the other changes. This approach increases the responsibility of the CID Lieutenant, adds a Sergeant and Lieutenant position and eliminates the four Captain positions.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

The Matrix Consulting Group recommends that the City and the Department pursue Option Two – Two Assistant Chiefs. We make this recommendation for the following reasons:

- Improved span of control for members of the command staff.
- Improved accountability for command staff members.
- Improved communication and control of like functions.
- Annual cost savings of almost \$21,000 over current costs.
- Increases the level and type of responsibility for the CID Lieutenant position.
- Strengthens the overall relationship between rank and level of responsibility and accountability in the Police Department.

Recommendation: The City and Police Department should adopt a new organizational structure and command staffing approach for the Department. These changes should include elimination of the four (4) Captain positions, creation of two (2) Assistant Chief positions, creation of a new Lieutenant position and creation of a new Sergeant position. In addition, these changes should be accompanied by several reorganizations, including consolidation of the Investigative, Administrative and Support Service Divisions, movement of Animal Services to the new Field Services Division and several other changes.

APPENDIX: BEST MANAGEMENT PRACTICES

Performance Target	Assessment of Performance Versus Target
MANAGEMENT AND ORGANIZATION	
General Management	
Management team has frequent formal and informal interaction focused on addressing issues and on furthering the goals and objectives of the Police Department.	- The Chief and his Executive Team, (Captains) meet every other Tuesday following the Monday City Council meeting. These meetings focus on “short term” day to day issues. - The Department does not have goals and objectives to guide internal or external Department operations or resource. - Formal and informal communication between and among all Executive Team members is adversarial. Communication is primarily by e-mail. - The Chief does not have individual standing meetings with his staff to review specific Division / Unit operations or assess the status of assigned tasks.
Executive management team holds regular meetings with agendas, minutes and accountability systems.	- The Executive management teams meets only as described above. - The Chief maintains the meeting agenda that focuses on Division updates and are a source for follow-up questions for previous assignments. - Meeting minutes are taken by the Chief's Secretary with the assistance of a taped recording of the meeting. Following review for approval by the Chief these minutes are distributed. - These meetings are the primary tool to hold individual Division Commanders accountable for various tasks and / or work products. The Department does not employ a formal “annual performance appraisal system” (performance review).
Broader management team meetings held at least monthly to review crime and other activities in the community.	- With the beginning of this calendar year the Department has initiated “Problem Oriented Policing” (CompStat) meetings twice monthly, every other Thursday. These meetings focus on criminal activity and sources of community disorder in terms of problem identification and solution development in each of the three patrol districts. Those attending are Patrol District Commanders (Lieutenants), support staff as needed and the Criminal Investigations Division supervisory staff. - The Chief discontinued Monthly General Staff Meetings that included all Department Supervisory Personnel (Sergeants, Lieutenants, and Captains), in May of 2004.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Performance Target	Assessment of Performance Versus Target
Sub-units hold regular meetings between Bureau commander and subordinate staff.	- The Patrol Division holds a meeting every Thursday as follows: - Patrol Captain + 3 District / Patrol Lieutenants - Patrol Captain is the Chair for the POP meetings - Patrol Captain + 3 Lieutenants + 9 Patrol Sergeants - Patrol Captain is the Chair for the POP meetings - The Criminal Investigations Division does not have a formal Division meeting however does meet daily with all Division investigators to review events of the past 24 hours. - The Criminal Investigations Division has recently initiated meetings with the Arkansas CID for information exchange and to focus more comprehensively on criminal activity between the two contiguous cities. - Due to the lack of "subordinate personnel" in the Support and Administrative Services Divisions formal meetings are not held.
Policies and Procedures and Accreditation	
Policies and procedures are reviewed regularly and are updated accordingly.	- Policies and Procedures require significant attention. - <u>General Orders</u> have not been formally reviewed in 5 years. - <u>Policy Statements</u> to clarify General Orders or to set new direction pending the development of a general Order from the Chiefs Office have been issued over time; however, are not indexed and by policy are to be maintained at the back of individual General Orders Manuals. - <u>Standard Operating Procedures</u> to guide Division Operations are by "memo", "e-mail", or some other form of Division written communication. Although, by policy, these directive should not be in place more than 180 days, they have provided long term (years) direction for Division operations. Some of these Procedures are in conflict with General Orders. The Procedures are not indexed, nor are they maintained in a central repository. Although hard to find, employees are held accountable for complying with these directives. - The approach used to develop contemporary policies and procedures (General Orders) has been slow and cumbersome. The review process is long and at times lacks appropriate follow through.
Distribution of policies and procedures is accomplished in such a way to ensure that policy updates are done rapidly but securely.	- By Policy, distribution of new General Orders and Policy Statements are to be distributed to Department personnel for placement in individual General Order Manuals. These Manuals are to be inspected annually in January. It is the strong staff consensus that this is not being done. - The general Order and Policy Statement Manuals have been placed for access in the Department Computer System. Access to individual orders is cumbersome.
Automated system for distribution and review of policies and procedures.	The Department has automated access to General Orders and Policy Statements through the Department internal computer system.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Performance Target	Assessment of Performance Versus Target
Critical policies (use of force, pursuit, internal affairs, etc.) are up to national standards and recognize national and local judicial and legal findings.	- These critical policies are in the “review process”. These policies now reside as a “sub-section” within one of the General Order Chapters, i.e. Chapter 9 – Department Motor Vehicles, 9.09 “Motor Vehicle Pursuit” and Chapter 10 – Weapons and the Use of Force, 10.10 Use of Force. - Most Policies have not received specific formal review in five years. Those that have been reviewed with associated revision, get delayed in the review and approval process.
Staff inspections of the agency are conducted based upon need and a defined schedule that ensures all components are inspected within a three-year time frame.	Inspection protocols are defined in the General Orders however there are few accountability mechanisms in place to assure that designated inspections are made.
Organization	
The organization has grouped like functions together to support the organizational mission and goals.	The organization does not have a Mission or Goals. The two operations Divisions are grouped to support the general tenants of the Law Enforcement Mission. The other two Divisions provide support to this Mission and both have limited support functions.
The organizational structure supports equivalent spans of control for similar levels of management.	Patrol and Investigations are the only two divisions that offer any type of “span of control” improvement opportunity. The other two Divisions offer no “span of control” improvement opportunity.
Personnel of like rank have similar levels of responsibility.	The Captains assigned to Field Services and Investigations have middle management (Lt.) subordinates. Captains assigned to Support and Technical Services have very few subordinates and none that are middle managers.
The organizational structure supports goals of one manager / per function and ensures that staff report to a single manager.	- The organizational structure “generally” supports appropriate reporting relationships. The Sergeant assigned as the PIO / Training – Recruit Manager reports to both the Chief of Police and Administrative Services Captain. Direction from both supervisors has cause “direction conflict”. - In addition there are 1:1 reporting relationships within ISD where one Sergeant reports to one Lt. who reports to the ISD Captain.
Internal Affairs	
Is there a clear delegation of internal affairs coordination in the Department?	The Internal Affairs process is coordinated by the Administrative Services Captain. A revised policy has been developed (submitted for review in 4/05) that provides more definition for various types of misconduct and incorporated time lines for various components of the process.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Performance Target	Assessment of Performance Versus Target
Is a system in place to track all citizen complaints against department personnel and administrative investigations	The Internal Affairs Unit maintains a log that identifies all allegations of misconduct. It does not differentiate between external and internal complaint.
Do internal affairs records meet applicable legal and records retention requirements?	- The policy is silent to how long records will be maintained, It merely states "all documents pertaining to an I.A. investigation will be maintained in a file accessible to the Chief. - There is not system for purging allegations of misconduct predicated on nature of allegation, (A,B,C) or finding.
Are Internal Affairs investigations completed within 45 days from the allegation?	The policy now in place does not address time for the investigation. The revised policy does. The I.A. log that is maintained does not cite time taken for each investigation.
Does the public have sufficient access to the internal affairs process and its results?	- The Department policy is specific as to accepting all allegations of misconduct from the public. The revised policy specifically addresses feedback to the public regarding the results of the investigation. - The Department has not published an annual report specific to the Internal Affairs process.
Departmentally initiated cases equal or exceed those from the public (i.e., self-policing)?	Initial reports obtained by the project team do not differentiate between internal and external complaints of misconduct.
An Early Warning System is in place to help identify members who may need additional attention.	The Department does not employ an "Early Warning System" that the more progressive Departments are employing to identify and provide assistance to employees that might need some type of intervention (counseling, peer assistance, training) to avoid reoccurring reports of misconduct.
Is a formal analysis of internal affairs complaints and investigations being conducted?	The review processes of complaints of misconduct by the Department are informal.
Use of both complaint and non-complaint information to develop guidance for both training and policy development.	Department follow-up in terms of policy development and employee training as a result of the I.A. process are informal.
PATROL / FIELD SERVICES / DISPATCH	
Response times to calls for service: - Priority E : 3-5 mins. - Priority 1: 5-15 mins. - Priority 2-3: 15-30 mins. - Is there an established policy for prioritizing calls?	Response times for "High" priority calls exceed the 5 min threshold for each: Priority 1: 6 minutes, Priority 2: 5.1 minutes, Priority 3: 6.42 minutes. "Medium" priority calls and "Low" priority calls are well within the benchmarks. There is a policy in place to prioritize calls based on the severity/risk associated with each call.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Performance Target	Assessment of Performance Versus Target
Given call for service workloads and patrol staffing/deployment, does preventive field time fall within 35%-50% of available time?	The project team is still evaluating data from the Department to determine what proactive time levels are.
Field units operate with a proper mix of supervisory and line positions (with a ratio of 1:6 to 1:9)?	Supervisory to line positions are within established ratios. Typically 1 to 2 supervisors are on duty to supervise 9 to 10 officers.
Are patrol staff deployed consistently with call for service demands by time of day and day of week?	Patrol staff are deployed across three districts which are relatively equal in workload. Minimum staffing on the slow days (Sunday) is reduced to accommodate workload.
Are current shift schedules appropriate considering the factors of calls for service, deployment, etc.?	Patrol officers work 8 hour shifts that are designed to provide both overlap between shifts throughout the day as well as a reduced force during the slow days (Sunday).
Are non-sworn personnel utilized to handle low priority calls for service?	Non-sworn personnel are not utilized to respond to calls for service.
Is available proactive time formally directed and evaluated?	Evaluations of Officers are no longer being performed. It is not clear why this practice was stopped. Interviews with supervisors indicate that performance is being monitored through monthly activity reports.
Traffic Enforcement	
Traffic enforcement efforts are focused on intersections and roads where accidents are occurring and on complaint areas.	Traffic enforcement efforts are focused on targeted hazard areas and in response to complaints.
Are dedicated traffic enforcement personnel averaging one citizen contact or citation each duty hour?	Traffic Enforcement Officers are averaging just under one contact per hour (.9).
Is the Traffic Enforcement Index (hazardous citations and DWI arrests divided by injury accidents) in the 1:35/40 range?	The traffic enforcement index is in the 1:12.5 range, well below the 1:35/40 benchmark.
INVESTIGATIONS	

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Performance Target	Assessment of Performance Versus Target
Investigative staff are utilized according to a variety of measures: number of active cases per case handling investigator is 15-20 for property crimes and 8-12 for person crimes.	Staff utilization is very high based on the number of assigned cases. At the time of the desk audit, property detective caseloads ranged from 19 to 43 cases per property detective and person detective caseloads ranged from 9 to 26 cases.
Sworn personnel are not handling administrative assignments which could be performed by non-sworn personnel.	The ISD has administrative personnel to handle administrative assignments. However, because case assignment and monitoring systems are not automated, a significant amount of time is spent creating case status/assignment sheets.
Unit supervisors are utilizing a formal case management system which involves screening cases for solvability, assigning cases based on workloads, reviewing cases once assigned, and making decisions about proceeding based on case progress criteria.	Unit supervisors are reviewing cases prior to assignment. However, formal solvability criteria are not used. In addition, a number of cases are assigned as "info" cases despite the absence of prospects for solving the case. These cases are assigned in the event that additional information is gathered. These cases should be put into a software system to identify criminal patterns.
A case management automated system exists to support unit supervisors in making decisions and monitoring caseloads.	The Detectives Bureau does not utilize an automated system to monitor caseloads.
Field supervisors assist in making recommendations about assigning cases.	Field supervisors review all paperwork that is assigned to ISD. However, they do not make any specific recommendations.
Field staff handle the follow-up of minor crimes, as appropriate.	Some follow-up is being done by patrol officers (Class C Misdemeanors). Field staff used to assist with follow-up investigations of Class A & B misdemeanors but this practice was stopped. The result of this has been an increase in workload for detectives.
Systems exist to enhance cases by tracking leads, MO's and other crime characteristics.	No system is in place to identify trends, leads, MO's, etc. Cases are assigned as "info" cases for Detectives to be aware of recurring characteristics of crimes. This process can be better coordinated.
A crime analysis unit exists to support investigators as well as field staff on cases.	The TTPD does have a Crime Analyst. This position provides analytical support to the command staff. There is little crime analysis provided within the Department. The Crime Analyst position is used as a general management analyst for the Chief and the Department.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Performance Target	Assessment of Performance Versus Target
Proactive activities are engaged in which anticipate criminal activities (e.g., re-sale operations, repeat offender programs, surveillance).	The regional Narcotics unit is involved in conducting these kinds of proactive activities. These are coordinated between the two cities and Bowie County.
Department has developed capabilities to monitor internet and computer crime issues.	There is no focused effort on internet activities or computer crimes.
Callout of staff on a rotating basis rather than night shifts of investigators.	Staff do share call out duty on a rotating basis. However, these rotations are not based on areas of expertise. As a result, a property detective may be called out to a homicide scene.
Investigators regularly brief field operations staff in crime trends, important cases, etc.	Investigators brief field operations staff about major cases. It is not clear how often this is happening.
Decisions about calling out field evidence collection specialists are based on the technical requirements of the crime scene.	Crime Scene Technicians are called out by a Patrol Supervisor. However, typically Crime Scene Technicians will wait until the on-call Detective arrives on scene so that he/she can determine whether there is a need to process the scene.
The unit targets a wide range of vice activities.	The Vice unit targets a wide range of activities both in reaction to complaints, issues identified by the patrol forces, and proactively.
Information regarding vice activities is forwarded to the unit from other operational units throughout the Department.	The Vice unit receives information from patrol forces in all three law enforcement agencies supported by the unit.
Property and Evidence	
All evidence is recorded in an electronic inventory system.	The Department has begun utilizing a bar code system. However, approximately half of property items are still being tracked in an outdated software system.
Controlled access to the storage site, including secured doors and an access log.	The property room has controlled access and an access log.
Storage site secure from possible accidents that would potentially damage evidence.	The property room is secure from potential accidents.
After hours storage provides for secure and adequate storage.	Storage lockers (with locks) are provided for after hours storage of property and evidence. General Orders outlines a clear procedure for storage of property and evidence after hours.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Performance Target	Assessment of Performance Versus Target
Evidence is randomly audited at least quarterly to confirm completeness of storage including the following: 1) a semi-annual inspection by the person responsible for the property and evidence control function and unannounced inspections of the storage areas as directed; 2) a complete inventory if there is a change in custodians; and 3) an annual audit conducted by a supervisor not routinely or directly connected with control of property.	Only one audit was recently performed (in July of 2003) by the Officer that designed the system of storage. Audits are not regularly performed.
Initiate disposal processes within 30 days of receipt of final case disposition and complete disposition within 6 months.	Efforts are being made to dispose of property shortly after a court order is received. The property room does not track the time between disposition and disposal.
SUPPORT SERVICES	
Fleet	
Existence of automated fleet management system to monitor equipment utilization and repair histories, labor distribution, downtime, costs, preventive maintenance scheduling, etc.	A software package is currently being used to track gasoline usage and maintenance and service costs. However, this system is not being used to schedule preventive maintenance or downtime. The Fleet Maintenance Officer tracks mileage to notify officers when preventive maintenance is due in a separate Excel spreadsheet.
Average fleet age of 3-4 years and average mileage of 60-70,000 miles for patrol vehicles and 4-5 years and 85-95,000 average mileage for non-patrol.	Average fleet age for patrol vehicles is less than 3 years and average mileage is 33,628. The average age of non-patrol vehicles is over 8 years. However, non-patrol vehicle mileage is well below the benchmark at approximately 69,000 miles.
Management and Supervision Training	
First-line supervisors, middle managers and executive level managers should be trained in the skill sets needed to meet their different management roles and responsibilities.	The Chief has been proactive in sending first line supervisors and middle managers to training specific to their new positions.
The skills needed to fulfill different roles are updated and clearly defined.	- The General Orders were recently updated with job roles and responsibilities. - Staff are, however, confused with their roles as it pertains to the "District Policing Model" employed by the Department.

CITY OF TEXARKANA, TEXAS
Master Plan Study for the Police Department

Performance Target	Assessment of Performance Versus Target
Evaluation processes are used to determine how well supervisors and managers are meeting roles and responsibilities.	The Department has abandoned the Performance Review System implemented by the prior administration. Without a formal annual review process employees at all levels do not receive feedback regarding positive or negative job performance or a specific time annually to focus on career development.
In-Service Training	
Scope and content of in service training program: - Training per officer per year is at least 40 hours. - Training program supports community policing goals.	Sworn personnel are provided an average of 70 hours of training per year. The training program does not support community policing goals since these goals are not clearly defined.
The department should conduct training needs assessments to determine what training to offer.	The Department does not conduct training needs assessments. Typically training is scheduled based on TCLEOSE requirements and specific division requests.
The department takes advantage of regional training opportunities.	The Department does participate in training provided by the East Texas Police Academy and supervisory training offered by ILEA.
Documentation of training is complete and is maintained in a central location.	Training hours and completion of certifications are documented through TCLADS. Lesson plans are available for all documented training sent to TCLEOSE.
There is on-going annual defensive tactics and other high-liability training is provided to officers.	The Department does not have regular on-going defensive tactics and other high-liability training for officers. Courses are offered to those who are interested.
The In-Service training program for civilians is effective and there is an adequate amount of civilian in-service training.	The Department does not have a training program for civilians.
Crime Prevention / Community Programs	
Does the crime prevention program provide a wide range of innovative services?	The Department does participate in various crime prevention programs including McGruff, National Night Out, child ID cards, etc. However, additional proactive efforts can be made to address issues such as vehicle burglaries, home burglaries, etc.
Are non-sworn personnel used to assist with prevention services?	Non-sworn personnel are not routinely used to assist with the delivery of crime prevention services.
Are field staff used to assist with crime prevention programs?	Field staff do participate in special events such as National Night Out and the Quadrangle Festival.

2020-097 Ordinance

FISCAL SAVINGS THROUGH CONVERSION:

Current Salary	Step 1	Step 2	Step 3
Captain	\$75,872	\$78,577	\$83,384
Sergeant	\$62,331	\$63,976	\$65,395

	STEP 1	STEP 2	STEP 3
Total Annual Savings as Result of New Position	\$13,541	\$14,601	\$17,989

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: 8/13/2020 3:19 PM

Lead Department: Planning and Community Development **Action Officer:** Laura Puckett, Administrative Coordinator
Subject: Ordinance No. 2020-077 rezoning Lots 7 and 8 and the south 14' of Lot 9, Block 132, City/Triggs Addition, located at 1312 Main Street. Office to Single Family-2. Vickie Henry Guillot, applicant.
Briefing: 8/24/2020 **Public Hearing:** 9/14/2020 **Council Vote:** 9/14/2020

Item Schedule

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

Updates/History of Briefing:

"NOT APPLICABLE"

Executive Summary and Background Information:

Z-20-11: This is a request by Vickie Henry-Guillot, owner, to rezone Lots 7, and 8, and the south 14' of Lot 9, Block 132, City/Triggs Addition, located at 1312 Main Street from Office to Single Family-2. This property is currently an old office building that was converted into a residence.

The adjacent zoning is Office to the north, and east, and General Retail to the south, and Commercial to the west. The adjacent land use is a parking lot to the west, businesses to the north and south and apartments to the east.

The Future Land use map designated this property as "Downtown District".

The applicant should be aware that an outdoor music venue is located nearby. This type use is allowed in adjacent zoning districts along Texas Boulevard.

There is a mix of residences and offices in this area. Per the applicant, an office building was previously located on this site but has since been converted and is currently being used for residential use. Since there are other residences in the area and this building has already been converted to residential use, staff recommends for approval of the request.

The applicant should also be aware that if this zoning change is approved, all other applicable city code/ordinance requirements must be met including but not limited to building codes, setbacks, subdivision, fire, parking, drainage, water and sewer prior to the issuance of building permits.

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

City of Texarkana, Texas

Potential Options:

“None”

Fiscal Implications:

Not applicable.

Staff Recommendation:

Staff recommends for approval of this request.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

August 3, 2020

Attachments

- a. 2020-077 ORD rezoning at 1312 Main Street (DOCX)
- b. 2020-077 ATTH 01 (maps) (PDF)
- c. 2020-077 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review
Completed	08/14/2020 8:25 AM	
City Manager Shirley Jaster	City Manager Review Completed	08/17/2020
9:35 AM		
City Council Vicky Coopwood	Meeting	Pending 08/24/2020
6:00 PM		

Meeting History

ORDINANCE NO. 2020-077

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE ZONING ORDINANCE OF THE CITY OF TEXARKANA, TEXAS, BY REZONING LOTS 7, 8, AND THE SOUTH 14' OF LOT 9, BLOCK 132, IN THE CITY/TRIGGS ADDITION, LOCATED AT 1312 MAIN STREET IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS, FROM OFFICE TO SINGLE 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 **Lots 7, 8, and the south 14' of Lot 9, Block 132, City/Triggs Addition, located at 1312 Main Street** in the City of Texarkana, Bowie County, Texas, from **Office to Single 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 have afforded and held full and fair hearings to all property owners generally and to all persons interested and situated in the affected area and in the vicinity thereof; and

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, **voted unanimously six (6) to zero (0) to recommend the application for rezoning from Office to Single Family-2 on Lots 7, 8, and the south 14' of Lot 9, Block 132, in the City/Triggs Addition, located at 1312 Main Street** to the City Council of Texarkana, Texas; and

WHEREAS, after consideration of said application and the recommendation of the Planning and Zoning Commission, the City Council of the City of Texarkana, Texas, does hereby find that rezoning the property from **Office to Single 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 **Lots 7, 8, and the south 14' of Lot 9, Block 132, City/Triggs Addition, located at 1312 Main Street** in the City of Texarkana, Bowie County, Texas, from **Office to Single 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 **14th day of September, 2020.**

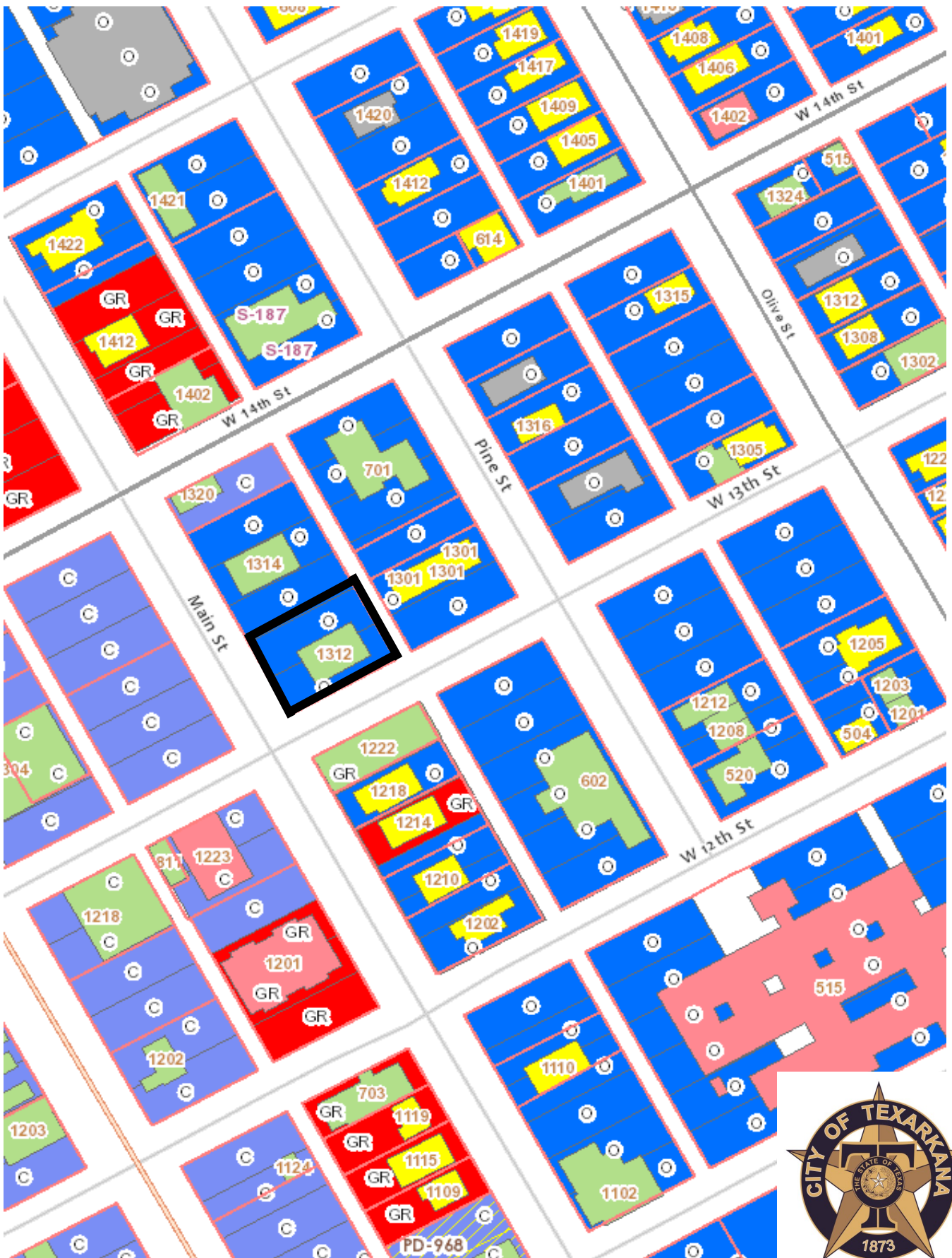
ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

1312 Main Street

Z-20-11



Attachment: 2020-077 ATTH 01 (maps) (2334 : 2020-077 ORD: rezoning located at 1312 Main Street)



1312 Main Street

Z-20-11



Attachment: 2020-077 ATTH 01 (maps) (2334 : 2020-077 ORD: rezoning located at 1312 Main 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

Briefing Sheet

Version:

Update Date: 8/13/2020 3:19 PM

Lead Department: Planning and Community Development **Action Officer:** Laura Puckett, Administrative Coordinator
Subject: Ordinance No. 2020-078 rezoning Lots 1, 2 and 3, Block 14, South Texarkana Addition, located at 205 Lubbock Street. Agriculture to Single Family-3. C. D. Little, applicant.
Briefing: 8/24/2020 **Public Hearing:** 9/14/2020 **Council Vote:** 9/14/2020

Item Schedule

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

Updates/History of Briefing:

"NOT APPLICABLE"

Executive Summary and Background Information:

Z-20-12: This is a request by C.D. Little, owner, to rezone Lots 1, 2, and 3, Block 14, South Texarkana Addition, located at 205 Lubbock Street from Agriculture to Single Family-3. This property is currently vacant land. The proposed use is a single wide HUD code manufactured home.

The adjacent zoning is Planned Development-Agriculture to the north and Agriculture to the south, east and west. The adjacent land use is vacant land to the north and west and residences to the south, and east.

The Future Land use map designated this property as "Rural Residential".

The City's Zoning Ordinance was amended to comply with the state law in 2002, requiring that all manufactured housing be HUD code building standard. This amendment also stipulated that all HUD code manufactured homes inside the city limits be placed in the Single Family-3 zoning district along with the approval of a Specific Use Permit.

There are other manufactured homes located in this area that are currently zoned Single Family-3. This type housing could also be a revitalization housing alternative to traditional site-built homes. Therefore, staff recommends for approval of this request.

The applicant should also be aware that if this zoning change is approved, all other applicable city code/ordinance requirements must be met including but not limited to building codes, setbacks, subdivision, fire, parking, drainage, water and sewer prior to the issuance of building permits.

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

City of Texarkana, Texas

Potential Options:

“None”

Fiscal Implications:

Not applicable.

Staff Recommendation:

Staff recommends for approval of this request.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

“NOT APPLICABLE”

Advisory Board/Committee Meeting Date and Minutes:

August 3, 2020

Attachments

- a. 2020-078 ORD rezoning at 205 Lubbock Street (DOCX)
- b. 2020-078 ATTH 01 (maps) (PDF)
- c. 2020-078 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review
Completed	08/14/2020 8:26 AM	
City Manager Shirley Jaster	City Manager Review Completed	08/17/2020 9:37 AM
City Council Vicky Coopwood	Meeting	Pending 08/24/2020 6:00 PM

Meeting History

ORDINANCE NO. 2020-078

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE ZONING ORDINANCE OF THE CITY OF TEXARKANA, TEXAS BY REZONING LOTS 1, 2 AND 3, BLOCK 14, SOUTH TEXARKANA ADDITION, LOCATED AT 205 LUBBOCK STREET IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS FROM AGRICULTURE TO SINGLE FAMILY-3; CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed requesting an amendment to the Zoning Ordinance of the City of Texarkana, Texas, to rezone **Lots 1, 2 and 3, Block 14, South Texarkana Addition, located at 205 Lubbock Street** in the City of Texarkana, Bowie County, Texas, from **Agriculture to Single Family-3**; and

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

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, **voted unanimously six (6) to zero (0) to recommend the application for rezoning from Agriculture to Single Family-3 on Lots 1, 2 and 3, Block 14, South Texarkana Addition, located at 205 Lubbock Street** to the City Council of Texarkana, Texas; and

WHEREAS, after consideration of said application and the recommendation of the Planning and Zoning Commission, the City Council of the City of Texarkana, Texas, does hereby find that rezoning the property from **Agriculture to Single Family-3** is in the best interest of the public health, safety, morals and general welfare of the City.

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

SECTION 1: That the Zoning Ordinance of the City of Texarkana, Texas, Ordinance No. 127-70, passed and approved on September 14, 1970, be and is hereby further amended to rezone **Lots 1, 2 and 3, Block 14, South Texarkana Addition, located at 205 Lubbock Street** in the City of Texarkana, Bowie County, Texas, from **Agriculture to Single Family-3**.

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 **14th day of September, 2020.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

205 Lubbock Street

Z-20-12



Attachment: 2020-078 ATTH 01 (maps) (2335 : 2020-078 ORD: rezoning located at 205 Lubbock Street)



205 Lubbock Street

2020-078 ATTH 01

Z-20-12



Attachment: 2020-078 ATTH 01 (maps) (2335 : 2020-078 ORD: rezoning located at 205 Lubbock 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

Briefing Sheet

Version:

Update Date: 8/17/2020 2:19 PM

Lead Department: Planning and Community Development **Action Officer:** Laura Puckett, Administrative Coordinator
Subject: Ordinance No. 2020-079 granting Specific Use Permit to allow the location of a single-wide HUD code manufactured home on Lots 1, 2 and 3, Block 14, South Texarkana Addition, located at 205 Lubbock Street. C. D. Little, applicant.
Briefing: 8/24/2020 **Public Hearing:** 9/14/2020 **Council Vote:** 9/14/2020

Item Schedule

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

Updates/History of Briefing:

"NOT APPLICABLE"

Executive Summary and Background Information:

S-725: This is a request by C.D. Little, owner, for a Specific Use Permit to allow the location of a single wide HUD code manufactured home on Lots 1, 2, and 3, Block 14, South Texarkana Addition, located at 205 Lubbock Street from Agriculture to Single Family-3. This property is currently vacant land.

The adjacent zoning is Planned Development-Agriculture to the north and Agriculture to the south, east, and west. The adjacent land use is vacant land to the north and west and residences to the south, and east.

The City's Zoning Ordinance was amended to comply with the state law in 2002, requiring that all manufactured housing be HUD code building standard. This amendment also stipulated that all HUD code manufactured homes inside the city limits be placed in the Single Family-3 zoning district along with the approval of a Specific Use Permit.

There are other manufactured homes located in this area that are currently zoned Single Family-3. This type housing could be a revitalization housing alternative to traditional site-built homes. Therefore, staff recommends for approval of the Specific Use Permit with the following stipulations:

1. That a 2019 or newer 3-bedroom, 2 bath single wide HUD code manufactured home be allowed on this property. See attached floor plan.
2. That the single wide HUD code manufactured home be tied down/skirted/underpinned.
3. That the single 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.

City of Texarkana, Texas

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.

The applicant should also be aware that if this request is approved, all other applicable city code/ordinance requirements must be met including but not limited to building codes, setbacks, subdivision, fire, parking, drainage, water and sewer prior to the issuance of building permits.

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

Potential Options:

“None”

Fiscal Implications:

Not applicable.

Staff Recommendation:

Staff recommends for approval of the Specific Use Permit with stipulations.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

“NOT APPLICABLE”

Advisory Board/Committee Meeting Date and Minutes:

August 3, 2020

Attachments

- a. 2020-079 ORD granting SUP at 205 Lubbock Street (DOCX)
- b. 2020-079 EXH 'A' (floorplans) (PDF)
- c. 2020-079 ATTH 01 (maps) (PDF)
- d. 2020-079 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review
Completed	08/14/2020 8:26 AM	
City Manager	Shirley Jaster	City Manager Review Completed
9:40 AM		08/17/2020
City Council	Vicky Coopwood	Meeting
6:00 PM		Pending
		08/24/2020

Meeting History

City of Texarkana, Texas

ORDINANCE NO. 2020-079

S-725

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE ZONING MAP SHOWING THE LOCATION, BOUNDARY AND USE OF CERTAIN PROPERTY BY THE GRANTING OF SPECIFIC USE PERMIT NO. S-725 TO ALLOW THE LOCATION OF A SINGLE-WIDE HUD CODE MANUFACTURED HOME ON LOTS 1, 2 AND 3, BLOCK 14, SOUTH TEXARKANA ADDITION, LOCATED AT 205 LUBBOCK STREET IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS; CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed with the City of Texarkana, Texas, requesting an amendment to the Zoning Ordinance to grant a **Specific Use Permit** to allow the location of a single-wide HUD code manufactured home on **Lots 1, 2 and 3, Block 14, South Texarkana Addition, located at 205 Lubbock Street**, in the City of Texarkana, Bowie County, Texas; and

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

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, voted **unanimously six (6) to zero (0) to recommend** to the City Council of Texarkana, Texas, that a **Specific Use Permit be granted to allow the location of a single-wide HUD code manufactured home** on said property; and

WHEREAS, after consideration of said application and the recommendation of the Planning and Zoning Commission, the City Council of the City of Texarkana, Texas, does hereby find that granting the **Specific Use Permit** is in the best interest of the public health, safety, morals and general welfare of the City.

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

SECTION 1: That the Zoning Ordinance of the City of Texarkana, Texas, Ordinance No. 127-70, passed and approved on September 14, 1970, be further amended to grant **Specific Use Permit numbered S-725 for the location of a single-wide HUD code manufactured home on Lots 1, 2 and 3, Block 14, South Texarkana Addition, located at 205 Lubbock Street**, in the City of Texarkana, Bowie County, Texas.

Attachment: 2020-079 ORD granting SUP at 205 Lubbock Street (2336 : 2020-079 ORD: SUP located at 205 Lubbock)

SECTION 2: That the following stipulations are hereby imposed and made a part of this Ordinance:

1. That a 2019 or newer 3-bedroom, 2 bath 14' x 70' single wide HUD code manufactured home be allowed on this property. See attached floor plan (**Exhibit 'A'**).
2. That the single-wide HUD code manufactured home be tied down/skirted/underpinned.
3. That the single wide HUD code manufactured home be used for dwelling purposes only, human occupancy only.
4. That the Specific Use Permit be in effect for a period of three (3) years, beginning at the date of this Ordinance. It is the owner's responsibility to renew this permit.
5. That if the HUD code manufactured home is not placed on the property within the three (3) year period, the Specific Use Permit will automatically be revoked.
6. That all driveways, parking, building codes/setbacks, engineered foundation, platting and flood plain requirements must be in accordance with the City of Texarkana, Texas codes.

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

SECTION 4: It is further provided that in case a section, clause, sentence or part of this ordinance shall be deemed or adjudged by a court of competent jurisdiction to be invalid, then such invalidity shall not affect, impair, or invalidate the remainder of this ordinance.

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

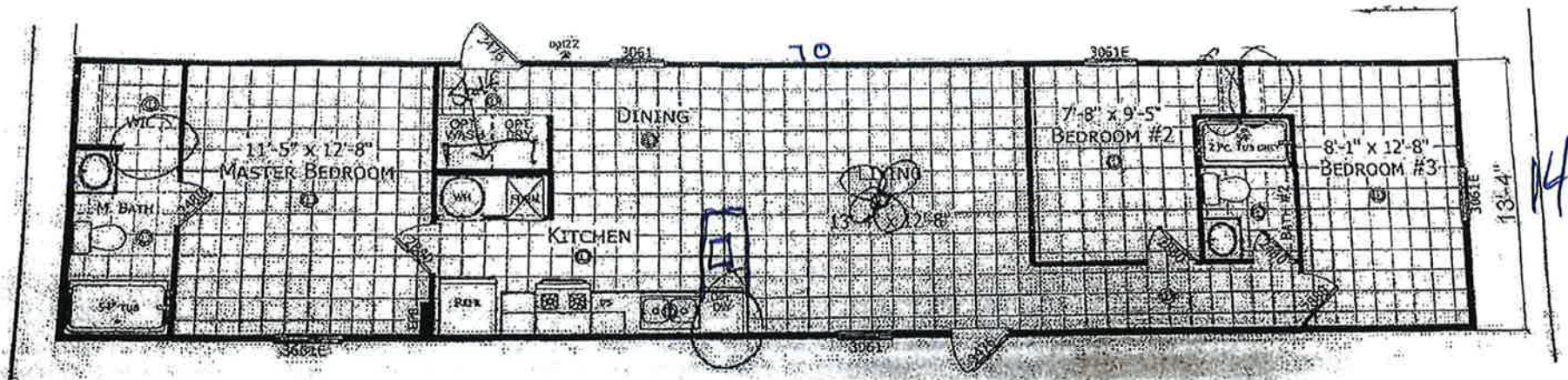
PASSED AND APPROVED in Regular Council Session on this the **14th day of September, 2020.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

2020-079 EXH 'A'



205 Lubbock Street

S-725



Attachment: 2020-079 ATTH 01 (maps) (2336 : 2020-079 ORD: SUP located at 205 Lubbock)



205 Lubbock Street

2020-079 ATTH 01

S-725



Attachment: 2020-079 ATTH 01 (maps) (2336 : 2020-079 ORD: SUP located at 205 Lubbock)



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:

Attachment: 2020-079 Goals & Perspectives (2336 : 2020-079 ORD: SUP located at 205 Lubbock)

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 8/13/2020 3:21 PM

Lead Department: Planning and Community Development **Action Officer:** Laura Puckett, Administrative Coordinator
Subject: Ordinance No. 2020-080 rezoning Lot 2, Rose Acres Addition, located at 4600 Rose Acres Drive. Agriculture to Neighborhood Service. Jerry Hildebrand, applicant.
Briefing: 8/24/2020 **Public Hearing:** 9/14/2020 **Council Vote:** 9/14/2020

Item Schedule

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

Updates/History of Briefing:

"NOT APPLICABLE"

Executive Summary and Background Information:

Z-20-13: This is a request by Jerry Hildebrand, owner, to rezone Lot 2, Rose Acres Addition, located at 4600 Rose Acres Drive from Agriculture to Neighborhood Service. The proposed use is a party/wedding venue. The owner started construction at this site without obtaining any permits. See attached photo of the structure.

The adjacent zoning is Agriculture to the north, south, and west and Single Family-3 to the east. The adjacent land use is vacant land to the north and west, a residence to the east, and a business to the south.

The Future Land use map designated this property as "Industrial".

Most of the area to the north and west of the proposed site is vacant land. The city limits line is just a lot away to the west of this site. This area can be considered a transitional area with Commercial, Agriculture and Industrial zoning in the immediate area. A new church is being constructed along Jarvis Parkway to the east of this property. There has not been any new development in this area for many years, therefore staff recommends for approval of this request.

The applicant should also be aware that if this zoning change is approved, all other applicable city code/ordinance requirements must be met including but not limited to building codes, setbacks, subdivision, fire, parking, drainage, water and sewer prior to the issuance of building permits.

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

Potential Options:

City of Texarkana, Texas

“None”

Fiscal Implications:

Not applicable.

Staff Recommendation:

Staff recommends for approval of this request.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

“NOT APPLICABLE”

Advisory Board/Committee Meeting Date and Minutes:

August 3, 2020

Attachments

- a. 2020-080 ORD rezoning at 4600 Rose Acres Drive (DOCX)
- b. 2020-080 ATTH 01 (maps) (PDF)
- c. 2020-080 ATTH 02 (Photo) (PDF)
- d. 2020-080 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review
Completed	08/14/2020 8:27 AM	
City Manager	Shirley Jaster	City Manager Review Completed
9:49 AM		08/17/2020
City Council	Vicky Coopwood	Meeting
6:00 PM		Pending
		08/24/2020

Meeting History

ORDINANCE NO. 2020-080

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 2, ROSE ACRES ADDITION, LOCATED AT 4600 ROSE ACRES DRIVE IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS, FROM AGRICULTURE TO NEIGHBORHOOD SERVICE; 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 2, Rose Acres Addition, located at 4600 Rose Acres Drive** in the City of Texarkana, Bowie County, Texas, from **Agriculture to Neighborhood Service**; and

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

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, **voted unanimously six (6) to zero (0) to recommend the application for rezoning from Agriculture to Neighborhood Service, on Lot 2, Rose Acres Addition, located at 4600 Rose Acres Drive** 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 **Agriculture to Neighborhood Service** 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 2, Rose Acres Addition, located at 4600 Rose Acres Drive** in the City of Texarkana, Bowie County, Texas, from **Agriculture to Neighborhood Service**.

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 **14th day of September, 2020.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

Attachment: 2020-080 ORD rezoning at 4600 Rose Acres Drive (2337 : 2020-080 ORD rezoning at 4600 Rose Acres)

4600 Rose Acres Drive

Z-20-13

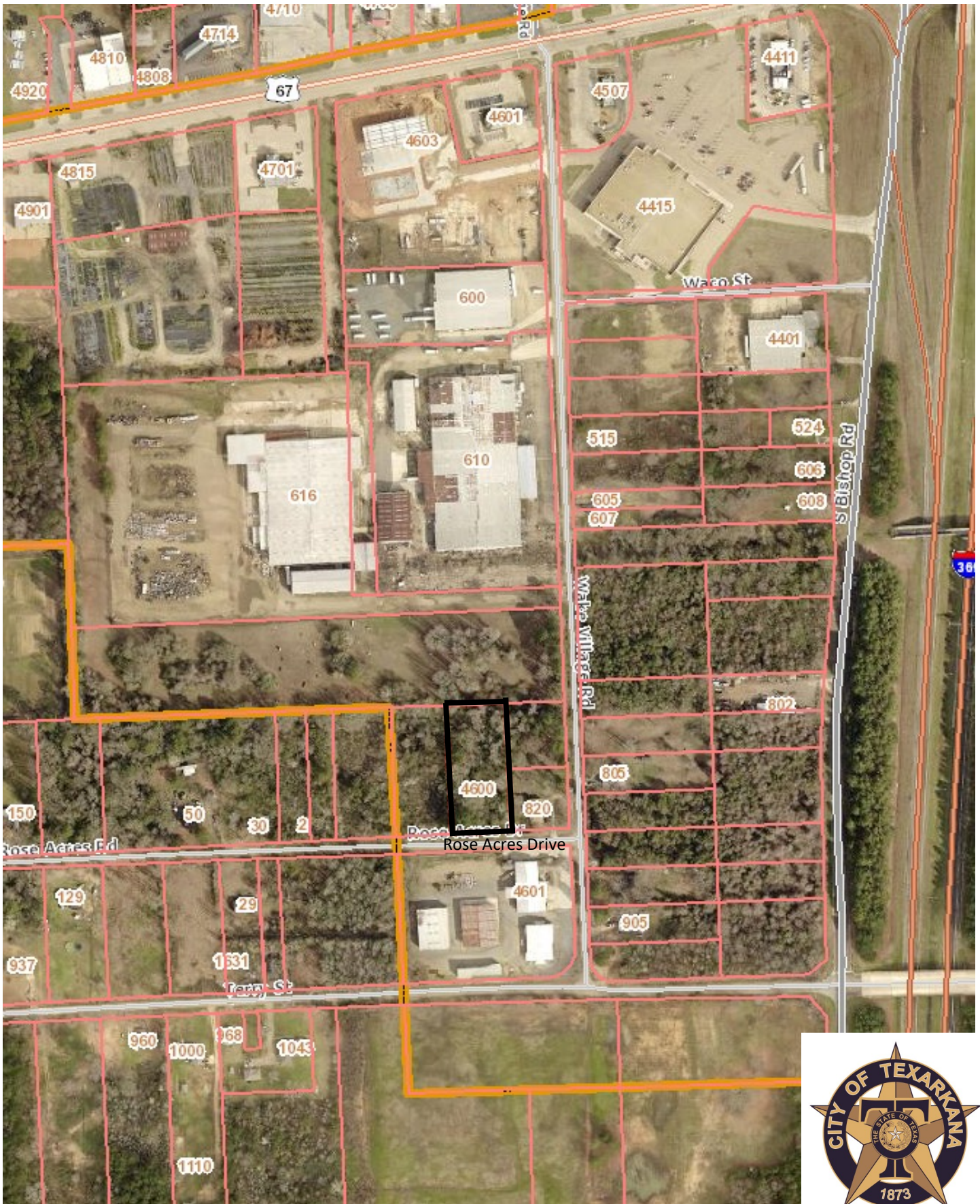


Attachment: 2020-080 ATTH 01 (maps) (2337 : 2020-080 ORD rezoning at 4600 Rose Acres)



4600 Rose Acres Drive

Z-20-13



Attachment: 2020-080 ATTH 01 (maps) (2337 : 2020-080 ORD rezoning at 4600 Rose Acres)





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:

Attachment: 2020-080 Goals & Perspectives (2337 : 2020-080 ORD rezoning at 4600 Rose Acres)

City of Texarkana, Texas

Version:

Briefing Sheet

Update Date: 7/30/2020 4:39 PM

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk,
Ordinance No. 2020-066 granting a Specific Use Permit to allow permanent
cosmetics/microblading on a portion of an approximate 1.757-acre tract of land
in the George Brinlee HRS, A-18, located in a tenant space at 4150 McKnight
Subject: Road. Bill King, applicant. Amy Yancey, agent.

Briefing: 8/24/2020 **Public Hearing:** 8/24/2020 **Council Vote:** 8/24/2020

Item Schedule

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

Updates/History of Briefing:

"NOT APPLICABLE"

Executive Summary and Background Information:

S-720: This is a request by Bill King, owner, and Amy Yancey, agent, for a Specific Use Permit to allow the location of a permanent cosmetics/microblading business in a tenant space on a portion of an approximate 1.757-acre tract of land in the George Brinlee HRS, A-18, located at 4150 McKnight Road.

The adjacent zoning is Office to the north and west and PD-Neighborhood Service to the east and south. The adjacent land usage is vacant land to the north and west and tenant spaces in a strip center to the south and east.

This property is zoned PD-Neighborhood Service (PD-NS). A Specific Use Permit is required to allow the one additional use of a permanent cosmetics/microblading business which is also considered a "tattoo" per the City's Zoning Ordinance. The State of Texas will regulate this business as to licensing and other health related issues. Several medical facilities and hair salons are now offering this type service for clients.

If this request is approved, staff would suggest the following stipulations be placed in the Ordinance:

1. That the owner/or any employee performing the application of permanent cosmetics/microblading procedures be currently licensed by the State and meet all Federal, State and City licensing laws and health regulations. (A copy of the current license must be provided to the City prior to the opening of the business).
2. That the Specific Use Permit be intended for the application of permanent cosmetics/microblading only.
3. That if this use ever ceases to exist at this location, the City may automatically revoke the Specific Use Permit.

City of Texarkana, Texas

This request meets all city requirements to allow this one additional use on this property. There should be adequate parking for this business. Therefore, staff recommends for approval of the request.

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

Potential Options:

“None”

Fiscal Implications:

Not applicable.

Staff Recommendation:

Staff recommends request for approval with stipulations.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended for approval of the request with stipulations.

Advisory Board/Committee Meeting Date and Minutes:

July 6, 2020

Attachments

- a. 2020-066 ORD granting SUP at 4510 McKnight Rd. (DOCX)
- b. 2020-066 EXH 'A' (legal description) (PDF)
- c. 2020-066 ATTH 01 (maps) (PDF)
- d. 2020-066 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review
Completed	07/31/2020 2:15 PM	
City Manager	Shirley Jaster	City Manager Review Completed 08/03/2020
11:26 AM		
City Council	Jennifer Evans	Meeting Completed 08/10/2020
6:00 PM		

Meeting History

08/10/20 City Council MOVED FORWARD Next: 08/24/20
David Orr briefed this agenda item.

S-720

ORDINANCE NO. 2020-066

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE ZONING MAP SHOWING THE LOCATION, BOUNDARY AND USE OF CERTAIN PROPERTY BY THE GRANTING OF SPECIFIC USE PERMIT NO. S-720 TO ALLOW THE ONE ADDITIONAL USE OF APPLICATION OF PERMANENT COSMETICS/MICROBLADING ON AN APPROXIMATE 1.757-ACRE TRACT OF LAND, IN THE GEORGE BRINLEE HRS, A-18, LOCATED IN A TENANT SPACE AT 4150 MCKNIGHT ROAD, IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS; CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed with the City of Texarkana, Texas, requesting an amendment to the Zoning Ordinance to grant a **Specific Use Permit** to allow the **one additional use of application of permanent cosmetics/ microblading** on an approximate 1.757-acre tract of land, in the George Brinlee HRS, A-18 (**Exhibit ‘A’**), located in a tenant space at 4150 McKnight Road, in the City of Texarkana, Bowie County, Texas; and

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

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, voted **unanimously six (6) to zero (0) to recommend** to the City Council of Texarkana, Texas, that a **Specific Use Permit be granted to allow the one additional use of application of permanent cosmetics/ microblading** on said property; and

WHEREAS, after consideration of said application and the recommendation of the Planning and Zoning Commission, the City Council of the City of Texarkana, Texas, does hereby find that granting the **Specific Use Permit** is in the best interest of the public health, safety, morals and general welfare of the City.

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

Attachment: 2020-066 ORD granting SUP at 4510 McKnight Rd. (2315 : 2020-066 ORD granting SUP to allow microblading at 4150 McKnight)

SECTION 1: That the Zoning Ordinance of the City of Texarkana, Texas, Ordinance No. 127-70, passed and approved on September 14, 1970, be further amended so as to grant **Specific Use Permit numbered S-720 for the purpose of allowing the one additional use of application of permanent cosmetics/microblading** on the following described property, to-wit: **an approximate 1.757-acre tract of land, in the George Brinlee HRS, A-18 (Exhibit 'A'), located in a tenant space at 4150 McKnight Road, in the City of Texarkana, Bowie County, Texas.**

SECTION 2: That the following stipulations are hereby imposed and made a part of this ordinance:

1. That the owner and/or any employee performing the application of permanent cosmetics be currently licensed by the state and meet all federal, state and city licensing laws and health regulations. A copy of the current license must be provided to the City prior to the opening of the business.
2. That the Specific Use Permit be intended for the application of permanent cosmetics and microblading only.
3. That if this use ever ceases to exist at this location, the City may automatically revoke the Specific Use Permit.

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

SECTION 4: It is further provided that in case a section, clause, sentence or part of this ordinance shall be deemed or adjudged by a court of competent jurisdiction to be invalid, then such invalidity shall not affect, impair, or invalidate the remainder of this ordinance.

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

PASSED AND APPROVED in Regular Council Session on this the **24th** day of **August, 2020.**

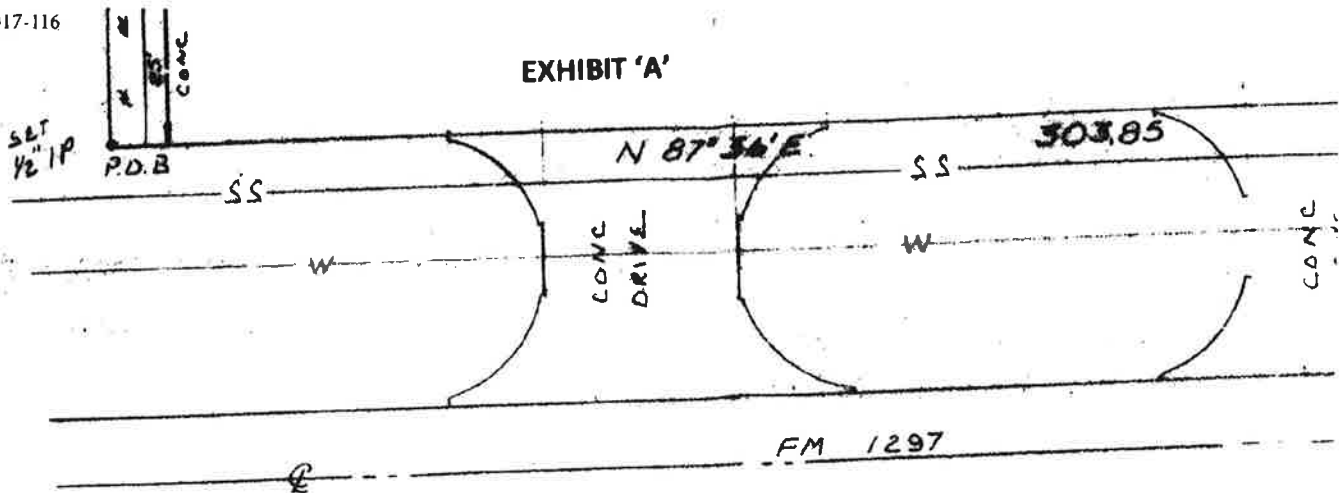
ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

2020-066 Exhibit 'A'

2017-116



THIS IS TO CERTIFY: that this plat and field notes correctly reflect the results of a survey made by us on the ground covering all that certain tract or parcel of land situated in Bowie County, Texas, a part of the GEORGE BRINTLEE HEADRIGHT SURVEY, Abat. No. 18, and being a part of a 23 3/4 acre tract of land in said survey formerly owned by J. B. Adkinson, and being more particularly described by metes and bounds as follows:

COMMENCING at an iron pipe in the North right-of-way line of Farm Road No. 1297, and in the West boundary line of said 23 3/4 acre tract;

THENCE: N 87° 36' E, with said North right-of-way line, 638.22 feet to an iron pin for corner and the POINT OF BEGINNING for the herein described tract of land;

THENCE: N 87° 36' E, with said right-of-way line, 303.85 feet to an iron pin for corner;

THENCE: N 20° 58' 16" W, 319.05 feet to an iron pipe for corner;

THENCE: S 87° 36' W, 202.22 feet to an iron pipe for corner;

THENCE: S 02° 24' E, 302.45 feet to the PLACE OF BEGINNING and containing 1.757 acres of land, more or less.

TO THE LIENHOLDERS AND/OR THE OWNERS OF THE PREMISES SURVEYED AND TO THE TITLE COMPANY:

The undersigned does hereby certify that this survey was this day made on the ground of the property legally described hereon and is correct, and that there are no discrepancies, conflicts, shortages in area, boundary line conflicts, encroachments of improvements, apparent easements or rights of way, Except as shown hereon, and that said property has access to and from a dedicated roadway.

Attachment: 2020-066 EXH 'A' (legal description) (2315 : 2020-066 ORD granting SUP to allow microblading at 4150 McKnight)

4150 McKnight Rd.

S-720



Attachment: 2020-066 ATTH 01 (maps) (2315 : 2020-066 ORD granting SUP to allow microblading at 4150 McKnight)



4150 McKnight Rd.

S-720



Attachment: 2020-066 ATTH 01 (maps) (2315 : 2020-066 ORD granting SUP to allow microblading at 4150 McKnight)

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: 8/3/2020 4:14 PM

Briefing Sheet

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk,
Ordinance No. 2020-067 rezoning Lot 14, Block 22, City Improvement Co.
Subject: Westside Addition, located at 1628 West 5th Street, Multiple Family-1 to
Single Family-3. Roy Kim Butler, applicant.

Briefing: 8/24/2020 **Public Hearing:** 8/24/2020 **Council Vote:** 8/24/2020

Item ScheduleSchedule 1: Brief twice - vote once (six weeks)**Updates/History of Briefing:**

NOT APPLICABLE

Executive Summary and Background Information:

Z-20-7: This is a request by Roy Kim Butler, owner, to rezone Lot 14, Block 22, City Improvement Co. Westside, located at 1628 W 5th Street from Multi Family-1 to Single Family-3. The proposed use is a new single wide HUD code manufactured home. This property is currently vacant land.

The adjacent zoning is Multiple Family-1 to the north, south, east and west. The adjacent land uses are residences to the north, south, east and west.

The City's Zoning Ordinance was amended to comply with the state law in 2002, requiring that all manufactured housing be HUD code building standard. This amendment also stipulated that all HUD code manufactured homes inside the city limits be placed in the Single Family-3 zoning district along with the approval of a Specific Use Permit.

There is a tract of land located in the area two blocks to the west across Lake Drive that is currently zoned Single Family-3. This type housing could be a revitalization housing alternative to traditional site-built homes. Staff recommends for approval of this request.

The applicant should also be aware that if this zoning change is approved, all other applicable city code/ordinance requirements must be met including but not limited to building codes, setbacks, subdivision, fire, parking, drainage, water and sewer prior to the issuance of building permits.

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

Potential Options:

"None"

Fiscal Implications:

City of Texarkana, Texas

Not applicable.

Staff Recommendation:

Staff recommends approval of this request.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended for approval of the request.

Advisory Board/Committee Meeting Date and Minutes:

July 6, 2020

Attachments

- a. 2020-067 ORD rezoning 1628 W 5th(DOCX)
- b. 2020-067 ATTH 01 (maps) (PDF)
- c. 2020-067 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review
Completed	07/31/2020 2:19 PM	
City Manager	Shirley Jaster	City Manager Review Completed
11:30 AM		08/03/2020
City Council	Jennifer Evans	Meeting
6:00 PM		Completed
		08/10/2020

Meeting History

08/10/20 City Council MOVED FORWARD Next: 08/24/20
David Orr briefed this agenda item.

ORDINANCE NO. 2020-067

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 14, BLOCK 22, IN THE CITY IMPROVEMENT CO. WESTSIDE ADDITION, LOCATED AT 1628 WEST 5TH STREET IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS FROM MULTIPLE FAMILY-1 TO SINGLE FAMILY-3; CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed requesting an amendment to the Zoning Ordinance of the City of Texarkana, Texas, to rezone **Lot 14, Block 22, in the City Improvement Co. Westside Addition, located at 1628 West 5th Street** in the City of Texarkana, Bowie County, Texas, from **Multiple Family-1 to Single Family-3**; and

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

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, **voted unanimously six (6) to zero (0) to recommend the application for rezoning from Multiple Family-1 to Single Family-3, on Lot 14, Block 22, in the City Improvement Co. Westside Addition, located at 1628 West 5th Street** to the City Council of Texarkana, Texas; and

WHEREAS, after consideration of said application and the recommendation of the Planning and Zoning Commission, the City Council of the City of Texarkana, Texas, does hereby find that rezoning the property from **Multiple Family-1 to Single Family-3** is in the best interest of the public health, safety, morals and general welfare of the City.

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

SECTION 1: That the Zoning Ordinance of the City of Texarkana, Texas, Ordinance No. 127-70, passed and approved on September 14, 1970, be and is hereby further amended to **rezone Lot 14, Block 22, in the City Improvement Co. Westside Addition, located at 1628 West 5th Street** in the City of Texarkana, Bowie County, Texas, **from Multiple Family-1 to Single Family-3.**

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 **24th day of August, 2020.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

1628 W 5th Street

Z-20-7



Attachment: 2020-067 ATTH 01 (maps) (2316 : 2020-067 ORD rezoning from MF-1 to SF-3 at 1628 W 5th Street)



1628 W 5th Street

Z-20-7



Attachment: 2020-067 ATTH 01 (maps) (2316 : 2020-067 ORD rezoning from MF-1 to SF-3 at 1628 W 5th 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

Briefing Sheet

Version:

Update Date: 8/7/2020 9:14 AM

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk
Ordinance No. 2020-068 granting a Specific Use Permit to allow the location of a single wide HUD code manufactured home on Lot 14, Block 22, City Improvement Co. Westside Addition, located at 1628 West 5th Street. Roy Kim Butler, applicant.

Subject: Butler, applicant.

Briefing: 8/24/2020 **Public Hearing:** 8/24/2020 **Council Vote:** 8/24/2020

Item Schedule

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

Updates/History of Briefing:

"NOT APPLICABLE"

Executive Summary and Background Information:

S-721: This is a request by Roy Kim Butler, owner, for a Specific Use Permit to allow the location of a new single wide HUD code manufactured home on Lot 14, Block 22, City Improvement Co. Westside Addition, located at 1628 W 5th Street. This property is currently vacant land.

The adjacent zoning is Multi Family-1 to the north, south, east and west. The adjacent land use are residences to the north, south, east and west.

The City's Zoning Ordinance was amended to comply with the state law in 2002, requiring that all manufactured housing be HUD code building standard. This amendment also stipulated that all HUD code manufactured homes inside the city limits be placed in the Single Family-3 zoning district along with the approval of a Specific Use Permit.

There is one other tract of land in this immediate area (a few blocks to the west across Lake Drive) that is currently zoned Single Family-3. This type housing could be a revitalization housing alternative to traditional site-built homes.

Staff recommends for approval of the Specific Use Permit with the following stipulations:

1. That a 2019 or newer 2-bedroom, 2 bath single wide HUD code manufactured home be allowed on this property. See attached floor plan.
2. That the single wide HUD code manufactured home be tied down/skirted/underpinned.
3. That the single 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.

City of Texarkana, Texas

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.

The applicant should also be aware that if this request is approved, all other applicable city code/ordinance requirements must be met including but not limited to building codes, setbacks, subdivision, fire, parking, drainage, water and sewer prior to the issuance of building permits.

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

Potential Options:

“None”

Fiscal Implications:

Not applicable.

Staff Recommendation:

Staff recommends approval of this request.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended for approval of the request with stipulations.

Advisory Board/Committee Meeting Date and Minutes:

July 6, 2020

Attachments

- a. 2020-068 ORD granting SUP at 1628 W 5th (DOCX)
- b. 2020-068 ATTH 01 (maps) (PDF)
- c. 2020-068 ATTH 02 (floor plan) (PDF)
- d. 2020-068 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review
Completed	07/31/2020 2:20 PM	
City Manager Shirley Jaster	City Manager Review	Completed 08/03/2020
11:32 AM		
City Council Jennifer Evans	Meeting	Completed 08/10/2020
6:00 PM		

City of Texarkana, Texas**Meeting History**

08/10/20 City Council MOVED FORWARD Next: 08/24/20
David Orr briefed this agenda item.

ORDINANCE NO. 2020-068

S-721

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE ZONING MAP SHOWING THE LOCATION, BOUNDARY AND USE OF CERTAIN PROPERTY BY THE GRANTING OF SPECIFIC USE PERMIT NO. S-721 TO ALLOW THE LOCATION OF A SINGLE WIDE HUD CODE MANUFACTURED HOME ON LOT 14, BLOCK 22, CITY IMPROVEMENT CO. WESTSIDE ADDITION, LOCATED AT 1628 WEST 5TH STREET, IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS; CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed with the City of Texarkana, Texas, requesting an amendment to the Zoning Ordinance to grant a **Specific Use Permit** to allow the location of a single wide HUD code manufactured home on **Lot 14, Block 22, City Improvement Co. Westside Addition, located at 1628 West 5th Street**, in the City of Texarkana, Bowie County, Texas; and

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

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, voted **unanimously six (6) to zero (0) to recommend** to the City Council of Texarkana, Texas, that a **Specific Use Permit be granted to allow the location of a single wide HUD code manufactured home** on said property; and

WHEREAS, after consideration of said application and the recommendation of the Planning and Zoning Commission, the City Council of the City of Texarkana, Texas, does hereby find that granting the **Specific Use Permit** is in the best interest of the public health, safety, morals and general welfare of the City.

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

SECTION 1: That the Zoning Ordinance of the City of Texarkana, Texas, Ordinance No. 127-70, passed and approved on September 14, 1970, be further amended to grant **Specific Use Permit Numbered S-721 for the location of a single wide HUD code manufactured home on Lot 14, Block 22, City Improvement Co. Westside Addition, located at 1628 West 5th Street**, in the City of Texarkana, Bowie County, Texas.

SECTION 2: That the following stipulations are hereby imposed and made a part of this Ordinance:

1. That a 2019 or newer 3-bedroom, 2 bath single wide HUD code manufactured home be allowed on this property. See attached floor plan of home.
2. That the single wide HUD code manufactured home be tied down/skirted/underpinned.
3. That the single wide HUD code manufactured home be used for dwelling purposes only, human occupancy only.
4. That the Specific Use Permit be in effect for a period of three (3) years, beginning at the date of this Ordinance. It is the owner's responsibility to renew this permit.
5. That if the HUD code manufactured home is not placed on the property within the three (3) year period, the Specific Use Permit will automatically be revoked.
6. That all driveways, parking, building codes/setbacks, engineered foundation, platting and flood plain requirements must be in accordance with the City of Texarkana, Texas codes.

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

SECTION 4: It is further provided that in case a section, clause, sentence or part of this ordinance shall be deemed or adjudged by a court of competent jurisdiction to be invalid, then such invalidity shall not affect, impair, or invalidate the remainder of this ordinance.

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

PASSED AND APPROVED in Regular Council Session on this the **24th day of August, 2020.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

1628 W 5th Street

S-721



1628 W 5th Street

S-721



Attachment: 2020-068 ATTH 01 (maps) (2317 : 2020-068 ORD granting a SUP to allow HUD Code Manufactured home at 1628 W 5th St)



TRU

35,900⁰⁰

14x64

2/2

**IAI INVESTMENT
HOUSING INC.**

4401 South Lake Dr.
Texarkana, Texas 75501
(903) 832-5571
Fax (903) 832-7648

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: 8/5/2020 11:33 AM

Briefing Sheet

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk,
Ordinance No. 2020-069 rezoning a 7.731-acre tract of land (Tracts 48 & 49) in
Subject: the R.E. Sevey HRS, A-523, located at 2208 Allen Lane. Single Family-2 to
Single Family-3. Timothy Williams, applicant.

Briefing: 8/24/2020 **Public Hearing:** 8/24/2020 **Council Vote:** 8/24/2020

Item ScheduleSchedule 1: Brief twice - vote once (six weeks)**Updates/History of Briefing:**

"NOT APPLICABLE"

Executive Summary and Background Information:

Z-20-8: This is a request by Timothy Williams, owner, to rezone an approximate 7.731-acre tract of land (Tracts 48 & 49) in the R.E. Sevey HRS, A-523, located at 2208 Allen Lane from Single Family-2 to Single Family-3. This property is currently vacant land.

The adjacent zoning is Single Family-2 to the north and west and Single Family-1 to the south and east. The adjacent land use is vacant land to the west and residences to the north, south, and east.

The City's Zoning Ordinance was amended to comply with the state law in 2002, requiring that all manufactured housing be HUD code building standard. This amendment also stipulated that all HUD code manufactured homes inside the city limits be placed in the Single Family-3 zoning district along with the approval of a Specific Use Permit.

There are a couple of tracts of land located in this immediate area that are currently zoned Single Family-3. HUD code double wide manufactured housing looks like some of the existing frame pier and beam houses in the area. This type housing could also be a revitalization housing alternative to traditional site-built homes. Therefore, staff recommends for approval of this request.

The applicant should also be aware that if this zoning change is approved, all other applicable city code/ordinance requirements must be met including but not limited to building codes, setbacks, subdivision, fire, parking, drainage, water and sewer prior to the issuance of building permits.

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

Potential Options:

City of Texarkana, Texas

“None”

Fiscal Implications:

Not applicable.

Staff Recommendation:

Staff recommends approval of this request.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended for approval of the request.

Advisory Board/Committee Meeting Date and Minutes:

July 6, 2020

Attachments

- a. 2020-069 ORD rezoning 2208 Allen Lane (DOCX)
- b. 2020-069 EXH 'A' (legal description) (PDF)
- c. 2020-069 ATTH 01 (maps) (PDF)
- d. 2020-069 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review
Completed	07/31/2020 2:24 PM	
City Manager	Shirley Jaster	City Manager Review Completed
11:33 AM		08/05/2020
City Council	Jennifer Evans	Meeting
6:00 PM		Completed
		08/10/2020

Meeting History

08/10/20 City Council MOVED FORWARD Next: 08/24/20
David Orr briefed this agenda item.

ORDINANCE NO. 2020-069

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE ZONING ORDINANCE OF THE CITY OF TEXARKANA, TEXAS, BY REZONING A 7.731-ACRE TRACT OF LAND (TRACTS 48 & 49) IN THE R.E. SEVEY HRS, A-523, LOCATED AT 2208 ALLEN LANE IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS FROM A SINGLE FAMILY-2 TO SINGLE FAMILY-3; CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed requesting an amendment to the Zoning Ordinance of the City of Texarkana, Texas, to rezone an approximate **7.731-acre tract of land (Tracts 48 & 49) in the R.E. Sevey HRS, A-523 (Exhibit 'A'), located at 2208 Allen Lane** in the City of Texarkana, Bowie County, Texas, from **Single Family-2 to Single Family-3**; and

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

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, **voted unanimously six (6) to zero (0) to recommend the application for rezoning from Single Family-2 to Single Family-3 on an approximate 7.731-acre tract of land (Tracts 48 & 49) in the R.E. Sevey HRS, A-523 (Exhibit 'A'), located at 2208 Allen Lane** to the City Council of Texarkana, Texas; and

WHEREAS, after consideration of said application and the recommendation of the Planning and Zoning Commission, the City Council of the City of Texarkana, Texas, does hereby find that rezoning the property from **Single Family-2 to Single Family-3** is in the best interest of the public health, safety, morals and general welfare of the City.

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

SECTION 1: That the Zoning Ordinance of the City of Texarkana, Texas, Ordinance No. 127-70, passed and approved on September 14, 1970, be and is hereby further amended to **rezone an approximate 7.731-acre tract of land (Tracts 48 & 49) in the R.E. Sevey HRS, A-523 (Exhibit 'A'), located at 2208 Allen Lane** in the City of Texarkana, Bowie County, Texas, from **Single Family-2 to Single Family-3**.

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 **24th day of August, 2020.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

2020-069 Exhibit 'A'

All that certain tract or parcel of land being a part of the R. E. SEVEY HEADRIGHT SURVEY, Abstract No. 523, Bowie County, Texas, and being all of that certain 5 acre tract of land described by Warranty Deed conveyed to Juanita M. Herring, Trustee for the Juanita M. Herring Revocable Trust as recorded in Volume 2879, Page 112 of the Real Property Records of Bowie County, Texas, and all of the remainder of a called 3 acre tract of land described by Warranty Deed conveyed to Juanita M. Herring, Trustee for the Juanita M. Herring Revocable Trust as recorded in Volume 2879, Page 116 of the Real Property Records of Bowie County, Texas, and the subject tract of land being more particularly described by metes and bounds as follows:

Commencing at the Northwest corner Glen Haven Addition according to the plat of record in Volume 329, Page 152 of the Plat Records of Bowie County, Texas, said Point of Commencing being 3.16 feet North and 730.81 feet East of the Southwest corner of the J. W. Johnson Headright Survey, being a common corner with said R. E. Sevey Headright Survey, same being the Northeast corner of the H. P. Stephens Addition according to the plat thereof recorded in Volume 204, Page 289 of the Deed Records of Bowie County, Texas;

THENCE: S 89°02'01" E, 665.86 feet with the North line of Glen Haven Addition to a point for corner at the Northeast corner of same;

THENCE: S 00°18'37" W, 668.65 feet with the East line of Glen Haven Addition to a 1/2" iron pin found for corner at the Northwest corner of said 5 acre tract of land and being the Point of Beginning for the herein described tract of land;

THENCE: S 89°06'03" E, 332.92 feet with the North line of said 5 acre tract of land to a 1/2" iron pin found for corner;

THENCE: S 00°30'34" W, 257.73 feet to a 1/2" iron pin found for corner;

THENCE: S 88°51'09" E, 149.14 feet to a 1/2" iron pin found for corner at a fence corner;

THENCE: N 89°56'05" E, 150.00 feet to a 1/2" iron pin found for corner in the West line of Allen Lane;

THENCE: S 00°43'24" W, 400.21 feet along the West line of Allen Lane to a 1/2" iron pin found for corner at the Northeast corner of Lot No. 1 of Flower Acres Second Addition according to the map or plat recorded in Volume 204, Page 40 of the Plat Records of Bowie County, Texas;

THENCE: N 89°34'31" W, 621.36 feet with the North line of Flower Acres Second Addition to a 1/2" iron pin found for corner at the Southeast corner of Glen Haven Addition;

THENCE: N 00°38'42" W, 412.91 feet with the East line of Glen Haven Addition to a 1/2" iron pin found for corner at an angle point in said line;

THENCE: N 00°18'37" E, 248.45 feet with the East line of Glen Haven Addition to the Point of Beginning and containing 7.731 acres of land, more or less.

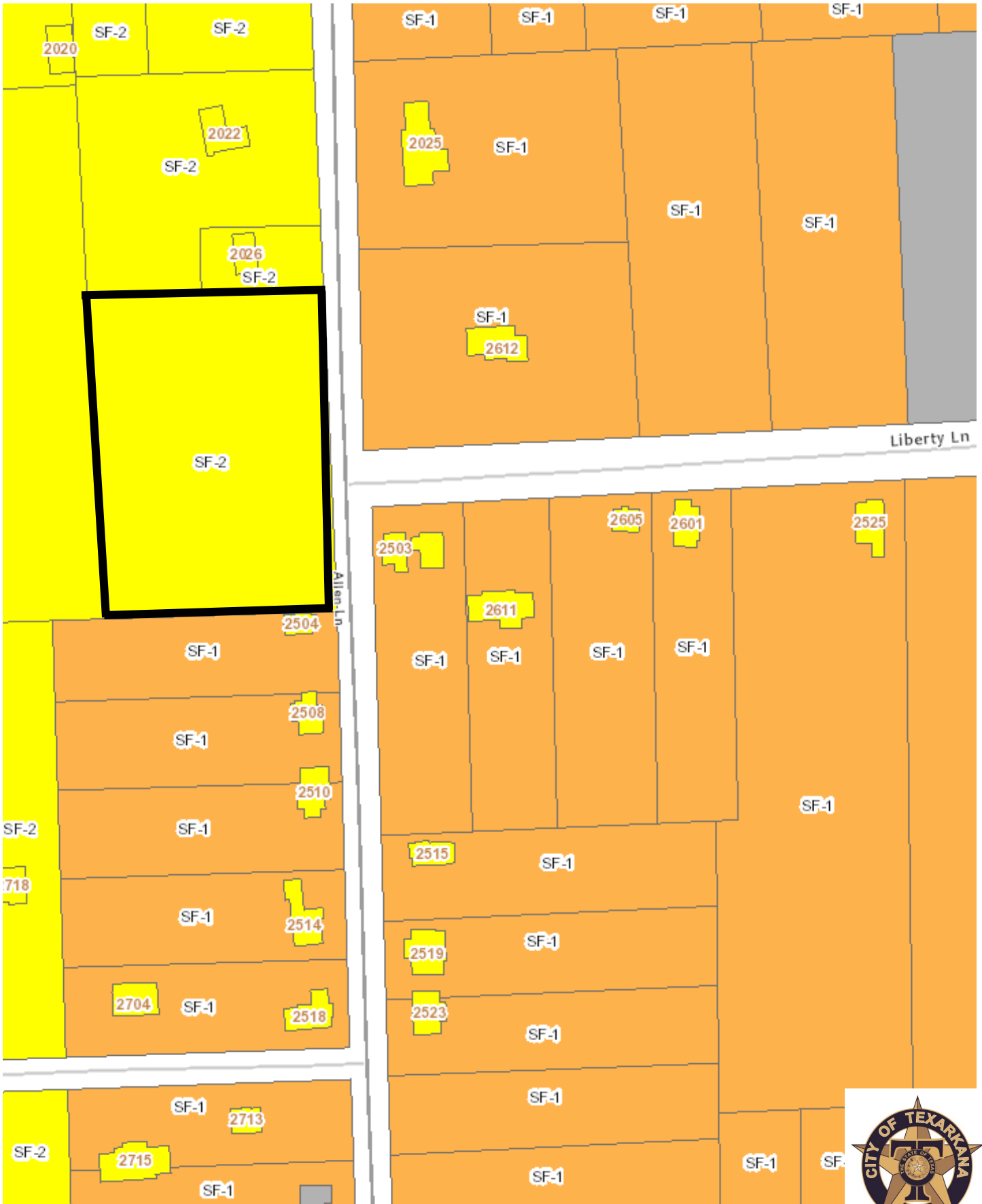
CERTIFICATE OF SURVEYOR

This is to certify: that this plat is a true representation of the above described property as determined by survey and that I, Johnny E. [unclear], do hereby certify that I am a Registered Professional Land

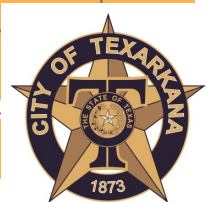
Attachment: 2020-069 EXH 'A' (legal description) (2318 : 2020-069 ORD rezoning from SF-2 to SF-3 at 2208 Allen Lane)

2208 Allen Lane

Z-20-8



Attachment: 2020-069 ATTH 01 (maps) (2318 : 2020-069 ORD rezoning from SF-2 to SF-3 at 2208 Allen Lane)



2208 Allen Lane

Z-20-8



Attachment: 2020-069 ATTH 01 (maps) (2318 : 2020-069 ORD rezoning from SF-2 to SF-3 at 2208 Allen Lane)



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: 7/30/2020 4:40 PM

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk
Ordinance No. 2020-070 granting a Specific Use Permit to allow the location of a double wide HUD code manufactured home on a 7.731-acre tract of land (Tracts 48 & 49) in the R.E. Sevey HRS, A-523, located at 2208 Allen Lane.
Subject: Timothy Williams, applicant.

Briefing: 8/24/2020 **Public Hearing:** 8/24/2020 **Council Vote:** 8/24/2020

Item Schedule

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

Updates/History of Briefing:

"NOT APPLICABLE"

Executive Summary and Background Information:

S-722: This is a request by Timothy Williams, owner, for a Specific Use Permit to allow the location of a double wide HUD code manufactured home on an approximate 7.731-acre tract of land (Tracts 48 & 49) in the R.E. Sevey HRS, A-523, located at 2208 Allen Lane. This property is currently vacant land.

The adjacent zoning is Single Family-2 to the north and west and Single Family-1 to the south and east. The adjacent land use is vacant land to the west and residences to the north, south, and east.

The City's Zoning Ordinance was amended to comply with the state law in 2002, requiring that all manufactured housing be HUD code building standard. This amendment also stipulated that all HUD code manufactured homes inside the city limits be placed in the Single Family-3 zoning district along with the approval of a Specific Use Permit.

There are a couple of tracts of land located in this immediate area that are currently zoned Single Family-3. HUD code double wide manufactured housing can look similar to some of the existing frame pier and beam houses in the area. This type housing could also be a revitalization housing alternative to traditional site-built homes.

Staff recommends for approval of the Specific Use Permit with the following stipulations:

1. That a 2019 or newer 3-bedroom, 2 bath double wide HUD code manufactured home be allowed on this property. See attached floor plan and photograph of home exterior.
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.

City of Texarkana, Texas

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.

The applicant should also be aware that if this request is approved, all other applicable city code/ordinance requirements must be met including but not limited to building codes, setbacks, subdivision, fire, parking, drainage, water and sewer prior to the issuance of building permits.

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

Potential Options:

"None"

Fiscal Implications:

Not applicable.

Staff Recommendation:

Staff recommends approval of this request with stipulations.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended for approval of the request with stipulations.

Advisory Board/Committee Meeting Date and Minutes:

July 6, 2020

Attachments

- a. 2020-070 ORD granting SUP at 2208 Allen Lane (DOCX)
- b. 2020-070 EXH 'A' (legal description) (PDF)
- c. 2020-070 ATTH 01 (maps) (PDF)
- d. 2020-070 ATTH 02 (photo of home) (PDF)
- e. 2020-070 ATTH 03 (floor plan) (PDF)
- f. 2020-070 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development
Completed

David Orr
07/31/2020 2:24 PM

Department Head Review

City of Texarkana, Texas

City Manager 11:38 AM	Shirley Jaster	City Manager Review Completed	08/05/2020
City Council 6:00 PM	Jennifer Evans	Meeting Completed	08/10/2020

Meeting History

08/10/20 City Council MOVED FORWARD Next: 08/24/20
David Orr briefed this agenda item.

ORDINANCE NO. 2020-070

S-722

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE ZONING MAP SHOWING THE LOCATION, BOUNDARY AND USE OF CERTAIN PROPERTY BY THE GRANTING OF SPECIFIC USE PERMIT NO. S-722 TO ALLOW THE LOCATION OF A DOUBLE WIDE HUD CODE MANUFACTURED HOME ON AN APPROXIMATE 7.731-ACRE TRACT OF LAND (TRACTS 48 & 49) IN THE R.E. SEVEY HRS, A-523, LOCATED AT 2208 ALLEN LANE, IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS; CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed with the City of Texarkana, Texas, requesting an amendment to the Zoning Ordinance to grant a **Specific Use Permit** to allow the location of a double wide HUD code manufactured home on an approximate **7.731-acre tract of land (Tracts 48 & 49) in the R.E. Sevey HRS, A-523 (Exhibit 'A'), located at 2208 Allen Lane**, in the City of Texarkana, Bowie County, Texas; and

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

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, voted **unanimously six (6) to zero (0) to recommend** to the City Council of Texarkana, Texas, that a **Specific Use Permit be granted to allow the location of a double wide HUD code manufactured home** on said property; and

WHEREAS, after consideration of said application and the recommendation of the Planning and Zoning Commission, the City Council of the City of Texarkana, Texas, does hereby find that granting the **Specific Use Permit** is in the best interest of the public health, safety, morals and general welfare of the City.

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

SECTION 1: That the Zoning Ordinance of the City of Texarkana, Texas, Ordinance No. 127-70, passed and approved on September 14, 1970, be further amended to grant **Specific Use Permit Numbered S-722 for the location of a double wide HUD code manufactured home on an approximate 7.731-acre tract of land (Tracts 48 & 49) in the R.E. Sevey HRS, A-523 (Exhibit 'A'), located at 2208 Allen Lane**, in the City of Texarkana, Bowie County, Texas.

SECTION 2: That the following stipulations are hereby imposed and made a part of this Ordinance:

1. That 2019 or newer 3-bedroom, 2 bath double wide HUD code manufactured home be allowed on this property. See attached floor plan and photograph of home exterior.
2. That the double wide HUD code manufactured home be tied down/skirted/underpinned.
3. That the double wide HUD code manufactured home be used for dwelling purposes only, human occupancy only.
4. That the Specific Use Permit be in effect for a period of three (3) years, beginning at the date of this Ordinance. It is the owner's responsibility to renew this permit.
5. That if the HUD code manufactured home is not placed on the property within the three (3) year period, the Specific Use Permit will automatically be revoked.
6. That all driveways, parking, building codes/setbacks, engineered foundation, platting and flood plain requirements must be in accordance with the City of Texarkana, Texas codes.

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

SECTION 4: It is further provided that in case a section, clause, sentence or part of this ordinance shall be deemed or adjudged by a court of competent jurisdiction to be invalid, then such invalidity shall not affect, impair, or invalidate the remainder of this ordinance.

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

PASSED AND APPROVED in Regular Council Session on this the **24th day of August, 2020.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

2020-070 Exhibit 'A'

All that certain tract or parcel of land being a part of the R. E. SEVEY HEADRIGHT SURVEY, Abstract No. 523, Bowie County, Texas, and being all of that certain 5 acre tract of land described by Warranty Deed conveyed to Juanita M. Herring, Trustee for the Juanita M. Herring Revocable Trust as recorded in Volume 2879, Page 112 of the Real Property Records of Bowie County, Texas, and all of the remainder of a called 3 acre tract of land described by Warranty Deed conveyed to Juanita M. Herring, Trustee for the Juanita M. Herring Revocable Trust as recorded in Volume 2879, Page 116 of the Real Property Records of Bowie County, Texas, and the subject tract of land being more particularly described by metes and bounds as follows:

Commencing at the Northwest corner Glen Haven Addition according to the plat of record in Volume 329, Page 152 of the Plat Records of Bowie County, Texas, said Point of Commencing being 3.16 feet North and 730.81 feet East of the Southwest corner of the J. W. Johnson Headright Survey, being a common corner with said R. E. Sevey Headright Survey, same being the Northeast corner of the H. P. Stephens Addition according to the plat thereof recorded in Volume 204, Page 289 of the Deed Records of Bowie County, Texas;

THENCE: S 89°02'01" E, 665.86 feet with the North line of Glen Haven Addition to a point for corner at the Northeast corner of same;

THENCE: S 00°18'37" W, 668.65 feet with the East line of Glen Haven Addition to a 1/2" iron pin found for corner at the Northwest corner of said 5 acre tract of land and being the Point of Beginning for the herein described tract of land;

THENCE: S 89°06'03" E, 332.92 feet with the North line of said 5 acre tract of land to a 1/2" iron pin found for corner;

THENCE: S 00°30'34" W, 257.73 feet to a 1/2" iron pin found for corner;

THENCE: S 88°51'09" E, 149.14 feet to a 1/2" iron pin found for corner at a fence corner;

THENCE: N 89°56'05" E, 150.00 feet to a 1/2" iron pin found for corner in the West line of Allen Lane;

THENCE: S 00°43'24" W, 400.21 feet along the West line of Allen Lane to a 1/2" iron pin found for corner at the Northeast corner of Lot No. 1 of Flower Acres Second Addition according to the map or plat recorded in Volume 204, Page 40 of the Plat Records of Bowie County, Texas;

THENCE: N 89°34'31" W, 621.36 feet with the North line of Flower Acres Second Addition to a 1/2" iron pin found for corner at the Southeast corner of Glen Haven Addition;

THENCE: N 00°38'42" W, 412.91 feet with the East line of Glen Haven Addition to a 1/2" iron pin found for corner at an angle point in said line;

THENCE: N 00°18'37" E, 248.45 feet with the East line of Glen Haven Addition to the Point of Beginning and containing 7.731 acres of land, more or less.

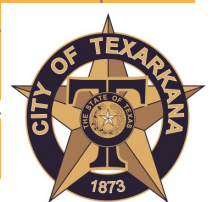
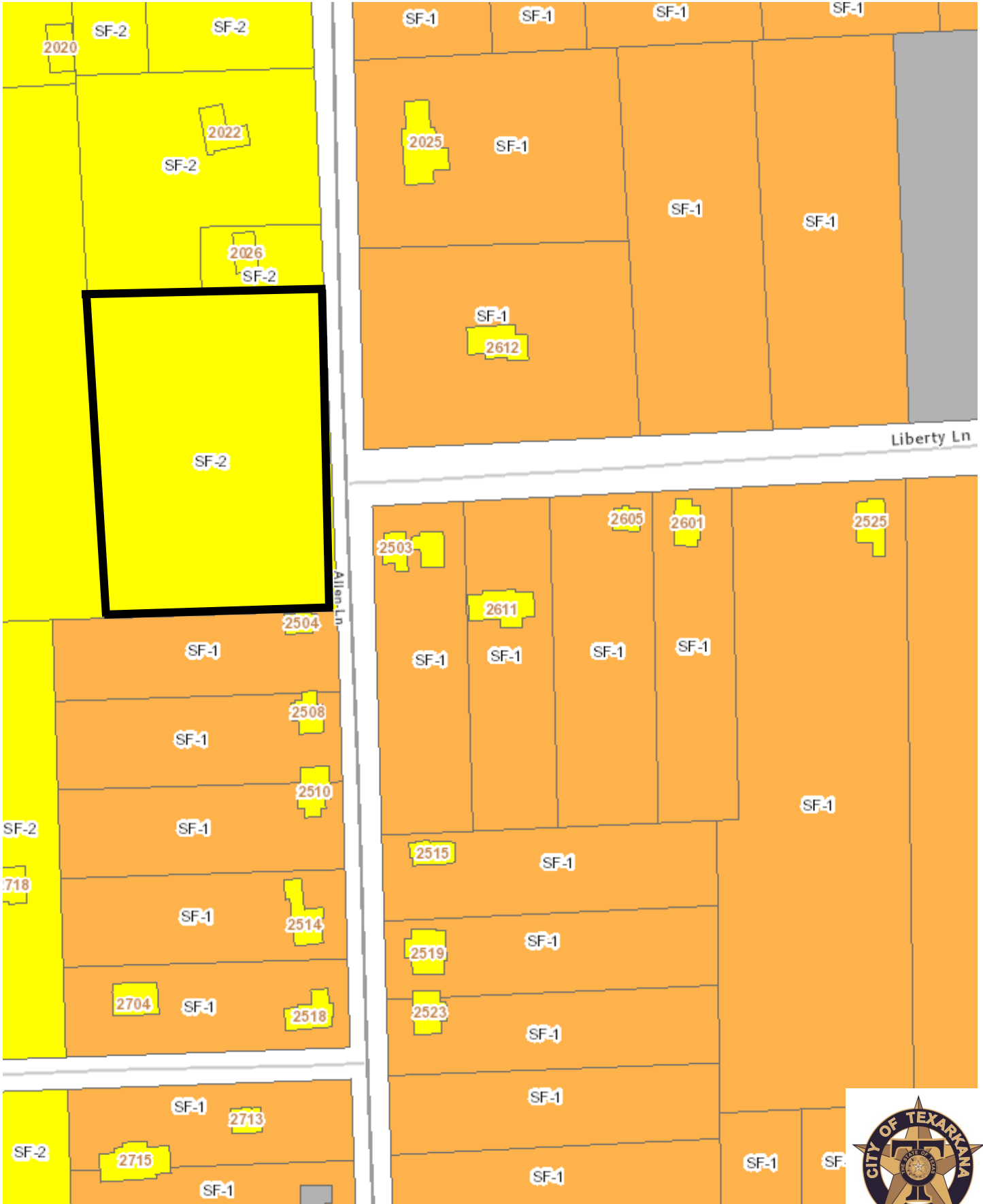
CERTIFICATE OF SURVEYOR

This is to certify: that this plat is a true representation of the above described property as determined by survey and that I, Johnny E. [Signature]

Attachment: 2020-070 EXH 'A' (legal description) (2319 : 2020-070 ORD granting an SUP allowing HUD Code Manufactured home at 2208 Allen

2208 Allen Lane

S-722



2208 Allen Lane

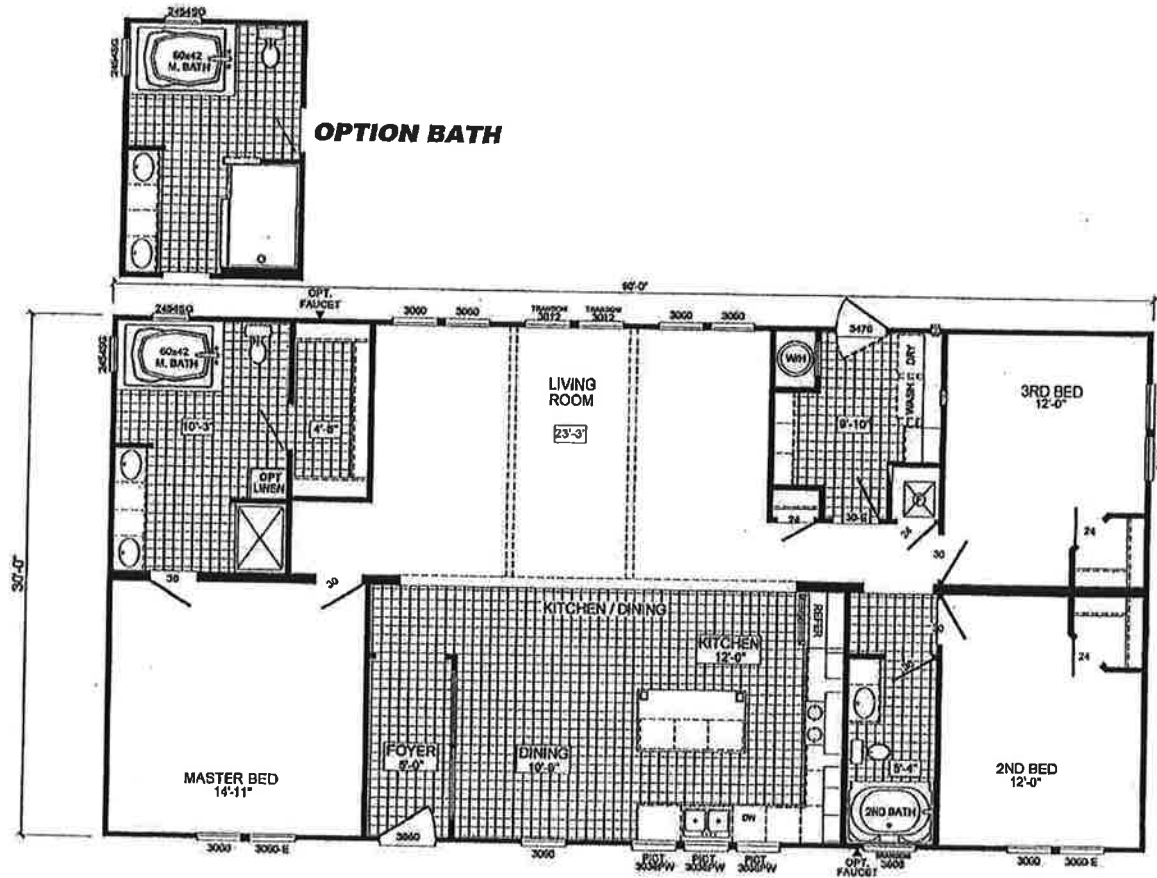
S-722



Attachment: 2020-070 ATTH 01 (maps) (2319 : 2020-070 ORD granting an SUP allowing HUD Code Manufactured home at 2208 Allen Ln)



2020-070 ATTH 03 (floor plan)



Attachment: 2020-070 ATTH 03 (floor plan) (2319 : 2020-070 ORD granting an SUP allowing HUD Code Manufactured home at 2208 Allen Ln)

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: 7/30/2020 4:40 PM

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk,
Ordinance No. 2020-071 rezoning the north 88' of Lots 11 & 12, Block 7,
Subject: Watt's Addition, located at 1310 Milam Street. Multiple Family-1 to
Neighborhood Service. Jerry Thompson, applicant.

Briefing: 8/24/2020 **Public Hearing:** 8/24/2020 **Council Vote:** 8/24/2020

Item Schedule

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

Updates/History of Briefing:

"NOT APPLICABLE"

Executive Summary and Background Information:

Z-20-9: This is a request by Jerry L. Thompson, owner, to rezone the north 88' of Lots 11 and 12, Block 7, Watt's Addition, located at 1310 Milam Street from Multiple Family-1 to Neighborhood Service. The current use is a small grocery store.

The adjacent zoning is Neighborhood Service to the north and south, Multiple Family-1 to the east and Single Family-2 to the west. The adjacent land use is a church to the north, a small take-out restaurant to the south, and residences to the east and west.

The existing grocery store type use has been in existence off and on for many years and is "grandfathered in" or a nonconforming use. The owner of this property recently submitted a request to add the sale of beer and wine in this store. In verifying the zoning for the sale of beer and wine, staff determined the business was operating with a nonconforming status. In order to make this use conforming, the applicant submitted a request for rezoning to the Neighborhood Service zoning district.

There is Neighborhood Service zoning to the north and south of this property and this grocery store type business has been operating as a nonconforming use for many years. Therefore, staff recommends for approval of the request to make it a conforming use.

The applicant should be aware that if this rezoning is approved, there may be additional applicable city code/ordinance requirements including but not limited to building, elevations, fire, drainage, water and sewer prior to the issuance of building permits.

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

Potential Options:

"None"

City of Texarkana, Texas

Fiscal Implications:

Not applicable.

Staff Recommendation:

Staff recommends for approval of the request to make it a conforming use.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended approval of the request.

Advisory Board/Committee Meeting Date and Minutes:

July 6, 2020

Attachments

- a. 2020-071 ORD rezoning 1310 Milam St. (DOCX)
- b. 2020-071 ATTH 01 (maps) (PDF)
- c. 2020-071 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review
Completed	07/31/2020 2:25 PM	
City Manager	Shirley Jaster	City Manager Review Completed
11:40 AM		08/05/2020
City Council	Jennifer Evans	Meeting
6:00 PM		Completed
		08/10/2020

Meeting History

08/10/20 City Council MOVED FORWARD Next: 08/24/20
David Orr briefed this agenda item.

ORDINANCE NO. 2020-071

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE ZONING ORDINANCE OF THE CITY OF TEXARKANA, TEXAS, BY REZONING THE NORTH 88' OF LOTS 11 & 12, BLOCK 7, WATT'S ADDITION, LOCATED AT 1310 MILAM STREET IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS FROM MULTIPLE FAMILY-1 TO NEIGHBORHOOD SERVICE; 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 the **North 88' of Lots 11 & 12, Block 7, Watt's Addition, located at 1310 Milam Street** in the City of Texarkana, Bowie County, Texas, from **Multiple Family-1 to Neighborhood Service**; and

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

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, **voted unanimously six (6) to zero (0) to recommend the application for rezoning from Multiple Family-1 to Neighborhood Service, on the North 88' of Lots 11 & 12, Block 7, Watt's Addition, located at 1310 Milam** 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 **Multiple Family-1 to Neighborhood Service** 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 the North 88' of Lots 11 & 12, Block 7, Watt's Addition, located at 1310 Milam** in the City of Texarkana, Bowie County, Texas, from **Multiple Family-1 to Neighborhood Service**.

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 **24th day of August, 2020.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

1310 Milam St.



Attachment: 2020-071 ATTH 01 (maps) (2320 : 2020-071 ORD rezoning from MF-1 to NS at 1310 Milam)



1310 Milam St.



Attachment: 2020-071 ATTH 01 (maps) (2320 : 2020-071 ORD rezoning from MF-1 to NS at 1310 Milam)



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: 8/3/2020 11:32 AM

Briefing Sheet

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk,
Ordinance No. 2020-072 rezoning an approximate 110.305-acre tract of land
located in the John H. Bostic HRS, A-46 and the J.W. Taylor HRS, A-756,
located at 2607 FM 2148 North. Single Family-2 to Commercial. Kyle Davis,
representing BL-KD Investments, LLC and BOCO Investments, LLC,
Subject: applicant. Kyle Talley, representing Longview Bridge and Road, Ltd, agent.

Briefing: 8/24/2020 **Public Hearing:** 8/24/2020 **Council Vote:** 8/24/2020

Item ScheduleSchedule 1: Brief twice - vote once (six weeks)**Updates/History of Briefing:**

"NOT APPLICABLE"

Executive Summary and Background Information:

Z-20-10: This is a request by Kyle Davis, BL-KD Investments, LLC and BOCO Investments, LLC, owners, and Kyle Talley, representing Longview Bridge and Road, Ltd, agent, to rezone an approximate 110.30 acre tract of land in the John H. Bostic HRS, A-46 and the J.W. Taylor HRS, A-756, located at 2607 FM 2148 North from Single Family-2 to Commercial. The proposed use is a temporary job site and contractor storage yard for an Interstate-30 road project. The property is currently vacant.

The adjacent zoning is Single Family-2 to the north and south and outside the city limits to the east and west. The adjacent land use is Interstate-30 to the north, vacant land to the south and residences to the east and west.

This property was annexed into the city limits several years ago and was given the Single Family-2 zoning district per the City's Zoning Ordinance. The Future Land Use Map shows this property as "Regional Commercial".

Longview Bridge and Road, Ltd, plans to purchase this property to utilize for a temporary contractor storage yard for a new TXDOT project on Interstate-30. This project consists of widening a 6-mile portion from 4 lanes to 6 lanes starting at the state line. Longview Bridge and Road, Ltd was awarded the contract and will be the contractor utilizing the proposed storage yard for the duration of the project.

Since the Future Land Use Map has designated this property as "Regional Commercial", staff recommends for approval of the request.

City of Texarkana, Texas

The applicant should be aware that if this rezoning is approved, there may be additional applicable city code/ordinance requirements including but not limited to building, elevations, 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:

Not applicable.

Staff Recommendation:

Since the Future Land Use Map has designated this property as “Regional Commercial”, 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 6, 2020

Attachments

- a. 2020-072 ORD rezoning 2607 FM 2148 N (DOCX)
- b. 2020-072 EXH 'A' (survey & legal description) (PDF)
- c. 2020-072 ATTH 01 (maps) (PDF)
- d. 2020-072 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review
Completed	07/31/2020 2:26 PM	
City Manager	Shirley Jaster	City Manager Review Completed
12:27 PM		08/05/2020
City Council	Jennifer Evans	Meeting
6:00 PM		Completed
		08/10/2020

Meeting History

08/10/20 City Council MOVED FORWARD Next: 08/24/20
David Orr briefed this agenda item.

Z-20-10

ORDINANCE NO. 2020-072

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 110.305-ACRE TRACT OF LAND IN THE JOHN H. BOSTIC HRS, A-46 AND THE J.W. TAYLOR HRS, A-756, LOCATED AT 2607 FM 2148 NORTH, IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS FROM SINGLE FAMILY-2 TO COMMERCIAL; 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 **110.305-acre tract of land in the John H. Bostic HRS, A-46 and the J.W. Taylor HRS, A-756 (Exhibit ‘A’), located at 2607 FM 2148 North** in the City of Texarkana, Bowie County, Texas, from **Single Family-2 to Commercial**; and

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

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, **voted unanimously six (6) to zero (0) to recommend the application for rezoning from Single Family-2 to Commercial on an approximate 110.305-acre tract of land in the John H. Bostic HRS, A-46 and the J.W. Taylor HRS, A-756 (Exhibit ‘A’), located at 2607 FM 2148 North** 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 Commercial** 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 110.305-acre tract of land in the John H. Bostic HRS, A-46 and the J.W. Taylor HRS, A-756 (Exhibit ‘A’), located at 2607 FM 2148 North** in the City of Texarkana, Bowie County, Texas, from **Single Family-2 to Commercial**.

Attachment: 2020-072 ORD rezoning 2607 FM 2148 N (2321 : 2020-072 ORD rezoning at 2607 FM 2148 North)

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.

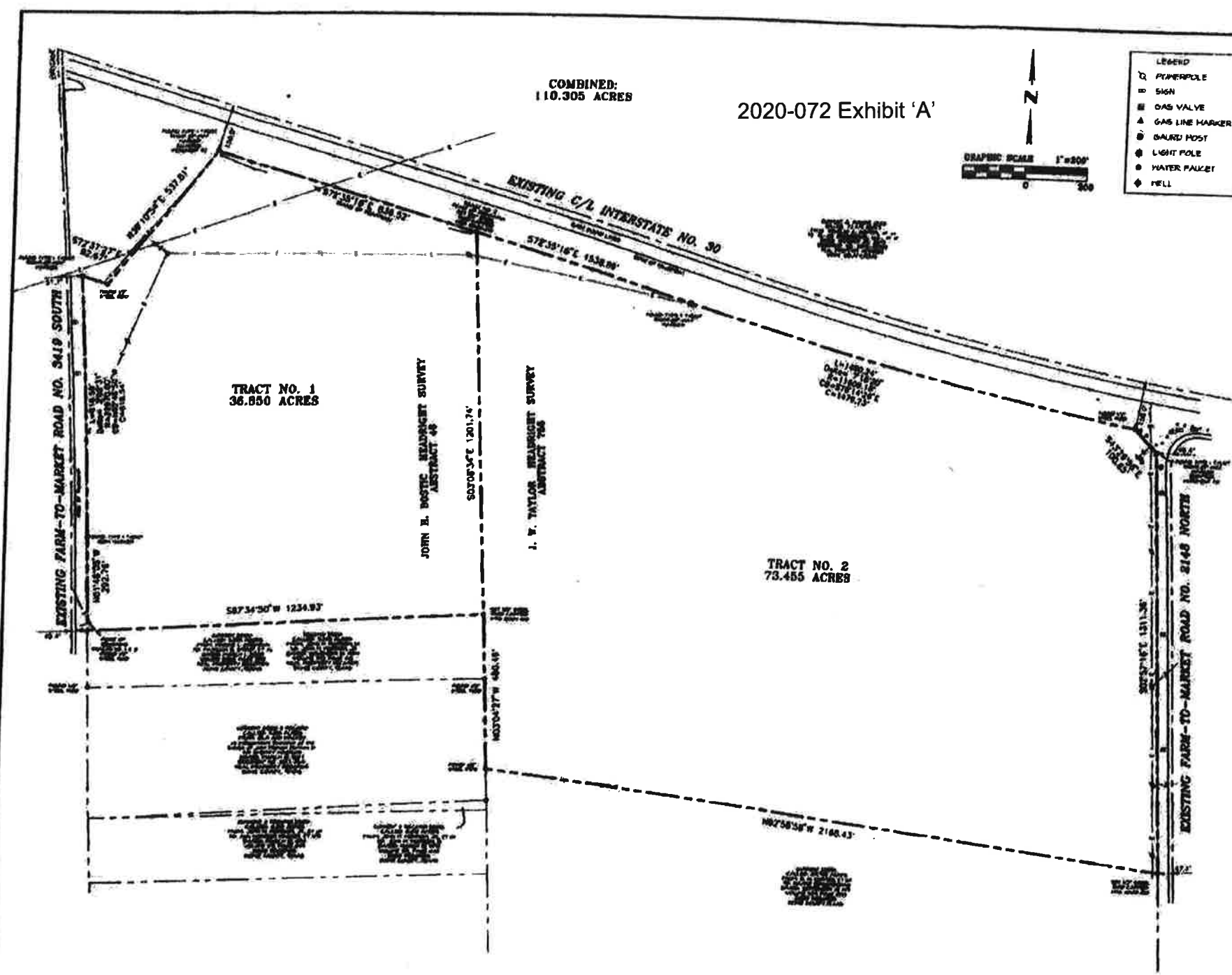
SECTION 4: That this ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **24th day of August, 2020.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR



LEGEND

- PYLONPOLE
- SIGN
- GAS VALVE
- ▲ GAS LINE MARKER
- GROUND POST
- LIGHT POLE
- WATER FAUCET
- ◆ WELL

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ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
DATE 08-22-2011 BY 60322 UCBAW/STP

SURVEYOR CERTIFICATE:

THIS IS TO CERTIFY THAT THIS SURVEY WAS MADE ON THE GROUNDS OWNED BY SUPERIOR OIL FIELD, INC. 1975 TRACT 146 (T-146) IN CHANDLER COUNTY, ILLINOIS. THE SURVEY WAS MADE BY THE SURVEYOR, JAMES E. HARRIS, JR., AND THE RESULTS OF THE SURVEY ARE SET FORTH IN THE ATTACHED REPORT. THE SURVEY WAS MADE ON THE GROUNDS OWNED BY SUPERIOR OIL FIELD, INC. 1975 TRACT 146 (T-146) IN CHANDLER COUNTY, ILLINOIS. THE SURVEY WAS MADE BY THE SURVEYOR, JAMES E. HARRIS, JR., AND THE RESULTS OF THE SURVEY ARE SET FORTH IN THE ATTACHED REPORT. THE SURVEY WAS MADE ON THE GROUNDS OWNED BY SUPERIOR OIL FIELD, INC. 1975 TRACT 146 (T-146) IN CHANDLER COUNTY, ILLINOIS. THE SURVEY WAS MADE BY THE SURVEYOR, JAMES E. HARRIS, JR., AND THE RESULTS OF THE SURVEY ARE SET FORTH IN THE ATTACHED REPORT.

James E. Harris, Jr.

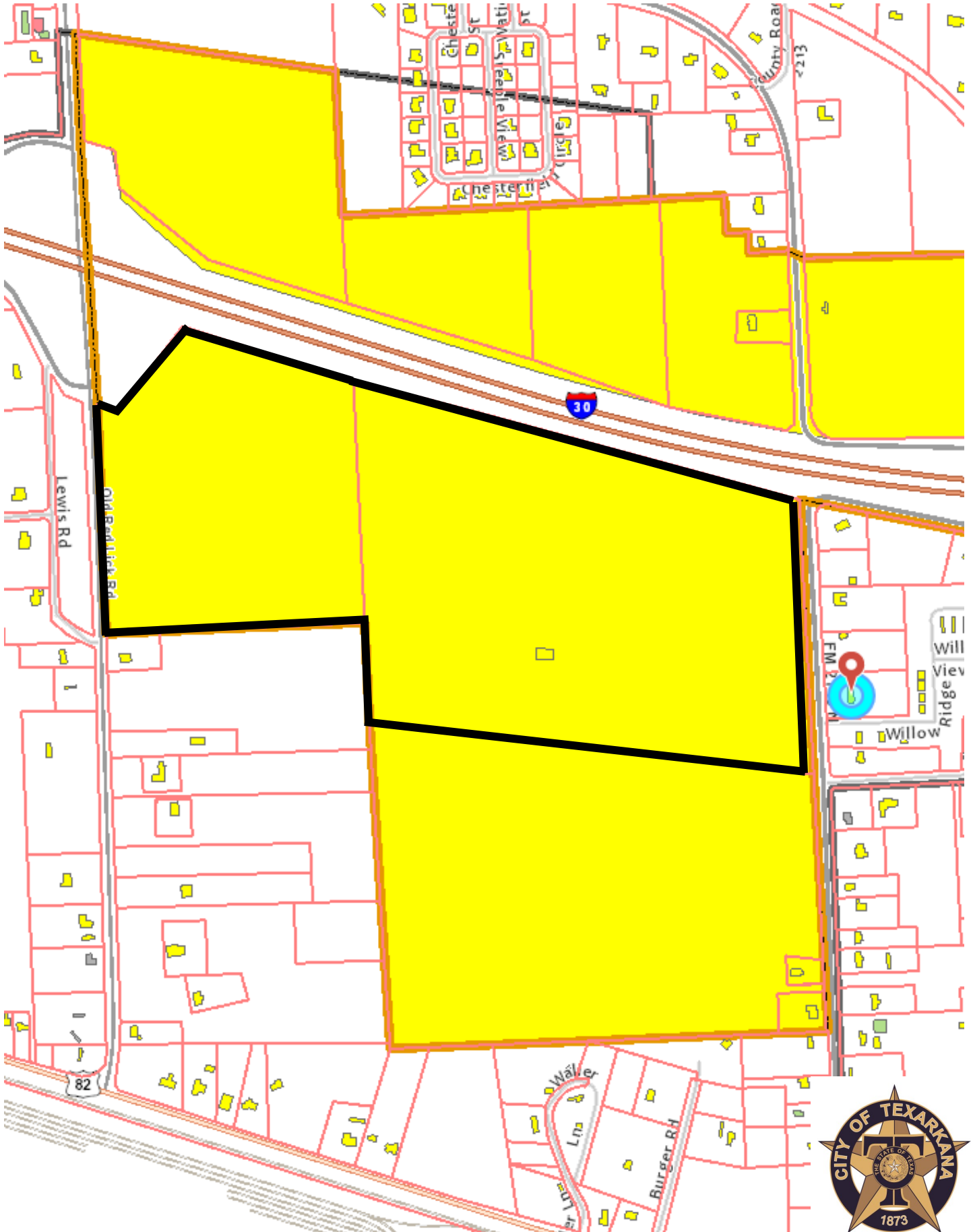
JAMES E. HARRIS, JR.
REGISTERED PROFESSIONAL LAND SURVEYOR
P.O. BOX 1000, CHANDLER, ILL. 61813



PROPERTY ADDRESS:
FM 3419 SOUTH &
FM 2148 NORTH
TEXARKANA, TEXAS

2607 FM 2148 North

Z-20-10

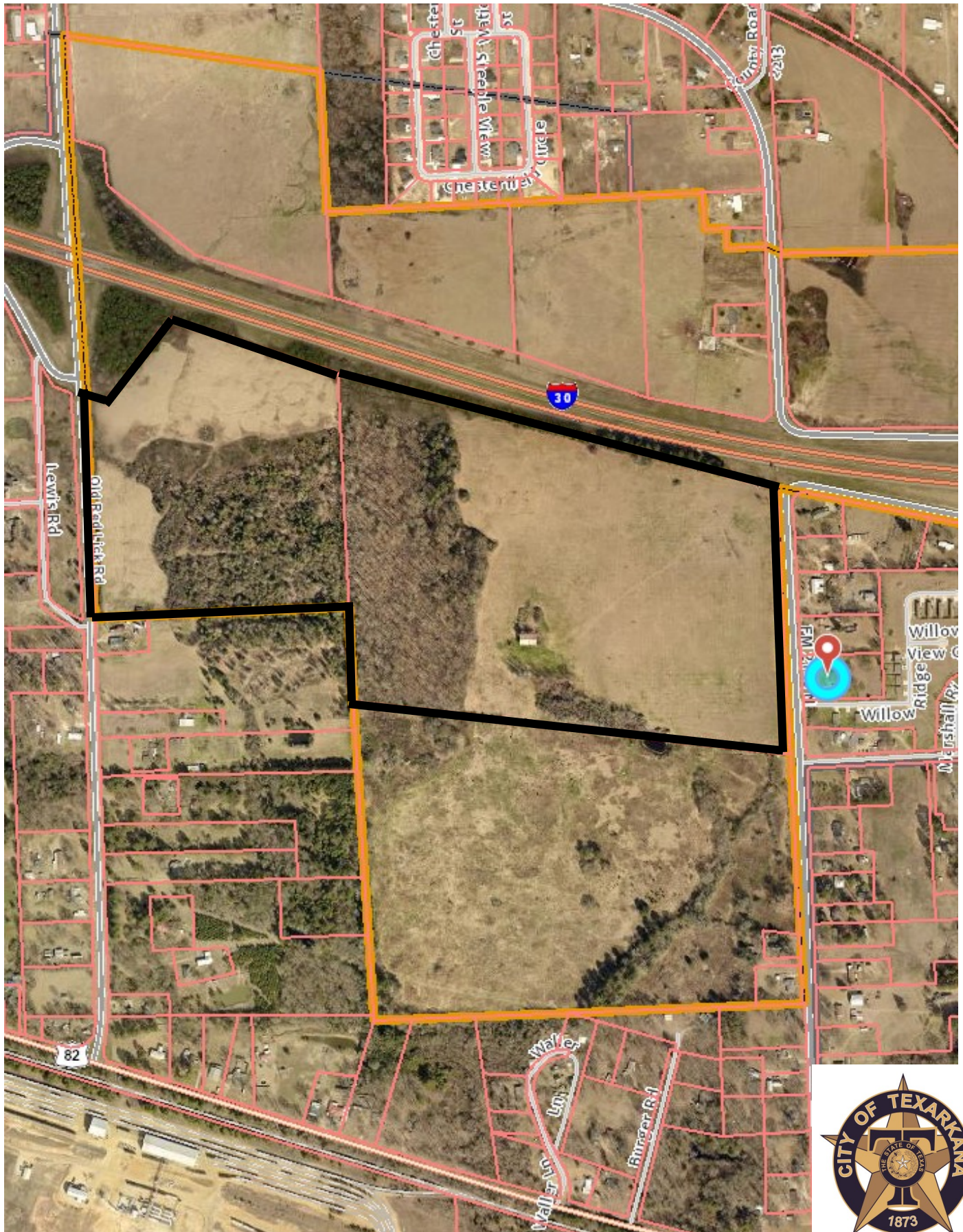


Attachment: 2020-072 ATTH 01 (maps) (2321 : 2020-072 ORD rezoning at 2607 FM 2148 North)



2607 FM 2148 North

Z-20-10



Attachment: 2020-072 ATTH 01 (maps) (2321 : 2020-072 ORD rezoning at 2607 FM 2148 North)



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: 8/3/2020 10:09 AM

Lead Department: Planning and Community Development **Action Officer:** Debbie Burk
Ordinance No. 2020-073 granting a Specific Use Permit to allow additional uses on an approximate 110.305-acre tract of land located in the John H. Bostic HRS, A-46 and the J.W. Taylor HRS, A-756, located at 2607 FM 2148 North. Kyle Davis, representing BL-KD Investments, LLC and BOCO Investments, LLC, applicant. Kyle Talley, representing Longview Bridge and Road, Ltd, agent.

Subject: agent.

Briefing: 8/24/2020 **Public Hearing:** 8/24/2020 **Council Vote:** 8/24/2020

Item Schedule

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

Updates/History of Briefing:

"NOT APPLICABLE"

Executive Summary and Background Information:

S-723: This is a request for a Specific Use Permit by Kyle Davis, BL-KD Investments, LLC and BOCO Investments, LLC, owners, and Kyle Talley, representing Longview Bridge and Road, Ltd, agent, to allow additional uses on an approximate 110.30 acre tract of land in the John H. Bostic HRS, A-46 and the J.W. Taylor HRS, A-756, located at 2607 FM 2148 North. The proposed use of this property is a temporary job site and contractor storage yard for a road project on Highway 30. The property is currently vacant.

The adjacent zoning is Single Family-2 to the north and south and outside the city limits to the east and west. The adjacent land use is Interstate-30 to the north, vacant land to the south and residences to the east and west.

An application (Z-20-10) was previously considered to rezone this property from Single Family-2 to Commercial to allow a temporary contractor storage yard. The contractor is proposing to utilize this property for several additional temporary uses that would require a Specific Use Permit per the City's Zoning Ordinance. Those uses are as follows:

- Portable concrete plant
- Portable rock crusher
- Portable pug mill
- Aggregate stockpiles
- Excavation and replacement of soil

Staff recommends for approval of the Specific Use Permit to allow these additional temporary uses for the duration of the Interstate-30 road project.

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

City of Texarkana, Texas

Potential Options:

“None”

Fiscal Implications:

Not applicable.

Staff Recommendation:

Staff recommends for approval of the Specific Use Permit to allow these additional temporary uses for the duration of the Interstate-30 road project.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended for approval of this request.

Advisory Board/Committee Meeting Date and Minutes:

July6, 2020

Attachments

- a. 2020-073 ORD granting SUP at 2607 FM 2148 North (DOCX)
- b. 2020-073 EXH 'A' (legal description) (PDF)
- c. 2020-073 ATTH 01 (maps) (PDF)
- d. 2020-073 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review
Completed	07/31/2020 2:30 PM	
City Manager Shirley Jaster	City Manager Review	Completed 08/05/2020
12:30 PM		
City Council Jennifer Evans	Meeting	Completed 08/10/2020
6:00 PM		

Meeting History

08/10/20 City Council MOVED FORWARD Next: 08/24/20
David Orr briefed this agenda item.

ORDINANCE NO. 2020-073

S-723

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY TEXARKANA, TEXAS, AMENDING THE ZONING MAP SHOWING THE LOCATION, BOUNDARY AND USE OF CERTAIN PROPERTY BY THE GRANTING OF SPECIFIC USE PERMIT NO. S-723 TO ALLOW ADDITIONAL USES SUCH AS PORTABLE CONCRETE PLANT, PORTABLE ROCK CRUSHER, PORTABLE PUB MILL, AGGRAGATE STOCKPILES AND EXCAVATION AND REPLACEMENT OF SOIL ON AN APPROXIMATE 110.305-ACRE TRACT OF LAND IN THE JOHN H. BOSTIC HRS, A-46 AND THE J.W. TAYLOR HRS, A-756, LOCATED AT 2607 FM 2148 NORTH, IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS; CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed with the City of Texarkana, Texas, requesting an amendment to the Zoning Ordinance to grant a **Specific Use Permit** to allow additional uses on an approximate **110.305-acre tract of land located in the John H. Bostic HRS, A-46 and the J.W. Taylor HRS, A-756 (Exhibit ‘A’), located at 2607 FM 2148 North**, in the City of Texarkana, Bowie County, Texas; and

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

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, voted **unanimously six (6) to zero (0) to recommend** to the City Council of Texarkana, Texas, that a **Specific Use Permit be granted to allow the additional uses** on said property; and

WHEREAS, after consideration of said application and the recommendation of the Planning and Zoning Commission, the City Council of the City of Texarkana, Texas, does hereby find that granting the **Specific Use Permit** is in the best interest of the public health, safety, morals and general welfare of the City.

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

SECTION 1: That the Zoning Ordinance of the City of Texarkana, Texas, Ordinance No. 127-70, passed and approved on September 14, 1970, be further amended to grant **Specific Use Permit Numbered S-723 to allow additional uses on an approximate 110.305-acre tract of land located in the John H. Bostic HRS, A-46 and the J.W. Taylor HRS, A-756 (Exhibit ‘A’), located at 2607 FM 2148 North**, in the City of Texarkana, Bowie County, Texas.

SECTION 2: That the following uses are hereby imposed and made a part of this Ordinance:

1. Portable concrete plant;
2. Portable rock crusher;
3. Portable pub mill;
4. Aggregate stockpiles; and
5. Excavation and replacement of soil.

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

SECTION 4: It is further provided that in case a section, clause, sentence or part of this ordinance shall be deemed or adjudged by a court of competent jurisdiction to be invalid, then such invalidity shall not affect, impair, or invalidate the remainder of this ordinance.

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

PASSED AND APPROVED in Regular Council Session on this the **24th day of August 2020.**

ATTEST:

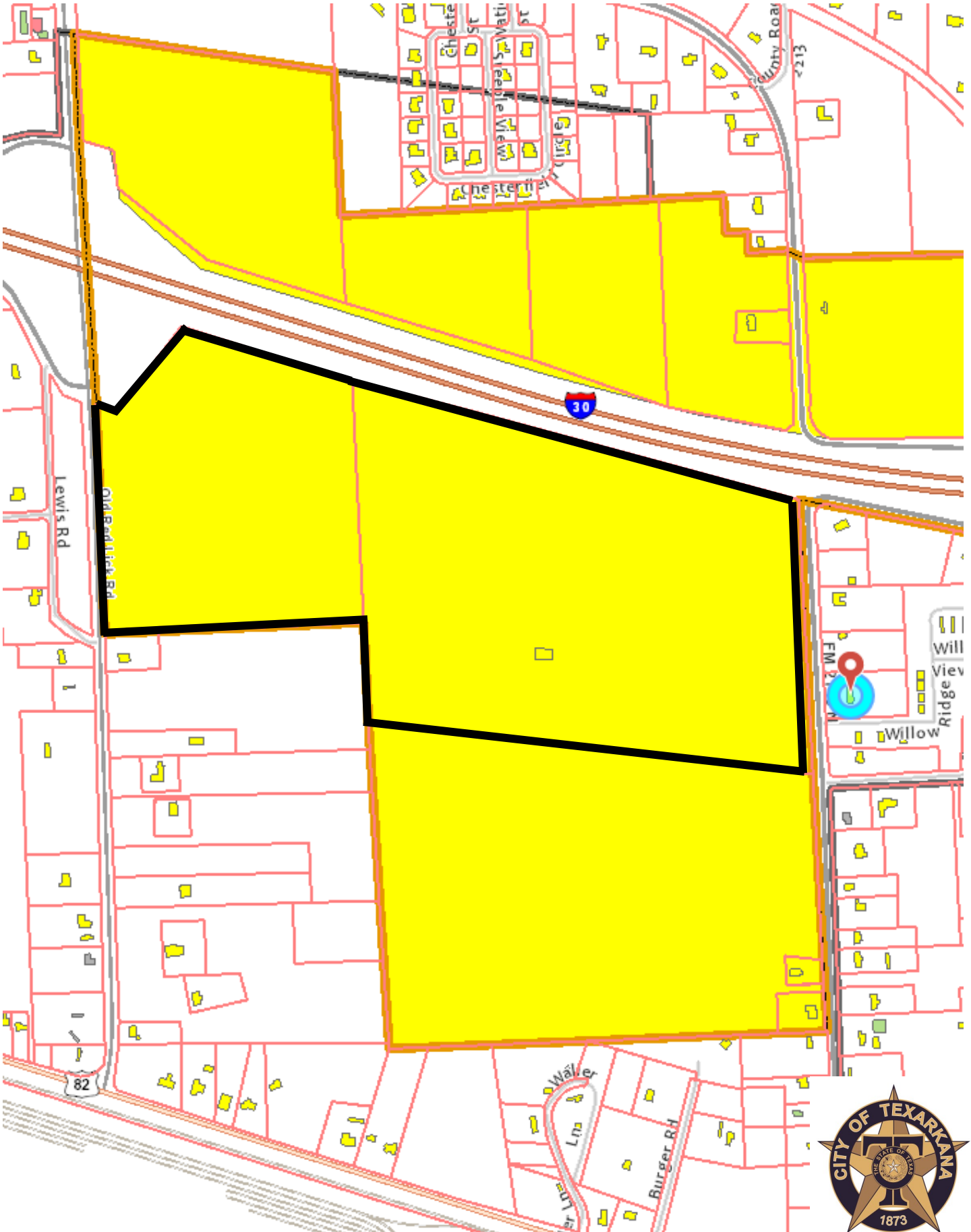
JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR



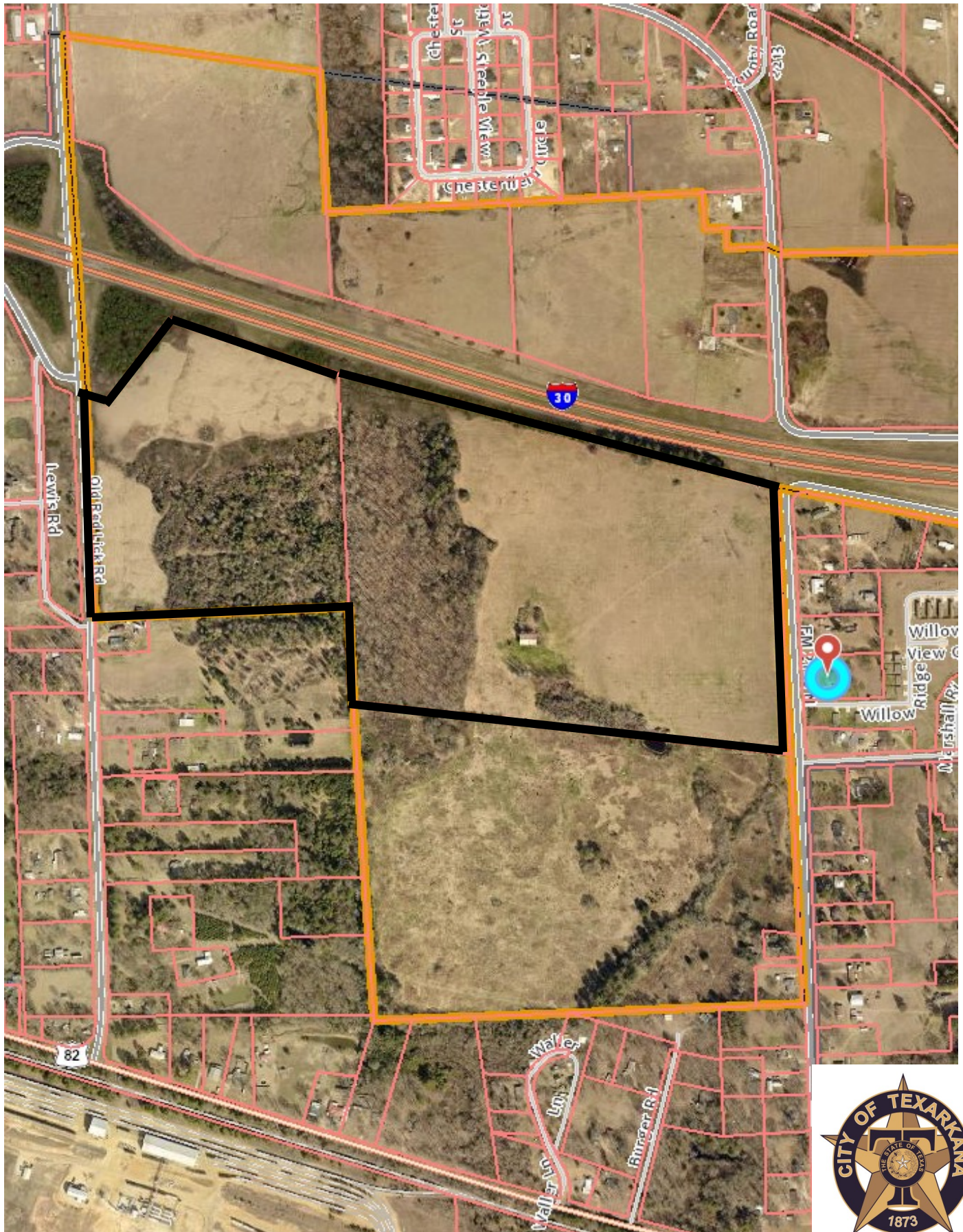
2607 FM 2148 North

S-723



2607 FM 2148 North

S-723



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:

Attachment: 2020-073 Goals & Perspectives (2322 : 2020-073 ORD granting SUP to allow additional uses at 2607 FM 2148 North)

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 8/6/2020 1:37 PM

Lead Department: Finance Department**Action Officer:** Kristin Peeples,**Subject:** Resolution No. 2020-087 approving the Fiscal Year 2021 Master Fee List.**Briefing:** 8/24/2020**Public Hearing:** 8/24/2020**Council Vote:** 9/14/2020

Item Schedule

Updates/History of Briefing:

The Master Fee List was last updated in August 2019

Executive Summary and Background Information:

The Master Fee List is presented to the council on an annual basis for approval of city fees. Staff has reviewed the list and made a few changes which are highlighted in yellow on the attached list.

Potential Options:

- Approve master fee list with changes
- Deny master fee list and stay with current fees

Fiscal Implications:

To offset the cost of specific services with the revenue generated from these services.

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

- 2020-087 RES Approving FY 21 Master Fee List (DOCX)
- 2020-087 ATTH 01 FY21 Master Fee List (PDF)
- 2020-087 Goals & Perspectives (DOCX)

Staff Coordination

City of Texarkana, Texas

Finance Department	Kristin Peeples	Department Head Review	Completed	
	08/06/2020 1:37 PM			
Finance Department	Kristin Peeples	Finance Review	Completed	08/06/2020
1:38 PM				
City Manager	Shirley Jaster	City Manager Review	Completed	08/06/2020
4:36 PM				
City Council	Jennifer Evans	Meeting	Completed	08/10/2020
6:00 PM				

Meeting History

08/10/20 City Council MOVED FORWARD Next: 08/24/20
 Kristin Peeples briefed this agenda item.

RESOLUTION NO. 2020-087

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, ADOPTING THE FISCAL YEAR 2021 MASTER FEE LIST; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, municipal services generally serve the total city population; and

WHEREAS, these general municipal services are expected to be delivered on a scheduled or demand basis but paid for from general funds collected broadly via property taxes or sales taxes; and

WHEREAS, there are a number of municipal services that are provided on a demand basis or provided to a very restricted segment of the general population; and

WHEREAS, the guiding principle for funding these demand basic services or services targeting a very restricted segment of the population should be paid for by those who receive or request the specific service; and

WHEREAS, user fees are often established by local governments throughout Texas, and the nation, using the uniform basis of collected revenues offsetting the expenses incurred delivering the service, thus not requiring taxpayer subsidy; and

WHEREAS, Texarkana does provide a number of municipal services that are used by segments of the city and thus lend themselves to being provided subject to the beneficiary paying related user fees; and

WHEREAS, city staff has prepared a list of services that are generally not used by the whole collective of the city and therefore should be paid for by those who directly benefit from the service provided.

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

SECTION 1: That the City Council has reviewed the Master Fee List and has determined that the services listed are used by segments of the city and should appropriately be paid for by the charging and collecting of related user fees.

SECTION 2: That the Master Fee List will be reviewed annually and adjustments made to further align the user fee revenues with the costs of providing the designated services or city council directed percentages of the total costs of providing the designated service.

SECTION 3: That this Resolution shall be in full force and effect from and after adoption of this resolution.

PASSED AND APPROVED in Regular Council Session on this the **14th day of September, 2020.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

Attachment: 2020-087 RES Approving FY 21 Master Fee List (2326 : 2020-087 RES Approving Master Fee List for Fiscal Year 2021)

FY21 Master Fee List

(proposed 8/10/20)

* Indicates that Authorizing Ordinances have not been enacted - Therefore, these fees will not be assessed prior to adoption of the appropriate ordinance(s)
Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.

Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	FY19 RATE	FY20 RATE	FY21 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
1	Extraordinary Event Cost Recovery Fee	\$0.00									An invoice may be sent by the City to any individual, organization or entity to recapture the cost of staff time, materials and supplies, and other costs related to an event, item or activity which is not considered a service provided to the general population in the normal and ordinary course of the City's operation.	All Departments and Offices		
2	Returned Checks	\$25.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	Each check	NSF -Non-Sufficient Funds	All Departments and Offices		
3	Coin Operated Machine Permit	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	Per Coin Operated Machine	Maximum \$250.00	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
4	Annual Special Event Permit	\$0.00	\$100.00	\$110.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Each		Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
5	Daily Special Event Permit (20 days processing)	\$0.00	\$0.00	\$30.00	\$30.00	\$40.00	\$40.00	\$40.00	\$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	\$150.00	\$150.00	\$150.00	Each	Five days processing after acceptance of a completed 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	\$300.00	\$300.00	\$300.00	Each	Next day permit based on receipt of a completed 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	Public Amusement Permit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	Each	Permit is only valid for three (3) consecutive days	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
9	Transient Dealer Precious Metal Permit	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	Each	For 30 Days	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
10	Alcoholic Beverage Permit: Beer Retailer's Off-Premise (BF)	\$0.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
11	Alcoholic Beverage Permit: Wine & Beer Retailer's Off-Premise (BO)	\$0.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
12	Alcoholic Beverage Permit: Beer On-Premise (BE)	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	\$150.00	\$150.00	\$150.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
13	Alcoholic Beverage Permit: Wine & Beer Retailer's (Excluding BEXAR, DALLAS, HARRIS, TARRANT Counties) (BG)	\$0.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	\$175.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
14	Alcoholic Beverage Permit: Retailer Dealer's On-Premise Late Hours (BL)	\$0.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
15	Alcoholic Beverage Permit: Brewpub License (BP)		\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
16	Alcoholic Beverage Permit: Package Store (P)	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
17	Alcoholic Beverage Permit: Wine Only Package Store (Q)	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
18	Alcoholic Beverage Permit: General Class B Wholesaler (X)	\$0.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
19	Alcoholic Beverage Permit: Importer's License (BI)	\$0.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
20	Alcoholic Beverage Permit: Importer's Carrier's License (BJ)	\$0.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
21	Alcoholic Beverage Permit: Beer Manufacturer's License (BA) - 1st Established	\$0.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$375.00	Each	Bi-Annual Permit at same time as state permit application/renewal. FY 21 Recommend 1/2 reduction for manufacturing related licenses.	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
	Alcoholic Beverage Permit: Beer Manufacturer's License (BA) - 2nd Established	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$750.00	Each	Bi-Annual Permit at same time as state permit application/renewal. FY 21 Recommend 1/2 reduction for manufacturing related licenses.	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
	Alcoholic Beverage Permit: Beer Manufacturer's License (BA) - 3rd, 4th, 5th Established	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,275.00	\$4,275.00	\$2,138.00	Each	Bi-Annual Permit at same time as state permit application/renewal. FY 21 Recommend 1/2 reduction for manufacturing related licenses.	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
	Alcoholic Beverage Permit: Beer Manufacturer's License (BA) - Excess of 5 Established	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,400.00	\$8,400.00	\$4,200.00	Each	Bi-Annual Permit at same time as state permit application/renewal. FY 21 Recommend 1/2 reduction for manufacturing related licenses.	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
22	Alcoholic Beverage Permit: Brewer's Permit (B)	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$750.00	Each	Bi-Annual Permit at same time as state permit application/renewal. FY 21 Recommend 1/2 reduction for manufacturing related licenses.	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
23	Alcoholic Beverage Permit: Winery (G)			\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
24	Alcoholic Beverage Permit: Local Distributor (to sell to private clubs) (LP)	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
25	Alcoholic Beverage Permit: Branch Distributor (BC)	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900
26	Alcoholic Beverage Permit: Wholesaler (W)	\$0.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3900

FY21 Master Fee List

(proposed 8/10/20)

* Indicates that Authorizing Ordinances have not been enacted - Therefore, these fees will not be assessed prior to adoption of the appropriate ordinance(s)
Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.

Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	FY19 RATE	FY20 RATE	FY21 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
27	Alcoholic Beverage Permit: General Distributors (BB)	\$0.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
28	Alcoholic Beverage Permit: Food and Beverage Certificate (FB)	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
29	Alcoholic Beverage Permit: Caterer's Permit (CB)		\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
30	Alcoholic Beverage Permit: Mixed Beverage Permit (MB or RM) - Original	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
31	Alcoholic Beverage Permit: Mixed Beverage Permit (MB or RM) - 1st Renewal	\$0.00	\$2,250.00	\$2,250.00	\$2,250.00	\$2,250.00	\$2,250.00	\$2,250.00	\$2,250.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
32	Alcoholic Beverage Permit: Mixed Beverage Permit (MB or RM) - 2nd Renewal	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
33	Alcoholic Beverage Permit: Mixed Beverage Permit (MB or RM) - 3rd and all Subsequent Renewals	\$0.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
34	Alcoholic Beverage Permit: Public Storage (K)	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
35	Alcoholic Beverage Permit: Beverage Cartage (PE)	\$0.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
36	Alcoholic Beverage Permit: Private Carrier (G)	\$0.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
37	Alcoholic Beverage Permit: Package Store Tasting (PS)	\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
	Alcoholic Beverage Permit: Mixed Beverage Restaurant Permit with FB (RM) - 2nd renewal	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
38	Alcoholic Beverage Permit: Mixed Beverage Restaurant Permit with FB (RM) - 3rd and all subsequent renewals	\$0.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00	Each	Bi-Annual Permit at same time as state permit application/renewal (collect 3rd year and after issuance of license)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
39	Alcoholic Beverage Permit: Mixed Beverage Late Hours (LB)	\$0.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
40	Motor Vehicle Junk Yard or Business Permit		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Each	Annual Note: \$1.00 Fee to Replace Lost Permit	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
41	Open Records Information: Copies (letter & legal)	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	Per Page		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
42	Open Records Information: Copies over 50 pages	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	Per Page	Plus Labor charge prorated and overhead charge	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
43	Open Records Information: Copies (Oversize 11" x 17")	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	Each		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
44	Open Records Information: Computer	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	Per Page		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
45	Open Records Information: Diskette	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Each		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
46	Open Records Information: VHS video	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	Each		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
47	Open Records Information: Audio Cassette	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Each		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
48	Open Records Information: CD	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Per clock hour		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
49	Open Records Information: Maps/D Size	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	Sheet paper		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
50	Open Records Information: Maps/D Size	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	Sheet film		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
51	Open Records Information: Maps/E Size	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	Sheet paper		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
52	Open Records Information: Maps/E Size	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	Sheet film		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
53	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
54	Airport Operations, Maintenance and Improvement Fee - Residential 1 *		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Monthly	Collected via Utility Statement when water use less than 6,000 gallons (Residential)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
55	Airport Operations, Maintenance and Improvement Fee - Residential 2 *		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Monthly	Collected via Utility Statement when water use exceeds 6,000 gallons (Residential)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
56	Airport Operations, Maintenance and Improvement Fee - Commercial 1 *		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Monthly	Collected via Utility Statement when water use is less than 4,000 gallons (Commercial)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
57	Airport Operations, Maintenance and Improvement Fee - Commercial 2 *		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Monthly	Collected via Utility Statement when water use exceeds 4,000 gallons (Commercial)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
58	Dog & Cat Registration (Unaltered) *	\$0.00	\$30.00	\$30.00	\$30.00	\$40.00	\$40.00	\$40.00	\$40.00	Per Pet	Per Year	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3535
	Dog & Cat Breeding Fee (Unaltered)						\$50.00	\$50.00	\$50.00	Per Pet	Per Year - Waived if proof of alteration & rabies vaccination shown	Animal Services	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3535
59	Dog & Cat Registration (Altered) *	\$0.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	Per Pet	Per Year - Must show proof of alteration and rabies vaccination	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3535

FY21 Master Fee List

(proposed 8/10/20)

* Indicates that Authorizing Ordinances have not been enacted - Therefore, these fees will not be assessed prior to adoption of the appropriate ordinance(s)
Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.

Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	FY19 RATE	FY20 RATE	FY21 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
60	Dog & Cat Late Registration or Fail to Register *	\$0.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	Per Pet	Per Year	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3535
61	Dog & Cat Registration 3-Year (Altered)	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00	\$20.00	\$20.00	Per Pet	Every 3 years - Must show proof of alteration and rabies vaccination.	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3535
62	Dog & Cat Registration - Replacement Tag *	\$0.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	Per Pet		Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3535
63	Dangerous Dog Registration					\$50.00	\$50.00	\$50.00	\$50.00	Per Pet Per Year		Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
64	Reclaim City-Registered Impounded Animal	\$0.00	\$90.00	\$90.00	\$90.00	\$150.00	\$150.00	\$50.00	\$50.00	Per Pet	For 1st 3 days	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
	Boarding City-registered Impounded Animal							\$10.00	\$10.00	Per Pet Per Day	For Day 4 On.	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
	Reclaim Impounded Animal						\$150.00	\$100.00	\$100.00	Per Pet	Includes rabies shot, vaccinations, & City Registration	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
65	Rabies Quarantine	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$150.00	\$150.00	\$150.00	Per Pet	To Be Done at Vet's Office Or Approved Place	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
66	Owner Surrenders	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$150.00	\$60.00	\$60.00	Per Pet		Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
	Animal Adoption Fee							\$50.00	\$50.00	Per Pet	Includes rabies shot, vaccinations, & City Registration	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
	Miscellaneous Fee							\$15.00	\$15.00	Per Pet	In Increments of \$15	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	
67	Birth Certificates	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	\$23.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
68	Death Certificates	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	\$21.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
69	Death Certificates (additional copies)	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
70	Abstract Poly Envelope	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
71	Long Poly Envelope	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
72	Mail Request: Shipping & Handling Fee	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
73	Credit/debit card payment	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	\$2.50	Each Transaction	In Addition to certificate fees	Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
74	Garage Sale Permit	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	Each	3-day/max 2 per year	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
75	Estate Sale Permit	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Each	3-days/Max 2 per year	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
76	Iterate Vendor Permit	\$20.00/\$5.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Each	\$10.00 each additional permit for same sales group. 1-year permit	Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
77	Incident Report Copies	\$2.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	Per Report	Fire Department calls only	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
78	Fire Inspection Service: Nursing Home	\$0.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	Annual Fee	Includes two inspections performed semi-annually	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
79	Fire Inspection Service: Day Care	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	Annual Fee	Includes two inspections performed semi-annually	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
80	Fire Inspection Service: Group Home	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	Annual Fee	Includes two inspections performed semi-annually	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
81	Fire Inspection Service: Hospital	\$0.00	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00	Annual Fee	Includes two inspections performed semi-annually	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
82	Fire Inspection Service: Hotel/Motel - Base		\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Annual Fee	Includes two inspections, performed semi-annually, \$25 base fee plus \$5 per room inspected	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
83	Fire Inspection Service: Hotel/Motel - Per Room		\$0.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	Annual Fee	Includes two inspections, performed semi-annually, \$25 base fee plus \$5 per room inspected	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
84	Fire Inspection Service: First Re-Inspection	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
85	Fire Inspection Service: 2nd and subsequent re-inspections	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
86	Fire Inspection Service: After Hours Inspection (Minimum 2 hr.)	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	Per hour		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
87	Water Fill / Truck Only	\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Per Order		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
88	Fire Inspection Service: Home Safety Inspection	\$0.00	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge			Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
89	Fire Inspection Service: Foster Home Inspection	\$0.00	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge			Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
90	Permit: Fire Alarm Commercial	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Annual Fee		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
91	False Alarm Fee - Commercial: 4-6 Alarms	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Each Alarm	Per 12-month period	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994

FY21 Master Fee List

(proposed 8/10/20)

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Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.

Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	FY19 RATE	FY20 RATE	FY21 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
92	False Alarm Fee - Commercial: 7 and more	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	Each Alarm	Per 12-month period	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
93	False Alarm Fee - Residential: 4-6 Alarms	\$0.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	Each Alarm	Per 12-month period	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
94	False Alarm Fee - Residential: 7 and more	\$0.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	\$45.00	Each Alarm	Per 12-month period	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
95	Permit: Fixed Fire Extinguishing System	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
96	Permit: Sprinkler/Standpipe	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
97	Permit: Installation/Removal of UST's	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
98	Permit: Open Burning (not recreational)	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
99	Permit: Recreational Burning	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
100	Permit: Fireworks	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
101	Response: Hazardous Materials	100%	110%	110%	110%	110%	110%	110%	110%	Replacement	Current Replacement cost of materials used	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
102	Response: Technical Rescue	100%	110%	110%	110%	110%	110%	110%	110%	Replacement	Current Replacement cost of materials used	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
103	Inspection Service: Pool (each body of water)	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$125.00	\$125.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
104	Inspection Service: Pool Late Fee (each body of water)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$75.00	\$75.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
105	Inspection Service: Pool 1st Re-inspection (each body of water)	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$125.00	\$125.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
106	Inspection Service: Pool Subsequent Re-inspections (each body of water/each additional inspection - incremental increase in fee)	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$125.00	\$125.00	Each	Increasing in \$100.00 increments for each additional re-inspection	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
107	Inspection Service: Pool Complaint (each body of water)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$75.00	\$75.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
108	Inspection Service: Pool Reinstatement (each body of water)	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$125.00	\$125.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
109	Health Service Inspection: Food Service w/1-5 employees	\$275.00	\$275.00	\$275.00	\$275.00	\$275.00	\$275.00	\$275.00	\$275.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
110	Health Service Inspection: Food Service w/6-10 employees	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$350.00	\$350.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
111	Health Service Inspection: Food Service w/11 or more employees	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00	\$325.00	\$375.00	\$375.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
112	Health Service Inspection: Food Service each Public & Private School	\$275.00	\$275.00	\$275.00	\$275.00	\$275.00	\$275.00	\$275.00	\$275.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
113	Health Service Inspection: Food Service for each Non-Profit	\$275, \$300, \$325	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	Annual Fee	Complaint Inspection, reinstatement & re-inspection fees apply	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
114	Health Service Inspection: Day Care Food Service	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$150.00	\$150.00	Annual Fee	Per Day Care	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
115	Health Service Inspection: Day Care Non-Food Service	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$100.00	\$100.00	Annual Fee	Per Day Care	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
116	Health Service Inspection: Foster Home	\$100.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	Bi-annual		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
117	Health Service Inspection: Adoption	\$100.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
118	Health Service Inspection: Temporary Event	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
119	Health Service Inspection: Seasonal Permit	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Each	There was an error in the current fee schedule that had swapped Mobile Fee with Seasonal Fee, this is to correct that error.	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
120	Health Service Inspection: Mobile Food Unit	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	Annual Fee	There was an error in the current fee schedule that had swapped Mobile Fee with Seasonal Fee, this is to correct that error.	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
121	Health Service Inspection: Late fee	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
122	Health Service Inspection: Complaint Inspection	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
123	Health Service Inspection: 1st Re-inspection	\$75.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
124	Health Service Inspection: Subsequent Re-inspections	\$0.00								Each	Increasing in \$100.00 increments for each additional re-inspection	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
125	Health Service Inspection: Reinstatement	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
126	Health Service Inspection: Duplicate Permit	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
127	Copy: Texas Food Establishment Rules (picked up)	\$8.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912

**FY21 Master Fee List
(proposed 8/10/20)**

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Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.**

Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	FY19 RATE	FY20 RATE	FY21 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
128	Copy: Texas Food Establishment Rules (mailed)	\$10.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	Each		Health Inspections	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
129	Health Service Inspection: Courtesy Follow Up Inspection					\$25.00	\$25.00	\$25.00	\$25.00	Each	Charged after the 2nd Courtesy Inspection	Health Inspections	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
130	Immunization: Child Administrative Fee	\$12.00	\$12.00	\$12.00	\$14.00	\$14.00	\$14.00	\$14.00	\$14.00	Per Visit	No Vaccine Maximum - No charge for Texas Medicaid Children	Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
131	Immunization: Adult Administrative Fee	\$15.00	\$15.00	\$15.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Per Visit		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
132	Copy: Shot Record	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	Each		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
133	Immunization: Private Purchase Flu vaccine	\$20.00	\$20.00	\$20.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Per Shot	Price subject to change	Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
134	Health Service: Tuberculosis Skin Test for Employment or Schooling	\$15.00	\$15.00	\$15.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Per Test		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
135	Health Service: Health Card Renewal	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	Per Card		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
136	Health Service: Blood Sugar (Finger Stick)	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	Per Test		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
137	Notary Fee	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	Per Service		Human Resources Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3917
138	Portable Building Permit					\$50.00	\$30.00	\$30.00	\$30.00	Each	For buildings that are already constructed, moved on site	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
139	New Residential Building Permit			\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	Per Square Foot	1. New SF, DD, MH and MF including units available for individual ownership; 2. Additions including but not limited to: bedrooms, bathrooms, screened porch, sunrooms and etc.; 3. Attached Accessory Structure including but not limited to: deck, garage, open porch and etc... 4. All space measured including heated and unheated space.	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
140	Residential Repair Permit					\$30.00	\$0.00	\$0.00	\$0.00	Per House	For Greater Area Than 10% of House	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
141	Residential Remodel/ Repair					\$0.25	\$0.25	\$0.25	\$0.25	Per Square Foot	Of Room Remodeled	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
142	Residential Re-Inspection Fee	\$5.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	All Trades	Does not include "Missed Appointment"	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
143	Non-Residential Building Permit			See Separate Schedule	See Separate Schedule	See Separate Schedule	See Separate Schedule	See Separate Schedule	See Separate Schedule	Each	Use the on-line file to determine permit fee and the fee will be based on the fiscal year in which the construction work is scheduled to begin.	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
144	Residential Re-Roofing or Repair Permit				\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
145	Non Residential Re-Roofing or Repair Permit					\$150.00	See Separate Schedule	See Separate Schedule	See Separate Schedule	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
146	Application Plan Review Fee: Residential	\$0.00	\$75.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
147	Application Plan Review Fee: Non-Residential	\$0.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	Each	Project costs < \$1,000,000	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
148	Application Plan Review Fee: Non-Residential	\$0.00	\$300.00	\$300.00	\$300.00	\$500.00	\$500.00	\$500.00	\$500.00	Each	Project costs => \$1,000,000	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3913
149	Residential: Re-Review Plan or Change	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
150	Non-Residential: Re-Review Plan or Change	\$0.00	\$150.00	\$150.00	\$150.00	\$250.00	\$250.00	\$250.00	\$250.00	Each	Project costs < \$1,000,000	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
151	Non-Residential: Re-Review Plan or Change	\$0.00	\$150.00	\$150.00	\$150.00	\$500.00	\$500.00	\$500.00	\$500.00	Each	Project costs => \$1,000,000	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3913
152	Non-Residential: Re-Inspection Fee	\$5.00	\$75.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Each Trade	Increases at \$25 rate per failed inspection, thus increasing to \$75, \$100, \$125 and etc... Does not include "Missed Appointment"	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
153	Inspections Outside City Limits - Inside ETJ	\$45.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	Each	Per Request from owner/contractor	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
154	Demolition Permit	\$10.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	Each	Performance Bond/cashiers check Required	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
	Demolition Permit for Out Building							\$50.00	\$50.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
155	Non-Residential: Temporary Electrical Power	\$30.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
156	Work Performed without Permit	Double Fee								Each	Double Fee	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912

FY21 Master Fee List

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Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.

Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	FY19 RATE	FY20 RATE	FY21 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
157	Record Retrieval	\$0.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	Each Request	Pulling closed files, plans and etc...	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
158	Initial Certificate of Occupancy	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	Each	Does not include new construction; 2 inspections included; \$25 each additional inspection	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
159	Replacement of Certificate of Occupancy Card	\$0.00	\$25.00	\$25.00	\$25.00	\$10.00	\$10.00	\$10.00	\$10.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
160	Re-stamp Previously Approved Plans	\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
161	Non Residential Permit Renewal of Expired Permit	\$0.00	0.25%	0.25%	0.25%	25%	25%	25%	25%	Each	25% of original permit fee	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
162	Residential renewal of Expired Permit									Each	Price of the Original Permit	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
163	Failure to Pick-up Permit within 60 days of Approval	\$0.00									Forfeit Fees	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
164	Refund Fee for Non-expired Permits	\$0.00	\$75.00	\$75.00	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	Each	Forfeit Fees; Permit fees will be reimbursed.	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
165	Refund Fee for Expired Permits	\$0.00									Forfeit Fees	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
166	Weekend/After Office Hours Inspection Fee	\$0.00	\$75.00	\$75.00	\$75.00	\$100.00	\$100.00	\$100.00	\$100.00	Per Hour	Minimum of 3 hours	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
167	Miscellaneous Inspection	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	\$0.00	\$0.00	\$0.00	Each	Not Used	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
168	Construction or Work Site Trailer	\$10.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	Per Trailer	Includes piers, tie-downs, steps, decks, electrical, plumbing, and mechanical	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
169	Minimum Inspection Miscellaneous Permit Fee	\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	\$0.00	\$0.00	\$0.00	Each	Not Used	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
170	Courtesy/ Follow Up Inspection	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	Each	2 inspections included with building permit, 3rd + is charged for each inspection	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
171	Builders & Mechanical Contractors (Plumbing, Electric, HVAC) Registration Fee	\$0.00	\$30.00	\$30.00	\$30.00	\$50.00	\$50.00	\$0.00	\$0.00	One time	Not allowed by State of Texas	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
172	Driveway Permit	\$10.00	\$20.00	\$20.00	\$20.00	\$30.00	\$30.00	\$30.00	\$30.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
173	Swimming Pool Permit	\$10+\$4 per add thousand	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$150.00	\$150.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
174	Tent Permit	\$10.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$75.00	\$75.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
175	Sign Permit for basic/simple sign			\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	Each	Simple Sign including but not limited to: Wall Mounted, Free Standing, Monument, or Pole - No electric power	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
176	Sign Permit for sign with electric power			\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Each	Simple Sign including but not limited to: Wall Mounted, Free Standing, Monument, or Pole with electric power	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
177	Sign Permit for sign with electronic messaging (CVEMS) less than or equal to 50 Square Feet			\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	Each	CVEMS including but not limited to: Wall Mounted, Free Standing, Monument, or Pole	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
178	Sign Permit for sign with electronic messaging (CVEMS) greater than 50 Square Feet			\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	Each	CVEMS including but not limited to: Wall Mounted, Free Standing, Monument, or Pole	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
179	Sign Permit-Banner	\$10.00	\$10.00	\$10.00	\$10.00	\$25.00	\$25.00	\$25.00	\$25.00	Each	Per month	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-9312
180	Sign Permit Promotional/Grand Opening	\$30.00	\$75.00	\$75.00	\$75.00	\$100.00	\$100.00	\$100.00	\$100.00	Each	Maximum Promotional 90 days; Grand Opening two weeks	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-9313
181	Billboard/Off Premise advertising sign *	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	Per Year		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
182	Cell Tower Permit	\$0.00	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
183	Co-location Antenna on Cell Tower Permit	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
184	Basic Electrical Rough-In or General Repairs Permit (up to 4 circuits)	\$8.50	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$25.00	\$25.00	Permit		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
185	Additional Electrical Rough-In or General Repairs Permit (5 – 16 circuits) (Basic + Additional)	\$1.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.50	\$2.50	Each Additional Circuit		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
186	Additional Electrical Rough-In or General Repairs Permit (More than 16 circuits) (Basic + Additional 1 + Additional 2)	\$0.75	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$2.00	\$2.00	Each Additional Circuit		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
187	Restore/Repair Electrical Service Permit (100 amp)	\$7.00	\$17.00	\$17.00	\$17.00	\$25.00	\$25.00	\$25.00	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
188	Restore/Repair Electrical Service Permit (200 amp)	\$8.50	\$18.50	\$18.50	\$18.50	\$25.00	\$25.00	\$30.00	\$30.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
189	Restore/Repair Electrical Service Permit (400 amp)	\$12.50	\$22.50	\$22.50	\$22.50	\$30.00	\$30.00	\$35.00	\$35.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
190	Restore/Repair Electrical Service Permit (600 amp)	\$15.00	\$25.00	\$25.00	\$25.00	\$35.00	\$35.00	\$40.00	\$40.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
191	Restore/Repair Electrical Service Permit (Greater than 600 amp)	\$25.00	\$35.00	\$35.00	\$35.00	\$40.00	\$40.00	\$45.00	\$45.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912

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192	Other General Electrical Repair Permit	\$7.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$30.00	\$30.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
	Non Residential General Electrical Repair Permit						\$50.00	\$50.00	\$50.00	Each		Inspections Department		
193	Electric Power Permit for Sign	\$8.50	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$30.00	\$30.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
	Electric Company Courtesy Inspection							\$25.00	\$25.00	Each	SWEPCO requires inspection before power can be turned on.	Inspections Department		
194	Placement of Temporary Pole for Electrical Power Permit	\$5.00	\$15.00	\$15.00	\$15.00	\$20.00	\$20.00	\$20.00	\$20.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
195	Appeal Concerning Electrical Code Filing Fee	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
196	Plumbing Permit Water (Installation or Replacement of Fixtures, Water Heater, Foot Spa, and etc.... Including general repair of water system)	\$4.00	\$20.00	\$10.00	\$10.00	\$15.00	\$15.00	\$15.00	\$15.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
197	Plumbing Permit: Sewer Line or Tap	\$10.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
198	Plumbing Permit Gas (Basic) (up to 4 openings)	\$4.00	\$20.00	\$10.00	\$10.00	\$15.00	\$15.00	\$15.00	\$15.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
199	Plumbing Permit Gas (Additional) (Greater than 4 openings) (Basic + Additional)	\$0.50	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Each (over 4)		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
200	Plumbing Permit Irrigation: RPZ instillation	\$4.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$15.00	\$15.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
201	Plumbing Permit Irrigation: (Basic) (1-5 Heads)	\$4.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$10.00	\$10.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
202	Plumbing Permit Irrigation (Additional) (More than heads)(Basic + Additional)	\$0.30	\$0.60	\$0.60	\$0.60	\$0.60	\$0.60	\$0.75	\$0.75	Each Additional Head		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
203	Plumbing Permit Miscellaneous (Backflow, Grease Trap, Sand/Oil Separator and etc...)	\$4.00	\$20.00	\$20.00	\$20.00	\$25.00	\$25.00	\$25.00	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
204	HVAC Permit: Residential Air Installation/Replacement	\$12.50	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Per Unit		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
205	HVAC Permit: Non Residential Commercial Air Installation/Replacement	\$0.60	\$1.20	\$1.20	\$1.20	\$50.00	\$50.00	\$50.00	\$50.00	Per Unit		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
206	HVAC Permit: Mini Split Commercial Air Units	\$0.00	\$0.00	\$0.00	\$0.00	\$10.00	\$10.00	\$10.00	\$10.00	Per Unit		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
207	Library Membership Texarkana AR/TX Residents	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each		Library	600 West 3 rd Street	903-794-2149
208	Library Membership Non-Texarkana Resident	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Annual Fee		Library	600 West 3 rd Street	903-794-2149
209	Library Overdue Fines (Books and Compact Discs)	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	Per Calendar Day	Up to the cost of the book or compact discs. Return stops the fine accumulation.	Library	600 West 3 rd Street	903-794-2149
210	Library Overdue Fines (Videos, DVD or Playaway)	\$2.00	\$2.00	\$2.00	\$2.00	\$1.00	\$1.00	\$1.00	\$1.00	Per Calendar Day	Until the return, up to the cost of the videos, DVD or Playaway	Library	600 West 3 rd Street	903-794-2149
211	Library card replacement	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Per Replacement	Lost unexpired library card	Library	600 West 3 rd Street	903-794-2149
212	Library: Ear buds	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Per Set		Library	600 West 3 rd Street	903-794-2149
213	Library: Memory Sticks (flash drive)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	Per Drive		Library	600 West 3 rd Street	903-794-2149
214	Library Bag (Plastic)	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	Per Bag		Library	600 West 3 rd Street	903-794-2149
215	Library Bag (Canvas)	\$7.50	\$7.50	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	\$7.00	Per Bag		Library	600 West 3 rd Street	903-794-2149
216	Library: Use of Typewriter	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	Per 1/2 Hour		Library	600 West 3 rd Street	903-794-2149
217	Library: Case Replacement	\$1.00	\$1.00	\$1 - \$9	\$1 - \$9	\$1 - \$9	\$1 - \$9	\$1 - \$9	\$1 - \$9	Per Case		Library	600 West 3 rd Street	903-794-2149
218	Library: Art Sleeve for case			\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Each		Library	600 West 3 rd Street	903-794-2149
219	Library: Due Date Card Replacement	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Per Card		Library	600 West 3 rd Street	903-794-2149
220	Library: Photo copies (B&W)	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	\$0.15	Per Page		Library	600 West 3 rd Street	903-794-2149
221	Library: Photo copies (Color)	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Per Page		Library	600 West 3 rd Street	903-794-2149
222	Library: Texas Notary	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Per Service		Library	600 West 3 rd Street	903-794-2149
223	Library: Fax Service Receiving	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	Per Page		Library	600 West 3 rd Street	903-794-2149
224	Library: Fax Service Sending (local)	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	Per Page		Library	600 West 3 rd Street	903-794-2149
225	Library: Fax Service Sending (long distance)	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Per Page		Library	600 West 3 rd Street	903-794-2149
226	Library: Fax Service Sending (International)			\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	Per Page		Library	600 West 3 rd Street	903-794-2149
227	Library: Lamination										Inquire at Circulation Desk	Library	600 West 3 rd Street	903-794-2149
228	Library: David Nelson Meeting Room Rental	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	Per Rental	Non-Profit Organizations Exempt	Library	600 West 3 rd Street	903-794-2149
229	Municipal Court Technology Fees	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	Per Case		Municipal Court	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3551
230	Municipal Court Building Security Fees	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	Per Case		Municipal Court	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3551
231	Municipal Court Warrant Fee	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Per Warrant		Municipal Court	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3551

FY21 Master Fee List

(proposed 8/10/20)

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 Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.

Item Number	SERVICE/PERMIT	FY14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	FY19 RATE	FY20 RATE	FY21 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
232	Park Pavilion Rental (Half Day)	\$10.00	\$15.00	\$15.00	\$15.00	\$15.00	\$20.00	\$20.00	\$20.00	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
233	Park Pavilion Rental (All Day)	\$20.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Per Rental		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
234	Ball Field Rental - Practice Game	\$15.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Per Game		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
235	Ball Field Rental - Tournaments 1 Field	\$75.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Per Tournament		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
236	Ball Field Rental - Tournaments 2 Fields	\$150.00	\$175.00	\$175.00	\$175.00	\$175.00	\$200.00	\$200.00	\$200.00	Per Tournament		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
237	Ball Field Rental - Tournaments 3 Fields	\$200.00	\$250.00	\$250.00	\$250.00	\$250.00	\$300.00	\$300.00	\$300.00	Per Tournament		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
238	Ball Field Rental - Tournaments 4-5 Fields	\$250.00	\$300.00	\$300.00	\$300.00	\$300.00	\$400.00	\$400.00	\$400.00	Per Day		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
239	Collins Senior Center Activity Room	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	Per Event		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
240	Collins Senior Center Meeting Room	\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Each Rental		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
241	Southwest Center Multipurpose Room (GYM) Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
242	Southwest Center Multipurpose Room (GYM) Rental	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
243	Southwest Center Multipurpose Room (GYM) Rental	\$250.00	\$275.00	\$275.00	\$275.00	\$275.00	\$275.00	\$300.00	\$300.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
244	Southwest Center ABC Room Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
245	Southwest Center ABC Room Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
246	Southwest Center ABC Room Rental	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$100.00	\$100.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
247	Southwest Center Game/Activity Room Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
248	Southwest Center Game/Activity Room Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
249	Southwest Center Game/Activity Room Rental	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$75.00	\$75.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
250	Southwest Center Room A Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
251	Southwest Center Room A Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
252	Southwest Center Room A Rental	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
253	Southwest Center Room B Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
254	Southwest Center Room B Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
255	Southwest Center Room B Rental	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978

FY21 Master Fee List

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 Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.

Item Number	SERVICE/PERMIT	FY14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	FY19 RATE	FY20 RATE	FY21 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
256	Southwest Center Room C Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
257	Southwest Center Room C Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
258	Southwest Center Room C Rental	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
259	Southwest Center Room D Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
260	Southwest Center Room D Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
261	Southwest Center Room D Rental	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
262	Application for Zoning Change (Base Fee) (Base + Variable)	\$90.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
263	Application for Specific Use Permit (Base Fee) (Base + Variable)	\$90.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
264	Application for Site Plan approval (Base Fee) (Base + Variable)	\$90.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
265	Application for Site Plan Amendments (Base Fee) (Base + Variable)	\$90.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
266	Specific Use Permit Renewal (Base Fee) (Base + Variable)	\$90.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Per Permit		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
267	Application fee for Amendment to Zoning Ordinance	\$0.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	Per Amendment		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
268	Variances Requests (ZBA)(Base Fee) (Base + Variable)	\$60.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
269	Historic District Certificate of Appropriateness	\$0.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	Per Applicant		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
270	Subdivision Plats – preliminary (Base Fee) (Base + Variable Deposit)	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Per Plat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
271	Subdivision Plats – final (Base Fee) (Base + Variable Deposit)	\$0.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	Per Plat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
272	Subdivision Plats – re-approval (Base Fee) (Base + Variable Deposit)	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Per Re-approval		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
273	Subdivision Replats (Base Fee) (Base + Variable Deposit)	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Per Replat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
274	Subdivision Plat - Vacated (Base Fee)	\$0.00	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Per Plat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
275	Subdivision Plat – amendments (Base Fee) (Base + Variable Deposit)	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Per Amendment		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
276	Subdivision Minor Plats (Base Fee) (Base + Variable Deposit)	\$0.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Per Minor Plat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945

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277	Deposit for Variable Fees	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Per Application	(Variable costs include the costs such as advertising, mailing notices, sign manufacturing and posting and etc...) Unused deposit will be returned to petitioner once the final decision is rendered. If variable costs exceed the deposit amount the difference is required to be paid in full prior to issuance of the permit or other required document.	Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
278	Zoning Verification Document	\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Each		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
279	Voluntary Annexation Application Fee	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500 plus publication costs	\$500 plus publication costs	Each Application	Additional cost for publication and advertising as required by state law.	Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
280	Street Name Change Application Fee	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$750.00	\$750.00	\$750.00	Per request	Additional cost for new signage	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
281	Street/Alley/Public ROW Abandonment Application Fee	\$0.00	\$2,000.00	\$500.00	\$500.00	\$500.00	\$750.00	\$750.00	\$750.00	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
282	Ground Level License to Encumber Right-Of-Way	100% Fair Market Value	100% Fair Market Value	100% Fair Market Value	100% Fair Market Value	100% Fair Market Value	100% Fair Market Value	100% Fair Market Value	100% Fair Market Value	Per Square Foot	\$100 Nonrefundable deposit required at submittal for request review. The fair market value per square foot cost is an annual fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
283	Ground Level License to Encumber Right-Of-Way: Sign Only				\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	Each Encumbrance		Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
284	Wireless Cell communication pole/tower with network nodes to Encumber Right-of-Way					\$250.00	\$250.00	\$250.00	\$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
285	Air Space License to Encumber Right-Of-Way	10% Fair Market Value	10% Fair Market Value	10% Fair Market Value	10% Fair Market Value	10% Fair Market Value	10% Fair Market Value	10% Fair Market Value	10% Fair Market Value	Per Square Foot	\$100 Nonrefundable deposit required at submittal for request review. The fair market value per square foot cost is an annual fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
286	Subsurface License to Encumber Right-Of-Way	10% Fair Market Value	10% Fair Market Value	10% Fair Market Value	10% Fair Market Value	10% Fair Market Value	10% Fair Market Value	10% Fair Market Value	10% Fair Market Value	Per Square Foot	\$100 Nonrefundable deposit required at submittal for request review. The fair market value per square foot cost is an annual fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
287	Ornamental Device License to Encumber Right-Of-Way	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Per Request	\$100 Nonrefundable deposit required at submittal for request review. This is a one time fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
288	Downtown CBD License to Encumber Right-Of-Way*				\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Per Request	\$100 Nonrefundable deposit required at submittal for request review. This is a one time fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
289	Solid Waste Pickup - Residential Rate	\$17.21	\$17.54	\$17.35	\$17.85	\$18.39	\$19.20	\$20.43	\$20.82	Per Month	Includes 96 gal. Trash cart, 65 Gal. recycle cart, Yard waste pickup. 2021 - \$11.86/month for additional cart.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
290	Solid Waste Pickup - Commercial Hand PU (1 Toter)	\$22.57	\$23.00	\$22.75	\$25.00	\$25.75	\$26.88	\$28.60	\$29.14	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 (2 Toter)	\$33.83	\$34.47	\$34.09	\$42.00	\$43.26	\$45.16	\$48.05	\$49.86	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
292	Solid Waste Pickup - Commercial Hand PU (3 Toter)								\$68.78	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 Hand PU (4 Toter)	\$42.34	\$43.14	\$42.67	\$59.00	\$60.77	\$81.72	\$86.95	\$88.60	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
294	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$90.54	\$92.26	\$91.25	\$94.90	\$97.75	\$102.05	\$108.58	\$110.64	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
295	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$135.76	\$138.34	\$136.82	\$142.29	\$146.56	\$153.01	\$162.80	\$165.89	Per Month	Two 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	\$158.40	\$161.41	\$159.63	\$166.02	\$171.00	\$178.52	\$189.95	\$193.56	Per Month	Three 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	\$181.13	\$184.57	\$182.54	\$189.84	\$195.54	\$204.14	\$217.20	\$221.33	Per Month	Four 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	\$203.68	\$207.55	\$205.27	\$213.48	\$219.88	\$229.55	\$244.24	\$248.88	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
299	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$249.12	\$253.85	\$251.06	\$261.10	\$268.93	\$280.76	\$298.73	\$304.41	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
300	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$58.81	\$59.93	\$59.27	\$61.64	\$63.49	\$66.28	\$70.52	\$71.86	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
301	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$108.63	\$110.69	\$109.47	\$113.85	\$117.27	\$122.43	\$130.27	\$132.75	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
302	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$163.05	\$166.15	\$164.32	\$170.89	\$176.02	\$183.76	\$195.52	\$199.23	Per Month	Two 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	\$190.14	\$193.75	\$191.62	\$199.28	\$205.26	\$214.29	\$228.00	\$232.33	Per Month	Three 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	\$217.40	\$221.53	\$219.09	\$227.85	\$234.69	\$245.02	\$260.70	\$265.65	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948

FY21 Master Fee List

(proposed 8/10/20)

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Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.

Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	FY19 RATE	FY20 RATE	FY21 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
305	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$244.48	\$249.13	\$246.39	\$256.25	\$263.94	\$275.55	\$293.19	\$298.76	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
306	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$298.84	\$304.52	\$301.17	\$313.22	\$322.62	\$336.82	\$358.38	\$355.00	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
307	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$70.58	\$71.92	\$71.13	\$73.98	\$76.20	\$79.55	\$84.64	\$86.25	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
308	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$126.80	\$129.21	\$127.79	\$132.90	\$136.89	\$142.91	\$152.06	\$154.95	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
309	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$190.14	\$193.75	\$191.62	\$199.28	\$205.26	\$214.29	\$228.00	\$232.33	Per Month	Two 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	\$221.89	\$226.11	\$223.62	\$232.56	\$239.54	\$250.08	\$266.09	\$271.15	Per Month	Three 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	\$253.59	\$258.41	\$255.57	\$265.79	\$273.76	\$285.81	\$304.10	\$309.88	Per Month	Four 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	\$285.31	\$290.73	\$287.53	\$299.03	\$308.00	\$321.55	\$342.13	\$348.63	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
313	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$348.69	\$355.32	\$351.41	\$365.47	\$376.43	\$392.99	\$418.14	\$426.08	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
314	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$82.36	\$83.92	\$83.00	\$86.32	\$88.91	\$92.82	\$98.76	\$100.64	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
315	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$164.10	\$167.83	\$165.98	\$172.62	\$177.80	\$185.62	\$197.50	\$201.25	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
316	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$248.51	\$253.23	\$250.44	\$260.46	\$268.27	\$280.07	\$297.99	\$303.65	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
317	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$287.48	\$292.94	\$289.72	\$301.31	\$310.35	\$324.01	\$344.75	\$351.30	Per Month	Three 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	\$329.35	\$335.61	\$331.92	\$345.20	\$355.56	\$371.20	\$394.96	\$402.46	Per Month	Four 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	\$371.32	\$378.38	\$374.22	\$389.19	\$400.87	\$418.51	\$445.29	\$453.75	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
320	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$452.17	\$460.76	\$455.69	\$473.92	\$488.14	\$509.62	\$542.24	\$552.54	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
321	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$106.99	\$109.02	\$107.82	\$112.13	\$115.49	\$141.45	\$150.50	\$153.36	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
322	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$190.08	\$193.69	\$191.56	\$199.22	\$205.20	\$214.23	\$227.94	\$232.27	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
323	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$253.59	\$258.41	\$255.57	\$265.79	\$273.76	\$285.81	\$304.10	\$309.88	Per Month	Two 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	\$329.40	\$335.66	\$331.97	\$345.25	\$355.61	\$371.26	\$395.02	\$402.53	Per Month	Three 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	\$476.31	\$485.36	\$480.02	\$499.22	\$514.20	\$536.82	\$571.18	\$582.03	Per Month	Four 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	\$519.51	\$529.38	\$523.56	\$544.50	\$560.84	\$585.52	\$622.99	\$634.83	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
327	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$600.57	\$611.98	\$605.25	\$629.46	\$648.34	\$676.87	\$720.19	\$733.87	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
328	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$123.51	\$125.86	\$124.48	\$129.46	\$133.34	\$139.21	\$148.12	\$150.93	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
329	Solid Waste Pickup - Commercial 96-Gallon Toter (RECYCLE)	\$3.20	\$3.26	\$3.22	\$3.35	\$3.45	\$3.60	\$3.83	\$3.90	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 6-Yard FEL Container/Cardboard	\$51.19	\$52.16	\$51.59	\$53.65	\$55.26	\$57.69	\$61.38	\$62.55	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 8-Yard FEL Container/Cardboard	\$61.42	\$62.59	\$61.90	\$64.38	\$66.31	\$69.23	\$73.66	\$75.06	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
332	Solid Waste Pickup - Commercial 2-Yard FEL Compactor								\$259.85	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
333	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$222.00	\$226.22	\$223.73	\$232.68	\$239.66	\$250.21	\$266.22	\$271.28	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
334	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$444.00	\$452.44	\$447.46	\$465.36	\$479.32	\$500.41	\$532.44	\$542.56	Per Month	Two 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	\$666.00	\$678.65	\$671.18	\$698.03	\$718.97	\$750.60	\$798.64	\$813.81	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
336	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$888.00	\$904.87	\$894.92	\$930.72	\$958.64	\$1,000.82	\$1,064.87	\$1,085.10	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
337	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$1,110.00	\$1,131.09	\$1,118.65	\$1,163.40	\$1,198.30	\$1,251.03	\$1,331.10	\$1,356.39	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
338	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$1,332.00	\$1,357.31	\$1,342.38	\$1,396.08	\$1,448.67	\$1,512.41	\$1,609.20	\$1,639.77	Per Month	Six 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	\$261.79	\$266.76	\$263.83	\$274.38	\$282.61	\$295.04	\$313.92	\$319.88	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
340	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$523.59	\$533.54	\$527.67	\$548.78	\$565.24	\$590.11	\$627.88	\$639.81	Per Month	Two 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	\$785.38	\$800.30	\$791.50	\$823.16	\$847.85	\$885.16	\$941.81	\$959.70	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
342	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$1,047.18	\$1,067.08	\$1,055.34	\$1,097.55	\$1,130.48	\$1,180.22	\$1,255.75	\$1,279.61	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948

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Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.

Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	FY19 RATE	FY20 RATE	FY21 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
343	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$1,308.96	\$1,333.83	\$1,319.16	\$1,371.93	\$1,413.09	\$1,475.27	\$1,569.69	\$1,599.51	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
344	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$1,570.76	\$1,600.60	\$1,582.99	\$1,646.31	\$1,695.70	\$1,770.31	\$1,805.12	\$1,839.42	Per Month	Six 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	\$301.06	\$306.78	\$303.41	\$315.55	\$325.02	\$339.32	\$361.04	\$367.90	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
346	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$602.12	\$613.56	\$606.81	\$631.08	\$650.01	\$678.61	\$722.04	\$735.76	Per Month	Two 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	\$903.18	\$920.34	\$910.22	\$946.63	\$975.03	\$1,017.93	\$1,083.08	\$1,103.66	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
348	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$1,204.24	\$1,227.12	\$1,213.62	\$1,262.16	\$1,300.02	\$1,357.22	\$1,444.08	\$1,471.52	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
349	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$1,505.30	\$1,533.90	\$1,517.03	\$1,577.71	\$1,625.04	\$1,696.54	\$1,805.12	\$1,839.42	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
350	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$1,806.36	\$1,840.68	\$1,820.43	\$1,893.25	\$1,950.05	\$2,035.85	\$2,166.14	\$2,207.30	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
351	Solid Waste Pickup 20-Yard Roll-Off (Open Top)	\$288.14	\$293.61	\$290.38	\$290.38	\$299.09	\$321.25	\$332.23	\$338.54	Per Haul	2021 Rates Delivery Rate - \$126.85 Rental Daily Rate - \$5.95 Disposal Rate - \$42.33 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
352	Solid Waste Pickup 30-Yard Roll-Off (Open Top)	\$312.16	\$318.09	\$314.59	\$314.59	\$324.03	\$338.29	\$357.81	\$364.61	Per Haul	2021 Rates Delivery Rate - \$126.85 Rental Daily Rate - \$5.95 Disposal Rate - \$42.33 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
353	Solid Waste Pickup 40-Yard Roll-Off (Open Top)	\$336.17	\$342.56	\$338.79	\$338.79	\$349.07	\$364.43	\$387.75	\$395.12	Per Haul	2021 Rates Delivery Rate - \$126.85 Rental Daily Rate - \$5.95 Disposal Rate - \$42.33 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
354	Solid Waste Pickup 30-Yard Roll-Off (Compactor)	\$312.16	\$318.09	\$314.59	\$314.59	\$324.03	\$338.29	\$359.94	\$366.78	Per Haul	2021 Rates Delivery Rate - \$126.85 Rental Daily Rate - NEGOTIATED Disposal Rate - \$42.33 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
355	Solid Waste Pickup 33-Yard Roll-Off (Compactor)	\$336.17	\$342.56	\$338.79	\$338.79	\$348.95	\$364.30	\$387.62	\$394.98	Per Haul	2021 Rates Delivery Rate - \$126.85 Rental Daily Rate - NEGOTIATED Disposal Rate - \$42.33 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
356	Solid Waste Pickup 34-Yard Roll-Off (Compactor)	\$336.17	\$342.56	\$338.79	\$338.79	\$348.95	\$364.30	\$387.62	\$394.98	Per Haul	2021 Rates Delivery Rate - \$126.85 Rental Daily Rate - NEGOTIATED Disposal Rate - \$42.33 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
357	Solid Waste Pickup 35-Yard Roll-Off (Compactor)	\$336.17	\$342.56	\$338.79	\$338.79	\$348.95	\$364.30	\$387.62	\$394.98	Per Haul	2021 Rates Delivery Rate - \$126.85 Rental Daily Rate - NEGOTIATED Disposal Rate - \$42.33 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
358	Solid Waste Pickup 40-Yard Roll-Off (Compactor)	\$336.17	\$342.56	\$338.79	\$338.79	\$348.95	\$364.30	\$387.62	\$394.98	Per Haul	2021 Rates Delivery Rate - \$126.85 Rental Daily Rate - NEGOTIATED Disposal Rate - \$42.33 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
359	Solid Waste Pickup 42-Yard Roll-Off (Compactor)	\$336.17	\$342.56	\$338.79	\$338.79	\$348.95	\$364.30	\$387.62	\$394.98	Per Haul	2021 Rates Delivery Rate - \$126.85 Rental Daily Rate - NEGOTIATED Disposal Rate - \$42.33 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
360	Utility Easement Abandonment Application Fee	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$750.00	\$750.00	\$750.00	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
361	Central Records and Communications	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	Per Copy or 911 Recording		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
362	Police: Accident or Crash Report	\$5.00	\$5.00	\$5.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	Copy of Report	Front and back pages	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
363	Police: Offense Report	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	Copy of Report	Front page only	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
364	Police: Criminal History	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	Each	Must show two forms of ID	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
365	Police: Certification of any Report	\$5.00	\$5.00	\$5.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	Each	Added to the cost of the report	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
366	Burglar Alarm Permits -- Residential	\$20.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	Annual Permit		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102
367	Burglar Alarm Permits -- Commercial	\$20.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	Annual Permit		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102
368	Burglar Alarm Permits -- late renewal (30 days or less late)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Each System		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102

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Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	FY19 RATE	FY20 RATE	FY21 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
369	Burglar Alarm Permits -- late renewal (more than 30 days late)	\$20.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	Each System		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102
370	False Alarm Fees	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Each alarm	Per alarm after 6 alarms in any 12 month period	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102
371	Wrecker Permits	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Per wrecker	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
372	Vehicle Storage Facility	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Per facility	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
373	Taxi Permits	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	Per taxicab	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
374	Sexually Oriented Business	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	\$400.00	Per business	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
375	Youth Club/Dance Hall Permit	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Per business	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
376	Police: Extraordinary Response to Problem Location				\$22.88	\$28.78	\$28.78	\$28.78	\$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
377	Water Service Connection	\$10.00	\$10.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	Each	Water Service Initiation	TWU	801 Wood Street	903-798-3800
378	Water Meter Disconnect	\$10.00	\$10.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	Each	Discontinue Service	TWU	801 Wood Street	903-798-3800
379	Water Service Transfer	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Each		TWU	801 Wood Street	903-798-3800
380	Late Service Charge -- Non-Payment	10%	10%	10%	10%	10%	10%	10%	10%	On billed amount	If not paid by Due Date	TWU	801 Wood Street	903-798-3800
381	After Hours Service Call to reinstate water service	\$25.00	\$25.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Each		TWU	801 Wood Street	903-798-3800
382	Non Payment Service Charge	\$20.00	\$20.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	Each	if not paid by disconnect date	TWU	801 Wood Street	903-798-3800
383	Water meter reread initiated by Customer	\$10.00	\$10.00	\$10.00	\$10.00	\$15.00	\$15.00	\$15.00	\$15.00	Each	No charge if initiated by TWU	TWU	801 Wood Street	903-798-3800
384	Water meter testing initiated by Customer	\$30.00	\$30.00	\$30.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Each	Meters two inches & smaller	TWU	801 Wood Street	903-798-3800
385	Water meter testing, for 2" line or greater, initiated by Customer (Cost plus %)	10%	10%	10%	10%	10%	10%	10%	10%	Each	Meters larger than two inches	TWU	801 Wood Street	903-798-3800
386	Water meter Tampering	\$35.00	\$35.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Each		TWU	801 Wood Street	903-798-3800
387	Unauthorized Water Connection Inserted	\$35.00	\$35.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	Each		TWU	801 Wood Street	903-798-3800
388	Water meter Fees -- 5/8" meter	Cost	Cost	Cost	Cost	Cost	Cost	Cost	Cost	Each		TWU	801 Wood Street	903-798-3800
389	Water meter Fees -- 1" meter	Cost	Cost	Cost	Cost	Cost	Cost	Cost	Cost	Each		TWU	801 Wood Street	903-798-3800
390	Water: Single Register 2" (irrigation)	Cost	Cost	Cost	Cost	Cost	Cost	Cost	Cost	Each		TWU	801 Wood Street	903-798-3800
391	Inspection/Tapping Fee for Water Main	\$25.00	\$25.00	\$25.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	Each		TWU	801 Wood Street	903-798-3800
392	Bacteriological testing of water samples	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Each		TWU	801 Wood Street	903-798-3800
393	Late fee for submission of Bacteriological testing samples after 12:00 noon daily cut-off	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20.00	\$20.00	\$20.00	Each		TWU	2700 New Boston Rd	903-798-3850
394	Inspection/Tapping Fee for Sewer Main	\$0.00	\$0.00	\$0.00	\$25.00	\$50.00	\$50.00	\$50.00	\$50.00	Each		TWU	801 Wood Street	903-798-3800
395	Sanitary Sewer Availability Fee *	\$0.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Monthly	Non-Connection when Sewer Connection is available to the property	TWU	801 Wood Street	903-798-3800
396	Sewer Surcharge -- Excessive Strength Wastes	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	TSS per pound		TWU	801 Wood Street	903-798-3800
397	Sewer Surcharge -- Excessive Strength Wastes	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	\$0.25	BOD per pound		TWU	801 Wood Street	903-798-3800
398	Industrial Wastewater Discharge Permit	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00		Significant Discharger	TWU	801 Wood Street	903-798-3800
399	Industrial Wastewater Discharge Permit	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00		Minor Discharger	TWU	801 Wood Street	903-798-3800
400	Industrial Wastewater Discharge Permit	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00		Commercial Discharger	TWU	801 Wood Street	903-798-3800
401	Industrial Wastewater Discharge Permit	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00		Intermittent Discharger	TWU	801 Wood Street	903-798-3800
402	Industrial Wastewater Discharge Permit	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00		Transported Discharger	TWU	801 Wood Street	903-798-3800
403	Industrial Wastewater Discharge Permit	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00		Non-Discharge	TWU	801 Wood Street	903-798-3800
404	Temporary Wastewater Discharge Permit	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00			TWU	801 Wood Street	903-798-3800
405	Metered Discharge Treatment	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	\$0.05	Per Gallon		TWU	801 Wood Street	903-798-3800
406	Liquid Waste Transport Permit	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$60.00	\$60.00	\$60.00			TWU	801 Wood Street	903-798-3800
407	Liquid Waste Transport Permit Late Fee					\$25.00	\$25.00	\$25.00	\$25.00	Each Permit		TWU	3616 South State Line Ave	903-798-3870
408	Septic Waste Dumping	\$35.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Per 1,000 Gallons	Per Volume of Tank	TWU	801 Wood Street	903-798-3800
409	Delivery of Non-Domestic Waste to POTW Treatment Plant	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	\$0.10	Per Gallon		TWU	801 Wood Street	903-798-3800
410	Septic Waste Manifest Books	\$12.00	\$12.00	\$12.00	\$12.00	\$13.00	\$15.00	\$15.00	\$15.00	Each		TWU	801 Wood Street	903-798-3800
411	Liquid Waste Transporter Manifest Late Fee					\$25.00	\$25.00	\$25.00	\$25.00	Each Occurrence		TWU	3616 South State Line Ave	903-798-3870
412	Non-Residential Backflow Prevention Assembly Device	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	Per Year		TWU	801 Wood Street	903-798-3800
413	Backflow Testing Fee	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00	\$135.00	\$135.00	\$135.00	Each		TWU	3616 South State Line Ave	903-798-3870
414	Backflow Tester Registration Fee				\$25.00	\$25.00	\$25.00	\$25.00	\$25.00	Per Tester	Annual Fee	TWU	3616 South State Line Ave	903-798-3870
415	Fire Hydrant Flow Testing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	\$100.00	Per Test		TWU	801 Wood Street	903-798-3829
416	Smoke Testing Sewer Mains						\$100.00	\$100.00	\$100.00	Per Test	(2 Person Crew, 2 hours)	TWU	3616 South State Line Ave	903-798-3870
417	CCTV Sewer Mains						\$250.00	\$250.00	\$250.00	Each	(3 Person Crew, 3 hours)	TWU	801 Wood Street	903-798-3829
418	Commercial Customer Service Inspection				\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	Each		TWU	3616 South State Line Ave	903-798-3870

FY21 Master Fee List

(proposed 8/10/20)

* Indicates that Authorizing Ordinances have not been enacted - Therefore, these fees will not be assessed prior to adoption of the appropriate ordinance(s)
Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.

Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	FY19 RATE	FY20 RATE	FY21 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
419	Environmental Services Enforcement Fee				Cost plus 10%	Cost plus 10%	Cost plus 10%	Cost plus 10%	Cost plus 10%	Per Action		TWU	3616 South State Line Ave	903-798-3870
420	Backflow Assembly Test Booklet	\$6.00	\$6.00	\$6.00	\$6.00	\$7.00	\$7.00	\$7.00	\$7.00	Each		TWU	801 Wood Street	903-798-3800
421	Water Infrastructure Fee - Residential	\$1.00	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	Monthly		TWU	801 Wood Street	903-798-3800
422	Water Infrastructure Fee - Residential	\$1.00	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	\$1.50	Monthly		TWU	801 Wood Street	903-798-3800
423	Water Infrastructure Fee - Commercial	\$2.50	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	Monthly		TWU	801 Wood Street	903-798-3800
424	Water Infrastructure Fee - Commercial	\$2.50	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	Monthly		TWU	801 Wood Street	903-798-3800
425	TX Regional Water Plant Fee							\$1.50	\$1.50	Per 1,000 Gallons	All metered usage over zero	TWU	801 Wood Street	903-798-3800
426	Sales: Screened Compost	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	Per Cubic Yard		TWU	4000 South State Line Ave	903-798-3860
427	Sales: Screened Compost	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	Per bag (1- Cubic Foot)		TWU	4000 South State Line Ave	903-798-3860
428	Sales: Unscreened Compost	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	Per Cubic Yard		TWU	4000 South State Line Ave	903-798-3860
429	Sales: Wood Chips	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	\$8.00	Per Cubic Yard		TWU	4000 South State Line Ave	903-798-3860
430	Sales: Wood Chips	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	Per Bag (2- Cubic Foot)		TWU	4000 South State Line Ave	903-798-3860
431	Sales: Leaf Mulch	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	\$10.00	Per Cubic Yard		TWU	4000 South State Line Ave	903-798-3860
432	Residential Water Service Charge (Monthly)			\$8.15	\$8.15	\$8.15	\$8.15	\$8.15	\$8.15	Per Meter		TWU	801 Wood Street	903-798-3800
433	Residential Water Volume Rate Tier 1			\$1.75	\$1.75	\$1.75	\$1.75	\$1.75	\$1.75	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
434	Residential Water Volume Rate Tier 2			\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
435	Residential Water Volume Rate Tier 3			\$3.25	\$3.25	\$3.25	\$3.25	\$3.25	\$3.25	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800
436	Residential Water Volume Rate Tier 4			\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
437	Residential Water Volume Rate Tier 5			\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
438	Commercial Water Service Charge 1 (Monthly)			\$9.28	\$9.28	\$9.28	\$9.28	\$9.28	\$9.28	Per Meter	5/8" Meter	TWU	801 Wood Street	903-798-3800
439	Commercial Water Service Charge 2 (Monthly)			\$9.28	\$9.28	\$9.28	\$9.28	\$9.28	\$9.28	Per Meter	3/4" Meter	TWU	801 Wood Street	903-798-3800
440	Commercial Water Service Charge 3 (Monthly)			\$10.61	\$10.61	\$10.61	\$10.61	\$10.61	\$10.61	Per Meter	1" Meter	TWU	801 Wood Street	903-798-3800
441	Commercial Water Service Charge 4 (Monthly)			\$11.93	\$11.93	\$11.93	\$11.93	\$11.93	\$11.93	Per Meter	1.5" Meter	TWU	801 Wood Street	903-798-3800
442	Commercial Water Service Charge 5 (Monthly)			\$13.24	\$13.24	\$13.24	\$13.24	\$13.24	\$13.24	Per Meter	2" Meter	TWU	801 Wood Street	903-798-3800
443	Commercial Water Service Charge 6 (Monthly)			\$26.50	\$26.50	\$26.50	\$26.50	\$26.50	\$26.50	Per Meter	3" Meter	TWU	801 Wood Street	903-798-3800
444	Commercial Water Service Charge 7 (Monthly)			\$39.75	\$39.75	\$39.75	\$39.75	\$39.75	\$39.75	Per Meter	4" Meter	TWU	801 Wood Street	903-798-3800
445	Commercial Water Service Charge 8 (Monthly)			\$66.25	\$66.25	\$66.25	\$66.25	\$66.25	\$66.25	Per Meter	6" Meter	TWU	801 Wood Street	903-798-3800
446	Commercial Water Service Charge 9 (Monthly)			\$66.25	\$66.25	\$66.25	\$66.25	\$66.25	\$66.25	Per Meter	8" Meter	TWU	801 Wood Street	903-798-3800
447	Commercial Water Volume Rate Tier 1			\$3.25	\$3.25	\$3.25	\$3.25	\$3.25	\$3.25	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
448	Commercial Water Volume Rate Tier 2			\$3.25	\$3.25	\$3.25	\$3.25	\$3.25	\$3.25	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
449	Commercial Water Volume Rate Tier 3			\$3.25	\$3.25	\$3.25	\$3.25	\$3.25	\$3.25	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800
450	Commercial Water Volume Rate Tier 4			\$3.25	\$3.25	\$3.25	\$3.25	\$3.25	\$3.25	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
451	Commercial Water Volume Rate Tier 5			\$3.25	\$3.25	\$3.25	\$3.25	\$3.25	\$3.25	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
452	Industrial Water Rates and Service Charges			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Annual	Negotiated Water Budgets	TWU	801 Wood Street	903-798-3800
453	Residential Water Service Charge (Monthly) [outside city limits]			\$12.23	\$12.23	\$12.23	\$12.23	\$12.23	\$12.23	Per Meter		TWU	801 Wood Street	903-798-3800
454	Residential Water Volume Rate Tier 1 [outside city limits]			\$2.63	\$2.63	\$2.63	\$2.63	\$2.63	\$2.63	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
455	Residential Water Volume Rate Tier 2 [outside city limits]			\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
456	Residential Water Volume Rate Tier 3 [outside city limits]			\$4.88	\$4.88	\$4.88	\$4.88	\$4.88	\$4.88	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800
457	Residential Water Volume Rate Tier 4 [outside city limits]			\$5.63	\$5.63	\$5.63	\$5.63	\$5.63	\$5.63	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
458	Residential Water Volume Rate Tier 5 [outside city limits]			\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	\$6.00	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
459	Commercial Water Service Charge 1 (Monthly) [outside city limits]			\$13.92	\$13.92	\$13.92	\$13.92	\$13.92	\$13.92	Per Meter	5/8" Meter	TWU	801 Wood Street	903-798-3800
460	Commercial Water Service Charge 2 (Monthly) [outside city limits]			\$13.92	\$13.92	\$13.92	\$13.92	\$13.92	\$13.92	Per Meter	3/4" Meter	TWU	801 Wood Street	903-798-3800
461	Commercial Water Service Charge 3 (Monthly) [outside city limits]			\$15.92	\$15.92	\$15.92	\$15.92	\$15.92	\$15.92	Per Meter	1" Meter	TWU	801 Wood Street	903-798-3800
462	Commercial Water Service Charge 4 (Monthly) [outside city limits]			\$17.90	\$17.90	\$17.90	\$17.90	\$17.90	\$17.90	Per Meter	1.5" Meter	TWU	801 Wood Street	903-798-3800
463	Commercial Water Service Charge 5 (Monthly) [outside city limits]			\$19.86	\$19.86	\$19.86	\$19.86	\$19.86	\$19.86	Per Meter	2" Meter	TWU	801 Wood Street	903-798-3800
464	Commercial Water Service Charge 6 (Monthly) [outside city limits]			\$39.75	\$39.75	\$39.75	\$39.75	\$39.75	\$39.75	Per Meter	3" Meter	TWU	801 Wood Street	903-798-3800

FY21 Master Fee List

(proposed 8/10/20)

* Indicates that Authorizing Ordinances have not been enacted - Therefore, these fees will not be assessed prior to adoption of the appropriate ordinance(s)
Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.

Item Number	SERVICE/PERMIT	Y14 RATE	FY15 RATE	FY16 RATE	FY17 RATE	FY18 RATE	FY19 RATE	FY20 RATE	FY21 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
465	Commercial Water Service Charge 7 (Monthly) [outside city limits]			\$59.63	\$59.63	\$59.63	\$59.63	\$59.63	\$59.63	Per Meter	4" Meter	TWU	801 Wood Street	903-798-3800
466	Commercial Water Service Charge 8 (Monthly) [outside city limits]			\$99.38	\$99.38	\$99.38	\$99.38	\$99.38	\$99.38	Per Meter	6" Meter	TWU	801 Wood Street	903-798-3800
467	Commercial Water Service Charge 9 (Monthly) [outside city limits]			\$99.38	\$99.38	\$99.38	\$99.38	\$99.38	\$99.38	Per Meter	8" Meter	TWU	801 Wood Street	903-798-3800
468	Commercial Water Volume Rate Tier 1 [outside city limits]			\$4.88	\$4.88	\$4.88	\$4.88	\$4.88	\$4.88	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
469	Commercial Water Volume Rate Tier 2 [outside city limits]			\$4.88	\$4.88	\$4.88	\$4.88	\$4.88	\$4.88	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
470	Commercial Water Volume Rate Tier 3 [outside city limits]			\$4.88	\$4.88	\$4.88	\$4.88	\$4.88	\$4.88	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800
471	Commercial Water Volume Rate Tier 4 [outside city limits]			\$4.88	\$4.88	\$4.88	\$4.88	\$4.88	\$4.88	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
472	Commercial Water Volume Rate Tier 5 [outside city limits]			\$4.88	\$4.88	\$4.88	\$4.88	\$4.88	\$4.88	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
473	Residential Sewer Minimum Charge (Monthly)			\$10.52	\$10.52	\$10.52	\$10.52	\$10.52	\$10.52	Per Meter	Zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
474	Residential Sewer Volume Rate			\$3.77	\$3.77	\$3.77	\$3.77	\$3.77	\$3.77	Per 1,000 Gallons	Over 2,000 to 15,000 gallons	TWU	801 Wood Street	903-798-3800
475	Residential Unmetered Sewer (Monthly) (from water supplied by sources other than TWU)			\$26.72	\$26.72	\$26.72	\$26.72	\$26.72	\$26.72	Per Sewer Connection	Flat Fee	TWU	801 Wood Street	903-798-3800
476	Commercial Sewer Minimum Charge (Monthly)			\$10.52	\$10.52	\$10.52	\$10.52	\$10.52	\$10.52	Per Meter	Zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
477	Commercial Sewer Volume Rate			\$4.41	\$4.41	\$4.41	\$4.41	\$4.41	\$4.41	Per 1,000 Gallons	Over 2,000 gallons	TWU	801 Wood Street	903-798-3800
478	Residential Sewer Minimum Charge (Monthly) [outside city limits]			\$15.78	\$15.78	\$15.78	\$15.78	\$15.78	\$15.78	Per Meter	Zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
479	Residential Sewer Volume Rate [outside city limits]			\$5.66	\$5.66	\$5.66	\$5.66	\$5.66	\$5.66	Per 1,000 Gallons	Over 2,000 to 15,000 gallons	TWU	801 Wood Street	903-798-3800
480	Residential Unmetered Sewer Charge (Monthly) (from water supplied by sources other than TWU) [outside city limits]			\$40.08	\$40.08	\$40.08	\$40.08	\$40.08	\$40.08	Per Sewer Connection	Flat Fee	TWU	801 Wood Street	903-798-3800
481	Commercial Sewer Minimum Charge (Monthly) [outside city limits]			\$15.78	\$15.78	\$15.78	\$15.78	\$15.78	\$15.78	Per Meter	Zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
482	Commercial Sewer Volume Rate [outside city limits]			\$6.62	\$6.62	\$6.62	\$6.62	\$6.62	\$6.62	Per 1,000 Gallons	Over 2,000 gallons	TWU	801 Wood Street	903-798-3800

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other:

City of Texarkana, Texas

Briefing Sheet

Version: A

Update Date: 8/19/2020 4:37 PM

Lead Department: Finance Department **Action Officer:** Kristin Peeples,
Ordinance No. 2020-089 amending the budget estimate of the revenues and
expenditures for the fiscal year ending September 30, 2020, and adopting the
Subject: budget and appropriating resources for the fiscal year beginning October 1,
2020, and ending September 30, 2021.

Briefing: 8/24/2020 **Public Hearing:** 8/24/2020 **Council Vote:** 8/24/2020

Item Schedule

Updates/History of Briefing:

Since the August 10, 2020 presentation, the following changes have been made to the budget:

- General Fund (101)
 - Addition of \$362,298 in the revised sales tax revenue line item for FY 2020 based on an additional month of actual collections
 - Adjustments to personnel based on the \$100,000 allocated for Non-Civil Service compensation in FY 21
 - Addition of \$750 for election costs in FY 21
 - Addition of \$40,000 for software purchase in FY 21
 - Removal of \$15,000 funding for Live United Bowl in FY 21 due to cancelation of event
- Metropolitan Planning Organization Fund (220)
 - Addition of grant funding with offsetting expenditures of \$95,000 in FY 21
- 2017 Bond Fund (423)
 - Addition of contingency funds of \$630,000 in the 2017 Bond Fund for the Gibson Lane extension and Courthouse Square projects for FY 21
- Health Department Fund (501)
 - Personnel allocation changes related to a grant received from the Department of State Health Services in FY 21
- Water
 - Corps of Engineers Fund: Addition of \$75,000 in FY 20 for a study to identify environmental and cultural impacts to Wright Patman Lake resulting from implementation of the Ultimate Rule Curve Contract
 - TX Infrastructure Fund: Reallocation of \$75,000 between line items for a water and sewer rate study to be performed in FY 21
 - Equipment Fund: Moved purchase of F450 originally proposed in FY 21 to FY 20 due to an engine failure that resulted in immediate need for replacement

Executive Summary and Background Information:

The proposed budget for the fiscal year ending September 30, 2021 includes the following:

City of Texarkana, Texas

- No increase in the property tax rate. The rate will remain at \$0.70/per \$100 valuation.
- Increase in overall property valuation of 88,155,973 or \$617,092 (3.3%) based on certified values received in July:
 - Texarkana City
 - 81,270,622 valuation
 - \$568,894
 - T1
 - 6,304,137 valuation
 - \$44,129
 - T2
 - 581,214 valuation
 - \$4,069
 - The City normally collects approximately 98% of anticipated property tax revenue. For Fiscal Year 2021, the budget proposes a collection rate of 91%.
- 101 General Fund revenue proposed of \$34,595,282, a reduction of \$1,452,298 from revenue proposed in FY 20.
- 101 General Fund expenditures proposed of \$34,546,400, a reduction of \$1,689,855 from expenditures proposed in FY 20.
- This budget does not propose an increase in sales tax revenue for Fiscal Year 2021. Sales tax revenue is budgeted to remain consistent with Fiscal Year 2019 actual revenue.
- No transfers from other funds used to balance the budget.
- All departments are budgeted to maintain current levels of service.
- Personnel costs:
 - Personnel is budgeted at full employment.
 - No across the board cost of living increases.
 - Compensation increases for non-civil service according to Pay Scale (approx. \$100,000)
 - To begin in January 2021
 - Compensation increases for civil service (Police FY 20/ Fire FY 21) (approx. \$175,000)
 - Subject to change based on outcome of Collective Bargaining (Fire)
 - Seniority step increases per Chapter 143 of the Civil Service Code (approx. \$99,000)
 - Increase in the City's portion of health insurance cost of approximately \$270,000 over the prior year. No cost increase proposed for the employee.
- Funding allocated in the 2017 Bond Fund for the airport terminal project (Texas side portion only)
- Funding allocated in the Economic Development Fund for REDI projects.
- Estimated days of expenditures in General Fund Balance at the end of FY 2021 is approximately 91 days.

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, 2020, and ending September 30, 2021.

Staff Recommendation:

City of Texarkana, Texas

Staff recommends approval

Advisory Board/Committee Review:

Budget Advisory Committee

Board/Committee Recommendation:

Not Applicable

Advisory Board/Committee Meeting Date and Minutes:

Staff met with the Budget Advisory Committee on the following dates:

July 14, 2020

July 28, 2020

August 4, 2020

Attachments

- a. 2020-089 REVISED ORD Adopting FY 21 Budget (DOC)
- b. 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 (PDF)
- c. 2020-089 Goals & Perspectives (DOCX)

Staff Coordination

Finance Department	Kristin Peeples	Department Head Review	Completed	
	08/06/2020 1:48 PM			
Finance Department	Kristin Peeples	Finance Review	Completed	08/06/2020
	1:48 PM			
City Manager	Shirley Jaster	City Manager Review	Completed	08/07/2020
	1:40 PM			
City Council	Jennifer Evans	Meeting	Completed	08/10/2020
	6:00 PM			

Meeting History

08/10/20 City Council MOVED FORWARD Next: 08/24/20
 Kristin Peeples briefed this agenda item.

ORDINANCE NO. 2020-089

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, 2020, AND ADOPTING THE BUDGET AND APPROPRIATING RESOURCES FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; APPROVING FLEET CAPITAL REPLACEMENT FUND PURCHASES AND AUTHORIZING THE CITY MANAGER TO MAKE CERTAIN PURCHASES AUTHORIZED BY LAW; APPROVING CAPITAL IMPROVEMENT PLAN PROJECTS AND AUTHORIZING THE CITY MANAGER TO INCORPORATE PROJECTS INTO EXECUTION OF THE ANNUAL OPERATING BUDGET AS FUNDING IS AVAILABLE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith TO THE EXTENT OF SUCH CONFLICT; CONTAINING A SEVERABILITY CLAUSE; CONTAINING A SUPERSEDING 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, 2020 and ending September 30, 2021, 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 published on the City's website.

SECTION 3: Appropriations

Fund No.	Fund Name	Anticipated Revenue	Authorized Expenditures	Appropriated Fund Balance
101	General Fund	34,595,282	34,539,064	0
102	Narcotics Division Operations Fund	22,075	45,000	22,925
103	Personnel Policy Fund	588,300	786,000	197,700
104	Workers Compensation Fund	386,600	385,000	0
107	Court Security Fund	23,800	60,037	36,237
110	Central Records & Communications Fund	2,733,127	2,733,127	0
113	Conservation Revolving Loan Fund	0	35,463	35,463
114	Court Technology Fund	24,060	24,115	55
115	Technology Fund	384,838	383,838	0
116	TIRZ #1 Fund	1,205,406	2,973,373	1,767,967

117	Donation Fund	30,250	49,716	19,466
200	Perot Enhancement Fund	48,700	100,000	51,300
202	Emergency Solutions Grant Fund	365	365	0
203	CDBG Revolving Loan Fund	0	500	500
204	Community Development Block Grant Fund	485,137	485,137	0
207	EPA Revolving Loan Grant Fund	795,617	795,617	0
209	Home Program Fund	700	0	0
211	Perot Theatre Fund	306,600	339,993	33,393
212	Hotel Occupancy Tax Fund	1,417,200	1,599,300	182,100
213	Perot Theatre Building Maintenance Fund	46,250	100,000	53,750
214	COC Homeless Assistance Grant Fund	25,968	25,968	0
215	Housing Fund	7,000	0	0
216	Police Dept. Training Provider Fund	8,250	27,360	19,110
217	Law Enforcement Block Grant Fund	25,000	25,000	0
218	CDBG 108 Loan Fund	7,100	0	0
219	Law Enforcement Program Fund	7,100	11,500	4,400
220	Metropolitan Planning Organization Fund	429,439	429,439	0
222	TIFMAS Fund	125	11,836	11,711
223	Economic Development Fund	367,500	466,450	98,950
227	NEA Grant Fund		7,000	7,000
228	Building Maintenance Fund	259,750	259,750	0
229	Public Safety Radio Fund	107,975	72,437	0
230	Rotary Splash Pad Fund	0	497	497
232	Trail Grant Fund	27,983	27,983	0
233	NRDA Grant Fund	9,570,000	9,570,000	0
235	Farmers Market Fund	67,313	67,313	0
236	Emergency Management Fund	1,707,904	1,707,904	0
238	DEAAG Fund	366,670	366,670	0
301	Debt Service Fund	5,109,575	5,372,380	262,805
423	2017 Bond Fund	27,000	947,871	920,871
424	2019 TIRZ Bond Fund	35,000	4,107,000	4,072,000
501	Health Department Fund	1,133,199	1,152,727	19,528
502	Public Library Fund	762,007	762,007	0
605	Federal Asset Forfeiture Fund	11,200	20,000	8,800
702	Employee Health Claim Fund	7,100,916	7,231,036	130,120
703	Fleet Services Fund	1,268,040	1,268,040	0
704	Capital Replacement Fund	1,034,000	1,986,694	952,694
810	Member Cities Water Revenue Fund	1,137,835	1,137,835	0
TWU	Texas Revenue Fund	20,494,447	21,923,345	1,428,898
TWU	IP Revenue Fund	1,503,872	1,503,872	0
TWU	2020 Refunding Bond Fund	186,787	190,490	3,703
TWU	2013 Bond Fund	163,144	163,144	0
TWU	2013 Bond Construction Fund	247	14,053	13,806

TWU	Millwood Depreciation Fund	435,672	885,097	449,425
TWU	North Texarkana WWTP Depreciation Fund	7,800	23,205	15,405
TWU	Equipment Fund	362,096	529,416	167,320
TWU	Technology Fund	431,561	418,176	0
TWU	South Regional WWTP Depreciation Fund	159,598	167,321	7,723
TWU	Compost Fund	3,978	69,454	65,476
TWU	Personnel Policy Fund	132,090	162,277	30,187
TWU	TX Capital Improvement Fund	1,070,841	1,303,000	232,159
TWU	TX Infrastructure Fund	578,436	550,000	0
TWU	Wright Patman Corps of Engineers Cost Fund	1,692,919	102,000	0
TWU	Lake Texarkana Capital Improvement Fund	753,250	870,000	116,750
TWU	Wagner Creek WWTP Capital Impr. Fund	152,578	236,500	83,922
Total Appropriations		101,827,472	111,609,692	11,524,116

SECTION 4: The funding and purchases for the 2020-2021 fiscal year Capital Replacement Fund (CRF) are hereby approved and the City Manager or her designee is authorized, at her discretion, to expend public funds expressly designated, approved, and appropriated in this budget for CRF purchases made pursuant to interlocal or cooperative purchasing programs authorized by Chapter 271, Subchapters (D) and (F), Texas Local Government Code, and to sign and execute any documentation necessary for such purchases.

SECTION 5: Operating funds encumbered on the financial records as of September 30, 2020, are hereby re-appropriated to Fiscal Year 2021.

SECTION 6: The ongoing Capital Improvement Plan (CIP) is hereby approved and the City Manager or her designee is authorized and directed to incorporate the projects into the execution of the annual operating budget as funding is available, in all aspects of capital project execution, including the appropriate debt funding procedures as may be required by state law.

SECTION 7: 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 8: All ordinances or parts of ordinances in conflict herewith are specifically repealed to the extent of such conflict.

SECTION 9: This Ordinance supersedes and controls over all resolutions, parts of resolutions, or policies in conflict herewith 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 **14th day of September, 2020.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

CITY OF TEXARKANA, TEXAS

PROPOSED BUDGET



FISCAL YEAR ENDING SEPTEMBER 30, 2021

City of Texarkana, Texas Annual Budget

Fiscal Year Ending September 30, 2021

In accordance with the passage of S.B. No. 656, Local Government Code, Sec. 102.007, was amended to require that an adopted municipal budget must contain a cover page that includes the following information:

This budget will raise more revenue from property taxes than last year's budget by an amount of \$617,092 which is a 3.3% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$134,597.

The members of the governing body voted on the budget as follows:

For:

Against:

Present and Not Voting:

Absent:

Property Tax Rate Comparison

	<u>2019-2020</u>	<u>2020-2021</u>
Property Tax Rate	\$0.700000/100	\$0.700000/100
No New Revenue Tax Rate	\$0.697350/100	\$0.685300/100
No New Revenue M&O Tax Rate	\$0.535146/100	\$0.544600/100
Voter Approval Tax Rate	\$0.787911/100	\$0.726000/100
Debt Rate	\$0.151262/100	\$0.137700/100

The total amount of municipal debt obligations is:

Principal	\$47,315,000
Interest	<u>\$ 9,267,823</u>
Debt Service	<u>\$56,582,823</u>

Budget Calendar (Revised)

Fiscal Year 2021

Initial Planning

Mon	April 27	6:00 PM	City Council approves budget calendar
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Preliminary Preparation

Fri	May 8		Budget requests returned to Finance department
Mon	May 11 -		Budget entry by Finance department and meetings with departments as necessary. Finance department prepares proposed budget for presentation to City Council.
Fri	June 26		
	June/July		Various meetings with Budget Advisory Committee
Fri	August 7		Budget filed with municipal clerk

Public Meetings

Mon	August 10	6:00 PM	First briefing on proposed budget First briefing on tax rate First briefing on ratifying budget that raises more tax revenue than last year Record vote to publish notice of tax rate increase <i>(This is only to provide notice to the public and <u>not</u> to adopt the tax rate)</i>
Wed	August 12		Notice of public hearing on proposed budget <i>(After public hearing, Council must either vote to adopt the budget or vote to postpone)</i>
Mon	August 24	5:00 PM	Budget workshop with City Council
Mon	August 24	6:00 PM	Public hearing on proposed budget
Wed	September 2		Notice of public hearing on proposed tax rate
Mon	September 14	6:00 PM	Public hearing on proposed tax rate Public hearing on ratifying a budget that raises more tax revenue than last year Record vote for adoption of budget Record vote for adoption of tax rate Record vote to ratify budget that raises more tax revenue than last year

Implementation

Mon	October 1		Fiscal year begins Adopted budget implemented
Mon	December 14		Final budget document posted and distributed
Mon	December 14		Submit budget document to Government Finance Officers Association (GFOA)

SUMMARY PAGES



BUDGET SUMMARY PAGES

All Funds Budget Summary

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance	44,873,917	40,345,938	43,792,093	45,407,071
Revenue				
Bond Proceeds	-	210,163	7,201,250	201,090
Charges for Services	1,427,922	1,469,204	1,295,485	1,374,400
Contribution From Others	2,705,014	2,663,547	3,188,857	2,951,592
Fees	1,157,133	1,129,502	1,164,400	1,209,013
Fines & Forfeitures	1,469,606	1,627,754	1,088,850	1,477,635
Fleet Revenue	147,391	175,750	115,000	150,000
Franchise Taxes	1,810,736	1,832,300	1,742,500	1,742,500
Grant Revenue	2,226,738	13,141,432	5,150,006	14,335,128
Insurance Contributions	4,607,252	5,053,667	5,110,515	5,142,080
Investment Earnings	780,742	510,589	594,114	327,848
Other Revenue	3,056,086	3,532,330	3,317,488	3,544,634
Permits	766,897	687,625	654,500	620,900
Property Tax Revenue	17,865,952	18,027,137	18,076,772	17,273,693
Rental Revenue	81,798	39,050	36,700	40,000
Taxes - Other	17,906,558	18,766,794	17,393,609	17,849,285
Transfers In	12,867,130	7,091,790	6,110,929	5,458,358
Water	28,677,312	28,855,805	28,708,174	28,129,316
Total Revenue	97,554,266	104,814,440	100,949,150	101,827,472



BUDGET SUMMARY PAGES

All Funds Budget Summary

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Expenditures				
General Government	24,271,821	22,471,865	19,943,657	21,928,004
Police	9,222,576	9,289,133	8,954,226	9,274,826
Fire and Emergency Management	6,704,562	6,669,175	7,050,138	8,342,350
Public Works	7,881,183	10,107,904	12,867,284	12,726,307
Building and Code Administration	1,064,652	1,145,026	1,048,481	1,141,880
Parks Recreation and Community Health	2,190,587	2,270,380	2,352,963	2,148,653
Planning and Community Development	1,439,813	11,778,951	2,973,056	11,858,400
Non-Operating	14,412,453	9,784,920	8,979,189	8,361,408
Health Department	1,115,929	1,233,665	1,580,305	1,414,654
Hotel Occupancy Tax	1,803,202	2,458,571	1,880,395	2,139,293
Metropolitan Planning Organization	436,345	242,760	239,780	429,439
Central Records and Communications	2,091,428	2,673,702	2,433,257	2,733,127
Water	26,001,537	31,018,250	29,031,441	29,111,350
Total Expenditures	98,636,089	111,144,301	99,334,172	111,609,692
Fund Balance	43,792,093	34,016,076	45,407,071	35,624,851

**GENERAL FUND FORECAST****General Fund Budget Summary**

	2020	2021	2022	2023	2024
General Fund Balance	14,688,063	14,197,480	13,086,794	10,903,325	9,968,27
Revenue					
Charges for Services	198,565	236,565	236,565	236,565	236,56
Contribution From Others	8,297	-	-	-	
Fees	1,043,400	1,079,563	1,079,563	1,079,563	1,079,56
Fines & Forfeitures	1,058,350	1,415,335	1,415,335	1,415,335	1,415,33
Franchise Taxes	1,394,500	1,394,500	1,394,500	1,394,500	1,394,50
Grant Revenue	61,506	52,895	52,895	52,895	52,89
Insurance Contributions	35,000	-	-	-	
Investment Earnings	231,138	113,838	112,338	105,838	101,33
Other Revenue	44,796	50,000	50,000	50,000	50,00
Permits	654,500	620,900	620,900	620,900	620,90
Property Tax Revenue	13,508,874	13,161,901	13,579,950	13,937,675	14,102,95
Rental Revenue	6,700	10,000	10,000	10,000	10,00
Taxes - Other	16,332,609	16,435,285	16,761,591	17,094,423	17,433,91
Transfers In	29,537	24,500	124,500	24,500	24,50
Total General Fund 101 Revenue	34,607,772	34,595,282	35,438,137	36,022,194	36,522,46
Personnel Policy Fund 103	283,500	588,300	826,200	851,300	876,35
Workers Compensation Fund 104	422,200	386,600	386,600	385,550	385,55
General Property & Liability Fund 109	173,173	-	-	-	
City Technology Fund 115	344,180	384,838	357,038	381,388	381,38
Major Street Maintenance Fund 120	506,500	-	300,000	300,000	300,00
Police Training Fund 216	8,275	8,250	8,050	8,100	8,17
Building Maintenance Fund 228	399,370	259,750	259,750	259,750	259,75
Fleet Capital Replacement Fund 704	1,887,296	1,034,000	1,024,000	1,507,000	1,506,30
Total General Fund Non 101 Revenue	4,024,494	2,661,738	3,161,638	3,693,088	3,717,51
Total Revenue	38,632,266	37,257,020	38,599,775	39,715,282	40,239,97

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)

**GENERAL FUND FORECAST****General Fund Budget Summary**

	2020	2021	2022	2023	2024
Expenditures					
General Government	2,534,168	2,571,900	2,639,653	2,656,348	2,673,58
Police	8,661,457	9,075,029	9,240,810	9,369,196	9,492,63
Fire and Emergency Management	6,612,319	6,621,110	6,732,023	6,818,594	6,901,06
Public Works	4,133,714	4,416,702	4,566,654	4,602,112	4,638,45
Building and Code Administration	1,048,481	1,141,880	1,157,645	1,167,380	1,177,78
Parks Recreation and Community Health	1,825,345	1,860,920	1,908,166	1,909,872	1,927,65
Planning and Community Development	457,397	490,113	530,391	530,963	534,30
Non-Operating	8,979,189	8,361,408	9,147,093	9,855,173	10,135,35
Total General Fund 101 Expenditures	34,252,070	34,539,064	35,922,436	36,909,639	37,480,82
Personnel Policy Fund 103	759,000	786,000	816,000	847,000	881,00
Workers Compensation Fund 104	420,000	385,000	485,000	385,000	385,00
Payroll Disbursement Fund 105	4	-	-	-	-
General Property & Liability Fund 109	270,000	-	-	-	-
City Technology Fund 115	341,880	383,838	406,038	380,838	380,83
Major Street Maintenance Fund 120	721,528	-	300,000	300,000	300,00
Police Training Fund 216	2,360	27,360	2,360	2,360	2,36
Building Maintenance Fund 228	490,221	259,750	259,750	259,750	259,75
Fleet Capital Replacement Fund 704	1,865,785	1,986,694	2,591,660	1,565,744	1,586,24
Total General Fund Non 101 Expenditures	4,870,778	3,828,642	4,860,808	3,740,692	3,795,19
Total Expenditures	39,122,848	38,367,706	40,783,244	40,650,331	41,276,02
General Fund Balance	14,197,480	13,086,794	10,903,325	9,968,276	8,932,23

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)



BUDGET SUMMARY PAGES

Non General Fund Budget Summary

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance October 1	-	-	-	-
Cowhorn Creek 1 Convention Center	-	-	-	-
101 General Fund	-	-	-	-
102 Narcotics Division Operations Fund	153,295	132,196	157,205	124,680
103 Personnel Policy Fund	-	-	-	-
104 Workers Compensation Fund	-	-	-	-
105 Payroll Disbursement Fund	-	-	-	-
106 AP Disbursement Fund	-	-	-	-
107 Court Security Fund	385,821	385,746	408,891	415,832
108 TUTD Payroll Disbursement Fund	-	-	-	-
109 General Property & Liability Fund	-	-	-	-
110 Central Records & Communications	-	-	-	0
111 Police Evidence Escrow Fund	-	-	-	-
112 Riverbend Water Resources	-	-	-	-
113 Conservation Revolving Loan Fund	34,238	35,038	35,013	35,463
114 Court Technology Fund	22,836	23,019	16,686	1,767
115 City Technology Fund	-	-	-	-
116 TIRZ #1 Fund	2,015,663	2,103,495	2,345,426	2,327,457
117 Donation Fund	14,677	-	19,466	19,466
118 TIRZ #2 Fund	-	-	-	-
120 Major Street Maintenance Fund	-	-	-	-
200 Perot Enhancement	280,709	226,709	262,691	281,391
201 Supportive Housing Fund	-	-	-	-
202 Emergency Solutions Grant	(74,610)	-	(1,597)	0
203 CDBG Revolving Loan Fund	215,327	217,027	217,409	216,909
204 Community Development Block Grant	540,203	512,000	430,691	1,429,000
205 EPA Petroleum Grant Fund	-	-	-	-
206 EPA Job Training Grant Fund	-	-	-	-
207 EPA Revolving Loan Grant Fund	(15)	-	35,519	(0)
208 EPA Multipurpose Grant Fund	-	-	-	-
209 Home Program Fund	67,901	68,401	67,937	68,637
210 Teen Court Fund	-	-	-	-
211 Perot Theatre Fund	37,387	31,833	37,094	44,863
212 Hotel Occupancy Tax Fund	612,099	652,397	673,879	306,815
213 Perot Theatre Building Maintenance	491,768	437,768	520,147	466,397
214 COC Homeless Assistance Grant	(56,654)	-	(37,354)	0

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)



BUDGET SUMMARY PAGES

Non General Fund Budget Summary

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
215 Housing Fund	458,243	186,043	459,534	466,534
216 Police Training Fund	-	-	-	-
217 Law Enforcement Block Grant Fund	1,791	-	3,853	-
218 CDBG 108 Loan Fund	483	-	12,101	19,201
219 Law Enforcement Program Fund	30,285	25,769	35,823	47,156
220 Metropolitan Planning Organization	(80,706)	-	(5,175)	0
221 Texarkana Urban Transit District Fund	-	-	-	-
222 TIFMAS Fund	-	12,997	8,942	11,711
223 Economic Development Fund	1,362,166	924,794	1,543,450	1,526,453
224 JAG - Recovery Act Grant Fund	-	-	-	-
225 EPA Brownfield Grant Fund	-	-	-	-
226 Stormwater Fund	-	-	-	-
227 NEA Grant Fund	882	-	-	7,000
228 Building Maintenance Fund	-	-	-	-
229 Public Safety Radio Fund	53,948	103,398	86,647	105,844
230 Rotary Splash Pad Fund	(7,825)	-	490	497
231 Airport Fund	-	-	-	-
232 Trail Grant Fund	-	-	(48,276)	-
233 NRDA Grant	-	-	-	-
234 Texas Ending Homelessness	-	-	-	-
235 Farmer's Market Fund	-	-	(33,541)	0
236 Emergency Management	-	-	-	-
237 DOJ COVID - 19 Grant Fund	-	-	-	-
238 DEAAG Fund	-	-	-	-
301 Debt Service Fund	206,784	398,774	391,806	380,026
406 Bringle Lake Fund	-	-	-	-
410 1998 Bond Fund	-	-	-	-
415 2003 Bond Fund	-	-	-	-
417 2005 Bond Fund	490,981	501,981	502,096	(0)
418 2008 Tax Note Fund	-	-	-	-
420 2009 Bond Fund	-	-	-	-
421 2010 Convention Center Bond Fund	-	-	-	-
422 2012 TIRZ Bond Fund	121,484	-	196	-
423 2017 Bond Fund	4,694,118	2,946,857	4,062,140	2,553,822
424 2019 TIRZ Bond Fund	-	-	-	4,072,000
501 Health Department Fund	636,854	670,134	815,674	759,608

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)



BUDGET SUMMARY PAGES

Non General Fund Budget Summary

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
502 Public Library Fund	(12,519)	-	(15,988)	(0)
503 Health Department Personnel Policy	-	-	-	-
509 Health Department Property & Liability	-	-	-	-
601 Drug Escrow Fund	-	-	-	-
605 Federal Asset Forfeiture Fund	117,303	110,203	124,183	115,683
701 Employee Health Trust Fund	1,367,250	-	-	-
702 Employee Health Claim Fund	650,796	1,583,908	1,379,338	1,312,214
703 Fleet Services Fund	380,368	388,868	225,202	50,000
704 Fleet Capital Replacement Fund	-	-	-	-
801 Firemens Pension Fund	-	-	-	-
810 Member Cities Water Revenue Fund	-	-	-	-
901 General Fixed Assets Fund	-	-	-	-
903 Health Department Fixed Assets Fund	-	-	-	-
Fund Balance October 1	15,213,330	12,679,355	14,737,601	17,166,428
Revenue	-	-	-	-
102 Narcotics Division Operations Fund	3,910	23,300	2,475	22,075
107 Court Security Fund	28,078	30,500	19,500	23,800
110 Central Records & Communications	2,089,655	2,673,702	2,433,257	2,733,127
113 Conservation Revolving Loan Fund	775	-	450	-
114 Court Technology Fund	24,763	30,500	16,560	24,060
116 TIRZ #1 Fund	1,201,365	1,156,122	1,192,519	1,205,406
117 Donation Fund	28,118	30,350	30,500	30,250
200 Perot Enhancement	53,116	44,800	28,700	48,700
202 Emergency Solutions Grant	159,923	126,000	21,155	365
203 CDBG Revolving Loan Fund	2,082	-	-	-
204 Community Development Block Grant	263,446	1,367,000	1,687,920	485,137
207 EPA Revolving Loan Grant Fund	106,102	500,000	886,092	795,617
209 Home Program Fund	36	500	700	700
211 Perot Theatre Fund	336,193	355,950	346,600	306,600
212 Hotel Occupancy Tax Fund	1,427,159	1,545,000	1,064,500	1,417,200
213 Perot Theatre Building Maintenance	58,583	45,250	46,250	46,250
214 COC Homeless Assistance Grant	329,661	430,000	384,908	25,968
215 Housing Fund	1,291	-	7,000	7,000
217 Law Enforcement Block Grant Fund	43,694	22,000	25,913	25,000
218 CDBG 108 Loan Fund	11,618	-	7,100	7,100



BUDGET SUMMARY PAGES

Non General Fund Budget Summary

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
219 Law Enforcement Program Fund	7,505	6,700	15,843	7,100
220 Metropolitan Planning Organization	511,877	242,760	244,955	429,439
221 T&E Urban Transit District Fund	-			
222 TIFMAS Fund	12,092	-	13,112	125
223 Economic Development Fund	401,948	396,700	369,500	367,500
227 NEA Grant Fund	5,331	-	16,905	-
229 Public Safety Radio Fund	90,891	107,734	137,500	107,975
230 Rotary Splash Pad Fund	14,142	-	7	-
232 Trail Grant Fund	16,345	65,087	105,743	27,983
233 NRDA Grant	72	9,550,000	230,000	9,570,000
234 Texas Ending Homelessness	-	-	35,135	-
235 Farmer's Market Fund	6,033	87,110	100,864	67,313
236 Emergency Management	-	-	426,976	1,707,904
237 DOJ COVID - 19 Grant Fund	-	-	83,330	-
238 DEAG Fund	-	-	150,000	366,670
301 Debt Service Fund	9,966,361	5,535,290	5,425,999	5,109,575
417 2005 Bond Fund	11,115	-	6,500	-
422 2012 TIRZ Bond Fund	2,787			
423 2017 Bond Fund	111,505	59,000	80,000	27,000
424 2019 TIRZ Bond Fund	-	-	7,072,000	35,000
501 Health Department Fund	1,223,469	1,018,355	1,330,681	1,133,199
502 Public Library Fund	678,083	800,128	779,107	762,007
605 Federal Asset Forfeiture Fund	6,880	12,660	11,500	11,200
701 Employee Health Trust Fund	52,972	-	9	-
702 Employee Health Claim Fund	7,523,073	6,632,608	6,806,152	7,100,916
703 Fleet Services Fund	1,045,232	1,401,768	867,835	1,268,040
810 Member Cities Water Revenue Fund	1,179,273	1,222,343	1,096,959	1,137,835
Revenue	29,036,554	35,519,216	33,608,710	36,441,136
Expenditures	-	-	-	-
102 Narcotics Division Operations Fund	-	45,000	35,000	45,000
107 Court Security Fund	5,009	58,058	12,558	60,037
110 Central Records & Communications	2,089,655	2,673,702	2,433,257	2,733,127
113 Conservation Revolving Loan Fund	-	35,038	-	35,463
114 Court Technology Fund	30,912	31,632	31,479	24,115
116 TIRZ #1 Fund	871,602	3,142,888	1,210,488	2,973,373

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)



BUDGET SUMMARY PAGES

Non General Fund Budget Summary

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
117 Donation Fund	23,329	30,350	30,500	49,716
200 Perot Enhancement	71,134	100,000	10,000	100,000
202 Emergency Solutions Grant	86,910	126,000	19,558	365
203 CDBG Revolving Loan Fund	-	500	500	500
204 Community Development Block Grant	372,958	450,000	689,611	485,137
207 EPA Revolving Loan Grant Fund	70,567	500,000	921,612	795,617
211 Perot Theatre Fund	336,486	341,295	338,831	339,993
212 Hotel Occupancy Tax Fund	1,365,379	1,917,277	1,431,564	1,599,300
213 Perot Theatre Building Maintenance	30,204	100,000	100,000	100,000
214 COC Homeless Assistance Grant	310,362	430,000	347,553	25,968
215 Housing Fund	-			
217 Law Enforcement Block Grant Fund	41,631	22,000	29,766	25,000
219 Law Enforcement Program Fund	1,967	11,500	4,510	11,500
220 Metropolitan Planning Organization	436,345	242,760	239,780	429,439
222 TIFMAS Fund	3,150	12,997	10,343	11,836
223 Economic Development Fund	220,664	545,240	386,497	466,450
227 NEA Grant Fund	6,213	-	9,905	7,000
229 Public Safety Radio Fund	58,191	71,006	118,303	72,437
230 Rotary Splash Pad Fund	5,828	-	-	497
232 Trail Grant Fund	64,621	65,087	57,467	27,983
233 NRDA Grant	72	9,550,000	230,000	9,570,000
234 Texas Ending Homelessness	-	-	35,135	-
235 Farmer's Market Fund	39,574	87,110	67,323	67,313
236 Emergency Management	-	-	426,976	1,707,904
237 DOJ COVID - 19 Grant Fund	-	-	83,330	-
238 DEAAG Fund	-	-	150,000	366,670
301 Debt Service Fund	9,781,339	5,612,073	5,437,778	5,372,380
417 2005 Bond Fund	-	501,981	508,596	-
422 2012 TIRZ Bond Fund	124,074	-	196	-
423 2017 Bond Fund	743,483	842,820	1,588,318	947,871
424 2019 TIRZ Bond Fund	-	-	3,000,000	4,107,000
501 Health Department Fund	1,044,650	1,040,432	1,386,747	1,152,727
502 Public Library Fund	681,551	800,128	763,119	762,007
605 Federal Asset Forfeiture Fund	-	20,000	20,000	20,000
701 Employee Health Trust Fund	1,420,222	-	9	-
702 Employee Health Claim Fund	6,794,531	6,915,579	6,873,276	7,231,036



BUDGET SUMMARY PAGES

Non General Fund Budget Summary

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
703 Fleet Services Fund	1,200,398	1,397,200	1,043,038	1,268,040
810 Member Cities Water Revenue Fund	1,179,273	1,222,343	1,096,959	1,137,835
Expenditures	29,512,283	38,941,996	31,179,883	44,130,636
Fund Balance September 30	-	-	-	-
102 Narcotics Division Operations Fund	157,205	110,496	124,680	101,755
107 Court Security Fund	408,891	358,188	415,832	379,595
110 Central Records & Communications	-	(0)	0	(0)
111 Police Evidence Escrow Fund	-	-	-	-
113 Conservation Revolving Loan Fund	35,013	(0)	35,463	-
114 Court Technology Fund	16,686	21,887	1,767	1,712
116 TIRZ #1 Fund	2,345,426	116,729	2,327,457	559,490
117 Donation Fund	19,466	-	19,466	-
118 TIRZ #2 Fund	-	-	-	-
200 Perot Enhancement	262,691	171,509	281,391	230,091
201 Supportive Housing Fund	-	-	-	-
202 Emergency Solutions Grant	(1,597)	-	0	0
203 CDBG Revolving Loan Fund	217,409	216,527	216,909	216,409
204 Community Development Block Grant	430,691	1,429,000	1,429,000	1,429,000
205 EPA Petroleum Grant Fund	-	-	-	-
207 EPA Revolving Loan Grant Fund	35,519	-	(0)	(0)
208 EPA Multipurpose Grant Fund	-	-	-	-
209 Home Program Fund	67,937	68,901	68,637	69,337
211 Perot Theatre Fund	37,094	46,489	44,863	11,470
212 Hotel Occupancy Tax Fund	673,879	280,120	306,815	124,715
213 Perot Theatre Building Maintenance	520,147	383,018	466,397	412,647
214 COC Homeless Assistance Grant	(37,354)	-	0	0
215 Housing Fund	459,534	186,043	466,534	473,534
217 Law Enforcement Block Grant Fund	3,853	-	-	-
218 CDBG 108 Loan Fund	12,101	-	19,201	26,301
219 Law Enforcement Program Fund	35,823	20,969	47,156	42,756
220 Metropolitan Planning Organization	(5,175)	0	0	0
221 Texarkana Urban Transit District Fund	-	-	-	-
222 TIFMAS Fund	8,942	-	11,711	0
223 Economic Development Fund	1,543,450	776,254	1,526,453	1,427,503
225 EPA Brownfield Grant Fund	-	-	-	-

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)



BUDGET SUMMARY PAGES

Non General Fund Budget Summary

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
227 NEA Grant Fund	-	-	7,000	-
229 Public Safety Radio Fund	86,647	140,126	105,844	141,382
230 Rotary Splash Pad Fund	490	-	497	-
231 Airport Fund	-	-	-	-
232 Trail Grant Fund	(48,276)	-	-	-
233 NRDA Grant	-	-	-	-
234 Texas Ending Homelessness	-	-	-	-
235 Farmer's Market Fund	(33,541)	(0)	0	(0)
236 Emergency Mangement	-	-	-	-
237 DOJ COVID - 19 Grant Fund	-	-	-	-
238 DEAAG Fund	-	-	-	-
301 Debt Service Fund	391,806	321,991	380,026	117,221
415 2003 Bond Fund	-	-	-	-
417 2005 Bond Fund	502,096	-	(0)	(0)
420 2009 Bond Fund	-	-	-	-
422 2012 TIRZ Bond Fund	196	-	-	-
423 2017 Bond Fund	4,062,140	2,163,037	2,553,822	1,632,951
424 2019 TIRZ Bond Fund	-	-	4,072,000	-
501 Health Department Fund	815,674	648,057	759,608	740,080
502 Public Library Fund	(15,988)	(0)	(0)	0
601 Drug Escrow Fund	-	-	-	-
605 Federal Asset Forfeiture Fund	124,183	102,863	115,683	106,883
701 Employee Health Trust Fund	-	-	-	-
702 Employee Health Claim Fund	1,379,338	1,300,937	1,312,214	1,182,094
703 Fleet Services Fund	225,202	393,435	50,000	50,000
810 Member Cities Water Revenue Fund	-	-	-	0
Fund Balance September 30	14,737,601	9,256,575	17,166,428	9,476,928



BUDGET SUMMARY PAGES

Texarkana Water Utilities Fund Budget Summary

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance October 1				
Texas Revenue Fund	4,944,110	4,886,327	4,199,817	3,698,242
IP Revenue Fund	-	-	-	-
2020 Refunding Bond Fund	32,230	32,529	32,511	124,433
2013 Bond Fund	28,058	27,666	28,026	27,509
2013 Bond Construction Fund	28,685	-	29,334	13,806
Millwood Depreciation Fund	543,033	173,963	213,512	565,955
North Texarkana Wastewater Treatment Plant Depreciation Fund	27,428	15,728	24,681	30,906
Equipment Fund	148,499	262,176	327,791	177,236
Technology Fund	192,289	195,569	280,923	378,729
South Regional Wastewater Treatment Plant Depreciation Fund	164,893	113,327	95,401	33,531
Compost Fund	240,327	91,310	280,247	249,171
Customer Loan Fund	-	-	-	-
Personnel Policy Fund	157,965	175,405	202,221	204,525
TX Capital Improvement Fund	912,976	672,481	804,342	266,036
TX Infrastructure Fund	874,011	214,540	259,834	47,045
Wright Patman Corps of Engineers Cost Fund	1,783,095	6,351,053	6,463,246	7,898,016
Lake Texarkana Capital Improvement Fund	594,512	776,393	864,606	118,624
Wagner Creek Wastewater Treatment Plant Capital Improvement Fund	1,018,544	226,424	259,938	209,399
Fund Balance October 1	11,690,655	14,214,891	14,366,430	14,043,163
Revenue				
Texas Revenue Fund	18,120,795	21,148,985	20,210,860	20,494,447
IP Revenue Fund	1,128,869	1,537,081	1,512,537	1,503,872
2020 Refunding Bond Fund	193,756	192,167	108,807	186,787
2013 Bond Fund	163,662	165,519	165,477	163,144
2013 Bond Construction Fund	649	-	466	247
Millwood Depreciation Fund	336,708	432,955	435,893	435,672
North Texarkana Wastewater Treatment Plant Depreciation Fund	7,150	7,800	7,800	7,800
Equipment Fund	351,430	313,232	313,312	362,096
Technology Fund	340,258	510,691	512,751	431,561
South Regional Wastewater Treatment Plant Depreciation Fund	98,070	134,711	135,236	159,598
Compost Fund	71,851	67,525	225,955	3,978
Customer Loan Fund	-	-	-	-
Personnel Policy Fund	105,140	102,190	132,090	132,090



BUDGET SUMMARY PAGES

Texarkana Water Utilities Fund Budget Summary

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
TX Capital Improvement Fund	1,335,198	1,223,000	1,849,797	1,070,841
TX Infrastructure Fund	591,031	639,756	626,516	578,436
Wright Patman Corps of Engineers Cost Fund	4,680,151	1,600,419	1,692,839	1,692,919
Lake Texarkana Capital Improvement Fund	927,838	529,300	525,162	753,250
Wagner Creek Wastewater Treatment Plant Capital Improvement Fund	224,756	250,474	252,676	152,578
Revenue	28,677,312	28,855,805	28,708,174	28,129,316
Expenditures				
Texas Revenue Fund	18,865,088	22,401,392	20,712,435	21,923,345
IP Revenue Fund	1,128,869	1,537,081	1,512,537	1,503,872
2020 Refunding Bond Fund	193,475	191,669	16,885	190,490
2013 Bond Fund	163,694	165,994	165,994	163,144
2013 Bond Construction Fund	-	-	15,994	14,053
Millwood Depreciation Fund	666,229	605,015	83,450	885,097
North Texarkana Wastewater Treatment Plant Depreciation Fund	9,897	23,205	1,575	23,205
Equipment Fund	172,138	557,471	463,867	529,416
Technology Fund	251,624	555,420	414,945	418,176
South Regional Wastewater Treatment Plant Depreciation Fund	167,562	226,643	197,106	167,321
Compost Fund	31,931	126,440	257,031	69,454
Customer Loan Fund	-	-	-	-
Personnel Policy Fund	60,884	90,720	129,786	162,277
TX Capital Improvement Fund	1,443,832	1,895,000	2,388,103	1,303,000
TX Infrastructure Fund	1,205,208	825,000	839,305	550,000
Wright Patman Corps of Engineers Cost Fund	-	102,000	258,069	102,000
Lake Texarkana Capital Improvement Fund	657,744	1,239,200	1,271,144	870,000
Wagner Creek Wastewater Treatment Plant Capital Improvement Fund	983,362	476,000	303,215	236,500
Expenditures	26,001,537	31,018,250	29,031,441	29,111,350
Fund Balance September 30				
Texas Revenue Fund	4,199,817	3,633,920	3,698,242	2,269,344
IP Revenue Fund	-	-	-	-
2020 Refunding Bond Fund	32,511	33,027	124,433	120,730
2013 Bond Fund	28,026	27,191	27,509	27,509
2013 Bond Construction Fund	29,334	-	13,806	-
Millwood Depreciation Fund	213,512	1,903	565,955	116,530



BUDGET SUMMARY PAGES

Texarkana Water Utilities Fund Budget Summary

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
North Texarkana Wastewater Treatment Plant Depreciation Fund	24,681	323	30,906	15,501
Equipment Fund	327,791	17,937	177,236	9,916
Technology Fund	280,923	150,840	378,729	392,114
South Regional Wastewater Treatment Plant Depreciation Fund	95,401	21,395	33,531	25,808
Compost Fund	280,247	32,395	249,171	183,695
Customer Loan Fund	-	-	-	-
Personnel Policy Fund	202,221	186,875	204,525	174,339
TX Capital Improvement Fund	804,342	481	266,036	33,877
TX Infrastructure Fund	259,834	29,296	47,045	75,481
Wright Patman Corps of Engineers Cost Fund	6,463,246	7,849,472	7,898,016	9,488,935
Lake Texarkana Capital Improvement Fund	864,606	66,493	118,624	1,874
Wagner Creek Wastewater Treatment Plant Capital Improvement Fund	259,938	898	209,399	125,477
Fund Balance September 30	14,366,430	12,052,446	14,043,163	13,061,130

GENERAL FUNDS

101 General Fund

DESCRIPTION:

This fund provides for general operations of the City through funding from property and sales taxes, fees, and other general revenue.

FOCUS:

To provide general City services including administrative oversight, police and fire protection, public works, building and code administration, parks and recreation, planning, and community development.

103 Personnel Policy Fund

DESCRIPTION:

To satisfy certain benefit obligations that are due to employees upon termination.

FOCUS:

The focus of the Personnel Policy Fund is to pay terminated employees benefits based on the City's current policies.

104 Workers Compensation Fund

DESCRIPTION:

To provide worker's compensation benefits to City employees.

FOCUS:

The focus of the workers' compensation fund is to isolate the revenue and expenditures of workers' compensation. This helps the City to establish workers' compensation rates that are adequate to fund the current cost of the premiums.

105 Payroll Fund

DESCRIPTION:

To provide for the payroll transactions of all City employees.

FOCUS:

The focus of the payroll fund is to isolate the expenditures and liabilities associated with bi-weekly payroll. Separation of these transactions allows for more accurate tracking of batch payroll processing and proper reporting.

109 General Property & Liability Fund

DESCRIPTION:

The purpose of this fund is to centralize the receipt and expenditure of funds related to general property and liability insurance coverage.

FOCUS:

The long-range goal is to develop a reserve fund to allow the City to reduce its expenditure of insurance premium dollars by studying historical accident claims data and adjusting policy deductibles to the most efficient levels.

115 Technology Fund

DESCRIPTION:

The purpose of this fund is to provide a management tool for the City's growing technology needs. Scheduled replacement of hardware and software assets will allow the City to operate more efficiently in a rapidly changing technological environment.

FOCUS:

Operational technology assets will be consistently monitored and analyzed for effectiveness and replaced as needed.

120 Major Maintenance Fund

DESCRIPTION:

This fund is used to address city-wide street maintenance needs.

FOCUS:

The focus of this fund is to address street maintenance needs as they arise, rather than incurring additional costs by delaying projects until future dates.

216 Police Training Fund

DESCRIPTION:

The Police Training Fund allows for the collection of tuition and enrollment fees and the allocation of expenditures associated with the education, training, materials, and instruction costs applicable to the Texarkana Regional Training Center.

FOCUS:

To offer training and education to law enforcement officers.

228 Building Maintenance Fund

DESCRIPTION:

To set aside funding for the maintenance of City owned facilities.

FOCUS:

To perform maintenance on City-owned facilities on a regular basis. Through an active maintenance program, the goal is to prevent large unexpected expenditures by addressing routine maintenance along the way and building a fund balance that will allow the City to react to large expenditures if necessary.

704 Capital Replacement Fund

DESCRIPTION:

The purpose of this Fund is to utilize City contributions in the most effective and cost efficient ways to provide departments with motor vehicles, rolling stock and other equipment they need to successfully fulfill their responsibilities to the citizens.

FOCUS:

The Fleet Services department is charged with evaluating and continually upgrading the quality of the City's fleet, using this fund to manage and maintain these assets appropriately.



GENERAL FUND FORECAST

2020-089 ATTH 01 Proposed Budget 082420

8.10.b

	2020	2021	2022	2023	2024
General Fund Balance	14,688,063	14,197,480	13,086,794	10,903,325	9,968,276
Revenue					
Charges for Services	198,565	236,565	236,565	236,565	236,565
Contribution From Others	8,297	-	-	-	-
Fees	1,043,400	1,079,563	1,079,563	1,079,563	1,079,563
Fines & Forfeitures	1,058,350	1,415,335	1,415,335	1,415,335	1,415,335
Franchise Taxes	1,394,500	1,394,500	1,394,500	1,394,500	1,394,500
Grant Revenue	61,506	52,895	52,895	52,895	52,895
Insurance Contributions	35,000	-	-	-	-
Investment Earnings	231,138	113,838	112,338	105,838	101,338
Other Revenue	44,796	50,000	50,000	50,000	50,000
Permits	654,500	620,900	620,900	620,900	620,900
Property Tax Revenue	13,508,874	13,161,901	13,579,950	13,937,675	14,102,957
Rental Revenue	6,700	10,000	10,000	10,000	10,000
Taxes - Other	16,332,609	16,435,285	16,761,591	17,094,423	17,433,911
Transfers In	29,537	24,500	124,500	24,500	24,500
Total General Fund 101 Revenue	34,607,772	34,595,282	35,438,137	36,022,194	36,522,464
Personnel Policy Fund 103	283,500	588,300	826,200	851,300	876,350
Workers Compensation Fund 104	422,200	386,600	386,600	385,550	385,550
General Property & Liability Fund 109	173,173	-	-	-	-
City Technology Fund 115	344,180	384,838	357,038	381,388	381,388
Major Street Maintenance Fund 120	506,500	-	300,000	300,000	300,000
Police Training Fund 216	8,275	8,250	8,050	8,100	8,175
Building Maintenance Fund 228	399,370	259,750	259,750	259,750	259,750
Fleet Capital Replacement Fund 704	1,887,296	1,034,000	1,024,000	1,507,000	1,506,300
Total General Fund Non 101 Revenue	4,024,494	2,661,738	3,161,638	3,693,088	3,717,513
Total Revenue	38,632,266	37,257,020	38,599,775	39,715,282	40,239,977

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)



GENERAL FUND FORECAST

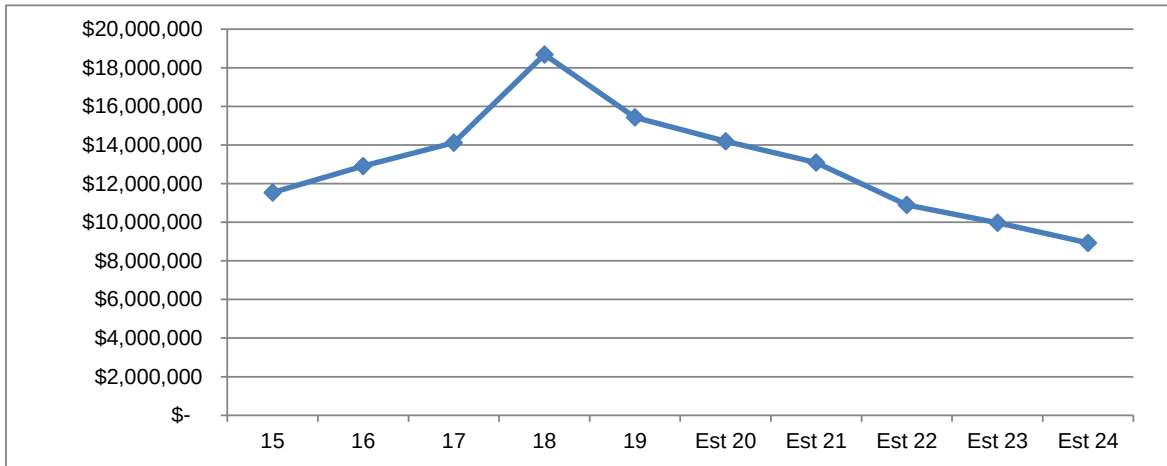
2020-089 ATTH 01 Proposed Budget 082420

8.10.b

	2020	2021	2022	2023	2024
Expenditures					
General Government	2,534,168	2,571,900	2,639,653	2,656,348	2,673,588
Police	8,661,457	9,075,029	9,240,810	9,369,196	9,492,633
Fire and Emergency Management	6,612,319	6,621,110	6,732,023	6,818,594	6,901,067
Public Works	4,133,714	4,416,702	4,566,654	4,602,112	4,638,452
Building and Code Administration	1,048,481	1,141,880	1,157,645	1,167,380	1,177,780
Parks Recreation and Community	1,825,345	1,860,920	1,908,166	1,909,872	1,927,658
Planning and Community Development	457,397	490,113	530,391	530,963	534,302
Non-Operating	8,979,189	8,361,408	9,147,093	9,855,173	10,135,350
Total General Fund 101 Expenditures	34,252,070	34,539,064	35,922,436	36,909,639	37,480,829
Personnel Policy Fund 103	759,000	786,000	816,000	847,000	881,000
Workers Compensation Fund 104	420,000	385,000	485,000	385,000	385,000
Payroll Disbursement Fund 105	4	-	-	-	-
General Property & Liability Fund 109	270,000	-	-	-	-
City Technology Fund 115	341,880	383,838	406,038	380,838	380,838
Major Street Maintenance Fund 120	721,528	-	300,000	300,000	300,000
Police Training Fund 216	2,360	27,360	2,360	2,360	2,360
Building Maintenance Fund 228	490,221	259,750	259,750	259,750	259,750
Fleet Capital Replacement Fund 704	1,865,785	1,986,694	2,591,660	1,565,744	1,586,244
Total General Fund Non 101 Expenditures	4,870,778	3,828,642	4,860,808	3,740,692	3,795,192
Total Expenditures	39,122,848	38,367,706	40,783,244	40,650,331	41,276,021
General Fund Balance	14,197,480	13,086,794	10,903,325	9,968,276	8,932,232

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)

General Fund Balance



Estimated General Fund Balance and Reserves				
Category	2021	2022	2023	2024
Assigned	4,592,827	2,893,657	2,846,053	2,768,374
Restricted	7,443	7,443	7,443	7,443
Unassigned	8,486,524	8,002,225	7,114,780	6,156,415
Total	13,086,794	10,903,325	9,968,276	8,932,232

The General Fund's unassigned fund balance is generally defined as the excess of assets over liabilities which have resulted from general city operations. The City may apply this balance in financing the budget for its succeeding year. However, since the unassigned General Fund balance partially consists of non-available assets, such as receivables, it is considered prudent to maintain a fund balance.

The level of the unassigned fund balance may determine the City's ability to respond to financial emergencies, such as revenue shortfalls, casualty losses not covered by insurance, civil suit court judgements, and unanticipated service cost level increases resulting from storms. Secondly, the unassigned fund balance is needed to maintain adequate reserves for cash flow purposes.

The City Council established a General Fund balance policy in September of 2017 with a goal of achieving and maintaining an unassigned fund balance in the General Fund of sixty (60) days of general operating expenditures, exclusive of capital outlay and debt service expenditures. The projected total General Fund balance at the end of the City's 2020-2021 budget year is \$13,086,794. The unassigned portion is estimated at \$8,486,524 or 90 days of operating expenditures.

**FUND FORECAST****101 General Fund**

	2020	2021	2022	2023	2024
Fund Balance	10,123,440	10,479,142	10,535,360	10,051,061	9,163,61
Revenue					
40001 Contribution From State	7,327	-	-	-	
40031 Contribution From Others	8,297	-	-	-	
40068 Police Evidence Forfeiture	5,037	-	-	-	
41000 Interest Revenue	220,000	105,000	103,500	97,000	92,500
41002 Dividend Revenue	818	818	818	818	818
41021 Trf From Worker's Comp Fund	-	-	100,000	-	
41034 Trf From TWU	22,500	22,500	22,500	22,500	22,500
41035 Trf From TIRZ #1 Fund	2,000	2,000	2,000	2,000	2,000
46001 Current City Taxes	13,213,874	12,866,901	13,284,950	13,642,675	13,807,950
46002 Delinquent City Taxes	180,000	180,000	180,000	180,000	180,000
46003 Penalty & Interest	115,000	115,000	115,000	115,000	115,000
46006 City Sales Tax	16,223,609	16,315,285	16,641,591	16,974,423	17,313,910
46007 Electric- SW AR	21,500	21,500	21,500	21,500	21,500
46008 Other Taxes	109,000	120,000	120,000	120,000	120,000
46010 Electric-Bowie Cass	7,000	7,000	7,000	7,000	7,000
46011 Electric-SWEPCO	800,000	800,000	800,000	800,000	800,000
46012 Gas Franchise	250,000	250,000	250,000	250,000	250,000
46013 Telephone Franchise	112,000	112,000	112,000	112,000	112,000
46014 Cable TV Franchise	204,000	204,000	204,000	204,000	204,000
46016 State Comp. Surcharge	7,000	7,000	7,000	7,000	7,000
46017 Death Certificates	6,800	8,000	8,000	8,000	8,000
46018 Municipal Treasury/Traffic	6,700	11,000	11,000	11,000	11,000
46020 Truancy Prevention Fee	2,900	6,000	6,000	6,000	6,000
46021 Building Permits	375,000	330,000	330,000	330,000	330,000
46022 Electrical Permits	23,000	23,000	23,000	23,000	23,000
46023 Plumbing Permits	43,000	43,000	43,000	43,000	43,000
46024 Zoning Fees	7,500	10,000	10,000	10,000	10,000
46025 Truancy Prevention City Fee	7,000	7,000	7,000	7,000	7,000
46027 Alcohol Permit Fee	13,000	13,000	13,000	13,000	13,000
46030 St Cutting/Driveway Per	2,000	2,000	2,000	2,000	2,000
46033 Lot Cleaning Fees	4,500	4,500	4,500	4,500	4,500
46035 Vital Statistics	120,000	145,000	145,000	145,000	145,000
46036 Garbage Collection Fees	829,100	834,213	834,213	834,213	834,213
46037 Vital Postage Fee	3,000	700	700	700	700
46038 Child Safety Fund	6,000	4,000	4,000	4,000	4,000
46040 Arrest Warrant/Capias	75,000	100,000	100,000	100,000	100,000
46041 Fines & Forfeitures	540,000	700,000	700,000	700,000	700,000
46046 Comp Victims Of Crime	-	250	250	250	250
46047 Special Expense & Admin	60,000	120,000	120,000	120,000	120,000
46050 Park Rent	700	3,000	3,000	3,000	3,000
46051 Towing/Impound Revenue	43,000	43,000	43,000	43,000	43,000
46052 Rental - SW Center	3,000	4,000	4,000	4,000	4,000
46057 Time Pymt Fee(Jud Eff)	3,000	4,000	4,000	4,000	4,000

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)

**FUND FORECAST****101 General Fund**

	2020	2021	2022	2023	2024
46060 Time Pymt Fee(State)	18,000	21,000	21,000	21,000	21,000
46062 City Of Texarkana, Ark	25,665	25,665	25,665	25,665	25,665
46063 Rosehill Cemetery	10,300	8,000	8,000	8,000	8,000
46065 Police Overtime-Schools	62,000	85,000	85,000	85,000	85,000
46067 Time Pymt Fee(No Restr)	15,500	17,000	17,000	17,000	17,000
46070 Police Overtime/Other	55,000	70,000	70,000	70,000	70,000
46071 Food Permits	100,000	100,000	100,000	100,000	100,000
46072 Swimming Pool Permits	4,000	4,000	4,000	4,000	4,000
46073 Fugitive Apprehension Fee	-	85	85	85	85
46074 Combined Court Costs	185,000	240,000	240,000	240,000	240,000
46076 MPO Service Charges	18,000	18,000	18,000	18,000	18,000
46077 Parks Spec Events Don	510	-	-	-	-
46078 Sign Permits	14,000	14,000	14,000	14,000	14,000
46080 Garage Sale Permits	2,500	2,900	2,900	2,900	2,900
46084 Sale Of Surplus Property	9,674	-	-	-	-
46086 Recovery Damage Claims	4,612	-	-	-	-
46087 Amusement Devices Fees	2,000	2,000	2,000	2,000	2,000
46088 Miscellaneous Income	30,000	50,000	50,000	50,000	50,000
46089 Payroll Deduction Fees	800	800	800	800	800
46094 Fire Fees	20,000	24,000	24,000	24,000	24,000
46106 Animal Services	9,000	9,000	9,000	9,000	9,000
46107 Spraying Services	10,000	10,000	10,000	10,000	10,000
46108 Contract Charge - IPC	18,900	18,900	18,900	18,900	18,900
46112 Civil Defense	32,895	32,895	32,895	32,895	32,895
46113 Reimbursements - Other	3,592	-	-	-	-
46117 Alarm Permits	75,000	85,000	85,000	85,000	85,000
46119 Bringle Lake Green Fees	900	900	900	900	900
46120 State Traffic Fee	95,000	110,000	110,000	110,000	110,000
46121 Homeland Sec/Emer Mgmt	17,692	20,000	20,000	20,000	20,000
46123 State Juror Fee	15,000	24,000	24,000	24,000	24,000
46126 Judicial Salaries Fee	19,000	32,000	32,000	32,000	32,000
46130 Indigent Defense Fee	7,000	12,000	12,000	12,000	12,000
46131 Interest/Police Evidence	20	20	20	20	20
46136 Civil Justice Fee	200	350	350	350	350
46139 Collection Agency Fees	3,250	7,000	7,000	7,000	7,000
46150 Park Pavilion Rentals	3,000	3,000	3,000	3,000	3,000
46153 Special Events Permits	1,000	2,000	2,000	2,000	2,000
46233 Lien Recovery / Release	600	600	600	600	600
46240 Reimbursement - Worker's	35,000	-	-	-	-
46809 Senior Citizens Program	-	500	500	500	500
Total Revenue	34,607,772	34,595,282	35,438,137	36,022,194	36,522,460

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)

**FUND FORECAST****101 General Fund**

	2020	2021	2022	2023	2024
Expenditures					
50007 Trf To Employee Benefit Fund	84,217	152,587	160,770	172,040	173,460
50019 Agent Fees	4,000	4,189	4,189	4,189	4,189
50041 Trf To CDBG Fund	35,137	35,137	-	-	-
50053 Trf To Personnel Policy Fund	275,000	585,000	825,000	850,000	875,000
50055 Trf To Building Maintenance	397,070	259,750	259,750	259,750	259,750
50056 Trf to Public Safety Radio Fd	47,880	47,880	47,880	47,880	47,880
50057 Trf To COC Homeless Grant	54,056	20,905	-	-	-
50059 Trf To Fleet Fund	746,635	1,112,540	1,116,162	1,120,189	1,124,440
50063 Trf To General Property & Liability Fund	171,673	-	-	-	-
50066 Trf To NEA Grant Fund	6,905	-	-	-	-
50067 Trf To Capital Replacement	1,700,000	1,000,000	1,000,000	1,500,000	1,500,000
50069 Trf To Technology Fund	329,328	372,305	344,505	369,305	369,305
50084 Transfer to ESG	21,155	365	-	-	-
50088 Transfer to Major Maintenance	500,000	-	300,000	300,000	300,000
50091 Transfer to Farmers Market	11,295	-	-	-	-
50092 Trf To Recreational Trails Program Grant	20,071	-	-	-	-
50120 Transfer to TWU	625,000	-	-	-	-
51011 Stipend - Supervision	5,000	-	-	-	-
51013 Stipend - Maintenance	12,116	5,000	5,000	5,000	5,000
51015 Reimbursable Overtime	125,238	125,238	125,238	125,238	125,238
51101 Supervision	1,515,688	1,667,928	1,702,994	1,702,994	1,702,994
51102 Clerical	305,847	306,994	307,377	307,377	307,377
51103 Maintenance Operations	12,506,488	13,015,515	13,148,971	13,214,306	13,264,511
51105 Overtime	917,370	712,576	724,176	724,176	724,176
51106 Longevity Pay	178,842	193,935	210,475	226,735	242,660
51107 Incentive Pay	251,916	253,329	253,329	253,329	253,329
51108 Step-Up Pay	36,686	36,686	36,686	36,686	36,686
51111 Shift Differential Pay	14,975	14,975	14,975	14,975	14,975
51112 Worker's Comp	378,736	331,441	334,585	336,548	338,120
51113 Pensions/Retirement	2,508,501	2,505,288	2,535,618	2,548,519	2,558,900
51114 Social Security	574,031	596,780	604,348	605,973	607,360
51115 Group Insurance	2,607,801	2,876,915	3,064,526	3,261,926	3,474,140
51116 Field Officer Train Pay	14,700	14,400	14,400	14,400	14,400
51120 Auto Allowance	79,035	83,650	85,150	85,150	85,150
51121 Clothing Allowance	28,000	28,000	28,000	28,000	28,000
51126 Tuition Allowance	-	2,560	4,560	2,000	2,000
51132 Telephone Allowance	49,847	48,776	48,776	48,776	48,776
51134 City Contribute 401(A)	14,664	15,927	15,954	15,954	15,954
52201 Supplies	134,099	143,265	174,613	174,613	174,613
52202 Wearing Apparel	89,200	109,366	113,434	113,434	113,434
52203 Feed	1,000	1,000	2,500	2,500	2,500
52204 Food Supplies	11,828	12,275	15,034	15,034	15,034

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)

**FUND FORECAST****101 General Fund**

	2020	2021	2022	2023	2024
52205 Postage/Shipping	22,065	24,430	29,499	29,499	29,499
52207 Minor Tools And Equip	143,049	146,679	194,453	194,453	194,453
52209 Chemical Supplies	16,270	18,390	18,390	18,390	18,390
52211 Recreational Supplies	31,623	35,623	35,623	35,623	35,623
52212 Botanical And Agricultu	4,050	4,050	5,966	5,966	5,966
52226 Operating Lease	-	31,150	31,150	31,150	31,150
53305 Landscape Maintenance	9,797	9,797	26,297	11,297	11,297
53306 Storm Drains	82,570	80,000	80,000	80,000	80,000
53309 Streets,Alleys,&Bridges	246,858	250,000	320,000	320,000	320,000
53400 Computer Hard & Software	98,424	108,069	110,319	110,319	110,319
53401 Furniture And Fixtures	2,486	2,500	4,070	4,070	4,070
53402 Tools And Equipment	26,313	29,230	29,230	29,230	29,230
53405 Security & Surveillance	5,000	5,000	5,000	5,000	5,000
53408 Street Signs & Markings	21,250	25,000	43,830	43,830	43,830
53409 Signal&Lighting Systems	22,645	15,000	16,000	16,000	16,000
53410 Communications Maint	1,600	1,600	1,600	1,600	1,600
53411 Street Light Maint.	12,885	14,000	17,885	17,885	17,885
53414 Rosehill Cemetery Maintenance	10,000	8,000	8,000	8,000	8,000
54500 Communications-In House	68,560	68,060	68,910	68,910	68,910
54501 Communications-Cellular	78,115	78,615	78,815	78,815	78,815
54502 Rental	106,484	108,684	111,310	111,310	111,310
54503 Insurance & Bond	407	270,407	270,407	270,407	270,407
54504 Special Services	397,115	409,968	425,905	436,405	439,405
54505 Forensic And Photo Labs	3,500	6,500	6,500	6,500	6,500
54506 Travel & Training	157,169	210,470	227,845	228,545	227,845
54507 Utilities-Electricity	195,220	198,220	198,220	198,220	198,220
54508 Utilities-Water & Sewer	60,605	65,605	65,605	65,605	65,605
54509 Utilities-Gas	17,750	21,079	21,079	21,079	21,079
54510 Utilities-Cable	306	350	350	350	350
54511 Laundry Service	906	850	690	690	690
54512 Bi-State Rental	1,534,012	1,864,295	2,000,000	2,000,000	2,000,000
54513 Contract Mowing	85,650	90,000	90,000	90,000	90,000
54514 Community Relations	32,426	22,600	42,600	42,600	42,600
54515 Street Lighting	572,500	572,500	572,500	572,500	572,500
54519 Meals/Local Expense	1,425	2,300	2,750	2,750	2,750
54520 Miscellaneous Expense	88,832	-	-	-	-
54522 Demolition	51,000	150,000	150,000	150,000	150,000
54523 Bank Service Charges	1,000	1,000	1,000	1,000	1,000
54524 Other Services	19,998	25,785	25,785	25,785	25,785
54525 Advertising	17,120	19,370	21,515	21,515	21,515
54527 Recreational Programs	11,000	13,000	13,000	13,000	13,000
54528 Bowie Co.Appraisal Dist	262,526	308,432	308,432	308,432	308,432
54534 Group Training	-	2,500	4,000	4,000	4,000
54536 Legal Fees	400,000	400,000	400,000	400,000	400,000
54542 Principal Payments	162,456	165,568	168,740	28,436	-
54543 Interest Payments	8,565	5,453	2,281	68	-

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)

**FUND FORECAST****101 General Fund**

	2020	2021	2022	2023	2024
54606 Veterinarian Services	9,250	30,750	31,500	31,500	31,500
54608 Dues And Memberships	55,327	57,015	57,765	58,265	58,265
54611 Refuse Contract	37,200	37,880	37,880	37,880	37,880
54613 Reserve Appropriations	-	175,000	303,000	578,000	853,000
54614 Library	600,000	600,000	600,000	600,000	600,000
54623 State Comptroller	525,000	525,000	525,000	525,000	525,000
54626 Boarding Services	30,000	80,000	80,000	80,000	80,000
54643 Tutd	186,425	186,425	186,425	186,425	186,425
54645 Texarkana Airport Auth	70,246	130,281	130,281	130,281	130,281
54646 Veteran's Office	11,060	11,060	11,060	11,060	11,060
54648 Downtown Enhancement	50,000	-	-	-	-
54656 Public Health Fund	75,000	75,000	75,000	75,000	75,000
54675 Parks/Sports Facility	-	8,047	-	-	-
55702 Major Tools & Equipment	75,000	-	-	-	-
55707 Computer Hard &Software	-	40,000	-	-	-
55801 Building & Facilities	20,000	-	-	-	-
55817 Other Improvements	25,000	-	-	-	-
Total Expenditures	34,252,070	34,539,064	35,922,436	36,909,639	37,480,825
Fund Balance	10,479,142	10,535,360	10,051,061	9,163,616	8,205,250



FUND FORECAST

2020-089 ATTH 01 Proposed Budget 082420

8.10.b

103 Personnel Policy Fund

	2020	2021	2022	2023	2024
Fund Balance	785,498	309,998	112,298	122,498	126,7
Revenue					
40050 Trf From General Fund	275,000	585,000	825,000	850,000	875,0
41000 Interest Revenue	8,500	3,300	1,200	1,300	1,3
Total Revenue	283,500	588,300	826,200	851,300	876,3
Expenditures					
50006 Termination Pay	325,000	325,000	325,000	325,000	325,0
51112 Worker's Comp	4,000	4,000	4,000	4,000	4,0
51113 Pensions/Retirement	50,000	50,000	50,000	50,000	50,0
51114 Social Security	15,000	15,000	15,000	15,000	15,0
51115 Group Insurance	365,000	392,000	422,000	453,000	487,0
Total Expenditures	759,000	786,000	816,000	847,000	881,0
Fund Balance	309,998	112,298	122,498	126,798	122,1

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)



FUND FORECAST

2020-089 ATTH 01 Proposed Budget 082420

8.10.b

104 Workers Compensation Fund

	2020	2021	2022	2023	2024
Fund Balance	147,646	149,846	151,446	53,046	53,5
Revenue					
40006 Employer Contribution	420,000	385,000	385,000	385,000	385,0
41000 Interest Revenue	2,200	1,600	1,600	550	5
Total Revenue	422,200	386,600	386,600	385,550	385,5
Expenditures					
50009 Trf To General Fund	-	-	100,000	-	
54503 Insurance & Bond	420,000	385,000	385,000	385,000	385,0
Total Expenditures	420,000	385,000	485,000	385,000	385,0
Fund Balance	149,846	151,446	53,046	53,596	54,1

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)



FUND FORECAST

105 Payroll Disbursement Fund

	2020	2021	2022	2023	2024
Fund Balance	4	-	-	-	
Expenditures					
54520 Miscellaneous Expense	4	-	-	-	
Total Expenditures	4	-	-	-	
Fund Balance	-	-	-	-	



FUND FORECAST

109 General Property & Liability Fund

	2020	2021	2022	2023	2024
Fund Balance	96,827	-	-	-	
Revenue					
40050 Trf From General Fund	171,673	-	-	-	
41000 Interest Revenue	1,500	-	-	-	
Total Revenue	173,173	-	-	-	
Expenditures					
54503 Insurance & Bond	270,000	-	-	-	
Total Expenditures	270,000	-	-	-	
Fund Balance	-	-	-	-	



FUND FORECAST

2020-089 ATTH 01 Proposed Budget 082420

8.10.b

115 City Technology Fund

	2020	2021	2022	2023	2024
Fund Balance	93,369	95,669	96,669	47,669	48,2
Revenue					
40020 Perot Theatre Contribution	1,556	336	336	336	3
40050 Trf From General Fund	329,328	372,305	344,505	369,305	369,3
40057 Trf From Court Technology	3,132	3,116	3,116	3,116	3,1
40065 Trf From Health Fund	6,552	6,714	6,714	6,714	6,7
40090 Trf From Fleet	1,312	1,367	1,367	1,367	1,3
41000 Interest Revenue	2,300	1,000	1,000	550	5
Total Revenue	344,180	384,838	357,038	381,388	381,3
Expenditures					
50200 Lease Purchase Int. Exp	5,836	5,857	5,857	5,857	5,8
52226 Operating Lease	210,296	221,647	228,647	228,647	228,6
53400 Computer Hard & Software	34,518	32,800	32,800	32,800	32,8
54501 Communications-Cellular	22,500	22,500	22,500	22,500	22,5
55707 Computer Hard &Software	18,320	28,320	43,520	18,320	18,3
55820 Capital Lease	50,410	72,714	72,714	72,714	72,7
Total Expenditures	341,880	383,838	406,038	380,838	380,8
Fund Balance	95,669	96,669	47,669	48,219	48,7

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)



FUND FORECAST

120 Major Street Maintenance Fund

	2020	2021	2022	2023	2024
Fund Balance	215,029	-	-	-	
Revenue					
40050 Trf From General Fund	500,000	-	300,000	300,000	300,0
41000 Interest Revenue	6,500	-	-	-	
Total Revenue	506,500	-	300,000	300,000	300,0
Expenditures					
55817 Other Improvements	721,528	-	300,000	300,000	300,0
Total Expenditures	721,528	-	300,000	300,000	300,0
Fund Balance	-	-	-	-	



FUND FORECAST

216 Police Training Fund

	2020	2021	2022	2023	2024
Fund Balance	18,117	24,032	4,922	10,612	16,3
Revenue					
40031 Contribution From Others	8,000	8,000	8,000	8,000	8,0
41000 Interest Revenue	275	250	50	100	1
Total Revenue	8,275	8,250	8,050	8,100	8,1
Expenditures					
52201 Supplies	2,000	2,000	2,000	2,000	2,0
54504 Special Services	360	25,360	360	360	3
Total Expenditures	2,360	27,360	2,360	2,360	2,3
Fund Balance	24,032	4,922	10,612	16,352	22,1

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)



FUND FORECAST

2020-089 ATTH 01 Proposed Budget 082420

8.10.b

228 Building Maintenance Fund

	2020	2021	2022	2023	2024
Fund Balance	90,851	-	-	-	
Revenue					
40050 Trf From General Fund	397,070	259,750	259,750	259,750	259,7
41000 Interest Revenue	2,300	-	-	-	
Total Revenue	399,370	259,750	259,750	259,750	259,7
Expenditures					
53301 Buildings	270,161	224,750	224,750	224,750	224,7
55801 Building & Facilities	220,060	35,000	35,000	35,000	35,0
Total Expenditures	490,221	259,750	259,750	259,750	259,7
Fund Balance	-	-	-	-	

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)



FUND FORECAST

2020-089 ATTH 01 Proposed Budget 082420

8.10.b

704 Fleet Capital Replacement Fund

	2020	2021	2022	2023	2024
Fund Balance	3,117,283	3,138,794	2,186,100	618,440	559,6
Revenue					
40001 Contribution From State	2,669	-	-	-	
40031 Contribution From Others	80,798	-	-	-	
40050 Trf From General Fund	1,700,000	1,000,000	1,000,000	1,500,000	1,500,0
41000 Interest Revenue	43,000	34,000	24,000	7,000	6,3
46084 Sale Of Surplus Property	51,794	-	-	-	
46086 Recovery Damage Claims	9,035	-	-	-	
Total Revenue	1,887,296	1,034,000	1,024,000	1,507,000	1,506,3
Expenditures					
50059 Trf To Fleet Fund	5,000	5,000	5,000	5,000	5,0
55704 Motor Vehicles	640,150	1,244,844	1,084,140	661,844	804,8
55706 Heavy Equipment	1,220,635	736,850	1,502,520	898,900	776,4
Total Expenditures	1,865,785	1,986,694	2,591,660	1,565,744	1,586,2
Fund Balance	3,138,794	2,186,100	618,440	559,696	479,7

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)

Fleet Capital Replacement Schedule

		Fiscal Year 19-20	Fiscal Year 20-21
1	FORD FUSION BLACK CID		24,375
1	FORD EXPLORER B&W	41,053	
1	FORD FUSION SILVER		24,375
1	FORD FUSION WHITE		24,375
1	FORD EXPLORER SILVER	37,812	
1	FORD TAURUS BLUE		24,375
1	FORD PI UTILITY B&W		61,000
1	FORD PI UTILITY B&W		61,000
1	FORD PI UTILITY B&W	42,015	
1	FORD PI UTILITY B&W	42,015	
1	FORD PI UTILITY B&W		61,000
1	FORD PI UTILITY B&W		61,000
1	FORD PI UTILITY B&W		61,000
1	FORD PI UTILITY B&W		61,000
1	FORD PI UTILITY B&W		61,000
1	FORD PI UTILITY B&W	42,015	
1	FORD PI UTILITY B&W	41,053	
1	FORD PI UTILITY B&W		61,000
1	FORD PI UTILITY B&W	42,015	
1	FORD PI UTILITY B&W		61,000
1	FORD PI UTILITY B&W		61,000
1	FORD PI UTILITY B&W		61,000
1	FORD PI SEDAN B&W	42,015	
1	FORD PI SEDAN B&W	42,015	
1	FORD F150 EC LB GAS	28,773	
1	FORD E250 CRIME VAN		47,000
1	CHEVY 1500 VAN SWAT		30,000
1	HARLEY DAVIDSON FLHTP ELECTRA GLIDE MOTORCYCLE	35,248	
1	HARLEY DAVIDSON FLHTP ELECTRA GLIDE MOTORCYCLE	35,248	
1	NEW ENCLOSED TRAILER		15,000
1	SHOP MADE TRL 14' TRL B&W SERVICES W/GENERATOR		2,000
1	FORD EXPLORER 6CY UNMARKED		35,000
1	FORD EXPEDITION 4X4 8CY UNMARKED		35,000
1	PUMPER PIERCE ENFORCER ENGINE 7	631,000	
1	Dodge 5500 QUAD Ram Brush 5		70,000
1	TRL UTIL 5X10		2,000
1	FORD F150 RC, SB, 6CYL GAS (EC 4X4)	33,088	
1	FORD F150 RC, SB, 6CYL		37,500
1	TRL NORRIS 14' GREEN, SINGLE AXLE		2,000
1	FORD F150 RC SB 6 CY GAS 4X4		35,500
1	FORD F250 EC LB DSL	32,822	
1	FORD F250 EC LB DSL	32,822	
1	FORD F250 EC LB DSL		37,500
1	CLARKE GRIZZLY SPRAYER		14,600
1	KUBOTA M6	143,447	
1	FORD F750 DUMP 6YD LOW SIDE 33K		110,000
1	GRAVELY PRO 452 MOWER		10,000
1	GRAVELY PRO 260 MOWER		10,000
1	GRAVELY PRO 460 MOWER		10,000
1	JOHN DEERE EXCAV TRACK 160G CONSTR (SH069 MOWER)	181,720	
1	GRAVELY PRO 460 MOWER	9,145	
1	BOBCAT LOADER W/ AC		90,000
1	BOBCAT GRAPPLER ATTACH		15,450
1	BOBCAT FORKLIFT ATTACH & SWEEPER ATTACHMENT		6,000
1	TYMCO SWEEPER 600		288,000
1	UTILITY TRL 16'		6,000
1	STALKER MM10152 RADAR MESSAGE TRL	14,118	
1	SHOP MADE TRL 14' TRL B&W SERVICES W/GENERATOR	5,200	
1	FORD F250 RC LB V8 GAS SERV TRK		45,000
1	BIGTEX TRL 8'		2,000

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)

Fleet Capital Replacement Schedule

		Fiscal Year 19-20	Fiscal Year 20-21
1	FORD F250 RC LB V8 GAS		35,500
1	FORD F150 RC LB V8 GAS	28,298	
1	FORD F250 RC LB DSL		35,500
1	FORD 545D LOADER FRT END		54,000
1	JOHN DEERE 1200A 3 WHEEL RAKE	15,029	
1	GRAVELY PRO TURN 260 MOWER		10,000
1	JOHN DEERE GATOR 4X4	10,253	
1	GRACO SPRAYER LL V 3400 LINE PAINT MACHINE	4,365	
1	JOHN DEERE X750 RIDING MOWER W/48" DECK	10,373	
1	GENERAC PRESSURE WASHER	7,987	
1	HUSQVARNA DRT900 TILLER		3,000
1	TRL SHOP MADE 5' TEX BEAUTIFUL W/55 GAL WTR TANK		10,000
1	TOPHAT TRL 18'		5,500
1	CENTURY MOBILE SOUND STAGE TRL	164,030	
1	PEPSI ENCLOSED TRL 7X14	23,968	
1	HUSKEE FARM WAGON 5X3		1,300
	MANAGEMENT FEE	5,000	5,000
	AXON CAMERA SYSTEM	41,844	41,844
		<u>1,865,785</u>	<u>1,986,694</u>

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)

NON-GENERAL FUNDS

102 Narcotics Division Operations Fund

DESCRIPTION:

Assets legally seized and judiciously forfeited as gains of illegal and unlawful activities.

FOCUS:

To provide additional funds to assist the police department in accomplishing its missions, goals and objectives.

107 Court Security Fund

DESCRIPTION:

The Municipal Court is authorized under the Texas Code of Criminal Procedure Article 102.017 to collect a security fee from defendants convicted of a misdemeanor offense as a cost of court.

FOCUS:

The security fee collected by the court is set aside as restricted funds that can be used for the purchase of the following items:

- The purchase or repair of X-ray machines and conveying systems
- Handheld metal detectors
- Identification cards and systems
- Electronic locking and surveillance equipment
- Bailiffs, deputy sheriffs, deputy constables, or contract security personnel
- Signage
- Confiscated weapon inventory and tracking systems
- Locks, chains, alarms, or similar security devices
- The purchase or repair of bullet-proof glass
- Continuing education on security issues for court personnel and security personnel
- Warrant officers and related equipment

110 Central Records & Communication Fund

DESCRIPTION:

The City is a participant in a joint venture in the Bi-State Justice Center with the City of Texarkana, Arkansas and Bowie County, Texas to house the law enforcement and criminal justice agencies of each entity. The Intergovernmental Advisory Committee is responsible for the operations of the Center. The annual budget is underwritten by the participating entities based on a formula which uses floor space occupied, number of records processed by the Central Records Center, the number of calls for service handled in the Communications Center, and the number of prisoners in the detention facility for each entity.

FOCUS:

This program encompasses the Bi-State Central Records & Communications Center Department of the Justice Center. The City provides payroll service for the personnel. All payroll expenditures are billed back to Texarkana, Arkansas which by agreement is responsible for the fiscal operation of the Center.

113 Conservation Revolving Loan Fund

DESCRIPTION:

The Energy Conservation Revolving Loan Fund is an investment source for energy efficiency and conservation projects. It is intended for permanent working capital and fixed asset financing for departments within the City of Texarkana, Texas.

FOCUS:

In 2009, the City of Texarkana, Texas established the fund with an initial amount of \$30,000 through the Department of Energy's Energy Efficiency and Conservation Block Grant Program.

The energy fund is run through the City's Finance Department. The fund will be replenished by the difference in energy savings once a building has been retrofitted with energy efficient technology.

Each department is responsible for submitting energy efficiency and conservation projects with timely payback periods.

Eligible projects will include:

- Any project that increases energy efficiency in municipal operations
- Any retrofit project that reduces energy use and costs
- Shows a payback period of less than 2 years

114 Court Technology Fund

DESCRIPTION:

The Municipal Court is authorized under the Texas Code of Criminal Procedure Article 102.0172 to collect a technology fee from defendants convicted of a misdemeanor offense as a cost of court.

FOCUS:

The technology fee collected by the court is set aside as restricted funds that can be used for the purchase of the following items:

- Computer systems
- Computer networks
- Computer hardware
- Computer software
- Imaging systems
- Electronic kiosks
- Electronic ticket writers
- Docket management systems

116 TIRZ #1 Fund

DESCRIPTION:

Tax Increment Reinvestment Zone (TIRZ) #1 was created to help finance the cost of public improvements needed to promote developing or redeveloping a specific geographic area that would otherwise not attract significant private investment “but for” the Zone. Tax Increment Reinvestment Zones are regulated and monitored by the City and Chapter 311 of the Tax Code. State law requires reporting to the Texas Comptroller.

FOCUS:

The TIRZ #1 was created by Ordinance #177-09 on November 23, 2009. The TIRZ board has considered and approved various projects that would improve or develop infrastructure in its geographic area. These projects become part of the financing and project plans. The City Council approves the expenditure of funds and determines the appropriate time for funding the construction of the projects.

That the public improvements scheduled for the Zones include, but are not limited to, the construction of: (i) sidewalks, cross walks and pedestrian crossing systems (ii) storm sewers and drainage ponds, (iii) sanitary sewers, (iv) landscaping, streetscape, fountains, historic building facades, works of art, and benches, (v) plazas, squares, pedestrian malls, trails, and other public spaces, (vi) parking lots and roadways, (vii) utility line relocation and installation, (viii) water system improvements (ix) parks, and outdoor performance spaces, (x) bicycle routes and facilities, (xi) public transportation projects, (xii) signage, and (xiii) other related necessary or convenient public improvements.

117 Donation Fund

DESCRIPTION:

The donation fund account includes small grant awards and community donations for city assisted initiatives such as the Texarkana Arts & Historic District, Believe in Beverly Campaign and Neighborhood Associations. Depending on the donation, agencies and individual donors may receive an acknowledgement of donation letter and grant expenditure reports are submitted as requested.

118 TIRZ #2 Fund

DESCRIPTION:

Tax Increment Reinvestment Zone (TIRZ) #2 was created to help finance the cost of public improvements needed to promote developing or redeveloping a specific geographic area that would otherwise not attract significant private investment “but for” the Zone. Tax Increment Reinvestment Zones are regulated and monitored by the City and Chapter 311 of the Tax Code. State law requires reporting to the Texas Comptroller.

FOCUS:

The TIRZ #2 was created by Ordinance #177-09 on November 23, 2009. The TIRZ board has considered and approved various projects that would improve or develop infrastructure in its geographic area. These projects become part of the financing and project plans. The City Council approves the expenditure of funds and determines the appropriate time for funding the construction of the projects.

That the public improvements scheduled for the Zones include, but are not limited to, the construction of: (i) sidewalks, cross walks and pedestrian crossing systems (ii) storm sewers and drainage ponds, (iii) sanitary sewers, (iv) landscaping, streetscape, fountains, historic building facades, works of art, and benches, (v) plazas, squares, pedestrian malls, trails, and other public spaces, (vi) parking lots and roadways, (vii) utility line relocation and installation, (viii) water system improvements (ix) parks, and outdoor performance spaces, (x) bicycle routes and facilities, (xi) public transportation projects, (xii) signage, and (xiii) other related necessary or convenient public improvements.

200 Perot Enhancement Fund

DESCRIPTION: The beautiful restored Perot Theatre, located in downtown Texarkana at 3rd and Main St, has been a landmark since 1924 when it opened as the Saenger Amusement Company's "Gateway to the Southwest" theatre.

Fully restored by the City of Texarkana, TX in 1979-80, the building is listed in the National Register of Historic Places. Texarkana natives, H. Ross Perot and his sister Bette, through the Perot Foundation, contributed much of the restoration costs in memory of his parents, Mr. & Mrs. Gabriel Ross Perot.

In recognition of this contribution, the Texarkana, Texas City Council renamed the building - The Perot Theatre. The theatre annually hosts the Perot Theatre Series, as well as numerous rentals throughout the year. The Perot Theatre is owned by the City of Texarkana, TX and the Texarkana Regional Arts & Humanities Council is contracted to program and manage the theatre.

FOCUS: A two-dollar (\$2 USD) charge is placed on all tickets by the Texarkana Regional Arts & Humanities Council. These funds are used to provide patron enhancements and amenities for the Perot Theatre experience.

202 Emergency Solutions Grant Fund

DESCRIPTION:

The Emergency Solutions Grants program is a competitive grant program designed to provide the services necessary to help persons that are at-risk of homelessness or homeless quickly regain stability in permanent housing. The ESG program is funded by the U.S. Department of Housing and Urban Development (HUD) and is administered by the Texas Department of Housing and Community Affairs (TDHCA) in the State of Texas.

FOCUS:

The ESG program provides funding to:

- Engage homeless individuals and families living on the street;
- Improve the number and quality of emergency shelters for homeless individuals and families;
- Help operate these shelters;
- Provide essential services to shelter residents;
- Rapidly re-house homeless individuals and families; and
- Prevent families and individuals from becoming homeless.

203 CDBG Revolving Loan Fund

DESCRIPTION:

Revolving Loan Program funded through Community Development Block Grant funding from HUD.

FOCUS:

The Community Development Block Grant Revolving Loan Fund Program enables the City to make loans to developers or small business owners to redevelop buildings in revitalization areas of the City. Improvements will benefit low and moderate-income individuals through jobs or housing opportunities. Loans can be used for façade improvements to businesses.

204 Community Development Block Grant Fund

DESCRIPTION:

The Community Development Block Grant Program is designed to primarily benefit low/moderate income persons and/or low to moderate income areas of the City. Housing and community development needs in the community are identified and strategies outlined to address these needs.

FOCUS:

To identify the needs of the community and promote programs that will benefit the greatest number of low/moderate income residents.

207 EPA Revolving Loan Grant Fund

DESCRIPTION:

This program is offered by funding from the Environmental Protection Agency.

FOCUS:

The Revolving Loan fund program enables the City to make sub grants and loans to developers seeking to redevelop contaminated properties in targeted areas of the community. Loan and grants funds may be used for clean-up activities at approved redevelopment sites.

209 Home Program Fund

DESCRIPTION:

Administration of the Texas Department of Housing and Community Affairs (TDHCA) program.

FOCUS:

To assist qualified individuals and families in repairing or reconstructing substandard homes.

211 Perot Theatre Fund

DESCRIPTION:

This program meets the obligation made to the Perot Foundation that the City provide community-enhancing cultural programming in the Perot Theatre, in exchange for the foundation's capital gift to the City to restore the original Saenger Theatre in the early 1980's. The Perot Theatre, as a stand-alone historical jewel and as a programmed event center, is integral to regional, national, and even international tourism in Texarkana. It includes programming from the Texarkana Regional Arts and Humanities Council, Inc. (TRAHC), the Texarkana Symphony Orchestra, local dance recitals and nationally known music artists.

FOCUS:

The Texarkana Regional Arts and Humanities Council, Inc. (TRAHC) is currently contracted by the City for the professional management of the Perot Theatre. The hotel occupancy tax revenues invested through this fund are integral to the continued positive impact of the Perot Theatre.

212 Hotel Occupancy Tax Fund

DESCRIPTION:

The hotel occupancy tax fund is comprised of revenue received from local hotels and motels. All funds received from the hotel occupancy tax are spent in accordance with the Texas Tax Code, Section 351.101 (a) and (b).

FOCUS:

According to the tax code, there is a two-part test that expenditures of local hotel occupancy tax funds must meet in order to be valid.

1. Every expenditure must directly enhance and promote tourism and the hotel industry.
2. Every expenditure must clearly fit into a state defined statutory category including:
 - a) the acquisition of sites for and the construction, improvement, enlarging, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both;
 - b) the furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants;
 - c) advertising and conducting solicitations and promotional programs to attract tourists and convention delegates or registrants to the municipality or its vicinity;
 - d) the encouragement, promotion, improvement, and application of the arts, including instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture, photography, graphic and craft arts, motion pictures, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms;
 - e) historical restoration and preservation projects or activities or advertising and conducting solicitations and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums: (i) at or in the immediate vicinity of convention center facilities or visitor information centers; or (ii) located elsewhere in the municipality or its vicinity that would be frequented by tourists and convention delegates;
 - f) for a municipality located in a county with a population of one million or less, expenses, including promotion expenses, directly related to a sporting event in which the majority of participants are tourists who substantially increase economic activity at hotels and motels within the municipality or its vicinity; and
 - g) subject to Section 351.1076, the promotion of tourism by the enhancement and upgrading of existing sports facilities, including facilities or fields for baseball, softball, soccer, and flag football.

213 Perot Theatre Building Maintenance Fund

DESCRIPTION:

The contract for the capital gift from the Perot Foundation required a long-term maintenance fund to be established with an annual set aside from the City of \$40,000.

FOCUS:

To carefully monitor and maintain all aspects of the Perot Theatre.

214 COC Homeless Assistance Grant Fund

DESCRIPTION:

The Continuum of Care (CoC) Program is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness; promote access to and effect utilization of mainstream programs by homeless individuals and families; and optimize self-sufficiency among individuals and families experiencing homelessness.

215 Housing Fund

DESCRIPTION:

Administration of loans made under previous City housing programs and collection of other revenue related to programs set up by the City to assist in repair and rehabilitation of individual properties and neighborhoods in the City.

FOCUS:

To assist qualified individuals and families in repairing or reconstructing substandard homes.

217 Law Enforcement Block Grant Fund

DESCRIPTION:

Federal funding through the Edward Byrne Memorial Justice Assistance Grant Program.

FOCUS:

To procure advanced Crime Scene equipment, as well as hardware/software for the Property & Evidence Section.

218 CDBG 108 Loan Fund

DESCRIPTION:

The CDBG Section 108 Loan Guarantee Program is designed to assist community & economic development projects that will benefit low/moderate income persons by providing affordable housing in the downtown area. Housing and community development needs in the community are identified and strategies outlined to address these needs.

FOCUS:

To identify the needs of the community and promote programs that will benefit the greatest number of low/moderate income residents.

219 Law Enforcement Program Fund

DESCRIPTION:

State funding through the Texas Comptroller's Office for continuing education of law enforcement officers and for tobacco enforcement and compliance education.

FOCUS:

To supplement the City's General Fund budget to assure that specialized and mandated training is provided to commissioned personnel.

To conduct a regimen of tobacco compliance sting operations and inspections at retail outlets to assure that tobacco is not being sold to minors, as well as provide consistent compliance education to tobacco retailers in our area.

220 Metropolitan Planning Organization Fund

DESCRIPTION:

This program is responsible for coordinated, comprehensive, and continuing transportation planning in the Texarkana Metropolitan Area as required by the Safe Accountable Flexible Efficient Transportation Act – A Legacy for Users of 2005 (SAFETEA-LU) and authorized by the Transportation Equity Act for the 21st Century (TEA-21). The Texarkana Metropolitan Area is comprised of nearly 195 square miles in northeast Texas and southwest Arkansas. Incorporated areas within the Texarkana Metropolitan Area Boundary include the cities of Texarkana, AR; Texarkana, TX; Wake Village, TX; Nash, TX; and Red Lick, TX. Unincorporated portions of western Miller County, AR and eastern Bowie County, TX also lie within the metropolitan area. The Metropolitan Planning Organization (MPO) is also responsible for the development of a Metropolitan Transportation Plan (MTP) that will complement the Statewide Transportation Improvement Plan (STIP) required by state and federal laws, a Transportation Improvement Program (TIP) and a Unified Planning Work Program (UPWP) and such other planning documents and reports that may be required by state or federal laws or regulations.

FOCUS:

The MPO will focus its attention on the following planning issues:

- Maintaining a fair and impartial setting for effective decision making
- Evaluating transportation alternatives, scaled to fit the region, its transportation issues and the realistically available options
- Monitoring the implementation of the TATS 2030 Plan
- Managing the Transportation Improvement Program
- Involving the general public in the above functions through the implementation of the Public Participation Plan
- Implementing state and federal legislative changes

222 TIFMAS Fund

DESCRIPTION: The Fire Department is a participant in the Texas Intrastate Mutual Aid System (TIFMAS) which is a system made up of departments that are willing to share resources on a statewide level when a jurisdiction's response capability is overwhelmed. When incidents occur, resources are requested to deploy from various divisions across the state. The participants of TIFMAS then deploy with city-owned equipment. All costs associated with deployments are reimbursed by the State of Texas.

FOCUS: This program captures 50% of the reimbursement for the use of city-owned vehicles during TIFMAS deployments. The funds are then used by the Fire Department to purchase needed equipment that could not be acquired within the normal operating budget.

223 Economic Development Fund

DESCRIPTION:

The stated purpose of this fund as indicated by the City Council sub-committee for Economic Development shall be to:

- Promote new, and expand existing, long-term employment opportunities for the City of Texarkana, Texas.
- Enhance property values and expand the base for the taxing entities within the City of Texarkana, Texas.
- Promote diversity within the local economy.
- Help enhance the standard of living and raise the median wage for the citizens of Texarkana, Texas.

FOCUS:

To promote new and expand existing employment opportunities, enhance property values and expand the tax base, promote economic diversity, and enhance the standard of living for Texarkana, Texas residents.

227 NEA Grant Fund

DESCRIPTION:

The City of Texarkana, Texas is one of sixty-nine recipients of the National Endowment for the Arts Our Town awards throughout the United States and will receive \$100,000 to support the Texarkana Perot Theatre Restoration and Art Park Project.

FOCUS:

The Perot Theatre Restoration and Art Park project in Texarkana, Texas engages leading design experts in development of a master plan for the downtown Texarkana Arts and Historic District. The master plan features adaptive re-use of a downtown block connecting the restored Perot Theater and the historic Regional Arts Center building with an open-air farmers market, outdoor stage, public art exhibition and green space. A public space master plan incorporating the surrounding blocks offers an excellent opportunity to improve livability and safety in the heart of Texarkana's Arts District.

229 Public Safety Radio Fund

DESCRIPTION:

The City of Texarkana, Texas has purchased a P25 public safety communications system, which is linked to what will eventually be a statewide communications network. The local system will provide communications capabilities for law enforcement, fire fighters and public works for both sides of the city as well as numerous agencies within Bowie County. The system allows for interoperability between the various agencies in times of critical events. Ongoing maintenance and upgrades of the system are crucial. To fund this ongoing cost, a monthly fee will be assessed for each radio operating on the system and placed into this account. The funds that are collected via the fees will be used for system maintenance.

FOCUS:

To ensure the functionality of vital public safety communications infrastructure by assessing fees which will be used to cover ongoing maintenance and upgrade costs.

230 Rotary Splash Pad Fund

DESCRIPTION:

The Rotary Splash Pad Fund was established to collect and distribute funds received through a cooperative agreement with the four Texarkana Rotary Clubs to construct a City-owned splash pad for use by the citizens of Texarkana and the surrounding area.

FOCUS:

- Collect funds from various donors.
- Bid construction of the project, manage the construction project, and pay the contractor.
- Manage and maintain the Splash Pad through the Parks Department upon completion of the project.

232 Trail Grant Fund

DESCRIPTION:

This project seeks to utilize the distinctive history of Spring Lake Park by providing a unique “Walk through History” guided trail highlighting many important features from the parks past and present. This half mile looped trail, around the lake for which the park was named, will add approximately 700 ft. to the total distance of available walking trails already present at Spring Lake Park. Simultaneously, 2000 ft. of existing trails will be renovated allowing for the continued enjoyment already experienced by so many citizens.

FOCUS:

The existing trail is already used for recreation in many ways including being a part of the many pathways at Spring Lake Park used for two separate walk-a-thons and a half marathon. These uses, as well as use from the more than 100 daily visitors to the park will continue. With the addition of amenities specific to the “Walk through History” trail the City anticipates higher usage of the park by local schools and community groups for educationally based purposes.

233 NRDA Grant Fund

DESCRIPTION:

Natural Resources Damage Assessment (NRDA) funds are recovered funds to restore natural resources injured, lost, or destroyed due to releases of hazardous substances at or from the former Kerr-McGee Chemical Corporation (Kerr-McGee) wood-treating facility in Texarkana.

FOCUS:

The state NRDA Trustees determined that there was injury to freshwater aquatic benthic habitat at three perennial streams at or downstream of the Facility: Days Creek, Howard Creek, and Waggoner Creek. The Trustees, among other restoration project proposals, selected 10 project components from the City of Texarkana's (the City) Days Creek Comprehensive Watershed Restoration Project proposal and awarded the City \$9.8 million to undertake these 10 restoration projects.

234 Texas Ending Homelessness Grant Fund

DESCRIPTION:

To account for funding received through the HUD Continuum of Care (CoC) Program to prevent homelessness as well as rehouse and stabilize homeless citizens in the Texarkana community.

FOCUS:

To end homelessness by providing critically needed support for the needs and issues surrounding individuals and families who are near homeless or experiencing homelessness.

235 Farmers' Market Fund

DESCRIPTION:

The City of Texarkana, Texas is one of forty-nine recipients of the USDA Farmers' Market Promotion Program grant totaling \$174,220 to support the Market's Cultural Food Diversity Initiative.

FOCUS:

To promote growth and expansion of the Farmers' Market with cultural foods and events, an expanded mobile market and online ordering system, and advertising for all market activities.

236 Emergency Management Fund

DESCRIPTION:

To account for CARES Act funding provided through the Coronavirus Relief Fund to state, local, and tribal governments navigating the impact of the COVID-19 outbreak.

FOCUS:

To cover expenses that are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), were not accounted for in the budget most recently approved as of March 27, 2020, and were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

237 Department of Justice COVID-19 Grant Fund

DESCRIPTION:

Supplemental funding from the Department of Justice to assist eligible states, local units of government, and tribes in preventing, preparing for, and responding to the coronavirus.

FOCUS:

To prevent, prepare for, and respond to the coronavirus through assistance with costs including, but not limited to overtime, equipment, hiring, supplies, training, travel expenses, and addressing the medical needs of inmates in state, local, and tribal prisons, jails, and detention centers.

238 Defense Economic Adjustment Assistance Grant (DEAAG) Fund

DESCRIPTION:

Defense Economic Adjustment Assistance Grant funds are awarded by the Texas Military Preparedness Commission (TMPC) to support the U.S. Army as an instrumental part of the military community in Texas.

FOCUS:

To develop infrastructure supporting the new robotics vehicle mission at Red River Army Depot.

301 Debt Service Fund

DESCRIPTION:

Account for and report financial resources that are restricted, committed or assigned to expenditure for principal and interest on City debt.

FOCUS:

Accumulation of funds for principal and interest payments due in future years

417 2005 Bond Fund

DESCRIPTION:

To account for individual projects associated with the issuance of 2005 bonded debt.

FOCUS:

Reporting of revenue, expenditures and fund balances for the 2005 Bond Fund.

422 TIRZ Bond Fund

DESCRIPTION:

To account for individual TIRZ projects associated with the issuance of 2012 bonded debt.

FOCUS:

Reporting of revenue, expenditures and fund balances for the TIRZ 2012 Bond Fund.

423 2017 Bond Fund

DESCRIPTION:

To account for individual projects associated with the issuance of 2017 bonded debt.

FOCUS:

Reporting of revenue, expenditures and fund balances for the 2017 Bond Fund.

424 2019 Bond Fund

DESCRIPTION:

To account for individual projects associated with the issuance of 2019 bonded debt.

FOCUS:

Reporting of revenue, expenditures and fund balances for the 2019 Bond Fund.

501 Health Department Fund

DESCRIPTION:

This fund provides planning, policy and administrative direction for the entire health center operation: Telephone and reception, maintenance of files, assessment and collection of fees, general clerical activities, as well as collection of statistical information, communicable disease intervention and control, family planning, WIC nutrition, education and food supplement.

FOCUS:

The goal of the Health Clinic is to provide quality care to the community at large with a focus on the population below the 185% of poverty level. Comprehensive public health services are provided with an emphasis on health education and prevention.

502 Public Library Fund

DESCRIPTION:

The mission of the Texarkana Public Library, through its excellent service, provides materials, information, programs, and facilities to improve the quality of life for people in Texarkana, Arkansas and Texarkana, Texas. The Library provides access to information and materials, reflecting diverse points of view to instruct, inform and entertain regardless of age, levels of ability, educational, cultural or financial background. In addition to the wealth of resources available for circulation, the Library offers youth and adult programming, reference service, data base and Internet services, tours for groups, meeting room space, service to nursing homes, a twenty-four hour public catalog through the web and a children's dial-a-story phone line.

FOCUS:

The Commission strives to achieve the following objectives in accordance with the Library Long Range and Facilities Master Plan:

- To increase number of library materials added to the collection to two (2) per capita.
- To continue developing the collection in accordance with a collection development plan.
- To continue two (2) Story Hour sessions year-round.
- To continue Internet services as an extension of reference and information to the community.
- To cooperate with the Literacy Council to help decrease the illiteracy rate in the Texarkana area.
- To promote the Library and its services.
- To increase access to information through its 140 on-line databases and On-Line Public Access Catalog (OPAC), twenty-four (24) hours a day, seven (7) days a week.
- To continue to offer informative programming to the community for children and adults.
- To continue outreach services to Nursing Homes and story presentations to Daycare Centers.
- To continue operation sixty-four (64) hours a week and four (4) nights open until 9:00 p.m.
- To continue maintaining the building.
- To continue an active summer program for the children and a 24-hour dial-a-story line for children.
- To continue to purchase downloadable eBooks and e Audio for the materials collection.

605 Federal Asset Forfeiture Fund

DESCRIPTION:

This fund is used to collect the City's portion of case settlements worked jointly with federal authorities.

FOCUS:

To collect revenue awarded on federal cases and administer expenditures which are limited to law enforcement related activities.

702 Employee Health Trust/Claim Fund

DESCRIPTION:

To provide health insurance to all City employees through a self-funded insurance program.

FOCUS:

The focus of the Employee Health Fund is to isolate the revenue and expenditures of health, dental, life and other supplemental insurance plans available to employees. This helps the City to establish insurance rates that approximate the current cost of the insurance claims and other related expenses.

703 Fleet Services Fund

DESCRIPTION:

Fleet Services is a team of professionals dedicated to enhancing city services by providing departments with safe and effective vehicles and equipment. The department ensures the responsible use of tax dollars by managing the acquisition, maintenance, and disposal of the City's fleet in the most cost-effective manner possible.

The Department functions as a team and takes pride in providing exemplary service to its customers and citizens.

FOCUS:

The Department is committed to providing City departments with high quality repair and maintenance services in a manner that minimizes equipment downtime and the interruption of City services to citizens.

Training is a cornerstone to providing quality service for customers and providing employees with the opportunities necessary to develop and enhance their skills and workmanship

810 Member Cities Water Revenue Fund

DESCRIPTION:

This fund provides administrative support for water distribution agreements with several cities in the area.

FOCUS:

The focus of this fund is to collect revenues from area cities with which the City has executed water distribution agreements, and to distribute required expenditures to the water utilities fund and Riverbend Water Resources District. Agreements are in place with the following "Member Cities": Annona, Avery, DeKalb, Hooks, Maud, New Boston, and Wake Village.



BUDGETED FUND BALANCE

102 Narcotics Division Operations Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
102	Narcotics Division Operations Fund	153,295	132,196	157,205	124,680
	Fund Balance	153,295	132,196	157,205	124,680
	Income				
40002	Narcotics Forfeitures	-	20,000	-	20,000
41000	Interest Revenue	3,390	2,900	1,700	1,300
41012	Receivable Interest	520	400	775	775
	Income	3,910	23,300	2,475	22,075
	Expenditures				
50037	Trf To Da's Office	-	10,000	-	10,000
52207	Minor Tools And Equip	-	10,000	10,000	10,000
53403	Motor Vehicles-Dept.Use	-	12,500	12,500	12,500
54504	Special Services	-	12,500	12,500	12,500
	Expenditures	-	45,000	35,000	45,000
	Fund Balance	157,205	110,496	124,680	101,755



BUDGETED FUND BALANCE

107 Court Security Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
107	Court Security Fund	385,821	385,746	408,891	415,832
	Fund Balance	385,821	385,746	408,891	415,832
	Income				
41000	Interest Revenue	9,761	8,500	5,500	5,500
46054	Municipal Ct.Bldg.Secur	18,317	22,000	14,000	18,300
	Income	28,078	30,500	19,500	23,800
	Expenditures				
51103	Maintenance Operations	4,452	6,115	6,115	6,115
51112	Worker's Comp	74	16	16	13
51113	Pensions/Retirement	-	959	959	940
51114	Social Security	341	468	468	468
51199	Accrued Payroll	141	-	-	-
52202	Wearing Apparel	-	2,500	-	2,500
54504	Special Services	-	23,000	5,000	25,000
55801	Building & Facilities	-	25,000	-	25,000
	Expenditures	5,009	58,058	12,558	60,037
	Fund Balance	408,891	358,188	415,832	379,595



BUDGETED FUND BALANCE

110 Central Records & Communications Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
110	Central Records & Communications Fund	-	-	-	-
	Fund Balance	-	-	-	-
	Income				
46246	Contr Tex Ar/Bic Payroll	2,089,655	2,673,702	2,433,257	2,733,127
	Income	2,089,655	2,673,702	2,433,257	2,733,127
	Expenditures				
50006	Termination Pay	32,205	25,387	25,000	25,000
51101	Supervision	55,522	100,470	100,470	102,325
51102	Clerical	345,853	385,643	283,475	279,732
51103	Maintenance Operations	782,326	1,103,342	1,012,262	1,208,868
51105	Overtime	277,451	270,828	290,000	290,000
51106	Longevity Pay	12,418	16,305	12,215	14,240
51107	Incentive Pay	3,792	6,900	5,500	5,400
51108	Step-Up Pay	459	500	5,000	5,000
51111	Shift Differential Pay	4,020	4,917	4,500	4,500
51112	Worker's Comp	2,511	5,114	4,650	4,423
51113	Pensions/Retirement	243,440	300,979	273,380	299,672
51114	Social Security	113,432	146,865	133,490	148,641
51115	Group Insurance	207,523	300,924	276,785	337,397
51116	Field Officer Train Pay	4,615	4,800	5,800	7,200
51132	Telephone Allowance	756	728	728	728
51199	Accrued Payroll	3,332	-	-	-
	Expenditures	2,089,655	2,673,702	2,433,257	2,733,127
	Fund Balance	-	-	-	-



BUDGETED FUND BALANCE

113 Conservation Revolving Loan Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
113	Conservation Revolving Loan Fund	34,238	35,038	35,013	35,463
	Fund Balance	34,238	35,038	35,013	35,463
	Income				
41000	Interest Revenue	775	-	450	-
	Income	775	-	450	-
	Expenditures				
55702	Major Tools & Equipment	-	35,038	-	35,463
	Expenditures	-	35,038	-	35,463
	Fund Balance	35,013	-	35,463	-



BUDGETED FUND BALANCE

114 Court Technology Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
114	Court Technology Fund	22,836	23,019	16,686	1,767
	Fund Balance	22,836	23,019	16,686	1,767
	Income				
41000	Interest Revenue	346	500	60	60
46122	Technology Fee	24,416	30,000	16,500	24,000
	Income	24,763	30,500	16,560	24,060
	Expenditures				
50069	Trf To Technology Fund	3,115	3,132	3,132	3,115
52201	Supplies	44	-	-	-
52207	Minor Tools And Equip	610	-	-	-
55707	Computer Hard &Software	27,143	28,500	28,347	21,000
	Expenditures	30,912	31,632	31,479	24,115
	Fund Balance	16,686	21,887	1,767	1,712



BUDGETED FUND BALANCE

116 TIRZ #1 Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
116	TIRZ #1 Fund	2,015,663	2,103,495	2,345,426	2,327,457
	Fund Balance	2,015,663	2,103,495	2,345,426	2,327,457
	Income				
40031	Contribution From Others	493,202	504,802	535,104	508,862
41000	Interest Revenue	55,194	11,000	30,000	25,000
46001	Current City Taxes	653,321	630,320	627,415	671,544
46002	Delinquent City Taxes	(352)	10,000	-	-
	Income	1,201,365	1,156,122	1,192,519	1,205,406
	Expenditures				
50009	Trf To General Fund	2,000	2,000	2,000	2,000
50052	Trf To Debt Service Fund	257,163	834,388	801,988	801,469
52204	Food Supplies	-	500	500	500
57066	TIRZ Projects	-	406,000	406,000	-
57068	University Sidewalk Project	95,917	-	-	-
57097	Fire Station Relocation	-	1,000,000	-	1,000,000
57099	South Cowhorn Loop Project	185,926	-	-	-
57100	Gibson Bridge	330,596	900,000	-	1,169,404
	Expenditures	871,602	3,142,888	1,210,488	2,973,373
	Fund Balance	2,345,426	116,729	2,327,457	559,490



BUDGETED FUND BALANCE

117 Donation Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
117	Donation Fund	14,677	-	19,466	19,466
	Fund Balance	14,677	-	19,466	19,466
	Income				
40031	Contribution From Others	27,686	30,000	30,000	30,000
41000	Interest Revenue	432	350	500	250
	Income	28,118	30,350	30,500	30,250
	Expenditures				
52201	Supplies	629	5,000	5,000	5,000
52204	Food Supplies	36	-	-	-
54504	Special Services	22,663	25,350	25,500	44,716
	Expenditures	23,329	30,350	30,500	49,716
	Fund Balance	19,466	-	19,466	-



BUDGETED FUND BALANCE

200 Perot Enhancement

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
200	Perot Enhancement	280,709	226,709	262,691	281,391
	Fund Balance	280,709	226,709	262,691	281,391
	Income				
41000	Interest Revenue	6,895	4,800	3,700	3,700
46135	Theatre Enhancement Fee	46,221	40,000	25,000	45,000
	Income	53,116	44,800	28,700	48,700
	Expenditures				
53302	Improvement-Enhanc Fees	71,134	100,000	10,000	100,000
	Expenditures	71,134	100,000	10,000	100,000
	Fund Balance	262,691	171,509	281,391	230,091



BUDGETED FUND BALANCE

202 Emergency Solutions Grant

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
202	Emergency Solutions Grant	(74,610)	-	(1,597)	-
	Fund Balance	(74,610)	-	(1,597)	-
	Income				
40016	Contribution From US Govt.	111,514	60,703	-	-
40050	Trf From General Fund	48,409	65,297	21,155	365
	Income	159,923	126,000	21,155	365
	Expenditures				
51101	Supervision	17,340	-	5,848	-
51103	Maintenance Operations	25,033	-	7,690	233
51105	Overtime	169	-	-	-
51112	Worker's Comp	66	-	36	1
51113	Pensions/Retirement	6,473	-	2,143	36
51114	Social Security	3,028	-	990	18
51115	Group Insurance	4,398	-	2,708	77
51134	City Contribute 401(A)	301	-	110	-
52201	Supplies	915	-	33	-
52204	Food Supplies	77	-	-	-
54500	Communications-In House	1,293	-	-	-
54504	Special Services	27,817	126,000	-	-
	Expenditures	86,910	126,000	19,558	365
	Fund Balance	(1,597)	-	-	-



BUDGETED FUND BALANCE

203 CDBG Revolving Loan Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
203	CDBG Revolving Loan Fund	215,327	217,027	217,409	216,909
	Fund Balance	215,327	217,027	217,409	216,909
	Income				
40016	Contribution From US Govt.	-	-	-	-
41015	Loan Interest	2,082	-	-	-
	Income	2,082	-	-	-
	Expenditures				
54504	Special Services	-	500	500	500
	Expenditures	-	500	500	500
	Fund Balance	217,409	216,527	216,909	216,409



BUDGETED FUND BALANCE

204 Community Development Block Grant Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
204	Community Development Block Grant Fund	540,203	512,000	430,691	1,429,000
	Fund Balance	540,203	512,000	430,691	1,429,000
	Income				
40016	Contribution From US Govt.	241,118	1,367,000	1,652,783	450,000
40050	Trf From General Fund	22,147	-	35,137	35,137
41015	Loan Interest	181	-	-	-
	Income	263,446	1,367,000	1,687,920	485,137
	Expenditures				
50009	Trf To General Fund	-	-	-	-
51011	Stipend - Supervision	-	-	-	-
51012	Stipend - Clerical	-	-	-	-
51013	Stipend - Maintenance	-	-	-	-
51101	Supervision	370	-	-	-
51102	Clerical	-	-	-	-
51103	Maintenance Operations	34,500	-	28,103	28,103
51105	Overtime	-	-	-	-
51106	Longevity Pay	-	-	-	-
51107	Incentive Pay	-	-	-	-
51112	Worker's Comp	58	-	75	75
51113	Pensions/Retirement	5,596	-	4,429	4,429
51114	Social Security	2,622	-	2,123	2,123
51115	Group Insurance	1,123	-	407	407
51134	City Contribute 401(A)	7	-	-	-
51199	Accrued Payroll	-	-	-	-
52201	Supplies	303	3,000	3,000	3,000
52202	Wearing Apparel	-	-	-	-
52205	Postage/Shipping	22	-	-	-
52206	Fuels And Lubricants	-	-	-	-
52207	Minor Tools And Equip	-	-	-	-
52208	Janitorial Supplies	-	-	-	-
52213	Computer Supplies	-	-	-	-
52215	Other Supplies	-	-	-	-
52220	Safety Related Supplies	-	-	-	-



BUDGETED FUND BALANCE

204 Community Development Block Grant Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
53301	Buildings	-	-	-	-
53310	Resid Water/Sewer Imp	-	-	-	-
53315	Rehab & Relocation	-	-	-	-
53400	Computer Hard & Software	-	-	-	500
53402	Tools And Equipment	-	-	-	-
53403	Motor Vehicles-Dept.Use	-	-	-	-
54500	Communications-In House	-	-	-	-
54501	Communications-Cellular	-	-	-	-
54502	Rental	-	-	-	-
54504	Special Services	14,817	238,500	393,063	238,000
54505	Forensic And Photo Labs	-	-	-	-
54506	Travel & Training	3,406	6,000	6,000	6,000
54509	Utilities-Gas	-	-	-	-
54519	Meals/Local Expense	31	-	-	-
54525	Advertising	1,389	2,500	2,500	2,500
54532	Loans for Grant Projects	-	-	-	-
55702	Major Tools & Equipment	-	-	-	-
55707	Computer Hard &Software	-	-	-	-
55814	Parks&Recreational Area	-	-	-	-
55817	Other Improvements	308,714	200,000	249,912	200,000
57019	Park Improvements	-	-	-	-
57074	Karrh Park Pavilion	-	-	-	-
Expenditures		372,958	450,000	689,611	485,137
Fund Balance		430,691	1,429,000	1,429,000	1,429,000



BUDGETED FUND BALANCE

207 EPA Revolving Loan Grant Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
207	EPA Revolving Loan Grant Fund	(15)	-	35,519	(0)
	Fund Balance	(15)	-	35,519	(0)
	Income				
40016	Contribution From US Govt.	42,379	500,000	834,137	743,662
40050	Trf From General Fund	63,723	-	51,955	51,955
41000	Interest Revenue	-	-	-	-
	Income	106,102	500,000	886,092	795,617
	Expenditures				
51011	Stipend - Supervision	-	-	-	-
51012	Stipend - Clerical	-	-	-	-
51013	Stipend - Maintenance	-	-	-	-
51101	Supervision	28,021	-	21,978	21,978
51102	Clerical	-	-	-	-
51103	Maintenance Operations	18,515	-	16,337	16,337
51105	Overtime	-	-	-	-
51106	Longevity Pay	-	-	-	-
51107	Incentive Pay	-	-	-	-
51112	Worker's Comp	76	-	102	102
51113	Pensions/Retirement	7,470	-	6,046	6,046
51114	Social Security	3,471	-	2,866	2,866
51115	Group Insurance	5,627	-	4,214	4,214
51134	City Contribute 401(A)	544	-	413	413
51199	Accrued Payroll	-	-	-	-
52201	Supplies	355	-	-	400
52202	Wearing Apparel	-	-	-	-
52204	Food Supplies	-	-	-	-
52205	Postage/Shipping	-	-	-	-
52206	Fuels And Lubricants	-	-	-	-
52207	Minor Tools And Equip	-	-	-	-
52208	Janitorial Supplies	-	-	-	-
52213	Computer Supplies	-	-	-	-
52215	Other Supplies	-	-	-	-
52220	Safety Related Supplies	-	-	-	-



BUDGETED FUND BALANCE

207 EPA Revolving Loan Grant Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
53301	Buildings	-	-	-	-
53315	Rehab & Relocation	-	-	-	-
53402	Tools And Equipment	-	-	-	-
53403	Motor Vehicles-Dept.Use	-	-	-	-
54500	Communications-In House	-	-	-	-
54501	Communications-Cellular	-	-	-	-
54502	Rental	-	-	-	-
54504	Special Services	5,278	500,000	255,192	-
54505	Forensic And Photo Labs	-	-	-	-
54506	Travel & Training	1,211	-	-	6,000
54509	Utilities-Gas	-	-	-	-
54519	Meals/Local Expense	-	-	-	-
54525	Advertising	-	-	-	-
54532	Loans for Grant Projects	-	-	-	-
54533	Sub-Grants	-	-	-	-
55707	Computer Hard &Software	-	-	-	-
55817	Other Improvements	-	-	614,465	737,262
Expenditures		70,567	500,000	921,612	795,617
Fund Balance		35,519	-	(0)	(0)



BUDGETED FUND BALANCE

209 Home Program Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
209	Home Program Fund	67,901	68,401	67,937	68,637
	Fund Balance	67,901	68,401	67,937	68,637
	Income				
40048	Loan/Loss Receivable	(1,249)	-	-	-
41000	Interest Revenue	1,285	500	700	700
	Income	36	500	700	700
	Expenditures				
	Expenditures	-	-	-	-
	Fund Balance	67,937	68,901	68,637	69,337



BUDGETED FUND BALANCE

211 Perot Theatre Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
211	Perot Theatre Fund	37,387	31,833	37,094	44,863
	Fund Balance	37,387	31,833	37,094	44,863
	Income				
40015	Trf From Hotel Occupancy Tax Fund	305,000	325,000	315,000	275,000
41000	Interest Revenue	2,109	950	1,600	1,600
46239	Perot Theatre Rental	29,083	30,000	30,000	30,000
	Income	336,193	355,950	346,600	306,600
	Expenditures				
50017	Trf To Perot Building Maintenance Fund	40,000	40,000	40,000	40,000
50069	Trf To Technology Fund	338	338	1,556	336
50076	Trf To Hotel Occupancy Tax Fund	-	-	-	-
54502	Rental	13,518	15,000	13,000	13,000
54503	Insurance & Bond	11,958	12,000	12,618	13,000
54504	Special Services	270,343	273,207	271,657	273,657
54508	Utilities-Water & Sewer	(1)	-	-	-
54524	Other Services	331	750	-	-
	Expenditures	336,486	341,295	338,831	339,993
	Fund Balance	37,094	46,489	44,863	11,470



BUDGETED FUND BALANCE

212 Hotel Occupancy Tax Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
212	Hotel Occupancy Tax Fund	612,099	652,397	673,879	306,815
	Fund Balance	612,099	652,397	673,879	306,815
	Income				
40052	Trf From Perot Theatre Fund	-	-	-	-
41000	Interest Revenue	12,450	8,000	3,500	3,200
46237	Convention Ctr.Revenue	404,141	439,000	303,000	404,000
46238	Hotel/Motel Taxes	1,010,568	1,098,000	758,000	1,010,000
	Income	1,427,159	1,545,000	1,064,500	1,417,200
	Expenditures				
50033	Trf To Perot Theatre Fund	305,000	325,000	315,000	275,000
50052	Trf To Debt Service Fund	558,203	559,354	465,323	472,278
51101	Supervision	33,524	39,000	39,000	39,000
51103	Maintenance Operations	33,814	30,872	30,872	30,872
53301	Buildings	39,035	30,068	30,068	30,068
54502	Rental	-	-	-	-
54504	Special Services	16,046	17,500	17,050	17,500
54518	Conv Ctr Management	280,977	295,000	210,000	280,000
54525	Advertising	79,583	98,577	98,577	98,577
54675	Parks/Sports Facility Enhancement	-	250,000	125,000	50,000
54681	Arts & Historic District	19,197	18,081	18,081	18,081
55801	Building & Facilities	-	253,825	82,593	287,924
	Expenditures	1,365,379	1,917,277	1,431,564	1,599,300
	Fund Balance	673,879	280,120	306,815	124,715



BUDGETED FUND BALANCE

213 Perot Theatre Building Maintenance Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
213	Perot Theatre Building Maintenance Fund	491,768	437,768	520,147	466,397
	Fund Balance	491,768	437,768	520,147	466,397
	Income				
40052	Trf From Perot Theatre Fund	40,000	40,000	40,000	40,000
41000	Interest Revenue	18,583	5,250	6,250	6,250
	Income	58,583	45,250	46,250	46,250
	Expenditures				
53301	Buildings	5,695	-	10,000	-
53313	Perot Enhancements	122	-	-	-
55801	Building & Facilities	24,387	100,000	90,000	100,000
	Expenditures	30,204	100,000	100,000	100,000
	Fund Balance	520,147	383,018	466,397	412,647



BUDGETED FUND BALANCE

214 COC Homeless Assistance Grant Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
214	COC Homeless Assistance Grant Fund	(56,654)	-	(37,354)	-
	Fund Balance	(56,654)	-	(37,354)	-
	Income				
40016	Contribution From US Govt.	292,250	430,000	330,852	5,063
40050	Trf From General Fund	37,412	-	54,056	20,905
	Income	329,661	430,000	384,908	25,968
	Expenditures				
51101	Supervision	16,003	-	13,306	-
51103	Maintenance Operations	16,662	-	25,654	-
51112	Worker's Comp	53	-	104	-
51113	Pensions/Retirement	5,243	-	6,138	-
51114	Social Security	2,448	-	2,854	-
51115	Group Insurance	3,885	-	6,473	-
51134	City Contribute 401(A)	300	-	250	-
54504	Special Services	265,002	430,000	292,775	25,968
54506	Travel & Training	766	-	-	-
	Expenditures	310,362	430,000	347,553	25,968
	Fund Balance	(37,354)	-	-	-



BUDGETED FUND BALANCE

215 Housing Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
215	Housing Fund	458,243	186,043	459,534	466,534
	Fund Balance	458,243	186,043	459,534	466,534
	Income				
40048	Loan/Loss Receivable	(6,078)	-	-	-
41000	Interest Revenue	7,369	-	7,000	7,000
	Income	1,291	-	7,000	7,000
	Expenditures				
53322	Housing Match	-	-	-	-
	Expenditures	-	-	-	-
	Fund Balance	459,534	186,043	466,534	473,534



BUDGETED FUND BALANCE

217 Law Enforcement Block Grant Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
217	Law Enforcement Block Grant Fund	1,791	-	3,853	-
	Fund Balance	1,791	-	3,853	-
	Income				
40001	Contribution From State	43,364	22,000	25,863	25,000
41000	Interest Revenue	330	-	50	-
	Income	43,694	22,000	25,913	25,000
	Expenditures				
52207	Minor Tools And Equip	11,664	13,200	19,421	15,000
54504	Special Services	18,932	8,800	10,345	10,000
55702	Major Tools & Equipment	11,036	-	-	-
	Expenditures	41,631	22,000	29,766	25,000
	Fund Balance	3,853	-	-	-



BUDGETED FUND BALANCE

218 CDBG 108 Loan Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
218	CDBG 108 Loan Fund	483	-	12,101	19,201
	Fund Balance	483	-	12,101	19,201
	Income				
41000	Interest Revenue	11,618	-	7,100	7,100
	Income	11,618	-	7,100	7,100
	Expenditures				
	Expenditures	-	-	-	-
	Fund Balance	12,101	-	19,201	26,301



BUDGETED FUND BALANCE

219 Law Enforcement Program Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
219	Law Enforcement Program Fund	30,285	25,769	35,823	47,156
	Fund Balance	30,285	25,769	35,823	47,156
	Income				
40001	Contribution From State	6,734	6,700	15,343	6,600
41000	Interest Revenue	771	-	500	500
	Income	7,505	6,700	15,843	7,100
	Expenditures				
51105	Overtime	-	-	1,364	-
51112	Worker's Comp	-	-	37	-
51113	Pensions/Retirement	-	-	197	-
51114	Social Security	-	-	19	-
51115	Group Insurance	-	-	394	-
54506	Travel & Training	1,967	11,500	2,500	11,500
	Expenditures	1,967	11,500	4,510	11,500
	Fund Balance	35,823	20,969	47,156	42,756



BUDGETED FUND BALANCE

220 Metropolitan Planning Organization Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
220	Metropolitan Planning Organization Fund	(80,706)	-	(5,175)	-
	Fund Balance	(80,706)	-	(5,175)	-
	Income				
40001	Contribution From State	481,812	230,610	232,605	417,289
40036	City Contribution	28,961	12,150	12,150	12,150
41000	Interest Revenue	1,103	-	200	-
	Income	511,877	242,760	244,955	429,439
	Expenditures				
51101	Supervision	82,000	84,460	84,460	86,994
51102	Clerical	39,000	-	-	-
51103	Maintenance Operations	-	40,170	40,170	41,375
51106	Longevity Pay	455	580	580	700
51112	Worker's Comp	199	334	334	284
51113	Pensions/Retirement	19,495	19,630	19,630	19,841
51114	Social Security	9,269	9,579	9,579	9,874
51115	Group Insurance	5,932	6,161	6,128	6,772
51199	Accrued Payroll	422	-	-	-
52201	Supplies	744	1,200	1,200	1,200
52204	Food Supplies	770	1,400	1,400	1,400
52205	Postage/Shipping	145	300	300	3,000
52207	Minor Tools And Equip	-	10,000	10,000	6,000
53400	Computer Hard & Software	-	10,000	10,000	6,000
53401	Furniture And Fixtures	-	-	-	-
54500	Communications-In House	1,518	1,400	1,400	1,400
54502	Rental	1,333	3,000	3,000	3,000
54504	Special Services	256,310	18,000	18,000	208,000
54506	Travel & Training	16,364	32,947	30,000	30,000
54525	Advertising	1,804	3,000	3,000	3,000
54608	Dues And Memberships	584	600	600	600
	Expenditures	436,345	242,760	239,780	429,439
	Fund Balance	(5,175)	-	-	-



BUDGETED FUND BALANCE

222 TIFMAS Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
222	TIFMAS Fund	-	12,997	8,942	11,711
	Fund Balance	-	12,997	8,942	11,711
	Income				
40001	Contribution From State	12,031	-	13,012	-
41000	Interest Revenue	61	-	100	125
	Income	12,092	-	13,112	125
	Expenditures				
51103	Maintenance Operations	-	-	897	-
51105	Overtime	-	-	6,229	-
51112	Worker's Comp	-	-	182	-
51113	Pensions/Retirement	-	-	1,354	-
51114	Social Security	-	-	155	-
51115	Group Insurance	-	-	1,526	-
52207	Minor Tools And Equip	3,150	12,997	-	11,836
	Expenditures	3,150	12,997	10,343	11,836
	Fund Balance	8,942	-	11,711	-



BUDGETED FUND BALANCE

223 Economic Development Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
223	Economic Development Fund	1,362,166	924,794	1,543,450	1,526,453
	Fund Balance	1,362,166	924,794	1,543,450	1,526,453
	Income				
41000	Interest Revenue	35,227	23,000	18,000	16,000
41015	Loan Interest	4,131	3,700	3,500	3,500
46011	Electric-SWEPCO	266,028	275,000	265,000	265,000
46012	Gas Franchise	96,562	95,000	83,000	83,000
	Income	401,948	396,700	369,500	367,500
	Expenditures				
50069	Trf To Technology Fund	1,090	-	-	-
51101	Supervision	77,141	38,658	-	-
51106	Longevity Pay	293	180	-	-
51112	Worker's Comp	138	112	-	-
51113	Pensions/Retirement	13,509	6,616	-	-
51114	Social Security	6,237	3,228	-	-
51115	Group Insurance	8,903	4,788	-	-
51120	Auto Allowance	6,000	3,000	-	-
51132	Telephone Allowance	728	364	-	-
51134	City Contribute 401(A)	1,545	773	-	-
51199	Accrued Payroll	369	-	-	-
52201	Supplies	-	1,000	50	200
52205	Postage/Shipping	-	50	50	100
53400	Computer Hard & Software	-	-	-	180
54500	Communications-In House	347	350	350	350
54504	Special Services	42,220	50,000	50,000	50,000
54506	Travel & Training	4,281	10,000	2,500	5,000
54519	Meals/Local Expense	794	1,500	-	1,000
54524	Other Services	3,000	3,000	3,000	3,000
54525	Advertising	1,561	5,000	1,000	5,000
54529	Trade Shows	2,078	10,000	2,927	5,000
54608	Dues And Memberships	5,615	5,620	5,620	5,620
54679	Econ Incentive Payments	-	100,000	8,000	158,000
54683	Military Affairs	25,000	25,000	25,000	25,000
54685	Business Retention Program	-	25,000	-	20,000



BUDGETED FUND BALANCE

223 Economic Development Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
54686	Grant/Loan Matching Funds	-	50,000	60,000	60,000
54687	Regional Economic Development	19,815	51,000	78,000	78,000
54688	REDI Projects	-	150,000	150,000	50,000
	Expenditures	220,664	545,240	386,497	466,450
	Fund Balance	1,543,450	776,254	1,526,453	1,427,503



BUDGETED FUND BALANCE

227 NEA Grant Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
227	NEA Grant Fund	882	-	-	7,000
	Fund Balance	882	-	-	7,000
	Income				
40016	Contribution From US Govt.	-	-	10,000	-
40050	Trf From General Fund	6,213	-	6,905	-
41000	Interest Revenue	(882)	-	-	-
	Income	5,331	-	16,905	-
	Expenditures				
51101	Supervision	-	-	4,693	-
51103	Maintenance Operations	-	-	316	-
51112	Worker's Comp	-	-	13	-
51113	Pensions/Retirement	-	-	780	-
51114	Social Security	-	-	369	-
51115	Group Insurance	-	-	642	-
51134	City Contribute 401(A)	-	-	92	-
54504	Special Services	6,213	-	3,000	7,000
	Expenditures	6,213	-	9,905	7,000
	Fund Balance	-	-	7,000	-



BUDGETED FUND BALANCE

229 Public Safety Radio Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
229	Public Safety Radio Fund	53,948	103,398	86,647	105,844
	Fund Balance	53,948	103,398	86,647	105,844
	Income				
40031	Contribution From Others	47,430	57,600	88,620	58,995
40050	Trf From General Fund	40,980	47,880	47,880	47,880
41000	Interest Revenue	2,481	2,254	1,000	1,100
	Income	90,891	107,734	137,500	107,975
	Expenditures				
53410	Communications Maint	58,191	71,006	118,303	72,437
	Expenditures	58,191	71,006	118,303	72,437
	Fund Balance	86,647	140,126	105,844	141,382



BUDGETED FUND BALANCE

230 Rotary Splash Pad Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
230	Rotary Splash Pad Fund	(7,825)	-	490	497
	Fund Balance	(7,825)	-	490	497
	Income				
40031	Contribution From Others	14,028	-	-	-
41000	Interest Revenue	114	-	7	-
	Income	14,142	-	7	-
	Expenditures				
55703	Splash Pad Improvements	5,828	-	-	497
	Expenditures	5,828	-	-	497
	Fund Balance	490	-	497	-



BUDGETED FUND BALANCE

232 Trail Grant Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
232	Trail Grant Fund	-	-	(48,276)	-
	Fund Balance	-	-	(48,276)	-
	Income				
40001	Contribution From State	-	65,087	85,672	27,983
40016	Contribution From US Govt.	-	-	-	-
40031	Contribution From Others	16,345	-	-	-
40050	Trf From General Fund	-	-	20,071	-
	Income	16,345	65,087	105,743	27,983
	Expenditures				
51101	Supervision	-	-	11,365	-
51103	Maintenance Operations	-	-	3,596	-
51106	Longevity Pay	-	-	33	-
51112	Worker's Comp	-	-	87	-
51113	Pensions/Retirement	-	-	2,372	-
51114	Social Security	-	-	1,123	-
51115	Group Insurance	-	-	1,197	-
51120	Auto Allowance	-	-	115	-
51132	Telephone Allowance	-	-	21	-
51134	City Contribute 401(A)	-	-	162	-
54504	Special Services	-	-	12,292	-
55814	Parks&Recreational Area	64,621	65,087	25,104	27,983
	Expenditures	64,621	65,087	57,467	27,983
	Fund Balance	(48,276)	-	-	-



BUDGETED FUND BALANCE

233 NRDA Grant

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
233	NRDA Grant	-	-	-	-
	Fund Balance	-	-	-	-
	Income				
40016	Contribution From US Govt.	-	9,550,000	230,000	9,570,000
40050	Trf From General Fund	72	-	-	-
	Income	72	9,550,000	230,000	9,570,000
	Expenditures				
54504	Special Services	-	1,100,000	230,000	-
54525	Advertising	72	-	-	-
55810	Cowhorn Creek 1 Convention Center	-	300,000	-	1,070,000
55811	Cowhorn Creek 2 A Bioengineering	-	550,000	-	364,000
55812	Cowhorn Creek 3 A Texarkana College	-	1,350,000	-	1,341,500
55822	Days Creek 4 A South State Line	-	40,000	-	15,000
55823	Days Creek 5 Texas Viaduct	-	110,000	-	20,000
55824	Swampoodle Creek 7 Ferguson Park	-	3,350,000	-	3,350,000
55825	Swampoodle Creek 8 Naturalization & Stabilization	-	1,700,000	-	1,697,500
55826	Swampoodle Creek 9 Restorization & Alignment	-	650,000	-	650,000
55827	Waggoner Creek 10 Southwest Center	-	400,000	-	400,000
55828	Cowhorn Creek 2B Planting	-	-	-	181,500
55829	Cowhorn Creek 3B Txk College	-	-	-	10,500
55830	Days Creek 4B South State Line	-	-	-	15,000
55831	Confluence Days/Howard Crk 6	-	-	-	455,000
	Expenditures	72	9,550,000	230,000	9,570,000
	Fund Balance	-	-	-	-



BUDGETED FUND BALANCE

234 Texas Ending Homelessness

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
234	Texas Ending Homelessness	-	-	-	-
	Fund Balance	-	-	-	-
	Income				
40016	Contribution From US Govt.	-	-	35,135	-
	Income	-	-	35,135	-
	Expenditures				
54504	Special Services	-	-	35,135	-
	Expenditures	-	-	35,135	-
	Fund Balance	-	-	-	-



BUDGETED FUND BALANCE

235 Farmer's Market Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
235	Farmer's Market Fund	-	-	(33,541)	-
	Fund Balance	-	-	(33,541)	-
	Income				
40016	Contribution From US Govt.	-	87,110	100,864	67,313
40031	Contribution From Others	2,650	-	-	-
40050	Trf From General Fund	3,813	-	-	-
46091	Animal Services - After Hours	(430)	-	-	-
	Income	6,033	87,110	100,864	67,313
	Expenditures				
51103	Maintenance Operations	20,291	16,000	25,969	20,368
51112	Worker's Comp	32	43	71	46
51113	Pensions/Retirement	1,930	2,508	4,184	3,243
51114	Social Security	1,441	1,224	2,010	1,614
51115	Group Insurance	3,307	-	1,255	-
51132	Telephone Allowance	-	-	728	728
52201	Supplies	2,238	-	-	-
52204	Food Supplies	122	-	-	-
52207	Minor Tools And Equip	1,577	-	-	-
52211	Recreational Supplies	258	-	-	-
52225	Unallowable Costs	240	-	-	-
54502	Rental	1,300	-	-	-
54504	Special Services	874	67,335	33,106	41,314
54506	Travel & Training	990	-	-	-
54525	Advertising	1,805	-	-	-
54608	Dues And Memberships	170	-	-	-
55702	Major Tools & Equipment	2,999	-	-	-
	Expenditures	39,574	87,110	67,323	67,313
	Fund Balance	(33,541)	-	-	-



BUDGETED FUND BALANCE

236 Emergency Mangement

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
236	Emergency Mangement	-	-	-	-
	Fund Balance	-	-	-	-
	Income				
40001	Contribution From State	-	-	426,976	1,707,904
	Income	-	-	426,976	1,707,904
	Expenditures				
52201	Supplies	-	-	426,976	1,707,904
	Expenditures	-	-	426,976	1,707,904
	Fund Balance	-	-	-	-



BUDGETED FUND BALANCE

237 DOJ COVID - 19 Grant Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
237	DOJ COVID - 19 Grant Fund	-	-	-	-
	Fund Balance	-	-	-	-
	Income				
40016	Contribution From US Govt.	-	-	83,330	-
	Income	-	-	83,330	-
	Expenditures				
52207	Minor Tools And Equip	-	-	15,798	-
54504	Special Services	-	-	67,532	-
	Expenditures	-	-	83,330	-
	Fund Balance	-	-	-	-



BUDGETED FUND BALANCE

238 DEAAG Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
	Fund Balance	-	-	-	-
	Income				
40001	Contribution From State	-	-	150,000	366,670
	Income	-	-	150,000	366,670
	Expenditures				
54504	Special Services	-	-	150,000	366,670
	Expenditures	-	-	150,000	366,670
	Fund Balance	-	-	-	-



BUDGETED FUND BALANCE

301 Debt Service Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
301	Debt Service Fund	206,784	398,774	391,806	380,026
	Fund Balance	206,784	398,774	391,806	380,026
	Income				
40015	Trf From Hotel Occupancy Tax Fund	558,203	559,354	465,323	472,278
40050	Trf From General Fund	5,138,289	-	-	-
40082	Bi-State CO Payment	-	210,163	201,250	201,090
41000	Interest Revenue	23,743	-	15,000	4,000
41034	Trf From TWU	-	-	1,797	190,490
41035	Trf From TIRZ #1 Fund	257,163	834,388	801,988	801,469
41042	Trf From TIRZ Bond Fund	-	-	196	-
46001	Current City Taxes	3,873,235	3,801,385	3,815,444	3,315,248
46002	Delinquent City Taxes	67,987	85,000	80,000	80,000
46003	Penalty & Interest	47,741	45,000	45,000	45,000
	Income	9,966,361	5,535,290	5,425,999	5,109,575
	Expenditures				
50005	Bonds Redeemed	3,025,000	3,870,000	3,905,000	3,995,000
50012	Bond Interest Expense	1,614,460	1,736,573	1,527,278	1,371,880
50019	Agent Fees	4,390	3,500	3,500	3,500
54523	Bank Service Charges	1,000	2,000	2,000	2,000
56918	Issuance Expense	3,000	-	-	-
56919	Payments to Escrow Agents	5,133,489	-	-	-
	Expenditures	9,781,339	5,612,073	5,437,778	5,372,380
	Fund Balance	391,806	321,991	380,026	117,221

SUMMARY OF OUTSTANDING DEBT

Date	Principal	Interest	Debt Service	Balance of Principal Outstanding
				\$ 47,315,000
9/30/2021	\$ 3,995,000	\$ 1,371,880	\$ 5,366,880	\$ 43,320,000
9/30/2022	\$ 4,145,000	\$ 1,255,287	\$ 5,400,287	\$ 39,175,000
9/30/2023	\$ 4,110,000	\$ 1,136,765	\$ 5,246,765	\$ 35,065,000
9/30/2024	\$ 3,880,000	\$ 1,005,005	\$ 4,885,005	\$ 31,185,000
9/30/2025	\$ 4,030,000	\$ 871,985	\$ 4,901,985	\$ 27,155,000
9/30/2026	\$ 4,175,000	\$ 745,260	\$ 4,920,260	\$ 22,980,000
9/30/2027	\$ 4,320,000	\$ 616,276	\$ 4,936,276	\$ 18,660,000
9/30/2028	\$ 2,965,000	\$ 511,199	\$ 3,476,199	\$ 15,695,000
9/30/2029	\$ 3,045,000	\$ 428,553	\$ 3,473,553	\$ 12,650,000
9/30/2030	\$ 3,135,000	\$ 343,401	\$ 3,478,401	\$ 9,515,000
9/30/2031	\$ 1,530,000	\$ 277,781	\$ 1,807,781	\$ 7,985,000
9/30/2032	\$ 1,575,000	\$ 231,775	\$ 1,806,775	\$ 6,410,000
9/30/2033	\$ 1,630,000	\$ 183,319	\$ 1,813,319	\$ 4,780,000
9/30/2034	\$ 1,670,000	\$ 133,113	\$ 1,803,113	\$ 3,110,000
9/30/2035	\$ 1,170,000	\$ 87,800	\$ 1,257,800	\$ 1,940,000
9/30/2036	\$ 955,000	\$ 51,188	\$ 1,006,188	\$ 985,000
9/30/2037	\$ 985,000	\$ 17,238	\$ 1,002,238	\$ -
TOTALS	\$ 47,315,000	\$ 9,267,823	\$ 56,582,823	\$ -

The City Charter under Article XII Section 3 allows the City Council to determine call provisions on bonds issued, however, the final maturity of any bond issue cannot exceed thirty years from the date of issuance. The City Charter does not provide for a debt limit. Under provisions of state law, the maximum tax rate is limited to \$2.50 per \$100 of assessed valuation.

Tax Rate Limit	\$ 2.500000
Current Tax Rate	\$ 0.700000
Available Tax Rate	<u>\$ 1.800000</u>

**COMBINATION TAX & REVENUE
CERTIFICATES OF OBLIGATION
SERIES 2012 \$4,115,000**

Date	Principal	Interest	Debt Service	Balance of Principal Outstanding
				\$ 3,045,000
9/30/2021	\$ 165,000	\$ 90,106	\$ 255,106	\$ 2,880,000
9/30/2022	\$ 170,000	\$ 86,125	\$ 256,125	\$ 2,710,000
9/30/2023	\$ 175,000	\$ 81,703	\$ 256,703	\$ 2,535,000
9/30/2024	\$ 180,000	\$ 77,044	\$ 257,044	\$ 2,355,000
9/30/2025	\$ 185,000	\$ 72,253	\$ 257,253	\$ 2,170,000
9/30/2026	\$ 190,000	\$ 66,975	\$ 256,975	\$ 1,980,000
9/30/2027	\$ 195,000	\$ 61,200	\$ 256,200	\$ 1,785,000
9/30/2028	\$ 200,000	\$ 55,275	\$ 255,275	\$ 1,585,000
9/30/2029	\$ 205,000	\$ 49,200	\$ 254,200	\$ 1,380,000
9/30/2030	\$ 210,000	\$ 42,844	\$ 252,844	\$ 1,170,000
9/30/2031	\$ 220,000	\$ 36,125	\$ 256,125	\$ 950,000
9/30/2032	\$ 225,000	\$ 29,031	\$ 254,031	\$ 725,000
9/30/2033	\$ 235,000	\$ 21,263	\$ 256,263	\$ 490,000
9/30/2034	\$ 240,000	\$ 12,950	\$ 252,950	\$ 250,000
9/30/2035	\$ 250,000	\$ 4,375	\$ 254,375	\$ -
9/30/2036				
9/30/2027				
TOTALS	\$ 3,045,000	\$ 786,469	\$ 3,831,469	\$ -

**COMBINATION TAX & REVENUE
GENERAL OBLIGATION REFUNDING BONDS
SERIES 2013 \$14,550,000**

Date	Principal	Interest	Debt Service	Balance of Principal Outstanding
				\$ 8,695,000
9/30/2021	\$ 1,035,000	\$ 328,069	\$ 1,363,069	\$ 7,660,000
9/30/2022	\$ 1,105,000	\$ 274,569	\$ 1,379,569	\$ 6,555,000
9/30/2023	\$ 1,175,000	\$ 217,569	\$ 1,392,569	\$ 5,380,000
9/30/2024	\$ 1,250,000	\$ 156,944	\$ 1,406,944	\$ 4,130,000
9/30/2025	\$ 1,320,000	\$ 105,894	\$ 1,425,894	\$ 2,810,000
9/30/2026	\$ 1,375,000	\$ 65,469	\$ 1,440,469	\$ 1,435,000
9/30/2027	\$ 1,435,000	\$ 22,422	\$ 1,457,422	\$ -
9/30/2028				
9/30/2029				
9/30/2030				
9/30/2031				
9/30/2032				
9/30/2033				
9/30/2034				
9/30/2035				
9/30/2036				
9/30/2027				
TOTALS	\$ 8,695,000	\$ 1,170,934	\$ 9,865,934	\$ -

**COMBINATION TAX & REVENUE
GENERAL OBLIGATION REFUNDING BONDS
SERIES 2016 \$9,090,000**

Date	Principal	Interest	Debt Service	Balance of Principal Outstanding
				\$ 8,200,000
9/30/2021	\$ 180,000	\$ 236,638	\$ 416,638	\$ 8,020,000
9/30/2022	\$ 190,000	\$ 232,938	\$ 422,938	\$ 7,830,000
9/30/2023	\$ 280,000	\$ 227,538	\$ 507,538	\$ 7,550,000
9/30/2024	\$ 985,000	\$ 210,494	\$ 1,195,494	\$ 6,565,000
9/30/2025	\$ 1,010,000	\$ 181,800	\$ 1,191,800	\$ 5,555,000
9/30/2026	\$ 1,045,000	\$ 150,975	\$ 1,195,975	\$ 4,510,000
9/30/2027	\$ 1,080,000	\$ 119,100	\$ 1,199,100	\$ 3,430,000
9/30/2028	\$ 1,110,000	\$ 86,250	\$ 1,196,250	\$ 2,320,000
9/30/2029	\$ 1,140,000	\$ 52,500	\$ 1,192,500	\$ 1,180,000
9/30/2030	\$ 1,180,000	\$ 17,700	\$ 1,197,700	\$ -
9/30/2031				
9/30/2032				
9/30/2033				
9/30/2034				
9/30/2035				
9/30/2036				
9/30/2027				
TOTALS	\$ 8,200,000	\$ 1,515,931	\$ 9,715,931	\$ -

**COMBINATION TAX & REVENUE
CERTIFICATES OF OBLIGATION
SERIES 2017 \$14,160,000**

Date	Principal	Interest	Debt Service	Balance of Principal Outstanding
				\$ 13,055,000
9/30/2021	\$ 580,000	\$ 422,638	\$ 1,002,638	\$ 12,475,000
9/30/2022	\$ 600,000	\$ 403,163	\$ 1,003,163	\$ 11,875,000
9/30/2023	\$ 620,000	\$ 386,763	\$ 1,006,763	\$ 11,255,000
9/30/2024	\$ 640,000	\$ 365,438	\$ 1,005,438	\$ 10,615,000
9/30/2025	\$ 665,000	\$ 339,338	\$ 1,004,338	\$ 9,950,000
9/30/2026	\$ 690,000	\$ 312,238	\$ 1,002,238	\$ 9,260,000
9/30/2027	\$ 715,000	\$ 287,713	\$ 1,002,713	\$ 8,545,000
9/30/2028	\$ 740,000	\$ 265,888	\$ 1,005,888	\$ 7,805,000
9/30/2029	\$ 760,000	\$ 243,388	\$ 1,003,388	\$ 7,045,000
9/30/2030	\$ 785,000	\$ 220,213	\$ 1,005,213	\$ 6,260,000
9/30/2031	\$ 810,000	\$ 195,781	\$ 1,005,781	\$ 5,450,000
9/30/2032	\$ 835,000	\$ 169,556	\$ 1,004,556	\$ 4,615,000
9/30/2033	\$ 865,000	\$ 141,931	\$ 1,006,931	\$ 3,750,000
9/30/2034	\$ 890,000	\$ 113,413	\$ 1,003,413	\$ 2,860,000
9/30/2035	\$ 920,000	\$ 83,425	\$ 1,003,425	\$ 1,940,000
9/30/2036	\$ 955,000	\$ 51,188	\$ 1,006,188	\$ 985,000
9/30/2037	\$ 985,000	\$ 17,238	\$ 1,002,238	\$ -
TOTALS	\$ 13,055,000	\$ 4,019,306	\$ 17,074,306	\$ -

**COMBINATION TAX & REVENUE
CERTIFICATES OF OBLIGATION
SERIES 2019 \$6,780,000**

Date	Principal	Interest	Debt Service	Balance of Principal Outstanding
				\$ 6,370,000
9/30/2021	\$ 365,000	\$ 181,363	\$ 546,363	\$ 6,005,000
9/30/2022	\$ 380,000	\$ 168,325	\$ 548,325	\$ 5,625,000
9/30/2023	\$ 395,000	\$ 154,763	\$ 549,763	\$ 5,230,000
9/30/2024	\$ 405,000	\$ 140,763	\$ 545,763	\$ 4,825,000
9/30/2025	\$ 420,000	\$ 126,325	\$ 546,325	\$ 4,405,000
9/30/2026	\$ 435,000	\$ 111,363	\$ 546,363	\$ 3,970,000
9/30/2027	\$ 450,000	\$ 95,875	\$ 545,875	\$ 3,520,000
9/30/2028	\$ 465,000	\$ 82,188	\$ 547,188	\$ 3,055,000
9/30/2029	\$ 480,000	\$ 70,375	\$ 550,375	\$ 2,575,000
9/30/2030	\$ 490,000	\$ 58,250	\$ 548,250	\$ 2,085,000
9/30/2031	\$ 500,000	\$ 45,875	\$ 545,875	\$ 1,585,000
9/30/2032	\$ 515,000	\$ 33,188	\$ 548,188	\$ 1,070,000
9/30/2033	\$ 530,000	\$ 20,125	\$ 550,125	\$ 540,000
9/30/2034	\$ 540,000	\$ 6,750	\$ 546,750	\$ -
9/30/2034				
9/30/2036				
9/30/2037				
TOTALS	\$ 6,370,000	\$ 1,295,525	\$ 7,665,525	\$ -

**COMBINATION TAX & REVENUE
GENERAL OBLIGATION REFUNDING BONDS
SERIES 2020A \$3,620,000**

Date	Principal	Interest	Debt Service	Balance of Principal Outstanding
				\$ 3,620,000
9/30/2021	\$ 1,275,000	\$ 35,790	\$ 1,310,790	\$ 2,345,000
9/30/2022	\$ 1,295,000	\$ 20,370	\$ 1,315,370	\$ 1,050,000
9/30/2023	\$ 1,050,000	\$ 6,300	\$ 1,056,300	\$ -
9/30/2024				
9/30/2025				
9/30/2026				
9/30/2027				
9/30/2028				
9/30/2029				
9/30/2030				
9/30/2031				
9/30/2032				
9/30/2033				
9/30/2034				
9/30/2035				
9/30/2036				
9/30/2037				
TOTALS	\$ 3,620,000	\$ 62,460	\$ 3,682,460	\$ -

**COMBINATION TAX & REVENUE
GENERAL OBLIGATION REFUNDING BONDS
SERIES 2020B**

Date	Principal	Interest	Debt Service	Balance of Principal Outstanding
				\$ 4,330,000
9/30/2021	\$ 395,000	\$ 77,278	\$ 472,278	\$ 3,935,000
9/30/2022	\$ 405,000	\$ 69,798	\$ 474,798	\$ 3,530,000
9/30/2023	\$ 415,000	\$ 62,131	\$ 477,131	\$ 3,115,000
9/30/2024	\$ 420,000	\$ 54,324	\$ 474,324	\$ 2,695,000
9/30/2025	\$ 430,000	\$ 46,376	\$ 476,376	\$ 2,265,000
9/30/2026	\$ 440,000	\$ 38,242	\$ 478,242	\$ 1,825,000
9/30/2027	\$ 445,000	\$ 29,967	\$ 474,967	\$ 1,380,000
9/30/2028	\$ 450,000	\$ 21,599	\$ 471,599	\$ 930,000
9/30/2029	\$ 460,000	\$ 13,090	\$ 473,090	\$ 470,000
9/30/2030	\$ 470,000	\$ 4,395	\$ 474,395	\$ -
9/30/2031				
9/30/2032				
9/30/2033				
9/30/2034				
9/30/2035				
9/30/2036				
9/30/2037				
TOTALS	\$ 4,330,000	\$ 417,197	\$ 4,747,197	\$ -



BUDGETED FUND BALANCE

417 2005 Bond Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
417	2005 Bond Fund	490,981	501,981	502,096	-
	Fund Balance	490,981	501,981	502,096	-
	Income				
41000	Interest Revenue	11,115	-	6,500	-
	Income	11,115	-	6,500	-
	Expenditures				
57007	Findley Street	-	501,981	508,596	-
	Expenditures	-	501,981	508,596	-
	Fund Balance	502,096	-	-	-



BUDGETED FUND BALANCE

422 2012 TIRZ Bond Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
422	2012 TIRZ Bond Fund	121,484	-	196	-
	Fund Balance	121,484	-	196	-
	Income				
41000	Interest Revenue	2,787	-	-	-
	Income	2,787	-	-	-
	Expenditures				
50052	Trf To Debt Service Fund	-	-	196	-
57099	South Cowhorn Loop Project	124,074	-	-	-
	Expenditures	124,074	-	196	-
	Fund Balance	196	-	-	-



BUDGETED FUND BALANCE

423 2017 Bond Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
423	2017 Bond Fund	4,694,118	2,946,857	4,062,140	2,553,822
	Fund Balance	4,694,118	2,946,857	4,062,140	2,553,822
	Income				
41000	Interest Revenue	111,505	59,000	80,000	27,000
	Income	111,505	59,000	80,000	27,000
	Expenditures				
56918	Issuance Expense	(10,984)	-	-	-
57052	Gibson Lane Extension	-	-	-	470,000
57084	Forest Lake Estates St. Recons	360,005	-	-	-
57094	Perot Theatre Restoration	25,259	72,000	72,000	-
57095	Art Park	-	-	-	-
57096	Airport Terminal	109,096	28,000	175,273	317,871
57097	Fire Station Relocation	128,511	-	598,225	-
57098	Courthouse Square Project	-	742,820	742,820	160,000
57099	South Cowhorn Loop Project	131,597	-	-	-
	Expenditures	743,483	842,820	1,588,318	947,871
	Fund Balance	4,062,140	2,163,037	2,553,822	1,632,951



BUDGETED FUND BALANCE

424 2019 TIRZ Bond Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
424	2019 TIRZ Bond Fund	-	-	-	4,072,000
	Fund Balance	-	-	-	4,072,000
	Income				
40014	Proceeds From CO Bonds	-	-	7,000,000	-
41000	Interest Revenue	-	-	72,000	35,000
	Income	-	-	7,072,000	35,000
	Expenditures				
57052	Gibson Lane Extension	-	-	3,000,000	3,000,000
57066	TIRZ Projects	-	-	-	107,000
57097	Fire Station Relocation	-	-	-	1,000,000
	Expenditures	-	-	3,000,000	4,107,000
	Fund Balance	-	-	4,072,000	-



BUDGETED FUND BALANCE

501 Health Department Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
501	Health Department Fund	636,854	670,134	815,674	759,608
	Fund Balance	636,854	670,134	815,674	759,608
	Income				
40001	Contribution From State	-	-	-	44,550
40031	Contribution From Others	-	-	218,921	-
41000	Interest Revenue	18,052	9,000	10,500	8,000
46082	Peddler's Licenses	-	-	-	-
46084	Sale Of Surplus Property	-	-	-	-
46086	Recovery Damage Claims	-	-	-	-
46088	Miscellaneous Income	-	-	-	-
46092	Cash Short/Overages	1	-	-	-
46093	Appropriated Fund Balance	-	-	-	-
47350	City Contribution - EE Health	75,000	-	-	-
47351	City Contribution	78,348	75,000	75,000	75,000
47352	County Contribution	74,945	75,000	75,000	75,000
47353	Donations/Interest	-	-	-	-
47354	Adult Health Clinic Fee	-	-	-	-
47355	Family Plan Clinic Fees	-	-	-	-
47358	General Clinic Fees	9,514	3,800	3,800	3,200
47359	Health Card Fees	180	200	200	100
47361	Family Planning Nhic	79,513	80,000	80,000	70,000
47362	FP MKD MCO Checks	-	-	-	-
47364	Immun-Nhic-Medicaid	6,351	6,000	6,000	5,000
47367	Wic-Tdh Contract	386,552	376,000	467,905	450,000
47369	M & Ch-Tdh Contract	-	-	-	-
47370	Tb Control-Tdh Contract	-	-	-	-
47371	Immunization-Tdh Contr	172,266	147,233	147,233	147,233
47372	Public Heath Services	111,175	117,218	117,218	117,218
47374	Depreciation Reimburse	6,227	5,748	5,748	5,748
47375	Title Xx	-	-	-	-
47377	Other	-	-	-	-
47379	Service From Private Inventory	475	500	500	350
47380	Title V Co-Pay Fees	-	-	-	-
47381	Title Xx/X Co-Pay Fees	1,980	500	500	800
47382	Tb Fees	1,400	1,000	1,000	1,000

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)



BUDGETED FUND BALANCE

501 Health Department Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
47384	Employee Health Fees	3,464	-	-	-
47385	Title X/Tdh	-	-	-	-
47386	Bioterrorism/TDH	-	-	-	-
47387	Immun-Nhic-Medicare	-	-	-	-
47388	Cvd Stroke	-	-	-	-
47389	HIV/STD/TB	-	-	-	-
47390	Diabetes Grant	-	-	-	-
47391	Family Planning - DSHS	-	-	-	-
47392	Family Planning - WHFPAT	198,027	121,156	121,156	130,000
	Income	1,223,469	1,018,355	1,330,681	1,133,199
	Expenditures				
50006	Termination Pay	2,562	-	-	-
50069	Trf To Technology Fund	8,488	6,552	6,552	6,714
50072	Trf To Health Personnel Policy Fund	-	-	-	-
50073	Trf To Health Property & Liability Fund	-	-	-	-
51013	Stipend - Maintenance	-	6,250	10,250	8,688
51101	Supervision	99,068	109,905	109,574	112,137
51102	Clerical	110,163	137,173	151,153	157,546
51103	Maintenance Operations	256,601	233,743	255,340	284,648
51105	Overtime	14,706	17,000	5,000	-
51106	Longevity Pay	6,095	5,245	5,225	6,073
51112	Worker's Comp	3,579	2,905	2,986	3,030
51113	Pensions/Retirement	77,745	76,203	82,313	86,790
51114	Social Security	36,448	37,184	40,185	43,188
51115	Group Insurance	86,547	88,697	94,061	103,769
51132	Telephone Allowance	280	-	-	146
51199	Accrued Payroll	1,800	-	-	-
52100	Indirect Expenses	-	-	-	-
52201	Supplies	110,199	59,210	53,300	53,230
52202	Wearing Apparel	-	-	50	100
52204	Food Supplies	204	300	300	300
52205	Postage/Shipping	546	975	900	975
52207	Minor Tools And Equip	13,791	-	-	-
52225	Unallowable Costs	9,267	6,500	6,500	6,500
53301	Buildings	13,542	53,000	144,905	50,000

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)



BUDGETED FUND BALANCE

501 Health Department Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
53400	Computer Hard & Software	8,400	8,400	8,400	8,400
53405	Security & Surveillance	817	1,500	1,000	1,000
54500	Communications-In House	11,117	11,550	10,450	10,550
54501	Communications-Cellular	2,265	1,850	2,600	2,500
54502	Rental	5,366	5,560	5,475	5,850
54503	Insurance & Bond	15,744	14,954	18,000	18,000
54504	Special Services	80,960	91,844	317,671	118,829
54506	Travel & Training	30,377	27,882	21,882	28,764
54507	Utilities-Electricity	13,776	15,000	15,000	15,000
54508	Utilities-Water & Sewer	729	2,000	2,000	2,000
54509	Utilities-Gas	2,204	2,500	2,500	2,500
54520	Miscellaneous Expense	-	-	-	-
54524	Other Services	-	-	-	-
54525	Advertising	4,568	4,500	1,500	3,000
54608	Dues And Memberships	550	2,050	1,675	2,500
55801	Building & Facilities	16,150	10,000	10,000	10,000
Expenditures		1,044,650	1,040,432	1,386,747	1,152,727
Fund Balance		815,674	648,057	759,608	740,080



BUDGETED FUND BALANCE

502 Public Library Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
502	Public Library Fund	(12,519)	-	(15,988)	-
	Fund Balance	(12,519)	-	(15,988)	-
	Income				
41000	Interest Revenue	1,056	-	500	500
46240	Reimbursement - Worker's Comp.	1,827	-	-	-
46245	Due From Library	675,200	800,128	778,607	761,507
	Income	678,083	800,128	779,107	762,007
	Expenditures				
51101	Supervision	240,595	281,157	269,788	281,277
51102	Clerical	166,945	167,078	145,787	130,579
51103	Maintenance Operations	24,462	49,980	40,080	41,499
51104	Extra Help	37,883	37,273	71,527	72,827
51106	Longevity Pay	8,314	7,735	6,880	6,795
51112	Worker's Comp	1,382	1,769	2,107	1,918
51113	Pensions/Retirement	72,998	85,164	83,529	81,813
51114	Social Security	36,014	41,557	39,889	39,718
51115	Group Insurance	71,655	104,916	79,596	81,082
51199	Accrued Payroll	4,654	-	-	-
52206	Fuels And Lubricants	89	1,000	1,000	1,000
53403	Motor Vehicles-Dept.Use	396	5,000	5,000	5,000
54503	Insurance & Bond	16,110	17,000	17,286	18,000
54504	Special Services	57	500	650	500
	Expenditures	681,551	800,128	763,119	762,007
	Fund Balance	(15,988)	-	-	-



BUDGETED FUND BALANCE

605 Federal Asset Forfeiture Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
605	Federal Asset Forfeiture Fund	117,303	110,203	124,183	115,683
	Fund Balance	117,303	110,203	124,183	115,683
	Income				
40031	Contribution From Others	4,067	10,000	10,000	10,000
41000	Interest Revenue	2,813	2,660	1,500	1,200
	Income	6,880	12,660	11,500	11,200
	Expenditures				
52207	Minor Tools And Equip	-	20,000	20,000	20,000
	Expenditures	-	20,000	20,000	20,000
	Fund Balance	124,183	102,863	115,683	106,883



BUDGETED FUND BALANCE

701 Employee Health Trust Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
701	Employee Health Trust Fund	1,367,250	-	-	-
	Fund Balance	1,367,250	-	-	-
	Income				
40004	Buyout Insurance	-	-	-	-
40005	Retiree Insurance Contribution	-	-	-	-
40006	Employer Contribution	-	-	-	-
40007	Employee Contribution	-	-	-	-
40018	TWU Contribution	-	-	-	-
40020	Perot Theatre Contribution	-	-	-	-
40023	Airport Auth Contribution	-	-	-	-
40027	TWU Contribution - Flex	-	-	-	-
40029	Refund of Contributions	52,972	-	-	-
40035	MSFCU Contribution	-	-	-	-
40080	Contribution From TSO	-	-	-	-
41000	Interest Revenue	-	-	9	-
	Income	52,972	-	9	-
	Expenditures				
50007	Trf To Employee Benefit Fund	1,420,222	-	9	-
	Expenditures	1,420,222	-	9	-
	Fund Balance	-	-	-	-



BUDGETED FUND BALANCE

702 Employee Health Claim Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
702	Employee Health Claim Fund	650,796	1,583,908	1,379,338	1,312,214
	Fund Balance	650,796	1,583,908	1,379,338	1,312,214
	Income				
40003	Retired Firefighter Insurance	(40)	-	-	-
40004	Buyout Insurance	137,138	167,196	380,273	217,763
40005	Retiree Insurance Contribution	101,808	109,294	95,012	215,322
40006	Employer Contribution	2,860,904	3,056,356	2,977,051	3,163,117
40007	Employee Contribution	908,858	951,034	888,756	888,756
40008	Trf From Employee Benefit Trust Fund	1,420,222	-	9	-
40018	TWU Contribution	1,562,920	1,588,879	1,750,440	1,859,843
40020	Perot Theatre Contribution	114,414	136,540	125,705	133,562
40023	Airport Auth Contribution	88,166	101,211	103,271	109,725
40027	TWU Contribution - Flex	205	-	-	-
40029	Refund of Contributions	(35,905)	-	42,301	-
40031	Contribution From Others	125	-	-	-
40035	MSFCU Contribution	21,228	22,468	44,056	46,810
40040	Stop Loss Reimbursements	71,512	-	-	-
40041	Insurance Rebates	208,368	344,288	272,122	272,122
40050	Trf From General Fund	-	84,242	84,217	152,587
40080	Contribution From TSO	19,507	22,310	21,939	23,310
41000	Interest Revenue	43,641	44,791	17,000	14,000
47384	Employee Health Fees	-	4,000	4,000	4,000
	Income	7,523,073	6,632,608	6,806,152	7,100,916
	Expenditures				
50001	Health and Dental Claims	3,471,177	3,306,520	3,310,693	3,528,089
50008	Prescription Claims	1,368,485	1,435,923	1,383,392	1,343,149
50014	Life Insurance Premiums	172,009	170,700	165,034	181,537
50031	Stop Loss/Admin Costs	762,263	837,071	726,048	821,783
50032	Employee Assistance Program	10,494	14,451	13,905	13,905
50034	HRA Funding	445,778	512,583	525,502	525,502
50035	Compass	35,045	37,140	33,120	33,120
50038	HSA Funding	264,492	275,000	391,052	391,052
50039	Critical Illness	42,028	42,977	38,441	38,441



BUDGETED FUND BALANCE

702 Employee Health Claim Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
50058	Vision Premiums	60,693	37,981	38,147	38,147
51103	Maintenance Operations	-	48,603	48,603	98,461
51106	Longevity Pay	-	1,500	1,500	1,812
51107	Incentive Pay	43,200	-	-	-
51112	Worker's Comp	538	485	485	651
51113	Pensions/Retirement	7,194	7,855	7,855	15,504
51114	Social Security	1,998	3,833	3,833	7,715
51115	Group Insurance	-	10,458	10,441	16,361
51132	Telephone Allowance	-	-	-	582
51199	Accrued Payroll	291	-	-	-
52201	Supplies	-	11,500	11,500	11,500
54500	Communications-In House	-	-	341	341
54504	Special Services	57,910	61,000	61,000	61,000
54521	Excise Fees	3,679	-	2,196	2,196
54523	Bank Service Charges	-	-	188	188
54610	Wellness Program	47,256	100,000	100,000	100,000
Expenditures		6,794,531	6,915,579	6,873,276	7,231,036
Fund Balance		1,379,338	1,300,937	1,312,214	1,182,094



BUDGETED FUND BALANCE

703 Fleet Services Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
703	Fleet Services Fund	380,368	388,868	225,202	50,000
	Fund Balance	380,368	388,868	225,202	50,000
	Income				
40050	Trf From General Fund	855,265	1,212,328	746,635	1,112,540
40055	Trf From Capital Replacement Fund	5,000	5,000	5,000	5,000
40074	Fuel Contribution TUTD	146,906	175,000	115,000	150,000
40079	Maint. Contribution Library	485	750	-	-
41000	Interest Revenue	8,257	8,690	1,200	500
46086	Recovery Damage Claims	29,141	-	-	-
46088	Miscellaneous Income	178	-	-	-
	Income	1,045,232	1,401,768	867,835	1,268,040
	Expenditures				
50069	Trf To Technology Fund	2,778	1,312	1,312	1,367
51103	Maintenance Operations	239,252	251,327	241,773	245,940
51105	Overtime	2,192	12,500	2,250	5,000
51106	Longevity Pay	2,003	2,340	2,250	2,585
51112	Worker's Comp	5,076	9,274	8,933	8,264
51113	Pensions/Retirement	39,074	39,769	38,252	38,204
51114	Social Security	17,917	19,406	18,668	19,012
51115	Group Insurance	44,503	53,161	48,101	52,742
51199	Accrued Payroll	2,490	-	-	-
52201	Supplies	1,545	4,500	558	2,000
52202	Wearing Apparel	2,047	3,000	1,108	2,500
52204	Food Supplies	97	250	-	250
52205	Postage/Shipping	12	50	9	50
52206	Fuels And Lubricants	474,663	570,000	371,500	515,000
52207	Minor Tools And Equip	10,797	15,990	2,650	12,000
52208	Janitorial Supplies	-	-	-	-
52209	Chemical Supplies	210	6,800	1,000	2,000
52212	Botanical And Agricultu	-	-	-	-
52213	Computer Supplies	-	-	-	-
52220	Safety Related Supplies	-	-	-	-
53301	Buildings	804	9,684	2,500	2,500



BUDGETED FUND BALANCE

703 Fleet Services Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
53400	Computer Hard & Software	5,886	5,500	6,225	6,300
53401	Furniture And Fixtures	-	-	-	-
53402	Tools And Equipment	20,606	20,000	5,375	5,000
53403	Motor Vehicles-Dept.Use	-	-	-	-
53404	Motor Vehicles-Fleet	286,286	325,129	250,000	320,000
53405	Security & Surveillance	-	1,200	-	-
53406	Heavy Equip Maint	-	-	-	-
53407	Accident Repairs-Fleet	-	-	-	-
53412	Motor Veh - Os Repairs	-	-	-	-
54500	Communications-In House	1,518	1,200	1,500	1,500
54501	Communications-Cellular	870	2,000	900	1,000
54502	Rental	743	800	850	850
54503	Insurance & Bond	4,365	4,800	7,444	7,500
54504	Special Services	26,176	18,300	21,100	5,000
54506	Travel & Training	307	5,000	80	2,500
54507	Utilities-Electricity	4,351	5,900	4,500	4,500
54508	Utilities-Water & Sewer	485	1,764	500	550
54509	Utilities-Gas	2,323	4,200	2,500	2,500
54519	Meals/Local Expense	-	-	-	-
54523	Bank Service Charges	-	-	-	-
54525	Advertising	-	410	-	-
54608	Dues And Memberships	-	600	-	200
54611	Refuse Contract	1,021	1,036	1,200	1,225
55702	Major Tools & Equipment	-	-	-	-
55820	Capital Lease	-	-	-	-
Expenditures		1,200,398	1,397,200	1,043,038	1,268,040
Fund Balance		225,202	393,435	50,000	50,000



BUDGETED FUND BALANCE

810 Member Cities Water Revenue Fund

		Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
	Fund Balance				
810	Member Cities Water Revenue Fund	-	-	-	-
	Fund Balance	-	-	-	-
	Income				
40120	Annona-Water Revenue	8,949	9,275	11,500	11,929
40121	Avery - Water Revenue	22,226	23,036	15,400	15,974
40122	Dekalb - Water Revenue	83,955	87,048	87,768	91,042
40123	Hooks - Water Revenue	149,754	155,205	166,196	172,395
40124	Maud - Water Revenue	51,800	53,687	55,364	57,429
40125	New Boston-Water Revenue	430,333	445,998	352,463	365,610
40126	Wake Village-Water Rev	151,242	156,748	164,985	171,139
40127	Nash - Water Rev	-	-	-	-
40128	TexAmericas-Water Revenue	-	-	-	-
40129	Riverbend - Water Revenue	280,663	290,879	243,245	252,318
40130	Member City Water Revenue	-	-	-	-
40135	Member City - True Up Revenue	-	-	-	-
40136	Member City - True Up Corr	-	-	-	-
40140	Member City - Capt Improvement	-	-	-	-
41000	Interest Revenue	-	-	-	-
46003	Penalty & Interest	351	466	39	-
	Income	1,179,273	1,222,343	1,096,959	1,137,835
	Expenditures				
50120	Transfer to TWU	1,056,869	1,106,054	999,066	1,036,291
50121	Riverbend-Membr Cty Rev	122,404	116,288	97,893	101,544
54524	Other Services	-	-	-	-
	Expenditures	1,179,273	1,222,343	1,096,959	1,137,835
	Fund Balance	-	-	-	-

TEXARKANA WATER UTILITIES

TEXAS FUNDS

Texarkana Water Utilities is a combined department of the cities of Texarkana, Texas and Texarkana, Arkansas, and as such, presents a combined budget which includes both cities. This portion contains only the revenue, expenditures, and fund balances that are applicable to Texarkana, Texas.

Texas Revenue Fund

DESCRIPTION:

This fund provides for the general operations of the Texas water and sewer enterprise funds through funding from water and sewer fees and other revenues billed and collected from our customers.

FOCUS:

To provide general Utility services for the Texas portion of the Utility operating divisions, debt service, capital funds, depreciation funds, and infrastructure funds.

IP Revenue (Graphic Packaging) Fund

DESCRIPTION:

This fund provides for the general operations of the Graphic Packaging (IP) enterprise fund through funding from Graphic Packaging and from water fees billed and collected from the municipal entities served by the Graphic Packaging water plant in Domino, Texas.

FOCUS:

To provide funds for the operation of the Graphic Packaging Water Distribution Division.

2004 Bond Fund

DESCRIPTION:

The 2004 Bond Fund services the debt for the water and sewer revenue bonds issued in 2004 to extend utility services to the area north of I-30 annexed into the City in 1999.

FOCUS:

To remit the annual debt service payments required for the 2004 Bonds.

2013 Bond Fund

DESCRIPTION:

The 2013 Bond Fund services the debt for the water and sewer revenue bonds issued in 2013 to relocate and upsize a five-mile segment of water main between Malta, Texas and DeKalb, Texas to accommodate the widening of Highway 82 by Bowie County.

FOCUS:

To remit the annual debt service payments required for the 2013 Bonds.

2013 Bond Construction Fund

DESCRIPTION:

This fund provides for the receipt and disbursement of proceeds from the 2013 bond funds for costs related to the Highway 82 water line.

FOCUS:

To fund the removal, upsizing and other related costs for the Highway 82 water line between Malta, Texas and DeKalb, Texas.

Millwood Depreciation Fund

DESCRIPTION:

This fund provides for the replacement of aging plant equipment and infrastructure at the Millwood Water Treatment Plant in Ashdown, Arkansas.

FOCUS:

To accumulate funds sufficient to allow budgeted expenditures needed to maintain this plant in proper working condition by replacing broken, worn or end of life plant assets to keep this plant fully functional and operating within ADH and AWWA standards.

North Texarkana Wastewater Treatment Plant Depreciation Fund

DESCRIPTION:

Provides for the replacement of aging plant equipment and infrastructure at the North Texarkana Wastewater Treatment Plant that serves the northern area of both sides of Texarkana to keep this plant properly functioning within ADEQ and EPA requirements.

FOCUS:

To accumulate funds sufficient to replace plant equipment and infrastructure as it is needed.

Equipment Fund

DESCRIPTION:

This fund allows for budgeted replacement of assets such as furniture, fixtures, equipment, fleet vehicles, and mobile equipment.

FOCUS:

To replace utility rolling stock and furniture, fixtures and equipment as needed.

Technology Fund

DESCRIPTION:

To provide funds for hardware, software and related technology asset purchases and replacements.

FOCUS:

To purchase new and replacement technology assets as needed.

South Regional Wastewater Treatment Plant Depreciation Fund

DESCRIPTION:

To provide for replacement of worn and aging plant assets at this plant, which is the primary sewer plant for both sides of Texarkana that is in continuous operation twenty-four hours a day and to keep this plant fully operational in accordance with TCEQ and EPA requirements.

FOCUS:

To consistently monitor the condition and effectiveness of plant assets and repair, rebuild or replace as needed.

Compost Fund

DESCRIPTION:

To set aside funding for maintenance and replacement of capital assets used in composting operations.

FOCUS:

To keep the bi-city composting operations fully functioning by ongoing maintenance of compost assets and fund capital repairs and replacement as necessary.

Customer Loan Fund

DESCRIPTION:

Originally established to finance low interest loans to sewer customers in the Singing Pines community when required replacement of the dilapidated sewer main in that area forced customers to replace their sewer service lines that tie into the city main. Customers were billed monthly loan installments on their water bills until the loan and interest was repaid with the proceeds used to replenish this fund. Inactive since the last loans were repaid in 2011, this fund was de-funded in FY 2018 to be re-established in the future if a need arises.

FOCUS:

To re-activate this fund as needed to provide a source of low interest loan funds to assist customers in connecting to replaced water or sewer mains.

Personnel Policy Fund

DESCRIPTION:

To set aside funds to pay benefit obligations due to employees upon termination.

FOCUS:

To pay accrued and payable benefit obligations owed to employees when employment terminates according to established policies and procedures.

TX Capital Improvement Fund

DESCRIPTION:

To set aside funds dedicated to extending or improving water and sewer infrastructure, which is essential for our continued ability to provide public water and sanitary sewer to our customers and meets or exceeds all regulatory requirements.

FOCUS:

To expend funds through capital improvement construction projects to address water and sewer extensions or improvement needs identified by utility engineers.

TX Infrastructure Fund

DESCRIPTION:

To set aside funds for the repair and replacement of our aging water and sewer infrastructure.

FOCUS:

To expend funds through infrastructure construction projects to address water and sewer infrastructure repairs and replacements identified by utility engineers.

Wright Patman Corps of Engineers Cost Fund

DESCRIPTION:

This fund serves as a sinking fund to accumulate funds to apply towards costs associated with the implementation of the Corps of Engineers ultimate operating rule curve for Lake Wright Patman.

FOCUS:

To have funds available to pay future costs as they become due for implementation of the ultimate operating rule curve for Lake Wright Patman.

Lake Texarkana Capital Improvement Fund (Member Cities)

DESCRIPTION:

To collect funding from Texarkana, Arkansas, Texarkana, Texas, and the Member Cities for the capital maintenance and repairs of the jointly owned Lake Texarkana Water Supply System.

FOCUS:

To continuously assess the capital improvement maintenance and repairs necessary to keep the Wright Patman Water Production Plant fully operational and in compliance with TCEQ and AWWA standards.

Wagner Creek Wastewater Treatment Plant Capital Improvement Fund

DESCRIPTION:

This fund is used to provide for repair, replacement, improvements and upgrades needed to keep this plant fully operational and functioning in accordance with TCEQ and EPA requirements.

FOCUS:

To monitor the efficiency, effectiveness and condition of plant infrastructure and rebuild, repair, replace or upgrade assets as needed.



BUDGETED FUND BALANCE

Texas Revenue Fund

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance				
Texas Revenue Fund	4,944,110	4,886,327	4,199,817	3,698,242
Fund Balance	4,944,110	4,886,327	4,199,817	3,698,242
Income				
Water and Sewer Sales	13,561,423	13,941,079	13,608,716	13,640,016
Water Connection Fees	7,721	9,600	8,060	8,060
Service Charge	571,003	601,610	472,220	599,220
Regional Water Treatment Plant Fees	-	2,591,588	2,152,528	2,271,544
Wholesale Water Sales	1,378,757	1,437,000	1,368,100	1,368,100
Wholesale Sewer Charges	565,441	567,200	563,100	563,100
Interest Income	85,882	108,900	55,514	54,403
IP Service Charge	35,367	40,300	40,300	40,300
IP Service Charge (Expan)	18,900	18,900	18,900	18,900
AR Share LT Operations	607,448	612,503	607,073	700,167
UN Share LT Operations	45,792	46,741	45,764	52,782
MN Share LT Operations	11,734	12,242	11,727	13,525
MC Share Wtr Operations (Cash B)	815,059	754,255	814,556	814,808
Transfer from Customer Loan Fund	-	-	-	-
Miscellaneous Income	416,268	407,067	444,302	349,522
Income	18,120,795	21,148,985	20,210,860	20,494,447
Expenditures				
Total Operating Expenses	12,072,593	13,184,437	11,707,522	13,208,973
Total Capital Outlay	-	-	-	-
Share of North Texarkana Operations	72,076	103,116	102,305	105,146
Share of Millwood Operations	652,576	619,036	820,899	705,454
Bond Fund 2020 Ref (2004)	183,666	184,119	107,563	172,823
Bond Fund 2005	-	-	-	-
Bond Fund 2013	154,414	158,235	164,415	151,416
Bond Fund (Projected)	-	-	-	-
Share 1998 AR Debt Service	92,190	92,362	91,778	-
Share 1998-B AR Debt Service	16,870	16,900	16,852	-
Share 2007 AR Refunding Bonds	417,044	421,200	400,392	426,360
Transfer to Gen Fund -IP	18,900	18,900	18,900	18,900
Transfer to Gen Fund	22,500	37,500	37,500	37,500
Millwood Depreciation Fund	330,720	430,830	430,830	430,710
North Texarkana Depreciation Fund	7,150	7,800	7,800	7,800
Equipment Acquisition Fund	213,793	284,490	284,490	357,850



BUDGETED FUND BALANCE

Texas Revenue Fund

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Technology Fund	244,833	442,540	442,540	359,898
Customer Loan Fund	-	-	-	-
Personnel Policy Fund	100,000	100,000	130,000	130,000
Capital Improvement Fund	1,290,422	1,200,000	1,200,000	1,050,000
Infrastructure Fund	572,331	622,256	622,256	574,236
Compost Fund	62,810	63,220	63,220	-
WP COE Cost Fund	1,648,419	1,578,419	1,578,419	1,578,419
LT Capital Improvement Fund	307,266	289,590	289,590	393,120
River Bend Water District	122,010	2,208,300	1,857,022	1,952,235
Wagner Creek Capital Improvement	50,000	100,000	100,000	-
SR WWTP Depreciation Fund	94,215	133,487	133,487	157,850
Other/Legal	118,290	104,655	104,655	104,655
Expenditures	18,865,088	22,401,392	20,712,435	21,923,345
Fund Balance	4,199,817	3,633,920	3,698,242	2,269,344



BUDGETED FUND BALANCE

IP Revenue Fund

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance				
IP Revenue Fund				
Fund Balance	-	-	-	-
Income				
Wholesale Water Sales	1,128,869	1,537,081	1,512,537	1,503,872
Income	1,128,869	1,537,081	1,512,537	1,503,872
Expenditures				
Total Operating Expenses	1,128,869	1,537,081	1,512,537	1,503,872
Total Capital Outlay				
Expenditures	1,128,869	1,537,081	1,512,537	1,503,872
Fund Balance	-	-	-	-



BUDGETED FUND BALANCE

Texas 2020 Refunding Bond Fund (Refunded 2004 Bond)

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance				
Texas 2020 Ref (2004) Bond Fund	32,230	32,529	32,511	124,433
Fund Balance	32,230	32,529	32,511	124,433
Income				
Transfer from Revenue Fund	183,666	184,119	107,563	172,823
Transfer from Reserve Fund	9,043	6,982	178	12,898
Transfer from 04B Constr		-		
Interest Income	1,047	1,066	1,066	1,066
Income	193,756	192,167	108,807	186,787
Expenditures				
Interest-February	18,388	15,088	15,088	3,300
Interest -August	15,087	11,581	1,797	2,190
Principal	160,000	165,000	-	185,000
Agent Fees				
Expenditures	193,475	191,669	16,885	190,490
Fund Balance	32,511	33,027	124,433	120,730



BUDGETED FUND BALANCE

Texas 2013 Bond Fund

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance				
Texas 2013 Bond Fund	28,058	27,666	28,026	27,509
Fund Balance	28,058	27,666	28,026	27,509
Income				
Transfer from Revenue Fund	154,414	158,235	164,415	151,416
Transfer from 2013 Bond Const		-		
Transfer from Reserve Fund	7,650	6,046	155	10,821
Transfer from LT Capital Impr		-		
First SW Issuance Cost Refund		-		
Interest Income	1,598	1,238	907	907
Income	163,662	165,519	165,477	163,144
Expenditures				
Interest-February	36,847	35,497	35,497	34,072
Interest -August	36,847	35,497	35,497	34,072
Principal	90,000	95,000	95,000	95,000
Agent Fees				
Expenditures	163,694	165,994	165,994	163,144
Fund Balance	28,026	27,191	27,509	27,509



BUDGETED FUND BALANCE

Texas 2013 Bond Construction Fund

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance				
Texas 2013 Bond Construction Fund	28,685	-	29,334	13,806
Fund Balance	28,685	-	29,334	13,806
Income				
Transfer from Revenue Fund		-		
Transfer from LT Capital Impr		-		
Bond Proceeds		-		
Salvage Iron from 16" Water Line Removal		-		
Interest Income	649	-	466	247
Income	649	-	466	247
Expenditures				
Hwy 82 Water Line Relocation Project:				
Materials (Piping, Fittings, Valves, etc.)				
Equipment Rental/ Fuel				
Labor				
Other:				
System Improvements		-	15,994	14,053
Expenditures	-	-	15,994	14,053
Fund Balance	29,334	-	13,806	-



BUDGETED FUND BALANCE

Millwood Depreciation Fund

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance				
Millwood Depreciation Fund	543,033	173,963	213,512	565,955
Fund Balance	543,033	173,963	213,512	565,955
Income				
Transfer from Revenues	330,720	430,830	430,830	430,710
Plans/Specs	927	-	-	-
Interest Income	5,061	2,125	5,063	4,962
Income	336,708	432,955	435,893	435,672
Expenditures				
Paint Bridge Pipework	61,294			
Storage Building		12,644		
Sludge Pond Cleaning - 2019	133,256			
Replace Valves - Filters 5 & 6	187,709			
Replace Gate Actuator				
Repair High Service Pump	29,018			
Basin Lining (1)	232,928	237,075	-	252,560
High Service Pump Bldg Heat Unit	2,932			
Clearwell Mixer	6,187			
#3 High Service Ball Valve and Actuator	7,398			
Surface Wash Nozzle Replacement	5,507			
Replace Security Cameras		4,425	4,425	
Replace Valves- Filters 7 & 8		189,660	-	164,164
Low Service Control Panel Replacement		47,415	47,415	
Repair High Service Pump/Motor/Actuator		60,059	-	
SCADA Upgrade		37,932	-	31,570
Mixer Gearbox Repair		6,322	6,322	
Repair Primary Disconnect		9,483	9,483	
Emergency Low Svc Pump Motor Repairs		-	15,805	
Sludge Pond Cleaning (only 2)- 2021				110,495
Generator Load Bank Test/Fluid Change				22,099
Flash Mixer				7,577
Chemical Bldg Roof Replacement				63,140
Automatic Transfer Switch				126,280



BUDGETED FUND BALANCE

Millwood Depreciation Fund

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Low Service Repair/Rebuild				41,041
High Service Repair/Rebuild				63,140
Chlorine Analyzer				3,031
Expenditures	666,229	605,015	83,450	885,097
Fund Balance	213,512	1,903	565,955	116,530



BUDGETED FUND BALANCE

North Texarkana Wastewater Treatment Plant Depreciation Fund

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance				
North Texarkana Wastewater Treatment Plant Depreciation Fund	27,428	15,728	24,681	30,906
Fund Balance	27,428	15,728	24,681	30,906
Income				
Transfer from Revenues	7,150	7,800	7,800	7,800
Interest Income		-		
Plans/Specs		-		
Income	7,150	7,800	7,800	7,800
Expenditures				
Pump/Motor/VFD Replacements - 2019	5,638			
Replace UV Ballasts/Controls	2,009			
Replace AC	2,250			
Pump/Motor/VFD Replacements - 2020		16,380	-	
Aeration Tanks Cleaned Out/Joints Resealed		6,825	678	6,825
UV System Repairs			897	
Pump/Motor/VFD Replacements - 2021				16,380
Expenditures	9,897	23,205	1,575	23,205
Fund Balance	24,681	323	30,906	15,501



BUDGETED FUND BALANCE

Equipment Fund

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance				
Equipment Fund	148,499	262,176	327,791	177,236
Fund Balance	148,499	262,176	327,791	177,236
Income				
Transfer from Revenue Fund	213,793	284,490	284,490	357,850
Insurance Proceeds	130,143	24,490	24,490	-
Sale of Retired Assets	-	-	-	-
Interest Income	7,494	4,252	4,332	4,246
Income	351,430	313,232	313,312	362,096
Expenditures				
FY 2019	172,138			
FY 2020		557,471	463,867	
FY 2021				529,416
Expenditures	172,138	557,471	463,867	529,416
Fund Balance	327,791	17,937	177,236	9,916



BUDGETED FUND BALANCE

Technology Fund

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance				
Technology Fund	192,289	195,569	280,923	378,729
Fund Balance	192,289	195,569	280,923	378,729
Income				
Transfer from Revenue Fund	244,833	442,540	442,540	359,898
Other Transfers		-		
Reimbursement - TISD		-		
Reimbursement - Bowie County	55,044	61,017	57,205	57,205
Hosted Services	10,872		7,900	9,359
TML Insurance Reimbursement	22,612			
Interest Income	6,897	7,134	5,106	5,099
Income	340,258	510,691	512,751	431,561
Expenditures				
FY 2019	251,624			
FY 2020		555,420	414,945	
FY 2021				418,176
Expenditures	251,624	555,420	414,945	418,176
Fund Balance	280,923	150,840	378,729	392,114



BUDGETED FUND BALANCE

South Regional Wastewater Treatment Plant Depreciation Fund

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance				
South Regional Wastewater Treatment Plant Depreciation Fund	164,893	113,327	95,401	33,531
Fund Balance	164,893	113,327	95,401	33,531
Income				
Transfer from Revenues	94,215	133,487	133,487	157,850
Interest Income	3,855	1,224	1,749	1,748
Income	98,070	134,711	135,236	159,598
Expenditures				
Roof Repairs, 200, 1300, 1400, 1600 Bldgs	12,606			
Muffin Monster Replacement				
Pump/Motor/VFD Replacement - 2018	3,354			
Belt Press Refurbish	1,251			
Centrifuge Rebuilds	21,803			
SRWWTP Wireless SCADA	43,235			
Pump/Motor/VFD Replacement- 2019	22,648			
Primary Clarifier 503 Gear Box Replacement	35,444			
Emergency Retube of Boiler	19,832			
Emergency Repair of Chiller Tubes	2,933			
Digester Lid Painting	4,456			
Replace 700 Methane Controller/Sensors		4,741	4,741	
Pumps/Motors/VFD Replacements- 2020		38,564	26,243	
SO2 Evaporator Replacement		22,127	-	
Grit Basin 401, 402 Repair		50,576	25,288	
Barscreen 222 Rebuild		31,610	31,610	
Roof Repairs, 400, 700, 1500, 1800 Bldgs		31,610	-	
Plant Wireless SCADA		18,966	18,966	
Boiler Rebuilds		22,127	19,962	
Replace Generator Main Breaker		6,322	5,971	
Digester Repairs			7,046	
Fuel Station Repairs			5,701	
Repair 200PS Generator Auto Transfer Switch			7,997	



BUDGETED FUND BALANCE

South Regional Wastewater Treatment Plant Depreciation Fund

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Repair Primary Clarifier #503 Drive			43,581	
Pumps/Motors/VFD Replacements-2021				31,570
Chiller Replacement				53,669
Barscreen Rebuild				31,570
Chlorine-SO2 Rebuild				31,570
Wireless SCADA				18,942
Expenditures	167,562	226,643	197,106	167,321
Fund Balance	95,401	21,395	33,531	25,808



BUDGETED FUND BALANCE

Compost Fund

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance				
Compost Fund	240,327	91,310	280,247	249,171
Fund Balance	240,327	91,310	280,247	249,171
Income				
Transfer from Revenue Fund	62,810	63,220	63,220	-
Proceeds from Asset Disposal				
Proceeds from TML-Insur Reimb			158,695	
Plans/Specs				
Interest Income	9,041	4,305	4,040	3,978
Income	71,851	67,525	225,955	3,978
Expenditures				
Equipment Wear Parts	12,092	28,449	28,449	28,413
Replace Loader Foam Tires	4,796			
Skid Steer Sweeper Attachmt	4,271			
Skid Steer Tires	2,275			
Grind/ Dispose of Oversized Greenwaste	559			
Dozer Repair	7,938	15,805	10,423	
Equipment Shed Roof Repair		3,161	3,161	
Ton Tote Hopper/Bagger		6,322	-	
Compost Operations Building		63,220	31,610	31,570
Concrete Pad Repairs		9,483	8,661	9,471
Tub Grinder Fire-TML Reimb			171,137	
Compost Site Security Camera			3,590	
Expenditures	31,931	126,440	257,031	69,454
Fund Balance	280,247	32,395	249,171	183,695



BUDGETED FUND BALANCE

Personnel Policy Fund

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance				
Personnel Policy Fund	157,965	175,405	202,221	204,525
Fund Balance	157,965	175,405	202,221	204,525
Income				
Transfer from Revenues	100,000	100,000	130,000	130,000
Interest Income	5,140	2,190	2,090	2,090
Income	105,140	102,190	132,090	132,090
Expenditures				
Termination Pay	33,512	61,050	30,000	53,207
Social Security	2,564	4,670	2,295	4,070
Post Retirement Benefits	24,808	25,000	97,491	105,000
Expenditures	60,884	90,720	129,786	162,277
Fund Balance	202,221	186,875	204,525	174,339



BUDGETED FUND BALANCE

TX Capital Improvement Fund

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance				
TX Capital Improvement Fund	912,976	672,481	804,342	266,036
Fund Balance	912,976	672,481	804,342	266,036
Income				
Transfer from Revenue Fund	1,290,422	1,200,000	1,200,000	1,050,000
Transfer from General Fund			625,000	
Interest Income	44,751	23,000	21,266	20,841
Prorata Fees		-		
Plans	25	-		
State Reimbursements-TX DOT			3,531	
Other Reimbursements				
Insurance Reimbursements				
Income	1,335,198	1,223,000	1,849,797	1,070,841
Expenditures				
Water System Improvements	16,197	60,000	47,791	60,000
Sewer System Improvements	94,289	60,000	37,675	60,000
North Texarkana Sewer Project				
TX Fire Hydrants	2,653	35,000	30,000	
Manholes Where Needed	99	50,000	-	
Loop Dead End Mains		60,000	-	60,000
Extend 8" Water Main - Gin Rd - 2,000'	180			
2008 Sewer Annexation	156			
6" Water Main Extension-Summerhill Rd	10,601			
Automatic Water Flush Valves (5)	15,406			
North Txk Sewer Project PH II (2008 Annexation)	1,205,083	1,200,000	1,050,000	
Cancel Project to Transfer funds to WP Corps of Engineers Fund	(1,200,000)			
Transfer to Corps of Engineers Fund	1,200,000			
2018 Annexation Engineering Fee		150,000	150,000	
Loop Water Mains-Moores Ln/ N Park Area	50,309	-	2,521	
WC Pump/Motor/VFD	2,402			
Palisades Drive Water Ext- 8"	19,549			
Meadow Ln Drainage	2,950			



BUDGETED FUND BALANCE

TX Capital Improvement Fund

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Grim Apts Sewer	23,958	-	8,219	
I-30 & FM 2148-TX DOT Reimb			3,531	
TX DOT I-30 Frontage Water & Sewer		250,000	350,000	
Elevated Tank Cathodic Repairs		30,000	-	30,000
Chlorine Conversion Project		-	12,394	
Water & Sewer Mains-104 Hubbard		-	10,866	
Looping Dead End Water Mains-South Txk Project (City Direct Paying Invoices)		-	630,184	
Pine Knoll & Cedar Hil Sewer Replacement		-	23,417	
Emergency 36" Water Line Repair-N.Stateline		-	6,505	
Colonial Cir Sewer Repair I-30 Valve		-	25,000	80,000
2018 Annexation Areas Water & Sewer				850,000
FM 2148- 12" Water Line Relocation				150,000
FY21 Chlorine Conversion				13,000
Expenditures	1,443,832	1,895,000	2,388,103	1,303,000
Fund Balance	804,342	481	266,036	33,877



BUDGETED FUND BALANCE

TX Infrastructure Fund

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance				
TX Infrastructure Fund	874,011	214,540	259,834	47,045
Fund Balance	874,011	214,540	259,834	47,045
Income				
Transfer from Revenues	572,331	622,256	622,256	574,236
Plans & Specs.	-	-	-	-
Interest Income	18,700	17,500	4,260	4,200
Income	591,031	639,756	626,516	578,436
Expenditures				
West Texarkana Area Sewer Project	337,740			
College Drive Area Sewer	32,328	200,000	283,336	
New Boston Rd/ Robison Rd Repl 12" Sewer		150,000	-	250,000
Transfer to Corps of Engineers Cost Fund-Reim FY18 Transfer to GF	827,000			
Engineering Design-TX DOT- Reloc W&S in ROW-I-30	8,140	-	5,969	
Replace AC & Undersized Water Mains		50,000	-	
Upgrade Sewer Mains/Re-line and Replace Manholes		50,000	-	
TX DOT- Kings Hwy Water and Sewer Relocation		375,000	375,000	
Hwy 67 & Loop 151 Sewer Crossing		-	175,000	
College Drive Area Sewer-PH II				150,000
Replace Sewer Behind 2905 Texas Blvd				75,000
Texas Water and Sewer Rate Study				75,000
Expenditures	1,205,208	825,000	839,305	550,000
Fund Balance	259,834	29,296	47,045	75,481



BUDGETED FUND BALANCE

Wright Patman Corps of Engineers Cost Fund

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance				
Wright Patman Corps of Engineers Cost Fund	1,783,095	6,351,053	6,463,246	7,898,016
Fund Balance	1,783,095	6,351,053	6,463,246	7,898,016
Income				
Transfer for Revenue Fund	1,578,419	1,578,419	1,578,419	1,578,419
Additional Transfer from Revenue Fund	70,000			
Transfer from Wagner Creek	893,000			
Transfer from Capital Improv	1,200,000			
Transfer from Infrastructure	827,000			
Unspent SOW Refund from Corps of Engineers	22,539			
Interest Income	89,193	22,000	114,420	114,500
Income	4,680,151	1,600,419	1,692,839	1,692,919
Expenditures				
Hillco Partners-LWP Water Rights Legal/Lobbyist Professional Services		102,000	102,000	102,000
TCEQ Water Rights Application Fee			81,069	
Ultimate Rule Curve Cultural Study			75,000	
Expenditures	-	102,000	258,069	102,000
Fund Balance	6,463,246	7,849,472	7,898,016	9,488,935

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)



BUDGETED FUND BALANCE

Lake Texarkana Capital Improvement Fund (Member Cities)

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance				
Lake Texarkana Capital Improvement Fund	594,512	776,393	864,606	118,624
Fund Balance	594,512	776,393	864,606	118,624
Income				
Member Cities	60,802	56,932	56,932	82,358
Transfers from Arkansas	181,933	168,478	168,478	244,250
Transfers from Texas	307,266	289,590	289,590	418,392
Other Transfers from Arkansas				
Other Transfers from Texas	352,384			
Interest Income	24,041	13,700	9,562	7,650
Insurance Proceeds				
Miscellaneous	1,412	600	600	600
Income	927,838	529,300	525,162	753,250
Expenditures				
Filter Media Replacement	196			
TCEQ Item: Filter Troughs	196			
TCEQ Item: Basin Lining (1 Basin)	409	215,000	297,537	
Upgrade SCADA System	8,978			
TCEQ Item: Basin Gates and Weirs	97,125	0	62,569	
Replace 2nd Ammonia Pipe Stinger	4,746			
High Service #5 Pump Bowl			6,475	
Filter Effluent Valve and Mag Meter	29,995			
High Service Pump/Motor Repair		90,000	0	
Filter Control for #3, #5, #6 & #7 Filters	2,749			
Settled Water Mixing Chamber	553	0	19,515	
Rate of Flow Venturies for 4 Filter Effluent Lines	16,423	49,000	10,147	
#2 Influent Valve/Actuator	14,458	17,000	0	
East Alum Pump Replacement	4,205			
#1 Intake Pump/Gate & Ball Valves/Actuator, Piping	17,232			
East Basin Sludge Rakes	44,433			
Chlorine Dioxide Enclosure/Leak Detection	17,500			
Pump and Motor Rebuild	104,630	80,000	44,947	
Surface Wash	47,148			
Arms/Bearings/Nozzle				
Replace Pump Room Flooring		16,000	0	

Attachment: 2020-089 ATTH 01 Proposed Budget 2020-2021 08.24.2020 [Revision 2] (2328 : 2020-089 ORD Fiscal Year 2021 Budget)



BUDGETED FUND BALANCE

Lake Texarkana Capital Improvement Fund (Member Cities)

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Filter Troughs PH II	179,519			
Low Service Pump #4 VFD	64,209			
Replace Gate Access Controller	3,042			
PC Replacements (6) & iPads (2)		8,200	2,673	
Replace Security Cameras		7,000	0	
MCC Control Panel Replacement in Lime Bldg		373,000	0	
Repair Parking Lot		75,000	0	
Low Service Power Upgrade		30,000	30,000	
New Boston Transfer Switch		10,000	10,000	
TCEQ-Clearwell Top Cleaning		6,000	6,000	
SCADA Upgrades-Patman		50,000	0	
SCADA Upgrades-All Sites		45,000	45,000	
Replace Ferris Mower		15,000	9,215	
Replace Side-by-Side (ROW Maint)		15,000	0	
Replace 1/2 Ton Truck		30,000	48,627	
I-30 Valve		60,000	0	
Replace Basin Tower and Rakes		48,000	0	
Gate Opener for Back Gate		0	3,525	
Low Service Switch Gear		0	517,069	
Emergency Repl		0	77,836	
300K Gallon Standpipe Painting- Avery		0	43,663	
AC/ Insulation at Low Service		0	26,766	
Plant Drainage Ditch Clearing		0	9,580	
Portable Tank Mixer		0		
Line Settling Basin #2				270,000
MCC Control Panel Replacement (incl engineering)				420,000
SCADA Upgrade-Patman				50,000
Influent Valve & Actuator				35,000
Rebuild Raw Pump				95,000
	657,744	1,239,200	1,271,144	870,000
	864,606	66,493	118,624	1,874



BUDGETED FUND BALANCE

Wagner Creek Wastewater Treatment Capital Improvement Fund

	Actual 18-19	Adopted 19-20	Revised 19-20	Proposed 20-21
Fund Balance				
Wagner Creek Wastewater Treatment Capital Improvement Fund	1,018,544	226,424	259,938	209,399
Fund Balance	1,018,544	226,424	259,938	209,399
Income				
Transfer from Revenue Fund	50,000	100,000	100,000	-
Contributions from Wake Village	73,887	73,887	73,887	73,887
Contributions from Nash	73,887	73,887	73,887	73,887
Plans/Specs	-	-	-	-
Interest Income	26,982	2,700	4,902	4,804
Income	224,756	250,474	252,676	152,578
Expenditures				
Pump/Motor/VFD Replacement	9,859			
Funds Transfer to TXK, TX GF				
Funds Transfer to TX Rev to Reimb for FY18 Transfer to GF	580,503			
Funds Transfer to WP Corps of Engineers Cost Fund to Repl Funds Transferred to GF	393,000			
Wagner Creek Engineering Fees		460,000	275,500	184,500
#3 Influent Pump VFD		6,000	6,000	
Replace Conduit on Clarifier and Wetwell		10,000	8,993	
Rebuild Failed Pump around Pump			12,722	
Pump?Motor/VFD Repair-21				15,000
Chlorinator Repair				12,000
Replace 17 yr old 1/2 Ton Plant Pick-up				25,000
Expenditures	983,362	476,000	303,215	236,500
Fund Balance	259,938	898	209,399	125,477

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: Medium

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other: