



CITY OF TEXARKANA

CITY COUNCIL

AGENDA • AUGUST 28, 2017

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

Mayor

Bob Bruggeman

Ward 1

Jean H. Matlock

Ward 3

Betty Williams

Ward 5

Christy P. Paddock

Ward 2

Willie Ray

Ward 4

Christie Alcorn

Ward 6

Josh Davis

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

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

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

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

Upcoming City Council Meetings:

Tuesday, September 5, 2017 at 6:00 p.m. - Second Public Hearing on Tax Rate
Monday, September 11, 2017 at 6:00 p.m.

Monday, September 25, 2017 at 6:00 p.m.

Parks & Recreation Events:

August 28 th	Commercial Co-Ed League begins	Wallace Park
August 29 th	Church League begins	Wallace Park
August 29 th	Southern Diamonds Fall League begins	Karrh Park
September 4 th	After School Program begins	Southwest Center
September 9 th	Fall Dixie Baseball begins	Spring Lake Park
September 9 th	Fall Texarkana Soccer Association League begins	Wallace Park

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

Proclamation Presentation

Blood Cancer Awareness Month - September 2017

Appointments to Boards & Commissions

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

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

V. ITEMS FOR CONSIDERATION

Consent Items

1. Consider approval of the minutes of the Joint City Committee Special Meeting of the City Council held on August 8, 2017 at 3:00 PM.
2. Consider approval of the minutes of the Regular Meeting of the City Council held on August 14, 2017 at 6:00 PM.

Action Items

VI. FIRST BRIEFINGS

1. Resolution No. 2017-094 authorizing the Interim City Manager to enter into a contract or contracts for the environmental cleanup of 203/205 West Broad Street utilizing EPA grant funds previously awarded specifically for this project.

Public Hearing: August 28, 2017
Second Briefing:
Council Vote: August 28, 2017

VII. PUBLIC HEARINGS

1. Ordinance No. 2017-083 setting and ordering the rates to be charged by Centerpoint Energy for natural gas.

Public Hearing: August 28, 2017
Second Briefing:
Council Vote: August 28, 2017

2. Ordinance No. 2017-084 fixing the tax rate and levy in and for the City of Texarkana, Texas, for the fiscal year ending September 30, 2018 upon all taxable property in the City of Texarkana, Texas.

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

3. Resolution No. 2017-085 ratifying the recently adopted budget that contains a property tax rate that raises more total property taxes than the previous year.

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

4. Resolution No. 2017-090 authorizing the City Manager to enter into a contract for services with Jerry V. Sparks to provide city services as the Economic Developer.

Public Hearing: August 28, 2017
Second Briefing: September 11, 2017
Council Vote: September 25, 2017

VIII. SECOND BRIEFING WITH UPDATES

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

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

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

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

IX. SECOND BRIEFING WITHOUT UPDATES

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

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

X. ITEMS FOR DISCUSSION

Staff Updates

XI. ADMINISTRATIVE COMMENTS

1. City Council
2. City Staff

XII. CLOSED SESSION

The City Council will convene into closed session pursuant to Texas Government Code Section 551.071 (Consultation with Attorney) and Section 551.074 (Personnel Matters) to discuss or deliberate the interim City Manager's duties, responsibilities, stipend, and authorization for an interim City Manager contract.

The City Council will reconvene into open session to take any final action, decision, or vote on a matter deliberated in closed session.

XIII. RECONVENE INTO OPEN SESSION

Action Items

1. Resolution No. 2017-097 authorizing the Interim City Manager contract.

Public Hearing:

Second Briefing:

Council Vote: August 28, 2017

XIV. ADJOURNMENT

Jennifer Evans, City Secretary

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

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

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

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

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

Briefing Sheet

Version:
Update Date: 8/1/2017 10:49 AM

Lead Department: City Manager

Action Officer: Jennifer Evans, City Secretary

Subject: Blood Cancer Awareness Month - September 2017

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

Potential Options:

- None
-

Fiscal Implications:

None

Staff Recommendation:

For Mayor to proclaim September 2017 as Blood Cancer Awareness Month

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

- a. Blood Cancer Awareness Proclamation 092017.jpg (PDF)



PROCLAMATION

Whereas, in the United States, an estimated 1,237,824 people are living with, or are in remission from, leukemia, lymphoma, myeloma or other form of blood cancer, with an estimated 171,550 new cases expected to be diagnosed in 2017; and

Whereas, leukemia, lymphoma, myeloma and other blood cancers will kill an estimated 58,320 people in the United States this year alone; and

Whereas, The Leukemia & Lymphoma Society (LLS), exists to find cures and ensure access to treatments for blood cancer patients; and

Whereas, LLS maintains an office in North Texas to help improve the quality of life for blood cancer patients and their families in the State of Texas; and

Whereas, the State of Texas is similarly committed to the eradication of these diseases and supports the treatment of blood cancer patients and their families; and

Whereas, the City of Texarkana, Texas, encourages private efforts to enhance research funding and education programs that are saving lives not someday, but today.

NOW, THEREFORE, I, Bob Bruggeman, Mayor of the City of Texarkana Texas, and the City of Texarkana, Texas, join with LLS in designating the month of September 2017 as:

"Blood Cancer Awareness Month"

to educate Texarkana citizens about the need for finding cures and creating access to treatments for all types of blood cancers; to get involved with LLS, from participation in fundraising campaigns, to making a donation or volunteering; and to fund lifesaving research to advance breakthrough therapies for blood cancer patients.


Bob Bruggeman, Mayor
City of Texarkana, Texas

Attest:

Jennifer Evans, City Secretary
City of Texarkana, Texas



City of Texarkana, Texas

Briefing Sheet

Version:
Update Date: 8/15/2017 9:51 AM

Lead Department: City Manager **Action Officer:** Jennifer Evans, City Secretary
Subject: Consider approval of the minutes of the Joint City Committee Special Meeting of the City Council held on August 8, 2017 at 3:00 PM.

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

None

Potential Options:

- None
-

Fiscal Implications:

None

Staff Recommendation:

To accept the minutes of the Joint City Committee Meeting held on August 8, 2017

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

- a. MINUTES - Joint City Committee 080817 (mm) (DOCX)



MINUTES

Joint Texarkana Community Committee

City Council of the City of Texarkana, Texas
Board of Directors of the City of Texarkana, Arkansas

Ark-Tex Council of Governments
4808 Elizabeth Street
Texarkana, TX 75503

August 8, 2017

3:00 p.m.

Meeting Attendees:

Elected Officials – Texarkana, Texas - Mayor Pro Tem Josh Davis, Council Member Jean Matlock, Council Member Betty Williams. Texarkana, Arkansas - Mayor Ruth Penney Bell, Board Director Tim Johnson, Board Director Travis Odom.

City Staff & Support – Texarkana, Texas – Interim City Manager Shirley Jaster, Jennifer Evans, Kyle Dooley, Kevin Davenport, Jennifer Strayhorn. Texarkana, Arkansas - City Manager Dr. Kenny Haskin.

- **Welcome by Michael Malone** – Mr. Malone opened the meeting explaining that the topic of discussion will be Community Broadband.
- **Introduction of Attendees** – Mayor Pro Tem Davis introduced the Texas panel consisting of Council Member Matlock and Council Member Williams. Mayor Bell introduced the Arkansas panel consisting of Board Director Johnson and Board Director Odom.

- **Explanation and purpose of the committee** – The committee allows the opportunity for both cities to meet and discuss issues of joint interests for the benefit of the community. It provides a forum for each side to share ideas and common challenges. The joint committee is not for the purpose of making decisions or taking action.
- **Topic of Discussion: Community Wide Broadband**
 - Presentation by Cable One – David Wall, General Manager
 - Presentation by Windstream – Ryan Trammel, Account Executive
 - Presentation by Network USA – James Davis, President/Co-Owner
 - Presentation by Texarkana Area Information Technology Group - Joshua Dunkeson, Steering Committee Coordinator
 - Presentation by Texas A&M University Texarkana – Jeff Hinton, Chief Information Officer
 - Presentation by Texarkana College – Michael Dimdei, Vice President of Information Technology
 - Presentation by Southwest Arkansas Telephone Coop – Lane Powers, Vice President of Network Services
- **Remarks from Panel** – The discussion and presentations by the various speakers was very informative. Consensus confirms that cost factors need further review, Texarkana has excellent private providers already established in the region, legal challenges do exist, and there is a need for partnerships to make this project a success.
- **Public Forum** – A few questions were asked by some in the audience.
- **Regional Water Update** – Executive Director Liz Fazio Hale said Riverbend Water Resources District continues its regional planning of future water needs. A town hall meeting is scheduled for Tuesday, October 24, 2017 at 6:00 p.m. with the focus of discussing population projections and proposed projects for growing needs. The exact meeting location has not yet been determined, but the meeting will most likely be held in New Boston, Texas.
- **Closing Remarks** – Mike Malone asked each presenter to provide him a copy of their PowerPoint presentation so he can make the information available on the

Chamber's website at – "https://texarkana.org". Mr. Malone said Mark Mellinger, Texarkana Regional Airport Director, passed along that the airport terminal project has secured more grants and that project is moving forward.

Mr. Malone thanked ATCOG Executive Director Chris Brown for the meeting room location and thanked everyone who attended. The topic for the next joint meeting will be forthcoming.

- **Next Meeting Date:** To be announced.
- **Adjournment** – The meeting was adjourned at 4:20 p.m.

Jennifer Evans, City Secretary

Josh Davis, Mayor Pro Tem



CITY OF TEXARKANA

CITY COUNCIL

MINUTES • AUGUST 14, 2017

Council Chambers

Regular Meeting

6:00 PM

220 TEXAS BLVD.
TEXARKANA, TX 75501

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

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

City Staff: Interim City Manager Shirley Jaster, Jennifer Evans, Kyle Dooley, Kristin Peeples, Sherry Jackson Hawkins, Dan Shiner, Dusty Henslee, Jim Powell, David Orr, Hanan Southard, Jennifer Strayhorn, Karey Parker, Jim Cornelius, Mashell Daniel, J.D. Phillips, Rea Donna Jones, Eric Schlotter, and Jerry Sparks.

Legal Counsel: Jeff Lewis

II. INVOCATION AND PLEDGE BY COUNCIL MEMBER MAYOR BOB BRUGGEMAN

III. MAYOR'S REMARKS AND ITEMS OF COMMUNITY INTEREST

Upcoming City Council Meetings:

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

Monday, September 11, 2017 at 6:00 p.m.

Monday, September 25, 2017 at 6:00 p.m.

Parks & Recreation Events:

No events scheduled for August.

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

Minutes Acceptance: Minutes of Aug 14, 2017 6:00 PM (Consent Items)

Appointments to Boards & Commissions

Mayor Bruggeman appointed Craig Manning to the Housing Authority Board.

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

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

There were no public comments made at Open Forum.

V. CLOSED SESSION

Mayor Bruggeman announced there were only two candidates to interview for the Ward 4 appointment, so the order of interviews would be determined by a coin toss. Dr. Walter Casey, who was the first to file an application for the appointment, called "heads". Interim City Manager Jaster tossed the coin. The coin landed on "tails", verified by the City Secretary, so Ms. Christie Alcorn interviewed first.

The City Council convened into closed session pursuant to Texas Government Code Section 551.074 (Personnel Matters) to deliberate the appointment of a public officer to fill a vacancy in council membership (Ward 4 Council Member with an unexpired term ending November 2018) and interview persons for that appointment.

VI. RECONVENED INTO OPEN SESSION

Mayor Bruggeman thanked the audience for its patience while the council interviewed the two applicants. Each council member received a ballot to cast a vote and sign. The ballots were given to Ms. Jaster to tally.

Jeff Lewis reminded council that the signed ballots of each council member would be made for public record along with the meeting minutes.

As authorized by the City Charter, Mayor Bruggeman said that he would participate and cast a vote in the selection of appointing a council member to fill a vacancy in council membership.

1. Resolution No. 2017-086 filling the vacancy in council membership for the position of Ward 4 Council Member with an unexpired term ending November 2018.

Public Hearing:

Second Briefing:

Council Vote: August 14, 2017

Ms. Jaster tallied the votes on the ballots from each council member. The votes were unanimous to appoint Christie Alcorn as the Ward 4 Council Member.

A motion was made to amend Resolution No. 2017-086 to add the name "Christie Alcorn" as the Ward 4 Council Member appointed for the remaining unexpired term ending November 2018.

After the amended motion was adopted, Ms. Alcorn repeated the oath of office and was sworn in by Judge Sherry Jackson Hawkins. Council Member Alcorn then signed documents and took her seat at the Ward 4 council member position.

(7:03 p.m.)

RESULT:	ADOPTED TO AMEND [UNANIMOUS]
MOVER:	Josh Davis, Ward 6
SECONDER:	Christy P. Paddock, Ward 5
AYES:	Matlock, Williams, Paddock, Davis
ABSENT:	Ray, Ward 4
EXCUSED:	Bruggeman

VII. ITEMS FOR CONSIDERATION

Consent Items

(7:20 p.m.)

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

1. Consider approval of the minutes of the Regular Meeting of the City Council held on July 24, 2017 at 6:00 PM.
2. Consider approval of the minutes of the Special Meeting of the City Council held on July 28, 2017 at 5:30 PM.
3. Consider approval of the minutes of the Special Meeting of the City Council held on August 4, 2017 at 5:30 PM.
4. Ordinance No. 2017-087 amending Ordinance No. 2017-075 and Ordinance No. 2017-076 to establish polling place locations determined by Bowie County, Texas, for the general and special elections to be held on November 7, 2017.

Public Hearing:

Second Briefing:

Council Vote: August 14, 2017

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

1. Ordinance No. 2017-083 setting and ordering the rates to be charged by Centerpoint Energy for natural gas.

Public Hearing: August 28, 2017
 Second Briefing:
 Council Vote: August 28, 2017

Ms. Jaster made introductory comments. Centerpoint Energy's District Director Jay Johnston and Director of Regulatory Affairs Tom Stevens answered questions for council concerning the rate case process presented to the Arkansas Public Service Commission in November 2015.

RESULT:	MOVED FORWARD	Next: 8/28/2017 6:00 PM
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2. Ordinance No. 2017-084 fixing the tax rate and levy in and for the City of Texarkana, Texas, for the fiscal year ending September 30, 2018 upon all taxable property in the City of Texarkana, Texas.

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

Kristin Peebles briefed this item.

RESULT:	MOVED FORWARD	Next: 8/28/2017 6:00 PM
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3. Resolution No. 2017-085 ratifying the recently adopted budget that contains a property tax rate that raises more total property taxes than the previous year.

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

Kristin Peebles briefed this item.

RESULT: MOVED FORWARD

Next: 8/28/2017 6:00 PM

4. Resolution No. 2017-090 authorizing the City Manager to enter into a contract for services with Jerry V. Sparks to provide city services as the Economic Developer.

Public Hearing: August 28, 2017
 Second Briefing: September 11, 2017
 Council Vote: September 25, 2017

Kristin Peebles briefed this item.

RESULT: MOVED FORWARD

Next: 8/28/2017 6:00 PM

5. Ordinance No. 2017-091 amending Exhibit "A" to Ordinance No. 2017-076 to add an additional City Charter amendment for the special election to be held on November 7, 2017.

Public Hearing:
 Second Briefing:
 Council Vote: August 14, 2017

Jeff Lewis briefed this item.
 (7:38 p.m.)

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

6. Resolution No. 2017-093 assembling a Budget Advisory Committee to advise the City Council on the proposed fiscal year 2017-18 city budget.

Public Hearing:
 Second Briefing:
 Council Vote: August 14, 2017

Council Member Davis stated that, at his request, staff prepared this resolution for the agenda and open discussion. Jeff Lewis suggested an amendment to the resolution with more flexibility for council members to have time to respectively make their selection of a citizen to appoint to this advisory committee.
 (7:43 p.m.)

RESULT:	ADOPTED AS AMENDED [UNANIMOUS]
MOVER:	Jean H. Matlock, Ward 1
SECONDER:	Betty Williams, Ward 3
AYES:	Matlock, Williams, Paddock, Davis, Alcorn
ABSENT:	Ray
EXCUSED:	Bruggeman

IX. PUBLIC HEARINGS

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

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

Kenneth Collins, Sr. addressed council at this hearing in favor of this ordinance. Mr. Collins also asked council to review the current process for purchasing a red tagged home. He stated this process requires the purchase of an additional \$500 permit which has limited time restrictions to refurbish the home. Mr. Collins said that he sees the need for revitalization in Texarkana, but feels that these additional requirements impede and discourage citizens from purchasing properties in dire need of renovation.

Steven Cowan addressed council at this hearing in favor of this ordinance.

RESULT:	MOVED FORWARD	Next: 8/28/2017 6:00 PM
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2. Motion to move Ordinance No. 2017-077 up for council vote.

(7:58 p.m.)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jean H. Matlock, Ward 1
SECONDER:	Betty Williams, Ward 3
AYES:	Matlock, Williams, Paddock, Davis, Alcorn
ABSENT:	Ray
EXCUSED:	Bruggeman

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

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

Ben Creer and Phillip Simmons addressed council at this hearing and asked council for an expedited vote on this agenda item.

(7:58 p.m.)

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

4. Motion to move Ordinance No. 2017-078 up for council vote.

Mayor Bruggeman asked the City Secretary for a roll call vote.

(8:01 p.m.)

RESULT:	ADOPTED [4 TO 0]
MOVER:	Christy P. Paddock, Ward 5
SECONDER:	Jean H. Matlock, Ward 1
AYES:	Matlock, Williams, Paddock, Alcorn
ABSTAIN:	Davis
ABSENT:	Ray
EXCUSED:	Bruggeman

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

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

William Davis addressed council at this hearing and asked council for an expedited vote on this agenda item. Mayor Bruggeman asked the City Secretary for a roll call vote.

(8:03 p.m.)

RESULT:	ADOPTED [4 TO 0]
MOVER:	Jean H. Matlock, Ward 1
SECONDER:	Betty Williams, Ward 3
AYES:	Matlock, Williams, Paddock, Alcorn
ABSTAIN:	Davis
ABSENT:	Ray
EXCUSED:	Bruggeman

6. Motion to move Resolution No. 2017-079 up for council vote.

(8:04 p.m.)

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

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

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

There were no public comments made at this hearing.
 (8:04 p.m.)

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

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

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

There were no public comments made at this hearing.

RESULT:	MOVED FORWARD	Next: 8/28/2017 6:00 PM
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9. Ordinance No. 2017-081 amending the budget estimate of the revenues and expenditures for the fiscal year ending September 30, 2017 and adopting the budget and appropriating resources for the fiscal year beginning October 1, 2017 and ending September 30, 2018.

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

There were no public comments made at this hearing.

RESULT: MOVED FORWARD**Next: 8/28/2017 6:00 PM****X. SECOND BRIEFING WITH UPDATES - NONE****XI. SECOND BRIEFING WITHOUT UPDATES - NONE****XII. ITEMS FOR DISCUSSION****Staff Updates**

Ms. Jaster announced that the Governor's office selected Texarkana to host a small business forum for economic development and tourism on October 26, 2017. The forum will be held at the Texarkana Convention Center.

Staff will work with the Governor's office and provide more details in the future. Council Members were asked to save the date on their calendars.

XIII. ADMINISTRATIVE COMMENTS**1. City Council**

Mayor Bruggeman thanked Mayor Pro Tem Davis for attending, in his absence, the joint city committee meeting held on Tuesday, August 8th. The Mayor also thanked Mike Malone, of the Texarkana Chamber of Commerce, who organized the meeting and invited presenters to discuss community wide broadband.

The next joint city meeting is scheduled for November 14th. Although a topic of discussion for the November meeting has not yet been determined, a suggestion was made to discuss future transportation and highway projects for the area.

2. City Staff

Staff had no administrative comments for council.

XIV. CLOSED SESSION

The City Council convened into closed session pursuant to Texas Government Code Section 551.074 (Personnel Matters) to discuss or deliberate the interim City Manager's duties and responsibilities.

XV. RECONVENED INTO OPEN SESSION**XVI. ADJOURNMENT**

A motion was made to adjourn the meeting.
(9:22 p.m.)

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

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 8/23/2017 8:12 AM

Lead Department: Planning and Community Development **Action Officer:** Daphnea Ryan,
Resolution No. 2017-094 authorizing the Interim City Manager to enter into a
Subject: contract or contracts for the environmental cleanup of 203/205 West Broad
Street utilizing EPA grant funds previously awarded specifically for this project.

Briefing: 8/28/2017 **Public Hearing:** 8/28/2017 **Second Briefing:** 8/28/2017 **Council Vote:** 8/28/2017

Item Schedule

Schedule 3: No briefing required (one week)

Updates/History of Briefing:

This Resolution acts as an update to Resolution No. 2016-071 which authorized the city manager to enter into contracts for the EPA funded cleanup of 203/205 West Broad.

Executive Summary and Background Information:

In 2012, the City of Texarkana, Texas was awarded a \$440,000 grant from the EPA Brownfields Program specific to the assessment and environmental cleanup of 203/205 West Broad Street.

This project encompassed multiple steps, with the last step of contractual cleanup. Approval was originally received under Resolution 2016-071, and a contract was awarded to Pacific Environmental. Pacific Environmental was unable to complete their contract and staff let a new bid on August 1, 2017 to finish the environmental cleanup of this project and meet our current EPA timeline. Our current timeline necessitates work to resume by September 5, 2017.

A mandatory pre-bid conference was held Monday, August 14, 2017 with seven contractors in attendance. Bids were due Friday, August 25, 2017 at 11:00 a.m.

Potential Options:

- "None"
-

Fiscal Implications:

EPA Brownfields Grant Funds

Staff Recommendation:

Staff Recommends Approval

City of Texarkana, Texas

Advisory Board/Committee Review:

None

Board/Committee Recommendation:

Not Applicable

Advisory Board/Committee Meeting Date and Minutes:

Not Applicable

Attachments

- a. 2017-094 RES Auth Contract Env Clnup 203 205 W Broad (1) (DOC)
- b. 2017-094 ATTH 01 RFP (PDF)
- c. 2017-094 ATTH 02 Map (PDF)
- d. 2017-094 ATTH 03 Pictures (PDF)
- e. 2017-094 Goals & Perspectives (PDF)

Staff Coordination

Planning and Community Development	David Orr	Department Head Review
Completed	08/23/2017 8:56 AM	
Purchasing and Contracting	Jennifer Evans	Purchasing Review
Skipped	08/21/2017 11:31 AM	
Finance Department Kristin Peeples	Finance Review	Completed 08/23/2017
1:20 PM		
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager
Review Completed	08/23/2017 2:52 PM	
Public Information Officer	Lisa Thompson	PIO Review Completed
08/23/2017 2:53 PM		
City Manager Shirley Jaster	City Manager Review	Completed 08/24/2017
2:11 PM		
City Council Vicky Coopwood	Meeting	Pending 08/28/2017
6:00 PM		

Meeting History

RESOLUTION NO. 2017 - 094

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AUTHORIZING THE INTERIM CITY MANAGER TO ENTER INTO A CONTRACT OR CONTRACTS FOR THE ENVIRONMENTAL CLEANUP OF 203/205 WEST BROAD STREET UTILIZING EPA BROWNFIELDS MULTI-PURPOSE GRANT FUNDS AWARDED SPECIFICALLY FOR THIS PROJECT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City was awarded \$440,000 in 2012 specific to the environmental assessment and cleanup of 203/205 West Broad Street and the City Council approved these contracts originally under Resolution No. 2016-071; and

WHEREAS, partial cleanup has been conducted by original contractor and the contractor was unable to complete their contract; and

WHEREAS, the grant period has been extended and the City released a Request for Proposals with a deadline of August 25, 2017 to secure a contractor to complete the environmental cleanup of this project; and

WHEREAS, the City may need to award additional contracts to ensure the most appropriate and beneficial use of federal funds.

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

SECTION 1: That the Interim City Manager be and is hereby authorized to enter into a contract with a contractor or contractors to complete the EPA Brownfields Multi-Purpose Grant requirements.

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 **28th day of August 2017**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

ADDENDUM

TO BIDDERS: 203-205 W Broad Haz Mat Cleanup August 14, 2017

OPENING DATE: August 22, 2017 @ 2 PM

CORRECTIONS:

Section 00010 Page 1 Invitation for Bid

Change:

BID DATE AND TIME: August 1, 2017 - August 22, 2017, 2:00 p.m.

To:

BID DATE AND TIME: August 1, 2017 - August 25, 2017, 1100 a.m.

Change

Contractor shall identify the sealed bid on the outside of the envelope by writing "BID". The bids shall be mailed or delivered to Ms. Sharon Moore, Purchasing Manager, City of Texarkana, PO Box 1967 – 220 Texas Boulevard, 2nd Floor, Texarkana, Texas 75504. **No Faxed Bids Will Be Accepted**

To:

Contractor shall identify the sealed bid on the outside of the envelope by writing "BID". The bids shall be mailed or delivered to Ms. Sharon Moore, Purchasing Manager, City of Texarkana, PO Box 1967 Texarkana, Texas 75504. Overnight Courier is preferred to ensure that your bid arrives on time. That address is City of Texarkana, 220 Texas Blvd. Texarkana, Texas 75501 **No Faxed Bids Will Be Accepted**

Change:

Bids are due no later than 2:00 p.m. on Tuesday, August 22, 2017. Late bids will not be accepted.

To:

Bids are due no later than 11:00 a.m. on Friday, August 25, 2017. Late bids will not be accepted.



Sharon Moore, Purchasing Manager

IN THE SUBMISSION OF THE BID, BIDDER MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM; OTHERWISE THE BID MAY NOT BE GIVEN CONSIDERATION. BIDDER MAY ACKNOWLEDGE RECEIPT ON FACE OF BID OR BY RETURNING ONE COPY OF THIS NOTICE.

Signature of Bidder

Name of Company

Hazardous Materials Remediation

COMMERCIAL BUILDING
203/205 W Broad Street
Texarkana, Texas
EPA ACRES ID Nos. 72441/72421

United States Environmental Protection Agency, Region 6
Brownfields Multi-Purpose Pilot
Hazardous Substances
Cooperative Agreement No. BF-00F62801

May 7 2016
 Terracon Project No. 94137464B



Prepared for:
 City of Texarkana
 Texarkana, Texas

Prepared by:
 Terracon Consultants, Inc.
 Dallas, Texas

terracon.com

Terracon



Project Overview

This project consists of the remediation of hazardous materials at the vacant commercial building located at 203/205 W Broad Street, Texarkana, Texas. The City of Texarkana expects to encounter asbestos-containing and -contaminated materials, lead paint-coated building components, avian pathogen-contaminated materials and fungal-contaminated (mold) materials based on the findings of previous ASTM E1527 Phase I environmental site assessments and limited historical testing. The site specific asbestos, lead, mold and avian-pathogen abatement scope of work are provided in separate sections within this document.

The City with structural engineer Jeff Raley, Raley & Associates, Inc. (RAI), Bossier City, Louisiana, were on-site July 29, 2015 for observation to reevaluate and report project conditions relative to structural integrity and safety to implement the EPA-approved sampling plans. In the subsequent RAI report it was stated;

"As of this date, the building structures appear to be unstable and not safe for persons to enter the structures for the purpose of sampling. It is our opinion that it would not be cost effective to do temporary shoring for the purpose of sampling since sampling can be done during material removal (see photos).

The adjacent buildings to the east and west will need to be protected during the removal of materials for assessment and clean up."

The contractor bidding on the work must take this into account in the preparation of their bid.

It has evolved that a combined cleanup with simultaneous assessment of debris and materials from the interior of 203/205 can occur. In general here and later set forth in more detail in the Site Cleanup Plan, the expected approach is to have a licensed abatement contractor stabilize the structure sufficient to remove unsegregated hazardous materials to a processing station on the exterior of the building. Hazardous substance assessments will be conducted on-site and in-process at a safe staging area to determine whether waste/debris should be handled and disposed as asbestos-, mold-, avian pathogen- or lead-impacted waste material as part of cleanup.

The contractor will perform the hazardous materials remediation under conditions and in a sequence that ensures compliance with applicable state and federal asbestos, lead and mold regulations. With pre-emption by asbestos, debris will initially be assumed to be asbestos-containing material (ACM) or asbestos-contaminated and appropriately collected, handled and removed through the rear of the structure to a staging and assessment area in the alley.

In the staging area, materials will be first visually assessed and segregated as suspect materials or asbestos materials. Under Texas rule determination that materials do or do not contain asbestos have to be submitted to a third party laboratory as set forth in the EPA-approved PSAP (Appendix B); this may require temporary containment and staging with rush analyses.

Hazardous Materials Remediation

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 May 7, 2016 ■ Terracon Project No. 94137464B

Terracon

Alternatively, a Texas-licensed asbestos consultant, inspector or management planner may assume materials contain asbestos.

Secondly, materials will be visually segregated as having mold or adhered or mixed avian waste (e.g. bird or bat guano). If possible, these materials will be cleaned of mold or avian waste contamination.

Thirdly, materials will be visually segregated for suspect lead-containing coatings and tested on-site using x-ray fluorescence (XRF) field technology.

The remaining materials once cleaned of potentially adhering *de minimis* ACM, mold or avian waste will be handled and disposed as demolition debris.

The defined sequencing will avoid combining regulated waste generated as part of the remediation. The contractor will provided a detailed schedule of the remediation sequence which will include, at a minimum, containment and non-containment areas, regulated areas, order in which identified hazardous materials will be remediated, waste packaging, and disposal, to ensure regulatory compliance with applicable state and federal regulations.

The Contractor selected to perform the remediation work will demonstrate experience performing abatement of each of the hazardous materials identified. Prior to beginning work at the site the Contractor will attend a preconstruction meeting to coordinate all site activities with the Owner and their designated representative. In addition, prior to beginning any remediation activities the contractor will conduct an orientation meeting with their personnel. The purpose of the meeting will be to inform each employee of the health and safety hazards present on the site and the specific procedures to be followed to minimize those hazards.

TABLE OF CONTENTS

Section 00010 - Invitation for Bids
Section 00020 - Bid Form
Section 00030 - General Terms and Conditions
Section 00040 - Insurance Requirements
Section 00050 - Bonds Required
Section 00100 - Instructions to Bidders
Section 00800 - Supplementary Conditions

Appendix A: Cleanup Plan

SECTION 00010 - INVITATION FOR BIDS

PROJECT NO: 94137464B

BID DATE AND TIME: August 1, 2017 – August 22, 2017, 2:00 p.m.

PROJECT SITE: Commercial Building
203/205 W Broad Street
Texarkana, Texas

OWNER: City of Texarkana
PO Box 1967
220 Texas Boulevard, 2nd Floor
Texarkana, Texas 75504

CONSULTANT: Terracon Consultants, Inc. (Terracon)
8901 John Carpenter Freeway, Suite 100
Dallas, Texas 75247
(214) 630-1010

- Bids shall be on a lump sum basis; segregated bids will not be accepted.
- Contractor shall identify the sealed bid on the outside of the envelope by writing "BID". The bids shall be mailed or delivered to Ms. Sharon Moore, Purchasing Manager, City of Texarkana, PO Box 1967 – 220 Texas Boulevard, 2nd Floor, Texarkana, Texas 75504. **No Faxed Bids Will Be Accepted!**
- Bids are due no later than 2:00 p.m. on Tuesday, August 22, 2017. Late bids will not be accepted.
- A mandatory Pre-Bid Conference will be conducted on Monday, August 14, 2017 at 11:00 a.m. on the second floor of Texarkana, Texas City Hall located at 220 Texas Blvd., Texarkana, Texas 75501. All bidders are required to attend.
- Bids will be opened publicly in the 2nd Floor conference room of Texarkana Texas City Hall located at 220 Texas Blvd. immediately following the 2:00 p.m. deadline on Tuesday, August 22, 2017.

- Right is reserved, as the interest of the Owner may require, to reject any and all bids and to waive any informality in bids received.
- The Owner reserves the right to award only one contract to one contractor after receipt of bids. The Owner reserves the right to award the contract to the Contractor deemed most qualified and not necessarily the lowest bidder.

END OF SECTION 00010

SECTION 00020 - BID FORM FOR HAZARDOUS MATERIALS REMEDIATION

Project: Commercial Building
203/205 W Broad Street
Texarkana, Texas

Company: _____
Contact: _____
Phone: _____
Email: _____

Terracon Project No.: 94137464B

BID FORM

To: _____ Date: _____

In compliance with your Invitation for Bids and subject to all the conditions thereof the undersigned:

Name of Bidder

A Corporation organized and existing under the laws of the State of _____, a Partnership consisting of _____ or an Individual trading as _____, having principal offices in the city of _____, hereby proposes to furnish all labor and materials and perform all Work required for the following Project:

ACKNOWLEDGMENTS: The bidder declares that he himself has examined the site of the Work and fully informed himself regarding all pertinent conditions, and that he has examined the Scope of Work (including all Addenda received) for the work relative thereto, and that he has satisfied himself relative to the Work to be performed.

1. BASE BID (Time Frame 1): The Bidder herewith submits for the portion of the Work identified as "Base Bid" a lump sum bid of: _____
2. ADDENDA: The Bidder acknowledges receipt of Addenda No's: _____

3. PROJECT SCHEDULE: The bidder submits the following work schedule:

The bidder agrees to start work within _____ consecutive calendar days of receipt of notice to proceed and complete the Contract within:

SCHEDULE & STAFF

Total number of work days to complete: _____

Number of days per week Contractor will work: _____

Hours per day the Contractor will work: _____

Number of TDSHS Supervisors/Workers: _____

PRICE

A. Total Base Bid (includes labor, materials, disposal & reporting: _____

B. Performance and Payment Bonding Rate: _____

CERTIFICATIONS: The undersigned certifies that he is authorized to execute contracts on behalf of the Bidder as legally named, that this proposal is submitted in good faith without fraud or collusion with any other Bidder, that the data indicated below is true and complete, and that the bid is made in good faith and in full accord with State Law. Notice or acceptance may be sent to the undersigned at the address set forth below:

Legal Name of Bidder*: _____

Mailing Address: _____

By (Legal Signature): _____

Name Typed: _____

Title: _____

DATA ON BIDDER:

Abatement Contractor's State Licenses: Submit Copies of Licenses.

If a partnership, list all partners and their addresses. If a corporation, affix corporate seal: If bid is signed by other than the president or vice president, attach written authority to bind the corporation. If an individual, then so state. Any modifications to a bid shall be over the initials of the person signing the bid or of an agent who supplied written authority with the modification. The Bidder as part of the bid package shall submit a list of a minimum of five (5) previous asbestos, fungal, lead paint and avian pathogen abatement projects of a similar scope and size,

successfully completed by the Bidder along with the Owner's name, address and telephone number. If the projects were handled by a consulting firm, the name, address, contact and telephone number of the firm shall also be included.

LIST FIVE PREVIOUS HAZARDOUS MATERIAL ABATEMENT PROJECTS OF SIMILAR SCOPE (highlight historical projects):

1. Owner: _____ Phone No.: _____
Contract Amount: _____ Completion Date: _____
Consultant: _____ Phone No.: _____
2. Owner: _____ Phone No.: _____
Contract Amount: _____ Completion Date: _____
Consultant: _____ Phone No.: _____
3. Owner: _____ Phone No.: _____
Contract Amount: _____ Completion Date: _____
Consultant: _____ Phone No.: _____
4. Owner: _____ Phone No.: _____
Contract Amount: _____ Completion Date: _____
Consultant: _____ Phone No.: _____
5. Owner: _____ Phone No.: _____
Contract Amount: _____ Completion Date: _____
Consultant: _____ Phone No.: _____

ADDITIONAL ITEMS REQUIRED WITH BID: The following items are additionally required as part of this bid submittal.

1. INSURANCE CERTIFICATES.
2. CONTRACTOR'S QUALIFICATION STATEMENT: Completed AIA Document A305.
3. A notarized statement, signed by an officer of the company, containing the following information of a statement of negative of the same:
 - a) A record of citations issued by Federal, State, or Local regulatory agencies relating to asbestos, fungal(mold) and lead paint abatement activity for the Contracting company and any and all affiliates. Include projects, dates and resolutions.
 - b) Situations in which an asbestos and lead related contract has been terminated including projects, dates and reasons for terminations.

- c) A listing of any asbestos or lead-related legal proceedings/claims in which the Bidder (or employees scheduled to participate in this project) have participated or are currently involved. Include descriptions of role, issue and resolution to date.
- 4. Name of supervisor and/or supervisors who will work on the project. Include a detailed description of his/her experience with references and years of experience.
- 5. Contractor will provide the name and appropriate permit information of the waste transporter and their insurance certificate.
- 6. Contractor will provide the name of the landfill at which the asbestos and lead waste will be disposed.

END OF BID FORM

SECTION 00030 – GENERAL TERMS AND CONDITIONS

**** PLEASE READ CAREFULLY ****

THESE GENERAL CONDITIONS APPLY TO ALL PROPOSALS AND BECOME A PART OF THE TERMS AND CONDITIONS OF ANY PROPOSAL SUBMITTED AND SUBSEQUENT PURCHASE ORDER OR CONTRACT. THE CITY SHALL MEAN THE CITY OF TEXARKANA, TEXAS.

1. **REQUIRED INFORMATION:** The proposal form section of the proposal packet must be completed prior to the date and time set for the proposal opening and included with the proposal packet or the vendor will be found non-responsive.
2. **INSTRUCTIONS:** These instructions apply to all quotations and become a part of terms and conditions of any proposal packet submitted and subsequent purchase order or contract.
3. **ERROR-QUANTITY:** Proposal price must be submitted on units of quantity specified, extend, and total shown. In the event of discrepancies in extensions, the unit price shall govern.
4. **AWARD:** The City of Texarkana, Texas reserves the right to accept or reject any and all proposals in whole or in part and waive any minor technicality and enter into contract deemed to provide the **best value** to the City.
The City of Texarkana, Texas reserves the right to award a separate contract to separate vendors for each item/group or to award one contract for the entire proposal.
 - 4.1 The contract may be awarded either to the lowest responsible proposer or to the proposer who provides goods or services at the best value for the City of Texarkana, Texas. In determining the best value for the City of Texarkana, Texas, the City may consider:
 - (a) The purchase price;
 - (b) The reputation of the proposer and of the proposer's goods or services;
 - (c) The quality of the proposer's goods or services;
 - (d) The extent to which the goods or services meet the City's needs;
 - (e) The proposer's past relationship with the City;
 - (f) The impact on the ability of the City to comply with laws and rules relating to contracting with Historically Underutilized Businesses and non-profit organizations employing persons with disabilities;
 - (g) The total long-term cost to the City to acquire goods or services; and
 - (h) Any relevant criteria specifically listed in the Request for Proposal.
 - 4.2 All proposals are evaluated for compliance with specifications before the proposal price is considered. Failure to comply with the listed General Conditions may result in disqualification of proposal.
 - 4.3 In case of tie proposals, preference will be given to local proposers.
 - 4.4 Any contract made, or purchase order issued, as a result of this Request for Proposal, shall be entered into the State of Texas and under the laws of the State of Texas. In connection with the performance of work, the Proposer agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal, State, and Local laws, regulations, and executive orders to the extent that the same may be applicable.

Responsible Proposer Criteria: The City shall consider only responsible Proposers. Responsible Proposers are those that have, in the sole judgment of the City, the financial ability, experience, resources, skills, capability, reliability and business integrity necessary to perform the requirements of the contract. The City may also consider references and financial stability in determining a responsible Proposer.

5. **INVOICES:** Invoices shall be submitted by the successful proposer to the City of Texarkana, Texas, Purchasing, P. O. Box 1967, Texarkana, Texas 75504
6. **PAYMENT TERMS:** Net 30 days.
7. **TAXES:** The City of Texarkana, Texas is exempt from Federal Manufacturer's excise and state sales tax. Tax must not be included in proposal. Tax exemption certificates will be executed by the City and furnished upon request.
8. **DELIVERY PROMISE:** Proposals must show the number of calendar days required to place the materials in the possession of the City. Do not quote shipping dates.
9. **FUNDING:** The City of Texarkana, Texas is a home-rule municipal corporation operated and funded on an October 1 to September 30 basis; accordingly, the City reserves the right to terminate, without liability to the City, any contract for which funding is not available.
10. **ASSIGNMENT:** The successful proposer shall not sell, assign, transfer or convey this contract in whole, or part, without the prior written consent of the Purchasing Department.
11. **LATE PROPOSALS:** Proposal packets received after submission deadline shall be returned unopened and will be considered void and unacceptable. The City of Texarkana, Texas is not responsible for the lateness of mail carrier, weather conditions, etc.
12. **ALTERING PROPOSALS:** Proposal prices cannot be altered or amended after submission deadline. Any interlineation alteration or erasure made before opening time must be initialed by the signer of the proposal, guaranteeing authenticity.
13. **WITHDRAWAL OF PROPOSALS:** A proposal price may not be withdrawn or canceled by the proposer for a period of ninety (90) days following the date designated for the receipt of proposals without written approval of Purchasing Director, and proposer so agrees upon submittal of proposal.
14. **CHANGE ORDERS:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by the City of Texarkana, Texas.
15. **ADDENDA:** Any interpretations, corrections or changes to this proposal packet will be made by addenda. Sole issuing authority shall be vested in the City of Texarkana, Texas Purchasing Department. Addenda will be sent to all who are known to have received a copy of this proposal packet. If the addenda contain changes to the "specification" or "proposal form", proposers shall acknowledge receipt of all addenda or they will be declared non-responsive.
16. **Contractor shall release, defend, indemnify and hold harmless the City** and its officers, agents and employees from and against all damages, injuries (including death), claims, property damages (including loss of use), losses, demands, suits, judgments and costs, including reasonable attorney's fees and expenses, in any way arising out of,

related to, or resulting from the performance of the work or caused by the negligent act or omission of contractor, its officers, agents, employees, subcontractors, licensees, invitees or any other third parties for whom contractor is legally responsible (hereinafter "claims"). Contractor is expressly required to defend City against all such claims.

In its sole discretion, City shall have the right to select or to approve defense counsel to be retained by contractor in fulfilling its obligation hereunder to defend and indemnify City, unless such right is expressly waived by City in writing. City reserves the right to provide a portion or its own entire defense; however, City is under no obligation to do so. Any such action by City is not to be construed as a waiver of contractor's obligation to defend City or as a waiver of contractor's obligation to indemnify City pursuant to this contract. Contractor shall retain City approved defense counsel within seven (7) business days of City's written notice that City is invoking its right to indemnification under this contract. If contractor fails to retain counsel within such time period, City shall have the right to retain defense council on its own behalf, and contractor shall be liable for all costs incurred by City.

17. **TERMINATION:** The City of Texarkana, Texas reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of the City in the event of breach or default of this contract. The City reserves the right to terminate the contract immediately in the event the successful proposer fails to 1) meet delivery schedules or 2) otherwise perform in accordance with these specifications or 3) the City of Texarkana may terminate this contract for any reason with 30 days written notice.
18. **VENUE:** This agreement will be governed and constructed according to the laws of the State of Texas. This agreement is performable in Bowie County, Texas.
19. **NO PROHIBITED INTEREST:** Proposer acknowledges and represents that they are aware of the laws, City charter, and City code of conduct regarding conflicts of interest. The City charter states that "no officer or employee of the City shall have a financial interest, direct or indirect, in any contract with the City, nor shall be financially interested, directly or indirectly, in the sale to the City of any land, or rights or interest in any land, materials, supplies or service".
20. **PREPARATION COST:** The City will not be liable for any costs associated with the preparation, transmittal, or presentation of any proposals or materials submitted in response to any proposal, quotation, or proposal.
21. **MINOR DEFECT:** The City reserves the right to waive any minor defect, irregularity, or informality in any proposal. The City may also reject any or all proposals without cause prior to award.
22. **PROPOSAL OPENINGS:** All proposals submitted will be read at the City's regularly scheduled proposal opening for the designated project. However, the reading of a proposal at proposal opening should not be construed as a comment on the responsiveness of such proposal or as any indication that the City accepts such proposal as responsive. The City will make a determination as to the responsiveness of proposals submitted based upon compliance with all applicable laws, City of Texarkana, Texas purchasing guidelines, and project documents, including but not limited to the project specifications and contract documents. The City will notify the successful proposer upon award of the contract and, according to state law; all proposals received will be available for inspection at that time.

23. **FORCE MAJEURE:** Neither party shall be held responsible for losses or damages hereunder, if the fulfillment of any terms of provisions of the contract is delayed or prevented by strike, walkouts, acts of god, or public enemy, fire, or flood.
24. **PRICE:** The price or prices for the work shall include full compensation for all taxes, permits, etc. that the proposer is or may be required to pay.
25. **CONFLICT OF INTEREST:** The proposer shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the City of Texarkana, Texas.

By signing and executing this proposal, the proposer certifies and represents to the City the proposer has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantage, information, recipient's decision, opinion, recommendation, vote or any other exercise of discretion concerning this proposal.

26. **PERMITS:** Successful proposer is responsible for obtaining any and all City permits when job requires.
27. **CONFLICT OF INTEREST DISCLOSURE:** Disclosure requirements of potential conflicts of interest involving counties, cities, and other local government entities must be filed after January 1, 2006. The disclosures must be filed by vendors or potential vendors to local government entities. The new requirements are set forth in a new Chapter 176 of the Texas Local Government Code added by H.B. No. 914 of the last Texas Legislature.

A "local government entity" includes counties, municipalities, school districts, and other political subdivisions of the state or any entity to which a member is appointed by a county commissioner's court or the mayor or governing body of a municipality. A "local government officer" means a member of the governing body of a local government entity and the person designated as the chief executive officer of the local government entity.

Companies and individuals who contract, or seek to contract, with the City of Texarkana, Texas and its agents (including employees involved in the business with the entity) must file with the City Secretary's Office at 220 Texas Blvd., Room 102, Texarkana, Texas 75504 a Conflict of Interest Questionnaire that describes, among other things, affiliations or business relationships with City of Texarkana, Texas officers, or certain family members or other businesses of the City of Texarkana, Texas officer, and certain employees or other contractors of the City of Texarkana, Texas with which such persons do business.

The new requirements are in addition to any other disclosures required by law. The dates for filing disclosure statements begin on January 1, 2006. A violation of the filing requirements is a Class C misdemeanor.

The Conflict of Interest Questionnaire (Form CIQ) may be downloaded from http://www.ethics.state.tx.us/conflict_forms.htm.

28. **Disclosing "Interested Parties" to a Contract, HB1295:** A governmental entity (the City) or state agency may not enter into a contract described by Subsection (b) with a business entity unless the business entity, in accordance with this section and rules adopted under this section submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency.

“controlling interest” means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock or otherwise that exceeds 10%; (2) membership on a board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of business entity that has four or fewer officers or service as one of the four officers most highly compensated by a business entity that has more than four officers.

“Interested party” means a person who has a controlling interest in the business entity with whom a governmental entity or state agency contracts or who actively participated in facilitating the contract or negotiating the terms of the contract, including a broker, intermediary, adviser or attorney for the business entity.

The disclosure of interested parties must be submitted on a form prescribed by the Texas Ethics Commission that includes:

- (1) A list of each interested party for the contract of which the contracting business entity is aware; and
- (2) The signature of the authorized agent of the contracting business entity, acknowledging that the disclosure is made under oath and under penalty of perjury.

A copy of this form can be found on the Texas Ethics Commission website with instructions. <https://www.ethics.state.tx.us/tec/1295-info.htm>

SECTION 00040 - INSURANCE REQUIREMENTS

Prior to the award of this contract by the City and before commencing work, the successful proposer shall be required, at his own expense, to furnish the City of Texarkana, Texas, within ten (10) days of notification of award with certified copies of all insurance certificates showing the following insurance coverage to be in force throughout the term of the contract. The City shall have no duty to pay or perform under this contract until such certificate has been delivered to and approved by the City, and no officer or employee of the City shall have authority to waive this requirement without written approval from the City Manager.

(a) Commercial General Liability (CGL) insurance at minimum combined single limits of \$1,000,000 per-occurrence and \$2,000,000 general aggregate for bodily injury and property damage. Coverage must be written on an occurrence form. Contractual liability must be maintained with respect to the contractor's obligations contained in the contract. The general aggregate limit must be at least two (2) times the per-occurrence limit. CGL shall include coverage for:

1. Premises/Operations
2. Products Completed Operations
3. Personal Injury

(b) Workers Compensation insurance at statutory limits.

(c) Commercial Automobile Liability insurance at minimum combined single limits of \$1,000,000 per-occurrence for bodily injury and property damage, including owned, non-owned, and hired vehicle coverage.

The required limits may be satisfied by any combination of primary, excess or umbrella liability insurances, provided the primary policy complies with the above requirements and the excess umbrella is following form. The successful proposer may maintain reasonable and customary deductibles, subject to approval by the City.

A comprehensive general liability insurance form may be used in lieu of a commercial general liability insurance form. In this event, coverage must be written on an occurrence basis, at limits of \$500,000 per occurrence, combined single limit; and coverage must include a broad form comprehensive general liability endorsement, coverage for products/completed operations, and broad form contractual liability covering the obligations included in the contract.

With reference to the foregoing insurance requirement, the successful proposer shall specifically endorse applicable insurance policies as follows:

- (1) The City shall be named as an additional insured with respect to general liability.
- (2) A waiver of subrogation in favor of the City of Texarkana, Texas shall be contained in the workers compensation coverage.
- (3) All insurance policies shall be endorsed to require the insurer to immediately notify the City of any material change in the insurance coverage.
- (4) All insurance policies shall be endorsed to the effect that the City will receive at least 10 days notice prior to cancellation, non-renewal or termination of the insurance.

- (5) All copies of Certificates of Insurance shall reference the project/contract number for which the insurance is being supplied.

The City prefers that all insurance be purchased from an insurance company that meets the following requirements:

- 1) A financial rating of A:VII or better as assigned by the BEST rating Company or A or better by Standard and Poor's.
- 2) Written by companies approved by the State of Texas and acceptable to the City of Texarkana, Texas.

All insurance must be written on forms filed with and approved by the Texas State Board of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:

- 1) The insurance set forth by the insurance company are underwritten on forms, which have been approved by the Texas State Board of Insurance.
- 2) Sets forth all endorsements and insurance coverage according to requirements and instructions contained herein.
- 3) Shall specifically set forth the notice of cancellation or termination provisions to the City of Texarkana, Texas.

CONTRACTOR SHALL:

- (1) provide coverage for its employees providing services on a project, for the duration of the project based on proper reporting of classification codes and payroll amounts and filling of any coverage agreements;
- (2) provide a certificate of coverage showing workers' compensation coverage to the governmental entity prior to beginning work on the project;
- (3) provide the governmental entity, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project;
- (4) obtain from each person providing services on a project, and provide to the governmental entity:
 - (A) a certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and
 - (B) no later than seven days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

- (5) retain all required certificates of coverage on file for the duration of the project and for one year thereafter;
- (6) notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project;
- (7) post a notice on each project site informing all persons providing services on the project that they are required to be covered, and stating how a person may verify current coverage and report failure to provide coverage. This notice does not satisfy other posting requirements imposed by the Act or other commission rules. This notice must be printed in at least 19-point normal type, and shall be in both English and Spanish and any other language common to the worker population. The text for the notices shall be the following text provided by the commission on the sample notice, without any additional words or changes:

REQUIRED WORKERS' COMPENSATION COVERAGE

"The law requires that each person working on this site or providing services related to this construction project must (see reverse) be covered by workers' compensation insurance. This includes persons providing, hauling, or delivering equipment and materials, or providing labor or transportation or other service related to the project, regardless of the identity of their employer or status as an employee."

"Call the Texas Workers' Compensation Commission at 512-305-7238 to receive information on the legal requirement for coverage, to verify whether your employer has provided the required coverage, or to report an employer's failure to provide coverage." and

- (8) contractually require each person with whom it contracts to provide services on a project, to:
 - (A) provide coverage based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements for all of its employees providing services on the project, for the duration of the project;
 - (B) provide a certificate of coverage to the contractor prior to that person beginning work on the project;
 - (C) include in all contracts to provide services on the project the language in subsection (e) (3) of this rule;
 - (D) provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
 - (E) obtain from each other person with whom it contracts, and provide to the contractor:

- and
- (i) a certificate of coverage, prior to the other person beginning work on the project;
 - (ii) prior to the end of the coverage period, a new certificate of coverage showing extension of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;
- (F) retain all required certificates of coverage on file for the duration of the project and for one year thereafter;
- (G) notify the governmental entity in writing by certified mail or personal delivery, within (ten) 10 days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and
- (H) contractually require each other person with whom it contracts, to perform as required by paragraphs (A) - (H), with the certificate of coverage to be provided to the person for whom they are providing services.

SECTION 00050 –BOND REQUIREMENTS

BID BOND

An acceptable Bid Bond, certified check or cashier's check (bid/proposal security) payable without recourse to the order of the City of Texarkana, Texas, in an amount not less than **five percent (5%)** of the amount of the bid/proposal must accompany each bid/proposal as guarantee that, if awarded the contract, the bidder/proposer will enter into a contract within ten (10) days of the presentation of such contract to the bidder/proposer by the City. The Bid Bond must be on a form acceptable to City and the bonding company supplying the Bid Bond must be authorized to do business in the State of Texas.

The bid/proposal security submitted with each bid/proposal shall be considered as the amount of the liquidated damages which the City of Texarkana will sustain by the failure, neglect or refusal of the bidder/proposer to execute and deliver the agreement should the contract be awarded him.

If the bidder/proposer defaults in executing the agreement within ten (10) days after presentation of the contract to him, the bid/proposal security shall become the property of the City of Texarkana.

Bidder/Proposer warrants that the bid/proposal he submits has been checked for mathematical correctness and same is correct. Bidder/proposer agrees that should he desire to withdraw his bid/proposal after bid/proposal opening because of a mathematical mistake that the City of Texarkana may retain the bid/proposal security as liquidated damages and not as penalty and the bidder/proposer hereby waives any legal defense available to bidder/proposer for such mistake. (i.e. unilateral mistake).

The Bid Bond shall be retained by the City of Texarkana as liquidated damages in the event the successful bidder/proposer, after the award, fails to comply with the terms of this bid/proposal.

Bond rating must be A- or better.

PERFORMANCE BOND

Successful bidders/proposers must provide a performance bond for 100 percent of the contract price to ensure fulfillment of the Contractor's obligations under the contract.

PAYMENT BOND

Successful bidders/proposers must provide a payment bond for 100 percent of the contract price. Said payment bond is to ensure payment as required by statute to all persons supplying labor and material under the contract.

SECTION 00100 – INSTRUCTIONS TO BIDDERS

A complete set of the bidding documents will be provided by Terracon. A complete set of bidding documents shall be used in preparing bids; neither Owner, nor Terracon assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of bidding documents.

Owner by making available copies of the bidding documents on the above terms, does so only for the purpose of obtaining bids on the work and does not confer a license or grant for any other use.

Qualification of Bidders

All bidders must demonstrate qualifications to perform work. Each bidder must submit the required documents including previous work experience and proof of authority to conduct business in the jurisdiction in the area in which the work is to be performed.

Contractors submitting bids must comply with requirements of the Davis-Bacon Act and associated U.S. Department of Labor regulations for all construction, alteration and repair activities. Cleanup activities will involve construction, alteration and repair activities and are, therefore, subject to the Davis-Bacon Act. The remediation of asbestos- and lead-containing materials are considered "Building Construction" under the Davis-Bacon Act. These requirements include, but are not limited to, payment of prevailing wages, weekly payment of wages, and specific job-site postings. More information is available at <https://www.dol.gov/whd/govcontracts/dbra.htm>.

Contractor bids must include:

- Davis-Bacon Wage Determinations; available at www.wdol.gov Wage Determinations
- Federal Labor Standards Clauses

Bid Submittal: Required Documents Summary

Insurance Certificate

Bid Bond (5%) will be required for this project.

Performance Bond and Labor and Material Payment Bond will be required for this project.

AIA A305 Contractor's Qualification Statement

State of Texas Asbestos, Lead and Mold Contractor Licenses

State of Texas Supervisor License and Work Experience (Asbestos, Lead and Mold)

Name of the Proposed Landfill at which the Waste will be Disposed

Name of the Waste Transporter and a Certificate of Insurance

Notarized Statement of Compliances

Upon Bid Award the Contractor will submit the Following Items:

Hazardous Communication Program

Respiratory Protection Program

Material Safety Data Sheets

Current Worker Licensing and Registration

Medical Surveillance Information for Personnel

Original Certificate of Insurance

Safety Plan

Scoring and Selection

The following criteria will be used to score the proposals:

- Experience Specific to Deteriorated Structures that Include Common Walls – 25 Points
- Experience Specific to Façade Preservation of Deteriorated Structures – 20 Points
- Experience Specific to Federally Funded State Environmental Cleanups – 15 Points
- References – 15 Points
- Demonstrated Ability to Adhere to Project Timelines – 15 Points
- Total Project Cost - 10 Points

In the event of a tie score, the Owner will break the tie amongst the tying proposers using the following method:

- (1) The first tie breaker, if needed, will be preference to local contractor as shown in “General Terms and Conditions” Section 4.3.
- (2) The second tie breaker, if needed, will be the highest score for the “Total Project Cost” criterion.
- (3) The third tie breaker, if needed, will be the highest score for the “Demonstrated Ability to Adhere to Project Timelines” criterion.
- (4) The fourth tie breaker, if needed, will be the highest score for the “References” criterion.

Timeline

Contractor is required to meet the following timeline:

- Begin field work – no later than September 5, 2017
- Abatement/remediation and clearance completion – by September 30, 2017
- Closeout submittals – within 7 working days following completion of abatement.
- All invoices must be submitted within 14 days following completion of abatement

Upon Proposal Award the Contractor will submit the Following Items:

Hazardous Communication Program

Respiratory Protection Program

Material Safety Data Sheets

Current Worker Licensing and Registration

Medical Surveillance Information for Personnel

Original Certificate of Insurance

Safety Plan

Examination of Bid Documents and Site

Before submitting a bid, each bidder must:

- a) Examine the contract documents thoroughly.
- b) Attend the mandatory pre-bid walk-through to familiarize the bidder with variances that may affect cost, progress, or performance of the work.
- c) Familiarize himself with local, federal and state laws, ordinances, rules and regulations that may affect cost, progress or performance of the work.
- d) Study and carefully correlate bidder's observations with the contract documents.

The Owner reserves the right to award only one contract to one contractor after receipt of bids. The Owner reserves the right to award the contract to the Contractor deemed most qualified and not necessarily the lowest bidder.

Reference is made to the Supplementary Conditions for the identification of those reports of investigations and tests of subsurface and latent physical conditions at the site, or of factors otherwise affecting cost, progress or performance of the work which have been relied upon by the engineer in preparing the drawings and specifications. Terracon will make copies of such reports available to any bidder requesting them. Before submitting the bid, each bidder will, at his own expense, make such additional investigations and tests as the bidder may deem necessary to determine his bid for performance of the work in accordance with the time, price and other terms and conditions of the contract documents.

Interpretation:

Questions about the meaning or intent of the Bid Package shall be submitted to Terracon via electronic mail. Replies will be issued by addenda transmitted via electronic mail to all parties recorded by Terracon as having received the bid package. Questions received less than two (2) days prior to the date for opening of bids will not be answered. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

END OF SECTION 00100

**SITE CLEANUP PLAN
ADDENDUM 1**

**Commercial Buildings
203/205 W Broad Street
Texarkana, Texas
EPA ACRES ID Nos. 72441/72421**

**United States Environmental Protection Agency, Region 6
Brownfields Multi-Purpose Pilot
Hazardous Substances
Cooperative Agreement No. BF-00F62801**

**Terracon Project No. 94137464B
July 28, 2017**

Prepared for:

**City of Texarkana
Texarkana, Texas**

Prepared by:

**Terracon Consultants, Inc.
8901 Carpenter Freeway, Suite 100
Dallas, Texas 75247
(214) 630-1010**

**TDSHS Consultant Agency License No. 10-0157
TDSHS Lead Firm License No. 2110106
TDSHS Mold Assessment Company License No. ACO0117**



**Greg Calhoun
TDSHS Individual Asbestos Consultant
License No. 10-5510
Expires October 19, 2017**

**SITE CLEANUP PLAN
ADDENDUM 1**

**Commercial Buildings
203/205 W Broad Street
Texarkana, Texas
EPA ACRES ID Nos. 72441/72421**

The following addendum is issued to the Site Cleanup Plan dated February 25, 2016 for the commercial building located at 203/205 W Broad Street, Texarkana, Texas. This addendum is provided for informational purposes only; no changes to the methodology outlined in the Site Cleanup Plan is prescribed or permitted by this addendum.

The Site Cleanup Plan has been partially completed by others. The following confirmed or suspect asbestos-containing materials remain in-place in the structure(s) as of the date of this addendum:

203 W Broad Street

- Approximately 900 SF of ACM residual black mastic on concrete substrate
- Approximately 500 SF of ACM 12"x12" floor tile and black mastic on concrete substrate
- Approximately 200 SF of 9"x9" floor tile and black mastic on wood substrate (partially-collapsed into crawlspace below)
- Approximately 2,640 SF of finished drywall wall system
- Approximately 3,450 SF of plaster wall system (approximately 1,400 SF is located behind the finished drywall wall system listed above)
- Approximately 1,800 SF of partially-collapsed roofing system

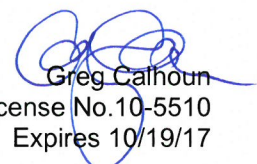
205 W Broad Street

- Approximately 95 SF of ACM 12"x12" floor tile and black mastic wood substrate (partially-collapsed into crawlspace below)
- Approximately 125 SF of ACM 9"x9" floor tile and black mastic wood substrate (partially-collapsed into crawlspace below)
- Approximately 1,460 SF of finished drywall wall system
- Approximately 2,220 SF of plaster wall system (some is located behind the finished drywall wall system listed above)
- Approximately 2,484 SF of partially-collapsed roofing system
- Collapsed roofing structure and materials in back approximately 900 SF of the building

Materials list above is for informational purposes only. The contractor is responsible for satisfaction of terms of the Site Cleanup Plan dated February 25, 2016.

Reliable ■ Responsive ■ Resourceful

TDSHS Asbestos Consultant License No.10-5510
Expires 10/19/17


Greg Calhoun

Site Cleanup Plan Addendum 1

Commercial Buildings

203/205 W Broad Street, Texarkana, Texas

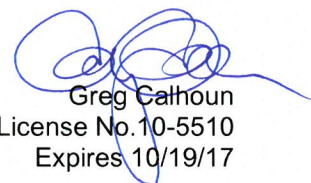
July 28, 2017 ■ Terracon Project No. 94137464B

Terracon

Roofing materials may be abated through demolition of the roofing structure. The demising wall between 203 and 205 W Broad Street, and the south and perimeter walls not attached to 201 or 207 W Broad Street are to be demolished. The north façade walls facing Broad Street are to be left in-place. The contractor is responsible for installation and removal of temporary shoring required to complete cleanup of hazardous materials as prescribed in the Site Cleanup Plan and the installation of permanent shoring following completion of the Site Cleanup Plan.

The 10' x 14' vault area in 205 W Broad Street is exempted from demolition of the structure(s).

All other provisions of the Site Cleanup Plan remain in force.

End of Addendum 1
Greg Calhoun

APPENDIX A

SITE CLEANUP PLAN

SITE CLEANUP PLAN

COMMERCIAL BUILDING
203/205 W Broad Street
Texarkana, Texas
EPA ACRES ID Nos. 72441/72421

United States Environmental Protection Agency, Region 6
Brownfields Multi-Purpose Pilot
Hazardous Substances
Cooperative Agreement No. BF-00F62801

February 25, 2016
Terracon Project No. 94137464B



Prepared for:

City of Texarkana
Texarkana, Texas

Prepared by:


Greg Calhoun
TDSHS Individual Asbestos Consultant
License No. 10-5510
Expires 10.19.17

Terracon Consultants, Inc.
Dallas, Texas
TDSHS Asbestos Consultant Agency License No. 10-0157
TDSHS Lead Firm License No. 2110106
TDSHS Mold Assessment Company License No. ACO0117

terracon.com

Terracon

TABLE OF CONTENTS

1.0	TITLES AND APPROVALS	1
2.0	INTRODUCTION	2
3.0	THE PROJECT	2
3.1	Original Approach	3
3.2	Changed Conditions	5
3.3	Adjusted Approach	6
4.0	SAMPLING FOR ASSESSMENT AND CLEANUP	8
4.1	Deviations from Assessment Sampling Plan.....	8
4.2	Sampling and Testing by Contractor.....	10
5.0	IMPLEMENTATION OF THE CLEANUP PLAN.....	10
6.0	MATERIAL DESCRIPTION AND QUANTITIES.....	10
7.0	WORK PRACTICES	11
7.1	Respiratory Protection.....	12
7.2	Protective Clothing	12
7.3	Containment/Regulated Area.....	13
7.4	Removal	16
7.5	Disposal of Asbestos-Containing or -Contaminated Materials, Mold- Contaminated Materials, and Avian Waste-Contaminated Materials.....	16
7.6	Disposal of Lead-Containing or -Contaminated Materials.....	17
7.7	Disposal of Non-hazardous Waste.....	19
7.8	Clearance.....	19
8.0	CONTRACTOR SUBMITTALS	21
9.0	CONSTRUCTION NOTES	24
10.0	PRODUCTS	25
11.0	AIR MONITORING SERVICES	26

APPENDICES

APPENDIX A	Structural Assessment Letter Raley & Associates, Inc., July 2015
APPENDIX B	Property-Specific Sampling and Analysis Plan (PSAP) Terracon Consultants, Inc., July 2014
APPENDIX C	CONCEPTUAL Drawing of Waste Processing Station

SITE CLEANUP PLAN

Commercial Building
203/205 W Broad Street, Texarkana, Texas 75501
EPA ACRES ID Nos. 72441/72421

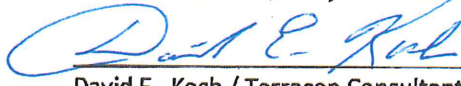
Brownfields Multi-Purpose Pilot Grant, Cooperative Agreement No. BF-00F62801
U.S. Environmental Protection Agency, Region 6
Terracon Project No. 94137464B

Prepared by: Terracon Consultants, Inc., Dallas, Texas
 TDSHS Asbestos Consultant Agency License No. 10-0157
 TDSHS Lead Firm License No. 2110106
 TDSHS Mold Assessment Company License No. ACO0117

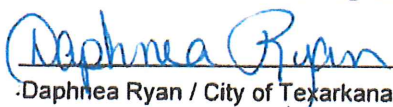
1.0 TITLES AND APPROVALS**1.1 Contractor Project Manager**


 Date 3/28/16
 Greg Calhoun / Terracon Consultants, Inc.
 TDSHS Individual Asbestos Consultant, License No. 10-5510, Expires 10.19.17

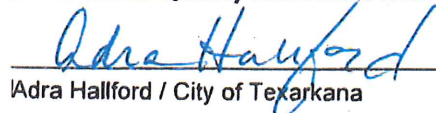
1.2 Contractor Quality Assurance Reviewer


 Date 3/28/16
 David E. Koch / Terracon Consultants, Inc.

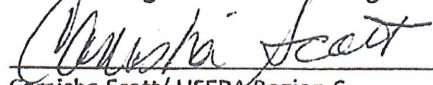
1.3 Grantee Brownfields Program Manager


 Date 3/24/16
 Daphnea Ryan / City of Texarkana

1.4 Grantee Quality Assurance Manager


 Date 3/28/16
 Adra Hallford / City of Texarkana

1.5 EPA Region 6 Grant Manager


 Date 3/24/16
 Camisha Scott / USEPA Region 6

Responsive ■ Resourceful ■ Reliable

1

TDSHS Asbestos Consultant License #10-5510
 Expires 10.19.17


 Greg Calhoun
 Expires 10.19.17

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



2.0 INTRODUCTION

The U.S. Environmental Protection Agency (EPA) Brownfields Program announced in 2011 a pilot program that combined environmental assessment and cleanup funds into one grant. The Multi-Purpose Pilot Grant award required a government entity to apply for a specific site that passed CERCLA liability requirements and was owned by the applying government entity.

The objectives of the City of Texarkana, Texas' Brownfields Program include improving public health and safety, increasing jobs, increasing revenue for the City, increasing industrial, commercial and housing development, increasing green space, conserving energy, protecting natural resources, enhancing community pride and improving the overall quality of life for our citizens. Brownfields revitalization of real property is integral to all these objectives. The City submitted a FY2012 application for 203/205 West Broad Street in the Fiscal Year 2012 national grant competition. EPA awarded Texarkana a \$400,000 Multi-Purpose Pilot Grant to conduct environmental assessment and cleanup of this property to improve environmental health conditions in our community and stimulate redevelopment interest.

The downtown West Broad Street property is a catalyst site identified by previous environmental assessments and planning. Catalysts sites have elevated potential to initiate community change if they can be revitalized. The purpose of this grant project is to assess and clean up this Downtown Brownfields site to a point where residual environmental issues do not reasonably obstruct active re-use of the structures and redevelopment.

3.0 THE PROJECT

The site has been physically developed with structure(s) since at least 1885. The current commercial building consists of two physically adjoined 0.08-acre parcels located at 203 and 205 West Broad Street in Texarkana, Bowie County, Texas. Both parcels are developed with single story retail buildings which are adjoined to other commercial structures on the block in a manner typical of historic downtown development. Both buildings are vacant. Prior to City of Texarkana acquisition in 2012 the buildings had not been maintained for several years. Water infiltration had severely damaged the roof and flooring of both buildings, to the point of partial collapse.

203 West Broad Street. This portion of the project is a one story former bail bonds office in a multi-tenant retail center. The structure is constructed on a slab on grade and pier and beam foundation and consists of approximately 2,800 square feet. The exterior

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



of the building consists of wood, brick, and hard plaster. The roof consists of a flat, built-up roofing system. The interior of the structure consists of former sales floor, office, restrooms, storage rooms, stockroom, and crawlspace. Multiple areas of the interior are currently deemed unsafe and not accessible for other than remote visual evaluation. The interior walls consist of textured drywall, unfinished drywall with wallpaper, unfinished drywall, wood, brick and hard plaster. The ceiling consists of a drop ceiling, hard plaster, and wood ceiling system suspended from a wood deck. The floors consist of vinyl floor tile on a concrete and wood substrate. Fungal growth as mold is visible and analytically documented at multiple locations in the interior of the building on gypsum wallboard walls, ceiling tiles, wood sub-flooring, ceiling and roof decks, plaster walls and exposed wood framing and beams. The roof and/or ceiling systems are collapsed in various locations of the indoor spaces allowing inclement weather to directly impact the interior building materials. Portions of the floor system are collapsed, exposing the crawlspace.

205 West Broad Street. This portion of the project is a one-story former key store in a multi-tenant retail center. The structure is constructed on a slab on grade and pier and beam foundation and consists of approximately 3,500 square feet. The exterior of the building consists of wood, brick, and hard plaster. The roof consists of a flat, built-up roofing system. The interior of the site consists of a north entrance area, sales floor, safe room, mezzanine area, mechanical room, restroom, and crawlspace. The interior walls consist of textured drywall, wood, brick, and hard plaster. The ceiling consists of a drop ceiling, drywall, hard plaster, and interlocking tiles ceiling system suspended from a wood deck. The floors consist of carpet, vinyl floor tile, and terrazzo on a concrete and wood substrate. Fungal growth as mold is visible and analytically documented at multiple locations in the interior of the building on gypsum wallboard walls, ceiling tiles, wood sub-flooring, ceiling and roof decks, plaster walls and exposed wood framing and beams. The roof and/or ceiling systems are collapsed in various locations of the indoor spaces allowing inclement weather to directly impact the interior building materials. Portions of the floor system are collapsed, exposing the crawlspace.

3.1 Original Approach

The City of Texarkana expected to encounter asbestos-containing and -contaminated materials, lead paint-coated building components, avian pathogen-contaminated materials and fungal-contaminated (mold) materials based on the findings of previous ASTM E1527 Phase I environmental site assessments and limited historical testing. As grantee Texarkana proposed to complete a traditional series of EPA-approved plans to assess and cleanup the property.

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B

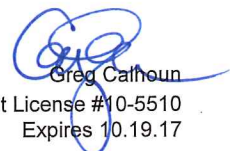


Central to grant activities was structural integrity of the 2-story commercial property. Developed more than 130 years ago, the walls, roof, structural members and street façade had deteriorated to a degree it was suspected unsafe to conduct physical sampling activities. City ownership was requisite of the grant. Raley & Associates, Inc. (RAI), Bossier City, Louisiana conducted a visual observation of the connected buildings in October 2012 as part of grant proposal preparation. In the interests of worker and public safety, the grant application provided for additional structural integrity analysis of the building before EPA-approved Phase II assessment occurred. In the interim, the City of Texarkana has secured and maintained doors, windows, and structural openings of the premises to prevent access by unauthorized persons consistent with *Chapter 5, Article III, of the Code of Ordinances* of the City of Texarkana, Texas for substandard structures.

Under the Multi-Purpose Pilot Grant Texarkana competitively procured Qualified Environmental Professional (QEP) consultant services to develop grant plans and conduct assessment as physical sampling and analysis. Assessment would develop an improved understanding of the distribution of contaminants known to be in and possibly beneath the structures. This information would then be used to quantify contaminants. Contaminant quantities would be used to decide a cleanup strategy and plan to mitigate or manage contaminants consistent with Texas regulatory programs and goals for re-use.

Under this approach, the following were completed toward grant implementation;

- Negotiated with *EPA Cooperative Agreement # BF-00F62801*, 2012
- A supporting cooperative agreement work plan as *Brownfields Multi-Purpose Pilot Grant Milestones and Schedule, City of Texarkana, Texas, 203/205 West Broad Street Site, (\$200,000 Hazardous Substances Assessment, \$200,000 Hazardous Substances Clean Up)*; 2012
- Competitive selection process to secure Qualified Environmental Professional services, *Consultant Services, Qualified Environmental Professional To Assist in the Implementation and Management of the EPA Brownfields Multi-Purpose Grant*, Texarkana Request For Qualifications #13-2001-02, May 2013
- Selection of Terracon Consultants, Inc. for Qualified Environmental Professional (QEP) services, initiating first services with Texarkana Purchase Order #01204, June 2013
- Qualitative interior observation and testing limited by safety and physical access;
 - *Hazardous Materials Consulting Report: Visual Mold Assessment, 203 and 205 West Broad Street, Texarkana, Texas, Terracon Project No. 94137464*, September 20, 2013
 - *Lead-Based Paint Vacant Commercial Structures, 203 & 205 West Broad Street, Texarkana, Texas 75165; Terracon Project No. 94137464*, September 23, 2013



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Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



- *Asbestos Survey, Vacant Commercial Structures, 203 & 205 West Broad Street, Texarkana, Texas; Terracon Project No. 94137464, October 1, 2013*
- *EPA-approved Site-Specific Quality Assurance Project Plan for Assessment and Cleanup (Revision 1), Terracon Project No. 94137464B, March 31, 2014*
- *Property-Specific Sampling And Analysis Plan (PSAP) – Asbestos, Lead-Paint, Mold and Guano Sampling, Commercial Building, 203 & 205 W Broad Street, Texarkana, Texas 75501; Brownfields Multi-Purpose Pilot Grant, U.S. Environmental Protection Agency, Region 6, EPA Cooperative Agreement No. BF-00F62801, Terracon Project No. 94137464B, July 2014 (reference Appendix B)*
- *Property-Specific Sampling and Analysis Plan (PSAP) – Soil And Groundwater Assessment, Commercial Building, 203 & 205 W Broad Street, Texarkana, Texas 75501; Brownfields Multi-Purpose Pilot Grant, U.S. Environmental Protection Agency, Region 6, EPA Cooperative Agreement No. BF-00F62801, Terracon Project No. 94137464B, July 2014*

3.2 Changed Conditions

Terracon conducted September 2013 observations and limited qualitative sampling and testing of materials of the structures' interiors where safe access allowed. This testing was external to the grant budget. Testing was conducted and results evaluated by Texas-licensed professionals. Testing produced quantitative data, but is considered qualitative in that it was developed external to the final quality assurance project plan and cannot be used for critical grant process decisions. Qualitative data identified measured asbestos-containing materials, lead-based paint and mold. The data was considered in developing technical sampling plans under the grant. At that time Terracon observed the southern section of the roof and sub-floor at the 203 West Brown Street location were collapsed. The sub-floor and roof visually appeared structurally damaged throughout the interior of 205. Building debris was observed throughout the interior of both 203 and 205 consisting of wood, ceiling tile, floor tile and mastic, drywall, plaster materials and roofing materials.

During 2013 and 2014 although the structure was secured against access, it could not be sealed against all weather. Seasonal weather fluctuations, often severe, further impacted and degraded the structure. High winds associated with rain penetrated the building further. In one instance on April 27, 2014 the metropolitan area of the twin cities of Texarkana, Texas and Texarkana, Arkansas was hit by damaging hail ranging in size up to 1.75 inches in diameter. In that extensive band of weather, 25 miles south of the city a single hailstone 4.5 inches in diameter was reported.¹ On _____, 2015 the City observed the effects of further deterioration of the structure as crumbling facade debris on

¹ *DamageRecon, Event Details Texarkana Apr 27 2014*, online <https://damagerecon.donan.com/map-central/texarkana-tx>, February 2016


 Greg Calhoun

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



the street front side and structural wall movement evidenced by exterior widening of cracks.

The City with structural engineer Jeff Raley, RAI, were on-site July 29, 2015 for observation to re-evaluate and report project conditions relative to structural integrity and safety to implement the EPA-approved sampling plans. In the subsequent RAI report it was stated;

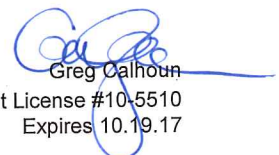
"As of this date, the building structures appear to be unstable and not safe for persons to enter the structures for the purpose of sampling. It is our opinion that it would not be cost effective to do temporary shoring for the purpose of sampling since sampling can be done during material removal (see photos).

The adjacent buildings to the east and west will need to be protected during the removal of materials for assessment and clean up."

3.3 Adjusted Approach

There followed discussions and meetings by City of Texarkana with EPA, Texas Commission on Environmental Quality (TCEQ), the community and the QEP on alternatives to successfully complete the Multi-Purpose Grant in support of redeveloping 203/205 W Broad Street. The following issues were considered;

- The project site remains a viable redevelopment catalyst site for the community. To discontinue and stabilize without cleanup for redevelopment would be detrimental to the community brownfield revitalization goals and investment to date
- Contaminated materials and debris need to be removed from the structure so that routine architectural and structural stabilizations can be done
- Technically the traditional sequence of assessment and cleanup as "sample-test-report- design-cleanup-confirm-report" cannot be not be completed safely with reasonable cost
- In removing mixed and jointly degraded materials not readily segregated from the interior of structures, asbestos contamination pre-empts lead-, mold- and avian waste-impacted materials for regulation of handling and disposal. Unsegregated materials become subject to Texas Asbestos Health Protection Rules (TAHPR), Texas Administrative Code (TAC), Title 25, Part 1, Chapter C, Subchapter 295, which require that any asbestos-related activity be performed by an individual licensed by the State of Texas through the Texas Department of State Health Services (TDSHS)



Greg Calhoun

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



- Quality process and methods of EPA-approved PSAPs remain valid for sampling and analysis relative to assessment and cleanup, although rationale and number of samples change

The following were completed toward adjusting the grant approach and implementation as a result of changed conditions;

- City of Texarkana negotiated 1-year extension of project period to September 30, 2016 for cooperative agreement #BF-00F62801
- Updated structural integrity observations and report, Raley and Associates, Inc., July 31, 2015 (reference Appendix A)
- City of Texarkana met with Ms. Mary Kemp and Ms. Camisha Scott / EPA Region 6 on November 12, 2015 on an adjusted approach consistent with changed conditions
- Open House and Public Meeting was advertised and held by City of Texarkana on December 10, 2015 to update the community on Multi-Purpose Grant adjustments and solicit input on the project

It has evolved that a combined cleanup with simultaneous assessment of debris and materials from the interior of 203/205 can occur. In general here and later set forth in more detail in this plan, the adjusted approach is to have a licensed abatement contractor stabilize the structure sufficient to remove unsegregated hazardous materials to a processing station on the exterior of the building. The adjusted plan is to conduct hazardous substance assessments on-site and in-process at a safe staging area to determine whether waste/debris should be handled and disposed as asbestos-, mold-, avian pathogen- or lead-impacted waste material as part of cleanup.

With pre-emption by asbestos, debris will initially be assumed to be asbestos-containing material (ACM) or asbestos-contaminated and appropriately collected, handled and removed through the rear of the structure to a staging and assessment area in the alley.

In the staging area, materials will be first visually assessed and segregated as suspect materials or asbestos materials. Under Texas rule determination that materials do or do not contain asbestos have to be submitted to a third party laboratory as set forth in the EPA-approved PSAP (Appendix B); this may require temporary containment and staging with rush analyses. Alternatively, a Texas-licensed asbestos consultant, inspector or management planner may assume materials contain asbestos.

Secondly, materials will be visually segregated as having mold or adhered or mixed avian waste (e.g. bird or bat guano). If possible, these materials will be cleaned of mold or avian waste contamination.


 Greg Calhoun

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



Thirdly, materials will be visually segregated for suspect lead-containing coatings and tested on-site using x-ray fluorescence (XRF) field technology.

The remaining materials once cleaned of potentially adhering *de minimis* ACM, mold or avian waste will be handled and disposed as demolition debris.

Assessment and cleanup testing will be subject to the EPA-approved PSAP and related QAPP, modified for locations and sample quantities as the adjusted approach requires. Some anticipated adjustments are addressed in Section 4.1 *Deviations from Assessment Sampling Plan*. All testing will be documented in final reports.

Alley control and security will be coordinated with the City of Texarkana. The City will communicate and work with adjacent property owners and businesses prior to, during and after cleanup.

4.0 SAMPLING FOR ASSESSMENT AND CLEANUP

Public readers of this document should understand that the Multi-Purpose Pilot is a 'trial' process used by EPA to explore the effectiveness and implementability of programs. Not all pilots programs evolve beyond to full-scale grants or programs. Prior to 2002, all EPA Brownfield grants were pilots. The Multi-Purpose Pilot Grant program provides a single grant to an eligible entity for both assessment and cleanup work at a specific brownfield site owned by the applicant.

Although they are often technically identical, sampling and testing of structure-related materials falls into two different programmatic categories under the Multi-Purpose Grant. These categories are Assessment and Cleanup. They are allocated to separate Multi-Purpose grant budgets. Assessment involves characterization of materials as part of quantitation for design of remedy and plans to implement it. The latter involves sampling and analysis that is part of the actual cleanup to document compliance for regulatory closure.

4.1 Deviations from Assessment Sampling Plan

Sampling and analysis as part of assessment will be done by the QEP. This will involve assessing materials as practically feasible immediately after they are removed from the structure and staged. Methods, operating procedures and analyses will occur as set forth in the EPA-approved *Property-Specific Sampling and Analysis Plan (PSAP) for Asbestos, Lead-Paint, Mold and Guano Sampling, Commercial Building, 203 & 205 W Broad Street, Texarkana, Texas 75501, July 2014* (reference Appendix B).


 Greg Calhoun
 TDSHS Asbestos Consultant License #10-5510
 Expires 10.19.17

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



The following deviations are planned relative to data quality indicators and data quality objectives in applying the EPA-approved PSAP to the adjusted approach;

PSAP 4.2 Precision. Testing was specified for typical substrates and surfaces which will now be removed, physically reduced and likely mixed together as debris consistent with interior demolition practices. Testing will now be done as needed on materials, partial surfaces or broken fixtures as identified in the bulk debris removed and staged. Selection of materials for sampling will make use of professional judgment by the **QEP**. Heterogeneity of sample matrices can produce wide-ranging variability of media and effect strict comparisons of precision. Failure of precision as a data quality indicator will not invalidate data providing the minimums are met necessary to document regulatory closures or suitability to the needed project decisions. These will be discussed as part of data usability and quality in final reports.

PSAP 4.3 Accuracy. The use of fluid decontamination and cleaning blanks of QAPP A.7.3.2 will not apply to asbestos, fungal or avian pathogen sampling due to the technical method of collection.

PSAP 4.5 Completeness. The PSAP estimated the number of samples as in-situ structure sampling, often to represent homogenous areas or rooms. The adjusted approach for safety will not allow in-situ testing or an accurate estimate of the number of samples. While it is believed that the estimated number of samples is adequate, fewer samples may be needed. Failure of completeness will not invalidate data providing the minimums are met necessary to document regulatory closures or suitability to the needed project decisions. These will be discussed as part of data usability and quality in final reports.

PSAP 7.0 Sampling Rationale and Methodology. The overall governance of regulatory programs cited will remain the same. The rationale for sampling is adjusted for typical substrates and surfaces which will now be removed, physically reduced and likely mixed together as debris consistent with interior demolition practices. Testing will now be done as needed on materials, partial surfaces or broken fixtures as identified in the bulk debris removed and staged. Selection of materials for sampling will make use of professional judgment by the **QEP** to select representative material as the debris is segregated as described above in *1.3 Adjusted Approach* and later hereafter. Significant or special deviations from adjusted rationale will be discussed in final reports.

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B


4.2 Sampling and Testing by Contractor

Sampling and analysis in the field or by fixed-based laboratory conducted by contractor for safety, abatement, disposal, clearance or otherwise required as part of the cleanup of materials relative to state or federal regulations or other law shall be to the requirements and documentation of those programs. Where sampling and analysis of the QEP and contractor overlap or are coordinated in staging areas, the data may be shared. Texarkana and the QEP may rely on the contractor data for qualitative project decision-making.

5.0 IMPLEMENTATION OF THE CLEANUP PLAN

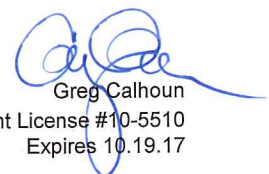
The following sets forth the technical details necessary by the successful contractor competitively selected by the City of Texarkana with assistance from Terracon as QEP within the requirements of the Cooperative Agreement, hereafter **CONTRACTOR**.

Traditionally, prior assessment would better provide quantities for abatement contractors to bid and implement contractor elements of the cleanup plan. The adjusted approach will necessarily require use of experienced, licensed abatement contractors capable of making initial estimates, with overage and underage contingencies, to fully implement the cleanup plan. With unknown quantities and multiple handling exterior to traditional building containment, the remainder of the plan further focuses on strict control of materials and process in close coordination with the City and QEP.

6.0 MATERIAL DESCRIPTION AND QUANTITIES

Briefly and without force and effect upon the contract documents, the work of the Contract can be summarized as the removal and disposal of the following suspect asbestos-containing and -contaminated materials, lead containing components, avian pathogen-contaminated materials and fungal-contaminated materials:

- Floor tile and mastic
- Carpet and mastic
- Resilient sheet flooring
- Drywall wall/ceiling systems
- Ceiling tile
- Wall/ceiling plaster
- Ceramic wall and floor tile grout/thinset
- Cove base and mastic
- Duct insulation and mastic
- Cementitious pipe



Greg Calhoun

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



- Rolled-out roofing materials
- Built-up roofing materials
- Roof cement
- Roof flashing
- Assorted unsegregated building material debris

The preceding list should be considered representative only and not a comprehensive catalog of subject materials present on the site. The **CONTRACTOR** is responsible for verifying site conditions and material quantities prior to submission of bid. The **CONTRACTOR** will perform work for materials and locations indicated, regardless of actual quantities, and no increase in Contract amount will be allowed for quantity adjustment.

The subject commercial building structure has been vacant for an extended period of time. As noted above, the structure has significant structural degradation, including roof collapse; items that are porous (i.e. carpet, furnishings) exposed to damaged suspect asbestos containing materials, avian pathogens or fungal contamination will be disposed of as asbestos, fungal- or avian pathogen-contaminated waste in accordance with applicable regulation and this scope of work.

Non-porous items which are not suspect asbestos-containing materials and bear no paint or lacquer coatings may be cleaned and decontaminated, then removed through the processing area and disposed of as general construction debris. Non-porous items with paint or lacquer coatings will be cleaned of surface contamination and disposed of as lead-paint waste

The **CONTRACTOR** will be responsible for providing power and water to the work areas. **NOTE: NEGATIVE PRESSURE MUST BE MAINTAINED WITHIN THE WASTE PROCESSING STATION UNTIL CLEARANCE HAS BEEN ACHIEVED.** "Fire watch" is required while active work areas are in place at the site.

7.0 WORK PRACTICES

CONTRACTOR shall maintain personnel on the site at all times any portion of the work area(s) is open or not properly secured. **CONTRACTOR** will ensure that at least one (1) **CONTRACTOR** representative is on-site at all times during work hours, including during lunch break. **CONTRACTOR** will ensure that work areas are secure at the end of each work day. **CONTRACTOR** will have a company representative stay on-site to maintain security during times other than normal working hours.



Greg Calhoun

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B

Terracon

If a regulatory inspection is conducted by the Texas Department of State Health Services (TDSHS) inspector, the **CONTRACTOR'S** abatement project supervisor must immediately cease all abatement activities and give his complete and undivided attention to the inspector. Should the TDSHS inspector don personal protective equipment (PPE) and enter the containment, the abatement project supervisor will also don PPE and enter the containment to accompany the inspector on his inspection. If any deficiency/deficiencies are noted by the TDSHS inspector, the abatement project supervisor will direct the workers to immediately correct the deficiency/deficiencies.

The abatement project supervisor will accompany the TDSHS inspector throughout the duration of the inspection process, whether inside or outside the containment. Upon the TDSHS inspector's departure from the site, the supervisor will resume abatement activities.

7.1 Respiratory Protection

During asbestos related activities, the **CONTRACTOR** will provide respirators which are applicable and suitable for the purpose intended in accordance with OSHA 1910.134 – Respirator Standard. Terracon recommends use of powered air purifying respirators (PAPR) pending receipt of air monitoring data collected on-site; Terracon further recommends use of combination HEPA/organic vapor combination respirator filters.

7.2 Protective Clothing

During preparation, removal and cleanup activities in interior areas, at least one protective suit will be worn by each worker. Boots and gloves will be made available to each worker as needed. All protective suits will be properly disposed of at the conclusion of each work-shift. Prior to exiting the work area, the workers performing the cleanup will decontaminate thoroughly in three-chambered wet decontamination system attached to the work area.

During cleanup in exterior regulated areas, each worker will wear two (2) protective suits and proper respiratory protection. Upon completion of cleanup activities in each or regulated area, workers will thoroughly HEPA vacuum the outer suit. Workers will then remove the outer suit and, still wearing the inner suit, proceed to either (a) the next regulated work area, where a new outer suit will be donned over the inner suit, or (b) a central decontamination area as defined below. All protective suits will be properly disposed of at the conclusion of each work shift.



Greg Calhoun

TDSHS Asbestos Consultant License #10-5510
 Expires 10.19.17

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B


7.3 Containment/Regulated Area

The **CONTRACTOR** will establish the waste processing station and regulated work area(s) in compliance with applicable local, state and federal regulations.

Preparation of the work area will include, but may not be limited to, the cleanup of asbestos-containing and -contaminated materials, lead paint-coated components, avian pathogen-contaminated materials and fungal-contaminated materials. These activities will be performed after the installation of critical barriers and establishment of HEPA-filtered circulatory air flow. The **CONTRACTOR** will install a three chambered personnel decontamination system as described below and place HEPA-filtered negative air machines in the work area and exhausted to the outside prior to beginning precleaning activities.

The **CONTRACTOR** will establish a waste processing station on the exterior of the structure. This waste processing station will be subdivided into separate dedicated chambers for the processing of (a) general construction debris, (b) asbestos-, avian pathogen-, or fungal-contaminated materials, and (c) lead-paint waste. Please refer to Appendix C for a conceptual sketch of the waste processing station.

The waste processing station will be constructed with a rigid frame and provide protection from overhead hazards as necessary. Waste processing station walls, floors and ceilings will constructed of or covered with two (2) layers of minimum 6-mil polyethylene sheeting. Damaged polyethylene sheeting will be repaired or replaced immediately. The **CONTRACTOR** will provide one additional floor layer of 6-mil polyethylene sheeting per shift change and remove contaminated layer after each shift.

The floor of the waste processing station will be kept clean and clear of waste and debris. Accumulated water will be collected through a HEPA-filtered vacuum and disposed of through storm drain or sanitary sewer.

The **CONTRACTOR** will be responsible for providing power and water to the work areas. **NOTE: NEGATIVE PRESSURE MUST BE MAINTAINED WITHIN THE WASTE PROCESSING STATION UNTIL CLEARANCE HAS BEEN ACHIEVED.** "Fire watch" is required while active work areas are in place at the site.

Exterior asbestos containing materials (e.g. window glazing, roof flashing, cementitious siding, cementitious debris) will be abated in accordance with the National Emission Standard for Hazardous Air Pollutants (NESHAP) within a series of regulated areas, each employing asbestos warning signs and barrier tape at all approaches to the work area, drop-cloths consisting 6-mil polyethylene sheeting in and around all removal areas,



Greg Calhoun

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



localized HEPA vacuum systems, critical barriers at all openings into the structure within and adjoining the regulated area, and a central three-chambered wet decontamination system.

Provide a Personnel Decontamination Unit consisting of a serial arrangement of connected rooms or spaces, Changing Room, Shower Room, and Equipment Room.
NOTE: disposable/pop-up units displaying excessive use or wear will not be permitted for the decontamination system. Require all persons without exception to pass through this decontamination unit for entry into and exiting from the work area for any purpose. Do not allow parallel routes for entry or exit.

Changing Room (clean room): Provide a room that is physically and visually separated from the rest of the building for the purpose of changing into protective clothing. Construct using polyethylene sheeting, at least 6-mil in thickness, to provide an airtight seal between the Changing Room and the rest of the building. Locate so that access to Work Area from Changing Room is through Shower Room. Separate Changing Room from the building by a sheet polyethylene flapped doorway.

Maintain floor of changing room dry and clean at all times. Do not allow overflow water from shower to wet floor in changing room. Damp wipe all surfaces twice after each shift change with a disinfectant solution.

Provide a continuously adequate supply of disposable bath towels.

Provide posted information for all emergency phone numbers and procedures.

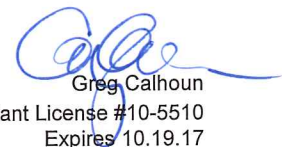
Shower Room: Provide a completely water tight operational shower to be used for transit by cleanly dressed workers entering the Work Area from the Changing Room, or for showering by workers exiting the Work Area after undressing in the Equipment Room.

Construct room by providing a shower pan and 2 shower walls in a configuration that will cause water running down walls to drip into pan. Install a freely draining floor in the shower pan at an elevation that is at the top of pan.

Separate this room from the rest of the building with airtight walls fabricated of 6-mil polyethylene sheeting.

Separate this room from the Changing and Equipment Rooms with airtight walls fabricated of 6-mil polyethylene sheeting.

Provide splash-proof entrances to Changing and Equipment Rooms with 2 doors arranged



Greg Calhoun

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



in the following configuration:

At each entrance to the Shower Room construct a doorframe out of lumber, PVC Pipe or equivalent. Attach to this door frame two overlapping flaps fastened at the head (top) and jambs (sides). Overlap the flaps that present a shingle-like configuration to the water stream from the shower. Arrange so that any air movement out of the Work Area will cause the flaps to seal against the door frame.

Provide shower head and controls. Provide temporary extensions of existing hot and cold water and drainage, as necessary for a complete and operable shower.

Provide a continuously adequate supply of soap and maintain in sanitary condition. Arrange so that water from showering does not splash into the Changing or Equipment Rooms.

Provide flexible hose showerhead. Pump wastewater to drain or to storage for use in amended water. If pumped to drain, provide 20 micron and 5 micron waste water filters in line to drain or waste water storage. Change filters daily or more often if necessary. Provide Hose Bib.

Equipment Room (contaminated area): Require work equipment, footwear and additional contaminated work clothing to be left here. This is a change and transit area for workers. Separate this room from the work area by a 6-mil polyethylene flap doorway. Separate this room from the rest of the building with airtight walls fabricated of 6-mil polyethylene sheeting. Separate this room from the Shower Room and Work Area with airtight walls fabricated of 6-mil polyethylene sheeting.

Work Area: Separate work area from the Equipment Room by polyethylene barriers. If the airborne asbestos level in the work area is expected to be high, as in dry removal, add an intermediate cleaning space between the Equipment room and the Work area. Damp wipe clean all surfaces after each shift change. Provide one additional floor layer of 6-mil polyethylene sheeting per shift change and remove contaminated layer after each shift.

Waste Load-out Area: the **CONTRACTOR** will conduct the waste load out in areas separate from any non-project personnel or passers-by.



Greg Calhoun

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B

Terracon**7.4 Removal**

The **CONTRACTOR** will perform the removal and disposal in accordance with current local, state and federal regulations.

The **CONTRACTOR** will be responsible for providing power and water to the work areas. **NOTE: NEGATIVE PRESSURE MUST BE MAINTAINED WITHIN THE WASTE PROCESSING STATION UNTIL CLEARANCE HAS BEEN ACHIEVED.** "Fire watch" is required while active work areas are in place at the site.

Suspect asbestos-containing and -contaminated materials, lead containing components, avian pathogen-contaminated materials and fungal-contaminated materials will be abated in a series of regulated work areas constructed in accordance with applicable regulations and these specifications. Spray these materials with amended water or removal encapsulant. Allow time for amended water or removal encapsulant to saturate the material. Do not over saturate to cause excess dripping. The **CONTRACTOR** will insure that associated nails/screws/fasteners and associated structural wall components are removed or thoroughly cleaned as part of the abatement process. If amended water is used, spray material repeatedly during the work process to maintain a continuously wet condition. If a removal encapsulant is used, apply in strict accordance with manufacturer's written instruction. The use of mechanical methods for removal will not be permitted. The clean surfaces will be encapsulated after passing a visual inspection conducted by a Terracon representative.

Following removal of loose or accumulated building debris, the **CONTRACTOR** will establish install splashguards of minimum 6-mil polyethylene sheeting extending a minimum four vertical feet (4') from the floor, two (2) layers of minimum 6-mil polyethylene sheeting on the floors (where applicable) prior to removing adhered flooring materials from their substrate(s).

Asbestos containing flooring materials may be applied to wood substrates. Removal of these materials through demolition of the wood substrate requires installation of a critical barrier in crawlspace(s) beneath the abatement area, if present.

7.5 Disposal of Asbestos-Containing or -Contaminated Materials, Mold-Contaminated Materials, and Avian Waste-Contaminated Materials

1. As the subject materials are removed, they will be double bagged and labeled in accordance with Texas Department of State Health Services (TDSHS) and OSHA guidelines. Pre-printed Generator Labels shall be affixed to each bag or wrapped component prior to being placed in the lined waste disposal dumpster or trailer. **The**


 Greg Calhoun
 TDSHS Asbestos Consultant License #10-5510
 Expires 10.19.17

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



use of bladder bags, onion bags or any other disposal bags deemed unconventional by the QEP will not be permitted, unless authorized in writing by the QEP prior to contract award.

2. Asbestos-containing or -contaminated waste will be labeled in accordance with 29 CFR 1910.1200 (f) of OSHA's Hazard Communication standard, and will contain the following information:

DANGER
 CONTAINS ASBESTOS FIBERS
 AVOID CREATING DUST
 CANCER AND LUNG DISEASE HAZARD

3. The area between the bag-out area and the prepared waste receptacle shall be regulated with barrier tape during bag-out operations. The waste dumpster or trailer shall remain secured during all other periods.
4. The waste will be disposed in an approved landfill. The waste will be transported to the landfill in a lined closed top receptacle. Verification of disposal at the landfill will be provided to the **OWNER** by **CONTRACTOR** via the Uniform Hazardous Waste Manifest signed by the landfill.
5. The waste will be transported to the landfill in a lined closed top receptacle. Verification of disposal at the landfill will be provided to the **OWNER** by **CONTRACTOR** via the Uniform Hazardous Waste Manifest.

7.6 Disposal of Lead-Containing or -Contaminated Materials

This section describes the disposal of lead containing or lead contaminated components and/or waste materials. Disposal includes packaging of all non-metal waste materials and shall be accomplished by land filling or incineration as appropriate. Approval by **OWNER** is required prior to all recycling or disposal activities.

Absent testing of waste to determine disposal requirements, suspect lead-containing or -contaminated materials will be disposed of as lead-containing. Testing, if conducted, shall be conducted by the **QEP**. The **QEP** shall verify that the waste has been properly segregated, containerized, and classified in the following categories:

Hazardous Solid Waste:

- Paint chips
- Rags, sponges, mops, HEPA vacuum filters and contents, respirator



Greg Calhoun

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



- cartridges, protective clothing, shower water filter(s) and other materials used during abatement.
- Building components if applicable

Hazardous Liquid Waste (as determined by testing)

- Waste water

Place all lead waste generated during the project in a DOT approved drum lined with a 6-mil disposal bag in an enclosed dumpster, truck or designated secure storage area. Separate waste materials into the following categories and label all disposal drums.

All waste shall be handled and disposed of according to local, city, state, and federal regulations. All waste assumed to be hazardous shall be transported off-site to the approved disposal site by **CONTRACTOR**.

Disposal of Hazardous Liquid or Solid Wastes (as categorized by QEP):

- a. Comply with Resource Conservation Recovery Act (RCRA), Department of Transportation (DOT), state and local regulations.
- b. Comply with DOT and state regulations for containers. The most stringent regulation shall apply.
- c. All waste is to be hauled by a licensed waste hauler with all required licenses from all state and local authorities with jurisdiction.
- d. Load all waste material into properly sized disposal bags or polyethylene sheeting prior to being placed in lead-tight drums. Prior to transporting, all materials are to be contained in a DOT approved sealable steel drum with one of the following:
 - One, 6-mil layer of sheet polyethylene, duct tape all seams or
 - One, 6-mil disposal bag; or
 - Two, 4-mil disposal bags
- e. Protect interior of truck or dumpster with two (2) layers of 6-mil polyethylene sheeting will all seams sealed with duct tape.
- f. Load containerized waste in fully enclosed dumpsters or trucks for transport.



Greg Calhoun

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



- g. Do not store containerized materials outside of the Work Area. Take containers from the Work Area directly to the designated storage area or enclosed dumpster or truck.
- h. At completion of hauling and disposal of each load submit copy of Uniform Hazardous Waste Manifest to QEP.

7.7 Disposal of Non-Hazardous Waste**Non-Hazardous Solid Waste:**

- After thorough cleaning, plastic sheeting and duct tape used during abatement.

Disposal of Non-Hazardous Solid Waste (as categorized by QEP)

Materials are to remain in 6-mil disposal bags or wrapped in polyethylene sheeting.

Transport waste in enclosed trucks or dumpsters.

Disposal of Non-Hazardous Liquid Waste (as categorized by QEP)

Dispose of liquid waste by pouring into sanitary sewage system if permission is received from publicly owned treatment works facility (POTW). Do not dispose of liquid waste by pouring onto ground or into storm drain. If the liquid waste contains phosphates or other chemicals, advise treatment facility of quantity of liquid and that it is likely to contain phosphates.

Properly filtered shower water shall be disposed of as non-hazardous liquid waste. All filters shall be disposed of in accordance with applicable regulations.

7.8 Clearance

Removal will be considered complete following a visual inspection by the QEP. The QEP will inspect all interior surfaces for dust, debris or other evidence of the subject materials.

Asbestos

Asbestos final air clearance sampling will be conducted in interior work areas, negative-pressure enclosures, full containments and the waste processing station; sampling will be performed in accordance with the Texas Asbestos Health Protection Rules (TAHPR) 295.58(i)(3). Clearance samples will be collected using aggressive sampling techniques.


 Greg Calhoun
 TDSHS Asbestos Consultant License #10-5510
 Expires 10.19.17

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



as described in TAHPR 295.58(i)(3)(A). Equipment used in aggressive sampling should be properly cleaned and decontaminated before use. Air filtration units shall remain on during the clearance air-monitoring period. Prior to air sample collection, floors, ceiling and walls shall be swept with the exhaust of a minimum one (1) horsepower leaf blower. A minimum of eight (8) complete air changes will occur within any containment prior to collection of clearance samples.

A minimum of three (3) samples will be collected inside each negative-pressure enclosure or full containment; at the QEP'S direction, one additional sample will be collected for each 10,000 cubic feet of containment volume (or fraction thereof) in excess of 30,000 cubic feet. The PCM analysis will be performed in accordance with the most current NIOSH 7400 Method and A Counting Rule for the determination of final clearance. The release criteria for PCM analysis is complete if all PCM air samples are determined below 0.01 fibers per cubic centimeter. If the PCM results fail to meet the release criteria, then the decontamination is incomplete and recleaning per the specification is required.

Mold

The project will be cleared by: 1) visual inspection; and, 2) total bioaerosol analysis. The post remedial inspection and air sample collection will be conducted while the containment is in place and properly ventilated. The containment must be on direct exhaust ventilation to the outdoor environment or sealed and in air scrub mode for a cumulative of 24 hours after final cleaning and prior to the PRV final clearance air sample collection. The containment(s) may not be removed or depressurized until final clearance criteria has been achieved and written, interim notice provided by the MAC to the MRC.

The visual evaluation criteria will consist of an evaluation of the remediation area to determine if the remediation has been properly conducted in accordance with the project specifications and procedures, applicable state regulations, and visible fungal growth and extraneous debris within the work areas has been properly removed.

Representative air samples shall be collected from within the containment, the outdoor environment, and analyzed by standard optical light microscopy methods. Total bioaerosol analysis must be conducted by a licensed Mold Analysis Laboratory. Any area whose air test does not meet post remediation criteria will be re-tested following cleaning and air scrubbing of those areas.

Total bioaerosol analytical clearance criteria will be based on qualitative and quantitative similarity between the indoor samples and the ambient outdoor control samples collected contemporaneously. Air samples will be collected and analyzed in a manner that provides a


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Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B

Terracon

minimum detection limit of 43 spores/m³. Fungal aerosols in the indoor environment should not exceed the contemporaneously collected outdoor control samples by more than 650 spores/m³ (2), or, fungal spores that are unique to the indoor environment should not exceed more than 50 % of the "high" results for Typical Outdoor Spore Levels (Texas) as reported in the EMLab P & K IAQ Pocket Reference Guide, 6th Edition (3). The consultant may make numeric exceptions for frequently isolated genera such as *Cladosporium* or other typical mesophilic fungi.

Lead

The **QEP** shall confirm removal of lead waste through visual inspection and wipe sampling for lead dust concentrations conducted as follows:

- a) Post-abatement or removal to determine if previously specified clearance criteria has been met in each area of remediation. The clearance level has been established at 40 micrograms per square foot (µg/ft²) on horizontal surfaces.
- b) The specific location and number of samples will be determined upon conclusion of the remediation. If at any time the post-abatement or removal wipe samples exceed the clearance levels identified. The **CONTRACTOR** shall be responsible additional cleaning of the area to attempt to achieve clearance levels. If additional cleaning is required, the **CONTRACTOR** will perform the re-cleaning with no adjustment in the contract price.

8.0 CONTRACTOR SUBMITTALS

Submittals required for proper execution include but are not limited to the following:

Pre-Construction Submittals (submitted to **QEP**):

Regulatory Notification Information

Plan of Action

Fire Action Plan

Emergency Phone List

Project Schedule

2 "Post Remedial Assessment and Clearance Criteria for Mold Remediation Projects" L. D. Robertson, H. L. Horner, Mycological Society of America Annual Conference, Louisiana State University, August 9, 2007.

3 IAQ Pocket Reference Guide – 6th Edition, EMLab P & K.


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Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



Copy of Written Respirator Program which conforms to 29 CFR 1910.134(b)
 OSHA Material Safety and Data Sheets (Product Handling)
 Negative Initial Exposure Assessment
 Copy of EPA "uniform hazardous waste manifest" form
 Sample of disposal bag and labels to be used.

Construction Submittals (submitted to **QEP** before start of work on-site)

Licenses: Contractor, Supervisor, Transporter(s)
 NESHAP Training Certificate
 Personal Air Monitoring Lab Results
 List of Workers
 Worker Registration Certificates
 Medical Examination Results
 Pre-project lead blood level monitoring testing for each supervisor and worker
 Worker Training Certificates
 Respiratory Fit Test Certificate
 Certificates of Worker Acknowledgement

Project Closeout (submitted to **QEP**)

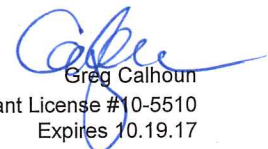
Contractor's Daily Log
 Worker Registration Certificates for Personnel
 Waste Disposal Manifest Copies
 Company Licenses/Certifications
 Worker Training Certificates
 Respiratory Fit Test Certificate
 Certificate of Completion
 Releases, Occupancy Permits (if applicable)
 Personal Air Monitoring Lab Results
 Post-project lead blood level monitoring testing for each supervisor and worker
 Personal Air Monitoring Lab Results

RESUBMISSION:

Revise submittals as required and resubmit as specified for initial submittal. Indicate any changes which have been made other than those requested by **QEP**.

CONTRACTOR RESPONSIBILITIES:

Illegible submittals will be rejected and returned for re-submittal.



Greg Calhoun

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



Schedule submittals according to general flow of Work and so as to allow for adequate and timely review of submittals by **QEP**.

Review submittals prior to submission and submit to **QEP** in accordance with provisions herein.

Verify field measurements, construction criteria, catalog numbers and similar data.
 Coordinate submittals with requirements of Work and Contract Documents.

CONTRACTOR'S responsibility for errors or omissions is not relieved by **QEP's** review.

CONTRACTOR'S responsibility for deviations from requirements of Contract Documents is not relieved by **QEP'S** review, unless **QEP** is notified of deviations in writing at time of submittal, and gives written consent to specific deviations.

Do not begin work which requires submittals until reviewed submittals have been reviewed and approved by **QEP**.

If required, reproduce and distribute copies after **QEP'S** review.

QEP'S RESPONSIBILITIES:

The responsibility of performing the final visual inspection and the final air clearance is delegated to Terracon's on-site State of Texas licensed project manager.

Review submittals within two working days or indicate in writing reasons for reviews which require additional time.

Review for conformance with design concept of project and information given in Contract Documents.

Indicate results of review and return submittals to **CONTRACTOR** for distribution.

QEP is not responsible for verification of field measurements, construction criteria, catalog numbers and other similar data.

Review of separate items does not constitute review of an assembly in which items function.


 Greg Calhoun

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



9.0 CONSTRUCTION NOTES

The **CONTRACTOR** is responsible for filing and managing the 10-Day Notification to the Texas Department of State Health Services (TDSHS) and is responsible for communicating amendments of changes to the local TDSHS staff. The **OWNER** shall be responsible for payment of notification fees included in the Demolition/Renovation Notification Form. On Notification form, **OWNER** shall be listed as stated on front cover.

The **CONTRACTOR** will be responsible for providing power and water to the containment areas. **NOTE: NEGATIVE PRESSURE MUST BE MAINTAINED WITHIN ANY CONTAINED AREA UNTIL CLEARANCE HAS BEEN ACHIEVED.** Terracon recommends that "fire watch" be performed while active containments are in place at the site.

The **CONTRACTOR** is to be current and in good standing on all asbestos abatement notification fees. The **OWNER** reserves the right to verify **CONTRACTOR'S** standing.

The **CONTRACTOR** shall maintain all records required by TDSHS Texas Asbestos Health Protection Rules, Texas Environmental Lead Reduction Rules, and Texas Mold Assessment and Remediation Rules, as applicable.

CONTRACTOR parking and disposal dumpster areas will be as designated by the **OWNER**. The **CONTRACTOR** will keep work and parking areas clean.

Prior to any commencement of work, the **CONTRACTOR** will provide a licensed electrician to provide power lock-out and tag-out of all circuits to be affected by the asbestos abatement activities. Lock-out/Tag-out must meet OSHA 1910.147 requirements. All electrical circuits in the regulated and/or contained area shall have ground-fault interrupter (GFCI) units installed.

Exhaust negative pressure ventilation system to outside of building.

The **CONTRACTOR** shall be responsible for installing hard barriers in any window openings utilized for exhaust of negative pressure and shall ensure that the building can be secured between work periods. If necessary, a hard barrier decontamination unit shall be constructed at the site to ensure building security.

The **CONTRACTOR** shall provide temporary self-contained toilet units for use by **CONTRACTOR** and **QEP** personnel throughout the duration of abatement activities.


 Greg Calhoun

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



The **CONTRACTOR** shall install one fire extinguisher in the work area for each 1,000 square feet of work area or fraction thereof. Additional fire extinguishers shall be installed in the Equipment Room and Clean Room of the decontamination unit.

The **CONTRACTOR** shall conduct a safety meeting for **CONTRACTOR'S** employees with emphasis on operation of fire extinguishers and emergency exits in case of fire. **CONTRACTOR** shall have posted emergency phone numbers for the fire department and police.

CONTRACTOR shall store a minimum of volatile substances on the job site and in fire resistant containers only.

10.0 PRODUCTS

Amended Water: Provide water to which a surfactant has been added. Use a mixture of surfactant and water which results in wetting of the ACM and retardation of fiber release during disturbance of the material.

Disposal Bags: Provide as a minimum, individual, 6-mil thick, leak-tight, manufactured polyethylene bags.

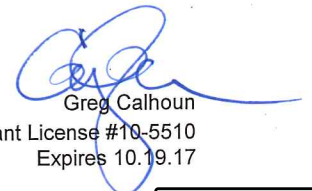
Disposal Bag Labels: Provide labels with **OWNER'S** name, **CONTRACTOR'S** name, project site address and the following warnings and labels, in accordance with regulatory requirements. Labels shall be lettered with indelible ink.

First Label:

CAUTION
 CONTAINS ASBESTOS FIBERS
 AVOID OPENING OR BREAKING CONTAINER
 BREATHING ASBESTOS IS HAZARDOUS TO YOUR HEALTH

Second Label: Provide in accordance with 29 CFR 1910.1200(f) of OSHA's Hazard Communication standard:

DANGER
 CONTAINS ASBESTOS FIBERS
 AVOID CREATING DUST
 CANCER AND LUNG DISEASE HAZARD
 BREATHING AIRBORNE ASBESTOS, TREMOLITE, ANTHOPHYLLITE, OR
 ACTINOLITE FIBERS IS HAZARDOUS TO YOUR HEALTH



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Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



Third Label: Provide in accordance with U.S. Department of Transportation Regulation on hazardous waste marking. 49 CFR parts 171 and 172. Hazardous Substances: Final Rule:

RQ HAZARDOUS
 SUBSTANCE,
 CLASS 9,
 NA 2212, PG III
 (ASBESTOS)

Polyethylene Wrap: Provide minimum 6-mil polyethylene sheeting as a wrapping for large sections of rigid waste material and for construction of floors and critical barriers in the containment areas. Provide minimum 4-mil polyethylene sheeting for construction of walls of the containment.

Removal Encapsulant: Provide a penetrating type encapsulant designed specifically for removal of ACM. Utilize an encapsulant that will meet or exceed the results produced by use of Amended Water, as described above.

11.0 AIR MONITORING SERVICES

The responsibility for performing visual inspections and air monitoring services is delegated to Terracon's on-site State of Texas licensed project manager/air monitoring technician.

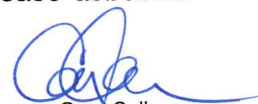
The **QEP** shall verify that the Work performed is in compliance with applicable regulations and that the building areas beyond the Work Area and the outside environment remain free of contamination. This section also sets forth airborne fiber levels both inside and outside the Work Area as permissible exposure limits (PELs), and describes the action required by the **CONTRACTOR** if a permissible exposure limit is met or exceeded.

AIR MONITORING:

The **QEP** will be conducting air monitoring throughout the course of the project.

Work Area Isolation: The **QEP** will monitor airborne fiber counts outside the Work Area. The purpose of this air monitoring will be to detect faults in the Work Area isolation including, but not limited to, contamination of the building outside of the Work Area with airborne asbestos fibers, failure of filtration or rupture in the ventilation system, or contamination of the exterior of the building with airborne asbestos fibers.

Should any of the above occur, the **CONTRACTOR** shall immediately cease asbestos


 Greg Calhoun
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Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



abatement activities until the fault is corrected. Work shall not recommence until authorized by the **QEP**.

Work Area Airborne Fiber Count: The **QEP** will monitor airborne fiber counts in the Work Area. The purpose of this air monitoring will be to detect airborne fiber counts which may significantly challenge the integrity of Work Area isolation procedures that protect the balance of the building or outside of the building from contamination by airborne fibers.

AIRBORNE FIBER COUNTS:

Inside Work Area: Maintain an average airborne count in the Work Area of less than 0.1 fibers per cubic centimeter. If the fiber counts rise above this figure for any sample taken, revise work procedures to lower fiber counts. If the Time Weighted Average (TWA) fiber count for any Work shift or eight (8) hour period exceeds 0.1 fibers per cubic centimeter, stop work and leave ventilation system in operation. Do not recommence work until authorized by the **QEP**.

Outside Work Area: Maintain an average airborne count outside the Work Area of less than the Permissible Exposure Limit (PEL) of 0.1 f/cc of air.

If any air sample taken outside the Work Area exceeds the PEL, immediately stop work until the source of the elevated fiber readings can be determined by the **QEP**. Immediately take corrective as instructed by the **QEP**.

Decontaminate the affected area in accordance industry standard methods.

ANALYTICAL METHODS:

The following methods will be utilized at the discretion of the **QEP** in collecting and analyzing air samples:

Phase Contrast Microscopy (NIOSH 7400 Method, Issue 2, Revision 3 or OSHA Reference Method)

Transmission Electron Microscopy (40 CFR Part 763, Subpart E, Appendix A)

SAMPLE PROTOCOLS:

General: The number and volume of air samples taken by the **QEP** will generally be in accordance with the following schedule. Sample quantities, locations, volumes and methodologies may vary depending upon the analytical method, project layout, procedures used and at the discretion of the **QEP**.

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



SCHEDULE OF AIR SAMPLES FOR WORK AREAS & WASTE PROCESSING STATION(S):

Base Line Sample Schedule: The **QEP** will secure the following air samples to establish a Base Line before start of Work. The number of samples may vary according to site plan and on authorization of **QEP**.

Location Sampled	Minimum Number of Samples	Minimum Sample Volume	Planned Analytical Method
Each Work Area	3	1,250 Liters	PCM

Daily Sample Schedule (per 8-hour work period): The **QEP** will generally take the following samples on a daily (8-hour work period) basis. The number of samples may vary according to site plan and on authorization of **QEP**.

Location Sampled	Minimum Number of Samples	Minimum Sample Volume	Planned Analytical Method
Each Interior Work Area	1	500 Liters	PCM
Outside Each Interior Work Area/Inside Building	1	500 Liters	PCM
Decon Unit Clean Room	1	500 Liters	PCM
Output of Negative Pressure Ventilation System	1	500 Liters	PCM

Clearance Sample Schedule: The **QEP** will secure the following air samples to determine air clearance at the conclusion of abatement. The number of samples may vary according to site plan and on authorization of **QEP**.

Location Sampled	Minimum Number of Samples	Minimum Sample Volume	Planned Analytical Method
Each Interior Work Area	3	1,250 Liters	PCM

If airborne fiber counts exceed baseline limits, additional samples will be taken (and classified as retests) as necessary to monitor fiber levels and confirm sources.

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B



Please refer to Section 3.8 Clearance for mold and lead clearance procedures.

SCHEDULE OF AIR SAMPLES FOR EXTERIOR WORK AREA(S):

Daily Sample Schedule (per 8-hour work period): The **QEP** will generally take the following samples on a daily (8-hour work period) basis. The number of samples may vary according to site plan and on authorization of **QEP**.

Location Sampled	Minimum Number of Samples	Minimum Sample Volume	Planned Analytical Method
"Upwind" of Work Area	1	500 Liters	PCM
"Downwind" of Work Area	1	500 Liters	PCM

The **QEP**, in addition to providing air monitoring services, will provide full-time, on-site inspection of work activities. Work shall not proceed without prior notice to the **QEP** and presence of the **QEP** on the work site (requires 48 hours advance notice of work).

The **QEP** will conduct the following key Project inspections and no work by the **CONTRACTOR** will proceed beyond these points until all discrepancies noted during the inspection have been corrected.

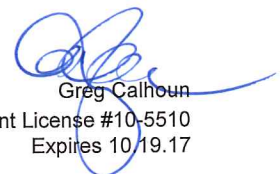
The **QEP'S** inspections do not relieve the **CONTRACTOR** of Contract obligations and are not designed to locate all project discrepancies. The **CONTRACTOR** is responsible for project quality.

First Key Inspection:

Inspection of Work Area Prior to Start of Removal: Removal operations shall not proceed until the **QEP** has completed inspection of the Work Area preparations and until all discrepancies noted have been corrected.

Second Key Inspection:

Inspection during Removal: Removal Work shall not be conducted unless the **QEP** is on the Project site. Daily inspection of the Work Area and Work practices will be conducted; upon discovery and report of a discrepancy the **CONTRACTOR** shall immediately stop Work and correct the discrepancy.



Greg Calhoun

Site Cleanup Plan

Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
 EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
 February 25, 2016 ■ Terracon Project No. 94137464B


Third Key Inspection:

Inspection of Work Area after Completion of Removal Work, but Prior to Encapsulation and Containment Disassembly: A visual inspection of the Work site and/or Containment areas and removal surfaces will be conducted at this point by the **QEP** and encapsulation and/or containment disassembly shall not proceed until discrepancies noted have been corrected.

Fourth Key Inspection:

Final Clearance: After encapsulation and final clean-up of the Work Area, but prior to removal of Critical Barriers, the **QEP** will conduct a visual inspection.

Final Key Inspection:

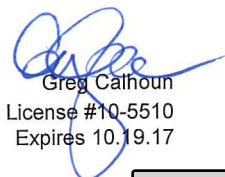
Project Closeout Inspection: A final inspection will be conducted by the **QEP** after the **CONTRACTOR** has removed all barrier tape, drop-cloths, equipment, and supplies. A project "Punch List" will be provided of any items requiring correction or completion. Punch List items shall be completed prior to issuance of final completion notice by the **CONTRACTOR**.

Discrepancies or needed corrective measures observed by the **QEP** will be reported to the **CONTRACTOR'S** Superintendent on-site and shall be immediately corrected.

The above inspections are not necessarily single events. Failed inspections will be re-conducted and time classified as retests and charged back to the **CONTRACTOR** in accordance with the project documents. Inspections will require 24 hours advance notice to the **QEP**.

PERSONAL MONITORING:

The **CONTRACTOR** shall perform air monitoring as required to meet OSHA requirements for maintenance of Time Weighted Average (TWA) and excursion limit fiber counts for types of respiratory protection provided. The **OWNER** will not be providing air monitoring services to meet these OSHA requirements. Note: Results of Personal Monitoring shall be submitted to the **QEP** within 72 hours of the time samples are obtained. A listing of all personal monitoring results obtained during the project shall be submitted to the **QEP** with the **CONTRACTOR** closeout submittals.



Greg Calhoun

Site Cleanup Plan

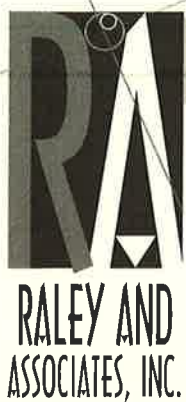
Commercial Building ■ 203/205 W Broad Street ■ Texarkana, Texas
EPA ACRES ID No. 72441/72421 ■ Cooperative Agreement No. BF-00F62801
February 25, 2016 ■ Terracon Project No. 94137464B

Terracon**LABORATORY TESTING:**

The **QEP** will perform field analysis of the air samples. A microscope and field laboratory will be set up at the jobsite, at the option of the **QEP**, so that verbal reports on air samples can be obtained promptly after collection.

Reports to the **OWNER** by the **QEP** will include air monitoring data and pertinent information on work being conducted such as: work hours, number of workers, procedures used, contractor discrepancies and corrective measures, containment methods and construction, and amount of ACM removed.

**APPENDIX A
STRUCTURAL ASSESSMENT
RALEY & ASSOCIATES, INC.
July 2015**



July 31, 2015

Ms. Daphnea Ryan
Manager of Environmental Services
City of Texarkana, TX
P.O. Box 1967
Texarkana, TX 75504

Re: 203 and 205 W. Broad
Texarkana, TX

Dear Ms. Ryan,

Per your request, this office made a visual observation of the subject buildings on Wednesday, July 29, 2015. We had made a previous observation on October 4, 2012. The purpose of this visit was to observe the buildings for the possibility of shoring the structure while Phase II environmental sampling could be done. For the record, Jeff Raley, P.E. and Heather Ochoa, City of Texarkana, were present during this visit.

As of this date, the building structures appear to be unstable and not safe for persons to enter the structures for the purpose of sampling. It is our opinion that it would not be cost effective to do temporary shoring for the purpose of sampling since sampling can be done during material removal (see photos).

The adjacent buildings to the east and west will need to be protected during the removal of materials for assessment and clean up.

Once the buildings are cleared of rubble and debris, we can assess the front walls to determine the feasibility of saving them in place. It has been our experience that more times than not, this is a possibility. The rear walls have been damaged from the roof collapses and most likely will have to be rebuilt. The adjacent side walls will need to be reinforced once the removal is complete.

We are not able to determine the type of shoring or reinforcing that will be required for the front and sidewalls at this time. We are available to make that assessment as soon as the removal is complete.

This report is based upon our experience, readily accessible visible defects and certain assumptions that conventional methods of construction were used to build the buildings. We cannot normally see irregularities inside structures. Nature through excessive rain, droughts and differing soil characteristics cause extremes we cannot anticipate. Also, remodeling and changes

Professional Engineers Licensed in:

Alabama, Arizona, Arkansas, Colorado, Connecticut, District of Columbia, Florida, Georgia, Idaho, Indiana, Iowa, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Nevada, New Mexico, North Carolina, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Vermont, Virginia, Washington, West Virginia

in the building alter conditions that affect the building. Because of all these unknowns, this firm offers no warranty or guaranty with this report.

This report is intended to generally educate the client about the structural condition of the building and does not apply to the condition of any mechanical, electrical or plumbing items that may exist in the building. This report does not apply to the possible presence and/or danger from harmful substances such as toxic chemicals, lead paint, carbon monoxide, airborne hazards, mold, etc.

This report has been written for your sole use and only you have the authority to distribute this report to others. Raley and Associates, Inc. and its agents and employees do not have and do disclaim any contractual relationship with, or duty or obligation to, any party other than the addressee of this report. Only the engineer(s) who signed this document has the authority to change its contents and then only in writing to you. This report addresses the results of work completed to date. Should any additional information become available, we reserve the right to amend, as warranted, any of our conclusions or recommendations.

If you have any questions or need additional information, please call.

Sincerely,


Jeff Raley
Professional Engineer
TX-F594



APPENDIX B
PROPERTY-SPECIFIC SAMPLING AND ANALYSIS PLAN (PSAP)
ASBESTOS, LEAD-PAINT, MOLD AND GUANO SAMPLING

Commercial Building
203 & 205 W Broad Street
Texarkana, Texas 75501

Brownfields Multi-Purpose Pilot Grant
United States Environmental Protection Agency, Region 6
EPA Cooperative Agreement No. BF-00F62801
Terracon Project No. 94137464B
July 2014

PROPERTY-SPECIFIC SAMPLING AND ANALYSIS PLAN (PSAP) – ASBESTOS, LEAD-PAINT, MOLD AND GUANO SAMPLING

Commercial Building
203 & 205 W Broad Street
Texarkana, Texas 75501

Brownfields Multi-Purpose Pilot Grant
United States Environmental Protection Agency, Region 6
EPA Cooperative Agreement No. BF-00F62801
Terracon Project No. 94137464B

1.0 TITLE AND APPROVALS

1.1 Contractor Project Manager

Greg Calhoun / Terracon Consultants, Inc. Date _____

1.2 Contractor QA Reviewer

John Sallman, P.G. / Terracon Consultants, Inc. Date _____

1.3 Grantee Brownfields Project Manager

Craig Lindholm / City of Texarkana Date _____

1.4 Grantee QA Manager

Daphnea Ryan/ City of Texarkana Date _____

1.5 EPA Region 6 Grant Manager

Camisha Scott/ USEPA Region 6 Date _____



The project Quality Assurance Project Plan (QAPP) and this Property-Specific Sampling and Analysis Plan (PSAP) incorporate TRIAD elements of systematic planning, a dynamic work plan and use of on-site analytical tools. This document makes direct use of the most current QAPP approved by USEPA, providing numerical references to the QAPP where appropriate.

2.0 TABLE OF CONTENTS

1.0	TITLE AND APPROVALS.....	1
1.1	CONTRACTOR PROJECT MANAGER	1
1.2	CONTRACTOR QA REVIEWER.....	1
1.3	GRANTEE BROWNFIELDS PROJECT MANAGER	1
1.4	GRANTEE QA MANAGER	1
1.5	EPA REGION 6 GRANT MANAGER	1
2.0	TABLE OF CONTENTS.....	2
3.0	PROPERTY IDENTIFICATION AND ELIGIBILITY	4
3.1	CITY IDENTIFICATIONS	4
3.2	AGENCY APPROVALS TO ALLOW ASSESSMENT.....	4
3.3	ALL APPROPRIATE INQUIRIES COMPLETED PER COOPERATIVE AGREEMENT	4
3.4	ACCESS BY OWNER/OTHER AUTHORITY, REFERENCED OR ATTACHED	4
3.5	HAVE PROPERTY CONDITIONS CHANGED SINCE PHASE I ASSESSMENT ?	4
3.6	SITE DESCRIPTION.....	4
4.0	PURPOSE AND OBJECTIVES.....	4
4.1	DATA QUALITY INDICATORS (DQIs).....	4
4.2	PRECISION	5
4.3	ACCURACY	5
4.4	REPRESENTATIVENESS	5
4.5	COMPLETENESS	5
4.6	COMPARABILITY	5
4.7	SENSITIVITY	5
4.8	BIAS	5
5.0	NEEDED PROJECT DECISIONS	5
6.0	STATEMENT OF RECOGNIZED ENVIRONMENTAL CONDITIONS	6
6.1	HAZARDOUS MATERIALS	6
7.0	SAMPLING RATIONALE AND METHODOLOGY	7
	<i>Table 1. Rationale for Sample Locations.....</i>	<i>7</i>
7.1	SAMPLE SUMMARY	8
7.2	LABORATORY METHODOLOGY	9
	<i>Table 2. Preservation, Storage and Container Requirements.....</i>	<i>9</i>
8.0	QUALITY CONTROL	10
9.0	HEALTH AND SAFETY	10
10.0	DEVIATIONS FROM APPROVED QAPP	10
11.0	PERSONNEL.....	10
	<i>Table 3. Key Personnel.....</i>	<i>10</i>

12.0 SCHEDULE OF ASSESSMENT11

Table 4. Proposed Project Schedule.....11

ATTACHMENTS

- Appendix A: Health & Safety Plan
- Appendix B: Survey Protocols
- Appendix C: Site Access Agreement

3.0 PROPERTY IDENTIFICATION AND ELIGIBILITY

3.1 City Identifications

City Riggs Addition Lot 2 Tract 27, 203 West Broad Street, Bowie County, Texas

City Riggs Addition Lot 2 Tract 27, 205 West Broad Street, Bowie County, Texas

Property ID Number(s): 203 W Broad Street - Parcel No. 03840017100
205 W Broad Street - Parcel No. 03840017200

3.2 Agency Approvals to Allow Assessment

Hazardous Substance by EPA	<u> X </u> Yes	<u> </u> NO-STOP
Petroleum by State (provide Attachment D)	<u> </u> Yes	<u> </u> NO-STOP
Co-mingled Hazardous and Petroleum by EPA by State	<u> </u> Yes*	<u> </u> NO-STOP

3.3 All Appropriate Inquiries Completed per Cooperative Agreement

ASTM E1527-05 X Yes - **NO-STOP**

Phase I ESA report completed February 3, 2012

3.4 Access By Owner/Other Authority, Referenced or Attached

 X Yes **NO-STOP**

The current owner will grant access the site.

3.5 Have Property Conditions changed since Phase I Assessment?

 X No Yes Not Applicable

3.6 Site Description

The site is located at 203 and 205 West Broad Street in Texarkana, Bowie County, Texas. The site consists of two contiguous commercial buildings totaling approximately 3,500 square-feet.

4.0 PURPOSE AND OBJECTIVES

(Expanded in QAPP Section A5.2) The United States Environmental Protection Agency (EPA) selected the City of Texarkana, Texas (City and Grantee) for a Brownfields Multi-Purpose Pilot Grant (Grant). The purpose of this project is to fully assess the Downtown Texarkana, Texas 203/205 W. Broad Street Brownfields site (Project)

4.1 Data Quality Indicators (DQIs)

(QAPP A7.3) When conducting this investigation, all measurements will be made so that results are reflective of the medium and conditions being measured. DQIs will be assessed by

evaluating Precision, Accuracy, Representativeness, Completeness, Comparability, Sensitivity and Bias of the data collection process.

4.2 Precision

A measure of the reproducibility of analyses under a given set of conditions calculated at data check per QAPP Section A7.3.1.

4.3 Accuracy

A measure of the bias that exists in a measurement system, calculated at data check per QAPP Section A7.3.2.

4.4 Representativeness

The degree of how well sampling data accurately and precisely depict selected characteristics, calculated at data check per QAPP Section A7.3.4.

4.5 Completeness

The measure of the amount of valid data obtained from a measurement system compared to the amount that was expected to be obtained under “normal” conditions, calculated at data check per QAPP Section A7.3.3.

4.6 Comparability

The degree of confidence with which one data set can be compared to another, determined at data check per QAPP Section A7.3.5.

4.7 Sensitivity

Sensitivity is the ability of the method or instrument to detect target compounds at the level of interest, determined at data check per QAPP Section A7.3.6.

4.8 Bias

Bias is the systematic or persistent distortion of a measurement process that causes errors in one direction, determined at data check per QAPP Section A7.3.7.

5.0 NEEDED PROJECT DECISIONS

(Expanded in QAPP Section A5) The Brownfields project decision is the same for all eligible properties of assessment. The data collected is used to determine whether or not a property with an ASTM REC identified in Phase I assessment is or is not impacted relative to Texas environmental standards. Based on the outcome of the data collection, there are two actions:

- The property is “clean” and presents, due to measured conditions of environmental impairment compared to state cleanup standards, no reasonable impediment to consideration for redevelopment than would normally be exercised by the Grantee; or,
- The property is impacted and presents, based on measured conditions of environmental impairment compared to state cleanup standards, a need for additional evaluation above

that normally exercised by the Grantee in considering a property as feasible for redevelopment.

6.0 STATEMENT OF RECOGNIZED ENVIRONMENTAL CONDITIONS

With the support provided through the EPA Brownfields Multi-Purpose Pilot Grant, the City of Texarkana, Texas will assess, cleanup, and prepare the derelict property site located at heart of the Texarkana's Historic Central Business District, 203 and 205 W. Broad Street, Texarkana, Texas 75501-5609, for commercial redevelopment.

The City conducted a Phase I ESA using EPA Brownfields Assessment Grant funds while the property was under the ownership of Josh and Dianna Morriss. Phase I ESA's were also performed through the AR-Tex Council of Governments with EPA Brownfields funds (2005) and TCEQ (2008). There are no less than 20 recognized environmental conditions (REC's) for the site. RECs are conditions observed by the environmental professional that could potentially produce environmental impairment. In and of themselves, RECs do not require action. This is an opportunity for Texarkana to address asbestos, lead paint, pigeon guano and mold contamination, as well as possible subsurface contamination (see separate PSAP).

6.1 Hazardous Materials

☐ Petroleum REC ☒ Hazardous Substance REC ☐ Co-mingled REC

During the Phase I site reconnaissance, the buildings were observed to be in extremely poor condition. Water infiltration has severely damaged the roof and flooring of both buildings, with a significant portion of the roof at 203 W Broad Street collapsed, as well as the floor of 205 W Broad Street. Based on the age and deteriorated condition of the buildings, asbestos-containing materials, lead-based paint, mold, and bird guano may be present on the site.

The City of Texarkana is requesting asbestos, lead-based paint, mold and bird guano surveys prior to renovation of the on-site structures. The survey reports will include quantities and locations of various types of the respective hazardous materials.

7.0 SAMPLING RATIONALE AND METHODOLOGY

This PSAP describes the type and frequency of samples that will be collected for this project. Any significant modifications to this PSAP that are the result of field conditions will be discussed with the EPA. The rationale for location and type of sample indicated at these locations is indicated in Table 1 below.

Table 1. Rationale for Sample Locations

Location	Media	Project Rationale
A-1 thru A-200	Suspect Asbestos-Containing Building Materials	Sample suspect asbestos-containing building materials in accordance with NESHAP, AHERA and TAHPR requirements; Protect human health by determining if suspect building materials are asbestos containing.
L-1 thru L-30	Suspect Lead-Based Paint Coatings	Sample suspect lead-based paint coatings with TELRR requirements; Protect human health by determining if suspect paint coatings are lead containing.
M-1 thru M-15	Suspect Fungal Growth	Sample suspect fungal growth in accordance with TMARR guidelines. Protect human health by determining if suspect fungal growth is hazardous and provide OSHA Right to Know information related to dealing with hazardous materials.
G-1 thru G-7	Bat/Bird Guano/Debris	Bulk materials of Bat/Bird guano/debris will be aseptically sampled and analyzed by PCR to determine if <i>Histoplasma capsulatum</i> , <i>Cryptococcus neoformans</i> and <i>Chlamydia psittaci</i> are present and provide OSHA Right to Know information related to dealing with hazardous material, develop appropriate PPE based on laboratory results.

Building material samples collected for asbestos analysis will be collected following the applicable Asbestos Hazard Emergency Response Act (AHERA) and Texas Department of State Health Services (TSDHS) protocols, including the Texas Asbestos Health Protection Rules (TAHPR), TAC 295.31 through 295.73 and discussed in detail in the Asbestos Survey Protocol (ASP) included as Appendix B. The building materials samples will be collected by TSDHS licensed inspectors; the samples will be analyzed by TSDHS licensed and National Voluntary Laboratory Accreditation Program (NVLAP) accredited laboratories.

Building material samples collected for lead analysis will be collected following the applicable protocols, including the Texas Environmental Lead Reduction Rules (TELRR), TAC 295.201 through 295.220 and discussed in detail in the Lead-Based Paint Survey Protocol (LBSPSP) included as Appendix B. The building materials samples will be collected by TSDHS certified inspectors; the samples will be analyzed by a NVLAP accredited laboratory.

An evaluation of building materials for visible mold contamination will be conducted in general accordance with guidelines published by the TSDHS (*Texas Mold Assessment and Remediation Rules*, 2004), the American Conference of Governmental Industrial Hygienist (*Bioaerosols; Assessment and Control*, 1999) and American Standard Test Methods (*Standard Guide for Assessment of Fungal Growth in Buildings*, ASTM D7338-10). The TSDHS regulates fungal assessment and remediation activities under the Texas Mold Assessment and Remediation Rules (TMARR). The TMARR requires that fungal assessments be performed by a TSDHS-licensed Mold Assessment Technician (MAT) or Mold Assessment Consultant (MAC) following specified minimum work practices and procedures. Bulk, surface and air samples collected during a fungal assessment must be analyzed by a TSDHS-licensed mold analysis laboratory.

Visible fungal growth that exceeds twenty-five (25) contiguous square feet is considered a regulated quantity in accordance with the TMARR.

Bat/Bird guano and debris associated with Bat/Bird nesting materials are well documented as a reservoir for pathogenic microorganisms. The microorganisms of interest include the avian pathogens *Histoplasma capsulatum*, *Cryptococcus neoformans* and *Chlamydia psittaci*. There are no federal, state or local regulatory limits related to the referenced avian pathogens; however, qualitative and quantitative information developed by bulk and air sample collection will satisfy OSHA Right to Know information related to handling hazardous materials and assist in making judgments regarding the level of PPE required at various stages of the project. Bulk materials of Bat/Bird guano/debris will be aseptically sampled by trained staff and analyzed by Polymerase Chain Reaction (PCR) to determine if these pathogens are present. Bulk and air samples will be analyzed by a laboratory participates in custody (COC) protocol to NAME Laboratories, accredited by the American Industrial Hygiene Association (AIHA®) Laboratory Accreditation Programs, LLC under the Environmental Microbiology Laboratory Accreditation Program (EMLAP) and is Texas licensed Mold Analysis Laboratory under the TMARR.

7.1 Sample Summary

Samples will be collected in a manner consistent with the QAPP and Survey Protocols as summarized below.

It is estimated that 200 building material samples will be collected and analyzed for asbestos through Polarized Light Microscopy (PLM) analysis. Current TDSHS and EPA regulations require that a minimum number of samples from each homogeneous area be obtained in order to characterize a material as non-ACM. In accordance with sampling protocols established in EPA AHERA and NESHAP, and the TAHPR, sample collection points will be randomly selected dependent on locations of homogenous areas of suspect asbestos containing materials. A minimum of three samples will be collected from each homogenous area in accordance with the AHERA 3, 5 and 7 rule; therefore, additional quality control samples are not anticipated, as all three samples will be analyzed for each homogeneous material. In addition, where applicable, samples of surfacing materials will be collected in accordance with guidelines referenced above, which may require the collection of more than three samples from each homogenous area depending on the quantity of material.

It is estimated that 30 paint chip samples will be collected from representative building component surfaces and analyzed for lead content through Flame Atomic Absorption Spectrophotometer (AAS) analysis. Representative building component surfaces that may be sampled include, but are not necessarily limited to, woodwork/molding, door jambs and trim, window sills and sashes, cabinets, walls, ceilings, counter tops, stair railings, floors, radiators, balcony railings, and baseboards. The LBP sampling will be conducted in general accordance with applicable protocols.

The indoor environment will be evaluated for visual evidence of moisture intrusion or visible fungal growth that could impact indoor air quality. It is estimated that 10-15 tape lift samples will be

collected from suspect building material substrates. Criteria to establish fungal growth on the substrates sampled will be microscopic confirmation of fungal somatic and reproductive structures. Tape lift samples will be submitted under chain of custody (COC) to a laboratory accredited by the AHIA® Laboratory Accreditation Programs, LLC under EMLAP and is Texas licensed Mold Analysis Laboratory under the TMARR.

Bulk materials of Bat/Bird guano/debris will be aseptically sampled by trained staff and transferred to appropriately labeled sterile containers. Additionally, air samples will be collected on 37-millimeter cassettes containing sterile filter media at flow rates between 3 liters/minute (l/m) and 15 l/m. Target air volumes will range from 540 liters and 1800 liters. The air samples will be shipped under COC to a laboratory accredited by the AHIA® Laboratory Accreditation Programs, LLC under EMLAP and is Texas licensed Mold Analysis Laboratory under the TMARR for analysis. Analysis of the bulk and air samples will be conducted by PCR for both qualitative and quantitative information on the concentrations of the avian pathogens *Histoplasma capsulatum*, *Cryptococcus neoformans* and *Chlamydia psittaci*.

7.2 Laboratory Methodology

Sample collection, preservation and analytical methods will be consistent with QAPP B2.2 and the Survey Protocols included as Appendix B as summarized below.

Table 2. Preservation, Storage and Container Requirements

Analysis	State or EPA Approved Method	Water				Soil/Solid		
		Volume (ml)	Container	Preservation	Holding Time	Volume (oz)/ Quantity	Container	Holding Time
Asbestos	Polarized Light Microscopy (PLM)	---	---	---	---	N/A	Sealable Plastic Bag	---
Lead-based Paint	NIOSH 7300	---	---	---	---	2 square inches	Sealable Plastic Bag	---
Mold (tape lift method)	---	---	---	---	---	N/A	Sealable Plastic Bag	---
Guano						N/A	Sealable, Rigid, Sterile Container	--

8.0 QUALITY CONTROL

Terracon does not anticipate collecting Quality Control samples as stipulated in Section B5 of the QAPP. The following is a field summary of quality control checks.

9.0 HEALTH AND SAFETY

(QAPP A8.1.4, Default Approval Limited to D & D-Modified Levels) Provide Attachment A as completed Terracon Health and Safety Plan per QAPP and referenced corporate plans and management requirements.

- ☒ Level D Personal Protective Equipment (PPE): equip, monitor and record accordingly.
- ☐ Level D-Modified Personal Protective Equipment (PPE): equip, monitor and record accordingly.
- ☐ Level C Personal Protective Equipment (PPE): **STOP - Contact Project Manager or Safety Officer**

10.0 DEVIATIONS FROM APPROVED QAPP

No deviations from the approved QAPP are projected.

11.0 PERSONNEL

Persons involved at this property and their roles and/or responsibilities consistent with section A4 of the approved QAPP are summarized below.

Table 3. Key Personnel

Title	Name	Responsibilities	Phone Number
City Brownfields Coordinator	Craig Lindholm	General grant project coordination and management; EPA, Terracon, and landowner contact; financial oversight and budget approvals; scope development; report reviews	903-798-3902
Terracon Project Manager	Greg Calhoun	General project oversight and management; EPA and Client contact; scope and PSAP development and implementation; field oversight, data validation; report development	214-630-1010
Coordinator	Greg Calhoun	Field implementation of PSAP; field quality control and documentation; contractor administration	214-630-1010
Terracon Field Captain & Site Health and Safety Officer	David Ladage	Health and Safety Plan (HASP) development; utility locates; project safety briefings; field implementation of HASP	214-630-1010
Terracon Quality Assurance Reviewer	John Sallman	Internal project audits; data validation; draft report reviews	913-577-0403
Contractor Personnel			
Steve Moody Micro Services	Bruce Crabb	Laboratory analytical procedures and reporting; laboratory quality control	877-606-0788
Cates Laboratories, Inc.	John Cates	Laboratory analytical procedures and reporting; laboratory quality control	972-564-4723
Environmental Hazards Services, LLC	Julie Dickerson	Laboratory analytical procedures and reporting; laboratory quality control	800-347-4010

Title	Name	Responsibilities	Phone Number
ESC	Peter Schulert	Laboratory analytical procedures and reporting; laboratory quality control	615-758-5858
EMLab P&K	Marcella Hodges	Laboratory analytical procedures and reporting; laboratory quality control	623-445-6111

12.0 SCHEDULE OF ASSESSMENT

Activities are scheduled for this property as follows;

Table 4. Proposed Project Schedule

Task	Anticipated Completion Timeline
Submission of Revised PSAP	- - -
EPA Review, PSAP Revision, and EPA Approval	- - -
Field Activities Completed	Within 15 days of EPA PSAP approval
Laboratory Work Completed	Within 25 days of EPA PSAP approval
Submission of Draft Report	Within 35 days of EPA PSAP approval
Report Review, Revision, and Submission of Final Report	Within 10 days of City approval of draft report

APPENDIX A: HEALTH & SAFETY PLAN



SITE HEALTH AND SAFETY PLAN

HAZARDOUS MATERIALS SURVEY

**Commercial Buildings
203 & 205 W Broad Street
Texarkana, Texas
Terracon Project No. 94137464B**

1.0 INTRODUCTION

This Site Health and Safety Plan has been developed to define the protocols and requirements to be followed by Terracon personnel during hazardous materials sampling activities at the Commercial Buildings, 203 & 205 W Broad Street in Texarkana, Texas.

Prior to the start of site activities, the designated Site Safety Officer will conduct a safety briefing and review the contents of this plan with participating field personnel. Project participants will review this plan and sign the Acknowledgment of Instruction page prior to the start of hazardous material-related project activities.

The guidelines contained in this Health and Safety Plan are based upon potential health hazards from exposure to asbestos, lead-based paint, mold and guano. Sampling activities will be performed in accordance with applicable federal/state health and safety regulations. The Site Safety Officer is responsible for enforcing the provisions contained in this Plan.

2.0 TRAINING AND MEDICAL SURVEILLANCE REQUIREMENTS

Project participants actively engaged in asbestos sample collection must have received State of Texas accredited Building Inspector training and will possess a current State of Texas asbestos inspection license. All Terracon field personnel and will be medically cleared for asbestos work in accordance with OSHA 29 CFR 1926.1101.

Project participants actively engaged in lead-based paint sample collection must have received State of Texas accredited Lead Inspector training and will possess a current State of Texas lead inspector certification.

Project participants actively engaged in mold inspection or guano inspection activities must have received State of Texas accredited Mold Inspector training and will possess a current State of Texas mold inspector license.

Terracon personnel will also be medically cleared, trained and properly fit-tested for respirator use in accordance with OSHA 29 CFR 1910.134.

Health and Safety Plan
 Asbestos Survey
 Terracon Project No. 94137646B
 Page 2

3.0 PROJECT ORGANIZATIONAL STRUCTURE

Project Manager:	Greg Calhoun Terracon	214-630-1010
Corporate Health and Safety Mgr.:	Mark Huddleston, CSP, Terracon	913-577-0419
Site Safety Officer/Project Supervisor	David Ladage Terracon	214-630-1010

4.0 SCOPE OF SERVICES

Terracon personnel will mobilize to the project site to conduct surveys of suspect asbestos containing materials (ACM), lead-based paint (LBP), mold and guano may be present in the building at the site.

Bulk asbestos samples will be collected in general accordance with the Texas Department of State Health Services (TDSHS) and AHERA sampling protocols and will be submitted to a NVLAP-accredited and TDSHS-licensed laboratory for analysis by polarized light microscopy.

Lead-based paint samples will be collected following the applicable United States Department of Housing and Urban Development (HUD) 24 CFR Part 35 and TSDHS protocols, including the Texas Environmental Lead Reduction Rules (TELRR) and will be submitted to a NVLAP-accredited laboratory for analysis through Flame Atomic Absorption Spectrophotometer (AAS).

Building materials will be evaluated for visible mold contamination in general accordance with guidelines published by the TDSHS (*Texas Mold Assessment and Remediation Rules*, 2004), the American Conference of Governmental Industrial Hygienist (*Bioaerosols; Assessment and Control*, 1999) and American Standard Test Methods (*Standard Guide for Assessment of Fungal Growth in Buildings*, ASTM D7338-10). Bulk, surface and air samples collected during a fungal assessment will be submitted for analysis by TDSHS-licensed mold analysis laboratory.

Bulk materials of bat/bird guano/debris will be aseptically sampled by trained staff and analyzed by Polymerase Chain Reaction (PCR) to determine if these pathogens are present. Bulk and air samples will be analyzed by a laboratory accredited by the American Industrial Hygiene Association (AIHA®) Laboratory Accreditation Programs, LLC under the Environmental Microbiology Laboratory Accreditation Program (EMLAP) and is Texas licensed Mold Analysis Laboratory under the TMARR.

The primary purpose of this Plan is to ensure that Terracon personnel are aware that site activities will be conducted in a facility where asbestos, lead-based paint, mold and guano hazards may be present. A separate job hazard analysis of facility-specific hazards is required to help assure that project personnel are protected against these potential hazards through controlled sampling techniques and appropriate personal protective equipment. The following procedures are designed to provide standardization with respect to location and number of samples collected and method of labeling sample locations.

4.1 Asbestos Sampling Equipment Requirements

In addition to the personal protective equipment outlined below, each project participant should mobilize an asbestos sampling equipment kit similar to that outlined below. The Site Safety Officer will review sample collection techniques with each project participant prior to the start of sample collection. Wet methods will be employed in collecting all suspect ACM samples. Absolutely no bulk asbestos samples will be collected over the heads of or in near proximity to non-project personnel.

- Utility knife
- Coring tool
- Duct tape
- Sample containers (preferably ziplock style clear plastic bags)
- Sample labels
- Laboratory chain of custody for paint chip sample analysis
- Spray atomizer containing detergent amended water
- Spray adhesive
- Flashlight
- Cut-resistant gloves
- Hardhat
- Steel- or composite-toe safety boots

4.2 Fiber Release

Asbestos bulk sampling activities must be conducted in a manner which minimizes the generation of dusts and airborne fibers. Each sample team member will assess the condition of ACM prior to sampling or otherwise disturbing the material. Sampling will not be conducted in buildings occupied by non-project personnel, or over the heads of any personnel. Wherever possible, sample collection will be conducted at a level below the breathing zone of the sampler.

If sampling impregnated materials or other ACMs appear non-friable (floor tiles, mastic, roofing felt or sealant, ceiling tile, etc.), respiratory protection should not be required. If collecting samples of friable ACM or normally non-friable materials which are in deteriorated condition,

Health and Safety Plan
Asbestos Survey
Terracon Project No. 94137646B
Page 4

precautions must be taken to prevent the release of fibers to the work area. Precautions include isolation of the material prior to disturbance (i.e., glove bagging) and the use of wet sampling methods as described below.

4.3 Lead-Based Paint Sampling Equipment Requirements

LBP analysis will be conducted by collecting paint chip samples. The Site Safety Officer will review sample collection techniques with each project participant prior to the start of sample collection. Absolutely no lead-based paint samples will be collected over the heads of or in near proximity to non-project personnel.

- Heating tool and extension cord
- Tape measure or template
- Chisel
- Chipping hammer or scraper (lead paint samples from metal structures)
- Face shield or chipping goggles
- Sample containers (preferably sturdy, clear plastic vials)
- Sample labels
- Laboratory chain of custody for paint chip sample analysis
- Cut-resistant gloves
- Hardhat
- Steel- or composite-toe safety boots

4.3 Mold Sampling Equipment Requirements

Mold analysis will be conducted by collecting tape lift samples. The Site Safety Officer will review sample collection techniques with each project participant prior to the start of sample collection. Absolutely no mold samples will be collected over the heads of or in near proximity to non-project personnel.

- Transparent tape
- Sample retention sheet
- Laboratory chain of custody for mold sample analysis
- Flashlight
- Cut-resistant gloves
- Hardhat
- Steel- or composite-toe safety boots

4.3 Guano Sampling Equipment Requirements

Bulk materials of bat/bird guano/debris will be aseptically sampled by trained staff and transferred to appropriately labeled sterile containers. Additionally, air samples will be collected

Health and Safety Plan
 Asbestos Survey
 Terracon Project No. 94137646B
 Page 5

on 37-millimeter cassettes containing sterile filter media at flow rates between 3 liters/minute (l/m) and 15 l/m. Target air volumes will range from 540 liters and 1800 liters. The air samples will be shipped under COC to a laboratory accredited by the AHIA® Laboratory Accreditation Programs, LLC under EMLAP and is Texas licensed Mold Analysis Laboratory under the TMARR for analysis. Analysis of the bulk and air samples will be conducted by PCR for both qualitative and quantitative information on the concentrations of the avian pathogens *Histoplasma capsulatum*, *Cryptococcus neoformans* and *Chlamydia psittaci*.

- Utility knife
- Sterile sample containers (preferably rigid, sealable plastic bottles)
- Sample labels
- Laboratory chain of custody for paint chip sample analysis
- Sampling pumps
- 37 millimeter sterile media cassettes
- Flashlight
- Cut-resistant gloves
- Hardhat
- Steel- or composite-toe safety boots

5.0 PERSONAL PROTECTIVE EQUIPMENT

5.1 Hazardous Material Inspection and Sample Collection

The Terracon Project Safety Officer will ensure that all project personnel mobilize the following personal protective equipment to the project site on each day of sample collection:

- Poly laminated Tyvek protective coveralls
- Half face or full face air purifying respirator equipped with HEPA cartridges
- Cut-resistant impermeable gloves (nitrile or latex).
- Tyvek boot covers or washable outer footwear
- ANSI specification Safety eyewear

If fiber release appears likely during asbestos sampling activities, sampling personnel will upgrade to **LEVEL C** personal protective equipment as itemized above. Personnel will remove protective clothing before proceeding out of the building at the project site.

6.0 SAMPLING GUIDELINES AND PRECAUTIONS

6.1 Asbestos Sampling Guidelines and Precautions

- Collect samples of each type of ACM identified during the visual survey. This includes but is not limited to pipe wrapping and elbows, ceiling tiles, floor tiles and mastic, sprayed or troweled on surfacing materials.
- Samples of surfacing material (sprayed or troweled fireproofing material), should be collected in a statistically random manner that is representative of a homogenous area. At least 3 samples should be collected from each homogeneous area of 1,000 ft² or less. At least 5 bulk samples should be collected from each homogeneous area that is greater than 1,000 ft.² but less than or equal to 5,000 ft.². At least 7 bulk samples should be collected from each homogeneous area that is larger than 5,000 ft.².
- At least 3 bulk samples should be collected from each homogeneous area of thermal system insulation (pipe lagging and boiler system insulation) and miscellaneous suspect ACM.
- Areas to be sampled will be misted with detergent-amended water *prior* to sample collection. Minimal misting force should be used to reduce the potential for fiber release.
- Use water mister to rinse sampling tools in the sample container after sample collection.
- Assign a sample number to each sample collected. Affix a sample label or indelibly mark the sample container with the sample number and seal the sample container.
- Repair pipe lagging or other disturbed areas with spray adhesive and duct tape as appropriate to prevent potential fiber release.

6.2 Lead-Based Paint Sampling Guidelines and Precautions

- Identify areas with coated or prepared surfaces. This includes building materials, components and fixtures finished with a coating such as paint, stain and varnish. Wallpaper can mask prepared surfaces and should be included in the survey. Some ceramic tiles have a lead-containing glaze and should also be assessed, particularly where required by state or local regulatory agencies.
- Select appropriate materials and locations to be sampled. When sampling painted interior surfaces, representative samples must be obtained per client instruction or in

general compliance with the most current revision of the Department of Housing and Urban Development *Guidelines for the Evaluation and Control of Lead-Based Paint Hazards Housing*, June 1995 revision.

- Conduct paint-chip sampling on selected surfaces. Document descriptions of each surface sampled on the field log.
- Use tape measure or template to delineate proper sample size. Use heating tool to loosen paint coating. Remove coating with chisel, chipping hammer or scraper. Transfer sample to sample container.
- Assign a sample number to each sample collected. Affix a sample label or indelibly mark the sample container with the sample number and seal the sample container.

6.3 **Mold Sampling Guidelines and Precautions**

- Evaluate building materials for areas of suspect mold contamination. Select appropriate materials and locations to be sampled.
- Use transparent tape to collect tape lift sample of suspect mold contamination. Transfer tape, contaminated side down, to the sample retention sheet. Log sample location information on laboratory chain of custody.
- Assign a sample number to each sample collected. Affix a sample label or indelibly mark the sample retention sheet with the sample number.

6.4 **Guano Sampling Guidelines and Precautions**

- Collect bulk samples of suspect guano.
- Assign a sample number to each sample collected. Affix a sample label or indelibly mark the sample container with the sample number and seal the sample container. Log sample location information on laboratory chain of custody.
- Collect air samples on 37-millimeter cassettes containing sterile filter media at flow rates between 3 liters/minute (l/m) and 15 l/m. Target air volumes will range from 540 liters and 1800 liters.
- Assign a sample number to each sample collected. Affix a sample label or indelibly mark the sample container with the sample number and seal the sample container. Log sample location information on laboratory chain of custody.

7.0 HAZARD ASSESSMENT

7.1 Chemical Hazards

Asbestos is a recognized human carcinogen. It causes asbestosis, cancer of the lungs and digestive tract and mesothelioma. Asbestosis is a lung disorder characterized by a diffuse interstitial (between cell) fibrosis. The onset of asbestosis probably depends upon the asbestos dust concentration, the morphology of the fiber and length of exposure. Cigarette smoking is strongly implicated as a co-carcinogenic among asbestos workers. The OSHA Permissible Exposure Limit for asbestos is 0.1 fiber per cubic centimeter (0.1f/cc) of air.

Sample team members are advised to practice proper personal hygiene throughout the course of this project. Wash hands frequently during the course of sample collection and always prior to drinking, eating, smoking or any other activity which could increase the likelihood of hand to mouth transfer of site contaminants.

7.2 Physical Hazards

7.2.1 Ladders

Asbestos sampling activities may involve the use of ladders to gain access to overhead structures. Personnel will ensure that proper ladder or other suitable means of access (cherry picker, scaffold, etc.) is used to obtain access to elevated areas. Ladders will be inspected prior to use. Spreaders will be fully extended on all step ladders and firmly positioned prior to use. Where footing is uncertain, a sample team member will hold or otherwise secure ladders while in use by another sample team member. Personnel must always face ladders during both ascent and descent. Extension ladders will be placed at an angle of no more than one fourth of its working length. Sample team personnel will not walk on steeply pitched roof surfaces and will not walk on low pitched roofing surfaces while wet. Remain on designated roof walkways wherever present.

7.2.2 Personnel Lifts ("Cherry Pickers")

If elevated sample collection is required which precludes the safe use of extension ladders, sample team personnel may be required to use basket lifts (manlift, cherry picker). No Terracon personnel will attempt to operate or position personnel lift until they are trained in the proper use of the equipment. Personnel being elevated in a cherry picker basket will be secured at all times with a safety belt and safety lanyard. Lanyards used in basket lifts will not exceed 6 feet in length.

7.2.3 Confined Space Entry

No sample team member will enter any pit, shaft, or tunnel which has limited means of egress, the potential for an oxygen deficient or toxic atmosphere or which was not designed for human occupancy. Pipe tunnels accessible from a utility room in which personnel may stand can be entered to a maximum of 6 feet from the tunnel entrance if, and only if, a stand-by team member remains at the tunnel entrance in continuous visual and verbal communication with the sample team member. Terracon personnel will mobilize adequate portable lighting during the course of this assessment. Confined space entry is not anticipated during the course of this asbestos sampling project. If entry to pipe tunnels, pits, tanks or other structure which could be defined as a confined spaces becomes necessary during the course of this project, the Site Health and Safety Officer will contact the Terracon Corporate Health and Safety Manager to discuss conditions and to obtain a task-specific confined space entry addendum to this plan and confined space entry permits. No personnel will enter confined spaces until the addendum and any rescue, air monitoring or other equipment required for the task has been received, and personnel are briefed in site hazards, precautions, and safe work practices.

7.2.4 Electrical Contact Hazards

Asbestos sample team members will be continuously cognizant of potential electrical contact hazards during asbestos sample collection activities. A visual assessment of each work space will be made prior to sample collection and electrical contact hazards will be evaluated. Unguarded junction boxes, exposed wiring, knife switches, etc. will be avoided in collection of bulk samples of suspect materials.

8.0 DECONTAMINATION

Decontamination as part of abatement activities are not planned as part of this project.

9.0 SITE CONTROL

Samples of suspect ACM will not be collected in the presence of non-project personnel. Sample team members will ensure that non-project participants are well clear of proposed sample collection areas prior to obtaining bulk ACM samples. Terracon will coordinate sampling activities with the site representatives to prevent sample collection in occupied structures.

If unauthorized personnel attempt to enter a sampling area, sample team member will immediately curtail bulk sample collection activities and request that the individual leave the project area. If unauthorized personnel refuse to leave the sample collection area, immediately contact the

Health and Safety Plan
 Asbestos Survey
 Terracon Project No. 94137646B
 Page 10

Terracon Site Health and Safety Officer. Sample collection activities will continue only after unauthorized personnel have left the project site.

10.0 EMERGENCY RESPONSE

This section describes emergency planning procedures which will be implemented during assessment activities at project site. The Project Safety Officer will remind all personnel of the provisions of this section during daily site safety briefings. It is the responsibility of the Site Safety Officer to mobilize emergency equipment required by this section.

10.1 First Aid Requirements

The Project Safety Officer will ensure that a first aid kit is mobilized to the site on each day of sampling activity.

10.2 Emergency Contact/Notification System

The following list provides names and telephone numbers for emergency contact personnel. In the event of a medical emergency, personnel will take direction from the Project Safety Officer and notify the appropriate emergency agency.

EMERGENCY TELEPHONE NUMBERS		
<u>Organization</u>	<u>Contact</u>	<u>Telephone Number</u>
Hospital	Wadley Regional Medical Center	(903) 798-8000
Ambulance Service		911
Fire Department		911
Facility Representative	Holly Wall	903-798-3934
Project Manager	Greg Calhoun	214-630-1010
Terracon Safety & Health Mgr.	Mark Huddleston	913-577-0419

10.3 Route to Emergency Facility

The Terracon Corporate Health and Safety Manager will be contacted following all site emergencies. Medical emergencies will be taken to Wadley Regional Medical Center. The route to the facility from the site is: See attached map

Health and Safety Plan
Asbestos Survey
Terracon Project No. 94137646B
Page 11

10.4 Emergency Medical Treatment Procedures

Any person who becomes ill or injured during the course of this project must be decontaminated to the maximum possible extent. If the injury or illness is minor, full decontamination should be completed and first aid administered prior to transport. If the patient's condition is serious, at least partial decontamination should be completed prior to transport of the injured site worker.

If rescue is required from an area of obvious fiber release, Terracon personnel will inform rescue personnel of site contaminants and will assist emergency personnel in transporting the injured employee if requested. Terracon personnel will don the appropriate personal protective equipment prior to entering sites with signs of obvious fiber release.

10.5 In the Event of Fiber Release

In the event that small amounts of suspect asbestos containing materials such as thermal system insulation, sprayed on or troweled-on surfacing materials, ceiling texture, etc. are released during the course of sampling, sampling team members will immediately evacuate the area and don Level C personal protective equipment. The area of potential ACM release will then be approached and suspect materials will be thoroughly wetted with detergent-amended water, slowly and deliberately swept to a centralized pile, re-wetted, double bagged in asbestos disposal bags and sealed with duct tape. Affected surfaces will be re-wetted and swabbed with clean cloths or paper towels. Used wipes will be placed in asbestos disposal bags which will be containerized pending proper removal and disposal in an approved disposal facility.

ACKNOWLEDGMENT OF INSTRUCTION

I understand that this project will involve asbestos sampling in the building located at 203 & 205 W Broad Street, Texarkana, Texas. Asbestos activities outlined in this Plan could expose project participants to physical hazards and potential chemical hazards (see plant specific job hazard analysis attached). Potential fiber releases will be controlled by deliberate collection techniques and wet sampling methods. If potential fiber releases appear likely, sampling personnel will upgrade to Level C personal protective equipment as specified in this Health and Safety plan. I have read this Health and Safety plan and have received instructions for procedures to be followed. I understand that if at any time I have questions concerning health and safety precautions at this site, I am to contact the Site Health and Safety Officer. The Site Health and Safety Officer will contact the Terracon Corporate Health and Safety Manager at (913) 577-0419.

ASBESTOS SURVEY TERRACON PROJECT NO. 94137464B

Name: (Please Print)	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Site Safety briefing performed by: _____ Date _____

Level of PPE: ___ D X Dmod (Stand-by) X C (Stand-by)

HAZARDLINE

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NEW YORK, NEW YORK 10036

FORMAT EDITING: TERRACON ENVIRONMENTAL, INC.--CONTENT UNCHANGED

CHEMICAL NAME

ASBESTOS

CHEMICAL FORMULA

VARIES

SYNONYMS

CHRYSTOTILE, CROCIDOLITE, ACTINOLITE, AMOSITE, ANTHOPHYLLITE, TREMOLITE

PERMISSIBLE EXPOSURE LIMIT AND TOXICOLOGY

0.1 FIBER/CC

TUMORIGENIC DATA (RTECS)

MUTAGENIC DATA (RTECS)

CERCLA HAZARD RATINGS

TOXICITY -- 3 IGNITABILITY -- 0 REACTIVITY -- 0 PERSISTENCE -- 3

OSHA CARCINOGEN

KNOWN HUMAN CARCINOGEN (NTP)

ACGIH A1-CONFIRMED HUMAN CARCINOGEN

HUMAN SUFFICIENT EVIDENCE FOR CARCINOGENICITY (IARC GROUP-1)

ANIMAL SUFFICIENT EVIDENCE FOR CARCINOGENICITY (IARC GROUP-1)

TOXICOLOGY

ASBESTOS MAY BE IRRITATING TO THE EYES, SKIN AND MUCOUS MEMBRANES. THERE IS INSUFFICIENT DATA TO QUANTIFY THE TOXICITY. POISONING MAY AFFECT THE LUNGS. REPEATED OR PROLONGED EXPOSURE TO ASBESTOS MAY CAUSE ASBESTOSIS, AN INTERSTITIAL FIBROSIS OF THE LUNG TISSUE WHICH MAY DEVELOP FULLY WITHIN 7-9 YEARS, BUT ONSET IS TYPICALLY DELAYED 20-40 YEARS AFTER THE FIRST EXPOSURE. THE INITIAL SYMPTOM IS A PROGRESSIVE EXERTIONAL DYSPNEA. OCCUPATIONAL EXPOSURE TO CHRYSTOTILE, AMOSITE, MIXTURES CONTAINING CROCIDOLITE, AND OTHER FORMS OF ASBESTOS HAS RESULTED IN A HIGH INCIDENCE OF LUNG CANCER AND PLEURAL AND PERITONEAL MESOTHELIOMAS. GASTROINTESTINAL CANCERS WERE INCREASED IN WORKERS EXPOSED TO AMOSITE, CHRYSTOTILE, OR MIXED FIBERS CONTAINING CROCIDOLITE. THE LATENT PERIOD FOR MESOTHELIOMAS IS 3.5-30 YEARS; FOR LUNG CANCER, 15-30 YEARS.

THE THRESHOLD LIMIT VALUE WAS ESTABLISHED BASED ON HEALTH EFFECTS DATA. SMOKING ENHANCES THE RISK OF LUNG CANCER.

IHL-HMN TCLO: 1.2 FIBERS/CC/19 YRS-C

ASBESTOS (CONT'D)**PHYSICAL DESCRIPTION**

FIBERS OR FILAMENTS WHICH MAY BE WHITE, BLUE, BROWN, GRAY, GREEN OR YELLOW IN COLOR.

CHEMICAL AND PHYSICAL PROPERTIES

MOLECULAR WEIGHT: VARIES

BOILING POINT AT 1 ATM, F: NOT AVAILABLE

SOLUBILITY IN WATER, G/100 G WATER AT 20°C: INSOLUBLE

FLASH POINT, CLOSED CUP, F (OR OPEN CUP IF 0C): NONCOMBUSTIBLE SOLID

VAPOR PRESSURE @ 20°C, MMHG: NOT AVAILABLE

MELTING POINT, F: >1832°F (>1000°C)

UPPER EXPLOSIVE LIMIT IN AIR, % BY VOLUME: NONFLAMMABLE

LOWER EXPLOSIVE LIMIT IN AIR, % BY VOLUME: NONFLAMMABLE

SPECIFIC GRAVITY: 2.4-3.3

ROUTE OF ENTRY INTO BODY

INHALATION, INGESTION, SKIN OR EYE CONTACT

SYMPTOMS

EYE IRRITATION, SKIN IRRITATION, MUCOUS MEMBRANE IRRITATION, COUGHING, CHEST PAIN, LUNG FIBROSIS, DYSPNEA, DECREASED VITAL CAPACITY, TACHYPNEA, PULMONARY RALES, CYANOSIS, ANOREXIA, WEAKNESS, WEIGHT LOSS, FINGER CLUBBING, FATIGUE, DERMATITIS, CONJUNCTIVITIS, GASTROINTESTINAL IRRITATION, PLEURAL MESOTHELIOMA, UREMIA MESOTHELIOMA, LUNG CANCER, GASTRO-INTESTINAL CANCER, LARYNX CANCER

ORGANS AFFECTED BY THE SUBSTANCE

LUNGS

RESPIRATORY SYSTEM

GASTROINTESTINAL

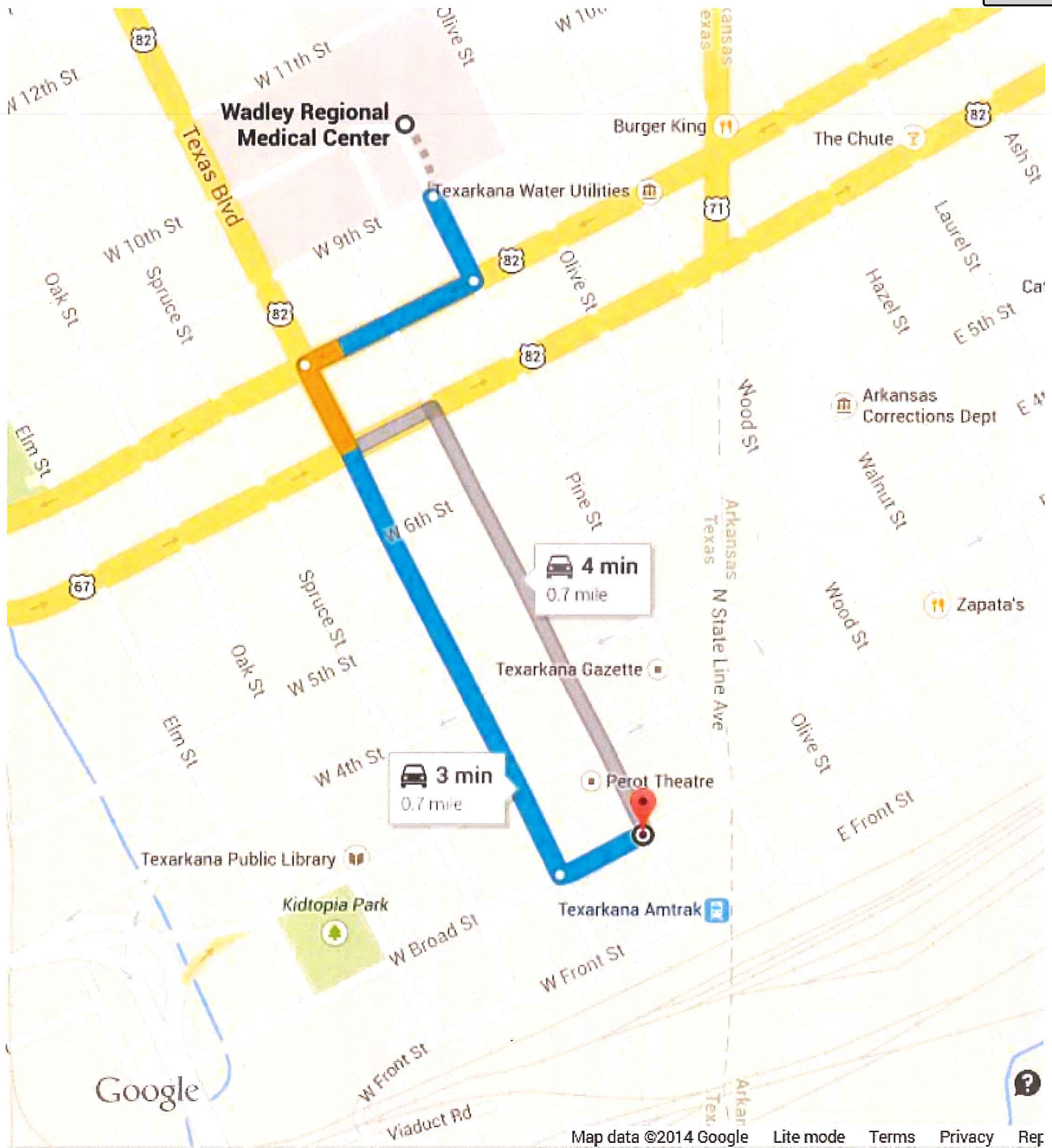
SKIN

LEAK AND SPILL PROCEDURES

REPORTABLE QUANTITY (RQ): 1 LB. (0.454 KG)

A REPORTABLE QUANTITY OF ONE POUND APPLIES TO THIS SUBSTANCE

ESTABLISHED BY SECTIONS 101(14) AND 102(B) OR ADJUSTED UNDER SECTION 102(A) OF THE COMPREHENSIVE ENVIRONMENTAL RESPONSE, COMPENSATION AND LIABILITY ACT OF 1980 (CERCLA). SECTIONS 103(A) AND 103(B) REQUIRE THAT PERSONS IN CHARGE OF A VESSEL OR FACILITY FROM WHICH A HAZARDOUS SUBSTANCE HAS BEEN RELEASED IN A QUANTITY EQUAL TO OR GREATER THAN THE REPORTABLE QUANTITY FOR THAT SUBSTANCE IMMEDIATELY NOTIFY THE NATIONAL RESPONSE CENTER (800) 424-8820; IN THE WASHINGTON, D.C. METROPOLITAN AREA (202)426-2675.



APPENDIX B: SURVEY PROTOCOLS



STANDARD OPERATING PROCEDURE for EPA Brownfield Grant Projects

E.3000

BULK SAMPLING OF SUSPECT ASBESTOS-CONTAINING MATERIAL (ACM)

Last Review or Revision: June 2010

I. PURPOSE

The purpose of this standard operating procedure (SOP) is to provide information on the hazards of asbestos and procedures to follow to sample suspect materials for laboratory analysis. The following guidelines contained in this document apply to Terracon personnel who engage in bulk sampling of suspect ACM and are designed to provide standardization with respect to sample collection. This procedure should ensure that potential asbestos-containing material samples are collected in a manner which allows for accurate analysis of the material and that sampling personnel are protected against potential asbestos fiber releases through controlled sampling techniques or appropriate personal protective equipment.

The objective of bulk sampling building materials and components suspected to contain asbestos is to characterize the items that contain asbestos in quantities equal to or greater than 1% or other content limit as specified by local or state guidelines. By characterizing the locations and quantities of asbestos-containing materials (ACM), exposure hazards can be greatly reduced.

II. BACKGROUND AND REFERENCE

Asbestos has been a common component used in several building materials because of its strength enhancing and fire resisting properties. However, asbestos has been recognized as a human carcinogen and respiratory hazard. Due to its health hazards, building inspections and asbestos bulk sampling is requested for schools and many public or commercial properties prior to building renovation or demolition activities. Therefore, identifying, locating and quantifying materials containing asbestos is essential in the effort to prevent worker exposure to asbestos and prevent environmental contamination.

As a consequence of inhalation of asbestos fibers, a body of federal and state regulations has been developed. Federal regulations pertaining to asbestos are included in AHERA (Asbestos Hazard Emergency Response Act) US EPA 40 CFR 763, Subparts E, F; NESHAP (National Emissions Standards for Hazardous Air Pollutants (EPA 40 CFR 61); OSHA Asbestos Standards (29 CFR 1910.1001 and 29 CFR 1926.1101), and ASHARA (Asbestos School Hazard Abatement Reauthorization Act). Many states and local authorities have additional requirements including state-specific licensing and certification.

Terracon will comply with applicable federal, state and local regulations when conducting asbestos-related services.

III. EQUIPMENT

The minimum equipment necessary to conduct bulk sampling of suspect materials, in addition to the personal protective equipment outlined below in the Health and Safety Section, is listed below.

- Utility Knife, Chisel, Hammer, Screwdriver, Coring Tool
- Duct Tape
- Sample Containers (preferably ziplock-style clear plastic bags)
- Sample Labels and Indelible Marker
- Spray Atomizer containing Detergent Amended Water, Paper Towels/Wet Wipes
- Spray Adhesive
- Roof Patch Kit (if necessary)
- Measuring Wheel
- Camera
- Flashlight
- Field ACM Sample Log

IV. CERTIFICATION

Individuals conducting asbestos sampling must have the certifications listed below. Copies of these certifications and licenses should be taken to the site during the sampling event.

- United States Environmental Protection Agency Building Inspector training (and refresher training, if applicable)
- Asbestos Inspector State-license for the state of the project location (where necessary)

In addition, Terracon requires company-based training courses and hands-on experience of employees prior to commencing asbestos-related field services. Each employee must also receive respirator training, be medically monitored and successfully pass a fit-test utilizing issued respirator(s).

V. HEALTH AND SAFETY

Asbestos has been recognized to cause asbestosis, cancer of the lungs and digestive tract and mesothelioma. Asbestosis is a lung disorder characterized by a diffuse interstitial (between cell) fibrosis. The onset of asbestosis probably depends upon the asbestos dust

concentration, the morphology of the fiber and length of exposure. Cigarette smoking is strongly implicated as a co-carcinogenic among asbestos workers.

Under the OSHA asbestos standards, the employer has an obligation to protect employees against exposure to asbestos fibers in excess of 0.1 fibers per cubic centimeter of air (0.1f/cc). Personnel engaged in asbestos-related activities (including building inspections) must be trained, medically cleared and fit-tested for respiratory protection. Therefore, enrollment in a medical surveillance program in compliance with the OSHA asbestos and respiratory protection standards is mandatory. Terracon employees are not permitted to engage in asbestos-related activities unless they are enrolled in the Terracon medical surveillance program and have been medically cleared for respirator use by a physician.

The following safety and health protocols apply to Terracon personnel who engage in asbestos-related services. The guidelines contained in this document are based upon potential health hazards from exposure to asbestos fibers and physical hazards which may be encountered on survey project sites. Field activities will be performed in accordance with the procedures outlined in this document and applicable federal/state health and safety regulations.

Terracon personnel will use professional judgment during sample collection to prevent exposure to other building occupants. If unauthorized personnel attempt to enter a sampling area which could reasonably pose a fiber release hazard, the inspector will curtail bulk asbestos sample collection activity and request that the individual(s) leave the work area. If unauthorized personnel refuse to leave the work area, immediately contact the Project Safety Officer and/or a client representative. Sample collection activities should recommence only after unauthorized personnel have left the work area.

In the event that minor amounts of suspect asbestos containing materials such as thermal system insulation, sprayed-on or trowled-on surfacing materials, ceiling texture, etc. are released during the course of sampling, sampling team members will immediately evacuate the area and don Level C personal protective equipment. The area of potential ACM release will then be approached and suspect materials will be thoroughly wetted with amended water, slowly and deliberately swept to a centralized pile, re-wetted, and containerized in heavy mil asbestos disposal bags. Affected surfaces will then be re-wetted and swabbed with clean cloths or paper towels. Used wipes will be disposed of as asbestos-containing waste.

In the event that large quantities of potential ACM is released during sample collection activities, personnel will immediately evacuate the area and notify the Project Safety Officer and the client representative. The Project Safety Officer will request that the area be sealed until a properly attired response team can be mobilized to the area with a high efficiency particulate air filter (HEPA) vacuum and other equipment necessitated by site conditions.

If suspect materials are in deteriorated condition and fiber release appears likely, or if sampling must be conducted overhead and/or above drop ceilings, personnel will upgrade to Level C personal protective equipment as itemized above. Level C personal protective

equipment should be donned before moving drop ceiling panels, attic access panels, etc. where friable fireproofing or thermal system insulation are known to be present.

The indicated personal protective equipment shall be mobilized to asbestos sampling project sites on each day of sample collection and utilized, if necessary:

- Tyvek (standard) protective coveralls
- Half face or full face air purifying respirator equipped with HEPA (P-100) cartridges
- Impermeable gloves (nitrile or latex).
- Tyvek boot covers or washable outer footwear

Additional Health and Safety protocols such as those established by the owner/operator of the project site and Terracon's company policy regarding ladder safety, confined space entry and electrical hazards shall be followed.

VI. SAMPLING HAZARDS

a. Elevated Surfaces

Asbestos building inspections may include roofing materials and ceiling spaces containing suspect ACM. Appropriate ladders or other suitable devices (e.g., manlifts) will be used for gaining access to elevated sampling locations. Ladders will be inspected prior to use. Spreaders will be fully extended on all step ladders and firmly positioned prior to use. Where footing is uncertain, a sample team member will hold or otherwise secure ladders while in use by another sample team member. Personnel must always face ladders during both ascent and descent. Extension ladders will not be positioned more than one-quarter of their working length from buildings, walls, etc. (4:1 pitch). Sample team personnel will not walk on steeply pitched roof surfaces and will not walk on low pitched roofing surfaces while wet. Remain on designated roof walkways wherever present. Terracon personnel will visually inspect roofs prior to beginning sample collection activities and will avoid all areas which appear to be structurally unsound.

b. Confined Space Entry

Terracon asbestos inspectors will not enter any pit, shaft, tunnel, etc. which has limited means of egress, the potential for an oxygen deficient or toxic atmosphere or which was not designed for human occupancy without first developing a written safety plan which includes a confined space entry permit and procedures. Readily accessible spaces such as pipe tunnels in which personnel may stand can be entered to a distance where continuous visual and verbal communication can be maintained with another sample team member.

Adequate portable lighting must be utilized during sample collection in tunnels and similar spaces. No Terracon or sample team member may attempt to walk through a pipe tunnel,

etc. beyond the sight of a stand-by team member unless written confined space entry procedures have been prepared for the project.

c. Electrical Contact Hazards

Personnel will remain cognizant of the location and condition of electrical wiring during the collection of bulk asbestos samples. A visual assessment of each work space will be made prior to sample collection and electrical contact hazards will be evaluated. Unguarded junction boxes, exposed wiring, knife switches, etc. will be avoided during the collection of bulk ACM samples, and coring tools will not be used in near proximity to electrical switches or receptacles.

VII. PROCEDURES FOR BULK SAMPLING OF SUSPECT ACM

The primary purpose of this section is to identify the methods and techniques of controlled sampling, sampling site control and use of appropriate personal protective equipment to protect Terracon personnel and members of the general public from exposure to asbestos fibers during sampling activities. Adherence to these procedures should enhance personnel safety during sample collection activities and aid in the suitability of samples for analysis. Field activities will be performed in accordance with the procedures outlined in this document and applicable federal/state health and safety regulations.

Protocols for inspection and bulk sampling are defined in AHERA regulations. These are applicable for any type of survey; for example, a school, an area prior to renovation, a building prior to demolition and inspections undertaken to rebut the OSHA presumption that certain materials contain asbestos.

An accredited Building Inspector must perform the inspection. A summary of AHERA sampling protocols is as follows:

1. Visually inspect the building interior and/or exterior and identify locations of suspect ACM. Identify homogenous areas of friable and non-friable suspect ACM. Document locations, condition, classification and estimated quantities of each suspect material. It is recommended to depict locations of materials on a building diagram and take photographs of sampled materials.
2. Touch each suspect ACM to determine its friability.
3. Collect representative samples of suspect ACM. Terracon recommends a minimum of three (3) samples of each material be collected from each homogeneous area. However, specific materials may require additional samples such as surfacing material and insulation

as described below. Judgment should be used on the need for and quantity of additional sample collection.

Surfacing materials: Collect, in a statistically random manner, at least 3 bulk samples from each homogenous area of 1,000 sq. ft. or less, at least 5 bulk samples from each homogenous area that is greater than 1,000 sq. ft. but less than or equal to 5,000 sq. ft., and at least 7 bulk samples of each homogenous area larger than 5,000 sq. ft.

Thermal System Insulation (TSI): Collect, in a randomly distributed manner, at least three bulk samples from each homogeneous area of TSI; collect at least one bulk sample from each homogeneous area of patched TSI if the patched section is less than 6 linear or square feet; collect bulk samples from each insulated mechanical system where cement or plaster is used on tees, elbows, etc. in a manner sufficient to assess whether the material is ACM.

If fiber release appears likely, wet methods will be employed in the collection of suspect ACM samples. Water amended with a minimum of 10% commercially available window cleaning solution or other suitable surfactant should be used to moisten materials prior to sampling. Bulk asbestos samples will not be collected over the heads of, or in near proximity to, non-project personnel. Respiratory protection is not required when sampling non-friable suspect materials or materials below the breathing zone which are adequately wetted with amended water.

4. Bulk ACM samples should be immediately placed in sample containers and sealed while the materials are wet. If collecting samples of friable ACM or normally non-friable materials which are in deteriorated condition, precautions must be taken to prevent the release of fibers to the work area. Precautions include aggressively wetting the surface or potentially isolating the material (e.g. glove bagging) prior to disturbance.

5. Reusable sampling equipment will be gently rinsed with amended water. Dry the equipment with paper towels to be disposed of as contaminated materials.

6. The following decontamination sequence should be used following sample collection activities requiring Level C personal protective equipment:

- Remove coveralls slowly turning the outside inward.
- Place in heavy mil asbestos disposal bag.
- Remove gloves and shoe covers (if utilized)
- Remove respirator and carefully dispose of respirator cartridges in asbestos disposal bag.
- Securely seal protective clothing and any potentially contaminated disposable sampling equipment in heavy mil asbestos disposal bags.
- Do not smoke or eat with soiled hands.



STANDARD OPERATING PROCEDURE for EPA Brownfield Grant Projects

**E.4000
SAMPLING OF POTENTIAL LEAD-BASED PAINT****Last Review or Revision: June 2010****I. PURPOSE**

The purpose of this standard operating procedure (SOP) is to provide information on the hazards of lead-based paint (LBP) and describe procedures for identification and proper LBP sampling techniques. The following procedures for sampling potential LBP using a direct reading instrument and paint chip collection are designed to provide standardization with respect to location and number of samples collected and method of labeling sample locations. In addition, this procedure should ensure that potential LBP samples are collected in a manner which allows for accurate analysis of the material. Finally, this procedure will help to ensure that sampling personnel are protected against potential lead dust releases through controlled sampling techniques or appropriate use of personal protective equipment.

The objective of sampling coated (i.e., painted, pigmented or stained) surfaces for LBP (LBP) is to characterize materials and components that contain lead in surface coatings and compare them to established limits such as the Environmental Protection Agency (EPA) or Housing Urban Development (HUD) standards and guidelines such as at quantities greater than 1.0 milligram per square centimeter (mg/cm^2) or 0.5% by weight or other regulated quantity as specified by state or local authority. By characterizing the locations and quantities of LBPs, exposure hazards can be greatly reduced.

II. BACKGROUND AND REFERENCE

Lead is a toxic heavy metal which may cause blood, kidney and nervous system disorders if inhaled or ingested. Metallic lead and lead contained in dusts are not readily absorbed through the skin. However, skin contact with potentially contaminated site materials should be avoided.

The United States EPA and HUD have established an action level for LBP of 1.0 milligram per square centimeter (mg/cm^2) or 0.5% by weight. Coatings with quantities equal to or greater than these values are considered LBP. The Occupational Safety and Health Administration (OSHA) does not establish a LBP quantity but regulates the amount of lead that can become airborne and either inhaled or ingested by setting limits for air concentrations of 0.05 milligram per cubic meter (mg/m^3) of air over a work shift and blood values of 50 micrograms per deciliter of blood.

Lead was a common ingredient in paint until 1978 when the Consumer Product Safety Commission (CPSC) banned the sale of LBP for use in residences in quantities greater than 0.06% by weight. However, some industrial paints still contain lead today and are used in several applications. Lead can be introduced into the air by sanding or abrading surfaces containing LBP, and inhalation or ingestion of the dust is possible. Ingestion of lead can occur when children consume deteriorated paint chips, children place exposed toys or body parts into their mouths or when industrial workers exposed to lead-containing dust eat or smoke without washing their hands.

The lead content of paint can be determined with direct-reading instrumentation or by analysis of a bulk paint chip sample. An X-ray fluorescence (XRF) type analyzer is recommended to obtain direct readouts of lead content in coated surfaces. The XRF analyzes for lead by atomic absorption spectroscopy (AAS). Results are in milligrams of lead per square centimeter. Paint chip sample analysis is performed by inductively coupled plasma-atomic emission spectrometry (ICP-AES) in accordance with EPA SW-846 Method 6010B. Results are typically reported as lead percent per paint chip weight.

When sampling for LBP in buildings classified under the United States Department of Housing and Urban Development (HUD) or other child occupied-facilities (i.e., publicly and privately owned-housing, public buildings, daycares, etc.), procedures stated in the most current revision of the Department of Housing and Urban Development *Guidelines for the Evaluation and Control of Lead-Based Paint Hazards Housing*, June 1995 revision will be used.

Lead is also regulated by the Occupational Safety and Health Administration (OSHA) and the EPA. Occupational exposure to lead occurring in the course of construction work, including maintenance activities, painting, renovation and demolition, is subject to OSHA standard (29 CFR 1926.62), Lead Exposure in Construction. Construction work covered by 29 CFR 1926.62 includes any repair or renovation activities or other activities that disturb in-place, lead-containing materials. Employers must assure that no employee will be exposed to lead at concentrations greater than 0.05 mg/m³ averaged over an eight-hour period without adequate protection.

The Resource Conservation and Recovery Act (RCRA) provides the EPA with the authority to regulate the waste status of demolition or renovation debris, including lead-containing materials. Specific notification and testing requirements must be addressed prior to transporting, treating, storing or disposing of hazardous wastes. Lead containing wastes are considered hazardous waste under RCRA if Toxicity Characteristic Leachate Procedure (TCLP) results exceed 5 milligrams per liter (mg/L). EPA exempts from most RCRA requirements those generators whose combined hazardous waste generation is less than 100 kilograms (kg) per month.

III. EQUIPMENT

LBP analysis can be conducted by using a direct reading XRF analyzer or by collecting paint chip samples. Equipment necessary to conduct both methods is listed below.

For direct reading sampling:

- X-ray fluorescence (XRF) analyzer and accessories
- XRF result field log (optional if downloading software is used)

For paint chip sampling:

- Heating tool and extension cord
- Tape measure or template
- Chisel
- Chipping hammer or scraper (lead paint samples from metal structures)
- Face shield or chipping goggles
- Sample containers (preferably sturdy, clear plastic vials)
- Sample labels
- Laboratory chain of custody for paint chip sample analysis

IV. CERTIFICATION

Individuals conducting LBP inspection services should have the certifications listed below. Copies of these certifications and licenses should be taken to the site.

- EPA lead inspector and risk assessor certification
- As applicable, local- or State-licensed lead inspector/risk assessor (required for HUD projects)
- Manufacturer training certification for the XRF analyzer

V. HEALTH AND SAFETY

The OSHA personal exposure limit (PEL) for lead is 0.05 milligram per cubic meter (mg/m^3) and the action level is $0.03 \text{ mg}/\text{m}^3$. The primary route of exposure of lead is through inhalation of contaminated dusts or by accidental ingestion; however, collection of small sample volumes required for analysis is not expected to generate significant dust. Although, if painted surfaces are being disturbed and dust is generated in the vicinity, personnel will take protective measures as indicated below. Project activities may be conducted in Level D personal protective equipment modified as specified below.

- Lead sampling activities will be performed in Level D personal protective equipment to include standard work uniform, safety footwear and hard hat if overhead hazards are present.

- Protective goggles or a full face shield will be worn during chipping hammer operations.
- Protective gloves should also be worn during lead chip sampling to prevent abrasion and contact with site materials. Half face disposable dust/fume/mist respirators (3M 9920 "surgical style" masks) or half-face air purifying respirators equipped with HEPA filter cartridges will be worn if dusty conditions develop on-site.

Due to the potential of accidental ingestion when working in areas with lead dust, do not smoke or eat with soiled hands. Wash thoroughly before eating, drinking or smoking. Shower thoroughly as soon as possible upon leaving the site.

The XRF analyzer contains a radioactive source and should be transported and used according to the manufacturer's instructions. Personnel utilizing the equipment shall have the proper training and certifications required for use of the equipment.

VI. PROCEDURES FOR XRF ANALYSIS

1. Identify areas with coated or prepared surfaces. This includes building materials, components and fixtures finished with a coating such as paint, stain and varnish. Wallpaper can mask prepared surfaces and should be included in the survey. Some ceramic tiles have a lead-containing glaze and should also be assessed, particularly where required by state or local regulatory agencies.
2. Select appropriate materials and locations to be sampled. When sampling painted interior surfaces, representative samples must be obtained per client instruction or in general compliance with the most current revision of the Department of Housing and Urban Development *Guidelines for the Evaluation and Control of Lead-Based Paint Hazards Housing*, June 1995 revision.
3. Calibrate the XRF unit according to the manufacturer's instructions before and after the survey. This involves taking calibration sample readings from a known source provided by the manufacturer.
4. Conduct XRF sampling on selected surfaces. Document descriptions of each surface sampled on the XRF result field log or using the manufacture's software. Record results on the XRF result field log if software is not used.

If results yield 1.0 mg/cm^2 (inconclusive), then a paint chip sample should be collected using the applicable procedures indicated in the following section.

If results indicate the presence of lead in quantities greater than 1.0 mg/cm^2 , it is recommended that a photograph depicting the material and location be taken.

VII. PROCEDURES FOR PAINT CHIP SAMPLING

1. Identify areas with prepared surfaces. This includes building materials, components and fixtures finished with a coating such as paint, stain and varnish. Wallpaper can mask prepared surfaces and these areas should be included in the survey.
2. Select appropriate materials and locations to be sampled. When sampling painted interior surfaces, representative samples must be obtained per client instruction or in general compliance with the most current revision of the Department of Housing and Urban Development *Guidelines for the Evaluation and Control of Lead-Based Paint Hazards Housing*, June 1995 revision.
3. A heating tool and chisel is recommended to collect representative samples of painted surfaces, but a knife, chipping hammer or paint scraper may also be used. Minimum force should be used to prevent the generation of dusts and particles. Wear protective goggles, abrasion resistant gloves and/or particulate respirator as appropriate to the task.

Check with the analytical laboratory you will use to determine minimum sample size required. A two square inch (2 in²) sample is recommended for each sample. The sample size should be documented on the sample log. Some laboratories conducting toxic characteristic leaching procedures (TCLP) analysis may request up to ten grams (10 g) per sample. Lead-based paint samples must be removed down to the bare substrate to ensure each layer of paint has been collected. Use a brush or mini-vacuum to clean up residual material and place it in the sample container.

4. Assign a sample number to each sample collected. Affix a label or mark the sample container indelibly with a sample identification number. Seal the sample container securely. Document descriptions and locations of each surface sampled on a field log. It is recommended that a photograph depicting the material and location be taken.
5. Send results and chain of custody to an American Industrial Hygiene Association (AIHA) accredited laboratory for analysis.

- Wash hands, face and forearms thoroughly before eating, drinking smoking or using toilet facilities.
- Shower thoroughly as soon as possible upon leaving the project site.

7. Bulk sample analysis for asbestos content is performed by polarized light microscopy (PLM). The analytical testing procedure is based on U.S. Environmental Protection Agency (EPA) methods and National Voluntary Laboratory Accreditation Program (NVLAP) requirements. Terracon will use NVLAP accredited and appropriately licensed laboratories for analysis of asbestos bulk samples. Samples will be controlled with the analytical laboratory through chain of custody documentation.



STANDARD OPERATING PROCEDURE for EPA Brownfield Grant Projects

E.4020 AVIAN PATHOGEN SAMPLING - AIRBORNE (Bat and Pigeon Droppings)

Last Revision/Review: July 2014

Reviewer / Office: RAG/Dallas

Objective and Application

Indoor air sampling requires the participation / review of a Terracon industrial hygienist (IH) in selecting methods and scoping work. Engaging an IH is encouraged for when sampling for airborne contaminants. For direction to local or regional assistance, contact the Chair of the Industrial Hygiene Practice Resource Group on the Terracon Environmental Services Webpage. Click [here](#) if viewing electronically.

The following procedure is for collection of samples for the determination of the avian pathogens *Histoplasma capsulatum*, *Cryptococcus neoformans* and *Chlamydia psittaci* by the Polymerase Chain Reaction (PCR) analytical method. The PCR method is qualitative for *H. capsulatum* and quantitative for *C. neoformans* and *C. psittaci*. For *H. capsulatum*, EMLab P&K (1501 W. Knudsen Drive, Phoenix, AZ) utilizes the National Institute of Occupational Safety and Health (NIOSH) two-stage PCR method as published by T. M. Reid and M. P. Schafer, *Molecular and Cellular Probes*, (1999) 13:269-273. The PCR method for *C. neoformans* and *C. psittaci* is a proprietary real time analytical developed by EMLab P&K using species-specific sequences published in Genbank for PCR primers (single strand of DNA specific for the species of interest) and probes (fluorescent molecules attached to primers to allow detection).

Equipment

The following equipment and supplies will be needed for this testing:

- Air monitoring cassettes are obtained from EMLab P&K. The sterile, 37 millimeter (mm) three piece cassettes contain a polycarbonate filter with a 0.4 micrometer pore size.
- Rotometer or other flowmeter accurate to 0.1 L/min. Flowmeters used for calibration of air sample pumps will be calibrated against a primary standard on a quarterly basis.
- Air monitoring pump (battery operated or ac powered depending on application) capable of providing 10 to 15 L/min flow rate for ambient air samples and a 1 to 4 L/min flow rate for personal air samples.
- Cassette holders (SKC Model 225-1).
- Vinyl tubing to connect pump to cassette holder.
- Cassette stand or other means to fix cassette in place as appropriate for ambient air sample testing locations. Cassette holders affix to the lapel or similar location in the personal breathing zone (PBZ) when collecting personal air samples.
- Chain of Custody.

Procedures

Label cassette and record laboratory identification number on chain of custody. For ambient air samples, select a location for the sample that is subject to ambient air flow and representative of the location(s) to be tested. For personal air samples, clip the cassette/cassette holder to the individual's lapel, shoulder or other location in the PBZ and secure with duct tape as needed. Secure the low flow personal pump to the workers belt or similar location. A location protected from precipitation should be selected. Excessive moisture will interfere with sample analysis and could affect the flow rate.

Assemble sampling pump, tubing and stand in sample collection location. The cassette should be placed in the cassette holder and the tubing from the pump attached to the base of the cassette holder at the nipple. The joint between the tubing and cassette may be reinforced with tape if site conditions make this necessary. Cassette must be tilted downward at a 45° angle from horizontal. Cassette and pump should be placed so that the sample does not have to be moved after sample calibration.

A short section of vinyl tubing should be used to connect the flowmeter to the inlet port of the cassette holder. An adapter fitting may be needed to connect the tubing to the cassette. If a rotometer is used for flow calibration, the instrument must be held upright for accurate readings. Turn on the pump and measure the flow rate. Using the flow control on the pump, adjust the flow to the desired reading between 10 and 15 L/min for ambient air samples and 1.0 and 4.0 L/min for personal air samples. Record the sampling start time and beginning flow rate. The target total air sample volume for ambient and personal air samples is generally 1,400 L to 1,800 L. For personal samples collected while workers are physically disturbing Bat/Bird guano or related debris and visible emissions are observed, the target total air sample volume may be adjusted to 360 L to 720 L.

After completion of the sample collection, inspect the pump and cassette for any problems that may affect the sample validity and record any problems noted. Measure the post collection flow rate using the procedure described above. The average of the two flow rates will be used by the laboratory to calculate the sample volume. Turn off the pump and cap the inlet and outlet ports on the 37 mm filter cassette. Record the sampling completion time and ending flow rate.

Documentation

In addition to chain of custody documentation, the following must be provided to the laboratory performing sample analysis:

- Average flow rate (average of beginning and ending readings)
- Sample duration
- Filter number
- Requested analytical method (Avian Pathogens by PCR)

The following additional information must be collected for Terracon project files:

- Sample date
- Sample times
- Sample location
- Activities performed by during the sampling
- Wind orientation (upwind, downwind, etc.)
- Weather conditions

Attached or Referenced Supporting Information

- Industrial Hygiene Technical Manual – Chapter II: Standard Methods for Sampling Air Contaminants
- EMLab P&K, 1501 W. Knudsen Drive, Phoenix, AZ



STANDARD OPERATING PROCEDURE for EPA Brownfield Grant Projects

E.4022 AVIAN PATHOGEN SAMPLING – BULK MATERIAL (Bat and Pigeon Droppings)

Last Revision/Review: July 2014

Reviewer / Office: RAG/Dallas

Objective and Application

Bulk sample collection of potentially hazardous materials requires the participation / review of a Terracon industrial hygienist (IH) in selecting methods and scoping work. Engaging an IH is encouraged when sampling for microbial contaminants. For direction to local or regional assistance, contact the Chair of the Industrial Hygiene Practice Resource Group on the Terracon Environmental Services Webpage. Click [here](#) if viewing electronically.

The following procedure is for the collection of bulk samples of Bat/Bird guano and related debris for the determination of the avian pathogens *Histoplasma capsulatum*, *Cryptococcus neoformans* and *Chlamydia psittaci* by the Polymerase Chain Reaction (PCR) analytical method. The PCR method is qualitative for *H. capsulatum* and quantitative for *C. neoformans* and *C. psittaci*. For *H. capsulatum*, EMLab P&K (1501 W. Knudsen Drive, Phoenix, AZ) utilizes the National Institute of Occupational Safety and Health (NIOSH) two-stage PCR method as published by T. M. Reid and M. P. Schafer, *Molecular and Cellular Probes*, (1999) 13:269-273. The PCR method for *C. neoformans* and *C. psittaci* is a proprietary real time analytical developed by EMLab P&K using species-specific sequences published in Genbank for PCR primers (single strand of DNA specific for the species of interest) and probes (fluorescent molecules attached to primers to allow detection).

Personal Protective Equipment (PPE)

Because the target microorganisms are inherently hazardous/pathogenic, PPE is required for the collection of bulk samples. Bulk sample collection disturbs the matrix being sampled and may result in aerosolization of pathogenic spores or other viable propagules and proper dermal and respiratory protection is required during sample collection.

The following PPE will be needed for this testing:

- Prior to sample collection, don Tyvek disposable coveralls, safety glasses, nitrile or latex gloves and respiratory protection. Depending on the level of substrate disturbance or visible airborne dust/emissions in the general sample collection area either an N-95 or N-100 respirator will be worn during sample collection. If a full face respirator is worn, safety glasses are not required.

Equipment

The following equipment and supplies will be needed for this testing:

- Sterile sample containers obtained from EMLab P&K. The sterile sample containers are typically 100 to 250 milliliter plastic bottles.
- Pre-cleaned metal bulk sample collection spatulas or an equivalent single use sterile bulk sample device. Metal spatulas must be pre-cleaned with 70% isopropyl alcohol, flamed with a Bunsen burner, Bic® lighter, or equivalent flame source, cooled in air and then stored in zip-lock bags or similar clean containers. To avoid cross contamination, use only one bulk collection device per sample.
- Appropriate marking pens to label containers or pre-printed labels to affix to the containers.
- Chain of Custody.

Procedures

Don the required PPE. Locate Bat/Bird guano or related debris that will be sampled and note the location in field notes and/or on a floor plan.

Label sample containers and record laboratory identification number on chain of custody.

With one hand, scoop approximately 10-100 milligrams (1-5 level tablespoons) of the Bat/Bird guano or related debris with the single use bulk sample collection device and promptly transfer to the sterile, lab supplied bulk sample container in the other hand. The bulk sample device and the sterile bulk sample container should not be placed on the ground or other surfaces near the sample location during sample collection. The pre-labeled sterile bulk sample container should be sealed and placed in a zip-lock bag prior to transfer to the laboratory.

If only sampling from one Bat/Bird guano or related debris location, collect a minimum of two samples.

Prepare a blank sample by opening the bulk sample container for 5-10 seconds in the immediate sample collection location, then sealing the container. Label accordingly.

Each metal spatula used to collect the bulk material should be transferred to a separate zip-lock bag and the bag sealed. After completion of the sample collection, re-clean the metal spatulas by placing the metal spatulas in a solution of non-ionic detergent amended with household bleach (Joy liquid dishwashing soap and 1 cup household bleach/gallon water) and soak for 24 hours. The metal spatulas may then be final cleaned as previously described. Sterile single use disposable bulk sample devices should be placed in a separate zip-lock bag and discarded.

Documentation

In addition to chain of custody documentation, the following must be provided to the laboratory performing sample analysis:

- Sample location
- Requested analytical method (Avian Pathogens by PCR)

The following additional information must be collected for Terracon project files:

- Sample date
- Sample times
- Sample location
- Activities performed by during the sampling
- Wind orientation (upwind, downwind, etc.)
- Weather conditions

Attached or Referenced Supporting Information

- Industrial Hygiene Technical Manual – Chapter II: Standard Methods for Sampling Air Contaminants
- EMLab P&K, 1501 W. Knudsen Drive, Phoenix, AZ



STANDARD OPERATING PROCEDURE for EPA Brownfield Grant Projects

E.4030 BIOAEROSOL SAMPLING, TOTAL (Airborne Mold Spores)

Last Revision/Review: July 2014

Reviewer / Office: RAG/Dallas

Objective and Application

Bioaerosol sampling requires the participation / review of a Terracon industrial hygienist (IH) in selecting methods and scoping work. Engaging an IH is encouraged when sampling for airborne contaminants. For direction to local or regional assistance, contact the Chair of the Industrial Hygiene Practice Resource Group on the Terracon Environmental Services Webpage. Click [here](#) if viewing electronically.

An airborne biogenic particle, such as a fungal spore, is a bioaerosol. Fungal spores are ubiquitous in the environment, and have specific requirements for survival, germination, and growth. Although fungal bioaerosols have not been conclusively associated with adverse health effects commonly noted in typically building-related complaints (e.g., mucous membrane irritation, headache, and fatigue), they are known in the medical literature to be associated with common allergies, or more serious respiratory disease. Some studies, and case histories have shown correlations between allergy, or more serious respiratory symptoms, and fungal contamination of heating, ventilating, air conditioning (HVAC) systems.

The spore trap sampling method used for total bioaerosol sampling is capable of determining total fungal spore concentrations per cubic meter of air (spores/m³). Bioparticulate such as pollen grains, insect exoskeletons, or fungal spores that require specific substrates in order to germinate and/or produce taxonomically identifiable reproductive structures (e.g., Ascospores and Basidiospores) are detected by this technique. While many fungal spores can be identified by this method, others, which are morphologically similar, cannot be positively assigned a genus designation and are grouped based on similar spore morphology (e.g. *Aspergillus/Penicillium*, *Drechslera/Bipolaris*). High variability in fungal spore concentrations will exist in different geographic locations, during different seasons, and weather patterns, and over the course of a given day. As a general rule, indoor fungal spore concentrations in an HVAC-supplied building are typically less than, but qualitatively similar to, fungal spore concentrations found in the outside environment. To assist in the interpretation of bioaerosol sampling results, a comparative sampling strategy is employed.

Equipment

The following equipment and supplies will be needed for this testing:

- Bioaerosol sample cassettes are obtained directly from laboratory supply companies or from the laboratory that will analyze the air samples. Allergenco-D™ or Air-O-Cell™ bioaerosol sample cassettes are recommended.
- Rotometer or other flowmeter accurate to 0.1 L/min. Flowmeters used for calibration of ac powered air sample pumps will be calibrated against a primary standard on a quarterly basis.
- a) Air monitoring pump (ac powered) capable of providing 15 L/min flow rate; b) Buck BioAire Bioaerosol Sampling Pump, Model B520 with rotometer for calibration; c) Zefon Bio-Pump Plus with rotometer for calibration; d) or equivalent battery operated air sampling devices capable of using the Allergenco-D™ or Air-O-Cell™ sample cassettes at a flow rate of 15 L/min.
- Vinyl tubing to connect air sampling cassette to ac powered air monitoring pump.
- Gloves, 1 gallon zip-lock bags, alcohol based hand wash, marker pen, field sampling logs, extension cords and camera.
- Cassette stand or other means to fix cassette in place as appropriate for ac powered air monitoring pump applications.
- Chain of Custody (COC).

Sample Collection Considerations

The bioaerosol sampling cassettes are designed to operate at a recommended flow rate of 15 L/min. It is important not to run the sampling pumps at lower flow rates for longer times to achieve the recommended air volume, as lower flow rates may result in a loss of some spores and the accumulation of others in a non-uniform manner. Higher flow rates may damage the spores.

The sampling time is dependent on the density of particulate in the environment. It is important not to overload the sample, otherwise it will be impossible to assess the types of spores, pollen and particulates that are present. The following table represents typical sample times to attain a sharply defined sample trace with good dispersion of the spores:

Environmental Conditions	Sampling time at 15 L/min
Drywall renovation or heavy industrial dust	1 minute
Dusty, dirty, visible particles in the air	3 minutes
Indoor environment, high activity and personnel present	5 minutes
Outdoors (collect a minimum of 2 outdoor samples)	5 minutes

Sampling Procedures

1. Prior to sampling, calibrate the pump to 15 liters per minute.
2. Record sampling location on field data sheet.
3. Wash hands with alcohol based hand wash. Don clean nitrile (or latex) gloves.
4. Inspect cassette for quality control mark indicating that sampling cassette has been inspected by manufacturer and approved for use.
5. Remove and retain tape seal covering outlet.
6. Attach the outlet (round hole) to the supplied tubing adapter (available from bioaerosol cassette supplier), or use standard ½" PVC tubing (for use with high volume pumps only).

Using a sampling stand, the cassette should be located approximately 4 to 5 feet above the floor surface.

7. Remove and retain tape seal covering inlet.
8. Start the sampling pump, and record sampling start time. Sample for an appropriate period of time (see table above).
9. Stop the sampling pump and seal inlet with the original tape. Record sampling stop time. Remove cassette from tubing, and reseal outlet with the original tape. Label sample and place into 1 gallon zip lock bag.
10. Repeat steps 1-9 for remaining samples to be collected.
11. A minimum of 2 samples should be collected in complaint area(s) and the outdoor environment. A comparative sample should be collected in a non-complaint area and duplicate samples at the building exterior, preferably adjacent to the air handling system's air intake or main point of egress. The outdoor environment should be sampled prior to entering the building and again at the end of the site assessment. It is recommended that sample field blanks should be included with the samples submitted to the laboratory.
12. At the conclusion of the sampling event complete a COC detailing client name and information, project name or number, sample number(s), description of area, volume of air collected, date of sample collection and date of shipment. Specify sample analysis and turnaround time. Maintain original and submit the copy to the laboratory with the samples.
13. To reduce shipping damage, it is recommended that the samples be placed in a corrugated shipping box to ensure safe arrival at the laboratory.

QUALITY CONTROL SUGGESTIONS

1. Initial air sampling should be performed prior to disturbance of mold and mold contaminated materials by investigative and surface/bulk sampling activities.
2. An effective interpretation is based on the comparison of indoor and outdoor samples. Outdoor control samples will help demonstrate whether spore amplification is occurring indoors.
3. Obtain an indoor control sample from a non-complaint area for comparison.
4. Sending a blank cassette for analysis is a good practice. The recommended industry practice for the number of field blanks is to provide two field blanks for each lot of bioaerosol sampling cassettes.
5. Flow rate is critical for accurate results. Remember to calibrate the pump at 15 L/min prior to sampling.
6. Never use cassettes that are damaged, expired, or do not have the manufacturers quality control mark.

Documentation

In addition to chain of custody documentation, the following must be provided to the laboratory performing sample analysis:

- Sample duration and flow rate
- Sample number
- Requested analytical method (total bioaerosol analysis)

The following additional information must be collected for Terracon project files:

- Sample date
- Sample times
- Sample location
- Activities performed during the sampling
- Wind orientation (upwind, downwind, etc.)
- Weather conditions

Attached or Referenced Supporting Information

- American Conference of Governmental Industrial Hygienist: Bioaerosols, Assessment and Control, 1999.
- Terracon Mold Practice Guidelines.



STANDARD OPERATING PROCEDURE for EPA Brownfield Grant Projects

E.4033 FUNGAL GROWTH (MOLD) – SURFACE/BULK COLLECTION

Last Revision/Review: July 2014
Reviewer / Office: RAG/Dallas

Objective and Application

Bulk sample collection of potentially hazardous materials requires the participation / review of a Terracon industrial hygienist (IH) in selecting methods and scoping work. Engaging an IH is encouraged when sampling for microbial contaminants. For direction to local or regional assistance, contact the Chair of the Industrial Hygiene Practice Resource Group on the Terracon Environmental Services Webpage. Click [here](#) if viewing electronically.

Because many building materials can provide a source of nutrients for fungal growth, water is the limiting factor in minimizing the potential for fungal growth. Therefore, visible fungal growth, excessive dirt and water-damaged building materials should not be observed. When these conditions are observed, it indicates a need to conduct additional assessment, cleaning, and/or remediation activities.

Tape lift and bulk sampling are techniques used for direct examination. A direct exam allows for the immediate determination of the presence of fungal growth as well as what types of fungi are present. The criteria to establish fungal growth on the substrate sampled is microscopic confirmation of fungal somatic and reproductive structures. Direct examinations should only be used to sample visible or suspect fungal growth in a contaminated area. Most surfaces naturally collect a mixture of fungal spores that are normally present as background debris in the environment.

The direct exam is inexpensive and can be performed quickly. It is a useful test for initial site sampling. Direct examination of a surface indicates the fungi present in a given sample location.

Health problems related to indoor microbial growth are generally caused by the inhalation of substantial numbers of airborne spores, sometimes over a long period of time. The presence of biological contamination on a particular surface is not a direct indication of what may be in the air.

Equipment

The following equipment and supplies will be needed for this testing:

- Gloves, 1 gallon zip-lock bags, alcohol based hand wash, marker pen, field sampling logs and camera.
- Tape lift kit(s) may be obtained from the laboratory, or standard clear "Scotch" tape may be used.

- Chain of Custody (COC).

SAMPLING PROCEDURE

Tape Lift:

1. Wash hands with alcohol based hand wash. Don clean nitrile (or latex) gloves.
2. Remove tape applicator from slide provided in the tape lift kit or remove a few inches of clear tape from tape roll. Avoid touching the sticky side of the tape.
3. Apply the designated area of the lift kit tape applicator or central inch of tape to the sample area. Apply light pressure to the non-adhesive side.
4. Pull the lift kit tape applicator or tape off of the surface with slow, steady pressure, holding the tape edges only.
5. Apply sticky side of the lift kit tape applicator to the slide provided in the lift kit. For tape method, gently apply sticky side of the tape to a field sampling log, ensuring that there are no folds or creases in the tape. Do not fold tape onto itself.
6. Label samples and place into 1 gallon zip lock bag.
7. Record sampling location on COC. Photograph sample location.
8. Repeat steps 1-7 for remaining samples to be collected.
9. At the conclusion of the sampling event complete a COC detailing client name and information, project name or number, sample number, description of area, date of sample collection and date of shipment. Specify sample analysis and turnaround time. Maintain original and submit the copy to the laboratory with the samples.
10. To reduce shipping damage, it is recommended that the samples be placed in a corrugated shipping box to ensure safe arrival at the laboratory.

Bulk:

1. Wash hands with alcohol based hand wash. Don clean nitrile (or latex) gloves.
2. Collect a small sample of the suspect material and place in a clean zip lock bag and close.
3. Prepare sample label and place on the 1 gallon zip lock bag.
4. Record sampling location on field data sheet. Photograph sample location.
5. Repeat steps 1-4 for remaining samples to be collected.
6. At the conclusion of the sampling event complete a COC detailing client name and information, project name or number, sample number, description of area, date of sample collection and date of shipment. Specify sample analysis and turnaround time. Maintain original and submit the copy to the laboratory with the samples.
7. To reduce shipping damage, it is recommended that the samples be placed in a corrugated shipping box to ensure safe arrival at the laboratory.

Documentation

In addition to chain of custody documentation, the following must be provided to the laboratory performing sample analysis:

- Sample location
- Requested analytical method (fungal identification)

The following additional information must be collected for Terracon project files:

- Sample date
- Sample times
- Sample location
- Activities performed by during the sampling
- Wind orientation (upwind, downwind, etc.)
- Weather conditions

Attached or Referenced Supporting Information

- American Conference of Governmental Industrial Hygienist: Bioaerosols, Assessment and Control, 1999.
- Terracon Mold Practice Guidelines.

APPENDIX C: SITE ACCESS AGREEMENT

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**APPENDIX C
CONCEPTUAL DRAWING
OF
WASTE PROCESSING STATION**

BUILDING INTERIOR

WASTE ASSESSMENT &
PROCESSING AREA

C S D

ASBESTOS
"BAG-OUT"

MOLD & AVIAN
WASTE "BAG-OUT"

LEAD
"BAG-OUT"

CONCEPTUAL DRAWING
NOT FOR CONSTRUCTION

Terracon

8901 Carpenter Freeway
Suite 100

Dallas Texas 75247
214.344.1444

6.1.b

Commercial Building
203/205 W Broad Street
Texarkana, Texas

Conceptual Drawing

Project #: 94137464B Drawing: #1

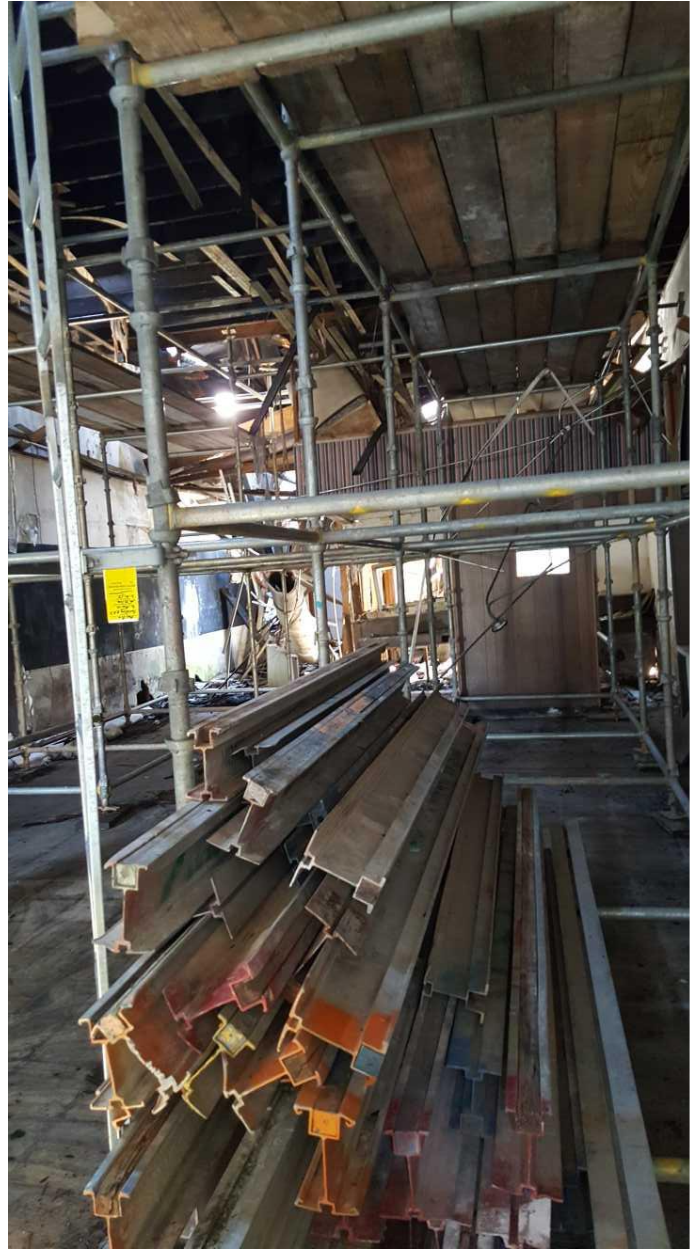
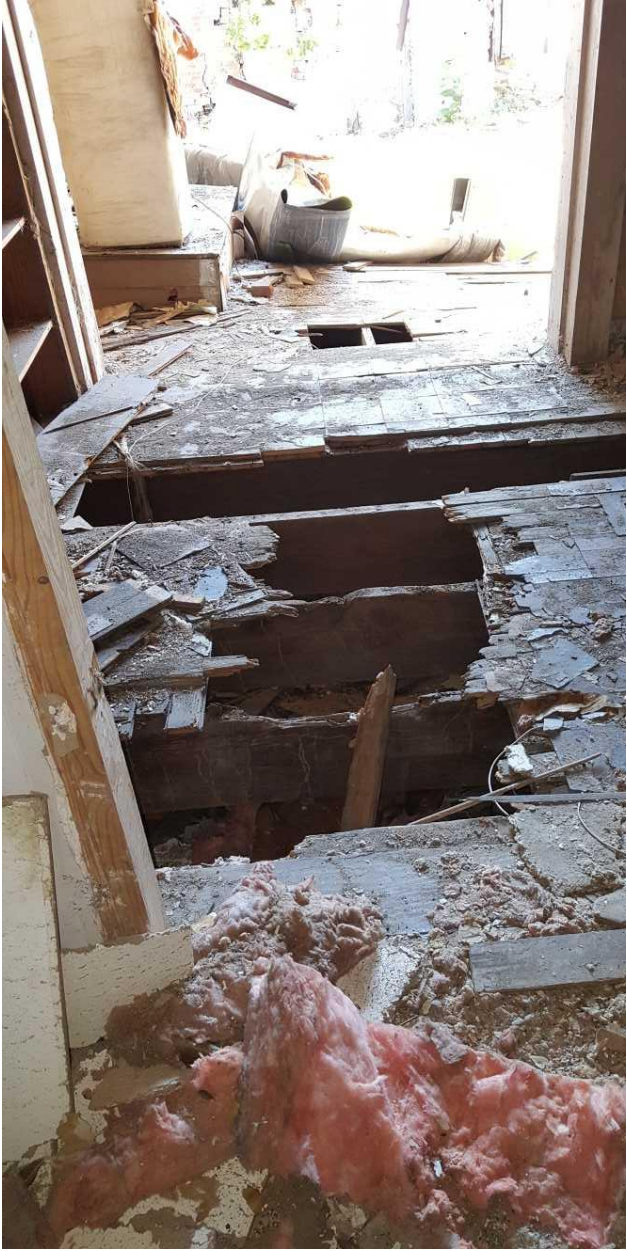


July 2017

203



Attachment: 2017-094 ATTH 03 Pictures (1696 : 2017-094 RES Authorizing Interim City Manager to Enter Into Contracts to Complete the EPA



Attachment: 2017-094 ATTH 03 Pictures (1696 : 2017-094 RES Authorizing Interim City Manager to Enter Into Contracts to Complete the EPA



Attachment: 2017-094 ATTH 03 Pictures (1696 : 2017-094 RES Authorizing Interim City Manager to Enter Into Contracts to Complete the EPA





205









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:

City of Texarkana, Texas

Version: A

Update Date: 8/4/2017 5:16 PM

Briefing Sheet

Lead Department: City Manager **Action Officer:** John Whitson, City Manager
Subject: Ordinance No. 2017-083 setting and ordering the rates to be charged by
Centerpoint Energy for natural gas.
Briefing: 8/28/2017 **Public Hearing:** 8/28/2017 **Second Briefing:** 8/28/2017 **Council Vote:** 8/28/2017

Item ScheduleSchedule 2: Brief once - vote once (two weeks)**Updates/History of Briefing:**

NOT APPLICABLE

Executive Summary and Background Information:

CenterPoint Energy Resources Corporation d/b/a CenterPoint Energy Arkla (CENTERPOINT) has filed with the City Secretary its "Statement of Intent" to increase its rates for delivering and selling natural gas in Texarkana.

As a regulatory authority, as defined in TEX. UTIL. CODE § 101.003(13), the city has the authority:

- To make reasonable inspections of the papers, books, accounts, documents, or other business records of the utility. TEX. UTIL. CODE § 102.203
- To require the filing of rates, rules, and regulations. TEX. UTIL. CODE § 102.151
- To fix just and reasonable standards of service to be followed by the utility. TEX. UTIL. CODE § 104.252
- To provide for the examination and testing of equipment. TEX. UTIL. CODE § 102.205
- To engage rate consultants, accountants, auditors, attorneys and engineers to assist in ratemaking proceedings. TEX. UTIL. CODE § 103.022.
- To establish rates. TEX. UTIL. CODE § 103.001.

TEX. UTIL. CODE § 103.022 gives cities the right to hire rate consultants, auditors, attorneys, and engineers to assist with the ratemaking proceedings upon request by the city; the public utility is required to reimburse the governing body for the reasonable costs of such services, which are passed on to the ratepayers. A city may, of course, elect to pay for such services from tax generated revenue. The city should plan expenditures not only on a basis of reasonableness but also on a basis of cost effectiveness.

Under TEX. UTIL. CODE § 102.005, the Commission may advise and assist municipalities upon request in connection with questions and proceedings under the statute. Cities should be aware, however, that budgetary constraints imposed by the Legislature limit the resources that the Commission has available for providing such assistance.

City of Texarkana, Texas

The procedures and legal standards for ratemaking proceedings are generally contained in TEX. UTIL. CODE Chapters 102 and 104. Ratemaking proceedings are typically initiated by a utility by filing a statement of intent to increase rates under TEX. UTIL. CODE § 104.102. The utility must provide notice in accordance with TEX. UTIL. CODE § 104.103. The city, however, may initiate a rate proceeding on its own motion or on the complaint of any affected person, and if, after notice and hearing, it finds that existing rates are unreasonable or in violation of the law, it may adopt new rates. TEX. UTIL. CODE § 104.151.

Rate proceedings before the city may generally be processed according to any applicable provisions of the city charter (Texarkana City Charter does not have any provision related to regulating utility rates). However, TEX. UTIL. CODE § 103.021(b) requires that the city make its rate determination using the procedures and requirements of Title 3, Subtitle A (the Gas Utility Regulatory Act) of the Texas Utilities Code.

Once the proper statement of intent is filed and notice is given, the city council may on its own motion or upon the complaint of any affected person hold a hearing or hearings to determine the propriety of the change. This decision may be made at any time within 30 days from the date when the change would or has become effective, upon reasonable notice to all affected parties. TEX. UTIL. CODE § 104.105. The city council is required to provide an opportunity for hearing in each case where the change would constitute a major change as defined in TEX. UTIL. CODE § 104.101. TEX. UTIL. CODE § 104.104 prohibits a major change to take effect prior to the end of the 35-day period prescribed by TEX. UTIL. CODE § 104.102. An informal proceeding may satisfy the requirement if no complaint is received before the expiration of 45 days after notice of the change has been filed.

TEX. UTIL. CODE § 102.251 requires that a record be kept of the proceeding before the city. TEX. UTIL. CODE § 102.252 provides that all parties to the proceeding are entitled to be heard in person or by an attorney. Although the TEX. UTIL. CODE does not define the term “party,” TEX. UTIL. CODE § 105.051 refers to complaints made by any “affected person.” Presumably, any “affected person” may be permitted to become a party to the proceeding. An “affected person” is defined in TEX. UTIL. CODE § 101.003(1) as a gas utility affected by an action of a regulatory authority, a person whose utility service or rates are affected by a proceeding before a regulatory authority, or a person who is a competitor of a gas utility with respect to a service performed by the utility or wants to enter into competition with a gas utility. Mere participation in the proceeding does not confer party status on a person. Party status is conferred only when the city names or admits the person as a party to the proceeding. A party to the proceeding may appeal the city's action to the Railroad Commission. See TEX. ATT'Y GEN. OP. NO. MW-355 (1981).

A city has several options available concerning the scope of the data it will consider in connection with applications for rate increases. The city may consider data covering the utility's cost of providing service in just the municipality, or it may consider system-wide data. TEX. UTIL. CODE § 103.021. In appropriate situations, the city may limit the scope of the hearing to consider an identifiable rate factor that can be easily segregated. See *Railroad Comm'n v. City of Fort Worth*, 576 S.W.2d 899 (Tex. Civ. App.--Austin 1979, writ. ref'd n. r. e.).

Potential Options:

Once the statement of intent has been filed, the city has several options for handling the rate request. It may take no action and allow the proposed rate increase to take effect automatically at least 35 days after the date of filing. Or the city, depending on what its investigation reveals, may:

City of Texarkana, Texas

- 1) expressly deny any rate increase;
- 2) expressly grant the proposed rate increase in full;
- 3) expressly grant a rate increase less than that requested;
- 4) expressly set rates that are lower than the rates the utility is charging.

The city council should maintain a formal record of its decision, whether through ordinance or minutes. Whatever the city's decision, the utility should be advised promptly in writing.

If the city finds that it cannot make an informed decision before the proposed effective date, it may suspend the proposed rate pursuant to TEX. UTIL. CODE § 104.107. Upon delivery to the affected utility of a written statement of its reasons, the city may suspend the operation of the rate schedule for a period of 90 days beyond the date on which the schedule would otherwise have gone into effect giving the city a total of 125 days to review the proposed rate increase.

If the city has not made a final determination within 125 days after the proposed effective date, TEX. UTIL. CODE § 104.107(b) provides that the regulatory authority is considered to have approved the rate schedule. This approval, however, is subject to the city's authority thereafter to continue a hearing in progress.

If the city chooses to suspend the rates, it may consider establishing temporary rates for the period of suspension. TEX. UTIL. CODE § 104.108. Temporary rates may be subject to credit or refund upon setting the final rate. Bonded rates do not apply to cities, because they have to make a decision by the 125th day (which is 90 days from the date the rates would otherwise have gone into effect). TEX. UTIL. CODE § 104.109.

Fiscal Implications:

Gas sales include collection of franchise fees which will also increase along with the rate increase. Gas Franchise Fee Collections have been:

FY	General Fund	Economic Development Fund	Total
2017	\$204,619.42	\$68,206.46	\$272,825.88
2016	\$208,142.60	\$69,380.84	\$277,523.44
2015	\$296,517.22	\$98,839.06	\$395,356.28
2014	\$311,445.08	\$103,815.01	\$415,260.09

Staff Recommendation:

Approve the rates as submitted.

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

City of Texarkana, Texas

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

- a. 2017-083 ORD Fixing and Ordering Natural Gas Rates (DOC)
- b. 2017-083 EXH A Rate Schedule (PDF)
- c. 2017-083 ATTH 01 Statement of Intent to Increase Rates (PDF)
- d. 2017-083 ATTH 02 Natural Gas Bill Analysis 25 Texas Cities (PDF)
- e. 2017-083 ATTH 03 Hearing Procedure (PDF)
- f. 2017-083 ATTH 04 Steps in a Rate Case (PDF)
- g. 2017-083 Goals & Perspectives (DOCX)

Staff Coordination

City Manager	John Whitson	Department Head Review	Completed	
	08/03/2017 3:10 PM			
Finance Department	Kristin Peebles	Finance Review	Completed	08/03/2017
3:59 PM				
City Attorney	Jeffery C. Lewis	Review	Completed	08/03/2017
4:12 PM				
City Manager	Shirley Jaster	Deputy City Manager Review	Completed	
	08/04/2017 9:36 AM			
Deputy City Manager -	Kyle Dooley	Kyle Dooley	Deputy City Manager	
Review	Completed	08/04/2017 9:43 AM		
Public Information Officer		Lisa Thompson	PIO Review	Completed
	08/04/2017 3:53 PM			
City Manager	John Whitson	Review	Completed	08/04/2017
4:09 PM				
City Council	Jennifer Evans	Meeting	Completed	08/14/2017
6:00 PM				

Meeting History

08/14/17 City Council MOVED FORWARD Next: 08/28/17
 Ms. Jaster made introductory comments. Centerpoint Energy's District Director Jay Johnston and Director of Regulatory Affairs Tom Stevens answered questions for council concerning the rate case process presented to the Arkansas Public Service Commission in November 2015.

ORDINANCE NO. 2017 - 083

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, ORDERING THE RATES TO BE CHARGED BY CENTERPOINT ENERGY RESOURCES CORPORATION, D/B/A CENTERPOINT ENERGY ARKANSAS GAS, FOR NATURAL GAS AND NATURAL GAS SERVICE TO RESIDENTIAL AND COMMERCIAL CUSTOMERS WITHIN THE CITY OF TEXARKANA, TEXAS; INCLUDING A REPEALER CLAUSE AND A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, On July 27, 2017, CenterPoint Energy Resources Corporation, d/b/a CenterPoint Energy Arkla (CENTERPOINT), filed a Statement of Intent with the City Secretary to increase rates in the City of Texarkana, Texas; and

WHEREAS, On September 2, 2016, the Arkansas Public Service Commission published Order Number 8 (Docket No. 15-098-U) approving CENTERPOINT rates for its Arkansas service areas; and

WHEREAS, the CENTERPOINT filing meets the filing requirements as set by Texas Utility Code §104.102; and

WHEREAS, the rate schedules have been considered by the City Council, and it is the opinion of the City Council that the rate schedules and service charges proposed for residential and commercial gas service by CENTERPOINT in the City of Texarkana, Texas, are just and reasonable, and should be approved.

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

SECTION 1: That CENTERPOINT is hereby ordered to issue and file with the City Clerk of the City of Texarkana, Texas, tariff sheets containing residential and commercial rate schedules identical to those rate schedules attached hereto as **Exhibit “A”**, and that such rate schedules are hereby adopted, established, and authorized as proper, reasonable, and lawful rates for such natural gas service.

SECTION 2: That the rates, set out on the rate schedules filed pursuant to Section 1 hereof, are to be observed by CENTERPOINT, its successors and assigns until changed as provided by the Gas Utility Regulatory Act, Texas Utility Code Chapter 101 *et seq.*

SECTION 3: That this Order, determining the level of rates to be charged and applied by CENTERPOINT, shall be served upon CENTERPOINT by United States Mail.

SECTION 4: That the tariff sheets approved by this Ordinance shall become effective with bills rendered on or after September 1, 2017.

SECTION 5: That all applications and motions to intervene in this matter however designated, are hereby denied.

SECTION 6: That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

SECTION 7: That this Ordinance shall be in full force and effect on and after its date of passage by the City Council.

SECTION 8: That if any portion of the rates or service charges established herein shall be declared invalid for any reason, the invalidity hereof shall in no manner affect the validity and enforcement of the remainder of such rates for service charges.

PASSED AND APPROVED in Regular Council Session on this the **28th day of August, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

2017-083 Exhibit "A"
(1 of 2)

Class of Service	Code	Customers	Object	Current Rates				Proposed Rates					
				Volume		Per Unit	Charge	Volume		Per Unit	Charge		
Residential	RS-1	9,394	Monthly Customer Charge				\$ 9.75				\$ 10.75		
			Natural Gas	First 50 Ccf		\$ 0.34655		First 15 Ccf		\$ 0.45335			
			Over 50 Ccf		\$ 0.16664		Over 15 Ccf		\$ 0.36576				
			Minimum Charge			\$ 9.75			\$ 10.75				
			Riders:	Gas Supply Rate			Gas Supply Rate						
				Main Replacement Program (adjusted monthly)			--removed--						
				Municipal Tax Adjustment			Municipal Tax Adjustment						
				Weather Normalization Adjustment			Weather Normalization Adjustment (applicable only on volumes in excess of 15 Ccf)						
				Trial Billing Determinant Rate Adjustment			Interim Billing Determinant Rate Adjustment						
Energy Efficiency Cost Recovery Rider			Energy Efficiency Cost Recovery Rider										
			Formula Rate Plan Rider (adjusted annually, beginning the first business day of October, 2017)										
			Average monthly increase for residential customer			\$ 7.27							
Small Commercial (Limited to 365,000 Ccf in any 12 consecutive month period)	SCS-1	1,469	Monthly Customer Charge				\$ 13.00				\$ 14.67		
			Natural Gas	Natural Gas - System Supply Option (SSO)	First 1,500 Ccf	\$ 0.15177				\$ 0.17133			
				1,501 - 15,000 Ccf		\$ 0.11479				\$ 0.12959			
				Over 15,000 Ccf		\$ 0.04921				\$ 0.05555			
				Natural Gas - Transportation Supply Option (TSO) <i>Customers experiencing or anticipating an average daily demand of 25 MMBtu per day</i>	First 150 MMBtu	\$ 1.49368		Natural Gas - Transportation Supply Option (TSO) <i>Customers experiencing or anticipating an average daily demand of 10 MMBtu per day</i>	\$ 1.68620				
			151-1,500 MMBtu		\$ 1.12973				\$ 1.27534				
			Over 1,500 MMBtu		\$ 0.48431				\$ 0.54673				
			Minimum Charge			\$ 13.00			\$ 14.67				
			Riders:	Gas Supply Rate			Gas Supply Rate						
				Main Replacement Program (adjusted monthly)			--removed--						
				Municipal Tax Adjustment			Municipal Tax Adjustment						
				Weather Normalization Adjustment			Weather Normalization Adjustment (applicable only on volumes in excess of 78 Ccf)						
				Trial Billing Determinant Rate Adjustment			Interim Billing Determinant Rate Adjustment						
			Energy Efficiency Cost Recovery Rider			Energy Efficiency Cost Recovery Rider							
						Formula Rate Plan Rider (adjusted annually, beginning the first business day of October, 2017)							
			Set-up TSO (Each Time)	Customer may switch between SSO and TSO seasonally provided they experience more than 80% of annual load during APR through OCT and who experience or anticipate an average daily demand of more than 25 MMBtu per day during any consecutive 30-day period of the preceding or succeeding APR through OCT.	\$ 300.00			Customer may switch between SSO and TSO seasonally provided they experience more than 80% of annual load during APR through OCT and who experience or anticipate an average daily demand of more than 10 MMBtu per day during any consecutive 30-day period of the preceding or succeeding APR through OCT.	\$ 300.00				
			Telemetering	In the event customer has in place working telemetering facilities and equipment; and the customer receives system supply service; and Company determines it necessary to keep the telemeter(s) operational, Company will arrange and pay for associated telecommunications cost while the customer receives sales service under the rate schedule. Customers electing seasonal transportation service pursuant to Part 21.6. shall be responsible for the full installed cost of telemetry equipment of standard make and manufacture to determine hourly and daily flow at customer's point of delivery.				Telemetering is required for customers electing and qualifying for transportation service. Company shall install telemetry equipment of standard make and manufacture to determine hourly and daily flow at customer's point of delivery. Customer shall choose between analog telemetry and wireless telemetry, if suitable wireless service is available. Customer will pay Company for telemetry equipment under one of the following options as chosen by the Customer:					
								Option 1: Customer agrees to provide an analog phone line for each meter and pay for standard telemetry equipment and installation costs for each meter. Customer will be subject to meter reading fees for an inoperable phone line for each meter.					
								Option 2: Customer will provide an analog phone line for each meter but elects to pay a monthly fee for standard telemetry equipment and installation costs for each meter. The Customer will be subject to meter reading fees for an inoperable phone line for each meter.					
								Non-pressure instrumentation per month per meter	\$ 30.00				
								Pressure instrumentation per month per meter	\$ 84.00				
								Option 3: Customer elects wireless service through CenterPoint for each meter and agrees to pay for standard telemetry equipment and installation costs for each meter. Customer will not be subject to meter reading fee.					
								Wireless service fee per month per meter	\$ 10.00				
								Option 4: Customer elects wireless service through CenterPoint for each meter and elects to pay a monthly fee for the standard telemetry equipment and installation costs for each meter. The customer will not be subject to meter reading fees.					
								Non-pressure instrumentation per month per meter	\$ 40.00				
								Pressure instrumentation per month per meter	\$ 94.00				
								Customer shall be responsible for installing and maintaining telecommunications lines. Should customer fail to maintain or repair telecommunications lines required to communicate with telemetry equipment, Company shall have the right to bill customer all labor and expense required to manually read the meter, at whatever intervals the Company may deem necessary.				If customer chooses analog telemetry, then customer shall be responsible for installing and maintaining telecommunications lines. Should customer fail to maintain or repair telecommunications lines required to communicate with telemetry equipment, Company shall have the right to bill customer all labor and expense required to manually read the meter, at whatever intervals the Company may deem necessary.	
												If customer chooses wireless telemetry, then customer shall pay Company a monthly fee per meter for wireless telemetry service for the entire period such meter(s) is (are) served under this or any other transportation rate schedule.	\$ 10.00
Large Commercial Firm Service	LCS-1	3	Monthly Distribution Customer Charge				\$ 290.00			\$ 290.00			
			Natural Gas	Distribution Demand Charge per MMBtu of Capacity	Up to 400 MMBtu	\$ 6.17300		Up to 400 MMBtu	\$ 8.01586				
				Demand (CD)	Over 400 MMBtu	\$ 0.95380		Over 400 MMBtu	\$ 1.23854				
			Distribution Rate - All MMBtu consumed			\$ 0.02560							
			TSO Contract Administration Fee	Per month			\$ 350.00			\$ 332.61			
			Minimum Charge	Sum of: Distribution Customer Charge +		\$ 290.00			\$ 290.00				
				Distribution Demand Charge per MMBtu of Capacity	Up to 400 MMBtu	\$ 6.17300		Up to 400 MMBtu	\$ 8.01586				
				Demand (CD) +	Over 400 MMBtu	\$ 0.95380		Over 400 MMBtu	\$ 1.23854				
				TSO Contract Administration Fee			\$ 350.00			\$ 332.61			
			Riders:	Gas Supply Rate			Gas Supply Rate						
				Main Replacement Program (adjusted monthly)			--removed--						
				Municipal Tax Adjustment			Municipal Tax Adjustment						
				Energy Efficiency Cost Recovery Rider			Energy Efficiency Cost Recovery Rider						
						Formula Rate Plan Rider (adjusted annually, beginning the first business day of October, 2017)							
			Set-up TSO (Each Time)	Customer may switch between SSO and TSO seasonally provided they experience more than 80% of annual load during APR through OCT and who experience or anticipate an average daily demand of more than 25 MMBtu per day during any consecutive 30-day period of the preceding or succeeding APR through OCT.	\$ 300.00			Customer may switch between SSO and TSO seasonally provided they experience more than 80% of annual load during APR through OCT and who experience or anticipate an average daily demand of more than 10 MMBtu per day during any consecutive 30-day period of the preceding or succeeding APR through OCT.	\$ 300.00				
			Telemetering	Telemetering is required under the TSO described in Part 3.1.3 of this rate schedule, including customers qualifying under Part 3.1.2 of the aggregation provision of this rate schedule. If Company does not have telemetry at customer's point of delivery, upon execution of the Agreement, Company shall install telemetry equipment of stand make and manufacture to determine hourly and daily flow of gas at customer's point of delivery. Customer will reimburse Company for the full, installed cost of such telemetry				Telemetering is required for all customers who receive service pursuant to this rate schedule, including customers qualifying under Part 3.1.2 of the aggregation provision of this rate schedule. If Company does not have telemetry at customer's point of delivery, upon execution of the Agreement, Company shall install telemetry equipment of stand make and manufacture to determine hourly and daily flow of gas at customer's point of delivery. Customer shall choose between analog telemetry and wireless telemetry, if suitable wireless service is available. Customer will pay Company for telemetry equipment under one of the following payment options as chosen by the customer:					
								Option 1: Customer agrees to provide an analog phone line for each meter and pay for standard telemetry equipment and installation costs for each meter. Customer will be subject to meter reading fees for an inoperable phone line for each meter.					
								Option 2: Customer will provide an analog phone line for each meter but elects to pay a monthly fee for standard telemetry equipment and installation costs for each meter. The Customer will be subject to meter reading fees for an inoperable phone line for each meter.					
								Non-pressure instrumentation per month per meter	\$ 30.00				
								Pressure instrumentation per month per meter	\$ 84.00				
Option 3: Customer elects wireless service through CenterPoint for each meter and agrees to pay for standard telemetry equipment and installation costs for each meter. Customer will not be subject to meter reading fee.													
Wireless service fee per month per meter	\$ 10.00												
Option 4: Customer elects wireless service through CenterPoint for each meter and elects to pay a monthly fee for the standard telemetry equipment and installation costs for each meter. The customer will not be subject to meter reading fees.													
Non-pressure instrumentation per month per meter	\$ 40.00												
Pressure instrumentation per month per meter	\$ 94.00												
Customer shall be responsible for installing and maintaining telecommunications lines. Should customer fail to maintain or repair telecommunications lines required to communicate with telemetry equipment, Company shall have the right to bill customer all labor and expense required to manually read the meter, at whatever intervals the Company may deem necessary.									If customer chooses analog telemetry, then customer shall be responsible for installing and maintaining telecommunications lines. Should customer fail to maintain or repair telecommunications lines required to communicate with telemetry equipment, Company shall have the right to bill customer all labor and expense required to manually read the meter, at whatever intervals the Company may deem necessary.				
									If customer chooses wireless telemetry, then customer shall pay Company a monthly fee per meter for wireless telemetry service for the entire period such meter(s) is (are) served under this or any other transportation rate schedule.	\$ 10.00			
Unmetered Gas Light Firm Sales Service	GL-1	Not Reported		The service is available where there is adequate capacity and suitable pressure. Customer is responsible for all installation and modifications subject to Company inspection. Ccf to be billed based on manufacturer's rated input for each gas light multiplied by the number of lights. The rate charged and riders shall be in accordance with the currently effective residential or commercial rate schedule otherwise applicable to the customer served. Except the Weather Normalization Adjustment rider shall not apply.			No change						
Small Commercial Firm Sales Service -- Off-Peak	SCS-2	Not Reported	Natural Gas	Natural Gas - System Supply Option (SSO)	First 1,500 Ccf	\$ 0.20857			\$ 0.24421				
				Next 13,500 Ccf		\$ 0.11479			\$ 0.13440				
				Over 15,000 Ccf		\$ 0.04921			\$ 0.05762				
				Natural Gas - Transportation Supply Option (TSO) <i>Customers experiencing or anticipating an average daily demand of 25 MMBtu per day</i>	First 150 MMBtu	\$ 2.05269		Natural Gas - Transportation Supply Option (TSO) <i>Customers experiencing or anticipating an average daily demand of 10 MMBtu per day</i>	\$ 2.40341				
Next 1,350 MMBtu		\$ 1.12973				\$ 1.32275							
Over 1,500 MMBtu		\$ 0.48431				\$ 0.56706							
All other Small Commercial Firm Sales -- Off-Peak SCS-2 prices and services same as Small Commercial Firm Sales Service SCS-1													

2017-083 Exhibit "A"
(2 of 2)

CenterPoint Energy Resources Corporation Statement of Intent to Increase Rates																			
Class of Service	Code	Customers	Object	Current Rates			Proposed Rates												
					Volume	Per Unit	Charge		Volume	Per Unit	Charge								
Small Commercial Firm Sales Service -- NGV	SCS-3	Not Reported	Natural Gas				This rate schedule is available at points of adequate capacity and suitable pressure on the Company's existing facilities. This rate schedule is available to any consumer engaging in business, professional, institutional, agricultural or other non-residential activity who purchases annual volumes less than 365,000 Ccf and who receives this natural gas from the Company through an individual meter, and whose sole usage of natural gas through this meter is to provide compressed natural gas for use as a vehicle fuel. Standby Service is not available under this rate schedule.												
							Company has historically allowed the volume usage of meters at business facilities under common ownership and subject to this rate schedule to be aggregated for the sole purpose of establishing eligibility for transportation as referenced in Part 3.1.3. of the Rate Schedule LCS-1. Customers historically qualifying for transportation under this aggregation provision shall remain subject to the rates and charges under this rate schedule in addition to any additional specific rates, charges, or adjustment riders peculiar to the TSO set out in Rate Schedule LCS-1, such as, but not limited to, administrative fees. Customers aggregating volume shall be subject to all provisions and policies governing TSO option customers as specified in LCS-1, except as provided for herein. Although no aggregation will be allowed for eligibility, the ability to aggregate for eligibility purposes at existing and new locations shall remain unchanged for transportation customers eligible under such aggregation provision prior to 21 SEP 02. Future aggregation for the purpose of qualification, except as otherwise referenced herein is prohibited. Each individual account of historically qualified customers shall be treated as a separate account and shall be subject to the same rates and charges under the originating SCS-3 or LCS rate schedule, and are additionally subject to any specific rates, charges or riders specific to the TSO.												
							Customer may switch between SSO and TSO seasonally provided they experience more than 80% of annual load during APR through OCT and who experience or anticipate an average daily demand of more than 10 MMBtu per day during any consecutive 30-day period of the preceding or succeeding APR through OCT.					\$	300.00						
							This rate schedule shall have an extended term of the shorter of three (3) years from the date of Commission approval or the completion of the Company's next general rate filing, unless otherwise extended further by Order of the Commission.												
			Monthly Customer Charge											\$	15.63				
			Natural Gas				Natural Gas - System Supply Option (SSO)					First 1,500 Ccf	\$	0.18242					
												1,501 - 15,000 Ccf	\$	0.13797					
												Over 15,000 Ccf	\$	0.05915					
							Natural Gas - Transportation Supply Option (TSO)					First 150 MMBtu	\$	1.79532					
			Minimum Charge						Customers experiencing or anticipating an average daily demand of 10 MMBtu per day					151-1,500 MMBtu	\$	1.35787			
									Over 1,500 MMBtu					\$	0.58211	\$	15.63		
			Riders:				Gas Supply Rate												
							Municipal Tax Adjustment												
							Interim Billing Determinant Rate Adjustment												
							Energy Efficiency Cost Recovery Rider												
			Set-up TSO (Each Time)			Customer may switch between SSO and TSO seasonally provided they experience more than 80% of annual load during APR through OCT and who experience or anticipate an average daily demand of more than 25 MMBtu per day during any consecutive 30-day period of the preceding or succeeding APR through OCT.			\$	300.00	Formula Rate Plan Rider (adjusted annually, beginning the first business day of October, 2017)								
									Customer may switch between SSO and TSO seasonally provided they experience more than 80% of annual load during APR through OCT and who experience or anticipate an average daily demand of more than 10 MMBtu per day during any consecutive 30-day period of the preceding or succeeding APR through OCT.					\$	300.00				
			Telemetrying							Telemetrying is required for customers electing and qualifying for transportation service. Company shall install telemetry equipment of standard make and manufacture to determine hourly and daily flow at customer's point of delivery. Customer shall choose between analog telemetry and wireless telemetry, if suitable wireless service is available. Customer will pay Company for telemetry equipment under one of the following payment options as chosen by the customer:									
										Option 1: Customer agrees to provide an analog phone line for each meter and pay for standard telemetry equipment and installation costs for each meter. Customer will be subject to meter reading fees for an inoperable phone line for each meter.									
										Option 2: Customer will provide an analog phone line for each meter but elects to pay a monthly fee for standard telemetry equipment and installation costs for each meter. The Customer will be subject to meter reading fees for an inoperable phone line for each meter.									
										Non-pressure instrumentation per month per meter						\$	30.00		
										Pressure instrumentation per month per meter					\$	84.00			
										Option 3: Customer elects wireless service through CenterPoint for each meter and agrees to pay for standard telemetry equipment and installation costs for each meter. Customer will not be subject to meter reading fee.									
Wireless service fee per month per meter										\$	10.00								
Option 4: Customer elects wireless service through CenterPoint for each meter and elects to pay a monthly fee for the standard telemetry equipment and installation costs for each meter. The customer will not be subject to meter reading fees.																			
Non-pressure instrumentation per month per meter											\$	40.00							
Pressure instrumentation per month per meter											\$	94.00							
If customer chooses analog telemetry, then customer shall be responsible for installing and maintaining telecommunications lines. Should customer fail to maintain or repair telecommunications lines required to communicate with telemetry equipment, Company shall have the right to bill customer all labor and expense required to manually read the meter, at whatever intervals the Company may deem necessary.																			
If customer chooses wireless telemetry, then customer shall pay Company a monthly fee per meter for wireless telemetry service for the entire period such meter(s) is (are) served under this or any other transportation rate schedule.											\$	10.00							
The effect of the Company's proposed new rate schedules and tariff changes is to increase CenterPoint Arkla's net annual non-gas revenues in the City (approximately)											\$	886,391							
The changes represent a total increase to the Company's revenues in the City of approximately:												10.1%							

Attachment: 2017-083 EXH A Rate Schedule (1683 : 2017-083 ORD Setting and ordering natural gas rates)



CenterPoint Energy
 1111 Louisiana Street
 Houston, TX 77002-5231
 P.O. Box 2628
 Houston, TX 77252-2628

July 27, 2017

Mayor and City Council
 City of Texarkana
 Texarkana, Texas

Re: Statement of Intent to Increase Rates

Ladies and Gentleman:

CenterPoint Energy Resources Corp., d/b/a CenterPoint Energy Arkla (“CenterPoint Arkla” or the “Company”) files this Statement of Intent to Increase Rates (“Statement of Intent”) within the City of Texarkana, Texas (“City”), which is a part of CenterPoint Arkla’s Texarkana, Texas Service Area. CenterPoint Arkla is a gas utility as defined by the Gas Utility Regulatory Act (“GURA”),¹ and the City has exclusive original jurisdiction to set rates for the Company pursuant to § 103.001 of GURA. CenterPoint Arkla serves approximately 9,394 residential customers, 1,469 small commercial customers and 3 large volume customers in the City. By this Statement of Intent, CenterPoint Arkla notifies the City of its intent to increase its rates effective September 1, 2017, which is at least 35 days from the date of this filing.

For many years, CenterPoint Arkla has provided the City with safe, adequate and reliable natural gas service at reasonable rates and has worked hard to control its operating costs while continuing to provide service at these reasonable rates. As a result of those efforts, the Company’s operating expenses have remained relatively flat since the Company implemented its last change in base rates almost 10 years ago. However, during that same period, the Company has continued to make substantial capital investments necessary to maintain a safe and reliable system, and those expenditures are continuing to grow due to aging infrastructure and increasingly more stringent pipeline safety and integrity regulations. Without the requested increase, CenterPoint Arkla’s current rates for service to customers in the City no longer provide a reasonable opportunity for CenterPoint Arkla to recover its operating costs and earn a fair return on its investment.

Last year, CenterPoint Arkla completed a major rate case in the State of Arkansas. As part of that proceeding, the Arkansas Public Service Commission (“APSC”) held public hearings in Little Rock, Texarkana and Jonesboro, Arkansas, and by Order dated September 2, 2016, the APSC approved new rates for the Company. A copy of the Order is attached as Exhibit A.

Consistent with the Company’s historical arrangement with the City, CenterPoint Arkla is presenting for consideration by the City rate schedules and tariffs consistent with those approved in Arkansas by the APSC, with the exception of the Gas Supply Rate Rider (“GSR Rider”) and certain riders that are expiring in Arkansas. The GSR Rider included in the proposed rates and tariffs is based off the GSR Rider approved by the Arkansas Public Service Commission, but it will specifically align gas costs paid by Nash, Redwater, Texarkana and Wake Village, Texas customers to the cost of the gas supplied to those customers so that customers in these cities do not overpay or underpay for their cost of gas.

¹ TEX. UTIL. CODE ANN. §§ 101.001, *et seq.*

City of Texarkana, Texas
July 27, 2017
Page 2 of 3

Accordingly, pursuant to GURA § 104.102, CenterPoint Arkla files this Statement of Intent with attached Rate Schedules containing the proposed revisions to the Company's rates and terms and conditions of service applicable in your City. The proposed Rate Schedules are attached as Exhibit B. Additionally, for convenience, Exhibit C shows a redlined comparison of the proposed rate schedules and tariffs against the current rate schedules and tariffs applicable in your City. The effect of the Company's proposed new rate schedules and tariff changes is to increase CenterPoint Arkla's net annual non-gas revenues in the City by approximately \$886,391 per year.

In addition to the proposed increases to rates for the residential, small commercial, and large volume commercial classes, CenterPoint Arkla proposes a new tariff: the Formula Rate Plan ("FRP") Rider. The FRP Rider supports infrastructure investment and adjusts rates annually if the Company is over or under recovering costs. This tariff was also approved by the APSC. The FRP Rider will replace the Main Replacement Program tariff currently on file in the City.

If approved, the proposed revisions to the rate schedules amount to an increase per month of approximately \$7.27 for the average residential customer in the City. The changes represent a total increase to the Company's revenues for the City of approximately 10.1%, and constitute a "major change" as that term is defined in GURA § 104.101.

Publication of required notice containing information relative to this Statement of Intent will be made in accordance with applicable statutes.

Finally, the Company may request reimbursement of all Company and City rate case expenses as allowed by law. The exact amount will not be known until the case is completed.

If you desire any additional information concerning these changes, we will be available at any time to discuss them with you.

Very truly yours,



Walter L. Bryant
Vice President – Regional Operations

Attachments

Attachment: 2017-083 ATTH 01 Statement of Intent to Increase Rates (1683 : 2017-083 ORD Setting and ordering natural gas rates)

City of Texarkana, Texas
July 27, 2017
Page 3 of 3

DELIVERED TO:

JENNIFER EVANS, City Secretary of
NAME OFFICE (Mayor, City Secretary, etc.)

the City of TEXARKANA on this 27th day of July 2017.

[Signature]
SIGNATURE

Attachment: 2017-083 ATTH 01 Statement of Intent to Increase Rates (1683 : 2017-083 ORD Setting and ordering natural gas rates)

SIX MCF RESIDENTIAL GAS BILL ANALYSIS FOR TWENTY-FIVE TEXAS CITIES



OVERSIGHT AND SAFETY DIVISION
GAS SERVICES
January through December 2016

Table of Contents

Introduction to Report		Page	1
Table 1	Total Bill	Page	2
Chart 1a	Total Bill	Page	3
Table 2	Analysis of Gas Bill Components	Pages	4 - 5
Table 3	Cost of Gas Portion of Total Bill	Page	6
Chart 3a	Average Cost of Gas Portion of Total Bill by Quarter	Page	7
Chart 3b	Average Cost of Gas Portion of Total Bill Annually	Page	8
Table 4	Cost of Service Portion of Total Bill	Page	9
Chart 4a	Average Cost of Service by Quarter	Page	10

January through December 2016

Introduction

This analysis presents a summary of the natural gas cost of service and cost of gas included in a 6 Mcf residential gas bill for twenty-five Texas cities. These cities are a diverse geographic representation of the State of Texas and are served by three major publicly held gas utility companies and two municipal gas utilities.

A residential gas bill is composed primarily of two costs, the cost to provide the service and the cost of gas. The cost to provide the service includes the assets or pipe in the ground and operation and maintenance expenses. The cost of gas includes the cost to the utility for the natural gas supplied to a residence.

The Six Mcf consumption level reflects the approximate monthly average consumption of gas on an annual basis for the State of Texas and is used in each Table as a basis for comparison.

All other items that may be reflected on a residential gas bill such as special tariff rider fees, penalties, taxes, applicable city fee, etc, normally included in a gross bill are excluded in this comparison.

January through December 2016

1

**TABLE 1 - TWENTY-FIVE TEXAS CITIES
SIX MCF RESIDENTIAL GAS BILL
TOTAL BILL**

City	Gas Utility	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Average
Abilene	ATM	52.95	\$ 51.13	\$ 50.83	\$ 50.57	\$ 53.80	\$ 55.14	\$ 62.64	\$ 65.64	\$ 65.64	\$ 65.66	\$ 66.23	\$ 66.90	\$ 58.93
Amarillo	ATW	41.65	41.83	41.17	42.02	42.26	42.74	44.24	45.62	46.64	48.02	48.14	49.22	44.46
Austin	TGS	43.45	43.48	41.95	40.14	40.30	39.04	44.87	45.35	45.43	49.31	46.33	46.98	43.89
Beaumont	CEE	55.55	55.54	51.67	51.66	51.65	53.36	53.36	53.35	59.64	59.64	59.64	59.64	55.39
Brownsville	TGS	56.31	57.02	52.80	52.63	54.45	52.94	59.37	59.36	61.07	60.23	60.02	64.51	57.56
Bryan	ATM	52.95	51.13	50.83	50.57	53.80	55.14	62.64	65.64	65.64	65.66	66.23	66.90	58.93
Corpus Christi	MUN	50.69	52.07	50.15	47.81	48.77	49.19	53.21	54.95	55.49	55.43	57.53	52.85	52.35
Dallas	ATM	52.56	50.74	50.44	50.19	53.41	55.06	57.64	57.64	57.64	65.58	66.14	66.82	56.99
El Paso	TGS	54.29	39.06	37.21	35.44	36.28	36.19	40.20	40.02	38.71	45.33	44.43	47.37	41.21
Ft. Worth	ATM	52.95	51.13	50.83	50.57	53.80	55.14	62.64	65.64	65.64	65.66	66.23	66.90	58.93
Galveston	TGS	55.16	55.75	52.41	51.96	63.67	61.12	66.90	66.96	71.20	69.88	70.59	75.40	63.42
Houston	CEE	48.44	45.26	45.25	45.24	45.24	45.80	45.80	50.01	50.01	50.01	49.99	49.99	47.59
Laredo	CEE	62.97	60.32	60.31	60.30	60.30	61.43	61.43	63.86	63.85	63.85	63.85	63.84	62.19
Lubbock	ATW	43.26	43.44	42.78	41.88	43.87	44.35	45.85	47.23	48.25	49.63	49.75	50.83	45.93
McAllen	TGS	56.31	57.02	52.80	52.63	54.45	52.94	59.37	59.36	66.27	63.38	63.18	67.66	58.78
Midland	ATW	42.76	42.94	44.04	43.14	43.38	43.86	45.36	46.74	47.76	49.14	49.26	50.34	45.73
Odessa	ATW	42.76	42.94	44.04	43.14	43.38	43.86	45.36	46.74	47.76	49.14	49.26	50.34	45.73
San Angelo	ATM	52.95	51.13	50.83	50.57	53.80	55.14	62.64	65.64	65.64	65.66	66.23	66.90	58.93
San Antonio *	MUN	43.31	45.23	46.31	46.30	42.58	42.45	46.07	47.34	48.39	48.27	47.57	47.38	45.93
Sherman	ATM	52.95	51.13	50.83	50.57	53.80	55.14	62.64	65.64	65.64	65.66	66.23	66.90	58.93
Temple	ATM	52.95	51.13	50.83	50.57	53.80	55.14	62.64	65.64	65.64	65.66	66.23	66.90	58.93
Texarkana	CEA	47.41	57.31	53.67	53.67	53.67	53.67	53.67	53.67	53.67	53.67	61.04	61.04	54.68
Tyler	CEE	45.86	45.86	43.58	43.58	45.29	45.29	53.36	53.35	59.64	50.05	50.05	50.05	48.83
Waco	ATM	52.95	51.13	50.83	50.57	53.80	55.14	62.64	65.64	65.64	65.66	66.23	66.90	58.93
Wichita Falls	ATM	52.95	51.13	50.83	50.57	53.80	55.14	62.64	65.64	65.64	65.66	66.23	66.90	58.93
Average		\$ 50.65	\$ 49.79	\$ 48.69	\$ 48.25	\$ 50.13	\$ 50.58	\$ 55.09	\$ 56.67	\$ 57.86	\$ 58.23	\$ 58.66	\$ 59.58	\$ 53.68
Quarter Average				\$ 49.71			\$ 49.65			\$ 56.54			\$ 58.82	

* The City of San Antonio includes a \$2.20 per Mcf Base Cost of Gas in the base rates, i.e., For comparison, the \$2.20 per Mcf Base Cost of gas is removed from the Cost of Service Base Rates and included in the Cost of Gas Calculations.
The Total Gas Bill includes the Cost of Service plus the Cost of Gas.

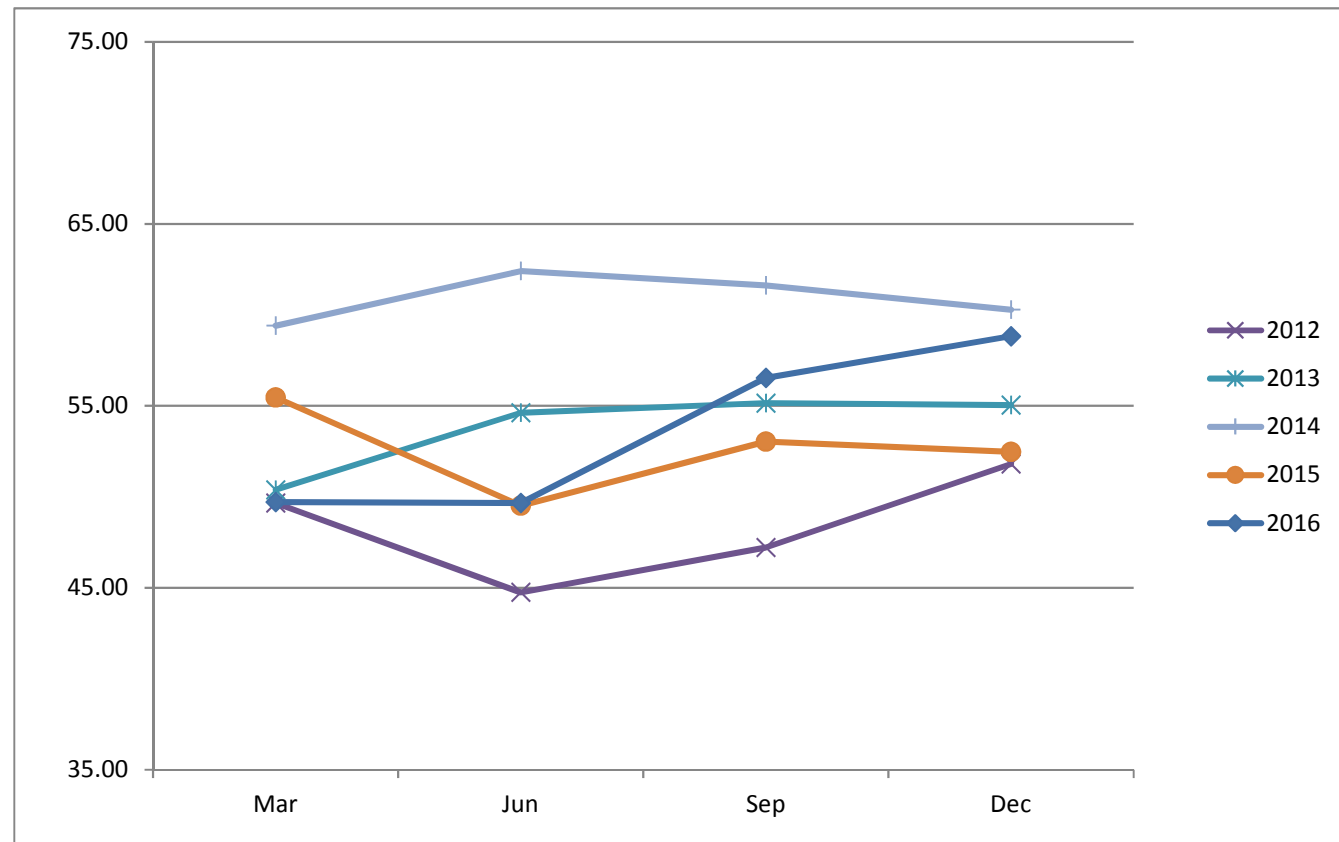
January through December 2016

ATM	Atmos Energy Corp.	TGS	Texas Gas Service
CEA	CenterPoint Energy Arkla	MUN	Municipal
CEE	CenterPoint Energy Entex		

2

Attachment: 2017-083 ATTH 02 Natural Gas Bill Analysis 25 Texas Cities (1683 : 2017-083 ORD Setting

**CHART 1a - TWENTY-FIVE TEXAS CITIES
SIX MCF RESIDENTIAL GAS BILL
TOTAL BILL**



January through December 2016

**TABLE 2 - TWENTY-FIVE TEXAS CITIES
SIX MCF RESIDENTIAL GAS BILL
ANALYSIS OF GAS BILL COMPONENTS**

City	Gas Utility	Jan-16			Feb-16			Mar-16			Apr-16			May-16			Jun-16		
		A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
Abilene	ATM	\$ 24.58	\$ 28.37	\$ 52.95	\$ 24.58	\$ 26.55	\$ 51.13	\$ 24.58	\$ 26.25	\$ 50.83	\$ 24.58	\$ 26.00	\$ 50.57	\$ 24.58	\$ 29.22	\$ 53.80	\$ 25.95	\$ 29.19	\$ 55.14
Amarillo	ATW	22.93	18.72	41.65	22.93	18.90	41.83	22.93	18.24	41.17	24.68	17.34	42.02	24.68	17.58	42.26	24.68	18.06	42.74
Austin	TGS	22.31	21.14	43.45	22.31	21.17	43.48	22.31	19.64	41.95	22.31	17.83	40.14	22.31	17.99	40.30	22.31	16.73	39.04
Beaumont	CEE	27.02	28.53	55.55	27.02	28.52	55.54	27.02	24.65	51.67	27.02	24.65	51.66	27.02	24.64	51.65	28.73	24.63	53.36
Brownsville	TGS	42.84	13.48	56.31	42.84	14.18	57.02	42.84	9.96	52.80	42.84	9.79	52.63	42.84	11.61	54.45	42.84	10.10	52.94
Bryan	ATM	24.58	28.37	52.95	24.58	26.55	51.13	24.58	26.25	50.83	24.58	26.00	50.57	24.58	29.22	53.80	25.95	29.19	55.14
Corpus Christi	MUN	33.35	17.34	50.69	33.35	18.72	52.07	33.35	16.80	50.15	33.35	14.46	47.81	33.35	15.42	48.77	33.35	15.84	49.19
Dallas	ATM	24.19	28.37	52.56	24.19	26.55	50.74	24.19	26.25	50.44	24.19	26.00	50.19	24.19	29.22	53.41	25.86	29.19	55.06
El Paso	TGS	31.97	22.32	54.29	16.73	22.33	39.06	16.73	20.48	37.21	16.73	18.71	35.44	16.73	19.55	36.28	16.73	19.46	36.19
Ft. Worth	ATM	24.58	28.37	52.95	24.58	26.55	51.13	24.58	26.25	50.83	24.58	26.00	50.57	24.58	29.22	53.80	25.95	29.19	55.14
Galveston	TGS	30.84	24.32	55.16	30.84	24.91	55.75	30.84	21.57	52.41	30.84	21.13	51.96	40.37	23.30	63.67	40.37	20.75	61.12
Houston	CEE	17.14	31.31	48.44	17.14	28.12	45.26	17.14	28.11	45.25	17.14	28.10	45.24	17.14	28.10	45.24	17.70	28.10	45.80
Laredo	CEE	33.15	29.82	62.97	33.15	27.17	60.32	33.15	27.16	60.31	33.15	27.15	60.30	33.15	27.15	60.30	34.28	27.15	61.43
Lubbock	ATW	24.54	18.72	43.26	24.54	18.90	43.44	24.54	18.24	42.78	24.54	17.34	41.88	26.29	17.58	43.87	26.29	18.06	44.35
McAllen	TGS	42.84	13.48	56.31	42.84	14.18	57.02	42.84	9.96	52.80	42.84	9.79	52.63	42.84	11.61	54.45	42.84	10.10	52.94
Midland	ATW	24.04	18.72	42.76	24.04	18.90	42.94	25.80	18.24	44.04	25.80	17.34	43.14	25.80	17.58	43.38	25.80	18.06	43.86
Odessa	ATW	24.04	18.72	42.76	24.04	18.90	42.94	25.80	18.24	44.04	25.80	17.34	43.14	25.80	17.58	43.38	25.80	18.06	43.86
San Angelo	ATM	24.58	28.37	52.95	24.58	26.55	51.13	24.58	26.25	50.83	24.58	26.00	50.57	24.58	29.22	53.80	25.95	29.19	55.14
San Antonio *	MUN	25.75	17.56	43.31	25.75	19.48	45.23	25.75	20.56	46.31	25.75	20.55	46.30	25.75	16.83	42.58	25.75	16.70	42.45
Sherman	ATM	24.58	28.37	52.95	24.58	26.55	51.13	24.58	26.25	50.83	24.58	26.00	50.57	24.58	29.22	53.80	25.95	29.19	55.14
Temple	ATM	24.58	28.37	52.95	24.58	26.55	51.13	24.58	26.25	50.83	24.58	26.00	50.57	24.58	29.22	53.80	25.95	29.19	55.14
Texarkana	CEA	20.65	26.77	47.41	30.54	26.77	57.31	30.54	23.12	53.67	30.54	23.12	53.67	30.54	23.12	53.67	30.54	23.12	53.67
Tyler	CEE	27.02	18.84	45.86	27.02	18.84	45.86	27.02	16.57	43.58	27.02	16.57	43.58	28.73	16.57	45.29	28.73	16.57	45.29
Waco	ATM	24.58	28.37	52.95	24.58	26.55	51.13	24.58	26.25	50.83	24.58	26.00	50.57	24.58	29.22	53.80	25.95	29.19	55.14
Wichita Falls	ATM	24.58	28.37	52.95	24.58	26.55	51.13	24.58	26.25	50.83	24.58	26.00	50.57	24.58	29.22	53.80	25.95	29.19	55.14
Average		\$ 26.85	\$ 23.80	\$ 50.65	\$ 26.64	\$ 23.16	\$ 49.79	\$ 26.78	\$ 21.91	\$ 48.69	\$ 26.85	\$ 21.41	\$ 48.25	\$ 27.37	\$ 22.77	\$ 50.13	\$ 28.01	\$ 22.57	\$ 50.56

* The City of San Antonio includes a \$2.20 per Mcf Base Cost of Gas in the base rates, i.e., For comparison, the \$2.20 per Mcf Base Cost of gas is removed from the Cost of Service Base Rates and included in the Cost of Gas Calculation.
The Total Gas Bill includes the Cost of Service plus the Cost of Gas.

ATM	Atmos Energy Corp.	A = Cost of Service
CEA	CenterPoint Energy Arkla	B = Cost of Gas
CEE	CenterPoint Energy Entex	C = Total Bill
TGS	Texas Gas Service	
MUN	Municipal	

January through December 2016

Attachment: 2017-083 ATTH 02 Natural Gas Bill Analysis 25 Texas Cities (1683 : 2017-083 ORD Setting

**TABLE 2 - TWENTY-FIVE TEXAS CITIES
SIX MCF RESIDENTIAL GAS BILL
ANALYSIS OF GAS BILL COMPONENTS**

City	Gas Utility	Jul-16			Aug-16			Sep-16			Oct-16			Nov-16			Dec-16		
		A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C
Abilene	ATM	\$ 25.95	\$ 36.69	\$ 62.64	\$ 25.95	\$ 39.70	\$ 65.64	\$ 25.95	\$ 39.70	\$ 65.64	\$ 25.95	\$ 39.71	\$ 65.66	\$ 25.95	\$ 40.28	\$ 66.23	\$ 25.95	\$ 40.95	\$ 66.90
Amarillo	ATW	24.68	19.56	44.24	24.68	20.94	45.62	24.68	21.96	46.64	24.68	23.34	48.02	24.68	23.46	48.14	24.68	24.54	49.22
Austin	TGS	22.31	22.56	44.87	22.31	23.04	45.35	22.31	23.12	45.43	22.31	27.00	49.31	22.31	24.02	46.33	22.31	24.67	46.98
Beaumont	CEE	28.73	24.63	53.36	28.73	24.63	53.35	28.73	30.91	59.64	28.73	30.91	59.64	28.73	30.91	59.64	28.73	30.91	59.64
Brownsville	TGS	42.84	16.53	59.37	42.84	16.52	59.36	42.84	18.23	61.07	42.84	17.39	60.23	42.84	17.18	60.02	42.84	21.67	64.51
Bryan	ATM	25.95	36.69	62.64	25.95	39.70	65.64	25.95	39.70	65.64	25.95	39.71	65.66	25.95	40.28	66.23	25.95	40.95	66.90
Corpus Christi	MUN	33.35	19.86	53.21	33.35	21.60	54.95	33.35	22.14	55.49	33.35	22.08	55.43	33.35	24.18	57.53	33.35	19.50	52.85
Dallas	ATM	25.86	31.78	57.64	25.86	31.78	57.64	25.86	31.78	57.64	25.86	39.71	65.58	25.86	40.28	66.14	25.86	40.95	66.82
El Paso	TGS	16.73	23.47	40.20	16.73	23.29	40.02	16.73	21.98	38.71	23.04	22.29	45.33	23.04	21.39	44.43	23.04	24.33	47.37
Ft. Worth	ATM	25.95	36.69	62.64	25.95	39.70	65.64	25.95	39.70	65.64	25.95	39.71	65.66	25.95	40.28	66.23	25.95	40.95	66.90
Galveston	TGS	40.37	26.53	66.90	40.37	26.59	66.96	40.37	30.83	71.20	40.37	29.51	69.88	40.37	30.22	70.59	40.37	35.03	75.40
Houston	CEE	17.70	28.10	45.80	17.70	32.31	50.01	17.70	32.31	50.01	17.70	32.31	50.01	17.70	32.29	49.99	17.70	32.29	49.99
Laredo	CEE	34.28	27.15	61.43	34.28	29.58	63.86	34.28	29.57	63.85	34.28	29.57	63.85	34.28	29.57	63.85	34.28	29.56	63.84
Lubbock	ATW	26.29	19.56	45.85	26.29	20.94	47.23	26.29	21.96	48.25	26.29	23.34	49.63	26.29	23.46	49.75	26.29	24.54	50.83
McAllen	TGS	42.84	16.53	59.37	42.84	16.52	59.36	45.99	20.28	66.27	45.99	17.39	63.38	45.99	17.18	63.18	45.99	21.67	67.66
Midland	ATW	25.80	19.56	45.36	25.80	20.94	46.74	25.80	21.96	47.76	25.80	23.34	49.14	25.80	23.46	49.26	25.80	24.54	50.34
Odessa	ATW	25.80	19.56	45.36	25.80	20.94	46.74	25.80	21.96	47.76	25.80	23.34	49.14	25.80	23.46	49.26	25.80	24.54	50.34
San Angelo	ATM	25.95	36.69	62.64	25.95	39.70	65.64	25.95	39.70	65.64	25.95	39.71	65.66	25.95	40.28	66.23	25.95	40.95	66.90
San Antonio *	MUN	25.75	20.32	46.07	25.75	21.59	47.34	25.75	22.64	48.39	25.75	22.52	48.27	25.75	21.82	47.57	25.75	21.63	47.38
Sherman	ATM	25.95	36.69	62.64	25.95	39.70	65.64	25.95	39.70	65.64	25.95	39.71	65.66	25.95	40.28	66.23	25.95	40.95	66.90
Temple	ATM	25.95	36.69	62.64	25.95	39.70	65.64	25.95	39.70	65.64	25.95	39.71	65.66	25.95	40.28	66.23	25.95	40.95	66.90
Texarkana	CEA	30.54	23.12	53.67	30.54	23.12	53.67	30.54	23.12	53.67	30.54	23.12	53.67	30.54	30.49	61.04	30.54	30.49	61.04
Tyler	CEE	28.73	24.63	53.36	28.73	24.63	53.35	28.73	30.91	59.64	28.73	21.32	50.05	28.73	21.32	50.05	28.73	21.32	50.05
Waco	ATM	25.95	36.69	62.64	25.95	39.70	65.64	25.95	39.70	65.64	25.95	39.71	65.66	25.95	40.28	66.23	25.95	40.95	66.90
Wichita Falls	ATM	25.95	36.69	62.64	25.95	39.70	65.64	25.95	39.70	65.64	25.95	39.71	65.66	25.95	40.28	66.23	25.95	40.95	66.90
Average		\$ 28.01	\$ 27.08	\$ 55.09	\$ 28.01	\$ 28.66	\$ 56.67	\$ 28.13	\$ 29.73	\$ 57.86	\$ 28.39	\$ 29.85	\$ 58.23	\$ 28.39	\$ 30.28	\$ 58.66	\$ 28.39	\$ 31.19	\$ 59.58

* The City of San Antonio includes a \$2.20 per Mcf Base Cost of Gas in the base rates, i.e., For comparison, the \$2.20 per Mcf Base Cost of gas is removed from the Cost of Service Base Rates and included in the Cost of Gas Calculation.
The Total Gas Bill includes the Cost of Service plus the Cost of Gas.

ATM Atmos Energy Corp.
CEA CenterPoint Energy Arkla
CEE CenterPoint Energy Entex
TGS Texas Gas Service
MUN Municipal

A = Cost of Service
B = Cost of Gas
C = Total Bill

January through December 2016

Attachment: 2017-083 ATTH 02 Natural Gas Bill Analysis 25 Texas Cities (1683 : 2017-083 ORD Setting

**TABLE 3 - TWENTY-FIVE TEXAS CITIES
SIX MCF RESIDENTIAL GAS BILL
COST OF GAS**

City	Gas Utility	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Average
Abilene	ATM	\$ 28.37	\$ 26.55	\$ 26.25	\$ 26.00	\$ 29.22	\$ 29.19	\$ 36.69	\$ 39.70	\$ 39.70	\$ 39.71	\$ 40.28	\$ 40.95	\$ 33.55
Amarillo	ATW	18.72	18.90	18.24	17.34	17.58	18.06	19.56	20.94	21.96	23.34	23.46	24.54	\$ 20.22
Austin	TGS	21.14	21.17	19.64	17.83	17.99	16.73	22.56	23.04	23.12	27.00	24.02	24.67	\$ 21.58
Beaumont	CEE	28.53	28.52	24.65	24.65	24.64	24.63	24.63	24.63	30.91	30.91	30.91	30.91	\$ 27.38
Brownsville	TGS	13.48	14.18	9.96	9.79	11.61	10.10	16.53	16.52	18.23	17.39	17.18	21.67	\$ 14.72
Bryan	ATM	28.37	26.55	26.25	26.00	29.22	29.19	36.69	39.70	39.70	39.71	40.28	40.95	\$ 33.55
Corpus Christi	MUN	17.34	18.72	16.80	14.46	15.42	15.84	19.86	21.60	22.14	22.08	24.18	19.50	\$ 19.00
Dallas	ATM	28.37	26.55	26.25	26.00	29.22	29.19	31.78	31.78	31.78	39.71	40.28	40.95	\$ 31.82
El Paso	TGS	22.32	22.33	20.48	18.71	19.55	19.46	23.47	23.29	21.98	22.29	21.39	24.33	\$ 21.63
Ft. Worth	ATM	28.37	26.55	26.25	26.00	29.22	29.19	36.69	39.70	39.70	39.71	40.28	40.95	\$ 33.55
Galveston	TGS	24.32	24.91	21.57	21.13	23.30	20.75	26.53	26.59	30.83	29.51	30.22	35.03	\$ 26.22
Houston	CEE	31.31	28.12	28.11	28.10	28.10	28.10	28.10	32.31	32.31	32.31	32.29	32.29	\$ 30.12
Laredo	CEE	29.82	27.17	27.16	27.15	27.15	27.15	27.15	29.58	29.57	29.57	29.57	29.56	\$ 28.38
Lubbock	ATW	18.72	18.90	18.24	17.34	17.58	18.06	19.56	20.94	21.96	23.34	23.46	24.54	\$ 20.22
McAllen	TGS	13.48	14.18	9.96	9.79	11.61	10.10	16.53	16.52	20.28	17.39	17.18	21.67	\$ 14.89
Midland	ATW	18.72	18.90	18.24	17.34	17.58	18.06	19.56	20.94	21.96	23.34	23.46	24.54	\$ 20.22
Odessa	ATW	18.72	18.90	18.24	17.34	17.58	18.06	19.56	20.94	21.96	23.34	23.46	24.54	\$ 20.22
San Angelo	ATM	28.37	26.55	26.25	26.00	29.22	29.19	36.69	39.70	39.70	39.71	40.28	40.95	\$ 33.55
San Antonio *	MUN	17.56	19.48	20.56	20.55	16.83	16.70	20.32	21.59	22.64	22.52	21.82	21.63	\$ 20.18
Sherman	ATM	28.37	26.55	26.25	26.00	29.22	29.19	36.69	39.70	39.70	39.71	40.28	40.95	\$ 33.55
Temple	ATM	28.37	26.55	26.25	26.00	29.22	29.19	36.69	39.70	39.70	39.71	40.28	40.95	\$ 33.55
Texarkana	CEA	26.77	26.77	23.12	23.12	23.12	23.12	23.12	23.12	23.12	23.12	30.49	30.49	\$ 24.96
Tyler	CEE	18.84	18.84	16.57	16.57	16.57	16.57	24.63	24.63	30.91	21.32	21.32	21.32	\$ 20.67
Waco	ATM	28.37	26.55	26.25	26.00	29.22	29.19	36.69	39.70	39.70	39.71	40.28	40.95	\$ 33.55
Wichita Falls	ATM	28.37	26.55	26.25	26.00	29.22	29.19	36.69	39.70	39.70	39.71	40.28	40.95	\$ 33.55
Average		\$ 23.80	\$ 23.16	\$ 21.91	\$ 21.41	\$ 22.77	\$ 22.57	\$ 27.08	\$ 28.66	\$ 29.73	\$ 29.85	\$ 30.28	\$ 31.19	\$ 26.03
Quarter Average				\$ 22.96			\$ 22.25			\$ 28.49			\$ 30.44	

* The City of San Antonio includes a \$2.20 per Mcf Base Cost of Gas in the base rates, i.e., For comparison, the \$2.20 per Mcf Base Cost of gas is removed from the Cost of Service Base Rates and included in the Cost of Gas Calculations.

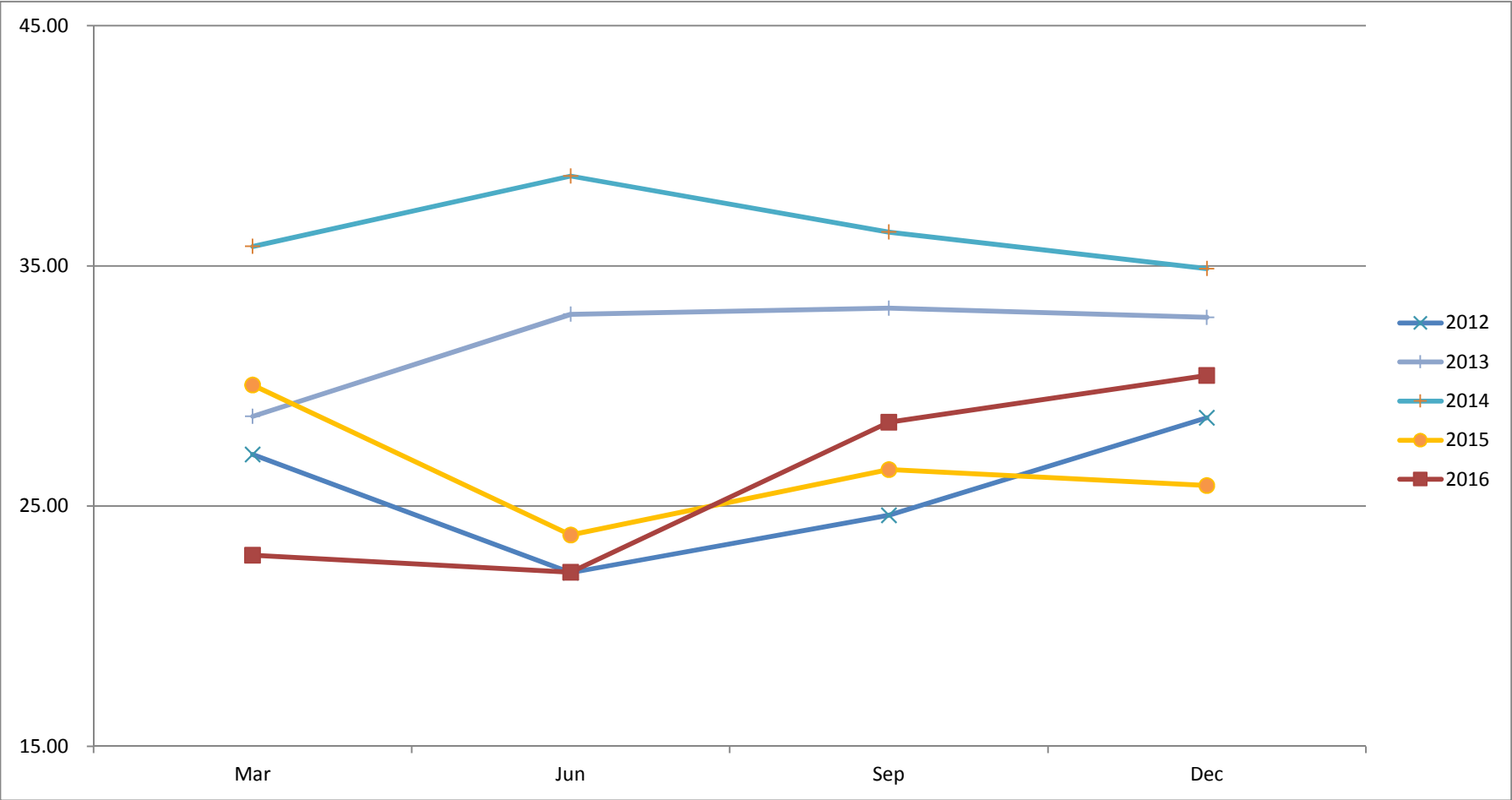
The Cost of Gas shown above is the Purchased Gas Adjustment (PGA) or Gas Cost Adjustment (GCA) as it is filed with the Railroad Commission of Texas as required by Statute and Commission rule. Municipal rates are obtained from the respective municipality.

January through December 2016

ATM	Atmos Energy Corp.	TGS	Texas Gas Service
CEA	CenterPoint Energy Arkla	MUN	Municipal
CEE	CenterPoint Energy Entex		

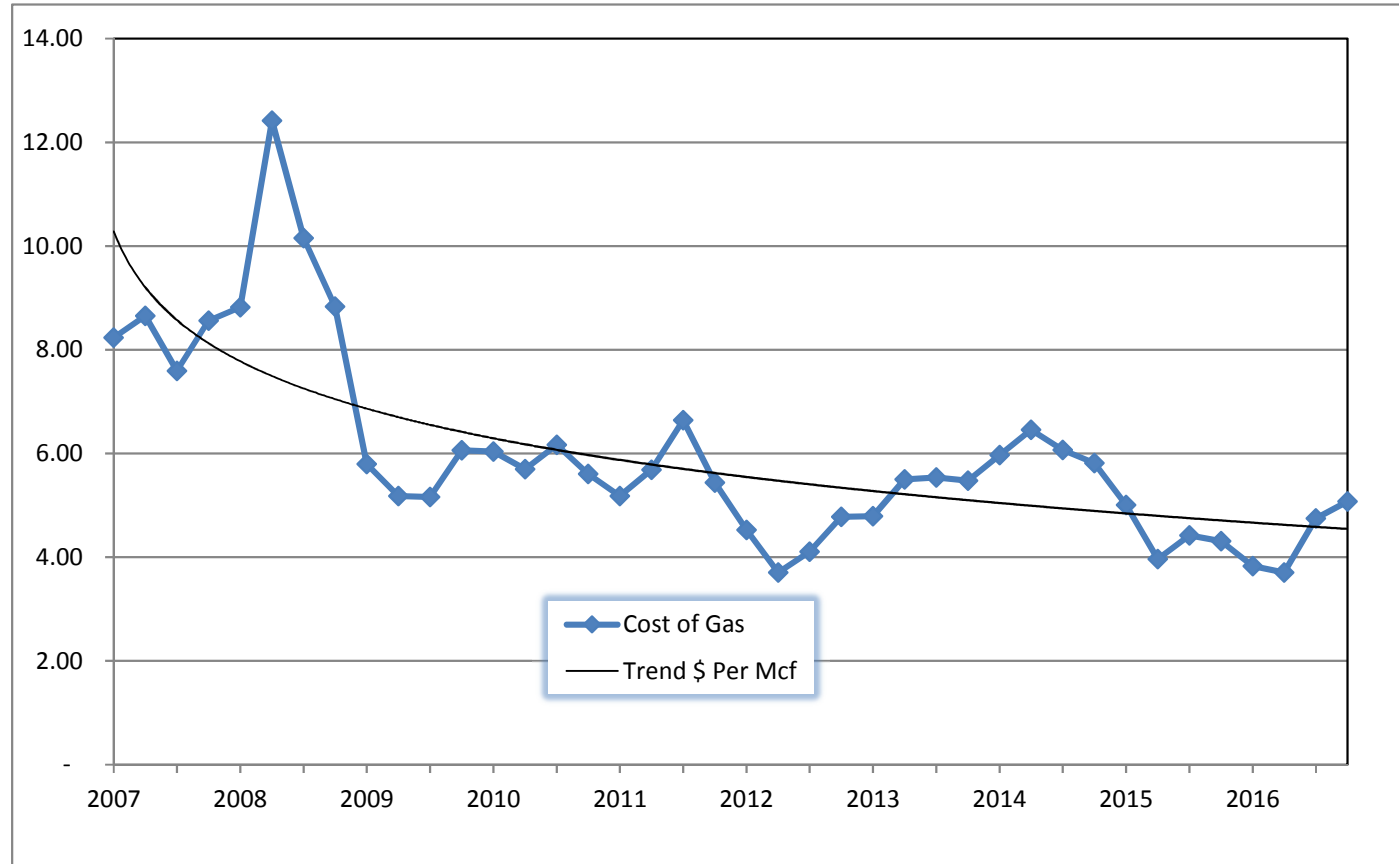
6

TABLE 3a - TWENTY-FIVE TEXAS CITIES
SIX MCF RESIDENTIAL GAS BILL
COST OF GAS



January through December 2016

**TABLE 3b - TWENTY-FIVE TEXAS CITIES
SIX MCF RESIDENTIAL GAS BILL
COST OF GAS**



January through December 2016

**TABLE 4 - TWENTY-FIVE TEXAS CITIES
SIX MCF RESIDENTIAL GAS BILL
COST OF SERVICE**

City	Gas Utility	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Average
Abilene	ATM	\$ 24.58	\$ 24.58	\$ 24.58	\$ 24.58	\$ 24.58	\$ 25.95	\$ 25.95	\$ 25.95	\$ 25.95	\$ 25.95	\$ 25.95	\$ 25.95	\$ 25.38
Amarillo	ATW	22.93	22.93	22.93	24.68	24.68	24.68	24.68	24.68	24.68	24.68	24.68	24.68	\$ 24.24
Austin	TGS	22.31	22.31	22.31	22.31	22.31	22.31	22.31	22.31	22.31	22.31	22.31	22.31	\$ 22.31
Beaumont	CEE	27.02	27.02	27.02	27.02	27.02	28.73	28.73	28.73	28.73	28.73	28.73	28.73	\$ 28.02
Brownsville	TGS	42.84	42.84	42.84	42.84	42.84	42.84	42.84	42.84	42.84	42.84	42.84	42.84	\$ 42.84
Bryan	ATM	24.58	24.58	24.58	24.58	24.58	25.95	25.95	25.95	25.95	25.95	25.95	25.95	\$ 25.38
Corpus Christi	MUN	33.35	33.35	33.35	33.35	33.35	33.35	33.35	33.35	33.35	33.35	33.35	33.35	\$ 33.35
Dallas	ATM	24.19	24.19	24.19	24.19	24.19	25.86	25.86	25.86	25.86	25.86	25.86	25.86	\$ 25.17
El Paso	TGS	31.97	16.73	16.73	16.73	16.73	16.73	16.73	16.73	16.73	23.04	23.04	23.04	\$ 19.58
Ft. Worth	ATM	24.58	24.58	24.58	24.58	24.58	25.95	25.95	25.95	25.95	25.95	25.95	25.95	\$ 25.38
Galveston	TGS	30.84	30.84	30.84	30.84	40.37	40.37	40.37	40.37	40.37	40.37	40.37	40.37	\$ 37.19
Houston	CEE	17.14	17.14	17.14	17.14	17.14	17.70	17.70	17.70	17.70	17.70	17.70	17.70	\$ 17.46
Laredo	CEE	33.15	33.15	33.15	33.15	33.15	34.28	34.28	34.28	34.28	34.28	34.28	34.28	\$ 33.81
Lubbock	ATW	24.54	24.54	24.54	24.54	26.29	26.29	26.29	26.29	26.29	26.29	26.29	26.29	\$ 25.71
McAllen	TGS	42.84	42.84	42.84	42.84	42.84	42.84	42.84	42.84	45.99	45.99	45.99	45.99	\$ 43.89
Midland	ATW	24.04	24.04	25.80	25.80	25.80	25.80	25.80	25.80	25.80	25.80	25.80	25.80	\$ 25.51
Odessa	ATW	24.04	24.04	25.80	25.80	25.80	25.80	25.80	25.80	25.80	25.80	25.80	25.80	\$ 25.51
San Angelo	ATM	24.58	24.58	24.58	24.58	24.58	25.95	25.95	25.95	25.95	25.95	25.95	25.95	\$ 25.38
San Antonio *	MUN	25.75	25.75	25.75	25.75	25.75	25.75	25.75	25.75	25.75	25.75	25.75	25.75	\$ 25.75
Sherman	ATM	24.58	24.58	24.58	24.58	24.58	25.95	25.95	25.95	25.95	25.95	25.95	25.95	\$ 25.38
Temple	ATM	24.58	24.58	24.58	24.58	24.58	25.95	25.95	25.95	25.95	25.95	25.95	25.95	\$ 25.38
Texarkana	CEA	20.65	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54	30.54	\$ 29.72
Tyler	CEE	27.02	27.02	27.02	27.02	28.73	28.73	28.73	28.73	28.73	28.73	28.73	28.73	\$ 28.16
Waco	ATM	24.58	24.58	24.58	24.58	24.58	25.95	25.95	25.95	25.95	25.95	25.95	25.95	\$ 25.38
Wichita Falls	ATM	24.58	24.58	24.58	24.58	24.58	25.95	25.95	25.95	25.95	25.95	25.95	25.95	\$ 25.38
Average		\$ 26.85	\$ 26.64	\$ 26.78	\$ 26.85	\$ 27.37	\$ 28.01	\$ 28.01	\$ 28.01	\$ 28.13	\$ 28.39	\$ 28.39	\$ 28.39	\$ 27.65
Quarter Average				\$ 26.75			\$ 27.41			\$ 28.05			\$ 28.39	

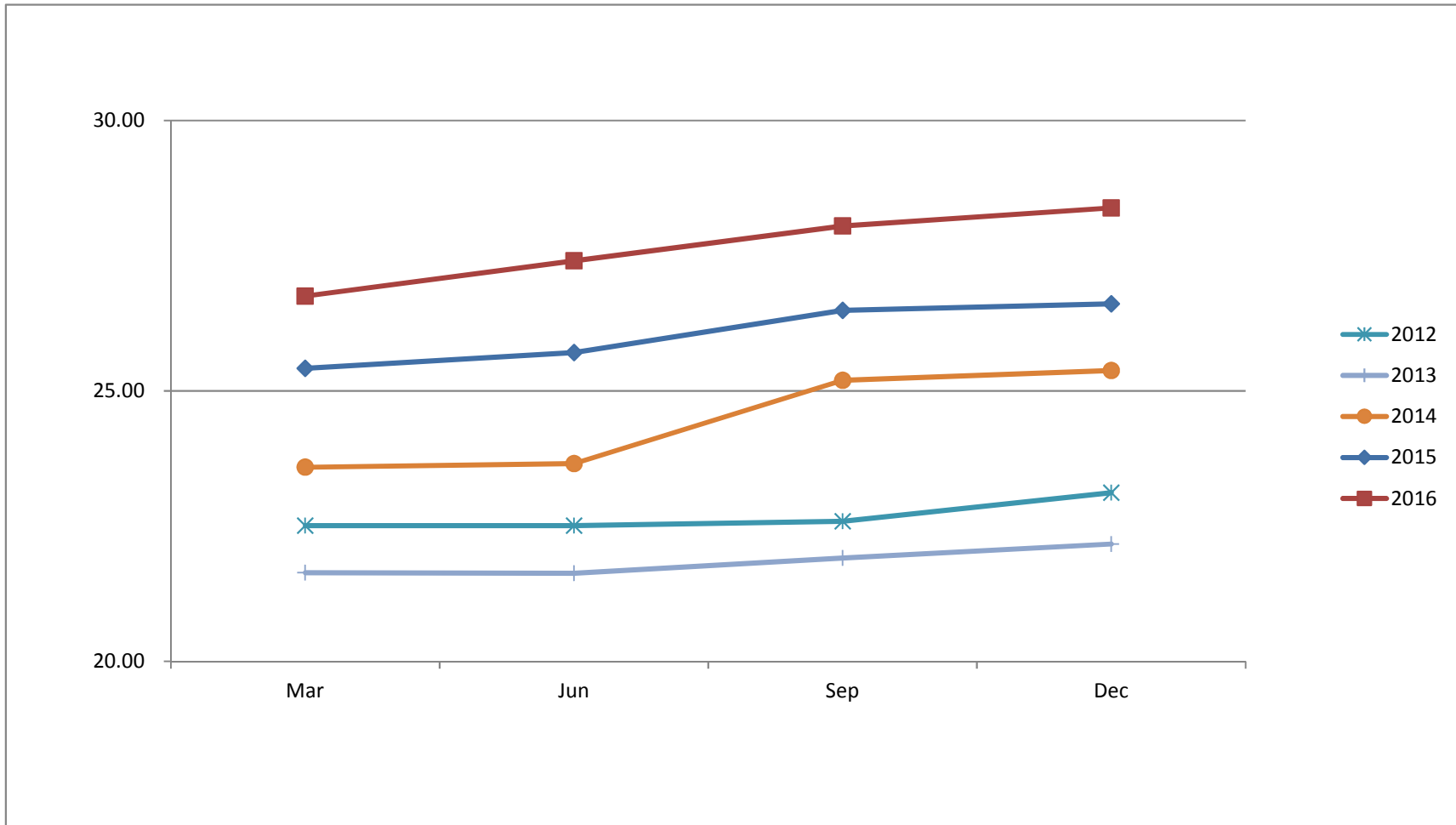
* The City of San Antonio includes a \$2.20 per Mcf Base Cost of Gas in the base rates, i.e., For comparison, the \$2.20 per Mcf Base Cost of gas is removed from the Cost of Service Base Rates and included in the Cost of gas Calculations.

The Cost of Service shown above is the customer charge and commodity (Per Mcf or Ccf) charge. It is the cost to the utility to provide service, excluding gas cost. Municipal rates are obtained from the respective municipality.

January through December 2016

ATM	Atmos Energy Corp.	TGS	Texas Gas Service
CEA	CenterPoint Energy Arkla	MUN	Municipal
CEE	CenterPoint Energy Entex		

**TABLE 4 - TWENTY-FIVE TEXAS CITIES
SIX MCF RESIDENTIAL GAS BILL
COST OF SERVICE BY QUARTER**



January through December 2016

10

From: [Stevens, Thomas D](#)
To: [TEX-Whitson, John](#)
Cc: [Johnston, Alan J.](#)
Subject: RE: CenterPoint Proposed Rates Compared to 25 Texas Cities
Date: Wednesday, August 02, 2017 7:49:59 AM
Attachments: [CNP Arkla Texarkana, TX Bill Comparison.xlsx](#)

Good morning John,

Jay shared with me your question from Friday regarding the Railroad Commission's report and us providing something similar for Texarkana. I am familiar with the Commission's 6 Mcf (or 60 Ccf) report that you shared, which as I understand it is intended to provide a comparison of utility bills throughout the state. I recently discussed this report with the Commission and a concern with this report is that a comparison of utility bills at one specific usage level, 6 Mcf, doesn't provide a complete picture. For example, a typical residential customer in Texarkana, TX uses approx. 1 Mcf (or 10 Ccf) per month during the summer months whereas they typically use more than 6 Mcf during the winter months.

Therefore, on the attached file I have provided the estimated current and proposed bills at varying usage levels. The reason these varying usage levels impact the comparison is that each utility has different rate structures. For example, one utility may have a higher customer charge and a lower volumetric rate whereas another utility has a lower customer charge and a higher volumetric rate. Therefore, while one utility may have a lower bill than a second utility at 6 Mcf, that same utility may have a higher bill than the second utility at 1 Mcf, for example.

I'd be happy to discuss this information further if you have any questions.

Sincerely,

Tom Stevens
 Director of Regulatory Affairs
 CenterPoint Energy
 P.O. Box 4567
 Houston, Texas 77210
 Office 713-207-3583
 Cell 832-648-8943

From: Johnston, Alan J.
Sent: Friday, July 28, 2017 4:14 PM
To: TEX-Whitson, John <John.whitson@txkusa.org>
Cc: Stevens, Thomas D <thomas.stevens@centerpointenergy.com>
Subject: RE: CenterPoint Proposed Rates Compared to 25 Texas Cities

Yes sir.
Let me see what we can do.
Have a good weekend.

Jay Johnston
870.779.6308

From: TEX-Whitson, John [<mailto:John.whitson@txkusa.org>]
Sent: Friday, July 28, 2017 3:52 PM
To: Johnston, Alan J. <jay.johnston@centerpointenergy.com>
Cc: Engelkes, Diane L. <diane.engelkes@centerpointenergy.com>
Subject: CenterPoint Proposed Rates Compared to 25 Texas Cities

EXTERNAL EMAIL

Jay,

On the Rail Road Commission webpage I found this report. It might be quite helpful if your rate folks could provide comparable (proforma Texarkana) data using the proposed rates. I am guessing that they are familiar with how the RRC staff prepares the attached report.

Thanks,

John A. Whitson, ICMA-CM
City Manager
PO Box 1967
Texarkana, Texas 75504-1967

220 Texas Blvd
Office (903) 798-3930
Cell (903) 949-7839
City Website: <http://www.ci.texarkana.tx.us/>
City Council Agendas and Council Videos: <http://texarkanacitytx.igmp2.com/Citizens/Default.aspx>

***** This email is from an external sender outside of the CenterPoint Energy network. Be cautious about clicking links or opening attachments from unknown sources. *****

Residential Bill Comparison at Varying Monthly Usage (Ccf)

Current vs. Proposed Bills for Texarkana, TX¹

		0	10	25	50	60	75
CNP Arkla Current Bill	<i>Non-Gas Charges</i>	\$ 9.75	\$ 13.65	\$ 19.50	\$ 29.25	\$ 31.35	\$ 34.50
	<i>Cost of Gas</i>	\$ -	\$ 5.49	\$ 13.72	\$ 27.45	\$ 32.93	\$ 41.17
	Total Bill @ Current Rates	\$ 9.75	\$ 19.14	\$ 33.22	\$ 56.69	\$ 64.28	\$ 75.66
CNP Arkla Proposed Bill	<i>Non-Gas Charges</i>	\$ 10.75	\$ 15.72	\$ 22.29	\$ 32.51	\$ 36.60	\$ 42.73
	<i>Cost of Gas</i>	\$ -	\$ 5.72	\$ 14.29	\$ 28.58	\$ 34.29	\$ 42.86
	Total Bill @ Proposed Rates	\$ 10.75	\$ 21.43	\$ 36.57	\$ 61.09	\$ 70.89	\$ 85.60
	Proposed Increase	\$ 1.00	\$ 2.29	\$ 3.35	\$ 4.39	\$ 6.61	\$ 9.93

¹ Excluding taxes

Hearing

TEX. UTIL. CODE § 102.251 requires that a record be kept of the proceeding before the city. TEX.UTIL. CODE § 102.252 provides that all parties to the proceeding are entitled to be heard in person or by an attorney. Although the TEX. UTIL. CODE does not define the term “party,” TEX.UTIL. CODE § 105.051 refers to complaints made by any “affected person.” Presumably, any “affected person” may be permitted to become a party to the proceeding. An “affected person” is defined in TEX. UTIL. CODE § 101.003(1) as a gas utility affected by an action of a regulatory authority, a person whose utility service or rates are affected by a proceeding before a regulatory authority, or a person who is a competitor of a gas utility with respect to a service performed by the utility or wants to enter into competition with a gas utility. Mere participation in the proceeding does not confer party status on a person. Party status is conferred only when the city names or admits the person as a party to the proceeding. A party to the proceeding may appeal the city's action to the Railroad Commission. See TEX. ATT'Y GEN. OP. NO. MW-355 (1981).

Affected Person:

1. a gas utility affected by an action of a regulatory authority, or
2. a person whose utility service or rates are affected by a proceeding before a regulatory authority, or
3. a person who is a competitor of a gas utility with respect to a service performed by the utility or wants to enter into competition with a gas utility.

Therefore, persons speaking at the public hearing shall state how they are an affected person before proceeding with their comments. The Mayor will then announce their “party” status prior to hearing the comments.

Steps in a Rate Case

Step	Action	Timeline
1	Utility files Statement of Intent to increase rates with the city	35 days before effective date. TEX. UTIL. CODE § 104.102(a)
2	City holds hearing, adopts or rejects proposed rates. TEX. UTIL. CODE § 103.021-103.022	Upon complaint by an affected person, hearing must be entered on within 30 days after the effective date of the increase. TEX. UTIL. CODE § 104.105(A)
3	A party to the city's proceeding, the residents of the municipality, or the ratepayers outside of the municipality may appeal to the governing body of the municipality. TEX. UTIL. CODE §§ 103.054(B)	Not later than the 30 th day after the date of the final decision by Commission filing a petition for review. TEX. UTIL. CODE §§ 103.051-103.054; Commission rule § 7.5
4	Commission holds a hearing	
5	Commission Hearing Examiner issues Proposal for Decision (PFD)	Within 60 days after the hearing is finally closed. GOV'T CODE 2001.143
6	Exceptions and Replies are filed after the date of service of a PFD.	<u>Exceptions</u> : within 15 days <u>Replies</u> : within 10 days after the deadline for filing Exceptions. Commission general rule § 1.142(a)
7	Railroad Commission issues Order	Within 185 days after the date the appeal is perfected, or the utility's proposed rates are considered approved. TEX. UTIL. CODE § 103.05
8	Motions for rehearing	Within 20 days after the date the final decision or order. Commission general rule § 1.149
9	Appeals to the Courts TEX. UTIL. CODE § 103.024 & 105.001	Not later than the 30 th day after the date on which the Commission's decision is final and appealable. TEX GOV'T CODE § 2001.176

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:

The utility (Centerpoint Energy) is required to publish notice for four successive weeks in a newspaper having general circulation in each county with territory affected by the proposed change IAW Texas Utility Code § 104-103.

The city council is required to provide an opportunity for hearing in each case where the change would constitute a major change as defined in Texas Utility Code § 104.101.

City of Texarkana, Texas

Version: A

Update Date: 8/20/2017 2:12 PM

Briefing Sheet

Lead Department: Finance Department **Action Officer:** Kristin Peeples,
Ordinance No. 2017-084 fixing the tax rate and levy in and for the City of
Texarkana, Texas, for the fiscal year ending September 30, 2018 upon all
Subject: taxable property in the City of Texarkana, Texas.

Briefing: 8/28/2017 **Public Hearing:** 8/28/2017 **Second Briefing:** **Council Vote:** 9/11/2017

Item ScheduleSchedule 1: Brief twice - vote once (six weeks)**Updates/History of Briefing:**

Not Applicable

Executive Summary and Background Information:

The annual budget for the fiscal year ending September 30, 2018 was presented to the City Council in a regular meeting on July 24, 2017. Budget open house meetings were conducted on August 7, 2017. A public hearing on the tax rate will be held on August 28, 2017 and again on September 5, 2017, with a vote to adopt the budget and the tax rate for fiscal year 2018 scheduled for September 11, 2017. The tax rate necessary to fund budgeted expenditures for the fiscal year ending September 30, 2018 is anticipated to be \$.7400 cents per \$100 of assessed valuation, which is increased over last year's rate of \$.7000 cents per \$100 of assessed valuation by \$.0400 cents. This increase will be used to pay for the unfunded amount of the employee compensation plan implemented in fiscal year 2017 and partial restoration of the fund balance for the Kress demolition project. Public posting of the proposed rate will be made in accordance with state requirements.

Potential Options:

- Adopt the rate as proposed at \$.7400 cents per \$100 of assessed valuation
- Decline adoption and maintain the rate at the prior adopted amount of \$.7000 cents per \$100 of assessed valuation

Fiscal Implications:

Adoption of the proposed rate will provide funding for expenditures proposed in the annual budget for the fiscal year ending September 30, 2018.

Staff Recommendation:

Staff recommends approval of the proposed rate.

Advisory Board/Committee Review:

None

Board/Committee Recommendation:

Not Applicable

City of Texarkana, Texas

Advisory Board/Committee Meeting Date and Minutes:

Not Applicable

Attachments

- a. 2017-084 ORD Adopting Tax Rate for FY 18 (DOC)
- b. 2017-084 ATTH 01 FY 18 Proposed Tax Rate Presentation (PDF)
- c. 2017-084 ATTH 02 Notice 2017 Proposed Prop. Tax Rate (PDF)
- d. 2017-084 Goals & Perspectives (DOCX)

Staff Coordination

Finance Department	Kristin Peeples	Department Head Review	Completed	
	08/01/2017 12:36 PM			
Finance Department	Kristin Peeples	Finance Review	Completed	08/01/2017
	12:36 PM			
City Manager	Shirley Jaster	Deputy City Manager Review	Completed	
	08/02/2017 2:40 PM			
Deputy City Manager - Review	Kyle Dooley	Kyle Dooley	Deputy City Manager	
	Completed	08/02/2017 3:31 PM		
Public Information Officer		Lisa Thompson	PIO Review	Completed
	08/02/2017 3:38 PM			
City Manager	John Whitson	City Manager Review	Completed	08/03/2017
City Council	Jennifer Evans	Meeting	Completed	08/14/2017

Meeting History

08/14/17 City Council MOVED FORWARD Next: 08/28/17
 Kristin Peeples briefed this item.

ORDINANCE NO. 2017-084

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, FIXING THE TAX RATE AND LEVY IN AND FOR THE CITY OF TEXARKANA, TEXAS, FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2018, UPON ALL TAXABLE PROPERTY IN THE CITY OF TEXARKANA, TEXAS, FOR THE PURPOSE OF PAYING THE CURRENT EXPENSES OF THE CITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017, AND ENDING SEPTEMBER 30, 2018; MAINTAINING A SINKING FUND TO RETIRE THE PRINCIPAL AND INTEREST OF THE BONDED INDEBTEDNESS AND CERTIFICATES OF OBLIGATION OF THE CITY; PROVIDING FOR THE RENDITION AND ASSESSMENT OF TAXES IN ACCORDANCE WITH THE STATE LAW; PROVIDING THAT IN THE EVENT ANY PROVISIONS OF THIS ORDINANCE BE HELD UNCONSTITUTIONAL AND INVALID SUCH HOLDING SHALL NOT AFFECT THE REMAINING PROVISIONS THEREOF IN CONFLICT HERewith; AND ESTABLISHING AN EFFECTIVE DATE.

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

SECTION 1: There is hereby levied for the fiscal year ending September 30, 2018, upon all real property situated within the corporate limits of said City of Texarkana, Texas, and on all personal property which was owned within the corporate limits of said City of Texarkana, Texas, on the first day of October, A.D. 2017, except so much thereof as may be exempt by the Constitution and Laws of the State of Texas, a total tax of \$.7400 CENTS on each ONE HUNDRED DOLLARS (\$100.00) of assessed valuations on all of said property, which said total tax is here and now levied respectively as follows:

- a. An ad valorem tax of and at the rate of \$.513429 CENTS on each ONE HUNDRED DOLLARS (\$100.00) of assessed valuation of said taxable property is hereby levied for the fiscal year ending September 30, 2018, for the general City purposes to pay the current operating expenses of said City of Texarkana, Texas, for the fiscal year beginning on October 1, 2017, and ending September 30, 2018, which tax, when collected shall be appropriated to and deposited in and to the credit of the General Fund of said City of Texarkana, Texas. THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.48 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000.00 HOME BY APPROXIMATELY \$86.94.
- b. An ad valorem tax of and at the rate of \$.025709 CENTS on each ONE HUNDRED DOLLARS (\$100.00) of assessed valuation of said taxable property is hereby levied for the fiscal year ending September 30, 2018,

for the operating expenses of Tax Increment Reinvestment Zone #1, for the fiscal year beginning on October 1, 2017, and ending September 30, 2018, which tax, when collected shall be appropriated to and deposited in and to the credit of the Tax Increment Reinvestment Zone #1 Fund of the City of Texarkana, Texas.

- c. An ad valorem tax of and at the rate of \$.200862 CENTS on each ONE HUNDRED DOLLARS (\$100.00) of assessed valuation of said taxable property is hereby levied for the fiscal year ending September 30, 2018, for the purpose of maintaining an Interest and Sinking Fund with which to pay the interest and retire the principal of the valid bonded and warrant indebtedness and Certificates of Obligation of the City of Texarkana, Texas, now outstanding, and such tax, when collected, shall be appropriated and deposited in and to the credit of the Interest and Sinking Fund of the said City of Texarkana, Texas.

SECTION 2: Property situated in the City of Texarkana, Texas, shall be rendered and assessed in accordance with the laws of the State of Texas, and the Charter and Ordinances of the City of Texarkana, Texas.

SECTION 3: In the event any provision of this Ordinance shall be held unconstitutional and invalid by a Court of competent jurisdiction, the same shall not affect the remaining provisions hereof.

SECTION 4: All Ordinances or parts thereof in conflict with any of the provisions of this Ordinance are hereby expressly repealed to the extent of such conflict.

PASSED AND APPROVED in Regular Council Session on this the **11th day of September, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

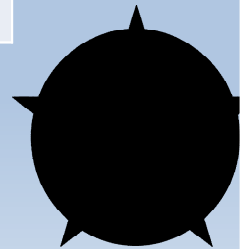


Adoption of Fiscal Year 2018 Tax Rate

▲
August 14, 2017

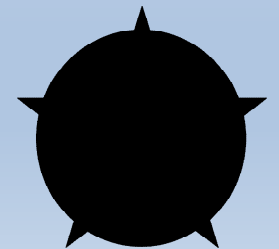
Change in Tax Rate

	<u>Current Rate CV</u>	<u>Proposed Rate CV</u>	<u>\$ Change</u>	<u>% Change</u>	<u>% Allocation</u>
Tax Rate	0.7000	0.7400	0.04	5.71%	
General Fund	11,504,466	12,356,896	852,430		96%
TIRZ #1	585,294	618,739	33,445		4%
Debt Service	4,834,212	4,834,212	-		
Total Current Taxes	16,923,972	17,809,847	885,875		100.00%



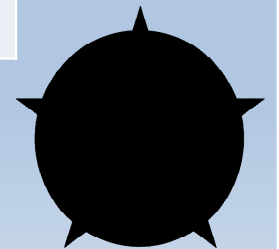
How much revenue is generated by a tax rate increase?

Revenue Generated By \$.01 Tax Rate Increase	221,469
General Fund	213,108
TIRZ 1 Fund	8,361



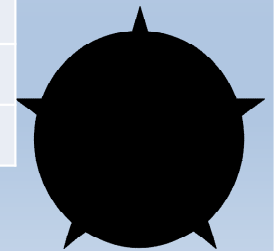
Tax Rate Distribution

Fund	Rate
General Fund	.513429
TIRZ 1 Fund	.025709
Debt Service Fund	.200862
Total Tax Rate	.740000



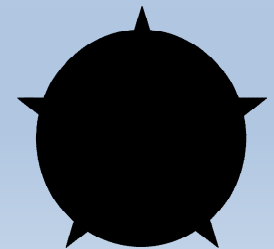
Impact to our Residents

<u>Home Value</u>	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Annual Change</u>	<u>Monthly Change</u>
\$100,000	\$700.00	\$740.00	\$40.00	\$3.33
\$200,000	\$1,400.00	\$1,480.00	\$80.00	\$6.67
\$300,000	\$2,100.00	\$2,220.00	\$120.00	\$10.00
\$400,000	\$2,800.00	\$2,960.00	\$160.00	\$13.33
\$500,000	\$3,500.00	\$3,700.00	\$200.00	\$16.67
\$600,000	\$4,200.00	\$4,440.00	\$240.00	\$20.00
\$700,000	\$4,900.00	\$5,180.00	\$280.00	\$23.33
\$800,000	\$5,600.00	\$5,920.00	\$320.00	\$26.67
\$900,000	\$6,300.00	\$6,660.00	\$360.00	\$30.00
\$1,000,000	\$7,000.00	\$7,400.00	\$400.00	\$33.33



Legal Requirements to Adopt Tax Rate

- Ordinance is required to fix the tax rate and levy in and for the City of Texarkana, Texas for the fiscal year ending September 30, 2018
 - Ordinance No. 2017-084
- Adoption of a budget that will require raising more revenue from property taxes than in the previous year requires a separate vote of the governing body to ratify the property tax increase reflected in the budget. This is required in addition to the vote to adopt the budget and the vote to set the tax rate.
 - Resolution 2017-085
- Must provide notice using language specified in Local Government Code Section 140.010 (e)
 - The required notice must be provided by September 1st or 30 days after each applicable certified appraisal roll is received
 - Published in newspaper or mailed to each property owner
- Two public hearings required; currently scheduled for August 28th and September 5th



Questions and Comments

NOTICE OF 2017 TAX YEAR PROPOSED PROPERTY TAX RATE FOR CITY OF TEXARKANA

A tax rate of \$0.740000 per \$100 valuation has been proposed for adoption by the governing body of City of Texarkana. This rate exceeds the lower of the effective or rollback tax rate, and state law requires that two public hearings be held by the governing body before adopting the proposed tax rate.

The governing body of City of Texarkana proposes to use revenue attributable to the tax rate increase for the purpose of employee compensation and demolition.

PROPOSED TAX RATE	\$0.740000 per \$100
PRECEDING YEAR'S TAX RATE	\$0.700000 per \$100
EFFECTIVE TAX RATE	\$0.694650 per \$100
ROLLBACK TAX RATE	\$0.820589 per \$100

The effective tax rate is the total tax rate needed to raise the same amount of property tax revenue for City of Texarkana from the same properties in both the 2016 tax year and the 2017 tax year.

The rollback tax rate is the highest tax rate that City of Texarkana may adopt before voters are entitled to petition for an election to limit the rate that may be approved to the rollback rate.

YOUR TAXES OWED UNDER ANY OF THE ABOVE RATES CAN BE CALCULATED AS FOLLOWS:

$$\text{property tax amount} = (\text{rate}) \times (\text{taxable value of your property}) / 100$$

For assistance or detailed information about tax calculations, please contact:

Suzanne K. Kinder
Tax Assessor Collector
Bowie Central Appraisal District
122A Plaza West
Texarkana, TX 75501
903-793-8936
kkinder@bowieappraisal.org
www.bowieappraisal.com

You are urged to attend and express your views at the following public hearings on the proposed tax rate:

First Hearing: August 28, 2017 at 6:00 pm at Texas City Hall, 220 Texas Blvd., Texarkana, TX 75501.

Second Hearing: September 5, 2017 at 6:00 pm at Texas City Hall, 220 Texas Blvd., Texarkana, TX 75501.

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: High

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other:

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 8/3/2017 4:47 PM

Lead Department: Finance Department **Action Officer:** Kristin Peeples,
Subject: Resolution No. 2017-085 ratifying the recently adopted budget that contains a
property tax rate that raises more total property taxes than the previous year.
Public **Second** **Council**
Briefing: 8/28/2017 **Hearing:** 8/28/2017 **Briefing:** **Vote:** 9/11/2017

Item Schedule

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

Updates/History of Briefing:

Not Applicable

Executive Summary and Background Information:

Local Government Code Section 102.007 requires, in a year when the adopted budget raises more property tax revenue than in the previous year, that the City Council ratify the adopted budget in a record vote that is considered separately from the vote to adopt the budget and the vote to adopt the tax rate.

Potential Options:

- Approve
- Deny

Fiscal Implications:

No specific fiscal implications. This is a statutory requirement.

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

- 2017-085 RES Ratifying Budget Raising More Property Tax Revenue Than Last Year (DOC)

City of Texarkana, Texas

b. 2017-085 Goals & Perspectives (DOCX)

Staff Coordination

Finance Department	Kristin Peeples	Department Head Review	Completed	
	08/01/2017 12:43 PM			
Finance Department	Kristin Peeples	Finance Review	Completed	08/01/2017
	12:43 PM			
City Manager	Shirley Jaster	Deputy City Manager Review	Completed	
	08/02/2017 2:41 PM			
Deputy City Manager - Review	Kyle Dooley	Kyle Dooley	Deputy City Manager	
	Completed	08/02/2017 3:34 PM		
Public Information Officer		Lisa Thompson	PIO Review	Completed
	08/02/2017 3:39 PM			
City Manager	John Whitson	City Manager Review	Completed	08/03/2017
	2:19 PM			
City Council	Jennifer Evans	Meeting	Completed	08/14/2017
	6:00 PM			

Meeting History

08/14/17 City Council MOVED FORWARD Next: 08/28/17
 Kristin Peeples briefed this item.

RESOLUTION NO. 2017-085

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, RATIFYING THE RECENTLY ADOPTED BUDGET THAT CONTAINS A PROPERTY TAX RATE THAT RAISES MORE TOTAL PROPERTY TAXES THAN THE PREVIOUS YEAR; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Texarkana, Texas, has adopted its budget for the fiscal year 2017-2018; and

WHEREAS, the budget, as adopted, raises more revenue from property taxes than was raised from property taxes in the previous year; and

WHEREAS, Local Government Code 102.007 requires the City to ratify the budget by a separate vote.

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

SECTION 1: That in compliance with the requirements of Section 102.007(c), Local Government Code, the City Council of the City of Texarkana, Texas, does hereby ratify the property tax increase reflected in the City's Budget for the fiscal year 2017-2018, which will require raising more revenue from property taxes than in the City's Budget for the fiscal year 2016-2017.

SECTION 2: That this Resolution shall reflect the record vote of the City Council, with motion made by _____, seconded by _____, to approve this resolution having received _____ ayes and _____ nays and _____ abstaining, the resolution shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **11th** day of **September, 2017**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

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: 8/4/2017 4:46 PM

Lead Department: Finance Department **Action Officer:** Kristin Peeples,
Resolution No. 2017-090 authorizing the City Manager to enter into a contract
Subject: Developer.
for services with Jerry V. Sparks to provide city services as the Economic
Developer.
Briefing: 8/28/2017 **Public Hearing:** 8/28/2017 **Second Briefing:** September 11, 2017 **Council Vote:** 9/25/2017

Item Schedule

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

Updates/History of Briefing:

Not Applicable

Executive Summary and Background Information:

This resolution is a renewal of the current economic development contract between the City and Jerry V. Sparks. No changes have been made to the terms of the contract and no hourly increase has been requested. Mr. Sparks plans to work on a part-time basis to help with the transition of new personnel to his current position.

Potential Options:

- Approve
- Deny

Fiscal Implications:

\$30,000 budgeted in the Economic Development Fund.

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

- 2017-090 RES Economic Development Services Contract (DOC)
- 2017-090 EXH 'A' Economic Development Services Contract (DOC)
- 2017-090 Goals & Perspectives (DOCX)

City of Texarkana, Texas

Staff Coordination

Finance Department	Kristin Peeples	Department Head Review	Completed	
	08/03/2017 3:51 PM			
Finance Department	Kristin Peeples	Finance Review	Completed	08/03/2017
	3:51 PM			
Purchasing and Contracting		Sharon Moore	Purchasing Review	
	Completed	08/03/2017 4:10 PM		
City Manager	Shirley Jaster	Deputy City Manager Review	Completed	
	08/04/2017 9:35 AM			
Deputy City Manager - Review	Kyle Dooley	Kyle Dooley	Deputy City Manager	
	Completed	08/04/2017 9:40 AM		
Public Information Officer		Lisa Thompson	PIO Review	Completed
	08/04/2017 3:53 PM			
City Manager	John Whitson	City Manager Review	Completed	08/04/2017
	4:09 PM			
City Council	Jennifer Evans	Meeting	Completed	08/14/2017
	6:00 PM			

Meeting History

08/14/17 City Council MOVED FORWARD Next: 08/28/17
 Kristin Peeples briefed this item.

RESOLUTION NO. 2017-090

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR SERVICES WITH JERRY V. SPARKS TO PROVIDE CITY SERVICES AS THE ECONOMIC DEVELOPER; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Texarkana, Texas, requested to contract services for the development of strategy and implementation of policy and plans in the areas of community development, economic development, tax base development, tax infrastructure zone/districts, and other mutually agreed upon aspects of interest to the City; and

WHEREAS, the previous contract for services with Jerry V. Sparks to provide the City services as Economic Developer will expire September 30, 2017; and

WHEREAS, the City desires to renew and extend its contract with Jerry V. Sparks to provide City services as the Economic Developer under the terms and conditions of the contract, a copy of which is attached hereto as **Exhibit 'A'**.

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

SECTION 1: That the City Manager be and is hereby authorized to execute a contract for services with Jerry V. Sparks to provide City services as the Economic Developer, a copy of which is attached hereto as **Exhibit 'A'**, and made a part hereof for all purposes.

SECTION 2: That the only changes to the contract terms under which the above-described services have been and will be provided to the City is provided for a contract term beginning on October 1, 2017 and ending on September 30, 2018.

SECTION 3: That the contract under which the above-described services have been provided to the City be and is hereby ratified and approved.

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

PASSED AND APPROVED in Regular Council Session on this the 25th day of September, 2017.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

EXHIBIT 'A'**Contract for Services****1. Names**

This agreement is between City of Texarkana, Texas, a Texas municipality (Client), and Jerry V. Sparks (Contractor).

2. Services to be performed

Contractor agrees to perform the following services for Client:

Contractor agrees to perform necessary tasks to develop strategy and implement policy and plans in the areas of community development, economic development, tax base development, and other mutually agreed upon aspects of interest to both contractor and client, and to provide periodic activity reports to City Council and City Manager.

3. Time for Performance

Contractor will perform the services according to the Schedule of Work set forth in Attachment 1 attached to and made part of this Agreement.

4. Payment

Client will pay Contractor as follows: \$40 per hour.

5. Terms of Payment

Contractor shall be paid according to the Schedule of Payments set forth in Attachment 1 attached to and made part of this Agreement. Contractor will submit invoices every 30 days to Client for all services performed. Client shall pay Contractor within 10 days from the date of Contractor's invoice.

EXHIBIT 'A'**6. Limited Liability**

This provision allocates the risks under this Agreement between Contractor and Client. Contractor's pricing reflects the allocation of risk and limitation of liability specified below.

Contractor's total liability to Client under this Agreement for damages, costs and expenses shall not exceed the compensation received by Contractor under this Agreement. However, Contractor shall remain liable for bodily injury or personal property damage resulting from grossly negligent or willful actions of Contractor, or Contractor's employees or agents, while on Client's premises to the extent such actions or omissions were not caused by Client.

NEITHER PARTY TO THIS AGREEMENT SHALL BE LIABLE FOR THE OTHER'S LOST PROFITS, OR SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES, WHETHER IN AN ACTION IN CONTRACT OR TORT, EVEN IF THE PARTY HAS BEEN ADVISED BY THE OTHER PARTY OF THE POSSIBILITY OF SUCH DAMAGES.

7. Equipment and Supplies

Contractor, at Contractor's expense, will provide all equipment, tools and supplies necessary to perform the contractual services.

8. Expenses

Contractor will be responsible for all expenses required for the performance of the contractual services, except for the following, which will be paid for by Client: Client will reimburse contractor for travel expenses including airfare, mileage, overnight accommodations, and meals during travel, registration charges, fees, and other expenses associated with out-of-town travel. **Client will reimburse contractor for time spent in travel at the rate of \$40 per hour.** Contractor shall submit an itemized statement of these expenses. Client shall pay Contractor within 30 days from the date of each statement.

EXHIBIT 'A'**9. Terminating the Agreement**

This agreement will become effective when signed by both parties and will terminate on the earlier of September 30, 2018 or the date a party terminates the Agreement as provided below.

With reasonable cause, either party may terminate this Agreement effective immediately by giving written notice of termination for cause. Reasonable cause includes:

- A material violation of this Agreement, or
- Client's failure to pay Contractor's fees as provided in this agreement, where Contractor has demanded payment, in writing, and has not received payment at least 20 days after the date that such demand was sent to Client.

In addition, mutual agreement of both parties may terminate this Agreement at any time.

Contractor shall be entitled to full payment for services performed prior to the date this Agreement is terminated.

10. Independent Contractor Status

The parties intend Contractor to be an independent contractor in the performance of the services. Contractor and Client agree to the following rights consistent with an independent contractor relationship.

- Contractor will have the right to control and determine the methods and means of performing the contractual services.
- Contractor has the right to perform services for others during the term of this Agreement.
- Contractor has the right to hire assistants as subcontractors, or to use employees to provide the services required by this Agreement.
- Client shall not require Contractor or Contractor's employees or subcontractors to devote full time to performing the services required by this Agreement.
- Neither Contractor nor Contractor's employees or subcontractors are eligible to

EXHIBIT 'A'

participate in any employee pension, health, vacation pay, sick pay or other fringe benefit plan of Client.

11. State and Federal Taxes

Client will not:

- (a) Withhold Social Security and Medicare taxes from Contractor's payments or make such tax payments on Contractor's behalf, or
- (b) Withhold state or federal income tax from Contractor's payments or make state or federal unemployment contributions on Contractor's behalf.

Contractor will pay all applicable taxes related to the performance of services under this contract. This includes income, Social Security, Medicare and self-employment taxes. Contractor will also pay any unemployment contributions related to the performance of services under this contract.

If Contractor is required to pay any federal, state or local sales, use, property or value added taxes based on the services provided under this Agreement, the taxes shall be separately billed to Client. Client shall be responsible for paying any interest or penalties incurred due to late payment or nonpayment of any taxes by Client.

12. Disputes

If a dispute arises, the parties will try in good faith to settle it through mediation conducted by a mediator to be mutually selected.

The parties will share the costs of the mediator equally. Each party will cooperate fully and fairly with the mediator and will attempt to reach a mutually satisfactory compromise to the dispute. If the dispute is not resolved within 30 days after it is referred to the mediator, either party may take the matter to court.

EXHIBIT 'A'**13. No Partnership**

This Agreement does not create a partnership relationship. Neither party has authority to enter into contracts on the other's behalf.

14. Entire Agreement

This is the entire agreement between the parties. It replaces and supersedes any and all oral agreements between the parties, as well as any prior writings.

15. Successors and Assignees

This agreement binds and benefits the heirs, successors and assignees of the parties.

16. Notices

All notices must be in writing. A notice may be delivered to a party at the address that follows a party's signature or to a new address that a party designates in writing. A notice may be delivered:

- in person
- by certified mail, or
- by overnight courier.

17. Governing Law

This agreement will be governed by and construed in accordance with the laws of the state of Texas.

18. Counterparts

This agreement may be signed by the parties in different counterparts and the signature pages combined will create a document binding on all parties.

EXHIBIT 'A'**19. Modification**

This agreement may be modified only by a written agreement signed by the parties.

20. Waiver

If one party waives any term or provision of this agreement at any time, that waiver will be effective only for the specific instance and specific purpose for which the waiver was given. If either party fails to exercise or delays exercising any of its rights or remedies under this agreement, that party retains the right to enforce that term or provision at a later time.

21. Severability

If any court determines that any provision of this agreement is invalid or unenforceable, any invalidity or unenforceability will affect only that provision and will not make any other provision of this agreement invalid or unenforceable and such provision shall be modified, amended or limited only to the extent necessary to render it valid and enforceable.

CLIENT

City of Texarkana, Texas,
a Texas municipality
3rd & Texas
Texarkana, Texas 75503

Dated: _____

By: _____
Interim City Manager

EXHIBIT 'A'

CONTRACTOR

Dated: _____

By: _____

Jerry V. Sparks
P.O. Box 1886
Texarkana, Texas 75504-1886
Taxpayer ID: 75-2880047

Attachment: 2017-090 EXH 'A' Economic Development Services Contract (1691 : 2017-090 RES Economic Development Services Contract)

EXHIBIT 'A'

Attachment 1 to Contract for Services**1. Names**

This attachment is made by City of Texarkana, Texas, a Texas corporation (Client), and Jerry V. Sparks (Contractor).

2. Work Schedule

Contractor agrees to perform necessary tasks to develop strategy and implement policy and plans in the areas of community development, economic development, tax base development and other mutually agreed upon aspects of interest to both contractor and client, and to provide periodic activity reports to City Council and City Manager.

3. Payment Schedule

Payment will be due and payable upon receipt of a monthly invoice for services.

CLIENT

City of Texarkana, Texas,
A Texas municipality
3rd & Texas
Texarkana, Texas 75503

Dated: _____

By: _____
Interim City Manager

CONTRACTOR

Dated: _____

By: _____
Jerry V. Sparks
P.O. Box 1886
Texarkana, Texas 75504-1886
Taxpayer ID: 75-2880047

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:

City of Texarkana, Texas

Version: B

Update Date: 8/23/2017 10:43 AM

Briefing Sheet

Lead Department: Deputy City Manager - Kyle Dooley **Action Officer:** Kyle Dooley
Subject: Ordinance No. 2017-074 amending Chapter 1 of the Code of Ordinances of the City of Texarkana, Texas, by adding Section 1-14 - "Release or Reduction of Real Property Liens."
Briefing: 8/28/2017 **Public Hearing:** 8/14/2017 **Second Briefing:** August 28, 2017 **Council Vote:** 9/11/2017

Item Schedule

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

Updates/History of Briefing:

Staff added the wording "or upon the extinguishment of the lien by judicial action" in the proposed ordinance under Section 1-14 (b).

Ken Collins, Sr. addressed council at the public hearing.

Steven Cowan addressed council at the public hearing.

Executive Summary and Background Information:

As Council is aware, staff has made great strides in trying to improve the weed lot mowing program and residential demolition program over the last few of years. While doing so, staff has identified several reoccurring issues with property liens in both programs. Research was conducted to see how each department handled these issues historically.

Each department had the same procedure on how to handle these issues. Typically, if someone came in and paid off a lien in full, staff would release the lien. If any error was made in filing the lien, thus making the lien invalid, staff would release the lien. If any other request was made to either reduce or release a lien without a full payment, that request was denied. As we have now had some time to review our weed lot and demolition programs, it has become apparent that there are instances where these procedures were not adequate.

Currently, there is no policy in the city ordinance that covers how to handle releasing liens. It was determined that the best course of action would be to propose a policy that would set criteria for staff on how we handle releasing or reducing liens, and would address the inadequacies in our current procedures.

The first item in this new policy proposes to allow the City Manager or designee the ability to release a lien when paid in full. Staff has always followed this method as a general procedure once a lien was paid in full, but upon further research, it could not be determined that Council had ever actually given that ability to staff through an ordinance.

The second item in the new policy proposes to allow the City Manager or designee, in consultation with the City Attorney, to reduce or release in whole or in part a lien of up to \$50,000 if it falls into one of four categories. These four categories cover the reoccurring property lien issues staff is seeing in the weed lot and demolition programs. These categories are: a partial payment of the lien, the lien amount exceeds the market value of the property, promotion of neighborhood improvements or economic redevelopment, or remedying any defects and/or errors in the recording of the lien.

City of Texarkana, Texas

Anything beyond these criteria would not be eligible for reduction or release by staff. All other issues with property liens would be brought to Council for consideration on a case-by-case basis.

Potential Options:

- Approve amendment to the Code of Ordinances.
- Do not approve amendment to the Code of Ordinances.
- Revise amendment and approve revised version of amendment to Code of Ordinances.

Fiscal Implications:

Typically, lien releases or reductions range between a few hundred to a few thousand dollars. The proposed \$50,000 threshold for releasing or reducing liens would match the current purchasing authority of the City Manager.

Staff Recommendation:

Staff recommends approval.

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

- a. 2017-074 ORD Adding Sec 1-14 Release or Reduction of Real Property Liens to Code of Ord (DOCX)
- b. 2017-074 Goals & Perspectives (DOCX)

Staff Coordination

Deputy City Manager - Kyle Dooley	Kyle Dooley	Department Head Review	
Completed	07/13/2017 8:57 AM		
Public Works Department	Dusty Henslee	Review	Completed
	07/13/2017 12:38 PM		
Municipal Prosecutor Deborah Jones	Asst. City Attorney Review	Completed	
	07/14/2017 8:42 AM		
City Manager Shirley Jaster	Deputy City Manager Review	Completed	
	07/19/2017 9:40 AM		
City Attorney Jeffery C. Lewis	City Attorney Review Completed		07/14/2017
9:23 AM			
City Manager Shirley Jaster	Deputy City Manager Review	Completed	
	07/19/2017 9:43 AM		
Deputy City Manager - Kyle Dooley	Kyle Dooley	Deputy City Manager	
Review Completed	07/19/2017 10:19 AM		
Public Information Officer	Lisa Thompson	PIO Review	Completed
	07/19/2017 10:37 AM		

City of Texarkana, Texas

City Manager 2:19 PM	John Whitson	City Manager Review Completed	07/20/2017
City Council 6:00 PM	Jennifer Evans	Meeting Completed	07/24/2017

Meeting History

07/24/17 City Council MOVED FORWARD Next: 08/14/17

Kyle Dooley briefed this item.

08/14/17 City Council MOVED FORWARD Next: 08/28/17

Kenneth Collins, Sr. addressed council at this hearing in favor of this ordinance. Mr. Collins also asked council to review the current process for purchasing a red tagged home. He stated this process requires the purchase of an additional \$500 permit which has limited time restrictions to refurbish the home. Mr. Collins said that he sees the need for revitalization in Texarkana, but feels that these additional requirements impede and discourage citizens from purchasing properties in dire need of renovation.

Steven Cowan addressed council at this hearing in favor of this ordinance.

PUBLISH

ORDINANCE NO. 2017 - 074

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING CHAPTER 1 OF THE CODE OF ORDINANCES OF THE CITY OF TEXARKANA, TEXAS, BY ADDING SECTION 1-14 - "RELEASE OR REDUCTION OF REAL PROPERTY LIENS"; PROVIDING FOR A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City's Code of Ordinances contains varied provisions authorizing the imposition of real property liens; and

WHEREAS, City Staff recommends the addition of an ordinance codifying circumstances which would authorize the City Manager or designee to release or reduce in whole or in part such liens.

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

SECTION 1: Chapter 1 of the Code of Ordinances of the City of Texarkana, Texas, is hereby amended to add the following new Section 1-14:

Sec. 1-14. - Release or Reduction of Real Property Liens

- (a) This section applies only to a real property lien authorized by this Code.
- (b) The City Manager or designee shall release a real property lien upon full payment or satisfaction of the lien, inclusive of interest and penalties.
- (c) The City Manager or designee may reduce or release in whole or in part a real property lien up to a maximum value of \$50,000, inclusive of interest and penalties, if, in the opinion of the City Manager or designee, in consultation with the City Attorney, reduction or release in whole or in part of the lien will facilitate any of the following:
 - (1) a partial payment of the lien;
 - (2) a sale of the burdened property to a responsible taxpayer when the lien amount or the cost or recoupment exceeds the market value of the property, or when such a sale relieves the city of any recurring maintenance, demolition, or other costs;
 - (3) the promotion of neighborhood improvement or economic redevelopment; or
 - (4) remedying any defects or errors in the imposition or recording of the lien.
- (d) This section is cumulative of other provisions in this Code relating to the same subject.

SECTION 2: That the City Secretary shall give notice of the passage of this ordinance as provided in Article XI, Section 3 of the Charter of the City of Texarkana, Texas.

PUBLISH

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

SECTION 4: That this Ordinance shall be in full force and effect ten (10) days after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **11th day of September, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other:

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 8/24/2017 1:45 PM

Lead Department: Finance Department **Action Officer:** Kristin Peeples,
Ordinance No. 2017-081 amending the budget estimate of the revenues and
expenditures for the fiscal year ending September 30, 2017 and adopting the
budget and appropriating resources for the fiscal year beginning October 1,
Subject: 2017 and ending September 30, 2018.

Briefing: 8/28/2017 **Public** **Second** August 28, **Council**
Hearing: 8/14/2017 **Briefing:** 2017 **Vote:** 9/11/2017

Item Schedule

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

Updates/History of Briefing:

Budget open house workshops were held on Monday, August 7th at 2:00 PM and 5:30 PM. One resident, Councilmember Williams, and representatives from the media attended the 2:00 PM workshop. No one from the public attended the 5:30 PM workshop.

Since the original budget presentation on July 24, 2017, staff has been working to revise revenue estimates and cut expenditures where possible. Many of the projected increases originally proposed for the next four years have been removed. Departments will operate with a relatively flat budget and a total of eleven frozen positions until more favorable revenue projections are seen. Revenues are currently budgeted over expenditures for the general operating fund by the following amounts: \$698,136 in FY 18; \$613,138 in FY 19; \$494,717 in FY 20; and \$380,801 in FY 21. These estimates include the four-cent tax increase which would generate approximately \$852,000 and the establishment of the environmental fee and fund which will defer approximately \$722,000 from general fund expenditures for a total of approximately \$1,574,000. The attached general fund forecast and environmental fund forecast outline these amounts in more detail.

Resolution No. 2017-093 established a budget advisory committee composed of seven citizens to advise the City Council regarding the fiscal year 2017-18 city budget. These seven members have been selected by Council as follows: Ward 1 Appointee– Kristi Kendricks, Ward 2 Appointee– Steve Mayo, Ward 3 Appointee – Steve Ledwell, Ward 4 Appointee - Abraham Onare, Ward 5 Appointee – Sonja Yates Hubbard, Ward 6 Appointee – Kelly Mitchell, and the Mayor’s appointee -Van Alexander. Staff reached out to this committee on Friday, August 18th via email to provide current budget information. Since that time, we have received several questions from members of the committee and have been working to answer each question as it is received either face-to-face, by phone or by email. Staff is planning to meet with this committee at the end of August.

Executive Summary and Background Information:

The Charter of the City of Texarkana, Texas requires that at least sixty (60) days before the end of each fiscal year and not less than thirty (30) days prior to the time the City Council makes its tax levy for the current year, the City Manager shall file with the City Secretary and shall submit to the Council a proposed budget for the ensuing fiscal year.

Potential Options:

- Adopt budget as presented
- Adopt budget with requested changes

City of Texarkana, Texas

Fiscal Implications:

To provide proper documentation and approval of authorized expenditures for the fiscal year beginning October 1, 2017 and ending September 30, 2018.

Staff Recommendation:

Staff recommends approval

Advisory Board/Committee Review:

None

Board/Committee Recommendation:

Not Applicable

Advisory Board/Committee Meeting Date and Minutes:

Not Applicable

Attachments

- a. 2017-081 ORD Adopting Annual Budget for FY 18 (DOC)
- b. 2017-081 ATTH 01 General Fund Forecast FY 18-21 (PDF)
- c. 2017-081 ATTH 02 General Fund Summary FY 18 (PDF)
- d. 2017-081 ATTH 03 Non GF Summary (XLSX)
- e. 2017-081 ATTH 04 Proposed Property Tax Increase (PDF)
- f. 2017-081 ATTH 05 Use of Fund Balance 2017 (PDF)
- g. 2017-081 ATTH 06 City Proposed FY 18 Budget Presentation (PDF)
- h. 2017-081 ATTH 07 TWU Budget Presentation 2018 (PDF)
- i. 2017-081 ATTH 08 FY18 Master Fee List Revised (PDF)
- j. 2017-081 ATTH 09 TML Water Rates (PDF)
- k. 2017-081 ATTH 10 CIP (PDF)
- l. 2017-081 ATTH 11 Proposed Property Tax Increase REVISED (PDF)
- m. 2017-081 ATTH 12 General Fund Forecast FY 18-21 REVISED (PDF)
- n. 2017-081 ATTH 13 Environmental Fund Forecast (PDF)
- o. 2017-081 Goals & Perspectives (DOCX)

Staff Coordination

Finance Department	Kristin Peeples	Department Head Review	Completed
	07/20/2017 3:22 PM		
TWU Finance	Jim Cornelius	Review	Completed 07/20/2017
	5:44 PM		
City Manager	Shirley Jaster	Deputy City Manager Review	Completed
	07/21/2017 8:40 AM		
Deputy City Manager - Review	Kyle Dooley Skipped	Jennifer Evans	Deputy City Manager
		07/21/2017 8:33 AM	
Public Information Officer		Lisa Thompson	PIO Review Completed
	07/21/2017 8:46 AM		

City of Texarkana, Texas

City Manager 10:26 AM	John Whitson	City Manager Review Completed	07/21/2017
City Council 6:00 PM	Jennifer Evans	Meeting Completed	07/24/2017

Meeting History

07/24/17 City Council MOVED FORWARD Next: 08/14/17
Jim Cornelius briefed the Texarkana Water Utilities portion of the upcoming fiscal year's 2017-18 budget. Kristin Peebles also briefed this item for the city's portion of the budget. Mr. Whitson made a few comments in reference to the Capital Improvement Plan.

08/14/17 City Council MOVED FORWARD Next: 08/28/17
There were no public comments made at this hearing.

ORDINANCE NO. 2017-081

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE BUDGET ESTIMATE OF THE REVENUES AND EXPENDITURES FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2017, AND ADOPTING THE BUDGET AND APPROPRIATING RESOURCES FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2017 AND ENDING SEPTEMBER 30, 2018; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith TO THE EXTENT OF SUCH CONFLICT; CONTAINING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION; AND ESTABLISHING AN EFFECTIVE DATE.

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

SECTION 1: That the budget estimate of the revenues and expenditures of the City of Texarkana, Texas, as prepared by the City Manager and appropriated by the City Council for the fiscal year beginning October 1, 2017 and ending September 30, 2018, be and is hereby adopted and approved as the budget for such fiscal year.

SECTION 2: That a copy of said final adopted budget shall be filed with the City Secretary, the Texarkana Public Library, and published on the City's website.

SECTION 3: City of Texarkana, Texas Appropriations

Fund No.	Fund Name	Anticipated Revenue	Authorized Expenditures	Appropriated Fund Balance
101	General Fund	33,942,758	33,244,622	0
102	Narcotics Division Operations Fund	10,825	75,000	64,175
103	Personnel Policy Fund	355,000	334,886	0
104	Workers Compensation Fund	176,200	175,000	0
107	Court Security Fund	23,400	24,917	1,517
109	General Property & Liability Fund	242,376	241,976	0
110	Central Records & Communications Fund	2,700,159	2,700,159	0
113	Conservation Revolving Loan Fund	0	33,753	33,753
114	Court Technology Fund	30,100	33,406	3,306
115	Technology Fund	300,950	300,175	0
116	TIRZ #1 Fund	1,014,377	2,176,813	1,162,436
117	Donation Fund	30,000	30,000	0
200	Perot Enhancement Fund	45,000	230,000	185,000

202	Emergency Solutions Grant Fund	600,000	600,000	0
203	CDBG Revolving Loan Fund	1,974	500	0
204	Community Development Block Grant Fund	983,125	983,125	0
207	EPA Revolving Loan Grant Fund	861,356	861,356	0
208	EPA Multipurpose Grant Fund	116,145	116,145	0
209	Home Program Fund	200		0
211	Perot Theatre Fund	364,297	334,247	0
212	Hotel Occupancy Tax Fund	1,473,810	1,473,607	0
213	Perot Theatre Building Maintenance Fund	44,250	100,000	55,750
214	COC Homeless Assistance Grant Fund	406,920	406,920	0
215	Housing Fund	1,400	263,210	261,810
216	Police Dept. Training Provider Fund	6,000	6,000	0
217	Law Enforcement Block Grant Fund		28,052	28,052
219	Law Enforcement Program Fund	6,865	7,000	135
220	Metropolitan Planning Organization Fund	331,543	235,080	0
223	Economic Development Fund	611,500	793,200	181,700
226	Environmental Fund	2,080,368	722,110	0
227	NEA Grant Fund	100,000	100,000	0
228	Building Maintenance Fund	260,000	260,000	0
229	Public Safety Radio Fund	95,400	66,000	0
230	Rotary Splash Pad Fund			0
231	Airport Fund	100,000	100,000	0
301	Debt Service Fund	5,989,027	5,858,526	0
417	2005 Bond Fund	1,000	488,469	487,469
422	TIRZ Bond Fund	1,000	538,343	537,343
423	2017 Bond Fund	0	2,151,977	2,151,977
501	Health Department Fund	1,102,517	1,077,458	0
502	Public Library Fund	759,465	759,465	0
605	Federal Asset Forfeiture Fund	15,400	25,000	9,600
701	Employee Health Trust Fund	5,642,479	5,684,659	42,180
702	Employee Health Claim Fund	5,689,659	5,689,659	0
703	Fleet Services Fund	1,386,630	1,380,130	0
704	Capital Replacement Fund	1,225,000	1,275,900	50,900
810	Member Cities Water Revenue Fund	1,052,056	1,052,056	0
Total Appropriations		70,180,531	73,038,901	5,257,103

Attachment: 2017-081 ORD Adopting Annual Budget for FY 18 (1681 : 2017-081 ORD Fiscal Year 2018 Budget)

SECTION 4: Texarkana Water Utilities Appropriations

Fund Name	Anticipated Revenue	Authorized Expenditures	Appropriated Fund Balance
Texas Revenue Fund	17,613,808	17,806,689	192,881
Texas Bond Reserve Fund	949	949	-
Texas 2004 Bond Fund	194,875	194,875	-
Texas 2005 Bond Fund	-	-	-
Texas 2013 Bond Fund	166,380	165,944	-
Texas Capital Improvement Fund	403,775	918,865	515,090
Texas Infrastructure Fund	580,759	1,729,865	1,149,106
Texas Customer Loan Fund	13	40,325	40,312
Texas 2013 Bond Construction Fund	109	-	-
Personnel Policy Fund	100,440	83,443	-
Wagner Creek Capital Improvement Fund	207,474	25,000	-
LTWSC Capital Improvement Fund	707,284	1,515,000	807,716
Texas Share- Millwood WTP Depreciation Fund	334,702	531,613	196,911
Texas Share- North Texarkana WWTP Depr Fund	7,806	11,700	3,894
South Regional WWTP Depreciation Fund	151,200	320,000	168,800
Composting Fund	102,095	144,500	42,405
Equipment Acquisition Fund	202,892	339,532	136,640
Technology Fund	435,435	594,331	158,896
Wright Patman COE Cost Fund	1,604,548	-	-
IP Water Revenue Fund	1,421,147	1,421,147	-
	24,235,691	25,843,778	3,412,651

SECTION 5: That the City Council hereby approves the funding and purchases that are made pursuant to interlocal agreements as provided by Chapter 271, Subchapter (D) and (F) of the Texas Local Government Code, in this budget and authorizes the City Manager/Chief Executive Officer and his designated employees, at his discretion, to purchase, sign contracts and documents authorizing the payment of funds, and to expend public funds that have been expressly designated, approved, and appropriated in this budget, as set out in the 2017-2018 fiscal year Capital Replacement Fund.

SECTION 6: Operating funds encumbered on the financial records as of September 30, 2017, are hereby re-appropriated to Fiscal Year 2018.

SECTION 7: The Capital Improvement Plan (CIP) is hereby approved and the City Manager is authorized and directed to incorporate the projects designated for Fiscal Year 2018 into the execution of the annual operating budget in all aspects of capital project execution including the appropriate debt funding procedures as may be required by state law.

SECTION 8: It is further provided that in case a section, clause, sentence or part of this Ordinance shall be deemed or adjudged by a Court of competent jurisdiction to be invalid, then such invalidity shall not affect, impair or invalidate the remainder of this Ordinance.

SECTION 9: All ordinances or parts of ordinances in conflict herewith are specifically repealed to the extent of such conflict.

SECTION 10: This Ordinance shall be in full force and effect from and after its passage and approval, and after the adoption of this budget or budget amendment, budget officer shall provide for the filing of a true copy of the approved budget or amendment in the Office of the City Secretary.

PASSED AND APPROVED in Regular Council Session on this the **11th day of September, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR



GENERAL FUND FORECAST

8.2.b

General Fund Budget Summary

	2017	2018	2019	2020	2021
General Fund Balance	12,909,232	11,808,937	11,959,636	12,131,840	12,102,9
Revenue					
Charges for Services	226,581	226,793	227,007	227,223	227,4
Contribution From Others	25,000	-	-	-	
Fees	699,232	699,232	699,232	699,232	699,2
Fines and Forfeitures	1,696,580	1,696,580	1,696,580	1,696,580	1,696,5
Franchise Taxes	1,420,820	1,420,820	1,420,820	1,420,820	1,420,8
Grant Revenue	80,608	10,000	10,000	10,000	10,0
Insurance Contributions	5,000	-	-	-	
Investment Revenue	62,601	63,181	63,767	64,358	64,9
Other Revenue	50,500	50,500	50,500	50,500	50,5
Permits	616,850	620,570	624,327	628,122	631,9
Property Tax Revenue	12,153,113	12,499,169	12,390,422	12,462,977	12,828,6
Rental Revenue	24,800	25,000	25,000	25,000	25,0
Taxes - Other	16,060,000	16,220,100	16,381,801	16,545,119	16,710,0
Transfers In	923,097	263,085	668,585	868,585	18,5
Total General Fund 101 Revenue	34,044,782	33,795,030	34,258,041	34,698,516	34,383,8
Narcotics Division Operations Fund 102	17,825	10,825	10,825	10,825	10,8
Personnel Policy Fund 103	555,000	355,000	365,500	376,315	387,4
Workers Compensation Fund 104	291,200	176,200	181,450	186,858	192,4
Court Security Fund 107	23,400	23,400	23,400	23,400	23,4
General Property & Liability Fund 109	200,400	242,376	249,545	256,930	264,5
Conservation Revolving Loan Fund 113	145	-	-	-	
Court Technology Fund 114	30,100	30,100	30,100	30,100	30,1
Technology Fund 115	224,808	300,950	307,050	307,050	307,0
Police Training Fund 216	1,000	6,000	22,308	22,866	23,4
Building Maintenance Fund 228	263,633	260,000	260,000	260,000	260,0
Federal Asset Forfeiture Fund 605	15,450	15,400	15,400	15,400	15,4
Capital Replacement Fund 704	1,995,421	1,225,000	1,525,000	1,825,000	1,825,0
Total General Fund Non 101 Revenue	3,618,382	2,645,251	2,990,579	3,314,744	3,339,6
Total Revenue	37,663,164	36,440,281	37,248,619	38,013,260	37,723,4

Attachment: 2017-081 ATTH 01 General Fund Forecast FY 18-21 (1681 : 2017-081 ORD Fiscal Year 2018 Budget)



GENERAL FUND FORECAST

8.2.b

General Fund Budget Summary

	2017	2018	2019	2020	2021
Expenditures					
General Government	2,781,457	2,958,953	2,965,960	2,987,476	2,991,8
Police	8,737,578	8,599,476	8,700,278	8,802,372	8,902,7
Fire and Emergency Management	6,221,831	6,339,103	6,382,736	6,417,446	6,449,8
Public Works	4,583,618	3,576,787	3,630,131	3,684,183	3,740,1
Building and Code Administration	1,056,656	1,153,112	1,172,266	1,191,728	1,211,9
Parks Recreation and Community Health	1,582,748	1,576,026	1,573,786	1,592,114	1,610,9
Planning and Community Development	1,250,843	587,534	598,155	600,323	602,5
Non-Operating	8,973,145	8,712,578	9,220,520	9,720,425	9,938,6
Total General Fund 101 Expenditures	35,187,876	33,503,569	34,243,831	34,996,067	35,448,6
Conservation Revolving Loan Fund 113	-	33,753	-	-	-
Court Security Fund 107	15,905	24,917	24,921	24,921	24,9
Court Technology Fund 114	32,961	33,406	33,406	33,406	33,4
General Property & Liability Fund 109	194,000	241,976	249,145	256,530	264,1
Personnel Policy Fund 103	325,132	334,886	344,933	355,281	365,9
Technology Fund 115	222,393	300,175	307,050	307,050	307,0
Workers Compensation Fund 104	520,077	175,000	180,250	185,658	191,2
Federal Asset Forfeiture Fund 605	-	25,000	20,000	20,000	20,0
Narcotics Division Operations Fund 102	33,000	75,000	18,000	13,500	13,5
Police Training Fund 216	1,000	6,000	22,308	22,866	23,4
Capital Replacement Fund 704	1,967,483	1,275,900	1,372,570	1,566,824	2,385,2
Building Maintenance Fund 228	263,633	260,000	260,000	260,000	260,0
Total General Fund Non 101 Expenditures	3,575,584	2,786,013	2,832,583	3,046,035	3,888,8
Total Expenditures	38,763,459	36,289,582	37,076,415	38,042,102	39,337,4
General Fund Balance	11,808,937	11,959,636	12,131,840	12,102,998	10,488,9

Attachment: 2017-081 ATTH 01 General Fund Forecast FY 18-21 (1681 : 2017-081 ORD Fiscal Year 2018 Budget)



BUDGET SUMMARY PAGES

General Fund Budget Summary

	Actual 15-16	Adopted 16-17	Revised 16-17	Proposed 17-18
General Fund Balance	11,542,673	9,734,001	12,909,232	11,808,936
Revenue	-	-	-	-
Appropriated Fund Balance	-	-	-	-
Charges for Services	219,759	214,400	226,581	226,793
Contribution From Others	36,339	-	25,000	-
Fees	779,193	660,252	699,232	699,232
Fines and Forfeitures	1,688,980	1,677,455	1,696,580	1,696,580
Franchise Taxes	1,528,390	1,547,300	1,420,820	1,420,820
Grant Revenue	174,998	80,631	80,608	10,000
Insurance Contributions	22,010	15,000	5,000	-
Investment Revenue	58,425	52,070	62,601	63,181
Other Revenue	1,204,768	50,865	50,500	50,500
Permits	587,153	585,560	616,850	620,570
Property Tax Revenue	11,059,575	12,244,765	12,153,113	12,499,169
Rental Revenue	22,990	22,750	24,800	25,000
Taxes - Other	16,120,052	16,442,787	16,060,000	16,220,100
Transfers In	89,684	923,097	923,097	263,085
Total General Fund 101 Revenue	33,592,314	34,516,932	34,044,782	33,795,030
Narcotics Division Operations Fund 102	8,440	2,000	17,825	10,825
Personnel Policy Fund 103	505,053	552,500	555,000	355,000
Workers Compensation Fund 104	260,527	291,150	291,200	176,200
AP Disbursement Fund 106	1	-	-	-
Court Security Fund 107	22,975	22,000	23,400	23,400
General Property & Liability Fund 109	175,447	200,250	200,400	242,376
Conservation Revolving Loan Fund 113	3,181	-	145	-
Court Technology Fund 114	29,102	30,025	30,100	30,100
Technology Fund 115	247,744	224,283	224,808	300,950
Police Training Fund 216	-	21,764	1,000	6,000
Building Maintenance Fund 228	-	263,633	263,633	260,000
Federal Asset Forfeiture Fund 605	9,394	15,350	15,450	15,400
Capital Replacement Fund 704	1,275,145	1,902,700	1,995,421	1,225,000
Total General Fund Non 101 Revenue	2,537,009	3,525,655	3,618,382	2,645,251
Total Revenue	36,129,323	38,042,587	37,663,164	36,440,281

Attachment: 2017-081 A TTH 02 General Fund Summary FY 18 (1681 : 2017-081 ORD Fiscal Year 2018 Budget)



BUDGET SUMMARY PAGES

General Fund Budget Summary

	Actual 15-16	Adopted 16-17	Revised 16-17	Proposed 17-18
Expenditures	-	-	-	-
General Government	2,543,673	2,605,891	2,781,457	2,958,953
Police	9,022,911	8,166,189	8,737,578	8,599,476
Fire and Emergency Management	6,345,594	5,996,311	6,221,831	6,339,103
Public Works	4,397,893	4,555,228	4,583,618	3,576,787
Building and Code Administration	883,304	1,006,306	1,056,656	1,153,112
Parks Recreation and Community Health	1,769,964	1,509,488	1,582,748	1,576,026
Planning and Community Development	656,210	528,523	1,250,843	587,534
Veteran's Office	82	-	-	-
Non-Operating	6,733,978	10,166,494	8,973,145	8,712,578
Total General Fund 101 Expenditures	32,353,609	34,534,431	35,187,876	33,503,569
Narcotics Division Operations Fund 102	29,355	70,000	33,000	75,000
Personnel Policy Fund 103	416,363	546,000	325,132	334,886
Workers Compensation Fund 104	274,973	540,000	520,077	175,000
Payroll Disbursement Fund 105	(85)	-	-	-
Court Security Fund 107	4,095	40,000	15,905	24,917
General Property & Liability Fund 109	134,679	200,000	194,000	241,976
Conservation Revolving Loan Fund 113	-	33,602	-	33,753
Court Technology Fund 114	23,959	40,961	32,961	33,406
Technology Fund 115	231,234	224,250	222,393	300,175
Police Training Fund 216	-	21,764	1,000	6,000
Building Maintenance Fund 228	-	263,633	263,633	260,000
Federal Asset Forfeiture Fund 605	-	20,000	-	25,000
Capital Replacement Fund 704	1,294,582	1,843,400	1,967,483	1,275,900
Total General Fund Non 101 Expenditures	2,409,155	3,843,610	3,575,584	2,786,013
Total Expenditures	34,762,764	38,378,041	38,763,459	36,289,582
General Fund Balance	12,909,232	9,398,547	11,808,936	11,959,635



BUDGET SUMMARY PAGES

Non General Fund Budget Summary

	Actual 15-16	Adopted 16-17	Revised 16-17	Proposed 17-18
Fund Balance October 1	-	-	-	-
110 Central Records & Communications Fund	-	-	-	0
111 Police Evidence Escrow Fund	-	-	-	-
116 TIRZ #1 Fund	454,666	868,503	843,537	1,239,901
117 Donation Fund	4,589	4,619	9,764	-
118 TIRZ #2 Fund	-	-	3	-
200 Perot Enhancement	-	-	-	239,743
201 Supportive Housing Fund	(16,253)	-	(4,719)	(0)
203 CDBG Revolving Loan Fund	205,979	209,579	209,936	211,410
204 Community Development Block Grant Fund	0	-	(64,173)	-
205 EPA Petroleum Grant Fund	(617)	-	(217)	-
206 EPA Job Training Grant Fund	1,971	-	-	-
207 EPA Revolving Loan Grant Fund	(3,767)	-	(3,983)	-
208 EPA Multipurpose Grant Fund	10,768	-	253	-
209 Home Program Fund	63,156	-	63,995	64,195
211 Perot Theatre Fund	51,377	30,832	20,734	44,114
212 Hotel Occupancy Tax Fund	154,068	311,972	395,832	255,797
213 Perot Theatre Building Maintenance Fund	596,808	575,458	664,070	488,577
214 COC Homeless Assistance Grant Fund	-	-	(25,671)	-
215 Housing Fund	437,754	438,579	439,510	440,910
217 Law Enforcement Block Grant Fund	86	-	14,010	28,052
219 Law Enforcement Program Fund	18,786	19,056	25,664	26,733
220 Metropolitan Planning Organization Fund	(5,767)	(5,732)	(51,244)	(27,678)
221 Texarkana Urban Transit District Fund	-	-	100	100
223 Economic Development Fund	1,333,128	1,268,215	1,448,415	701,935
225 EPA Brownfield Grant Fund	(74,118)	-	(74,368)	-
227 NEA Grant Fund	-	-	-	-
230 Rotary Splash Pad Fund	17,171	351	350	-
301 Debt Service Fund	(173,968)	98,847	76,937	181,191
415 2003 Bond Fund	182,073	-	4,070	-
417 2005 Bond Fund	726,113	484,600	512,914	487,469
420 2009 Bond Fund	(31,269)	-	1,098	0
422 TIRZ Bond Fund	1,898,526	395,437	1,904,254	312,343
501 Health Department Fund	323,908	375,781	383,395	450,070
502 Public Library Fund	(2,960)	-	(14,931)	0
601 Drug Escrow Fund	-	-	-	-
701 Employee Health Trust Fund	1,152,052	1,962,207	1,584,696	2,915,149
702 Employee Health Claim Fund	487,903	-	884,233	0
703 Fleet Services Fund	563,912	476,668	549,230	555,196
801 Firemens Pension Fund	30,725,294	-	-	-

Attachment: 2017-081 ATTH 03 Non GF Summary (1681 : 2017-081 ORD Fiscal Year 2018 Budget)



BUDGET SUMMARY PAGES

Non General Fund Budget Summary

	Actual 15-16	Adopted 16-17	Revised 16-17	Proposed 17-18
810 Member Cities Water Revenue Fund	(195)	-	(195)	0
901 General Fixed Assets Fund	128,162,039	128,160,234	126,148,822	126,148,822
903 Health Department Fixed Assets Fund	311,494	305,994	327,825	327,825
Fund Balance October 1	167,574,707	135,981,200	136,274,148	135,091,857
Revenue	-	-	-	-
110 Central Records & Communications Fund	2,211,544	2,866,919	2,606,966	2,706,060
116 TIRZ #1 Fund	656,320	918,138	651,852	1,059,554
117 Donation Fund	13,145	30,030	20,236	30,000
118 TIRZ #2 Fund	3	-	(3)	-
200 Perot Enhancement	-	-	249,742	45,000
201 Supportive Housing Fund	11,534	-	4,719	-
202 Emergency Solutions Grant	-	600,000	611,677	600,000
203 CDBG Revolving Loan Fund	3,957	3,950	1,974	1,974
204 Community Development Block Grant Fund	374,257	376,613	1,043,699	983,125
205 EPA Petroleum Grant Fund	69,169	-	217	-
206 EPA Job Training Grant Fund	(1,971)	-	-	-
207 EPA Revolving Loan Grant Fund	23,638	813,810	884,519	861,356
208 EPA Multipurpose Grant Fund	111,977	30,000	132,426	116,145
209 Home Program Fund	839	-	200	200
211 Perot Theatre Fund	301,658	342,547	342,447	364,297
212 Hotel Occupancy Tax Fund	1,473,269	1,309,139	1,441,800	1,473,810
213 Perot Theatre Building Maintenance Fund	80,690	78,650	44,250	44,250
214 COC Homeless Assistance Grant Fund	498,814	406,920	465,829	406,920
215 Housing Fund	1,757	825	1,400	1,400
217 Law Enforcement Block Grant Fund	29,613	27,997	28,047	-
219 Law Enforcement Program Fund	7,279	7,315	7,068	6,865
220 Metropolitan Planning Organization Fund	182,414	236,524	418,500	331,543
221 Texarkana Urban Transit District Fund	100	-	-	-
223 Economic Development Fund	350,169	598,450	347,000	591,500
225 EPA Brownfield Grant Fund	4,663	-	74,368	-
226 Environmental Fund	-	-	-	2,080,368
227 NEA Grant Fund	14,794	100,000	106,179	100,000
229 Public Safety Radio Fund	-	-	-	95,400
230 Rotary Splash Pad Fund	3	4	7,509	-
231 Airport Fund	-	-	99,962	100,000
301 Debt Service Fund	5,551,761	5,488,569	5,449,545	5,989,027
415 2003 Bond Fund	472	-	15	-
417 2005 Bond Fund	1,990	1,000	2,000	1,000
420 2009 Bond Fund	75	-	2	-

Attachment: 2017-081 ATTH 03 Non GF Summary (1681 : 2017-081 ORD Fiscal Year 2018 Budget)



BUDGET SUMMARY PAGES

Non General Fund Budget Summary

	Actual 15-16	Adopted 16-17	Revised 16-17	Proposed 17-18
422 TIRZ Bond Fund	5,728	2,500	4,000	1,000
501 Health Department Fund	1,026,028	1,087,699	1,090,162	1,101,980
502 Public Library Fund	498,278	692,950	647,437	759,465
701 Employee Health Trust Fund	5,780,267	5,832,550	5,835,008	5,642,479
702 Employee Health Claim Fund	5,314,585	6,017,000	4,509,555	5,689,659
703 Fleet Services Fund	1,176,824	1,437,000	1,399,539	1,422,198
801 Firemens Pension Fund	1,192,311	-	-	-
810 Member Cities Water Revenue Fund	768,559	826,625	1,036,508	1,052,056
901 General Fixed Assets Fund	2,968,795			
903 Health Department Fixed Assets Fund	45,858			
Revenue	30,751,167	30,133,723	29,566,356	33,658,631
Expenditures	-	-	-	-
110 Central Records & Communications Fund	2,211,544	2,866,919	2,606,966	2,706,060
116 TIRZ #1 Fund	267,449	1,282,399	255,488	2,176,813
117 Donation Fund	7,970	30,000	30,000	30,000
200 Perot Enhancement	-	-	10,000	230,000
202 Emergency Solutions Grant	-	600,000	611,677	600,000
203 CDBG Revolving Loan Fund	-	500	500	500
204 Community Development Block Grant Fund	438,430	376,613	979,526	983,125
205 EPA Petroleum Grant Fund	68,769	-	-	-
207 EPA Revolving Loan Grant Fund	23,854	813,810	880,537	861,356
208 EPA Multipurpose Grant Fund	122,492	30,000	132,679	116,145
209 Home Program Fund	-	-	-	-
211 Perot Theatre Fund	332,301	323,542	319,067	334,247
212 Hotel Occupancy Tax Fund	1,231,505	1,567,542	1,581,835	1,473,607
213 Perot Theatre Building Maintenance Fund	13,428	141,200	219,742	100,000
214 COC Homeless Assistance Grant Fund	524,486	406,920	440,158	406,920
215 Housing Fund	-	439,000	-	263,210
217 Law Enforcement Block Grant Fund	15,689	27,997	14,005	28,052
219 Law Enforcement Program Fund	400	8,000	6,000	7,000
220 Metropolitan Planning Organization Fund	227,891	207,500	394,934	235,219
223 Economic Development Fund	234,882	1,094,064	1,093,480	687,646
225 EPA Brownfield Grant Fund	4,913	-	-	-
226 Environmental Fund	-	-	-	722,110
227 NEA Grant Fund	14,794	100,000	106,179	100,000
229 Public Safety Radio Fund	-	-	-	66,000
230 Rotary Splash Pad Fund	16,825	355	7,859	-
231 Airport Fund	-	-	99,962	100,000
301 Debt Service Fund	5,300,856	5,346,067	5,345,291	5,858,526

Attachment: 2017-081 ATTH 03 Non GF Summary (1681 : 2017-081 ORD Fiscal Year 2018 Budget)



BUDGET SUMMARY PAGES

Non General Fund Budget Summary

	Actual 15-16	Adopted 16-17	Revised 16-17	Proposed 17-18
415 2003 Bond Fund	178,475	-	4,085	-
417 2005 Bond Fund	215,190	485,600	27,445	488,469
420 2009 Bond Fund	(32,292)	-	1,100	-
422 TIRZ Bond Fund	-	370,911	1,595,911	313,343
423 2017 Bond Fund	-	-	13,128,894	-
501 Health Department Fund	966,541	989,374	1,023,487	1,057,458
502 Public Library Fund	510,249	692,950	632,506	759,465
701 Employee Health Trust Fund	5,347,622	6,017,000	4,504,555	5,684,659
702 Employee Health Claim Fund	4,918,255	6,017,000	5,393,788	5,689,659
703 Fleet Services Fund	1,191,506	1,504,297	1,393,573	1,380,130
801 Firemens Pension Fund	31,917,605	-	-	-
810 Member Cities Water Revenue Fund	768,559	826,625	1,036,313	1,052,056
901 General Fixed Assets Fund	4,982,013			
903 Health Department Fixed Assets Fund	29,527			
Expenditures	62,051,727	32,566,186	43,877,540	34,511,776
Fund Balance September 30	-	-	-	-
108 TUTD Payroll Disbursement Fund	-	-	-	-
110 Central Records & Communications Fund	-	0	0	0
111 Police Evidence Escrow Fund	-	-	-	-
112 Riverbend Water Resources	-	-	-	-
116 TIRZ #1 Fund	843,537	504,242	1,239,901	122,642
117 Donation Fund	9,764	4,649	-	-
118 TIRZ #2 Fund	3	-	-	-
200 Perot Enhancement	-	-	239,743	54,743
201 Supportive Housing Fund	(4,719)	-	(0)	(0)
202 Emergency Solutions Grant	-	-	-	-
203 CDBG Revolving Loan Fund	209,936	213,029	211,410	212,884
204 Community Development Block Grant Fund	(64,173)	-	-	-
205 EPA Petroleum Grant Fund	(217)	-	-	-
206 EPA Job Training Grant Fund	-	-	-	-
207 EPA Revolving Loan Grant Fund	(3,983)	-	-	-
208 EPA Multipurpose Grant Fund	253	-	-	-
209 Home Program Fund	63,995	-	64,195	64,395
210 Teen Court Fund	-	-	-	-
211 Perot Theatre Fund	20,734	49,837	44,114	74,164
212 Hotel Occupancy Tax Fund	395,832	53,569	255,797	256,000
213 Perot Theatre Building Maintenance Fund	664,070	512,908	488,577	432,827
214 COC Homeless Assistance Grant Fund	(25,671)	(0)	-	-
215 Housing Fund	439,510	404	440,910	179,100

Attachment: 2017-081 ATTH 03 Non GF Summary (1681 : 2017-081 ORD Fiscal Year 2018 Budget)



BUDGET SUMMARY PAGES

Non General Fund Budget Summary

	Actual 15-16	Adopted 16-17	Revised 16-17	Proposed 17-18
217 Law Enforcement Block Grant Fund	14,010	-	28,052	(0)
219 Law Enforcement Program Fund	25,664	18,371	26,733	26,598
220 Metropolitan Planning Organization Fund	(51,244)	23,292	(27,678)	68,646
221 Texarkana Urban Transit District Fund	100	-	100	100
223 Economic Development Fund	1,448,415	772,601	701,935	605,790
224 JAG - Recovery Act Grant Fund	-	-	-	-
225 EPA Brownfield Grant Fund	(74,368)	-	-	-
226 Environmental Fund	-	-	-	1,358,258
227 NEA Grant Fund	-	-	-	-
229 Public Safety Radio Fund	-	-	-	29,400
230 Rotary Splash Pad Fund	350	-	-	-
231 Airport Fund	-	-	-	-
235 Farmer's Market Fund	-	-	-	-
301 Debt Service Fund	76,937	241,349	181,191	311,692
406 Bringle Lake Fund	-	-	-	-
410 1998 Bond Fund	-	-	-	-
415 2003 Bond Fund	4,070	-	-	-
417 2005 Bond Fund	512,914	-	487,469	0
418 2008 Tax Note Fund	-	-	-	-
420 2009 Bond Fund	1,098	-	0	0
421 2010 Convention Center Bond Fund	-	-	-	-
422 TIRZ Bond Fund	1,904,254	27,026	312,343	(0)
423 2017 Bond Fund	-	-	(13,128,894)	-
501 Health Department Fund	383,395	474,105	450,070	494,592
502 Public Library Fund	(14,931)	-	0	(0)
503 Health Department Personnel Policy Fund	-	-	-	-
509 Health Department Property & Liability Fund	-	-	-	-
601 Drug Escrow Fund	-	-	-	-
701 Employee Health Trust Fund	1,584,696	1,777,757	2,915,149	2,872,969
702 Employee Health Claim Fund	884,233	-	0	0
703 Fleet Services Fund	549,230	409,371	555,196	597,264
801 Firemens Pension Fund	-	-	-	-
810 Member Cities Water Revenue Fund	(195)	-	0	0
901 General Fixed Assets Fund	126,148,822	128,160,234	126,148,822	126,148,822
903 Health Department Fixed Assets Fund	327,825	305,994	327,825	327,825
Fund Balance September 30	136,274,148	133,548,737	121,962,963	134,238,711

Attachment: 2017-081 ATTH 03 Non GF Summary (1681 : 2017-081 ORD Fiscal Year 2018 Budget)

Fiscal Year 2018 Proposed Tax Rate Increase

FY 2017 Compensation Plan Cost	1,200,000	
FY 2017 Addition of Neighborhood Revitalization Employee	63,795	
FY 2017 Additional Costs	1,263,795	
FY 2017 Revenue Generated From \$.030707 Tax Increase GF Only	652,929	
Remaining Gap to Cover FY 2017 Compensation Plan & Adjustments	610,866	
Proposed Salary Adjustments for FY 2018	28,000	
Replacement of Fund Balance for Kress @ 1/3	209,725	
FY 2018 Revenue Increase Needed to Cover Comp Plan & Adjustments	848,591	
Estimated Revenue Generated By \$0.01 Tax Increase	219,979	
Penny Increase Needed to Cover Comp Plan and Adjustments	4.03	
	886,515	
Increase to General Fund	850,353	96%
Increase to TIRZ 1 Fund	36,161	4%
	886,514	
Proposed Rate for FY 2017	0.7423	
Adopted Rate for FY 2017	0.7000	
Proposed Rate for FY 2018	0.7403	

<u>Home Value</u>	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Annual Change</u>	<u>Monthly Change</u>
\$100,000	\$700.00	\$740.30	\$40.30	\$3.36
\$200,000	\$1,400.00	\$1,480.60	\$80.60	\$6.72
\$300,000	\$2,100.00	\$2,220.90	\$120.90	\$10.08
\$400,000	\$2,800.00	\$2,961.20	\$161.20	\$13.43
\$500,000	\$3,500.00	\$3,701.50	\$201.50	\$16.79
\$600,000	\$4,200.00	\$4,441.80	\$241.80	\$20.15
\$700,000	\$4,900.00	\$5,182.10	\$282.10	\$23.51
\$800,000	\$5,600.00	\$5,922.40	\$322.40	\$26.87
\$900,000	\$6,300.00	\$6,662.70	\$362.70	\$30.23
\$1,000,000	\$7,000.00	\$7,403.00	\$403.00	\$33.58

Fiscal Year 2017 Budget Use of Fund Balance

Fiscal Year 2017 Budget - General Fund 101 Expenditures

Adopted	34,516,676
Revised	35,187,876
Difference	<u>(671,200)</u>

Approved Uses of Fund Balance

Budget Amendments

Construction of Welcome Sign	79,779
Kress Building	629,173

Rolled Purchase Orders

Gt Distributors, Inc.	5,429
Tyler Technologies	13,465
Tecco Safety, Inc.	6,345
TK Armor Systems, LLC	7,038
TK Armor Systems, LLC	485
Motorola Solutions, Inc	57,138
Gt Distributors, Inc.	3,166
Foster Concrete, Inc.	5,732
Laser Shot, Inc.	6,427
Texarkana Fence and Access Control	2,400
Gibson Asphalt Construction Inc.	20,014
Halff	40,077
	<u>876,666</u>



Proposed Budget

Fiscal Year Ending September 30, 2018

General Fund 101

Items Included in the Proposed Budget:

- All departments have budgeted to maintain their current level of service
- Continued implementation of the Capital Improvement Plan
- Implementation of the proposed Environmental Fund and associated fee
- Salary adjustments for employees that did not receive an adjustment in the prior compensation study
- Employee Insurance Rates:
 - Continued coverage with Blue Cross Blue Shield of Texas
 - Health Reimbursement Account Plan – 3% increase
 - Health Savings Account Plan – No increase

Proposed Tax Rate Increase

- Proposed tax rate of \$0.7403
 - Originally proposed in FY 17 \$0.7423
 - Adopted rate in FY 17 \$0.7000
- Increase of \$0.0403 from the current rate of \$0.7000
- These amounts are preliminary and are based on estimated values provided by the Appraisal District in April
- Certified values will be available the last week of July
- The proposed increase would generate \$886,514:
 - \$850,353 for the General Fund (96%)
 - \$36,161 for the TIRZ #1 Fund (4%)

What would this tax increase cover?

- Unfunded amount of FY 2017 compensation plan and personnel changes
 - \$610,866
- Proposed FY 18 salary adjustments for employees not included in the prior compensation study \$28,000
- Replacement of the fund balance for 1/3 of the cost of the Kress demolition project \$209,725

What will the tax increase cost?

<u>Home Value</u>	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Annual Change</u>	<u>Monthly Change</u>
\$100,000	\$700.00	\$740.30	\$40.30	\$3.36
\$200,000	\$1,400.00	\$1,480.60	\$80.60	\$6.72
\$300,000	\$2,100.00	\$2,220.90	\$120.90	\$10.08
\$400,000	\$2,800.00	\$2,961.20	\$161.20	\$13.43
\$500,000	\$3,500.00	\$3,701.50	\$201.50	\$16.79
\$600,000	\$4,200.00	\$4,441.80	\$241.80	\$20.15
\$700,000	\$4,900.00	\$5,182.10	\$282.10	\$23.51
\$800,000	\$5,600.00	\$5,922.40	\$322.40	\$26.87
\$900,000	\$6,300.00	\$6,662.70	\$362.70	\$30.23
\$1,000,000	\$7,000.00	\$7,403.00	\$403.00	\$33.58

Adopted 17 vs. Revised 17 Budget

- Revised revenue for the 101 General Fund is down \$472,150 from adopted
 - Due mostly to a sales tax revenue decline of ~\$380,000
 - Originally budgeted an increase of 3% over the prior year based on historical trends
- Annual Sales Tax Trend
 - 2013 0.85%
 - 2014 2.62%
 - 2015 3.81%
 - 2016 4.19%
 - 2017 YTD -0.72%

Adopted 17 vs. Revised 17 Budget

- Revised expenditures for the 101 General Fund are up \$653,444 over adopted due mostly to the following approved one-time uses of fund balance:
 - Kress Building Demolition \$629,173
 - Construction of Welcome Sign \$79,779

Revised 17 vs. Proposed 18 Budget

- Proposed revenue for the 101 General Fund is up \$249,752 from Revised FY 17 revenue projections due mostly to the following:
 - Proposed property tax increase allocated to GF \$850,353
 - Additional allocation of property tax to debt service (\$539,738)
 - Projected increase in sales tax revenue of 1% or \$160,100
 - Decline in Transfers In (\$660,012)
 - Economic Development (\$405,500)
 - Worker's Compensation (\$250,000)
 - TWU Employee Health Nurse (\$4,512)

Revised 17 vs. Proposed 18 Budget

- Proposed expenditures for the 101 General Fund are down \$1,684,307 due mostly to the following:
 - One time use of fund balance
 - Kress Building Demolition (\$629,173)
 - Construction of Welcome Sign (\$79,779)
 - Personnel Changes
 - Salary adjustments for employees not included in prior compensation study ~\$28,000
 - 10 Frozen Positions (~\$460,000)
 - Full funding of authorized positions \$~230,000
 - Movement of personnel to Environmental Fund (~\$272,000)
 - Contribution to Bi-State
 - \$449,650
 - Capital Replacement Fund
 - (\$675,700)
 - Personnel Policy Fund
 - (\$200,000)

General Fund 101 Forecast

	2017	2018	2019	2020	2021
Revenue					
Total General Fund 101 Revenue	34,044,782	33,795,030	34,258,041	34,698,516	34,383,808
Expenditures					
Total General Fund 101 Expenditures	35,187,876	33,503,569	34,243,831	34,996,067	35,448,625
Revenues Over(Under) Expenditures	(1,143,094)	291,461	14,209	(297,551)	(1,064,817)

General Fund Balance Policy

- It is the goal of the City to achieve and maintain an unassigned fund balance in the general fund in the range of 25% - 35% of general fund expenditures, exclusive of capital outlay and debt services expenditures. The City considers a balance of less than 25% to be cause for concern, barring unusual or deliberate circumstances.
- Current Fund Balance Projections
 - 2017 – 30.96%
 - 2018 – 33.30%
 - 2019 – 33.12%
 - 2020 – 32.36%
 - 2021 – 27.43%

Questions



TEXARKANA WATER UTILITIES
FY 2018 BUDGET OVERVIEW

July 24, 2017

AR/TX RATIO

- Current - 37.37 / 62.63%
- FY 18 - 37.25 / 62.75%

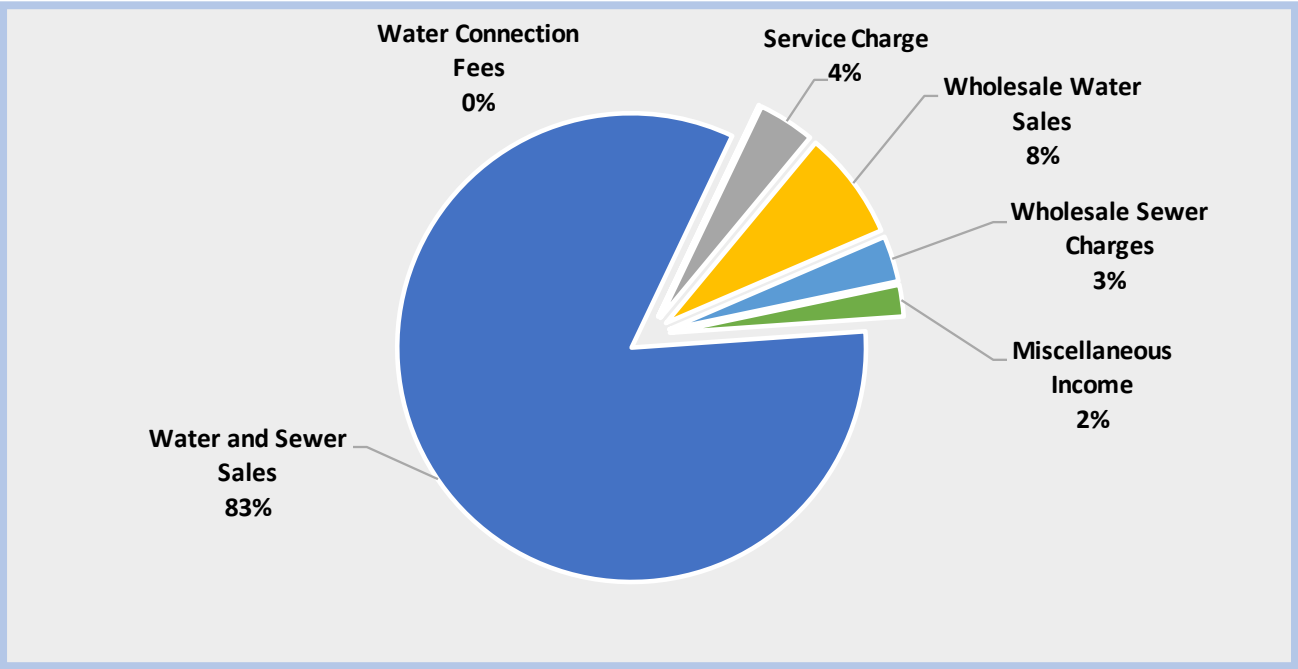
FY 18 BUDGET OVERVIEW

- TMRS contribution:
 - Current 16.20%
 - Jan 1, 2018 16.67%

RATE CHANGES

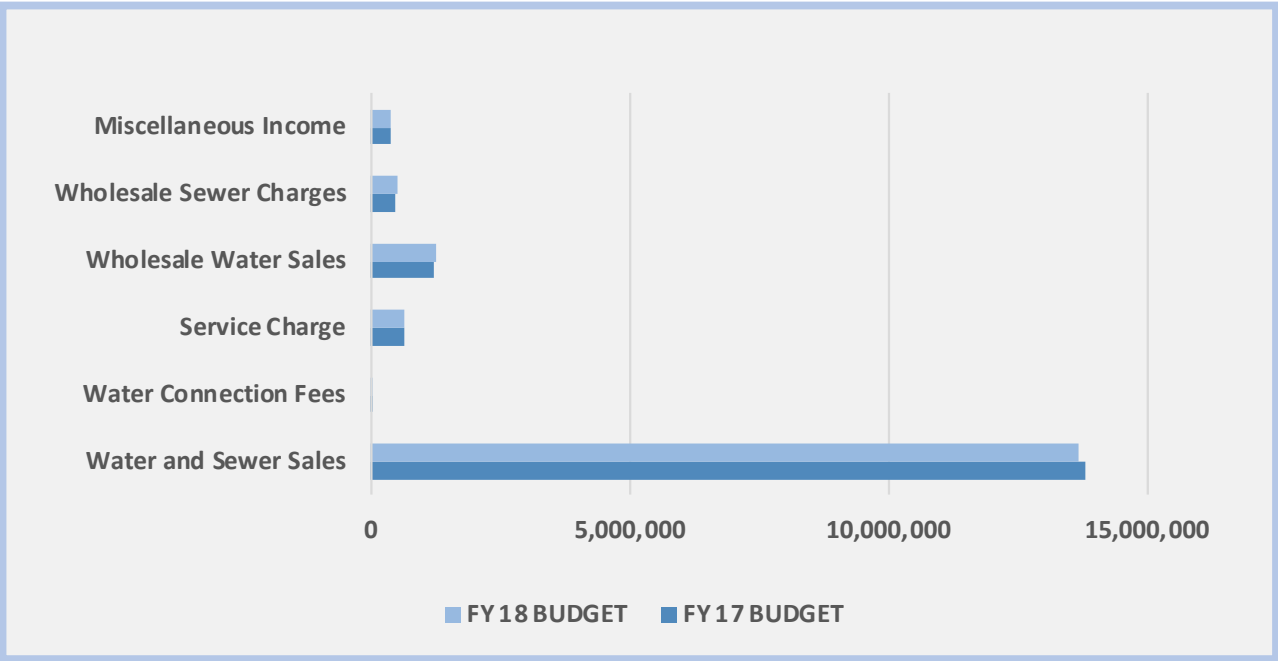
- Water
 - None for Water Enterprise Fund
 - City tentatively budgeting 30% water rate increase to fund City General Fund Drainage CIP
- Sewer
 - None proposed for FY18

TEXAS REVENUE COMPOSITION- FY 18



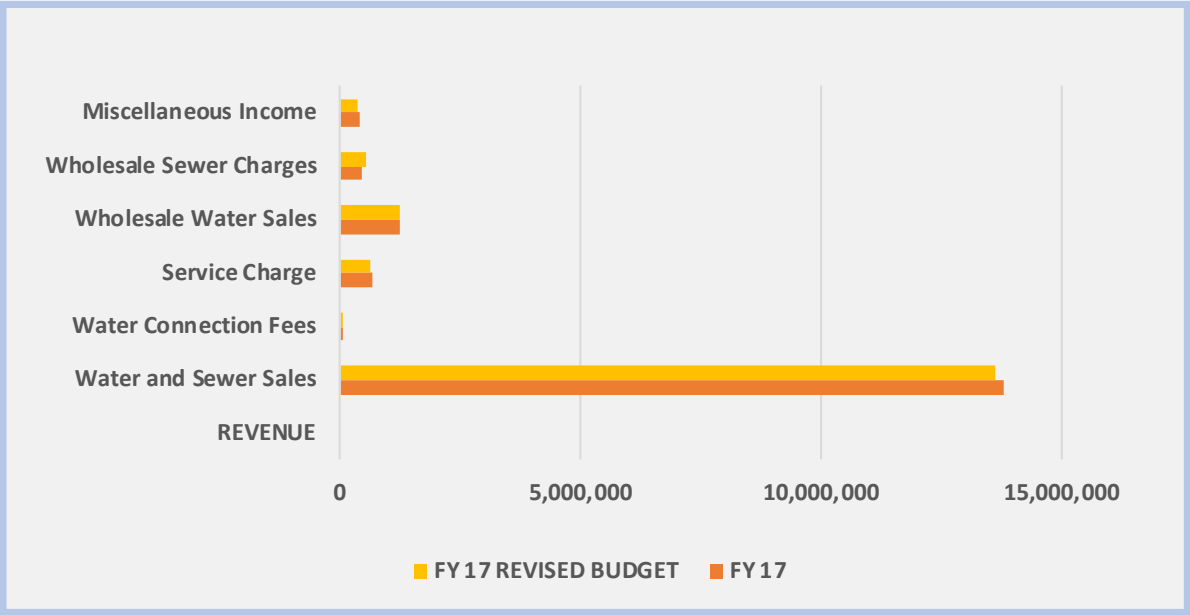
REVENUE	FY 18 Proposed
Water and Sewer Sales	13,673,226
Water Connection Fees	7,120
Service Charge	644,020
Wholesale Water Sales	1,235,200
Wholesale Sewer Charges	520,600
Miscellaneous Income	<u>359,258</u>
	16,439,424

TEXAS REVENUE COMPARISON- FY 17 TO FY 18

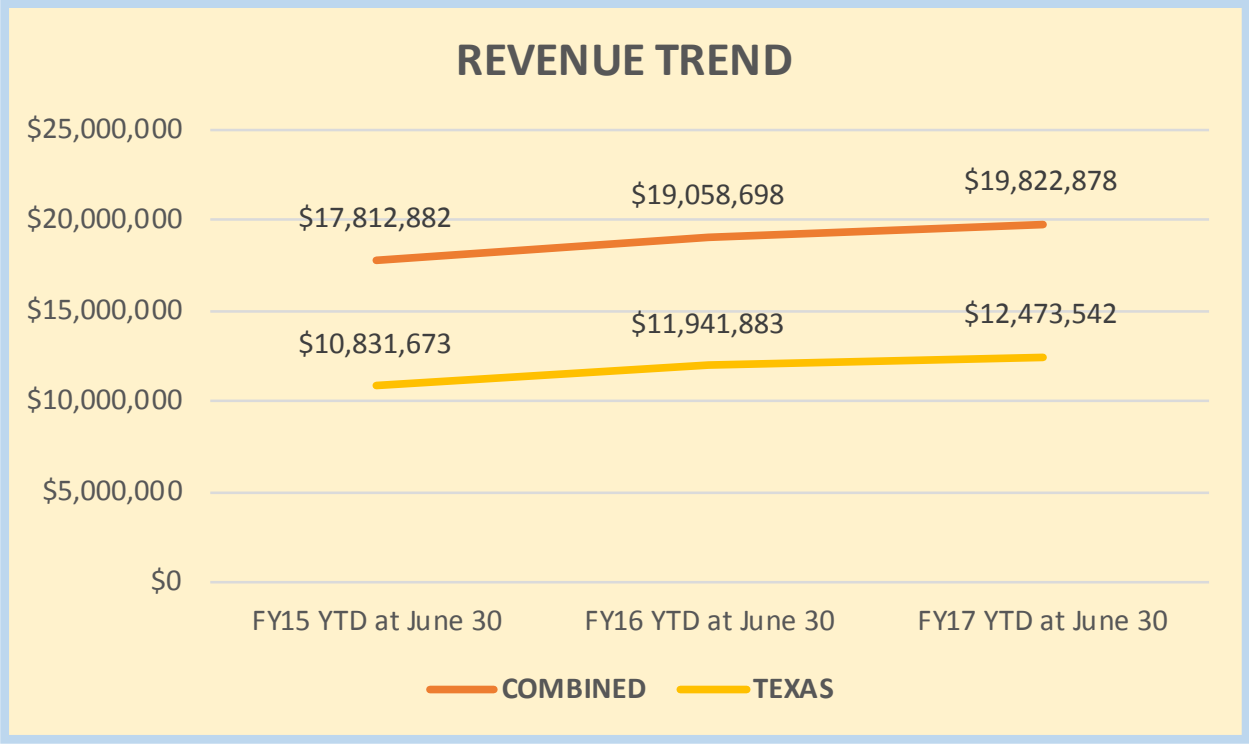


REVENUE	FY 17 BUDGET	FY 18 BUDGET	INCR/(DECR)
Water and Sewer Sales	13,796,940	13,673,226	(123,714)
Water Connection Fees	3,180	7,120	3,940
Service Charge	651,460	644,020	(7,440)
Wholesale Water Sales	1,231,300	1,235,200	3,900
Wholesale Sewer Charges	452,500	520,600	68,100
Miscellaneous Income	<u>393,910</u>	<u>359,258</u>	<u>(34,652)</u>
	16,529,290	16,439,424	(89,866)

TEXAS REVENUE COMPARISON- FY 17 TO FY 17 REVISED



REVENUE	FY 17 BUDGET	FY 17 REVISED BUDGET	INCR/(DECR)
Water and Sewer Sales	13,796,940	13,612,426	(184,514)
Water Connection Fees	3,180	7,120	3,940
Service Charge	651,460	644,020	(7,440)
Wholesale Water Sales	1,231,300	1,231,800	500
Wholesale Sewer Charges	452,500	520,600	68,100
Miscellaneous Income	<u>393,910</u>	<u>359,238</u>	(34,672)
	16,529,290	16,375,204	(154,086)



REVENUE TREND- TEXAS REVENUES TO COMBINED REVENUES

PERIOD	COMBINED	TEXAS
FY15 YTD at June 30	\$17,812,882	\$10,831,673
FY16 YTD at June 30	\$19,058,698	\$11,941,883
FY17 YTD at June 30	\$19,822,878	\$12,473,542

10.2497%
4.4521%

EXPENDITURES

- Electrical Costs – increase 8%
- Chemical Costs
 - Caustic Soda – increase 27.5%

OPERATING DIVISION BUDGET COMPARISON

FY 17 BUDGET TO FY 17 REVISED BUDGET

		FY 17 REVISED BUDGET (PROJECTED)			FY 17 BUDGET			Increase/ (Decrease)
Division		Arkansas	Texas	Totals	Arkansas	Texas	Totals	
110	Admin	159,894	263,782	423,676	160,090	264,110	424,200	(524)
120	Safety/Security	26,670	44,698	71,368	35,843	60,069	95,912	(24,544)
210	Acctg/Personnel	174,716	284,237	458,953	178,563	283,884	462,447	(3,494)
230	IT	363,812	632,724	996,536	370,212	769,066	1,139,278	(142,742)
310	Customer Service	357,413	525,088	882,501	374,176	549,694	923,870	(41,369)
330	Field Services	230,994	339,363	570,357	273,066	401,153	674,219	(103,862)
410	Water Prod-WP	0	2,793,403	2,793,403	0	2,975,216	2,975,216	(181,813)
420	Water Prod-MW	1,366,599		1,366,599	1,326,499		1,326,499	40,100
490	IP Water	0	1,207,762	1,207,762	0	1,225,077	1,225,077	(17,315)
520	Wagner Cr	0	373,308	373,308	0	395,879	395,879	(22,571)
530	SRWWTP	1,310,479	2,184,881	3,495,360	1,416,203	2,362,212	3,778,415	(283,055)
540	NTWWTP	203,347	800	204,147	202,728	1,000	203,728	419
580	Composting	122,641	205,538	328,179	119,764	200,715	320,479	7,700
610	Ops Admin	94,697	158,708	253,405	94,126	157,752	251,878	1,527
612	Utility Constr	280,366	469,875	750,241	327,807	549,385	877,192	(126,951)
620	Water Distr	470,846	753,213	1,224,059	520,349	833,847	1,354,196	(130,137)
622	Water Distr-RR	0	30,580	30,580	0	0	0	30,580
630	Sewer Collection	361,284	609,491	970,775	401,761	677,328	1,079,089	(108,314)
640	Fleet Services	167,322	242,177	409,499	181,468	256,560	438,028	(28,529)
643	AR Police Veh	28,469		28,469	28,000		28,000	469
644	AR Fire Veh	31,150		31,150	36,150		36,150	(5,000)
645	AR PW Veh	107,450		107,450	132,950		132,950	(25,500)
646	AR Other Veh	10,200		10,200	13,700		13,700	(3,500)
710	Engineering	214,965	360,272	575,237	266,045	445,876	711,921	(136,684)
720	Engineering I&I	76,720	128,580	205,300	78,526	131,606	210,132	(4,832)
740	GIS Development	129,879	217,668	347,547	131,224	287,103	418,327	(70,780)
750	Environmental Svc	141,090	236,459	377,549	150,071	251,512	401,583	(24,034)
830/831	Leary	0	22,131	22,131	0	27,755	27,755	(5,624)
833/834	Miller Cty PWA	14,229		14,229	29,778		29,778	(15,549)
	Total	6,445,232	12,084,738	18,529,970	6,849,099	13,106,799	19,955,898	(1,425,928)
							AR	(403,867)
							TX	(1,022,061)
							Total Under Budget	(1,425,928)

FY18 Master Fee List (adopted 11 SEP 17)

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Building Permit Fees to be Based on the FY Schedule of Fees in which the construction work is scheduled to begin.**

Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
1	Extraordinary Event Cost Recovery Fee			An invoice may be sent by the City to any individual, organization or entity to recapture the cost of staff time, materials and supplies, and other costs related to an event, item or activity which is not considered a service provided to the general population in the normal and ordinary course of the City's operation.	All Departments and Offices		
2	Returned Checks	\$30.00	Each check	NSF –Non-Sufficient Funds	All Departments and Offices		
3	Coin Operated Machine Permit	\$15.00	Per Coin Operated Machine	Maximum \$250.00	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
4	Annual Special Event Permit	\$100.00	Each		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
5	Daily Special Event Permit (20 days processing)	\$40.00	Each	No processing will occur without payment	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
6	Daily Special Event Permit (Expedited Processing)	\$150.00	Each	Five days processing after acceptance of a <u>completed</u> application: no processing will occur without payment	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
7	Daily Special Event Permit (Express Processing)	\$300.00	Each	Next day permit based on receipt of a <u>completed</u> application with proper insurance certificate included, received no later than 4:00 p.m. on a regular work day: no processing will occur without payment	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
8	Transient Dealer Precious Metal Permit	\$250.00	Each	For 30 Days	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
9	Alcoholic Beverage Permit: Beer Off-Premise (BF)	\$60.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
10	Alcoholic Beverage Permit: Wine & Beer Off-Premise (BQ)	\$60.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
11	Alcoholic Beverage Permit: Beer On-Premise (BE)	\$75.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
12	Alcoholic Beverage Permit: Wine & Beer Retailer (BG)	\$175.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
13	Alcoholic Beverage Permit: Wine & Beer Retailer On-Premise Late Hours (BL)	\$250.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
14	Alcoholic Beverage Permit: Brewpub License (BP)	\$500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
15	Alcoholic Beverage Permit: Package Store (P)	\$500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
16	Alcoholic Beverage Permit: Wine Only Package Store (Q)	\$75.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
17	Alcoholic Beverage Permit: General Class B Wholesaler (X)	\$300.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
18	Alcoholic Beverage Permit: Importer's License (BI)	\$20.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
19	Alcoholic Beverage Permit: Importer's Carrier's License (BJ)	\$20.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
20	Alcoholic Beverage Permit: Beer Manufacturer's License (BA)	\$750.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
21	Alcoholic Beverage Permit: Brewer (B)	\$1,500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
22	Alcoholic Beverage Permit: Winery (G)	\$75.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
23	Alcoholic Beverage Permit: Local Distributor (to sell to private clubs) (LP)	\$100.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
24	Alcoholic Beverage Permit: Branch Distributor (BC)	\$75.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
25	Alcoholic Beverage Permit: Wholesaler (W)	\$1,875.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
26	Alcoholic Beverage Permit: General Distributors (BB)	\$300.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
27	Alcoholic Beverage Permit: Food and Beverage Certificate (FB)	\$100.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
28	Alcoholic Beverage Permit: Caterer's Permit (CB)	\$500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
29	Alcoholic Beverage Permit: Mixed Beverage Permit (MB or RM) - Original	\$3,000.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
30	Alcoholic Beverage Permit: Mixed Beverage Permit (MB or RM) - 1st Renewal	\$2,250.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
31	Alcoholic Beverage Permit: Mixed Beverage Permit (MB or RM) - 2nd Renewal	\$1,500.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
32	Alcoholic Beverage Permit: Mixed Beverage Permit (MB or RM) - 3rd and all Subsequent Renewals	\$750.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
33	Alcoholic Beverage Permit: Public Storage (K)	\$100.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
34	Alcoholic Beverage Permit: Beverage Cartage (PE)	\$20.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
35	Alcoholic Beverage Permit: Private Carrier (O)	\$30.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
36	Alcoholic Beverage Permit: Package Store Tasting (PS)	\$25.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
37	Alcoholic Beverage Permit: Mixed Beverage Restaurant (RM)	\$750.00	Each	Bi-Annual Permit at same time as state permit application/renewal (collect 3rd year and after issuance of license)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
38	Alcoholic Beverage Permit: Mixed Beverage Late Hours (LB)	\$150.00	Each	Bi-Annual Permit at same time as state permit application/renewal	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
39	Motor Vehicle Junk Yard or Business Permit	\$50.00	Each	Annual Note: \$1.00 Fee to Replace Lost Permit	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
40	Open Records Information: Copies (letter & legal)	\$0.10	Per Page		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
41	Open Records Information: Copies over 50 pages	\$0.10	Per Page	Plus Labor charge prorated and overhead charge	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
42	Open Records Information: Copies (Oversize 11" x 17")	\$0.50	Each		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
43	Open Records Information: Computer	\$0.10	Per Page		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
44	Open Records Information: Diskette	\$1.00	Each		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
45	Open Records Information: VHS video	\$2.50	Each		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
46	Open Records Information: Audio Cassette	\$1.00	Each		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
47	Open Records Information: CD	\$1.00	Per clock hour		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
48	Open Records Information: Maps/D Size	\$2.00	Sheet paper		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
49	Open Records Information: Maps/D Size	\$3.00	Sheet film		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
50	Open Records Information: Maps/E Size	\$3.00	Sheet paper		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
51	Open Records Information: Maps/E Size	\$4.00	Sheet film		Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
52	Open Records Information: Other			Note: Any other charges for public information not listed will be as defined in Title 1, Part 3, Chapter 70 of the Texas Administrative Code. When applicable, labor cost will be added to open records requests and will be billed at \$15/hour plus a 20% overhead charge.	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
53	Airport Operations, Maintenance and Improvement Fee - Residential 1 *	\$0.00	Monthly	Collected via Utility Statement when water use less than 6,000 gallons (Residential)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
54	Airport Operations, Maintenance and Improvement Fee - Residential 2 *	\$0.00	Monthly	Collected via Utility Statement when water use exceeds 6,000 gallons (Residential)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
55	Airport Operations, Maintenance and Improvement Fee - Commercial 1 *	\$0.00	Monthly	Collected via Utility Statement when water use is less than 4,000 gallons (Commercial)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
56	Airport Operations, Maintenance and Improvement Fee - Commercial 2 *	\$0.00	Monthly	Collected via Utility Statement when water use exceeds 4,000 gallons (Commercial)	Administration	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3900
57	Dog & Cat Registration (Unaltered) *	\$40.00	Per Pet	Per Year	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3971
58	Dog & Cat Registration (Altered) *	\$10.00	Per Pet	Per Year - Must show proof of alteration and rabies vaccination.	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3971
59	Dog & Cat Late Registration or Fail to Register *	\$15.00	Per Pet	Per Year	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3971
60	Dog & Cat Registration 3-Year (Altered)	\$20.00	Per Pet	Every 3 years - Must show proof of alteration and rabies vaccination.	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
61	Dog & Cat Registration - Replacement Tag *	\$5.00	Per Pet		Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
62	Dangerous Dog Registration	\$50.00	Per Pet Per Year		Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
63	Reclaim Impounded Animal	\$150.00	Per Pet	Does not Include Arkansas Animal Shelter Fees	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
64	Rabies Quarantine	\$150.00	Per Pet	To Be Done at Vet's Office Or Approved Place	Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
65	Owner Surrenders	\$150.00	Per Pet		Animal Services	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
66	Birth Certificates	\$23.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
67	Death Certificates	\$21.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
68	Death Certificates (additional copies)	\$4.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
69	Abstract Poly Envelope	\$2.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
70	Long Poly Envelope	\$3.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
71	Mail Request: Shipping & Handling Fee	\$2.00	Each		Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
72	Credit/debit card payment	\$2.50	Each Transaction	In Addition to certificate fees	Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
73	Garage Sale Permit	\$5.00	Each	3-day/max 2 per year	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
74	Estate Sale Permit	\$20.00	Each	3-days/Max 2 per year	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
75	Itinerate Vendor Permit	\$100.00	Each	\$10.00 each additional permit for same sales group. 1-year permit	Vital Statistics Office	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3905
76	Incident Report Copies	\$5.00	Per Report	Fire Department calls only	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
77	Fire Inspection Service: Nursing Home	\$150.00	Annual Fee	Includes two inspections performed semi-annually	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
78	Fire Inspection Service: Day Care	\$75.00	Annual Fee	Includes two inspections performed semi-annually	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
79	Fire Inspection Service: Group Home	\$75.00	Annual Fee	Includes two inspections performed semi-annually	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
80	Fire Inspection Service: Hospital	\$350.00	Annual Fee	Includes two inspections performed semi-annually	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
81	Fire Inspection Service: Hotel/Motel - Base	\$25.00	Annual Fee	Includes two inspections, performed semi-annually, \$25 base fee plus \$5 per room inspected	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
82	Fire Inspection Service: Hotel/Motel - Per Room	\$5.00	Annual Fee	Includes two inspections, performed semi-annually, \$25 base fee plus \$5 per room inspected	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
83	Fire Inspection Service: First Re-Inspection	\$0.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
84	Fire Inspection Service: 2nd and subsequent re-inspections.	\$100.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
85	Fire Inspection Service: After Hours Inspection (Minimum 2 hr.)	\$75.00	Per hour		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
86	Water Fill / Truck Only	\$25.00	Per Order		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
87	Fire Inspection Service: Home Safety Inspection	No Charge			Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
88	Fire Inspection Service: Foster Home Inspection	No Charge			Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
89	Permit: Fire Alarm Commercial	\$100.00	Annual Fee		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
90	False Alarm Fee - Commercial: 4-6 Alarms	\$50.00	Each Alarm	Per 12-month period	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
91	False Alarm Fee - Commercial: 7 and more	\$75.00	Each Alarm	Per 12-month period	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
92	False Alarm Fee - Residential: 4-6 Alarms	\$35.00	Each Alarm	Per 12-month period	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
93	False Alarm Fee - Residential: 7 and more	\$45.00	Each Alarm	Per 12-month period	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
94	Permit: Fixed Fire Extinguishing System	\$75.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
95	Permit: Sprinkler/Standpipe	\$75.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
96	Permit: Installation/Removal of UST's	\$100.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
97	Permit: Open Burning (not recreational)	\$1,000.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
98	Permit: Recreational Burning	\$50.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
99	Permit: Fireworks	\$100.00	Each		Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
100	Response: Hazardous Materials	110%	Replacement	Current Replacement cost of materials used	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
101	Response: Technical Rescue	110%	Replacement	Current Replacement cost of materials used	Fire Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3994
102	Inspection Service: Pool (each body of water)	\$100.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
103	Inspection Service: Pool Late Fee (each body of water)	\$50.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
104	Inspection Service: Pool 1st Re-inspection (each body of water)	\$100.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
105	Inspection Service: Pool Subsequent Re-inspections (each body of water/each additional inspection - incremental increase in fee)	\$100.00	Each	Increasing in \$100.00 increments for each additional re-inspection	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
106	Inspection Service: Pool Complaint (each body of water)	\$50.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
107	Inspection Service: Pool Reinstatement (each body of water)	\$100.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
108	Health Service Inspection: Food Service w/1-5 employees	\$275.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
109	Health Service Inspection: Food Service w/6-10 employees	\$300.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
110	Health Service Inspection: Food Service w/11 or more employees	\$325.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
111	Health Service Inspection: Food Service each Public & Private School	\$275.00	Annual Fee		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
112	Health Service Inspection: Food Service for each Non-Profit	\$75.00	Annual Fee	Complaint Inspection, reinstatement & re-inspection fees apply	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
113	Health Service Inspection: Day Care Food Service	\$100.00	Annual Fee	Per Day Care	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
114	Health Service Inspection: Day Care Non-Food Service	\$50.00	Annual Fee	Per Day Care	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
115	Health Service Inspection: Foster Home	\$40.00	Bi-annual		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912

**FY18 Master Fee List
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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
116	Health Service Inspection: Adoption	\$40.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
117	Health Service Inspection: Temporary Event	\$50.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
118	Health Service Inspection: Seasonal Permit	\$100.00	Each	There was an error in the current fee schedule that had swapped Mobile Fee with Seasonal Fee, this is to correct that error.	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
119	Health Service Inspection: Mobile Food Unit	\$200.00	Annual Fee	There was an error in the current fee schedule that had swapped Mobile Fee with Seasonal Fee, this is to correct that error.	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
120	Health Service Inspection: Late fee	\$100.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
121	Health Service Inspection: Complaint Inspection	\$50.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
122	Health Service Inspection: 1st Re-inspection	\$100.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
123	Health Service Inspection: Subsequent Re-inspections		Each	Increasing in \$100.00 increments for each additional re-inspection	Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
124	Health Service Inspection: Reinstatement	\$150.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
125	Health Service Inspection: Duplicate Permit	\$20.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
126	Copy: Texas Food Establishment Rules (picked up)	\$25.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
127	Copy: Texas Food Establishment Rules (mailed)	\$30.00	Each		Health Inspections	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
128	Health Service Inspection: Courtesy Follow Up Inspection	\$25.00	Each	Charged after the 2nd Courtesy Inspection	Health Inspections	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
129	Immunization: Child Administrative Fee	\$14.00	Per Visit	No Vaccine Maximum - No charge for Texas Medicaid Children	Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
130	Immunization: Adult Administrative Fee	\$20.00	Per Visit		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
131	Copy: Shot Record	\$2.00	Each		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
132	Immunization: Private Purchase Flu vaccine	\$25.00	Per Shot	Price subject to change	Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
133	Health Service: Tuberculosis Skin Test for Employment or Schooling	\$20.00	Per Test		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
134	Health Service: Health Card Renewal	\$10.00	Per Card		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
135	Health Service: Blood Sugar (Finger Stick)	\$10.00	Per Test		Health Clinic	Bowie County Health Clinic, 902 W. 12 th Street	903-798-3250
136	Notary Fee	\$5.00	Per Service		Human Resources Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3917
137	Portable Building Permit	\$50.00	Each	For buildings that are already constructed, moved on site	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
138	New Residential Building Permit	\$0.50	Per Square Foot	1. New SF, DD, MH and MF including units available for individual ownership; 2. Additions including but not limited to: bedrooms, bathrooms, screened porch, sunrooms and etc.; 3. Attached Accessory Structure including but not limited to: deck, garage, open porch and etc... 4. All space measured including heated and unheated space.	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
139	Residential Repair Permit	\$30.00	Per House	For Greater Area Than 10% of House	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
140	Residential Remodel	\$0.25	Per Square Foot	Of Room Remodeled	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
141	Residential Re-Inspection Fee	\$25.00	All Trades	Does not include "Missed Appointment"	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
142	Non-Residential Building Permit	See Separate Schedule	Each	Use the on-line file to determine permit fee and the fee will be based on the fiscal year in which the construction work is scheduled to begin.	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
143	Residential Re-Roofing or Repair Permit	\$75.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
144	Non Residential Re-Roofing or Repair Permit	\$150.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
145	Application Plan Review Fee: Residential	\$50.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
146	Application Plan Review Fee: Non-Residential	\$300.00	Each	Project costs < \$1,000,000	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
147	Application Plan Review Fee: Non-Residential	\$500.00	Each	Project costs => \$1,000,000	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3913
148	Residential: Re-Review Plan or Change	\$50.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
149	Non-Residential: Re-Review Plan or Change	\$250.00	Each	Project costs < \$1,000,000	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
150	Non-Residential: Re-Review Plan or Change	\$500.00	Each	Project costs => \$1,000,000	Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3913
151	Non-Residential: Re-Inspection Fee	\$50.00	Each Trade	Increases at \$25 rate per failed inspection, thus increasing to \$75, \$100, \$125 and etc... Does not include "Missed Appointment"	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
152	Inspections Outside City Limits - Inside ETJ	\$150.00	Each	Per Request from owner/contractor	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
153	Demolition Permit	\$150.00	Each	Performance Bond/cashiers check Required	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
154	Non-Residential: Temporary Electrical Power	\$75.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
155	Work Performed without Permit		Each	Double Fee	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
156	Record Retrieval	\$60.00	Each Request	Pulling closed files, plans and etc...	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912

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157	Initial Certificate of Occupancy	\$50.00	Each	Does not include new construction; 2 inspections included; \$25 each additional inspection	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
158	Replacement of Certificate of Occupancy Card	\$10.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
159	Re-stamp Previously Approved Plans	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
160	Non Residential Permit Renewal of Expired Permit	25%	Each	25% of original permit fee	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
161	Residential renewal of Expired Permit		Each	Price of the Original Permit	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
162	Failure to Pick-up Permit within 60 days of Approval			Forfeit Fees	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
163	Refund Fee for Non-expired Permits	\$0.00	Each	Forfeit Fees; Permit fees will be reimbursed.	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
164	Refund Fee for Expired Permits			Forfeit Fees	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
165	Weekend/After Office Hours Inspection Fee	\$100.00	Per Hour	Minimum of 3 hours	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
166	Miscellaneous Inspection	\$75.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
167	Construction or Work Site Trailer	\$250.00	Per Trailer	Includes piers, tie-downs, steps, decks, electrical, plumbing, and mechanical	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
168	Minimum Inspection Miscellaneous Permit Fee	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
169	Courtesy/ Follow Up Inspection	\$25.00	Each	2 inspections included with building permit, 3rd + is charged for each inspection	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
170	Builders & Mechanical Contractors (Plumbing, Electric, HVAC) Registration Fee	\$50.00	One time	Expiration or cancellation of license or insurance re-registration is \$30	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
171	Driveway Permit	\$30.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
172	Swimming Pool Permit	\$125.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
173	Tent Permit	\$50.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
174	Sign Permit for basic/simple sign	\$70.00	Each	Simple Sign including but not limited to: Wall Mounted, Free Standing, Monument, or Pole - No electric power	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
175	Sign Permit for sign with electric power	\$100.00	Each	Simple Sign including but not limited to: Wall Mounted, Free Standing, Monument, or Pole with electric power	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
176	Sign Permit for sign with electronic messaging (CVEMS) less than or equal to 50 Square Feet	\$125.00	Each	CVEMS including but not limited to: Wall Mounted, Free Standing, Monument, or Pole	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
177	Sign Permit for sign with electronic messaging (CVEMS) greater than 50 Square Feet	\$150.00	Each	CVEMS including but not limited to: Wall Mounted, Free Standing, Monument, or Pole	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
178	Sign Permit-Banner	\$25.00	Each	Per month	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-9312
179	Sign Permit Promotional/Grand Opening	\$100.00	Each	Maximum Promotional 90 days; Grand Opening two weeks	Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-9313

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
180	Billboard/Off Premise advertising sign *	\$500.00	Per Year		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
181	Cell Tower Permit	\$650.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
182	Co-location Antenna on Cell Tower Permit	\$100.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
183	Basic Electrical Rough-In or General Repairs Permit (up to 4 circuits)	\$20.00	Permit		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
184	Additional Electrical Rough-In or General Repairs Permit (5 – 16 circuits) (Basic + Additional)	\$2.00	Each Additional Circuit		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
185	Additional Electrical Rough-In or General Repairs Permit (More than 16 circuits) (Basic + Additional 1 + Additional 2)	\$1.50	Each Additional Circuit		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
186	Restore/Repair Electrical Service Permit (100 amp)	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
187	Restore/Repair Electrical Service Permit (200 amp)	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
188	Restore/Repair Electrical Service Permit (400 amp)	\$30.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
189	Restore/Repair Electrical Service Permit (600 amp)	\$35.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
190	Restore/Repair Electrical Service Permit (Greater than 600 amp)	\$40.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
191	Other General Electrical Repair Permit	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
192	Electric Power Permit for Sign	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
193	Placement of Temporary Pole for Electrical Power Permit	\$20.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
194	Appeal Concerning Electrical Code Filing Fee	\$50.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
195	Plumbing Permit Water (Installation or Replacement of Fixtures, Water Heater, Foot Spa, and etc.... Including general repair of water system)	\$15.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
196	Plumbing Permit: Sewer Line or Tap	\$20.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
197	Plumbing Permit Gas (Basic) (up to 4 openings)	\$15.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
198	Plumbing Permit Gas (Additional) (Greater than 4 openings) (Basic + Additional)	\$1.00	Each (over 4)		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
199	Plumbing Permit Irrigation: RPZ instillation	\$10.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
200	Plumbing Permit Irrigation: (Basic) (1-5 Heads)	\$8.00	Each		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
201	Plumbing Permit Irrigation (Additional) (More than heads)(Basic + Additional)	\$0.60	Each Additional Head		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
202	Plumbing Permit Miscellaneous (Backflow, Grease Trap, Sand/Oil Separator and etc...)	\$25.00	Each		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
203	HVAC Permit: Residential Air Installation/Replacement	\$25.00	Per Unit		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
204	HVAC Permit: Non Residential Commercial Air Installation/Replacement	\$50.00	Per Unit		Inspections Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3912
205	HVAC Permit: Mini Split Commercial Air Units	\$10.00	Per Unit		Inspections Department	City Hall - Municipal Building - 220 Texas Boulevard	903-798-3912
206	Library Membership Texarkana AR/TX Residents	\$0.00	Each		Library	600 West 3 rd Street	903-794-2149
207	Library Membership Non-Texarkana Resident	\$20.00	Annual Fee		Library	600 West 3 rd Street	903-794-2149
208	Library Overdue Fines (Books and Compact Discs)	\$0.25	Per Calendar Day	Up to the cost of the book or compact discs. Return stops the fine accumulation.	Library	600 West 3 rd Street	903-794-2149
209	Library Overdue Fines (Videos, DVD or Playaway)	\$1.00	Per Calendar Day	Until the return, up to the cost of the videos, DVD or Playaway	Library	600 West 3 rd Street	903-794-2149
210	Library card replacement	\$1.00	Per Replacement	Lost unexpired library card	Library	600 West 3 rd Street	903-794-2149
211	Library: Ear buds	\$1.00	Per Set		Library	600 West 3 rd Street	903-794-2149
212	Library: Memory Sticks (flash drive)	\$5.00	Per Drive		Library	600 West 3 rd Street	903-794-2149
213	Library Bag (Plastic)	\$0.50	Per Bag		Library	600 West 3 rd Street	903-794-2149
214	Library Bag (Canvas)	\$7.00	Per Bag		Library	600 West 3 rd Street	903-794-2149
215	Library: Use of Typewriter	\$0.50	Per 1/2 Hour		Library	600 West 3 rd Street	903-794-2149
216	Library: Case Replacement	\$1 - \$9	Per Case		Library	600 West 3 rd Street	903-794-2149
217	Library: Art Sleeve for case	\$1.00	Each		Library	600 West 3 rd Street	903-794-2149
218	Library: Due Date Card Replacement	\$1.00	Per Card		Library	600 West 3 rd Street	903-794-2149
219	Library: Photo copies (B&W)	\$0.15	Per Page		Library	600 West 3 rd Street	903-794-2149
220	Library: Photo copies (Color)	\$1.00	Per Page		Library	600 West 3 rd Street	903-794-2149
221	Library: Texas Notary	\$1.00	Per Service		Library	600 West 3 rd Street	903-794-2149
222	Library: Fax Service Receiving	\$0.25	Per Page		Library	600 West 3 rd Street	903-794-2149
223	Library: Fax Service Sending (local)	\$0.25	Per Page		Library	600 West 3 rd Street	903-794-2149
224	Library: Fax Service Sending (long distance)	\$1.00	Per Page		Library	600 West 3 rd Street	903-794-2149
225	Library: Fax Service Sending (International)	\$5.00	Per Page		Library	600 West 3 rd Street	903-794-2149
226	Library: Lamination			Inquire at Circulation Desk	Library	600 West 3 rd Street	903-794-2149
227	Library: David Nelson Meeting Room Rental	\$75.00	Per Rental	Non-Profit Organizations Exempt	Library	600 West 3 rd Street	903-794-2149
228	Municipal Court Technology Fees	\$4.00	Per Case		Municipal Court	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3551
229	Municipal Court Building Security Fees	\$3.00	Per Case		Municipal Court	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3551
230	Municipal Court Warrant Fee	\$50.00	Per Warrant		Municipal Court	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3551
231	Park Pavilion Rental (Half Day)	\$15.00	Per Rental	8:00 AM - 2:45 PM or 3:00 PM to 10:00 PM	Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978

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232	Park Pavilion Rental (All Day)	\$25.00	Per Rental		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
233	Ball Field Rental - Practice Game	\$20.00	Per Game		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
234	Ball Field Rental - Tournaments 1 Field	\$100.00	Per Tournament		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
235	Ball Field Rental - Tournaments 2 Fields	\$175.00	Per Tournament		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
236	Ball Field Rental - Tournaments 3 Fields	\$250.00	Per Tournament		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
237	Ball Field Rental - Tournaments 4-5 Fields	\$300.00	Per Tournament		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
238	Collins Senior Center Activity Room	\$75.00	Per Event		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
239	Collins Senior Center Meeting Room	\$25.00	Each Rental		Parks, Recreation and Community Health	3222 W. 7th Street	903-798-3978
240	Southwest Center Multipurpose Room (GYM) Rental	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
241	Southwest Center Multipurpose Room (GYM) Rental	\$150.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
242	Southwest Center Multipurpose Room (GYM) Rental	\$275.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
243	Southwest Center ABC Room Rental	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
244	Southwest Center ABC Room Rental	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978

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245	Southwest Center ABC Room Rental	\$75.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
246	Southwest Center Game/Activity Room Rental	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
247	Southwest Center Game/Activity Room Rental	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
248	Southwest Center Game/Activity Room Rental	\$50.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
249	Southwest Center Room A Rental	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
250	Southwest Center Room A Rental	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
251	Southwest Center Room A Rental	\$25.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
252	Southwest Center Room B Rental	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
253	Southwest Center Room B Rental	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
254	Southwest Center Room B Rental	\$25.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
255	Southwest Center Room C Rental	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
256	Southwest Center Room C Rental	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
257	Southwest Center Room C Rental	\$25.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
258	Southwest Center Room D Rental	\$0.00	Each Rental	Group 1 Users	Southwest Center	3222 W. 7th Street	903-798-3978
259	Southwest Center Room D Rental	\$0.00	Each Rental	Group 2 Users	Southwest Center	3222 W. 7th Street	903-798-3978
260	Southwest Center Room D Rental	\$25.00	Each Rental	Group 3 Users	Southwest Center	3222 W. 7th Street	903-798-3978
261	Application for Zoning Change (Base Fee) (Base + Variable)	\$250.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
262	Application for Specific Use Permit (Base Fee) (Base + Variable)	\$250.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
263	Application for Site Plan approval (Base Fee) (Base + Variable)	\$250.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
264	Application for Site Plan Amendments (Base Fee) (Base + Variable)	\$250.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945

**FY18 Master Fee List
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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
265	Specific Use Permit Renewal (Base Fee) (Base + Variable)	\$100.00	Per Permit		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
266	Application fee for Amendment to Zoning Ordinance	\$250.00	Per Amendment		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
267	Variances Requests (ZBA)(Base Fee) (Base + Variable)	\$150.00	Per Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
268	Historic District Certificate of Appropriateness	\$75.00	Per Applicant		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
269	Subdivision Plats – preliminary (Base Fee) (Base + Variable Deposit)	\$100.00	Per Plat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
270	Subdivision Plats – final (Base Fee) (Base + Variable Deposit)	\$200.00	Per Plat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
271	Subdivision Plats – re-approval (Base Fee) (Base + Variable Deposit)	\$100.00	Per Re-approval		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
272	Subdivision Replats (Base Fee) (Base + Variable Deposit)	\$100.00	Per Replat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
273	Subdivision Plat - Vacated (Base Fee)	\$100.00	Per Plat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
274	Subdivision Plat – amendments (Base Fee) (Base + Variable Deposit)	\$100.00	Per Amendment		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
275	Subdivision Minor Plats (Base Fee) (Base + Variable Deposit)	\$50.00	Per Minor Plat		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
276	Deposit for Variable Fees	\$0.00	Per Application	(Variable costs include the costs such as advertising, mailing notices, sign manufacturing and posting and etc...) Unused deposit will be returned to petitioner once the final decision is rendered. If variable costs exceed the deposit amount the difference is required to be paid in full prior to issuance of the permit or other required document	Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
277	Zoning Verification Document	\$25.00	Each		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
278	Voluntary Annexation Application Fee	\$500.00	Each Application		Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
279	Street Name Change Application Fee	\$500.00	Per request	Additional cost for new signage	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
280	Street/Alley/Public ROW Abandonment Application Fee	\$500.00	Per request	All associated costs including Quit claim deeds and any legal work will be applicant's responsibility	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
281	Ground Level License to Encumber Right-Of-Way	100% Fair Market Value	Per Square Foot	\$100 Nonrefundable deposit required at submittal for request review. The fair market value per square foot cost is an annual fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
282	Ground Level License to Encumber Right-Of-Way: Sign Only	\$10.00	Each Encumbrance		Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
283	Wireless Cell communication pole/tower with network nodes to Encumber Right-of -Way	\$250.00	Each individual network node	Maximum fee set by Texas State Legislators 2017, annual fee does not include fees for building permits issued by the Inspections Department	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
284	Air Space License to Encumber Right-Of-Way	10% Fair Market Value	Per Square Foot	\$100 Nonrefundable deposit required at submittal for request review. The fair market value per square foot cost is an annual fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
285	Subsurface License to Encumber Right-Of-Way	10% Fair Market Value	Per Square Foot	\$100 Nonrefundable deposit required at submittal for request review. The fair market value per square foot cost is an annual fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
286	Ornamental Device License to Encumber Right-Of-Way	\$100.00	Per Request	\$100 Nonrefundable deposit required at submittal for request review. This is a one time fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
287	Downtown CBD License to Encumber Right-Of-Way*	\$100.00	Per Request	\$100 Nonrefundable deposit required at submittal for request review. This is a one time fee.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
288	Solid Waste Pickup - Residential Rate	\$18.39	Per Month	Includes 96 gal. Trash cart, 65 Gal. recycle cart, Yard waste pickup. 2018 - \$10.48/month for additional cart.	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
289	Solid Waste Pickup - Commercial Hand PU (1 Toter)	\$25.75	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
290	Solid Waste Pickup - Commercial Hand PU (2 Toter)	\$43.26	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
291	Solid Waste Pickup - Commercial Hand PU (3 Toter)	\$60.77	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
292	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$97.75	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
293	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$146.56	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
294	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$171.00	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
295	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$195.54	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
296	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$219.88	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
297	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$268.93	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
298	Solid Waste Pickup - Commercial 2-Yard FEL Container	\$63.49	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
299	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$117.27	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
300	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$176.02	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
301	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$205.26	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
302	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$234.69	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
303	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$263.94	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
304	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$322.62	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
305	Solid Waste Pickup - Commercial 3-Yard FEL Container	\$76.20	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
306	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$136.89	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
307	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$205.26	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
308	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$239.54	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
309	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$273.76	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
310	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$308.00	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
311	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$376.43	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
312	Solid Waste Pickup - Commercial 4-Yard FEL Container	\$88.91	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
313	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$177.80	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
314	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$268.27	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
315	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$310.35	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
316	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$355.56	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948

**FY18 Master Fee List
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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
317	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$400.87	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
318	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$488.14	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
319	Solid Waste Pickup - Commercial 6-Yard FEL Container	\$115.49	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
320	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$205.20	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
321	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$273.76	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
322	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$355.61	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
323	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$514.20	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
324	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$560.84	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
325	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$648.34	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
326	Solid Waste Pickup - Commercial 8-Yard FEL Container	\$133.34	Each	Extra Pick Up	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
327	Solid Waste Pickup - Commercial 96-Gallon Toter (RECYCLE)	\$3.45	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
328	Solid Waste Pickup - Commercial 6-Yard FEL Container/Cardboard	\$55.26	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
329	Solid Waste Pickup - Commercial 8-Yard FEL Container/Cardboard	\$66.31	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
330	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$239.66	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
331	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$479.32	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
332	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$718.97	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
333	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$958.64	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
334	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$1,198.30	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
335	Solid Waste Pickup - Commercial 4-Yard FEL Compactor	\$1,448.67	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
336	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$282.61	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
337	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$565.24	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
338	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$847.85	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
339	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$1,130.48	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
340	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$1,413.09	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
341	Solid Waste Pickup - Commercial 6-Yard FEL Compactor	\$1,695.70	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
342	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$325.02	Per Month	One pick up per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
343	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$650.01	Per Month	Two pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
344	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$975.03	Per Month	Three pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
345	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$1,300.02	Per Month	Four pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
346	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$1,625.04	Per Month	Five pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
347	Solid Waste Pickup - Commercial 8-Yard FEL Compactor	\$1,950.05	Per Month	Six pick ups per week	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
348	Solid Waste Pickup 20-Yard Roll-Off (Open Top)	\$299.09	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - \$5.26 Disposal Rate - \$37.39 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
349	Solid Waste Pickup 25-Yard Roll-Off (Open Top)	\$299.09	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - \$5.26 Disposal Rate - \$37.39 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
350	Solid Waste Pickup 30-Yard Roll-Off (Open Top)	\$324.03	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - \$5.26 Disposal Rate - \$37.39 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
351	Solid Waste Pickup 40-Yard Roll-Off (Open Top)	\$349.07	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - \$5.26 Disposal Rate - \$37.39 per ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
352	Solid Waste Pickup 30-Yard Roll-Off (Compactor)	\$324.03	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - Negotiated Disposal Rate - \$37.39/ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
353	Solid Waste Pickup 33-Yard Roll-Off (Compactor)	\$348.95	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - Negotiated Disposal Rate - \$37.39/ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
354	Solid Waste Pickup 34-Yard Roll-Off (Compactor)	\$348.95	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - Negotiated Disposal Rate - \$37.39/ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
355	Solid Waste Pickup 35-Yard Roll-Off (Compactor)	\$348.95	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - Negotiated Disposal Rate - \$37.39/ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
356	Solid Waste Pickup 40-Yard Roll-Off (Compactor)	\$348.95	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - Negotiated Disposal Rate - \$37.39/ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948
357	Solid Waste Pickup 42-Yard Roll-Off (Compactor)	\$348.95	Per Haul	2018 Rates Delivery Rate - \$112.06 Rental Daily Rate - Negotiated Disposal Rate - \$37.39/ton	Public Works Department	Public Works Admin Building - 919 Elm Street	903-798-3948

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
358	Utility Easement Abandonment Application Fee	\$500.00	Per request	All associated costs including Quit claim deeds and any legal work will be applicant's responsibility	Planning and Community Development Department	City Hall – Municipal Building – 220 Texas Boulevard	903-798-3945
359	Central Records and Communications	\$10.00	Per Copy or 911 Recording		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
360	Police: Accident or Crash Report	\$6.00	Copy of Report	Front and back pages	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
361	Police: Offense Report	\$5.00	Copy of Report	Front page only	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
362	Police: Criminal History	\$10.00	Each	Must show two forms of ID	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
363	Police: Certification of any Report	\$2.00	Each	Added to the cost of the report	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3181
364	Burglar Alarm Permits – Residential	\$35.00	Annual Permit		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102
365	Burglar Alarm Permits – Commercial	\$75.00	Annual Permit		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102
366	Burglar Alarm Permits -- late renewal (30 days or less late)	\$20.00	Each System		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102
367	Burglar Alarm Permits -- late renewal (more than 30 days late)	\$40.00	Each System		Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102
368	False Alarm Fees	\$50.00	Each alarm	Per alarm after 6 alarms in any 12 month period	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3102
369	Wrecker Permits	\$20.00	Per wrecker	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
370	Vehicle Storage Facility	\$50.00	Per facility	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
371	Taxi Permits	\$40.00	Per taxicab	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
372	Sexually Oriented Business	\$400.00	Per business	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
373	Youth Club/Dance Hall Permit	\$100.00	Per business	Annual fee	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116

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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
374	Police: Extraordinary Response to Problem Location	\$28.78	Per additional Officer	Only after Owner/Manager has been placed on legal notice.	Police Department	Bi-State Justice Building 100 North State Line Avenue at Broad Street	903-798-3116
375	Water Service Connection	\$15.00	Each	Water Service Initiation	TWU	801 Wood Street	903-798-3800
376	Water Meter Disconnect	\$15.00	Each	Discontinue Service	TWU	801 Wood Street	903-798-3800
377	Water Service Transfer	\$20.00	Each		TWU	801 Wood Street	903-798-3800
378	Late Service Charge – Non-Payment	10%	On billed amount	If not paid by Due Date	TWU	801 Wood Street	903-798-3800
379	After Hours Service Call to reinstate water service	\$50.00	Each		TWU	801 Wood Street	903-798-3800
380	Non Payment Service Charge	\$35.00	Each	if not paid by disconnect date	TWU	801 Wood Street	903-798-3800
381	Water meter reread initiated by Customer	\$15.00	Each	No charge if initiated by TWU	TWU	801 Wood Street	903-798-3800
382	Water meter testing initiated by Customer	\$50.00	Each	Meters two inches & smaller	TWU	801 Wood Street	903-798-3800
383	Water meter testing, for 2" line or greater, initiated by Customer (Cost plus %)	10%	Each	Meters larger than two inches	TWU	801 Wood Street	903-798-3800
384	Water meter Tampering	\$50.00	Each		TWU	801 Wood Street	903-798-3800
385	Unauthorized Water Connection Inserted	\$100.00	Each		TWU	801 Wood Street	903-798-3800
386	Water meter Fees – 5/8" meter	Cost	Each		TWU	801 Wood Street	903-798-3800
387	Water meter Fees – 1" meter	Cost	Each		TWU	801 Wood Street	903-798-3800
388	Water: Single Register 2" (irrigation)	Cost	Each		TWU	801 Wood Street	903-798-3800
389	Inspection/Tapping Fee for Water Main	\$75.00	Each		TWU	801 Wood Street	903-798-3800
390	Bacteriological testing of water samples	\$20.00	Each		TWU	801 Wood Street	903-798-3800
391	Inspection/Tapping Fee for Sewer Main	\$50.00	Each		TWU	801 Wood Street	903-798-3800
392	Sanitary Sewer Availability Fee *	\$25.00	Monthly	Non-Connection when Sewer Connection is available to the property	TWU	801 Wood Street	903-798-3800
393	Sewer Surcharge -- Excessive Strength Wastes	\$0.10	TSS per pound		TWU	801 Wood Street	903-798-3800
394	Sewer Surcharge -- Excessive Strength Wastes	\$0.25	BOD per pound		TWU	801 Wood Street	903-798-3800
395	Industrial Wastewater Discharge Permit	\$300.00		Significant Discharger	TWU	801 Wood Street	903-798-3800
396	Industrial Wastewater Discharge Permit	\$200.00		Minor Discharger	TWU	801 Wood Street	903-798-3800
397	Industrial Wastewater Discharge Permit	\$50.00		Commercial Discharger	TWU	801 Wood Street	903-798-3800
398	Industrial Wastewater Discharge Permit	\$50.00		Intermittent Discharger	TWU	801 Wood Street	903-798-3800
399	Industrial Wastewater Discharge Permit	\$100.00		Transported Discharger	TWU	801 Wood Street	903-798-3800
400	Industrial Wastewater Discharge Permit	\$50.00		Non-Discharge	TWU	801 Wood Street	903-798-3800
401	Temporary Wastewater Discharge Permit	\$50.00			TWU	801 Wood Street	903-798-3800
402	Metered Discharge Treatment	\$0.05	Per Gallon		TWU	801 Wood Street	903-798-3800
403	Liquid Waste Transport Permit	\$50.00			TWU	801 Wood Street	903-798-3800
404	Liquid Waste Transport Permit Late Fee	\$25.00	Each Permit		TWU	3616 South State Line Ave	903-798-3870
405	Septic Waste Dumping	\$50.00	Per 1,000 Gallons	Per Volume of Tank	TWU	801 Wood Street	903-798-3800
406	Delivery of Non-Domestic Waste to POTW Treatment Plant	\$0.10	Per Gallon		TWU	801 Wood Street	903-798-3800
407	Septic Waste Manifest Books	\$13.00	Each		TWU	801 Wood Street	903-798-3800
408	Liquid Waste Transporter Manifest Late Fee	\$25.00	Each Occurrence		TWU	3616 South State Line Ave	903-798-3870
409	Non-Residential Backflow Prevention Assembly Device	\$50.00	Per Year		TWU	801 Wood Street	903-798-3800
410	Backflow Testing Fee	\$125.00	Each		TWU	3616 South State Line Ave	903-798-3870
411	Backflow Tester Registration Fee	\$25.00	Per Tester	Annual Fee	TWU	3616 South State Line Ave	903-798-3870
412	Commercial Customer Service Inspection	\$15.00	Each		TWU	3616 South State Line Ave	903-798-3870

**FY18 Master Fee List
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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
413	Environmental Services Enforcement Fee	Cost plus 10%	Per Action		TWU	3616 South State Line Ave	903-798-3870
414	Backflow Assembly Text Booklet	\$7.00	Each		TWU	801 Wood Street	903-798-3800
415	Water Infrastructure Fee - Residential	\$1.50	Monthly		TWU	801 Wood Street	903-798-3800
416	Waste Water Infrastructure Fee - Residential	\$1.50	Monthly		TWU	801 Wood Street	903-798-3800
417	Water Infrastructure Fee - Commercial	\$3.75	Monthly		TWU	801 Wood Street	903-798-3800
418	Waste Water Infrastructure Fee - Commercial	\$3.75	Monthly		TWU	801 Wood Street	903-798-3800
419	Sales: Screened Compost	\$10.00	Per Cubic Yard		TWU	4000 South State Line Ave	903-798-3860
420	Sales: Screened Compost	\$2.00	Per bag (1-Cubic Foot)		TWU	4000 South State Line Ave	903-798-3860
421	Sales: Unscreened Compost	\$5.00	Per Cubic Yard		TWU	4000 South State Line Ave	903-798-3860
422	Sales: Wood Chips	\$8.00	Per Cubic Yard		TWU	4000 South State Line Ave	903-798-3860
423	Sales: Wood Chips	\$1.00	Per Bag (2-Cubic Foot)		TWU	4000 South State Line Ave	903-798-3860
424	Sales: Leaf Mulch	\$10.00	Per Cubic Yard		TWU	4000 South State Line Ave	903-798-3860
425	Residential Water Service Charge (Monthly)	\$8.15	Per Meter		TWU	801 Wood Street	903-798-3800
426	Residential Water Volume Rate Tier 1	\$1.75	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
427	Residential Water Volume Rate Tier 2	\$2.00	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
428	Residential Water Volume Rate Tier 3	\$3.25	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800
429	Residential Water Volume Rate Tier 4	\$3.75	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
430	Residential Water Volume Rate Tier 5	\$4.00	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
431	Commercial Water Service Charge 1 (Monthly)	\$9.28	Per Meter	5/8" Meter	TWU	801 Wood Street	903-798-3800
432	Commercial Water Service Charge 2 (Monthly)	\$9.28	Per Meter	3/4" Meter	TWU	801 Wood Street	903-798-3800
433	Commercial Water Service Charge 3 (Monthly)	\$10.61	Per Meter	1" Meter	TWU	801 Wood Street	903-798-3800
434	Commercial Water Service Charge 4 (Monthly)	\$11.93	Per Meter	1.5" Meter	TWU	801 Wood Street	903-798-3800
435	Commercial Water Service Charge 5 (Monthly)	\$13.24	Per Meter	2" Meter	TWU	801 Wood Street	903-798-3800
436	Commercial Water Service Charge 6 (Monthly)	\$26.50	Per Meter	3" Meter	TWU	801 Wood Street	903-798-3800
437	Commercial Water Service Charge 7 (Monthly)	\$39.75	Per Meter	4" Meter	TWU	801 Wood Street	903-798-3800
438	Commercial Water Service Charge 8 (Monthly)	\$66.25	Per Meter	6" Meter	TWU	801 Wood Street	903-798-3800
439	Commercial Water Service Charge 9 (Monthly)	\$66.25	Per Meter	8" Meter	TWU	801 Wood Street	903-798-3800
440	Commercial Water Volume Rate Tier 1	\$3.25	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
441	Commercial Water Volume Rate Tier 2	\$3.25	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
442	Commercial Water Volume Rate Tier 3	\$3.25	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800
443	Commercial Water Volume Rate Tier 4	\$3.25	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
444	Commercial Water Volume Rate Tier 5	\$3.25	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
445	Industrial Water Rates and Service Charges	\$0.00	Annual	Negotiated Water Budgets	TWU	801 Wood Street	903-798-3800

**FY18 Master Fee List
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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
446	Residential Water Service Charge (Monthly) [outside city limits]	\$12.23	Per Meter		TWU	801 Wood Street	903-798-3800
447	Residential Water Volume Rate Tier 1 [outside city limits]	\$2.63	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
448	Residential Water Volume Rate Tier 2 [outside city limits]	\$3.00	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
449	Residential Water Volume Rate Tier 3 [outside city limits]	\$4.88	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800
450	Residential Water Volume Rate Tier 4 [outside city limits]	\$5.63	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
451	Residential Water Volume Rate Tier 5 [outside city limits]	\$6.00	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
452	Commercial Water Service Charge 1 (Monthly) [outside city limits]	\$13.92	Per Meter	5/8" Meter	TWU	801 Wood Street	903-798-3800
453	Commercial Water Service Charge 2 (Monthly) [outside city limits]	\$13.92	Per Meter	3/4" Meter	TWU	801 Wood Street	903-798-3800
454	Commercial Water Service Charge 3 (Monthly) [outside city limits]	\$15.92	Per Meter	1" Meter	TWU	801 Wood Street	903-798-3800
455	Commercial Water Service Charge 4 (Monthly) [outside city limits]	\$17.90	Per Meter	1.5" Meter	TWU	801 Wood Street	903-798-3800
456	Commercial Water Service Charge 5 (Monthly) [outside city limits]	\$19.86	Per Meter	2" Meter	TWU	801 Wood Street	903-798-3800
457	Commercial Water Service Charge 6 (Monthly) [outside city limits]	\$39.75	Per Meter	3" Meter	TWU	801 Wood Street	903-798-3800
458	Commercial Water Service Charge 7 (Monthly) [outside city limits]	\$59.63	Per Meter	4" Meter	TWU	801 Wood Street	903-798-3800
459	Commercial Water Service Charge 8 (Monthly) [outside city limits]	\$99.38	Per Meter	6" Meter	TWU	801 Wood Street	903-798-3800
460	Commercial Water Service Charge 9 (Monthly) [outside city limits]	\$99.38	Per Meter	8" Meter	TWU	801 Wood Street	903-798-3800
461	Commercial Water Volume Rate Tier 1 [outside city limits]	\$4.88	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
462	Commercial Water Volume Rate Tier 2 [outside city limits]	\$4.88	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
463	Commercial Water Volume Rate Tier 3 [outside city limits]	\$4.88	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800
464	Commercial Water Volume Rate Tier 4 [outside city limits]	\$4.88	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
465	Commercial Water Volume Rate Tier 5 [outside city limits]	\$4.88	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
466	Residential Sewer Minimum Charge (Monthly)	\$10.52	Per Meter	Zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
467	Residential Sewer Volume Rate	\$3.77	Per 1,000 Gallons	Over 2,000 to 15,000 gallons	TWU	801 Wood Street	903-798-3800
468	Residential Unmetered Sewer (Monthly) (from water supplied by sources other than TWU)	\$26.72	Per Sewer Connection	Flat Fee	TWU	801 Wood Street	903-798-3800
469	Commercial Sewer Minimum Charge (Monthly)	\$10.52	Per Meter	Zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
470	Commercial Sewer Volume Rate	\$4.41	Per 1,000 Gallons	Over 2,000 gallons	TWU	801 Wood Street	903-798-3800
471	Residential Sewer Minimum Charge (Monthly) [outside city limits]	\$15.78	Per Meter	Zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800

**FY18 Master Fee List
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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
472	Residential Sewer Volume Rate [outside city limits]	\$5.66	Per 1,000 Gallons	Over 2,000 to 15,000 gallons	TWU	801 Wood Street	903-798-3800
473	Residential Unmetered Sewer Charge (Monthly) (from water supplied by sources other than TWU) [outside city limits]	\$40.08	Per Sewer Connection	Flat Fee	TWU	801 Wood Street	903-798-3800
474	Commercial Sewer Minimum Charge (Monthly) [outside city limits]	\$15.78	Per Meter	Zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
475	Commercial Sewer Volume Rate [outside city limits]	\$6.62	Per 1,000 Gallons	Over 2,000 gallons	TWU	801 Wood Street	903-798-3800
476	Environmental Fee: Based on Residential Water Service Charge (Monthly)	\$2.45	Per Meter		TWU	801 Wood Street	903-798-3800
477	Environmental Fee: Based on Residential Water Volume Rate Tier 1	\$0.53	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
478	Environmental Fee: Based on Residential Water Volume Rate Tier 2	\$0.60	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
479	Environmental Fee: Based on Residential Water Volume Rate Tier 3	\$0.98	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800
480	Environmental Fee: Based on Residential Water Volume Rate Tier 4	\$1.13	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
481	Environmental Fee: Based on Residential Water Volume Rate Tier 5	\$1.20	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
482	Environmental Fee: Based on Commercial Water Service Charge 1 (Monthly)	\$2.78	Per Meter	5/8" Meter	TWU	801 Wood Street	903-798-3800
483	Environmental Fee: Based on Commercial Water Service Charge 2 (Monthly)	\$2.78	Per Meter	3/4" Meter	TWU	801 Wood Street	903-798-3800
484	Environmental Fee: Based on Commercial Water Service Charge 3 (Monthly)	\$3.18	Per Meter	1" Meter	TWU	801 Wood Street	903-798-3800
485	Environmental Fee: Based on Commercial Water Service Charge 4 (Monthly)	\$3.58	Per Meter	1.5" Meter	TWU	801 Wood Street	903-798-3800
486	Environmental Fee: Based on Commercial Water Service Charge 5 (Monthly)	\$3.97	Per Meter	2" Meter	TWU	801 Wood Street	903-798-3800
487	Environmental Fee: Based on Commercial Water Service Charge 6 (Monthly)	\$7.95	Per Meter	3" Meter	TWU	801 Wood Street	903-798-3800
488	Environmental Fee: Based on Commercial Water Service Charge 7 (Monthly)	\$11.93	Per Meter	4" Meter	TWU	801 Wood Street	903-798-3800
489	Environmental Fee: Based on Commercial Water Service Charge 8 (Monthly)	\$19.88	Per Meter	6" Meter	TWU	801 Wood Street	903-798-3800
490	Environmental Fee: Based on Commercial Water Service Charge 9 (Monthly)	\$19.88	Per Meter	8" Meter	TWU	801 Wood Street	903-798-3800
491	Environmental Fee: Based on Commercial Water Volume Rate Tier 1	\$3.25	Per 1,000 Gallons	Over zero to 2,000 gallons	TWU	801 Wood Street	903-798-3800
492	Environmental Fee: Based on Commercial Water Volume Rate Tier 2	\$3.25	Per 1,000 Gallons	Over 2,000 to 5,000 gallons	TWU	801 Wood Street	903-798-3800
493	Environmental Fee: Based on Commercial Water Volume Rate Tier 3	\$3.25	Per 1,000 Gallons	Over 5,000 to 7,000 gallons	TWU	801 Wood Street	903-798-3800

**FY18 Master Fee List
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Item Number	SERVICE/PERMIT	FY18 RATE	PER UNIT	OTHER INFORMATION	OFFICE	LOCATION	TELEPHONE
494	Environmental Fee: Based on Commercial Water Volume Rate Tier 4	\$3.25	Per 1,000 Gallons	Over 7,000 to 10,000 gallons	TWU	801 Wood Street	903-798-3800
495	Environmental Fee: Based on Commercial Water Volume Rate Tier 5	\$3.25	Per 1,000 Gallons	Over 10,000 gallons	TWU	801 Wood Street	903-798-3800
496	Environmental Fee: Based on Industrial Water Rates and Service Charges		Annual	Negotiated Water Budgets	TWU	801 Wood Street	903-798-3800

Population Group	City Population	Fee for 5,000 Gallons Residential	Fee for 10,000 Gallons Residential	Total Customers	Average Usage Residential	Fee for 50,000 Gallons Commercial	Fee for 200,000 Gallons Commercial
30,001 - 50,000							
Bedford	49,337	\$ 38.00	\$ 56.70	23,225	9,000	\$ 310.54	\$ 871.54
Del Rio	48,879	\$ 27.02	\$ 43.47	15,025	5,300	\$ 316.44	\$ 1,141.44
Cedar Hill	48,507	\$ 30.45	\$ 58.10	16,291	8,000	\$ 279.30	\$ 1,108.80
Wylie	46,708	\$ 30.31	\$ 52.16	12,506	13,000	\$ 260.57	\$ 1,004.57
Keller	45,758	\$ 34.66	\$ 51.44	15,633	12,286	\$ 352.54	\$ 1,401.04
The Colony	44,704	\$ 35.80	\$ 56.00	12,874	7,000	\$ 350.79	\$ 1,229.79
Haltom City	44,206	\$ 42.10	\$ 76.35	13,101	8,500	\$ 350.35	\$ 1,377.85
Burleson	43,625	\$ 36.29	\$ 58.24	14,670	6,700	\$ 336.02	\$ 1,245.02
Rockwall	42,566	\$ 35.72	\$ 54.42	15,678	5,300	\$ 311.89	\$ 1,154.89
Coppell	41,159	\$ 32.00	\$ 47.00	13,227	13,000	\$ 203.75	\$ 653.75
Huntsville	40,938	\$ 22.38	\$ 47.24	9,097	5,237	\$ 318.92	\$ 1,197.92
Sherman	40,667	\$ 33.24	\$ 49.09	13,580	6,000	\$ 303.21	\$ 778.71
Duncanville	39,826	\$ 27.32	\$ 48.34	12,530	7,000	\$ 247.57	\$ 1,026.07
Weslaco	39,474	\$ 28.13	\$ 41.68	10,697	8,706	\$ 189.25	\$ 678.25
Friendswood	39,121	\$ 21.30	\$ 35.80	12,663	10,000	\$ 189.95	\$ 624.95
Hurst	39,016	\$ 37.15	\$ 71.00	12,417	7,000	\$ 341.80	\$ 1,357.30
Lancaster	38,801	\$ 34.25	\$ 47.60	11,709	5,896	\$ 365.21	\$ 989.21
Little Elm	38,341	\$ 39.20	\$ 68.15	10,515	6,000	\$ 416.80	\$ 1,378.30
Schertz	37,938	\$ 49.08	\$ 63.82	13,877	5,400	\$ 330.26	\$ 954.76
Texarkana	37,442	\$ 17.65	\$ 35.40	18,373	3,800	\$ 169.24	\$ 656.74
Lufkin	36,333	\$ 23.46	\$ 40.46	15,592	4,920	\$ 176.46	\$ 765.96
Kyle	35,733	\$ 60.73	\$ 86.05	8,764	5,000	\$ 563.10	\$ 1,754.10
Rosenberg	35,510	\$ 28.78	\$ 52.28	12,665	6,600	\$ 296.00	\$ 1,061.00
La Porte	35,148	\$ 16.89	\$ 31.79	11,914	5,250	\$ 203.94	\$ 769.44
Nacogdoches	33,894	\$ 23.30	\$ 40.05	13,000	7,000	\$ 213.07	\$ 756.07
Deer Park	33,806	\$ 25.64	\$ 48.59	10,647	7,174	\$ 232.19	\$ 920.69
Waxahachie	33,384	\$ 32.75	\$ 55.20	12,667	7,500	\$ 273.56	\$ 947.06
Farmers Branch	32,689	\$ 32.53	\$ 56.88	9,753	6,000	\$ 316.42	\$ 1,169.92
Cleburne	30,400	\$ 52.53	\$ 82.53	10,783	5,000	\$ 322.53	\$ 1,222.53
30,001 - 50,000	Averages	\$ 32.71	\$ 53.65	13,223	7,158	\$ 294.54	\$ 1,041.30

Tiered Water Rates- Texarkana, Texas Customers

The City of Texarkana, Texas implemented conservation water rates beginning in Fiscal Year 2016 effective

10/1/2015, which uses a tiered rate structure comprised of 5 tiers based upon water usage for residential customers. Commercial water customers are set at the Tier 3 rate. This rate structure is comprised of 2 components- a fixed Service Charge based upon meter size and a Volume Charge based upon water consumption. Under tiered rates, customers using less water are charged at lower tier rates.

Tiered Rate Structure:

TML Averages

Residential Customers:

Service Charge	\$10.60
Volume Charge <i>(per 1,000 Gal)</i>	
Tier 1 >0- 2,000	\$2.28
Tier 2 >2,000- 5,000	\$2.60
Tier 3 >5,000- 7,000	\$4.23
Tier 4 >7,000- 10,000	\$4.88
Tier 5 >10,000	\$5.20

Commercial Customers:

Service Charge <i>(Based on meter size below)</i>	
5/8" Meter	\$12.06
3/4" Meter	\$12.06
1" Meter	\$13.79
1.5" Meter	\$15.51
2" Meter	\$17.21
3" Meter	\$34.45
4" Meter	\$51.68
6" Meter	\$86.13
8" Meter	\$86.13
Volume Charge <i>(per 1,000 Gal)</i>	
Tier 3 <i>(All usage set at Tier 3 Rate)</i>	\$4.23

	Monthly Impact	\$ 4.58	\$ 5.30		\$ 10.62			\$ 51.53	\$197.78	
Increase for Environmental	Percent Increase	RESIDENTIAL						COMMERCIAL		
		3,800	32.71	70.14%	53.65	85.78%	100.96%	294.54	1,041.30	89.42%
		5,000	6,000	10,000	11,000	20,000	50,000	200,000		
\$2.45	30.00%									
\$0.53	30.00%									
\$0.60	30.00%	19.83	22.95							
\$0.98	30.00%			27.17						
\$1.13	30.00%				46.02					
\$1.20	30.00%					51.22	98.02			
\$2.78	30.00%		33.19	37.41	54.31	58.54	96.56	223.31	857.06	
\$2.78	30.00%		33.19	37.41	54.31	58.54	96.56	223.31	857.06	
\$3.18	30.00%		34.92	39.14	56.04	60.27	98.29	225.04	858.79	
\$3.58	30.00%		36.63	40.86	57.76	61.98	100.01	226.76	860.51	
\$3.97	30.00%		38.34	42.56	59.46	63.69	101.71	228.46	862.21	
\$7.95	30.00%		55.58	59.80	76.70	80.93	118.95	245.70	879.45	
\$11.93	30.00%		72.80	77.03	93.93	98.15	136.18	262.93	896.68	
\$19.88	30.00%		107.25	111.48	128.38	132.60	170.63	297.38	931.13	
\$19.88	30.00%		107.25	111.48	128.38	132.60	170.63	297.38	931.13	
\$0.98	30.00%									

City of Texarkana, Texas Capital Improvements Program										\$39,801,663
Project Number	Project Name	City Program	Program Priority	Total Projects in Program	City Priority	Project Year	Debt Service	Debt Issuance	Estimating Year	Estimated Construction Cost
1520	Fire Station Relocation	FD	1.000	2	17.000	2023	GO	GO	2015	\$ 5,750,000
1040	Perot Theatre Restoration & Art Park - Phase I	PCD	1.000	4	16.000	2024	GO	GO	2015	\$ 4,706,556
1300	Airport Terminal (Texas Share)	AP	1.000	1	15.000		GO	GO	2015	\$ 1,000,000
1120	Perot Theatre Restoration & Art Park - Phase II	PCD	2.000			2025	GO	GO	2015	\$ 4,706,556
1590	Grady T Wallace Soccer Field Improvements	PR	1.000	1	54.000	2026	GO	GO	2017	\$ 1,162,850
1030	Extension of Gibson Lane from University Ave. to Pleasant Grove Road	ST	1.000	20	18.000	2026	GO	GO	2015	\$ 4,328,050
1010	Shilling Lane Street Reconstruction	ST	3.000	20	20.000	2027	GO	GO	2015	\$ 3,279,840
1100	North Highland Estates Concrete Reconstruction	ST	4.000	20	24.000	2028	GO	GO	2015	\$ 1,923,755
1210	North Kenwood Road Reconstruction	ST	10.000	20	34.000	2029	GO	GO	2015	\$ 3,215,215
1220	Waco St. and Falvey St. Concrete Reconstruction	ST	11.000	20	37.000	2030	GO	GO	2015	\$ 3,811,610
1080	North Park Road Widening and Reconstruction	ST	5.000	20	25.000	2031	GO	GO	2015	\$ 2,357,890
1090	North Park Road Repaving	ST	6.000	20	27.000	2036	GO	GO	2015	\$ 2,616,750
1020	College Drive Reconstruction	ST	7.000	20	30.000	2037	GO	GO	2015	\$ 2,115,665
1060	Wade Lane Reconstruction	ST	8.000	20	31.000	2038	GO	GO	2015	\$ 1,810,960
1070	Moore's Lane Concrete Reconstruction	ST	9.000	20	32.000	2041	GO	GO	2015	\$ 1,400,130
1250	Galleria Oaks Drive Concrete Replacement	ST	12.000	20	38.000	2043	GO	GO	2015	\$ 1,366,650
1240	Elizabeth Street Reconstruction	ST	13.000	20	39.000	2044	GO	GO	2015	\$ 1,336,505
1260	Capp Street Extension	ST	15.000	20	41.000	2044	GO	GO	2015	\$ 446,140
1230	Robison Road Reconstruction	ST	14.000	20	40.000	2045	GO	GO	2015	\$ 1,474,895
1330	Robin Lane/Galleria Oaks Traffic Circle	ST	17.000	20	43.000	2045	GO	GO	2016	\$ 500,000
1360	Spring Lake Park Trail	PCD	3.000	4	46.000	2045	GO	GO	2016	\$ 163,452
1390	Bringle Lake/University Blvd. Sidewalk Extension	ST	19.000	20	47.000	2045	GO	GO	2016	\$ 177,500
1440	New Boston Road and Texas Boulevard	ST	20.000	20	51.000	2046	GO	GO	2016	\$ 607,250

City of Texarkana, Texas Capital Improvements Program								\$6,922,567
Project Number	Project Name	City Program	Program Priority	Total Projects in Program	City Priority	Project Year	Estimating Year	Estimated Construction Cost
1170	Northridge Drainage Improvements	SW	6.000	17	28.000	2019	2015	\$ 955,450
1180	Drainage Improvements-Wyatt Lane and Lexington/Concord	SW	8.000	17	33.000	2020	2015	\$ 760,838
1190	Drainage Improvements-Palisades and St. Michael Dr. to Gregory	SW	9.000	17	35.000	2021	2015	\$ 605,650
1200	Drainage Improvements-Cherry Hills and Pecan Cove	SW	10.000	17	36.000	2022	2015	\$ 540,425
1410	St. Michael Drive and Richill Drive Drainage Improvements	SW	13.000	17	48.000	2023	2016	\$ 406,000
1320	Rochelle Addition Drainage Improvements Phase I	SW	11.000	17	44.000	2024	2017	\$ 2,000,000
1450	Sleepy Hollow Drainage Project	SW	16.000	17	52.000	2025	2016	\$ 396,680
1460	Pleasant Hills Drainage Project	SW	17.000	17	53.000	2026	2016	\$ 391,026
1040	Rochelle Addition Drainage Improvements Phase II	SW				2027	2017	\$ 2,000,000
1420	Summer Glen Drainage Improvements	SW	14.000	17	49.000	2028	2016	\$ 235,000
1430	Findley Drainage Improvements	SW	15.000	17	50.000	2028	2016	\$ 153,000
1520	Rochelle Addition Drainage Improvements Phase III	SW				2031	2017	\$ 2,000,000
1030	Rochelle Addition Drainage Improvements Phase IV	SW				2034	2017	\$ 2,000,000
1160	Channel Improvements from Potomac to Sabine	SW	7.000	17	29.000	2037	2015	\$ 1,002,300
1140	Drainage Improvments from 14th/Wood to 22nd/Wood	SW	4.000	17	23.000	2039	2015	\$ 1,490,930
1150	Channel Improvements from 10th/Oak to 11th/Walnut	SW	5.000	17	26.000	2042	2015	\$ 1,477,395
1130	Richmond Pines Drainage Improvements	SW	3.000	17	22.000	2046	2015	\$ 1,639,230
1120	Shilling Subdivision Drainage Improvements	SW	2.000	17	21.000	2050	2015	\$ 1,792,530
1110	Cowhorn Creek Drainage Improvements	SW	1.000	17	19.000	2055	2015	\$ 2,013,412

Environmental Fund

Fiscal Year	Beginning Fund Balance	Stormwater Revenue	Demolition Program	Weed Lot Program	Litter Control	Code Enforcement	Subtotal	Capital Projects	Total Expenditures	Ending Fund Bala
2018	\$0	\$2,080,368	\$300,000	\$203,956	\$77,747	\$140,408	\$722,111	\$0	\$722,111	\$1,358,257
2019	\$1,358,257	\$2,080,368	\$300,000	\$203,956	\$78,136	\$141,110	\$723,202	\$1,431,088	\$2,154,290	\$1,284,335
2020	\$1,284,335	\$2,080,368	\$350,000	\$203,956	\$78,526	\$141,816	\$774,298	\$1,162,386	\$1,936,684	\$1,428,019
2021	\$1,428,019	\$2,080,368	\$350,000	\$203,956	\$78,919	\$142,525	\$775,400	\$943,801	\$1,719,201	\$1,789,187
2022	\$1,789,187	\$2,080,368	\$350,000	\$203,956	\$79,314	\$143,237	\$776,507	\$859,002	\$1,635,509	\$2,234,046
2023	\$2,234,046	\$2,080,368	\$350,000	\$203,956	\$79,710	\$143,953	\$777,620	\$525,828	\$1,303,448	\$3,010,966
2024	\$3,010,966	\$2,080,368	\$400,000	\$203,956	\$80,109	\$144,673	\$828,738	\$3,178,988	\$4,007,726	\$1,083,608
2025	\$1,083,608	\$2,080,368	\$400,000	\$203,956	\$80,509	\$145,397	\$829,862	\$680,289	\$1,510,151	\$1,653,825
2026	\$1,653,825	\$2,080,368	\$400,000	\$203,956	\$80,912	\$146,124	\$830,991	\$684,005	\$1,514,996	\$2,219,196
2027	\$2,219,196	\$2,080,368	\$400,000	\$203,956	\$81,316	\$146,854	\$832,127	\$3,373,567	\$4,205,694	\$93,871
2028	\$93,871	\$2,080,368	\$500,000	\$203,956	\$81,723	\$147,588	\$933,267	\$655,694	\$1,588,961	\$585,278
2029	\$585,278	\$2,080,368	\$500,000	\$203,956	\$82,132	\$148,326	\$934,414	\$0	\$934,414	\$1,731,232
2030	\$1,731,232	\$2,080,368	\$500,000	\$203,956	\$82,542	\$149,068	\$935,566	\$0	\$935,566	\$2,876,033
2031	\$2,876,033	\$2,080,368	\$500,000	\$203,956	\$82,955	\$149,813	\$936,724	\$3,651,657	\$4,588,382	\$368,019
2032	\$368,019	\$2,080,368	\$500,000	\$203,956	\$83,370	\$150,562	\$937,888	\$0	\$937,888	\$1,510,499
2033	\$1,510,499	\$2,080,368	\$500,000	\$203,956	\$83,787	\$151,315	\$939,058	\$0	\$939,058	\$2,651,809
2034	\$2,651,809	\$2,080,368	\$500,000	\$203,956	\$84,206	\$152,072	\$940,233	\$3,875,168	\$4,815,402	-\$83,224
2035	-\$83,224	\$2,080,368	\$500,000	\$203,956	\$84,627	\$152,832	\$941,415	\$0	\$941,415	\$1,055,729
2036	\$1,055,729	\$2,080,368	\$500,000	\$203,956	\$85,050	\$153,596	\$942,602	\$0	\$942,602	\$2,193,495
2037	\$2,193,495	\$2,080,368	\$500,000	\$203,956	\$85,475	\$154,364	\$943,795	\$2,144,170	\$3,087,965	\$1,185,898
2038	\$1,185,898	\$2,080,368	\$500,000	\$203,956	\$85,902	\$155,136	\$944,994	\$0	\$944,994	\$2,321,271
2039	\$2,321,271	\$2,080,368	\$500,000	\$203,956	\$86,332	\$155,912	\$946,200	\$3,318,326	\$4,264,525	\$137,114
2040	\$137,114	\$2,080,368	\$500,000	\$203,956	\$86,763	\$156,691	\$947,411	\$0	\$947,411	\$1,270,071
2041	\$1,270,071	\$2,080,368	\$500,000	\$203,956	\$87,197	\$157,475	\$948,628	\$0	\$948,628	\$2,401,811
2042	\$2,401,811	\$2,080,368	\$500,000	\$203,956	\$87,633	\$158,262	\$949,852	\$3,489,465	\$4,439,317	\$42,862
2043	\$42,862	\$2,080,368	\$500,000	\$203,956	\$88,071	\$159,054	\$951,081	\$0	\$951,081	\$1,172,149
2044	\$1,172,149	\$2,080,368	\$500,000	\$203,956	\$88,512	\$159,849	\$952,317	\$0	\$952,317	\$2,300,200
2045	\$2,300,200	\$2,080,368	\$500,000	\$203,956	\$88,954	\$160,648	\$953,558	\$0	\$953,558	\$3,427,010
2046	\$3,427,010	\$2,080,368	\$500,000	\$203,956	\$89,399	\$161,451	\$954,806	\$4,190,857	\$5,145,664	\$361,714
2047	\$361,714	\$2,080,368	\$500,000	\$203,956	\$89,846	\$162,259	\$956,061	\$0	\$956,061	\$1,486,022
2048	\$1,486,022	\$2,080,368	\$500,000	\$203,956	\$90,295	\$163,070	\$957,321	\$0	\$957,321	\$2,609,068
2049	\$2,609,068	\$2,080,368	\$500,000	\$203,956	\$90,747	\$163,885	\$958,588	\$0	\$958,588	\$3,730,848
2050	\$3,730,848	\$2,080,368	\$500,000	\$203,956	\$91,201	\$164,705	\$959,861	\$4,960,553	\$5,920,414	-\$109,198
2051	-\$109,198	\$2,080,368	\$500,000	\$203,956	\$91,657	\$165,528	\$961,141	\$0	\$961,141	\$1,010,030
2052	\$1,010,030	\$2,080,368	\$500,000	\$203,956	\$92,115	\$166,356	\$962,427	\$0	\$962,427	\$2,127,971
2053	\$2,127,971	\$2,080,368	\$500,000	\$203,956	\$92,575	\$167,188	\$963,719	\$0	\$963,719	\$3,244,620
2054	\$3,244,620	\$2,080,368	\$500,000	\$203,956	\$93,038	\$168,024	\$965,018	\$0	\$965,018	\$4,359,970
2055	\$4,359,970	\$2,080,368	\$500,000	\$203,956	\$93,504	\$168,864	\$966,323	\$6,151,728	\$7,118,052	-\$677,714
2056	-\$677,714	\$2,080,368	\$500,000	\$203,956	\$93,971	\$169,708	\$967,635	\$0	\$967,635	\$435,019
2057	\$435,019	\$2,080,368	\$500,000	\$203,956	\$94,441	\$170,556	\$968,953	\$0	\$968,953	\$1,546,434
2058	\$1,546,434	\$2,080,368	\$500,000	\$203,956	\$94,913	\$171,409	\$970,278	\$0	\$970,278	\$2,656,524
2059	\$2,656,524	\$2,080,368	\$500,000	\$203,956	\$95,388	\$172,266	\$971,610	\$0	\$971,610	\$3,765,282
2060	\$3,765,282	\$2,080,368	\$500,000	\$203,956	\$95,865	\$173,128	\$972,948	\$0	\$972,948	\$4,872,702
2061	\$4,872,702	\$2,080,368	\$500,000	\$203,956	\$96,344	\$173,993	\$974,293	\$0	\$974,293	\$5,978,776
2062	\$5,978,776	\$2,080,368	\$500,000	\$203,956	\$96,826	\$174,863	\$975,645	\$0	\$975,645	\$7,083,499
2063	\$7,083,499	\$2,080,368	\$500,000	\$203,956	\$97,310	\$175,738	\$977,003	\$0	\$977,003	\$8,186,864
2064	\$8,186,864	\$2,080,368	\$500,000	\$203,956	\$97,796	\$176,616	\$978,369	\$0	\$978,369	\$9,288,863
2065	\$9,288,863	\$2,080,368	\$500,000	\$203,956	\$98,285	\$177,499	\$979,741	\$0	\$979,741	\$10,389,491
2066	\$10,389,491	\$2,080,368	\$500,000	\$203,956	\$98,777	\$178,387	\$981,120	\$0	\$981,120	\$11,488,739
2067	\$11,488,739	\$2,080,368	\$500,000	\$203,956	\$99,271	\$179,279	\$982,505	\$0	\$982,505	\$12,586,602

Attachment: 2017-081 ATTH 10 CIP (1681 : 2017-081 ORD Fiscal Year 2018 Budget)

Last Project Date	Current CIP			Revised CIP			Environmental CIP	
			2044	2046			2055	
Totals	\$ 87,145,700	\$ 293,502,389	\$ 206,356,689	\$ 134,848,079	\$ 221,993,779	\$ 87,145,700	\$ 45,276,573	\$ (26,336,566)
	Programmed Debt Service	Total Debt Service	CIP Debt Service Added	CIP Debt Service Added	Total Debt Service	Programmed Debt Service	Stormwater Projects	Total Change In Capital Costs
2018	\$ 4,860,355	\$ 4,860,355	\$ -	\$ -	\$ 4,860,355	\$ 4,860,355	\$ -	\$ -
2019	\$ 5,062,592	\$ 6,639,512	\$ 1,576,920	\$ -	\$ 5,062,592	\$ 5,062,592	\$ 1,431,088	\$ (145,832)
2020	\$ 5,077,952	\$ 6,628,590	\$ 1,550,638	\$ -	\$ 5,077,952	\$ 5,077,952	\$ 1,162,386	\$ (388,252)
2021	\$ 4,801,466	\$ 6,757,047	\$ 1,955,582	\$ -	\$ 4,801,466	\$ 4,801,466	\$ 943,801	\$ (1,011,781)
2022	\$ 4,971,864	\$ 6,893,977	\$ 1,922,113	\$ -	\$ 4,971,864	\$ 4,971,864	\$ 859,002	\$ (1,063,111)
2023	\$ 4,632,739	\$ 6,778,370	\$ 2,145,631	\$ -	\$ 4,632,739	\$ 4,632,739	\$ 525,828	\$ (1,619,803)
2024	\$ 3,592,936	\$ 6,665,570	\$ 3,072,633	\$ 585,082	\$ 4,178,018	\$ 3,592,936	\$ 3,178,988	\$ 691,436
2025	\$ 3,605,262	\$ 6,823,135	\$ 3,217,873	\$ 1,134,180	\$ 4,739,442	\$ 3,605,262	\$ 680,289	\$ (1,403,404)
2026	\$ 3,619,578	\$ 7,045,752	\$ 3,426,173	\$ 1,695,769	\$ 5,315,348	\$ 3,619,578	\$ 684,005	\$ (1,046,399)
2027	\$ 3,637,286	\$ 6,998,974	\$ 3,361,688	\$ 2,345,227	\$ 5,982,513	\$ 3,637,286	\$ 3,373,567	\$ 2,357,107
2028	\$ 2,177,178	\$ 5,821,569	\$ 3,644,391	\$ 2,834,485	\$ 5,011,663	\$ 2,177,178	\$ 655,694	\$ (154,213)
2029	\$ 2,167,751	\$ 6,750,631	\$ 4,582,880	\$ 3,077,264	\$ 5,245,015	\$ 2,167,751	\$ -	\$ (1,505,616)
2030	\$ 2,171,303	\$ 6,664,153	\$ 4,492,851	\$ 3,572,438	\$ 5,743,740	\$ 2,171,303	\$ -	\$ (920,413)
2031	\$ 975,319	\$ 7,023,910	\$ 6,048,591	\$ 4,119,640	\$ 5,094,959	\$ 975,319	\$ 3,651,657	\$ 1,722,706
2032	\$ 969,850	\$ 7,087,043	\$ 6,117,192	\$ 4,434,101	\$ 5,403,951	\$ 969,850	\$ -	\$ (1,683,091)
2033	\$ 972,292	\$ 6,964,039	\$ 5,991,747	\$ 4,351,284	\$ 5,323,576	\$ 972,292	\$ -	\$ (1,640,462)
2034	\$ 963,278	\$ 6,829,581	\$ 5,866,302	\$ 4,268,468	\$ 5,231,747	\$ 963,278	\$ 3,875,168	\$ 2,277,334
2035	\$ 962,518	\$ 6,703,375	\$ 5,740,857	\$ 4,185,652	\$ 5,148,170	\$ 962,518	\$ -	\$ (1,555,205)
2036	\$ 708,691	\$ 6,324,102	\$ 5,615,412	\$ 4,102,836	\$ 4,811,527	\$ 708,691	\$ -	\$ (1,512,575)
2037	\$ 702,509	\$ 6,924,770	\$ 6,222,261	\$ 4,571,018	\$ 5,273,528	\$ 702,509	\$ 2,144,170	\$ 492,927
2038	\$ -	\$ 6,995,199	\$ 6,995,199	\$ 4,938,510	\$ 4,938,510	\$ -	\$ -	\$ (2,056,689)
2039	\$ -	\$ 8,259,616	\$ 8,259,616	\$ 5,242,402	\$ 5,242,402	\$ -	\$ 3,318,326	\$ 301,112
2040	\$ -	\$ 8,082,011	\$ 8,082,011	\$ 5,131,800	\$ 5,131,800	\$ -	\$ -	\$ (2,950,211)
2041	\$ -	\$ 7,616,923	\$ 7,616,923	\$ 5,021,198	\$ 5,021,198	\$ -	\$ -	\$ (2,595,724)
2042	\$ -	\$ 8,095,211	\$ 8,095,211	\$ 5,254,048	\$ 5,254,048	\$ -	\$ 3,489,465	\$ 648,303
2043	\$ -	\$ 7,755,445	\$ 7,755,445	\$ 5,136,720	\$ 5,136,720	\$ -	\$ -	\$ (2,618,725)
2044	\$ -	\$ 7,029,340	\$ 7,029,340	\$ 4,984,992	\$ 4,984,992	\$ -	\$ -	\$ (2,044,349)
2045	\$ -	\$ 7,519,269	\$ 7,519,269	\$ 4,975,712	\$ 4,975,712	\$ -	\$ -	\$ (2,543,556)
2046	\$ -	\$ 7,171,807	\$ 7,171,807	\$ 5,095,413	\$ 5,095,413	\$ -	\$ 4,190,857	\$ 2,114,463
2047	\$ -	\$ 7,007,691	\$ 7,007,691	\$ 4,679,400	\$ 4,679,400	\$ -	\$ -	\$ (2,328,291)
2048	\$ -	\$ 6,612,118	\$ 6,612,118	\$ 4,249,346	\$ 4,249,346	\$ -	\$ -	\$ (2,362,772)
2049	\$ -	\$ 5,840,188	\$ 5,840,188	\$ 3,956,158	\$ 3,956,158	\$ -	\$ -	\$ (1,884,030)
2050	\$ -	\$ 5,701,617	\$ 5,701,617	\$ 3,528,479	\$ 3,528,479	\$ -	\$ 4,960,553	\$ 2,787,415
2051	\$ -	\$ 4,561,970	\$ 4,561,970	\$ 3,037,565	\$ 3,037,565	\$ -	\$ -	\$ (1,524,405)
2052	\$ -	\$ 4,328,391	\$ 4,328,391	\$ 2,705,219	\$ 2,705,219	\$ -	\$ -	\$ (1,623,172)
2053	\$ -	\$ 4,225,237	\$ 4,225,237	\$ 2,639,895	\$ 2,639,895	\$ -	\$ -	\$ (1,585,342)
2054	\$ -	\$ 4,122,081	\$ 4,122,081	\$ 2,574,571	\$ 2,574,571	\$ -	\$ -	\$ (1,547,510)
2055	\$ -	\$ 4,018,926	\$ 4,018,926	\$ 2,509,247	\$ 2,509,247	\$ -	\$ 6,151,728	\$ 4,642,049
2056	\$ -	\$ 3,915,771	\$ 3,915,771	\$ 2,443,923	\$ 2,443,923	\$ -	\$ -	\$ (1,471,849)
2057	\$ -	\$ 3,324,421	\$ 3,324,421	\$ 2,043,442	\$ 2,043,442	\$ -	\$ -	\$ (1,280,979)
2058	\$ -	\$ 2,679,586	\$ 2,679,586	\$ 1,708,436	\$ 1,708,436	\$ -	\$ -	\$ (971,150)
2059	\$ -	\$ 1,103,318	\$ 1,103,318	\$ 1,415,653	\$ 1,415,653	\$ -	\$ -	\$ 312,335
2060	\$ -	\$ 1,078,605	\$ 1,078,605	\$ 1,378,115	\$ 1,378,115	\$ -	\$ -	\$ 299,511
2061	\$ -	\$ 1,053,892	\$ 1,053,892	\$ 1,340,577	\$ 1,340,577	\$ -	\$ -	\$ 286,685
2062	\$ -	\$ 596,708	\$ 596,708	\$ 1,094,126	\$ 1,094,126	\$ -	\$ -	\$ 497,418
2063	\$ -	\$ 574,281	\$ 574,281	\$ 1,063,315	\$ 1,063,315	\$ -	\$ -	\$ 489,034
2064	\$ -	\$ 535,334	\$ 535,334	\$ 816,169	\$ 816,169	\$ -	\$ -	\$ 280,835
2065	\$ -	\$ -	\$ -	\$ 501,673	\$ 501,673	\$ -	\$ -	\$ 501,673
2066	\$ -	\$ -	\$ -	\$ 104,529	\$ 104,529	\$ -	\$ -	\$ -
2067	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Fiscal Year 2018 Proposed Tax Rate Increase

	<u>Current Rate CV</u>	<u>Proposed Rate CV</u>	<u>\$ Change</u>	<u>% Change</u>	<u>% Allocation</u>
Tax Rate	0.7000	0.7400	0.04	5.71%	
General Fund	11,504,466	12,356,896	852,430		96%
TIRZ #1	585,294	618,739	33,445		4%
Debt Service	4,834,212	4,834,212	-		
Total Current Taxes	16,923,972	17,809,847	885,875		100.00%

FY 2017 Compensation Plan Cost	1,200,000
FY 2017 Addition of Neighborhood Revitalization Employee	63,795
FY 2017 Additional Costs	1,263,795
FY 2017 Revenue Generated From \$.030707 Tax Increase GF Only	652,929
Remaining Gap to Cover FY 2017 Compensation Plan & Adjustments	610,866
Proposed Salary Adjustments for FY 2018	28,000
Replacement of Fund Balance for Kress @ 1/3	209,725
FY 2018 Revenue Increase Needed to Cover Comp Plan & Adjustments	<u>848,591</u>

Estimated Revenue Generated By \$0.01 Tax Increase	221,469
Penny Increase Needed to Cover Comp Plan and Adjustments	4.00
	<u>885,876</u>

Increase to General Fund	852,431	96%
Increase to TIRZ 1 Fund	33,445	4%
	<u>885,876</u>	

Proposed Rate for FY 2017	0.7423
Adopted Rate for FY 2017	0.7000
Proposed Rate for FY 2018	0.7400

<u>Home Value</u>	<u>Current Rate</u>	<u>Proposed Rate</u>	<u>Annual Change</u>	<u>Monthly Change</u>
\$100,000	\$700.00	\$740.00	\$40.00	\$3.33
\$200,000	\$1,400.00	\$1,480.00	\$80.00	\$6.67
\$300,000	\$2,100.00	\$2,220.00	\$120.00	\$10.00
\$400,000	\$2,800.00	\$2,960.00	\$160.00	\$13.33
\$500,000	\$3,500.00	\$3,700.00	\$200.00	\$16.67
\$600,000	\$4,200.00	\$4,440.00	\$240.00	\$20.00
\$700,000	\$4,900.00	\$5,180.00	\$280.00	\$23.33
\$800,000	\$5,600.00	\$5,920.00	\$320.00	\$26.67
\$900,000	\$6,300.00	\$6,660.00	\$360.00	\$30.00
\$1,000,000	\$7,000.00	\$7,400.00	\$400.00	\$33.33

Attachment: 2017-081 ATTH 11 Proposed Property Tax Increase REVISED (1681 : 2017-081 ORD Fiscal Year 2018 Budget)



GENERAL FUND FORECAST

8.2.m

General Fund Budget Summary

	2017	2018	2019	2020	2021
Revenue					
Charges for Services	226,581	226,793	227,007	227,223	227,441
Contribution From Others	34,000	-	-	-	-
Fees	699,232	699,232	699,232	699,232	699,232
Fines and Forfeitures	1,696,580	1,696,580	1,696,580	1,696,580	1,696,580
Franchise Taxes	1,420,820	1,420,820	1,420,820	1,420,820	1,420,820
Grant Revenue	80,608	10,000	10,000	10,000	10,000
Insurance Contributions	5,000	-	-	-	-
Investment Revenue	62,601	63,181	63,767	64,358	64,956
Other Revenue	50,500	50,500	50,500	50,500	50,500
Permits	616,850	620,570	624,327	628,122	631,955
Property Tax Revenue	12,153,113	12,646,897	12,559,816	12,656,210	12,830,047
Rental Revenue	24,800	25,000	25,000	25,000	25,000
Taxes - Other	16,060,000	16,220,100	16,381,801	16,545,119	16,710,070
Transfers In	923,097	263,085	1,143,585	393,585	18,585
Total General Fund 101 Revenue	34,053,782	33,942,758	34,902,435	34,416,749	34,385,186
Expenditures					
General Government	2,789,109	2,806,575	2,732,871	2,738,410	2,743,812
Police	8,737,578	8,599,476	8,688,265	8,778,045	8,865,029
Fire and Emergency Management	6,222,626	6,347,308	6,382,736	6,417,446	6,449,822
Public Works	4,583,618	3,576,787	3,586,384	3,594,990	3,603,709
Building and Code Administration	1,056,530	1,153,000	1,156,902	1,160,493	1,164,163
Parks Recreation and Community Health	1,582,748	1,576,026	1,581,773	1,587,003	1,592,309
Planning and Community Development	1,250,843	587,534	588,923	590,089	591,270
Non-Operating	8,975,191	8,597,915	9,571,441	9,055,555	8,994,272
Total General Fund 101 Expenditures	35,198,242	33,244,622	34,289,297	33,922,032	34,004,385
Revenues Over (Under) Expenditures	(1,144,460)	698,136	613,138	494,717	380,801

Attachment: 2017-081 ATTH 12 General Fund Forecast FY 18-21 REVISED (1681 : 2017-081 ORD Fiscal



GENERAL FUND FORECAST

8.2.m

General Fund Budget Summary

	2017	2018	2019	2020	2021
101 Revenues Over(Under) Expenditures Current	(1,144,460)	698,136	613,138	494,717	380,801
101 Revenues Over(Under) Expenditures 7/24/17	(1,143,094)	291,461	14,209	(297,551)	(1,064,817)
Change From Original Presentation	(1,366)	406,675	598,929	792,268	1,445,618
Reconciliation of Changes Since 7/24/17 Presentation					
Airport Terminal Project			(885,314)	(64,687)	
Property Valuation Change		148,086	149,203	150,327	151,460
Property Tax Calculation Change		(359)	20,192	42,907	67,918
Employee Benefit Health Fund Transfer Change			475,000	(475,000)	
Removal of \$0.01 for Kress Demo					(218,000)
Reduction of Bi-State Increase		70,765	400,053	508,699	628,481
Reduction to T-Line Monthly Contribution		2,330	2,330	2,330	2,330
Changes to Fleet Operations Fund Transfer	(2,046)	35,568	52,356	69,675	87,338
Other Non-Personnel Reductions		6,001	151,779	324,479	492,343
Personnel - Admin Changes	(7,652)	66,824	147,482	147,552	147,623
Personnel - Econ Dev Changes	-	85,554	85,737	85,874	86,014
Personnel - Other	127	111	111	111	111
Arklatex 100 Grant Revenue	9,000				
Arklatex 100 Grant Expenditures	(795)	(8,205)			
Total Reconciled Changes	(1,366)	406,675	598,929	792,267	1,445,618

Attachment: 2017-081 ATTH 12 General Fund Forecast FY 18-21 REVISED (1681 : 2017-081 ORD Fiscal



GENERAL FUND FORECAST

8.2.m

General Fund Budget Summary

	2017	2018	2019	2020	2021
Revenue Generated From Tax Increase		852,431	858,091	863,793	869,538
Decrease for \$.01 Set Aside for Kress FB Replacement					(218,000)
Total Revenue Generated From Tax Increase		852,431	858,091	863,793	651,538
Expenses Currently Included in Environmental Fund					
Demolition Program		300,000	300,000	300,000	300,000
Weed Lot Program		150,000	150,000	150,000	150,000
Code Enforcement & Litter Personnel		272,111	272,111	272,111	272,111
Total Expenses Included in Environmental Fund		722,111	722,111	722,111	722,111
Grand Total	-	1,574,542	1,580,202	1,585,904	1,373,649

	2017	2018	2019	2020	2021
GF 101 Surplus (Deficit) As Budgeted	(1,144,460)	698,136	613,138	494,717	380,801
GF 101 Surplus (Deficit) Without Tax Increase	(1,144,460)	(154,295)	(244,953)	(369,076)	(270,737)
GF 101 Surplus (Deficit) Without Environmental Fee	(1,144,460)	(23,975)	(108,973)	(227,394)	(341,310)
GF 101 Surplus (Deficit) Without Tax Increase & Env	(1,144,460)	(876,406)	(967,064)	(1,091,187)	(992,848)

**FUND FORECAST****226 Environmental Fund**

		2017	2018	2019	2020	2021
Fund Balance		-	-	1,358,258	1,284,311	1,428,0
Revenue						
41034	Trf From TWU	-	2,080,368	2,080,368	2,080,368	2,080,3
Total Revenue		-	2,080,368	2,080,368	2,080,368	2,080,3
Expenditures						
51103	Maintenance Operations	-	185,775	185,775	185,775	185,7
51106	Longevity Pay	-	800	1,100	1,400	1,7
51112	Worker's Comp	-	1,764	1,766	1,768	1,7
51113	Pensions/Retirement	-	30,307	30,492	30,541	30,5
51114	Social Security	-	14,457	14,480	14,502	14,5
51115	Group Insurance	-	36,608	37,213	37,831	38,4
51120	Auto Allowance	-	2,400	2,400	2,400	2,4
54513	Contract Mowing	-	150,000	150,000	150,000	150,0
54522	Demolition	-	300,000	300,000	350,000	350,0
57038	Storm Water Projects	-	-	1,431,088	1,162,386	943,8
Total Expenditures		-	722,110	2,154,314	1,936,603	1,719,0
Fund Balance		-	1,358,258	1,284,311	1,428,076	1,789,4

Attachment: 2017-081 ATTH 13 Environmental Fund Forecast (1681 : 2017-081 ORD Fiscal Year 2018 Budget)

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other:

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 7/15/2017 1:10 PM

Lead Department: City Manager **Action Officer:** John Whitson, City Manager

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

Briefing: 8/28/2017 **Public Hearing:** 8/14/2017 **Second Briefing:** August 28, 2017 **Council Vote:** 9/11/2017

Item Schedule

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

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

On November 8, 2016, Texarkana voters approved collective bargaining for the city's fire fighters. The Texas Local Government Code Chapter 174 requires the city to implement collective bargaining no later than October 30, 2017. Adoption of the proposed resolution will be the city council's action implementing collective bargaining as approved by the voters.

The next action following the city council's implementation will be for members of the collective bargaining unit, that is, fire department employee's, to select, by election, an exclusive agent to represent them in collective bargaining with the city. Chapter 174 establishes that the fair election will be conducted according to procedures agreed on by both the city and the bargaining unit.

The proposed resolution authorizes the city secretary to coordinate with the collective bargaining unit to determine an agreed upon election procedure and then to conduct the election.

After designation of an exclusive bargaining agent the bargaining unit will request collective bargaining. Upon receipt of the request, per the city council resolution, the City Manager will appoint the members of the city's collective bargaining team.

Potential Options:

- Adopt the resolution as recommended
- Revise and adopt the resolution

Fiscal Implications:

None

Staff Recommendation:

Adopt the recommended resolution

Advisory Board/Committee Review:

NONE

City of Texarkana, Texas

Board/Committee Recommendation:

APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

- a. 2017-080 RES Adopting Collective Bargaining for Fire Fighters (DOCX)
- b. 2017-080 ATTH 01 Email Reference Fire Fighters Bargaining Agent (PDF)
- c. 2017-080 ATTH 02 Email Reference Request for Collective Bargaining (PDF)
- d. 2017-080 ATTH 03 EXTRACT OF LGC CHAPTER 174 (DOCX)
- e. 2017-080 Goals & Perspectives (DOCX)

Staff Coordination

City Manager	John Whitson	Department Head Review	Completed	
	07/13/2017 3:57 PM			
City Attorney	Jeffery C. Lewis	Review	Completed	07/13/2017
	7:14 PM			
Fire Department	Eric Schlotter	Review	Completed	07/14/2017
	7:18 AM			
City Manager	Shirley Jaster	Deputy City Manager Review	Completed	
	07/14/2017 8:20 AM			
Deputy City Manager -	Kyle Dooley	Kyle Dooley	Deputy City Manager	
Review	Completed	07/14/2017 8:29 AM		
Public Information Officer		Lisa Thompson	PIO Review	Completed
	07/14/2017 8:38 AM			
City Manager	John Whitson	City Manager Review	Completed	07/17/2017
	8:25 AM			
City Council	Jennifer Evans	Meeting	Completed	07/24/2017
	6:00 PM			

Meeting History

07/24/17	City Council	MOVED FORWARD	Next: 08/14/17
	City Manager Whitson briefed this item.		
08/14/17	City Council	MOVED FORWARD	Next: 08/28/17
	There were no public comments made at this hearing.		

RESOLUTION NO. 2017 - 080

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, ADOPTING CHAPTER 174 OF THE TEXAS LOCAL GOVERNMENT CODE FOR COLLECTIVE BARGAINING FOR THE CITY'S FIRE FIGHTERS AS REQUIRED BY LAW; DIRECTING THE CITY SECRETARY TO CONDUCT AN ELECTION TO DETERMINE THE EXCLUSIVE COLLECTIVE BARGAINING AGENT FOR THE CITY'S FIRE FIGHTERS; DIRECTING THE CITY MANAGER TO APPOINT THE CITY'S COLLECTIVE BARGAINING NEGOTIATION TEAM; REQUIRING THAT ALL COLLECTIVE BARGAINING NEGOTIATIONS BE CONDUCTED EXCLUSIVELY THROUGH THE ELECTED, EXCLUSIVE BARGAINING AGENT FOR THE CITY'S FIRE FIGHTERS AND THE APPOINTED NEGOTIATION TEAM FOR THE CITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, a petition was filed with the City Secretary pursuant to Section 174.051 of the Texas Local Government Code to call for an election to consider adoption of Chapter 174 of the Texas Local Government Code for collective bargaining for the City's fire fighters; and

WHEREAS, an election pursuant to Section 174.051 of the Texas Local Government Code was held on Tuesday, November 8, 2016, to determine whether a majority of those voting were in favor of or opposed to adoption of Chapter 174 for collective bargaining for the City's fire fighters; and

WHEREAS, following the election on November 8, 2016, the votes were canvassed and a majority of the votes cast favored the adoption of Chapter 174 for collective bargaining for the City's fire fighters (8,194 votes in favor, 2,491 against); and

WHEREAS, Section 174.052 of the Texas Local Government Code provides that “[i]f a majority of the votes cast in an election under Section 174.051 favor adoption of this chapter, the governing body shall place this chapter in effect not later than the 30th day after the beginning of the first fiscal year of the political subdivision after the election”; and

WHEREAS, the beginning of the first fiscal year of the City after the election of November 8, 2016, commences on October 1, 2017; and

WHEREAS, Chapter 174 requires that “the City shall recognize an association selected by a majority of the fire fighters of the fire department . . . as the exclusive bargaining agent for the fire fighters of that department. . . .”; and

WHEREAS, Chapter 174 permits the City to designate one or more persons to negotiate or bargain on its behalf.

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

SECTION 1: Since a majority of the votes cast in the November 8, 2016, election held under Section 174.051 favored adoption of Chapter 174 of the Texas Local Government Code for collective bargaining for the City's fire fighters, the City Council, as mandated by law, places Chapter 174 of the Texas Local Government Code for collective bargaining for the City's fire fighters in effect on October 30, 2017.

SECTION 2: The City Secretary is hereby directed to conduct an election to determine the identity of the exclusive collective bargaining agent for the City's fire fighters and is authorized to consult with members of the fire department for the purpose of establishing the election process and procedures.

SECTION 3: The City Manager shall appoint one or more persons to comprise the City's collective bargaining team to negotiate or bargain on behalf of the City.

SECTION 4: All negotiations between the City and the City's fire fighters shall be conducted exclusively through formal negotiations between the appointed collective bargaining team for the city and the elected, exclusive collective bargaining agent for the firefighters.

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

PASSED and APPROVED in Regular Council Session on this **11th day of September, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

From: TEX-Whitson, John
To: ["Scott Robertson"](#)
Cc: [TTFD-Schlottter, Eric \(schlotttere@txkusa.org\)](mailto:schlotttere@txkusa.org); [TEX-Powell, Jim](#)
Subject: RE: Fire Fighters Bargaining Agent
Date: Thursday, July 13, 2017 1:36:00 PM

Dear Mr. Robertson:

The City has not recognized the election you referenced, because the City has a question concerning whether the Association is the majority representative of the firefighters covered by collective bargaining, as provided for in Section 174.103 of the Texas Local Government Code. The City was not afforded the opportunity to consider the election procedures, therefore, the City does not recognize the results of the election. Therefore, because the Union's process in obtaining signatures of those employees purportedly selecting the Local Union as their exclusive bargaining representative was not resolved in accordance with Section 174.103, the Council is delegating the coordination of a fair election procedure to the City Secretary.

Sincerely,

John A. Whitson, ICMA-CM
 City Manager
 PO Box 1967
 Texarkana, Texas 75504-1967

220 Texas Blvd
 Office (903) 798-3930
 Cell (903) 949-7839
 City Website: <http://www.ci.texarkana.tx.us/>
 City Council Agendas and Council Videos: <http://texarkanacitytx.iqm2.com/Citizens/Default.aspx>

From: Scott Robertson [mailto:srobertson@LOCAL367.ORG]
Sent: Tuesday, March 28, 2017 12:54 PM
To: TEX-Whitson, John <John.whitson@txkusa.org>
Cc: Craig Hicks <chicksonfire@windstream.net>; Eric McCasland <ericm7531@yahoo.com>; Scott Daniel <scottdaniel1840@gmail.com>; Zachary Flanagan <zacharyflanagan11@yahoo.com>; firedriver741@gmail.com
Subject: Fire Fighters Bargaining Agent

Mr. Whitson,

I wanted to let you know that a majority of fire fighters with the Texarkana, Texas Fire Department have selected the IAFF Local 367 as their exclusive bargaining agent. We put the question to every fire fighter in the department with the exception of Chief Schlottter via secret

ballot.

The returns were 92 percent for and 8 percent against/abstain.

Sincerely,

Scott Robertson
President
Texarkana, TX Firefighters Association
IAFF Local 367

From: TEX-Whitson, John
To: ["Scott Robertson"](#)
Cc: [TTFD-Schlotter, Eric \(schlottere@txkusa.org\)](#); [TEX-Powell, Jim](#)
Subject: RE: Request for Collective Bargaining
Date: Thursday, July 13, 2017 1:55:00 PM

Dear Mr. Robertson:

I assume by your not following up on your 8 MAY 17 request that you now realize that the request is premature. The city council has not yet placed Chapter 174 into effect and they have until 30 OCT 17 to do so.

Sincerely,

John A. Whitson, ICMA-CM
 City Manager
 PO Box 1967
 Texarkana, Texas 75504-1967

220 Texas Blvd
 Office (903) 798-3930
 Cell (903) 949-7839
 City Website: <http://www.ci.texarkana.tx.us/>
 City Council Agendas and Council Videos: <http://texarkanacitytx.igm2.com/Citizens/Default.aspx>

From: Scott Robertson [mailto:srobertson@LOCAL367.ORG]
Sent: Monday, May 08, 2017 6:52 PM
To: TEX-Whitson, John <John.whitson@txkusa.org>
Cc: Craig Hicks <chicksonfire@windstream.net>; Eric McCasland <ericm7531@yahoo.com>; Scott Daniel <scottdaniel1840@gmail.com>; Zachary Flanagan <zacharyflanagan11@yahoo.com>; vptellez51@aol.com; firedriver741@gmail.com
Subject: Request for Collective Bargaining

Mr. Whitson:

This letter shall constitute notice by Local 367 of the Texarkana Texas Firefighters Association of our request for collective bargaining more than 120 days before the conclusion of the current fiscal operating budget.

We stand ready to begin our negotiations with the same concerns that we are certain you have and that is for the well-being of our members and the well-being of our city and its citizens. Our negotiations shall conform to Sec. 174.105 where it is stated:

“the duty to bargain collectively means a public employer and an association shall:

1. meet at reasonable times;
- (2) confer in good faith regarding compensation, hours, and other conditions of employment or the negotiation of an agreement or a question arising under an agreement; and
- (3) execute a written contract incorporating any agreement reached, if either party requests a written contract.

As part of this process it is our position that bargaining in good faith requires you to deal exclusively with the designated bargaining unit of the association.

Please contact Scott Robertson, President, Texarkana Texas Fire Fighters Association, so that times for our negotiation sessions can be set.

Best Regards,

Scott Robertson
President
Texarkana, TX Firefighters Association
IAFF Local 367
(903)826-2857

LOCAL GOVERNMENT CODE
 TITLE 5. MATTERS AFFECTING PUBLIC OFFICERS AND EMPLOYEES
 SUBTITLE C. MATTERS AFFECTING PUBLIC OFFICERS AND EMPLOYEES OF MORE THAN ONE TYPE OF
 LOCAL GOVERNMENT
 CHAPTER 174. FIRE AND POLICE EMPLOYEE RELATIONS

SUBCHAPTER D. COLLECTIVE BARGAINING

Sec. 174.101. RECOGNITION OF BARGAINING AGENT FOR FIRE FIGHTERS. A public employer shall recognize an association selected by a majority of the fire fighters of the fire department of a political subdivision as the exclusive bargaining agent for the fire fighters of that department unless a majority of the fire fighters withdraw the recognition.

Added by Acts 1993, 73rd Leg., ch. 269, Sec. 4, eff. Sept. 1, 1993.

Sec. 174.102. RECOGNITION OF BARGAINING AGENT FOR POLICE OFFICERS. A public employer shall recognize an association selected by a majority of the police officers of the police department of a political subdivision as the exclusive bargaining agent for the police officers of that department unless a majority of the police officers withdraw the recognition.

Added by Acts 1993, 73rd Leg., ch. 269, Sec. 4, eff. Sept. 1, 1993.

Sec. 174.103. SINGLE BARGAINING AGENT FOR FIRE FIGHTERS AND POLICE OFFICERS. (a) Except as provided by Subsection (b), the fire and police departments of a political subdivision are separate collective bargaining units under this chapter.

(b) Associations that represent employees in the fire and police departments of a political subdivision may voluntarily join together for collective bargaining with the public employer.

Added by Acts 1993, 73rd Leg., ch. 269, Sec. 4, eff. Sept. 1, 1993.

Sec. 174.104. QUESTION REGARDING REPRESENTATION. (a) A question of whether an association is the majority representative of the employees of a department under Sections 174.101-174.103 shall be resolved by a fair election conducted according to procedures agreed on by the parties.

(b) If the parties are unable to agree on election procedures under Subsection (a), either party may request the American Arbitration Association to conduct the election and certify the results. Certification of the results of an election under this section shall resolve the question regarding representation. The public employer shall pay the expenses of the election, except that if two or more associations seek recognition as the bargaining agent, the associations shall pay the costs of the election equally.

Added by Acts 1993, 73rd Leg., ch. 269, Sec. 4, eff. Sept. 1, 1993.

Sec. 174.105. DUTY TO BARGAIN COLLECTIVELY IN GOOD FAITH.

(a) If the fire fighters, police officers, or both of a political subdivision are represented by an association as provided by Sections 174.101-174.104, the public employer and the association shall bargain collectively.

(b) For purposes of this section, the duty to bargain collectively means a public employer and an association shall:

- (1) meet at reasonable times;
- (2) confer in good faith regarding compensation, hours, and other conditions of employment or the negotiation of an agreement or a question arising under an agreement; and
- (3) execute a written contract incorporating any agreement reached, if either party requests a written contract.

(c) This section does not require a public employer or an association to:

- (1) agree to a proposal; or
- (2) make a concession.

Added by Acts 1993, 73rd Leg., ch. 269, Sec. 4, eff. Sept. 1, 1993.

Sec. 174.106. DESIGNATION OF NEGOTIATOR. A public employer or an association may designate one or more persons to negotiate or bargain on its behalf.

Added by Acts 1993, 73rd Leg., ch. 269, Sec. 4, eff. Sept. 1, 1993.

Sec. 174.107. NOTICE TO PUBLIC EMPLOYER REGARDING CERTAIN ISSUES. If compensation or another matter that requires an appropriation of money by any governing body is included for collective bargaining under this chapter, an association shall serve on the public employer a written notice of its request for collective bargaining at least 120 days before the date on which the public employer's current fiscal operating budget ends.

Added by Acts 1993, 73rd Leg., ch. 269, Sec. 4, eff. Sept. 1, 1993.

Sec. 174.108. OPEN DELIBERATIONS. A deliberation relating to collective bargaining between a public employer and an association, a deliberation by a quorum of an association authorized to bargain collectively, or a deliberation by a member of a public employer authorized to bargain collectively shall be open to the public and comply with state law.

Added by Acts 1993, 73rd Leg., ch. 269, Sec. 4, eff. Sept. 1, 1993.

Sec. 174.109. EFFECT OF AGREEMENT. An agreement under this chapter is binding and enforceable against a public employer, an association, and a fire fighter or police officer covered by the agreement.

Added by Acts 1993, 73rd Leg., ch. 269, Sec. 4, eff. Sept. 1, 1993.

City of Texarkana, Texas

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: 8/24/2017 12:28 PM

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

Subject: Resolution No. 2017-097 authorizing the Interim City Manager contract.

Briefing: 8/28/2017 **Public Hearing:** **Second Briefing:** **Council Vote:** 8/28/2017

Item Schedule

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

By Resolution No. 2017-089, the City Council passed and approved on August 4, 2017, the appointment of Shirley Jaster as the Interim City Manager.

Potential Options:

- To approve the Interim City Manager Contract
- To not approve the Interim City Manager Contract

Fiscal Implications:

As stated per contract

Staff Recommendation:

To approve the resolution

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

- 2017-097 RES Authorizing Interim CM Contract (DOC)
- 2017-097 Goals & Perspectives (DOCX)

City of Texarkana, Texas

Staff Coordination

City Manager	Jennifer Evans	Department Head Review	Completed	
	08/24/2017 12:28 PM			
City Attorney	Jeffery C. Lewis	Review	Completed	08/24/2017
	1:38 PM			
Deputy City Manager - Review	Kyle Dooley	Kyle Dooley	Deputy City Manager	
	Completed	08/24/2017 1:40 PM		
Public Information Officer		Lisa Thompson	PIO Review	Completed
	08/24/2017 2:01 PM			
City Manager	Shirley Jaster	City Manager Review	Completed	08/24/2017
	2:13 PM			
City Council	Vicky Coopwood	Meeting	Pending	08/28/2017
	6:00 PM			

Meeting History

RESOLUTION NO. 2017 - 097

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AUTHORIZING AN INTERIM CITY MANAGER CONTRACT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, pursuant to Ordinance No. 2017-089, passed and approved on August 4, 2017 (“the appointment ordinance”), the City Council of the City of Texarkana, Texas, appointed Shirley Jaster as Interim City Manager; and

WHEREAS, the City Council and Shirley Jaster desire to memorialize in a written contract various duties, responsibilities, stipend, and other matters attendant with the appointment ordinance and the position of Interim City Manager.

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

SECTION 1: The Interim City Manager Contract by and between the City of Texarkana, Texas, and Shirley Jaster, attached hereto as **Exhibit “A”**, is approved.

SECTION 2: The Mayor of the City of Texarkana, Texas, is authorized to execute said Interim City Manager Contract on behalf of the City of Texarkana, Texas.

SECTION 3: 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 **28th day of August, 2017**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

Attachment: 2017-097 RES Authorizing Interim CM Contract (1699 : 2017-097 RES Interim CM Contract)

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: