



CITY OF TEXARKANA
CITY COUNCIL
MINUTES • OCTOBER 23, 2023

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

220 TEXAS BLVD., TEXARKANA, TX 75501

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

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

Staff Present: City Manager David Orr, Jennifer Evans, Gary Smith, Robby Robertson, Dusty Henslee, Kristin Peeples, Vashil Fernandez, J.W. Bramlett, Billy McAnally, Mashell Daniel, Lisa Thompson, Chiquita Burks, and Brooke Stone.

Municipal Court: Judge Sherry Jackson Hawkins.

Legal Counsel: Jeff Lewis.

II. INVOCATION AND PLEDGE LED BY COUNCIL MEMBER JEAN MATLOCK

III. MAYOR'S REMARKS AND ITEMS OF COMMUNITY INTEREST

Upcoming City Council Meetings

Monday, November 13, 2023 at 6:00 p.m. (There will be only one meeting in November)

Monday, December 11, 2023 at 6:00 p.m. (There will be only one meeting in December)

Parks & Recreation Activities

Oct 25 th	Walk-Through History Tour	Spring Lake Park
Oct 27 th	"True Tales from TXK"	Downtown Bike Tour
Oct 28 th	Walk-Through History Tour	Spring Lake Park
Oct 28 th	Trunk or Treat	Spring Lake Park

Movies in the Park

Oct 26 th	"The Town that Dreded Sundown"	Spring Lake Park
----------------------	--------------------------------	------------------

Movies will start at dusk and there will be concessions.

Additional Parks & Recreation information can be found on the city's website at [<http://www.texarkanatexas.gov>](http://www.texarkanatexas.gov)

Bark At The Park

This year's "Bark At The Park" will be held Saturday, November 4th from 9:00 a.m. - 12:00 p.m. at the Kylee Sullivan Dog Park in Spring Lake Park. Rabies vaccinations and city registrations are free. There will be other vaccinations available for a minimal fee. All dogs must be on leashes and all cats must be in a carrier. For more information, please call (903) 798-3535.

The Intergovernmental Advisory Committee will hold a Special Called Meeting on Tuesday, October 24th at 10:00 a.m. The committee will meet at the Bi-State Justice Center Building, 100 N. State Line Ave, Texarkana, Arkansas, in the TAPD Training Room.

Mayor Bruggeman welcomed some visiting students at the meeting: Christian Wright from Texas High School, Tabitha Vestal from Texarkana College, and Joseph Iams from Texas A&M - Texarkana.

IV. OPEN FORUM: COMMENTS FROM THE PUBLIC

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

Jerry Huckabee, coordinator of the Live United Bowl game, said this year's college football game is the 10th annual to be held on Saturday, December 2nd at the Texarkana Arkansas Razorback Stadium at noon.

Mr. Huckabee asked for the city's partnership and financial support for the customary Friday night banquet to be held at the Texarkana Texas Convention Center at 6:00 p.m. He said the proceeds will go to the local United Way and he appreciates the city's continued support.

V. APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES

Council Member Page recommended the reappointment of Cory Floyd to the TIRZ Board.

Council Member Davis recommended the reappointment of Larry Bunn to the Board of Adjustment.

Motion to confirm reappointments to the TIRZ Board and Board of Adjustment.

(6:13 p.m.)

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

VI. ITEMS FOR CONSIDERATION

Consent Items

(6:16 p.m.)

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

1. Consider approval of the amended minutes of the Regular Meeting of the City Council held on September 25, 2023 at 6:00 PM, reflecting the votes cast by Mayor Bruggeman.
2. Consider approval of the minutes of the Regular Meeting of the City Council held on October 9, 2023 at 6:00 PM.
3. Resolution No. 2023-140 authorizing the City Manager to execute a contract for the Barkwood Road Sewer Replacement and Relocation Project, in an amount not to exceed \$1,321,829.98. Funds are available in the Utility's 2023-2024 budget in the Texas Infrastructure Fund.

Public Hearing:

Council Vote: October 23, 2023

4. Resolution No. 2023-142 authorizing the City Manager to execute a one-time agreement with HALFF Associates, Inc. of Shreveport, Louisiana, in an amount not to exceed \$138,000, with funds budgeted from the 2022 Bond Fund (Fund 425), to supply the design, surveying, and drawings for the Kennedy Lane and Westlawn Drive Street Reconstruction Project.

Public Hearing:

Council Vote: October 23, 2023

5. Ordinance No. 2023-144 creating two special supplemental nutrition program positions for the Women, Infants, and Children (WIC) program in the Health Department using grant funds and amending classification in the budget document.

Public Hearing:

Council Vote: October 23, 2023

6. Resolution No. 2023-145 approving Bowie Central Appraisal District's 2023 tax roll.

Public Hearing:

Council Vote: October 23, 2023

Action Items

[No action items were considered at this meeting.]

VII. FIRST BRIEFINGS

1. Ordinance No. 2023-134 rezoning an approximate 2.228-acre tract of land (being Tracts 106A1 and 107), George Brinlee HRS, A-18 located at 4502 Gus Orr Drive from Agriculture to Parking. Joel Orr, owner, and Kayla Wood, MTG Engineers and Surveyors, agent.

Public Hearing: November 13, 2023

Council Vote: November 13, 2023

Mashell Daniel briefed this agenda item.

RESULT:	MOVED FORWARD	Next: 11/13/2023 6:00 PM
----------------	----------------------	---------------------------------

2. Ordinance No. 2023-135 granting a Specific Use Permit to allow one additional use of permanent cosmetics on Lot 3, Block 2, Parcel 2, Galleria Oaks #1, located at 6 Woodmont Crossing. Candance Chauncy, owner.

Public Hearing: November 13, 2023

Council Vote: November 13, 2023

Mashell Daniel briefed this agenda item.

RESULT: MOVED FORWARD**Next: 11/13/2023 6:00 PM**

3. Ordinance No. 2023-136 rezoning an approximate 7.09-acre tract of land (being Tract 107), H.S. Janes HRS, A-306, located at 1901 Chelf Road from Single Family-2 to Commercial. Ceretha Brown, owner.

Public Hearing: November 13, 2023

Council Vote: November 13, 2023

Mashell Daniel briefed this agenda item.

RESULT: MOVED FORWARD**Next: 11/13/2023 6:00 PM**

VIII. PUBLIC HEARINGS

1. Resolution No. 2023-133 authorizing the City Manager to execute a memorandum of understanding with the City of Texarkana, Arkansas to apply for EPA Brownfields grant funds for Texarkana, USA.

Public Hearing: October 23, 2023

Council Vote: October 23, 2023

There were no public comments made at this hearing.
(6:20 p.m.)

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

IX. CITY MANAGER'S REPORT

October Sales Tax Update

Sales tax receipts for the month of October (August sales) totaled \$1,845,548, an increase of \$144,048 (8.47%) compared to the same month in the prior year. Fiscal year-to-date collections totaled \$19,984,104, an increase of \$1,022,610 (5.39%) compared to last year. As a reminder, staff budgeted to end fiscal year 2023 with an increase of 5%, therefore, the city is still on track with the budget.

Robison Road Mill and Overlay Update

Work began last week by RK Hall, LLC on the Robison Road mill and overlay project. This \$3.6 million dollar bond project is being worked on at night, from 6:00 p.m. to 6:00 a.m., to minimize disruptions to the traveling public. The project is expected to be completed in two weeks.

TXK 150 Time Capsule

The public is invited to participate in contributing to the time capsule that will be buried on December 8th, 2023. There is no cost, but items should be of general interest and not left to specific people and families. For more information, contact Lisa Thompson at (903) 798-1743 or lisa.thompson@texarkanatexas.gov <<mailto:lisa.thompson@texarkanatexas.gov>>.

X. ADMINISTRATIVE COMMENTS

1. City Council

Council had no administrative comments for staff.

2. City Staff

Staff had no administrative comments for council.

XI. ADJOURNMENT

A motion was made to adjourn the meeting.
(6:23 p.m.)

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



Jennifer Evans
City Secretary



Bob Bruggeman
Mayor

City of Texarkana, Texas

Briefing SheetVersion:
Update Date: 10/20/2023 4:12 PM

Lead Department: City Manager **Action Officer:** Vicky Coopwood, Assistant City Secretary
Consider approval of the amended minutes of the Regular Meeting of the City Council held on September 25, 2023 at 6:00 PM, reflecting the votes cast by
Subject: Mayor Bruggeman.

Attachments

- a. DRAFT 092523 Minutes (PDF)



CITY OF TEXARKANA

CITY COUNCIL

MINUTES • SEPTEMBER 25, 2023

Council Chambers

Regular Meeting

6:00 PM

220 TEXAS BLVD., TEXARKANA, TX 75501

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

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

Staff Present: City Manager David Orr, Vicky Coopwood, Kristin Peeples, Karey Parker, Dustin Henslee, J.W. Bramlett, Lisa Thompson, Brooke Stone, Chiquita Burks, Vashil Fernandez, and Gary Smith.

Municipal Court: Judge Sherry Jackson Hawkins.

Legal Counsel: Jeff Lewis.

II. INVOCATION AND PLEDGE LED BY MAYOR BOB BRUGGEMAN

III. IN MEMORIAM "WILLIE JEWEL RAY" COUNCIL MEMBER FOR WARD 2

Willie Jewel Ray represented her community (Ward 2) as a faithful member of the Texarkana City Council for twenty years. Her commitment to the City left a legacy of service. Mayor Bruggeman shared memories of Ms. Ray and her accomplishments while serving as a council member. On behalf of the city, a framed collage of photos from her years on the council was presented to her daughter Debra Rhodes. Many family members were in attendance for the presentation.

IV. TEXARKANA YOUTH ADVISORY COUNCIL INDUCTION

The Texarkana Youth Advisory Council gives youth a voice and a stake in their city government by providing city leaders a fresh viewpoint on issues challenging our city and providing energetic volunteers for civic projects. The 2023-2024 members are: Trinity Chase, Amber Ford, Langston Grice, Chloe Hill, Tucker Keeney, Zuri Muldrow, Hayden Phelps, Abigail Thrash, Raegan James-Welch, Elliot White, Hayden Wormington, and

Attachment: DRAFT 092523 Minutes (4115 : September 25, 2023 Minutes)

Christian Wright.

V. KIWANIS CLUB OF TEXARKANA PROCLAMATION

A proclamation was presented to the Kiwanis Club of Texarkana congratulating the organization for one hundred years of extraordinary service to the children and disabled in our community. The Kiwanis Club of Texarkana was originally chartered on October 5, 1923. James Sylar, the current president, and Monty Murry, past president and currently the Lt. Governor of the Texas Oklahoma District of Kiwanis International, were presented the proclamation proclaiming October 5, 2023 as Kiwanis Club of Texarkana Day.

Kiwanis Club of Texarkana Day

RESULT:	CLOSE ACTION
----------------	---------------------

VI. MAYOR'S REMARKS AND ITEMS OF COMMUNITY INTEREST

Upcoming City Council Meetings

Monday, October 9, 2023 at 6:00 p.m.

Monday, October 23, 2023 at 6:00 p.m.

Fall Clean-Up Day - September 30th

The community is invited to join the Keep Texarkana Beautiful (KTB) committee for Clean-Up Day on Saturday, September 30th, from 8:00 a.m. to 12:00 p.m. The focus this year includes neighborhoods in the Beverly, Rosehill, and New Town areas. Locations for collecting trash are:

1303 Milam St. (across from Rosehill Community Garden)

901 Lumpkin St. (Beverly Community Center)

3208 Lincoln Ave. (Bell Park in New Town)

As a reminder, items such as batteries, tires, paint, and large appliances like refrigerators and washing machines are not permitted in roll-off containers.

For more information, contact Vashil Fernandez at (903) 798.3904 or vashil.fernandez@texarkanatexas.gov <<mailto:vashil.fernandez@texarkanatexas.gov>>.

Parks & Recreation Activities:

September Events

Sept 30 th	Alzheimer's Walk & 5K Run	Spring Lake Park
-----------------------	---------------------------	------------------

October Events

Oct 5 th	Dierksen Senior Day Out	Spring Lake Park
Oct 6 th	Downtown Bike Tours	Museum of Regional History
Oct 7 th	Cast for Kids	Bringle Lake West

Additional Parks & Recreation information can be found on the city's website at <http://www.texarkanatexas.gov>

Attachment: DRAFT 092523 Minutes (4115 : September 25, 2023 Minutes)

VII. OPEN FORUM: COMMENTS FROM THE PUBLIC

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

There were no public comments made at Open Forum.

VIII. APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES

Council Member Christie Page recommended the reappointment of Willis Johnston and Steve Thompson to the Historic Land Preservation Committee.

Motion to confirm recommendations to the Boards, Commissions, and Committees.
(6:25 p.m.)

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

IX. ITEMS FOR CONSIDERATION***Consent Items***

(6:28 p.m.)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Mary Hart, Ward 2
SECONDER:	Christie Page, Ward 4
AYES:	Bruggeman, Matlock, Hart, Page, Davis
ABSENT:	Williams, White

1. Consider approval of the minutes of the Regular Meeting of the City Council held on September 11, 2023 at 6:00 PM.
2. Resolution No. 2023-127 authorizing the City Manager to execute a three-year contract with NeoGov for the renewal of human resources software in the amount of \$146,228.50 with budgeted funds within the computer hardware and software budget.

Public Hearing:

Council Vote: September 25, 2023

3. Resolution No. 2023-128 approving and authorizing the City Manager to execute the contract extension/renewal agreement between the City and Valley View Consulting, L.L.C. to provide professional investment advisory services for the City's investable funds for a period of two (2) years for an annual fee of 0.050% of average book value.

Public Hearing:

Council Vote: September 25, 2023

4. Resolution No. 2023-129 requesting approval of the Pictometry International Corp dba EagleView contract for digital aerial photography, in a total amount not to exceed \$459,955.80, with the Texas portion not to exceed \$42,000. This project is budgeted in the Utility's 2023-2024 technology fund.

Public Hearing:

Council Vote: September 25, 2023

5. Resolution No. 2023-130 authorizing the City Manager to execute a contract with Contech Contractors, Inc of Texarkana, Texas, for an amount not to exceed \$138,880.67, for the 4th & Main Street sidewalk project, with funds budgeted in the 2023 general fund.

Public Hearing:

Council Vote: September 25, 2023

6. Resolution No. 2023-131 authorizing the City Manager to execute a contract with Gibson Asphalt Construction Inc. of Wake Village, Texas, for the City's seal coat and 1" and 2' overlay paving services contract, with funds not to exceed budgeted funds in the FY24 major street maintenance fund (Fund 120), FY24 street maintenance general fund (Fund 101), and 2022 bond fund (Fund 425), to reconstruct city streets.

Public Hearing:

Council Vote: September 25, 2023

Action Items

[There were no Action Items considered at this meeting.]

X. FIRST BRIEFINGS

1. Resolution No. 2023-117 authorizing the City Manager to execute a business incentive agreement with Sterno Group, LLC, for expansion of a local manufacturing business, and authorizing business incentives based upon job creation and salary level criteria in an amount not to exceed \$450,000.

Public Hearing: October 9, 2023
Council Vote: October 9, 2023

Lisa Thompson briefed this agenda item.

RESULT: MOVED FORWARD

Next: 10/9/2023 6:00 PM

XI. PUBLIC HEARINGS

1. Ordinance No. 2023-124 amending the City's Traffic Register to establish maximum speed limits on certain sections of FM 2878 [Pleasant Grove Road].

Public Hearing: September 25, 2023
Council Vote: September 25, 2023

There were no public comments made at this hearing.
(6:35 p.m.)

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

2. Resolution No. 2023-126 approving a collective bargaining agreement between the City of Texarkana, Texas, and the Local 367 (Texarkana, Texas Firefighters) of the International Association of Firefighters, for a three-year employment contract beginning October 1, 2023, and ending on September 30, 2026.

Public Hearing: September 25, 2023
Council Vote: September 25, 2023

There were no public comments made at this hearing.
(6:36 p.m.)

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

XII. CITY MANAGER'S REPORT

Migration to @texarkanatexas.gov Email Addresses

The process of migrating email addresses to UserName@texarkanatexas.gov has begun and will continue until October 16th to align with the website conversion, www.texarkanatexas.gov. However, the public can still use UserName@txkusa.org for an extended time.

Fluoride Presentation

A proposal was discussed at the Riverbend Mayors meeting regarding fluoridation of the new water treatment plant. Scheduled public presentations will be held throughout the region. Dr. Sandra Shambarger will be at the October 9th City Council meeting to give a presentation on the proposal.

Design Downtown Regional Art Contest Update

Submissions have started coming in for the Design Downtown Regional Art Contest and will be accepted through November 3rd. For more information on contest rules, guidelines, and previous sketches of downtown for inspiration, please visit our website at <https://texarkanatexas.gov/864/Design-Downtown-Regional-Art-Contest>.

XIII. ADMINISTRATIVE COMMENTS

1. City Council

Council had no administrative comments for staff.

2. City Staff

Staff had no administrative comments for council.

XIV. CLOSED SESSION

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

XV. RECONVENED INTO OPEN SESSION

XVI. ADJOURNMENT

A motion was made to adjourn the meeting.
(7:06 p.m.)

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

VICKY COOPWOOD, ASSIST. CITY SECRETARY

BOB BRUGGEMAN, MAYOR

Attachment: DRAFT 092523 Minutes (4115 : September 25, 2023 Minutes)



CITY OF TEXARKANA

CITY COUNCIL

MINUTES • OCTOBER 9, 2023

Council Chambers

Regular Meeting

6:00 PM

220 TEXAS BLVD., TEXARKANA, TX 75501

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

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

City Staff: City Manager David Orr, Jennifer Evans, Karey Parker, Mashell Daniel, Dusty Henslee, Robby Robertson, Lisa Thompson, Chris Black, Vashil Fernandez, and Brooke Stone.

Municipal Court: Judge Sherry Jackson Hawkins.

Legal Counsel: Jeff Lewis.

II. INVOCATION AND PLEDGE LED BY MAYOR BOB BRUGGEMAN

III. EAST TEXAS AND WATER FLUORIDATION - BY DR. SANDRA SHAMBARGER

Dr. Shambarger shared a presentation featuring research about the benefits and safety of community water fluoridation.

IV. MAYOR'S REMARKS AND ITEMS OF COMMUNITY INTEREST

Upcoming City Council Meetings

Monday, October 23, 2023 at 6:00 p.m.

Monday, November 13, 2023 at 6:00 p.m. (Only one meeting in November)

Monday, December 11, 2023 at 6:00 p.m. (Only one meeting in December)

Intergovernmental Advisory Committee Meetings

The IAC will meet on Thursday, October 12, 2023, at **1:00 p.m. for a workshop** to discuss maintenance items related to building materials and roof repair.

Minutes Acceptance: Minutes of Oct 9, 2023 6:00 PM (Consent Items)

Also, on Thursday, October 12th, the IAC will meet at **2:30 p.m. for a special called meeting** to discuss building repairs.

Both meetings will be held in the Texarkana Arkansas Police Department Training Room, Bi-State Justice Center, 100 N. State Line Avenue, Texarkana, Arkansas.

Parks & Recreation Activities

Oct 14 th	Community Yard Sale/Electronics Recycling	Spring Lake Park
Oct 19 th	Spring Lake Park Fall Festival	Spring Lake Park
Oct 20 th	Downtown Bike Tour	Historic Buildings

Movies in the Park

Oct 12 th	“The Little Mermaid”	Spring Lake Park
Oct 19 th	“The Addams Family 2”	Spring Lake Park

Movies will start at dusk and there will be concessions.

Additional Parks & Recreation information can be found on the city’s website at <http://www.texarkanatexas.gov>

National Night Out was held on Tuesday, October 3rd. Across the city, residents enjoyed and participated in over 20 block parties. The Mayor was able to join quite a few of the groups.

He thanked all the staff who attended and supported various neighborhoods around the city for this year's event.

V. OPEN FORUM: COMMENTS FROM THE PUBLIC

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

Phyllis McGee, who lives near Spring Lake Park, expressed frustration about drainage issues when her duplex flooded from the heavy thunderstorm that occurred on Wednesday, October 4th.

VI. APPOINTMENTS TO BOARDS, COMMISSIONS, AND COMMITTEES

Mayor Bruggeman said he was reappointing LaMoya Burks and Linda Larey to the Library Commission.

Motion to confirm Mayoral reappointments to the Library Commission.

(6:36 p.m.)

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

VII. ITEMS FOR CONSIDERATION

Consent Items

(6:36 p.m.)

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

1. Consider approval of the minutes of the Regular Meeting of the City Council held on September 25, 2023 at 6:00 PM.
2. Ordinance No. 2023-132 amending budgeted revenues and expenditures for the fiscal year ending September 30, 2024 to appropriate additional funding in the general fund in the amount of Five Thousand Dollars (\$5,000) for donations received from Farmers Bank and Trust.

Public Hearing:

Council Vote: October 9, 2023

3. Resolution No. 2023-137 approving the application for the FY2023 Edward Byrne Justice Assistance Grant providing a total in the amount of \$16,370, with the City receiving \$9,822 and Bowie County, Texas, receiving \$6,548.

Public Hearing:

Council Vote: October 9, 2023

4. Resolution No. 2023-138 authorizing the City Manager to execute a one-time agreement with MTG Engineers & Surveyors of Texarkana, Texas, in an amount not to exceed \$203,750, with funds budgeted from the TIRZ #1 Fund (Fund 116), to supply the design, surveying, and drawings for the West Park Boulevard Reconstruction Project.

Public Hearing:

Council Vote: October 9, 2023

Minutes Acceptance: Minutes of Oct 9, 2023 6:00 PM (Consent Items)

Action Items

[There were no action items to consider.]

VIII. FIRST BRIEFINGS

1. Resolution No. 2023-133 authorizing the City Manager to execute a memorandum of understanding with the City of Texarkana, Arkansas to apply for EPA Brownfields grant funds for Texarkana, USA.

Public Hearing: October 23, 2023
Council Vote: October 23, 2023

Vashil Fernandez briefed this agenda item.

RESULT:	MOVED FORWARD	Next: 10/23/2023 6:00 PM
----------------	----------------------	---------------------------------

IX. PUBLIC HEARINGS

1. Resolution No. 2023-117 authorizing the City Manager to execute a business incentive agreement with Sterno Group, LLC, for expansion of a local manufacturing business, and authorizing business incentives based upon job creation and salary level criteria in an amount not to exceed \$450,000.

Public Hearing: October 9, 2023
Council Vote: October 9, 2023

There were no public comments made at this hearing.
(6:41 p.m.)

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

X. CITY MANAGER'S REPORT**I-30 Construction Update from TXDOT**

Beginning nightly on October 9, 2023, a TxDOT contractor will be doing pavement repairs on the existing eastbound and westbound traffic lanes. This work requires restricting main lane traffic to one lane while work is performed. It is scheduled to be done primarily at night from 8:00 p.m. until 6:00 a.m. The work is estimated to take approximately four weeks.

Inclement weather or other unforeseen issues could cause delays or changes in the work schedule.

Motorists can check traffic updates by visiting TxDOT's www.drivetexas.org <<http://www.drivetexas.org>>.

New Employee Health Benefit - Access to Texarkana College Fitness Center

The City is pleased and excited to announce a new health benefit starting October 9th for all City employees. The City and Texarkana College have partnered to provide **free access** to the Pinkerton Health and Recreation Complex on the campus of Texarkana College.

Reminders: James Henry Russell STEM Complex - Dedication Ceremony and Ribbon Cutting, Tuesday, October 10th, 2023, 10am at the Texarkana College Campus.

Leadership Fall Party - Tuesday, October 10th, 2023, 5pm at Cafe Lucille, 306 Main Street, Texarkana, Texas.

XI. ADMINISTRATIVE COMMENTS

1. City Council

Council Member Davis thanked all the staff who came to his neighborhood hosting of National Night Out. It was well received. The fire truck that was there, surprisingly, received a call for service. The young ones really enjoyed seeing the fire truck speed away!

2. City Staff

Staff had no administrative comments for council.

XII. ADJOURNMENT

A motion was made to adjourn the meeting.
(6:45 p.m.)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jean H. Matlock, Ward 1
SECONDER:	Christie Page, Ward 4
AYES:	Bruggeman, Matlock, Hart, Page, White, Davis
ABSENT:	Williams



Jennifer Evans
City Secretary



Bob Bruggeman
Mayor

City of Texarkana, Texas

Briefing Sheet

Version:
Update Date: 10/17/2023 2:17 PM

Lead Department: Water Utilities **Action Officer:** Pam White,
Resolution No. 2023-140 authorizing the City Manager to execute a contract for
the Barkwood Road Sewer Replacement and Relocation Project, in an amount
not to exceed \$1,321,829.98. Funds are available in the Utility's 2023-2024
Subject: budget in the Texas Infrastructure Fund.

Briefing: 10/23/2023 **Public Hearing:** **Council Vote:** 10/23/2023

Item Schedule

Schedule 3: No briefing required (one week)

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

Bids were received Tuesday, September 26, 2023 for the Barkwood Road Sewer Replacement and Relocation Project. Two (2) contractors bid on the project. Kampco, Inc. of Texarkana, Arkansas was the apparent low bidder with a low Base Bid of \$1,321,829.98. This project consists of replacing and relocating sewer mains in the Barkwood Road area. This project will install approximately 2,864 feet of 12" sewer mains, 19 concrete manholes, and related appurtenances. Kampco, Inc. has successfully completed several jobs for the Utility including the Waggoner Creek @ Hwy 82 Sewer Main Replacement Project.

Potential Options:

- None

Fiscal Implications:

Funds are available in the Utility's 2023-2024 Budget in the Texas Infrastructure Fund.

Staff Recommendation:

Utility staff recommends approval.

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

- 2023-140 RES Barkwood Road Sewer Repl (DOCX)

City of Texarkana, Texas

- b. 2023-140 ATTH 01 Bid Summary (DOCX)
- c. 2023-140 ATTH 02 Bid Tab (PDF)
- d. 2023-140 Goals Perspectives(DOCX)
- e. 2023-140 RES Barkwood Rd Sewer Repl signed (PDF)

Staff Coordination

Water Utilities	Gary Smith	Department Head Review	Completed	
	10/11/2023 10:35 AM			
TWU Administration	Kenny Icenhower	Review	Completed	10/11/2023
3:12 PM				
TWU Finance	Tricia Briggs	Review	Completed	10/11/2023
4:29 PM				
City Manager	David Orr	City Manager Review	Completed	10/11/2023
4:48 PM				
City Council	Jennifer Evans	Meeting	Completed	10/23/2023
6:00 PM				

Meeting History

RESOLUTION NO. 2023-140

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AUTHORIZING THE CITY MANAGER TO ACCEPT THE BID AND EXECUTE A CONTRACT WITH KAMPCO, INC. OF TEXARKANA, ARKANSAS, IN AN AMOUNT NOT TO EXCEED \$1,321,829.98 FOR THE BARKWOOD ROAD SEWER REPLACEMENT AND RELOCATION PROJECT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, on September 26, 2023, two (2) bids were received, a copy of which is attached hereto as **ATTH 01**, by Texarkana Water Utilities for the Barkwood Road Sewer Replacement and Relocation Project; and

WHEREAS, the project will consist of installing 2,864 feet of sewer main, 19 concrete manholes, and related appurtenances; and

WHEREAS, the lowest and best bid by a responsible vendor for this project was submitted by Kampco, Inc. of Texarkana, Arkansas, a copy of which is attached hereto as **ATTH 02** in an amount not to exceed \$1,321,829.98; and

WHEREAS, funds currently budgeted in the Texarkana Water Utilities 2023-2024 budget in the Texas Infrastructure Fund are available in the amount of \$1,321,829.98.

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

SECTION 1: The lowest and best bid by a responsible vendor, submitted by Kampco, Inc. of Texarkana, Arkansas, a copy of which is attached hereto as **ATTH 02** be and is hereby approved in an amount not to exceed \$1,321,829.98 for the installation of 2,864 feet of sewer main, 19 concrete manholes, and related appurtenances for the Barkwood Road Sewer Replacement and Relocation Project.

SECTION 2: The City Manager is hereby authorized to contract with Kampco, Inc. of Texarkana, Arkansas for the above-described services.

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 **23rd day of October, 2023.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

Attachment: 2023-140 RES Barkwood Road Sewer Repl (4106 : 2023-140 RES Barkwood Road Sewer Replacement)

Bid Summary**Barkwood Road
Sewer Replacement and Relocation****2:00 P.M. Tuesday, September 26, 2023**

	<u>Base Bid</u>
1. RBIS, LLC Texarkana, Arkansas	\$1,505,325.80
2. Kampco, Inc. Texarkana, Arkansas	\$1,321,829.98

Time First Bid Opened:	2:00 P.M
Number of Bidders:	2
Apparent Low Bidder:	Kampco, Inc.

2023-140
ATTH 02

Bid Tabulation
Barkwood Road Sewer Replacement and Relocation
Project No. 62-000135157-T152202 September 26,
2023

[illegible]

Prepared by Len McBride, E.I.T.
Certified Correct

Len McBride, Design Engineer, TWU

Attachment: 2023-140 ATTH 02 Bid Tab (4106 : 2023-140 RES Barkwood Road Sewer Replacement)

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:

RESOLUTION NO. 2023-140

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AUTHORIZING THE CITY MANAGER TO ACCEPT THE BID AND EXECUTE A CONTRACT WITH KAMPCO, INC. OF TEXARKANA, ARKANSAS, IN AN AMOUNT NOT TO EXCEED \$1,321,829.98 FOR THE BARKWOOD ROAD SEWER REPLACEMENT AND RELOCATION PROJECT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, on September 26, 2023, two (2) bids were received, a copy of which is attached hereto as **ATTH 01**, by Texarkana Water Utilities for the Barkwood Road Sewer Replacement and Relocation Project; and

WHEREAS, the project will consist of installing 2,864 feet of sewer main, 19 concrete manholes, and related appurtenances; and

WHEREAS, the lowest and best bid by a responsible vendor for this project was submitted by Kampco, Inc. of Texarkana, Arkansas, a copy of which is attached hereto as **ATTH 02** in an amount not to exceed \$1,321,829.98; and

WHEREAS, funds currently budgeted in the Texarkana Water Utilities 2023-2024 budget in the Texas Infrastructure Fund are available in the amount of \$1,321,829.98.

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

SECTION 1: The lowest and best bid by a responsible vendor, submitted by Kampco, Inc. of Texarkana, Arkansas, a copy of which is attached hereto as **ATTH 02** be and is hereby approved in an amount not to exceed \$1,321,829.98 for the installation of 2,864 feet of sewer main, 19 concrete manholes, and related appurtenances for the Barkwood Road Sewer Replacement and Relocation Project.

SECTION 2: The City Manager is hereby authorized to contract with Kampco, Inc. of Texarkana, Arkansas for the above-described services.

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 **23rd** day of **October, 2023**.

ATTEST:


JENNIFER EVANS, CITY SECRETARY


BOB BRUGGEMAN, MAYOR

6:16 p.m.

Attachment: 2023-140 RES Barkwood Rd Sewer Repl signed (4106 : 2023-140 RES Barkwood Road Sewer Replacement)

Bid Summary**Barkwood Road
Sewer Replacement and Relocation****2:00 P.M. Tuesday, September 26, 2023**

	<u>Base Bid</u>
1. RBIS, LLC Texarkana, Arkansas	\$1,505,325.80
2. Kampco, Inc. Texarkana, Arkansas	\$1,321,829.98

Time First Bid Opened:	2:00 P.M
Number of Bidders:	2
Apparent Low Bidder:	Kampco, Inc.

2023-140
ATTH 02

Bid Tabulation
Barkwood Road Sewer Replacement and Relocation
Project No. 62-000135157-T152202 September 26,
2023

[illegible]

Prepared by Len McBride, E.I.T.
Certified Correct

Len McBride, Design Engineer, TWU

City of Texarkana, Texas

Briefing Sheet

Version:
Update Date: 10/16/2023 11:14 AM

Lead Department: Public Works Department **Action Officer:** Dusty Henslee,
Resolution No. 2023-142 authorizing the City Manager to execute a one-time
agreement with HALFF Associates, Inc. of Shreveport, Louisiana, in an amount
not to exceed \$138,000, with funds budgeted from the 2022 Bond Fund (Fund
425), to supply the design, surveying, and drawings for the Kennedy Lane and
Subject: Westlawn Drive Street Reconstruction Project.

Briefing: 10/23/2023 **Public Hearing:** **Council Vote:** 10/23/2023

Item Schedule

Schedule 3: No briefing required (one week)

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

On September 12, 2022 the City Council authorized the issuance of certificates of obligation which included Street Maintenance Projects throughout the City. The list of projects included a maintenance projects for Kennedy Lane and Westlawn Drive. The plan is a mill and overlay project which will replace the existing asphalt with new asphalt surface course.

For a project this size, construction plans will be needed for bidding purposes. At this time, we also have a sidewalk project along Kennedy Lane, and HALFF Associates, Inc. is the consulting firm for this project.

Since HALFF Associates already has half the needed survey data for Kennedy, staff elected to negotiate a contract to the services of providing plans for the street reconstruction project, and this will save the City money. Since Westlawn Drive is the same type of maintenance project we decided to add these two projects together. This will save the City money on design, and should also help save on construction costs since these projects will be bid out together. Also since surveying and engineering as considered "professional services" bidding is not required.

Potential Options:

- Approve contract
- Not approve contract

Fiscal Implications:

Funds are available in the 2022 Bond Fund

City of Texarkana, Texas

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. 2023-142 Goals & Perspectives (DOCX)
- b. 2023-142 ATTH 01- HALFF Proposal (PDF)
- c. 2023-142 RES Kennedy Lane and Westlawn Drive Street Reconstruction Project (DOCX)
- d. 2023-142 RES Engr. Svcs. Kennedy Ln Westlawn Dr Overlay signed (PDF)

Staff Coordination

Public Works Department	Dusty Henslee	Department Head Review
Completed	10/12/2023 9:28 AM	
Finance Department	Kristin Peebles	Review
9:34 AM	Completed	10/12/2023
City Manager	David Orr	City Manager Review
4:58 PM	Completed	10/12/2023
City Council	Jennifer Evans	Meeting
6:00 PM	Completed	10/23/2023

Meeting History

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: Low

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other:



August 21, 2023
P55640

Mr. Jonathan Wade PE (via email)
City of Texarkana, Texas
Department of Engineering
220 Texas Blvd.
Texarkana, TX 75501

**RE: Proposal for Consultant Engineering Services
Proposed Design Plans to Mill & Overlay of Kennedy Ln. from N. Robison Rd. to
Summerhill Rd. and Westlawn Dr. from Madison Dr. to Arlington St.**

Dear Mr. Wade:

Halff (Engineer) is pleased to submit this proposal to the City of Texarkana, Texas (Client) for Consultant Engineering Services for the proposed Mill & Overlay of approximately 4,600 LF of Kennedy Ln. from N. Robison Rd. to Summerhill Rd. and 3,400 LF of Westlawn Dr. from Madison Dr. to Arlington St. We propose to provide the following design services:

SCOPE OF SERVICES

Task 1 – Topographic Survey

As part of this project a topographic survey will be performed along Kennedy Ln. and Westlawn Dr. The survey will also include establishing the existing right-of-way (R/W) along Kennedy Ln. within the limits of the survey.

Below is a list of additional items that will be included in the Survey:

- Existing R/W along Kennedy Lane
- Pavement, curb and gutters, etc.
- Pavement striping
- Drainage features
- All visible utilities and markings left by One Call
- Tops of storm sewer and sanitary sewer structures
- One Call tickets with responses from utility owners
- TBM's will be set around the site for future use

Task 2 – Geotechnical Services

As part of this project the geotechnical services will consist of boring every 500ft along Kennedy Lane and Westlawn Drive. There will be 10 borings collected along Kennedy Lane and 8 borings collected along Westlawn Drive. Each boring will be to a nominal depth of 6-feet below existing grade. All 18 borings will be gathered on active roadway. The services will also include performing standard penetration tests to collect three samples at each of the boring location. Each boring sample will be tested to determine moisture content, Atterberg limits, and percent passing the number 200 sieve assist in classifying the encountered material.



A data report will be submitted for this project that will include a site history regarding past site development if information is available, a description of the site geology, soil and groundwater conditions encountered at the boring locations, a plan indicating the approximate location of the soil borings, and a log of each boring identified by a specific boring number that presents locations coordinates, defines the thickness of each stratum, material description, soil classifications, groundwater information, and laboratory test results.

Task 3 – Preliminary Design (60%)

- A. Engineer shall develop Preliminary Plans (60%) for review by the Client. Design documents submitted at the 60% stage shall include at a minimum:
 - i. Title Sheet with sheet index
 - ii. Project Layout Sheet
 - iii. Typical Sections Sheet
 - iv. General Notes Sheet
 - v. Quantity Summary Sheet
 - vi. Plan and Plan Sheets
 - vii. Detail Sheets
- B. Engineer shall develop Preliminary Cost Estimate.

Task 4 – Preliminary Design (90%)

- A. Engineer shall develop Preliminary Plans (90%) for review by the Client, based on comments received from the Preliminary Design (60%) submittal. Additional design documents submitted at the 90% stage shall include at a minimum:
 - i. Traffic Control Plan Sheets
 - ii. Pavement Marking Sheet
 - iii. Construction Sequencing Sheet
- B. Engineer shall attend one onsite Plan-In-Hand walk through of the project with Client. All comments made regarding design decisions and improvement limits will be captured on a plan set and submitted to all attendees in PDF format. Any future major changes in design scope or project limits shall require written confirmation by the Client.

Task 5 – Final Design (100%)

- A. Engineer shall sign and seal Final Plans (100%) for review by the Client, based on comments received from the Preliminary Design (90%) submittal. Engineer shall provide electronic files of the plans on a USB flash drive.
- B. Engineer shall provide Final Cost Estimate.
- C. Engineer shall provide Final Special Provisions, as required.

Task 6 – Bidding Phase Services

- A. Engineer shall provide the following limited bidding and construction phase services:
 - i. Clarification of contractor/vendor questions
 - ii. Preparation of addenda documents
 - iii. Preparation of IFC drawings
 - iv. Shop Drawing review
 - v. As-built preparation

Additional bidding and construction phase services are outside the scope of this contract.

ASSUMPTIONS AND CLARIFICATIONS

The following services are not included within this Scope of Work, but are available upon request as “Additional Services”.

- A. Preliminary Route Study
- B. Boundary survey or property closure determination
- C. Right-of-way acquisition services
- D. Subdivision platting
- E. Preparation of easements or dedication exhibits, temporary right-of-way, or servitudes
- F. Subsurface Utility Exploration Services (SUE)
- G. Geotechnical investigation or reporting
- H. Structural design including retaining walls
- I. Water & wastewater design or modeling, & utility design
- J. Hydrologic and hydraulic studies or modeling
- K. Storm sewer design
- L. Street lighting design
- M. Sanitary and/or storm sewer lift station design
- N. Landscape design or irrigation design
- O. Detour plans
- P. Filing fees and permit fees
- Q. Environmental impact statements and assessments
- R. Wetlands identification or analysis
- S. Construction staking
- T. Construction administration, except as specifically identified in this proposal
- U. Floodplain studies or reclamation plans
- V. Construction Inspection
- W. Quality control and material testing services during construction
- X. Review of Engineers certificates. Halff shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the sole judgment of Halff, increase Halff's risk or the availability or cost of his or her professional or general liability insurance.



SCHEDULE

We are prepared to commence work immediately upon execution of a professional services agreement and written Notice to Proceed (NTP). The project schedule is provided in Appendix No. 2. We estimate that the phases of work will be completed per the durations below:

Task 1 – Topographic Survey	30 Days from NTP
Task 2 – Geotechnical Services	30 Days from NTP
	(start date concurrent with Task 1)
Task 3 – Preliminary Design (60%)	60 Days from Task 1 completion
Task 4 – Preliminary Design (90%)	45 Days from receipt of Task 2 review
Task 5 – Final Design (100%)	21 Days from receipt of Task 3 review
Task 6 – Bidding Phase Services	As required
Note: Client review schedule is unknown, and was not included in the schedule.	

COMPENSATION

Task 1 – Topographic Survey	\$14,100
Task 2 – Geotechnical Services	\$15,400
Task 3 – Preliminary Design (60%)	\$43,800
Task 4 – Preliminary Design (90%)	\$39,600
Task 5 – Final Design (100%)	\$19,100
Task 6 – Bidding Phase Services	\$6,000
Total: \$138,000	

The estimated fees established Tasks 1 – 4 are considered **lump sum**. Invoices for labor will be submitted monthly, based upon the percentage of work that has been completed.

The estimated fees established Task 5 are considered an **Hourly Not-to-Exceed (NTE)** based on the Labor Rate table included in Appendix No. 1.

The fees will not be exceeded without prior approval from the client. Costs incurred will be carefully monitored during the progress of this project. Our services will be invoiced monthly, based on the work completed. Direct costs including printing and reproduction, postage, messenger service, long distance telephone calls and travel will be considered reimbursable. They will be billed at 1.1 times the direct cost incurred. Fees quoted in this proposal exclude state and federal sales taxes on professional services.

Additional Services are any services, beyond the Basic Services described above, which are subsequently authorized in writing by the Client. Engineer will be compensated for labor costs related to Additional Services with negotiated supplemental lump sum fees. Invoices for Additional Services will be submitted monthly, with full documentation. Labor and Unit Rate tables are included in Appendix No. 1.



Sincerely,

HALFF

Marcus D. Taylor, P.E.
Team Leader, Shreveport

This Exhibit A is effective as of the Effective Date of the Task Order.

CITY ENGINEER

ENGINEER:

By: _____

By: Marcus D. Taylor

Print Name: Jonathan Wade, P.E.

Print Name: Marcus D. Taylor P.E.

Title: City Engineering

Title: Team Leader, Shreveport

APPENDIX NO. 1

Labor and Unit Rate Tables

Labor Rate Ranges

Labor Category	Level	Billing Rate Range	
		Low	High
Architect	I	99.00	100.00
	II	111.00	128.00
	III	153.00	189.00
	IV	207.00	223.00
	V	265.00	349.00
Engineer	I	109.00	123.00
	II	122.00	158.00
	III	157.00	206.00
	IV	207.00	276.00
	V	262.00	350.00
Scientist	I	77.00	97.00
	II	112.00	141.00
	III	144.00	185.00
	IV	199.00	233.00
	V	248.00	350.00
Landscape/ Planner	I	87.00	97.00
	II	97.00	131.00
	III	134.00	166.00
	IV	165.00	224.00
	V	223.00	350.00
Surveyor	I	103.00	104.00
	II	113.00	133.00
	III	139.00	155.00
	IV	157.00	200.00
	V	207.00	332.00
Field Tech	I	58.00	75.00
	II	75.00	96.00
	III	96.00	123.00
	IV	124.00	158.00
	V	202.00	209.00
Office Tech	I	60.00	75.00
	II	75.00	95.00
	III	96.00	122.00
	IV	124.00	158.00
	V	160.00	263.00
Administrative	I	34.00	70.00
	II	75.00	96.00
	III	97.00	123.00
	IV	118.00	156.00
	V	157.00	350.00
Specialist	I	68.00	104.00
	II	106.00	146.00
	III	140.00	190.00
	IV	190.00	238.00
	V	260.00	350.00
Intern		55.00	90.00

RESOLUTION NO. 2023-142

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH HALFF ASSOCIATES, INC. OF SHREVEPORT, LOUISIANA, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THIRTY-EIGHT THOUSAND DOLLARS (\$138,000), FOR DESIGN, SURVEYING, AND DRAWING SERVICES, TO BE PAID FROM THE 2022 BOND FUND (FUND 425); AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council authorized the issuance of certificates of obligation, by adoption of Resolution No. 2022-089 on September 12, 2022, which included street maintenance projects; and

WHEREAS, Kennedy Lane Street Reconstruction (Summerhill Rd. to Richmond Rd) and Westlawn Drive (Madison Dr. to Arlington Rd.) were projects on the City's planned project list; and

WHEREAS, the City also has a sidewalk project along Kennedy Lane with HALFF Associates, Inc. to provide the design, surveying, and drawings for this sidewalk project and the current sidewalk project with HALFF overlaps a majority of the proposed Kennedy Lane Street Reconstruction Project; and

WHEREAS, HALFF Associates, Inc. already has the majority of the needed survey and engineering data for the proposed Kennedy Lane Street Reconstruction Project and selecting this firm will save the City money for the design, survey and drawings for this street project; and

WHEREAS, the Westlawn Drive Reconstruction Project will also need an engineering firm to design, survey, and prepare drawings. Therefore, the City added these two projects together to save the City money on the design and future construction costs; and

WHEREAS, these services are considered as "Professional Services" and HALFF Associates, Inc. submitted a proposal attached hereto as **ATTH 01**; and

WHEREAS, funds are available through the 2022 Bond Fund (Fund 425).

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

SECTION 1: The most reasonable firm for the Kennedy Lane and Westlawn Drive Street Reconstruction Project for the City is hereby declared to be HALFF Associates, Inc. of Shreveport, Louisiana.

SECTION 2: The City Manager is hereby authorized to execute an agreement with HALFF Associates, Inc. of Shreveport, Louisiana.

SECTION 3: This resolution shall be in full force and in effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **23rd day of October, 2023.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

RESOLUTION NO. 2023-142

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH HALFF ASSOCIATES, INC. OF SHREVEPORT, LOUISIANA, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED THIRTY-EIGHT THOUSAND DOLLARS (\$138,000), FOR DESIGN, SURVEYING, AND DRAWING SERVICES, TO BE PAID FROM THE 2022 BOND FUND (FUND 425); AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council authorized the issuance of certificates of obligation, by adoption of Resolution No. 2022-089 on September 12, 2022, which included street maintenance projects; and

WHEREAS, Kennedy Lane Street Reconstruction (Summerhill Rd. to Richmond Rd) and Westlawn Drive (Madison Dr. to Arlington Rd.) were projects on the City's planned project list; and

WHEREAS, the City also has a sidewalk project along Kennedy Lane with HALFF Associates, Inc. to provide the design, surveying, and drawings for this sidewalk project and the current sidewalk project with HALFF overlaps a majority of the proposed Kennedy Lane Street Reconstruction Project; and

WHEREAS, HALFF Associates, Inc. already has the majority of the needed survey and engineering data for the proposed Kennedy Lane Street Reconstruction Project and selecting this firm will save the City money for the design, survey and drawings for this street project; and

WHEREAS, the Westlawn Drive Reconstruction Project will also need an engineering firm to design, survey, and prepare drawings. Therefore, the City added these two projects together to save the City money on the design and future construction costs; and

WHEREAS, these services are considered as "Professional Services" and HALFF Associates, Inc. submitted a proposal attached hereto as **ATTH 01**; and

WHEREAS, funds are available through the 2022 Bond Fund (Fund 425).

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

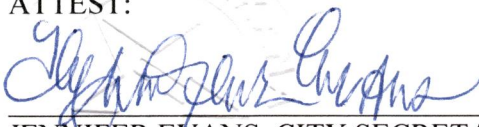
SECTION 1: The most reasonable firm for the Kennedy Lane and Westlawn Drive Street Reconstruction Project for the City is hereby declared to be HALFF Associates, Inc. of Shreveport, Louisiana.

SECTION 2: The City Manager is hereby authorized to execute an agreement with HALFF Associates, Inc. of Shreveport, Louisiana.

SECTION 3: This resolution shall be in full force and in effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **23rd** day of **October, 2023**.

ATTEST:


JENNIFER EVANS, CITY SECRETARY


BOB BRUGGEMAN, MAYOR

6:16 p.m.



August 21, 2023
P55640

Mr. Jonathan Wade PE (via email)
City of Texarkana, Texas
Department of Engineering
220 Texas Blvd.
Texarkana, TX 75501

RE: Proposal for Consultant Engineering Services

Proposed Design Plans to Mill & Overlay of Kennedy Ln. from N. Robison Rd. to Summerhill Rd. and Westlawn Dr. from Madison Dr. to Arlington St.

Dear Mr. Wade:

Halff (Engineer) is pleased to submit this proposal to the City of Texarkana, Texas (Client) for Consultant Engineering Services for the proposed Mill & Overlay of approximately 4,600 LF of Kennedy Ln. from N. Robison Rd. to Summerhill Rd. and 3,400 LF of Westlawn Dr. from Madison Dr. to Arlington St. We propose to provide the following design services:

SCOPE OF SERVICES

Task 1 – Topographic Survey

As part of this project a topographic survey will be performed along Kennedy Ln. and Westlawn Dr. The survey will also include establishing the existing right-of-way (R/W) along Kennedy Ln. within the limits of the survey.

Below is a list of additional items that will be included in the Survey:

- Existing R/W along Kennedy Lane
- Pavement, curb and gutters, etc.
- Pavement striping
- Drainage features
- All visible utilities and markings left by One Call
- Tops of storm sewer and sanitary sewer structures
- One Call tickets with responses from utility owners
- TBM's will be set around the site for future use

Task 2 – Geotechnical Services

As part of this project the geotechnical services will consist of boring every 500ft along Kennedy Lane and Westlawn Drive. There will be 10 borings collected along Kennedy Lane and 8 borings collected along Westlawn Drive. Each boring will be to a nominal depth of 6-feet below existing grade. All 18 borings will be gathered on active roadway. The services will also include performing standard penetration tests to collect three samples at each of the boring location. Each boring sample will be tested to determine moisture content, Atterberg limits, and percent passing the number 200 sieve assist in classifying the encountered material.



A data report will be submitted for this project that will include a site history regarding past site development if information is available, a description of the site geology, soil and groundwater conditions encountered at the boring locations, a plan indicating the approximate location of the soil borings, and a log of each boring identified by a specific boring number that presents locations coordinates, defines the thickness of each stratum, material description, soil classifications, groundwater information, and laboratory test results.

Task 3 – Preliminary Design (60%)

- A. Engineer shall develop Preliminary Plans (60%) for review by the Client. Design documents submitted at the 60% stage shall include at a minimum:
 - i. Title Sheet with sheet index
 - ii. Project Layout Sheet
 - iii. Typical Sections Sheet
 - iv. General Notes Sheet
 - v. Quantity Summary Sheet
 - vi. Plan and Plan Sheets
 - vii. Detail Sheets
- B. Engineer shall develop Preliminary Cost Estimate.

Task 4 – Preliminary Design (90%)

- A. Engineer shall develop Preliminary Plans (90%) for review by the Client, based on comments received from the Preliminary Design (60%) submittal. Additional design documents submitted at the 90% stage shall include at a minimum:
 - i. Traffic Control Plan Sheets
 - ii. Pavement Marking Sheet
 - iii. Construction Sequencing Sheet
- B. Engineer shall attend one onsite Plan-In-Hand walk through of the project with Client. All comments made regarding design decisions and improvement limits will be captured on a plan set and submitted to all attendees in PDF format. Any future major changes in design scope or project limits shall require written confirmation by the Client.

Task 5 – Final Design (100%)

- A. Engineer shall sign and seal Final Plans (100%) for review by the Client, based on comments received from the Preliminary Design (90%) submittal. Engineer shall provide electronic files of the plans on a USB flash drive.
- B. Engineer shall provide Final Cost Estimate.
- C. Engineer shall provide Final Special Provisions, as required.



Task 6 – Bidding Phase Services

- A. Engineer shall provide the following limited bidding and construction phase services:
- i. Clarification of contractor/vendor questions
 - ii. Preparation of addenda documents
 - iii. Preparation of IFC drawings
 - iv. Shop Drawing review
 - v. As-built preparation

Additional bidding and construction phase services are outside the scope of this contract.

ASSUMPTIONS AND CLARIFICATIONS

The following services are not included within this Scope of Work, but are available upon request as “Additional Services”.

- A. Preliminary Route Study
- B. Boundary survey or property closure determination
- C. Right-of-way acquisition services
- D. Subdivision platting
- E. Preparation of easements or dedication exhibits, temporary right-of-way, or servitudes
- F. Subsurface Utility Exploration Services (SUE)
- G. Geotechnical investigation or reporting
- H. Structural design including retaining walls
- I. Water & wastewater design or modeling, & utility design
- J. Hydrologic and hydraulic studies or modeling
- K. Storm sewer design
- L. Street lighting design
- M. Sanitary and/or storm sewer lift station design
- N. Landscape design or irrigation design
- O. Detour plans
- P. Filing fees and permit fees
- Q. Environmental impact statements and assessments
- R. Wetlands identification or analysis
- S. Construction staking
- T. Construction administration, except as specifically identified in this proposal
- U. Floodplain studies or reclamation plans
- V. Construction Inspection
- W. Quality control and material testing services during construction
- X. Review of Engineers certificates. Halff shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the sole judgment of Halff, increase Halff's risk or the availability or cost of his or her professional or general liability insurance.



SCHEDULE

We are prepared to commence work immediately upon execution of a professional services agreement and written Notice to Proceed (NTP). The project schedule is provided in Appendix No. 2. We estimate that the phases of work will be completed per the durations below:

Task 1 – Topographic Survey	30 Days from NTP
Task 2 – Geotechnical Services	30 Days from NTP
	(start date concurrent with Task 1)
Task 3 – Preliminary Design (60%)	60 Days from Task 1 completion
Task 4 – Preliminary Design (90%)	45 Days from receipt of Task 2 review
Task 5 – Final Design (100%)	21 Days from receipt of Task 3 review
Task 6 – Bidding Phase Services	As required

Note: Client review schedule is unknown, and was not included in the schedule.

COMPENSATION

Task 1 – Topographic Survey	\$14,100
Task 2 – Geotechnical Services	\$15,400
Task 3 – Preliminary Design (60%)	\$43,800
Task 4 – Preliminary Design (90%)	\$39,600
Task 5 – Final Design (100%)	\$19,100
Task 6 – Bidding Phase Services	\$6,000
	Total: \$138,000

The estimated fees established Tasks 1 – 4 are considered **lump sum**. Invoices for labor will be submitted monthly, based upon the percentage of work that has been completed.

The estimated fees established Task 5 are considered an **Hourly Not-to-Exceed (NTE)** based on the Labor Rate table included in Appendix No. 1.

The fees will not be exceeded without prior approval from the client. Costs incurred will be carefully monitored during the progress of this project. Our services will be invoiced monthly, based on the work completed. Direct costs including printing and reproduction, postage, messenger service, long distance telephone calls and travel will be considered reimbursable. They will be billed at 1.1 times the direct cost incurred. Fees quoted in this proposal exclude state and federal sales taxes on professional services.

Additional Services are any services, beyond the Basic Services described above, which are subsequently authorized in writing by the Client. Engineer will be compensated for labor costs related to Additional Services with negotiated supplemental lump sum fees. Invoices for Additional Services will be submitted monthly, with full documentation. Labor and Unit Rate tables are included in Appendix No. 1.



Sincerely,

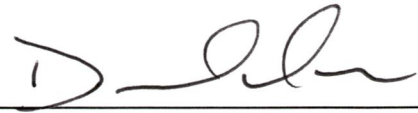
HALFF

Marcus D. Taylor, P.E.
Team Leader, Shreveport

This Exhibit A is effective as of the Effective Date of the Task Order.

CITY MANAGER

ENGINEER:

By: 

By: 

Print Name: David Orr

Print Name: Marcus D. Taylor P.E.

Title: City Manager

Title: Team Leader, Shreveport

APPENDIX NO. 1

Labor and Unit Rate Tables

Labor Rate Ranges

Labor Category	Level	Billing Rate Range	
		Low	High
Architect	I	99.00	100.00
	II	111.00	128.00
	III	153.00	189.00
	IV	207.00	223.00
	V	265.00	349.00
Engineer	I	109.00	123.00
	II	122.00	158.00
	III	157.00	206.00
	IV	207.00	276.00
	V	262.00	350.00
Scientist	I	77.00	97.00
	II	112.00	141.00
	III	144.00	185.00
	IV	199.00	233.00
	V	248.00	350.00
Landscape/ Planner	I	87.00	97.00
	II	97.00	131.00
	III	134.00	166.00
	IV	165.00	224.00
	V	223.00	350.00
Surveyor	I	103.00	104.00
	II	113.00	133.00
	III	139.00	155.00
	IV	157.00	200.00
	V	207.00	332.00
Field Tech	I	58.00	75.00
	II	75.00	96.00
	III	96.00	123.00
	IV	124.00	158.00
	V	202.00	209.00
Office Tech	I	60.00	75.00
	II	75.00	95.00
	III	96.00	122.00
	IV	124.00	158.00
	V	160.00	263.00
Administrative	I	34.00	70.00
	II	75.00	96.00
	III	97.00	123.00
	IV	118.00	156.00
	V	157.00	350.00
Specialist	I	68.00	104.00
	II	106.00	146.00
	III	140.00	190.00
	IV	190.00	238.00
	V	260.00	350.00
Intern		55.00	90.00

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 10/19/2023 11:41 AM

Lead Department: Planning and Community Development **Action Officer:** Vashil Fernandez, PCD Director
Ordinance No. 2023-144 creating two special supplemental nutrition program positions for the Women, Infants, and Children (WIC) program in the Health Department using grant funds and amending classification in the budget
Subject: document.

Briefing: 10/23/2023 **Public Hearing:** **Council Vote:** 10/23/2023

Item Schedule

Schedule 3: No briefing required (one week)

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

The Texas Department of State Health and Human Services allocates funds each year for special supplemental nutrition program for women, infants, and children (WIC). The Health department receives a portion of those funds and serves over 2000 clients each month. With the growth of the clients needing service and the number of employees at the Health department, we are unable to meet the criteria from WIC of wait time being below 30 minutes. The addition of a WIC Certification Specialist and a Medical Records Clerk will help us to not only meet the requirements of the WIC program, but also efficiently serve each client that comes through our doors.

The total amount we have available from WIC for FY24 is \$758,211. \$100,000 of those funds will be used to cover salary and benefits for these two positions.

Potential Options:

- None

Fiscal Implications:

No fiscal impact on General funds. All expenses will be covered by the WIC grant.

Staff Recommendation:

Staff recommends the approval.

Advisory Board/Committee Review:

NONE

City of Texarkana, Texas

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

- a. 2023-144 ORD Creation of two WIC positions in the Health Department (jcl rev) (DOCX)
- b. 2023-144 Goals and Perspectives (DOCX)
- c. 2023-144 ORD two WIC positions in Health Dept signed (PDF)

Staff Coordination

Planning and Community Development	Vashil Fernandez	Department Head Review
Completed	10/16/2023 1:55 PM	
Finance Department	Kristin Peebles	Review
2:26 PM		Completed 10/19/2023
Human Resources	J.W. Bramlett	Review
2:39 PM		Completed 10/19/2023
City Manager	Jennifer Evans	City Manager Review
9:29 AM		Completed 10/20/2023
City Council	Jennifer Evans	Meeting
6:00 PM		Completed 10/23/2023

Meeting History

ORDINANCE NO. 2023 – 144

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING JOB CLASSIFICATIONS IN THE FY 2023-24 BUDGET DOCUMENT WITH THE CREATION OF TWO ADDITIONAL SPECIAL SUPPLEMENTAL NUTRITION POSITIONS WITHIN THE HEALTH DEPARTMENT FOR THE WOMEN, INFANTS, AND CHILDREN (“WIC”) PROGRAM UTILIZING EXISTING AND BUDGETED GRANT FUNDS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Texas Department of State Health and Human Services allocates funds each year for special supplemental nutrition programs for women, infants, and children (WIC); and,

WHEREAS, the municipality’s governing body shall establish the classifications by ordinance, including the number of positions; and,

WHEREAS, for utilization of existing grant funds budgeted in the FY 2023-24 budget, it is necessary to amend the job classifications in the budget document for the number of positions in the Health Department within the WIC office.

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

SECTION 1: The job classifications in the fiscal year 2023-24 budget, approved by Ordinance 2023-102, effective September 11, 2023, are amended retroactive to the date of the budget adoption with the creation of the following two additional special supplemental nutrition positions within the Health Department for the Women, Infants, and Children (“WIC”) Program:

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS</u>
WIC Certification Specialist	1
Medical Records Clerk	1
Total	2

SECTION 2: This Ordinance shall be in full force and effect from and after its passage and approval, retroactive to September 11, 2023.

PASSED AND APPROVED in Regular Council Session on this the 23rd day of October, 2023.

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:

ORDINANCE NO. 2023 – 144

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING JOB CLASSIFICATIONS IN THE FY 2023-24 BUDGET DOCUMENT WITH THE CREATION OF TWO ADDITIONAL SPECIAL SUPPLEMENTAL NUTRITION POSITIONS WITHIN THE HEALTH DEPARTMENT FOR THE WOMEN, INFANTS, AND CHILDREN (“WIC”) PROGRAM UTILIZING EXISTING AND BUDGETED GRANT FUNDS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Texas Department of State Health and Human Services allocates funds each year for special supplemental nutrition programs for women, infants, and children (WIC); and,

WHEREAS, the municipality’s governing body shall establish the classifications by ordinance, including the number of positions; and,

WHEREAS, for utilization of existing grant funds budgeted in the FY 2023-24 budget, it is necessary to amend the job classifications in the budget document for the number of positions in the Health Department within the WIC office.

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

SECTION 1: The job classifications in the fiscal year 2023-24 budget, approved by Ordinance 2023-102, effective September 11, 2023, are amended retroactive to the date of the budget adoption with the creation of the following two additional special supplemental nutrition positions within the Health Department for the Women, Infants, and Children (“WIC”) Program:

<u>CLASSIFICATION</u>	<u>AUTHORIZED POSITIONS</u>
WIC Certification Specialist	1
Medical Records Clerk	1
Total	2

SECTION 2: This Ordinance shall be in full force and effect from and after its passage and approval, retroactive to September 11, 2023.

PASSED AND APPROVED in Regular Council Session on this the **23rd** day of **October, 2023**.

ATTEST:


JENNIFER EVANS, CITY SECRETARY


BOB BRUGGEMAN, MAYOR

6:16 p.m.

City of Texarkana, Texas

Briefing Sheet

Version:
Update Date: 10/17/2023 12:39 PM

Lead Department: Finance Department **Action Officer:** Kristin Peeples,
Subject: Resolution No. 2023-145 approving Bowie Central Appraisal District's 2023 tax
roll.

Briefing: 10/23/2023 **Public Hearing:** **Council Vote:** 10/23/2023

Item Schedule

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

Bowie Central Appraisal District has completed and presented the City's 2023 tax roll for the City, TIRZ District No. 1 and TIRZ District No. 2. This roll, as presented, needs to be approved by signature of the City Council, and returned to the Appraisal District.

Potential Options:

- Approve
- Deny

Fiscal Implications:

Collections by Bowie Central Appraisal District from the approved tax roll provide funds needed for the operating budget for fiscal year ending September 30, 2024.

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. 2023-145 RES Approving 2023 Tax Roll (DOC)
- b. 2023-145 EXH 'A' 2023 Official Tax Roll (PDF)

City of Texarkana, Texas

- c. 2023-145 Goals & Perspectives (DOCX)
- d. 2023-145 RES 2023 Official Tax Roll signed (PDF)

Staff Coordination

Finance Department	Kristin Peebles	Department Head Review	Completed	
	10/17/2023 12:39 PM			
Finance Department	Kristin Peebles	Finance Review	Completed	10/17/2023
12:39 PM				
City Manager	David Orr	City Manager Review	Completed	10/19/2023
8:41 AM				
City Council	Jennifer Evans	Meeting	Completed	10/23/2023
6:00 PM				

Meeting History

RESOLUTION NO. 2023-145

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, APPROVING THE BOWIE CENTRAL APPRAISAL DISTRICT 2023 TAX ROLL FOR THE CITY OF TEXARKANA, TEXAS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Bowie Central Appraisal District has completed the 2023 Tax Roll; and

WHEREAS, it is recommended by the Finance Department that the 2023 Tax Roll for the City of Texarkana, Texas, be approved as presented.

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

SECTION 1: The 2023 Tax Roll for the City of Texarkana, Texas, as prepared and presented by the Bowie Central Appraisal District, is hereby approved. Copies of the City of Texarkana, Texas, 2023 Tax Roll are attached hereto and incorporated herein as **Exhibit “A”**.

SECTION 2: 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 **23rd day of October, 2023**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

Attachment: 2023-145 RES Approving 2023 Tax Roll (4112 : 2023-145 RES approving 2023 Tax Roll)

CITY OF TEXARKKANA

2023 TAX ROLL

TOTAL TAXABLE VALUE	2,970,456,944
GROSS TAX LEVY	\$ 19,307,976.66
LESS TAX ON FROZEN ITEMS	\$ 2,887,253.08
PLUS FROZEN TAXES	\$ 1,973,472.32
PLUS LATE PENALTY GAIN	\$ 27,442.84
TOTAL TAX LEVY	\$ 18,421,638.74

COUNCIL MEMBERS :

MAYOR , BOB BRUGGEMAN	
MEMBER JEAN MATLOCK	
MEMBER , MARY HART	
MEMBER , BETTY WILLIAMS	
MEMBER , CHRISTIE PAGE	
MEMBER , JAY DAVIS	
MEMBER, LIBBY WHITE	

APPROVED THE _____ DAY OF _____ 2023

Attachment: 2023-145 EXH 'A' 2023 Official Tax Roll (4112 : 2023-145 RES approving 2023 Tax Roll)

CITY OF TEXARKKANA T1

2023 TAX ROLL

TOTAL TAXABLE VALUE	425,180,779
GROSS TAX LEVY	\$ 2,763,675.30
LESS TAX ON FROZEN ITEMS	\$ 21,983.45
PLUS FROZEN TAXES	\$ 12,801.94
PLUS LATE PENALTY GAIN	\$ -
TOTAL TAX LEVY	\$ 2,754,493.79

COUNCIL MEMBERS :

MAYOR , BOB BRUGGEMAN	
MEMBER JEAN MATLOCK	
MEMBER , MARY HART	
MEMBER , BETTY WILLIAMS	
MEMBER , CHRISTIE PAGE	
MEMBER , JAY DAVIS	
MEMBER, LIBBY WHITE	

APPROVED THE _____ DAY OF _____ 2023

Attachment: 2023-145 EXH 'A' 2023 Official Tax Roll (4112 : 2023-145 RES approving 2023 Tax Roll)

CITY OF TEXARKKANA T2

2023 TAX ROLL

TOTAL TAXABLE VALUE	71,317,002
GROSS TAX LEVY	\$ 463,560.88
LESS TAX ON FROZEN ITEMS	\$ 3,032.95
PLUS FROZEN TAXES	\$ 2,155.09
PLUS LATE PENALTY GAIN	\$ -
TOTAL TAX LEVY	\$ 462,683.02

COUNCIL MEMBERS :

MAYOR , BOB BRUGGEMAN	
MEMBER JEAN MATLOCK	
MEMBER , MARY HART	
MEMBER , BETTY WILLIAMS	
MEMBER , CHRISTIE PAGE	
MEMBER , JAY DAVIS	
MEMBER, LIBBY WHITE	

APPROVED THE _____ DAY OF _____ 2023

Attachment: 2023-145 EXH 'A' 2023 Official Tax Roll (4112 : 2023-145 RES approving 2023 Tax Roll)

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: Low

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other:

Attachment: 2023-145 Goals & Perspectives (4112 : 2023-145 RES approving 2023 Tax Roll)

RESOLUTION NO. 2023-145

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, APPROVING THE BOWIE CENTRAL APPRAISAL DISTRICT 2023 TAX ROLL FOR THE CITY OF TEXARKANA, TEXAS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Bowie Central Appraisal District has completed the 2023 Tax Roll; and

WHEREAS, it is recommended by the Finance Department that the 2023 Tax Roll for the City of Texarkana, Texas, be approved as presented.

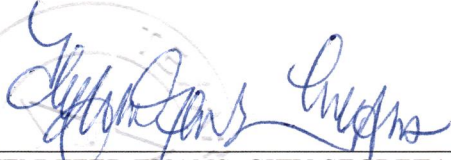
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS:

SECTION 1: The 2023 Tax Roll for the City of Texarkana, Texas, as prepared and presented by the Bowie Central Appraisal District, is hereby approved. Copies of the City of Texarkana, Texas, 2023 Tax Roll are attached hereto and incorporated herein as **Exhibit "A"**.

SECTION 2: 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 **23rd** day of **October, 2023**.

ATTEST:


JENNIFER EVANS, CITY SECRETARY


BOB BRUGGEMAN, MAYOR

6:16p.m.

Attachment: 2023-145 RES 2023 Official Tax Roll signed (4112 : 2023-145 RES approving 2023 Tax Roll)

CITY OF TEXARKKANA T2

2023 TAX ROLL

TOTAL TAXABLE VALUE		71,317,002
GROSS TAX LEVY	\$	463,560.88
LESS TAX ON FROZEN ITEMS	\$	3,032.95
PLUS FROZEN TAXES	\$	2,155.09
PLUS LATE PENALTY GAIN	\$	-
TOTAL TAX LEVY	\$	462,683.02

COUNCIL MEMBERS:

MAYOR, BOB BRUGGEMAN

Bob Bruggeman

MEMBER JEAN MATLOCK

Jean H. Matlock

MEMBER, MARY HART

Mary Hart
ABSENT

MEMBER, BETTY WILLIAMS

Christie Page

MEMBER, CHRISTIE PAGE

MEMBER, JAY DAVIS

Jay Davis
ABSENT

MEMBER, LIBBY WHITE

APPROVED THE 23RD DAY OF OCTOBER 2023

Attachment: 2023-145 RES 2023 Official Tax Roll signed (4112 : 2023-145 RES approving 2023 Tax Roll)

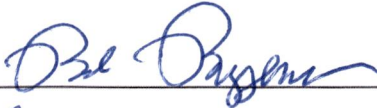
CITY OF TEXARKKANA

2023 TAX ROLL

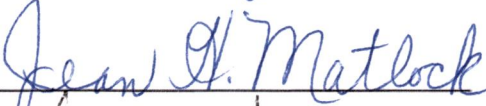
TOTAL TAXABLE VALUE	2,970,456,944
GROSS TAX LEVY	\$ 19,307,976.66
LESS TAX ON FROZEN ITEMS	\$ 2,887,253.08
PLUS FROZEN TAXES	\$ 1,973,472.32
PLUS LATE PENALTY GAIN	\$ 27,442.84
TOTAL TAX LEVY	\$ 18,421,638.74

COUNCIL MEMBERS :

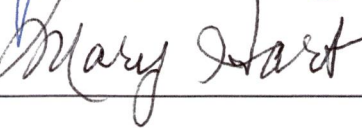
MAYOR, BOB BRUGGEMAN



MEMBER JEAN MATLOCK



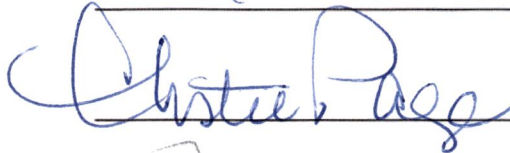
MEMBER, MARY HART



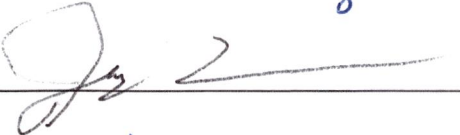
MEMBER, BETTY WILLIAMS

ABSENT

MEMBER, CHRISTIE PAGE



MEMBER, JAY DAVIS



MEMBER, LIBBY WHITE

ABSENT

APPROVED THE 23RD DAY OF OCTOBER

2023

Attachment: 2023-145 RES 2023 Official Tax Roll signed (4112 : 2023-145 RES approving 2023 Tax Roll)

CITY OF TEXARKANA T1

2023 TAX ROLL

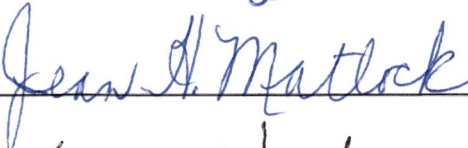
TOTAL TAXABLE VALUE	425,180,779
GROSS TAX LEVY	\$ 2,763,675.30
LESS TAX ON FROZEN ITEMS	\$ 21,983.45
PLUS FROZEN TAXES	\$ 12,801.94
PLUS LATE PENALTY GAIN	\$ -
TOTAL TAX LEVY	\$ 2,754,493.79

COUNCIL MEMBERS :

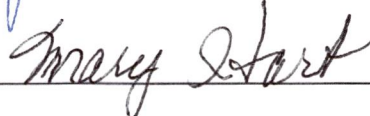
MAYOR, BOB BRUGGEMAN



MEMBER JEAN MATLOCK



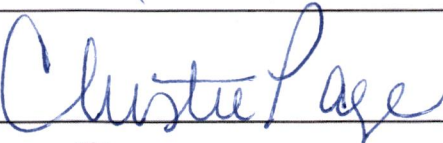
MEMBER, MARY HART



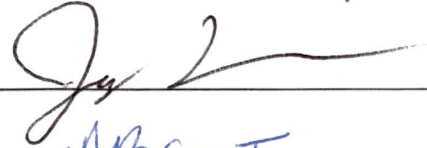
MEMBER, BETTY WILLIAMS

ABSENT

MEMBER, CHRISTIE PAGE



MEMBER, JAY DAVIS


ABSENT

MEMBER, LIBBY WHITE

APPROVED THE 23RD DAY OF OCTOBER 2023

Attachment: 2023-145 RES 2023 Official Tax Roll signed (4112 : 2023-145 RES approving 2023 Tax Roll)

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 10/16/2023 10:39 AM

Lead Department: Planning & Zoning Commission **Action Officer:** Laura Puckett, Zoning Administrator
Subject: Ordinance No. 2023-134 rezoning an approximate 2.228-acre tract of land (being Tracts 106A1 and 107), George Brinlee HRS, A-18 located at 4502 Gus Orr Drive from Agriculture to Parking. Joel Orr, owner, and Kayla Wood, MTG Engineers and Surveyors, agent.

Briefing: 11/13/2023 **Public Hearing:** 11/13/2023 **Council Vote:** 11/13/2023

Item Schedule

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

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

This is a request by Joel Orr, owner, and Kayla Wood, MTG Engineers and Surveyors, agent to rezone an approximate 2.228-acre tract of land (being Tract 106A1 and 107, George Brinlee HRS, A-18, located at 4502 Gus Orr Drive from Agriculture to Parking.

The adjacent zoning is Agriculture to the north, west and east, and General retail to the south and east. The adjacent land use is vacant land to the north, west and east and retail to the south and east.

The Future Land Use Map has designated this property as "Regional Commercial".

Staff recommends for approval this request.

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

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

Potential Options:

Approve or deny

Fiscal Implications:

NOT APPLICABLE

City of Texarkana, Texas

Staff Recommendation:

Staff recommends for approval of this request.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended for approval of this request.

Advisory Board/Committee Meeting Date and Minutes:

October 2, 2023

Attachments

- a. 2023-134 ORD Rezoning 4502 Gus Orr Drive (DOCX)
- b. 2023-134 EXH 'A' (Legal Description) (PDF)
- c. 2023-134 ATTH 01 (Maps) (PDF)
- d. 2023-134 ATTH 02 (Parking Plan) (PDF)
- e. 2023-134 Goals & Perspectives (DOCX)

Staff Coordination

Building Code Administration	Mashell Daniel	Reviewer	Completed
10/10/2023 9:13 AM			
Public Works Department	Dusty Henslee	Reviewer	Completed
10/11/2023 1:42 PM			
City Manager	David Orr	Reviewer	Completed 10/11/2023
2:26 PM			
City Council	Jennifer Evans	Meeting	Completed 10/23/2023
6:00 PM			

Meeting History

ORDINANCE NO. 2023-134

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE ZONING ORDINANCE OF THE CITY OF TEXARKANA, TEXAS, BY REZONING AN APPROXIMATE 2.228-ACRE TRACT OF LAND (BEING TRACTS 106A1 AND 107) GEORGE BRINLEE HRS, A-18, LOCATED AT 4502 GUS ORR DRIVE, IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS, FROM AGRICULTURE TO PARKING; CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed requesting an amendment to the Zoning Ordinance of the City of Texarkana, Texas, to rezone an **approximate 2.228-acre tract of land (being Tracts 106A1 and 107), George Brinlee HRS, A-18 (Exhibit ‘A’), located at 4502 Gus Orr Drive**, in the City of Texarkana, Bowie County, Texas, from **Agriculture to Parking**; and

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

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, **voted five (5) to zero (0) to recommend for approval of the application for rezoning from Agriculture to Parking on an approximate 2.228-acre tract of land (being Tracts 106A1 and 107), George Brinlee HRS, A-18 (Exhibit ‘A’), located at 4502 Gus Orr Drive** to the City Council of Texarkana, Texas; and

WHEREAS, after consideration of said application and the recommendation of the Planning and Zoning Commission, applicant agreed to amend the application from **Agriculture to Parking**; and

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

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

SECTION 1: That the Zoning Ordinance of the City of Texarkana, Texas, Ordinance No. 127-70, passed and approved on September 14, 1970, be and is hereby further amended to rezone an **approximate 2.228-acre tract of land (being Tracts 106A1 and 107), George Brinlee HRS, A-18 (Exhibit ‘A’), located at 4502 Gus Orr Drive** in the City of Texarkana, Bowie County, Texas,

from **Agriculture to Parking**.

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

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

SECTION 4: This ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **13th day of November, 2023**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

2023-134 EXH 'A';

Z-23-14

Property Description

2.228 Acres

Bowie County, Texas

All that certain lot, tract or parcel of land lying and situated in the George Brinlee Headright Survey, Abstract 18, Bowie County, Texas, being a portion of that certain tract of land described as 2.228 acres in the deed from Rayfield Walsh, Jr. to Guss Orr Drive, LLC., dated December 1, 2022, recorded in Document No. 2022-00013912 of the Real Property Records, Bowie County, Texas and being more particularly described by metes and bounds as follows:

BEGINNING at a 1/2 inch steel rod (control monument), found for a corner, being the Southeast corner of the said 2.228 acre tract, the Northeast corner of the Re-plat of Lot 4A of Arklatex Realty Subdivision, according to the plat recorded in Volume 5241, Page 227 of the Real Property Records of Bowie County, Texas, and lying in the West right-of-way line of Pavillion Parkway;

THENCE South 88 degrees 47 minutes 21 seconds West (basis of bearing) a distance of 971.44 feet along the South line of the said 2.228 acre tract, the North line of the said Lot No. 4A, the North line of Lot No. 3 of Arlatex Realty Subdivision, recorded in Volume 4958, Page 87 of the Real Property Records, Bowie County, Texas, the North line of Lot No. 2 of the Re-Plat of Lots No. 1 and 2 of Arklatex Realty Subdivision, recorded in Volume 6148, Page 297 of the Real Property Records, Bowie County, Texas, to a 1/2 inch steel rod (control monument), capped MTG 101011-00, found for a corner, the Southwest corner of the said 2.228 acre tract, the Northwest corner of the said Lot 2, same being the Northeast corner of Lot No. 1B of the said Re-Plat of Lots No. 1 and 2 of Arklatex Realty Subdivision;

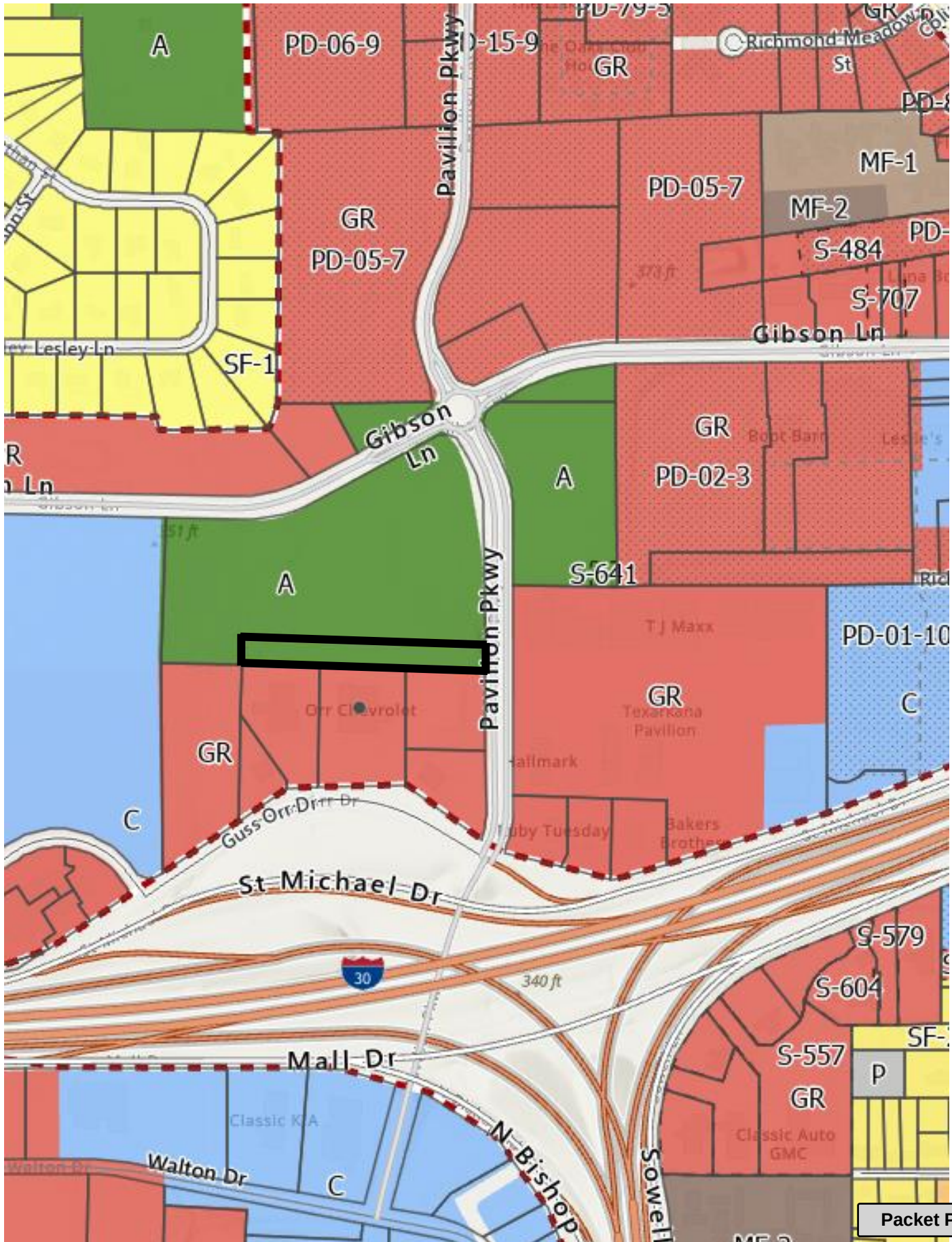
THENCE North 01 degrees 11 minutes 44 seconds West a distance of 100.00 feet along the West line of the said 2.228 acre tract to a 1/2 inch steel rod, capped MTG 101011-00, found for a corner, the Northwest corner of the said 2.228 acre tract;

THENCE North 88 degrees 47 minutes 21 seconds East a distance of 969.25 feet along the North line of the said 2.228 acre tract to a 1/2 inch steel rod, capped MTG 101011-00, found for a corner, the Northeast corner of the said 2.228 acre tract, lying in the West right-of-way line of the said Pavillion Parkway, said corner bears North 02 degrees 27 minutes 05 seconds West a distance of 485.26 feet to a 1/2 inch steel rod, capped MTG 101011-00, found for a corner;

THENCE South 02 degrees 27 minutes 05 seconds East a distance of 100.02 feet along the East line of the said 2.228 acre tract, the West right-of-way line of the said Pavillion Parkway to the Point of Beginning and containing 2.228 acres of land, at the time of this survey.

Attachment: 2023-134 EXH 'A' (Legal Description) (4103 : 2023-134 ORD rezoning A to P at 4502 Gus Orr Drive)

4502 Gus Orr Drive



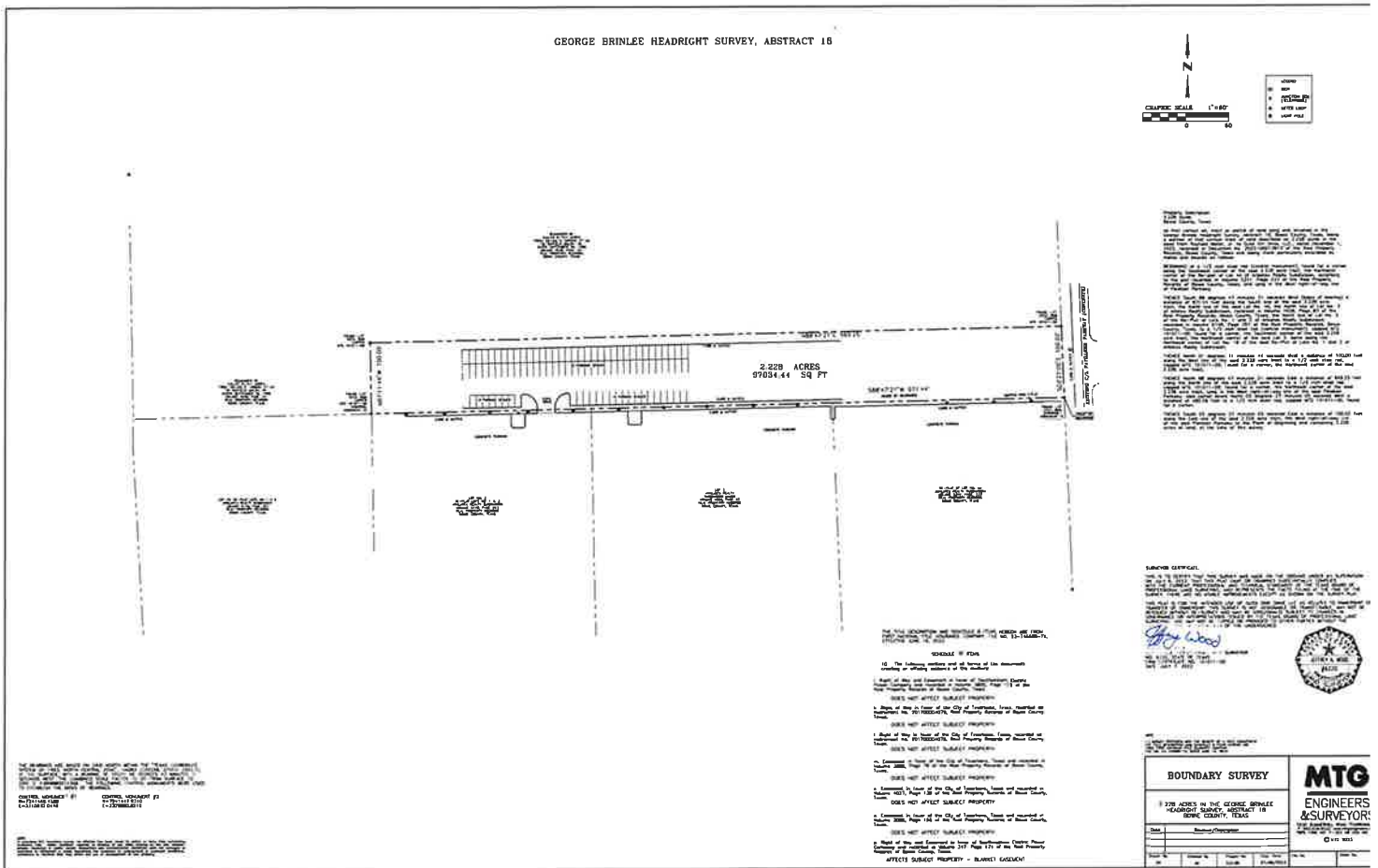
4502 Gus Orr Drive



Attachment: 2023-134 ATTH 01 (Maps) (4103 : 2023-134 ORD rezoning A to P at 4502 Gus Orr Drive)

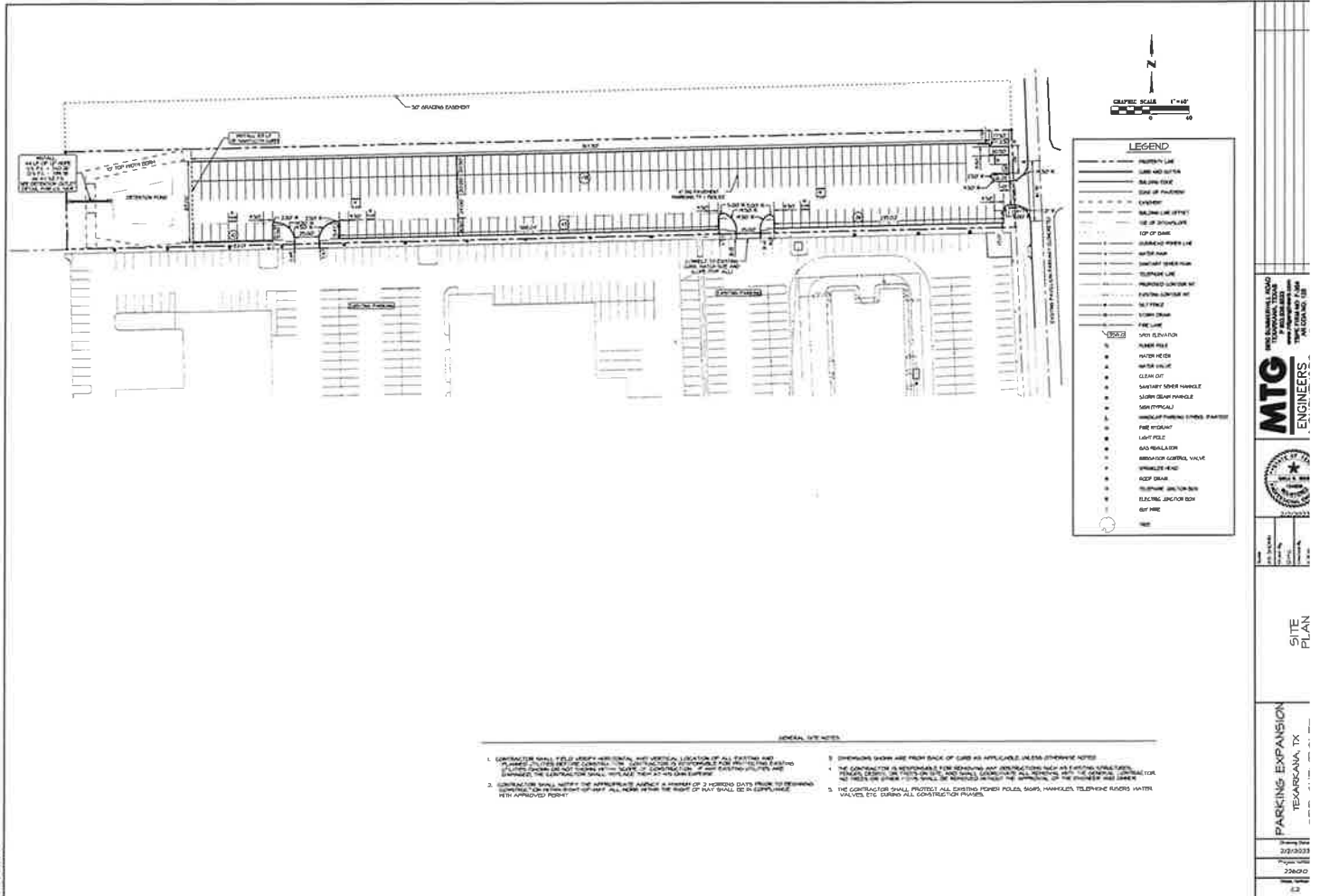
2023-134 ATTH 02

Z-23-14



Attachment: 2023-134 ATTH 02 (Parking Plan) (4103 : 2023-134 ORD rezoning A to P at 4502 Gus Orr Drive)

Z-23-14

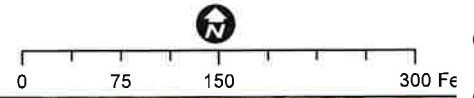


Attachment: 2023-134 ATTH 02 (Parking Plan) (4103 : 2023-134 ORD rezoning A to P at 4502 Gus Orr Drive)

Z-23-14



ORR PROPOSED PARKING
TEXARKANA, TEXAS



Attachment: 2023-134 ATTH 02 (Parking Plan) (4103 : 2023-134 ORD rezoning A to P at 4502 Gus Orr Drive)

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

Public Information Plan:

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

Other:

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 10/16/2023 10:40 AM

Lead Department: Planning & Zoning Commission **Action Officer:** Laura Puckett, Zoning Administrator
Subject: Ordinance No. 2023-135 granting a Specific Use Permit to allow one additional use of permanent cosmetics on Lot 3, Block 2, Parcel 2, Galleria Oaks #1, located at 6 Woodmont Crossing. Candance Chauncy, owner.

Briefing: 11/13/2023 **Public Hearing:** 11/13/2023 **Council Vote:** 11/13/2023

Item Schedule

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

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

This is a request by Candance Chauncy, owner, for a Specific Use Permit to allow permanent cosmetics on Lot 3, Block 2, Galleria Oaks #1, located at 6 Woodmont Crossing.

The adjacent zoning is Planned Development-General Retail to the north, south, and east, and Commercial to the west. The adjacent land use is law offices to the north and medical offices to the south and east, and vacant property to the west.

The Future Land Use Map has designated this property as "Office Institutional".

Staff recommends for approval of this request with the following stipulations:

1. That the owner/or any employee performing the application of tattooing procedures be currently licensed by the State and meet all Federal, State and City licensing laws and health regulations. (A copy of the current license must be provided to the City prior to the opening of the business).
2. That if this use ever ceases at this location, the City may revoke the Specific Use Permit that allows a tattoo studio.
3. That the sale of tobacco products or drug paraphernalia is prohibited.
4. That any remodeling of the current building must meet all city codes and requires licensed contractors.
5. That no painting of the windows or the building with advertisement or graphic art.
6. That if any complaints concerning minors or any violations of the regulations listed above occur, the City has the right to revoke the Specific Use Permit.

City of Texarkana, Texas

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

Potential Options:

Approve or deny

Fiscal Implications:

NOT APPLICABLE

Staff Recommendation:

Staff recommends for approval of this request with stipulations.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended for approval of this request with stipulations.

Advisory Board/Committee Meeting Date and Minutes:

October 2, 2023

Attachments

- a. 2023-135 ORD granting SUP for permanent cosmetics at 6 Woodmont Crossing (DOCX)
- b. 2023-135 ATTH 01 (Maps) (PDF)
- c. 2023-135 Goals & Perspectives (DOCX)

Staff Coordination

Building Code Administration	Mashell Daniel	Reviewer	Completed
10/10/2023 9:13 AM			
Public Works Department	Dusty Henslee	Reviewer	Completed
10/11/2023 1:42 PM			
City Manager	David Orr	Reviewer	Completed 10/11/2023
2:26 PM			
City Council	Jennifer Evans	Meeting	Completed 10/23/2023
6:00 PM			

Meeting History

City of Texarkana, Texas

S-782

ORDINANCE NO. 2023-135

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE ZONING MAP SHOWING THE LOCATION, BOUNDARY, AND USE OF CERTAIN PROPERTY BY THE GRANTING OF SPECIFIC USE PERMIT NO. S-782 TO ALLOW ONE ADDITIONAL USE OF PERMANENT COSMETICS IN A TENANT SPACE ON LOT 3, BLOCK 2, PARCEL 2, GALLERIA OAKS #1, LOCATED AT 6 WOODMONT CROSSING, IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS; CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed with the City of Texarkana, Texas, requesting an amendment to the Zoning Ordinance to grant a **Specific Use Permit** to allow one additional use of permanent cosmetics on **Lot 3, Block 2, Parcel 2, Galleria Oaks #1, located in a tenant space at 6 Woodmont Crossing**, in the City of Texarkana, Bowie County, Texas; and

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

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, voted **unanimously five (5) to zero (0) to recommend** to the City Council of Texarkana, Texas, that a **Specific Use Permit be granted to allow one additional use of permanent cosmetics** on said property; and

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

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

SECTION 1: That the Zoning Ordinance of the City of Texarkana, Texas, Ordinance No. 127-70, passed and approved on September 14, 1970, be further amended to grant **Specific Use Permit Numbered S-782 to allow one additional use of permanent cosmetics on Lot 3, Block 2, Parcel 2, Galleria Oaks #1, located in a tenant space at 6 Woodmont Crossing**, in the City of Texarkana, Bowie County, Texas.

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

1. That the owner/or any employee performing the application of tattooing procedures be currently licensed by the State and meet all Federal, State and City licensing laws and health regulations. (A copy of the current license must be provided to the City prior to the opening of the business).
2. That if any complaints concerning minors or any violations of the regulations listed above occur, the City has the right to revoke the Specific Use Permit.
3. That if this use ever ceases at this location, the City may revoke the Specific Use Permit that allows a tattoo studio.
4. That the sale of tobacco products or drug paraphernalia is prohibited.
5. That any remodeling of the current building must meet all city codes and requires licensed contractors.
6. That no painting of the windows or the building with advertisement or graphic art.

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

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

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

PASSED AND APPROVED in Regular Council Session on this the **13th day of November, 2023.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

[illegible]

6 Woodmont Crossing



City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

Public Information Plan:

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

Other:

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 10/16/2023 10:42 AM

Lead Department: Planning & Zoning
Commission **Action Officer:** Laura Puckett, Zoning
Administrator
Subject: Ordinance No. 2023-136 rezoning an approximate 7.09-acre tract of land (being Tract 107), H.S. Janes HRS, A-306, located at 1901 Chelf Road from Single Family-2 to Commercial. Ceretha Brown, owner.

Briefing: 11/13/2023 **Public Hearing:** 11/13/2023 **Council Vote:** 11/13/2023

Item Schedule

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

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

This is a request by Ceretha Brown, owner, to rezone an approximate 7.09-acre tract of land (being Tract 107), H. S. Janes HRS, A-306, located at 1901 Chelf Road from Single Family-2 to Commercial. The intended use is an event center.

The adjacent zoning is Single Family-2 to the north and south, Planned Development-Multiple Family-2 to the east, and the Interstate loop to the west. The adjacent land use is vacant land to the north, residence to the south, apartment complex to the east, and the Interstate loop to the west.

The Future Land Use Map has designated this property as "Regional Commercial".

Staff recommends for approval this request.

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

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

Potential Options:

Approve or deny

Fiscal Implications:

City of Texarkana, Texas

NOT APPLICABLE

Staff Recommendation:

Staff recommends for approval of this request.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended for approval of this request.

Advisory Board/Committee Meeting Date and Minutes:

October 2, 2023

Attachments

- a. 2023-136 ORD Rezoning 1901 Chelf Rd (DOCX)
- b. 2023-136 EXH 'A' (Legal Description) (PDF)
- c. 2023-136 ATTH 01 (Maps) (PDF)
- d. 2023-136 Goals & Perspectives (DOCX)

Staff Coordination

Building Code Administration	Mashell Daniel	Reviewer	Completed
10/10/2023 9:14 AM			
Public Works Department	Dusty Henslee	Reviewer	Completed
10/11/2023 1:44 PM			
City Manager	David Orr	Reviewer	Completed
2:26 PM			10/11/2023
City Council	Jennifer Evans	Meeting	Completed
6:00 PM			10/23/2023

Meeting History

ORDINANCE NO. 2023-136

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AMENDING THE ZONING ORDINANCE OF THE CITY OF TEXARKANA, TEXAS, BY REZONING AN APPROXIMATE 7.09-ACRE TRACT OF LAND (BEING TRACT 107) H. S. JANES HRS, A-306, LOCATED AT 1901 CHELF ROAD, IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS, FROM SINGLE FAMILY-2 TO COMMERCIAL; CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed requesting an amendment to the Zoning Ordinance of the City of Texarkana, Texas, to rezone an **approximate 7.09-acre tract of land (being Tract 107), H. S. Janes HRS, A-306 (Exhibit 'A'), located at 1901 Chelf Road**, in the City of Texarkana, Bowie County, Texas, from **Single Family-2 to Commercial**; and

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

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, **unanimously voted five (5) to zero (0) to recommend for approval of the application for rezoning from Single Family-2 to Commercial on an approximate 7.09-acre tract of land (being Tract 107), H. S. Janes HRS, A-306 (Exhibit 'A'), located at 1901 Chelf Road** to the City Council of Texarkana, Texas; and

WHEREAS, after consideration of said application and the recommendation of the Planning and Zoning Commission, applicant agreed to amend the application from **Single Family-2 to Commercial**; and

WHEREAS, after consideration of said application and the recommendation of the Planning and Zoning Commission, the City Council of the City of Texarkana, Texas, does hereby find that rezoning the property from **Single Family-2 to Commercial** is in the best interest of the public health, safety, morals and general welfare of the City.

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

SECTION 1: That the Zoning Ordinance of the City of Texarkana, Texas, Ordinance No. 127-70, passed and approved on September 14, 1970, be and is hereby further amended to rezone an **approximate 7.09-acre tract of land (being Tract 107), H. S. Janes HRS, A-306 (Exhibit 'A'), located at 1901 Chelf Road** in the City of Texarkana, Bowie County, Texas, from **Single Family-2 to Commercial**.

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

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

SECTION 4: This ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **13th day of November, 2023**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

Z-23-15

EXHIBIT A

All of that certain tract or parcel of land being part of the H.S. Janes Headright Survey, Abstract No. 306, Bowie County, Texas, and being a part of a called 4.118 acre tract and a portion of a 5.0 acre tract in Lot 16 of the L. & H. Blum Land Co. Subdivision, the subject tract of land being part of the same called 7.609 acre tract of land conveyed to WIMSA, LLC, by Special Warranty Deed recorded as Instrument No. 2016-10557 of the Real Property Records of Bowie County, Texas, and the subject tract of land being more particularly described by metes and bounds as follows:

Beginning at a ½" iron pin found for corner on the East right-of-way line of Interstate Highway No. 369, and the East right-of-way line of Chelf Road, the Point of Beginning being located N 87°50'52" E, 27.00 feet from the Northwest corner of said called 7.609 acre tract of land;

THENCE: N 87°50'52" E, 384.37 feet with the North line of said called 7.609 acre tract of land and the south line of a certain 15 acre tract as conveyed to Sol Robinson by Deed recorded in Volume 145, Page 398 of the Deed Records of Bowie County, Texas, to a ½" iron pin found for corner in a fence corner at the Northeast corner of said called 7.609 acre tract of land, same being the Northwest Corner of a certain 23.458 acre tract of land as conveyed to Lakeridge Apartments, Ltd., by Warranty Deed recorded in Volume 3858, Page 45 of the Real Property Records of Bowie County, Texas;

THENCE: S 01°53'47" E, 436.13 feet with a fence line and the East line of said called 7.609 acre tract, same being the West line of said 23.458 acre tract, to a ½" iron pipe found for the Southeast corner of said called 4.118 acre tract;

THENCE: S 01°51'15" E, 361.66 feet with a fence line and the East line of said called 7.609 acre tract, same being the West line of said 23.458 acre tract to a ½" iron pipe found for corner at the Southeast corner of said called 7.609 acre tract and the Northeast corner of a certain tract of land as conveyed to William Edward Baker and wife, Edna Baker, by Deed recorded in Volume 542, Page 274 of the Deed Records of Bowie County, Texas;

THENCE: S 88°10'57" W, 390.76 feet with the South line of said called 7.609 acre tract and the North line of said Baker tract to a ½" iron pipe found for corner on the East right-of-way line of Interstate Highway No. 369 and the East right-of-way line of Chelf Road;

THENCE: N 01°25'00" W (Basis of bearings), 795.57 feet with the East right-of-way line of Interstate Highway No. 369 and the East right-of-way line of Chelf Road to the Point of Beginning and containing 7.089 acres of land, more or less.

THE STATE OF TEXAS**COUNTY OF BOWIE**

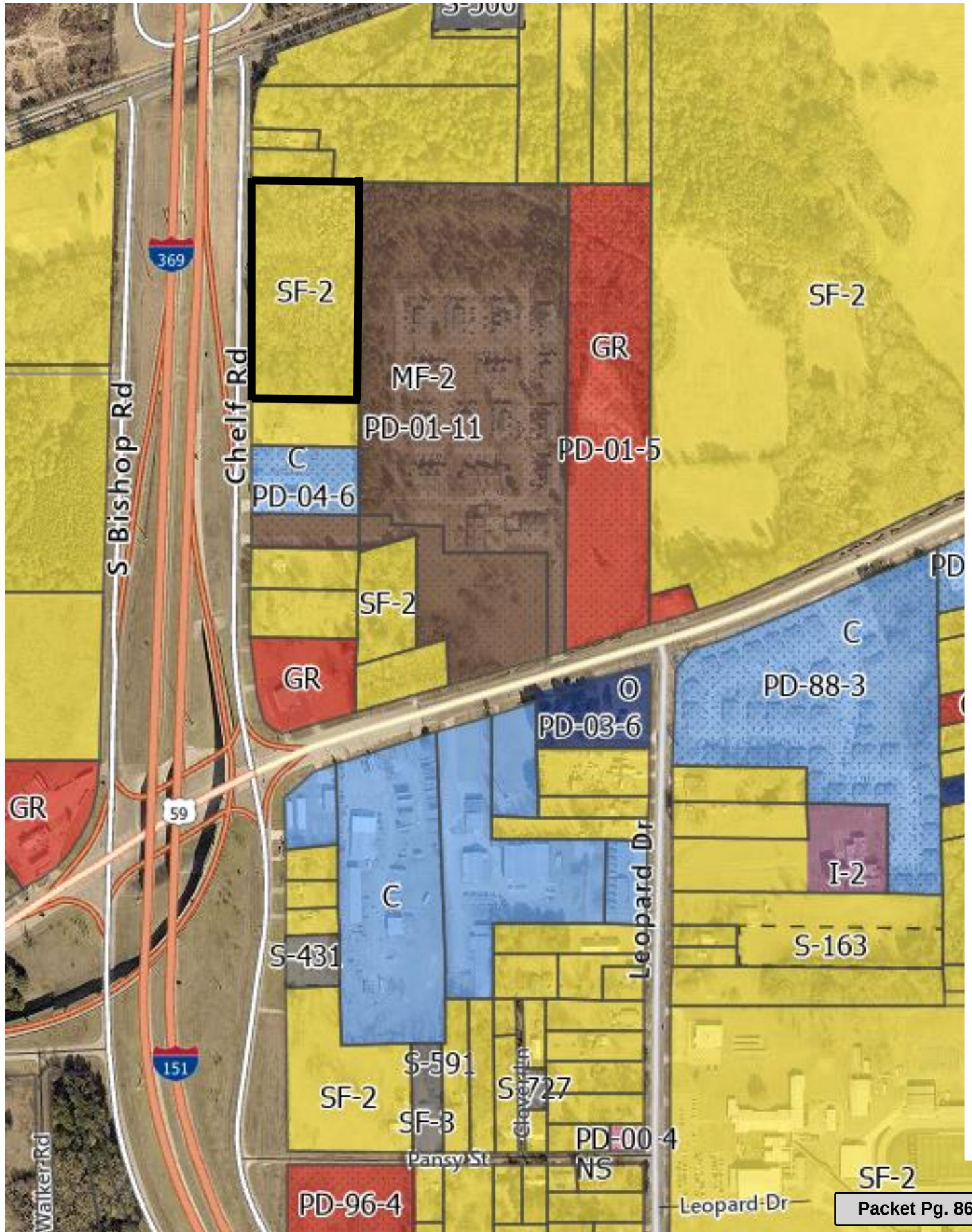
I hereby certify that this instrument was FILED on date and the time stamped hereon by me and was duly RECORDED in the Records of Bowie County, Texas.

2021-00008684 DEED
07/21/2021 02:33:47 PM Total Fees: \$34.00

Tina Petty, County Clerk
Bowie County, Texas



1901 Chelf Road



1901 Chelf Road



Attachment: 2023-136 ATTH 01 (Maps) (4105 : 2023-136 ORD rezoning from SF-2 to C at 1901 Chelf Road)

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

Public Information Plan:

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

Other:

City of Texarkana, Texas

Briefing Sheet

Version:

Update Date: 10/17/2023 10:42 AM

Lead Department: Planning and Community Development **Action Officer:** Daphnea Ryan,
Resolution No. 2023-133 authorizing the City Manager to execute a
Subject: memorandum of understanding with the City of Texarkana, Arkansas to apply
for EPA Brownfields grant funds for Texarkana, USA.

Briefing: 10/23/2023 **Public Hearing:** 10/23/2023 **Council Vote:** 10/23/2023

Item Schedule

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

Updates/History of Briefing:

(Insert Date Here):

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

Executive Summary and Background Information:

In 2010, the City of Texarkana, Texas initiated its Brownfields Program, securing assessment grant funds followed by additional grants including a Revolving Loan Fund for cleanup activities exclusively for our city limits. Recognizing the mutual benefits of a collaborative approach, both Texarkana cities desire to join forces to address Brownfields issues spanning the State Line. This twin city strategy is vital for sites like Union Station, straddling two jurisdictions, and our State Line Corridor. Leveraging grant funds on both sides of the state line promises essential economic development for both communities.

Brownfields Assessment funds serve as a catalyst for economic development, facilitating the revitalization of vacant properties potentially contaminated by hazardous substances like lead-based paint, asbestos, and petroleum products. These grants cover Phase I data research and Phase II sampling, precisely identifying contaminants for removal. This crucial information empowers investors to gauge cleanup costs and assess their project's financial viability. Assessment funds can also be applied to necessary cleanup planning documents further incentivizing redevelopment.

In the forthcoming FY24 EPA Brownfields Community-Wide Assessment fund application, the City of Texarkana, Texas will be the Lead Applicant. If successful, Texarkana, Texas will oversee the grant's administration working in partnership with the City of Texarkana, Arkansas. This Memorandum of Understanding delineates the roles and responsibilities of each party, bolstering the grant application's strength. Attorneys from both agencies have reviewed the MOU and agree on this final document.

Potential Options:

- Approve
- Deny

Fiscal Implications:

City of Texarkana, Texas

All activities will be grant funded

Staff Recommendation:

Staff Recommends Approval

Advisory Board/Committee Review:

None

Board/Committee Recommendation:

N/A

Advisory Board/Committee Meeting Date and Minutes:

N/A

Attachments

- a. 2023-133 RES MOU With Texarkana, Arkansas EPA Brownfields Assessment
Applicaition (DOCX)
- b. 2023-133 ATTH 01 Draft MOU EPA Brownfields Community Wide
Assessmentv2clean (DOCX)
- c. 2023-133 Goals & Perspectives (DOCX)
- d. 2023-133 RES MOU w COTA Browfields App signed (PDF)

Staff Coordination

Planning and Community Development	Vashil Fernandez	Department Head Review
Completed	10/05/2023 4:21 PM	
Finance Department	Kristin Peeples	Finance Review
4:39 PM	Completed	10/05/2023
City Manager	David Orr	City Manager Review
7:57 AM	Completed	10/06/2023
City Council	Jennifer Evans	Meeting
6:00 PM	Completed	10/09/2023

Meeting History

10/09/23 City Council MOVED FORWARD Next: 10/23/23

RESOLUTION NO. 2023-133

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
TEXARKANA, TEXAS, AUTHORIZING THE CITY MANAGER TO
EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE
CITY OF TEXARKANA, ARKANSAS, TO APPLY FOR EPA
BROWNFIELDS COMMUNITY-WIDE ASSESSMENT GRANT FUNDS;
AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City of Texarkana, Texas and the City of Texarkana, Arkansas have a need for EPA Brownfields Assessment Grant funds to perform Phase I, Phase II and cleanup planning activities of potentially contaminated properties that may enable cleanup of these sites for the health and welfare of their citizens and to aid in redevelopment of their distressed areas; and

WHEREAS, both cities share Brownfield properties bisected by the state line, and

WHEREAS, the United States Environmental Protection Agency (EPA) has opened a solicitation for Community-Wide Brownfields Assessment funding in an amount up to \$500,000, and

WHEREAS, the Cities of Texarkana, Texas and Arkansas desire to partner on a grant application, with Texarkana, Texas as the lead applicant.

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

SECTION 1: The City Manager is hereby authorized to execute a memorandum of understanding with the City of Texarkana, Arkansas, to partner on an EPA Brownfields Community-Wide Assessment application.

SECTION 2: The City Manager is hereby authorized to apply as the lead applicant in the FY24 EPA Brownfields Community-Wide Assessment competition for \$500,000.

SECTION 3: This resolution shall be in full force and in effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **23rd** day of **October, 2023**.

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE CITY OF TEXARKANA, TEXAS, AND THE CITY OF TEXARKANA, ARKANSAS

WHEREAS the City of Texarkana, Texas and the City of Texarkana, Arkansas, hereinafter collectively referred to as “Texarkana USA”, have a significant inventory of Brownfields properties; and

WHEREAS Texarkana USA shares Brownfield properties and a major corridor bisected by the state line; and

WHEREAS Texarkana USA lacks the necessary budgetary resources to independently support Brownfields activities; and

WHEREAS the United States Environmental Protection Agency (the “EPA”) has opened a solicitation for Community Wide Brownfields Assessment funding for an amount ranging from \$300,000 to \$500,000; and

WHEREAS Texarkana USA has a great need for this funding to perform environmental assessments of potentially contaminated properties that may enable cleanup of these sites for the health and welfare of their citizens and to aid in redevelopment of their distressed areas; and

WHEREAS Texarkana USA has a desire to apply for \$500,000 with Texarkana, Texas as the Lead Applicant.

I. RESPONSIBILITIES OF THE CITY OF TEXARKANA, TEXAS

The City of Texarkana, Texas shall undertake the following:

- To manage and administer this agreement;
- To prepare and submit grant applications to the EPA under consultation with the City of Texarkana, Arkansas;

- To procure a consultant in compliance with Arkansas and Texas State Statutes, which procurement shall include, but not be limited to the following:
 - (1) issue Request for Proposals or Request for Qualifications;
 - (2) oversee receipt of the submitted proposals;
 - (3) selection and award of contracts;
 - (4) negotiate the terms of agreements in consultation with the City of Texarkana, Arkansas; and
 - (5) execute any agreements in consultation with the City of Texarkana, Arkansas.
- To develop a site selection process based on agreed upon factors that will ensure a minimum of eleven (11) Phase I Environmental Site Assessments and six (6) Phase II Environmental Site Assessments and project plans are completed over the life of the agreement and in consultation with the City of Texarkana, Arkansas and to submit the same to EPA for prior approval to ensure eligibility;
- Upon designation of the specific sites, to work with City of Texarkana, Arkansas to finalize the scope of work for the consultant or contractor;
- To ensure that other activities as negotiated in the work plan, such as community outreach and involvement, are implemented in accordance with a schedule agreed upon by both parties;
- To maintain compliance with the statutes, regulations, and terms and conditions of any grants received;
- To provide for the general administration of grants received;
- To maintain compliance with the terms and conditions of this Agreement;
- To provide timely information to the City of Texarkana, Arkansas regarding the management of the Agreement and any changes that may be made to the Agreement over the period of performance; and
- Any other responsibilities that, from time to time, Texarkana USA shall determine to be necessary and proper to accomplish the purposes of the Agreement.

II. RESPONSIBILITIES OF THE CITY OF TEXARKANA, ARKANSAS

The City of Texarkana, Arkansas shall undertake the following:

- To provide timely information to the City of Texarkana, Texas as may be requested in performing its duties under this Agreement;
- To participate fully in the Brownfields assessment process;
- To obtain all required permits, easements, and /or access agreements as may be necessary to undertake assessments at the selected site; provided however, if the City of Texarkana, Arkansas, does not have the capacity to perform these activities at that time, the City of Texarkana, Texas may assist in securing necessary site access agreements and permits with City of Texarkana, Arkansas' full cooperation;

- To comply with all funding requirements set forth in any grant agreements that may be entered into by the City of Texarkana, Texas, including an accounting of expenditures of grant funds made; and
- To timely comply with any other requests that may be made by the Lead Applicant from time to time in performing its duties under this Agreement.
- To maintain compliance with the terms and conditions of this Agreement; and
- Any other responsibilities that, from time to time, Texarkana USA shall determine to be necessary and proper to accomplish the purposes of the Agreement.

III. FUNDING

Texarkana USA agrees to the following:

- Any compensation for professional services shall be paid as provided under the terms of any grants received.
- Any commitment of non-grant funds must be approved pursuant to the procurement requirements of the governing bodies of the respective Parties.
- Texarkana USA understands and acknowledges that all funds used for payment according to this Agreement, if any, shall be derived solely from funds specifically appropriated for this MOU or projects relating thereto, and there shall be no obligation on the City of Texarkana, Texas or City of Texarkana, Arkansas to provide additional funding.

IV. NOTICES

All notices, demands or communications required in accordance with the terms of this Agreement, shall be sent by registered or certified mail, return receipt requested; by nationally recognized overnight courier service with notice effective five days after deposit in the mail or delivery to the courier service; or by email sent to the email address designated by the parties effective upon receipt of a delivery notice. The notices shall be sent to the addresses set forth below unless otherwise designated, in writing, by the parties.

For the City of Texarkana, Texas:

David Orr, City Manager
220 Texas Boulevard
Texarkana, TX 75501
903-798-3901

Email: david.orr@texarkanatexas.gov

Cc: Vashil Fernandez, Director of Planning, Community Development, and Health
vashil.fernandez@texarkanatexas.gov

Daphnea Ryan, Grants Administration Manager, dryan@texarkanatexas.gov

For the City of Texarkana, Arkansas:

Tyler Richards, Director, Department of Public Works
 216 Walnut Street
 Texarkana, AR 71854
 870-779-4975
tyler.richards@txkusa.org

V. EFFECTIVE DATE AND SIGNATURE

The Effective Date of this Agreement shall be the date the last representative executed the agreement and shall terminate ninety (90) days after the date the awarded EPA Assessment Grant expires.

City of Texarkana, Texas

 David Orr, Ph.D., City Manager

 Date

City of Texarkana, Arkansas

 Robert Thompson, City Manager

 Date

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

Resource Impact:

Staff time required if item is approved: No Additional

Other Potential Impacts:

Public Information Plan:

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

Other:

RESOLUTION NO. 2023-133

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF TEXARKANA, ARKANSAS, TO APPLY FOR EPA BROWNFIELDS COMMUNITY-WIDE ASSESSMENT GRANT FUNDS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Texarkana, Texas and the City of Texarkana, Arkansas have a need for EPA Brownfields Assessment Grant funds to perform Phase I, Phase II and cleanup planning activities of potentially contaminated properties that may enable cleanup of these sites for the health and welfare of their citizens and to aid in redevelopment of their distressed areas; and

WHEREAS, both cities share Brownfield properties bisected by the state line, and

WHEREAS, the United States Environmental Protection Agency (EPA) has opened a solicitation for Community-Wide Brownfields Assessment funding in an amount up to \$500,000, and

WHEREAS, the Cities of Texarkana, Texas and Arkansas desire to partner on a grant application, with Texarkana, Texas as the lead applicant.

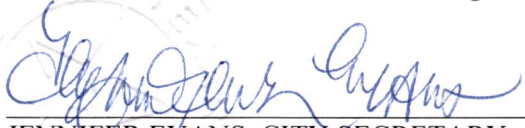
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS:

SECTION 1: The City Manager is hereby authorized to execute a memorandum of understanding with the City of Texarkana, Arkansas, to partner on an EPA Brownfields Community-Wide Assessment application.

SECTION 2: The City Manager is hereby authorized to apply as the lead applicant in the FY24 EPA Brownfields Community-Wide Assessment competition for \$500,000.

SECTION 3: This resolution shall be in full force and in effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **23rd** day of October, 2023.


JENNIFER EVANS, CITY SECRETARY


BOB BRUGGEMAN, MAYOR

6:20 p.m.