CITY OF TEXARKANA

CITY COUNCIL

AGENDA ● NOVEMBER 13, 2017

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

220 TEXAS BLVD.
TEXARKANA, TX 75501

Mayor

Bob Bruggeman

Ward 1	**Ward 3**	**Ward 5**
Jean H. Matlock	Betty Williams	Christy P. Paddock
Ward 2	**Ward 4**	**Ward 6**
Willie Ray	Christie Alcorn	Josh Davis

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

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

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

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

II. INVOCATION BY COUNCIL MEMBER BETTY WILLIAMS - PLEDGE BY BOY SCOUT TROOP 16

III. MAYOR'S REMARKS AND ITEMS OF COMMUNITY INTEREST

Upcoming City Council Meetings:

Monday, November 20, 2017 at 6:00 p.m. - Special Meeting - Election Canvass
Monday, November 27, 2017 at 6:00 p.m.
Monday, December 11, 2017 at 6:00 p.m.
Monday, December 25, 2017 - **CANCELLED**

Upcoming Joint City Meeting:

The Texarkana Chamber of Commerce will host a "Joint Texarkana Community Committee" meeting with Texarkana, Arkansas, on Tuesday, November 14, 2017 at 3:00 p.m. The meeting will be held at the Ark-Tex Council of Governments building located at 4808 Elizabeth Street, Texarkana, Texas. The scheduled topic of discussion is "Transportation". The meeting is open to the public.

Farmers' Market:

Monday, December 4th - Christmas Market from 5:00 p.m. - 7:00 p.m. at 305 Texas Boulevard

Parks & Recreation Events:

No events are scheduled.

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

Meeting Presentations

"Lifesaver Awards" - Presented by LifeNet and Police Department

Small Business Saturday Proclamation - November 25, 2017

Appointments to Boards & Commissions

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

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

V. ITEMS FOR CONSIDERATION

Consent Items

1. Consider approval of the minutes of the Regular Meeting of the City Council held on October 23, 2017 at 6:00 PM.

Action Items

2. Ordinance No. 2017-099 rezoning an approximate 2-acre tract of land in the R.E. Sevey HRS, A-523, located at 2407 Liberty Lane. Single Family-1 to Single Family-3. Military Warriors Support Foundation, owner. Mary Bowman (under contract to purchase), agent.

   Public Hearing: October 9, 2017
   Second Briefing: October 23, 2017
   Council Vote: November 13, 2017

3. Ordinance No. 2017-100 granting a Specific Use Permit to allow a double wide HUD code manufactured home on an approximate 2-acre tract of land in the R.E. Sevey HRS, A-523, located at 2407 Liberty Lane. Military Warriors Support Foundation, owner. Mary Bowman (under contract to purchase), agent.

   Public Hearing: October 9, 2017
   Second Briefing: October 23, 2017
   Council Vote: November 13, 2017

VI. FIRST BRIEFINGS

1. Ordinance No. 2017-119 approving a contract with the interlocal purchasing system TIPS/TAPS for Hefner Roofing to replace roofs on Summerhill, Richmond and Kenwood fire stations.

   Public Hearing:
   Second Briefing:
   Council Vote: November 13, 2017

VII. PUBLIC HEARINGS

1. Resolution No. 2017-096 adopting the City's investment policy.

   Public Hearing: November 13, 2017
   Second Briefing:
   Council Vote: November 13, 2017

2. Ordinance No. 2017-113 rezoning an approximate 1.04 acre tract of land in the George Brinlee HRS, A-18, located at 4009 Moores Lane. Single Family-2 to Planned Development-Office. Greg Bennett, Bennett Outdoor Investment, Inc., applicant.

   Public Hearing: November 13, 2017
   Second Briefing: November 27, 2017
   Council Vote: December 11, 2017

3. Ordinance No. 2017-116 granting a Specific Use Permit to allow the application of permanent cosmetics and microblading on an approximate 1.757 acre tract of land in the George Brinlee HRS, A-18, located in a tenant space at 4142 McKnight Road. Bill King, applicant. Kori Reyna, Brow and Arrow Salon, agent.

   Public Hearing: November 13, 2017
   Second Briefing: November 27, 2017
   Council Vote: December 11, 2017

4. Ordinance No. 2017-117 authorizing the continuation of the Juvenile Curfew Ordinance, as originally adopted in Ordinance No. 261-93 and last continued in Ordinance No. 2014-117, for an additional period of three (3) years.

Public Hearing:	October 23, 2017
Second Public Hearing:	November 13, 2017
Council Vote:	November 13, 2017

5. Resolution No. 2017-127 approving Bowie Central Appraisal District's 2017 tax roll.

Public Hearing:	November 13, 2017
Second Briefing:	
Council Vote:	November 13, 2017

6. Resolution No. 2017-128 casting votes for candidate(s) for membership on the Bowie Central Appraisal District's Board of Directors to serve for the 2018-2019 term.

Public Hearing:	November 13, 2017
Second Briefing:	
Council Vote:	November 13, 2017

VIII. SECOND BRIEFING WITH UPDATES

IX. SECOND BRIEFING WITHOUT UPDATES

X. ITEMS FOR DISCUSSION

Staff Updates - Governor's Small Business Forum

XI. ADMINISTRATIVE COMMENTS

1. City Council
2. City Staff

XII. ADJOURNMENT

Jennifer Evans
City Secretary

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

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

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

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

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

City of Texarkana, Texas

Version:
Update Date: 9/15/2017 12:47 PM

Briefing Sheet

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

Subject: Small Business Saturday Proclamation - November 25, 2017

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

Small Business Saturday was created in 2010 to help the need of small businesses to see an increase in customers between Black Friday and Cyber Monday. It's also a day to support local businesses who benefit citizens and communities throughout the United States.

Potential Options:

- None
-

Fiscal Implications:

None

Staff Recommendation:

For the Mayor to proclaim November 25, 2017 as Small Business Saturday in Texarkana, Texas.

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

a. small business sat proc (JPG)

PROCLAMATION

Small Business Saturday
November 25, 2017

Whereas, the government of the City of Texarkana, Texas, celebrates our local businesses and the contributions they make to our local economy and community according to the United States Small Business Administration, there are currently 28.8 m small businesses in the United States, which represent 99.7 percent of all businesses employees in the United States, and are responsible for 63 percent of net new jobs cr over the past 20 years; and

Whereas, small businesses employ 48 percent of the employees in the private sector United States; and

Whereas, on average, 33 percent of consumers' holiday shopping will be done at independently-owned retailers and restaurants; and

Whereas, 91 percent of all consumers believe that supporting small, independently-o restaurants and family-friendly entertainment venues is important; and

Whereas, 76 percent of all consumers plan to go to one or more small businesses as p their holiday shopping; and

Whereas, the City of Texarkana, Texas, supports our local businesses that create jobs, our local economy and preserve our neighborhoods; and

Whereas, advocacy groups as well as public and private organizations across the country endorsed the Saturday after Thanksgiving as Small Business Saturday.

NOW, THEREFORE, I, Bob Bruggeman, Mayor of the City of Texarkana, Texas, do here proclaim, November 25, 2017, as:

SMALL BUSINESS SATURDAY

and urge the residents of our community, and communities across the country, to suppo small businesses and merchants on Small Business Saturday and throughout the year.

Bob Bruggeman, Mayor
City of Texarkana, Texas

Attest:

Jennifer Evans, City Secretary
City of Texarkana, Texas

CITY OF TEXARKANA

CITY COUNCIL

MINUTES • OCTOBER 23, 2017

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

220 TEXAS BLVD.
TEXARKANA, TX 75501

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

ee Name	Title	Status	Arrived
uggeman	Mayor	Present	
Matlock	Ward 1	Present	
ay	Ward 2	Present	
illiams	Ward 3	Present	
Alcorn	Ward 4	Present	
P. Paddock	Ward 5	Present	
vis	Ward 6	Present	

Staff Present: City Manager Shirley Jaster, Jennifer Evans, Kyle Dooley, Jodie Lee, David Orr, Jennifer Strayhorn, Robby Robertson, Kevin Davenport, Shawn Fitzgerald, Karey Parker, Lisa Thompson, Jim Powell, J.W. Bramlett, Debbie Burk, Dana Jaggers, J.D. Phillips, Rea Donna Jones, Mashell Daniel, and Jerry Sparks.

Legal Counsel: Jeff Lewis

II. INVOCATION AND PLEDGE BY MAYOR BOB BRUGGEMAN

III. MAYOR'S REMARKS AND ITEMS OF COMMUNITY INTEREST

Upcoming City Council Meetings:

Monday, November 13, 2017 at 6:00 p.m.
Monday, November 27, 2017 at 6:00 p.m.
Monday, December 11, 2017 at 6:00 p.m.
Monday, December 25, 2017 - **CANCELLED**

Governor's Small Business Forum Meeting:

Thursday, October 26, 2017 from 8:00 a.m. to 1:00 p.m. - Texarkana Convention Center

Upcoming Joint City Meeting:

The Texarkana Chamber of Commerce will host a "Joint Texarkana Community Committee" meeting with Texarkana, Arkansas, on Tuesday, November 14, 2017 at 3:00 p.m. The meeting will be held at the Ark-Tex Council of Governments building located at 4808 Elizabeth Street, Texarkana, Texas. The scheduled topic of discussion is "Transportation". The meeting is open to the public. - Council Member Williams and Council Member Davis volunteered to attend the joint meeting.

Fall Farmers' Market:

The Farmers' Market continues to run Saturdays until October 28th. Hours are from 8:00 a.m. - 12:00 noon.

Monday, December 4th - Christmas Market

Parks & Recreation Events:

October 26th	Movies in the Park*	Spring Lake Park
October 28th	Community Garage Sale	Spring Lake Park
October 28th	Down Syndrome Awareness Walk	Spring Lake Park

NOTE: *The movie is scheduled to start at dusk.

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

Mayor Bruggeman extended a warm welcome to several students from local high schools, Texarkana College, and Texas A&M University - Texarkana.

The Mayor expressed great appreciation to the Police Department for a special shadow box award he recently received during the *Policing Experience* class. Police Chief Dan Shiner presented the award and thanked Mayor Bruggeman for his support of the Police Department over the years. The shadow box captured past police memories related to Mayor Bruggeman when he first joined the city council in 2005.

Meeting Presentation

Pro Bono Week Proclamation - October 22 - 28, 2017

Mayor Bruggeman read the proclamation and JoAnn Galloway accepted it in behalf of Lone Star Legal Aid.

Appointments to Boards & Commissions

Council Member Williams recommended the appointment of Brian Goesl to the Historic Landmark Preservation Committee.

1. Motion to make appointments to boards and commissions.

(6:17 p.m.)

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

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

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

There were no public comments made at Open Forum.

V. ITEMS FOR CONSIDERATION

Consent Items

(6:18 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jean H. Matlock, Ward 1
SECONDER:	Christie Alcorn, Ward 4
AYES:	Matlock, Ray, Williams, Alcorn, Paddock, Davis
EXCUSED:	Bruggeman

1. Consider approval of the minutes of the Regular Meeting of the City Council held on October 9, 2017 at 6:00 PM.

Action Items

2. Ordinance No. 2017-111 appointing Shirley Jaster as City Manager and authorizing a City Manager employment contract.

   Public Hearing:
   Second Briefing:
   Council Vote: October 23, 2017

   Mayor Bruggeman said tonight's appointment of Shirley Jaster is truly historical. Ms. Jaster is the first female appointed as City Manager "since 1873". Ms. Jaster received flowers and applause for her new appointment.
   (6:20 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Willie Ray, Ward 2
SECONDER:	Josh Davis, Ward 6
AYES:	Matlock, Ray, Williams, Alcorn, Paddock, Davis
EXCUSED:	Bruggeman

3. Resolution No. 2017-112 approving the bank depository contract for Farmers Bank & Trust.

   Public Hearing:
   Second Briefing:
   Council Vote: October 23, 2017

   Jodie Lee briefed this agenda item. Emily Upshaw, of Valley View Consulting, made additional comments.
   (6:30 p.m.)

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

4. Resolution No. 2017-118 authorizing the City Manager to execute a contract for the purchase of an excavator for Texarkana Water Utilities in an amount not to exceed $120,864.

   Public Hearing:
   Second Briefing:
   Council Vote: October 23, 2017

   J.D. Phillips briefed this agenda item.
   (6:33 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Christie Alcorn, Ward 4
SECONDER:	Willie Ray, Ward 2
AYES:	Matlock, Ray, Williams, Alcorn, Paddock, Davis
EXCUSED:	Bruggeman

VI. FIRST BRIEFINGS

1. Resolution No. 2017-096 adopting the City's investment policy.

Public Hearing: November 13, 2017
Second Briefing:
Council Vote: November 13, 2017

Jodie Lee briefed this agenda item.

RESULT:	MOVED FORWARD	Next: 11/13/2017 6:00 PM

2. Ordinance No. 2017-116 granting a Specific Use Permit to allow the application of permanent cosmetics and microblading on an approximate 1.757 acre tract of land in the George Brinlee HRS, A-18, located in a tenant space at 4142 McKnight Road. Bill King, applicant. Kori Reyna, Brow and Arrow Salon, agent.

   Public Hearing: November 13, 2017
   Second Briefing: November 27, 2017
   Council Vote: December 11, 2017

   David Orr briefed this agenda item.

RESULT:	MOVED FORWARD	Next: 11/13/2017 6:00 PM

3. Ordinance No. 2017-113 rezoning an approximate 1.04 acre tract of land in the George Brinlee HRS, A-18, located at 4009 Moores Lane. Single Family-2 to Planned Development-Office. Greg Bennet, Bennett Outdoor Investment, Inc., applicant.

   Public Hearing: November 13, 2017
   Second Briefing: November 27, 2017
   Council Vote: December 11, 2017

   David Orr briefed this agenda item.

RESULT:	MOVED FORWARD	Next: 11/13/2017 6:00 PM

4. Ordinance No. 2017-117 authorizing the continuation of the Juvenile Curfew Ordinance, as originally adopted in Ordinance No. 261-93 and last continued in Ordinance No. 2014-117, for an additional period of three (3) years.

   Public Hearing: October 23, 2017
   Second Briefing:
   Council Vote: November 13, 2017

   Shawn Fitzgerald briefed this agenda item. There were no public comments made at this hearing.

RESULT:	MOVED FORWARD	Next: 11/13/2017 6:00 PM

VII. PUBLIC HEARINGS

1. Resolution No. 2017-120 approving for purposes of Section 147(f) of the internal revenue code the reissuance by the Newark Cultural Education Facilities Finance Corporation of its retirement facility revenue refunding bonds.

   Public Hearing: October 23, 2017
   Second Briefing:
   Council Vote: October 23, 2017

   Jeff Lewis briefed this agenda item. There were no public comments made at this hearing.
   (6:48 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Christie Alcorn, Ward 4
SECONDER:	Betty Williams, Ward 3
AYES:	Matlock, Ray, Williams, Alcorn, Paddock, Davis
EXCUSED:	Bruggeman

VIII. SECOND BRIEFING WITH UPDATES

1. Ordinance No. 2017-099 rezoning an approximate 2 acre tract of land in the R.E. Sevey HRS, A-523, located at 2407 Liberty Lane. Single Family-1 to Single Family-3. Military Warriors Support Foundation, owner. Mary Bowman (under contract to purchase), agent.

   Public Hearing: October 9, 2017
   Second Briefing: October 23, 2017
   Council Vote: November 13, 2017

   David Orr reported that staff received three letters of opposition to this proposed ordinance on October 18, 2017.

RESULT:	MOVED FORWARD	Next: 11/13/2017 6:00 PM

2. Ordinance No. 2017-100 granting a Specific Use Permit to allow a double wide HUD code manufactured home on an approximate 2-acre tract of land in the R.E. Sevey HRS, A-523, located at 2407 Liberty Lane. Military Warriors Support Foundation, owner. Mary Bowman (under contract to purchase), agent.

Public Hearing: October 9, 2017
Second Briefing: October 23, 2017
Council Vote: November 13, 2017

David Orr reported that staff received three letters of opposition to this proposed ordinance on October 18, 2017.

RESULT:	**MOVED FORWARD**	**Next: 11/13/2017 6:00 PM**

IX. SECOND BRIEFING WITHOUT UPDATES

1. Motion to move Resolution No. 2017-102 up for council vote.

(6:52 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jean H. Matlock, Ward 1
SECONDER:	Willie Ray, Ward 2
AYES:	Matlock, Ray, Williams, Alcorn, Paddock, Davis
EXCUSED:	Bruggeman

2. Resolution No. 2017-102 authorizing the City Manager to execute a lease purchase agreement with Dell Financial Services LLC for replacement computers and equipment for City of Texarkana, TX departments.

Public Hearing: October 9, 2017
Second Briefing: October 23, 2017
Council Vote: November 13, 2017

(6:52 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Josh Davis, Ward 6
SECONDER:	Willie Ray, Ward 2
AYES:	Matlock, Ray, Williams, Alcorn, Paddock, Davis
EXCUSED:	Bruggeman

X. ITEMS FOR DISCUSSION

Staff Updates

Mashell Daniel shared a PowerPoint presentation highlighting activities of the first "Bark at the Park" event held in response to citizen requests. The event focused on pet registrations and rabies vaccinations. The event was well attended and supported by residents of both Texarkana, Texas, and Texarkana, Arkansas, and surrounding communities.

XI. ADMINISTRATIVE COMMENTS

1. City Council

   Council Member Davis said he was very impressed with the number of pet registrations and rabies vaccinations completed at the "Bark at the Park" event. He said he would be happy to volunteer at next year's event.

2. City Staff

   City Manager Jaster directed council's attention to the Council Meeting Winter Schedule that outlines the upcoming meetings scheduled for the last two months of the year.

   Council was also reminded of the Governor's Small Business Forum meeting to be held, on Thursday, October 26, at the Texarkana Convention Center.

XII. ADJOURNMENT

A motion was made to adjourn the meeting.
(7:07 p.m.)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Willie Ray, Ward 2
SECONDER:	Betty Williams, Ward 3
AYES:	Matlock, Ray, Williams, Alcorn, Paddock, Davis
EXCUSED:	Bruggeman

City of Texarkana, Texas

Version: B

Briefing Sheet

Update Date: 11/8/2017 9:58 AM

Lead Department:	Planning and Community Development		**Action Officer:**	Debbie Burk,	
Subject:	Ordinance No. 2017-099 rezoning an approximate 2-acre tract of land in the R.E. Sevey HRS, A-523, located at 2407 Liberty Lane. Single Family-1 to Single Family-3. Military Warriors Support Foundation, owner. Mary Bowman (under contract to purchase), agent.				
Briefing: 11/13/2017	**Public Hearing:** 10/9/2017	**Second Briefing:**	October 23, 2017	**Council Vote:**	11/13/2017

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

Updates/History of Briefing:

On October 18, 2017, staff received three letters in opposition to this request that are included in the council packet.

Executive Summary and Background Information:

Z-17-10: This is a request by Military Warriors Support Foundation, owner, and Mary Bowman (under contract to purchase), agent, to rezone an approximate 2 acre tract of land in the R.E. Sevey HRS, A-523, located at 2407 Liberty Lane from Single Family-1 to Single Family-3. This property is currently vacant land.

The adjacent zoning is Single Family-1 to the north, south and east and west. The adjacent land use is residences to the north and west and vacant land to the east and south.

The Comprehensive Plan has designated this as a low density residential area. There previously was a single wide mobile home located on the property east of this tract (S-109) and there is an existing double wide HUD code manufactured home located diagonally across the street from this tract (S-537) at 2502 Liberty Lane. There are numerous manufactured homes located in the Liberty Eylau area.

Double wide manufactured housing looks like some of the existing frame pier and beam houses in the area. This type housing could be a revitalization housing alternative to traditional site built homes.

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

Potential Options:

None

Fiscal Implications:

None

Staff Recommendation:

City of Texarkana, Texas

Since a precedent has been set for manufactured homes on Liberty Lane and in this area, 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.

Advisory Board/Committee Meeting Date and Minutes:

September 5, 2017

Attachments

a. 2017-099 ORD rezoning 2407 Liberty Lane (PDF)
b. 2017-099 EXH 'A' (legal description) (PDF)
c. 2017-099 ATTH 01 (maps) (PDF)
d. 2017-099 Goals & Perspectives (DOCX)
e. 2017-099 ATTH 02 (opposition letters) (PDF)

Staff Coordination

Planning and Community Development		David Orr	Department Head Review	
	Completed	09/14/2017 9:17 AM		
Deputy City Manager - Kyle Dooley		Kyle Dooley	Deputy City Manager	
Review	Completed	09/15/2017 10:08 AM		
Public Information Officer		Vicky Coopwood	PIO Review	Skipped
	09/19/2017 9:57 AM			
City Manager	Shirley Jaster	City Manager Review	Completed	09/19/2017
1:02 PM				
City Council	Jennifer Evans	Meeting	Completed	09/25/2017
6:00 PM				

Meeting History

09/25/17 City Council MOVED FORWARD Next: 10/09/17
David Orr briefed this item.
10/09/17 City Council MOVED FORWARD Next: 10/23/17
Larry Hardy, resident adjacent to the subject property, addressed council at this public hearing.
10/23/17 City Council MOVED FORWARD Next: 11/13/17
David Orr reported that staff received three letters of opposition to this proposed ordinance on October 18, 2017.

Z-17-10

ORDINANCE NO. 2017-099

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-ACRE TRACT OF LAND IN THE R.E. SEVEY HRS, A-523, LOCATED AT 2407 LIBERTY LANE IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS, FROM SINGLE FAMILY-1 TO SINGLE FAMILY-3; CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed requesting an amendment to the Zoning Ordinance of the City of Texarkana, Texas, to rezone an approximate 2-acre tract of land in the R.E. Sevey HRS, A-523 **(Exhibit 'A')**, located at 2407 Liberty Lane in the City of Texarkana, Bowie County, Texas, from **Single Family-1 to Single Family-3;** and

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

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, **voted unanimously five (5) to zero (0) to recommend the application for rezoning** from **Single Family-1 to Single Family-3** to the City Council of Texarkana, Texas; and

WHEREAS, after consideration of said application and the recommendation of the Planning and Zoning Commission, the City Council of the City of Texarkana, Texas, does hereby find that rezoning the property from **Single Family-1 to Single Family-3** 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-acre tract of land in the R.E. Sevey HRS, A-523 **(Exhibit 'A')** located at 2407 Liberty Lane in the City of Texarkana, Bowie County, Texas, from **Single Family-1 to Single Family-3.**

<u>**SECTION 2:**</u> 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.

<u>**SECTION 3:**</u> All Ordinances or parts of Ordinances in conflict herewith are specifically repealed to the extent of such conflict.

<u>**SECTION 4:**</u> 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, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

2017-099

<u>EXHIBIT "A"</u>

All that certain tract or parcel of land situated in the R. E. SEVEY HEADRIGHT SURVEY, A-523, Bowie County, Texas, being a portion of a certain 4-3/4 acre tract of land conveyed by J. J. Blankenship, et al, to J. N. Sherrer and wife, Mittie Sherrer, by Deed dated May 14, 1931, of record in Volume 138, Page 370, Deed Records, Bowie County, Texas, and also being the same called 2 acre tract of land conveyed by W. L. Karrah and wife, Martha J. Karrah, et al, to Harland Sexton and wife, Helen Sexton by Deed dated September 26, 1972, of record in Volume 552, Page 143, Deed Records, Bowie County, Texas, and the herein described tract being that same called 2.028 acre tract conveyed from Carylon Taylor to George W. Thornton and wife, Lucille, D. Thornton by deed Dated November 17, 1994, and recorded in Volume 2236, page 201 of the Real Property Records of Bowie County, Texas, and the subject tract being more particularly described as follows: BEGINNING at a 3/4 inch reinforcing steel rod found for corner at the Northwest corner of said 2.028 acre Thornton tract, said point being on the South right-of-way line of a street designated as Liberty Lane: THENCE: N 89° 25' 22" E, 185.06 feet with the North boundary line of said 2.028 acre Thornton tract and with the South right-of-way line of said Liberty Lane to a 3/4 inch reinforcing steel rod found for corner at the Northeast corner of said 2.028 acre Thornton tract; THENCE: S 03° 31' 51" W, 473.97 feet primarily along an existing fence line and with the East boundary line of said 2.028 acre Thornton tract and with the West boundary line of a certain tract conveyed to James A. McDowell by deed recorded in Volume 2359, Page 172 of the Real Property Records of Bowie County, Texas, to a 1/2 inch reinforcing steel rod set for corner in an existing fence corner at the Southeast corner of said 2.028 acre Thornton tract; THENCE: S 89° 19' 10" W, 188.65 feet along an existing fence line and with the South boundary line of said 2.028 acre Thornton tract and with the North boundary line of a certain tract conveyed to Liberty Eylau Independent School District by deed recorded in Volume 192, Page 181 of the Deed Records of Bowie County, Texas, to a 1/2 inch reinforcing steel rod found for corner in an existing fence corner at the Southwest corner of said 2.028 acre Thornton tract; THENCE: N 03° 57' 36"E, 474.58 feet along an existing fence line and with the West boundary line of said 2.028 acre Thornton tract and with the East boundary line of a certain tract conveyed to George Gaines by deed recorded in Volume 668, Page 762 of the Deed Records of Bowie County, Texas, to the POINT OF BEGINNING and containing 2.029 acres of land, more or less.

Commonly known as: 2407 Liberty Lane, Texarkana, TX 75501

Prepared by:
Jay A. Rosenberg, Esq., Texas Bar Number 24094479, Rosenberg LPA, Attorneys At Law, 3805 Edwards Road, Suite 550, Cincinnati, Ohio 45209 (513) 247-9605 Fax: (866) 611-0170.

After recording return to:
Boston National Title Agency, LLC
7200 Glen Forest Drive, Suite 310
Richmond, VA 23226

Filed For Record In:
Bowie County, Texas
Tina Petty
County Clerk
On: Jun 29,2017 at 11:02A

0536146137B
259-TX-V1

2017-099

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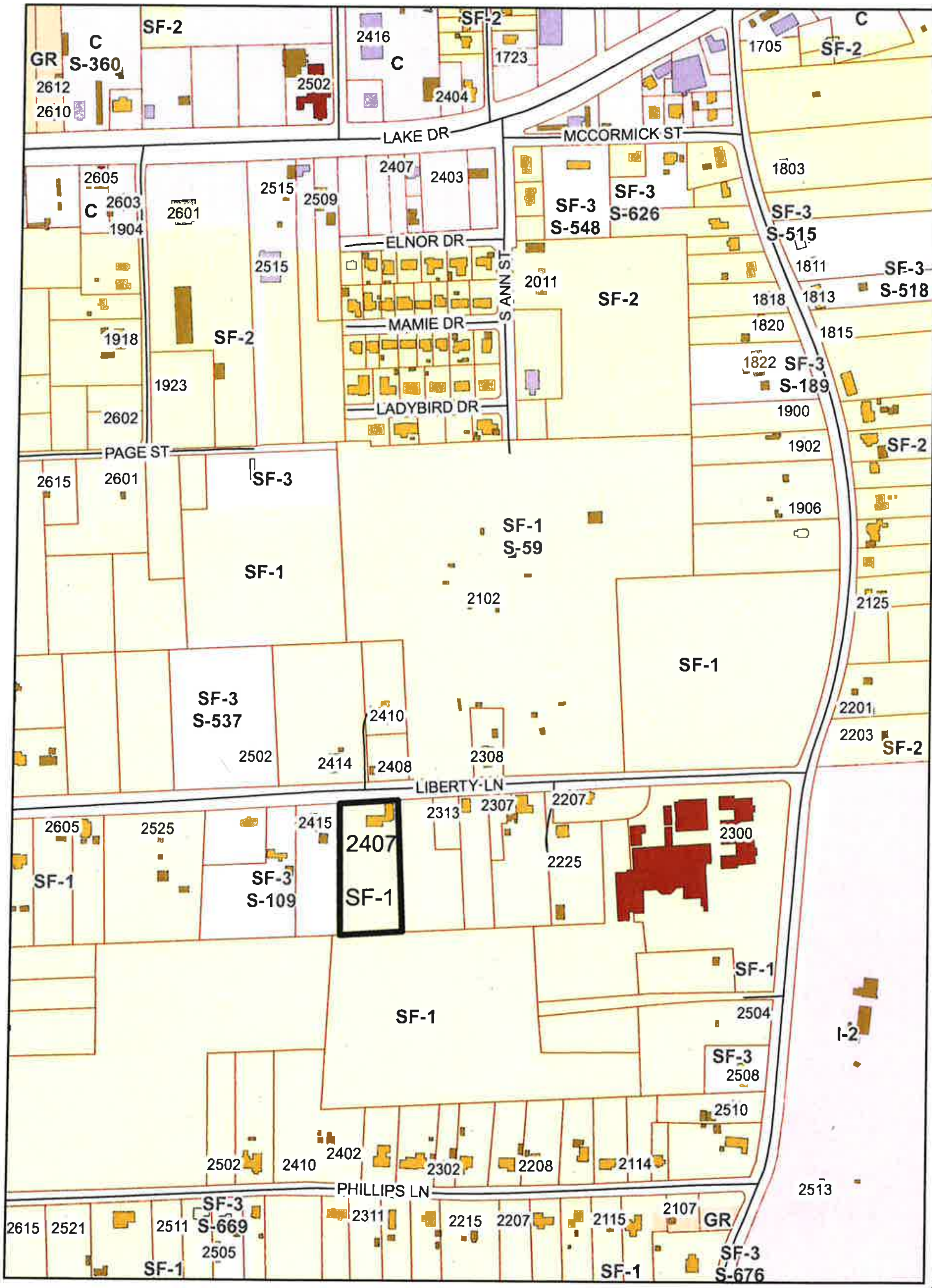
2407 Liberty Lane
Department of Planning and Community Development



N

1:5,500

Attachment: 2017-099 ATTH 01 (maps) (1707 : 2017-099 ORD rezoning at 2407 Liberty Lane)

2407 Liberty Lane
Department of Planning and Community Development

N

1:2,500

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
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	☑	Model a Positive City Image
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	☑	Cultivate Community Involvement & Access
Manage the Resources	☐	Maintain Fiscal Strength
	☐	Maximize Utilization & Resources
	☑	Invest in Infrastructure & Transportation
Develop Personnel	☐	Develop a Skilled & Diverse Workforce
	☐	Create a Positive & Rewarding Work Culture

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

NA	No Additional

Other Potential Impacts:

NA

Public Information Plan:

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

Other:

Attachment: 2017-099 Goals & Perspectives (1707 : 2017-099 ORD rezoning at 2407 Liberty Lane)

Rec 10·18·17 11:30am DKB

THE PROPERTY IS ZONED FOR RESIDENTIAL, SO I WOULD LIKE AND PREFER TO KEEP IT THAT WAY. THE NEIGHBORS DOWN THE ENDS OF THE STREET FEEL THE SAME WAY BUT THEY CAN'T COMMENT ON THEIR CONCERNS BECAUSE THERE MORE THAN 200 YARDS FROM THE PROPOSED ZONING FOR OLD USED TRAILERS TO BE PLANTED IN THEIR NEIGHBORHOOD. THE TRAILER BEING BROUGHT TO LIBERTY LANE IS OVER 20 YEARS OLD. SOMEONE SOLD IT BECAUSE THEY DIDN'T WANT IT ON THEIR PROPERTY ANYMORE. SO THIS TRAILER WAS PICKED UP FOR A SONG IN PRICE. NOW ITS BEING DISMANTLED AND BEING BROUGHT TO LIBERTY LANE.

THIS WILL DECREASE THE VALUE OF THE PROPERTIES DISCURAGE PROPERTY SALES AND RENOVATIONS, I OPPOSE THIS ZONING REQUEST. HOW WOULD YOU FEEL IF SOMEONE WAS PLANNING TO DO THIS NEXT DOOR OR ACROSS THE STREET FROM YOU.

THANK YOU

LARRY HARDY

2313 LIBERTY LANE

10-17-17

Rec 10-18-17 11:30 am
I.B.

TO whom it may concern, I Bobby Sturdivant + my wife Mary K. Sturdivant are apposed to a mobile home being moved across from 2408 Liberty LN, Texarkana TX

Sincerly:
Bobby Sturdivant
Mary K St

Bobby # 903-278-9281
Mary # 903-278-6288

To the City Council 10/17/17

Rec'd 10-18-17 11:30 am DKO

I have some concerns over the proposed zoning change on Liberty Lane. From the recent pictures I have seen of the trailer that will be placed there. Its not very neat or in the best of condition, so as of today I'm against the zoning change.

Cindy Goldberg
2414 Liberty Ln.

City of Texarkana, Texas

Version: B

Briefing Sheet

Update Date: 11/7/2017 9:53 AM

Lead Department:	Planning and Community Development		**Action Officer:**	Debbie Burk,	
Subject:	Ordinance No. 2017-100 granting a Specific Use Permit to allow a double wide HUD code manufactured home on an approximate 2-acre tract of land in the R.E. Sevey HRS, A-523, located at 2407 Liberty Lane. Military Warriors Support Foundation, owner. Mary Bowman (under contract to purchase), agent.				
Briefing: 11/13/2017	**Public Hearing:** 10/9/2017		**Second Briefing:**	October 23, 2017	**Council Vote:** 11/13/2017

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

Updates/History of Briefing:

On October 18, 2017, staff received three letters in opposition to this request that are included in the council packet.

Executive Summary and Background Information:

S-680: This is a request by Military Warriors Support Foundation, owner, and Mary Bowman (under contract to purchase), agent, for a Specific Use Permit to allow a 1996 double wide HUD code manufactured home on an approximate 2 acre tract of land in the R.E. Sevey HRS, A-523, located at 2407 Liberty Lane. This property is currently vacant land.

The adjacent zoning is Single Family-1 to the north, south and east and west. The adjacent land use is residences to the north and west and vacant land to the east and south.

The City's Zoning Ordinance was amended to comply with the state law in 2002, requiring that all manufactured housing be HUD code building standard. This amendment also stipulated that all HUD code manufactured homes inside the city limits be placed in the Single Family-3 zoning district along with the approval of a Specific Use Permit. Any home built after 1976 is considered HUD code standard.

The Comprehensive Plan has designated this as a low density residential area. There previously was a single wide mobile home located on the property east of this tract (S-109) and there is an existing double wide HUD code manufactured home located diagonally across the street from this tract (S-537) at 2502 Liberty Lane. There are numerous manufactured homes located in the Liberty Eylau area.

See attached photographs of the proposed double wide HUD code manufactured home.

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

Potential Options:

None

City of Texarkana, Texas

Fiscal Implications:

None

Staff Recommendation:

Double wide manufactured housing looks like some of the existing frame pier and beam houses in the area. This type housing could be a revitalization housing alternative to traditional site built homes. Due to this fact and that a precedent has been set for manufactured homes on Liberty Lane and in this area, staff recommends for approval of this request with the following stipulations:

1. That one 1996 Clarksville Delta double wide HUD code manufactured home be allowed on this property.
2. That the double wide HUD code manufactured home be power washed.
3. That the double wide HUD code manufactured home be tied down/skirted/underpinned. (The Commission may want to add a stipulation that new skirting be used).
4. That the double wide HUD code manufactured home be used for dwelling purposes only, human occupancy only.
5. That the Specific Use Permit be in effect for a period of three (3) years, beginning at the date of this Ordinance. It is the owner's responsibility to renew this permit.
6. That if the HUD code manufactured home is not placed on the property within the three (3) year period, the Specific Use Permit will automatically be revoked.
7. That all driveways, parking, building codes/setbacks, engineered foundation, platting and flood plain requirements be in accordance with the City of Texarkana, Texas codes.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended for approval with the following stipulations:

1. That one 1996 Clarksville Delta double wide HUD code manufactured home be allowed on this property.
2. That the double wide HUD code manufactured home be power washed.
3. That the double wide HUD code manufactured home be tied down and skirted/underpinned with new skirting.
4. That the double wide HUD code manufactured home be used for dwelling purposes only, human occupancy only.
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7. That all driveways, parking, building codes/setbacks, engineered foundation, platting and flood plain requirements be in accordance with the City of Texarkana, Texas codes.

Advisory Board/Committee Meeting Date and Minutes:

September 5, 2017

Attachments

City of Texarkana, Texas

a. 2017-100 ORD granting SUP for manf. home at 2407 Libert Lane (PDF)
b. 2017-100 EXH 'A' (Photos of manf. home) (PDF)
c. 2017-100 EXH 'B' (legal description) (PDF)
d. 2017-100 ATTH 01 Maps (PDF)
e. 2017-100 Goals & Perspectives (DOCX)
f. 2017-100 ATTH 02 (opposition letters) (PDF)

Staff Coordination

Planning and Community Development		David Orr	Department Head Review	
	Completed	09/14/2017 9:20 AM		
Deputy City Manager - Kyle Dooley		Kyle Dooley	Review	Completed
	09/15/2017 10:09 AM			
Public Information Officer		Vicky Coopwood	PIO Review	Skipped
	09/19/2017 9:57 AM			
City Manager	Shirley Jaster	City Manager Review	Completed	09/19/2017
1:05 PM				
City Council	Jennifer Evans	Meeting	Completed	09/25/2017
6:00 PM				

Meeting History

09/25/17 City Council MOVED FORWARD Next: 10/09/17
David Orr briefed this item.
10/09/17 City Council MOVED FORWARD Next: 10/23/17
There were no public comments made at this hearing.
10/23/17 City Council MOVED FORWARD Next: 11/13/17
David Orr reported that staff received three letters of opposition to this proposed ordinance on October 18, 2017.

S-680

ORDINANCE NO. 2017-100

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-680 TO ALLOW THE LOCATION OF A HUD CODE DOUBLE WIDE MANUFACTURED HOME ON AN APPROXIMATE 2-ACRE TRACT OF LAND IN THE R.E. SEVEY HRS, A-523, LOCATED AT 2407 LIBERTY LANE IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS; CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed with the City of Texarkana, Texas, requesting an amendment to the Zoning Ordinance to grant a **Specific Use Permit** to allow the location of a HUD code double wide manufactured home (**Exhibit 'A'**) on an approximate 2 acre tract of land in the R.E. Sevey HRS, A-523 (**Exhibit 'B'**), located at 2407 Liberty Lane in the City of Texarkana, Bowie County, Texas; and

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

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, voted **unanimously five (5) to zero (0) to recommend** to the City Council of the City of Texarkana, Texas, **that a Specific Use Permit be granted to allow the location of HUD code double wide manufactured home** on said property; and

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

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

SECTION 1: That the Zoning Ordinance of the City of Texarkana, Texas, Ordinance No. 127-70, passed and approved on September 14, 1970, be further amended so as to grant a **Specific Use Permit numbered S-680 for the purpose of allowing the location of a HUD code double wide manufactured home** on the following described property, to-wit: an approximate 2-acre tract of land in the R.E. Sevey HRS, A-523 (**Exhibits 'A' & 'B'**), located at 2407 Liberty Lane in the City of Texarkana, Bowie County, Texas.

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

1. That one 1996 Clarksville Delta double wide HUD code manufactured home be allowed on this property.
2. That the double wide HUD code manufactured home be power washed.
3. That the double wide HUD code manufactured home be tied down and skirted/underpinned with new skirting.
4. That the double wide HUD code manufactured home be used for dwelling purposes only, human occupancy only.
5. That the Specific Use Permit be in effect for a period of three (3) years, beginning at the date of this Ordinance. It is the owner's responsibility to renew this permit.
6. That if the HUD code manufactured home is not placed on the property within the three (3) year period, the Specific Use Permit will automatically be revoked.
7. That all driveways, parking, building codes/setbacks, engineered foundation, platting and flood plain requirements be in accordance with the City of Texarkana, Texas, codes.

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

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

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

PASSED AND APPROVED in regular Council Session on this the **13th day of November, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY	BOB BRUGGEMAN, MAYOR

2017-100

EXHIBIT 'B'

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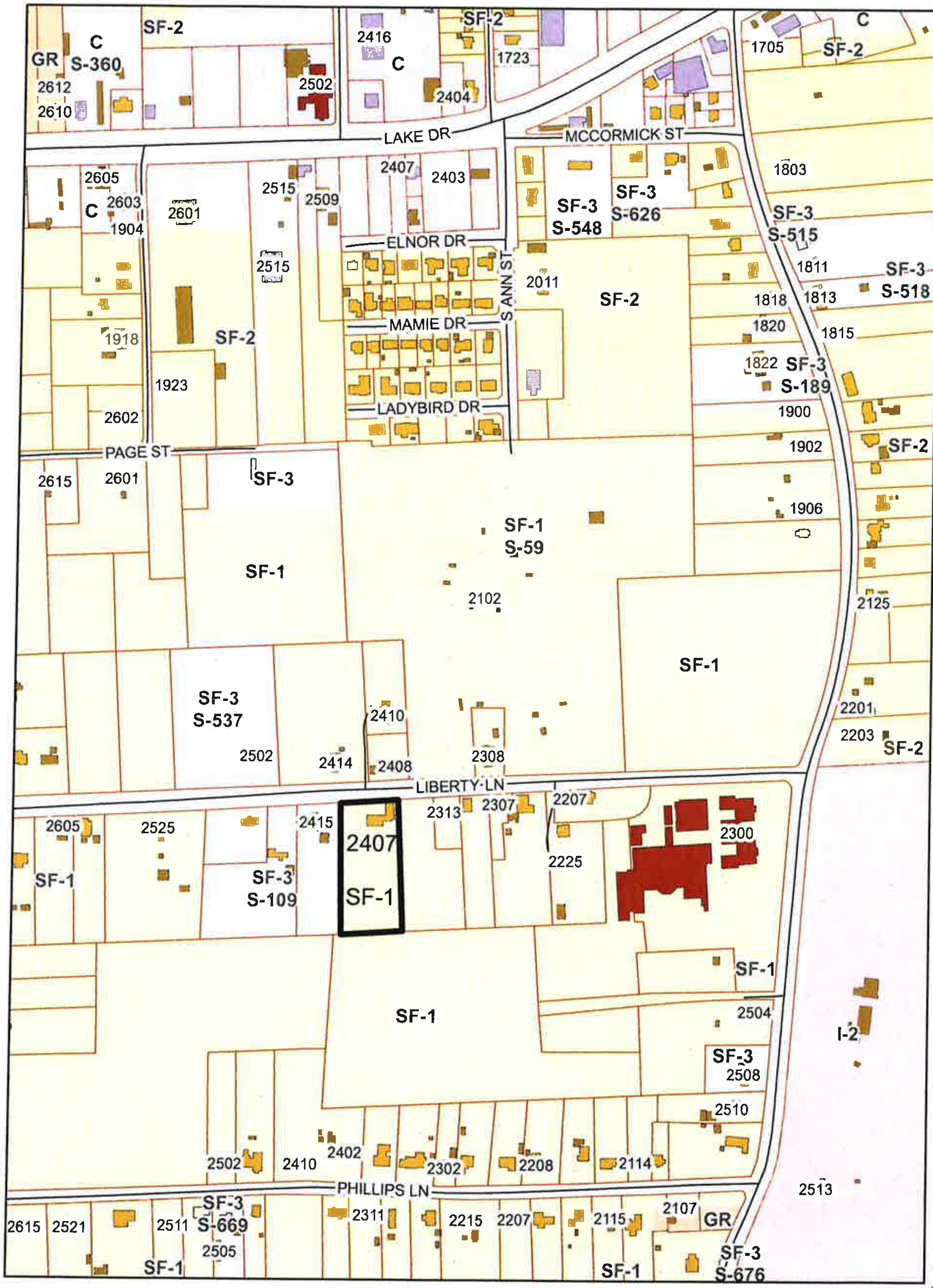
Attachment: 2017-100 EXH 'B' (legal description) (1711 : 2017-100 ORD granting Specific Use Permit at 2407 Liberty Lane)

2407 Liberty Lane
Department of Planning and Community Development



N

1:5,500

2407 Liberty Lane
Department of Planning and Community Development

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City of Texarkana, Texas

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	☑	Invest in Infrastructure & Transportation
Develop Personnel	☐	Develop a Skilled & Diverse Workforce
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Perspectives and Goals Additional Comments:

NONE

Resource Impact:

NA	No Additional

Other Potential Impacts:

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☐	Flyers Posted	☐	Banners Posted
☐	Survey	☐	Automated Phone Call
☑	None Required	☑	Sign Posted

Other:

Attachment: 2017-100 Goals & Perspectives (1711 : 2017-100 ORD granting Specific Use Permit at 2407 Liberty Lane)

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LARRY HARDY

2313 LIBERTY LANE

10/17/17

Rec 10 18 17 11:30 am IJB

To whom it may concern, I Bobby Sturdivant & my wife Mary K. Sturdivant are apposed to a mobile home being moved across from 2408 Liberty LN, Texarkana TX

Sincerly:
Bobby Sturdivant
Mary K St

Bobby # 903-278-9286
Mary # 903-278-6288

2017-100 ATTH 02

To the City Council Rec'd: 10-18-17 11:30 am DKO 10/17/17

I have some concerns over the proposed zoning change on Liberty Lane. From the recent pictures I have seen of the trailer that will be placed there. Its not very neat or in the best of condition, so as of today I'm against the zoning change.

Cindy Goldberg
2414 Liberty Ln.

City of Texarkana, Texas

Briefing Sheet

Version:
Update Date: 11/7/2017 3:40 PM

Lead Department:	Purchasing and Contracting	**Action Officer:**	Sharon Moore, Purchasing Manager
Subject:	Ordinance No. 2017-119 approving a contract with the interlocal purchasing system TIPS/TAPS for Hefner Roofing to replace roofs on Summerhill, Richmond and Kenwood fire stations.		

Briefing:	11/13/2017	**Public Hearing:**		**Second Briefing:**		**Council Vote:**	11/13/2017

Item Schedule

Updates/History of Briefing:

"NOT APPLICABLE"

Executive Summary and Background Information:

Due to the delay in CIP of building new fire stations, it has become apparent that the Summerhill, Richmond Road, and Kenwood stations are in need of roof replacements. The Kenwood Fire station roof replacement is requested due to foundation problems that caused shingles to split, separate and curl. The roof on the Summerhill fire station is original to the building, which was constructed in 1981. The Richmond Road roof is 9 years old. Both Richmond and Kenwood were replaced after a hail storm in 2008.

Potential Options:

- "None"
-

Fiscal Implications:

Funds will be available through the 2017 Bond Fund contingency.

Staff Recommendation:

Staff recommends using the TIPS/TAPS inter-local purchasing program to use Hefner Roofing and Construction for replacement of the fire station roofs. Hefner is currently preforming all the roofing projects on the CIP.

Advisory Board/Committee Review:

"NONE"

Board/Committee Recommendation:

"NOT APPLICABLE"

Advisory Board/Committee Meeting Date and Minutes:

"NOT APPLICABLE"

City of Texarkana, Texas

Attachments

a. 2017-119 ORD Approving CIP Contract Fire Roof Replacements (DOC)
b. 2017-119 Goals & Perspectives (DOCX)
c. 2017-119 ATTH 01 Tip-Taps Contract (PDF)

Staff Coordination

Purchasing and Contracting Jennifer Evans Department Head Review
Skipped 11/03/2017 4:48 PM
Finance Department Jodie Lee Review Completed 11/03/2017
4:50 PM
Finance Department Sharon Moore Finance Review Skipped 11/02/2017
2:28 PM
Parks, Recreation & Health Robby Robertson Review Completed
11/04/2017 11:55 AM
Finance Department Sharon Moore Finance Review Skipped 11/02/2017
2:28 PM
Finance Department Sharon Moore Finance Review Skipped 11/02/2017
2:28 PM
Purchasing and Contracting Sharon Moore Purchasing Review
Skipped 11/02/2017 2:28 PM
Deputy City Manager - Kyle Dooley Kyle Dooley Deputy City Manager
Review Completed 11/04/2017 12:15 PM
Public Information Officer Lisa Thompson PIO Review Completed
11/06/2017 4:57 PM
City Manager Shirley Jaster City Manager Review Completed 11/07/2017
2:37 PM
City Council Vicky Coopwood Meeting Pending 11/13/2017
6:00 PM

Meeting History

ORDINANCE NO. 2017-119

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, APPROVING A CONTRACT IN THE CAPITAL IMPROVEMENT PLAN FOR THE REPLACEMENT OF ROOFS AT THE SUMMERHILL, RICHMOND ROAD AND KENWOOD FIRE STATIONS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council approved the fiscal year 2017 budget on September 12, 2016; and

WHEREAS, this approved budget included the capital improvement plan; and

WHEREAS, the 2018 CIP Project to build new fire stations has been postponed; and

WHEREAS, there is a need to replace the roofs at Summerhill, Richmond Road, and Kenwood fire stations; and

WHEREAS, Heffner Roofing was the low bidder for the existing roof replacements of the original 2017 CIP Project; and

WHEREAS, the City has an interlocal agreement with TIPS/TAPS, The Interlocal Purchasing System (TIPS) and The Texas-Arkansas Purchasing System (TAPS) which serves government agencies in accordance with Texas Local Government code 252, 262 or 271; and

WHEREAS, Heffner Roofing and Construction is a vendor for TIPS/TAPS and has submitted a bid in the amount of **One Hundred Fifteen Thousand Two Hundred Fifty dollars ($115,250)** and which said dollar amount will be taken from the 2017 CIP contingency; and

WHEREAS, the City Manager is authorized to allocate contingency to approved projects as needed.

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

SECTION 1: That the City Manager be and is hereby authorized to enter into a contract with Heffner Roofing and Construction in an amount not to exceed **One Hundred Fifteen Thousand Two Hundred Fifty dollars ($115,250)** for roof replacement at the Summerhill, Richmond Road, and Kenwood fire stations.

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

PASSED AND APPROVED in Regular Council Session on this the **13th day of November, 2017**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY	BOB BRUGGEMAN, MAYOR

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved:	No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other:

CONTRACTOR PROPOSAL FORM
CITY OF TEXARKANA
REROOF VARIOUS FACILITIES
PROJECT NO. 20171012-44
Page 1 of 2

STATE OF TEXAS
DEAN D. BROWN
117508
LICENSED
PROFESSIONAL ENGINEER
10-20-2017
Armko Industries, Inc.
Texas Registered Engineering Firm
F-006498

The purpose of this proposal is for The City of Texarkana to complete the replacement of the roof system at the Summerhill Fire Station, Richmond Fire Station, and the Kenwood Fire Station, utilizing the

TIPS/TAPS, The Interlocal Purchasing System (TIPS) and The Texas-Arkansas Purchasing System (TAPS)

which operates and serves as a procurement option for Governmental Agencies in accordance with any or all of the following statutes: Texas Local Government Code Chapters 252, 262, or 271; Texas Education Code Section 44.031; and/or Texas Government Code Chapter 791, which is also known as the Inter-local Cooperative Purchasing Act.

The proposal by the contractor shall be submitted via email to Sharon Moore, sharon.moore@txkusa.org, by Tuesday, October 17, 2017, 10:00 a.m. Questions regarding the specifications should be directed to Mr. Doug Shearer, (214)392-5413 or dshearer@armko.com.

The contract for the project will be between The City of Texarkana and the Roofing Contracting Company.

CONTRACT DOCUMENTS: Having examined the Proposal, Contract, General Instructions, Materials, Execution, and Drawings for Project No. 20171012-44 and conditions for said roofing replacement work, and having examined the premises and circumstances affecting the work, the undersigned offer:

OFFER: To furnish all labor, material, tools, equipment, transportation, bonds, insurance certificates, all applicable taxes, incidentals, and other facilities, and to perform all work for the said roofing replacement for the following:

BASE PROPOSAL 1 – SUMMERHILL FIRE STATION
Work shall include removal of all roofing materials including, gravel, membranes, insulation, and sheet metal to the existing deck. Remove existing metal roof panels and replace with similar kind and quality. Mechanically attached base sheet over nailable lightweight deck; adhere polyisocyanurate insulation in hot, adhere cover board in hot asphalt, adhere 80 mil SBS inter-ply membrane over cover board in hot asphalt, adhere 60 mil white elvaloy fleece back membrane over 80 mil inter-ply in hot asphalt and heat weld all laps. Work shall also include the removal and replacement of metal panels with new metal panels to match similar design and color. Color selection to be confirmed by owner. Provide all applicable sheet metal flashings and accessories for a water tight system and 20 Year NDL Warranty from the membrane manufacturer.

seventy-eight thousand & 00/00 ———— $ 78,000.00

BASE PROPOSAL 2 – RICHMOND FIRE STATION
Work shall include removal and replacement of existing asphalt shingles with new asphalt shingles as specified. Provide metal flashings, trim, and accessories for complete watertight assembly. Verify shingle color and profile with owner prior to commencing of work.

seventeen thousand five hundred & 00/xx – $ 17,500.00

BASE PROPOSAL 3 – KENWOOD FIRE STATION
Work shall include removal and replacement of existing asphalt shingles with new asphalt shingles as specified. Provide metal flashings, trim, and accessories for complete watertight assembly. Verify shingle color and profile with owner prior to commencing of work.

nineteen thousand seven hundred fifty & 00/xx — $ 19,750.00

Unit Price Proposal:

1. Repair lightweight decking: $ 15.00 per square foot.
2. Remove and replace damaged wood decking: $ 6.00 per square foot.

CONTRACTOR PROPOSAL FORM
CITY OF TEXARKANA
REROOF VARIOUS FACILITIES
PROJECT NO. 20171012-44
Page 2 of 2

3. Remove and replace deteriorated nailers: $ 4.00 per board foot.
4. Install four inch (4") roof drain: $ 1,500.00 each.
5. Install four inch (4") PVC drain line complete with all connections, elbows, etc.: $ 10.00 per linear foot.
6. Additional cost over and above the contract amount for weekend or overtime requested by the City: $ 25.00 cost per man per hour.

The above proposal quoted by Contractor:

Signature: Jed Hefner
Name Printed: Jed Hefner
Title: V.P.
Company: Hefner Roofing & Const.
Date: 10-23-17

Contractor acknowledges receipt of the following addenda:

ADDENDUM #1: N/A (Initial)
ADDENDUM #2: N/A (Initial)

The above proposal accepted by Owner:

Signature: ______
Name Printed: ______
Title: ______
City: ______
Date: ______

City of Texarkana, Texas

Briefing Sheet

Version:
Update Date: 10/19/2017 4:01 PM

Lead Department: Finance Department **Action Officer:** Kristin Peeples,

Subject: Resolution No. 2017-096 adopting the City's investment policy.

Briefing:	**Public Hearing:**	**Second Briefing:**	**Council Vote:**
11/13/2017	11/13/2017		11/13/2017

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

Updates/History of Briefing:

Not Applicable

Executive Summary and Background Information:

The Public Funds Investment Act, as amended, requires the City to annually adopt an investment policy and investment strategies. The attached Exhibit “A” complies with the Public Funds Investment Act, and authorizes investment of City funds in safe and prudent investments. The City’s investment consultant, Valley View Consulting, LLC, has assisted staff in updating this policy to comply with state requirements.

Potential Options:

- Approve the policy as recommended
- Reject the policy and recommend an alternative policy

Fiscal Implications:

Allows placement of available funds in safe and prudent investments, providing additional usable resources to the City.

Staff Recommendation:

Staff recommends approval.

Advisory Board/Committee Review:

Investment Committee consisting of the Mayor, City Manager, City CFO, City ACFO, TWU Finance Director, and TWU Account Manager.

Board/Committee Recommendation:

Investment Committee recommends approval.

Advisory Board/Committee Meeting Date and Minutes:

Investment Committee minutes dated August 2, 2017 are attached.

City of Texarkana, Texas

Attachments

a. 2017-096 RES Adopting City's Investment Policy (DOC)
b. 2017-096 EXH 'A' Investment Policy (DOC)
c. 2017-096 ATTH 01 Investment Policy with red line changes (DOC)
d. 2017-096 ATTH 02 Investment Committee Meeting Minutes 08.02.2017 (DOCX)
e. 2017-096 Goals & Perspectives (DOCX)

Staff Coordination

Finance Department Kristin Peeples Department Head Review Completed 08/18/2017 8:12 AM
Deputy City Manager - Kyle Dooley Kyle Dooley Deputy City Manager Review Completed 08/18/2017 8:23 AM
Public Information Officer Lisa Thompson PIO Review Completed 08/18/2017 8:51 AM
City Manager Shirley Jaster City Manager Review Completed 08/22/2017 3:23 PM
City Council Jennifer Evans Meeting Completed 10/23/2017 6:00 PM

Meeting History

10/23/17 City Council MOVED FORWARD Next: 11/13/17
Jodie Lee briefed this agenda item.

RESOLUTION NO. 2017-096

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, APPROVING THE CITY'S INVESTMENT POLICY; RECORDING THE ANNUAL REVIEW; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Public Funds Investment Act, as amended, requires the City to annually adopt an investment policy and investment strategies by rule, order, ordinance, or resolution; and

WHEREAS, the attached **(Exhibit "A")** investment policy complies with the current Public Funds Investment Act, as amended, and authorizes the investment of City funds in safe and prudent investments.

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

SECTION 1: The facts and recitations contained in the above preamble of this Resolution are hereby incorporated herein for all purposes.

SECTION 2: The City Council of the City of Texarkana, Texas approves the investment policy and investment strategy **(Exhibit "A").**

SECTION 3: The City Council of the City of Texarkana, Texas has performed an annual review of the investment policy and strategies and adopts its statements in the minutes recording that review.

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

PASSED AND APPROVED in Regular Council Session on this the **23rd day of October 2017**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

2017-096 EXH ‘A’

CITY OF TEXARKANA, TEXAS

INVESTMENT POLICY

2017-096 EXH 'A'

CITY OF TEXARKANA, TEXAS

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2017-096 EXH 'A'

INTRODUCTION

The purpose of this document is to set forth specific investment policy and strategy guidelines for the City of Texarkana, Texas (the "City") in order to achieve the goals of safety, liquidity, public trust, and yield for all investment activity. The City Council of the City shall review and adopt, by resolution, its investment strategies and policy not less than annually. The resolution shall include a record of changes made to either the Investment Policy or strategy. This Policy serves to satisfy the statutory requirement, specifically the Public Funds Investment Act and Public Funds Collateral Act, Texas Government Code Chapter 2256 and Chapter 2257(the "PFIA" and "PFCA" respectively) to define, adopt, and review a formal investment strategy and policy.

INVESTMENT STRATEGY

The City maintains two distinct portfolios (the City and the Water Utilities Department), which independently utilize four specific investment strategy considerations, designed to address the unique characteristics of the fund groups represented in the portfolios:

A. Investment strategies for operating funds and combined pools containing operating funds have as their primary objectives to preserve principal and assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure, which will experience minimal volatility during economic cycles. This may be accomplished by maintaining adequate liquid balances and utilizing high quality, short-to-medium term investments, which will complement each other in a laddered or barbell maturity structure, and can be easily liquidated if the need arises. Any investment authorized by this Policy is suitable for these funds. The dollar weighted average maturity of 365 days or less will be calculated using the stated final maturity date of each investment. The maximum stated final maturity shall be three years. The yield objective shall be a comparable maturity rolling Treasury portfolio.

B. Investment strategies for debt service funds shall have as the primary objectives the preservation of principal and the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. Investments purchased shall not have a stated final maturity date which exceeds the next unfunded debt service payment date. Any investment authorized by this Policy is suitable for these funds. The yield objective shall be a short-term, government portfolio local government pool.

C. Investment strategies for debt service reserve funds shall have as the primary objectives to preserve principal and to generate a dependable revenue stream to the appropriate debt service fund from investments with a low degree of volatility. Investments shall be of high quality and, except as may be required by the bond ordinance specific to an individual issue, of short-to-intermediate term maturities. Maximum maturity shall be the shorter of the first call date or five years. Volatility shall be further controlled through the purchase of securities carrying the highest coupon available, within the desired maturity and quality range, without paying a premium, if at all possible. Any investment authorized by this Policy is suitable for these funds. The yield objective shall be a comparable maturity rolling Treasury portfolio.

D. Investment strategies for special projects or special purpose fund portfolios will have as their primary objectives to preserve principal and to assure that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 10% in cash equivalent investments to allow for flexibility and unanticipated project outlays, and by utilizing high quality, short-to-medium term investments, which will complement each other in a laddered or barbell maturity structure, and can be easily liquidated if the need arises. Any investment authorized by this Policy is suitable for these funds. The stated final maturity dates of securities held should not exceed the estimated project completion date. The yield objective shall be a comparable maturity rolling Treasury portfolio.

INVESTMENT POLICY

A. SCOPE

This Investment Policy applies to all financial assets of the City including the Water Utilities Department. These funds are accounted for in the City's Comprehensive Annual Financial Report (CAFR) and include:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Projects Funds
- Proprietary Funds
- All Other Funds

This Policy shall not govern the Firemen's Relief and Pension Fund which is under the management and supervision of the City of Texarkana, Texas Firemen's Relief and Pension Fund Board of Trustees.

B. OBJECTIVES

The City shall manage and invest its cash with four objectives, listed in order of priority: Safety, Liquidity, Public Trust, and Yield. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with State and Local law.

The City shall maintain a comprehensive cash management program which includes collection of accounts receivable, vendor payment in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to ensure maximum cash availability and maximum yield on short-term investment of pooled idle cash.

1. Safety

The primary objective of the City’s investment activity is the preservation of principal in the overall portfolio. Each investment transaction shall be conducted in a manner to avoid principal losses, whether from investment defaults or erosion of market value.

2. Liquidity

The City’s investment portfolio shall be structured such that the City is able to meet all obligations in a timely manner. This shall be achieved by maintaining adequate cash equivalent balances, matching investment maturities with forecasted cash flow requirements, and by investing in securities with active secondary markets.

3. Public Trust

All participants in the City’s investment process shall seek to act responsibly as custodians of the public trust. Investment Officers shall avoid any transaction which might impair public confidence in the City’s ability to govern effectively.

4. Yield

The City’s cash management portfolio shall seek to augment returns above this threshold consistent with risk limitations identified herein and prudent investment policies.

C. RESPONSIBILITY AND CONTROL

1. Investment Committee

An Investment Committee, consisting of one City Council Member appointed by the Mayor, City Chief Executive Officer/Manager (or his designee), Chief Financial Officer (City), Director of Finance (Water Utilities Department), Accounting/Human Resources Manager (Water Utilities Department), and Assistant Chief Financial Officer (City) shall meet as needed to determine operational strategies and to monitor results. The Investment Committee shall include in its deliberation such topics as: performance reports, economic outlook, portfolio diversification, maturity structure, potential risk to the City's funds, authorized broker/dealers, eligible investment training sources, and the target rate of return on the investment portfolio.

2. Delegation of Authority and Training

Authority to manage the City's investment program is derived from the City Charter. The Chief Financial Officer and Assistant Chief Financial Officer are designated as Investment Officers and are responsible for investment decisions and activities for the City portfolio. The Director of Finance and Accounting/Human Resources Manager are designated as Investment Officers and are responsible for investment decisions and activities for the Water Utilities Department portfolio. The Chief Financial Officer and Director of Finance shall establish written procedures for the operation of their respective investment program, consistent with this Investment Policy. In order to ensure qualified and capable investment management, the Investment Officers shall attend training sessions relating to the Officer's responsibility under the PFIA within 12 months after assuming duties and receive at least 10 hours of training, and additional training sessions not less than once every two year period that begins on the first day of the City's fiscal year and consists of the two consecutive fiscal years after that date and receive at least 8 hours of training. Independent sources for such training shall be approved by the Investment Committee.

3. Internal Controls

The Chief Financial Officer and Director of Finance, or their respective designee, are responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Chief Financial Officer and Director of Finance shall establish a process for annual independent review by an external auditor in conjunction with the annual audit, to assure compliance with policies and procedures. The internal controls shall address the following points:

A. Control of collusion.
B. Separation of transaction authority from accounting and record keeping.
C. Custodial safekeeping.
D. Avoidance of physical delivery securities.
E. Clear delegation of authority to subordinate staff members.
F. Written confirmation for telephone (voice) transactions for investments and wire transfers.

4. Prudence

The standard of prudence to be applied by the Investment Officers shall be the "prudent person" rule, which states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived." In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

A. The investment of all funds, or funds under the City's control, over which the Officer had responsibility rather than a consideration as to the prudence of a single investment.

B. Whether the investment decision was consistent with the written Investment Policy of the City.

An Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific investment's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

5. Ethics and Conflicts of Interest

Investment Officers shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. Investment Officers shall disclose to the City Manager any material financial interest in financial institutions that conduct business with the City and they shall further disclose positions that could be related to the performance of the City's portfolio. Investment Officers shall subordinate their personal financial transactions to those of the City, particularly with regard to timing of purchases and sales.

An Investment Officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the City Council.

D. REPORTING

1. Quarterly Reporting

The Chief Financial Officer shall submit a quarterly investment report in compliance with the PFIA and signed by all Investment Officers.

2. Annual Report

Within a reasonable time after the end of the fiscal year, the Chief Financial Officer shall present an annual report on the investment program and investment activity. This report may be presented as a component of the fourth quarter report to the City Manager and City Council.

3. Methods

The quarterly investment report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report will be prepared in compliance with the PFIA. The report will be provided to the City Manager and City Council. The report will include the following:

A. A listing of individual investments held at the end of the reporting period. This list will include the name of the fund or pooled group fund for which each individual investment was acquired.

B. Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period. Market values shall be obtained from financial institutions or portfolio reporting services independent from the investment provider.

C. Additions and changes to the market value during the period.

D. Fully accrued interest for the reporting period.

E. Average weighted yield to maturity of portfolio on City investments as compared to applicable benchmarks.

F. Listing of investments by maturity date.

G. The percentage of the total portfolio which each type of investment represents.

H. Statement of compliance of the City's investment portfolio with State Law and the Investment Strategy and Policy approved by the City Council.

In conjunction with the annual audit, a formal annual review of these reports will be performed by an independent auditor with the results reported to the City Council as part of the overall audit report.

E. INVESTMENT PORTFOLIO

1. Active Portfolio Management

The City shall pursue an active versus a passive portfolio management philosophy. That is, investments may be sold or redeemed before they mature if market conditions present an opportunity for the City to benefit from the trade. The Investment Officers will routinely monitor the contents of the portfolio, the available markets, and the relative value of competing instruments, and will adjust the portfolio accordingly.

2. Performance

It is the City's policy to purchase investments with maturity dates coinciding with cash flow requirements. Using this strategy, the City attempts to purchase the highest yielding allowable investments available at the time of purchase. The City shall encourage a competitive environment for all investment activities including investment pool and mutual fund selections, financial institution deposit placements, securities transactions, and other investment-related proceedings. Weighted-average-yield-to-maturity shall be the portfolio's performance measurement standard.

3. Investments

Assets of the City may be invested in the following instruments; provided, however, that at no time shall assets of the City be invested in any instrument or security not authorized at the time of purchase for investment under the PFIA, as the PFIA may from time to time be amended. The City is not required to liquidate investments that were authorized investments at the time of purchase. All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating.

a). Authorized

1. Obligations issued, guaranteed, or insured by the United States of America, its agencies and instrumentalities, which have a liquid market with a readily determinable market value, including the Federal Home Loan Banks.

2. Direct obligations of the State of Texas, its agencies and instrumentalities.

3. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of this State or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.

4. Obligations of the States, agencies thereof, Counties, Cities, and other political subdivision of any state having been rated as investment quality by a nationally recognized investment rating firm, and having received a rating of not less than "A" or its equivalent.

5. Certificates of Deposit, and other forms of deposit, of state and national banks, savings banks, or state or federal credit unions that has a main or branch office in Texas, guaranteed or insured by the Federal Deposit Insurance Corporation (or its successor) or the National Credit Union Share Insurance Fund (or its successor), or secured by obligations described in G. 3. Collateral Defined, or as authorized by the PFIA. Bids/quotes for certificates of deposit may be

solicited in the following ways: orally, in writing, electronically, or in any combination of the above methods.

6. Fully collateralized direct repurchase agreements with a defined termination date secured by cash or obligations of the United States or its agencies and instrumentalities. Securities purchased must be pledged to the City, held in the City's account, and deposited at the time of the investment with the City, and placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in Texas. Such agreements may include direct security repurchase agreements and reverse security repurchase agreements with terms of 90 days or less after the delivery date. Funds received by the City under a reverse security agreement shall be used to acquire additional authorized investments, but those investments must mature no later than the expiration date stated in the reverse security repurchase agreement.

7. Local Government Investment Pools, if the pool is specifically approved by the Council and the pool invests only in investments authorized by the PFIA. A pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service. In order to be eligible to receive City funds a pool must comply with all PFIA requirements.

8. "Money Market" mutual funds that have a rating of AAA by at least one nationally recognized rating firm and are "no-load" funds. A "money market" mutual fund must maintain a $1.00 share value and include only short-term, highly liquid, and relatively low risk debt instruments. Must be registered with and regulated by the Securities and Exchange Commission. The City cannot own more than 10% of the mutual fund's total assets.

Commented [RL1]: This section was liberalized, by w[...] recommend you continue with this language.

9. Guaranteed Investment contracts are allowed investments for bond proceeds only, if such contracts have a defined termination date, are secured by U.S. Government direct or agency obligations approved by the PFIA, in an amount equal to the bond proceeds, if security is pledged to the City and deposited with the City or a third party, and if the investment term is limited to five years from the date of bond issuance. In addition, specific provisions under PFIA Section 2256.015(c) 1-5 must be met to allow investment in these contracts.

b. Not Authorized

The City's authorized investment options are more restrictive than those allowed by State law. State law specifically prohibits investment in the following investment securities, or investment in specific instruments at levels higher than those listed below:

1) Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.

2) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.

3) Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years.

4) Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

4. Holding Period

The City intends to match the holding periods of investment funds with liquidity needs of the City.

5. Risk and Diversification

The City recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification which shall be achieved by the following general guidelines:

a) Risk of issuer default is controlled by limiting investments to those instruments allowed by the PFIA, which are described herein.

b) Risk of market price changes shall be controlled by avoiding over-concentration of assets in a specific maturity sector, maintenance of adequate liquidity, and limitation of appropriate average maturity.

c) Risk of temporary illiquidity shall be controlled by monitoring the rating of each issuer, as applicable, at least quarterly, and taking all prudent measures that are consistent with this Policy to liquidate an investment that does not have the minimum rating.

F. SELECTION OF FINANCIAL INSTITUTIONS AND BROKER/DEALERS

1. Depository

In compliance with State legislation, a Primary Depository shall be selected through the City's banking services procurement process, which shall include a formal request for application (RFA). In selecting a Primary Depository, the credit worthiness of institutions shall be considered, and the Chief Financial Officer shall conduct a comprehensive review of prospective depositories' credit characteristics and financial history. In addition, the City may establish non-primary banking relationships based on deposit and unique service capabilities.

Institutions seeking to establish eligibility for the City's depository shall submit for review financial statements, evidence of federal insurance and other information as required by the Chief Financial Officer.

Any institution designated as a depository by the City will provide collateral in accordance with this Policy and applicable State law. The City reserves the right, in its sole discretion, to accept or reject any form of insurance or collateralization pledged towards depository deposits. Institutions serving as a depository will be required to sign a Depository/Collateral Agreement with the City. The collateralized deposit portion of the Agreement shall define the City's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- The agreement must be in writing;
- The agreement has to be executed by the Depository and the City contemporaneously with the acquisition of the asset;
- The agreement must be approved by the Board of Directors or designated committee of the Depository and a copy of the meeting minutes must be delivered to the City; and
- The agreement must be part of the Depository's "official record" continuously since its execution.

2. Broker/Dealers

For broker/dealers, the City shall select only those dealers reporting to the Market Reports Division of the Federal Reserve Board of New York, also known as the "Primary Government Security Dealers", unless analysis reveals that other firms are adequately financed to conduct public business. All broker/dealers shall provide the City with references from public entities which they are currently serving. The Investment Committee shall adopt and annually review a list of qualified broker/dealers authorized to engage in investment transactions with the City.

All investment providers, financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following, as appropriate:

- audited financial statements
- proof of Financial Industry Regulatory Authority (FINRA) certification
- proof of state registration
-

Additionally, the qualified representative or equivalent of the Local Government Investment Pool or discretionary Investment Advisor firm (i.e. business organization) shall execute a Certificate to the effect that the qualified representative has:

1.) Received and thoroughly reviewed this Investment Policy, and

2.) Acknowledged that their business organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment transactions between itself and the City that are not authorized by this Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires and interpretation of subjective investment standards or relates to investment transactions of the City that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

The City may not engage in an investment transaction with a business organization prior to receiving this written acknowledgment completed by the organization.

G. SAFEKEEPING AND CUSTODY

1. Insurance or Collateral

All non-insured deposits and repurchase agreement investments of City funds shall be secured as required by State legislation. In order to anticipate market changes and provide a level of security for all funds, the minimum collateralization level will be 102% of market value of principal plus accrued interest on the deposits or repurchase agreement investments less any amount insured. Evidence of the pledged collateral shall be maintained by the Chief Financial Officer or Director or Finance (for their respective portfolios), or a third party financial institution. Repurchase agreements shall be documented by a specific agreement noting the eligible collateral pledge in each agreement. Collateral shall be reviewed at least monthly to assure that the market value of the pledged securities is adequate.

2. Custodial Agreement

Collateral pledged to secure deposits of the City shall be held by a custodian institution in accordance with a Custodial Agreement which clearly defines the procedural steps for gaining access to the collateral should the City determine that the City's funds are in jeopardy. The custodian institution shall be the Federal Reserve Bank or an institution not affiliated with the firm pledging the collateral.

3. Collateral Defined

The City shall accept only the following as collateral:

a) FDIC and NCUSIF insurance coverage.

b) A bond, certificate of indebtedness, or note of the United States or its agencies and instrumentalities, or other evidence of indebtedness that is guaranteed as to the principal and interest by the United States or its agencies and instrumentalities.

c) Obligations, the principal and interest on which are unconditionally guaranteed or insured by the State of Texas or its agencies and instrumentalities.

d) A bond of a county, city or other political subdivision of the State of Texas having been rated as investment grade (investment rating no less than "A" or its equivalent) by a nationally recognized rating agency, with a remaining maturity of ten (10) years or less.

The use of a letter of credit issued to the City by a Federal Home Loan Bank may be considered by the City to meet the required bank depository collateral requirements.

4. Subject to Audit

All collateral shall be subject to inspection and audit by the City or the City's independent auditors.

5. Delivery vs. Payment

Securities shall be purchased using the delivery versus payment method. That is, funds shall not be wired or paid until verification has been made that the correct security was received by the City or its safekeeping agent. The security shall be held in the name of the City or held on behalf of the City. The safekeeping agent's records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City.

H. INVESTMENT POLICY ADOPTION

The City Investment Policy shall be adopted by resolution of the City Council. The Investment Committee shall review the Policy for effectiveness on an annual basis and any modifications will be recommended for approval to the City Council. The City Council shall review and approve these investment policies and strategies not less than annually.

2017-096 EXH 'A'

APPENDIX A

SAMPLE INVESTMENT POLICY CERTIFICATION FORM

As required by Texas Government Code 2256.005(k)

CITY OF TEXARKANA, TEXAS

THE STATE OF TEXAS

COUNTY OF BOWIE

BEFORE ME, the undersigned authority, on this day personally appeared the person whose name is subscribed below, who, being by me first duly sworn, upon oath deposed and said:

My name is ______________________________. I am a Qualified Representative of _________________________ (the "Business Organization"). This Statement is provided to meet the requirements of the Public Funds Investment Act.

I hereby certify that:

1. I have reviewed the City's Investment Policy;

2. The Business Organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City of Texarkana and the Business Organization that are not authorized by the City's Investment Policy, except to the extent that the Business Organization has not made an analysis of the make-up of the City's entire portfolio or has not engaged in any interpretation of subjective investment standards or requires and interpretation of subjective investment standards or <u>relates to investment transactions of the City that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority</u>; and

3. The statements, representations and declarations made in this document are true and correct.

____
Qualified Representative

SWORN TO AND SUBSCRIBED BEFORE ME, this the __________ day of _____________________, 20______.

____
Notary Public in and for the State of Texas

2017-096 ATTH 01

CITY OF TEXARKANA, TEXAS

INVESTMENT POLICY

~~January 11, 2016~~

2017-096 ATTH 01

CITY OF TEXARKANA, TEXAS

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INTRODUCTION

The purpose of this document is to set forth specific investment policy and strategy guidelines for the City of Texarkana, Texas (the "City") in order to achieve the goals of safety, liquidity, public trust, and yield for all investment activity. The City Council of the City shall review and adopt, by resolution, its investment strategies and policy not less than annually. The resolution shall include a record of changes made to either the Investment Policy or strategy. This Policy serves to satisfy the statutory requirement, specifically the Public Funds Investment Act and Public Funds Collateral Act, Texas Government Code Chapter 2256 and Chapter 2257(the "PFIA" and "PFCA" respectively) to define, adopt, and review a formal investment strategy and policy.

INVESTMENT STRATEGY

The City maintains two distinct portfolios (the City and the Water Utilities Department), which independently utilize four specific investment strategy considerations, designed to address the unique characteristics of the fund groups represented in the portfolios:

A. Investment strategies for operating funds and combined pools containing operating funds have as their primary objectives to preserve principal and assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure, which will experience minimal volatility during economic cycles. This may be accomplished by maintaining adequate liquid balances and utilizing high quality, short-to-medium term investments, which will complement each other in a laddered or barbell maturity structure, and can be easily liquidated if the need arises. Any investment authorized by this Policy is suitable for these funds. The dollar weighted average maturity of 365 days or less will be calculated using the stated final maturity date of each investment. The maximum stated final maturity shall be three years. The yield objective shall be a comparable maturity rolling Treasury portfolio.

B. Investment strategies for debt service funds shall have as the primary objectives the preservation of principal and the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. Investments purchased shall not have a stated final maturity date which exceeds the next unfunded debt service payment date. Any investment authorized by this Policy is suitable for these funds. The yield objective shall be a short-term, government portfolio local government pool.

C. Investment strategies for debt service reserve funds shall have as the primary objectives to preserve principal and to generate a dependable revenue stream to the appropriate debt service fund from investments with a low degree of volatility. Investments shall be of high quality and, except as may be required by the bond ordinance specific to an individual issue, of short-to-intermediate term maturities. Maximum maturity shall be the shorter of the first call date or five years. Volatility shall be further controlled through the purchase of securities carrying the highest coupon available, within the desired maturity and quality range, without paying a premium, if at all possible. Any investment authorized by this Policy is suitable for these funds. The yield objective shall be a comparable maturity rolling Treasury portfolio.

D. Investment strategies for special projects or special purpose fund portfolios will have as their primary objectives to preserve principal and to assure that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 10% in cash equivalent investments to allow for flexibility and unanticipated project outlays, and by utilizing high quality, short-to-medium term investments, which will complement each other in a laddered or barbell maturity structure, and can be easily liquidated if the need arises. Any investment authorized by this Policy is suitable for these funds. The stated final maturity dates of securities held should not exceed the estimated project completion date. The yield objective shall be a comparable maturity rolling Treasury portfolio.

INVESTMENT POLICY

A. SCOPE

This Investment Policy applies to all financial assets of the City including the Water Utilities Department. These funds are accounted for in the City's Comprehensive Annual Financial Report (CAFR) and include:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Projects Funds
- Proprietary Funds
- All Other Funds

This Policy shall not govern the Firemen's Relief and Pension Fund which is under the management and supervision of the City of Texarkana, Texas Firemen's Relief and Pension Fund Board of Trustees.

B. OBJECTIVES

The City shall manage and invest its cash with four objectives, listed in order of priority: Safety, Liquidity, Public Trust, and Yield. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with State and Local law.

The City shall maintain a comprehensive cash management program which includes collection of accounts receivable, vendor payment in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to ensure maximum cash availability and maximum yield on short-term investment of pooled idle cash.

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1. Safety

The primary objective of the City's investment activity is the preservation of principal in the overall portfolio. Each investment transaction shall be conducted in a manner to avoid principal losses, whether from investment defaults or erosion of market value.

2. Liquidity

The City's investment portfolio shall be structured such that the City is able to meet all obligations in a timely manner. This shall be achieved by maintaining adequate cash equivalent balances, matching investment maturities with forecasted cash flow requirements, and by investing in securities with active secondary markets.

3. Public Trust

All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment Officers shall avoid any transaction which might impair public confidence in the City's ability to govern effectively.

4. Yield

The City's cash management portfolio shall seek to augment returns above this threshold consistent with risk limitations identified herein and prudent investment policies.

C. RESPONSIBILITY AND CONTROL

1. Investment Committee

An Investment Committee, consisting of one City Council Member appointed by the Mayor, City Chief Executive Officer/Manager (or his designee), Chief Financial Officer~~/Finance Director~~ (City), Director of Finance (Water Utilities Department), Accounting/Human Resources Manager (Water Utilities Department), and Assistant Chief Financial Officer (City)~~, and Controller (City)~~ shall meet as needed to determine operational strategies and to monitor results. The Investment Committee shall include in its deliberation such topics as: performance reports, economic outlook, portfolio diversification, maturity structure, potential risk to the City's funds, authorized broker/dealers, eligible investment training sources, and the target rate of return on the investment portfolio.

2. Delegation of Authority and Training

Authority to manage the City's investment program is derived from the City Charter. The Chief Financial Officer~~/Finance Director~~ and~~,~~ Assistant Chief Financial Officer~~, and Controller~~ are designated as Investment Officers and are responsible for investment decisions and activities for the City portfolio. The Director of Finance and Accounting/Human Resources Manager are designated as Investment Officers and are responsible for investment decisions and activities for the Water Utilities Department portfolio. The Chief Financial Officer~~/Finance Director~~ and Director of Finance shall establish written procedures for the operation of their respective investment program, consistent with this Investment Policy. In order to ensure qualified and capable investment management, the Investment Officers shall attend training sessions relating to the Officer's responsibility under the PFIA within 12 months after assuming duties and receive at least 10 hours of training, and additional training sessions not less than once every two year period that begins on the first day of the City's fiscal year and consists of the two consecutive fiscal years after that date and receive at least 8 hours of training. Independent sources for such training shall be approved by the Investment Committee.

3. Internal Controls

The Chief Financial Officer~~/Finance Director~~ and Director of Finance, or their respective designee, are responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Chief Financial Officer~~/Finance Director~~ and Director of Finance shall establish a process for annual independent review by an external auditor in conjunction with the annual audit, to assure compliance with policies and procedures. The internal controls shall address the following points:

A. Control of collusion.
B. Separation of transaction authority from accounting and record keeping.
C. Custodial safekeeping.
D. Avoidance of physical delivery securities.
E. Clear delegation of authority to subordinate staff members.
F. Written confirmation for telephone (voice) transactions for investments and wire transfers.

4. Prudence

The standard of prudence to be applied by the Investment Officers shall be the "prudent person" rule, which states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived." In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

A. The investment of all funds, or funds under the City's control, over which the Officer had responsibility rather than a consideration as to the prudence of a single investment.

B. Whether the investment decision was consistent with the written Investment Policy of the City.

An Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific investment's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

5. Ethics and Conflicts of Interest

Investment Officers shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. Investment Officers shall disclose to the City Manager any material financial interest in financial institutions that conduct business with the City and they shall further disclose positions that could be related to the performance of the City's portfolio. Investment Officers shall subordinate their personal financial transactions to those of the City, particularly with regard to timing of purchases and sales.

An Investment Officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the City Council.

D. REPORTING

1. Quarterly Reporting

The Chief Financial Officer~~/Finance Director~~ shall submit a quarterly investment report in compliance with the PFIA and signed by all Investment Officers.

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2. Annual Report

Within a reasonable time after the end of the fiscal year, the Chief Financial Officer~~/Finance Director~~ shall present an annual report on the investment program and investment activity. This report may be presented as a component of the fourth quarter report to the City Manager and City Council.

3. Methods

The quarterly investment report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report will be prepared in compliance with the PFIA. The report will be provided to the City Manager and City Council. The report will include the following:

A. A listing of individual investments held at the end of the reporting period. This list will include the name of the fund or pooled group fund for which each individual investment was acquired.

B. Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period. Market values shall be obtained from financial institutions or portfolio reporting services independent from the investment provider.

C. Additions and changes to the market value during the period.

D. Fully accrued interest for the reporting period.

E. Average weighted yield to maturity of portfolio on City investments as compared to applicable benchmarks.

F. Listing of investments by maturity date.

G. The percentage of the total portfolio which each type of investment represents.

H. Statement of compliance of the City's investment portfolio with State Law and the Investment Strategy and Policy approved by the City Council.

In conjunction with the annual audit, a formal annual review of these reports will be performed by an independent auditor with the results reported to the City Council as part of the overall audit report.

E. INVESTMENT PORTFOLIO

1. Active Portfolio Management

The City shall pursue an active versus a passive portfolio management philosophy. That is, investments may be sold or redeemed before they mature if market conditions present an opportunity for the City to benefit from the trade. The Investment Officers will routinely monitor the contents of the portfolio, the available markets, and the relative value of competing instruments, and will adjust the portfolio accordingly.

2. Performance

It is the City's policy to purchase investments with maturity dates coinciding with cash flow requirements. Using this strategy, the City attempts to purchase the highest yielding allowable investments available at the time of purchase. The City shall encourage a competitive environment for all investment activities including investment pool and mutual fund selections, financial institution deposit placements, securities transactions, and other investment-related proceedings. Weighted-average-yield-to-maturity shall be the portfolio's performance measurement standard.

3. Investments

Assets of the City may be invested in the following instruments; provided, however, that at no time shall assets of the City be invested in any instrument or security not authorized at the time of purchase for investment under the PFIA, as the PFIA may from time to time be amended. The City is not required to liquidate investments that were authorized investments at the time of purchase. All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating.

a). Authorized

1. Obligations issued, guaranteed, or insured by the United States of America, its agencies and instrumentalities, which have a liquid market with a readily determinable market value, including the Federal Home Loan Banks~~letters of credit~~.

2. Direct obligations of the State of Texas, its agencies and instrumentalities.

3. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of this State or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.

4. Obligations of the States, agencies thereof, Counties, Cities, and other political subdivision of any state having been rated as investment quality by a nationally recognized investment rating firm, and having received a rating of not less than "A" or its equivalent.

5. Certificates of Deposit, and other forms of deposit, of state and national banks, savings banks, or state or federal credit unions that has a main or branch office in Texas, guaranteed or insured by the Federal Deposit Insurance Corporation (or its successor) or the

National Credit Union Share Insurance Fund (or its successor), or secured by obligations described in G. 3. Collateral Defined, or as authorized by the PFIA. Bids/quotes for certificates of deposit may be solicited in the following ways: orally, in writing, electronically, or in any combination of the above methods.

6. Fully collateralized direct repurchase agreements with a defined termination date secured by cash or obligations of the United States or its agencies and instrumentalities. Securities purchased must be pledged to the City, held in the City's account, and deposited at the time of the investment with the City, and placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in Texas. Such agreements may include direct security repurchase agreements and reverse security repurchase agreements with terms of 90 days or less after the delivery date. Funds received by the City under a reverse security agreement shall be used to acquire additional authorized investments, but those investments must mature no later than the expiration date stated in the reverse security repurchase agreement.

7. Local Government Investment Pools, if the pool is specifically approved by the Council and the pool invests only in investments authorized by the PFIA. A pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service. In order to be eligible to receive City funds a pool must comply with all PFIA requirements.

8. "Money Market" mutual funds that have a rating of AAA by at least one nationally recognized rating firm and are "no-load" funds. A "money market" mutual fund must maintain a $1.00 share value and include only short-term, highly liquid, and relatively low risk debt instruments.

Must be registered with and regulated by the Securities and Exchange Commission. The City cannot own more than 10% of the mutual fund's total assets.

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9. Guaranteed Investment contracts are allowed investments for bond proceeds only, if such contracts have a defined termination date, are secured by U.S. Government direct or agency obligations approved by the PFIA, in an amount equal to the bond proceeds, if security is pledged to the City and deposited with the City or a third party, and if the investment term is limited to five years from the date of bond issuance. In addition, specific provisions under PFIA Section 2256.015(c) 1-5 must be met to allow investment in these contracts.

b. Not Authorized

The City's authorized investment options are more restrictive than those allowed by State law. State law specifically prohibits investment in the following investment securities, or investment in specific instruments at levels higher than those listed below:

1) Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.

2) Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.

3) Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years.

4) Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

4. Holding Period

The City intends to match the holding periods of investment funds with liquidity needs of the City.

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a) Risk of issuer default is controlled by limiting investments to those instruments allowed by the PFIA, which are described herein.

b) Risk of market price changes shall be controlled by avoiding over-concentration of assets in a specific maturity sector, maintenance of adequate liquidity, and limitation of appropriate average maturity.

c) Risk of temporary illiquidity shall be controlled by monitoring the rating of each issuer, as applicable, at least quarterly, and taking all prudent measures that are consistent with this Policy to liquidate an investment that does not have the minimum rating.

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In compliance with State legislation, a Primary Depository shall be selected through the City's banking services procurement process, which shall include a formal request for application (RFA). In selecting a Primary Depository, the credit worthiness of institutions shall be considered, and the Chief Financial Officer~~/Finance Director~~ shall conduct a comprehensive review of prospective depositories' credit characteristics and financial history. In addition, the City may establish non-primary banking relationships based on deposit and unique service capabilities.

Institutions seeking to establish eligibility for the City's depository shall submit for review financial statements, evidence of federal insurance and other information as required by the Chief Financial Officer~~/Finance Director~~.

Any institution designated as a depository by the City will provide collateral in accordance with this Policy and applicable State law. The City reserves the right, in its sole discretion, to accept or reject any form of insurance or collateralization pledged towards depository deposits. Institutions serving as a depository will be required to sign a Depository/Collateral Agreement with the City. The collateralized deposit portion of the Agreement shall define the City's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- The agreement must be in writing;
- The agreement has to be executed by the Depository and the City contemporaneously with the acquisition of the asset;
- The agreement must be approved by the Board of Directors or designated committee of the Depository and a copy of the meeting minutes must be delivered to the City; and
- The agreement must be part of the Depository's "official record" continuously since its execution.

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2. Broker/Dealers

For broker/dealers, the City shall select only those dealers reporting to the Market Reports Division of the Federal Reserve Board of New York, also known as the "Primary Government Security Dealers", unless analysis reveals that other firms are adequately financed to conduct public business. All broker/dealers shall provide the City with references from public entities which they are currently serving. The Investment Committee shall adopt and annually review a list of qualified broker/dealers authorized to engage in investment transactions with the City.

All investment providers, financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following, as appropriate:

- audited financial statements
- proof of Financial Industry Regulatory Authority (FINRA) certification
- proof of state registration
- ~~certification of having received and thoroughly reviewed the City's Investment Policy, signed by a qualified representative of the organization, acknowledging that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment transactions conducted between the City and the organization that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the entity's entire portfolio or requires an interpretation of subjective investment standards.~~

Additionally, the qualified representative or equivalent of the Local Government Investment Pool or discretionary Investment Advisor firm (i.e. business organization) shall execute a Certificate to the effect that the qualified representative has:

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1.) Received and thoroughly reviewed this Investment Policy, and

2.) Acknowledged that their business organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment transactions between itself and the City that are not authorized by this Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires and interpretation of subjective investment standards or relates to investment transactions of the City that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

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1. Insurance or Collateral

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2. Custodial Agreement

Collateral pledged to secure deposits of the City shall be held by a custodian institution in accordance with a Custodial Agreement which clearly defines the procedural steps for gaining access to the collateral should the City determine that the City's funds are in jeopardy. The custodian institution shall be the Federal Reserve Bank or an institution not affiliated with the firm pledging the collateral.

3. Collateral Defined

The City shall accept only the following as collateral:

a) FDIC and NCUSIF insurance coverage.

b) A bond, certificate of indebtedness, or note of the United States or its agencies and instrumentalities, or other evidence of indebtedness that is guaranteed as to the principal and interest by the United States or its agencies and instrumentalities.

c) Obligations, the principal and interest on which are unconditionally guaranteed or insured by the State of Texas or its agencies and instrumentalities.

d) A bond of a county, city or other political subdivision of the State of Texas having been rated as investment grade (investment rating no less than "A" or its equivalent) by a nationally recognized rating agency, with a remaining maturity of ten (10) years or less.

The use of a letter of credit issued to the City by a Federal Home Loan Bank may be considered by the City to meet the required bank depository collateral requirements.

4. Subject to Audit

All collateral shall be subject to inspection and audit by the City or the City's independent auditors.

5. Delivery vs. Payment

Securities shall be purchased using the delivery versus payment method. That is, funds shall not be wired or paid until verification has been made that the correct security was received by the City or its safekeeping agent. The security shall be held in the name of the City or held on behalf of the City. The safekeeping agent's records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City.

H. INVESTMENT POLICY ADOPTION

The City Investment Policy shall be adopted by resolution of the City Council. The Investment Committee shall review the Policy for effectiveness on an annual basis and any modifications will be recommended for approval to the City Council. The City Council shall review and approve these investment policies and strategies not less than annually.

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APPENDIX A

SAMPLE INVESTMENT POLICY CERTIFICATION FORM

As required by Texas Government Code 2256.005(k)

CITY OF TEXARKANA, TEXAS

THE STATE OF TEXAS

COUNTY OF BOWIE

BEFORE ME, the undersigned authority, on this day personally appeared the person whose name is subscribed below, who, being by me first duly sworn, upon oath deposed and said:

My name is ______________________________. I am a Qualified Representative of _________________________ (the "Business Organization")~~, which is engaged in the business of selling investments and desires to sell investments to the City of Texarkana, Texas~~. This Statement is provided to meet the requirements of the Public Funds Investment Act.

I hereby certify that:

1. I have reviewed the City's Investment Policy;

2. The "Business Organization" has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City of Texarkana and the Business Organization that are not authorized by the City's Investment Policy, except to the extent that the Business Organization has not made an analysis of the make-up of the City's entire portfolio or has not engaged in any interpretation of subjective investment standards or requires and interpretation of subjective investment standards or relates to investment transactions of the City that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority; and

3. The statements, representations and declarations made in this document are true and correct.

____
Qualified Representative

SWORN TO AND SUBSCRIBED BEFORE ME, this the __________ day of _____________________, 20______.

____

2017-096 ATTH 01

Notary Public in and for the State of Texas

Investment Committee Meeting
August 2, 2017

Present: Kristin Peeples, Chief Financial Officer
Jim Cornelius, Finance Director, TWU
Paula Jeans, Accounting/HR Manager, TWU
John Whitson, City Manager
Jodie Lee, Assistant Chief Financial Officer
Emily Upshaw, Valley View Consulting

Absent: Bob Bruggeman, Mayor

- The minutes from the May 10th meeting were reviewed. Jim Cornelius made a motion to approve the minutes and John Whitson seconded the motion.
- Emily Upshaw presented the Quarterly Investment Report for the period ending June 30, 2017 and noted the following items:
  - Total portfolio average for the quarter was .75% for the City and 1.03% for TWU. Book values for the quarter ended June 30, 2017 for the City was $33,500,768 and TWU was $16,256,380.
  - Portfolio for the City consisted of 87% DDA/MMA/Pools and 13% CDs/Securities while TWU had 34% DDA/MMA/Pools and 66% CDs/Securities.
  - An increase in the City's portfolio is due to the 2017 Bond Funds.
  - Emily mentioned the City might want to invest the available 2017 bond funds in an account yielding a higher interest rate.
  - Both the City and TWU are well above the required collateral level.
  - Emily said during the discussion of market outlook that the rate increase isn't happening as expected. During March or June of 2018 we may see an increase.
  - The investment policy was reviewed and the committee recommended that the Investment Policy including changes made be taken to Council for their approval.
- Paula Jeans made a motion to adjourn the meeting and John Whitson seconded.
- The next meeting is scheduled for November 1, 2017 at 2:00 p.m.

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved:	Medium

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other:

Attachment: 2017-096 Goals & Perspectives (1698 : 2017-096 RES Adopting the City's Investment Policy)

City of Texarkana, Texas

Version: A

Briefing Sheet

Update Date: 11/6/2017 9:42 AM

Lead Department:	Planning and Community Development	**Action Officer:**	Debbie Burk,		
Subject:	Ordinance No. 2017-113 rezoning an approximate 1.04 acre tract of land in the George Brinlee HRS, A-18, located at 4009 Moores Lane. Single Family-2 to Planned Development-Office. Greg Bennett, Bennett Outdoor Investment, Inc., applicant.				
Briefing: 11/13/2017	**Public Hearing:** 11/13/2017	**Second Briefing:**	November 27, 2017	**Council Vote:**	12/11/2017

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

Updates/History of Briefing:

"NOT APPLICABLE"

Executive Summary and Background Information:

This is a request by Greg Bennett, Bennett Outdoor Investment, Inc., owner, to rezone an approximate 1.04 acre tract in the George Brinlee HRS, A-18, located at 4009 Moores Lane from Single Family-1 to Planned Development-Office. A residence is currently located on the property. The proposal is for future office or institutional use.

The adjacent zoning is Office to the north, Single Family-1 to the west and south and PD-Office to the east. The adjacent land usage is Williams Memorial Methodist Church to the north, residences to the east and west and vacant land to the south.

The Comprehensive Plan has designated this as an Office/Institutional area.

During the past few years, many properties along Moores Lane have been rezoned with a Planned Development designation for office type uses. Single family residences that front along Moores Lane will become less desirable as continued residential uses as this trend continues. An office or institutional use is generally a quiet business with low traffic and low noise that will transition well with the remaining residential properties in the area.

The three lots to the east have already been rezoned to Planned Development-Office.

If the property is rezoned with the Planned Development designation, the owner should be aware that a site plan approval process is required if the owner plans to remodel the existing structure, remove the existing structure and build a new structure, or add on to the existing structure. The site plan must show parking spaces, driveways and signage size and location. All commercial building codes apply. At such time that this use changes from residential to business use, a screening device will be required along the south and west property line where it abuts residential zoning.

City of Texarkana, Texas

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

Potential Options:

None

Fiscal Implications:

None

Staff Recommendation:

Due to similar requests along Moores Lane, staff recommends for approval of this request for rezoning to PD-Office.

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, 2017

Attachments

a. 2017-113 ORD. rezoning 4009 Moores Lane (DOCX)
b. 2017-113 EXH 'A' (legal description) (PDF)
c. 2017-113 ATTH 01 (maps) (PDF)
d. 2017-113 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development David Orr Department Head Review Completed 10/11/2017 12:12 PM
Deputy City Manager - Kyle Dooley Kyle Dooley Deputy City Manager Review Completed 10/18/2017 3:35 PM
Public Information Officer Lisa Thompson PIO Review Completed 10/19/2017 9:24 AM
City Manager Shirley Jaster City Manager Review Completed 10/19/2017 3:45 PM
City Council Jennifer Evans Meeting Completed 10/23/2017 6:00 PM

City of Texarkana, Texas

Meeting History

10/23/17 City Council MOVED FORWARD Next: 11/13/17

David Orr briefed this agenda item.

Z-17-11

ORDINANCE NO. 2017-113

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 1.04 ACRE TRACT OF LAND IN THE GEORGE BRINLEE HRS, A-18, LOCATED AT 4009 MOORES LANE IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS, FROM SINGLE FAMILY-1 TO PLANNED DEVELOPMENT-OFFICE; CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed requesting an amendment to the Zoning Ordinance of the City of Texarkana, Texas, to rezone an approximate 1.04 acre tract of land in the George Brinlee HRS, A-18 (Exhibit "A"), located at 4009 Moores Lane in the City of Texarkana, Bowie County, Texas, from **Single Family-1 to Planned Development-Office;** and

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

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, **voted six (6) to zero (0) to recommend the application for rezoning** from **Single Family-1 to Planned Development-Office on an approximate 1.04 acre tract of land in the George Brinlee HRS, A-18 (Exhibit "A"), located at 4009 Moores Lane** to the City Council of Texarkana, Texas; and

WHEREAS, after consideration of said application and the recommendation of the Planning and Zoning Commission, the City Council of the City of Texarkana, Texas, does hereby find that rezoning the property from **Single Family-1 to Planned Development-Office** 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:

<u>**SECTION 1:**</u> That the Zoning Ordinance of the City of Texarkana, Texas, Ordinance No. 127-70, passed and approved on September 14, 1970, be and is hereby further amended to rezone an approximate 1.04 acre tract of land in the George Brinlee HRS, A-18 (**Exhibit "A"**), located at 4009 Moores Lane in the City of Texarkana, Bowie County, Texas, from **Single Family-1 to Planned Development-Office.**

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

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

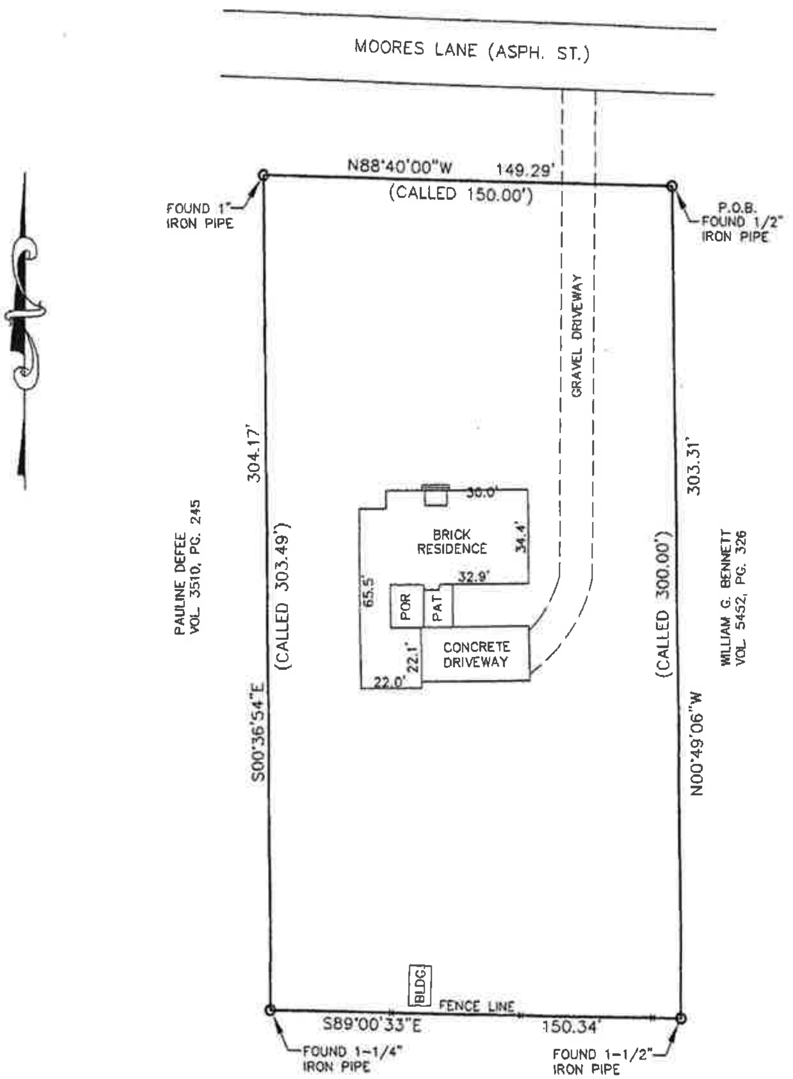
SECTION 4: That this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED in Regular Council Session on this the **11th day of December, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY	BOB BRUGGEMAN, MAYOR

EXHIBIT 'A'



THIS IS TO CERTIFY: that this plat correctly reflects the results of a survey made on the ground covering all that certain tract or parcel of land being a part of the GEORGE BRINLEE HEADRIGHT SURVEY, Abstract No. 18, Bowie County, Texas, and being the same tract of land conveyed to Freda L. Casey by General Warranty Deed recorded in Volume 5842, Page 305 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 1/2" iron pipe found for corner on the South right-of-way line of Moores Lane, being the Northeast corner of said Casey tract;
THENCE: N 88°40'00" W, 149.29 feet with the North line of said Casey tract and the South line of Moores Lane to a 1" iron pipe found for corner at the Northwest corner of same;
THENCE: S 00°36'54" E, 304.17 feet with the West line of said Casey tract to a 1-1/4" iron pipe found for corner at the Southwest corner of same;
THENCE: S 89°00'33" E, 150.34 feet with the South line of said Casey tract to a 1-1/2" iron pipe found for corner at the Southeast corner of same;
THENCE: N 00°49'06" W, 303.31 feet with the East line of said Casey tract to the POINT OF BEGINNING and containing 1.04 acres of land, more or less.

TO THE LIENHOLDERS AND/OR THE OWNERS OF THE PREMISES SURVEYED AND TO THE TITLE COMPANY: The undersigned does hereby certify that this survey was this day made on the ground of the property legally described hereon and is correct, and that any discrepancies, conflict, shortages in area, boundary line conflicts, encroachments of improvements, apparent or visible easements or rights-of-way are as shown hereon and/or described herein as best can be determined by the documents provided and as per on the ground survey, and that said property appears to have access to and from a dedicated roadway.

JOHNNY E. PLUNK, JR.
REGISTERED PROFESSIONAL
LAND SURVEYOR
TEXAS NO. 5080

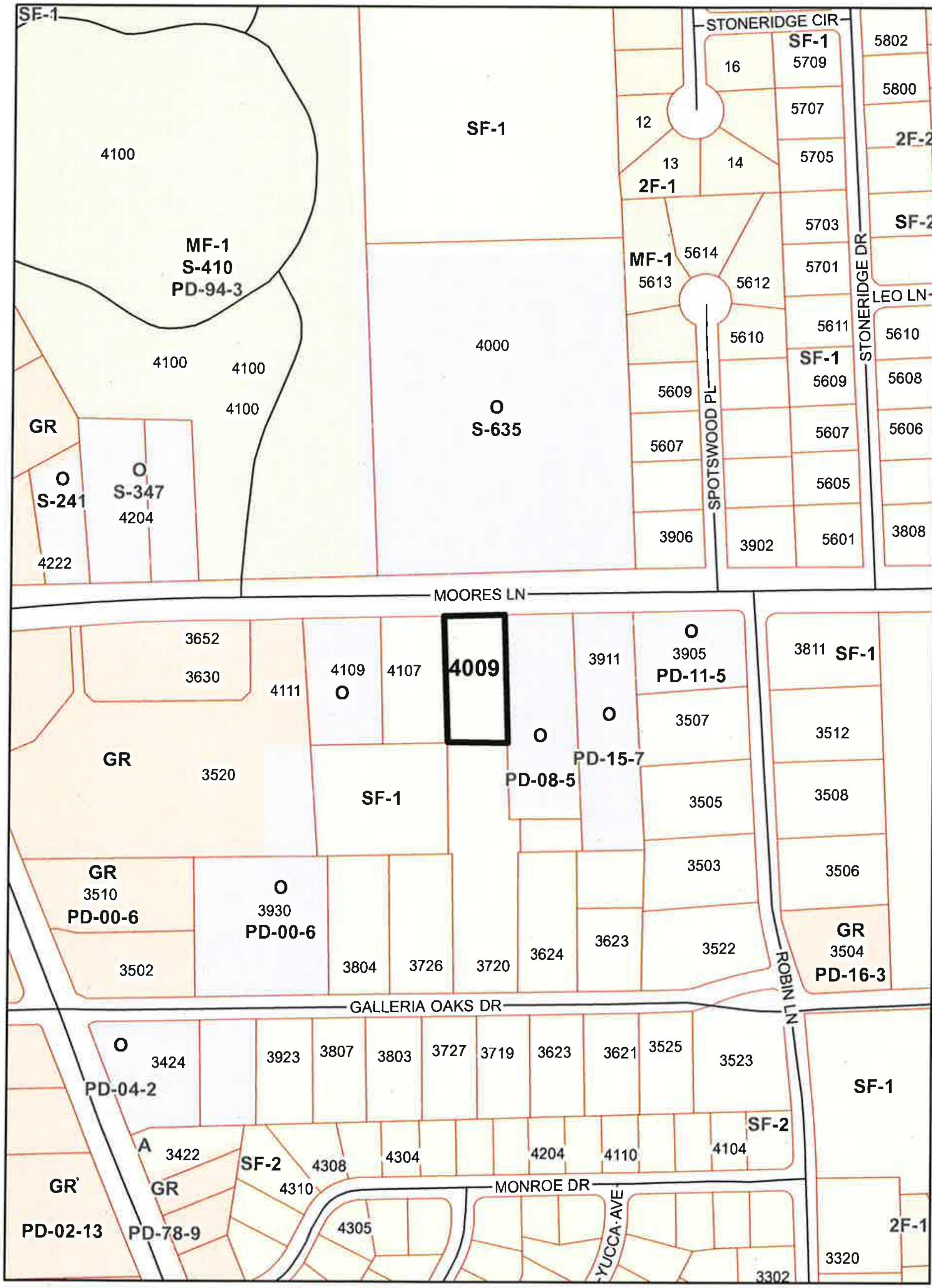
4009 MOORES LANE, TEXARKANA, TEXAS

PLUNK LAND SURVEYING
3720 JEFFERSON AVENUE
TEXARKANA, ARKANSAS 71854
PHONE (870) 779-8002

1.04 ACRES
GEORGE BRINLEE HRS., A-18
BOWIE COUNTY, TEXAS

SCALE: 1"=40'	DATE: 11/11/2011
DRAWN BY: JEP	JOB NO: 111103

4009 Moores Lane
Department of Planning and Community Development



N

1:3,800

Attachment: 2017-113 ATTH 01 (maps) (1727 : 2017-113 ORD rezoning 4009 Moores Lane)

4009 Moores Lane
Department of Planning and Community Development

N

1:2,500

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

NA	No Additional

Other Potential Impacts:

NA

Public Information Plan:

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

Other:

City of Texarkana, Texas

Version: D

Briefing Sheet

Update Date: 10/17/2017 10:49 AM

Lead Department:	Planning and Community Development	**Action Officer:**	Debbie Burk,
Subject:	Ordinance No. 2017-116 granting a Specific Use Permit to allow the application of permanent cosmetics and microblading on an approximate 1.757 acre tract of land in the George Brinlee HRS, A-18, located in a tenant space at 4142 McKnight Road. Bill King, applicant. Kori Reyna, Brow and Arrow Salon, agent.		

Briefing:	11/13/2017	**Public Hearing:**	11/13/2017	**Second Briefing:**	November 27, 2017	**Council Vote:**	12/11/2017

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

Updates/History of Briefing:

"NOT APPLICABLE"

Executive Summary and Background Information:

S-681: This is a request by Bill King, owner, and Kori Reyna, agent, for a Specific Use Permit, SUP, to allow a permanent cosmetic and microblading business in a tenant space at 4142 McKnight Road (an approximate 1.757 acre tract in the George Brinlee HRS, A-18). Ms. Reyna currently owns "Brow and Arrow" in this tenant space at McKnight Center.

The adjacent zoning is Office to the north, Neighborhood Service and PD-Neighborhood Service to the east, General Retail to the south and PD-General Retail and Office to the west. The adjacent land usage is vacant land to the north, offices and vacant land to the west, an office/shopping center to the east and offices and vacant land to the south.

This property is zoned PD-Neighborhood Service. A Specific Use Permit is required to allow the additional use of a permanent cosmetics and microblading business which is also considered a "tattoo" per the City's Zoning Ordinance. Several medical facilities and hair salons are now offering this type service for clients.

This request meets all city requirements to allow the one additional use on this property. There is adequate parking for this business.

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

Potential Options:

None

City of Texarkana, Texas

Fiscal Implications:

None

Staff Recommendation:

Staff recommends for approval of the Specific Use Permit to allow a permanent cosmetics business with the following stipulations:

1. That the owner/or any employee performing the application of permanent cosmetics or microblading be currently licensed by the state and meet all federal, state and city licensing laws and health regulations. A copy of the current license must be provided to the City prior to the opening of the business.
2. That the Specific Use Permit be intended for the application of permanent cosmetics and microblading only.
3. That if this use ever ceases to exist at this location, the City may revoke the Specific Use Permit.

Advisory Board/Committee Review:

Planning and Zoning Commission

Board/Committee Recommendation:

The Planning and Zoning Commission unanimously recommended for approval with staff stipulations.

Advisory Board/Committee Meeting Date and Minutes:

October 2, 2017

Attachments

a. 2017-116 ORD granting SUP at 4142 McKnight Rd. (DOCX)
b. 2017-116 EXH 'A' (legal description) (PDF)
c. 2017-116 ATTH 01 (maps) (PDF)
d. 2017-116 ATTH 02 (info on shopping center) (PDF)
e. 2017-116 Goals & Perspectives (DOCX)

Staff Coordination

Planning and Community Development David Orr Department Head Review Completed 10/11/2017 12:19 PM
Deputy City Manager - Kyle Dooley Kyle Dooley Deputy City Manager Review Completed 10/18/2017 3:46 PM
Public Information Officer Lisa Thompson PIO Review Completed 10/19/2017 9:25 AM

City of Texarkana, Texas

City Manager 3:47 PM	Shirley Jaster	City Manager Review	Completed	10/19/2017
City Council 6:00 PM	Jennifer Evans	Meeting	Completed	10/23/2017

Meeting History

10/23/17 City Council MOVED FORWARD Next: 11/13/17

David Orr briefed this agenda item.

S-681

ORDINANCE NO. 2017-116

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-681 TO ALLOW THE ONE ADDITIONAL USE OF A TATTOO STUDIO FOR THE APPLICATION OF PERMANENT COSMETICS AND MICROBLADING ON AN APPROXIMATE 1.757 ACRE TRACT OF LAND IN THE GEORGE BRINLEE HRS, A-18, LOCATED IN A TENANT SPACE AT 4142 MCKNIGHT ROAD, IN THE CITY OF TEXARKANA, BOWIE COUNTY, TEXAS; CONTAINING A REPEALER CLAUSE; CONTAINING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, an application has been filed with the City of Texarkana, Texas, requesting an Amendment to the Zoning Ordinance to grant a **Specific Use Permit** to allow the **one additional use of tattoo studio for the application of permanent cosmetics and microblading** on an approximate 1.757 acre tract of land in the George Brinlee HRS, A-18 (**Exhibit 'A'**), located in a tenant space at 4142 McKnight Road, in the City of Texarkana, Bowie County, Texas; and

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

WHEREAS, after consideration of said application, the Planning and Zoning Commission of the City of Texarkana, Texas, voted **unanimously six (6) to Zero (0) to recommend** to the City Council of Texarkana, Texas, that a **Specific Use Permit be granted to allow the one additional use of a tattoo studio for the application of permanent cosmetics and microblading** on said property; and

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

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

SECTION 1: That the Zoning Ordinance of the City of Texarkana, Texas, Ordinance No. 127-70, passed and approved on September 14, 1970, be further amended so as to grant **Specific Use Permit numbered S-681 for the purpose of allowing the one additional use of a tattoo studio for the application of permanent cosmetics and microblading** on the following described property, to-wit: **an approximate 1.757acre tract of land in the George Brinlee HRS, A-18 (Exhibit 'A'), located in a tenant space at 4142 McKnight Road, in the City of Texarkana, Bowie County, Texas.**

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

1. That the owner/or any employee performing the application of permanent cosmetics be currently licensed by the state and meet all federal, state and city licensing laws and health regulations. A copy of the current license must be provided to the City prior to the opening of the business.
2. That the Specific Use Permit be intended for the application of permanent cosmetics and microblading only.
3. That if this use ever ceases to exist at this location, the City may revoke the Specific Use Permit.

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

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

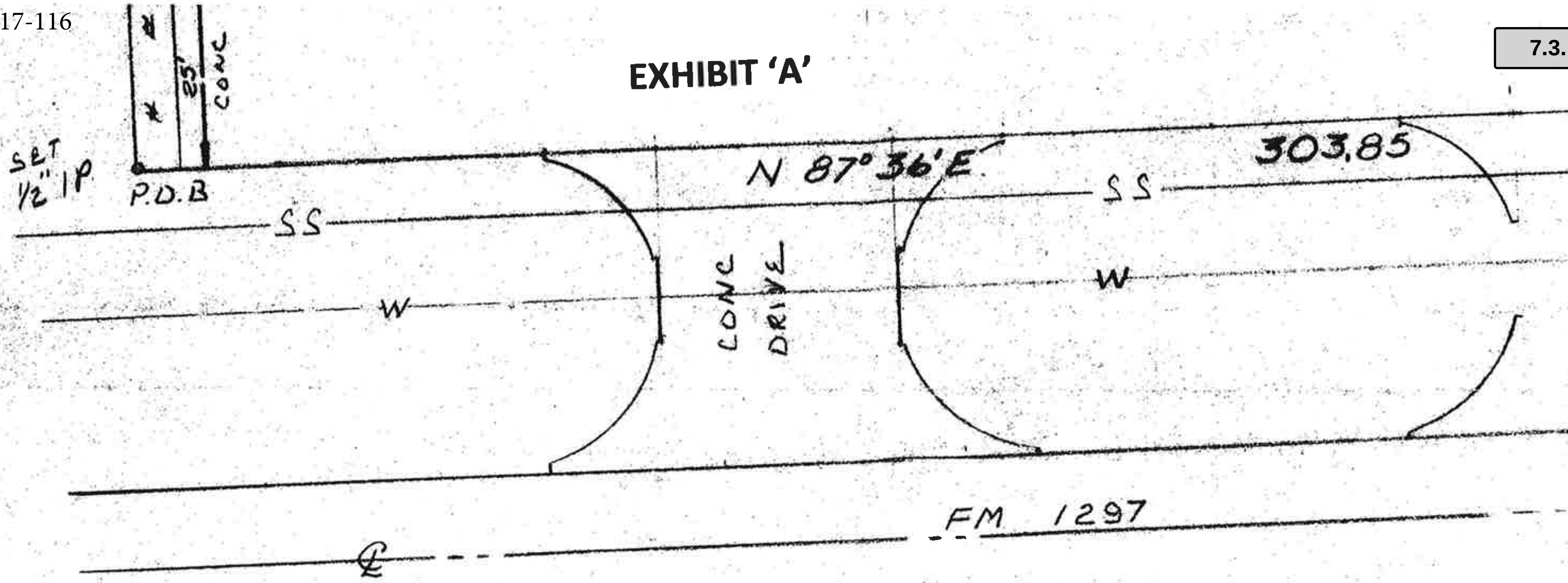
SECTION 5: That this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED in regular Council Session on this the **11th day of December, 2017.**

ATTEST:

___________________________	___________________________
JENNIFER EVANS, CITY SECRETARY	BOB BRUGGEMAN, MAYOR

EXHIBIT 'A'



THIS IS TO CERTIFY: that this plat and field notes correctly reflect the results of a survey made by us on the ground covering all that certain tract or parcel of land situated in Bowie County, Texas, a part of the GEORGE BRINLEE HEADRIGHT SURVEY, Abst. No. 18, and being a part of a 23 3/4 acre tract of land in said survey formerly owned by J. B. Adkinson, and being more particularly described by metes and bounds as follows:

COMMENCING at an iron pipe in the North right-of-way line of Farm Road No. 1297, and in the West boundary line of said 23 3/4 acre tract;

THENCE: N 87° 36' E, with said North right-of-way line, 638.22 feet to an iron pin for corner and the POINT OF BEGINNING for the herein described tract of land;

THENCE: N 87° 36' E, with said right-of-way line, 303.85 feet to an iron pin for corner;

THENCE: N 20° 58' 16" W, 319.05 feet to an iron pipe for corner;

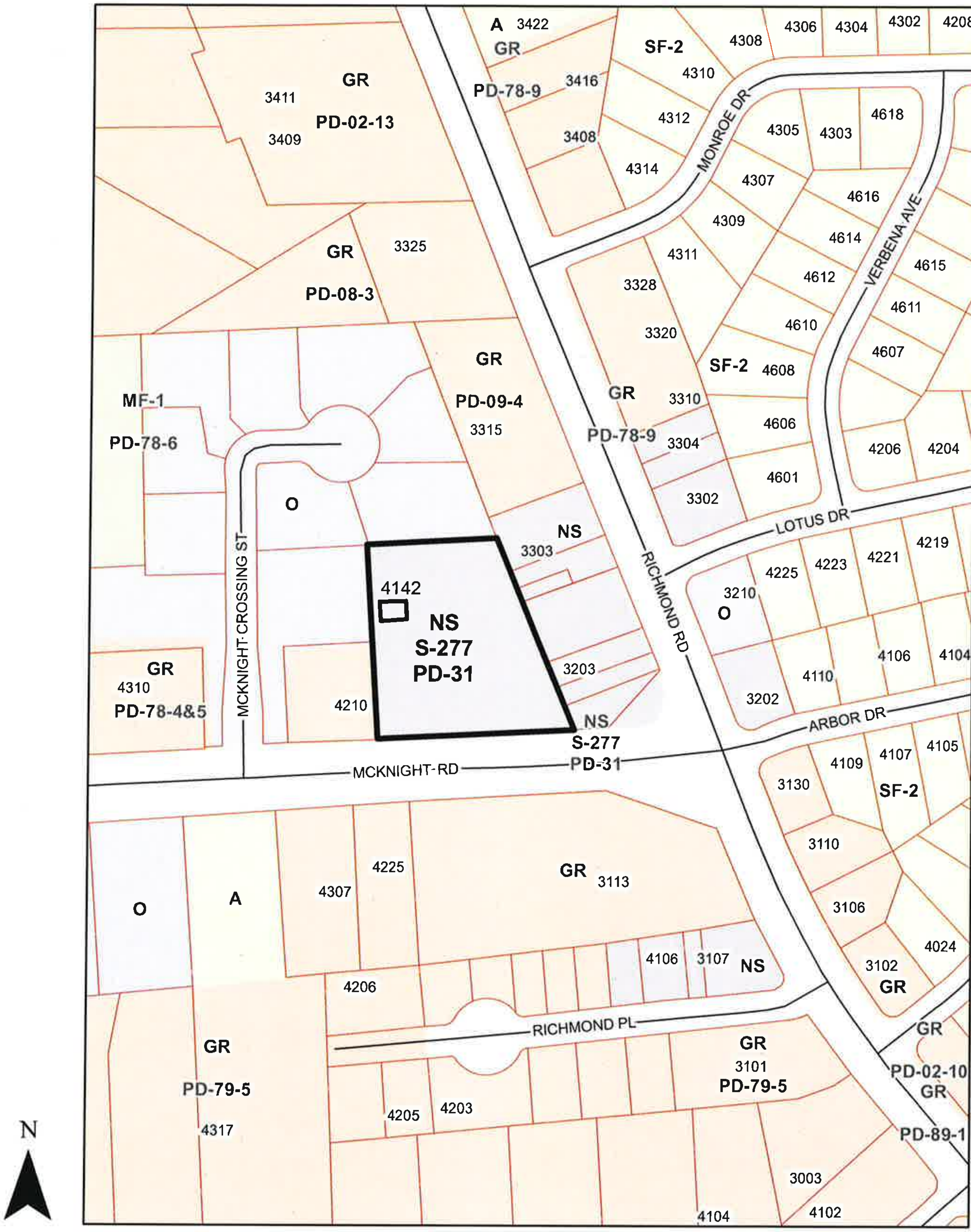
THENCE: S 87° 36' W, 202.22 feet to an iron pipe for corner;

THENCE: S 02° 24' E, 302.45 feet to the PLACE OF BEGINNING and containing 1.757 acres of land, more or less.

TO THE LIENHOLDERS AND/OR THE OWNERS OF THE PREMISES SURVEYED AND TO THE TITLE COMPANY:

The undersigned does hereby certify that this survey was this day made on the ground of the property legally described hereon and is correct, and that there are no discrepancies, conflicts, shortages in area, boundary line conflicts, encroachments of improvements, apparent easements or rights of way, Except as shown hereon, and that said property has access to and from a dedicated roadway.

4142 McKnight Road
Department of Planning and Community Development

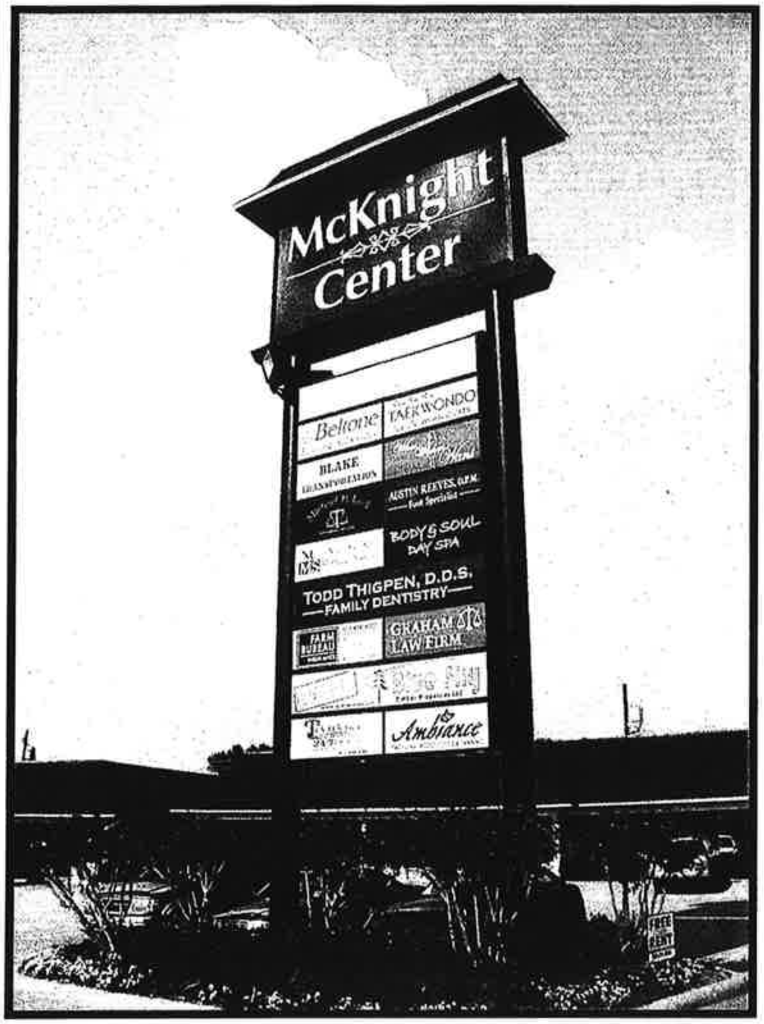


1:2,500

4142 McKnight Road
Department of Planning and Community Development

N

1:1,250



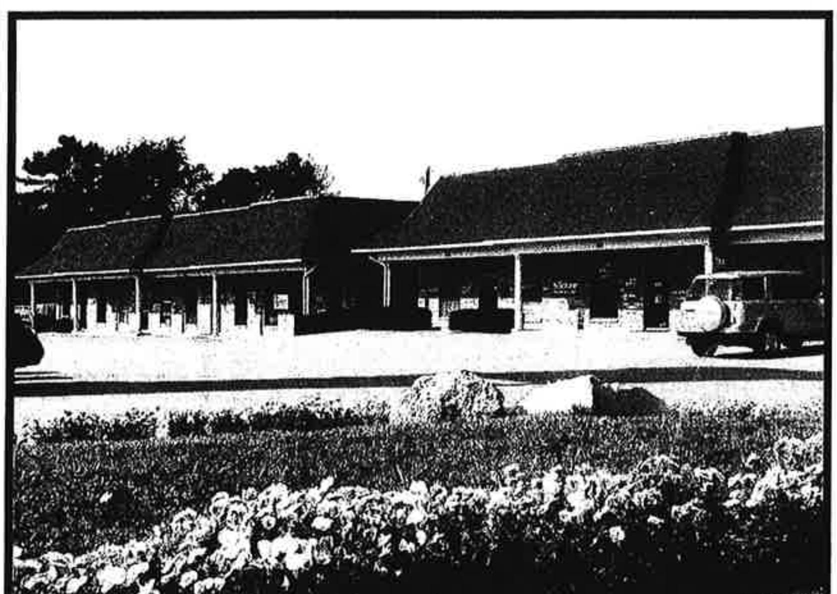
Convenient Established Location

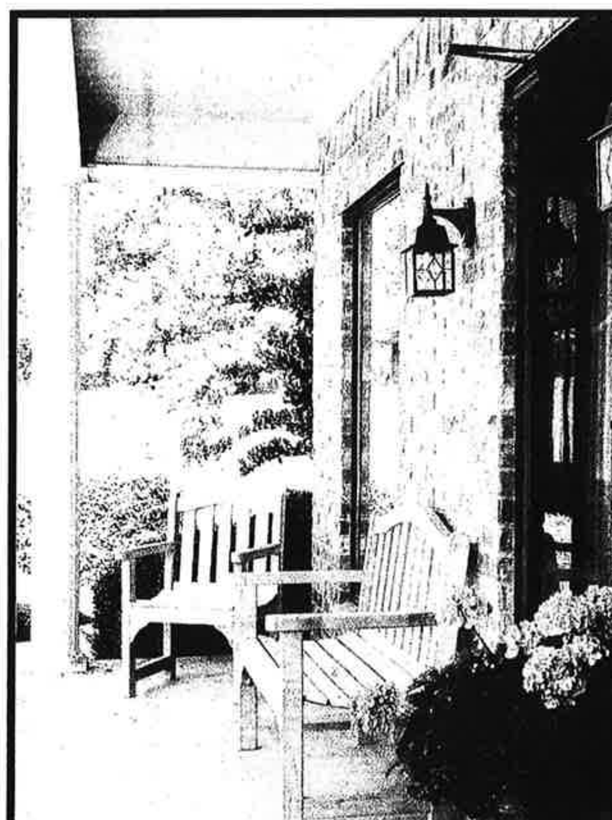
- EASY ACCESS
- SPACIOUS PARKING
- CO•OP OFFICE SUITES
- ATTRACTIVE SETTING
- ON SITE RENTAL OFFICE
- FULL SUITES AVAILABLE
- MASSIVE OUTDOOR LIGHTING
- PROFESSIONAL LANDSCAPING
- PROFESSIONALLY MAINTAINEI
- ABILITY TO EXPAND YOUR SPACE

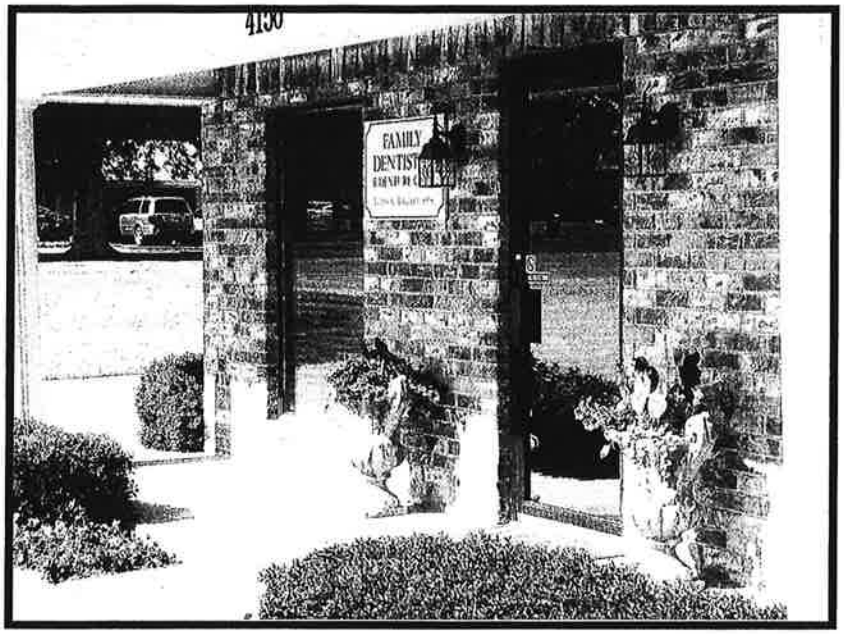
McKNIGHT CENTER

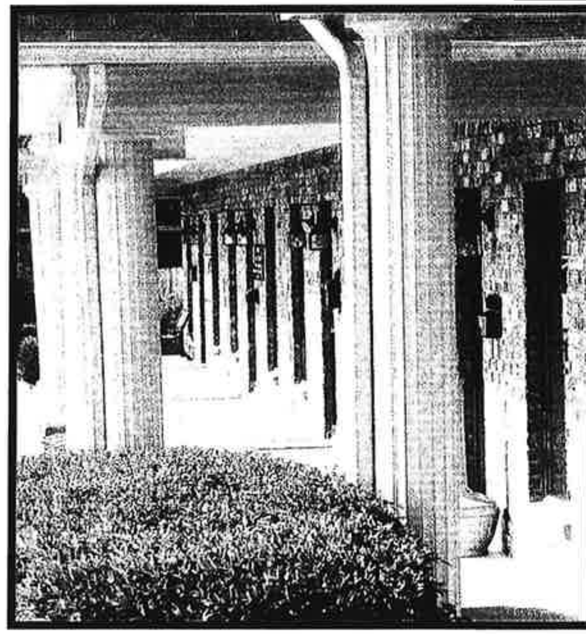
PROFESSIONAL OFFICE COMPLEX

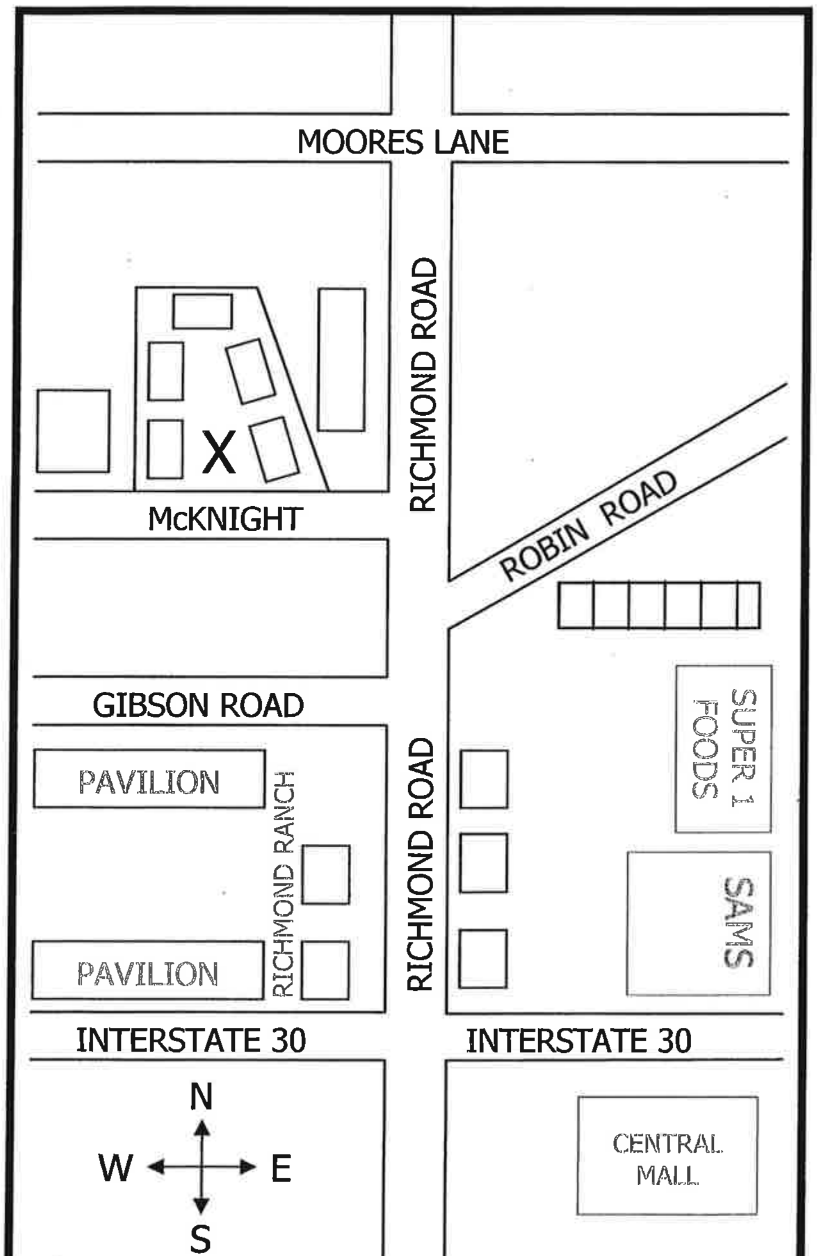
4132 McKNIGHT ROAD
TEXARKANA, TX 75503

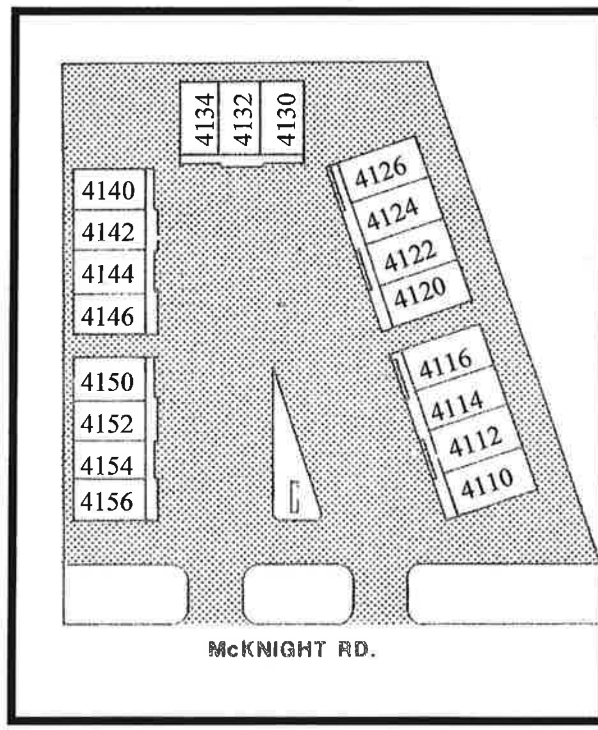








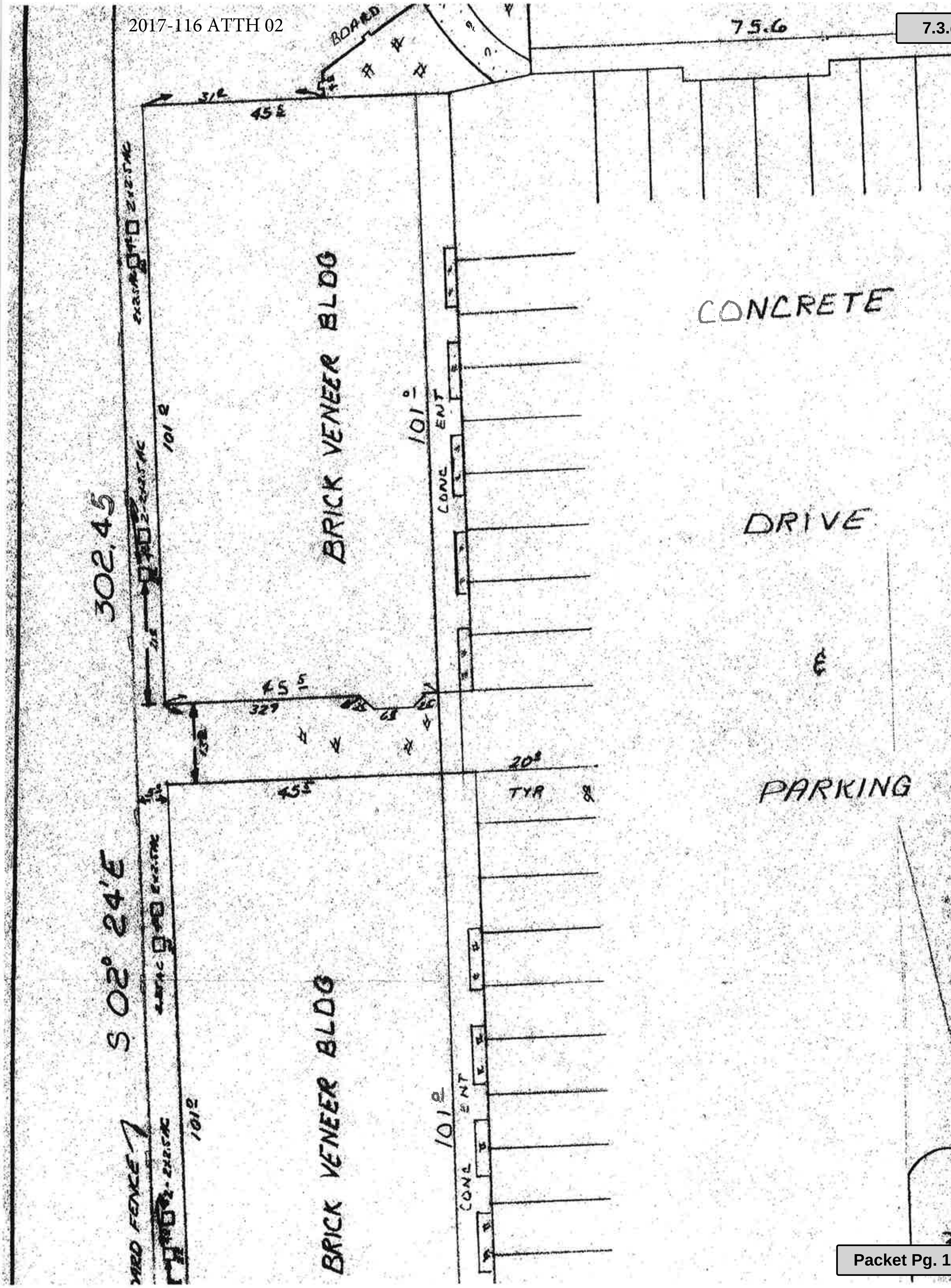




CONVENIENTLY LOCATED
IN THE HEART OF THE
FASTEST GROWING
SEGMENT OF
TEXARKANA, TEXAS

RENTAL OFFICE
4132 McKNIGHT ROAD
903-276-2809
BILL KING

Created & Designed By POSTNET (903) 832-9916



Attachment: 2017-116 ATTH 02 (info on shopping center) (1730 : 2017-116 ORD granting Specific Use Permit at 4142 McKnight Road)

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

NA	No Additional

Other Potential Impacts:

NA

Public Information Plan:

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

Other:

Attachment: 2017-116 Goals & Perspectives (1730 : 2017-116 ORD granting Specific Use Permit at 4142 McKnight Road)

City of Texarkana, Texas

Version:
Update Date: 10/31/2017 5:27 PM

Briefing Sheet

Lead Department: Police **Action Officer:** Kevin Schutte,

Subject: Ordinance No. 2017-117 authorizing the continuation of the Juvenile Curfew Ordinance, as originally adopted in Ordinance No. 261-93 and last continued in Ordinance No. 2014-117, for an additional period of three (3) years.

Briefing: 11/13/2017 **Public Hearing:** 11/13/2017 **Second Briefing:** **Council Vote:** 11/13/2017

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

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

Texas Local Government Code Chapter 370.002 Review of Juvenile Curfew Order or Ordinance requires the city council every three (3) years after the adoption of a curfew ordinance to:

(1) Review the effect of the ordinance on the community and on problems the ordinance was intended to remedy;
(2) Conduct public hearings on the need to continue the ordinance; and
(3) Abolish, continue or modify the ordinance

In 1993 the City adopted a Curfew for Minors Ordinance, Chapter 15, Article VI, and this is the eighth tri-annual review of the ordinance.
The Texas Local Government Code 370-002 requires two (2) public hearings to review this ordinance. The police department requests that these hearings be held November 13th, 2017 and November 27th, 2017. Review Juvenile Curfew Statistics document prepared by the Texarkana, Texas Police Department, documenting the activities of and enforcement of juveniles within the curfew periods.

Potential Options:

NONE

Fiscal Implications:

NONE

Staff Recommendation:

The Police Department recommends this three year approval of ordinance continuation.

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. 2017-117 ORD Authorizing the Continuation of Juvenile Curfew Ordinance (DOC)
b. 2017-117 ATTH 01 Juvenile Curfew Review 2017 (DOCX)
c. Goals & Perspectives (DOCX)

Staff Coordination

Police	Dan Shiner	Review	Completed	10/02/2017 3:48 PM
Deputy City Manager - Kyle Dooley		Kyle Dooley	Deputy City Manager Review	Completed 10/02/2017 4:48 PM
Public Information Officer		Lisa Thompson	PIO Review	Completed 10/19/2017 9:24 AM
City Manager	Shirley Jaster	City Manager Review	Completed	10/19/2017 3:43 PM
City Council	Jennifer Evans	Meeting	Completed	10/23/2017 6:00 PM

Meeting History
10/23/17 City Council MOVED FORWARD Next: 11/13/17

Shawn Fitzgerald briefed this agenda item. There were no public comments made at this hearing.

ORDINANCE NO. 2017 - 117

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, AUTHORIZING THE CONTINUATION OF THE JUVENILE CURFEW ORDINANCE, AS ORIGINALLY ADOPTED IN ORDINANCE NO. 261-93, FOR AN ADDITIONAL PERIOD OF THREE (3) YEARS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, by Ordinance No. 261-93, Chapter 15 of the Code of Ordinances of the City of Texarkana, Texas, was amended by adding a new Article VI entitled "Curfew Hours For Minors" relating to the establishment of curfew hours for minors; and

WHEREAS, Texas Statute (Local Government Code Section 370.002) requires that the governing body of the home-rule municipality:

(a) Review the Ordinance's effects on the community and on the problems the Ordinance was intended to remedy;
(b) Conduct public hearings on the need to continue the Ordinance; and
(c) To abolish, continue, or modify the Ordinance; and

WHEREAS, the City Council of the City of Texarkana, Texas, as governing body of a home-rule municipality, has again reviewed the Ordinance's effect on the community and on the problems the Ordinance was intended to remedy and found that the Ordinance has had a positive effect in that although the number of crimes committed by juveniles have increased, the number of arrests of juveniles during curfew hours has more than doubled preventing an even larger increase in juvenile crime. Citations issued to juveniles for violation of the existing curfew ordinance have increased as well; and

WHEREAS, in compliance with the above-described Local Government Code a public hearing was held on Monday. November 13, 2017, on the need to continue the Ordinance and a second public hearing was held on Monday, November 27, 2017.

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

SECTION 1: That authorization is hereby given for the Juvenile Curfew Ordinance, as originally approved in Ordinance No. 261-93, to continue for an additional period of three (3) additional years.

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

PASSED AND APPROVED in Regular Council Session on this the **13th day of November, 2017**.

ATTEST:

________________________________ ______________________________

JENNIFER EVANS, CITY SECRETARY BOB BRUGGEMAN, MAYOR

2017-117 ATTH 01

TEXARKANA, TEXAS POLICE DEPARTMENT
CRIME ANALYSIS UNIT

Juvenile Curfew Statistics
Three Year Review
August 9, 2014-August 8, 2017

The City of Texarkana, Texas has a curfew for minors within the city limits. The curfew hours are as follows:

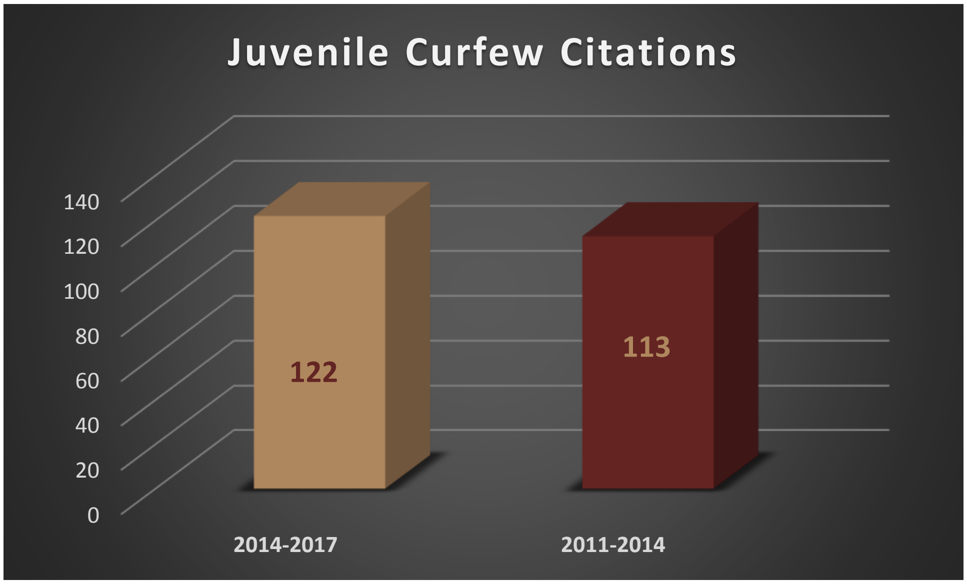
a. *11:00 p.m. on any Sunday, Monday, Tuesday, Wednesday or Thursday until 6:00 a.m. the following day; and*

b. *12:01 a.m. until 6:00 a.m. on any Saturday or Sunday*

c. *9:00 a.m. until 2:30 p.m. on any Monday, Tuesday, Wednesday, Thursday or Friday.*

Every three years the juvenile crime statistics are reviewed with regard to this ordinance. The following information compares the number of citations issued for violation of the juvenile curfew during the three year period of August 9, 2014 to August 8, 2017 to the previous three year evaluation period from August 9, 2011 to August 8, 2014.

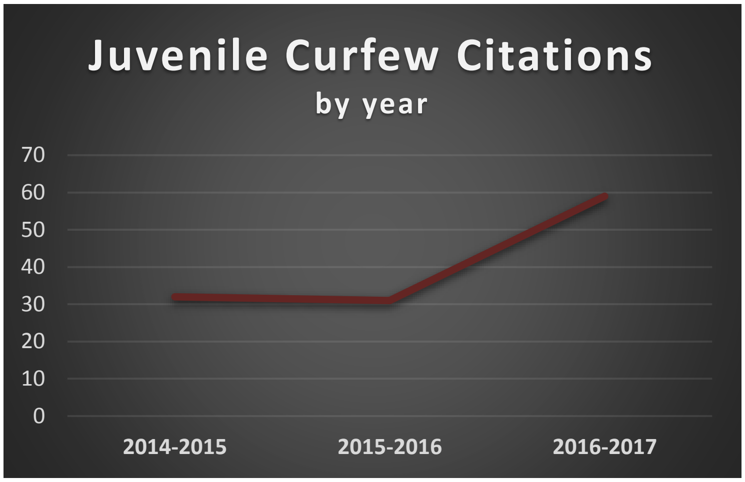
The charts immediately following show the number of citations issued for violation of the juvenile curfew during this three year evaluation period (August 2014 – August 2017) compared to the previous three years.



<u>**Three year Comparison**</u>

2014-2017 – 122 **2011-2014** - 113

2017-117 ATTH 01



Citations by Year

August 9, 2014-August 8, 2015	32
August 9, 2015-August 8, 2016	31
August 9, 2016-August 8, 2017	59

AVERAGE PER YEAR - 41

Listed below is the number of juvenile arrests made during the curfew hours of this three year evaluation period compared to the previous evaluation period.

TOTAL JUVENILE ARRESTS DURING CURFEW HOURS

2014-2017	2011-2014	Percent Change
58	26	+123%

ARRESTS FOR PART 1 CRIMES

Offense	2014-2017	2011-2014	Percent Change
Homicide	0	0	0%
Sexual Assault	3	0	+300%
Robbery	1	1	0%
Aggravated Assault	0	0	0%
Burglary	9	4	+125%
Theft	5	1	+400%
Auto Theft	9	3	+200%

OTHER ARRESTS

Offense	2014-2017	2011-2014	Percent Change
Narcotics	3	3	0%
Runaway	0	3	-100%
Simple Assault	4	2	+100%
Other	24	9	+167%

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:

Attachment: Goals & Perspectives (1723 : 2017-117 ORD Ordinance Authorizing the Continuation of the Juvenile Curfew Ordinance)

City of Texarkana, Texas

Version:
Update Date: 11/7/2017 3:41 PM

Briefing Sheet

Lead Department: Finance Department **Action Officer:** Jodie Lee, Assistant CFO

Subject: Resolution No. 2017-127 approving Bowie Central Appraisal District's 2017 tax roll.

Briefing: 11/13/2017 **Public Hearing:** 11/13/2017 **Second Briefing:** **Council Vote:** 11/13/2017

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

Updates/History of Briefing:

Executive Summary and Background Information:

Bowie Central Appraisal District has completed and presented the City's 2017 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, 2018.

Staff Recommendation:

Staff recommends approval.

Advisory Board/Committee Review:

None

Board/Committee Recommendation:

Not applicable

Advisory Board/Committee Meeting Date and Minutes:

Not applicable

Attachments

a. 2017-127 EXH 'A' 2017 Tax Roll (PDF)
b. 2017-127 Goals & Perspectives (DOCX)
c. 2017-127 RES 2017 Tax Roll(DOC)

Staff Coordination

City of Texarkana, Texas

Finance Department Jodie Lee Department Head Review Completed 11/03/2017 2:21 PM
Deputy City Manager - Kyle Dooley Kyle Dooley Deputy City Manager Review Completed 11/03/2017 2:38 PM
Public Information Officer Lisa Thompson PIO Review Completed 11/03/2017 2:42 PM
City Manager Shirley Jaster City Manager Review Completed 11/03/2017 2:50 PM
City Council Vicky Coopwood Meeting Pending 11/13/2017 6:00 PM

Meeting History

BCAD

BCAD
122 Plaza West Suite A
Texarkana, TX 75505

PHONE 903-793-8936
FAX 903-792-8889

October 6, 2017

CITY OF TEXARKANA
P O BOX 1967
TEXARKANA, TX 75504-1967

Enclosed is a copy of your 2017 Tax Roll. Please have it signed and return it to our office at your earliest convenience.

Sincerely,

Kim Kinder
Director of Collections

CITY OF TEXARKKANA

2017 TAX ROLL

TOTAL TAXABLE VALUE	2,166,092,596
GROSS TAX LEVY	$15,162,656.25
LESS TAX ON FROZEN ITEMS	$1,962,359.34
PLUS FROZEN TAXES	$1,445,631.34
PLUS LATE PENALTY GAIN	$43,609.21
TOTAL TAX LEVY	$14,689,537.46

COUNCIL MEMBERS :

MAYOR , BOB BRUGGEMAN ______________________________

MEMBER JEAN MATLOCK ______________________________

MEMBER MS WILLIE RAY ______________________________

MEMBER , BETTY WILLIAMS ______________________________

MEMBER , CHRISTIE MURRAY-ALCORN ______________________________

MEMBER JOSH DAVIS ______________________________

MEMBER, CHRISTY PADDOCK ______________________________

APPROVED THE __________ DAY OF ______________________ 2017

CITY OF TEXARKKANA T1

2017 TAX ROLL

TOTAL TAXABLE VALUE	336,709,216
GROSS TAX LEVY	$2,356,964.65
LESS TAX ON FROZEN ITEMS	$15,644.32
PLUS FROZEN TAXES	$9,751.03
PLUS LATE PENALTY GAIN	$0.00
TOTAL TAX LEVY	$2,351,071.36

COUNCIL MEMBERS :

MAYOR , BOB BRUGGEMAN ______________________________

MEMBER JEAN MATLOCK ______________________________

MEMBER MS WILLIE RAY ______________________________

MEMBER , BETTY WILLIAMS ______________________________

MEMBER , CHRISTIE MURRAY-ALCORN ______________________________

MEMBER JOSH DAVIS ______________________________

MEMBER, CHRISTY PADDOCK ______________________________

APPROVED THE __________ DAY OF ______________________ 2017

CITY OF TEXARKKANA T2

2017 TAX ROLL

TOTAL TAXABLE VALUE	53,289,392
GROSS TAX LEVY	$373,026.03
LESS TAX ON FROZEN ITEMS	$4,098.43
PLUS FROZEN TAXES	$3,125.59
PLUS LATE PENALTY GAIN	$0.00
TOTAL TAX LEVY	$372,053.19

COUNCIL MEMBERS :

MAYOR , BOB BRUGGEMAN ______________________________

MEMBER JEAN MATLOCK ______________________________

MEMBER MS WILLIE RAY ______________________________

MEMBER , BETTY WILLIAMS ______________________________

MEMBER , CHRISTIE MURRAY-ALCORN ______________________________

MEMBER JOSH DAVIS ______________________________

MEMBER, CHRISTY PADDOCK ______________________________

APPROVED THE __________ DAY OF ________________________ 2017

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
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Run the Operations	☐	Enhance Community Preparedness & Responsiveness
	☐	Maximize Partnership Opportunities
	☐	Provide Courteous & Responsive Customer Service
	☐	Model a Positive City Image
	☐	Deliver Efficient Services
	☐	Cultivate Community Involvement & Access
Manage the Resources	☑	Maintain Fiscal Strength
	☑	Maximize Utilization & Resources
	☐	Invest in Infrastructure & Transportation
Develop Personnel	☐	Develop a Skilled & Diverse Workforce
	☐	Create a Positive & Rewarding Work Culture

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved:	No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other:

Attachment: 2017-127 Goals & Perspectives (1740 : 2017-127 RES Approving 2017 Tax Roll)

RESOLUTION NO. 2017-127

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, APPROVING THE BOWIE CENTRAL APPRAISAL DISTRICT 2017 TAX ROLL FOR THE CITY OF TEXARKANA, TEXAS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Bowie Central Appraisal District has completed the 2017 Tax Roll; and

WHEREAS, it is recommended by the Finance Department that the 2017 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: That the 2017 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, 2017 Tax Roll are attached hereto and incorporated herein as **Exhibit "A".**

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

PASSED AND APPROVED in Regular Council Session on this the **13th day of November, 2017**.

ATTEST:

_______________________________ JENNIFER EVANS, CITY SECRETARY

_______________________________ BOB BRUGGEMAN, MAYOR

City of Texarkana, Texas

Version:
Update Date: 11/6/2017 9:45 AM

Briefing Sheet

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

Subject: Resolution No. 2017-128 casting votes for candidate(s) for membership on the Bowie Central Appraisal District's Board of Directors to serve for the 2018-2019 term.

Briefing: 11/13/2017 **Public Hearing:** 11/13/2017 **Second Briefing:** **Council Vote:** 11/13/2017

Item Schedule

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

Resolution No. 2017-095, nominating Council Member Josh Davis to serve as a director on the Bowie Central Appraisal District Board for a two-year term beginning on January 1, 2018, was passed by the City Council on September 25, 2017.

The Official Ballot Resolution for this election was provided to the City in a letter, by the Bowie Central Appraisal District, along with instructions from the Property Tax Code Section 6.03(k) that the City determine its vote by resolution and return the Ballot to the Chief Appraiser before December 15, 2017.

Potential Options:

- Cast votes for nominee previously presented.
-

Fiscal Implications:

The City's director has direct input into the BCAD budget and to the District's appraisal and tax collections operations on behalf of the City.

Staff Recommendation:

Staff recommends approval of this Resolution.

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

City of Texarkana, Texas

NOT APPLICABLE

Attachments

a. 2017-128 RES Casting Votes on BCAD Board 2018-2019 Term for Josh Davis (DOC)
b. 2017-128 EXH 'A' Ballot Acknowledgment Ltr (PDF)
c. 2017-128 ATTH 01 RES No. 2017-095 Nominate for BCAD Board (PDF)
d. 2017-128 Goals & Perspectives (DOCX)

Staff Coordination

Finance Department Jodie Lee Department Head Review Completed 11/03/2017 2:29 PM
Deputy City Manager - Kyle Dooley Kyle Dooley Deputy City Manager Review Completed 11/03/2017 2:41 PM
Public Information Officer Lisa Thompson PIO Review Completed 11/03/2017 2:45 PM
City Manager Shirley Jaster City Manager Review Completed 11/03/2017 2:53 PM
City Council Vicky Coopwood Meeting Pending 11/13/2017 6:00 PM

Meeting History

RESOLUTION NO. 2017-128

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, CASTING VOTES FOR CANDIDATE(S) FOR MEMBERSHIP ON THE BOARD OF DIRECTORS OF THE BOWIE CENTRAL APPRAISAL DISTRICT TO SERVE FOR THE 2018-2019 TERM; DIRECTING THE MAYOR TO EXECUTE THE OFFICIAL BALLOT; DIRECTING THE CITY SECRETARY TO DELIVER THE OFFICIAL BALLOT TO THE CHIEF APPRAISER ON OR BEFORE DECEMBER 15, 2017; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the terms of the present members of the Board of Directors of the Bowie Central Appraisal District expire on December 31, 2017; and

WHEREAS, Section 6.03 of the Texas Property Tax Code permits this Council to nominate by resolution one candidate for each of the five positions to be filled on the Board of Directors of the Bowie Central Appraisal District; and

WHEREAS, in accordance with said statute, this Council, by Resolution No. 2017-095, on September 25, 2017, nominated Josh Davis as a candidate for membership on the Board of Directors of the Bowie Central Appraisal District to serve for the 2018-2019 term; and

WHEREAS, the City of Texarkana, Texas is entitled by law to cast a total of 772 cumulative votes for persons nominated to serve on the said Board.

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

SECTION 1: That votes be and are hereby cast by this Council for the candidate(s) for position(s) as director(s) on the Board of Directors of the Bowie Central Appraisal District, to serve for the 2018-2019 term, as shown on the Official Ballot, attached hereto as **Exhibit "A".**

SECTION 2: That the votes transcribed onto the Official Ballot provided by the Chief Appraiser are to be thereafter executed by the Mayor and attested by the City Secretary.

SECTION 3: That a copy of the Official Ballot as executed be attached hereto as **Exhibit "A"** and made a part hereof by reference.

SECTION 4: That the City Secretary provides a duplicate original executed copy of this Resolution and the original of the executed official ballot to the Chief Appraiser on or before December 15, 2017, as required by the Texas Property Tax Code.

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

PASSED AND APPROVED in Regular Council Session on this the **13th day of November, 2017**.

ATTEST:

JENNIFER EVANS, CITY SECRETARY	BOB BRUGGEMAN, MAYOR

BOWIE CAD

Bowie Central Appraisal District

122 Plaza West, Suite A
Post Office Box 6527
Texarkana, TX 75505-6527
Phone (903) 793-8936
Fax (903) 792-8889

710 James Bowie Dr.
Post Office Box 967
New Boston, TX 75570-0967
Phone (903) 628-5493
Fax (903) 628-2087

October 18, 2017

Enclosed please find ballots for the 2018-2019 Bowie Central Appraisal District Board of Directors. In the upper right hand corner you will find the total number of votes you may cast. Ballots are being sent both by email and certified mail in order to ensure compliant delivery.

Please be advised that Property Tax Code Section 6.03 (K) states:
"The governing body of each taxing unit entitled to vote shall determine its vote by resolution and submit it to the Chief Appraiser **before** December 15."

Thank you for your attention to this matter and if you have any questions please feel free to call.

Regards,
Mike Brower, RPA
Chief Appraiser, BCAD

Ballot #22
Number of Votes 772

OFFICIAL BALLOT
RESOLUTION

STATE OF TEXAS

COUNTY OF BOWIE

Be it resolved that the Texarkana City cast its votes for the following nominee(s) for election to the Board of Directors for the Bowie Central Appraisal District for the 2016-2017 term:

NOMINEE		NUMBER OF VOTES
Wanda Boyette	______________________	__________
Josh Davis	______________________	__________
Chad Dodson	______________________	__________
Paul Miller	______________________	__________
Ron Riddle	______________________	__________
Robert Sheppard	______________________	__________

2017-128 ATTH 01

RESOLUTION NO. 2017-095

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, CASTING ALL ITS VOTES FOR ONE NOMINEE FOR DIRECTOR ON THE BOARD OF DIRECTORS OF THE BOWIE CENTRAL APPRAISAL DISTRICT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the terms of the present members of the Board of Directors of the Bowie Central Appraisal District expire on December 31, 2017; and

WHEREAS, Section 6.03 of the Texas Tax Code provides for calculating the voting entitlement of a taxing unit that is entitled to vote for directors on the Board, and Section 6.03(c) of the Texas Tax Code provides that a governing body exercising appointment authority for the Board of Directors "may cast all its votes for one candidate or distribute them among candidates for any number of directorships"; and

WHEREAS, Section 6.03(g) of the Texas Tax Code requires that the Mayor deliver the City's nominees for the Board to the Chief Appraiser; and

WHEREAS, the City Council finds and determines that the best interests of the City would be served by casting all its votes for one nominee to serve as a director on the Board of Directors.

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

SECTION 1: That the City Council casts all its votes for the following nominee for the position of director on the Board of Directors of the Bowie Central Appraisal District, to serve a two-year term commencing on January 1, 2018:

JOSH Davis
____

SECTION 2: That the Mayor provide a duplicate original executed copy of this Resolution to the Chief Appraiser as required by the Texas Tax Code.

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

PASSED AND APPROVED in Regular Council Session on this the **25th day of September, 2017.**

ATTEST:

JENNIFER EVANS, CITY SECRETARY

BOB BRUGGEMAN, MAYOR

6:39 p.m.

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: 2017-128 Goals & Perspectives (1741 : 2017-128 RES BCAD Board Votes Casted for CM Davis)