CITY OF TEXARKANA

CITY COUNCIL

AGENDA ● JANUARY 13, 2014

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

220 TEXAS BLVD.
TEXARKANA, TX 75501

Mayor

Bob Bruggeman

Ward 1	Ward 3	Ward 5
Bradfield Casteel	Tina Veal-Gooch	Bill Miller
Ward 2	**Ward 4**	**Ward 6**
Willie Ray	Brian Matthews	Josh Davis

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

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

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

II. INVOCATION AND PLEDGE

III. IMPORTANT DATES, APPOINTMENTS TO BOARDS AND COMMISSIONS, PRESENTATIONS, PUBLIC RECOGNITION

Important Dates to remember

City Council Meetings:

Monday, January 27, 2014 at 6:00 p.m.

Monday, February 10, 2014 at 6:00 p.m.

Monday, February 24, 2014 at 6:00 p.m.

Monday, March 10, 2014 at 6:00 p.m.

Monday, March 24, 2014 at 6:00 p.m.

Appointments to Boards & Commissions

TIRZ Presentation by Jerry Sparks

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

V. ITEMS FOR CONSIDERATION

Consent Items

1. Consider approval of the minutes of the Special Council meeting held on December 10, 2013 at 6:00 p.m.

Action Items

2. Briefing and consider Ordinance No. 2014-007 authorizing and adding one (1) position to Assistant Fire Chief Classification of the Texarkana, Texas, Fire Department; abolish one (1) Captain Position and amending the exhibit of Section 3 of Ordinance No. 144-77, as most recently amended by Ordinance No. 159-2013, to reflect the addition of one (1) Position to the Assistant Fire Chief Classification and the abolishment of one (1) Captain Position of the City of Texarkana, Texas Fire Department.

3. RESOLUTION NO. 2014-021 Appointment of a Mayor Pro Tem for the term beginning January 13, 2014 and ending on May 31, 2014 or until superseded by new council member appointments.

   Second Briefing: January 13, 2014
   Public Hearing: January 13, 2014
   Action: January 13, 2014

VI. PUBLIC HEARINGS

1. Resolution No. 2014-009 approving the addition to the TIRZ #1 Project list for the partial funding of improvements to property at St. Michael Drive and Richill Drive (private road) allowing use of part of the 2012 TIRZ Bond Fund in an amount not to exceed FOUR HUNDRED SIX THOUSAND AND NO/100 dollars ($406,000) for drainage improvements.

   Second Briefing:
   Public Hearing:
   Action:

2. RESOLUTION NO. 2014-010 approving the 2012 TIRZ #1 Bond Project List funding for the drainage improvements and the relocation of water, wastewater, and sewer for a Gibson Lane Project in an amount not to exceed TWO HUNDRED FIFTY THOUSAND AND N0/100 DOLLARS ($250,000).

   Second Briefing: January 27, 2014
   Public Hearing: January 13, 2014
   Action: February 10, 2014

3. Ordinance No. 2014-011 granting a Specific Use Permit to allow the one additional use of a tattoo studio on Lot 112, Block 256, Midland Addition (Tract 256), located at 3201 New Boston Road. W.R. Bowling, applicant. Jessica Teran, agent.

   2nd Briefing: January 27, 2014
   Council Vote: February 10, 2014

4. Resolution No. 2014-013 authorizing the City Manager to execute a letter of support and commitment for proposed local development(s) for the award of the Texas Department of Housing and Community Affairs (TDHCA) Low Income Housing Tax Credit.

   Council Vote: January 27, 2014

VII. FIRST BRIEFINGS

1. Resolution No. 2014-020 Setting the 2014 City Council Meeting Schedule and the City Offices Holiday Closing Schedule

   Second Briefing: January 13, 2014
   Public Hearing: January 13, 2014
   Action: January 27, 2014

2. Ordinance No. 2014-017 rezoning a one acre tract of land being a part of Block 54 in the J.W. Johnson HRS, A-308, located at 1918 Allen Lane. Single Family-2 to Two Family-1. Dewitt Fortenberry, owner.

   Public Hearing: January 27, 2014
   2nd Briefing: February 10, 2014
   Council Vote: February 24, 2014

3. Ordinance No. 2014-018 rezoning an approximate 23 acre tract being a part of Lot 2, Richmond-Airline Subdivision, located at the southeast corner of Richmond Road and Airline Drive. Single Family-1 to Planned Development Multiple Family-1 and Planned Development General Retail. Amy Harrel, owner. Brandon Huffman, under contractor to purchase, and Dan Butler, agents.

   Public Hearing: January 27, 2014
   2nd Briefing: February 10, 2014
   Council Vote: February 24, 2014

VIII. SECOND BRIEFING WITH UPDATES

IX. SECOND BRIEFING WITHOUT UPDATES

X. ITEMS FOR DISCUSSION

Homeless Encampment

XI. ADMINISTRATIVE COMMENTS

1. Council

2. Staff

XII. ADJOURNMENT

Agenda Posted Thursday the 9th day of January, 2014 at 10:00 a.m.

_____

Jennifer Evans, City Secretary

This meeting is being conducted in accordance with the Texas Open Meetings Law (V.T.C.A. Government Code 551).

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: B

Briefing Sheet

Update Date: 1/10/2014 1:14 PM

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

Subject: RESOLUTION NO. 2014-021 Appointment of a Mayor Pro Tem for the term beginning January 13, 2014 and ending on May 31, 2014 or until superseded by new council member appointments.

Briefing: 1/13/2014 **Public Hearing:** 1/13/2014 **Action:** 1/13/2014

Item Schedule

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

Article II, Section 4 of the Texarkana City Charter provides for the office of Mayor pro Tem, who shall act as Mayor during the absence or disability of the Mayor. The Texarkana City Charter provides for the election of the Mayor Pro Tem by the Council.

Potential Options:

- None
-

Staff Recommendation:

Staff recommends appointment of a Mayor Pro Tem in accordance with the provisions of the City Charter.

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

a. Goals and Perspectives (DOCX)
b. r2014-021 Mayor Pro Tem (0113) (DOC)

Staff Coordination

City Manager	Jennifer Evans 01/10/2014 1:14 PM	Department Head Review	Pending	
City Manager		City Manager Review	Pending	01/10/2014 1:14 PM
City Manager		City Manager Review	Pending	01/10/2014 1:14 PM
City Council	Pam Burns	Meeting	Pending	

Meeting History

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved: NONE	Select One By Clicking Here

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 and Perspectives (1017 : Resolution 2014-021 Appointing a Mayor Pro Tem)

RESOLUTION NO. 2014 - 021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, APPOINTING A MAYOR PRO TEM; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Article II, Section 4 of the Texarkana City Charter provides for the office of Mayor Pro Tem, who shall act as Mayor during the absence or disability of the Mayor; and

WHEREAS, Article II, Section 4 of the Texarkana City Charter also provides for the election of the Mayor Pro Tem by the City Council; and

WHEREAS, the City Council of the City of Texarkana, Texas finds it to be in the best interest of the City to appoint an individual to the office of Mayor Pro Tem in accordance with the provisions of the City Charter; and

WHEREAS, appointment of the Mayor Pro Tem will be effective on January 13, 2014 and will continue until May 31, 2014 or until superseded by new council appointments and therefore at that time electing a Mayor Pro Tem to serve until the first City Council meeting after Election Day in 2015.

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

SECTION 1: That in accordance with the terms and provisions of Article II, Section 4 of the Texarkana City Charter, the following individual is hereby elected Mayor Pro Tem:

_____.

SECTION 2: That this appointment will be for the term beginning January 13, 2014 and ending on May 31, 2014 or until superseded by new council member appointments.

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

PASSED AND APPROVED in Special Council Session on this the 13th day of January 2014.

ATTEST:

_____ _____

JENNIFER EVANS, CITY SECRETARY BOB BRUGGEMAN, MAYOR

Attachment: r2014-021 Mayor Pro Tem (0113) (1017 : Resolution 2014-021 Appointing a Mayor Pro Tem)

City of Texarkana, Texas

Version: B

Briefing Sheet

Update Date: 1/7/2014 3:47 PM

Lead Department: Economic Development **Action Officer:** Jerry Sparks, Economic Developer

Subject: Resolution No. 2014-009 approving the addition to the TIRZ #1 Project list for the partial funding of improvements to property at St. Michael Drive and Richill Drive (private road) allowing use of part of the 2012 TIRZ Bond Fund in an amount not to exceed FOUR HUNDRED SIX THOUSAND AND NO/100 dollars ($406,000) for drainage improvements.

Briefing: 1/13/2014	**Public Hearing:**	**Action:**

Item Schedule

Updates/History of Briefing:

Council briefed on item on December 10, 2013.

Executive Summary and Background Information:

Council has approved the project to be included in the Project List. This action will allow the funding for the project from the 2012 TIRZ bond fund.

All designs will be approved by the Public Works Department prior to construction

Potential Options:

-

Staff Recommendation:

At the meeting of the TIRZ #1 Board on November 25, 2013, the Board approved a request by Ray Walsh for partial funding improvements to property on St. Michael Drive at Richill Drive (a private road) to be included in the Project List. The project improvements would include a total project of $790,000 for drainage including $160,000 for extension of Richill Drive.

The TIRZ Board and Staff recommended a partial funding of $406,000 for the drainage improvement project only.

If approved by Council, these projects would be included in the projects payable under the 2012 TIRZ bond. All designs will be approved by the Public Works Department prior to construction.

Fiscal Implications:

Not to exceed $406,000 funding from 2012 TIRZ Bond Fund.
Staff recommends including the amount approved by the TIRZ #1 Board for this proposed project in the Project List and the list of projects funded by the 2012 TIRZ bond.

Advisory Board/Committee Review:

TIRZ Board

Board/Committee Recommendation:

TIRZ Board approved the item at the 11/25/2013 meeting

Advisory Board/Committee Meeting Date and Minutes:

11/25/2013 minutes attached

Attachments

a. Consideration Approval City format Walsh 2013 (DOCX)
b. Walsh Marriott Subdivision Drainage Improvements Preliminary Cost Estimate_10-9-2013 (PDF)
c. St Michael Richill drainage (PDF)
d. TIRZ #1 Minutes DRAFT 25 Nov 2013 (DOC)
e. TIRZ 1 Project List PROPOSED (XLSX)
f. Walsh Marriott Subdivision Project Analysis 2013 (XLSX)
g. 009 TIRZ Richill Drainage Project (DOCX)
h. Goals & Perspectives (DOCX)
i. Goals & Perspectives (DOCX)

Staff Coordination

Economic Development	Pending	Jerry Sparks	Department Head Review
Finance	Charlie Bassett	Review	Pending
City Manager		City Manager Review	Pending
City Council	Pam Burns	Meeting	Pending

Meeting History

RESOLUTION NO. XXX-2013: Consideration/Approval of an addition to the TIRZ #1 Potential Project List.

Presented for:

Council Action _X_____ Report/Review Only _____

Supporting documents:

None _____ Attached __x____ Provided Later _____

Contact Person: Jerry Sparks, Economic Developer

Background Information:

At the meeting of the TIRZ #1 Board on November 25, 2013, the Board approved a request by Ray Walsh for partial funding improvements to property on CHRISTUS St Michael Drive at Richill St (a private road)to be included in the Project List. The improvements would include amounts not to exceed: $406,000 for drainage improvements out of a total project of $790,000 for drainage and $160,000 for extension of Richill.

If approved by Council, these projects would be included in the projects payable under the 2012 TIRZ bond. All designs will be approved by the Public Works Department prior to construction.

Fiscal Implications: Not to exceed $406,000 funding from TIRZ #1

Administrative Recommendation: Staff recommends including the amount approved by the TIRZ #1 Board for this proposed project in the Project List and the list of projects funded by the 2012 TIRZ bond and the list of projects funded by the 2012 TIRZ bond.

Motion: _____

Second: _____

For: _____

Against: _____

Attachments: TIRZ #1 minutes, site map, financial analysis,

Attachment: Consideration Approval City format Walsh 2013 (1010 : Resolution 2014-009 Addition to TIRZ 1 Project List-St Michael Dr Project)

PRELIMINARY COST ESTIMATE
FLOODWAY IMPROVEMENTS

	West Side						
					Unit Price		Total Price
1	Excavation	724			$10.00		$7,240.00
2	Embankment	7675	CY		$10.00		$76,750.00
3*	Concrete Block Wall	1815.6	SF		$30.00		$54,468.00
4*	9-5'x2' RBC (Cast-in-place)	180	LF		$600.00		$108,000.00
5*	PWW HW=3 (Cast-in-place)	1	EACH		$10,000.00		$10,000.00
6	Contingency (10%)	1	LS		$ 25,645.80		$25,645.80
Summary							***$282,103.80***

	East Side						
					Unit Price		Total Price
1	Excavation	685	CY		10		$6,850.00
2	Embankment	8600	CY		$10.00		$86,000.00
3	48" Culvert Extension	325	LF		$120.00		$39,000.00
4*	Concrete Block Wall	1958	SF		$30.00		$58,740.00
5	Optional Concrete Block Wall	612.5	SF		$30.00		$18,375.00
6*	9-5'x2' RBC (Cast-in-place)	180	LF		$600.00		$108,000.00
7*	PWW HW=3 (Cast-in-place)	1	EACH		$10,000.00		$10,000.00
8	Contingency (10%)	1	LS		$ 32,696.50		$32,696.50
Summary							***$359,661.50***

**** - Represents items that must be built complete on both sides for functionallity. Cost is distributed evenly.***

Attachment: Walsh Marriott Subdivision Drainage Improvements Preliminary Cost Estimate_10-9-2013

Attachment: St Michael Richill drainage (1010 : Resolution 2014-009 Addition to TIRZ 1 Project List-St Michael Dr Project)

Attachment: St Michael Richill drainage (1010 : Resolution 2014-009 Addition to TIRZ 1 Project List-St Michael Dr Project)

TAX INCREMENT FINANCING ZONE #1
CITY OF TEXARKANA TEXAS
Meeting Minutes
November 25, 2013

Opening:

The called meeting of the City of Texarkana Texas Tax Increment Financing Zone #1 (TIRZ #1) was called to order at noon on April 54, 2013 at Texarkana City Hall by Kelly Mitchell. Board members attending the meeting included: Jason Thomson, Paul Miller, Josh Andrus, Jay Davis, Stacy Yates, and David Potter; Cory Floyd and Pat McCoy were absent.

Staff Present: Charles Bassett, Jr., Shirley Jaster, Kyle Dooley, Lisa Thompson and Jerry Sparks

Visitors: Ray Walsh and David Williams

There were no public comments.

Minutes of the April 2013 meeting were approved on a motion by Paul Miller with a second by Jay Davis.

TIRZ #1 Financing Plan & Project List

The Board considered and discussed amending the TIRZ #1 Financing Plan and Project List as follows:

- Amend TIRZ #1 Project List to include an amount not to exceed $406,000 for drainage construction and improvements at property bordered by CHRISTUS St Michael Drive and Richill Drive (private street).
    - The bond used for funding TIRZ projects included $500,000 for the extension of University Avenue to support a development that is no longer under short-term consideration. This action will recommend inclusion of the drainage improvements in our TIRZ financing plan and in the bond financing plan.

Amend the 2012 TIRZ bond funding as follows:

- Consider recommending TIRZ bond funds be used to fund request from E. W. Fenton for funding improvements to property on Gibson Lane. At this time, the project was approved by Council for inclusion on the Project List but specific funding was not included in that approval. Council approved funding not to exceed $250,000 for project. The total project includes:
    - Storm water drainage-$300,000
    - Water/sewer relocation-$50,000

DRAFT

Attachment: TIRZ #1 Minutes DRAFT 25 Nov 2013 (1010 : Resolution 2014-009 Addition to TIRZ 1 Project List-St Michael Dr Project)

  - Public parking lot-$300,000
  - Streetscaping-$45,000
- Both items were approved. Those voting for approval were Mitchell, Miller, Andrus, Yates, David; against approval was Potter. Jason Thomson abstained.

- Public Works and Engineering gave the Board members an update on City projects
- Members were offered copies of materials used in an earlier training session for TIRZ Board members.

Adjournment

The next meeting will be scheduled as needed.

Minutes submitted by: Jerry Sparks

Approved by:

DRAFT

Attachment: TIRZ #1 Minutes DRAFT 25 Nov 2013 (1010 : Resolution 2014-009 Addition to TIRZ 1 Project List-St Michael Dr Project)

TIRZ #1 Project List
Revised: November 2013

Public Infrastructure Projects Walton Dr & Pavilion drainage improvements	$	-	*Completed ($175,000)*
(Joint project w/TxDOT)			
Walton Dr & Pavilion drainage	$	300,000	**Possible 2014 start date**
(Box culverts W of intersection & W of Whiskey River)			
Extension of South University	$	500,000	**No project start date/bond funded**
Cowhorn Creek Linear Park	$	1,000,000	**Project started/bond funded**
Gibson Extension to FM 989 & feeder streets to Gibson	$	9,000,000	**No project start date**
Drainage Project @ Arista	*$*	-	*Completed ($100,000)*
TAMU East Approach (Phase II)			*removed ($6,000,000)*
Morris Lane Extension			*removed ($7,000,000)*
Parking Garage @ University w/drainage	$	2,000,000	**No project start date**
Backage Road: Summerhill to Mall Drive	$	1,000,000	**No project start date/bond funded**
Proposed Site Improvements to Gibson & University	$	2,000,000	**No project start date**
Park Development & Improvement-University Drive	$	800,000	**2013-2014/bond funded**
Approved stormwater improvements Gibson Lane & possible water/sewer relocation	$	250,000	
Proposed drainage improvements St. Michael Drive & Richill Drive	***$***	***406,000***	
TOTAL APPROVED POTENTIAL PROJECTS	$	17,256,000	

Attachment: TIRZ 1 Project List PROPOSED (1010 : Resolution 2014-009 Addition to TIRZ 1 Project List-St

Walsh Project
CHRISTUS St Michael Drive (I30 access road)

Improvement-East	Estimated Cost	Highest Value to City
Excavation	$10,136	
Embankment	$107,450	
Concrete block wall	$68,992	$ 68,992.00
9-5'x2' RBC (cast in place)	$117,000	$ 117,000.00
PWH HW=3 (cast in place)	$14,000	$ 14,000.00
Contigency (10%)	$31,757	
Improvement-West		
Excavation	$9,590	
Embankment	$120,400	
48" culvert extnsion	$42,250	
Optional concrete block wall	$23,275	
Concrete block wall	$74,404	$ 74,404.00
9-5'x2' RBC (cast in place)	$117,000	$ 117,000.00
PWH HW=3 (cast in place)	$14,000	$ 14,000.00
Contigency (10%)	$40,091	
Total cost estimate	$790,345	$ 405,396.00
Richill Drive Extension (1782')	$ 160,380.00	

Attachment: Walsh Marriott Subdivision Project Analysis 2013 (1010 : Resolution 2014-009 Addition to TIRZ 1 Project List-St Michael Dr Project)

City of Texarkana, Texas

Briefing Sheet

Version:
Update Date: 1/7/2014 3:41 PM

Lead Department: Economic Development **Action Officer:** Jerry Sparks, Economic Developer

Subject: RESOLUTION NO. 2014-010 approving the 2012 TIRZ #1 Bond Project List funding for the drainage improvements and the relocation of water, wastewater, and sewer for a Gibson Lane Project in an amount not to exceed TWO HUNDRED FIFTY THOUSAND AND N0/100 DOLLARS ($250,000).

Briefing: 1/13/2014 **Public Hearing:** 1/13/2014 **Action:** 2/10/2014

Item Schedule

Updates/History of Briefing:

Council briefed on item on December 10, 2013.

Executive Summary and Background Information:

Council has approved the project to be included in the Project List. This action will allow the funding for the project from the 2012 TIRZ bond fund.

All designs will be approved by the Public Works Department prior to construction

Potential Options:

-
-

Staff Recommendation:

At the meeting of the TIRZ #1 Board on November 25, 2013, the Board passed a recommendation to include $250,000 in the 2012 TIRZ bond list of projects for the project on Gibson Lane.

Fiscal Implications:

Not to exceed $250,000 funding from 2012 TIRZ bond issue
Staff recommends including the amount approved by the TIRZ #1 Board for this proposed project in the list of projects funded by the 2012 TIRZ bond.

Advisory Board/Committee Review:

TIRZ Board

Board/Committee Recommendation:

TIRZ Board approved the item at the 11/25/2013 meeting

Advisory Board/Committee Meeting Date and Minutes:

City of Texarkana, Texas

11/25/2013 minutes attached

Attachments

a. TIRZ #1 Minutes April 2013 approved Nov 25 2013 (DOC)
b. TIRZ #1 Minutes April 2013 approved Nov 25 2013 (DOC)
c. Attachments for ORD 065-2013 from original approval (PDF)
d. 010 Gibson Lane Project (DOCX)
e. Goals & Perspectives (DOCX)

Staff Coordination

Economic Development	Pending	Jerry Sparks	Department Head Review
Finance	Charlie Bassett	Review	Pending
City Manager		City Manager Review	Pending
City Council	Pam Burns	Meeting	Pending

Meeting History

City of Texarkana, Texas

Version: B

Briefing Sheet

Update Date: 1/10/2014 2:52 PM

Lead Department: City Manager **Action Officer:** John Whitson, City Manager

Subject: Resolution No. 2014-020 Setting the 2014 City Council Meeting Schedule and the City Offices Holiday Closing Schedule

Briefing:	1/13/2014	**Public Hearing:**	1/13/2014	**Action:**	1/27/2014

Item Schedule

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

Updates/History of Briefing:

NOT APPLICABLE

Executive Summary and Background Information:

Executive Summary: Change city council meetings from 2nd and 4th Mondays to 1st and 3rd Tuesdays to improve council meeting management providing more time for staff to react to councilmember inquiries following publication of the agenda and reducing the meeting schedule conflict with Thanksgiving and Christmas holidays.

Add Good Friday, Veteran's Day, and the Day after Christmas to the city offices holiday closure schedule. Eliminate the employee annual "Personal Holiday" and "Bonus Days". City offices will be closed 12 days annually compared to the current nine days. Employees will be paid 12 holidays compared to the current ten holidays plus two potential bonus days.

Background: Currently the city council meets twice monthly on the 2nd and 4th Monday. With the implementation of Intelligent Meeting Management System (IQM2s Minute Traq) the agendas will be transmitted to city councilmembers on Thursday prior to the following week's meeting. As councilmembers review the agenda items there are usually questions for staff or discussions with management that need to be accomplished prior to meeting time. Mondays prove to be challenging with regular business activities and responding to councilmember inquiries. Staff members feel rushed to meet these last minute inquiries. Updating briefing materials to reflect these inquiries and discussions is also daunting in light of full disclosure and transparency for the public. Switching the council meeting night from Monday to Tuesday will provide more time for staff to react to councilmember inquiries and permit staff to update the briefing materials prior to council meeting. Updated materials will be available to the public as well as elected officials thus continuing to improve the city's legislative transparency.

Moving the council meeting to the 1st and 3rd Tuesday of each month will better serve the public by permitting two meetings to occur in both November and December without infringing on either the Thanksgiving or Christmas holidays. Notice in attachment 2 (Holiday and Council Meeting Schedule 2014 – Current) the May 26 meeting is shifted to Tuesday to accommodate the Memorial Day holiday. By switching to Tuesdays the city will avoid all

national "Monday" holidays. Some national holidays do not fall on Monday and may occasionally conflict with a city council meeting date.

Along with changing the regular council meeting date the city can also adjust the holiday schedule to better match other area public office holiday closures. Currently the city closes nine days a year for holidays (see attachment 4: Holiday and Council Meeting Schedule 2014 – Christmas). Employees also earn one additional "personal" holiday that is taken at a time of their individual choice as approved by their supervisor. The city does not close offices for Good Friday or Veteran's Day when many other public offices are closed. The difference in schedule is readily noticeable in the Bi-State Justice Center when only the Texas offices are open on these dates. There generally is very little customer activity on these two dates.

The city also awards employees with "Bonus Days" in recognition of their non-use of sick days. When an employee uses 16 hours of less sick leave in a year they earn two additional leave days or if they use less than four days but more than two days sick leave they earn one additional leave day. Tracking "Bonus and Personal Days" is burdensome. Current accrual rates for both sick leave and paid leave days appear to be adequate and comparable to many other Texas local governments.

During Christmas Week there is a lot of employee absenteeism and many offices are understaffed. City offices are currently closed on Christmas Eve and Christmas Day. When these two days fall on Thursday/Friday, Friday/Saturday, Saturday/Sunday, Sunday/Monday or Monday/Tuesday employees enjoy a four-day weekend. Being closed for three days the schedule can be adjusted to always permit a five-day weekend. City offices will be closed on Christmas Eve, Christmas Day, and the Day Following Christmas as adjusted for weekend dates and Christmas Wednesdays. Attachment 4 shows the Christmas closure schedule based on what day of the week Christmas occurs. In the second example when Christmas occurs on Wednesday the adjustment will be to close on December 23 and open on December 26 thus maintaining the five-day weekend but requiring employees to work on the day following Christmas.

The net annual difference is three additional office holiday closure days but only two additional employee days off for holidays (add: Good Friday, Veteran's Day, and Day after Christmas and delete the Personal Holiday). Additionally, "Bonus Days" will be discontinued for non-use of sick leave.

Potential Options:

- No Change
- Leave Meeting Dates on 2nd and 4th Monday of each Month – No Change in Holiday Schedule
- Leave Meeting Dates on 2nd and 4th Monday of each Month – Change Holiday Schedule
- Change Meeting Dates to 1st and 3rd Tuesday of each Month – No Change in Holiday Schedule
- Change Meeting Dates to 1st and 3rd Tuesday of each Month – Change Holiday Schedule

Staff Recommendation:

Staff recommends changing the city council meetings to 1st and 3rd Tuesday of each month and changing the city holiday office closure schedule to 12 days per year, eliminating "Bonus Days" rewards for non-use of sick leave and the "floating" personal day.

Advisory Board/Committee Review:

NONE

Board/Committee Recommendation:

NOT APPLICABLE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Attachments

a. Goals and Perspectives (DOCX)
b. Holiday and Council Meeting Schedule 2014 - Current (PDF)
c. Holiday and Council Meeting Schedule 2014 - Proposed (PDF)
d. Holiday and Council Meeting Schedule 2014 - Christmas (PDF)
e. RESOLUTION 2014-20 Establishing City Holidays and Setting City Council Meetings for 2014 (DOC)

Staff Coordination

City Manager	John Whitson 01/09/2014 11:26 AM	Department Head Review	Completed	
Inspections Department	Lynn Henry 01/09/2014 2:08 PM	Review	Completed	
Inspections Department		Review	Pending	
Water Utilities		Review	Pending	
City Secretary		Review	Pending	
City Manager		Review	Pending	

Meeting History

City of Texarkana, Texas

Developing Perspectives and Goals Pending Approval by the City Council:

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

Perspectives and Goals Additional Comments:

NONE

Resource Impact:

Staff time required if item is approved:	No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:

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

Other:

Attachment: Goals and Perspectives (1014 : City Holidays and City Council Meeting Schedule)

2014 City of Texarkana, Texas Holiday and Council Meeting Schedule

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	HOLIDAY					SUNDAY			HOLIDAY			
2		SUNDAY	SUNDAY								SUNDAY	
3								SUNDAY				
4					SUNDAY		HOLIDAY					
5	SUNDAY									SUNDAY		
6				SUNDAY			SUNDAY					
7									SUNDAY			SUNDAY
8						SUNDAY			MEETING			MEETING
9		SUNDAY	SUNDAY			MEETING					SUNDAY	
10		MEETING	MEETING					SUNDAY			MEETING	
11					SUNDAY			MEETING				
12	SUNDAY				MEETING					SUNDAY		
13	MEETING			SUNDAY			SUNDAY			MEETING		
14				MEETING			MEETING		SUNDAY			SUNDAY
15						SUNDAY						
16		SUNDAY	SUNDAY								SUNDAY	
17								SUNDAY				
18					SUNDAY							
19	SUNDAY									SUNDAY		
20	HOLIDAY			SUNDAY			SUNDAY					
21									SUNDAY			SUNDAY
22						SUNDAY			MEETING			
23		SUNDAY	SUNDAY			MEETING					SUNDAY	
24		MEETING	MEETING					SUNDAY			MEETING	HOLIDAY
25					SUNDAY			MEETING				HOLIDAY
26	SUNDAY				HOLIDAY					SUNDAY		
27	MEETING			SUNDAY	MEETING		SUNDAY			MEETING	HOLIDAY	
28				MEETING			MEETING		SUNDAY		HOLIDAY	SUNDAY
29						SUNDAY						
30			SUNDAY								SUNDAY	
31								SUNDAY				

Attachment: Holiday and Council Meeting Schedule 2014 - Current (1014 : City Holidays and City Council

2014 City of Texarkana, Texas Holiday and Council Meeting Schedule (Proposed)

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	HOLIDAY					SUNDAY			HOLIDAY			
2		SUNDAY	SUNDAY						MEETING		SUNDAY	MEETING
3						MEETING		SUNDAY				
4		MEETING	MEETING		SUNDAY		HOLIDAY				MEETING	
5	SUNDAY							MEETING		SUNDAY		
6				SUNDAY	MEETING		SUNDAY					
7									SUNDAY	MEETING		SUNDAY
8				MEETING		SUNDAY	MEETING					
9		SUNDAY	SUNDAY								SUNDAY	
10								SUNDAY				
11					SUNDAY						HOLIDAY	
12	SUNDAY									SUNDAY		
13	MEETING			SUNDAY			SUNDAY					
14									SUNDAY			SUNDAY
15						SUNDAY						
16		SUNDAY	SUNDAY						MEETING		SUNDAY	MEETING
17						MEETING		SUNDAY				
18		MEETING	MEETING	HOLIDAY	SUNDAY						MEETING	
19	SUNDAY							MEETING		SUNDAY		
20	HOLIDAY			SUNDAY	MEETING		SUNDAY					
21									SUNDAY	MEETING		SUNDAY
22				MEETING		SUNDAY	MEETING					
23		SUNDAY	SUNDAY								SUNDAY	
24								SUNDAY				HOLIDAY
25					SUNDAY							HOLIDAY
26	SUNDAY				HOLIDAY					SUNDAY		HOLIDAY
27	MEETING			SUNDAY			SUNDAY				HOLIDAY	
28									SUNDAY		HOLIDAY	SUNDAY
29						SUNDAY						
30			SUNDAY								SUNDAY	
31								SUNDAY				

Attachment: Holiday and Council Meeting Schedule 2014 - Proposed (1014 : City Holidays and City

SUN	MON	TUE	WED	THU	FRI	SAT
23	**24**	**25**	**26**	27	28	29
30	31					
22	23	**24**	**25**	**26**	27	28
29	30	31	(2019, 2024, 2030, 2041)			
21	22	23	**24**	**25**	**26**	27
28	29	30	31			
20	21	22	23	**24**	**25**	26
27	**28**	29	30	31		
19	20	21	22	23	**24**	25
26	**27**	**28**	29	30	31	
18	19	20	21	22	**23**	24
25	**26**	**27**	28	29	30	31
17	18	19	20	21	**22**	23
24	**25**	**26**	27	28	29	30

	Current	Proposed
New Years's Day	1	1
MLK Birthday	1	1
Good Friday		1
Memorial Day	1	1
Independence Day	1	1
Labor Day	1	1
Veteran's Day		1
Thanksgiving Day	1	1
Day After Thanksgiving Day	1	1
Christmas Eve	1	1
Christmas Day	1	1
Christmas 3rd Day		1
Personal Day	1	
Total Days	10	12

And, eliminate "days off" for saving sick leave.

Attachment: Holiday and Council Meeting Schedule 2014 - Christmas (1014 : City Holidays and City

Attachment: RESOLUTION 2014-20 Establishing City Holidays and Setting City Council Meetings for 2014 (1014 : City Holidays and City Council

RESOLUTION NO. 2014 - 20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEXARKANA, TEXAS, ESTABLISHING CITY HOLIDAYS AND SETTING CITY COUNCIL MEETINGS FOR 2014; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, annually city offices are currently closed for nine recognized employee paid holidays; and

WHEREAS, city employees are provided one additional paid holiday as a personal day to be taken at any time as approved by their supervisor; and

WHEREAS, city employees are awarded "Bonus Days" in recognition of their non-use of sick leave; and

WHEREAS, Bonus Days are added to the employee annual leave accrual at a rate of two Bonus Days for annually using 16 hours or less sick leave and one Bonus Day for using between two and four days of sick leave; and

WHEREAS, Bi-State Justice Center offices are closed for both Bowie County and Texarkana, Arkansas on Good Friday and Veterans Day; and

WHEREAS, on Good Friday and Veterans Day there is very little customer traffic for Texarkana, Texas offices in the Bi-State Justice Center; and

WHEREAS, Bowie County provides for 14 paid holidays annually; and

WHEREAS, the Texarkana, Arkansas Board of Directors provides for 11 paid holidays annually and they also permit the city manager to grant the Friday following Thanksgiving and Christmas Eve as paid holidays for a total of 13 paid holidays annually; and

WHEREAS, city offices are closed on Christmas Eve and Christmas Day or two other days when these days occur on the weekend; and

WHEREAS, adding a third Christmas season holiday will permit employees to always enjoy a five-day weekend at Christmas when city business activities are generally at their lowest volume; and

WHEREAS, the city manager recommends adding Good Friday, Veteran's Day and a third Christmas holiday to the city holiday schedule; and

WHEREAS, the city manager further recommends discontinuance of both the annual "Personal Day" holiday and the granting of "Bonus Days" in recognition of the non-use of sick leave; and

WHEREAS, the city holiday schedule also impacts meetings of the city council; and

WHEREAS, the city council currently meets on the second and fourth Monday of each month; and

WHEREAS, the council meeting agenda is submitted to councilmembers late in the week prior to the following Monday evening meeting; and

WHEREAS, councilmember review of the agenda items generally occurs over the weekend resulting in calls to the city staff on Monday seeking clarification, and/or additional information; and

WHEREAS, the time between these councilmember inquiries and the beginning of the evening council meeting does not afford the staff sufficient time to complete additional research and then to post the information to the public agenda thus somewhat thwarting the public's access to the additional information prior to the council meeting; and

WHEREAS, in 2014 one council meeting in May will require rescheduling to accommodate the Memorial Day holiday; and

WHEREAS, considering city council past practice the fourth Monday council meetings in November and December will likely be cancelled due to the proximity of the Thanksgiving and Christmas holidays, thus three regularly scheduled council meetings will likely be either rescheduled or cancelled in 2014 due to conflict with holidays; and

WHEREAS, designating regularly scheduled council meetings to occur on the first and third Tuesday of each month will permit staff to have more time to react to councilmember agenda item inquiries thus permitting staff sufficient time to update the public agenda providing for more transparency; and

WHEREAS, changing the regularly scheduled council meetings to Tuesday will avoid council meetings conflicting with the holidays that occur on the Federal Monday Holiday Law; and

WHEREAS, some holidays that are not part of the Federal Monday Holiday Law can occasionally conflict with a council meeting whether meeting on Monday or Tuesday, such as Independence Day, Veterans Day, or Christmas; and

WHEREAS, scheduling council meetings to occur on the first and third Tuesday versus the current second and fourth Monday each month will move the council meeting dates to earlier in the month and farther away from the Thanksgiving and Christmas holidays in November and December reducing the need for cancelling the second monthly meeting in these months; and

WHEREAS, the city manager recommends changing the council meetings from the second and forth Monday each month to the first and third Tuesday each Month beginning in February 2014;

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

SECTION 1: That city offices will be closed 12 days each year on (1) New Year's Day; (2) Martin Luther King, Jr. Birthday; (3) Good Friday; (4) Memorial Day; (5) Independence Day; (6) Labor Day; (7) Veteran's Day; (8) Thanksgiving Day; (9) Friday following Thanksgiving Day; (10) Christmas Eve; (11) Christmas Day; and (12) Day after Christmas Day or equivalent weekdays when the designated days occur on the weekend.

SECTION 2: Authorizes and directs the city manager to change the personnel policy to eliminate the "Personal Day" holiday from the city holiday schedule and to eliminate "Bonus Days" from the city sick leave program permitting any currently earned "Personal Day" holidays to continue and remain available through the end of the current fiscal year.

SECTION 3: Beginning in February, 2014, the city council will meet in regular meeting on the first and third Tuesday of each month until further notice.

SECTION 4: City council will meet in special meetings as called and noticed to the public in accordance with city council policy, the city charter and state statue.

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 ___day of ___, 2014.

ATTEST:

_____ _____

JENNIFER EVANS, CITY SECRETARY BOB BRUGGEMAN, MAYOR