

AGENDA
REGULAR CITY COUNCIL MEETING
MARCH 19, 2024 - 6:00 pm

The City Council will hold a regular scheduled meeting at Commerce City Hall, 1119 Alamo Street, Commerce Texas at 6:00 pm on March 19, 2024.

1. Call to Order.
2. Invocation.
3. Pledge of Allegiance.
4. Consent Agenda
 - a. Acceptance of Minutes:
 - Board of Adjustment Meeting - October 24, 2023
 - Building Standards Commission Meeting - January 18, 2024
 - Building Standards Commission Meeting - February 15, 2024
 - City Council Regular Meeting- February 20, 2024
 - City Council Special Meeting Minutes- March 5, 2024
 - b. Consider and Take Action on:
 - Motion Authorizing Appointment of Gary Thompson to the Animal Shelter Advisory Committee in the role of Citizen for a two-year, unexpired term.
5. Presentation to City Council by members of the Public. (To be conducted as close to 6:05 p.m. as possible with a three-minute limit per person. Public Comments will cease at 6:20 p.m. This period is reserved for citizens to discuss items not on the listed agenda. The response to Public Comments will be limited to: 1) A statement of fact or policy; 2) Direction to take up the issue with a city staff member; 3) An offer to place the item on a future Council Agenda.
6. COUNCIL COMMENTS
Pursuant to Texas Local Government Code 551.0415(b), The purpose of this section is to allow the Mayor and each City Council Member the opportunity to announce city events/community interests and request that items be placed on future City Council agendas.
City Council Comment Guidelines:
 - Expression of thanks, congratulations, or condolences.
 - Information regarding holiday schedules
 - An honorary or salutary recognition of a public official, public employee or other citizen. (Except that a change in status of a person's public office or public employment is not honorary or salutary recognition for purposes of this subdivision)
 - A reminder about an upcoming event organized or sponsored by the governing body.
 - Information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body or an official or employee of the municipality or county; and
 - Announcements involving an imminent threat to the public health and safety of people in the municipality or county that has arisen after posting the agenda.
7. Presentation of COs Series 2024 Plan of Finance by Hilltop Securities.
-Hilltop Securities
8. Discussion and Possible Action on a Resolution Directing Publication of Notice of Intention to Issue Certificates of Obligation; Authorizing the City Manager and his Designee to Execute any Necessary Documentation; and Resolving other Matters relating to the subject.
- Jamie Campbell, Finance Director
9. Discussion and Possible Action on a Resolution of the City Council of the City of Commerce, Texas Determining that an Area of the City Contains Conditions which are Detrimental to the Public Health, Safety & Welfare of the Community and Constitutes a Blighted Area.
- Howdy Lisenbee, City Manager

10. Public Hearing regarding Public Feedback on the Submission of a Texas Community Development Block Grant (TxCDBG) Program Application by the City of Commerce to the Texas Department of Agriculture for the Downtown Revitalization Program (DRP).
- Howdy Lisenbee, City Manager
11. Discussion and Possible Action on a Resolution of the City Council of the City of Commerce, Texas Authorizing the Submission of a Texas Community Development Block Grant (TxCDBG) Program Application to the Texas Department of Agriculture for the Downtown Revitalization Program.
- Howdy Lisenbee, City Manager
12. Discussion and Possible Action on the Award of a Contract to Grantworks for the Administration, Project Delivery and Construction Management Services for the Homeowner Reconstruction Assistance Program (HRA) through the Home Investment Partnerships Program Fund from the Texas Department of Housing and Community Affairs (TDHCA) to manage grant facilitation and construction management on behalf of the City of Commerce; and Authorizing the City Manager or his designee to execute associated documentation.
Â - Jamie Campbell, Assistant City Manager - Financial Services
13. Discussion and Possible Action on the Approval of Task Authorization #5 with Freese & Nichols in the amount of \$200,000 for the Development of a Comprehensive Plan (2025 - 2045) for the City of Commerce and Authorizing the City Manager or his Designee to Execute Any Necessary Documentation.
- Howdy Lisenbee, City Manager
14. Discussion and Possible Action on the Approval of Task Authorization #6 with Freese & Nichols related to Downtown Sidewalk Design and Authorizing the City Manager to Execute all Necessary Documentation.
- Howdy Lisenbee, City Manager
15. Discussion and Possible Action on a Resolution Awarding a Contract to Langford Community Management Services for the Administration/Project Delivery and Construction Management Service of Parks & Recreation related grants; and Authorizing the City Manager or his designee to Execute any Necessary Documentation.
Â - Jamie Campbell, Assistant City Manager - Financial Services
16. Discussion and Possible Action on a Resolution by the City Council of the City of Commerce, Texas adopting a set of Financial Policies.
Â - Jamie Campbell, Assistant City Manager- Financial Services
17. Public Hearing, Discussion and Possible Action on A Resolution Reauthorizing all Building Permit Fees.
- Jon Harper, Assistant Director of Community Development
18. Discussion and Possible Action on a Resolution of the City Council of the City of Commerce, Texas Authorizing the Filing of a Staffing for Adequate Fire and Emergency Response (SAFER) Grant.
- Howdy Lisenbee, City Manager
19. City Manager's Report; discussion of same.
 - Public Input Feedback
 - Finance Update
 - Property Tax
 - Calendar of Upcoming Events and Meetings
 - Personnel
 - Projects Update
 - Intergovernmental Events & Issues
20. Adjourn.

If during the course of the meeting, any discussion of any item on the agenda should be held in closed session, the Council will convene in such executive or closed session in accordance with the following: 1) VTCA Government Code 551.071 - Consultations with legal counsel concerning pending or threatened litigation or matters where counsel's duty to the City conflicts with the Open Meetings Act; 2) VTCA Government Code 551.072 -Deliberations regarding the purchase, sale, lease or exchange of real property; 3) VTCA Government Code 551.073 - Deliberations regarding prospective gifts or donations; 4) VTCA Government Code 551.074 -Deliberations regarding personnel of the City; and 5) VTCA Government Code 551-076 - Deliberations regarding the deployment of security devices or the implementation of security policy.

CERTIFICATE

I certify that the above notice of meeting was posted on the bulletin board at City Hall of the City of Commerce, Texas, 1119 Alamo Street, on or before the 15th day of March at or before 5:00 p.m.

Molly Jacobsen, City Secretary

***Commerce City Hall is wheelchair accessible / Accessible parking spaces are available ***

CITY OF COMMERCE



Minutes Board of Adjustment

Tuesday, October 24, 2023

5:00 P.M.

MEMBERS PRESENT: Dennis Anderson, Johnny Flowers, Matt Brockway, Michael Ryer, Alton Biggs

MEMBERS ABSENT:

ALTERNATES PRESENT:

STAFF PRESENT: Assistant Director Community Development Jon Harper, Building Inspector Jesse Gorzynski, Community Development Specialist Luis Carrasco

OTHERS PRESENT: Angela Johnson, Annita Washington, Addie Crenshaw

1. Call to Order:

Chairman Matt Brockway called the meeting to order at 5:00 p.m.

2. Consideration and Possible Action on the Appointment of a Vice-Chairman by Chairman Matt Brockway to Serve the Duration of the Chairman's Term.

Chairman Matt Brockway nominated Board Member Alton Biggs as the Vice-Chairman. Board Member Alton Biggs made a motion to appoint Dr. Alton Biggs as Vice-Chairman of the Board of Adjustments and Board Member Michael Ryer seconded the motion, resulting in the motion passing unanimously.

3. Consideration of a Motion Approving Minutes from the April 6, 2023, Meeting:

Vice-Chairman Alton Biggs made a motion to approve the minutes from the April 6, 2023 meeting. Board Member Michael Ryer seconded the motion, and the vote was carried unanimously.

4. Public Hearing and Consideration of a Request by Angela Johnson, for Approval of a Variance to the Minimum Lot Width 60', for the Property Known as 1505 Park Street, Commerce, Texas 75428, Property ID 54395, Legal Description: S4380 ORIG TOWN OF COMMERCE BLK 20 LOT 10A (N ½) ACRES .25, A2 Apartment Dwelling District.

Assistant Director of Community Development Jon Harper addressed the Board regarding the request made by Mrs. Johnson to develop townhomes on the property. Assistant Director of Community Development Jon Harper said that the applicant meets the requirements of all the other A-2 development regulations listed, but the lot width of the property triggers the variance; therefore, a request has been made for a variance since the loss is about 2 ½ feet shorter than the required width. However, all the other requirements for zoning were met. The use is permitted by right in this district for multifamily, but this meeting took place for the Board of Adjustments to decide on this matter. Director of Community Development Jon Harper said city staff recommends approval.

Chairman Matt Brockway opened the floor for public comment at 5:03 p.m. Annitah Washington said she wanted to understand why she received a letter in the mail regarding this Board of Adjustment meeting, and Assistant Director of Community Development Jon Harper explained to Mrs. Washington that Mrs. Johnson is looking to develop 5 new townhomes on the property located at 1505 Park St., and he also explained that the reason why she received the letter in her mail was to notify her of this upcoming project that will potentially take place within 200 feet from her property.

At 5:09, Angela Johnson thanked the Board of Adjustment for their consideration to her request. She said that her project is not going to create traffic congestion since the property will provide onsite parking, and she added that it is not going to have any impact for health and safety to the community. She clarified that this is her very first project, so she requested some grace, and she also expressed that she is happy to work with the city in any way possible. She is hopeful of bringing some affordable housing to the area and additional tax dollars to the City of Commerce.

At 5:06, Addie Crenshaw commented that she and Joe are against the requested variance for this property because they think that this project creates an unsafe environment for their children, ages 4-years-old and 6-years-old. Mrs. Crenshaw said they think it will impact the health and well-being of their family. She stated that her four-year-old is disabled and that he was born with down syndrome and with sensory issues. Mrs. Crenshaw said it will be difficult getting through the noise of any construction that may take place next door. Mrs. Crenshaw added that the noise from the increased traffic of at least five other vehicles in a parking lot off the street, the daily nightly living of five other families coming and going plus their visitors, significantly less than 200 feet away, is too much to ask. Mrs. Crenshaw also commented that the concrete parking lot will raise the

overall temperature of the immediate area, creating a more uncomfortable living space in the backyard. Mrs. Crenshaw said that they are also against the removal of any trees on the shared property line, and against removing the shade from the backyard. Mrs. Crenshaw commented that if the project is approved, her family can't afford to move homes to protect the safety and wellbeing of their family. Mrs. Crenshaw said that the only way they will agree with this project is if the owner of 1505 Park St. was also interested in purchasing their home at 1507 Park St., so that they could move to another home away from the project.

Chairman Matt Brockway closed the public hearing at 5:10 p.m. Vice-Chairman Alton Biggs said that because there has not been a change in zoning and because the difference in the variance of the lot's width is only 2 ½ feet, he decided to move to accept the motion, and Board Member Johnny Flowers seconded the motion. Board Member Michael Ryer made the recommendation to amend the motion by requesting to have a fence between the property on 1505 Park St. and 1507 Park St. to which Assistant Director of Community Development Jon Harper commented that the maximum height allowed for a fence is 8 feet. Board Member Michael Ryer made the motion, and Board Member Johnny Flowers seconded the motion, resulting in the motion passing unanimously.

Chairman Matt Brockway voted "aye" to approve the request.

Vice-Chairman Alton Biggs voted "aye" to approve the request.

Board Member Michael Ryer voted "aye" to approve the request.

Board Member Dennis Anderson voted "aye" to approve the request.

Board Member Johnny Flowers voted "aye" to approve the request.

5. Adjourn:

Board Member Michael Ryer made the motion to adjourn, and Board Member Johnny Flowers seconded the motion, resulting in the motion passing unanimously. The board adjourned at 5:13 p.m.

Chairman Matt Brockway

Luis Carrasco, Community Development Specialist

Date



**MINUTES
BUILDING STANDARDS COMMISSION**

January 18, 2024 – 4:00 p.m.

MEMBERS PRESENT: Chairman Alton Biggs, Lamar Bridges, Harvetta Henry, Barbara Shwiff, Willie Blow

MEMBERS ABSENT: Anne Mills

STAFF PRESENT: Assistant Director of Community Development Jon Harper, Code Compliance Officer Bridgette Camposan, Code Enforcement Officer Billy Relford, Building Inspector Jesse Gorzynski, Community Development Specialist Bethany Arnold

1. Call to Order: Public Hearing

The Building and Standards Commission meeting was called to order at 4:01 p.m.

2. Swearing in of Newly Appointed Members

No Newly Appointed Members attended.

3. Consideration of Approval of Minutes from the November 16, 2023, Meeting:

Board Member Willie Blow made a motion to approve the minutes from the November 16, 2023, meeting. Board Member Barbara Shwiff seconded the motion, resulting in a motion carried unanimously.

4. Swearing in of all witnesses:

Chairman Alton Biggs swore in Code Enforcement Officer Billy Relford, Code Compliance Officer Bridgette Camposan and all persons who were there to testify in a case on the agenda.

**5. Case Number: Case # 23-000903, Rubbish and Debris
Property Owner: Bobby and Charlene Fults**

Code Compliance Officer Bridgette Camposan stated that the property was not in compliance but there had been some progress made. City staff recommended giving the property owner a 30-day extension. Code Compliance Officer Bridgette Camposan stated that the case was tabled at the Building Standards Commission at the meeting in November.

Property Owner Charlene Fults addressed the board regarding clarification on the rubbish and debris ordinance. Board Member Willie Blow asked Mrs. Fults if she will be able to comply with the city's ordinance within 30 days from this meeting, January 18, 2024. Mrs. Fults said "yes", she would.

Board Member Willie Blow made a motion, "The Building Standards Commission finds that the rubbish and debris located on the premises of 1601 Morse Street, S4380 ORIG TOWN OF COMMERCE BLK 41 LOT 2 ACRES .2385, is a nuisance and needs to be removed. The Commission orders that the property owner is responsible for removing all rubbish and debris from the premises within 30 days from today, January 18, 2024. City Staff are authorized to enter the property to confirm abatement is complete. If the owner fails to clear the property within the allotted time, City Staff is authorized to enter the property on the 1st day after the allotted time, abate the property to City Code, and file a lien against said property for all expenses incurred to the City. Per Commerce City Ordinance, this order stands as notice that City Staff is authorized to immediately enter the property on any subsequent occurrences of the violation within 12 months of today, and abate the property to City Code, and file a lien against said property for all expenses incurred to the City, plus any applicable fees, with no further requirement for notice to be given to the property owner." Board Member Harvetta Henry seconded the motion, resulting in a motion carried unanimously.

**6. Case Number: # 23-001013, Rubbish and Debris,
Property Owner: Luciano Garcia-Gonzalez & Yazmin Morales**

Code Compliance Officer Bridgette Camposan stated that the property was not in compliance but there had been some progress made. City staff recommended giving the property owner a 30-day extension.

Board Member Barbara Shwiff made a motion "The Building Standards Commission finds that the rubbish and debris located on the premises of 914.5 Jernigan Street, S4380 ORIG TOWN OF COMMERCE BLK 37 LOT 3E ACRES .1465, is a nuisance and needs to be removed. The Commission orders that the property owner is responsible for removing all rubbish and debris from the premises within 30 days from today, January 18, 2024. City Staff are authorized to enter the property to confirm abatement is complete. If the owner fails to clear the property within the allotted time, City Staff is authorized to enter the property on the 1st day after the allotted time, abate the property to City Code, and file a lien against said property for all expenses incurred to the City. Per Commerce City Ordinance, this order stands as notice that City Staff is authorized to immediately enter the property on any subsequent occurrences of the violation within 12 months of today, and abate the property to City Code, and file a lien against said property for all expenses incurred to the City, plus any applicable fees, with no further requirement for notice to be given to the property owner." Board Member Lamar Bridges seconded the motion, resulting in a motion carried unanimously.

7. Case Number: 23-001100 Rubbish and Debris

Property Owner Sevenstarshd LLC

Code Enforcement Officer in Training Bridgette Camposan stated that the property was now in compliance and thus there was not a need at this time for the board to hear this case.

**8. Case Number: 23-001112 Rubbish and Debris
Property Owner: Norman Richardson**

Code Compliance Officer Bridgette Camposan stated that the property was not in compliance but there had been some progress made. City staff recommended giving the property owner a 30-day extension.

Board Member Harvetta Henry made a motion, "The Building Standards Commission finds that the rubbish and debris located on the premises of 1804 Division Street, S4380 ORIG TOWN OF COMMERCE BLK 69 LOT 20 ACRES .182 is a nuisance and needs to be removed. The Commission orders that the property owner is responsible for removing all rubbish and debris from the premises within 30 days from today, January 18, 2024. City Staff are authorized to enter the property to confirm abatement is complete. If the owner fails to clear the property within the allotted time, City Staff is authorized to enter the property on the 1st day after the allotted time, abate the property to City Code, and file a lien against said property for all expenses incurred to the City. Per Commerce City Ordinance, this order stands as notice that City Staff is authorized to immediately enter the property on any subsequent occurrences of the violation within 12 months of today, and abate the property to City Code, and file a lien against said property for all expenses incurred to the City, plus any applicable fees, with no further requirement for notice to be given to the property owner." Board Member Barbara Shwiff seconded the motion, resulting in a motion carried unanimously.

**9. Case Number: 23-001113 Rubbish and Debris
Property Owner: Norman Richardson and Carla Teague**

Code Compliance Officer Bridgette Camposan stated that the property was not in compliance but there had been some progress made. City staff recommended giving the property owner a 30-day extension.

Board Member Barbara Shwiff made a motion "The Building Standards Commission finds that the rubbish and debris located on the premises of 1806 Division Street, S4380 ORIG TOWN OF COMMERCE BLK 69 LOT 19 ACRES .1624, is a nuisance and needs to be removed. The Commission orders that the property owner is responsible for removing all rubbish and debris from the premises within 30 days from today, January 18, 2024. City Staff are authorized to enter the property to confirm abatement is complete. If the owner fails to clear the property within the allotted time, City Staff is authorized to enter the property on the 1st day after the allotted time, abate the property to City Code, and file a lien against said property for all expenses incurred to the City. Per Commerce City Ordinance, this order stands as notice that City Staff is authorized to

immediately enter the property on any subsequent occurrences of the violation within 12 months of today, and abate the property to City Code, and file a lien against said property for all expenses incurred to the City, plus any applicable fees, with no further requirement for notice to be given to the property owner.” Board Member Willie Blow seconded the motion, resulting in a motion carried unanimously.

**10. Case Number: 23-001119 Rubbish and Debris
Property Owner: Norman Richardson**

Code Compliance Officer Bridgette Camposan stated that the property was not in compliance but there had been some progress made. City staff recommended giving the property owner a 30-day extension.

Board Member Harvetta Henry made a motion “The Building Standards Commission finds that the rubbish and debris located on the premises of 1807 Division Street, S4380 ORIG TOWN OF COMMERCE BLK 58 LOT 4 ACRES .2029, is a nuisance and needs to be removed. The Commission orders that the property owner is responsible for removing all rubbish and debris from the premises within 30 days from today, January 18, 2024. City Staff are authorized to enter the property to confirm abatement is complete. If the owner fails to clear the property within the allotted time, City Staff is authorized to enter the property on the 1st day after the allotted time, abate the property to City Code, and file a lien against said property for all expenses incurred to the City. Per Commerce City Ordinance, this order stands as notice that City Staff is authorized to immediately enter the property on any subsequent occurrences of the violation within 12 months of today, and abate the property to City Code, and file a lien against said property for all expenses incurred to the City, plus any applicable fees, with no further requirement for notice to be given to the property owner.” Board Member Barbara Shwiff seconded the motion, resulting in a motion carried unanimously.

**11. Case Number: 23-00 Mobile Home in Prohibited Location
Property Owner: Norman Richardson**

Code Compliance Officer Bridgette Camposan stated that the property was now in compliance. The case has been closed.

**12. Case Number: 23-001106 Junk Vehicle
Property Owner: Amir Rahman**

Code Enforcement Officer Billy Relford stated that the junk vehicle in this case has been moved to another property. The case is not complied, but the case associated with this property has been closed and the case for the vehicle remains on-going with the new vehicle location.

13. Case Number: 23-001107 Junk Vehicle

Property Owner: Amir Rahman

Code Enforcement Officer Billy Relford introduced the case to the board and showed pictures of the vehicle with VIN#1G1BN53E7PR109911 at 1321 Greenville St.


Board Member Willie Blow made a motion "The Building Standards Commission finds that the junk vehicle with VIN#1G1BN53E7PR109911 located on the premises of 1321 Greenville St, S5150 W J TAYLOR ADDITION #1 BLK 3 LOT 3 ACRES .2 (AKA N 94' OF LT 3) is a nuisance and needs to be removed. The Commission orders that the property owner is responsible for removing the junk vehicle from the premises within 10 days from today, January 18, 2024. If the owner fails to clear the property within the allotted time, City Staff is authorized to enter the property on the 1st day after the allotted time, abate the property to City Code, and file a lien against said property for all expenses incurred to the City. If said vehicle is found to be unregistered, anywhere in the city at any future date, the municipality will abate said vehicle immediately upon discovery in accordance with city ordinances." Board Member Harvetta Henry second the motion, resulting in a motion carried unanimously.

14. Code Enforcement Update:


Code Compliance Officer Bridgette Camposan gave an update on 603 Second Street, stating that property has been abated.

15. Adjourn:

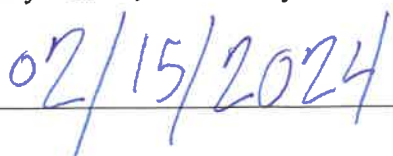
Chairman Alton Biggs adjourned the meeting at 4:36 p.m.



Alton Biggs, Chairman



Bethany Arnold, Community Development Specialist



Date



**MINUTES
BUILDING STANDARDS COMMISSION**

February 15, 2024 – 4:00 p.m.

MEMBERS PRESENT: Chairman Alton Biggs, Lamar Bridges, Harvetta Henry, Barbara Shwiff, Willie Blow, Anne Mills.

MEMBERS ABSENT: No Board Members were absent.

STAFF PRESENT: Assistant Director of Community Development Jon Harper, Code Compliance Officer Bridgette Camposan, Code Enforcement Officer Billy Relford, Building Inspector Jesse Gorzynski, Community Development Specialist Bethany Arnold, Director of Administrative Services Molly Jacobsen.

1. Call to Order: Public Hearing

The Building and Standards Commission meeting was called to order at 4:00 p.m.

2. Swearing in of Newly Appointed Members

Newly Appointed Members Bill Knutson and Ron Dizer were sworn in by Director of Administrative Services, Molly Jacobsen.

3. Consideration of Approval of Minutes from the January 18, 2024, Meeting:

Board Member Willie Blow made a motion to approve the minutes from the January 18, 2024, meeting. Board Member Barbara Shwiff seconded the motion, resulting in a motion carried unanimously.

4. Swearing in of all witnesses:

Chairman Alton Biggs swore in Code Enforcement Officer Billy Relford, Code Compliance Officer Bridgette Camposan, Building Inspector Jesse Gorzynski and all persons who were there to testify in a case on the agenda.

**5. Case Number: Case # 23-001139, Junk Vehicle
Property Owner: Armando & Whitney Ortega**

Code Compliance Officer Bridgette Camposan stated that the property was now in compliance.

**6. Case Number: # 23-001135, Junk Vehicle
Property Owner: Ventura Medrano**

Code Compliance Officer Bridgette Camposan stated that the property was now in compliance.

7. Case Number: 23-001133 Mobile Home in a Prohibited Location

Property Owner Susie Patrick

Code Compliance Officer Bridgette Camposan brought the case to the board and showed pictures. Code Compliance Officer Bridgette Camposan stated that the mobile home on the property appears to be abandoned and unsecured. Code Compliance Officer Bridgette Camposan stated that the initial notice was sent out, but upon looking at the HUNTCAD.ORG website that the property owner has recently changed addresses and so the Public Hearing Notice was mailed to the updated address. Staff recommended 60 days for property to become compliant. Chairman Alton Biggs questioned if we are allowed to give 60 days or if we are limited to just 30 days. Building Inspector Jesse Gorzynski stated that Commerce Police Department is aware of this property and that vagrants are in the property and other activities are being done in the mobile home. Code Enforcement Office Billy Relford gave recommendation on tabling the case. Chairman Alton Biggs asked for clarification on notifying property owner.

Board Member Willie Blow made the motion to table the agenda item pertaining to Case Number 23-00113 until the next meeting. Board Member Anne Mills seconded the motion, resulting in a motion carried unanimously.

8. Case Number: 24-000007 Rubbish and Debris

Property Owner: Tony Crockett

Code Compliance Officer Bridgette Camposan stated that the property was now in compliance.

9. Case Number: 24-000004 Rubbish and Debris

Property Owner: Chaney Boys

Code Compliance Officer Bridgette Camposan stated that the property was now in compliance.

10. Case Number: 24-000003 Rubbish and Debris

Property Owner: Edgar Humphries

Code Compliance Officer Bridgette Camposan stated that the property was now in compliance.

11. Case Number: 23-000914 Property Maintenance Code Violation

Property Owner: Fence Post Real Estate LLC

Building Inspector Jesse Gorzynski brought the case to the board and showed pictures. Building Inspector Jesse Gorzynski spoke on the condition of the property and how long the property has been in violation. Building Inspector Jesse Gorzynski stated that the property owners attempted to work on the property, but as of now are not complying. Staff recommend 15 days to re-apply for a roofing permit and remove all rubbish and debris from the property. Staff also recommend 90 days to pull all required

permits for repairs, an approved set of plans to include a structural engineer report and include a timeline of repairs. Board Member Willie Blow asked how long the property has been in this condition. Chairman Alton Biggs stated the property has been in the condition for a while. Board Member Lamar Bridges asked if the property owners have just failed to cooperate. Building Inspector Jesse Gorzynski confirmed that property owners have failed to cooperate at this time.

Board Member Barbara Shwiff made a motion, “The Building Standards Commission finds that the commercial structure located on the premises of 1102 Main St., S4380 ORIG TOWN OF COMMERCE BLK 4 LOT 26A (S 1/2 OF 26) ACRES .075, are in substandard condition and therefore need to be repaired. The Commission orders that the property owner is responsible for applying for a re-roof permit, replacing the roof, and removing all rubbish and debris from the premises before March 1, 2024, 15 days from today. The Commission further orders that the property owner is responsible for pulling all required permits for repairs with an approved set of plans to include a structural engineers report before May 15, 2024, 90 days from today. Also, to include a timeline of repairs to be made. City Staff is authorized to enter the property on the 1st day after the allotted times, confirm abatement of the entire property, and if the owner fails to clear the property within the allotted time, abate the property to City Code, and file a lien against said property for all expenses incurred to the City.” Board Member Anne Mills seconded the motion, resulting in the motion being carried unanimously.

Chairman Alton Biggs asked about what will happen if the property owners don’t comply within the 15 days what will happen. Building Inspector Jesse Gorzynski that the city would go in and remove the roof and remove any other hazards.

12. Case Number: 23-000915 Property Maintenance Code Violation

Property Owner: Little Bit of Country

Building Inspector Jesse Gorzynski stated that the property was now in compliance.

13. Case Number: 23-000833

Property Owner: Jose Trejo

Building Inspector Jesse Gorzynski introduced the case to the board and showed pictures of the property. Building Inspector Jesse Gorzynski stated that the property owner Jose Trejo is deceased. Building Inspector Jesse Gorzynski stated that there are two different parties that have expressed interest in owning the property and that there is an ongoing dispute on ownership of the property. Building Inspector Jesse Gorzynski stated that staff recommends 180 days to demolish the structure and remove all rubbish and debris from the property. Building Inspector Jesse Gorzynski stated that the reason why the time frame is 180 days is because of the dispute of ownership with the parties involved. Board Member Willie Blow asked if the building is beyond repair. Building Inspector Jesse Gorzynski stated yes, it is beyond repair.

Ryan Alves, who is an interested person in the property, explained to the board how he is involved with the property and how he has maintained the property. Adriana Mexicano

Trejo, who is the next of kin for the current deceased property owner, explained to the board how Jose Trejo lived with her before his passing and how she has been paying the taxes on the property. Board Member Willie Blow asked for clarification on the 180-day recommendation and made the recommendation to table the case until the next meeting to see if any ownership is established.

Board Member Willie Blow made the motion to table the agenda item pertaining to 23-000833 until the next meeting. Board Member Anne Mills seconded the motion, resulting in a motion carried. Chairman Alton Biggs and Board Member Barbara Shwiff voted opposed of the motion.

14. Code Enforcement Update:

Code Compliance Officer Bridgette Camposan gave update that all the cases for the year 2023 have been completed except for one case; the Substandard Structure on Bishop St. which is still in litigation.

15. Adjourn:

Chairman Alton Biggs adjourned the meeting at 4:59 p.m.

Alton Biggs, Chairman

Bethany Arnold, Community Development Specialist

Date



MINUTES
REGULAR CITY COUNCIL MEETING
February 20, 2024 – 6:00 p.m.

PRESENT: Mayor Teddy Reel
Mayor Pro Tempore Anthony Henry
Council Members: Jim Ayres, Stephanie Muller and Beckey Thompson
City Manager Howdy Lisenbee
City Attorney Charles Anderson
Assistant City Manager – Financial Services Jamie Campbell
CID Lieutenant Don Waddle

ABSENT: Assistant City Manager - Community Services Molly Jacobsen
Fire Chief Chris Bassham
Police Chief Kalei Beelitz

1. Call to Order.

Mayor Teddy Reel called the meeting to order at 6:00 p.m.

2. Invocation.

The invocation was led by Mr. David Gibson of Commerce Church of Christ located at 1900 Culver Street. Mr. Gibson pastored the church for 30 years, and after stepping down from pastoring the church, he became an elder at the church. In totality, he has been with the Commerce Church of Christ for 43 years.

3. Pledges of Allegiance.

The pledges of allegiance were led by a 3rd grade Commerce youth girls' basketball team. Team Gadlin is coached by York and Jessica Gadlin. York and his wife have been coaching and mentoring Commerce youth for over a decade. The girls won their first playoff game earlier this week and will play again on Wednesday night here in Commerce.

Team members included:

- Avery
- Alizae
- Neveah
- Chloe
- Brailynn
- Kailyn and
- Cerenity.

4. Consent Agenda.

a. Acceptance of Minutes:

- Commerce Economic Development Corporation Regular Meeting-November 15, 2023
- Parks & Recreation Advisory Board Meeting-January 10, 2024
- City Council Regular Meeting-January 18, 2024

b. Consider and Take Action on:

- A Resolution Approving a Neighborhood Empowerment Zone Agreement for the Property Located on 405 Third Street (Property ID #52843) with Cory Paris; Authorizing the City Manager to Execute all Necessary Documentation.

-Mayor Pro Tem Anthony Henry made a motion to accept the Consent Agenda as presented. Council Member Stephanie Muller seconded the motion, and it carried unanimously.

5. Presentation to City Council by members of the Public. (To be conducted as close to 6:05 p.m. as possible with a three-minute limit per person. Public Comments will cease at 6:20 p.m.) This period is reserved for citizens to discuss items not on the listed agenda. The response to Public Comments will be limited to: 1) A statement of fact or policy; 2) Direction to take up the issue with a city staff member; 3) An offer to place the item on a future Council Agenda.

Scott Cornuau addressed the Council stating that he is running for Hunt County Attorney on the Republican ballot. He wanted people to associate a face with the name that will be on the ballot March 5. Early voting began today, February 20. He is running because he loves Hunt County. He has resided in Hunt County for over 50 years. He has family members who reside in Hunt County and also has a business in the county. He had a handout that outlined his views and also had his phone number and website included. Voting is taking place at Fletcher Warren Civic Center in Greenville.

Next, Randy Wineinger spoke to the Council. He is the current Hunt County Tax Assessor-Collector. There is an office in Commerce located at the Commerce Chamber of Commerce on Main Street. It is open one day a week. He would like to have it open five days a week. He has the staff, but there is not room for them at the Chamber of Commerce. He said that they are here to assist all the citizens of Commerce, Campbell and Neylandville because people would rather go to Commerce rather than the downtown office in Greenville. They also have a website to offer services seven days a week/24 hours a day. He thanked the Council for their time.

Last to address the Council was Paul Juarez, Director of the Salvation Army of Hunt County. Every community is better when the Salvation Army is helping and actually involved. They had been gone for a little while, but he wanted everyone to know that they were back. He said that he is new to the Salvation Army, but he is not new to serving people and not new to running non-profits. He informed the Council that last year in October the Salvation Army raised only \$6,000. Not much can be done with \$6,000. He came to the Salvation Army in mid-October, built some relationships and was able to raise over \$30,000 for this year. Next year will easily be over \$100,000. One thing that the Salvation Army was able to do was provide an emergency over-night shelter. They did eight days in January. Anytime that the temperature gets down to the twenties, the Salvation Army will deploy and provide emergency over-night shelter. Last time they were able to provide shelter for 24 people, about 50/50% men and women.

6. Council Comments

Pursuant to Texas Local Government Code 551.0415(b), The purpose of this section is to allow the Mayor and each City Council Member the opportunity to announce city events/community interests or request that items be placed on future City Council agendas.

Mayor Pro Tem Anthony Henry-None

Council Member Stephanie Muller-She said that today was a wonderful day for the Commerce Leadership Institute. There was a poverty simulation that brought in a lot of people from the community to help them understand how people have to deal with their lives. She added that it was fun but also very stressful. She wanted to thank the volunteers who participated.

Mayor Teddy Reel-He wanted to publicly recognize Martha Clevenger. She is a long-time resident of Commerce. She walks almost every day in Commerce. She lives in the Royal Lane neighborhood, and when she walks, she carries a bag and something to pick up trash.

1 The entire time that she is walking the sidewalks and streets of Commerce, she is picking up
2 litter in assistance to Commerce.

3
4 **Council Member Beckey Thompson-None**

5
6 **Council Member Jim Ayres-None**

7
8 **7. Discussion and Public Hearing regarding the Development of the Strategic Plan for the City of**
9 **Commerce.**

10 City Manager Howdy Lisenbee said that they have had the opportunity to host two Town Hall
11 meetings the first two Tuesdays of this month. He updated the Council on some of the feedback that
12 had been received through that process.

13
14 He advised that strategic planning is the process of taking a look three to five years into the future and
15 identifying what are the factors that are going to influence those future conditions for our organization
16 and our community. In looking at what those future conditions and factors will be, we look at where
17 we are today. Then we want to define what we want to look like in five years. The main challenge that
18 has been discussed as a Council and a community is the growth that is moving into Hunt County. The
19 population that is moving into Texas is typically moving into the high population centers. Dallas and
20 Fort Worth are growing at a rapid pace. Growth has historically been to the north. That growth has
21 now begun to move east out of Dallas. Rockwall, Fate, Royse City and now Caddo Mills have
22 experienced rapid growth. Now Greenville has begun to see the impact of growth. It has not hit
23 Commerce yet, but that does not mean that it will not. As we look at the future condition of our
24 community, we have to have an honest conversation about that growth and the impact that it will have
25 on our community. As we look at other communities that have been impacted by that growth, one of
26 the major issues and challenges that they have seen is infrastructure, which includes water, sewer,
27 trash and transportation. Another challenge is that when developers come in, does the City have
28 development regulations and ordinances to manage the growth. If not, the developers will define what
29 the community looks like.

30
31 During the Council Retreat in the summer of 2023, five objectives were identified by the City
32 Council. About 50 members of the public attended the first Town Hall meeting, and about 35 attended
33 the second Town Hall meeting. They were asked to arrange the five objectives in order of importance,
34 with the first one being the most important and the last, while still important, the least important.

35
36 The objectives are:

37
38 **1. Develop New Revenue Streams**

39 Looking at the current condition of our infrastructure, the current condition of our community
40 and the current condition of our tax rate, we cannot keep asking citizens to write checks for the
41 things that need to be done. Thus, the City needs to get aggressive and creative in looking for
42 other sources of revenue.

43
44 **2. Develop Sustainable Infrastructure**

45 The infrastructure of Commerce today barely provides services for the citizens of today. It is not
46 because of the capacity of the system; it is because of the maintenance or condition of the system.
47 For the past three years we have been aggressively working to resolve the problems and rehab the
48 current infrastructure, but there remains work to do. When the expected growth hits Commerce, it
49 will be an increased burden, so we have to have a sustainable plan of how that infrastructure is
50 going to grow, who is going to pay for that growth and how will we sustain that growth over the
51 life of the infrastructure.

52
53 City Manager Lisenbee advised that these two objectives were the first priorities and received almost
54 all the public comments that were received.

1 **3. Improve the Appearance of the City**

2 This is basically the idea of when you drive into Commerce, what do you see. You only get one
3 chance to make a first impression. As possible residents, possible businesses and possible
4 investors arrive to and drive through our community, what do we present to them? What is the
5 image they see? As a result of those, what is the reputation and feeling about our community?
6 What are the tasks and things that we can do to start improving the appearance of the City?
7

8 **4. Improve Quality of Life**

9 Quality of life is more than just parks. There was talk about affordable housing, the need for
10 meaningful jobs, access to adequate health care, adequate public safety and entertainment and
11 recreation. There is work to do in our community on all of those fronts.
12

13 **5. Establish and Maintain a Long-Term Identity**

14 This objective involves not just when people drive into Commerce, but when people around the
15 region talk about Commerce, what do they say. We want to have a good reputation with people in
16 the region and investors.
17

18 City Manager Lisenbee concluded saying that these were the five objectives identified by the Council.
19 Within the Town Hall meetings they have talked about specific things that they could do to begin to
20 influence those, and they continue to receive feedback from the community. The plan has not been
21 written or developed, but opportunities are being presented to discuss this plan. Together, we can
22 shape and begin to build a future for this community rather than somebody else doing it for us.
23

24 He said that in the written input from the public, some words that came up were recycling, trash,
25 safety and community center. Information will continue to be collected as the plan is developed.
26

27 The final Town Hall meeting will be held next Tuesday, February 27 in the Council Chamber at City
28 Hall at 6:00 p.m. We are hoping to hear from business leaders and industrial stakeholders, and it will
29 be open to all the public. As the month of February concludes, they will bring together all the
30 information and begin to fill out potential action items. Hopefully, the Strategic Plan draft will be
31 written in March to present to the community and it will be adopted in April. Then start incorporating
32 it into the budget for the following fiscal year.
33

34 Mayor Teddy Reel opened a public hearing at 6:27 p.m. Andrew Baker came forward to address the
35 Council. He thanked the Council for what they are doing. In looking at the five objectives of the
36 Strategic Plan, he sees that they are all connected. He is a professor at the university and is pretty
37 involved in the community. He said that one of the reasons that he chose to live in Commerce was the
38 university and a somewhat quirky, walkable community. He said that one of the ways to attain the
39 objectives is to grow your way out. He suggested bigger roads, bigger developments and more strip
40 malls, to generate more tax revenue. No one else came forward to address the Council. The public
41 hearing was closed at 6:30 p.m.
42

43 **8. Presentation of the 2023 Racial Profiling Report in Compliance with the Code of Criminal**
44 **Procedure, Article 2.131-Article 2.138; discussion and acceptance of same.**

45 CID Lieutenant Don Waddle presented the report to the Council in the place of Police Chief Kalei
46 Beelitz, who was absent.
47

48 He reiterated that this report is a requirement of the state, to be presented every year to the Council.
49

50 The police department made a total of 1,145 traffic stops. Out of that number, there were 58 arrests.
51 There were no complaints of racial profiling for the year. Mayor Pro Tem Anthony Henry asked what
52 the end date of the report was. Lieutenant Waddle replied that it was December 31, 2023.
53

54 Council Member Jim Ayres made a motion to accept the report as presented. Council Member Beckey
55 Thompson seconded the motion, and it carried unanimously.
56

1 **9. Discussion, Consideration and Possible Action on a Resolution Authorizing the Selection of an**
2 **Administration/project delivery service provider(s) to complete application preparation/project**
3 **implementation for the Texas Community Development Block Grant (TxCDBG) Downtown**
4 **Revitalization/Main Street Program administered and funded by the Texas Department of**
5 **Agriculture and Authorizing the City Manager or his Designee to Execute any Necessary**
6 **Documentation related to this item.**

7 City Manager Howdy Lisenbee told the Council that as the City continues to move forward with its
8 Downtown Revitalization/Main Street Program, it is important to remember that downtown in small
9 communities have always been important centers of economic activity. The role of downtown is
10 changing as society and our community evolve. Downtowns tend to accomplish two primary things in
11 communities. Many communities find that downtown is where events can be held. Downtowns are no
12 longer so much a center of economic activity as a center of social activity. Successful communities
13 tend to be those that create spaces downtown for members of the community to interact and
14 experience recreation together. As we pursue economic development and ask industrial investors to
15 come into our community and invest millions and hundreds of millions of dollars in new industry and
16 to create new jobs, the majority of research shows that when they visit the community, one of the
17 stops that the potential investors make is downtown. If they find that the downtown is aged and
18 stagnant, they will politely continue to have meetings, talk to everyone and then leave and never come
19 back. However, if they visit a potential location for investment and they find a downtown that is alive,
20 vibrant, active and growing, they will take that as a sign of positive momentum in the community, and
21 they will continue to research and consider investment in that community. Thus, it is both a social and
22 economic plus for our community, so a plan is needed for a vibrant downtown.

23
24 Within the Downtown Master Plan, one of the major objectives identified is rehabilitation and
25 replacement of all the sidewalks, curbs, ADA accessibility, lighting and landscaping. This will help to
26 create infrastructure that invites investment. The total cost of all of the sidewalks, ADA, landscaping
27 and lighting that is needed downtown is about \$4.5 million. The City applied for a grant from TxDOT
28 with the Traffic Alternative Program. We were not successful in obtaining that grant, but we will keep
29 trying for it. However, another grant program has been identified that is available through the Texas
30 Department of Agriculture called Community Development Block Grant (TxCDBG). The TxCDBG
31 has a program called the Downtown Revitalization Program. That grant has a maximum of \$500,000.
32 It allows for either the removal and remedy of blight in a downtown or the remedy and improvement
33 of ADA accessibility within a downtown. If anyone has walked through downtown recently, they will
34 have seen that there are more than a few ADA accessibility traps and nightmares. Therefore, the City
35 is going to put together a grant application to try to get funding to update and replace as many ADA
36 accessibility places as possible. When a grant is applied for through this program, there are federal
37 dollars involved and so there is red tape. One of these includes that you cannot apply for the grant
38 unless you have a preapproved administrator to lead you through that process and to handle all the
39 details of that process. Not only must the administrator be on the approved list, but that person must
40 be procured through the process that the federal government recommends. The City has done this.
41 Last week the City opened up bids for a grant administration services, and three firms submitted bids.
42 They were GrantWorks, Langford and JET Development. Through the procurement and scoring
43 process, members of the team scored each of the proposals, and GrantWorks came in with a score of
44 99.7 out of 100. Langford came out with 88.8 out of 100. JET Development came out with 70.8 out of
45 100. GrantWorks was the low bid; they proposed a cost of \$44,500. Langford proposed \$50,000. JET
46 Development proposed \$48,000. Thus, GrantWorks had the highest score and the lowest bid, so based
47 on the evaluation of the committee, it is recommended that the Council authorize a contract with
48 GrantWorks to administer and lead the City through this process.

49
50 Council Member Stephanie Muller made a motion to approve the Resolution. Mayor Pro Tem
51 Anthony Henry seconded the motion, and it carried unanimously.

52
53 **10. Discussion, Consideration and Action on a Resolution Authorizing the Selection of an**
54 **Engineering/Architectural/Surveying Service Provider(s) to Complete Project Implementation**
55 **for the City of Commerce's Texas Community Development Block Grant (TxCDBG) Downtown**
56 **Revitalization/Main Street Program funding Administered by the Texas Department of**

Agriculture and Authorizing the City Manager or his Designee to Execute any Necessary Documentation related to this item.

City Manager Howdy Lisenbee advised that this item is a continuation of the process of applying for downtown revitalization funding. Because the project includes improvements to public infrastructure, mainly streets, sidewalks and ramps, state law requires that an engineer be involved. Also, the grant program requires that an engineer be identified as part of that application. It must be an engineer who has been preapproved and trained to administer federal funds. The City had six engineering firms submit bids for the project. They were Freese and Nichols, Hayter Engineering, KSA Engineering, NTG Stovall, SPI and WSB. He said it is important to note that when selecting professional services, you cannot consider price as part of the determining factors. State law requires that you select professional services based on qualifications, so price is not considered in this evaluation or ranking. Once the evaluation is done, whoever the top person is then price can be negotiated. If a price cannot be negotiated then you would go to the second and so forth.

Another thing to note is the application for the Downtown Revitalization Program is in two phases. Phase 1 does not include any engineering services. It is just the application for the program, including the benefits to the community and the scoring factors of the community. If you make it past Phase 1, then there are engineering services involved. Thus, the City would not actually engage engineering services unless it makes it to Phase 2, but the City still has to do the selection process. Freese and Nichols came in first with a score of 97 out of 100. Hayter Engineering came in second with 94 out of 100. NTG Stovall came in third with a 92.7 out of 100. KSA Engineering came in fourth with 91 out of 100. WSB had 88.7 out of 100, and SPI had 86 out of 100.

City Manager Lisenbee said that staff recommended that the City award a contract with Freese and Nichols to supplement the application for this project and to perform engineering as may be needed.

Council Member Beckey Thompson made a motion to approve the Resolution. Council Member Stephanie Muller seconded the motion, and it carried unanimously.

11. Discussion and Possible Action on a Resolution Authorizing Continued Participation with the Steering Committee of Cities Served by Oncor; and Authorizing the payment of ten cents per capita to the Steering Committee to fund Regulatory and Legal Proceedings and Activities Related to Oncor Electric Delivery Company, LLC.

Assistant City Manager – Financial Services Jamie Campbell addressed the Council in place of Assistant City Manager - Community Services Molly Jacobsen, who was absent.

She advised that the City of Commerce is currently a member of the Steering Committee of Cities Served by Oncor and has been a member for many years. This item would allow Commerce to continue to be a member of the committee and authorize the payment of the invoice.

The steering committee undertakes activity on behalf of municipalities for which it needs funding support from its members. Municipalities have original jurisdiction over the electric distribution rate for services within the city. The Steering Committee is the one that goes through the negotiations for the rate for the citizens of Commerce. For the City to be a part of that, it needs to be a part of that Steering Committee. The assessment would be for ten cents per capita, so the invoice would be less than \$1,000 for the year 2024.

Council Member Jim Ayres made a motion to approve the Resolution. Mayor Pro Tem Anthony Henry seconded the motion, and it carried unanimously.

12. City Manager's Report; discussion of same.

• Public Input Feedback

-None given.

1 • **Finance Update**

2 Assistant City Manager-Finance Jamie Campbell addressed the Council.

3
4 **Property Tax**-As of January of 2024, the City had reached \$3.48 million of its property tax
5 levy. The City is at a little more than 75% of the way there. There are still issues with the
6 collected taxes when it comes to delinquent taxes. There are still refunds coming through on
7 these delinquent taxes. The City is at \$44,000 of refunds at this point.

8
9 **Sales Tax Analysis**-As of January of 2024, the City had reached \$560,000 in sales tax
10 revenue. The City is about one-third of the way to meeting its budgeted goal of \$1.5 million.
11 All categories show their expected kind of growth. There is one outlier in Construction. This
12 is related to one vendor who paid a very large sum for multiple years of past due sales tax.
13 When it comes to retail trade, the market shows that it is very similar to the same time last
14 year. January 2024 was slightly greater than in 2023, but it still shows a pretty steady growth
15 when it comes to online sales. Accommodations and Food continues to show larger growth
16 in sales tax, but the market share split is very similar to where it was in January 2023.
17 Limited Food Service was 32% in January 2023, and Mobile Food was at 8%. The City is
18 still seeing the majority of its sales tax revenue come from Full-Service Restaurants. The
19 forecast is pretty much on-track as predicted.

20
21 • **Calendar of Upcoming Events and Meetings**

22 City Manager Howdy Lisenbee addressed the Council in place of Assistant City Manager-
23 Community Services Molly Jacobsen, who was absent.

24 1. **Early Voting**-From February 20 to March 1st at Fletcher Warren Civic Center located at
25 5501 Highway 69 South in Greenville.

26
27 2. **Farmers Market Vendor Application Packet**-Available March 1 to April 1 / Farmers
28 Market begins May 4

29
30 3. **Town Hall Meeting**-Open discussion between the City and business/industry
31 stakeholders about the Community Strategic Plan. Will be held on Tuesday, February 27
32 at 6:00 p.m. at Commerce City Hall, 1119 Alamo Street.

33
34 4. **Cotton Blossoms Quilt Show**-Sharla Lisenbee addressed the Council about Beyond the
35 Stars/Celebrate the Arts that will be held on March 16 at 10:00 a.m. to 4:00 p.m. in
36 downtown Commerce. It will include Art Challenge/Eclipse/Quilt Show and Exclusive
37 Free Pattern. For more information: facebook.com/commercequiltshow.

38
39 • **Personnel**

40 No updates at this time.

41
42 • **Projects Update**

43 City Manager Howdy Lisenbee said that progress continues along Washington Street. They realize
44 that this is somewhat disruptive for people who live on or travel Washington Street. The City did
45 not want to put a new street on top of old water and sewer lines, so those lines are being replaced.
46 This will continue for a few more months. During the summer, asphalt will be laid down on
47 Washington Street. The City is preparing to replace the surface of Park Street, beginning at Maple
48 Street and going south to Culver. That is the portion of Park Street that is not TxDOT right-of-way.
49 Within the next 30 to 45 days construction activity will begin on Park Street. Once that project is
50 completed, work will move over to the residential street of Hickory, where a section of the street
51 will be replaced. When that is finished, hopefully, the water and sewer lines being replaced on
52 Washington Street will be finished, they can lay asphalt on that street. Thus, those three streets will
53 be completed within this calendar year. The design process continues on the next streets up for
54 reconstruction, which will include Sterling Hart by Commerce Elementary School.

1 The animal shelter construction has begun. It will be difficult to travel on Oneal Street with that
2 construction going on. Part of the street may be closed for periods of time to allow for construction
3 activity.
4

5 Renovation continues on the library. This is expected to be completed by late summer. The Library
6 Board is looking to move back in and have a grand re-opening sometime in September, potentially
7 at the Bois d'Arc Bash.
8

9 • **Intergovernmental Events & Issues**

10 No comments at this time.
11

12 **13. Recess into Executive Session: PURSUANT TO THE OPEN MEETINGS ACT, CHAPTER 551,**
13 **TEXAS GOVERNMENT CODE, THE CITY COUNCIL WILL RECESS INTO EXECUTIVE**
14 **SESSION (CLOSED MEETING) TO DISCUSS THE FOLLOWING:**
15

- 16 • **§551.071 (1) AND 551.071 (2): Consultation with Attorney on a matter in which the duty of**
17 **the attorney to the governmental body under the Texas Disciplinary Rules of Professional**
18 **Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act and**
19 **Consultation with Attorney regarding pending or contemplated litigation.**

20 *-Jack-Wilson: Butler v. City of Commerce, Texas, et al. Civil Action No. 4:23-CV-01070-SJD-*
21 *AGD; In the U.S. District Court Eastern District of Texas, Sherman Division*
22

- 23 • **§551.072: DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING. A**
24 **governmental body may conduct a closed meeting to deliberate the purchase, exchange,**
25 **lease or value of real property if deliberation in an open meeting would have a detrimental**
26 **effect on the position of the governmental body in negotiations with a third person.**
27

28 The City Council recessed into Executive Session at 7:00 p.m.
29

30 **14. Reconvene into Open Session: In accordance with Texas Government Code, Chapter 551, the**
31 **City Council will reconvene into Regular Session to consider action, if any, on matters discussed**
32 **in Executive Session.**

33 The City Council reconvened into Open Session at 7:35 p.m. Mayor Teddy Reel asked for a motion
34 on the Washington Street address. Mayor Pro Tem Anthony Henry made a motion to approve the sale
35 of the property at 2102 Washington Street. Council Member Stephanie Muller seconded the motion,
36 and it carried unanimously.
37

38 Mayor Teddy Reel asked for a motion regarding Project Growth. Council Member Stephanie Muller
39 made a motion to authorize the City Manager to make an offer for Project Growth and to take all
40 necessary actions for that purchase. Mayor Pro Tem Anthony Henry seconded the motion, and it
41 carried unanimously.
42

43 **15. Adjourn.**

44 Mayor Pro Tem Anthony Henry made a motion to adjourn. Council Member Jim Ayres seconded the
45 motion, and it carried unanimously. Mayor Teddy Reel adjourned the City Council meeting at
46 7:37 p.m.
47
48
49

50 _____
Teddy Reel, Mayor

51 _____
52 _____
53 _____
54 Molly Jacobsen, Assistant City Manager-Community Services
55
56

1 _____
2 Date
3
4 2.20.2024.MINS



MINUTES
SPECIAL CITY COUNCIL MEETING
March 5, 2024 – 5:30 p.m.

PRESENT: Mayor Teddy Reel
Council Members: Jim Ayres and Stephanie Muller
City Manager Howdy Lisenbee
Assistant City Manager-Finance Jamie Campbell
Assistant City Manager-Community Services Molly Jacobsen

ABSENT: Mayor Pro Tempore Anthony Henry and Council Member Beckey Thompson

1. Call to Order.

Mayor Teddy Reel called the meeting to order at 5:30 p.m.

2. Discussion and Possible Action on a Resolution Authorizing Change-orders #1, #2, #3 and #4 to the Construction Contract with MX Construction for the Washington Street project and Authorizing the City Manager or his designee to execute any necessary documentation.

City Manager Howdy Lisenbee advised that once digging under a street has begun, you may find conditions under the ground that you did not know existed. Because of this, there are some provisions for underground conditions when you are dealing with contracts and change orders. One of the things that they did not anticipate finding under the majority of Washington Street was eight inches of asphalt sitting on eight inches of concrete. When the contractor for this project, MX Construction, bid the job, it was done based on the plans and specifications that were provided by the engineer. The plans indicated that they would be cutting through about four inches of asphalt and the rest would be subgrade and base material.

Change-order #1-The amount of \$88,421.44 recognizes that for all the trenches that they had to cut to replace water and sewer lines, they had to cut through eight inches of asphalt and eight inches of concrete. That labor and hauling off that concrete was not anticipated, so was not included in the original bid.

Change-order #2-Then there was some discussion about whether to leave the rest of the concrete in place, use it as subgrade and then build the streets on top of it. The problem with this is that this would leave part of the street with eight-inch subgrade, and the trenches are not going to have that subgrade. Therefore, the trenches will settle differently than the rest of the street. Over time those trenches will settle, and there will be an uneven driving surface. Then you will be fighting those trenches for the rest of the life of that project. They looked to see if there were options to fill those trenches. For example, you could concrete the trenches so that there would be solid concrete all the way across. To do that you would have to drill a dowel rod into the existing concrete so that the new concrete would be structurally connected. When the old concrete was drilled, it just pulverized into powder, so dowel rods could not be placed into it. Then they looked at a process called Geogrid. Geogrid is when there are subgrade conditions like water or other things. It can be a metal or fabric mesh like an accordion that when pulled apart creates void pockets with structure within them. When these voids are filled with base material, it becomes part of the subgrade that is not impermeable but is much more structurally sound. Because of the narrowness of the trenches, Geogrid would be very hard to apply, and over time, there would still be some depression in those trenches. Both the engineer and the contractor recommended full removal of all the concrete. From Live Oak Street to Moore

Street, is the extent of this concrete. The change-order price for removing all the concrete for full-street reconstruction is \$493,127.50.

Change-order #3-The City's old maps show that the sewer main that is closest to Live Oak Street as being six-inch line that eventually upgraded to eight-inch line that eventually upgraded to ten-inch line. What was found was that there was nothing that was six-inches; it was all eight and ten-inches. The city does not want to downsize the existing line, so the contractor was told to put back in the ground what existed. That required some upsizing of sections of sewer lines costing \$9,000.

City Manager Lisenbee advised the Council that after reviewing Change-orders #1, #2 and #3, he realized that the city had not been given credit for some changes it made that saved money. The first change was that as trenches were cut, the contract had the contractor backfilling that utility trench and topping it with asphalt. Then later, gutting out all that asphalt to put the new surface down. This was a waste of asphalt, so the City asked them to backfill the base all the way to the top so that it would be compacted. This was cheaper than capping it with asphalt. Thus, the city felt that it should get some money back because the contractor would not have to use the asphalt.

Also, there is a section of the sewer that the original maps and the engineer design shows to be almost 15-feet deep. Trenching to 15-feet of depth would require a lot of additional protection, such as trench wall safety, and special equipment would have to be brought in. When the contractor got to that area, there was no existing sewer 15-feet down, so there was no reason to install sewer that deep. It was raised to six feet of depth, which is more standard. This saved quite a bit of money by not having to go that depth. Change-order #4 is giving the city back some money because some cost savings were found.

City Manager Lisenbee said that all those four combined for a total of \$526,567.19. That is an 11.9% change. State law does not allow you to change-order a project more than 25%. Thus, the City has used 11.9% of that 25%. He advised the Council that it is being proposed that if they accept these four change-orders, the Public Utility Fund will be the funding source. He said that they had discussed before that the City has 24 COs that are coming up in late spring. They had discussed taking some of the funds that were dedicated to Sterling Hart Drive and moving them forward to the Washington Street project. That would leave Sterling Hart Drive underfunded. It is being proposed to take the Public Utility Fund and its upcoming spring CO to cover the cost of the change orders so that no funds would have to come from the Sterling Hart Drive project.

Council Member Stephanie Muller made a motion to Authorize the Resolution. Council Member Jim Ayres seconded the motion, and it carried unanimously.

3. **§551.072: DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING. A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.**

-Project Growth

The Council recessed into Closed Meeting at 5:44 p.m.

4. **Reconvene into Open session: In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session to consider action, if any, on matters discussed in Executive Session.**

The Council reconvened into Open Session at 6:00 p.m.

Mayor Teddy Reel said that after the Closed Meeting, a motion was needed.

Council Member Jim Ayres made a motion to give City Manager Howdy Lisenbee authorization to pursue Project Growth and authorize the City Manager or his designee to execute any necessary documentation. Council Member Stephanie Muller seconded the motion, and it carried unanimously.

1 Mayor Teddy Reel adjourned the City Council Special Meeting at 6:01 p.m.

2
3
4
5
6 _____
7 Teddy Reel, Mayor
8
9

10 _____
11 Molly Jacobsen, Director of Administrative Services
12

13 _____
14 Date
15

16 03.05.2024.SPECLMETGMINs

APPLICATION FOR CITY BOARDS AND COMMISSIONS

CITY OF COMMERCE, COMMERCE, TX

Information disclosed on this application or any other attached documents may be disclosed in public meetings. Applications are kept on file for one (1) year. Please print clearly and attach your resume and cover letter explaining your interest in certain boards. (Resumes and Cover Letters are limited to one page.)

Name: Gary Thompson

Home Address: 1537 Deer Trail

City: Commerce State: TX Zip: 75428

Home Phone: _____ Cell Phone: 903 456 2150

Email: aggies@embermail.com Years as a Commerce Resident: 39

Board Preference 1: Animal Shelter Board Board Preference 2: _____

Board Preference 3: _____ Board Preference 4: _____

Business Name: Retired Veterinarian

Business Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Business Fax: _____

Business Email: _____ Profession: _____

List all organizations in which you participate, including any offices held: Small animal Veterinarian
and practice owner

Special Knowledge or Experience Applicable to the Board/Commission function: _____

Other Information (Civic Activities): _____

I verify that the information I have provided is true and correct. I also acknowledge that this information is public information under the Texas Public Information Act.

Signature: Gary Thompson Date: 3-12-23

Please return completed application and resume to:

City Secretary's Office at 1119 Alamo Street, Commerce, TX 75428

E-mail: molly.jacobsen@commercetx.org

Tel. 903-886-1100 | FAX: 903-886-8929



Jim Sabonis

Managing Director

717 N. Harwood St., Suite 3400

Dallas, TX 75201

Direct: 214.953.4195

Fax: 214.953.4050

jim.sabonis@hilltopsecurities.com

Andre Ayala

Managing Director

717 N. Harwood St., Suite 3400

Dallas, TX 75201

Direct: 214.953.4184

Fax: 214.953.4050

andre.ayala@hilltopsecurities.com

Jorge Delgado

Senior Vice President

717 N. Harwood St., Suite 3400

Dallas, TX 75201

Direct: 214.859.1714

Fax: 214.953.4050

jorge.delgado@hilltopsecurities.com

City of Commerce, Texas

Combination Tax & Revenue Certificates of Obligation, Series 2024

Plan of Finance

Table of Contents



	Slide
Summary of Financing Analysis	3
Preliminary Cash Flows – I&S Debt Tax Rate Supported	5
Preliminary Cash Flows – W&S Net Revenues Supported	6
Proposed Schedule of Events	7
Questions and Discussion	8
Appendix A – Market Update	9

Summary of Financing Analysis



Goal

Issue Certificates of Obligation, Series 2024 to:

- Fund Street & Road Improvements
- Fund Municipal Facilities
- Fund Utility (Water & Sewer) Infrastructure
- Pay for Financing Costs

Strategy & Assumptions

- Fund Street & Road Improvements and Municipal Facilities during Fiscal Year 2024 without any impact to existing \$0.2318 I&S debt tax rate
 - Assumes use of conservative growth assumption of 6.99% during FYE 2025 only based on 10-year historical growth
- Fund Utility (Water & Sewer) Infrastructure during Fiscal Year 2024 without any impact to existing water & sewer rates
 - Based on FY 2022 audited financials (net revenues of the City's utility system)
- Structure new debt around existing debt to minimize budgetary impact to the City

Summary of Financing Analysis



Debt Assumptions

- Total Project Costs = \$6,960,000
- Amortization = 20 Years
- Competitive Sale Process and Texas AG Approved Debt
- “A+” by Standard & Poor’s Rating Service Rating (current City GO rating) “AA”
Bond Insurance, if economically beneficial

<i>Preliminary Uses of Funds</i>	I&S Debt Tax Rate Supported	W&S Net Revenues Supported	Total
Par Amount	\$4,660,000	\$2,615,000	\$7,275,000
Less: Cost of Issuance⁽¹⁾	(\$126,829)	(\$75,775)	(\$202,604)
<u>Less: Purchaser’s Discount⁽¹⁾</u>	<u>(\$69,900)</u>	<u>(\$39,225)</u>	<u>(\$109,125)</u>
Net Proceeds to City	\$4,463,271⁽²⁾	\$2,500,000⁽³⁾	\$6,963,271

(1) Budgeted & subject to change.

(2) Represents funding of Streets/Road Improvements and Municipal Facilities.

(3) Represents funding of Utility (Water & Sewer) Infrastructure and Municipal Facilities.

Preliminary Cash Flows – I&S Debt Tax Rate Supported



City of Commerce, Texas

Preliminary; for discussion purposes only

Funding of Streets, Municipal Facilities & Municipal Facilities Improvements

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>
Fiscal Year	Estimated Growth Factor	Taxable Assessed Valuation ⁽¹⁾	Existing I&S Tax Supported Debt Service	(Conservative Growth Scenario)			NEW I&S Tax Supported Debt Service	Projected I&S Tax Rate ⁽³⁾
Ending 30-Sep				\$4,660,000 Certificates of Obligation, Series 2024 All-in True Interest Cost = 4.35% ⁽²⁾				
				Principal	Total	Total D/S		
2024	14.54%	\$585,260,312	\$ 1,329,635	\$ -	\$ -	\$ -	\$ 1,329,635	\$ 0.2318
2025	6.99%	626,191,659	1,148,510	70,000	202,591	272,591	1,421,101	0.2316
2026	0.00%	626,191,659	1,144,941	105,000	172,550	277,550	1,422,491	0.2318
2027	0.00%	626,191,659	1,145,379	105,000	168,822	273,822	1,419,201	0.2313
2028	0.00%	626,191,659	1,148,585	105,000	165,095	270,095	1,418,680	0.2312
2029	0.00%	626,191,659	1,146,629	115,000	161,190	276,190	1,422,819	0.2319
2030	0.00%	626,191,659	1,149,491	115,000	157,107	272,107	1,421,599	0.2317
2031	0.00%	626,191,659	1,101,966	165,000	152,575	317,575	1,419,541	0.2313
2032	0.00%	626,191,659	1,103,129	170,000	147,499	317,499	1,420,628	0.2315
2033	0.00%	626,191,659	1,103,391	175,000	142,229	317,229	1,420,620	0.2315
2034	0.00%	626,191,659	1,103,598	180,000	136,753	316,753	1,420,350	0.2315
2035	0.00%	626,191,659	1,103,206	185,000	131,003	316,003	1,419,209	0.2313
2036	0.00%	626,191,659	1,102,215	195,000	124,825	319,825	1,422,040	0.2317
2037	0.00%	626,191,659	1,101,115	200,000	118,208	318,208	1,419,323	0.2313
2038	0.00%	626,191,659	1,101,469	210,000	110,818	320,818	1,422,287	0.2318
2039	0.00%	626,191,659	1,103,085	215,000	102,635	317,635	1,420,720	0.2315
2040	0.00%	626,191,659	1,103,201	225,000	93,943	318,943	1,422,144	0.2317
2041	0.00%	626,191,659	1,100,963	235,000	84,660	319,660	1,420,623	0.2315
2042	0.00%	626,191,659	1,101,172	245,000	74,819	319,819	1,420,991	0.2316
2043	0.00%	626,191,659	1,101,600	255,000	64,417	319,417	1,421,017	0.2316
2044	0.00%	626,191,659	-	1,390,000	29,538	1,419,538	1,419,538	0.2313
			\$ 22,543,280	\$ 4,660,000	\$ 2,541,273	\$ 7,201,273	\$ 29,744,553	

Notes:

(1) Tax Year 2023 Actual totals as reported by the Hunt CAD.

Assumes 10-year historical growth of 6.99% for FYE 2025. For purposes of illustration only.

(2) Assumes "A+" Tax-Exempt Rates + 0.25% as of March 5, 2024. **Subject to change at any time.**

(3) Actual for Tax Year 2023 / Fiscal Year 2024.

Calculated thereafter. Assumes 98% collections.

USES OF FUNDS

Project Fund Deposit	\$4,463,271
Budgeted Financing Costs	\$126,829
Underwriter's Discount	\$69,900
Total Par Amount	\$4,660,000

Preliminary Cash Flows – W&S Net Revenues Supported



City of Commerce, Texas

Preliminary; For Purposes of Discussion Only

Funding of Water and Wastewater System Improvements & Municipal Facilities

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>
Fiscal Year	Net Revenues	Existing W&S	Existing W&S	\$2,615,000 Certificates of Obligation, Series 2024			Projected W&S	Projected W&S	Surplus /
Ending	Available for	Supported	D/S	All-in True Interest Cost = 4.35% ⁽²⁾			Supported	D/S	Deficit
30-Sep	Debt Service ⁽¹⁾	Debt Service	Coverage	Principal	Total	Total D/S	Debt Service	Coverage	Cash
									After
2024	\$ 1,033,846	\$ 741,721	1.39x	\$ -	\$ -	\$ -	\$ 741,721	1.39x	\$ 292,125
2025	1,033,846	738,525	1.40x	25,000	114,525	139,525	878,050	1.18x	155,796
2026	1,033,846	739,235	1.40x	40,000	98,163	138,163	877,398	1.18x	156,449
2027	1,033,846	739,779	1.40x	45,000	96,654	141,654	881,433	1.17x	152,413
2028	1,033,846	704,959	1.47x	80,000	94,435	174,435	879,394	1.18x	154,452
2029	1,033,846	706,303	1.46x	80,000	91,595	171,595	877,898	1.18x	155,948
2030	1,033,846	704,851	1.47x	85,000	88,666	173,666	878,518	1.18x	155,329
2031	1,033,846	708,651	1.46x	85,000	85,874	170,874	879,525	1.18x	154,321
2032	1,033,846	707,689	1.46x	90,000	83,223	173,223	880,911	1.17x	152,935
2033	1,033,846	706,401	1.46x	95,000	80,396	175,396	881,798	1.17x	152,049
2034	1,033,846	704,883	1.47x	100,000	77,388	177,388	882,271	1.17x	151,576
2035	1,033,846	708,848	1.46x	95,000	74,318	169,318	878,166	1.18x	155,681
2036	1,033,846	707,078	1.46x	100,000	71,148	171,148	878,226	1.18x	155,621
2037	1,033,846	705,723	1.46x	105,000	67,713	172,713	878,436	1.18x	155,411
2038	1,033,846	703,879	1.47x	110,000	63,838	173,838	877,717	1.18x	156,129
2039	1,033,846	706,506	1.46x	115,000	59,506	174,506	881,012	1.17x	152,834
2040	1,033,846	708,519	1.46x	115,000	54,963	169,963	878,482	1.18x	155,364
2041	1,033,846	705,569	1.47x	125,000	50,119	175,119	880,688	1.17x	153,158
2042	1,033,846	705,447	1.47x	130,000	44,891	174,891	880,338	1.17x	153,508
2043	1,033,846	703,800	1.47x	135,000	39,378	174,378	878,178	1.18x	155,668
2044	1,033,846	-	n/a	860,000	18,275	878,275	878,275	1.18x	155,571
		\$ 14,258,365		\$ 2,615,000	\$ 1,455,067	\$ 4,070,067	\$ 18,328,432		

Notes:

(1) Audited as of FYE 2022. Excludes depreciation and amortization. Includes investment income.

(2) Assumes "A+" Tax-Exempt Rates + 0.25% as of March 5, 2024. **Subject to change at any time.**

USES OF FUNDS

Project Fund Deposit	\$2,500,000
Budgeted Financing Costs	\$75,775
Underwriter's Discount	\$39,225
Total Par Amount	\$2,615,000

Proposed Schedule of Events



Mar-24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

HOLIDAY

Apr-24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May-24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

HOLIDAY

Jun-24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

HOLIDAY

Date	Event	Responsible Party
Tuesday, 03/19/24	Presentation of Plan of Finance to City Council	City Staff / FA
	City Council directs staff and consultants to implement Plan of Finance	City Council
	City Council approves a Resolution authorizing publication of a Notice of Intent to issue Certificates of Obligation	
TBD	First Publication of Notice of Intent to issue the Certificates of Obligation, Series 2024 (Must be published no later than April 5, 2024)	City Staff, BC
	Publication of Notice of Intent on City's website (Notice to be on City's website continuously until the Ordinance is adopted)	
TBD	Second Publication of Notice of Intent to issue the Certificates of Obligation, Series 2024 (must be 7 days after first publication)	City Staff, BC
Tuesday, 05/21/24	Pricing of CO S24, Bids due 10:00 am Central Time	UWs / FA
	Presentation of bids and final transaction numbers to City Council	City Staff / FA
Prior to Closing	City Council considers and approves Ordinance Authorizing the Issuance of the Certificates of Obligations, S2024 Attorney General Approves Sale	City Council AG, BC
Thursday, 06/20/24	Closing of the Series 2024 issue and delivery of funds to the City	UW, BC, PA, EA

Key Actions to be Taken by City Council

Key Actions to be Taken by City Staff

**Preliminary, subject to change.



Questions and Discussion



Appendix A

Market Update

Market Commentary



Market Observations

Primary Market:

- 30-Day Visible Supply is approximately \$8.691 billion
- The calendar consists of \$6.4 billion of negotiated deals and \$913 million of competitive deals
- The largest negotiated deal of the week is the \$997 million Regents of the University of California Revenue Bonds

Secondary Market:

- Municipal Bond Funds reported \$72 million of net inflows, compared with \$11 million of outflows the prior week
- Weekly trade volume of \$59.327 billion represents an increase of \$10.335 billion from the previous week's \$48.992 billion

General Market Overview:

- This week muni bonds remained relatively stable across the first half of the week while the market digested an array of economic data report, however treasuries rallied on the latter half of the week and MMD yields were bumped as much as 4 basis points on some parts of the curve on Thursday.
- February 2024 had significant growth compared to February 2023 in the municipal market, with a 38% increase in new money issuance, and refundings increasing by 43%.
- Jerome Powell will speak on Thursday 3/7 with markets closely watching for hints towards Fed expectations of rate cuts for the year.

Economic Calendar: Motor Vehicle Sales, Factory Orders, ISM Services Index, ADP Employment Index, JOLTS, EIA Petroleum Status Report, Beige Book, International Trade in Goods and Services, Jobless Claims, Productivity and Costs, EIA Natural Gas Report, Fed Balance Sheet, Employment Situation

Statistics

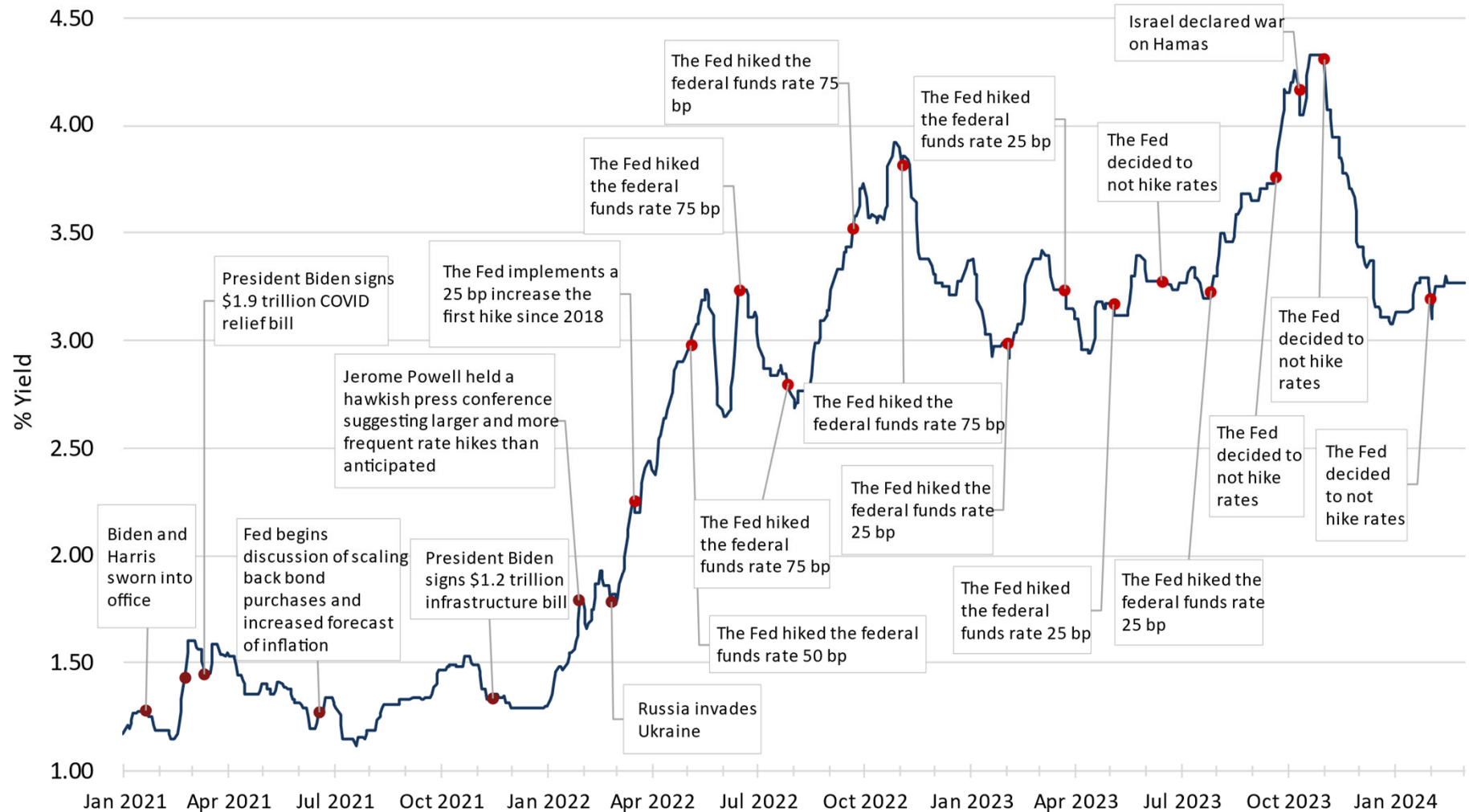
	3/1/2024	2/23/2024	Change
5Y MMD	2.44	2.44	- ▬
10Y MMD	2.46	2.46	- ▬
15Y MMD	2.91	2.95	(0.04) ▼
20Y MMD	3.27	3.27	- ▬
30Y MMD	3.59	3.59	- ▬
MMD 2/30 Yield Curve Steepness	86	85	1 ▲
Bond Buyer 11 GO Bond Index	3.44	3.44	- ▬
Bond Buyer 20 GO Bond Index	3.54	3.54	- ▬
Bond Buyer Revenue Bond Index	3.82	3.82	- ▬
1Y UST	4.94	5.00	(0.06) ▼
5Y UST	4.17	4.28	(0.11) ▼
7Y UST	4.20	4.28	(0.08) ▼
10Y UST	4.19	4.26	(0.07) ▼
30Y UST	4.33	4.37	(0.04) ▼
UST 2/30 Yield Curve Steepness	(21)	(30)	9 ▲
10Y MMD/UST Ratio	58	58	(0.3) ▼
30Y MMD/UST Ratio	82	81	0.9 ▲
SIFMA	3.30	3.24	0.06 ▲
1M SOFR	5.32	5.32	- ▬
30-Day Negotiated Visible Supply	7,537.1	6,827.9	709.2 ▲
30-Day Competitive Visible Supply	1,154.5	2,997.5	(1,843.0) ▼
Lipper Muni Bond Fund Flows	72	(11)	83 ▲

Source: Ipreo, TM3, Bloomberg, BBC, Wall Street Journal, New York Times, The Bond Buyer, Econoday, CNBC

Change in 20-Year MMD



Change in 20-Year MMD with Market Commentary – 1/1/21 to 3/1/2024

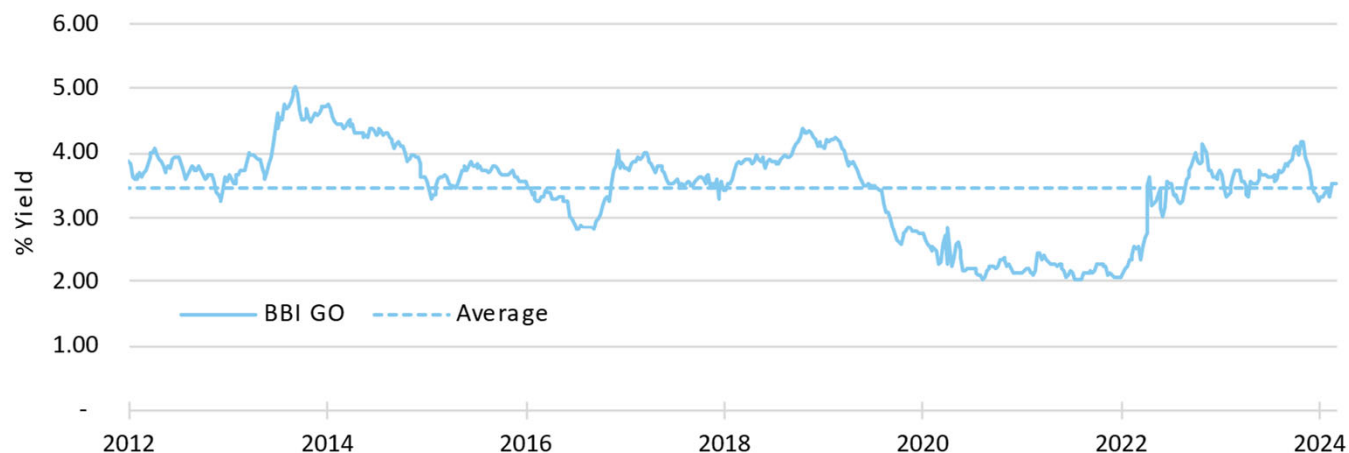


Source: Refinitiv Municipal Market Data and HilltopSecurities

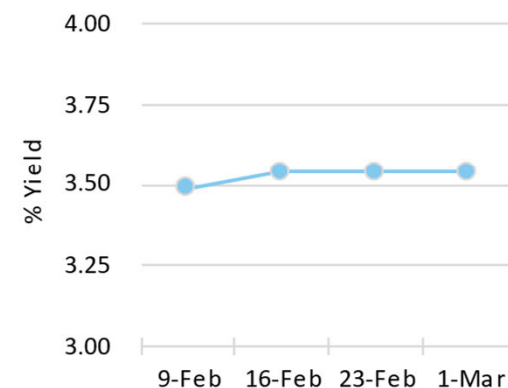
Tax-Exempt Market Overview | The Bond Buyer



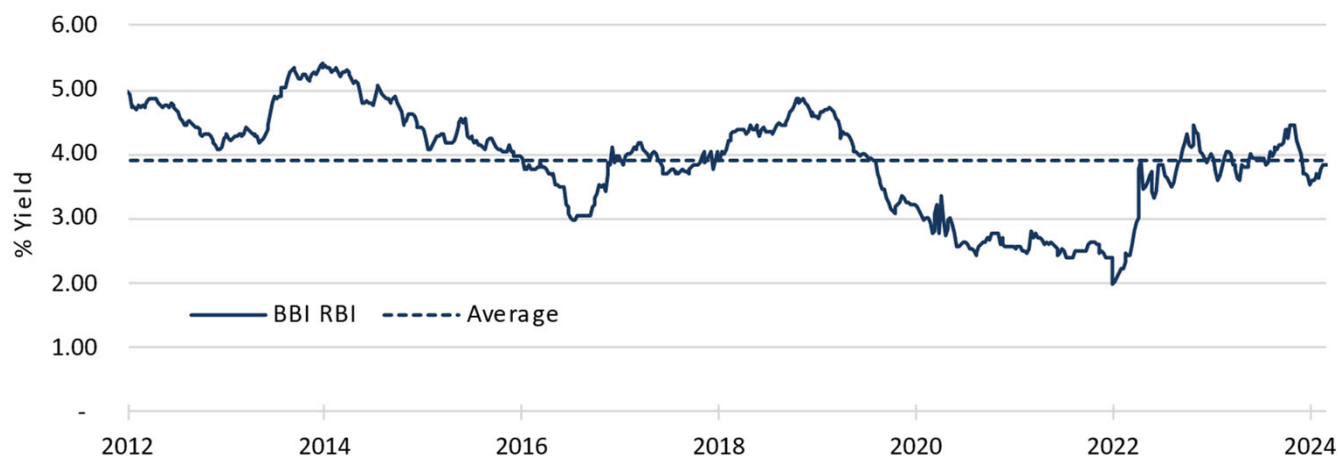
The Bond Buyer 20-Bond General Obligation Index – 1/1/12 to 3/1/2024



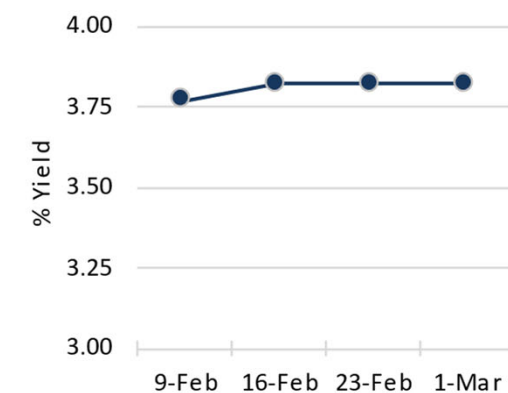
4-Week Snapshot



The Bond Buyer Revenue Bond Index – 1/1/12 to 3/1/2024



4-Week Snapshot



Source: The Bond Buyer

Agenda Item Summary Sheet

Meeting Date: March 19, 2024



Agenda Caption

Discussion and Possible Action on a Resolution Directing Publication of Notice of Intention to Issue Certificates of Obligation; Authorizing the City Manager and his Designee to Execute any Necessary Documentation; and Resolving other Matters relating to the subject.



Context & Relevant Information

This resolution is only to post in the Greenville Herald Banner and online the City's intent of issuing the certificates of obligations in about the amount of \$7,275,000, but not to exceed \$7,350,000. The purpose of the CO's is to fund projects set forth in the FY 2024 CIP budget. These include street improvements, municipality improvements, water and wastewater infrastructure improvements and financing fees.

This resolution is not the actual issuance of bonds but only the intention of the City to do so.



Recommendation

Staff recommends adopting the resolution to post the notice of intent to issue the certificates of obligation that will fund the projects that were adopted in the FY 2024 CIP Budget.

"I move to adopt a resolution directing publication of notice of intention to issue the 2024 certificates of obligation"



Alternatives

Not adopt the resolution and postpone or not issue certificates of obligation and therefore not be able to continue with the FY 2024 CIP as adopted



Financial Considerations

none



Attachments

- ☐ Resolution - Notice of Intent 2024 CO Issuance
- ☐ Notice of Intent Publication

CERTIFICATE FOR RESOLUTION 2024 – 03 – 05

THE STATE OF TEXAS
COUNTY OF HUNT
CITY OF COMMERCE

We, the undersigned officers of the City of Commerce, Texas (the "City"), hereby certify as follows:

1. The City Council of the City (the "Council") convened in a regular meeting on March 19, 2024, at the designated meeting place, and the roll was called of the duly constituted officers and members of the Council, to wit:

Teddy Reel, Mayor
Anthony Henry, Mayor Pro Tem
Beckey Thompson, Councilmember
Stephanie Muller, Councilmember
Jim Ayers, Councilmember

Molly Jacobsen, City Secretary

and all of said persons were present except _____, thus constituting a quorum. Whereupon, among other business, the following was transacted at said meeting: a written

RESOLUTION DIRECTING PUBLICATION OF NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION; AND RESOLVING OTHER MATTERS RELATING TO THE SUBJECT

was duly introduced for the consideration of the Council. It was then duly moved and seconded that said Resolution be adopted and, after due discussion, said motion, carrying with it the adoption of said Resolution, prevailed and carried with all members present voting "AYE" except the following:

NAY: __

ABSTAIN: __

2. A true, full and correct copy of the aforesaid Resolution adopted at the meeting described in the above and foregoing paragraph is attached to and follows this Certificate; that said Resolution has been duly recorded in the Council's minutes of said meeting; that the above and foregoing paragraph is a true, full and correct excerpt from the Council's minutes of said meeting pertaining to the adoption of said Resolution; that the persons named in the above and foregoing paragraph are the duly chosen, qualified and acting officers and members of the Council as indicated therein; that each of the officers and members of the Council was duly and sufficiently notified officially and personally, in advance, of the time, place and purpose of the aforesaid meeting, and that said Resolution would be introduced and considered for adoption at said meeting, and each of said officers and members consented, in advance, to the holding of said meeting for such purpose, and that said meeting was open to the public and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code.

3. The Council has approved and hereby approves the aforesaid Resolution; and the Mayor and the City Secretary of the City hereby declare that their signing of this Certificate shall constitute the signing of the attached and following copy of said Resolution for all purposes.

SIGNED AND SEALED THIS MARCH 19, 2024.

City Secretary
City of Commerce, Texas

Mayor
City of Commerce, Texas

(City Seal)

RESOLUTION 2024 – 03 – 05

**RESOLUTION DIRECTING PUBLICATION OF NOTICE OF INTENTION TO ISSUE
CERTIFICATES OF OBLIGATION; AND RESOLVING OTHER MATTERS
RELATING TO THE SUBJECT**

**THE STATE OF TEXAS
COUNTY OF HUNT
CITY OF COMMERCE**

WHEREAS, the City Council of the City of Commerce, Texas (the "City"), deems it advisable to give notice of intention to issue certificates of obligation of the City (the "Certificates of Obligation"), as hereinafter provided; and

WHEREAS, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code;

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

Section 1. Attached hereto and marked **Exhibit A** is the form of Notice of Intention to Issue Certificates of Obligation of the City (the "Notice"), the form and substance of which are hereby passed and approved.

Section 2. The City Secretary shall cause the Notice, in substantially the form attached hereto, to be published in a newspaper of general circulation in the City and published in the City, once a week for two consecutive weeks, the date of the first publication thereof to be before the forty-fifth (45th) day before the date tentatively set for the passage of the ordinance or ordinances authorizing the issuance of the Certificates of Obligation (the "Ordinance").

Section 3. The City Secretary shall cause the Notice, in substantially the form attached hereto, to be posted continuously on the City's Internet website for at least forty-five (45) days before the date tentatively set for the passage of the Ordinance. The City Secretary's act in causing the first publication of the Notice is hereby ratified by the Council, and is deemed to have been performed with full permission and direction from the Council.

Section 4. Attached hereto as **Schedule I** is a list of outstanding debt obligations of the City which the City hereby designates as self-supporting debt for purposes of Texas Local Government Code, Subchapter C of Chapter 271, as amended.

Section 5. All costs to be reimbursed pursuant to the Ordinance will be capital expenditures; the proposed Certificates of Obligation shall be issued within 18 months of the later of (i) the date the expenditures are paid or (ii) the date on which the property, with respect to which such expenditures were made, is placed in service; and the foregoing notwithstanding, the Certificates of Obligation will not be issued pursuant to the Ordinance on a date that is more than three years after the date any expenditure which is to be reimbursed is paid.

Section 5. This Resolution shall be effective immediately upon adoption.

Schedule I

CITY OF COMMERCE, TEXAS Self-Supporting Debt

The City designates all or a portion of the following outstanding debt obligations of the City as self-supporting debt for purposes of Texas Local Government Code, Subchapter C of Chapter 271, as amended.

Combination Tax and Revenue Certificates of Obligation, Series 2007

Combination Tax and Revenue Certificates of Obligation, Series 2010A

Combination Tax and Revenue Certificates of Obligation, Taxable Series 2010B

Combination Tax and Revenue Certificates of Obligation, Series 2010C

General Obligation Refunding Bonds, Series 2017

Combination Tax and Revenue Certificates of Obligation, Series 2021

Combination Tax and Revenue Certificates of Obligation, Series 2022

Combination Tax and Revenue Certificates of Obligation, Series 2023

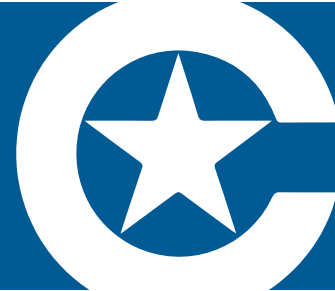
Exhibit A

NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION OF THE CITY OF COMMERCE, TEXAS

NOTICE IS HEREBY GIVEN that the City Council of the City of Commerce, Texas (the "City"), at its meeting to commence at 6:00 p.m. on May 21, 2024, in the City Council Chamber at City Hall, 1119 Alamo Street, Commerce, Texas, tentatively proposes to adopt one or more ordinances authorizing the issuance of interest-bearing certificates of obligation, in one or more series, in an amount not to exceed \$7,350,000, for the purpose of paying all or a portion of the City's contractual obligations incurred in connection with (i) constructing, improving, extending, expanding and upgrading the City's water and sewer system (the "System"); (ii) constructing and improving streets, roads and parking facilities, including related drainage, signalization, landscaping, sidewalks, lighting, utility relocation and replacement, bridges, signage and streetscape improvements; (iii) designing, constructing, improving and equipping a municipal animal shelter; (iv) designing, constructing, improving and equipping an administrative office building housing the governmental functions of the City to serve as a City Hall Annex and (v) paying legal, fiscal and engineering fees in connection with such projects. The City proposes to provide for the payment of such certificates of obligation from the levy and collection of ad valorem taxes in the City as provided by law and from a pledge of the surplus revenues of the System that remain after payment of all operation and maintenance expenses thereof, and after all debt service, reserve and other requirements in connection with all revenue bonds or other obligations (now or hereafter outstanding) of the City have been met, to the extent that such obligations are payable from all or any part of the net revenues of the System. The certificates of obligation are to be issued, and this notice is given, under and pursuant to the provisions of V.T.C.A., Local Government Code, Subchapter C of Chapter 271.

The following information is provided to comply with Tex. H.B. 477, 86 Leg., R.S. (2019): (i) the current principal of all outstanding debt obligations of the City is \$16,055,955; (ii) the current combined principal and interest required to pay all outstanding debt obligations of the City on time and in full is \$21,508,352 (clauses (i) and (ii) exclude debt service for \$10,775,000 principal amount of outstanding debt obligations the City has designated as self-supporting and which the City reasonably expects to pay from revenue sources other than ad valorem taxes; provided, however, that in the event such self-supporting revenue sources are insufficient to pay debt service, the City is obligated to levy ad valorem taxes to pay such debt obligations); (iii) the maximum principal amount of the certificates of obligation to be authorized is \$7,350,000; (iv) the estimated combined principal and interest required to pay the certificates of obligation to be authorized on time and in full is \$10,750,215; (v) the maximum interest rate for the certificates of obligation may not exceed the maximum legal interest rate; and (vi) the maximum maturity date of the certificates of obligation to be authorized is February 15, 2044.

CITY OF COMMERCE, TEXAS



NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION OF THE CITY OF COMMERCE, TEXAS

NOTICE IS HEREBY GIVEN that the City Council of the City of Commerce, Texas (the "City"), at its meeting to commence at 6:00 p.m. on May 21, 2024, in the City Council Chamber at City Hall, 1119 Alamo Street, Commerce, Texas, tentatively proposes to adopt one or more ordinances authorizing the issuance of interest-bearing certificates of obligation, in one or more series, in an amount not to exceed \$7,350,000, for the purpose of paying all or a portion of the City's contractual obligations incurred in connection with (i) constructing, improving, extending, expanding and upgrading the City's water and sewer system (the "System"); (ii) constructing and improving streets, roads and parking facilities, including related drainage, signalization, landscaping, sidewalks, lighting, utility relocation and replacement, bridges, signage and streetscape improvements; (iii) designing, constructing, improving and equipping a municipal animal shelter; (iv) designing, constructing, improving and equipping an administrative office building housing the governmental functions of the City to serve as a City Hall Annex and (v) paying legal, fiscal and engineering fees in connection with such projects. The City proposes to provide for the payment of such certificates of obligation from the levy and collection of ad valorem taxes in the City as provided by law and from a pledge of the surplus revenues of the System that remain after payment of all operation and maintenance expenses thereof, and after all debt service, reserve and other requirements in connection with all revenue bonds or other obligations (now or hereafter outstanding) of the City have been met, to the extent that such obligations are payable from all or any part of the net revenues of the System. The certificates of obligation are to be issued, and this notice is given, under and pursuant to the provisions of V.T.C.A., Local Government Code, Subchapter C of Chapter 271.

The following information is provided to comply with Tex. H.B. 477, 86 Leg., R.S. (2019): (i) the current principal of all outstanding debt obligations of the City is \$16,055,955; (ii) the current combined principal and interest required to pay all outstanding debt obligations of the City on time and in full is \$21,508,352 (clauses (i) and (ii) exclude debt service for \$10,775,000 principal amount of outstanding debt obligations the City has designated as self-supporting and which the City reasonably expects to pay from revenue sources other than ad valorem taxes; provided, however, that in the event such self-supporting revenue sources are insufficient to pay debt service, the City is obligated to levy ad valorem taxes to pay such debt obligations); (iii) the maximum principal amount of the certificates of obligation to be authorized is \$7,350,000; (iv) the estimated combined principal and interest required to pay the certificates of obligation to be authorized on time and in full is \$10,750,215; (v) the maximum interest rate for the certificates of obligation may not exceed the maximum legal interest rate; and (vi) the maximum maturity date of the certificates of obligation to be authorized is February 15, 2044.

CITY OF COMMERCE, TEXAS

Agenda Item Summary Sheet

Meeting Date: March 19, 2024



Agenda Caption

Discussion and Possible Action on a Resolution of the City Council of the City of Commerce, Texas Determining that an Area of the City Contains Conditions which are Detrimental to the Public Health, Safety & Welfare of the Community and Constitutes a Blighted Area.



Context & Relevant Information

In order for TxCDBG funds from the Downtown Revitalization Program to be used within the Downtown area, the local governing body must determine that the area constitutes a "blight" to the community.

Based on the number of vacant buildings within the boundary of the downtown area, and the condition of the sidewalk and ADA accommodations, the downtown area meets the definition of a "blight" area.



Recommendation

Staff recommends approval of the Resolution as presented by the TxCDBG program.



Alternatives

If the Council does not designate the downtown area as a blight area, there will be no funding appropriated from the Downtown Revitalization Program.



Financial Considerations

If the City is successful in the grant application, it will be a \$500,000 value to the project. The City would be obligated to meet the award with a contribution of at least 10% of the grant amount.



Attachments

☐ Resolution - Blighted Area- 2024

RESOLUTION 2024 – 03 - 02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, TEXAS, DETERMINING THAT AN AREA OF THE CITY CONTAINS CONDITIONS WHICH ARE DETRIMENTAL TO THE PUBLIC HEALTH, SAFETY, AND WELFARE OF THE COMMUNITY AND CONSTITUTES A BLIGHTED AREA.

WHEREAS, the City Council of the City of Commerce has reviewed and evaluated conditions in the downtown district of the municipality; and

WHEREAS, the City Council has found conditions which are detrimental to the public health, safety, and welfare of the community within the downtown district, as follows:

Has a predominance of buildings and public infrastructure that are vacant and/or deteriorating due to age. The existing sidewalks are in disrepair affecting foot traffic and accessibility. Some sidewalks are obsolete or undersized lacking ADA ramps for the multi-level sidewalks.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COMMERCE, TEXAS THAT THE AREA IDENTIFIED BY THE FOLLOWING BOUNDARIES AND OUTLINE ON THE MAP ATTACHED HERETO AS EXHIBIT “A” HAS BEEN DETERMINED TO BE A BLIGHTED AREA.

Designated Downtown Boundary

North: Bonham Alley
South: Caddo Aly
East: Park Street
West: Washington Street

Boundaries of the Blighted Area

North: Bonham Alley
South: Caddo Aly
East: Park Street
West: Washington Street

Passed and approved this 19th day of March, 2024.

ATTEST:

CITY OF COMMERCE, TEXAS

Molly Jacobsen
City Secretary
(Seal)

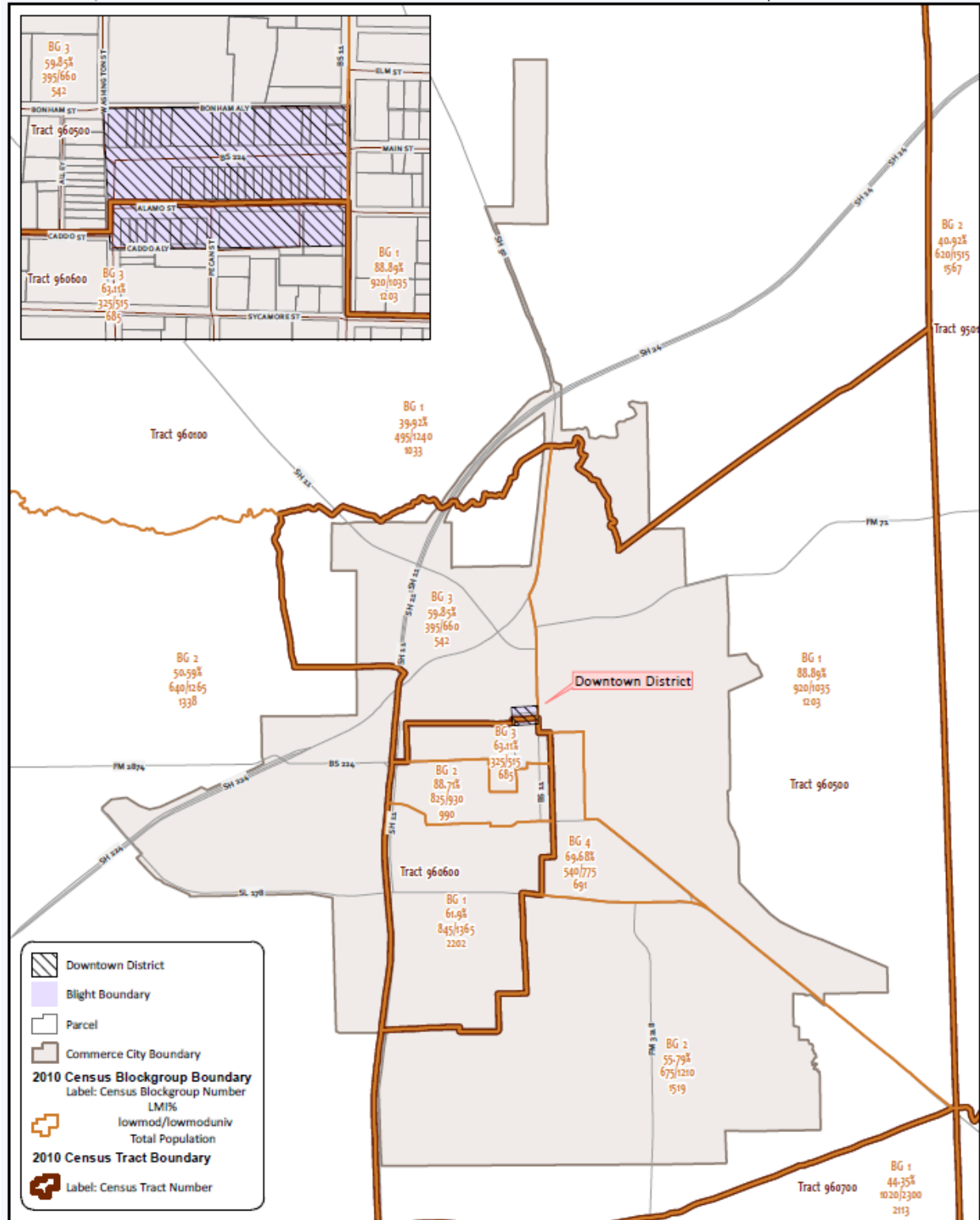
Teddy Reel
Mayor

APPROVED AS TO FORM:

Charles Anderson
City Attorney

Exhibit A – Map of Blighted Area

Commerce, TX
CDBG - DRP/MS 2024



CLASSIFIEDS

CLASSIFIEDS

heraldbanner.com | Email: classifieds@heraldbanner.com | Phone: 903.455.4220 ext 303

Public Notices

PUBLIC HEARING NOTICE
CITY OF COMMERCE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

In accordance with Texas Administrative Code, Title 4, Part 1, Section 30.7 City of Commerce will hold a public hearing at **6:00 p.m. on March 19, 2024**, at City Hall at 1119 Alamo Street, Commerce, Texas 75428 regarding the submission of an application to the Texas Department of Agriculture for one or more Texas Community Development Block Grant Program (TxCDBG) grants for Program Year 2024. City of Commerce may be eligible to participate in the Downtown Revitalization Program. The purpose of this meeting is to allow citizens an opportunity to discuss the citizen participation plan, the development of local housing and community development needs, the amount of TxCDBG funding available, all eligible TxCDBG activities, and the use of past TxCDBG funds. The City encourages citizens to participate in the development of TxCDBG application(s) and to make their views known at this public hearing. Citizens unable to attend this meeting may submit their views and proposals to Jamie Campbell at 903-886-1131 or at 1119 Alamo Street, Commerce, Texas 75428. Persons with disabilities that wish to attend this meeting should contact City Hall to arrange for assistance. Individuals who require auxiliary aids or services for this meeting should contact City Hall at least two days before the meeting so that appropriate arrangements can be made. Para más información en español, comuníquese con Jamie Campbell al 903-886-1131.

AVISO PÚBLICO

CIUDAD DE COMMERCE PROGRAMA SUBVENCION EN BLOQUES PARA DESARROLLO COMUNITARIO DE TEXAS

De acuerdo con el Código Administrativo de Texas, Título 4, Parte 1, Sección 30.7, la Ciudad de Commerce llevará a cabo una audiencia pública a las **6:00 p.m. on March 19, 2024**, en 1119 Alamo Street, Commerce, Texas 75428 con respecto a la presentación de una solicitud al Departamento de Agricultura de Texas para una o más subvenciones del Programa de Subvenciones en Bloque para el Desarrollo Comunitario de Texas (TxCDBG) para el Año Programático 2024. La ciudad de Commerce puede ser elegible para participar en el Programa de Revitalización del Centro. El propósito de esta reunión es permitir que los ciudadanos tengan la oportunidad de discutir el plan de participación ciudadana, el desarrollo de las necesidades locales de vivienda y desarrollo comunitario, la cantidad de fondos disponibles de TxCDBG, todas las actividades elegibles de TxCDBG y el uso de fondos anteriores de TxCDBG. La Ciudad anima a los ciudadanos a participar en el desarrollo de la(s) solicitud(es) TxCDBG y a dar a conocer sus puntos de vista en esta audiencia pública. Los ciudadanos que no puedan asistir a esta reunión pueden enviar sus opiniones y propuestas a Jamie Campbell al 903-886-1131 o al 1119 Alamo Street, Commerce, Texas 75428. Las personas con discapacidades que deseen asistir a esta reunión deben comunicarse con [City Hall] para coordinar la asistencia. Las personas que requieran ayudas o servicios auxiliares para esta reunión deben comunicarse con [City Hall] al menos dos días antes de la reunión para que se puedan hacer los arreglos apropiados.

Public Notices

NOTICE OF CONSTABLE'S SALE (REAL ESTATE)

BY VIRTUE OF A Order of Sale issued out of the 354th District Court of Hunt County, Texas, in a certain cause numbered TAX22248. On the 23rd day of January A.D. 2024, styled: FNA VI, LLC vs. Anna L. Dibseh, ET AL, to me, as Constable directed and delivered, I have levied upon this 23rd day of January A.D. 2024 and will between the hours of 10:00 A.M. and 4:00 P.M. at approximately 10:00 AM on the first Tuesday in April A.D. 2024, it being the 2nd of said month, at Hunt County Courthouse located at the North Entrance 2nd Floor of the Hunt County Courthouse of said Hunt County, proceed to sell at public auction to the highest bidder, for cash in hand, all right, title and interest, if any, which the defendant had on the 23rd day of January A.D. 2024, or at any time thereafter, of and in the following described property:

TRACT I: Tax Account No(s).: 47468
ALL THAT CERTAIN LOT, TRACT OR PARCEL OF LAND SITUATED IN HUNT COUNTY, TEXAS, AND ROCKWALL COUNTY, TEXAS, AND BEING KNOWN AS LOT 47, HONEYCREEK ACRES, ACCORDING TO THE PLAT THEREOF RECORDED IN CABINET B, SLIDE 158, MAP RECORDS ROCKWALL COUNTY, TEXAS AND VOLUME 400, PAGE 956, PLAT RECORDS, HUNT COUNTY, TEXAS: SAVE AND EXCEPT THE FOLLOWING TRACT OF LAND: BEING 0.033 ACRES (1,437 SQUARE FEET) OF LAND, MORE OR LESS, SITUATED IN HUNT COUNTY, TEXAS, PART OF THE SAMUEL MCFADGIN SURVEY, A-651, AND BEING PART OF LOT NO. 47 OF HONEYCREEK ACRES, SAID PLAT FILED IN VOLUME 400, PAGE 956, DEED RECORDS, HUNT COUNTY, TEXAS, AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS IN WARRANTY DEED WITH VENDOR'S LIEN DATED DECEMBER 19, 2008 AND RECORDED DECEMBER 22, 2008 AS INSTRUMENT NO.18421, OFFICIAL PUBLIC RECORDS, HUNT COUNTY, TEXAS, FROM LARRY D. WEST AND WIFE, MAGGIE L WEST TO ANNA L. DIBSEH. TOTAL DUE PLAINTIFF AND INTERVENOR(S) AS OF JUDGMENT DATE: \$37,467.55.

Said property is levied on as the property of Anna L. Dibseh and will be sold to satisfy the judgment for \$37,467.55 Dollars.

GIVEN UNDER MY HAND on this 23rd day of January A.D. 2024.

Constable Matthew Regan
Hunt County, Texas
BY: /s/ Matthew Regan

Public Notices

NOTICE OF CONST ABLE SALE (REAL PROPERTY)

THE STATE QF TEXAS
COUNTY OF HUNT

THIS NOTICE OF FORECLOSURE IS GIVEN pursuant to Tex. Tax Code Chapter 34, and Tex. R. Civ. P. 21 by virtue of an Order of Sale issued on February 6, 2024, pursuant to the Judgment rendered on January 2, 2024 by the 354th Judicial District Court in Hunt County, Texas, in Cause No. **91288** styled **OVATION SERVICES, LLC vs. Felicia Finch, ET AL**, on 23rd day of February, 2024, I levied, against all legal interest and/or right of all defendants subject to said Judgment, upon the following described tracts or parcels of land:

STREET ADDRESS: 2433 1-30 Greenville, TX. 75402
TAX ACCOUNT: R127633, R20203

ALL THAT CERTAIN 15.318 ACRE LOT, TRACT OR PARCEL OF LAND SITUATED IN HUNT COUNTY, TEXAS, ABOUT 4 MILES EAST OF GREENVILLE, ABUTTING INTERSTATE HIGHWAY 30, IN THE BENJAMIN ANDERSON SURVEY, ABSTRACT NO. 12, AND BEING MORE PARTICULARLY DESCRIBED IN DEED RECORDED IN VOLUME 370, PAGE 646, DEED RECORDS OF HUNT COUNTY, TEXAS; SAVE AND EXCEPT THAT 3.818 ACRES OUT OF SAID PARCEL BEING MORE PARTICULARLY DESCRIBED IN DEED RECORDED IN VOLUME 1094, PAGE 672, DEED RECORDS OF HUNT COUNTY, TEXAS

SITUATED IN HUNT COUNTY, TEXAS, BENJAMIN ANDERSON SURVEY, ABSTRACT NO. 12, BEING 3.818 ACRES OUT OF THE 15.318 ACRE TRACT DESCRIBED IN A DEED RECORDED IN VOLUME 370, PAGE 646 OF THE REAL PROPERTY RECORDS OF HUNT COUNTY, TEXAS, BEING DESCRIBED BY METES AND BOUNDS IN DEED RECORDED IN VOLUME 1094, PAGE 672, DEED RECORDS OF HUNT COUNTY, TEXAS.

On April 2, 2024, being the first Tuesday of said month, between the hours of 10:00 am and 4:00 pm, at the common area at the base of the central stairway on the second floor inside the Courthouse or the base of the North steps outside of the Courthouse in the event the Courthouse is closed, Greenville, Texas, I will offer for sale and sell at public auction, for cash, all the right, title, and interest of all defendants subject to said Judgment, in and to said tracts or parcels of land, as provided for by the Texas Tax Code, to satisfy said Judgment for delinquent property taxes, accrued penalties, interests, and attorney's fees, totaling \$34,614.89, plus all post judgment interest, court costs and costs of sale awarded therein or pursuant to the Texas Tax Code, due on said tracts or parcels of land. I hereby verify, certify, and declare under penalty of perjury that I delivered a true and correct copy of this Notice Foreclosure Sale by Certified Mail and First-Class Mail through the United States Postal Service, return receipt requested, to each of the defendant named in said Judgment.

Given under my hand, this 23rd day of February 2024.

Sgt. Kelly Phillips
Sgt. Kelly Phillips
Deputy Constable PCT. 1
Hunt County, Texas

Richy Valenzuela
Richy Valenzuela
Constable PCT. 1
Hunt County, Texas

Public Notices

NOTICE OF CONSTABLE TAX SALE

THE STATE OF TEXAS
COUNTY OF HUNT

By virtue of Orders of Sale issued out of the Honorable District Court of Hunt County in the following cases on the **7th** day of **March, 2024**, and to me, as CONSTABLE, directed and delivered, I will proceed to sell at 10:00 AM on the **2nd** day of **April, 2024**, which is the first Tuesday of said month, at the SECOND FLOOR OF THE COURTHOUSE of said Hunt County, in the City of Greenville, Texas, the following described property, to wit:

Cause No: TAX21872 BLAND ISD vs. DELIA A CATHEY, DECEASED, ET AL
TRACT 1: A0761 MOORE MARTIN, TRACT 11, ACRES 27.8328; GEO: R31279
TRACT 2: A0834 PILLANS P J, TRACT 91, ACRES 3.48, GEO: R115350

Cause No: TAX22117 COMMERCE ISD vs. COW HILL RENTAL PROPERTIES, CORP.
TRACT 1: S4165 LEXA NEAL ADDITION BLK 2 LOT 2,3A ACRES .2626, GEO: R52414
TRACT 2: S4165 LEXA NEAL ADDITION BLK 2 LOT 9 ACRES .2626, GEO: R52420
TRACT 3: S2591 COWAN H O SUBDIVISION #2 LOT 9 ACRES .3099 GEO: R42646

Cause No: TAX22270 HUNT COUNTY, ET AL vs. PRODUCE'R PROPERTIES LLC
TRACT 1: S4755 ROCKY FORD ADDITION BLK A LOT 24 ACRES .409, GEO: R122611
TRACT 2: S4755 ROCKY FORD ADDITION BLK A LOT 25 ACRES .671, GEO: R122612

Cause No: TAX22331 HUNT COUNTY, ET AL vs. AMY LINETTE CAPERS-LOPEZ ET AL
TRACT 1: S4927 SHADY LANE ACRES LOT 8 ACRES 2.1, GEO: R 78230

Cause No: TAX22339 HUNT COUNTY ET AL vs. GREENVILLE 66 LLC
TRACT 1: A0090 BARKER REUBEN, TRACT 1, ACRES 1.63, GEO: R21689

Levied on the **8th** day of March, 2024, as the property of said Defendants to satisfy the judgments rendered in the above styled and numbered causes, plus all taxes, penalties, interest, and attorney fees accrued to the date of sale and all costs recoverable by law in favor of each jurisdiction.

THE FOLLOWING PROPERTIES ARE BEING OFFERED AS RESALES

Cause No: TAX19923 COUNTY OF HUNT VS. LYNETTE NICHOLS
S5465 WHISKERS RETREAT INSTALLMENT # 1 BLK 6 LOT 674-675 689-690 ACRES .3574, PID 87174

Cause No: TAX20653 COUNTY OF HUNT VS. STEPHEN L ASHWORTH
TRACT 1: S5471 WHISKERS RETREAT INSTALLMENT #3 LOT 304-3088 ACRES 1.2375, PID 88259
TRACT 2: S5471 WHISKERS RETREAT INSTALLMENT #3 LOT 302-3038 ACRES .3784, PID 88258

Cause No: TAX20833 COUNTY OF VS. CARL HARRIS
TRACT 1: S5471 WHISKERS RETREAT INSTALLMENT #3 LOT 189 ACRES .0831, PID 88171
TRACT 2: S5471 WHISKERS RETREAT INSTALLMENT #3 LOT 190 ACRES .0817, PID 88172
TRACT 3: S5471 WHISKERS RETREAT INSTALLMENT #3 LOT 191 ACRES .0765, PID 88173

Cause No: TAX21028 HUNT COUNTY VS. ROBERT MCGREW
S5465 WHISKERS RETREAT INSTALLMENT #1 BLK 29 LOT 441 ACRES .1542, PID 87582

Cause No: TAX20148 HUNT COUNTY VS. ANNA KARA
TRACT 1: A1204 CANUTILLO CO DITCH CO, TRACT F1-2, ACRES 1.5, PIO 38290 (FANNIN PID 113237)
TRACT 2: A1204 CANUTILLO CO DITCH CO, TRACT F1-1, ACRES 3.632, PIO 38289 (FANNIN PID 113236)

Cause No: TAX20068 HUNT COUNTY VS. GOLDA WILSON
S2651 VILLAGES AT LONE OAK PH 9 (CREEKSIDE) LOT 45 ACRES .2894, PID 212977

Cause No: TAX19868 COUNTY OF HUNT VS. HAROLD EVANS
S5313 WACO BAY ESTA TES PHASE 4 LOT 32 ACRES .54, PID 85681

Previously levied and auctioned as the property of said Defendants to satisfy the judgments rendered in the above styled and numbered causes, plus all taxes, penalties, interest, and attorney fee accrued to the date of sale and all costs recoverable by law in favor of each jurisdiction.

GIVEN UNDER MY HAND ON 3/8/2024. /s/ Richy Valenzuela, Constable, Pct. 1, Hunt County, Texas

Public Notice

Q&A

Who benefits from public notice?

You do. Public notices are required because a government body or corporation wants to do something you need to know about.

When government is about to change your life, or your property or assets are about to be taken, newspaper notices are there to keep you informed.

www.TexasPublicNotices.com
for free access to legal notices in Texas newspapers

A public service provided by member newspapers of the Texas Press Association

Public Hearing Script

Thank you for joining us for this public hearing to discuss our community's housing and community development needs.

Before we discuss our own community needs, let me provide some background on the funding opportunities through the Texas Community Development Block Grant Program (TxCDBG). The Texas Department of Agriculture (TDA) administers this federal block grant funding allocated from the U.S. Department of Housing and Urban Development (HUD) to the State of Texas. TDA offers competitive grant programs to distribute the funding to small and rural communities across the state. Our community has received TxCDBG funding in the past for the improvement of water and sewer projects. The community needs identified in this hearing will be used to guide our own application(s) for TxCDBG funding, and to provide valuable information to TDA for the future of the program.

The first topic is affordable housing. In our community, **there is a shortage of affordable housing. This is most directly a result of the student population that lives within the community but not on campus. Our community needs infrastructure and development assistance that will support the development of affordable housing solutions.** Are there any comments about affordable housing?

The next topic is social services. In our community, the following social services are available to our residents: **The City does not offer direct social service programs. The Public Library serves as a resource to help residents identify State and non-profit service providers. Commerce Community Action Program is a local non-profit organization that publishes an annual Directory of Service Providers to help connect families with resource needs to organizations that provide resources.** Are there any comments about these services, additional services that are needed, or populations that remain underserved by social services?

The third topic is public infrastructure. In our community, **we are served by an aging Water Treatment Plant, an aging water distribution system, and aging wastewater collection system, and an aging Wastewater Treatment Plant.** We have addressed these needs in the past by **using local funds as well as State Grant and Loan funds from the Texas Water Development Board.** Are there any comments about our local infrastructure needs?

Finally, the fourth topic is economic development. In our community, **we have a stable presence of educational, institutional, and industrial jobs. However, as the population grows we will need to develop additional blue collar and white collar jobs that allow families to improve their socioeconomic conditions.** Are there any comments about economic development needs or opportunities?

Now that we have outlined many of the needs that we have in our community, let's discuss the specific funding opportunity available. In 2024, TDA is accepting applications for Downtown Revitalization Program and the City intends to submit an application. We will apply for \$500,000 and may commit local match funds (up to \$50,000, 10%) in order to improve our application's score. If our initial application is successful, TDA will invite the City to identify a project and develop a full application that must address the blighted conditions in our downtown area. We do not anticipate that any project we identify will result in displacement of residents or businesses; however, if this does occur, we will minimize the impact of such

displacement and assist displaced persons as required by the program. I have a copy of the Community Application Guide that includes a list of eligible activities for this funding competition, which I can share with you as well.

If you have any additional comments, concerns, or community needs to include after this hearing concludes, please send them to: Jamie Campbell, Assistant City Manager.

Jamie.campbell@commercetx.org

Agenda Item Summary Sheet

Meeting Date: March 19, 2024



Agenda Caption

Discussion and Possible Action on a Resolution of the City Council of the City of Commerce, Texas Authorizing the Submission of a Texas Community Development Block Grant (TxCDBG) Program Application to the Texas Department of Agriculture for the Downtown Revitalization Program.



Context & Relevant Information

One of the issues that was identified during the development of the City's Downtown Master Plan was the current condition of the ADA accessibility of the downtown area. There are existing ramps that have begun to fail and create trip hazards. There are other sections that don't have adequate ADA access.

The Downtown Revitalization Program allows for funds to be used to replace or create adequate ADA accessibility into the downtown area of a community.

The application process consists of two phases. The first phase is to submit a community application outlining the economic conditions and needs of the community. Communities that are identified and selected in the first phase of the process are then invited to apply for specific project funding in phase two.



Recommendation

Staff recommends approval of the Resolution authorizing the City's application for the Downtown Revitalization Program.



Alternatives

Council can deny the request to apply for grant funds indefinitely or until a future date.



Financial Considerations

The maximum grant award is \$500,000. The 10% match for this grant amount would be \$50,000. The City expects to spend well over the \$50,000 match requirement on this issue.



Attachments

- ☐ Resolution- Submission of Application- DRP

RESOLUTION 2024 – 03 - 03

A RESOLUTION OF THE CITY COUNCIL OF COMMERCE, TEXAS, AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR THE DOWNTOWN REVITALIZATION PROGRAM.

WHEREAS, the City Council of the City of Commerce desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and

WHEREAS, it is necessary and in the best interests of the City of Commerce to apply for funding under the Texas Community Development Block Grant Program;

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

1. That a Texas Community Development Block Grant Program application for the Downtown Revitalization Program is hereby authorized to be filed on behalf of the City with the Texas Department of Agriculture, and to be placed in competition for funding under the Downtown Revitalization Program.
2. [That the City of Commerce commits to dedicating no less than 51% of grant funds for sidewalk improvements and related accessibility implements that comply with the Americans with Disabilities Act (ADA).
3. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.
4. That the City of Commerce is committing to provide \$50,000.00 in matching funds toward the application's activities, with the specific usage and funding source to be determined prior to any award of grant funding.

Passed and approved this 20th day of March, 2024.

ATTEST:

CITY OF COMMERCE, TEXAS:

Molly Jacobsen
City Secretary

Teddy Reel
Mayor

(Seal)

APPROVED AS TO FORM:

Charles Anderson
City Attorney

Agenda Item Summary Sheet

Meeting Date: March 19, 2024



Agenda Caption

Discussion and Possible Action on the Award of a Contract to Grantworks for the Administration, Project Delivery and Construction Management Services for the Homeowner Reconstruction Assistance Program (HRA) through the Home Investment Partnerships Program Fund from the Texas Department of Housing and Community Affairs (TDHCA) to manage grant facilitation and construction management on behalf of the City of Commerce; and Authorizing the City Manager or his designee to execute associated documentation.



Context & Relevant Information

The city released a request for proposals (RFP) on February 6, 2024 for the administration/project delivery services/construction management related to the Homeowner Reconstruction Assistance (HRA) Program through the HOME Investment Partnerships Program Fund through the Texas Department of Housing and Community Affairs (TDHCA) to carry out grant contract activities and construction management on behalf of the City of Commerce.

The deadline for the submission of proposals was March 5, 2024 and the city received one responsive request from GrantWorks. The City has worked with GrantWorks on projects in the past and is confident in their abilities and the services they provide. Although the City only received one bid the scoring process was still completed. GrantWorks was evaluated and received an average score of 97 out of 100.

The role of the administrator is to implement the Home program contracts following state and federal requirements with local goals in mind.



Recommendation

Staff recommends awarding the administration contract to GrantWorks.



Alternatives

Not award the contract to GrantWorks, reissue the RFP on the chance we may receive more bids.



Financial Considerations

GrantWorks is purposing 4% of each home build, maximum of \$17,200 per build.



Attachments

- ☐ Scoring Sheet
- ☐ Resolution- Grantworks- Home Grant- March 2024

City of Commerce
Grants Program: 2024 HOME Grant

Evaluator's Name: Average Total Rating

Administration Services Rating Sheet

		<u>Grant Works</u>	<u>Firm B</u>	<u>Firm C</u>	<u>Firm D</u>	<u>Firm E</u>
Experience	Max Points					
1. Related Experience / federally funded projects	20	20.0				
2. Related Experience / specific project type	15	15.0				
3. References from clients	10	10.0				
	45	45.0	0	0	0	0
Work Performance						
1. Submits & Responds to requests in a timely manner	5	5.0				
2. Past projects on schedule	5	5.0				
3. Work product high quality	5	4.7				
4. Past projects low errors concerns	5	4.7				
5. Manages projects within budgetary constraints	5	5.0				
	25	24.3	0	0	0	0
Capacity to Perform						
1. Qualifications of Staff	10	7.7				
2. Present & Projected Workloads	5	5.0				
3. Quality of Proposal/Work Plan	5	5.0				
4. Demonstrated understanding of project	5	5.0				
	25	22.7	0	0	0	0
Proposed Cost						
A. Lowest Proposal	\$ 17,200	\$ 17,200				
B. Bidder's Proposal	\$ 17,200	\$ 17,200				
Score (A / B) * 5	5	5.0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
TOTAL SCORE	100	97.0	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

RESOLUTION 2024 – 03 - 07

A RESOLUTION OF CITY OF COMMERCE TEXAS, AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE PROVIDER CONTRACTS FOR THE HOMEOWNER RECONSTRUCTION ASSISTANCE PROGRAM THROUGH THE HOME INVESTMENT PARTNERSHIPS PROGRAM FUND FROM THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (TDHCA).

WHEREAS, the Texas Department of Housing and Community Affairs (TDHCA) for Homeowner Reconstruction Assistance through the HOME Investment Partnerships Program. HOME contract requires implementation by professionals experienced in completion of federally-funded HOME services;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for HRA services has been completed in accordance with the TDHCA requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for the professional service;

NOW, THEREFORE, BE IT RESOLVED:

Section 1.	That GrantWorks is selected to provide project-related administration/project delivery services/construction management for TDHCA HRA grant program(s).
Section 2.	That any and all project-related services contracts or commitments made with the above-named service provider(s) are dependent on the successful negotiation of a contract with the service provider(s).

PASSED AND APPROVED ON THIS THE 19TH DAY OF MARCH, 2024.

APPROVED:

Teddy Reel, Mayor
City of Commerce, Texas

ATTEST:

Molly Jacobsen, City Secretary

Agenda Item Summary Sheet

Meeting Date: March 19, 2024



Agenda Caption

Discussion and Possible Action on the Approval of Task Authorization #5 with Freese & Nichols in the amount of \$200,000 for the Development of a Comprehensive Plan (2025 - 2045) for the City of Commerce and Authorizing the City Manager or his Designee to Execute Any Necessary Documentation.



Context & Relevant Information

Chapter 213 of the Local Government Code allows municipal governments to plan and adopt a Comprehensive Plan for the long-range development of the community. If a municipal government adopts a Zoning Ordinance, there is a requirement that there be a Comprehensive Plan that outlines the future land use goals for the community.

The last Comprehensive Plan for the City of Commerce was completed in 2002. Since a Comprehensive Plan is typically for a 20-year planning cycle, that plan became outdated in 2022. It is recommended that the Comprehensive Plan be reviewed every five years and possibly amended or updated every ten years.

This Comprehensive Plan proposal outlines the following chapters:

1. Community Snapshot: This is a look at the history and the current condition of the community, its population, and significant US Census statistics.
2. Future Land Use: This is an in-depth look at the population growth projections for the community and the impacting Future Land Use Plan for the types of residential, retail, commercial, and industrial land uses will serve the growing population.
3. Transportation & Mobility: This is an in-depth look at how the future population will move through and around the community. It should identify current and future traffic routes and methods of transportation.

4. Housing & Neighborhoods: This is an in-depth look at the current housing stock and the future needs for housing and neighborhood design.
5. Parks Master Plan: This is an in-depth look at the current park systems that are available in the community and identifies new park and park facilities that may be required to serve the growing community.
6. Downtown Master Plan: This plan was previously completed and will be incorporated into the Comprehensive Plan.
7. Annexation / Growth Management: This is an in-depth look into how the municipal boundaries may need to expand in order to serve a growing population. It will also identify the development tools necessary to facilitate development in the ETJ.
8. Implementation Plan: This is a summary section that outlines the sequence of actions that can be taken as the community grows and develops.

The development of the Comprehensive Plan will require a number of community engagement meetings to invite and incorporate feedback from community stakeholders. It is expected that the planning process will take up to 12 months.



Recommendation

Staff recommends approval of Task Authorization #5 with Freese & Nichols for the development of the Comprehensive Plan.



Alternatives

Council can decide to deny Task Authorization #5 and direct staff to continue to use the existing 2002 Comprehensive Plan or to reduce the scope of work in the current proposal.



Financial Considerations

The cost proposal from Freese & Nichols for the Comprehensive Plan is \$200,000. The General Fund has excess Fund Balance to cover the cost of this critical planning process.



Attachments

- ☐ Task Authorization #5 - Comprehensive Plan



CITY OF COMMERCE

1119 Alamo Street

Commerce, Texas 75428

MASTER PROFESSIONAL SERVICES AGREEMENT

TASK AUTHORIZATION

FNI Project:

COM24XXX

Client Contract:

Date:

01/24/2024

Project Name: Commerce Comprehensive Plan

Description of Services: See Attachment SC

Deliverables: See Attachment SC

Schedule: See Attachment

Compensation Type: Lump Sum Fee

Amount Authorized: \$200,000.00

The services described above shall proceed upon execution of this Task Authorization. All other provisions, terms, and conditions of the Master Professional Services Agreement which are not expressly amended shall remain in full force and effect.

CITY OF COMMERCE

FREESE AND NICHOLS, INC.

By: _____

By: Wendy S. Bonneau

Name: _____

Name: Wendy S. Bonneau, FAICP

Title: _____

Title: Principal / Vice President

Date: _____

Date: January 24, 2024

SCOPE OF SERVICES AND RESPONSIBILITIES OF CLIENT**ARTICLE I**

BASIC SERVICES: FNI shall render the following professional services in connection with the development of the Project:

PROJECT UNDERSTANDING

As further described below, the City of Commerce (Client, City) is engaging FNI (Consultant) to develop an update a new Comprehensive Plan, consistent with standards, procedures and best management practices in Texas. Execution of the contract by all parties shall constitute notice to proceed. Parties agree that the scope of the effort shall be a completely new comprehensive plan.

SCOPE OF SERVICES:

Tasks prepared as part of this planning effort may occur concurrently or sequentially where appropriate or, in some cases, may deviate from the sequence shown in this Scope of Services document.

PHASE ONE: COMPREHENSIVE PLAN**Task 1: Project Initiation and Project Management****1. Project Management**

Perform general project management and control project quality, progress, and budget for the scoped period of completion, including the PROFESSIONAL's monthly reporting and invoicing requirements, monthly status meetings with the City, and similar efforts.

Deliverables:

- Monthly one-page project status reports
- Monthly virtual project management meetings

Task 2: Comprehensive Plan Engagement and Meetings for Phase 1**1. Staff Initiation Conference Call (1 meeting, totaling 1 hour)**

A conference call or virtual meeting with City staff will take place at the beginning of the Project to familiarize all parties with the scope, project schedule, project kickoff, data request needs, and timing, invoicing, communication, key staff, and other significant considerations.

2. Public Involvement Plan (PIP)

PROFESSIONAL will coordinate with the City's project manager to develop a Public Involvement Plan (PIP). The PIP should take advantage of new and existing technologies to make it easy for the public to access information and promote participation by all segments of the community.

3. Kickoff Meeting (Virtual)

Attend one (1) kickoff meeting with the City Staff, including the Planning and Development and Marketing and Community Outreach teams. The purpose of the meeting will be to build upon discussions of the staff initiation conference call.

4. Joint Planning & Zoning Commission and City Council Workshop (1 meeting)

To begin the project, PROFESSIONAL will conduct a City Council Workshop to explain the intent, purpose, and importance of the Comprehensive Plan, explain how other cities use the Plan, and protocol for outlining successful long-term planning within the city. The planning process, public input plan, scope, schedule, and milestones will be clearly outlined. The community snapshot will be presented, and goals will be identified.

5. Department Directors Meeting (1 meeting, 4 hours)

PROFESSIONAL will meet with the City's Department Directors to discuss how the comprehensive plan will incorporate the existing plans for the community. This meeting will allow the PROFESSIONAL team to understand specific department priorities and identify previously agreed upon focus areas.

6. Comprehensive Plan Advisory Committee (CPAC) Meetings (4 meetings, 2 hours each)

The City Council will select a group of 10-12 stakeholders to serve as the CPAC. CPAC Meetings will allow for the review of key components of the Plan in detail, explore possible scenarios, debrief public participation efforts, and receive direction on Plan issues and topics. Such sessions will include an agenda, any necessary maps and handouts for review, and drafts of key tasks for review and comment. A total of four (4) CPAC meetings are included in Phase 1.

7. Community Open Houses (3 Events, In conjunction with CPAC meetings)

Community open houses are designed to present recent draft materials and solicit feedback from the community. Three (3) events will be held during the process to identify issues and opportunities and gather feedback from citizens on the Comprehensive Plan. These events are intended to be in-person but will be supplemented with an online component, as established in the Public Involvement Plan.

8. City Council Check-In Meeting (1 meeting, 2 hours)

Receive input from and give updates to the City Council at one (1) City Council check-in during the process. One input meeting will be held at the midpoint update.

9. Adoption Meetings (2 meetings, 4 hours each)

Attend two (2) adoption meetings, with one (1) meeting each of the Planning and Zoning Commission and the City Council.

10. Interactive Project Website, Virtual Engagement, and Project Brand (1 website, 1 project brand, 1 survey)

- a. Coordinate with City Staff to create an interactive project website using the City's current survey tools that support integrated community engagement tools, such as virtual idea walls for brainstorming, interactive mapping for geographic feedback, virtual town halls and open houses, feature-rich online surveys, and participatory budgeting in a seamless platform supportive of desktop and mobile access.
- b. Develop at least one (1) non-scientific online community survey with the assistance of the City during the course of the Project.
- c. Establish branding for use throughout the planning process and on all documents.

Deliverables:

- Project website with described capabilities
- Meetings, events, and engagements, and their associated support materials, as described
- Summaries of each engagement activity consolidated as an appendix to the Plan

Summary of Meetings and Trips for Phase 1:

- Based on the Scope of Services, the PROFESSIONAL will attend the following meetings:
 - One (1) Kickoff Meeting (Virtual)
 - One (1) Joint Planning & Zoning Commission and City Council Workshop
 - One (1) Site Tour (In conjunction with above workshop)
 - One (1) Department Directors Meeting (Virtual)
 - Four (4) CPAC Meetings
 - Three (3) Community Open Houses (In conjunction with CPAC Meetings)
 - One (1) City Council Check-In
 - Two (2) Adoption Meetings (One (1) Planning and Zoning Commission and One (1) City Council)
- Based on the Scope of Services, PROFESSIONAL will conduct eleven (11) in person meetings for the project.

Task 3: Chapter 1 Community Snapshot

1. Community Snapshot

- a. Study the historical timeline of the City, including major events impacting the physical development of the community.
- b. Analyze and describe the historical population and related growth trends and patterns.
- c. Explain patterns and impacts of demographic information collected. Demographic data will be based upon the most recent U.S. Census American Community Survey or ESRI data available at the time Notice to Proceed is given by the City.

2. Planning Context

The following are elements to be documented in order to establish the planning context:

- a. Review and describe past and ongoing planning efforts conducted by the City.
 - b. Evaluate and describe applicable regional initiatives.
 - c. Conduct and provide a physical features assessment, including topography, floodplains, developed/undeveloped land, natural features, sensitive environmental areas, and other physical implications that impact growth and development.
3. Incorporate City Council's previously agreed upon community vision and guiding principles to plan.

Deliverables:

- Draft new introduction and community snapshot plan element, with the following sub-deliverables:
 - Baseline analysis includes development history, historical population trends, and a demographic profile
 - Physical features analysis of the City and ETJ
 - Significant data and trends evolving from or revealed by the COVID-19 pandemic
 - Incorporate City Council's previously agreed upon community vision and guiding principles to plan.

Task 4: Chapter 2 Future Land Use

1. Future Land Use & Development Types and Projections
 - a. A key component of the Future Land Use Plan is the definition and discussion of land use types or place types. This task will reevaluate any existing land use plan's land use types for addition or subtraction of land use types, and the allocation of those land use types throughout the City on the Future Land Use Map (FLUM).
 - b. Discussions of the types of land uses will include associated character guidelines and preferred locations. Land use projections will depict the acreage of land use types as reflected within the FLUM described below to inform build out and other planning scenarios both within and outside the Comprehensive Plan, such as infrastructure and other service planning.
 - c. Development of the Future Land Use map is not confined to this phase only; findings and recommendations developed during the creation of other phases in this scope may be used to inform changes to the Future Land Use map prior to creation of a final draft Plan.
2. Future Land Use Plan
 - a. The Future Land Use Plan (FLUP) is envisioned in this scope as a creation of a new FLUP and the corresponding chapter in the Comprehensive Plan. The new chapter will be developed for the purpose of updating the City's desired land use mix and allocation in response to current development pressures and the City's desire for orderly growth.
 - b. The FLUP is a policy document which is intended to guide City staff and officials as they make decisions on where, when, and how the City should grow and redevelop.

- c. FNI will develop a FLUP that will consider existing land use information, neighborhood capacity and compatibility, anticipated regulatory impacts, economic development strategies as identified by the City, and which may be based on a market analysis conducted outside of the Plan, and development opportunities, and integrate them into a graphic depiction of the community's future growth.

3. Population Projections and Capacity Analysis

- a. Incorporate new projected growth rate and population projections for the City based on available data gathered in the prior task and other planning documents that are publicly available.
- b. The population projections will help inform decisions pertaining to infrastructure, public facilities, parks, and other Capital Improvement Program items.
- c. FNI will evaluate patterns and trends to increase understanding of Commerce's growth and development relative to build-out, including capacity analysis based on the future land use map.

4. Future Land Use Plan Map

- a. The Future Land Use Plan Map (FLUM) will depict the City's desired land use mix on a map, with consideration of the following:
 - i. Location and characteristics (density, concentration, physical profile) of housing, mixed use, open space, and commercial uses.
 - ii. Location of environmentally-sensitive areas or barriers that should be considered with future development decisions.
 - iii. Location of historic areas or areas of unique character.
 - iv. Location of major transportation corridors.
 - v. Use and usefulness as a tool to inform regulatory decisions, particularly zoning.

Deliverables:

- Draft plan chapter and map with supporting materials.

Task 5: Chapter 3 Transportation and Mobility

1. Current Plans and Agency Coordination

- a. Compile current planning and capital programming efforts to ensure that connectivity with other current and long-range regional system enhancements is considered.
- b. Data will be collected from the City, the Texas Department of Transportation (TXDOT), and the North Central Texas Council of Governments (NCTCOG).

2. Existing Conditions Assessment

- a. Conduct a general overview of the existing thoroughfare system to serve as a basis for plan development. This assessment will include: existing street functional classification,

identification of critical intersections and corridors, existing and future major traffic generators, and key regional connections.

- b. Data and available traffic volumes from the City, TXDOT, or NCTCOG will be used to assess general roadway utilization and potential issues resulting from long-term growth. Travel demand modeling or similar shall not be included unless a separate task is authorized by the City.
- c. Data compiled from this task will be documented to establish a planning context to include current local and regional travel patterns; key planning, growth, and development influences on arterial corridors; and supporting identified issues and needs of the arterial transportation network.

3. Thoroughfare Plan and Functional Classification

- a. Based on plan input, future land use planning, evaluation of future needs, and growth/connectivity, the Thoroughfare Plan will be developed or updated to address the anticipated transportation needs of the community and to interact effectively with regional plans and facility improvements.
- b. System functional classification will also be addressed to facility long-term facility needs.
- c. Key arterial classes of the network will be identified for policy recommendations, the general design of facilities, and right-of-way maximization for all identified users.
- d. FNI will prepare street sections in coordination with the Thoroughfare Plan chapter which will be dimensioned and depict multiple system users and variable contexts to provide usefulness in multiple contexts and scenarios across the City.

Deliverables:

- a. Draft plan chapter and map with supporting materials.

Task 6: Chapter 4 Housing and Neighborhoods

1. Neighborhood and Housing Assessment

- a. Evaluate neighborhood health factors, including access to amenities both public and private, schools and parks, walkability, existence of virtuous or vicious cycles, and general level of investment based on permit data.
- b. Identify and evaluate any existing or relevant housing and neighborhood programs that may address key issues.
- c. Explore housing typologies to address compatibility with character while allowing for incremental change, such as multifamily, accessory units, “tiny homes”, and missing middle housing.

- d. Evaluate area housing trends, such as mortgage originations, interest rates, cost burden, rent vs ownership balance, student housing vs workforce housing balance, and household size.

2. Preservation, Character, and Design

- a. Develop policies that address community gateways, community image, and the preservation of character-giving community elements, such as improvements to public realm and leveraging of economic development tools such as TIRZ, BID, NEZ, and PID.

Deliverables:

- a. New plan chapter.

Task 7: Chapter 5 Parks Master Plan

1. Current Plans Assessment

- a. Compile current planning and capital programming efforts to maintain compatibility with other current city planning efforts.

2. Parks Inventory

- a. Prepare a parks and recreation inventory to document current parkland size, location and classification, quantity of equipment and amenities, and location of recreation facilities. City staff will provide baseline parks and recreation data, including park and facility names, locations, acreages, and lists of amenities. FNI will provide questionnaires and spreadsheets to City staff to facilitate this data gathering.

3. Parks Assessment

- a. Summarize public feedback related to parks and recreation.
- b. Analyze park and trail locations compared to residential growth areas to determine current and future areas lacking equitable access to parks and trails.
- c. Develop target levels of service for parkland acreage and amenities and compare them to population data to identify current and future surpluses/deficits.

4. Recommendations

- a. Identify recommendations for parks and recreation improvements and enhancement, including consideration of both existing and future parkland.

Deliverables

- a. New plan chapter.

Task 8: Chapter 6 Downtown Master Plan

1. FNI will include information from the most recent Downtown Master Plan update and include it in the Comprehensive Plan using the same formatting and visual style as the remainder of the Plan.

Deliverables

- a. New chapter using most recent existing downtown plan content.

Task 9: Chapter 7 Annexation/Growth Management

1. Summary of State Law Changes impacting annexation and the Extraterritorial Jurisdiction (ETJ)
2. Existing Developer Agreements and MUDs
 - a. City will provide information on the status of and information related to the ETJ, including Interlocal Government Agreements, dis-annexations, annexations, MUDs, PIDs, and any changes to the City's ETJ strategy regarding maintaining or removing all or portions of the ETJ.
 - b. Identify, map, and summarize existing developer agreements, MUDs, and PIDs in the ETJ to identify areas of future development and infrastructure services.
3. Other Areas in ETJ
 - a. Provide assessment of areas in the ETJ that are developed or subdivided but not in MUDs to determine areas that are not likely to voluntarily annex or have existing infrastructure that the City would have to maintain were it to annex those areas.
4. Growth Scenarios
 - a. Using the information above and working recommendations from previous tasks as a baseline, identify or affirm areas where stability and preservation are desired, areas where incremental change is desirable, and where transformative change is needed to achieve the goals and vision affirmed in previous tasks.
 - b. Assessment and discussion of up to three (3) growth scenarios with community members, the Steering Committee, and elected officials (as determined by the Engagement Plan), and which may include all or a portion of the City's ETJ. Discussion of tradeoffs including economic growth, quality of life, community health, environmental and agricultural conservation, transportation, long-term fiscal and environmental sustainability, and community resilience to negative impacts from the above factors
 - c. An updated chapter articulating a strategy for growth in the ETJ based on City, Steering Committee, and other direction received during the engagement process.

Deliverables

- a. Updated plan chapter with up to three (3) growth scenarios.

Task 10: Chapter 8 Implementation Plan

1. Create an implementation chapter summarizing or detailing necessary actions to carry out the Plan.

2. Incorporate desired growth scenarios into a list or table of recommendations drawing on the findings and discussion of the various draft chapters above.
 - a. Identify next steps, priority level, general cost estimates (indicated by “\$\$\$” rather than hard dollar amounts), and responsible departments or agencies for each recommendation.
 - b. Create an assessment framework for City staff, the Planning and Zoning Commission, and City Council to determine future progress on implementing recommendations of the plan.
 - c. Summarize information necessary to conduct future studies, including infrastructure studies, code updates, or target area plans as appropriate.

Deliverables

- a. Implementation chapter.

ARTICLE II

ADDITIONAL SERVICES: Additional Services to be performed by Consultant, if authorized by City, which are not included in the above described basic services, are described as follows:

1. Code of Ordinances Diagnostic Report
 - a. FNI will, as authorized by the City through an amendment to this agreement, conduct a diagnostic review of the City’s current subdivision and zoning ordinances to identify any out dated items and any items that do not comply with state law.
 - b. An amendment to this agreement authorizing an assessment will be subject to development of an additional scope and fee prior to agreement authorization to specify services to be rendered under the amendment.
2. Printing and binding of documents in addition to those identified in ARTICLE II will be billed in accordance with the rates outlined in Exhibit SC. Consultant, following a request for assistance from the City, will prepare an estimate for approval by the City prior to initiating work.
3. Making revisions to drawings or other report documents when such revisions are 1) not consistent with approvals or instructions previously given by City or 2) due to other causes not solely within the control of Consultant.
4. Meeting or trips in excess of the number of meetings included in Article I for coordination meetings, public meetings or other activities. Additional meetings requested by the City in excess of those included in Article I will be billed hourly in accordance with the rates outlined in Exhibit SC.
5. Preparation or revisions to engineering criteria manuals and development manuals.
6. Preparation of water, wastewater or drainage master plans, or updates to other adopted plans.
7. Preparing applications and supporting documents for government grants, loans, or planning advances and providing data for detailed applications, including MPO applications.

8. Preparing data and reports for assistance to City in preparation for hearings before regulatory agencies, courts, arbitration panels or any mediator, giving testimony, personally or by deposition, and preparations therefore before any regulatory agency, court, arbitration panel or mediator.
9. Revisions, contract modifications, studies or analysis required to comply with local, State, Federal or other regulatory agencies that become effective after the date of this agreement.
10. Providing basic or additional services on an accelerated time schedule. This includes cost for overtime wages of employees and Consultants, inefficiencies in work sequence and plotting or reproduction costs directly attributable to an accelerated time schedule directed by the City.
11. Preparing statements for invoicing or other documentation for billing other than for the standard invoice for services attached to this professional services agreement.
12. Providing document revisions in excess of those outlined in Article I.

ARTICLE III

TIME OF COMPLETION: FNI is authorized to commence work on the Project upon execution of this Agreement and agrees to complete the basic services **within twelve (12) months** of the notice to proceed.

If Consultant's services are delayed through no fault of FNI, FNI shall be entitled to adjust contract schedule consistent with the number of days of delay. These delays may include but are not limited to delays in Client or regulatory reviews, delays on the flow of information to be provided to FNI, governmental approvals, etc. These delays may result in an adjustment to compensation as outlined on the face of this Agreement and in Attachment CO.

ARTICLE IV

RESPONSIBILITIES OF CLIENT: Client shall perform the following in a timely manner so as not to delay the services of FNI:

1. Provide meeting space and coordinate equipment needs, room set up, and logistics for meetings outlined in Article I.
2. Provide information from all previous and current studies and projects (as available) that may affect the outcome of the Project. This information will be provided in digital format when possible and available.
3. Contact meeting invitees for public meeting(s). This includes email, mail, newsletter or other forms of notification.
4. Examine and provide prompt feedback on all submittals, draft reports, sketches, drawings, and other documents presented by Consultant within a reasonable time so as not to delay the services of Consultant. City comments should be consolidated with clear and concise edits, preferably typed for legibility.

5. Designate in writing a person to act as City's representative with respect to the services to be rendered under this Agreement. Such person shall have contract authority to transmit instructions, receive information, interpret and define City's policies and decisions with respect to FNI's services for the Project.
6. Arrange for access to and make all provisions for FNI to enter upon public and private property as required for FNI to perform services under this Agreement.
7. Bear all costs incident to compliance with the requirements of this Article IV.

ARTICLE VI

DESIGNATED REPRESENTATIVES: FNI designates the following representatives:

FNI's Project Representative

Name: Wilson Kerr
E-mail: Wilson.kerr@freese.com
Phone: 469-249-0618

FNI's Accounting Representative

Name: Sharon James
E-mail: sharon.james@freese.com
Phone: 972-331-6021

PROJECT SCHEDULE

Schedule: Commerce Comprehensive Plan															
Item #	Item or Meeting Objective	Month													
		0	1	2	3	4	5	6	7	8	9	10	11	12	13
Phase 1: Comprehensive Plan		0	1	2	3	4	5	6	7	8	9	10	11	12	13
Project Kickoff		0	1	2	3	4	5	6	7	8	9	10	11	12	13
1	Staff Initiation Conference Call														
2	Public Involvement Plan (PIP) Development - Prior to Kickoff Meeting														
3	Kickoff Meeting (Virtual)														
4	Website Launch and Continuous Operation														
Chapter 1: Community Snapshot		0	1	2	3	4	5	6	7	8	9	10	11	12	13
5	City Staff email FNI necessary documents and previously adopted community vision statement to begin drafting the plan update.														
6	Meeting 1 of 11: Joint Planning & Zoning Commission and City Council Workshop & Site Tour														
7	FNI prepares and emails draft of Community Snapshot Chapter to City Staff.														
8	Meeting 2 of 11: Open House #1: Present and feedback on Vision Statement and Guiding Principles														
Chapter 2: Future Land Use		0	1	2	3	4	5	6	7	8	9	10	11	12	13
9	FNI prepares and emails draft of the Land Use Chapter to City Staff.														
10	Meeting 3 of 11: CPAC Meeting: Review and Revise Draft Future Land Use Chapter														
11	FNI prepares and emails the updated Land Use Chapter to City Staff.														
Chapter 3: Transportation & Mobility		0	1	2	3	4	5	6	7	8	9	10	11	12	13
12	FNI prepares and emails draft of the Transportation and Infrastructure Chapter to City Staff.														
13	Meeting 4 of 11: CPAC Meeting: Review and Revise Draft Transportation & Infrastructure Chapter														
14	FNI prepares and emails the updated Transportation & Infrastructure Chapter to City Staff.														
Chapter 4: Housing and Neighborhoods		0	1	2	3	4	5	6	7	8	9	10	11	12	13
15	FNI prepares and emails draft of the Housing and Neighborhoods Chapter to City Staff.														
16	FNI prepares and emails the updated Housing and Neighborhoods Chapter to City Staff.														
17	Meeting 5 of 11: Open House #2: Present and feedback on Housing and Neighborhoods & Parks														
Chapter 5: Parks Master Plan		0	1	2	3	4	5	6	7	8	9	10	11	12	13
18	FNI prepares and emails draft of the Parks Master Plan Chapter to City Staff.														
19	FNI prepares and emails the updated Parks Master Plan Chapter to City Staff.														
Chapter 6: Downtown Master Plan		0	1	2	3	4	5	6	7	8	9	10	11	12	13
20	FNI prepares and emails draft of the Downtown Master Plan Chapter to City Staff.														
21	Meeting 6 of 11: CPAC Meeting: Review and Revise Draft Chapters 5 & 6														
22	FNI prepares and emails the updated Downtown Master Plan Chapter to City Staff.														
Chapter 7: Annexation & Growth Management		0	1	2	3	4	5	6	7	8	9	10	11	12	13
23	FNI prepares and emails draft of the Annexation & Growth Maangement Chapter to City Staff.														
24	Meeting 7 of 11: CPAC Meeting: Review and Revise Draft Chapter 7														
25	FNI prepares and emails the updated Annexation & Growth Maangement Chapter to City Staff.														
Chapter 8: Implementation Plan		0	1	2	3	4	5	6	7	8	9	10	11	12	13
26	FNI prepares and emails draft of the Implementation Plan Chapter to City Staff.														
27	Meeting 8 of 11: CPAC Meeting: Review and Revise Draft Chapters 8														
28	FNI prepares and emails the updated Implementation Plan Chapter to City Staff.														
29	Meeting 9 of 11: Open House #3: Present and Feedback on Entire Plan														
Final Documentation and Adoption		0	1	2	3	4	5	6	7	8	9	10	11	12	13
30	FNI prepares and emails complete draft of the Comprehensive Plan to City Staff.														
31	FNI prepares and emails the updated Comprehensive Plan to City Staff.														
32	Meetings 10 & 11: Public Hearings: P&Z and City Council Hold Public Hearings and Consider Action														

Agenda Item Summary Sheet

Meeting Date: March 19, 2024



Agenda Caption

Discussion and Possible Action on the Approval of Task Authorization #6 with Freese & Nichols related to Downtown Sidewalk Design and Authorizing the City Manager to Execute all Necessary Documentation.



Context & Relevant Information

The Downtown Master Plan identified as a highly strategic project the rehabilitation of the downtown sidewalks and streetscapes. A concept plan was prepared and used as the basis for a TxDOT Grant Application through the Transportation Alternatives Program (TAP). The City was not successful in acquiring those funds; however, the need remains for the development of the downtown area.

This Task Authorization requests that Freese & Nichols move forward with the full design of the improvements necessary to support the implementation of the Downtown Master Plan. Freese & Nichols serves as the engineer of record for planning and transportation services.

Once the design is completed and construction documents prepared, the City can move forward with construction of all, or part, of the area as funding becomes available.



Recommendation

Staff recommends approval of Task Authorizations #6 with Freese & Nichols in the amount of \$554,438.



Alternatives

The City Council can table or defer the Task Authorizations to pursue other projects, delay these projects to a future year, or cancel the projects completely.



Financial Considerations

The City included \$1.0 Million in the 2022 Certificate of Obligations for Downtown Improvements. Approximately \$600,000 of those funds remain. Staff recommends funding the downtown design process out of this \$600,000 balance.



Attachments

- ☐ Task Authorization #6 - Downtown Sidewalk Design



MASTER PROFESSIONAL SERVICES AGREEMENT

TASK AUTHORIZATION

City of Commerce

FNI Project:

Commerce Downtown
Sidewalk Improvements

1119 Alamo Street

Client Contract:

N/A

Commerce, Texas 75428

Date:

3/11/2024

Project Name: Commerce Downtown Sidewalk Improvements

Description of Services: See attached

Deliverables: See attached

Schedule: 12 months

Compensation Type: Lump Sum Fee

Amount Authorized: \$554,438.00

The services described above shall proceed upon execution of this Task Authorization. All other provisions, terms, and conditions of the Master Professional Services Agreement which are not expressly amended shall remain in full force and effect.

CITY OF COMMERCE

FREESE AND NICHOLS, INC.

By: _____

By:  _____

Name: _____

Name: Chris Bosco, P.E.

Title: _____

Title: Principal/Vice President

Date: _____

Date: 3/11/2024

SCOPE OF SERVICES

PROJECT UNDERSTANDING

The City of Commerce (CITY) desires to complete sidewalk, ramp, and urban design improvements in its downtown area. The proposed \$4.0M to \$4.5M project will reconstruct, widen and improve approximately 3,000 linear feet of the existing 9' to 14' wide sidewalks on sections of Main Street, Alamo Street, Park Street and Washington Street in downtown Commerce. The project will also include pedestrian access ramps, new pedestrian lighting/electrical, landscaping/irrigation, curb/retaining walls, drainage (only to improve existing intakes) and other improvements to retrofit these pedestrian areas to meet accessibility guidelines. Improvements are in conjunction with CITY's Downtown Plan which has a focus on development, redevelopment and space activation to create a more vibrant downtown area. See Project Map on Page 2.

Priorities for CITY include:

- Functional vs aesthetic
- Coordinate with downtown revitalization grant applications
- Coordinate with TxDOT for work in TxDOT right of way and for future funding opportunities
- Design for construction to be phased – Washington Street and Main Street are top priority
- Design for sidewalk, wall and steps on Alamo Street at the proposed park/exhibit area will be included with the park/exhibit area project
- New trees with minimal potential for root interference; coordination with CITY's Garden Club
- Remove trees and rework curbs and brick paving in plaza parking area landscape beds (not the brick in the driveways or parking spaces)
- Convert Washington Street (Main to Bonham alley) to one way northbound and utilize excess pavement width for increase sidewalk areas
- Willing to lose tree, landscape area and potentially 1-2 parking spaces near McCoy's if additional access ramp can be incorporated
- Upgraded pedestrian lighting will include speakers for music and electrical outlets for holiday lights, etc.; no lighting will be placed on buildings.
- Existing awnings will be maintained
- Preservation and re-use of existing date stamps in the concrete sidewalks

The overall plan development will be prepared in TxDOT format; however, CITY design standards will be used where practical. No public involvement is anticipated or required. No water or wastewater utility improvements are included in this scope of services.

Project Map



WORK TO BE PERFORMED

Basic Services	
Task 1.	Conceptual Design 30%
Task 2.	Preliminary Design 60%
Task 3.	Pre-Final Design 90%
Task 4.	Construction Documents 100%
Task 5.	Environmental – THC Coordination
Special Services	
Task 6.	Topographic Survey
Task 7.	TDLR Permitting

ARTICLE I

BASIC SERVICES: Freese and Nichols, Inc. (ENGINEER) shall render the following professional services in connection with the development of the Project:

TASK 1. CONCEPTUAL DESIGN (30 PERCENT).

The purpose of the conceptual design is for ENGINEER to identify, develop, communicate through the defined deliverables, and recommend the design concept to successfully address the design problem, and to obtain CITY's endorsement of this concept.

The Conceptual Design shall include the following:

- a) Data Collection
 - i) Conduct a virtual kick-off meeting with CITY.
 - ii) Conduct a virtual kick-off meeting with TxDOT.
 - iii) Conduct project site visit to observe existing conditions.
 - iv) In addition to data obtained from CITY, ENGINEER will identify and seek to obtain data for existing conditions that may impact the project including utilities, agencies, CITY Master Plans, tree mitigation requirements, and property ownership as available from the Tax Assessor's office.
- b) The Conceptual Design (30%) shall include:
 - i) Up to five (5) separate roll-plot style exhibits with proposed improvements clearly shown in plan view only (no profile).
 - ii) Opinion of probable construction cost (OPCC).
 - iii) Meeting with CITY and TxDOT to review conceptual layouts.
 - iv) Meeting with CITY to review 30% conceptual comments.
 - v) Written monthly status updates to CITY.

ASSUMPTIONS

- A. No public involvement is anticipated or required.

DELIVERABLES

- A. Two (2) sets of roll plots for CITY.
- B. Two (2) sets of roll plots for TxDOT.
- C. 30% level OPCC

TASK 2. PRELIMINARY DESIGN (60 PERCENT).

The Preliminary Design (60%) will be prepared in TxDOT plan format and will include the following:

- a) Address and incorporate comments received from CITY and TxDOT on Conceptual Design.
- b) Advance the Conceptual Design plans to the 60% level with:

- i) Cover and sheet index including project limits, location map and station limits.
 - ii) Horizontal Control Plan sheets with project survey data.
 - iii) Existing / Proposed typical section sheets with details and streetscape elements
 - iv) Demolition Plan
 - v) Alignment Data Sheet
 - vi) Proposed ROW sheets (if required)
 - vii) Preliminary construction phasing plan. Detailed traffic control elements will be added at 90% submittal.
 - viii) Sidewalk plan sheets with grading and existing / proposed spot elevations
 - ix) Retaining wall layouts and structural details for C-I-P walls approximately 3' tall
 - x) Landscaping and urban design layout sheets and details.
 - xi) Illumination and electrical design layout sheets and details
 - xii) Preliminary details to include only non-standard project details not provided in CITY or TxDOT standard details.
 - xiii) Draft technical specifications for inclusion in a future specification book or project manual.
 - xiv) Existing drainage area map with sub-areas, drainage flow patterns and calculations. Information will be utilized to size inlets and make connection to the existing pipe outfall. No improvements are anticipated to the piping system.
 - xv) Preliminary signing and pavement marking plans.
 - xvi) Erosion control plans for use in the Storm Water Pollution Prevention Plan (SWPPP). Contractor will be responsible for preparing and filing the SWPPP.
- c) Prepare 60% level OPCC
 - d) Perform 60% Constructability Review
 - e) Submit 60% plans to utility companies for their review.
 - f) Attend meeting with CITY to review 60% plan comments.
 - g) Attend meeting with TxDOT to review 60% plan comments.
 - h) Coordinate with utility companies after reviewing 60% comments. ENGINEER will attend up to two (2) site visits for utility coordination.
 - i) Provide written monthly status updates to CITY.

ASSUMPTIONS

- A. Irrigation design will commence with preparation of the pre-final design (Task 3).

DELIVERABLES

- A. Three (3) sets of 11x17 size plans and draft technical specifications for CITY
- B. Three (3) sets of 11x17 size plans and draft technical specifications for TxDOT
- C. 60% level OPCC

TASK 3. PRE-FINAL DESIGN (90 PERCENT).

The Pre-Final Design will include the following:

- a) Address and incorporate comments received from CITY and TxDOT on the Preliminary Design and technical specifications and then proceed to complete 90% plans including irrigation layout and detail sheets.
- b) Coordinate with CITY and franchise utilities to verify relocations are adequately addressed.
- c) Schedule and attend a project site visit with CITY and summarize CITY's comments.
- d) Perform constructability review for 90% plan set
- e) Finalize and submit pre-final construction plans and OPCC to CITY
- f) Attend meeting with CITY to review 90% plan comments.
- g) Attend meeting with TxDOT to review 90% plan comments.
- h) Provide written monthly status updates to CITY.

ASSUMPTIONS

- A. Contractor will be required to prepare and submit the SWPPP for this project.

DELIVERABLES

- A. Three (3) sets of 11x17 size plans and technical specifications for CITY
- B. Three (3) sets of 11x17 size plans and technical specifications for TxDOT
- C. 90% level OPCC

TASK 4. FINAL CONSTRUCTION DOCUMENTS (100 PERCENT).

The Final Construction Documents will include the following:

- a) Address and incorporate comments received from CITY and TxDOT on the Pre-Final Design and technical specifications and then proceed to complete final construction documents
- b) Prepare final pay quantities and pay item descriptions
- c) Finalize and submit final construction plans and OPCC to CITY
- d) Provide written monthly status updates to CITY.

ASSUMPTIONS

- A. Contractor will be required to prepare and submit the SWPPP for this project.

DELIVERABLES

- A. Three (3) sets of 11x17 size plans and technical specifications for CITY
- B. Three (3) sets of 11x17 size plans and technical specifications for TxDOT
- C. One (1) thumb drive of the 100% design electronic drawing base files.
- D. OPCC including summaries of bid items and quantities.

TASK 5. ENVIRONMENTAL - THC

Projects sponsored by public entities that affect a cumulative area greater than five acres or that disturb more than 5,000 cubic yards or will occur in a historic district or other designated historic site; or will affect a recorded archeological site require advance consultation with the Texas Historical Commission (THC), according to Section 191.0525 (d) of the Antiquities Code of Texas (TAC). The OWNER is a municipality of the State of Texas and therefore, the proposed project is subject to the TAC. FNI will prepare a draft coordination letter to the THC that describes the proposed project and submit it to the OWNER for their review. Comments from the OWNER will be incorporated into the coordination letter, which will be submitted to the THC for their concurrence. If the THC requires a cultural resources (archaeological and/or historic properties) survey, a professional archaeologist and/or architectural historian can be subcontracted to perform the survey as an additional service.

ASSUMPTIONS

- A. Proposed project is subject to TAC

DELIVERABLES

- A. Draft THC coordination letter for City review
- B. Coordination letter to THC for concurrence

ARTICLE II

SPECIAL SERVICES: ENGINEER shall render the following professional services in connection with the development of the Project:

TASK 6. TOPOGRAPHIC SURVEY.

- a) Topographic Field Survey – ENGINEER to survey and prepare a design/topographic survey map that will establish the control line, centerline, and references for control points, benchmarks, and cross-sections. The survey will also include utility features found in the field marked by Texas 811 and will show public utility lines per as-built drawings provided by CITY. The survey will be provided with an electronic copy for use in design. The survey will include location and identification of all above ground features within the survey limits including buildings, fences, utilities, drainage structures, sidewalk, driveways, handicap ramps, guardrails, signs, etc. The outside limits of dense tree and vegetation growth shall be identified. Trees 6-inches and larger in diameter shall be surveyed.
- b) Boundary Survey - ENGINEER to locate and identify property lines and property corners within the survey limits. Identify existing right-of-way and all easements within the survey limits. Identify property owners, business name and type, parks, cemeteries, etc., street addresses and deed recording information within the survey limits.

TASK 7. TDLR PERMITTING.

ENGINEER will submit the final Construction Documents to an approved independent provider for coordination with the Texas Department of Licensing and Regulation (TDLR) on the state required

accessibility review. The accessibility review will include compliance with TAS and ADA requirements. Fees associated with this review will be included as a reimbursable expense.

- a) Register with TDLR completing TDLR forms/applications necessary.
- b) Submit construction documents to TDLR for review.
- c) Obtain the TDLR report and document compliance.
- d) Respond to agency comments and requests.

ARTICLE III

Additional Services to be performed by ENGINEER, if authorized by CITY, which are not included in the above described basic or special services, are described as follows:

- A. Additional Design Survey required for the preparation of designs and drawings after the conceptual design submittal.
- B. Construction management and inspection services.
- C. GIS mapping services or assistance with these services.
- D. Making revisions to drawings, specifications or other documents when such revisions are 1) consistent with approvals or instructions previously given by CITY or 2) due to other causes not solely within the control of ENGINEER.
- E. Preparing applications and supporting documents for government grants, loans, or planning advances and providing data for detailed applications.
- F. Providing environmental support services including the design and implementation of ecological baseline studies, environmental monitoring, impact assessment and analyses, permitting assistance, and other assistance required to address environmental issues.
- G. If the THC requires a professional archaeologist and/or architectural historian can be subcontracted to perform the survey.
- H. Design, contract modifications, studies or analysis required to comply with local, State, Federal or other regulatory agencies that become effective after the date of this AGREEMENT.
- I. Visits to the site in excess of the number of trips included for periodic site visits, coordination meetings, or contract completion activities.
- J. Providing basic or additional services on an accelerated time schedule. The scope of this service include cost for overtime wages of employees and consultants, inefficiencies in work sequence and plotting or reproduction costs directly attributable to an accelerated time schedule directed by CITY.
- K. Providing services made necessary because of unforeseen, concealed, or differing site conditions or due to the presence of hazardous substances in any form.
- L. Preparing statements for invoicing or other documentation for billing other than for the standard invoice for services attached to this professional services agreement.

The above-listed Additional Services are not included in the described basic or special services but will be performed by ENGINEER, only if authorized by CITY. ENGINEER will include a not to exceed allowance to perform Additional Services, and such allowance will only be used if pre-approved and authorized by CITY.

Agenda Item Summary Sheet

Meeting Date: March 19, 2024



Agenda Caption

Discussion and Possible Action on a Resolution Awarding a Contract to Langford Community Management Services for the Administration/Project Delivery and Construction Management Service of Parks & Recreation related grants; and Authorizing the City Manager or his designee to Execute any Necessary Documentation.



Context & Relevant Information

On February 6, 2024, the City released a request for proposals (RFP) for the administration, project delivery and construction management services of a grant administrator for the purpose of selecting an individual to assist the city in finding and securing Parks & Recreation related grants for the City of Commerce.

The deadline for submissions was March 5, 2024 and the city received two proposals from 1) Capstone Grant Consulting out of Denton, Texas and 2) Langford Community Management Services out of Liberty Hill, Texas. City staff completed a review of each proposal and scored each one individually.

Capstone consulting received an average score of 68.7 and Langford received an average score of 83.8. Langford scored higher based on references and past experience with state and federal grants.



Recommendation

City staff recommends selecting Langford for the Parks and Recreation grants administrator.



Alternatives

City council can chose to not select either company and reissue the RFP.



Financial Considerations

Langford's proposed cost is 5% of any grant that we pursue.



Attachments

- ☐ Resolution- Parks & Rec- March 2024
- ☐ Scoring Sheet

RESOLUTION 2024 – 03 - 06

A RESOLUTION OF CITY OF COMMERCE TEXAS, AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE PROVIDER CONTRACTS FOR VARIOUS PARKS GRANTS THROUGH THE TEXAS PARKS AND WILDLIFE DEPARTMENT (TPWD).

WHEREAS, the Texas Park and Wildlife Department (TPWD) for various grant programs. Grant program requires implementation by professionals experienced in completion of federally-funded parks and recreation services;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for grant administration services has been completed in accordance with the TPWD requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for the professional service;

NOW, THEREFORE, BE IT RESOLVED:

Section 1.	That Langford Community Management Services is selected to provide project-related administration/project delivery services/construction management for TPWD grant program(s).
Section 2.	That any and all project-related services contracts or commitments made with the above-named service provider(s) are dependent on the successful negotiation of a contract with the service provider(s).

PASSED AND APPROVED ON THIS THE 19TH DAY OF MARCH, 2024.

APPROVED:

Teddy Reel, Mayor
City of Commerce

ATTEST:

Molly Jacobsen, City Secretary

Administration Services Rating Sheet

		<u>Langford</u>	<u>Capstone</u>	<u>Firm C</u>	<u>Firm D</u>	<u>Firm E</u>
Experience	Max Points					
1. Related Experience / federally funded projects	20	18.3	11.7			
2. Related Experience / specific project type	15	10.0	14.3			
3. References from clients	10	8.3	0.0			
	45	36.7	26.0	0	0	0
Work Performance						
1. Submits & Responds to requests in a timely manner	5	4.0	3.7			
2. Past projects on schedule	5	4.0	2.7			
3. Work product high quality	5	4.0	3.7			
4. Past projects low errors concerns	5	4.7	4.3			
5. Manages projects within budgetary constraints	5	4.0	2.7			
	25	20.7	17.0	0	0	0
Capacity to Perform						
1. Qualifications of Staff	10	10.0	9.3			
2. Present & Projected Workloads	5	4.0	2.0			
3. Quality of Proposal/Work Plan	5	5.0	4.3			
4. Demonstrated understanding of project	5	4.7	5.0			
	25	23.7	20.7	0	0	0
Proposed Cost						
A. Lowest Proposal	17,200.00	2.84	2.84			
B. Bidder's Proposal	17,200.00	5.00	2.84			
Score (A / B) * 5	5	2.8	5.0	#DIV/0!	#DIV/0!	#DIV/0!
TOTAL SCORE	100	83.8	68.7	#DIV/0!	#DIV/0!	#DIV/0!

Agenda Item Summary Sheet

Meeting Date: March 19, 2024



Agenda Caption

Discussion and Possible Action on a Resolution by the City Council of the City of Commerce, Texas adopting a set of Financial Policies.



Context & Relevant Information

In March 2022 and again in March 2023, the council adopted 3 new financial policies, that should be reviewed and evaluated regularly to make sure we are still following GFOA best practices and following our actually daily procedures.

After reviewing the policies, there have been no changes made as they are still within guidelines and there have been no significant changes in law the would cause staff to significantly change the policies.

Fund Balance Policy sets forth thresholds of fund balance in each fund and discusses what types of fund balance. This is important for setting a minimum balance for our major funds as to make sure we can have cash liquidity through out the year, while still growing our Capital Projects and Equipment Replacement funds.

Investment Policy is a required policy for any agency that invests public funds. It affects not only the City, also our component units. It provides that the City will be good stewards of public funds and follow all regulatory codes in place.

Debt Management Policy is similar to the Investment policy, but is not a required policy. It states that City staff and council will make the best decision when deciding to issue debt or refund debt by looking at long term effects of debt and reviewing all the issues concerning debt issuance and management.

These of course are very short summaries, the policies are included for your review.

City staff is presenting a Financial Policy Book, which includes all three policies. It is staff's intention to grow the policy book based on GFOA best practices and policies that would be beneficial for a City of our size.

We ask the council to approve them on an annual basis.



Recommendation

Staff recommends the council adopt the 2024 Financial Policies as presented.



Alternatives

Not adopt the Financial Policies, the previous ones would remain intact.



Financial Considerations

none



Attachments

- ☐ Resolution- Adoption of Financial Policies 2024
- ☐ Financial Policies - 2024

RESOLUTION NO. 2024 – 03 - 04

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, TEXAS,
ADOPTING THE COMMERCE FINANCIAL POLICIES ATTACHED HERETO, AS
“EXHIBIT A” AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, it is the responsibility of local government to ensure that public funds are managed in a prudent and financially sound manner; and

WHEREAS, financial policies provide guidelines for managing risk and assisting the City in complying with established public management best practices, while also ensuring compliance with federal, state and local laws and reporting requirements; and

WHEREAS, the City Council will review and adopt annually these financial policies to ensure they remain current with State Law and appropriately address the operational needs of our organization; and

WHEREAS, the City Council of the City of Commerce, Texas, has deemed it necessary and in the best interest of the citizens of the City of Commerce to adopt the attached financial policies; and

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

Section 1: THAT, the City Council of the City of Commerce hereby approves the City of Commerce (1) Fund Balance Policy, (2) Investment Policy and (3) Debt Management Policy, all attached hereto as “Exhibit A”.

Section 2: THAT, any prior Resolution of the City Council in conflict with the provisions contained in this Resolution are hereby repealed and revoked.

Section 3: THAT, should any part of this Resolution be found invalid for any reason, the reminder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

Section 4: THAT, this Resolution shall be in full force and effect immediately from and after its passage, and it is so duly resolved.

PASSED AND APPROVED THIS 19TH DAY OF MARCH 2024.

CITY OF COMMERCE, TEXAS

CITY OF COMMERCE, TEXAS

Howdy Lisenbee, City Manager

Teddy Reel, Mayor

(Seal)

ATTEST:

APPROVED AS TO FORM:

Molly Jacobsen, City Secretary

Charles Anderson, City Attorney

APPROVED:

Jamie Campbell, Director of Finance

I, Molly Jacobsen, City Secretary of the City of Commerce, Texas, do hereby certify that the above is a true and correct copy of a resolution and that the same has not been repealed and is in full force and effect.

(Seal)

Molly Jacobsen, City Secretary
City of Commerce, Texas

Financial Policies

Financial Policies are central to the strategic, long-term approach to financial management. The goal of adopting formal, written financial policies is to assist in helping the local Government.

1. Institutionalize good financial management practices. Formal policies usually outlive their creators, and, thus, promote stability and continuity. They also prevent the need to re-invent responses to recurring issues.
2. Clarify and crystallize strategic intent for financial management. Financial policies define a shared understanding of how the organization will develop its financial practices and manage its resources to provide the best value to the community.
3. Define boundaries. Financial policies define limits on the actions staff may take. The policy framework provides the boundaries within which staff can innovate to realize the organization's strategic intent.
4. Support good bond ratings and thereby reduce the cost of borrowing.
5. Promote long-term and strategic thinking. The strategic intent articulated by many financial policies necessarily demands a long-term perspective from the organization.
6. Manage risks to financial condition. A key component of governance accountability is not to incur excessive risk in the pursuit of public goals. Financial policies identify important risks to financial condition.
7. Comply with established public management best practices. The Government Finance Officers Association (GFOA), through its officially adopted Best Practices endorsement of National Advisory Council on State and Local Budgeting (NACSLB) budget practices and the GFOA Distinguished Budget Presentation Award Program, has recognized financial policies as an essential part of public financial management.

This Policy Book includes the following policies

- 1. Fund Balance Policy**
- 2. Investment Policy**
- 3. Debt Management Policy**

Fund Balance Policy

Fund Balance

A key element of the financial stability of the City is to establish guidelines or “safe harbors” for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the City’s general operations.

For governmental funds, it is important to distinguish between fund equity and fund balance. A fund’s equity is typically the difference between its assets and liabilities. Fund balance is an accounting distinction made between the portions of fund equity that are spendable and non-spendable. The Governmental Accounting Standards Board has established five (5) classifications of fund balance:

- 1) Non-spendable fund balance – includes amounts that are not in a spendable form or are required to be maintained intact. Examples are inventory or permanent funds (i.e. endowment funds).
- 2) Restricted fund balance – includes amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and child safety fees
- 3) Committed fund balance – includes amounts that can be used only for the specific purposes determined by a formal action of the government’s highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally.
 - a. The City Council is the City’s highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Council at the City’s Council meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.
- 4) Assigned fund balance – comprises amounts intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose

Fund Balance Policy

of that fund (i.e. only funds in the capital projects fund may be used for capital projects).

- a. The City Council has authorized the City Manager to assign fund balance to a specific purpose as approved by this fund balance policy.
- 5) Unassigned fund balance – is the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

General Fund Minimum Unassigned Fund Balance Policy and Target

The City shall use the following guidelines to maintain the fund balance, working capital and net assets of the various operating funds at levels sufficient to protect the City's creditworthiness as well as its financial position from unforeseeable emergencies.

- 1) General Fund Unassigned Fund Balance -The City shall strive to maintain the General Fund unassigned fund balance at an amount equal to a Minimum twenty five percent (25 %) and a Target of thirty five percent (35 %) of the general operating budget to avoid cash-flow interruptions, generate interest income, reduce need for short-term borrowing and assist in maintaining an investment-grade bond rating. At the close of each fiscal year, any excess above the Target will be designated to the Capital Improvement Program and the Equipment Replacement Program, and if the fund balance falls below the minimum, the City Manager and Finance Director will notify the City Council and develop and implement a multi-year strategy to meet the minimum goal through a combination of cost cutting, cost recovery, and revenue enhancing strategies
- 2) Enterprise Fund Working Capital -The City shall strive to the Enterprise Fund unassigned fund balance at an amount equal to a Minimum twenty five percent (25 %) and a Target of forty five percent (45 %) to provide sufficient reserves for emergencies and revenue shortfalls. At the close of each fiscal year, any excess above the Target will be designated to the Capital Improvement Program and the Equipment Replacement Program, and if the fund balance falls below the minimum, the City Manager and Finance Director will notify the City Council and develop and implement a multi-year strategy to meet the minimum goal through a combination of cost cutting, cost recovery, and revenue enhancing strategies.

Use of Unassigned Fund Balance Policy

Unassigned Fund Balance shall be used only for emergencies, non-recurring expenditures, major capital purchases that cannot be accommodated through current

Fund Balance Policy

year savings, and as designated by the City Council. Should such use reduce the balance below the appropriate level set as the objective for that fund, recommendations will be made on how to restore it.

Fund Balance Policy Review and Update

The City Manager and Finance Director will perform at minimum a three (3) year periodic or as needed review and analysis of the City's revenue and expense composition and forecast, cash flow position and forecasted operational and capital needs to determine the performance of the Fund Balance Policy and to determine if any modifications are need which will be presented to the City Council.

Investment Policy

CITY OF COMMERCE COMMERCE WATER DISTRICT COMMERCE ECONOMIC DEVELOPMENT CORPORATION

1.0 Policy:

It is the policy of the City of Commerce, Commerce Water District, and the Commerce Economic Development Corporation (City) to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the city and conforming to all state and local statutes governing the investment of public funds.

This Investment Policy is intended to comply with the provisions of the Texas Public Funds Investment Act, Texas Gov't. Code Chapter 2256.

Collateral Policy is intended to be comply with the provisions of the Texas Public Funds Collateral Act; Texas Gov't Code Chapter 2257.

2.0 Scope:

This investment policy applies to all financial assets for the City. These funds are accounted for the City's Annual Audit Report and include:

2.1 Funds:

- 2.1.1 General Fund
- 2.1.2 Debt Service Funds
- 2.1.3 Capital Project Funds
- 2.1.4 Enterprise Funds
- 2.1.5 Trust and Agency Funds
- 2.1.6 Internal Service Funds

And any new funds created by the City unless specifically exempted by the City Council and this policy.

3.0 Prudence:

Investments shall be made with judgment and care – under all 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.

The standard of prudence to be used by investment officials shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

Limitation of Personal Liability

The Investment Officer and those delegated investment authority under this policy, when acting in accordance with the written procedures and this policy and in accordance with

Investment Policy

the Prudent Person Rule, shall be relieved of personal responsibility and liability in the management of the portfolio provided that deviations from expectations for a specific security's credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.

4.0 Objectives

The primary objectives, in priority order, of the City's investment activities shall be:

4.1 Safety: Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

4.2 Liquidity: The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

4.3 Return on Investments: The City's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio.

5.0 Delegation of Authority

The Finance Director is designated by the City Council as the Investment Officer of the City and is responsible for investment management decisions and activities. The Council is responsible for considering the quality and capability of staff, investment advisors and consultants involved in investment management and procedures. All participants in the investment process shall seek to act responsibly as custodians of the public trust.

The Investment Officer shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include reference to: safekeeping master repurchase agreements, wire transfer agreements, banking service contracts and collateral/depository agreements. Such procedures shall include explicit delegation of authority to persons responsible for investment transaction. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Investment Officer. The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

6.0 Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Investment Officer any material financial interests in financial institutions that conduct business with this jurisdiction, and they shall further disclose any large personal finance/investment positions that could be related to the performance of the City, particularly with regard to the time of purchases and sales.

Investment Policy

7.0 Authorized Financial Dealers and Institutions:

The Investment Officer will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of Texas. These may include “primary” dealers or regional dealers that qualify under Securities & Exchange commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state laws.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Investment Officer with the following:

- 7.1 Audited financial statements for the most recent period
- 7.2 Proof of Financial Industry Regulatory Authority (FINRA),
- 7.3 Proof of current registration with the State Securities Board,
- 7.4 Certification of having read the City’s Investment Policy.

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Investment Officer.

A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the City invests.

8.0 Authorized & Suitable Investments:

The City is empowered by statute to invest in the following types of securities:

- 8.1 U.S. Treasuries and securities with U.S. Government’s guarantee
- 8.2 U.S. Government agencies and instrumentalities
- 8.3 Fully insured, secured, or collateralized CDs
- 8.4 Money Market funds
- 8.5 Local Government Investment Pools

9.0 Investment Pools:

A thorough investigation of the pool/fund is required prior to investing and on a continual basis. There shall be a questionnaire developed which will answer the following general questions:

- A description of eligible investment securities, and a written statement of investment policy and objectives.
- A description of interest calculations and how it is distributed, and how gains and losses are treated.
- A description of how the securities is safeguarded (including the settlement processes), and how often are the securities priced and the program audited.
- A description of who may invest in the program, how often, what size deposit and withdrawal.
- A schedule for receiving statements and portfolio listings.

Investment Policy

- Are reserves, retained earnings, etc. utilized by the pool/fund?
- A fee schedule, and when and how it is assessed.
- Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

10.0 Collateralizations:

Collateralization will be required on certificates of deposit. In order to anticipate market changes and provide a level security for all funds, the collateralization level will be (102%) of market value of principal and accrued interest. An FHLB letter of credit (LOC) is also an acceptable method of securing a bank deposit as long as the LOC is in place prior to fund transfer and the amount is equal or above the total deposit amount.

Collateral will always be held by an independent third party with whom the entity has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the entity and retained.

11.0 Safekeeping and Custody:

All security transactions entered into by the City shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Investment Officer and evidenced by safekeeping receipts.

12.0 Diversification:

The City will diversify its investments by security type and institution. With the exception of U.S. Treasury Securities and authorized pools, no more than 50% of the City's total investment portfolio will be invested in a single security type or with a single financial institution.

13.0 Maximum Maturities:

To the extent possible, the City will attempt to match investment with anticipated cashflow requirements. Matching maturities with cashflow dates will reduce the need to sell securities prior to maturity, thus reducing market risk. Unless matched to a specific requirement, the City may not invest more than 20% of the portfolio for a period greater than one (1) year. Unless matched to a specific requirement, the Investment Officer may not invest any portion of the portfolio for a period greater than two (2) years.

14.0 Competitive Bidding Requirement

All securities, including certificates of deposit, will be purchased, or sold after three (3) offers/bids are taken to verify that the City is receiving fair market value/price for the investment.

15.0 Internal Control:

The Investment Officer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

16.0 Performance Standards:

Investment Policy

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

16.1 Market Yield (Benchmark):

The City's investment strategy is passive. Given this strategy, the basis used by the Investment Officer to determine whether market yields are being achieved shall be the three-month U.S. Treasury Bill and the average Fed Funds rate.

17.0 Reporting:

The Investment Officer shall submit quarterly investment reports which provide a clear picture of the status of the current investment portfolio. The report will be prepared jointly by all involved in the investment activity and be signed by the staff involved.

Schedules in the quarterly report should include the following:

- A listing of individual securities held at the end of the reporting period by authorized investment category.
- A detailed description of each security, including issuer name, security type, par value, coupon, purchase yield and final maturity date.
- .
- Amortized Book Value and Market Value.
- Percentage of the Portfolio represented by each investment category.

The methods and sources to be used to monitor the price of investments that have been acquired with public funds shall include the following:

- Primary and regional broker/dealers, *excluding the original seller of the investment*
- The City's depository bank
- The City's safekeeping agent
- Other documented, independent pricing sources

18.0 Independent Source for Training:

The Finance Director/Investment Officer shall attend an investment training session of no less than 10 hours within the first 12 months of assuming duties, and not less than once in every two-year period commencing on the first day of the new fiscal year shall receive not less than eight (8) hours of instruction relating to investment responsibilities. The investment training session shall be provided by an independent source approved by the City Council. For purposes of this policy, an "independent source" from which investment training shall be obtained shall include a professional organization, an institute of higher learning or any other sponsor other than a business organization with whom the City may engage in an investment transaction.

19.0 Investment Policy Adoption:

The City's investment policy shall be adopted by resolution of the City Council. The policy shall be reviewed annually by the City Manager and City Council and any modifications made thereto must be approved by the City Council.

Investment Policy

20.0 Fund Strategies:

As required in section 2256.005 of the Texas Gov't Code, the City is required to adopt a separate written strategy for each of its funds or fund groups, addressing suitability, safety of principal, liquidity, marketability, diversification, and yield.

- Operating Funds (including general funds, enterprise funds, trust and agency funds) - Operating funds shall seek safety of principal, adequate liquidity, and a fair market yield while creating a diversified portfolio by investing in high-quality, marketable securities in a ladder or cashflow-matching structure. The average-maturity of the operating funds shall be limited to one year.
- Debt Service Funds - Debt service funds shall assure that adequate liquidity is available to fund debt service obligations on required payment dates while ensuring preservation of principal and seeking a fair market yield. The maximum maturity shall not exceed two years, although each successive debt service payment date should be fully funded before longer securities are purchased.
- Capital Project Funds - Capital project funds shall seek to ensure that expected project cashflows are matched with adequate liquidity, either by purchasing securities with maturities corresponding to expected expense payment dates or by maintaining funds in investment pools or other liquid investments. Investments shall be diversified in marketable instruments with active secondary markets. Maturities shall not exceed expected cashflow requirements.

Debt Issuance and Management Policy

1) Purpose

The City establishes the following policy concerning the issuance and management of the City's debt. This debt policy, as presented to City Council and the citizens, is established to improve the quality of decisions in relation to the City's financing activities, provide a comprehensive view of the City's long term debt picture and make it easier for decision makers to understand issues concerning debt issuance and management.

2) Conditions of Debt Issuance

- a. Community Needs - Debt should be issued for the purpose of meeting the needs of the community through funding of capital projects and equipment but without constituting an unreasonable burden to taxpayers.
- b. Qualified Projects - Long term debt is only to be issued to finance the acquisition and/or construction of capital improvements with an economic or useful life greater than three years and the term of the debt. Additionally, only capital needs identified in the capital improvement program will be considered. Refunding bonds will only be issued if the present value of debt service savings exceeds three percent of the par value of the refunded bonds, or if the refunding assists with the absorption of new debt or the refunding is intended for tax rate management purposes. Debt for other purposes, such as acquisition of capital assets, is covered separately in this policy.
- c. Emergency Purposes - Debt may be issued in compliance with State law to repair or replace an essential public asset, e.g., wastewater trunk line, that has suffered catastrophic damages, or for other purposes if there is immediate risk to the health and/or general safety of the general population of the City. The issuance of debt under this subsection requires an affirmative vote by a majority of the members of the City Council present and voting, provided not less than four affirmative votes shall be required to authorize the issuance of debt under this subsection.

3) Types of Debt

- a. General Obligation Bonds - General Obligation Bonds may only be issued with a majority approval of a popular vote. The use of the proceeds from GO Bonds is limited to the acquisition or improvement of real property and other uses allowed by law and applicable bond ordinances. Libraries, parks, and public safety facilities are all types of facilities that can be financed with GO Bonds. To the extent that property tax revenues are used to fund debt service, a separate property tax will be levied.

Debt Issuance and Management Policy

- b. Enterprise Revenue Bonds - Enterprise Revenue Bonds finance facilities for a revenue producing enterprise and are payable from revenue sources within that enterprise. Municipal Water and Sewer and Solid Waste are examples of revenue producing enterprises within the City.
- c. Certificates of Obligation (CO's) and Limited Tax Notes (Notes) - Debt service for CO's or Notes may be either from general revenues or backed by a specific revenue stream or streams or by a combination of both. The term of the CO's will not exceed the useful life of the major capital projects funded by the certificate issuances. Unless provided otherwise by State law neither CO's nor Notes require a vote of the citizens of the City.
- d. Refunding Obligations - Pursuant to the Government Code and various other financing statutes applicable in particular situations, the City Council is authorized to provide for the issuance of bonds for the purpose of refunding any long-term obligation of the City. Absent any significant noneconomic factors (such as assisting with absorption of new debt or tax rate management), a refunding should produce minimum debt service savings (net of reserve fund earnings and other offsets) of at least three percent of the par value of the refunded bonds on a net present value basis, using the refunding issue's True Interest Cost (TIC) as the discount rate, unless the Finance Department determines that a lower savings percentage is acceptable for issues or maturities with short maturity dates.
- e. Tax Increment Financing Bonds (TIF) - The City may use these bonds to finance capital improvements within the tax increment reinvestment zone. Repayment is from property taxes generated on the incremental increases in tax values within the zone.
- f. Leases and Lease Purchase - Financing leases and lease purchase agreements may be used to finance major capital purchases, including infrastructure, fleet, major system upgrades and large equipment purchases. The useful life of the asset should not exceed the term of the lease.
- g. Assessment Bonds - Proceeds from Assessment Bonds may be used to finance local public improvements, provided that said improvements benefit the parcels of land to be assessed. Local streetlights, landscaping, sidewalks, and sanitary sewers are some of the examples of local improvements commonly financed by assessment bonds.
- h. Other Obligations - There may be special circumstances when other forms of debt are appropriate and may be evaluated on a case-by-case basis. Such other forms include, but are not limited to limited tax notes, non-enterprise revenue bonds, bond anticipation notes, grant anticipation notes and judgment or settlement obligation bonds.

Debt Issuance and Management Policy

4) Restrictions on Debt Issuance

- a. The City will not use long term debt to finance current operations or normal maintenance.
- b. Derivative products will not be used by the city.
- c. Variable rate debt will not be used to refinance fixed-rate, long term debt.
- d. All debt issuances shall be approved by the City Council.
- e. Before any debt may be issued, the city will perform an analysis of the requirements to determine the impact on future budgets, the sufficiency of revenues to fund the debt service requirements and additional operating costs of the capital asset acquired. The analysis will ensure that debt service payments not tied to a specific revenue source shall be not greater than forty percent of budgeted General Fund revenue for the current fiscal year. For calculation purposes, General Fund revenue shall include revenue in both Community Development and Recreation Funds of the City. Payments on bonds that are tied to a specified revenue stream such as waterworks bonds or TIF supported bonds are not subject to this forty percent limit. This percentage restriction may be waived on a case-by-case basis for emergency purposes.

5) Limitations on Outstanding Debt

- a. Limitations on the city's outstanding bonded debt include:
 - i. The total of gross bonded debt payable from the General Fund of the City (to include principal portion only) will not exceed ten percent of the assessed valuation of the City for the same year.
 - ii. Certificates of obligation payable from the General Fund shall not exceed seven percent of the assessed valuation of the City.
 - iii. These limitations shall not apply to utility-supported or TIF-supported debt and shall be periodically compared with other cities to determine if the city is still within the norm for comparably sized cities.
- b. Characteristics of Debt Issuance
 - i. When the City finances capital projects by issuing bonds, it will pay back the bonds in a period not exceeding the expected life of those projects. Other standard terms shall include the following:

Debt Issuance and Management Policy

1. Term may be up to 30 years depending on cash flow assumptions, and useful life of asset being financed.
2. Call provisions will be shortest possible optional call consistent with optimal pricing.
3. The City will seek level or declining overall debt repayment schedules and will avoid issuing debt that provides for balloon principal payments reserved at the end of the term of the issue unless such debt issue is originally intended to be refinanced to produce level or declining overall debt repayment.
4. The City will avoid variable rate debt due to the potential volatility of such instruments. Therefore, the City will avoid the use of variable rate debt for its general obligation bond issues.
5. Debt service reserves will be in conformity with bond covenants, if applicable.
6. Commercial insurance or other credit enhancements to the bond rating shall be considered when cost effective.
7. Repayment of debt shall be made with revenues derived from the projects that benefitted from the bond issuance when possible.

6) Review of Debt Policy

To ensure the City is meeting the expectations of this policy the Finance Director will review this policy annually, at least three months prior to the beginning of the budget process and report the findings to the City Manager.

7) Debt Issuance Process

- a. The City will strive continually to achieve higher long term debt ratings. The City will maintain good communications with bond rating agencies about its financial condition and will follow a policy of full disclosure on every financial report and bond prospectus. The City will also comply with all federal tax law provisions, including arbitrage requirements.
- b. The City shall utilize the services of a Financial Advisor on debt financing.
- c. The City will use the services of a Bond Counsel on debt financing.

Debt Issuance and Management Policy

- d. The Finance Department and Financial Advisor will review each debt issuance transaction on a case-by-case basis to determine the most appropriate method of sale.
 - i. Competitive Sale. In a competitive sale, bids for the purchase of the bonds are opened at a specified place and time and are awarded to the underwriter (or syndicate) whose conforming bid represents the lowest true interest cost to the City (TIC). This method is most advantageous when the debt to be issued is less complex, the municipal bond market for high grade credits is stable, and the sale of the City's bonds is assured. Bond sales shall be cancelable at any time prior to the time bids are to be received. Upon award to the bidder whose conforming bid represents the lowest true interest cost, the City may restructure the bonds in accordance with the Official Notice of Sale. The City shall reserve the unfettered right to reject all bids or waive bid irregularities.
 - ii. Negotiated Sale. In a negotiated sale, the City chooses the initial buyer of the bonds in advance of the sale date. The initial buyer is usually an investment banking firm, or a syndicate of investment banking firms interested in reoffering the bonds to investors through an underwriting process. This type of sale allows the City to discuss different financing techniques with the underwriter in advance of the sale date. This method is most advantageous when the debt issue is complex, debt structuring flexibility is required (as would be the case in a bond refunding) or the municipal bond market is unstable or uncertain.
 - iii. Private Placement. In a private placement, the City may select a private purchaser / investor willing to purchase debt directly from the City. Such placements often allow debt to be issued efficiently by eliminating the need for bond ratings and other associated issuance costs. Such financing will be analyzed on a case-by-case basis, depending primarily on market conditions and rates prevailing in the placement market from time to time.

Agenda Item Summary Sheet

Meeting Date: March 19, 2024



Agenda Caption

Public Hearing, Discussion and Possible Action on A Resolution Reauthorizing all Building Permit Fees.



Context & Relevant Information

Building Permit Fees

H.B. 1922 is effective on January 1, 2024. Currently, a city's governing body must hold a public hearing and vote to reauthorize any city fee charged as a condition of constructing, renovating, or remodeling a residential or commercial structure at least once every ten years. Under the bill, if a city fails to do so by the tenth anniversary of the fee being adopted or reauthorized, the fee will be automatically abolished by law.

How should cities proceed?

All cities should determine when they adopted or reauthorized their building permit fee schedules to determine if or when they must act to preserve their current fees. Many cities reauthorize their city permit fee schedules as part of their annual budget process. Such reauthorization or approval may comply with H.B. 1922.

TML



Recommendation

Staff recommends the reauthorization of the building permit fees.



Alternatives



Financial Considerations



Attachments

- ☐ HB 1922
- ☐ Building permit fee schedule

AN ACT

relating to periodic reauthorization of municipal building permit fees.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Subchapter Z, Chapter 214, Local Government Code, is amended by adding Section 214.908 to read as follows:

Sec. 214.908. REAUTHORIZATION OF BUILDING PERMIT FEES. (a) In this section, "building permit fee" means a fee charged by a municipality as a condition to constructing, renovating, or remodeling a structure.

(b) A building permit fee is abolished on the 10th anniversary after the date the fee is adopted or most recently reauthorized under this section unless the governing body of the municipality that adopted or reauthorized the fee:

(1) holds a public hearing on the reauthorization of the fee; and

(2) reauthorizes the fee by vote of the governing body.

SECTION 2. This Act takes effect January 1, 2024.

H.B. No. 1922

President of the Senate

Speaker of the House

I certify that H.B. No. 1922 was passed by the House on April 19, 2023, by the following vote: Yeas 146, Nays 0, 1 present, not voting.

Chief Clerk of the House

I certify that H.B. No. 1922 was passed by the Senate on May 10, 2023, by the following vote: Yeas 30, Nays 0.

Secretary of the Senate

APPROVED: _____

Date

Governor

APPENDIX C FEES, RATES AND CHARGES¹

Sec. 1. Schedule of fees, rates, etc., for city services.

Rates, fees, charges, deposits, etc., to be charged for city services shall be as established in the following schedule:

Credit Card Fees:

If paid over the phone, through online services, or in person 3% of total purchase

UTILITY FEES:

Water Deposits

Residential (owner occupied)	\$100.00/each
Residential (rental/tenant occupied)	\$150.00/each
Fire hydrant meter deposit	\$500.00/each
Commercial, industrial, institutional, multi-family commercial (quadplex, apartments, etc.) utility users will have the deposit calculated by using the charges of a similar user for a two-month period.	

Water Tap Fees

¾"	Dirt (ditch, Yard)	\$850.00/each
¾"	Concrete/asphalt street	\$1,050.00/each
1"	Dirt (ditch, yard)	\$950.00/each
1"	Concrete/asphalt street	\$1,150.00/each
1½"	Dirt (Ditch, Yard)	\$1,125.00/each
1½"	Concrete/Asphalt Street	\$1,300.00/each
2"	Dirt (ditch, yard)	\$1,200.00/each
2"	Concrete/asphalt street	\$1,350.00/each
Larger than 2"	\$1,350.00 minimum fee, plus cost of materials/labor	
Manifold	\$2,000.00/each	
Fourplex	Required to install one two-inch water tap, one manifold and a separate meter for each individual unit.	
Multi-family complexes (larger than fourplex)	Required to install one two-inch water tap, one manifold per every six units, and a separate meter for each individual unit.	
NOTE: Meter spacing must be detailed on construction site plans for sufficient spacing and reasonable accessibility.		

Water Tap Fees, Sprinkler System

¾"	Yard line	\$250.00/each
----	-----------	---------------

¹Editor's note(s)—Printed herein is the city fee schedule. A uniform system of capitalization and expression of numbers conforming to the Code of Ordinances has been adopted.

1"	Yard line	\$350.00/each
NOTE: Yard line taps for sprinkler systems are tapped in the meter box and require a backflow device installation and must be certified and tested before the meter will be turned on for active use. The report for the backflow device shall be delivered to SC Tracking Solutions by a licensed irrigation specialist installing the sprinkler system to be attached to the property file.		

Sewer Tap Fees

4"	Dirt (ditch, yard)	\$650.00/each
4"	Concrete/asphalt street	\$850.00/each
6"	Dirt (ditch, yard)	\$800.00/each
6"	Concrete/asphalt street	\$1,000.00/each
6" sewer taps which have secondary sewer lines attached may require manhole installation at the intersection of the 6" sewer line and the mainline. Costs associated with material and labor and potential third-party installation due to depth of lines and connection requirements of TCEQ.		

Other Fees

Utility service application/connection and transfer fee	\$30.00/each
Transfer fee occurs when water service is transferred from one location to another inside the city service area. The deposit will also be transferred to the new utility account.	
Late charge/20 th day after billing date	10% of bill
Meter reread (one free reread annually)	\$30.00/each
Cut-off fee/30 th day after billing date	\$30.00/each
Returned check or ACH fee	\$30.00/each
Temporary water service (7 days)	\$50.00/week
Bulk construction water purchase (up to 2,500 gallons per load to 700 Washington Service Center)	\$15.00 each

Tampering with Water Meter Fees

First occurrence penalty	\$50.00/each
Second occurrence or more penalty	\$50.00/each + \$50.00 per occurrence
Lock replacement	\$30.00/each
¾" meter replacement	\$500.00/each
Replacement meter installation	\$30.00/each
Cost associated with damage done to a meter and/or utility service lines may require additional material and labor, which will be billed separately.	

PARKS AND RECREATION FEES:

Description	Residents	Non-residents
Existing recreation programs		
Basketball registration	\$50.00	\$60.00
Baseball/softball registration	\$60.00	\$70.00
Soccer registration	\$50.00	\$60.00
Volleyball registration	\$50.00	\$60.00

Track & field registration	\$50.00	\$60.00
New programs		
Fees for new programs may be set by the director of parks and recreation with approval by the city manager on a case-by-case basis. nonresidents shall pay a \$10.00 surcharge per program or special event.		
Facility rentals		
Pavilion rental	\$50.00 for up to 4 hours \$10.00/hour for each additional hour thereafter	\$60.00 for up to 4 hours \$10.00/hour for each additional hour thereafter
Field rental	\$50.00 deposit \$25.00 for up to 4 hours \$10.00/hour for each additional hour thereafter	\$50.00 deposit \$30.00 for up to 4 hours \$10.00/hour for each additional hour thereafter
Staffing fee	\$25.00 per hour	\$30.00 per hour
Facility clean up fee	\$40.00 per hour	\$50.00 per hour
Late fees		
All programs are subject to a \$10.00 late fee for participants registering after posted deadlines.		
Discount registration		
The director of parks and recreation with approval of the city manager may offer a discount on the cost of registration for up to \$10.00 for participants who register within a posted "early registration" period.		

BUILDING AND DEVELOPMENT SERVICE FEES:

Planning and Development Fees

* The city utilizes a third-party plan reviewer and inspector. These costs are added to permit fees unless otherwise noted.

Plats	
Residential plat/replat	\$200.00/plus recording fees
Commercial plat/replat	\$200.00/plus recording fees
Vacating plat, amending plat and minor plat	\$200.00/plus recording fees
Plat variance request/appeal	\$200.00
Zoning	
Board of adjustment variance request/appeal	\$250.00
Conditional and special use request	\$250.00
Planned development district	\$250.00
Street, alley, easement abandonment	\$250.00
Zoning variance request/rezone/appeal	\$250.00
Development plans	
Single-family and two-family residential building plan review fee	Actual cost*
Multi-family (3 or more units) residential building plan review fee	Actual cost*
Commercial building and site plan review fee	Actual cost*
Engineering review fees	Actual cost*

Building Permit Fees

Building permit—New construction residential (Single family and two-family dwellings) (Per dwelling unit)
* Permit includes electrical, plumbing, and mechanical.

Created: 2023-12-06 10:39:44 [EST]

0 sq. ft. to 5,000 sq. ft.	\$250.00 base fee plus \$0.15/sq. ft.
5,001 to 10,000 sq. ft.	\$250.00 base fee plus \$0.13/sq. ft.
10,000 and up	\$250.00 base fee plus \$0.12/sq. ft.

Building permit— New construction commercial, commercial alteration/additions, & roofing	
* Permit includes electrical, plumbing, and mechanical.	
* Total valuation = fair market value of work, including all materials and labor.	
\$1.00 to \$1,000.00	\$35.00
\$1,001.00 to \$50,000.00	\$35.00 for the first \$1,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, up to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$350.00 for the first \$50,000.00 plus \$4.00 for each additional \$1,000.00, or fraction thereof, up to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$600.00 for the first \$100,000.00 plus \$4.00 for each additional \$1,000.00, or fraction thereof, up to and including \$500,000.00
\$500,001.00 and Up	\$2,000.00 for the first \$500,000.00 plus \$2.50 for each additional \$1,000.00, or fraction thereof

Building permit—Multi-family	
* Permit includes electrical, plumbing, and mechanical.	
* Total valuation = fair market value of work, including all materials and labor.	
\$1.00 to \$1,000.00	\$50.00
\$1,001.00 to \$50,000.00	\$50.00 for the first \$1,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, up to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$295.00 for the first \$50,000.00 plus \$4.00 for each additional \$1,000.00, or fraction thereof, up to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$495.00 for the first \$100,000.00 plus \$4.00 for each additional \$1,000.00, or fraction thereof, up to and including \$500,000.00
\$500,001.00 and Up	\$2,095.00 for the first \$500,000.00 plus \$2.50 for each additional \$1,000.00, or fraction thereof

Building permit—Single-Family, two-family, remodel, fire damage, repairs, additions and alterations	
a. 0 to 1,500 sq. ft.	\$150.00
b. 1,501 to 2,500 sq. ft.	\$200.00
c. 2,501 sq. ft. to 3,500 sq. ft.	\$300.00
d. 3,501 sq. ft. to 5,000 sq. ft.	\$400.00
e. 5,001 sq. ft. or more	\$500.00
Building permits are required for alterations which cannot be quantified by square footage at \$100.00.00	

Residential construction plan review and inspection	
Square footage	Fee
0—1,500 s.f.	\$785.00
1,501—10,000 s.f.	\$785.00 for the first 1,500 s.f. plus \$0.35 for each additional s.f. to including 10,000 s.f.

Over 10,000 s.f.	\$3,760.00 for the first 10,000 s.f. plus \$0.15 for each additional s.f. over 10,000 s.f.
Alteration/addition	
Trade permits	Fee
Building, mechanical, electrical, plumbing, fuel gas and similar	\$100.00 per trade (includes plan review and inspections remodel)
Other project types not listed above	\$160.00 per trade

Building permits (includes inspection fee)		
1	Building permit—Electrical	\$100.00
2	Building permit—Plumbing	\$100.00
3	Building permit—Mechanical	\$100.00

Commercial building permit—Mechanical (inspection fee to be added)		
1	Base permit fee	\$100.00
	Additional fees listed below	
2	New mechanical, repair or alteration—Heating, air conditioning, refrigeration, ventilating, duct work, vent-a-hood, and fire protection	\$35.00 for the first \$1,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof
3	Broiler/compressor installation, relocation or repair	33,000 BTU to 165,000 BTU \$10.00 165,001 BTU to 330,000 BTU \$15.00 330,001 BTU to 1,165,000 BTU \$20.00 1,165,001 BTU to 3,300,000 BTU \$25.00

Building permit inspection fees		
1	Commercial and multi-family inspection fees	Actual cost*
2	Reinspection, residential	\$76.92/each
3	Reinspection, commercial	\$125.00/each

Miscellaneous Fees and Permits

1	Alcoholic beverage permit	50% of TABC fees
2	Carport	\$50.00
3	Certificate of occupancy, commercial	\$100.00
4	Dance hall permit	\$200.00 per location/year
5	Demolition permit, accessory building	\$50.00
6	Demolition permit, commercial	\$200.00
7	Demolition permit, residential	\$100.00
8	Driveway permit	\$50.00
9	Fence permit	\$0.00
10	Irrigation permit, residential	\$50.00
11	Irrigation permit, commercial	\$75.00
12	Itinerant vendor license	\$80.00 per 30 days from date of issuance

13	Mobile home park license	\$100.00/year
14	Residential accessory building permit, 200.01 sq. ft. or more	\$50.00 plus \$0.15 per sq. ft. over 200 sq. ft.
15	Right-of-way permit	\$75.00
16	Solicitors permit	\$50.00 for 30 days from date of issuance
17	Structure moving permit, accessory building	\$25.00
18	Structure moving permit, single family residential	\$100.00
19	Working without permit	Twice permit fee
20	Swimming pool permit	\$100.00
21	Residential roofing permit	\$100.00

Contractor Registration Fees

1	Backflow tester contractor	\$50.00/year
2	Electrical contractor	\$0.00/year
3	Electrical sign	\$0.00/year
4	Fencing contractor	\$0.00/year
5	Fire protection contractor	\$50.00/year
6	Fire/security alarm contractor	\$50.00/year
7	General contractor	\$0.00/year
8	Irrigation contractor	\$50.00/year
9	Mechanical contractor	\$0.00/year
10	Pool contractor	\$0.00/year
11	Plumbing contractor	\$0.00/year
12	Roof contractor	\$0.00/year
13	Sign contractor	\$50.00/year
14	Utility contractor	\$50.00/year

Life, Health, and Safety Inspection Fees (Residential Occupancy Inspection)

1	Residential structures and residential rental units (non-apartment complexes)	Initial inspection \$25.00/each First reinspection upon failed initial inspection \$0.00 Each additional reinspection \$50.00/each
2	Apartment complexes (3 or more consecutive rental units)	Initial inspection \$10.00/unit First reinspection upon failed initial inspection \$30.00/unit Each additional reinspection \$75.00/unit

Sign Permit Fees

1 st sign	\$50.00
Each additional sign	\$17.50

Fire and Security Alarm Permit Fees

1	Security and fire alarm permit, commercial	\$50.00/year
---	--	--------------

Brush and Limb Drop-off Fees

1	Residential brush and limb drop off fee	\$5.00 per load for residents of the city
2	Commercial brush and limb drop off fee	\$20.00 per load

Aviation Fees

1	Ground lease	\$30.00/month
2	City owned T-hangar lease	\$100.00/month
3	Shade T-hangar lease	\$70.00/month
4	Enclosed T-hangar	\$150.00/month
5	Incident response fee	\$500.00 (first hour) plus \$100.00 for each additional hour
6	Spill clean-up fee, per barrel of absorbent + any fines incurred	\$250.00

MISCELLANEOUS FEES:

Open Records:

If over 30 pages of regular sized copies\$0.10 per page

Nonstandard-size copy

- (a) Diskette\$1.00 each
- (b) Magnetic tape\$10.00 each
- (c) VHS video cassette\$2.50 each
- (d) Audio cassette\$1.00 each
- (e) Paper copy\$0.50 each
- (f) OtherActual cost

Personnel Charge\$15.00 per hour

Overhead charge20% of personnel charge (can only charge overhead and labor if over 50 pages of standard sized copy)

Microfiche or microfilm charge:

- (a) Paper copy\$0.25
- (b) Fiche or film copyActual cost

Remote document retrieval chargeActual cost

Computer resource charge:

Mainframe\$17.50 per minute

Midsized\$3.00 per minute

Client/server\$1.00 per minute

PC or LAN\$0.50 per minute
Programming time charge\$26.00 per hour
Miscellaneous suppliesActual cost
Postage and shipping chargesActual cost
Fax charge\$2.00 per page
Other costsActual cost

COURT FEES:

In accordance with state law

PUBLIC SAFETY

Accident reports\$6.00 per report
Other recordsSee open records
Fingerprints for handgun permits\$5.00
Dance hall permit\$200.00 per location/annually
Game room permits\$1,500.00 annually

1	Security and fire alarm permit, commercial	\$50.00/year
2	False security alarm fee	1-4 false alarms \$0.00 5—8 false alarms \$25.00/each 9—10 false alarms \$50.00/each 11 plus false alarms Suspension of permit
3	False fire alarm fee	1—4 false fire alarms \$0.00 5—8 false fire alarms \$50.00/each 9—10 false fire alarms \$100.00/each 11 plus false fire alarms Suspension of permit

Parking boot/vehicle immobilization fee\$100.00 plus charges associated with towing of vehicle if applicable

MITIGATION RATES

The mitigation rates below are average "billing levels", and are typical for the incident responses listed, however, when a claim is submitted, it will be itemized and based on the actual services provided.

MOTOR VEHICLE INCIDENTS

Level 1 - \$506.00

Provide hazardous materials assessment and scene stabilization. This will be the most common "billing level". This occurs almost every time the fire department responds to an accident/incident.

Level 2 - \$576.00

Includes Level 1 services as well as clean up and material used (sorbents) for hazardous fluid clean up and disposal. We will bill at this level if the fire department has to clean up any gasoline or other automotive fluids that are spilled as a result of the accident/incident.

Level 3 - Car Fire - \$704.00

Provide scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and clean up gasoline or other automotive fluids that are spilled as a result of the accident/incident.

ADD-ON SERVICES:

Extrication - \$1,520.00

Includes heavy rescue tools, ropes, airbags, cribbing etc. This charge will be added if the fire department has to free/remove anyone from the vehicle(s) using any equipment. We will not bill at this level if the patient is simply unconscious and fire department is able to open the door to access the patient. This level is to be billed only if equipment is deployed.

Creating a Landing Zone - \$465.00

Includes air care (multi-engine company response, mutual aid, helicopter). We will bill at this level any time a helicopter landing zone is created and/or is utilized to transport the patient(s).

Itemized Response: You have the option to bill each incident as an independent event with custom mitigation rates, for each incident using, itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus, per personnel, plus products and equipment used.

ADDITIONAL TIME ON-SCENE

Engine billed at \$466.00 per hour.

Truck billed at \$582.00 per hour.

Miscellaneous equipment billed at \$341.00.

HAZMAT

Level 1 - \$816.00

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, set-up and command.

Level 2 - \$2,913.00

Intermediate Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, set-up and command, level A or B suit donning, breathing air and detection equipment. Set-up and removal of decon center.

Level 3 - \$6,875.00

Advanced Response: Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, Level A or B suit donning, breathing air and detection equipment and robot deployment. Set-up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene. Includes three hours of on scene time - **each additional hour @ \$336.00 per HAZMAT team.**

ADDITIONAL TIME ON-SCENE (for all levels of service)

Engine billed at \$466.00 per hour.

Truck billed at \$582.00 per hour.

Miscellaneous equipment billed at \$341.00.

FIRE INVESTIGATION

Fire Investigation Team - \$321.00 per hour.

Includes:

- Scene safety
- Investigation
- Source identification
- K-9/arson dog unit
- Identification equipment
- Mobile detection unit
- Fire report

The claim begins when the Fire Investigator responds to the incident and is billed for logged time only.

FIRES

Assignment - \$466.00 per hour, per engine/\$582.00 per hour, per truck

Includes:

- Scene safety
- Investigation
- Fire/hazard control

This will be the most common "billing level." This occurs almost every time the fire department responds to an incident.

OPTIONAL: A fire department has the option to bill each fire as an independent event with custom mitigation rates.

Itemized, per person, at various pay levels and for itemized products use.

ILLEGAL FIRES

Assignment - \$466.00 per hour, per engine/\$582.00 per hour, per truck

When a fire is started by any person or persons that requires a fire department response during a time or season when fires are regulated or controlled by local or state rules, provisions or ordinances because of pollution or fire danger concerns, such person or persons will be liable for the fire department response at a cost not to exceed the actual expenses incurred by the fire department to respond and contain the fire. Similarly, if a fire is started where permits are required for such a fire and the permit was not obtained and the fire department is required to respond to contain the fire the responsible party will be liable for the response at a cost not to exceed the actual expenses incurred by the fire department. The actual expenses will include direct labor, equipment costs and any other costs that can be reasonably allocated to the cost of the response.

WATER INCIDENTS**Level 1**

Basic Response: Claim will include engine response, first responder assignment, perimeter establishment, evacuations, first responder set-up and command, scene safety and investigation (including possible patient contact, hazard control). This will be the most common "billing level". This occurs almost every time the fire department responds to a water incident.

Billed at \$466.00 plus \$58.00 per hour, per rescue person.

Level 2

Intermediate Response: Includes level 1 services as well as clean up and material used (sorbents), minor hazardous clean up and disposal. We will bill at this level if the fire department has to clean up small amounts of gasoline or other fluids that are spilled as a result of the incident.

Billed at \$932.00 plus \$58.00 per hour, per rescue person.

Level 3

Advanced Response: Includes level 1 and Level 2 services as well as D.A.R.T. activation, donning breathing apparatus and detection equipment. Set up and removal of decon center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene.

Billed at \$2,334.00 plus \$58.00 per hour per rescue person, plus \$117.00 per hour per HAZMAT team member.

Level 4

Itemized Response: You have the option to bill each incident as an independent event with custom mitigation rates for each incident using itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized, per trained rescue person, plus rescue products used.

BACK COUNTRY OR SPECIAL RESCUE

Itemized Response: Each incident will be billed with custom mitigation rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus per hour, per trained rescue person per hour, plus rescue products used.

Minimum billed \$466.00 for the first response vehicle plus \$58.00 per rescue person. Additional rates of \$466.00 per hour per response vehicle and \$58.00 per hour per rescue person.

CHIEF RESPONSE

This includes the set-up of command and providing direction of the incident. This could include operations, safety, and administration of the incident.

Billed at \$290.00 per hour.

MISCELLANEOUS/ADDITIONAL TIME ON-SCENE

Engine billed at \$466.00 per hour.

Truck billed at \$582.00 per hour.

Miscellaneous equipment billed at \$341.00.

GAS LEAKS (Natural)

LEVEL 1

(Natural Gas Leak Outside Without Fire)

Description: Minimal danger to life, property, and the environment, leak typically for mechanical damage to a meter or pipe.

Actions: Evacuate immediate area, notify gas company, evaluate hazards including exposures, environment, vehicular traffic etc. Conduct fence line monitoring to determine control zones. Remove ignition sources from the area, consider non-intervention strategy, if offensive tactics selected, ensure proper PPE, respiratory protection, thermal protection, and tactics are utilized.

Assignment - \$466.00 per hour, per engine/\$582.00 per hour, per truck

LEVEL 2

(Natural Gas Leak Outside with Fire)

Description: Moderate danger to life, property, and the environment, leak typically caused from mechanical damage with nearby operating equipment (car, backhoe, etc.) causing a fire.

Actions: Evacuate immediate area, notify gas company, protect hazards from fire damage, do not extinguish the fire unless directed to do so by the gas company, consider water supply options.

Assignment - \$748.00 per hour, per engine/\$58.00 per hour, per rescue person.

LEVEL 3

(Natural Gas Leak inside Structure)

Description: Significant danger to life, property, and the environment, leak is typically difficult to identify and locate.

Actions: Evacuate building and nearby structures, notify gas company, position apparatus away from the structure, attempt to control gas where it enters the building, ventilate the building (using intrinsically safe methods), remove ignition sources from inside but shutting off power on the outside of the structure.

Assignment - \$932.00 per hour, per engine/\$58.00 per hour, per rescue person.

FIRE MARSHAL INSPECTION AND PERMITTING FEES

a) **Fire marshal inspections.**

- 1) Certificate of occupancy - \$60.00.
- 2) Temporary certificate of occupancy - \$60.00.
- 3) After hours inspections (after 5:00 p.m. or on weekend):
 - i. \$150.00 per hour for first two hours.
 - ii. \$50.00 per hour for each additional hour beyond the first two hours.

b) **Fire protection systems.**

- 1) 1—10 devices - \$75.00.
- 2) 11—25 devices - \$100.00.
- 3) 26—100 devices - \$200.00.
- 4) 101—200 devices - \$275.00.
- 5) 201—500 devices - \$500.00.
- 6) Per device for each device over 500 - \$1.00.

c) **Fire sprinkler systems.**

- 1) Underground - \$150.00.
- 2) Aboveground, 1—19 heads - \$75.00
- 3) Aboveground 20—100 heads - \$100.00.
- 4) Aboveground, 101—300 heads - \$200.00.
- 5) Aboveground 301—1,000 heads - \$400.00.
- 6) Per head/or each over 1,000 heads - \$1.00.
- 7) Fire pump, additional - \$150.00.

d) **Access control.**

- 1) 1—10 Doors - \$75.00.
- 2) 11—25 Doors - \$100.00
- 3) 26—100 Doors - \$200.00.
- 4) 101—200 Doors - \$275.00.
- 5) 201—500 Doors - \$500.00.
- 6) Per device for each device over 500 - \$1.00.

e) **Fire alarm system permits.**

- 1) Residential permit fee - \$50.00 annually.
 - i. This residential fee shall be waived if a burglar alarm permit fee has already been paid.
- 2) Non-residential permit fee - \$100.00 annually.

f) **False alarm billing fee (residential).**

- 1) The first three false alarm calls within a 12-month period are free of charge.
- 2) The fee for the fourth and fifth false alarm calls within a 12-month period is \$75.00 per call.
- 3) The fee for the sixth and seventh false alarm calls within a 12-month period is \$250.00 per call.
- 4) The fee for the eighth false alarm call and any false alarm call beyond the eighth within a 12-month period is \$500.00 per call.

g) **False alarm fee (non-residential).**

- 1) The first three false alarm calls within a 12-month period are free of charge.
- 2) The fee for the fourth and fifth false alarm calls within a 12-month period is \$150.00 per call.
- 3) The fee for the sixth and seventh false alarm calls within a 12-month period is \$500.00 per call.
- 4) The fee for the eighth false alarm call and any false alarm call beyond the eighth within a 12-month period is \$1,000.00 per call.

h) **Fire marshal annual inspection fee.**

- 1) 1—1,500 sq. ft. - \$50.00 annually.
- 2) 1,501—3,000 sq. ft. - \$55.00 annually.
- 3) 3,001—5,000 sq. ft. - \$60.00 annually.
- 4) 5,001—10,000 sq. ft. - \$65.00 annually.
- 5) 10,001—25,000 sq. ft. - \$70.00 annually.
- 6) 25,001—50,000 sq. ft. - \$75.00 annually.
- 7) 50,001—75,000 sq. ft. - \$80.00 annually.
- 8) 75,001—100,000 sq. ft. - \$100.00 annually.
- 9) 100,001—200,000 sq. ft. - \$120.00 annually.
- 10) 200,001 sq. ft. and greater - \$280.00 annually.

i) **Hazardous materials annual permit (includes flammable/combustible liquids).**

-
- 1) Powders and solids:
 - i. 1,000 lbs. and less - \$25.00.
 - ii. 1,001—2,000 lbs. - \$37.50.
 - iii. 2,001—5,000 lbs. - \$70.00.
 - iv. 5,001 lbs. and over - \$137.50.
 - 2) Liquids and gels:
 - i. 25 gallons or less - \$25.00.
 - ii. 26—100 gallons - \$37.50.
 - iii. 101—1,000 gallons - \$70.00.
 - iv. 1,001 gallons or more - \$137.50.
 - j) **Plan review fees.**
 - 1) Plan review - \$60.00.
 - 2) Fire alarm system - \$70.00.
 - 3) Fire sprinkler system - \$150.00.
 - 4) Emergency lighting - \$37.50.
 - 5) Special lighting - \$30.00.
 - 6) Liquid storage tanks, hazardous materials - \$70.00.
 - k) **Reinspection fee - \$60.00.**
 - l) **Special permits.**
 - 1) Blasting operation - \$65.00 per day.
 - 2) Pyrotechnic display - \$65.00 per day.
 - 3) Tent permit.
 - i. 1—30 days - \$30.00.
 - ii. Each additional 30 days or portion thereof - \$30.00.
 - m) **Underground storage tanks installation.** The fees set forth in this subsection are applicable to both temporary and permanent underground storage tanks.
 - 1) 0—1,000 gallons - \$50.00.
 - 2) More than 1,000 gallons - \$100.00.
 - n) **LPG tank installation or removal - \$50.00.**
 - o) **Special event fees.**
 - 1) Fire marshal permit:
 - i. \$125.00 for first day.
 - ii. \$75.00 per each additional day thereafter.
 - 2) Fire marshal on premises - \$65.00 per hour.

- 3) Standby fire personnel, no apparatus - \$65.00 per hour (each, three-hour minimum).
- 4) Standby ambulance, with personnel - \$130.00 per hour (three-hour minimum).
- 5) Standby engine or truck, with personnel - \$195.00 per hour (three-hour minimum).

p) **State mandated inspections.**

- 1) Hospitals - \$100.00.
- 2) Nursing and long-term care homes - \$75.00.
- 3) Daycare/Mother's Day out- \$50.00.
- 4) Foster home or adoptive home - \$10.00.
- 5) Home inspection (insurance) - \$50.00.

MITIGATION RATE NOTES

The mitigation rates above are average "billing levels," and are typical for the incident responses listed, however, when a claim is submitted, it will be itemized and based on the actual services provided.

These average mitigation rates were determined by itemizing costs for a typical run (from the time a fire apparatus leaves the station until it returns to the station) and are based on the actual costs, using amortized schedules for apparatus (including useful life, equipment, repairs, and maintenance) and labor rates (an average department's "actual personnel expense" and not just a firefighter's basic wage). The actual personnel expense includes costs such as wages, retirement, benefits, workers comp, insurance, etc.

ANIMAL SERVICES

Impound fees \$10.00 per animal/per day

2nd offense \$25.00 per animal/per day

3rd offense and each subsequent \$45.00 per animal/per day

Animal license No charge

Impound of livestock \$10.00 per day

Quarantine fees \$10.00 per day/10 days

Animal surrender fees:

Accepting animals inside city limits	\$20.00
Accepting animals outside city limits, but within the county	\$25.00
Accepting animals outside county limits	\$100.00 per animal unit • For 2—5 animals = \$200.00 • 5+ animals = we will not be able to accept

* Puppies or kittens still nursing would be considered a single animal unit.

Euthanasia request \$75.00 per animal

Adoption fee \$100.00 per dog/\$85.00 per cat

Adoption Specials

2 for \$100.00 - cat/kitten adoption fee

2 for \$175.00 - dog/puppy adoption fee

"All Paws Matter" veteran special	10% off adoptions for first responders and veterans with proof of military ID
A birthday celebration	50% off a pet adoption on the adopter's birthday (must present valid state ID with date of birth or a birth certificate to qualify)
"Adopt a Heart" Valentine's Day special	25% off adoptions through the week of Valentine's Day (beginning the Saturday before Valentine's Day through the Saturday immediately after Valentine's Day)
"Feeling Lucky" for St. Patrick's Day	Shelter will have a bowl containing concealed, folded cards for a chance to receive 10%, 20% or 30% off an adoption on St. Patrick's Day
"Better than A Bunny" Easter special	10% off adoptions through the week of Easter (beginning the Saturday before Easter through the Saturday immediately prior to Easter Sunday)
"Spooky Pets"	13% of all adoptions for the last 13 days of October
"A Home for the Holidays" Christmas Special	50% off adoptions for the last 14 days of December

*** Adoption Specials shall not interfere with normal operating hours of the shelter.**

SOLID WASTE FEES

Temporary dumpster initial placement fee (2—6 yard dumpsters only)\$34.50

Temporary dumpster rental fee\$1.73/day

Residential

Bulky waste\$18.66

Per cubic yard\$18.52

Construction\$23.40

Commercial Hand Collect

Bags	Once per week	Twice per week
5 or fewer bags	\$24.09	\$29.15
6—10 bags	\$29.15	\$35.48
10—20 bags	\$34.85	\$38.64

Commercial Dumpster

Dumpster size	Once per week	Twice per week	3x per week	4x per week	5x per week
2 yards	\$55.09	\$86.71	\$120.87	\$147.43	\$172.73
3 yards	\$66.47	\$114.54	\$163.88	\$210.68	\$252.43
4 yards	\$85.45	\$144.90	\$211.95	\$266.34	\$319.47
6 yards	\$117.07	\$209.42	\$280.26	\$375.13	\$451.03

Open Top Containers

Dumpster size	Daily rental	Monthly
---------------	--------------	---------

Created: 2023-12-06 10:39:44 [EST]

(Supp. No. 29, Update 1)

20 cubic yard	\$3.48	\$474.38
20 cubic yard (shingles)	\$3.48	\$531.30
30 cubic yard	\$3.48	\$543.95
40 cubic yard	\$3.48	\$613.53
35 cubic yard compactor	NA	\$664.13
40 cubic yard compactor	NA	\$695.75

Anything over ten tons is \$50.00 per ton. Containers that are overfilled or blocked charge a \$130.00 dry run fee.

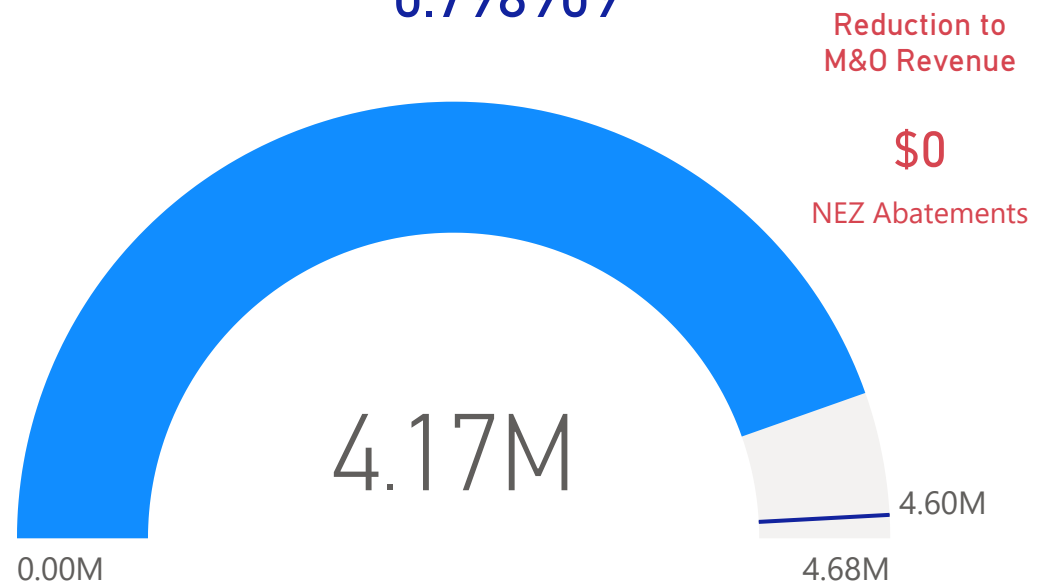
Any commercial non-standard waste disposal or waste disposal equipment not addressed in the above rates will be charges at ten percent over the contractor's price.

Special pick-up can be requested and accommodated on an "as needed" basis. The cost will be calculated based on weight and invoiced on the resident's next utility bill.

(Ord. No. 2022-20, § 2, 10-18-22)

Editor's note(s)—Ord. No. 2022-20, § 2, adopted October 18, 2022 repealed app. C § 1 and enacted a new app. C § 1 as set out above and later amended. Former app. C § 1 pertained to similar subject matter and derived from Ord. No. 2022-06, § 2, adopted May 17, 2022.

Total Property Tax Revenue @ 0.798909



For fiscal year 2024 we are budgeting at 98% of our overall tax levy.

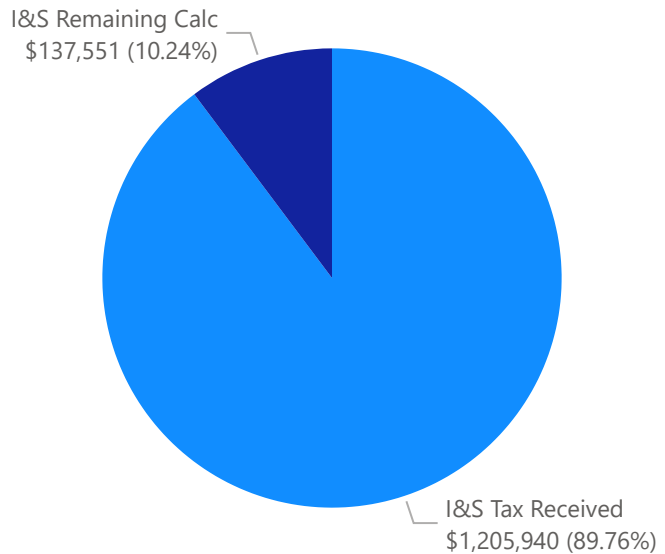
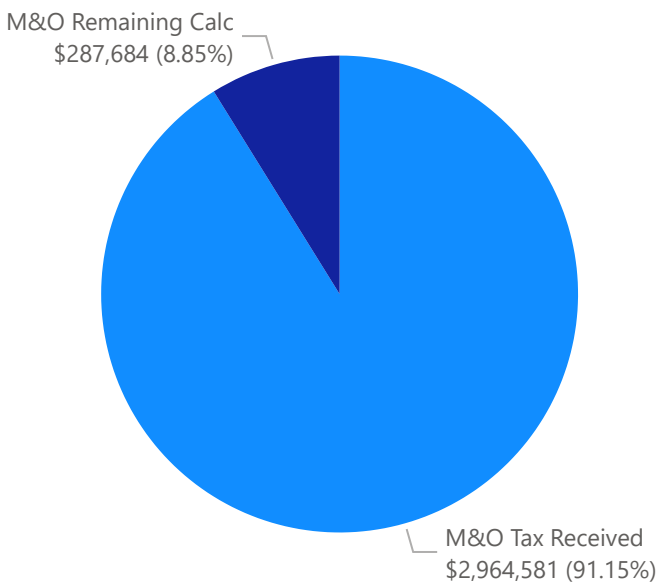
Tax Levy = \$4,675,700

Tax Budget = \$4,582,186

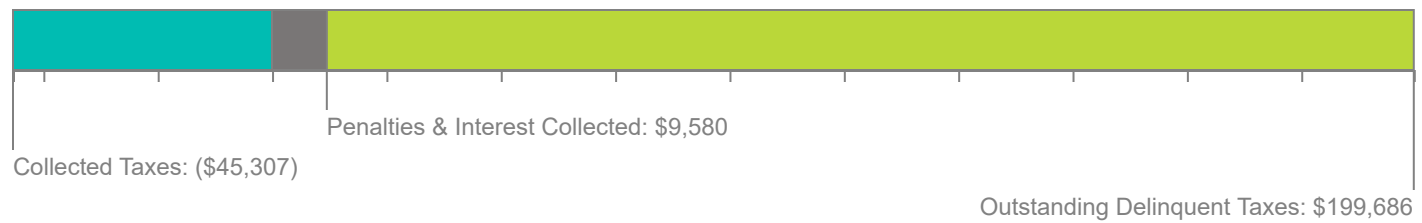
Tax is divided into M&O and I&S based on the adopted tax rate and recorded based on these rates.

Abatements for the Neighborhood Empowerment Zone were paid to the builder once the project was completed and the updated valuation is on Hunt Cad website and based on the adopted property tax rate. These payments only affect the M&O portion of revenue.

Maintenance & Operations Budget vs Received as of February 2024 91% Interest & Sinking (Debt) Budget vs Received as of February 2024 89%



Outstanding Delinquent Taxes, Collected Taxes and Penalties & Interest Collected



Delinquent taxes are paid each month. Penalties and Interest are in addition to the actual taxes that are owed. Outstanding Delinquent Taxes is determined as of end of October 2023.