



TERRELL PARK BOARD

6:00 PM, WEDNESDAY, MAY 18, 2016
SERVICE CENTER
400 INDUSTRIAL BLVD. - TERRELL, TEXAS

1. CALL TO ORDER
2. DISCUSS AND CONSIDER APPROVAL OF THE MINUTES OF MARCH 16, 2016
3. DISCUSS AND CONSIDER APPROVAL OF THE MINUTES OF APRIL 20, 2016
4. DISCUSS AND CONSIDER PROPOSED ORDINANCES
 - FIRE ARMS AT PARKS
 - BICYCLES AND SKATE BOARDING
 - DUSK TO DAWN
5. DISCUSS PARK MASTER PLAN
6. DISCUSS ADULT SOFTBALL
7. UPDATE ON PARKS MAINTENANCE & REPAIR LIST
8. UPDATE ON YOUTH RECREATION MANAGER
9. UPDATE ON USER FEES
10. DISCUSS MISCELLANEOUS ITEMS
11. UPDATE ON SECURITY AND VANDALISM
12. HEAR REMARKS FROM VISITORS
13. ITEMS FOR FUTURE MEETINGS
14. SET NEXT MEETING DATE – JULY 20, 2016

Mary Mccoy
Chairman

Diane Cockrill
Member

Alicia Spears
Member

Christy Gail
Member

Katie Osinde
Member

Mayrani Velazquez
Member

I HEREBY CERTIFY THAT THIS NOTICE WAS POSTED ON THE BULLETIN BOARD AT TERRELL CITY HALL, 201 E. NASH ST., TERRELL, TEXAS, ON THURSDAY, MAY 12, 2016 AT 3:30 P.M.


JOHN ROUNSAVAEL, CITY SECRETARY
(SEAL)



Terrell Park Board Meeting Minutes
Wednesday, March 16, 2016
City of Terrell - Service Center
400 Industrial Blvd - Terrell, TX 75160

MEMBERS PRESENT: Mary Mccoy, Tim Royse, Katie Osinde, Alicia Spears, Mayrani Velazquez

MEMBERS ABSENT: Diane Cockrill, Christy Gail,

VISITORS PRESENT: Warren Daniels - Parks Foreman, Percy Butler - Parks Crew Leader

CALL TO ORDER: The meeting was called to order by Mary Mccoy at 6:05 p.m.

DISCUSS AND CONSIDER APPROVAL OF MINUTES: Motion to approve the January 20, 2016 minutes was made by Alicia Spears. Second by Tim Royse. Motion carried.

DISCUSS PARK MASTER PLAN: The Board Members agreed to place this item on the next agenda for further discussion.

DISCUSS ADULT SOFTBALL: The Board Members agreed to place this item on the next agenda for further discussion.

UPDATE OF TENNIS COURT REPAIRS: All six tennis courts have been repaired and re-opened to the public for use.

UPDATE ON YOUTH RECREATION MANAGER: The City of Terrell have posted the job opening and are currently receiving applications for review.

DISCUSS MISCELLANEOUS ITEMS:

Update on Christmas Lights: The Terrell Chamber of Commerce have budgeted \$3,000 for Christmas Decorations. This item must go before the City Council for approval. There have not been any Christmas dollars available for quite some time. We will need to get figures and plan together before presenting it to the City Council. Mary Mccoy will get with Glenn Caldwell for additional information.

UPDATE ON SECURITY AND VANDALISM: No vandalism reported for February 2016

HEAR REMARKS FROM VISITORS: None.

ITEMS FOR FUTURE MEETINGS:

- UPDATE ON CHRISTMAS LIGHTS
- UPDATE ON ADULT SOFTBALL
- UPDATE ON MASTER PARK PLAN
- DISCUSS SIGNAGE AT BREEZY HILL AND KINGS CREEK PARK

SET NEXT MEETING DATE: May 18, 2016 at 6:00PM at the Service Center.

CONSIDER MOTION TO ADJOURN: A motion was made by Katie Osinde to adjourn the meeting at 6:45pm. Second by Mayrani Velazquez. Motion carried.

Terrell Park Board Meeting Minutes
Special Park Board Meeting
Wednesday, April 20, 2016
City of Terrell - Service Center
400 Industrial Blvd - Terrell, TX 75160

MEMBERS PRESENT: Mary Mccoy, Tim Royse, Katie Osinde, Alicia Spears, Mayrani Velazquez, Christy Gail

MEMBERS ABSENT: Diane Cockrill

VISITORS PRESENT: Carlton Tidwell, Pat Walker, Tami Aghohor, Dietrick Caraway, Rokendric Pipkins, Fred Boyd, Alicia Gardner, Phil Major - Publisher, Warren Daniels - Parks Foreman, Glenn Caldwell - Director of Public Services

CALL TO ORDER: The meeting was called to order by Mary Mccoy at 6:00 p.m.

UPDATE ON PARK MASTER PLAN: a copy of the Request of Qualification was included in the packet for review. Our goal is to seek out professional services to procure a consultant to assist with a Master Plan for Ben Gill Park. The plan is to help us with improvements, growth and development of the current Ben Gill Park. We will start with the Ben Gill Park Project and the proposal will be sent out by the end of this week.. Originally we were focusing on a Master Plan for all the parks. After reviewing the packet the Administration Department decided to focus on Ben Gill Park first. The City's goal is to propose a plan to get approval from Council to dedicate funding for a Master Plan for the overall parks for the 2017 Fiscal Year.

After we receive the proposals for the Ben Gill Park Master Plan, we will do an assessment and make a selection of a Consultant for Ben Gill. Once we make the selection, we have twelve months for the Consultant to provide us with a Master Plan for Ben Gill. That will roll over into the 2017 Budget Year. We will present the proposal at the budget retreat in June. That means that we are looking at 2018 Budget Year to implement the new Master Plan for the overall parks.

The Chairman of the Board, Mary Mccoy mentioned that the information to do just Ben Gill Park was not the initial vote or agreement that the Board Members presented to the Council. After consultation with the Board, Mary Mccoy will draft a letter to the Council with their original recommendations and concerns.

This item should remain on the agenda for further discussion.

DISCUSS PARKS 2017 FISCAL YEAR BUDGET: Mary Mccoy asked about the dates and process on when should items be turned in to Glenn for the upcoming budget. Glenn's response was, "By the end of May, no later than the first week of June. If it's going to require more due diligence on my behalf, I would recommend items be submitted by mid May 2016". Board Members should focus on the items that are not maintained by the City's Park Department.

DISCUSS T.I.S.D. PROPOSED MULTI-PURPOSE FACILITY BOND ELECTION: This item was discussed as the first agenda item. Mary Mccoy mentioned that the Board wanted to discuss the entire TISD Bond Election. Carlton Tidwell went over the handouts that he provided and showed a video regarding the discussion item. Items related to the discussion were Safety Upgrades at all TISD Campuses, K-5 Model, Separate Sixth Grade Academy, ExCEL Center and a Terrell High School Multi-Purpose Facility.

Mrs. Pat Walker who grew up and attended TISD went off to college got her degree and returned to TISD to teach. Mrs. Walker shared her passion and support of this Bond Election and how Terrell would benefit from it.

UPDATE ON YOUTH RECREATION MANAGER: The City of Terrell have joined with the School District to bring in a Recreation Manager. The School District is contributing a portion of the salary. The individual will be an employee of the City of Terrell. They will work cohesively with the School District with the youth. They will have the flexibility to help build programs that do not exist, for example like youth volleyball, assist with baseball, soccer and football. The job will require them to build a relationship between the student and school district so that our youth is not behind in performance. We plan to fill that position this year as soon as we find the right applicant. We may start interviewing for that person at any time. We have received several applications that will be reviewed.

UPDATE ON SECURITY AND VANDALISM: None.

HEAR REMARKS FROM VISITORS:

Fred Boyd with Terrell Youth Athletes Association have formed a group to help bring back Youth Football to Terrell. They would like to submit a Facility Utilization Agreement to access the Youth Football Field and Facility. They are certified as a non-profit organization (501.3c). Their first season will begin August 2016. We are working on including cheerleaders as well.

Rokendrick Phipkins with Terrell Youth Athletes- addressed concerns at Breezy Hill and Stallings that have not changed in years. There's a closed sign from dusk to dawn sign that is enforced that raises the brow of citizens on why different rules for different parks. There are changes that we would like to see take place as far as playground equipment and upgrades to the restrooms.

Mary Mccoy reiterated that their initial vote to move forward with a new Parks Master Plan was to look at all the parks across the board, not just one, to see what needs to be done and what can be improved at each park.

Deitric Caraway with P.A.W. (Potential, Accountability, Worker). Mr. Caraway grew up in Terrell and attended TISD. P.A.W. was established in June of 2015 in remembrance of his mother. Burnett High Alumni is looking for someone to help them re-establish what they feel is a legacy. We have partnered with them to help structure and move things forward for our community. We are working in close proximity with the City Manager and his Secretary Lisa Johnson, and the Chief of Police. We want to build back up the trust to be able to have the events at the Parks that used to take place. P.A.W. is going to hold individuals accountable for their actions while attending the events. We want to help the enhancement of our young people

in Terrell. There will be a P.A.W. Town Hall Meeting on May 10th at South Western Christian College. We encourage the support of the Board to attend the meeting.

Mr. Caraway - proposed a curfew change at Ben Gill Park from dusk to dawn to closing at 10:00pm.

Glenn - We will provide you all with the Ordinance and documents that are related to this particular item. Administration proposes a recommendation then the Council have to approve or take action on the item. We advise that you put together a group of people that are passionate about the same topic should be on the same page and attend the meetings. We have a section for remarks at every meeting that will allow individuals to voice their concerns.

ITEMS FOR FUTURE MEETINGS: None.

SET NEXT MEETING DATE: May 18, 2016 at 6:00PM at the Service Center.

CONSIDER MOTION TO ADJOURN: A motion was made by Alicia Spears to adjourn the meeting at 7:47pm. Second by Mayrani Velazquez. Motion carried.

AGENDA ITEM 4 - HANDOUTS WILL BE PROVIDED AT THE MEETING

4. DISCUSS AND CONSIDER PROPOSED ORDINANCES
 - FIRE ARMS AT PARKS
 - BICYCLES AND SKATE BOARDING
 - DUSK TO DAWN



April 22, 2016

Hal Richards
Mayor

Patrick Wiltshire
Public Management, Inc.
PO Box 1827
Cleveland, Texas 77328-1827

Charles Whitaker
Mayor Pro Tem
District 4

Dear Mr. Wiltshire:

Tommy Spencer
Deputy Mayor Pro Tem
District 2

Attached is a copy of the city's Request For Proposals for necessary planning services under its grant contract with TDA – Office of TxCDBG Rural Affairs to carry out its grant contract activities and generate appropriate reports and mapping for the City of Terrell.

Sandra Wilson
Council Member
District 3

The deadline for submission of planning services is May 9, 2016.

VACANT
District 5

The City of Terrell reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards Act.

Torry L. Edwards
City Manager

The City of Terrell is an Affirmative Action/Equal Opportunity Employer.

Mike Sims
Asst. City Manager

Sincerely,

Mike Sims
Assistant City Manager

P.O. BOX 310 • 201 E. Nash Street • Terrell, Texas 75160 • (972) 551-6600

The mission of the City Council of the City of Terrell, Texas, is to create pride by serving the community in a proactive manner and to enhance the quality of life through providing the highest level of services in the most efficient manner.

**THE CITY OF TERRELL, TEXAS
Public Notice for Planning Services
RFP NO. 12-04-01**

The City of Terrell has recently received a contract from TDA - Office of Rural Affairs under the Planning and Capacity Building Fund of the Texas Community Development Block Grant Program. Accordingly, the city is seeking to contract with a qualified planning consultant to assist in several aspects of contractual compliance with TDA.

Please submit your request for a proposal package, a statement of qualifications and references to the city of Terrell, 201 E. Nash, Terrell, Texas 75160.

Proposals must be received by the city no later than May 9, 2016 to be considered. The city reserves the right to negotiate with any and all firms or consultants that submit proposals as per the Texas Professional Services Procurement Act.

The City of Terrell is an Affirmative Action/Equal Opportunity Employer.

Submittals are due no later than 2:00 p.m., May 9, 2016.

Mail To:

City Secretary
City of Terrell
PO Box 310
Terrell, Texas 75160

Hand Deliver To:

City Secretary
City of Terrell
201 East Nash
Terrell, Texas 75160

Publish Date in Terrell Tribune:

April 24, 2016

Request for Proposals for Planning Services

The City of Terrell is seeking to enter into a professional services contract with a competent planning consulting firm to assist the city in the overall development of a planning process and planning reports of its recent contract received from Texas Department of Agriculture – Office of Rural Affairs (TDA) for a Planning/Capacity/Building project. This project will provide an update to the City's current Comprehensive Plan. More information regarding the City of Terrell is available at <http://www.cityofterrell.org/pdf/Comprehensive-Plan-2002.pdf>. The following outlines the request for proposals.

I. **Scope of Work** - The contract will encompass all project related services to the City of Terrell, including, but not limited to, the completion of the attached contract for Planning and Capacity Building Funds of the Texas Community Development Block Grant Program between the City of Terrell, and TDA.

Base Studies, Economic Development Plan, Capital Improvements Plan, Central Business District Plan, Parks and Recreation Plan, Public Buildings Plan, Corridor Entryway Study, and Subdivision and Zoning regulation development

II. **Statement of Qualifications** - The city is seeking to contract with a competent planning and/or engineering firm that has experience in the following areas:

- a) Experience with the federal Community Development Block Grant program, through either the HUD Entitlement/Small Cities or Texas Community Development Block Grant Program.
- b) Community Planning including but not limited to computerized aided mapping, housing, population and land use studies, economic development planning, central business district planning, parks and recreation planning, capital improvements program planning, subdivision and zoning regulation development and other special activities.

As such, please provide within your proposal a list of past client local governments, as well as resumes of all planners and/or engineers who will or may be assigned to this project if your firm received the planning services contract award.

III. **Proposed Cost of Services** - Considering the attached Performance Statement, please specify the proposed cost to city, and estimated time of completion. These include a proposed cost by Scope of Work category of what you or your firm feels is appropriate for each area of the Scope of Work. Please note that the City of Terrell will not use lowest/best bid as the sole basis for entering into this contract.

IV. **Evaluation Criteria** - The proposals received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	55
Work Performance	30
Capacity to Perform	10
Affirmative Action	5
Total	100

V. **Deadline for submission is May 9th, 2016.**

PERFORMANCE STATEMENT

CITY OF TERRELL

All activities funded with TxCDBG funds must meet one of the CDBG program's National Objectives: benefit low- and moderate-income persons, aid in the prevention or elimination of slums or blight, or meet community development needs having a particular urgency. The Contractor certifies that the activities carried out under this contract will meet the National Objective of benefitting low- and moderate-income persons with at least 51% of the beneficiaries qualifying as low- to moderate-income.

Contractor shall identify a planning period and prepare a general plan regarding the following planning activities using generic population and other broad parameters for the purpose of funding allocation and for the area identified in the Application. The Contractor shall ensure that the amount of grant funds expended for each activity described herein does not exceed the amount specified for such activity in the Budget.

A. BASIC PLANNING ACTIVITIES

1. BASE MAPPING

Contractor shall prepare a corporate area base map, which should coordinate with the State Plane Coordinate System, in digitized format and hardcopy for use in reports and wall-mounting, preferably laminated for the city, at a scale of 1" = 600' or better, which shall show at least the features (1) through (11) below:

The State Plane Coordinate (SPC) system provides coordinates on a flat grid for easy computation while maintaining a difference between geodetic and grid distance of one part in 10,000 or better. The State Plane Coordinate system divides the U.S. into a hundred or more distinct grid surfaces (Zones). Texas has five (5) State Plane Zones. Do not mix coordinates from one Zone with that in another. If you need to cross Zone boundaries, use Geodetic Positions. For more information about the State Plane Coordinate System contact the National Geodetic Survey Information Services.]

These data are to be used for graphical representation only. The Texas Department of Agriculture assumes no responsibility for the accuracy of said data.

- (1) Highway and street rights-of-way;
- (2) Highway designations and street names;
- (3) All major drainage ways;
- (4) Major bodies of water;
- (5) Block and lot lines for all platted subdivisions as available;
- (6) Property lines within unplatted subdivisions as available;
- (7) The width of all major utility easements;
- (8) Railroad rights-of-way;
- (9) All subdivisions and their names;
- (10) Corporate limits;
- (11) Other major facilities or features to include but not necessarily limited to:
 - (a) Major park and recreation areas and facilities;
 - (b) Water Treatment plants;
 - (c) Sewage Treatment plants;
 - (d) Extraterritorial jurisdiction line, as appropriate; and
 - (e) Other significant features.

2. HOUSING INVENTORY, ANALYSIS AND PLAN

- a. Contractor shall prepare a housing conditions inventory, analysis and plan which shall, to the fullest extent possible, be based on the participation of a diverse and representative group of housing interests. (A "diverse and representative group of housing interests" includes owners and renters, realtors, developers, builders, single persons, families, minorities, disabled persons, etc. Generally all persons, must be encouraged to participate in plan preparation, particularly those considered within the protected classes of the Fair Housing Act. No person shall be excluded or denied program benefits on the basis race, color, religion, sex, handicap (disability), national origin, and familial status).
- b. Contractor shall develop criteria to be used in the classification of building conditions and formulate definitions for each classification. As a minimum, the three following classifications shall be utilized within the study: 1) Standard, 2) Deteriorating, and 3) Dilapidated.
- c. Contractor shall perform an assessment of the exterior of all residential buildings within the city to determine the physical condition of each building or structure. Contractor shall record vacant and abandoned residential units as the assessment is being made.
- d. To the extent possible, Contractor shall determine whether housing is owner or renter occupied.
- e. Contractor shall use the base map at its contracted scale to create a Housing Conditions Map depicting all housing conditions as inventoried and showing all housing and its classification as defined by the developed criteria.
 - (1) Included on the map shall be the delineation of low and moderate income areas, as can be determined from the most recent available Census and/or TxCDBG demographic survey, with a brief narrative for the basis of their delineation.
 - (2) Included on the map shall be clearly marked units and/or areas of affordable housing that are properly represented on the map legend.
 - (3) Included on the map shall be census geographic boundary delineations as available from the most recent Census. The map shall show any identified areas that contain a concentration of aforementioned protected classes within the community.
- f. Contractor shall conduct an analysis of housing data to determine problems and housing needs of the current and prospective population and identifiable segments of the population, including the need for fair housing.
- g. Contractor shall identify previous implementation actions, both public and private, taken during the past two years to implement or improve housing programs, including fair housing.
- h. Contractor shall determine what local administrative and legal capacity is available or in effect to overcome housing-related problems which could be utilized more fully, (such as, the use of non-profit organizations), to improve housing, provide remedies to housing needs, including the need for fair housing.
- i. Contractor shall prepare a goal(s) statement and annual housing related objectives. To the extent possible, objectives shall be stated in quantifiable terms and target dates set for their achievement.
- j. Contractor shall identify future implementation actions and probable costs, (including as many Department programs as applicable or practical), both public and private, to be taken annually over the next three to five years. These activities shall result in the preparation of an overall program design for housing related activities, including fair housing.

3. POPULATION

a. Contractor shall compare census data of the locality from 1990 to present. Contractor must provide total number of project beneficiaries. From the total project beneficiaries, Contractor must provide number of persons in each of the sex, race and Hispanic origin categories; and by number of persons benefiting from activity by income status.

Total Project Male Female:
Beneficiaries _____ : _____

Please divide beneficiaries according to the following race categories breaking out those who are also Hispanic. Columns should total and grand total should equal total beneficiaries.

Race	Non-Hispanic	Hispanic also	Ethnicity	Total
White				
Black/African American				
Asian				
American Indian/Alaskan Native				
Native Hawaiian/Other Pacific Islander				
American Indian/Alaskan Native & White				
Asian & White				
Black/African American & White				
American Indian/Alaskan Native & Black/African American				
Other Multi-Racial				
		Grand Total		

Example: Total beneficiaries equals eleven persons. For each of your beneficiaries you should determine both their race and whether or not they would also be included in the Hispanic ethnicity. In this example, nine persons are considered White by the census bureau and four of those nine are Hispanic in ethnicity. Therefore, on the form those four would be marked in the row for White and the column for Hispanic. The remaining five White non-Hispanic staff would be listed on the row for White and the column for non-Hispanic. The total for the White Non-Hispanic and White Hispanic should equal the total for White beneficiaries. The remaining two persons are Black/African American and of those two, one is also Hispanic in ethnicity. So... one will be listed on the Black/African American row and the column listed as Hispanic ethnicity while the other will be listed on the Black/African American row but under the Non-Hispanic column. The total for all Black/African Americans will be two and the grand total for all beneficiaries should equal the total number of beneficiaries, in this case eleven.

Income Level	No. of Persons
Very Low (at or below 30% of the AMFI)	
Low (31-50% of the AMFI)	
Moderate (51-80% of the AMFI)	
Non-Low/Moderate (above 80% of AMFI)	
Total	
Subtotal – All Low/Mod	
Percent Low/Mod	

b. Contractor shall determine existing population estimates of the locality by occupied dwelling units. A realistic assessment of the locality's existing population shall be made by reliable methods.

c. Contractor shall:

(1) Estimate the locality's future population by five-year increments for the next fifteen to twenty years based on existing trends.

(2) Analyze the distribution of classes protected by federal fair housing laws on the basis of race, color, religion, sex, handicap (disability), national origin, and familial status within the community, where such information is available from the most recent Census or other official publications at the block or block group level.

(3) Use the base map at its contracted scale for illustrative purposes and create a Population Distribution Map showing the existing and projected population distribution for the planning period. The map shall show any identified areas that contain a concentration of aforementioned protected classes within the community. Included on the map shall be census geographic boundary delineations as available from the most recent Census.

4. LAND USE INVENTORY, ANALYSIS AND PLAN

a. Contractor shall assess and inspect each plot, tract and parcel of land within the project area to determine its use. The project area should include the city's extraterritorial jurisdiction (ETJ), if significant development has occurred there.

b. Categories in classifying land uses shall include, as a minimum, the following:

- (1) Vacant (vacant developed or vacant undeveloped);
- (2) Agriculture (cultivated and range land - five or more acres);
- (3) Residential (single family, two family, multi-family, manufactured and mobile homes);
- (4) Commercial; (retail and services);
- (5) Industrial; (light and heavy);
- (6) Public and Semi-Public (schools, parks and public buildings); and
- (7) Other such additional or subcategories as may be deemed necessary to accurately reflect the existing pattern of land areas.

c. Contractor shall prepare a color-coded Existing Land Use Map of the corporate area using the base map at its contracted scale. Contractor shall prepare a color-coded map of existing land uses within the planning area at appropriate scale, if the development within the ETJ or portion of the ETJ was determined to be significant in its potential impact on the city. Colors should conform to standard code.

d. Contractor shall make a tabulation of the existing land uses to show:

- (1) Total acreage by use;
- (2) Percentage of acreage in each land use;
- (3) Acres per 100 persons, or other standard for comparison purposes; and
- (4) Developed and undeveloped land as a percent of the total land.

e. Contractor should make an analysis of the community regarding past and potential developments and should report on factors affecting the development of land, such as those below:

- (1) Occupied dwelling units;
- (2) Existing land use;
- (3) Thoroughfares
- (4) Existing and anticipated population;
- (5) Soil characteristics as related to developments;

- (6) Adequacy of public utilities;
- (7) Adequacy of public facilities;
- (8) Storm drainage problem areas;
- (9) Natural and man-made constraints; and

f. Contractor shall prepare a goal(s) statement and annual land use related objectives and, using the base map at its contracted scale, Contractor shall prepare a color-coded Future Land Use Map to illustrate the future physical development of the locality during the planning period.

B. ECONOMIC DEVELOPMENT

1. HISTORIC DEVELOPMENT AND GENERAL CHARACTERISTICS

a. Studies and plans being prepared under this contract should be coordinated with previously developed studies and plans, including any available with the appropriate state office, the regional planning council, etc.

b. Contractor shall make a review and analysis of the factors which have contributed to the present development of the planning area to include the following:

- (1) Development of the economy;
- (2) Physical growth of the community;
- (3) The relationship of the community to the region.

2. ECONOMIC BASE, "BARRIER ANALYSIS"

a. Contractor shall prepare an inventory of the social, economic, governmental, and industrial elements of the area's development and potential. The inventory shall, to the extent possible, examine the number of people employed in the retail trade, manufacturing, construction and government, the dollar volume of various local employers, and employee income levels. The inventory shall, as a minimum, include, but need not be limited to, the following, as available and appropriate:

- (1) Retail facilities;
- (2) Wholesale facilities;
- (3) Service facilities;
- (4) Financial facilities;
- (5) Manufacturing facilities;
- (6) The physical facilities and rates for the following utilities and communication services:
 - (a) Electric;
 - (b) Water;
 - (c) Natural gas;
 - (d) Sewage and garbage disposal;
- (7) Transportation;
- (8) Quantity, quality and availability of raw materials;
- (9) Labor supply by sex, industry, and skills;
- (10) Available industrial sites and buildings to include:
 - (a) Location;
 - (b) Utility connections;
 - (c) Transportation;
 - (d) Availability.

b. Contractor shall determine to the extent possible the relationship of the elements inventoried to economic development potential. A "barrier analysis" shall be prepared which rates the following cost factors and operating condition factors, as appropriate. The ratings shall be assigned based on a comparison with regional, state, and/or national standards, which should be stated in the report.

(1) Cost Factors:

- | | |
|-----------------------|------------------------------|
| (a) Wage levels | (g) Land/site costs |
| (b) Electricity costs | (h) Local property taxes |
| (c) Fuel costs | (i) Financing costs |
| (d) Water costs | (j) State costs |
| (e) Sewer costs | (k) Other(s), as appropriate |
| (f) Building costs | |

(2) Operating Condition Factors:

- | | |
|----------------------------------|---|
| (a) Unskilled labor supply | (k) Availability of air service |
| (b) Skilled labor | (l) Vocational education facilities |
| (c) Productivity | (m) Site availability |
| (d) Unionization | (n) School facilities |
| (e) Labor-management relations | (o) Medical services |
| (f) Electric power availability | (p) Natural features, resources, geography, etc. |
| (g) Water and sewer availability | (q) Others, such as, telecommunications, aesthetics, community receptivity, laws, community organizations, debt, etc. |
| (h) Gas availability | |
| (i) Common motor carrier service | |
| (j) Rail/freight service | |

c. Contractor shall determine whether the city should use other standards and analysis tools in addition to those above to derive an alternative comparison.

d. Contractor shall coordinate with community leaders and draw some conclusions as a result of the inventory and analysis required above; and, determine whether the pattern of economic growth should be altered. Contractor shall suggest what type of policies and/or codes should be implemented to improve conditions for the encouragement of economic opportunities and local business expansion and attraction.

3. PLAN

Contractor shall develop an economic development plan with goals and objectives. To the extent possible, objectives shall be stated in quantifiable terms and target dates set for their achievement. The implementation strategy should focus on private and public investment and resources. The plan shall include graphics, if appropriate, and shall suggest a response to the inventory and analysis above and provide appropriate or possible:

- (1) Public/private sector projects and their costs;
- (2) Financing sources and incentives; and
- (3) Changes to policies, codes and ordinances that could improve the economic climate.

C. CENTRAL BUSINESS DISTRICT

1. COMMERCIAL AREA INVENTORY

a. Contractor shall make an assessment of the Central Business District (CBD) that should include its area of immediately adjacent influence to include but not necessarily limited to the following:

- (1) The existing land use of the Central Business District;
 - (2) Street rights-of-way and pavement widths, where applicable;
 - (3) Locations and condition of sidewalks, curbs and gutters;
 - (4) On and off-street parking;
 - (5) Condition of buildings;
 - (6) Location of traffic controls by types; and
 - (7) Traffic volumes and turning movements for major streets, where available.
- b. Contractor shall show the above inventory on a symbol-coded map at a 1" = 200' scale.
 - c. Contractor should prepare a sketch drawing to show the relationship of the CBD to other supportive and competitive development within the community.

2. ANALYSIS

Contractor shall analyze the findings above and should determine:

- a. The Central Business District and its relationship to community development to determine if improvements or rearrangement of commercial facilities are needed;
- b. A ratio of existing and projected commercial acreage;
- c. A ratio of used and vacant commercial floor area in the central business district; and
- d. Other significant details and their impact on the vitality of the central business district as they become evident during the course of the study.

3. CENTRAL BUSINESS DISTRICT PLAN

- a. Contractor shall prepare a goal(s) statement and annual Central Business District related objectives. To the extent possible, objectives shall be stated in quantifiable terms and target dates set for their achievement.
- b. In relation to recognized problems, goals and objectives, Contractor shall prepare recommendations that could visually improve the aesthetic values of the Central Business District considering possible:
 - (1) Improvement to facades and alleyways;
 - (2) Pedestrian walkways;
 - (3) Landscape treatment of street medians, pedestrian ways and rest areas; and/or
 - (4) Removal of obsolete buildings and overhead utility lines.
- c. Contractor shall prepare a Central Business District Plan at a scale of 1" = 200' to graphically illustrate the redevelopment of the area in relation to the formulated goals and objectives. The Central Business District Plan map(s) shall, as a minimum include but not necessarily be limited to:
 - (1) Any necessary rearrangement of land uses to improve compatibility;
 - (2) Any necessary building relocation or reorientation in order to improve their usefulness; and
 - (3) On and off-street parking areas.
- d. Contractor shall present phased improvements, estimated costs and sources of funding.

D. RECREATION AND OPEN SPACE

1. RECREATION AND OPEN SPACE INVENTORY

a. Contractor shall take an inventory of the community's existing parks, recreation facilities and open spaces to include but not necessarily be limited to the following:

- (1) Location, type and use of public parks;
- (2) Location and type of public recreation facilities, including public school facilities;
- (3) Open spaces of all types including boulevards, parkways, floodplains, conservation areas, etc.

b. Contractor shall identify the service area of the parks and recreational opportunities it provides.

c. Review and report on recreational facilities and open spaces serving the community's population, but outside the municipality's jurisdiction.

d. Review and report on major recreational facilities serving the community's population that are privately or semi-publicly owned and operated.

2. **RECREATION AND OPEN SPACE ANALYSIS**

a. In coordination with city officials, Contractor shall establish level of service standards and criteria for determining adequacy of existing parks, recreational facilities and open space and future requirements.

b. Contractor shall utilize workshops, hearings and/or canvasses to maximize opportunities to solicit public input on needs and document the dates of the methods used.

c. Contractor shall describe the legitimate method for assessing needs. Explain how public input was used to assess needs.

d. In consonance with the recommended standards, Contractor shall make a study and analysis to determine the adequacy of the existing parks and recreational facilities to meet the needs of the present and forecasted population, considering population growth, and change in composition.

e. Contractor shall prepare a listing and priority ranking of problems relating to recreation facilities and open spaces. Explain how priorities were determined.

3. **RECREATION FACILITIES AND OPEN SPACE PLAN**

a. In cooperation with municipal agencies, Contractor shall determine specific goals relating to recreation and open space requirements and prepare short and long-range (five and ten years') objectives to accomplish the stated goals.

b. In relation of existing facilities, recognized problems, and in consonance with goals and objectives, Contractor shall prepare a parks and open space plan. The plan shall contain appropriate text and mapping and shall, as a minimum, include:

- (1) Recommendations for improvements and expansion to existing facilities;
- (2) Recommendations for the general location of new facilities;
- (3) Recommendations for the development and protection of open space areas to include conservation areas and other areas endorsed with natural beauty; and
- (4) Recommendations toward coordinating municipal programs and facilities with other overlapping services within the community, such as school facilities, etc.
- (5) Population projections for the period of the plan and demographics on ethnicity, age, and income.

(6) The existing and proposed parks (and facilities, as appropriate), greenbelts and open spaces illustrated on the base map at its contracted scale.

c. Recommended community improvements for the first five years shall be programmed and shall, as a minimum, include the following:

- (1) Phasing of clear and measurable priorities;
- (2) Timeline for completion;
- (3) Estimated cost by project; and
- (4) Possible sources of funding.

d. Contractor should submit to Department proof of plan adoption by resolution of the governing body.

e. Contractor should update plans every two years and develop a new plan every five years.

E. CAPITAL IMPROVEMENTS PROGRAM

1. FINANCIAL ANALYSIS

Contractor shall make a financial analysis of the municipality to the extent possible to determine the municipality's approximate ability to finance present and future capital improvements. The study should include, but not be limited to the following:

- (1) Past, present, and anticipated sources and amounts of income;
- (2) Annual budgets;
- (3) Operating costs;
- (4) Direct and overlapping public debt;
- (5) Outstanding municipal bonds and their schedule of retirement;
- (6) Public improvements financing practices; and
- (7) Recommended standards concerning debt limitations.

2. CAPITAL NEEDS LIST

a. Based on the previous studies, and all capital needs, Contractor shall prepare a capital needs list of projects by category with general priorities for improvements to be accomplished during the planning period through workshop meetings with local officials. Contractor shall classify the type of capital improvements according to guidelines, such as:

- (1) **Mandatory:** Those which protect life or health.
- (2) **Necessary:** Those which are important public services.
- (3) **Desirable:** Those which replace obsolete facilities.
- (4) **Acceptable:** Those which reduce operating costs.

b. Contractor shall report possible effects of each identified capital improvement need and/or recommended capital improvements on members of classes protected under federal Fair Housing law(s), taking into consideration geographic concentration and other-analysis required in Section A.3.c. of this Performance Statement. Contractor shall analyze and report the effects each improvement may have on the following:

- (1) Affordable housing opportunities outside of areas of geographic concentration of protected classes;
- (2) Residents of areas with concentrations of protected classes whether the proposed project provides city-wide or target area benefit;
- (3) Equal treatment and access for disabled persons to public facilities throughout the community;
- (4) Other Fair Housing goal(s), as appropriate.

3. CAPITAL IMPROVEMENTS PROGRAM

- a. In consonance with the capital needs list and in coordination with the city's budget, Contractor shall prepare a schedule of projects recommended for the municipality for the first five (5) to six (6) years of the planning period. The schedule shall list projects by category together with estimated cost, sources of funds and year of construction.
- b. A map shall be prepared to show the projects by type and year of construction. The map shall show any identified areas that contain a concentration of aforementioned protected classes within the community. (See Basic Planning Activities component of this Exhibit A, Performance Statement). Included on the map shall be census geographic boundary delineations as available from the most recent Census.

F. SUBDIVISION ORDINANCE

1. ORDINANCE DEVELOPMENT

- a. Contractor shall prepare technical material necessary for the drafting and/or updating of a subdivision ordinance that will best be adapted to direct the platting of land consistent with proposals of the previously prepared Land Use Plan.
- b. The technical material prepared shall be based on sound platting and planning principles and not be inconsistent with all applicable laws.

2. ORDINANCE REVIEW

- a. Following development of the technical material and prior to adoption, Contractor shall seek counsel and advice from the city's attorney regarding the legal aspects and implications of subdivision controls.
- b. Contractor shall prepare the technical material for the subdivision ordinance in a form suitable for its adoption and submit it in report form to the Department as provided herein.

G. ZONING

1. ORDINANCE DEVELOPMENT

- a. Contractor shall prepare technical material necessary for the drafting of zoning ordinance that will best be adapted to direct the use of land consistent with proposals of the city's previously prepared Land Use Plan. Technical material on zoning shall be based on sound zoning principles and not be inconsistent with all applicable laws, including affirmatively furthering fair housing and reducing or eliminating disparate treatment of classes protected under federal Fair Housing law(s).
- b. Based on the Land Use Plan and other plans related to physical development of the municipality, Contractor shall have prepared a Zoning District Map using the base map at its contracted scale.

2. ORDINANCE REVIEW

- a. Following development of the technical material and prior to adoption, Contractor shall seek counsel and advice from the city's attorney regarding the legal aspects and implications of zoning, particularly that it has positive influence in the effort to promote fair and affordable housing.
- b. The technical material on zoning and the recommended zoning district map shall be prepared in report form suitable for adoption and be submitted to the Department as provided herein.

H. PUBLIC BUILDINGS

1. INVENTORY

- a. Contractor shall take an inventory of the community's public buildings and related facilities to include but not necessarily limited to the following:
 - (1) Location, type and use of public buildings for which the City is responsible, including City Hall, police station, fire station (s), maintenance and service buildings, public libraries, public health facilities, and other civic and cultural buildings, such as auditoriums, concert halls, theatres, etc.;
- b. Contractor shall *identify the service area* of the public buildings
- c. Contractor shall perform an assessment of the physical condition of public buildings within the city.
- d. Contractor shall use the base map at its contracted scale to create a **Public Buildings Location and Conditions Map** showing the existing inventory.

2. ANALYSIS

- a. In coordination with city officials, Contractor shall establish standards and criteria for determining adequacy of public buildings and facilities to serve present and future requirements.
- b. Contractor shall utilize workshops, hearings and/or surveys to maximize opportunities to solicit public input on needs and document the dates of the methods used.
- c. Contractor shall describe the legitimate method for assessing needs. Explain how public input was used to assess needs.
- d. Contractor shall prepare a listing and *priority* ranking of problems relating to public buildings and related facilities.

3. PLAN

- a. In cooperation with municipal agencies and standards, Contractor shall determine specific goals relating to public buildings and related facilities and prepare **measurable objectives** to accomplish the stated goals during the planning period.
- b. Contractor shall state community improvements for the planning period and include: (1) phased priorities; (2) estimated costs by project (for at least the first five years; and (3) sources of possible funding.
- c. Contractor shall use the base map at its contracted scale to create a **Future Public Buildings Map**. Recommended improvements shall be shown by phases.

I. CORRIDOR/ENTRYWAY STUDY

1. INVENTORY

- a. Contractor shall perform an assessment of the community entryways in order to define strategic areas along the main highways leading into the City.
- b. Contractor shall *define the service area* of the entryways.

- c. Contractor shall perform an assessment of the land uses and structures within the entryways.
- d. Contractor shall use the base map at its contracted scale to create a **Corridor/Entryway Location and Conditions Map** showing the existing inventory and delineation of the corridor/entryways.

2. **ANALYSIS**

- a. Contractor will prepare an analysis to determine what tools (annexation, zoning, etc.) can be used to encourage and/or shape land use/private structures in the strategic areas.
- b. Contractor shall identify strategic locations for the installation of entryway monument signs, landscaping and other visual features including recommendations on scale of entryway features.
- c. Contractor shall prepare a listing and *priority* ranking of problems relating to entryways.

3. **PLAN**

- a. In cooperation with municipal agencies and standards, Contractor shall determine specific goals relating entryways and corridors and prepare measurable objectives to accomplish the stated goals during the planning period.
- b. Contractor shall state community improvements for the planning period and include: (1) phased priorities; (2) estimated costs by project (for at least the first five years; and (3) sources of possible funding.
- c. Contractor shall use the base map at its contracted scale to create a **Corridor/Entryway Map**. Recommended improvements shall be shown by phases.

J. **CERTIFICATIONS, PRESENTATIONS, REPORTS AND PUBLICATIONS**

1. In addition to other requirements placed on Contractor regarding its certifications of contract compliance, Contractor shall ensure passage of a local resolution after a final summary is presented to the executive government that is prerequisite to final reimbursement under this contract. The local resolution shall indicate and state:

- a. Local officials' participation in preparing and reviewing planning documents for local needs, contract compliance, and the final presentation of the plan at the final hearing and/or meeting met or exceeded a one (1) hour minimum requirement set forth by this contract;
- b. Goals and objectives developed for each contracted planning element were presented, discussed, reviewed and established by local officials;
- c. Inventory, analyses, plans and maps associated with them required under contract were presented, discussed and reviewed by local officials;
- d. Capital needs listed and ranked within the reports were presented, discussed, and reviewed by local officials;
- e. Opportunities were provided for citizen participation in the planning process;
- f. Local review established that the planning documents are suitable as policy guides for the locality;
- g. Local efforts in plan(s) preparation were intended to eliminate impediments to fair housing and support equitable distribution of the plans' benefits;
- h. Contracted planning documents are accepted by the city as substantiation for payment requisition to the Department, and for Contractor's payment to its consultant(s); and
- i. Statement of how the contractor intends to use its planning documents prepared under the contract.

2. One paper hard copy of each study produced under this contract shall be submitted to the Department for review and comment. All work, including mapping that is folded and not rolled, shall be published in an 8 1/2" by 11" report. A letter from Contractor shall accompany the report and include an attached itemization and/or a description where each requirement of this performance statement can be found within each report to include chapter, page and paragraph.

3. ONLY ONE (1) TYPE OF MAPPING SOFTWARE SHOULD BE USED FOR ALL MAPS REQUIRED UNDER THIS CONTRACT. Contractor shall maintain source map data (original vector data) and the graphic data in data files on machine readable media which are compatible with computer systems owned or readily available to the local government. In addition, complete documentation as to the content and layout of the data files and the name of the software package(s) used to generate the maps shall be maintained in written form. Contractor shall provide the Department a letter signed by the authorized signatory attesting to the receipt of such data.

4. Contractor shall provide the Department a compact disk (CD) media, written in Adobe Acrobat portable document format (*.pdf), that contains the narrative and mapping prepared under this contract. The CD shall also contain source map data (original vector data).

Contractor shall ensure that the CD contents and label are properly identified. Specifically, the CD contents and label shall show the locality name, contract number, planning period covered by the report, topics included within the CD report (on the CD), and preparer's name and date of preparation. Complete documentation as to the content and layout of the data files and the name of the software package(s) used to generate the texts and maps shall be provided to the Department in the locality's closeout letter from Contractor and be shown on the compact disk label.

5. Each element requiring mapping shall have separate inventory and plan maps, as stated within each element's performance requirements. All requested maps required herein, with the exception of aerial maps, may be reduced in size if legible and included in appropriate reports. Two (2) 8" x 10" prints with accompanying electronic data may be submitted to the Department in lieu of full-scale aerial maps.

6. All reports, maps, CD labels, and other products completed as a part of this contract, other than documents prepared exclusively for internal use by the Department, shall carry the following notation on the front cover, CD label, or a title page and on the face of maps:

FINANCED THROUGH THE TEXAS DEPARTMENT OF AGRICULTURE. The preparation of this document was financed through provisions of a Texas Community Development Block Grant with funds allocated by the U.S. Department of Housing and Urban Development.

7. Any article or other work submitted by Contractor for publication must include a disclaimer as stated in the Special Conditions:

The Texas Department of Agriculture in conjunction with the United States Department of Housing and Urban Development furnished financial support to the activity described in this publication which does not necessarily indicate the agreement of the Texas Department of Agriculture or of the United States Department of Housing and Urban Development with the statements or conclusions contained in this publication.

8. When advertising the final public hearing, Contractor shall ensure that the newspaper notice indicates that the planning documents prepared under this contract are available for review at least twelve (12) days prior to the final hearing to evaluate Contractor's performance under the contract.

**Parks
Maintenance and Repairs**

Stallings Addition Park		
Date	Report/Request	Status
3/18/2015	Goals do not have nets	Completed
3/18/2015	Basketball court standing water	Budget item
3/18/2015	Water fountain does not work	Parts on order
3/18/2015	Filling in under the _____?	Need more information, request not complete
3/18/2015	Power wash equipment	Completed
3/18/2015	Baseball back stops	Budget Item
3/18/2015	Standing water at basketball court & playground	Completed
3/18/2015	Dead Trees	Completed
3/18/2015	Electrical box exposed and opened	Completed
3/18/2015	Signs are worn	Pending more information
3/18/2015	Drainage around park mats under swing	Completed
Breezy Hill Park		
3/18/2015	Sign crooked	Completed
3/18/2015	Bases torn up	On order
3/18/2015	Fence is leaning	Budget Item
3/18/2015	Water fountain not working	Parts on order
3/18/2015	Metal on top of dugouts coming up	Completed
3/18/2015	Power washing	Completed
3/18/2015	Fire pits rusted	Completed
3/18/2015	Weedeat grass	Completed
3/18/2015	Bench falling over	Completed
3/18/2015	Wood around playground is sinking	Budget Item
3/18/2015	Plastic border around playground area is weak	Pending
3/18/2015	Painting	Completed
3/18/2015	Rusted metal on play equipment	Merry-go-round removed. Completed
3/18/2015	Missing swing	Completed
3/18/2015	Six (6) nets missing	Completed
3/18/2015	Restripe basketball court	Completed
3/18/2015	Benches broken	Completed
3/18/2015	Plastic under slide needs replacing	Budget Item
3/18/2015	Graffiti on basketball court	Completed
3/18/2015	Wire off electrical pole	Completed
3/18/2015	Fire pit no cover, weeds in it	Removed. Completed
3/18/2015	No marking for men or women restroom	Completed
3/18/2015	Drain open in women's restroom	Completed

**Parks
Maintenance and Repairs**

Date	Report/Request	Status
3/18/2015	Clean restrooms	Completed
Kings Creek Park		
3/18/2015	Volleyball net	Completed
3/18/2015	Dead brush snake issues	Completed
3/18/2015	Hole by water fountain	Completed
3/18/2015	Cover over hole is missing ?	Completed
3/18/2015	Cleaning	Completed
3/18/2015	Walking Trail	Budget item
3/18/2015	No gazebo	Budget item
3/18/2015	Basketball Net	Completed
3/18/2015	Fire pits rusty	Pending
3/18/2015	Paint	Pending
3/18/2015	Lights	No light warranted (dusk to dawn, City Ordinance)
Ben Gill Park		
3/18/2015	Ruste curaws (?)	Need more information
3/18/2015	Area around the bull pen needs cleaned up	Pending
3/18/2015	Swings broken at Tennis Courts	Completed
3/18/2015	Replace sign on lights, totally white	Completed
3/18/2015	Water fountain not working	Pending
3/18/2015	One part broken off netting around courts	Completed
3/18/2015	Standing water around parking area for Soccer	Budget Item

User Fees Year: 2015

2015	Check No.	Check Date	Check Amount	Comments
TSA (Spring)	4751	5/6/2015	\$ 1,705.00	
TSA (Fall)	4427	1/20/2016	\$ 1,695.00	
	Total		\$ 3,400.00	
TYSA				Did not have any participants this season, under reconstruction
	Total		\$ -	
TARA (Spring)	5165	5/11/2016	\$ 1,250.00	
TARA (Fall)	5140	3/9/2016	\$ 1,200.00	
	Total		\$ 2,450.00	
Adult Softball			\$ -	No sign-ups/registrations for Fall League.
	Total		\$ -	

Grand Total \$ 5,850.00

2013 Total \$	6,265.00
2014 Total \$	6,890.00
2015 Total \$	5,850.00
Current Balance \$	19,005.00

**User Fees
Year: 2016**

2016	Check No.	Check Date	Check Amount	Comments
TSA (Spring)	4902	3/31/2016	\$ 1,830.00	
TSA (Fall)				
		Total	\$ 1,830.00	
TYAA				
		Total	\$ -	
TARA (Spring)	5165	5/11/2016	\$ 1,305.00	
TARA (Fall)				
		Total	\$ 1,305.00	
Adult Softball				
		Total	\$ -	

Grand Total \$ 3,135.00

2013 Total \$	6,265.00
2014 Total \$	6,890.00
2015 Total \$	5,850.00
2016 Total \$	3,135.00
Current Balance \$	19,005.00

