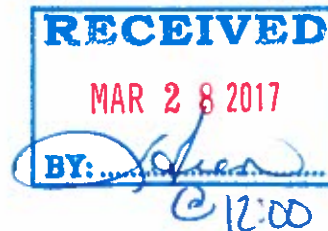


| | |
|------------------------------|--|
| Agenda Section | Informational Items |
| Section Number | IV.H |
| Subject | Texoma Housing Board Agenda Packet |
| To | Mayor and Council Members |
| From | Ben White, City Manager |
| Date | April 11, 2017 |
| Attachment(s) | Texoma Housing Board Agenda Packet |
| Related Link(s) | http://www.farmersvilletx.com/government/agendas_and_minutes/city_council_meetings.php |
| Consideration and Discussion | City Council discussion as required. |
| Action | <ul style="list-style-type: none"> • Motion/second/vote <ul style="list-style-type: none"> <input type="checkbox"/> Approve <input type="checkbox"/> Approve with Updates <input type="checkbox"/> Disapprove • Motion/second/vote to continue to a later date. _____ <ul style="list-style-type: none"> <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove • Move item to another agenda. _____ • No motion, no action |

**Les Cooks--Farmersville, TX
Texoma Housing Partners
Board of Commissioners
Board meeting Information--Mar 27, 2017**

**TO: Sandra Green
City Secretary
Farmersville, TX**






TEXOMA HOUSING PARTNERS

BELLS - BONHAM - CELESTE - ECTOR - FARMERSVILLE - GUNTER - HONEY GROVE - HOWE - LADONIA - POTTSBORO
PRINCETON - SAVOY - TIOGA - TOM BEAN - TRENTON - VAN ALSTYNE - WHITEWRIGHT - WINDOM

March 20, 2017

MEMORANDUM

TO: All Members of the Texoma Housing Partners' Board of Commissioners & Mayors

FROM: Susan Ensley, Program Manager 

SUBJECT: Board Meeting

A meeting of the Texoma Housing Partners' Board of Commissioners has been scheduled for Monday, March 27, 2017, at 5:30 PM at the Bonham Housing Authority offices located at 810 W. 16th. An Agenda Packet for that meeting is enclosed for your review.

The meeting and dinner will start promptly at 5:30 PM. Please contact me if you have any questions or if you will be unable to attend the meeting.

Thank you.

Se

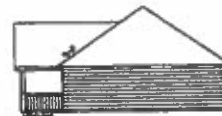
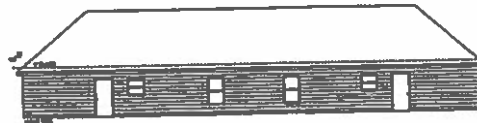
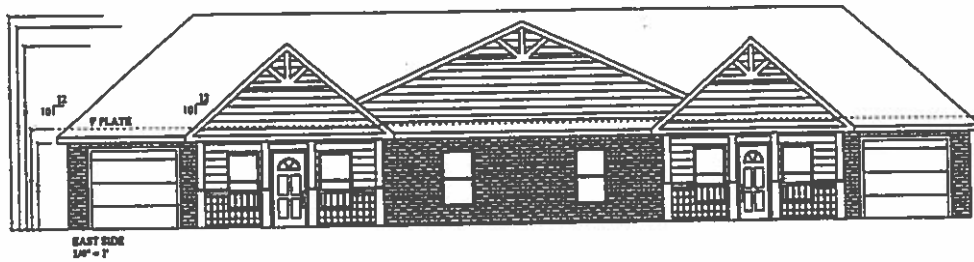
Texoma Housing Partners

Occupancy/Vacancy

All Cities

| Property | 0 BR | 1 BR | 2 BR | 3 BR | 4 BR | Total Units | Units Offline | Total Units Available | No. Occupied | % Available Occupied | Vacancies | Waiting List |
|--------------|----------|------------|------------|-----------|-----------|-------------|---------------|-----------------------|--------------|----------------------|-----------|--------------|
| Bells | 2 | 6 | 7 | 3 | 1 | 19 | | 19 | 19 | 100% | 0 | 54 |
| Bonham | 0 | 16 | 48 | 20 | 8 | 92 | | 92 | 92 | 100% | 0 | 76 |
| Celeste | 0 | 13 | 7 | 4 | 0 | 24 | | 24 | 24 | 100% | 0 | 26 |
| Ector | 0 | 0 | 6 | 3 | 1 | 10 | | 10 | 10 | 100% | 0 | 34 |
| Farmersville | 0 | 35 | 6 | 8 | 0 | 49 | | 49 | 49 | 100% | 0 | 59 |
| Gunter | 0 | 5 | 2 | 5 | 0 | 12 | | 12 | 12 | 100% | 0 | 41 |
| Honey Grove | 0 | 35 | 18 | 15 | 2 | 70 | 1 | 69 | 69 | 100% | 0 | 31 |
| Howe | 0 | 12 | 6 | 4 | 0 | 22 | | 22 | 22 | 100% | 0 | 76 |
| Ladonia | 0 | 4 | 10 | 5 | 1 | 20 | 2 | 18 | 16 | 89% | 2 | 13 |
| Pottsboro | 0 | 2 | 6 | 3 | 0 | 11 | | 11 | 11 | 100% | 0 | 48 |
| Princeton | 0 | 10 | 4 | 2 | 0 | 16 | | 16 | 16 | 100% | 0 | 74 |
| Savoy | 4 | 6 | 12 | 3 | 0 | 25 | | 25 | 25 | 100% | 0 | 42 |
| Tom Bean | 2 | 8 | 5 | 2 | 2 | 19 | | 19 | 19 | 100% | 0 | 46 |
| Trenton | 0 | 4 | 9 | 4 | 0 | 17 | | 17 | 17 | 100% | 0 | 41 |
| Tlloga | 0 | 4 | 1 | 1 | 0 | 6 | | 6 | 6 | 100% | 0 | 26 |
| Van Alstyne | 0 | 8 | 10 | 2 | 0 | 20 | | 20 | 19 | 95% | 1 | 84 |
| Whitewright | 0 | 14 | 10 | 8 | 0 | 32 | | 32 | 32 | 100% | 0 | 56 |
| Windom | 0 | 2 | 2 | 2 | 0 | 6 | | 6 | 6 | 100% | 0 | 18 |
| Total | 8 | 184 | 169 | 94 | 15 | 470 | 3 | 467 | 464 | 99% | 3 | 845 |

As of January 2017



TEXOMA COUNCIL OF GOVERNMENTS

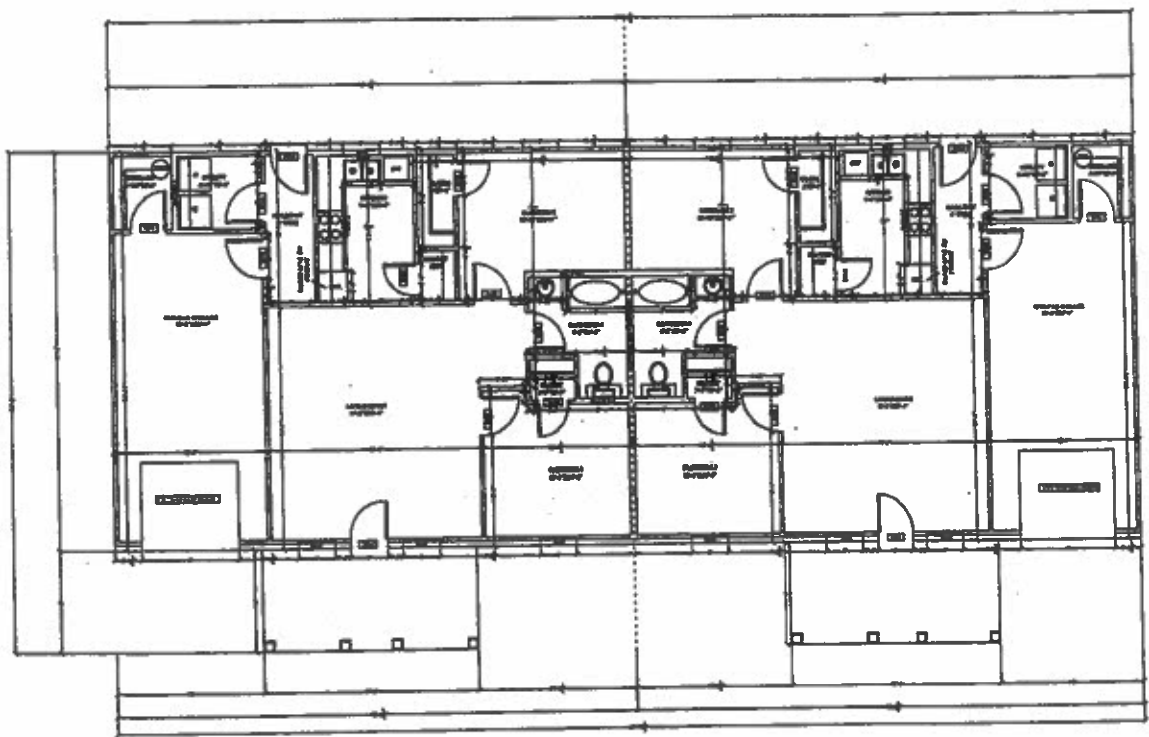
806 W. 16TH ST. BONHAM, TEXAS 75418

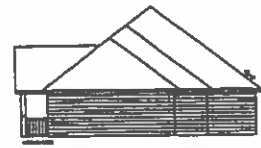
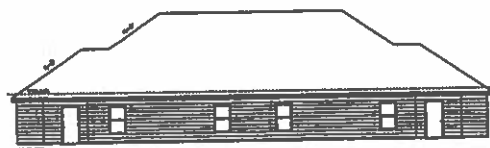
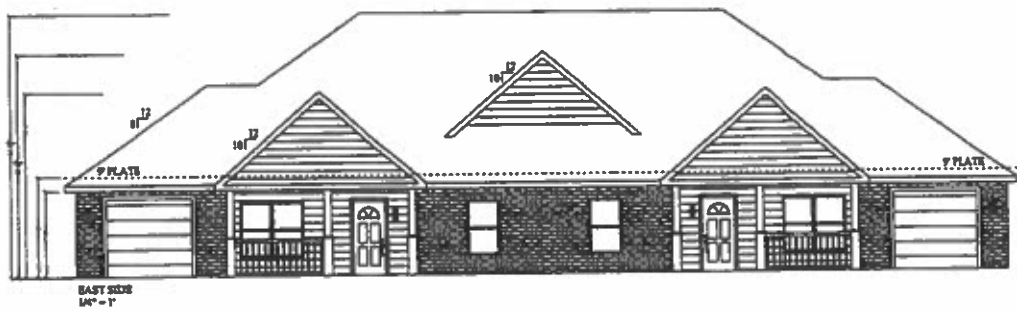
DATE
12/16
SHEET
2 BED, 1 BATH
ELEVATION
SCALE
NOTED

WWW.BLUESTONE.WS

P-903.813.1415 F-903.891.2124

4708 N. FM. 1417, SHERMAN, TEXAS 75092

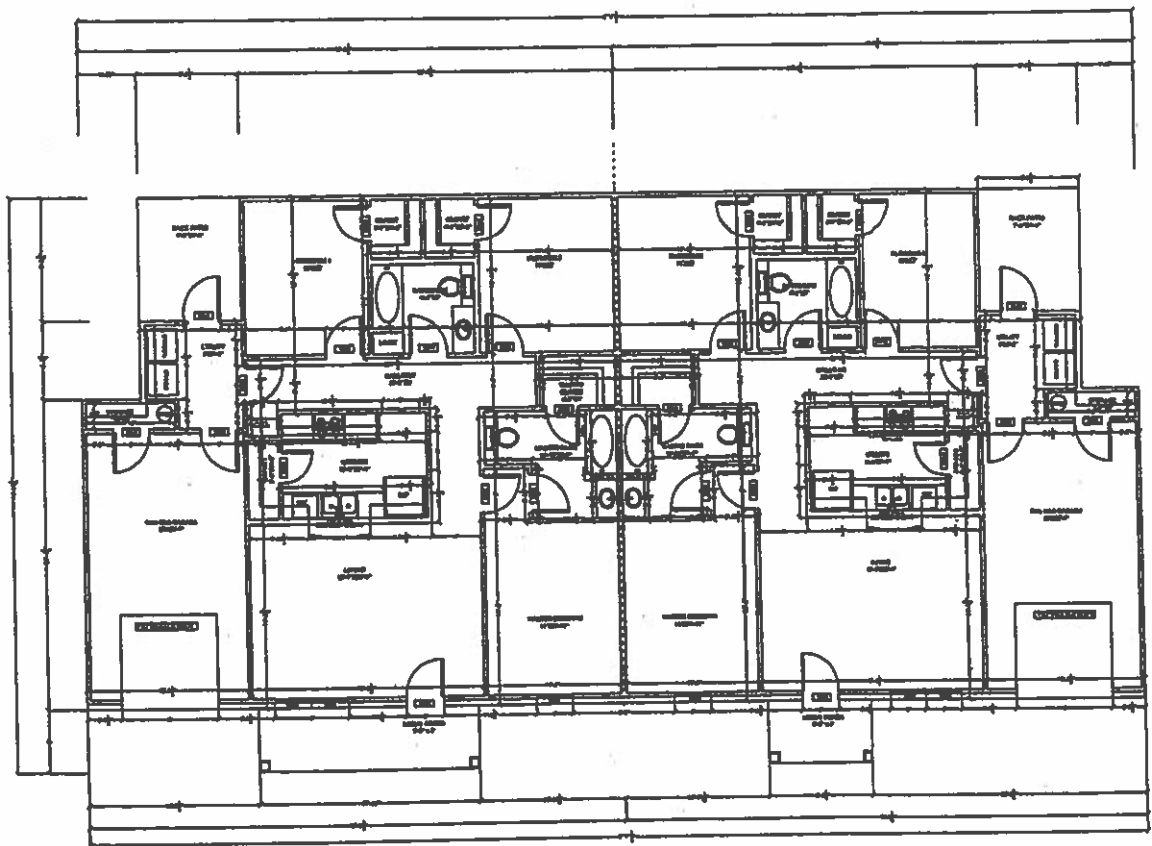




BLUESTONE
DRAFTING + DESIGN

TEXOMA COUNCIL OF GOVERNMENTS
806 W. 16TH ST. BONHAM, TEXAS 75418
DATE 12/16
SHEET 3 BED, 2 BATH ELEVATION
SCALE VARIES

WWW.BLUESTONEIWS
P-903.893.2124
P-903.813.1415
P-903.75092
4708 N. FM. 1417, SHERMAN, TEXAS 75092

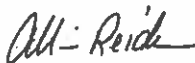


- A. Call to Order & Declaration of a Quorum
- B. Invocation and Pledges
- C. Approval of Minutes: Approve Meeting Minutes for December 2016
- D. TCOG Executive Director's Comments
- E. Public Housing Director's Report
 - a. Occupancy Report
 - b. New Construction Update
- F. Consent

All items on Consent Agenda are considered to be routine by the Texoma Housing Partners' Board and will be enacted with one motion. There will not be separate discussion of these items unless a member of the Governing Body or a citizen so requests, in which event these items will be removed from the general order of business and considered in normal sequence.

 - 1. November and December 2016; January 2017 Liabilities (AF): Authorize the Secretary/Treasurer to make payments in the amounts as listed.
Lori Cannon, CPA Consultant – page 2
- G. Action
 - 1. Approve FYE 2018 Auditor Selection: Authorize the selection of independent auditor for the fiscal year ending 3/31/18
Allison Reider, Client Services Director – page 21
 - 2. FYE 3/31/17 Write-offs: Authorize the write off of tenant accounts receivable for FYE 3/31/17.
Susan Ensley, Program Manager – page 31
 - 3. Authorize the Creation of Two (2) Make Ready Positions: Authorize two new staff positions
Allison Reider, Client Services Director – page 34
 - 4. Approve FYE 2018 Budget: Approve operating budget as presented.
Allison Reider, Client Services Director – page 35
 - 5. Approve Occupancy Policy Update: Approve updates to the Occupancy Policy
Allison Reider, Client Services Director – page 38
 - 6. FYE 2017 Budget Status Update: Accept recommendation, if any, regarding FYE 2017 budget
Lori Cannon, CPA Consultant – page 46
- H. Citizens to be Heard
- I. Adjourn

APPROVAL



Allison Reider, Client Services Director

MINUTES OF THE MEETING OF THE
TEXOMA HOUSING PARTNERS
BOARD OF COMMISSIONERS
December 12, 2016

Members Present: Loretta Oliver (Windom); Marty Burke (Celeste); Betty Childress (Van Alstyne); Frank Budra (Pottsboro); Cecil Jones (Ladonia); Glen Lee (Honey Grove); Virgil Cornwell (Savoy); Cliff Gibbs (Gunter); Tracy Teel (Ector); Allen West (Whitewright); Joanna Duevel (Bells); Lori Clayton (Bonham); JoAnn Duncan (Trenton); Charlene Robinson (Tioga); Pam Glass (Princeton)

Staff Present: Dr. Susan Thomas, Allison Reider, Susan Ensley, Mike Hayes, Jan Knight, Mindi Jones

Guests Present: Brian Grisham, Adami Lindsey & Company; Tim Taraba, Adami Lindsey & Company, Les Cooks

- A. Chairperson Childress called the meeting to order and a quorum was declared of the Board of Commissioners at 5:40 P.M.
- B. Invocation and Pledges
- C. A motion was made by Cecil Jones to approve the minutes of the meeting of September 2016. The motion was seconded by Charlene Robinson. Motion carried.
- D. Executive Directors Report: Dr. Thomas discussed the previous year and thanked the Board for their participation and commitment as a member of the THP Governing Board.
- E. Public Housing Director's Report: Susan Ensley provided the occupancy report to the Board and reported a 99.6% occupancy rate across the 18 properties. Allison Reider gave an update on the new construction process to build 2 conventional duplexes in Bonham. She informed the Board that once the bid process has been completed, staff will bring a recommendation to the Board for consideration and approval. She also said that Request for Proposals would be solicited for a new audit firm to perform the annual audit.
- F. A motion was made by Frank Budra to approve the Consent items. This motion was seconded by Glen Lee. Motion carried.
- G. Action
 1. Approve FYE 3/31/16 Annual Audit: Brian Grisham presented the audit. A motion was made by Frank Budra to approve the audit as presented. This motion was seconded by Allen West. Motion carried.
 2. Budget status update: Mindi Jones and Allison Reider discussed the financials as of October 2016. No recommendation at this time.
- G. Adjourned by Chairperson Childress at 6:10 P.M.

Texoma Housing Partners
Check/Voucher Register
From 11/1/2016 Through 11/30/2016

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| Check | Effective Date | Vendor | Transaction Description | Amount |
|-------|-------------------|--|----------------------------|----------|
| 43734 | 11/2/2016 | APPLIANCE PARTS DEPOT | INV 1088632-01 | 244.46 |
| 43727 | 11/2/2016 | ATMOS ENERGY COMPANY | 3021468572 | 44.24 |
| 43724 | 11/2/2016 | ATMOS ENERGY COMPANY | 3027053919 | 50.56 |
| 43721 | 11/2/2016 | BRIAN KIETH ERWIN | BELLS #3 | 425.00 |
| 43729 | 11/2/2016 | CABLE ONE | 102632783 | 155.65 |
| 43730 | 11/2/2016 | CHRISTINA PHELPS | TRAVEL EXPENSE | 100.98 |
| 43740 | 11/2/2016 | CITY OF BELLS | ACCT 1403 | 44.10 |
| 43741 | 11/2/2016 | CITY OF CELESTE | ACCT 219, 372 | 1,677.00 |
| 43726 | 11/2/2016 | CITY OF HONEY GROVE | HONEY GROVE WATER BILLS | 2,799.15 |
| 43736 | 11/2/2016 | CITY OF HOWE | #0217 | 1,761.41 |
| 43737 | 11/2/2016 | CITY OF HOWE | #3069 | 829.29 |
| 43725 | 11/2/2016 | CITY OF TOM BEAN | TOM BEAN WATER BILLS | 1,821.89 |
| 43739 | 11/2/2016 | CITY OF WHITEWRIGHT | WATER BILLS | 2,011.90 |
| 43717 | 11/2/2016 | DAMILLYA M. JACKSON | STIPEND | 150.00 |
| 43738 | 11/2/2016 | HARPER, SUSIE | TRAVEL EXPENSE | 260.62 |
| 43735 | 11/2/2016 | HOME DEPOT USA INC. DBA THE HOME DEPOT | 6035 3225 0451 8980 | 115.48 |
| 43731 | 11/2/2016 | KEVIN GILLASPIA | HOWE #3 | 795.00 |
| 43722 | 11/2/2016 | KEVIN GILLASPIA | INV 987167 | 425.00 |
| 43732 | 11/2/2016 | MARKS PLUMBING PARTS | INV 1557521 | 719.88 |
| 43720 | 11/2/2016 | RIFE, MYKAYLA | STIPEND | 200.00 |
| 43733 | 11/2/2016 | SUPPLYWORKS | INV 381082213 | 1,258.95 |
| 43719 | 11/2/2016 | TOWNSEND, TERRI | STIPEND | 150.00 |
| 43723 | 11/2/2016 | WALKER & SON | SEPT/OCT INV | 4,217.00 |
| 43728 | 11/2/2016 | WALMART COMMUNITY | 6032 2020 0531 6725 | 357.31 |
| 43718 | 11/2/2016 | WILLIAMS, DUDLEY | STIPEND | 150.00 |
| 43747 | 11/9/2016 | ADAMI, LINDSEY & COMPANY, LLP | INV 72427 | 3,200.00 |
| 43752 | 11/9/2016 | AFPR FOUNDATION REPAIR | 809 & 811 13TH, BONHAM | 8,000.00 |
| 43784 | 11/9/2016 | AMERIPOWER | B1610280114 | 158.19 |

Texoma Housing Partners
Check/Voucher Register
From 11/1/2016 Through 11/30/2016

| | | | |
|-------|------------------------------------|------------------------------|----------|
| 43751 | 11/9/2016 APPLIANCE PARTS DEPOT | INV 1092905-01 | 36.38 |
| 43744 | 11/9/2016 ARANDAY, JOVITA G. | OCTOBER CLEANING | 1,025.00 |
| 43748 | 11/9/2016 BRIAN KIETH ERWIN | VAN ALSTYNE #11 | 425.00 |
| 43753 | 11/9/2016 BRIAN KIETH ERWIN | 814 2ND, BONHAM | 535.00 |
| 43742 | 11/9/2016 CHASE CARDMEMBER SERVICE | ACCT #4246 3152 2014 6987 | 678.84 |
| 43793 | 11/9/2016 CITY OF FARMERSVILLE | 04-1250-00 | 31.97 |
| 43792 | 11/9/2016 CITY OF LADONIA | LADONIA WATER BILLS | 1,723.00 |
| 43789 | 11/9/2016 CITY OF WINDOM | WINDOM WATER BILL | 445.92 |

Texoma Housing Partners
Check/Voucher Register
From 11/1/2016 Through 11/30/2016

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|-------|-------------------|------------------------|-----------------------------------|----------|
| 43794 | 11/9/2016 | CLAUDIA GAULE | REFUND/OVERPAYMEN T RENT ERROR | 174.00 |
| 43776 | 11/9/2016 | CUBA, DOROTHY | NEGATIVE RENTS | 21.00 |
| 43795 | 11/9/2016 | DENNARDS WESTERN WEAR | ACCT 13206 | 64.36 |
| 43771 | 11/9/2016 | ELIZABETH O'BIER | NEGATIVE RENTS | 24.00 |
| 43788 | 11/9/2016 | ENSLEY, SUSAN | TRAVEL EXPENSE | 251.44 |
| 43769 | 11/9/2016 | ERICA HOLLOWELL | NEGATIVE RENTS | 114.00 |
| 43773 | 11/9/2016 | FONDA BROWN | NEGATIVE RENTS | 21.00 |
| 43780 | 11/9/2016 | GARCIA, DIANE | NEGATIVE RENTS | 101.00 |
| 43761 | 11/9/2016 | GERMAINE DESIGNS, INC. | INV 201619-241 | 437.50 |
| 43775 | 11/9/2016 | GORDON ENGLER | NEGATIVE RENTS | 27.00 |
| 43782 | 11/9/2016 | GUFFEE, LORETTA | NEGATIVE RENTS | 30.00 |
| 43783 | 11/9/2016 | GYPSI HALL | NEGATIVE RENTS | 21.00 |
| 43779 | 11/9/2016 | HALL, KELLI | NEGATIVE RENTS | 106.00 |
| 43755 | 11/9/2016 | HANSEN PEST CONTROL | INV 07014507 | 2,412.50 |
| 43772 | 11/9/2016 | JESSICA BRIGHAM | NEGATIVE RENTS | 30.00 |
| 43777 | 11/9/2016 | JESSICA VANZETTEN | NEGATIVE RENTS | 107.00 |
| 43763 | 11/9/2016 | JESSIE MURPHY | NEGATIVE RENTS | 115.00 |
| 43786 | 11/9/2016 | JONES, BILLY | STIPEND | 150.00 |
| 43762 | 11/9/2016 | KASEE MITCHELL | NEGATIVE RENTS | 104.00 |
| 43754 | 11/9/2016 | KEVIN GILLASPIA | 808 14TH, 806 2ND, BONHAM | 625.00 |
| 43745 | 11/9/2016 | LONG, LINDA | OCTOBER ADULT LITERACY | 320.00 |
| 43759 | 11/9/2016 | LOWE'S COMPANIES INC. | ACCT 9900 129419 0 | 882.39 |
| 43765 | 11/9/2016 | MARIA GOODMAN | NEGATIVE RENTS | 47.00 |
| 43743 | 11/9/2016 | MICHAUD, MELODY | TRAVEL EXPENSE | 104.76 |
| 43791 | 11/9/2016 | PAINTER, JONATHAN | OCTOBER SECURITY | 600.00 |
| 43766 | 11/9/2016 | PAULINE THOMPSON | NEGATIVE RENTS | 67.00 |
| 43787 | 11/9/2016 | PRICE, BRENDA | STIPEND | 150.00 |
| 43770 | 11/9/2016 | SABRINA CARTER | NEGATIVE RENTS | 38.00 |
| 43764 | 11/9/2016 | SADE POWELL | NEGATIVE RENTS | 107.00 |

Texoma Housing Partners
Check/Voucher Register
From 11/1/2016 Through 11/30/2016

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|-------|---|--------------------------|-----------|
| 43778 | 11/9/2016 SARAH HIGGS | NEGATIVE RENTS | 35.00 |
| 43781 | 11/9/2016 SHELLIE JENNINGS | NEGATIVE RENTS | 96.00 |
| 43750 | 11/9/2016 SMITH FEED-SEED AND HARDWARE | INV 55031 & 55099 | 287.57 |
| 43768 | 11/9/2016 STEPHANIE CARROLL | NEGATIVE RENTS | 0.00 |
| 43758 | 11/9/2016 SUPPLYWORKS | 382417921 & 382282325 | 975.87 |
| 43756 | 11/9/2016 SYNOVIA SOLUTIONS | INV 7906 | 160.00 |
| 43790 | 11/9/2016 TAYLOR, LOU ANN | TRAVEL EXPENSE | 75.06 |
| 43760 | 11/9/2016 TAYLOR, SCOTT | INV 624158 | 975.00 |
| 43767 | 11/9/2016 TERESA PEREZ | NEGATIVE RENTS | 21.00 |
| 43749 | 11/9/2016 THE ROOF DOCTOR / THOMAS HUNT | PRINCETON ROOF REPAIR | 26,030.00 |

Texoma Housing Partners
Check/Voucher Register
From 11/1/2016 Through 11/30/2016

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| Check | Effective Date | Vendor | Transaction Description | Amount |
|-------|-------------------|-------------------------------------|-----------------------------------|------------|
| 43785 | 11/9/2016 | THOMISON, MARTHA | STIPEND | 125.00 |
| 43746 | 11/9/2016 | TIMOTHY SCOTT ROBERTS | BALLOON MAN | 125.00 |
| 43774 | 11/9/2016 | WILLIAMS, DUDLEY | NEGATIVE RENTS | 21.00 |
| 43757 | 11/9/2016 | XRH, INC. DBA CROSSROADS HARDWARE | TICKET #63372 | 9.68 |
| 43796 | 11/10/2016 | TEXOMA COUNCIL OF GOVERNMENTS | ADMIN CHARGES 10/1- 10/31/2016 | 111,299.53 |
| 43822 | 11/16/2016 | APPLIANCE PARTS DEPOT | 1098224-01, 1097456-01 | 310.00 |
| 43808 | 11/16/2016 | BAKER DISTRIBUTING LLC | R984096, S000994, S019001 | 212.00 |
| 43821 | 11/16/2016 | BIG BUCK MOWERS & EQUIPMENT | INV 290, 291 | 68.47 |
| 43813 | 11/16/2016 | BONHAM BUILDING SUPPLY | INV 267626, 267679, 267791 | 50.24 |
| 43807 | 11/16/2016 | BONHAM QUICK LUBE (B-QUICK INC.) | 31551, 32366 | 89.00 |
| 43815 | 11/16/2016 | BRAY, JOSH / SANITATION SOLUTIONS | INV 6AX01244 | 360.84 |
| 43824 | 11/16/2016 | CITY OF GUNTER | 000137 | 950.57 |
| 43797 | 11/16/2016 | ELIZABETH A. MILES, CPA | INV 2321 | 540.00 |
| 43805 | 11/16/2016 | ESTATE OF RACHAEL TRUMBULL | ENTER AP | 6.00 |
| 43816 | 11/16/2016 | FARMERSVILLE GRAIN & HARDWARE | OCTOBER 2016 | 95.35 |
| 43820 | 11/16/2016 | FIX AND FEED | OCTOBER 2016 | 1,440.78 |
| 43809 | 11/16/2016 | HALL, GARY W HALL SUPPLY CO | INV 260000, 260149, 260637 | 598.86 |
| 43823 | 11/16/2016 | HANSEN PEST CONTROL | INV 07014590 | 670.00 |
| 43810 | 11/16/2016 | KEVIN GILLASPIA | 912 2ND, BONHAM | 350.00 |
| 43801 | 11/16/2016 | KRISTINA KING | SECURITY DEPOSIT REFUND | 32.43 |
| 43802 | 11/16/2016 | LASHONDA COMPTON | SECURITY DEPOSIT REFUND | 55.00 |
| 43827 | 11/16/2016 | LETICIA MORALES | STIPEND | 24.00 |
| 43819 | 11/16/2016 | NATIONAL WHOLESALE SUPPLY | INV S2039906.001 | 8.25 |
| 43826 | 11/16/2016 | NEFF, NATALIE | STIPEND | 27.00 |
| 43817 | 11/16/2016 | NORTH TEXAS PAINT AND RENTAL CENTER | 35082, 35065, 35053 | 719.29 |

Texoma Housing Partners
Check/Voucher Register
From 11/1/2016 Through 11/30/2016

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|-------|---|-----------------------------|-----------|
| 43811 | 11/16/2016 O'REILLY AUTO PARTS | INV 361438524, 361441826 | 54.97 |
| 43804 | 11/16/2016 SARAH STIMPSON-IMBERT | REFUND SEC & PET DEPOSIT | 173.00 |
| 43825 | 11/16/2016 TEXOMA PRINT SERVICES | INV 62120 | 271.64 |
| 43806 | 11/16/2016 THE ROOF DOCTOR / THOMAS HUNT | ROOF REPAIRS 11 & 18 | 29,530.00 |
| 43818 | 11/16/2016 TRI COUNTY GLASS INC. | INV 39905, 39878 | 331.00 |
| 43814 | 11/16/2016 VAN ALSTYNE HARDWARE CO. | ACCT 149 | 32.18 |
| 43798 | 11/16/2016 VERIZON BUSINESS | ACCT 6000082039X26 | 795.33 |
| 43799 | 11/16/2016 VERIZON BUSINESS | ACCT 6000014712X26 | 66.02 |
| 43800 | 11/16/2016 VERIZON BUSINESS | ACCT 6000014711X26 | 2.24 |
| 43803 | 11/16/2016 WASTE MANAGEMENT SHERMAN HAULING | 2527445-1000-6 | 205.60 |

Texoma Housing Partners
Check/Voucher Register
From 11/1/2016 Through 11/30/2016

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|-------|-------------------|--|------------------------------|----------|
| 43812 | 11/16/2016 | WHITEWRIGHT HARDWARE LLC | 9434201001 | 156.77 |
| 43833 | 11/22/2016 | ADAMI, LINDSEY & COMPANY, LLP | INV 72524 | 1,600.00 |
| 43849 | 11/22/2016 | AMERIPOWER | ACCT 1303290017 | 6,874.50 |
| 43829 | 11/22/2016 | APPLIANCE PARTS DEPOT | INV 1098224-02 | 46.56 |
| 43828 | 11/22/2016 | ATMOS ENERGY COMPANY | ACCT 3039821512 | 43.87 |
| 43848 | 11/22/2016 | ATMOS ENERGY COMPANY | ACCT 3024803819 | 20.34 |
| 43834 | 11/22/2016 | BRIAN KIETH ERWIN | TRENTON 11 | 465.00 |
| 43844 | 11/22/2016 | DAMILLYA M. JACKSON | STIPEND | 150.00 |
| 43843 | 11/22/2016 | EXXON MOBIL | 7187 8592 0494 7559 | 2,459.24 |
| 43835 | 11/22/2016 | HANSEN PEST CONTROL | INV 07014626 | 670.00 |
| 43836 | 11/22/2016 | KEVIN GILLASPIA | SAVOY 10 | 370.00 |
| 43842 | 11/22/2016 | KEVIN GILLASPIA | ECTOR #10 | 495.00 |
| 43838 | 11/22/2016 | LANDLORDLOCKS.COM, INC. | INV 11242 | 21.37 |
| 43830 | 11/22/2016 | LIGHTFOOT SOFTWARE COMPANY DBA TENMAST SOFTWARE | INV 7275 | 3,572.90 |
| 43832 | 11/22/2016 | LIGHTFOOT SOFTWARE COMPANY DBA TENMAST SOFTWARE | INV 7244 | 833.34 |
| 43839 | 11/22/2016 | MARKS PLUMBING PARTS | INV 1553111 | 622.27 |
| 43847 | 11/22/2016 | RIFE, MYKAYLA | STIPEND | 200.00 |
| 43840 | 11/22/2016 | SUPPLYWORKS | INV 382925766 & 383058526 | 1,212.64 |
| 43837 | 11/22/2016 | TAYLOR, SCOTT | INV 624159 | 850.00 |
| 43831 | 11/22/2016 | TENANT TRACKER INC. | INV 451719 | 5.00 |
| 43846 | 11/22/2016 | TOWNSEND, TERRI | STIPEND | 150.00 |
| 43841 | 11/22/2016 | WALKER & SON | TRENTON #4 FLOORING | 1,587.00 |
| 43845 | 11/22/2016 | WILLIAMS, DUDLEY | STIPEND | 150.00 |
| 43866 | 11/30/2016 | AMSCO SUPPLY | INV 3132712 | 170.00 |
| 43863 | 11/30/2016 | ATMOS ENERGY COMPANY | ACCT 3021468572 | 44.22 |
| 43858 | 11/30/2016 | ATMOS ENERGY COMPANY | ACCT 3027053919 | 56.37 |
| 43850 | 11/30/2016 | BRIAN KIETH ERWIN | BONHAM #1 | 425.00 |
| 43869 | 11/30/2016 | CABLE ONE | ACCT 102632783 | 155.65 |

Texoma Housing Partners
Check/Voucher Register
From 11/1/2016 Through 11/30/2016

| | | | |
|-------|---------------------------------|-------------------------|----------|
| 43861 | 11/30/2016 CITY OF BELLS | BELLS WATER BILLS | 82.37 |
| 43864 | 11/30/2016 CITY OF FARMERSVILLE | ACCT 04-1250-00 | 31.84 |
| 43860 | 11/30/2016 CITY OF HONEY GROVE | HONEY GROVE WATER BILLS | 2,902.26 |
| 43873 | 11/30/2016 CITY OF TIOGA | #26631 | 458.25 |
| 43859 | 11/30/2016 CITY OF TOM BEAN | TOM BEAN WATER BILLS | 1,812.35 |
| 43862 | 11/30/2016 CITY OF WHITEWRIGHT | WHITEWRIGHT WATER BILLS | 2,124.89 |
| 43874 | 11/30/2016 HARPER, SUSIE | TRAVEL EXPENSE | 120.22 |
| 43851 | 11/30/2016 JOHNSON-BURKS SUPPLY | INV 1340734 | 45.40 |

Texoma Housing Partners
Check/Voucher Register
From 11/1/2016 Through 11/30/2016

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| Check | Effective Date | Vendor | Transaction Description | Amount |
|-----------------|-------------------|---|---|-------------------|
| 43871 | 11/30/2016 | JONES, BILLY | STIPEND | 150.00 |
| 43853 | 11/30/2016 | LONE STAR CLEANING & RESTORATION | INV 9926 & 9890-2 | 11,114.77 |
| 43865 | 11/30/2016 | NATIONAL WHOLESALE SUPPLY | S2054348.01 & S248971.001 | 2,307.14 |
| 43857 | 11/30/2016 | PITNEY BOWES (RESERVE ACCT) | ACCT 8000-9000-0311- 0164 | 420.99 |
| 43870 | 11/30/2016 | PRICE, BRENDA | STIPEND | 150.00 |
| 43856 | 11/30/2016 | SECURITY SIGNAL DEVICES INC. DBA SSD SYSTEMS | INV 11220439-A | 75.99 |
| 43868 | 11/30/2016 | SUPPLYWORKS | INV 383755550 | 107.73 |
| 43867 | 11/30/2016 | TEXOMA FIRE EQUIPMENT INC. | INV 47987 | 125.00 |
| 43852 | 11/30/2016 | THE PLAYWELL GROUP, INC. | INV 1941 & 22164 | 4,292.44 |
| 43854 | 11/30/2016 | THE ROOF DOCTOR / THOMAS HUNT | GUNTER 501 & 503 | 350.00 |
| 43872 | 11/30/2016 | THOMISON, MARTHA | STIPEND | 125.00 |
| 43855 | 11/30/2016 | TRINITY TIRE | INV 2981 | <u>330.00</u> |
| | | | Total 1110 - Cash - THP General Unrestricted | <u>273,115.57</u> |
| Report Total | | | | <u>273,115.57</u> |

Texoma Housing Partners
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| Check | Effective Date Vendor | Transaction Description | Amount |
|-------|--|-----------------------------|----------|
| 43875 | 12/7/2016 APPLIANCE PARTS DEPOT | 1101685-01 & 1103612-01 | 144.47 |
| 43878 | 12/7/2016 CHASE CARDMEMBER SERVICE | ACCT 4246 3152 2014 6987 | 1,204.61 |
| 43885 | 12/7/2016 CITY OF CELESTE | CELESTE WATER BILLS | 1,533.75 |
| 43877 | 12/7/2016 HANSEN PEST CONTROL | INV 07014679 & 07014678 | 4,067.50 |
| 43881 | 12/7/2016 HOME DEPOT USA INC. DBA THE HOME DEPOT | 6035 3225 0451 8980 | 346.79 |
| 43883 | 12/7/2016 KIRK, DORIS | TRAVEL | 64.80 |
| 43884 | 12/7/2016 LONG, LINDA | NOVEMBER | 320.00 |
| 43879 | 12/7/2016 LOWE'S COMPANIES INC. | 9900 129419 0 | 260.79 |
| 43876 | 12/7/2016 SAM'S LAWN RIDERS, INC. | INV 162354 | 39.00 |
| 43886 | 12/7/2016 THE BREAKFAST SHOP | DEC THP BOARD MEETING | 350.00 |
| 43882 | 12/7/2016 TRINITY TIRE | INV 2985 | 86.00 |
| 43880 | 12/7/2016 XRH, INC. DBA CROSSROADS HARDWARE | NOVEMBER 2016 | 15.68 |
| 43887 | 12/8/2016 CITY OF LADONIA | LADONIA WATER BILLS | 1,789.00 |
| 43888 | 12/8/2016 CITY OF WINDOM | WINDOM | 438.52 |
| 43921 | 12/14/2016 ARANDAY, JOVITA G. | NOV 2016 | 825.00 |
| 43909 | 12/14/2016 BONHAM QUICK LUBE (B-QUICK INC.) | INV 33379 | 7.00 |
| 43904 | 12/14/2016 BRANDI ROJAS | NEGATIVE | 30.00 |
| 43917 | 12/14/2016 BRAY, JOSH / SANITATION SOLUTIONS | INV 6BX01250 | 721.68 |
| 43905 | 12/14/2016 CHRISTOPHER, JOHNATHAN | NEGATIVE | 42.00 |
| 43898 | 12/14/2016 CUBA, DOROTHY | NEGATIVE | 21.00 |
| 43899 | 12/14/2016 CUBA, TAKYMBERLY | NEGATIVE | 30.00 |
| 43923 | 12/14/2016 DENNARDS WESTERN WEAR | ACCT 13206 | 336.24 |
| 43894 | 12/14/2016 ERICA HOLLOWELL | NEGATIVE | 114.00 |
| 43916 | 12/14/2016 FIX AND FEED | NOV 2016 | 1,880.16 |
| 43895 | 12/14/2016 FONDA BROWN | NEGATIVE | 21.00 |
| 43902 | 12/14/2016 GARCIA, DIANE | NEGATIVE | 92.00 |
| 43903 | 12/14/2016 GYPSI HALL | NEGATIVE | 21.00 |

Texoma Housing Partners
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| | | | |
|-------|--------------------------------------|------------------|--------|
| 43901 | 12/14/2016 HALL, KELLI | NEGATIVE | 106.00 |
| 43890 | 12/14/2016 JESSIE MURPHY | NEGATIVE | 103.00 |
| 43914 | 12/14/2016 JOHNSON-BURKS SUPPLY | INV 1339723 | 5.87 |
| 43889 | 12/14/2016 KASEE MITCHELL | NEGATIVE | 90.00 |
| 43912 | 12/14/2016 KEVIN GILLASPIA | VAN ALSTYNE | 425.00 |
| 43918 | 12/14/2016 KNIGHT, JAN | POSTAGE REIMB | 15.22 |
| 43906 | 12/14/2016 LANDLORDLOCKS.COM, INC. | NEGATIVE | 33.03 |
| 43924 | 12/14/2016 MICHAUD, MELODY | TRAVEL | 62.10 |
| 43907 | 12/14/2016 NATIONAL WHOLESALE SUPPLY | INV S2051099.001 | 13.45 |

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| Check | Effective Date | Vendor | Transaction Description | Amount |
|-------|-------------------|-------------------------------------|--------------------------------|------------|
| 43907 | 12/14/2016 | NATIONAL WHOLESALE SUPPLY | INV S2056149.001 | 469.86 |
| 43910 | 12/14/2016 | NORTH TEXAS PAINT AND RENTAL CENTER | INV 35133, 35105, | 580.08 |
| 43908 | 12/14/2016 | O'REILLY AUTO PARTS | INV 0361-448335 | 9.99 |
| 43919 | 12/14/2016 | PAINTER, JONATHAN | NOV SECURITY | 600.00 |
| 43892 | 12/14/2016 | PAULINE THOMPSON | NEGATIVE | 110.00 |
| 43920 | 12/14/2016 | QUILL CORPORATION | INV 2239116 | 271.71 |
| 43900 | 12/14/2016 | RENESIA McGEE | NEGATIVE | 30.00 |
| 43891 | 12/14/2016 | SADE POWELL | NEGATIVE | 103.00 |
| 43915 | 12/14/2016 | SYNOVIA SOLUTIONS | INV 8172 | 160.00 |
| 43893 | 12/14/2016 | TERESA PEREZ | NEGATIVE | 21.00 |
| 43925 | 12/14/2016 | TEXOMA COUNCIL OF GOVERNMENTS | ADMIN CHGS 11/1-11/30/16 | 106,300.05 |
| 43896 | 12/14/2016 | TINA PAYNE | NEGATIVE | 30.00 |
| 43911 | 12/14/2016 | UNDERWOOD INC. | INV 2577 | 491.35 |
| 43922 | 12/14/2016 | WALMART COMMUNITY | 6032 2020 0531 | 1,018.43 |
| 43913 | 12/14/2016 | WHITEWRIGHT HARDWARE LLC | ACCT 9434201001 | 209.48 |
| 43897 | 12/14/2016 | WILLIAMS, DUDLEY | NEGATIVE | 21.00 |
| 43931 | 12/21/2016 | APPLIANCE PARTS DEPOT | INV 1088632-02 & 1107437-01 | 116.29 |
| 43972 | 12/21/2016 | APPLIANCE PARTS DEPOT | INV 1113095-01 | 71.74 |
| 43977 | 12/21/2016 | ASHLEY RHODES | NEGATIVE RENT | 27.00 |
| 43983 | 12/21/2016 | ATMOS ENERGY COMPANY | 3039821512 | 47.48 |
| 43930 | 12/21/2016 | BAKER DISTRIBUTING LLC | 148423,264779,28 | 999.01 |
| 43928 | 12/21/2016 | BONHAM BUILDING SUPPLY | INV 267922 | 19.98 |

Texoma Housing Partners
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From 12/1/2016 Through 12/31/2016

| | | | |
|-------|--------------------------------------|------------------------------|----------|
| 43967 | 12/21/2016 BRIAN KIETH ERWIN | 1611 | 600.00 |
| 43959 | 12/21/2016 BUDRA, FRANK | THP BOARD MEETING | 42.12 |
| 43958 | 12/21/2016 BURKE, MARTY | THP BOARD MEETING | 24.84 |
| 43955 | 12/21/2016 CHILDRESS, BETTY | THP BOARD MEETING | 32.40 |
| 43979 | 12/21/2016 CITY OF GUNTER | #000137 | 933.41 |
| 43981 | 12/21/2016 CITY OF HOWE | #0217 | 1,610.32 |
| 43982 | 12/21/2016 CITY OF HOWE | #3069 | 864.18 |
| 43956 | 12/21/2016 CORNWELL, VIRGIL | THP BOARD MEETING | 12.96 |
| 43964 | 12/21/2016 DAMILLYA M. JACKSON | RESIDENT | 150.00 |
| 43970 | 12/21/2016 DEALERS ELECTRICAL SUPPLY | INV 134133-00, 1342016-00 | 248.76 |
| 43933 | 12/21/2016 DEALERS ELECTRICAL SUPPLY | INV 1341500-00 | 844.81 |
| 43957 | 12/21/2016 DUEVEL, JOANNA | THP BOARD MEETING | 17.28 |

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| Check | Effective Date | Vendor | Transaction Description | Amount |
|-------|-------------------|-----------------------------------|----------------------------|--------|
| 43954 | 12/21/2016 | DUNCAN, JOANNE | THP BOARD MEETING | 16.20 |
| 43965 | 12/21/2016 | ENSLEY, SUSAN | TRAVEL | 326.50 |
| 43941 | 12/21/2016 | ERS-TEXAS SOCIAL SECURITY PROGRAM | ACCT 92912004 | 35.00 |
| 43942 | 12/21/2016 | ERS-TEXAS SOCIAL SECURITY PROGRAM | ACCT 92912001 | 35.00 |
| 43943 | 12/21/2016 | ERS-TEXAS SOCIAL SECURITY PROGRAM | ACCT 9291964 | 35.00 |
| 43944 | 12/21/2016 | ERS-TEXAS SOCIAL SECURITY PROGRAM | ACCT 9291963 | 35.00 |
| 43945 | 12/21/2016 | ERS-TEXAS SOCIAL SECURITY PROGRAM | ACCT 9291965 | 35.00 |
| 43946 | 12/21/2016 | ERS-TEXAS SOCIAL SECURITY PROGRAM | ACCT 9291966 | 35.00 |
| 43947 | 12/21/2016 | ERS-TEXAS SOCIAL SECURITY PROGRAM | ACCT 9291967 | 35.00 |
| 43948 | 12/21/2016 | ERS-TEXAS SOCIAL SECURITY PROGRAM | ACCT 920357 | 70.00 |
| 43932 | 12/21/2016 | FARMERSVILLE GRAIN & HARDWARE | NOV 2016 | 124.66 |
| 43938 | 12/21/2016 | GERMAINE DESIGNS, INC. | INV 201619-287 | 43.50 |
| 43953 | 12/21/2016 | GIBBS, CLIFF | THP BOARD MEETING | 51.84 |

Texoma Housing Partners
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| | | | |
|-------|--|-------------------------------------|----------|
| 43952 | 12/21/2016 GLASS, PAMELA | THP BOARD MEETING | 50.76 |
| 43929 | 12/21/2016 HALL, GARY W HALL SUPPLY CO | TO A/V/ET NOV 2016 | 235.39 |
| 43871 | 12/21/2016 JONES, BILLY | STIPEND | (150.00) |
| 43978 | 12/21/2016 JONES, BILLY | STIPEND | 150.00 |
| 43988 | 12/21/2016 JONES, BILLY | STIPEND | 150.00 |
| 43966 | 12/21/2016 KEVIN GILLASPIA | SAVOY 13 | 395.00 |
| 43971 | 12/21/2016 LANDLORDLOCKS.COM, INC. | INV 112252 | 548.41 |
| 43987 | 12/21/2016 LANIA STEWARD | SECURITY DEP/CREDIT | 625.00 |
| 43951 | 12/21/2016 LEE, GLENN | THP BOARD MEETING | 18.36 |
| 43976 | 12/21/2016 LETICIA MORALES | TO A/V/ET NEGATIVE RENT | 24.00 |
| 43986 | 12/21/2016 LONNIE JOHNSON | SECURITY/PET DEPOSIT | 205.78 |
| 43975 | 12/21/2016 NEFF, NATALIE | NEGATIVE | 27.00 |
| 43985 | 12/21/2016 NICOLE HIGHLEN | RENT REFUND | 737.00 |
| 43985 | 12/21/2016 NICOLE HIGHLEN | RENT REFUND/OVERDRAFT FEE | 58.00 |
| 43950 | 12/21/2016 OLIVER, LORETTA | THP BOARD MEETING | 13.50 |
| 43984 | 12/21/2016 PATRICIA WADE | TO A/V/ET REFUND EXCESS WATER USAGE | 171.73 |
| 43939 | 12/21/2016 Pitney Bowes (Equipment acct) | INV 3302246411 | 168.00 |
| 43973 | 12/21/2016 PRICE, BRENDA | RESIDENT | 150.00 |
| 43960 | 12/21/2016 QUILL | INV 2471123 | 56.19 |
| 43980 | 12/21/2016 QUILL CORPORATION | INV 1761506 | 53.03 |

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| Check | Effective Date | Vendor | Transaction Description | Amount |
|-------|----------------|------------------------------|-------------------------|--------|
| 43961 | 12/21/2016 | RIFE, MYKAYLA | RESIDENT | 200.00 |
| 43927 | 12/21/2016 | SMITH FEED-SEED AND HARDWARE | INV 54253 | 59.10 |
| 43969 | 12/21/2016 | SUPPLYWORKS | INV 38558913, 385141908 | 234.67 |
| 43974 | 12/21/2016 | THOMISON, MARTHA | RESIDENT | 125.00 |

Texoma Housing Partners
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| | | | |
|-------|--|-------------------------------|----------|
| 43962 | 12/21/2016 TOWNSEND, TERRI | RESIDENT | 150.00 |
| 43926 | 12/21/2016 TRI COUNTY GLASS INC. | INV | 264.00 |
| 43968 | 12/21/2016 TRINITY TIRE | INV 2988 | 330.00 |
| 43935 | 12/21/2016 VERIZON BUSINESS | 6000082039X26 | 795.33 |
| 43936 | 12/21/2016 VERIZON BUSINESS | 6000014712X26 | 54.40 |
| 43937 | 12/21/2016 VERIZON BUSINESS | 6000014711X26 | 2.83 |
| 43940 | 12/21/2016 WALMART COMMUNITY | ACCT 6032 2020 0531 6725 | 785.68 |
| 43934 | 12/21/2016 WASTE MANAGEMENT SHERMAN HAULING | 3-54989-73001 | 205.60 |
| 43949 | 12/21/2016 WEST, ALLEN | THP BOARD MEETING | 20.52 |
| 43963 | 12/21/2016 WILLIAMS, DUDLEY | TO A1/CT RESIDENT | 150.00 |
| 43989 | 12/22/2016 PITNEY BOWES (RESERVE ACCT) | 8000-9000-0311- | 420.99 |
| 43990 | 12/22/2016 TENANT TRACKER INC. | INV 453701 | 10.00 |
| 44013 | 12/27/2016 AMERIPOWER | AMERIPOWER | 128.98 |
| 44010 | 12/27/2016 AMSCO SUPPLY | INV 3137379 | 34.56 |
| 43998 | 12/27/2016 AMSCO SUPPLY | INV 3136086 | 86.47 |
| 44000 | 12/27/2016 APPLIANCE PARTS DEPOT | INV 1117036-01, 1115708-01 | 166.25 |
| 44005 | 12/27/2016 ATMOS ENERGY COMPANY | ACCT# | 41.87 |
| 44006 | 12/27/2016 ATMOS ENERGY COMPANY | ACCT# | 20.34 |
| 44014 | 12/27/2016 ATMOS ENERGY COMPANY | ACCT | 277.27 |
| 44002 | 12/27/2016 CITY OF FARMERSVILLE | ACCT# 04-1250- | 35.60 |
| 44003 | 12/27/2016 CITY OF FARMERSVILLE | ACCT# | 0.00 |
| 44004 | 12/27/2016 CITY OF FARMERSVILLE | ACCT# | 44.22 |
| 44008 | 12/27/2016 CITY OF HONEY GROVE | HONEY GROVE WATER BILLS | 2,803.76 |
| 44012 | 12/27/2016 CITY OF TIOGA | ACCT# 26631 | 446.05 |
| 44007 | 12/27/2016 CITY OF TOM BEAN | TOM BEAN WATER BILLS | 1,921.53 |
| 44009 | 12/27/2016 CITY OF WHITEWRIGHT | WHITEWRIGHT WATER BILLS | 2,033.99 |
| 43996 | 12/27/2016 EXXON MOBIL | 7187 8592 0494 | 2,532.06 |
| 44001 | 12/27/2016 FOUR STAR HEATING & A/C | INV S-21135 | 598.51 |
| 43994 | 12/27/2016 HANSEN PEST CONTROL | INV 07014792 | 670.00 |
| 43999 | 12/27/2016 HD SUPPLY FACILITIES MAINTENANCE LTD. | INV 9150917617 | 621.05 |
| 44011 | 12/27/2016 LONE STAR CLEANING & RESTORATION | INV# 9934R2 | 4,150.00 |
| 43997 | 12/27/2016 MARKS PLUMBING PARTS | INV 1573299 | 747.35 |

Texoma Housing Partners
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| Check | Effective Date | Vendor | Transaction Description | Amount |
|-----------------|-------------------|---|--|-------------------|
| 43991 | 12/27/2016 | SECURITY SIGNAL DEVICES INC. DBA SSD SYSTEMS | INV 1225947-A | 75.99 |
| 43993 | 12/27/2016 | TAYLOR, SCOTT | INV 624161 | 600.00 |
| 43992 | 12/27/2016 | THE PLAYWELL GROUP, INC. | INV 22236 | 323.28 |
| 43995 | 12/27/2016 | WALKER & SON | VAN ALSTYNE | <u>2,100.00</u> |
| | | | Total 1110 - Cash - THP General Unrestricted | <u>161,576.29</u> |
| Report Total | | | | <u>161,576.29</u> |

TEXOMA HOUSING PARTNERS

Check/Voucher Register

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11/10/2016 147 General Debit

| Number | Effective Date | Payee Name | Transaction Description | Amount |
|--------|----------------|--|------------------------------|----------|
| 44016 | 1/4/2017 | ATMOS ENERGY COMPANY | 3021468572 | 44.22 |
| 44021 | 1/4/2017 | ATMOS ENERGY COMPANY | 4020030759 | 99.53 |
| 44019 | 1/4/2017 | CABLE ONE | 102632783 | 155.65 |
| 44015 | 1/4/2017 | CHASE CARDMEMBER SERVICE | 34326 3152 2014 6987 | 2,410.10 |
| 44022 | 1/4/2017 | CITY OF BELLS | BELLS WATER BILLS | 90.56 |
| 44020 | 1/4/2017 | CITY OF CELESTE | CELESTE WATER BILLS | 1,576.50 |
| 44023 | 1/4/2017 | CITY OF HOWE | #0217 | 1,576.31 |
| 44024 | 1/4/2017 | CITY OF HOWE | #3069 | 848.94 |
| 44017 | 1/4/2017 | CITY OF LADONIA | LADONIA WATER BILLS | 1,707.00 |
| 44018 | 1/4/2017 | LONG, LINDA | DECEMBER READING CLASS | 120.00 |
| 44004 | 1/5/2017 | CITY OF FARMERSVILLE | ACCT# 3021468572 | (44.22) |
| 44030 | 1/11/2017 | AMERIPOWER | 1303290017 | 6,017.10 |
| 44036 | 1/11/2017 | ARANDAY, JOVITA G. | DECEMBER CLEANING | 825.00 |
| 44068 | 1/11/2017 | ATMOS ENERGY COMPANY | 4020042808 | 136.46 |
| 44026 | 1/11/2017 | AUDREY HENRY | REFUND OF SECURITY DEPOSIT | 50.00 |
| 44028 | 1/11/2017 | BETTY CANIDA | REFUND DEPOSITS | 100.00 |
| 44041 | 1/11/2017 | BIG BUCK MOWERS & EQUIPMENT | INV 342 | 17.98 |
| 44025 | 1/11/2017 | CITY OF GUNTER | #000137 | 927.94 |
| 44031 | 1/11/2017 | CITY OF WINDOM | WINDOM WATER BILL | 377.52 |
| 44062 | 1/11/2017 | CUBA, DOROTHY | NEGATIVE RENTS | 21.00 |
| 44027 | 1/11/2017 | DAVID GORDON | REFUND SECURITY DEPOSIT | 50.00 |
| 44045 | 1/11/2017 | DEALERS ELECTRICAL SUPPLY | INV 1343537-00 | 56.58 |
| 44056 | 1/11/2017 | ERICA HOLLOWELL | NEGATIVE RENTS | 114.00 |
| 44048 | 1/11/2017 | FIX AND FEED | DECEMBER 2016 | 1,993.88 |
| 44058 | 1/11/2017 | FONDA BROWN | NEGATIVE RENTS | 21.00 |
| 44065 | 1/11/2017 | GARCIA, DIANE | NEGATIVE RENTS | 92.00 |
| 44067 | 1/11/2017 | GUFFEE, LORETTA | NEGATIVE RENTS | 30.00 |
| 44066 | 1/11/2017 | GYPSI HALL | NEGATIVE RENTS | 21.00 |
| 44064 | 1/11/2017 | HALL, KELLI | NEGATIVE RENTS | 106.00 |
| 44047 | 1/11/2017 | HANSEN PEST CONTROL | INV 07014867 | 2,202.50 |
| 44043 | 1/11/2017 | HOME DEPOT USA INC. DBA THE HOME DEPOT | 6035 3225 0451 8980 | 3,005.29 |
| 44059 | 1/11/2017 | JESSICA BRIGHAM | NEGATIVE RENTS | 30.00 |
| 44053 | 1/11/2017 | JESSIE MURPHY | NEGATIVE RENTS | 103.00 |
| 44052 | 1/11/2017 | KASEE MITCHELL | NEGATIVE RENTS | 90.00 |
| 44044 | 1/11/2017 | KEVIN GILLASPIA | 15TH ST #84, BONHAM & FV #3 | 880.00 |
| 44049 | 1/11/2017 | LANDLORDLOCKS.COM, INC. | INV 112673 | 407.39 |
| 44046 | 1/11/2017 | LOWE'S COMPANIES INC. | 9900 129419 0 | 1,319.04 |
| 44032 | 1/11/2017 | MICHAUD, MELODY | TRAVEL EXPENSE | 99.36 |
| 44039 | 1/11/2017 | MIDWAY LOCK & KEY | INV 53524 | 23.97 |
| 44050 | 1/11/2017 | NATIONAL WHOLESALE SUPPLY | S2076200.001 | 364.80 |
| 44038 | 1/11/2017 | NATIONAL WHOLESALE SUPPLY | S2075333.001 & S2072010.001 | 618.52 |
| 44037 | 1/11/2017 | PAINTER, JONATHAN | DECEMBER HG/LADONIA SECURITY | 600.00 |
| 44055 | 1/11/2017 | PAULINE THOMPSON | NEGATIVE RENTS | 110.00 |
| 44057 | 1/11/2017 | SABRINA CARTER | NEGATIVE RENTS | 38.00 |

| Number | Effective Date | Payee Name | Transaction Description | Amount |
|--------|----------------|-------------------------------------|--|------------|
| 44054 | 1/11/2017 | SADE POWELL | NEGATIVE RENTS | 103.00 |
| 44061 | 1/11/2017 | SCHLOEMER, SANDRA | NEGATIVE RENTS | 27.00 |
| 44063 | 1/11/2017 | SHERRY WOOD | NEGATIVE RENTS | 90.00 |
| 44040 | 1/11/2017 | SUPPLYWORKS | INV 38769269 | 348.15 |
| 44069 | 1/11/2017 | TEXOMA COUNCIL OF GOVERNMENTS | ADMIN CHARGES 12/1-31/2016 | 101,883.62 |
| 44042 | 1/11/2017 | VAN ALSTYNE HARDWARE CO. | INV 202949 | 4.98 |
| 44033 | 1/11/2017 | VERIZON BUSINESS | 6000082039X26 | 792.73 |
| 44034 | 1/11/2017 | VERIZON BUSINESS | 6000014712X26 | 56.03 |
| 44035 | 1/11/2017 | VERIZON BUSINESS | 6000014711X26 | 3.49 |
| 44029 | 1/11/2017 | WASTE MANAGEMENT SHERMAN HAULING | 3-54989-73001 | 205.60 |
| 44060 | 1/11/2017 | WILLIAMS, DUDLEY | NEGATIVE RENTS | 21.00 |
| 44051 | 1/11/2017 | XRH, INC. DBA CROSSROADS HARDWARE | DECEMBER 2016 | 87.41 |
| 44075 | 1/17/2017 | AMERIPOWER | B1701040234 | 190.58 |
| 44074 | 1/17/2017 | ASHLEY RHODES | NEGATIVE RENTS | 27.00 |
| 44080 | 1/17/2017 | BAKER DISTRIBUTING LLC | INV S287520,S314089,S401356,S421264 | 1,432.89 |
| 44086 | 1/17/2017 | BONHAM BUILDING SUPPLY | 00268525, 00268552 | 115.70 |
| 44081 | 1/17/2017 | BONHAM QUICK LUBE (B-QUICK INC.) | INV 34020,34556,34598,34599 | 307.00 |
| 44082 | 1/17/2017 | BRAY, JOSH / SANITATION SOLUTIONS | INV 6CX01254 | 360.84 |
| 44079 | 1/17/2017 | BRIAN KIETH ERWIN | WWW#1 & HG#23 | 790.00 |
| 44070 | 1/17/2017 | ENSLEY, SUSAN | TRAVEL EXPENSE | 176.92 |
| 44077 | 1/17/2017 | ESTATE OF CLARA HARRIS | REFUND SECURITY DEPOSIT | 25.00 |
| 44088 | 1/17/2017 | FARMERSVILLE GRAIN & HARDWARE | DECEMBER 2016 | 64.69 |
| 44087 | 1/17/2017 | HALL, GARY W HALL SUPPLY CO | ACCT 1080 | 472.04 |
| 44071 | 1/17/2017 | HARPER, SUSIE | TRAVEL EXPENSE | 70.00 |
| 44083 | 1/17/2017 | LANDLORDLOCKS.COM, INC. | INV 112791 | 189.01 |
| 44073 | 1/17/2017 | LETICIA MORALES | NEGATIVE RENTS | 24.00 |
| 44072 | 1/17/2017 | NEFF, NATALIE | NEGATIVE RENTS | 27.00 |
| 44090 | 1/17/2017 | NORTH TEXAS PAINT AND RENTAL CENTER | INV 35137, 35173 | 453.51 |
| 44084 | 1/17/2017 | SAM'S LAWN RIDERS, INC. | IINV 163149 | 35.00 |
| 44089 | 1/17/2017 | SMITH FEED-SEED AND HARDWARE | DECEMBER 2017 | 256.00 |
| 44078 | 1/17/2017 | TENANT TRACKER INC. | INV 3455671 | 20.00 |
| 44076 | 1/17/2017 | TIMOTHY ALLEN | REFUND SECURITY DEPOSIT | 0.00 |
| 44076 | 1/17/2017 | TIMOTHY ALLEN | SECURITY DEPOSIT | 0.00 |
| 44085 | 1/17/2017 | WALKER & SON | 1/5/17 INVOICE | 315.00 |
| 44092 | 1/18/2017 | FLETCHER TISHA | REFUND OF CREDIT | 147.00 |
| 44091 | 1/18/2017 | TIMOTHY ALLEN | REFUND SECURITY DEPOSIT | 50.00 |
| 44101 | 1/24/2017 | AMERIPOWER | #1303290023 | 168.58 |
| 44111 | 1/24/2017 | AMSCO SUPPLY | INV 3139506 | 244.59 |
| 44115 | 1/24/2017 | ATMOS ENERGY COMPANY | #4019802516 | 93.03 |
| 44099 | 1/24/2017 | ATMOS ENERGY COMPANY | #3024803819 | 27.19 |
| 44100 | 1/24/2017 | ATMOS ENERGY COMPANY | #4020230051 | 41.37 |
| 44094 | 1/24/2017 | ATMOS ENERGY COMPANY | #3039821512 | 76.51 |
| 44095 | 1/24/2017 | ATMOS ENERGY COMPANY | #4020042835 | 60.87 |
| 44096 | 1/24/2017 | ATMOS ENERGY COMPANY | #4020198098 | 104.08 |
| 44097 | 1/24/2017 | ATMOS ENERGY COMPANY | #4020042826 | 110.27 |
| 44109 | 1/24/2017 | BIG BUCK MOWERS & EQUIPMENT | INV 362, 363 | 890.04 |
| 44107 | 1/24/2017 | BRIAN KIETH ERWIN | HONEY GROVE 66 | 390.00 |
| 44112 | 1/24/2017 | EXXON MOBIL | 7187 8592 0494 7559 | 2,315.64 |
| 44110 | 1/24/2017 | HANSEN PEST CONTROL | INV 07014928 | 1,265.00 |

| Number | Effective Date | Payee Name | Transaction Description | Amount |
|--------|----------------|--|----------------------------|----------|
| 44116 | 1/24/2017 | HARPER, SUSIE | TRAVEL EXPENSE | 50.76 |
| 44108 | 1/24/2017 | KEVIN GILLASPIA | FARMERSVILLE #53 | 390.00 |
| 44098 | 1/24/2017 | KIRK, DORIS | TRAVEL EXPENSE | 59.40 |
| 44105 | 1/24/2017 | PURCHASE POWER | 8000-9000-0311-0164 | 420.99 |
| 44117 | 1/24/2017 | PURCHASE POWER | INV 1002965970 | 32.25 |
| 44103 | 1/24/2017 | SECURITY SIGNAL DEVICES INC. DBA SSD SYSTEMS | INV 1234141-A | 75.99 |
| 44113 | 1/24/2017 | SYNOVIA SOLUTIONS | INV 000119 | 160.00 |
| 44093 | 1/24/2017 | TEXOMA HOUSING PARTNERS | TRNFR SEC. DEP - T. CUBA | 75.00 |
| 44104 | 1/24/2017 | THE NELROD COMPANY | INV RU001902PH | 1,860.00 |
| 44114 | 1/24/2017 | THE ROOF DOCTOR / THOMAS HUNT | FARMERSVILL 53 ROOF REPAIR | 375.00 |
| 44102 | 1/24/2017 | WALMART COMMUNITY | 6032 2020 0531 6725 | 452.39 |
| 44106 | 1/24/2017 | WHITEWRIGHT HARDWARE LLC | 9434201001 | 82.73 |
| 44129 | 1/30/2017 | AMERIPOWER | 1303290017 | 6,955.39 |
| 44122 | 1/30/2017 | ATMOS ENERGY COMPANY | 4020042835 | 86.75 |
| 44123 | 1/30/2017 | ATMOS ENERGY COMPANY | 4020048151 | 63.38 |
| 44124 | 1/30/2017 | ATMOS ENERGY COMPANY | 4020042380 | 118.43 |
| 44125 | 1/30/2017 | ATMOS ENERGY COMPANY | 4020120787 | 58.45 |
| 44126 | 1/30/2017 | ATMOS ENERGY COMPANY | 4020198034 | 126.59 |
| 44127 | 1/30/2017 | ATMOS ENERGY COMPANY | 4020112723 | 45.60 |
| 44128 | 1/30/2017 | ATMOS ENERGY COMPANY | 3027053919 | 374.56 |
| 44141 | 1/30/2017 | ATMOS ENERGY COMPANY | 4019802516 | 32.99 |
| 44148 | 1/30/2017 | ATMOS ENERGY COMPANY | 4020008999 | 145.03 |
| 44149 | 1/30/2017 | ATMOS ENERGY COMPANY | 3021468572 | 43.76 |
| 44150 | 1/30/2017 | ATMOS ENERGY COMPANY | 4020186403 | 57.00 |
| 44151 | 1/30/2017 | ATMOS ENERGY COMPANY | 4020042362 | 106.81 |
| 44157 | 1/30/2017 | BONHAM FLORAL | ID #1864 | 75.00 |
| 44132 | 1/30/2017 | BRIAN KIETH ERWIN | 814 12TH ST, BONHAM | 505.00 |
| 44156 | 1/30/2017 | CABLE ONE | 102632783 | 155.65 |
| 44131 | 1/30/2017 | CHASE CARDMEMBER SERVICE | 4246 3152 2014 6987 | 933.85 |
| 44153 | 1/30/2017 | CITY OF BELLS | BELLS WATER BILLS | 89.88 |
| 44155 | 1/30/2017 | CITY OF CELESTE | CELESTE WATER BILLS | 1,664.25 |
| 44146 | 1/30/2017 | CITY OF FARMERSVILLE | 04-0390-02 | 10.99 |
| 44147 | 1/30/2017 | CITY OF FARMERSVILLE | 04-1250-00 | 35.26 |
| 44130 | 1/30/2017 | CITY OF HONEY GROVE | HONEY GROVE WATER BILLS | 3,056.57 |
| 44143 | 1/30/2017 | CITY OF HOWE | 0217 | 1,950.32 |
| 44144 | 1/30/2017 | CITY OF HOWE | 3069 | 880.70 |
| 44142 | 1/30/2017 | CITY OF TIOGA | 26631 | 504.47 |
| 44154 | 1/30/2017 | CITY OF TOM BEAN | TOM BEAN WATER BILLS | 2,097.44 |
| 44152 | 1/30/2017 | CITY OF WHITEWRIGHT | WHITEWRIGHT WATER BILLS | 2,267.03 |
| 44118 | 1/30/2017 | DAMILLYA M. JACKSON | STIPEND | 150.00 |
| 44145 | 1/30/2017 | HARPER, SUSIE | TRAVEL EXPENSE | 147.58 |
| 44136 | 1/30/2017 | HD SUPPLY FACILITIES MAINTENANCE LTD. | INV 9151540834 | 383.20 |
| 44138 | 1/30/2017 | JONES, BILLY | RESIDENT STIPEND | 150.00 |
| 44135 | 1/30/2017 | NATIONAL WHOLESALE SUPPLY | INV S2084285.001 | 188.30 |
| 44134 | 1/30/2017 | OLNEY SALES INC. | INV 17970 | 661.00 |
| 44139 | 1/30/2017 | PRICE, BRENDA | RESIDENT STIPEND | 150.00 |
| 44121 | 1/30/2017 | RIFE, MYKAYLA | STIPEND | 200.00 |
| 44137 | 1/30/2017 | TAYLOR, LOU ANN | TRAVEL EXPENSE | 150.12 |
| 44140 | 1/30/2017 | THOMISON, MARTHA | RESIDENT STIPEND | 125.00 |

JANUARY 2017

| Number | Effective Date | Payee Name | Transaction Description | Amount |
|---------------|-----------------------|-------------------|---|-------------------|
| 44120 | 1/30/2017 | TOWNSEND, TERRI | STIPEND | 150.00 |
| 44133 | 1/30/2017 | WALKER & SON | 218 W. SANTE FE #48 FV | 360.00 |
| 44119 | 1/30/2017 | WILLIAMS, DUDLEY | STIPEND | <u>150.00</u> |
| | | | Total 1110 - Cash - THP General Unrestricted | <u>173,834.14</u> |
| Report Total | | | | <u>173,834.14</u> |



TO: THP Board of Commissioners
FROM: Allison Reider, Client Services Director *AR*
DATE: March 9, 2017
RE: Selection of Auditor

RECOMMENDATION

Authorize the audit engagement for FYE 3/31/2018.

BACKGROUND

Texoma Housing Partners (THP) is the nation's first consortium and has been nationally recognized as a HUD Best Practice recipient. Through an administrative contract, TCOG provides the day to day management of the 18 cities currently participating in the consortium. Joining together and combining resources has produced significant economies of scale; both financially and in staff capacity, which in turn strengthens the program. THP is made up of the following cities: Bells, Bonham, Celeste, Ector, Farmersville, Gunter, Honey Grove, Howe, Ladonia, Pottsboro, Princeton, Savoy, Tioga, Tom Bean, Trenton, Van Alostne, Whitewright and Windom.

DISCUSSION

In response to the formal solicitation, four (4) audit firms submitted proposals. The four proposals are as follows:

| NAME | BID AMOUNT | NEGOTIATED AMOUNT |
|-------------------------|------------|-------------------|
| Lafollett & Company | \$23,100 | |
| Adami Lindsey & Company | \$23,500 | \$17,900 |
| Whitely Penn | \$20,500 | \$18,000 |
| McClanahan & Homes | \$19,750 | \$17,750 |

Three of the four audit firms listed have completed prior THP audits, however the audit Firm of Adami, Lindsey is the firm with the most public housing related experience and more importantly, the most PHA Consortia experience. Based on these facts, it is our recommendation the firm of Adami, Lindsey be awarded the contract as auditor for THP for a period of five (5) years beginning FYE 2018 through FYE 2022. The contract will provide for renewal on an annual basis based on THP's satisfaction with performance.

BUDGET

This item has no budgetary impact.

Texoma Housing Partners

**RESPONSE TO REQUEST FOR PROPOSAL
FOR AUDIT SERVICES**

**For the Fiscal Year Ending March 31, 2017
And Thereafter Through March 31, 2021**

**Submitted By
Adami, Lindsey & Company, L.L.P.
123 N. Crockett Street, Suite 100
Sherman, TX 75090
(903) 892-2727**

**Person to Contact – Timothy D. Taraba or Brian Grisham
Date Submitted – February 7, 2017**

Valid for Not Less than Sixty Days from Submission

Texoma Housing Partners

RESPONSE TO QUESTIONNAIRE/REQUEST FOR PROPOSAL FOR AUDIT SERVICES

**For the Fiscal Year Ending March 31, 2017
And Thereafter Through March 31, 2021**

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| Approach to Audit | 5 |
| Proposed Fee for Services | (Sealed Separate Envelope) Exhibit I |



ADAMI, LINDSEY & COMPANY, L.L.P.
Certified Public Accountants

123 NORTH CROCKETT STREET, SUITE 100
SHERMAN, TEXAS 75090

(903) 892-2727
FACSIMILE: (903) 868-9682
www.adamilindsey.com

DAROLD P. ADAMI
JAMES A. LINDSEY
DAROLD P. ADAMI, JR.
BELINDA W. DEVINCENTIS
TIMOTHY D. TARABA

TRANSMITTAL LETTER

February 7, 2017

Mrs. Allison Reider
Client Services Department Director
Texoma Council of Governments
1117 Gallagher Drive, Suite 470
Sherman, TX 75090

HAND DELIVERED

Re: Response to Request for Proposal for Audit Services
Texoma Housing Partners
For the Fiscal Year Ending March 31, 2017
And Thereafter Through March 31, 2021

Dear Mrs. Reider:

We are pleased to and appreciate the opportunity to respond to your request regarding our firm's willingness to provide audit services for Texoma Housing Partners (THP). Enclosed within this response and proposal is information regarding our audit approach and qualifications in order to be considered for the audit of THP.

Our understanding is that the work to be performed consists of an audit of the financial statements of THP as of and for the fiscal year ending March 31, 2017, preparation of the Auditor Information section of the Form SF-SAC, Data Collection Form for reporting on Audits of States, Local Government, and Non-Profit Organizations, as of and for the fiscal year ending March 31, 2017, and data entry services of the audited financial statements for the eighteen (18) member partners into the HUD REAC automated reporting system. We understand that our audit report would be written to comply with GASB 34. It is understood that in order to comply with GASB 34, management will be responsible for writing the portion of the report referred to as "Management's Discussion and Analysis" as required by GASB 34. In addition to these financial statements and reports, we would perform the various compliance and reporting procedures for THP's various grant programs in accordance with the rules promulgated by the Single Audit Act of 1984, as amended. Our audit will be conducted in accordance with (1) generally accepted auditing standards, (2) *Government Auditing Standards*, issued by the Comptroller General of the United States (2011 Revision), (3) the Single audit Act of 1984, as amended, (4) the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), (5) the AICPA Audit Guide *Audits of State and Local Governmental Units*, and (6) standards as prescribed by the Governmental Accounting Standards Board (GASB), including GASB 34.

TRANSMITTAL LETTER (continued)

We will include tests of the accounting records of Texoma Housing Partners (THP) and other procedures we consider necessary to enable us to express an unmodified opinion that the financial statements are fairly presented in conformity with accounting principles generally accepted in the United States and to report on THP's compliance with laws and regulations and its internal accounting controls as required by the Single Audit Act of 1984, as amended. We would commit to submit a final report no later than THP's Board of Directors meeting for September 2017. An exit conference to discuss a draft of the audit report and management letter, if applicable, will be scheduled prior to issuance of the report; this exit conference would be held no later than August 31, 2017. This time frame should allow sufficient time before the required due date for submission of the annual financial report to the Board of Directors.

Our estimated fees for the above engagement are summarized in the Exhibit I sealed envelope titled "Sealed Proposal of Audit Services to be Opened Tuesday, February 7, 2017 at 10:00 A.M."

Those individuals who are authorized to make representations on behalf of our firm and are authorized to bind our firm in an engagement agreement are as follows:

Darold P. Adami, Jr., CPA, Managing Partner
James A. Lindsey, CPA, Partner
Belinda DeVincentis, CPA, Partner
Timothy D. Taraba, CPA, Partner

123 N. Crockett St., Suite 100
Sherman, TX 75090
(903) 892-2727

We hope the following information, including the firm and individual profile information and qualifications, the outline of the plan of work, and the fees for services will assist you in making a recommendation and final decision with regard to the selection of an independent auditing firm to perform the audit for Texoma Housing Partners for the year ending March 31, 2017 and thereafter. We will be glad to personally discuss any of the above items with you in more detail should you desire.

This proposal is valid for not less than sixty (60) days from submission.

ADAMI, LINDSEY & COMPANY, L.L.P.

By:


Timothy D. Taraba, Partner

FIRM PROFILE AND PROFESSIONAL QUALIFICATIONS

Our firm is a local CPA firm, which originated in 1975, and is located at 123 N. Crockett St., Suite 100 in Sherman, Texas. Our firm currently has four (4) CPA partners, three (3) CPA managers, one (1) non-CPA manager, three (3) CPA seniors and/or staff, three (3) non-CPA professional staff, and three (3) other paraprofessional and support staff employed. We perform a wide range and variety of services for the public, which include auditing, compilation and review services, tax planning and compliance for all types of entities, financial planning, litigation support services, and various management advisory services, including computer and IT systems analysis and design.

Our firm and all CPA personnel are properly licensed by the Texas and/or Oklahoma State Boards of Public Accountancy and all meet the independence standards as prescribed by generally accepted auditing standards and the latest revision of *Government Auditing Standards*, published by the U.S. General Accounting Office. Accordingly, we affirm that we are independent with respect to Texoma Housing Partners as outlined by standards established by the Texas State Board of Public Accountancy. We also affirm that we do not have a record of substandard audit work and we meet other specific qualification requirements imposed by state or local law. Our firm is not currently, nor has it ever been, under the terms of a public or private reprimand by the Texas State Board of Public Accountancy and/or licensing boards of other states. Our firm will follow the American Institute of Certified Public Accountants' "Interpretation 501-3, Failure to Follow Standards and/or Procedures or Other Requirements in Governmental Audits." We will also follow the requirements of GASB 34 in the preparation of the audit report and financial statements.

Our firm is a permit holder in good standing with the Texas State Board of Public Accountancy and has been a permit holder for the past forty-one years. Additionally, our firm is a registered permit holder of the Oklahoma Accountancy Board. We are enrolled in the AICPA's Quality Review Program and our firm has periodically undergone a quality review. Our most recent peer review report dated July 8, 2014 will be available for inspection upon notification of receiving award of this bid, and, in accordance with *Governmental Auditing Standards*, a copy of this report will be attached to our engagement letter.

With regard to our personnel's experience in auditing local governmental, not-for-profit, and other similar entities, we are currently in process or have completed within the past several years certain financial and/or compliance audits for the following relevant entities:

1. Sherman Independent School District - FYE 8/31/1991 through 6/30/2016 (performed in accordance with *Government Auditing Standards* and Uniform Guidance).
2. Grayson County College - FYE 8/31/1992 through 8/31/2016 (performed in accordance with *Government Auditing Standards*, Uniform Guidance and Texas Single Audit Circular).
3. S & S Consolidated Independent School District - FYE 8/31/1995 through 8/31/2016 (performed in accordance with *Government Auditing Standards* with 8/31/2010 and 8/31/2011 in accordance with Uniform Guidance).
4. CIS Conference, Inc. - FYE 6/30/2000 through 6/30/2016.
5. City of Sherman, Texas - FYE 9/30/2013 through 9/30/2016. A Certificate of Achievement for Excellence in Financial Reporting (CAEFR) was awarded for each year the City submitted their financial statements for the award for the years ended September 30, 2013 through September 30, 2015.
6. Greater Texoma Utility Authority - FYE 9/30/2015 through 9/30/16. A Certificate of Achievement for Excellence in Financial Reporting (CAEFR) was awarded for the year ended September 30, 2015.

Governmental and nonprofit references that you are free to contact are:

- a. Dr. Tyson Bennett - Assistant Superintendent for Finance and Operations; Sherman Independent School District; 2701 Loy Lake Road; Sherman, Texas, 75090; (903) 891-6400.
- b. Mr. Giles Brown - Vice President of Business Services, Grayson County College, 6101 Grayson Drive, Denison, Texas 75020; (903) 463-8620.
- c. Ms. Mary Lawrence - Director of Finance, City of Sherman, Texas, P.O. Box 1106, Sherman, Texas, 75091; (903) 892-7218.

PERSONNEL QUALIFICATIONS

The following is a brief summary of the professional background and qualifications of some of the personnel that would be assigned to this engagement:

1. James A. Lindsey, CPA - 1972 magna cum laude graduate of the University of North Texas with a BBA in Accounting; 1970 graduate of Grayson County College with an ABA in Accounting; became a CPA in 1973; 39 years total audit experience; spent approximately two years in the audit division of the International CPA firm of Arthur Young & Company (now Ernst & Young) - Dallas; spent three and one-half years with InterFirst Bank - Dallas and was their corporate tax manager; and currently a partner with Adami, Lindsey and Company, L.L.P. for the past thirty-eight years, and has worked on numerous governmental and not-for-profit audits of varying sizes during this period.
2. Timothy D. Taraba, CPA - 1989 cum laude graduate of the University of North Texas with a BS in Accounting; became a CPA in 1992; has 28 years of experience in public accounting; and currently a partner with Adami, Lindsey and Company, L.L.P, and has worked on governmental, not-for-profit, and other audits during this period.
3. Brian Grisham, CPA - 1982 summa cum laude graduate of the Sam Houston State University with a BBA in Accounting; became a CPA in 1988; has 34 years of experience in public accounting, including audit assignments on a wide range of governmental, not-for-profit, and other audits.
4. Christopher J. Emerson, CPA CGMA - 1997 graduate of Austin College with a BA; became a CPA in 2003; has 16 years of experience in public accounting, which includes assignments on governmental, not-for-profit, and other audits.
5. Jessica Little, CPA - 2008 graduate of Texas Woman's University with a BBA in Finance; became a CPA in 2011; has 8 years of experience in public accounting, which includes assignments on governmental, not-for-profit, and other audits; and spent approximately one year in the audit division of the International CPA firm of Ernst & Young - Dallas.

APPROACH TO AUDIT

As previously stated, our audit will be performed in accordance with auditing standards generally accepted in the United States and the primary purpose of the audit is to express an opinion on the previously mentioned financial statements. We understand that our audit report would be written to comply with GASB. It is understood that in order to comply with GASB 34, management will be responsible for writing the portion of the report referred to as "Management's Discussion and Analysis" as required by GASB 34. Our audit would include the initial planning phase, which would include the study and risk evaluation of the existing internal accounting and financial control structure in order to provide a basis for reliance thereon. We would then determine the type, timing and extent of selective audit tests, analytical reviews and other procedures that we would consider necessary in achieving the objectives described in this paragraph. Regarding the compliance audits, we will perform procedures in accordance with the auditing standards of the cognizant Federal agency or in accordance with other applicable standards as prescribed by the Single Audit Act of 1984, as amended, and related compliance guidelines; however, we will select those procedures which we consider necessary to test proper compliance and disclose noncompliance with specified laws, regulations and contracts.

Although fraud, errors and similar irregularities may occasionally be disclosed by this type of audit, it is not designed for this purpose and should not be relied upon to disclose fraud, waste or illegal acts, should any exist. Should any irregularities be discovered or circumstances be encountered which might require extended procedures, we will promptly advise the management of Texoma Housing Partners and no extended services will be performed unless we are authorized in the contractual agreement or in an amendment to the agreement. An audit exit conference with the appropriate personnel of the Texoma Housing Partners will be conducted with the partner and auditor-in-charge. At this time, the findings and recommendations regarding compliance and internal control shall be discussed. THP management shall have the opportunity to respond, orally or in writing, on the findings. Any such written responses shall be included in the management letter.

All adjusting entries will be submitted to the Texoma Housing Partners in writing with sufficient explanation so that the entries can be easily understood and properly posted to the financial records.

Personnel

The following is an estimate of staffing and various areas of responsibility on the engagement:

| <u>Name</u> | <u>Position</u> | <u>Type of Work</u> |
|-------------------|---------------------|---|
| Timothy D. Taraba | CPA - Partner | Engagement Administration and Technical Review |
| Brian Grisham | CPA - Audit Manager | Planning, Supervision, Fieldwork and Report Preparation |
| Chris Emerson | CPA - Manager | Planning and Fieldwork |
| Jessica Little | CPA - Senior | Planning and Fieldwork |

Timing of Services

Our fieldwork for the fiscal year ending March 31, 2017, will begin on approximately May 8, 2017. We anticipate being about to issue our report for review and acceptance by the THP Board of Directors no later than September 29, 2017. A draft of the audit report will be provided and an exit conference will be to be conducted prior to the formal submission of the audit report.



ADAMI, LINDSEY & COMPANY, L.L.P.
Certified Public Accountants

123 NORTH CROCKETT STREET, SUITE 100
 SHERMAN, TEXAS 75090

(903) 892-2727

FACSIMILE: (903) 868-9682

www.adamilindsey.com

DAROLD P. ADAMI
 JAMES A. LINDSEY
 DAROLD P. ADAMI, JR.
 BELINDA W. DEVINCENTIS
 TIMOTHY D. TARABA

February 7, 2017

Exhibit I

Mrs. Allison Reider
 Client Services Department Director
 Texoma Council of Governments
 1117 Gallagher Drive, Suite 470
 Sherman, TX 75090

HAND DELIVERED

Re: Response to Request for Proposal for Audit Services
 Texoma Housing Partners
 For the Fiscal Year Ending March 31, 2017
 And Thereafter Through March 31, 2021

Dear Mrs. Reider:

In accordance with your Request for Proposal, this schedule of estimated hours and fees is provided as a supplement to the remainder of the proposal. Following is a reiteration of estimated hours, accompanied by the applicable estimated fees for the audit for the year ended March 31, 2017.

It is estimated that the fee for Texoma Housing Partners audit for the year ended March 31, 2017, would be \$23,500 as follows:

| Name | Position | Type of Work | Hours | Rate | Total |
|-------------------|---------------------|---|-------|--------|-----------|
| Timothy D. Taraba | CPA - Partner | Engagement Administration and Technical Review | 10 | \$ 135 | \$ 1,350 |
| Brian Grisham | CPA - Audit Manager | Planning, Supervision, Fieldwork and Report Preparation | 105 | 110 | 11,550 |
| Chris Emerson | CPA - Manager | Planning and Fieldwork | 75 | 105 | 7,875 |
| Jessica Little | CPA - Senior | Planning and Fieldwork | 90 | 100 | 9,000 |
| | Subtotal | | 280 | | 29,775 |
| | Estimated Discounts | | - | | (6,275) |
| | Total | | 280 | | \$ 23,500 |

Mrs. Allison Reider, Client Services Department Director
Texoma Council of Governments
Page 2

Regarding the fiscal years ending March 31, 2018, 2019, 2020 and 2021, we would anticipate requesting a reasonable fee increase (most likely not to exceed 3%, or \$700 to \$775 per annum), but would prefer to discuss and negotiate the amount with THP at a time closer to the date audit work begins due to the constant changing requirements of State and Federal authorities.

If selected, our firm agrees to make audit working papers available upon reasonable notice during normal business hours to representatives of THP, any and all THP funding agencies, and such other individuals as either THP may from time to time specify. Such working papers will be maintained by our firm for a period not less than three (3) years after acceptance of the audit report by the Board of Directors and THP's federal cognizant agency or three (3) years after resolution of any questioned costs, whichever is later.

We hope the above fee estimate and additional information will assist you in making a recommendation and final decision with regard to the selection of an independent auditing firm to perform your audit for the year ending March 31, 2017 and for four years thereafter. We will be glad to personally discuss any of the above items with you in more detail should you desire. Thank you for the request and the opportunity to submit this fee estimate.

Very truly yours.

ADAMI, LINDSEY & COMPANY, LLP

BY: 
Timothy D. Taraba, Partner



TO: THP Board of Commissioners
THRU: Allison Reider, Client Services *AR*
FROM: Susan Ensley, Public Housing Program Manager *SE*
DATE: March 20, 2017
RE: FYE 3/31/17 Write Offs

RECOMMENDATION

Authorize PHA staff to write off balances owed at the end of fiscal year 3/31/17 by previous public housing residents.

BACKGROUND

In accordance with HUD requirements, each year the THP Board is requested to approve the write off of balances owed by previous residents. This action is taken to maintain THP financial records in a current and accurate condition. Although these balances are removed from the financial records, collection efforts continue as these balances are not forgiven. Balances include rent, damages, court costs, electric bills and any other damages assigned at the time of move out. Previous residents who leave the Public Housing Program with a balance are not eligible for housing until these balances are paid in full.

DISCUSSION

The total FYE 3/31/17 amount budgeted for rental income is \$975,000. However, actual rental income is anticipated to be \$1,148,908 which is \$173,908.00 greater than the budgeted amount which will more than offset the Write Off amount of \$9,734.32.

BUDGET

Write off of \$9,734.32 represents less than 1% of the anticipated total rental income.

2017 WRITE-OFFS

| CITY | NAME | DATE | TYPE | BALANCE DUE |
|--------------|---------------------|------------|-----------------|-------------------|
| BELLS | Heather fields | 10/11/2016 | Evicted | \$137.00 |
| | Linda Pritchett | 10/11/2016 | Private Housing | \$120.00 |
| | Billy Moore | 8/2/2016 | Deceased | \$210.00 |
| | | | | \$467.00 |
| BONHAM | Diane Clay | 10/18/2016 | Eviction | \$295.78 |
| | Joel Dessaint | 7/5/2016 | Private Housing | \$63.75 |
| | Amy Pate | 8/1/2016 | Private Housing | \$83.95 |
| | Dustin Rushing | 1/3/2017 | Eviction | \$370.89 |
| | Kamber Shelton | 11/10/2016 | Eviction | \$552.79 |
| | Angela Yarbough | 6/16/2016 | Eviction | \$50.35 |
| | Angeleah childress | 3/16/2016 | Skipped | \$412.16 |
| | Debbie Cox | 6/16/2016 | Private Housing | \$74.00 |
| | Patricia Donihoo | 2/22/2016 | Eviction | \$76.29 |
| | Jamie McCollough | 1/1/2017 | Skipped | \$81.11 |
| | Jaquisha Bush | 9/20/2016 | Eviction | \$423.34 |
| | Lisa Carl | 11/1/2016 | Private Housing | \$50.85 |
| | Downa McCoy-Collins | 11/1/2016 | Private Housing | \$89.31 |
| | | | | \$2,624.57 |
| CELESTE | None | | | \$0.00 |
| ECTOR | None | | | \$0.00 |
| FARMERSVILLE | Dolphus Ware | 8/3/2016 | Private Housing | \$135.00 |
| | Geneva Martin | 5/3/2016 | Deceased | \$13.00 |
| | | | | \$148.00 |
| GUNTER | None | | | \$0.00 |
| HONEY GROVE | Joyanna Biamont | 10/3/2016 | Skipped | \$152.00 |
| | Marie Dotson | 2/16/2016 | Eviction | \$752.00 |
| | JoAnn Jones | 1/14/2016 | Private Housing | \$51.00 |
| | Marquary Patteson | 10/25/2016 | Eviction | \$239.00 |
| | Regina Allen Grisby | 3/14/2016 | Private Housing | \$815.00 |
| | Willie Finney | 3/1/2016 | Skipped | \$110.00 |
| | Doris Magana | 3/10/2016 | Deceased | \$221.00 |
| | | | | \$2,340.00 |
| HOWE | Jennifer McCullough | 3/2/2016 | Skipped | \$15.00 |
| LADONIA | Ja'Chasitee King | 12/13/2016 | Private Housing | \$56.00 |
| | Jennifer Cuba | 3/1/2017 | Skipped | \$890.75 |
| | Peggy Cuba | 3/6/2017 | Eviction | \$1,356.00 |
| | | | | \$2,302.75 |
| PRINCETON | None | | | \$0.00 |

| | | | |
|--------------------|---------------|----------------------------|-------------------|
| POTTSBORO | None | | \$0.00 |
| SAVOY | None | | \$0.00 |
| TOM BEAN | None | | \$0.00 |
| TRENTON | Kolton Cooper | 3/8/2017 Eviction | \$742.00 |
| TIOGA | None | | \$0.00 |
| VAN ALSTYNE | None | | \$0.00 |
| WHITEWRIGHT | Ima Owen | 12/20/2016 Private Housing | \$33.00 |
| | Robert Tucker | 2/8/2016 Evicted | \$938.00 |
| | Emma Wolfe | 1/25/2016 Deceased | \$124.00 |
| | | | \$1,095.00 |
| WINDOM | None | | \$0.00 |

| | |
|---------------------------|-------------------------------|
| 2017 | |
| Total Write Offs | \$9,734.32 |
| Anticipated Rents | \$ 1,148,908.00 |
| Total % Write Offs | 0.8473% (less than 1%) |

| | |
|---------------------------|---------------------|
| 2016 | |
| Total Write Offs | \$13,583.69 |
| Anticipated Rents | \$975,203.00 |
| Total % Write Offs | 1.3929% |

**RECOVERED
BALANCES**

| | | |
|--------------------|--------------------|-------------------|
| Bonham | Shandra Finney | \$907.00 |
| | Renea Herrin | \$277.15 |
| | Sharon Sparks | \$926.42 |
| | David Barnett | \$42.00 |
| | Joey Guyton | \$204.41 |
| Honey Grove | Marquary Patterson | \$40.00 |
| Pottsboro | Summer Peltcher | \$279.00 |
| Whitewright | Desiree Logan | \$62.00 |
| TOTAL | | \$2,737.98 |



TO: THP Board of Commissioners
FROM: Allison Reider, Client Services Director *AR*
DATE: March 9, 2017
RE: Make Ready Positions

RECOMMENDATION

Authorize the creation of two (2) Make-Ready positions.

BACKGROUND

Texoma Housing Partners (THP) is the nation's first consortium and has been nationally recognized as a HUD Best Practice recipient. Through an administrative contract, TCOG provides the day to day management of the 18 cities currently participating in the consortium. Joining together and combining resources has produced significant economies of scale; both financially and in staff capacity, which in turn strengthens the program. THP is made up of the following cities: Bells, Bonham, Celeste, Ector, Farmersville, Gunter, Honey Grove, Howe, Ladonia, Pottsboro, Princeton, Savoy, Tioga, Tom Bean, Trenton, Van Alostne, Whitewright and Windom.

DISCUSSION

In an effort to achieve efficiencies in the make-ready process, it is the recommendation of staff to bring this process in house rather than contracting out for these services. The addition of two (2) make ready staff will provide the ability to turn units more quickly and will also provide additional capacity as the make ready staff will also assist with routine maintenance.

BUDGET

Funding for these positions is available and included in the FYE 2018 budget.



TO: THP Board of Commissioners
FROM: Allison Reider, Client Services *AR*
DATE: March 20, 2017
RE: FYE 3/31/18 Operating Budget

RECOMMENDATION

Authorize the FYE 3/31/2018 Operating Budget as presented.

BACKGROUND

Each year the Department of Housing & Urban Development (HUD) requires the submission of Operating Subsidy forms that determine the subsidy level for the fiscal year. However, we are currently operating under a continuing resolution (CR) which means the subsidy level could be affected when final legislation is approved. Given this circumstance, we have prepared a conservative budget utilizing an operating subsidy and capital funding estimate based on last year's funding.

DISCUSSION

The FYE 3/31/17 budget is anticipated to end with an approximate positive balance of \$400,000. This positive balance is due primarily to collecting an additional \$270,000 in revenues and total expenses ending at less than budgeted. These monies will be added to the reserve and will be utilized for future capital outlays outside of the normal budget to include the construction of 8 replacement public housing units. The FYE 2018 budget total of \$2,900,622 represents a 3% increase from the FYE 2017 budget total of \$2,801,811 and includes operating and capital expenses. Capital lines will include various items such as: window replacements, truck replacement, and installation of gutters, parking lot resurfacing, new parking area and foundation repairs.

BUDGET

Total income anticipated to be \$2,900,622. Total expenses anticipated to be \$2,900,622 for a balanced budget.

| | | 4/1/16- 3/31/17 | Anticipated Year End | | NEW BUDGET |
|--------------------------------------|--------------------------------|---------------------|----------------------|-------------------|---------------------|
| | | Original Budget | 3/31/17 | Difference | 3/31/18 |
| Revenues | | | | | |
| 4110 | Dwelling Rental | \$ 975,000 | \$ 1,148,908 | \$ 173,908 | \$ 1,100,000 |
| 4115 | Negative Rent | \$ (20,000) | \$ (20,590) | \$ (590) | \$ (21,000) |
| 4120 | Security Deposits Forfeited | \$ - | \$ 100 | \$ 100 | \$ 200 |
| 4130 | Grants | \$ 515,071 | \$ 515,071 | | \$ 515,071 |
| 4150 | Subsidy | \$ 1,216,849 | \$ 1,333,041 | \$ 116,192 | \$ 1,275,000 |
| 4910 | Interest Revenue | \$ 450 | \$ 1,049 | \$ 599 | \$ 850 |
| 4930 | Other Revenue | \$ 114,101 | \$ 30,637 | \$ (83,464) | \$ 30,000 |
| 4931 | Insurance Revenue | \$ 1 | \$ 60,979 | \$ 60,979 | \$ 1 |
| 4932 | Misc Maintenance Revenue | \$ 350 | \$ 3,000 | \$ 2,650 | \$ 500 |
| Total Revenues | | \$ 2,801,822 | \$ 3,072,195 | \$ 270,374 | \$ 2,900,622 |
| Expenses | | | | | |
| Administration Salaries | | | | | |
| 5110 | Direct Salaries - Headquarters | \$ 98,802 | \$ 91,198 | \$ 7,604 | \$ 67,760 |
| 5120 | Direct Salaries - Field | \$ 219,318 | \$ 226,370 | \$ (7,052) | \$ 251,520 |
| 5180 | Indirect | \$ 149,844 | \$ 124,208 | \$ 25,636 | \$ 129,041 |
| 5430 | Employee Benefits Admin | \$ 143,154 | \$ 167,593 | \$ (24,439) | \$ 165,323 |
| | Longevity | | | | \$ 3,700 |
| Total Administration Salaries | | \$ 611,118 | \$ 609,368 | \$ 1,750 | \$ 617,344 |
| Administration Expenses | | | | | |
| 5130 | Travel | \$ 25,000 | \$ 13,642 | \$ 11,358 | \$ 20,000 |
| 5150 | Legal Fees | \$ 1,500 | \$ - | \$ 1,500 | \$ 1,500 |
| 5151 | Court Costs | \$ 2,000 | \$ 350 | \$ 1,650 | \$ 2,000 |
| 5170 | Audit Fees | \$ 19,000 | \$ 19,600 | \$ (600) | \$ 22,000 |
| 5171 | Management Assessment | \$ 32,360 | \$ 32,360 | \$ - | \$ 32,360 |
| 5190 | Sundry | \$ 32,000 | \$ 34,000 | \$ (2,000) | \$ 20,000 |
| 5191 | Social Services Supplies | \$ 12,000 | \$ 8,313 | \$ 3,687 | \$ 10,000 |
| 5192 | GED Expenses | \$ 4,000 | \$ 3,960 | \$ 40 | \$ 4,000 |
| 5193 | Office Supplies/Postage | \$ 15,000 | \$ 14,585 | \$ 415 | \$ 16,000 |
| 5194 | Telephone/Cable Services | \$ 20,000 | \$ 11,968 | \$ 8,032 | \$ 13,000 |
| 5198 | THP Board Meeting/Travel | \$ 4,000 | \$ 1,984 | \$ 2,016 | \$ 4,000 |
| 5199 | Admin Facility Maintenance | \$ 11,500 | \$ 10,410 | \$ 1,090 | \$ 11,500 |
| 5200 | Cell Phone | \$ 11,450 | \$ 10,184 | \$ 1,266 | \$ 12,000 |
| 5201 | Software Service Agreement | \$ 14,910 | \$ 8,616 | \$ 6,294 | \$ 2,400 |
| 5202 | IT Cost | \$ 25,593 | \$ 25,840 | \$ (247) | \$ 37,600 |
| 5334 | Resident Stipend | \$ 15,000 | \$ 12,900 | \$ 2,100 | \$ 15,000 |
| 5540 | Interest Expense | \$ 3,385 | \$ 2,968 | \$ 417 | \$ 3,385 |
| 5615 | Security Costs | \$ 10,450 | \$ 4,680 | \$ 5,770 | \$ 5,000 |
| Total Administration | | \$ 259,148 | \$ 216,361 | \$ 42,787 | \$ 231,745 |

| | | 4/1/16- 3/31/17 | Anticipated Year End | | NEW BUDGET |
|-----------------------------------|--------------------------------|---------------------|----------------------|--------------------|---------------------|
| | | Original Budget | 3/31/17 | Difference | 3/31/18 |
| Utilities | | | | | |
| 5210 | Water | \$ 148,000 | \$ 148,112 | \$ (112) | \$ 152,000 |
| 5220 | Electricity | \$ 105,000 | \$ 87,054 | \$ 17,946 | \$ 95,000 |
| 5230 | Gas | \$ 10,000 | \$ 5,461 | \$ 4,539 | \$ 8,000 |
| 5290 | Utilities - Sewer-Guardlights | \$ 115,000 | \$ 109,865 | \$ 5,135 | \$ 115,000 |
| 5291 | Sanitation Service-Residential | \$ 70,000 | \$ 61,730 | \$ 8,270 | \$ 65,000 |
| 5292 | Utility Connection Fee | \$ 3,500 | \$ 1,333 | \$ 2,167 | \$ 3,000 |
| Total Utilities | | \$ 451,500 | \$ 413,555 | \$ 37,945 | \$ 438,000 |
| Maintenance Salaries | | | | | |
| 5181 | Maintenance Indirect | \$ 162,264 | \$ 136,006 | \$ 26,258 | \$ 144,553 |
| 5310 | Maintenance Salaries | \$ 374,723 | \$ 309,177 | \$ 65,546 | \$ 389,680 |
| 5311 | On Call Pay | \$ 6,500 | \$ 24,508 | \$ (18,008) | \$ 4,000 |
| 5312 | Overtime Pay | \$ 7,072 | \$ - | \$ 7,072 | \$ 20,000 |
| 5431 | Employee Benefits Maint | \$ 174,733 | \$ 175,409 | \$ (676) | \$ 201,776 |
| | Longevity | | | \$ | \$ 2,400 |
| Total Maintenance Salaries | | \$ 725,292 | \$ 645,100 | \$ 80,192 | \$ 762,409 |
| Maintenance Expenses | | | | | |
| 5293 | Vehicle Expense | \$ 45,000 | \$ 32,246 | \$ 12,754 | \$ 45,000 |
| 5294 | Casualty Loss | \$ 1 | \$ 75,385 | \$ (75,384) | \$ 1 |
| 5295 | Staff Team Building Expense | \$ 350 | \$ 350 | \$ - | \$ 350 |
| 5320 | Maintenance Materials | \$ 159,973 | \$ 144,500 | \$ 15,474 | \$ 165,000 |
| 5321 | Grounds Maintenance | \$ 10,000 | \$ 100 | \$ 9,900 | \$ 5,000 |
| 5324 | Site Improvement | \$ 42,485 | \$ 56,298 | \$ (13,813) | \$ 5,000 |
| 5325 | Maintenance Office Expense | \$ 3,000 | \$ 960 | \$ 2,040 | \$ 3,000 |
| 5326 | Maintenance Sundry | \$ 13,400 | \$ 8,387 | \$ 5,013 | \$ 10,000 |
| 5331 | Make Ready | \$ 62,000 | \$ 41,530 | \$ 20,470 | \$ - |
| 5332 | Pest Control | \$ 50,000 | \$ 37,844 | \$ 12,156 | \$ 50,000 |
| 5333 | Landscape | \$ 68,000 | \$ 53,000 | \$ 15,000 | \$ 25,000 |
| 5391 | Sanitation Service-Office | \$ 12,000 | \$ 6,582 | \$ 5,418 | \$ 10,000 |
| 5392 | Small Tools and Equipment | \$ 7,000 | \$ 7,000 | \$ - | \$ 5,000 |
| Total Maintenance Expense | | \$ 473,209 | \$ 464,181 | \$ 9,028 | \$ 323,351 |
| Capital Expense | | | | | |
| 5611 | Site Improvements | \$ 15,000 | \$ 22,640 | \$ (7,640) | \$ 131,773 |
| 5612 | Dwelling Structures | \$ 22,640 | \$ 22,640 | \$ - | \$ 200,000 |
| 5618 | Truck and Large Equipment | \$ 118,414 | \$ 118,414 | \$ - | \$ 52,000 |
| Total Capital Expense | | \$ 156,054 | \$ 163,694 | \$ (7,640) | \$ 383,773 |
| Other Expense | | | | | |
| 5410 | Insurance | \$ 65,000 | \$ 82,379 | \$ (17,379) | \$ 83,000 |
| 5420 | Payments in Lieu of Taxes | \$ 60,501 | \$ 60,500 | \$ 1 | \$ 61,000 |
| Total Other Expense | | \$ 125,501 | \$ 142,879 | \$ (17,378) | \$ 144,000 |
| Total Expenses | | \$ 2,801,822 | \$ 2,655,139 | | |
| Net Income/Loss | | | \$ 417,056 | \$ | \$ 2,900,622 |
| | | | | \$ | 0 |



TO: THP Board of Commissioners
FROM: Allison Reider, Client Services Director *AR*
DATE: March 9, 2017
RE: Updates to Occupancy Policy

RECOMMENDATION

Approve updates to the THP Occupancy Policy.

BACKGROUND

Texoma Housing Partners (THP) is the nation's first consortium and has been nationally recognized as a HUD Best Practice recipient. Through an administrative contract, TCOG provides the day to day management of the 18 cities currently participating in the consortium. Joining together and combining resources has produced significant economies of scale; both financially and in staff capacity, which in turn strengthens the program. THP is made up of the following cities: Bells, Bonham, Celeste, Ector, Farmersville, Gunter, Honey Grove, Howe, Ladonia, Pottsboro, Princeton, Savoy, Tioga, Tom Bean, Trenton, Van Alstyne, Whitewright and Windom.

DISCUSSION

There are two updates presented for approval.

1. The inclusion of the Violence Against Women Act (VAWA) Policy. The VAWA Act is a federally approved act which provides protections for those who have been the victim of domestic violence, dating violence, sexual assault, and stalking. All federally funded housing programs are required to include this act in their Occupancy Policies.
2. An update to the current transfer policy to include the following:
"Senior or disabled residents who are remaining members and become over housed as a result, will not be required to move to a smaller unit if the move would create a hardship. A doctor's statement is required as verification of a hardship."

BUDGET

No budget impact.

TEXOMA HOUSING PARTNERS

Model Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking

Emergency Transfers

Texoma Housing Partners (THP) is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault, or stalking. In accordance with the Violence against Women Act (VAWA),¹ THP allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation.² The ability of THP to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, and on whether THP has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy.

This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development

¹ Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender identity, or sexual orientation.

² Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

(HUD), the Federal agency that oversees that Texoma Housing Partners is in compliance with VAWA.

Eligibility for Emergency Transfers

A tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking, as provided in HUD's regulations at 24 CFR part 5, subpart L is eligible for an emergency transfer, if: the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer.

A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan.

Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this section.

Emergency Transfer Request Documentation

To request an emergency transfer, the tenant shall notify THP's management office and submit a written request for a transfer to 810 W. 16th, Bonham, TX 75418 OR 1117 Gallagher, Sherman, TX 75090. THP will provide reasonable accommodations to this policy for individuals with disabilities. The tenant's written request for an emergency transfer should include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under THP's program; OR

2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

Confidentiality

THP will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives THP written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault, or stalking against the tenant. See the Notice of Occupancy Rights under the Violence against Women Act for All Tenants for more information about THP's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault, or stalking.

Emergency Transfer Timing and Availability

THP cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. THP will, however, act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. THP may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If THP has no safe and available units for which a tenant who needs an emergency is eligible, THP will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. At the tenant's request, THP will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking that are attached to this plan.

Safety and Security of Tenants

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at <https://ohl.rainn.org/online/>.

Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

Attachment: Local organizations offering assistance to victims of domestic violence, dating violence, sexual assault, or stalking.

**EMERGENCY TRANSFER
REQUEST FOR CERTAIN
VICTIMS OF DOMESTIC
VIOLENCE, DATING VIOLENCE,
SEXUAL ASSAULT OR STALKING**

**U.S. Department of Housing
and Urban Development**

OMB Approval No. 2577-0286
Exp. 06/30/2017

Purpose of Form: If you are a victim of domestic violence, dating violence, sexual assault, or stalking, and you are seeking an emergency transfer, you may use this form to request an emergency transfer and certify that you meet the requirements of eligibility for an emergency transfer under the Violence Against Women Act (VAWA). Although the statutory name references women, VAWA rights and protections apply to all victims of domestic violence, dating violence, sexual assault or stalking. Using this form does not necessarily mean that you will receive an emergency transfer. See your housing provider's emergency transfer plan for more information about the availability of emergency transfers.

The requirements you must meet are:

- (1) You are a victim of domestic violence, dating violence, sexual assault, or stalking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault, or stalking, your housing provider may ask you for such documentation. In response, you may submit Form HUD-5382, or any one of the other types of documentation listed on that Form.
- (2) You expressly request the emergency transfer.** Submission of this form confirms that you have expressly requested a transfer. Your housing provider may choose to require that you submit this form, or may accept another written or oral request. Please see your housing provider's emergency transfer plan for more details.
- (3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer you would suffer violence in the very near future.

OR

You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer. If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you submit this form or otherwise expressly request the transfer.

Submission of Documentation: If you have third-party documentation that demonstrates why you are eligible for an emergency transfer, you should submit that documentation to your housing provider if it is safe for you to do so. Examples of third party documentation include, but are not limited to: a letter or other documentation from a victim service provider, social worker, legal assistance provider, pastoral counselor, mental health provider, or other professional from whom you have sought assistance; a current restraining order; a recent court order or other court records; a law enforcement report or records; communication records from the perpetrator of the violence or family members or friends of the perpetrator of the violence, including emails, voicemails, text messages, and social media posts.

Confidentiality: All information provided to your housing provider concerning the incident(s) of domestic violence, dating violence, sexual assault, or stalking, and concerning your request for an emergency transfer shall be kept confidential. Such details shall not be entered into any shared database. Employees of your housing provider are not to have access to these details unless to grant or deny VAWA protections or an emergency transfer to you. Such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.

TO BE COMPLETED BY OR ON BEHALF OF THE PERSON REQUESTING A TRANSFER

1. Name of victim requesting an emergency transfer: _____

2. Your name (if different from victim's) _____

3. Name(s) of other family member(s) listed on the lease: _____

4. Name(s) of other family member(s) who would transfer with the victim: _____

5. Address of location from which the victim seeks to transfer: _____

6. Address or phone number for contacting the victim: _____

7. Name of the accused perpetrator (if known and can be safely disclosed): _____

8. Relationship of the accused perpetrator to the victim: _____

9. Date(s), Time(s) and location(s) of incident(s): _____

10. Is the person requesting the transfer a victim of a sexual assault that occurred in the past 90 days on the premises of the property from which the victim is seeking a transfer? If yes, skip question 11. If no, fill out question 11. _____

11. Describe why the victim believes they are threatened with imminent harm from further violence if they remain in their current unit.

12. If voluntarily provided, list any third-party documentation you are providing along with this notice: _____

This is to certify that the information provided on this form is true and correct to the best of my knowledge, and that the individual named above in Item 1 meets the requirement laid out on this form for an emergency transfer. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

Signature _____ Signed on (Date) _____

Area Crisis Centers

Collin Co: Turning Point Rape Crisis Center 972.985.0951 www.theturningpoint.org
3325 Silverstone Dr. Plano, TX 75023

Fannin Co: Fannin Co Family Crisis Center 903.583.7694 www.fccrisiscenter.org
118 E. Sam Rayburn Dr. Bonham, TX 75418

Grayson Co: Grayson County Crisis Center 903.893.3909 www.grayson-crisiscenter.org
4200 N. Travis St. Sherman, TX 75090

Hunt Co: Hunt Co Rape Crisis Center 903.454.9999 www.ccnetx.org
2604 Lee St. Greenville, TX 75401



TO: THP Board of Commissioners
FROM: Lori Cannon, CPA
DATE: March 20, 2017
RE: THP FYE 2017 Budget Status Update

RECOMMENDATION

Accept recommendation regarding the Operating Budget for THP FYE 2017 Budget, if any.

BACKGROUND

Each THP Governing Body meeting, the Board is presented with a status update of the current fiscal year Operating and Capital budgets and afforded the opportunity to make desired changes those budgets as conditions warrant.

DISCUSSION

A Statement of Revenue and Expense for the Operating and Capital Budgets for FYE 2017 are attached, along with a Balance Sheet as of January 2017..

BUDGET

Finance does not recommend any budget adjustments for the THP Operating and Capital Budgets FYE 2017.

Texoma Housing Partners
Statement of Revenues and Expenditures
From 1/1/2017 Through 1/31/2017

| | | Total Budget - Original | Current Period Actual | Current Year Actual | Total Budget Variance - Original |
|--------------------------------|--------------------------------|----------------------------|--------------------------|------------------------|-------------------------------------|
| Revenues | | | | | |
| 4110 | Dwelling Rental | 975,000.00 | 103,194.37 | 957,422.99 | (17,577.01) |
| 4115 | Negative Rent | (20,000.00) | (1,242.00) | (17,158.28) | 2,841.72 |
| 4120 | Security Deposits Forfeited | 0.00 | 0.00 | 100.00 | 100.00 |
| 4130 | Grants | 515,071.00 | 0.00 | 515,071.00 | 0.00 |
| 4150 | Subsidy | 1,218,849.00 | 197,422.00 | 1,124,779.00 | (92,070.00) |
| 4910 | Interest Revenue | 450.00 | 91.43 | 874.08 | 424.08 |
| 4930 | Other Revenue | 114,101.00 | 728.06 | 25,531.16 | (88,569.84) |
| 4931 | Insurance Revenue | 1.00 | 0.00 | 60,979.95 | 60,978.95 |
| 4932 | Misc Maintenance Revenue | <u>350.00</u> | <u>798.20</u> | <u>2,800.87</u> | <u>2,450.87</u> |
| Total Revenues | | <u>2,801,822.00</u> | <u>300,988.06</u> | <u>2,670,400.75</u> | <u>(131,421.25)</u> |
| Expenses | | | | | |
| Administration Salaries | | | | | |
| 5110 | Direct Salaries - Headquarters | 98,802.00 | 3,093.93 | 75,998.35 | 22,803.65 |
| 5120 | Direct Salaries - Field | 219,318.00 | 9,300.40 | 188,841.40 | 30,876.60 |
| 5180 | Indirect | 149,844.00 | 10,592.52 | 103,506.40 | 46,337.60 |
| 5430 | Employee Benefits Admin | <u>143,154.00</u> | <u>11,408.82</u> | <u>139,880.77</u> | <u>3,493.23</u> |
| Total Administration | | <u>611,118.00</u> | <u>34,395.67</u> | <u>507,806.92</u> | <u>103,311.08</u> |
| Administration Expenses | | | | | |
| 5130 | Travel | 25,000.00 | 878.02 | 11,368.58 | 13,631.42 |
| 5150 | Legal Fees | 1,500.00 | 0.00 | 0.00 | 1,500.00 |
| 5151 | Court Costs | 2,000.00 | 0.00 | 342.48 | 1,657.52 |
| 5170 | Audit Fees | 19,600.00 | 0.00 | 19,600.00 | (600.00) |
| 5171 | Management Assessment | 32,360.00 | 0.00 | 32,360.00 | 0.00 |
| 5190 | Sundry | 32,000.00 | 3,096.14 | 31,948.85 | 53.15 |
| 5191 | Social Services Supplies | 12,000.00 | 148.85 | 6,927.49 | 5,072.51 |
| 5192 | GED Expenses | 4,000.00 | 360.00 | 3,300.00 | 700.00 |
| 5193 | Office Supplies/Postage | 15,000.00 | 593.72 | 12,154.53 | 2,845.47 |
| 5194 | Telephone/Cable Services | 20,000.00 | 155.85 | 9,973.22 | 10,026.78 |
| 5198 | THP Board Meeting/Travel | 4,000.00 | 173.19 | 1,534.28 | 2,465.72 |
| 5199 | Admin Facility Maintenance | 11,500.00 | 825.00 | 8,875.00 | 2,825.00 |
| 5200 | Cell Phone | 11,450.00 | 1,486.54 | 8,486.61 | 2,963.39 |
| 5201 | Software Service Agreement | 14,910.00 | 838.00 | 7,180.24 | 7,729.76 |
| 5202 | IT Cost | 25,583.00 | 2,483.00 | 21,532.99 | 4,060.01 |
| 5334 | Resident Stipend | 15,000.00 | 1,075.00 | 10,750.00 | 4,250.00 |
| 5540 | Interest Expense | 3,385.00 | 193.93 | 2,473.73 | 911.27 |
| 5615 | Security Costs | <u>10,450.00</u> | <u>0.00</u> | <u>3,900.00</u> | <u>6,550.00</u> |
| Total Administration | | <u>259,148.00</u> | <u>12,284.84</u> | <u>192,508.00</u> | <u>66,642.00</u> |
| Utilities | | | | | |
| 5210 | Water | 148,000.00 | 11,822.40 | 123,428.82 | 24,573.38 |
| 5220 | Electricity | 105,000.00 | 5,985.61 | 72,545.40 | 32,454.80 |
| 5230 | Gas | 10,000.00 | 1,307.85 | 4,550.64 | 5,449.36 |
| 5290 | Utilities - Sewer-Guardlights | 115,000.00 | 9,226.16 | 91,553.93 | 23,446.07 |
| 5291 | Sanitation Service-Residential | 70,000.00 | 4,844.97 | 51,441.78 | 18,558.22 |
| 5292 | Utility Connection Fee | <u>3,500.00</u> | <u>654.00</u> | <u>1,111.00</u> | <u>2,389.00</u> |
| Total Utilities | | <u>451,500.00</u> | <u>33,840.79</u> | <u>344,829.37</u> | <u>106,670.63</u> |
| Maintenance Salaries | | | | | |
| 5181 | Maintenance Indirect | 182,264.00 | 10,865.42 | 113,338.51 | 48,925.49 |
| 5310 | Maintenance Salaries | 374,723.00 | 11,775.42 | 257,647.44 | 117,075.56 |
| 5311 | On Call Pay | 6,500.00 | 2,780.57 | 20,423.18 | (13,923.18) |
| 5312 | Overtime Pay | 7,072.00 | 0.00 | 0.00 | 7,072.00 |
| 5431 | Employee Benefits Maint | <u>174,733.00</u> | <u>13,051.41</u> | <u>146,174.13</u> | <u>28,558.87</u> |

Texoma Housing Partners
Statement of Revenues and Expenditures
From 1/1/2017 Through 1/31/2017

| | | Total Budget - Original | Current Period Actual | Current Year Actual | Total Budget Variance - Original |
|-----------------------|-----------------------------|----------------------------|--------------------------|------------------------|-------------------------------------|
| Total Maintenance | | 725,292.00 | 38,472.82 | 537,583.28 | 187,708.74 |
| Maintenance Expenses | | | | | |
| 5283 | Vehicle Expense | 45,000.00 | 2,832.64 | 26,871.73 | 18,128.27 |
| 5294 | Casualty Loss | 1.00 | 0.00 | 75,385.14 | (75,384.14) |
| 5295 | Staff Team Building Expense | 350.00 | 69.90 | 253.73 | 96.27 |
| 5320 | Maintenance Materials | 159,973.00 | 5,913.05 | 120,418.25 | 39,558.75 |
| 5321 | Grounds Maintenance | 10,000.00 | 0.00 | 32.12 | 9,967.88 |
| 5324 | Site Improvement | 42,485.00 | 735.00 | 58,298.08 | (13,813.08) |
| 5325 | Maintenance Office Expense | 3,000.00 | 0.00 | 799.99 | 2,200.01 |
| 5326 | Maintenance Sundry | 13,400.00 | 160.00 | 6,989.33 | 6,410.67 |
| 5331 | Make Ready | 62,000.00 | 2,075.00 | 34,808.00 | 27,392.00 |
| 5332 | Pest Control | 50,000.00 | 1,285.00 | 31,536.55 | 18,463.45 |
| 5333 | Landscape | 68,000.00 | 0.00 | 52,835.19 | 15,164.81 |
| 5391 | Sanitation Service-Office | 12,000.00 | 380.84 | 5,484.91 | 6,515.09 |
| 5392 | Small Tools and Equipment | <u>7,000.00</u> | <u>0.00</u> | <u>1,925.46</u> | <u>5,074.54</u> |
| Total Maintenance | | 473,209.00 | 13,211.43 | 413,436.48 | 59,772.52 |
| Capital Expense | | | | | |
| 5611 | Site Improvements | 15,000.00 | 0.00 | 22,640.00 | (7,640.00) |
| 5612 | Dwelling Structures | 22,640.00 | 0.00 | 0.00 | 22,640.00 |
| 5618 | Truck and Large Equipment | <u>118,414.00</u> | <u>0.00</u> | <u>13,413.98</u> | <u>105,000.02</u> |
| Total Capital Expense | | 156,054.00 | 0.00 | 36,053.98 | 120,000.02 |
| Other Expense | | | | | |
| 5410 | Insurance | 65,000.00 | 0.00 | 82,379.33 | (17,379.33) |
| 5420 | Payments in Lieu of Taxes | <u>60,501.00</u> | <u>0.00</u> | <u>60,500.80</u> | <u>0.20</u> |
| Total Other Expense | | <u>125,501.00</u> | <u>0.00</u> | <u>142,880.13</u> | <u>(17,379.13)</u> |
| Total Expenses | | <u>2,801,822.00</u> | <u>132,005.55</u> | <u>2,174,896.14</u> | <u>626,925.86</u> |
| Net Income/Loss | | <u>0.00</u> | <u>168,982.51</u> | <u>495,504.61</u> | <u>495,504.61</u> |

Texoma Housing Partners
Balance Sheet
As of 1/31/2017

(In Whole Numbers)

| | <u>Current Year</u> |
|-------------------------------------|---------------------|
| Assets | |
| Current Assets | |
| Cash - THP General Unrestricted | 1,077,370 |
| Cash - THP Savings Account | 1,304,775 |
| Certificates of Deposit | 95,581 |
| Prepaid Expenses | 68,412 |
| Receivable - Advance | 294 |
| Receivables - Tenants | <u>17,702</u> |
| Total Current Assets | 2,564,134 |
| Fixed Assets | <u>7,550,534</u> |
| Total Assets | <u>10,114,668</u> |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable Clearing | 79,341 |
| Prepaid Tenant Rents | 21,498 |
| Tenant's Security Deposits | 47,558 |
| Payments in Lieu of Taxes | <u>60,501</u> |
| Total Current Liabilities | 208,898 |
| Long-term Liabilities | <u>60,048</u> |
| Total Liabilities | <u>268,947</u> |
| Equity | |
| Beginning Balance | 9,350,217 |
| Year to Date | <u>495,505</u> |
| Total Equity | <u>9,845,721</u> |
| Total Liabilities and Equity | <u>10,114,668</u> |

V. Reading of Ordinances

| | |
|------------------------------|--|
| Agenda Section | Reading of Ordinances |
| Section Number | V.A |
| Subject | Consider, discuss and act upon the 1 st reading of Ordinance #2017-0411-001 updating the City Building Codes to the 2015 Editions. |
| To | Mayor and Council Members |
| From | Ben White, City Manager |
| Date | April 11, 2017 |
| Attachment(s) | O-2017-0411-001 |
| Related Link(s) | http://www.farmersvilletx.com/government/agendas_and_minutes/city_council_meetings.php |
| Consideration and Discussion | City Council discussion as required. |
| Action | <ul style="list-style-type: none"> • Motion/second/vote <ul style="list-style-type: none"> <input type="checkbox"/> Approve <input type="checkbox"/> Approve with Updates <input type="checkbox"/> Disapprove • Motion/second/vote to continue to a later date. _____ <ul style="list-style-type: none"> <input type="checkbox"/> Approve <input type="checkbox"/> Disapprove • Move item to another agenda. _____ • No motion, no action |

**CITY OF FARMERSVILLE
ORDINANCE #2017-0411-001**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF FARMERSVILLE, TEXAS, AMENDING CHAPTER 14, "BUILDING AND BUILDING REGULATIONS," THROUGH THE AMENDMENT OF CERTAIN SECTIONS OF ARTICLE II, "BUILDING AND TECHNICAL CODES," AND CHAPTER 29, "FIRE PREVENTION AND CONTROL," THROUGH THE AMENDMENT OF CERTAIN SECTIONS OF ARTICLE III, "FIRE CODE," OF THE CODE OF ORDINANCES OF THE CITY OF FARMERSVILLE, AS IDENTIFIED HEREIN-BELOW, TO PROVIDE FOR THE ADOPTION OF THE *INTERNATIONAL BUILDING CODE*, 2015 EDITION, *INTERNATIONAL RESIDENTIAL CODE*, 2015 EDITION, *NATIONAL ELECTRICAL CODE*, 2017 EDITION, *INTERNATIONAL MECHANICAL CODE*, 2015 EDITION, *INTERNATIONAL PLUMBING CODE*, 2015 EDITION, *INTERNATIONAL FUEL GAS CODE*, 2015 EDITION, *INTERNATIONAL EXISTING BUILDING CODE*, 2015 EDITION, *INTERNATIONAL ENERGY CODE*, 2015 EDITION, *INTERNATIONAL PROPERTY MAINTENANCE CODE*, 2015 EDITION, AND THE *INTERNATIONAL FIRE CODE*, 2015 EDITION, TOGETHER WITH CERTAIN AMENDMENTS TO SUCH CODES AS RECOMMENDED BY THE NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS ("NCTCOG"); PROVIDING FOR SEVERABILITY; PROVIDING A REPEALER CLAUSE; PROVIDING FOR PUBLICATION; PROVIDING ENGROSSMENT AND ENROLLMENT; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Farmersville, Texas is a Type A General – Law Municipality located in Collin County having a population of less than 5,000 persons as determined by the most recent federal census, created in accordance with the provisions of Chapter 6 of the Local Government Code, and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the City has previously adopted the 2006 Editions of the *International Building Code*, *International Residential Code*, *International Mechanical Code*, *International Plumbing Code*, *International Fuel Gas Code*, *International Existing Building Code*, *International Energy Conservation Code*, and the *International Property Maintenance Code*, in addition to the 2009 Edition of the *International Fire Code* and the 2008 Edition of the *National Electric Code*; and

WHEREAS, the City Council of the City of Farmersville, Texas, now desires to adopt the most recent versions of the *International Building Code*, 2015 Edition, *International Residential Code*, 2015 Edition, *National Electrical Code*, 2017 Edition, *International Mechanical Code*, 2015 Edition, *International Plumbing Code*, 2015 Edition, *International Fuel Gas Code*, 2015 Edition, *International Existing Building Code*, 2015 Edition, *International Energy Code*, 2015 Edition, *International Property Maintenance Code*, 2015 Edition, and the *International Fire Code*, 2015 Edition, and all amendments thereto, and finds that it is in the best interest of the City of Farmersville to adopt said Codes together with the amendments recommended thereto by the North Central Texas

Council of Governments ("NCTCOG") to serve as the building regulations governing construction, alteration, remodeling, enlargement, and repair of buildings within the City of Runaway Bay; and

WHEREAS, the City Council of the City of Farmersville, Texas, does hereby find and determine that the adoption of this Ordinance is in the best interest of the public health, safety, morals, and general welfare of the City of Farmersville.

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

SECTION 1. INCORPORATION OF FINDINGS

The findings set forth above are hereby found to be true and correct and are hereby incorporated into the body of this Ordinance and made a part hereof for all purposes as if fully set forth herein.

SECTION 2. INTERNATIONAL BUILDING CODE UPDATED

- A. From and after the effective date of this Ordinance, Division 2, "Building Code," of Article II, "Building and Technical Codes," of Chapter 14 of the Farmersville Code is amended by deleting Section 14-54, "Adoption of International Building Code, 2006 edition," in its entirety and replacing said section with a new Section 14-54 entitled "Adoption of *International Building Code*, 2015 Edition," to read as follows:

**"Sec. 14-54. - Adoption of *International Building Code*,
2015 Edition.**

The *International Building Code*, 2015 Edition, together with the NCTCOG 2015 *International Building Code* – Regional Amendments and such other amendments as are set forth herein, is hereby adopted by the City Council as the Building Code for the City and its extraterritorial jurisdiction. The City Council hereby extends the application and enforcement of the *International Building Code*, 2015 Edition, as amended, to the fullest extent allowed by law, to include the incorporated area and extraterritorial jurisdiction of the City. The *International Building Code*, 2015 edition, as amended, shall be applicable to all construction, repair, renovation and remodeling activities within the corporate limits of the City and its extraterritorial jurisdiction as those boundaries may be from time to time adjusted by annexation, disannexation, or otherwise. Unless deleted, omitted, expanded or otherwise changed herein, all provisions of such *International Building Code*, 2015 Edition, as amended, shall

be fully applicable and binding and in full force and effect. Any and all references in this article to the Uniform Building Code shall mean the *International Building Code*, 2015 Edition, as amended. A copy of the *International Building Code*, 2015 Edition, together with the NCTCOG 2015 *International Building Code – Regional Amendments*, referred to in this Division 2 shall be kept on file in the office of the City Secretary."

- B. From and after the effective date of this Ordinance, Division 2, "Building Code," of Article II, "Building and Technical Codes," of Chapter 14 of the Farmersville Code is further amended by deleting Section 14-55, "Amending *International Building Code*; certain roof coverings prohibited," in its entirety and replacing said section with a new Section 14-55 also entitled "Amending *International Building Code*; certain roof coverings prohibited," to read as follows:

"Sec. 14-55. - Amending *International Building Code*; certain roof coverings prohibited.

- (a) The *International Building Code*, 2015 Edition, shall be amended as follows:

- (1) Studs: 16-inch centers, minimum.
- (2) Ceiling joists: Two inch by six inch minimum on 16-inch centers.
- (3) Decking: One-half-inch minimum.
- (4) Section 1805.8.2 shall be amended to read:

Slab on ground, raft, or mat foundations shall be designed and constructed in accordance with the thickness requirements for concrete parking lots. Commercial will have a minimum six-inch concrete slab and industrial will have a minimum eight-inch concrete slab.

- (b) In addition to any other restrictions of the City regarding roof coverings, the installation of wood shingle or shake roof on any structure hereafter constructed in the City is prohibited."

SECTION 3. INTERNATIONAL RESIDENTIAL CODE UPDATED

From and after the effective date of this Ordinance, Division 3, "Residential Code," of Article II, "Building and Technical Codes," of Chapter 14 of the Farmersville Code is amended by deleting Section 14-86, "Adoption of *International Residential Code for One- and Two-Family Dwellings*, 2006 edition," in its entirety and replacing said section with a new Section 14-86 entitled "Adoption of *International Residential Code for One- and Two-Family Dwellings*, 2015 Edition," to read as follows:

"Sec. 14-86. - Adoption of International Residential Code for One- and Two-Family Dwellings, 2015 Edition.

- (a) The *International Residential Code for One- and Two-Family Dwellings*, 2015 Edition, together with the NCTCOG 2015 *International Residential Code – Regional Amendments* and such other amendments as are set forth herein, is hereby adopted by the City Council as a general standard for regulating the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of one- and two-family dwellings and townhouses not more than three stories in height in the City and its extraterritorial jurisdiction. The City Council hereby extends the application and enforcement of the *International Residential Code for One- and Two-Family Dwellings*, 2015 Edition, as amended, to the fullest extent allowed by law, to include the incorporated area and extraterritorial jurisdiction of the City. The *International Residential Code for One- and Two-Family Dwellings*, 2015 Edition, as amended, shall be applicable to all construction, repair, renovation and remodeling activities within the corporate limits of the city and its extraterritorial jurisdiction as those boundaries may be from time to time adjusted by annexation, disannexation, or otherwise. Unless deleted, omitted, expanded or otherwise changed herein, all provisions of such *International Residential Code for One- and Two-Family Dwellings*, 2015 Edition, as amended, shall be fully applicable and binding and in full force and effect. A copy of the *International Residential Code for One- and Two-Family Dwellings*, 2015 Edition, together with the NCTCOG 2015 *International Residential Code for One- and Two-Family Dwellings – Regional Amendments* and such other amendments

as are set forth herein, referred to in this Division 3 shall be kept on file in the office of the City Secretary.

(b) The following sections are excepted from adoption:

(1) Part VIII-Electrical, Chapter 33 through Chapter 42.

(c) The following sections are revised:

(1) Section R101.1; insert: City of Farmersville.

(2) Section R301.2 (1); insert the following Design Criteria:

| | |
|----------------------------|------------------|
| Ground Snow Loads: | Not applicable |
| Wind Speed: | 90 mph and lower |
| Seismic Category: | "A" |
| Weathering: | Moderate |
| Frost Line Depth: | 18 inches; |
| Termite: | "Very Heavy" |
| Decay: | "Moderate" |
| Winter Design Temperature: | N/A |
| Flood Hazard: | 1989 |

(3) Section R602.3.3; modified to include: All bearing studs are spaced at 16 inches (406 mm) minimum.

(4) Section R602.5; modified to include: All ceiling joists are spaced at 16 inches (406 mm) minimum. The ceiling joists are two-inch by six-inch members.

(d) New residential roofs shall include approved guttering along the bottom horizontal edge of the roofline to

route rain or water runoff into a downspout. The downspout shall terminate no less than 18 inches from the foundation of the structure."

SECTION 4. NATIONAL ELECTRICAL CODE UPDATED

From and after the effective date of this Ordinance, Division 4, "Electrical Code," of Article II, "Building and Technical Codes," of Chapter 14 of the Farmersville Code is amended by deleting Section 14-119, "Adoption of *National Electrical Code*, 2008 edition," in its entirety and replacing said section with a new Section 14-119 entitled "Adoption of *National Electrical Code*, 2017 Edition," to read as follows:

"Sec. 14-86. - Adoption of *National Electrical Code*, 2017 Edition.

The *National Electrical Code* of the National Fire Protection Association, 2017 edition, together with the NCTCOG 2017 *National Electrical Code* – Regional Amendments and such other amendments as are set forth herein, is adopted as the City's Electrical Code for regulating the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, electrical signs, special occupancies, special equipment, special conditions and communications systems. The *National Electrical Code*, 2017 Edition, is made a part of this Code as if fully set forth in this division. One copy of the *National Electrical Code*, 2017 Edition, together with the NCTCOG 2017 *National Electrical Code* – Regional Amendments is on file in the City Secretary's office for permanent record and inspection."

SECTION 5. INTERNATIONAL MECHANICAL CODE UPDATED

From and after the effective date of this Ordinance, Division 5, "Mechanical Code," of Article II, "Building and Technical Codes," of Chapter 14 of the Farmersville Code is amended by deleting Section 14-151, "Adoption of *International Mechanical Code*, 2006 edition," in its entirety and replacing said section with a new Section 14-151 entitled "Adoption of *International Mechanical Code*, 2015 Edition," to read as follows:

"Sec. 14-151. -Adoption of *International Mechanical Code*, 2015 Edition.

The *International Mechanical Code*, 2015 Edition, together with the NCTCOG 2015 *International Mechanical Code* – Regional Amendments and such other amendments as are set forth herein, is hereby adopted by the City Council as a general standard for regulating the erection, installation,

addition, alteration, repair, relocation, replacement, maintenance or use of any heating, ventilating, cooling, refrigeration system, incinerators or other miscellaneous heat-producing appliances system in the City and its extraterritorial jurisdiction. The City Council hereby extends the application and enforcement of the *International Mechanical Code*, 2015 Edition, as amended, to the fullest extent allowed by law, to include the incorporated area and extraterritorial jurisdiction of the City. The *International Mechanical Code*, 2015 Edition, as amended, shall be applicable to all construction, repair, renovation and remodeling activities within the corporate limits of the City and its extraterritorial jurisdiction as those boundaries may be from time to time adjusted by annexation, disannexation, or otherwise. Unless deleted, omitted, expanded or otherwise changed herein, all provisions of such *International Mechanical Code*, 2015 Edition, as amended, shall be fully applicable and binding and in full force and effect. A copy of the *International Mechanical Code*, 2015 Edition, together with the NCTCOG 2015 *International Mechanical Code* – Regional Amendments, referred to herein shall be kept on file in the office of the City Secretary."

SECTION 6. INTERNATIONAL PLUMBING CODE UPDATED

From and after the effective date of this Ordinance, Division 6, "Plumbing Code," of Article II, "Building and Technical Codes," of Chapter 14 of the Farmersville Code is amended by deleting Section 14-178, "Adoption of *International Plumbing Code*, 2006 Edition," in its entirety and replacing said section with a new Section 14-178 entitled "Adoption of *International Plumbing Code*, 2015 Edition," to read as follows:

"Sec. 14-178. -Adoption of *International Plumbing Code*, 2015 Edition.

The *International Plumbing Code*, 2015 Edition, together with the NCTCOG 2015 *International Plumbing Code* – Regional Amendments and such other amendments as are set forth herein, is hereby adopted by the City Council as a general standard for regulating the erection, installation, addition, alteration, repair, relocation, replacement, maintenance or use of any plumbing system in the City and its extraterritorial jurisdiction. The City Council hereby extends the application and enforcement of the *International Plumbing Code*, 2015 Edition, as amended, to the fullest extent allowed by law, to include the incorporated area and extraterritorial jurisdiction of the City. The *International*

Plumbing Code, 2015 Edition, as amended, shall be applicable to all construction, repair, renovation and remodeling activities within the corporate limits of the City and its extraterritorial jurisdiction as those boundaries may be from time to time adjusted by annexation, disannexation, or otherwise. Unless deleted, omitted, expanded or otherwise changed herein, all provisions of such *International Plumbing Code*, 2015 Edition, as amended, shall be fully applicable and binding and in full force and effect. A copy of the *International Plumbing Code*, 2015 edition, together with the NCTCOG 2015 *International Plumbing Code – Regional Amendments*, referred to herein shall be kept on file in the office of the City Secretary.”

SECTION 7. INTERNATIONAL FUEL GAS CODE UPDATED

From and after the effective date of this Ordinance, Division 7, “Fuel Gas Code,” of Article II, “Building and Technical Codes,” of Chapter 14 of the Farmersville Code is amended by deleting Section 14-204, “Adoption of *International Fuel Gas Code*, 2006 Edition,” in its entirety and replacing said section with a new Section 14-204 also entitled “Adoption of *International Fuel Gas Code*, 2015 Edition,” to read as follows:

“Sec. 14-204. -Adoption of *International Fuel Gas Code*, 2015 Edition.

The *International Fuel Gas Code*, 2015 Edition, including Appendix Chapters A, B, C and D as published by the International Code Council, together with the NCTCOG 2015 *International Fuel Gas Code – Regional Amendments* and such other amendments as are set forth herein, is hereby adopted by the City Council as a general standard for purposes of regulating and governing fuel gas systems and gas-fired appliances as therein provided. Unless deleted, omitted, expanded or otherwise changed herein, all provisions of such *International Fuel Gas Code*, 2015 Edition, as amended, shall be fully applicable and binding and in full force and effect. A copy of the *International Fuel Gas Code*, 2015 edition, together with the NCTCOG 2015 *International Fuel Gas Code – Regional Amendments*, referred to herein shall be kept on file in the office of the City Secretary.”

SECTION 8. INTERNATIONAL EXISTING BUILDING CODE UPDATED

From and after the effective date of this Ordinance, Division 8, “Existing Building Code,” of Article II, “Building and Technical Codes,” of Chapter 14 of the Farmersville Code is

amended by deleting Section 14-224, "Adoption of *International Existing Building Code*, 2006 Edition," in its entirety and replacing said section with a new Section 14-224 also entitled "Adoption of *International Existing Building Code*, 2015 Edition," to read as follows:

"Sec. 14-224. -Adoption of *International Existing Building Code*, 2015 Edition.

The *International Existing Building Code*, 2015 Edition, together with the NCTCOG 2015 *International Existing Building Code* – Regional Amendments and such other amendments as are set forth herein, is hereby adopted by the City Council as a general standard for purposes of encouraging the use and reuse of existing buildings as therein provided. Unless deleted, omitted, expanded or otherwise changed herein, all provisions of such *International Existing Building Code*, 2015 Edition, as amended, shall be fully applicable and binding and in full force and effect. A copy of the *International Existing Building Code*, 2015 Edition, together with the NCTCOG 2015 *International Existing Building Code* – Regional Amendments, referred to herein shall be kept on file in the office of the City Secretary."

SECTION 9. INTERNATIONAL ENERGY CONSERVATION CODE UPDATED

From and after the effective date of this Ordinance, Division 9, "Energy Conservation Code," of Article II, "Building and Technical Codes," of Chapter 14 of the Farmersville Code is amended by deleting Section 14-249, "Adoption of *International Energy Conservation Code*, 2006 Edition," in its entirety and replacing said section with a new Section 14-249 also entitled "Adoption of *International Energy Conservation Code*, 2015 Edition," to read as follows:

"Sec. 14-249. -Adoption of *International Energy Conservation Code*, 2015 Edition.

The *International Energy Conservation Code*, 2015 Edition, together with the NCTCOG 2015 *International Energy Conservation Code* – Regional Amendments and such other amendments as are set forth herein, is hereby adopted by the City Council as a general standard for purposes of regulating and governing energy efficient building envelopes and installation of energy efficient mechanical, lighting and power systems as therein provided. Unless deleted, omitted, expanded or otherwise changed herein, all provisions of such *International Energy Conservation Code*, 2015 Edition,

as amended, shall be fully applicable and binding and in full force and effect. A copy of the *International Energy Conservation Code*, 2015 Edition, together with the NCTCOG 2015 *International Energy Conservation Code – Regional Amendments*, referred to herein shall be kept on file in the office of the City Secretary.”

SECTION 10. INTERNATIONAL PROPERTY MAINTENANCE CODE UPDATED

From and after the effective date of this Ordinance, Division 10, “Property Maintenance Code,” of Article II, “Building and Technical Codes,” of Chapter 14 of the Farmersville Code is amended by deleting Section 14-269, “Adoption of *International Property Maintenance Code*, 2006 Edition,” in its entirety and replacing said section with a new Section 14-269 also entitled “Adoption of *International Property Maintenance Code*, 2015 Edition,” to read as follows:

“Sec. 14-249. -Adoption of *International Property Maintenance Code*, 2015 Edition.

The *International Property Maintenance Code*, 2015 Edition, together with the NCTCOG 2015 *International Property Maintenance Code – Regional Amendments* and such other amendments as are set forth herein, is hereby adopted by the City Council as a general standard for purposes of regulating and governing the conditions and maintenance of all property, building and structures, providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use and the condemnation of buildings and structures unfit for human occupancy and use, including the demolition of such existing structures in the City, providing for the issuance of permits and collection of fees therefor. Unless deleted, omitted, expanded or otherwise changed herein, all provisions of such *International Property Maintenance Code*, 2015 Edition, as amended, shall be fully applicable and binding and in full force and effect. A copy of the *International Property Maintenance Code*, 2015 Edition, together with the NCTCOG 2015 *International Property Maintenance Code – Regional Amendments*, referred to herein shall be kept on file in the office of the City Secretary.”

SECTION 11. INTERNATIONAL FIRE CODE UPDATED

From and after the effective date of this Ordinance, Article III, “Fire Code,” of Chapter 29 of the Farmersville Code is amended by deleting Section 29-52, “Adoption of 2009

International Fire Code,” in its entirety and replacing said section with a new Section 29-52 entitled “Adoption of *International Fire Code*, 2015 Edition,” to read as follows:

“Sec. 29-52. - Adoption of *International Fire Code*, 2015 Edition.

The *International Fire Code*, 2015 Edition, together with the NCTCOG 2015 *International Fire Code* – Regional Amendments and such other amendments as are set forth herein, including appendix chapters B, C, D, E, F, and G (see *International Fire Code* Section 101.2.1, 2015 edition), as published by the International Code Council is hereby adopted by the City Council as a general standard for purposes of regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, penalties, conditions and terms of said Fire Code on file in the office of the City are hereby referred to, adopted, and made a part hereof, as if fully set out in this ordinance, with the additions, insertions, deletions and changes, if any, of this ordinance. Unless deleted, omitted, expanded or otherwise changed herein, all provisions of such *International Fire Code*, 2015 Edition, as amended, shall be fully applicable and binding and in full force and effect. A copy of the *International Fire Code*, 2015 Edition, together with the NCTCOG 2015 *International Fire Code* – Regional Amendments, referred to herein shall be kept on file in the office of the City Secretary.”

SECTION 12. SEVERABILITY

It is hereby declared to be the intention of the City Council that the several provisions of this Ordinance are severable, and if any court of competent jurisdiction shall judge any provisions of this Ordinance to be illegal, invalid, or unenforceable, such judgment shall not affect any other provisions of this Ordinance which are not specifically designated as being illegal, invalid or unenforceable.

SECTION 13. REPEALER

This Ordinance shall be cumulative of all other Ordinances, resolutions, and/or policies of the City, whether written or otherwise, and shall not repeal any of the provisions of those ordinances except in those instances where the provisions of those ordinances

are in direct conflict with the provisions of this Ordinance. Any and all ordinances, resolutions, and/or policies of the City, whether written or otherwise, which are in any manner in conflict with or inconsistent with this Ordinance shall be and are hereby repealed to the extent of such conflict and/or inconsistency.

SECTION 14. PUBLICATION

The City Secretary of the City of Farmersville is hereby directed to publish in the Official Newspaper of the City of Farmersville the Caption, Penalty and Effective Date Clause of this Ordinance as required by Section 52.011 of the Local Government Code.

SECTION 15. ENGROSSMENT AND ENROLLMENT

The City Secretary of the City of Farmersville is hereby directed to engross and enroll this Ordinance by copying the exact Caption and the Effective Date clause in the minutes of the City Council of the City of Farmersville and by filing this Ordinance in the Ordinance records of the City.

SECTION 16. SAVINGS

All rights and remedies of the City of Farmersville are expressly saved as to any and all violations of the provisions of any Ordinances which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such Ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 17. EFFECTIVE DATE

This Ordinance shall take effect immediately upon its adoption and publication in accordance with and as provided by Texas law.

PASSED on first reading on the ____ day of _____, 2017, and second reading on the ____ day of _____, 2017 at properly scheduled meetings of the City Council of the City of Farmersville, Texas, there being a quorum present, and approved by the Mayor on the date set out below.

APPROVED THIS ____ DAY OF _____, 2017.

APPROVED:

BY: _____
Diane C. Piwko
Mayor

ATTEST:

Sandra Green
City Secretary

APPROVED AS TO FORM AND LEGALITY:

Alan D. Lathrom
City Attorney

VI. Regular Agenda