

THP BOARD OF COMMISSIONERS MEETING AGENDA

Bonham Administrative Office
810 W. 16th St., Bonham, TX
5:30 PM – Monday – December 11, 2017



A. Call to Order & Declaration of a Quorum

B. Invocation and Pledges

C. Approval of Minutes: Approve Meeting Minutes for September 2017

D. Executive Director's Report

- a. Public Housing Assessment System (PHAS) Presentation
- b. Occupancy Report

E. 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.

- a. September, October and November 2017 Liabilities (AF): Authorize the Secretary/Treasurer to make payments in the amounts as listed.

F. Action

- a. Approve FYE 3/31/17 Audit
Allison Reider, Executive Director page #14
- b. Approve Capitalization and Smoke Free Policies
Marty Burke, Chairman page #15
- c. Approve Proposed 5 Year Capital Improvements
Allison Reider, Executive Director page #16
- d. FYE 2018 Budget Status Update
Becky Miles, CPA Consultant page #18

G. Citizens to be Heard

H. Adjourn

APPROVAL

Allison Reider
Executive Director



The Nation's First Affordable Housing Consortium

MINUTES OF THE MEETING OF THE
TEXOMA HOUSING PARTNERS
BOARD OF COMMISSIONERS
September 25, 2017

Members Present: Loretta Oliver (Windom); Marty Burke (Celeste); Frank Budra (Pottsboro); Cliff Gibbs (Gunter); Tracy Teel (Ector); Joanna Duevel (Bells); Les Cooks (Farmersville); JoAnne Duncan (Trenton); Patti Kanegae (Tioga); Glen Lee (Honey Grove); Lori Clayton (Bonham); Pam Glass (Princeton); Sherry Howard (Tom Bean); Virgil Cornwell (Savoy); Donal Gilstrap (Howe)

Staff Present: Allison Reider, Susan Ensley, Mike Hayes, Jan Knight, Susie Orman, Kathy Steed

Guests Present: Elizabeth Miles, Fee Accountant

- A. Chairman Burke called the meeting to order and a quorum was declared of the Board of Commissioners at 5:30 P.M.
- B. Invocation and Pledges
- C. A motion was made by Frank Budra to approve the minutes of the meeting of July 2017. The motion was seconded by Lori Clayton. Motion carried.
- D. Public Housing Director's Report: Susan Ensley provided the occupancy report to the Board and reported 3 vacancies and a 99 % occupancy rate across the 19 properties. Allison Reider updated the board on transition activities including banking approvals, payroll and accounts payable. She informed the Board that Open Records/Meetings training would be scheduled for Board members not yet certified. She also welcome new board member Patti Kanegae from Tioga and new staff member Kathy Steed.
- E. A motion was made by Frank Budra to approve the Consent items. This motion was seconded by Sherry Howard. Motion carried.
- F. Action
 1. Approve Public Housing Policies as Recommended by Executive Officer Committee: A motion was made by Frank Budra to approve the following policies: Resident Initiatives, Deconcentration and Income Targeting, File Access Internal Controls and Procedures, Whistleblower, Records Retention and Section 3 Compliance and Documentation. The motion was seconded by Virgil Cornwell. Motion carried.
 2. Budget status update: Elizabeth Miles discussed the financials as of August 2017. She informed the Board that she was still working with TCOG staff to determine any final payments due to or from the COG as a result of the transition. TCOG will be conducting a "soft close" within the next 60 days and final numbers will be available at that time. She further discussed the new charts of accounts moving forward and how the new budget will be structured to align with HUD codes. She recommended no changes to the budget at this time.
- I. Virgil Cornwell made a motion to adjourn. It was seconded by Sherry Howard. Adjourned by Chairman Burke at 6:28 PM.

Date	Account Number	Vendor Name	Description	Amount
9/13/2017	20170911	AMERIPOWER	Electric Acc# 13032900	10428.86
9/13/2017	3176713	AMSCO SUPPLY	HVAC Unit	1624.29
9/13/2017	20170911	ATMOS ENERGY	Gas Acc# 3035087289	54.45
9/13/2017	20170912	BAKER DISTRIBUTING L	Supplies for the month	1131.68
9/13/2017	REC20170906	Barba, Veronica	refund balance - Barba,	6.74
9/13/2017	20170913	BDA ADMINISTRATORS	"Option 125" transfer fo	1182.00
9/13/2017	REC20170906	VAIL, BRANDY	Batch Refund Request -	45.00
9/13/2017	REC20170906	Brigham, Jessica	Batch Refund Request -	29.00
9/13/2017	REC20170906	GONZALES, CG	Batch Refund Request -	37.00
9/13/2017	REC20170906	Christopher, Johnathan	Batch Refund Request -	58.00
9/13/2017	20170912	CITY OF GUNTER	Gunter Water Bill	603.72
9/13/2017	20170912	CITY OF HOWE	Howe Water Bills	2423.12
9/13/2017	REC20170906	Coulston, Skylar	Batch Refund Request -	112.00
9/13/2017	REC20170906	FINNEY, CRYSTAL	Batch Refund Request -	36.00
9/13/2017	REC20170906	CUBA, TAKMBERLY	Batch Refund Request -	21.00
9/13/2017	20170912	Custom Glass & Mirror	Window Replacement/R	1069.00
9/13/2017	20170911	DIRECT ENERGY	Electric Acc# 1171957	15.29
9/13/2017	REC20170906	WILLIAMS, DUDLEY	Batch Refund Request -	29.00
9/13/2017	REC20170912	ALLEN, GLADYS	refund credit to THP for	228.00
9/13/2017	REC20170906	Hall, Gypsi	Batch Refund Request -	21.00
9/13/2017	REC20170906	HALL, KELLI	Batch Refund Request -	106.00
9/13/2017	REC20170906	Harris, Nicole	Batch Refund Request -	21.00
9/13/2017	REC20170906	Hollowell, Erica	Batch Refund Request -	126.00
9/13/2017	20170912	KIRK, DORIS	Travel expense	126.29
9/13/2017	119257	LANDLORDLOCKS.COM,	SUPPLIES	40.48
9/13/2017	REC20170906	COOPER, LUZ	Batch Refund Request -	64.00
9/13/2017	REC20170912	Morales, Leticia	Batch Refund Request -	24.00
9/13/2017	REC20170906	Murphy, Jessie	Batch Refund Request -	103.00
9/13/2017	REC20170912	Neff, Natalie	Batch Refund Request -	27.00
9/13/2017	20170911	NATIONAL BUSINESS F	Office furniture	7353.56
9/13/2017	20170913	NATIONAL WHOLESALE	MAINT. SUPPLIES, INV-	2268.00
9/13/2017	REC20170912	Nelson, Sherill	refund credit - Nelson, S	107.00
9/13/2017	20170913	OFFICE OF ATTORNEY	Wage Assignment, Caus	400.61
9/13/2017	REC20170906	Perez, Teresa	Batch Refund Request -	21.00
9/13/2017	REC20170912	PETERSON, JEREMY	refund credit - PETERSO	76.27
9/13/2017	REC20170906	Powell, Sade	Batch Refund Request -	54.00
9/13/2017	REC20170905	PRICE, JOHNNY	refund deposit - PRICE,	50.00
9/13/2017	20170911	QUILL CORPORATION	Inv #8290364, 8382354	80.97

9/13/2017	REC20170912	Rhodes, Ashley	Batch Refund Request -	27.00
9/13/2017	REC20170912	Roberts, Tatriauna	Batch Refund Request -	29.00
9/13/2017	REC20170906	Stanley, Scottie	Batch Refund Request -	44.00
9/13/2017	20170911	The Nelrod Company	Polycys	6234.00
9/13/2017	REC20170906	Thompson, Pauline	Batch Refund Request -	55.00
9/13/2017	20170913	TOSHIBA BUSINESS SO	Howe office new copy m	3453.96
9/13/2017	REC20170906	Tovar, Victoria	Batch Refund Request -	21.00
9/13/2017	3084	TRINITY TIRE	Tire x2 for Truck #14.	330.00
9/13/2017	20170913	UNDERWOOD INC	UNCLOGGED DRAIN.	190.00
9/13/2017	20170912	WOOD PRINTING CO	Maintenance Door Hang	332.81
9/13/2017	REC20170906	Wood, Sherry	Batch Refund Request -	55.00
9/21/2017	REC20170919	Adams, Gaylon	refund credit - Adams, G	315.00
9/21/2017	20170914	AMERIPOWER	Electric - Howe, Pottsbo	325.18
9/21/2017	20170920	ATMOS ENERGY	Gas acc# 3024803819	20.61
9/21/2017	112496	CHEM-SERV INC	Maintenance Supplies.	477.40
9/21/2017	20170914	CHOCTAW PRINT SERVI	#10 REG Envelopes - T	202.77
9/21/2017	20170918	CHOCTAW PRINT SERVI	#10 Window Envelopes	169.05
9/21/2017	20170918	CORNWELL, VIRGIL	INV #69194	25.68
9/21/2017	493209	RAMIREZ, DANIEL	mileage reimbursement	400.00
9/21/2017	13691812-00	DEALERS ELECTRICAL S	Installation of Granite C	15.38
9/21/2017	20170919	EXXON MOBIL	MAINTENANCE SUPPLIE	3951.50
9/21/2017	S-22630	FOUR STAR FABRICATO	August 2017 Fuel	59800.00
9/21/2017	20170919	HANSEN PEST CONTRO	INSTALLATION OF 23 O	2010.00
9/21/2017	REC20170913	Houston, Joe	INV. 07016523, 070164	401.00
9/21/2017	20170919	KIDD, MICHAEL	refund credit - Houston,	360.00
9/21/2017	20170918	LIGHTFOOT SOFTWARE	REMOVE TREE LEONAR	1794.16
9/21/2017	20170918	MARJEN TECHNOLOGY	Inv #8711	5748.50
9/21/2017	1644866	MARKS PLUMBING PART	Inv #1744, 1734	228.95
9/21/2017	20170919	NORTH TEXAS PAINT A	SUPPLIES	1546.25
9/21/2017	20170918	PITNEY BOWES (RESER	AUGUST 2017 PAINT/SU	168.00
9/21/2017	20170918	QUILL CORPORATION	Lease Inv #3304299996	272.05
9/21/2017	175889	SAM'S LAWN RIDERS	Inv #967597, 9857587,	48.00
9/21/2017	20170918	SSD SYSTEM	TRIMMER LINE	137.97
9/21/2017	20170919	SUPERIOR SURFACE RE	INV #1281347-A	400.00
9/21/2017	20170919	SUPPLYWORKS	Inv. 9717SFA/9717SFB,	1370.61
9/21/2017	20170918	TENANT TRACKER INC	INV. 413076043, 41169	5.00
9/21/2017	20170918	WALMART COMMUNITY	Inv #471372	947.97
9/21/2017	20170918	BURKE, MARTY	Acct #...6725	92.54
			mileage reimbursement	

9/27/2017	20170927	CITY OF TOM BEAN	Tom Bean water bills	888.59
9/28/2017	327939	AFLAC	September Billing	1090.62
9/28/2017	20170926	AFPR FOUNDATION REP	FOUNDATION REPAIR 3	3750.00
9/28/2017	20170927	AMERIPOWER	Electric Acc. # 13032900	9622.88
9/28/2017	201709271	ATMOS ENERGY COMPA	Gas service - Admin buil	56.98
9/28/2017	20170927	ATMOS ENERGY COMPA	Gas Acc. # 3021468572	46.43
9/28/2017	1582 & 1529	BIG BUCK MOWERS AN	SUPPLIES	26.98
9/28/2017	20170926	BUDRA, FRANK	Board travel	83.46
9/28/2017	20170928	BURKE, MARTY	Board travel	24.61
9/28/2017	20170927	CABLE ONE	Acct #102632783	340.84
9/28/2017	20170926	Castle Security LLC	Inv #95189	743.00
9/28/2017	20170927	CITY OF WHITEWRIGHT	Whitewright water bills	2133.34
9/28/2017	20170926	COOKS, LES	Board travel	40.66
9/28/2017	20170926	CORNWELL, VIRGIL	Board travel	12.84
9/28/2017	20170926	DUEVEL, JOANNA	Board travel	14.98
9/28/2017	20170926	DUNCAN, JOANNE	Board travel	17.12
9/28/2017	20170926	ELIZABETH A MILES, CP	Inv #2417	5400.00
9/28/2017	20170926	FIDELITY SECURITY LIF	SIS GAP INSURANCE CO	2313.68
9/28/2017	20170926	GIBBS, CLIFF	Board travel	55.11
9/28/2017	20170926	GLASS, PAMELA	Board travel	50.29
9/28/2017	20170926	HOWARD, SHERRY	Board travel	26.75
9/28/2017	20170927	JACKSON, DAMILLYA	Resident Stipend, Septe	150.00
9/28/2017	1358135	JOHNSON-BURKS SUPPL	SUPPLIES	21.91
9/28/2017	20170926	KANEGAE, PATTI	Board travel	73.40
9/28/2017	20170926	LEE, GLENN	Board travel	18.19
9/28/2017	20170926	LIGHTHOUSE SERVICES	Inv #15038	497.00
9/28/2017	CV908590-LES	NATIONAL BUSINESS F	Howe Office Lobby Furni	1061.28
9/28/2017	18726	NORTHEAST TEXAS PO	OUTAGE (BAD TRANSFO	3730.90
9/28/2017	361-108006	O'REILLY AUTO PARTS	SUPPLIES	6.00
9/28/2017	20170926	OFFICE OF ATTORNEY	ROBERT KASEY DICKSO	400.61
9/28/2017	20170926	OLIVER, LORETTA	Board travel	13.38
9/28/2017	20170926	PURCHASE POWER	Acct #8000-9000-0311-	13.99
9/28/2017	20170926	QUILL CORPORATION	Inv #9823570, 9908780	593.24
9/28/2017	20170927	QUILL CORPORATION	Inv #1010507, 9991480	103.97
9/28/2017	20170928	REIDER, ALLISON	Travel, reimbursement f	333.62
9/28/2017	20170927	RIFE, MYKAYLA	Resident Stipend, Septe	200.00
9/28/2017	20170926	THE NELROD COMPANY	Inv #CSAF2050-2017	699.00
9/28/2017	C381710A	TML-IEBP	TML INSURANCE BILL P	14368.56

DATE	ACCOUNT	VENDOR	DESCRIPTION	AMOUNT
9/28/2017	20170927	TOWNSEND, TERRI	Resident Stipend, Septe	150.00
9/28/2017	0710361-001 7	UNUM LIFE INSURANCE	LIFE (EE LIFE); AD&D (900.52
9/28/2017	0710361-002 4	UNUM LIFE INSURANCE	DENTAL & VISION INSU	2194.48
9/28/2017	20170926	WALKER & SON	VCT INSTALLATION (FL	455.00
9/28/2017	20170926	WELLS FARGO VENDOR	Inv #99424295	87.19
9/28/2017	20170927	WILLIAMS, DUDLEY	Resident Stipend, Septe	150.00
9/28/2017	295546TEX088	WORTHINGTON DIRECT	CHAIRS & TABLE FOR M	1386.25

10/10/2017	DENISON HOUSING AUTHORITY	UPCS (REAC) TRAINING SEMINAR X3 TECHNICIANS	300.00
10/10/2017	City of Leonard	Leonard water bills	1829.83
10/10/2017	ARANDAY, JOVITA	Sept cleaning 3 buildings	1325.00
10/10/2017	Jones, Billy	Resident Stipend for September 2017 - HOWE	150.00
10/10/2017	BONHAM BUILDING SUPPLY	MAINTENANCE SUPPLIES-SEPTEMBER	235.30
10/10/2017	VAIL, BRANDY	Batch Refund Request - VAIL, BRANDY; 404 S JERNIGAN Apt 8	45.00
10/10/2017	Brigham, Jessica	Batch Refund Request - Brigham, Jessica; 610 PARIS Apt 7	29.00
10/10/2017	Carberry, Deborah	Batch Refund Request - Carberry, Deborah; 351 FIELDER DR Apt	27.00
10/10/2017	CASIE'S LANDSCAPING	TREE SERVICE CHINNER STREET, BONHAM	2500.00
10/10/2017	GONZALES, CG	Batch Refund Request - GONZALES, CG; 1106 N 15TH Apt 3	21.00
10/10/2017	CHASE INK, CHASE INK	ACCT #4246 3152 2014 6987	7266.53
10/10/2017	CHOCTAW PRINT SERVICES	Inv #69660	76.52
10/10/2017	Christopher, Johnathan	Batch Refund Request - Christopher, Johnathan; 902 MAIN ST A	29.00
10/10/2017	CITY OF BELLS	Apt. 17, Bells, make ready water	12.30
10/10/2017	City of Celeste	October water	1584.00
10/10/2017	CITY OF FARMERSVILLE	Guardlights	35.52
10/10/2017	CITY OF HONEY GROVE	Oct. water charges	3528.07
10/10/2017	CITY OF LADONIA	Oct. water bills	1719.00
10/10/2017	CLOWN AROUND PARTY RENT	Inv. #6998	165.00
10/10/2017	Coulston, Skylar	Batch Refund Request - Coulston, Skylar; 503 BALLENTINE Apt	112.00
10/10/2017	CROSSROADS HARDWARE	MAINTENANCE SUPPLIES-SEPTEMBER	232.82
10/10/2017	FINNEY, CRYSTAL	Batch Refund Request - FINNEY, CRYSTAL; 604 N 14TH Apt 70	21.00
10/10/2017	CUBA, TAKMBERLY	Batch Refund Request - CUBA, TAKMBERLY; 1106 N 15TH Apt 2	21.00
10/10/2017	WILLIAMS, DUDLEY	Batch Refund Request - WILLIAMS, DUDLEY; 1106 N 15TH Apt 2	29.00
10/10/2017	Engler, Gordon	Batch Refund Request - Engler, Gordon; 309 S 4TH Apt 36	28.00
10/10/2017	ENSLEY, SUSAN	Travel, phone bill	286.68
10/10/2017	Feagley, Jordan	Batch Refund Request - Feagley, Jordan; 106 REDBUD Apt 6	256.00
10/10/2017	First Choice Power	Electric Acc# 674387840	47.44
10/10/2017	FIX & FEED	MAINTENANCE SUPPLIES-SEPTEMBER	2708.41
10/10/2017	GILSTRAP, DONAL	Board travel	33.17
10/10/2017	HALL SUPPLY CO.	MAINTENANCE SUPPLIES-SEPTEMBER	172.45
10/10/2017	Hall, Gypsi	Batch Refund Request - Hall, Gypsi; 109 MILLER Apt 15	29.00
10/10/2017	HALL, KELLI	Batch Refund Request - HALL, KELLI; 311 E SAUNDERS Apt 7	106.00
10/10/2017	HARDWARE MART	MAINTENANCE SUPPLIES-SEPTEMBER	47.61
10/10/2017	Hollowell, Erica	Batch Refund Request - Hollowell, Erica; 106 REDBUD Apt 7	126.00
10/10/2017	HOME DEPOT CREDIT SERVIC	MAINTENANCE SUPPLIES-SEPTEMBER	391.62
10/10/2017	INNOVATIONS CONTROLLED A	MAINTENANCE/REPAIR ON SHOP GATE	664.00
10/10/2017	LONG, LINDA	Adult Literacy for Sept	320.00

Date	Vendor	Description	Amount
10/10/2017	LOWE'S	MAINTENANCE SUPPLIES-SEPTEMBER	848.10
10/10/2017	Thomison, Martha	Sept Resident Stipend - Gunter	125.00
10/10/2017	GOROM, MARYNELL	Batch Refund Request - GOROM, MARYNELL; 310 S 3RD Apt 46	28.00
10/10/2017	Michaud, Melody	Travel, Sept	80.25
10/10/2017	Mitchell, Kasee	refund credit - Mitchell, Kasee; 404 S JERNIGAN Apt 7	82.00
10/10/2017	Morales, Leticia	Batch Refund Request - Morales, Leticia; ; 320 W DUKE Apt 8	24.00
10/10/2017	Murphy, Jessie	Batch Refund Request - Murphy, Jessie; 402 S JERNIGAN Apt 9	103.00
10/10/2017	Neff, Natalie	Batch Refund Request - Neff, Natalie; ; 406 GRAYSON Apt 3	27.00
10/10/2017	NATIONAL BUSINESS FURNIT	HOWE OFFICE DESKS - SUSIE AND KATHY	1502.72
10/10/2017	NATIONAL WHOLESALE SUPPL	SUPPLIES	518.53
10/10/2017	ORIENTAL TRADING	Inv #685719603-01	92.87
10/10/2017	ORMAN, SUSIE	SEPTEMBER TRAVEL AND PHONE REIMBURSEMENT	220.87
10/10/2017	PAINTER, JONATHAN	Aug, Sept Securitu for HG and Ladonia	1200.00
10/10/2017	Pate, Amy	Batch Refund Request - Pate, Amy; 1106 N 15TH Apt 16	38.00
10/10/2017	Powell, Sade	Batch Refund Request - Powell, Sade; 408 S JERNIGAN Apt 4	54.00
10/10/2017	BRENDA PRICE	SEPT RESIDENT STIPEND - POTTSBORO	150.00
10/10/2017	QUILL CORPORATION	Inv #1051532	183.66
10/10/2017	QUILL CORPORATION	Office Supplies	357.93
10/10/2017	Rhodes, Ashley	Batch Refund Request - Rhodes, Ashley; 310 W DUKE Apt 3	27.00
10/10/2017	Roberts, Tatriauna	Batch Refund Request - Roberts, Tatriauna; 506 N Apt 6	29.00
10/10/2017	SANITATION SOLUTIONS, INC.	SEPTEMBER ROLL OFF FEE & CONTAINER RENTAL (LEONARD)	721.68
10/10/2017	Savage, Darius	Batch Refund Request - Savage, Darius; 1106 N 15TH Apt 4	38.00
10/10/2017	SMITH FEED, SEED & HARDW	MAINTENANCE SUPPLIES-SEPTEMBER	257.60
10/10/2017	Steed, Kathy	August & September Travel Reimbursement	151.41
10/10/2017	SYNOVIA SOLUTIONS	MONTHLY GPS LEASE	240.00
10/10/2017	TML	Contract #4460	112651.70
10/10/2017	TOSHIBA BUSINESS SOLLUTIO	Inv #13965213, 13961918	80.00
10/10/2017	Tovar, Victoria	Batch Refund Request - Tovar, Victoria; 404 East Travis Apt	21.00
10/10/2017	Town of Windom	Windom water bill	493.92
10/10/2017	Waste Management	Tom Bean trash service 9-1-17/9-30-17	249.00
10/10/2017	Wood, Sherry	Batch Refund Request - Wood, Sherry; 201 HWY 82 Apt 13	55.00
10/12/2017	ATMOS ENERGY COMPANY	gas - Apt. 17, Leonard	52.28
10/12/2017	BAKER DISTRIBUTING LLC	September 2017 HVAC Supplies	2922.12
10/12/2017	BONHAM FLORAL & GREENHO	Customer ID 1864	75.00
10/12/2017	BONHAM QUICK LUBE	Inv. 45300-Oil Change, Inv. 45783-Inspection	85.00
10/12/2017	CLEMENT & SONS	ROCK/TOP SOIL @ BONHAM MAINTENANCE SHOP	5830.00
10/12/2017	DIRECT ENERGY	Elect. acc# 1162930	154.33
10/12/2017	DIRECT ENERGY	Elect. acc# 1171957	6.82

DATE	VENDOR	DESCRIPTION	AMOUNT
10/12/2017	Edsall, Vanessa	refund credit - Edsall, Vanessa; 209 E. Collins Apt 48	56.00
10/12/2017	FARMERSVILLE GRAIN & HARD	MAINTENANCE SUPPLIES	19.83
10/12/2017	HANSEN PEST CONTROL	INV. 07016639-Monthly Pest Control Service, Inv. 07016605-Bed	3027.50
10/12/2017	O'REILLY AUTO PARTS	MAINTENANCE VEHICLE SUPPLIES	79.96
10/12/2017	OFFICE OF ATTORNEY GENER	Wage Assignment for Kasey Dickson	400.61
10/12/2017	QUILL CORPORATION	Inv #1161065	37.98
10/12/2017	SHERWIN-WILLIAMS	Supplies	61.66
10/12/2017	SSD SYSTEM	Inv #49350-S	208.50
10/12/2017	SUPPLYWORKS	SUPPLIES	129.35
10/12/2017	TAYLOR, SCOTT	TRIM TREES FROM POWER LINE	1775.00
10/12/2017	THE NELROD COMPANY	Inv #LN001105SF	499.00
10/12/2017	TOSHIBA BUSINESS Solutio	Inv #1558495	12.50
10/16/2017	LONE STAR CLEANING & REST	CARPET CLEANING @ SAVOY 10	150.00
10/19/2017	AT&T MOBILITY	INV #12970808	1251.95
10/19/2017	ATMOS ENERGY COMPANY	Howe Office #11 Gas Bill (Acct# 4023233561)	118.95
10/19/2017	BDA ADMINISTRATORS	NOVEMBER OPTION 125 TRANSFER FEES	493.00
10/19/2017	CHOCTAW PRINT SERVICES	Inv #69834	185.26
10/19/2017	CITY OF HOWE	Acct# 0217 Duke Street - Howe Water, Sewer, and Trash Acct# 3069 Bean Street	2343.09
10/19/2017	CITY OF TIOGA	WATER, SEWER, AND TRASH	384.89
10/19/2017	Custom Glass & Mirror	Inv. 164981, 164904, 164907 WINDOW REPAIR/REPLACEMENT.	700.00
10/19/2017	EXXON MOBIL	SEPTEMBER 2017 FUEL, INVOICE #7187859204947559710	3809.74
10/19/2017	FIDELITY SECURITY LIFE INSU	Account Code: 33401, 11/01/17-11/30/17 SIS Invoice	2313.68
10/19/2017	FOUR STAR FABRICATORS AN	2ND PHASE OF INSTALLATION OF HVAC UNITS LEONARD	70200.00
10/19/2017	KIDD, MICHAEL	LANDSCAPE LEONARD	650.00
10/19/2017	KIRK, DORIS	Travel	59.39
10/19/2017	MARJEN TECHNOLOGY GROUP	Inv #1762	4509.25
10/19/2017	MCFADDEN'S LOCK AND KEY	INV. #6259, REPAIR LOCK @ TEAM CENTER	140.00
10/19/2017	MILES, ELIZABETH A. cpa	INV #2419	2720.00
10/19/2017	NATIONAL WHOLESALE SUPPL	#S2276141.001 EXPANSION TANK FOR WATER HEATERS	233.89
10/19/2017	QUILL CORPORATION	Inv #1433780	49.99
10/19/2017	QUILL CORPORATION	Inv #1601958	118.74
10/19/2017	QUILL CORPORATION	Office Supplies for Howe	61.06
10/19/2017	QUILL CORPORATION	Office Supplies for Howe	71.98
10/19/2017	ROBERTS DECORATOR SUPPL	PAINT	260.00
10/19/2017	SSD SYSTEM	Inv #1288841-A	137.97
10/19/2017	SYNOVIA SOLUTIONS	INV. 105626, GPS MONITORING MONTHLY LEASE	240.00
10/19/2017	TAYLOR, SCOTT	TRIM TREES FROM POWER LINE IN BELLS & REMOVAL OF TREE	2075.00
10/19/2017	THE ROOF DOCTOR	INSURANCE ROOF REPAIR SAVOY.	22625.00

DATE	Vendor	Invoice	Amount
10/19/2017	FLETCHER, TISHA	Refund of credit - FLETCHER, TISHA; 902 MAIN ST Apt 5	58.00
10/19/2017	UNUM LIFE INSURANCE	NOVEMBER DENTAL & VISION	1097.24
10/19/2017	UNUM LIFE INSURANCE	LIFE (EE LIFE); AD&D (EE AD&D); SHORT TERM DISABILITY (ST	450.26
10/19/2017	WALMART COMMUNITY/SYNC	Acct #6032 2020 0531 6725	771.57
10/25/2017	ATMOS ENERGY COMPANY	Gas Acc# 3024803819	20.61
10/25/2017	FOUR STAR FABRICATORS AN	REPAIR HVAC LINE SET COVERS #1-#16 LEONARD.	1600.00
10/25/2017	HANSEN PEST CONTROL	INV. #07016705, BED BUG TRMNT LEONARD 47/48	1265.00
10/25/2017	JACKSON, DAMILLYA	Oct resident stipend	150.00
10/25/2017	Holloway, Jimmy	Security Deposit Refund - Pottsboro #6	50.00
10/25/2017	Thomison, Martha	October Resident Stipend - Gunter	125.00
10/25/2017	MIDWAY LOCK & KEY	INV.54057/MAILBOX KEYS.	23.90
10/25/2017	NORTH TEXAS PAINT AND RE	INV. 35562, 35561 SUPPLIES.	360.25
10/25/2017	OFFICE OF ATTORNEY GENER	WAGE ASSIGNMENT FOR ROBERT KASEY DICKSON.	400.61
10/25/2017	PITNEY BOWES GLOBAL FINA	Acct # 0010251728	32.25
10/25/2017	PURCHASE POWER	Acct #8000-9000-0311-0164	420.99
10/25/2017	QUILL CORPORATION	Inv #1605777, 1628632, 1694464	154.02
10/25/2017	QUILL CORPORATION	Inv #1718948, 1720569, 1734481	142.23
10/25/2017	RIFE, MYKAYLA	Oct resident stipend	200.00
10/25/2017	SUPPLYWORKS	INV. 416861912/416861920 SUPPLIES	1958.42
10/25/2017	THE ROOF DOCTOR	INSURANCE ROOF REPAIR SAVOY, PHASE 2. UNITS 5,6,11,12,1	21870.00
10/25/2017	TML	INSURANCE PREMIUM OCTOBER	14368.56
10/25/2017	TOWNSEND, TERRI	Oct resident stipend	150.00
10/25/2017	WELLS FARGO VENDOR FINAN	Inv #99583027	87.19
10/25/2017	WILLIAMS, DUDLEY	Oct resident stipend	150.00
10/25/2017	Jones, Billy	October Resident Stipend - Howe	150.00
10/25/2017	Brenda Price	October Resident Stipend - Pottsboro	150.00

11/1/2017	AFLAC	Inv. 755783, October Billing Period	1003.00
11/1/2017	ASHLOCK, LONNIE	REIMBURSE AFLAC PREMIUM OVERPAYMENT	62.16
11/1/2017	ATMOS ENERGY COMPANY	Gas Acc# 3021468572	46.43
11/1/2017	ATMOS ENERGY COMPANY	Gas Acc# 3027053919	64.38
11/1/2017	CABLE ONE	Acct #102632783	340.83
11/1/2017	CHOCTAW PRINT SERVICES	Inv #70341	252.54
11/1/2017	CITY OF BELLS	Water bill for make-ready 404 S. Jemigan	63.32
11/1/2017	City of Celeste	Celeste water bills	1688.25
11/1/2017	CITY OF FARMERSVILLE	Elect. Acc# 04-1250-00	29.01
11/1/2017	CITY OF FARMERSVILLE	Farmersville guardlights	15.63
11/1/2017	CITY OF HONEY GROVE	Honey Grove water bills	2825.07
11/1/2017	CITY OF TOM BEAN	Tom Bean water bills	963.05
11/1/2017	CITY OF WHITEWRIGHT	Whitewright water bills	3165.54
11/1/2017	CROSSROADS HARDWARE	SUPPLIES-OCTOBER	257.63
11/1/2017	Custom Glass & Mirror	Inv. 165010, #6 Trenton Window Repair	125.00
11/1/2017	ENSLEY, SUSAN	October travel/ceil phone reimbursement	228.36
11/1/2017	HANSEN PEST CONTROL	INV. 07016800/07016806 MONTHLY SVC AREA 1-4 BED BUG TRMT 1 ADONIA 1. BONHAM 806	3622.50
11/1/2017	HEWETT, RICHARD	REIMBURSE AFLAC PREMIUM OVERPAYMENT	13.60
11/1/2017	HOME DEPOT CREDIT SERVIC	SUPPLIES-OCTOBER	207.69
11/1/2017	IDELL, STEVE	REIMBURSE AFLAC PREMIUM OVERPAYMENT	13.52
11/1/2017	KIDD, MICHAEL	SUMP GRIND LEONARD PROPERTIES; CLEAR OAK TREE LIMBS	945.00
11/1/2017	KNIGHT, JAN	REIMBURSE AFLAC PREMIUM OVERPAYMENT	11.79
11/1/2017	LOWE'S	SUPPLIES-OCTOBER	799.12
11/1/2017	MICHAUD, MELODY	REIMBURSE AFLAC PREMIUM OVERPAYMENT	8.60
11/1/2017	MICHAUD, MELODY	Oct travel	121.45
11/1/2017	MILES, ELIZABETH A. CPA	Inv #2427	11320.00
11/1/2017	ORMAN, SUSIE	OCTOBER TRAVEL AND PHONE REIMBURSEMENT	216.59
11/1/2017	PHELPS, CHRISTINA	REIMBURSE AFLAC PREMIUM OVERPAYMENT	3.92
11/1/2017	QUILL CORPORATION	Inv #1869334	338.49
11/1/2017	ROBERTS DECORATOR SUPPL	PAINT	1319.53
11/1/2017	Steed, Kathy	October travel expense	103.79
11/1/2017	STROUSE, SCOTT	REIMBURSE AFLAC PREMIUM OVERPAYMENT	163.68
11/1/2017	SUPPLYWORKS	SUPPLIES-OCTOBER	97.92
11/1/2017	THE ROOF DOCTOR	ROOF REPAIR-INSURANCE	11060.00
11/1/2017	TOSHIBA BUSINESS Solutio	Inv #14033774	40.00
11/1/2017	UNDERWOOD INC	Inv. 3121, Plumbing service	483.03
11/1/2017	CITY OF HOWE	Howe - Water, Sewer, and Trash (Acct# 0217 & 3069)	2467.17
11/1/2017	CITY OF TIOGA	Tioga Water, Sewer, Trash (Acct# 26631)	393.45

November 2017
Liabilities

Page 2 of 4

Date	Vendor	Description	Amount
11/1/2017	WILLIAMS, LINDA	refund credit - WILLIAMS, LINDA; 812 W 15TH Apt 79	82.92
11/8/2017	AMERIPOWER	Electric Acc.1303290017	7863.07
11/8/2017	APPLIANCE PARTS DEPOT	SUPPLIES	263.43
11/8/2017	ARANDAY, JOVITA	Oct building cleaning	1065.00
11/8/2017	ATMOS ENERGY COMPANY	HOWE OFFICE - GAS BILL	26.97
11/8/2017	ATMOS ENERGY COMPANY	Gas service, apt. 17 Leonard	52.24
11/8/2017	BAKER DISTRIBUTING LLC	HVAC SUPPLIES & HVAC UNIT X2	4004.63
11/8/2017	BONHAM BUILDING SUPPLY	SUPPLIES	32.97
11/8/2017	VAIL, BRANDY	Batch Refund Request - VAIL, BRANDY; 404 S JERNIGAN Apt 8	45.00
11/8/2017	Brigham, Jessica	Batch Refund Request - Brigham, Jessica; 610 PARIS Apt 7	29.00
11/8/2017	CABLE ONE	Howe Office Cable Bill	128.20
11/8/2017	Carberry, Deborah	URP - Carberry, Deborah; 351 FIELDER DR Apt 16	27.00
11/8/2017	GONZALES, CG	Batch Refund Request - GONZALES, CG; 1106 N 15TH Apt 3	21.00
11/8/2017	CHASE INK, CHASE INK	Acct #4246315220146987	5317.63
11/8/2017	Christopher, Johnathan	Batch Refund Request - Christopher, Johnathan; 902 MAIN ST A	29.00
11/8/2017	CITY OF GUNTER	WATER, TRASH, AND SEWER (ACCT# 000137)	504.12
11/8/2017	CITY OF LADONIA	Ladonia water bills	1534.00
11/8/2017	City of Leonard	Leonard water bills	1812.31
11/8/2017	Coulston, Skylar	Batch Refund Request - Coulston, Skylar; PO Box 274	112.00
11/8/2017	FINNEY, CRYSTAL	Batch Refund Request - FINNEY, CRYSTAL; 604 N 14TH Apt 70	21.00
11/8/2017	CUBA, TAKMBERLY	Batch Refund Request - CUBA, TAKMBERLY; 1106 N 15TH Apt 2	21.00
11/8/2017	Custom Glass & Mirror	WINDOW INSTALL 808 12TH, INV. 165030	68.00
11/8/2017	DEALERS ELECTRICAL SUPPLY	SUPPLIES	203.02
11/8/2017	DIRECT ENERGY	Elect Acc# 1171957 \$5.32 Elect Acc# 1162930 \$151.29	156.61
11/8/2017	FARMERSVILLE GRAIN & HARD	SUPPLIES-OCTOBER	63.14
11/8/2017	FASTSIGNS	SIGNAGE FOR HOWE FRONT DOOR, BONHAM MAINT DOOR, BO	318.57
11/8/2017	Feagley, Jordan	Batch Refund Request - Feagley, Jordan; 106 REDBUD Apt 6	126.00
11/8/2017	Hall, Gypsi	Batch Refund Request - Hall, Gypsi; 109 MILLER Apt 15	29.00
11/8/2017	HALL, KELLI	Batch Refund Request - HALL, KELLI; 311 E SAUNDERS Apt 7	106.00
11/8/2017	HARDWARE MART	SUPPLIES	15.93
11/8/2017	Higgs, Sarah	Batch Refund Request - Higgs, Sarah; 207 E KING Apt 4	25.80
11/8/2017	Hollowell, Erica	Batch Refund Request - Hollowell, Erica; 106 REDBUD Apt 7	126.00
11/8/2017	LIGHTFOOT SOFTWARE COMP	Annual software update and support renewal	7165.00
11/8/2017	LONG, LINDA	Oct adult literacy	320.00
11/8/2017	MITCHELL, DORIS	refund credit - MITCHELL, DORIS; 213 W LOCUST Apt 31	50.00
11/8/2017	Morales, Leticia	Batch Refund Request - Morales, Leticia; ; 320 W DUKE Apt 8	24.00
11/8/2017	Murphy, Jessie	refund credit - Murphy, Jessie; 402 S JERNIGAN Apt 9	315.00
11/8/2017	Neff, Natalie	Batch Refund Request - Neff, Natalie; ; 406 GRAYSON Apt 3	27.00

DATE	NAME	DESCRIPTION	AMOUNT
11/8/2017	NATIONAL WHOLESALE SUPPL	SUPPLIES	6.55
11/8/2017	OFFICE OF ATTORNEY GENER	ROBERT KASEY DICKSON CASE #0012015532 & N009409997	400.61
11/8/2017	Pate, Amy	Batch Refund Request - Pate, Amy; 1106 N 15TH Apt 16	21.00
11/8/2017	Powell, Sade	Batch Refund Request - Powell, Sade; 408 S JERNIGAN Apt 4	54.00
11/8/2017	QUILL CORPORATION	Office supplies, Christina	102.65
11/8/2017	QUILL CORPORATION	Office supplies, brother toner	115.98
11/8/2017	Rhodes, Ashley	Batch Refund Request - Rhodes, Ashley; 310 W DUKE Apt 3	27.00
11/8/2017	ROBERTS DECORATOR SUPPL	PAINT	76.24
11/8/2017	Roberts, Tatriauna	Batch Refund Request - Roberts, Tatriauna; 506 N Apt 6	29.00
11/8/2017	SAM'S LAWN RIDERS	LANDSCAPING SUPPLIES	87.00
11/8/2017	SANITATION SOLUTIONS, INC.	OCTOBER SANITATION & HG DEMOLITION	7866.15
11/8/2017	Savage, Darius	Batch Refund Request - Savage, Darius; 1106 N 15TH Apt 4	42.00
11/8/2017	SHAW, JEWEL	refund credit - SHAW, JEWEL; 203 S 12TH Apt 33	62.00
11/8/2017	SMITH FEED, SEED & HARDW	SUPPLIES-OCTOBER	121.55
11/8/2017	Stanley, Scottie	Batch Refund Request - Stanley, Scottie; 408 East Travis Apt	33.00
11/8/2017	SUPPLYWORKS	SUPPLIES	176.40
11/8/2017	FLETCHER, TISHA	Batch Refund Request - FLETCHER, TISHA; 902 MAIN ST Apt 5	29.00
11/8/2017	Tovar, Victoria	Batch Refund Request - Tovar, Victoria; PO Box 996	21.00
11/8/2017	Town of Windom	Water bill	454.72
11/8/2017	Waste Management	Tom Bean trash service	249.00
11/8/2017	WILLIAMS, DUDLEY	Batch Refund Request - WILLIAMS, DUDLEY; 1106 N 15TH Apt 2	29.00
11/8/2017	Williams, Taylor	Batch Refund Request - Williams, Taylor; 404 S JERNIGAN Apt	142.00
11/8/2017	Wood, Sherry	Batch Refund Request - Wood, Sherry; PO Box 18	55.00
11/8/2017	First Choice Power	Elect. Acc# 674387840	26.98
11/8/2017	FIX & FEED	SUPPLIES-OCTOBER	1783.94
11/9/2017	ATMOS ENERGY COMPANY	Acc# 4023141295 FINAL BILL 406 GRAYSON #10	139.56
11/16/2017	AMSCO SUPPLY	SUPPLIES	311.90
11/16/2017	BIG BUCK MOWERS AND EQUI	INV. 1718/1677	45.97
11/16/2017	CHEM-SERV	SUPPLIES	309.80
11/16/2017	CHOCTAW PRINT SERVICES	Inv #70708	252.55
11/16/2017	EXXON MOBIL	Fuel-October	3525.75
11/16/2017	KIRK, DORIS	Travel expense	88.81
11/16/2017	LONE STAR CLEANING & REST	CLEAN CARPET-MAKE READY WW 24 & WW 31	425.00
11/16/2017	MARKS PLUMBING PARTS	PLUMBING SUPPLIES	284.87
11/16/2017	REIDER, ALLISON	Travel	39.59
11/16/2017	SUPPLYWORKS	SUPPLIES-INV. 418803748/418328878	403.54
11/16/2017	UNUM LIFE INSURANCE	DENTAL/VISION/LIFE/AD&D/STD INSURANCE 12/1/17-12/31/17	1547.50
11/21/2017	ATMOS ENERGY COMPANY	Gas Acc# 3024803819	20.61

11/21/2017	BDA ADMINISTRATORS	DECEMBER OPTION 125 TRANSFER	493.00
11/21/2017	FIDELITY SECURITY LIFE INSU	SIS GAP INSURANCE FOR DECEMBER	2313.68
11/21/2017	HANSEN PEST CONTROL	Bed Bug Treatment Ladonia #2	670.00
11/21/2017	LANDLORDLOCKS.COM, INC.	SUPPLIES	549.12
11/21/2017	MARJEN TECHNOLOGY GROUP	Inv #1802	4541.25
11/21/2017	MILES, ELIZABETH A. CPA	Inv #2428	5082.50
11/21/2017	PURCHASE POWER	Acct #8000-9000-0311-0164	420.99
11/21/2017	PURCHASE POWER	Acct# 8000-9090-1005-3507 (Howe office stamps)	432.49
11/21/2017	ROBERTS DECORATOR SUPPL	SUPPLIES	982.39
11/21/2017	SSD SYSTEM	Inv #1293543-A	137.97
11/21/2017	SYNOVIA SOLUTIONS	GPS LEASE-NOVEMBER	240.00
11/21/2017	TEXOMA FIRE EQUIPMENT, IN	Inv #51194	129.00
11/21/2017	TOSHIBA BUSINESS Solutio	Inv #14088720, 1579791	116.02
11/21/2017	WALMART COMMUNITY/SYNC	Acct #6032 2020 0631 6725	818.80
11/21/2017	PITNEY BOWES GLOBAL FINA	Acct# 0018209046 Lease on Stamp Machine	190.89
11/21/2017	OFFICE OF ATTORNEY GENER	Wage Assignment for Richard Kasey Dickson	400.61
11/27/2017	CITY OF GUNTER	WATER, SEWER AND TRASH	516.04
11/29/2017	AMERIPOWER		5696.16
11/29/2017	ATMOS ENERGY COMPANY	Gas Acc# 3027053919	136.01
11/29/2017	ATMOS ENERGY COMPANY	Gas Acc# 3021468572	46.43
11/29/2017	CABLE ONE	Acct #102632783	449.50
11/29/2017	CITY OF HONEY GROVE	Honey Grove water bills due 12-10-2017	2379.33
11/29/2017	CITY OF TIOGA	Acct# 26631	384.89
11/29/2017	CITY OF TOM BEAN	Tom Bean water bill due 12-10-2017	843.67
11/29/2017	CITY OF WHITEWRIGHT	City of Whitewright water bills	2296.95
11/29/2017	JACKSON, DAMILLYA	November resident stipend	150.00
11/29/2017	ORMAN, SUSIE	NOVEMBER TRAVEL/PHONE REIMBURSEMENT	201.61
11/29/2017	RIFE, MYKAYLA	November resident stipend	200.00
11/29/2017	SSD SYSTEM	Inv #452907-S	139.00
11/29/2017	TML	BILL PERIOD 2017-12	14368.56
11/29/2017	TOWNSEND, TERRI	November resident stipend	150.00
11/29/2017	WELLS FARGO VENDOR FINAN	Inv #99736499	99.82
11/29/2017	WILLIAMS, DUDLEY	November resident stipend	150.00
11/29/2017	Steed, Kathy	November travel expense	134.29
11/16/2017	Ryon, Sandra	refund credit - Ryon, Sandra; 111 W LOCUST Apt 24	432.00



TO: Board of Commissioners
FROM: Allison Reider *AR*
DATE: December 5, 2017
RE: THP Audit Report for FYE March 31, 2017

RECOMMENDATION

Accept Audit Report for Fiscal Year ended 03/31/2017, authorize payment to the audit firm in accordance with the terms of the engagement letter and authorize distribution of the report to HUD.

BACKGROUND

THP is required to engage an independent certified public accounting firm to perform an annual financial and compliance audit of its operations for the preceding fiscal year and present the resulting audit report to the Board of Directors for review and approval.

DISCUSSION

The Annual Audited Financial Statements for the period of April 1, 2016, through March 31, 2017, as prepared by the independent accounting firm of McClanahan & Homes, is presented for review and acceptance. A complete copy of the audit report will be available for review at the meeting.

BUDGET

No budget impact.



TO: Board of Commissioners
FROM: Marty Burke, THP Board Chairman
DATE: December 5, 2017
RE: Approve Smoke Free and Capitalization Policies

RECOMMENDATION

Approve new Public Housing Smoke Free and Capitalization policies as recommended by the Executive Officers Committee.

DISCUSSION

The Executive Committee met on Monday, November 13th and reviewed the following HUD required policies for the Texoma Housing Partners: Smoke Free policy and Capitalization policy.

After review and discussion, it is the recommendation of the Executive Committee to approve the aforementioned policies.

BUDGET

No budget impact.

TO: THP Board of Commissioners
FROM: Allison Reider, THP Executive Director *AR*
DATE: December 5, 2017
RE: Approve Five Year Capital Plan

RECOMMENDATION

Approve Five Year Capital Plan as presented.

DISCUSSION

In accordance with HUD requirements, THP is required to develop an on-going annual and five-year capital plan. Staff conducted an exterior needs assessment which identified the capital needs across the 19 cities participating in the THP Consortium. As discussed during the last board meeting, the construction of new units has been delayed as a result of new regulations. In an effort to fully utilize the excess reserve in a timely manner, it is the recommendation of staff to approve the capital needs listed on the attached assessment.

BUDGET

No budget impact.

Five Year Capital Plan 2018-2022

	Windows	Cost	Gutters	Cost
Bells	119	\$ 32,235.00	4 duplexes	\$ 4,000.00
Bonham	760	\$ 236,020.00	50 duplexes	\$ 45,000.00
Celeste			12 duplexes	\$ 10,800.00
Ector	85	\$ 23,870.00	5 duplexes	\$ 4,500.00
Farmersville	155	\$ 63,360.00	21 duplexes	\$ 18,900.00
Gunter			6 duplexes	\$ 4,600.00
HoneyGrove	588	\$ 205,800.00	27 duplexes	\$ 29,000.00
Howe	165	\$ 58,000.00	27 duplexes	\$ 29,000.00
Ladonia	194	\$ 67,900.00	9 duplexes	\$ 9,000.00
Leonard			8 duplexes	\$ 8,000.00
Pottsboro			5 duplexes	\$ 4,400.00
Princeton	66	\$ 19,950.00	8 duplexes	\$ 6,600.00
Savoy	165	\$ 47,484.00	18 duplexes	\$ 16,200.00
Tioga			3 duplexes	\$ 3,000.00
Tom Bean	115	\$ 42,979.00	9 duplexes	\$ 8,200.00
Trenton	107	\$ 36,001.00	9 duplexes	\$ 8,200.00
Van Alstyne			4 duplexes	\$ 3,200.00
Windom	60	\$ 14,721.00	3 duplexes	\$ 2,500.00
Whitewright	140	\$ 46,016.00	15 duplexes	\$ 15,000.00
	total	\$ 894,336.00	total	\$ 230,100.00

Stump grinding;removal of dead trees

185 stumps-grinder rental 18 days @\$160 per day	\$ 2,880.00
6 trees- \$600 each	\$ 3,600.00
total	\$ 6,480.00

Tree trimming

Gunter	\$ 800.00
Van Alstyne	\$ 4,000.00
Howe	\$ 2,500.00
Savoy	\$ 2,000.00
Bells	\$ 1,000.00
Whitewright	\$ 2,500.00
Trenton	\$ 2,000.00
Celeste	\$ 2,000.00
Farmersville	\$ 3,500.00
Bonham	\$ 4,200.00
total	\$ 24,500.00
	\$ 49,000.00

Honey Grove Drainage	\$ 6,400.00
Bonham Drainage	\$ 3,200.00
Celeste parking lot	\$ 44,315.00
Exterior Painting Bonham site 1	\$ 50,000.00
total	\$ 103,915.00

Total Capital Outlay	\$ 1,283,831.00	
2018 outlay	\$ 500,000.00	\$ 783,831.00
2019 outlay	\$ 195,957.00	\$ 587,874.00
2020 outlay	\$ 195,957.00	\$ 391,917.00
2021 outlay	\$ 195,957.00	\$ 195,960.00
2022 outlay	\$ 195,960.00	\$ -

TO: Board of Commissioners
FROM: Becky Miles, CPA
DATE: December 5, 2017
RE: THP FYE 2018 Budget Status Update

RECOMMENDATION

Accept recommendation regarding the Operating Budget for THP FYE 2018 Budget, if any.

BACKGROUND

Each 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 2018 will be provided at the meeting. A Balance Sheet as of September 2017 is attached.

BUDGET

Finance does not recommend any budget adjustments for the THP Operating and Capital Budgets FYE 2018.

Balance Sheet - THP Combined

Report Ending Date: 09/30/2017

Fund: 038, 088, 089, 091, 092, 093, 097, 100, 101, 107, 108, 115, 126, 127, 132, 133, 139, 199, 220, 221, 601, 602, 603, 900

ASSETS

Current Assets

Cash in Bank - Checking	825,746.36
Cash in Bank - Savings	1,305,874.43
Certificates of Deposit	95,581.42
Accounts Receivable - Tenants	19,251.56
Accounts Receivable - Other	13,452.33
Interfund Due from/to	
Prepaid Expenses	107,471.91
Inventory	0.00

Total Current Assets 2,367,378.01

Fixed Assets

Land	154,143.47
Site Improvements	7,406,969.71
Dwelling Structures	22,441,301.76
Non Dwelling Structures	0.00
Vehicles and Equipment	608,386.13

Total Fixed Assets 30,610,801.07

Accumulated Depreciation -23,356,219.18

Net Fixed Assets 7,254,581.89

Total Assets 9,621,959.90

Liabilities and Net Assets

Accounts Payable	-8,897.76
Tenant Security Deposits	-48,167.00
Payroll Withholdings	-37,657.24
Accrued Payroll	0.00
Accrued Compensated Absences	0.00

Balance Sheet - THP Combined

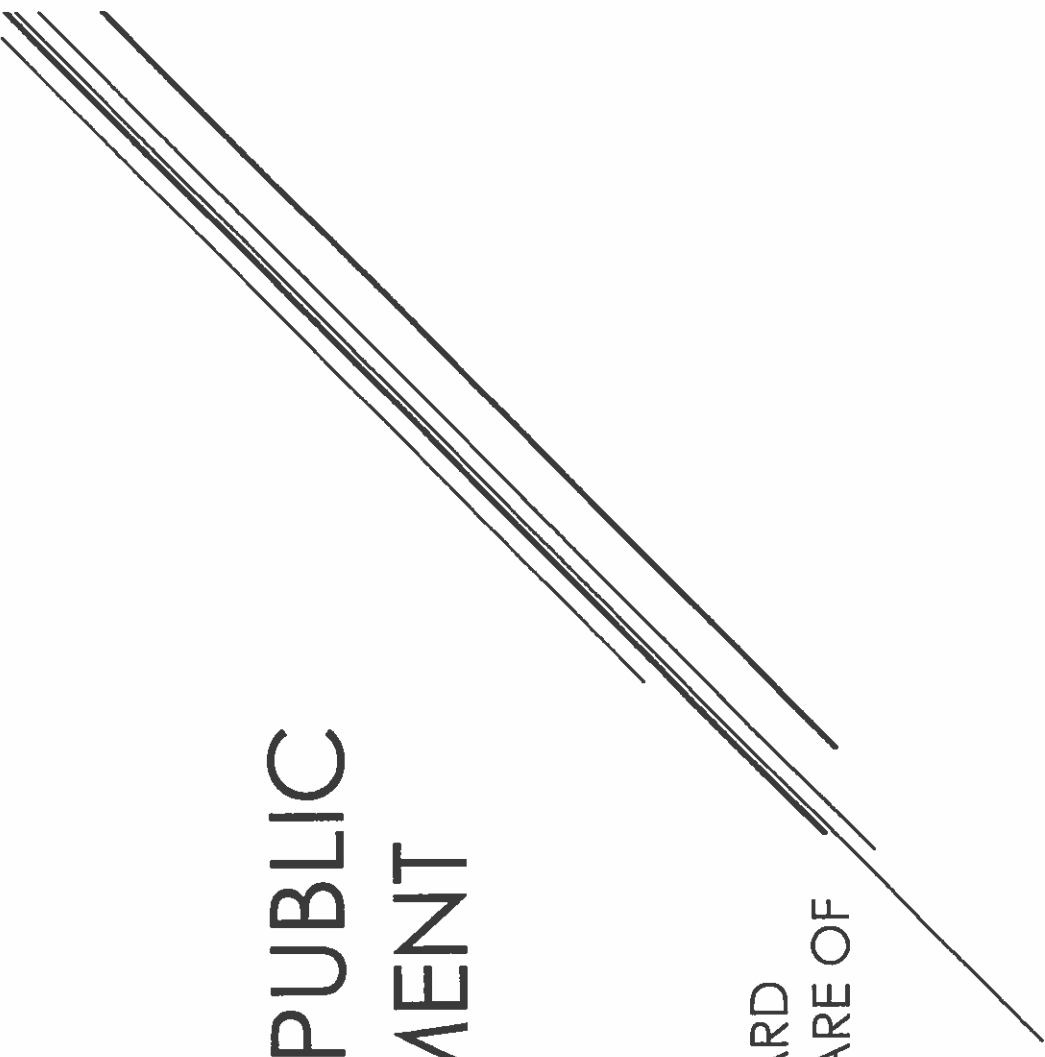
Report Ending Date: 09/30/2017

Fund: 038, 088, 089, 091, 092, 093, 097, 100, 101, 107, 108, 115, 126, 127, 132, 133, 139, 199, 220, 221, 601, 602, 603, 900

PILOT Payable	-10,371.21
Prepaid Tenant Rents	0.00
Current Portion of Long Term Debt	0.00
Total Current Liabilities	<u>-105,093.21</u>
Long Term Liabilities	
Mortgage Note - net of current	-29,963.94
Total Long Term Liabilities	<u>-29,963.94</u>
Net Assets	
Invested in Fixed Assets net of debt	0.00
Unrestricted Net Assets	-9,608,709.86
Net Income	121,807.11
Total Net Assets	<u>-9,486,902.75</u>
Total Liability and Net Assets	-9,621,959.90

UNDERSTANDING PUBLIC HOUSING ASSESSMENT SYSTEM (PHAS)

IF EVERYONE IS MOVING FORWARD
TOGETHER, THEN SUCCESS TAKES CARE OF
ITSELF.



▶ The Public Housing Assessment System, or PHAS, is the system that HUD uses to assess a PHA's performance in managing its program. PHAS uses a 100-point scoring system based on four categories of indicators:

- ▶ * PASS (Physical Assessment Subsystem)- 40 points
- ▶ * FASS (Financial Assessment Subsystem)- 25 points
- ▶ * MASS (Management Assessment Subsystem)- 25 points
- ▶ * CFP (Capital Fund Program) - 10 points

SCORES OF 90 POINTS OR ABOVE RESULT IN A HIGH PERFORMER DESIGNATION. SCORES BELOW 90 BUT ABOVE 70 ARE DESIGNATED AS A STANDARD PERFORMER. SCORES BELOW 60 ARE DESIGNATED SUBSTANDARD PERFORMER.

NONE OF US ARE AS SMART AS ALL OF US.

- ▶ PASS (Physical Assessment Subsystem) **40 points**
- ▶ How is it scored? The Pass score is determined by an inspection conducted by (REAC) in accordance with HUD's Uniform Physical Condition Standards (UPCS). Major inspection areas under UPCS are:
 - ▶ * Site
 - ▶ * Building Exterior
 - ▶ * Building Systems
 - ▶ * Common Areas
 - ▶ * Unit

INSPECTIONS TAKE PLACE EVERY THREE YEARS FOR HIGH PERFORMERS, EVERY TWO YEARS FOR STANDARD PERFORMERS AND ANNUALLY FOR TROUBLED HOUSING AUTHORITIES.

GREAT THINGS NEVER CAME FROM COMFORT ZONES.

- ▶ FASS (Financial Assessment Subsystem)- **25 points**
- ▶ How is it scored? FASS is determined by data reported to HUD by the PHA in the Financial Data Schedule (FDS). Scores are assigned by the following sub-indicators:
- ▶ * Quick Ratio (QR)- Measures liquidity and current assets. Maximum points- **12**
- ▶ * Months Expendable Net Ratio (MENAR)- Measures the adequacy of reserves by determining the number of months of operation using the net available resources. Maximum points- **11**
- ▶ Debt Service Coverage Ratio (DSCR)- Measures capacity to cover debt obligations through the ability to meet regular debt obligations. Maximum points- **2**

OLD WAYS WON'T OPEN NEW DOORS.

- ▶ MASS (Management Assessment Subsystem)- **25 points**
- ▶ How is it scored? MASS is determined by data reported to HUD by the PHA in the Financial Data Schedule (FDS) and includes the following components:
- ▶ * Occupancy: Measures the PHA's performance in keeping available units occupied. The higher the rate, the higher the score. Maximum points- **16**
- ▶ * Resident Accounts Receivable: Measures the amount of resident accounts receivable against resident revenue (rents paid). Maximum points- **5**
- ▶ * Accounts Payable: Measures total vendor accounts payable, both current and past due against total monthly operating expenditures. The lower the ratio the higher the score. Maximum points - **4**

TEAMWORK DIVIDES THE TASKS AND MULTIPLIES THE SUCCESS.

- ▶ CFP (Capital Fund Program) **10 points**
- ▶ How is it scored? Scores are assigned by the following sub-indicators:
- ▶ * Fund Obligation- **5** points are assigned if the PHA obligated 90% or more of the CFP by the obligation end date.
- ▶ * Occupancy Rate- Measures occupancy rate at fiscal year end. A total of **5** points are assigned for a rate of 96% or greater. A total of **2** points are assigned for a rate of 93% but less than 96%. Zero points are assigned if the rate is less than 93%.

ABILITY IS WHAT YOU ARE CAPABLE OF DOING.

MOTIVATION DETERMINES WHAT YOU DO.

ATTITUDE DETERMINES HOW WELL YOU DO IT.

- ▶ **Admin-**
- ▶ Occupancy- 8 points
- ▶ Residents Acct. Receivable- 5 points
- ▶ Acct. Payable- 4 points
- ▶ Quick Ratio- 12 points
- ▶ MENAR- 11 points
- ▶ DSCR- 2 points
- ▶ Fund Obligation- 5 points
- ▶ Occupancy- 2.5 points
- ▶ **TOTAL POINTS- 49.50**

- Maintenance-**
- Occupancy- 8 points
- Physical Assessment- 40 points
- Occupancy under CFP- 2.5 points

TOTAL POINTS-

50.50

COMING TOGETHER IS A BEGINNING
KEEPING TOGETHER IS PROGRESS
WORKING TOGETHER IS SUCCESS.

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	16	84%	3	41
Bonham	0	16	48	20	8	92	1	91	89	99%	2	71
Celeste	0	13	7	4	0	24		24	23	96%	1	23
Ector	0	0	6	3	1	10		10	10	100%	0	28
Farmersville	0	35	6	8	0	49		49	49	100%	0	54
Gunter	0	5	2	5	0	12		12	12	100%	0	23
Honey Grove	0	35	18	15	2	70	4	66	66	100%	0	17
Howe	0	12	6	4	0	22		22	22	100%	0	59
Ladonia	0	4	10	5	1	20	1	19	19	100%	0	6
Leonard	4	28	12	4	2	50	1	49	49	100%	0	21
Pottsboro	0	2	6	3	0	11		11	11	100%	0	29
Princeton	0	10	4	2	0	16		16	16	100%	0	70
Savoy	4	6	12	3	0	25		25	24	96%	1	26
Tom Bean	2	8	5	2	2	19		19	18	95%	1	39
Trenton	0	4	9	4	0	17		17	17	100%	0	32
Tioga	0	4	1	1	0	6		6	6	100%	0	14
Van Alstyne	0	8	10	2	0	20		20	19	95%	1	70
Whitewright	0	14	10	8	0	32		32	32	100%	0	46
Windom	0	2	2	2	0	6		6	6	100%	0	8
Total	12	212	181	98	17	520	7	513	504	98%	9	677

As of December 11, 2017

**TEXOMA HOUSING PARTNERS
Bonham, Texas**

SMOKE-FREE PUBLIC HOUSING POLICY

Adopted by PHA Board of Commissioners

Resolution No. _____

Date of Adoption _____

Effective Date of Implementation _____

Authorized Use by the Texoma Housing Partners

SMOKE-FREE PUBLIC HOUSING POLICY

PURPOSE

The Texoma Housing Partners (hereinafter referred as PHA) is dedicated to protect the health and safety of its residents. In recognition that direct exposure to smoke or involuntary exposure to secondhand smoke can cause respiratory illness, heart disease, asthma, cancer and/or other adverse health effects and to reduce the risk of fires and maintenance cost, the PHA has implemented and adopted the Smoke-Free in Public Housing Policy (hereinafter referred as Policy).

This Policy is in compliance with 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA), Fair Housing Act, the Department of Housing and Urban Development (HUD) registers and notices, Title 24 of the Code of Federal Regulations, the Admissions and Continued Occupancy Plan (ACOP), and State and local laws.

EFFECTIVE DATE

Effective July 30, 2018, the Texoma Housing Partners adopts this Smoke-Free Public Housing Policy.

SMOKE-FREE LIVING ENVIRONMENT

This Policy prohibits smoking and the use of all prohibited tobacco products:

- In all public housing living units
- In all public housing interior areas, including but not limited to hallways, electrical closets, storage units, rental and administrative offices, community centers, day care centers, laundry centers, and similar structures
- In all outdoor areas within 25 feet of PHA building(s) including entry ways, porches, balconies and patios, or to the PHA's property boundary in situations where the boundary is less than 25 feet from the PHA-owned building(s).
- At playgrounds, picnic areas, mail stations and other exterior common areas (and within 25 feet of these locations)
- In administrative/office buildings and maintenance buildings
- In any PHA owned, leased or operated vehicle
- Anywhere on or in PHA property

The PHA is not prohibiting smoking by residents, rather the PHA is prohibiting smoking inside public housing living units and indoor common areas, public housing administrative office building, public housing community rooms or community facilities, public housing day care centers and laundry rooms, in outdoor areas within 25 feet of the housing and administrative office buildings and in other areas designated as restricted areas.

APPLICABILITY

New Admissions

All new admissions signing a lease on, or after, the effective date of this Policy, are subject to all provisions herein.

Existing Residents

Residents and members of a resident's household under lease prior to the effective date of the Policy are exempt from the prohibition of the use of prohibited tobacco products within the confines of their personal living unit until the effective date of the lease revision. Tenants subject to this exemption are prohibited from using prohibited tobacco products in other smoke-free areas.

Existing tenants are required to sign the Smoke-Free Lease Revision within 60 days of notification of the effective date of this Policy. Upon lease signing, the household is subject to all provisions of this Smoke-Free Public Housing Policy. Tenants who are not willing to live in a smoke-free property should complete and submit a Notice to Vacate form prior to the expiration of the 60-day notification of lease revision.

Tenants who fail to sign the Smoke-Free Lease Revision after the 60-day notification will be subject to lease termination as allowed by Section 17, Article C of existing dwelling lease.

Visitors and Guests

This Policy applies to all resident's visitors, guest or other persons under the resident's control while on PHA-owned properties. Visitors, guest or other persons under the resident's control must not engage in any smoking of specified prohibited tobacco products (including Electronic Nicotine Delivery Systems (ENDS), also known as e-cigs and other lighted smoking devices used for burning tobacco or any other plant) in restricted areas or in other outdoor areas that the PHA has designated as smoke-free. Residents and members of the resident's household must not allow visitors, guests, and other persons under their control to violate this Policy.

PHA Staff

This Policy applies to all PHA staff and contactors while on PHA-owned properties.

DEFINITIONS

Designated Smoking Areas: Areas or structures outside of the required 25 feet perimeter designated by the PHA where prohibited tobacco products are allowed.

Interior Common Areas: Areas which include but are not limited to hallways, rental and administrative offices, community centers, day care centers, laundry centers and similar structures.

Prohibited Tobacco Products: "Prohibited tobacco products" are defined as items that involves the ignition and burning of tobacco leaves, such as (but not limited to) cigarettes, cigars, and pipes, including waterpipes (hookahs).

Other PHA Prohibited Tobacco Products:

- Electronic Nicotine Delivery Systems (ENDS), also known as e-cigs; and
- Other lighted smoking devices used for burning tobacco or any other plant.

Public Housing: Low-income housing, such as, community facilities, public housing offices, day care centers, and laundry rooms assisted under the U.S. Housing Act of 1937 (the 1937 Act), other than assistance under section 8 of the 1937 Act.

Smoke-Free Property: Any property, including interior and exterior areas, designated by the PHA as a Smoke-Free Property is subject to the provisions of the Smoke-Free Living Environment provisions listed above.

REASONABLE ACCOMMODATIONS

Tenants who are persons with disabilities may request a Reasonable Accommodation in relation to the Smoke-Free Public Housing Policy, in accordance with the PHA's Reasonable Accommodation Policy.

The PHA will consider the request for a reasonable accommodation on a case-by-case basis. Tenants must adhere to the Smoke-Free Public Housing Policy until such time a reasonable accommodation is granted.

Note: The act of smoking itself is not a disability under the ADA. Per the Smoke-Free Public Housing Final Rule, December 5, 2016, HUD is not aware of any medical conditions for which smoking is considered a legitimate, proven treatment; therefore, smoking will not be considered a reasonable accommodation for a disability. However, as an example as a reasonable accommodation, the PHA may consider moving a tenant to the first floor or closer to an exit door and provide DSAs with an accessible walkway, cover, lighting and/or seating.

PHA RESPONSIBILITIES

The PHA shall post no-smoking signs at entrances to all buildings. The no-smoking signs will be accessible to all residents and visitors (including persons with disabilities), in multiple languages identified in the Agency's Language Assistance Plan (LAP) and as per Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency), and available in other forms of communication including braille.

The PHA will distribute a copy of this Policy and notice of the intent to implement the Policy to each household at least 30 days prior to the effective date of the Policy.

The PHA will distribute a copy of the Smoke-Free Lease Revision and notice of requirement that tenant must sign the Smoke-Free Lease Revision to each household at least 60 days prior to the effective date of the Smoke-Free Lease Revision. The notice shall contain the time frame within that period for acceptance of the Smoke-Free Lease Revision. The notice shall also state that failure to sign the Smoke-Free Lease Revision will result in lease termination and contain information regarding Grievance Procedure and the Notice of Rights Under Violence Against Women Act (VAWA).

The PHA is responsible for the enforcement of this policy; however, the PHA does not assume any higher duty of care to enforce this Policy than any other PHA obligation under the Dwelling Lease.

The PHA will ensure the Lease Revision and other occupancy policies are consistent with the provisions of this Policy.

TENANT RESPONSIBILITIES

Tenants and members of the tenant's household shall abide by this Policy and shall inform their visitors, guests and other persons under the tenant's control of the Policy.

Tenants and members of the tenant's household must not allow visitors, guests, and other persons under the tenant's control to violate this Policy.

Tenants are responsible for the actions of their household, their visitors, guests and other persons under the tenant's control.

All smoking material, including matches, lighters, cigarette butts and packaging, must be disposed of in a neat and safe manner. No person may throw these items or other smoking material on the ground.

LEASE ENFORCEMENT

The PHA will enforce the Smoke-Free Public Housing Policy. The PHA will provide due process when enforcing the lease and allow residents to exercise their right to an informal settlement and a formal hearing.

Failure to adhere to any of the conditions of the Policy will constitute a lease violation and may result in enforcement actions up to and including eviction. In addition, tenant will be responsible for all costs to remove smoke odor and/or residue upon any violation of this Policy as outline in the Schedule of Maintenance and Other Charges in the Admissions and Continued Occupancy Policy.

The PHA will not evict for a single incident of smoking in violation of the Policy. Lease violations of the Policy will be handled in a progressive manner as follows:

- ❖ **1st Violation:**
 - A home visit will be conducted by the Property Manager. The Property Manager will issue a Verbal Warning referencing the section of the Dwelling Lease that has been violated.
 - Tenant will be provided a copy of the Smoke-Free Public Housing Policy and cessation materials.
 - Tenant will be required to sign an Acknowledgement of Verbal Warning form which will be documented in the tenant file.
- ❖ **2nd Violation**
 - The Property Manager will issue a Written Warning referencing the section of the Dwelling Lease that has been violated.
 - Tenant will be provided a copy of the Smoke-Free Public Housing Policy and cessation materials.
 - Tenant will be required to sign an Acknowledgement of Written Warning form which will be documented in the tenant file.

- ❖ 3rd Violation
 - Tenant will be required to attend a private conference in the Management Office to review the terms of the Dwelling Lease and the Smoke-Free Public Housing Policy.
 - The Property Manager will issue a Second Written Warning and require the tenant to sign an Acknowledgement of Second Written Warning form which will be documented in the tenant file.
- ❖ 4th Violation
 - A Notice to Vacate with Option to Remedy will be issued in accordance with State law.
 - Notice must contain information regarding Grievance Procedures
 - Notice of Rights Under Violence Against Women Act (VAWA)
- ❖ 5th Violation
 - A Notice to Vacate Without Option to Remedy will be issued in accordance with State law.
 - Notice must contain information regarding Grievance Procedure
 - Notice of Rights Under Violence Against Women Act (VAWA)

PHA NOT A GUARANTOR OF SMOKE-FREE ENVIRONMENT

The PHA's adoption of a Smoke-Free Policy and the efforts to designate portions of the Property as smoke-free do not make the PHA or any of its managing agents the guarantor of tenant's health or of the smoke-free condition of the smoke-free portions of the Property. The PHA will take reasonable steps to enforce the Smoke-Free Policy. The PHA is not required to take steps in response to the use of prohibited tobacco products unless the PHA has actual knowledge of the use of such products and the identity of the responsible tenant.

PHA DISCLAIMER

The adoption of a non-smoking living environment and the efforts to designate portions of the Property as smoke-free does not in any way change the standard of care that the PHA has under applicable law to render the Property any safer, more habitable, or improved in terms of air quality standards than any other rental premises. The PHA specifically disclaims any implied or express warranties that the Property will have any higher or improved air quality standards than any other rental property. The PHA cannot and does not warranty or promise that the Property will be free from secondhand smoke. The PHA's ability to police, monitor or enforce this Policy and Lease Revision is dependent in significant part on voluntary compliance by tenants and tenants' guests.

Tenants with respiratory ailments, allergies or other condition relating to smoke are put on notice that PHA does not assume any higher duty of care to enforce this Policy than any other PHA obligation under the lease agreement.

Z:\2017\Authority Plans and Policies\Consortium Partners\Texoma - Bonham, TX\Authority Policies\Smoke Free Policy\Texoma (Bonham, TX) Final Smoke Free Policy - 10.19.17.docx

NOTICE

The Nelrod Company has made its best efforts to comply with regulations, laws, and Federal/local policies. The Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general counsel and/or attorney prior to approval by the Board of Commissioners.

The Nelrod Company is not responsible for any changes made to these policies by any party other than The Nelrod Company.

V. Public hearing

Agenda Section	Public hearing
Section Number	V.A
Subject	Public hearing to consider, discuss and act upon the adoption of Resolution #R-2018-0109-001 for a proposed Comprehensive Plan Workbook containing detailed backup information and analysis supporting and helpful to the Comprehensive Plan in addition to proposed amendments to the City of Farmersville's Comprehensive Plan including a discussion of the various changes, formats, and modifications proposed to the current Comprehensive Plan and the proposed Comprehensive Plan Workbook.
To	Mayor and Council Members
From	Ben White, City Manager
Date	January 9, 2018
Attachment(s)	<ol style="list-style-type: none"> 1. Resolution #R-2018-0109-001 2. Comprehensive Plan Workbook
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
RESOLUTION # R-2018-0109-001**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FARMERSVILLE, TEXAS, ACCEPTING THE CITY OF FARMERSVILLE 2017-2027 COMPREHENSIVE PLAN WORKBOOK; AND FINDING AND DETERMINING THAT THE MEETING AT WHICH THIS RESOLUTION WAS PASSED WAS OPEN TO THE PUBLIC AS REQUIRED BY LAW

WHEREAS, the City Council of the City of Farmersville, Texas, desires to plan for future growth of the community; and

WHEREAS, the City Council has determined that the 2017-2027 Comprehensive Plan Workbook prepared in fulfillment of TxCDBG Contract No. 7215024 is suitable to guide the development of future policy decisions.

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

Section 1: All of the above premises are true and correct legislative and factual findings of the City Council, and they are hereby approved, ratified and incorporated into the body of this resolution as if copied in their entirety.

Section 2: Local officials participated through meetings in reviewing the Comprehensive Plan Workbook during work sessions that were open to the public; and the final presentation of the Comprehensive Plan Workbook at public hearings during meetings of the Planning and Zoning Commission and the City Council, which meetings met or exceeded a one (1) hour minimum requirement set forth by this contract;

Section 3: Goals and objectives developed for each contracted planning element were presented, discussed, and reviewed by local officials;

Section 4: Inventory, analyses, plans and maps required under contract for each contracted planning element were presented, discussed, and reviewed by local officials;

Section 5: Capital needs listed and ranked within the reports were presented, discussed, and reviewed by local officials;

Section 6: Opportunities were provided for citizen participation at two workshops and two public hearings;

Section 7: Local review established that the Comprehensive Plan Workbook is suitable as a guide for the development of future planning documents and policy decisions for the locality;

Section 8: Local efforts in plan(s) preparation were intended to eliminate impediments to fair housing and support equitable distribution of the potential benefits identified in the Comprehensive Plan Workbook;

Section 9: The contracted for Comprehensive Plan Workbook is accepted by the city as substantiation for payment requisition to the Department, and for Contractor's payment to its consultant(s);

Section 10: The City of Farmersville accepts and intends to use the Comprehensive Plan Workbook prepared under the contract as a guide for the development of future planning documents and policy decisions; and

Section 11: It is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public as required by law.

Section 12. This Resolution shall take effect immediately from and after the date of passage and is so resolved.

PASSED AND APPROVED, by the City Council of the City of Farmersville, Texas on this 9th day of January, 2018.

APPROVED:

Diane C. Piwko, Mayor

ATTEST:

Sandra Green, City Secretary

VI. Regular Agenda

Agenda Section	Regular Agenda
Section Number	VI.A
Subject	Consider, discuss, and act upon a donation from the Farmersville Chamber of Commerce for a Bike Station on the Chaparral Trail.
To	Mayor and Council Members
From	Ben White, City Manager
Date	January 9, 2018
Attachment(s)	Picture of Bike Station
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



Agenda Section	Regular Agenda
Section Number	VI.B
Subject	Consider, discuss, and act upon Resolution #R-2018-0109-002 supporting the proposed Palladium Farmersville Development in an area located south of U.S. Highway 380 and West of County Road 607.
To	Mayor and Council Members
From	Ben White, City Manager
Date	January 9, 2018
Attachment(s)	Resolution #R-2018-0109-002
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
RESOLUTION #R-2018-0109-002**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FARMERSVILLE, TEXAS, SUPPORTING THE PROPOSED PALLADIUM FARMERSVILLE DEVELOPMENT IN AN AREA LOCATED SOUTH OF U.S. HIGHWAY 380 AND WEST OF COUNTY ROAD 607 IN THE CITY OF FARMERSVILLE, COLLIN COUNTY, TEXAS.

WHEREAS, the City of Farmersville, Texas (the "City") is a Type A General Law municipality located in Collin County, Texas, created and operating in accordance with the provisions of the Texas Local Government Code; and

WHEREAS, Palladium Farmersville Ltd., has proposed to build an affordable rental housing development in an area located south of U.S. Highway 380 and west of County Road 607 in the City to be named Palladium Farmersville; and

WHEREAS, the City has been informed by Palladium Farmersville, Ltd., that it intends to submit an application to the Texas Department of Housing and Community Affairs ("TDHCA") for 2018 Competitive 9% Housing Tax Credits for Palladium Farmersville; and

WHEREAS, the City wishes to formally express its support to TDHCA regarding a proposed affordable rental housing development named Palladium Farmersville to be constructed in an area south of U.S. Highway 380 and west of County Road 607 in the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FARMERSVILLE, TEXAS, THAT;

Section 1. The City Council of the City ("City Council") hereby confirms that it supports the proposed development of Palladium Farmersville which development will be located in an area south of U.S. Highway 380 and west of County Road 607 in the City.

Section 2. The City Council hereby directs Sandra Green, Farmersville City Secretary, to certify this resolution and promptly forward a certified copy hereof to the Texas Department of Housing and Community Affairs.

DULY PASSED AND APPROVED by the City Council of the City of Farmersville, Texas this the 9th Day of January, 2018.

APPROVED:

Diane C. Piwko, Mayor

ATTEST:

Sandra Green, City Secretary

Agenda Section	Regular Agenda
Section Number	VI.C
Subject	Consider, discuss, and act upon Resolution #R-2018-0109-003 designating authorized signators for the 2017 Texas CDBG Program contract 7217129 (Rike Street).
To	Mayor and Council Members
From	Ben White, City Manager
Date	January 9, 2018
Attachment(s)	Resolution #R-2018-0109-003
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
RESOLUTION # R-2018-0109-003**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FARMERSVILLE, TEXAS, DESIGNATING AUTHORIZED SIGNATORIES TO EXECUTE CONTRACTUAL DOCUMENTS AND DOCUMENTS REQUESTING FUNDS PERTAINING TO THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TXCDBG) CONTRACT NUMBER 7217129

WHEREAS, the City of Farmersville has received a 2017 Texas Community Development Block Grant award to provide Street Improvements; and

WHEREAS, it is necessary to appoint persons to execute contractual documents and documents requesting funds from the Texas Department of Agriculture; and

WHEREAS, an original signed copy of the TxCDBG Depository/Authorized Signatories Designation Form (Form A202) is to be submitted with a copy of this Resolution; and

WHEREAS, the City of Farmersville acknowledges that in the event an authorized signatory of the City changes (elections, illness, resignations, etc.) the City must provide the Texas Department of Agriculture the following:

- a resolution stating who the new authorized signatory is (not required if this original resolution names only the title and not the name of the signatory); and
- a revised *TxCDBG Depository/ Authorized Signatories Designation Form* (Form A202).

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

Section 1. All of the above premises are true and correct legislative and factual findings of the City Council, and they are hereby approved, ratified and incorporated into the body of this resolution as if copied in their entirety.

Section 2. The Mayor, Mayor Pro Tem and City Manager are hereby authorized to execute contractual documents between the Texas Department of Agriculture and the City pertaining to the 2017 Texas Community Development Block Grant Program, Contract Number 7217129.

Section 3. The Mayor, Mayor Pro Tem, City Manager, Assistant to City Manager, and City Secretary are hereby authorized to execute the *State of Texas Purchase Voucher and Request for Payment Form* documents required for requesting funds approved in the 2017 Texas Community Development Block Grant Program, Contract Number 7217129.

Section 4. This Resolution shall take effect immediately from and after the date of passage and is so resolved.

PASSED AND APPROVED, by the City Council of the City of Farmersville, Texas on this 9th day of January, 2018.

APPROVED:

Diane C. Piwko, Mayor

ATTEST:

Sandra Green, City Secretary

Agenda Section	Regular Agenda
Section Number	VI.D
Subject	Consider, discuss, and act upon Resolution #R-2018-0109-004 adopting required CDBG Civil Rights policies.
To	Mayor and Council Members
From	Ben White, City Manager
Date	January 9, 2018
Attachment(s)	Resolution #R-2018-0109-004
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
RESOLUTION # R-2018-0109-004**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FARMERSVILLE, TEXAS, ADOPTING CERTAIN POLICIES, PROCEDURES AND PROCLAMATIONS REGARDING CIVIL RIGHTS REQUIRED BY AND THROUGH THE RECEIPT AND ACCEPTANCE OF FEDERAL FUNDS FOR THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TXCDBG) CONTRACT NUMBER 7217129

WHEREAS, the City of Farmersville, Texas, ("City of Farmersville") has been awarded TxCDBG funding through a TxCDBG grant from the Texas Department of Agriculture ("TDA"); and

WHEREAS, the City of Farmersville, in accordance with Section 109 of Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CDBG activity, on the basis of race, color, religion, sex, national origin, age, or disability; and

WHEREAS, the City of Farmersville, in consideration for the receipt and acceptance of federal funding for the Contract, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections; and

WHEREAS, the City of Farmersville, in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 135, is required, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the TxCDBG project area; and

WHEREAS, the City of Farmersville, in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State's certification requirements at 24 CFR 91.325(b)(6), must adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations; and

WHEREAS, the City of Farmersville, in accordance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds; and

WHEREAS, the City of Farmersville, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD programs and activities be administered in a manner affirmatively to further the policies of the Fair Housing Act,

agrees to conduct at least one activity during the contract period, to affirmatively further fair housing; and

WHEREAS, the City of Farmersville, agrees to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

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

Section 1. All of the above premises are true and correct legislative and factual findings of the City Council, and they are hereby approved, ratified and incorporated into the body of this resolution as if copied in their entirety.

Section 2. The City of Farmersville adopts the following identified policies, procedures and proclamations that are attached hereto and incorporated herein by reference:

- a. Citizen Participation Plan and Grievance Procedures (Form A1013);
- b. Section 3 Policy (Form A1002);
- c. Excessive Force Policy (Form A1003)
- d. Section 504 Policy and Grievance Procedures (Form A1004);
- e. Code of Conduct Policy; and
- f. Fair Housing Policy (Exhibit 1015).

Section 3. This Resolution shall take effect immediately from and after the date of passage and is so resolved.

PASSED AND APPROVED, by the City Council of the City of Farmersville, Texas on this 9th day of January, 2018.

APPROVED:

Diane C. Piwko, Mayor

ATTEST:

Sandra Green, City Secretary

CITY OF FARMERSVILLE
Citizen Participation Plan
Texas Community Development Block Grant Program

Note to Grant Recipients regarding Limited English Proficiency (LEP) requirements:

In accordance with federal law, if there is a significant number of the population who are non-English speaking residents and are affected by the TxCDBG project, such citizens should have "meaningful access" to all aspects of the TxCDBG project. To provide "meaningful access," Grant Recipients may need to provide interpreter services at public hearings or provide non-English written materials that are routinely provided in English. Examples of such vital documents include Citizen Participation notices (e.g. complaint procedures, hearing notices) civil rights notices, and any other published notice that may allow an eligible person with limited English proficiency to participate in discussing proposed CDBG activities.

For more information, see LEP.gov

COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the Texas Department of Agriculture's Texas Community Development Block Grant (TxCDBG) Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at the City of Farmersville, 205 S. Main, Farmersville, TX 75442, (972) 782-6151 during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the TxCDBG project.

1. A person who has a complaint or grievance about any services or activities with respect to the TxCDBG project, whether it is a proposed, ongoing, or completed TxCDBG project, may during regular business hours submit such complaint or grievance, in writing to the City Manager, at City of Farmersville or may call (972) 782-6151.
2. A copy of the complaint or grievance shall be transmitted by the City Manager to the entity that is the subject of the complaint or grievance and to the City Attorney within five (5) working days after the date of the complaint or grievance was received.
3. The City Manager shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to person who made the complaint or grievance within ten (10) days.
4. If the investigation cannot be completed within ten (10) working days per 3. above, the person who made the grievance or complaint shall be notified, in writing, within

fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.

5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the TxCDBG for their further review and comment.
6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

TECHNICAL ASSISTANCE

When requested, the City shall provide technical assistance to groups that are representative of persons of low- and moderate-income in developing proposals for the use of TxCDBG funds. The City, based upon the specific needs of the community's residents at the time of the request, shall determine the level and type of assistance.

PUBLIC HEARING PROVISIONS

For each public hearing scheduled and conducted by the City, the following public hearing provisions shall be observed:

1. Public notice of all hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice must include the date, time, location, and topics to be considered at the public hearing. A published newspaper article can also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
2. When a significant number of non-English speaking residents are a part of the potential service area of the TxCDBG project, vital documents such as notices should be published in the predominant language of these non-English speaking citizens.
3. Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and the City must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to the hearing.
4. A public hearing held prior to the submission of a TxCDBG application must be held after 5:00 PM on a weekday or at a convenient time on a Saturday or Sunday.

5. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City shall comply with the following citizen participation requirements for the preparation and submission of an application for a TxCDBG project:

1. At a minimum, the City shall hold at least one (1) public hearing to prior to submitting the application to the Texas Department of Agriculture.
2. The City shall retain documentation of the hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the proposed use of funds for three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.
3. The public hearing shall include a discussion with citizens as outlined in the applicable TxCDBG application manual to include, but is not limited to, the development of housing and community development needs, the amount of funding available, all eligible activities under the TxCDBG program, and the use of past TxCDBG contract funds, if applicable. Citizens, with particular emphasis on persons of low- and moderate-income who are residents of slum and blight areas, shall be encouraged to submit their views and proposals regarding community development and housing needs. Citizens shall be made aware of the location where they may submit their views and proposals should they be unable to attend the public hearing.
4. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City must comply with the following citizen participation requirements in the event that the City receives funds from the TxCDBG program:

1. The City shall also hold a public hearing concerning any substantial change, as determined by TxCDBG, proposed to be made in the use of TxCDBG funds from one eligible activity to another again using the preceding notice requirements.
2. Upon completion of the TxCDBG project, the City shall hold a public hearing and review its program performance including the actual use of the TxCDBG funds.
3. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, for either a public hearing concerning substantial change to the TxCDBG project or for the closeout of the TxCDBG project, publish notice in both English and Spanish, or other appropriate language

and provide an interpreter at the hearing to accommodate the needs of the non-English speaking residents.

4. The City shall retain documentation of the TxCDBG project, including hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three (3) years three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.

CITY OF FARMERSVILLE, TEXAS

Diane C. Piwko, Mayor

ATTEST:

Sandra Green, City Secretary

09/01/2016

LA CIUDAD DE FARMERSVILLE
Plan de Participación Ciudadana
Programa de Texas Community Development Block Grant Program

Nota a los receptores de subvención en relación a requisitos de Dominio Limitado del Inglés:

De acuerdo con la ley federal hay un número significativo de población que son residentes y que no hablan inglés y son afectados por el proyecto TxCDBG, estos ciudadanos deben tener "acceso significativo" a todos los aspectos del proyecto TxCDBG. Para proporcionar "acceso significativo", receptores de la subvención pueden ser utilizados para proporcionar servicios de interpretación en las audiencias públicas o proporcionar materiales no escritos en inglés que se proporcionan de manera rutinaria en Inglés.

Para obtener más información, consulte LEP.gov.

PROCEDIMIENTOS DE QUEJA

Estos procedimientos de queja cumplen con los requisitos del Departamento de Programa de Agricultura de Texas Community Development Block Grant (TxCDBG) y los requisitos del gobierno local de Texas se encuentran en 24 CFR §570.486 (Código de Regulaciones Federales). Los ciudadanos pueden obtener una copia de estos procedimientos en la Ciudad de (Dirección postal City of Farmersville, 205 S. Main, Farmersville, TX 75442, (972) 782-6151 (teléfono) en horario de oficina.

A continuación se presentan los procedimientos formales de quejas y quejas relativas a los servicios prestados en el marco del proyecto TxCDBG.

1. Una persona que tiene una queja o reclamación sobre cualquiera de los servicios o actividades en relación con el proyecto TxCDBG, o si se trata de una propuesta, en curso o determinado proyecto TxCDBG, pueden durante las horas regulares presentar dicha queja o reclamo, por escrito a la City Manager, a City of Farmersville, 205 S. Main, Farmersville, TX 75442, (972) 782-6151.
2. Una copia de la queja o reclamación se transmitirá por el alcalde a la entidad que es encargada de la queja o reclamación y al Abogado de la Ciudad dentro de los cinco (5) días hábiles siguientes a la fecha de la queja o día que la reclamación fue recibida.
3. El alcalde deberá cumplir una investigación de la queja o reclamación, si es posible, y dar una respuesta oportuna por escrito a la persona que hizo la denuncia o queja dentro de los diez (10) días.

4. Si la investigación no puede ser completada dentro de los diez (10) días hábiles anteriormente, la persona que hizo la queja o denuncia será notificada, por escrito, dentro de los quince (15) días cuando sea posible después de la entrega de la queja original o quejas y detallará cuando se deba completar la investigación.
5. Si es necesario, la queja y una copia escrita de la investigación posterior se remitirán a la TxCDBG para su posterior revisión y comentarios.
6. Se proporcionará copias de los procedimientos de queja y las respuestas a las quejas, tanto en Inglés y Español, u otro lenguaje apropiado.

ASISTENCIA TÉCNICA

Cuando lo solicite, la Ciudad proporcionará asistencia técnica a los grupos que son representantes de las personas de bajos y moderados ingresos en el desarrollo de propuestas para el uso de los fondos TxCDBG. La Ciudad, en base a las necesidades específicas de los residentes de la comunidad en el momento de la solicitud, deberá determinar el nivel y tipo de asistencia.

DISPOSICIONES AUDIENCIA PÚBLICA

Para cada audiencia pública programada y llevada a cabo por la Ciudad/, se observarán las disposiciones siguientes de audiencias públicas:

1. Aviso público de todas las audiencias deberá publicarse al menos setenta y dos (72) horas antes de la audiencia programada. El aviso público deberá publicarse en un periódico local. Cada aviso público debe incluir la fecha, hora, lugar y temas a considerar en la audiencia pública. Un artículo periodístico publicado también puede utilizarse para cumplir con este requisito, siempre y cuando cumpla con todos los requisitos de contenido y temporización. Los avisos también deben ser un lugar prominente en los edificios públicos y se distribuyen a las autoridades locales de vivienda pública y otros grupos interesados de la comunidad.
2. Cuando se tenga un número significativo de residentes que no hablan inglés serán una parte de la zona de servicio potencial del proyecto TxCDBG, documentos vitales como las comunicaciones deben ser publicados en el idioma predominante de estos ciudadanos que no hablan inglés.
3. Cada audiencia pública se llevará a cabo en un momento y lugar conveniente para los beneficiarios potenciales o reales e incluirá alojamiento para personas con discapacidad. Las personas con discapacidad deben poder asistir a las audiencias y la Ciudad/ debe hacer los arreglos para las personas que requieren ayudas o servicios auxiliares en caso de necesitarlo por lo menos dos días antes de la audiencia será pública.

4. Una audiencia pública celebrada antes de la presentación de una solicitud TxCDBG debe hacerse después de las 5:00 pm en un día de semana o en un momento conveniente en sábado o domingo.
5. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

La Ciudad/ deberá cumplir con los siguientes requisitos de participación ciudadana para la elaboración y presentación de una solicitud para un proyecto TxCDBG:

1. Como mínimo, la Ciudad/ deberá tener por lo menos un (1) audiencia pública antes de presentar la solicitud al Departamento de Agricultura de Texas.
2. La Ciudad conservará la documentación de la convocatoria(s) audiencia, un listado de las personas que asistieron a la audiencia(s) , acta de la vista(s), y cualquier otra documentación relativa a la propuesta de utilizar los fondos para tres (3) años a partir de la liquidación de la subvención para el Estado . Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno de Texas.
3. La audiencia pública deberá incluir una discusión con los ciudadanos como se indica en el manual correspondiente de aplicación TxCDBG, pero no se limita a, el desarrollo de las necesidades de vivienda y desarrollo comunitario, la cantidad de fondos disponibles, todas las actividades elegibles bajo el programa TxCDBG y el uso de fondos últimos contratos TxCDBG, en su caso. Los ciudadanos, con especial énfasis en las personas de bajos y moderados ingresos que son residentes de las zonas de tugurios y tizón, se fomentará a presentar sus opiniones y propuestas sobre el desarrollo de la comunidad y las necesidades de vivienda. Los ciudadanos deben ser conscientes de la ubicación en la que podrán presentar sus puntos de vista y propuestas en caso de que no pueda asistir a la audiencia pública.
4. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

La Ciudad debe cumplir con los siguientes requisitos de participación ciudadana en el caso de que la Ciudad/ recibe fondos del programa TxCDBG:

1. La Ciudad celebrará una audiencia pública sobre cualquier cambio sustancial, según lo determinado por TxCDBG, se propuso que se hará con el uso de fondos TxCDBG de una actividad elegible a otro utilizando de nuevo los requisitos de notificación

2. Una vez finalizado el proyecto TxCDBG, la Ciudad/ celebrará una audiencia pública y revisará el desempeño del programa incluyendo el uso real de los fondos TxCDBG.
3. Cuando un número significativo de residentes que no hablan inglés se puede registrar para participar en una audiencia pública, ya sea para una audiencia pública sobre el cambio sustancial del proyecto TxCDBG o para la liquidación del proyecto TxCDBG, publicará un aviso en Inglés y Español u otro idioma apropiado y se proporcionará un intérprete en la audiencia para dar cabida a las necesidades de los residentes.
4. La Ciudad/ conservará la documentación del proyecto TxCDBG, incluyendo aviso de audiencia(s), un listado de las personas que asistieron a la audiencia(s), acta de la vista(s), y cualquier otro registro concerniente al uso real de los fondos por un período de a tres (3) años a partir de la liquidación del proyecto al estado. Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno de

CIUDAD DE FARMERSVILLE, TEXAS

Diane C. Piwko, Alcaldesa

ATTESTIGUADO:

Sandra Green, Secretaria de la Ciudad

SECTION 3 POLICY

In accordance with 12 U.S.C. 1701u, (Section 3), the City of Farmersville agrees to implement the following steps, which, to the *greatest extent feasible*, will provide job training, employment and contracting opportunities for Section 3 residents and Section 3 businesses of the areas in which the program/project is being carried out.

- A. Introduce and pass a resolution adopting this plan as a policy to strive to attain goals for compliance to Section 3 regulations by increasing opportunities for employment and contracting for Section 3 residents and businesses.
- B. Assign duties related to implementation of this plan to the designated Civil Rights Officer.
- C. Notify Section 3 residents and business concerns of potential new employment and contracting opportunities as they are triggered by TxCDBG grant awards through the use of: Public Hearings and related advertisements; public notices; bidding advertisements and bid documents; notification to local business organizations such as the Chamber(s) of Commerce or the Urban League; local advertising media including public signage; project area committees and citizen advisory boards; local HUD offices; regional planning agencies; and all other appropriate referral sources. Include Section 3 clauses in all covered solicitations and contracts.
- D. Maintain a list of those businesses that have identified themselves as Section 3 businesses for utilization in TxCDBG funded procurements, notify those businesses of pending contractual opportunities, and make this list available for general Grant Recipient procurement needs.
- E. Maintain a list of those persons who have identified themselves as Section 3 residents and contact those persons when hiring/training opportunities are available through either the Grant Recipient or contractors.
- F. Require that all Prime contractors and subcontractors with contracts over \$100,000 commit to this plan as part of their contract work. Monitor the contractors' performance with respect to meeting Section 3 requirements and require that they submit reports as may be required by HUD or TDA to the Grant Recipient.
- G. Submit reports as required by HUD or TDA regarding contracting with Section 3 businesses and/or employment as they occur; and submit reports within 20 days of federal fiscal year end (by October 20) which identify and quantify Section 3 businesses and employees.
- H. Maintain records, including copies of correspondence, memoranda, etc., which document all actions taken to comply with Section 3 regulations.

[Remainder of page intentionally left blank.]

As officers and representatives of the City of Farmersville, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

CITY OF FARMERSVILLE, TEXAS

Diane C. Piwko, Mayor

ATTEST:

Sandra Green, City Secretary

09/01/2017

Excessive Force Policy

In accordance with 24 CFR 91.325(b)(6), the City of Farmersville hereby adopts and will enforce the following policy with respect to the use of excessive force:

1. It is the policy of the City of Farmersville to prohibit the use of excessive force by the law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations;
2. It is also the policy of the City of Farmersville to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
3. The City of Farmersville will introduce and pass a resolution adopting this policy.

As officers and representatives City of Farmersville, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

CITY OF FARMERSVILLE, TEXAS

Diane C. Piwko, Mayor

ATTEST:

Sandra Green, City Secretary

09/01/2017

Section 504 Policy against Discrimination based on Handicap and Grievance Procedures

In accordance with 24 CFR Section 8, Nondiscrimination based on Handicap in federally assisted programs and activities of the Department of Housing and Urban Development, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Section 109 of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309), City of Farmersville hereby adopts the following policy and grievance procedures:

1. Discrimination prohibited. No otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Housing and Urban Development (HUD).
2. City of Farmersville does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its federally assisted programs and activities.
3. City of Farmersville's recruitment materials or publications shall include a statement of this policy in 1. above.
4. City of Farmersville shall take continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients that it does not discriminate on the basis of handicap in violation of 24 CFR Part 8.
5. For hearing and visually impaired individuals eligible to be served or likely to be affected by the TxCDBG program, City of Farmersville shall ensure that they are provided with the information necessary to understand and participate in the TxCDBG program.
6. Grievances and Complaints
 - a. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for City of Farmersville) to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
 - b. Complaints should be addressed to the City Manager, 205 S. Main, Farmersville, TX, 75442 or call (972) 782-6151, who has been designated to coordinate Section 504 compliance efforts.
 - c. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

- d. A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
- e. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by the City Manager. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
- f. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by City Manager, and a copy forwarded to the complainant with fifteen (15) working days after the filing of the complaint where practicable.
- g. The Section 504 coordinator shall maintain the files and records of the City of Farmersville relating to the complaints files.
- h. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the determination/resolution as described in f. above. The request for reconsideration should be made to the City of Farmersville within ten working days after the receipt of the written determination/resolution.
- i. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- j. These procedures shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that the City of Farmersville complies with Section 504 and HUD regulations.

CITY OF FARMERSVILLE, TEXAS

Diane C. Piwko, Mayor

ATTEST:

Sandra Green, City Secretary

09/01/2017

Code of Conduct Policy of the City of Farmersville

As a Grant Recipient of a TxCDBG contract City of Farmersville shall avoid, neutralize or mitigate actual or potential conflicts of interest so as to prevent an unfair competitive advantage or the existence of conflicting roles that might impair the performance of the TxCDBG contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of the City of Farmersville shall participate in the selection, award, or administration of a contract supported by TxCDBG funds if he or she has a real or apparent conflict of interest. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee, or agent of the City of Farmersville shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals for proposals must be excluded from competing for such procurements.

For all other cases, no employee, agent, consultant, officer, or elected or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving TxCDBG funds, that has any CDBG function/responsibility, or is in a position to participate in a decision-making process or gain inside information, may obtain a financial interest or benefit from the TxCDBG activity.

The conflict of interest restrictions and procurement requirements identified herein shall apply to a benefitting business, utility provider, or other third-party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet the National Program Objective.

Any person or entity including any benefitting business, utility provider, or other third-party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet a National Program Objective, that might potentially receive benefits from TxCDBG awards may not participate in the selection, award, or administration of a contract supported by CDBG funding.

Any alleged violations of these standards of conduct shall be referred to the City of Farmersville Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited

to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

Passed and approved this _____ day of _____, 20____.

CITY OF FARMERSVILLE, TEXAS

Diane C. Piwko, Mayor

ATTEST:

Sandra Green, City Secretary

These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the Texas Community Development Block Grant (TxCDBG) Program. The regulations related to conflict of interest and nepotism may be found at the Texas Government Code Chapter 573, Texas Local Government Code Chapter 171, Uniform Grant Management Standards by Texas Comptroller, 24 CFR 570.489(g) &(h), and 2 CFR 200.318

Fair Housing Policy

In accordance with Fair Housing Act, the City of Farmersville hereby adopts the following policy with respect to the Affirmatively Furthering Fair Housing:

1. City of Farmersville agrees to affirmatively further fair housing choice for all seven protected classes (race, color, religion, sex, disability, familial status, and national origin).
2. City of Farmersville agrees to plan at least one activity during the contract term to affirmatively further fair housing.
3. City of Farmersville will introduce and pass a resolution adopting this policy.

As officers and representatives of the City of Farmersville, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

CITY OF FARMERSVILLE, TEXAS

Diane C. Piwko, Mayor

ATTEST:

Sandra Green, City Secretary

PROCLAMATION OF APRIL AS FAIR HOUSING MONTH

WHEREAS Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

WHEREAS The principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

WHEREAS The National Fair Housing Law, during the month of April, provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

NOW, THEREFORE, WE, the City Council of the City of Farmersville, do proclaim April as Fair Housing Month in City of Farmersville and do hereby urge all the citizens of this locality to become aware of and support the Fair Housing law.

Passed and adopted by the City Council of the City of Farmersville, Collin County, State of Texas, on the _____ day of _____, 2018.

CITY OF FARMERSVILLE, TEXAS

Diane C. Piwko, Mayor

ATTEST:

Sandra Green, City Secretary

09/01/2017

Agenda Section	Regular Agenda
Section Number	VI.E
Subject	Consider, discuss, and act upon funding for fire radios.
To	Mayor and Council Members
From	Ben White, City Manager
Date	January 9, 2018
Attachment(s)	1. Tax Note, Series 2018 – Cost for Radios 2. Tax Notes, Series 2018
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

BOND DEBT SERVICE

City of Farmersville, Texas
Tax Note, Series 2018
(Funding \$120K For Radios)
Amortized over 5 Years @ 2.25%

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
02/15/2019	25,000	2.250%	3,010.00	28,010.00	
08/15/2019			1,293.75	1,293.75	
09/30/2019					29,303.75
02/15/2020	25,000	2.250%	1,293.75	26,293.75	
08/15/2020			1,012.50	1,012.50	
09/30/2020					27,306.25
02/15/2021	30,000	2.250%	1,012.50	31,012.50	
08/15/2021			675.00	675.00	
09/30/2021					31,687.50
02/15/2022	30,000	2.250%	675.00	30,675.00	
08/15/2022			337.50	337.50	
09/30/2022					31,012.50
02/15/2023	30,000	2.250%	337.50	30,337.50	
09/30/2023					30,337.50
	140,000		9,647.50	149,647.50	149,647.50

Notes:

Preliminary, for illustrative purposes only.
Bank qualified debt assuming 'A+' rating.



Tax Note, Series 2018

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

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

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

Complete By	Day	Event
8-Mar-18	Thursday	Distribute draft term sheet to Working Group for review and to provide comments
23-Mar-18	Friday	Receive comments from Working Group on draft term sheet
26-Mar-18	Monday	Placement Agent distributes term sheet to potential bidders
10-Apr-18	Tuesday	Bank Bids due at 10:30 AM
10-Apr-18	Tuesday	Council approves Tax Note and Purchase Agreement
3-May-18	Thursday	Note closing and delivery of funds

Agenda Section	Regular Agenda
Section Number	VI.F
Subject	Consider, discuss and act upon a recommendation from the Planning & Zoning Commission regarding a Final Plat for S&D Properties Addition, Lots 1 & 2, Block 1.
To	Mayor and Council Members
From	Ben White, City Manager
Date	January 9, 2018
Attachment(s)	<ol style="list-style-type: none"> 1. Approval Letter from DBI 2. Application and Paperwork 3. Final Plat
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



13 October 2017

Mr. Ben White, P.E., City Manager
City of Farmersville
205 S Main Street
Farmersville, Texas 75442

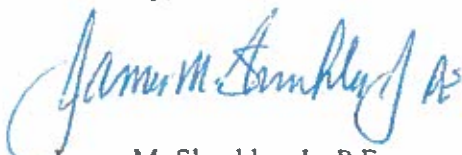
RE: S & D Properties Addition
Lot 1 & Lot 2, Block 1

Mr. White:

The above referenced plat has been reviewed according to the ordinances of the City of Farmersville.

It is recommended that the plat be approved. Please contact me if you should have any questions or need additional information.

Sincerely,


James M. Shankles, Jr. P.E.





Final Plat Review Checklist

The use of City of Farmersville administrative forms, checklists, and routing sheets shall not relieve the applicant from following the rules, standards, ordinances, and laws governing the City of Farmersville.

Name of Subdivision	540 PROPERTIES ADDITION
Owner	DON & SHARON DAY
Reviewed By	JAMES M. SHANKS, JR., P.E.
Date	13 OCT 2017

Place "X" or check mark in appropriate box. Place "N/A" in boxes where the line item is "not applicable".

Submission Materials	
✓	✓ Six copies of plat. Dimensions should be 24" X 36".
✓	Original certified tax certificate
✓	Utility service provider letters in City Limits; City water & Electric
✓	Proof of land ownership document
✓	Electronic version of plat on CD (.PDF and .DWG)
N/A	Governmental (TxDOT, Collin County, etc.) approval for major thoroughfare access such as driveway
	Farmersville Independent School District (FISD) accommodation letter (high impact residential or multi-family only)
	On-Site Sanitary Sewer Facility (OSSF) certification document
	Development schedule
	Development agreement
	Copy of covenants, conditions, restrictions, and agreements
	Geotechnical report
	Traffic study
	Application letter for proposed street names
General	
10/13/17	Date of preparation. Revision letter suggested.
N/A	The plat substantially conforms to the approved Preliminary Plat.
✓	The plat shall state the name, address, and telephone number of the owner and be signed and notarized.

Final Plat Review Checklist

✓	The plat shall state the name, address, and telephone number of the surveyor and/or engineer.
✓	Indicate the total acreage and legal description of the subdivision.
✓	Provide a small scale vicinity map on the plat indicating the location of the subdivision in relation to other subdivisions major roads, towns, cities, counties and/or topographical features. Indicate city limits and/or ETJ or indicate by note all within city limits or ETJ
	Indicate the distance to the nearest road intersection.
✓	Provide the names of the adjacent property owners and/or subdivisions, the vol./page/instrument number deed and lot/block/date recorded.
✓	Provide North arrow and scale (both graphical and written).
✓	Indicate the school district(s) where the subdivision is located.
N/A	Indicate the proposed phases of development.
N/A	Indicate any lots proposed for parks, squares, greenbelts, school or other public use facilities.
✓	Building setbacks
✓	Lot and block numbering are provided and match the legal description of the property.
✓	Indicate boundary lines, abstract or survey lines, corporate or other jurisdictional boundaries, existing or proposed highways and streets.
	The length and bearing of all lot lines and reference ties to a survey corner or existing subdivision corner.
	Establish 2 permanent monuments per development tied to City's approved vertical control monumentation
	Tie at least one corner of the subdivision to the City's approved vertical control monumentation
✓	The location, width and names of all streets, alleys, and easements.
✓	The proposed arrangement and square footage (acreage) of lots.
✓	A title block within the lower right hand corner which shows the name of the subdivision, the name and address of the owner, name of the land planner, licensed engineer or registered surveyor who prepared the plat, the scale of the plat, the date of the plat and the location of the property according to the abstract or survey records of the county.
✓	Scale, date and north arrow oriented at the top or left side of the sheet.
✓	Zoning of the subject property and all adjacent properties
✓	Conforms with Collin or Hunt County plat standards
✓	Physical features of or on the land that should not be shown on the plat: topography, buildings, structures, water bodies, tree cover, etc.
Statements	
✓	As required for final plats in the subdivision regulations.
✓	Provide a place for the County Clerk of Collin County to stamp the date and location where the plat will be filed in the lower right hand corner of the plat drawing.
✓	Property owner's certificate in accordance with City Subdivision Ordinance 2.5.B.4.a
✓	Surveyor's certificate in accordance with City Subdivision Ordinance 2.5.B.4.b
✓	Approval block in accordance with City Subdivision Ordinance 2.5.B.4.c

Final Plat Review Checklist

✓	Special notice in accordance with City Subdivision Ordinance 2.5.B.4.d
N/A	VAM easement notice in accordance with City Subdivision Ordinance 2.5.B.5
N/A	Access easement notice in accordance with City Subdivision Ordinance 2.5.B.6
N/A	Provide a statement that all On Site Septic Systems comply with the requirements of any applicable State, County, and/or City requirements for on-site sewage facilities, and the signature of the designated representative.
N/A	For a private road include the phrase: "...as recorded in Vol. ____ Page ____ (instrument number) of the Official Public Records of _____ County."
Road And Right-Of-Way Information	
N/A	Provide the name, location, length and right-of-way widths of all proposed road and existing roads
N/A	Provide written confirmation by 911 for proposed road name(s)
N/A	Show the location, size and proposed use of all proposed access easements, or shared access driveways.
Drainage	
N/A	Show any required drainage easements.
Floodplain	
N/A	Show the 100 year floodplain, regulatory floodway (if applicable) and base flood elevations or state that none of the subdivision lies within the 100 year floodplain. Include the applicable FIRM community-panel number.
N/A	Show the limits of the floodplain within a dedicated drainage easement.
N/A	Include the following statement: "All development within the 100-year floodplain shall comply with all applicable orders and regulations, including but not limited to Collin County's "Flood Damage Prevention Order." A floodplain development permit shall be obtained from the City or County Engineer's Office prior to the construction of any structure(s) within the floodplain."
N/A	Provide a benchmark showing NGVD 29 elevation, with latitude and longitude coordinates.
N/A	Minimum finished floor elevations of the building foundations shall be shown for lots adjacent to a flood plain or susceptible to flooding.
Utilities	
✓	Identify water supply provider, the source of the water intended to serve the subdivision, and indicate the CCN number
N/A	If groundwater is the water source, provide required certification by registered engineer
N/A	Provide on-site sewage facility study information if outside the municipal sanitary sewer system
✓	Provide recording information on all existing utility easements.
✓	Show any required utility easements.
✓	Verify that City utilities, services, and streets (electric, water, sewer, street) are provided to each lot. Additionally, use service provider letters to verify other utilities that may be required such as gas, telephone, and cable.



SUBDIVISION APPLICATION FORM

City of Farmersville, Texas

Please Type or Print Information

This form shall be completed by the Applicant and submitted to the City Secretary's Office along with 6 copies of the respective plat, fees, and all other required information.

In order for a completed package to be considered for a Planning and Zoning Board meeting all application materials will need to be turned into the City staff at least 3 weeks prior. The package will need to be technically complete 6 working days prior to the Planning and Zoning Board meeting.

The use of City of Farmersville administrative forms, checklists, and routing sheets shall not relieve the applicant from following the rules, standards, ordinances, and laws governing the City of Farmersville.

The submission of plans/drawings, calculations, etc., along with this application, makes such items public record and the Applicant understands that they may be viewed and/or reproduced by the general public.

For a list of fees associated see the City of Farmersville Master Fee Schedule. Fees shall be collected for the purpose of defraying the costs of administrative, clerical, engineering, legal, planning, inspection, and other services deemed necessary to properly review and investigate plats and subdivision construction.

Exemptions to the platting process are listed in section 1.5 of the Subdivision Ordinance.

Subdivision Ordinance variances/waivers may be granted by following the steps outlined in section 1.10 of the Subdivision Ordinance.

Public infrastructure requirements established by the respective code (example, International Fire Code) and interpreted by the code official may be appealed based on a claim of incorrect interpretation, code applicability, or equivalent methodology. Code requirements cannot be waived.

Place "X" or check mark in appropriate box. All answers must be "Yes" to submit application.

Pre-Application Requirements		
Yes	No	Requirement
	✓	Attended Pre-Application Conference
✓		Plat described by metes and bounds
✓		Plat located with respect to a corner of the survey or tract or an original corner of the original survey of which it is a part
✓		Dimensions of plat and of each street, alley, square, park, or other part of the plat intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the street, alley, square, park, or other part
✓		Plat is located in Collin County
	✓	Plat is located in Hunt County
✓		Plat is located within the City of Farmersville corporate limits or Extra-Territorial Jurisdiction (ETJ) limits



Subdivision Application Form

Place "X" or check mark in appropriate box. Use the N/A (not applicable) box if a line item is not applicable. Double asterisk items are required for all applications. Where separate documents are requested attach them to this submission.

Required Submission Materials			
Yes	No	N/A	Item Description
✓			** Six copies of plat. Dimensions should be 24" X 36".
✓			* * Original certified tax certificate
		✓	** Utility service provider letters
✓			** Proof of land ownership document
✓			** Electronic version of plat on CD (.PDF and .DWG)
✓			** Fees with appropriate retainer as required
		✓	Governmental (TxDOT, Collin County, etc.) approval for major thoroughfare access such as driveway
		✓	Farmersville Independent School District (FISD) accommodation letter (high impact residential or multi-family only)
		✓	Two copies of engineering plans
		✓	On-Site Sanitary Sewer Facility (OSSF) certification document
		✓	Engineer's Summary Report
		✓	Development schedule
		✓	Development agreement
		✓	Copy of covenants, conditions, restrictions, and agreements
		✓	Geotechnical report
		✓	Traffic study
		✓	Application letter for proposed street names

Place "X" or check mark in appropriate box. Only one box may be indicated.

Type of Plat Document Submittal	
	Concept Plan
	Preliminary Plat
✓	Final Plat
	Development Plat
	Replat
	Amending Plat
	Minor Plat
	Vacated Plat



Subdivision Application Form

Place information in all spaces that apply. Depending on the situation some spaces may be left empty.

Property Owner Information	
Name	DAN & SANDY DAY
Address	1095 C.R. 561
City	PRINCETON
State	TX
Zip	75407
Work Phone Number	
Facsimile Number	
Mobile Phone Number	214 878 4136
Email Address	
Applicant/Respondent	
Name	SA (214) 878 4713 SANDY NEZ
Address	
City	
State	
Zip	
Work Phone Number	
Facsimile Number	
Mobile Phone Number	
Email Address	
Engineer Information	
Name	N/A
Address	
City	
State	
Zip	
Work Phone Number	
Facsimile Number	
Mobile Phone Number	
Email Address	
Surveyor Information	
Name	MATTHEW BUSBY
Address	116 MCKINNEY ST.
City	FARNEZSVILLE
State	TX
Zip	75442
Work Phone Number	
Facsimile Number	
Mobile Phone Number	214 499 8472
Email Address	mbusby-bsi@yahoo.com



Subdivision Application Form

General Application Information	
Proposed Name of Subdivision	S & D PROPERTIES ADD.
Total Acreage of Development	0.85 AC.
Physical Location of Property	WINDOM & WASHINGTON
Legal Description of Property	SEE PLAT
Number of Lots	2

Place "X" or check mark in appropriate box indicating the form provided for proof of land ownership. Attach document to this submission.

Type of Plat Document Submittal	
<input checked="" type="checkbox"/>	General Warranty Deed
<input type="checkbox"/>	Special Warranty Deed
<input type="checkbox"/>	Title Policy
<input type="checkbox"/>	Other (approved by City Manager):

Place "X" or check mark in appropriate box indicating the current zoning districts comprising the land. Depending on the situation more than one box may be indicated.

Current Zoning	
	A Agricultural District
	SF-1 One-Family Dwelling District
<input checked="" type="checkbox"/>	SF-2 One-Family Dwelling District
	SF-3 One-Family Dwelling District
	2F Two-Family Dwelling District
	MF-1 Multiple-Family Dwelling District-1
	MF-2 Multiple-Family Dwelling District-2
	P Parking District
	O Office District
	NS Neighborhood Service District
	GR General Retail District
	C Commercial District
	HC Highway Commercial
	CA Central Area District
	I-1 Light Industrial District
	I-2 Heavy Industrial District
	PD Planned Development District
	Extra-Territorial Jurisdiction



Subdivision Application Form

Place "X" or check mark in appropriate box indicating the **proposed zoning districts** comprising the land. Depending on the situation more than one box may be indicated. If zoning remains unaffected mark the same as above in the "Current Zoning Districts" table.

Proposed Zoning		
	A	Agricultural District
	SF-1	One-Family Dwelling District
✓	SF-2	One-Family Dwelling District
	SF-3	One-Family Dwelling District
	2F	Two-Family Dwelling District
	MF-1	Multiple-Family Dwelling District-1
	MF-2	Multiple-Family Dwelling District-2
	P	Parking District
	O	Office District
	NS	Neighborhood Service District
	GR	General Retail District
	C	Commercial District
	HC	Highway Commercial
	CA	Central Area District
	I-1	Light Industrial District
	I-2	Heavy Industrial District
	PD	Planned Development District
		Extra-Territorial Jurisdiction

Place "X" or check mark in appropriate box indicating the **proposed use of the land**. Depending on the situation more than one box may be indicated.

Use of Land and Buildings	
Housing Uses	
✓	One Family Detached Dwelling
	One Family Attached Dwelling
	Zero Lot Line Dwelling
	Town Home
	Two Family Dwelling
	Multiple Family Dwelling
	Boarding or Rooming House
	Bed and Breakfast Inn
	Hotel or Motel
	HUD Code Manufactured Home
	Industrialized Housing
	Mobil Home



Use of Land and Buildings	
Accessory And Incidental Uses	
	Accessory Building
	Farm Accessory Building
	Home Occupation
	Off Street Parking Incidental to Main Use
	Stable
	Swimming Pool
	Temporary Field Office or Construction Office
Utility And Services Uses Electrical Substation	
	Electrical Energy Generating Plant
	Electrical Transmission Use
	Fire Station
	Gas Lines and Regulating Station
	Public Building Shop or Yard of Local State or General Agency
	Radio, Television, or Microwave Tower
	Radio or Television Transmitting Station
	Sewage Pumping Station
	Sewage Treatment Plant
	Telephone Business Office
	Telephone Exchange, Switching Relay or Transmitting Station
	Utility Line, Local
	Utility Shops or Storage Yards or Buildings
	Water Standpipe or Elevated Water Storage
	Water Reservoir, Well or Pumping Station
	Water Treatment Plant
Recreational And Entertainment Uses	
	Amusement, Commercial
	Amusement, Commercial
	Country Club with Golf Course
	Dance Hall or Night Club
	Day Camp for Children
	Drag Strip or Commercial Racing
	Go Cart Track
	Gun Range
	Park or Playground
	Play Field or Stadium
	Rodeo Grounds
	Swim or Tennis Club
	Theater
	Trailer Park - Recreational Vehicle Park



Use of Land and Buildings	
Educational And Institutional Uses	
	Art Gallery or Museum
	Cemetery or Mausoleum
	Church or Rectory
	College, University or Private School
	Community Center
	Convent or Monastery
	Fairgrounds or Exhibition Area
	Fraternity, Sorority, Lodge or Civic Club
	Home for Alcoholic, Narcotic or Psychiatric Patients
	Hospital Acute Care
	Hospital Chronic Care
	Historical, Religious, Charitable or Philanthropic Nature
	Kindergarten or Nursery
	Library
	Nursing Home or Residence for Aged
	School, Business or Trade and
	School, Public or Parochial
Transportation Related Uses	
	Airport, Landing Field or Heliport
	Bus Station or Terminal and
	Motor Freight Terminal
	Parking Lot Truck
	Parking Lot Structure Commercial
	Railroad Freight Terminal
	Railroad Passenger Station
	Railroad Track or Right-of-Way
	Railroad Team Tracks
Automobile Service Uses	
	Auto Glass, Muffler or Seat Cover Shop
	Auto Laundry
	Auto Parts and Accessory Sales
	Auto Parts and Accessory Sales
	Auto Painting or Body Rebuilding Shop
	Automobile Repair Garage
	Gasoline or Fuel Service Station
	New or Used Auto Sales in Structure
	New or Used Auto Sales Outdoor Lot
	Motorcycle or Scooter Sales and Repair
	Steam Cleaning or Vehicles or Machinery
	Tire Retreading or Capping
	Trailer, Cargo Sales or Rental
	Wrecking or Auto Salvage Yard



Use of Land and Buildings	
Retail And Related Service Uses	
	Antique Shop
	Art Supply Store
	Bakery or Confectionery Shop
	Bank or Saving And Loan Office
	Barber or Beauty Shop
	Book or Stationery Shop
	Camera Shop
	Cleaning Shop or Laundry
	Cleaning Laundromat
	Clinic, Medical or Dental
	Custom Personal Service Shop
	Department Store or Discount Store
	Drug Store or Pharmacy
	Farmers Market
	Florist Shop
	Food Store
	Furniture or Appliance Store
	Garden Shop and Plant Sales
	Handcraft and Art Objects Sales
	Hardware Store or Hobby Shop □ Key Shop
	Laboratory, Medical or Dental
	Medical Appliances, Fitting, Sales or Rental
	Mortuary
	Offices, General Business or Professional
	Office Showroom/Warehouse or Sales Facilities
	Optical Shop or Laboratory
	Pawn Shop
	Pet Shop, Small Animals, Birds, and Fish
	Private Club
	Repair of Appliances, T.V., Radio and Similar Equipment
	Restaurant or Cafeteria
	Restaurant or Eating Establishment
	Retail Shop, Apparel, Gift Accessory and Similarities
	Sexually Oriented Establishment
	Studio Decorator and Display of Art Objects
	Studio Health Reducing or Similar Service
	Studio, Photographer, Artist, Music, Drama, or Dance
	Tool Rental
	Trailer or RV Sales or Display
	Variety Store or Other Retail Outlet Store
	Veterinarian Office Only

Subdivision Application Form

Use of Land and Buildings	
Agricultural Types Uses	
	Farm or Ranch
	Animal Pound
	Animal Clinic or Hospital
	Animal Clinic, Hospital or Kennel
	Greenhouse or Plant Nursery
Commercial Type Uses	
	Bakery Wholesale
	Building Material Sale
	Cabinet and Upholstery Shop
	Cleaning, Drying or Laundry Plant
	Clothing or Similar Light Assembly Process
	Contractors Storage or Equipment Yard
	Heavy Machinery Sales, Storage or Repair
	Lithographic or Print Shop
	Maintenance and Repair Service for Buildings
	Milk Depot, Dairy or Ice Cream Plant
	Manufactured House or Industrialized Homes Sales and Display
	Open Storage of Furniture, Appliances or Machinery, Etc.
	Paint Shop
	Petroleum Products, Storage and Wholesale
	Plumbing Shop
	Propane Storage and Distribution
	Storage Warehouse
	Trailer or Recreational Vehicle Sales or Display
	Welding or Machine Shop
	Wholesale Office Storage or Sales Facilities
Industrial Uses	
	Asphalt Paving Batching Plant
	Concrete Batching Plant
	Concrete Products Manufacture
	Light Manufacturing
	Sand and Gravel Storage
	Sand, Gravel, Stone or Petroleum Extraction



Subdivision Application Form

Indicate the utility provider's name for the property in the space provided.

Utility Providers	
Description of Service	Name
Electrical Service Provider	FARMERSVILLE
Water Supplier	" "
Sewage Disposal	" "
Telephone Service	
Cable TV Service	
Gas Service	
Refuse Pick-Up	

The signatures of the owner(s) below indicate intention to follow through with the platting/subdivision process.

Bonnie Allup
Owner's Signature

Sandra Day
Owner's Name (Printed)

9/12/17
Date

Co-Owner's Signature

Co-Owner's Name (Printed)

Date

Co-Owner's Signature


Co-Owner's Name (Printed)

Date



City of Farmersville Staff Only

(Applicant, do not mark in spaces below)

Description	Response
Name of City Staff Worker Receiving Application	
Fee Amount	Retainer \$1,000.00
Check Number	#1758
Date Received	10-11-17
City Receipt Number	009863
City Asset Account Number	





04/06/2017 02:21:37 PM D1 1/3

G.F. No. 17-295308-MM

ADDRESS OF AND RETURN TO:

Sandra A. Day and Matthew D. Day
S&D Properties
1095 CR 561
Princeton, TX 75407

GENERAL WARRANTY DEED

"NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER."

STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF COLLIN

That **JOHN LINDSLEY MCCRAW, JR., Individually and as Executor of The Estate of Jeanette Corry McCraw, deceased and MARJORIE ELIZABETH GANTT**, hereinafter referred to as Grantor, whether one or more, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) cash in hand to Grantor paid by **SANDRA A. DAY and MATTHEW D. DAY D/B/A S & D PROPERTIES**, whose mailing address is 1095 CR 561, Princeton, TX 75407, hereinafter referred to as Grantee, the receipt of which is hereby acknowledged, and other good and valuable consideration, the receipt and sufficiency of which is hereby also acknowledged, HAVE GRANTED, SOLD AND CONVEYED and do by these presents GRANT, SELL AND CONVEY unto the said Grantee all the following described real property ("Property"), to-wit: **SEE EXHIBIT A ATTACHED HERETO AND MADE A PART HEREOF FOR ALL PURPOSES.**

This conveyance is made and accepted subject to validly existing easements, rights-of-way, and prescriptive rights, whether of record or not; all presently recorded and validly existing restrictions, reservations, covenants, conditions, oil and gas leases, mineral interests outstanding in persons other than Grantor, and other instruments, other than conveyances of the surface fee estate, that affect the Property; validly existing rights of adjoining owners in any walls and fences



situated on a common boundary; any discrepancies, conflicts, or shortages in area or boundary lines; any encroachments or overlapping of improvements.

TO HAVE AND TO HOLD the above described premises, together with all and singular the rights and appurtenances thereto in anywise belonging unto the said Grantee, Grantee's heirs, successors and assigns forever.

And Grantor does hereby bind Grantor, Grantor's heirs, successors and assigns, to warrant and forever defend all and singular the said premises unto the said Grantee, Grantee's heirs, successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

Current ad valorem taxes on said Property have been prorated and the payment thereof is assumed by the Grantee.

EXECUTED on the dates of the acknowledgments set out below, to be effective, however, on the 5th day of April, 2017.


JOHN LINDSLEY MCCRAW, JR., Individually
and as Executor of The Estate of Jeanette Corry
McCraw, deceased


MARJORIE ELIZABETH GANTT

STATE OF TEXAS
COUNTY OF COLLIN

This instrument was acknowledged before me on the 5th day of April, 2017, by JOHN LINDSLEY MCCRAW, JR., Individually and as Executor of The Estate of Jeanette Corry McCraw, deceased and MARJORIE ELIZABETH GANTT.




Notary Public, State of Texas

GENERAL WARRANTY DEED, Page 2
fs1/rh/myfiles/realestate/deed



EXHIBIT "A"

All that certain lot, tract, or parcel of land situated in the City of Farmersville, Collin County, Texas, and being all of Lot 78, Block S of the OLD DONATION, CITY of FARMERSVILLE, Collin County, Texas and being further described as follows:

BEGINNING at a 1/2 inch iron rod found for a corner at the northwest corner of Lot 78 on the east line of Windom Street;

THENCE S 90°00'00" E along the north line of Lot 78, a distance of 310.60 feet to a 1/2 inch iron rod found for a corner at the northeast corner of Lot 78 on the west line of Washington Street;

THENCE S 00°03'32" W along the east line of Lot 78 and the west line of Washington Street, a distance of 121.44 feet to a 1/2 inch iron rod set for a corner at the southeast corner of Lot 78;

THENCE S 90°00'00" W along the south line of Lot 78, a distance of 310.60 feet to a 1/2 inch iron rod found for a corner at the southwest corner of Lot 78 on the east line of Windom Street;

THENCE N 00°03'32" E along the west line of Lot 78 and the east line of Windom Street, a distance of 121.44 feet returning to the Point of Beginning and containing 0.866 acre of land.

Filed and Recorded
Official Public Records
Stacey Kemp, County Clerk
Collin County, TEXAS
04/06/2017 02:21:37 PM
\$34.00 DFOSTER
20170406000442610



A handwritten signature in black ink, which appears to be "Stacey Kemp", written in a cursive style.

Kenneth L. Maun
Tax Assessor/Collector
Collin County



2300 Bloomdale Road Ste. 2324
P.O. Box 8046
McKinney, TX 75071
Ph: 972-547-5020
Metro: 972-424-1460 ext. 5020

TAX CERTIFICATE FOR ACCOUNT : R104501907801

AD NUMBER: 1243443

GF NUMBER:

CERTIFICATE NO : 23530032

COLLECTING AGENCY

Collin County
2300 Bloomdale Road Ste. 2324
P.O. Box 8046
McKinney TX 75071

DATE : 10/5/2017

FEE : \$10.00

PROPERTY DESCRIPTION

FARMERSVILLE ORIGINAL DONATION
(CFC) BLK S LOT 78

WASHINGTON/WINDOM ST N
0 ACRES

REQUESTED BY

BOUNDARY SOLUTIONS INC

116 MCKINNEY ST
FARMERSVILLE TX 75442

PROPERTY OWNER

DAY SANDRA A & MATTHEW D DBA S

1095 COUNTY ROAD 561
PRINCETON TX 75407

THIS IS TO CERTIFY THAT AFTER A CAREFUL CHECK OF THE TAX RECORDS, ALL TAXES DUE THE TAX ASSESSOR COLLECTOR OF COLLIN COUNTY ON THE ABOVE DESCRIBED PROPERTY HAVE BEEN PAID UP TO AND INCLUDING THE CURRENT YEAR TAXES WITH ANY ABOVE LISTED EXCEPTIONS.

THE ABOVE DESCRIBED PROPERTY TAX HAS/IS RECEIVING SPECIAL VALUATION BASED ON ITS USE, AND ADDITIONAL ROLLBACK TAXES MAY BECOME DUE BASED ON THE PROVISIONS OF THE SPECIAL VALUATION. SPTB RULE 155.40 (B) PARAGRAPH 6.

CURRENT VALUES			
LAND MKT VALUE:	\$40,000.00	IMPROVEMENT :	\$0.00
AG LAND VALUE:	\$0.00	DEF HOMESTEAD:	\$0.00
APPRAISED VALUE:	\$40,000.00	LIMITED VALUE:	\$0.00
EXEMPTIONS:			
LAWSUITS:			

YEAR	TAX UNIT	LEVY	PEN	INT	DEF INT	ATTY	AMOUNT DUE
2017	COLLIN COLLEGE	\$31.92	\$0.00	\$0.00	\$0.00	\$0.00	\$31.92
2017	Collin County	\$76.90	\$0.00	\$0.00	\$0.00	\$0.00	\$76.90
2017	FARMERSVILLE CITY	\$312.00	\$0.00	\$0.00	\$0.00	\$0.00	\$312.00
2017	FARMERSVILLE ISD	\$528.00	\$0.00	\$0.00	\$0.00	\$0.00	\$528.00
2017 SUB TOTAL							\$948.82

TOTAL CERTIFIED TAX DUE 10/2017 : \$ 948.82

ISSUED TO : BOUNDARY SOLUTIONS INC
ACCOUNT NUMBER: R104501907801

CERTIFIED BY :

Kenneth L. Maun

Collin County Property Tax Off



Dear City of Farmersville Planning Division:

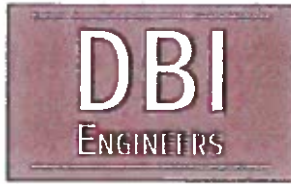
I, Sandra A Day, am the owner or owner's representative of a tract or tracts of real property located in the City of Farmersville, Texas, located at and described as .85 acres WB Williams Survey A-952. I have filed an application for approval of a subdivision plat for this property. I hereby waive the 30-day plat review period established by Section 212.009 of the Texas Local Government Code and acknowledge that the City may require more than 30 days to properly review and consider the plat application. I understand and agree that the plat application may be considered and approved or denied by the Planning and Zoning Commission and/or the City Council more than 30 days later than the date that it was first filed.

Respectfully,

Sandra A Day
Signed by or on behalf of the applicant

10/18/17
Date

Agenda Section	Regular Agenda
Section Number	VI.G
Subject	Consider, discuss and act upon a recommendation from the Planning & Zoning Commission regarding a Final Plat for the Summit Addition, Lot 1, Block 1.
To	Mayor and Council Members
From	Ben White, City Manager
Date	January 9, 2018
Attachment(s)	<ol style="list-style-type: none"> 1. Approval Letter from DBI 2. Application and Paperwork 3. Final Plat
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



30 November 2017

Mr. Ben White, P.E.
City Manager & Director of Public Works
City of Farmersville
205 S Main Street
Farmersville, Texas 75442

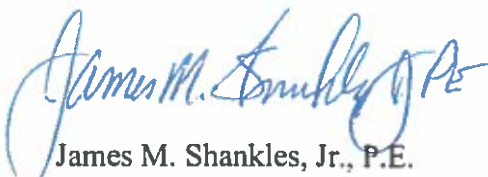
RE: The Summit Addition
Final Plat

Mr. White:

The final plat for The Summit Addition to the City of Farmersville has been reviewed according to the rules, regulations and ordinances of the City of Farmersville.

We recommend approval of the Final Plat, contingent on the submittal of fees, tax certificates and utility letters. Please contact us at 972-784-7777 if you should have any questions or need additional information.

Sincerely,


James M. Shankles, Jr., P.E.
DBI Engineers, Inc.





Final Plat Review Checklist

The use of City of Farmersville administrative forms, checklists, and routing sheets shall not relieve the applicant from following the rules, standards, ordinances, and laws governing the City of Farmersville.

Name of Subdivision	SUMMIT ADDITION
Owner	TERRY & SUE WILLIAMS
Reviewed By	STACEY SHANKS
Date	29 NOV 2017

Place "X" or check mark in appropriate box. Place "N/A" in boxes where the line item is "not applicable".

Submission Materials	
11/29	Six copies of plat. Dimensions should be 24" X 36".
	Original certified tax certificate <i>will need one that shows no taxes due.</i>
11/29	Utility service provider letters <i>City</i>
11/29	Proof of land ownership document
11/29	Electronic version of plat on CD (.PDF and .DWG) <i>pdf by email</i>
N/A	Governmental (TxDOT, Collin County, etc.) approval for major thoroughfare access such as driveway
N/A	Farmersville Independent School District (FISD) accommodation letter (high impact residential or multi-family only)
N/A	On-Site Sanitary Sewer Facility (OSSF) certification document
N/A	Development schedule
N/A	Development agreement
N/A	Copy of covenants, conditions, restrictions, and agreements
N/A	Geotechnical report
N/A	Traffic study
N/A	Application letter for proposed street names
General	
11/29	Date of preparation. Revision letter suggested.
N/A	The plat substantially conforms to the approved Preliminary Plat.
	The plat shall state the name, address, and telephone number of the owner and be signed and notarized.

Final Plat Review Checklist

✓	The plat shall state the name, address, and telephone number of the surveyor and/or engineer.
✓	Indicate the total acreage and legal description of the subdivision.
✓	Provide a small scale vicinity map on the plat indicating the location of the subdivision in relation to other subdivisions major roads, towns, cities, counties and/or topographical features. Indicate city limits and/or ETJ or indicate by note all within city limits or ETJ
✓	Indicate the distance to the nearest road intersection.
✓	Provide the names of the adjacent property owners and/or subdivisions, the vol./page/instrument number deed and lot/block/date recorded.
✓	Provide North arrow and scale (both graphical and written).
✓	Indicate the school district(s) where the subdivision is located.
N/A	Indicate the proposed phases of development.
N/A	Indicate any lots proposed for parks, squares, greenbelts, school or other public use facilities.
✓	Building setbacks
✓	Lot and block numbering are provided and match the legal description of the property.
✓	Indicate boundary lines, abstract or survey lines, corporate or other jurisdictional boundaries, existing or proposed highways and streets.
✓	The length and bearing of all lot lines and reference ties to a survey corner or existing subdivision corner.
N/A	Establish 2 permanent monuments per development tied to City's approved vertical control monumentation
N/A	Tie at least one corner of the subdivision to the City's approved vertical control monumentation
✓	The location, width and names of all streets, alleys, and easements.
✓	The proposed arrangement and square footage (acreage) of lots.
✓	A title block within the lower right hand corner which shows the name of the subdivision, the name and address of the owner, name of the land planner, licensed engineer or registered surveyor who prepared the plat, the scale of the plat, the date of the plat and the location of the property according to the abstract or survey records of the county.
✓	Scale, date and north arrow oriented at the top or left side of the sheet.
✓	Zoning of the subject property and all adjacent properties
✓	Conforms with Collin or Hunt County plat standards
N/A	Physical features of or on the land that should not be shown on the plat: topography, buildings, structures, water bodies, tree cover, etc.
Statements	
✓	As required for final plats in the subdivision regulations.
✓	Provide a place for the County Clerk of Collin County to stamp the date and location where the plat will be filed in the lower right hand corner of the plat drawing.
✓	Property owner's certificate in accordance with City Subdivision Ordinance 2.5.B.4.a
✓	Surveyor's certificate in accordance with City Subdivision Ordinance 2.5.B.4.b
✓	Approval block in accordance with City Subdivision Ordinance 2.5.B.4.c