



P.O. Box 1003 • Haskell, TX 79521 • 940-864-2333

Mayor
Christina Isbell

City Administrator
Winston Stephens

Mayor Pro-Tem
Jason Pelz

City Secretary
Misti Bartley

Council Members
Eric Lewis
Jake Alexander
William “Bill” Perry
Lauren Favor

**Regular Meeting of Haskell City Council
to be held Tuesday, August 13, 2024, at 7:00 a.m.
at Haskell City Hall**

AGENDA

1. Call to Order
2. Legislative Prayer
3. Pledge of Allegiance to the United States Flag
Pledge of Allegiance to the Texas Flag

4. PUBLIC COMMENT:

Individual citizen comments are normally limited to three minutes (time limits can be adjusted by the Mayor). The purpose of this item is to allow citizens an opportunity to address the City Council regarding any topic not necessarily on the agenda. The City Council is limited in their response to comments or questions asked of them by the speaker. Any response by a member of the City Council is limited to a statement of specific factual information, a recitation of existing policy, or a proposal to place the subject on the agenda for a future meeting.

5. Items of Community Interest
6. Approval of the July 9, 2024, Minutes
7. Presentation of Civic Center Events Board Quarterly Report (Christina Isbell, Mayor)
8. Presentation of Development Corporation of Haskell FY 2025 Proposed Budget (Laura Bowers, Executive Director)
9. Discuss, Consider, and Possibly Act on Resolution 08132024-1 for the Re-Appointment of Rebekah Bodkin to the Development Corporation of Haskell Board of Directors (Christina Isbell, Mayor)
10. Discuss, Consider, and Possibly Act on Resolution 08132024-2 for the Re-Appointment of Sammy Bitner to the Development Corporation of Haskell Board of Directors (Christina Isbell, Mayor)
11. Discuss, Consider, and Possibly Act on Approval of City of Haskell Purchasing Policies and Procedures (Winston Stephens, City Administrator)
12. Discuss, Consider, and Possibly Act on Interlocal Agreement with Haskell County for Animal Control Services (Winston Stephens, City Administrator)
13. Discuss, Consider, and Possibly Act on Ordinance 08132024-1 to Update the City of Haskell's Fee Schedule (Winston Stephens, City Administrator)
14. Hold a Public Hearing Regarding Substandard Structure located at 203 North Ave D (Steven Townsend, Code Enforcer)
15. Discuss, Consider, and Possibly Act on Substandard Structure located at 203 North Ave D (Steven Townsend, Code Enforcer)
16. Hold a Public Hearing Regarding Substandard Structure located at 901 North 2nd Street (Steven Townsend, Code Enforcer)
17. Discuss, Consider, and Possibly Act on Substandard Structure located at 901 North 2nd Street (Steven Townsend, Code Enforcer)
18. Hold a Public Hearing Regarding Substandard Structure located at 607 North 2nd Street (Steven Townsend, Code Enforcer)
19. Discuss, Consider, and Possibly Act on Substandard Structure located at 607 North 2nd Street (Steven Townsend, Code Enforcer)
20. Hold a Public Hearing Regarding Substandard Structure located at 206 South Ave I (Steven Townsend, Code Enforcer)

21. Discuss, Consider, and Possibly Act on Substandard Structure located at 206 South Ave I (Steven Townsend, Code Enforcer)
22. Discuss, Consider, and Possibly Act on Record Vote for FY 2025 Proposed Tax Rate (Winston Stephens, Interim City Administrator)
23. Discussion on Park Project Funding (Jason Pelz, Mayor Pro Tem)
24. Council Future Agenda Items
25. Motion to Adjourn

There being no other business Mayor _____ may ask for a motion to adjourn or may adjourn the meeting himself as no second is required for a meeting adjournment if all business on the agenda has been concluded.

Adjourned at _____ a.m.

The City Council of the City of Haskell reserves the right to adjourn into Executive (closed) Session at any time during the course of this meeting to discuss any matter listed above, as authorized by Texas government Code Section 551.071 (Consultation with Attorney); 551.072 (Deliberations regarding Real Property); 551.074 (Personnel Matters); 551.076 (Deliberations regarding Security Devices); and 551.087 (Economic Development Negotiation).

Persons who plan to attend this meeting and who may require auxiliary aid or services are requested to contact Misti Bartley, City Secretary, at 940-864-2333 at least two working days before this meeting so appropriate arrangements can be made.

This is to certify that I, Misti Bartley, City Secretary, posted this Agenda on the bulletin Board located at City Hall, at _____ o'clock a.m./p.m. on _____.

CITY OF HASKELL, TEXAS

By: _____
Misti Bartley, City Secretary

By: _____
Witness

Removed from posting: Date: _____ Time: _____

Signature of person removing from posting

EXECUTIVE SUMMARY OF AGENDA

Call to Order, Legislative Prayer, Pledges, Public Comment, Items of Community Interest

ITEM 1, 2, 3, 4, 5

Call to Order: Called to Order at: _____ a.m.

Required Action: Mayor Isbell shall call the meeting to order and state the time. She may also welcome visitors/citizens.

Legislative Prayer led by: _____

Pledges of Allegiance – U.S. Flag and Texas Flag led by: _____

Public Comment

Individual citizen comments are normally limited to three minutes (time limits can be adjusted by the Mayor). The purpose of this item is to allow citizens an opportunity to address the City Council regarding any item on the agenda topic not necessarily on the agenda. The City Council is limited in their response to comments or questions asked of them by the speaker. Any response by a member of the City Council is limited to a statement of specific factual information, a recitation of existing policy, or a proposal to place the subject on the agenda for a future meeting.

Executive Summary: The City Council welcomes public comments at this point for items **not** specifically listed on the agenda. Speakers should be limited to three (3) minutes each. The Council cannot discuss or deliberate subject matter; only agree to placement on a future meeting agenda.

Council – Please refrain from bringing up comments during this item...wait until further in the agenda where it is designated for Comments from Mayor/Council or the Announcement of Community interest,

In accordance with LGC Section 551.007 Council **shall** allow public comment on items on the agenda **before or during** consideration. The public may be allowed to talk about an agenda item during public comment as it is “before the consideration” or they may be encouraged to wait until the agenda item is called. Council should refrain from agenda item discussion at this time.

Items of Community Interest

Notes: _____

Routine approval items

ITEM 6

Approval of minutes: Approval of the July 9, 2024, minutes.

Suggested Action: I, _____ move that the City Council (approve/not approve) the July 9, 2024, minutes [as presented/as corrected].

Seconded by _____ in Favor; _____ Opposed; _____ Abstained

Notes: _____

PUBLIC HEARINGS/ORDINANCES/RESOLUTIONS/OTHER ACTION ITEMS

ITEM 7

Presentation of Civic Center Events Board Quarterly Report (Christina Isbell, Mayor)

Executive Summary: The Civic Center Events Board will present its quarterly report to the City Council regarding upcoming events. The City Council may ask questions regarding the quarterly report.

Suggested Action: No Action to Take

Notes: _____

ITEM 8

Presentation of Development Corporation of Haskell FY 2025 Proposed Budget (Laura Bowers, Executive Director)

Executive Summary: Each year the Development Corporation of Haskell (DCOH) prepares its annual budget for the operation of the Corporation for the ensuing fiscal year. The proposed Fiscal Year 2025 Budget for the DCOH includes all revenues and expenditures for the day-to-day operation of the Corporation. These were adopted by the DCOH Board of Directors during their meeting on Friday, July 12, 2024.

Suggested Action: No Action to Take

Notes: _____

ITEM 9

Discuss, Consider, and Possibly Act on Resolution 08132024-1 for the Re-Appointment of Rebekah Bodkin to the Development Corporation of Haskell Board of Directors (Christina Isbell, Mayor)

Executive Summary: Rebekah Bodkin’s term on the DCOH Board has expired. The DCOH has requested Mayor Isbell to reappoint Rebekah Bodkin as Director to serve on the board for a 3-year term.

Suggested Action: I, _____ move that the City Council (approve/not approve) Mayor Isbell’s appointment of Rebekah Bodkin as Director of the Development Corporation of Haskell’s Board of Directors with Resolution No. 08132024-1.

Seconded by _____ in Favor; _____ Opposed; _____ Abstained

Notes: _____

DCOH Operating Budget FY25

DCOH BUDGET	2024-2025
INCOME	
Interest Income	\$ 10,000.00
Building Rent	\$ 14,400.00
Farm Lease	\$ 750.00
Sales Tax Income	\$ 197,000.00
TOTAL INCOME	\$ 222,150.00

EXPENSES	
Advertising	\$ 19,100.00
Dues	\$ 2,345.00
Education	\$ 3,000.00
Legal & Professional Fees	\$ 18,800.00
Office Supplies/Equipment	\$ 9,500.00
Office Utilities	\$ 8,625.00
Special Water Project	\$ 5,000.00
Travel Expense	\$ 5,000.00
Property Expenses	\$ 172,400.00
Personnel	
Insurance/Taxes/TMRS	\$ 16,350.00
Wages	\$ 47,500.00
Grants/Incentives	
Business Recruitment & Development	\$ 35,000.00
BR&D (Committed)	\$ 48,333.33
Store Front Development Grants	\$ 30,000.00
Workforce Training	\$ 1,200.00
TOTAL EXPENSES	\$ 422,153.33

Net Revenue	\$ (200,003.33)
From Reserves	\$ (200,003.33)

Account Totals (06/30/24)	
Checking	\$ 73,761.48
CD (12 mo.)	\$ 106,906.36
Money Market	\$ 230,496.91
Total Balance (06/30/24)	\$ 411,164.75

Approved by the Board of Directors
of the Development Corporation of Haskell
at the regular board meeting on Friday, July 12, 2024

DCOH BUDGET		FY24-25
INCOME		
Interest Income		\$ 10,000.00
Lease/Rent Income		\$ 15,150.00
	Farm Lease	\$ 750.00
	Office Rent	\$ 4,200.00
	Building Rent	\$ 10,200.00
Sales Tax Income		\$ 197,000.00
Other Income		\$ -
TOTAL INCOME		\$ 222,150.00
EXPENSES		
Advertising		\$ 19,100.00
LOCAL ADVERTISING		
	Chamber Banquet	\$ 175.00
	Graduation Ad	\$ 50.00
	Fall Festival	\$ 100.00
	Lions Club 5K	\$ 50.00
	Misc. Sponsorships	\$ 225.00
	WHPD Sponsor	\$ 1,500.00
REGIONAL ADVERTISING		
	Billboard	\$ 1,500.00
	Misc.	\$ 1,000.00
PROMOTION AND MARKETING		
	Branded Materials	\$ 1,000.00
	Digital Marketing	\$ 500.00
	Photography/Video Production	\$ 10,000.00
	Printed Materials	\$ 500.00
	Website	\$ 2,500.00
Dues		\$ 2,345.00
	Chamber	\$ 120.00
	Rotary Club	\$ 550.00
	High Ground of Texas	\$ 1,000.00
	TEDC	\$ 550.00
	TMCN	\$ 125.00
Education		\$ 3,000.00
	Continuing Education/Training	\$ 3,000.00
Legal & Professional Fees		\$ 18,800.00
	Attorney Fees	\$ 4,000.00
	Consultants	\$ -
	Bond	\$ 300.00
	City Audit	\$ 1,500.00
	Engineering Fees	\$ 10,000.00
	Surveys	\$ 3,000.00

Approved by the Board of Directors
of the Development Corporation of Haskell
at the regular board meeting on Friday, July 12, 2024

Office Supplies/Equipment		\$ 9,500.00
Office Supplies	\$ 1,500.00	
Furniture, Fixtures, Equipment	\$ 2,000.00	
Board/Leader Meeting Meals	\$ 1,500.00	
Software/Subscriptions	\$ 4,500.00	
Office Utilities		\$ 8,625.00
Cell Phone	\$ 1,500.00	
Electricity	\$ 1,200.00	
Gas	\$ 1,600.00	
Internet/Phone	\$ 2,750.00	
Water	\$ 1,575.00	
Special Water Project		\$ 5,000.00
Travel Expense		\$ 5,000.00
General Mileage/Transportation	\$ 2,000.00	
Lodging & Meals	\$ 3,000.00	
Property Expenses		\$ 172,400.00
Acquisitions	\$ -	
Construction	\$ 111,500.00	
Insurance	\$ 8,500.00	
Maintenance	\$ 50,000.00	
Taxes	\$ 2,400.00	
Personnel		\$ 63,850.00
Insurance/Taxes/TMRS	\$ 16,350.00	
Wages	\$ 47,500.00	
Grants		\$ 114,533.33
Business Recruitment & Development	\$ 35,000.00	
<i>BR&D(Committed)</i>	\$ 48,333.33	
Store Front Development Grants	\$ 30,000.00	
Workforce Training	\$ 1,200.00	
Total Expense		\$ 422,153.33
Net Revenue		\$ (200,003.33)
From Reserve Fund		\$ 200,003.33
Account Totals - (6/30/24)		
Checking	\$ 83,158.26	
CD (12 mo.)	\$ 106,451.03	
Money Market	\$ 229,696.71	
Total Balance - (6/30/24)	\$ 419,306.00	

Approved by the Board of Directors
of the Development Corporation of Haskell
at the regular board meeting on Friday, July 12, 2024

RESOLUTION 08132024-1

A RESOLUTION OF THE CITY OF HASKELL APPOINTING ONE MEMBERS TO SERVE ON THE DEVELOPMENT CORPORATION OF HASKELL BOARD OF DIRECTORS FOR A THREE-YEAR TERM

WHEREAS, the City of Haskell, Texas (the “City”) is a Type A general law municipality in the State of Texas; and,

WHEREAS, the Development Corporation of Haskell (DCOH) operates under the authority of the Local Government Code Chapters 501, 502 and 504; and,

WHEREAS, in accordance with the DCOH bylaws the Mayor shall appoint Directors of the Corporation with the approval of the City Council; and,

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

1. Mayor Christina Isbell appoints Rebekah Bodkin to serve on the DCOH Board of Directors for a three-year (3) term to be effective from June 30, 2024 - June 30, 2027.
2. The City Council hereby approves the appointment of Rebekah Bodkin to the DEVELOPMENT CORPORATION OF HASKELL BOARD OF DIRECTORS.

PASSED AND APPROVED THIS 13th DAY OF August 2024.

Christina Isbell, Mayor

ATTEST:

Misti Bartley, City Secretary

ITEM 10

Discuss, Consider, and Possibly Act on Resolution 08132024-2 for the Re-Appointment of Sammy Bitner to the Development Corporation of Haskell Board of Directors (Christina Isbell, Mayor)

Executive Summary: Sammy Bitner’s term on the DCOH Board has expired. The DCOH has requested Mayor Isbell to reappoint Rebekah Bodkin as Director to serve on the board for a 3-year term.

Suggested Action: I, _____ move that the City Council (approve/not approve) Mayor Isbell’s appointment of Sammy Bitner as Director of the Development Corporation of Haskell’s Board of Directors with Resolution No. 08132024-2.

Seconded by _____ in Favor; _____ Opposed; _____ Abstained

Notes: _____

ITEM 11

Discuss, Consider, and Possibly Act on Approval of City of Haskell Purchasing Policies and Procedures (Winston Stephens, City Administrator)

Executive Summary: The purchasing policy has been updated to reflect the requirement to pursue a local bid when available.

Suggested Action: I, _____ move that the City Council (approve/not approve) the City of Haskell Purchasing Policies and Procedures.

Seconded by _____ in Favor; _____ Opposed; _____ Abstained

Notes: _____

RESOLUTION 08132024-2

A RESOLUTION OF THE CITY OF HASKELL APPOINTING ONE MEMBERS TO SERVE ON THE DEVELOPMENT CORPORATION OF HASKELL BOARD OF DIRECTORS FOR A THREE-YEAR TERM

WHEREAS, the City of Haskell, Texas (the “City”) is a Type A general law municipality in the State of Texas; and,

WHEREAS, the Development Corporation of Haskell (DCOH) operates under the authority of the Local Government Code Chapters 501, 502 and 504; and,

WHEREAS, in accordance with the DCOH bylaws the Mayor shall appoint Directors of the Corporation with the approval of the City Council; and,

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

1. Mayor Christina Isbell appoints Sammy Bitner to serve on the DCOH Board of Directors for a three-year (3) term from August 31, 2024 – August 31, 2027.
2. The City Council hereby approves the appointment of Sammy Bitner to the DEVELOPMENT CORPORATION OF HASKELL BOARD OF DIRECTORS.

PASSED AND APPROVED THIS 13th DAY OF August 2024.

Christina Isbell, Mayor

ATTEST:

Misti Bartley, City Secretary

CITY OF HASKELL, TEXAS
PURCHASING POLICIES AND PROCEDURES
August 2024

I. Purpose

The purpose of this purchasing policy is to provide the City of Haskell with guidelines and directions for the acquisition of goods and services. The City is committed to ensuring all acquisitions are in compliance with state and federal law and City Ordinances. The policies and procedures conveyed within are intended to allow the City to obtain the needed supplies and services efficiently and economically.

This document may be modified from time to time to conform to changes in legislation, technology and actual practice. Although it may not address every issue related to purchasing practices, it does provide general guidelines for purchasing activities. Employees needing assistance in dealing with specific situations not covered by this document should contact the City Administrator, or the City Treasurer.

The City Administrator shall act as the City's Purchasing Agent. The City Administrator shall be the final authority regarding the enforcement of any of the provisions of this document. Failure to follow the procedures outlined herein may lead to disciplinary action in accordance with the provisions of the City of Haskell Personnel Policy Manual.

II. Purchasing

A. Approval of City Purchases. No employee shall purchase goods or services on behalf of the City of Haskell without first seeking approval as required by this policy. All purchases shall require advance approval of the appropriate supervisor, department director or the City Administrator, in accordance with the guidelines below:

<u>Dollar Limits</u>	<u>Required Approvals</u>
Under \$1000	Supervisor or Department Director
\$1000 - \$5,000	Supervisor and/or Department Director
\$1000 - \$5,000 (Unbudgeted)	City Administrator
\$5,001 - \$50,000 (Budgeted)	Supervisor, Department Director and City Administrator
\$5,001 - \$50,000 (Unbudgeted)	City Council

\$50,000 and above

City Council

Approval for purchases shall occur before the purchase or an order is made.

- B. Soliciting Quotes.** Employees are responsible for obtaining quotes for purchases in the instances outlined below. Acquisitions (orders) submitted without the required quotes or a satisfactory explanation of why quotes were not obtained (e.g. sole source, emergency, standardized vendor, etc.) will be returned to the originator without approval. If a product is available locally, a local bid must be obtained.

Purchases less than \$1,000 – no quotes are required

Purchases of \$1,000 and over, but less than \$5,000 (Budgeted)

- Not less than three (3) verbal or written quotes should be received, if practicable. Pricing and contact information must be noted on the purchase order. Physical records regarding the dates, contacts and quotes received shall be retained in the department's files for audit purposes.

Purchases of \$1,000 and over, but less than \$5,000 (Unbudgeted)

- Same procedure as above, with written justification for the purchase, forwarded to the City Administrator for approval.

Purchases of \$5,000 and over, but less than \$50,000 (Budgeted)

- Not less than three (3) **written** quotes should be received, if practicable unless the quote is from one of the coop programs listed in H. Quote(s) shall be attached to the purchase order and submitted through the appropriate levels for approval. Hard copies of quotes obtained shall be retained in the department's files for audit purposes.
- The following information will be required when using "no response" for one of the three bids/written quotes: Company name, contact person, phone number, and e-mail, if available.

Purchases of \$5,000 and over, but less than \$50,000 (Unbudgeted)

- Same procedure as above, with written justification for the purchase, submitted to the City Administrator for forwarding to City Council for approval.

- C. Competitive Bids.** All purchases of goods or services of \$50,000, or more, either individually or in aggregate purchases made over the course of one fiscal year, except for those "budgeted" purchases outlined in Section H below, shall be subject to the competitive bidding process and shall be let, by free and open competitive bidding after advertisement, to the lowest, responsible bidder or any other bidder whom the

City Council deems to have submitted the bid that is in the best interest of the City. All competitive bids of \$50,000 or more shall be approved by the City Council.

1. Upon authorization to proceed by the City Administrator, purchases must be accomplished through the formal request for bid or the request for proposal process with detailed written specifications. (see Request for Proposals Procedures below). The development of the written bid specifications may be a joint venture of the City Administrator and the requesting department.
2. Not less than three (3) **written** bids or proposals should be received.
3. **All purchases of \$50,000 and over must be submitted to the City Council for approval.**

D. Requests for Proposals (RFP) – Competitive sealed proposals commonly referred to as an RFP are similar to competitive bids but are generally reserved for instances where there may be multiple ways to accomplish a desired outcome. An RFP can be used for procurements of high-technology products and insurance.

The following steps should be followed when preparing RFPs:

1. Specifications are to be written using requirements or performance standards for goods or service.
2. Vendors submit proposals of their own design to satisfy the requirements or scope of service set forth in the proposal. Vendor proposals may incorporate entirely different hardware or services to accomplish the same performance requirement or scope.
3. Following the receipt of proposals, the City may enter into negotiations with as many vendors as have submitted feasible proposals in order to arrive at the best and/or most qualified proposal from each vendor.
4. Proposals of \$50,000 and over require approval of the City Council.

E. Requests Qualifications (RFQ) – The Professional Services Procurement Act prohibits using competitive bids to procure certain services defined by the Act, including but not limited to engineering, design, architectural, planning, and legal services. Section 252.022 of the Texas Local Government Code exempts procurement of personal, professional or planning services from competitive bidding requirements. The RFQ process involves describing the project and requesting submittals from interested entities to provide their qualifications to meet to meet the services required.

The following steps should be followed when preparing RFQs:

1. Describe the scope of services desired and include specific requirements for the submittals, such as including similar past projects, references and staff profiles to

be committed to the job. Also include expected performance standards and how the submittals will be judged.

2. Vendors submit their qualifications to satisfy the requirements or scope of service set forth in the request.
3. Following the receipt of submittals, the City will select the most qualified and enter into negotiations in order to develop a Professional Services agreement. If no agreement can be established with the first vendor, the City may move to the next best qualified and etc., until an agreement can be reached to be presented forward.
4. The purchase of professional services exceeding \$50,000 specifically require approval of the City Council. Purchases for lesser amounts may follow the same thresholds for approval; but for larger dollar amounts, City Council approval should still be sought.

F. Sole Source Purchases. Items available from only one source, as described by Section 252.022 of the Texas Local Government Code, are exempt from competitive bidding include the following:

- Items available from only one source because of patents, copyrights, secret processes, or natural monopolies
- Films, manuscripts, or books
- Gas, water, and other utility services
- Captive replacement parts or components for equipment
- Books, papers and other library materials for a public library available only from the persons holding exclusive distribution rights to the materials
- Management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facilities to which the organization has provided significant financial or other benefits

Sole source determination and approval must be given by the City Administrator before the purchase is made.

G. Emergency Purchases. Purchases described in Section 252.022 of the Texas Local Government Code are exempt from competitive bidding include the following:

- Procurement(s) made because of a public calamity requiring immediate appropriation of money to relieve the necessity of the City's residents or to preserve the property of the City
- Procurement(s) necessary to preserve or protect the public health or safety of the City's residents
- Procurement(s) necessary because of unforeseen damage to public machinery, equipment or other property

Emergency purchases and approval must be given by the City Administrator or Mayor before the purchase is made.

H. Other Exemptions from Competitive Bidding. The following are other purchases described in Section 252.022 of the Texas Local Government Code as being exempt from competitive bidding:

- Procurement of personal, professional or planning services
- Procurement for work performed and paid by the day as the work progresses
- Purchase of land or right-of-way
- Interlocal/cooperative purchasing contracts or agreements
- Miscellaneous other procurements as set forth in Section 252.022

I. Cooperative Purchasing. Cooperative purchasing is an option whereby local governments may save time and budget dollars by participating in purchasing programs. Pursuant to state law, two or more entities (state, federal or local governments) may coordinate some or all of their purchases (i.e. fuel, equipment, office furnishings, street materials, vehicles, etc.) for the mutual benefit of the entities concerned. All legally created interlocal government cooperative purchasing agreements must be approved by the City Council prior to using.

1. Implementation by:
 - a. Entering into a cooperative agreement with another governmental entity for a bid;
 - b. Two or more governments joining to purchase one or more goods/services jointly;
 - c. Buying from state contracts; or
 - d. Cooperative Purchasing Agreements currently authorized for City Use include: Houston-Galveston Administrative Council (HGAC); and Buy Board. (Verify with City Secretary before using to ensure current agreement is in place.)

III. Bid Procedures

A. Procedures for Competitive Bids or RFP/RFQ's In order to assist the City departments in their compliance with all purchasing laws, policies and procedures, each department soliciting competitive (formal) bids or proposals must abide by the following:

1. Every competitive (formal) bid, request for proposal (RFP) or request for qualifications (RFQ) should be assigned a bid number. The bid number can be obtained from the City Administrator. The requesting department must provide a

bid (project) name, opening date and time and location of the bid opening. For RFQ's and RFP's, the proposal (project) name, due date and time will be required.

2. The City Secretary shall be notified, and bid/proposal information provided to ensure the City Secretary legally advertises the bid/proposal in accordance with section 252.041 of the Texas Local Government Code. The City Secretary shall be responsible for all legal advertisements regarding competitive bids or proposals.
3. Departments may maintain a vendors' list of all vendors requesting to receive bids from the City; however, use of such list shall not circumvent the statutory advertisement for bid requirements of state law.
4. The City Administrator or his/her designee and the City Secretary will attend all bid openings to ensure compliance with the statutory bidding procedures.
5. The City Administrator and the requesting department director must make a consensus recommendation to the City Council concerning the bid or proposal award. The requesting department director must present the recommendation of award to the City Council.
6. No purchase order will be issued prior to the City Council approval.
7. Approval date and City resolution must be attached to and noted on the purchase order.
8. All approved contracts shall be attached to the purchase order.

B. Preparing the Competitive Bid Document. All competitive bids shall be issued using an Advertisement of Bids form approved by the City Administrator and City Attorney.

1. It is the responsibility of the respective departments to prepare the bid specifications. Consulting engineers/architects may also be directed by the City to prepare bid documents as well as administer or participate in the bid opening process.
2. All bid documents must generally contain the following information:
 - Advertisement for Bids
 - Cover sheet
 - General rules
 - Insurance documents
 - Reference sheet
 - Bid Form
 - Specifications or Special Provisions
3. After preparation of the bid document, it must be approved by the department director and City Administrator.

4. After approval at the department level, the completed bid specification document must be sent to the City Administrator's office for review and approval. The City Administrator's office will be responsible for forwarding the appropriate legal public notice information to the City Secretary for advertisement and placement on the calendar pursuant to state law.
5. After approval by the City Administrator's office, the bid may be mailed to prospective bidders as well as placed on-line, if applicable. Bid documents shall not be mailed to prospective bidders before the first public notice is placed in the newspaper in order to ensure all prospective bidders have the same amount of time to complete the bid document.

C. Additional Requirements for the Bid Document

1. A bid bond, cashier's check, certified check, or other approved security in an amount equal to ten percent (10%), or five percent (5%) in the case of engineering-related bids, of the bid is required to guarantee the successful bidder will sign a contract in the following instances: 1) the bid is for a construction project or 2) any other bid for which the City Administrator deems it necessary to protect the interest of the City.
2. When preparing the bid document, departments, in consultation with the City Administrator, should consider whether to require contractors to provide a performance bond if awarded the contract. In instances where the bid is for construction services or significant building improvements, it is customary to require the contractor to provide a performance bond. A performance bond issued by a surety company stipulates a legal, written obligation guaranteeing 100% payment for any financial loss caused by default of the contractor. When provided to the City of Haskell, it grants an assurance as to the performance and successful completion in accordance with the terms of the contract and assures payment of the taxes, licenses or assessments associated with the contract. The contractor shall provide the performance bond with the appropriate Labor and Material Bonds within ten (10) calendar days of award of bid. Bonds required to guarantee performance and payment for labor and material for the contract work shall be in a form acceptable to the City Attorney and shall provide that they shall not terminate upon completion of the work, but shall continue for a period of one (1) year to cover a warranty and maintenance period which Contractor agrees shall apply to all material and workmanship for one (1) year from the date of issuance of the final payment by the City. (Performance, Payment and Maintenance Bond templates may be found as Attachments 1, 2 & 3, respectively, to this document.)
3. During the term of the contract, the contractor shall provide the City with a Certificate of Insurance. The limits of liability shall be specified in the bid

document's General Terms and Conditions and shall include comprehensive general liability, auto liability, professional liability (required only where contracts are for professional services), workers' compensation (shall include a "waiver of subrogation"), and umbrella coverage. Limits of liability shall be stipulated by the City.

The aforementioned insurance requirements shall be fulfilled by the contractor by maintaining insurance policies which name the City, its officers, agents, employees, representatives and assigns as additional insureds. The contractor shall furnish to the City satisfactory proof of coverage by a reliable company or companies, before commencing any work. Such proof shall consist of certificates executed by the respective insurance companies and filed with the City together with executed copies of an "Additional Insured Endorsement" form. Said certificates shall contain a clause to the effect that for the duration of the contract, the insurance policy shall not be canceled, be allowed to expire or changed so as to the amount of coverage, only after written notification 30 days in advance has been given to the City. In addition, said certificates shall list the City and its officers, agents and employees as additional insureds on all required insurance policies, except the policies for professional liability.

4. All companies or individuals who wish to bid on a good or service must submit their bids in a sealed envelope before the deadline of the bid. BIDS RECEIVED AFTER THE DEADLINE SHALL NOT BE OPENED AND SHALL BE RETURNED TO COMPANY OR INDIVIDUAL. The sealed envelope must be labeled as required per the bid documents. Bid document packages should be made the day the ad is placed in the newspaper. It is the responsibility of each department to maintain bid lists for those goods or services for which they are responsible.
5. If a pre-bid conference is conducted, departments should specify in the Notice to Bidders whether or not attendance is a mandatory or optional condition of bidding. At the pre-bid conference, the responsible department should ensure all attendees sign a "sign-in" sheet to ensure compliance with this requirement of bidding and/or to ensure all bidders receive any and all issued addenda. Failure to attend a mandatory pre-bid conference shall disqualify a bidder from being awarded the contract unless, at the department's discretion, bidders are allowed to not attend by signing a waiver.
6. Based on questions received at the pre-bid conference or by other communications, departments should provide an Addendum to all those who received bids if the answers to the questions might impact the outcome of the bid results. Addendums should also be sent when clarifications are required.

D. Bid Opening Procedures. All sealed bids shall be publicly opened and read aloud by the City Secretary, or his/her designee, at the time and place stated in the legal notice. At least one other employee shall serve as witness and tabulate the bid results.

All proposals shall be open to public inspection, including the bid tabulations, following the bid opening. The following procedures must be completed prior to the bid opening:

1. The City Secretary will be responsible for reserving the location for the bid opening.
2. All bids must be received before the deadline on the day of the bid. City staff must be notified of the time and place of the bid opening, and reminded no bids are to be accepted after the deadline for accepting bids. Bids received via mail or in person must be date and time stamped and initialed by person receiving sealed bid packet.
3. A Bid Tabulation Form must be completed. During the bid opening, both the person opening the bids and the person tabulating the bids must sign the bid tabulation sheet as witnesses.

IV. Change Order Policy

State Law, Section 252.048, Texas Local Government Code sets forth certain criteria governing change orders relative to performance of a contract. The general policy of the City is that change orders are not allowed except for unavoidable or unforeseen circumstances that can be documented and ultimately determined that it is in the best interest, health, safety, and welfare of the City for the modifications in an approved contract be made. **All change orders shall be approved by the City Council.**

An original contract price may not be increased by more than twenty-five percent (25%) pursuant to Section 252.048(d), Texas Local Government Code. The original contract price may not be decreased under state law by more than twenty-five percent (25%) without the consent of the contractor.

Procedures for Submitting Change Orders

- Change orders shall be placed on the Council's agenda and shall be accompanied by a staff memorandum explaining the need for the contract revision.
- Change orders shall be numbered sequentially and shall bear the signature of the department director and/or the consulting engineer/architect if applicable. In instances where a final balancing change order (regardless of the amount) reduces the contract price, departments shall approve and authorize the Finance Department to close out the remaining encumbered funds (the project/contract).
- In special circumstances, a change order requiring City Council approval may be authorized by the City Administrator prior to being placed on the City Council agenda. If authorized, the department director shall proceed with placing the change order on the upcoming City Council agenda as outlined above.

V. Credit Card Payments

The City of Haskell shall seek to provide each department with corporate credit card authority for use in making purchases. Each Department Director is responsible for the security of the credit card(s) assigned to the respective department and should not permit their use for means/purposed other than those permitted by the City Employee Manual and/or authorized by the Department Director. Credit cards shall not be used for any personal expenses. Credit cards shall not be used to circumvent the normal payment process.

Compliance Credit card abuse, including but not limited to failure to provide expense reports within three (3) working days of return to work from City-authorized travel or conferences resulting in credit card use; failure to provide receipts of credit card use/expenditures; falsifying expense reports; or submitting false claims will result in disciplinary action, up to and including termination of employment. Credit card charges not substantiated by a receipt must be reimbursed by the credit card user at time of receipt of the monthly credit card statement.

The Human Resources Coordinator shall maintain credit card use acknowledgement forms and/or copies of departmental use policies authorized by each Department Director. The Human Resources Director shall request all credit cards to be returned prior to termination of employment and no final pay shall be made to terminated employee until cards have been received by the Human Resources Director.

ITEM 12

Discuss, Consider, and Possibly Act on Interlocal Agreement with Haskell County for Animal Control Services (Winston Stephens, City Administrator)

Executive Summary: Haskell County needs Animal Control Services. This interlocal agreement will allow the city to provide services in unincorporated areas of the County.

Suggested Action: I, _____ move that the City Council (approve/not approve) Interlocal Agreement with Haskell County for Animal Control Services.

Seconded by _____ in Favor; _____ Opposed; _____ Abstained

Notes: _____

ITEM 13

Discuss, Consider, and Possibly Act on Ordinance 08132024-1 to Update the City of Haskell's Fee Schedule (Winston Stephens, City Administrator)

Executive Summary: The City's Fee Schedule needs to be updated to reflect the fees changes for the City of Haskell. This fee schedule update reflects the new fees to be charged. The highlighted sections in the attached Exhibit B are the only changes from the last update.

Suggested Action: I, _____ move that the City Council (approve/not approve) Ordinance 08132024-1 amending the City of Haskell Fee Schedule for Fiscal Year 2024.

Seconded by _____ in Favor; _____ Opposed; _____ Abstained

Notes: _____

INTERLOCAL AGREEMENT

STATE OF TEXAS §
 §
COUNTY OF HASKELL §

This Interlocal Agreement (the “Agreement”) is made and entered into to be effective on the 13th day of August 2024, by and between Haskell County, Texas (the “County”), a political subdivision of the State of Texas, and the City of Haskell, a Texas general-law municipality situated in Haskell County, Texas (the “City”).

RECITALS

WHEREAS, the City and the County, as political subdivisions, are authorized by the Interlocal Cooperation Act, Chapter 791 of the Texas Government Code, to enter into agreements with other political subdivisions, for the purpose of fulfilling and implementing their respective public and governmental purposes, needs, objectives, and programs;

WHEREAS, the City has appointed an Animal Control Officer “ACO”, who is legally authorized to perform animal control services within City limits by enforcing Title X, Chapters 821-829 of the Texas Health & Safety Code;

WHEREAS, for any requests for animal control services within the unincorporated areas of the County (excluding incorporated cities within the county) but outside of the Haskell City limits, the County wishes to use the services of the Animal Control Officer to also serve as the County Animal Control Officer to enforce Title X, Chapters 821-829 of the Texas Health & Safety Code; and

WHEREAS, the City and the County have determined that the terms of this Agreement will promote efficiency in governmental operations to aid the citizens of the County and the City.

AGREEMENT

In consideration of the mutual covenants and agreements herein, the parties agree as follows:

1. Animal Control Officer. The County shall appoint the Animal Control Officer as the Animal Control Officer of the County (for only unincorporated areas). The City agrees to notify the County if the person who is serving as the Animal Control Officer changes.

2. County Animal Control Services. The Animal Control Officer will perform animal control services in the unincorporated areas of the County upon request of the County Judge or Haskell County Sheriff’s Office, and after notice to the City Administrator or Animal Control Services Officer. When performing said animal control services for the County, the Animal Control Officer is acting as the County Animal Control Officer and on behalf of the County to enforce Title X, Chapters 821-829 of the Texas Health & Safety Code. The Animal Control Officer is not responsible for animal control services in incorporated areas of the county. Further, the Animal Control Officer will not serve in a patrol capacity within the county, but rather in an as needed capacity agreed to by the City and the County on a case-by-case basis to handle incidents as requested by the County and approved

by the City. The Sheriff's Department must accompany the Animal Control Service Officer on a county request for animal control services within the county.

3. Payment to City; Reimbursement. The City is responsible for imposing a fee for its animal control services and shall be entitled to keep the entire fee collected for services performed as the County Animal Control Officer. The fee will follow any established city fee schedule for animal control services. Any unreimbursed expenses incurred by the City for County animal control services are the County's financial responsibility. The City will invoice the County for animal control services for each incident performed within the County and the County will pay the invoice within thirty (30) days of invoice receipt.

4. Livestock. Pursuant to State law, the Sheriff's Office will assist the City with any livestock control or enforcement issues within the City at the request of the City Administrator or Animal Control Officer. The Animal Control Officer must accompany the Sheriff's Office for City requests requiring Sheriff's Office livestock control/enforcement. The County will not assess costs to the city for services.

5. Liability; No Waiver of Immunity. To the extent authorized by the Constitution and the laws of the State of Texas, the City and the County agree that each shall be responsible for its own actions and those of its officials, employees, and representatives pursuant to and within the scope of this Agreement or amendment hereto. It is expressly understood and agreed by the City and the County that neither shall be held liable for the actions of the other or any of the other's officials, employees or representatives while in any manner furnishing services hereunder. Each party to this Agreement expressly waives all claims against the other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this Agreement, not due to the negligence, fraud, or illegal conduct of the other party. It is expressly understood and agreed that under this Agreement neither party waives, nor shall be deemed to waive, any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

6. General Provisions

(a) *Term.* The initial term of this Agreement shall be for a period of one (1) year commencing on August 13, 2024 (the "Effective Date") and ending August 12, 2025. This Agreement shall renew automatically on August 13 of each following year unless either party gives the other party written notice of its intent not to renew the Agreement no later than May 1 in the year of the current term.

(b) *Breach.* If any party fails to comply with any provision of this Agreement, either of the other parties shall send written notice of that fact to the breaching party. The Agreement will terminate, as to the breaching party, if the breach is not cured within sixty (60) days after the date notice is received. A waiver by any party of any breach of this Agreement will not operate as a waiver of any other breach of this Agreement. Each party will exercise good faith to avoid breach and/or litigation.

(c) *Governmental Function.* The City and the County agree that the functions performed by the City and the County under this Agreement are governmental functions.

(d) *Current Revenues.* The City and the County shall use current revenues to pay their obligations under this Agreement.

(e) *Venue.* All parties agree that exclusive venue for any action arising from this Agreement will lie in the 39th Judicial District Court located in Haskell County, Texas.

(f) *Severability.* If any portion of this Agreement is found to be invalid or unenforceable, the remaining provisions will remain in full force and effect and the parties will negotiate in good faith to substitute for such invalid, illegal, or unenforceable provision with a mutually acceptable provision consistent with the original intentions of the parties.

(g) *No Waiver of Defense.* Nothing in this Agreement will be construed to waive, modify, or amend any legal defense available to Haskell County or the City of Haskell, or any past or present commissioner, councilmember, officer, agent, or employee, including but not limited to governmental immunity from suit as provided by law.

(h) *Assignment.* This Agreement may not be assigned by any party without the express written consent of the other parties.

(i) *Independent Contractors.* The parties to this Agreement are independent contractors. No party will have any rights, power, or authority to act or create an obligation, express or implied, on behalf of another party except as specified in this Agreement.

(j) *Good Faith.* This good faith agreement is made for the purpose of the Sheriff's Office requesting and utilizing the City's Animal Control Officer in circumstances which the Sheriff's Office is not equipped to handle.

THE ABOVE AGREEMENT WAS DULY APPROVED BY THE COMMISSIONERS COURT OF HASKELL COUNTY, TEXAS, ON THE _____ DAY OF _____ 2024.

Kenny Thompson, County Judge

ATTEST:

Belia Abila, County Clerk

THE ABOVE AGREEMENT WAS DULY APPROVED BY THE CITY COUNCIL OF THE CITY OF HASKELL, TEXAS, ON THE _____ DAY OF _____ 2024.

Christina Isbell, Mayor

ATTEST:

Misti Bartley, City Secretary

CITY OF HASKELL FY 2024 FEE SCHEDULE Exhibit B

ARTICLE A1.00 GENERAL PROVISIONS

The city hereby adopts the fee schedule below and imposes the fees set forth therein upon the services, activities, events, materials, and supplies that are described therein. These rates shall be collected by the city in accordance with any applicable city ordinances that more particularly describe the fee to be collected.

ARTICLE A2.00 ANIMAL CONTROL AND CODE ENFORCEMENT

(a) **Registration Fee**

Dangerous Dog registration - \$100.00

(b) **Impoundment fee per animal**

Dogs and Cats - \$50.00

Other small animals (sheep, swine, goats, etc.) - \$50.00

Large animals (horses, cows, etc.) - \$100.00

(c) **Boarding fees per day or partial day per animal**

Dogs, cats, other small animals - \$10.00

Large animals - \$25.00

(d) **Miscellaneous fees**

Animal Adoption Fee - \$25.00

County Services - \$

Euthanasia fee - \$25.00

Relinquishment fee - \$25.00

(e) **Recreational Vehicle**

Recreational Vehicle Permit fee - \$10.00

Recreational Vehicle Inspection fee - \$15.00

ARTICLE A3.00 BUILDING AND DEVELOPMENT

- (a) **Building Permit - \$20.00**
- (b) **Abatement**
Based on hourly wages, equipment cost, time to complete
- (c) **Zoning Application Fee - \$100.00**
- (c) **Fire Inspection - \$100.00**

ARTICLE A4.00 CIVIC CENTER

- (a) Civic Center Building (entire building with alcohol): \$850.00 per day
 - a. Cleaning Fee \$100.00
 - b. Security Fee \$300.00 (2 peace officers required for events with alcohol at \$150.00 each)
- (b) Civic Center Building (entire building with no alcohol): \$450.00 per day
 - a. Cleaning Fee \$75.00
- (c) Half of Civic Center Building (Kitchen & Dining Room): \$175.00 per day
 - a. Cleaning Fee \$50.00
- (d) Conference Room: \$100.00 per day
- (e) Deposit (refundable): \$200.00 (to rent the entire building)

ARTICLE A5.00 UTILITIES

- (a) Security Deposit:
 - a. Residential Customers \$140.00
 - b. Commercial Customers \$140.00
 - c. Tenants \$140.00
- (b) Delinquent Account Fees:
 - a. Late Payment Fee 10% of total bill
 - b. Reconnection Fee \$50.00
- (c) Water Rate Schedule

	<i>Inside City Limits(R1)</i>	<i>Outside City Limits(R2)</i>
First 3,000 gallons (minimum)	\$35.50	\$47.50
4,000 to 7,000 gals. per thousand	\$6.00	\$6.50
8,000 to 9,000 gals per thousand	\$8.00	\$8.50
10,000 gallons	\$10.00	\$10.00
11,000 gallons and up	\$12.00	\$12.00
- (d) Sewer Service Charges:

	<i>Inside City Limits(S1)</i>	<i>Outside City Limits(S2)</i>
First 3,000 gals. (minimum)	\$16.50	\$22.00
Over 3,000 gals per thousand	\$2.00	\$2.00

(e) Garbage Rates:

Residential Rate: \$29.33

Commercial Rates:

1.5 Yard Container once per week/per month (1x)					\$38.34		
Shared - On Square					\$81.18		
		1x	2x	3x			
Shared - Not On Square					\$62.08	\$71.63	\$81.18
# of Containers	Size	1x	2x	3x	4x	5x	
1	3 Yard	\$62.08	\$124.17	\$186.24	\$248.33	\$310.42	
2	3 Yard	\$124.17	\$248.33	\$372.50	\$496.67	\$620.84	
3	3 Yard	\$186.24	\$372.50	\$558.75	\$745.00	\$931.25	
4	3 Yard	\$248.33	\$496.67	\$745.00	\$993.34	\$1241.66	
5	3 Yard	\$310.42	\$620.84	\$931.25	\$1241.66	\$1552.08	
6	3 Yard	\$372.50	\$745.00	\$1117.51	\$1490.00	\$1862.51	
7	3 Yard	\$434.58	\$869.18	\$1303.75	\$1738.33	\$2172.92	
# of Containers	Size	1x	2x	3x	4x	5x	
1	4 Yard	\$82.78	\$165.55	\$248.33	\$331.11	\$413.88	
2	4 Yard	\$165.55	\$331.11	\$496.67	\$662.22	\$827.77	
3	4 Yard	\$248.33	\$496.67	\$745.00	\$993.34	\$1241.66	
4	4 Yard	\$331.11	\$662.22	\$993.34	\$1324.44	\$1655.56	
5	4 Yard	\$413.88	\$827.77	\$1241.66	\$1655.56	\$2069.45	
6	4 Yard	\$496.67	\$993.34	\$1490.00	\$1986.67	\$2483.34	
7	4 Yard	\$579.44	\$1158.89	\$1738.33	\$2317.79	\$2897.23	

Roll Off Pricing – Residential & Commercial:

(a) Delivery/Drop Fee	\$168.68
(b) Haul	\$354.23
(c) Disposal Per Ton	\$30.36
(d) End Dump Trailer Haul	\$354.23
(e) End Dump Trailer Haul Disposal Per Ton	\$30.36
(f) Water Tap=3/4"	\$806.18
Water Tap=1"	\$1,008.38
Water Tap=2"	\$2,163.70
(g) Sewer Tap=4" standard	\$450.00
(h) RV Park	
First Night	Free
Nightly after free night	\$20.00
Weekly	\$120.00
Monthly	\$450.00

ARTICLE A6.00 AIRPORT, PARKS, AND FACILITIES

- (a) Airport
 - Fuel per gallon \$4.00 - \$6.00
 - Hanger Rent \$125.00

- (b) Pool
 - Youth (Ages 4-17) \$2.00
 - Adults (18+) \$4.00
 - Pool Rental for 2 hours \$75.00
 - Swim Lessons per individual \$25.00

- (c) Country Club
 - Social Membership \$20.00
 - Membership Dues \$55.00
 - Cart Shed \$20.00
 - Green Fee (9 holes) \$10.00
 - Green Fee (18) \$20.00

 - Club Rental Fees:
 - Non-Members \$400.00
 - Member (All Day Rental) \$225.00
 - Member (1/2 Day Rental) \$125.00
 - Pool Rental for 2 hours (Members only) \$125.00
 - Pool Rental with Club House \$75.00

 - Refundable Cleaning Deposit (All Rentals) \$100.00

- (d) Pavilion Rental
 - (1) Deposit (refundable): \$150.00
 - (2) Resident Fee: \$45.00
 - (3) Nonresident Fee: \$90.00

ARTICLE A7.00 ADMINISTRATIVE FEES

- (a) Returned check fee: \$35.00
- (b) Fee for credit card payment by phone or in person: 3% of total charge

ARTICLE A8.00 BUSINESS FEES

- (a) Solicitors Fee: \$75.00
- (b) Mobile Food Vendor: \$75.00

(c) Wine & Beer Off Premise Permit: \$100.00

ITEM 14

Hold a Public Hearing Regarding Substandard Structure located at 203 North Ave D (Steven Townsend, Code Enforcer)

Executive Summary: This hearing is for the substandard structure located at 203 North Ave D, belonging to Samuel & Elena Villarreal (Deceased). Notices were mailed to all possible heirs. Included in the packet are all letters with tracking, Structural Standards Reports, hearing notices and pictures of the property.

Hearing Opens at: _____ a.m.

Notes: _____

Hearing Closes at: _____ a.m.

ITEM 15

Discuss, Consider, and/or Possibly Act on Substandard Structure located at 203 North Ave D (Steven Townsend, Code Enforcer)

Executive Summary: This agenda item is a follow-up to the public hearing regarding the substandard structure at 203 North Ave D. This allows the City Council to discuss, consider, and possibly act on this request.

Suggested Action: I _____ move that the City Council find the property to be substandard and (order the property to be fixed /order the property to be torn down) at 203 North Ave D.

Seconded by _____ in Favor; _____ Opposed; _____ Abstained

Notes: _____

ITEM 16

Hold a Public Hearing Regarding Substandard Structure located at 901 North 2nd Street (Steven Townsend, Code Enforcer)

Executive Summary: This hearing is for the substandard structure located at 901 North 2nd Street, belonging to Megan Martinez & Hugo Ramirez. Notices were mailed to all possible heirs. Included in the packet are all letters with tracking, Structural Standards Reports, hearing notices and pictures of the property.

Hearing Opens at: _____ a.m.

Notes: _____

Hearing Closes at: _____ a.m.

ITEM 17

Discuss, Consider, and/or Possibly Act on Substandard Structure located at 901 North 2nd Street (Steven Townsend, Code Enforcer)

Executive Summary: This agenda item is a follow-up to the public hearing regarding the substandard structure at 901 North 2nd Street. This allows the City Council to discuss, consider, and possibly act on this request.

Suggested Action: I _____ move that the City Council find the property to be substandard and (order the property to be fixed /order the property to be torn down) at 901 North 2nd Street.

Seconded by _____ in Favor; _____ Opposed; _____ Abstained

Notes: _____

ITEM 18

Hold a Public Hearing Regarding Substandard Structure located at 607 North 2nd Street (Steven Townsend, Code Enforcer)

Executive Summary: This hearing is for the substandard structure located at 607 North 2nd Street, belonging to Bobby & Sheila Wolf (Deceased). Notices were mailed to all possible heirs. Included in the packet are all letters with tracking, Structural Standards Reports, hearing notices and pictures of the property.

Hearing Opens at: _____ a.m.

Notes: _____

Hearing Closes at: _____ a.m.

ITEM 19

Discuss, Consider, and/or Possibly Act on Substandard Structure located at 607 North 2nd Street (Steven Townsend, Code Enforcer)

Executive Summary: This agenda item is a follow-up to the public hearing regarding the substandard structure at 607 North 2nd Street. This allows the City Council to discuss, consider, and possibly act on this request.

Suggested Action: I _____ move that the City Council find the property to be substandard and (order the property to be fixed /order the property to be torn down) at 607 North 2nd Street.

Seconded by _____ in Favor; _____ Opposed; _____ Abstained

Notes: _____

ITEM 20

Hold a Public Hearing Regarding Substandard Structure located at 206 South Ave I (Steven Townsend, Code Enforcer)

Executive Summary: This hearing is for the substandard structure located at 206 South Ave I, belonging to Investtexas Real Estate Investments, LLC. Included in the packet are all letters with tracking, Structural Standards Reports, hearing notices and pictures of the property.

Hearing Opens at: _____ a.m.

Notes: _____

Hearing Closes at: _____ a.m.

ITEM 21

Discuss, Consider, and/or Possibly Act on Substandard Structure located at 206 South Ave I (Steven Townsend, Code Enforcer)

Executive Summary: This agenda item is a follow-up to the public hearing regarding the substandard structure at 206 South Ave I. This allows the City Council to discuss, consider, and possibly act on this request.

Suggested Action: I _____ move that the City Council find the property to be substandard and (order the property to be fixed /order the property to be torn down) at 206 South Ave I.

Seconded by _____ in Favor; _____ Opposed; _____ Abstained

Notes: _____

ITEM 22

Discuss, Consider, and Possibly Act on Record Vote for FY 2025 Proposed Tax Rate (Winston Stephens, Interim City Administrator)

Executive Summary: The City annually sets a proposed property tax rate for the upcoming fiscal year. The proposed property tax rate for Fiscal Year 2025 was presented to City Council at the budget workshop held on July 30th. The Fiscal Year 2025 proposed budget is based on a proposed property tax rate of \$0.474931 per \$100 of value. This is a decrease of \$0.036603, per \$100 of value, in the tax rate from the prior tax year. The No-New-Revenue Tax Rate and Voter-Approval Tax Rate have both been calculated by the Haskell County Appraisal District (HCAD) based on the certified appraisal roll. The proposed date for the final adoption of the tax rate for the City of Haskell is September 10th.

This agenda item and action does not adopt the tax rate but sets the maximum tax rate that the City Council will consider adopting as part of the budget process. This rate is then used for publication of the City's required tax rate notice.

- The FY 2025 Proposed Tax Rate is .474931 per \$100
- The FY 2024 Preceding Year's Tax Rate is .511534 per \$100
- The FY 2025 No-New-Revenue Rate is .452734 per \$100
- The FY 2024 Voter-Approval Tax Rate is .511534 per \$100
- The FY 2024 De minimis Tax Rate is .765599 per \$100

The City's proposed tax rate exceeds the No-New-Revenue Tax Rate but does not exceed the Voter-Approval Tax Rate, which does require the City to hold one public hearing on the tax rate, based on Senate Bill 2, which was passed in 2019 by the Texas Legislature. A tax rate of .474931 per \$100 valuation will generate a total of \$747,060 in tax revenue to the City, at a 98% collection rate.

Suggested Action: I, _____, move that the City Council (approve/not approve) setting a proposed tax rate of \$0.474931 per \$100 valuation to be adopted on August 13, 2024.

Second by: _____ **A Record Vote is Required**

____ JA ____ JP ____ BP ____ LF ____ EL

ITEM 23

Discussion on Park Project Funding (Jason Pelz, Mayor Pro Tem)

Notes: _____

ITEM 24

Council Future Agenda Items

Notes: _____

ITEM 25

Motion to Adjourn

Adjourned at _____ a.m.