



Regular Meeting of the Board of Directors

City of Texarkana, Arkansas

216 Walnut Street

Agenda - Monday, March 07, 2022 - 6:00 PM

Call to Order

Roll Call

Invocation given by Director Terry Roberts.

Pledge of Allegiance led by District Court Clerk Karen Reed.

CITIZEN COMMUNICATION

A limit of five (5) minutes per person is allotted for citizens to express their concerns to the Board of Directors, with a maximum of fifty (50) minutes reserved for Citizens Communication. The Board of Directors cannot respond to citizens' concerns during this time.

Be respectful of the Board of Directors, city staff, and the public by refraining from abusive conduct, personal charges, or verbal attacks.

PRESENTATION(S)

1. Proclamation declaring Tuesday, March 8, 2022, as “Les Minor Day” for recognition of his service to the community. (ADMIN)
2. Presentation of the City of Texarkana, Arkansas Employee Service Awards. (CCD)

CONSENT

3. Approval of the minutes of the rescheduled regular meeting February 22, 2022. (CCD) City Clerk Heather Soyars
4. Adopt a resolution authorizing the City Manager to enter into a contract with RBIS, LLC, for the Chelsea Street and Delaware Street 6” Water Main Project. (TWU) Interim Executive Director Gary Smith
5. Adopt a Resolution reappointing City staff to the Personnel Policy Committee: TAPD Finance Officer Dara Cornett, Assistant Public Works Director Tracie Lee and Deputy Clerk Jenny Narens. (CCD) City Clerk Heather Soyars

REGULAR

6. Adopt a Resolution accepting the 2021 Public Facilities Board Annual Report. (Admin) City Manager E. Jay Ellington

7. Adopt a Resolution accepting a donation of land located at 121 Jackson Street. (Admin) City Manager E. Jay Ellington
8. Adopt an Ordinance amending Ordinance No. M-123 to amend the City's Financial Policy. (FIN) Finance Director TyRhonda Henderson
9. Adopt an Ordinance to amend Ordinance No. M-59 to update the purchasing policy for recent changes in State Statute. (FIN) Finance Director TyRhonda Henderson

BOARD OF DIRECTORS' COMMENTARY

CITY MANAGER REPORT

NEXT MEETING DATE: Monday, March 21, 2022

ADJOURN

2022 City Calendar

Hearts for Arts - Downtown Live - Friday, March 11, 2022

Hearts for Arts - 1894 Trade Days - Saturday, March 12, 2022

**2022 College Fair at the Texarkana Rec Center - Tuesday, April 5, 2022
@ 5:00 PM - 8:00 PM**

Twin City Meat Up & 5K - Friday & Saturday, April 22-23, 2022

Gateway Farmer's Market – Opening Saturday, May 7, 2022

The Greater Texarkana Autism Awareness Fundraiser - Saturday, May 21, 2022



CITY OF TEXARKANA, AR

BOARD OF DIRECTORS

AGENDA TITLE:	Proclamation declaring Tuesday, March 8, 2022, as “Les Minor Day” for recognition of his service to the community. (ADMIN)
AGENDA DATE:	March 7, 2022
ITEM TYPE:	Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Other <input checked="" type="checkbox"/> : Proclamation
DEPARTMENT:	Admin
PREPARED BY:	Heather Soyars
REQUEST:	Proclamation
EMERGENCY CLAUSE:	N/A
SUMMARY:	Proclamation
EXPENSE REQUIRED:	N/A
AMOUNT BUDGETED:	N/A
APPROPRIATION REQUIRED:	N/A
RECOMMENDED ACTION:	
EXHIBITS:	Proclamation



CITY OF TEXARKANA, AR

BOARD OF DIRECTORS

AGENDA TITLE: Presentation of the City of Texarkana, Arkansas Employee Service Awards. (CCD)

AGENDA DATE: March 7, 2022

ITEM TYPE: Ordinance Resolution Other : Presentation

DEPARTMENT: City Clerk Department

PREPARED BY: Heather Soyars, City Clerk

REQUEST: Presentation of employee service awards.

EMERGENCY CLAUSE: N/A

SUMMARY: Employee Service Awards:

Marian Holder	TAFD-Admin	10 Years
David Fletcher	TAFD	30 Years
Garrett Baker	TWU	5 Years
Robert Poelstra	TWU	5 Years
James Daffern	TWU	10 Years

EXPENSE REQUIRED: N/A

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

**RECOMMENDED
ACTION:** N/A

EXHIBITS: None



CITY OF TEXARKANA, AR

BOARD OF DIRECTORS

AGENDA TITLE:	Approval of the minutes of the rescheduled regular meeting February 22, 2022. (CCD) City Clerk Heather Soyars
AGENDA DATE:	March 7, 2022
ITEM TYPE:	Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Other <input checked="" type="checkbox"/> : Minutes
DEPARTMENT:	City Clerk Department
PREPARED BY:	Heather Soyars, City Clerk
REQUEST:	Approval of meeting minutes.
EMERGENCY CLAUSE:	N/A
SUMMARY:	Approval of meeting minutes
EXPENSE REQUIRED:	N/A
AMOUNT BUDGETED:	N/A
APPROPRIATION REQUIRED:	N/A
RECOMMENDED ACTION:	The City Clerk recommends Board approval.
EXHIBITS:	Meeting minutes.



Rescheduled Regular Meeting of the Board of Directors

City of Texarkana, Arkansas
216 Walnut Street

Minutes - Tuesday, February 22, 2022 - 6:00 PM

Assistant Mayor Hollibush called the meeting to order at 6:00 PM.

PRESENT: Ward 1 Director Terry Roberts, Ward 2 Director Laney Harris, Assistant Mayor Ward 3 Steven Hollibush, Ward 4 Director Ulysses Brewer, and Ward 5 Director Barbara Miner

ALSO, PRESENT: City Manager E. Jay Ellington, City Attorney George Matteson, City Clerk Heather Soyars and Deputy City Clerk Jenny Narens.

ABSENT: Mayor Brown and Ward 6 Director Jeff Hart.

Invocation given by Assistant Mayor Hollibush.

Pledge of Allegiance led by City Clerk Heather Soyars.

CITIZEN COMMUNICATION

Bernice Dinkins, 204 Eastside Drive, wanted an update regarding Nix Creek.

Shante Hall, 2708 Beech Street, spoke about the benefits of using solar panels for energy.

PRESENTATION(S)

1. LifeNet presentation given by CEO David Baumgardner. (Admin)

David Baumgardner, LifeNet CEO, gave a presentation regarding the benefits of LifeNet services and being a LifeNet employee.

CONSENT

Director Roberts made the motion to adopt the Consent agenda, Seconded by Director Brewer. The motion carried and the following items were approved:

2. Approval of the minutes of the regular meeting February 7, 2022. (CCD) City Clerk Heather Soyars
3. Resolution No. 2022-16 authorized the purchase of five (5) 2022 Ford Hybrid Police Interceptor vehicles for the Texarkana, Arkansas Police Department. (TAPD) Capt. James Atchley

REGULAR

Director Harris made a motion to add definitions of Emergency Medical and Pain Care, and Emergency Medical Service (EMS) to section 7, medical costs, and fees of the Interlocal Agreement. Motion failed for lack of second. * Amendment statement attached. *

4. Ordinance No. 5-2022 amended Ordinance No. 4-2022 and approved the amendments to the Interlocal Agreement with Miller County for housing Municipal Prisoners at the Miller County Detention Center. (Admin)

Director Miner made the motion to suspend the rules and place the ordinance on its first reading in abbreviated form, Seconded by Director Roberts.

Voting Yea: Director Roberts, Director Harris, Assistant Mayor Hollibush, Director Brewer, and Director Miner.

The motion carried 5-0 and the ordinance was read the first time in abbreviated form.

Motion to suspend the rules and place the ordinance on its second reading in abbreviated form made by Director Roberts, Seconded by Director Miner.

Voting Yea: Director Roberts, Director Harris, Assistant Mayor Hollibush, Director Brewer, and Director Miner.

The motion carried 5-0 and the ordinance was read the second time in abbreviated form

Motion to suspend the rules and place the ordinance on its third and final reading in abbreviated form made by Director Miner, Seconded by Director Roberts.

Voting Yea: Director Roberts, Director Harris, Assistant Mayor Hollibush, Director Brewer, and Director Miner.

The motion carried 5-0 and the ordinance was read the third and final time in abbreviated form.

Motion to adopt the ordinance made by Director Roberts, Seconded by Director Miner.

Assistant Mayor Hollibush asked if anyone would like to speak for or against this ordinance.

Director Harris said the reason behind his amendment to section 7, was due to the death of a previous inmate that was denied medical care.

Director Brewer stated the reason he did not move forward with Director Harris' amendment was because the City Attorney said it was already covered under the constitution.

Voting Yea: Director Roberts, Director Harris, Assistant Mayor Hollibush, Director Brewer, and Director Miner.

The motion carried 5-0 and the Assistant Mayor declared the ordinance adopted.

An emergency clause is requested. An emergency clause requires a separate and distinct vote of the board and is valid only if there is a two-thirds vote of approval by the Board.

Motion to enact the emergency clause made by Director Roberts, Seconded by Director Brewer.

Assistant Mayor Hollibush asked if anyone would like to speak for or against the emergency clause.

No one came forward.

Voting Yea: Director Roberts, Director Harris, Assistant Mayor Hollibush, Director Brewer, and Director Miner.

The motion carried 5-0 and the Assistant Mayor declared the emergency clause enacted.

BOARD OF DIRECTORS' COMMENTARY

Director Harris mentioned the Black History Parade would be held downtown this Saturday, February 26, 2022, at 10:00 AM.

Assistant Mayor Hollibush said the Rec Center had a great turnout for the Ribbon Cutting last week and the Grand Opening this past weekend. He wanted to thank everyone that was involved in these events.

CITY MANAGER REPORT

City Manager E. Jay Ellington gave the following report:

- He said at this week's meeting, he would be discussing the Plaza Project with the Advertising & Promotion Committee.
- There would be a joint City tour of the Hotel Grim this week.
- Mr. Ellington said each Board member should have received a management report and a city manager report.
- He said the Ribbon Cutting and the Grand Opening of the Rec Center last week was a great success.
- Each Board member received the January financials and an updated City Calendar.
- He said Director Brewer, Director Roberts, and himself were attending the citizen's police academy tonight at the range right after the meeting.

NEXT MEETING DATE: Monday, March 7, 2022

ADJOURN

Motion to adjourn made by Director Miner, Seconded by Director Roberts.

Voting Yea: Director Roberts, Director Harris, Assistant Mayor Hollibush, Director Brewer, and Director Miner.

The motion carried 5-0 and the meeting adjourned at 7:06 PM.

APPROVED this the 7th day of March 2022.

Allen L. Brown, Mayor

Heather Soyars, City Clerk



CITY OF TEXARKANA, AR

BOARD OF DIRECTORS

AGENDA TITLE:	Adopt a resolution authorizing the City Manager to enter into a contract with RBIS, LLC, for the Chelsea Street and Delaware Street 6” Water Main Project. (TWU) Interim Executive Director Gary Smith
AGENDA DATE:	March 7, 2022
ITEM TYPE:	Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Other <input type="checkbox"/> : _____
DEPARTMENT:	Texarkana Water Utilities
PREPARED BY:	Gary Smith, P.E., Interim Executive Director

REQUEST:	Resolution authorizing the City Manager to enter into a contract for the Chelsea Street and Delaware Street 6” Water Main Project.
EMERGENCY CLAUSE:	N/A

SUMMARY:	Resolution authorizing the City Manager to enter into a contract for the Chelsea Street and Delaware Street 6” Water Main Project in an amount not to exceed \$180,005.83. Bids were received Tuesday, February 22, 2022, for the Chelsea Street and Delaware Street 6” Water Main Project. Five contractors bid on the project. RBIS, LLC of Texarkana, Arkansas, was the low bidder with a low Base Bid of \$180,005.83. This project consists of the placement of approximately 1,040 linear feet of six-inch (6”) water main, fire hydrants, seeding, and all associated work and appurtenances. Funds are available in the Utility’s 2021-2022 Budget in the Arkansas Infrastructure Fund.
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EXPENSE REQUIRED:	\$180,005.83
AMOUNT BUDGETED:	\$180,005.83
APPROPRIATION REQUIRED:	\$180,005.83

RECOMMENDED ACTION:	Utility staff recommends approval.
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EXHIBITS:	Resolution, ATTH 01 Bid Summary, ATTH 02 Bid Tabulation
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RESOLUTION NO. _____

WHEREAS, upon advertisement, a low bid in the amount of \$180,005.83 was submitted to Texarkana Water Utilities (TWU) by RBIS, LLC, for the Chelsea Street and Delaware Street 6" Water Main Project; and

WHEREAS, funds are available in the 2021-2022 Arkansas Infrastructure Fund; and

WHEREAS, the City Manager and Utility staff recommend Board approval;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the City of Texarkana, Arkansas, that the City Manager is authorized to enter into a contract with RBIS, LLC, for the work and in the amounts described above, upon the terms so indicated, and, further, the budget is amended accordingly.

PASSED AND APPROVED this 7th day of March, 2022.

Allen L. Brown, Mayor

ATTEST:

Heather Soyars, City Clerk

APPROVED:

George Matteson, City Attorney

Bid Tabulation
 CHELSEA ST AND DELAWARE ST
 PROPOSED 6" WATER MAIN PROJECT
 Project No. 61-000-135157-A152201
 FEBRUARY 22, 2022

ATTH 02

BASE BID:				Kampco, Inc.		RBIS, LLC	
				Texarkana, AR		Texarkana, TX	
Item	Quantity	Unit	Description	Unit Price	Total Bid	Unit Price	Total Price
1	1	LS	Mobilization, Bonds, & Submittals	\$10,985.00	\$10,985.00	\$11,800.00	\$11,800.00
2	10	STA	Right of Way Preparation	\$1,448.00	\$14,480.00	\$830.00	\$8,300.00
3	825.99	LF	6" PVC C-900 Water Pipe by Open Cut	\$46.00	\$37,995.54	\$33.00	\$27,257.67
4	35	LF	6" PVC C-900 Water Pipe by Bore	\$119.00	\$4,165.00	\$125.00	\$4,375.00
5	96	LF	6" Ductile Iron (DIP) Water Pipe by Open Cut	\$102.00	\$9,792.00	\$60.00	\$5,760.00
6	29	LF	6" Ductile Iron (DIP) Water Pipe Inside Casing	\$140.00	\$4,060.00	\$153.00	\$4,437.00
7	54.16	LF	6" Certa-Lok C-900 PVC Pipe Inside Casing	\$107.00	\$5,795.12	\$51.00	\$2,762.16
8	51	LF	12" Steel Casing by Bore	\$175.00	\$8,925.00	\$216.00	\$11,016.00
9	29	LF	12" Steel Casing by Open Cut	\$108.00	\$3,132.00	\$163.00	\$4,727.00
10	2	EA	12" X 6" Tapping Sleeve and Valve	\$3,915.00	\$7,830.00	\$4,475.00	\$8,950.00
11	1	EA	6" Gate Valve	\$1,924.00	\$1,924.00	\$1,530.00	\$1,530.00
12	6	EA	5/8" Short Service Water Meter	\$1,917.00	\$11,502.00	\$1,360.00	\$8,160.00
13	6	EA	5/8" Long Service Water Meter	\$2,885.00	\$17,310.00	\$2,910.00	\$17,460.00
14	12	EA	Remove Existing Wate Meter Boxes	\$1,447.00	\$17,364.00	\$500.00	\$6,000.00
15	2	EA	New Fire Hydrant and Assembly	\$6,348.00	\$12,696.00	\$5,985.00	\$11,970.00
16	1	LS	Clean and Test Water Mains	\$4,137.00	\$4,137.00	\$3,150.00	\$3,150.00
17	3	EA	Cut, Plug and Abandon Existing 2" Water Main	\$2,897.00	\$8,691.00	\$1,315.00	\$3,945.00
18	1	LS	Trench Protection	\$965.00	\$965.00	\$3,540.00	\$3,540.00
19	1	LS	Traffic Control, Signage and Barricades	\$965.00	\$965.00	\$5,900.00	\$5,900.00
20	49	SY	Remove and Replace Exist Pavement	\$191.00	\$9,359.00	\$380.00	\$18,620.00
21	2014	SY	Cellulose Fiber Mulch and Seed Affected Areas	\$7.00	\$14,098.00	\$4.00	\$8,056.00
22	9	EA	Hay Bales	\$80.00	\$720.00	\$110.00	\$990.00
23	1	LS	Maintain All Erosion Control Measures	\$2,895.00	\$2,895.00	\$1,300.00	\$1,300.00
TOTAL BASE BID					\$209,785.66		\$180,005.83

Prepared by Kenneth L. Icenhower, P.E.
 Certified Correct

Kenneth L. Icenhower, Design Engineer, TWU

Bid Summary

Chelsea St. & Delaware St.
6" Water Main Project

2:00 P.M. Tuesday, February 22, 2022

	<u>Base Bid</u>
1. Kampco, Inc. Texarkana, Arkansas	\$ 209,785.66
2. RBIS, LLC Texarkana, Arkansas	\$ 180,005.83

Time First Bid Opened: 2:00 P.M

Number of Bidders: 2

Apparent Low Bidder: RBIS, LLC



CITY OF TEXARKANA, AR

BOARD OF DIRECTORS

AGENDA TITLE:	Adopt a Resolution reappointing City staff to the Personnel Policy Committee: TAPD Finance Officer Dara Cornett, Assistant Public Works Director Tracie Lee and Deputy Clerk Jenny Narens. (CCD) City Clerk Heather Soyars
AGENDA DATE:	March 7, 2022
ITEM TYPE:	Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Other <input type="checkbox"/> : _____
DEPARTMENT:	City Clerk
PREPARED BY:	Heather Soyars, City Clerk

REQUEST:	Make staff appointments
EMERGENCY CLAUSE:	N/A

SUMMARY:	Make staff reappointments to the Personnel Policy Committee for the term of 1/6/2022----2024 TAPD Finance Officer Dara Cornett Assistant Public Works Director Tracie Lee Deputy Clerk Jenny Narens
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EXPENSE REQUIRED:	N/A
AMOUNT BUDGETED:	N/A
APPROPRIATION REQUIRED:	N/A

RECOMMENDED ACTION:	The City Manager and staff recommend approval.
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EXHIBITS:	Resolution
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RESOLUTION NO. _____

WHEREAS, vacancies exist on various boards and commissions; and

WHEREAS, it is necessary that appointments be made to fill the vacant positions:

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Texarkana, Arkansas, that the following appointment is hereby approved:

<u>Board/Commission:</u>	<u>Appointee:</u>	<u>Term:</u>
Personnel Policy Committee	Dara Cornell	01/06/2022---2024
Personnel Policy Committee	Tracie Lee	01/06/2022---2024
Personnel Policy Committee	Jenny Narens	01/06/2022---2024

PASSED AND APPROVED this 7th day of March, 2022.

Allen L. Brown, Mayor

ATTEST:

Heather Soyars, City Clerk

APPROVED:

George Matteson, City Attorney

PERSONNEL POLICY COMMITTEE

2 – YEAR TERMS

	<u>Appointment</u>	<u>Term Date</u>	<u>Term</u>	<u>Ward</u>
Dara Cornett TAPD	Resolution No. 2020-7 Reappointment	01/06/2020----2022	4	
Tracie Lee City Hall	Resolution No. 2020-7 Reappointment	01/06/2020----2022	4	
Jenny Narens City Hall	Resolution No. 2020-7 Reappointment	01/06/2020----2022	2	
Eric Ethridge City Hall	Resolution No. 2021-30 Reappointment	01/06/2021----2023	2	
Marian Holder City Hall	Resolution No. 2021-30 Reappointment	01/06/2021----2023	4	
Linda Matthews City Hall	Resolution No. 2021-30 Reappointment	01/06/2021----2023	4	



CITY OF TEXARKANA, AR BOARD OF DIRECTORS

AGENDA TITLE:	Adopt a Resolution accepting the 2021 Public Facilities Board Annual Report. (Admin) City Manager E. Jay Ellington
AGENDA DATE:	March 7, 2022
ITEM TYPE:	Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Other <input type="checkbox"/> : _____
DEPARTMENT:	Administration
PREPARED BY:	Heather Soyars, City Clerk
REQUEST:	Accept the Public Facilities Board annual report.
EMERGENCY CLAUSE:	N/A
SUMMARY:	Within the first 90 days of the calendar year, the Public Facilities Board shall make a written report to the Board of Directors concerning its activities for the proceeding calendar year. Each report shall set forth a complete operating and financial statement covering its operation during the year.
EXPENSE REQUIRED:	N/A
AMOUNT BUDGETED:	N/A
APPROPRIATION REQUIRED:	N/A
RECOMMENDED ACTION:	The City Manager and staff recommend approval.
EXHIBITS:	Resolution and Annual Report.

RESOLUTION NO. _____

WHEREAS, pursuant to Ark. Code Ann. Sec. 14-137-123:

(a) Within the first ninety (90) days of each calendar year, each public facilities board shall make a written report to the governing body of the municipality or county which created the board concerning its activities for the preceding calendar year.

(b) Each report shall set forth a complete operating and financial statement covering its operation during the year.

WHEREAS, in connection with its renewed and active operations, the Texarkana Public Facilities Board has presented a written document as its report of activities for 2021 pursuant to the above cited statute;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Texarkana, Arkansas, it is acknowledged the attached is a copy of the document submitted and identified by the Texarkana Public Facilities Board as its annual written report of activities for 2021.

ACKNOWLEDGED this 7th day of March, 2022.

Allen L. Brown, Mayor

ATTEST:

Heather Soyars, City Clerk

APPROVED:

George Matteson, City Attorney

**CITY OF TEXARKANA, ARKANSAS
PUBLIC FACILITIES BOARD
FINANCIAL REPORT
AS OF DECEMBER 31, 2021**

INDUSTRIAL BOND, SERIES 2020 PROJECT FUND

DESCRIPTION	2021 ENDING BALANCE
MONEY MARKET - FARMERS	820,025.27
TOTAL ASSETS	820,025.27
 FUND BALANCE	 -818,267.38
TOTAL EQUITY	-818,267.38
 INTEREST EARNED	 -1,597.89
BOND PROCEEDS	-160
TOTAL INCOME	1,757.89
 TOTAL EXPENDITURES	 0.00

INDUSTRIAL BOND, SERIES 2020 REPAYMENT FUND

DESCRIPTION	2021 ENDING BALANCE
MONEY MARKET - FARMERS	281,501.59
TOTAL ASSETS	281,501.59
 INTEREST EARNED	 -226.2
INTEREST REINVESTED	-42.77
GENERAL FUND	-306,845.88
TOTAL INCOME	-307,114.85
 BOND ISSUANCE EXPENSE	 25,613.26
TOTAL EXPENDITURES	25,613.26



CITY OF TEXARKANA, AR BOARD OF DIRECTORS

AGENDA TITLE:	Adopt a Resolution accepting a donation of land located at 121 Jackson Street. (Admin) City Manager E. Jay Ellington
AGENDA DATE:	March 7, 2022
ITEM TYPE:	Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Other <input type="checkbox"/> : _____
DEPARTMENT:	Administration
PREPARED BY:	Heather Soyars, City Clerk

REQUEST:	Accept a donation of land located at 121 Jackson Street.
EMERGENCY CLAUSE:	N/A

SUMMARY:	Samuel Alexander would like to donate his property to the City. Legal Description: All of Lot Numbered Six (6) in Block Numbered (3) of H.P. WILLIAMS FIRST ADDITION, also known as Williams South Side Addition, to the City of Texarkana, Miller County, Arkansas. This property is adjacent to the Ermer Dansby Sports Complex.
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EXPENSE REQUIRED:	N/A
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AMOUNT BUDGETED:	N/A
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APPROPRIATION REQUIRED:	N/A
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RECOMMENDED ACTION:	The City Manager and staff recommend approval.
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EXHIBITS:	Resolution, Warranty Deed, Title Search Report, and Maps of property.
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RESOLUTION NO. _____

WHEREAS, Samuel Alexander wishes to donate his property located at 121 Jackson Street to the City of Texarkana, Arkansas; and

WHEREAS, the property being described herein below;

All of Lot Numbered Six (6) in Block Numbered Three (3) of H.P. WILLIAMS FIRST ADDITION, also known as Williams South Side Addition to the City of Texarkana, Miller County, Arkansas.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Texarkana, Arkansas, approve this donation.

PASSED AND APPROVED this 7^h day of March, 2022.

Allen L. Brown, Mayor

ATTEST:

Heather Soyars, City Clerk

APPROVED:

George Matteson, City Attorney

PREPARED BY
LORETTA M. ALEXANDER
3908 GENOA RD
TEXARKANA AR
71854

STATE OF ARKANSAS

WARRANTY DEED

COUNTY OF MILLER

That we, Robert L. Alexander and Loretta M. Alexander (hereinafter referred to as "Grantor" whether one or more), for and in consideration, of the sum of FIVE AND NO/100 DOLLARS (\$5.00) cash and other good and valuable consideration, in hand paid by Samuel L. Alexander (hereinafter referred to as "Grantee", whether one or more), the receipt of which is hereby acknowledged, do hereby grant, bargain, sell and convey unto said Grantee, and unto Grantee's heirs and assigns forever, subject to the exception and/or reservations hereinafter made, the following lands lying in the Count of Miller and State of Arkansas, to-wit

All of Lot Numbered SIX (6) in Block Numbered Three (3) of WILLIAMS SOUTH SIDE ADDITION to the City of Texarkana, Miller County, Arkansas.

This conveyance is additionally made and accepted subject to all zoning laws, regulations and ordinances of municipal and/or governmental authorities, if any, but only to the extent that they are still in effect, relating to the hereinabove described property.

This conveyance is also made and accepted subject to all easements, rights-of-way and prescriptive rights, whether of record or not; all presently recorded restrictions, reservations, covenants, conditions, oil and gas leases, mineral Severance's, mineral reservations and other instruments, other than liens and conveyances, that affect the property; any discrepancies, conflicts or shortages in area or boundary lines; encroachments or overlapping of improvements; taxes for currently due but unpaid and taxes due for all subsequent years, the payment of which Grantee assumes, subject to proration of taxes for the current calendar year, and prior or subsequent assessments due to change in land usage, ownership or both, the payment of which Grantee also assumes.

To have and to hold the same unto the said Grantee, and unto Grantee's heirs and assigns forever, with all appurtenances

Thereunto belonging.

And we do hereby covenant with the said Grantee, that Grantor will forever warrant and defend the title to the said lands

against all claims whatsoever, save and except the title to all or part of the mineral interest, and to reservations, exceptions, grants,

sales, conveyances and leases thereof, and if so, there is no warranty against any such matters.

And Grantor for and in consideration of the said sum of money does hereby release and relinquish unto the said Grantee,

all of Grantor's rights of dower, curtesy and homestead in and to the said lands.

Robert L. Alexander
Robert L. Alexander

Loretta M. Alexander
Loretta M. Alexander.

D393-627
2/24/99

STATE OF ARKANSAS
COUNTY OF MILLER

ACKNOWLEDGMENT

On this day, personally appeared before me Robert L. Alexander and wife, Loretta M. Alexander known to me to be the person whose name is subscribed to the within instrument, and acknowledged that they executed the same for the purposes therein contained.

WITNESS my hand and official seal this 24 day of February, 1999.

Vicki McDowell
Notary Public

My Commission Expires:

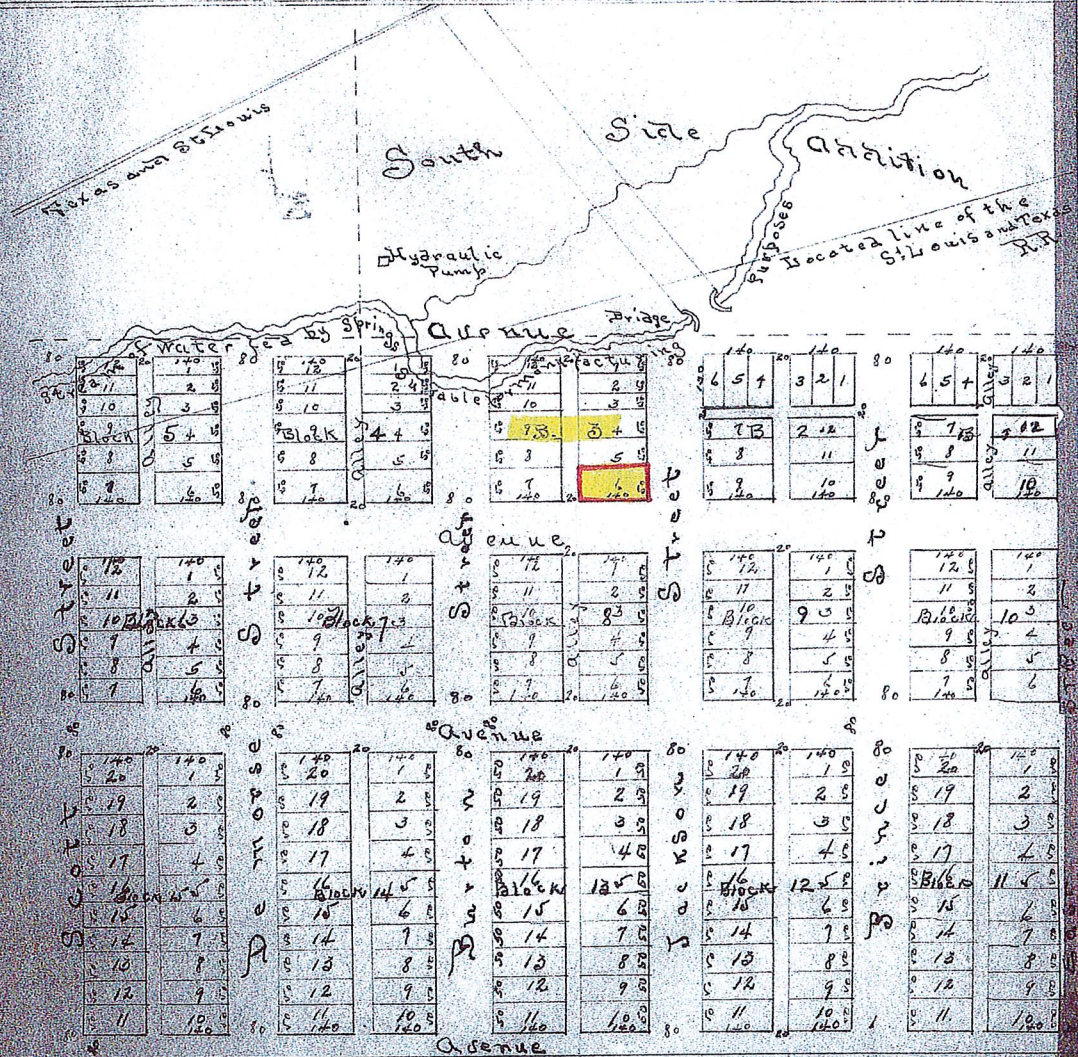
VICKI McDOWELL
NOTARY PUBLIC-STATE OF ARKANSAS
MILLER COUNTY
My Commission Expires 7-7-2007

FILED FOR RECORD
BY JUDY C. DANFLEY, CLERK
99 FEB 24 PM 4:07
SECURITY

MILLER COUNTY ARKS.

FIRST ADDITION

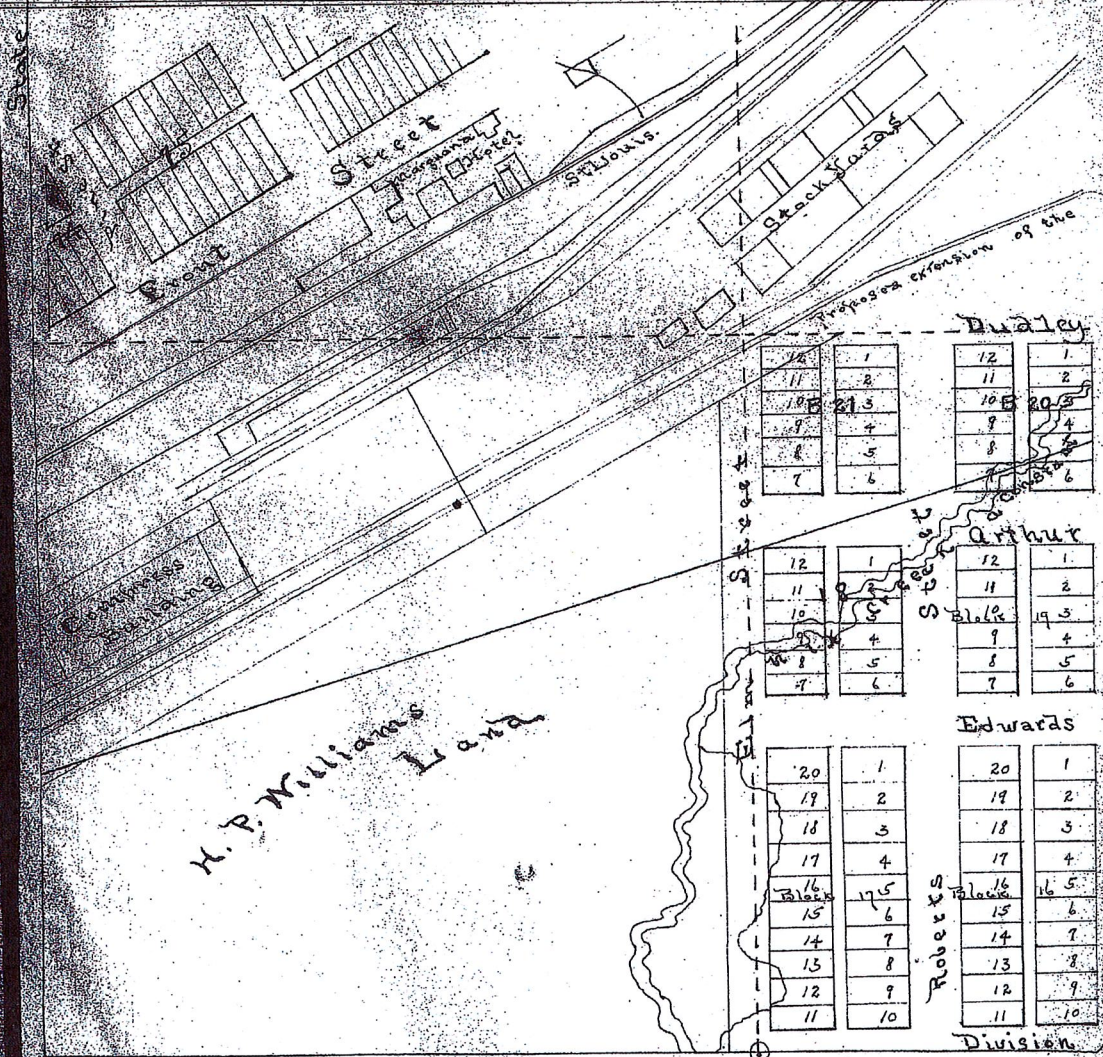
SECTION 30 TOWNSHIP 15 SOUTH RANGE 28 WEST OF THE 5TH P.M.



SOUTH TEXARKANA

H.P. WILLIAMS

SITUATED ON THE SOUTH HALF OF THE SOUTH EAST QUARTER OF



TITLE SEARCH REPORT

GF#: 215143ar

Date of Title Run: 1/27/2022

Plant Certification Date: January 20, 2022

Property Address: 121 Jackson, Texarkana, AR 71854

Twin City Title of Arkansas, LLC DBA Miller County Abstract & Title, licensed Abstractors under the laws of the State of Arkansas, does hereby certify that we have checked the lien and judgment records of Miller County, Arkansas from 02/24/1999.

RECORD OWNER:

By Warranty Deed from Robert L. Alexander and Loretta M. Alexander to Samuel L. Alexander, dated February 24, 1999 and duly filed for record in the office of the Circuit Clerk of Miller County, Arkansas on February 24, 1999 at 4:07 o'clock P.M. in Volume D-393, Page 627 of the Deed Records of Miller County, Arkansas.

LEGAL DESCRIPTION:

All of Lot Numbered Six (6) in Block Numbered Three (3) of H. P. WILLIAMS' FIRST ADDITION, also known as Williams South Side Addition to the City of Texarkana, Miller County, Arkansas.

RESTRICTIONS/EXCEPTIONS:

N/A

OUTSTANDING LIENS:

N/A

OTHER DOCUMENTS OF RECORD:

N/A

JUDGMENT LIEN SEARCH:

We have also checked the lien and judgment records against the name of Samuel L. Alexander with nothing showing of record.

TAX INFORMATION:

The tax records for 2020 reflect that caption property, parcel number 561-015-0R was assessed in the name of Alexander, Samuel L., and that 2020 taxes were paid in the total amount of \$54.90 by them. Taxes for 2021 are not yet due and payable.

This search contains title information only, and carries no warranties, express or implied, as to the marketability or insurability of captioned property and or liens and this certificate is issued with the express understanding as evidenced by acceptance hereof, that the liability of Twin City Title of Arkansas, LLC DBA Miller County Abstract & Title is limited to the amount of the fee paid hereof.

Prepared by:

Twin City Title of Arkansas, LLC dba Miller County Abstract
405 Walnut Street
Texarkana, AR 71854

BY: Rachele Edwards
Rachele Edwards, Title Examiner

Laura Bates, Collector
Texarkana Office: (870) 774-1001

MILLER COUNTY ARKANSAS

Proof Of Payment

Taxpayer

ALEXANDER SAMUEL L
3908 GENOA RD
TEXARKANA, AR 71854

Orig Receipt No.: 6738

Amt Paid:	Cash Amount	\$0.00
	Check Amount	\$0.00
	Credit Card Amount	\$54.90
	Total	\$54.90

Date Paid: 5/18/2021

Parcel Info

Parcel/PPAN: 561-015-0R
 Tax Year: 2020
 Property Type: Real Estate
 Owner Name: ALEXANDER SAMUEL L
 Property Address: 121 JACKSON
 Subdivision: WILLIAMS SO. SIDE
 Lot: 006
 Block: 003
 Sec-Twp-Rng: 30-15-28
 Acres: 0.161
 Legal Description: ALL OF LOT 6

Tax Type	Taxes Owed	Taxes Paid	Taxes Balance
Ad Valorem	\$54.90	-\$54.90	\$0.00
Voluntary Tax	\$0.50	\$0.00	\$0.00
Voluntary Tax	\$10.00	\$0.00	\$0.00
Voluntary Tax	\$10.00	\$0.00	\$0.00
Voluntary Tax	\$20.00	\$0.00	\$0.00
Voluntary Tax	\$20.00	\$0.00	\$0.00
Voluntary Tax	\$20.00	\$0.00	\$0.00
Total:	\$54.90	-\$54.90	\$0.00

DISCLAIMER: This proof of payment was created from the best available data from the collector's office as of 1/27/2022. The paid status of taxes is subject to change due to NSF checks, refunds, partial payment and other conditions. If you have any questions about the information contained herein please contact the collector's office.

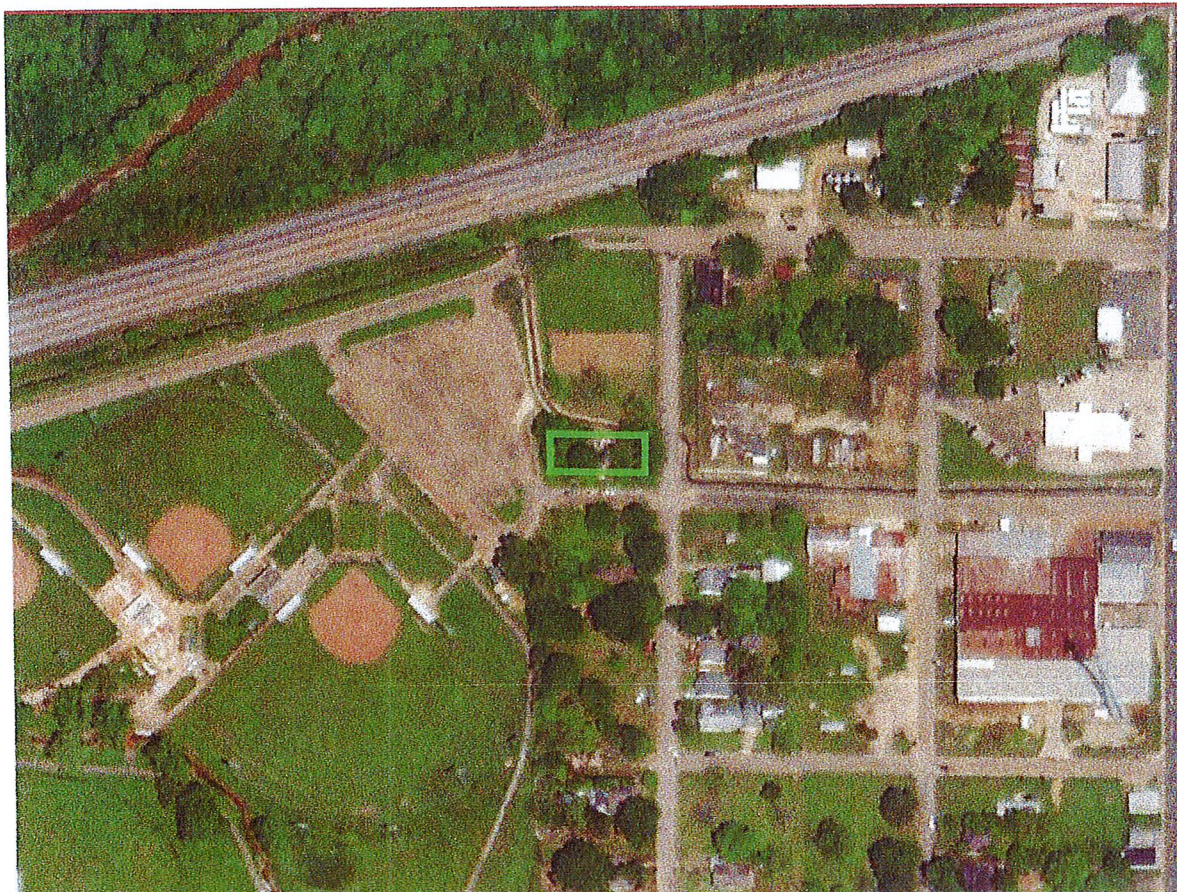
2020 RE Taxes - paid

Deed Date	Book	Page	Deed Type	Stamps	Est. Sale	Grantee	Code	Type
2/24/1999	393	627	Warr. Deed	N/A	N/A	ALEXANDER, SAMUEL L	Not Open Market	N/A
9/1/1993	355	160	Warr. Deed	N/A	N/A	ALEXANDER, ROBERT LEE & LORETTA	N/A	N/A
12/1/1977	268	746 & 745	N/A	N/A	N/A	OWENS, HERMAN & FAYE	N/A	N/A

Reappraisal Value History

Tax Year	Total Value	Total Assessed
2020	5,000.00	1,000.00
2019	12,400.00	2,480.00
2018	18,050.00	3,610.00
2017	18,050.00	3,610.00
2016	18,050.00	3,504.00
2015	18,050.00	3,212.00

Map



Back



Google Location Search

Google



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Google

(https://maps.google.com/maps?ll=33.419383,-94.032396&z=20&t=h&hl=en_US&gl=US&mapclient=apl-v3)

-94.0319, 33.41952

ArcGIS Web Map



12/21/2021, 1:06:00 PM

MC Owner Address Miller County Parcel Streets

Address Local





CITY OF TEXARKANA, AR BOARD OF DIRECTORS

AGENDA TITLE:	Adopt an Ordinance amending Ordinance No. M-123 to amend the City's Financial Policy. (FIN) Finance Director TyRhonda Henderson
AGENDA DATE:	March 7, 2022
ITEM TYPE:	Ordinance <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other <input type="checkbox"/> : _____
DEPARTMENT:	Finance Department
PREPARED BY:	TyRhonda Henderson, Finance Director
REQUEST:	N/A
EMERGENCY CLAUSE:	N/A
SUMMARY:	The purpose of this Ordinance is to amend Ordinance No. M-123 to increase the minimum number of fund balance days from 60 to 65 days.
EXPENSE REQUIRED:	\$0
AMOUNT BUDGETED:	\$0
APPROPRIATION REQUIRED:	\$0
RECOMMENDED ACTION:	City Manager and staff recommend approval
EXHIBITS:	Ordinance and Financial Policy

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE FINANCIAL
POLICY, AS ORIGINALLY ADOPTED BY
ORDINANCE NO. M-123; AND FOR OTHER
PURPOSES**

WHEREAS, it is necessary to amend the Financial Policy of the City of Texarkana, Arkansas, as originally adopted as Ordinance No. M-123, and is thereafter amended and supplemented, and now appearing as Section 2-74 of the *City of Texarkana, Arkansas, Code of Ordinances*, in order to increase the minimum fund balance days from sixty (60) to sixty-five (65); and

WHEREAS, the City Manager and staff recommend approval;

NOW THEREFORE, be it ordained that “sixty (60)” as appearing in Section 2-74(2)(a)(1) of the *City of Texarkana, Arkansas, Code of Ordinances*, is hereby deleted and “sixty-five (65)” substituted, therefore.

PASSED AND APPROVED this 7th day of March, 2022.

Allen L. Brown, Mayor

ATTEST:

Heather Soyars, City Clerk

APPROVED:

George Matteson, City Attorney



**City of Texarkana, Arkansas
Financial Policy**

The following financial policy is designed to establish important guidelines to direct the City's financial management and decision making practices. These policies will assist the City's Finance Department in their effort to assure that the City's financial resources are managed in a fiscally prudent manner. These policies are also designed to aid in cost containment of City government, build City capacity to provide and maintain effective services, prevent the loss of financial flexibility, and maintain a sound financial reputation in the credit market. It will assure taxpayers that Texarkana, Arkansas' City government is maintained in sound fiscal condition. This policy shall be reviewed as necessary for any revisions. Any proposed amendments are to be presented to the Board of Directors for consideration.

General Policy

With respect to the interpretation and application of these policies, the City shall comply with all applicable Federal and State laws, the City Charter and Code of City Ordinances, Governmental Accounting Standards Board (GASB) standards, and all bond covenants. In any conflict between these policies and such governing law, standards, or documents, such governing law, standards, or documents shall prevail. Any City procedure that will be in conflict of this policy will require justification and two-thirds vote of the Board of Directors.

Fund Balances/Reserve Balances

The City recognizes the need to establish and maintain a fund balance to have available in the event of emergency.

A. General Fund

1. The General Fund shall maintain an unassigned fund balance that represents at least 65 days of annual operating expenditures.
2. In the event a balanced budget is not attainable, that fund balance may be used for recurring expenditures and to achieve budget balance:
 - a) If the budget imbalance is expected to last for no more than one year and can be corrected with use of fund balance available in excess of the desired minimum.
 - b) If the budget imbalance is expected to continue beyond one year, provided that fund balance in excess of the desired minimum is used to achieve balance as part of a corresponding plan to close the gap through revenue increases and/or expenditure reductions. This will help the General Fund balance from going below the minimum.

3. The unassigned fund balance may be temporarily reduced below the desired minimum when required for response to major disasters. Any proposed use of fund balance which decreases fund balance below the desired minimum shall include a justification presented to the Board of Directors and shall require approval from two-thirds vote of the Board of Directors. Once the event causing use of fund balance below the desired minimum has concluded, the City shall allocate sufficient funds to restore unassigned Fund Balance to at least 65 days of annual operating expenditures by the end of the second subsequent full fiscal year.
 4. Annual surpluses in the General Fund may be placed in a restricted reserve account for discretion of Board of Directors if:
 - a) There are surplus balances remaining after all current expenditure obligations and reserve requirements are met.
 - b) The City has made a determination that revenues for the ensuing annual budget are sufficient to support budgeted General Fund operations.
 5. Restricted reserves have been established in order to meet additional needs of the city. Additions/changes to restricted reserves may be needed in order to continue to meet the demands of the City.
- B. Public Works Fund
1. The Public Works fund shall maintain a fund balance of no less than \$150,000.
 2. Restricted reserve balances have been established in order to meet additional needs of the Public Works Department. Additions/changes to restricted reserves may be needed in order to continue to meet the demands of the Public Works Department.
- C. Grant/Special Revenue Funds
1. Factors considered in determining minimum and maximum cash reserves include each fund's risk and revenue volatility and cash fund of capital projects.

Revenue Policy

- A. Because revenues are sensitive to both local and regional economic activities, revenue estimates shall be conservative.
- B. The City will establish user fees or rates at sufficient levels to recover the full cost of providing the services. Fees for services will be reviewed and adjusted, as needed, to meet increased costs for all funds of the City. The adjusted user fee or rates are subject to board approval.
- C. Grant funding should be considered to leverage City funds. Inconsistent grants should not be used to fund ongoing programs. In the event of reduced grant funding, City resources will be substituted only after all program priorities and alternatives are considered during the budget process.
- D. All grants and other Federal and State funds shall be managed to comply with the laws, regulations, and guidance of the grantor, and all gift and donations shall be managed and expended according to the wishes and instructions of the donor.
- E. The City will establish and maintain Special Revenue Funds which will be used to account for the proceeds of specific revenue sources to finance specified activities which are required by statute, ordinance, resolution, or executive order.

Expenditure Policy

- A. It will be the policy of the City to strive to eliminate the use of yearly budget carryover or other nonrecurring sources of revenue to meet recurring/operating expenses.
- B. The City will keep staffing at minimum levels without sacrificing quality of services.
- C. Regular evaluation and adjustment of wages and benefits will be considered in order to foster a stable and dedicated workforce and reduce the expense of employee turnover.
- D. The City will estimate expenditures on an objective and reasonable basis.
- E. The City shall strive to provide sufficient funding to cover annual retirement costs during the budget process. The Board of Directors shall be fully informed if sufficient funds are not allocated in the current budget.

Debt Policy

- A. The general policy of the City is to fund capital projects (infrastructure) with voter-approved debt. However, non-voter approved debt may be used as an alternative to other financing options when the need is urgent, unanticipated, necessary to prevent economic loss to the City, or is the most cost-effective financing option. Short-term financing, recently made available by state constitution Amendment 78, may be considered as an option for the purchase of motor vehicles or heavy construction equipment.
- B. The City will not use long-term debt to finance current operations.
- C. The City will seek to maintain its current bond rating in order to minimize borrowing costs and preserve access to credit. The City will encourage and maintain good relations with financial bond rating agencies and will follow a policy of full and open disclosure.
- D. Interest earnings on bond proceeds will be limited to:
 - 1. Fund the improvements specified in the authorizing bond ordinance.
 - 2. Payment of debt service on the bonds.
- E. Proceeds from debt will be used in accordance with the purpose of the debt issue. Funds remaining after the project is completed will be used in accordance with the provisions stated in the bond ordinance that authorized the issuance of the debt.
- F. The City may initiate a refunding of outstanding debt when:
 - 1. A refinancing is expected to relieve the City of financially restrictive covenants.
 - 2. A refinancing is expected to significantly reduce the remaining term of the debt being refunded.
 - 3. The City's financial advisors project net present value savings of at least 5% for current refunding and advance refunding.
- G. A formal Request for Information (RFI) process shall be conducted by the Finance Working Group when selecting underwriters in order to promote fairness, objectivity, and transparency. The Finance Working Group shall report results of the RFI process to the Board of Directors.

Cash Management

- A. The City will develop and maintain written guidelines on cash handling, accounting, segregation of duties, and other financial matters.

- B. The Finance department will conduct periodic reviews of internal controls and cash handling procedures and provide an update to the Board of Directors.

Accounting, Auditing, Budgeting, & Financial Reporting Policy

- A. Single Audit Report or other audits of Federal and State grant funds will be performed in compliance with applicable provisions of the Single Audit Act, applicable Office of Management and Budget Circulars, and other relevant Federal, State, and Local rules and regulations.
- B. An annual audit will be performed by an independent public accounting firm in accordance with Generally Accepted Government Auditing Standards and the opinion will be included in the Comprehensive Annual Financial Report (CAFR).
- C. To the extent practicable, all Component Units of the City must follow all City accounting, auditing, and financial reporting policies.
- D. The CAFR shall be released to Board of Directors and published on the City's website within 30 days of receipt from the auditor.
- E. The Finance Working Group shall maintain a written disclosure policy consistent with federal securities law and the City's continuing disclosure undertakings with respect to the City's outstanding debt.
- F. The City's accounting and financial reporting systems will be maintained in conformance with Generally Accepted Accounting Principles (GAAP) and the standards set by GASB and the Government Finance Officers Association (GFOA).
- G. The City's CAFR will be submitted to the GFOA Certificate of Achievement for Excellence in Financial Reporting Program. The financial report should be in conformity with GAAP, demonstrate compliance with finance related legal and contractual provisions, provide full disclosure of all financial activities and related matters, and minimize ambiguities and potentials for misleading inference.
- H. Monthly financial reports shall be prepared and presented to the Board of Directors on a timely basis.
- I. The City will prepare an annual budget document that provides basic understanding of the City's planned financial operation for the coming fiscal year.
- J. The budget document will be released to the Board of Directors and published on the City's website within 30 days of approval by Board of Directors.
- K. The Board of Directors may amend or supplement the budget at any time after its adoption by majority vote of the Board of Directors. The City Manager has the authority to make administrative adjustments to the budget as long as those changes will not have a significant policy impact or affect budgeted year-end fund balances.

ORDINANCE NO. M-123

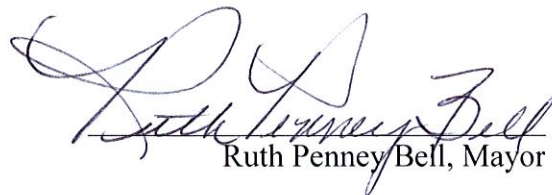
**AN ORDINANCE ADOPTING A FINANCIAL
POLICY FOR THE CITY OF TEXARKANA,
ARKANSAS; AND FOR OTHER PURPOSES.**

WHEREAS, adoption of a uniform financial policy will assist the City's Finance Department in its efforts to assure that the City's financial resources are managed in a fiscally prudent manner; will direct the City's financial management and decision making practices; is designed to aid in cost containment of the City government, build City capacity to provide and maintain effective services, prevent the loss of financial flexibility, and maintain a sound financial reputation in the credit market; and further, will assure taxpayers that Texarkana, Arkansas' City government is maintained in sound fiscal condition; and

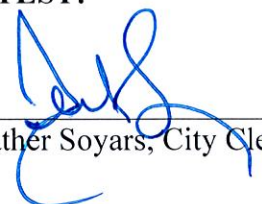
WHEREAS, it is the recommendation of the Acting City Manager and staff, and the desire of the Board of Directors to adopt the Financial Policy attached hereto as Exhibit A;

NOW, THEREFORE, BE IT ORDAINED, by the Board of Directors of the City of Texarkana, Arkansas, that the Financial Policy attached hereto and made a part hereof as Exhibit A is adopted.

PASSED AND APPROVED this 8th day of September, 2015.


Ruth Penney Bell, Mayor

ATTEST:



Heather Soyars, City Clerk

APPROVED:



George M. Matteson, City Attorney

City of Texarkana, Arkansas
Financial Policy

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- C. To the extent practicable, all Component Units of the City must follow all City accounting, auditing, and financial reporting policies.
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- J. The budget document will be released to the Board of Directors and published on the City's website within 30 days of approval by Board of Directors.
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CITY OF TEXARKANA, AR

BOARD OF DIRECTORS

AGENDA TITLE: Adopt an Ordinance to amend Ordinance No. M-59 to update the purchasing policy for recent changes in State Statute. (FIN) Finance Director TyRhonda Henderson

AGENDA DATE: March 7, 2022

ITEM TYPE: Ordinance Resolution Other : _____

DEPARTMENT: Finance Department

PREPARED BY: TyRhonda Henderson, Finance Director

REQUEST: N/A

EMERGENCY CLAUSE: N/A

SUMMARY: The purpose of this Ordinance is to amend Ordinance No. M-59 to update the purchasing policy for recent changes to State Statute and Federal Grant Guidelines. ACA 14-58-104 constitutes a significantly revised schedule of items for which competitive bidding is not required. ACA 14-58-303 raises the maximum potential threshold for competitive bidding purchases to \$35,000. Procurement 2 CFR 200.317-327 requires a vendor check for suspended and debarred vendors, as well as maintaining a copy of the results in the award file.

EXPENSE REQUIRED: \$0

AMOUNT BUDGETED: \$0

**APPROPRIATION
REQUIRED:** \$0

**RECOMMENDED
ACTION:** City Manager and staff recommend approval

EXHIBITS: Ordinance and purchasing policy

ORDINANCE NO. _____

AN ORDINANCE TO AMEND AND UPDATE THE PURCHASING POLICY OF THE CITY OF TEXARKANA; AND FOR OTHER PURPOSES

WHEREAS, the Finance Department has determined that the City’s current purchasing policy should be updated and revised due to recent changes to state statute and federal grant guidelines; and

WHEREAS, the City Manager and staff recommend approval;

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the City of Texarkana, Arkansas, that the *City of Texarkana Arkansas, Code of Ordinances*, (“Code”) is amended as follows:

Section 1. Chapter 2, Article IV, Section 2-72 of the *Code* is revised to read as follows:

Sec. 2-72 Purchasing. The City’s purchasing manual, which is set out below, is hereby adopted.

City of Texarkana, Arkansas Purchasing Policy

I. Introduction. The purpose of this manual is to provide general policy guidelines for use by all City departments in purchasing supplies, materials, equipment, and services. The objective of the policies contained herein is to affect the most economical, efficient, and timely system of purchasing possible with the end result being that high-quality goods and services necessary to City operations will be obtained at the best available price.

II. Purchasing Policy.

A. General. As a general rule, purchases will be made on the basis of price. In certain circumstances, however, other factors may be relevant to a decision to award a bid, contract, etc. These include, but are not limited to, (1) the quality of the product, (2) delivery time, (3) past vendor performance, and (4) serviceability. Any decision to purchase an item or service on some other basis than price must be justified and documented to the Finance Department.

B. Purchasing Limits. Depending on the amount of the purchase, the bidding procedures, and approvals necessary to accomplish a purchase will vary, and are summarized as follows:

1. Up to \$500.00

a. Approval from the Department Head or their designated agent is required.

b. Where possible, purchases of one hundred dollars (\$100.00) or less should be made from petty cash.

2. \$500.01 to \$1,000.00

a. Approval from Department Head and Purchasing Agent is required.

3. \$1,000.01 to \$2,500.00

a. Approval by the Department Head, Purchasing Agent, and Controller or designated agent is required.

4. \$2,500.01 to \$5,000.00

a. At least three (3) informal telephone or internet quotes required.

b. Approval by the Department Head, Purchasing Agent, and Controller or designated agent is required.

5. \$5,000.01 to \$10,000.00

a. At least three (3) documented, written bids are required.

b. Approval by the Department Head, Purchasing Agent, Controller, and Finance Director or designated agent is required.

6. \$10,000.01 to \$34,999.99

a. At least three (3) written, competitive bids required.

b. Approval by the Department Head, Purchasing Agent, Controller, Finance Director, and City Manager or designated agent is required.

7. Over \$35,000.00

a. At least three (3) formal, sealed competitive bids with legal advertising required.

b. Board approval is required.

C. Per Ark. Code Ann. Sec. 14-58-104. Unless otherwise prohibited pursuant to applicable law, the governing body of a city of the first class may purchase the following commodities (as defined by statute) without soliciting bids:

1. Perishable foodstuffs for immediate use;
2. Unprocessed feed for livestock and poultry;
3. Advanced emergency medical services provided by a nonprofit corporation and proprietary medicines if specifically requested by a professional employee;
4. Books, manuals, periodicals, films, and copyrighted educational aids for use in libraries and other informational material for institutional purposes;
5. Scientific equipment and parts;
6. Replacement parts and labor for repairs of machinery and equipment;
7. Commodities available only from the United States Government.
8.
 - a. Any commodities needed in instances in which an unforeseen and unavoidable emergency has arisen in which human life, health, or public property is in jeopardy;
 - b. An emergency purchase under subdivision (8)(a) of this section shall not be approved unless a statement in writing is attached to the purchase order describing the emergency necessitating the purchase of the commodity without competitive bidding.
9. Utility services, purchased at wholesale or the rates for which are subject to regulation by a state agency or a federal regulatory agency.
10. Sand, gravel, soil, lumber, used pipe, or used steel.
11.
 - a. Used or secondhand motor vehicles, machinery, or equipment;
 - b. A used or secondhand motor vehicle that has been under lease to a municipality and has fewer than five thousand (5,000) miles of use shall not be purchased except upon competitive bids as provided in this chapter.

12. Machinery, equipment, facilities, or other personal property purchased or acquired for or in connection with the securing and developing of industry under the Municipalities and Counties Industrial Development Revenue Bond Law, § 14-164-201 *et seq.*, or any other provision of law pertaining to the securing and developing of industry.

13. Registered livestock to be used for breeding purposes.

14. Motor fuels, oil, asphalt, asphalt oil, and natural gas.

15. Motor vehicles, equipment, machinery, material, or supplies offered for sale at public auction or through a process requiring sealed bids.

16. All goods and services that are regularly provided to state agencies and municipal government by the Division of Correction's various penal industries.

17. a. New motor vehicles purchased from a licensed automobile dealership located in Arkansas for an amount not to exceed the fleet price awarded by the Office of State Procurement and in effect at the time the municipality submits the purchase order for the same make and model motor vehicle;

b. The purchase amount for a new motor vehicle may include additional options up to six hundred dollars (\$600) over the fleet price awarded.

18. Renewal or extension of the term of an existing contract.

19. Purchase of insurance for municipal employees, including without limitation health insurance, workers' compensation insurance, life insurance, risk management services, or dental insurance.

20. Goods or services if the governing body has approved by resolution the purchase of goods or services through competitive bidding or procurement procedures used by:

a. The United States Government or one (1) of its agencies;

b. Another state;

- c. An association of governments or governmental agencies, including associations of governments or governmental agencies below the state level.
- 21.
 - a. Goods or services available only from a single source.
 - b. A purchase under this subdivision (21) shall be supported with:
 - i. Documentation concerning the exclusivity of the single source;
 - ii. A written proclamation from the chief executive filed with the clerk or recorder that sets forth the basis for the single source procurement.

D. Exceptions.

1. When legally advertised, if the minimum number of required bids has not been met, the number of bids received will be sufficient. Documentation must be sent to the Finance Department showing that the minimum number of bids were requested.
2. For A&P funds that have been allocated and approved by the A&P Commission for the City's use, only the Department Head's approval will be required for purchases up to \$2,500.00.
3. State or governmental bid board.
4. As otherwise allowed by applicable law.

E. Requests for Proposals (RFP). In situations involving highly specialized equipment or professional services, publicly advertised requests for bids may not be practical. In these cases, proposals may be requested from selected firms specializing in the particular good or service. Upon selection, the contract should be reviewed by the City Attorney. Thereafter, monetary amounts should be approved by the Finance Department prior to awarding contract.

F. Purchase Approvals.

1. All invoices must be entered as a purchase requisition into financial software system used by the Finance Department.

2. Prior approval of purchases can be obtained but are not limited to, financial software, email, written or verbal.

G. Responsibilities.

1. The purchasing technician is responsible for:
 - a. Assisting user departments in the selection of vendors, obtaining price quotations, and searching for new sources of supply, services, etc.
 - b. Maintaining a listing of approved vendors.
 - c. Assisting user departments in preparation of specifications.
 - d. Assisting in the evaluation of bids when formal bidding is required and maintaining bid files.
 - e. Marketing and/or redistributing surplus assets.
 - f. Ensuring that the purchasing policies and procedures are being followed.
 - g. Capitalize fixed assets over \$5000 each with a useful life over two (2) years.
2. User departments are responsible for:
 - a. Planning purchases to avoid emergency situations.
 - b. Preparing specifications for Finance review.
 - c. Participating in the selections of vendors, obtaining price quotations, and searching for new sources of supplies, services, etc.
 - d. Ensuring that funds are available prior to making a purchase.
 - e. Preparing purchase requisitions.
 - f. Advertising for and jointly evaluating bids when formal bidding is required.
 - h. Designated Agent. A designated agent is defined as a supervisor or a cross trained employee.
 - i. Contracts
 1. Shall follow the Purchasing approval guidelines.

2. Shall be reviewed by the City Attorney and signed by the City Manager or his designee.

III. Conflict of Interest. State law prohibits certain elected and appointed officers and employees of the city from having either a direct or indirect interest in a business providing goods or services to the city.

IV. Violations. The policies contained herein will be followed by all employees of the city. Violators will face disciplinary action as prescribed in the personnel manual.

V. Capital. Any capital purchase, outlay or asset, will follow Resolution #5421.

VI. Affirmative Action Plan. Consistent with Presidential Executive Orders 11625, 12138 and 12432, and Section 3 of HUD Act of 1968, positive efforts shall be made by the City Manager or his/her designee, to use small, minority-owned, and women-owned businesses, whenever possible. Such efforts shall include, but not be limited to:

A. Including such firms, when qualified;

B. Encouraging their participation through direct solicitation of bids or proposals whenever they're potential sources;

C. Using the services and assistance of the Leadership Texarkana and the Chamber of Commerce;

D. Encouraging contractors to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which are located in, or owned in substantial part by persons residing in the area of the projects, as described in 24 CFR 135; and,

E. Requiring prime contractors, when subcontracting is anticipated, to take the affirmative action steps described in 24 CFR 85.36.

VII. Per Procurement 2 CFR 200.317-327. A vendor check for suspended and debarred vendors is required for all federally funded awards. A copy of the results is required to be kept in the award file.

A. Per 2 CFR §200.214 Suspension and Debarment: Non-Federal entities are subject to the non-procurement debarment and suspension regulations

implementing Executive Orders 12549 and 12689, 2 CFR part 180. The regulations in 2 CFR part 180 restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities

Section 2. To the extent that any portion of this Ordinance is determined to be contrary to applicable law or otherwise unenforceable, such finding shall not affect any other provisions hereof and the same will remain in full force and effect from and after the effective date of this Ordinance.

PASSED AND APPROVED this 7th day of March, 2022.

Allen L. Brown, Mayor

ATTEST:

Heather Soyars, City Clerk

APPROVED:

George Matteson, City Attorney



City of Texarkana, Arkansas

Purchasing Policy

I. Introduction

The purpose of this manual is to provide general policy guidelines for use by all City departments in purchasing supplies, materials, equipment, and services. The objective of the policies contained herein is to affect the most economical, efficient, and timely system of purchasing possible with the end result being that high-quality goods and services necessary to City operations will be obtained at the best available price.

II. Purchasing Policy

a. General

As a general rule, purchases will be made on the basis of price. In certain circumstances, however, other factors may be relevant to a decision to award a bid, contract, etc. These include, but are not limited to, (1) the quality of the product, (2) delivery time, (3) past vendor performance, and (4) serviceability. Any decision to purchase an item or service on some other basis than price must be justified and documented to the Finance Department.

b. Purchasing Limits

Depending on the amount of the purchase, the bidding procedures, and approvals necessary to accomplish a purchase will vary, and are summarized as follows:

1. Up to \$500.00

- a. Approval from the Department Head or their designated agent is required.
- b. Where possible, purchases of one hundred dollars (\$100.00) or less should be made from petty cash.

2. \$500.01 to \$1,000.00

- a. Approval from Department Head and Purchasing Agent is required.

3. \$1,000.01 to \$2,500.00

- a. Approval by the Department Head, Purchasing Agent, and Controller or designated agent is required.

4. \$2,500.01 to \$5,000.00

- a. At least three (3) informal telephone or internet quotes required.
- b. Approval by the Department Head, Purchasing Agent, and Controller or designated agent is required.

5. \$5,000.01 to \$10,000.00

- a. At least three (3) documented, written bids are required.
- b. Approval by the Department Head, Purchasing Agent, Controller, and Finance Director or designated agent is required.

6. \$10,000.01 to \$34,999.99

- a. At least three (3) written, competitive bids required.
- b. Approval by the Department Head, Purchasing Agent, Controller, Finance Director, and City Manager or designated agent is required.

7. Over \$35,000.00

- a. At least three (3) formal, sealed competitive bids with legal advertising required.
- b. Board approval is required.

c. Per ACA 14-58-104

The governing body of a city of the first class may purchase the following commodities without soliciting bids:

- 1. Perishable foodstuffs for immediate use
- 2. Unprocessed feed for livestock and poultry
- 3. Advanced emergency medical services provided by a nonprofit corporation and proprietary medicines if specifically requested by a professional employee
- 4. Books, manuals, periodicals, films, and copyrighted educational aids for use in libraries and other informational material for institutional purposes
- 5. Scientific equipment and parts
- 6. Replacement parts and labor for repairs of machinery and equipment
- 7. Commodities available only from the United States Government
- 8.
 - a. Any commodities needed in instances in which an unforeseen and unavoidable emergency has arisen in which human life, health, or public property is in jeopardy.
 - b. An emergency purchase under subdivision (8)(A) of this section shall not be approved unless a statement in writing is attached to the purchase order describing the

emergency necessitating the purchase of the commodity without competitive bidding

9. Utility services, purchased at wholesale or the rates for which are subject to regulation by a state agency or a federal regulatory agency
10. Sand, gravel, soil, lumber, used pipe, or used steel
11.
 - a. Used or secondhand motor vehicles, machinery, or equipment.
 - b. A used or secondhand motor vehicle that has been under lease to a municipality and has fewer than five thousand (5,000) miles of use shall not be purchased except upon competitive bids as provided in this chapter
12. Machinery, equipment, facilities, or other personal property purchased or acquired for or in connection with the securing and developing of industry under the Municipalities and Counties Industrial Development Revenue Bond Law, § 14-164-201 et seq., or any other provision of law pertaining to the securing and developing of industry
13. Registered livestock to be used for breeding purposes
14. Motor fuels, oil, asphalt, asphalt oil, and natural gas
15. Motor vehicles, equipment, machinery, material, or supplies offered for sale at public auction or through a process requiring sealed bids
16. All goods and services that are regularly provided to state agencies and municipal government by the Division of Correction's various penal industries
17.
 - a. New motor vehicles purchased from a licensed automobile dealership located in Arkansas for an amount not to exceed the fleet price awarded by the Office of State Procurement and in effect at the time the municipality submits the purchase order for the same make and model motor vehicle.
 - b. The purchase amount for a new motor vehicle may include additional options up to six hundred dollars (\$600) over the fleet price awarded
18. Renewal or extension of the term of an existing contract
19. Purchase of insurance for municipal employees, including without limitation health insurance, workers' compensation insurance, life insurance, risk management services, or dental insurance

- 20.** Goods or services if the governing body has approved by resolution the purchase of goods or services through competitive bidding or procurement procedures used by
- a.** The United States Government or one (1) of its agencies
 - b.** Another state
 - c.** An association of governments or governmental agencies, including associations of governments or governmental agencies below the state level

21.

- a.** Goods or services available only from a single source.
- b.** A purchase under this subdivision (21) shall be supported with:
 - i.** Documentation concerning the exclusivity of the single source
 - ii.** A written proclamation from the chief executive filed with the clerk or recorder that sets forth the basis for the single source procurement.

d. Exceptions

- 1.** When legally advertised, if the minimum number of required bids has not been met, the number of bids received will be sufficient. Documentation must be sent to the Finance Department showing that the minimum number of bids were requested.
- 2.** For A&P funds that have been allocated and approved by the A&P Commission for the City's use, only the Department Head's approval will be required for purchases up to \$2,500.00.

e. Requests for Proposals (RFP)

In situations involving highly specialized equipment or professional services, publicly advertised requests for bids may not be practical. In these cases, proposals may be requested from selected firms specializing in the particular good or service. Upon selection, the contract should be reviewed by the City Attorney. Thereafter, monetary amounts should be approved by the Finance Department prior to awarding contract.

f. Purchase Approvals

- 1.** All invoices must be entered as a purchase requisition into financial software system used by the Finance Department.
- 2.** Prior approval of purchases can be obtained but are not limited to, financial software, email, written or verbal.

g. Responsibilities

- 1.** The purchasing technician is responsible for:

- a. Assisting user departments in the selection of vendors, obtaining price quotations, and searching for new sources of supply, services, etc.
- b. Maintaining a listing of approved vendors.
- c. Assisting user departments in preparation of specifications.
- d. Assisting in the evaluation of bids when formal bidding is required and maintaining bid files.
- e. Marketing and/or redistributing surplus assets.
- f. Ensuring that the purchasing policies and procedures are being followed.
- g. Capitalize fixed assets over \$5000 each with a useful life over two (2) years

2. User departments are responsible for:

- a. Planning purchases to avoid emergency situations.
- b. Preparing specifications for Finance review.
- c. Participating in the selections of vendors, obtaining price quotations, and searching for new sources of supplies, services, etc.
- d. Ensuring that funds are available prior to making a purchase.
- e. Preparing purchase requisitions.
- f. Advertising for and jointly evaluating bids when formal bidding is required

h. Designated Agent

A designated agent is defined as a supervisor or a cross trained employee.

i. Contracts

- 1. Shall follow the Purchasing approval guidelines.
- 2. Shall be reviewed by the City Attorney and signed by the City Manager or his designee.

III. Conflict of Interest

State law prohibits elected and appointed officers and employees of the city from having either a direct or indirect interest in a business providing goods or services to the city.

IV. Violations

The policies contained herein will be followed by all employees of the city. Violators will face disciplinary action as prescribed in the personnel manual.

V. Capital

Any capital purchase, outlay or asset, will follow Resolution #5421.

VI. Affirmative Action Plan

Consistent with Presidential Executive Orders 11625, 12138 and 12432, and Section 3 of HUD Act of 1968, positive efforts shall be made by the City Manager or his/her designee, to use small, minority-owned, and women-owned businesses, whenever possible. Such efforts shall include, but not be limited to:

- a. Including such firms, when qualified
- b. Encouraging their participation through direct solicitation of bids or proposals whenever they're potential sources
- c. Using the services and assistance of the Leadership Texarkana and the Chamber of Commerce
- d. Encouraging contractors to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which are located in, or owned in substantial part by persons residing in the area of the projects, as described in 24 CFR 135; and,
- e. Requiring prime contractors, when subcontracting is anticipated, to take the affirmative action steps described in 24 CFR 85.36.

VII. Per Procurement 2 CFR 200.317-327

A vendor check for suspended and debarred vendors is required for all federally funded awards. A copy of the results is required to be kept in the award file.

- a. Per 2 CFR §200.214 Suspension and Debarment: Non-Federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, [2 CFR part 180](#). The regulations in [2 CFR part 180](#) restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

ORDINANCE NO. M-59

AN ORDINANCE AMENDING ARTICLE IV. FINANCES AND FISCAL PRACTICES, SECTION 2-72 PURCHASING, OF THE CITY OF TEXARKANA, ARKANSAS *CODE OF ORDINANCES* TO REVISE THE CITY'S PURCHASING POLICY.

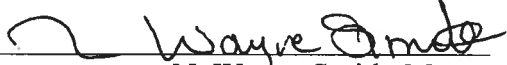
WHEREAS, the Finance Department, after comparison of the City's purchasing policy with others in the State, recommends the following amendments to Section 2-72 of the *Code of Ordinances* to revise the Purchasing Policy of the City:

- 1) Under Purchasing Limits, add section 3, which increases purchases requiring at least three (3) informal telephone or internet quotes from \$1,000.01 to \$2,500.01.
- 2) Purchases requiring advertising increases from \$10,000.01 to \$20,000.00.
- 3) Under exceptions, the definition of emergency situations is revised to include "unexpected building maintenance;"
- 4) Under exceptions, section "e" is added to insure legally advertised purchases would remain in compliance with the Purchasing Policy in the event the required number of bids was not received;
- 5) Under exceptions, section "f" is added to allow the Department Head's sole approval of purchases up to \$2,500.00 where funding has been allocated and approved by the Advertising and Promotion Commission. (For the last few years, the A&P Commission has allocated money to the City's Parks and Recreation Department for maintenance and repairs of City facilities. They receive free inmate labor on a limited time basis to help with some of these projects. Due to time constraints, a request has been made to revise this section to speed up the purchasing process so the free labor can be utilized as efficiently as possible); and

WHEREAS, the City Manager and Staff recommend approval of these amendments;

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the City of Texarkana, Arkansas, that Section 2-72 of the *Code of Ordinances* is amended to reflect the above changes to the Purchasing Policy of the City.

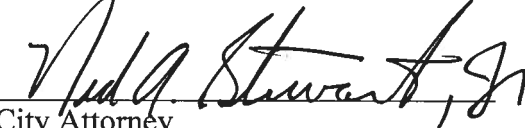
PASSED AND APPROVED this 20th day of August, 2012.


N. Wayne Smith, Mayor

ATTEST:


Patti Scott Grey, City Clerk

APPROVED:


City Attorney



City of Texarkana, Arkansas Purchasing Policy

I. Introduction. The purpose of this manual is to provide general policy guidelines for use by all City departments in purchasing supplies, materials, equipment, and services. The objective of the policies contained herein is to effect the most economical, efficient, and timely system of purchasing possible with the end result being that high quality goods and services necessary to City operations will be obtained at the best available price.

II. Purchasing Policy

A. General. As a general rule, purchases will be made on the basis of price. In certain circumstances, however, other factors may be relevant to a decision to award a bid, contract, etc. These include, but are not limited to, (1) the quality of the product, (2) delivery time, (3) past vendor performance, and (4) serviceability. Any decision to purchase an item or service on some other basis than price must be justified and documented to the Finance Department.

B. Purchasing Limits. Depending on the amount of the purchase, the bidding procedures and approvals necessary to accomplish a purchase will vary, and are summarized as follows:

1. **Up to \$500.00**
 - a. Approval from the Department Head or their designated agent is required.
 - b. Where possible, purchases of one hundred dollars (\$100.00) or less should be made from petty cash.
2. **500.01 to \$1000.00:**
 - a. Approval from Department Head and Purchasing Agent is required.

3. **\$1000.01 to \$2500.00:**
 - a. Approval by the Department Head, Purchasing Agent, and Controller or designated agent is required.
4. **\$2,500.01 to \$5000.00:**
 - a. At least three (3) informal telephone or internet quotes required.
 - b. Approval by the Department Head, Purchasing Agent, and Controller or designated agent is required.
5. **\$5000.01 to \$10,000.00:**
 - a. At least three (3) documented, written bids are required.
 - b. Approval by the Finance Director or designated agent is required.
6. **\$10,000.01 to \$19,999.99:**
 - a. At least three (3) written, competitive bids required.
 - b. City Manager approval is required.
7. **\$20,000 to \$25,000:**
 - a. At least three (3) formal, competitive sealed bids with legal advertising.
 - b. City Manager approval is required
8. **Over \$25,000.01:**
 - a. At least three (3) formal, sealed competitive bids with legal advertising required.
 - b. Board approval is required.
9. **Exceptions:** In certain instances, it may not be feasible or necessary to obtain quotations or bids. Examples include, but are not limited to:
 - a. Purchases from "only sources."
 - b. Memberships and subscriptions.
 - c. State bid boards
 - d. Emergency situations as defined where there is a sudden, urgent, usually unexpected occurrence or occasion requiring immediate action. For instance, unexpected building maintenance, a natural disaster, bomb or chemical or biological threat, manmade disaster, pandemic or terrorist attack.
 - e. When legally advertised, if the minimum number of required bids has not been met, the number of bids received will be sufficient. Documentation must be sent to the Finance Department showing that the minimum number of bids were requested.
 - f. For A&P funds that have been allocated and approved by the A&P Commission for the City's use, only the Department Head's approval will be required for purchases up to \$2,500.00.

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- e. Marketing and/or redistributing surplus assets.
- f. Insuring that the purchasing policies and procedures are being followed.
- g. Capitalize fixed assets over \$5000 each with a useful life over two (2) years

2. User departments are responsible for:

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- A. Including such firms, when qualified,
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- C. Using the services and assistance of the Leadership Texarkana and the Chamber of Commerce
- D. Encouraging contractors to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which are located in, or owned in substantial part by persons residing in the area of the projects, as described in 24 CFR 135; and,
- E. Requiring prime contractors, when subcontracting is anticipated, to take the affirmative action steps described in 24 CFR 85.36.