



Regular Meeting of the Board of Directors

City of Texarkana, Arkansas

216 Walnut Street

Agenda - Monday, May 17, 2021 - 6:00 PM

Call to Order

Roll Call

Invocation and Pledge of Allegiance given by Director Laney Harris

CONSENT

1. Approval of the minutes of the regular meeting May 3, 2021, the special called regular meeting May 10, 2021, and the special called regular meeting May 12, 2021. (CCD)

REGULAR

2. Adopt a Resolution to amend the 2021 General Fund Budget to include an allocation of \$43,823.67 for expenditures related to the ransomware attack. (FIN) Finance Director TyRhonda Henderson
3. Adopt a Resolution to amend the 2021 General Fund Budget to include an allocation of \$75,227 for expenditures related to salaries for the City Manager, Interim City Manager, and Transition Leader. (FIN) Finance Director TyRhonda Henderson
4. Adopt an Ordinance to approve the purchase of an Animal Care and Adoption Center truck. (ACAC) Interim Director Brenda Williamson

The applicant requests an emergency clause. 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. (Hdbk. Const. Amend 7)

5. Adopt an Ordinance granting the request for prerequisite municipal approval of a private club application for 2415 Arkansas Boulevard, Redwoods Bar & Grill. (Earl) (CCD)

The applicant requests an emergency clause. 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. (Hdbk. Const. Amend 7)

6. SECOND READING - Adopt an Ordinance amending certain procedural provisions of the *City of Texarkana, Arkansas Code of Ordinances* pertaining to the Board of Directors' Rules of Order and Procedure. (BOD) (This item was added to the agenda at the request of Director Laney Harris.)

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.

NEXT MEETING DATE: Monday, June 7, 2021

EXECUTIVE SESSION

7. Adopt a Resolution reappointing Sandy Varner and appointing Les Munn to the Advertising and Promotion Commission. (CCD)

ADJOURN



CITY OF TEXARKANA, AR BOARD OF DIRECTORS

AGENDA TITLE:	Approval of the minutes of the regular meeting May 3, 2021, the special called regular meeting May 10, 2021, and the special called regular meeting May 12, 2021. (CCD)
AGENDA DATE:	May 17, 2021
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.



Regular Meeting of the Board of Directors

City of Texarkana, Arkansas

216 Walnut Street

Minutes - Monday, May 03, 2021 - 6:00 PM

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

PRESENT: Mayor Allen Brown, Ward 1 Director Terry Roberts, Ward 2 Director Laney Harris, Assistant Mayor Ward 3 Steven Hollibush, Ward 4 Director Ulysses Brewer, Ward 5 Director Barbara Miner and Ward 6 Director Jeff Hart.

ALSO, PRESENT: Interim City Manager David Haak, City Attorney George Matteson, City Clerk Heather Soyars and Deputy City Clerk Jenny Narens.

The Invocation and Pledge of Allegiance were given by Director Terry Roberts.

CONSENT

Assistant Mayor Hollibush made the motion to adopt the Consent agenda, Seconded by Director Hart. The motion carried and the following items were approved:

1. Approval of the minutes of the called meeting April 8, 2021, and the regular meeting April 19, 2021. (CCD)
2. Resolution No. 2021-23 - authorized the Interim City Manager to enter into a contract for the South Regional Wastewater Treatment Plant Chiller Replacement Project. (TWU)
3. Resolution No. 2021-24 - amended the FY2021 Budget (Resolution No. 2020-39) and the Public Works Budget to include the expense for Sanderson Lane, Cherry Street and East 50th Street Road Improvements. (PWD)

REGULAR

4. Ordinance No. 13-2021 - purchased three new vehicles to be used by the Bi-State Narcotics Task Force. (TAPD)

Captain Bobby Jordan said he would be glad to answer any questions concerning this item.

Motion to suspend the rules and place the ordinance on its first reading in abbreviated form made by Assistant Mayor Hollibush, Seconded by Director Brewer.

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

The motion carried 7-0 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 Miner, Seconded by Assistant Mayor Hollibush.

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

The motion carried 7-0 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 Hart, Seconded by Director Roberts.

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

The motion carried 7-0 and the ordinance was read the third and final time in abbreviated form.

Motion to adopt the ordinance made by Director Miner, Seconded by Assistant Mayor Hollibush.

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

No one came forward.

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

The motion carried 7-0 and the 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 adopt the emergency clause made by Director Brewer, Seconded by Director Roberts.

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

The motion carried 7-0 and the Mayor declared the emergency clause adopted.

5. Ordinance No. 14-2021 - rezoned a track of land located on Oak Hollow Lane from R-1 Rural residential to R-2 Single family residential. (PWD-Planning)

Public Works Director Tyler Richards gave a brief summary of the item.

Motion to suspend the rules and place the ordinance on its first reading in abbreviated form made by Director Brewer, Seconded by Director Hollibush.

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

The motion carried 7-0 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 Brewer, Seconded by Assistant Mayor Hollibush.

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

The motion carried 7-0 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 Brewer, Seconded by Assistant Mayor Hollibush.

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

The motion carried 7-0 and the ordinance was read the third and final time in abbreviated form.

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

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

No one came forward.

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

The motion carried 7-0 and the Mayor declared the ordinance adopted.

6. Ordinance No. 15-2021 - rezoned a tract of land located at Parker Lane and Mandeville Road from M-1 Limited manufacturing to R-1 Rural residential. (PWD Planning)

Public Works Director Tyler Richards gave a brief summary of the item. He stated the Airport Authority was opposed to construction within the proposed safety zone intended for an expansion planned to the runway on the north side of Texarkana Regional Airport.

Texarkana Regional Airport Director Paul Mehrlich said if the airport were to build a runway expansion it could affect a specific tract of the property owner's land. He said once the feasibility study was performed then the airport would know where the runway protection zone would be and if it would affect the tract of land. Mr. Mehrlich just wanted to caution the property owner that if the tract of land were in the runway protection zone, the airport would have to purchase that part of his property.

Property Owner Jeremy Lindsey said it could take years for the airport to decide if they could build a runway expansion and he was ready to build his family home. He understood he could be forced out of that specific part of the property, but he still wanted to move forward.

Director Hollibush asked if it were possible to extend the runway the other direction instead of in Mr. Lindsey's property.

Texarkana Regional Airport Director Paul Mehrlich said no, due to the runway protection zone on the other side as well. He said there was a freeway and an industrial area that included rail. Mr. Mehrlich said those structures were non-movable.

Motion to suspend the rules and place the ordinance on its first reading in abbreviated form made by Director Hart, Seconded by Director Harris.

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

The motion carried 7-0 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 Harris, Seconded by Assistant Mayor Hollibush.

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

The motion carried 7-0 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 Brewer, Seconded by Assistant Mayor Hollibush.

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

The motion carried 7-0 and the ordinance was read the third and final time in abbreviated form.

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

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

No one came forward.

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

Voting Nay: Director Roberts

The motion carried 6-1 and the Mayor declared the ordinance adopted.

7. FIRST READING - Adopt an Ordinance amending certain procedural provisions of the *City of Texarkana, Arkansas Code of Ordinances* pertaining to the Board of Directors' Rules of Order and Procedure. (BOD) (This item was added to the agenda at the request of Director Laney Harris.)

Director Harris said the Rules of Order was changed in July 2017, stating if a Board member wanted an item on the agenda, they would have to have department head's approval. He said he wanted to allow the City Manager and the City Clerk to place items on the agenda even if it were past the deadline. Director Harris said he wanted to have comments from the Mayor and the Board placed back on citizen communication. He also wanted to let any citizen come and make a presentation not just city staff or a commissioner. Director Harris wanted to make sure citizen communication was televised. He said if an item on the agenda were not passed, he would like it to be only (30) days before it could be placed back on the agenda instead of (180) days.

Mayor Brown said he had several issues on how things were worded, and it would need to be changed. He said these provisions were put in place to provide structure in the meetings between city staff, the Board of Directors, and the citizens. Mayor Brown said he did not support this item in the form it was in because he felt like the control of the meetings would be lost. He said he would like to have a workshop to discuss this item further.

Director Harris said the City Attorney should only approved the legal requirements and not the content of an item.

Mayor Brown said the City Attorney only looked at the item from the legal standpoint. He said the City Attorney would review the item to see if it would be approved by Municipal Code not the content of the item.

City Attorney George Matteson said he only approved the legal aspect of the item, not the content of the item.

Director Brewer said it seemed like the protocol was already in place and would be redundant to go through with this ordinance.

City Attorney George Matteson said this ordinance had a few changes in it, but they were both very similar.

Director Miner said she was glad the meetings were more business-like instead of what they used to be in the past.

Assistant Mayor Hollibush asked if Director Harris would be willing to have a workshop to discuss the agenda item.

Director Harris said he did not know what the workshop would do, but he would be willing to have one.

Motion to suspend the rules and place the ordinance on its first reading in abbreviated form made by Assistant Mayor Hollibush, Seconded by Director Harris.

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

The motion carried 7-0 and the ordinance was read the first time in abbreviated form.

No further action was taken.

CITIZEN COMMUNICATION

David Peavy, 105 Olive Street, proposed a Citizen Communication policy to the Board (attached). He would like the opportunity for the Board to be able to respond to citizens questions and concerns.

Linda Teeters, 225 Summit Drive, said she was a previous Board Director and she had never been told she could not speak, they were just told not to argue with the citizens. She asked why was the Assistant City Manager that was in place or a staff member that had city business expertise not selected as the Interim City Manager. Ms. Teeters said why did we have to go outside the city staff and select an Interim City Manager. She said there was a policy in place for how city staff and officials were to conduct themselves on social media. Ms. Teeters said to please be professional and careful when on social media.

EXECUTIVE SESSION

The Board entered Executive Session at 6:52 PM.

The Board meeting reconvened at 7:20 PM.

Mayor Brown asked Express Professionals Joey Martin to give a brief update on the search for a city manager.

Mr. Martin said 44 candidates responded to the ad for the position, 30 candidates met the qualifications, and then 14 were presented to the Personnel Department. He said 3 were chosen

from the Board to go to the second round of questions. Mr. Martin asked if a Zoom meeting could be the next step in the process.

Mayor Brown asked if the Board could be sent a link for the Zoom meeting and would it need to be held in executive session.

City Attorney George Matteson said yes, it would need to be considered an executive session.

Mayor Brown said yes, they would be willing to perform a Zoom meeting to interview the 3 candidates.

NEXT MEETING DATE: Monday, May 17, 2021

ADJOURN

Motion to adjourn made by Director Brewer, Seconded by Director Hart.

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

The meeting adjourned at 7:24 PM.

APPROVED this the 17th day of May 2021.

Allen L. Brown, Mayor

Heather Soyars, City Clerk

Action by the board is limited to those matters properly placed on the agenda or otherwise approved by the Board for consideration at a meeting in accordance with these rules, the *Code of Ordinances of the City of Texarkana, Arkansas* and applicable law.

~~This is not the only opportunity to address or discuss concern with the Board of Directors.~~

In order to effectively manage meeting time and insure those wishing to speak in accordance with the rules have a reasonable opportunity to do so, ~~debate~~ **questions** or **comments** from Directors on issues raised by a member of the public during Citizen Communication Time ~~shall not~~ **may be answered or commented upon. Citizens issues or concerns that would require board action shall** not be undertaken or made unless a proper vote by the Board to add an issue to the agenda for consideration or discussion.

Notwithstanding the foregoing, the Directors may, by addressing the presiding officer or City Manager, refer an issue or concern to staff for follow-up. **Directors should provide comments, ask questions, and give answers to the Citizen so that they have a full understanding of the citizen's issue so that proper decisions can be made on future agenda items.**



Special Called Meeting of the Board of Directors

City of Texarkana, Arkansas
Mil Way Training & Conference Center
2002 Arkansas Boulevard
Minutes - Monday, May 10, 2021 - 5:00 PM

Mayor Brown called the meeting to order at 5:00 PM.

PRESENT: Mayor Allen Brown, Ward 1 Director Terry Roberts, Assistant Mayor Ward 3 Steven Hollibush, Ward 4 Director Ulysses Brewer, Ward 5 Director Barbara Miner and Ward 6 Director Jeff Hart.

ALSO, PRESENT: City Clerk Heather Soyars.

ABSENT: Ward 2 Director Laney Harris, Interim City Manager David Haak, City Attorney George Matteson, and Deputy City Clerk Jenny Narens.

The Invocation and Pledge of Allegiance were given by Mayor Brown.

EXECUTIVE SESSION

The Texarkana Arkansas Board of Directors will conduct interviews for the purpose of hiring a city manager.

The Board entered Executive Session at 5:05 PM.

The Mayor reconvened the meeting at 7:01 PM.

No action was taken.

NEXT MEETING DATE: Monday, May 17, 2021

ADJOURN

Motion to adjourn made by Director Roberts, Seconded by Assistant Mayor Hollibush.

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

The meeting adjourned at 7:04PM.

APPROVED this the 17th day of May 2021.

Allen L. Brown, Mayor

Heather Soyars, City Clerk



Special Called Regular Meeting of the Board of Directors

City of Texarkana, Arkansas
216 Walnut Street

Minutes - Wednesday, May 12, 2021 - 5:00 PM

Mayor Brown called the meeting to order at 5:00 PM.

PRESENT: Mayor Allen Brown, Ward 1 Director Terry Roberts, Ward 2 Director Laney Harris, Assistant Mayor Ward 3 Steven Hollibush, Ward 4 Director Ulysses Brewer, Ward 5 Director Barbara Miner and Ward 6 Director Jeff Hart.

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

ABSENT: Interim City Manager David Haak.

The Invocation and Pledge of Allegiance were given by Mayor Brown.

EXECUTIVE SESSION

The Texarkana Arkansas Board of Directors will interview a candidate for the city manager position.

The Board entered Executive Session at 5:03 PM.

The Mayor reconvened the meeting at 6:25 PM.

No action was taken.

Director Hart left the meeting at 5:44 PM.

NEXT MEETING DATE: Monday, May 17, 2021

ADJOURN

Motion to adjourn made by Assistant Mayor Hollibush, Seconded by Director Roberts.

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

The meeting adjourned at 6:26 PM

APPROVED this the 17th day of May 2021.

Allen L. Brown, Mayor

Heather Soyars, City Clerk



CITY OF TEXARKANA, AR BOARD OF DIRECTORS

AGENDA TITLE: Adopt a Resolution to amend the 2021 General Fund Budget to include an allocation of \$43,823.67 for expenditures related to the ransomware attack. (FIN) Finance Director TyRhonda Henderson

AGENDA DATE: May 17, 2021

ITEM TYPE: Ordinance Resolution Other : _____

DEPARTMENT: Finance

PREPARED BY: TyRhonda Henderson, Finance Director

REQUEST: N/A

EMERGENCY CLAUSE: N/A

SUMMARY: The City is still dealing with the lasting effects of the December 2020 ransomware attack. While most departments are operating at the best level possible with the equipment/software available, they are still not functioning at full capacity. The City's IT department has provided me with a list of equipment/software and associated costs to get all City departments fully restored. While no one expenditure exceeds the \$25,000 threshold that requires board approval, none of these expenditures are budgeted. The General Fund will need to be amended to include expenditures of \$43,823.67. This list is not all inclusive. A future budget amendment will be required to allocate funds for the backup solution and managed security solution. All associated expenditures will be submitted for insurance reimbursement.

EXPENSE REQUIRED: \$43,823.67

AMOUNT BUDGETED: \$0

**APPROPRIATION
REQUIRED:** \$43,823.67

**RECOMMENDED
ACTION:** Approval recommended by City Manager and Finance Director

EXHIBITS: Resolution and Equipment/Software List

RESOLUTION NO. _____

WHEREAS, a cyberattack was carried upon the City in December, 2020; and

WHEREAS, in connection with ongoing and continuing restoration of complete operating capacity of all City departments, the City's IT Department has identified certain software and equipment, along with the costs thereof, required; and

WHEREAS, all expenses will be submitted for reimbursement through any applicable policies of insurance in place and pursuant to the terms thereof; and

WHEREAS, while no single expenditure listed herein exceeds the \$25,000.00, threshold necessitating Board approval, it is necessary to amend the FY2021 Budget to provide for corresponding appropriation, expense, and reimbursement; and

WHEREAS, the Interim City Manager and staff recommend approval;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Texarkana, Arkansas, that the FY2021 General Fund Budget to provide for the appropriation, expenditure and applicable reimbursement of the following cyberattack-related costs:

Incode:	\$5,200.00 (recovery costs identified through present time)
Ontrack:	\$13,500.00
DocuNav:	\$7,563.68
Speartip:	\$9,339.70
McDonal Hopkins:	\$3,454.70
FTI:	\$2,738.70
Coveware:	\$2,027.30

PASSED AND APPROVED this 17th day of May, 2021.

Allen L. Brown, Mayor

ATTEST:

Heather Soyars, City Clerk

APPROVED:

George Matteson, City Attorney



City of Texarkana, Arkansas
Finance Department
216 Walnut Street, Texarkana, AR 71854
PO Box 2711, Texarkana, AR 75504-2711
Phone (870)779-4954 / Fax (870)772-8182

General Fund Allocation:

- Incode (recovery costs up to current time) - \$5,200
- Ontrack - \$13,500
- DocuNav - \$7,563.68
- Speartip - \$9,339.29
- McDonald Hopkins - \$3,454.70
- FTI - \$2,738.70
- Coveware - \$2,027.30

TBD

- Backup Solutions
- Managed Security Solution



CITY OF TEXARKANA, AR

BOARD OF DIRECTORS

AGENDA TITLE: Adopt a Resolution to amend the 2021 General Fund Budget to include an allocation of \$75,227 for expenditures related to salaries for the City Manager, Interim City Manager, and Transition Leader. (FIN) Finance Director TyRhonda Henderson

AGENDA DATE: May 17, 2021

ITEM TYPE: Ordinance Resolution Other : _____

DEPARTMENT: Administration/Finance

PREPARED BY: TyRhonda Henderson, Finance Director

REQUEST: N/A

EMERGENCY CLAUSE: N/A

SUMMARY: The City's General Fund budget will need to be amended to include expenditures related to salaries for the City Manager, Interim City Manager, and Transition Leader.

EXPENSE REQUIRED: \$113,849

AMOUNT BUDGETED: \$288,122

**APPROPRIATION
REQUIRED:** \$75,227

**RECOMMENDED
ACTION:**

EXHIBITS: Resolution

RESOLUTION NO. _____

WHEREAS, it is necessary to amend the FY2021 Budget to appropriate funds for the salaries and compensation of an Interim City Manager, temporary Transition Leader, and City Manager, and to provide for the corresponding expense of the same; and

WHEREAS, the aggregate appropriation is anticipated to be \$75,227.00;

NOW, THEREFORE, BE IT RESOLVED, that the FY 2021 Budget is hereby amended to provide for the appropriation and expenses described above in the amount above and for the purposes so set forth.

PASSED AND APPROVED this the 17th day of May, 2021.

Allen L. Brown, Mayor

ATTEST:

Heather Soyars, City Clerk

APPROVED:

George Matteson, City Attorney



CITY OF TEXARKANA, AR

BOARD OF DIRECTORS

AGENDA TITLE: Adopt an Ordinance to approve the purchase of an Animal Care and Adoption Center truck. (ACAC) Interim Director Brenda Williamson

The applicant requests an emergency clause. 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. (Hdbk. Const. Amend 7)

AGENDA DATE: May 17, 2021

ITEM TYPE: Ordinance Resolution Other : _____

DEPARTMENT: ACAC

PREPARED BY: Interim Director Brenda Williamson

REQUEST: Purchase of animal control truck.

EMERGENCY CLAUSE: yes

SUMMARY: The Animal Care and Adoption Center is asking the Board to approve the purchase of a new ACO truck. The current truck is no longer reliable and has needed maintenance many times last year. The funds for this truck were approved in the 2021 Budget.

2021 Ford F250 \$41,810.60

Truck Graphics \$1,820.00

Lightbar, LED lights \$2,677.97

Kennel Compartments \$25,358.00

Total \$71,666.57

EXPENSE REQUIRED: \$71,666.57

AMOUNT BUDGETED: \$75,931.00

**APPROPRIATION
REQUIRED:** N/A

**RECOMMENDED
ACTION:** Approval from Board of Directors to purchase new ACO Truck.

EXHIBITS: Ordinance

ORDINANCE NO. _____

AN ORDINANCE WAIVING COMPETITIVE BIDDING; AUTHORIZING THE INTERIM CITY MANAGER TO APPROVE THE PURCHASE OF A NEW ANIMAL CONTROL VEHICLE; FOR DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES

WHEREAS, for a number of reasons, including age and increasing maintenance needs, it is necessary to replace an existing animal control vehicle; and

WHEREAS, while consideration of a competitive bidding approach for this acquisition was undertaken, due to the unique nature of the type of truck and use-specific features necessary to perform animal control functions, coupled with the limited number of feasible providers of a complete, finished product, competitive bidding comparison is impractical and not feasible; and

WHEREAS, pursuant to Ark. Code Ann. §14-47-138, the Board of Directors may waive the requirements of competitive bidding in exceptional situations where competitive bidding is not feasible; and

WHEREAS, a 2021 Ford F250, Diesel Crew Cab truck, being a truck well suited for this purpose and able to support the accessory animal control functions of the vehicle, is available at McClarty Ford for a price of \$41,810.60; and

WHEREAS, the following after-market bed and other equipment, along with the corresponding costs thereof, necessary to finish-out the vehicle for the unique needs of the City and its Animal Care and Adoption Center have likewise been identified (specifically, specialized bed/kennel compartments: \$25,358.00, graphics: \$1,820.00, lights and light bar: \$2,677.97); and

WHEREAS, the total cost of the vehicle, completed, is \$71,666.57; and

WHEREAS, while every component of the vehicle – including the truck due to application of state law – might otherwise not require competitive bidding, nor the specific

grant of purchase approval by the Board of Directors, and in an abundance of caution, should the purchase of the completed vehicle contemplated by this Ordinance, or any portion thereof, require or be later determined to have required competitive bidding or a waiver of competitive bidding, the approval of the purchase is being made by ordinance specifically recognizing such waiver as permitted by applicable law; and

WHEREAS, funds are available and budgeted; and

WHEREAS, the Interim City Manager and Director of the Animal Care and Adoption Center request approval of the purchase of the truck and equipment identified above and, further, waiver of any applicable competitive bidding practices, all as and for the reasons described above;

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the City of Texarkana, Arkansas that:

Section 1: The purchase of the truck and associated equipment described above is approved and any competitive bidding practices that may be otherwise required by applicable law and ordinance are waived.

Section 2: The interim City Manager is authorized to enter into any agreement reasonably necessary carry out the purchase hereby approved on the terms and conditions set out above.

Section 3: This action being necessary for the preservation of the public peace, health and safety (including, without limitation, the immediate need to replace an older existing vehicle, avoid additional maintenance costs, and provide efficient animal control services), and a separate and distinct vote having been taken on this emergency clause, an emergency is therefore declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED this 17th day of May, 2021.

Allen L. Brown, Mayor

ATTEST:

Heather Soyars, City Clerk

APPROVED:

George Matteson, City Attorney

April 20, 2021

From: Mike Terrell
McLarty Ford
3232 Summershill Road
Texarkana, Texas 75503
Phone: 903-735-4625

To: Attn: Brenda
Animal Care and Adoption Texarkana USA
203 Harrison Street
Texarkana, Arkansas 71854

Pricing 2021 Ford F250 , Crew Cab, 4x4, Diesel

Quantity (1 ea.)

2021 Ford F250
4x4, CrewCab, Diesel
176" wheelbase (8ft bed)

*This is a State Board bid in accordance
the bid guidelines for the state of Arkansas*

2021 Ford F250.....**BED DELETE**
4x4, CrewCab, Diesel
176" wheelbase (8ft bed)

Exterior color: White
Seats : Dark Grey Vinyl
Engine: 6.7L Powerstroke Diesel
AM/FM Stereo.
Cruise Control.....**\$ 41,810.60 ea.**

If you have any questions along the way, feel free to contact
me at 903-735-4625
Mike Terrell, Fleet Sales



ACCM 6
6 COMPARTMENT CHASSIS MOUNT ANIMAL CONTROL UNIT
56" CAB TO AXLE TRUCK/MINIMUM ¾ TON VEHICLE

Rear Storage Compartment: 22"W x 35"H x 80"D
Animal Compartments:
Front: 28"W x 35"H x 40"D (With Pass Through Divider)
Front Center: 25"W x 26"H x 40"D (With Pass Through Divider)
Rear Center: 25"W x 26"H x 40"D (With Pass Through Divider)

Construction:

- Basic frame is 2x2 welded steel tubing with a Superstructure of 1x1 welded steel tubing
- All steel is hot dipped galvanized before covering
- The ceiling contains 4" foam insulation. The front wall, back wall and bottom contain 1" foam insulation
- The interior and exterior material is 20 gauge stainless steel
- The ceilings consist of .050 aluminum with a roof of 125 aluminum diamond plate
- Doors are made with 12 gauge stainless steel and hinged from the front with a continuous stainless steel hinge
- Doors have positive locking tee handles, keyed alike
- Doors have adjustable louvered aluminum vents with perforated inside covers
- Storage compartment floors are carpeted
- The storage compartment doors are solid (with no vents)
- Units are equipped with LED marker lights, LED stop and tail lights, LED dual backup lights, and four-way flashers

- The body is mounted to the vehicle frame with eight (8) angle brackets

Included Accessories

LED Interior lights are installed in each animal compartment and storage compartment with the switch box mounted in the cab of the vehicle.

2-Swinging partitions are installed in animal compartments and can be opened to create a pass-through compartment between each side of the unit. If a slide out lift system is installed, the swinging partition is omitted in that compartment.

Backup Camera from the factory will be installed on the rear of the animal control unit. If your vehicle is not equipped from the factory with a backup camera monitor, there will be additional charges.

5-Secondary Safety Door—These doors are located inside the primary door and are constructed of 125 aluminum with ¾” holes punched for ventilation and a catch pole cutout.

Air Conditioning System- Unit is 18,900 BTU with add on compressor to truck engine. (Rangers, S-10's, Toyotas, etc are not adaptable to brackets for added compressors.)

Auxiliary Heating- A 16,000 BTU directional air louvered heater.

Step Bumper-The bumper is constructed of stainless steel and is 82” long and 6” wide, with shur-step antiskid in place.

Rubber Mats-Constructed of ½” thick, chew proof rubber mats to fit the floor of the compartment.

LED Work Lights (2) 4 X 6 LED work lights mounted on the rear of the unit.

Dead Animal Pan-Pan is constructed of aluminum and has four raised sides and handles on each end and is removable.

LED Directional Light Bar -Traffic advisor located on the rear of the unit, placed at center top to advise traffic of the vehicle location.

Digital Thermometer-Mounted on dash of truck with the probe located inside animal unit to monitor temperature while vehicle is in use.

CLASS IV Receiver Hitch

Trailer Plug

4-Skirt Storage Boxes

Price for each unit per above specifications is	\$ 23,758.00
Charge for Installation at Factory	\$ 1,100.00
Shipping Charges	\$ 500.00
Total Price for Each Unit	\$ 25,358.00

Quote To
 City of Texarkana, AR
 Jaryn Peshel
 903-314-0237
Jaryn.peschel@txkusa.org

Dallas Long

03.10.21

Optional Accessories**Backup Alarm**

One Way Safety Door-These doors are located inside the primary door and are constructed of 1X2 aluminum. Each one-way door will have two (2) spring loaded 125 aluminum panels to ease loading but still prevent escape until one-way door is opened. Each one-way door is equipped with positive latches and 3/4" holes punched for ventilation.

Top Luggage Rack-This rack is installed on top of unit for additional storage. The rack is constructed of 1 1/2 X 1 1/2 square aluminum tubing welded.

LED Emergency Strobe – LED Mini lightbar strobe installed on front of unit. Strobe is operated by a switchbox in the vehicle cab.

Patio Storage Bumper-The bumper is constructed of steel and is 82" long and 15" wide, painted with automotive polyurethane paint, and has a storage compartment in the center.

Deerskin Lift System-Slide out cage housed in curb side front compartment to assist in lifting large animals. Powered by a 2500# 12-volt, cable winch, the cage lowers to curb height and is capable of lifting 200 pounds.

Dead Animal Box with Lift Gate-Located in the rear center of the unit, with a hydraulic lift gate capable of lifting 1000 pounds. If this is added to the unit, the rear storage becomes 8" deep on each side.

Door Props-Mounted to the inside of the primary door, used to hold the door in open position while loading/unloading animals.



SIGNS BANNERS TROPHIES & MORE

4/28/21

2020 F250 Crew Cab Truck Graphics

- Texarkana Arkansas Animal Services Lettering with Stripes Sided Doors & Front Qtr Panels
- Texarkana Arkansas Animal Services Lettering Rear of Box
- Call 903-798-3876 Lettering Both Sides
- TA Logo Rear Side Doors

Estimated Cost:

2 Color Graphics Produced and Installed

Digitally Printed Regular Vinyl: \$620

Digitally Printed Reflective Vinyl: \$775

pricing does not include any applicable sales tax

Prices Good for 30 days

Extra Fees for any Artwork/logos that must be rebuilt

example of graphic style quoted



www.CheckMarkDesigns.net
Signs & Banners

www.TexarkanaTrophies.com
Trophies & Awards



CITY OF TEXARKANA, AR BOARD OF DIRECTORS

AGENDA TITLE: Adopt an Ordinance granting the request for prerequisite municipal approval of a private club application for 2415 Arkansas Boulevard, Redwoods Bar & Grill. (Earl) (CCD)

The applicant requests an emergency clause. 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. (Hdbk. Const. Amend 7)

AGENDA DATE: May 17, 2021

ITEM TYPE: Ordinance Resolution Other : _____

DEPARTMENT: City Clerk

PREPARED BY: Heather Soyars

REQUEST: Prerequisite approval to continue the application process through the State.

EMERGENCY CLAUSE: An emergency clause is requested by the applicant. The ordinance **must be effective** before submitting the application to the Alcoholic Beverage Control Administration.

SUMMARY: Applicant is requesting prerequisite approval to continue the application process through the State.

Pursuant to ACT 112 of 2017, all new private club applications must be submitted with an ordinance from the governing body of the county or municipality in which the private club wishes to be located, approving the application.

EXPENSE REQUIRED: N/A

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

**RECOMMENDED
ACTION:** The Interim City Manager and staff recommend approval.

EXHIBITS: Ordinance

ORDINANCE NO. _____

AN ORDINANCE GRANTING THE REQUEST FOR PREREQUISITE MUNICIPAL APPROVAL OF A PRIVATE CLUB APPLICATION BY KAREN JEAN EARL, AS APPLICANT, ON BEHALF OF REDWOODS GRILL & BAR, INC.; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES

WHEREAS, pursuant to the provisions of Ark. Code Ann. §3-9-222 and Rules and Regulations adopted by the Arkansas Alcoholic Beverage Control Division (the “ABC”) in accordance therewith requiring prior municipal approval by ordinance as a prerequisite to submittal of certain applications to the ABC or its Director relating to private clubs, request has been made that this Board of Directors of the City of Texarkana, Arkansas, approve the application of Karen Jean Earl as applicant for Redwoods Grill & Bar, Inc.;

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the City of Texarkana, Arkansas, that:

Section 1. The request of Karen Jean Earl on behalf of Redwoods Grill & Bar, Inc., for prerequisite municipal approval of an application for a private club at 2415 Arkansas Boulevard, Texarkana, Arkansas, 71854, as required by Ark. Code Ann. §3-9-222 and the Rules and Regulations of the ABC is hereby granted.

Section 2. Nothing contained herein shall be deemed to be a municipal endorsement of any business operation, nor a waiver of the application of any City ordinance or other local, state, or federal law, rule or regulation, now or hereafter adopted.

Section 3. This action being necessary for the preservation of the public peace, health and safety, and a separate and distinct vote having been taken on this emergency clause, an emergency is therefore declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

PASSED AND APPROVED this 17th day of May, 2021.

Allen L. Brown, Mayor

ATTEST:

Heather Soyars, City Clerk

APPROVED:

George Matteson, City Attorney



CITY OF TEXARKANA, AR BOARD OF DIRECTORS

AGENDA TITLE: SECOND READING - Adopt an Ordinance amending certain procedural provisions of the *City of Texarkana, Arkansas Code of Ordinances* pertaining to the Board of Directors' Rules of Order and Procedure. (BOD) (This item was added to the agenda at the request of Director Laney Harris.)

AGENDA DATE: May 17, 2021

ITEM TYPE: Ordinance Resolution Other :

DEPARTMENT: This item was added to the agenda at the request of Director Laney Harris

PREPARED BY: This item was added to the agenda at the request of Director Laney Harris

REQUEST: This item was added to the agenda at the request of Director Laney Harris

EMERGENCY CLAUSE: No.

SUMMARY: This item was added to the agenda at the request of Director Laney Harris. The first reading was at the May 3, 2021 Board of Directors' meeting.

EXPENSE REQUIRED: N/A

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

**RECOMMENDED
ACTION:** This item was added to the agenda at the request of Director Laney Harris

EXHIBITS: Ordinance

ORDINANCE NO. _____

AN ORDINANCE AMENDING CERTAIN PROCEDURAL PROVISIONS OF THE *CODE OF ORDINANCES OF THE CITY OF TEXARKANA, ARKANSAS*; AND FOR OTHER PURPOSES

WHEREAS, the Board of Directors has determined that it is necessary to amend certain procedural provisions contained in the Code of Ordinances of Texarkana, Arkansas (the “*Code*”), with respect to meeting agenda formulation and management; and

WHEREAS, in order to implement the modifications to the Rules of Procedure necessitated by the amendment to the Code herein, such necessary amendments to the Rules of Procedure are herein contained;

WHEREAS, while amendments to the Rules of Order and Procedure were undertaken by ordinance on July 7, 2017, in order to implement the modifications to the Rules of Procedure necessitated by the amendment to the Code herein, such necessary amendments to the Rules of Procedure are herein contained;

NOW THEREFORE, BE IT ORDAINED, by the Board of Directors of the City of Texarkana, Arkansas, that:

SECTION 1. Section 2-17 of the *Code* is deleted in its entirety and the following is substituted therefore:

Sec. 2-17. - Bringing business before board—Filing.

All matters coming before any regular meeting of the board of directors for discussion or action shall be filed with the office of the city manager by 5:00 p.m. on the second Wednesday prior to the regular board meeting. Failure to file notice of intention to discuss or seek action at least seven (7) business days prior to the board meeting shall prevent said business from being discussed at said meeting, and the business shall be carried over to the next regular meeting of the board of directors. Matters which have been previously voted on and decided by the board of directors cannot be resubmitted to the board of directors until the expiration of thirty (30) days after such vote and decision unless reconsideration is approved by a two-thirds (2/3) vote of the entire membership of the board of directors.

SECTION 2. Section 2-20 of the *Code* is deleted in its entirety and the following is substituted therefore:

Sec. 2-20. - Approval of ordinances, etc.; disposition of copies.

All ordinances and resolutions shall be submitted to the city attorney for approval as to form (legal requirement) prior to consideration of the board of directors and an original and two (2) copies of each proposed ordinance and resolution shall be filed with the city clerk; upon adoption, one (1) copy of each such resolution or ordinance shall be immediately furnished to the head of the department of the city affected; one (1) copy to the city attorney; and the clerk shall retain the original copy in the official records of the city.

SECTION 3. The subsection entitled “Formulation of Agenda” contained in Section B of the Rules of Order and Procedure is deleted and the following is substituted therefore:

Formulation of Agenda

Each item of business for consideration by the Board of Directors at any regular, special or executive meeting of the Board shall first be placed on a written agenda, which shall be formulated and decimated as follows:

- 1) The preparation of the agenda for each regular, special or executive of the Board of Directors shall be the duty of the City Clerk under the supervision of the City Manager.
- 2) Items for the agenda are to be provided to the City Clerk’s office as soon as possible prior to the meeting in which they are to be considered, but not later than the close of business on second Wednesday preceding the scheduled Board meeting. The City Manager shall have an agenda staff meeting at a time convenient City Manager and the staff, but normally on Wednesday at 11:30 a.m. two weeks prior to the Board meeting. All items of business that are to be considered at the next scheduled Board meeting shall be available for discussion by the City Manager and staff at that time. With the concurrence of the City Manager and City Clerk items may be added to the regular agenda not later than the close of business on the second Wednesday prior to the Board Meeting.

Any Board member may place any item on the agenda if it is presented to the City Manager and the City Clerk in time for the necessary ordinance or resolution to be provided by the agenda deadline. Items of a controversial nature, which are recommended by a Board member shall be listed on the agenda and shall be identified on the agenda as recommended by the Board member of members.

- 3) The agenda shall be completed by the City Clerk and distributed to the Board members and news media prior to the close of business on Wednesday preceding the regular Board meeting.
- 4) Additions to the agenda:
 - a) Items may be added to the agenda after the agenda has been closed with the approval of the City Manager and the City Clerk. In those cases where the City Manager determines that there is a necessity for the benefit of the City, the City Manager shall have an addendum to the agenda prepared by the City Clerk and transmitted to the Board of Directors and the New Media not later than close of business on Friday prior to the Board meeting.

b) Additions may be made to the agenda at the regular Board meeting but only after a motion by a Board member to amend the agenda, to add the item in question, and the concurrence of a majority of Board members. Items to be added to the agenda at a meeting shall be made available to the Board of Directors as soon as possible, preferably prior to the meeting. Items to be considered by the Board should be in a normal form and should have the supporting documentation necessary to understand fully the issue under consideration.

5) The agenda for special or called meetings shall be available to the Board of Directors and news media as far ahead of the meeting as is practical. By law, a minimum of two hours' notice must be given of a special called meeting and the agenda shall be set at least that far ahead of time. Every effort should be made to provide at least two days' notice advance notice of a special or called meeting or the maximum time as is practical

SECTION 3. The following provisions are added to Section B of the Rules of Order and Procedure following provision entitled "Citizen Participation/Citizen Communication Time, but prior to the provision entitled "Policy Statement":

Questions and Comments from the Mayor and Board of Directors

Each agenda for a regularly scheduled meeting shall contain an entry providing for time during which the Mayor and Board of Directors may ask questions and make comments. Notwithstanding anything contained in these rules to the contrary, questions and comments of the Members of the Board during this time shall not be limited in duration.

Presentations Other than as Otherwise Permitted by these Rules

If requested for a regularly scheduled meeting shall contain an entry providing for presentations of by individuals or groups of individuals. Notwithstanding anything contained in these rules to the contrary, said presentations shall be limited to ten (10) minute in duration.

Entire Public Portion of Meeting Televised

For each instance in which a meeting of the Board of Directors is to be televised at the expense of the City or made available via archived meeting video accessed via the City's website or social media, the entire meeting, excluding any Executive Session, shall be so televised or made available.

SECTION 4. The following is added to Section C of the Rules of Order and Procedure:

Reconsideration

After the decision of any question, any member of the Board may move for a reconsideration of any action at the same meeting or within thirty days of the date of that meeting; provided, however that the resolution authorizing or relating to any contract

may be reconsidered at any time before final execution thereof. A motion to reconsider requires a two-thirds (2/3) vote of the entire membership of the board of directors. After thirty days or after a motion for reconsideration has once been acted on, no other motion for reconsideration thereof shall be made unless new evidence is presented to the Board and there is a majority vote of the Board to reconsider.

PASSED AND APPROVED this 3rd day of May, 2021.

Allen L. Brown, Mayor

ATTEST:

Heather Soyars, City Clerk

APPROVED:

George Matteson, City Attorney



City of Texarkana Arkansas

Agenda Page

Regular Meeting of the Board of Directors

City of Texarkana, Arkansas

City Hall – East Third and Walnut Streets

Monday, January 6, 2014

6:30 p.m. Regular Meeting

1. Call to Order
2. Roll Call
3. Invocation given by Director Sue Johnson
4. **Pledge of Allegiance** by Director Sue Johnson
5. Comments from the Mayor
6. Questions from Directors and other business (*This item was placed on the agenda at the request of Director Laney J. Harris and Director Londell Williams.*)
7. Presentation(s):
 - A. Presentation of the **City of Texarkana, Arkansas Employee/Retiree Service Awards**
Print Item 7A only
 - B. Presentation by Curt Green regarding Interstate 49 (I-49) (*This item was placed on the agenda at the request of Mayor N. Wayne Smith.*) (**PowerPoint**) (**Admin**)
Print Item 7B only
 - C. Presentation by James Carlow regarding Interstate 69 (I-69) (*This item was placed on the agenda at the request of Mayor N. Wayne Smith.*) (**Admin**)
Print Item 7C only
 - D. Discussion regarding the Arkansas Municipal League (AML) Cash Management Trust. (*This item was placed on the agenda at the request of Mayor N. Wayne Smith.*) (**Admin**)
Print Item 7D only
8. CONSENT AGENDA:
 - A. **Approval of Minutes** of the regular meetings of December 16, 2013. (**CCD**)
Print Item 8A only
 - B. **Adopt a Resolution** granting permission to the Twin City Black History Association to hold its 23rd Annual Black History Parade on Saturday, February 8, 2014 from 11:00 AM until 12:00 PM. (**PWD**)
Print Item 8B only

- C. [Adopt a Resolution](#) granting permission to the Front Street Committee to host its 2nd Annual Texarkana, Arkansas, “Krewe of Koinonia” Mardi Gras Parade and Festival on Saturday, March 1, 2014 from 2:00 PM until 7:30 PM. (PWD)

[Print Item 8C only](#)

9. [Adopt a Resolution](#) requiring all contracted employees to have a yearly evaluation by December 17, and to review contracts of persons hired by the Board of Directors every two years. *(This item was placed on the agenda at the request of Director Laney J. Harris)* (Admin) (Tabled 11042013) (Tabled 11182013)

[Print Item 9 only](#)

10. Consider the following regarding the FY2014 Budget:

- A. [Conduct a Public Hearing](#) to receive comments regarding the FY2014 Budget. ([PowerPoint](#))
- B. [Adopt a Resolution](#) adopting the FY2014 Budget. (FIN)

[Print Item 10 only](#)

11. Consider the following action concerning substandard structures:

- A. [Conduct a Public Hearing](#) regarding condemnation of ~~seventeen (17)~~ sixteen (16) substandard residential structures. ([PowerPoint](#))
- B. [Adopt a Resolution](#) condemning ~~seventeen (17)~~ sixteen (16) substandard residential structures. (PWD)

***Property removed from list - 2309 Preston Street - 2230050**

[Print Item 11 only](#)

12. Citizen Communication [[Agenda Item Card](#) and [Citizens' Communication Card](#)]

[Print Item 12 Cards only](#)

A limit of five (5) minutes per subject is allotted for any person to express a written or oral viewpoint, grievance or other message to the Board of Directors, with a maximum of fifty (50) minutes allotted for citizen communications. No advance permission is required, but persons wishing to address the Board are requested to fill out a “blue” card listing the subject to be addressed and hand it to the City Clerk upon arrival. Citizen’s communications will be immediately following the Regular Agenda items on each agenda.

13. Executive Session

- A. [Adopt a Resolution](#) making appointments to various boards, commissions, and committees. [**Historic District Commission** (Jimmy “Smitty” Smith and Dr. Beverly J. Rowe); **Personnel Policy Committee** (7 Members – Created 12162013); and **Metropolitan Manning Organization** (MPO) (2 Alternates {Board Members} - *This item was placed on the agenda at the request of Mayor N. Wayne Smith.*)] (CCD)

[Print Item 13A only](#)

- B. [List of 2014 Boards and Commissions Expiration of Terms \(1st Quarter\)](#) (CCD)

[Print Item 13B only](#)

14. Adjourn

Announcements

**RULES OF ORDER
AND
PROCEDURE MANUAL**



**for the Board of Directors
of the City of
Texarkana, Arkansas**

RULES OF ORDER AND PROCEDURE FOR THE BOARD OF DIRECTORS OF THE CITY OF TEXARKANA, ARKANSAS

A. Title

The following rules and procedures shall be known as the "Rules of Order and Procedure for the Texarkana, Arkansas Board of Directors" and shall govern the conduct of all meetings of said Board unless suspended by proper vote of the members of that Board; and it is specifically understood that these rules and procedures shall be subject to and subordinate to those procedural requirements as established by the laws and the Constitution of the State of Arkansas.

B. Board Meeting

Public Notification

The City will, if necessary, go further than legally required in order to inform citizens of the items to be considered by the Board. The means used will include advertisements in a local newspaper, special notice to citizens who have shown a direct interest in matters to be considered and agenda copies available at Board meetings.

Formulation of Agenda

- 1) Preparation of the agenda for each Regular or Special Meeting of the Board of Directors shall be in accordance with the procedures set forth in the Code of Ordinances of the City of Texarkana, Arkansas.
- 2) Items added to the agenda upon the request of a member of the Board and endorsed by one or more members of the Board in accordance with the Code of Ordinances of the City of Texarkana, Arkansas, shall be identified on the agenda as so requested or endorsed.
- 3) The agenda shall be completed by the city clerk under the supervision of the city manager and distributed to the Board members and news media prior to the close of business on Thursday preceding the regular Board meeting.
- 4) The agenda for special meetings shall be available to the Board of Directors and news media as far ahead of the special meeting as practical.
- 5) *Code of Ordinances of the City of Texarkana, Arkansas Sec. 2-17. – Bringing business before the board----***Filing.**

- a) All matters of business coming before any regular meeting of the board of directors for action shall be filed with the office of the city manager by 5:00 p.m. on the second Wednesday prior to the regular board meeting. Failure to file notice of intention to seek action on an item of business at least seven (7) business days prior to a regular board meeting shall prevent said business from being included as an agenda item at said meeting.
- b) Copies of filings made in accordance with this section shall be provided to the city manager, city attorney and to each city department head. Department heads and/or the city attorney may thereafter provide comments concerning each proposed item to the city manager. The city manager, by 5:00 p.m. on the Wednesday following the timely filing of an item, and after consideration of any comments received in accordance with this provision, shall make a recommendation of "staff recommends approval" or "staff does not recommend approval" as to each item filed. Unless board consideration is necessitated by other applicable law (for example, proper administrative appeal or consideration of prior action of the planning commission) items not recommended for approval by staff shall not be included on the agenda for the upcoming board meeting and, for any such item originally filed by a member of the board of directors, the city manager shall promptly (within at least thirty (30) days) schedule a workshop of the board of directors for the purpose of discussing the item and, in the event that the item thereafter receives the affirmative endorsement of at least two members of the board of directors, the same will be added to the agenda for the next regularly scheduled meeting occurring no sooner than seven (7) business days following the workshop.
- c) Matters which have been previously voted on and decided by the board of directors at a regular or special meeting of the board cannot be reconsidered at the meeting during which the same was voted and decided, nor resubmitted to the board of directors until the expiration of one hundred eighty (180) days after such vote and decision unless reconsideration is approved by a two-thirds (2/3) vote of the board of directors.

(Ord. No. B-961, § 1, 1-8-57; Ord. No. H-170, § 1, 9-7-71; Ord. No. K-712, 4-5-99; Code 1961, § 2-2; Ord. No. L-351, § 1, 6-15-09; Ord. No. 21-2017, § 1, 7-17-17)

Quorum

A majority of the Board shall be necessary to constitute a quorum to do business. The concurring vote of a majority of those attending a meeting, provided a quorum is present, shall represent the acts of the Board except where otherwise provided by law or by these rules.

Location

The location of the Regular Board of Directors' Meetings shall be the Texarkana, Arkansas City Hall Board Room unless another place has been previously set by the Directors.

Agenda Procedures

Sections 2-16 through 2-20 of the Code of Ordinances of the City of Texarkana, Arkansas, apply to placing an item on a regularly scheduled meeting agenda. However, members of the public will be offered an opportunity to speak on all questions presented to the Board on that particular meeting's agenda. Any member of the public desiring to speak in regard to a particular agenda item will be recognized by the Mayor and given an opportunity to speak prior to action by the Board of Directors. Speakers shall be limited to five (5) minutes; provided, however, a speaker's time may be extended upon proper motion (followed by second and affirmative vote of two-thirds of the entire elected Board) to suspend the rules and extend the speaker's time for a specified period of time. Speakers may not yield time to one another.

Regular Meetings

The Board shall meet in regular session on the first and third Monday of each month at 6:00 p.m. When a holiday occurs on any such Monday the regular meeting shall be held on the following Tuesday at the same hour unless otherwise provided for by motion. The regular meeting time may be rescheduled by the Board in special circumstances. Any change must be made far enough in advance to allow normal public notification.

Special Meetings

Special meetings may be called at any time by the Mayor or by Directors representing a majority of the elected membership of the Board, which is four (4) Directors. Notification of a special meeting, including specific items to be considered, shall be at least two hours prior to the meeting. Such notification shall be by personal service to each member or by telephone, specifying time and place of meeting.

No business shall be transacted at any special meeting of the Board unless the same has been stated in the notice of such meeting. However, any additional business, which may lawfully come before a regular meeting, may be transacted at a special meeting if all the members of the Board present consent thereto and all the absent members file their written consent.

Executive Session

An executive session may be convened on the request of any member of the Board or the City Manager.

Executive sessions will be permitted only for the purpose of considering the employment, appointment, promotion, demotion, disciplining, or resignation of any public officer or employee.

All executive sessions shall be conducted strictly within the letter and the spirit of the Arkansas Freedom of Information Act.

Consent Agenda

Items placed in this section are matter of routine business, which are expected to involve little or no discussion by the Board or the public. The Consent Agenda is usually voted on in mass. However, if any Director so desires, individual items may be discussed and/or voted on as a separate matter of business.

General Rules of Discussion

All debate and comment on a specific agenda item should be limited to that item. Any speaker shall withhold comment until being recognized by the presiding officer. Any person addressing the Board in accordance with these rules shall make such comments from the lectern or such other place as is designated by the presiding officer. Comments should be addressed to the presiding officer or to the Board as a whole. All persons speaking at a meeting, including Directors, shall refrain at all times from rude or derogatory remarks, reflections as to integrity, abusive comments, statements as to motives and personalities. Consent of the presiding officer is required before any person may approach the Board dais beyond the lectern. Should a Director wish that the presiding officer recognize a member of the public or staff to be heard or respond to inquiry, the Director shall address such request to the presiding officer and not directly to the desired speaker.

Citizen Participation / Citizen Communication Time

The Board of Directors allows a time on the agenda for citizens, organizations or community groups to address or make presentations to the Board. Except for presentations by City staff or City-appointed boards or commissions that may be placed elsewhere on the agenda, all comments by citizens or presentations by organizations or community groups concerning matters that are not otherwise being considered by the Board of Directors as an action item (i.e., for a vote) should be made during this period of the agenda. The Mayor chairs the meeting and will recognize members of the audience who wish to be heard. Citizens, organizations or community groups recognized by the Mayor are requested to approach the lectern, provide their name and address for the record and make their comment or presentation. Each citizen comment or, in the case of a presentation by an organization or community group, each presentation, shall be limited to five (5) minutes; provided, however, a speaker's (or, as applicable, organization's or group's) time may be extended upon proper motion (followed by a second an affirmative vote of two-thirds of the entire elected Board) to suspend the rules and extend the

speaker's time for specified period of time. Speakers or presentations may not yield time to one another.

Action by the Board is limited to those matters properly placed on the agenda or otherwise approved by the Board for consideration at a meeting in accordance with these rules, the *Code of Ordinances of the City of Texarkana, Arkansas*, and applicable law.

This is not the only opportunity to address or discuss concern with the Board of Directors. In order to effectively manage meeting time and insure those wishing to speak in accordance with these rules have a reasonable opportunity to do so, debate or comment from the Directors on issues raised by a member of the public during Citizen Communication Time shall not be undertaken or made unless and until a proper vote by the Board to add an issue to the agenda for consideration or discussion. Notwithstanding the foregoing, the Directors may, by addressing the presiding officer or City Manager, refer an issue or concern to staff for follow-up.

Policy Statement

Items not on the regularly scheduled agenda are usually scheduled for a future agenda to give the Board of Directors an opportunity to review the matter.

Smoking Prohibited

There will be no smoking allowed in the Board Room during Board meetings.

C. Duties And Privileges Of Board Members At Board Meetings

Conduct

During Board meetings Board members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings. Neither shall they refuse to obey the orders of the Presiding Officer or the rules of the Board.

Every member of the Board desiring to speak shall address the chair and, upon recognition by the Presiding Officer, shall confine herself or himself to the question under debate and shall avoid all personalities and indecorous language. A Board member once recognized shall not be interrupted while speaking unless called to order by the Presiding Officer, unless a point of order is raised by another member or unless the member chooses to yield to questions from another member.

*****BOARD OF DIRECTORS CODE OF CONDUCT*** – Resolution No. 2018-9 – Adopted March 5, 2018, separate document.**

Personal Interest

No member of the Board with a direct or indirect financial interest in any item before the Board shall participate in the voting on such matter.

Voting

Every member present when a question is put to a vote shall vote either "yes or no", except that a member may abstain from voting if he or she has not participated in the preceding discussion of the question and if that member briefly states the reason for the abstention. The Directors will vote at Board meetings in the order of their position number, but with a progressively different position voting first at each month.

Roll Call

Upon every vote the affirmative and negative votes shall be called and shall be recorded on every motion, resolution, and ordinance.

D. The Presiding Officer

Mayor and Assistant Mayor

The Mayor shall preside at all meetings of the Board; in the absence of the Mayor, the duties shall be performed by the Assistant Mayor.

Privileges of the Presiding Officer

The Presiding Officer may move, second, and debate from the chair and shall not be deprived of the rights and privileges of a member of the Board of Directors by reason of her or his acting as the Presiding Officer.

E. Procedures and Parliamentary Rules

Order of Business

The order of the Board's agenda shall be set by the City Manager. The Mayor, with the consent of the Board, may rearrange the order of the agenda. In addition, at the Presiding officer's discretion or by a majority vote of the Board, certain agenda items may be classified as a part of a "Consent Agenda" and may be approved and adopted as a whole by a single voting action of the Board of Directors.

Motion to be stated by the Chair/Withdrawal

When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. After being stated by the Mayor, a motion may not be withdrawn by the mover without the consent of the member seconding it and approval of the Board.

Readings

All ordinances shall be read aloud at three different meetings unless the Board of Directors votes to suspend this rule in accordance with A.C.A. § 14-55-202. The reading of an ordinance's title shall constitute a complete reading of the ordinance unless objected to by any member of the Board of Directors in which case the ordinance shall be read in its entirety.

Addendum to Agenda

Any item to be added to the agenda its submission to the Board of Directors shall require a waiver executed by a majority of the members of the Board of Directors before it may be considered as a part of the agenda.

Principle Rules Governing Motions (Chart)

Order of Precedence	Can interrupt speaker?	Requires a second?	Debatable?	Amendable?	Vote required?
I. Privileged Motions					
1. Adjourn	No	Yes	No	No	Majority
2. Recess	No	Yes	No	Yes	Majority
3. Question of Privilege	Yes	No	No	No	No vote
II. Subsidiary Motions					
4. Postpone Temporarily	No	Yes	No	No	Majority
5. Vote Immediately	No	Yes	No	No	Majority
6. Limit Debate	No	Yes	No	Yes	Majority
7. Postpone Definitely	No	Yes	Yes	Yes	Majority
8. Refer to Committee	No	Yes	Yes	Yes	Majority
9. Amend	No	Yes	Yes	Yes	Majority
10. Postpone indefinitely	No	Yes	Yes	No	Majority
Main Motions					
11. General Main Motion	No	Yes	Yes	No	Majority
Incidental Motion					
12. Appeal	Yes	Yes	Yes	No	Tie or Majority
13. Point of Order	Yes	No	No	No	No vote
14. Withdraw a Motion	No	No	No	No	No vote
15. Suspend Rules	No	Yes	No	No	Two-thirds
16. Division of a Question	No	No	No	No	No vote
17. Division of Assembly	Yes	No	No	No	No vote

**RULES OF ORDER
AND
PROCEDURE MANUAL**



**for the Board of Directors
of the City of
Texarkana, Arkansas**

RULES OF ORDER AND PROCEDURE FOR THE BOARD OF DIRECTORS OF THE CITY OF TEXARKANA, ARKANSAS

A. Title

The following rules and procedures shall be known as the "Rules of Order and Procedure for the Texarkana, Arkansas Board of Directors" and shall govern the conduct of all meetings of said Board unless suspended by proper vote of the members of that Board; and it is specifically understood that these rules and procedures shall be subject to and subordinate to those procedural requirements as established by the laws and the Constitution of the State of Arkansas.

B. Board Meeting

Public Notification

The City will, if necessary, go further than legally required in order to inform citizens of the items to be considered by the Board. The means used will include advertisements in a local newspaper, special notice to citizens who have shown a direct interest in matters to be considered and agenda copies available at Board meetings.

Formulation of Agenda

Each item of business for consideration by the Board of Directors at any regular, special or executive meeting of the Board shall first be placed on a written agenda, which shall be formulated and decimated as follows:

- 1) The preparation of the agenda for each regular, special or executive meeting of the Board of Directors shall be the duty of the City Clerk under the supervision of the City Manager.
- 2) Items for the agenda are to be provided to the City Clerk's office as soon as possible prior to the meeting in which they are to be considered, but not later than the close of business on second Wednesday preceding the scheduled Board meeting. The City Manager shall have an agenda staff meeting at a time convenient to the City Manager and the staff, but normally on Wednesday at 11:30 a.m. two weeks prior to the Board meeting. All items of business that are to be considered at the next scheduled Board meeting shall be available for discussion by the City Manager and staff at that time. With the concurrence of the City Manager and City Clerk items may be added to the regular agenda not later than the close of business on the second Wednesday prior to the Board meeting.

Any Board member may place any item on the agenda if it is presented to the City Manager and the City Clerk in time for the necessary ordinance or resolution to be provided by the agenda deadline. Items of a controversial nature, which are recommended by a Board member shall be listed on the agenda and shall be identified on the agenda as recommended by the Board member or members.

3) The agenda shall be completed by the City Clerk and distributed to the Board members and news media prior to the close of business on Thursday preceding the regular Board meeting.

4) Additions to the agenda:

a) Items may be added to the agenda after the agenda has been closed with the approval of the City Manager and the City Clerk. In those cases where the City Manager determines that there is a necessity for the benefit of the City, the City Manager shall have an addendum to the agenda prepared by the City Clerk and transmitted to the Board of Directors and the News Media not later than close of business on Friday prior to the Board meeting.

b) Additions may be made to the agenda at the regular Board meeting but only after a motion by a Board member to amend the agenda, to add the item in question, and the concurrence of a majority of the Board members. Items to be added to the agenda at a meeting shall be made available to the Board of Directors as soon as possible, preferably prior to the meeting. Items to be considered by the Board should be in normal form and should have the supporting documentation necessary to understand fully the issue under consideration.

5) Agenda for special or called meetings:

The agenda for special or called meetings shall be available to the Board of Directors and news media as far ahead of the meeting as is practical. By law, a minimum of two hours notice must be given of a special called meeting and the agenda shall be set at least that far ahead of time. Every effort should be made to provide at least two days advance notice of a special or called meeting or the maximum time as is practical.

Quorum

A majority of the Board shall be necessary to constitute a quorum to do business. The concurring vote of a majority of those attending a meeting, provided a quorum is present, shall represent the acts of the Board except where otherwise provided by law or by these rules.

Location

The location of the Regular Board of Directors' Meetings shall be the Texarkana, Arkansas City Hall Board Room unless another place has been previously set by the Directors.

Agenda Procedures

Sections 2-16 through 2-20 of the Code of Ordinances of the City of Texarkana, Arkansas, apply to placing an item on a regularly scheduled meeting agenda. However, members of the public will be offered an opportunity to speak on all questions presented to the Board on that particular meeting's agenda. Any member of the public desiring to speak in regard to a particular agenda item will be recognized by the Mayor and given an opportunity to speak prior to action by the Board of Directors. Speakers shall be limited to five (5) minutes; provided, however, a speaker's time may be extended upon proper motion (followed by second and affirmative vote of two-thirds of the entire elected Board) to suspend the rules and extend the speaker's time for a specified period of time. Speakers may not yield time to one another.

Regular Meetings

The Board shall meet in regular session on the first and third Monday of each month at 6:00 p.m. When a holiday occurs on any such Monday the regular meeting shall be held on the following Tuesday at the same hour unless otherwise provided for by motion. The regular meeting time may be rescheduled by the Board in special circumstances. Any change must be made far enough in advance to allow normal public notification.

Special Meetings

Special meetings may be called at any time by the Mayor or by Directors representing a majority of the elected membership of the Board, which is four (4) Directors. Notification of a special meeting, including specific items to be considered, shall be at least two hours prior to the meeting. Such notification shall be by personal service to each member or by telephone, specifying time and place of meeting.

No business shall be transacted at any special meeting of the Board unless the same has been stated in the notice of such meeting. However, any additional business, which may lawfully come before a regular meeting, may be transacted at a special meeting if all the members of the Board present consent thereto and all the absent members file their written consent.

Executive Session

An executive session may be convened on the request of any member of the Board or the City Manager.

Executive sessions will be permitted only for the purpose of considering the employment, appointment, promotion, demotion, disciplining, or resignation of any public officer or employee.

All executive sessions shall be conducted strictly within the letter and the spirit of the Arkansas Freedom of Information Act.

Consent Agenda

Items placed in this section are matter of routine business, which are expected to involve little or no discussion by the Board or the public. The Consent Agenda is usually voted on in mass. However, if any Director so desires, individual items may be discussed and/or voted on as a separate matter of business.

General Rules of Discussion

All debate and comment on a specific agenda item should be limited to that item. Any speaker shall withhold comment until being recognized by the presiding officer. Any person addressing the Board in accordance with these rules shall make such comments from the lectern or such other place as is designated by the presiding officer. Comments should be addressed to the presiding officer or to the Board as a whole. All persons speaking at a meeting, including Directors, shall refrain at all times from rude or derogatory remarks, reflections as to integrity, abusive comments, statements as to motives and personalities. Consent of the presiding officer is required before any person may approach the Board dais beyond the lectern. Should a Director wish that the presiding officer recognize a member of the public or staff to be heard or respond to inquiry, the Director shall address such request to the presiding officer and not directly to the desired speaker.

Citizen Participation / Citizen Communication Time

The Board of Directors allows a time on the agenda for citizens, organizations or community groups to address or make presentations to the Board. Except for presentations by City staff or City-appointed boards or commissions that may be placed elsewhere on the agenda, all comments by citizens or presentations by organizations or community groups concerning matters that are not otherwise being considered by the Board of Directors as an action item (i.e., for a vote) should be made during this period of the agenda. The Mayor chairs the meeting and will recognize members of the audience who wish to be heard. Citizens, organizations or community groups recognized by the Mayor are requested to approach the lectern, provide their name and address for the record and make their comment or presentation. Each citizen comment or, in the case of a presentation by an organization or community group, each presentation, shall be limited to five (5) minutes; provided, however, a speaker's (or, as applicable, organization's or group's) time may be extended upon proper motion (followed by a second an affirmative vote of two-thirds of the entire elected Board) to suspend the rules and extend the speaker's time for specified period of time. Speakers or presentations may not yield time to one another.

Action by the Board is limited to those matters properly placed on the agenda or otherwise approved by the Board for consideration at a meeting in accordance with these rules, the *Code of Ordinances of the City of Texarkana, Arkansas*, and applicable law.

This is not the only opportunity to address or discuss concern with the Board of Directors. In order to effectively manage meeting time and insure those wishing to speak in accordance with these rules have a reasonable opportunity to do so, debate or comment from the Directors on issues raised by a member of the public during Citizen Communication Time shall not be undertaken or made unless and until a proper vote by the Board to add an issue to the agenda for consideration or discussion. Notwithstanding the foregoing, the Directors may, by addressing the presiding officer or City Manager, refer an issue or concern to staff for follow-up.

Policy Statement

Items not on the regularly scheduled agenda are usually scheduled for a future agenda to give the Board of Directors an opportunity to review the matter.

Smoking Prohibited

There will be no smoking allowed in the Board Room during Board meetings.

C. Duties And Privileges Of Board Members At Board Meetings

Conduct

During Board meetings Board members shall preserve order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings. Neither shall they refuse to obey the orders of the Presiding Officer or the rules of the Board.

Every member of the Board desiring to speak shall address the chair and, upon recognition by the Presiding Officer, shall confine herself or himself to the question under debate and shall avoid all personalities and indecorous language. A Board member once recognized shall not be interrupted while speaking unless called to order by the Presiding Officer, unless a point of order is raised by another member or unless the member chooses to yield to questions from another member.

Personal Interest

No member of the Board with a direct or indirect financial interest in any item before the Board shall participate in the voting on such matter.

Voting

Every member present when a question is put to a vote shall vote either "yes or no", except that a member may abstain from voting if he or she has not participated in the preceding discussion of the question and if that member briefly states the reason for the abstention. The Directors will vote at Board meetings in the order of their position number, but with a progressively different position voting first at each month.

Roll Call

Upon every vote the affirmative and negative votes shall be called and shall be recorded on every motion, resolution, and ordinance.

D. The Presiding Officer

Mayor and Assistant Mayor

The Mayor shall preside at all meetings of the Board; in the absence of the Mayor, the duties shall be performed by the Assistant Mayor.

Privileges of the Presiding Officer

The Presiding Officer may move, second, and debate from the chair and shall not be deprived of the rights and privileges of a member of the Board of Directors by reason of her or his acting as the Presiding Officer.

E. Procedures and Parliamentary Rules

Order of Business

The order of the Board's agenda shall be set by the City Manager. The Mayor, with the consent of the Board, may rearrange the order of the agenda. In addition, at the Presiding officer's discretion or by a majority vote of the Board, certain agenda items may be classified as a part of a "Consent Agenda" and may be approved and adopted as a whole by a single voting action of the Board of Directors.

Motion to be stated by the Chair/Withdrawal

When a motion is made and seconded, it shall be stated by the Presiding Officer before debate. After being stated by the Mayor, a motion may not be withdrawn by the mover without the consent of the member seconding it and approval of the Board.

Reconsideration

After the decision of any question, any member of the Board may move for a reconsideration of any action at the same meeting or within thirty days of the date of that meeting; provided however, that a resolution authorizing or relating to any contract may be reconsidered at any time before final execution thereof. A motion to reconsider requires a simple majority vote for passage. After thirty days or after a motion for reconsideration has once been acted on, no other motion for reconsideration thereof shall be made unless new evidence is presented to the Board and there is a majority vote of the Board to reconsider.

Readings

All ordinances shall be read aloud at three different meetings unless the Board of Directors votes to suspend this rule in accordance with A.C.A. § 14-55-202. The reading of an ordinance's title shall constitute a complete reading of the ordinance unless objected to by any member of the Board of Directors in which case the ordinance shall be read in its entirety.

Addendum to Agenda

Any item to be added to the agenda its submission to the Board of Directors shall require a waiver executed by a majority of the members of the Board of Directors before it may be considered as a part of the agenda.

Principle Rules Governing Motions (Chart)

Order of Precedence	Can interrupt speaker?	Requires a second?	Debatable?	Amendable?	Vote required?
I. Privileged Motions					
1. Adjourn	No	Yes	No	No	Majority
2. Recess	No	Yes	No	Yes	Majority
3. Question of Privilege	Yes	No	No	No	No vote
II. Subsidiary Motions					
4. Postpone Temporarily	No	Yes	No	No	Majority
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6. Limit Debate	No	Yes	No	Yes	Majority
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14. Withdraw a Motion	No	No	No	No	No vote
15. Suspend Rules	No	Yes	No	No	Two-thirds
16. Division of a Question	No	No	No	No	No vote
17. Division of Assembly	Yes	No	No	No	No vote



CITY OF TEXARKANA, AR BOARD OF DIRECTORS

AGENDA TITLE: Adopt a Resolution reappointing Sandy Varner and appointing Les Munn to the Advertising and Promotion Commission. (CCD)

AGENDA DATE: May 17, 2021

ITEM TYPE: Ordinance Resolution Other : _____

DEPARTMENT: City Clerk

PREPARED BY: Heather Soyars

REQUEST: A&P Commission appointments.

EMERGENCY CLAUSE: N/A

SUMMARY: The Texarkana, Arkansas Advertising and Promotion Commission met on Thursday, April 22, 2021 at 4:30 PM. Commissioner Brewer made a motion to reappoint Sandy Varner appoint Les Munn to the Texarkana, Arkansas Advertising and Promotion Commission.

EXPENSE REQUIRED: N/A

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

**RECOMMENDED
ACTION:** The A&P Commission recommend approval.

EXHIBITS: Resolution

RESOLUTION NO. _____

WHEREAS, the Advertising and Promotion Commission submits for approval of the Board of Directors appointees herein named to, respectively, continue service and to serve as Commissioners of said Commission;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Texarkana, Arkansas, that the following appointments to the Advertising and Promotion Commission of Texarkana, Arkansas:

<u>Appointee:</u>	<u>Term:</u>
Sandy Varner	Confirming reappointment of term 03/21/2019 through 3/18/2023
Less Munn	For remainder of existing, currently vacant term through 3/18/23

PASSED AND APPROVED this 17th day of May, 2021.

Allen L. Brown, Mayor

ATTEST:

Heather Soyars, City Clerk

APPROVED:

George Matteson, City Attorney

CITY OF TEXARKANA, ARKANSAS

Application for Appointment to the Advertising and Promotion Commission (A&P)
(Please type or print clearly)

Name: Les Munn Home Phone: 903-826-2000

Address: 5327 E Broad st Texarkana Resident Yes No 17 Years

E-Mail Address: lmunn@txkusa.org Miller Co. Voter Registration No. _____

Employer: City of Texarkana Work Phone: 903-795-3136

Position: Police Officer

Education: _____ College: South Ark / SAU High School: Magnolia High School

Special knowledge or past experience qualifying you for this appointment:
Owner of Crossies Texarkana, Special Operations Unit TAPD - festivals
Events,

Other relevant information (civic activities, memberships, etc.):
Coach Baseball @ Ed Worrell, Coach Basketball @ Trinity Upward,
Set on boards for Mardi Gras, Ruffest, Milk Parade, Multiple Carports, Live United Board

Special knowledge or past experience qualifying you for this appointment (Please feel free to attach resume):
Set on all major events downtown since 2011. Work with Fairgrounds
Live United Board,

References: List the name and phone number of at least one Texarkana resident as a reference, especially any City staff, City Council, or current Committee members who may be contacted on your behalf.
Name: Allen Brown, Barbara Miner, Steve Hollibaugh Phone Number: _____

Interest: Explain why you are interested in being appointed to this board or commission.
I want to see Texarkana Arkansas grow. Become an entertainment Hub.

Experience: Indicate what meeting(s) you have attended of the committee for which you wish to be considered.

Number of Texarkana, Arkansas Board of Directors Meetings you have attended in the past 12 months: 3

Please read the statement below and sign your name to indicate your understanding.
I UNDERSTAND MY ATTENDANCE WILL BE REQUIRED AT ALL COMMITTEE MEETINGS AND THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT.

Signature of Applicant: [Signature] Date Submitted: 1/12/2021

Return completed application to:
City Clerk
216 Walnut Street (or)
P O Box 2711
Texarkana TX 75504-2711
Phone 870-779-4995 or Fax 870-774-3170

City Clerk Stamp
CITY CLERK'S OFFICE
TEXARKANA, AR
JAN 12 2021
RECEIVED
By: JN

Please Note: This application will be on file for one (1) year.

CITY OF TEXARKANA, ARKANSAS

Application for Appointment to the Advertising and Promotion Commission (A&P)

(Please type or print clearly)

Name: Sandy Varner Home Phone: 903 826 8990

Address: 7002 Tall Oak Dr. Texarkana Resident [X] Yes [] No 35+ Years

E-Mail Address: TARC.sandy@gmail.com Miller Co. Voter Registration No.

Employer: Temple Memorial Rehab Work Phone: 903-794-2705

Position: Executive Director

Education: College: BAAS - TAMU - T High School: Blevins, Arkansas

Special knowledge or past experience qualifying you for this appointment: Non Profit experience for over 20 years. CO-Owner of Pop's Place since 2015, Owner Sunrise RV Park since 2015

Other relevant information (civic activities, memberships, etc.): Uptown League Sustainer, South West Ark Mental Health Counseling Center Board, Member & Board Trustee @ First United Methodist Church, Founding President Arkansas Women for Education

Special knowledge or past experience qualifying you for this appointment (Please feel free to attach resume): Extensive experience working with various Non Profits & Foundations in fundraising. Lifetime Resident of Arkansas - Over 35 in Texarkana.

References: List the name and phone number of at least one Texarkana resident as a reference, especially any City staff, City Council, or current Committee members who may be contacted on your behalf. Name: Linda Teeters Phone Number: 903 278 8828

Interest: Explain why you are interested in being appointed to this board or commission. TO INSURE THAT THE COMMISSION IS BEING A GOOD STEWARD OF THE A&P FUNDS

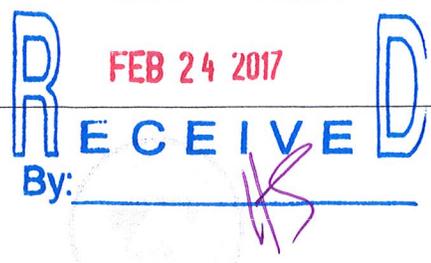
Experience: Indicate what meeting(s) you have attended of the committee for which you wish to be considered. None

Number of Texarkana, Arkansas Board of Directors Meetings you have attended in the past 12 months: 0

Please read the statement below and sign your name to indicate your understanding. I UNDERSTAND MY ATTENDANCE WILL BE REQUIRED AT ALL COMMITTEE MEETINGS AND THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT.

Signature of Applicant: Sandy Varner Date Submitted: 2-24-17

Return completed application to: City Clerk 216 Walnut Street (or) P O Box 2711 Texarkana TX 75504-2711 Phone 870-779-4995 or Fax 870-774-3170



Please Note: This application will be on file for one (1) year.

ADVERTISING & PROMOTION COMMISSION

Authorized by A.C.A. 26-75-605---608, and Texarkana Code 25-20
4 – YEAR TERMS

	<u>Appointment</u>	<u>Term Date</u>	<u>Term</u>	<u>Ward</u>
Sandy Varner 7002 Tall Oaks Drive 903-826-8090	Resolution No. 2017-31 Appointment 08/07/2017	03/21/2015----2019	1	6
VACANCY -		03/21/2015----2019		
VACANCY -		03/21/2017----2021		
VACANCY -		03/21/2018----2022 For the unexpired term of Claude Moore		
Brandon Cogburn At Large Position #3 Woodridge 903-276-1547	Resolution No. 2019-10 Reappointment 02/19/2019	03/21/2018----2022	2	6
Director Ulysses Brewer P.O. Box 235 870-773-0276 870-571-6125	Resolution No. 2021-1 Appointment 01/04/2021		1	4
Director Barbara Miner 7 Wood Place 870-774-9976	Resolution No. 2021-1 Reappointment 01/04/2021		2	5