



City Council Agenda 10/4/2022

Notice is hereby given of a regular meeting of the City Council of City of San Angelo to be held October 4, 2022 at 8:30 AM at the McNease Convention Center – South Meeting Room, 501 Rio Concho Drive, San Angelo, Texas, for the purpose of considering the following agenda items.

1. Call to Order

2. Chaplain Prayer & Pledges

3. Proclamations/Recognitions

- a. Proclamation of October 3, 2022 as World Habitat Day 2022 and Affordable Housing Day
- b. Proclamation of October 23 to 31, 2022 as Red Ribbon Week

4. Public Comment

Issues or concerns not on the Regular Agenda may be raised by the public at this time. Citizens should speak from the podium, address all comments to the dais, begin by stating their name and address or Single Member District number, and limit their remarks to less than three minutes.

5. Consent Agenda

- a. Consider approving the September 8, 2022 and September 22, 2022 City Council special meeting minutes (Julia Antilley)
- b. Consider a resolution accepting 4.994 acres and 0.658 acres out of Deaf and Dumb Asylum Survey 2, Abstract No. 8211 and out of Alvin E. White Survey 1, Abstract No. 3944 from Rimrock Development, LLC for use by the Public Works Department, Stormwater Division (Patrick Frerich, Manda Salladay)
- c. Consider awarding FD-02-22 to Credit Systems International, Inc. for collection purposes in the amount of 22% of the collection balance and authorizing the City Manager to negotiate and execute all related documents (Patrick Brody)
- d. Consider approving an amendment to the 2021 Annual Action Plan (AAP) allocating HOME American Rescue Plan (ARP) grant funds and authorizing the City Manager to execute all related documents (Bob Salas)
- e. Second reading of an ordinance for Z22-17 to rezone properties from the Manufactured Housing Subdivision to the Single-Family Residential zoning district, being 0.149 acres, located at 1826 Magnolia St. (Jon James)
- f. Second reading and public hearing of an ordinance annexing into the City of San Angelo, by petition of the property owner, an unaddressed 6.9 acre tract out of the A.B. & M Survey No. 3, Abstract No. 24, Tom Green County, Texas, located northwest of Arden Road and FM 2288 (Jon James)
- g. Second reading of an ordinance for Z22-18 to zone property as part of an annexation to the Single-Family Residential zoning district, being 6.9 acres, located northwest of Arden Rd/FM 2288 (Jon James)

6. Regular Agenda

Comments regarding items on the Regular Agenda may be made by the public when each item is discussed as outlined above. Applicants, proponents, and appellants are exempt from the time limit above and instead must limit their remarks to less than five minutes.

- a. Consider awarding a Task Order under IDIQ contract ES-06-19 Engineering Services to Freese and Nichols, Inc., in the amount of \$1,092,570 for the initial service line inventory development as part of Phase 2 of the Lead and Copper Rule Revision Compliance Program and authorizing the City Manager to negotiate and execute all related documents (Presentation made by Assistant Water Utilities Director Andy Vecellio with Julie Huerta of Freese and Nichols, Inc.)

7. Closed Session

Executive Session under the provision of Government Code, Title 5. Open Government; Ethics, Subtitle A. Open Government, Chapter 551. Open Meetings, Subchapter D. Exceptions to Requirement that Meetings be Open under the following sections:

- a. Section 551.071 - Consultation with attorney regarding COSADC

8. Follow Up and Administrative Issues

- a. Consider items discussed in Executive Session, if needed
- b. Consideration of approving various Board nominations
Tax Increment Reinvestment Zone: Ryan Newlin (Mayor) to a first term ending July 2024
- c. Discussion and confirmation of City Council Meeting dates in November, December, and January:
 1. November dates are scheduled for November 1 and November 15
 2. December is typically scheduled for the second Tuesday, December 13
 3. January dates are scheduled for January 3 and January 17
- d. Announcements and consideration of Future Agenda Items

9. Adjournment

CERTIFICATION

I hereby certify that the above notice of meeting was posted on the bulletin board at City Hall in the City of San Angelo, Texas, on the 30th day of September 2022, at 12:35 p.m.



Julia Antilley, City Clerk

All agenda items are subject to action. The City Council reserves the right to consider business out of posted order and/or meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

In compliance with the Americans with Disabilities Act, the City of San Angelo will provide for reasonable accommodations for persons attending City Council meetings. To better serve you, requests should be received 48 hours prior to the meetings. Please contact the City Clerk's Office at 325-657-4405.

Citizen requests to display materials on the city's monitors must submit the request 96 hours prior to the meeting by email to Julia.Antilley@cosatx.us. Time limits for discussion are as stated above and materials cannot exceed 10-pages. Citizens bringing materials for distribution to City Council members during the meeting must bring a minimum of 12 copies.

City Council regular meetings are broadcast on SATV Channel 17-Government Access at 10:30 a.m. and 7:00 p.m. every day, beginning the evening of the meeting until the evening of the next meeting.

Proclamation

On Monday, October 3, 2022, Habitat for Humanity of San Angelo joined with partners around the world in raising awareness, educating, and mobilizing individuals and communities to take action on the current global housing crisis.

Habitat for Humanity of San Angelo joins our partners to rededicate ourselves to recognizing the basic right of everyone to adequate shelter. A decent place to live can remove barriers to opportunity, health and success for growing families now and for generations to come.

Habitat for Humanity began in 1976 as a grassroots effort on a community farm in southern Georgia. The Christian housing organization has since become a leading global nonprofit, working in more than 1,300 communities throughout the U.S. and in more than 70 countries.

Families and individuals in need of a hand up partner with Habitat for Humanity to build or improve a place they can call home. Habitat homeowners help build their home alongside volunteers and pay an affordable mortgage. Everyone can help families achieve the strength, stability, and self-reliance they need to build better lives for themselves.

Locally, Habitat for Humanity of San Angelo, Galilee Community Development Corporation, and the City of San Angelo stand together to help ensure we all provide affordable housing throughout our community. Through shelter, we empower.

Therefore, I, Brenda Gunter, Mayor of the City of San Angelo, on behalf of the City Council, do hereby proclaim Monday, October 3, 2022 as

World Habitat Day 2022 & Affordable Housing Day

and ask everyone to join together as a global network in communicating the message that every one of us deserves the opportunity for a better future.

In Witness Whereof, I have hereunto set my hand and have caused the Official Seal of the City of San Angelo to be affixed this 4th day of October 2022.

Brenda Gunter
Mayor of the City of San Angelo

Proclamation

Substance use disorder is particularly damaging to one of our most valuable resources, our children, and are a contributing factor in the three leading causes of death for teenagers – accidents, homicides, and suicides.

It is imperative that visible, unified preventative education efforts by community members be launched to eliminate the demand for drugs.

It is the goal of Red Ribbon Week and ADACCV to involve families, schools businesses, churches, law enforcement agencies and service organizations in all aspects of this campaign and establish an atmosphere that supports awareness, education and on-going initiatives to prevent illegal drug use.

The Red Ribbon Week Campaign theme promotes family and individual responsibilities for living healthy, drug-free lifestyles, without illegal drugs or the illegal use of legal drugs.

The Alcohol & Drug Abuse Council for the Concho Valley and Concho Valley CARES has many activities planned during the Red Ribbon Week Campaign and is asking the residents of the city of San Angelo to observe Red Ribbon Week October 23-31, 2022.

Therefore, I, Brenda Gunter, Mayor of the City of San Angelo, Texas, on behalf of the City Council, do hereby proclaim October 23-31, 2022 as

RED RIBBON WEEK

and call upon all residents, parents, governmental agencies, public and private institutions, businesses, hospitals, schools and colleges in the City of San Angelo to support, and increase awareness and prevention efforts in our community.

In Witness Whereof, I have hereunto set my hand and have caused the Official Seal of the City of San Angelo to be affixed this 4th day of October 2022.

Brenda Gunter
Mayor of the City of San Angelo

City of San Angelo, Texas
Regular City Council Meeting
Thursday, September 8, 2022

Present:

Mayor Pro tem Tom Thompson, SMD 2
Council Member Tommy Hiebert, SMD 1
Council Member Harry Thomas, SMD 3
Council Member Lucy Gonzales, SMD 4
Council Member Karen Hesse Smith, SMD 5
Council Member Larry Miller, SMD 6

1. Call to Order

With a quorum of the City Council Members present, Mayor Pro tem Thompson called the regular session of the San Angelo City Council to order at 8:32 a.m. on Thursday, September 8, 2022 at the San Angelo McNease Convention Center, 501 Rio Concho Drive, San Angelo, Texas 76903.

2. Chaplain Prayer & Pledges

An invocation was provided by San Angelo Police Department Chaplain Ralph Dawkins. Pledges were led by 4th Graders from Fort Concho's Damita's y Charrito's, Shang-Yuan Huang, Mattie Stallings, Danica Lombrana, and Cristian Vasquez.

3. Proclamations/Recognitions

September 15 - October 15, 2022 was proclaimed as National Hispanic Heritage Month.

Vicky Porter was recognized for her retirement after 31 years of service with the City of San Angelo.

4. Public Comment

KSAB Executive Director Charlotte Anderson thanked ASU student Morgan Jupiter for organizing a trash pick-up along Loop 306 by ASU Greek Life. She also announced KSAB's fall clean-up has been scheduled for October 8.

Council Member Thomas thanked Charlotte and the ASU students for their efforts and encouraged citizens to volunteer at the October 8 event.

Citizens Michelle Zrubek (SMD5), Kristopher McGuffin (SMD6), Jill Hadad (SMD5), Kate Kirkland (SMD6), Vera Kirkpatrick (SMD6), and Cenny Flores (SMD6) expressed concern regarding the animal shelter.

Council Member Hesse Smith stated the Animal Shelter Director needs to advocate for the animals, staff, and the facility itself and requested ongoing conversations concerning the use of volunteers.

Council Member Miller applauded the 60+ households that fostered animals while the shelter was temporarily evacuated.

City Manager Daniel Valenzuela thanked Water Utilities Director Allison Strube for her service to the City of San Angelo and wished her the best in her next endeavor, she spoke briefly.

City Manager Daniel Valenzuela addressed the ongoing issues at the shelter and stated while the objective was to create a no-kill shelter, there have not been enough adoptions, resulting in over-population. He stated the city's primary responsibility is to keep citizens safe from rabies, disease, and dog bites. Leadership is working on a plan to maintain the facility at or below capacity.

Council Member Thomas requested citizens take responsibility for their pets to help the city be more proactive, rather than reactive, on the matter.

5. Consent Agenda

- a. Approval of the August 11, 2022 General Fund Budget Workshop and August 16, 2022 City Council Regular Meeting minutes (Julia Antilley)
- b. Authorization of the City Manager to negotiate and execute all related documents for temporary monitoring wells in the city's right-of-way and owned property (Shane Kelton, Manda Salladay)
- c. Approval of a one-year lease extension between the City of San Angelo and Concho Valley Workforce Development Board for 19,121-sq. ft. of office space (Robert Bluthardt)
- d. Award of Task Order #8 under IDIQ contract ES-06-19 Engineering Services for Bank Stabilization to Freese and Nichols in an amount of \$93,227 for Data Collection, Conceptual Analysis, Design Management, and Surveying and authorizing the City Manager to negotiate and execute all related documents (Alfonso Torres)
- e. Award of WU-08-22 Water System Computer Model Updates and Analysis to CDM Smith, Inc., in the amount of \$140,000 and authorizing the City Manager to negotiate and execute all related documents (Andy Vecellio)
- f. Approval of purchases with Xylem/Flygt related to new and existing water and wastewater pumps for captive replacement parts, repairs, rebuilds, and replacements for:
1. increased spending authorization for fiscal year 2022 from \$250,000 to \$300,000; and,
2. authorizing spending for fiscal years 2023, 2024, and 2025 in the amount of \$300,000 annually (Allison Strube)
- g. Approval of a revision to amendment #2 under the Base Agreement with Jviation Engineers, a Woolpert Company, to include an additional \$83,144.01 and authorizing the City Manager to negotiate and execute all related documents (Jeremy Valgardson)
- h. Approval of a contract with the San Angelo Cultural Affairs Council allocating \$75,000 of Hotel Occupancy Tax receipts for eligible activities and authorizing the City Manager to execute all related documents (Tina Dierschke)
- i. Second reading and adoption of an ordinance for Z22-14 to rezone properties from the General Commercial/Heavy Commercial to the Low Rise Multifamily Residential zoning district, being 0.36 acres, located at 213 and 223 W. Ave. L and 1610 S. Randolph St. (Jon James) (Pg. 341, 2022-070)
- j. Second reading and adoption of an ordinance for Z22-16 to rezone properties from the Ranch and Estate to the Single-Family Residential and Neighborhood Commercial zoning districts, being 31.17 acres, located northwest of Arden Rd. and FM 2288 (Jon James) (Pg. 344, 2022-071)

Motion: Council Member Hesse Smith made a motion, seconded by Council Member Thomas, to approve the Consent Agenda, with the exception of item 5j. The motion carried unanimously (6) ayes to (0) nays, with no public comment.

[Council Members Miller and Hesse Smith requested more information and a possible parkland dedication ordinance requiring the designation of green areas when new subdivisions are established.]

Motion: Council Member Miller made a motion, seconded by Council Member Hiebert, to approve item 5j, as presented by Planning and Development Director Jon James. The motion carried unanimously (6) ayes to (0) nays, with no public comment.

6. Regular Agenda

- a. Administration of Oath of Office for Fire Chief Patrick Brody (Presentation made by City Manager Daniel Valenzuela and oath administered by Judge Allen Gilbert)
- b. Approval of the purchase of software from CivicRec for online payments, event ticket sales, and web-based reservations of field, pavilion, park, pool, and facility rentals, sports leagues, and parties, in the amount of \$29,710, plus an annual recurring cost of \$17,272 (plus a 5% annual increase), and authorizing the City Manager to negotiate and execute all related documents (Presentation made by Recreation Manager Brent Casey)

Motion: Council Member Thomas made a motion, seconded by Council Member Hiebert, to approve the item, as presented. The motion carried unanimously (6) ayes to (0) nays, with no public comment.

- c. Approval of:
 1. an agreement with Basic IDIQ (BuyBoard Contract #581-19) in the amount of \$558,016.55 utilizing Civic Events fund balance for McNease Convention Center improvements and authorizing the City Manager to negotiate and execute all related documents; and,
 2. allocating an additional \$140,000 from Civic Event's fund balance for window tinting and landscaping at the McNease Convention Center (Presentation made by Civic Events Manager Sidney Walker)

Motion: Council Member Gonzales made a motion, seconded by Council Member Hiebert, to approve the item, as presented. The motion carried unanimously (6) ayes to (0) nays, with no public comment.

- d. Adoption of a resolution supporting the private fundraising efforts to construct a restroom facility at Meadowcreek Park (Presentation made by Parks and Recreation Director Carl White) (Pg. 347, 2022-072)

Citizen Chase Bruton (SMD6) spoke regarding the usage of the play area, walking track, and team practice areas at Meadowcreek Park. He suggested using CivicRec to collect rental fees for spaces at the park to help fund maintenance of all parks. He expressed concern over the cost of the building and stated he thought for the money we could add a pavilion and picnic tables. Mr. Bruton also volunteered to spearhead fundraising and grant writing efforts.

Motion: Council Member Hiebert made a motion, seconded by Council Member Miller, to approve the item, as presented. The motion carried unanimously (6) ayes to (0) nays.

- e. Approval of a Maintenance, Operations, and Vandalism of Community Funded Restroom Facilities Policy (Presentation made by Parks and Recreation Director Carl White)

Citizen Sherley Spears (SMD5) requested clarification on whether this policy will be retroactively applied to the fundraising efforts for the Martin Luther King, Jr. Memorial Park.

Citizen Chase Bruton (SMD6) spoke regarding community fundraising for bathrooms at existing parks versus the city paying for new parks.

[City Manager Daniel Valenzuela clarified the only portion of this policy that will not be applied retroactively to MLK park is the requirement to fundraise an additional 10% for the repair and maintenance fund.]

Motion: Council Member Thomas made a motion, seconded by Council Member Hiebert, to approve the item, as presented. The motion carried unanimously (6) ayes to (0) nays.

- f. Approval of the allocation of HUD HOME American Rescue Plan (ARP) funding in the amount of \$1,110,165 for proposed projects to reduce homelessness and increase housing stability and to amend the 2021 Annual Action Plan to reflect approved projects (Presentation made by Neighborhood & Family Services Director Bob Salas)

Citizen Vera Kirkpatrick (SMD6) asked if Christian counseling would be available to the veterans.

Housing Authority of San Angelo Executive Director Rebecca Salandy stated faith-based counseling options are available for veterans.

Motion: Council Member Thomas made a motion, seconded by Council Member Gonzales, to approve the item as presented. The motion carried unanimously (6) ayes to (0) nays.

- g. Discussion and consideration of matters related to the fiscal year 2022-2023 operating budget including:
1. first reading and public hearing of an ordinance approving and adopting the budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023. This budget will raise more total property taxes than last year's budget by \$7,307,295 (17.42%), and of that amount, \$534,154 is tax revenue to be raised from new property added to the tax roll; and,
2. conducting a separate vote to ratify the property tax revenue increase reflected in the budget and place the adoption of this tax rate on the agenda for September 22, 2022, a regular meeting of the City Council as an action item (Presentation made by Finance Director Tina Dierschke)

Motion: Council Member Hesse Smith made a motion, seconded by Council Member Hiebert, to approve item 6g1, as presented. A record vote was taken, and the motion carried unanimously (6) ayes (Council Members Miller, Hesse Smith, Gonzales, Thompson, Thomas, and Hiebert) to (0) nays, with no public comment.

Motion: Council Member Thompson made a motion, seconded by Council Member Gonzales, to approve item 6g2 to conduct a separate vote to ratify the property tax revenue increase reflected in the budget and place the adoption of this tax on the agenda for the September 22, 2022 regular meeting of the City Council as an action item. A record vote was taken, and the motion carried unanimously (6) ayes (Council Members Miller, Hesse Smith, Gonzales, Thompson, Thomas, and Hiebert) to (0) nays, with no public comment.

- h. Introduction of an ordinance levying property taxes for the City of San Angelo for the 2022 tax year:
Public hearing and first reading of an ordinance fixing and levying ad valorem taxes for the current tax year for use and support of the municipal government of the City of San Angelo, Texas, for the 2022-2023 budget year; providing for the assessment and collection thereof; providing when the tax shall become due; providing when the tax shall become delinquent; providing for exemptions; providing for severability; providing for publication on the city operated website; and, providing for an effective date (Presentation made by Finance Director Tina Dierschke)

Motion: Council Member Thompson made a motion, seconded by Council Member Gonzales, that the property tax rate be increased by the adoption of a tax rate of 0.7379 per \$100 valuation which is effectively a 12.89% increase in the tax rate. A record vote was taken, and the motion carried unanimously (6) ayes (Council Members Miller, Hesse Smith, Gonzales, Thompson, Thomas, and Hiebert) to (0) nays, with no public comment.

7. Closed Session

Executive Session under the provision of Government Code, Title 5. Open Government; Ethics, Subtitle A. Open Government, Chapter 551. Open Meetings, Subchapter D. Exceptions to Requirement that Meetings be Open under the following sections:

- a. Section 551.071 - Consultation with attorney regarding litigation with online streaming services
- b. Section 551.071 - Consultation with attorney regarding West Texas Water Partnership
- c. Section 551.072 - Deliberations about real property regarding the city landfill

8. Follow Up and Administrative Issues

- a. Consideration of items discussed in Closed Session, if needed

No action taken on this item.

- b. Announcements and consideration of Future Agenda Items

City Clerk Julia Antilley reminded the public our next meeting will take place Thursday, September 22.

9. Adjournment

Motion: Council Member Hiebert made a motion, seconded by Council Member Gonzales, to adjourn the meeting. The motion carried unanimously (6) ayes to (0) nays.

There being no further business, the meeting adjourned at 11:43 a.m.

THE CITY OF SAN ANGELO, TEXAS:

ATTEST:

Tom Thompson, Mayor Pro tem

Julia Antilley, City Clerk

In accordance with Chapter 2, Article 2.300, of the Official Code of the City of San Angelo, the minutes of this meeting consist of the preceding Minute Record and the Supplemental Minute Record. Details on Council meetings may be obtained from the City Clerk's Office, or a video of the entire meeting may be purchased from the Public Information Officer at 481-2727. (Portions of the Supplemental Minute Record video tape recording may be distorted due to equipment malfunction or other uncontrollable factors.)

City of San Angelo, Texas
Special City Council Meeting
Thursday, September 22, 2022

Present:

Mayor Brenda Gunter
Mayor Pro tem Tom Thompson, SMD 2
Council Member Tommy Hiebert, SMD 1
Council Member Harry Thomas, SMD 3
Council Member Lucy Gonzales, SMD 4
Council Member Karen Hesse Smith, SMD 5
Council Member Larry Miller, SMD 6

1. Call to Order

With a quorum of the City Council Members present, Mayor Gunter called the special session of the San Angelo City Council to order at 8:32 a.m. on Thursday, September 8, 2022 at the San Angelo McNease Convention Center, 501 Rio Concho Drive, San Angelo, Texas 76903.

2. Chaplain Prayer & Pledges

An invocation was provided by San Angelo Police Department Chaplain Marcella Jenkins. Pledges were led by San Angelo Police Department Chaplain Gary Jenkins.

3. Proclamations/Recognitions

September 19 - 25, 2022 was proclaimed as Rail Safety Week.

4. Public Comment

Mayor Gunter thanked the Parks Department for their work preparing for Lilyfest 2022.

City Manager Daniel Valenzuela spoke about the animal shelter. He clarified they have begun meeting with rescue groups and that the city's preference is to adopt out rather than euthanize animals. The current numbers are not feasible to ensure a safe and clean environment for the animals or staff. The primary function of an animal shelter is to ensure community health and safety. Everyone must work together to reduce the number of animals at the shelter.

Citizen Ryan Hernandez (SMD4) thanked staff for the great job they have done and expressed interest in adding a water fountain to Brentwood Park.

Citizens Jatón Giese (SMD5) and Bayley Polnick (SMD6) and Wall resident Sharon Halfmann expressed concern regarding shelter operations and stated the importance of spay/neuter education, funding, and ordinance enforcement. There was also interest to partner with more volunteer organizations.

City Manager Daniel Valenzuela stated we have a spay/neuter program and will focus on spay/neuter.

Citizens Kim Henry (SMD3) and Andrea Souflee (SMD1) expressed concern regarding the lack of accessibility in San Angelo and ADA compliance. They requested a future agenda item to present their ADA proposal at a council meeting.

Citizen Vera Kirkpatrick (SMD6) spoke regarding the November 8 Sanctuary City for the Unborn ballot item and introduced the idea of aborting kittens and puppies to control the pet population.

5. Consent Agenda

- a. Award of FS-05-22 Service Beds to Century Trailer of San Angelo, Inc. in the amount of \$62,037 for the purchase of four units and authorizing the City Manager to negotiate and execute all related documents (Ryan Kramer)

- b. Award of PUR-02-22 Digital Copiers to CTWP and authorizing the City Manager to negotiate and execute all related documents (Jeff Tomlinson)
- c. Approval of a memorandum of understanding between the City of San Angelo and Keep San Angelo Beautiful (Patrick Frerich)
- d. Approval of amending the Keep San Angelo Beautiful bylaws to reflect changes approved by the board to align with the memorandum of understanding between the City of San Angelo and KSAB (Charlotte Anderson)
- e. Public hearing and adoption of a resolution authorizing a Professional Services Contract with McKool Smith, P.C. Ashcroft Sutton Reyes, LLC, and Korein Tillery, LLC for legal services to represent the City of San Angelo in a lawsuit against Netflix, Inc. et al. pertaining to franchise fees due, and contingent upon an approval of the fee contract by the Office of the Attorney General, pursuant to Texas Government Code Section 2254, Subchapter C (Theresa James) (Pg. 352, 2022-073)
- f. Adoption of a resolution accepting the donation of funds from Back the Badge for the purchase of equipment or training for the San Angelo Police Department (Frank Carter) (Pg. 355, 2022-074)
- g. Adoption of a resolution allowing the San Angelo Police Department to accept a donation of funds for the purchase of Safety Equipment with an estimated value of \$10,000 from the Wisniewski Family (Frank Carter) (Pg. 356, 2022-075)
- h. Adoption of a resolution allowing the San Angelo Fire Department to accept a donation of two grills from H-E-B with an estimated value of \$600 (Cory Sanders) (Pg. 357, 2022-076)
- i. Adoption of a resolution amending the Schedule of Fees and Charges to amend charges for Municipal Pool (Tina Dierschke) (Pg. 358, 2022-077)

Motion: Council Member Hesse Smith made a motion, seconded by Council Member Thompson, to approve the Consent Agenda, as presented. The motion carried unanimously (7) ayes to (0) nays, with no public comment.

6. Regular Agenda

- a. Approval to update the amount of the award of CE-01-22 to \$253,404 for the purchase of two shared Boiler Replacements using \$126,702 from the Hotel Occupancy Tax fund balance and authorizing the City Manager to negotiate and execute all related documents (Presentation made by Finance Director Tina Dierschke)

Motion: Council Member Hiebert made a motion, seconded by Council Member Thomas, to approve the item, as presented. The motion carried unanimously (7) ayes to (0) nays, with no public comment.

- b. Authorization of the City Manager to negotiate and execute a non-exclusive aerial right-of-way license use agreement with Shannon Medical to allow for an aerial encroachment of 1,168-sq.ft. for the construction of a utility bridge and associated signage within the E. College Ave. public right-of-way between N. Oakes St. and N. Magdalen St. (Presentation made by Planning & Development Services Director Jon James)

Operations Director Patrick Frerich responded to questions from the City Council.

Shannon Medical Center Director of Engineering Dale Droll responded to questions from the City Council.

Motion: Council Member Thomas made a motion, seconded by Council Member Hiebert, to approve the item, as presented. The motion carried unanimously (7) ayes to (0) nays, with no public comment.

- c. Adoption of a resolution allowing the adjacent property owner to remove trees in the public right-of-way on the east side of N. Oakes St. adjacent to 120 E. Harris Ave., per Section 7.02.034 of the City Code of Ordinances (Presentation made by Planning & Development Services Director Jon James) (Pg. 359, 2022-078)

Shannon Medical Center Director of Engineering Dale Droll responded to questions from the City Council.

Motion: Council Member Hiebert made a motion, seconded by Council Member Thomas, to approve the item, as presented, with the clarification that Shannon must work with the Parks & Planning Departments to ensure the replacement trees/shrubs match the landscape design and selection of plants used on the Chadbourne Streetscape project. The motion carried unanimously (7) ayes to (0) nays, with no public comment.

- d. First reading and public hearing of an ordinance for Z22-17 to rezone properties from the Manufactured Housing Subdivision to the Single-Family Residential zoning district, being 0.149 acres, located at 1826 Magnolia St. (Presentation made by Planning & Development Services Director Jon James)

Motion: Council Member Gonzales made a motion, seconded by Council Member Hesse Smith, to approve the item, as presented. The motion carried unanimously (7) ayes to (0) nays, with no public comment.

- e. First reading and public hearing of an ordinance annexing into the City of San Angelo, by petition of the property owner, an unaddressed 6.9 acre tract out of the A.B. & M Survey No. 3, Abstract No. 24, Tom Green County, Texas, located northwest of Arden Road and FM 2288 (Presentation made by Planning & Development Services Director Jon James)

Motion: Council Member Thomas made a motion, seconded by Council Member Thompson, to approve the item, as presented. The motion carried unanimously (7) ayes to (0) nays, with no public comment.

- f. First reading and public hearing of an ordinance for Z22-18 to zone property as part of an annexation to the Single-Family Residential zoning district, being 6.9 acres, located northwest of Arden Rd and FM 2288 (Presentation made by Planning & Development Services Director Jon James)

Citizen Andrea Souflee (SMD1) requested the median house price for the development.

Motion: Council Member Hiebert made a motion, seconded by Council Member Thompson, to approve the item, as presented. The motion carried unanimously (7) ayes to (0) nays.

- g. Second public hearing of an ordinance approving and adopting the budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023. This budget will raise more total property taxes than last year's budget by \$7,307,295 (17.42%), and of that amount, \$534,154 is tax revenue to be raised from new property added to the tax roll. (Presentation made by Finance Director Tina Dierschke) (Pg. 364, 2022-079)

Citizen Jatón Giese (SMD5) requested clarification on the animal shelter salaries.

Motion: Council Member Hiebert made a motion, seconded by Council Member Hesse Smith, to approve the item, as presented. A record vote was taken, and the motion carried unanimously (7) ayes (Council Members Miller, Hesse Smith, Gonzales, Thomas, Thompson, Hiebert and Mayor Gunter) to (0) nays.

- h. Final public hearing of an ordinance levying property taxes for the City of San Angelo, Texas, for the 2022 tax year. An ordinance fixing and levying ad valorem taxes for the current tax year for use and support of the municipal government of the City of San Angelo, Texas, for the 2022-2023

budget year; providing for the assessment and collection thereof; providing when the tax shall become due; providing when the tax shall become delinquent; providing for exemptions; providing for severability; providing for publication on the city-operated website; and, providing for an effective date. (Presentation made by Finance Director Tina Dierschke) (Pg. 374, 2022-080)

Citizen Kim Henry (SMD3) requested an ADA Coordinator be added to city staff.

Motion: Council Member Thompson made a motion, seconded by Council Member Thomas, that the property tax rate be increased by the adoption of a tax rate of 0.7379 per \$100 valuation which is effectively a 12.89% increase in the tax rate. A record vote was taken, and the motion carried unanimously (7) ayes (Council Members Miller, Hesse Smith, Gonzales, Thomas, Thompson, Hiebert and Mayor Gunter) to (0) nays.

7. Closed Session

~~Executive Session under the provision of Government Code, Title 5. Open Government; Ethics, Subtitle A. Open Government, Chapter 551. Open Meetings, Subchapter D. Exceptions to Requirement that Meetings be Open under the following sections:~~

8. Follow Up and Administrative Issues

a. Consideration of items discussed in Closed Session, if needed

No action taken on this item.

b. Consideration of approving various Board nominations

Design and Historic Review Commission: Stacie Elkins (SMD3) to a first full term and Chrys Forbes (SMD4) to a first term, both ending September 2024

Keep San Angelo Beautiful: Sam Spooner (SMD3) to a first full term ending September 2025

Motion: Council Member Gonzales made a motion, seconded by Council Member Thomas, to approve the item, as presented. The motion carried unanimously (7) ayes to (0) nays, with no public comment.

c. Announcements and consideration of Future Agenda Items

Mayor Gunter reminded the public our meetings will be returning to the traditional Tuesday morning day/time, the next meeting will be Tuesday, October 4, 2022.

9. Adjournment

Motion: Council Member Hiebert made a motion, seconded by Council Member Thompson, to adjourn the meeting. The motion carried unanimously (7) ayes to (0) nays.

There being no further business, the meeting adjourned at 9:51 a.m.

THE CITY OF SAN ANGELO, TEXAS:

ATTEST:

Brenda Gunter, Mayor

Julia Antilley, City Clerk

In accordance with Chapter 2, Article 2.300, of the Official Code of the City of San Angelo, the minutes of this meeting consist of the preceding Minute Record and the Supplemental Minute Record. Details on Council meetings may be obtained from the City Clerk's Office, or a video of the entire meeting may be purchased from the Public Information Officer at 481-2727. (Portions of the Supplemental Minute Record video tape recording may be distorted due to equipment malfunction or other uncontrollable factors.)

REPORT TO MAYOR & MEMBERS OF CITY COUNCIL



Requestor: Manda Salladay, Real Estate, Real Estate, 325-657-4407

Meeting Date: October 4, 2022

Item type: Consent Item

Caption:

Consider a resolution accepting 4.994 acres and 0.658 acres out of Deaf and Dumb Asylum Survey 2, Abstract No. 8211 and out of Alvin E. White Survey 1, Abstract No. 3944 from Rimrock Development, LLC for use by the Public Works Department, Stormwater Division (Patrick Frerich, Manda Salladay)

Staff Recommendation:

Approve

Summary/History:

Rimrock Development LLC desires to donate to the City of San Angelo 4.994 acres, which is a drainage way; and 0.658 acres, which is a detention pond, to be added to the City's storm drainage system. The property is otherwise unimproved and located off Southland Blvd and Coral Way, respectively.

Funding Source(s):

Financial Impact:

N/A - Donation, no cost to COSA

Other Information/Recommendation:

The Stormwater Division of the City of San Angelo requests that City Council accept the conveyance of 4.994 acres and 0.658 acres, from Rimrock Development, LLC by Warranty Deed.

Attachments:

- | | | |
|----|------------------------------------|---|
| 1. | Rimrock Development Survey | Rimrock Development Survey.pdf |
| 2. | Rimrock Development Metes & Bounds | Rimrock Development Metes & Bounds.pdf |
| 3. | Gift Resolution Donation - Rimrock | Gift Resolution Donation - Rimrock.docx |

Presentation:

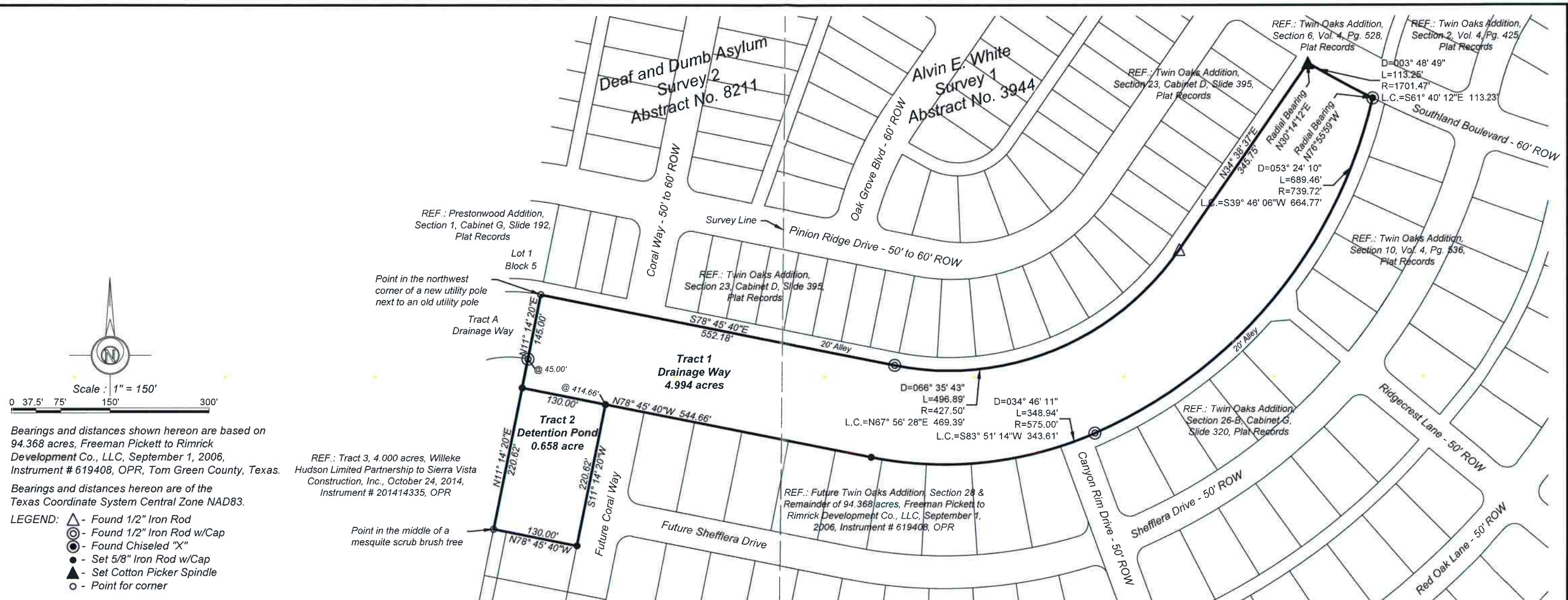
Manda Salladay

Approvals/Reviews:

Manda Salladay	Created/Initiated
Manda Salladay	Approved
Patrick Frerich	Approved

Theresa James
Julia Antilley

Approved
Final Approval



Plat of Tract 1, Drainage Way, 4.994 acres comprised of 1.299 acres out of DEAF AND DUMB ASYLUM SURVEY 2, Abstract No. 8211, Tom Green County, Texas and 3.695 acres out of ALVIN E. WHITE SURVEY 1, Abstract No. 3944, Tom Green County, Texas and being out of a 94.368 acre tract as described in Deed from Freeman Pickett to Rimrick Development Co., LLC dated September 1, 2006 and recorded as Instrument # 619408 of the Official Public Records of Tom Green County, Texas and

Tract 2, Detention Pond, 0.658 acre out of DEAF AND DUMB ASYLUM SURVEY 2, Abstract No. 8211, Tom Green County, Texas, and being out of a 94.368 acre tract as described in Deed from Freeman Pickett to Rimrick Development Co., LLC dated September 1, 2006 and recorded as Instrument # 619408 of the Official Public Records of Tom Green County, Texas

Surveyed on the ground August 2, 2022 under my supervision according to the minimum standards of the Professional Land Surveying Practices Act and the General Rules of Procedures and Practices set forth by the Texas Board of Professional Engineers and Land Surveyors.

A complete title search was not performed for the purpose of this survey.
There may be other easements or dedications not shown hereon.

This survey is prepared for the exclusive use and benefit of Rimrock Development, Co., LLC.
Use of this survey by a third party may not be transferred or assigned.

This survey is **VOID** without an original signature and **EMBOSSSED SEAL**.
See attached "Exhibit A" field notes of metes and bounds description.



BLAKE WILDE
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 6759

WE Wilde Engineering, LLC 5770 FM 765 San Angelo, Texas 76905 325.277.8682

TBPLS Firm # 10,193,857

www.wilde-eng.com

“Exhibit A” – Field Notes – Tract 1, Drainage Way, 4.994 acres and Tract 2, Detention Pond, 0.658 acre

Description of Tract 1, Drainage Way, 4.994 acres

Being Tract 1, Drainage Way, 4.994 acres comprised of 1.299 acres out of Deaf and Dump Asylum Survey 2, Abstract No. 8211, Tom Green County, Texas and 3.695 acres out of Alvin E. White Survey 1, Abstract No. 3944, Tom Green County, Texas and being out of a 94.368 acre tract as described in Deed from Freeman Pickett to Rimrock Development Co., LLC dated September 1, 2006 and recorded as Instrument # 619408 of the Official Public Records of Tom Green County, Texas.

Said Tract 1, Drainage Way, 4.994 acres being described as follows:

Beginning at a point in the northwest corner of a new utility pole next to an old utility pole rod for the northwest corner of this tract and the northwest corner of said 94.368 acres and the southwest corner of Twin Oaks Addition, Section 23, City of San Angelo, Tom Green County, Texas, according to the Plat recorded in Plat Cabinet D, Slide 395 of the Plat Records of Tom Green County, Texas and in the east line of Prestonwood Addition, Section 1, City of San Angelo, Tom Green County, Texas, according to the Plat recorded in Plat Cabinet G, Slide 192 of the Plat Records of Tom Green County, Texas from which a found 1/2 inch iron rod with cap for the southeast corner of said Prestonwood Addition bears South $11^{\circ} 14' 20''$ West 100.00 feet;

Thence with a north line of this tract and the north line of said 94.368 acres and the south line of said Twin Oaks Addition, Section 23 South $78^{\circ} 45' 40''$ East 552.180 feet to a found 1/2 inch iron rod with cap and with a curve to the left with a radius of 427.50 feet, angle of $66^{\circ} 35' 43''$, length of 496.89 feet, long chord of North $67^{\circ} 56' 28''$ East 469.39 feet to a found 1/2 inch iron rod and North $34^{\circ} 38' 37''$ East 345.75 feet to a set cotton picker spindle for north corner of this tract and the north corner of said 94.368 acres and the east corner of said Twin Oaks Addition, Section 23 and in a south line of Twin Oaks Addition, Section 6, City of San Angelo, Tom Green County, Texas, According to the Plat recorded in Volume 4, Page 528 of the Plat Records of Tom Green County, Texas and in the south line of a traveled way known as Southland Boulevard having a right-of-way width of 60 feet per said Twin Oaks Addition, Section 6;

Thence with a north line of this tract and a north line of said 94.368 acres and the south line of said Southland Boulevard and said Twin Oaks Addition, Section 6 and the south line of Twin Oaks Addition, Section 2, City of San Angelo, Tom Green County, Texas, According to the Plat recorded in Volume 4, Page 425 of the Plat Records of Tom Green County, Texas and with a curve to the left with a radial bearing of North $30^{\circ} 14' 12''$ East, radius of 1701.47 feet, angle of $03^{\circ} 48' 49''$, length of 113.25 feet, long chord of South $61^{\circ} 40' 12''$ East 113.23 feet to a found chiseled “X” on a concrete curb for the northeast corner of this tract and the northeast corner of said 94.368 acres and the northwest corner of Twin Oaks Addition, Section 10, City of San Angelo, Tom Green County, Texas, according to the Plat recorded in Volume 4, Page 536 of the Plat Records of Tom Green County, Texas and in the south line of said Twin Oaks Addition, Section 2 and said Southland Boulevard;

Thence with the east and south lines of this tract and the east line of said 94.368 acres and the west line of said Twin Oaks Addition, Section 10 and the northwest line of Twin Oaks Addition, Section 26-B, City of San Angelo, Tom Green County, Texas, according to the Plat recorded in Plat Cabinet G, Slide 320 of the Plat Records of Tom Green County, Texas and with a curve to the right and leaving the south line of said 94.368 acres with a radial bearing of North $76^{\circ} 55' 59''$ West, radius of 739.72 feet, angle of $53^{\circ} 24' 10''$, length of 689.46 feet, long chord of South $39^{\circ} 46' 06''$ West 664.77 feet to a found 1/2 inch iron rod with cap, and with another curve to the left with a radius of 575.00 feet, angle of $34^{\circ} 46' 11''$, length of 348.94 feet, long chord of South $83^{\circ} 51' 14''$ West 343.61 feet to a set 5/8 inch iron rod with cap and North $78^{\circ} 45' 40''$ West at 414.66 feet pass a set 5/8 inch iron rod with cap for the northeast corner of Tract 2, Detention Pond, 0.658 acre described herein and with the north line of said Tract 2 described herein in all a distance of 544.66 feet to a set 5/8 inch iron rod with cap for the southwest corner of this tract and the northwest corner of said Tract 2 described herein and in west line of said 94.368 acres and in the east line of Tract 3, 4.00 acres as described in Deed from Willeke Hudson Limited Partnership to Sierra Vista Construction, Inc. dated October 24, 2014 and recorded as Instrument # 201414335 of the Official Public Records of Tom Green County, Texas;

Thence with the west line of this tract and the west line of said 94.368 acres and the east line of said Tract 3, 4.000 acres North 11° 14' 20" East at 45.00 feet pass a found 1/2 inch iron rod with cap for the northeast corner of said Tract 3, 4.000 acres and the southeast corner of said Prestonwood Addition and with the east line of said Prestonwood Addition in all a distance of 145.00 feet to the point of beginning and containing an area of 4.994 acres.

Description of Tract 2, Detention Pond, 0.658 acre

Being Tract 2, Detention Pond, 0.658 acre out of Deaf and Dump Asylum Survey 2, Abstract No. 8211, Tom Green County, Texas and being out of a 94.368 acre tract as described in Deed from Freeman Pickett to Rimrock Development Co., LLC dated September 1, 2006 and recorded as Instrument # 619408 of the Official Public Records of Tom Green County, Texas.

Said Tract 2, Detention Pond, 0.658 acre being described as follows:

Beginning at a set 5/8 inch iron rod with cap for the northwest corner of this tract and the southwest corner of Tract 1, Drainage Way, 4.994 acres described herein and in the west line of said 94.368 acres and in the east line of Tract 3, 4.00 acres as described in Deed from Willeke Hudson Limited Partnership to Sierra Vista Construction, Inc. dated October 24, 2014 and recorded as Instrument # 201414335 of the Official Public Records of Tom Green County, Texas from which a found 1/2 inch iron rod for the northwest corner of said Tract 1 described herein and said 94.368 acres bears North 11° 14' 20" East 145.00 feet;

Thence with the north line of this tract and the south line of said Tract 1 described herein and within said 94.368 acres South 78° 45' 40" East 130.00 feet to a set 5/8 inch iron rod with cap for the northeast corner of this tract and in the south line of said Tract 1 described herein;

Thence with the east line of this tract South 11° 14' 20" West 220.62 feet to a set 5/8 inch iron rod with cap for the ~~southeast~~ corner of this tract;

Thence with the south line of this tract North 78° 45' 40" West 130.00 feet to a point in the middle of a mesquite scrub brush tree for the southwest corner of this tract and in the west line of said 94.368 acres and in the east line of said Tract 3, 4.000 acres;

Thence with the west line of this tract and the west line of said 94.368 acres and the east line of said Tract 3, 4.000 acres North 11° 14' 20" East 220.62 feet to the point of beginning and containing an area of 0.658 acre.

This tract may be required to be Platted according to the City of San Angelo Subdivision Regulations and may limit this tracts ability to obtain utility services and building or septic system permits.

Bearings and distances hereon are of the Texas Coordinate System Central Zone NAD83 per GPS.

These field notes are prepared for the exclusive use and benefit of Rimrock Development Corp., LLC. Use of these field notes by a third party may not be transferred or assigned.

See attached Plat of Survey.

These field notes are VOID without an original signature and EMBOSSSED SEAL.

Surveyed on the ground August 3 & 4, 2022.



Blake Wilde
Registered Professional Land Surveyor No. 6759
TBPLS Firm # 10,193,857

A RESOLUTION BY THE CITY OF SAN ANGELO CITY COUNCIL ACCEPTING THE DONATION OF 4.994 ACRES AND 0.658 ACRES OUT OF DEAF AND DUMB ASYLUM SURVEY 2, ABSTRACT NO. 8211 AND OUT OF ALVIN E. WHITE SURVEY 1, ABSTRACT NO. 3944 FOR THE CITY'S DRAINAGE SYSTEM

WHEREAS, Section 51.076(a) of the Texas Local Government Code provides that a municipality may hold property that it receives by gift, deed, devise, or other manner; and

WHEREAS, Rimrock Development, LLC desires to donate to the City of San Angelo 4.994 acres and 0.658 acres out of Deaf and Dumb Asylum Survey 2, Abstract No. 8211 and out of Alvin E. White Survey 1, Abstract No. 3944; and

WHEREAS, the City of San Angelo Stormwater Division has use for the property to add to the drainage system in the area; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF SAN ANGELO, TEXAS:

That the City of San Angelo hereby accepts a donation of 4.994 acres and 0.658 acres out of Deaf and Dumb Asylum Survey 2, Abstract No. 8211 and out of Alvin E. White Survey 1, Abstract No. 3944 from Rimrock Development, LLC to be used for drainage.

PASSED and APPROVED THIS 4th Day of October, 2022.

CITY OF SAN ANGELO, TEXAS

ATTEST:

Brenda Gunter, Mayor

Julia Antilley, City Clerk

APPROVED AS TO FORM

Theresa James, City Attorney

REPORT TO MAYOR & MEMBERS OF CITY COUNCIL



Requestor: Patrick Brody, Assistant Fire Chief, Fire Department, 325-657-4355 ext 300

Meeting Date: October 4, 2022

Item type: Consent Item

Caption:

Consider awarding FD-02-22 to Credit Systems International, Inc. for collection purposes in the amount of 22% of the collection balance and authorizing the City Manager to negotiate and execute all related documents (Patrick Brody)

Staff Recommendation:

Approve

Summary/History:

The Fire Department recently went through open solicitation FD-02-22 requesting proposals for collection agency services. The intent of the proposal was to procure an agency versed in municipal EMS bad debt collections, with a proven track record of success through their procedures and methodology for collections as well as a strong track record of timely reporting and communications to their customers.

There is currently \$1,646,645. of bad debt ready to be assigned to a 3rd party collection agency.

Utilizing a collection agency will have a positive impact on decreasing the number in collections.

The agency's fee schedule is as follows:

Up to 365 days from date of transport 22%

366-720 days from date of transport 24.5%

These fees are only assessed on the amount collected.

Five proposals were received and evaluated by a three-member committee. Credit Systems International, Inc. was selected as the forerunner.

Funding Source(s):

Financial Impact:

There is currently over \$1,646,645.00 in collections.

Other Information/Recommendation:

Attachments:

1. 1-CSIIs Final Proposal for C

1-CSIIs Final Proposal for C.pdf

- | | | |
|----|---|---|
| 2. | FD-02-22 Acknowledgement | FD-02-22 Acknowledgement.pdf |
| 3. | Copy of FD-02-22 -Third Party Charge Off
Collection Agency - Third Party Charge Off
Collection Agency - Scoring Summary (1) (1) (002) | Copy of FD-02-22 -Third Party Charge Off Collection
Agency - Third Party Charge Off Collection Agency -
Scoring Summary (1) (1) (002).pdf |
| 4. | Justification Letter | Justification Letter.docx |

Presentation:

Patrick Brody

Approvals/Reviews:

Patrick Brody	Created/Initiated
Patrick Brody	Approved
Theresa James	Approved
Jeffrey Tomlinson	Approved
Tina Dierschke	Approved
Julia Antilley	Final Approval



CREDIT SYSTEMS[®]
INTERNATIONAL, INC.

CSII's Proposal Created Exclusively for
The City of San Angelo



ORIGINAL

REQUEST FOR PROPOSAL

City of San Angelo RFP FD-02-22

Fire Department | Third-Party Collection Services



Due Date:

July 20, 2022 at 3:00 PM (CT)

Location Due:

Electronic Submission via e-Procurement Portal

City of San Angelo Purchasing Contact:

Jeff Tomlinson

Purchasing Manager

PROPOSAL SUBMITTED BY:

Credit Systems International, Inc.

1277 Country Club Lane

Fort Worth, Texas 76112

800.405.7546

Ms. Laura Beam – Account Executive

lbeam@creditsystemsintl.com

TABLE OF CONTENTS

4.1 – Table of Contents.....	Page 1
4.2 – Scope.....	Page 2
4.3 – Staff Qualifications & Organization Experience.....	Page 7
4.4 – Approach in Providing Services.....	Page 10
4.5 – Fee Schedule.....	Page 13
4.6 – Sample Contract Terms.....	Page 14
4.7 – Additional Data or Services Offerings.....	Page 17

4.2 Scope

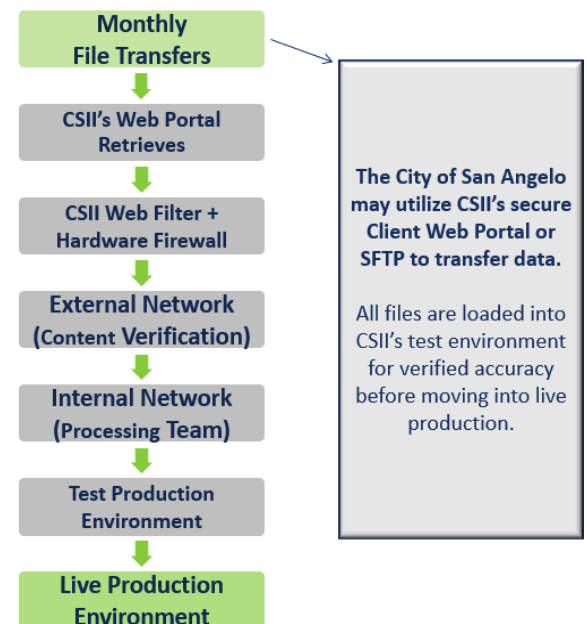
Credit Systems International, Inc. (CSII) is honored to submit our strategic proposal to the City of San Angelo Fire Department. Our Leadership team fully understands the Scope of Services requested and is confident that CSII is the perfect fit for the City of San Angelo's EMS collection agency partner. CSII has had the pleasure of working with the Emergicon team for many years through mutual municipal client contracts and together we have established streamlined processes and communications to successfully manage our client's A/R portfolios which enables the City's staff to focus on the day-to-day duties of the Fire Dept. vs. managing account receivables. CSII has all the technical aspects established and in place for secure data transfers to and from Emergicon which means virtually no ramp up or implementation time for the City's portfolio. Upon award and execution of the contract, CSII is prepared to fully launch the portfolio within 5 business days. CSII's custom workflow plan, included on the following pages of our proposal, is our demonstration of CSII's expertise in managing bad debt portfolios. Our account due diligence is designed to accomplish all aspects of the City's Scope of Services while ensuring top performance for the complete life cycle of all accounts placed with CSII.

1. Handling collection claims that exceed \$25.00. Understood. CSII's minimum balance accepted is \$25.00.

2. Must be in compliance with ALL Federal, State, and Local laws. Understood. CSII is in compliance with all Federal, State, and Local laws as well as all Data Furnisher's Rules regarding credit reporting. CSII's Compliance Dept monitors Legislative and Regulatory updates that pertain to the collection industry and ensures compliance with the new Regulation F era of collections. Additionally, CSII's Collection Specialists are highly qualified professionals with the expertise to expedite proficient resolution of accounts and ensure compliance with governing regulations.

3. Agrees to employ the necessary means to represent the City of San Angelo in collecting all claims for collections and clearly understanding that all claims remain the property of the City. Understood.

4. Must have the capability and established security in place to electronically submit and receive claims via a file format that is compatible with that of the City. Understood. CSII employs full time Developers that are experienced in the technical aspects of data conversions and file builds based upon required specs (file formats such as fixed & variable fixed length, comma/pipe delimited, Excel, CSV, etc.). All placement submissions, payment, adjustment & NSF files can be transferred to CSII via SFTP (CSII hosted) or via CSII's Secure Client Web Portal that encrypts the data using a 256-bit RSA encryption (Emergicon's current transfer method). CSII is SOC 2, Type II + HITRUST certified validating our commitment to protecting data at the highest levels via extensive security controls. All files are processed by CSII's Technical Processing Division within our IT Dept. and an I.T. Coordinator is assigned to supervise all inbound/outbound data transfers to/from the City. To ensure quality control & accuracy on all inbound data, each file submission is balanced to the control numbers provided by the City (# of accounts & total dollar amount).



5. Blank on RFP.

6. The payment file format must be compatible with financial system (CentralSquare Technologies) in order to update accounts. Understood. CSII's in-house Developers will build an importable payment file based on the City's required specifications (to be provided by the City or CentralSquare Technologies).

7. Agrees to effective methods of collection by the following:

a. Use legal and effective legal methods of collection on delinquent accounts. Understood.

CSII places top priority on all areas of compliance which is validated by our SOC 2, Type 2, + HITRUST certification. As part of CSII's 42 years of experience, CSII's Executive Leadership Team has learned that placing priority on training to ensure compliance as well as having the very best Collection Specialists available to speak with the City of San Angelo's patients pays off for the City, the consumer, and CSII.

b. Will comply with all obligations per the FDCPA, Fair Credit Reporting Act, and any state specific laws that regard third party collection services. Understood. CSII's collection software, C&R Software, has a robust compliance suite that provides 'Collector Alerts' supporting the management and compliance of state specific laws. Our software also provides masking mechanisms to mask confidential information and it documents all transactions in the account's notes without a delete option which further ensures compliance with all state and federal regulations. Additionally, CSII reports to the top national Credit Reporting Agencies (CRAs), in accordance with all federal regulations including the Fair Credit Reporting Act and Regulation F.

c. Utilize skip tracing software or any other software that will assist in the location of the debtor.

Understood. CSII's locate efforts start at placement and remain part of our collection process for the entire account life cycle. Skip tracing tools are more important than ever before as Regulation F now requires an agency to communicate with the consumer before their account is eligible for credit reporting. This said, a valid address or telephone number is critical in reaching top liquidations. CSII is highly skilled and organized in the management of high-volume placements, as well as in the utilization of information/data provided by the City. For example, prompt identification of accounts lacking contact information are batched into electronic files for processing through CSII's Skip Trace Department. CSII utilizes a variety of resources including our in-house proprietary hybrid database which incorporates data from TXDL, NCOA, and our vast market share of consumers residing in Texas. CSII also partners with external vendors to obtain information from a multitude of sources, which can include but are not limited to public records, credit reports, and social media platforms. Additionally, CSII's proprietary Texas Driver's License database provides information on more than 20M Texas residents monthly.

d. Utilize mailed notices and telephone calls to affect the collections more aggressively.

Understood. Under Regulation F, all initial collection notices are now required to be a Model Validation Notice (MVN). The MVN's are processed and mailed/emailed to patients (with a good address) within the first 48 hours of CSII receiving & processing the City's placement file. The MVN provides the City's account number & the amount owed. CSII utilizes a variety of subsequent notices at different intervals based upon the account's history and at the discretion of the Collection Specialist. CSII also begins telephone outreach efforts immediately upon placement for accounts with good contact numbers.

e. Use an automated dialer and message technology to further impact the collection accounts.

CSII utilizes LiveVox as our Contact Center's Dialing Platform which includes blended & predictive dialing, IVR, call recording, SMS, emails, & Speech Analytics. CSII's technology recognizes the time-of-day and the legal calling hours then deploys accounts to various call streams, ensuring outbound calls vary by time and day. Our dialing platform also recognizes the daily work patterns of consumer's based upon historical answer times, offers flexible programming for efficient management of consumer call campaigns, enables management to control outbound/inbound call volume, manages laws governing the use of an auto-dialer, maintains a 'Do not Call' list, and provides cell phone verification in real-time. The result is increased opportunities to contact patients. CSII is already using SMS/text messaging strategies and will be incorporating email outreaches over the next several months. Additionally, in the new Regulation F era of collections, it is important to make our dialing efforts count by utilizing technology to assist in making sure our calls are answered. CSII contracts with a telecommunications company to ensure that our outbound calls have appropriate branding (CSII) and are not tagged with a 'SPAM' or 'Telemarketer'. This increases the answer frequency of our calls to patients. Additionally, CSII's calls are tagged with 'A Level Attestation' in accordance with anti-spoofing protocols meaning if a carrier tries to block less desirable calls (ie: telemarketers), our A Level Attestation will permit CSII's call to reach the consumer.

8. Establish a good process for disputed claims. Understood. CSII has a detailed internal process for managing and handling disputed accounts. CSII has provided a brief outline below but will provide our Dispute Resolution Policy and Procedure upon award of contract and request by the City.

- Collection Specialist attempts to ascertain the reason for the dispute and proceeds accordingly with every effort to resolve including documenting claims that accounts are paid, ordering an itemized statement to be sent to the patient, or providing instructions on handling fraud cases.
- Accounts are placed in a Dispute Status pending resolution and/or receipt of documentation from the patient (adequate time to forward is allowed).
- Itemized statement requests are processed, and the statement is forwarded to the patient. After the itemized statement is sent, the account is updated with an advanced call-back date to ensure the patient has time to receive the documentation.
- Serious disputes such as threats to sue, quality service issues against the client, claims of law violations, complaints to Offices of the Attorney General, BBB, and escalated patients are immediately forwarded to a Compliance Coordinator in CSII's Contact Center.
- Accounts coded as disputed are reported and/or updated as 'disputed' with Credit Reporting Agencies.
- Disputes that are discovered as invalid debts are deleted from all Credit Reporting Agencies.
- CSII attempts to resolve all disputes; however, CSII may be unable to resolve a dispute by providing validation of the debt. Therefore, processes are in place to notify the City with regard to disputed accounts that may require the City's assistance.
- Resolved disputes are either collected or returned to the call stream.
- Accounts which remain unresolved are either closed or remain in a dispute status.
- Written disputes follow similar procedures: Documented, coded as "dispute", resolutions are attempted by providing debt validation, notifying the City (as appropriate), credit report notifications, and removal from the call stream pending resolution.

9. Ensure there is a process that provides for a monthly and annual reconciliation of claims.

Understood. The City/Emergicon will need to provide CSII with a monthly payment file detailing all payments made directly to the City on accounts placed in collections. CSII will provide the City with an electronic statement file detailing all payments received by CSII during a calendar month allowing the City to import all 'Paid to CSII' payment transactions. As for an annual reconciliation, the City can create an inventory report listing all accounts coded to CSII and the accounts' current balance. CSII will conduct an inventory reconciliation for all accounts in CSII's system. Discrepancy files will be worked through to ensure accuracy with all account balances and to validate that amounts on consumer's credit files are indeed accurate. Additionally, CSII's Client Web Portal will allow the City to obtain specific account information, generate basic reporting compilations & communicate account updates.

10. Have in place a Claim Accounting process.

Understood. CSII holds our SSAE18 Report which details CSII's extensive accounting procedures. CSII posts all payments received in our office to the consumer's account. CSII offers consumers multiple convenient payment options as we accept Check/Money Order/Cashier's Check, ACH, and Credit/Debit Cards (**including HSA/FSA Cards**). Patients are able to Pay By Phone, via our 24/7/365 secure payment website at **www.paycsitoday.com**, and through US Mail. CSII **does not** charge any convenience fees to the consumer to make a payment.

CSII's Collection Specialists are not authorized to accept checking account or credit card information. Patients making check or credit card payments are transferred to CSII's Payment Verification Team where authorized personnel confirm the negotiated arrangements prior to obtaining payment information. For security purposes, these calls are digitally recorded via PCI Compliant policies.

11. Required to have a Compensation and Invoicing process.

Understood. CSII's Contact Center Team has a robust compensation package that includes a salary as well as a bonus structure based upon resolved and paid accounts. As for CSII's invoicing process, CSII deposits all funds received in our office into an exclusive client trust fund account and remittance checks are issued to clients from our trust account at the beginning of every month for the previous month's collection activity. Remittance for the City can be established as NET or GROSS depending upon the best option for the City. CSII distributes (via mail or electronic delivery) all monthly statements by the 10th of every month for the previous month's collection activity.

12. Must carry Liability Insurance.

Understood. CSII provides a robust insurance portfolio that greatly exceeds the City's minimal requirements. CSII's exhaustive insurance portfolio includes:

- **\$5M in Corporate Identity Protection** (Cyber Insurance) coverage to further protect the City of San Angelo and its patients. For an agency to acquire a \$5 million Cyber Insurance policy, the agency must complete a stringent audit of our data security processes and procedures to ensure the privacy and protection of all client information entrusted to us. This includes, but is not limited to, encryption protocols, data accessing limitations based upon security clearance per employee, masking mechanisms, employee background investigations and drug screenings, etc.
- **\$5M in Errors and Omissions** (Professional Liability coverage)
- **\$2M Commercial Crime**
- **\$2M Commercial General Liability** policy with a **\$4 million excess umbrella**
- **Workers Compensation Policy** as required by the State of Texas

About Credit Systems International, Inc.

CSII is a nationally recognized collection agency headquartered in **Fort Worth, Texas** with two on-site Contact Centers, Training Focus Group rooms, all Executive Offices, Information Technology Department, on-site Payment Processing Center, and Client Relations Department. CSII is the sole occupant of our state-of-the-art facility.



CSII's Headquarter Facility - Fort Worth, Texas

CSII is celebrating 42 years in business in 2022 and our agency's expertise remains in managing bad debt portfolios for the healthcare, municipal/governmental, and utility industries. CSII provides bad debt recovery strategies for a multitude of municipalities in the areas of EMS, Utility, Recreational Centers, Liens, Code Violations, Library, NSF accounts, as well as additional miscellaneous delinquent receivables. This expertise places CSII as an extremely qualified agency partner for the City of San Angelo. Our unique distinction is providing a consumer centric and customized solution for debt reconciliation based upon each client's specific requirements. CSII has continued to advance our position as a leader in account recovery strategies cultivating a plethora of knowledge in all areas related to the collection of bad debt portfolios. CSII was a pioneer in our industry with the use of technology and we continue to remain forward-thinking in the sourcing and utilization of an advanced technical infrastructure designed for high volume collection portfolios and omni-channel communications. The recently effective industry changes as a result of Regulation F, the long-awaited update to the FDCPA, have begun a new era in the collection industry and CSII is excited to be integrating new communication channels into our consumer outreaches which include SMS/text messaging and emailing consumers, now covered under the FDCPA.

CSII is accredited with the **BBB, and we hold an A+ Rating**. We are an active member of The ACA International, An Association of Credit and Collection Professionals and our CEO, Ms. Darlene Mead, who holds 100% ownership of the Woman-Owned, privately held, debt free, **State of Texas HUB** certified corporation, serves on the Regulatory and Legislative Committee of the Texas ACA International, Inc. In addition to our policies that promote an environment dedicated to ensuring a positive patient experience, the protection of consumer information entrusted to us is one of CSII highest priorities. CSII has completed the auditing requirements and **holds the SOC 2, Type II Certification mapped to the HITRUST framework** as well as the **SSAE-18** which is updated on an annual basis. The **SOC 2, Type II Certification mapped to the HITRUST framework** is the highest level of data security certification obtainable in the healthcare space and signifies that CSII has met industry-defined standards and requirements and is appropriately managing risk around data security. This is an immeasurable benefit to the City!



4.3 Staff Qualifications and Organization Experience

CSII's Management Team and key individuals that will be involved with the City of San Angelo's portfolio hold over 250 combined years of experience in the municipal and healthcare debt collection and Accounts Receivable Management (ARM) Industry. CSII's key staff members and leadership will work together diligently to ensure professionalism and successful account recovery strategies for the City's portfolio.

All information regarding CSII's key personnel is proprietary and confidential.

Darlene Mead, President & Chief Executive Officer: Ms. Mead is the sole owner of CSII qualifying CSII as a Woman Owned Business Enterprise. With more than 40 years in the Accounts Receivable Management industry, she administers all areas of CSII's Management and Executive Team. Her role, as CEO, involves strategic planning, forecasting, operational structure, corporate development, and overseeing marketing strategies in efforts to maintain consistent growth for CSII in all areas. Ms. Mead is involved in ensuring that CSII meets all client expectations with regard to recovery, compliance, and customer services. She is an active member of the ACA International, an Association of Credit and Collection Professionals, and is a participating member in the Regulatory and Legislative Committee. She plays an instrumental role and remains intricately involved in potential changes to the Fair Debt Collection Practices Act and other Federal Acts impacting the ARM industry as well as teams with other industry leaders and attends frequent meetings in Austin, TX and Washington, D.C. to be a voice for the ARM industry.

Laura Beam, Director of Business Development & Account Executive: Ms. Beam, with over 23 years in the Accounts Receivable Management industry as part of CSII's Marketing Team, holds knowledge of our industry which began in Client Relations as she managed and assisted clients placing high volume portfolios. She is detail oriented and offers clients comprehensive professional relationship management. Her extensive understanding of accounts receivable portfolios for a multitude of industries allows for excellence in overseeing the implementation process & administration of new client portfolios as well as the ongoing management and oversight of existing clients' portfolios. Ms. Beam will be the Account Executive for the City of San Angelo's EMS portfolio and will be available to conduct annual portfolio reviews with the City's leadership. Ms. Beam manages all aspects of CSII's Client Relations Dept. which encompasses the management of all CSII's Portfolio Managers as well as implementation of special client projects, portfolio reconciliations and portfolio assessments. Our Client Relations Department is the "link of communication" between CSII and our clients.

CSII's Client Relations & Portfolio Management Team: Each client is assigned a Portfolio Manager within our Client Relations Department who manages the day-to-day aspects of CSII's clients' portfolios. Ms. Kourtney Cannon will be the City's dedicated Portfolio Manager and will be your direct point of contact regarding daily account management and support including noting and updating accounts, relaying disputed accounts, monitoring the flow of itemized statement requests, etc. She will be available for immediate assistance to the City at any time during normal business hours and is supported by CSII's Portfolio Management Team.

Megan Morland Wright, Executive Director of Operations: Ms. Wright has been with CSII for over 22 years and oversees daily operations including all special initiatives, Accounting, Compliance, Contact Center Collections, Collection Support, and IT departments. She collaborates with executive leadership to develop and implement effective business strategies ensuring adherence & compliance with federal regulations, state statutes, bankruptcy laws, FDCPA, and all other applicable laws.

Yvonne Kottwitz, Accounting Manager: Ms. Kottwitz has been with CSII's team for almost 40 years and devotes 100 percent of her time to all accounting functionalities with regard to the management of consumer transactions, payment, and adjustment applications as well as daily fund depository. Ms. Kottwitz and her team are responsible for and oversee the distribution of CSII's monthly client statements while maintaining the accuracy of all client remittances.

Desirae Segreti, Lead Client Developer: Ms. Segreti has been with CSII for almost 10 years and is dedicated to assisting the Business Development and Client Relations Teams with client implementation, client-specific projects, improving workflow through automation, and completing projects assigned by the Executive Director of Operations.

Bruce Martinez, Dialer Administrator/Analyst: Mr. Martinez manages the day-to-day administration and monitoring performance of dialer application including development of dialing campaigns, calling lists, filters, reports, and strategies. He is responsible for the creation of specialty campaigns to meet client requirements and expectations and assists with development and analysis of communication channel reports that identify trends and opportunities for strategy changes.

Collection Managers/Trainers: CSII's Collection Managers supervise and monitor all collection calls while maintaining a positive and safe environment on the collection floor. Each Collection Specialist is dedicated a Collection Manager within CSII's Contact Center environment who is available to assist in bringing resolution with a consumer if needed. Collection Managers supervise the day-to-day contacts in CSII's Contact Center. CSII has ACA Certified Trainers who conduct all new-hire training sessions as well as the ongoing training of CSII's Contact Center staff.

Collection Specialists: CSII's average tenure for our Contact Center Team averages approximately five years with most of CSII's top Collection Specialists being long term employees. All CSII's Collection Specialists are trained and certified by CSII through the ACA International, Inc. They each hold a certificate as a Certified Professional Collection Specialist which is a certification where the agent is taught collection techniques as well as extensively trained on the FDCPA and other federal regulations. CSII combines like type accounts with dedicated Collection Specialists who pursue each type of collection queue. CSII maintains a Collection Specialist Team consisting of 35-40 percent bilingual agents.

Technical Support Team: This departmental team supports CSII's Data Control Department, Processing Department (including Technical Programmers), and our IT Clerical Support Department. This team is responsible for all programming, conversions, report generations/creations, and processing of all electronic file submissions of inbound data flow to CSII.

Kris Lawton, Network & Security Administrator: Mr. Lawton has been with CSII for more than 14 years and manages all aspects of CSII's system networks and network security. He devotes his time, as well as his expertise, to ensuring data is transferred securely and accurately. Mr. Lawton has extensive experience in networking, information systems, and disaster recovery. He manages all CSII's risk assessments and third-party vendors associated with ensuring all data is protected with the highest standards.

CSII's Exclusive Advantages for Increased Recovery in Texas

CSII's Proprietary Texas Driver's License Data Base

- Provides over 18 million addresses of record
- Increases right party contact & reduces fraud

CSII's Saturation in the Texas Market

- Over 10 million active Texas consumers
- Extensive skip tracing resource

Scoring Algorithm

- Enhanced "Super Score" to accurately measure the probability of recovery and maximize profitability



CSII is experienced managing municipal accounts receivable portfolios and our qualifications to serve as the City of San Angelo's collection agency partner is our expertise in municipally owned EMS portfolios, our high volume consumer outreaches (calls, emails, text/SMS messaging), our geographic location within the State of Texas, knowledge of the City of San Angelo's geographical service area, our professionally trained staff, excellent client services, and our advanced technical infrastructure. We are a Texas based agency with all the tools of a large national company! Additionally, CSII's strategic and reduced fee structure offers the city the best solution to obtaining the highest liquidations for the portfolio while increasing the City's net revenue source from collections.

"CSII's commitment to their clients is outstanding....not only are the employees very knowledgeable about collection efforts, they are very pleasant and reliable. Whenever we have a question or a problem, they respond immediately. We trust CSII's ability to handle our outside collection efforts. They have a wonderful group of employees who are committed to excellent service!"

Lynne M., CIR

"My experience with CSII has been absolutely wonderful; they are extremely prompt and very professional. Their customer service is phenomenal, and they are able to maximize our recoveries. They are everything they say they are!"

Krissi T., Alabama Power

4.4 Approach in Providing Services

CSII's collection philosophy is that letters/notices are important to the collection notification process but, actually speaking to the patients offers the best solution in collecting past due account receivables in the least amount of time. This is the reason CSII invests tremendous resources in skip tracing, data mining, and advanced technology. Our Contact Center Team focuses on professionally negotiating with all consumers rather than adopting harsh and abrasive collection practices. This business model offers assurance that all consumers are treated ethically and professionally with a customer service approach. CSII's collection methodology is especially beneficial for clients who place top priority on maintaining a positive public image with all citizens as CSII remains committed to setting the standard of excellence in the recovery of account receivables by providing consumer centric solutions with the highest standards of ethical and professional conduct. Our philosophy remains 'Always treat others (patients) as you would want to be treated.'

CSII's Acknowledgment of Placement

Confirmation for receipt of placement files will be electronically forwarded to the City within 24 hours of receipt and processing the placement file. This email correspondence will contain the number of accounts processed as well as the total dollar amount. All files received prior to 2:00 p.m. are processed into CSII's system that day. Files received after 2:00 p.m. are processed into CSII's system the following business day.

CSII's Data Validation Efforts and Data Scrubs



CSII's Account Scoring Strategy

CSII combines credit-based scoring and consumer demographics with CSII's internal data analytics to accurately predict a propensity to pay model to define account assignment and collection strategies. Data analytics are continually monitored for the re-scoring and re-analyzing of accounts for probability to pay scores which enables CSII to obtain the best possible ROI on every account. CSII utilizes an analytical approach to collections in order to increase right party contacts, minimize risks, maximize results, and ensure a positive patient experience.

CSII's Collection Notices (Model Validation Notice)

All initial collection notices are processed and mailed/emailed to patients within the first 48 hours of processing the city's placement file. Under Regulation F, all agencies must provide specific details as provided in the below example of the new Model Validation Notice which still provides the city's account number, and the amount owed. CSII utilizes a variety of subsequent notices at different intervals based upon the account's history and at the discretion of the Collection Specialist.

Written Communications to Patients

- Compliance
 - Model Validation Notice
 - Follows Reg F Requirements
 - CFPB Safe Harbor
- Camera monitored -
one notice per envelope
- Postal tracking to
local post office & delivery
- First letter sent within 48 hours
- www.paycsitoday.com

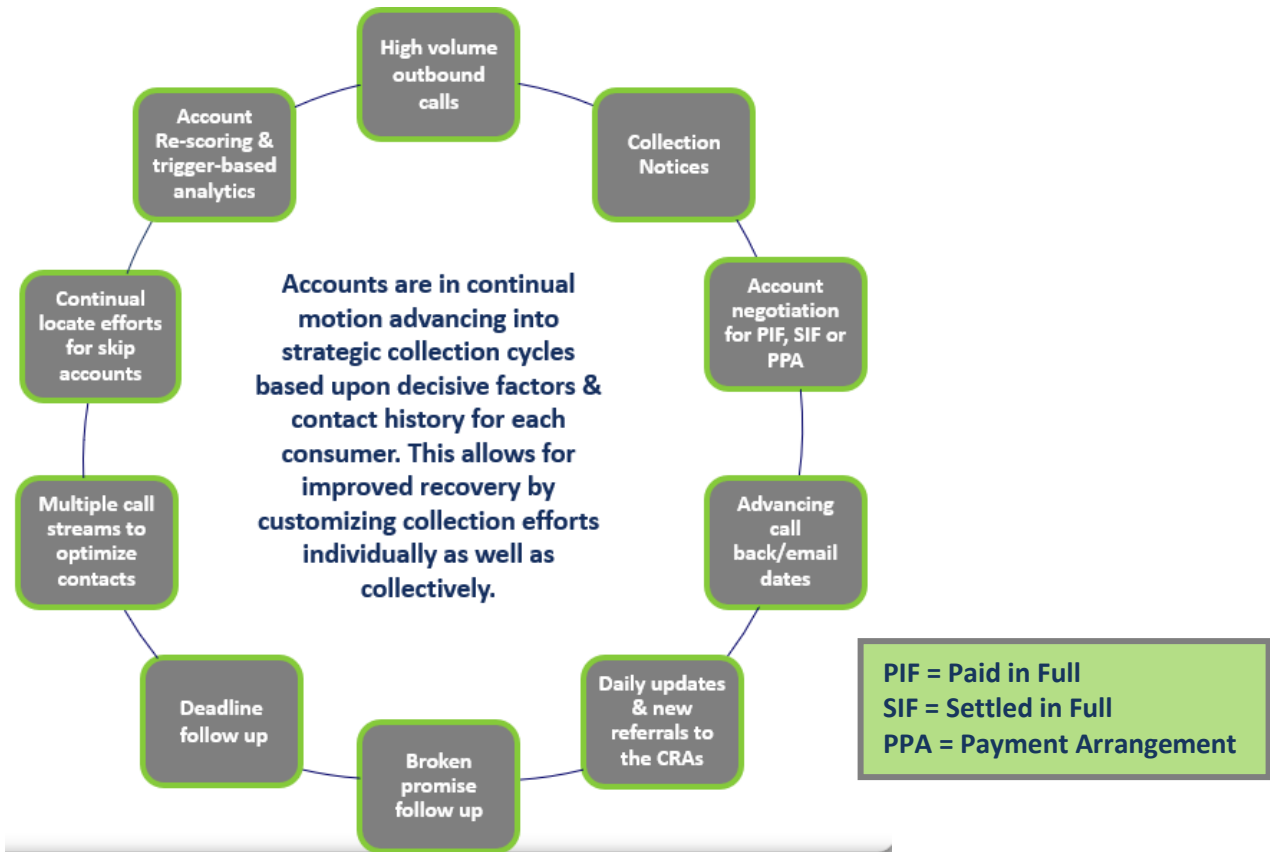


Credit Systems International, Inc. PO Box 1088 Arlington, TX 76008 [INSERT BAR CODE] To: Guarantor Name Guarantor Address 1 Guarantor Address 2 City, State Zip Credit Systems International, Inc. is a debt collector. We are trying to collect a debt that you owe to [Client Name]. We will use any information you give us to help collect the debt. Our information shows: You had an account with [Client Name] with account number [Client Account #]. <table border="0" style="width: 100%;"> <tr> <td>As of [Itemization Date], you owed:</td> <td style="text-align: right;">\$ 2,234.56</td> </tr> <tr> <td>Between [Itemization Date] and today:</td> <td></td> </tr> <tr> <td>You were charged this amount in interest:</td> <td style="text-align: right;">+ \$ 0.00</td> </tr> <tr> <td>You were charged this amount in fees:</td> <td style="text-align: right;">+ \$ 0.00</td> </tr> <tr> <td>You paid or were credited this amount toward the debt:</td> <td style="text-align: right;">- \$ 50.00</td> </tr> <tr> <td>Total amount of the debt now:</td> <td style="text-align: right;">\$ 2,184.56</td> </tr> </table> <i>Trigger as needed - Optional disclosures.</i> How do you want to respond? Check all that apply: ☐ I want to dispute the debt because I think: ☐ This is not my debt. ☐ The amount is wrong. ☐ Other (please describe on reverse or attach additional information). ☐ I want you to send me the name and address of the original creditor. ☐ I enclosed this amount: \$ Make your check payable to Credit Systems International, Inc. and include the reference number [Master#]. For additional payment options: [QR CODE].	As of [Itemization Date], you owed:	\$ 2,234.56	Between [Itemization Date] and today:		You were charged this amount in interest:	+ \$ 0.00	You were charged this amount in fees:	+ \$ 0.00	You paid or were credited this amount toward the debt:	- \$ 50.00	Total amount of the debt now:	\$ 2,184.56	 Monday to Friday • 8am to 5pm CST (800) 318-8064 • www.creditsystemsint.com Reference: [Master #] How can you dispute the debt? • Call or write to us by [Validation Date], to dispute all or part of the debt. If you do not, we will assume that our information is correct. • If you write to us by [Validation Date], we must stop collection on any amount you dispute until we send you information that shows you owe the debt. You may use the form below or write to us without the form. You may also include supporting documents. What else can you do? • Write to ask for the name and address of the original creditor, if different from the current creditor. If you write by [Validation Date], we must stop collection until we send you that information. You may use the form below or write to us without the form. • Go to www.cfpb.gov/debt-collection to learn more about your rights under federal law. For instance, you have the right to stop or limit how we contact you. • Contact us about your payment options. Person A 2323 Park Street Apartment 342 Bethesda, MD 20815 Mail this form to: [INSERT BAR CODE] Credit Systems International, Inc. PO Box 1088 Arlington, TX 76008
As of [Itemization Date], you owed:	\$ 2,234.56												
Between [Itemization Date] and today:													
You were charged this amount in interest:	+ \$ 0.00												
You were charged this amount in fees:	+ \$ 0.00												
You paid or were credited this amount toward the debt:	- \$ 50.00												
Total amount of the debt now:	\$ 2,184.56												

Bi-Lingual Capabilities: CSII maintains a Collection Staff in which a minimum of 35-40% of the team is fluent in both English and Spanish. Our website offers consumer's information, in English & in Spanish, on steps to take if they've received a collection notice.

Account Life Cycle with CSII

As depicted below, CSII offers a continuous account life cycle including continuous patient telephone outreaches and locate efforts, constant rescoring and reanalyzing probability to pay scores, monthly bankruptcy & litigious scrubs, and continual utilization of CSII's proprietary TX Driver's License database. CSII utilizes Robotic Process Automation which is advanced technology designed to automate digital tasks and ease workflow processes.



Account Due Diligence when CSII Discovers Insurance Coverage for a Transport:

- Accounts, in which the patient/guarantor advises CSII's Collection Specialist that there was an insurance policy in effect, are routed to CSII's Insurance Dept. to obtain additional information.
- Once policy information is obtained, CSII's Insurance Specialist will verify and validate the coverage ensuring that the specific date of transport is billable.
- If the charge is billable, CSII forwards all the valid policy information to the City of San Angelo/Emergicon to drop the claim electronically.
- Once claim is submitted, CSII retains the account in a hold status pending insurance's response and will follow up with the respective insurance company as required.
- If the charge is not billable and deemed patient/guarantor's responsibility, the account is routed back to CSII's Contact Center for the Collection Specialist to advise the patient/guarantor of our discoveries and attempt to obtain payment.

Please refer to Section 4.7 for additional information around CSII's service offerings pertaining specifically to Credit Reporting, Monthly Dashboard Reporting, Client Web Portal, etc.

4.5 Fee Schedule

CSII's Cost Proposal for City of San Angelo EMS

CSII's contingency proposal is based upon the following criteria:

- CSII receives 100% of the City's delinquent primary placements presented in the Specifications.
- Fees are due to CSII from the day the account is placed and are due whether paid to agency or paid to the City directly (paid by patient, insurance or third-party).
- CSII has authorization to pursue primary accounts for the full 7 years (from date of service transport) that the account can remain on the consumer's credit file.

CSII's Proposed Fee Schedule – Credit Reporting Authorized	
Accounts Placed with CSII:	
Up to 365 Days from the Date of Transport/Service*	22%
366 – 720 Days from the Date of Transport/Service	24.5%

CSII's Proposed Fee Schedule – Credit Reporting is NOT Authorized	
Accounts Placed with CSII:	
Up to 365 Days from the Date of Transport/Service*	24%
366 – 720 Days from the Date of Transport/Service	26%

*CSII is providing our most competitive fees for accounts that are placed following the billing company's 120 days of soft collections. The majority of CSII's municipal EMS clients place accounts at an average of 200 days from the date of transport which positions CSII to reach top liquidations on the portfolio. Accounts placed with CSII greater than 12 months from the date of transport are less recoverable as skip trace efforts are more challenging and liquidations decrease with the maturity of an account.

CSII's graduated fee structure by age of the account at placement is to support the initial backlog placement referred to in Addendum Two.

CSII does not charge any payment processing fees to consumers.

CSII does not charge any set up fees or initial costs for programming. Rates are strictly contingent upon the funds that CSII is able to recover on the City's behalf.

CSII holds a unique position in the Texas market which results in our recovery percentages being virtually impossible to beat! CSII has had the privilege of holding long term partnerships with many entities and **Texas municipalities such as City of Brownsville, City of Denton, City of Georgetown, City of San Marcos, City of Mansfield, City of Keller, and SAWS (San Antonio Water System) to name just a few client partnerships.**

4.6 Sample Contract Terms



CLIENT SERVICES AGREEMENT

CLIENT:

ADDRESS:

CITY, STATE & ZIP:

DATE:

CONTACT:

TELEPHONE:

This Client Agreement is entered into as of the date shown above between Credit Systems International, Inc., hereinafter referred to as "Agency", and _____, hereinafter referred to as "Client", in which Agency accepts certain delinquent accounts belonging to Client for debt reconciliation efforts.

Agency and Client hereby mutually agree as follows:

1.0 Terms for Services.

- 1.1 Agency agrees to provide Client with the services necessary to maximize the collection of certain delinquent accounts referred to Agency by Client. Accounts are identified as primary bad debt accounts with balances over \$50.00 that are between 31 days and two years in age from the date of service. Agency shall receive as compensation for services rendered hereunder, the commission amount(s) equal to the following contingency rate:
 - <Insert Rate>
 - <Insert Rate>
- 1.2 Full commissions are earned and payable to Agency from the date of placement on all payments applied to accounts placed with Agency, whether payment is made directly to Agency or reported as paid directly to Client.
- 1.3 Client will report to Agency all payments and adjustments posted by Client, including unidentified payments and payments on accounts purged from client's system on a weekly basis at minimum.

Page 2 of 3
 Client Name
 Date

- 1.4 Agency agrees that all payments paid to Agency and reported paid by Client during the preceding calendar month shall appear on Client's monthly Payment Invoice. Agency shall remit to Client all amounts collected by Agency; **GROSS or NET** of commissions due Agency as calculated on Client's monthly Payment Invoice. Client agrees that any remaining commission due Agency is payable to Agency within fifteen (15) days from Client's receipt of the Payment Invoice.
- 1.5 Agency will reimburse Client for commissions paid to Agency on payments reported as paid to Client which are returned to Client as unpaid by the bank. Client will reimburse Agency for payments remitted to Client which are returned to Agency as unpaid by the bank. Reversals will appear on the following month's Payment Invoice.
- 1.6 Set-up fee due and payable upon execution of Agreement: \$N/A
- 1.7 Annual maintenance fee, if minimum monthly placement is below \$5000.00: \$N/A
- 1.8 Cancellation charge of \$4.95 per account cancelled/recalled by Client as placed in error.
- 1.9 Sales tax shall be assessed, as required by law, according to applicable state requirements. Clients holding tax exemptions will provide Agency a copy of the Tax Exemption Certificate.
- 2.0 Provisions for the submission and utilization of consumer information.
 - 2.1 Client will provide Agency with valid accounts containing accurate information, as well as promptly report all payments, adjustments, and new account information. Client fully acknowledges and understands that it is necessary to accurately communicate and convey information to Agency to facilitate Agency's strict compliance with relevant Federal and State laws.
 - 2.2 Accounts and reported payments shall be forwarded to Agency by Client in programmable electronic files via Agency's Client Web Portal, SFTP or an agreed upon alternative secure method of transfer.
 - 2.2 At the time of placement or when providing updated information on an account, Client will identify all data fields containing contact information for a consumer. This includes, but is not limited to: residential telephone, cellular telephone, employment telephone, facsimile number, email addresses, alternate telephone numbers, etc. Cellular telephone numbers shall be uniquely identified.
 - 2.3 Client agrees that consumer's express consent has been obtained providing Client; its Affiliates; subsidiaries; business partners; or service providers; authorization to utilize all information made available by the consumer in any efforts to attempt communication regarding the consumer's account. This includes contact efforts via cellular telephone numbers utilizing pre-recorded/artificial voice messages and/or any automatic telephone dialing device. As part of this Agreement, Client agrees to submit to Agency a copy of all consent forms utilized for obtaining consumer's consent, as well as any additional methods in which express consent is obtained, i.e.: online verbiage or telephone scripts.
 - 2.4 Client agrees to immediately notify Agency of any updates and/or changes to the verbiage in the aforementioned methods of obtaining express consent from consumers. Client agrees to promptly notify Agency should a consumer revoke their express consent.
 - 2.5 Agency shall, during the term hereof, be given access to Client's consumer records to assist in the collection of the debt which may include access to Client's system as agreed upon between Client and Agency.
 - 2.6 Client shall forward to Agency any requested documentation within ten days of initial request, i.e.: itemized statements, response to disputes, etc.

Page 3 of 3
Client Name _____
Date _____

- 2.7 Agency agrees to maintain all consumer records in strict confidence and not disclose such information, except with consumer's written consent or otherwise required.
- 2.8 Client agrees not to refer accounts protected under the bankruptcy laws to Agency and will promptly inform Agency of all bankruptcy notifications received by Client on any account that has been placed with Agency.
- 2.9 Client shall notify Agency of any procedural changes which may affect or alter the demographical information on accounts submitted for collection after commencement of this agreement
- 3.0 Miscellaneous.
- 3.1 Either party may terminate the Agreement upon thirty days prior written notice to the other party.
- 3.2 Mass cancellations of all or portions of accounts placed with Agency must be conducted in writing.
- 3.3 A processing fee of \$1.00 per account will be charged, for any reason, due to mass cancellation of accounts. Full commissions are due Agency on all accounts that are in a paying status at the time accounts are processed for cancellation. Agency requires 30 days to conclude the cancellation process which commences upon receipt of cancellation fees and commissions due Agency.
- 3.4 Agency will hold Client harmless and indemnify from any claim arising from any action by Agency in the collection or attempted collection of any account referred to Agency. Client will hold Agency harmless and indemnify from any claim arising out of any action or inaction by Client.
- 4.0 Client authorizes Agency to:
- 4.1 Utilize all consumer information provided by Client in any efforts to attempt communication, this includes but is not limited to the utilization of automatic telephone dialing systems, pre-recorded messages, calls to cellular telephones and/or any means of digital communication; as well as negotiate and/or accept payments on delinquent accounts placed with Agency.
- 4.2 Accept no less than _____ % of the account balance as settlement in full.
- 4.3 Report all accounts to the Credit Reporting Agencies: **Yes** **No**

CLIENT TAX ID NUMBER: _____

Client and Agency agree with the terms as provided in this Agreement:

CLIENT SIGNATURE: _____

PRINT NAME & TITLE: _____

AGENCY SIGNATURE: _____
Laura Beam - Account Executive | Business Development

CSII | 1277 Country Club Lane | Fort Worth, TX 76112 | 817.654.4044 Client Line | www.creditsystemsintl.com

4.7 Additional Data or Services Offerings

CSII's Credit Reporting Processes

CSII submits unpaid accounts to the top national Credit Reporting Agencies (CRAs) - Equifax and Experian - as these two are the most commonly utilized CRAs in Texas. In an effort to offer a customer service-oriented account recovery strategy to the consumer and in adherence with the new credit reporting timelines recently effective, CSII does not report accounts prior to 365 days from the date of first delinquency which allows the consumer ample time to remit payment or establish a payment arrangement preventing long-term effects to their credit score. Additionally, with Regulation F in effect, an agency must now communicate with the consumer before the account is eligible for credit reporting. This means that CSII must mail/email the new Model Validation Notice to the consumer, wait 14 days, and if the email is not returned as undeliverable or the notice received back as returned mail, then it is assumed that the consumer received the notice, and the account is eligible for credit reporting. Additionally, if CSII speaks with the consumer, that action qualifies as a communication as well and statuses the account as eligible for credit reporting. CSII will be monitoring this volume in the days ahead and will be investing even more resources than ever before to ensure all efforts are made to locate every consumer placed with our agency.

Credit Reporting Agencies (CRAs)



- Medical accounts are not currently reported to the CRAs until at least 365 days from the date of delinquency
- Exclusions from referrals:
 - Unverified Contact Consumers
 - Paid Accounts and Accounts in a paying status
 - Disputed accounts (if disputed prior to initial report, will not report)
 - Accounts in a hold status
- Files are forwarded electronically via SFTP daily
- E-Oscar Dispute Resolution Team

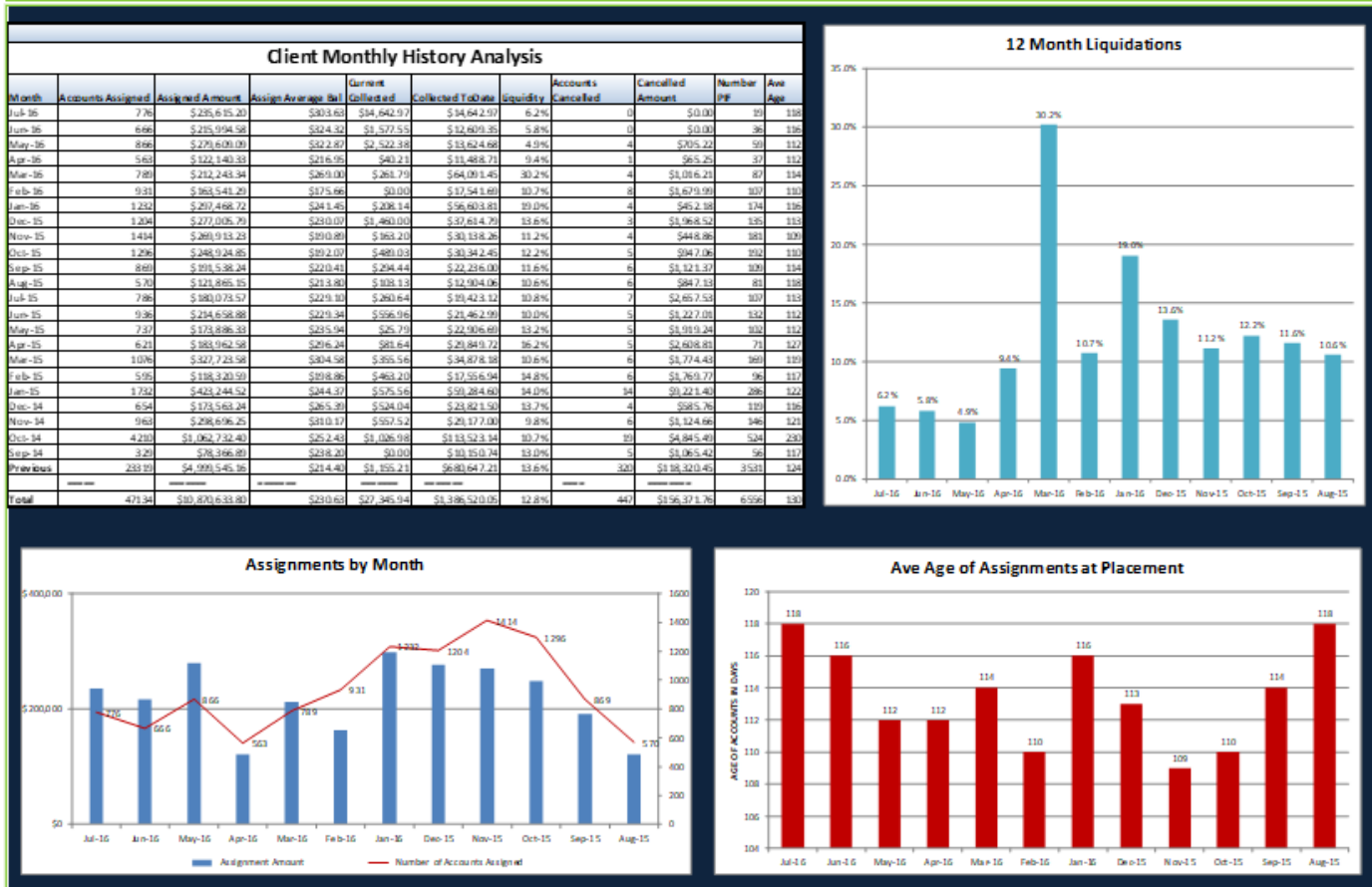


CSII's Monthly Dashboard Reporting

CSII distributes a 24-month historical Dashboard Report monthly, by the 10th of every month, reflecting the previous month's portfolio figures including placements in dollars and number of accounts, average account balance, current and to-date collections, liquidation percentage, cancelled accounts in number and dollar amount, number of paid in full accounts per monthly batch & the average age of the accounts per monthly batch.

CSII's collection software also provides a robust reporting suite for additional reports that the City may require throughout the contract term.

Monthly Dashboard Report Sample



As part of CSII's 42 years of experience, CSII's Executive Leadership Team has learned that placing priority on training to ensure compliance as well as having the very best Collection Specialists available to speak with the City of San Angelo's patients pays off for the City, the consumer, and CSII.

CSII's Client Web Portal & Communications

CSII offers a **Client Web Portal** which was specifically designed for our clients and is geared toward providing portfolio information to the City that is accessible at any time. This convenient tool is offered to the City as one of our many value-added services available at no additional cost. For the City's convenience, this portal will be available 24 hours a day - 7 days a week - 365 days a year. CSII strives to provide our clients valuable services by offering a variety of methods to engage and correspond directly with Portfolio Managers as well as additional departmental directors. Listed below are Web Portal features available for the City's access, viewing and capabilities:

- Confirm and verify an account balance (payments are updated within 2-4 hours)
- Forward a message to CSII regarding an account
- Transfer account requests and updates to CSII on an account
- Securely upload placement and payment files to CSII
- Report to CSII accounts which have paid direct to the City
- Generate Reports

Secure Communications with CSII

- CSII's Client Web Portal
 - Access 24/7/365
 - Web-based communications
 - Account look-ups
 - Secure uploading of placement & payment files
- Secure File Transfer Protocol (SFTP)

- **Secure Emails via Bracket**



Basic account information such as, account balance, client account number, status code and date placed are available for the life cycle of each account placed with CSII. Please note: Social Security Numbers are NOT available for view to ensure security measures.



RFP Acknowledgement

FD-02-22 • Third Party Charge Off Collection Agency

Wednesday, July 20, 2022 3 p.m.

- | | |
|---|--|
| 1 | Credit Service Company, Inc. |
| 2 | Credit Systems International, Inc. |
| 3 | Diversified Adjustment Service, Inc |
| 4 | Life Line Billing Systems d/b/a LifeQuest Services |
| 5 | Linebarger Goggan Blair & Sampson, LLP |



FD-02-22 -Third Party Charge Off Collection Agency - Third Party Charge Off Collection Agency Scoring Summary

Active Submissions

	Total	Completeness & Conformity of Required Forms	A - Criteria	A-1 - Completeness and conformity to the RFP	A-2 - Overall Approach and methodology to be used to accomplish the RFP requirements	A-3 - Staff Qualifications and Organization Experience	A-4 - References	A-5 - Fee Schedule
Supplier	/ 100 pts	Pass/Fail	/ 100 pts	/ 10 pts	/ 20 pts	/ 30 pts	/ 10 pts	/ 30 pts
Credit Systems International, Inc.	88.33	Pass	88.33	9	17.67	27.67	9.667	24.33
Diversified Adjustment Service, Inc	83.33	Pass	83.33	8.333	17.67	25.33	6	26
Life Line Billing Systems d/b/a LifeQuest Services	80.33	Pass	80.33	8.667	17.67	23.67	7.667	22.67
Linebarger Goggan Blair & Sampson, LLP	75.67	Pass	75.67	8.667	14.33	21.67	6.333	24.67
Credit Service Company, Inc.	63.67	Pass	63.67	7	16.67	21	5.667	13.33

Selection Committee:

Ryan Gaddy

Shani Jordan

Patrick Brody

The Fire Department and Purchasing department solicited proposals for a third-party collection company to collect charged-off outstanding / unpaid EMS billing account receivables (FD-02-22).

Selection Criteria:

1. Handling collection claims that exceed \$25.00
2. Must be in compliance with ALL Federal, State, and Local laws
3. Agrees to employ the necessary means to represent the City of San Angelo in collecting all claims for collections and clearly understanding that all claims remain the property of the City
4. Must have the capability and established security in place to electronically submit and receive claims via a file format that is compatible with that of the City
5. The payment file format must be compatible with financial system (CentralSquare Technologies) in order to update accounts
6. Agrees to effective methods of collection by the following:
 - a. Use legal and effective legal methods of collection on delinquent accounts
 - b. Will comply with all obligations per the Fair Debt Collections Practices Act, Fair Credit Reporting Act, and any state specific laws that regard third party collection services
 - c. Utilize skip tracing software or any other software that will assist in the location of the debtor
 - d. Utilize mailed notices and telephone calls to affect the collections more aggressively
 - e. Use an automated dialer and message technology to further impact the collection accounts
7. Establish a good process for disputed claims
8. Ensure there is a process that provides for a monthly and annual reconciliation of claims
9. Have in place a Claim Accounting process
10. Required to have a Compensation and Invoicing process
11. Must carry Liability Insurance

The selection committee used a scoring criteria matrix to evaluate each proposal to determine the **best value** for the City of San Angelo. Based on the scoring criteria, **Credit Systems International, Inc (CSII)** received the highest score.

CSII is a Texas-based collection agency specializing in Fire EMS collections. They were the only respondent who integrated with our current EMS billing company (Emergicon). CSII was highly recommended by our billing company and references listed. All these factors have given CSII a better value for COSA and should result in higher collection results.

REPORT TO MAYOR & MEMBERS OF CITY COUNCIL



Requestor: Bob Salas, Neighborhood Services Director, Neighborhood and Family Services, 325-655-0824

Meeting Date: October 4, 2022

Item type: Consent Item

Caption:

Consider approving an amendment to the 2021 Annual Action Plan (AAP) allocating HOME American Rescue Plan (ARP) grant funds and authorizing the City Manager to execute all related documents (Bob Salas)

Staff Recommendation:

Approve

Summary/History:

During the September 8, 2022, City Council meeting, staff provided recommendations for the allocation of ARP HOME grant funds in the amount of \$1,110,165.00. Recommendations follow:

- \$554,410.00 to the Housing Authority of San Angelo for renovations of facilities to house homeless veterans

- HASA plans to renovate the 14-apartment Island Cottages at 51 N. Koenigheim and reserve up to 8 units for homeless veterans

- \$100,000.00 to the Housing Authority of San Angelo for case management supporting homeless veterans for up to two years

- \$455,755.00 to Neighborhood & Family Services Department for tenant-based rental assistance (TBRA) to help keep families from becoming homeless (\$55K for admin)

HUD requires an ARP allocation plan as part of the amendment submission which outlines the requirement to advertise the proposed projects and addresses key items associated with the ARP use of funds before HUD approves the amendment (see attached ARP Allocation Plan).

Funding Source(s):

Financial Impact:

If approved, the 2021 AAP will be amended to reflect the proposed allocation plan and the department budget will need to reflect the approved projects.

Other Information/Recommendation:

Attachments:

1. HOME-ARP-Allocation-Plan

HOME-ARP-Allocation-Plan.pdf

Presentation:

Bob Salas

Approvals/Reviews:

Bob Salas

Theresa James

Tina Dierschke

Julia Antilley

Created/Initiated

Approved

Approved

Final Approval

City of San Angelo

HOME-ARP Allocation Plan

Guidance

- To receive its HOME-ARP allocation, a PJ must:
 - Engage in consultation with at least the required organizations;
 - Provide for public participation including a 15-day public comment period and one public hearing, at a minimum; and,
 - Develop a plan that meets the requirements in the HOME-ARP Notice.
- To submit: a PJ must upload a Microsoft Word or PDF version of the plan in IDIS as an attachment next to the “HOME-ARP allocation plan” option on either the AD-26 screen (for PJs whose FY 2021 annual action plan is a Year 2-5 annual action plan) or the AD-25 screen (for PJs whose FY 2021 annual action plan is a Year 1 annual action plan that is part of the 2021 consolidated plan).
- PJs must also submit an SF-424, SF-424B, and SF-424D, and the following certifications as an attachment on either the AD-26 or AD-25 screen, as applicable:
 - Affirmatively Further Fair Housing;
 - Uniform Relocation Assistance and Real Property Acquisition Policies Act and Anti-displacement and Relocation Assistance Plan;
 - Anti-Lobbying;
 - Authority of Jurisdiction;
 - Section 3; and,
 - HOME-ARP specific certification.

Participating Jurisdiction: City of San Angelo

Date: 9/16/2022

Consultation

Before developing its plan, a PJ must consult with the CoC(s) serving the jurisdiction’s geographic area, homeless and domestic violence service providers, veterans’ groups, public housing agencies (PHAs), public agencies that address the needs of the qualifying populations, and public or private organizations that address fair housing, civil rights, and the needs of persons with disabilities, at a minimum. State PJs are not required to consult with every PHA or CoC within the state’s boundaries; however, local PJs must consult with all PHAs (including statewide or regional PHAs) and CoCs serving the jurisdiction.

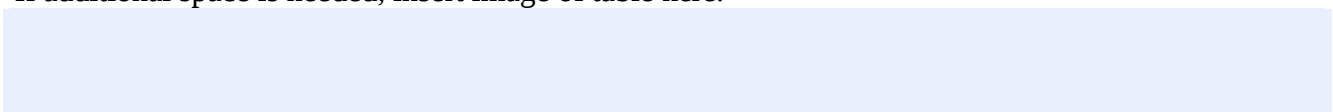
Summarize the consultation process:

City staff met with organizations both in-person and in public meetings to discuss the City’s plan to create programs to end veteran homelessness and homeless prevention. Local and state level organizations expressed their support for both program ideas and reiterated that there is a need for such services. See list of organizations consulted.

List the organizations consulted, and summarize the feedback received from these entities.

Agency/Org Consulted	Type of Agency/Org	Method of Consultation	Feedback
Texas Homeless Network (THN)	Semi-government CoC for the Balance of State	Written and verbal correspondence	THN supports the City's efforts to end veteran homelessness and prevent homelessness which is part of THN's strategic plan
Concho Valley Homeless Planning Coalition	Local Homeless Coalition of organizations and individuals with a shared commitment to end homelessness	Public meetings	CVHPC board voted to support the City's efforts to end veteran homelessness and prevent homelessness
Housing Authority of San Angelo	Public Housing Authority	In-person meetings	HASA expressed the desire to partner with the City to manage efforts to end veteran homelessness
West Texas VA Health Care System	Government agency managing the VASH program in the area	In-person meetings	Expressed support for ending veteran homelessness
ICD Bridges	Domestic Violence Shelter	Public meetings	Willing to refer veterans to the program
Disability Connections	Non-profit with a mission to assist persons with disabilities	Public and in-person meetings	Supports ending veteran homelessness and homeless prevention
Legal Aid of NW Texas	Provides legal assistance for fair housing and civil rights	In-person and public meetings	Organization's representative in CVHPC Board voted to support ending veteran homelessness and preventing homelessness to include eviction diversion
Agency Name.	Type of Agency/Org.	Method of Consultation.	Feedback.

If additional space is needed, insert image of table here:



Public Participation

PJs must provide for and encourage citizen participation in the development of the HOME-ARP allocation plan. Before submission of the plan, PJs must provide residents with reasonable notice and an opportunity to comment on the proposed HOME-ARP allocation plan of **no less than 15 calendar days**. The PJ must follow its adopted requirements for “reasonable notice and an opportunity to comment” for plan amendments in its current citizen participation plan. In addition, PJs must hold **at least one public hearing** during the development of the HOME-ARP allocation plan and prior to submission.

For the purposes of HOME-ARP, PJs are required to make the following information available to the public:

- The amount of HOME-ARP the PJ will receive,
- The range of activities the PJ may undertake.

Describe the public participation process, including information about and the dates of the public comment period and public hearing(s) held during the development of the plan:

- ***Public comment period:*** start date -***September 20, 2022***. end date – ***October 4, 2022***.
- ***Public hearing:*** ***10/4/2022***

The process began with the City’s annual public meetings held on May 24th and 25th 2022 to obtain citizen input on the use of CDBG/HOME grant funds that included ARP funds. Citizens agreed that there is a need to address homelessness. Proposals on the use of ARP funds were discussed and deliberated by City Council in a public hearing on September 8, 2022. Council approved the allocation plan that included funds to help end veteran homelessness and homeless prevention. A second public hearing was held on October 4, 2022 to approve the amendment to the 2021 Annual Action Plan.

Describe any efforts to broaden public participation:

In addition to holding public hearings, and posting public notices, City used social media to advertise the plan.

A PJ must consider any comments or views of residents received in writing, or orally at a public hearing, when preparing the HOME-ARP allocation plan.

Summarize the comments and recommendations received through the public participation process:

Enter narrative response here.

Summarize any comments or recommendations not accepted and state the reasons why:

Enter narrative response here.

Needs Assessment and Gaps Analysis

PJs must evaluate the size and demographic composition of qualifying populations within its boundaries and assess the unmet needs of those populations. In addition, a PJ must identify any gaps within its current shelter and housing inventory as well as the service delivery system. A PJ should use current data, including point in time count, housing inventory count, or other data available through CoCs, and consultations with service providers to quantify the individuals and families in the qualifying populations and their need for additional housing, shelter, or services. The PJ may use the optional tables provided below and/or attach additional data tables to this template.

Describe the size and demographic composition of qualifying populations within the PJ's boundaries:

Over the last 5 years, the annual homeless point in time counts identified an average of 6 homeless veterans in the area with a high of 12 in 2019 and a low of 4 in 2018. That average was substantiated by the 2022 Point in Time Homeless Count when 6 homeless veterans were identified in San Angelo. By focusing on available resources including current coordinated entry systems, HMIS, CoC grants, and ARP funding, the City believes it can end veteran homelessness within two years.

In addition, there are 36,854 households in San Angelo with approximately 45% of those households at or below 80% of AMI of \$49,066 with 14% living at or below the poverty level. Moreover, 28% of households are experiencing a cost burden with 30% of income going to housing. Of those experiencing a cost burden, 12% are experiencing a cost burden of 50%. Renters are experiencing a cost burden at a higher rate. Cost-burdened individuals and families often face the threat of eviction and homelessness when unable to pay rent on time due to life crises. The City intends to develop a homeless prevention program that will help keep families and individuals from being evicted from their homes.

Describe the unmet housing and service needs of qualifying populations, including but not limited to:

- ***Sheltered and unsheltered homeless populations;***
- ***Those currently housed populations at risk of homelessness;***
- ***Other families requiring services or housing assistance or to prevent homelessness;***
and,
- ***Those at greatest risk of housing instability or in unstable housing situations:***

Having enough emergency, transitional, and permanent housing for the homeless is critical to meet the needs of these vulnerable individuals and families. According to the 2022 PIT count, there are 107 homeless individuals of those:

- 85 are unsheltered and 22 are sheltered

- 93 are adults
- 2 young adults (ages 18-24)
- 12 children (less than 18 years old)
- 30 chronically homeless
- 6 homeless veterans

Currently, there is no specified emergency, transitional, or permanent housing available for the general homeless population. There is one shelter that houses victims of domestic violence. There are only 3 units of transitional housing for families with children experiencing homelessness or at risk of becoming homeless.

In addition, there are 10,319 cost-burdened households with 5,440 of those households living in poverty. This demographic is vulnerable and most at risk of becoming homeless. Many of these households live paycheck to paycheck with one life crisis away from losing housing.

Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA, and affordable and permanent supportive rental housing:

The City was awarded \$186K from HUD CoC grants to provide Rapid Rehousing (RRH) for homeless individuals. The RRH program includes assessments via HMIS coordinated entry, TBRA, and case management for selected individuals. However, there are no special stipulations or preferences for veteran homelessness, nor funds to assist housed families and individuals at risk of becoming homeless.

The Mental Health & Mental Retardation (MHMR) of the Concho Valley is a subrecipient of HOME grant funds to operate a TBRA program for special needs clients. However, applicants must be MHMR clients to benefit from the TBRA program.

Identify any gaps within the current shelter and housing inventory as well as the service delivery system:

As mentioned above, there is no specified congregate or non-congregate housing for the homeless except for one shelter dedicated to assisting victims of domestic violence and 3 units of transitional housing for families with children experiencing homelessness or at risk of becoming homeless. Gaps exist in emergency sheltering for the general homeless population and in the lack of universal participation in the coordination entry process utilizing HMIS.

Identify the characteristics of housing associated with instability and an increased risk of homelessness if the PJ will include such conditions in its definition of “other populations” as established in the HOME-ARP Notice:

The City will consider assisting “other populations” in its homeless prevention program who do

not qualify under any of the populations identified in HOME-ARP notice, but meet one of the following criteria:

- A. Other families requiring services or housing assistance to prevent homelessness
- B. Those at greatest risk of housing instability

One of the indicators of households falling into homelessness from a place of housing instability is a previous history of homelessness. Homeless assistance is the last resort for households in extreme poverty with few resources of their own and limited connections to others who could offer temporary, emergency support. Additionally, when other systems of care, such as child welfare, health care, and the prison system are unable to address the housing instability, households have few options than turning to homeless prevention programs.

To prevent individuals and families from falling into homelessness, public systems for poverty prevention, health care, child welfare, and affordable housing must use data to identify the reasons that drive households to homelessness and target prevention strategies and policies to address these issues.

Moreover, families with children, or unaccompanied youth who are unstably housed and likely to continue in that state, including those doubled up in other homes or “couch surfing” do not meet the definition of homeless and therefore are ineligible for federal assistance. However, these households are considered to be experiencing homelessness according to the US Department of Education, and are eligible for additional educational services and support. Individuals are considered at risk if they are losing their primary nighttime residence within the next 14 days and lack resources or support networks to remain in housing.

Identify priority needs for qualifying populations:

HOME-ARP qualifying populations often have competing needs that include:

- Emergency, transitional, and permanent housing
- Rental and utility assistance
- Supportive services
 - Medical care
 - Counseling
 - Substance abuse services
 - Case management
 - Childcare
 - Transportation
 - Legal services
 - Job training

The needs overlap and vary among the different populations.

Explain how the level of need and gaps in its shelter and housing inventory and service delivery systems based on the data presented in the plan were determined:

Housing gaps and shelter/housing inventory were determined by reviewing and researching CHAS data, input from partners and stakeholders, and public engagement. The level of need for unsheltered and sheltered households experiencing homelessness was determined by evaluating the number of unsheltered households and the level of resources available to adequately house the families or individuals with permanent housing and case management to achieve housing stability.

For housed families and individuals that have challenges maintaining their homes, the level of need was determined by measuring the amount of housing inventory that had affordable, safe, and adequate living conditions and the number of renters experiencing a housing cost burden.

HOME-ARP Activities

Describe the method for soliciting applications for funding and/or selecting developers, service providers, subrecipients and/or contractors and whether the PJ will administer eligible activities directly:

The City will issue a Request for Proposals to solicit interested organizations to construct/renovate facilities to house up to 8 homeless veterans and provide case management for up to 2 years. There will be a posted public notice in the local newspaper and on the City's website. The proposed homeless prevention program will be administered by City staff.

If any portion of the PJ's HOME-ARP administrative funds were provided to a subrecipient or contractor prior to HUD's acceptance of the HOME-ARP allocation plan because the subrecipient or contractor is responsible for the administration of the PJ's entire HOME-ARP grant, identify the subrecipient or contractor and describe its role and responsibilities in administering all of the PJ's HOME-ARP program:

N/A

PJs must indicate the amount of HOME-ARP funding that is planned for each eligible HOME-ARP activity type and demonstrate that any planned funding for a nonprofit organization operating assistance, nonprofit capacity building, and administrative costs are within HOME-ARP limits.

The following table may be used to meet this requirement.

Use of HOME-ARP Funding

	Funding Amount	Percent of the Grant	Statutory Limit
Supportive Services	\$ 100000		
Acquisition and Development of Non-Congregate Shelters	\$ 554410		
Tenant Based Rental Assistance (TBRA)	\$ 400755		
Development of Affordable Rental Housing	\$ #		
Non-Profit Operating	\$ #	# %	5%
Non-Profit Capacity Building	\$ #	# %	5%
Administration and Planning	\$ 55000	4.9 %	15%
Total HOME ARP Allocation	\$ 1110165		

Additional narrative, if applicable:

N/A

Describe how the characteristics of the shelter and housing inventory, service delivery system, and the needs identified in the gap analysis provided a rationale for the plan to fund eligible activities:

Through gap analysis and stakeholder input, the City of San Angelo has been able to identify activities that will assist the qualified populations in the city. The results of the gap analysis indicate that there is a need to assist those at risk of becoming homeless with homeless prevention. In addition, the City supports national and state efforts to end veteran homelessness which is feasible considering the number of homeless veterans identified.

HOME-ARP Production Housing Goals

Estimate the number of affordable rental housing units for qualifying populations that the PJ will produce or support with its HOME-ARP allocation:

The City expects to develop up to 14 units of non-congregate transitional housing that will be made available for homeless veterans and approximately 500 individuals or families at risk of homelessness will be assisted with TBRA.

Describe the specific affordable rental housing production goal that the PJ hopes to achieve and describe how it will address the PJ's priority needs:

The City does not intend to produce rental housing but will provide TBRA for qualified populations.

Preferences

Identify whether the PJ intends to give preference to one or more qualifying populations or a subpopulation within one or more qualifying populations for any eligible activity or project:

- Preferences cannot violate any applicable fair housing, civil rights, and nondiscrimination requirements, including but not limited to those requirements listed in 24 CFR 5.105(a).
- PJs are not required to describe specific projects to which the preferences will apply.

Homeless veterans will be given preference with the goal of ending veteran homelessness. All other qualifying populations will be eligible for homeless prevention if applicable.

If a preference was identified, explain how the use of a preference or method of prioritization will address the unmet need or gap in benefits and services received by individuals and families in the qualifying population or category of qualifying population, consistent with the PJ's needs assessment and gap analysis:

By providing non-congregate housing for the homeless veterans, the City will address the gaps of transitional and permanent housing for the homeless population and in the lack of universal participation in the coordination entry process utilizing HMIS.

If a preference was identified, describe how the PJ will use HOME-ARP funds to address the unmet needs or gaps in benefits and services of the other qualifying populations that are not included in the preference:

The proposed homeless prevention program will address the needs of those families and individuals at risk of homelessness due to housing instability.

HOME-ARP Refinancing Guidelines

If the PJ intends to use HOME-ARP funds to refinance existing debt secured by multifamily rental housing that is being rehabilitated with HOME-ARP funds, the PJ must state its HOME-ARP refinancing guidelines in accordance with [24 CFR 92.206\(b\)](#). The guidelines must describe the conditions under which the PJ will refinance existing debt for a HOME-ARP rental project, including:

- ***Establish a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing to demonstrate that rehabilitation of HOME-ARP rental housing is the primary eligible activity***

N/A

- ***Require a review of management practices to demonstrate that disinvestment in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving qualified populations for the minimum compliance period can be demonstrated.***

N/A

- ***State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.***

N/A

- ***Specify the required compliance period, whether it is the minimum 15 years or longer.***

N/A.

- ***State that HOME-ARP funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.***

N/A

- ***Other requirements in the PJ's guidelines, if applicable:***

N/A

REPORT TO MAYOR & MEMBERS OF CITY COUNCIL



Requestor: Jeff Fisher, Sr. Planner, Planning and Development Services, 325-657-4210

Meeting Date: October 4, 2022

Item type: Consent Item

Caption:

Second reading of an ordinance for Z22-17 to rezone properties from the Manufactured Housing Subdivision to the Single-Family Residential zoning district, being 0.149 acres, located at 1826 Magnolia St. (Jon James)

Staff Recommendation:

Adopt

Summary/History:

The applicant recently demolished an existing manufactured home on the property and plans to erect a new single-family home, which requires a rezoning since the current Manufactured Housing Subdivision (MHS) zone does not allow a new single-family home.

Funding Source(s):

Financial Impact:

N/A

Other Information/Recommendation:

On August 15, 2022, the Planning Commission recommended approval of the rezoning unanimously by a vote of 5-0.

On September 22, 2022, the City Council voted unanimously 7-0 to approve the rezoning.

Attachments:

- | | |
|--------------------------|---------------------------|
| 1. Staff Report (Z22-17) | Staff Report (Z22-17).pdf |
| 2. Ordinance (Z22-17) | Ordinance (Z22-17).docx |

Presentation:

Jon James

Approvals/Reviews:

Jeff Fisher	Created/Initiated
Zachary Rainbow	Approved
Jon James	Approved
Brandon Dyson	Approved

Jon James
Theresa James
Julia Antilley

Approved
Approved
Final Approval



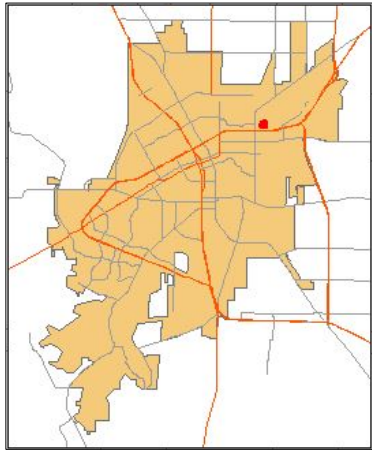
STAFF REPORT - Z22-17

Scheduled Hearings:

Planning Commission: August 15, 2022

City Council 1st reading: September 22, 2022

City Council 2nd reading: October 4, 2022

APPLICATION TYPE:		CASES:	
Rezoning		Z22-17: 1826 Magnolia Street	
SYNOPSIS:			
The applicant recently demolished an existing manufactured home on the property and plans to erect a new single-family home. He requires a rezoning because the current Manufactured Housing Subdivision (MHS) zone does not allow a single-family home.			
LOCATION:		LEGAL DESCRIPTION:	
Northeast of N. Bell Street and H. Houston Harte Expressway		Being 6.9 acres in the A. B. & M. Survey No. 3, Abstract No. 24.	
SM DISTRICT / NEIGHBORHOOD:	ZONING:	FUTURE LAND USE:	SIZE:
SMD District #4 – Lucy Gonzales Paulann Neighborhood	MHS	N – Neighborhood	0.149 acres
NOTIFICATIONS:			
14 notifications for Z22-17 were mailed within a 200-foot radius on August 1, 2022. One response in favor and none opposed to date.			
STAFF RECOMMENDATION:			
Staff recommends APPROVAL to rezone the property from the Manufactured Housing Subdivision (MHS) Zoning District to the Single-Family Residential (RS-1) Zoning District, being 0.149 acres located at 1826 Magnolia Street.			
PROPERTY OWNER/PETITIONER:			
Property Owner/Petitioner: Mr. Baltazar Cervantes			
STAFF CONTACT:			
Jeff Fisher, AICP Chief Planner (325) 657-4210, Extension 1550 jeff.fisher@cosatx.us			

Rezoning: Section 212(G) of the Zoning Ordinance requires that the Planning Commission and City Council consider, at minimum, seven (7) factors in determining the appropriateness of any rezoning request as outlined in #1 through #7 below:

1. **Compatible with Plans and Policies.** **Whether the proposed amendment is compatible with the Comprehensive Plan and any other land use policies adopted by the Planning Commission or City Council.** The property to be rezoned RS-1 is designated “Neighborhood” Future Land Use designation in the City’s Comprehensive Plan, updated in 2009. The neighborhood policies call to “Promote neighborhood diversity and security by encouraging a mix of age, income, and housing choices within San Angelo’s neighborhoods”. Adding a new-single home on this property is consistent with this policy.
2. **Consistent with Zoning Ordinance.** **Whether and the extent to which the proposed amendment would conflict with any portion of this Zoning Ordinance.** The property is the last property in a large block that was rezoned from RS-1 to MHS in 2009 (Z09-09). The zone change was initiated at that time by the City’s Planning Commission at the request of a citizen to revitalize the area. In the staff report for this case, it was noted that changing to the MHS district may encourage new housing as development of single-family homes has not occurred. ***Staff researched all 52 lots subject to the initial rezoning and found only one new manufactured home was built after the zone change on 1736 Magnolia Street in 2013. Given that the subject property was initially zoned for single-family homes; that only one new manufactured home was built in this block since the zone change; and that the property is located at the end of the MHS-zoned block next to another single-family home, Staff recommends approval of the zone change back to MHS.*** The RS-1 zone requires a minimum lot area of 5,000 square feet, minimum lot width of 50 feet, and minimum lot depth of 100 feet. The property comprises of two separately platted lots, each 25’ x 130’. The Subdivision Ordinance allows the applicant to enter into a unity agreement with the City to tie the two lots together as one without having to replat. The applicant is required to enter into this agreement with the City before Council takes action on the rezoning.
3. **Compatible with Surrounding Area.** **Whether and the extent to which the proposed amendment is compatible with existing and proposed uses surrounding the subject land and is the appropriate zoning district for the land.** Staff believes the zone change is compatible with the surrounding area which is mainly single-family homes, and for the reasons above.
4. **Changed Conditions.** **Whether and the extent to which there are changed conditions that require an amendment.** The property remains vacant and there has only been new manufactured home in this area since the block was rezoned for this use in 2009.
5. **Effect on Natural Environment.** **Whether and the extent to which the proposed amendment would result in significant adverse impacts on the natural environment, including but not limited to water and air quality, noise, storm water management, wildlife, vegetation, wetlands and the practical functioning of the natural environment.** Staff does not anticipate any adverse

environmental affects at this time. A review of drainage, grading, and stormwater will be conducted at time of permitting.

6. **Community Need.** *Whether and the extent to which the proposed amendment addresses a demonstrated community need.* Staff believes there is a need for more residential construction of all types, and rezoning the property to RS-1 is consistent with the Neighborhood designation in the Comprehensive Plan and the overall development pattern and zoning in the area.
7. **Development Patterns.** *Whether and the extent to which the proposed amendment would result in a logical and orderly pattern of urban development in the community.* The property will continue to have frontage onto Magnolia Street, even after the lots are combined through the unity agreement.

Staff recommends **APPROVAL** to rezone the property from the Manufactured Housing Subdivision (MHS) Zoning District to the Single-Family Residential (RS-1) Zoning District, being 0.149 acres located at 1826 Magnolia Street.

Note:

The applicant is required to enter into a unity agreement with the City before Council takes action on the rezoning tying the two lots together.

Attachments:

Aerial Map
Future Land Use Map
Zoning Map
Response Letter
Photos
Application



Zone Change

Z22-17: 1826 Magnolia St.

Council District 4 - Luzy Gonzales

Neighborhood: Paulann

Scale: 1" approx. = 200 ft

NE of Bell St. and H. Harte Expressway



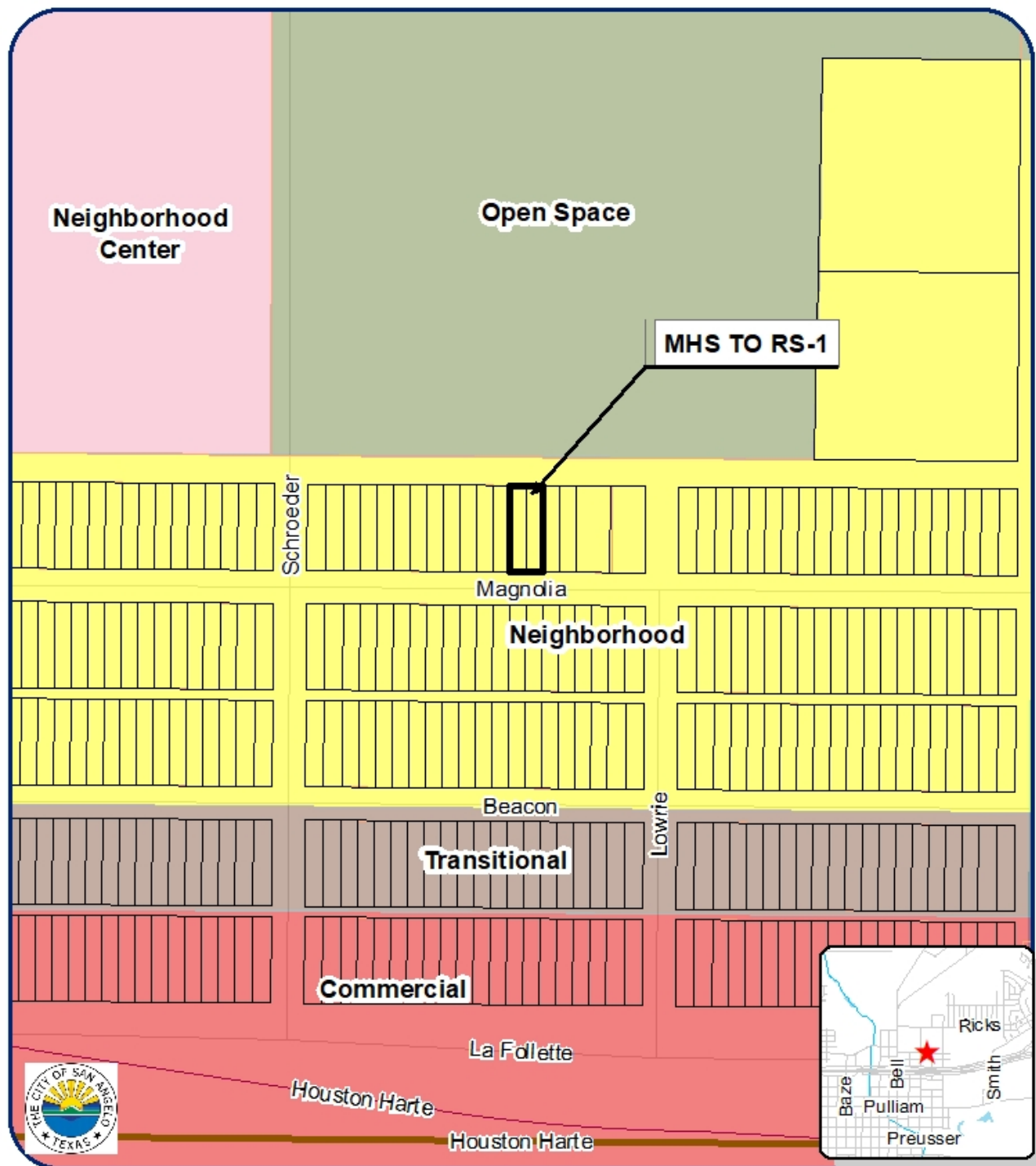
Legend

Subject Properties: 

Current Zoning: **MHS**

Requested Zoning Change: **RS-1**

Vision: **Neighborhood**



Zone Change

Z22-17: 1826 Magnolia St.

Council District 4 - Luzy Gonzales

Neighborhood: Paulann

Scale: 1" approx. = 200 ft

NE of Bell St. and H. Harte Expressway



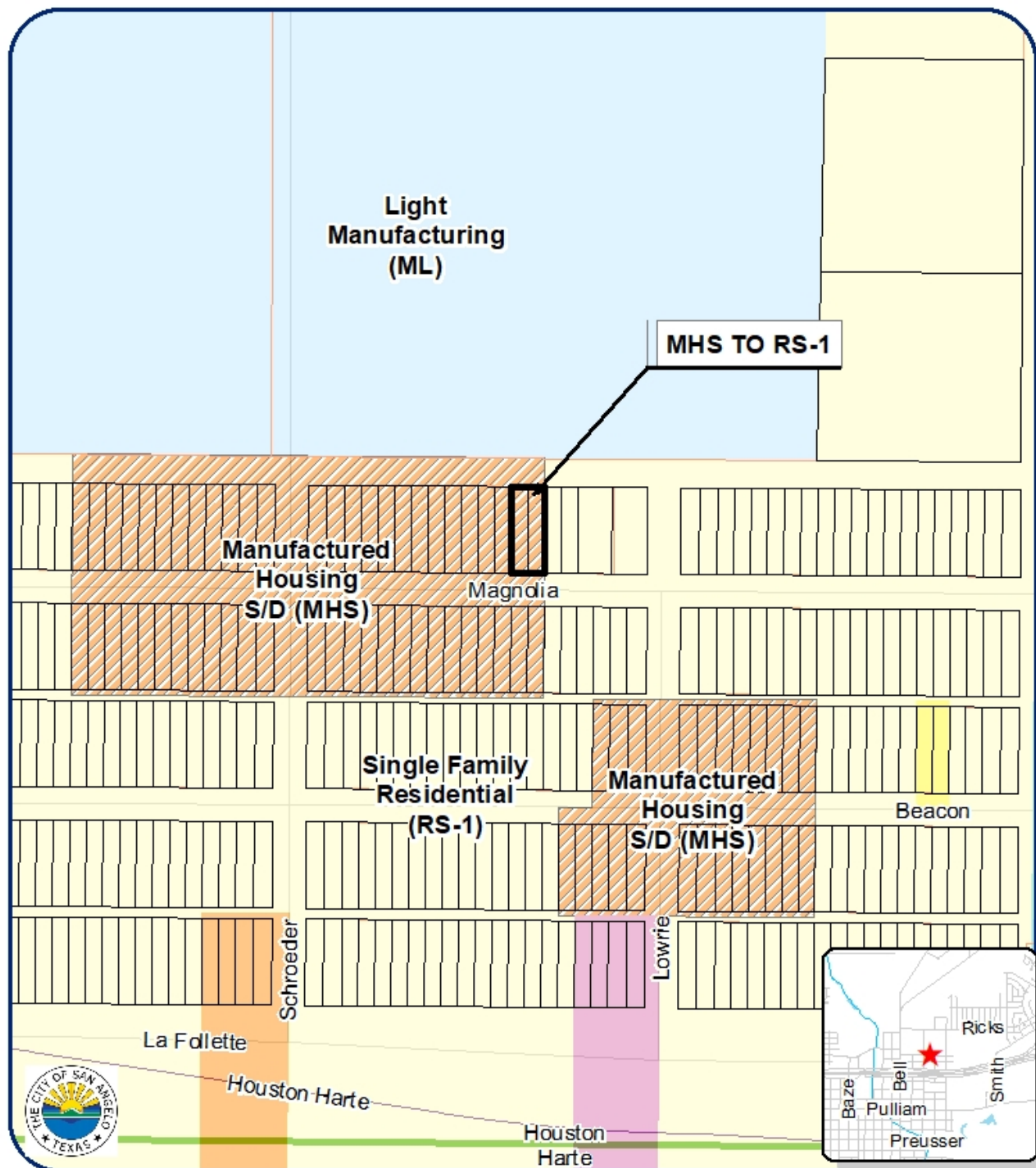
Legend

Subject Properties:

Current Zoning: **MHS**

Requested Zoning Change: **RS-1**

Vision: **Neighborhood**



Zone Change
Z22-17: 1826 Magnolia St.

Council District 4 - Luzy Gonzales
 Neighborhood: Paulann
 Scale: 1" approx. = 200 ft

NE of Bell St. and H. Harte Expressway



Legend

Subject Properties: 
 Current Zoning: **MHS**
 Requested Zoning Change: **RS-1**
 Vision: **Neighborhood**

For the PLANNING COMMISSION

Please call (325) 657-4210 if you have any questions about this notice.

CASE #: Z22-17

You may indicate your position on the above request by detaching this sheet at the dotted line and returning it to the address below. You may attach additional sheets if needed. You may also email your position to the email address listed below. All correspondence must include your name and address.

Name: LINDSEY ADELA

Parcel I.D.: 11

Address: 1735 MAGNOLIA ST

Mailing To: ATTN: Planning and Development Services
52 W. College Ave
San Angelo TX 76903

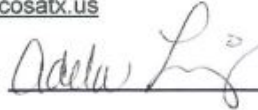
Email: planning@cosatx.us

I am in favor ☒

I am opposed ☐

Additional Comments:

Signature: _____



Photos of Site and Surrounding Area

NORTH AT PROPERTY



EAST



WEST



SOUTH



1726 MAGNOLIA (IMMEDIATELY WEST)



1805 MAGNOLIA (SOUTHWEST)



Effective January 3, 2017



City of San Angelo, Texas – Planning Division
52 West College Avenue



Application for Approval of a Zone Change

Section 1: Basic Information

Name of Applicant(s):

Baltasar Cervantes

☒ Owner

☐ Representative (Notarized Affidavit Required)

Mailing Address

1817 Beacons + San Angelo TX 76905
325-213-637

Contact Phone Number

1826 Magnolia

Contact E-mail Address

San Angelo TX 76905

Subject Property Address

Acres: 0.150 Lot 7+8 Blk 3, Sust: Arvendale Addition

Legal Description (can be found on property tax statement or at www.tamgreencad.com)

Existing Zoning:

MHS

Proposed Zoning:

RS4

Lot size:

0.150

(Zoning Map available on [City Maps](#))

Section 2: Site Specific Details

Existing Use of Property:

trailer house / mobile home lots.
Currently vacant lot

*Proposed Use of Property:

build new construction home

*Use separate attachment if necessary

Section 3: Applicant(s) Acknowledgement

(By checking the boxes you indicate that you understand below rules and regulations for the Planning Commissions case.)

- ☒ An application for a zone change on a property may only be made by the owner of that property, an authorized representative of the property owner, the Planning Director, the Planning Commission or City Council. An authorized representative shall present a notarized affidavit from the property owner;
- ☒ No application will be processed if a zoning violation exists on the property, unless such processing is authorized by City Council. Use of the subject property for any new activity (not allowed by present zoning) cannot occur before City Council's approval of the requested zone change. Any such unauthorized use of the subject property is subject to prosecution in Municipal Court.
- ☒ If approved, a zone change is applied to the property, not the property owner.
- ☒ The Planning Commission makes recommendations to City Council. If the Planning Commission recommends approval of a zone change request, the case must still go before City Council for final action.
- ☒ If a zone change request is granted by City Council, permits for building construction and/or utility connection may be obtained from the City's Permits and Inspections Department.
- ☒ Certain minimum building setbacks from some or all property lines must be maintained, and room for a minimum number of off-street parking spaces must be reserved on a subject property, based on that property's zoning classification and the nature of its proposed use. A privacy fence may also be required between more restrictive and less restrictive zoning districts. These requirements are outlined in San Angelo's Zoning Ordinance. It is to the applicant's benefit to make sure that any proposed development will fit onto the subject property, in compliance with these and other applicable requirements of the City's Code of Ordinances.
- ☒ One or more notice sign(s) will be placed on the subject property by the Planning Department. However, it is the applicant's responsibility to ensure that the notice sign(s) has/have been posted at least ten (10) days prior to the Planning Commission meeting. If notice sign(s) is/are not posted accordingly, City Council may delay a request. The Planning Department will also notify, in writing, owners of property within 200-feet of the subject property of the zone change request.
- ☒ If the Planning Commission recommends denial of a request, the applicant will have ten (10) days to appeal this decision, in writing, to the City Council. If an appeal is made within three (3) days from the Planning Commission meeting, no re-notification fee will be required. Otherwise, there will be a nonrefundable \$35 fee to re-notify owners of nearby property of City Council's public hearing date. If Planning Commission's recommendation of denial is not appealed, it will be the final action on a request.

Effective January 3, 2017

Section 3 continued : Applicant(s) Acknowledgement

☒ The applicant or an authorized representative should attend public hearing(s) pertaining to his/her request, prepared to present his/her case and to answer any relevant questions from Planning Commission or City Council members.

I/We the undersigned acknowledge that the information provided above is true and correct.

Baltasar Cervantes

Owner Name (Print) Signature Company/Organization (If Applicable) Date

Representative Name (Print) Signature Company/Organization Date

FOR OFFICE USE ONLY:

☐ Verified Complete ☐ Verified Incomplete

Date of Application: 7 / 5 / 22

Case No.: Z _____

Fully-dimensioned site plan: ☐

Nonrefundable fee: \$ 645.00

Receipt #: _____ Date paid: 7 / 5 / 22

Sign Deposit ~~\$37.50~~ 20.00

Receipt #: _____ Date paid: ____/____/____

Affidavit attached? ☐ Yes ☐ No ☐ N/A Applicant's signature on information sheet? ☐ Yes ☐ No

Previous Zone Change Inquiry? ☐ Yes ☐ No If yes, ZCI case no.: _____

River Corridor Commission? ☐ Yes ☐ No If yes, RCC meeting date: ____/____/____

Planning Commission hearing date: ____/____/____ Date notifications due: ____/____/____

City Council hearing date: ____/____/____ Packets due date: ____/____/____

Publication date: ____/____/____

Reviewed/Accepted by: _____ Date: ____/____/____

AN ORDINANCE AMENDING CHAPTER 12, EXHIBIT "A" OF THE CODE OF ORDINANCES, CITY OF SAN ANGELO, TEXAS, WHICH ADOPTS ZONING REGULATIONS, USE DISTRICTS AND A ZONING MAP, IN ACCORDANCE WITH A COMPREHENSIVE PLAN, BY CHANGING THE ZONING AND CLASSIFICATION OF THE FOLLOWING PROPERTIES: **BEING 0.149 ACRES LOCATED AT 1826 MAGNOLIA STREET**; FROM THE MANUFACTURED HOUSING SUBDIVISION (MHS) ZONING DISTRICT TO THE SINGLE-FAMILY RESIDENTIAL (RS-1) ZONING DISTRICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

Z22-17: 1826 Magnolia Street

WHEREAS, on the 15th day of August, 2022, the Planning Commission for the City of San Angelo in compliance with the City Charter, City ordinance and state law, and after holding a public hearing thereon, caused to be prepared and delivered a report and recommendation to City Council to approve the proposed Single-Family (RS-1) Zoning District; and,

WHEREAS, prior to the public hearing for City Council, the owners of the property have entered into a Unity Agreement with the City of San Angelo to treat Lots 7 & 8 in Block 3, Avondale Addition as a single tract for the purposes of satisfying the minimum lot width requirement of 50 feet and minimum lot area requirement of 5,000 square feet for an RS-1 zoned lot under the City of San Angelo Zoning Ordinance; and,

WHEREAS, on the 22nd day of September, 2022, City Council held a public hearing on Z22-17, pursuant to published notice, and has considered the application, comments, reports and recommendations of the Planning Commission and staff, public testimony, and other relevant support materials;

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF SAN ANGELO:

SECTION 1: The basic zoning ordinance for the City of San Angelo, as enacted by the governing body for the City of San Angelo effective January 4, 2000, and included within Exhibit "A" of Chapter 12 of the Code of Ordinances of the City of San Angelo, and zoning map be and the same are hereby amended to designate the following described properties permanently zoned SINGLE-FAMILY (RS-1) Zoning District:

The real properties located northeast of North Bell Street and East Houston Harte Expressway, described as Lots 7 & 8 in Block 3, Avondale Addition, being 0.149 acres, located at 1826 Magnolia Street, San Angelo, Tom Green County, Texas.

SECTION 2: The Director of the Planning & Development Department, or his/her designee, is hereby directed to correct zoning district maps in the office of the Planning & Development Department, to implement the zoning provision adopted herein, as further depicted on **Exhibit A** of this Ordinance.

SECTION 3: In all other respects, the use of the hereinabove described property shall be subject to all applicable regulations contained in Chapter 12 of the Code of Ordinances for the City of San Angelo, as amended.

SECTION 4: The remaining provisions of Chapter 12 of the Code of Ordinances of the City of San Angelo, Texas, not amended under Sections 1 and 2 of this Ordinance shall remain in full force and effect.

SECTION 5: The terms and provisions of this Ordinance shall be deemed to be severable in that, if any portion of this Ordinance shall be declared to be invalid, the same shall not affect the validity of the other provisions of this Ordinance.

SECTION 6: This Ordinance shall be effective on, from and after the date of adoption.

INTRODUCED with public hearing on the **22nd day of September, 2022**, and finally PASSED, on this the **4th day of October, 2022**.

THE CITY OF SAN ANGELO

Brenda Gunter, Mayor

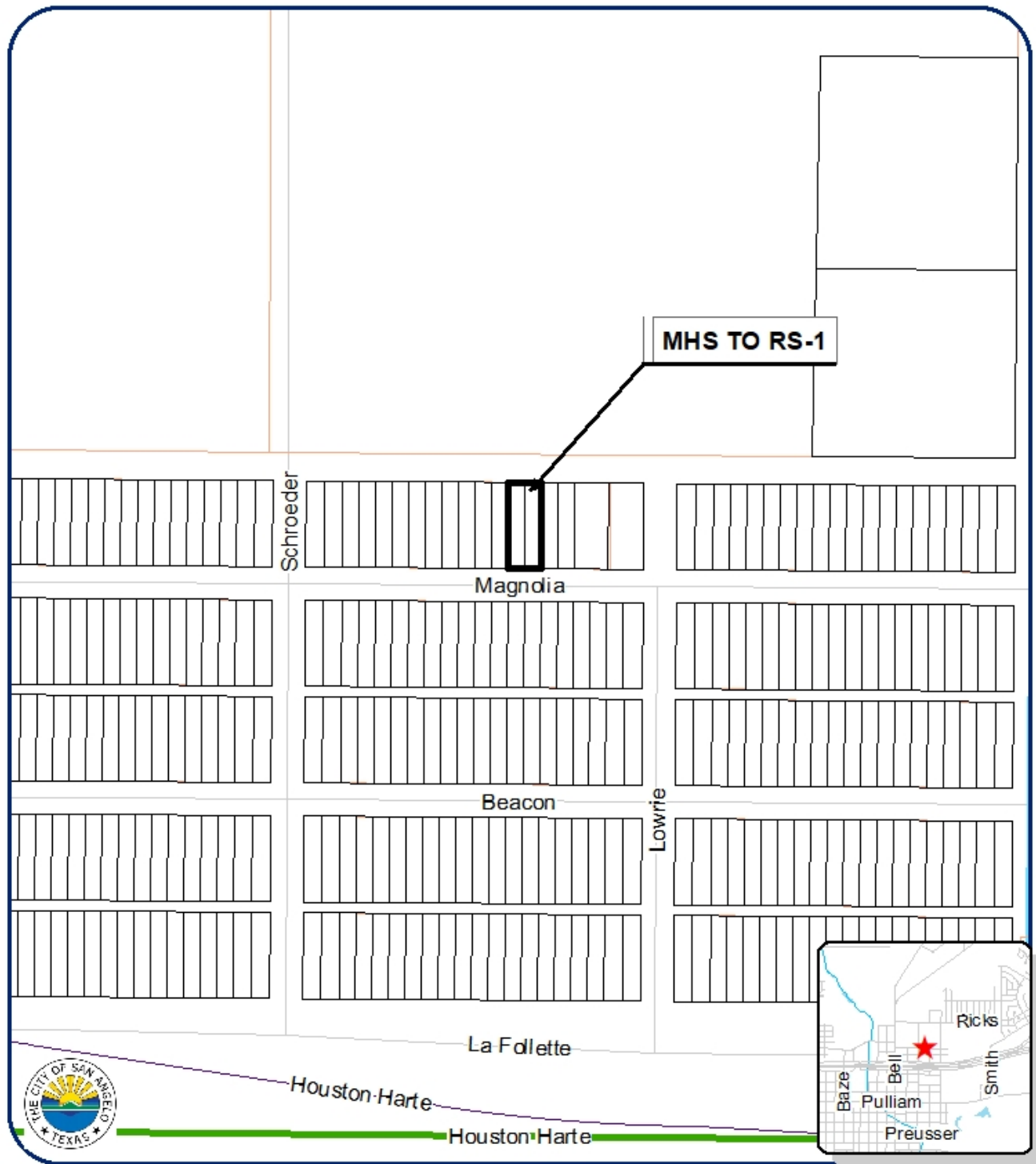
ATTEST:

APPROVED AS TO FORM:

Julia Antilley, City Clerk

Theresa James, City Attorney

EXHIBIT "A"



Zone Change

222-17: 1826 Magnolia St.

Council District 4 - Lucy Gonzales

Neighborhood: Paulann

Scale: 1" approx. = 200 ft

NE of Bell St. and E. Houston Harte Expressway



Legend

Subject Properties:

Current Zoning: **MHS**

Requested Zoning Change: **RS-1**

Vision: **Neighborhood**

REPORT TO MAYOR & MEMBERS OF CITY COUNCIL



Requestor: Jeff Fisher, Sr. Planner, Planning and Development Services, 325-657-4210

Meeting Date: October 4, 2022

Item type: Consent Item

Caption:

Second reading and public hearing of an ordinance annexing into the City of San Angelo, by petition of the property owner, an unaddressed 6.9 acre tract out of the A.B. & M Survey No. 3, Abstract No. 24, Tom Green County, Texas, located northwest of Arden Road and FM 2288 (Jon James)

Staff Recommendation:

Adopt

Summary/History:

The applicant, West Texas Land Guys, LLC, recently purchased a total of 100.355 acres of land which included this 6.9-acre tract. The applicant intends to annex this property to facilitate a future zoning of Single-Family Residential (RS-1) for future residential development. The tract is identified as being part of a preliminary plat for Arden Acres.

Funding Source(s):

Financial Impact:

N/A

Other Information/Recommendation:

On July 18, 2022, the annexation was brought forward as a discussion item (no action required by the Planning Commission). Notices were sent to all respective agencies and utility providers, and a service plan has been reviewed by all relevant city staff.

On September 22, 2022, City Council voted unanimously 7-0 to approve the annexation.

Attachments:

- | | |
|---|---|
| 1. Staff Report (Arden Heights) | Staff Report (Arden Heights).pdf |
| 2. Ordinance & Service Plan (Arden Heights) | Ordinance & Service Plan (Arden Heights).docx |

Presentation:

Jon James

Approvals/Reviews:

Jeff Fisher
Zachary Rainbow
Jon James
Brandon Dyson
Jon James
Theresa James
Julia Antilley

Created/Initiated
Approved
Approved
Approved
Approved
Approved
Final Approval

MEMO



Meeting

Date: September 22, 2022

To: City Council

From: Jeff Fisher, AICP
Chief Planner

Agenda Item: First reading and public hearing of an ordinance annexing into the City of San Angelo, by petition of the property owner, of an unaddressed 6.9-acre tract out of the A.B. & M. Survey No. 3, Abstract No. 24, Tom Green County, Texas, located northwest of Arden Road and F.M. 2288.

Background:

The applicant, West Texas Land Guys, LLC, recently purchased a total of 100.355 acres of land which included this 6.9-acre tract. The applicant intends to annex this property to facilitate zoning to Single-Family Residential (RS-1) for a future residential development. The tract is identified as being part of a preliminary plat for Arden Acres which was approved by the Planning Commission on July 18, 2022. This annexation was also presented to the Planning Commission at that meeting for information purposes only (no formal action was required nor taken). On August 15, 2022, the associated zoning application was recommended approved by the Planning Commission. This zoning is running concurrently with the annexation and will be presented to Council for consideration at the same meeting.

Compatibility with the City's Comprehensive Plan:

The City's 2009 Strategic Plan Update to its Comprehensive Plan sets certain policies for annexation of land into the City Limits. The property is identified in the 2009 City's Annexation Plan as "intermediate" for annexation within the next 5-20 years. Since the plan was adopted as part of the City's Strategic Plan Update 13 years ago, Staff believes this area is now ready to be developed. One of the annexation policies is to anticipate "realistic potential for development of new home sites and new business activity all around the urban fringe, annexing the most promising such areas where timely application of urban development standards can have an effective impact." It is located immediately west of an existing property already in the City Limits so this would be a logical extension of the City compatible with this policy. There is an existing 16 inch water main running adjacent to F.M. 1288 and an existing 12 inch sewer main at the corner of Arden Road and F.M. 1288. ***City staff and the Attorney's Office have finalized a draft Service Plan outlining***

all required services, including water and sewer extensions. Per Chapter 43.0672 of the Texas Local Government Code, this Service Plan is required to be approved prior to annexation. The property has a future land use of “Neighborhood” in the Comprehensive Plan which calls to “promote neighborhood diversity and security by encouraging a mix of age, income, and housing choices within San Angelo’s neighborhoods.” The proposed RS-1. Finally, the City’s Master Thoroughfare Plan (MTP) identifies a future minor collector road extending north-south through the property. The applicant will be required to construct this road as part of a future plat, or request that this road be relocated which will require an amendment to the MTP.

Annexation Process, Timeline, and Servicing Plan:

This annexation request is governed by Chapter 43, Subchapter C-3 of the Texas Local Government Code which authorizes a municipality under Section 43.0671 to annex an area if each owner of land in the area requests the annexation. The proposed timeline (subject to change) is as follows:

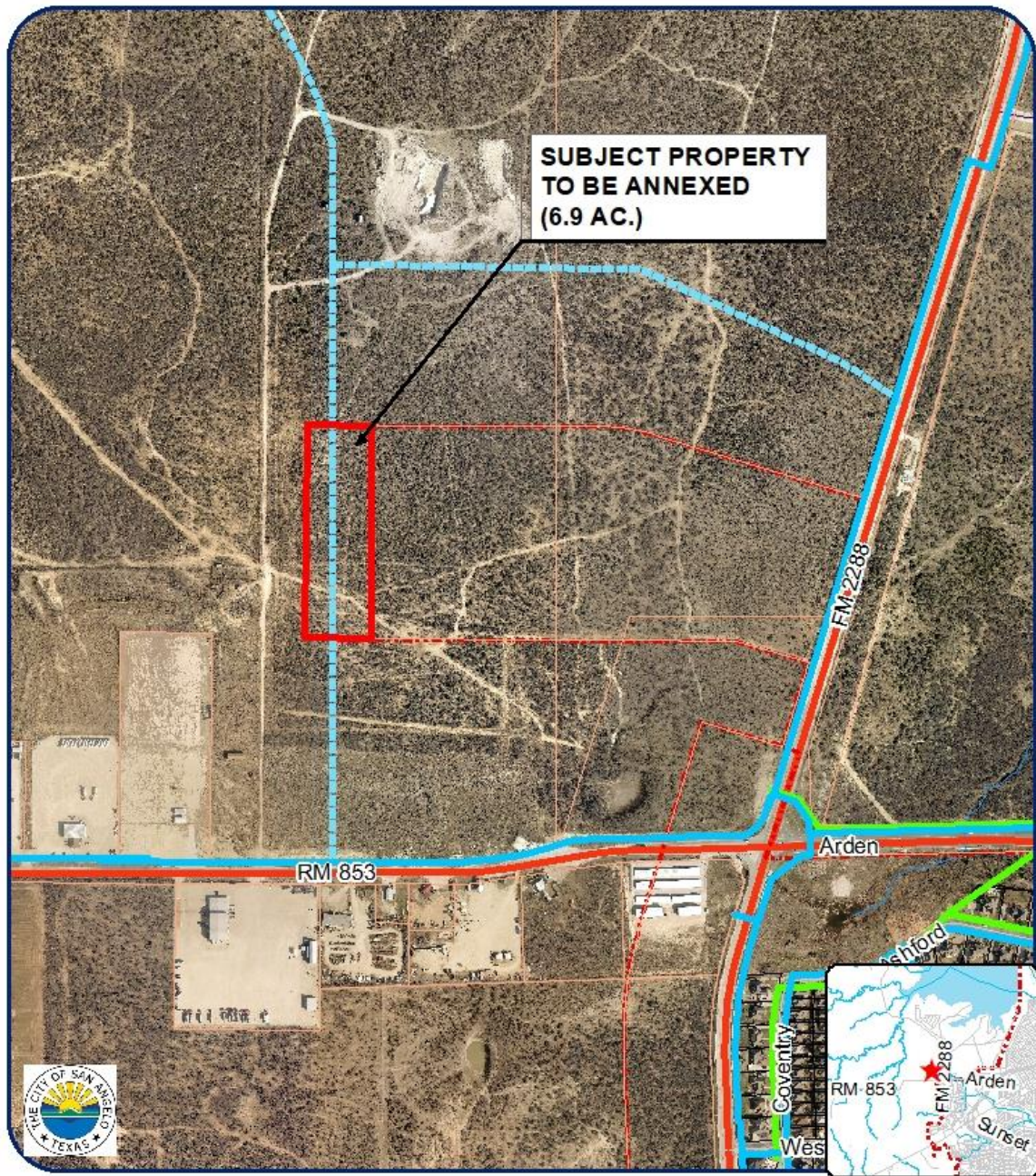
- Tuesday, August 2, 2022: The proposed annexation petition was presented to City Council and accepted.
- Monday, August 15, 2022: The zoning amendment was presented to the Planning Commission which recommended unanimous approval.
- Thursday, September 22, 2022: The first public comment hearing of the annexation, first hearing of the annexation ordinance, and first hearing of the zoning amendment.
- Tuesday, October 4, 2022: The second reading of the annexation ordinance and second reading of the zoning amendment.

Recommendation:

Staff recommends **APPROVAL** of an ordinance annexing into the City of San Angelo, by petition of the property owner, an ordinance annexing into the City of San Angelo, an unaddressed 6.9-acre tract out of the A.B. & M. Survey No. 3, Abstract No. 24, Tom Green County, Texas.

Attachment:

Aerial Map
Future Land Use Map
Zoning Map
Survey
Annexation Petition



Annexation

NW of Arden Rd/F.M. 2288

Council District 6 - Larry Miller

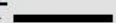
Neighborhood: Bluffs

Scale: 1" approx. = 605 ft

NW of Arden Rd/FM 1288



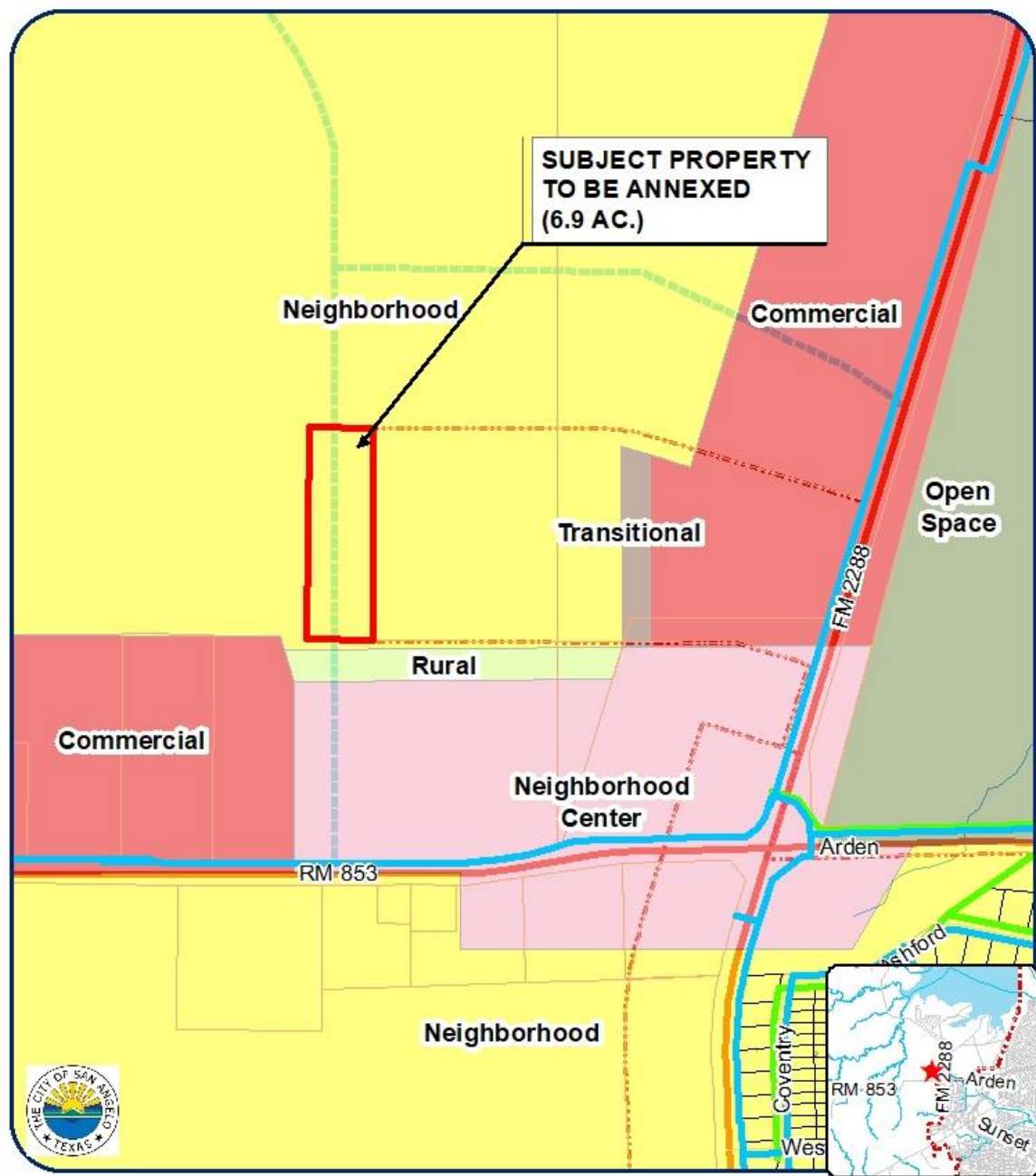
Legend

Subject Properties: 

Current Zoning: **N/A**

Requested Zoning Change: **RS-1**

Vision: **Neighborhood**



Annexation

NW of Arden Rd/F.M. 2288

Council District 6 - Larry Miller

Neighborhood: Bluffs

Scale: 1" approx. = 605 ft

NW of Arden Rd/FM 1288



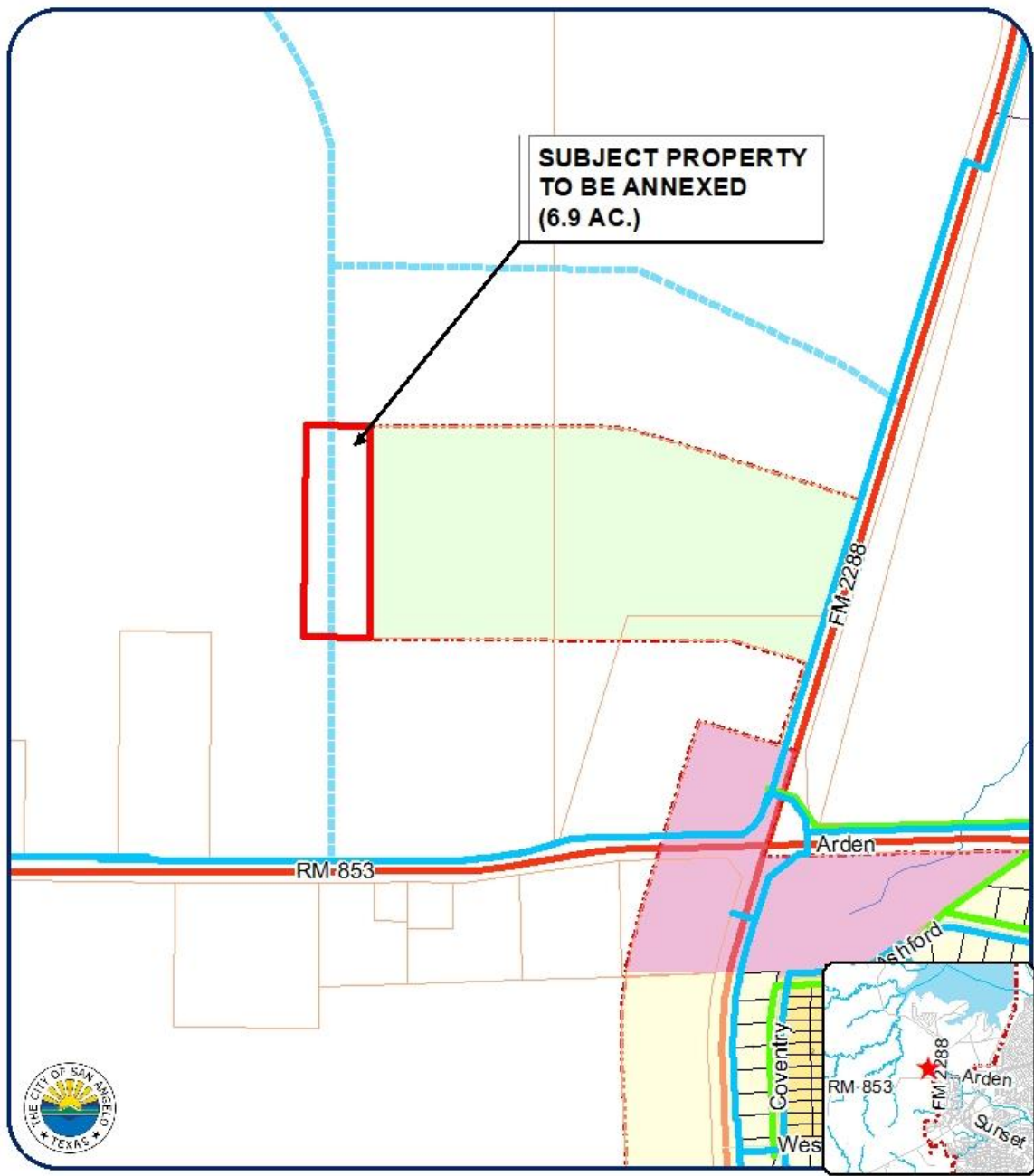
Legend

Subject Properties: **—**

Current Zoning: **N/A**

Requested Zoning Change: **RS-1**

Vision: **Neighborhood**



Annexation

NW of Arden Rd/F.M. 2288

Council District 6 - Larry Miller

Neighborhood: Bluffs

Scale: 1" approx. = 605 ft

NW of Arden Rd/FM 1288



Legend

Subject Properties: —

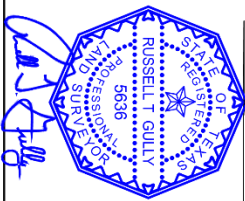
Current Zoning: **N/A**

Requested Zoning Change: **RS-1**

Vision: **Neighborhood**

SKG
ENGINEERING, LLC
SURVEYING • ENVIRONMENTAL • LAB/CMT

706 SOUTH ABE STREET
SAN ANGELO, TEXAS 76903
FIRM No.: 10102400
PHONE: 325.655.1288
FAX: 325.657.8169
www.skgc.com



RUSSELL T. GULLY
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5636

PROPOSED ANNEXATION
OF 6.900 ACRES

A.B. & M.
SURVEY NO. 3
ABSTRACT NO. 24

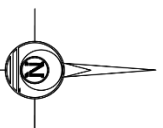
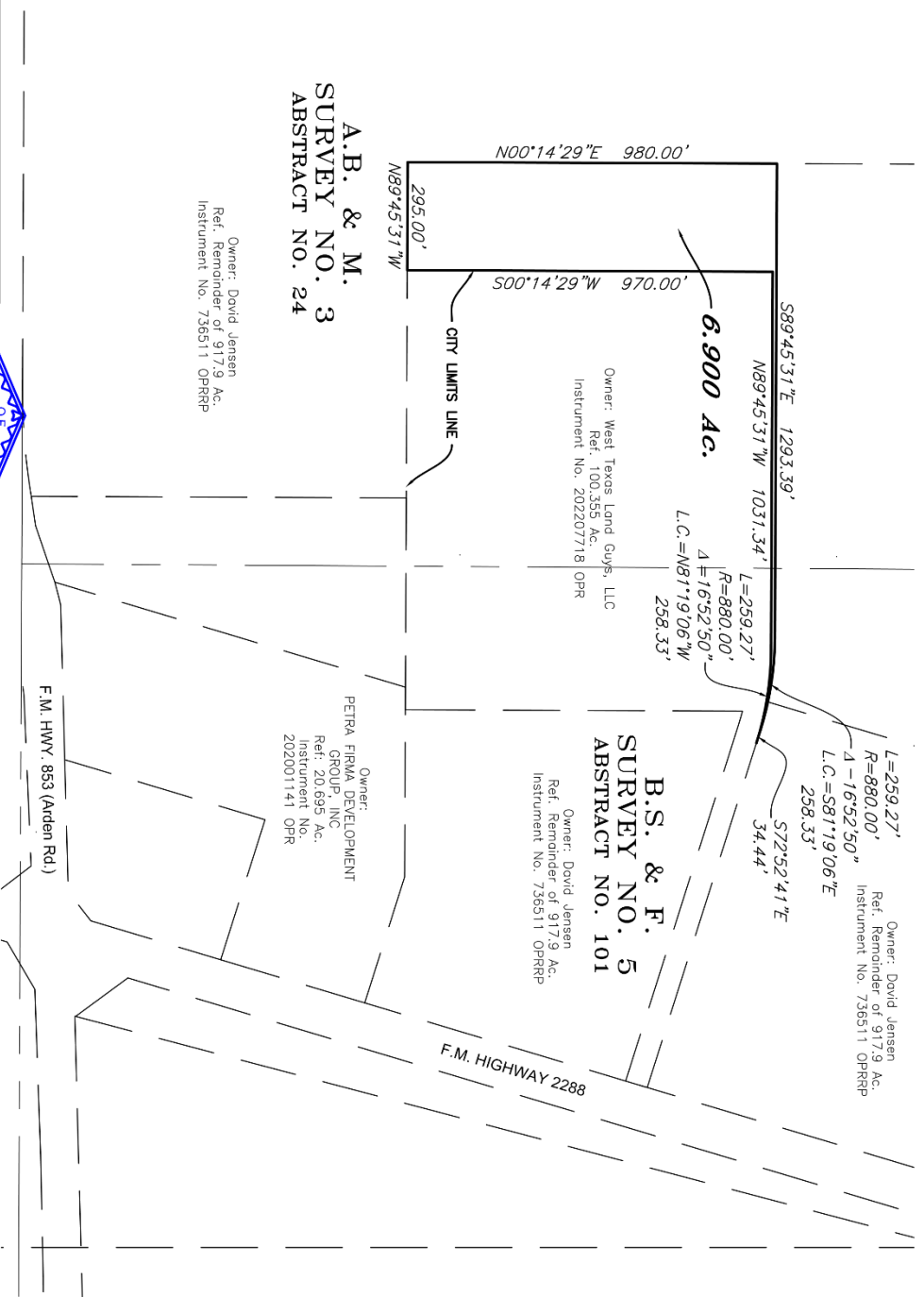
Owner: David Jensen
Ref. Remainder of 917.9 Ac.
Instrument No. 736511 OPRRP

Owner:
PETRA FIRMA DEVELOPMENT
GROUP, INC.
Ref: 20.695 Ac.
Instrument No.
202001141 OPR

Owner: West Texas Land Guys, LLC
Ref: 100.355 Ac.
Instrument No. 202207718 OPR

B.S. & F.
SURVEY NO. 5
ABSTRACT NO. 101

Owner: David Jensen
Ref. Remainder of 917.9 Ac.
Instrument No. 736511 OPRRP



SCALE 1"=300'
GRAPHIC SCALE FEET
0 100 200 300 400 500 600

BEARINGS ARE BASED UPON
917.9 Ac. Instrument No.
703583 OPRRP

22-E-0068

PETITION REQUESTING ANNEXATION BY AREA LANDOWNERS

TO THE MAYOR AND GOVERNING BODY OF THE CITY OF SAN ANGELO, TEXAS
The undersigned owner(s) of the hereinafter described tract of land, which is vacant and without residents, or on which fewer than three qualified voters reside, hereby petition(s) your honorable Body to extend the present city limits so as to include as part of the City of San Angelo, Texas, the property described in Exhibit "A", by metes and bounds and attached herein.

West Texas Land Guys San Angelo, LLC certifies that the above described tract of land is contiguous and adjacent to the City of San Angelo, Texas, is not more than one-half mile in width, and that this petition is signed and duly acknowledged by each and every person having an interest in said land.

Signed: 

Printed Name: ERIC VAN ROSENBERG

Title: PARTNER

Date:

6/17 2022

THE STATE OF TEXAS

COUNTY OF

BEFORE ME, this instrument was acknowledged on 6.17.22 by person's name or entity.

Vikki R. White

Notary Public, State of Texas

My commission expires: 3.20.23



AN ORDINANCE ANNEXING INTO THE CITY OF SAN ANGELO, TOM GREEN COUNTY, TEXAS, ON PETITION OF PROPERTY OWNERS, TERRITORY GENERALLY DESCRIBED AS AN UNADDRESSED 6.9-ACRE TRACT OUT OF THE A.B. & M. SURVEY NO. 3, ABSTRACT NO. 24, LOCATED NORTHWEST OF ARDEN ROAD AND F.M. 2288, TOM GREEN COUNTY, TEXAS; FINDING THAT ALL NECESSARY AND REQUIRED LEGAL CONDITIONS HAVE BEEN SATISFIED; PROVIDING FOR AMENDMENT OF THE BOUNDARIES AND OFFICIAL MAP OF THE CITY; APPROVING A SERVICE PLAN THEREFORE; SUBJECTING THE PROPERTY SITUATED THEREIN TO BEAR ITS PRO RATA PART OF TAXES LEVIED; PROVIDING RIGHTS AND PRIVILEGES AS WELL AS DUTIES AND RESPONSIBILITIES OF INHABITANTS AND OWNERS OF SAID TERRITORY; DIRECTING NOTICES AS REQUIRED BY LAW; PROVIDING A SEVERABILITY CLAUSE; DECLARING COMPLIANCE WITH OPEN MEETINGS ACT; AND, PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of San Angelo, Texas (the "City") is a home-rule municipality authorized by State law and the City Charter to annex territory lying adjacent and contiguous to the corporate limits of said City; and

WHEREAS, pursuant to Texas Local Government Code, Section 43.0671, all of the owners of a tract of land containing 6.9 acres situated immediately west of the City Limits, generally located northwest of Arden Road and F.M. 2288, more fully described in Exhibit "A," attached hereto and made a part hereof for all purposes (hereinafter the "Territory"), have petitioned the City Council in writing to annex the Territory into the corporate limits of the City; and,

WHEREAS, the City Council accepted the Petition Requesting Annexation by Territory owners, and directed Planning staff to proceed with the proposed annexation schedule, at a regularly held meeting of the City Council on August 2, 2022; and,

WHEREAS, under Section 43.016 of the Texas Local Government Code, the City is required to offer the owner a development agreement if the Territory is appraised for ad valorem tax purposes as land for agricultural or wildlife management use, or as timber land, that guarantees continuation of the extraterritorial status of the area, and authorizes enforcement of all regulations and planning authority of the city that do not interfere with the use of the area for agriculture, wildlife management, or timber;

WHEREAS, the City has offered the Territory owners a development agreement under Section 43.016 as the Territory is currently appraised for agricultural use, and the owners have declined the agreement, electing instead to seek annexation of the Territory; and,

WHEREAS, a public hearing on the annexation was held, the 22nd day of September 2022, as required by law, where all interested persons were provided an opportunity to be heard on the proposed annexation of the Territory; and

WHEREAS, all notices have been issued as required by law and all public hearings have been held within the time required by law pursuant to notices duly posted and published; and

WHEREAS, a service plan has been prepared that provides for the extension of appropriate municipal services into the Territory, which plan is attached hereto, and the City is able to provide such services; and

WHEREAS, the Territory is not within the boundaries of any other municipality, lies within the extraterritorial jurisdiction of the City, and lies adjacent to and adjoins the present boundaries of the City;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF SAN ANGELO, TEXAS:

Section 1 Findings of Fact. All of the above premises are hereby found to be true and correct and are incorporated into the body of this ordinance as if fully set forth; and all required legal conditions for annexation have been met.

Section 2 Annexation. The Territory described in Exhibit "A," attached hereto and incorporated herein for all purposes, said Territory lying adjacent to and contiguous with the present boundaries of the City, be and is hereby added and annexed into the City, and said Territory shall hereafter be included within the corporate limits of the City, and the present boundary lines of said City, at various points contiguous with the Territory annexed, are hereby altered, extended and amended so as to include said Territory within the corporate limits of the City.

Section 3 Amendment of Boundaries and Official Map of City. The official map and boundaries of the City, heretofore adopted and amended, shall be and are hereby amended so as to include the aforementioned annexed Territory as part of the City, and incorporated into the adjacent Single Member District No. 6 (SMD 6).

Section 4 Service Plan. The service plan attached hereto as Exhibit "B" is hereby approved and is incorporated herein for all purposes. The City makes an affirmative determination that this service plan provides for the extension of services to the annexed Territory which are comparable to other areas within the City with similar land utilization, population density and topography. It is further found that those characteristics of land use, population density and topography which distinguish this Territory from other areas of the City are considered a sufficient basis for providing a different level of services in the annexed Territory.

Section 5 Pro Rata Share of Taxes. The annexed Territory, being a part of the City for all purposes, shall bear its pro rata part of taxes levied by the City.

Section 6 Rights, Privileges and Duties of Inhabitants. The inhabitants of the annexed Territory shall be entitled to all the rights and privileges of the other citizens of the City and shall be bound by the Charter, Ordinances, Resolutions and other regulations of the City.

Section 7 Filing and Notice of Ordinance. The City Clerk is hereby directed to file a certified copy of this Ordinance with the County Clerk of Tom Green County, Texas, the Voting Registrar of Tom Green County, the Tom Green County Appraisal District, and the Texas Comptroller of Public Accounts in the manner required by law. The City Clerk is further directed to notify any service providers of services in the annexed Area, and all other parties as required by law.

Section 8. Severability. If any part, provision, section, subsection, sentence, clause or phrase of this ordinance (or the application of same to any person or set of circumstances) is for any reason held to be unconstitutional, void, or invalid, the validity of the remaining parts of this ordinance (or their application to other persons or sets of circumstances) shall not be affected thereby, it being the intent of City Council in adopting this ordinance, that no part thereof or provision contained herein shall become inoperative or fail by reason of any unconstitutionality of any other part hereof, and all provisions of this ordinance are declared to be severable for that purpose.

Section 9. Open Meeting Act Compliance. The City Council for the City of San Angelo hereby finds and declares that the meetings at which this ordinance was introduced and finally passed were open to the public as required by law and that public notice of the time, place and purpose of said meetings was given as require by the Open Meetings Act, Chapter 551 of the Texas Government Code.

Section 10. Effective Date. This ordinance will become effective on, from and after its date of adoption.

INTRODUCED with public hearing on the 22nd day of September, 2022, and finally PASSED, APPROVED AND ADOPTED on this the 4th day of October, 2022.

THE CITY OF SAN ANGELO

By: _____
Brenda Gunter, Mayor

ATTEST:

APPROVED AS TO FORM:

By: _____
Julia Antilley, City Clerk

Theresa James, City Attorney

**A.B. & M.
SURVEY NO. 3
ABSTRACT NO. 24**

Owner: David Jensen
Ref. Remainder of 917.9 Ac.
Instrument No. 736511 OPRRP

**B.S. & F.
SURVEY NO. 5
ABSTRACT NO. 101**

Owner: West Texas Land Guys, LLC
Ref. 100.355 Ac.
Instrument No. 202207718 OPR

Owner: David Jensen
Ref. Remainder of 917.9 Ac.
Instrument No. 736511 OPRRP

Owner:
PETRA FIRMA DEVELOPMENT
GROUP, INC.
Ref: 20.695 Ac.
Instrument No.
202001141 OPR

CITY LIMITS LINE

F.M. HWY. 853 (Arden Rd.)

F.M. HIGHWAY 2288

**PROPOSED ANNEXATION
OF 6.900 ACRES**

SKG ENGINEERING, LLC
SURVEYING • ENVIRONMENTAL • LAB/CMT
706 SOUTH ABE STREET
SAN ANGELO, TEXAS 76903
PHONE: 325.655.1288
FAX: 325.657.8189
FIRM NO.: 10102400
WWW.SKGE.COM

RUSSELL T. GULLY
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5505

Scale: 1"=300'
GRAPHIC SCALE FEET
0 150 300 600

BEARINGS ARE BASED UPON
917.9 Ac. Instrument No.
703583 OPRRP

22-E-0068

Exhibit "A" (Legal Description and Survey)

Exhibit A

FIELD NOTES

6.900 Acres

June 15, 2022
22-E-0068_6.900ac

Being an area of 6.900 acres of land out of A. B. & M. Survey No 3, Abstract No. 24, and B. S. & F. Survey No. 5, Abstract No. 101, Tom Green County, Texas and said 6.900 acre tract also being out of that certain 100.355 acre tract described and recorded in Instrument No. 202207718, Official Public Records of Tom Green County, Texas and said 6.900 acre tract being more particularly described by metes and bounds as follows:

Beginning at a ½" iron rod with cap marked "SKG ENGINEERS" found for the southwest corner of this tract and said 100.355 acre tract;

Thence with the west line of this tract and said 100.355 acre tract, N. 00° 14' 29" E. 980.00 feet to the northwest corner of this tract;

Thence with the north line of this tract and across said 100.355 acre tract, S. 89° 45' 31" E. 1293.39 feet to the beginning of a curve to the right;

Thence with said curve to the right, having a radius of 880.00 feet, central angle for this part traversed of 16° 52' 50", arc length of 259.27 feet and whose long chord bears S. 81° 19' 06" E. 258.33 feet to the end of this curve in the easterly northeast line of said 100.355 acre tract;

Thence with the easterly northeast line of said 100.355 acre tract, S. 72° 52' 41" E. 34.44 feet to the most easterly corner of this tract;

Thence with an easterly south line of this tract with a curve to the left, having a radius of 880.00 feet, central angle for this part traversed of 16° 52' 50", arc length of 259.27 feet and whose long chord bears N. 81° 19' 06" W. 258.33 feet to the end of this curve;

Thence continuing with the easterly south line of this tract, N. 89° 45' 31" W. 1031.34 feet to a reentrant corner of this tract;

Thence with the east line of this tract, S. 00° 14' 29" W. 970.00 feet to the southeast corner of this tract in the south line of said 100.355 acre tract;

Thence with the south line of this tract and said 100.355 acre tract, N. 89° 45' 31" W. 295.00 feet to the place of beginning and containing an area of 6.900 acres of land.

Bearings recited hereon are based on Texas Coordinate System NAD83 – Texas Central Zone by GPS observation.

See Attached Plat of Survey.

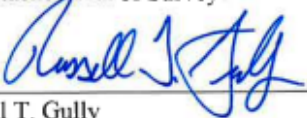

Russell T. Gully
Registered Professional Land Surveyor No. 5636
SKG Engineering, LLC, Firm No. 1010240



EXHIBIT B

SERVICE PLAN AGREEMENT. This Agreement, including the following Service Plan, constitutes the service plan agreement between the parties and supersedes all prior oral and written agreements between said parties. This Agreement shall not be amended unless executed in writing by both parties.

COMMENCEMENT OF SERVICES. Except as otherwise provided herein, the City will provide the municipal services set forth below commencing on the effective date of annexation. As used in this Agreement, "providing services" includes having services provided by any method or means by which the City may extend municipal services to any other area of the City, including the City's infrastructure extension policies and developer or property owner participation in accordance with applicable city ordinances, rules, regulations, and policies.

SERVICES NOT PROVIDED. Pursuant to Texas Local Government Code Section 43.0672(c), it is understood and agreed that the City is not required to provide a municipal service that is not included in this Agreement.

AGREEMENT RUNS WITH THE LAND. This Agreement is binding on and inures to the benefit of the parties, their successors, and assigns. The terms of this Agreement constitute covenants running with the land comprising the Territory and is binding on the Owner(s).

Executed on the ____ day of October, 2022, to be effective on the effective date of annexation of the Territory.

CITY OF SAN ANGELO

By: _____
Daniel Valenzuela
City Manager

Attest:

Julia Antilley, City Clerk

Approved as to Content:

Jon James, Planning &
Development Services Director

WEST TEXAS LAND GUYS SAN ANGELO, LLC (OWNER)

By: _____
Eric von Rosenberg, Manager of vR Legacy
Land Group, LLC, a Texas limited liability
company, Member of West Texas Land Guys
San Angelo, LLC, a Texas limited liability
company

Approved as to Form and Legality:

Theresa James, City Attorney

SERVICE PLAN FOR EXTENSION OF MUNICIPAL SERVICES TO AN AREA DESCRIBED AS FOLLOWS:

Generally located northwest of Arden Road and F.M. 2288, and specifically described as a 6.9-acre tract of land in the A.B. & M. Survey No. 3, Abstract No. 24, Tom Green County, Texas (West Texas Land Guys San Angelo, LLC).

SERVICE PROVIDED ON THE EFFECTIVE DATE OF ANNEXATION:

1. POLICE PROTECTION

Existing Services: Police protection provided by Tom Green County Sheriff's Office.

Services to be provided:

The City of San Angelo, Texas and its Police Department will provide police protection to the newly annexed territory at the same or similar service now being provided to other areas of the City of San Angelo, Texas.

Patrolling, radio and dispatch responses to calls, traffic enforcement, and other routine police services will be provided.

2. FIRE PROTECTION AND EMERGENCY SERVICES

Existing Services: Emergency medical services provided by the City of San Angelo currently extend to medical emergencies county wide. Fire service provided by volunteer fire departments.

Services to be provided:

The City of San Angelo, Texas and its Fire Department will provide fire protection and emergency medical service to the newly annexed territory at the same or similar level of service now being provided to other areas of the City of San Angelo, Texas which exhibit land use and population densities similar to that of the newly annexed area.

The City of San Angelo Fire Department will respond to all dispatched calls (including those for emergency medical services) and other requests for service or assistance within the newly annexed area, the same as it would within other areas inside the City limits of San Angelo.

Topography, land use, and population density will not affect fire or emergency services. The newly annexed area has provided plans and a proposed installation schedule for new water hydrants to service the area.

The Office of Fire Prevention will provide permitting and inspection services upon annexation. This includes issuing permits and conducting fire sprinkler, fire alarm, commercial hood or special agent system inspections as well as occupancy and maintenance inspections for any new construction and remodeling projects, as well as any other applicable enforcement of adopted codes and standards within the City of San Angelo.

3. SOLID WASTE COLLECTION

Existing Services: None

Services to be provided:

The same regular solid waste collection services now provided within the city will be extended to the newly annexed area after the effective date of annexation.

4. MAINTAINING WATER AND WASTEWATER FACILITIES

Existing Services: None

Services to be provided:

Water and sanitary sewer service to the area will be provided in accordance with the City Code of Ordinances and departmental policy. When other property develops in the adjacent area, water and sanitary sewer service shall be extended in accordance with the City of San Angelo Code of Ordinances and departmental policy. Prior to future development, a subdivision plat(s) shall be approved by the City and recorded with Tom Green County that includes any required provisions for water and sanitary sewer service.

As part of the subdivision plat, the developer/owner shall prepare and submit plans for approval of a looped water main system or approved deferral process, illustrating the proposed installation of a water main and complete the installation in accordance with the approved version of these plans prior to plat recordation.

5. MAINTAINING ROADS, STREETS, AND ALLEYWAYS

Existing Services: Provided by Tom Green County.

Services to be provided:

Developers of land within the newly annexed territory will be required to provide streets in accordance with applicable ordinances of the City of San Angelo, and such street improvements shall comply with specifications required by the City of San Angelo, for properly dedicated streets. Any and all roads, streets or alleyways which have been properly dedicated to the public shall be maintained to the same degree and extent that other roads, streets and alleyways are maintained in areas with similar land use, population density and topography.

6. MAINTAINING PARKS, PLAYGROUNDS, AND SWIMMING POOLS

Existing Services: None

Services to be provided:

Upon annexation, the owners and residents of property located within the annexed area shall be entitled to the use of all municipal parks and recreational facilities, subject to the same restrictions, fees, and availability that pertains to the use of those facilities by other citizens of the City.

Private parks, playgrounds, and/or swimming pools will remain under private ownership and will be maintained under private ownership and responsibility.

7. BUILDING INSPECTION

Existing Services: None

Services to be provided:

The Building Inspection Department will provide building permitting services upon annexation. This includes issuing building, electrical and plumbing permits for any new construction and remodeling, and enforcing all other applicable codes which regulate building construction within the City of San Angelo.

8. PLANNING AND ZONING

Existing Services: None

Services to be provided:

The Planning Division's responsibility for regulating development and land use through the administration of the City of San Angelo Zoning Ordinance and Comprehensive Plan will extend to this area on the effective date of the annexation. The property will also continue to be regulated under the requirements of the City of San Angelo Subdivision Ordinance. These services can be provided within the department's current budget.

9. CODE COMPLIANCE

Existing Services: None

Services to be provided:

The Code Compliance Division generally enforces compliance with the City's Codes and Ordinances, largely on a complaint basis. This includes inspection of properties to ensure such compliance.

10. MAINTAINING OTHER PUBLIC OWNED FACILITIES OR BUILDINGS

Existing Services: None

Services to be provided:

In the event any such publicly-owned facility or building does exist and are public facilities or buildings, the City of San Angelo shall maintain such facilities or buildings to the same extent and degree that it maintains similar municipal facilities and buildings now incorporated in the City of San Angelo, Texas. Subject to funding by Council.

The City Council of the City of San Angelo, Texas is not aware of the existence of any publicly-owned facility or building now located in the area proposed for annexation.

Upon annexation, the owners and residents of property located within the newly annexed areas shall be entitled to the use of all municipal facilities, buildings, and services, subject to the same restrictions, fees, and availability that pertains to the use of those.

11. STORM WATER MANAGEMENT

Existing Services: None

Services to be provided:

Developers will provide storm water drainage at their own expense and will be inspected by the City Engineers at time of completion. Upon approval and acceptance by the City, the City will then be responsible for ongoing maintenance of drainage facilities.

12. STREET LIGHTING

Existing Services: None

Services to be provided:

The City of San Angelo will coordinate any request for improved street lighting with the local electric provider in accordance with standard policy for all areas within the city limits of the City of San Angelo.

REPORT TO MAYOR & MEMBERS OF CITY COUNCIL



Requestor: Jeff Fisher, Sr. Planner, Planning and Development Services, 325-657-4210

Meeting Date: October 4, 2022

Item type: Consent Item

Caption:

Second reading of an ordinance for Z22-18 to zone property as part of an annexation to the Single-Family Residential zoning district, being 6.9 acres, located northwest of Arden Rd/FM 2288 (Jon James)

Staff Recommendation:

Adopt

Summary/History:

On August 2, 2022, City Council accepted a petition to annex the subject 6.9 acres into the City Limits. This request to zone the property to Single-Family Residential (RS-1) accompanies the annexation, allowing single-family homes to be built on the property after annexation. The Planning Commission approved an associated preliminary and final plat for Arden Heights which includes this property on its western end.

Funding Source(s):

Financial Impact:

N/A

Other Information/Recommendation:

On August 15, 2022, the Planning Commission recommended approval of the proposed zoning by a unanimous vote of 5-0.

On September 22, 2022, City Council voted unanimously 7-0 to approve the rezoning.

Attachments:

- | | | |
|----|-----------------------|---------------------------|
| 1. | Staff Report (Z22-18) | Staff Report (Z22-18).pdf |
| 2. | Ordinance (Z22-18) | Ordinance (Z22-18).docx |

Presentation:

Jon James

Approvals/Reviews:

Jeff Fisher	Created/Initiated
Zachary Rainbow	Approved
Jon James	Approved

Brandon Dyson
Jon James
Theresa James
Julia Antilley

Approved
Approved
Approved
Final Approval



STAFF REPORT - Z22-18

Scheduled Hearings:

Planning Commission: August 15, 2022

City Council 1st reading: September 22, 2022

City Council 2nd reading: October 4, 2022

APPLICATION TYPE:		CASES:	
Rezoning		Z22-18: Northwest of Arden Rd. / F.M. 2288	
SYNOPSIS:			
On August 2, 2022, City Council accepted a petition to annex the subject 6.9 acres into the City Limits. This request to zone the property to Single-Family Residential (RS-1) accompanies the annexation, allowing single-family homes to be built on the property after annexation. The Planning Commission approved an associated preliminary and final plat for Arden Heights which includes this property on its western end.			
LOCATION:		LEGAL DESCRIPTION:	
Northwest corner of Arden Road / F.M. 2288		Being 6.9 acres in the A. B. & M. Survey No. 3, Abstract No. 24.	
SM DISTRICT / NEIGHBORHOOD:	ZONING:	FUTURE LAND USE:	SIZE:
SMD District #6 – Larry Miller Bluffs Neighborhood	N/A	N – Neighborhood	6.9 acres
NOTIFICATIONS:			
One notification for Z22-18 were mailed within a 200-foot radius on August 1, 2022. No responses have been received to date.			
STAFF RECOMMENDATION:			
Staff recommends APPROVAL to zone the property to the Single-Family Residential (RS-1) Zoning District associated with an annexation, being 6.9 acres located northwest of Arden Rd/F.M. 2288.			
PROPERTY OWNER/PETITIONER:			
<i>Property Owners: West Texas Land Guys</i> Petitioner: Russell Gully, P.E., RLS, SKG Engineering, LLC			
STAFF CONTACT:			
Jeff Fisher, AICP Chief Planner (325) 657-4210, Extension 1550 jeff.fisher@cosatx.us			

Rezoning: Section 212(G) of the Zoning Ordinance requires that the Planning Commission and City Council consider, at minimum, seven (7) factors in determining the appropriateness of any rezoning request as outlined in #1 through #7 below:

1. **Compatible with Plans and Policies.** **Whether the proposed amendment is compatible with the Comprehensive Plan and any other land use policies adopted by the Planning Commission or City Council.** The property to be rezoned RS-1 is designated “Neighborhood” Future Land Use designation in the City’s Comprehensive Plan, updated in 2009. The neighborhood policies call to “Promote neighborhood diversity and security by encouraging a mix of age, income, and housing choices within San Angelo’s neighborhoods”. The applicant has preliminary and final residential subdivision plats for this area consistent with this policy.
2. **Consistent with Zoning Ordinance.** **Whether and the extent to which the proposed amendment would conflict with any portion of this Zoning Ordinance.** This area is part of a future subdivision, Arden Heights, Section One. The plat shows this annexed area to include 65’ by 100’ lots which exceed the minimum 50’ by 100’ lot size in the RS-1 zone and would therefore comply.
3. **Compatible with Surrounding Area.** **Whether and the extent to which the proposed amendment is compatible with existing and proposed uses surrounding the subject land and is the appropriate zoning district for the land.** The rezoning is compatible with the surrounding area as outlined in the Comprehensive Plan mentioned above. This area will be a logical extension from future subdivision development to the east connecting to Arden Road through a future street, Bosque Drive.
4. **Changed Conditions.** **Whether and the extent to which there are changed conditions that require an amendment.** The property remains unannexed, vacant land. Approval of the zoning will allow the applicant to build new single-family homes and connect to city services.
5. **Effect on Natural Environment.** **Whether and the extent to which the proposed amendment would result in significant adverse impacts on the natural environment, including but not limited to water and air quality, noise, storm water management, wildlife, vegetation, wetlands and the practical functioning of the natural environment.** Staff does not anticipate any adverse environmental affects at this time. A review of drainage, grading, and stormwater will be conducted by Engineering Services to address any environmental issues through the subdivision platting process.
6. **Community Need.** **Whether and the extent to which the proposed amendment addresses a demonstrated community need.** Staff believes there is a need for more residential construction consistent with the Neighborhood designation in the Comprehensive Plan.
7. **Development Patterns.** **Whether and the extent to which the proposed amendment would result in a logical and orderly pattern of urban development in the community.** As indicated, a new

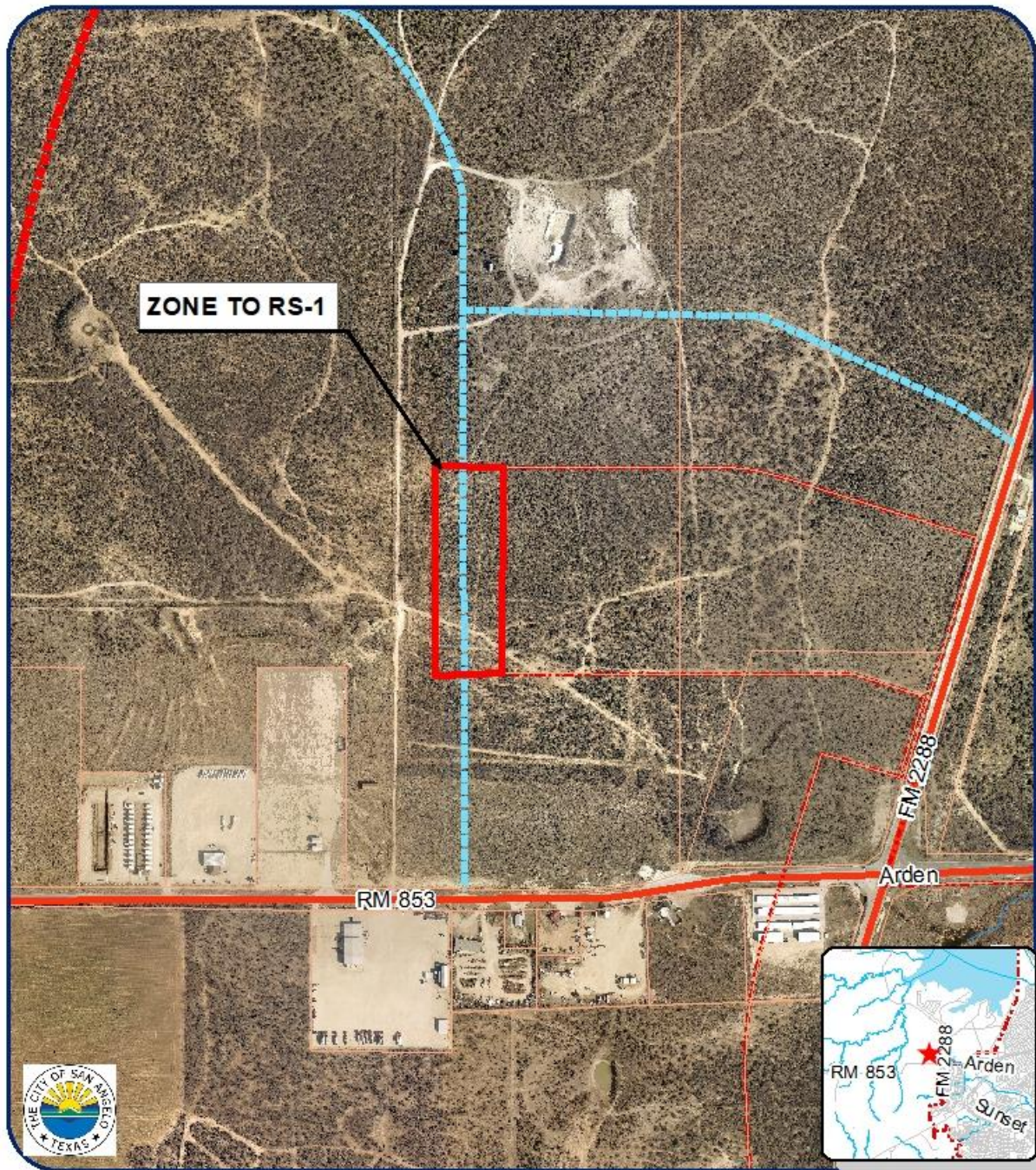
local street is planned that will run east-west and connect the properties to F.M. 2288.

Recommendation:

Staff recommends **APPROVAL** to zone the property to the Single-Family Residential (RS-1) Zoning District associated with an annexation, being 6.9 acres located northwest of Arden Rd/F.M. 2288.

Attachments:

Aerial Map
Future Land Use Map
Zoning Map
Photos
Proposed Area
Application



Zone Change

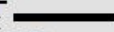
Z22-18: NW of Arden Rd/F.M. 2288

Council District 6 - Larry Miller
Neighborhood: Bluffs
Scale: 1" approx. = 625 ft

NW of Arden Rd/FM 1288



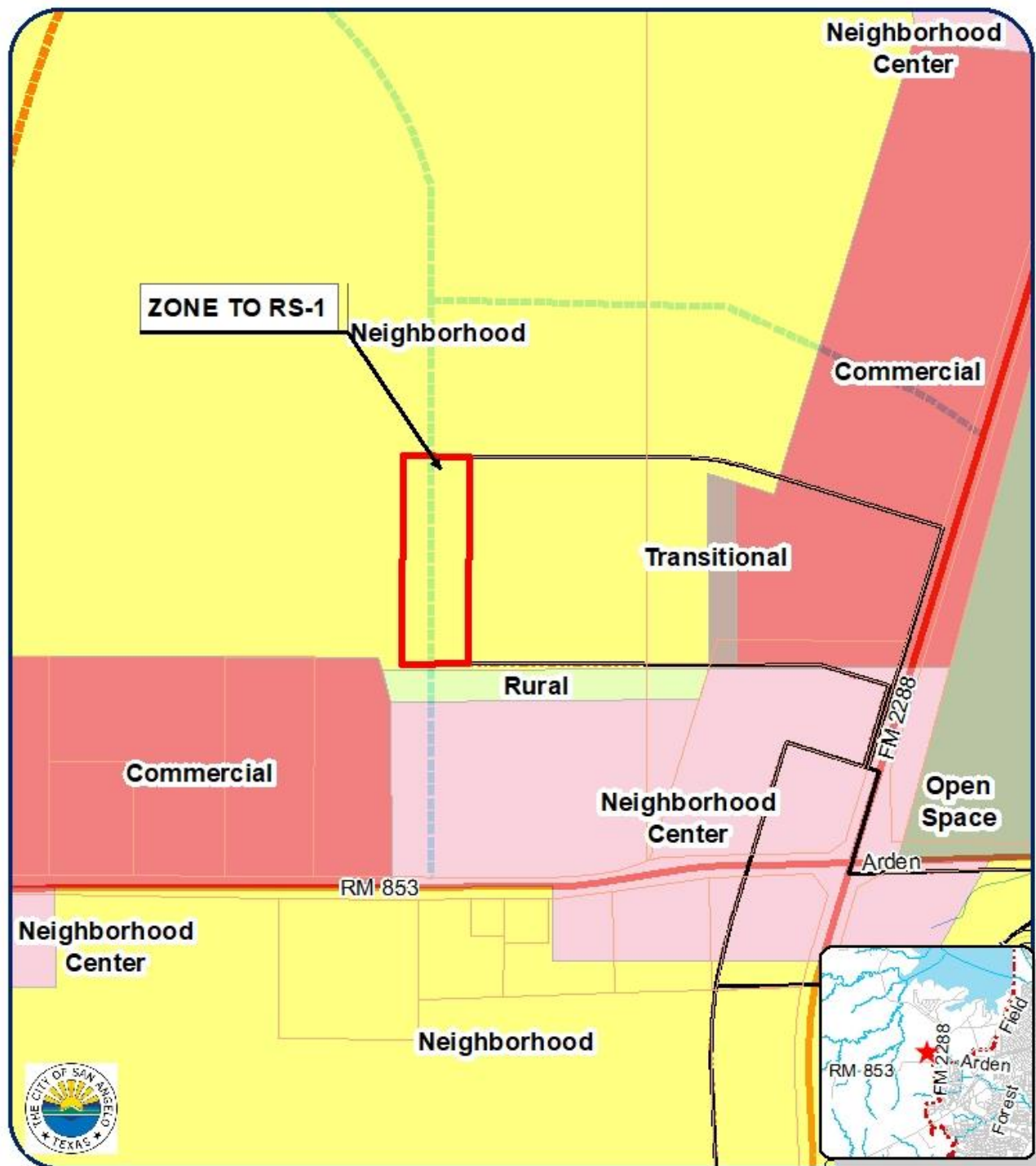
Legend

Subject Properties: 

Current Zoning: **N/A**

Requested Zoning Change: **RS-1**

Vision: **Neighborhood**



Zone Change

Z22-18: NW of Arden Rd/F.M. 2288

Council District 6 - Larry Miller

Neighborhood: Bluffs

Scale: 1" approx. = 625 ft

NW of Arden Rd/FM 1288



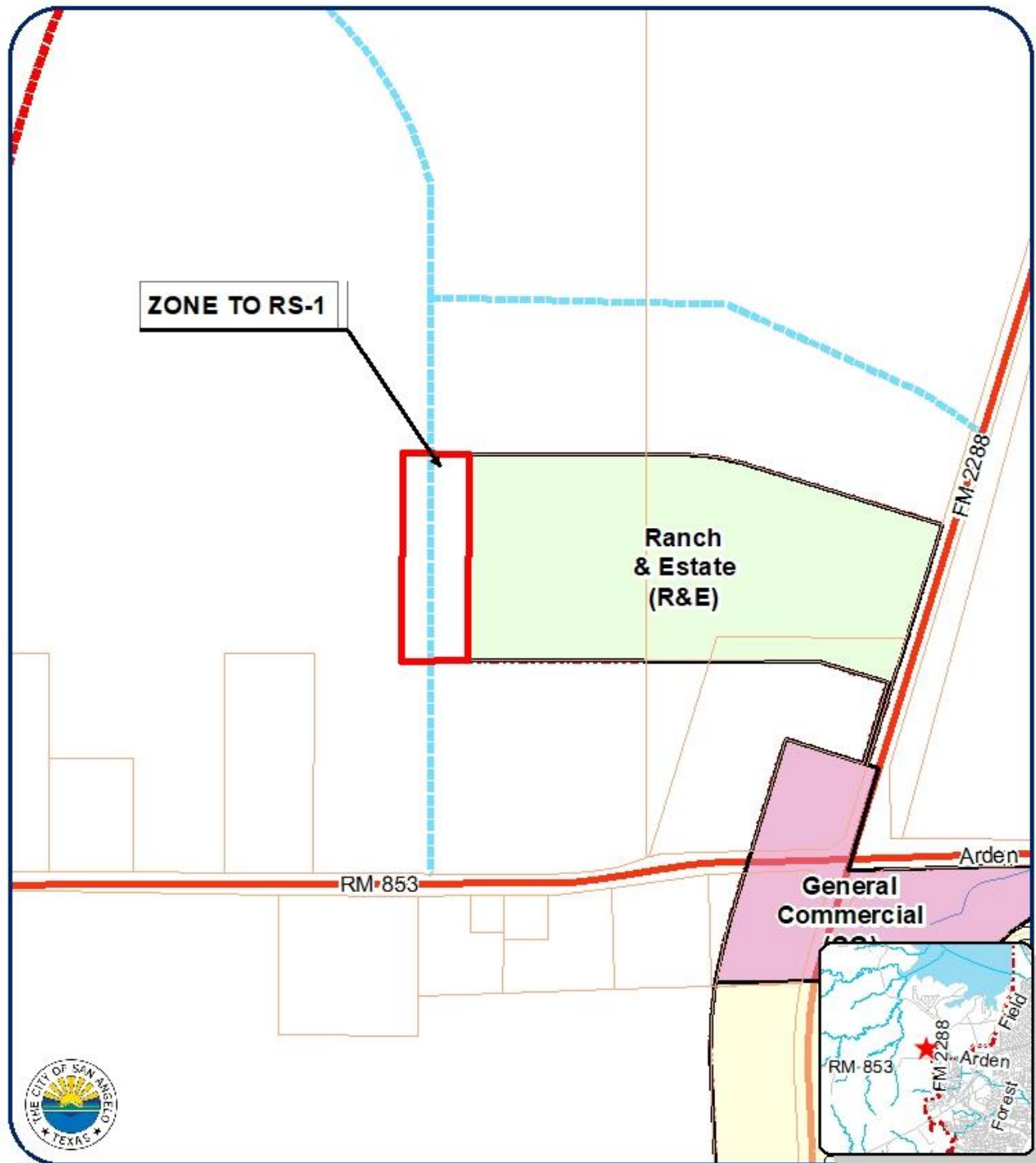
Legend

Subject Properties: —

Current Zoning: N/A

Requested Zoning Change: RS-1

Vision: Neighborhood



Zone Change

Z22-18: NW of Arden Rd/F.M. 2288

Council District 6 - Larry Miller

Neighborhood: Bluffs

Scale: 1" approx. = 625 ft

NW of Arden Rd/FM 1288



Legend

Subject Properties:

Current Zoning: **N/A**

Requested Zoning Change: **RS-1**

Vision: **Neighborhood**

Photos of Site and Surrounding Area

NORTHBOUND ON ARDEN RD.



SOUTHBOUND ON ARDEN RD.



WEST AT SUBJECT PROPERTY



SOUTHEAST



SOUTHWEST



[illegible]

Effective January 3, 2017



City of San Angelo, Texas – Planning Division
52 West College Avenue
Application for Approval of a Zone Change



Section 1: Basic Information

Name of Applicant(s): WEST TEXAS LAND GUYS SAN ANGELO, LLC

☒ Owner ☐ Representative (Notarized Affidavit Required)

8213 Alcové Lubbock Texa 79424
Mailing Address City State Zip Code
325-234-8471 emvr11@hotmail.com

Contact Phone Number Contact E-mail Address
FM 2288 San Angelo Texas 76903
Subject Property Address City State Zip Code
Abst: A-0024 S-0003, Survey: A B & M, 6.90 ACRES

Legal Description (can be found on property tax statement or at www.tomgreencad.com)

Existing Zoning: R&E Proposed Zoning: RS1 Lot size: +50'x100'

(Zoning Map available on [City Maps](#))

Section 2: Site Specific Details

Existing Use of Property: Vacant

*Proposed Use of Property: Residential

*Use separate attachment if necessary

Section 3: Applicant(s) Acknowledgement

(By checking the boxes you indicate that you understand below rules and regulations for the Planning Commissions case.)

- ☒ An application for a zone change on a property may only be made by the owner of that property, an authorized representative of the property owner, the Planning Director, the Planning Commission or City Council. An authorized representative shall present a notarized affidavit from the property owner;
- ☒ No application will be processed if a zoning violation exists on the property, unless such processing is authorized by City Council. Use of the subject property for any new activity (not allowed by present zoning) cannot occur before City Council's approval of the requested zone change. Any such unauthorized use of the subject property is subject to prosecution in Municipal Court.
- ☒ If approved, a zone change is applied to the property, not the property owner.
- ☒ The Planning Commission makes recommendations to City Council. If the Planning Commission recommends approval of a zone change request, the case must still go before City Council for final action.
- ☒ If a zone change request is granted by City Council, permits for building construction and/or utility connection may be obtained from the City's Permits and Inspections Department.
- ☒ Certain minimum building setbacks from some or all property lines must be maintained, and room for a minimum number of off-street parking spaces must be reserved on a subject property, based on that property's zoning classification and the nature of its proposed use. A privacy fence may also be required between more restrictive and less restrictive zoning districts. These requirements are outlined in San Angelo's Zoning Ordinance. It is to the applicant's benefit to make sure that any proposed development will fit onto the subject property, in compliance with these and other applicable requirements of the City's Code of Ordinances.
- ☒ One or more notice sign(s) will be placed on the subject property by the Planning Department. However, it is the applicant's responsibility to ensure that the notice sign(s) has/have been posted at least ten (10) days prior to the Planning Commission meeting. If notice sign(s) is/are not posted accordingly, City Council may delay a request. The Planning Department will also notify, in writing, owners of property within 200-feet of the subject property of the zone change request.
- ☒ If the Planning Commission recommends denial of a request, the applicant will have ten (10) days to appeal this decision, in writing, to the City Council. If an appeal is made within three (3) days from the Planning Commission meeting, no re-notification fee will be required. Otherwise, there will be a nonrefundable \$35 fee to re-notify owners of nearby property of City Council's public hearing date. If Planning Commission's recommendation of denial is not appealed, it will be the final action on a request.

Section 3 continued : Applicant(s) Acknowledgement

☒ The applicant or an authorized representative should attend public hearing(s) pertaining to his/her request, prepared to present his/her case and to answer any relevant questions from Planning Commission or City Council members.

I/We the undersigned acknowledge that the information provided above is true and correct.

<u>ERIC van Rosensale</u>	<u>[Signature]</u>	<u>WEST TX LAND GUYS</u>	<u>6-17-2022</u>
Owner Name (Print)	Signature	Company/Organization (If Applicable)	Date
<u>Donald J. Jeff</u>	<u>Russell T. Gully</u>	<u>SKG</u>	<u>6-17-2022</u>
Representative Name (Print)	Signature	Company/Organization	Date

FOR OFFICE USE ONLY:

☐ Verified Complete ☐ Verified Incomplete

Date of Application: ____/____/____

Case No.: Z ____ - ____

Fully-dimensioned site plan: ☐

Nonrefundable fee: \$ ____

Receipt #: ____ Date paid: ____/____/____

Sign Deposit \$37.50

Receipt #: ____ Date paid: ____/____/____

Affidavit attached? ☐ Yes ☐ No ☐ N/A Applicant's signature on information sheet? ☐ Yes ☐ No

Previous Zone Change Inquiry? ☐ Yes ☐ No If yes, ZCI case no.: ____ - ____

River Corridor Commission? ☐ Yes ☐ No If yes, RCC meeting date: ____/____/____

Planning Commission hearing date: ____/____/____ Date notifications due: ____/____/____

City Council hearing date: ____/____/____ Packets due date: ____/____/____

Publication date: ____/____/____

Reviewed/Accepted by: ____ Date: ____/____/____

AN ORDINANCE AMENDING CHAPTER 12, EXHIBIT "A" OF THE CODE OF ORDINANCES, CITY OF SAN ANGELO, TEXAS, WHICH ADOPTS ZONING REGULATIONS, USE DISTRICTS AND A ZONING MAP, IN ACCORDANCE WITH A COMPREHENSIVE PLAN, BY ZONING AND CLASSIFYING THE FOLLOWING PROPERTIES: **BEING 6.9 ACRES OUT OF THE A.B. & M. SURVEY NO. 3, ABSTRACT NO. 24, LOCATED NORTHWEST OF ARDEN ROAD AND F.M. 2288**; FROM UNZONED LAND TO THE SINGLE-FAMIL RESIDENTIAL (RS-1) ZONING DISTRICT IN CONNECTION WITH AN ANNEXATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

Z22-18: Northwest of Arden Road / F.M. 2288

WHEREAS, on the 15th day of August, 2022, the Planning Commission for the City of San Angelo in compliance with the City Charter, City ordinance and state law, and after holding a public hearing thereon, caused to be prepared and delivered a report and recommendation to City Council to approve the proposed Single-Family Residential (RS-1) Zoning District; and,

WHEREAS, on the 22nd day of September, 2022, City Council held a public hearing on Z22-18, pursuant to published notice, and has considered the application, comments, reports and recommendations of the Planning Commission and staff, public testimony, and other relevant support materials;

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF SAN ANGELO:

SECTION 1: The basic zoning ordinance for the City of San Angelo, as enacted by the governing body for the City of San Angelo effective January 4, 2000, and included within Exhibit "A" of Chapter 12 of the Code of Ordinances of the City of San Angelo, and zoning map be and the same are hereby amended to designate the following described properties permanently zoned SINGLE-FAMILY RESIDENTIAL (RS-1) Zoning District:

The real property located northwest of Arden Road and F.M. 2288, being 6.9 acres out of the A.B. & M. Survey No. 3, Abstract No. 24, San Angelo, Tom Green County, Texas.

SECTION 2: The Director of the Planning & Development Department, or his/her designee, is hereby directed to correct zoning district maps in the office of the Planning

& Development Department, to implement the zoning provision adopted herein, as further depicted on **Exhibit A** of this Ordinance.

SECTION 3: In all other respects, the use of the hereinabove described property shall be subject to all applicable regulations contained in Chapter 12 of the Code of Ordinances for the City of San Angelo, as amended.

SECTION 4. The remaining provisions of Chapter 12 of the Code of Ordinances of the City of San Angelo, Texas, not amended under Sections 1 and 2 of this Ordinance shall remain in full force and effect.

SECTION 5 The terms and provisions of this Ordinance shall be deemed to be severable in that, if any portion of this Ordinance shall be declared to be invalid, the same shall not affect the validity of the other provisions of this Ordinance.

SECTION 6: This Ordinance shall be effective on, from and after the date of adoption.

INTRODUCED with public hearing on the **22th day of September, 2022**, and finally PASSED, on this the **4th day of October, 2022**.

THE CITY OF SAN ANGELO

Brenda Gunter, Mayor

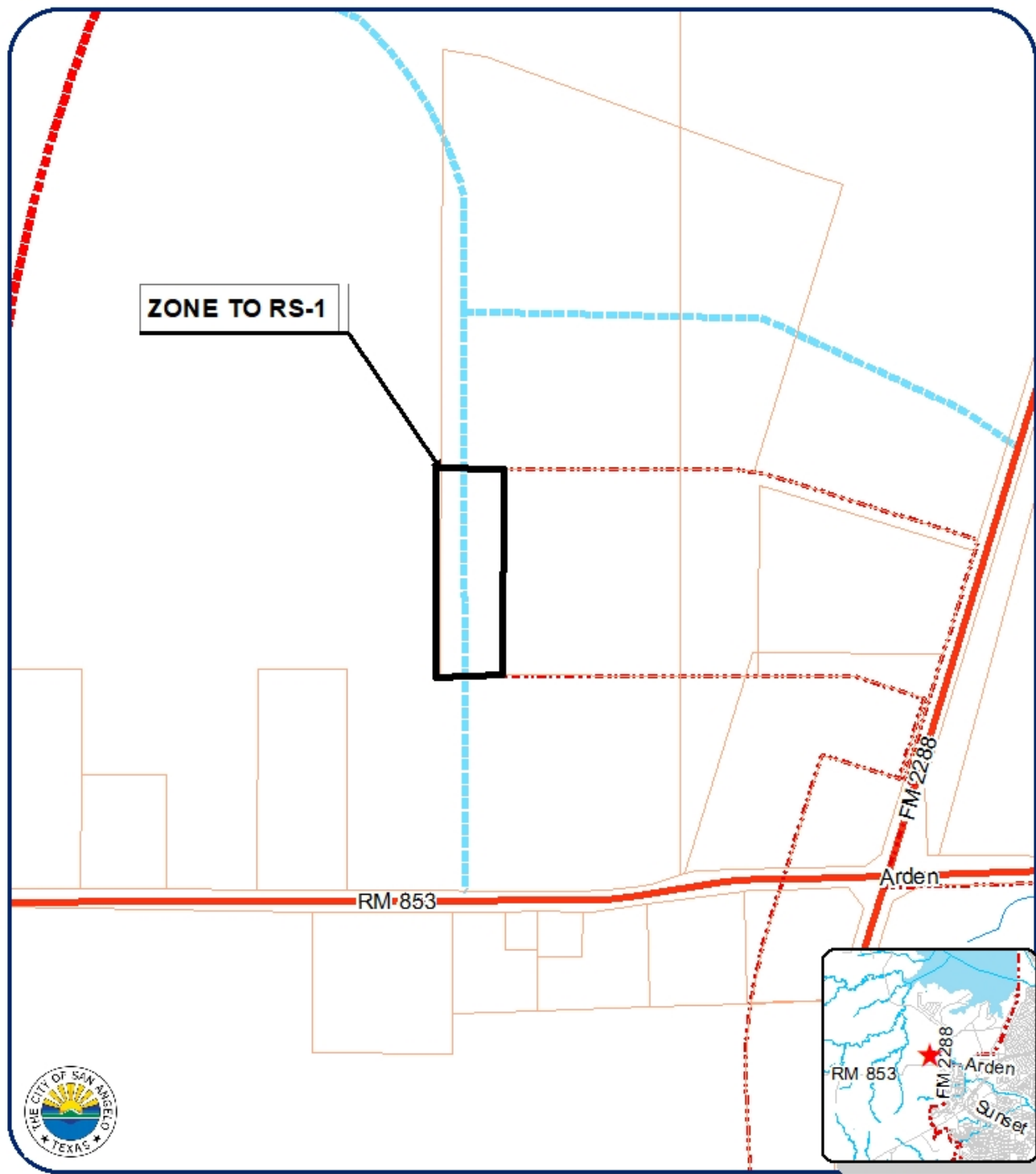
ATTEST:

APPROVED AS TO FORM:

Julia Antilley, City Clerk

Theresa James, City Attorney

EXHIBIT "A"



Zone Change

Z22-18: NW of Arden Rd/F.M. 2288

Council District 6 - Larry Miller
Neighborhood: Bluffs
Scale: 1 " approx. = 625 ft

NW of Arden Rd/FM 1288



Legend

Subject Properties: 
Current Zoning: **N/A**
Requested Zoning Change: **RS-1**
Vision: **Neighborhood**

REPORT TO MAYOR & MEMBERS OF CITY COUNCIL



Requestor: Andy Vecellio, Assistant Director, Water Utilities, 325-657-4218

Meeting Date: October 4, 2022

Item type: Regular Item

Caption:

Consider awarding a Task Order under IDIQ contract ES-06-19 Engineering Services to Freese and Nichols, Inc., in the amount of \$1,092,570 for the initial service line inventory development as part of Phase 2 of the Lead and Copper Rule Revision Compliance Program and authorizing the City Manager to negotiate and execute all related documents (Presentation made by Assistant Water Utilities Director Andy Vecellio with Julie Huerta of Freese and Nichols, Inc.)

Staff Recommendation:

Approve

Summary/History:

The US Environmental Protection Agency (EPA) released the Lead and Copper Rule Revision (LCRR) in January 2021, with a compliance date of October 16, 2024. The purpose of the LCRR is to set new standards to reduce the levels of lead and copper in drinking water.

Water Utilities has worked with Freese and Nichols, Inc. (FNI) to develop a five-phased approach to prepare for the implementation of the measures necessary for compliance with the LCRR. Phase 1, the initial risk and resource screening report, was completed by FNI in February 2022. The report outlined the recommended scope and measures, with a timeline and budget, for planning purposes to meet the schedule and requirements of the LCRR.

The Phase 2 scope includes an initial desktop service line inventory, a pilot study plan and field survey, a pilot profile sampling program, predictive modeling, planning, and initial implementation, a desktop corrosivity study, and a funding application with the Texas Water Development Board. Phase 2 is a year-long project that will allow the City to continue on the path to compliance with the LCRR and to develop an implementation schedule to meet the deadlines for the LCRR.

Funding Source(s):

Fund:	Account:	Project Number:	Amount Budgeted:
Water Capital Fund	512-4100-800.07-30		\$1,092,570

Financial Impact:

Task order funding will be from Water Capital Funds utilizing requisition #138700.

Other Information/Recommendation:

Staff recommends that the task order be awarded to Freese and Nichols, Inc., and the City Manager be authorized to execute all related documents.

Attachments:

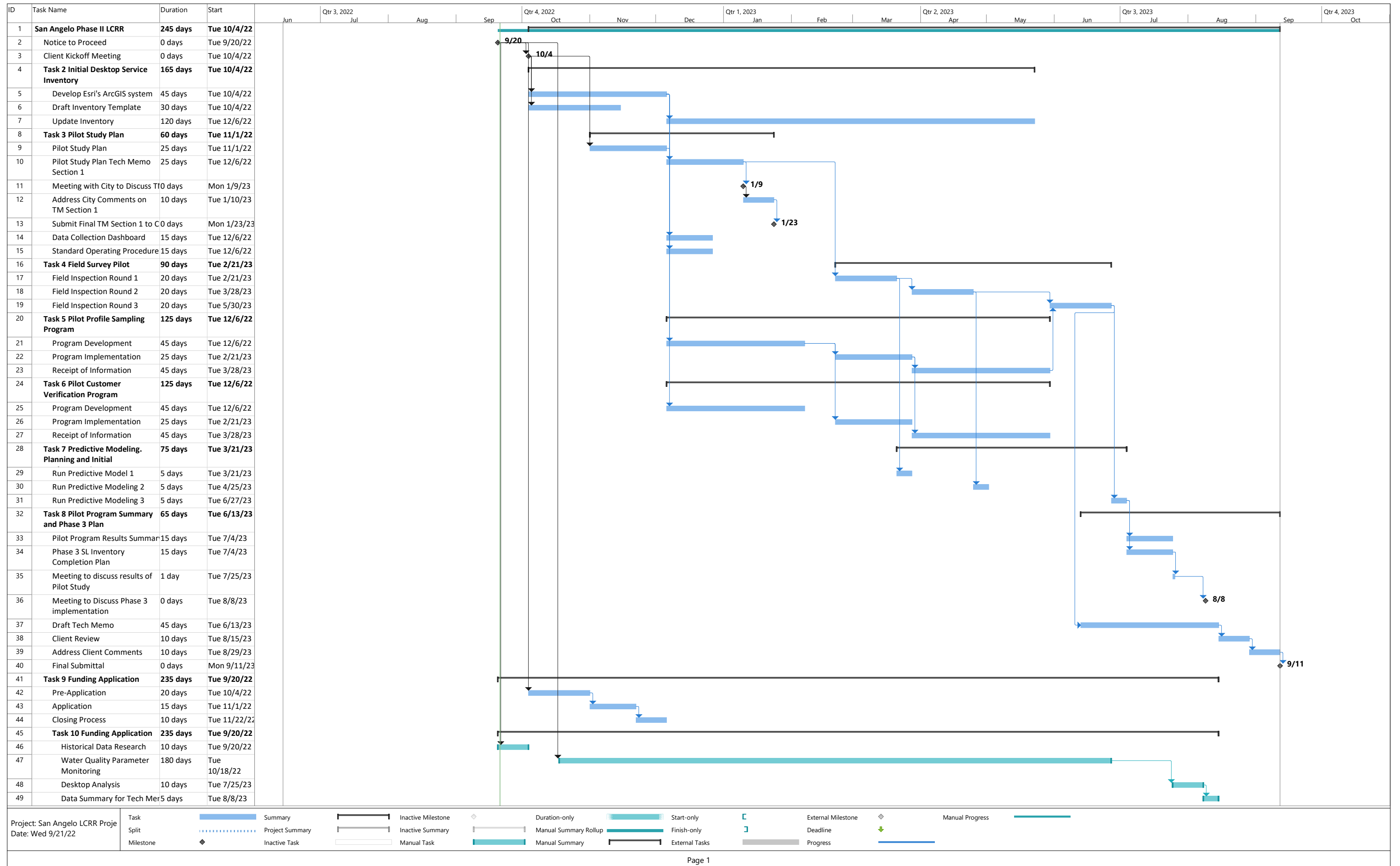
- 1. City of San Angelo LCRR Phase 2 - Schedule City of San Angelo LCRR Phase 2 - Schedule.pdf
- 2. City of San Angelo LCRR Phase 2 - Scope of Work City of San Angelo LCRR Phase 2 - Scope of Work.pdf

Presentation:

Andy Vecellio

Approvals/Reviews:

Andy Vecellio	Created/Initiated
Shane Kelton	Approved
Theresa James	Approved
Jeffrey Tomlinson	Approved
Tina Dierschke	Approved
Julia Antilley	Final Approval



City of San Angelo

Lead and Copper Rule Revision Compliance Program Phase 2

Background

The U.S. Environmental Protection Agency (EPA) released the long-awaited Lead and Copper Rule Revisions (LCRR) on Jan. 15, 2021, setting new standards aimed at reducing harmful levels of lead and copper from drinking water. The LCRR went into effect on December 16, 2021 with the compliance date of October 16, 2024. This revision will require cities and other water utilities to take significant action to protect customers from the health risks associated with lead and copper and comply with the LCRR. The following phased program is proposed to support the City of San Angelo (City) in their compliance with the LCRR.

Freese and Nichols, Inc. (FNI) recommends achieving compliance through a phased approach as follows.

- Phase 1 – LCRR Effort Assessment (Completed)
- Phase 2 – Initial Service Line Inventory Development (this Project)
- Phase 3 – Service Line Inventory Completion, Field Inspections (Future)
- Phase 4 – Sample Plan Update, Preliminary Sampling, and Other Compliance Preparations (Future)
- Phase 5 – Lead Service Line Replacement Planning and Mitigation (Future)

The scope of the Phase 2 services and related fee is proposed below. The level of effort related to Phases 3 to 5 may be prepared as part of a future proposal if and when requested by the City.

Scope of Work, Phase 2 – Initial Service Line Inventory Development

Phase 2 will include the development of the initial inventory based on a desktop assessment of the records identified during Phase 1, an initial field survey of residential service lines, and the piloting of several methods for identifying service line materials and lead sources; namely, vacuum-excavation, hand digging, lead detection swabs, customer self-verification, water quality profiling, and predictive modeling. In general, the objectives of Phase 2 are to:

- Identify materials of construction on the public side and private side at up to 400 (this quantity was developed as part of the phase 1 project) residential service lines within the City,
- Collect data as outlined below that will improve the accuracy of future efforts and expedite the further discovery of existing lead sources, and
- Develop best practices that will increase the cost-effectiveness of the larger field investigation program proposed as part of the future Phase 3 project.

A. TASK 1 – GENERAL PROJECT MANAGEMENT AND MEETINGS

1. Project Management: Provide planning, monitoring and control of the project for 12 months, as well as team coordination and project administration.
2. Quality Assurance and Quality Control: Provide Quality Assurance and Quality Control (QA/QC) review of the data collected, planning and documentation. FNI's Senior Advisor will provide project guidance and review of all deliverables.

3. Meetings:
 - a. Kickoff Meeting:
 1. Prepare for and attend one (1) project kickoff meeting. The kickoff meeting will be held in person to confirm scope, schedule and budget, anticipated project schedule, and communicate overall project expectations.
 - b. Monthly Progress Meetings:
 1. Conduct twelve (12) progress meetings with the City. Progress meetings will be held virtually.
 - c. Service Line Inventory Plan Workshops:
 1. Conduct three (3) workshops with the City to discuss practices for the identification of unknown materials. Workshops will be held in person.
 - d. TCEQ Coordination Meetings:
 1. Conduct two (2) meeting with the Texas Commission on Environmental Quality to discuss the City's Phase II. TCEQ meetings will be held virtually.
4. Task Deliverables:
 - a. Meeting agendas
 - b. Meeting minutes
 - c. Anticipated project schedule
 - d. Monthly status reports
 - e. Monthly invoices

B. TASK 2 – INITIAL DESKTOP SERVICE LINE INVENTORY

1. *Initial Desktop Service Line Inventory*: The initial inventory of service lines, both private and city owned, will be developed with a desktop assessment of the records and data identified during Phase 1. Mapping of the service line inventory will be developed utilizing available GIS data such as water meter inventories and county parcel data. The level of effort assumes that the inventory will incorporate up to twelve (12) individual attributes such as, address, customer ID, service line material, estimated install year of the private and City owned portion of each service line, and date inspected. Where information is unavailable, a value of "Unknown" will be assigned.
 - a. Esri's ArcGIS system will be used as a platform to create a web-based inventory capable of:
 - a. Identifying service lines as one of the four EPA-compliant service line material categorizations
 - b. Validating service line materials in the field
 - c. Monitoring replacement activities and regulatory compliance
 - d. Sharing information with the public
 - b. A draft inventory template will be produced and reviewed with the City.
 1. FNI will address one (1) round of City comments and then finalize the inventory template.
 - c. The FNI team will update the inventory based on the results of the Field Inspection Pilot Study.
 1. The inventory will be updated after each of three (3) rounds of the proposed Field Survey Pilot (Task 4) is completed.

C. TASK 3 – PILOT STUDY PLAN

1. *Pilot Study Plan*: Recommend a strategy for identifying service line materials, including documentation of the following:
 - a. Pilot study goals, objectives, and responsibilities
 1. Document State and Federal requirements published at the time of plan development.
 2. Define the division of responsibility and communication protocol between the City, Consultant Team, and other stakeholders.
 - b. Permitting, notification, and utility-location requirements. This does not include Subsurface Utility Exploration (SUE), will rely on 811 and existing distribution maps from the city.
 - c. Identification of neighborhoods to be targeted as part of the Task 4, Task 5, and Task 6 investigations.
 - d. A description of the methods and communication materials to be used, including:
 1. Field survey methods implemented at specific locations as part of Task 4 - Field Survey Pilot; namely, vacuum-excavation, hand dig, full and partial excavation, lead detection swabs and visual inspection in meter boxes and curb stops (if encountered).
 2. Draft language to be used with sample kits delivered to residents as part of Task 5 - Pilot Profile Sampling Program
 3. Draft instructions to resident and detection methods used as part of Task 6 - Pilot Customer-Verification Program
 4. Public Communication Material for Participation
 - a. FNI will provide a door hanger template and one-page brochure for the City's use in explaining the purpose and need of the pilot study.
 - i. QR codes will be included, and written material will be developed for residents to:
 1. opt-in or opt-out of the pilot study,
 2. electronically sign for work performed on private property:
 - a. granting right of entry for the contractor to conduct the work, and
 - b. explaining liability limitations on private property.
 - b. Note - it is assumed that notification and communication with the public will be the responsibility of the City, including soliciting participation among residents in the neighborhoods identified by FNI.
 - e. Updated field survey schedule based on final identification of participating residents (provided by the City), including approximate dates and duration of field surveys, and number of surveys to be conducted in a given time period.
2. The Pilot Study Plan will be summarized in the first section of a Technical Memorandum that documents Phase 2 activities. See Task 8 for further sections to be added to the Technical Memorandum.

- a. Conduct one (1) meeting with the City to discuss the results and recommendations of the Pilot Study Plan. This meeting will be included as part of one of the 12 monthly progress meetings.
 - b. Provide one (1) draft of Section 1 of the Technical Memorandum for the City's review. Address one (1) round of comments compiled and provided by the City.
- 3. Data collection template and reporting dashboard: Develop a template for recording observations and findings during the Pilot Field Inspection Study. The template will be utilized to create an ESRI Survey123 app, which will be linked to the Initial Desktop Service Line Inventory utilizing ESRI ArcGIS software. A reporting dashboard will be developed utilizing ESRI Dashboards to visualize the information collected in the field and the Initial Desktop Service Line Inventory.
- 4. Standard Operating Procedure (SOP): Develop a SOP for field inspection of service lines; including instruction on stakeholder communication, buried utility conflict identification (i.e., Texas 811, as necessary), excavation methods, pipe material identification, identification of lead solder, record keeping, and reporting. The SOP will also include "typical" exhibit showing the right-of-way, water meter, water main, and service line locations to delineate a "typical" excavation area.
- 5. Task Deliverables:
 - a. Technical Memorandum Section 1: Pilot Study Plan
 - b. Web based inventory using ESRI's GIS system
 - c. Data collection template for recording observations
 - d. Standard of Operation (SOP) for inspection of service lines

D. TASK 4 – FIELD SURVEY PILOT

- 1. Field Survey – The Consultant Team will perform a partial visual inspection of the public and private side of the service line (between the main and the residential structure) with a goal of completing inspections at 400 service connections.
 - a. The field inspection of anticipated 400 homes will be divided into three rounds. Each round of field work will be performed over approximately 12 weeks. Data will then be collected and incorporated into the Service Line Inventory and Predictive Model, before starting the next round of field work.
 - b. Locations will be spread out across the City, focusing on neighborhoods having a higher likelihood of LSLs. Generally speaking, no more than ten service lines will be uncovered in a single neighborhood.
 - c. The City will be responsible for providing a final list of locations based on their solicitations for customer permission described in item C(1)(d)(4)(b). FNI and their contractors will not enter private property without permission from the owner to do so.
 - d. For each location, the Consultant Team will:
 - 1. Excavate a test hole on the water service line between the water meter and the residence, and a second test hole on the water line between the water meter and the water main.
 - 2. Collect/record data for each water line (size, material, condition), and take pictures of each water line.
 - 3. Backfill test holes.
 - 4. Perform general restoration clean up.
 - 5. Set up/take down routine traffic control (signs and cones only). Will coordinate with city for traffic control and sign requirements.

- e. The Consultant Team will be responsible for providing all equipment and materials including hydro-excavation, backfill, minor traffic control, hand tools, lead testing kits, and other minor incidentals.
- f. It is assumed that street, side-walk, and curb cuts will not be required. All excavation will be in non-paved areas.
- g. Repairs required as a result of work completed by the excavation contractor during this project will be corrected at the expense of the excavation contractor up to an amount of \$500 per repair on the city side, and fully on the private side of each meter. Limits to liability on the private side will be provided to customers in the communication material for participation described in Item C(1)(d)(4)(a):
 - 1. Repairs on the City side will be coordinated through the City and or an approved contractor and billed to the Consultant Team.
 - 2. Repairs made on the private side will be completed by a licensed plumber, which the excavation contractor will keep on retainer during the length of this project.
- b. For line breaks and leaks discovered by, but not caused by the consultant team, procedures will be developed with the City to provide communication and verification of leaks observed in the field.

E. TASK 5 – PILOT PROFILE SAMPLING PROGRAM – involves the practice of mailing sample kits to residents for the purpose of identifying potential lead sources. The residents fill and return a sample bottle(s) with tap water from the home, and it is then tested in a laboratory. Neighborhoods and specific homes that exhibit higher levels of lead in the tap water will be prioritized for further inspection. The FNI Team will use the results of the Preliminary Inventory to recommend locations for Profile Sampling.

1. Program Execution will consist of:

- a. Source and track delivery of approximately one hundred (100) 120Water custom-designed sampling kits
- b. Include how-to-use communication with the Sampling kits
- c. Provide forwarding labels on the sampling kits for delivery to the lab
- d. Track delivery to the lab, and provide one (1) follow-up with customer if samples not forwarded
- e. Automatically incorporate results from the lab
- f. Provide templated communication back to the customer with the sample results
- g. Provide additional communication - if necessary - with action steps based on sample results.
- h. Collect all data received from Profile Sampling, make sure all the data is accurately stored in the FNI-team platform, check for any data bias that may remain, and, if evidence of LSLs is found, use that data as inputs for the Predictive Modeling process.

F. TASK 6 – PILOT CUSTOMER-VERIFICATION PROGRAM – The FNI Team will also use the results of the Preliminary Inventory to recommend locations for a Pilot Customer-Verification Program. Customer-verification programs involve communicating with the public to inform them of methods to self-verify the materials of construction within their homes and report the results back to the City. There are multiple ways for San Angelo to ask its customers to help with the Verification effort. The two

commonly used are Lead check Swab kits and Customer Postcard Surveys. Recommendation will be made based on the results of the Preliminary Inventory.

The FNI Team will execute the Customer-Verification Program on behalf of the San Angelo team. Program Execution will consist of using the 120Water Platform to:

1. Source and track delivery of approximately five hundred (500) 120Water custom-designed Lead Check Swab kits and/or Customer Postcard Surveys
2. Include how-to-use communication with the Kits or Postcards
3. Provide one (1) follow-up in the case of Kit not used and/or Survey not taken
4. Update the 120Water Platform with the results of the Lead Check Swab or Survey
5. Provide templated communication back to the customer with any necessary next steps based on verification result
6. Collect all data received from Customer Verifications, make sure all the data is accurately stored in the FNI-team platform, check for any data bias that may remain, and, if evidence of LSLs is found, use that data as inputs for the Predictive Modeling process.

G. TASK 7 - PREDICTIVE MODELING, PLANNING AND INITIAL IMPLEMENTATION: The FNI Team will use the Phase 1 data and additional information gathered as part of Tasks 2-5 to develop a predictive model. The purpose of the model is to use machine-learning to identify areas of the City that are thought to have a higher likelihood of having lead service lines. The City can use this prediction to prioritize service line exploration.

1. Run the Predictive Model: The Predictive Model data set will consist of a Training Set and a Predictive Set. The purpose of the Training set is to teach the model the value of different data inputs, and the Predictive Set will then be used to generate results. Predictive modeling will be an option to use for the city.
2. Model Output: The Predictive Model will have the following outputs:
 - a. CSV and GIS files with all San Angelo locations and a probability of an LSL for all locations that have an unknown Service Line
 - b. Confidence factor for each prediction (confidence can be dependent on quality of data received from Tasks 2-6)
 - c. Expected Hit Rate – expectation on model accuracy, calculated as number of LSLs found/number of predicted LSLs.
 - d. Strategy for Next Steps – output will include a recommendation for next round of field, profile sampling, or customer-verification surveys.
 - e. This begins the iterative process of Verify, Run Model, Verify, Run Model. This may not be necessary if the initial data collected by San Angelo is good enough to produce unbiased model output. If not, 1-2 more model runs may be necessary to receive confident model results.

Note: In order for the predictive model to be of significant value, verified LSLs must be identified as part of a prior task; therefore, this Task 7 is proposed as a special service to be implemented if LSLs are found and predictive modeling is authorized by the City. If no verified LSLs are found during Task 5 and 6, predictive modeling may not be recommended as part of this phase and the associated budget not utilized.

H. TASK 8 – PILOT PROGRAM SUMMARY AND PHASE 3 PLAN

1. *Pilot Program Results Summary*: The results of the methods piloted as part of Tasks 4-7 will be summarized in the second section of the Technical Memorandum started as part of Task 3.
3. Content included in this section of the technical memorandum will include:
 - a. The identification of which survey methods (e.g., hand-digging, vacuum-excavation, sample profiling, customer-verification, predictive modeling, etc.) worked the best, rate at which the survey methods yielded data, lessons learned, and best practices for future surveys,
 - b. A summary of findings and data collected, including tabular, figurative, and geographical presentation of results.
2. *Phase 3 – Service Line Inventory Completion Plan*: Develop a plan for Phase 3 of the LCRR Compliance Program, in which further field surveys will be completed by Contractor(s) procured via competitive bid. The plan will be summarized in the third section of the Technical Memorandum. Content included in this section of the technical memorandum will:
 - a. Establish the goals for Phase 3.
 - b. Prioritize neighborhoods and areas of the City to be surveyed as part of Phase 3. Include exhibits to cross-reference areas with the highest probability of LSLs, density of vulnerable populations (infants) based on readily available census data, and readily available socio-economic data.
 - c. Identify the degree to which survey methods (e.g., hand-digging, vacuum-excavation, sample profiling, customer-verification, predictive modeling, etc.) are to be used as part of Phase 3.
 - d. Discuss the approach to be used for procuring Contractors responsible for completing the Phase 3 field work.
 - e. Detail the division of responsibility and communication protocol between the City, Contractor, and Consultant Team.
 - f. Include a plan for quality control, observing the Contractors' work, and data management.
3. Conduct one (1) meeting with the City to discuss the results of the Pilot Study and one (1) meeting with the City to discuss the recommendations for Phase 3 implementation. These two meetings will be included as part of the 12 monthly progress meetings.
4. Provide one (1) draft Technical Memorandum Section 2, and later, one (1) draft Technical Memorandum Section 3 for City's review. Address one (1) round of comments for each of the two submittals, compiled and provided by the City. Submit one final report. Draft sections and the final report will be provided electronically.
5. Task Deliverables :
 - a. Technical Memorandum Section 2: Results of Pilot Study
 - b. Technical Memorandum Section 3: Phase 3 – Service Line Inventory Completion Plan

I. Task 9 – FUNDING APPLICATION – Support in applying for funding in the form of low interest loans and/or grants through the Texas Water Development Board.

1. Pre-application
 - a. FNI will prepare the Projection Information Form (PIF).
 - b. OWNER will provide data relevant to completion of the PIF to FNI.

- c. FNI will submit the PIF and assist the City in responding to any requests for information from the TWDB.
- 2. Application
 - a. FNI will participate in a pre-application conference with the TWDB and the City.
 - b. FNI will assist in the preparation of the application and submittal.
 - c. FNI will assist with responses to TWDB requests for information during the TWDB Application Administrative and Technical Reviews.
 - d. FNI will attend the TWDB Board meeting for funding commitment on behalf of the City.
- 3. Closing Process
 - a. FNI will provide input and guidance during the closing process and will coordinate with the TWDB and the City.

J. TASK 10 – DESKTOP CORROSIVITY & CORROSION CONTROL STUDY

Based on the observations in the City's *Lead and Copper Rule Revision Compliance Program – Phase 1: Initial Risk and Resource Screening Report*, FNI will conduct a study of the water system's sources to evaluate the historical fluctuation of water quality parameters (WQP) and current corrosivity of each source based on a new round of monitoring.

- 1. Historical Data Gathering: FNI will examine historical data over a period of 15 years to capture potential effects of regional weather conditions such as drought and heavy rains.
 - a. FNI will analyze data provided by City records and readily available public data for similar sources in the region from 2005 – 2020. Data provided by the City should include samples collected at entry points (water plants) and in the distribution system for: pH, alkalinity, calcium, conductivity, chloride, sulfate, ammonia, iron, aluminum, manganese, lead and copper.
 - b. Data will be analyzed to understand frequency and range of fluctuations, historical weather conditions will be included in the analysis.
- 2. Current WQP Monitoring: FNI will coordinate two new rounds of WQP monitoring.
 - a. Two sets of samples will be collected and analyzed: one during warm temperatures (Sept 2022 or May 2023), one during cooler temperatures (Oct 2022 – March 2023) to observe effects of temperature on corrosivity characteristics.
 - b. Samples will be collected at each of three points of entry, with locations selected to examine each treated source. These samples will be collected by the City and analyzed by the Consultant Team's contract laboratory.
 - c. Distribution locations – up to 7 sites will be chosen. Locations will be selected to:
 - i. Gain insight on the change in water quality from each source as it travels through distribution, and
 - ii. Observe water corrosivity at the sites where there is lead detected.
 - d. FNI will provide template communication materials to request customer participation. The communication for customer participation will be performed by the City.
 - e. Samples will be collected by the customer for lead and copper and by the Consultant's contract laboratory for all other analytes, as detailed below:

Location	Sampler	Analyte	Analysis
Hose bib	Contract Lab Sampler	pH	in field

Hose bib	Contract Lab Sampler	temperature	In field
Hose bib	Contract Lab Sampler	alkalinity	laboratory
Hose bib	Contract Lab Sampler	calcium	laboratory
Hose bib	Contract Lab Sampler	conductivity	laboratory
Hose bib	Contract Lab Sampler	chloride	laboratory
Hose bib	Contract Lab Sampler	sulfate	laboratory
Hose bib	Contract Lab Sampler	ammonia	laboratory
Hose bib	Contract Lab Sampler	iron	laboratory
Hose bib	Contract Lab Sampler	aluminum	laboratory
Hose bib	Contract Lab Sampler	manganese	laboratory
Kitchen Sink	Customer	lead	laboratory
Kitchen Sink	Customer	copper	laboratory

- i. Analysis in the field: pH, and temperature
- ii. Analysis in the laboratory: alkalinity, calcium, conductivity, chloride, sulfate, ammonia, iron, aluminum, manganese, lead and copper.

3. Corrosion Control Analysis Desktop Analysis

- a. Desktop Analyses will be performed to examine:
 - i. The range of corrosivity based on the full range of water quality parameters observed from the historical data review.
 - ii. The corrosivity of each treated water source,
 - iii. Changes to water corrosivity between the plants and distribution sites, and any observed correlation between corrosivity and seasonal temperature changes, or distance traveled through the distribution lines.
 - iv. Corrosivity of water at sites where lead is detected.
 - v. How adjustment of parameters such as pH and alkalinity can decrease corrosivity.
- b. For the evaluation of corrosivity FNI will use the Rothberg, Tamburini and Winsor (RTW, Tetra Tech) and Water!Pro models and following the current guidance of the TCEQ to evaluate the water corrosivity at 10°C and 25°C. The Langelier Index (LI), Ryznar Index (RI), Aggressive Index (AI), Calcium Carbonate Precipitation Potential (CCPP), and Chlorite to Sulfate Mass Ratio (CSMR) will also be calculated. Based on the results of these corrosivity indices at the defined temperatures, FNI will provide the City with a corrosivity determination (i.e., non-corrosive, slightly corrosive, or corrosive).

4. Results of the Desktop Evaluation of Corrosivity and Current Corrosion Control will be included in *the third* section of the Technical Memorandum started as part of Task 3. Content of this section will include:

- a. Summary of Data Observations:
 - i. Current water corrosivity determination,
 - ii. Range of observed corrosivity based on the extremes observed in historical water quality parameter data,
 - iii. Any observations between lead concentrations and water quality parameters,
 - iv. Observed effect of corrosivity based on seasonal temperature changes and

- v. Observed change in corrosivity between plant and distribution locations.
 - vi. Observations on the effect of adjusting water quality parameters
- b. Recommendations of potential solutions. Recommendations for further studies the City should consider, including:
 - i. Steps to implement any potential solutions,
 - ii. Examination of potential effects of the mitigation methods on utility operation, and other water quality considerations.
- c. FNI will also provide a template for communication to the customer for sharing the sampling results conducted during the study.
- d. FNI can incorporate the water quality profile sampling results into a Predictive Model as a Special Service.

Schedule and Fee

- a. The scope of work will be completed within 12 months of notice to proceed.
- b. Phase 2 services will be provided as a combination of basic services (lump sum compensation) and special services (cost-plus materials compensation), when authorized by the City. The level of effort is summarized as follows:

Phase 2	Basic (lump sum)	Special Services (cost-plus)
Task 1 – General Project Management and Meetings	\$141,053	
Task 2 – Initial Desktop Service Line Inventory	\$169,759	
Task 3 – Pilot Study Plan	\$62,625	
Task 4 – Pilot Field Survey	\$456,690	
Task 5 – Pilot Profile Sampling Program	\$37,843	
Task 6 – Pilot Customer-Verification Program		\$21,032
Task 7 – Predictive Modeling, Planning and Initial Implementation		\$64,274
Task 8 – Phase 3 Plan and Bid Documents	\$68,808	
Task 9 – Funding Application		\$21,087
Task 10 – Desktop Corrosivity Study	\$48,399	
Subtotal	\$986,177	\$106,393
Total	\$1,092,570	



APPLICATION FOR
BOARDS and COMMISSIONS

Name: Ryan Newlin

Address: _____

City: San Angelo State: TX Zip: 76901

Phone (Home): _____ (Office): 325 481 0500

Resident of San Angelo since: 2006 SMD: 5

Are you a registered voter of San Angelo? Yes: X No: _____

Occupation/Business Affiliation: Real Estate

Occupation/Business Address: 1722 W Ave N

Title/Position: owner

Email: _____

By executing this document, the applicant does hereby certify and affirm the truth and accuracy of the information contained herein. The applicant further authorizes the City Council, or its designee, to verify any information. The applicant agrees to release and hold harmless the City from all claims incident to the verification of information contained herein.

Applicant's Signature: [Signature] Date: 9/27/22

NOTE: This application is a public record. * Public Service opportunities are offered by the City of San Angelo without regard to race, color, national origin, religion, sex, or disability.

Return to: julia.antilley@cosatx.us or City of San Angelo, c/o City Clerk, 72 W. College, San Angelo, Texas 76903

Applying for:

- ☐ Airport Advisory Board
- ☐ Airport Zoning Board
- ☐ Animal Shelter Advisory Committee
- ☐ Civic Events Advisory Board
- ☐ Civil Service Commission
- ☐ Construction Board of Adjustment & Appeals
- ☐ Design & Historic Review Commission
- ☐ Economic Development Corporation
- ☐ Fairmount Cemetery Board
- ☐ Fort Concho Museum Board
- ☐ Keep San Angelo Beautiful Board
- ☐ Park Commission
- ☐ Parks & Recreation Advisory Board
- ☐ Planning Commission
- ☐ Public Art Commission
- ☒ Tax Increment Reinvestment Zone Board
- ☐ Water Advisory Board
- ☐ Zoning Board of Adjustment

Specific membership criteria requirements apply - see back page for more information.

Recommended by:

Brenda Gunter

Feel free to attach additional sheets, if necessary.

Based on your board selection, do you meet the membership criteria? X Yes ☐ No

If no, which criteria (see back page for board criteria): _____

Education and/or Professional Licenses: Texas Real Estate Brokers License
Real

Current Municipal and Civic Organization Memberships (position and dates): San Angelo Board of
Realtors / Home Builders Board of Directors

Previous Municipal Experience (position, location, and dates): -

What personal qualifications can you bring to this board? Experience w/ residential & commercial real estate

What is your personal vision for the City? For the city to thrive and bring in new business while keeping the small town charm

Why do you want to serve on this board? To serve the citizens & business owners of the city

Additional relevant information: _____

*The City Council adopted the Code of Ethics for members of the City Council and for the City's boards and commissions to assure public confidence in the integrity of local government and its effective and fair operation. Therefore, all Members shall comply with the laws of the nation, the State of Texas, and the City of San Angelo in the performance of their public duties. If you been convicted of a MISDEMEANOR or FELONY, and/or placed on probation, fined or given a suspended sentence such as pretrial diversion or deferred adjudication in court within the last ten years, disclosure of such should be forwarded under separate cover. For a complete copy of the Code of Ethics, contact the City Clerk.

REPORT TO MAYOR & MEMBERS OF CITY COUNCIL



Requestor: Julia Antilley, City Clerk, City Clerk, 325-657-4405

Meeting Date: October 4, 2022

Item type: Consent Item

Caption:

Discussion and confirmation of City Council Meeting dates in November, December, and January:

1. November dates are scheduled for November 1 and November 15
2. December is typically scheduled for the second Tuesday, December 13
3. January dates are scheduled for January 3 and January 17

Staff Recommendation:

Direction from Council

Summary/History:

1. November dates are scheduled for November 1 and November 15; neither should impact Veteran's Day (November 11) or Thanksgiving (November 24)
2. Typically, the one December meeting is scheduled for the second Tuesday (December 13); this date should have no impact on Christmas (December 25)
3. January dates are typically scheduled for January 3 and January 17
 - Agenda prep for January 3 occurs December 26-28, many will still be out for Christmas
 - Agenda prep for January 10 occurs January 2-4, city offices are closed January 2
 - Agenda prep for January 24 occurs January 16-18, city offices are closed January 16

After reviewing the upcoming council dates and council prep timelines (color coded copies are included with this item), the City Clerk's Office proposes two meetings in December and one January meeting (January 17). Otherwise, publishing deadlines will need to be extended beyond Wednesday, the week prior to each meeting.

Funding Source(s):

Financial Impact:

N/A

Other Information/Recommendation:

N/A

Attachments:

- | | |
|--------------------------------|---------------------------------|
| 1. Council Calendar - Option 1 | Council Calendar - Option 1.pdf |
| 2. Council Calendar - Option 2 | Council Calendar - Option 2.pdf |

3. Preferred Council Calendar - Option 3

Preferred Council Calendar - Option 3.pdf

Presentation:

Julia Antilley

Approvals/Reviews:

Julia Antilley

Created/Initiated

Council Calendar - Option 1

2022

COUNCIL DATES

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- November 1 - Council
- November 7-9, prep for 11/15
- November 15 - Council
- December 5 - 7, prep for 12/13
- December 13 - Council
- December 27 - 28, prep for 1/3

2023

IMPORTANT DATES

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- January 3 - Council
- January 9 - 11, prep for 1/17
- January 17 - Council
- January 30 - February 1 , prep for 2/7
- February 7 - Council
- February 13 - 15, prep for 2/21
- February 21 - Council

Council Calendar - Option 2

2022

COUNCIL DATES

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 1 - Council

November 7-9, prep for 11/15

November 15 - Council

December 5 - 7, prep for 12/13

December 13 - Council

January 3 - 4, prep for 1/10

2023

IMPORTANT DATES

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

January 10 - Council

January 17 - 18, prep for 1/24

January 24 - Council

January 30 - February 1, prep for 2/7

February 7 - Council

February 13 - 15, prep for 2/21

February 21 - Council

Preferred Council Calendar - Option 3

2022

COUNCIL DATES

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- November 1 - Council
- November 7-9, prep for 11/15
- November 15 - Council
- November 28 - 30, prep for 12/6
- December 6 - Council
- December 12 - 14, prep for 12/20
- December 20 - Council

2023

IMPORTANT DATES

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- January 9 - 11, prep for 1/17
- January 17 - Council
- January 30 - February 1 , prep for 2/7
- February 7 - Council
- February 13 - 15, prep for 2/21
- February 21 - Council