

**Jean Birmingham Council
Chambers, City Hall**
401 South Alamo
Marshall, TX 75670
903-935-4421



Members
Amy Ware, District 4 - Mayor
Risa Jordan-Anderson, District 1
Leo Morris, District 2
Dathaniel Campbell, District 3
Reba Godfrey, District 5
Amanda Abraham, District 6
Micah Fenton, District 7

PLEASE SILENCE ALL DEVICES
REGULAR CITY COUNCIL MEETING
February 27, 2025
6:00 PM

1. Call to Order and Roll Call

2. Invocation and Pledges

3. Citizen Comments

Texas Government Code, Sec. 551.007 requires that a governmental body must allow each member of the public who desires to address the body regarding an item on the agenda the opportunity to do so before or during the body's consideration of the item. The "Citizens Comments" portion of the meeting meets the requirements of this law and is the public's opportunity to speak on any item on the agenda. Those who wish to speak are requested to fill out a public comment form and will have three (3) minutes to speak unless additional time has been requested.

4. Items to be Withdrawn From Consent Agenda

5. Consent Agenda

The items on the Consent Agenda require little or no deliberation by the Council. Approval of the Consent Agenda authorizes the City Manager or his designee to proceed with conclusion of each in accordance with staff recommendations, a copy of which is filed with the minutes of the meeting. A Councilmember may remove items from the Consent Agenda by making such request prior to a motion and vote on the Consent Agenda.

- A. Consider approval of the minutes from the February 13, 2025 Regular Council meeting. (City Secretary)
- B. Consider approval of the minutes from the February 20, 2025 Special-Called meeting. (City Secretary)
- C. Consider approval of the 2025 interlocal agreement with Marshall Harrison County Health District. (Finance)
- D. Consider approval of the reappointment of a member to the Planning & Zoning Commission. (Planning)

6. Consideration of Items Withdrawn From the Consent Agenda

7. Ordinance

- A. **O-25-07** Consider approval of an ordinance amending the FY24 Annual Budget. (Finance)
- B. **O-25-08** Consider approval of an ordinance amending the FY25 Annual Budget. (Finance)

8. Resolution

- A. **R-25-06** Consider approval of a resolution authorizing the Police Department to apply for funding under the 2025 Justice Assistance Grant administered by the Office of the Governor. (Police)

9. Action Items for City Council Consideration

- A. Consider approval of a design task order for Halff to perform a complete master plan for the City's Water Treatment Facility (\$281,000). (Public Works)
- B. Consider approval to award the contract for Greenwood Cemetery Maintenance to Canseco Lawn & Tree in an amount not to exceed \$50,000. (Parks & Recreation)
- C. Consider action on approving or rejecting bids for the Capital Improvement Plan of Corrective Measure for the Marshall Police Department. (Support Services)

10. Discussion and Reports for City Council Consideration and Direction

- A. Presentation by property owner concerning 303 W. Burleson Street and presentation from Staff. (City Manager and Fire Chief)
- B. Marketing Marshall Program Presentation (Economic Development & Strategic Initiatives)
- C. Discussion regarding the calendar of events for the FY26 budget process. (Finance)
- D. Presentation of the City of Marshall Financial Report for the period ending December 31, 2024. (Finance)
- E. Presentation of the City of Marshall Investment Report Fourth Quarter 2024. (Finance)

11. Executive Session

- A. An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.074 Personnel Matters: Discuss or deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: City Manager

12. Action Item Following Executive Session

- A. Consider action regarding discussion from the executive session.

13. Adjournment

Posted: February 24, 2025

5:00 PM

N. Smith

This meeting will be conducted in accordance with the Americans with Disabilities Act. Requests for sign interpretive services will be available with at least 72-hour notice prior to the meeting. To make arrangements for these services, please call the City Secretary's Office at 903-935-4446.



TO: City Council
DATE: February 27, 2025
ITEM #: 5.A
SUBJECT: Consider approval of the minutes from the February 13, 2025 Regular Council meeting. (City Secretary)

Recommendation for Action: Consider approval of the minutes from the February 13, 2025, Regular Council meeting.

Executive Summary: Minutes from the Regular meeting held on February 13, 2025.

Budget Cost: N/A

Staff Contact: Nikki Smith, City Secretary

Attachments: 1. 2-13-25 Minutes

**Jean Birmingham Council
Chambers, City Hall**
401 South Alamo
Marshall, TX 75670
903-935-4421



Members
Amy Ware, District 4 - Mayor
Risa Jordan-Anderson, District 1
Leo Morris, District 2
Dathaniel Campbell, District 3
Reba Godfrey, District 5
Amanda Abraham, District 6
Micah Fenton, District 7

**MINUTES
PLEASE SILENCE ALL DEVICES
REGULAR CITY COUNCIL MEETING
February 13, 2025
6:00 PM**

1. Call to Order and Roll Call

Mayor Amy Ware called the Regular meeting to order in the Council Chambers, City Hall at 6:00 PM.

PRESENT:

Mayor and Council Members:

Mayor Amy Ware
Councilmember Leo Morris
Councilmember Reba Godfrey
Councilmember Amanda Abraham
Councilmember Micah Fenton
Councilmember Dathaniel Campbell
Councilmember Risa Jordan-Anderson

ADMINISTRATIVE STAFF PRESENT:

Melissa Vossmer, Interim City Manager David Rainwater, Fire Chief
Dawn Jones, Finance Director. Scott Rectenwald, City Attorney
Eric Powell, Public Works Director
Christol Hall, HR/Civil Service Director
Randy Pritchard, Support Services Director
Nikki Smith, City Secretary/Payroll Accountant
Reggie Cooper, Planning & Development Director
Marina Garcia-Heredia, Parks & Recreation Director
Anna Lane, Community & Neighborhood Services Director
Alex Agnor, Economic Development & Strategic Initiatives Director

2. Invocation and Pledges

Mayor Ware

3. Presentations & Proclamations

A. Presentation of the Employee of the Month - February (Employee Engagement Committee)

Demond Williams, Employee Engagement Committee, announced the Employee of the Month for February 2025, Kayla Moore, Public Works. The sponsor for the month of February is Patterson Dodge. Kayla Moore thanked the Council and her coworkers for the recognition.

B. Fire Chief's Commendation and Medal of Valor presentation. (Fire)

David Rainwater, Fire Chief, presented Fire Chief's Commendations to Tia Shepard, Stacy Roach, Jesus Aguilera and Luca Furguson and Medals of Valor to Joshua Dunn, Austin Smith, Jordy Gaddis and Luke Baker for their professionalism, courage, and heroism during a recent fire event, saving the lives fo a young mother and her infant.

4. Citizen Comments

Texas Government Code, Sec. 551.007 requires that a governmental body must allow each member of the public who desires to address the body regarding an item on the agenda the opportunity to do so before or during the body's consideration of the item. The "Citizens Comments" portion of the meeting meets the requirements of this law and is the public's opportunity to speak on any item on the agenda. Those who wish to speak are requested to fill out a public comment form and will have three (3) minutes to speak unless additional time has been requested.

Kenneth Moon, 807 Wood, spoke regarding damage at 704 & 706 S. Carter caused by a water line break on City property. Kenneth Moon provided information and pictures of the damage.

NOTE: WATER OFF AT 704 S. CARTER FOR MONTHS

What you see here is empirical evidence that the flooding and damage to properties at 704 and 706 S. Carter at black street was caused by a major water line break on city property. Not on private property. As a result, owners of these properties are entitled to restitution at a minimum. The city should dry out the foundation under these properties, which is causing rodent infestation that flourish under these conditions and foundation damage.

NOW WHAT ARE THESE PICTURES PROVING?

Pictures numbers 1, 2, 3, 4, and 5. Rapid water flooding from black street. This +line break, causing water to flow under 706 S. Carter, then proceeding under 704 S. Carter.

Picture number 6. Standing water on back of 706 S. Carter from under house.

Picture number 7, 8, and 9. Standing water from under house at 704 S. Carter.

Picture number 9. Picture if you look closely shows water level on foundation block under 704 S. Carter. Approximately a foot of water.

Picture number 10. Showing water flowing in front of 704 and 706 S. Carter through water meter onto Carter street curb, onto Moore street drain.

Picture number 11. Showing water flowing down 704 S. Carter far side driveway onto Carter street, then down to Moore street drain.

Picture number 1A. Flooding on Elm street at Sanford. Citizens need update on corrective measures on improving flooding conditions in the area.

Picture number 1B. Water meter leaking at Wood Street between Field street and University. This problem has been going on for quite a while. City unable to correct problem. A drainage plan for Wood Street needed.



Cleveland Keys, 503 S. Carter, spoke regarding drainage issues on the 700 block of Youngsdale Street, ditches that need to be cleaned of debris, a demolished storm sewer, and a street that is in need of repair.

Carolyn Johnson, 706 S. Carter, experienced flooding at her residence for almost a week from drainage being backed up from a water line break on city property.

5. Items to be Withdrawn From Consent Agenda

Mayor Ware made a motion to pull item 6C from the Consent Agenda. Councilmember Godfrey seconded the motion, which passed by a vote of 7:0.

Item 6B was withdrawn from the Consent Agenda.

6. Consent Agenda

The items on the Consent Agenda require little or no deliberation by the Council. Approval of the Consent Agenda authorizes the City Manager or his designee to proceed with conclusion of each in accordance with staff recommendations, a copy of which is filed with the minutes of the meeting. A Councilmember may remove items from the Consent Agenda by making such request prior to a motion and vote on the Consent Agenda.

Councilmember Abraham made a motion to approve the Consent Agenda. Councilmember Godfrey seconded the motion, which passed by a vote of 7:0.

- A. Consider approval of a correction to the minutes from the January 16, 2025 Special-Called Council meeting. (City Secretary)

- D. Consider approval of authorization to the Finance Director to execute, on behalf of the City, a Master Interlocal Purchasing Agreement with the North Central Texas Council of Governments (NCTCOG) for participation in TXShare. (Finance)
- E. **R-25-04** Consider approval of a resolution adopting the City of Marshall 2025 Investment Policy. (Finance)
- F. Consider approval of the renewal of a contract for supply and delivery of various chemicals at Water Treatment Plant (Brenntag Southwest) (Maximum budget impact \$622,165). (Public Works)
- G. Consider approval of a contract for a Chief Wastewater Plant Operator (\$75,000). (Public Works)

7. Consideration of Items Withdrawn From the Consent Agenda

- B. Consider approval of the minutes from the January 23, 2025 Regular Council meeting. (City Secretary)
Councilmember Godfrey made a motion to approve the minutes from the January 23, 2025, Regular Council meeting with the addition of item 11A being updated to show as requested by Councilmembers Morris and Godfrey. Councilmember Abraham seconded the motion, which passed by a vote of 7:0.
- C. Consider approval of a lease with American Tower Corporation. (Support Services)
 This item was withdrawn from the Consent Agenda.

8. Ordinance

- A. **O-25-05** Consider approval of an Ordinance amending Ordinance O-24-19 adopting the FY25 Annual Budget. (Finance)
 Krisitna Hamilton, Assistant Director of Finance, provided information regarding the need to amend the FY 25 Annual Budget to cover unforeseen expenses for urgent issues at the wastewater treatment plant at a cost of \$713,000 from the Water & Wastewater Utility fund balance, and the allocation of \$378,000 from the Municipal Drainage Utility fund balance to finance the creation of a Municipal Drainage Utility Master Plan.

 Councilmembers asked questions and discussed.

Councilmember Godfrey made a motion to approve O-25-05, an Ordinance amending Ordinance O-24-19 adopting the FY25 Annual Budget. Councilmember Abraham seconded the motion, which passed by a vote of 7:0.
- B. **O-25-06** Consider an amendment to Ordinance O-24-26 clarifying the section of Hollis Taylor to a one-way street from east to west. (Police and Public Works)
 Eric Powell, Public Works Director, stated this amendment had been requested after Councilwoman Jordan-Anderson brought to light some confusion regarding the traffic flow

for the drop-off/pick-up lines for the school. Eric Powell stated signs and signals can be ordered and installed after the passage of the amendment.

Councilmember Godfrey made a motion to approve O-25-06, an amendment to Ordinance O-24-26 clarifying the section of Hollis Taylor to a one-way street from east to west. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 7:0.

9. Resolution

- A. **R-25-05** Consider approval of a resolution regarding support of Marshall Depot, Inc. and efforts to look long-term with the development of a comprehensive plan for the future care and stability of the Marshall Depot facility. (Councilmembers Godfrey & Morris)
- Melissa Vossmer, Interim City Manager, stated this item is a follow-up from the January council meeting. Melissa Vossmer reminded the Council of the requests from Marshall Depot, Inc. The Resolution suggests that Marshall Depot Inc. establish a broad-based and focused working Committee through the development of a Comprehensive Plan and the City will give consideration to participating in this effort through Council involvement and/or direction to Staff. Melissa Vossmer stated the Council sponsors of this item have also asked that consideration be given to providing water and sewer services to the Marshall Depot at no cost. However, the City cannot provide this service at no charge per the Texas Constitution and a case from the Texas Supreme Court. As a result, the draft will need to be modified by removing section 4.

Councilmembers asked questions about the current processes and procedures of the depot and made suggestions for ways the City could assist Marshall Depot, Inc. in their endeavors.

Christina Anderson spoke regarding the upcoming construction and upgrades to be done at the train depot in Marshall, Texas. Council suggested upgrades to signage and possibly partnering with the Parks Department for a play area for kids.

Councilmember Godfrey made a motion to approve R-25-05, a resolution regarding support of Marshall Depot, Inc. and efforts to look long-term with the development of a comprehensive plan for the future care and stability of the Marshall Depot facility with the deletion of Section 4 and renumbering of Section 5 to Section 4. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 7:0.

10. Action Items for City Council Consideration

- A. Consider approval of a Memorandum of Understanding between Harrison County Sheriff's Office Fire Marshal Division and Marshall Fire Department Fire Marshal's Office for mutual aid in fire inspections and investigations. (Fire)
- David Rainwater requested approval of a Memorandum of Understanding (MOU) between the Harrison County Sheriff's Office Fire Marshal Division and the Marshall Fire Department Fire Marshal's Office to establish a mutual aid agreement for fire inspections and investigations. This MOU allows the City and County to meet service needs, can be renewed annually, sets jurisdiction, has no financial obligation and can be canceled at any

time.

Councilmember Godfrey made a motion to approve a Memorandum of Understanding between Harrison County Sheriff's Office Fire Marshal Division and Marshall Fire Department Fire Marshal's Office for mutual aid in fire inspections and investigations. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 7:0.

- B. Consider approval of Phase 1 of the City wide Drainage Master Plan update (\$387,118). (Public Works)

Eric Powell provided a history of the Drainage Master Plan stating a Request for Qualification was sent out in late 2022 to support the City in updating the plan, resulting in Freese and Nichols, Inc. (FNI) being selected. In late 2023, the Phase 1 approach was finalized for inventory, collection, database and mapping, timeframe, and identifying key areas for work needing to be done. Phase 1 for Happy Hollow Creek is budgeted at \$387,118.

Councilmembers asked questions regarding the number of phases, timetable for deliverables and what is included, and how the selection process works for prioritizing the work to be done.

Eric Powell stated the City is seeking state funding to help offset some of the costs through the Flood Infrastructure Fund, which we rank 44th on the list, placing us in a very good position to receive funding.

Mat Leclair, Freese and Nichols, Inc., provided information regarding the location of the various areas Happy Hollow Creek branches out to and where drainage issues may occur.

Councilmembers engaged in further discussion regarding the methods for the selection process of areas with drainage problems, the models showing the flow of water, and action plans in the interim of having the Drainage Master Plan in effect.

Councilmember Godfrey made a motion to approve Phase 1 of the City wide Drainage Master Plan update (\$387,118). Councilmember Campbell seconded the motion, which passed by a vote of 7:0.

- C. Consider approval of an emergency procurement for WWTP Final Clarifier (\$713,000). (Public Works)

Cory Owen, Assistant Director of Public Works, stated the secondary clarifier went out of service in January and costs for the initial required repairs, trough & scum box replacement, and trough supports would be approximately \$713,000.

Councilmember Godfrey made a motion to approve an emergency procurement for WWTP Final Clarifier (\$713,000). Councilmember Campbell seconded the motion, which passed by a vote of 7:0.

- D. Consider approval of design task order for Halff to prepare technical bid documents for the procurement and a new 500HP vertical turbine pump at Raw Water (\$98,700). (Public Works)

Cory Owen asked for approval of a design task order allowing Halff to evaluate, scan and analyze the pump in order to put together the bid packet at a cost of approximately \$98,700.

Councilmembers asked questions regarding the reasoning for the study and funding for the pump.

A budget amendment will be requested at the next meeting for the funding of this item as it was an unforeseen event due to two pumps going out of service in September 2024 after the budget approval.

Councilmember Godfrey made a motion to approve Consider approval of design task order for Halff to prepare technical bid documents for the procurement and a new 500HP vertical turbine pump at Raw Water (\$98,700). Councilmember Campbell seconded the motion, which passed by a vote of 7:0.

- E. Consider cancelation or rescheduling of the March 13th Council Meeting. (City Secretary) Nikki Smith, City Secretary, stated this item was placed on the agenda for the Council to decide if they would like to cancel or reschedule the March 13, 2025, meeting, given this meeting falls during the Marshall ISD Spring Break week and the numerous special-called meetings planned for the City Manager search.

Melissa Vossmer added that there are also plans for Council work sessions coming up in March 2025.

Councilmember Campbell made a motion to cancel the March 13th Council Meeting. Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 7:0.

11. Discussion and Reports for City Council Consideration and Direction

- A. Update regarding Greenwood and Marshall Cemetery. (Parks & Recreation/Councilmembers Godfrey & Morris)
Marina Garcia-Heredia, Parks and Recreation Director, provided background information regarding the care and maintenance of the cemeteries. Marina Garcia-Heredia stated she is working on a contract for the maintenance and care of the Greenwood Cemetery for April through October instead of a full year due to budget constraints. Marina Garcia-Heredia provided estimates for pathways and fencing for both cemeteries.

Councilmembers asked questions regarding the quotes for the pathways and discussed options for assistance in funding the upkeep of the cemeteries.

- B. Update regarding Capital Improvement Projects. (Parks & Recreation)
Marina Garcia-Heredia provided an update on the work being accomplished at Airport Park, stating the drainage and turfing, and lighting are complete, with other areas nearing completion. The completion date has been moved due to weather delays. Marina Garcia-Heredia stated there are still pending needs at Airport Park, such as parking lot repair, restroom upgrades and scoreboards.

Marina Garcia-Heredia presented information regarding the playground improvements in the city parks and pending needs. The signage will have to be rebid because the company the contract was awarded to has gone out of business. Marina Garcia-Heredia highlighted the work for the CIP part of Smith Park is complete and the CDBG part is still in progress.

A ribbon-cutting for Lions Park will be held on Tuesday, February 18th at 10:00 AM and for City Park on Thursday, February 20th at 10:00 AM.

- C. Update\Overview regarding Municipal Drainage Utility (MDU). (Councilmembers Godfrey & Morris)
This item was withdrawn.
- D. Discussion and Direction on Establishing a Time for the Special Council Meeting Scheduled for February 20, 2025. (City Manager)
Melissa Vossmer stated the City Council has established a schedule in support of hiring the next City Manager. The schedule calls for a Special Council Meeting to be held on Thursday, February 20th, but a time needs to be selected.

Council agreed to start the meeting at 6:00 PM.

- E. Discussion and Direction to Finalize the Interview Schedule and Activities for the City Manager Candidates. (City Manager)
Melissa Vossmer stated an option is being presented for meetings for a day and a half, assuming five candidates, but we can do six. Direction is needed to set the days of the meetings.

After discussion Council decided to have the meetings on March 4th and 5th, both meetings starting at 8:15 AM, and the public reception on March 4th at 6:00 PM.

Council also determined they would like the candidates to provide a 20-30 minute presentation during their one-hour interview, allowing for questions and answers after.

12. Executive Session

Councilmember Abraham made a motion to convene in Executive Session.

Councilmember Godfrey seconded the motion, which passed by a vote of 7:0.

- A. An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.074 Personnel Matters: Discuss or deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: City Manager
- B. An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.074 Personnel Matters: Discuss or deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: City Secretary. (Councilmembers Godfrey & Morris)

Council reconvened from Executive Session at 9:32 PM.

13. Action Item Following Executive Session

- A. Consider action regarding discussion from executive session.
Councilmember Godfrey made a motion to raise the City Secretary's salary to \$74,000 per year. Councilmember Abraham seconded the motion, which passed by a vote of 7:0.

14. Adjournment

Councilmember Campbell made a motion to adjourn. Councilmember Godfrey seconded the motion, which passed by a vote of 7:0.

APPROVED:

Mayor of the City Council
of the City of Marshall, Texas

ATTEST:

City Secretary



TO: City Council
DATE: February 27, 2025
ITEM #: 5.B
SUBJECT: Consider approval of the minutes from the February 20, 2025 Special-Called meeting. (City Secretary)

Recommendation for Action: Consider approval of the minutes from the February 20, 2025, Special-Called Council meeting.

Executive Summary: Minutes from the February 20, 2025, Special-Called Council meeting.

Budget Cost:

Staff Contact:

Attachments: 1. 2-20-2025 Minutes

**Jean Birmingham Council
Chambers, City Hall**
401 South Alamo
Marshall, TX 75671
903-935-4421



Members
Amy Ware, District 4 - Mayor
Risa Jordan-Anderson, District 1
Leo Morris, District 2
Dathaniel Campbell, District 3
Reba Godfrey, District 5
Amanda Abraham, District 6
Micah Fenton, District 7

MINUTES
PLEASE SILENCE ALL DEVICES
SPECIAL-CALLED CITY COUNCIL MEETING
February 20, 2025
6:00 PM

1. Call to Order and Roll Call

Mayor Amy Ware called the Special-Called meeting to order in the Council Chambers, City Hall at 06:03 PM.

PRESENT:

Mayor and Council Members:

Mayor Amy Ware
Councilmember Reba Godfrey
Councilmember Amanda Abraham
Councilmember Risa Jordan-Anderson

ADMINISTRATIVE STAFF PRESENT:

Cliff Carruth, Police Chief
Nikki Smith, City Secretary
Alex Agnor, Assistant City Manager
Randy Pritchard, Support Services Director

2. Citizen Comments

Texas Government Code, Sec. 551.007 requires that a governmental body must allow each member of the public who desires to address the body regarding an item on the agenda the opportunity to do so before or during the body's consideration of the item. The "Citizens Comments" portion of the meeting meets the requirements of this law and is the public's opportunity to speak on any item on the agenda. Those who wish to speak are requested to fill out a public comment form and will have three (3) minutes to speak unless additional time has been requested.

There were no citizen comments.

3. Executive Session

Councilmember Godfrey made a motion to convene into the Executive Session.
Councilmember Jordan-Anderson seconded the motion, which passed by a vote of 4:0.
The time was 6:05 PM

- A. An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.074 Personnel Matters: Discuss and select finalists for the position of City Manager.
Councilmembers Campbell and Fenton attended the Executive Session virtually.

Councilmember Morris arrived for the Executive Session at 6:09 PM.

Councilmember Abraham made a motion to reconvene from the Executive Session. Councilmember Godfrey seconded the motion, which passed by a vote of 7:0. The time was 7:22 PM.

Councilmembers Campbell and Fenton ended their virtual sessions at this point in the meeting.

4. Adjournment

Councilmember Godfrey made a motion to adjourn. Councilmember Morris seconded the motion, which passed by a vote of 5:0.

APPROVED:

Mayor of the City Council
of the City of Marshall, Texas

ATTEST:

City Secretary



TO: City Council
DATE: February 27, 2025
ITEM #: 5.C
SUBJECT: Consider approval of the 2025 interlocal agreement with Marshall Harrison County Health District.
(Finance)

Recommendation for Action: Staff recommends Council approve the attached 2025 interlocal agreement with Marshall Harrison County Health District.

Executive Summary: The proposed interlocal agreement for 2025 aims to formalize the collaboration between the City of Marshall and Marshall Harrison County Health District, ensuring the continuation and enhancement of essential public health services.

Budget Cost: \$68,940 Annual, to be paid in 12 monthly installments of \$5,745

Staff Contact: Kristina Hamilton, Assistant Director of Finance

Attachments: 1. 2025 Interlocal Agreement Marshall Harrison County Health District

**INTERLOCAL AGREEMENT
REGARDING
MARSHALL-HARRISON COUNTY HEALTH DISTRICT**

**THE STATE OF TEXAS
KNOW ALL MEN BY THESE PRESENTS:
CITY OF MARSHALL**

This Agreement is made and entered into on this 19 day of February, 2025, by and between City Of Marshall, Texas (hereinafter referred to as the "CITY") and Marshall-Harrison County Health District (hereinafter referred to as the "DISTRICT"). The effective date of this Agreement shall be January 1, 2025 and shall terminate on December 31, 2025.

WHEREAS, the DISTRICT is a Public Health District established by the CITY and Harrison County (hereinafter sometimes collectively referred to as the "MEMBERS") pursuant to the Local Public Health Reorganization Act, Tex. Health & Safety Code Ann. § 121.001 et seq. (hereinafter referred to as the ACT); and,

WHEREAS, the MEMBERS of the DISTRICT have previously entered into a Cooperative Agreement as required by the ACT; and,

WHEREAS, by the execution of this Agreement, the MEMBERS wish to accomplish certain modifications of the Cooperative Agreement and to address issues relating to functions being carried out for third parties by the DISTRICT as an independent contractor.

NOW, THEREFORE, for and in consideration of the mutual promises and covenants contained herein, CITY and DISTRICT agree as follows:

1. The CITY shall continue to provide funding to the DISTRICT on an annual basis consistent with the budgeted funds available for such purposes. The MEMBERS shall provide such funds as they deem, in their sole discretion, to be necessary and appropriate for carrying out the public health responsibilities of the MEMBERS. The amount of funding to be paid by the City for the year 2025 is \$68,940.00, which shall be paid in monthly installments of \$5,745.00. The funds provided by the MEMBERS shall be used to pay the cost for staff salaries, trainings, supplies, suitable offices, health and clinic centers, health services and facilities, and maintenance to the extent that such costs are incurred in connection with the provision of public health functions authorized to be carried out by the MEMBERS.
2. Any person employed by the DISTRICT shall be considered an employee of the DISTRICT and shall not be an employee of the CITY. The DISTRICT shall pay any employee benefits and shall obtain workers' compensation insurance coverage, naming the CITY as co-insured.
3. The DISTRICT has the right to sue and be sued and may retain its own legal counsel. The DISTRICT may contract with attorneys who are retained or employed by the CITY to the extent that such employment does not create a conflict of interest that would require counsel to be disqualified from representing the CITY.
4. The DISTRICT shall have the right, as an independent contractor, to contract with third parties for the provision of health services outside the scope of the services provided by the DISTRICT on behalf of the MEMBERS. To the extent that the DISTRICT engages in such activities, the DISTRICT shall obtain a contractual agreement with such third parties limiting the DISTRICT's tort and contractual liability to the consideration paid by the third party otherwise indemnifying the DISTRICT and the MEMBERS from any and all claims which may arise out of the services provided to such third parties.

5. As per the Local Public Health Reorganization Act, Tex. Health & Safety Code Ann. §121.006, the DISTRICT shall have the right to adopt ordinances or rules to charge fees for public health services. As such, the control of such fees will be at the discretion of the DISTRICT and in accordance with State guidelines.
6. The DISTRICT shall maintain the following insurance coverages for the duration of this Agreement:
 - a. Workers' Compensation and Employers Liability Insurance, as required by law;
 - b. Commercial General Liability:
 1. Bodily Injury and Property Damage \$1,000,000 each occurrence
 2. Combined \$1,000,000 aggregate
 - c. Public Officials and Employee Liability Insurance \$500,000 limit of liability.
7. The CITY is to be included as additional insured on all liability policies. The DISTRICT shall provide the MEMBERS with a Certificate of Insurance evidence compliance with the requirements of Paragraph 6.
8. When insurance is provided, Certificates of Insurance are to be issued to the MEMBERS and shall include the following information:
 - a. Name of insurance company providing coverages and policy numbers;
 - b. Type and limits of coverage;
 - c. Policy period (includes effective and expiration dates);
 - d. Statement in Remarks Section of Certificate, if not otherwise provided for on Certificate, that general liability assumed by the insured in contracts with the other party;
 - e. A statement guaranteeing thirty (30) days notice, if policies are canceled or significantly changed before the expiration date;
 - f. Name, address and telephone number of the insurance agent, broker or company and signature of authorized representative; and,
 - g. Description of operations, locations, vehicles, restrictions, special items and remarks.
9. The DISTRICT may own and acquire real and/or personal property to the extent permitted by the ACT; however, the MEMBERS shall have the right and privilege to perform and conduct audits of the funds received and disbursed by the DISTRICT.

EXECUTED this _____ day of _____, 2025, at Marshall, Harrison County, Texas.

CITY OF MARSHALL, TEXAS

By: _____
Melissa Vossmer, Interim City Manager

Attest: _____
Nikki Smith, City Secretary

MARSHALL-HARRISON COUNTY HEALTH DISTRICT

By: _____
Jennifer Hancock, RN, Executive Director

THE STATE OF TEXAS

CITY OF MARSHALL

BEFORE ME, the undersigned authority, on this day personally appeared **Melissa Vossmer**, known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that she executed the same on behalf of **CITY OF MARSHALL, TEXAS**, a political subdivision of the State of Texas, for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, 2025.

Notary Public in and for the State of Texas

THE STATE OF TEXAS

CITY OF MARSHALL

BEFORE ME, the undersigned authority, on this day personally appeared **Jennifer Hancock, RN, Executive Director**, is known to me to be the person and officer whose name is subscribed to the foregoing instrument and acknowledged to me that she executed the same on behalf of **MARSHALL-HARRISON COUNTY HEALTH DISTRICT**, a public health district, for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, 2025.

Notary Public in and for the State of Texas



TO: City Council
DATE: February 27, 2025
ITEM #: 5.D
SUBJECT: Consider approval of the reappointment of a member to the Planning & Zoning Commission. (Planning)

Recommendation for Action: Approve reappointment to the Planning and Zoning Commission.

Executive Summary: Requesting approval of the reappointment of LaDarius Carter to the Planning & Zoning Commission.

Budget Cost: 0

Staff Contact: Reggie Cooper, Planning Director

Attachments: 1. Ladarius P-Z Application

City of Marshall
Application for Appointment to City Boards and Committees

Name of Board or Committee to which you are applying: Planning and Zoning

Note: A person may serve on only two (2) City boards or committees at one time.

Name: Mr. Carter LaDarius D.
(Title) (Last) (First) (Middle)

Permanent Residence Address: 205 Lynbrook St. Marshall TX 75672
(Street) (City) (State) (Zip Code)

Preferred Mailing Address: _____
(If different from above) (Street) (City) (State) (Zip Code)

Preferred Phone and Fax: 903-241-0212
(Phone) (Fax)

Email Address: ladariusdcarter@gmail.com

Occupation: Realtor

Employer: Self/Fathom Realty Title: Realtor/Team Lead

Are you a registered voter in the City of Marshall? ☒ Yes ☐ No

Are you a resident of the City of Marshall? ☒ Yes ☐ No

Length of residence: 21 yrs In which District do you reside? 4 + 6

Do you, your spouse or your employer have any financial interest, direct or indirect in any contract with the City of Marshall?
☐ Yes ☒ No

If Yes, please explain: _____

Do you, your spouse or your employer have any financial interest, directly or indirectly, in the sale to the City of any land, materials, supplies or service?
☐ Yes ☒ No

If Yes, please explain: _____

Do you, your spouse or your employer have any financial interest, directly or indirectly, in matters that might come before the Board or Committee to which you are seeking appointment?
☐ Yes ☒ No

If Yes, please explain: _____

Convictions: Have you ever been convicted of violating any federal, state or municipal law, regulation or ordinance? ☐ Yes ☒ No

If so, give details. Do not include traffic violations. _____

Continued on Page 2

Name: LaDarius Carter

BACKGROUND

Education: B.A. - Mass Communication - ETBU (2010)

Professional: Real Estate, Minsky, Healthcare, Administration

Volunteer Experience/Community Service: City Commission, Child Welfare Board, Multiple others

Areas of interest: _____

Please specify membership on any other governmental Board or Committee.

List all Boards, Commissions, Corporations, Non-Profit Entities, Agencies, or other Entities of which you are currently a member and/or officer and/or employed by, and give the title and dates of any position that you have held in such organization.

Organization: Parks Advisory Board

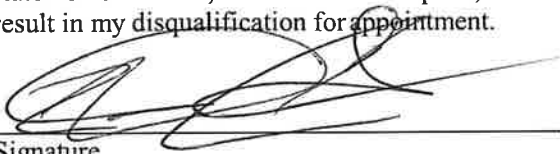
Title: Chair Dates: 2022 - Present

Organization: Marshall Housing Authority Board

Title: Member Dates: 2023 - Present

Reasons for Seeking Appointment: Please attach a brief narrative outlining your interests and qualifications for seeking appointment. You may also add a résumé or additional information.

I have read and understand the instructions and appointment process. The foregoing and any attached statements are true, accurate and complete; and I agree that any misrepresentation or omission of facts may result in my disqualification for appointment.


Signature

1/31/25
Date

FILE COMPLETED FORM WITH CITY SECRETARY'S OFFICE BY DEADLINE FOR PROCESSING

Marshall City Secretary
ATTN: Nikki Smith
401 S. Alamo
Marshall, Texas 75670

(Original copy will be on file in the City Secretary's Office for 12 months.)

Note: Information provided on this form is public and subject to the Texas Public Information Act (Government Code Chapter 552)



TO: City Council
DATE: February 27, 2025
ITEM #: 7.A
SUBJECT: **O-25-07** Consider approval of an ordinance amending the FY24 Annual Budget. (Finance)

Recommendation for Action: Staff recommends City Council to approve the ordinance amending O-23-18 FY2024 Annual Budget.

Executive Summary: Staff are proposing an amendment to the FY24 budget to accommodate expenses related to the one-time stipend approved by City Council. This adjustment would utilize a portion of previously unbudgeted interest-earned revenue, along with a small portion of the fund balance, to cover the costs. This approach is intended to provide the necessary funding while minimizing the impact on existing services and maintaining financial stability.

Budget Cost: \$190,875

Staff Contact: Kristina Hamilton, Assistant Director of Finance

Attachments:

1. Ordinance Amending the FY24 Annual Budget
2. Amendment Detail by General Ledger Account

ORDINANCE NO. _____

**AN ORDINANCE AMENDING ORDINANCE NO. 0-23-18 TO AMEND THE
2024 ANNUAL BUDGET OF THE CITY OF MARSHALL, TEXAS**

WHEREAS, on September 28, 2023 the City of Marshall, Texas passed Ordinance No. O-23-18 adopting the 2024 annual budget; and

WHEREAS, the City of Marshall, Texas desires to amend the 2024 annual budget to account for additional revenue received and expenditures incurred for the payment of a one-time stipend, which were not included in the original budget;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARSHALL THAT:

The appropriations for the fiscal year beginning January 1, 2024 and ending December 31, 2024 be amended to provide funds needed for anticipated expenses:

General Fund - \$ 145,031	
Interest Earned	(\$145,031)
Salary & Benefits Expenses	\$145,031
Hotel Occupancy Tax Fund - \$ 748	
Interest Earned	(\$748)
Salary & Benefits Expenses	\$748
Water & Wastewater Utility Fund - \$ 42,102	
Interest Earned	(\$42,102)
Salary & Benefits Expenses	\$42,102
Municipal Drainage Utility Fund - \$ 2,993	
Use of Fund Balance	(\$2,993)
Salary & Benefits Expenses	\$2,993

Vote:

PASSED, APPROVED, AND ADOPTED this 27th day of February, 2025.

MAYOR OF THE CITY COUNCIL
OF THE CITY OF MARSHALL, TEXAS

ATTEST:

CITY SECRETARY

FUND 1 - GENERAL FUND	GL ACCOUNT		AMOUNT
INTEREST EARNED	01-5100-12-00	\$	145,031
SALARIES OFFICIALS & ADMIN	01-0101-01-08	\$	400
SALARIES OFFICIALS & ADMIN	01-0101-02-10	\$	800
SALARIES OFFICIALS & ADMIN	01-0101-03-22	\$	800
SALARIES OFFICIALS & ADMIN	01-0101-05-51	\$	360
SALARIES OFFICIALS & ADMIN	01-0101-06-01	\$	800
SALARIES OFFICIALS & ADMIN	01-0101-07-90	\$	800
SALARIES OFFICIALS & ADMIN	01-0101-14-83	\$	600
SALARIES OFFICIALS & ADMIN	01-0101-16-80	\$	800
SALARIES OFFICIALS & ADMIN	01-0101-17-77	\$	800
SALARIES OFFICIALS & ADMIN	01-0101-17-78	\$	800
SALARIES-PROFESSIONAL	01-0102-02-10	\$	1,200
SALARIES-PROFESSIONAL	01-0102-02-12	\$	1,100
SALARIES-PROFESSIONAL	01-0102-03-22	\$	1,600
SALARIES-PROFESSIONAL	01-0102-03-23	\$	4,000
SALARIES-PROFESSIONAL	01-0102-03-24	\$	1,600
SALARIES-PROFESSIONAL	01-0102-03-25	\$	200
SALARIES-PROFESSIONAL	01-0102-04-32	\$	8,000
SALARIES-PROFESSIONAL	01-0102-05-51	\$	360
SALARIES-PROFESSIONAL	01-0102-06-05	\$	800
SALARIES-PROFESSIONAL	01-0102-06-06	\$	800
SALARIES-PROFESSIONAL	01-0102-14-84	\$	800
SALARIES-PROFESSIONAL	01-0102-14-85	\$	800
SALARIES-PROFESSIONAL	01-0102-15-63	\$	800
SALARIES-PROFESSIONAL	01-0102-16-80	\$	800
SALARIES-PROFESSIONAL	01-0102-16-81	\$	800
SALARIES-PROFESSIONAL	01-0102-17-77	\$	1,600
SALARIES-TECHNICIAN	01-0103-03-23	\$	4,000
SALARIES-TECHNICIAN	01-0103-03-24	\$	3,200
SALARIES-TECHNICIAN	01-0103-04-32	\$	2,400
SALARIES-TECHNICIAN	01-0103-14-83	\$	800
SALARIES-TECHNICIAN	01-0103-15-61	\$	200
SALARIES-TECHNICIAN	01-0103-15-62	\$	1,600
SALARIES-TECHNICIAN	01-0103-15-64	\$	800
SALARIES-TECHNICIAN	01-0103-16-82	\$	800
SALARIES-PROTECTIVE SERVICE	01-0104-03-22	\$	800
SALARIES-PROTECTIVE SERVICE	01-0104-03-23	\$	10,000
SALARIES-PROTECTIVE SERVICE	01-0104-03-24	\$	5,600
SALARIES-PROTECTIVE SERVICE	01-0104-04-31	\$	1,600
SALARIES-PROTECTIVE SERVICE	01-0104-04-32	\$	16,000
SALARIES-OFFICE & CLERICAL	01-0106-01-04	\$	600
SALARIES-OFFICE & CLERICAL	01-0106-02-10	\$	1,600
SALARIES-OFFICE & CLERICAL	01-0106-02-12	\$	1,600
SALARIES-OFFICE & CLERICAL	01-0106-03-22	\$	7,600
SALARIES-OFFICE & CLERICAL	01-0106-03-24	\$	1,600
SALARIES-OFFICE & CLERICAL	01-0106-04-32	\$	200

FUND 1 - GENERAL FUND	GL ACCOUNT		AMOUNT
SALARIES-OFFICE & CLERICAL	01-0106-05-51	\$	720
SALARIES-OFFICE & CLERICAL	01-0106-07-90	\$	800
SALARIES-OFFICE & CLERICAL	01-0106-15-61	\$	200
SALARIES-OFFICE & CLERICAL	01-0106-15-62	\$	200
SALARIES-OFFICE & CLERICAL	01-0106-15-63	\$	800
SALARIES-OFFICE & CLERICAL	01-0106-16-80	\$	800
SALARIES-OFFICE & CLERICAL	01-0106-17-77	\$	3,200
SALARIES-OFFICE & CLERICAL	01-0106-17-78	\$	800
SALARIES-SKILLED CRAFT	01-0107-05-52	\$	2,000
SALARIES-SKILLED CRAFT	01-0107-14-83	\$	800
SALARIES-SERVICE MAINTENANCE	01-0108-05-52	\$	3,600
SALARIES-SERVICE MAINTENANCE	01-0108-06-05	\$	800
SALARIES-SERVICE MAINTENANCE	01-0108-06-06	\$	800
SALARIES-SERVICE MAINTENANCE	01-0108-06-08	\$	800
SALARIES-SERVICE MAINTENANCE	01-0108-14-83	\$	6,200
SALARIES-SERVICE MAINTENANCE	01-0108-14-84	\$	800
SALARIES-SERVICE MAINTENANCE	01-0108-16-82	\$	400
SALARIES-PART/TIME & HOURLY	01-0110-03-22	\$	400
SALARIES-PART/TIME & HOURLY	01-0110-06-08	\$	200
SALARIES-PART/TIME & HOURLY	01-0110-14-85	\$	500
SALARIES-PART/TIME & HOURLY	01-0110-17-77	\$	400
TMRS	01-0122-01-04	\$	102
TMRS	01-0122-01-08	\$	68
TMRS	01-0122-02-10	\$	614
TMRS	01-0122-02-12	\$	409
TMRS	01-0122-03-22	\$	1,842
TMRS	01-0122-03-23	\$	3,071
TMRS	01-0122-03-24	\$	2,047
TMRS	01-0122-03-25	\$	34
TMRS	01-0122-04-32	\$	34
TMRS	01-0122-05-51	\$	246
TMRS	01-0122-05-52	\$	955
TMRS	01-0122-06-01	\$	136
TMRS	01-0122-06-05	\$	273
TMRS	01-0122-06-06	\$	273
TMRS	01-0122-06-08	\$	136
TMRS	01-0122-07-90	\$	273
TMRS	01-0122-14-83	\$	1,433
TMRS	01-0122-14-84	\$	273
TMRS	01-0122-14-85	\$	136
TMRS	01-0122-15-61	\$	68
TMRS	01-0122-15-62	\$	307
TMRS	01-0122-15-63	\$	273
TMRS	01-0122-15-64	\$	136
TMRS	01-0122-16-80	\$	409
TMRS	01-0122-16-81	\$	136

<u>FUND 1 - GENERAL FUND</u>	GL ACCOUNT		AMOUNT
TMRS	01-0122-16-82	\$	205
TMRS	01-0122-17-77	\$	955
TMRS	01-0122-17-78	\$	273
FIREMEN RELIEF & RETIREMENT	01-0132-04-31	\$	349
FIREMEN RELIEF & RETIREMENT	01-0132-04-32	\$	5,755
FICA-SALARY	01-0133-01-04	\$	46
FICA-SALARY	01-0133-01-08	\$	31
FICA-SALARY	01-0133-02-10	\$	275
FICA-SALARY	01-0133-02-12	\$	207
FICA-SALARY	01-0133-03-22	\$	658
FICA-SALARY	01-0133-03-23	\$	261
FICA-SALARY	01-0133-03-24	\$	273
FICA-SALARY	01-0133-03-25	\$	15
FICA-SALARY	01-0133-04-31	\$	23
FICA-SALARY	01-0133-04-32	\$	398
FICA-SALARY	01-0133-05-51	\$	110
FICA-SALARY	01-0133-05-52	\$	428
FICA	01-0133-06-01	\$	61
FICA	01-0133-06-05	\$	122
FICA	01-0133-06-06	\$	122
FICA-SALARY	01-0133-06-08	\$	77
FICA-SALARY	01-0133-07-90	\$	122
FICA-SALARY	01-0133-14-83	\$	643
FICA-SALARY	01-0133-14-84	\$	122
FICA-SALARY	01-0133-14-85	\$	99
FICA-SALARY	01-0133-15-61	\$	31
FICA-SALARY	01-0133-15-62	\$	138
FICA-SALARY	01-0133-15-63	\$	122
FICA-SALARY	01-0133-15-64	\$	61
FICA-SALARY	01-0133-16-80	\$	184
FICA-SALARY	01-0133-16-81	\$	61
FICA-SALARY	01-0133-16-82	\$	92
FICA-SALARY	01-0133-17-77	\$	459
FICA-SALARY	01-0133-17-78	\$	122
<u>FUND 3 - HOTEL OCCUPANCY TAX FUND</u>	GL ACCOUNT		AMOUNT
INTEREST EARNED	03-5100-06-09	\$	748
SALARIES - PROFESSIONAL	03-0102-06-09	\$	600
TMRS	03-0122-06-09	\$	102
FICA-SALARY	03-0133-06-09	\$	46

FUND 40 - WATER & SEWER FUND

	GL ACCOUNT		AMOUNT
INTEREST EARNED	40-5100-20-40	\$	42,102
SALARIES-OFFICIAL & ADMIN	40-0101-20-41	\$	440
SALARIES-PROFESSIONAL	40-0102-20-41	\$	1,240
SALARIES-PROFESSIONAL	40-0102-20-46	\$	800
SALARIES-PROFESSIONAL	40-0102-20-47	\$	400
SALARIES-TECHNICIAN	40-0103-20-42	\$	800
SALARIES-OFFICE & CLERICAL	40-0106-20-41	\$	880
SALARIES-OFFICE & CLERICAL	40-0106-20-46	\$	3,000
SALARIES-SKILLED CRAFT	40-0107-20-42	\$	4,600
SALARIES-SKILLED CRAFT	40-0107-20-43	\$	3,600
SALARIES-SKILLED CRAFT	40-0107-20-44	\$	6,400
SALARIES-SKILLED CRAFT	40-0107-20-46	\$	2,400
SALARIES-SERVICE MAINTENANCE	40-0108-20-43	\$	8,400
SALARIES-SERVICE MAINTENANCE	40-0108-20-44	\$	800
TMRS	40-0122-20-41	\$	437
TMRS	40-0122-20-42	\$	921
TMRS	40-0122-20-43	\$	2,047
TMRS	40-0122-20-44	\$	1,228
TMRS	40-0122-20-46	\$	1,058
TMRS	40-0122-20-47	\$	68
FICA-SALARY	40-0133-20-41	\$	196
FICA-SALARY	40-0133-20-42	\$	413
FICA-SALARY	40-0133-20-43	\$	918
FICA-SALARY	40-0133-20-44	\$	551
FICA-SALARY	40-0133-20-46	\$	474
FICA-SALARY	40-0133-20-47	\$	31

FUND 84 - MUNICIPAL DRAINAGE UTILITY

	GL ACCOUNT		AMOUNT
USE OF FUND BALANCE	84-5500-20-48	\$	2,993
SALARIES-SKILLED CRAFT	84-0107-20-48	\$	1,600
SALARIES-SERVICE MAINTENANCE	84-0108-20-48	\$	800
TMRS	84-0122-20-48	\$	409
FICA	84-0133-20-48	\$	184



TO: City Council
DATE: February 27, 2025
ITEM #: 7.B
SUBJECT: **O-25-08** Consider approval of an ordinance amending the FY25 Annual Budget. (Finance)

Recommendation for Action: Staff recommends City Council adopt an ordinance amending O-24-19 FY25 Annual Budget.

Executive Summary: Seeking approval to amend the annual fiscal budget by carrying over funds for ongoing infrastructure, public safety, and city service projects delayed due to scheduling and other factors, ensuring their completion without disruption. Additionally, allocating funds for anticipated expenditures not captured in the current fiscal budget addresses operational needs, increased service demands, and rising costs in key areas like public safety and facility maintenance, ensuring continued efficiency and quality in city services.

Budget Cost: See Attached

Staff Contact: Kristina Hamilton, Assistant Director of Finance

Attachments:

1. Ordinance Amending the FY25 Annual Budget
2. FY24 Carryover Requests
3. FY25 Anticipated Expenditures not Captured in the Current Budget

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 0-24-19 TO AMEND THE
2025 ANNUAL BUDGET OF THE CITY OF MARSHALL, TEXAS

WHEREAS, on September 26, 2024 the City of Marshall, Texas passed Ordinance No. O-24-19 adopting the 2025 annual budget; and

WHEREAS, the City of Marshall, Texas desires to amend the 2025 annual budget to provide funding for projects initiated in FY24 but not fully completed, utilize fund balance in Federal Grants – ARPA/CFRG, and for additional revenue and expenditures anticipated, which were not included in the original budget;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARSHALL THAT:

The appropriations for the fiscal year beginning January 1, 2025 and ending December 31, 2025 be amended to provide funds needed for unanticipated expenses:

FUND 1 - GENERAL FUND	
USE OF FUND BALANCE	\$ (341,169)
PRINTING & REPRODUCTION	\$ 1,425
CONTRACTED SERVICES - ARTISTS	\$ 15,000
CONTRACTED SERVICES - ARTISTS	\$ 13,513
PROFESSIONAL SERVICES	\$ 22,227
PROFESSIONAL SERVICES	\$ 31,950
PROFESSIONAL SERVICES	\$ 15,000
DATA IMPROVEMENTS	\$ 30,000
DATA IMPROVEMENTS	\$ 18,904
DATA IMPROVEMENTS	\$ 6,913
REPAIR & MAINTENANCE OF GROUNDS	\$ 1,690
IMPROVEMENTS - ARENA	\$ 2,852
SOFTWARE - LICENSE/MAINTENANCE	\$ 180,449
AMMUNITION	\$ 1,246
USE OF FUND BALANCE	\$ (361,775)
CONTINGENCY	\$ 15,000
SOFTWARE - LICENSE/MAINTENANCE	\$ 35,000
CIVIL SERVICE TESTING	\$ 20,950
SOFTWARE - LICENSE/MAINTENANCE	\$ 6,000
DUES & SUBSCRIPTIONS	\$ 4,496
SOFTWARE - LICENSE/MAINTENANCE	\$ 5,820
SOFTWARE - LICENSE/MAINTENANCE	\$ 3,800
SOFTWARE - LICENSE/MAINTENANCE	\$ 6,300
SOFTWARE - LICENSE/MAINTENANCE	\$ 6,500
CONFERENCE & TRAINING	\$ 17,500
CONFERENCE & TRAINING	\$ 3,600
CONTRACTED SERVICES	\$ 20,000
UTILITIES - CELLULAR/WIFI	\$ 10,000
UTILITIES - INTERNET SERVICES	\$ 25,000
UTILITIES - ELECTRICAL SERVICES	\$ 100,000
IMPROVEMENTS - IT INFRASTRUCTURE	\$ 20,000
SOFTWARE - LICENSE/MAINTENANCE	\$ 33,000
SOFTWARE - LICENSE/MAINTENANCE	\$ 28,809
DONATIONS MCH EVENTS	\$ (20,000)
CONTRACTED SERVICES - ARTISTS	\$ 20,000
FUND 3 - HOTEL OCCUPANCY TAX FUND	
USE OF FUND BALANCE	\$ (122,000)
REPAIR & MAINTENANCE OF BUILDINGS	\$ 122,000

<u>FUND 40 - WATER & SEWER FUND</u>	
USE OF FUND BALANCE	\$ (175,000)
PROFESSIONAL SERVICES	\$ 175,000
USE OF FUND BALANCE	\$ (1,922,369)
MACHINERY & EQUIPMENT	\$ 1,300,000
MACHINERY & EQUIPMENT	\$ 500,000
SOFTWARE - LICENSE/MAINTENANCE	\$ 31,000
SOFTWARE - LICENSE/MAINTENANCE	\$ 25,000
SOFTWARE - LICENSE/MAINTENANCE	\$ 20,300
SOFTWARE - LICENSE/MAINTENANCE	\$ 6,069
UTILITIES - ELECTRICAL SERVICES	\$ 25,000
UTILITIES - ELECTRICAL SERVICES	\$ 15,000
 <u>FUND 43 - LEOSE FUNDS - POLICE & FD</u>	
USE OF FUND BALANCE	\$ (5,000)
CONFERENCE & TRAINING	\$ 5,000
 <u>FUND 68 - MARSHALL PET ADOPTION CENTER</u>	
USE OF FUND BALANCE	\$ (2,500)
FOOD - ANIMAL	\$ 2,500
 <u>FUND 70 - GRANTS - FEDERAL</u>	
USE OF FUND BALANCE	\$ (713,919)
IMPROVEMENTS - WATER MAINS	\$ 15,855
IMPROVEMENTS - SEWER MAINS	\$ 151,201
IMPROVEMENTS - WATER PRODUCTION	\$ 96,987
IMPROVEMENTS - LIFT STATIONS	\$ 378,744
IMPROVEMENTS - WASTEWATER TREATMENT PLANT	\$ 71,132
FEDERAL GRANT REVENUE	\$ (10,500)
MACHINERY & EQUIPMENT	\$ 7,389
SMALL TOOLS & MINOR EQUIPMENT	\$ 3,111

Vote:

PASSED, APPROVED, AND ADOPTED this 13th day of February, 2025.

MAYOR OF THE CITY COUNCIL
OF THE CITY OF MARSHALL, TEXAS

ATTEST:

CITY SECRETARY

	GL ACCOUNT	AMOUNT	DEPARTMENT	JUSTIFICATION
<u>FUND 1 - GENERAL FUND</u>				
USE OF FUND BALANCE	01-5500-12-00	\$ (341,169)		
PRINTING & REPRODUCTION	01-0324-06-05	\$ 1,425	EDSI/MAIN STREET	CARRYOVER OF DONATION FUNDS FOR BUARD TRAIL
CONTRACTED SERVICES - ARTISTS	01-0316-06-06	\$ 15,000	EDSI/MCH	CARRYOVER OF SPONSORSHIPS FUNDS COLLECTED IN 2024 FOR PRODUCTIONS IN 2025
CONTRACTED SERVICES - ARTISTS	01-0316-06-06	\$ 13,513	EDSI/MCH	CARRYOVER OF DONATION FUNDS COLLECTED IN 2024 FOR PRODUCTIONS IN 2025
PROFESSIONAL SERVICES	01-0305-06-09	\$ 22,227	EDSI/TOURISM	CARRYOVER OF FUNDS FOR POCKET PLAZA ENGINEERING/ARCHITECTURAL SERVICE
PROFESSIONAL SERVICES	01-0305-14-83	\$ 31,950	PARKS & REC/PARKS	CARRYOVER FOR STEPHENS ENGINEERING FOR INDOOR HITTING FACILITY
PROFESSIONAL SERVICES	01-0305-14-83	\$ 15,000	PARKS & REC/PARKS	CARRYOVER FOR HAYES ENGINEERING FOR CIP PROJECTS AT AIRPORT PARK
DATA IMPROVEMENTS	01-0421-03-22	\$ 30,000	POLICE/SPECIAL SERVICES	CARRYOVER DONATION FUNDS FROM TEXAS EASTERN 911 UNSPECIFIED USE
DATA IMPROVEMENTS	01-0421-03-22	\$ 18,904	POLICE/SPECIAL SERVICES	CARRYOVER DONATION FUNDS FROM TEXAS EASTERN 911 FOR DISPATCH
DATA IMPROVEMENTS	01-0421-03-22	\$ 6,913	POLICE/SPECIAL SERVICES	CARRYOVER DONATION FUNDS FROM TEXAS EASTERN 911 FOR DISPATCH
REPAIR & MAINTENANCE OF GROUNDS	01-0364-14-85	\$ 1,690	PARKS & REC/GOLF COURSE	CARRYOVER DONATION FUNDS FOR USE AT GOLF COURSE
IMPROVEMENTS - ARENA	01-0436-14-84	\$ 2,852	PARKS & REC/ARENA	CARRYOVER DONATION FUNDS FOR USE AT ARENA
SOFTWARE - LICENSE/MAINTENANCE	01-0466-02-10	\$ 180,449	FINANCE/ACCOUNTING	CARRYOVER OF FUNDS DESIGNATED FOR ERP IMPLEMENTATION (HARRIS SMART FUSION)
AMMUNITION	01-0224-03-23	\$ 1,246	POLICE/PATROL	CARRYOVER FOR BACKORDERED AMMUNITION FOR OFFICERS
<u>FUND 3 - HOTEL OCCUPANCY TAX FUND</u>				
USE OF FUND BALANCE	03-5500-06-09	\$ 122,000	SUPPORT SERVICES/BUILDINGS	
REPAIR & MAINTENANCE OF BUILDINGS	03-0340-06-09	\$ 122,000	SUPPORT SERVICES/BUILDINGS	CARRYOVER OF FUNDS APPROVED 10/24/24 FOR REPAIRS TO CONVENTION CENTER FOUNDATION (PSI)
<u>FUND 40 - WATER & SEWER FUND</u>				
USE OF FUND BALANCE	40-5500-20-40	\$ 175,000	FINANCE/WATER BILLING	
PROFESSIONAL SERVICES	40-0305-20-46	\$ 175,000	FINANCE/WATER BILLING	CARRYOVER OF FUNDS APPROVED 10/24/24 FOR ODA OVERAGE FOR WATER METERS (PSI)
<u>FUND 70 - GRANTS - FEDERAL</u>				
USE OF FUND BALANCE	70-5500-20-41-CFRG	\$ 713,919	PUBLIC WORKS	
IMPROVEMENTS - WATER MAINS	70-0411-20-41-CFRG	\$ 15,855	PUBLIC WORKS	CARRYOVER OF ENCUMBERED ARPA FUNDS
IMPROVEMENTS - SEWER MAINS	70-0412-20-41-CFRG	\$ 151,201	PUBLIC WORKS	CARRYOVER OF ENCUMBERED ARPA FUNDS
IMPROVEMENTS - WATER PRODUCTION	70-0419-20-41-CFRG	\$ 96,987	PUBLIC WORKS	CARRYOVER OF ENCUMBERED ARPA FUNDS
IMPROVEMENTS - LIFT STATIONS	70-0448-20-41-CFRG	\$ 378,744	PUBLIC WORKS	CARRYOVER OF ENCUMBERED ARPA FUNDS
IMPROVEMENTS - WASTEWATER TREATMENT PLANT	70-0478-20-41-CFRG	\$ 71,132	PUBLIC WORKS	CARRYOVER OF ENCUMBERED ARPA FUNDS

	GL ACCOUNT	ADOPTED BUDGET	AMENDED AMOUNT	AMENDED BUDGET	JUSTIFICATION
<u>FUND 1 - GENERAL FUND</u>					
USE OF FUND BALANCE	01-5500-12-00	\$ 1,243,912	\$ 361,775	\$ 1,605,687	
CONTINGENCY	01-0720-01-04	\$ 25,000	\$ 15,000	\$ 40,000	CITY MANAGER CONTINGENCY
SOFTWARE - LICENSE/MAINTENANCE	01-0466-02-10	\$ -	\$ 35,000	\$ 35,000	SOFTWARE - CLEARGOV CONTRACT & FINANCIALS EXPANSION
CIVIL SERVICE TESTING	01-0382-07-90	\$ 20,950	\$ 20,950	\$ 41,900	ADDITIONAL FUNDS NEEDED FOR PROMOTIONAL TESTING
SOFTWARE - LICENSE/MAINTENANCE	01-0466-07-90	\$ 28,000	\$ 6,000	\$ 34,000	SOFTWARE - PMAM POLICY
DUES & SUBSCRIPTIONS	01-0346-01-03	\$ 1,000	\$ 4,496	\$ 5,496	LEXUSNEXIS SUBSCRIPTION
SOFTWARE - LICENSE/MAINTENANCE	01-0466-04-32	\$ -	\$ 5,820	\$ 5,820	SOFTWARE - TARGET SOLUTIONS
SOFTWARE - LICENSE/MAINTENANCE	01-0466-04-32	\$ -	\$ 3,800	\$ 3,800	SOFTWARE - PMAM POLICY
SOFTWARE - LICENSE/MAINTENANCE	01-0466-04-32	\$ -	\$ 6,300	\$ 6,300	SOFTWARE - CODE3 STRATEGIST
SOFTWARE - LICENSE/MAINTENANCE	01-0466-04-32	\$ -	\$ 6,500	\$ 6,500	SOFTWARE - ALADTEC
CONFERENCE & TRAINING	01-0345-04-32	\$ 30,142	\$ 17,500	\$ 47,642	ADDITIONAL FUNDING NEEDED TO (2) PERSONNEL TO ATTEND PARAMEDIC TRAINING
CONFERENCE & TRAINING	01-0345-04-32	\$ 30,142	\$ 3,600	\$ 33,742	ADDITIONAL FUNDING NEEDED TO (2) PERSONNEL TO ATTEND FIRE ACADEMY
CONTRACTED SERVICES	01-0316-14-83	\$ -	\$ 20,000	\$ 20,000	HIGHWAY 59 MEDIAN CONTRACT
UTILITIES - CELLULAR/WIFI	01-0304-12--00	\$ 62,936	\$ 10,000	\$ 72,936	ADDITIONAL FUNDS NEEDED TO COVER UTILITIES, BASED ON FY24 USAGE
UTILITIES - INTERNET SERVICES	01-0307-12-00	\$ 22,000	\$ 25,000	\$ 47,000	ADDITIONAL FUNDS NEEDED TO COVER UTILITIES, BASED ON FY24 USAGE
UTILITIES - ELECTRICAL SERVICES	01-0337-16-82	\$ 299,000	\$ 100,000	\$ 399,000	ADDITIONAL FUNDS NEEDED TO COVER UTILITIES, BASED ON FY24 USAGE
IMPROVEMENTS - IT INFRASTRUCTURE	01-0421-16-81	\$ 85,700	\$ 20,000	\$ 105,700	FUNDS NEEDED TO COVER EXPENSE RELATED TO UPGRADES MANDITATED BY CHANGE IN OPEN
SOFTWARE - LICENSE/MAINTENANCE	01-0466-03-22	\$ 3,066	\$ 33,000	\$ 36,066	SOFTWARE - FLOCK SAFETY
SOFTWARE - LICENSE/MAINTENANCE	01-0466-03-22	\$ 3,066	\$ 28,809	\$ 31,875	SOFTWARE - NEW IN BLUE
DONATIONS MCH EVENTS	01-5135-06-06	\$ -	\$ 20,000	\$ 20,000	EDSI/MCH
CONTRACTED SERVICES - ARTISTS	01-0316-06-06	\$ 85,000	\$ 20,000	\$ 105,000	EDSI/MCH
			\$ -	\$ -	
<u>FUND 40 - WATER & SEWER FUND</u>					
USE OF FUND BALANCE	40-5500-20-40	\$ 781,458	\$ 1,922,369	\$ 2,703,827	
MACHINERY & EQUIPMENT	40-0440-20-42	\$ 51,750	\$ 1,300,000	\$ 1,351,750	RAW WATER PUMP STATION UPGRADES
MACHINERY & EQUIPMENT	40-0440-20-44	\$ 872,000	\$ 500,000	\$ 1,372,000	TRICKLING FILTER #1
SOFTWARE - LICENSE/MAINTENANCE	40-0466-20-46	\$ -	\$ 31,000	\$ 31,000	SOFTWARE - KAMSTRUP LEAK DETECTION
SOFTWARE - LICENSE/MAINTENANCE	40-0466-20-46	\$ -	\$ 25,000	\$ 25,000	SOFTWARE - READY (METER READING SOFTWARE)
SOFTWARE - LICENSE/MAINTENANCE	40-0466-20-46	\$ -	\$ 20,300	\$ 20,300	SOFTWARE - H2O ANALYTICS (ONLINE CUSTOMER PORTAL)
SOFTWARE - LICENSE/MAINTENANCE	40-0466-20-46	\$ -	\$ 6,069	\$ 6,069	SOFTWARE - SPMR
UTILITIES - ELECTRICAL SERVICES	40-0337-20-42	\$ 340,000	\$ 25,000	\$ 365,000	ADDITIONAL FUNDS NEEDED TO COVER UTILITIES, BASED ON FY24 USAGE
UTILITIES - ELECTRICAL SERVICES	40-0337-20-44	\$ 350,000	\$ 15,000	\$ 365,000	ADDITIONAL FUNDS NEEDED TO COVER UTILITIES, BASED ON FY24 USAGE
			\$ -	\$ -	
<u>FUND 43 - LEASE FUNDS - POLICE & FD</u>					
USE OF FUND BALANCE	43-5500-03-22	\$ -	\$ 5,000	\$ 5,000	
CONFERENCE & TRAINING	43-0345-03-22	\$ 5,000	\$ 5,000	\$ 10,000	ADDITIONAL FUNDS NEEDED FOR REQUIRED CONFERENCE & TRAINING FOR OFFICERS
			\$ -	\$ -	
<u>FUND 68 - MARSHALL PET ADOPTION CENTER</u>					
USE OF FUND BALANCE	68-5500-03-25	\$ -	\$ 2,500	\$ 2,500	
FOOD - ANIMAL	68-0207-03-25	\$ 1,000	\$ 2,500	\$ 3,500	ADDITIONAL FUNDING NEEDED TO COVER ANTICIPATED EXPENSES
			\$ -	\$ -	
<u>FUND 70 - GRANTS - FEDERAL</u>					
FEDERAL GRANT REVENUE	70-4200-03-23-TECH	\$ -	\$ 10,500	\$ 10,500	FEDERAL GRANT FROM ETCOG
MACHINERY & EQUIPMENT	70-0496-03-23-TECH	\$ -	\$ 7,389	\$ 7,389	BREACHING KIT
SMALL TOOLS & MINOR EQUIPMENT	70-0218-03-23-TECH	\$ -	\$ 3,111	\$ 3,111	THERMAL IMAGING EQUIPMENT
			\$ -	\$ -	



TO: City Council
DATE: February 27, 2025
ITEM #: 8.A
SUBJECT: **R-25-06** Consider approval of a resolution authorizing the Police Department to apply for funding under the 2025 Justice Assistance Grant administered by the Office of the Governor. (Police)

Recommendation for Action: Approve Resolution authorizing the Police Department to apply for and accept a grant from the Office of The Governor under the 2025 MPD Technology Grant Program.

Executive Summary: The Police Department is requesting authorization to apply for and accept funding for an electronic key control system. This system will allow for increased efficiency and accountability for keys issued by the Police Department. This would include car keys, building keys, etc. The system will be purchased entirely using funds from this grant program, at no cost to the City other than already existing internet connections. Installation and maintenance will be accomplished by City staff.

Budget Cost: \$13,784 provided by the grant program

Staff Contact: Cliff Carruth - Chief of Police

Attachments:

1. Revised Sales Invoice Quote #21294 for Key-Box 9500 SC Key System
2. key-box_9500_sc_for_law_enforcement-c_0
3. Resolution MPD Technology Grant



TIME ACCESS SYSTEMS INC.

501 - 20170 STEWART CRESCENT, MAPLE RIDGE, BC V2X 0T4
TEL: 604-460-8670 FAX: 604-460-8690
 www.timeaccessinc.com Email: sales@timeaccessinc.com

Invoice
21294

SALES ORDER / INVOICE / Quotation

B I L L T O
 Marshall Police Department
 2101 East End Blvd North
 Marshall, Texas
 USA

S H I P T O
 Marshall Police Department
 2101 East End Blvd North
 Marshall, Texas
 USA
 Attention: Lt. William M. Hoffman Jr.

Contact: Lt. William M. Hoffman Jr. Phone: (903) 935-4552 Fax/Email: _____

ORDER DATE		CUSTOMER ORDER NO.		TAS REP.	X	PREPAID & CHG.	SHIP VIA
Jan. 14 2025				James Albanese		COLLECT	Fedex
						PREPAID	
QUANTITY	ITEM	DESCRIPTION				UNIT PRICE	EXTENSION
1	A	Key-Box 9500 SC sereis 98 key slot capacity key management system The system includes PIN entry keypad, 98 x Locking intelligent key fobs, 98 x tamper proof key rings and a 3 Year limited warranty (1st year parts/labour 2nd &3rd years labour only)				\$13,995.00	\$13,995.00
							
1	B	Card Access Reader /Firmware to accept Customer existing access HID cards				\$1,295.00	\$1,295.00
							
1	C	KeyWin 6 Pro On Premise Software license with no annual license fees				NO Charge	NO Charge
							
		Note The Key-Box 9500 SC series key systems are very easy to set up by your in-house IT personal, and we provide unlimited free technical support to your staff if required while setting up the systems. In 95% of installations our clients across North America have set up their own systems without any difficulty whatsoever					

SPECIAL INSTRUCTIONS		Special 15% To All Law Enforcement Discount in North America		TOTAL	\$15,290.00
*Please Note Our payment terms are payment required prior to shipping of orders We accept Visa, Master Card, American Express or Electronic Bank Funds Transfer or Company Cheque sent in prior to shipping of order **Delivery to your site is approx. 1- 2 x weeks from date of order as all systems are built per clients requirements				15% Disc	-\$2,293.50
				SUBTOTAL	\$12,996.50
				SHIPPING & HANDLING	\$788.00
				INSTALLATION	
				13% HST Tax	N/A Export
F.O.B. MAPLE RIDGE		OUR PAYMENT TERMS ARE VISA, MASTERCARD, AMERICAN EXPRESS, COMPANY CHEQUE, BANK DRAFT OR BANK TRANSFERS.		5% GST Tax	N/A Export
X AUTHORIZED SIGNATURE		25% RESTOCKING FEE ON ALL RETURNS AND CANCELLED ORDERS. GOODS CAN BE RETURNED WITHIN 5 DAYS OF RECEIPT OF ORDER. A 25% RESTOCKING FEE WOULD APPLY IF GOODS RETURNED IN ORIGINAL CONDITION AND PACKAGING. IF GOODS RETURNED NOT IN THEIR ORIGINAL PACKAGING OR ARE DAMAGED WE HAVE THE RIGHT TO REFUSE RETURNED ITEMS. AFTER 5 DAYS OF RECEIPT OF GOODS ALL SALES ARE FINAL. GOODS REMAIN THE PROPERTY OF THE VENDOR UNTIL PURCHASE PRICE PAID IN FULL.		7% Sales Tax	N/A Export
				TOTAL \$13,784.50	
				All Pricing in US Funds	

THANK YOU FOR YOUR ORDER



9500 SC series

Key Management Systems

**Secure Key Management Solutions
for Law Enforcement and Organizations**

Key-Box

Proudly Distributed by
Time Access Systems Inc

Toll Free Line 1-877-460-9602



**Key Control Solutions
for Law Enforcement**



Never Lose Track of Your Valuable Keys Again!

Key Management
Solutions with
Accountability
24/7



Affordable Key Systems for Businesses/Organizations

www.keyboxsystems.com

Superior Key Control with Key-Box One Simple Solution

Key-Box

Improve Your Key/Asset Security

The Key-Box Key Management Systems offer complete key management in one intelligent scalable solution

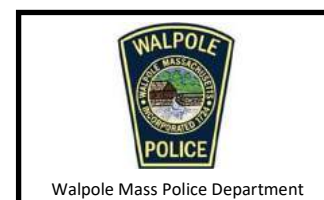
- Gain complete control over your keys in your facilities
- Improve efficiency of all key transactions/activities
- Control access to facilities, vehicles, valuables/assets
- Stop all unauthorized access to keys and facilities
- Prevent and control key loss and costly rekeying's
- Eliminate time-consuming regulatory logging
- Manage all key access and reporting with powerful and versatile key-Box KeyWin 5 Pro Software

State of The Art Key Management Solutions for Law Enforcement



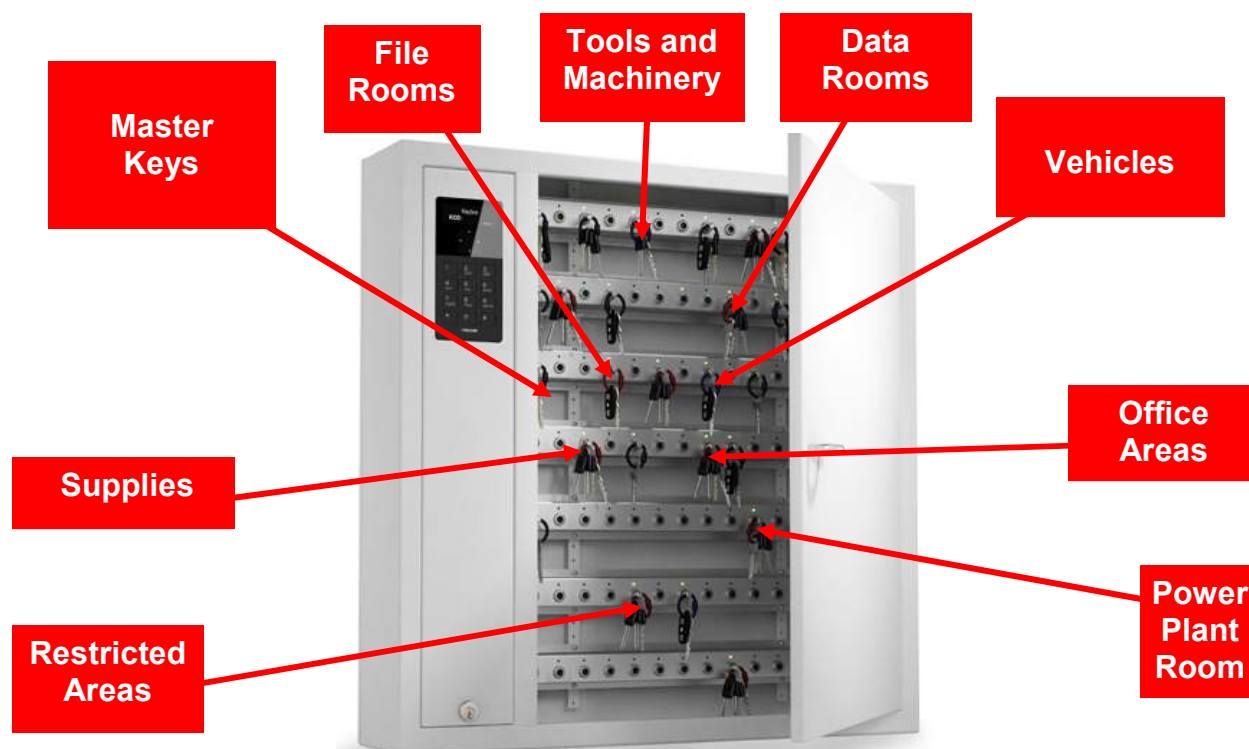
Key-Box Key Management Systems are in many Law Enforcement Facilities across North America

Listed below are just a few of our valued Law Enforcement clients that use our Key Management Systems



Affordable Key Management Systems for Law Enforcement

Key-Box Intelligent Key/Asset Management for all Types of Businesses and Organizations



***For Storing/Securing All
Businesses / Organizations
Facility/Asset Keys***



9500 SC Series

The Key-Box software provides a full audit trail and real time reporting, detailing who has used each set of keys and when. As a result, staff become more accountable and our customers have found that keys are returned at the end of shifts. This leads to reduce security requirements, with less loss, damage and liability

Benefits

- Manage, control and report on the use of facility and asset keys
- Identify when keys are taken and returned, and by whom
- Restrict access to specific site and facility keys for staff and contractors
- Improve shift start-ups by ensuring important keys are always in place and ready to use
- Completely remove the need for manual key issue
- Reduce losses and damage by making users fully accountable
- Fully scalable to accommodate any number of keys
- 24/7 Audit trails of all key activities.

Do you know where your valuable facilities keys are? With Key-Box automated key systems you'll always know where your keys are 24/7!

North America's Most Affordable Key Management Systems

Key-Box 9500 SC Series Key Cabinet

Do you know where your valuable facilities keys are? With Key-Box automated key systems you'll always know where your keys are 24/7!



Key-Box

9500 SC Series



9400 SC Series is powered by KeyWin 6 Pro Standard Software at No Charge!

The 9500 SC Series key cabinets offer a choice between a capacity of 14 to 98 key slots and includes durable solid metal intelligent locking key fobs. The 9500 SC Series can be easily upgraded by adding expansion key strip modules with 14 keys each, and will increase the number of keys managed by a single system to 588. An unlimited number of keys can be managed by networking. A complete range of options and accessories are available for the 9500 SC Series

North America's Most Affordable Key Management Systems

Key-Box state of the art automated key cabinet systems have been designed to provide a quick and easy method of issuing and controlling keys. In addition, Key-Box provides instant information as to the current user of a key, the previous user as well as a full history of the keys usage. Key-Box can also restrict access to individual keys thus enabling cost effective and efficient management of keys, reducing losses as well as time and energy trying to locate misplaced/lost keys

**Our Exclusive
Secure-Lock**



**Solid Metal Intelligent
Key fobs are Standard on
all Key-Box Key Systems**

Intelligent Key Management Solutions For All Facilities

Affordable Secure Solutions

How does the 9500 SC work

Ensuring that the right keys are available to the right people at the right times is a concern for every organization

What is Key-Box 9500 SC?

Key-Box 9500 SC is a sophisticated PC Based network ready key management system which combines innovative high technology and robust design to provide small, medium and large sized businesses with the advanced management of keys or keysets in an affordable plug and play system

Key-Box 9500 SC Operation

- Easy plug and play solution with advanced secure technology
- Pin access keypad to access designated keys or key sets which are individually locked in place
- Keys are securely attached using a tamper proof security key ring
- Simple to configure and set up via KeyWin 6 Pro Software
- Easy to use network connection
- Concealed robust mounting points allow for secure wall mounting

Key-Box 9500 SC Features

- User key and access rights administration
- Multilingual functionality
- Full audit trail and reporting capability via KeyWin 6 Pro software
- Robust long life solid metal key fobs with tamper proof key rings
- Locking key slot receptors with LED's
- Robust power coated rust resistant steel cabinet
- Email alerts
- Emergency door release functions
- Audible alarms
- Key-Box 9500 SC can be expanded in the future as your needs grow
- 3 year limited warranty



Key-Box 9500 SC Includes:

- Locking key strips with LED indicating light
- Intelligent solid metal key fobs
- Tamper proof key rings
- KeyWin 6 Pro software
- Ethernet communication cable
- Easy to follow set up instructions

The Key-Box 9500 SC is available in 14, 28, 42, 56, 70, 84 or 98 key slot capacity within the same cabinet. The 9500 SC can be expanded up to 588 key slot capacity

The user simply enters his/her unique assigned PIN to gain access to the key cabinet. Optional card access readers are available to match your existing access cards. Also available is our high quality Bio-metric fingerprint access readers

All keys and keysets are individually locked by the Key-Box system green LED's indicate those keys to which the user has access to. All other keys will stay locked and will continue to remain locked in place

Keys are easily returned to the key cabinet the user enters his/her PIN on the keypad the door will automatically open the key/keys are simply inserted back in their slots and are locked in place

Key-Box 9500 SC secure key rings. The secure one time tamper proof security ring is cost effective and simple to apply without the need for special tools.

Key-Box 9500 SC robust solid metal key fobs are attached to a robust security tamper proof ring individual keys or keysets are assigned a specific receptor within the key cabinet and locked in place until released by an authorized user

Full Audit Control



KeyWin 6 Pro Software

Key-Box Key Management Systems are the affordable intelligent choice!

Key-Box Automated Key Management Systems



Choosing the right key system for your key management requirement is an important task to ensuring that you are choosing a key system that will secure your valuable keys 24/7 Key-Box is an easy intelligent choice as it's the only key system in the market place that offers its exclusive **Secure-Lock** high security 100% solid metal intelligent locking key fobs. Each key fob is individually locked in place inside the cabinet to ensure keys are not removed by unauthorized users



Secure-Lock
Exclusive 100% solid metal
intelligent locking key fobs

Key-Box

Intelligent Solutions for securing your valuable keys/assets

A brief description on how the key-box **Secure-Lock** locking key fobs work

The way **Key-Box** automated key systems work with the individual **High Security "Secure-Lock" Locking Key Fobs**. Each individual user is issued a pre-selected PIN which is entered on the cabinet keypad. Once the PIN is entered and authorized by the system the door automatically opens and the user will have access to only those keys authorized to them. The remainder of the keys stay securely locked in the cabinet. After a key is removed, the system records when it was taken, when it is returned and the user's information etc. If a curfew or time limit is set in the system, and a key is not returned on time, the system will automatically generate an email to management notifying them of the past due key/keys and user name etc. The system therefore gives you a complete audit trail 24/7 of the usage on your valuable facilities, assets and vehicle keys while encouraging user accountability



Our **Secure-Lock** 100% solid metal intelligent locking key fobs is the intelligent choice for securing keys/assets

Choosing the size of the key slot capacity in your Key-Box cabinet is an easy task Simply choose the number of key strips you require in the cabinet each key strip contains 14 key slots



All Key-Box key cabinets include our exclusive **Secure-Lock** 100% solid metal locking key fobs for securing your valuable keys/assets

www.keyboxsystems.com

Key-Box Key Management Systems

Technical Specifications

9500 SC Series



Modular Design Features

Designed to accommodate **between 14 and 98 keys (or key sets)**, the innovative **9500 SC Series** design allows for starting small and later expanding by adding multiples of 14 key positions (called expansion key strips) as required.

Expansion Key Strips are defined as locking or non-locking. Locking receptor strips **lock the key fobs** in place restricting access to authorized personnel down to the individual key. Non-locking expansion strips provide a solution for organizations requiring less security but still an audit of key usage. **LED lighting** indicate which keys can be taken, which keys are restricted and assist the user when returning the key to the correct location



14 key slot locking expansion key strip with LED indicating lighting

Extension cabinets (up to 5) 9500 EC can be connected to the 9500 SC Series System allowing up to a maximum of 588 keys to be managed from one Master Key Cabinet.



9500 SC Series system with 2 9500 EC expansion cabinets

The cabinets can be supplied with a clear polycarbonate or optional metal door. The control panel consists of the user interface which includes the screen, keypad and access card or biometric reader.

PC Software Administration

The 9500 SC Series is administered from the user friendly **KeyWin 6 Pro software** supporting a **SQL database**. The 9500 SC Series can communicate with the KeyWin 6 Pro software using a range of different options including **Ethernet**. **Multiple systems can be networked together** over a local or wide area network to provide accountability for a limitless number of keys administrated from multiple PC workstations running the KeyWin 6 Pro software.



User Identification

The 9500 SC Series can support any type of access control device required to identify a user to the key system. Supported devices include **RFID proximity readers** from all leading access control manufacturers, **magstripe**, **barcode** and **bio-metric technologies** such as **fingerprint**, etc.



Specifications

Cabinet Dimensions: 746 x 730 x 140 mm

Weight: 30 kg

Power Supply: Input: AC120-240V
Output: VDC

Battery Backup: DC12V 3.2Ah (24hours)

Power Consumption: 65W max/0.3A

Cabinet Material: Steel

Color Options: Light Grey Powder Coated

Door Material: Clear Polycarbonate or Optional Metal Door

Operating Temp: Ambient For Indoor Use Only

Mounting: Wall or Cabinet stand mounted

Key Positions: 14-98

Receptor Strip Support: Locking, Non Locking,

Users per systems: 10,000 plus

Communications: Ethernet

Reader Interface: Wiegand

Key Management Systems with Total Key Control

www.keyboxsystems.com



Key-Box Intelligent Asset Management For all Types of Businesses and Organizations

Key-Box Lockers improve equipment availability, reduce down time, make users more accountable, reduce loss, improve record keeping

Sensitive
Files, Tools
or Equipment

Portable
Radios or
Other
Assets

Mobile
Phones

I Pads,
Laptops &
PDA's
Storage

Data
Equipment



For More Info & Pricing on Our Key or Locker Systems Please Contact Us

KeyWin 6-Pro

Page 8

Key Management Software

Smart and Simple

Administrative tool for
management of your
valuable keys



KeyWin 6-Pro Standard Light software license is included free of charge with all **Key-Box** key management systems with no annual fees!



Key-Box Key Systems are Powered By

KeyWin 6-PRO

Standard Key Management Software with Total Accountability

KeyWin 6-PRO

Gives you total control. Easy to use, Easy to Manage

Flexible KeyWin 6 makes it easy to manage everything from around 10 keys up to several thousand keys. You can use one key cabinet or 100 key cabinets in the same key management system and at different locations. The key management system can be managed by a single administrator, or shared with other administrators.

Users, groups and keys are simple and quick to register. You determine which users and groups get which keys by connecting them in the key management system. Every use of the key is registered, and a simple search lets you find out who has had what key and when.

KeyWin 6-PRO Standard Software

Countdown Function Feature

This function determines how many times the user can enter the key cabinet, value box or compartment



KeyWin 6-PRO Standard Software

Provides total Control of your keys - Even from the other side of the world

KeyWin 6 keeps your keys in order. You can easily connect via TCP/IP and communicate via the network connection so you can simply administer and program your Key control series key cabinet, whether you are in the same office block or anywhere in the world.

You log into the key cabinet as a user using your personal code. Each key has a key peg with a unique identity, which is placed in a strip that in turn communicates with the KeyWin 6 key management program, where each separate event is registered. The key strips then indicate which keys you have access to or, if a key has already been removed, you receive information on the display about who is using the key. You can also search for historic information about keys in KeyWin5 program.

KeyWin5 - PRO Loaded with Features



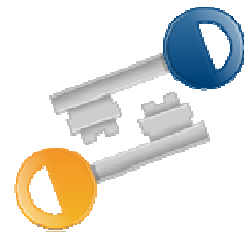
Easy to Use

The administrator determines the members of staff who have access to a specific key by entering which user can log into the key cabinet or value box with his or her personal code.



Create User Groups

You can simplify administration when there are many users with different access rights by creating groups. It is possible to create both key groups and user groups



Name Keys

You give each key a name of your choice, or a key ID, to create order in your key management.

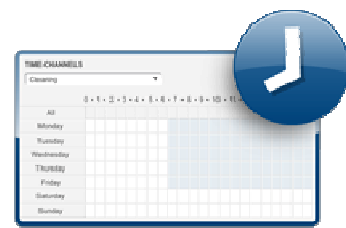




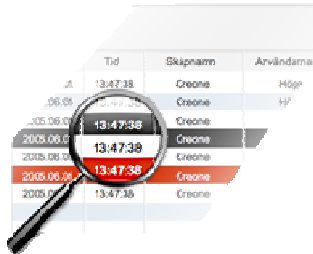
Intelligent Search Functions The search function finds everything in KeyWin, since it searches on files, email, contacts, groups, alarms, etc. - as fast as you type.



Visual Cabinet View Gives you the option to view the key cabinet's status and edit the keys in the key cabinet.



Time Channel Limit a group's use by setting a time channel. The group's keys are available when the time channel is active.



Event Log All events are registered in the log, both from key cabinets and from KeyWin5. You choose what will be shown. The intelligent search function, with select options and timeframe, simplifies obtaining the right information and producing reports



Backup You can easily create backups for the entire key management program. They are automatically named with the date and time; it is just as simple to restore the backup as it is to create it



Alarm Indication When you receive an alarm, the alarm is clearly marked by a red event in the event log and you can easily see who or what has triggered the alarm



Export You can always make a backup of the event log. Either via a CSV file which you can import to Excel or direct to a PDF file



Communication Settings You have a number of possible communication settings that can be synchronized with your network.



Alarm Settings You can choose between many different alarms for your key cabinet. For example, door alarm, key alarm, break-in alarm, etc.



KeyWin 6-PRO and KEYBOX Security Key Cabinets

The Key-Box series smart range of electronic key cabinets with electronic key identification for monitoring and control of each individual key. The Key-Box administration is performed using the PC program keyWin 6 Pro, where all events are logged and saved



For more information about what Key-Box key and asset management systems can do for you, please contact us at (604)460-8670 / Toll Free 1-877-460-9602 or visit us at www.keyboxsystems.com



Distributed/Supported in North America by
Time Access Systems Inc
 Phone (604) 460-8670 Toll Free 1-877-460-9602
www.keyboxsystems.com

CREONE
Key-Box

Resolution NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF MARSHALL TEXAS AUTHORIZING
THE MARSHALL POLICE DEPARTMENT TO APPLY FOR FUNDING UNDER THE
2025-2026 MPD TECHNOLOGY GRANT PROGRAM**

2025 City of Marshall Resolution

1.

WHEREAS, The City Council finds it in the best interest of the citizens of Marshall, that the MPD Technology Grant Program be operated for the 2025-2026 grant year; and

2.

WHEREAS, City Council agrees that in the event of loss or misuse of the Office of the Governor funds, City Council assures that the funds will be returned to the Office of the Governor in full.

3.

WHEREAS, The City Council designates the City Manager as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED THAT:

4.

The City Council approves submission of the grant application for the MPD Technology Grant to the Office of the Governor.

5.

The meeting at which this resolution was passed was conducted in strict compliance with the Texas Open Meetings Act (Texas Government Code Chapter 551).

6.

All other prior resolutions or portions of resolutions of the City of Marshall in conflict with the terms and provisions of this resolution are hereby repealed to the extent of such conflict only.

7.

This resolution shall be effective on and after its passage.

Grant Number: 5363101

Passed and Approved this _____ (Day) of _____ (Month), _____ (Year)

Signed: _____
Amy Ware, Chairman

Attest: _____
Nikki Smith, City Secretary



TO: City Council
DATE: February 27, 2025
ITEM #: 9.A
SUBJECT: Consider approval of a design task order for Halff to perform a complete master plan for the City's Water Treatment Facility (\$281,000). (Public Works)

Recommendation for Action:

Executive Summary: The purpose of this project, as described by the City of Marshall (City), is for Halff Associates, Inc. (Halff) to conduct a facility and current state condition assessment of the City's water treatment plant based upon visual on-site inspections, interviews with City of Marshall Water Department personnel, maintenance records, and record drawings of the treatment plant, appurtenances, equipment, and related facilities. During the meeting with the City, the following items were mentioned specifically: housekeeping items at the clear wells, potential SCADA upgrades, ATS for emergency power generation, upcoming regulatory considerations, a schematic flow diagram and physical markings of piping, etc. in the filter gallery, a condition assessment of the clarifier, and space planning for the existing chemical feed building. During subsequent conversations with the City of Marshall, architectural services (expanded space planning, building assessments, programming, etc.) were added to the proposed scope of services.

Halff will arrange with the City to tour the water treatment plant and interview personnel assigned to water treatment plant systems operations and maintenance to enable Halff to develop a comprehensive assessment of the functionality and condition of water treatment plant facilities, equipment, and appurtenances. The City will provide record drawings, TCEQ inspection reports, files, risk management plans, operations and maintenance records, and any other applicable documents to Halff related to the existing water treatment plant.

Budget Cost: \$281,000

Staff Contact: Cory Owen, Assistant Director and Eric Powell, PE, Director

Attachments: 1. P57795.009 - City of Marshall Water Treatment Plant Master Plan - 02-05-25

February 5, 2025

AVO 57795.009

Mr. Eric Powell, P.E.
Director of Public Works/Civil Engineer
City of Marshall, Texas
P.O. Box 698
Marshall, TX 75761

Re: Proposal for Professional Services
City of Marshall Water Treatment Plant Assessment

Dear Mr. Powell:

Halff Associates Inc. is pleased to submit the following scope and fee proposal to the City of Marshall to provide professional services related to a facility and condition assessment of the City's water treatment plant.

Halff Associates, Inc. proposes to provide the following services described in the attached Scope of Services (Exhibit A).

We appreciate the opportunity to submit our proposal for this project. Please feel free to contact me at (903) 617-5361 or at mmedford@halff.com should you have any questions or comments regarding this proposal.

Sincerely,

HALFF ASSOCIATES, INC.

A handwritten signature in blue ink that reads "Michael W. Medford". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Michael W. Medford, P.E.
Vice President
Tyler Operations Manager

Exhibit 'A'
Scope of Services
City of Marshall, Texas
Water Treatment Plant Assessment

I. PROJECT UNDERSTANDING

The purpose of this project, as described by the City of Marshall (City), is for Halff Associates, Inc. (Halff) to conduct a facility and current state condition assessment of the City's water treatment plant based upon visual on-site inspections, interviews with City of Marshall Water Department personnel, maintenance records, and record drawings of the treatment plant, appurtenances, equipment, and related facilities. During an August 4, 2022, meeting with the City, the following items were mentioned specifically: housekeeping items at the clear wells, potential SCADA upgrades, ATS for emergency power generation, upcoming regulatory considerations, a schematic flow diagram and physical markings of piping, etc. in the filter gallery, a condition assessment of the clarifier, and an asset inventory for the existing chemical feed building. During subsequent conversations with the City of Marshall, architectural services (expanded space planning, building assessments, programming, etc.) were added to the proposed scope of services. Another session with City staff was held on March 3, 2023, at which the City requested additional assessments, included the filters and filter control system, the greywater recovery system, the clarifiers, and plant water flow and handling. Following a Marshall City Council meeting on January 16, 2025, conversations with city staff resumed and some scope modifications were requested to the original scope of work. Space planning for the chemical feed building and master planning for the water treatment plant site were removed from the scope of work.

Halff will arrange with the City to tour the water treatment plant and interview personnel assigned to water treatment plant systems operations and maintenance to enable Halff to develop a comprehensive assessment of the functionality and condition of water treatment plant facilities, equipment, and appurtenances.

City will provide record drawings, TCEQ inspection reports, files, risk management plans, operations and maintenance records, and any other applicable documents to Halff related to the existing water treatment plant.

II. PROJECT MANAGER

Halff Associates, Inc.
Michael W. Medford, P.E.
1121 ESE Loop 323, Suite 117
Tyler, TX 75701
(903) 617-5361
mmedford@halff.com

III. SCOPE OF WORK

Task 1 - Project Management and Administration

1. Site Visit - Conduct one (1) water treatment plant site visit to tour and assess the water treatment plant and one (1) meeting during which City personnel affiliated with the operation of the water treatment plant will be interviewed. It is intended that this one site visit and meeting will cover all of the scope items included in this Scope of Work.
2. Meetings - This task includes incidental project team and in-person meetings with the City, which may be necessary during this project. The accompanying fee schedule (Exhibit "B") accounts for a total of three (3) meetings. These meetings will cover multiple components of the Scope of Work.
3. Progress and Invoicing - This task includes preparation of monthly progress emails to the City and monthly project invoicing.
4. Miscellaneous Project Management/Coordination - This item includes all phone calls, conference calls, email correspondence, and online meetings necessary for the completion of the project with the City of Marshall.

Task 2 - Asset Inventory for the Water Treatment Plant/Chemical Feed Building

1. Following a visual inspection of assets at the water treatment plant, Halff will document each component's criticality to plant function. As a part of this task, Halff will:
 - a. Develop an inventory listing of major above-ground plant assets and below-ground piping based on existing plant records, the site visit observations, and interviews with City personnel to identify structures, buildings, and the associated mechanical, electrical, and instrumentation equipment. Halff will document the ages and plant knowledge of conditions, previous repairs and maintenance, and recurring problem areas. This assessment will identify areas/appurtenances/equipment in need of immediate replacement.
 - b. Halff will prepare a schematic flow diagram for the water treatment plant based upon compiled data from all sources.
 - c. Halff will prepare a chapter containing this report documenting the asset inventory and current status of the water treatment plant and chemical feed building.
2. Halff will perform a point cloud survey of the gallery, which will yield electronic files (CAD) showing the current location and configuration of the gallery. These files will be useful in developing asset management solutions, maintenance, and flow diagram preparation.

Task 3 – Filters & Filter Control System - The City indicated that the filter control system output numbers don't ever seem to align with actual conditions, particularly flow and head loss.

1. Following the visual inspection of the filter system, Halff will document each component's observed condition and other general observations from the site visit and interview with City personnel. As a part of this task, Halff will:

2. Develop an inventory list of filter system components.
3. Evaluate the current condition and function of the filter system and its controls.
4. Make recommendations for possible replacement (retrofit) of the existing filters, or leaving them in place, based upon the assessment findings.
5. Halff will develop a draft chapter for the overall master plan report summarizing the findings based upon the subtasks above and a recommended plan of action for the implementation of the proposed improvements.
6. A part of this chapter will be engineer's opinion of probable costs for the proposed improvements, correlating to improvement options developed for the water treatment plant's filter and filter controls.

Task 4 – Gray Water Recovery System - The City the water treatment plant produces approximately 0.5 MGD of gray water that is pumped from the recovery station to a second pump station, and ultimately to the wastewater treatment plant. Diverting this flow and utilizing it elsewhere could reduce the impact on the wastewater treatment plant and provide economical reuse solutions. One suggested use would be to divert this flow to the golf course for use as reclaimed irrigation.

1. Following the visual inspection of the gray water system, Halff will document each component's observed condition and other general observations from the site visit and interview with City personnel. As a part of this task, Halff will:
 - a. Develop an inventory list of the gray water system components.
 - b. Use aerial photographs and any available record drawings to develop alternative routing and schematic conceptual design for using the gray water, rather than allowing it to enter the wastewater treatment plant.
 - c. Assess the feasibility of connecting a proposed gray water pipe to the golf course's irrigation system.
 - d. This scope of work does not include the preparation of construction plans and documents for the installation of new infrastructure related to the gray water system.
2. Halff will develop a draft chapter for the overall master plan report summarizing the findings based upon the subtasks above and a recommended plan of action for the implementation of the proposed improvements.
3. A part of this chapter will be engineer's opinion of probable costs for the proposed improvements, correlating to improvement options developed for the water treatment plant's gray water recovery system.

Task 5 – Clarifier Condition Assessment

1. Following the visual inspection of the clarifier system, Halff will document each component's observed condition and other general observations from the site visit and interview with City personnel. As a part of this task, Halff will:
 - a. Develop an inventory list of the clarifier system components.
 - b. Develop a condition assessment report of the clarifier system and its components.
 - c. This scope of work does not include the preparation of construction plans and documents for the installation of new clarifier system components.

2. Halff will develop a draft chapter for the overall master plan report summarizing the findings based upon the subtasks above and a recommended plan of action for the implementation of any proposed improvements.
3. A part of this chapter will be engineer's opinion of probable costs for the proposed improvements, correlating to improvement options developed for the water treatment plant's clarifier system.

Task 6 – Flow & Water Handling Assessment - The City has requested that Halff perform an evaluation of the water treatment plant flow and water handling systems and assess a potential change from the current common manifold configuration to a splitter box configuration.

1. Following the visual inspection of the flow and water handling system, Halff will document each component's observed condition and other general observations from the site visit and interview with City personnel. As a part of this task, Halff will:
 - a. Develop an inventory list of the flow and water handling system components.
 - b. Perform calculations to compare and contrast flow characteristics of a common manifold versus a splitter box.
 - c. Prepare a comparison highlighting the potential positive and negative aspects of each flow option listed above.
 - d. This scope of work does not include the preparation of construction plans and documents for the installation of new infrastructure related to this system.
2. Halff will develop a draft chapter for the overall master plan report summarizing the findings based upon the subtasks above and a recommended plan of action for the implementation of the proposed improvements.
3. A part of this chapter will be engineer's opinion of probable costs for the proposed improvements, correlating to improvement options developed for the water treatment plant's filter and filter controls.

Task 7 – SCADA and ATS Condition Assessment and Recommendations

1. A field investigation of the existing Supervisory Control and Data Acquisition (SCADA) system architecture will be conducted. The primary function of the SCADA System is to integrate data acquisition systems with data transmission and HMI software to provide centralized alarm monitoring, status, and control of the water treatment process inputs and outputs. The purpose of this task is to assess the existing SCADA system and associated infrastructure. The work shall include the identification of existing SCADA computers, servers, clients, IP addresses, and physical location of equipment. In addition, it will address the usability of the existing architecture with new architecture and the predicted remaining life cycle of existing equipment. Both a visual examination of the equipment and records review of the SCADA system will be conducted during the field investigation.
2. A cost-benefit analysis will be performed. The purpose of this task is to determine the monetary benefits of implementing new SCADA equipment or upgrading existing equipment. The assessment will be based on system optimization, cybersecurity, legacy equipment, technology, human resources, etc. NIST Special Publication 800-82, Guide to Industrial Control Systems (ICS) Security will provide guidance in establishing a secure SCADA system.

3. Recommendations to improve the SCADA system will be provided, in the form of a chapter for the overall master plan report. The recommendations will be based on products which provide a resilience and stable system, are widely used in the water treatment plant industry, friendly operations and maintenance of the products, limited complexity, costs, duration products have been in the market, and local vendors available to support the equipment. Product recommendations will include both hardware and software.
4. In conjunction with the SCADA system field investigation an examination of the emergency generator system equipment shall be performed. A thorough examination of the water treatment plant individual electrical loads will be performed to ensure the existing emergency power system equipment is sized to adequately meet the electrical demand during starting, running, and to account for future loads. In addition, the contribution of harmonic distortion by individual electrical loads will be considered in the evaluation of the equipment sizing.

Task 8 - Water Treatment Plant Assessment Report and Opinions of Probable Costs

1. Halff will develop a draft report documenting the work completed and the findings determined from the previous subtasks above.
2. Evaluation of the capital improvement needs and develop a project inventory of all capital improvements proposed for the next five years will be a part of this task. The project inventory will also capture any capital improvements beyond the initial five-year period.
3. Halff will develop budget-level opinions of probable costs for the capital improvements identified on the project inventory.
4. A prioritization schedule for the capital improvement projects will be completed.
5. Halff will submit draft copies of the Water Treatment Plant Assessment Report and Opinions of Probable Costs to the City for review and comment. Halff will meet with the City for an in-person review and discussion at their request. Such a meeting is accounted for under "Project Management and Administration".
6. Once comments are received from the City, Halff will incorporate comments into the final report.

Additional Considerations

In the development of this proposal Halff Associates assumes the City will provide qualified individuals to walk the site(s) with the electrical engineering team members. The qualified individuals will provide tools and personal protective equipment (PPE) to safely open electrical and controls equipment. Halff Associates will be equipped with standard PPE including hard hat, eye protection, ear protection, appropriate footwear, long sleeve garments, gloves, etc. and shall comply with all safety-related work practices. In addition, Halff Associates assumes the team members will have access to drawings, specifications, O&M manuals, and any other unclassified supporting record documents related to the systems being assessed.

Deliverables

1. Bound (three-ring) final reports (number of copies to be determined by City)
2. Electronic copies of the final reports, text, tables, documents, figures, drawings, appendices, etc.
3. Electronic copy (CAD) of the point survey (and associated files and documents) conducted for the filter gallery.
4. Bound (three-ring) asset inventory and assessment report (number of copies to be determined by City)
5. Electronic copies of the above-mentioned report, text, tables, documents, figures, drawings, appendices, etc.

END OF EXHIBIT 'A' – SCOPE OF SERVICES

Exhibit 'B'
Fee Summary
City of Marshall, Texas
Water Treatment Plant Assessment

I. COMPENSATION

Basic Services for Water Treatment Plant Assessment as described in Exhibit 'A' will be provided by Halff Associates, Inc. (Halff) to the City of Marshall, Texas (City) for the combined **Lump Sum fee of \$281,000.00** for the assessment.

The overall fee total shown will not be exceeded without prior written authorization by the City.

Payment for total services as described in Exhibit 'A' will be invoiced to the City monthly, based upon a percentage of completed tasks. Below is a cost breakdown of Basic Services.

1. Task 1 – Project Management and Administration	\$35,000.00
2. Task 2 – Asset Inventory for the Water Treatment Plant	\$75,000.00
3. Task 3 – Filters and Filter Control System	\$17,500.00
4. Task 4 – Graywater Recovery System	\$17,500.00
5. Task 5 – Clarifier Condition Assessment	\$12,500.00
6. Task 6 – Flow and Water Handling Assessment	\$16,500.00
7. Task 7 – SCADA and ATS Condition Assessment and Recommendations	\$60,000.00
8. Task 8 – Facility Plan Report and Opinions of Probable Costs	\$35,000.00
9. Direct Expenses (not to exceed)	\$12,000.00

Project Grand Total	\$281,000.00
----------------------------	---------------------

Client agrees to pay monthly invoices or their undisputed portions within 30 days of receipt. Payment later than 30 days shall include interest at 1 ½ percent per month or lesser maximum enforceable interest rate, from the date the Client received the invoice until the date the Engineer receives payment. Such interest is due and payable when the overdue payment is made.

Direct expenses, subcontracted services, and direct costs will be billed at actual cost plus a service charge of 10 percent.

END OF EXHIBIT 'B' – BASIS OF COMPENSATION

Exhibit 'C'
Project Schedule
City of Marshall, Texas
Water Treatment Plant Assessment

I. SCHEDULE

Basic Services for Water Treatment Plant Assessment as described in Exhibit 'A' is estimated to be a total of nine months for project duration.

The overall schedule will be coordinated with the City and adjusted as necessary. The schedule is based on industry standard for execution and review of task. Schedule is created allowing for overlap of task including task that can be executed simultaneously with another task.

Below is the estimated schedule of Basic Services, subject to commence with the receipt of a notice to proceed from the City of Marshall:

Schedule breakdown

- | | |
|---|----------|
| 1. Task 001 – Project Management and Administration (Ongoing) | 9 months |
| 2. Tasks 002 through 007 | 5 months |
| 3. Task 008 - Facility Plan Report and Opinions of Probable Costs | 4 months |

Note: Durations shown above indicate the anticipated start dates for each task. Schedule maintenance will rely on the promptness with which the City makes documents and information available to Halff.

END OF EXHIBIT 'C' – PROJECT SCHEDULE

Exclusions
City of Marshall, Texas
Water Treatment Plant Assessment

The following items and services are specifically excluded from the scope of work described in Exhibit 'A':

- Approved permits
- Construction/bid documents
- Construction staking
- Impact fee analyses for infrastructure systems
- Hydraulic modeling
- Process modeling
- Treatment modeling
- Greater than four (4) hours of data punching of hard copy data lists
- Tracing or re-drawing paper copy design plans
- Property appraisal services
- Survey services, except those specifically described in the scope of work (Exhibit 'A')
- Meetings with regulatory agencies or other political subdivisions
- Legal services of any kind
- Accounting/fiscal services of any kind
- Public hearings
- Capital improvement plans
- Bid administration and/or construction administration services
- Construction inspection services
- Quality control and materials testing services



TO: City Council
DATE: February 27, 2025
ITEM #: 9.B
SUBJECT: Consider approval to award the contract for Greenwood Cemetery Maintenance to Canseco Lawn & Tree in an amount not to exceed \$50,000. (Parks & Recreation)

Recommendation for Action: Approval of Greenwood Cemetery Maintenance Contract to be awarded to Canseco Lawn & Tree.

Executive Summary: The contract involves providing monthly services, which include mowing, weed eating, clearing pathways, removing limbs, and leaf collection at Greenwood Cemetery. The initial contract period is one (1) year, starting in March 2025. The City retains the right to extend the contract for up to four (4) additional one-year periods, provided that both parties agree to the extension in writing at least forty-five (45) days before the end of each annual period. Additionally, any annual price increase must not exceed the increase in the Dallas Consumer Price Index for the previous twelve (12) months.

Budget Cost: \$50,000

Staff Contact: Marina Garcia-Heredia, Director

Attachments: None



TO: City Council
DATE: February 27, 2025
ITEM #: 9.C
SUBJECT: Consider action on approving or rejecting bids for the Capital Improvement Plan of Corrective Measure for the Marshall Police Department. (Support Services)

Recommendation for Action:

Executive Summary: In May 2024, the council approved a contract with KSA Engineering to conduct a comprehensive investigation into water penetration issues at the Police Department. KSA carried out an extensive assessment of the facility and developed a detailed scope of work to address the identified issues. Following the council's approval, the project was put out for bids. On February 19, 2025, bids were opened, with Tegrity Contractor of Allen, Texas, emerging as the lowest bidder at \$377,777.

Budget Cost: Budget for this would be provided from the Capital Improvements Program

Staff Contact: Randy Pritchard

Attachments: None



TO: City Council
DATE: February 27, 2025
ITEM #: 10.A
SUBJECT: Presentation by property owner concerning 303 W. Burleson Street and presentation from Staff. (City Manager and Fire Chief)

Recommendation for Action: Authorize immediate enforcement action regarding the Tracy Andrus Foundation homeless shelter at 303 W. Burleson Street due to critical Fire Life Safety Code violations that present an imminent hazard to occupants. Despite nearly three years of notifications and compliance efforts, the facility continues to operate without fire protection systems, including sprinklers, adequate smoke detection, and proper exits. This recommendation is made with heightened urgency following documentation of the facility's reopening during January's winter storm and in consideration of the 2009 Paris, Texas homeless shelter fire that killed five residents under similar non-compliant conditions. The proposed action includes issuing a cease and desist order effective February 25, 2025, pursuing appropriate legal remedies to ensure compliance, and coordinating with county emergency management to establish alternative shelter options for displaced individuals. This action is necessary to protect human life and fulfill the City's legal obligation to enforce adopted fire codes.

Executive Summary:

Background

The Tracy Andrus Foundation has been operating a homeless shelter at 303 W. Burleson Street, a former city jail facility that was reported to have "inhumane" conditions back in 2004 and ceased jail operations in 2006. This facility presents significant life safety concerns in its current state as a homeless shelter.

Key Timeline Points

- **July 2020:** Certificate of Occupancy issued for the Andrus Foundation Offices only.
- **April 2022:** City first became aware via news article that the facility was being used as an emergency homeless shelter without proper Certificate of Occupancy.
- **August 2022:** Inspection revealed the former jail portion being used as a homeless shelter was not in compliance with Fire/Life Safety Codes.
- **September-December 2022:** Multiple communications with Dr. Andrus about compliance issues; CDBG funds placed on hold due to non-compliance.
- **December 2022:** Shelter temporarily closed due to code violations and funding issues.
- **2023:** Multiple communications and council meetings addressing code issues; attempts to work with Dr. Andrus to bring the shelter into compliance.
- **January 2025:** News article reported shelter reopened during winter storm, prompting renewed inspection concerns.

Current Status

Despite multiple notices, meetings, and communications over nearly three years, the facility

continues to operate periodically as a homeless shelter without the required life safety systems, including:

1. Required fire sprinkler system per NFPA 13
 - a. Option 1 is a 13R system which is based on housing more than 10 persons in congregate living
 - b. Option 2 is a 13D system which is based on housing 10 or less persons in congregate living, but this would also require removal of any racks in excess of 10 from the facility.
2. Fire alarm and smoke detection systems
3. Appropriate egress pathways and exit signage
4. Kitchen hood fire suppression system

Historical Context - Paris, Texas Shelter Fire (2009)

The 2009 Paris, Texas homeless shelter fire that killed five residents demonstrates the potential deadly consequences of our current situation:

- The Paris shelter lacked sprinkler systems and had inadequate smoke detection
- Victims were discovered in areas with "minimal means of egress"
- The facility had excessive combustible materials from donated items
- The state fire marshal found the facility "deficient in 18 areas, including a lack of fire prevention devices and proper exits"
- The shelter operated "under unsafe conditions and off the radar of local authorities"
- Criminal negligence charges were considered by the district attorney

Recommendation

After nearly three years of attempted collaboration with minimal progress toward compliance, the Fire Department recommends decisive enforcement action:

1. Issue an immediate cease and desist order for residential occupancy of the facility as of February 25, 2025, regardless of inspection findings.
2. Pursue all available legal remedies, including but not limited to:
 - Court-ordered closure until full compliance is achieved
 - Maximum allowable penalties (\$200/day per violation)
 - Disconnection of utilities as authorized under Section 112 of the Fire Code
3. Coordinate with county emergency management to identify alternative temporary sheltering options during extreme weather.
4. Make clear to Dr. Andrus that the city has a documented duty to act given:
 - The extensive documented history of non-compliance
 - Historical precedent of similar situations resulting in fatal consequences
 - Our legal and ethical obligation to protect human life
 - The increased life safety risk presented by this specific occupancy type

The Paris shelter tragedy clearly demonstrates that insufficient enforcement of fire code requirements in homeless shelters can have fatal consequences. The city cannot afford to wait for a similar tragedy to occur in Marshall.

Respectfully submitted,

David Rainwater
Fire Chief
City of Marshall

Budget Cost: No direct associated enforcement costs

Staff Contact: David Rainwater. Fire Chief

Attachments: 1. Complete Combined Final Document

To: Melissa Vossmer, City Manager
Date: February 24, 2025
From: David Rainwater, Fire Chief
RE: Tracy Andrus Foundation Homeless Shelter Compliance Issues

Background

The Tracy Andrus Foundation has been operating a homeless shelter at 303 W. Burleson Street, a former city jail facility that was reported to have "inhumane" conditions back in 2004 and ceased jail operations in 2006. This facility presents significant life safety concerns in its current state as a homeless shelter.

Key Timeline Points

- **July 2020:** Certificate of Occupancy issued for the Andrus Foundation Offices only.
- **April 2022:** City first became aware via news article that the facility was being used as an emergency homeless shelter without proper Certificate of Occupancy.
- **August 2022:** Inspection revealed the former jail portion being used as a homeless shelter was not in compliance with Fire/Life Safety Codes.
- **September-December 2022:** Multiple communications with Dr. Andrus about compliance issues; CDBG funds placed on hold due to non-compliance.
- **December 2022:** Shelter temporarily closed due to code violations and funding issues.
- **2023:** Multiple communications and council meetings addressing code issues; attempts to work with Dr. Andrus to bring the shelter into compliance.
- **January 2025:** News article reported shelter reopened during winter storm, prompting renewed inspection concerns.

Current Status

Despite multiple notices, meetings, and communications over nearly three years, the facility continues to operate periodically as a homeless shelter without the required life safety systems, including:

1. Required fire sprinkler system per NFPA 13
 - a) Option 1 is a 13R system which is based on housing more than 10 persons in congregate living
 - b) Option 2 is a 13D system which is based on housing 10 or less persons in congregate living, but this would also require removal of any racks in excess of 10 from the facility.
2. Fire alarm and smoke detection systems
3. Appropriate egress pathways and exit signage
4. Kitchen hood fire suppression system

Historical Context - Paris, Texas Shelter Fire (2009)

The 2009 Paris, Texas homeless shelter fire that killed five residents demonstrates the potential deadly consequences of our current situation:

- The Paris shelter lacked sprinkler systems and had inadequate smoke detection
- Victims were discovered in areas with "minimal means of egress"
- The facility had excessive combustible materials from donated items
- The state fire marshal found the facility "deficient in 18 areas, including a lack of fire prevention devices and proper exits"
- The shelter operated "under unsafe conditions and off the radar of local authorities"
- Criminal negligence charges were considered by the district attorney

Recommendation

After nearly three years of attempted collaboration with minimal progress toward compliance, the Fire Department recommends decisive enforcement action:

1. Issue an immediate cease and desist order for residential occupancy of the facility as of February 25, 2025, regardless of inspection findings.
2. Pursue all available legal remedies, including but not limited to:
 - Court-ordered closure until full compliance is achieved
 - Maximum allowable penalties (\$200/day per violation)
 - Disconnection of utilities as authorized under Section 112 of the Fire Code

3. Coordinate with county emergency management to identify alternative temporary sheltering options during extreme weather.
4. Make clear to Dr. Andrus that the city has a documented duty to act given:
 - The extensive documented history of non-compliance
 - Historical precedent of similar situations resulting in fatal consequences
 - Our legal and ethical obligation to protect human life
 - The increased life safety risk presented by this specific occupancy type

The Paris shelter tragedy clearly demonstrates that insufficient enforcement of fire code requirements in homeless shelters can have fatal consequences. The city cannot afford to wait for a similar tragedy to occur in Marshall.

Respectfully submitted,

David Rainwater

Fire Chief

City of Marshall

303 W. Burleson - Tracy Andrus Foundation Timeline of Events

Date	Event	Document Reference
May 30, 2004	City of Marshall addressing the conditions in the Jail. The article is quoted as saying the conditions were "inhumane for any prisoner."	New Article: Our View Marshall needs to solve jail problem now
October 13, 2006	The Marshall News Messenger reports that the city is going to enter into an agreement with Harrison County, and once the agreement is place no prisoners would be housed in the Jail.	News Article: City approves temporary contract with Chamber. (article discusses other business related to jail)
July 1, 2020	Certificate of Occupancy issued after inspection for the Andrus Foundation Offices only. This portion of the building was in compliance for its requested use and it was approved.	CO# 1061
September 8, 2021	Certificate of Occupancy issued for the portion of the building near HWY 80 for Convenient Auto Care Car Dealer. This portion of the building was in compliance for its requested use and it was approved.	CO# 1621
October 1, 2021	State Continuum of Care awards Andrus foundation approximately 2million dollars	FY21 Texas Balance of State Continuum of Care Priority listing;
April 5, 2022	April 2022 the city was made aware via the news article that the Andrus foundation was applying for funds and using the Jail as a emergency homeless shelter. No certificate of occupancy had been requested.	News Article: HUD Awards Tracy Andrus Foundation grants for Homeless Shelter, safe Homes
August 31, 2022	Inspection performed at the Andrus Foundation. It was explained to Dr. Andrus that the former jail portion being used as a homeless shelter was not in compliance with the Fire Life Safety Code, along with other minor code violations. He was advised to come into compliance on the code violations and then a CO would be issued. During this inspection Dr. Andrus was recorded on body cam making disparaging comments about the city inspectors, and Retired Fire Chief Reggie Cooper. He was also recorded as saying it was his building and he could do whatever he wanted.	Marshall FD Fire Inspection Notice; Body Cam Footage; Email RE: 303 W. Burleson, from Garnett Johnson.
September 2, 2022	A stop work order was drafted following the inspection conducted on Aug 31,2022. However, it was not issued at the direction of City Manager Terrel Smith.	Stop Work Order
September 14, 2022	A letter was sent to Dr. Andrus from Garnett Johnson Planning Director, advising him that he was operating his facility without a certificate of occupancy that covered the former jail portion of the building now being used as an emergency homeless shelter.	Notice of Code Violation Letter 9/14/2022

Date	Event	Document Reference
September 23, 2022	An email chain between Dr. Andrus and Garnett Johnson where she invited Dr. Andrus to attend the DRC committee meeting to discuss his building and compliance situation. In this email Ms. Johnson explains that when the property was purchased and approved it was for office use only. In order to operate the shelter a new CO is required because of a new use. She further stated that the city was willing to work with Dr. Andrus to resolve the issues found during the August 31, 2022 inspection.	Email Re: Certificate of Occupancy
October 10, 2022	A letter was sent to City Manager Terrell Smith from Garnett Johnson Director of Community and Development that stated the Andrus Foundation would not be awarded any CDBG funds due to non-compliance with code violations.	Memo RE: CDBG Program Status Update - Tracy Andrus Foundation Funds on Hold
December 9, 2022	News Article where Dr. Andrus reports on having to close the shelter due to a lack of funds and failure to meet code enforcement needs. The article also acknowledges the city's commitment to working with Dr. Andrus.	New Article - Tracy Andrus Foundation temporarily shuts down Marshall shelter, lays off
January 12, 2023	Dr. Andrus sent a letter to City Manager Terrell Smith acknowledging the facility being in use and not compliant with code violations. In this letter he requests assistance from the city financially.	Letter from Dr. Andrus
January 20, 2023	Letter sent to Dr. Andrus from Garnett Johnson advising that due to non-compliance, the CDBG funds that were placed on temporary hold were being reallocated to other projects and his request was officially denied.	Email RE: Tracy Andrus CDBG Critical Home Repair Grant Program
January 24, 2023	Dr. Andrus emailed the city requesting a meeting regarding the installation of a fire alarm system and fire suppression system in the kitchen (no mention of the required sprinkler system). His intention was to ensure that once work was complete he would then be able to operate the shelter acknowledging that the shelter was not to be used until in compliance.	Email Re: Meeting regarding the installation of a fire alarm and vent suppression system

303 W. Burleson - Tracy Andrus Foundation Timeline of Events

Date	Event	Document Reference
May 8, 2023	Councilman Morris and Councilman Bonner request that an item be placed in the agenda for Dr. Andrus relating to the (1) Mandating a fire alarm /vent hood system in the shelter, and (2) Water / Plumbing / wiring regulations. This item was placed on the May 25, 2023 Agenda Item 11 A.	email RE: Request for agenda item
May 25, 2023	Council meeting Item 11A, discussion took place no action taken. Chief Cooper provided information regarding the requirements.	
May 27, 2023	Dr. Andrus reports to the Marshall News Messenger that the city staff is discriminatng against him. Chief Cooper is quoted in the article that the city was not asking Dr. Andrus to shut down but provide a plan and timeline to achieve the compliance.	New Article: Marshall Homeless Shelter Operator accuses city staff of discrimination
July 21, 2023	The Andrus foundation applied for an ESG grant through HUD to operate the homeless shelter. Dr. Andrus sent an email to the City Manager Terrel Smith stating that the Texas Department of Housing and Community Affairs needed a letter stating that the City of Marshall approved the operation of the homeless shelter. In this letter he acknowledges that the City of Marshall never intended to permanently shut down shelter, only that it needed to be in compliance.	Email Re: 2023 ESG - Local Government Approval for Non Profit Organization
December 15, 2023	An email was received from Scott Adcock with Firetrol Protection Systems to Dr. Andrus advising him that a compliant system to meet the current regulations would be more extensive than the system that he and Dr. Andrus previously spoke about. No further correspondence.	Email RE: Fire Alarm System for the Emergency Shelter
April 11, 2024	Email from Dr. Andrus requesting the "right authority" to come and put in writing what needs to be done to bring it up to code. The same violations existed from the 2022 inspection regarding the Fire Life Safety Code, requiring a sprinkler system and monitored alarm system. Fire Marshall Barmore sent a document outlining the authority of the Fire Marshal's Office and the specific codes printed from the 2015 International Fire Code.	Email Re: Shelter and Building Inspection - 303 W. Burleson Street; Fire Marshall Authority and Code Excerpts document.

Date	Event	Document Reference
July 15, 2024	Email from Lesslie Naj representing Dr. Andrus where she references a meeting with the city officials and during the course of that meeting Fire Marshall Barmore provided a lower cost vent hood fire suppression system option for the kitchen. No other details available regarding the meeting.	Email Re: Vent Hood Kitchen Tracy Andrus Foundation
January 10, 2025	Marshall News Messenger Article reports that the shelter is open and housing the homeless during the winter storm. This prompted a question from Fire Chief Rainwater who was then brought up to date on the on-going issues and non-compliance with life safety code violations. Chief Rainwater Instructed FM Barmore to issue a certified letter outlining previous code violations and the need for an inspection to assess if these items had been addressed. This letter was received and an inspection is scheduled to take place February 28, 2025.	News Article: City of Marshall, Tracy Andrus Foundation offer shelter from cold; Certified Letter - Notice of Violations and Inspection Schedule

OUR VIEW

Marshall needs to solve jail problem now

The Marshall City Jail stinks. This is true literally and figuratively. It offends not just our nose, but our sense of justice.

We aren't the only ones.

Issues within the city government these days are often hot debated with much disagreement. The 4-3 vote is not unusual, it is the norm.

We say this not to criticize either the "4" or the "3" side, but to point out that on the matter of the city jail there appears to be no disagreement, either from within the city commission, the city staff, the police department and, most certainly, those who are forced to stay there.

Police Chief Jim Wilkins said he has been trying to get rid of the jail since the day he was hired.

We wish someone had been listening to him then.

Because the miserable conditions in which those in the city jail find themselves seem to us to be at just about the level of the animal shelter — except at the animal shelter we are reasonably sure the excrement is regularly cleaned from the cages.

The situation is degrading and not worthy of bearing the name "Marshall."

Still it exists and has existed for many years. It is a facility that needs to be closed for good.

The jail is inhumane for any prisoner, but we should remember that those being housed here are not hardened criminals. Some of them may never have been in jail ever before. All of them are there on misdemeanor charges, most likely some traffic offense.

We would not argue the right of the police department to make those arrests, nor would we argue that those jailed are not properly incarcerated.

In fact, we don't blame the police department in any measure. Resources have not been provided to allow for the proper administration of a jail. It is not fair that this burden should be placed on the police.

But society has a responsibility not only to see that laws are enforced and that lawbreakers are jailed, but also that the punishments inflicted are not cruel or unusual. In this case there is no intention of punishment by the substandard conditions, but that is surely what it is.

We don't condone the coddling of prisoners, but they ought to be treated better than dogs.

There is a way out of this problem and it may be taking place even now. The city just traded used patrol cars to the county for some jail space. But details still need to be worked out and, of course, this isn't a final solution.

Mayor Ed Smith said that he hopes an agreement can be finalized within the next year. We would hope that that timetable can be accelerated to no more than a matter of a few months. Every time a prisoner is incarcerated in the city jail we are doing an injustice.

For once everyone agrees on an issue. Let's take that opportunity to get something done as quickly as possible.

City approves temporary contract with chamber

By **ROBIN Y. RICHARDSON**
News Messenger

The Marshall City Commission voted 4-0 Thursday to approve a temporary contract with the Greater Marshall Chamber of Commerce for the operation of Convention and Visitor Development services pending a final recommendation from tourism consultant Destination Development.

Mayor Ed Smith said he asked for the commission to consider approval of an interim contract Thursday night because the city has been proceeding with CVD services through the chamber without a contract.

"I think, by law, we need to have a contract in place to expend these funds," he said.

The city did not renew the contract with the chamber earlier this year because they were waiting on

recommendations from tourism consultant Destination Development as to whether CVD services should continue to be operated by the chamber or by the city or become a stand alone operation.

In other business, the commission tabled approval of an interlocal agreement with Harrison County for jail services until commissioners approve a resolution to vacate a portion of South Franklin Street from West Houston to West Bowie Street where the county plans to expand its jail.

Under the interlocal agreement, Harrison County will provide jail service for Marshall Police Department's Class C misdemeanors. The county already houses Class B and above misdemeanors for free.

Once the contract for Class C misdemeanors is approved, the county

will still house Class B and above for free. However, the city will pay the county \$42 for each Class C prisoner incarcerated for up to 24 hours and \$40 for each 24-hour period or portion thereof that a prisoner remains in jail after the first 24 hours.

City Attorney Todd Fitts noted there was no urgency to approve the contract with the county because the jail services would not start until the county jail is expanded.

"Once this is in place, we'll abandon the city jail and the county will operate all jail services," Smith said.

In other business, commissioners approved an amendment to the 2006 budget in the amount of \$3,400 to change Marshall Fire Department's clerk position from part-time to full-time plus benefits. They also

See CITY, Page 3A

This article references for timeline purposes when the city stopped housing prisoners in the jail around the third quarter of 2006



Office Only
C/O # <u>1061</u>
Receipt # _____

Certificate of Occupancy Permit

Project Address: <u>303 Darlington (WEST)</u>		Date: <u>7/1/2020</u>	
Zoning: <u>C-3</u>		<u>General Business</u>	
Property Owner: <u>Tracy Andrus</u>			
Type of Permit:			
☐ Change of Ownership ☒ Change of Occupant ☐ Change of Name ☐ Clean & Show ☐ Other _____			
☐ In-home daycare: Are you the Primary Resident of the Project Address: Yes / No			
Contractor	Address	City, State Zip	Phone
Electric			
Plumbing			
Building			
Business Name: <u>Andrus Industries</u>		Business Owner: <u>Tracy Andrus</u>	
Type of Business: <u>Foundation Offices</u>		Phone: <u>903-472-2762</u>	
Activities Being Conducted:			
<u>Yes</u> Required Yes / No	<u>Yes</u> Required Yes / No	<u>Yes</u> Sprinkled Yes / No	<u>Yes</u> Alarm Yes / No
			RPZ Installation Yes <u>No</u>
			Food Served Permitted Yes <u>No</u>
A separate permit is required for each tenant space and/or building AN ISSUED PERMIT BECOMES INVALID IF THE WORK ON THE SITE AUTHORIZED BY THE PERMIT DOES NOT COMMENCE WITHIN 180 DAYS OF ISSUANCE, OR IF THE WORK ON THE SITE IS INCOMPLETE DUE TO SUSPENSION OR ABANDONMENT 180 DAYS AFTER THE WORK COMMENCED. ALL PERMITS REQUIRE A FINAL INSPECTION.			
I HEREBY CERTIFY THAT I AM AN AUTHORIZED AGENT OF THE OWNER, AND HAVE THE OWNER'S CONSENT TO ENTER ONTO THE PROPERTY TO COMPLETE THE WORK. AFTER CLOSE REVIEW OF THIS APPLICATION, I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. THE WORK SHALL COMPLY WITH ALL PROVISIONS OF LAWS AND ORDINANCES, WHETHER SPECIFIED OR NOT. THE GRANT OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY FEDERAL, STATE, OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.			
Printed Name of Applicant: <u>Tracy Andrus</u>		Date: <u>7/1/2020</u>	
Signature of Applicant: <u>[Signature]</u>			
Please have the following departments sign in order stated			
Inspection Dept	Signature	Approved / Denied	Date
1 Zoning In Office	<u>John W. Clark</u>	<u>Yes</u> / No	<u>7/1/2020</u>
2 Fire Marshal 903-935-4580	<u>[Signature]</u>	<u>Yes</u> / No	<u>11/9/2020</u>
3 Health Dept. 903-935-4427	<u>Not Applicable</u>	<u>Yes</u> / No	<u>N/A</u>
4 Building 903-935-4455	<u>Clark Ack</u>	<u>Yes</u> / No	<u>11-10-20</u>

903-472-2762

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The City of Marshall makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the City. Copies of the City of Marshall adopted codes and Zoning Ordinances can be found on the city website at www.marshalltexas.net or at the City of Marshall Planning & Development Department located at 401 S. Alamo St., Marshall, TX 75672.

MARSHALL
601 S Grove
Marshall, TX 75670

No Violation Notice (modified)

Monday June 5, 2023

Gateway Plaza
303 W Burleson ST
Marshall, TX 75670

An inspection of your facility on Monday November 9, 2020 revealed no violations to the Fire Code of the City of Marshall.

Thank you for your cooperation.

Barmore, Terry Scott/Fire Marshal
Inspector



CERTIFICATE OF OCCUPANCY

This certificate issued pursuant to the requirements of Section 301 of the 2015 International Building Code certifying that at the time of issuance, this structure was in compliance with the various ordinances of the City regulating building construction or use for the following:

Permit No: 1061
Permit Type: Certificate of Occupancy
Date: 11/10/2020
Address: 406 N FULTON
City/State/Zip: Marshall, TX 101038
Zoning: C-3
Square Footage: 16000
Occupancy Type: Group R (Residential)
Owner: ANDRUS TRACY
Applicant: ANDRUS INDUSTRIES
Phone: 903-472-2762

Contractor:
Address:
City/State/Zip:
Phone:
Gas: Yes
Electric: Yes
Plumbing: Yes
Fire Alarms: Yes
Fire Sprinkler: Yes
Consumer Health: No

Director of Community and Economic Development

This placard must be placed in a conspicuous place on the premises.

Copied



Office Only
C/O # 1021
Receipt # 256136
Date: 4-8-21

#A0000 39334

Certificate of Occupancy Permit

Property Address: <u>303 W. Burleson</u>		Date: <u>4/7/2021</u>	
Zoning: <u>C-3</u>		<u>General Business</u>	
Property Owner: <u>Tracy Andrus</u>		Building Sq. ft. Area:	
Type of Permit:			
☐ Change of Ownership ☒ Change of Occupant ☐ Change of Name ☐ New Construction ☐ Other _____ ☐ In-home daycare: Are you the Primary Resident of the Project Address: Yes / <u>(No)</u>			
Contractor	Address	City, State Zip	Phone
Electric:			
Plumbing:			
Building:			
Business Name: <u>Convenient Car, Auto</u>		Business Owner: <u>Raphael Hendrix</u>	
Type of Business: <u>Car Dealer</u>		Phone: <u>(903) 263-2925</u>	
Activities Being Conducted:			
Gas Available Yes / <u>(No)</u>	Electric Available <u>(Yes)</u> / No	Fire Sprinkled <u>(Yes)</u> / No	Fire Alarm <u>(Yes)</u> / No
RPZ Installation <u>(Yes)</u> / No		Food Served/Prepared <u>(Yes)</u> / <u>(No)</u>	
A separate permit is required for each tenant space and/or building			
AN ISSUED PERMIT BECOMES INVALID IF THE WORK ON THE SITE AUTHORIZED BY THE PERMIT DOES NOT COMMENCE WITHIN 180 DAYS OF ISSUANCE, OR IF THE WORK ON THE SITE IS INCOMPLETE DUE TO SUSPENSION OR ABANDONMENT 180 DAYS AFTER THE WORK COMMENCED. ALL PERMITS REQUIRE A FINAL INSPECTION.			
I HEREBY CERTIFY THAT I AM AN AUTHORIZED AGENT OF THE OWNER, AND HAVE THE OWNER'S CONSENT TO ENTER ONTO THE PROPERTY TO COMPLETE THE WORK. AFTER CLOSE REVIEW OF THIS APPLICATION, I FURTHER CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. THE WORK SHALL COMPLY WITH ALL PROVISIONS OF LAWS AND ORDINANCES, WHETHER SPECIFIED OR NOT. THE GRANT OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY FEDERAL, STATE, OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.			
Printed Name of Applicant: <u>X</u>		Date: <u>X</u>	
Signature of Applicant: <u>X</u>			
Please have the following departments sign in order stated			
Inspection Dept	Signature	Approved / Denied	Date
1 Zoning In Office	<u>John W. Clark</u>	<u>(Yes)</u> / No	<u>4/7/21</u>
2 Fire Marshal 903-935-4580	<u>[Signature]</u>	<u>(Yes)</u> / No	<u>4/7/21</u>
3 Health Dept. 903-935-4427	<u>N/A</u>	Yes / No	
4 Building 903-935-4455	<u>N/A</u>	<u>(Yes)</u> / No	<u>4-9-21</u>

This handout is for informational purposes only and should not be relied on in place of official regulations and/or policies. The City of Marshall makes no representations, guarantees, or warranties as to the accuracy, completeness, currency, or suitability of the information provided via the handout. Customers and citizens are personally responsible for complying with all local, state and federal laws pertaining to projects within the City. Copies of the City of Marshall adopted codes and Zoning Ordinances can be found on the city website at www.marshalltexas.net or at the City of Marshall Planning & Development Department located at 401 S. Alamo St., Marshall, TX 75672.

FY21 Texas Balance of State Continuum of Care Priority Listing

Applicant Name	Project Name (2021 GIW names or new project names) Updated for the revised application names given to projects this year.	Project Type	2021 Project Application Budget	Running Balance	Tier
1 Homeless Network of Texas (dba Texas Homeless Network)	TX BoS CoC HMIS Project	HMIS	\$ 497,418.00	\$ 497,418.00	TIER 1
2 Mid-Coast Family Services, Inc.	Next Step Combined	PSH	\$ 788,583.00	\$ 1,286,001.00	TIER 1
3 Odessa Links, Inc.	Project HOPE FY 2021	RRH	\$ 309,480.00	\$ 1,595,481.00	TIER 1
4 Families In Crisis, Inc.	FIC RRH KILLEEN FY21	RRH	\$ 690,254.00	\$ 2,285,735.00	TIER 1
5 Women Opting for More Affordable Housing Now, Inc. (WOMAN, Inc.)	WOMAN, Inc. Rapid Re-Housing	RRH	\$ 124,596.00	\$ 2,410,331.00	TIER 1
6 Neighborhood Development Corp	Homeless to Homes Program	PSH	\$ 196,173.00	\$ 2,606,504.00	TIER 1
7 Abilene Hope Haven, Inc.	Hope Housing Services	RRH	\$ 276,431.00	\$ 2,882,935.00	TIER 1
8 The Salvation Army - Temple, TX	The Salvation Army - CoC Rapid Rehousing Program	RRH	\$ 168,602.00	\$ 3,051,537.00	TIER 1
9 Denton County MHMR Center	Connections PSH FY21	PSH	\$ 714,112.00	\$ 3,765,649.00	TIER 1
10 Lubbock Open Door	Lubbock Open Door PSH Combined	PSH	\$ 1,368,880.00	\$ 5,134,529.00	TIER 1
11 Abilene Hope Haven, Inc.	Hope Housing Services-PSH	PSH	\$ 221,761.00	\$ 5,356,290.00	TIER 1
12 The Salvation Army, a Georgia Corporation	Transforming Lives	PSH	\$ 161,480.00	\$ 5,517,770.00	TIER 1
13 The Gulf Coast Center	GCC Permanent Housing	PSH	\$ 623,439.00	\$ 6,141,209.00	TIER 1
14 The Salvation Army, a Georgia Corporation	Project Bridge Rapid Rehousing	RRH	\$ 315,514.00	\$ 6,456,723.00	TIER 1
15 Giving HOPE, Inc.	Renewal Project Application FY2021.2	PSH	\$ 448,600.00	\$ 6,905,323.00	TIER 1
16 The Salvation Army - Temple, TX	The Salvation Army - CoC Permanent Supportive Housing Program	PSH	\$ 150,497.00	\$ 7,055,820.00	TIER 1
17 City of Texarkana	Texarkana Homeless Coalition: Doorways Home	RRH	\$ 214,419.00	\$ 7,270,239.00	TIER 1
18 Sabine Valley Regional MHMR Center dba Community Healthcare	Fredonia Homeless and Disabled Women and Children Rapid Rehousing Combined	RRH	\$ 240,382.00	\$ 7,510,621.00	TIER 1
19 Families In Crisis, Inc.	HUD RAPID REHOUSING 3 FY21	RRH	\$ 179,213.00	\$ 7,689,834.00	TIER 1
20 United Way of Denton County, Inc.	Denton County Coordinated Entry	SSO	\$ 123,926.00	\$ 7,813,760.00	TIER 1
21 Mid-Coast Family Services, Inc.	Pathways	Joint	\$ 283,482.00	\$ 8,097,242.00	TIER 1
22 The Children's Center, Inc	TCCI Pelican Island CoC Project	Joint	\$ 289,666.00	\$ 8,386,908.00	TIER 1
23 City of San Angelo	COSA Rapid Rehousing	RRH	\$ 183,270.00	\$ 8,570,178.00	TIER 1
24 Housing Authority of the City of Laredo	Laredo Housing Authority RRH FY2021	RRH	\$ 234,136.00	\$ 8,804,314.00	TIER 1
25 Christian Community Action	Rapid Rehousing and Rescue Services	RRH	\$ 415,924.00	\$ 9,220,238.00	TIER 1
26 Homeless Network of Texas (dba Texas Homeless Network)	TX BoS CoC HMIS Project FY21 Expansion	HMIS	\$ 75,000.00	\$ 9,295,238.00	TIER 2
27 Homeless Network of Texas (dba Texas Homeless Network)	TX BoS CoC SSO-CE	SSO	\$ 280,000.00	\$ 9,575,238.00	TIER 2
28 West Central Texas Regional Foundation	New Housing Vision	Joint	\$ 773,021.00	\$ 10,348,259.00	TIER 2
29 New Braunfels Housing Partners	Comal County CE an Continuum of Care	Joint	\$ 421,604.00	\$ 10,769,863.00	TIER 2
30 City of Longview	City of Longview CoC 2020	PSH	\$ 221,226.00	\$ 10,991,089.00	TIER 2
31 Brown County Home Solutions Inc.	Brown County Home Solutions TH/RRH Program	Joint	\$ 214,064.00	\$ 11,205,153.00	TIER 2
32 Volunteers of America	VOATX ReHouse Denton	RRH	\$ 319,732.00	\$ 11,524,885.00	TIER 2
33 Lubbock Open Door	Survivor Housing TH-RRH	Joint	\$ 1,160,795.00	\$ 12,685,680.00	DV Bonus
34 Tracy Andrus Foundation	TAF-COC Joint Component Project	Joint	\$ 681,204.00	\$ 13,366,884.00	DV Bonus
35 Tracy Andrus Foundation	Heather's House Domestic Violence Safe Houses	Joint	\$ 1,131,454.00	\$ 14,498,338.00	DV Bonus
36 United Way of Denton County, Inc.	UWDC Rapid Rehousing FY2021	RRH	\$ 583,922.00	\$ 15,082,260.00	TIER 2
37 Castle Cares Community Ministries Inc.	PSH Veterans	PSH	\$ 983,384.00	\$ 16,071,644.00	TIER 2
38 Denton County MHMR Center	Connections PSH FY21 Expansion	PSH	\$ 491,608.00	\$ 16,503,252.00	TIER 2
39 Panhandle Community Services	PCS Rapid Re-Housing	RRH	\$ 750,000.00	\$ 17,253,252.00	TIER 2
40 Salvation Army, The- Grayson	TSA Grayson County RRH & CE Program	RRH	\$ 224,396.00	\$ 17,477,648.00	TIER 2
- Homeless Network of Texas (dba Texas Homeless Network)	TX BoS CoC Planning	Planning	\$ 1,250,000.00		Unranked

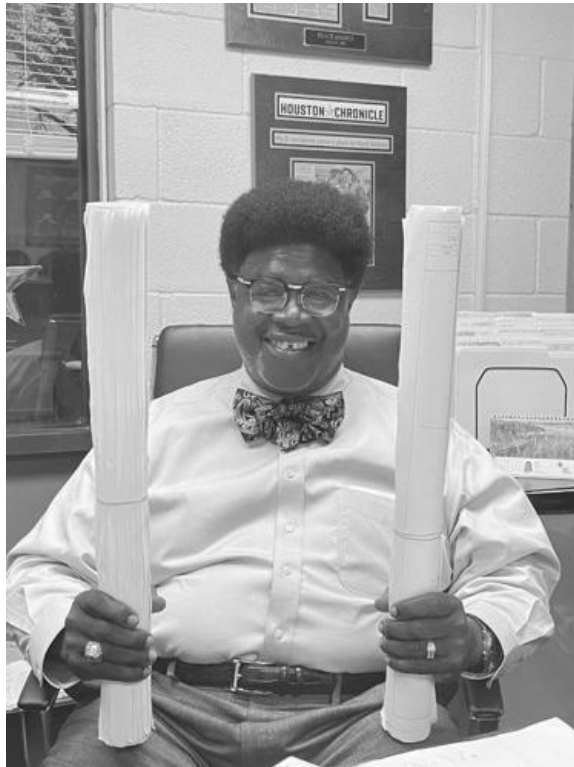
https://www.marshallnewsmessenger.com/news/hud-awards-tracy-andrus-foundation-grants-for-homeless-shelter-safe-homes/article_4e4ea69a-b475-11ec-8c4b-8774b8c2630d.html

HUD awards Tracy Andrus Foundation grants for homeless shelter, safe homes

By Robin Y. Richardson ryrichardson@marshallnewsmessenger.com

Apr 5, 2022

1 of 4



Dr. Tracy Andrus, founder and director of the Tracy Andrus Foundation, showcases the roll of blueprints prepared for more Heather's House safe homes, located in Harrison County. The foundation was recently awarded a \$1.1 million grant to benefit the expansion of Heather's House.

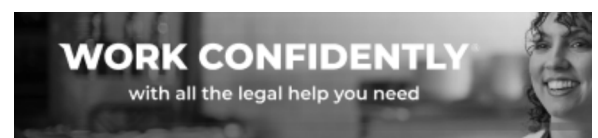
Robin Y. Richardson/News Messenger photo

The US Department of Housing and Urban Development (HUD) recently awarded the Marshall-based Tracy Andrus Foundation with nearly \$2 million in grant funding to allow for the expansion of the agency's emergency homeless shelter as well as assist with the construction of more Heather's House safe homes.

"We're just elated that the Lord has blessed us," said Dr. Tracy Andrus, founder and director of the foundation.

Don't Miss These Articles

-  [Police Reports: Aug. 29, 2023](#)





City of Marshall continues improvements at Airport Park



Marshall Early Graduation School helps nontraditional students reach education goals



Marshall Rotary Club discusses I-369 project

Of the \$2.6 billion in Continuum of Care (CoC) grant funds that HUD awarded to various homeless and domestic violence programs throughout the nation, the Tracy Andrus Foundation received \$1,143,910 to benefit the expansion of Heather's House and \$689,508 for the expansion of the homeless shelter.

"God is good," said Andrus, reiterating how humbled the foundation is by the awards.

ADVERTISING



"We wrote that grant last year in October and the COC, the Continuum of Care (CoC), who is our collaborative partner, they approved it and HUD finalized it," he said.

According to HUD, the total \$2.6 billion worth of awards given to homeless house and service programs across the country include 7,000 renewed and new grants that will promote a communitywide commitment to the goal of ending homelessness.

"Access to stable housing is a basic necessity — the safety of a home is essential, especially as we continue to fight the COVID-19 virus," HUD Secretary Marcia L. Fudge said in a statement. "These Continuum of Care program grants, coupled with the historic resources in the American Rescue Plan, will deliver communities the resources needed to ensure that every person in a respective community has the equitable opportunity to a safe and stable home."

According to HUD, the CoC program is the largest source of federal grant funding for homeless services and housing programs servicing people experiencing homelessness. The awards include approximately \$102 million disbursed amongst agencies for new domestic violence support projects.

Andrus, who is also a local pastor, construction contractor, and college professor, said the grant funds given for the expansion of Heather's House will help the Tracy Andrus Foundation build more of these safe havens for domestic violence victims.

"With this first (portion) of money of this grant, we're going to be able to build an additional seven or eight Heather Houses in the same spot," revealed Andrus. "It's going to be real nice."

"As a matter of fact we already have the plans in hand," he shared. "So all we're waiting on now is for the weather to get a little better and we're going to start breaking ground down there. God is doing a wonderful work. We're just blessed."

Heather's House

After losing their daughter to domestic violence in May 2018, Dr. Andrus and wife, Sonya, in partnership with the Tracy Andrus Foundation, opened up two safe houses in a secluded location in Harrison County, to provide victims a place of refuge.

The properties — appropriately named "Heather's House" in honor of their 37-year-old daughter Heather Mouton — were dedicated during National Domestic Violence Awareness Month, in October 2020, with a ceremonial ribbon cutting.

Heather was fatally shot by her estranged husband in Andrus' hometown and her city of residence, Crowley, Louisiana. Crowley police recorded it as the town's first homicide of the year, and dubbed it as a "deadly case of domestic violence."

Although painful, the Andrus family expressed before that they're grateful to be able to bless others through the tragedy, by offering safe homes in Heather's memory, through the Tracy Andrus Foundation.

The fully furnished safe homes are registered with the Texas and Louisiana Registry, in order to serve as an official safe haven for both men and women victims from East Texas and northwest Louisiana.

Emergency homeless shelter

Andrus said the other grant awarded to benefit the homeless shelter can either be used to expand or add additional space to the existing facility.

Currently, the Tracy Andrus Foundation, which is housed in the former Marshall Police/Fire Complex at 303 W. Burleson St., is utilizing the old jail portion as the emergency homeless shelter. The emergency shelter was renovated and rededicated earlier this year, on Jan. 27.

"We're going to most likely be building some (additional space)," said Andrus. "We've been housing about 12 to 14 people here."

He noted that the establishment is a low-barrier shelter, welcoming anyone who has a temporary need.

“You don’t need to present us anything, but let us know you need a place to stay and just have a need,” said Andrus.

The shelter is equipped with beds, restroom accommodations, and a lounge area with a TV. Andrus said the foundation is happy to not only provide an emergency shelter to people in need, but also find permanent housing for individuals to get them off the streets.

“Some of them we have just put in permanent housing,” said Andrus. “We were able to transition them from the homeless shelter into their own property.”

One of their success stories is that of Chris Bowie, one of the shelter’s first residents, who is now an employee, managing the shelter. Bowie came to the shelter after finding himself in an unexpected situation that left him homeless and sleeping in a park restroom.

“Chris Bowie was one of the first ones that came to us after the shelter was renovated,” said Andrus. “He is one of the ones that we spotlighted in our newsletter because we also hired him to manage the shelter for us.”

According to the newsletter, shortly after Bowie’s arrival in January, he immediately began to take charge and assist the foundation with new resident intake, grocery shopping and keeping the shelter sanitized and clean. Not only was the foundation able to employ him, but they were also able to find him a new home, on March 25, through the foundation’s rapid re-housing program.

“He’s a very good young man,” said Andrus.

Andrus said the foundation is pleased to not only be able to help individuals, but also families.

“We try to work with the school system because, actually, I’ve had several school age people that needed shelter,” he said. “We just had a young lady just left the shelter last week who we actually got enrolled in the school here, at MISD. So we try to reach out and help as many people as we can.”

In addition to the HUD grant, Andrus said his agency is also grateful to the Kroger Family of Companies for awarding them a \$500 grant to further assist with the mission of the homeless shelter.

“The Kroger Foundation gave us \$500 to help feed folks in our shelter,” said Andrus. “That’s a blessing. We applied for it, and they awarded us the \$500.”

Andrus thanked other community partners like Dr. Mills, of Bill’s Bicycles, who donated more than seven bikes for shelter residents to utilize as a mode of transportation.

“We appreciate Dr. Mills’ support,” said Andrus.

Andrus said he also thanks those that contribute to the clothes closet that homeless residents often utilize.

“We do have a little clothing pantry in the back because a lot of people come in the shelter ... they don’t have anything,” he said. “We get some real nice donations from people with clothing and shoes. It just gets them along their way, so they can kind of get established.”

For more information about the emergency shelter or Heather's House safe havens, call (903) 471-8674 or visit the website, www.tracyandrusfoundation.com.

Articles Suggested For You

-  [Karnack man charged in Harrison County shooting incident](#)
-  [Fundraiser set Saturday for Marshall High School student in need of urgent heart transplant](#)
-  [ETCOG releases 2024 Regional Solutions Reports](#)
-  [City of Marshall continues improvements at Airport Park](#)
-  [Ribbon cutting held for Marshall's new inclusive playground](#)

Robin Y. Richardson

County/Courts Reporter

Robin Y. Richardson is an award winning print journalist, serving as the county government and courts reporter. She earned her journalism degree from TSU and master's from LSUS. She is the proud mother of one daughter.



**Marshall Fire Department
Fire Marshal's Office
601 S. Grove Marshall, TX 75670**

Fire Inspection Notice

September 13, 2022

Gateway Plaza
303 W Burleson ST
Marshall, TX 75670

An inspection of your facility on Aug 31, 2022 revealed the violations listed below.

ORDER TO COMPLY: Since these conditions are contrary to law, you must correct them upon receipt of this notice. An inspection to determine compliance with this Notice will be conducted on Sep 13, 2022.

If you fail to comply with this notice before the reinspection date listed, you may be liable for the penalties provided for by law for such violations.

Violations

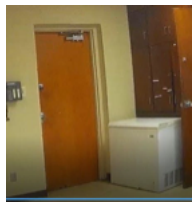
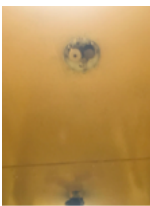
110.1.1 Unsafe Conditions

Note RESIDENTIAL/ JAIL AREA NEEDS IMMEDIATE ATTENTION
SMOKE DETECTION, SPRINKLER, FIRE EXTINGUISHERS, EXIT PATHWAYS

Burned plugs and wiring need replaced in Eastwing Storage area.

GFCI plugs need in multiple areas near water source.

Overloaded Circuits in Kitchen



Violations

310.3 No Smoking Signs

Note Needed on exterior entry/exit doors

315 Unsafe Combustible Materials Storage

Note Combustion storage not permitted in mechanical rooms



503.3 Fire lane markings

Note Approved Fire Lane needs to be established with Paint/signs

605 Open wires

Note Open wires mechanical/classroom

Improper light wiring needs repair in East Wing Storage



605.5 Extension cords being used

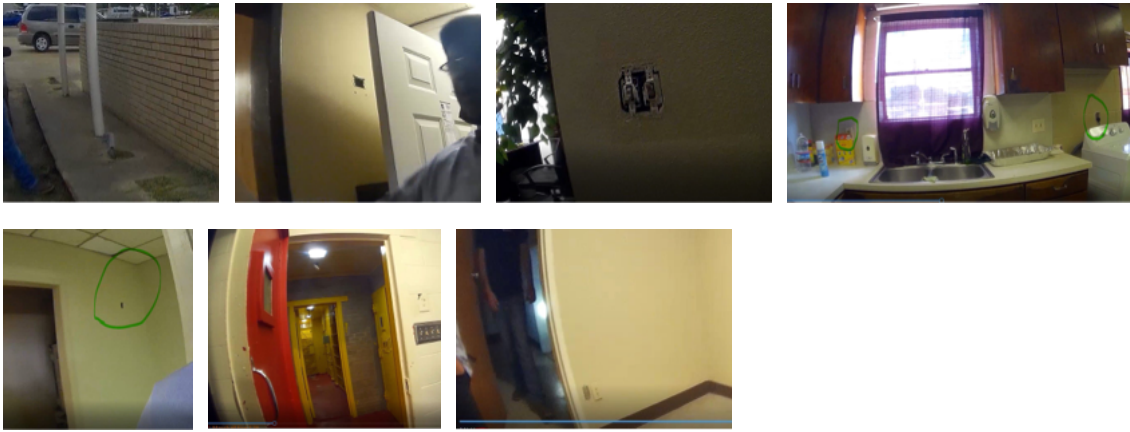
Note Extension cord use in residential area
Extension cord use in courtroom



605.6 Electrical panel cover

Note Open plug/switch plates in:
Jail, eastwing, and foyer

Light covers need replacing in multiple areas



609/904.11 Fire Extinguishing Systems

Note Hood System and System interlock needed in East Kitchen



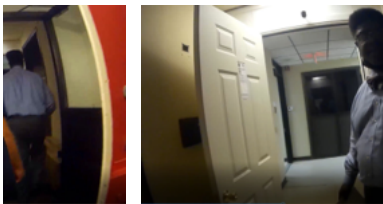
703.1.2 Fire Walls and Partitions are within code

Note Walls need repaired in West Wing office



703.2 Fire Doors are with Code Compliance

Note Proper Fire Doors need in residential/jail area



Violations

703.3 Ceiling Partition is per code

Note Multiple holes in ceiling need repair/replacement in:
East Wing storage rooms
East Wing Mechanical Rooms
East Wing Office area
Residential/Jail area
Bay Area

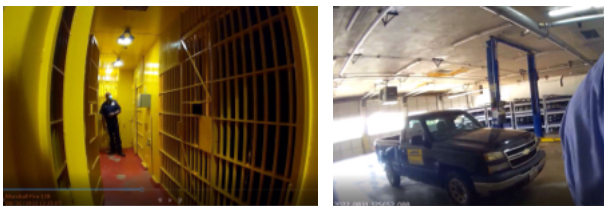


901.6.1 Portable Fire Extinguishers

Note Fire Extinguishers needed in:
Residential/Jail area
Kitchen Area
Assembly/Bay area
Multiple areas throughout building

903 Sprinkler

Note NFPA 13R Sprinkler System needed in Residential/Jail and Assembly/Bay area



907 Fire Alarm/ Smoke Detectors

Note Fire Alarm needs to be expanded throughout building to be in accordance with NFPA

SMOKE DETECTION NEEDED IN RESIDENTIAL AREA IN ACCORDANCE WITH TEXAS STATE LAW, MARSHALL CITY ORDINANCE, AND IFC 2015



1008 Emergency Lighting

Note Emergency lighting needed in residential/jail area

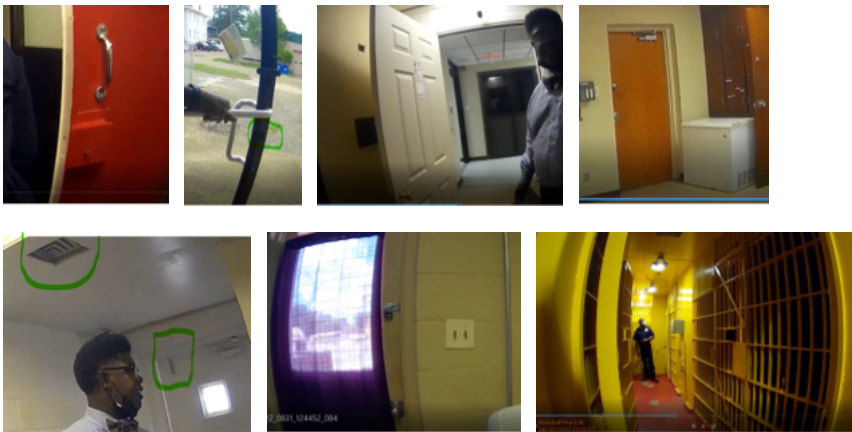
1008.1.1 Exit Door Operations

Note Exit door needed in:
Jail/residential area
Mechanical/classroom
Bay Area

Exit door hardware needed/repaired in:
Testing center
Kitchen
Jail
Business offices

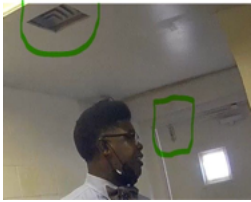
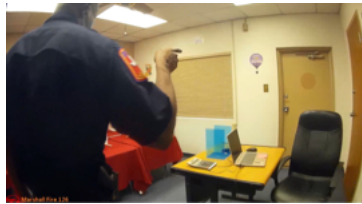
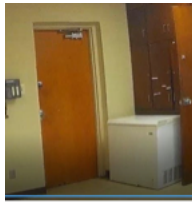
Exit Pathway blocked in residential/jail area

PADLOCKS/BARREL LOCKS/ SLIDE LOCKS NOT PERMITTED ON EGRESS DOORS



1013 Exit Signs

Note Exit signs needed in:
Jail/residential area
Testing center area
Kitchen area
Bay Area



Information may be obtained by contacting the Marshall Fire Department Inspections Office at 903-935-4586.

1295 Terry Barmore
Inspector

Owner
Dr. Andrus refused to sign the inspection



To: Development Review Committee
From: Garnett Johnson, Director Community & Development
Date: August 31, 2022
Re: 303 W. Burleson

○ Background:	○ DRC City Representative:
Applicant: ○ Tracy Andrus 303 W. Burleson Marshall, TX 75670	Garnett Johnson Director of Community & Development Chief Reginald Cooper Director / Fire Chief/Peace Officer Olivia Cuenca Health Inspector Daniel Sutton Chief Building Inspector T. Scott Barmore Fire Marshal/ Peace Officer
Project Name: ○ Andrus Industries	Zoning: ○ C-3 Business
○ Type of Business: Foundation Office	Type of Permit Request: Change of Occupant
Start/ Stop Time: 1:00 pm- 2:00 pm	Date of Request: July 01, 2020

The Building was identified by Dr. Andrus as 406 N. Fulton – entry into building

Building Identified Discrepancies: Previous Floor Plan Layout- Key

- Jail Area: Is not up to Standards for residential use. Texas State Law, City Ordinance, as well as International Code Council IFC, IBC, & IRC requires smoke detention, CO detection (when gas is in use), and possible use of sprinkler system (based on occupancy layout).
 - See Attached Fire Inspection Report and Itemized Code Violations
- Within area of jail area/ Booking Area – area consisted of canned food/ microwave/ cleaning supplies- per health inspector – cleaning supplies cannot be kept in the same area. Removal of cleaning supplies from area. (Food Code 2017) 7-201.11 Separation (A) (B)
- Rm 2 Kitchen (small)
 - Request of
 - removal of small car battery from counter top
 - GFI protected plug/ Reset

-
- Front of building hallway
 - Light switch cover needed
- Previous Municipal Court Room / Current ID as Meeting Rm/ Application Rm.
 - Removal of surge protectors/ Change of Extension Cord in Court Rm.
 - Extension Cord not properly plugged in outlet- change extension cord (longer)
- Key Pad Protected Entry
 - Supply Rm/ Break Rm-Storage Rm (right) request
 - Ceiling repair /
 - Area Needs To Be Closed off
 - Teresa's Office- Replace/ Repair
 - Hole in ceiling/ Closed Up
 - Electrical Plug – Replace Cover Plates
 - Hallway
 - Fire Extinguisher Expired – need to update/ replace- Expired 2021
 - Hallway plug – cover replace
 - Women Clothing Rm
 - Electrical Plug – show signs of being burned / scorched
 - hot and cracked plug replaced

2014 National Electric Code (NEC)

210.8(B) Other Than Dwelling Units. All single-phase receptacles rated 150 volts to ground or less, 50 amperes or less and three-phase receptacles rated 150 volts to ground or less, 100 amperes or less installed in the following locations shall have ground-fault circuit-interrupter protection for personnel.

- (1) Bathrooms
- (2) Kitchens
- (3) Rooftops

Exception: Receptacles on rooftops shall not be required to be readily accessible other than from the rooftop.

- (4) Outdoors

(5) Sinks — where receptacles are installed within 1.8 m (6 ft) from the top inside edge of the bowl of the sink

Exception No. 1 to (5): In industrial laboratories, receptacles used to supply equipment where removal of power would introduce a greater hazard shall be permitted to be installed without GFCI protection.

Exception No. 2 to (5): For receptacles located in patient bed locations of general care (Category 2) or critical care (Category 1) spaces of health care facilities other than those covered under 210.8(B)(1), GFCI protection shall not be required.

(6) Indoor wet locations

(7) Locker rooms with associated showering facilities

(8) Garages, service bays, and similar areas other than vehicle exhibition halls and showrooms

(9) Crawl spaces — at or below grade level

(10) Unfinished portions or areas of the basement not intended as habitable rooms

- LED lights (date on wire time stamp)
- Ceiling tiles replace

2014 National Electric Code (NEC)

Type NM (romex) used above ceiling

334.12 Uses Not Permitted.

(A) Types NM, NMC, and NMS. Types NM, NMC, and NMS cables shall not be permitted as follows:

(2) Exposed in dropped or suspended ceilings in other than one- and two-family and multifamily dwellings

▪ Kitchen

- GFI plug required
- Repair/ Replace Countertop Food Grade Stainless Steel 16 inches backsplash
- 3 Compartment Sink Required (Food Code 2017) 4-301.12 Manual Ware washing Sink Compartment Requirements (A) (B)
- Need Air Gap under sink (Food Code 2017) 5-202.13 Backflow Prevention Air Gap
- Remove Washer/ Dryer from kitchen area
- Need Thermostat in Deepfreeze and Refrigerator (Food Code 2017) 4-

302.12 Food Temperature Measuring Devices (A) (B)

- Need Commercial Grade Stove/ Hood Suppression installed- Internal Fire Code Standard /UL standard
- Certificated Food Manager/ Food Handlers on duty during serving of food (Food Code 2017) 2.102.12 Certified Food Protection Manager
- Handwashing Sink (Food Code 2017) 5-202.12 Handwashing sink Installed
- Operating without a permit (Food Code 2017) 8-301.11 Prerequisites for operation

Garage / Bay/ Storage Rm

Ceiling Panel need to be replaced

- Feeding people w/ in bay Occupancy Load need
- Pre-package given frozen – cook food only given hot
- Men's Closet
 - Ceiling Tiles Replace
- Mechanical Rm.- services w/ classroom chairs
 - 30 inches from mechanical wall / clearance
 - Metal piping hanging from ceiling – reattach to ceiling

Shower Area

- Ceiling tile replace
- Remove all clothing from electrical closet- dedicated for electrical

Fire / Police Side

- Empty Room / Men's Restroom
- Ceiling Tile Replace

Studio / Church/ Media Rm

Fire Alarm Panel – good condition People resident

Pull Station

- Alarm Services need to be extended – Repurpose of the building – Fire alarm system should be upgraded to accommodate residential/ homeless facility- 42:00

- Add on Permit Tech Office
 - Sheetrock wall repair
- Interview Rm.
 - 30 in. clearance
 - Need GFI breaker
- Break Rm.
 - Need GFI breaker
- Computer Rm.
 - Replace/ repair ceiling tile (closet)
- Exit Sign need w/ proper exit door hardware
 - Signage needed Deadbolt not needed on door
- Door off Computer Rm
 - Double locked door only deadbolt not needed
 - Ceiling Tile (closet)
- External Building (Outside)
 - Plugs/ GFI or Blanket Off (1/2/ 3)

2014 National Electric Code (NEC)

Missing outlet covers

422.20 Outlet Boxes to Be Covered. In a completed installation, each outlet box shall be provided with a cover unless covered by means of a ceiling-suspended (paddle) fan canopy.

Onsite DRC meeting lasted for an hour. Certificate of Occupancy Permit was issued 07/01/2020 C/O #1061. The C/O activities selected by Mr. Andrus indicated that

Gas Required Yes,

Electric- Yes,

Fire Sprinkled- Yes,

Fire Alarm- Yes,

RPZ Installation –No

Food Served / Permit No

Occupancy Type: Group R (Residential) selected/indicated in error

C/O Ordinance 0-16-13



Chapter 32 of the Marshall Code of Ordinance entitled "Zoning" and specifically Sub-Chapter 25 entitled "Certificate of Occupancy and Compliance" Shall read as follows:

25.01 When Certificate Required.

No vacant land shall be occupied or used except for agricultural and residential uses and no building hereafter erected or structurally altered shall be occupied or used until a certificate of occupancy has been issued by the City stating that the building or proposed building or land complies with all applicable City codes and ordinances and ordinances and with the provision of these regulations.

All Businesses who provide services, sell goods and/or are opened to the general public shall obtain a certificate of occupancy in accordance with this section



MARSHALL

FIRE DEPARTMENT

601 S. Grove St. Marshall, Texas 75670

Gateway Plaza

303 W. Burleson St. Marshall, Texas 75670

This building does not have proper Certificate of Occupancy AND/OR Special Permits filed with the City of Marshall Fire Marshal's Office. Therefore, in accordance with City Ordinance and the International Fire Code 2015, operations of the establishment SHALL STOP and remain unoccupied until the proper permits and life safety hazards have been repaired and approved by the Fire Marshal and other appropriate officials.

Fire Marshal,


FC 126
09/02/22

(Following Codes)

105.1.1 Permits Required

A property owner or owner's authorized agent who intends to conduct an operation or business, or install or modify systems and equipment that are regulated by this code, or to cause any such work to be performed, shall first make application to the fire code official and obtain the required permit.

109.3 Notice of Violation

Where the fire code official finds a building, premises, vehicle, storage facility or outdoor area that is in violation of this code, the fire code official is authorized to prepare a written notice of violation describing the conditions deemed unsafe and, where compliance is not immediate, specifying a time for reinspection.

109.4 Violation Penalties

Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a **misdemeanor**, punishable by a fine of not more than **[\$2000.00]** dollars for Each day that a violation continues after due notice has been served shall be deemed a separate offense.

110.1.1 Unsafe Conditions

Structures or existing equipment that are or hereafter become unsafe or deficient because of inadequate means of egress or which constitute a fire hazard, or are otherwise dangerous to human life or the public welfare, or which involve illegal or improper occupancy or inadequate maintenance, shall be deemed an unsafe condition. A vacant structure that is not secured against unauthorized entry as required by Section 311 shall be deemed unsafe.

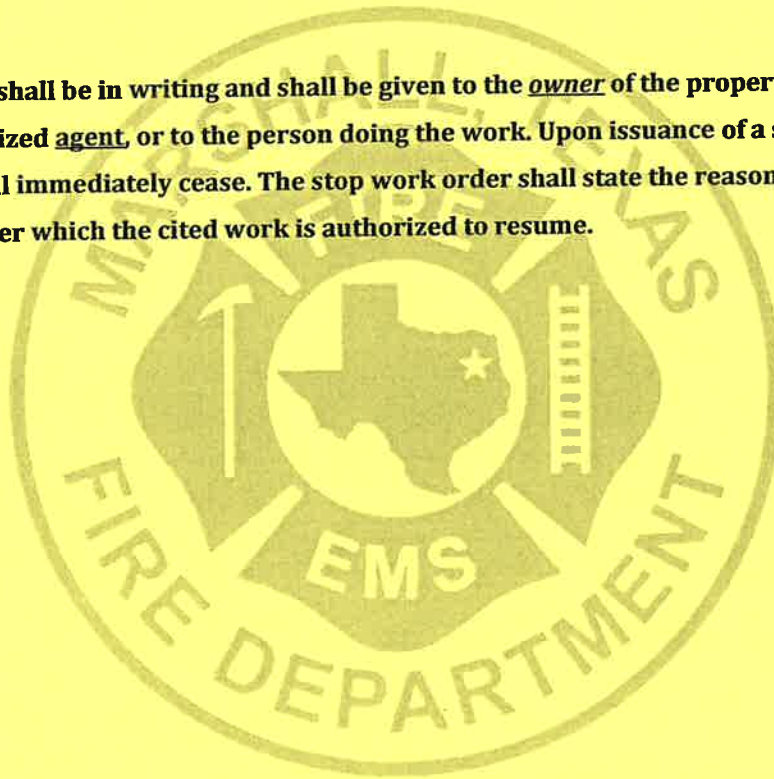
Section 111 Stop Work Order

111.1 Order

Where the fire code official finds any work regulated by this code being performed in a manner contrary to the provisions of this code, or in a dangerous or unsafe manner, the fire code official is authorized to issue a stop work order.

111.2 Issuance

A stop work order shall be in writing and shall be given to the owner of the property, or to the owner's authorized agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order, and the conditions under which the cited work is authorized to resume.





NOTICE OF CODE VIOLATION

09/14/2022

Tracy Andrus
104 Johnson
Marshall, Texas 75670

Subject: Code Violations located at 303 W. Burleson, Marshall Texas

According to our records, you have a business that currently does not comply with the issued Certificate of Occupancy permit issued at **303 W. Burleson**, Marshall, Texas. As a person with an ownership interest in the Property, or a person who is the owner's representative, you are responsible for maintaining the condition and use of the property in accordance with the City of Marshall, Texas Ordinances. The use of the property is in violation of City of Marshall Ordinances.

Chapter 32 of the Marshall Code of Ordinances entitled "Zoning" and specifically Sub-Chapter 25 Entitled "Certificate of Occupancy and Compliance" shall read as follows:

25.01 When certificate required.

No vacant land shall be occupied or used except for agricultural and residential uses and no building hereafter erected or structurally altered shall be occupied or used until a certificate of occupancy has been issued by the City stating that the building or proposed building or land complies with all applicable City codes and ordinances and with the provisions of these regulations.

All businesses who provide services, sell goods. And/or are opened to the general public shall obtain a certificate of occupancy in accordance with this section.

This letter serves as notice to correct this violation and bring this property into compliance with the City Codes. The property will be reviewed on **11/14/2022** to ensure the property is in compliance.

Failure to comply will result in a citation being issued to you and filed with Municipal Court, at which time you will be required to pay a fine in an amount set by the court. The fine can be up to \$200.00 for each day the property remains in violation of the City of Marshall's Codes.

We appreciate your prompt attention to this request. If you have any questions, please call the Planning and Zoning Department at (903) 935-4456.

Thank you for your time and consideration.

Sincerely,
Garnett Johnson

Scott Barmore

From: Garnett Johnson
Sent: Friday, September 23, 2022 12:13 PM
To: Tracy Andrus
Cc: Scott Barmore; Reggie Cooper; Terrell Smith; Olivia J. Cuenca; Clark Adkins; Daniel J. Duke
Subject: RE: Certificate of Occupancy

Dr. Andrus,

Thank you for your quick response and attention to detail to this matter. We are here to assist you in bringing your building up to compliance with the cities codes, fire, and life safety standards.

The city hopes to continue working with you as you resolve any of the issues and or concerns noted during our inspection of your facility.

When you purchased the property at 303 W Burleson, the CO application which was submitted was slated and inspected for office use only. The building at 303 W. Burleson has since been repurposed from its original status and CO issuance. In accordance with the current city ordinance a new CO must be completed to reflect the updates and or changes that have been made.

We look forward to having a positive relationship with you that will ultimately help people in need as well as make your establishment a staple within The City of Marshall.

Thank you in advance for your continued support and dedication to The City of Marshall.

V/r
Garnett Johnson, Director
City of Marshall Community & Development

From: Tracy Andrus [mailto:tandrus26@gmail.com]
Sent: Wednesday, September 21, 2022 9:38 AM
To: Garnett Johnson <Johnson.Garnett@marshalltexas.net>; Tracy Andrus <tandrus26@gmail.com>; Terrell Smith <Smith.Terrell@marshalltexas.net>; Olivia J. Cuenca <Cuenca.Olivia@marshalltexas.net>; Clark Adkins <Adkins.Clark@marshalltexas.net>
Cc: Scott Barmore <Barmore.Scott@marshalltexas.net>; Reggie Cooper <RCooper@marshalltexas.net>
Subject: Re: Certificate of Occupancy

Good Morning Ms. Johnson,

Thanks for the invite to the DRC Meeting. As stated in the meeting, I am not in agreement with the statement that my building is out of compliance as the Certificate of Occupancy that was issued to me by Wes Morrison clearly states that the building occupancy is residential. I know that you all stated that he or the clerk made a mistake but the facts are that this is the occupancy that I was granted. When I purchased the building from the city they knew that I was purchasing this building to temporarily house ex-felons and vulnerable populations. As you all suggested in the meeting, I have reached out to the fire sprinkler installers to request at the minimum three bids and once they are obtained, I will be meeting with Mr. Smith and Ms. Ware. Hopefully, we will be

able to resolve your concerns without escalating this to another level. The other requests that you all made have been taken care of with the exception of the wiring which we hope to have completed by this weekend.

Dr. Tracy Andrus, Executive Director
Tracy Andrus Foundation
303 W. Burleson Street
Marshall, Texas 75670
tandrus26@gmail.com
Ph: 903-472-2762
www.tracyandrusfoundation.com

On Mon, Sep 19, 2022 at 9:51 PM Garnett Johnson <Johnson.Garnett@marshalltexas.net> wrote:

Dr. Andrus
Following up. Please advise the status of the request.

Best Regards,
Garnett Johnson, Director
Community & Development
903-578-0004

Sent from my iPhone

On Sep 14, 2022, at 5:26 PM, Garnett Johnson <Johnson.Garnett@marshalltexas.net> wrote:

Dr. Andrus,

Thank you for attending the meeting today (09/14/2022) to discuss the finding/ review of 303 W. Burleson Street. I have attached the notice of code violations provided during the meeting (hardcopy) along with an attachment in this email, for your records. The property located at 303 W. Burleson currently does not have an active Certificate Of Occupancy. Contact our Permit Technician at 903-935-4555 to schedule inspections per the scope of the building. If you have any additional questions or comments, please feel free to contact me @ 903-578-0004.

In addition, contact a Texas certified fire protection company to assist you with the fire alarm system and sprinkler system required for your facility.

Best Regards,

Garnett Johnson, Director
Community Development



To: Terrell Smith, City Manager
From: Garnett Johnson, Director of Community & Development
Date: October 10, 2022
Re: CDBG Program Status Update – Tracy Andrus Foundation Funds on Hold

The City of Marshall receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). Each spring the City prepares an Annual Action Plan outlining our allocation of CDBG funds for the program year. In program year 2022, the City received \$362,125. As part of our disbursement of funds, the Tracy Andrus Foundation received \$30,000.

Funds for this recipient is currently on hold due to noncompliance with City codes and zoning ordinances. The current property of 303 W. Burleson Street holds a Certificate of Occupancy status of C-3; Type of Business: Offices and must be updated to C-3; Type of Business: Homeless Shelter, Offices, Food Pantry **(this building will have to get a sprinkler system installed because people are residing at location and food inspection conducted)** in order to be in compliance with City regulations. This change is required due to the use of the building as a homeless shelter and food pantry. The applicant has been made aware of current noncompliance and has refused to update their Certificate of Occupancy status.

In order to receive CDBG funds, applicants must be in compliance with required City regulations. Staff has notified the property owner that their CDBG status is on hold until January 17, 2023 in order to give time to complete the required obligations. If this obligation is not met, the funds will be reallocated to Northeast Texas Habitat for Humanity who received \$72,160.00 for the 2022 program year for home repairs in our community of Marshall, Texas.

Other recipients of CDBG funding this year are as follows:

- Boys & Girls Club: \$16,250
- Harrison County Literacy Center: \$6,000
- Mission Marshall Food Bank: \$12,000
- Communities in Schools: \$10,000
- Neighborhood Cleanups: \$6,500
- Code Enforcement: \$83,790
- Demolition/Blight: \$53,000
- Program Administration: \$72,425
- Housing Rehabilitation: \$102,160
 - \$72,160 to Northeast Texas Habitat for Humanity
 - \$30,000 to Tracy Andrus Foundation

Staff is available for any questions.

https://www.marshallnewsmessenger.com/news/tracy-andrus-foundation-temporarily-shuts-down-marshall-shelter-lays-off-staff/article_65491a36-7768-11ed-9c74-b7b7c10d8868.html

Tracy Andrus Foundation temporarily shuts down Marshall shelter, lays off staff

By Robin Y. Richardson ryrichardson@marshallnewsmessenger.com
Dec 9, 2022

1 of 10



One of the residents living in a homeless shelter run by the Tracy Andrus Foundation pack up their belongings Thursday.
Robin Y. Richardson/Marshall News Messenger

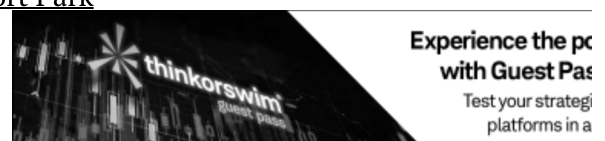
The Tracy Andrus Foundation is experiencing a temporary setback as it closed down its emergency shelter Thursday and recently let go of its paid employees due to a lack of funding and failure to meet code enforcement needs.

“If there’s some people who want to donate us about \$30,000 to \$50,000; or if they want to pay to get the sprinkler system put in here, we’d be more than happy to get it in and probably have the system up and running within the next week or so, but we need the money,” said Andrus.

Don't Miss These Articles



[City of Marshall continues improvements at Airport Park](#)



-  Police Reports: Aug. 29, 2023
-  Marshall Early Graduation School helps nontraditional students reach education goals
-  Marshall Rotary Club discusses I-369 project

Additionally, “My folks are on pause,” he said regarding the layoff.

“We’ve been approved for \$1.8 million,” he said, explaining that they haven’t received the funding yet, because it requires them to meet a 25 percent match in proposed services. “I did tell them as soon as we get our funding I will offer them their jobs back.”

The recent decisions have left shelter occupants and former paid employees heartbroken as they said they received the news suddenly, and around the holidays.

Employees said they learned they were being laid off, without notice, right before Thanksgiving on Nov. 22. Shelter occupants said they received an official letter Wednesday that they had to vacate the building no later than noon Thursday.

“It is so sad,” said former case manager and shelter manager Tamika Burton, who was laid off.

Burton said it breaks her heart to see the occupants have nowhere to turn. She said the former staff is suffering right along with the occupants as they really cared about the homeless tenants and stuck around the stressful environment just to help them.

“To be laid off right before the holidays is so horrible,” said Burton.

The way it happened, and timing of it all, seemed so cold, she said.

“I was the unofficial PR person. I’m the one that’s been talking to them. We worked really, really hard and we were really dedicated to the foundation, so to be treated like that is very horrible,” said Burton.

And “We really did care about those people,” she said. “I did have a few of the residents call me last night to tell me about it (the shelter closing) and I had a few this morning

“It is just very disheartening to me because I feel powerless to help them,” she said, sharing how staff would take it upon themselves to buy the occupants food when funding ran out to feed them.

Burton said she’s gone to check on some of them since receiving the letter, and one of their beloved occupants, 63-year-old Sherry Williams, was sitting on the curb in tears. She said things that have transpired are beyond the former employees’ control, and she wants people to know they worked hard for the foundation and truly cared.

“I don’t want people to think we had anything to do with it,” she said of the former employees, who were laid off, “because we took good care of them while they were there.

“It just all makes me very sad. It’s heartbreaking to know they’re back out in the streets right before the holidays, (in the) winter,” she said. “I’m just hoping the community will pull together to help them find shelter. I’m going to help them the best way I can.”

Shelter resident David Stowe said they were initially given 120 days to find a job and get out on their own. Stowe said now the only place he can turn to is the inside of his vehicle for shelter.

“I packed all my stuff in the car,” he said.

His friend Phelesia was stumped on where to go. She believes an argument she had Wednesday played a factor in Andrus’ decision to go ahead and close the services.

“There was an argument between me and somebody else. And he said that it was too much. He couldn’t handle all the people and the problems so we all had to get out,” said Phelesia. “It’s really aggravating because I don’t have a place to go. What are you gonna do? He gave us a notice that we had to be out in four months looking for a job. Yesterday after the argument, he said you know what, y’all just go.”

Andrus told the News Messenger on Thursday that he made the occupants aware of a possible shutdown about a month ago. He agreed that the unruly behavior inside of the shelter did, however, push his decision to close down sooner.

“I’ve been talking to these folks for the last three or four weeks. Now I’m going to be honest with you, some of the things they brought on themselves, too, by all this bringing in paraphernalia, knives and staying out beyond curfew and things like that,” said Andrus. “They’ve been doing some things there, but that just, in my opinion sped up the process.”

Andrus said the city also gave him a timeline of Oct. 14 to get into compliance with the code. And while they never returned for a follow up inspection, he said he decided it was best to temporarily close the shelter before they did.

“We have to do a temporary shutdown because, mainly we’re out of code, according to the city... Garnett Johnson, (Reggie Cooper) the fire chief, they’ve all been over here,” said Andrus. “They’ve walked through the building. They said in order for it to have people in this area they have to have a sprinkler system installed in there. Unfortunately, we don’t have \$50,000 just lying around and we can just get it. But we have been calling folks, getting some bids to find out exactly how much money it’s going to cost us. And from what we’re being told, it’s going to cost us between \$30,000 to \$50,000 to get a sprinkler system installed.”

“As soon as we can get the funds to get the sprinkler system installed, we’ll have this program right back and running,” he said.

“This is a temporary shutdown, unfortunately. We just don’t have the money to get this place running right now,” Andrus said, sharing he’s been supporting the shelter with his own personal funds

“(I figured) may as well go and do this now... so we prevent the embarrassment that’ll come later, especially if they have to come out and make the folks just leave out,” said Andrus.

He also didn’t want to risk a citation.

“They did say by this particular day if you don’t have your building up to code, we’re going to give you a citation,” he said.

Marshall Fire Chief Reggie Cooper said Thursday that the city officials never instructed Andrus to shut down or kick any occupants out.

“We have only tried to work with him to formulate viable solutions,” said Cooper.

The fire chief said, as part of the city’s permitting process as with any business seeking a certificate of occupancy within the City of Marshall, various inspections of a facility must occur.

“These inspections include but are not limited to electrical plumbing, health and fire/life safety,” said Cooper. “Upon completion of our inspections, there were several items of concern that needed attention prior to issuing Mr. Andrus his certificate. Mr. Andrus had already been operating this facility located at 303 W. Burleson as a business, yet our inspection discovered people being housed in portions of the building that was being used as a shelter for homeless.”

Cooper said among other inspection concerns, Andrus was told that a partial fire sprinkler system and/or upgraded fire alarm system would have to be installed.

“For this portion of the building’s usage, these systems are vitally important for life safety,” said Cooper. “In the area where occupants were housed overnight, there were jail cell doors still in place along with no early detection system (smoke alarms) in this area, no secondary exit and no sparkler system in place in case there was fire.

“Mr. Andrus was given a list of corrections that needed to be made along with a need for continuous communication between him and our permit department.”

Cooper said the city understands major installs often take time and can be expensive.

“Mr. Andrus was only told to provide the city with a viable plan of action, working with his chosen contractors/installers to provide us with a timeline for completion,” said Cooper. “Understanding the challenges of receiving parts and labor, Mr. Andrus has not been pressured for completion, yet he was told of the vital importance to comply within a reasonable timeframe or submit a different plan that would be comparable and acceptable to protect those sheltered.”

Cooper said the city’s primary concern in all aspects of this and all other inspections is life safety.

“It is our continuous desire to bring positive and good businesses to the city of Marshall, yet we are obligated to ensure the life safety and property conservation,” the fire chief said.

Andrus said although the shelter is temporary closed and paid staff has been laid off, the decision hasn't affected any other services or operations of the Tracy Andrus Foundation.

"The only thing that's being affected right now is the shelter and that's because we're out of code with the city and we need to make sure that we get the monies to install the sprinkler system. They said that's the main thing we need to do here," he said.

He said all of the toys, bikes, socks, shoes, toothbrushes and toiletries donated by local entities to the foundation will be given away for Christmas as planned and that operations will continue at the foundation office with the help of volunteers.

"We have our GED program there, we still allow people to come in and take showers. We still have our clothing and things," he said.

"We have volunteers that are helping," he said. "I can tell you this Tracy Andrus Foundation ain't going nowhere."

Housing Authority Steps In

In the meantime, Marshall Housing Authority is hoping to help homeless residents who were displaced after the shelter was temporarily shut down.

"We are putting out an appeal to the public that if anybody has any place or large building that we could work out something on, I will start trying to get money where we could afford to rent a spot," Tom McClurg, director of the housing authority, said.

"We could do just an emergency shelter. If the weather gets bad, they'll have a place to go instead of trying to live in the woods. Long-term, we need a complete treatment program, so to speak, to take care of homeless issues and seek more permanent housing," McClurg said.

McClurg, along with housing authority personnel, rushed to the shelter site Thursday after learning from a tenant of their plight.

"He came looking for help and Tonia (Taylor) is my deputy director there. She meets and talks to these folks when they come in looking for assistance," said McClurg.

Taylor stood diligently outside of the emergency shelter, making phone calls to several motels Thursday to check for any room availability for a few nights at the housing authority's expense, to no avail. All rooms were booked, and the housing authority's units are full to capacity.

"We are out of rooms. Our 74 apartments here we got are completely full; our voucher program is completely shutdown; our waiting list has gotten hundreds of people on it. We do what we can," said McClurg.

McClurg said the dilemma is particularly frustrating since the Tracy Andrus Foundation seemingly received funding to support the shelter. McClurg said the housing authority was denied the same funding.

“We have a little bit of emergency money to pay short-time rent left, that sort of thing, but this gentleman received a lot of money apparently to do something and I’m a little (miffed) because the Marshall Housing Authority is not getting anything,” said McClurg. “When they were awarding funds, however they made the decision to award him; we had put in an application to HUD to be funded for what they call the emergency housing program, President Biden’s money. We didn’t get a penny out of it.”

Andrus has explained his foundation still hasn’t received a dime due to the matching grant requirement.

Nevertheless, McClurg said the housing authority is still reaching out to entities to see how he can help the local homeless community.

“I’ve been talking to people around trying to get a homeless effort going here with the churches and others, and it’s just a lack of money or lack of space. And sometimes because we are the housing authority, we probably have to take matters into our own hands and see if we can develop something on our part,” said McClurg.

McClurg said with both state and federal housing officials to seek a resolution in the matter.

“If we can get some funds, I may could rent an office building that’s been vacated or something like that that has bathrooms and things and have a temporary shelter like they do in Longview,” said McClurg. “So we’ve got to get something done. We’ve just gotta get to going.

“Everyone here needs help,” the housing authority director said.

Articles Suggested For You

-  [HUD awards Tracy Andrus Foundation grants for homeless shelter, safe homes](#)
-  [Marshall firefighters respond to grease fire at Valero station](#)
-  [Marshall Early Graduation School helps nontraditional students reach education goals](#)
-  [Marshall Symphony League Ball to present debutantes Feb. 22](#)
-  [Marshall plans Thursday ribbon cutting for Born Learning Trail](#)

Robin Y. Richardson

County/Courts Reporter

Robin Y. Richardson is an award winning print journalist, serving as the county government and courts reporter. She earned her journalism degree from TSU and master's from LSUS. She is the proud mother of one daughter.

January 12th, 2023.

Dear City Manager,

Thank you for all you do for the Marshall, TX citizens. We are currently requesting assistance with our homeless shelter and kitchen area. As you are aware the Tracy Andrus Foundation operates the only homeless shelter in the city of Marshall, Tx. And because of the possible code violation regarding the fire alarm in that specific area, we must temporarily close the shelter for the homeless citizens, to avoid being penalized for being non-compliant due to the code violation.

I am currently requesting your assistance and exploring options for us to install our Fire Alarm in the shelter area, the vent hood, and water suppression system, in the kitchen area, so we can continue to feed the homeless people hot meals on Wednesdays, I would also like your org to consider providing annual or periodical assistance to the shelter to offset the expenses incurred by the foundation.

It is our hope that your office will be able to assist with obtaining funding to get our building up to code so we can run our shelter for the homeless people of Marshall and the surrounding areas.

I would be happy to provide you with more information about how your contribution can help the homeless at the Tracy Andrus Foundation. Feel free to contact me by phone or email which will be provided at the end of this letter. We would love to start this relationship with you. Tracy Andrus Foundation cannot thank you enough.

Sincerely,

Dr. Tracy Andrus

Dr. Tracy Andrus, Executive Director
Tracy Andrus Foundation
303 W. Burleson Street
Marshall, Texas 75670
tandrus26@gmail.com
Ph: 903-472-2762
www.tracyandrusfoundation.com



To: Dr. Tracy Andrus – Tracy Andrus Foundation
From: Garnett Johnson, Director of Community & Development
Date: January 20, 2023
Re: Tracy Andrus CDBG Critical Home Repair Grant Program

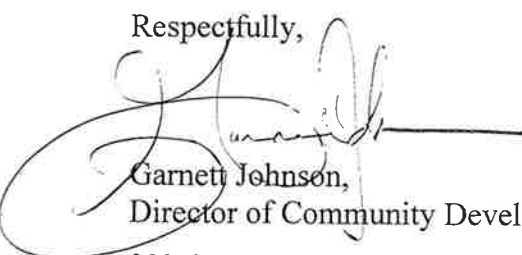
Dr. Andrus,

This letter serves as official notice that under General Conditions (section V-A), your current business CO fails to comply with Federal, State, and Local Laws. As a result, the original grant to be awarded to you, has been defaulted as of January 17, 2023. This date is reflective of a previously approved extension date, and as of January 19, 2023 the CO has yet to be amended. Moving forward, in order to be considered for future business grants, the applicant must ensure that all legal regulations such as the CO are properly addressed in a timely manner.

The applicant's noncompliance has now resulted in a reallocation of the offered grant across projects supporting Housing Rehabilitation.

If there are any further questions or details to be requested regarding the final decision of the offered grant, please contact me directly.

Respectfully,



Garnett Johnson,
Director of Community Development
903-934-7994

Scott Barmore

From: Tracy Andrus <tandrus26@gmail.com>
Sent: Tuesday, January 24, 2023 3:13 PM
To: Garnett Johnson; Terrell Smith; Olivia J. Cuenca; Clark Adkins; Reggie Cooper; Scott Barmore; Daniel Sutton; Sonya Andrus; Tracy Andrus; James Goggans; keyonanwhite@gmail.com
Subject: Re: Meeting regarding the installation of a fire alarm and vent suppression system
Attachments: TAF - Bid Proposal 1-23-23 .pdf

Greetings,

I am writing to request a meeting regarding the installation of a fire alarm system in the shelter and a fire suppression system in our cooking area that will be installed by firetrol. I have copied Mr. Grogan on this communication. The purpose of this meeting is to ensure that once these items are installed and the other requests made by the city are satisfied that we would be able to operate our shelter and feed the hungry in our building. Your attention to this matter is greatly appreciated.

I have attached firetrol's bid and work order for your reference.

Dr. Tracy Andrus, Executive Director
Tracy Andrus Foundation
303 W. Burleson Street
Marshall, Texas 75670
tandrus26@gmail.com
Ph: 903-472-2762
www.tracyandrusfoundation.com

Scott Barmore

From: Terrell Smith
Sent: Monday, May 8, 2023 12:58 PM
To: Garnett Johnson; Reggie Cooper; Scott Barmore
Subject: FW: Request for agenda item

FYI on this.

He is requesting to put this on the agenda on behalf of Dr. Andrus.

-----Original Message-----

From: Leo Morris <Morris.Leo@marshalltexas.net>
Sent: Monday, May 8, 2023 12:11 PM
To: Nikki Smith <smith.nikki@marshalltexas.net>
Cc: Amy Ware <Ware.Amy@marshalltexas.net>; Terrell Smith <Smith.Terrell@marshalltexas.net>
Subject: Request for agenda item

I'm requesting that these items be placed on the upcoming council agenda.

(1). Mandating a fire alarm/vent hood system in the shelter (2). Water/Plumber/wiring Regulations I have a 2nd council member to sign onto the request. Mr. Bonner.

Respectfully,

Leo Morris
City of Marshall
Councilman Dist 2

Council Chambers, City Hall
401 South Alamo
Marshall, TX 75671
903-935-4421



Members

Amy Ware, District 4 - Mayor
Marvin Bonner, District 1
Leo Morris, District 2
Jennifer Truelove, District 3
Reba Godfrey, District 5
Amanda Abraham, District 6
Micah Fenton, District 7

PLEASE SILENCE ALL DEVICES

REGULAR CITY COUNCIL MEETING

**May 25, 2023
6:00 PM**

1. Call to Order and Roll Call

2. Invocation and Pledges

3. Presentations & Proclamations

- A. Recognition of Sam Houston Elementary Science Technology Electronic Mathematics (STEM) Academy winning the Texas A&M AgriLife Extension Healthy Texas Recognized School Award.
- B. Recognize Texas Eastern 911 for providing \$160,000 for technology improvements in the Marshall Emergency Telecommunications Center

4. Citizen Comments

Texas Government Code, Sec. 551.007 requires that a governmental body must allow each member of the public who desires to address the body regarding an item on the agenda the opportunity to do so before or during the body's consideration of the item. The "Citizens Comments" portion of the meeting meets the requirements of this law and is the public's opportunity to speak on any item on the agenda. Those who wish to speak are requested to fill out a public comment form and will have three (3) minutes to speak unless additional time has been requested.

5. Items to be Withdrawn From Consent Agenda

6. Consent Agenda

The items on the Consent Agenda require little or no deliberation by the Council. Approval of the Consent Agenda authorizes the City Manager or his designee to proceed with conclusion of each in accordance with staff recommendations, a copy of which is filed with the minutes of the meeting. A Councilmember may remove items from the Consent Agenda by making such request prior to a motion and vote on the Consent Agenda.

- A. Consider approval of the minutes from the May 11, 2023 regular Council meeting.
- B. Repairs\Improvements at West End Lift Station
- C. Consider approval of appointments to the Planning & Zoning Commission.

7. Consideration of Item Withdrawn From the Consent Agenda

8. Public Hearing & Ordinance

9. Ordinance

- A. Consider approval of an ordinance regarding a request for rezoning property located at 1400 University Ave. from R-2 (Single Family Detached) to C-2 (Retail Business).

10. Resolution

11. City Manager Reports and Requests for City Council Consideration

- A. Discussion of and consideration of approval of mandating a fire alarm/vent hood system in the shelter.
- B. Discussion regarding water, plumber and wiring regulations.
- C. Discussion regarding drainage issues on Sanford Street.

12. Executive Session

- A. An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.074 Personnel – Annual evaluation of City Judge.
- B. An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.074 Personnel – Annual evaluation of City Manager.

13. Action Item Following Executive Session

14. Adjournment

This meeting will be conducted in accordance with the Americans with Disabilities Act. Requests for sign interpretive services will be available with at least 72-hour notice prior to the meeting. To make arrangements for these services, please call the City Secretary's Office at 903-935-4446.

https://www.marshallnewsmessenger.com/news/marshall-homeless-shelter-operator-accuses-city-staff-of-discrimination/article_ecdc5392-fc0a-11ed-8e1f-539755ee8473.html

Marshall homeless shelter operator accuses city staff of discrimination

By Jessica Harker jharker@marshallnewsmessenger.com

May 27, 2023



David Stowe is pictured packing up his things as he prepares to leave a homeless shelter run by the Tracy Andrus Foundation in December 2022. The shelter had been temporarily shut down because of code compliance and funding issues.

Robin Y. Richardson/Marshall News Messenger

Tracy Andrus, owner and operator of the Tracy Andrus Foundation and formerly the only homeless shelter operating in Marshall, said Thursday during the city's meeting that city staff's discrimination ended in him being forced to close the shelters doors.

Andrus accused city staff of ignoring two certificates of occupancy that he had previously received for both his business and the shelter operating at 303 W. Burleson St. He stated that the city housed people in that building as a jail for over 40 years, but now that he is using it as a homeless shelter the building is out of code and requires the addition of a sprinkler system and fire alarm system.

Don't Miss These Articles

-  [City of Marshall continues improvements at Airport Park](#)
-  [Police Reports: Aug. 29, 2023](#)
-  [Marshall Early Graduation School helps nontraditional students reach education goals](#)
-  [Marshall Rotary Club discusses I-369 project](#)

He mentioned a number of staff by name, including Director of Community Development Garnett Johnson, Fire Chief Reggie Cooper and Fire Marshall Scott Baramore, along with generally mentioning members of the building inspection department.

“I feel like staff has discriminated against me because I am Black and I speak my mind,” Andrus said during the meeting.

ADVERTISING



He stated that the inspections and regulations caused him to lose a number of funding sources, including \$30,000 in Community Development Block Grant funding for the shelter.

Issues arose after the opening of his homeless shelter at the building on West Burleson Street that used to house the City of Marshall’s joint fire and police operations.

Andrus and Councilmember Reba Godfrey both stated that Andrus received a certificate of occupancy (CO) for both his business operating at that location, and for the shelter itself, which Andrus said came from former Community Development Director Wes Morrison. The first CO is zoned residential for 406 N. Fulton, where the shelter operates, and the other CO is for the 303 W. Burleson, the address for the business.

“The City of Marshall has been acting with indifference stating that we do not have an up to date CO when we do,” Andrus said, “It is really ugly and repugnant.”

Andrus stated that he was unable to finish his comments to council during the meeting due to a time restraint, but wanted to emphasize that whether or not city officials agreed with Morrison's decision to certify the CO, it was a legal CO that did not require him to update the building to operate the shelter within it.

Additionally, he stated that as far as he was concerned the city had three avenues going forward.

"The first is to leave me alone and let me operate my shelter," he said.

Secondly, he said that if addition of a sprinkler system and fire safety hood for the stove were such an area for concern for city officials, then they should offer him funding to purchase those needed upgrades.

"If the city and MEDCO can give hundreds of thousands of dollars to a winery and a coffee shop, than they can help us to continue to feed and clothe the vulnerable members of this community," Andrus said.

Third, Andrus said if a settlement cannot be made he would want to sell the building back to the City of Marshall and move his operations elsewhere.

During later conversations at council discussing the general regulations regarding plumbing and wiring, as well as fire sprinklers and vent hood systems in homeless shelters in Marshall, Fire Chief Reggie Cooper said that the city did not have control over these regulations.

He stated that requirements regarding the addition of fire safety equipment in places that are residential in nature, such as a homeless shelter, are different than that of a commercial business, and from a police or fire station.

Cooper added that the federal and state regulations also change over the years, requiring additions to be made when old buildings are being used for new purposes.

He also stated that having two COs for the same property would not be official, and that the owner of such a property would be required to have a joint CO for both types of use at the property, both of which come with separate regulations if they are residential, commercial or something else.

“We have a number of properties in Marshall with joint CO’s where they are residential on the top floor and business on the lower levels,” Cooper said.

Andrus temporarily closed the shelter in December 2022 after these ongoing issues with the city, opening the shelter again temporarily this year when temperatures got very cold.

He stated at the time that the shelter was closing due to a need for funding for the new sprinkler system, which would be around \$30,000 to \$50,000.

Cooper stated that the city was not made aware that Andrus was closing the shelter down, and that they did not require him to do so, instead asking Andrus to provide a plan for the required repairs along with a timeline.

“The timeline was just for a viable plan moving forward,” Cooper said, “We were never informed by him that anyone was being forced out or that the shelter was being closed.”

Andrus stated that was not true, and that the city sent him a notice of code violations on Sept. 14, 2022 stating that if he did not get his building into compliance before Nov. 14, 2022 he could be subject to fines up to \$200 a day for the

violation that was signed by Johnson.

“If that’s not a threat to shut us down, I don’t know what is,” Andrus said.

He added that he will continue to work on the issue with city officials and other members of the Marshall community until a solution is found, hopefully leading to him being able to open and operate his shelter and feed the community at the Burleson Street location.

Articles Suggested For You

-  [City of Marshall continues improvements at Airport Park](#)
-  [Marshall firefighters respond to grease fire at Valero station](#)
-  [Fundraiser set Saturday for Marshall High School student in need of urgent heart transplant](#)
-  [Marshall plans Thursday ribbon cutting for Born Learning Trail](#)
-  [Ribbon cutting held for Marshall's new inclusive playground](#)

Jessica Harker

City Reporter

Jessica Harker has been the city reporter with the Marshall News Messenger since 2019.

Scott Barmore

From: Terrell Smith
Sent: Friday, July 21, 2023 5:04 PM
To: Garnett Johnson; Reggie Cooper; Scott Barmore
Subject: FW: 2023 ESG Grant - Tracy Andrus Foundation
Attachments: 2023 ESG - Local Government Approval for Non Profit Organizations.pdf

Has this come yalls way yet?

Would we be able to say he can operate a shelter contingent on his fire system install?

From: Tracy Andrus <tandrus26@gmail.com>
Sent: Friday, July 21, 2023 10:51 AM
To: Terrell Smith <Smith.Terrell@marshalltexas.net>; Amy Ware <Ware.Amy@marshalltexas.net>; Chad Sims <chads@co.harrison.tx.us>; Tracy Andrus <tandrus26@gmail.com>; Sylvia Frank <sfrank@tracyandrusfoundation.com>; Fabiola Gonzalez <fgonzalez@tracyandrusfoundation.com>
Subject: Fwd: 2023 ESG Grant - Tracy Andrus Foundation

Good Morning Mr. Smith, Mayor Ware and Judge Sims,

We are applying for a grant to operate our Homeless Shelter. The Texas Department of Housing and Community Affairs need a letter from any of you stating that we have the approval to operate the shelter to move the grant process along the way. As you all recall from the newspaper article, Reggie Cooper and Garnett Johnson said that they never intended for us to shut down the shelter but that we needed to make some needed adjustments. We are currently working with Rush Harris and MEDCO to have a fire alarm system installed in the shelter area. This grant will help us to provide any of the other needed requirements needed to bring the shelter fully up to what they have deemed needed to bring it up to code. We need to send this info out today and need a response from either of you ASAP. Thanks! Sorry for the late notice but we were only given 7 days to respond. I have included the attachment that was sent to you all by Ms. Gonzalez.

Dr. Tracy Andrus, Executive Director
Tracy Andrus Foundation
303 W. Burleson Street
Marshall, Texas 75670
tandrus26@gmail.com
Ph: 903-472-2762
www.tracyandrusfoundation.com

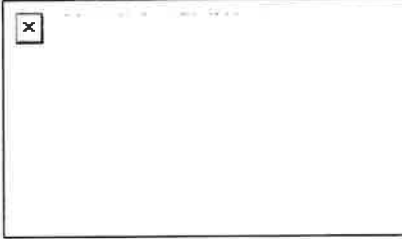
----- Forwarded message -----

From: **Fabiola Gonzalez** <fgonzalez@tracyandrusfoundation.com>
Date: Thu, Jul 20, 2023 at 3:17 PM
Subject: 2023 ESG Grant - Tracy Andrus Foundation
To: citymanager@marshalltexas.net <citymanager@marshalltexas.net>
Cc: Sylvia Frank <sfrank@tracyandrusfoundation.com>

Greetings Mr. Smith;

Tracy Andrus Foundation is submitting an application for ESG grant 2023, one of the required documents is a Local Government Approval for Non Profit Organizations, which is attached to this email, please read and sign the document for our foundation. We are trying to help the citizens of Harrison county as well as surrounding areas. This grant will benefit many of the citizens of Marshall Texas.

Thank you in advance and Kind Regards,



Fabiola Gonzalez, Program Director
Tracy Andrus Foundation
303 W. Burleson Street
Marshall, Texas 75670
fgonzalez@tracyandrusfoundation.com
Ph: 903-578-7631
www.tracyandrusfoundation.com

Unless someone like you cares a whole awful lot, nothing is going to get better. It's not.
- Dr. Seuss -

Scott Barmore

From: Scott Adcock <sadcock@firetrol.net>
Sent: Friday, December 15, 2023 12:12 PM
To: Tracy Andrus; Dr. Tracy Andrus; Alice Hill
Subject: RE: Fire Alarm System for the Emergency Shelter

Mr. Andrus,

I wanted to let you know that after further review of the needs for the Fire Alarm extension at the Emergency Shelter, to be in compliance with, local and state NFPA regulations, the scope of work will much more extensive than what we spoke about.

To meet the current requirements the entire facility must be brought up to code:

- 1) All means of egress require smoke detection at the proper spacing.
- 2) Manual pull stations are required at all exits.
- 3) Duct mounted smoke detection is required on all air handler units over 2000 cfm.
- 4) Air Handler shutdown is required on all units upon alarm activation.
- 5) A remote annunciator must be installed at the main point of entry into the facility.
- 6) All "sleeping" areas are required to have smoke detection with low frequency sounder bases.
- 7) Alarm notification devices are required in all means of egress, restrooms, offices of more than one person, meeting rooms, assembly rooms, etc.
- 8) The sleeping area's that you have indicated will require an Automatic Fire Sprinkler system that will be monitored by the fire alarm system.

The only way that a proposal can be put together for you is to meet the above criteria.

Please feel free to let me know if you want us to proceed with a proposal based on the above information.

Best Regards,

Scott Adcock
Compliance and Service Sales
Firetrol Protection Systems
Sadcock@firetrol.net
903-952-0219

From: Tracy Andrus <tandrus26@gmail.com>
Sent: Wednesday, December 13, 2023 2:09 PM
To: Scott Adcock <sadcock@firetrol.net>; Tracy Andrus <tandrus26@gmail.com>; Dr. Tracy Andrus <tandrus@tracyandrusfoundation.com>; Alice Hill <ahill@tracyandrusfoundation.com>
Subject: Re: Fire Alarm System for the Emergency Shelter

I look forward to seeing you tomorrow.

Dr. Tracy Andrus, Executive Director
Tracy Andrus Foundation
303 W. Burleson Street
Marshall, Texas 75670

tandrus26@gmail.com

Ph: 903-472-2762

www.tracyandrusfoundation.com

On Wed, Dec 13, 2023 at 1:21 PM Scott Adcock <sadcock@firetrol.net> wrote:

Dr. Andrus,

Greetings.

I am going to be in Marshall in the morning and would like to take a look at the Fire Alarm work that you are requesting bids on.

I plan on being in Marshall around 9:30.

Please let me know if this time will work for you.

Best Regards,

Scott Adcock

Compliance and Service Sales

Firetrol Protection Systems

Sadcock@firetrol.net

903-952-0219

Scott Barmore

From: Tracy Andrus <tandrus26@gmail.com>
Sent: Thursday, April 11, 2024 9:18 AM
To: Tracy Andrus; Terrell Smith; Reggie Cooper; Reba Godfrey; Scott Barmore; Amy Ware; Marvin Bonner; Clark Adkins; Leo Morris; John W. Clark; Daniel Sutton; Doris Sanders; Garnett Johnson; Dr. Tracy Andrus
Subject: Re: Shelter and Building Inspection - 303 W. Burleson Street

Good Morning Mr. Smith and Ms. Johnson,

I need the right authority to come out to my building and put in writing what needs to be done to bring my shelter and the entire building up to code. Thank you. This is my third request for assistance!

Dr. Tracy Andrus, Executive Director
Tracy Andrus Foundation
303 W. Burleson Street
Marshall, Texas 75670
tandrus26@gmail.com
Ph: 903-472-2762
www.tracyandrusfoundation.com



MARSHALL

FIRE DEPARTMENT

601 S. Grove St. Marshall, Texas 75670



For: Tracy Andrus Properties
303 W. Burleson
Marshall Texas, 75670

Authority Having Jurisdiction

(2015 International Fire Code)

SECTION 104 GENERAL AUTHORITY AND RESPONSIBILITIES

[A] 104.1 General.

The fire code official is hereby authorized to enforce the provisions of this code and shall have the authority to render interpretations of this code, and to adopt policies, procedures, rules and regulations in order to clarify the application of its provisions. Such interpretations, policies, procedures, rules and regulations shall be in compliance with the intent and purpose of this code and shall not have the effect of waiving requirements specifically provided for in this code.

[A] 104.2 Applications and permits.

The fire code official is authorized to receive applications, review construction documents and issue permits for construction regulated by this code, issue permits for operations regulated by this code, inspect the premises for which such permits have been issued and enforce compliance with the provisions of this code.

[A] 104.3 Right of entry.

Where it is necessary to make an inspection to enforce the provisions of this code, or where the fire code official has reasonable cause to believe that there exists in a building or upon any premises any conditions or violations of this code that make the building or premises unsafe, dangerous or hazardous, the fire code official shall have the authority to enter the building or premises at all reasonable times to inspect or to perform the duties imposed upon the fire code official by this code. If such building or premises is occupied, the fire code official shall present credentials to the occupant and request entry. If such building or premises is unoccupied, the fire code official shall first make a reasonable effort to locate the owner, the owner's authorized agent or other person having charge or control of the building or premises and request entry. If entry is refused, the fire code official has recourse to every remedy provided by law to secure entry.

[A] 104.5 Notices and orders.

The fire code official is authorized to issue such notices or orders as are required to affect compliance with this code in accordance with Sections 109.1 and 109.2.

SECTION 105 PERMITS

[A] 105.1 General.

Permits shall be in accordance with Sections 105.1.1 through 105.7.18.

[A] 105.1.1 Permits required.

A property owner or owner's authorized agent who intends to conduct an operation or business, or install or modify systems and equipment that are regulated by this code, or to cause any such work to be performed, shall first make application to the fire code official and obtain the required permit. **105.1.2 Types of permits.**

There shall be two types of permits as follows:

1. Operational permit. An operational permit allows the applicant to conduct an operation or a business for which a permit is required by Section 105.6 for either: 1.1. A prescribed period. 1.2. Until renewed or revoked.
2. Construction permit. A construction permit allows the applicant to install or modify systems and equipment for which a permit is required by Section 105.7.

[A] 105.2.2 Inspection authorized.

Before a new operational permit is approved, the fire code official is authorized to inspect the receptacles, vehicles, buildings, devices, premises, storage spaces or areas to be used to determine compliance with this code or any operational constraints required.

[A] 105.3.3 Occupancy prohibited before approval.

The building or structure shall not be occupied prior to the fire code official issuing a permit and conducting associated inspections indicating the applicable provisions of this code have been met.

[A] 105.5 Revocation.

The fire code official is authorized to revoke a permit issued under the provisions of this code where it is found by inspection or otherwise that there has been a false statement or misrepresentation as to the material facts in the application or construction documents on which the permit or approval was based including, but not limited to, any one of the following: 1. The permit is used for a location or establishment other than that for which it was issued. 2. The permit is used for a condition or activity other than that listed in the permit. 3. Conditions and limitations set forth in the permit have been violated. 4. There have been any false statements or misrepresentations as to the material fact in the application for permit or plans submitted or a condition of the permit. 5. The permit is used by a different person or firm than the name for which it was issued. 6. The permittee failed, refused or neglected to comply with orders or notices duly served in accordance with the provisions of this code within the time provided therein. 7. The permit was issued in error or in violation of an ordinance, regulation or this code.

SECTION 109 VIOLATIONS

[A] 109.1 Unlawful acts.

It shall be unlawful for a person, firm or corporation to erect, construct, alter, repair, remove, demolish or utilize a building, occupancy, premises or system regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of this code.

[A] 109.2 Owner/occupant responsibility. Correction and abatement of violations of this code shall be the responsibility of the owner or the owner's authorized agent. Where an occupant creates, or allows to be created, hazardous conditions in violation of this code, the occupant shall be held responsible for the abatement of such hazardous conditions.

[A] 109.3.2 Compliance with orders and notices.

A notice of violation issued or served as provided by this code shall be complied with by the owner, the owner's authorized agent, operator, occupant or other person responsible for the condition or violation to which the notice of violation pertains.

[A] 109.4 Violation penalties.

Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a Misdemeanor, punishable by a fine of not more than Two Thousand dollars. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

[A] 109.4.1 Abatement of violation.

In addition to the imposition of the penalties herein described, the fire code official is authorized to institute appropriate action to prevent unlawful construction or to restrain, correct or abate a violation; or to prevent illegal occupancy of a structure or premises; or to stop an illegal act, conduct of business or occupancy of a structure on or about any premises.

SECTION 110 UNSAFE BUILDINGS

[A] 110.1 General.

If during the inspection of a premises, a building or structure, or any building system, in whole or in part, constitutes a clear and inimical threat to human life, safety or health, the fire code official shall issue such notice or orders to remove or remedy the conditions as shall be deemed necessary in accordance with this section, and shall refer the building to the building department for any repairs, alterations, remodeling, removing or demolition required.

[A] 110.2 Evacuation.

The fire code official or the fire department official in charge of an incident shall be authorized to order the immediate evacuation of any occupied building deemed unsafe where such building has hazardous conditions that present imminent danger to building occupants. Persons so notified shall immediately leave the structure or premises and shall not enter or re-enter until authorized to do so by the fire code official or the fire department official in charge of the incident.

SECTION 111 STOP WORK ORDER

[A] 111.1 Order.

Where the fire code official finds any work regulated by this code being performed in a manner contrary to the provisions of this code, or in a dangerous or unsafe manner, the fire code official is authorized to issue a stop work order.

[A] 111.2 Issuance.

A stop work order shall be in writing and shall be given to the owner of the property, or to the owner's authorized agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order, and the conditions under which the cited work is authorized to resume.

[A] 111.4 Failure to comply.

Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine.

SECTION 112 SERVICE UTILITIES

[A] 112.1 Authority to disconnect service utilities.

The fire code official shall have the authority to authorize disconnection of utility service to the building, structure or system in order to safely execute emergency operations or to eliminate an immediate hazard. The fire code official shall notify the serving utility and, where possible, the owner or the owner's authorized agent and the occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnection, then the owner, the owner's authorized agent or occupant of the building, structure or service system shall be notified in writing as soon as practical thereafter.

SECTION 113 FEES

[A] 113.3 Work commencing before permit issuance.

A person who commences any work, activity or operation regulated by this code before obtaining the necessary permits shall be subject to an additional fee established by the applicable governing authority, which shall be in addition to the required permit fees.

Applicable Occupancy Types (MIXED USE)

[BG] Assembly Group A-2.

Group A-2 occupancy includes assembly uses intended for food and/or drink consumption including, but not limited to: **Banquet halls** Casinos (gaming areas) Night clubs Restaurants, **cafeterias and similar dining facilities (including associated commercial kitchens)** Taverns and bars

[BG] Assembly Group A-3. Group A-3 occupancy includes assembly uses intended for worship, recreation or amusement and other assembly uses not classified elsewhere in Group A, including, but not limited to: Amusement arcades Art galleries Bowling alleys **Community halls** Courtrooms Dance halls (not including food or drink consumption) Exhibition halls Funeral parlors Gymnasiums (without spectator seating) Indoor swimming pools (without spectator seating) Indoor tennis courts (without spectator seating) Lecture halls Libraries Museums **Places of religious worship** Pool and billiard parlors Waiting areas in transportation terminals

[BG] Business Group B.

Business Group B occupancy includes, among others, the use of a building or structure, or a portion thereof, for **office, professional or service-type transactions**, including storage of records and accounts. Business occupancies shall include, but not be limited to, the following: Airport traffic control towers Ambulatory care facilities Animal hospitals, kennels and pounds Banks Barber and beauty shops Car wash Civic administration Clinic-outpatient Dry cleaning and laundries: pick-up and delivery stations and self-service **Educational occupancies for students above the 12th grade** Electronic data processing Food processing establishments and commercial kitchens not associated with restaurants, cafeterias and similar dining facilities not more than 2,500 square feet (232 m²) in area. Laboratories: testing and research Motor vehicle showrooms Post offices Print shops Professional services (architects, attorneys, dentists, physicians, engineers, etc.) Radio and television stations Telephone exchanges **Training and skill development not in a school or academic program** (This shall include, but not be limited to, tutoring centers, martial arts studios, gymnastics and similar uses regardless of the ages served, and where not classified as a Group A occupancy).

[BG] Residential Group R-1.

Residential Group R-1 occupancies containing sleeping units where the occupants are primarily transient in nature, including: Boarding houses (transient) with more than 10 occupants Congregate living facilities (transient) with more than 10 occupants Hotels (transient) Motels (transient)

[BG] Storage, Group S-1, Group S-2

occupancies are buildings occupied for storage, including, but not limited to, storage of the following: *Motor vehicle repair garages & Parking garages, open or enclosed*

Applicable Code Violations

SECTION 605 ELECTRICAL EQUIPMENT, WIRING AND HAZARDS

605.1 Abatement of electrical hazards.

Identified electrical hazards shall be abated. Identified hazardous electrical conditions in permanent wiring shall be brought to the attention of the responsible code official. Electrical wiring, devices, appliances and other equipment that is modified or damaged and constitutes an electrical shock or fire hazard shall not be used.

605.3 Working space and clearance.

A working space of not less than 30 inches (762 mm) in width, 36 inches (914 mm) in depth and 78 inches (1981 mm) in height shall be provided in front of electrical service equipment. Where the electrical service equipment is wider than 30 inches (762 mm), the working space shall be not less than the width of the equipment. Storage of materials shall not be located within the designated working space.

605.4 Multiplug adapters.

Multiplug adapters, such as cube adapters, unfused plug strips or any other device not complying with NFPA 70 shall be prohibited.

605.5 Extension cords. Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.

605.5.3 Maintenance.

Extension cords shall be maintained in good condition without splices, deterioration or damage.

605.6 Unapproved conditions.

Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.

SECTION 609 COMMERCIAL KITCHEN HOODS

609.1 General. Commercial kitchen exhaust hoods shall comply with the requirements of the International Mechanical Code.

609.2 Where required. A Type I hood shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease vapors.

609.3.4 Extinguishing system service. Automatic fireextinguishing systems protecting commercial cooking systems shall be serviced as required in Section 904.12.6.

SECTION 703 FIRE-RESISTANCE-RATED CONSTRUCTION

703.1 Maintenance.

The required fire-resistance rating of fire-resistance-rated construction, including, but not limited to, walls, firestops, shaft enclosures, partitions, smoke barriers, floors, fire-resistive coatings and sprayed fire-resistant materials applied to structural members and fire-resistant joint systems, shall be maintained. Such elements shall be visually inspected by the owner annually and properly repaired, restored or replaced where damaged, altered, breached or penetrated. Records of inspections and repairs shall be maintained. Where concealed, such elements shall not be required to be visually inspected by the owner unless the concealed space is accessible by the removal or movement of a panel, access door, ceiling tile or similar movable entry to the space. Openings made therein for the passage of pipes, electrical

conduit, wires, ducts, air transfer openings and holes made for any reason shall be protected with approved methods capable of resisting the passage of smoke and fire. Openings through fire-resistance-rated assemblies shall be protected by self- or automatic-closing doors of approved construction meeting the fire protection requirements for the assembly.

703.1.3 Fire walls, fire barriers and fire partitions.

Required fire walls, fire barriers and fire partitions shall be maintained to prevent the passage of fire. Openings protected with approved doors or fire dampers shall be maintained in accordance with NFPA 80.

Chapter 9 Fire Protection Systems

901.4.1

Required fire protection systems. Fire protection systems required by this code or the International Building Code shall be installed, repaired, operated, tested and maintained in accordance with this code. A fire protection system for which a design option, exception or reduction to the provisions of this code or the International Building Code has been granted shall be considered to be a required system. 901.4.2

901.4.4 Additional fire protection systems. In occupancies of a hazardous nature, where special hazards exist in addition to the normal hazards of the occupancy, or where the fire code official determines that access for fire apparatus is unduly difficult, the fire code official shall have the authority to require additional safeguards. Such safeguards include, but shall not be limited to, the following: automatic fire detection systems, fire alarm systems, automatic fire extinguishing systems, standpipe systems, or portable or fixed extinguishers. Fire protection equipment required under this section shall be installed in accordance with this code and the applicable referenced standards.

901.5.1 Occupancy. It shall be unlawful to occupy any portion of a building or structure until the required fire detection, alarm and suppression systems have been tested and approved.

903.2.11.5 Commercial cooking operations. An automatic sprinkler system shall be installed in commercial kitchen exhaust hood and duct systems where an automatic sprinkler system is used to comply with Section 904.

903.2.8 Group R.

An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area.

903.3.1.2 NFPA 13R sprinkler systems.

Automatic sprinkler systems in Group R occupancies up to and including four stories in height in buildings not exceeding 60 feet (18 288 mm) in height above grade plane shall be permitted to be installed throughout in accordance with NFPA 13R.

904.2.2 Commercial hood and duct systems.

Each required commercial kitchen exhaust hood and duct system required by Section 609 to have a Type I hood shall be protected with an approved automatic fire-extinguishing system installed in accordance with this code.

907.2.8 Group R-1.

Fire alarm systems and smoke alarms shall be installed in Group R-1 occupancies as required in Sections 907.2.8.1 through 907.2.8.3.

907.2.8.2 Automatic smoke detection system.

An automatic smoke detection system that activates the occupant notification system in accordance with Section 907.5 shall be installed throughout all interior corridors serving sleeping units.

904.12.5 Portable fire extinguishers for commercial cooking equipment.

Portable fire extinguishers shall be provided within a 30-foot (9144 mm) distance of travel from commercial-type cooking equipment. Cooking equipment involving solid fuels or vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher in accordance with Section 904.12.5.1 or 904.12.5.2, as applicable.

SECTION 906 PORTABLE FIRE EXTINGUISHERS

906.1 Where required. Portable fire extinguishers shall be installed in all of the following locations: 1. In new and existing Group A, B, E, F, H, I, M, R-1, R-2, R-4 and S occupancies.

SECTION 1006 NUMBERS OF EXITS AND EXIT ACCESS DOORWAYS

[BE] 1006.1 General. The number of exits or exit access doorways required within the means of egress system shall comply with the provisions of Section 1006.2 for spaces, including mezzanines, and Section 1006.3 for stories.

[BE] 1006.2 Egress from spaces. Rooms, areas or spaces, including mezzanines, within a story or basement shall be provided with the number of exits or access to exits in accordance with this section.

[BE] 1006.2.1 Egress based on occupant load and common path of egress travel distance. Two exits or exit access doorways from any space shall be provided where the design occupant load or the common path of egress travel distance exceeds the values listed in Table 1006.2.1.

SECTION 1008 MEANS OF EGRESS ILLUMINATION

[BE] 1008.1 Means of egress illumination.

Illumination shall be provided in the means of egress in accordance with Section 1008.2. Under emergency power, means of egress illumination shall comply with Section 1008.3.

[BE] 1008.2 Illumination required. The means of egress serving a room or space shall be illuminated at all times that the room or space is occupied.

SECTION 1013 EXIT SIGNS

[BE] 1013.1 Where required.

Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. The path of egress travel to exits and within exits shall be marked by readily visible exit signs to clearly indicate the direction of egress travel in cases where the exit or the path of egress travel is not immediately visible to the occupants. Intervening means of egress doors within exits shall be marked by exit signs. Exit sign placement shall be such that no point in an exit access corridor or exit passageway is more than 100 feet (30 480 mm) or the listed viewing distance for the sign, whichever is less, from the nearest visible exit sign.

[BE] 1013.2 Floor-level exit signs in Group R-1.

Where exit signs are required in Group R-1 occupancies by Section 1013.1, additional low-level exit signs shall be provided in all areas serving guest rooms in Group R-1 occupancies and shall comply with Section 1013.5. The bottom of the sign shall be not less than 10 inches (254 mm) nor more than 12 inches (305 mm) above the floor level. The sign shall be flush mounted to the door or wall. Where mounted on the wall, the edge of the sign shall be within 4 inches (102 mm) of the door frame on the latch side.

SECTION 1025 LUMINOUS EGRESS PATH MARKINGS

[BE] 1025.1 General.

Approved luminous egress path markings delineating the exit path shall be provided in high-rise buildings of Group A, B, E, I, M, and R-1 occupancies in accordance with Sections 1025.1 through 1025.5. Exception: Luminous egress path markings shall not be required on the level of exit discharge in lobbies that serve as part of the exit path in accordance with Section 1028.1, Exception 1.

Smoke Detection Required

(IFC, IBC, IRC, City Ordinance, State of Texas)

2015 International Fire Code:

907.2.8 Group R-1.

Fire alarm systems and smoke alarms shall be installed in Group R-1 occupancies as required in Sections 907.2.8.1 through 907.2.8.3.

907.2.8.2 Automatic smoke detection system.

An automatic smoke detection system that activates the occupant notification system in accordance with Section 907.5 shall be installed throughout all interior corridors serving sleeping units.

2015 International Building Code:

907.2.8 Group R-1.

Fire alarm systems and smoke alarms shall be installed in Group R-1 occupancies as required in Sections 907.2.8.1 through 907.2.8.3.

907.2.8.2 Automatic smoke detection system.

An automatic smoke detection system that activates the occupant notification system in accordance with Section 907.5 shall be installed throughout all interior corridors serving sleeping units.

2015 International Residential Code:

R314.2 Smoke detection systems. Household fire alarm systems installed in accordance with NFPA 72 that include smoke alarms, or a combination of smoke detector and audible notification device installed as required by this section for smoke alarms, shall be permitted. The household fire alarm system shall provide the same level of smoke detection and alarm as required by this section for smoke alarms. Where a household fire warning system is installed using a combination of smoke detector and audible notification device(s), it shall become a permanent fixture of the occupancy and owned by the homeowner. The system shall be monitored by an approved supervising station and be maintained in accordance with NFPA 72.

City of Marshall Ordinance

Sec. 13-18. - Smoke detectors in hotels.

(a) *Definitions.* As used in this section, the following terms shall have the meanings given them in this paragraph:

(1) *Hotel* means a building in which members of the public obtain sleeping accommodations for consideration. The term includes a hotel, motel, tourist home, tourist house, tourist court, hostel, lodging house, rooming house, or inn.

The term does not include:

a. A hospital, sanitarium, or nursing home; or

b. A building in which all or substantially all of the occupants have the right to use or possess their sleeping accommodations for at least twenty-eight (28) consecutive days.

(2) *Person* has the meaning that is given to that term by Section 1.07 of the Penal Code.

(3) *Smoke detector* means a device that is:

- a. Designed to detect the presence of visible or invisible products of combustion in the air;
- b. Designed with an alarm audible throughout the room in which it is installed to alert the occupants of the room of the presence of visible or invisible products of combustion in the air of the room; and
- c. Listed for use as a smoke detector by the city fire marshal after having been tested and shown to be effective as a smoke detector by the city fire marshal or by a testing laboratory under conditions and procedures approved by the city fire marshal. In lieu of or in addition to the requirement of this subsection, the city fire marshal may substitute or use a list of devices that comply with standards of manufacture and installation adopted by the state board of insurance pursuant to Article 5.43-2 of the Insurance Code.

(b) *Offenses and penalty for violation.* A person who operates a hotel commits an offense if the person does not maintain a smoke detector in good working order in every room of the hotel that is regularly used for sleeping.

A person commits a separate offense under this section on each calendar day the person commits the offense.

Any person, firm or corporation violating any of the provisions of this section shall be deemed guilty of a misdemeanor and upon conviction in the municipal court shall be subject to a fine not to exceed one thousand dollars (\$1,000.00) for each offense, and each and every day such violation continues, it shall constitute a separate offense.

(Ord. No. O-83-70, §§ 1, 2, 11-17-83)

Editor's note— Ord. No. O-83-70, adopted Nov. 17, 1983, amended Ch. 13, but did not specify the exact manner of that amendment. At the editor's discretion, therefore, §§ 1 and 2 of Ord. No. O-83-70 have been codified as § 13-18.

Cross reference— Smoke detectors in rental units, § 13-36 et seq

Texas Property Code §92.251 – §92.262

Sec. 92.255. INSTALLATION AND LOCATION.

(a) A landlord shall install at least one smoke alarm in each separate bedroom in a dwelling unit. In addition:

- (1) if the dwelling unit is designed to use a single room for dining, living, and sleeping, the smoke alarm must be located inside the room;
- (2) if multiple bedrooms are served by the same corridor, at least one smoke alarm must be installed in the corridor in the immediate vicinity of the bedrooms; and
- (3) if the dwelling unit has multiple levels, at least one smoke alarm must be located on each level.

(b) If a dwelling unit was occupied as a residence before September 1, 2011, or a certificate of occupancy was issued for the dwelling unit before that date, a smoke alarm installed in accordance with Subsection (a) may be powered by battery and is not required to be interconnected with other smoke alarms, except that a smoke alarm that is installed to replace a smoke alarm that was in place on the date the dwelling unit was first occupied as a residence must comply with residential building code standards that applied to the dwelling unit on that date or Section [92.252\(b\)](#)

Texas Health and Safety Code Chapter 766

Sec. 766.002. SMOKE DETECTOR REQUIREMENT.

- (a) Each one-family or two-family dwelling constructed in this state must have working smoke detectors installed in the dwelling in accordance with the smoke detector requirements of the building code in effect in the political subdivision in which the dwelling is located, including performance, location, and power source requirements.
- (b) If a one-family or two-family dwelling does not comply with the smoke detector requirements of the building code in effect in the political subdivision in which the dwelling is located, any home improvement to the dwelling that requires the issuance of a building permit must include the installation of smoke detectors in accordance with the building code in effect in the political subdivision in which the dwelling is located, including performance, location, and power source requirements.

Added by Acts 2007, 80th Leg., R.S., Ch. 1051 (H.B. 2118), Sec. 10, eff. September 1, 2007.

Scott Barmore

From: Lesslie Naj <Lnaj@tracyandrusfoundation.com>
Sent: Tuesday, July 16, 2024 9:45 AM
To: Scott Barmore; tandrus26
Cc: Reggie Cooper; Tracy Andrus; Sonya Burnett-Andrus
Subject: Re: Vent Hood Kitchen Tracy Andrus Foundation

Thank you, Capt. Barmore.



Lesslie Naj

HR Director
TRACY ANDRUS FOUNDATION
303 W. Burleson Street
Marshall, TX 75670
Main: 903-466-0310
Office: 903-466-0313
Fax: 903-471-8675

From: Scott Barmore <Barmore.Scott@marshalltexas.net>
Sent: Tuesday, July 16, 2024 08:58 AM
To: tandrus26 <tandrus26@gmail.com>; Lesslie Naj <Lnaj@tracyandrusfoundation.com>
Cc: Reggie Cooper <RCooper@marshalltexas.net>; Tracy Andrus <tandrus@tracyandrusfoundation.com>; Sonya Burnett-Andrus <sburnettandrus@gmail.com>
Subject: Re: Vent Hood Kitchen Tracy Andrus Foundation

One example of the type of system that will suffice is made by Guardian <https://guardianssi.com/>

These systems are mounted into a stainless steel hood that is vented.

Please make sure you have an installer that is licensed to install fire protection systems and is licensed by the State Fire Marshal's Office.

These installations also require an application for a City of Marshall Permit prior to work

Capt. Scott Barmore
Fire Marshal/Inspector
Marshall Fire Department
(903)935-4584
601 S. Grove St.
Marshall Tx. 75670

From: Tracy Andrus <tandrus26@gmail.com>
Sent: Monday, July 15, 2024 2:00:00 PM
To: Lesslie Naj; Tracy Andrus
Cc: Scott Barmore; Reggie Cooper; Dr. Tracy Andrus; Sonya Burnett-Andrus
Subject: Re: Vent Hood Kitchen Tracy Andrus Foundation

Capt Barmore or Chief Cooper,

You gave me the name of a vent hood in our meeting at the city that was not very expensive and you said it would suffice for our kitchen. Can you provide me with the make and model of that vent hood? We have an installer who will put it in for us. Thanks.

Dr. Tracy Andrus, Executive Director
Tracy Andrus Foundation
303 W. Burleson Street
Marshall, Texas 75670
tandrus26@gmail.com
Ph: 903-472-2762
www.tracyandrusfoundation.com

On Mon, Jul 15, 2024 at 9:35 AM Lesslie Naj <Lnaj@tracyandrusfoundation.com> wrote:

Good morning:

I am Lesslie, writing to you on behalf of Dr. Tracy Andrus. Could you provide me with the Name and Brand of the Vent Hood Kitchen for our facility installation? I appreciate your time and attention.



LESSLIE NAJ
TRACY ANDRUS FOUNDATION
303 W. Burleson Street
Marshall, TX 75670
Office: 903-471-8674
Fax: 903-471-8675

https://www.marshallnewsmessenger.com/news/city-of-marshall-tracy-andrus-foundation-offer-shelter-from-cold/article_e9454c4a-cee3-11ef-a56f-cbdac567e9a1.html

City of Marshall, Tracy Andrus Foundation offer shelter from cold

Robin Y. Richardson

Jan 10, 2025

1 of 7



Tracy Andrus, director and founder of the Tracy Andrus Foundation, stands in front of a cozy heater Thursday, Jan. 9, 2025 as he offers the foundation's emergency homeless shelter as refuge from the cold. (Robin Y. Richardson/Marshall News Messenger)

As residents prepared for frigid temperatures amid a winter storm warning, the City of Marshall and The Tracy Andrus Foundation are providing warm shelter for those in need.

The City of Marshall opened a warming center Thursday, from noon to 8 p.m., at Smith Community Center for anyone in the community needing a getaway from the cold. The warming station will remain open from 8 a.m. to 8 p.m. Friday.

Don't Miss These Articles





City of Marshall continues improvements at Airport Park



Police Reports: Aug. 29, 2023



Marshall Early Graduation School helps nontraditional students reach education goals



Marshall Rotary Club discusses I-369 project

“It’s a place you can come and just get out of the cold if you’re having trouble with the heat at home or if you know somebody having trouble with their heat at home, and they just want a break from the cold,” said volunteer Tammie Eakins. “It’s not an overnight shelter; it’s just a warming station.”

The warming station was supplied with water and snacks Thursday. Tables and chairs are also there to accommodate guests. Eakins said games, cards and dominos are also welcomed for entertainment. Guests also have access to bathrooms.

“There are outlets to charge your phones if you need to charge your phones, because some of these people might not even have electricity,” said Eakins. “So, if they want to come in, get out of the cold, get into somewhere warm and charge their phone then they can certainly do that.”

James Pope said he certainly appreciated the accommodations Thursday as he had no place to go.

“I was just passing through on a journey trying to better my life and start over,” he shared. He stopped at the warming station to find refuge from the cold.

And while the city has made accommodations for a temporary warming shelter, the Tracy Andrus Foundation has made its overnight emergency homeless shelter available to help out as well.

“God has been mighty good. I just thank God he put us in a position we’re able to help folks,” said foundation director and founder Tracy Andrus. “This is our calling.”

“We’re just (filling) the need. People were saying they need a place to stay. And we do this every day,” Andrus said of his foundation, located at 303 W. Burleson St. in Marshall.

“We do a lot with rental assistance, and sometimes if we can’t help people with rent, if we have a temporary place for them to come to, it’s always welcoming. Some of these people need some real (help). Some come with just the clothes on their back.”

The establishment is a low-barrier shelter, welcoming anyone who has a temporary need.

“We try to limit it to two people per room unless they have kids. They can all fit in here,” he said.

The shelter provides a cozy, warm facility that’s furnished with beds, blankets, fluffy pillows, restroom accommodations, and a lounge area with a TV. Access to the kitchen and microwave are also available where guests can find comforting food such as soup. Access to computers for Internet service is also available during the day.

“This is a godsend,” said Andrus. “God has been mighty good, and we got some good stuff in the works here.”

“We know winter is just starting. We’re (experiencing) 20-degree weather,” he said.

“Last year, we had the warming station across the street (at the foundation’s other facility). We’re now back in full operation here,” he said of the emergency facility, which experienced a temporary shutdown in December 2022.

“If I have beds available, they can come here,” said Andrus, noting curfew is 10 p.m. and guests have all be great.

He said he’s grateful to be able to provide an overnight option, aside from the city’s warming center, for those who need it.

“That’s a blessing,” said Andrus.

Andrus said anyone needing shelter, can call the Tracy Andrus Foundation at (903) 475-6174 or at or inbox the Tracy Andrus Foundation Facebook page.

He also welcomes donations from the community to help with supplies.

“If somebody could help buy sheets, blankets, socks, and nonperishable food items (it would be appreciated),” said Andrus.

Articles Suggested For You

-  [Fundraiser set Saturday for Marshall High School student in need of urgent heart transplant](#)
-  [City of Marshall continues improvements at Airport Park](#)
-  [Marshall plans Thursday ribbon cutting for Born Learning Trail](#)



Freddy's Frozen Custard & Steakburgers under construction in Marshall



Marshall firefighters respond to grease fire at Valero station

— Robin Y. Richardson can be reached at ryrichardson@marshallnewsmessenger.com.

Weather Closures

Weather Closures

Several weather closures have been announced and a winter weather warning has been issued for Harrison and Marion counties through noon Friday.

Schools who announced Friday closures include Marshall ISD, Hallsville ISD, Jefferson ISD, Waskom ISD, Elysian Fields ISD, Harleton ISD, Panola College and TSTC.

Harrison County Judge Chad Sims said the plan for the courthouse to potentially open later, 11 a.m., on Friday.

City of Marshall offices closed early on Thursday, and officials said they would monitor conditions to determine Friday's status and possibly open later.

Marion County and the City of Jefferson offices will also be closed Friday.

Robin Y. Richardson

County/Courts Reporter

Robin Y. Richardson is an award winning print journalist, serving as the county government and courts reporter. She earned her journalism degree from TSU and master's from LSUS. She is the proud mother of one daughter.



MARSHALL

FIRE DEPARTMENT

601 S. Grove St. Marshall, Texas 75670

NOTICE OF CODE VIOLATIONS

Tracy Andrus DBA Gateway
303 W. Burleson
Marshall, TX, 75670

Subject: Homeless Shelter (Jail Area) – ACTION REQUIRED

Violation Address: 406 N. Fulton St. / 303 W. Burleson St.

Violation Date(s): 01/08/2025 – 01/10/2025

Dear Sir,

According to our records, you own or are responsible for the above subject property at which during past inspections have been observed to have one or more violations of the City of Marshall's Code of Ordinances that are in need of remedy, including, but not limited to: Ch.13-21 adoption of the 2015 International Fire Code, as well as the 2015 International Building Code, International Mechanical Code, International Residential Code, International Existing Building Code, and National Electrical Code.

Ordinance Number:

Ord. Ch. 13-21 IFC Sec. 110.1.1 – Unsafe Conditions

Ord. Ch 13-21 IFC Sec. 901.4.1 Fire protection systems required

Ord. Ch.13-21 IFC Sec.903.2.8 Group R fire protection systems

Ord. Ch.13-21 IFC Sec.907.2.8 Group R1 fire alarm systems

Ord. Ch.13-21 IFC Sec.1103.9 Carbon Monoxide detection s

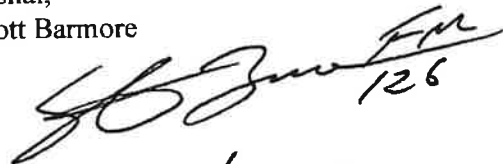
Ord. Ch. 13-21 IFC Sec. 105.3.3 Occupancy

(Ordinances and Violation codes listed on back)

You are hereby given notice to correct this violation and bring this property into compliance with the City Codes. The property will be inspected on **February 28th 2025** to ensure that the property has been brought up to current code. Failure to comply could result in actions such as a stop work order, revocation of the certificate of occupancy, disconnection of service utilities, and/or a citation being issued to you and filed with Municipal Court. This notice is effective from the date shown above.

We appreciate your prompt attention to this request. If you have any questions, please call the Fire Marshal's Office at (903) 935-4580.

Fire Marshal,
Capt. Scott Barmore


01/29/2025

NOTE: To avoid repeat or further offenses, please keep a check on property/keep it up at all times

CITY OF MARSHALL ORDINANCES

110.1 General.

If during the inspection of a premises, a building or structure, or any building system, in whole or in part, constitutes a clear and inimical threat to human life, safety or health, the fire code official shall issue such notice or orders to remove or remedy the conditions as shall be deemed necessary in accordance with this section, and shall refer the building to the building department for any repairs, alterations, remodeling, removing or demolition required.

901.4.1

Required fire protection systems. Fire protection systems required by this code or the International Building Code shall be installed, repaired, operated, tested and maintained in accordance with this code. A fire protection system for which a design option, exception or reduction to the provisions of this code or the International Building Code has been granted shall be considered to be a required system.

903.2.8 Group R.

An automatic sprinkler system installed in accordance with Section 903.3 shall be provided throughout all buildings with a Group R fire area.

907.2.8 Group R-1.

Fire alarm systems and smoke alarms shall be installed in Group R-1 occupancies as required in Sections 907.2.8.1 through 907.2.8.3.

1103.9 Carbon monoxide alarms.

Existing Group I-1, I-2, I-4 and R occupancies shall be equipped with carbon monoxide alarms in accordance with Section 915, except that the carbon monoxide alarms shall be allowed to be solely battery operated.

105.3.3 Occupancy prohibited before approval.

The building or structure shall not be occupied prior to the fire code official issuing a permit and conducting associated inspections indicating the applicable provisions of this code have been met.

5 homeless shelter residents killed in Texas fire



A firefighter looks out from a fire-damaged portion of a homeless shelter, Monday, Jan. 5, 2009, in Paris, Texas. The fire tore through the small-town homeless shelter early Monday, partially collapsing the building and killing five men, fire officials said. (AP Photo/Matt Slocum) (/ AP)

BY PAUL J. WEBER, THE ASSOCIATED PRESS

JAN. 5, 2009 6:47 PM PT

PARIS, Texas — A fire fueled by donated clothes ripped through a homeless shelter in northeastern Texas early Monday, killing five residents as some tried dousing the blaze with pans of water.

Paris Fire Chief Ronnie Grooms said the cause of the fire in the converted bakery remained unknown, but investigators said a roughly 25-foot-long table piled with donated clothes was a possible starting point. Arson is not suspected, he said.

The fire started just before 3 a.m. and sent more than 20 residents scrambling outside into cold rain. Some escaped barefoot, and others had no time to grab clothes or coats.

“It went fast,” said Roger Riemer, 49, who had lived at the shelter since September. “There was quite a few people trying to get it out, but it didn’t work. It was just getting too hot. Smoke was billowing out of there so bad. There was nothing we could do.”

The names of the victims, some of them left almost unidentifiable, were not immediately released. Their bodies

were sent to Dallas for autopsies and positive identification, said Ernie Sparks, Lamar County justice of the peace.

Fire officials said it was the deadliest fire in recent memory in Paris, a city of 26,000 people about 100 miles northeast of Dallas.

The shelter was run by the nonprofit Seed Sowers Christians in Action. The fire didn't spread to most of the aging brick warehouse-like building, emblazoned with the words "Jesus Saves," but a chunk of roof collapsed and left a gaping hole. Underneath, some Christmas garland lay atop the rubble.

Riemer and other shelter residents, huddling outside a makeshift shelter across the street, said they saw flames and felt intense heat coming off the table full of donated clothes. Paris Fire Marshal Dale Maberry said the table was being investigated as a possible "area of origin."

Grooms said he didn't immediately know whether the building, which did not have a sprinkler system, had been cited for code violations. With so much donated clothing and furniture in the

building, Grooms said “a lot of that would be considered a fire hazard.”

Carlton Moore, 41, said he was awakened by someone yelling “Fire!” and people pounding on doors trying to rouse residents and get them out.

“The smoke got intense real quick,” he said. “All I could see was smoke.”

Moore said he rushed to the kitchen to fill a pan with water to throw on the fire before the smoke grew so thick he couldn’t see the pan in his hands. He then crawled out of the building.

All five who died were on the second floor. There were 28 men at the 42-bed shelter – where men stayed in 10-by-10 rooms – when the fire broke out, said Don Walker, the shelter’s founder.

“It’s just really a tragedy. It’s just some homeless guys that really cared about me, and I cared about them,” Walker said.

The shelter was among the few resources for the homeless in Paris, said Bradley Scott, a director with the Red Cross in the

area. The homeless who escaped were put up in the temporary church shelter across the street; Scott said he was still looking for a longer-term solution.

“We’ll find them a place,” he said. “They won’t be sent out on the street.”

The Seed Sowers group recycles cardboard and newspapers at the site to pay for the shelter and soup kitchen, but Walker said the fire didn’t spread to where recyclables were being sorted.

“We’re just in shock over the men dying that way,” said Lee Jordan, the wife of Rev. Billy Jordan, a retired preacher who serves on the group’s board of directors.

Walker said that they’d had fire drills at the shelter, and Jordan said she’d never heard of any problems there.

According to the group’s Web site, Seed Sowers Christians in Action relies on contributions to provide services to the homeless and low-income people. The shelter provides meals five days a week, according to the site. The group also has a smaller shelter for women and children at a different location.

On its 2007 tax filing, the group stated that the bulk of its income that year – nearly \$50,000 – came from recycling. It also reported receiving about \$41,000 in donations. The group said it recycles paper products, rags, plastic, aluminum and unused shoes.

Walker said he doesn't have insurance for the shelter and it survives on the money raised from recycling and donations.

Associated Press writers Jamie Stengle, Danny Robbins and Terry Wallace in Dallas contributed to this report.

Blaze Kills 5 in a Homeless Shelter in Texas

By Gretel C. Kovach

Jan. 5, 2009

PARIS, Tex. Five men died early Monday when fire and smoke swept through a homeless shelter in this small northeast Texas city, the worst such toll here in decades, fire officials said.

Firefighters responding to a 911 call just before 3 a.m. found the Seed Sowers Christians in Action men's shelter, in a former bakery near the historic downtown of Paris, spewing flames. A firewall slowed the blaze from spreading, but after battling the fire for three hours, firefighters found the bodies of five shelter occupants upstairs.

The cause of the fire is under investigation. Chief Ronnie Grooms of the Paris Fire Department said it appeared to have started near a pile of clothes on a table in a storeroom.

"The heat was so intense it warped the metal trusses, and we had a partial roof collapse," Chief Grooms said.



The body of one of five victims of a fire at a men's shelter run by Seed Sowers Christians in Action was placed in a hearse on Monday in Paris, Tex. The cause of the fire is under investigation.

Sam Craft/Paris News, via Associated Press

Firefighters found several depleted fire extinguishers that residents had used to try to stop the fire before help arrived, Chief Grooms said.

About 26 men were inside the shelter when the fire started, he said. The five who died most likely died of smoke inhalation, he said, but autopsy results are pending.

Larry Buster, 48, said that he was one of those who had grabbed a fire extinguisher but that he had to turn back. "That smoke was toxic," he said.

One person was treated by paramedics at the scene, but there were no other injuries reported among shelter residents, staff members or firefighters, Chief Grooms said.

"Obviously it's a tragedy, any time you have a fire of this magnitude," Chief Grooms said. "We've had larger fires, but not with this much loss of life."



The deadliest fire in decades in Paris is under investigation.
The New York Times

Paris has a population of roughly 26,000.

The shelter and soup kitchen was started about 25 years ago, relying on donations and recyclables to pay for its operations.

The Rev. Billy Jordan, 86, who is on the board of the nonprofit shelter group, said the shelter's founder, Don Walker, was deeply grieved by the fire and its aftermath. Mr. Walker started the shelter because "he has a burden for people that are hurting," Mr. Jordan said.

Mr. Walker, a retired plumber who has heart problems, struggled Monday to cope with the fire's aftermath, shuttling between the burned shelter, his home and a church where the men had been moved. He could not be reached for comment.

The names of the dead are being withheld until relatives are notified.

Church staff members, volunteers, the American Red Cross and the Salvation Army had set up cots for shelter residents at First United Methodist Church. Even before their shelter burned, "these guys had no place else to go," said the Rev. Van Lazaroff of First United Methodist. "When you're homeless and you lose your shelter, that's got to be devastating. So we're trying to make a bad situation tolerable."

A shelter regular named Charles and several other men stood in the doorway of the church, staring at the rain, smoking.

"You can't go to sleep you smell smoke," Charles said. "It sits on your nerves."

State probe finds code violations at Paris shelter

Jun 15, 2009



PARIS, Texas (AP) — A state investigation has found more than a dozen fire code violations at the Northeast Texas homeless shelter where five men died in a massive blaze early this year.

The investigation by the state fire marshal's office has determined that the Christians in Action shelter in Paris was deficient in 18 areas, including a lack of fire prevention devices and proper exits, before it burned to the ground in the early morning hours of Jan. 5. Thirty men were sleeping in makeshift cubicles at the time.

The report said the Lamar County district attorney's office will review the matter to see if criminal negligence was involved and that the case will remain open until the DA's scrutiny is complete.

Gary Young, county and district attorney for Lamar County, declined comment, saying he hadn't seen the report. Paris Fire Chief Ronnie Grooms, whose office requested the investigation, declined comment.

A copy of the document, completed May 20, was obtained by The Associated Press through a request under the Texas Public Information Act.

The report paints a stark picture of a group facility that for years operated under unsafe

conditions and off the radar of local authorities even though it was located in a downtown section of the city of 26,000.

“This is a tragedy that any local jurisdiction would do well to learn from,” said Jerry Hagins, a spokesman for the state fire marshal’s office.

The report details how men slept in wooden cubicles built into a warehouse-style structure that lacked sprinklers or smoke detectors as well as the required number of exits. The building also contained “excessive” amounts of donated clothing and other items throughout, according to the document.

The men who died were discovered in an upper level of cubicles that afforded “minimal” means of egress, according to Jim Lindholm, the state’s investigator.

Lindholm wrote that the fire started in a large pile of clothing that was “boxed in” by some of the cubicles, but he could not determine its cause.

The pile of clothing was 5 feet high and had to be removed from the building with heavy equipment, he stated.

Lindholm noted that most of the men in the facility smoked and were careless in how they disposed of their cigarettes. He also stated that a lamp that had been positioned near the clothing could not be examined because it had been removed by “an unknown party” to “an unknown location.”

Don Walker, the founder of the nonprofit organization that owned and operated the facility, said Monday smoking was not allowed in the building. He said battery-operated smoke detectors had been installed, but the men were constantly removing the devices so they could smoke.

Walker said his organization, Seed Sowers Christians in Action, did the best it could with little funding and would have upgraded the facility if the fire department had ordered it.

“If (the fire department) would have told me I needed these kind of things, I would have done everything in my power (to follow their instructions),” he said. “Of course, even with that, you’ve got to have money to do it.”

Lindholm, citing information provided by Paris fire personnel, stated in his report that the shelter hadn’t been inspected since 2005.

Records reviewed by the AP in February showed that the building had been inspected by the Paris Fire Department only five times in the past 10 years, the last in 2006, and that none of the inspections were by state-certified fire inspectors. The records detailed how the inspections failed to notice that the facility lacked the basic safety requirements for overnight occupancy.

Grooms told the AP in February that cuts in budget and personnel had forced his department to limit its fire inspections.

He noted that, because homeless shelters are subject only to local ordinances, the Christians in Action shelter received less attention from Paris fire personnel than nursing homes, daycare centers and other group facilities that require regular inspections to maintain state licenses.

Trending Video

https://theparisnews.com/paris-closes-christians-in-action-homeless-shelter/article_a1f801b6-cd6f-11ec-9c6d-dff5bbdd035f.html

Paris closes Christians In Action homeless shelter

By Mary Madewell

May 6, 2022

The City of Paris has closed Christians In Action's homeless shelter for men, 248 2nd SW St., after code violations were found this morning when firefighters responded to a fire in a facility bathroom, according to City Manager Grayson Path.

"At approximately 7:30 a.m., the Paris Fire Department responded to a fire alarm at the building that serves as a resource for homeless individuals," Path said in a news release. "Upon arrival, firefighters discovered a small fire in a bathroom area inside the building that is believed to have been extinguished by the sprinkler system prior to their arrival."



Group handing out food Friday

Mary Madewell

Staff Writer

Home > FEATURE > Multiple life-safety violations found at nonprofit organization after fire alarm



At about 7:30 a.m. today, Paris Fire Department responded to a fire alarm at a building located in the 200 block of 2nd Street Southwest under the control of a non-profit organization that serves as a resource for homeless individuals.

Upon arrival, firefighters discovered a small fire in a bathroom area inside of the building that is believed to have been extinguished by the sprinkler system prior to their arrival. After inspecting to ensure the fire was completely extinguished, firefighters began a preliminary investigation into the fire.

While on the scene, firefighters observed life safety violations and summoned the city's Fire Marshall to further inspect the location. During the inspection, the Fire Marshall observed and noted multiple life safety violations, which led to Fire Chief Thomas McMonigle's applying for and obtaining an Administrative Search Warrant to investigate and inspect for code and ordinance violations.

READ ALSO



 FACEBOOK

 TWITTER

 YOUTUBE



@2021 - All Right Reserved. Designed and Developed by 1st Street Media.





Tracy Andrus, director and founder of the Tracy Andrus Foundation, stands in front of a cozy heater Thursday, Jan. 9, 2025 as he offers the foundation's emergency homeless shelter as refuge from the cold. (Robin Y. Richardson/Marshall News Messenger)

[Buy Now](#)

This wall mounted propane heater uses a bottle source of propane inside the structure. This building has no pre-plumbed source of natural gas. There is also no Carbon Monoxide detection in the facility.

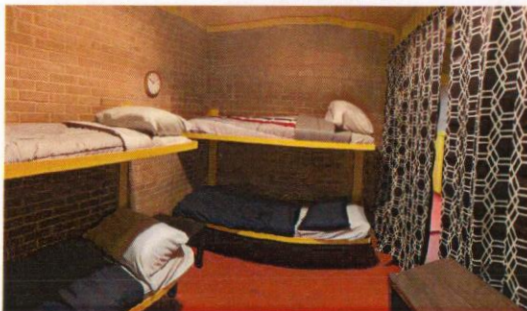
This is the brochure that Dr. Andrus has used for grant applications



Emergency Shelter

If you need shelter or assistance
contact us at:

Phone: 903-471-8674
Fax: 903-471-8675
E-mail: tafassist@gmail.com



This is a photo of one of the jail cells with curtains
over the bars to hide the fact that it is a jail cell.

Tracy Andrus Foundation



A Hand Up! Not A Hand-out!

Laundry Services

Washing and drying services.

Anyone is welcome to use our services.

Days of service and Hours:

Monday, Wednesday and Friday.

From 10: 00 am to 2:00 pm.

Walk ins welcome. We prefer by
appointment.

For appointments call :

Phone: 903-471-8674



Food Services

Food and drinks available .

Days of service and Hours:

Monday, Wednesday and Friday.

From 10: 00 am to 2:00 pm.

Walk ins welcome.

Address:

303 W Burleson Street
Marshall TX 75670



A Hand Up! Not A Hand -Out!

Mission Statement

The mission of the Tracy Andrus Foundation is to House the homeless, Feed the Hungry, promote excellence by providing support services, through academics, career, and technical studies to prepare students to compete in an ever-changing global society.

Vision

To create a better everyday life for individuals through services and education.

Value Statement

Tracy Andrus Foundation provides support, education and services by serving others through empowerment, inspiration, determination, and persistence to promote positive change

Serving others in an
Effort to produce quality services in a
Respectful manner to achieve
Viable results with
Integrity
Compassion
Empathy

Tracy Andrus Foundation



A Hand Up! Not A Hand-out!

Tracy Andrus Foundation



A Hand Up! Not A Hand-out!

Tracy Andrus
Foundation Services

TRACY ANDRUS
FOUNDATION

303 W Burleson Street
Marshall TX 75670

Phone: 903-471-8674

Fax: 903-471-8675

E-mail:

tafassist@gmail.com



Richard Earl Williams get everything tidy at the emergency homeless shelter at the Tracy Andrus Foundation Thursday, January 9, 2025, as the foundation welcomes people in need of temporary warm shelter from the cold.

[Buy Now](#)

This photo shows the only exit in the event of a fire from the jail. This exit door has a latch bolt at the top which under smoke conditions would prevent the exit. There is also a couch placed in the egress path that under low visibility smoke conditions can block and delay exit.



TO: City Council
DATE: February 27, 2025
ITEM #: 10.B
SUBJECT: Marketing Marshall Program Presentation
(Economic Development & Strategic Initiatives)

Recommendation for Action: No Council action required.

Executive Summary: The presentation on marketing for the City of Marshall will be introduced by City staff and presented by Jennifer McWilliams, Senior Account Executive, and Glynn Duncan, Director of Sales, representing KTAL-NBC 6, KMSS-Fox 33, KSHV, and Nexstar Digital Services. The session will focus on a multipronged approach to marketing, utilizing television, digital platforms, and streaming services to reach a wide audience. Key topics will include an overview of the geographic market served by these platforms, emphasizing the broad regional coverage. Additionally, the presentation will highlight the longstanding partnership between the City of Marshall and these media outlets, discussing how the collaboration has evolved over time and contributed to the expansion of programming. The session will provide insights into effective promotional strategies and explore how leveraging multiple channels can enhance the City's visibility and engagement with its community.

Budget Cost: Funding for marketing is available in the Hotel Occupancy Tax budget. Per Chapter 351 of the Texas Tax Code, the City of Marshall is required to allocate one-seventh (1/7) of the local Hotel Occupancy Tax revenue to advertising.

Staff Contact: Alex Anne Agnor, Director of Economic Development & Strategic Initiatives

Attachments: None



TO: City Council
DATE: February 27, 2025
ITEM #: 10.C
SUBJECT: Discussion regarding the calendar of events for the FY26 budget process. (Finance)

Recommendation for Action: No Action Required for Discussion

Executive Summary:

As we prepare for the upcoming fiscal year, we appreciate everyone's commitment to following the established budgeting process, timeline, and regulatory requirements. Clear communication and collaboration will help ensure a smooth and effective financial planning cycle.

The fiscal budgeting process is designed to strategically allocate resources while supporting the city's priorities. Departments are encouraged to submit comprehensive budget proposals that clearly outline expenditures and anticipated revenues. The Finance Department will work closely with department staff to review submissions for accuracy, feasibility, and alignment with city objectives before making final recommendations to the City Council.

Throughout the process, City Council may provide guidance to ensure budget decisions align with the city's long-term goals and community needs. Multiple budget workshops have been scheduled should the Council choose to utilize them.

To maintain consistency and compliance, we ask all departments to follow the attached budget calendar, which outlines each phase of the process and key regulatory requirements.

Budget Cost: N/A

Staff Contact: Kristina Hamilton, Assistant Director of Finance

Attachments: 1. 2026 Budget Calendar - Draft

2026 Budget Calendar

<u>Items</u>	<u>Completion Deadline</u>	<u>City Council Meetings</u>	<u>Charter/State Law Requirement</u>
FY26 Budget Calendar emailed to City Council and Directors	February 24, 2025		
Identify Users and facilitate user completion of ClearGov Operational Budget Training for Contributors	February 24 - March 7		
City Staff Budget Kick-Off @ Memorial City Hall	March 7, 2025		
Open FY26 ClearGov - Operational Budget to Contributors	March 7, 2025		
Initial Budget Discussion (City Council) Discussion with Council on budget priorities.		March 27, 2025 Regular Meeting	
Budget Workshop (City Council)		April 14, 2025 Special Meeting	
Initial Budget Discussions with Departments/Directors - (Finance)	April 14 - April 25		
2025 Revenue Analysis/2026 Projection-Preliminary - (Finance)	June 2025		
Final Budget Discussions with Departments/Directors - (Finance)	June 3 - June 21		
Estimated Health Insurance - (HR)	June 30, 2025		
Debt Service - (Finance)	June 30, 2025		
Last Call for changes to departmental budgets in ClearGov - (Department Directors)	June 30, 2025		
Budget Workshop - (City Council)		July 10, 2025 Regular Meeting	
Meet with Department Directors to review submitted budget and City Council feedback - (City Manager/Finance)	July 8-12, 2025		
<i>Deadline for chief appraiser to certify rolls to taxing unit</i>	<i>July 25, 2025</i>		
Finalize FY26 Revenue Projections - (Finance)	July 30, 2025		

2026 Budget Calendar

<u>Items</u>	<u>Completion Deadline</u>	<u>City Council Meetings</u>	<u>Charter/State Law Requirement</u>
Finalize Personnel Salary Budget - (Finance & HR)	July 30, 2025		
Post notice of No-New-Revenue on website and Publish No-New-Revenue Tax Rate - (Finance) Ad Deadline-August 1, 2025	August 7, 2025 (*)		<i>Property Tax Code: Publish no-new revenue & voter-approval tax rates by August 7 or as soon thereafter as practicable.</i>
Deliver Draft Budget to City Secretary, Departments & City Council - (Finance) Based on September 25, 2025 Ordinance adopting budget and tax rate last day to deliver and meet requirement is August 26.	August 26, 2025 (*)		<i>Charter: Sec. 6.03 - File with City Secretary when submitted to Council. Local Government Code: Sec. 102.005 Deliver to municipal clerk before 30th day before adoption by governing body.</i>
Post draft budget on website - (Finance)	August 27, 2025 (*)		<i>Local Government Code: Section 102-005[c]</i>
Adopt Resolution calling for public hearing as required by Charter & Local Government Code (15-day minimum based on August 28 submittal to municipal clerk is September 11)		August 28, 2025 (*) Regular Meeting	<i>Charter: Sec. 6.04 - At the meeting of the Council at which the budget is submitted the Council shall fix the time and place for a public hearing on the budget. Local Government Code: Section 102 - Public hearing minimum 15 days after budget delivered to municipal clerk.</i>
Adopt Resolution stating proposed tax rate, voting to place proposal to adopt rate on agenda of a future meeting or schedule a public hearing on the proposed tax rate if applicable (City Council)(**) Public Hearing: September 11, 2025 @ 6:00 PM		August 28, 2025 (*) Regular Meeting	<i>Property Tax Code. A public hearing is required when proposed rate exceeds the lower of the no-new-revenue rate or voter approval rate. Must record vote and schedule only ONE public hearing. Must publish notice of public hearing at least 7 days prior to hearing. Law establishes specific requirements for ad.</i>
Budget Workshop <i>if applicable</i> (City Council)		August 29, 2025 Special Meeting	
Publish Notice of Public Hearing on Budget to comply with Charter and Local Government Code (Finance) Public Hearing: September 11, 2025 @ TBD Ad Deadline - August 25, 2025	August 30, 2025 (*)		<i>Charter: Sec. 6.04 - Publish notice at least 5 days before date of hearing. Local Government Code: Sec. 102.005(c) - Publish not earlier than 30th or later than 10th day before date of hearing.</i>

2026 Budget Calendar

<u>Items</u>	<u>Completion Deadline</u>	<u>City Council Meetings</u>	<u>Charter/State Law Requirement</u>
Public Hearing on Budget as required by City Charter and Local Government Code. (City Council)		September 11, 2025 Regular Meeting	<i>Charter. Sec. 6.04 - Hold public hearing Local Government Code. Sec. 102.006 - Hold after 15th day after filed with City Secretary.</i>
Council takes action after public hearing			<i>Local Government Code. Sec. 102.007(a) - At the conclusion of the public hearing, the governing body of the municipality shall take action on the proposed budget. TML states "This action could be adoption of the budget, or else a vote to postpone the final budget vote. It is generally agreed that the city need not adopt the budget at the end of the hearing."</i>
Place 60-second notice on television channel (Information Systems Manager)**	September 5, 2025 (*)		<i>Property Tax Code: Required when proposed rate exceeds the lower of the no-new revenue rate or the voter approval rate. Minimum of 7 days before public hearing.</i>
Publish notice of proposed tax increase & public hearing (Finance) (**) Public hearing September 11, 2025 2025 (ad to run on August 30, 2025)	Ad deadline - August 25, September 4, 2025 (*)		<i>Property Tax Code: Required when proposed rate exceeds the lower of the no-new-revenue rate or the voter approval rate. Must publish notice of public hearing at least 7 days prior to 1st hearing. Law establishes specific requirements for ad.</i>
Public Hearing on proposed tax rate (**) (City Council) Announce Date of Meeting to Adopt Tax Rate (**) (City Council)		September 11, 2025 (*) Regular Meeting	<i>Property Tax Code [26.06(a) & (e)]: public hearing required on tax rate when proposed rate exceeds the lower of the no-new-revenue rate or the voter approval rate.</i>
1st reading to adopt Budget and set tax rate. (City Council)		September 11, 2025 (*) Regular Meeting	<i>Local Government Code (Sec. 102.007): When adoption of a budget will require raising more revenue from property taxes than in the previous year requires a separate vote of the governing body to ratify the property tax increase reflected in the budget.</i> <i>If tax rate will exceed no-new-revenue rate see mandatory language for motion and ordinance at Tax Code 26.05(b).</i>

2026 Budget Calendar

<u>Items</u>	<u>Completion Deadline</u>	<u>City Council Meetings</u>	<u>Charter/State Law Requirement</u>
2nd action at meeting requires Council to vote to "ratify" the property tax revenue increase reflected in the budget			<i>Local Government Code (Sec. 102.007): When adoption of a budget will require raising more revenue from property taxes than in the previous year requires a separate vote of the governing body to ratify the property tax increase reflected in the budget.</i>
2nd Reading to Adopt Budget and Set Tax Rate (City Council)		September 25, 2025 (*) Regular Meeting	<i>Property Tax Code: Meeting to adopt tax rate. 3-14 days after public hearing. Taxing unit must adopt rate by September 29, or within 60 days of receiving certified appraisal roll, whichever is later.</i>
2nd action at meeting requires Council to vote to "ratify" the property tax revenue increase reflected in the budget (**)			<i>Local Government Code (Sec. 102.007): When adoption of a budget will require raising more revenue from property taxes than in the previous year requires a separate vote of the governing body to ratify the property tax increase reflected in the budget.</i>
Post adoption of tax rate on website	September 27, 2025 (*)		<i>Local Government Code (Sec. 102.008). Property tax code (26.05).</i>
Post required statements on home page of web site see Section 26.05 of Property Tax Code for required wording.			
FAX to Harrison Central Appraisal District copy of ordinance adopting tax rate.			
Last day to adopt tax rate and notify chief appraiser of rate	September 29, 2025 (*)		<i>Property Tax Code (26.05): Required to adopt a tax rate/budget within 60 days of date of delivery of certified property values or before September 29, whichever is later.</i>
File copy of adopted budget and any amendments with County Clerk. - (City Secretary)(*)	November 3, 2025		<i>Local Government Code: Sec. 102.011</i>
Post 2026 Adopted Budget on City Website - (Finance)(*)	November 3, 2025		<i>Local Government Code: Sec. 102.011</i>
(*) Legal Deadlines/Requirements to be met			
(**) Will only be required if the proposed tax rate exceeds effective rate.			



TO: City Council
DATE: February 27, 2025
ITEM #: 10.D
SUBJECT: Presentation of the City of Marshall Financial Report
for the period ending December 31, 2024. (Finance)

Recommendation for Action: Receive the December 2024 Unaudited Financial Report

Executive Summary: Presentation of the December 2024 Unaudited Financial Report

Budget Cost:

Staff Contact: Dawn Jones

Attachments: 1. December 2024 Financial Budget Report to Council 2.21.24



December 2024 Unaudited Financial Statement

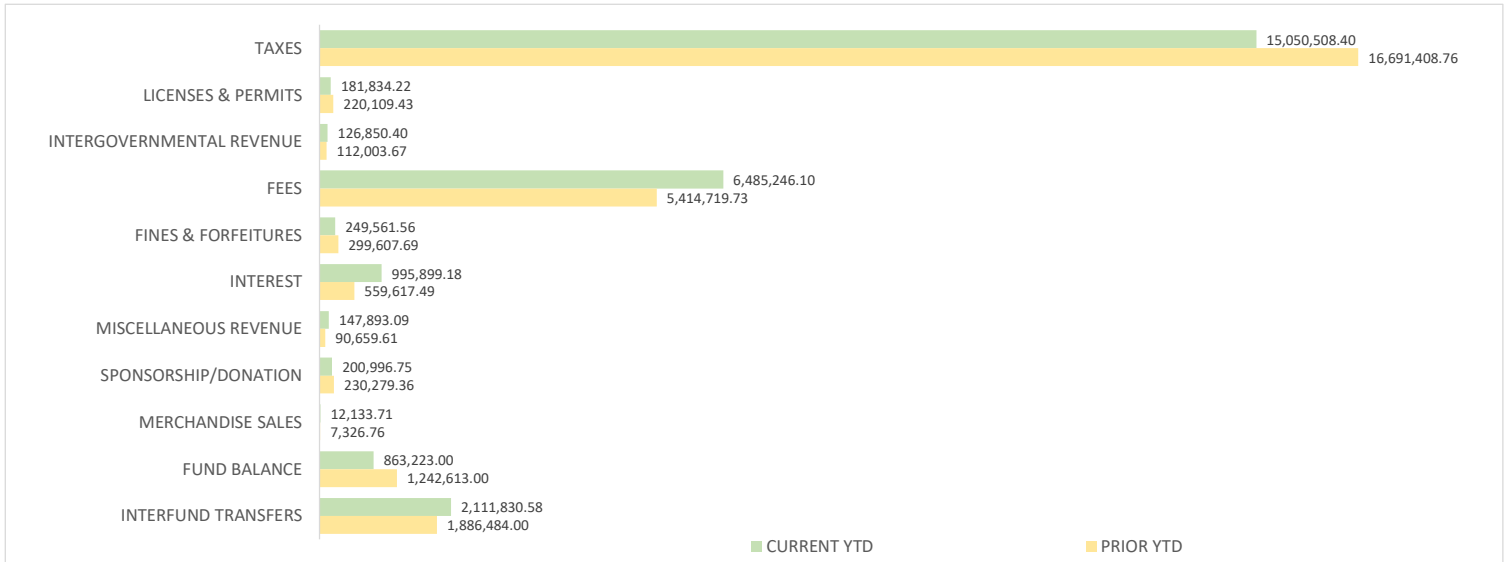
GENERAL FUND		CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF REVISED BUDGET	REMAINING BUDGET *					
REVENUE															
TAXES	\$	1,146,590	\$	0	\$	15,050,508	\$	16,691,409	\$	17,305,233	\$	17,305,233	86.97%	\$	2,254,725
LICENSES & PERMITS		13,238		-		181,834		220,109		225,150		275,150	80.76%		43,316
INTERGOVERNMENTAL REVENUE		-		-		126,850		112,004		154,775		154,775	81.96%		27,925
FEES		561,867		-		6,485,246		5,414,720		6,003,808		5,772,700	108.02%		(481,438)
FINES & FORFEITURES		12,012		-		249,562		299,608		301,205		301,205	82.85%		51,643
INTEREST		-		-		995,899		559,617		887,246		353,246	112.25%		(108,653)
MISCELLANEOUS REVENUE		11,542		-		147,893		90,660		168,500		168,500	87.77%		20,607
SPONSORSHIP/DONATION		153,114		-		200,997		230,279		13,700		6,500	1467.13%		(187,297)
MERCHANDISE SALES		1,032		-		12,134		7,327		16,500		16,500	73.54%		4,366
FUND BALANCE		-		-		863,223		1,242,613		863,223		-	100.00%		-
INTERFUND TRANSFERS		-		-		2,111,831		1,886,484		2,166,539		2,147,744	97.47%		54,708
TOTAL GENERAL FUND REVENUE	\$	1,899,395	\$	0	\$	26,425,977	\$	26,754,830	\$	28,105,879	\$	26,501,553	94.02%	\$	1,679,902
EXPENSE															
GENERAL GOVERNMENT	\$	38,402	\$	9,209	\$	589,415	\$	661,212	\$	635,071	\$	725,960	92.81%	\$	36,448
SALARY & WAGES		12,829		1		290,572		318,695		304,323		335,723	95.48%		13,750
MAINTENANCE & OPERATNG		25,574		9,208		298,843		342,517		330,748		390,237	90.35%		22,698
FINANCE		131,234		980		1,008,702		1,001,723		1,234,862		1,116,073	81.69%		225,180
SALARY & WAGES		85,306		-		712,672		712,328		698,087		698,087	102.09%		(14,585)
MAINTENANCE & OPERATNG		45,928		980		296,031		289,395		536,775		417,986	55.15%		239,765
POLICE		1,166,283		38,694		6,811,755		6,423,139		6,915,346		6,496,560	98.50%		64,898
SALARY & WAGES		1,067,117		-		6,159,091		5,613,075		6,154,856		5,894,973	100.07%		(4,235)
MAINTENANCE & OPERATNG		99,167		38,694		652,664		810,063		760,490		601,587	85.82%		69,133
FIRE		729,672		13,241		5,837,443		5,154,607		5,574,239		5,191,590	104.72%		(276,446)
SALARY & WAGES		624,273		-		5,156,941		4,492,101		4,862,294		4,638,177	106.06%		(294,647)
MAINTENANCE & OPERATNG		105,400		13,241		680,503		662,505		711,945		553,413	95.58%		18,201
PUBLIC WORKS		674,008		12,320		5,367,900		5,229,895		5,600,090		5,180,090	95.85%		219,871
SALARY & WAGES		73,408		-		685,172		594,317		748,634		748,634	91.52%		63,462
MAINTENANCE & OPERATNG		600,600		12,320		4,682,728		4,635,578		4,851,456		4,431,456	96.52%		156,409
ECONOMIC DEVELOPMENT & STRATEGIC INITIATIVES		116,443		45,480		917,517		870,103		1,084,208		997,366	84.63%		121,210
SALARY & WAGES		53,927		-		509,494		432,623		460,966		460,326	110.53%		(48,528)
MAINTENANCE & OPERATNG		62,516		45,480		408,023		437,480		623,242		537,040	65.47%		169,738
HUMAN RESOURCES		36,717		2,421		365,002		290,915		369,409		321,909	98.81%		1,987
SALARY & WAGES		20,590		-		200,917		164,361		225,079		190,079	89.26%		24,162
MAINTENANCE & OPERATNG		16,127		2,421		164,085		126,554		144,330		131,830	113.69%		(22,176)
PARKS & RECREATION		178,689		57,596		1,411,145		1,072,879		1,514,536		1,503,920	93.17%		45,795
SALARY & WAGES		107,247		-		936,240		718,321		957,970		957,970	97.73%		21,730
MAINTENANCE & OPERATNG		71,442		57,596		474,905		354,558		556,566		545,950	85.33%		24,066
PLANNING & DEVELOPMENT SERVICES		71,243		845		623,575		631,161		762,281		735,548	81.80%		137,861
SALARY & WAGES		68,698		0		546,787		553,859		662,584		662,584	82.52%		115,796
MAINTENANCE & OPERATNG		2,545		845		76,787		77,301		99,697		72,964	77.02%		22,065
SUPPORT SERVICES		211,304		14,936		1,265,605		1,289,428		1,287,049		1,265,963	98.33%		6,508
SALARY & WAGES		84,738		-		543,697		442,536		524,341		524,341	103.69%		(19,356)
MAINTENANCE & OPERATNG		126,566		14,936		721,908		846,892		762,708		741,622	94.65%		25,864
COMMUNITY & NEIGHBORHOOD SERVICES		104,671		5,040		816,468		590,006		780,574		731,191	104.60%		(40,934)
SALARY & WAGES		66,347		-		571,616		383,455		534,041		534,041	107.04%		(37,575)
MAINTENANCE & OPERATNG		38,324		5,040		244,852		206,551		246,533		197,150	99.32%		(3,359)
NON DEPARTMENTAL		61,557		42,407		384,276		662,999		759,331		1,126,495	50.61%		332,648
ANNUAL ALLOCATIONS		7,255		-		1,583,883		698,469		1,588,883		1,108,888	99.69%		5,000
TOTAL GENERAL FUND EXPENSE	\$	3,527,479	\$	243,168	\$	26,982,686	\$	24,576,536	\$	28,105,879	\$	26,501,553	96.00%	\$	880,025
TOTAL GENERAL FUND	\$	(1,628,085)	\$	(243,168)	\$	(556,709)	\$	2,178,293	\$	-	\$	-			
* Includes Current YTD & Encumbrances															

The following is a summary comparison of the General Fund for current year to date versus prior year to date

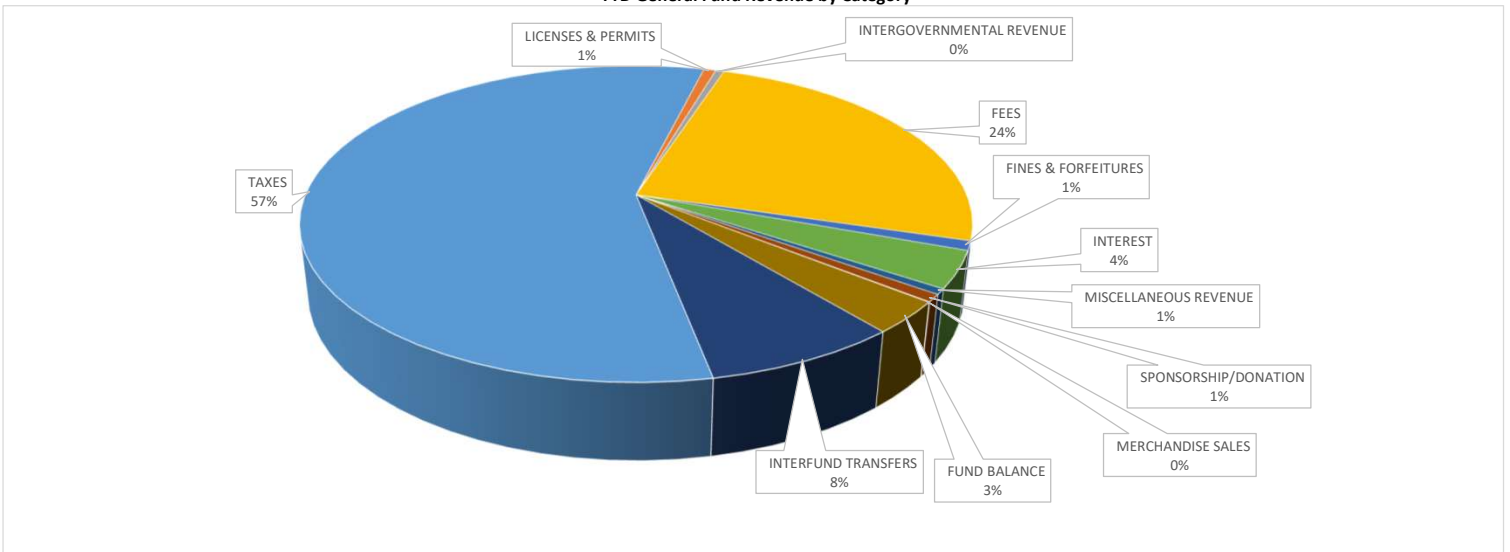
General Fund Key Highlights:

	CYTD	Encumbrance	PYTD	% Change w/o Encumbrance	
➤ Tax Revenue					Current Tax Levy
Property Tax:	\$ 6,300,000		\$ 5,943,955	5.99%	
Franchise Tax:	708,134		748,600	-5.41%	
Sales Tax:	9,866,168		9,806,210	0.61%	
➤ Licenses & Permits	181,834		220,109	-17.39%	
➤ Fees	6,485,246		5,414,720	19.77%	
➤ Court Fees:	249,562		299,608	-16.70%	
➤ Interest Earned:	995,899		559,617	77.96%	
➤ Miscellaneous Revenue:	147,893		90,660	63.13%	
➤ Donations:	200,997		230,279	-12.72%	
➤ Golf Course Sales	12,134		7,327	65.61%	
➤ Operational Expenses:	26,982,686	243,168	24,576,536	9.79%	

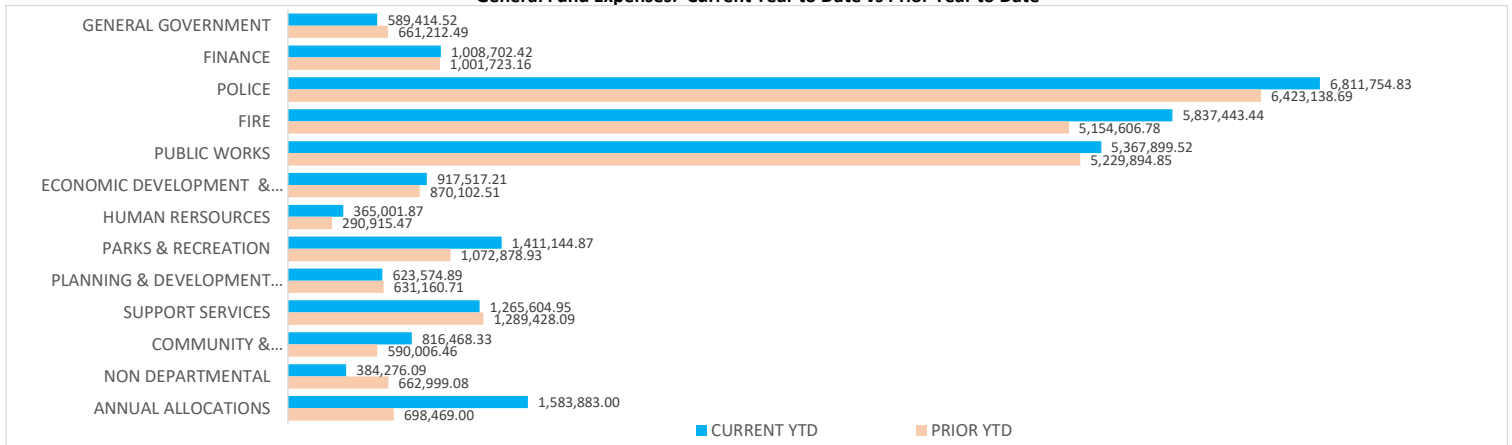
General Fund Revenue: Current Year to Date vs Prior Year to Date



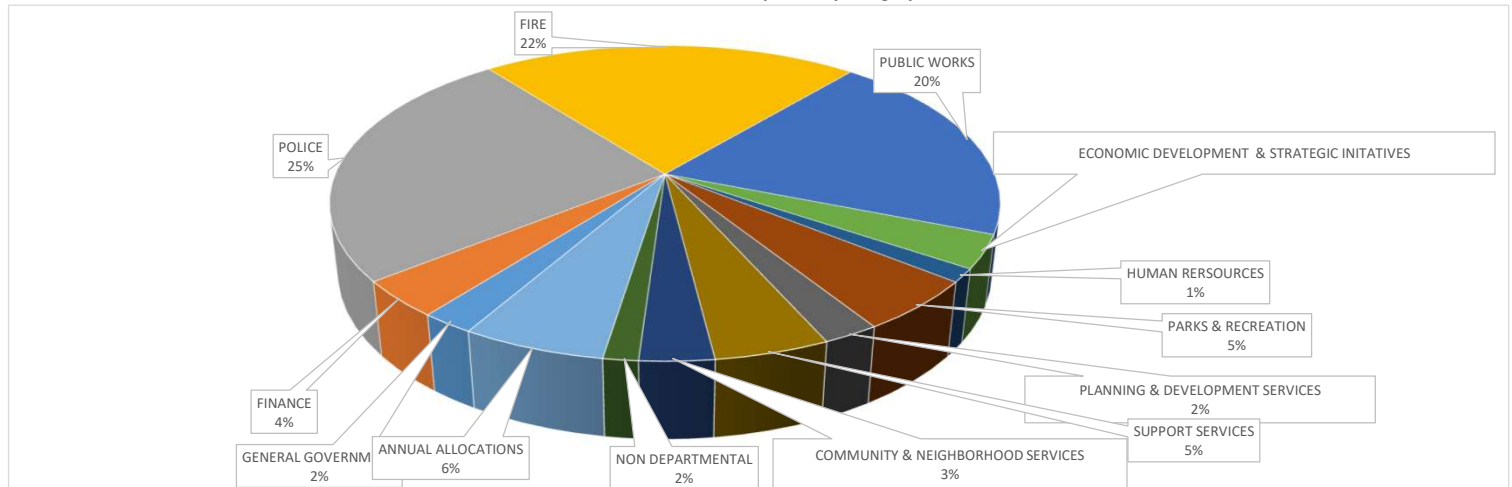
YTD General Fund Revenue by Category



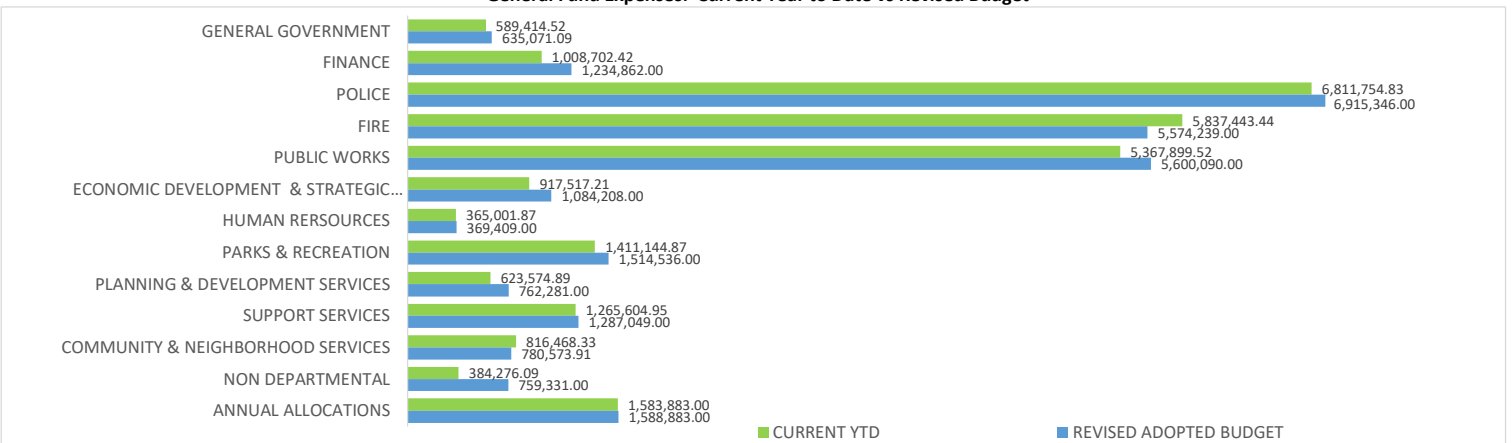
General Fund Expenses: Current Year to Date vs Prior Year to Date



YTD General Fund Expenses by Category



General Fund Expenses: Current Year to Date vs Revised Budget





December 2024 Unaudited Financial Statement

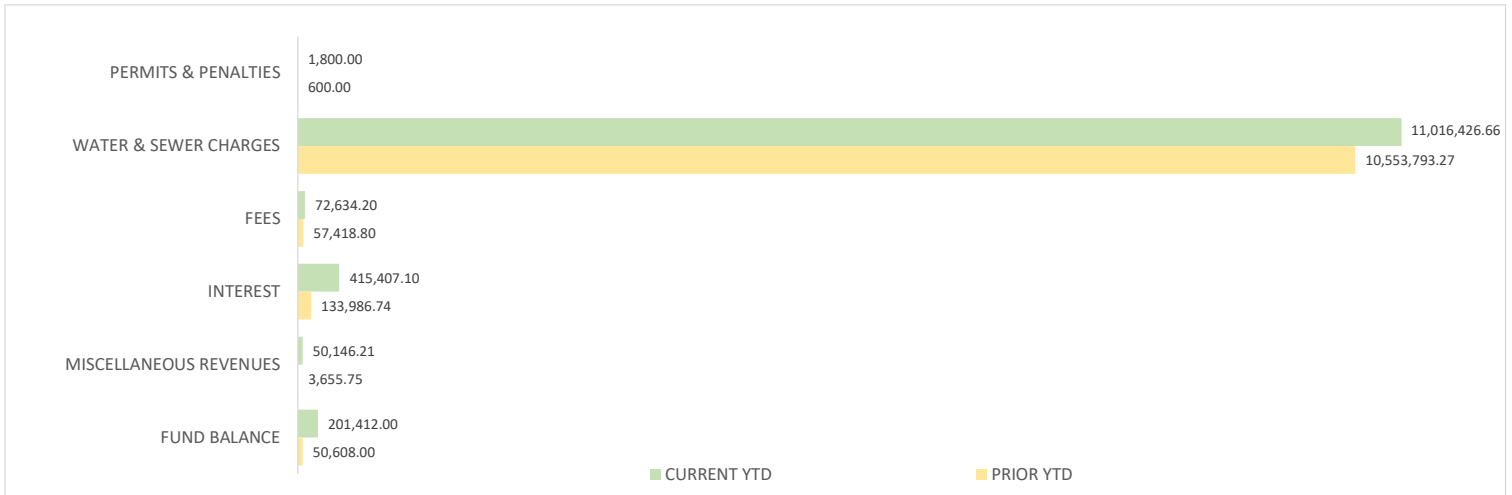
UTILITY ENTERPRISE FUND	CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF REVISED BUDGET	REMAINING BUDGET *
REVENUE									
PERMITS & PENALTIES	\$ 200	\$ -	\$ 1,800	\$ 600	\$ 1,200	\$ 1,200	150.00%	\$ (600)	
WATER & SEWER CHARGES	932,228	-	11,016,427	10,553,793	10,525,000	10,325,000	104.67%	(491,427)	
FEES	8,532	-	72,634	57,419	48,000	48,000	151.32%	(24,634)	
INTEREST	16,478	-	415,407	133,987	369,200	34,200	112.52%	(46,207)	
MISCELLANEOUS REVENUES	2,729	-	50,146	3,656	5,000	5,000	1002.92%	(45,146)	
FUND BALANCE	-	-	201,412	50,608	201,412	-	100.00%	-	
TOTAL UTILITY REVENUE	\$ 960,168	\$ -	\$ 11,757,826	\$ 10,800,063	\$ 11,149,812	\$ 10,413,400	105.45%	\$ (608,014)	
EXPENSE									
ADMINISTRATION	\$ 45,748	\$ 7,167	\$ 508,303	\$ 386,208	\$ 601,592	\$ 502,259	84.49%	\$ 86,122	
SALARY & WAGES	34,738	-	339,708	228,415	329,934	329,934	102.96%	(9,774)	
MAINTENANCE & OPERATNG	11,011	7,167	168,595	157,793	271,658	172,325	62.06%	95,896	
WATER PRODUCTION	400,959	22,508	1,877,399	1,683,900	1,863,069	1,553,369	100.77%	(36,838)	
SALARY & WAGES	63,918	-	522,342	465,797	536,888	536,888	97.29%	14,546	
MAINTENANCE & OPERATNG	337,041	22,508	1,355,057	1,218,103	1,326,181	1,016,481	102.18%	(51,385)	
DISTRIBUTION/COLLECTION	268,011	256,492	2,120,600	1,600,223	2,641,290	2,913,017	80.29%	264,198	
SALARY & WAGES	128,504	-	1,074,866	905,714	1,204,277	1,204,277	89.25%	129,411	
MAINTENANCE & OPERATNG	139,507	256,492	1,045,734	694,509	1,437,013	1,708,740	72.77%	134,787	
WASTEWATER TREATMENT	357,884	274,524	1,687,957	1,526,613	1,969,658	1,653,158	85.70%	7,177	
SALARY & WAGES	78,128	-	587,564	603,624	733,188	733,188	80.14%	145,624	
MAINTENANCE & OPERATNG	279,756	274,524	1,100,393	922,989	1,236,470	919,970	88.99%	(138,447)	
WATER BILLING	149,171	9,655	818,611	695,307	814,382	711,470	100.52%	(13,884)	
SALARY & WAGES	66,397	-	518,282	471,834	551,970	551,970	93.90%	33,688	
MAINTENANCE & OPERATNG	82,774	9,655	300,328	223,473	262,412	159,500	114.45%	(47,572)	
ENGINEERING	11,462	-	52,005	2,807	84,498	84,498	61.55%	32,493	
SALARY & WAGES	11,462	-	52,005	2,506	84,498	84,498	61.55%	32,493	
MAINTENANCE & OPERATNG	-	-	-	301	-	-	-	-	
NON DEPARTMENTAL	64,330	6,811	3,135,834	3,224,152	3,000,324	2,995,629	104.52%	(142,321)	
DEBT SERVICE	-	-	-	341	-	-	-	-	
TOTAL WATER & SEWER EXPENSE	\$ 1,297,565	\$ 577,157	\$ 10,200,709	\$ 9,119,552	\$ 10,974,812	\$ 10,413,400	92.95%	\$ 196,946	
TOTAL UTILITY ENTERPRISE FUND	\$ (337,397)	\$ (577,157)	\$ 1,557,117	\$ 1,680,511	\$ 175,000	\$ -			
* Includes Current YTD & Encumbrances									

The following is a summary comparison of the Utility Enterprise Fund for current year to date versus prior year to date

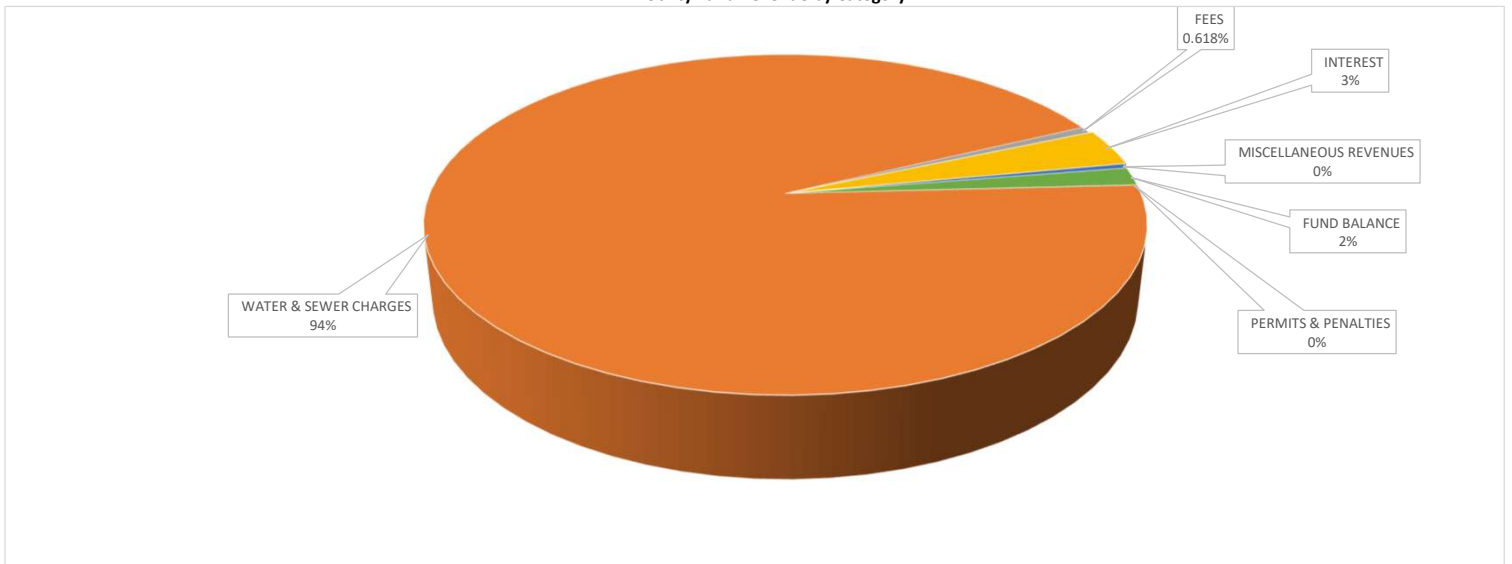
Utility Enterprise Fund Key Highlights:

	CYTD	Encumbrance	PYTD	% Change w/o Enc
▶▶▶ Permits & Penalties				
▶▶▶ Water Sales:	\$ 6,089,243		\$ 5,953,567	2.28%
▶▶▶ Sewer Sales:	4,787,033		4,480,791	6.83%
▶▶▶ Interest Earned:	415,407		133,986	210.04%
▶▶▶ Operational Expenses:	10,200,709	577,157	9,119,552	11.86%

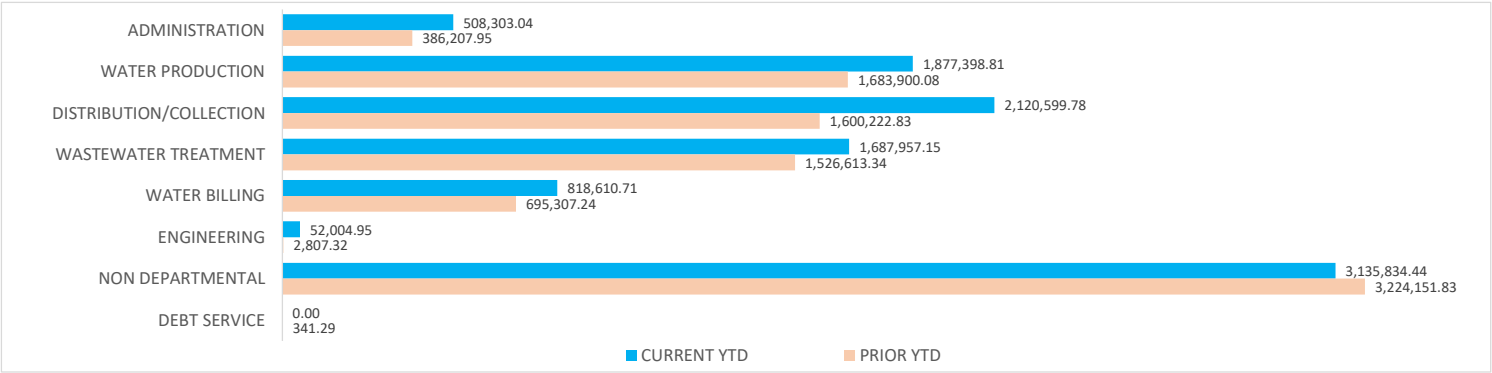
Utility Enterprise Fund Revenue: Current Year to Date vs Prior Year to Date



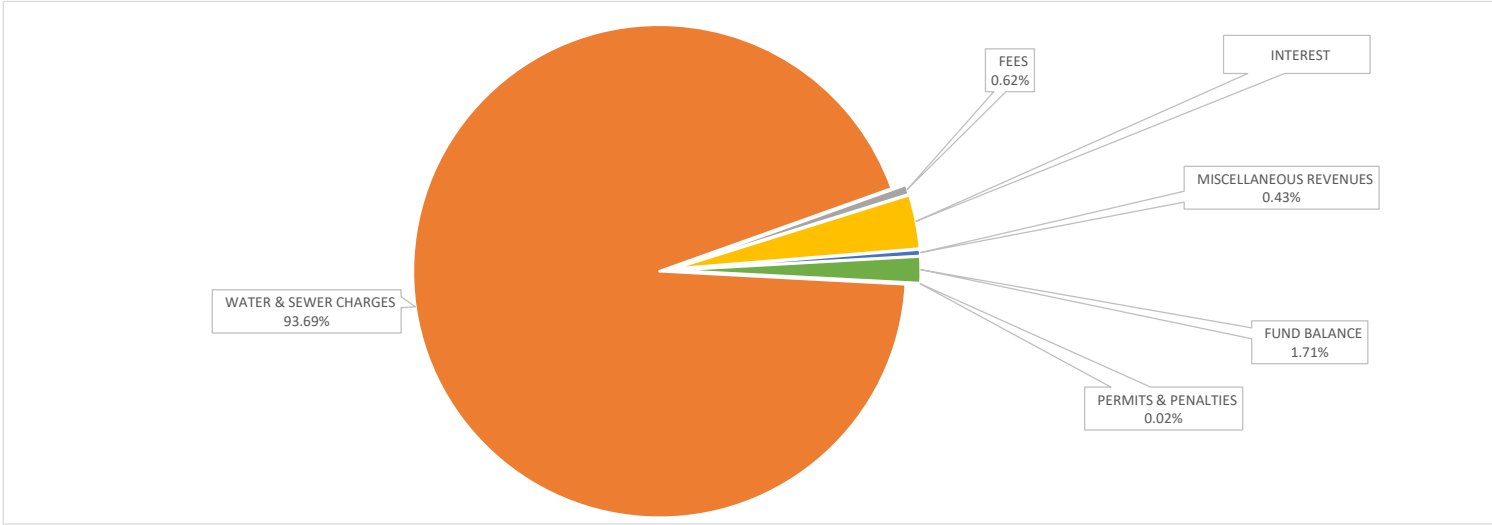
YTD Utility Fund Revenue by Category



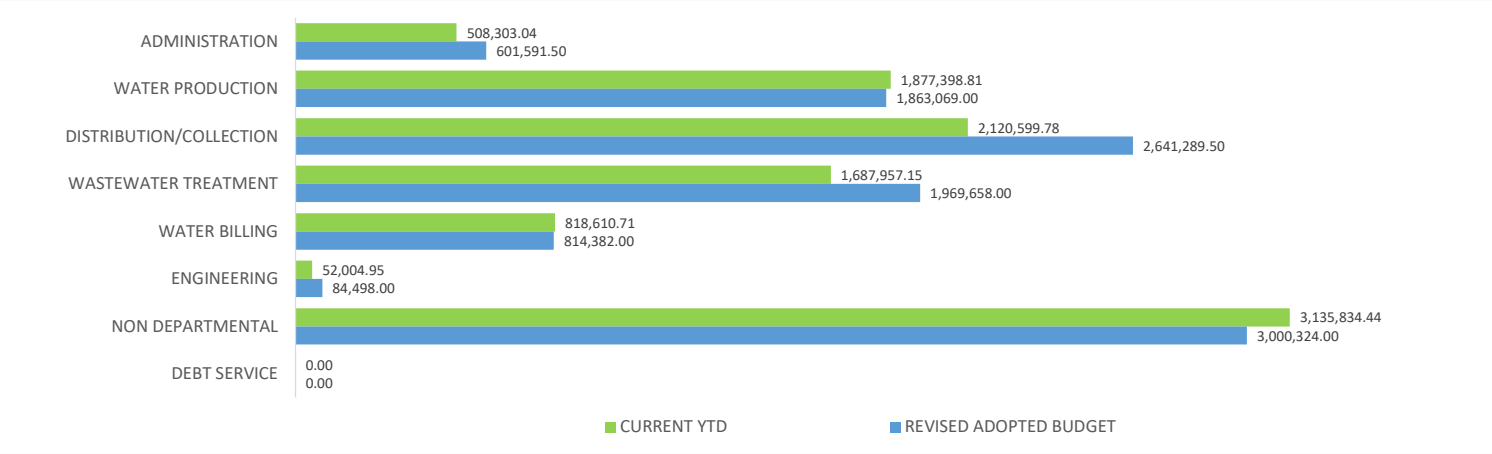
Utility Fund Expenses: Current Year to Date vs Prior Year to Date



YTD Utility Fund Expenses by Category



Utility Fund Expenses: Current Year to Date vs Revised Budget





December 2024 Unaudited Financial Statement

FUND 02 STRUCTURAL MODIFICATION	CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF REVISED BUDGET *	REMAINING BUDGET *
REVENUE									
VACANT PROPERTY REGISTRATION FEE	\$ 200	\$ -	\$ 3,750	\$ 3,650	\$ 5,000	\$ 5,000	75.00%	\$ 1,250	
RECOVERED COSTS/COURT	-	-	-	-	1,000	1,000	0.00%	1,000	
SALE OF PROPERTY	-	-	14,871	22,390	50,000	50,000	29.74%	35,129	
CONTRIBUTIONS/DONATIONS	15,000	-	15,000	15,000	15,000	15,000	100.00%	-	
FUND BALANCE	-	-	-	-	-	-	-	-	
TOTAL REVENUE	\$15,200	\$ -	\$ 33,621	\$ 41,040	\$ 71,000	\$ 71,000	47.35%	\$ 37,379	
EXPENSE									
MAINTENANCE & OPERATING	\$ -	\$ -	\$ -	\$ 47,320	\$ 71,000	\$ 71,000	0.00%	\$ 71,000	
TOTAL EXPENSE	\$ -	\$ -	\$ -	\$ 47,320	\$ 71,000	\$ 71,000	0.00%	\$ 71,000	
TOTAL STRUCTURAL MODIFICATION FUND	\$ 15,200	\$ -	\$ 33,621	\$ (6,280)	\$ -	\$ -			
* Includes Current YTD & Encumbrances									

FUND 03 HOTEL OCCUPANCY TAX								PERCENT OF	
	CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	REVISED BUDGET	REMAINING BUDGET *
REVENUE									
HOTEL/MOTEL TAX	\$ 194,277	\$ -	\$ 1,079,498	\$ 1,232,121	\$ 1,106,546	\$ 1,106,546	97.56%	\$ 27,048	
INTEREST EARNED	404	-	4,504	3,910	3,500	3,500	128.67%	(1,004)	
FUND BALANCE	-	-	156,046	200,000	156,046	34,046	100.00%	-	
TOTAL REVENUE	\$194,681	\$ -	\$ 1,240,047	\$ 1,436,030	\$ 1,266,092	\$ 1,144,092	97.94%	\$ 26,045	
EXPENSE									
SALARY & WAGES	\$ 9,131	\$ -	\$ 58,123	\$ 113,076	\$ 186,106	\$ 186,106	31.23%	\$ 127,983	
MAINTENANCE & OPERATING	35,588	16,574	914,437	1,059,866	1,079,986	957,986	84.67%	148,975	
TOTAL EXPENSE	\$ 44,719	\$ 16,574	\$ 972,560	\$ 1,172,942	\$ 1,266,092	\$ 1,144,092	76.82%	\$ 276,958	
TOTAL HOT FUND	\$ 149,962	\$ 16,574	\$ 267,487	\$ 263,089	\$ -	\$ -			
* Includes Current YTD & Encumbrances									

FUND 07 MUNICIPAL COURT TECHNOLOGY	CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF REVISED BUDGET *	REMAINING BUDGET *
REVENUE									
TECHNOLOGY FEE	\$ 345	\$ -	\$ 6,274	\$ 8,766	\$ 8,200	\$ 8,200	76.52%	\$ 1,926	
TOTAL REVENUE	\$345	\$ -	\$ 6,274	\$ 8,766	\$ 8,200	\$ 8,200	76.52%	\$ 1,926	
EXPENSE									
MAINTENANCE & OPERATING	\$ -	\$ -	\$ -	\$ 7,700	\$ 8,200	\$ 8,200	0.00%	\$ 8,200	
TOTAL EXPENSE	\$ -	\$ -	\$ -	\$ 7,700	\$ 8,200	\$ 8,200	0.00%	\$ 8,200	
TOTAL MUNICIPAL COURT TECH FUND	\$ 345	\$ -	\$ 6,274	\$ 1,066	\$ -	\$ -			
* Includes Current YTD & Encumbrances									

FUND 11 BUILDING SECURITY FUND		CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF REVISED BUDGET *	REMAINING BUDGET *
REVENUE										
BUILDING SECURITY FEE	\$	399	\$ -	\$	7,220	\$	10,177	\$	6,700	\$ 107.76% (520)
INTEREST EARNED		355	-		3,954		4,373		2,800	141.21% (1,154)
TOTAL REVENUE		\$754	\$ -	\$	11,174	\$	14,550	\$	9,500	117.62% (1,674)
EXPENSE										
MAINTENANCE & OPERATING	\$	-	\$ -	\$	650	\$	2,470	\$	9,500	6.84% 8,850
TOTAL EXPENSES	\$	-	\$ -	\$	650	\$	2,470	\$	9,500	6.84% 8,850
TOTAL BUILDING SECURITY FUND	\$	754	\$ -	\$	10,524	\$	12,080	\$	-	9,500
* Includes Current YTD & Encumbrances										

FUND 13 LITTER CONTROL & KMB		CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF REVISED BUDGET *	REMAINING BUDGET *
REVENUE										
DONATIONS/CONTRIBUTIONS	\$	-	\$ -	\$	6,000	\$	6,000	\$	6,000	100.00% -
VOLUNTARY DONATIONS - KMB		288	-		3,262		5,532		12,000	27.18% 8,738
TOTAL REVENUE		\$288	\$ -	\$	9,262	\$	11,532	\$	18,000	51.46% 8,738
EXPENSE										
LITTER CONTROL - SPECIAL	\$	-	\$ -	\$	-	\$	-	\$	9,000	0.00% 9,000
KEEP MARSHALL BEAUTIFUL		-	500		1,601		1,308		3,000	53.35% 900
TOTAL EXPENSE	\$	-	\$ 500	\$	1,601	\$	1,308	\$	12,000	13.34% 9,900
TOTAL LITTER CONTROL FUND	\$	288	\$ 500	\$	7,662	\$	10,224	\$	6,000	6,000
* Includes Current YTD & Encumbrances										

FUND 26 LIBRARY ENDOWMENTS & DONATIONS		CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF REVISED BUDGET *	REMAINING BUDGET *
REVENUE										
INTEREST	\$	544	\$ -	\$	7,343	\$	5,757	\$	3,000	244.75% (4,343)
DONATIONS		469	-		9,172		13,023		16,000	57.33% 6,828
FUND BALANCE		-	-		15,160		2,500		15,160	100.00% -
TOTAL REVENUE	\$	1,012	\$ -	\$	31,675	\$	21,280	\$	34,160	92.72% 2,485
EXPENSE										
TAX BILLS	\$	198	\$ -	\$	628	\$	761	\$	2,000	31.42% 1,372
BOOKS		12,424	45		26,747		1,037		32,160	83.17% 5,368
TOTAL EXPENSE	\$	12,622	\$ 45	\$	27,375	\$	1,798	\$	34,160	80.14% 6,739
TOTAL LIBRARY ENDOWMENT & DONATIONS	\$	(11,609)	\$ (45)	\$	4,299	\$	19,483	\$	-	-
* Includes Current YTD & Encumbrances										
REMAINING UNBUDGET FUND BALANCE	\$	1,671,275								



December 2024 Unaudited Financial Statement

FUND 28 WONDERLAND OF LIGHTS	CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF REVISED BUDGET *	REMAINING BUDGET *
REVENUE									
VENDOR FEES	\$ 100	\$ -	\$ 1,300	\$ 2,050	\$ -	\$ -	\$ -	-	\$ (1,300)
DONATIONS/CONTRIBUTIONS/SPONSORSHIP	20,719	-	68,519	65,188	67,800	67,800	101.06%		(719)
TICKETS SALES	95,007	-	95,575	151,631	105,000	105,000	91.02%		9,425
PRIVATE PARTY	3,500	-	6,500	5,600	4,500	4,500	144.44%		(2,000)
MERCHANDISE REVENUE	1,426	-	1,426	2,681	3,500	3,500	40.75%		2,074
INTERFUND TRANSFERS	-	-	130,379	45,000	130,379	130,379	100.00%		-
TOTAL REVENUE	\$ 120,752	\$ -	\$ 303,699	\$ 272,150	\$ 311,179	\$ 311,179	477%		\$ 7,480
EXPENSE									
SALARY & WAGES	\$ 1,966	\$ -	\$ 2,013	\$ 6,128	\$ 21,417	\$ 21,417	9.40%		\$ 19,404
MAINTENANCE & OPERATING	112,266	26,797	257,358	207,030	289,762	289,762	88.82%		5,607
TOTAL EXPENSE	\$ 114,232	\$ 26,797	\$ 259,371	\$ 213,158	\$ 311,179	\$ 311,179	83.35%		\$ 25,011
TOTAL WONDERLAND OF LIGHTS	\$ 6,519	\$ 26,797	\$ 44,328	\$ 58,992	\$ -	\$ -			
* Includes Current YTD & Encumbrances									

FUND 43 LEOSE FUND	CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF REVISED BUDGET *	REMAINING BUDGET *
REVENUE									
LEOSE AWARD - PD	\$ -	\$ -	\$ 3,926	\$ 2,714	\$ -	\$ -	\$ -	-	\$ (3,926)
LEOSE AWARD - FM	-	-	-	649	650	650	0.00%		650
INTEREST	-	-	204	260	-	-	-	-	(204)
FUND BALANCE	-	-	550	-	550	550	100.00%		-
TOTAL REVENUE	\$ -	\$ -	\$ 4,680	\$ 3,622	\$ 1,200	\$ 1,200	390.00%		\$ (3,480)
EXPENSE									
CONFERENCE & TRAINING - PD	\$ 300	\$ -	\$ 300	\$ -	\$ -	\$ -	\$ -	-	\$ (300)
CONFERENCE & TRAINING - FM	-	-	-	-	1,200	1,200	0.00%		1,200
TOTAL EXPENSE	\$ 300	\$ -	\$ 300	\$ -	\$ 1,200	\$ 1,200	25.00%		\$ 900
TOTAL LEOSE FUND	\$ (300)	\$ -	\$ 4,380	\$ 3,622	\$ -	\$ -			
* Includes Current YTD & Encumbrances									

FUND 50 FEDERAL FORFEITURE FUND	CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF REVISED BUDGET *	REMAINING BUDGET *
REVENUE									
INTEREST EARNED	\$ -	\$ -	\$ 250	\$ 692	\$ -	\$ -	\$ -	-	\$ (250)
FEDERAL FORFEITURE	-	-	-	-	-	-	-	-	-
FUND BALANCE	-	-	23,640	-	23,640	23,640	100.00%		-
TOTAL REVENUE	\$ -	\$ -	\$ 23,890	\$ 692	\$ 23,640	\$ 23,640	101.06%		\$ (250)
EXPENSE									
MAINTENANCE & OPERATING	\$ -	\$ -	\$ 2,789	\$ 14,552	\$ 23,640	\$ 23,640	11.80%		\$ 20,851
TOTAL EXPENSE	\$ -	\$ -	\$ 2,789	\$ 14,552	\$ 23,640	\$ 23,640	11.80%		\$ 20,851
TOTAL STATE FORFEITURE FUND	\$ -	\$ -	\$ 21,101	\$ (13,860)	\$ -	\$ -			
* Includes Current YTD & Encumbrances									

FUND 62 DEBT SERVICE	CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF		
								REVISED BUDGET	REMAINING BUDGET *	
REVENUE										
TAX REVENUE	\$ 8,182	\$ -	\$ 725,047	\$ 1,205,333	\$ 1,215,627	\$ 1,215,627	\$ 1,215,627	59.64%	\$ 490,580	
INTEREST EARNED	121	-	11,327	13,580	17,000	17,000	17,000	66.63%	5,673	
BOND PREMIUM	-	-	-	10,273	-	-	-	-	-	
FUND BALANCE	-	-	126,407	-	126,407	126,407	126,407	100.00%	-	
INTERFUND TRANSFERS	-	-	851,457	443,504	851,318	851,318	851,318	100.02%	(139)	
TOTAL REVENUE	\$ 8,302	\$ -	\$ 1,714,237	\$ 1,672,690	\$ 2,210,352	\$ 2,210,352	\$ 2,210,352	77.55%	\$ 496,115	
EXPENSE										
SERVICE & MANAGEMENT FEES	\$ 500	\$ 2,810	\$ 10,246	\$ 7,400	\$ 25,000	\$ 25,000	\$ 25,000	40.99%	\$ 11,944	
PRINCIPAL PAYMENT	-	-	1,415,001	934,000	1,507,000	1,507,000	1,507,000	93.90%	91,999	
INTEREST PAYMENT	52,601	-	696,888	141,154	678,352	678,352	678,352	102.73%	(18,536)	
TOTAL EXPENSE	\$ 53,101	\$ 2,810	\$ 2,122,135	\$ 1,082,554	\$ 2,210,352	\$ 2,210,352	\$ 2,210,352	96.01%	\$ 85,407	
TOTAL DEBT SERVICE FUND	\$ (44,798)	\$ 2,810	\$ (407,898)	\$ 590,136	\$ -	\$ -	\$ -			
* Includes Current YTD & Encumbrances										

FUND 63 VARIOUS PROJECTS	CURRENT MONTH	ENCUMBRANCE AMOUNT			PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF		
			CURRENT	YTD				REVISED BUDGET	REMAINING BUDGET *	
REVENUE										
INTEREST EARNED	\$ -	\$ -	\$ 2,080	\$ 11,229	\$ 2,081	\$ -	99.96%	\$ 1		
FUND BALANCE	-	-	237,087	327,698	237,087	282,000	100.00%	-		
TOTAL REVENUE	\$ -	\$ -	\$ 239,167	\$ 338,927	\$ 239,168	\$ 282,000	100.00%	\$ 1		
EXPENSE										
IMPROVEMENTS	\$ 136,767	\$ -	\$ 239,168	\$ 102,360	\$ 239,168	\$ 282,000	100.00%	\$ 0		
TOTAL EXPENSE	\$ 136,767	\$ -	\$ 239,168	\$ 102,360	\$ 239,168	\$ 282,000	100.00%	\$ 0		
TOTAL VARIOUS PROJECTS FUND	\$ (136,767)	\$ -	\$ (1)	\$ 236,567	\$ -	\$ -				
* Includes Current YTD & Encumbrances										

FUND 66 FLEET MANAGEMENT	CURRENT MONTH	ENCUMBRANCE AMOUNT			PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF REVISED BUDGET	REMAINING BUDGET *	
			CURRENT	YTD						
REVENUE										
INTEREST EARNED	\$ -	\$ -		\$ 8,675	\$ 10,883	\$ 4,000	\$ 4,000	216.88%	\$ (4,675)	
SALE OF VEHICLES	-	-		27,338	2,706	-	-	-	(27,338)	
FUND BALANCE	-	-		-	56,000	-	-	-	-	
INTERFUND TRANSFERS	-	-		2,035,177	641,019	2,035,177	1,356,160	100.00%	-	
TOTAL REVENUE	\$ -	\$ -	\$ -	2,071,190	\$ 710,608	\$ 2,039,177	\$ 1,360,160	101.57%	\$ (32,013)	
EXPENSE										
FUEL	\$ 59,029	\$ 588	\$ 429,270	\$ -	\$ 392,934	\$ -	-	109.25%	\$ (36,925)	
VEHICLES REGISTRATION	4,958	118	155,225	33	-	-	-	-	(155,343)	
LEASE/MAINTENANCE AGREEMENT	324,456	588	650,412	-	958,218	958,218	67.88%	307,218		
INTEREST & FEES	-	-	28,914	-	-	-	-	-	(28,914)	
REPAIR & MAINTENANCE	39,534	13,553	241,288	-	286,083	-	-	84.34%	31,242	
VEHICLES	-	-	373,027	529,694	401,942	401,942	92.81%	28,915		
INSURANCE CLAIM DEDUCTIONS	500	-	500	-	-	-	-	-	(500)	
DEPRECIATION	-	-	-	60,743	-	-	-	-	-	
TOTAL EXPENSE	\$ 428,477	\$ 14,847	\$ 1,878,638	\$ 590,470	\$ 2,039,177	\$ 1,360,160	92.13%	\$ 145,692		
TOTAL FLEET MANAGEMENT FUND	\$ (428,477)	\$ (14,847)	\$ 192,552	\$ 120,138	\$ -	\$ -				
* Includes Current YTD & Encumbrances										



December 2024 Unaudited Financial Statement

FUND 67 CAPITAL IMPROVEMENT PLAN	CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF REVISED BUDGET	REMAINING BUDGET *
REVENUE									
INTEREST EARNED	\$ 25,779	\$ -	\$ -	\$ 526,516	\$ 168,398	\$ -	\$ -	-	\$ (526,516)
CERTIFICATES OF OBLIGATION	-	-	-	-	14,004,237	-	-	-	-
FUND BALANCE	-	-	-	-	-	1,475,000	-	0.00%	1,475,000
TOTAL REVENUE	\$ 25,779	\$ -	\$ -	\$ 526,516	\$ 14,172,636	\$ 1,475,000	\$ -	35.70%	\$ 948,484
EXPENSE									
POLICE DEPARTMENT	\$ 838,115	\$ -	\$ -	\$ 5,298,071	\$ 558,743	\$ 5,891,257	\$ 5,891,257	89.93%	\$ 593,185
STREETS	-	-	-	782,912	-	750,000	-	104.39%	(32,912)
PARKS & RECREATION	1,495,486	1	1	4,180,810	-	5,750,000	5,750,000	72.71%	1,569,189
ARENA	130,317	1	1	157,377	-	600,000	-	26.23%	442,623
CONTNGENCY	25,779	-	-	-	-	125,000	-	0.00%	125,000
BOND ISSUANCE EXPENSE	-	-	-	-	329,237	-	-	-	-
TOTAL EXPENSE	\$ 2,489,697	\$ 1	\$ -	\$ 10,419,171	\$ 887,981	\$ 13,116,257	\$ 11,641,257	79.44%	\$ 2,697,084
TOTAL CAPITAL IMPROVEMENT PLAN	\$ (2,463,918)	\$ (1)	\$ -	\$ (9,892,655)	\$ 13,284,655	\$ (11,641,257)	\$ (11,641,257)		
* Includes Current YTD & Encumbrances									

FUND 68 MPAC	CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF REVISED BUDGET	REMAINING BUDGET *
REVENUE									
FEES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -
INTEREST	-	-	-	253	701	-	-	-	(253)
DONATIONS	2,269	-	-	20,455	11,518	6,875	2,875	297.52%	(13,580)
FUND BALANCE	-	-	-	14,000	-	14,000	-	100.00%	-
TOTAL REVENUE	\$ 2,269	\$ -	\$ -	\$ 34,708	\$ 12,219	\$ 20,875	\$ 2,875	166.26%	\$ (13,833)
EXPENSE									
FOOD	\$ 230	\$ 709	\$ -	\$ 12,382	\$ -	\$ 14,000	\$ 1,000	88.44%	\$ 909
VETERINARIAN SEVICES	2,007	840	-	2,360	-	6,875	1,875	34.33%	3,675
BUILDING IMPROVEMENTS	-	-	-	-	9,183	-	-	-	-
GROUND IMPROVEMENTS	-	-	-	-	678	-	-	-	-
TOTAL EXPENSE	\$ 2,237	\$ 1,549	\$ -	\$ 14,742	\$ 9,861	\$ 20,875	\$ 2,875	70.62%	\$ 4,585
TOTAL MPAC FUND	\$ 32	\$ 1,549	\$ -	\$ 19,966	\$ 2,358	\$ -	\$ -		
* Includes Current YTD & Encumbrances									

FUND 80 STREET MAINTENANCE	CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF REVISED BUDGET	REMAINING BUDGET *
REVENUE									
SALES TAX REVENUE	\$ 88,103	\$ -	\$ -	\$ 823,585	\$ 817,184	\$ 827,219	\$ 827,219	99.56%	\$ 3,634
INTEREST EARNED	1,690	-	-	75,222	113,688	75,000	75,000	100.30%	(222)
FUND BALANCE	-	-	-	583,619	1,322,548	583,619	-	100.00%	-
INTERFUND TRANSFER	-	-	-	-	750,000	-	-	-	-
TOTAL REVENUE	\$ 89,793	\$ -	\$ -	\$ 1,482,426	\$ 3,003,421	\$ 1,485,838	\$ 902,219	99.77%	\$ 3,412
EXPENSE									
IMPROVEMENTS	\$ -	\$ 43,501	\$ -	\$ 1,438,887	\$ 2,187,012	\$ 1,485,838	\$ 902,219	96.84%	\$ 3,450
TOTAL EXPENSE	\$ -	\$ 43,501	\$ -	\$ 1,438,887	\$ 2,187,012	\$ 1,485,838	\$ 902,219	96.84%	\$ 3,450
TOTAL STREET MAINTENANCE FUND	\$ 89,793	\$ (43,501)	\$ -	\$ 43,538	\$ 816,409	\$ -	\$ -		
* Includes Current YTD & Encumbrances									



December 2024 Unaudited Financial Statement

FUND 82 ESD	CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF		
								REVISED BUDGET	REMAINING BUDGET *	
REVENUE										
ESD CONTRACTS	\$ -	\$ -	\$ 198,000	\$ 200,500	\$ 200,000	\$ 200,000	\$ 200,000	99.00%	\$ 2,000	
FUND BALANCE	-	-	100,000	100,000	100,000	100,000	100,000	100.00%	-	
TOTAL REVENUE	\$ -	\$ -	\$ 298,000	\$ 300,500	\$ 300,000	\$ 300,000	\$ 300,000	99.33%	\$ 2,000	
EXPENSE										
VEHICLES	\$ 1,783	\$ -	\$ 277,236	\$ 302,407	\$ 300,000	\$ 300,000	\$ 300,000	92.41%	\$ 22,764	
REPAIR & MAINTENANCE	-	-	3,162	-	-	-	-	-	(3,162)	
TOTAL EXPENSE	\$ 1,783	\$ -	\$ 280,398	\$ 302,407	\$ 300,000	\$ 300,000	\$ 300,000	93.47%	\$ 19,602	
TOTAL ESD FUND	\$ (1,783)	\$ -	\$ 17,602	\$ (1,907)	\$ -	\$ -	\$ -			
* Includes Current YTD & Encumbrances										

FUND 83 STATE FORFEITURE FUND	CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF REVISED BUDGET *	REMAINING BUDGET *
REVENUE									
INTEREST EARNED	\$ 170	\$ -	\$ 1,892	\$ 743	\$ -	\$ -	-	-	\$ (1,892)
SALE OF VEHICLES	-	-	-	2,075	-	-	-	-	-
STATE FORFEITURE	-	-	189,063	51,567	-	-	-	-	(189,063)
CONFISCATED SALES	72	-	509	1,825	-	-	-	-	(509)
FUND BALANCE	-	-	40,000	-	40,000	40,000	100.00%	-	-
TOTAL REVENUE	\$ 241	\$ -	\$ 231,464	\$ 56,210	\$ 40,000	\$ 40,000	578.66%	\$ (191,464)	
EXPENSE									
MAINTENANCE & OPERATING	\$ 9,168	\$ -	\$ 15,895	\$ 2,876	\$ 40,000	\$ 40,000	39.74%	\$ 24,105	
TOTAL EXPENSE	\$ 9,168	\$ -	\$ 15,895	\$ 2,876	\$ 40,000	\$ 40,000	39.74%	\$ 24,105	
TOTAL STATE FORFEITURE FUND	\$ (8,927)	\$ -	\$ 215,569	\$ 53,333	\$ -	\$ -			
* Includes Current YTD & Encumbrances									

FUND 84 MUNICIPAL DRAINAGE								PERCENT OF		
	CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	REVISED BUDGET	REMAINING BUDGET *	
REVENUE										
DRAINAGE FEE	\$ 30,489	\$ -	\$ 353,588	\$ 350,841	\$ 350,000	\$ 350,000	101.03%	\$ (3,588)		
FUND BALANCE	-	-	7,249	29,890	7,249	7,249	100.00%	-		
TOTAL REVENUE	\$ 30,489	\$ -	\$ 360,837	\$ 380,731	\$ 357,249	\$ 357,249	101.00%	\$ (3,588)		
EXPENSE										
SALARY & WAGES	\$ 19,633	\$ -	\$ 170,889	\$ 164,499	\$ 182,867	\$ 182,867	93.45%	\$ 11,978		
MAINTENANCE & OPERATING	227	2,752	74,070	51,414	87,210	92,382	84.93%	10,388		
INTERFUND TRANSFER TO DEBT SERVICE	-	-	82,139	-	82,000	82,000	100.17%	(139)		
INTERFUND TRANSFER TO FLEET	-	-	5,172	-	5,172	-	100.00%	-		
TOTAL EXPENSE	\$ 19,860	\$ 2,752	\$ 332,269	\$ 215,913	\$ 357,250	\$ 357,250	93.01%	\$ 22,227		
TOTAL MUNICIPAL DRAINAGE FUND	\$ 10,630	\$ (2,752)	\$ 28,567	\$ 164,818	\$ (1.00)	\$ (1.00)				
* Includes Current YTD & Encumbrances										

FUND 90 TIRZ	CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF REVISED BUDGET	REMAINING BUDGET *
REVENUE									
TAX INCREMENT REVENUE	\$ 32,779	\$ -	\$ 32,779	\$ 11,334	\$ -	\$ -	-	\$ (32,779)	
SALE OF PROPERTY	-	-	-	300,000	-	-	-	-	
TOTAL REVENUE	\$ 32,779	\$ -	\$ 32,779	\$ 311,334	\$ -	\$ -	-	\$ (32,779)	
EXPENSE									
MAINTENANCE & OPERATING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	
TOTAL EXPENSE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	
TOTAL ESD FUND	\$ 32,779	\$ -	\$ 32,779	\$ 311,334	\$ -	\$ -	-		
* Includes Current YTD & Encumbrances									

FUND 99 RISK	CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF REVISED BUDGET	REMAINING BUDGET *
REVENUE									
INSURANCE REIMBURSEM	\$ 3,092	\$ -	\$ 89,907	\$ 135,927	\$ -	\$ -	\$ -	-	\$ (89,907)
TOTAL REVENUE	\$ 3,092	\$ -	\$ 89,907	\$ 135,927	\$ -	\$ -	\$ -	-	\$ (89,907)
EXPENSE									
INSURANCE REPAIRS	\$ 1,389	\$ 5,411	\$ 86,663	\$ -	\$ -	\$ -	\$ -	-	\$ (92,074)
TOTAL EXPENSE	\$ 1,389	\$ 5,411	\$ 86,663	\$ -	\$ -	\$ -	\$ -	-	\$ (92,074)
TOTAL ESD FUND	\$ 1,703	\$ (5,411)	\$ 3,244	\$ 135,927	\$ -	\$ -	\$ -		
* Includes Current YTD & Encumbrances									

FUND 70 AMERICAN RESCUE PLAN ACT 2021 GRANT								PERCENT OF REVISED BUDGET			
CURRENT MONTH	ENCUMBRANCE AMOUNT	CURRENT	YTD	PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	REMAINING BUDGET *				
REVENUE											
FEDERAL GRANT REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100.00%	\$ -		
FUND BALANCE	-	-	4,274,598	4,852,703	4,274,598	1,981,511	100.00%	-			
TOTAL REVENUE	\$ -	\$ -	\$ 4,274,598	\$ 4,852,703	\$ 4,274,598	\$ 1,981,511	100.00%	\$ -			
EXPENSE											
IMPROVEMENTS-WATER MAINS	\$ 42,581	\$ 22,687	\$ 526,621	\$ 445,265	\$ 542,476	\$ -	97.08%	\$ (6,832)			
IMPROVEMENTS-SEWER MAINS	13,484	151,201	113,484	564,698	264,685	-	42.88%	-			
IMPROVEMENTS-WATER PRODUCTION	36,999	96,987	271,267	191,713	368,254	200,000	73.66%	-			
IMPROVEMENTS-LIFT STATION	588,909	365,749	1,311,859	253,690	1,690,603	750,000	77.60%	12,995			
IMPROVEMENTS-WWTP	89,296	83,347	1,337,443	1,155,424	1,408,579	1,031,511	94.95%	(12,211)			
TOTAL EXPENSE	\$ 771,269	\$ 719,972	\$ 3,560,674	\$ 2,610,789	\$ 4,274,598	\$ 1,981,511	83.30%	\$ (6,048)			
TOTAL ARPA FUND	\$ (771,269)	\$ (719,972)	\$ 713,924	\$ 2,241,914	\$ -	\$ -					
* Includes Current YTD & Encumbrances											



December 2024 Unaudited Financial Statement

FUND 70 CDBG GRANT	CURRENT MONTH	ENCUMBRANCE AMOUNT			PRIOR YTD	REVISED ADOPTED BUDGET	ADOPTED BUDGET	PERCENT OF			
			CURRENT	YTD				REVISED BUDGET	REMAINING BUDGET *		
REVENUE											
FEDERAL GRANT 2024-2025	\$ -	\$ -	\$ -	86,138	\$ -	\$ 622,113	\$ -	13.85%	\$ 535,975		
TOTAL REVENUE	\$ -	\$ -	\$ -	86,138	\$ -	\$ 622,113	\$ -	13.85%	\$ 535,975		
EXPENSE											
SALARY & WAGES	\$ 3,774	\$ -	\$ -	24,644	\$ -	\$ 24,644	\$ -	100.00%	\$ -		
OFFICE SUPPLIES	399	-	-	399	-	500	-	79.80%	101		
GENERAL ADVERTISING	-	-	-	344	-	2,278	-	15.11%	1,934		
CONTRACTED SERVICES	2,175	-	-	14,775	-	40,000	-	36.94%	25,225		
HOUSING REHABILITATI	-	-	-	50,254	-	124,125	-	40.49%	73,871		
PARK UPGRADES	585	-	-	10,371	-	285,000	-	3.64%	274,630		
PUBLIC SERVICE	-	-	-	-	-	104,000	-	0.00%	104,000		
HOMELESS ASSISTANCE	-	-	-	-	-	5,766	-	0.00%	5,766		
LITERACY COUNCIL	323	-	-	1,043	-	5,000	-	20.87%	3,957		
FOOD BANK	3,465	-	-	9,270	-	17,800	-	52.08%	8,530		
BOYS & GIRLS CLUB	1,110	-	-	7,275	-	13,000	-	55.96%	5,725		
TOTAL EXPENSE	\$ 11,832	\$ -	\$ -	118,376	\$ -	\$ 622,113	\$ -	19.03%	\$ 503,737		
TOTAL ARPA FUND	\$ (11,832)	\$ -	\$ -	(32,238)	\$ -	\$ -	\$ -				
* Includes Current YTD & Encumbrances											



TO: City Council
DATE: February 27, 2025
ITEM #: 10.E
SUBJECT: Presentation of the City of Marshall Investment Report Fourth Quarter 2024. (Finance)

Recommendation for Action: No Action Required for Presentation

Executive Summary: This presentation provides an overview of the 2024 4th Quarter Investment Reports for the City of Marshall in compliance with the Public Funds Investment Act (PFIA). The report details the City's investment portfolio performance, ensuring adherence to safety, liquidity, and yield objectives. Key highlights include portfolio composition, earnings, market conditions, and compliance with PFIA requirements. All investments remain within policy guidelines, with no exceptions to report. The City's portfolio continues to demonstrate prudent financial management, maintaining stability while optimizing returns.

Budget Cost: N/A

Staff Contact: Kristina Hamilton, Assistant Director of Finance

Attachments: 1. 2024 - Fourth Quarter Investment Report



TO: Melissa Vossmer
Interim City Manager

DATE: February 13, 2025

RE: Quarterly Investment Reporting

The Statement of Cash and Investments as of December 31, 2024 along with the corresponding Schedule of Cash and Investments as of December 31, 2024 has been prepared in accordance with Texas Government Code, Chapter 2256 and Reporting Requirements issued by the State Auditor's Office.

Inquiries related to this report may be directed to:

Kristina Hamilton
Assistant Director of Finance, City of Marshall
401 South Alamo Blvd.
Marshall, Texas 75670
903-935-4447
hamilton.kristina@marshalltexas.net

The investments are held in compliance with the City of Marshall investment strategy to manage and invest funds with the following objectives listed in order of their priority: safety, liquidity, yield, and monitoring.

Kristina M. Hamilton, Assistant Director of Finance

Melissa Vossmer, Interim City Manager

City of Marshall
Statement of Cash and Investments
December 31, 2024

	September 30, 2024 Book Value	September 30, 2024 Market Value	Change	December 31, 2024 Book Value	December 31, 2024 Market Value
Total Cash and Investments					
Bank Deposits (Cash)	\$ 2,655,058	\$ 2,655,058	\$ (1,063,768)	\$ 1,591,290	\$ 1,591,290
Certificate of Deposits	\$ -	\$ -	\$ -	\$ -	\$ -
Money Market	\$ 3,584,959	\$ 3,584,959	\$ 30,427	\$ 3,615,386	\$ 3,615,386
TexPool	\$ 35,756,551	\$ 35,756,551	\$ (3,785,911)	\$ 31,970,640	\$ 31,970,640
TOTAL CASH AND INVESTMENTS	\$ 41,996,568	\$ 41,996,568	\$ (4,819,251)	\$ 37,177,317	\$ 37,177,317

Note:

Decrease in Capital Improvements TexPool is attributed to ongoing expenditures for 2024 Capital Improvement Projects

Decrease in Special Revenue Texpool is attributed to expenditures for completion of the FY24 street program

City of Marshall
Schedule of Cash and Investments
December 31, 2024

Fund	Maturity Date	Rate	Operating	Debt Service	Trust	Special Revenue	Capital Projects	Accrued Interest	Totals
Balance as of 09/30/2024			\$ 28,654,622	\$ 64,477	\$ 139,276	\$ 1,160,411	\$ 11,977,783	\$ -	\$ 41,996,568
Bank Deposits (Cash)			\$ 1,591,290	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ 1,591,290
<u>Money Market</u>		3.56%	\$ -	\$ -	\$ -	\$ -	\$ 3,615,386	\$ -	\$ 3,615,386
<u>TexPool</u>									
XXX0001			\$ -	\$ 12,018	\$ -	\$ -	\$ -	\$ -	\$ 12,018
XXX0002			\$ -	\$ -	\$ -	\$ 559,817	\$ -	\$ -	\$ 559,817
XXX0003			\$ 5,128,371	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,128,371
XXX0005			\$ -	\$ -	\$ 140,905	\$ -	\$ -	\$ -	\$ 140,905
XXX0006			\$ 24,650,628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,650,628
XXX0007			\$ -	\$ -	\$ -	\$ -	\$ 1,478,901	\$ -	\$ 1,478,901
Total TexPool			\$ 29,778,999	\$ 12,018	\$ 140,905	\$ 559,817	\$ 1,478,901	\$ -	\$ 31,970,640
Total Cash and Investments			<u>\$ 31,370,289</u>	<u>\$ 12,018</u>	<u>\$ 140,906</u>	<u>\$ 559,817</u>	<u>\$ 5,094,288</u>	<u>\$ -</u>	<u>\$ 37,177,317</u>



TO: City Council
DATE: February 27, 2025
ITEM #: 11.A
SUBJECT: An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.074 Personnel Matters: Discuss or deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: City Manager

Recommendation for Action:

Executive Summary:

Budget Cost:

Staff Contact:

Attachments: None



TO: City Council
DATE: February 27, 2025
ITEM #: 12.A
SUBJECT: Consider action regarding discussion from the executive session.

Recommendation for Action:

Executive Summary:

Budget Cost:

Staff Contact:

Attachments: None