

**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**

**May 28, 2026  
6:00 PM**

**1. Call to Order and Roll Call**

**2. Invocation and Pledges**

**3. Presentations & Proclamations**

- A. Recognition of Melissa Byrne Vossmer's work as City Manager and congratulations on her retirement.

**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 Items to be Withdrawn From Consent Agenda**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 6, 2026, Special-Called City Council Meeting. (City Secretary)
- B. Consider approval of the minutes from the May 11, 2026, Special-Called City Council Meeting. (City Secretary)

**7. Consideration of Items Withdrawn From the Consent Agenda**

**8. Public Hearing & Ordinance**

- A. Conduct a public hearing to consider an application to rezone 209 Sunset Parcel R000030776, a 0.4870 acre lot SUBD: A C HESTER, LOT 14B from R-1 (Single Family Detached) to R-3 (Single Family Detached). (Planning & Development)

- B. Conduct a public hearing to consider an application to rezone a property on the corner of Leslie & Lancaster Parcel R000026901, a 4.300 acre lot SUBD: OL SW, LOT: PT 269, STG from R-2 (Single Family Detached) to PD (Planned Development). (Planning & Development)

**9. Ordinance**

- A. Consider approval of amendments to the Wrecker Ordinance. (Police)
- B. Consider approval of an ordinance amending ordinance O-25-15 Comprehensive Fee Schedule. (City Secretary)

**10. Action Items for City Council Consideration**

- A. Consider approval of the Program Year 2026 Community Development Block Grant (CDBG). (CDBG)
- B. Consideration of an in-depth housing study of the Marshall, Texas area by Gap Strategies not to exceed \$110,000. (Marshall EDC)
- C. Consideration of a proposed expenditure of up to \$95,000 for a High Demand Job Training (HDJT) Grant for Texas State Technical College Marshall (TSTC). (Marshall EDC)
- D. Consider Approval of Compensation Adjustments Adopting the Minimum Hourly Rate of \$15 for the City; Recognizing the Significant Additional Work the ERP Project has Created for the IT Dept. and Utility Billing Manager; and the Recognition of the Guidance and Direction Provided by the Municipal Court Administrator. (City Manager)
- E. Consider the approval of a renewal for FY2026 for the annual Street Improvement Program - Rayford Truck & Tractor. (Public Works)

**11. Discussion and Reports for City Council Consideration and Direction**

- A. Update on the Strategic Communication and Marketing Plan for the City of Marshall and next steps. (Tourism & Main Street)
- B. Review of the Semi-Annual report for Marshall Economic Development (MED). (Marshall EDC)

**12. Executive Session**

- A. An executive session pursuant to Texas Government Code 551.072, permitting a governmental body to conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person; to wit, exchange of properties located within the 200-300 blocks of N. Wellington and N. Washington.
- B. An executive session pursuant to Section 551.087 of the Texas Government Code (Deliberation Regarding Economic Development Negotiations) (1) to discuss or deliberate regarding commercial or financial information that the City Council has received from a business prospect that the City Council seeks to have locate, stay, or expand in or near the territory of the City and with which the City Council is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described above; concerning Project L&W.

**13. Action Item Following Executive Session**

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

B. Consider action regarding discussion from the executive session.

## 14. Adjournment

Posted: May 21, 2026

4:15 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.

## TAXPAYER IMPACT STATEMENT FOR THE CITY OF MARSHALL

*Pursuant to §551.043 Texas Government Code*

PROPOSED TAX RATE	\$0.58151830 per \$100
NO-NEW-REVENUE TAX RATE	\$0.53189530 per \$100
VOTER-APPROVAL TAX RATE	\$0.58151830 per \$100
2025 MEDIAN* TAXABLE HOMESTEAD VALUE	\$113,080
2025 EST OF TAX ON MEDIAN HOMESTEAD @ PROPOSED RATE	\$657.58
2025 EST OF TAX ON MEDIAN HOMESTEAD @ NO-NEW-REVENUE RATE	\$601.47

The Texas Legislature has amended §551.043 of the Texas Government Code to require a Taxpayer Impact Statement to be included with a governing body's notice of meeting to adopt budgets and tax rate.

The tax rate proposed this year by the City Council of the CITY OF MARSHALL is \$0.58151830/ \$100 of value.

The median taxable value of a homesteaded property in the CITY OF MARSHALL for 2025 is \$113,080.

The proposed tax rate would result in an estimated tax on the median homestead of \$657.58.

If the City Council of the CITY OF MARSHALL adopted a tax rate equal to this year's no-new-revenue rate of \$0.53189530/ \$100 of value, the tax on the median homestead property for 2025 would be \$601.47.

*\*The Texas Legislature has required the use of the median homestead value for this statement. The median taxable value will differ from the average taxable value contained in other statutory tax transparency notices.*



TO: City Council  
DATE: May 28, 2026  
ITEM #: 6.A  
SUBJECT: Consider approval of the minutes from the May 6, 2026, Special-Called City Council Meeting. (City Secretary)

**Recommendation for Action:** Motion to approve the minutes from the May 6, 2026, Special-Called City Council Meeting.

**Executive Summary:** Minutes from the May 6, 2026, Special-Called City Council Meeting.

**Focus Area(s):** Improving Communication

**Budget Cost:** N/A

**Staff Contact:** Nikki Smith, City Secretary

**Attachments:** 1. 5.6.26 City Council Special-Called Meeting Minutes

Second Floor Conference  
Room, 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**  
**May 6, 2026**  
**11:00 AM**

**1. Call to Order and Roll Call**

Mayor Amy Ware called the Special-Called meeting to order in the Second Floor Conference Room, City Hall at 11:10 AM.

**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, City Manager  
Scott Rectenwald, City Attorney  
Nikki Smith, City Secretary

**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 Campbell made a motion to convene into Executive Session. Councilmember Morris seconded the motion, which passed by a vote of 6:0. The time was 11:12 AM.**

- A. An Executive Session pursuant to the Open Meetings Act, Chapter 551 of the Texas Government Code under Section 551.074 Personnel Matters: Discuss City Manager candidates.

**Councilmember Fenton joined remotely at 11:32 AM.**

**Councilmember Fenton disconnected at 12:00 PM.**

**Councilmember Fenton rejoined remotely at 12:15 PM.**

**Councilmember Abraham made a motion to reconvene from Executive Session. Councilmember Fenton seconded the motion, which passed by a vote of 7:0. The time was 12:19 PM.**

**4. Action Item Following Executive Session**

- A. Consider action regarding discussion from the executive session.  
**Councilmember Abraham made a motion to authorize the Mayor to enter into a contract for City Manager Services. Councilmember Campbell seconded the motion, which passed by a vote of 7:0.**

**5. Adjournment**

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

APPROVED:

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

ATTEST:

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City Secretary



TO: City Council  
DATE: May 28, 2026  
ITEM #: 6.B  
SUBJECT: Consider approval of the minutes from the May 11, 2026, Special-Called City Council Meeting. (City Secretary)

**Recommendation for Action:** Motion to approve the minutes from the May 11, 2026, Special-Called City Council Meeting.

**Executive Summary:** Minutes from the May 11, 2026, Special-Called City Council Meeting.

**Focus Area(s):** Improving Communication

**Budget Cost:** N/A

**Staff Contact:** Nikki Smith, City Secretary

**Attachments:** 1. 5.11.26 City Council Special-Called Meeting 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**

**May 11, 2026  
11:00 AM**

**1. Call to Order and Roll Call**

Mayor Amy Ware called the Special-Called meeting to order in the Council Chambers, City Hall at 11:01 AM.

**PRESENT:**

**Mayor and Council Members:**

Mayor Amy Ware  
Councilmember Leo Morris  
Councilmember Reba Godfrey  
Councilmember Amanda Abraham

**ABSENT:** Councilmember Risa Jordan-Anderson  
Councilmember Dathaniel Campbell  
Councilmember Micah Fenton

**ADMINISTRATIVE STAFF PRESENT:**

Scott Rectenwald, City Attorney  
Christol Hall, HR/Civil Service Director  
Randy Pritchard, Support Services Director  
Alex Agnor, Asst. City Manager/Econ. Dev. & Strat. Init. Director  
Nikki Smith, City Secretary

**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. Canvass Election**

A. Consider approval of a resolution canvassing the returns and declaring the results of the General Election held on May 2, 2026.

**Mayor Ware made a motion to approve a resolution canvassing the returns and declaring the results of the General Election held on May 2, 2026. Councilmember Morris seconded the motion, which passed by a vote of 4:0.**

- B. Consider approval of an ordinance canvassing returns and declaring the results of the Special City Election to consider three (3) proposed amendments to the Charter of the City of Marshall: Vacancies, forfeiture of office and filling of vacancies; Mayor and Mayor Pro Tem; Administrative organization; all of the above as allowed by the state law of Texas; repealing obsolete provisions and adding a new provision to allow renumbering and rearranging the Charter as long as no substantive change is made; and providing for severability and an effective date.

**Mayor Ware made a motion to approve an ordinance canvassing returns and declaring the results of the Special City Election. Councilmember Godfrey seconded the motion, which passed by a vote of 4:0.**

**4. Adjournment**

**Councilmember Godfrey made a motion to adjourn. Councilmember Abraham seconded the motion, which passed by a vote of 4:0.**

APPROVED:

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

ATTEST:

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City Secretary



TO: City Council  
DATE: May 28, 2026  
ITEM #: 8.A  
SUBJECT: Conduct a public hearing to consider an application to rezone 209 Sunset Parcel R000030776, a 0.4870 acre lot SUBD: A C HESTER, LOT 14B from R-1 (Single Family Detached) to R-3 (Single Family Detached). (Planning & Development)

**Recommendation for Action:**

Following the public hearing, consider approval of an

ordinance regarding a rezoning request for 209 Sunset Parcel R000030776, a 0.4870-acre lot SUBD: A C HESTER, LOT 14B from R-1 (Single Family Detached) to R-3 (Single Family Detached).(Planning & Development)

**Executive Summary:**

On May 12, the Planning and Zoning Commission conducted a public hearing to consider and make a recommendation to the City Council regarding rezoning request for 209 Sunset Parcel R000030776, a 0.4870-acre lot SUBD: A C HESTER, LOT 14B from R-1 (Single Family Detached) to R-3 (Single Family Detached).

Staff recommend approval of the rezone request due to rezone being consistent with the City's Future Land Use Map (FLUM). Following the public hearing and discussion, a motion was made to approve the rezoning request. The motion was seconded and passed by a vote of 5:0.to recommendation to the City Council that the rezone request be approved.

**Focus Area(s):** This item aligns with the following council adopted focus area(s):

**Budget Cost:**

**Staff Contact:**

Planning Consultant: Mark Priestner, Halff and Associates,

Thomas Forrest, Interim Planning and Development Director

Thomas Forrest, City of Marshall Interim Planning and Development Director will present the item to City Council for consideration.

Staff will be available for questions.

**Attachments:** 1. 3. 5-11-26 PZ packet Z 26-09

2. 4. A Property at 209 Sunset Ordinance

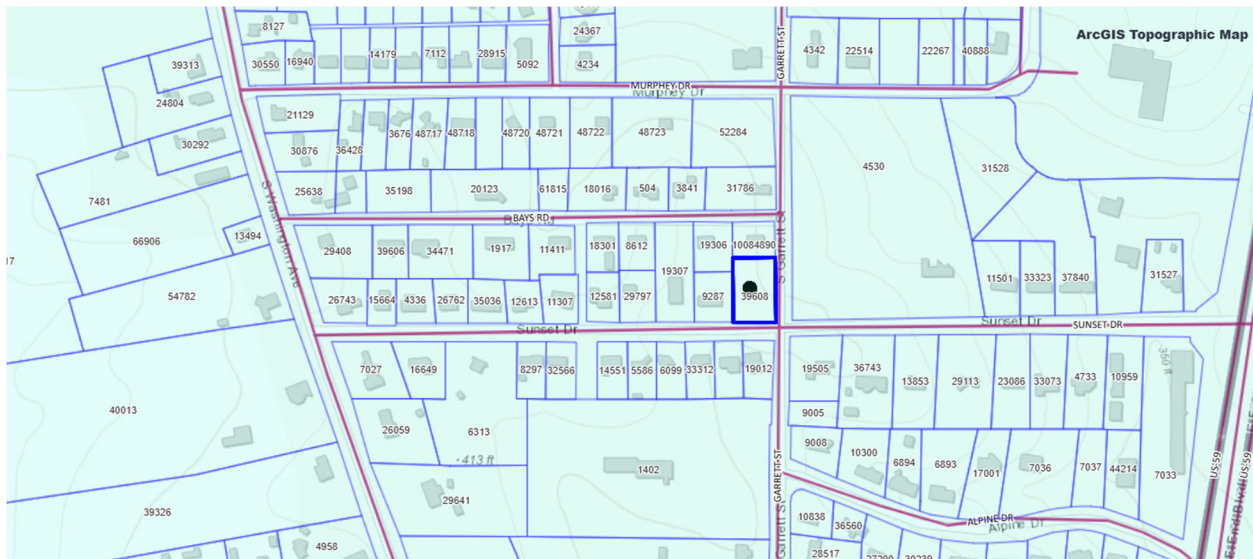


# P&Z Agenda Information Sheet

## May 11, 2026

A. Z-26-09: Conduct a public hearing to consider an application to rezone 209 Sunset Parcel R000030776, a 0.4870 acre lot SUBD: A C HESTER, LOT 14B from R-1 (Single Family Detached) to R-3 (Single Family Detached).

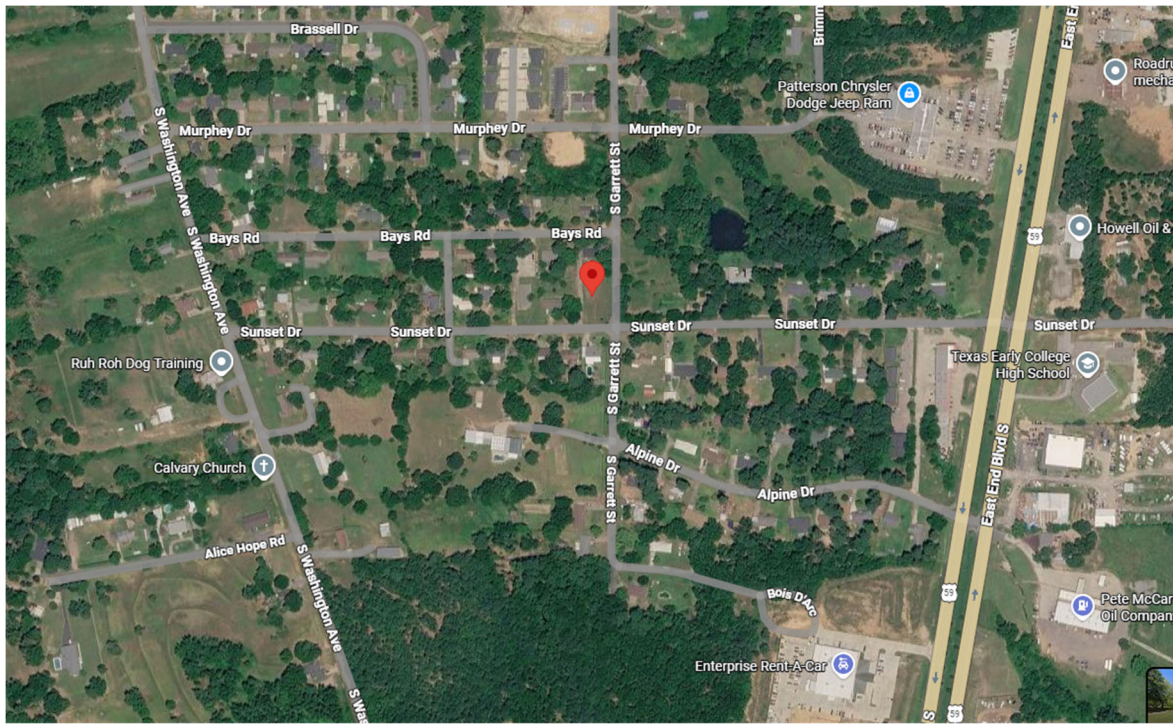
Applicant:	JASON SUTTON 7071 US HWY 80 W, MARSHALL TX 75670
Property Owner	FRONTLINE HOMES LLC 7071 US HWY 80 W, MARSHALL TX 75670
Surrounding Property Notices	13 Notices Sent within 200 ft. of the Site 2 Responses returned – 0 For & 2 Against
Location Map:	



**Background & Summary of Request:**

The applicant is requesting approval of a zoning change from R-1 to R-3 and then plans to replat the property into 3 lots and build 3 single family homes on the property.

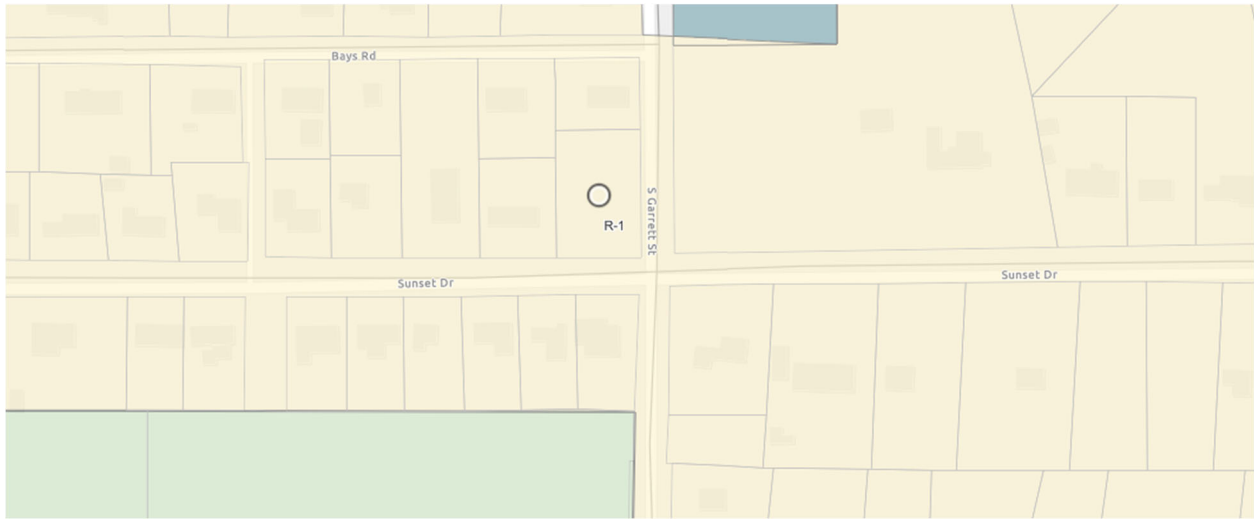
**Picture of the Site:**



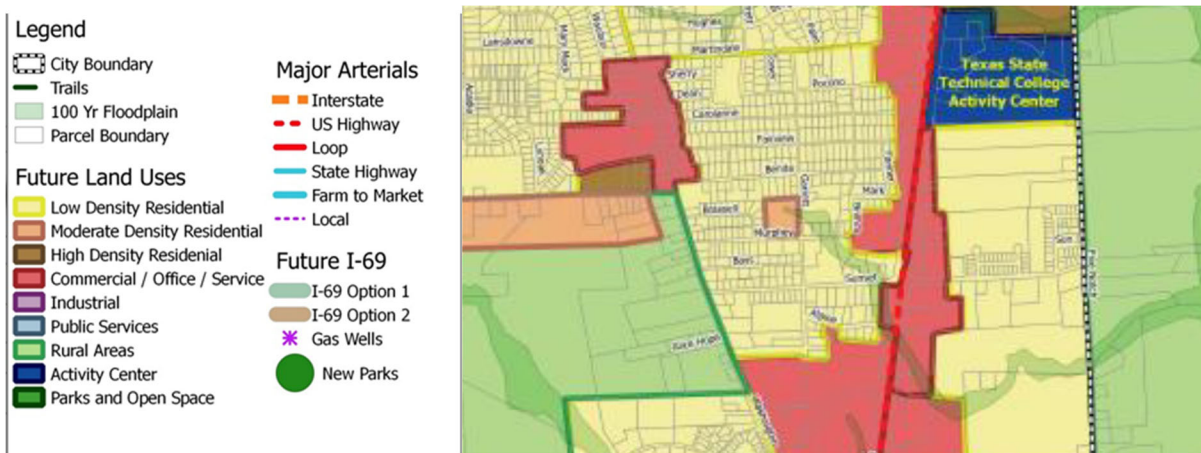
**Existing Conditions:**

Utilities are available to the site.

**Existing Zoning:**



**Comprehensive Plan and Future Land Use Map Analysis:** The Future Land Use map identifies this property as Low Density Residential.



**Recommendation:**

- A. Staff recommends approval of this request to rezone 209 Sunset Parcel R000030776, from R-1 (Single Family Detached) to R-3 (Single Family Detached).

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING ORDINANCE NO. O-87-13 TO REZONE 209 SUNSET PARCEL R000030776, A 0.4870 ACRE LOT SUBD: A C HESTER, LOT 14B FROM R-1 (SINGLE FAMILY DETACHED) TO R-3 (SINGLE FAMILY DETACHED).

WHEREAS, the City of Marshall enacted zoning regulations on December 13, 1951, amended said regulations on July 7, 1963, and on March 26, 1987 repealed and replaced all prior zoning ordinances with Ordinance No. O-87-13, amending the Code of Ordinances of the City of Marshall by adding Chapter 32, Zoning; and

WHEREAS, a Zoning District Map was adopted as part of Ordinance No. O-87-13; and

WHEREAS, Chapter 32, Section 14 of the Code of Ordinances establishes procedures whereby a property owner, an authorized agent, or the City may request amendments to the Zoning District Map; and

WHEREAS, the Planning and Zoning Commission of the City of Marshall, after due and proper notice in the manner and for the length of time required by law, held a public hearing on April 13, 2026 for the purpose of considering a proposed amendment to the Zoning District Map; and

WHEREAS, after the close of said public hearing, the Planning and Zoning Commission filed a written report with the City Council recommending approval of the proposed amendment; and

WHEREAS, pursuant to said report and after notice in the manner and for the length of time required by law, the City Council of the City of Marshall held a public hearing at City Hall on the 23th day of April, 2025, at 6:00 p.m., at which time all property owners, interested parties, and interested citizens were afforded an opportunity to be heard; and

WHEREAS, the City Council, after considering the proposed zoning change and hearing all testimony, finds that the amendment is necessary and in the best interest of the public health, safety, and general welfare of the citizens of the City of Marshall, Texas.

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

**SECTION 1. FINDINGS**

The findings and recitals set forth in the preamble of this ordinance are hereby found to be true and correct and are incorporated herein for all purposes.

**SECTION 2. THE ZONING DISTRICT MAP**

The Zoning District Map established by Ordinance No. O-87-13 is hereby amended to rezone 209 Sunset Parcel R000030776, A 0.4870 Acre Lot Subd: A C Hester, Lot 14b from R-1 (Single Family Detached) To R-3 (Single Family Detached).

**SECTION 3. COMPLIANCE WITH OPEN MEETINGS ACT**

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

**SECTION 4. REPEALER CLAUSE**

That all other prior ordinances or portions of ordinances or portions of ordinances of the City of Marshall in conflict with the terms and provisions of this ordinance are hereby repealed to the extent of such conflict only.

**SECTION 5. SAVINGS CLAUSE**

That the repeal of any ordinance or portion of any ordinance by this ordinance shall not affect the validity of any pending enforcement action or fines outstanding and due and payable on or before the effective date of this ordinance.

**SECTION 6. SEVERABILITY CLAUSE**

That if any section, paragraph, subdivision, clause, phrase, or provision of this ordinance is hereafter determined to be invalid or in violation of the laws of the State of Texas or the Constitution of the United States by of court of appropriate jurisdiction, such finding of invalidity shall affect the continued enforcement only of the provision or provisions so determined to be invalid, it being the intent of the City Council of the City of Marshall that all other terms and provisions of this ordinance not affected shall remain in full force and effect.

**SECTION 7. EFFECTIVE DATE**

That this ordinance shall be effective from and after its passage and publication as required by law.

PASSED AND APPROVED by the City Council of the City of Marshall, Texas, on this \_\_\_ day of \_\_\_\_\_, 2026.

AYES:  
NOES:  
ABSTAINED:

APPROVED:

\_\_\_\_\_  
Mayor, City of Marshall, Texas

ATTEST:

\_\_\_\_\_  
City Secretary



TO: City Council  
DATE: May 28, 2026  
ITEM #: 8.B  
SUBJECT: Conduct a public hearing to consider an application to rezone a property on the corner of Leslie & Lancaster Parcel R000026901, a 4.300 acre lot SUBD: OL SW, LOT: PT 269, STG from R-2 (Single Family Detached) to PD (Planned Development). (Planning & Development)

**Recommendation for Action:**

Following the public hearing, consider approval of an

ordinance regarding a rezoning request for Corner of Leslie & Lancaster Parcel R000026901, a 4.300-acre lot SUBD: OL SW, LOT: PT 269, STG from R-2 (Single Family Detached) to PD (Planned Development) (Planning & Development)

**Executive Summary:**

On May 12, the Planning and Zoning Commission conducted a public hearing to consider and make a recommendation to the City Council regarding rezoning request for Corner of Leslie & Lancaster Parcel R000026901, a 4.300-acre lot SUBD: OL SW, LOT: PT 269, STG from R-2 (Single Family Detached) to PD (Planned Development).

Staff recommended approval of the rezone request due to rezone being consistent with the City's Future Land Use Map (FLUM). Following the public hearing and discussion, a motion was made to approve the rezoning request. The motion was seconded and passed by a vote of 5:0 to recommended approval to the City Council.

**Focus Area(s):** This item aligns with the following council adopted focus area(s):

**Budget Cost:**

**Staff Contact:**

Planning Consultant: Mark Priestner, Halff and Associates,

Thomas Forrest, Interim Planning and Development Director

Thomas Forrest, City of Marshall Interim Planning and Development Director will present the item to City Council for consideration.

Staff will be available for questions.

**Attachments:**

1. 3. 5-11-26 PZ packet Z 26-10
2. 4. A Property at Leslie & Lancaster Ordinance



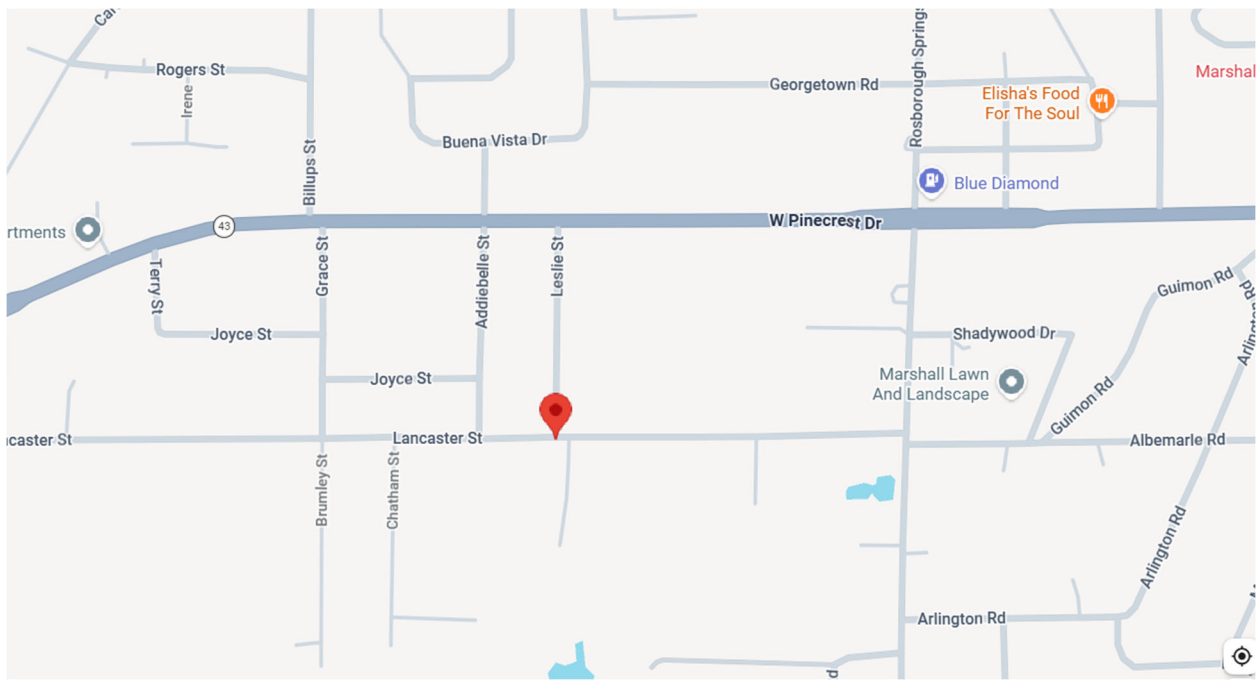
# P&Z Agenda Information Sheet

## May 11, 2026

**B. Z-26-10:** Conduct a public hearing to consider an application to rezone a property on the corner of Leslie & Lancaster Parcel R000026901, a 4.300-acre lot SUBD: OL SW, LOT: PT 269, STG from R-2 (Single Family Detached) to PD (Planned Development).

Applicant:	GARRETT & CLAY ALLEN 104 W HOUSTON ST, MARSHALL TX 75670	
Property Owner	MID SOUTH INVESTMENTS 104 W HOUSTON ST, MARSHALL TX 75670	
Surrounding Property Notices	Property	23 Notices Sent within 200 ft. of the Site 10 Responses returned – 7 For & 3 Against

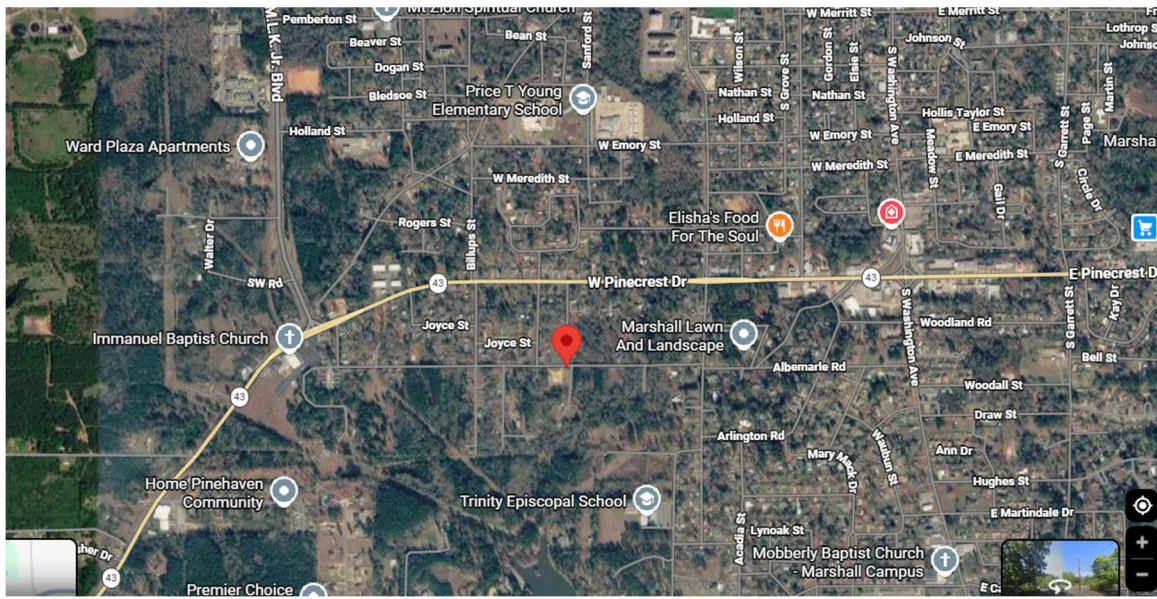
### Location Map:



**Background & Summary of Request:**

The applicant is requesting approval of a zoning change to Planned Development to build duplexes on the property.

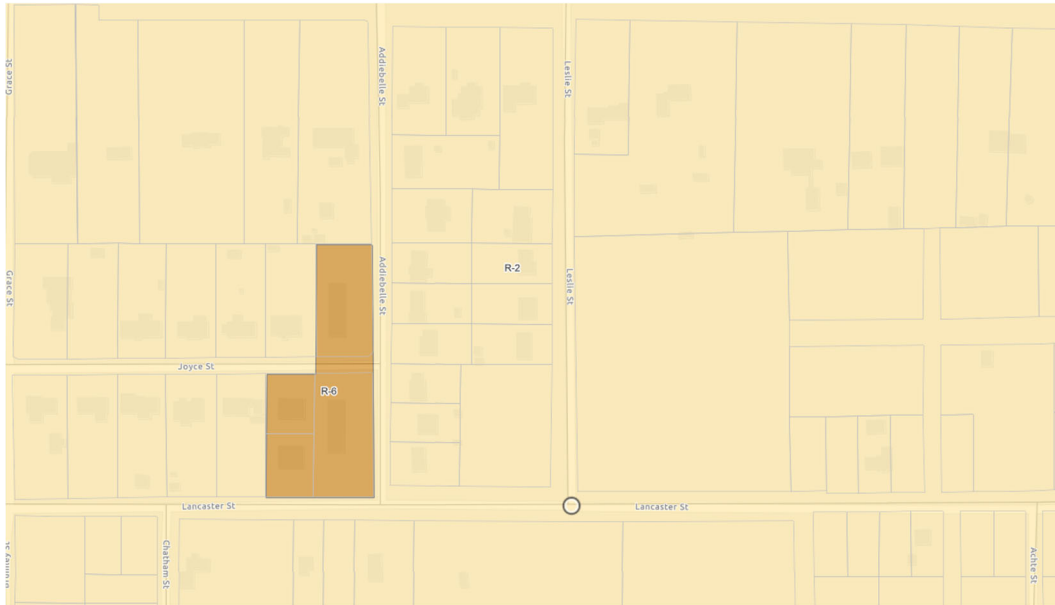
**Picture of the Site:**



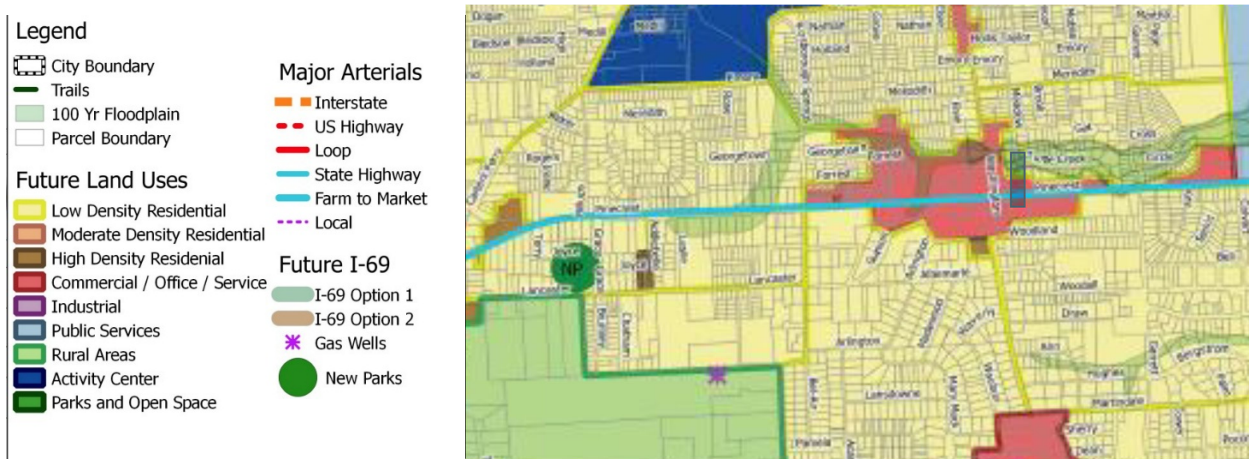
**Existing Conditions:**

Utilities are available to the site.

**Existing Zoning:**



**Comprehensive Plan and Future Land Use Map Analysis:** The Future Land Use map identifies this property as Moderate and Low Density.



**Recommendation:**

Staff recommends approval of this request to rezone a property on the corner of Leslie & Lancaster Parcel R000026901 from R-2 (Single Family Detached) to PD (Planned Development).

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING ORDINANCE NO. O-87-13 TO Rezone a property on the corner of Leslie & Lancaster Parcel R000026901, a 4.300-acre lot SUBD: OL SW, LOT: PT 269, STG from R-2 (Single Family Detached) to PD (Planned Development)

WHEREAS, the City of Marshall enacted zoning regulations on December 13, 1951, amended said regulations on July 7, 1963, and on March 26, 1987 repealed and replaced all prior zoning ordinances with Ordinance No. O-87-13, amending the Code of Ordinances of the City of Marshall by adding Chapter 32, Zoning; and

WHEREAS, a Zoning District Map was adopted as part of Ordinance No. O-87-13; and

WHEREAS, Chapter 32, Section 14 of the Code of Ordinances establishes procedures whereby a property owner, an authorized agent, or the City may request amendments to the Zoning District Map; and

WHEREAS, the Planning and Zoning Commission of the City of Marshall, after due and proper notice in the manner and for the length of time required by law, held a public hearing on April 13, 2026 for the purpose of considering a proposed amendment to the Zoning District Map; and

WHEREAS, after the close of said public hearing, the Planning and Zoning Commission filed a written report with the City Council recommending approval of the proposed amendment; and

WHEREAS, pursuant to said report and after notice in the manner and for the length of time required by law, the City Council of the City of Marshall held a public hearing at City Hall on the 23th day of April, 2025, at 6:00 p.m., at which time all property owners, interested parties, and interested citizens were afforded an opportunity to be heard; and

WHEREAS, the City Council, after considering the proposed zoning change and hearing all testimony, finds that the amendment is necessary and in the best interest of the public health, safety, and general welfare of the citizens of the City of Marshall, Texas.

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

**SECTION 1. FINDINGS**

The findings and recitals set forth in the preamble of this ordinance are hereby found to be true and correct and are incorporated herein for all purposes.

**SECTION 2. THE ZONING DISTRICT MAP**

The Zoning District Map established by Ordinance No. O-87-13 is hereby amended to rezone a property on the corner of Leslie & Lancaster Parcel R000026901, a 4.300-acre lot SUBD: OL SW, LOT: PT 269, STG from R-2 (Single Family Detached) to PD (Planned Development)

**SECTION 3. COMPLIANCE WITH OPEN MEETINGS ACT**

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

**SECTION 4. REPEALER CLAUSE**

That all other prior ordinances or portions of ordinances or portions of ordinances of the City of Marshall in conflict with the terms and provisions of this ordinance are hereby repealed to the extent of such conflict only.

**SECTION 5. SAVINGS CLAUSE**

That the repeal of any ordinance or portion of any ordinance by this ordinance shall not affect the validity of any pending enforcement action or fines outstanding and due and payable on or before the effective date of this ordinance.

**SECTION 6. SEVERABILITY CLAUSE**

That if any section, paragraph, subdivision, clause, phrase, or provision of this ordinance is hereafter determined to be invalid or in violation of the laws of the State of Texas or the Constitution of the United States by of court of appropriate jurisdiction, such finding of invalidity shall affect the continued enforcement only of the provision or provisions so determined to be invalid, it being the intent of the City Council of the City of Marshall that all other terms and provisions of this ordinance not affected shall remain in full force and effect.

**SECTION 7. EFFECTIVE DATE**

That this ordinance shall be effective from and after its passage and publication as required by law.

PASSED AND APPROVED by the City Council of the City of Marshall, Texas, on this \_\_\_ day of \_\_\_\_\_, 2026.

AYES:  
NOES:  
ABSTAINED:

APPROVED:

\_\_\_\_\_  
Mayor, City of Marshall, Texas

ATTEST:

\_\_\_\_\_  
City Secretary



TO: City Council  
DATE: May 28, 2026  
ITEM #: 9.A  
SUBJECT: Consider approval of amendments to the Wrecker Ordinance. (Police)

**Recommendation for Action:** Consider approval of an ordinance: the Proposed Wrecker Ordinance Revisions.

**Executive Summary:**

The proposed ordinance amends and modernizes Chapter 30, Article III of the City of Marshall Code of Ordinances relating to wrecker services and non-consensual towing operations within the City. The current ordinance was originally adopted in 2022 and, following operational review and evaluation of current industry standards, staff has identified the need to update and clarify several provisions to better address public safety concerns, towing operations, enforcement procedures, and rotation requirements.

The updated ordinance establishes clearer definitions related to towing classifications, non-consensual towing, incident management towing, emergency wrecker services, storage facilities, and operational requirements for towing companies participating in the City's rotation system. The proposed revisions also strengthen oversight and accountability measures by outlining permitting standards, insurance requirements, inspection requirements, response time expectations, suspension and revocation procedures, and appeal processes.

Additionally, the ordinance modernizes operational procedures associated with the wrecker rotation list, establishes standardized response requirements, clarifies emergency dispatch authority, and reinforces roadway clearance and debris removal expectations following crashes and incidents. The ordinance further incorporates requirements for training through the Texas Department of Transportation Traffic Incident Management System (TIMS) program to improve scene safety, roadway clearance efficiency, and coordination between towing operators and emergency responders.

The proposed ordinance also establishes updated maximum towing and storage fee schedules for light-duty, medium-duty, and heavy-duty non-consensual tows within the City. The fee structure is intended to provide transparency, consistency, and fairness while ensuring that towing providers maintain the equipment, staffing, insurance, and operational readiness necessary to safely respond to incidents throughout the City of Marshall.

Overall, the proposed amendments are intended to modernize the City's wrecker regulations, improve operational efficiency, enhance public safety, ensure compliance with applicable state regulations and Texas Department of Licensing and Regulation (TDLR) requirements, and establish clear expectations for towing providers participating in police-authorized towing operations within the City of Marshall.

**Focus Area(s):** This item aligns with the following council adopted focus area(s): Improve customer service and improve communication

**Budget Cost:** There is no additional budget cost for the updating of this ordinance.

**Staff Contact:** Chief of Police Cliff Carruth

- Attachments:**
1. Wrecker Rotation Application - Final
  2. Updated Wrecker Ordinance 5.13.26



# Marshall Police Department

2101 East End Blvd N. • Marshall, Texas 75670 • (903) 935-4520 • Fax (903) 935-4558

*Cliff Carruth*  
*Chief of Police*

## NON-CONSENT TOWING ROTATION LIST APPLICATION

*Light-Duty, Medium-Duty, and Heavy-Duty Wrecker Rotation Lists*

### 1. APPLICATION INSTRUCTIONS

Complete all applicable sections. Attach all required documents listed in the Documentation Checklist. Incomplete applications may delay review or prevent placement on the City of Marshall non-consent towing rotation list.

### 2. WRECKER COMPANY

<b>Company Name:</b>	
<b>Entity Status:</b>	
<b>Officers / Partners / Owners:</b>	
<b>Street Address:</b>	
<b>Mailing Address:</b>	
<b>Email Address:</b>	
<b>Working Hours Phone #:</b>	
<b>After Hours Phone #:</b>	
<b>Owner's Name:</b>	
<b>Owner's Address:</b>	
<b>Owner's Cellular Phone #:</b>	

### 3. INSURANCE INFORMATION

<b>Insurance Company:</b>	
<b>Phone #:</b>	
<b>Agent's Name:</b>	
<b>Policy #:</b>	
<b>Address:</b>	

### 4. RENEWAL COST

**Annual Licensing Fee:** \$750.00

**Additional Inspection Fee:** \$20.00 per wrecker inspection

Payment is required as part of the application/renewal process unless otherwise directed by the City of Marshall.

### 5. HEAVY DUTY WRECKER

- Yes**, the company is renewing as a heavy-duty emergency tow vehicle provider.
- No**, the company is not renewing as a heavy-duty emergency tow vehicle provider.

### 6. EQUIPMENT

List each tow truck or wrecker requested for use on the rotation list. Attach additional sheets if necessary.

Year	Make / Model	Vehicle Identification Number	Heavy Duty Yes / No	Wheel Lift Yes / No	Rollback Yes / No

### 7. DRIVERS & ATTENDANTS

List all drivers and attendants operating for the wrecker company. Attach additional sheets if necessary.

Name	Address	License Number

### 8. LICENSED STORAGE LOCATION (ONLY ONE)

<b>1. Address of Storage Facility:</b>	
<b>2. Dimensions of Storage Facility:</b>	
<b>3. Phone # of Storage Facility:</b>	
<b>4. 24-Hour Phone #:</b>	

### 9. DOCUMENTATION CHECKLIST

- DBA Certificate.
- Proof of Insurance.
- Current Registration (cab card) for each truck used for rotation towing.
- Proof of passage of vehicle inspection.
- Relevant permitting and licensing documentation from the Texas Department of Licensing and Regulation (TDLR).
- Relevant documentation and proof of Vehicle Storage Facility License and insurance for each lot used for storage.

- If applicable, a copy of the contract for use of another company's storage lot, their insurance, and state permit.
- Complete list of all drivers operating for the wrecker company, including a photocopy of each Texas driver's license, tow truck operator certification, and/or licenses held.

**10. COMPLIANCE NOTICE**

In addition to the required paperwork, all tow trucks and drivers must comply with the Texas Occupations Code and the Texas Transportation Code. This includes, but is not limited to, lighting requirements, movement on roadways, debris removal, and restrictions on the use of lights, etc.

Tow trucks and other motor vehicles that tow vehicles are required to comply with the statutes contained in the Texas Transportation Code. This includes, but is not limited to, the use of tail lamps, stop lamps, and turn signal lamps. These lamps must be displayed at the rear of the towed vehicle in combination.

**11. APPLICANT CERTIFICATION**

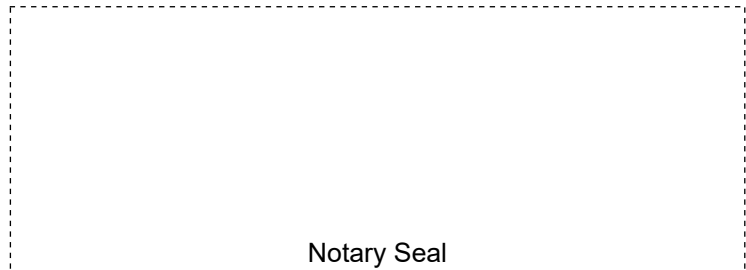
I, by my signature below, certify that I am authorized to execute this document on behalf of the company listed below and that the statements herein are true and correct.

<b>Company:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Printed Name:</b>	
<b>Title:</b>	

**12. ACKNOWLEDGEMENT**

State of Texas §  
 City of Marshall, Texas §

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 2026, by \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_ (company), on behalf of said company.



\_\_\_\_\_  
 Notary Public, State of Texas

**FOR CITY USE ONLY**

- Application received.
- Application reviewed for completeness.
- All required documents attached.
- Fees received.
- Vehicle inspection completed.
- Approved for rotation list.
- Denied/returned for correction.

<b>Date Received:</b>	
<b>Received By:</b>	
<b>Amount Received:</b>	
<b>Receipt Number:</b>	
<b>Reviewed By:</b>	
<b>Approved By:</b>	
<b>Notes:</b>	

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City of Marshall, Texas

Ordinance No. \_\_\_\_\_

AN ORDINANCE AMENDING CHAPTER 30, ARTICLE III OF THE CITY OF MARSHALL CODE OF ORDINANCES, ENTITLED “WRECKER SERVICES” PROVIDING DEFINITIONS; ESTABLISHING RULES FOR WRECKER OPERATIONS; PROVIDING FOR PERMITTING OF WRECKERS; PROVIDING FOR PROCEDURES FOR CALL ROTATION FOR WRECKERS; PROVIDING FOR PUBLIC SAFETY REQUIREMENTS; ENFORCEMENT PROVISIONS; PENALTIES; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.

WHEREAS on February 24<sup>th</sup> 2022 the City Council approved Ordinance O-22-06 regarding the Governing of Wrecker Services that perform police authorized tows or non-consensual tows and established Article III of Chapter 30 of the Code of Ordinances; and

WHEREAS, the City Council finds and determines that it is desired to revise and amend Article III of Chapter 30 of the Code of Ordinances of the City’s Code of Ordinances and to update certain provisions of said Chapter;

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

**SECTION 1. FINDINGS**

. That the findings set out in the preamble of this ordinance are hereby in all things approved.

**Section 2. AMENDMENT**

Chapter 30, Article III, of the City of Marshall Code of Ordinances, entitled “Wrecker Service” shall be amended as follows:

“Sec. 30-100. Applicability.

This article applies to wrecker services that perform police-authorized or non-consensual tows, towing activities at police scenes, and storage facilities to which vehicles towed as police-authorized or non-consensual tows are taken. This ordinance aims to regulate non-consent tows initiated by law enforcement or other city-authorized agents. This ordinance does not apply to consent tows requested by vehicle owners or persons controlling the vehicle.

The City of Marshall, pursuant to authority granted by state law, seeks to regulate non-consent towing services to protect the public interest, establish clear procedures, promote fair business practices, and ensure safety and accountability in the removal and storage of motor vehicles within the city's incorporated areas.

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The Marshall Police Department (MPD) shall be the authority responsible for implementing and enforcing this ordinance.

No person or business may operate a wrecker for non-consent tows within the city unless properly registered and permitted by MPD. All storage facilities used for such tows must also be registered with the state and meet the requirements of the Texas Department of Licensing and Regulation (TDLR). Further, any person or business desiring to operate in accordance with this ordinance must adhere to all requirements contained in this chapter. In addition, rotation wrecker licensees must have an office and storage lot inside the city limits within one (1) year from the passage of this ordinance. The storage lot shall be fenced and lighted. Each licensee wrecker service shall provide 24-hour service 365 days a year. All wrecker services on police rotation shall have a minimum of two or more wreckers of at least 10,000 pounds gross vehicle weight, as defined by the manufacturer. When the city is served by fewer than two wrecker companies on rotation, the police chief may suspend this requirement to a minimum of one wrecker per licensee until the police chief determines the city is adequately protected again. Each wrecker used for police rotation must have its dispatch point, both day and night, located within the city limits or within one mile driving distance from the city limits, and shall have a maximum response time of 20 minutes from the time of dispatch by the police department.

#### **Sec. 30-101. Definitions.**

In this article:

- Accident means any occurrence that renders a vehicle wrecked or disabled.
- Appeals board means a five-member panel to rule on disputes or license issues, which consists of two (2) Marshall City Councilmembers, the city manager or his designee, the director of public works or his designee, and the chief of police or his designee.
- Consent Tow means the tow of a vehicle initiated by the owner, operator, or person in control of the vehicle.
- Director means the chief of police for the City of Marshall, who is charged by the city council to enforce and administer this article, or the chief's authorized representative.
- Disabled vehicle means a vehicle that:
  - (1) Has been rendered unsafe to drive as the result of some occurrence other than a wreck, including, but not limited to, mechanical failure or breakdown, fire, or vandalism; or
  - (2) Is in a safe driving condition, but the owner is not present, able, or permitted to drive; so as to reasonably necessitate that the vehicle be removed by a wrecker.
- Drop Fee means a fee charged if a vehicle is hooked up but released at the scene at the owner's request before being towed.
- Emergency wrecker company means a person who owns, controls, or has a financial interest in an emergency wrecker service.

- Emergency wrecker service means the business of towing or removing wrecked or disabled vehicles from the streets upon request of the applicable law enforcement agency.
- Heavy-duty Towing means the towing of vehicles with a GVW of 25,000 pounds or greater.
- Heavy-duty wrecker means a truck with a chassis rated at five tons or greater, equipped with a power-operated winch, winch line, and boom, with a factory-rated lifting capacity of not less than 32,000 pounds, single or double line capacity.
- Incident Management Tow means a tow involving removing a vehicle from the scene of a traffic accident, collision, or other incident impacting public roadways, as directed by law enforcement.
- Licensee means a person licensed to engage in emergency wrecker service in the City of Marshall.
- Light Duty Towing means the towing of vehicles with a gross vehicle weight (GVW) of 10,000 pounds or less.
- Medium Duty Towing means the towing of vehicles with a GVW over 10,000 pounds but less than 25,000 pounds.
- “MPD” means Marshall Police Department.
- No Show means when a wrecker fails to arrive at a dispatch call within 20 minutes.
- Non-Consent Tow means the tow of a vehicle that is not a consent tow, including tows initiated by law enforcement or city officials.
- Owner means a person who:
  - (1) Holds legal title to a vehicle;
  - (2) Has legal right of possession of a vehicle, care, custody, or control;
  - (3) Has legal right of control of a vehicle.
- Person means an individual, partnership, joint venture, association, corporation, or other legal entity, whether in that individual's or entity's actual name or an assumed name.
- Rotation means an occasion when the applicable law enforcement agency calls an emergency wrecker from the rotation list to remove a wrecked, disabled or abandoned vehicle.
- Street means the entire width between the boundary lines of every way publicly maintained when any part thereof is open to the use of the public for purposes of vehicular travel. Any street, alley, avenue, lane, square, highway, freeway, expressway, or high occupancy vehicle lane within the corporate limits of the city.
- Storage Day means a 24-hour period beginning and ending at midnight.
- Tow Operator means a person operating a wrecker, regardless of ownership.
- Towing Company means a person or entity that controls, operates, or directs tow truck services/wreckers on public roadways.

- Vehicle means every device in, upon, or by which any person or property is or may be transported or drawn upon a street, except a device moved by human power or used exclusively upon stationary rails or tracks.
- Vehicle Storage Facility is a location licensed by the state to store vehicles towed without consent.
- Wrecked vehicle means a vehicle that has been damaged as a result of overturning or colliding with another vehicle or object so as to reasonably necessitate that a wrecker remove the vehicle.
- Wrecker means a commercial motor vehicle equipped or used to tow, winch, or move a wrecked, disabled, or abandoned vehicle, including heavy-duty wreckers, unless specified otherwise.
- Wrecker rotation list means a list of licensed wrecker companies maintained by the law enforcement agency needing assistance as provided for in this article.

**Sec. 30-101.01. Wrecker drivers to obey the orders of a police officer.**

It shall be unlawful for the driver of any wrecker arriving at the place where any accident has occurred or an abandoned vehicle is located to disobey any lawful order given to them by any police officer of the city investigating such accident or to interfere in any manner with such officer in the performance of his/her duty.

**Sec. 30-102. Soliciting by advertising.**

No person may solicit any business at or near the scene of an accident which deals directly or indirectly with the towing, removing, repairing, wrecking, storing, trading or purchase of a wrecked or disabled motor vehicle, vehicle, trailer or semi-trailer on the streets or sidewalks of the city, nor may a person solicit the business of towing, removing, repairing, wrecking, storing, trading, buying or offering to buy a wrecked or disabled motor vehicle, vehicle, trailer, or semi-trailer on the streets, sidewalks or any public place in the city, by distributing an advertisement, advertising a repair shop, garage, or place of business where the wrecked or disabled motor vehicle, vehicle, trailer or semi-trailer may be repaired, stored, wrecked, traded, or purchased. Proof of the unauthorized presence of a person engaged in the business of towing, repairing, wrecking, storing, or offering to purchase or trade for a wrecked or disabled motor vehicle, vehicle, trailer or semi-trailer at or near the scene of an accident is prima facie evidence of solicitation in violation of this section.

**Sec. 30-103. Penalty.**

Any person who violates, disobeys, omits, neglects or refuses to comply with, or who resists the enforcement of any of the provisions of this article shall be fined not less than fifty dollars (\$50.00) nor more than five hundred dollars (\$500.00).

**Sec. 30-104. Driving wrecker to scene of accident prohibited; exception.**

- (a) No person may drive a wrecker, licensed or unlicensed, to the scene of an accident on the streets of the city unless the person has been called to the scene by the law enforcement agency in command of the incident or the owner of a vehicle at the scene.
- (b) Soliciting wrecker business at the scene of an accident is prohibited; ~~the presence at the scene is evidence of a violation.~~ No person may solicit in any manner, directly or indirectly, on the streets of the city, the business of towing a vehicle which is wrecked or disabled on a street, regardless of whether the solicitation is for the purpose of soliciting the business of towing, removing, repairing, wrecking, storing, trading, or purchasing the vehicle. Proof of the presence of a person engaged in the wrecker business or the presence of a wrecker or motor vehicle owned or operated by a person engaged in the wrecker business, either as owner, operator, employee or agent, on a street in the city, at or near the scene or site of an accident, which has not been called to the scene by the law enforcement agency in command of the incident or the owner of a vehicle at the scene, within one (1) hour after the happening of an accident, is prima facie evidence of a solicitation in violation of this section.

**Sec. 30-105. Penalty; license required; nontransferable; expiration date; trade name registration; location.**

- (a) No person, agency, or towing business will be placed in the wrecker rotation with the City of Marshall Police Department without first obtaining an emergency wrecker service license from the City of Marshall. Only one (1) license may be issued to each emergency wrecker company. A license is not assignable or transferable. An emergency wrecker company license expires on the thirtieth day of June of each year. The license issued to an emergency wrecker company authorizes the licensee and his bona fide employees to engage in emergency wrecker service.
- (b) The owner of an emergency wrecker company shall register with the director the trade name of his wrecker company and shall affix the name to the outside of both doors of each wrecker, which is in compliance with the applicable laws of the State of Texas.
- (c) A licensee shall maintain a permanent and established place of business within the City or within one mile of the city limits where the general zoning ordinance of the city does not prohibit an emergency wrecker service.

**Sec. 30-106. License application; renewal.**

- (a) A person desiring to engage in emergency wrecker service in the city shall file with the director a written application upon a form provided for that purpose, which must be signed

by the applicant or an authorized agent. The following information is required in the application:

- (1) Trade name, address, and telephone number of the emergency wrecker company.
- (2) Number and types of wreckers to be operated. Applicants owning heavy-duty wreckers to be used for emergency towing must state on the application that they are equipped for heavy vehicle recovery.
- (3) Name, address, and telephone number of the owner of the emergency wrecker company.
- (4) An agreement that the applicant will participate in the wrecker rotation.
  - a. Upon filing of an initial application for an emergency wrecker company license, the director shall designate a time for city inspection of the applicant's place of business. A fee of twenty-five dollars (\$25.00) for processing and inspection of an initial application must accompany the application.
  - b. Should the license be denied, the denied applicant may file an appeal within thirty (30) days with the director in writing, requesting a hearing before the appeals board. The appeals board decision is final.
  - c. In addition to the requirements in subsection (a) of this section, an initial applicant shall:
    1. Show proof of insurability.
    2. Provide an adequate number of emergency wreckers, as determined by the applicable law enforcement agency, that meet the requirements of this article and any rules and regulations promulgated by the applicable law enforcement agency pursuant to this article.
    3. The fitness of the applicant to perform an emergency wrecker service as may be indicated by the experience in wrecker operation, the safety record of the applicant, and the applicant's compliance with local, state, and federal laws.
  - i. After reviewing the application, the director shall, within forty-five (45) days, approve or deny the application based upon findings concerning the applicant's compliance with this article and the public convenience and necessity of the proposed service. The director shall send to the applicant a written statement setting forth the reasons for the approval or denial of the application and the date of the action.

**Sec. 30-107. Fee.**

- (a) The annual fee for an emergency wrecker license is seven hundred fifty dollars (\$750.00) for each emergency wrecker company and a ten-dollar (\$10.00) per car fee on all cars towed at the request of the Marshall Police Dispatcher. The fee will be prorated on a whole-month basis. The annual inspection fee is twenty dollars (\$20.00) for each wrecker that is used in the emergency wrecker service. The fee is two dollars (\$2.00) for issuance of a duplicate license if a license is lost, destroyed, or mutilated.

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- (b) Fees are payable to the City of Marshall upon issuance of the license. No refund of fees will be made.

**Sec. 30-108. License issuance.**

- (a) The director shall issue a license to provide emergency wrecker service to an applicant who complies with this article and shall issue an emergency wrecker card to an applicant upon inspection and approval of each vehicle. The emergency wrecker card must remain in the inspected wrecker. Before issuance of an emergency wrecker service license and card, the following requirements must be met:
- (1) An applicant shall submit each emergency wrecker that will be used in the service for inspection in a manner determined by the director. Each wrecker must comply with the following minimum requirements:
    - a. Each wrecker must be not less than one (1) ton in size with a dual wheel axle and be equipped with booster brakes.
    - b. Each wrecker must be equipped with a power-operated winch, winch line, and boom, with a factory-rated lifting capacity of not less than eight thousand (8,000) pounds, single line capacity.
    - c. Each wrecker must carry as standard equipment a tow bar, towing dollies, safety chains, jack stands, a fire extinguisher, a wrecking bar, a broom, a shovel, flares, and a container to carry debris.
    - d. Each wrecker and all of its equipment must be in a safe and good working condition and comply with all minimum safety and equipment standards required for a wrecker by the Texas Transportation Code, the Texas Occupations Code, and any other applicable law, regulation, or rule.
    - e. Each emergency wrecker applicant that is approved as a rotation list wrecker will be issued a radio call number by the Marshall Police Department.
    - f. Each wrecker must be equipped with two-way radio equipment that is capable of providing two-way voice communication with the applicable law enforcement agency.
    - g. Misuse of the Marshall Police Department radio frequency will be cause for suspension.
    - h. A minimum of one (1) wrecker submitted by the applicant must be equipped with a wheel lift or "roll back" bed.
    - i. Marshall Non-Consensual Wrecker Company's storage yard shall be located no more than three (3) miles from the city limits of Marshall.
  - (2) An applicant desiring to engage in heavy vehicle or large truck towing and recovery must comply with the following minimum requirements:
    - a. Each heavy-duty wrecker must be not less than two and one-half (2½) tons in size.

- b. Each heavy-duty wrecker must be equipped with a power-operated winch, winch line, and boom, with a factory-rated lifting capacity of not less than thirty-two thousand (32,000) pounds, single or double line capacity.
- (3) Each licensee shall maintain twenty-four-hour wrecker service and operate a two-way radio capable of communicating with applicable law enforcement agencies. The licensee shall keep the business location open from 9:00 a.m. to 5:00 p.m. weekdays except for recognized holidays.
- (4) A person commits an offense if he operates an emergency wrecker or uses any equipment that fails to comply with all requirements for such equipment required by the State of Texas.
- (5) The City of Marshall will accept only one (1) call for service number from applicants. Multiple number lists will not be accepted.
- (6) Emergency wreckers must clean the right-of-way and roadway of all debris before leaving the scene of an incident. Emergency wrecker operators must follow the instructions of law enforcement personnel supervising the incident.
- (7) Each applicant must provide the City of Marshall Finance Department with proper tax identification for IRS Form 1099.
- (8) Each applicant must comply with all state, local, and federal laws for storage yards.

**Commented [SR1]:** Wouldn't we want this to apply to all wreckers and not just medium or heavy wreckers?

**Sec. 30-109. License—Display; duplicates.**

- (a) Each license issued pursuant to this article must be posted and kept in a conspicuous place in the wrecker establishment.
- (b) A duplicate license may be issued for one (1) lost, destroyed, or mutilated license upon application on a form prescribed by the director. Each duplicate license will have the word "duplicate" stamped across its face and will bear the same number as the one it replaces.
- (c) Every licensee shall, within ten (10) days after a partial change of control in ownership, or of management, or of change of address or trade name, notify the director of such changes.

**Sec. 30-110. License—Refusal to issue or renew.**

The Director may refuse to approve issuance or renewal of an emergency wrecker company license for one (1) or more of the following reasons:

- (1) The making of any false statement as to a material matter in an application for a license, or license renewal, or in a hearing concerning the license.
- (2) Revocation of a license, pursuant to this article, of the applicant, or any proprietor, partner, or corporate officer of the applicant, within eighteen (18) months preceding application.
- (3) Use by the licensee of a trade name for his emergency wrecker company other than the one (1) registered with the director.

- (4) Suspension of the licensee's emergency wrecker company license on three (3) occasions within twelve (12) months for more than three (3) days on each occasion.
- (5) Failure to meet the service standards in the rules and regulations established by the director and applicable law enforcement agency, with the same consistency as other licensees.
- (6) A licensee, applicant, or his employee is under indictment or has been convicted of a crime involving theft, unauthorized use of a motor vehicle, burglary of an automobile, receiving and concealing stolen property, homicide, aggravated assault, aggravated assault with a motor vehicle, or driving while under the influence of alcohol or drugs unless five (5) years has elapsed since the date of conviction or the date of release from confinement imposed for the conviction, whichever is the later date.

**Sec. 30-111. License—Suspension.**

The director or his designee may suspend an emergency wrecker company license without notice or a hearing for a period not to exceed ten (10) days, or if the deficiency is detrimental to public safety, then for a period of time until the deficiency is corrected, for one (1) or more of the following reasons:

- (1) Failure of the licensee to maintain his wrecker or equipment in a good and safe working condition.
- (2) Violation by the licensee or an employee of the licensee of a provision of this article or of the rules and regulations established for emergency wrecker service by the applicable law enforcement agency and the director.
- (3) Failure of the licensee's wrecker to arrive at the location of a wrecked or disabled vehicle within the prescribed time after having been notified to do so by the applicable law enforcement agency.
- (4) Conviction of an emergency wrecker driver of a provision of the motor vehicle or traffic laws of this state or city while in the scope of his employment in the emergency wrecker service.

**Sec. 30-112. License—Appeal from refusal to issue or renew; from decision to revoke.**

If the director ~~approves or~~ denies the issuance of an initial license, or refuses to approve the renewal of a license, or revokes a license, the applicant or licensee may file an appeal with the appeals board as described in this article. A licensee may appeal a suspension, which is imposed by the director in the following manner:

- (1) A licensee who is suspended by the director or his designee for three (3) days or less may appeal the suspension by written request to the director within ten (10) days after written notification of suspension. The director shall conduct a hearing and may sustain, reverse, or modify the action appealed. The director's action is final.

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- (2) A licensee who is suspended by the director for more than three (3) days may appeal the suspension to the appeals board. A written request to the director must be made within ten (10) days after written notice to the licensee.
    - a. The appeals board shall set a time, date, and place for a hearing, and the licensee will be notified at least three (3) days prior to the hearing.
    - b. The appeals board may sustain, reverse, or modify the action appealed. The appeals board's action is final.

**Sec. 30-113. License—Revocation.**

The Director may revoke an emergency wrecker company license upon notice and hearing for one (1) or more of the following reasons:

- (1) The making of any false statement as to a material matter in an application for a license, license renewal, or in a hearing concerning a license.
- (2) Use by the licensee of a trade name for his emergency wrecker company other than the one (1) registered with the director.
- (3) Suspension of a licensee's emergency wrecker company license on three (3) occasions within twelve (12) months for more than three (3) days on each occasion.
- (4) Suspension of a licensee's emergency wrecker company's license for a deficiency that is detrimental to public safety, and twenty (20) days have elapsed without a correction of the deficiency.
- (5) A licensee or his employee is under indictment or convicted of a crime involving theft, unauthorized use of a motor vehicle, burglary of an automobile, or receiving and concealing stolen property, homicide, attempted homicide, aggravated assault with a motor vehicle, or driving while under the influence of alcohol or drugs unless five (5) years has elapsed since the date of conviction or the date of release from confinement imposed for the conviction, whichever is the later date.

**Sec. 30-114. Insurance.**

- (a) A licensee shall procure and keep in full force and effect automobile liability insurance and either garage keeper's liability insurance or tow truck cargo insurance written by an insurance company approved by the State of Texas and acceptable to the city and issued in the standard form approved by the state board of insurance. All provisions of each policy must be acceptable to the city [and licensees shall provide proof of such insurance to the city](#). The insured provisions of each policy must name the city and its officers and employees as additional insured, and the coverage provisions must provide coverage for any loss or damage that may arise to any person or property by reason of the operation of an emergency wrecker service by the licensee.
  - (b) The automobile liability insurance must provide combined single limits of liability for bodily injury and property damage of not less than five hundred thousand dollars (\$500,000.00) for each occurrence, or the equivalent, for each motor vehicle used by the
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licensee, with a maximum deductible not to exceed the limits allowed by the Texas Safety Responsibility Act. Aggregate limits of liability are prohibited.

- (c) The garage keeper's liability insurance or the tow truck cargo insurance, whichever is maintained, must provide limits of liability for any one (1) loss of not less than twenty-five thousand dollars (\$25,000.00) for each light-duty emergency wrecker and fifty thousand dollars (\$50,000.00) for each heavy-duty emergency wrecker. The garage keeper's liability insurance must include a provision for direct primary coverage.
- (d) If a vehicle is removed from service, the licensee shall maintain the insurance coverage required by this section for the vehicle until the director receives satisfactory proof that all evidence of operation as an emergency wrecker has been removed from the vehicle.
- (e) Insurance required under this section must include:
  - (1) A cancellation provision in which the insurance company is required to notify the director in writing not fewer than thirty (30) days before canceling, failing to renew, or making a material change to the insurance policy; and
  - (2) A provision to cover all vehicles, whether owned or not owned by the licensee, operated under the license.
  - (3) Reserved.
  - (4) A license will not be granted or renewed unless the applicant or licensee furnishes the director with such proof of insurance as the director considers necessary to determine whether the applicant or licensee is adequately insured under this section.
  - (5) If the insurance of a licensee lapses or is cancelled and new insurance is not obtained, the Director may suspend the license until the licensee provides evidence that insurance coverage required by this section has been obtained. A person shall not operate an emergency wrecker service while a license is suspended under this section, whether or not the action is appealed.

**Sec. 30-115. Powers and duties of the director.**

In addition to the powers and duties elsewhere prescribed in this article, the director is authorized to:

- (1) Administer and enforce all provisions of this article;
- (2) Keep records of all licenses issued, suspended, or revoked;
- (3) Keep records of all authorized emergency vehicles;
- (4) Adopt rules and regulations, after reasonable notice to the licensees, not inconsistent with the provisions of this article, with respect to the form and content of applications for licenses, the receipt thereof, the investigation of applicants, and other matters incidental or appropriate to his power and duties as may be necessary for the proper administration and enforcement of the provisions of this article;
- (5) Adopt new emergency wrecker procedures for experimentation on a temporary basis, after reasonable notice to the licensees;

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- (6) Conduct, when appropriate, periodic investigations of emergency wrecker companies.
  - (7) Require periodic reports as necessary to evaluate each emergency wrecker company's operations.

**Sec. 30-116. Powers and duties of the applicable law enforcement agency.**

In addition to the powers and duties elsewhere prescribed in this article, the applicable law enforcement agency is authorized to:

- (1) Enforce all provisions of this article;
- (2) Conduct, when appropriate, periodic investigations of emergency wrecker companies throughout the city;
- (3) Keep records of service adequacy and responsiveness of licensees and provide these records to the director upon request; and
- (4) Report to the director of any grounds for suspension or revocation of a license under this article observed or documented by a member of the law enforcement agency.

**Sec. 30-117. Wrecker rotation list procedure.**

- (a) An emergency wrecker being called from the wrecker rotation list is referred to as the duty-wrecker. When an emergency wrecker is needed, the investigating officer will immediately notify the police department dispatch center. On receiving the first communication, the dispatcher must call the emergency wrecker company on duty at that time to remove the vehicle to a place designated by the applicable law enforcement agency. If additional equipment is required after the duty wrecker's resources are exhausted, the dispatcher will call the next wrecker on the rotation list.
- (b) If the investigating police officer or the dispatcher determines that use of the wrecker rotation list procedure would result in unreasonable delay in clearing the street, the nearest emergency wrecker may be called as an alternative to use of the procedure.
- (c) A heavy-duty wrecker may be called to the scene of an accident under the following circumstances:
  - (1) The accident involves a tandem axle drive tractor.
  - (2) A safety officer or other appropriate official of a damaged vehicle's company requests a heavy-duty wrecker unless honoring the request would result in unreasonable delay in clearing the street.
  - (3) The investigating police officer determines that a heavy-duty wrecker is required. The rotation procedure in this article applies to heavy-duty wreckers as well as all other wreckers.

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**Sec. 30-117.01. Wrecker rotation list execution.**

- (a) The city will maintain a yearly list of emergency wreckers who are on rotation.
- (b) Every Friday, the director will notify the police dispatcher of the assigned wrecker for the rotation period beginning the next Monday morning at 8:00 a.m. and their assigned backup, as well as the heavy-duty wrecker on call. This procedure will continue through the rotation wreckers on the list until all have had a period of rotation.

**Sec. 30-117.02. Suspension/termination from the rotation system.**

- (a) The director may, without notice and hearing, suspend a rotation wrecker service from the rotation system for any violation of a contract, any applicable city ordinance, any applicable civil statute, or any policy adopted by the director under authority of city ordinance or a contract, or for any criminal offense committed by the service or by any driver, employee or agent of the service, in the course of providing services, whether or not the services are being performed as part of a rotation system call.
- (b) A rotation wrecker that is suspended may appeal the suspension by written request to the director within ten (10) days after written notification of suspension. The director shall conduct a hearing and may sustain, reverse, or modify the action appealed. The director's action is final.
- (c) A rotation wrecker who is suspended by the director for more than three (3) days may appeal the suspension to the appeals board. A written request to the director must be made within ten (10) days after written notice to the licensee.
  - (1) The appeals board shall set a time, date, and place for a hearing, and the licensee will be notified at least three (3) days prior to the hearing.
  - (2) The appeals board may sustain, reverse, or modify the action appealed. The appeals board's action is final.

**Sec. 30-117.03. Emergency situations.**

When emergency conditions necessitate, the city reserves the right to request the services of the emergency wrecker service who, in the city's sole opinion, is the best able to handle the situation and/or can reach the scene most expeditiously, regardless of the emergency wrecker service position on the rotation log. If a dispatch is made under these circumstances, the emergency wrecker service making such a response will not forfeit its respective position on the rotation.

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**Sec. 30-118. Requirements and operating procedures for emergency wrecker service.**

- (a) An emergency wrecker company licensee shall comply with the following requirements and procedures:
- (1) Maintain twenty-four-hour wrecker service.
  - (2) Arrive at the accident within 20 minutes after having been notified to do so by the applicable law enforcement agency for both light and heavy-duty wreckers. The permit holder shall be available 24 hours a day, 7 days a week.
  - (3) If a called wrecker does not arrive within the allotted time, the officer may ask the dispatcher to cancel the original wrecker and order a second wrecker from the next rotation wrecker on call. Should this take place, the original wrecker will not be granted the tow.
  - (4) Deliver, in every instance, the wrecked or disabled vehicle to a location designated by the applicable law enforcement agency.
  - (5) Emergency wreckers that do not comply with the State of Texas Motor Vehicle Laws ~~is~~ are not allowed to participate in the wrecker rotation list.
  - (6) Report to the director all changes in emergency wreckers and equipment used in the licensee's emergency wrecker service and render all additional vehicles for inspection by the director.
  - (7) Employ emergency wrecker drivers who are not habitual violators of the traffic laws.
  - (8) Upon arrival at the scene of an accident, promptly clear the wreckage and debris from the traveled portion of the roadway or confine it to the smallest possible portion of the traveled roadway while removal is taking place and in a manner to minimize the duration of interference with normal traffic flow and completely remove from the site of the accident all resulting wreckage or debris, including all broken glass, but excluding truck or vehicle cargoes, before leaving the site.
  - (9) Nothing in this article shall be construed to permit operation of a wrecker as an authorized emergency vehicle.

**Sec. 30-119. Disposition of towed vehicles.**

A vehicle towed under the provisions of this article will be kept at a place designated by the applicable law enforcement agency until an application for the vehicle's redemption is made by the owner or an authorized agent who will be entitled to the possession of the vehicle upon payment of all costs of removal and storage that may have accrued. If the owner or an authorized agent does not redeem the vehicle, it will be disposed of in accordance with the law.

**Sec. 30-120. Maximum fees to be charged for emergency wrecker service or nonconsensual tows.**

The maximum fees charged by permit holders performing emergency wrecker service or non-consent tows shall be set by resolution of the city council and shall reflect the fair value of

towing services. Itemized receipts shall be provided to owners or operators at the time payment of tow-related fees is made. Violations of this provision may result in suspension or removal from the tow rotation list, as well as criminal penalties against the offender. Towing fees may be reviewed by the city council once annually upon request of a tow company. A towing fee study shall be performed in conjunction with this review.

- A. A towing company operating under this ordinance shall not charge any fees above the rates established by the Marshall Police Department (MPD) and confirmed by the City ~~Council-Commission~~. If there is a conflict between city- and state-established rates, towing companies must comply with applicable state regulations. All permitted towing service invoices must clearly itemize all charges, including services performed, labor, equipment, and other applicable fees. Upon MPD's request, a copy of the tow invoice must be submitted within ten (10) calendar days. All towing companies participating in the non-consent wrecker rotation shall provide their current non-consent tow schedule to MPD.
- B. The following maximum fee schedule shall apply to all non-consent tows within the City of Marshall:
  - i. Light Duty: ~~\$272325~~ for the first hour of operation. After the first hour, time will be billed in 15-minute increments. If a police officer on the scene determines that a second tow truck is required, the standard light-duty fee shall apply for the second truck for the first hour of operation. Any additional time will be billed in 15-minute increments.
  - ii. Medium Duty: ~~\$3850~~ for the first hour of operation. After the first hour, time shall be billed in 15-minute increments. If the police officer on scene determines that a second wrecker is required, the standard medium-duty fee shall apply for the second wrecker for the first hour of work. Any additional time shall be billed in 15-minute increments.
  - iii. Heavy Duty: ~~\$489375 for the first hour of work~~ per unit. After the first hour, time shall be billed in fifteen-minute increments. If a police officer on scene determines that a second wrecker is necessary, the standard heavy-duty fee shall apply to the second truck for the first hour of work. Any additional time shall be billed in 15-minute increments.
  - iv. Special Services
    - 1. Dolly Fee: \$45 (in addition to the standard tow fee).
    - 2. Rollover Recovery: \$85 (in addition to the standard tow fee).
  - v. Extra Fees
    - 1. Accident Scene Response: \$35 (in addition to standard tow fee).
    - 2. Vehicle Storage Fee 25ft or less: 22.85/day.
    - 3. Vehicle Storage Fee Over 25ft: 39.99/day.

- C. Storage fees may be charged for any portion of a day, except that no more than one day's fee may be charged if the vehicle is stored for less than 12 hours. A day is defined as beginning and ending at midnight.
- D. No additional administrative or equipment-related charges may be assessed unless expressly authorized by this ordinance or MPD. Towing companies that violate this section may be subject to suspension, revocation, or other penalties as provided.
- E. Recovery and/or salvage of cargo and mitigation or remediation of hazardous materials, such as fuel spills, are not regulated by this chapter and are separate costs to be negotiated between the owner and whoever is providing that service.
- F. Any fee that is not explicitly covered within this section shall be in compliance with guidelines set forth by TDLR.

**Sec. 30-121. Private Property nonconsensual tows.**

Hourly rates for private property non-consent tows shall include any work performed during the first hour beginning upon arrival at the scene of the tow. Time posted after the first hour shall be billed in 15-minute increments. The following maximum rates shall apply:

1. Light-Duty: Not more than \$325 per hour.
2. Medium-Duty: Not more than \$350 per hour.
3. Heavy-Duty: Not more than \$375 per hour.

**Sec. 30-122. Requirement to attend TIMS Training**

Further, it shall be a requirement for any wrecker service wishing to be on rotation for the city of Marshall, Texas that within twelve (12) months from passage of this ordinance that ALL employees that may respond to scenes complete TIMS Training provided by Texas Department of Transportation.”

**SECTION 3. COMPLIANCE WITH OPEN MEETINGS ACT**

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

**SECTION 4. REPEALER CLAUSE**

That all other prior ordinances or portions of ordinances or portions of ordinances of the City of Marshall in conflict with the terms and provisions of this ordinance are hereby repealed to the extent of such conflict only.

**SECTION 5. SAVINGS CLAUSE**

That the repeal of any ordinance or portion of any ordinance by this ordinance shall not affect the validity of any pending enforcement action or fines outstanding and due and payable on or before the effective date of this ordinance.

**SECTION 6. SEVERABILITY CLAUSE**

That if any section, paragraph, subdivision, clause, phrase, or provision of this ordinance is hereafter determined to be invalid or in violation of the laws of the State of Texas or the Constitution of the United States by of court of appropriate jurisdiction, such finding of invalidity shall affect the continued enforcement only of the provision or provisions so determined to be invalid, it being the intent of the City COUNCIL of the City of Marshall that all other terms and provisions of this ordinance not affected shall remain in full force and effect.

**SECTION 7. PENALTY CLAUSE**

Any Person, Firm or Corporation violating any term or provision of this ordinance shall be subject to a fine of not more than Five Hundred Dollars (\$500.00) in accordance with the City of Marshall Code of Ordinances. Every day a violation continues shall be a separate offense.

**SECTION 8. PUBLICATION**

That this ordinance shall be effective upon publication

PASSED AND APPROVED by the City Council of the City of Marshall, Texas, on this \_\_\_ day of \_\_\_\_\_, 2026.

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTAINED: \_\_\_\_\_

Mayor: \_\_\_\_\_  
City Secretary: \_\_\_\_\_

A complete copy of this ordinance can be obtained or reviewed in the City Secretary’s Office, City Hall at 401 S. Alamo Marshall, Texas.



TO: City Council  
DATE: May 28, 2026  
ITEM #: 9.B  
SUBJECT: Consider approval of an ordinance amending ordinance O-25-15 Comprehensive Fee Schedule. (City Secretary)

**Recommendation for Action:** Staff recommends City Council approve the proposed ordinance amending Ordinance O-25-15, updating the City's Comprehensive Fee Schedule.

**Executive Summary:** The proposed ordinance amends Ordinance O-25-15 to update the City of Marshall's Comprehensive Fee Schedule. The revision is for the inclusion of wrecker fees.

**Focus Area(s):** Improving Communication

**Budget Cost:** N/A

**Staff Contact:** Nikki Smith, City Secretary

- Attachments:**
1. O-26-XX Ordinance Amending FY25 Comprehensive Fee Schedule Ordinance O-25-15
  2. Attachment A FY26 Comprehensive Fee Schedule

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MARSHALL, TEXAS, AMENDING THE RATES AND FEES FOR SERVICES PROVIDED BY THE CITY OF MARSHALL;**

**WHEREAS**, on July 24, 2025, the City Council of the City of Marshall, Texas, adopted Ordinance No. O-25-15 to establish rates and fees for services provided by the City; and

**WHEREAS**, the City of Marshall, Texas, seeks to amend the Comprehensive Fee Schedule to include rates and fees that were not incorporated in the original schedule;

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

**SECTION 1.** The findings and recitals set forth in the preamble of this ordinance are hereby adopted and approved in their entirety.

**SECTION 2.** All fees for services provided by the City of Marshall shall conform to the updated fee schedule attached to this ordinance as *Attachment A*.

**SECTION 3.** The City Council confirms that the meeting at which this ordinance was passed was conducted in strict compliance with the Texas Open Meetings Act (Texas Government Code Chapter 551).

**SECTION 4.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed, but only to the extent of such conflict.

**SECTION 5.** The repeal of any ordinance or part of an ordinance by this ordinance shall not affect the validity of any pending enforcement actions or any fees accrued for services rendered prior to the effective date of this ordinance.

**SECTION 6.** This ordinance shall take effect on May 28, 2026.

PASSED AND APPROVED the 28<sup>th</sup> day of May 2026.

APPROVED:

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

ATTEST:

\_\_\_\_\_  
City Secretary



City of Marshall  
Comprehensive Fee Schedule FY25

Category	Department	Fee Description	Approved FY25 Fee Amount	Proposed FY26 Fee Amount	Change
Alarms, Emergency		Permit, Annual	25.00	-	None
Alarms, Emergency		Service Charge, False Alarm, Non-Payment Of False Alarm Fee (\$5 Per Day, Maximum \$50)	5.00	-	None
Alarms, Emergency		Service Charge, False Burglar Alarm, False Alarms 6 & 7 (Each)	25.00	-	None
Alarms, Emergency		Service Charge, False Burglar Alarm, False Alarms Above 7 (Each)	100.00	-	None
Alarms, Emergency		Service Charge, False Emergency Medical Assistance Alarm, False Alarms 6 & 7 (Each)	25.00	-	None
Alarms, Emergency		Service Charge, False Emergency Medical Assistance Alarm, False Alarms Above 7 (Each)	100.00	-	None
Alarms, Emergency		Service Charge, False Fire Alarm, False Alarms 6 & 7 (Each)	25.00	-	None
Alarms, Emergency		Service Charge, False Fire Alarm, False Alarms Above 7 (Each)	100.00	-	None
Alarms, Emergency		Service Charge, False Robbery Alarm, False Alarms 4 & 5 (Each)	25.00	-	None
Alarms, Emergency		Service Charge, False Robbery Alarm, False Alarms Above 5 (Each)	100.00	-	None
Alarms, Emergency		Service Charge, Invalid Permit, 1St Response	50.00	-	None
Alarms, Emergency		Service Charge, Invalid Permit, 2Nd Response	75.00	-	None
Alarms, Emergency		Service Charge, Invalid Permit, 3 And Over Responses (Each)	100.00	-	None
Alarms, Emergency		Service Charge, Invalid Permit, Previous Years' Violations, 1st Response	50.00	-	None
Alarms, Emergency		Service Charge, Invalid Permit, Previous Years' Violations, 2nd And Over Response	100.00	-	None
Ambulance Services		Als Disposables	400.00	-	None
Ambulance Services		Als Emergency	1,400.00	-	None
Ambulance Services		Als li Emergency	1,600.00	-	None
Ambulance Services		Als Non-Emergency	1,400.00	-	None
Ambulance Services		Bls Disposables	300.00	-	None
Ambulance Services		Bls Emergency	1,200.00	-	None
Ambulance Services		Bls Non-Emergency	1,200.00	-	None
Ambulance Services		Helicopter Transfer Charge	400.00	-	None
Ambulance Services		Mileage, Per Mile	24.00	-	None
Ambulance Services		No Transport-Patient Contact, No Transport (Inside City)	150.00	-	None
Ambulance Services		No Transport-Patient Contact, No Transport (Outside City)	200.00	-	None
Animal Control		Adoption Fee Standard Adult Cat	80.00	-	None
Animal Control		Adoption Fee Standard Adult Dog	100.00	-	None
Animal Control		Boarding Fee (Per Day)	60.00	-	None
Animal Control		Cat, (Residency Outside Marshall City Limit)	50.00	-	None
Animal Control		Cat, Plus 1-5 Kittens	100.00	-	None
Animal Control		Cat, Plus 6+ Kittens	150.00	-	None
Animal Control		Dog, (Residency Outside Marshall City Limit)	50.00	-	None
Animal Control		Dog, Plus 1-3 Puppies	150.00	-	None
Animal Control		Dog, Plus 4+ Puppies	200.00	-	None
Animal Control		Impoundment Fee-Altered Animal (1St Impoundment)	100.00	-	None
Animal Control		Impoundment Fee-Altered Animal (2rd Impoundment)	200.00	-	None
Animal Control		Impoundment Fee-Altered Animal (3rd Impoundment)	300.00	-	None
Animal Control		Microchip	50.00	-	None
Animal Control		Quarantine (\$20 Per Day, Maximum \$200)	80.00	-	None
Animal Control		Quarantine (Initial Fee)	200.00	-	None
Animal Control		Spay/Neuter Fee (Surrendered Animals)	50.00	-	None
Animal Control		Surrender Fee (Compliant Animal)	100.00	-	None
Animal Control		Surrender Fee (Non-Compliant Animal)	160.00	-	None
Burning Permits		Land Clearing (Per Day) (Monday - Friday)	250.00	-	None
Burning Permits		Burn Permit (14 Days)	25.00	-	None
Code Compliance Fees		Administrative Fee - Code Enforcement Non-Compliance	90.00	-	None
Commercial		Cell Tower Upgrade - Permit	90.00	-	None
Commercial		Certificate Of Occupancy - Permit	50.00	-	None
Commercial		Driveway Or Parking Lot - Permit	150.00	-	None
Commercial		Electrical- Others/ Repairs - Permit	35.00	-	None
Commercial		Electrical- Panel Replacement/ Rewire/ Service- Meter Base Replacement - Permit	50.00	-	None
Commercial		Electrical, Plumbing, Or Mechanical- New Construction Or Addition Permit	10% Of The Original Building Permit Fee	-	None



City of Marshall  
Comprehensive Fee Schedule FY25

Category	Department	Fee Description	Approved FY25 Fee Amount	Proposed FY26 Fee Amount	Change
Commercial		Irrigation - Permit	125.00	-	None
Commercial		Mechanical- Replacement/ Repairs - Permit	35.00	-	None
Commercial		New Construction/Addition/Remodel Permit Fee (Per Sq. Foot)	0.30	-	None
Commercial		New Construction/Addition/Remodel Plan Review Permit	50% Of The Permit Fee	-	None
Commercial		Plumbing- Others/ Repairs - Permit	35.00	-	None
Commercial		Plumbing- Slab Leaks/ Tunneling/ Sewer Main Replacement - Permit	50.00	-	None
Commercial		Roofing - Permit	250.00	-	None
Commercial		Sign- 50 Sq Ft Or Less Double Sided - Permit	80.00	-	None
Commercial		Sign- 50 Sq Ft Or Less Single Sided Or Reface - Permit	65.00	-	None
Commercial		Sign- Greater Than 50 Sq Ft Double Sided - Permit	190.00	-	None
Commercial		Sign- Greater Than 50 Sq Ft Single Sided Or Reface - Permit	125.00	-	None
Community Centers, Lions & Smith		Deposit For Damages/Clean Up Fee	150.00	-	None
Community Centers, Lions & Smith		Rental Fees: All Day	150.00	-	None
Community Centers, Lions & Smith		Rental Fees: 8 A.M. - 5 P.M.	100.00	-	None
Convention Center		Additional Time Requested (Per Hour)	45.00	-	None
Convention Center		All American Meeting Room (Up To 4 Hours)	125.00	-	None
Convention Center		Big Cypress (1/3 Hall - Up To 8 Hours) Friday - Sunday Rate	325.00	-	None
Convention Center		Big Cypress (1/3 Hall - Up To 8 Hours) Monday - Thursday Rate	225.00	-	None
Convention Center		Big Cypress (1/3 Hall - Up To 8 Hours) Non-Profit Rate	275.00	-	None
Convention Center		Bluebonnet Meeting Room (Up To 4 Hours)	100.00	-	None
Convention Center		Caddo Hall (East & West - Up To 8 Hours) Friday - Sunday	600.00	-	None
Convention Center		Caddo Hall (East & West - Up To 8 Hours) Monday - Thursday	500.00	-	None
Convention Center		Caddo Hall (East & West - Up To 8 Hours) Non-Profit Rate	500.00	-	None
Convention Center		Caddo Hall (East Or West - Up To 8 Hours) Friday - Sunday Rate	425.00	-	None
Convention Center		Caddo Hall (East Or West - Up To 8 Hours) Monday - Thursday Rate	325.00	-	None
Convention Center		Caddo Hall (East Or West - Up To 8 Hours) Non-Profit Rate	350.00	-	None
Convention Center		Coffee Urn And Supplies (Each)	35.00	-	None
Convention Center		Concession Stand (Per Day)	35.00	-	None
Convention Center		Damages/Clean Up Fee Deposit (Refundable)	500.00	-	None
Convention Center		Entire Facility (8 Hours Max.)	1,650.00	-	None
Convention Center		Freight Storage (Per Day)	150.00	-	None
Convention Center		Kitchen (Per Day)	200.00	-	None
Convention Center		Little Cypress (1/5 Hall - Up To 8 Hours) Friday - Sunday Rate	275.00	-	None
Convention Center		Little Cypress (1/5 Hall - Up To 8 Hours) Monday - Thursday Rate	250.00	-	None
Convention Center		Little Cypress (1/5 Hall - Up To 8 Hours) Non-Profit Rate	225.00	-	None
Convention Center		Lobby (Daily - Up To 8 Hours)	200.00	-	None
Convention Center		Marshall (Up To 4 Hours)	75.00	-	None
Convention Center		Parking Lot (Display Use Only - Up To 8 Hours)	400.00	-	None
Convention Center		Podium	10.00	-	None
Convention Center		Projector	30.00	-	None
Convention Center		Room Reset Fee	100.00	-	None
Convention Center		Sabine (Up To 4 Hours)	75.00	-	None
Convention Center		Seven Flags & All American Meeting Rooms (Up To 4 Hours)	250.00	-	None
Convention Center		Seven Flags Meeting Room (Up To 4 Hours)	125.00	-	None
Convention Center		Smart Board	75.00	-	None
Convention Center		Sound System	35.00	-	None
Convention Center		Stage (Full)	100.00	-	None
Convention Center		Stage (Half)	50.00	-	None
Convention Center		Stagecoach (Up To 4 Hours)	100.00	-	None
Convention Center		Theater Light & Sound Tech (Per Hour)	25.00	-	None
Convention Center		Theater/Auditorium (Up To 4 Hours)	325.00	-	None
Convention Center		Theater/Auditorium (Up To 8 Hours) Friday - Sunday Rate	650.00	-	None
Convention Center		Theater/Auditorium (Up To 8 Hours) Monday - Thursday Rate	600.00	-	None



City of Marshall  
Comprehensive Fee Schedule FY25

Category	Department	Fee Description	Approved FY25 Fee Amount	Proposed FY26 Fee Amount	Change
Convention Center		Theater/Auditorium (Up To 8 Hours) Non-Profit Rate	550.00	-	None
Convention Center		Ticket Office (Per Day)	35.00	-	None
Day Care Inspection		Day Care / Pre-School State Inspection	50.00	-	None
False Alarm Fee		4Th Fire Alarm Within 1 Year	150.00	-	None
False Alarm Fee		5Th Fire Alarm Within 1 Year	200.00	-	None
False Alarm Fee		Additional After 5Th Fire Alarm	50.00	-	None
Fire & Ambulance Report		Incident Report	5.00	-	None
Fire Alarm Permit		Installation/Replacement/Addition Of Fire Alarm System	150.00	-	None
Fire Sprinkler Permit		Installation/Replacement/Addition Of Fire Sprinkler System	150.00	-	None
Fire Suppression Permit		Installation/Replacement/Addition Of Fire Suppression System	100.00	-	None
Fire/Rescue Fees		Motor Vehicle Incidents - Level 1	523.00	-	None
Fire/Rescue Fees		Motor Vehicle Incidents - Level 2	595.00	-	None
Fire/Rescue Fees		Motor Vehicle Incidents - Level 3 - Car Fire	727.00	-	None
Fire/Rescue Fees		Add-On Service - Extrication	1,569.00	-	None
Fire/Rescue Fees		Add-On Service - Creating Landing Zone	480.00	-	None
Fire/Rescue Fees		HAZMAT Level 1 - Basic Response	843.00	-	None
Fire/Rescue Fees		HAZMAT Level 2 - Intermediate Response	3,007.00	-	None
Fire/Rescue Fees		HAZMAT Level 3 - Advanced Response	7,095.00	-	None
Fire/Rescue Fees		HAZMAT Additional On Scene Time Engine per hour	481.00	-	None
Fire/Rescue Fees		HAZMAT Additional On Scene Time Truck or Quint per hour	601.00	-	None
Fire/Rescue Fees		HAZMAT Additional On Scene Time Miscellaneous Equipment per hour	352.00	-	None
Fire/Rescue Fees		Fire Investigation - Fire Investigation Team per hour	332.00	-	None
Fire/Rescue Fees		Fires - Engine per hour	481.00	-	None
Fire/Rescue Fees		Fire - Truck or Quint per hour	601.00	-	None
Fire/Rescue Fees		Illegal Fires - Engine per hour	481.00	-	None
Fire/Rescue Fees		Illegal Fires - Truck or Quint per hour	601.00	-	None
Fire/Rescue Fees		Water Incidents - All levels - per rescue person	60.00	-	None
Fire/Rescue Fees		Water Incidents - Level 1 - Basic Response	481.00	-	None
Fire/Rescue Fees		Water Incidents - Level 2 - Intermediate Response	962.00	-	None
Fire/Rescue Fees		Water Incidents - Level 3 - Advanced Response	2,409.00	-	None
Fire/Rescue Fees		Back Country or Special Rescue	481.00	-	None
Fire/Rescue Fees		Back Country or Special Rescue per rescue person	60.00	-	None
Fire/Rescue Fees		Chief Response	290.00	-	None
Fire/Rescue Fees		Miscellaneous / Additional On Scene Time - Engine per hour	300.00	-	None
Fire/Rescue Fees		Miscellaneous / Additional On Scene Time - Truck or Quint per hour	601.00	-	None
Fire/Rescue Fees		Miscellaneous / Additional On Scene Time - Miscellaneous Equipment per hour	352.00	-	None
Fire/Rescue Fees		Gas Leaks - Level 1 - Outside without fire - Engine per hour	481.00	-	None
Fire/Rescue Fees		Gas Leaks - Level 1 - Outside without fire - Truck or Quint per hour	601.00	-	None
Fire/Rescue Fees		Gas Leaks - Level 2 - Outside with fire - Engine per hour	772.00	-	None
Fire/Rescue Fees		Gas Leaks - Level 3 - Inside Structure - Engine per hour	962.00	-	None
Fire/Rescue Fees		Gas Leaks - All Levels - Fee per Rescue Person per Hour	60.00	-	None
Fireworks Permit		Includes Pre-Inspection, Fire Watch, And Apparatus	250.00	-	None
Foster Home Inspection		Foster Home / Adoption State Inspection	50.00	-	None
Fuel Tank Permit		Installation/Removal Of Flammable/Combustible Storage Tank (Per Tank)	100.00	-	None
Group Home Inspection		Group Home State Inspection	75.00	-	None
Health Department Fees		Annual Food Establishment Permits (1-13 Employees)	175.00	-	None
Health Department Fees		Annual Food Establishment Permits (14+ Employees)	250.00	-	None
Health Department Fees		Catering Trucks/ Mobile Units - Annual Permit	150.00	-	None
Health Department Fees		Day Care W/ Food Establishment	175.00	-	None
Health Department Fees		Day Care W/Out Food Establishment	75.00	-	None
Health Department Fees		Food Vendor/ Festival Concession Stand (Per Vendor)	25.00	-	None
Health Department Fees		Foster Homes (Per Inspection)	25.00	-	None
Health Department Fees		Group Day/ Registered Home (Per Inspection)	50.00	-	None



City of Marshall  
Comprehensive Fee Schedule FY25

Category	Department	Fee Description	Approved FY25 Fee Amount	Proposed FY26 Fee Amount	Change
Health Department Fees		Health Re-Inspection	50.00	-	None
Health Department Fees		Replacement Food Purveyors Permit	25.00	-	None
Health Department Fees		Seasonal Food Permit	90.00	-	None
Health Department Fees		Temporary Food Permit (14 Days)	75.00	-	None
Hospital Inspection		Hospital Inspection	300.00	-	None
Information Services		Accident Report - In Person/By Mail	6.00	-	None
Information Services		Accident Report - Online	9.00	-	None
Information Services		Background Checks - Business (Solicitation)	30.00	-	None
Information Services		Background Checks - Individual	10.00	-	None
Information Services		Body Cam/Car Video Charge Per Minute	1.00	-	None
Information Services		Body Cam/Car Video Media	10.00	-	None
Information Services		Police Report - Cd (Photos, 911 Call, Etc.)	5.00	-	None
Information Services		Police Report - Printed Report	4.00	-	None
Information Services		Report Requiring Extensive Prep Time (Per Hour)	15.00	-	None
Inspection and Work without a Permit Fee		After Hours Inspection (Per Hour, 2-Hour Minimum)	50.00	-	None
Inspection and Work without a Permit Fee		Re-Inspections	50.00	-	None
Inspection and Work without a Permit Fee		Work Without A Permit Fees, 1st Offense	150.00	-	None
Inspection and Work without a Permit Fee		Work Without A Permit Fees, 2nd Offense	300.00	-	None
Inspection and Work without a Permit Fee		Of Marshall Will Be Determined By The Inspectors)	500.00	-	None
Library		Gold Room Meeting Space (Per Day)	50.00	-	None
Liquor Permit Fees		Local Distributor's Permit (Lp)	50.00	-	None
Liquor Permit Fees		Malt Beverage Retail Dealer's Off-Premise License (Bf)	30.00	-	None
Liquor Permit Fees		Package Store Permit (P)	250.00	-	None
Liquor Permit Fees		Wine And Malt Beverage Retailer's Off-Premise Permit (Bq)	30.00	-	None
Liquor Permit Fees		Wine-Only Package Store (Q)	37.50	-	None
Medical Fac. Insp.		Medical Facility Inspection (State Mandated)	75.00	-	None
Memorial City Hall Performance Center		3Rd Floor Great Room - (Per Hr.) Includes Access And Use Of Lobby	125.00	-	None
Memorial City Hall Performance Center		3Rd Floor Great Room - (Per Hr.) Includes Access And Use Of Lobby - Non-Profit	75.00	-	None
Memorial City Hall Performance Center		3Rd Floor Kitchen - Per Event	100.00	-	None
Memorial City Hall Performance Center		Auditorium - Additional Hourly Usage Fee After 10 Hours	100.00	-	None
Memorial City Hall Performance Center		(Saturday 9Am - 11Pm) (Sunday 9Am - 11Pm) - Non-Profit * After 10 Hours, Additional Fees Apply	300.00	-	None
Memorial City Hall Performance Center		(Saturday 9Am - 11Pm) (Sunday 9Am - 11Pm) * After 10 Hours, Additional Fees Apply	350.00	-	None
Memorial City Hall Performance Center		11Pm) - Non-Profit * After 10 Hours, Additional Fees Apply	550.00	-	None
Memorial City Hall Performance Center		11Pm) * After 10 Hours, Additional Fees Apply	800.00	-	None
Memorial City Hall Performance Center		Auditorium Extended Rental (Outside Above Stated Hours Of Operation) (Per Hour)	100.00	-	None
Memorial City Hall Performance Center		Box Office Staff (Per Hour)	25.00	-	None
Memorial City Hall Performance Center		Cameras	100.00	-	None
Memorial City Hall Performance Center		Clean Up Fee	250.00	-	None
Memorial City Hall Performance Center		Custodial Fee (Assessed For Excessive Garbage, Décor, Boxes, Etc.)	Up To \$250	-	None
Memorial City Hall Performance Center		Damage Deposit (Per Event)	250.00	-	None
Memorial City Hall Performance Center		Deposit Per Event	Fees	-	None
Memorial City Hall Performance Center		Event Set-Up On MCH Website For Online Ticket Sales	250.00	-	None
Memorial City Hall Performance Center		MCH Manager Fee (Per Hr. After 5pm)	75.00	-	None
Memorial City Hall Performance Center		MCH Manager Fee (Per Hr. After 5pm) - Non-Profit	50.00	-	None
Memorial City Hall Performance Center		Microphone	50.00	-	None
Memorial City Hall Performance Center		Microphone - Non-Profit	25.00	-	None
Memorial City Hall Performance Center		Piano	400.00	-	None
Memorial City Hall Performance Center		Piano - Non-Profit	300.00	-	None
Memorial City Hall Performance Center		Police Security Fee (Hourly) - No Alcohol (1 - 49 Guests) * No Officer Required	-	-	None
Memorial City Hall Performance Center		Police Security Fee (Hourly) - No Alcohol (100 - 199 Guests) * 2 Officers	90.00	-	None
Memorial City Hall Performance Center		Police Security Fee (Hourly) - No Alcohol (200 - 299 Guests) * 3 Officers	135.00	-	None
Memorial City Hall Performance Center		Police Security Fee (Hourly) - No Alcohol (300 - 399 Guests) * 4 Officers	180.00	-	None
Memorial City Hall Performance Center		Police Security Fee (Hourly) - No Alcohol (400 - 499 Guests) * 5 Officers	225.00	-	None
Memorial City Hall Performance Center		Police Security Fee (Hourly) - No Alcohol (50 - 99 Guests) * 1 Officer	45.00	-	None



City of Marshall  
Comprehensive Fee Schedule FY25

Category	Department	Fee Description	Approved FY25 Fee Amount	Proposed FY26 Fee Amount	Change
Memorial City Hall Performance Center		Police Security Fee (Hourly) - No Alcohol (500 - 599 Guests) *6 Officers	270.00	-	None
Memorial City Hall Performance Center		Police Security Fee (Hourly) - No Alcohol (600 - 699 Guests) * 7 Officers	315.00	-	None
Memorial City Hall Performance Center		Police Security Fee (Hourly) - No Alcohol (700 - 800 Guests) * 8 Officers	360.00	-	None
Memorial City Hall Performance Center		Police Security Fee (Hourly) - W/ Alcohol (1 - 49 Guests) * 1 Officer	50.00	-	None
Memorial City Hall Performance Center		Police Security Fee (Hourly) - W/ Alcohol (100 - 199 Guests) * 3 Officers	150.00	-	None
Memorial City Hall Performance Center		Police Security Fee (Hourly) - W/ Alcohol (200 - 299 Guests) * 4 Officers	200.00	-	None
Memorial City Hall Performance Center		Police Security Fee (Hourly) - W/ Alcohol (300 - 399 Guests) * 5 Officers	250.00	-	None
Memorial City Hall Performance Center		Police Security Fee (Hourly) - W/ Alcohol (400 - 499 Guests) * 6 Officers	300.00	-	None
Memorial City Hall Performance Center		Police Security Fee (Hourly) - W/ Alcohol (50 - 99 Guests) * 2 Officer	100.00	-	None
Memorial City Hall Performance Center		Police Security Fee (Hourly) - W/ Alcohol (500 - 599 Guests) *7 Officers	350.00	-	None
Memorial City Hall Performance Center		Police Security Fee (Hourly) - W/ Alcohol (600 - 699 Guests) * 8 Officers	400.00	-	None
Memorial City Hall Performance Center		Police Security Fee (Hourly) - W/ Alcohol (700 - 800 Guests) * 9 Officers	450.00	-	None
Memorial City Hall Performance Center		Promotion/Sales/Distribution Of Concessions, Merchandise, Novelties, Souvenirs	10% Of Net Sales	-	None
Memorial City Hall Performance Center		Promotions & Advertising (1 Per Event)	50.00	-	None
Memorial City Hall Performance Center		Promotions & Advertising (2 Per 1 Event)	75.00	-	None
Memorial City Hall Performance Center		Sound System - Operator Fee Not Included	100.00	-	None
Memorial City Hall Performance Center		Spotlights - Operator Fee Not Included	50.00	-	None
Memorial City Hall Performance Center		Tablecloths (Each)	7.50	-	None
Memorial City Hall Performance Center		Tables (60' Round)	15.00	-	None
Memorial City Hall Performance Center		Technical Supervisor On-Site For Duration Of Event (Per Hour)	25.00	-	None
Memorial City Hall Performance Center		Theatrical Lighting-Operator Fee Not Included	100.00	-	None
Memorial City Hall Performance Center		Video Projectors/Screen (Auditorium Only) Operator Fee Not Included	100.00	-	None
Memorial City Hall Performance Center		Wireless Clear-Com	100.00	-	None
Miscellaneous		Comprehensive Special Event Permit, 1-20 Vendors	145.00	-	None
Miscellaneous		Comprehensive Special Event Permit, 21-40 Vendors	225.00	-	None
Miscellaneous		Comprehensive Special Event Permit, 41-60 Vendors	305.00	-	None
Miscellaneous		Comprehensive Special Event Permit, 61-80 Vendors	385.00	-	None
Miscellaneous		Comprehensive Special Event Permit, 81-100 Vendors	465.00	-	None
Miscellaneous		Demolition Of A Structure	75.00	-	None
Miscellaneous		Fence Above 6Ft	35.00	-	None
Miscellaneous		Itinerant Vendor Permit (Per Day)	30.00	-	None
Miscellaneous		Moving Of A Structure	125.00	-	None
Miscellaneous		Solar Panel Installation	250.00	-	None
Miscellaneous		Special Event Permit (Per Application, Valid 3 Consecutive Days)	65.00	-	None
Municipal Court		1st Excessive Noise	130.00	-	None
Municipal Court		1st Excessive Noise Muffler	130.00	-	None
Municipal Court		1st No Commercial Drivers License	218.90	-	None
Municipal Court		1st No Liability Insurance	224.00	-	None
Municipal Court		1st No Valid Drivers License	199.90	-	None
Municipal Court		1st Unrestrained Child < 9 Years of Age	12.50	-	None
Municipal Court		2nd Excessive Noise	280.00	-	None
Municipal Court		2nd Excessive Noise Muffler	280.00	-	None
Municipal Court		2nd No Commercial Drivers License	243.90	-	None
Municipal Court		2nd No Liability Insurance	369.00	-	None
Municipal Court		2nd No Valid Drivers License	199.90	-	None
Municipal Court		3rd Or Over Excessive Noise	500.00	-	None
Municipal Court		3rd No Liability Insurance	469.00	-	None
Municipal Court		3rd No Valid Drivers License	199.90	-	None
Municipal Court		3rd Or More Excessive Noise Muffler	500.00	-	None
Municipal Court		4th No Drivers License	199.90	-	None
Municipal Court		4th No Liability Insurance	569.00	-	None
Municipal Court		5th + No Valid Drivers License	199.90	-	None
Municipal Court		5th No Liability Insurance	569.00	-	None



City of Marshall  
Comprehensive Fee Schedule FY25

Category	Department	Fee Description	Approved FY25 Fee Amount	Proposed FY26 Fee Amount	Change
Municipal Court		6th No Liability Insurance	569.00	-	None
Municipal Court		7th No Liability Insurance	569.00	-	None
Municipal Court		8th No Liability Insurance	569.00	-	None
Municipal Court		9th + No Liability Insurance	569.00	-	None
Municipal Court		Administrative Dismissal Fee	10.00	-	None
Municipal Court		Allowing Unlicensed Driver To Drive	119.00	-	None
Municipal Court		Animal At Large	130.00	-	None
Municipal Court		Animal Care	134.00	-	None
Municipal Court		Arrest Fee	5.00	-	None
Municipal Court		Assault By Contact	334.00	-	None
Municipal Court		Assault By Threat	334.00	-	None
Municipal Court		Assault Family Violence	334.00	-	None
Municipal Court		ATV On City Street	119.00	-	None
Municipal Court		Breaking Open Pound	134.00	-	None
Municipal Court		Building Code Violation	84.00	-	None
Municipal Court		Building Maintenance Code	146.00	-	None
Municipal Court		Building Security Fee	3.00	-	None
Municipal Court		Change Lanes When Unsafe	165.90	-	None
Municipal Court		Child Safety Fund	25.00	-	None
Municipal Court		Child Safety Fund D.A.R.E.	25.00	-	None
Municipal Court		Child Safety Seat - TX dot (State Fee)	0.15	-	None
Municipal Court		Commercial Vehicle Violation	165.90	-	None
Municipal Court		Compensation Criminal Victims (State Fee)	15.00	-	None
Municipal Court		Condemned Structure	84.00	-	None
Municipal Court		Cons. Alcoholic Bev. On Prem Lic. Off Prem Cons.	134.00	-	None
Municipal Court		Consolidated Court Cost (State Fee)	17.00	-	None
Municipal Court		Contest Of Speed (Racing)	160.90	-	None
Municipal Court		Correctional Mgmt. Institute (State Fee)	0.50	-	None
Municipal Court		Court Cost	51.25	-	None
Municipal Court		Court Cost (State Fee)	51.25	-	None
Municipal Court		Criminal Mischief	284.00	-	None
Municipal Court		Cross At Point Other Than Crosswalk	150.00	-	None
Municipal Court		Cut Across Property To Make Turn	100.90	-	None
Municipal Court		Cut Corner Left Turn	100.90	-	None
Municipal Court		Defective Brake Lights	100.90	-	None
Municipal Court		Defective Brakes	70.90	-	None
Municipal Court		Defective Headlights	65.90	-	None
Municipal Court		Defective License Plate Light	65.90	-	None
Municipal Court		Defective Tail Lights	65.90	-	None
Municipal Court		Direct Contempt	100.00	-	None
Municipal Court		Discharge Fire Works City Limits	84.00	-	None
Municipal Court		Discharge Weapon In City Limits	200.00	-	None
Municipal Court		Disorderly Conduct - Exposure	334.00	-	None
Municipal Court		Disorderly Conduct Display Firearm	334.00	-	None
Municipal Court		Disorderly Conduct Fighting	334.00	-	None
Municipal Court		Disorderly Conduct Fighting At School	134.00	-	None
Municipal Court		Disorderly Conduct Language	334.00	-	None
Municipal Court		Disorderly Conduct Language At School	134.00	-	None
Municipal Court		Disorderly Conduct Lewd & Unlawful Behavior	334.00	-	None
Municipal Court		Disregard Rail Road Crossing Gate	170.90	-	None
Municipal Court		Disregard Traffic Control Device	100.90	-	None
Municipal Court		Disregarded No Passing Zone	120.90	-	None
Municipal Court		Disruption Of Class	134.00	-	None



**City of Marshall**  
Comprehensive Fee Schedule FY25

<i>Category</i>	<i>Department</i>	<i>Fee Description</i>	<i>Approved FY25 Fee Amount</i>	<i>Proposed FY26 Fee Amount</i>	<i>Change</i>
Municipal Court		Drinking Alcoholic Beverage In Public Place, Proh	200.00	-	None
Municipal Court		Driving On Improved Shoulder	101.00	-	None
Municipal Court		Driving While License Invalid	318.90	-	None
Municipal Court		Drove Around Barricade	134.00	-	None
Municipal Court		Drove In Center Median	100.90	-	None
Municipal Court		Drove On Improved Shoulder	100.90	-	None
Municipal Court		Drove Over Fire Hose	120.90	-	None
Municipal Court		Drove With Out Of State DI For More Than 30 Days	119.00	-	None
Municipal Court		Drove Without Lights When Required	100.90	-	None
Municipal Court		Drove Wrong Side Of Roadway	110.90	-	None
Municipal Court		Drove Wrong Way One Way Street	100.90	-	None
Municipal Court		Electronic Transmission Depicting A Minor	334.00	-	None
Municipal Court		Excessive Speed	100.90	-	None
Municipal Court		Expired Vehicle Registration	109.00	-	None
Municipal Court		Expired Drivers License	119.00	-	None
Municipal Court		Fail To Appear As Witness	134.00	-	None
Municipal Court		Fail To Control Speed Accident	165.90	-	None
Municipal Court		Fail To Dim Head Lights	100.90	-	None
Municipal Court		Fail To Drive In Single Lane	100.90	-	None
Municipal Court		Fail To Give Half Of Road Way	165.90	-	None
Municipal Court		Fail To Hold Food At Proper Temperature	154.00	-	None
Municipal Court		Fail To Identify	284.00	-	None
Municipal Court		Fail To Keep Bicycle On Right Side Of Road	101.00	-	None
Municipal Court		Fail To Obey Direction Officer	115.90	-	None
Municipal Court		Fail To Register Vacant Property	154.00	-	None
Municipal Court		Fail To Report Accident At Once	101.00	-	None
Municipal Court		Fail To Report Change Address To Dps	69.00	-	None
Municipal Court		Fail To Signal 100' Before Turn	100.90	-	None
Municipal Court		Fail To Signal Lane Change	100.90	-	None
Municipal Court		Fail To Stop - Designated Point - Stop Sign	100.90	-	None
Municipal Court		Fail To Stop Accident Fixture	199.90	-	None
Municipal Court		Fail To Stop Accident Hit Moving Vehicle	214.90	-	None
Municipal Court		Fail To Stop Accident Parked Vehicle	214.90	-	None
Municipal Court		Fail To Stop And Render Info/Aid	199.90	-	None
Municipal Court		Fail To Stop Designated Point Red Light	100.90	-	None
Municipal Court		Fail To Yield Right Of Way Emergency Vehicle	199.90	-	None
Municipal Court		Failure To Appear	30.00	-	None
Municipal Court		Failure To Yield -R.O.W Emergency Vehicle	199.90	-	None
Municipal Court		Failure To Yield Right Of Way - Open Intersection	165.90	-	None
Municipal Court		Failure To Yield Right Of Way - Private Drive	165.90	-	None
Municipal Court		Failure To Yield Right Of Way - Red Light	165.90	-	None
Municipal Court		Failure To Yield Right Of Way - Stop Sign	165.90	-	None
Municipal Court		Failure To Yield Right Of Way - Turning Left	165.90	-	None
Municipal Court		Failure To Yield Right Of Way - Yield Sign	165.90	-	None
Municipal Court		Failure To Yield -To Parked Emergency Vehicle	199.90	-	None
Municipal Court		Flashing Red Light Failure To Yield -R.O.W.	165.90	-	None
Municipal Court		Following To Close	165.90	-	None
Municipal Court		Food Protection	130.00	-	None
Municipal Court		Fraudulent Destr Removal Concealment Of Writing	334.00	-	None
Municipal Court		Fugitive App Fund (State Fee)	5.00	-	None
Municipal Court		Go Straight Turn Only Lane	100.90	-	None
Municipal Court		Illegal Burning	134.00	-	None
Municipal Court		Illegal Dumping	84.00	-	None



City of Marshall  
Comprehensive Fee Schedule FY25

Category	Department	Fee Description	Approved FY25 Fee Amount	Proposed FY26 Fee Amount	Change
Municipal Court		Illegal Keeping Of Poultry	130.00	-	None
Municipal Court		Illegal Lane Change No Accident	110.90	-	None
Municipal Court		Illegal Sign	130.00	-	None
Municipal Court		Illegal U-Turn	134.00	-	None
Municipal Court		Improper Left Turn	165.90	-	None
Municipal Court		Improper Right Turn	165.90	-	None
Municipal Court		Improper Solid Rubber Tire	101.00	-	None
Municipal Court		Improper Use Of Horn	66.00	-	None
Municipal Court		Indigent Defense (State Fee)	2.00	-	None
Municipal Court		JC	96.00	-	None
Municipal Court		Judicial Court Training (State Fee)	2.00	-	None
Municipal Court		Judicial Support Fund (State Fee)	6.00	-	None
Municipal Court		Junk Vehicles	84.00	-	None
Municipal Court		Jury Reimb. Svc. Fee (State Fee)	4.00	-	None
Municipal Court		Juv. Crime & Del. Fund (State Fee)	0.50	-	None
Municipal Court		Juvenile Curfew	330.00	-	None
Municipal Court		Leave Child Unattended In Vehicle	234.00	-	None
Municipal Court		Left Turn Wrong Lane	100.90	-	None
Municipal Court		Littering City Street	134.00	-	None
Municipal Court		Local Traffic Fee	3.00	-	None
Municipal Court		Local Truancy And Prevention	5.00	-	None
Municipal Court		Made U-turn On Curve Or Hill	100.90	-	None
Municipal Court		Method Of Collection And Receptacles	146.00	-	None
Municipal Court		Miscellaneous Penal Code Violation	284.00	-	None
Municipal Court		Minor Consuming Alcohol	134.00	-	None
Municipal Court		Minor Driving Under The Influence Alcohol	168.90	-	None
Municipal Court		Minor In Possession Alcohol	134.00	-	None
Municipal Court		Minor In Possession Tobacco Product	219.00	-	None
Municipal Court		Misc. Government Code	134.00	-	None
Municipal Court		Miscellaneous City Ordinance	766.00	-	None
Municipal Court		Miscellaneous Moving Traffic	100.90	-	None
Municipal Court		Municipal Court Building Secur	4.90	-	None
Municipal Court		Municipal Court Technology Fun	4.00	-	None
Municipal Court		Municipal Jury Fund	0.10	-	None
Municipal Court		New Consolidated Court Cost (State Fee)	40.00	-	None
Municipal Court		No Alarm Permit	44.00	-	None
Municipal Court		No Certified Food Manager On Duty	130.00	-	None
Municipal Court		No Drivers License On Demand	69.00	-	None
Municipal Court		No Identification Tag	134.00	-	None
Municipal Court		No License Plate On Trailer	119.00	-	None
Municipal Court		No Motorcycle Endorsement	148.90	-	None
Municipal Court		No Mud Flaps	66.00	-	None
Municipal Court		No Protective Head Gear Motor Cycle	49.00	-	None
Municipal Court		No Seat Belt Child 4-16	66.50	-	None
Municipal Court		No Seat Belt Driver	63.00	-	None
Municipal Court		No Seat Belt Passenger	48.00	-	None
Municipal Court		No Slow Moving Vehicle Emblem	100.90	-	None
Municipal Court		No Stop lamps When Required	100.90	-	None
Municipal Court		No Vehicle Registration Displayed	124.00	-	None
Municipal Court		No White Light On Front Of Bicycle	65.90	-	None
Municipal Court		No/Expired Vaccination Tag	84.00	-	None
Municipal Court		Noise Disorderly Conduct	284.00	-	None
Municipal Court		Noxious Odor Disorderly Conduct	134.00	-	None



City of Marshall  
Comprehensive Fee Schedule FY25

Category	Department	Fee Description	Approved FY25 Fee Amount	Proposed FY26 Fee Amount	Change
Municipal Court		Nuisance	84.00	-	None
Municipal Court		Obscured License Plate	119.00	-	None
Municipal Court		Occupying A Condemned Structure	84.00	-	None
Municipal Court		Omni	6.00	-	None
Municipal Court		Omni City	4.00	-	None
Municipal Court		Only One License Plate	69.00	-	None
Municipal Court		Open Container Alcohol In Vehicle (2Nd) Driver	283.90	-	None
Municipal Court		Open Container Alcohol In Vehicle (1St) Driver	233.90	-	None
Municipal Court		Open Container In Vehicle - Passenger	219.00	-	None
Municipal Court		Operate Food Establishment Without Permit	200.00	-	None
Municipal Court		Operate Unsafe Vehicle	100.90	-	None
Municipal Court		Operate Vehicle With Child In Open Bed	120.90	-	None
Municipal Court		Operate Vehicle With Wrong License Plate or Registration	144.00	-	None
Municipal Court		Operate Vehicle Without License Plate	119.00	-	None
Municipal Court		Over Maximum Height	134.00	-	None
Municipal Court		Overgrown Lot	84.00	-	None
Municipal Court		Parked And Failed To Set Brakes	165.00	-	None
Municipal Court		Parked Facing Traffic	80.00	-	None
Municipal Court		Parked In Fire Lane	130.00	-	None
Municipal Court		Parked In Handicapped Zone	515.00	-	None
Municipal Court		Parked In Lane Of Traffic	80.00	-	None
Municipal Court		Parked In Prohibited Area	150.00	-	None
Municipal Court		Parked Within 15' Of Fire Hydrant	150.00	-	None
Municipal Court		Parking - Cv - Prohibited Area	80.00	-	None
Municipal Court		Parking Lot Back W/O Safety	166.00	-	None
Municipal Court		Parking Miscellaneous	80.00	-	None
Municipal Court		Pass Insufficient Clearance	100.90	-	None
Municipal Court		Pass Stationary Emergency Vehicle	199.90	-	None
Municipal Court		Pass When Unsafe	165.90	-	None
Municipal Court		Passed In No Passing Zone	100.90	-	None
Municipal Court		Passing School Bus	25.00	-	None
Municipal Court		Passing School Bus Loading/Unloading	515.90	-	None
Municipal Court		Plumbing Violations	84.00	-	None
Municipal Court		Police Dept. Overtime Reimbursement	40.00	-	None
Municipal Court		Possession Drug Paraphernalia	334.00	-	None
Municipal Court		Possession Of Illegal Smoking Products	284.00	-	None
Municipal Court		Processing Fee - Defensive Driving	9.90	-	None
Municipal Court		Prohibited Accumulations	2,000.00	-	None
Municipal Court		Prohibited Left Turn	100.90	-	None
Municipal Court		Public Intoxication	334.00	-	None
Municipal Court		Ran Flashing Red Light	100.90	-	None
Municipal Court		Ran Red Light	100.90	-	None
Municipal Court		Ran Stop Sign	100.90	-	None
Municipal Court		Reckless Damage & Destruction	284.00	-	None
Municipal Court		Reckless Driving	236.00	-	None
Municipal Court		Remaining On Premises	214.00	-	None
Municipal Court		Riding On Rear Wheel Only	134.00	-	None
Municipal Court		Right Turn From Wrong Lane Accident	165.90	-	None
Municipal Court		Seat Belt Fines	74.00	-	None
Municipal Court		Sell Single Cigarettes	100.00	-	None
Municipal Court		Selling Without Permit	334.00	-	None
Municipal Court		Sex Orientated Business	230.00	-	None
Municipal Court		Shine A Laser light At Uniformed Safety Officer	334.00	-	None



City of Marshall  
Comprehensive Fee Schedule FY25

Category	Department	Fee Description	Approved FY25 Fee Amount	Proposed FY26 Fee Amount	Change
Municipal Court		Skateboarding Where Prohibited	104.00	-	None
Municipal Court		Smoke In Prohibited Area	134.00	-	None
Municipal Court		Solicitation Without Permit	230.00	-	None
Municipal Court		Special Expense Fee/Deferred	1.00	-	None
Municipal Court		Special Use Permit Violation	200.00	-	None
Municipal Court		Speeding 1-10 Over Limit	100.90	-	None
Municipal Court		Speeding 11-15	110.90	-	None
Municipal Court		Speeding 16-20	120.90	-	None
Municipal Court		Speeding 21-24	145.90	-	None
Municipal Court		Speeding 25 Mph & Over	199.90	-	None
Municipal Court		Speeding Less Than 10 Percent Above Limit	100.90	-	None
Municipal Court		Speeding School Zone	165.90	-	None
Municipal Court		Speeding School Zone 25 Over	199.90	-	None
Municipal Court		Stands Vehicle And Blocks Handicapped Access	515.00	-	None
Municipal Court		State Consolidated Fees	62.00	-	None
Municipal Court		State Moving Violation Fee	0.10	-	None
Municipal Court		State Traffic Fee	30.00	-	None
Municipal Court		State Traffic Fee	50.00	-	None
Municipal Court		Stop In Lane Of Traffic	150.00	-	None
Municipal Court		Street Backed W/O Safety	166.00	-	None
Municipal Court		T V Receiver View Driver	101.00	-	None
Municipal Court		Technology Fund	4.00	-	None
Municipal Court		Texting While Driving	40.00	-	None
Municipal Court		Theft Less Than One Hundred Dollars	334.00	-	None
Municipal Court		Theft Of Service Less Than \$100	334.00	-	None
Municipal Court		Time Pay Fee	2.50	-	None
Municipal Court		Time Pay Fee	10.00	-	None
Municipal Court		Time Pay Fee (State Fee)	15.00	-	None
Municipal Court		Traffic Fund	3.00	-	None
Municipal Court		Truancy Prevention Diversion	2.00	-	None
Municipal Court		Turned When Unsafe	165.90	-	None
Municipal Court		Unapproved Equipment	65.90	-	None
Municipal Court		Unauthorized Glass Coating Material	70.90	-	None
Municipal Court		Unlawful Load Extension To Rear	134.00	-	None
Municipal Court		Unlawful Use Of Engine Brakes; Compression Brakes	200.00	-	None
Municipal Court		Unrestrained Child < 8 Years of Age	148.00	-	None
Municipal Court		Unrestrained Child < 8Yoa 2Nd Or More	74.00	-	None
Municipal Court		Unrestrained Child Under Five	66.50	-	None
Municipal Court		Unrestrained Child Under Two	66.50	-	None
Municipal Court		Unsafe Speed	100.90	-	None
Municipal Court		Unsafe Start Parked, Stopped, Standing Position	100.90	-	None
Municipal Court		Unsecured Load	144.00	-	None
Municipal Court		Unightly Yard Or Lot	84.00	-	None
Municipal Court		Use Of Sidewalk	120.00	-	None
Municipal Court		Use Of Wireless Communication Device In Sz	145.90	-	None
Municipal Court		Victims Comp (State Fee)	35.00	-	None
Municipal Court		Violation Commercial Drivers License Rest.	218.90	-	None
Municipal Court		Violation Continuing Obligation	324.00	-	None
Municipal Court		Violation Drivers License Restriction	68.90	-	None
Municipal Court		Violation Of Burn Ban	434.00	-	None
Municipal Court		Violation Of Promise To Appear	200.00	-	None
Municipal Court		Violation Of Restrictions On Windows	71.00	-	None
Municipal Court		Walking With Back To Traffic	96.00	-	None



City of Marshall  
Comprehensive Fee Schedule FY25

Category	Department	Fee Description	Approved FY25 Fee Amount	Proposed FY26 Fee Amount	Change
Municipal Court		Warrant Fee	50.00	-	None
Municipal Court		Wrong Inspection Sticker Displayed	111.00	-	None
Municipal Court		Wrong Registration Displayed	144.00	-	None
Nursing Home Insp.		Nursing Home / Assisted Living State Inspection	150.00	-	None
Parks & Recreation		Pavilion Rentals - 2 Hours/Per Pavilion (Non-Resident)	30.00	-	None
Parks & Recreation		Pavilion Rentals - 2 Hours/Per Pavilion (Resident)	20.00	-	None
Parks & Recreation		Pavilion Rentals - All Day (8 am - 8 pm) Per Pavilion (Non-Resident)	150.00	-	None
Parks & Recreation		Pavilion Rentals - All Day (8 am - 8 pm) Per Pavilion (Resident)	100.00	-	None
Parks & Recreation/Arena		Contractual Services	30% Of Participant Fee	-	None
Parks & Recreation/Arena		Large Arena (Per Day)	600.00	-	None
Parks & Recreation/Arena		Meeting Rooms	100.00	-	None
Parks & Recreation/Arena		Recreational Vehicle Hookups (Per Day)	20.00	-	None
Parks & Recreation/Arena		Shavings (40Lb. Bag)	6.00	-	None
Parks & Recreation/Arena		Small Arena (Per Day)	350.00	-	None
Parks & Recreation/Arena		Stall Rentals (Per Day)	20.00	-	None
Parks & Recreation/Ballfields		Clean Up/Damage Deposit	250.00	-	None
Parks & Recreation/Ballfields		Field Preparation Per Field - Lions Ball Field/Babe Ruth Ball Field	40.00	-	None
Parks & Recreation/Ballfields		Field Rentals Per Hour (Non-Resident)	35.00	-	None
Parks & Recreation/Ballfields		Field Rentals Per Hour (Resident)	25.00	-	None
Parks & Recreation/Ballfields		Lights Per Hour (Per Field)	20.00	-	None
Parks & Recreation/Ballfields		Operating Agreement -Increasing 1% Each Year	6% Of Gross For Year	-	None
Parks & Recreation/Ballfields		Tournament Staff Per Hour	40.00	-	None
Parks & Recreation/Ballfields		Tournament User Light Fees Per Field Per Day - 3 Hours (6 - 9 pm)	30.00	-	None
Parks & Recreation/Ballfields		Tournaments User Fee Per Field Per Day	100.00	-	None
Parks & Recreation/Ballfields		Tournaments User Fee Per Field Per Day - Non-Resident (8 am - 9 pm)	250.00	-	None
Parks & Recreation/Ballfields		Tournaments User Fee Per Field Per Day - Resident (8 am - 9 pm)	150.00	-	None
Parks & Recreation/Ballfields		Tournaments User Fee Per Field Per Event	100.00	-	None
Parks & Recreation/Ballfields		Tournaments, 10% Of Profit	10% Of Profit	-	None
Parks & Recreation/Ballfields		User Fee Per Team Participating In League Play	100.00	-	None
Parks & Recreation/Golf Course		Annual Membership	721.00	-	None
Parks & Recreation/Golf Course		Cart Storage - Electric Cart (Monthly)	23.70	-	None
Parks & Recreation/Golf Course		Cart Storage - Gas Cart (Monthly)	12.90	-	None
Parks & Recreation/Golf Course		Cart, Rental, 18 Holes	15.50	-	None
Parks & Recreation/Golf Course		Cart, Rental, 27 Holes	20.60	-	None
Parks & Recreation/Golf Course		Cart, Rental, 36 Holes	25.70	-	None
Parks & Recreation/Golf Course		Cart, Rental, 9 Holes	10.30	-	None
Parks & Recreation/Golf Course		City Employee Membership	360.00	-	None
Parks & Recreation/Golf Course		City Run, Tournament Participation Fee Per Person	65.00	-	None
Parks & Recreation/Golf Course		Contractual Services	30% Of Participant Fee	-	None
Parks & Recreation/Golf Course		Driving Range, Large Bucket, W/Monthly Fee	6.70	-	None
Parks & Recreation/Golf Course		Driving Range, Medium Bucket	8.80	-	None
Parks & Recreation/Golf Course		Driving Range, Medium Bucket, W/Monthly Fee	4.60	-	None
Parks & Recreation/Golf Course		Driving Range, Small Bucket	6.20	-	None
Parks & Recreation/Golf Course		Driving Range, Small Bucket, W/Monthly Fee	3.30	-	None
Parks & Recreation/Golf Course		Driving Range, Large Bucket	10.30	-	None
Parks & Recreation/Golf Course		Green Fees - 18 Holes Weekdays	12.40	-	None
Parks & Recreation/Golf Course		Green Fees - 18 Holes Weekends/Holidays	20.60	-	None
Parks & Recreation/Golf Course		Green Fees - 9 Holes Weekdays	7.50	-	None
Parks & Recreation/Golf Course		Green Fees - 9 Holes Weekends/Holidays	15.50	-	None
Parks & Recreation/Golf Course		Green Fees - Monthly	72.10	-	None
Parks & Recreation/Golf Course		Green Fees - Twilight W/ Cart Rental	14.72	-	None
Parks & Recreation/Golf Course		Tournament User Course Rental Fee	350.00	-	None
Parks & Recreation/Golf Course		Tournament User Course Rental Deposit Fee	100.00	-	None



City of Marshall  
Comprehensive Fee Schedule FY25

Category	Department	Fee Description	Approved FY25 Fee Amount	Proposed FY26 Fee Amount	Change
Parks & Recreation/Golf Course		Trail Fees - Daily	6.70	-	None
Parks & Recreation/Golf Course		Trail Fees - Monthly	13.90	-	None
Residential		Above Ground Pool	100.00	-	None
Residential		Accessory Structure Permit Fee (Per Sq. Foot)	0.15	-	None
Residential		Accessory Structure Plan Review	50.00	-	None
Residential		Certificate Of Occupancy	25.00	-	None
Residential		Driveway	35.00	-	None
Residential		Electrical- Others/ Repairs	35.00	-	None
Residential		Electrical- Panel Replacement/ Rewire/ Service- Meter Base Replacement	50.00	-	None
Residential		Electrical, Plumbing, Or Mechanical- New Construction Or Addition	Permit Fee	-	None
Residential		In Ground Pool	200.00	-	None
Residential		Interior/ Exterior Remodel	90.00	-	None
Residential		Irrigation	100.00	-	None
Residential		Mechanical- Replacement/ Repairs	35.00	-	None
Residential		Minor Remodeling	50.00	-	None
Residential		New Construction/Addition/Remodel Permit Fee (Per Sq. Foot)	0.30	-	None
Residential		New Construction/Addition/Remodel Plan Review Permit	100.00	-	None
Residential		Plumbing- Others/ Repairs	35.00	-	None
Residential		Plumbing- Slab Leaks/ Tunneling/ Sewer Main Replacement	50.00	-	None
Residential		Roofing	50.00	-	None
Residential		Window Replacement (Per Window, Minimum \$35)	10.00	-	None
Service Fee		After-Hour Service Fee	45.00	-	None
Service Fee		Courtesy Turn-On Fee	15.00	-	None
Service Fee		Emergency Cut-Off Fee	15.00	-	None
Service Fee		Meter Audit Fee	50.00	-	None
Service Fee		Meter Reread/High Bill Check Fee	15.00	-	None
Service Fee		Meter Reset Fee	45.00	-	None
Service Fee		Meter Tampering Fee	100.00	-	None
Service Fee		Meter Testing/Exchange Fee (1" Or Less)	100.00	-	None
Service Fee		Reconnect Fee	50.00	-	None
Service Fee		Return Trip Service Fee	15.00	-	None
Service Fee		Returned Check / Insufficient Funds	35.00	-	None
Service Fee		Temporary Cut-Off Fee	15.00	-	None
Service Fee		Transfer Fee (Transfer Of Residential Account)	15.00	-	None
Sewer		Access Fee	500.00	-	None
Sewer		Pretreatment, Annual Waste Hauler Permit (Specified Period Not To Exceed 5 Years)	100.00	-	None
Sewer		Pretreatment, Setting Sampler For Industry (Per Trip)	50.00	-	None
Sewer		Pretreatment, Trip Charge For Industry (Per Trip)	10.00	-	None
Sewer		Pretreatment, Waste Hauler Discharge Fee, Residential Waste (Per Gallon)	0.03	-	None
Sewer		Pretreatment, Waste Hauler Discharge Fee, Waste Collected Outside City Limits (Per Gallon)	0.04	-	None
Sewer Rates		Sewer Rates Inside City Limits (Per 1,000 Gallons)	6.43	-	None
Sewer Rates		Sewer Rates Inside City Limits Base Rate	16.01	-	None
Sewer Rates		Sewer Rates Outside City Limits (Per 1,000 Gallons)	12.86	-	None
Sewer Rates		Sewer Rates Outside City Limits Base Rate	32.02	-	None
Sewer Rates - Leigh Annex		Sewer Rates - Leigh Annex (Per 1,000 Gallons)	6.43	-	None
Sewer Rates - Leigh Annex		Sewer Rates - Leigh Annex Base Rate	16.01	-	None
Special Event Fires		Includes Pre-Inspection, Fire Watch, And Apparatus (Per Hour)	50.00	-	None
Water		Access Fee	675.00	-	None
Water Rates		Schedule Of Water Rates Inside City Limits (Per 1,000 Gallons)	5.10	-	None
Water Rates		Schedule Of Water Rates Outside City Limits (Per 1,000 Gallons)	10.20	-	None
Water Rates - Leigh Annex		Schedule Of Water Rates - Leigh Annex (Per 1,000 Gallons)	5.88	-	None
Zoning and Platting Fees		Annexations	675.00	-	None
Zoning and Platting Fees		Minor Plat (Less Than 4 Lots W/No Utility Extension) (\$5.00 Per Lot Not Including County Fees)	675.00	-	None



City of Marshall  
Comprehensive Fee Schedule FY25

<i>Category</i>	<i>Department</i>	<i>Fee Description</i>	<i>Approved FY25 Fee Amount</i>	<i>Proposed FY26 Fee Amount</i>	<i>Change</i>
Zoning and Platting Fees		Planned Unit Developments	50.00	-	None
Zoning and Platting Fees		Preliminary Or Final Plat (\$5.00 Per Lot Not Including County Recording Fees)	50.00	-	None
Zoning and Platting Fees		Printing/ Reproduction (Per Page)	675.00	-	None
Zoning and Platting Fees		Re-Zone/ Variance	675.00	-	None
Zoning and Platting Fees		Right-Of-Way Abandonment	50.00	-	None
Zoning and Platting Fees		Site Plan Review (Nonresidential Only)	50.00	-	None
Zoning and Platting Fees		Specific Use Permit	675.00	-	None
Zoning and Platting Fees		Zoning Verification Letter	50.00	-	None
Wrecker Service Fees		License		750.00	750.00
Wrecker Service Fees		Per car fee on all cars towed at the request of MPD Dispatcher		10.00	10.00
Wrecker Service Fees		Annual inspection fee for each wrecker used in emergency wrecker service		20.00	20.00
Wrecker Service Fees		Duplicate license (if license is lost, destroyed, or mutilated)		2.00	2.00



TO: City Council  
DATE: May 28, 2026  
ITEM #: 10.A  
SUBJECT: Consider approval of the Program Year 2026  
Community Development Block Grant (CDBG).  
(CDBG)

**Recommendation for Action:** Approve the Community Development Block Grant (CDBG) Annual Action Plan and Budget in the amount of \$377,590 for activities to be funded using the Office of Housing and Urban Development's (HUD) Program Year 2026 allocation and unexpended funds from prior years.

**Executive Summary:** The Community Development Block Grant (CDBG) program provides annual non-competitive grants on a formula basis to states, cities, and counties to develop strong communities for low to moderate-income individuals. This is accomplished by meeting at least one CDBG program objective as follows:

- Benefits low to moderate income residents
- Reduces or eliminates slum and blight in low-income neighborhoods
- Meets an urgent need in the community as a result of a natural disaster

Staff, with unanimous approval from the Community Development Advisory Committee, proposes that the following subrecipient activities be funded for Program Year 2026 (June 1, 2026-May 31, 2027) using HUD's Program Year 2026 allocation (\$317,590) and unexpended funds (\$60,000) from prior years as follows:

**Public Services Agencies:**

- Boys & Girls Club: \$12,965 — mentoring, leadership activities, homework help
- Communities in Schools: 5,293 — In-school case management, counseling, dropout prevention
- Literacy Council: \$2,250 — Adult literacy education and job training
- Mission Marshall Food Pantry: \$16,675 — Onsite food pantry
- City of Marshall My Friends Homeless Program: \$5,455 — Assistance with the needs of homeless clients
- New Town Neighborhood Association: \$5,000 — Working with the school administration to provide coats, shoes, and school uniforms for students at Price T. Young

**Neighborhood Development:**

- Habitat for Humanity Housing Rehabilitation: \$100,000 — Critical house rehabilitation
- Virtual Foundation: \$166,434 — The purpose of this grant will be to take a building that Virtual Foundation purchases and to provide funds to assist in rehabilitating and repurposing it into the Opportunity Shelter. It will be brought up to code under the supervision of the City staff and with CDBG and private funds. The purchase of the building is the responsibility of the organization, and CDBG funds will not be committed

until the purchase has been finalized and all zoning regulations have been met. At that time, the funds will be used in conjunction with private funds to renovate the building and reconfigure it as a resource center and shelter within local, state, and federal building, occupancy, and health codes.

- The organization has not purchased a building at this time, and the initial contract will include a clause that states if a purchase has not been finalized within five months, the grant is null and void, and the organization will have to wait for PY 2027 to reapply. This is a reimbursable grant - no money is guaranteed or paid out until legitimate receipts with proof of payment have been given to the City for reimbursement. If the organization is unable to secure a building by November 1, 2026, the City will amend the Annual Action Plan to reallocate the funds to another infrastructure or facility activity. Please also note that an agency's administration, indirect costs, salaries for non-direct services, and office operations are not eligible expenses. Only direct services or purchases within the scope of the contract can be reimbursed.

**City Activities:**

- Program Administration: \$63,518 — Consulting services, staff salary, and general admin expenses

**Focus Area(s):**

**Budget Cost:** \$377,590

**Staff Contact:** Tami Henderson, Community Development Block Grant Coordinator

- Attachments:**
1. PY2026 CDBG Budget - CDAC Approved
  2. 2026 AAP Draft for comment period

**Proposed Budget Approved by CDAC**

Agency	Activity	Proposed Budget
<b>Boys &amp; Girls Club</b>	Mentoring, leadership activities, homework help	\$12,965
<b>Communities in Schools</b>	In-school case management, counseling, dropout prevention	\$5,293
<b>Marshall-Harrison County Literacy Council</b>	Adult literacy education and job training	\$2,250
<b>Mission Marshall: Food</b>	On-site food pantry	\$16,675
<b>City of Marshall My Friends Homeless Program</b>	Assistance with the needs of homeless clients	\$5,455
<b>New Town Neighborhood Association</b>	Working with the school administration to provide coats, shoes, and school uniforms for students at PTY	\$5,000
<b>Public Services Total (Regulatory Maximum 15% of Award)</b>		<b>\$47,638</b>
<b>Northeast Texas Habitat for Humanity</b>	Critical house rehabilitation	\$100,000
<b>Virtual Foundation</b>	Assist in rehabilitation of resource center & shelter	\$166,434
<b>Housing &amp; Public Facilities Improvement Total (Any Additional Carryover Funds to be awarded to Virtual Foundation)</b>		<b>\$266,434</b>
<b>Administration</b>	Consulting services, staff salary, and general admin expenses	\$63,518
<b>Administration Total (Regulatory Maximum 20% of award)</b>		<b>\$63,518</b>
<b>Total with Prior Years' Carry Over</b>		<b>\$377,590</b>

## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

The City of Marshall, Texas, receives annual funding from the U.S. Department of Housing and Urban Development through the Community Development Block Grant Program (CDBG) to assist low-income individuals, households, and neighborhoods. To qualify for these funds, the City must develop a 5-Year Consolidated Plan that outlines community needs and establishes priorities for utilizing CDBG funds. Each subsequent year within the 5-year period Marshall must submit an Annual Action Plan to outline the projects that will be undertaken to address the needs and priorities outlined in the 5-Year Consolidated Plan. For Program Year (PY) 2026, the second year of the 5-Year Consolidated Plan, Marshall will receive \$317,590 to carry out eight activities, plus Program Planning and Administration.

The selection of activities planned for PY 2026 has been guided by the results of resident and stakeholder surveys for the PY 2025-2029 Consolidated Plan, staff's knowledge of the community, windshield surveys, input from the Community Development Advisory Committee, and the capabilities and priorities of local agencies in addressing the needs outlined in the Consolidated Plan. The CDBG staff in Marshall has made a concerted effort to reach out to eligible non-profit organizations to participate in the program. For PY 2026, two new organizations applied for grants and have been selected to participate in the program. The key CDBG initiatives in Marshall include enhancing housing quality, upgrading public facilities, addressing the needs of both housed and unhoused under-resourced populations.

**Decent Housing:** Marshall will continue to provide funding to North East Texas Habitat for Humanity in its program for rehabilitation for homes owned and occupied by low- to moderate-income households. The demand for new affordable housing is significant. Although directly addressing this need exceeds the scope of Community Development Block Grant (CDBG) funding, the City will collaborate with others to identify potential funding sources and lots for new homeownership construction. The CDBG staff will also continue to strengthen its partnerships with the Marshall Housing Authority. Additionally, Marshall will continue to review all applications for Low-Income Housing Tax Credits (LIHTC) and other housing-related projects funded outside of CDBG.

**Homeless and Special Needs Activities:** During PY 2023 and 2024, the CDBG team has made significant progress in identifying and addressing the needs of unhoused individuals and special needs populations in Marshall. The CDBG program continued growing the analysis and actions to address the identified needs. In February 2025, the CDBG Coordinator conducted the first Point In Time (PIT) and Housing Inventory Count (HIC) enumerations of the homeless population and beds available for Marshall. The counts were repeated in 2026 and will be an annual event. The

CDBG team, along with agencies serving homeless and at-risk populations, will collaborate with the North East Texas Homeless Consortium and the Texas Homeless Network to establish a local system of care for both sheltered and unsheltered individuals experiencing homelessness. Given the size of Marshall and its unsheltered population, it is feasible to engage with these individuals regularly to identify and address their specific needs. Currently, the City utilizes CDBG funds to provide direct services to the unsheltered homeless by providing food, socks, jackets, caps, toiletries, backpacks, blankets, and sleeping bags to Marshall's unsheltered. This will be repeated in PY 2026 as part of the City's in-house My Friends Homeless Services Program. Virtual Foundation is also purchasing a property in Marshall to convert to a homeless shelter and transitional living center and will be utilizing PY 2026 CDBG funds to augment private funds for the purchase and renovation of the facility. Communities in Schools provides case management and counseling to at-risk students, including homeless children and their families who may be living in doubled-up conditions, in structures that are unsuitable, or in vehicles.

The City is dedicated to supporting agencies that address the needs of the Special Needs populations, including seniors, individuals with disabilities, veterans, those struggling with substance use or mental health disorders, youth transitioning out of foster care, and victims of domestic violence.

In February 2025, the CDBG Coordinator conducted the first Point In Time (PIT) and Housing Inventory Count (HIC) enumerations of the homeless population and beds available for Marshall. The counts were repeated in 2026 and will be an annual event. Currently, the City utilizes CDBG funds to provide direct services to the unhoused homeless by providing food, socks, jackets, caps, toiletries, backpacks, blankets, and sleeping bags to Marshall's unhoused. The program will continue in PY 2026 and is planned to include bus passes and tokens for use of laundromats. Virtual Foundation, a multi-program nonprofit serving Northeast Texas counties, has begun partnering with Marshall to address the needs of the unhoused and special needs populations. In PY 2025 the organization brought its mobile shower to Marshall for a day for anyone, including the street homeless, to access at no cost. Virtual Foundation is also purchasing a property in Marshall to convert to a homeless shelter and transitional living center and will be utilizing PY 2026 CDBG funds to augment private funds for the purchase and renovation of the facility. The CDBG Coordinator will continue the conversations with TwelveWay residential recovery program for men and East Texas Open Door therapeutic foster care program for youth under CPS care. Both agencies serve special needs populations who would otherwise be homeless. The George Washington Carver Community Center provides hot meals for the homeless once a week, and lunches and programs for the elderly each day, along with providing space for Calabri Health which provides outpatient behavioral health care services to Marshall residents.

**Non-housing Community Development:** Marshall plans to partially or fully fund various activities aimed at enhancing the community by improving residents' living conditions through: (1) the enhancement of public facilities and infrastructure; (2) youth services; (3) initiatives to mitigate the food insecurities; (4) adult literacy education; (5) recreational activities for all ages; (6) senior

services; and (8) other social service needs that may arise from annual applications submitted by nonprofit organizations.

In the past, Marshall has provided support, through the CDBG-CV funding to micro-enterprises and small businesses. Currently, funds are not available to continue this program. However, if demand and funding increase, the CDBG team will evaluate the feasibility of offering assistance to businesses in need. Marshall utilizes all of the allowable 15% of the CDBG allocation for public services.

During PY 2026, Marshall plans to partially fund various activities aimed at enhancing the community by improving residents' quality of life through:

- (1) Youth Services. New Town Neighborhood Association will provide coats, shoes and school uniforms to low-income children at Price T. Young Elementary, located in a CDBG Target Area. Boys and Girls Club will continue to provide after-school programs and tutoring for children in Marshall with CDBG funds helping to support the costs for the low-to moderate-income participants. Communities in Schools will continue to provide a myriad of case management and counseling programs to students through the Marshall ISD schools.
- (2) Adult and Family Services: Mission Marshall will continue to provide needed food through its Food Pantry addressing the needs of those individuals and households with food insecurity. The Literacy Council will continue to provide literacy education for adults in Marshall.
- (3) Homeless Services: As listed in the above section, Marshall's CDBG Coordinator will continue to provide services, meals, and essentials to the unsheltered residents of Marshall through the My Friends Homeless Services Program. In addition, the plan is to work more closely with Communities in Schools and the school district to determine ways in which the program can assist homeless children, youth and their families.

## **2. Summarize the objectives and outcomes identified in the Plan**

*This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.*

The objectives and outcomes for the next year are based on the PY 2025-2029 5-Year Consolidated Plan. They are tailored to each activity and involve the cultivation of collaborations between the CDBG team, potential grant applicants, and potential outside funders.

**Decent Housing:** The objective of decent housing is to facilitate the provision of sound, affordable housing for homeowners in Marshall. The expected outcome for PY 2026 is the rehabilitation of 6 homes. Additionally, The CDBG team will continue to identify and map abandoned dwellings and work to identify private developers willing to address the heir housing issue and acquire/reconstruct/sell the units at affordable prices. The team will continue discussions with TwelveWay an East Texas Open Door regarding the establishment of supportive housing for

special needs groups, particularly youth exiting foster care and adults with substance use disorders.

Marshall does not receive HOME funding. However, the City will strive to provide abandoned lots to developers, State Community Housing Development Organizations (CHDOs), or other builders of affordable housing, such as Habitat for Humanity or similar entities, including those organizations successfully applying for State of Texas HOME funds.

**Activities Addressing Homeless and Special Needs Populations:** The recognition of the needs of homeless individuals has gained prominence in Marshall, and the CDBG team is diligently working to identify the unsheltered population and the resources available to address their challenges. One objective undertaken in PY 2025 has been to ascertain the demographics and locations of homeless individuals, foster relationships with them, and provide immediate assistance, including food, clothing, identification cards, and access to services. At any given time it is estimated that there will be 8-10 unsheltered individuals with a total of 12-16 unduplicated individuals. Some will remain unsheltered, some will find temporary shelter, and others will find permanent shelter. Currently, Virtual Foundation is seeking to purchase a facility to convert to an emergency shelter and/or transitional shelter. CDBG funds will be awarded to the agency for the repurposing of the building.

**Non-Housing Community Development:** Social services aim to empower individuals through literacy education, job training, after-school programs, in-school counseling, and food support. The CDBG team will continue to identify eligible agencies that address the needs of low-income populations and to foster collaborative relationships, which may include providing funding and technical assistance. With partial funding from the PY 2026 CDBG program:

- (1) Boys and Girls Club will provide after school and summer recreational activities and tutoring to 100 children and youth;
- (2) Communities in Schools will provide in-school case management and counseling to 50 students;
- (3) Literacy Council will provide ESL, literacy education, computer and cell phone literacy to 5 adults;
- (4) Mission Marshall will provide food through their food pantry to 750 persons in 500 households;
- (5) New Town Neighborhood Association will provide coats, shoes, and school uniforms to 50 students in need at Price T. Young Elementary School;
- (6) As part of homeless assistance, Virtual Foundation will purchase and repurpose a facility for a resource center for the community along with a shelter/transitional housing to be operational by PY 2027. It is anticipated that at least four social service agencies, including state agencies, will utilize space in the resource center. There will be an estimated 12-16 beds depending on the size of the facility – some will be for individuals and some rooms will be for small families.

### **3. Evaluation of past performance**

*This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.*

The CDBG program has been undergoing a number of improvements during the past 5 years, with a major emphasis on utilizing funds to provide more tangible and lasting benefits to low- to moderate-income residents. The City allocated CDBG funds to enhance the George Washington Carver Community Center (GWC<sup>3</sup>) and Smith Park within the Westside Target Area. George Washington Carver Elementary School was acquired by Anointed Grace, a non-profit organization and then donated to a non-profit created in the Community Center's name. CDBG funds were used to assist in the renovation and repurposing of the school into a community center, park, and office space for other non-profit entities and micro-enterprises. Funds from PY 2023 through PY 2025 CDBG allocations have been utilized for these improvements. Smith Park, one of the oldest parks in the city, was allocated funds for extensive enhancements during PY 2024 to increase its accessibility and appeal to the predominantly lower-income neighborhoods that surround it. The project was delayed and the reconstruction began in April 2026. The City also used general funds to make similar improvements to other city parks over the past three years.

During the program years 2020 through 2025:

- (1) Habitat for Humanity has rehabilitated 65 homes owned and occupied by low- to moderate-income residents, primarily elderly or disabled individuals;
- (2) Various agencies provided broadband access to 632 individuals utilizing CDBG-CV grants, and those services are still active;
- (3) The Boys and Girls Club and Communities in Schools have served 2,684 youth through after-school activities, tutoring, and in-school case management and counseling. The Literacy Council has provided literacy education and job readiness training to 197 adults. Mission Marshall Food Pantry has supplied food to 13,450 individuals.
- (4) As part of the CDBG-CV funding, 44 households received rental and utility assistance;
- (5) Also part of the CDBG-CV funding 160 small businesses received assistance for protective barriers and personal protective items; and
- (6) The park and facility improvements benefited approximately 3,000 individuals each program year, with an approximate 12,000 tallied as new for each new program year.

### **4. Summary of Citizen Participation Process and consultation process**

*Summary from citizen participation section of plan.*

As part of the process for developing the PY 2025-2029 Consolidated Plan, the City conducted a survey in English and Spanish for community response regarding community needs. In addition, another survey concerning fair housing was conducted, also in English and Spanish. Notices for the surveys were posted on the City's website, social media, City's municipal streaming channel, and in the newspaper. The surveys were re-evaluated for planning the 2026 program year. An initial public hearing was conducted February 18, 2025 and at that time the City announced the

planning process for the Annual Action Plan. Input from the community about their needs and concerns was solicited. The funding applications were released at the public hearing, which was immediately followed by a pre-application workshop. The notice for the hearing and pre-application workshop was posted in English and Spanish on the City website, at City Hall and the library and in the general circulation newspaper more than 72 hours before the meeting.

Once HUD released the final award amount for PY 2026 on April 3, 2026, a draft budget was developed and a Community Development Advisory Committee (CDAC) meeting was held on April 21, 2026 to review, alter, and approve the final funding structure. The meeting notice was publicized 72 hours in advance in the general circulation paper and at City Hall and the public was welcomed. Four of the seven CDAC members attended and the PY 2026 budget was discussed and approved. A second public hearing was held on April 28, 2026 to kick off the 30-day public comment period to review and discuss the draft of the PY 2026 Annual Action Plan. The notice was posted in English and Spanish on the City website, at City Hall, at the City library, and in the general circulation newspaper more than 72 hours before the hearing. The 30-day public comment period began on April 27, 2026 and ended at Close of Business on May 27, 2026. The Plan was brought before City Council for approval on May 28, 2026 and the public was given the opportunity to speak about the plan at that time. The City Council meeting's agenda is always posted at least 72 hours prior to the meeting.

For the first time, Marshall's CDBG program hosted a CDBG Day on April 17, 2026 at Lions Park. The purpose was to recognize the program, the Community Development Advisory Committee, all of the agencies receiving funding, and some of the beneficiaries. The event was from 9:30 until noon and notice was given to the newspaper, and on the City's Facebook page. This was an opportunity to get the word out about the importance of the program and of citizen participation. The local radio and television stations attended and interviewed the CDBG Coordinator. A proclamation for CDBG Day was read by a City Councilmember and given to the CDBG Coordinator. There were 13 agencies present including CDBG subrecipients and various state and Council of Governments agencies such as Area Agency on Aging, Veterans Affairs.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The public was given the opportunity to comment on the CDBG program and plans at the two public hearings, during the 30-day public comment period, at City Council on the evening the plan was approved, and during the CDBG Day event. In addition, the CDBG Coordinator is available year-round to receive comments, suggestions, and inquiries from the public. During the PY 2026 planning process the main substance of the comments received included discussions at the Community Development Advisory Committee meeting, which was open to the public, and at the CDBG Day event. At the CDBG Day representatives from local nonprofit and governmental organizations thanked the City for the opportunity and asked that more organized events be held to involve the public and alert the public as to their services. During the CDAC meeting, when

the CDAC approved the budget, the comments that were voiced by all attending members centered around the agreement that no CDBG funds should be used for road reconstruction. The views expressed were that road maintenance and reconstruction should be paid for through tax dollars, not CDBG funds. Specifically, for the roads that the administration recommended, only one did the members feel would be viable if they did decide to vote to expend money on road reconstruction. Homeless needs were also discussed and it was agreed that a new homeless shelter was of vital importance.

**6. Summary of comments or views not accepted and the reasons for not accepting them**  
Marshall makes it a point to accept all comments and views, except those that are discriminatory, derogatory, or vulgar against any individual, group, or organization. If a comment or view is not applicable to the CDBG program, the CDBG Coordinator will refer the statement and the person making the statement to the appropriate department or individual for address the concern. During the PY 2026 planning process, including the public hearings, public comment period and CDBG Day event, all comments were accepted and, when appropriate, were discussed with the person making the comment or stating the views.

## **7. Summary**

The City of Marshall is dedicated to addressing the concerns of its residents and community organizations. The CDBG team not only meets all federal requirements for involving residents in the planning and evaluation of the program but also dedicates significant time outside of City Hall to engage with under-resourced individuals and representatives of agencies that serve them. During PY 2025, the CDBG Coordinator and the CDBG consultant implemented the plan developed in PY 2024 to address the needs of the homeless, based on ongoing one-on-one interactions with unsheltered individuals interviewed. Additionally, the CDBG Coordinator and other staff members have been conducting windshield surveys of the Westside area to assess the need for the demolition and reconstruction of abandoned housing. During these surveys, they have been available to engage with any residents they encounter. Residents are always welcome to visit the CDBG Coordinator at City Hall. Regular conversations with individuals managing social service and housing programs provide further opportunities to understand the needs and concerns of the agencies' clientele.

**PR-05 Lead & Responsible Agencies – 91.200(b) start here**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Coordinator	Tami Henderson	City of Marshall

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The CDBG Coordinator and contract CDBG consultant were responsible for preparing the Consolidated Plan. The CDBG Coordinator is responsible for the administration of the grant program. A contract CDBG consultant supports the Coordinator.

**Consolidated Plan Public Contact Information**

Tami Henderson

CDBG Coordinator

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903-935-4453

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

The City's CDBG Coordinator and CDBG Consultant continue to enhance the level of collaboration and consultation for the advancement of the CDBG Program. The primary areas of greatest focus and concern have been homelessness and affordable housing. The CDBG team consulted with the Texas Homeless Network and North East Texas Homeless Consortium along with TwelveWay residential treatment facility, East Texas Open Door residential facility for youth under CPS care, and the Marshall Housing Authority as an effort to better understand the nature of the problems and of the current solutions. The goal has been, and continues to be, to form a cohesive plan that addresses the unhoused, precariously housed, as well as existing abandoned housing with agencies that are serving these populations though need additional funding and collaborators. During PY 2025, Virtual Foundation contacted the Marshall Housing Authority and City of Marshall and has become an integral part of determinations and solutions. The agency has received funding from Texas Department of Housing and Community Affairs to provide rental assistance to households at risk of eviction and is in the process of securing a facility in which to establish shelter for unhoused individuals and families.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The City's CDBG Coordinator and the CDBG Consultant will continue to identify private health and mental health agencies serving Marshall. Calabri Health is a behavioral health provider with offices located in the George Washington Carver Community Center. The CDBG Coordinator will be reaching out to the organization in PY 2026 to ascertain the level of need in Marshall and how the CDBG program can collaborate. There are no governmental health, mental health, or social service agencies in Marshall. During PY 2024, the CDBG Coordinator began discussions with the executive director of TwelveWay, a residential program for men with substance use disorders and with the executive director of East Texas Open Door, a residential facility for female youth in the CPS system. Discussions are underway to assist both organizations in applying for Texas Emergency Solutions Grants and the Continuum of Care grants through Texas Homeless Network, the Balance of State entity for Texas. Both agencies are interested in expanding their programs to include transitional and permanent supportive housing for those individuals exiting their programs. The CDBG Coordinator will continue to work with the Marshall Housing Authority with the primary purpose of addressing homelessness through various avenues, including homeless individuals and families securing public housing units or Housing Choice Vouchers. The CDBG team has begun discussions with Wiley University about its development of an affordable housing plan and an economic development plan, both of which will involve the acquisition of abandoned properties—single family homes and commercial properties – for redevelopment

maintaining the existing land use. The CDBG Coordinator has interacted with the Mike Loftin of HomeWise, a Community Development Housing Organization and Community Development Financial Institution about infill affordable housing in Westside and the related issue of “heir housing” that is a roadblock to acquiring lots for reconstruction. Virtual Foundation is also discussing with the CDBG team the possibility of the agency to receive State of Texas Home funds to assemble contiguous abandoned houses and lots to build a tiny-house community for transitional and supportive housing. The George Washington Carver Community Center’s board president owns several acres adjacent to GWCCC and is working with the CDBG Team to determine funding avenues and zoning changes to create a tiny-house community for elderly residents. The concept has arisen as a result of the number of elderly individuals who regularly join the programs and meals at the GWCCC.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

During PY 2024, the CDBG Coordinator worked with Texas Homeless Network, the Texas Balance of State agency, to develop a process for conducting Marshall’s own Point in Time (PIT) and Housing Inventory Count (HIC) surveys and recording the findings. Even though Marshall is within the Pro Rata Share area of the North East Texas Homeless Consortium, the PIT and HIC surveys had not included Marshall or Harrison County. As a result, the CDBG Coordinator has conducted the PIT and HIC in Marshall for the past two years and has developed a relationship with the collaborated with Marshall Housing Authority, Mission Marshall and Marshall Police Department to conduct local PIT and HIC surveys and to begin building relationships with the city’s unsheltered population. Creating a program entitled My Friends Homeless Services Program, the CDBG team has been active in addressing the needs of the unsheltered residents in Marshall. This effort, along with on-going and collaborations with Marshall Housing Authority, TwelveWay, East Texas Open Door, Communities in Schools, and Virtual Foundation is the foundation of the collaborative homeless plan. Marshall’s comprehensive homeless plan will have a strong emphasis on the homeless individuals and families through MHA, youth exiting foster care and other unaccompanied youth through ETOD and CIS, adults exiting residential treatment programs or incarceration through TwelveWay. As Virtual Foundation expands its presence in Marshall it will be a primary place for the unsheltered and those leaving the shelter of the other agencies to find shelter, transitional housing and permanent housing. All of this work will be dependent upon the agencies being able to participate in the Continuum of Care program and funding and securing ESG funding from the State of Texas.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate**

**outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

Although Marshall and Harrison County are geographically part of the North East Texas Homeless Consortium, one of Texas' Balance of State local homeless coalitions, the area has not actively participated in the Consortium. Previous City staff did not engage with the Consortium, and currently, there are no active homeless shelters involved. TwelveWay and East Texas Open Doors were unaware of the Consortium and the Continuum of Care program. The CDBG Coordinator and CDBG Consultant have begun efforts to encourage the City of Marshall and local organizations to participate in the Consortium or to establish a Harrison County Coalition for the Homeless. This initiative aims to ensure that Harrison County's Pro Rata share and affiliation with the Balance of State are effectively utilized within Marshall and the county.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

The CDBG Coordinator has continued to expand relationships with TwelveWay Residential Treatment Facility, East Texas Open Door foster care housing facility, and the Tracy Andrus Foundation's homeless shelter, which is currently closed for renovations but will reopen once it meets local, state, and federal Housing Quality Standards. In addition, the arrival of Virtual Foundation to Marshall has opened avenues for programs addressing the unhoused and addressing the number of uninhabitable abandoned houses. These two overlapping issues need to be addressed in a cohesive manner and the CDBG team is working with Virtual Foundation to develop a plan to reconstruct affordable housing, and construct shelters and transitional housing. TwelveWay also offers a form of permanent supportive housing for program graduates who continue to require subsidized or supportive housing. East Texas Open Door operates on a group housing model, providing supportive housing for female youths in foster care. The organization owns three additional structures within the same block and is in the process of developing plans to open one house for female youths exiting their foster care program or foster care in general. The other two houses are being considered for replicating the foster care program into transitional housing for male youths. With the completion of George Washington Carver Community Center's renovations, more health and social service agencies are moving into the office space that the community center provides. Calibri Health is a tenant at the center and is a behavioral health provider. The CDBG team anticipates that CDBG Days will be at least an annual event, if not semi-annual, and will alert service providers to the need, potential funding, and available space and to alert the public to the location and service of the existing service providers.

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?
Marshall Authority Housing	PHA	Public Housing Needs Homeless	MPH was consulted by phone, email and in person by two people to provide information for the Con Plan and to contribute to the City's new homeless analysis and plan. The anticipated outcomes were met.
Virtual Foundation	Housing & Social Service	Homeless, Housing	Virtual Foundation was consulted by phone and in person several times in PY 2025 to collaborate with the CDBG team in the areas of shelter, housing, and support services for the unhoused and precariously housed as well as the abandoned houses that could be renovated to provide affordable housing.
Texas Network Homeless	CoC	Homeless	THN was consulted by phone and email regarding the homeless needs in the community, the City's needs to address homelessness, the CoC process, and the PIT and HIC counts. These were initial and intermediate consultations as part of the development of the homeless services plan. The anticipated outcomes were met.
NET Habitat for Humanity	Housing Agency	Housing Needs	NET Habitat for Humanity was consulted regarding the construction of homes for Habitat clientele, the availability of land, and the roadblocks to their developing more houses. Also, as a subrecipient conducting minor to moderate home repair, to determine the level of repairs needed in the houses owned by the applicants coming for services. Are the houses in worse condition than anticipated? The anticipated outcomes were met.
NET Consortium Homeless	Homeless Coalition	Homeless Needs & services	The Homeless Consortium was consulted regarding the regional level and needs of the homeless, ways in which Marshall can dovetail with the work being done in Gregg County; how to best conduct the PIT and HIC; what agencies in Harrison County have applied for CoC funds through the Consortium. The participation is a work in progress but the anticipated outcomes were met.

Twelveway	Shelter, Permanent Supportive Housing, Recovery Center	Homeless Needs & Services	The organization provides shelter to men exiting incarceration and those with substance use issues. The director was consulted regarding the services, particularly the permanent supportive housing aspect, to determine information about need, and magnitude of the homeless issue in Marshall and to determine forms of collaboration that might be useful to the CDBG team and the agency. The anticipated outcomes were met.
East Texas Open Doors	Housing for homeless and Foster Care youth	Homeless needs & services	This organization currently provides housing and support for CPS youth and homeless youth. The agency provided information on homeless youth and those aging out of foster care and committed to collaborating with the CDBG team in addressing the issues around unhoused youth. The anticipated outcomes were met.
Wiley University	Community Development, University	Community Development	Wiley University and the City engaged in conversations regarding properties around the community that would be beneficial to rehabilitate for affordable housing, public service agencies and economic development efforts, business incubators, with the use of CDBG and other public and private dollars. One piece of the discussions was the development of a cooperative alliance to improve the New Town area. The anticipated outcomes were met.
Tracy Foundation	Andrus Homeless Shelter & Services	Homeless Needs & Services	TAF and the City engaged in conversations regarding the plans for TAF to renovate the old city jail and fire station into a homeless shelter and multi-service center for homeless individuals. The anticipated outcomes were partially met.
HomeWise	Affordable Home Builder and CDFI	Affordable Housing	The City and CEO Mike Loftin discussed HomeWise and how the organization might be able to purchase abandoned lots to develop infill housing for low- to moderate income. The anticipated outcome of introductions and beginning talks were met.

**Table 2 – Agencies, groups, organizations who participated**

**Identify any Agency Types not consulted and provide rationale for not consulting**

All agencies that provide programs and services within the scope of the Consolidated Plan were consulted. There are many types of agencies not consulted because they do not have a presence

in Marshall.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Texas Homeless Network	The goals of the THN and Marshall overlap as Marshall develops a viable homeless assistance plan, beginning with conducting PIT and HIC surveys annually and identifying agencies for which CDBG and other grants could be available
MHA 5-year and Annual Plan	Marshall Housing Authority	The goals of the City’s Strategic Plan and those of MHA’s Plan complement and overlap in the areas of affordable housing and housing for the homeless.
Harrison County Broadband Study and Action Plan	East Texas Council of Governments	The goals regarding broadband enhancements in the City’s Strategic Plan were informed by this study and overlap the county-wide identified needs and plans.
Harrison County Solutions Report	East Texas Council of Governments	2024 Accomplishments in several needs areas for Marshall and Harrison Co. The goals of the Strategic Plan were informed by the data and initiatives particularly in the areas of the environment, transportation, senior services and workforce development.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

Marshall has developed a Citizen Participation Plan for the CDBG program, which is reviewed annually and updated as necessary. The CDBG staff ensures that the plan complies with federal regulations and is followed during the development of Consolidated Plans, Annual Action Plans, Consolidated Annual Performance and Evaluation Reports (CAPERs), Environmental Reviews, and other activities that involve formal community participation.

During the development of the 5-Year Consolidated Plan, Marshall conducted a survey in both English and Spanish to gather community feedback regarding local needs. Additionally, another survey focused on fair housing was conducted, also in English and Spanish. Notices for the surveys were posted on the City's website, social media platforms, the City's municipal streaming channel, and in the local newspaper. Both residents and stakeholders were encouraged to participate in the surveys. The results of these two surveys serve as the starting point for the determination of the current year's needs. For the PY 2026 Annual Action Plan, an initial public hearing was held on February 18, 2026, during which the City announced the planning process for the Annual Action Plan and provided a pre-application workshop at the end for potential subrecipients. Community input regarding needs and concerns was actively solicited. The notice for the hearing with the pre-application workshop was posted in both English and Spanish on the City website, at City Hall, in the library, and in a general circulation newspaper more than 72 hours prior to the hearing. A second public hearing was conducted on February xx, 2026 to provide another opportunity for input from the community. Another public notice was published more than 72 hours before the hearing.

Once HUD released the final award amount for PY 2026 on April 3, 2026, a draft budget was developed, and the Community Development Advisory Committee met on April 21, 2026, to review, modify, and approve the proposed line items. The meeting notice was publicized 72 hours in advance, and the public was invited to attend. A second public hearing took place on April 28, 2026, to present the final funding plans for PY 2026 and initiate the 30-day public comment period for review of the final draft of the PY 2026 Annual Action Plan (AAP). Notices for the hearing were posted in both English and Spanish on the City website, at City Hall, at the City

library, and in the general circulation newspaper more than 72 hours before the meeting. The 30-day public comment period commenced on April 28, 2026, and concluded at the close of business on May 27, 2026. The Plan was presented to the City Council for approval on May 28, 2026, during which time the public was given the opportunity to provide input. The City Council meeting agenda is always posted at least 72 hours prior to the meeting.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public notices (3)	Spanish & broad community	Newspaper, website, library, city hall postings in English & Spanish	Not Applicable	Not Applicable	Marshalltexas.net Mashallnewsmessenger.com
2	Public Hearings (3)	Broad Community			All comments were accepted	
3	CDBG Day Rally	Broad Community			All comments were accepted	Marshalltexas.net Mashallnewsmessenger.com Marshall Facebook
4	CDAC meeting	Committee, broad community		Discussion/decision about funding	All comments are accepted	Marshalltexas.net Mashallnewsmessenger.com
5	City Council Meeting	Broad Community	Website, library, city hall			Marshalltexas.net

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The City of Marshall will receive \$317,590 in PY 2026 CDBG funds. This is a slight increase over PY 2025. It is expected that there will be at least \$60,000 in carryover funds from two PY 2025 projects. In addition, the Smith Park project may have up to \$49,000 in unspent funds that will be carried over to the facility project in PY 2026. The \$49,000 is being held at this time as contingency funds for the Smith Park project and any remaining funds will be allocated to the PY 2026 facility project.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	HUD	Public Services, Facilities, Housing Rehab, Administration	317,590	0	\$60,000	377,590	930,000	3 yrs left after this for Con Plan, estimate \$310,000 x 3

Table 5 - Expected Resources – Priority Table

#### Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The CDBG program does not impose a matching requirement. The PY2026 allocation along with an estimated \$158,795 in carryover funds, will be utilized to enhance and leverage both City and non-profit resources for public services, housing programs, facility improvements, and CDBG program management. Due to restriction limiting total public service allocations to 15% of the current year’s allocation, the CDBG program can only provide a small amount of funding to each agency, leaving the remaining costs to be funded by other sources. The investment ratio for these services is approximately 1:4 or 1:5, indicating that for every dollar of CDBG funding, there are four to five dollars of other (usually private) investment.

While the City allocates CDBG funds to cover the total cost of housing rehabilitation by Habitat for Humanity, the organization also leverages private funds to cover project management expenses. Marshall CDBG funds cover the entire cost of a dwelling's rehabilitation; however there are several eligible residences that are also rehabilitated with other funds.

CDBG funds will be allocated to Virtual Foundation for the development of a homeless shelter. \$166,434, plus any additional carryover funds from the PY 2025 Smith Park project, will be augmented with between \$150,000 and \$250,000 from other sources for the purchase of the facility to be repurposed and renovated..

Administrative funds will be allocated to a CDBG consultant who will assist staff in managing the program and cover approximately one-fourth of the in-house costs for salaries and supplies.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

No publicly owned property in Marshall will be utilized to meet the needs outlined in the plan.

**Discussion**

During PY 2026 Marshall will continue to fund the housing rehabilitation program and the public service agencies funded in PY 2025. New Town Neighborhood Association is a new applicant and will receive public services funds to assist low- to moderate-income children attending Price T. Young Elementary School. Additionally, Virtual Foundation will be purchasing a property to repurpose and renovate as a resource center for low- to moderate-income Marshall residents and an emergency shelter/transitional housing for persons being evicted or currently unsheltered. All public service activities will total no more than 15% of the PY 2026 award, and administration, will be limited to 20% of the award.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Services	2025	2029	Non-Housing Community Development	City-wide	Youth Services Adult Education Food Pantry Services Subsistence Payments Substance Abuse	\$47,628	Public service Activities other than Low/Moderate Income Housing Benefit (not including homeless assistance)
2	Homeless Assistance Programs	2025	2029	Homeless Assistance	City-wide	Homelessness	\$5,455	Homelessness Prevention and Assistance ( <b>as part of Public Services</b> )
3	Housing Rehabilitation	2025	2029	Affordable Housing	City-wide	Housing Rehabilitation	\$100,000	Homeowner Housing Rehabilitation
4	Public Facilities	2025	2029	Non-Housing Community Development	Westside	Public Facilities	\$166,434	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit
5	Administration	2025	2029	Administration	City-wide	Program Administration	\$63,518	Administration

**Table 6 – Goals Summary**

#### Goal Descriptions

	<b>Goal Name</b>	Public Services
	<b>Goal Description</b>	The goal is to fund various public service agencies to improve the quality and capacity of services to the LMI population in the areas of food provision, literacy education, youth services, and other needs being addressed by local service agencies.
2	<b>Goal Name</b>	Homeless Assistance Programs
	<b>Goal Description</b>	As part of the Public Services cap, the goal is to provide assistance to unsheltered persons in Marshall with sustenance, shelter/housing placement, transportation, proper identification cards, and other vital services.
3	<b>Goal Name</b>	Housing Rehabilitation
	<b>Goal Description</b>	The goal is to fund qualified agencies to rehabilitate owner-occupied homes within the City of Marshall, particularly those owned by elderly or disabled. The primary focus is minor to moderate rehabilitation and ADA compliance retrofits
4	<b>Goal Name</b>	Public Facilities
	<b>Goal Description</b>	The goal is to repurpose and renovate facilities that house programs serving the low- to moderate-income communities located in the Westside area or low- to moderate income persons, including the unhoused, located anywhere within the city limits of Marshall. These include community centers, parks, recreation spaces, warming and cooling stations, homeless shelters, transitional housing, permanent supportive housing, or other facilities.
	<b>Goal Description</b>	The goal is to better serve the needs of the low- to moderate-income by providing accessible locations to gather for activities or for shelter.
5	<b>Goal Name</b>	Program Administration
	<b>Goal Description</b>	The goal is to constantly improve the administration and management of the CDBG Program.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

Marshall will provide funding up to the maximum allowable amount—15% of the PY 2026 allocation—to six public services aimed at enhancing the resilience of residents in greatest need: youth, individuals with limited reading skills, those experiencing food insecurity, and the unhoused. Additionally, Marshall will allocate funds to North East Texas Habitat for Humanity for the rehabilitation of owner-occupied homes; and to Virtual Foundation to assist in purchasing a building and repurposing it into a shelter for the homeless; and for program administration. These initiatives will be financed through the PY 2026 allocation of 217,590 supplemented by an estimated \$158,795 in carry-over funds. Should additional funds be carried over from previous years, adjustments will be made to projects that do not have regulatory caps. These initiatives align with the City’s plans for the 5-Year Consolidated Planning period, focusing on the needs of the most under-resourced residents and areas in Marshall. The Program Administration funds will be utilized to manage the CDBG program and to continue the planning initiated in 2024 to address both homelessness and the issues of abandoned housing and residential lots.

#### Projects

#	Project Name
1	Boys & Girls Club
2	Communities in Schools
3	Harrison Co. Literacy Council
4	Mission Marshall Food Pantry
5	Homeless Assistance
6	New Town Children Assistance
7	NET Habitat for Humanity
8	Virtual Foundation Opportunity Shelter
9	Program Administration

Table 7 - Project Information

#### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The reasons for the allocation priorities are data accessed from the American Community Survey and other sources, responses from last year’s community surveys, and availability of agencies that have the capacity and applied for funding. The lack of agencies addressing the needs of the marginalized population is the greatest obstacle that Marshall faces. This is coupled with the 15% mandatory cap on public services in a jurisdiction that only receives approximately \$300,000.

## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	Boys & Girls Club
	<b>Target Area</b>	City-wide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	After school services for youth and children
	<b>Funding</b>	CDBG: \$12,965
	<b>Description</b>	The Boys and Girls Club of Big Pines will provide after-school services to 100 youth. Services will include, among other activities, mentoring, leadership activities, tutoring and help with homework.
	<b>Target Date</b>	5/31/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 low- to moderate-income at-risk youth in approximately 75-80 families.
	<b>Location Description</b>	1500 Positive Place, Marshall TX and serving low- to moderate-income youth city-wide.
	<b>Planned Activities</b>	Services will include, among other activities, mentoring, leadership activities, tutoring and help with homework. Recreational activities will also be available.
2	<b>Project Name</b>	Communities in Schools
	<b>Target Area</b>	City-wide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Youth services – case management for at risk youth
	<b>Funding</b>	\$5,293
	<b>Description</b>	Support salaries for in-school counselors providing case management and assistance to at-risk youth
	<b>Target Date</b>	5/31/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The program will serve 50 youth in approximately 40 families
	<b>Location Description</b>	1608 E End Blvd N Marshall TX 75670

	<b>Planned Activities</b>	Provide case management and counseling to 50 at risk youth in Marshall ISD schools
<b>3</b>	<b>Project Name</b>	Harrison County Literacy Center
	<b>Target Area</b>	City-wide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Adult Education – ESL education, basic skills, job readiness education
	<b>Funding</b>	CDBG: \$2,250
	<b>Description</b>	Provide assistance to 5 adults for literacy education, GED/employment preparation and training in adult basic skills to prepare adults for employment at a livable wage or improve their reading ability to better manage in the community.
	<b>Target Date</b>	5/31/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Literacy Center will provide services to 5 adults with either limited literacy or English as Second Language in approximately 4 families.
	<b>Location Description</b>	114 E Grand Ave, Marshall TX and will serve adults city-wide.
	<b>Planned Activities</b>	The Literacy Center will provide ESL, general literacy education, and GED classes as well as other adult basic education and job readiness classes to 5 adults.
<b>4</b>	<b>Project Name</b>	Mission Marshall Food Bank
	<b>Target Area</b>	City-wide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Nutritious food to address food insecurity of low-income households
	<b>Funding</b>	\$18,675
	<b>Description</b>	Mission Marshall Food Bank will provide on-site or delivered supplemental or emergency food to 750 persons in approximately 500 households
	<b>Target Date</b>	5/31/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 500 low-income households, including 10 homeless households.
	<b>Location Description</b>	2109 S. Washington Ave, Marshall TX and will serve residents city-wide

	<b>Planned Activities</b>	The City will provide funding to Mission Marshall to secure and distribute food to needy families and individuals throughout the city. Funding will assist in supporting direct-service staff.
5	<b>Project Name</b>	Homeless Assistance
	<b>Target Area</b>	City-wide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Identifying and assisting homeless individuals and households
	<b>Funding</b>	\$5,455
	<b>Description</b>	The City of Marshall will manage the program to provide essentials to homeless individuals and families, prepare identification cards for them, provide transportation
	<b>Target Date</b>	5/31/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 12-16 homeless households will be assisted.
	<b>Location Description</b>	401 S. Alamo Blvd, Marshall TX 75670
	<b>Planned Activities</b>	The City will provide funding to identify and assist homeless persons in Marshall by providing sustenance, socks, caps, backpacks, thermal blankets, bus & laundry tokens, and assistance in registering for the MPA housing lists
6	<b>Project Name</b>	New Town Children Assistance
	<b>Target Area</b>	CDBG Target Areas
	<b>Goals Supported</b>	Youth services
	<b>Needs Addressed</b>	The association will provide shoes, coats, and uniforms to children at Price T. Young Elementary who the school has determined are low-income and at the greatest need
	<b>Funding</b>	CDBG: \$5,000
	<b>Description</b>	Price T. Young Elementary is located in the Westside CDBG Target Area and has a very high percent of very low- and extremely low-income students. The program will provide shoes, coats and uniforms to the children that the school identifies as in the greatest need.
	<b>Target Date</b>	5/31/2027

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 50 to 75 children in 40-60 households will benefit
	<b>Location Description</b>	508 University Ave, Marshall TX 75670
	<b>Planned Activities</b>	Provide shoes, coats, and uniforms for school children in need
<b>7</b>	<b>Project Name</b>	NET Habitat Housing Rehabilitation
	<b>Target Area</b>	City-wide
	<b>Goals Supported</b>	Housing Rehabilitation
	<b>Needs Addressed</b>	Owner Occupied Housing Rehabilitation
	<b>Funding</b>	CDBG: \$100,000
	<b>Description</b>	Provide minor and moderate critical rehabilitation to approximately 5 homes owned and occupied by low- to moderate-income residents throughout the city.
	<b>Target Date</b>	5/31/2027
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	6 households, including an estimated 2 families and 4 individuals in owner-occupied homes, most being elderly and/or disabled, will benefit from having critical repairs to make their homes safer and more energy efficient.
	<b>Location Description</b>	Habitat for Humanity, 905 McCann Rd, Longview TX and will provide services city-wide in Marshall.
	<b>Planned Activities</b>	Fund Habitat for Humanity to conduct minor to moderate rehabilitation of 6 owner-occupied homes.
<b>8</b>	<b>Project Name</b>	Virtual Foundation Opportunity Shelter
	<b>Target Area</b>	City-wide
	<b>Goals Supported</b>	Homeless Assistance
	<b>Needs Addressed</b>	Shelter for 12-16 for unsheltered Marshall residents
	<b>Funding</b>	\$166,434
	<b>Description</b>	Assist in the purchase and repurposing of a property to become a community resource center and a homeless shelter
	<b>Target Date</b>	5/31/2027

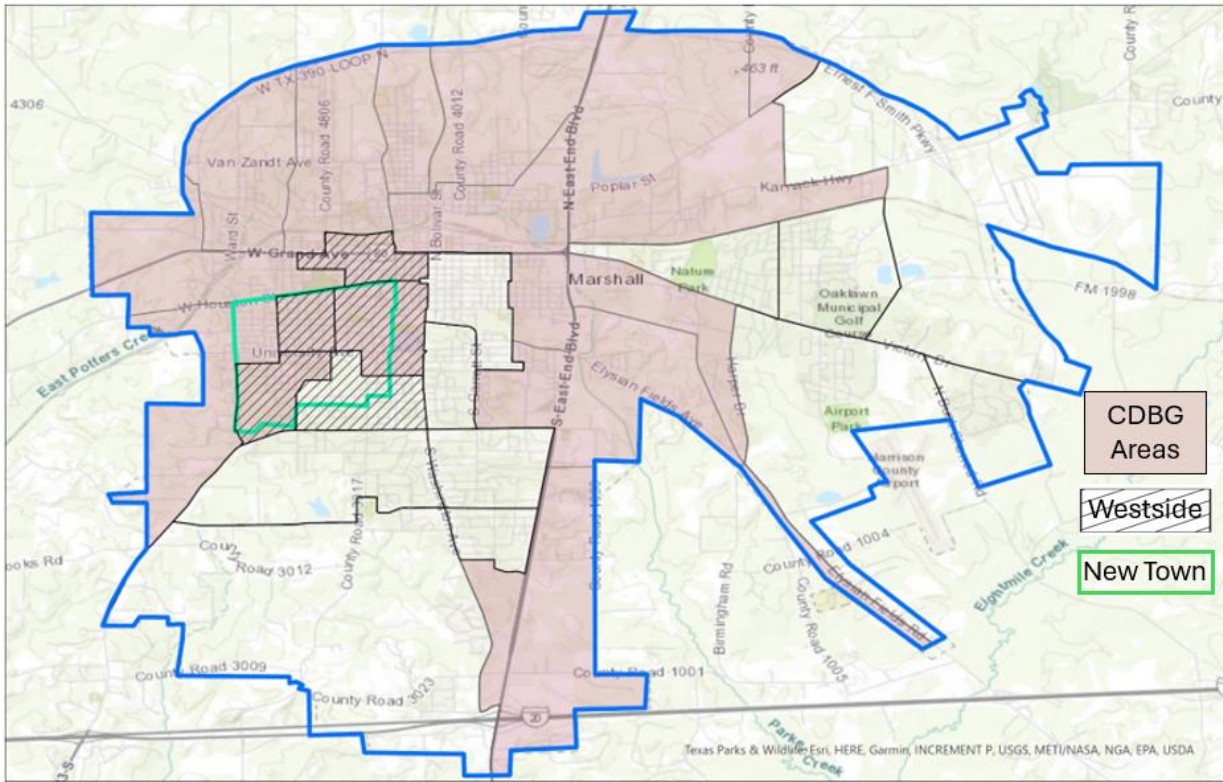
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	24 individuals in 14 low- to moderate-income households utilizing the resource center and 8-12 unsheltered accessing the resource center becoming residents of the accompanying shelter.
<b>Location Description</b>	Marshall TX, agency located at 211 Mill St, Pittsburg TX; the proposed location is 401 N. Alamo. The purchase has not been completed at this time. If the purchase falls through, another site will be purchased.
<b>Planned Activities</b>	To purchase and repurpose a property to provide shelter for the unsheltered adults and families; the plan is to renovate the front building as a resource center for any low- to moderate-income Marshall residents, and the rear building as a shelter for the unhoused.
<b>Goals Supported</b>	Program Administration
<b>Needs Addressed</b>	Not Applicable
<b>Funding</b>	\$63,518
<b>Description</b>	Provide program management, planning and administration for Marshall's CDBG program.
<b>Target Date</b>	5/31/2027
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Not Applicable
<b>Location Description</b>	401 S. Alamo Marshall, TX 75670
<b>Planned Activities</b>	Administer and manage the CDBG Program, work with area stakeholders to develop viable plans for increased affordable housing, homeless enumeration/shelter/services, economic development, and area-based improvements.

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

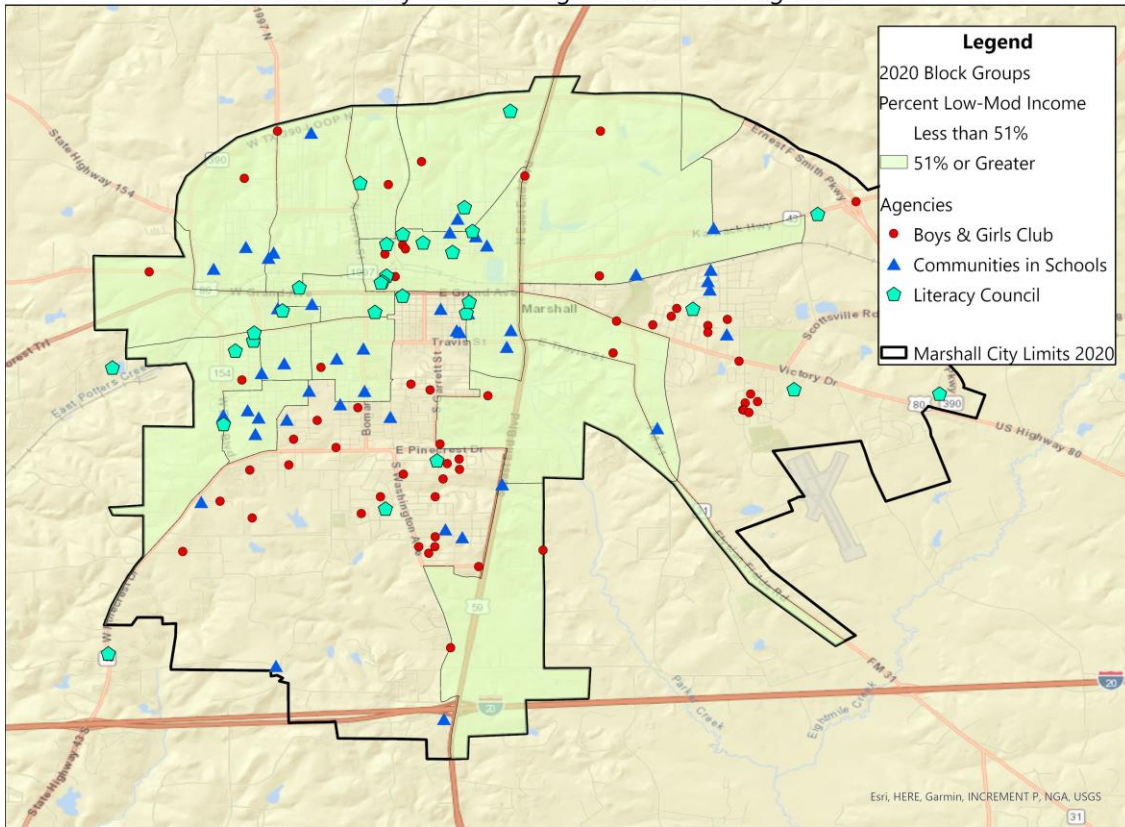
As part of the development of the PY 2025-2029 Consolidated Plan, the City identified a cohesive Target Area, designated as Westside, which encompasses four predominantly residential Census block groups with a total population of 4,318 residents. This area is bounded by block group boundaries, with Washington Avenue to the east, Martin Luther King Boulevard to the west, West Grand Avenue (Hwy 80) to the north, and Pinecrest Drive (Hwy 43) to the south. Westside has the highest concentration of low- to moderate-income households, with 61.8% of residents falling into this category, and this figure can rise to 85.6% in certain block groups. Additionally, the area boasts a significant BIPOC population, comprising 83.1%, with two of the block groups being entirely BIPOC. The demographic breakdown from the most current ACS reveals that 66.7% of the population is African American, while 14.7% is Hispanic. Westside also has the highest concentration of older housing, with 27.7% of homes constructed before 1950. Furthermore, it has the highest percentage of overcrowded housing units, at 10.1%. Nearly half of the households in this area experience a housing cost burden, spending more than 30% of their income on housing. The area faces a 20% vacancy rate, with most vacancies attributed to reasons other than being for sale, for rent, sold or rented but not occupied, or designated for seasonal or migrant use. The New Town Neighborhood overlaps significantly with the Westside area and has an active Neighborhood Association that can facilitate the implementation of projects within this overlapping region. For PY 2026, New Town Neighborhood will be providing shoes, coats, and school uniforms to children at Price T. Young Elementary School whom the school staff have determined are low- to moderate-income and in greatest need. Price T. Young Elementary is located in the Westside Target Area and within the New Town Neighborhood.

For PY 2026, none of the activities are restricted to low- to moderate-income areas, however the majority of beneficiaries traditionally have lived west of US 59 or north of Hwy 80/Grand Avenue. The maps below show the location of the CDBG Target Areas, Westside Target Area, New Town Neighborhood, as well as the addresses of beneficiaries historically over the past 3 years.

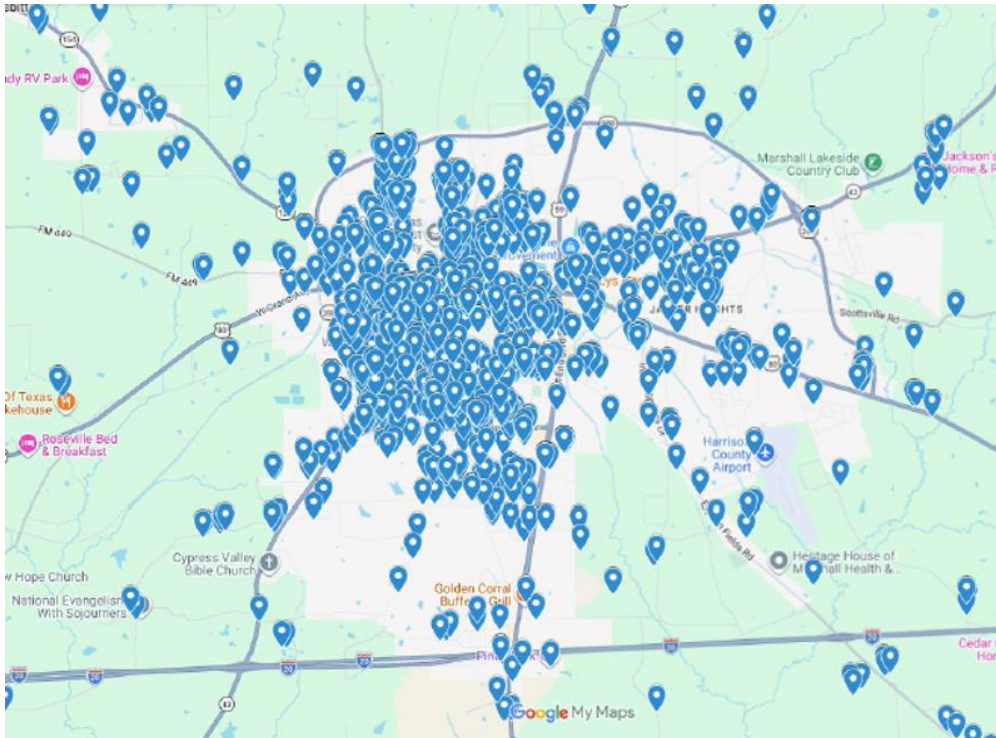


Map 1 – CDBG Target Areas with Westside Target Area and New Town Neighborhood Highlighted

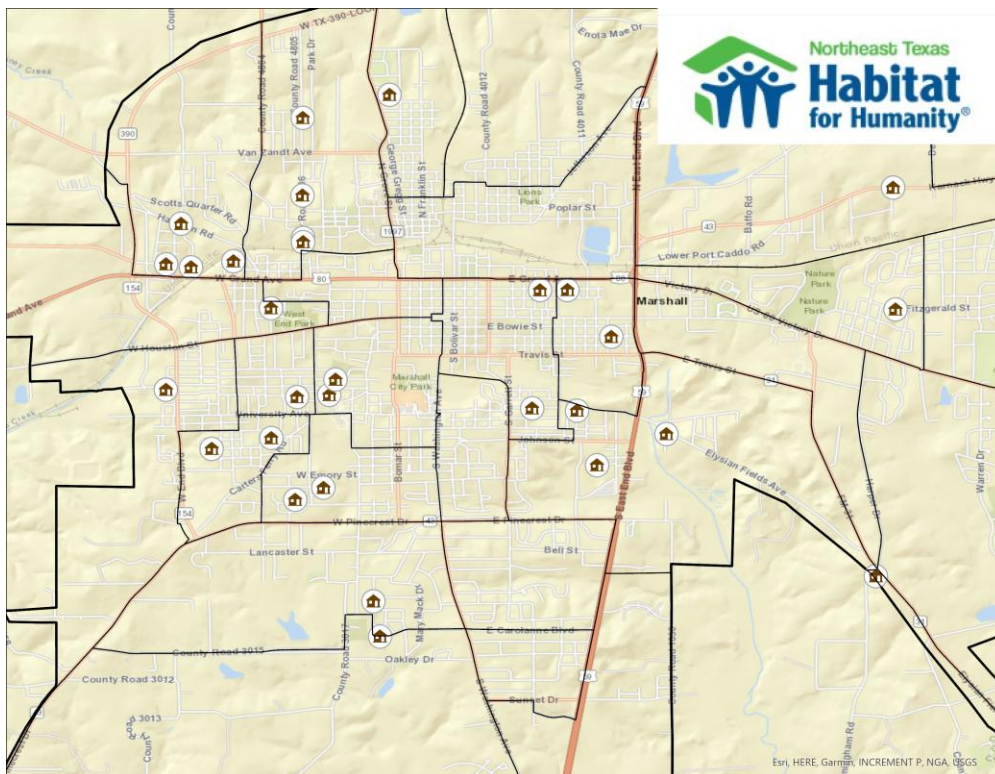
Clients funded by CDBG through Educational Programs



Map 2 – CDBG-funded Public Service Clients 2022-2025



Map 3 – Food Recipients through CDBG funding to Mission Marshall 2022-2025



Map 4 – Homes Rehabilitated by Habitat for Humanity using CDBG Funds 2022-2025

## Geographic Distribution

Target Area	Percentage of Funds
Citywide	100%

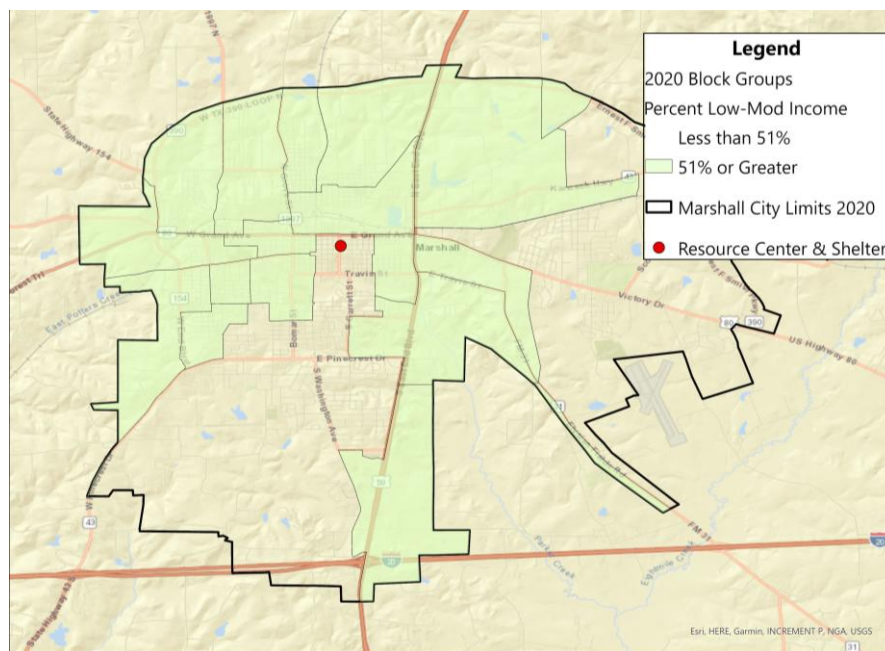
**Table 8 - Geographic Distribution**

### Rationale for the priorities for allocating investments geographically

For PY 2026, all of the activities will be public services, housing rehabilitation, or a homeless facility, none of which are area-based projects. On-hundred percent of non-administrative funds will be used to serve any eligible low- to moderate-income resident of Marshall. The location of the proposed homeless shelter has not been finalized at this time, however the project will be a limited clientele project – LMI clientele for the resource center and “presumed clientele” for the shelter. Therefore, the project is not area-based. However, as can be seen in the maps above, a majority of the prior years’ clients have resided in CDBG Target Areas. The proposed location, which is under negotiation at this time is surrounded on three sides by CDBG Target Areas.

### Discussion

With the completion of the renovations to George Washington Carver Community Center and Smith Park, there are no proposed area-based projects for PY 2026. The only structure that will be funded in part with CDBG funds will be the proposed homeless shelter. The building to be purchased has not been identified and the project, though locational, is not an area-based project but a LMC – limited clientele project.



Map 5 – Virtual Foundation Location

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	6
Special-Needs	0
Total	0

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	6
Acquisition of Existing Units	0
Total	6

**Table 10 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

Marshall’s only affordable housing program is the rehabilitation of homes owned and occupied by low- to moderate income households. During PY 2026, Marshall plans to assist in the purchase and repurposing of a building for a homeless shelter. However, it will likely not be occupied until PY 2027 and will be an emergency and transitional shelter not actual housing.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The Marshall Housing Authority has recently initiated a voluntary conversion of public housing units to tenant-based assistance. HUD has approved this conversion; however, it has since placed a hold on its completion. The properties will be transferred to the Marshall-Harrison County Public Facility Corporation (MHCPFC), a non-profit organization that will continue to maintain and improve the two properties using funds from Section 8 Tenant-Based Vouchers. The 50 units at Oak Leaf Village will remain designated for the elderly and disabled. Additionally, the MHA's Troubled Public Housing Authority (PHA) status has been removed, and it is now classified as a Standard PHA.

### **Actions planned during the next year to address the needs to public housing**

Marshall Housing Authority will complete the transition of two public housing developments to Housing Choice Voucher programs. Recent changes in enrollment policies have enabled the prioritization of homeless individuals and families, foster children who have aged out of the system, victims of sexual violence, and elderly or disabled persons when openings become available. MHA is dedicated to collaborating with the City and any applicants for Low-Income Housing Tax Credits or other subsidies involved in constructing single-family homes for homeownership.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

With the conversion of the two public housing developments to Housing Choice Vouchers (HCVs), there will no longer be any public housing residents in traditional public housing. The organization managing the former public housing developments will encourage resident involvement, although it will not fall under the jurisdiction of the Housing Authority.

During PY 2025, the MHA will continue its efforts to qualify as a Housing Counseling Agency and expand its Section 8 Homeownership Program. The MHA is collaborating with Habitat for Humanity to implement mechanisms that enable Section 8 Homeownership tenants to purchase newly constructed homes in Harrison County.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

Not Applicable

### **Discussion**

Marshall Housing Authority will continue to collaborate with the City and other organizations to investigate and implement new projects aimed at creating additional affordable housing units.

Furthermore, it will expand its homeownership program to enable more Housing Choice Voucher (HCV) residents to purchase affordable homes. The MHA is actively applying for additional Housing Choice Vouchers to increase the availability of quality housing for low-income residents. Additionally, the housing authority supports developers seeking Low-Income Housing Tax Credits (LIHTC) to convert existing properties or construct new affordable housing in Marshall.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

At the present time there are no active homeless shelters in Marshall. Virtual Foundation is currently negotiating on the purchase of a property that will be renovated and repurposed as Opportunity Shelter, a shelter for unhoused individuals coupled with a resource center housing agencies to serve low- to moderate-income residents in Marshall.. The facility will initially provide shelter for twelve to sixteen adults. The long-range plan is to expand the facility to shelter families. Marshall has between eight and twelve unsheltered homeless at any time. The Marshall ISD reports between 128 and 144 students experiencing homelessness, with 83% of ISD students being economically disadvantaged and more than half of the students being at risk of dropping out, which often leads to homelessness.

During PY 2025, the CDBG team instituted the My Friends Homeless Assistance Program which is aimed at meeting unsheltered persons where they are. The CDBG Coordinator visits the participants at least twice a week and once a week delivers meals either hot meals prepared by George Washington Carver Community Center or food provided by Mission Marshall's food pantry. Twice a year the unsheltered who have been identified are provided essentials appropriate for the upcoming season (winter and summer). Items include toiletries, socks, caps, blankets, fans, sleeping bags, backpacks, non-perishable food. Newly identified unsheltered persons are provided a backpack with essentials as they are available. The CDBG Coordinator has developed photo IDs for the program participants. These IDs have emergency contact information and will allow the individuals to access Go Bus transit and Spin City Laundromats at no cost to the participants. Each month the services being utilized by the homeless with IDs will submit an invoice and a list of dates and times and names of those accessing the services. The negotiations with Go Bus and Spin City should be finalized by the beginning of PY 2026. During PY 2026, the plan is to expand the program and the number of services accepting the ID cards and being willing to track the date, time, Identification number or name of the persons accessing the service. It is hoped that some vendors or service organizations will donate the services; however, the approved organizations will be reimbursed when providing proper invoices and proof of expenses.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

In January 2025, the CDBG Coordinator established a local Point in Time (PIT) and Housing Inventory Count (HIC) process to ensure that Marshall's homeless individuals were identified, counted, and engaged. The PIT and HIC efforts have been successful for the past two years and

will continue each year in the future. Though there is a regional homeless coalition that is part of the Texas Balance of State program, Marshall agencies have not been able to be a viable part of the program. As a result, the CDBG team is working to establish a system of care that can either fold into the North East Texas Homeless Consortium or become a separate Balance of State participating coalition.

The PIT and HIC are important counts to document the demographics of the homeless population in Marshall, but without on-going follow-up, it is not successful in reaching out to the homeless and assessing their individual needs. The My Friends Homeless Assistance Program is aimed at interacting with each unsheltered person at least weekly. Marshall's unsheltered population is small and ranges from eight to twelve in any given week. The CDBG Coordinator has developed a good relationship with the individuals and they are willing to share life stories, situations, and needs. Because the numbers and the area in which they stay are small, if one is missing for a week, the CDBG Coordinator is able to inquire of one of the other Friends about the situation. This regular one-on-one interaction is the basis for the program's name – My Friends.

In addition to the My Friends program, the CDBG team is also engaging with TwelveWay residential substance use program for men and with East Texas Open Door residential foster care facility for girls in CPS care. The purpose for interaction with TwelveWay is two-fold: to work together to encourage the unsheltered men with substance use disorders to enroll in TwelveWay; and to be alerted when a resident leaves the program with no housing. The interaction with East Texas Open Door is to provide encouragement and information for the agency to begin a transitional living program for the foster children who age out of the program. The agency has four contiguous houses and only two are in use. The CDBG team is aiming at encouraging and assisting the agency to open one of the unoccupied houses as a group home for the current residents as they age out of the CPS care.

Although Virtual Foundation is negotiating the purchase of a property to be renovated as a resource center and shelter, it is not anticipated that the shelter facility will be operational until PY 2027.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

There are no operational emergency shelters or transitional housing in Marshall at this time. This PY 2026 Action Plan includes \$166,434 to augment Virtual Foundation's funds to purchase and repurpose/renovate a 2-building property for an Opportunity Center which will be 12-16 bed shelter/transitional living center in one building and resource center accessible to the shelter residents and the LMI community. The resource center will be rehabilitated first to provide services as quickly as possible. The more extensive rehabilitation and conversion of the second

building for an emergency/transitional shelter will not be completed until PY 2027. The longer-term plan is to assist in funding a transitional living/permanent supportive housing enclave of tiny homes with 8-10 individual dwelling units and a resource center strictly for the residents in the center. Both programs will have supportive services included so that the unsheltered can become sheltered with services for up to six months and then move into the tiny homes community either permanently or for up to two years of transitional programming.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

During PY 2025, the CDBG team began collaborating with TwelveWay which is a men's residential treatment center for substance use disorders. The facility has a wing with several rooms that can be repurposed to a permanent supportive housing program for those completing the treatment program. Supportive services would be provided, and the men would be able to live there as long as needed. Additionally, the team began collaborating with East Texas Open Door which is a therapeutic foster care for girls in the CPS system. The agency owns four contiguous houses and the suggestion by the CDBG team is for one or two of the empty homes to be set up as group homes for the young women aging out of foster care to live independently while working and/or going to school and becoming capable of living on their own in complete independence.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

Marshall does not have many programs for low-income households to avoid becoming homeless, especially those being discharged from publicly funded institutions. The Opportunity Center is a program that will be supported by CDBG in PY 2026 to not only provide up to six months of shelter for unhoused individuals, many of whom will be those discharged from institutions, but will include a resource center with several support agencies officing on site for any low-income individual or family to seek assistance. The center will include workforce development, health care, Veterans assistance, and other programs that are critical for avoiding homelessness and

recovering from homelessness.

### **Discussion**

Prior to PY 2024, little interest was placed on addressing homelessness in Marshall. The few small homeless homes closed just before or during COVID and the only shelter closed for code violations. Though the North East Texas Homeless Consortium includes Harrison County and Marshall, the officers and member agencies are all located in Longview and have not included Marshall agencies. During PY 2024, the CDBG team began building its own homeless initiative beginning with conducting the Point In Time and Housing Inventory Count surveys and reporting the results to Texas Homeless Network (the Texas Balance of State agency) and the NET Homeless Consortium. As a result of interviewing homeless individuals, particularly the unsheltered, the team began developing a program to meet the needs of those encountered where they are. To date there are 8 to 12 unsheltered homeless individuals who are part of the My Friends Homeless Assistance program. CDBG funds are being used, and sometimes augmented by private funds, to address the needs of those Friends who have no viable alternative to street homelessness and are committed to remaining in Marshall. In just 18 months, the team has expanded its frequency of contacts, its involvement of other agencies and businesses, and brought an agency in to create a more expansive approach to homelessness. Virtual Foundation is currently receiving State funding to provide emergency rental assistance to households that are being evicted. Additionally, the agency is on the verge of purchasing a property to repurpose as a public resource center and a shelter for 30-180 days. The resource center will provide services to the shelter residents but also to those housed and unhoused in need of assistance.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

Overall, Marshall is a very affordable city compared to other communities in Texas and across the nation. According to the 2020-2024 ACS, the median value of owner-occupied housing is \$141,100, up from \$133,000 in the 2019-2023 survey. The median rent has only increased twenty dollars to \$949. However, Marshall has not experienced growth since 1990, resulting in minimal new housing development. The values and rents reflect the age of the dwellings, with the median age of housing in Marshall being 55 years and 21.7% of the homes were built before 1950. Despite the relatively low cost of purchasing much of the housing in Marshall, the additional expenses for renovation can render these purchases unaffordable. Furthermore, the city is predominantly composed of single-family homes, with 77% of all housing classified as single-family detached. The second most common housing type consists of structures with three to four units, accounting for 6% of the total housing stock, followed by mobile homes at 3.7%. Only 1% of the housing is located in multi-family complexes with 50 or more units. The fewer the units in single ownership, the costlier each comparable unit tends to be.

The shortage of multi-family housing units is primarily attributed to the age of the existing housing stock, which was constructed prior to the rise of multi-family developments, as well as stagnated growth within the city, rather than restrictive land use regulations. A recent review of public policies indicates that there are no regulations that unduly limit or negatively impact the return on residential investments through excessive taxes, fees, zoning regulations, or building codes. The City has consistently demonstrated flexibility in zoning requirements when appropriate to promote infill housing development, particularly for affordable housing. According to the 2023 Home Mortgage Disclosure Act (HMDA) data, 688 loan applications for home purchases, resulting in 195 mortgage originations, with an average loan amount of \$114,500 and an average income of \$88,000.

There remains a substantial number of abandoned properties in Marshall. According to the 2020-2024 ACS, 13% of the housing in Marshall was vacant, and 24% of those vacant units were vacant for rent. Many of the vacant units for rent were below housing quality standards. A shocking 64% of the vacancies were “vacant for other reasons”, meaning not for migrant workers, sold/not yet occupied, rented/not yet occupied, or occasional use. In most cases these are abandoned properties. The City is unable to foreclose on these properties without a clear title or knowledge of the owners' whereabouts. Many of these properties, particularly infill lots in the Westside, cannot be acquired by the City for donation or sale for the construction or demolition/reconstruction of affordable housing due to legal issues surrounding ownership. A significant challenge is the issue of heirs' property, where lots or homes have been informally

inherited without a clear title, preventing resale. This situation often arises when the property owner either lacks a clear title or cannot be located, or when they die intestate. In some cases, potential heirs may be unaware of the owner's death, and the courts may have no knowledge of the heirs. Additionally, older properties frequently have conflicting boundary lines, resulting in yards and houses that do not conform to legal surveys.

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

Despite the fact that rents in Marshall are lower than in most other cities in the state, incomes are also significantly lower, which limits housing affordability. The latest ACS found 308 rental units were vacant. The housing stock is predominantly composed of older, single-family homes. The combination of low market rates and a stagnant population has led housing developers to seek opportunities elsewhere for profitable development. Additionally, older rental units often do not meet housing quality standards and cannot be rented to households receiving any form of federal or state rent subsidies. With 64% of the vacant housing being for no discernable use or purpose, it limits the availability and many are abandoned in disrepair, thus lowering the property values and neighborhood desirability. The CDBG team is committed to enhancing its collaboration with housing and social service providers to devise strategies aimed at creating more affordable housing units while simultaneously increasing incomes.

One of the goals of the CDBG team for the upcoming program year is to expand its interactions with the East Texas Heirs' Property Initiative, which is developing a model to address property issues in East Texas. Currently, the initiative is supporting twelve locations, and Marshall is interested in becoming one of their new partners. Resolving the Heirs' Property issue in Westside, along with identifying and encouraging one or more developers to construct affordable single-family homes in the area, would significantly alleviate the housing cost burden for homeowners and address the problem of unsatisfactory living conditions.

The Housing Authority continues to educate landlords about the benefits of accepting Housing Choice Vouchers (HCV) and assists program participants in finding high-quality housing that meets their needs. During the PY 2023–2024, the MHA sought approval from HUD to convert its two public housing developments into HCV units, which would be managed by a separate non-profit organization. Although the request was approved, it was subsequently put on hold. The MHA is exploring alternative avenues for converting the public housing units into HCV units. Additionally, the MHA hosts homeownership workshops at least once a year for the general

public and up to three times per year for Housing Choice Voucher residents, in collaboration with Cadence Bank. The program includes credit repair assistance to prepare residents for applying for a mortgage. The goal is to help HCV residents transition into homeownership, thereby freeing up the vouchers they held prior to purchasing a home.

The City is also committed to thoroughly reviewing all Marshall LIHTC applications submitted to the state and to supporting the process with special use permits and other necessary adjustments.

**Discussion:**

Housing in Marshall is less expensive than in Texas as a whole and in most CDBG entitlement cities. However, incomes in Marshall are also lower than in most parts of Texas. Housing is only considered affordable when it aligns with income levels. Additionally, the housing stock in Marshall is older than in most of Texas, leading to increased repair costs and higher utility bills, or the risk of living in substandard conditions. Consequently, 51.8% of renters and 17.9% of homeowners experience a housing cost burden exceeding 30% of their income. Renters are particularly affected due to a shortage of multi-family developments, especially subsidized units such as Low-Income Housing Tax Credit properties. While there are no ordinances prohibiting development in Marshall, the population has remained stagnant since the 1990s, which deters new development.

The CDBG team will continue to work with groups who are committed to addressing the issues of abandoned housing, rental units that do not meet housing quality standards, and sound housing that is not affordable to the majority of the population.

The Housing Authority's initiative to convert the two public housing developments into Housing Choice Vouchers (HCVs) and its ongoing efforts to persuade more landlords to accept HCVs have contributed to providing low-income renters with affordable housing options.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The CDBG team, consisting of the CDBG Coordinator and a CDBG consultant, will be continuing and expanding the initiatives that began in PY 2025 – addressing the needs of the unsheltered and those at risk of losing their housing and addressing the high rate of abandoned properties. Both of these housing issues are critical to the welfare of the residents and well-being of the city. The CDBG Coordinator will continue to focus on identifying organizations to address these needs and securing funding to support their efforts.

In PY 2025, meeting and collaborating with Virtual Foundation that is providing emergency rental assistance to prevent eviction and assisting those already eviction in finding housing. One outcome has been the development of a plan for Virtual Foundation to become a constant presence in Marshall by developing a resource center for the marginalized population along with an emergency and transitional shelter for the unhoused.

Also in PY 2025, the CDBG team continued to identify and map the abandoned properties in the Westside Target Area and to interact with East Texas Heirs' Property Initiative to attempt to expand their program into Marshall. During PY 2026, the team plans to grow the relationship with the ETHPI and further identify and analyze the problem of abandoned housing in Marshall along with successful models in similar communities.

### **Actions planned to address obstacles to meeting underserved needs**

With the completion of the majority of the renovations of George Washington Carver Community Center (GWC<sup>3</sup>) the agency and the entrance of Virtual Foundation into Marshall, the two agencies will be providing space for local, regional and state social service and health agencies to address the underserved needs in Marshall. Although the CDBG program has monetary constraints, the team will continue to assist organizations in identifying available resources and in the application processes.

### **Actions planned to foster and maintain affordable housing**

Funding will continue to be allocated to North East Texas Habitat for Humanity for minor to moderate repairs of housing owned and occupied by low- to moderate-income households. The CDBG team will expand its efforts to identify abandoned houses in the Westside Target Area and to identify agencies that have the initiative and capacity to acquire abandoned and condemned properties to demolish, reconstruct and sell at affordable prices to the low- to moderate-income

households. Much education is needed to develop a viable plan and expanding collaboration with Virtual Foundation and the East Texas Heirs' Property Initiative will be critical pieces of the project. In addition, working with TwelveWay residential treatment center and East Texas Open Door residential therapeutic foster care to encourage and assist both in utilizing unoccupied residential spaces for permanent supportive housing or group homes for those completing the residential programs. The team will also be working with Virtual Foundation to encourage changes in the zoning of a neighborhood to allow the creation of the tiny-home community for families and individuals who are in need of transitional housing. Angelita Jackson, the founder and Executive Director of GWC<sup>3</sup> owns a property adjacent to the center and is planning to build a housing community for the elderly in Marshall.

### **Actions planned to reduce lead-based paint hazards**

All dwellings rehabilitated through NET Habitat for Humanity are evaluated, and those constructed prior to 1978 that will have any paint disturbed during the rehabilitation process will undergo lead-based paint testing. When abandoned houses are demolished and lots with previous structures are cleared for the reconstruction of housing, both the soil and the structures will be tested for lead-based paint residue and properly abated as required by federal law.

### **Actions planned to reduce the number of poverty-level families**

The City will continue to fund the Marshall-Harrison County Literacy Center to provide ESL education, literacy classes, and GED assistance to adults. This initiative will result in improved employment opportunities, helping families escape poverty. After-school tutoring provided by the Boys and Girls Club has proven successful in raising educational achievement among youth. Communities in Schools (CIS) also works to improve educational outcomes for the students they serve, while also aiming to reduce dropout rates and behavioral issues. CIS offers case management not only for at-risk students but also for their families. Both programs have demonstrated that participation leads to improved behavior, higher grades, and increased motivation, all of which contribute to greater potential for success after graduation. The Marshall Housing Authority's homeowner workshops equip attendees with financial and credit counseling, instilling hope that they will soon be able to purchase a home. Reducing credit debt significantly alleviates poverty, and homeownership fosters a sense of stability and pride that encourages new owners to work toward improving their financial situation.

### **Actions planned to develop institutional structure**

Work initiated in PY 2024 and continued in PY 2025 will be expanded in PY 2026 as the CDBG

team identifies and contacts additional organizations that provide conferences and training on addressing homelessness and affordable housing. Additionally, the team will continue to engage with organizations that offer services to under-resourced communities and those that may provide funding to the identified organizations. The team is also developing a comprehensive homeless plan and an affordable housing plan that can be implemented over the next decade. One key element of the homeless plan will be to assess whether increasing participation in the North East Texas Homeless Consortium or establishing a Harrison County Homeless Coalition would be more beneficial for Marshall.

The CDBG Coordinator will continue to participate in as many online and in-person training sessions and meetings as possible. Additionally, the CDBG team will work diligently to inform management, relevant City staff, and stakeholders about the purposes and regulations of the CDBG program.

One way that the development of institutional structure is being enhanced is the creation of one-stop shops with entities making space available to service agencies to be housed in a single location and foster collaboration. George Washington Carver Community Center provides space for a number of supportive service organizations and is planning to increase availability to agencies addressing the needs of the under-resourced population. Virtual Foundation, with the aid of CDBG funding will be purchasing and renovating a facility to house a number of supportive service organizations, including state and federal agencies, to create a single hub for service providers as a first phase of their Opportunity Shelter concept.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The CDBG Coordinator, the director of Marshall Housing Authority, and the Executive Director of Virtual Foundation have developed a collaboration to address the housing needs of the unhoused, those on the verge of eviction, and those in the subsidized housing. Through coordination in concert with the social service resources that are connected with all three entities, the three agencies will be working to create a pathway to stability for low- to moderate-income households. The pathway is progressive and can be entered at any stage from homelessness to preparing for homeownership. This is a slow and long-term process but much has been done recently to identify the need and the potential solutions while developing relationships to coordinate efforts.

### **Discussion:**

Half of the population in Marshall falls within the low- to moderate-income bracket, making it

challenging to address all their needs. However, the team is actively identifying, reaching out to, and coordinating with public and private sector organizations that serve the under-resourced population. Additionally, the CDBG Coordinator is enhancing engagement with program beneficiaries, particularly homeless individuals. It is time for Marshall residents to benefit from the housing, homelessness, and social service funding that is accessible. The CDBG team recognizes that this is a slow process but the strides made in PY 2025 are encouraging for making even more progress in 2026.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

**Introduction:**

**Community Development Block Grant Program (CDBG)  
Reference 24 CFR 91.220(I)(1)**

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	\$0.00
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	\$0.00
3. The amount of surplus funds from urban renewal settlements	\$0.00
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	\$0.00
5. The amount of income from float-funded activities	\$0.00
<b>Total Program Income</b>	

#### Other CDBG Requirements

1. The amount of urgent need activities	\$0.00
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income	100%

*Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.*



TO: City Council  
DATE: May 28, 2026  
ITEM #: 10.B  
SUBJECT: Consideration of an in-depth housing study of the Marshall, Texas area by Gap Strategies not to exceed \$110,000. (Marshall EDC)

**Recommendation for Action:** Approval of an expenditure of Marshall Economic Development (MED) funds not to exceed \$110,000 for a housing study in alignment with City of Marshall objectives, which include workforce housing, remediation of blight, inventory, and planning.

**Executive Summary:** MED bylaws require approval of the City Council for any expenditure of funds for projects over \$50,000.

In collaboration with the City of Marshall, MED would like to pursue a Housing and Growth Study to develop an inventory of workforce housing and identify strategies to improve housing conditions across the market. Local housing inventory is a concern for many of our growing companies, including primary employers. MED would fund the study conducted by a third-party provider, Gap Strategies, from the MED administrative budget for research and analysis. Gap Strategies was selected by MED and the City as the most qualified provider for this project.

The Gap Strategies proposal indicates a cost not to exceed \$100,000; however, MED proposes that a 10% contingency be added should unforeseen data be required or unforeseen solutions be determined beneficial to the City for the full implementation of a successful study while the contractor is performing the analysis and public engagement. A total of up to \$110,000, which includes the contingency, is requested. All analysis and reporting will be shared with the City of Marshall, and, throughout the process, the contractor will disseminate that analysis to City and EDC personnel.

**Funding Request:**

Total Request Amount: Not to exceed \$110,000  
Source of Funds: MED Funds from Sales Tax Allocation  
Required Approvals: MED (5/27/26); City (Requested)

**Focus Area(s):** This item aligns with the following council adopted focus area(s):

**Budget Cost:** \$0 from City Funds

**Staff Contact:** Rush Harris, CEcD; Executive Director MED

**Attachments:** 1. Project Proposal, Gap Strategies



Gap Strategies

May 11, 2026

# Project Proposal ↗

City of Marshall  
Housing & Growth Strategy

Prepared by :  
**Gap Strategies**

Prepared for :  
**Marshall EDC**



# An introduction

“

Marshall is at an important moment as continued investment and economic development activity create new opportunities — and new pressures — related to housing, workforce growth, and long-term development patterns. Increasingly, communities that successfully attract employers and private investment are also the communities that proactively plan for housing availability, redevelopment opportunities, and community character.

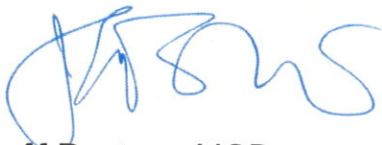
Gap Strategies appreciates the opportunity to continue conversations with the Marshall Economic Development Corporation regarding this expanded scope of work. Building on the original housing study proposal, this effort combines housing market analysis, economic development

strategy, development opportunity mapping, and broader community engagement designed to help Marshall better understand current conditions while also helping lay groundwork for future planning efforts.

The project is intended to produce practical, implementation-focused recommendations grounded in both data and community priorities. Through market analysis, GIS and scenario modeling, community surveys, stakeholder engagement, and visioning workshops, the study will help identify housing and development opportunities that support workforce growth, private investment, and long-term community goals.

Gap Strategies has worked with communities across Texas on housing, economic development, comprehensive planning, and public engagement initiatives ranging from small rural communities to major metropolitan areas. Our team combines expertise in planning, housing, public engagement, communications, and implementation strategy — always with a focus on producing practical work products communities can actually use.

Thank you again for the opportunity to continue the conversation. We look forward to working with Marshall EDC and the City of Marshall on this important initiative.



Jeff Barton, AICP  
Co-Founder, Gap Strategies

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# Marshall Housing & Growth Strategy

## Supporting Workforce Growth, Private Investment, and Long-Term Community Planning

Marshall is experiencing continued growth and investment, creating an opportunity to proactively plan for housing, workforce needs, and long-term development patterns. This project will help the Marshall Economic Development Corporation (Marshall EDC) better understand local housing conditions, identify development opportunities, evaluate workforce housing needs tied to economic growth, and gather community input that can also help inform future comprehensive planning efforts.

The project combines market analysis, spatial and development-capacity analysis, community engagement, and implementation-focused recommendations to produce a practical strategy for housing, economic development, and future growth.

### 01. Project Scope and Fee

**Note:** *Outside of initial data collection and final recommendations/reporting, many of the tasks outlined below will occur concurrently and may be adjusted or reprioritized throughout the project to best reflect the immediate needs and goals of the Marshall EDC and the City of Marshall.*

→ **Task 1: Community Insight & Existing Conditions Analysis** \$18,750

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This task establishes a baseline understanding of Marshall's housing conditions, development patterns, and economic context. The work combines data analysis, stakeholder input, and on-the-ground observation to identify current challenges, opportunities, and trends shaping future growth.

#### Scope includes:

- Demographic and socioeconomic analysis
- Housing inventory and affordability assessment
- Review of existing plans, zoning, and development conditions
- Windshield survey of neighborhoods and development patterns
- Stakeholder interviews with employers, developers, and community leaders
- Identification of housing gaps and development barriers

→ **Task 2: Housing Market & Economic Development Analysis** \$21,500

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This task evaluates Marshall's housing market and workforce housing needs in relation to economic growth and business recruitment efforts. Advanced GIS and scenario-modeling tools will help identify where housing opportunities exist and what types of development are most feasible.

**Scope includes:**

- Rental and ownership market analysis
- Workforce housing demand analysis tied to employment growth
- Housing demand projections and missing housing type analysis
- UrbanFootprint and GIS-based spatial analysis
- Identification of infill, redevelopment, and greenfield opportunities
- Evaluation of development constraints and feasibility considerations

→ **Task 3: Community Survey & Public Engagement Program** \$13,250

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This task is designed to gather broad community input regarding housing, growth, land use, economic development priorities, and long-term community character. The engagement process will help create a clear record of community priorities that can also support future comprehensive planning efforts.

**Scope includes:**

- Community-wide online survey development and administration
- Survey questions related to housing, growth, and development priorities
- Outreach support and stakeholder coordination
- Analysis and summary of survey findings
- Engagement with neighborhood, business, and civic stakeholders

→ **Task 4: Visioning & Goal-Setting Workshops** \$16,900

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Gap Strategies will facilitate 2-4 in-person workshops and one online open house focused on building consensus around Marshall's long-term growth, housing, and economic development goals. These sessions are intended to help align community priorities with practical implementation strategies and can complement city planning efforts.

**Scope includes:**

- In-person and/or virtual visioning workshops
- Goal-setting sessions related to housing and economic development
- Workshops tailored for Marshall EDC, City leadership, P&Z, and stakeholders
- Facilitation materials and presentation graphics
- Documentation of key themes and priorities

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**→ Task 5: Opportunity Mapping and Strategic Recommendations \$24,100**


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This final task translates analysis and community input into practical, implementation-focused recommendations. The resulting strategy will identify housing development opportunities, support workforce and economic growth goals, and provide a framework for future planning efforts.

**Scope includes:**

- Housing development opportunity and redevelopment mapping
- Evaluation of infill and development capacity
- Recommendations and strategies for dilapidated/substandard housing
- Housing and economic development recommendations
- Identification of implementation tools and partnership opportunities
- Final report, maps, graphics, and presentation materials

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**→ Reimbursable Expenses**
**Not to exceed: \$4,000**


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Reimbursable expenses will be invoiced separately and billed at actual cost. These may include travel, lodging, mileage, printing, postage, meeting space rental, advertising, survey distribution costs, and other direct project-related expenses. Gap Strategies will work to minimize reimbursable expenses whenever possible.

Unless agreed upon in advance in writing, the total amount of reimbursable expenses will not exceed \$4,000.00.

## → Total Project Cost

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<b>Total Project Fee:</b>	\$94,500
<b>Total Expenses:</b>	\$4,000
<b>Total Not-to-Exceed Project Cost:</b>	\$98,500

## 02. Schedule and Timeline

The project is anticipated to be completed within approximately 18 - 22 weeks from notice to proceed, depending on scheduling and engagement preferences. The process is structured to move efficiently from data collection and community engagement to implementation-focused recommendations and final deliverables.

### Major milestones are anticipated to include:

<b>Weeks 1-4</b>	Project kickoff, stakeholder interviews, existing conditions analysis, and community survey launch
<b>Weeks 5-9</b>	Housing market analysis, workforce and economic development analysis, initial recommendations for substandard housing, GIS, and opportunity mapping
<b>Weeks 10-14</b>	Community workshops, visioning sessions, and draft strategy development
<b>Weeks 15-22</b>	Final recommendations, implementation framework, presentations, and project completion

## 03. About Gap Strategies

Gap Strategies helps communities bridge divides, build consensus, and turn ideas into actionable implementation strategies. The firm specializes in long-range community visioning, housing strategies, comprehensive planning, bond elections, public engagement, and economic development for cities, counties, and economic development organizations across Texas and the South.


Founded by professionals with backgrounds in planning, local government, economic development, communications, and infrastructure implementation, Gap Strategies combines technical analysis with meaningful public engagement and practical implementation


experience. The firm's team includes experts in housing finance, GIS and spatial analytics, development feasibility, strategic communications, and community engagement.


Gap Strategies has worked with communities ranging from fewer than 5,000 residents to greater than 1 million and has built a reputation for helping local leaders tackle complex issues in ways that are strategic, politically realistic, and grounded in community priorities.

**Let's work  
together** ↗

**Contact Us**

 512-312-9683

 [info@gapstrategies.com](mailto:info@gapstrategies.com)

 [www.gapstrategies.com](http://www.gapstrategies.com)



TO: City Council  
DATE: May 28, 2026  
ITEM #: 10.C  
SUBJECT: Consideration of a proposed expenditure of up to \$95,000 for a High Demand Job Training (HDJT) Grant for Texas State Technical College Marshall (TSTC). (Marshall EDC)

**Recommendation for Action:** Approval of an expenditure of Marshall Economic Development (MED) funds not to exceed \$95,000 for a High Demand Job Training Grant from MED's budgeted funds.

**Executive Summary:** MED bylaws require approval of the City Council for any expenditure of funds for projects over \$50,000.

The Texas Workforce Commission's (TWC) High Demand Job Training (HDJT) program funds collaborations between local workforce boards and economic development corporations. TWC provides a dollar-for-dollar matching grant of up to \$150,000 using local sales tax funds to support specific training projects. In Marshall, this program is jointly implemented by Marshall Economic Development (MED), Texas State Technical College (TSTC), the Workforce Solutions East Texas Board (WSET), and TWC.

TSTC has requested assistance with funding improvements to their existing welding program lighting infrastructure for better visibility and instruction, as outlined in the attachment. A total of \$190,000 is required for the upgrades. Pending successful approval of the grant funding by the EDC, City, and TWC, the goal is for the EDC to contribute half and receive a TWC grant for half. No award has been granted yet by TWC.

Welding skills are still in high demand in Marshall and command an average wage in Harrison County of \$55,500, with an entry-level wage of \$41,500 and an experienced wage of over \$61,000. Special certifications for varied use can lead to more. The goal is to provide training for approximately fifty people annually upon completion of the program.

**Funding Request:**

Total Request Amount: Not to exceed \$95,000  
Source of Funds: MED Funds from Sales Tax Allocation  
Required Approvals: MED (5/27/26); City (Requested)

**Focus Area(s):** This item aligns with the following council adopted focus area(s):

**Budget Cost:** \$0 from City Funds

**Staff Contact:** Rush Harris, CEcD; Executive Director MED

**Attachments:** 1. HDJT Preliminary Form and Summary



## **Marshall Welding Lab – Lighting & Electrical Upgrade**

### **Project Location**

Texas State Technical College – Marshall Texas Welding Lab

### **Project Overview**

The TSTC Foundation, in partnership with Workforce Solutions East Texas / East Texas Council of Governments (ETCOG) and the Marshall Economic Development Corporation (MEDCO), seeks support to modernize the lighting and electrical systems in the Marshall Welding Lab. This \$190,000 project will improve safety, visibility, and instructional quality, enabling expanded evening and weekend training and increasing the number of job-ready welders available to local employers in high-demand occupations.

### **Partners**

- **The TSTC Foundation** – Philanthropic partner supporting capital improvements that advance TSTC’s mission and student success.
- **Workforce Solutions East Texas / East Texas Council of Governments (ETCOG)** – Local Workforce Development Board; applicant of record for the Texas Workforce Commission High Demand Job Training (HDJT) grant; grant and fiscal manager.
- **Marshall Economic Development Corporation (MEDCO)** – Local economic development partner providing leveraged funds and employer engagement.
- **TSTC Marshall**– Operator of the Marshall Welding Lab; delivers instruction, tracks outcomes, and coordinates facility access.

### **Project Need**

Current lighting is outdated for modern welding instruction. Insufficient illumination reduces defect detection, affects safety, and limits the ability to safely offer evening/weekend classes. Regional manufacturers consistently need more qualified welders; upgrading the lab environment is a fast, high-impact way to elevate training quality and expand capacity.

### **Project Description**

- Replace existing fixtures with **welding-appropriate LED lighting** across all bays
- Upgrade **electrical infrastructure** (panels, circuits, conduit, junction boxes) to support the new system
- Ensure **code and life-safety compliance** tied directly to the upgrade
- Perform **testing, commissioning, and closeout documentation**



## Budget & Funding Plan

Category	Amount
<b>Construction – Lighting Fixtures &amp; Installation</b>	\$181,860
<b>Design &amp; Engineering</b>	\$5,000
<b>Electrical Infrastructure &amp; Code Compliance</b>	\$3,140
<b>Total Project Cost</b>	<b>\$190,000</b>

### Funding Sources

- Texas Workforce Commission – HDJT (requested): **\$95,000**
- MEDCO Leveraged Funds: **\$95,000**
- **Total:** \$190,000 (meets HDJT \$1:\$1 leverage; under \$150,000 cap per Board)

### Expected Impact

- **Capacity:** Additional evening/weekend sections; more students served annually
- **Quality & Safety:** Higher weld test pass rates and improved defect detection
- **Workforce Pipeline:** More graduates for high-demand welding roles (e.g., SOC 51-4121) with industry credentials (e.g., NCCER, AWS, OSHA)
- **Economic Development:** Stronger recruitment/retention signal to manufacturers; lower O&M via LEDs supports long-term sustainability

### Timeline (Post-Award)

- Design & Engineering: ~1 month
- Procurement (fixtures/materials): ~1–3 months
- Installation, Testing & Closeout: ~1–2 months

**Total Duration:** Approximately **5–6 months** to substantial completion



## **Decision Requested from MEDCO**

1. Approve up to **\$95,000** as MEDCO's leveraged contribution
2. Authorize **ETCOG / Workforce Solutions East Texas** to submit the HDJT application and execute the MEDCO–ETCOG agreement
3. Designate a **MEDCO point of contact** for quarterly leveraged-funds documentation and coordination with ETCOG

## **Contacts**

**Project Lead:** Jill Crocker | Development Officer | [jill.crocker@tstc.edu](mailto:jill.crocker@tstc.edu) | 903-923-3209  
**ETCOG / Workforce Solutions East Texas:** Rebecca Cage | [rebecca.gage@etcog.org](mailto:rebecca.gage@etcog.org) | 903-218-6499

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TO: City Council  
DATE: May 28, 2026  
ITEM #: 10.D  
SUBJECT: Consider Approval of Compensation Adjustments Adopting the Minimum Hourly Rate of \$15 for the City; Recognizing the Significant Additional Work the ERP Project has Created for the IT Dept. and Utility Billing Manager; and the Recognition of the Guidance and Direction Provided by the Municipal Court Administrator. (City Manager)

**Recommendation for Action:** Approve the Proposed Compensation Adjustments of the City's Minimum Hourly Rate to \$15; Increases to the IT Staff and Utility Billing Manager; and the Municipal Court Administrator as Proposed.

**Executive Summary:**

See attached Memo.

**Focus Area(s):** This item aligns with the council's adopted focus area of investing in our workforce.

**Budget Cost:** The impact on the FY26 Budget is \$56,752.

**Staff Contact:** Melissa Byrne Vossmer, City Manager  
Christol Hall, Human Resources Director

**Attachments:** 1. 5-28-26 Agenda Compensation Memo

May 21, 2026

To: City Council

From: Melissa Byrne Vossmer, City Manager

Re: City Employee Compensation

For the last couple of months, I have indicated I will be bringing forward compensation adjustments that require Council direction. I am placing recommendations on the May 28<sup>th</sup> Council agenda. But I wanted to take this opportunity to provide an overview ahead of time. This overview not only addresses the recommended increases but provides a couple of other updates.

It goes without saying that the City of Marshall, through Council's proactive decisions particularly over the last few years, has worked hard to address compensation for our employees. We know that we cannot afford to be the highest paid employees in our demographic comparisons. We know our employees deserve more. But we also know it is important to work to maintain our position in the "middle of the pack" and make adjustments when warranted any for the following reasons:

- Competitiveness in recruiting positions not generally available in the immediate area – primarily positions at our most senior level.
- Competitiveness in recruiting non-senior level positions, primarily civil service.
- Competitiveness in the local market availability and recruitment.
- Salary adjustments sufficient to maintain our workforce
- Recognition of changes to parameters of a position based on changing needs of the organization.
- Recognition of factors such as additional work and impact to workload.
- Recognition of re-organization and creation of promotional opportunities to build additional capacity, build depth and more effectively provide services.

All of these factors and more, play a role in our ability to hire qualified people and keep them!

Having said all of that, I would be remiss if I did not bring three recommendations to the Council prior to leaving. By doing so, we are once again being proactive in terms of recruitment and retention as well as recognizing that work in our organization changes and we want to recognize those changes.

1. The City currently has 10 part-time positions and 8 full-time positions with a starting salary of less than \$15 / hour. These positions are in many departments ranging from Golf to Library – to Utility Billing to Public Works. The turnover is time consuming and disruptive to work schedules and causes major problems in the delivery of services and programs. By increasing the minimum hourly rate, we will now be competitive with local employers and hopefully, will be the change needed to get more applicants to select from when filling our part-time positions and keep those employees.

Proposal: All part-time positions will be increased to \$15 / hour. All full-time positions will be raised to \$15/ hour+ depending on their tenure with the City. If all hours are worked that are budgeted, it would be an additional \$23,431.20 to the FY26 Budget.

2. Acknowledge the increased workload impact the new ERP is having on several positions in the organization as follows:

- a. IT Director (Support Services Director)
- b. IT Assistant Director
- c. IT Technician
- d. Utility Billings Manager

These four positions, along with the newly hired Finance Director, will be those primarily responsible for the conversion to the new ERP system in the coming months. In addition, they must also keep our current system operational and records managed.

Proposal:

- Increase each position accordingly so the Director stays on par with other Directors in the organization. The Assistant Director stays in the range with other Assistants and the Technician is increased according to the new structure.
- The Utility Billing Manager is slated for an increase given her responsibilities and the critical role she will play in the movement to the new software.

Total impact to the FY26 Budget is \$28,349.60.

3. Acknowledge the impact of the on-going guidance to the Municipal Court Judge and Associate Court Judge(s) that must be accomplished by the Municipal Court Administrator. This position, more than in the past, is now responsible for staying abreast of changes to court operations as she works with the Judge(s) and this increase recognizes that role.

Proposal:

- Reclassify to a higher pay range.

Total impact to the FY26 Budget is \$4,971.20.

It is important to note that the proposed compensation improvements are warranted for the reasons stated herein. The compensation proposals recommended in 1 – 3 above, each achieve one or more of the reasons for having initiated this review.



TO: City Council  
DATE: May 28, 2026  
ITEM #: 10.E  
SUBJECT: Consider the approval of a renewal for FY2026 for the annual Street Improvement Program - Rayford Truck & Tractor. (Public Works)

**Recommendation for Action:** Motion to approve the renewal of the FY2026 Street Improvement Program with Rayford Truck & Tractor for one year based on the 2024-PW-01 Bid Specifications.

**Executive Summary:**

**Focus Area(s):** This item aligns with the following council adopted focus area(s): Improving Infrastructure

**Budget Cost:** \$1,995,574.40

**Staff Contact:** Douglas Box, Interim Director of Public Works

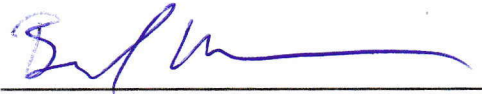
**Attachments:** 1. 2026 Marshall Street Program Contract renewal

**CITY OF MARSHALL, TEXAS  
2026 STREET IMPROVEMENTS PROGRAM  
BID PROPOSAL**

<u>ITEM DESCRIPTION</u>	<u>QTY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
<b>GENERAL ITEMS</b>				
1 Traffic Control & Barricades	1	LS	\$ XXXXXXXX	\$25,000.00
2 8" Pulverize, cement stabilize & reshape existing street	72,057	SY	\$8.16	\$587,985.12
3 Furnish and Install HMA surface course pavement with prime or Tac	8,726	TN	\$153.05	\$1,335,514.30
4 Adjust MH to grade	30	EA	\$324.48	\$9,734.40
5 Adjust Valve Box to grade	30	EA	\$324.48	\$9,734.40
6 Double Yellow Striping, Type II	1,370	LF	\$2.91	\$3,986.70
7 Yellow Dashed line, Type II	8,445	LF	\$1.46	\$12,329.70
9 Single White Striping, Type II	2,200	LF	\$1.46	\$3,212.00
10 12" Wide Stop Bar, Type II	52	LF	\$129.79	\$6,749.08
11 24" Wide Stop Bar, Type II	2	EA	\$129.79	\$259.58
12 School Zone Lines Type,II	2	EA	\$189.28	\$378.56
13 Cross Walks, Type II	4	EA	\$172.64	\$690.56
<b>TOTAL AMOUNT BASE BID</b>			<b>\$</b>	<b>\$1,995,574.40</b>

Note: Quantities are estimates only. Streets may be added or deleted  
contingent upon available funding with no change in unit cost.

**Contractor's Signature**





TO: City Council  
DATE: May 28, 2026  
ITEM #: 11.A  
SUBJECT: Update on the Strategic Communication and Marketing Plan for the City of Marshall and next steps. (Tourism & Main Street)

**Recommendation for Action:**

**Executive Summary:**

Working with Maverick Brand Marketing and their research, assessments, and stakeholder collaboration, it became clear that Marshall possesses strong tourism assets, authentic historic character, established events, and significant opportunity for regional growth. At the same time, findings identified the need for more unified branding, stronger storytelling, improved visitor experience, and more consistent market visibility.

The City of Marshall continues to make progress on the Strategic Communications and Marketing Plan with tourism marketing and destination positioning serving as a major component currently in active development.

As part of this work, the proposed tourism direction centers around the “Experience Marshall” initiative, supported by the positioning statement:

**“The Heart of East Texas”**

and the community storytelling theme:

**“Where Every Brick Tells a Story”**

The developing tourism strategy focuses on:

- Creating one clear and consistent tourism message
- Strengthening regional awareness and destination visibility
- Improving visitor experience and first impressions
- Aligning City of Marshall tourism, downtown, events, hospitality, and community partners under a more coordinated approach
- Building long-term brand consistency and sustainable tourism growth

The long-term goal is to position Marshall as a welcoming, recognizable, experience-driven destination that increases visitation, supports downtown vitality, strengthens the local economy, and builds community pride.

At this stage, the tourism strategy remains a working framework within the larger strategic communications plan. Staff is seeking constructive feedback, discussion, and direction from City Council and community stakeholders to help refine priorities and guide the next phase of development before final implementation.

**Focus Area(s):** This item aligns with the following council adopted focus area(s): Improving Communication

**Budget Cost:**

**Staff Contact:** Lacy Burson, Tourism and Main Street Administrator

- Attachments:**
1. EXPERIENCE MARSHALL Visit Marshall Campaign Strategy Summary 051926
  2. Strategic Communications Plan Update Brief for Council 052026

**EXPERIENCE MARSHALL**  
**The Heart of East Texas**  
**Visit Marshall Texas**  
**2026 Tourism Strategy Summary**

**1. The Opportunity**

**Marshall has great assets to see and experience.**

- A historic, walkable downtown
- Strong architectural identity
- Established events like Wonderland of Lights
- Growing dining and retail
- Proximity to Caddo Lake

**The opportunity is to present what Marshall has to offer, more clearly and consistently.**

**2. The Challenge**

Today, Marshall is:

- Not consistently visible in key markets
- Not clearly positioned against competing towns
- Not unified in message or identity

**Potential visitors don't yet see Marshall clearly enough to choose it.**

**3. The Strategy**

The 2026 approach is built on three principles:

**A. One Clear Message**

Experience Marshall  
The Heart of East Texas

**B. Consistent Market Presence**

A balanced media strategy across:

- Television & Streaming
- Outdoor
- Digital & Social
- Traditional Radio

### **C. Compelling, Authentic Creative**

- Real photography
- Emotional storytelling
- A focus on experience over promotion

### **4. The Difference**

The campaign will be designed to:

- Build awareness over time
- Establish a recognizable identity
- Create repeat visitation and word-of-mouth
- Stay the course, learn as we go, enhance as we grow

### **5. The Outcome**

- Increased regional awareness
- More weekend visitors
- Longer stays
- Stronger local economy
- Increased Revenue

**People leave Marshall saying: “It’s my new favorite place.”**



## **Strategic Communications Plan & Destination Development Framework**

**City of Marshall, Texas**

**Summary Brief Update for City Council**

### **Purpose for Developing a Strategic Communications Plan**

Marshall is at an important point of opportunity and growth. While the city possesses strong historic character, authentic charm, meaningful tourism assets, and passionate community stakeholders, research identified a need for greater alignment, clearer positioning, stronger visitor experiences, and more cohesive promotion efforts.

The purpose of this strategic plan is to:

- Create a unified vision for the City of Marshall, tourism, communications and destination branding
- Improve first impressions and visitor experiences throughout the city
- Establish a more consistent and recognizable identity for Marshall
- Increase awareness, visitation, and economic impact through coordinated marketing and storytelling
- Improve collaboration between the City of Marshall, merchants, events, and community partners
- Build long-term systems, standards, and best practices that create consistency and sustainability moving forward
- Position Marshall more competitively as a regional destination and community brand

This framework is intended to move Marshall from fragmented promotion efforts toward a more coordinated, strategic, and experience-driven approach designed to support tourism growth, downtown vitality, and long-term community pride.



## Research & Findings

### Objective

Conduct a comprehensive review of Marshall's tourism positioning, communications/tools, visitor experience, branding, and regional market opportunities.

### Research Areas Completed

- Tourism and market assessment
- Competitive and regional analysis
- Brand and media audit
- Digital and website evaluation
- Visitor experience review

### Key Findings

- Marshall possesses strong historic character, authentic charm, and significant tourism potential.
- Branding and messaging across organizations and initiatives are currently fragmented.
- Current digital and website experiences need to be sharpened and simplified.
- Stronger coordination needs between City of Marshall, tourism, downtown, events, merchants, and community partners.
- Visitor wayfinding, directional signage, and overall, first impressions of Marshall need improvement.

### Strategic Opportunity

Position Marshall as a stronger regional destination for consideration, by increasing top-of-mind awareness via stronger storytelling, delivering consistent messaging via unified branding and points of interest, curating enhanced coordinated tourism promotion improved visitor experience.



## Strategic Approach & Work in Progress

### Strategic Focus

Building a cohesive destination brand and visitor experience, designed to increase awareness, visitation and community pride.

### Media & Tourism Marketing Planning

- Development of regional tourism media strategy
- Evaluation and negotiation of TV, digital, outdoor, radio, and streaming opportunities
- Planning phased tourism awareness campaigns

### Creative Production Development

- Planning and production of all photography and video assets
- Development of tourism campaign creative
- Production of campaign sizzle reel and original music track
- Outdoor billboard creative development

### Visit Marshall/Main Street Website Redesign

- Planning for redesigned tourism website (*Connection to Experience Marshall!*)
- Improved trip planning and visitor usability (*Easy User Interface, Curation*)
- Better integration of events, downtown businesses, storytelling (*Consistency*)

### Partnership Alignment

- Strengthening coordination between:
  - Visit Marshall Texas™
  - Marshall Main Street™
  - Memorial City Hall Performance Center
  - Red Brick Collective (Downtown merchants)
  - Hotels, Restaurants, Hospitality, etc.



## **Brand Development & Identity System**

- Creation of unified brand architecture (Done)
- Development of updated city and tourism marks/logos (Initiated)
- Development of brand guidelines and best practices (Framework initiated)
- Establishment of communication and messaging standards (Preliminary)

## **Wayfinding & Visitor Navigation**

- Implement citywide wayfinding and directional signage systems
- Improve gateway experiences and downtown navigation
- Strengthen visitor accessibility and orientation

## **Brand Standards & Best Practices**

- Finalize brand guidelines and usage procedures
- Create communication approval processes and standards
- Establish long-term consistency across platforms and partners

## **Measurement & Growth**

- Implement tools to track tourism and marketing performance
- Monitor visitation, media effectiveness, and economic impact
- Use data and reporting to refine future strategy

## **2027 Integrate Communications and Marketing Planning**

- Develop a unified tourism and events strategy for 2027
- Strengthen collaboration between tourism, downtown, MCH, Convention Center, Chamber, events, and merchant groups
- Align promotions, storytelling and seasonal programming



## **Overall Goal**

Position Marshall as a welcoming, well-branded destination where tourism, downtown development, events, and community storytelling work together to drive visitation, economic activity and long-term community pride.

## **Invite visitors to:**

***“Experience Marshall™”***



***“The Heart of East Texas™”***

***...“Where Every Brick Tells a Story™”***



TO: City Council  
DATE: May 28, 2026  
ITEM #: 11.B  
SUBJECT: Review of the Semi-Annual report for Marshall Economic Development (MED). (Marshall EDC)

**Recommendation for Action:** No action is required.

**Executive Summary:** MED bylaws require that the Corporation shall give the Council a full report twice a year of all ongoing activities, programs, financial condition, and other operations of the Corporation. Semi-annual reports are generally provided in March and September unless otherwise directed by the City Council.

**Funding Request:**

Total Request Amount: None

Source of Funds: None

Required Approvals: None; Presentation in written or verbal format

Materials will be delivered through the City Manager and posted on MED's website prior to the presentation.

**Focus Area(s):** This item aligns with the following council adopted focus area(s):

**Budget Cost:**

**Staff Contact:** Rush Harris, CEcD; Executive Director, MED

**Attachments:** None



TO: City Council  
DATE: May 28, 2026  
ITEM #: 12.A  
SUBJECT: An executive session pursuant to Texas Government Code 551.072, permitting a governmental body to conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person; to wit, exchange of properties located within the 200-300 blocks of N. Wellington and N. Washington.

**Recommendation for Action:**

**Executive Summary:**

**Focus Area(s):** This item aligns with the following council adopted focus area(s):

**Budget Cost:**

**Staff Contact:**

**Attachments:** None



TO: City Council  
DATE: May 28, 2026  
ITEM #: 12.B  
SUBJECT: An executive session pursuant to Section 551.087 of the Texas Government Code (Deliberation Regarding Economic Development Negotiations) (1) to discuss or deliberate regarding commercial or financial information that the City Council has received from a business prospect that the City Council seeks to have locate, stay, or expand in or near the territory of the City and with which the City Council is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described above; concerning Project L&W.

**Recommendation for Action:**

**Executive Summary:**

**Focus Area(s):** This item aligns with the following council adopted focus area(s):

**Budget Cost:**

**Staff Contact:**

**Attachments:** None



TO: City Council  
DATE: May 28, 2026  
ITEM #: 13.A  
SUBJECT: Consider action regarding discussion from the executive session.

**Recommendation for Action:**

**Executive Summary:**

**Focus Area(s):** This item aligns with the following council adopted focus area(s):

**Budget Cost:**

**Staff Contact:**

**Attachments:** None



TO: City Council  
DATE: May 28, 2026  
ITEM #: 13.B  
SUBJECT: Consider action regarding discussion from the executive session.

**Recommendation for Action:** Marshall Economic Development (MED) seeks approval of incentives for Project L&W as disclosed in Executive Session.

**Executive Summary:** This project is being considered under the Certificate of Occupancy Bonus Program (COB), which is intended to address blighted properties and encourage private investment in targeted areas in coordination with the City of Marshall. MED is collaborating with a developer within the program's downtown boundaries to renovate a dilapidated building into a mixed-use development with market-rate loft apartments, retail, and commercial space. The property requires extensive repairs, including electrical, plumbing, HVAC, flooring, walls, windows, structural beams, and roofing. Although some work has begun, the building's interior and exterior conditions remain in a blighted state. Significant additional work is needed to obtain a Certificate of Occupancy (CO) for the intended use. The project is expected to require an additional \$1,000,000 in capital investment for refurbishment.

MED intends to approve a COB on May 27, 2026, of up to the lesser of \$100,000 or 10% of construction costs required to obtain a CO from the City of Marshall. Should no CO be issued, likewise, no grant, nor portion thereof, shall be administered. Upon successful issuance by the City of the CO for the intended purpose, the grant funding will be released within 30 days of receipt and confirmation by the City. MED respectfully requests your consideration of approval to expend EDC funds budgeted for this use.

All incentive amounts are paid out of MED sales tax funds as authorized in 1991 to serve Marshall and the surrounding business community in Harrison County. No City general funds are requested. MED is a Type A 501(c)(3) non-profit, non-governmental Economic Development Corporation (EDC) funded through a portion of local sales tax dollars. EDCs were established through the State of Texas Development Corporation Act of 1979, with regulations outlined in Chapters 501, 502, 504, and 505 of the Texas Local Government Code.

**Funding Request:**

Total Request Amount: Not to exceed \$100,000 per program guidelines

Source of Funds: MED Funds from Sales Tax Allocation

Required Approvals: MED (5/27/26); City (Requested)

**Focus Area(s):** This item aligns with the following council adopted focus area(s):

**Budget Cost:** \$0 from City Funds

**Staff Contact:** Rush Harris, CEcD; Executive Director, MED

**Attachments:** None

