



\*\*\* PUBLIC NOTICE \*\*\*

**NOTICE OF A CITY COUNCIL REGULAR SESSION IMMEDIATELY FOLLOWING  
A WORKSHOP SESSION  
OF THE CITY OF CORINTH  
Thursday, February 1, 2018, 5:30 P.M.  
CITY HALL - 3300 CORINTH PARKWAY**

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**CALL TO ORDER:**

**WORKSHOP BUSINESS AGENDA:**

1. Tour of the Public Works Facility; 1200 North Corinth Street, new Public Safety Facility; 3501 FM 2181 and, the Fire Station #3; 3750 Cliff Oaks Drive.

**ADJOURN WORKSHOP SESSION**

**7:30 p.m.** \*NOTICE IS HEREBY GIVEN of a Regular Session of the Corinth City Council to be held at Corinth City Hall located at 3300 Corinth Parkway, Corinth, Texas. The agenda is as follows:

**CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE & TEXAS PLEDGE:**

**"Honor the Texas Flag: I pledge allegiance to thee, Texas, one state under God, one and indivisible".**

**CITIZENS COMMENTS**

In accordance with the Open Meetings Act, Council is prohibited from acting on or discussing (other than factual responses to specific questions) any items brought before them at this time. Citizen's comments will be limited to 3 minutes. Comments about any of the Council agenda items are appreciated by the Council and may be taken into consideration at this time or during that agenda item. Please complete a Public Input form if you desire to address the City Council. All remarks and questions addressed to the Council shall be addressed to the Council as a whole and not to any individual member thereof. Section 30.041B Code of Ordinance of the City of Corinth.

**BUSINESS AGENDA**

1. Discuss and consider Amending the Code of Ordinances of the City of Corinth, Texas by amending Chapter 70, Traffic Rules, by modifications to the maximum speed limits shown in Section 70.1, Speed Limits, Paragraph (c), Table of Maximum Speeds to set a maximum speed limit of 50 mph for FM 2181, East and West, 1000 through 4500 Blocks inside Corinth, Tx.

2. Discuss and Consider authorizing the Mayor to sign a contract with Sawko & Burroughs, P.C. and McCreary, Veselka, Bragg & Allen, P.C., Attorneys at Law, for the collection of delinquent taxes and provide a thirty (30) day cancellation notice to Linebarger, Heard, Goggan, Blair, Graham, Pena & Sampson, L.L.P, and Nichols, Jackson, Dillard, Hager, & Smith, L.L.P, Attorneys at Law.

### **WORKSHOP BUSINESS AGENDA**

3. Receive a presentation and provide staff direction on proceeding with the remodel of the Public Works Facility, equipment storage, and site and drainage improvements for the area of Public works and the Lake Cities Fire Department Training facility.

### **COUNCIL COMMENTS & FUTURE AGENDA ITEMS**

The purpose of this section is to allow each councilmember the opportunity to provide general updates and/or comments to fellow councilmembers, the public, and/or staff on any issues or future events. Also, in accordance with Section 30.085 of the Code of Ordinances, at this time, any Councilmember may direct that an item be added as a business item to any future agenda.

### **CLOSED SESSION**

The City Council will convene in such executive or (closed session) to consider any matters regarding any of the above agenda items as well as the following matters pursuant to Chapter 551 of the Texas Government Code.

**Section 551.071.** (1) Private consultation with its attorney to seek advice about pending or contemplated litigation; and/or settlement offer; and/or (2) a matter in which the duty of the attorney to the government body under the Texas Disciplinary Rules of Professional Conduct of the State of Texas clearly conflicts with chapter 551.

**Section 551.072.** 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.

**Section 551.074.** To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.

a. City Manager evaluation

**Section 551.087.** To deliberate or discuss regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect.

After discussion of any matters in closed session, any final action or vote taken will be in public by the City Council. City Council shall have the right at any time to seek legal advice in Closed Session from its Attorney on any agenda item, whether posted for Closed Session or not.

RECONVENE IN OPEN SESSION TO TAKE ACTION, IF NECESSARY, ON CLOSED SESSION ITEMS.

**ADJOURN:**

Posted this 24th day of January, 2018 at 5:00 P.M. on the bulletin board at Corinth City Hall.

Kimberly Pence  
Kimberly Pence, City Secretary  
City of Corinth, Texas

**BUSINESS ITEM 1.**

**City Council Regular and Workshop Session**

**Meeting Date:** 02/01/2018  
**Title:** FM 2181 Speed Limits  
**Submitted For:** Mike Brownlee, City Engineer  
**Submitted By:** Mike Brownlee, City Engineer  
**Finance Review:** N/A  
**Legal Review:** Yes  
**City Manager Review: Approval:** Bob Hart, City Manager

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**AGENDA ITEM**

Discuss and consider Amending the Code of Ordinances of the City of Corinth, Texas by amending Chapter 70, Traffic Rules, by modifications to the maximum speed limits shown in Section 70.1, Speed Limits, Paragraph (c), Table of Maximum Speeds to set a maximum speed limit of 50 mph for FM 2181, East and West, 1000 through 4500 Blocks inside Corinth, Tx.

**AGENDA ITEM SUMMARY/BACKGROUND**

The proposed Ordinance change will remove references to the temporary 45 mph construction speed limit in the existing Ordinance and replace with the posted speed of 50 mph. Changing the speed limits will allow for enforcement of the new speed limit at the posted speed.

The entire length between IH 35 and the western city limit is currently signed for 50 mph already. The existing Ordinance contemplated the change back to 50 mph once the project was completed and accepted. The proposed changes will cleanup the language in the Ordinance and remove any confusion about the maximum speed.

**RECOMMENDATION**

Staff recommends Amending the Code of Ordinances of the City of Corinth, Texas by amending Chapter 70, Traffic Rules, by modifications to the maximum speed limits shown in Section 70.1, Speed Limits, Paragraph (c), Table of Maximum Speeds to set a maximum speed limit of 50 mph for FM 2181, East and West, 1000 through 4500 Blocks inside Corinth, Tx.

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**Attachments**

Ordinance Change Chapter 70

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

AN ORDINANCE OF THE CITY OF CORINTH, TEXAS, AMENDING THE CODE OF ORDINANCES OF THE CITY OF CORINTH, TEXAS, BY AMENDING CHAPTER 70, TRAFFIC RULES, BY MODIFICATIONS TO MAXIMUM SPEED LIMITS SHOWN IN SECTION 70.1, SPEED LIMITS, PARAGRAPH (C), TABLE OF MAXIMUM SPEEDS; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2000.00) FOR EACH OFFENSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CORINTH, TEXAS:

SECTION 1.

That the Code of Ordinances of the City of Corinth, Texas, is hereby amended by changing maximum speed limits shown in Section 70.1, Speed Limits, Paragraph (c), Table of Maximum Speed Limits, read as follows, to-wit:

...

Street	Description	MPH	Ord. No.	Date
Swisher Road (FM 2181)	East and west, 1000 through 3600 Blocks	50	03-01-09-01; 13-04-18-96	1-9-03; 4-18-13*
Swisher Road (FM 2181)	East and west, 3700 through 4500 Blocks	50	03-01-09-01	1-9-03

~~\* Effective May 1, 2013 until completion and acceptance of the FM2181 Reconstruction Project, at which time the signs shall be removed and the maximum speed limit of 50 miles per hours is reinstated.~~

...

SECTION 2.

That any person, firm or corporation violating any provision of this ordinance shall be deemed guilty of a misdemeanor, and upon conviction in the Municipal Court shall be subject to a fine not to exceed the sum of Five Hundred Dollars (\$500.00) for each offense, and each and every day said violation continues shall constitute a separate offense:

SECTION 3.

That it is the intention of City Council that the sections, paragraphs, sentences, clauses, and phrases of this ordinance are severable; and if any phrase, clause, sentence or section of this ordinance shall be deemed unconstitutional or invalid by any judgment or decree of a court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any other remaining section, paragraph, sentence, clause or portion of this ordinance or any other provision of the Code of Ordinances of the City of Corinth.

SECTION 4.

This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and charter in such case provides.

DULY PASSED by the City Council of the City of Corinth, Texas, on the 4<sup>th</sup> day of January, 2017.

APPROVED:

BY: \_\_\_\_\_

MAYOR

DULY RECORDED:

BY: \_\_\_\_\_

CITY SECRETARY

APPROVED AS TO FORM:

BY: \_\_\_\_\_

CITY ATTORNEY

**City Council Regular and Workshop Session**

**Meeting Date:** 02/01/2018  
**Title:** Contract for the collection of delinquent property taxes  
**Submitted For:** Bob Hart, City Manager **Submitted By:** Kim Pence, City Secretary  
**Finance Review:** N/A **Legal Review:** Yes  
**City Manager Review: Approval:** Bob Hart, City Manager

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**AGENDA ITEM**

Discuss and Consider authorizing the Mayor to sign a contract with Sawko & Burroughs, P.C. and McCreary, Veselka, Bragg & Allen, P.C., Attorneys at Law, for the collection of delinquent taxes and provide a thirty (30) day cancellation notice to Linebarger, Heard, Goggan, Blair, Graham, Pena & Sampson, L.L.P, and Nichols, Jackson, Dillard, Hager, & Smith, L.L.P, Attorneys at Law.

**AGENDA ITEM SUMMARY/BACKGROUND**

Attorneys for Sawko & Burroughs, a local Denton County law firm, have collected delinquent taxes in Denton County for over 30 years. Sawko and Burroughs currently collects delinquent taxes for the City of Denton, City of Lewisville, Lake Dallas ISD, Denton County and 16 other taxing jurisdictions within Denton County.

The City has very small delinquent taxes due on any given year. In July 2017 Linebarger, Heard, Goggan, Blair, Graham, Pena & Sampson, Law Firm mailed notices to 17 accounts representing \$14,402.00 of 2016 prior year taxes, penalties, and interest.

The recommendation to change Delinquent Tax Collection Law Firm to Sawko & Burroughs, P.C. Attorneys at Law from Linebarger, Heard, Goggan, Blair, Graham, Pena & Sampson L.L.P because Sawko & Burroughs and MVBA represent the overlapping School Districts and Denton County.

By having the same firm, will prevent us from having the confusion as we had with the property behind Fair Oaks Circle.

**RECOMMENDATION**

Staff recommends approval of the contract with Sawko & Burroughs, P.C. and McCreary, Veselka, Bragg & Allen, P.C., Attorneys at Law, for the collection of delinquent taxes and provide a thirty (30) day cancellation notice to Linebarger, Heard, Goggan, Blair, Graham, Pena & Sampson, L.L.P, and Nichols, Jackson, Dillard, Hager, & Smith, L.L.P, Attorneys at Law.

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**Attachments**

Executive Summary - Sawko & Burroughs  
Contract

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**SAWKO & BURROUGHS, P.C.**  
**ATTORNEYS AT LAW**

**IN ASSOCIATION WITH**

**MCCREARY, VESELKA, BRAGG & ALLEN, P.C.**  
**ATTORNEYS AT LAW**

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**EXECUTIVE SUMMARY**

Sawko & Burroughs, P.C. Attorneys at Law, in association with McCreary, Veselka, Bragg & Allen, P.C., Attorneys at Law, appreciate the opportunity to provide a synopsis of our background and approach for the collection of delinquent property taxes to the City of Corinth. This document describes a broad-based, coordinated and fully integrated collection program which will maximize collection results for the City. We can afford to spend additional attorney and staff time for you in that we are the only law firm that also collect for Denton County, Lake Dallas ISD and Denton ISD which overlap the City's tax accounts. We are therefore able to more efficiently and effectively concentrate resources to get your taxes resolved. Sawko & Burroughs' law offices are located right on FM 2181, giving Corinth taxpayers a local, personal place to come and work out their tax issues.

**Background and Experience in Denton County Collections**

Attorneys for Sawko & Burroughs, a local Denton County law firm, have collected delinquent taxes in Denton County for over 30 years. Sawko and Burroughs currently collects delinquent taxes for the City of Denton, City of Lewisville, Lake Dallas ISD, Denton County and 16 other taxing jurisdictions within Denton County. No one has more experience collecting property taxes or have had more success doing so in Denton County than does Sawko & Burroughs and MVBA.

MVBA has been collecting delinquent taxes across the State of Texas for over 55 years, and has had an office in Denton County since 1979. MVBA currently serves as the delinquent tax law firm for 51 taxing jurisdictions within Denton County, including the County itself.

Every taxing entity has unique characteristics and tax-related issues. Knowing the City and its taxpayers as we do provides a distinct competitive advantage for our firms in the services we can provide..

Because Sawko & Burroughs and MVBA represent the overlapping School Districts and Denton County (and nearly all other taxing units in Denton County), we are able to offer more taxpayer convenience than any other law firm. If the Contract is awarded to Sawko & Burroughs and MVBA, Corinth's taxpayers will only have to deal with one delinquent tax law firm, as opposed to a different firm for each taxing entity. They will only receive one letter, only have one law suit filed, only incur one set of court costs, and only have to negotiate with one law firm and staff for payout agreements and otherwise resolve their delinquent issues. This is also a unique competitive advantage we offer for taxpayers. The convenience of hiring Sawko & Burroughs and MVBA will increase collections and save your taxpayers unnecessary cost, confusion and frustration.



## **Local Office and Resources**

Sawko & Burroughs' law office is located at 1172 Bent Oaks Drive, Denton, Texas (just past Robinson Road off FM 2181). It is managed by Mark Burroughs, who has been collecting delinquent taxes since 1982, and Greg Sawko who has been collecting delinquent taxes since 1994. Sawko & Burroughs employs 9 attorneys and staff, all of whom office in the building on FM 2181.

Corinth's taxes are collected by the Denton County Tax Office. MVBA maintains an office inside the Denton County Tax Office, located at 1505 E. McKinney Street, Denton, Texas 76209. The Denton County office is managed by Gilbert T. Bragg, who has been collecting delinquent taxes since 1978 and managing MVBA's Denton County office since 1979. Mr. Bragg is assisted by attorneys Matthew Tepper and Craig Morgan, each of who have over ten years' experience collecting delinquent taxes.

MVBA's Denton County office is staffed by four full time employees. These employees are located inside the Tax Office. This location is convenient for taxpayers who can talk with a representative of the law firm without leaving the tax office. Additionally, MVBA's full time staff has immediate access to all tax office files and personnel. This access allows us to resolve taxpayer issues quickly and efficiently. MVBA also has offices in various locations around the State.

The combination of a law office staffed with experienced local tax collection attorneys and a field office located inside the Denton County Tax Office provides the best local resources of any law firm. These resources provide maximum convenience to taxpayers and the best service to the City of Corinth itself.

## **Plan for Conferring With Corinth, Tax Office and Taxpayers**

Sawko and Burroughs and MVBA commit to keeping the City well informed of the status of our delinquent tax program and the progress of our collection efforts. Our local offices allow us to provide immediate accessibility and attention to the needs of Corinth and its taxpayers.

We will present to the City Manager (or designee) and the City Council a written collection report upon request reflecting the current and delinquent tax collection rates, the status of the delinquent tax roll, and a summary of the collection procedures initiated to collect the delinquent taxes. We will also provide periodically a breakdown of your tax roll by property type (e.g. real, personal, mobile home, mineral) to help you analyze actual collectibles.

Our attorneys and staff members will confer on a regular basis with the Tax Assessor-Collector and the Tax Office staff to review work performed, discuss pending collection procedures and set collection goals.

Because we are local, we have attorneys and staff located in Denton County full time to address all taxpayer needs. No other law firm can offer this level of access, convenience and service to the taxpayers on behalf of the City, as no other firm has an experienced attorney-staffed local office which performs the collections services turnkey and in-house.

### *Tax Assessor-Collector*

We have an excellent working relationship with the Denton County Tax Assessor-Collector, Michelle French, and the Tax Office Staff. With offices right at the Tax Office, members of our staff communicate with the Tax Collector's staff on a daily basis. There are innumerable material benefits of this bilateral relationship and location of offices. We coordinate every step in the collection process with Ms. French and her designated representatives.

### *Chief Financial Officer*

Sawko and Burroughs and MVBA agree to make delinquent tax collection progress reports presentations to the City upon request as well. We are available for additional meetings on little or no notice, another inherent advantage of having local professional legal services available to you and your taxpayers.

### *City Council*

Upon request and/or on a routine basis, we will present the above referenced reports in person to the City Council. We suggest that such a presentation be made at least annually to answer potential questions beyond the update. Members of the Firm are always available to speak to members of the City Council and City staff individually.

### *Taxpayers*

We communicate with taxpayers in a variety of ways. Before filing a lawsuit or issuing a tax warrant, letters are sent, personal visits are made, and/or phone calls are made to insure that the property owner knows that taxes are delinquent and owed. Our experience shows that these efforts are often more successful than filing a lawsuit or executing a tax warrant, although if no response is received over time, suits and aggressive enforcement may become inevitable to achieve the necessary result for the City.

Additionally, our two offices have 13 full-time employees available locally, including bilingual staff. Each is able to respond to any taxpayer inquiry whether it is made by phone, e-mail, or in person at either of our Denton County locations. This is the most taxpayer-friendly approach possible.

## **Overview of Proposed Collection Services**

The following is a synopsis of the procedures which will be utilized to collect delinquent taxes in Corinth. Upon award of the contract, Sawko and Burroughs and MVBA will discuss with City officials the best way to tailor our collection program to meet the needs of the City and discuss any additional services Corinth may desire.

This Tax Collection Program for the City of Corinth will:

- Maximize tax revenues;
- Collect delinquent accounts quickly and efficiently;
- Increase public awareness that property taxes must be paid, resulting in a higher current tax collection rate;
- Minimize negative taxpayer reaction by providing ready access to expert staff and tax attorneys to address any issues and concerns.

## **Tax Roll Analysis**

Sawko and Burroughs and MVBA will critically review the delinquent tax roll to identify particular segments of the delinquent tax roll that require immediate attention and to devise a strategy for initiating appropriate collection procedures. Our program identifies tax accounts subject to pending suits, bankruptcy, installment agreements, hardships, incorrect addresses or statute of limitations concerns. We will also determine the distribution of dollars by tax year with respect to real, business personal property

and manufactured home categories. This analysis allows us to formulate a collection program specific to areas of concern.

*Our software automatically generates a substantial delinquent list in sequence of total to identify large delinquencies, particularly those involving business personal property, which need immediate attention.*

## **Taxpayer Notification**

Notifying the taxpayer of the delinquency is a critical part of our collection program. Many times the account is delinquent because the taxpayer believes there is no serious consequence to not paying the taxes. However, when a delinquent property owner receives notification on law firm letterhead, the taxpayer quickly becomes aware of the legal ramifications of non-payment. We utilize letters and telephone calls to notify the delinquent property owners of their tax liability.

## **Written Notification**

We mail a series of letters to inform delinquent property owners that Sawko and Burroughs and MVBA have been retained to collect the delinquent property taxes and requests immediate payment. We will also mail all required notices for the imposition of the collection penalty provided by Sections 33.07, 33.08 and 33.11 of the Property Tax Code as may be necessary.

## **Property Title Research**

We conduct a comprehensive title examination on each tract of real property and perform ownership verification on personal property before a tax suit is filed. Our research confirms the person shown on the tax roll is the true owner of the property on which there is a tax delinquency, and provides a proper legal description of the property. All liens on the property, including federal and state tax liens and abstract of judgment liens, as well as those held by individuals and financial institutions as a result of mechanics liens are identified and the holders of those interests are notified of the existence of the property tax first priority lien and its implications.

## **Nationwide Address Research**

Often taxes remain unpaid due to individuals not receiving notification of the delinquency. Therefore, we contract with several proprietary online database companies to conduct exhaustive nationwide address research on returned mail and unknown addresses to provide updated addresses and phone numbers for property owners. We have realized a significant increase in our ability to locate delinquent taxpayers and the client to receive payment of the delinquent taxes.

## **Litigation**

We systematically file delinquent tax lawsuits to expedite payment of taxes to the City of Corinth.

- *Our computer system consolidates accounts for efficient collection of a taxpayer's accounts as well as proficient lawsuit filing procedures. This allows our legal staff to identify and work all of a taxpayer's accounts and file a single lawsuit versus a lawsuit for each account.*
- *Abstracts of Judgments will be filed creating a judgment lien against the taxpayer's non-exempt real property thus offering another opportunity for Corinth to receive payment.*
- *Writs of Execution may be issued to seize and sell the taxpayer's non-exempt real and business personal property.*
- *Tax Warrants will be issued to seize and sell business personal property.*

## **Installment Payment Agreements**

Sawko and Burroughs and MVBA will negotiate and enter into installment agreements for the City. If a taxpayer defaults on a payment agreement, we notify the taxpayer and proceed with collections processes. This helps the City maintain a steady flow of income and shows good will to the community that taxpayers have the opportunity to make installment payments when the situation warrants such an agreement.

## **Sale of Property**

Only after numerous attempts to resolve each unpaid tax, Sawko and Burroughs and MVBA actively pursue the collection of property taxes through tax sales. Such sales of property sends a critical message to taxpayers that actions are being taken to collect delinquent taxes. This minimizes future delinquencies and protects those who may their taxes timely. Tax sales are conducted after judgments authorizing the foreclosure of the tax liens on property are obtained from the Court. We prepare all necessary documentation ordering the Sheriff or Constable to conduct a public sale of the property on the front steps of the Courthouse. We have a Notice of Sale published in the local newspaper and send Notices of Sale to the property owner(s) and any lienholders on the property. **A list of tax sale properties may be accessed by the public on our website at [www.mvbalaw.com](http://www.mvbalaw.com).** This website gives potential bidders a description of the property to be sold, the minimum bid requirement and other pertinent information regarding tax sales.

On the day of the sale, we assist the Sheriff or Constable in conducting the tax sale and collecting the proceeds of the sale. We draft the deeds for the signature of the Sheriff or Constable. We also complete the Sheriff's or Constable's Return on the Order of Sale and provide instructions for the distribution of the proceeds of the tax sale to the District Clerk for payment of the court costs incurred and to the tax office to be applied to the tax delinquency.

Often, a property owner will pay the delinquent taxes prior to the sale date or enter into an acceptable installment payment plan. All installment payment plans are monitored for compliance. If a default is made on an installment payment plan, the property is again posted for sale.

There may be property that does not receive the minimum bid required at the tax sale. In such instances, pursuant to the provisions of the Texas Tax Code, the property is bid "in trust" to one of the taxing units which levies taxes on the property. After the deed is recorded conveying the property to the trustee taxing unit, "in trust", we coordinates in the prompt resale of "trust" property. Usually, "trust property" is sold at a Sheriff's or Constable's resale as authorized by section 34.05(c) and (d) of the Property Tax Code. Sheriff or Constable's resales of trust properties are often held in conjunction with the next regular tax sale on the first Tuesday of the month. By holding the tax resale at the same time as the regular tax sale, the trust properties are again advertised in the newspaper and on our website. Persons owning property adjacent to trust properties are notified of the resale of the trust properties.

Publication costs and attorney ad litem fees incurred in processing property tracts for tax sale are paid by Sawko and Burroughs and MVBA as may become necessary. We realize that we receive no more attorney's fees by doing all of this work, but in some cases a tax sale is the only way to clear title, collect the taxes and put a stagnant property into a productive basis.

## **Early Collection of Business Personal Property**

It is important to begin the collection of delinquent business personal property taxes as soon as possible because of the possibility that businesses owing these taxes will liquidate, or the property against which the taxes are assessed will be sold or removed before collection procedures are initiated. Accordingly, Sawko and Burroughs and MVBA will collect delinquent personal property taxes beginning about April 5<sup>th</sup> of each year as opposed to July 1st of each year with the delinquent property owner paying for the cost of collection under Section 33.11 of the Property Tax Code. We will give the appropriate notification, by certified mail as required, to the property owners to allow early collection of the business personal property. Because we are located here, we can and do personally drive out to businesses to check their status as we proceed.

## **Tax Warrants for Seizure of Business Personal Property**

Sawko and Burroughs and MVBA aggressively collect delinquent business personal property taxes. The Texas Tax Code provides for the seizure and sale of delinquent business personal property through the utilization of tax warrants. However, we take a number of steps prior to the seizure and sale of business personal property pursuant to a tax warrant.

- We contact the business by telephone or in person to notify the business owner that a tax warrant may be issued to collect delinquent business personal property taxes.
- We research the UCC-1 filings with the Secretary of State to identify lienholders on the business personal property.
- We deliver by facsimile or email a “notice of intent to seize property” letter to the business owner and to the UCC-1 lienholder.
- We conduct an onsite inspection of the business to determine the amount and type of business personal property which may be available for seizure. During the onsite inspection, an attempt is made to speak to the owner of the business to emphasize the necessity of prompt payment of the delinquent taxes.

The above pre-tax warrant procedures usually result in payment or at the very least, a substantial partial payment with the balance paid in full shortly thereafter.

If a tax warrant is required to collect the delinquent taxes, Sawko and Burroughs and MVBA coordinate with the sheriff or constable regarding issues of storage and safekeeping of seized business personal property until a sale of the business personal property may be conducted.

## **Complete Bankruptcy Representation**

We provide nationwide bankruptcy representation to protect our client’s interests. Our experienced bankruptcy staff is currently actively pursuing and monitoring over 10,000 cases. The following is a brief overview of our services:

We have a staff dedicated solely to representing our clients in bankruptcy matters. Because we have a full time staff of attorneys and paralegals devoted exclusively to bankruptcy matters, MVBA has the experience and expertise required to maximize the collection of the taxes due our clients.

Our firms file proofs of claim or administrative claims, track bankruptcy proceedings closely, file necessary objections and motions, and attend hearings in Bankruptcy Courts throughout the state and across the nation to protect our clients’ interests.

## Overview of Proposed Additional Services

### **Complete Legal Representation**

As part of our collection program, Sawko and Burroughs and MVBA will advise Corinth on legal issues that arise in the process of delinquent tax collections. We will further provide additional services that the Tax Assessor-Collector or the tax office staff may deem necessary to expedite and enhance the collection of delinquent taxes.

We also provide our clients with legislative updates and legal opinions on property tax law and appraisal matters.

### **Truth-In-Taxation/Tax Rate Adoption**

Sawko and Burroughs and MVBA provide legal representation to help navigate the complex intricacies of truth-in taxation. Our experts are available to answer questions and provide advice regarding calculating effective and rollback tax rates, publishing tax rate information or any other aspect of truth-in taxation.

### **School District Taxable Value Audit**

Upon request of the City, each year Sawko and Burroughs and MVBA will prepare a Request for City Taxable Value Audit pursuant to the provisions of Section 403.302 (h) of the Government Code. MVBA will prepare all necessary forms and supporting schedules and data. This service is offered at no additional charge.

### **Appeal of Property Value Study**

Upon request MVBA shall represent Corinth in the administrative and judicial appeal of the annual Property Value Study conducted by the Texas Comptroller of Public Accounts. We shall receive no additional compensation for the appeal of the Property Value Study.

### **Legislative Assistance**

Sawko and Burroughs and MVBA can represent the general interest of our clients before the Texas Legislature. We are available to draft legislation to be submitted to the Texas Legislature. We are available to assist your legislators by testifying before the appropriate committee of the Texas Legislature on issues within our expertise and of import to the City of Corinth.

Finally, because we have principal offices and resources based here in Denton County, we have an additional stake in assuring complete client/taxpayer satisfaction that the services we provide are the best available. We live and work here, and we have a hard-won reputation for fairness and excellence to protect. You would be an important client for us given our commitment in Denton County.

**CONTRACT FOR THE  
COLLECTION OF DELINQUENT PROPERTY TAXES**

**THE STATE OF TEXAS**  
**COUNTY OF DENTON**

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§  
§

THIS CONTRACT is made and entered into by and between **CITY OF CORINTH, TEXAS** by and through its governing body, hereinafter called First Party, and **SAWKO & BURROUGHS, P.C. and MCCREARY, VESELKA, BRAGG AND ALLEN, P.C. (MVBA)**, Attorneys at Law, hereinafter called Second Party, and arises under §6.30 of the Texas Property Tax Code.

**I.**

First Party agrees to employ and does hereby employ Second Party to enforce by suit or otherwise the collection of all delinquent ad valorem taxes, penalty and interest owing to First Party. All unpaid delinquent taxes shall become subject to the terms of this contract on July 1 of the year in which the same shall become delinquent unless otherwise stated herein. Tax lawsuits and bankruptcy cases involving taxes owed to First Party that are filed before July 1 must include current year delinquent taxes which are also subject to the terms of this contract. Delinquent personal property and mobile home taxes shall become subject to the terms of this contract sixty (60) days after delinquency.

**II.**

Second Party is to call to the attention of First Party's designated tax collector ("Tax Collector") or other officials, any errors, double assessments or other discrepancies coming under his observation during the progress of the work, and Second Party is to intervene on behalf of First Party in all suits for ad valorem taxes on property within its geographical limits.

**III.**

First Party agrees to furnish a delinquent tax roll to Second Party on all property within First Party's taxing jurisdiction. Second Party will furnish delinquent tax statements and will assume responsibility for having penalty and interest computed on said statements before statements are mailed to property owners.

**IV.**

Second Party agrees to file suit on and reduce to judgment and sale any property located within the First Party's taxing jurisdiction upon which First Party may assert or place a lien for taxes. The Second Party shall have the authority to procure on behalf of First Party the necessary data and information as to the name, identity, and location of the necessary parties, and legal description of the property to be sold. Second Party agrees to sue for recovery of these costs as court costs as provided by Texas Property Tax Code Section 33.48.

**V.**

Second Party agrees to make progress reports upon request and shall advise First Party concerning delinquent accounts where an investigation reveals mitigating circumstances.

**VI.**

First Party agrees to pay to Second Party as compensation for services required hereunder the maximum allowable to be charged as additional penalty under Texas Property Tax Code Sections 33.08 and 33.11, or as attorney's fees charged as costs in a suit to collect a delinquent tax under Texas Property Tax Code Section 33.48, whichever is applicable, only upon collection and payment by the collector of taxes after the earliest dates for attachment of said penalty and/or costs prescribed in aforementioned statutes. All compensation provided for herein shall become the property of Second Party at the time of payment of the taxes, penalty, interest and costs to the collector of taxes, that are subject to the terms of this contract. The collector shall pay over said funds monthly by check.

**VII.**

The effective date of this contract shall be March 5, ~~2017~~2018, or immediately upon termination of any existing delinquent tax collections contract binding First Party under §6.30 of the Texas Property Tax Code, whichever is earlier, and shall continue ~~thereafter month to month~~ until September 30, 2022, ~~and~~ unless First Party in its sole discretion elects to terminate same by giving Second Party thirty (30) days' prior written notice of termination; provided, however, that Second Party shall have an additional six months to reduce to judgment all suits filed prior to the date last mentioned, and provided further that Second Party shall handle to conclusion all suits in which trial court judgments are obtained during the period of this contract and which are appealed by any party.



This contract may be extended for a period not to exceed two (2) additional two-year periods upon approval by the Corinth City Council. The First Party, at its option, may solicit requests for proposals for a new professional services collection contract at any time with or without notice to the Second Party. In consideration of the terms and compensation herein stated, Second Party hereby accepts said employment and undertakes the performance of this contract as above written.

**VIII.**

If any portion of this contract is deemed unenforceable due to operation of law or otherwise, all remaining provisions shall continue to operate in full force and the parties shall be bound thereby until the end of the contract term.

**IX.**

This contract is executed on behalf of First Party by the mayor or representative of its governing body who is authorized to execute this instrument by order heretofore passed this the \_\_\_\_\_ day of \_\_\_\_\_, 201~~8~~<sup>7</sup> in the CITY OF CORINTH, Denton County, Texas.

**SAWKO & BURROUGHS, P.C.  
and MVBA**

**THE CITY OF CORINTH**

BY: \_\_\_\_\_  
Mark A. Burroughs  
Attorney at Law

BY: \_\_\_\_\_  
Mayor, Bill Heidemann

ATTEST:

BY: \_\_\_\_\_  
Gregory J. Sawko  
Attorney at Law

BY: \_\_\_\_\_  
City Secretary, Kimberly Pence  
CITY OF CORINTH

**WORKSHOP BUSINESS ITEM 3.**

**City Council Regular and Workshop Session**

**Meeting Date:** 02/01/2018  
**Title:** Public Works Facility Remodel, Equipment Storage, P.W./ LCFD Site Improvements  
**Submitted For:** Cody Collier, Director **Submitted By:** Cody Collier, Director  
**City Manager Review: Approval:** Bob Hart, City Manager

**AGENDA ITEM**

Receive a presentation and provide staff direction on proceeding with the remodel of the Public Works Facility, equipment storage, and site and drainage improvements for the area of Public works and the Lake Cities Fire Department Training facility.

**AGENDA ITEM SUMMARY/BACKGROUND**

The Public Works facility was constructed in 1996 and has served the purposes of the Public Works Department during those 22 years. However; use, age and growth over those years has necessitated upgrades and remodeling. The current condition of all systems are at or exceeding their limitations. The roof has developed several leaks, The HVAC system is outdated and underpowered, flooring and fixtures have degraded beyond repair. Public Works has also acquired additional responsibilities and departments which has created the need to enhance office spacing and better utilize the limited space we have available.

Equipment storage has also been a concern and this is the time to address that as well. Currently all city equipment is stored out in the elements and causes unnecessary damage to the interior and exterior, in some cases, leaving the instrument panels unable to be read and seats destroyed. This plan provides a solution utilizing the space we have to provide a storage facility to house and protect our equipment. Along with equipment protection, we also require surveillance to provide security for our site and assets.

The site improvements, and construction of another building increase storm water runoff which all drains onto the Lake Cities Fire Department Training Facility. The LCFD has been working towards building their training facility and a major component of that site is the drainage and roadway. Due to the area drainage and the issues Public Works (P.W.) causes their drainage system, P.W. has included their drainage planning and construction into our site improvements as a more regional concept. This will provide for a shared access road (rock construction) connecting our two properties and the ability to enhance drainage between the two properties which provides great benefits to both departments.

Funding for this project was provided in the 2017-18 budget with \$1.5 million.

**RECOMMENDATION**

Staff recommends proceeding with council recommendations.

**Attachments**

- Presentation
- Fee Estimate
- Scope 1
- Scope 2

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# Corinth Public Works Facility Improvements

PROPOSED OPTIONS

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# Corinth Public Works Facility

- Constructed in 1996
- Metal sheeting construction on all sides and roof
- Several roof leaks and all fiberglass skylights rotting and beyond repair
  - Leaking roof has caused insulation to tear and begin falling
- HVAC systems are not adequate nor designed to handle load
  - Three upstairs offices have window units installed in drywall to keep temps from reaching into the 90's during summer
  - Dust and mold in HVAC is a serious concern as is evident in air vents in offices
- Flooring has been replaced three times in last 20 years/ in need again
- Overall appearance of the building and offices is in poor shape

# Exterior of Existing Building

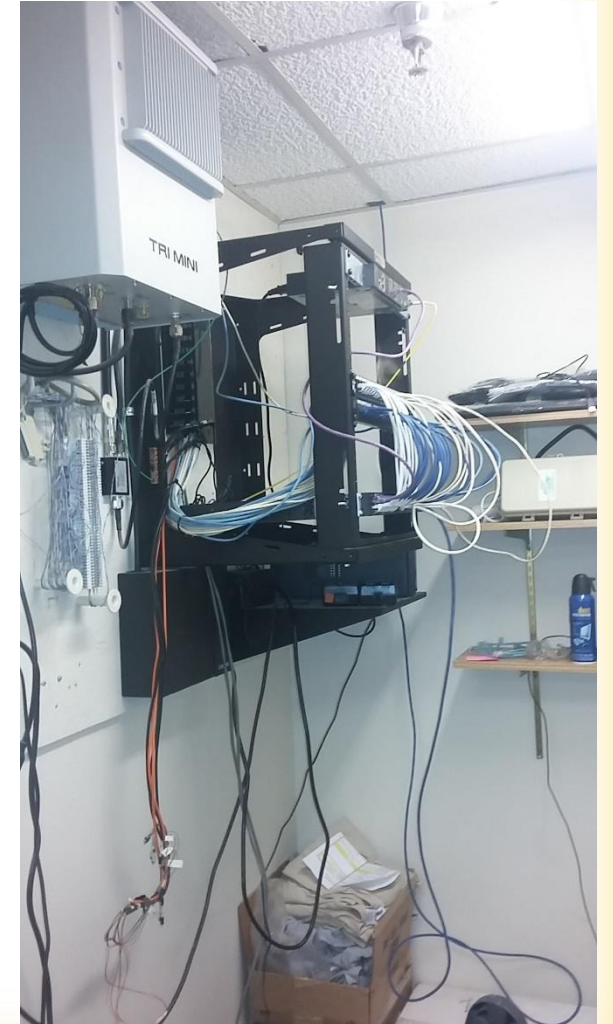
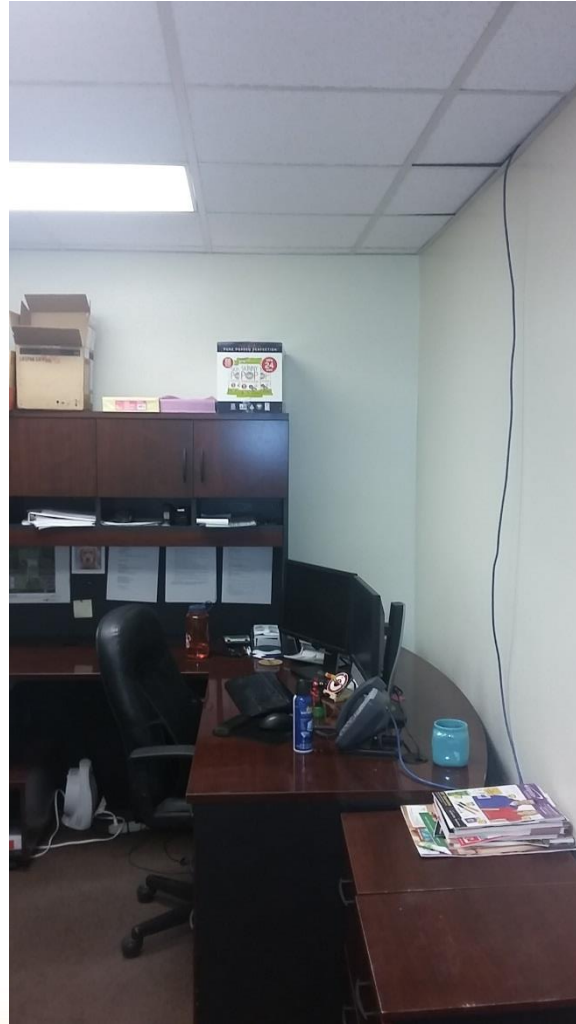




# Current State of Equipment Storage

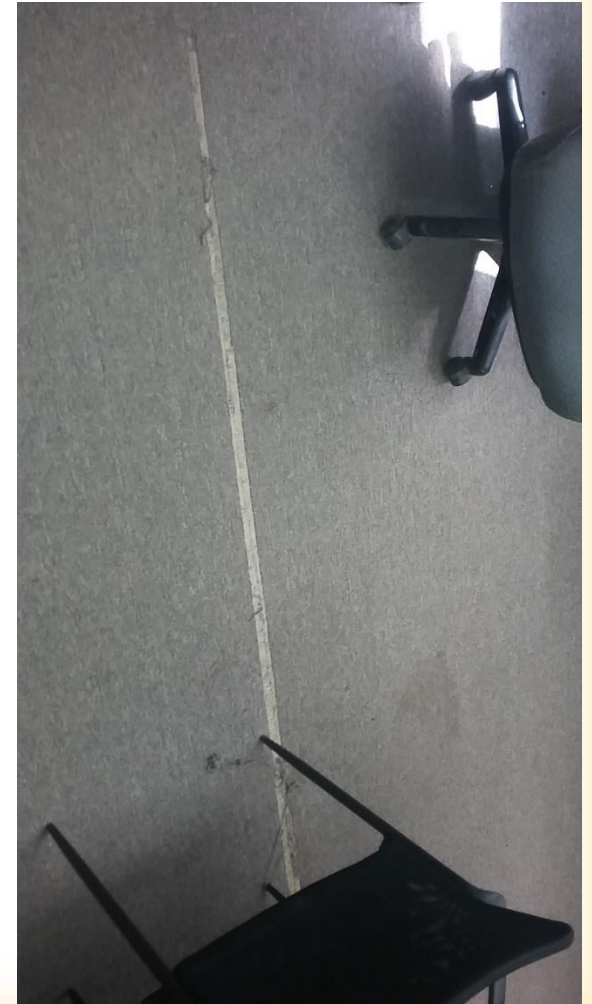
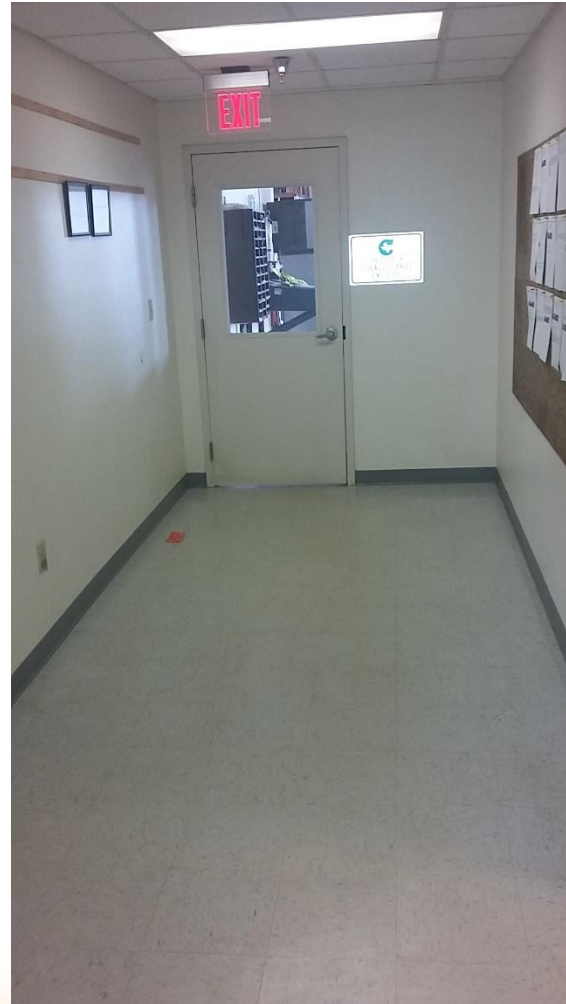


# Building Interior 1<sup>st</sup> Floor





# Building Interior 1<sup>st</sup> Floor Continued





# Building Interior 1<sup>st</sup> Floor Continued

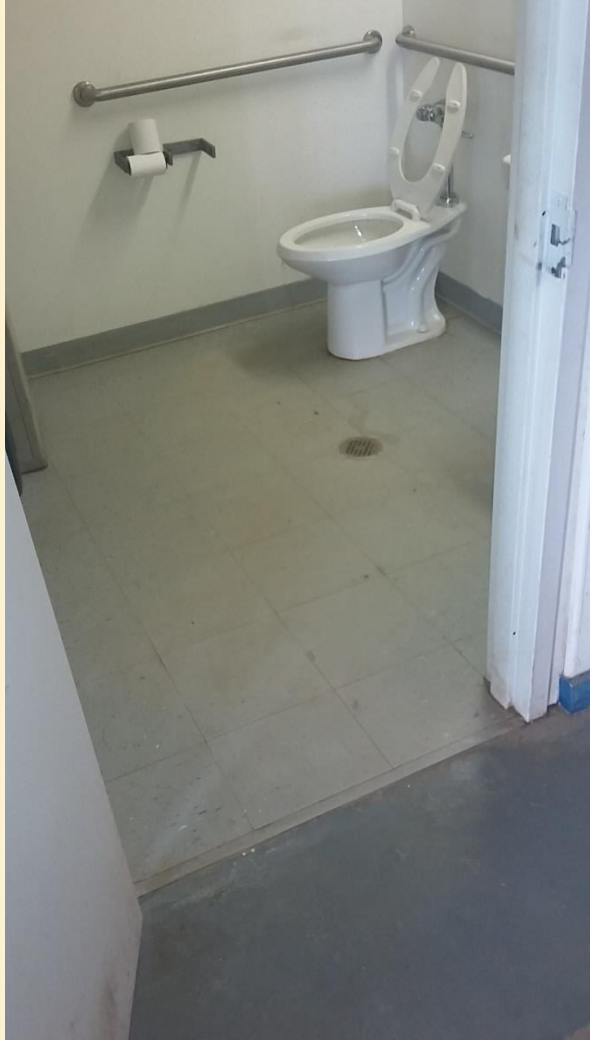


# Building Interior 1<sup>st</sup> Floor Continued

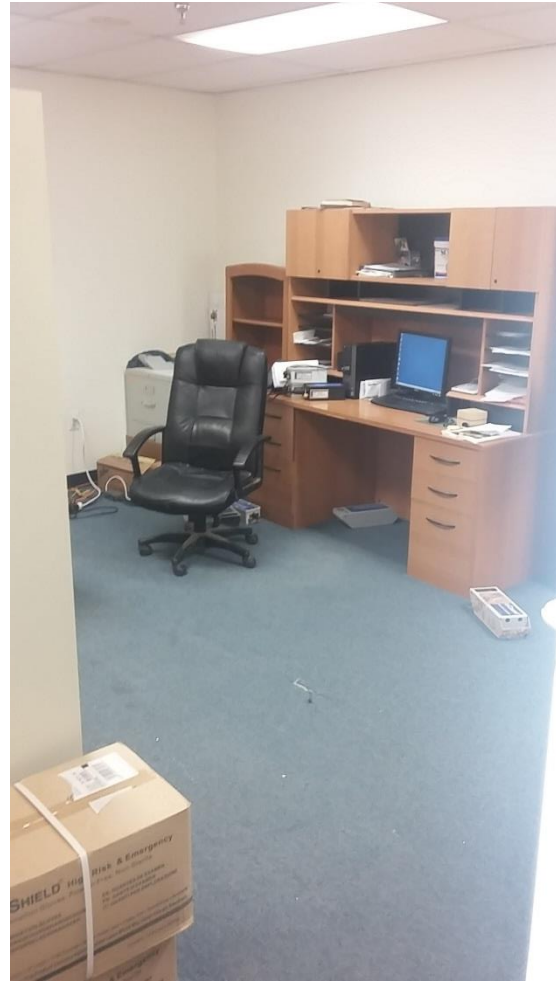




# Building Interior 1<sup>st</sup> Floor Continued

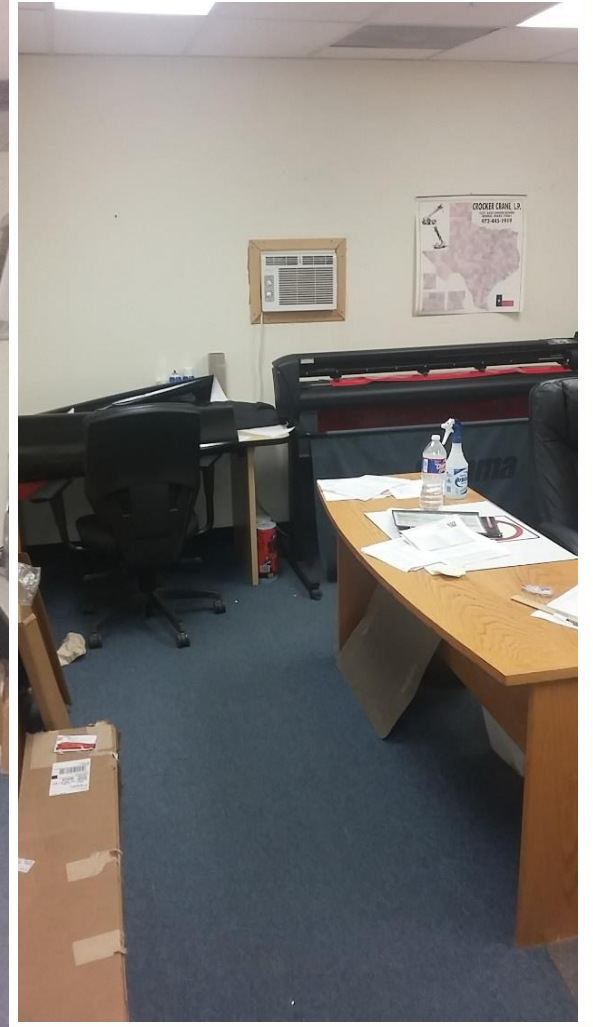


# Building Interior 2<sup>nd</sup> Floor

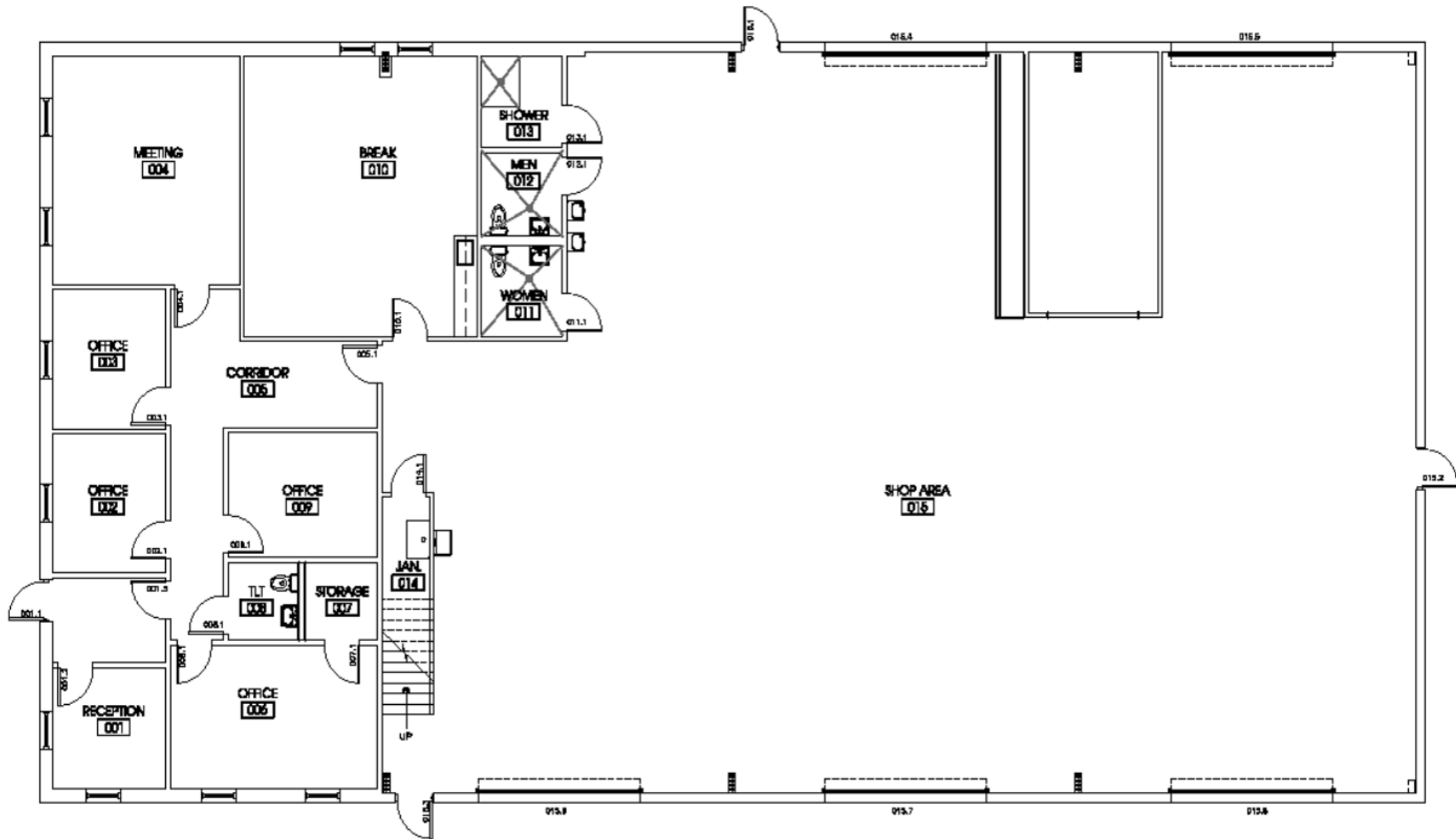




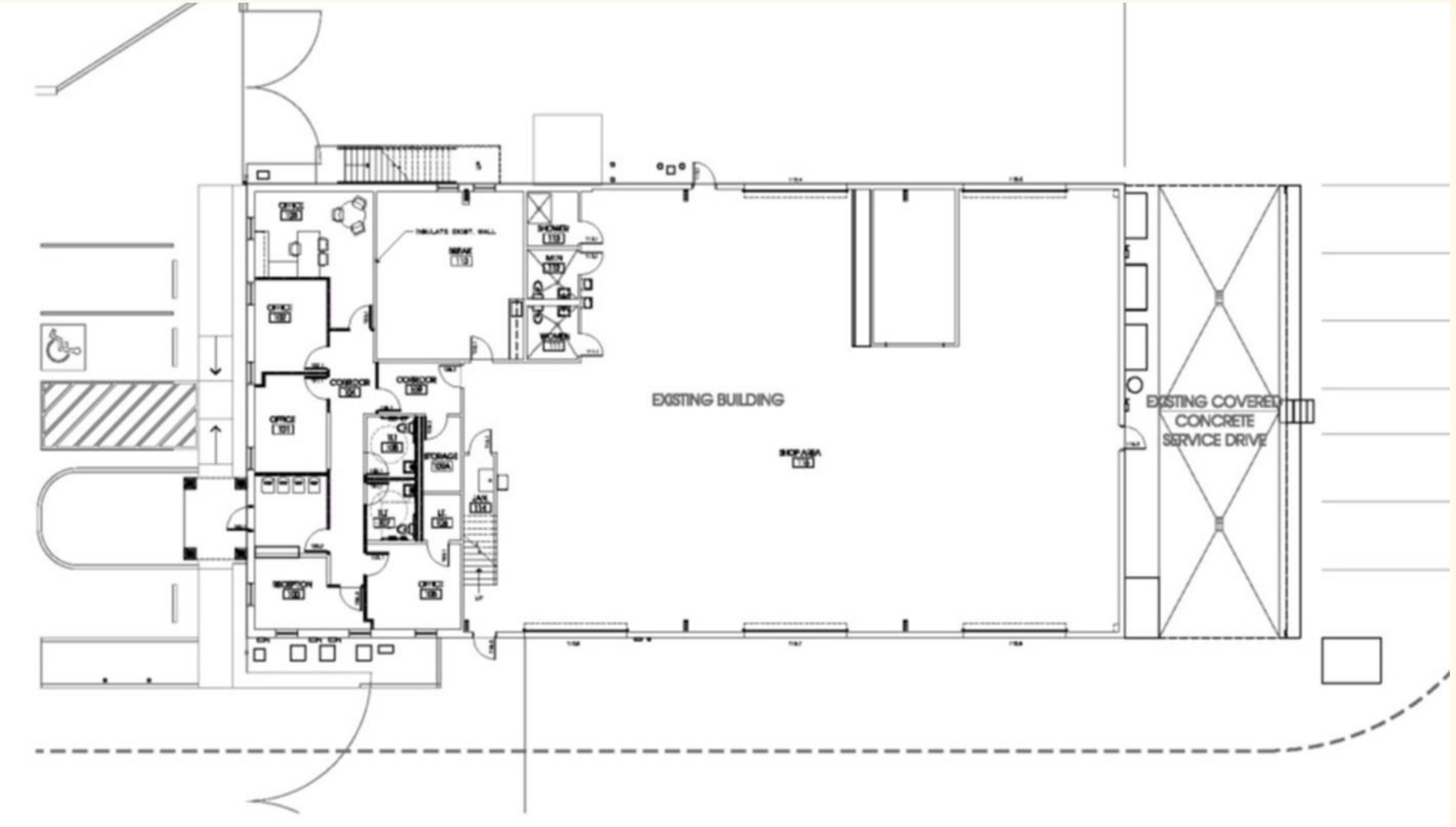
# Building 2<sup>nd</sup> Floor Continued



# Building 1<sup>st</sup> Floor Current Floorplan



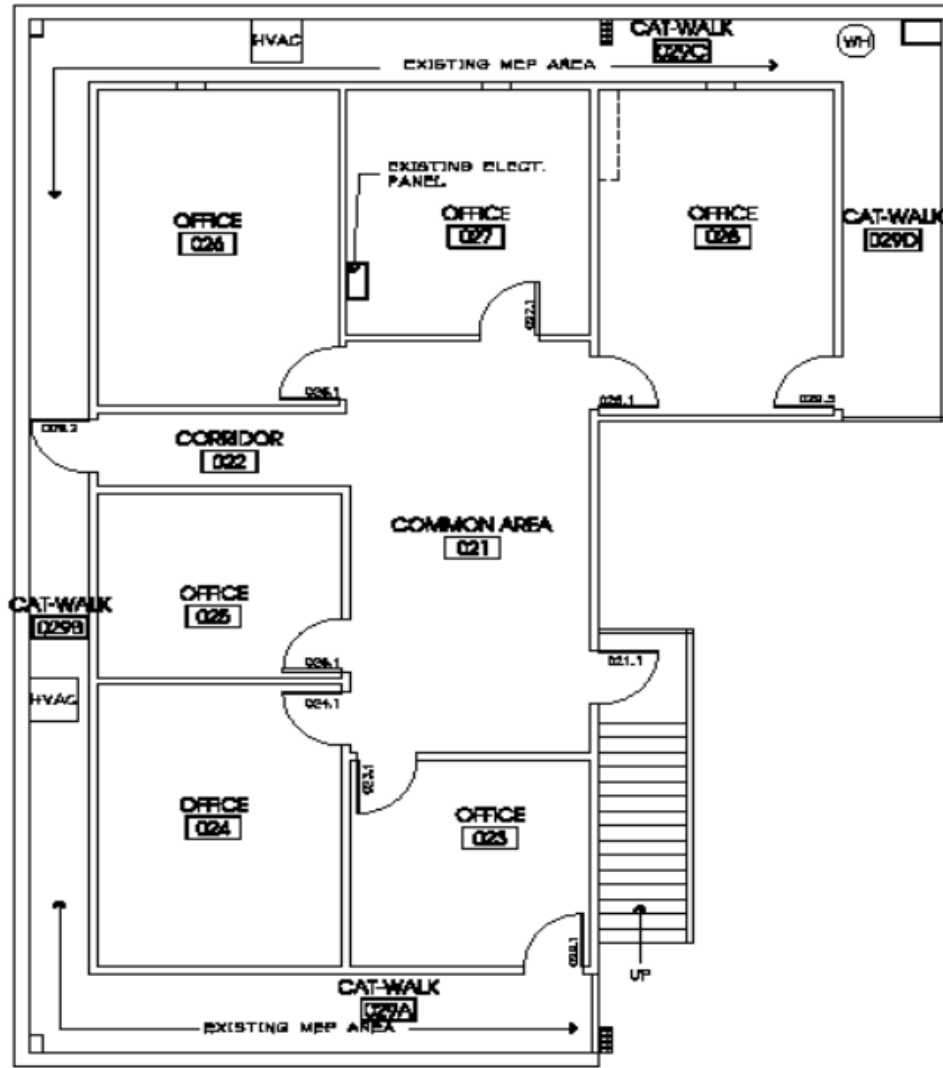
# Building 1<sup>st</sup> Floor Proposed Design



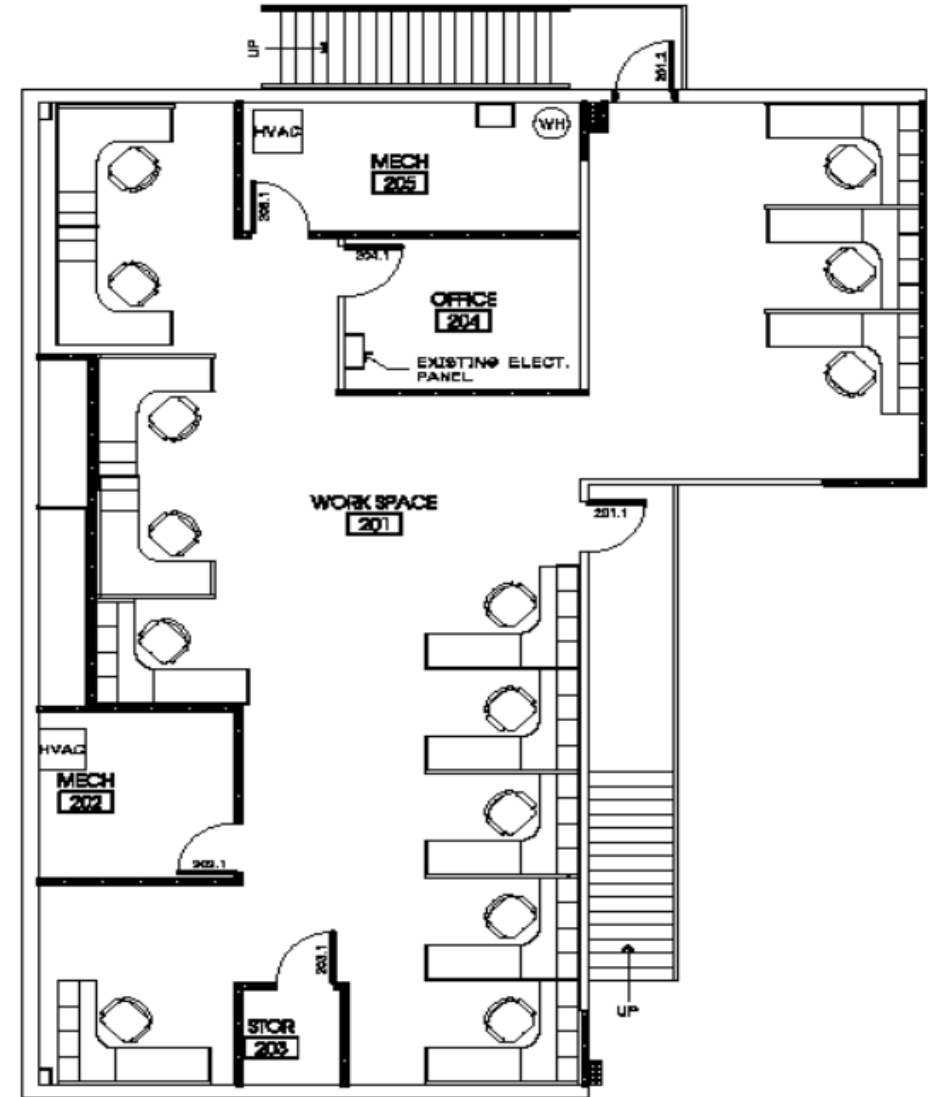




# Building 2<sup>nd</sup> Floor Floorplan



Current Floorplan

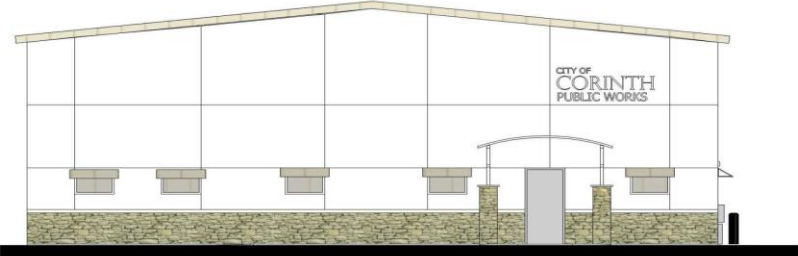


Proposed Design

# Proposed Building Elevation Design



# Proposed Building Elevation Design



1 BUILDING ELEVATION  
SCALE: 1/8"=1'-0"



2 BUILDING ELEVATION  
SCALE: 1/8"=1'-0"



CITY OF CORINTH FACILITY REHAB  
CORINTH, TX

BUILDING ELEVATIONS  
EXHIBIT

11.20.2017







# Proposed Equipment Storage



1 PERSPECTIVE  
SCALE: 1/8"=1'-0"



2 BUILDING ELEVATION  
SCALE: 1/8"=1'-0"



3 BUILDING ELEVATION  
SCALE: 1/8"=1'-0"



CITY OF CORINTH FACILITY REHAB  
CORINTH, TX

30'x60' STORAGE BUILDING EXHIBIT  
EXHIBIT

12.19.2017





Public Works Retaining Wall Along North Property Line  
140 feet



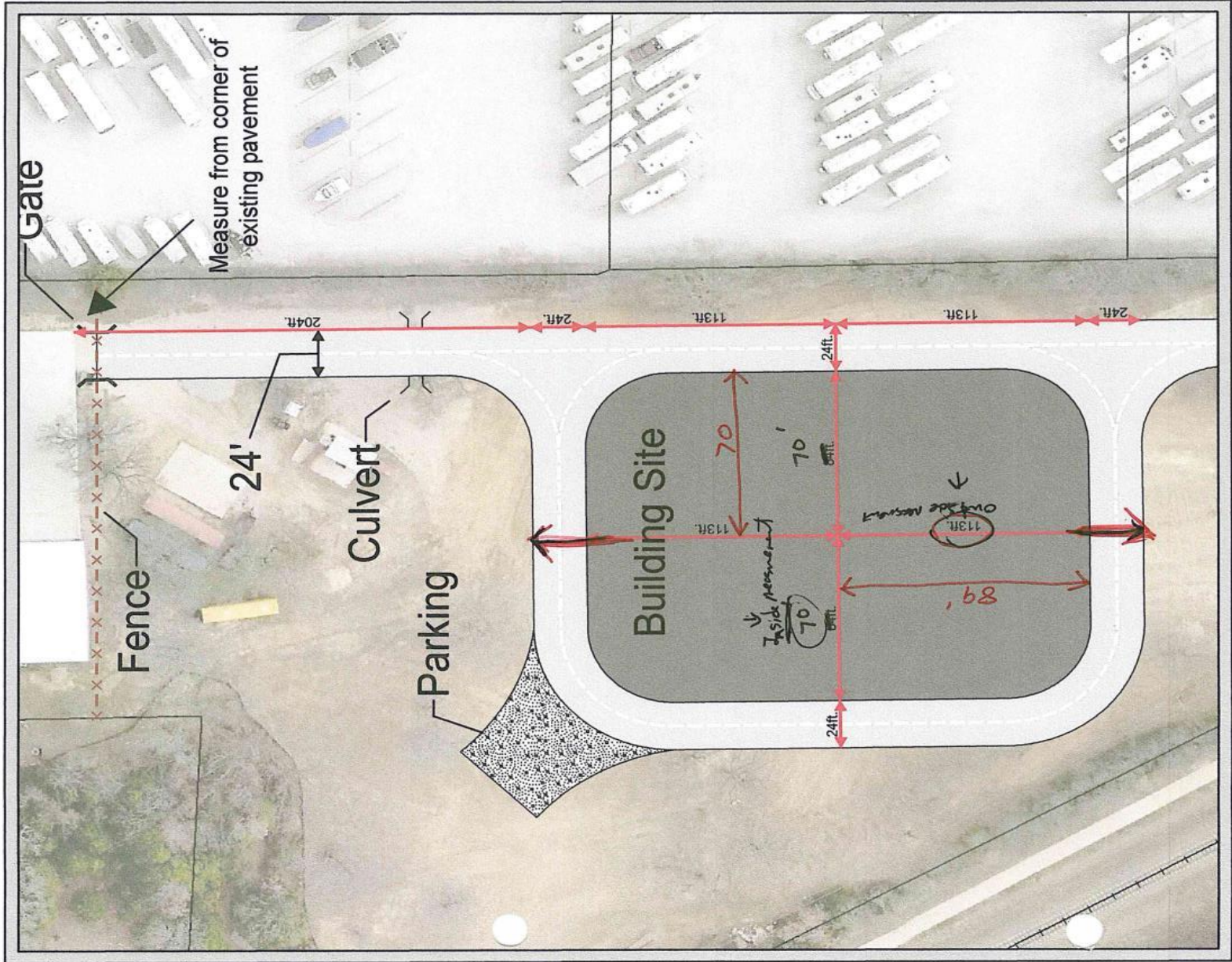


# LCFD Training Facility



CITY OF CORINTH

## FIRE TRAINING FIELD









# Projected costs of design, remodel and site improvements

## Public Works facility remodel only

- **\$434,880**
- New roof
- HVAC upgrades
- All new flooring, ceilings, fixtures
- New Floorplan for our current and future needs 1<sup>st</sup> and 2<sup>nd</sup> floors
- New elevation for outside of building
- Secondary exit for 2<sup>nd</sup> floor fire exit
- New office furniture and cubical work stations + \$35,000 (included in total above)

## Storage building, PW/LCFD area drainage and site improvements

- **\$960,107**
- P.W. Storage Building for equipment
- P.W. site improvements:
  - Drainage improvements
  - Retaining wall
  - Platting
- LCFD Practice Facility drainage and site improvements.

# Cost of correcting all items not conforming to the UDC.

- Staff Recommended

- Platting: Approximately \$10,000 (included in cost estimate in Phase 2).
- Site surveying and grading and drainage design: Approximately \$37,107 for necessary surveying and engineering services (included in cost estimate in Phase 2).

- **Total Staff Recommended \$47,100 (already included in cost estimate)**

- Staff NON Recommended

- Fire lane extension: Approximately \$175,900.
- Additional parking: The cost to provide additional parking along the north side of the fire lane (current gravel parking) would be approximately \$10,000.
- Landscaping requirements: The full extent of any on-site landscaping has not been fully determined, but we would anticipate budgeting \$7,500-\$15,000 for this work.
- **Total Staff NON Recommended \$200,900**
- Totals an additional **\$248,000** if all selected.

# Project Funding

- **COSTS**

- Public Works Building-  
\$434,880
- Storage Building, PW/ LCFD Drainage  
Improvements, Site Work, Platt/ Survey  
\$960,107
- Total Cost- **\$1,394,987**

- **Funding**

- \$1.5 million was budgeted in the 2017-18 budget for the Public Works remodel, storage building and site improvements.
- Public Works remodel, storage facility, site improvements, area drainage improvements in coordination with the LCFD along with road access thru the training facility all constructed \$105,000 under budget.

**LAMB-STAR ENGINEERING, L.P.**  
**Fee Estimate**  
**City of Corinth**  
**Department of Public Works**  
**Renovations and New Construction**

---

<b>Phase</b>	<b>Description</b>	<b>Design Fees</b>	<b>Est Construction Costs</b>
<b>Phase 1</b>	Interior Renovation - Existing Building	\$ 37,000	\$ 265,000
	Exterior Skin Renovation	\$ 11,500	\$ 80,000
	Environmental Services	\$ 6,380	-
<b>Total Phase 1</b>		<b>\$ 54,880</b>	<b>\$ 345,000</b>
<b>Phase 2</b>	New Pre-Engineered Storage Building	\$ 12,500	\$ 150,000
	Site Work	\$ 114,107	\$ 520,000
	Practice Facility - Lake Cities Fire Dept	\$ 33,500	\$ 130,000
<b>Total Phase 2</b>		<b>\$ 160,107</b>	<b>\$ 800,000</b>
<b>Total</b>		<b>\$ 214,987</b>	<b>\$ 1,145,000</b>

**LAMB-STAR ENGINEERING, L.P.**  
**Fee Estimate**  
**City of Corinth**  
**Department of Public Works**  
**Phase 1 - Renovations to Existing Building**

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Description	Design Fees	Est Construction Costs
<b>Interior Renovation - Existing Building</b>		
<i>Civil Engineering</i>	\$ -	
<i>Architectural Design, Detailing, Consultant Coordination, Quality Control, and Project Management</i>	\$ 21,250	
<i>Structural</i>	\$ 3,500	
<i>Mechanical Design and Detailing</i>	\$ 3,063	
<i>Plumbing Design and Detailing</i>	\$ 3,063	
<i>Electrical and Lighting Design and Detailing</i>	\$ 6,125	
<b>Subtotal</b>	<b>\$ 37,000</b>	<b>\$ 265,000</b>
<b>Exterior Skin Renovation</b>		
<i>Civil Engineering</i>	\$ -	
<i>Architectural Design, Detailing, Consultant Coordination, Quality Control, and Project Management</i>	\$ 9,000	
<i>Structural</i>	\$ 1,500	
<i>Mechanical Design and Detailing</i>	\$ -	
<i>Plumbing Design and Detailing</i>	\$ -	
<i>Electrical and Lighting Design and Detailing</i>	\$ 1,000	
<b>Subtotal</b>	<b>\$ 11,500</b>	<b>\$ 80,000</b>
<b>Environmental Services</b>		
<i>Phase 1 Site Assessment</i>	\$ 3,850	
<i>Records Review</i>		
<i>Site Reconnaissance</i>		
<i>Interviews</i>		
<i>Evaluation and Report Preparation</i>		
<i>Asbestos Containing Material Inspection</i>	\$ 2,530	
<b>Subtotal</b>	<b>\$ 6,380</b>	
<b>Expenses</b>		
<i>Travel</i>	<i>Included</i>	
<i>Reproduction and Mailing</i>	<i>Not included</i>	
<i>Permit, Review or Impact Fees</i>	<i>Not included</i>	
<b>TOTAL PHASE 1</b>	<b>\$ 54,880</b>	<b>\$ 345,000</b>

**LAMB-STAR ENGINEERING, L.P.****Fee Estimate****City of Corinth****Department of Public Works****Phase 2 - New Storage Building and Site Improvements**

Description	Design Fees	Est Construction Costs
<b>New Pre-Engineered Storage Building (30' x 50')</b>		
<i>Civil Engineering</i>	\$ -	
<i>Architectural Design, Detailing, Consultant Coordination, Quality Control, and Project Management</i>	\$ 6,000	
<i>Structural</i>	\$ 2,500	
<i>Mechanical Design and Detailing</i>	\$ 1,500	
<i>Plumbing Design and Detailing</i>	\$ -	
<i>Electrical and Lighting Design and Detailing</i>	\$ 2,500	
<b>Subtotal</b>	<b>\$ 12,500</b>	<b>\$ 150,000</b>
<b>Site Work</b>		
<i>Site Improvement for New Storage Building</i>	\$ 24,000	
<i>Replace Existing Retaining Wall</i>	\$ 10,000	
<i>Overall site drainage improvements</i>	\$ 18,000	
<i>Topographic survey (incl. tree survey)</i>	\$ 25,867	
<i>Boundary Survey</i>	\$ 11,240	
<i>Geotechnical Engineering</i>	\$ 15,000	
<i>Plat Property</i>	\$ 10,000	
<b>Subtotal</b>	<b>\$ 114,107</b>	<b>\$ 520,000</b>
<b>Practice Facility - Lake Cities Fire Department</b>		
<i>Data Collection</i>	\$ 3,000	
<i>Topographical Survey</i>	\$ 10,000	
<i>Site Grading Improvements</i>	\$ 3,500	
<i>Site Drainage Improvements</i>	\$ 6,500	
<i>Site Roadway Improvements</i>	\$ 10,500	
<i>Site Utility Improvements</i>	\$ -	
<b>Subtotal</b>	<b>\$ 33,500</b>	<b>\$ 130,000</b>
<b>Expenses</b>		
<i>Travel</i>	<i>Included</i>	
<i>Reproduction and Mailing</i>	<i>Not included</i>	
<i>Permit, Review or Impact Fees</i>	<i>Not included</i>	
<b>TOTAL PHASE 2</b>	<b>\$ 160,107</b>	<b>\$ 800,000</b>

LAMB-STAR ENGINEERING, L.P.

Fee Estimate

City of Corinth

Department of Public Works

Phase 2 - Site Improvements

Description	Sheets	Cost -Sheet	Design Cost	Est. Construction Cost	Notes
Grading Plan	4	\$ 3,000	\$ 12,000	\$ 120,000	
Drainage Plan	4	\$ 3,000	\$ 12,000	\$ 120,000	Maps, calcs, layouts
SW3P	2	\$ 3,000	\$ 6,000	\$ 60,000	
Utilities	2	\$ 3,000	\$ 6,000	\$ 60,000	
Site Plan	2	\$ 3,000	\$ 6,000	\$ 60,000	
Retaining Wall	2	\$ 5,000	\$ 10,000	\$ 100,000	Plan and profile, details
Geotechnical			\$ 15,000	\$ -	
Topographic survey (includes tree survey)			\$ 25,867	\$ -	
Boundary Survey			\$ 11,240	\$ -	
Property Plat			\$ 10,000		
<b>Total</b>			<b>\$ 114,107</b>	<b>\$ 520,000</b>	

LAMB-STAR ENGINEERING, L.P.

Fee Estimate

City of Corinth

Lake Cities Fire Department

Phase 2-Practice Facility

Description	Sheets	Cost -Sheet	Design Cost	Est. Construction Cost	Notes
Grading Plan	1	\$ 3,500	\$ 3,500	\$ 25,000	
Drainage Plan	1	\$ 3,500	\$ 3,500	\$ 34,850	Maps, calcs, layouts
SW3P (drainage)	1	\$ 3,000	\$ 3,000	\$ 5,000	
Site Plan (roadway)	3	\$ 3,500	\$ 10,500	\$ 58,178	Plan and profile, details, 24' , 6" crushed concrete
Data Collection	1	\$ 3,000	\$ 3,000	\$ -	
<b>Total</b>			<b>\$ 23,500</b>	<b>\$ 123,028</b>	

Item Description	Unit	Quantity	Unit Cost	Est Construction Cost	
Site Grading	LS	1.0	\$ 25,000	\$ 25,000	assume 60% of 6.671 acres (from plat)
Remove Existing Pipes	LF	30	\$ 15	\$ 450	assume 30 LF 36" CMP
Drainage Pipes	LF	120	\$ 50	\$ 6,000	(assume 2 @ 36", 2 @ 12", ASSUME L=30' EA)
Headwall	EA	4	\$ 5,000	\$ 20,000	
Riprap (Grouted Stone)	SY	60	\$ 100	\$ 6,000	
Riprap (Dry Stone)	SY	20	\$ 120	\$ 2,400	
SWPPP	LS	1	\$ 5,000	\$ 5,000	
Flex Base 6" TY D GR 3	SY	4035	\$ 13	\$ 52,458	Item 247 6075
Gravel Parking	SY	440	\$ 13	\$ 5,720	
				<b>\$ 123,028</b>	Round up to \$130,000





January 2, 2018

Mr. Cody Collier  
City of Corinth  
Email: cody.collier@cityofcorinth.com  
Phone: 940-498-3249

Re: CITY OF CORINTH – Public Works Department Building and Site Upgrades

Mr. Collier:

Lamb-Star Engineering is pleased to provide the City of Corinth with this Fee Proposal for Architectural and Engineering Services for Renovations to Existing Building and Environmental Services for the above referenced project.

**PROJECT DESCRIPTION:**

## **Phase 1 – Renovations to Existing Building**

### **INTERIOR RENOVATION OF EXISTING BUILDING**

#### Current Conditions

Existing Two-Story administration office area within the pre-engineered metal building. The current construction of the office area is wood stud wall framing throughout with wood floor joists for the upper level supported on the lower level walls. Office area currently has a fire suppression system installed. Upper level is accessed by a single stair that currently does not meet code as the riser heights vary throughout the run.

The first-floor administration area currently has:

1. Reception Area
2. Receptionist Office
3. Single User Admin Restroom
4. Conference Room
5. Offices (qty 4)
6. Break Room
7. Workshop Restrooms (qty 2)
8. Workshop Shower Room (qty 1)

The second-floor administration area currently has:

1. Common Area
2. Offices (qty 6)
3. Catwalk for accessing HVAC systems

The users have complained that the HVAC system is unable to adequately condition the administration area. There did not appear to be a working fire alarm system.

#### Proposed Changes

The end users would like to renovate the first floor to provide the following:

1. Approximately 2,145 square feet
2. Larger Reception Area with controlled access to rest of administration area



3. Reconfigured Receptionist Office to be more secure from reception area
4. Addition of a second administration restroom
5. Additional Storage Room
6. Office (qty 4)
7. Existing Break Room

Second Floor changes:

1. Approximately 2,145 square feet
2. Reclaim catwalk areas for office area
3. Open Workspace to accommodate 14 cubicles
4. Mechanical Rooms (qty 2)
5. Office (qty 1)
6. Storage Room
7. New stairs (qty 2)

HVAC System:

- New split DX systems
- New ductwork throughout

Lighting:

- New 2x4 Lay-In LED light fixtures in office areas, corridors, and breakroom
- New recessed LED can light fixtures in restrooms

Fire Protection:

- Rework existing fire sprinkler system heads for new layout
- Add new fire alarm system (none currently)

Floor Finishes:

- Carpet in Office Areas
- Ceramic Tile Floor in Bathrooms
- Ceramic Tile downstairs
- Vinyl Composition Tile upstairs

Walls:

- Painted Gypsum Board on wood stud in offices, corridors, break room, etc.
- Ceramic tile wainscot in restrooms with painted gypsum board above.

Ceiling:

- New 2'x2' Ceiling Grid in offices, corridors, and breakroom with 2'x2' tegular edge lay-in ceiling tiles in new grid
- Painted Gypsum Board ceiling in restrooms

Restrooms:

- New Toilet fixtures
- New Wall mounted Sinks
- New restroom accessories (paper dispensers, soap dispensers, toilet paper dispensers)

Millwork:

- New upper and lower cabinets in Break Room
- New solid surface counter top in Break Room

Stairs:

- Replace existing stair with new metal stair with concrete filled pans, and new pipe railing
- Add new exterior galvanized and painted metal stair for second egress stair from second floor



Paint:

- Repaint all walls in administration, restrooms, and break room areas.
- Repaint exterior wall of administration facing shop area

Shop Area:

- No work anticipated in Shop Area

## **EXTERIOR SKIN RENOVATION**

City of Corinth would like to do a partial image upgrade of the front façade and each side façade, back approximately one bay, to bring the building into compliance with the City of Corinth materials requirement.

Proposed Changes:

- Add exterior sheathing and stucco finish on metal lath to the front elevation, and approximately 40' back on either side
- Add stone wainscot base on new brick shelf
- Cast Stone cap between stone and stucco
- New metal Entry canopy to protect front door
- New metal window awnings over existing windows in Administration Area
- Exterior lighting in canopy would be required

### **ASSUMPTIONS:**

1. Proposal assumes that one site trip is required during design phase. Trips are available as an additional service.
2. Proposal is based on a maximum of two site trips during construction phase. Additional trips are available as an additional service.
3. All design and construction phase meetings will be held via tele-conference.
4. Fire Protection will be done as a design-build by the Contractor's subconsultant. Design of fire protection is excluded from this fee proposal. Proposal does include performance specifications for the fire protection system.
5. All design submittals (60%, 90%, IFP) will be delivered as reproducible PDF file. Hard copies are available at cost plus 10% handling.
6. As-Built drawings are not included in fee proposal and are available as an additional service.
7. Current Zoning would remain as **I** (Industrial).
8. No additional landscaping would be required.
9. Permit, review or impact fees are not included.

## **ENVIRONMENTAL SERVICES**

### **Phase I Environmental Site Assessment**

The objective of the Phase I Environmental Assessment is to identify, to the extent feasible under the processes prescribed in ASTM E 1527-2013, the potential for recognized environmental conditions; that is, the presence or likely presence of any hazardous substances or petroleum products on the property under conditions that indicate an existing release, a past release, or a material threat of a release of any hazardous



substances or petroleum products into the ground, groundwater, or surface water of the property. The Phase I will have four components, described as follows:

1. **Records Review:** Obtain and review records that will help identify recognized environmental conditions in connection with the property. Some records will pertain to properties within an additional approximate search distance in order to help assess the likelihood of potential problems from migrating substances.
2. **Site Reconnaissance:** Visually and physically inspect the property and adjoining properties, to the extent not obstructed by bodies of water, adjacent buildings, or other obstacles, for evidence of hazardous substances or petroleum products.
3. **Interviews:** a) Interview owners and occupants, or their designated representatives, to obtain information regarding current and historical uses of the property that may be related to environmental conditions. b) Conduct inquiries of local agency (e.g. fire department, health department) officials or staff members that may have knowledge or records of environmental conditions or incidents related to the property or the surrounding area. Interviews may in the form of personal contact, telephone contact, or written correspondence.
4. **Evaluation and Report Preparation:** The information gathered from the previous tasks will be evaluated, and the findings will be presented in a report that describes, at minimum, site and vicinity descriptions, current and past uses of the property and adjoining properties, information from records reviews, information from site reconnaissance and interviews, conclusions and opinions of impacts, if any, of recognized environmental conditions. The report will also describe the methodologies used, and will include appropriate documentation and exhibits of information used to conduct the assessment. Recommendations for further study, if any, will be provided in a separate document.

Phase I investigative work includes, but may not be limited to, four basic tasks which are each comprised of several components. The details of these tasks are set forth below, listing the standard components of each. The ASTM E 1527-2013 standard prescribes a review of *reasonably ascertainable* information; that is, information that is publicly available, obtainable from its source within reasonable time and cost restraints, and practically reviewable. The availability of information will vary based on the location of a given site. The Consultant will attempt to review as much of the following information as is reasonably ascertainable for this project.

**Task 1: Records Review**

Standard Environmental Record Sources

Review documented environmental site listings from Federal and State regulatory agency database sources, including the following:

<u>Sources</u>	<u>Minimum Search Distance</u>
1. Federal NPL Facilities/Sites Lists	1.0 Mile Radius
2. Federal NPL-Delisted Sites List	0.5 Mile Radius
3. Federal CERCLIS List	0.5 Mile Radius
4. Federal NFRAP List	0.5 Mile Radius
5. Federal RCRA Corraacts List	1.0 Mile Radius
6. Federal RCRA TSD List	0.5 Mile Radius
7. Federal RCRA Generator List	Adjoining
8. Federal Finds List	0.5 Mile Radius
9. Federal ERNS List	Site Specific
10. State Priority List	1 Mile Radius
11. State IOP List	0.5 Mile Radius



<u>Sources</u>	<u>Minimum Search Distance</u>
12. State SWLF/CLI List	0.5 Mile Radius
13. State CLI List	0.5 Mile Radius
14. State LPST List	0.5 Mile Radius
15. State Registered UST/AST List	Adjoining
16. State PST List	0.5 Mile Radius
17. State TCEQ VCP List	0.5 Mile Radius
18. State Brownfield List	0.5 Mile Radius
19. Dry Cleaner List	0.5 Mile Radius
20. IHW List	Adjoining
21. Local Hazmat Spills	Site Specific

Documented regulatory agency sites located within the ASTM prescribed minimum search distance will be identified and plotted on a composite site map.

### **Physical Setting Sources**

**USGS Topographic Map(s)** will be reviewed to determine site topography and surface drainage patterns of the site and the surrounding area. Current and past structures, roads, well installations, and other improvements will be evaluated, as well as other pertinent physical features such as streams or water bodies. **Federal Emergency Management Agency** floodplain map(s) will be evaluated to determine if the subject property lies within a known floodplain. The appropriate **Soil Survey** from the **USDA Natural Resource Conservation Service** will be reviewed to determine the site's soil conditions and general surface geology of the area. General descriptions will be made of the subsurface hydrogeology based on information from **USGS Groundwater Maps** or other sources.

### Historical Use Information

**Historical Aerial Photographs** will be obtained from aerial photography firms having inventory of the subject area. The photographs will be reviewed to evaluate previous land use characteristics for the property and adjacent parcels. The photographs will also be checked for possible oil and gas exploration activities, surficial anomalies associated with waste ponds or dumps, and previous commercial and/or industrial activities. A **Chain of Title** will be reviewed from the Denton County Clerk's records to identify site ownership from 1940 forward. The records will be reviewed to evaluate the potential for industrial or environmentally significant land use activities onsite, based on the identities of previous owners. This task will be subcontracted to a title search company.

Local **City Directories** and **Sanborn Fire Insurance Maps**, if available, will be reviewed for listings of the types of past structures or business operations that may have existed on the property. In addition, **Texas Railroad Commission Records** will be reviewed to determine if oil and/or gas exploration or production has occurred on the site. This information will be obtained from a **Regional Oil and Gas Survey Map** prepared by Tobin Research, Inc.

### **Task 2: Interviews and Agency Inquiries**

#### Owner/Occupant Inquiry

Inquiries will be made of person(s) who may have knowledge of current or historical conditions associated with the subject property. One or more of the following individuals may be contacted for an interview: 1) **Current Owner** 2) **Owner's Representative** 3) **Occupants** or **Tenants** 4) **Adjacent Property Owners/Occupants**. Interviews may be conducted in person, by telephone, or by written correspondence in the form of an **Owner/Occupant Questionnaire**.

#### Local Agencies and/or Officials



Inquiries will be made of local agencies or officials that may have records of environmental conditions or incidents related to the subject property or adjacent properties. Such agencies may include the **Local Fire Department, Hazardous Materials Response, City/County Health Department, Local Pollution Control Agency**, or others deemed appropriate for the property, its location, or specific conditions.

### **Task 3: Additional Records Sources**

In the event that site-specific conditions or standard information sources indicate a potential environmental condition(s) associated with the property, other selective files or records may be reviewed for additional information regarding such conditions. This information will be obtained at the discretion of the Consultant based on the findings of the investigation. Other typical sources include specific files from the **Texas Railroad Commission, the Texas Commission on Environmental Quality**, and the **Environmental Protection Agency**.

### **Task 4: Site Reconnaissance**

#### General Site Setting

Site reconnaissance will be conducted to physically and visually inspect the property for indications of environmental conditions. Observations will be made of the **Current Site Usage, Adjacent Site Usage, Topography and Landscape, Structures, Roads, Improvements** and, to the extent practicable, **Potable Water Supply, Sewage Disposal System**, and other **Utility Installations**.

#### Interior and Exterior Observations

The property and any buildings or structures will be inspected for visual or physical evidence of hazardous substances or petroleum products. Exterior observations include, but are not limited to, pits, ponds, lagoons, stained soil or pavement, pools of liquid, strong odors, stressed vegetation, solid waste, waste water and associated discharge(s), above or below ground storage tanks, drums or containers, unidentified substances, wells, or septic systems. If interior inspection is required, observations will include those listed above, if applicable, as well as heating/cooling sources and fuels, stains or corrosion, drains and sumps, storage or treatment areas, and construction materials. Any listed, or non-listed, indicator of hazardous substances or petroleum products will be identified in the findings of the report.

### **Asbestos Containing Materials Inspection**

#### **Outside Scope Considerations**

The subject site contains a warehouse/office building which is subject to Texas Department of Health (TDH) regulations and will require ACM inspection prior to demolition/renovation activities. However, performance of a pre-renovation/demolition survey often requires destructive sampling, including damage to roof materials, exterior walls, HVAC vibration dampeners, etc. Given the fact the buildings are occupied, a complete pre-demolition/renovation survey is not possible at this time. The Consultant's subcontractor will perform as complete an ACM inspection as possible to identify ACM prior to demolition or renovation of the property. The inspection will be performed by a Texas Department of Health (TDH) licensed inspector; however, since the building is occupied, the inspection may not meet all criteria for a complete predemolition/renovation inspection. Should this be the case, the information can be used and expanded upon to complete the pre-demolition inspection (if necessary) once the buildings are unoccupied. Samples will be analyzed for asbestos content by Polarized Light Microscopy (PLM). Following receipt of PLM results, a recommendation may be made to analyze samples with content near the threshold value of 1% ACM (if any) by point count analysis. The proposal costs do not include analysis by point count. Should point count analysis be warranted, costs will be discussed with and approved by the client prior to commencing analysis. Every reasonable effort has been made to provide a fair and accurate estimate of



costs prior to visual inspection of the site. If unforeseen circumstances with potential to increase the assessment costs are encountered, the client will be notified immediately.

*\* If the client requires completion of the report in less than twenty-one (21) days, a rush charge of 20% will be added to the cost of the project. Additionally, some standard information sources may not be available for review. Costs associated with obtaining and reviewing information for the purposes of completing Task #3 of Task I in Attachment A will be invoiced at cost plus twenty percent (20%), plus project management review time according to the attached Personnel Rate Sheet (Attachment B) with the exception of specific oil or gas well site information which will be provided for a research fee of one hundred twenty-five dollars (\$125.00) per site. In addition, if it is necessary to investigate any structures on the site, there will be an additional charge of \$125.00 per structure. This estimate includes 31 hours of project management/mapping time. Extraordinary circumstances, such as regulatory agency reviews based upon recent policy changes, may require additional tasks or further detailed analysis not covered in the present scope of work. If the project requires more than a total of 31 hours of project management/mapping time, the extra hours will be billed hourly as additional services, based on the attached rate schedule, but will not exceed 10% (\$385.00) without written approval from the client.*

*\*\* Costs include a maximum of fifty (50) samples for analysis of PLM. If inspection reveals more than 50 samples are necessary, the client will be notified immediately. The proposal costs do not include analysis by point count. Should point count analysis be warranted, costs will be discussed with and approved by the client prior to commencing analysis.*

**ASSUMPTIONS:**

1. The Consultant will be provided with the following:
  - o A survey map of the site
  - o Metes and bounds or legal description; and
  - o Contact name of the current owner or owner's representative to complete an owner/occupant inquiry.
2. The Client has the authority to enter the property for purposes of conducting environmental assessments and will grant that authority to the Consultant.

We appreciate the opportunity to provide the services indicated above to you. If additional information or clarification is needed, please do not hesitate to contact me. We look forward to working with you on this project.

Sincerely,

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**Lamb-Star Engineering**  
Eric Greenman, P.E.  
Sr. Project Manager



January 2, 2018

Mr. Cody Collier  
City of Corinth  
Email: cody.collier@cityofcorinth.com  
Phone: 940-498-3249

Re: CITY OF CORINTH – Public Works Department Building and Site Upgrades

Mr. Collier:

Lamb-Star Engineering is pleased to provide the City of Corinth with this Fee Proposal for Architectural and Engineering Services for a New Storage Building and Site Improvements for the above referenced project.

**PROJECT DESCRIPTION:**

## **Phase 2 – New Storage Building and Site Improvements**

### **ADDITION OF NEW STORAGE BUILDING**

The City would like to construct a new pre-engineered metal building for the storage of City owned vehicles and equipment.

The building will be:

- Approximately 60 feet long and 30 feet deep
- Four 10' x 14' overhead doors on one side.
- Two Man doors required to meet the exiting requirements
- High bay lighting
- Convenience electrical outlets will be provided.
- Heat only will be provided.
- Intake louvers and electric fan exhaust fans will be provided for fresh air.
- Sealed concrete floors
- Batt Insulated wall and roof
- Interior metal liner panels up to 8' above finish floor to protect insulation from damage

### **SITE WORK**

City would like to perform several site improvements including the following:

1. Site improvements related to proposed new storage building including grading, water service and extension of existing concrete drive with cul-de-sac or hammerhead turn around for a fire apparatus access road.
2. Replace approximately 120 LF of existing railroad tie retaining wall with proposed concrete retaining wall 4 to 5 feet in height.
3. Get the property at 1200 N Corinth St (A0204a L. Bates, TR 13A, 5.0021 Acres. Lot 13A) platted.
4. Improve overall site drainage with grading or storm system.





## **PRACTICE FACILITY – LAKE CITIES FIRE DEPT**

City would like to develop the existing field behind the existing Lake Cities Fire Station #2. Improvements include:

1. Data gathering to include electronic files for topographic survey and previously submitted site plan
2. Grading design to include proposed contours
3. Design of drainage improvements to include drainage area map, drainage layouts, and drainage calculations
4. Overall site plan to include layout and section of proposed roadway improvements
5. Identification of existing utilities and design/location of proposed water service and fire hydrants

### **ASSUMPTIONS:**

1. Material testing fees are not itemized and shall be paid for as expenses.
2. Proposal assumes that one site trip is required during design phase. Trips are available as an additional service.
3. Proposal is based on a maximum of two site trips during construction phase. Additional trips are available as an additional service.
4. All design and construction phase meetings will be held via tele-conference.
5. Fire Protection will be done as a design-build by the Contractor's subconsultant. Design of fire protection is excluded from this fee proposal. Proposal does include performance specifications for the fire protection system.
6. All design submittals (60%, 90%, IFP) will be delivered as reproducible PDF file. Hard copies are available at cost plus 10% handling.
7. As-Built drawings are not included in fee proposal and are available as an additional service.
8. Current Zoning would remain as **I** (Industrial).
9. No additional landscaping would be required.
10. Permit, review or impact fees are not included.

We appreciate the opportunity to provide the services indicated above to you. If additional information or clarification is needed, please do not hesitate to contact me. We look forward to working with you on this project.

Sincerely,

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**Lamb-Star Engineering**  
Eric Greenman, P.E.  
Sr. Project Manager