



**ENNIS CITY COMMISSION AGENDA  
TUESDAY, MARCH 17, 2026  
6:00 PM**

CITY OF ENNIS CITY HALL  
COMMISSION CHAMBERS  
107 N. SHERMAN  
ENNIS, TEXAS 75119  
(972) 875-1234

**As authorized by Texas Government Code Section 551.071 - this meeting may be convened into closed Executive Session for the purposes of seeking confidential legal advice from the City Attorney on any item on the agenda at any time during the meeting.**

**The City of Ennis reserves the right to re-align, recess, or reconvene the Regular Session or called Executive Session or order of business at any time prior to adjournment.**

**As authorized by Texas Government Code Section 551.007 - the governing body shall allow any member of the public who wishes to speak on an agenda item at an open meeting to address the body regarding that item before or during the consideration of the item.**

**CITY COMMISSION MEETINGS ARE NOW LIVESTREAMED AT:  
[www.ennistx.gov/citycommissionlivestream](http://www.ennistx.gov/citycommissionlivestream)**

**A. CALL TO ORDER**

- Roll Call
- Invocation
- Pledge of Allegiance

**B. PRESENTATIONS**

**B.1. City of Ennis Employee of the Month**

- Ernesto Gonzales, Vehicle Maintenance Technician

**B.2. City of Ennis Retiree Recognition**

- Samuel Walker - Sanitation Loader

**B.3. City of Ennis New Employee Recognition**

- Hannah Edwards, Police Officer
- Haydin Thomas, Police Communications Officer
- Austin Risner, Police Communications Officer
- Joseph Osborn, Utilities Maintenance Technician
- Clinton Sumerall, Public Works Assistant Director - Transportation Services

**B.4. Presentation of the Tourism Friendly Designation from the Travel Texas Office**

**C. CITIZENS PUBLIC COMMENT PERIOD**

*The City Commission invites citizens to address the Commission on any topic not already scheduled for a Public Hearing. Citizens wishing to speak should complete a "Citizen Comment Period" form and present it to the City Secretary prior to the meeting. Speakers are limited to 3 minutes. In accordance with the Texas Open Meetings Act, the City Commission cannot take action on items not listed on the agenda. However, your concerns may be addressed by City Staff, placed on a future agenda, or responded to by some other course.*

**D. COMMISSIONER UPDATES**

*Pursuant to Texas Government Code Section 551.0415 the Mayor and Commission may report on the following items: (1) expression of thanks, congratulations or condolences; (2)*

*information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming City Commission events; (5) information about community events; (6) announcements involving imminent threat to public health and safety.*

#### E. CONSENT ITEMS

*All matters listed under Consent Agenda are considered to be routine by the City Commission and will be enacted by one motion without separate discussion. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

- E.1. Approval of the January 20, 2026, Ennis City Commission Regular Meeting Minutes.  
[CC Regular Meeting Minutes 01.20.26](#)
- E.2. Approval of the February 9, 2026, Ennis City Commission Special Meeting Minutes.  
[CC Special Meeting Minutes 02.09.26](#)
- E.3. Approval of the February 17, 2026, Ennis City Commission Regular Meeting Minutes.  
[CC Regular Meeting Minutes 02.17.26](#)
- E.4. Approval of a Resolution of the City Commission of the City of Ennis, Texas, ratifying the purchase of emergency repair services of the 8-inch sludge line located at the Ennis Wastewater Treatment Plant on 401 W Plant Rd from D&S Field Services, LLC in a sum not to exceed Sixty-Five Thousand Dollars and Zero Cents (\$65,000.00).  
[Emergency Repair - Sludge Line at Wastewater Treatment Plant from DS Field Services](#)
- E.5. Approval of a Resolution of the City Commission of the City of Ennis, Texas, appointing staff members to the list of authorized signatories of the City's primary depository bank.  
[Authorized Signatories on City's Depository Bank](#)
- E.6. Approval of a Resolution of the City Commission of the City of Ennis, Texas, authorizing the City Manager to execute the Release and Hold Harmless Agreement with the Estate of Dr. Walter C. Stout for Property ID 179791 to be used by the City and its contractors as part of the Ennis Freedom Fest June 25 - June 28, 2026 and the Ennis Bluebonnet Trails held April 1- 30, 2026.  
[Release and Hold Harmless](#)

#### F. ITEMS FOR DISCUSSION AND INDIVIDUAL CONSIDERATION

- F.1. Conduct a Public Hearing regarding an application for a Zoning Change from Single Family Residential-5 (R-5) and Corridor Commercial (CC) to Light Industrial and Manufacturing (L-IM) for an approximately 0.8753-acre tract of land situated in the Claiborne Garrett Survey, Abstract No. 383, City of Ennis, Ellis County, Texas. 2900 N.E. Main Street. Ellis CAD ID 274771.  
[Public Hearing on Zoning Change R-5 & CC to L-IM](#)
- F.2. Discuss and consider an Ordinance of the City Commission of the City of Ennis, Texas, amending the Zoning and Zoning Map of the City of Ennis, Texas from Single Family Residential-5 (R-5) and Corridor Commercial (CC) to Light Industrial and Manufacturing (L-IM) for an approximately 0.8753-acre tract of land situated in the Claiborne Garrett Survey, Abstract No. 383, City of Ennis, Ellis County, Texas. 2900 N.E. Main Street. Ellis CAD ID 274771.  
[Ordinance Approving Zoning Change R-5 & CC to L-IM](#)

- F.3. Discuss and consider an Ordinance of the City Commission of the City of Ennis, Texas, amending Chapter 14 "Signs" of the Code of the City of Ennis to add Section 14-35 "Electioneering on City-owned property used for a polling place," amend Section 14-18(b) "Temporary signs, search lights," and amend Section 14-33 "Definitions," providing for findings, penalty, publication, and an effective date.  
[Sign Ordinance - Temporary Election Signs](#)
- F.4. Discuss and consider an Ordinance of the City of Ennis, Texas, amending Division 3. "Police Department" of Article IV "Officers and Employees" of Chapter 2 "Administration" of the Code of the City of Ennis, Texas, to modernize the provisions concerning the Police Department, providing a Savings/Repealer Clause; providing a Severability Clause; and providing for publication and an effective date.  
[Ordinance Modernizing Code Provisions regarding Ennis Police Department](#)
- F.5. Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, awarding RFQ 26-108-04 Professional Planning Services for the Development of a Future Land Use Plan to Freese and Nichols, Inc.; authorizing the City Manager to execute any and all agreements necessary to effectuate the same; and providing an effective date.  
[RFQ for Future Lan Use Plan Services](#)
- F.6. Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, authorizing acceptance of a Fiscal Year 2026 Routine Airport Maintenance Program (RAMP) Grant from the Texas Department of Transportation Aviation Division for Ennis Municipal Airport (F41); authorizing execution of the Reimbursable Grant Agreement; committing local matching funds; and authorizing necessary Budget Amendments.  
[2026 RAMP Grant](#)
- F.7. Discuss and consider a Resolution authorizing the City of Ennis, Texas, to submit a Texas Community Development Block Grant (TxCDBG) Downtown Revitalization Program application to the Texas Department of Agriculture; formally designating the Ennis Main Street area; committing \$50,000 in local matching funds; and authorizing the City Manager to execute all application documents and related agreements.  
[TxCDBG - Downtown Revitalization Program](#)
- F.8. Discuss and consider a Resolution approving a Production Management Agreement with First Class Productions for the Ennis Bluebonnet Trails and Festival and authorizing the Mayor to execute the agreement.  
[First Class Productions - Bluebonnet Trails and Festival](#)
- F.9. Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, authorizing the purchase of a high performance mobile stage in response to the competitive bid process ITB-26-112-08, in an amount not to exceed \$208,535.00 plus allowable contingency; authorizing the City Manager to execute any documents in connection therewith; and setting an effective date.  
[High Performance Mobile Stage](#)
- F.10. Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, establishing a pilot program for Fiscal Year 2025-2026 for tourism event support; authorizing the use of Hotel Occupancy Tax funds for eligible tourism-promoting events; appropriating an amount not to exceed \$50,000 for the pilot

program; establishing program guidelines and administration; and providing an effective date.

[Tourism Event Support Pilot Program](#)

- F.11. Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, appointing members to the Charter Review Committee.

[Appointing a Charter Review Committee](#)

G. EXECUTIVE SESSION

*The City Commission will recess into closed Executive Session pursuant to Texas Government Code:*

- G.1. Section 551.071(1) and (2) Consult with the City Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act and seek the advice of the Attorney regarding pending or contemplated litigation or a settlement offer; and Section 551.072 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:

- *Downtown Rooftop Lights Project*

- G.2. Section 551.072 - Deliberation regarding the purchase, exchange, lease, or value of real property; and Section 551.071(2) - Consult with the City Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act:

- *Lease with Cellco Partnership for Ennis North Water Tower*

- G.3. Section 551.071(1) and (2) - Consult with the City Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act and seek advice about pending or contemplated litigation or a settlement offer:

- *City of Ennis v. Ennis Main Street 501(c)(3) a/k/a Destination Ennis, Inc., Cause No. 116835, pending in the 40th Judicial District Court, Ellis County*

- G.4. Section 551.074 - Deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee:

- *City Secretary*

H. ACTION NECESSARY AS A RESULT OF THE EXECUTIVE SESSION

I. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Ennis City Hall, a place convenient and readily accessible to the general public, as well as to the City's website at [www.ennistx.gov](http://www.ennistx.gov) and said Notice was posted prior to the following date and time: **Wednesday, March 11, 2026, 5:00 P.M.** and will remain posted for at least two hours after said meeting was convened.

Angie Wade

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ANGIE WADE, TRMC, CMC  
City Secretary

City of Ennis City Commission meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (972) 875-1234 or write to: PO Box 220, Ennis, TX 75120, at least 48 hours in advance of the meeting.

# ENNIS CITY COMMISSION AGENDA SUMMARY FORM



**To:** City Commission  
**Subject:** Approval of the January 20, 2026, Ennis City Commission Regular Meeting Minutes.  
**Meeting:** ENNIS CITY COMMISSION - 17 Mar 2026  
**Department:** City Secretary  
**Staff Contact:** Angie Wade, City Secretary

## **BACKGROUND INFORMATION:**

Minutes for the January 20, 2026 Regular Meeting are submitted for Commission's review and approval.

Per the City Commission Rules and Procedures, Section D.5(d), any questions regarding the minutes should be directed to the City Secretary prior to the Commission meeting.

## **ATTACHMENTS:**

[CC REG MINUTES 01.20.26](#)

**ENNIS CITY COMMISSION REGULAR MEETING MINUTES**  
**TUESDAY, JANUARY 20, 2026**

**A. CALL TO ORDER**

Mayor Raburn called a Regular Meeting of the Ennis City Commission to order Tuesday, January 20, 2026, at 6:00 P.M. in the Ennis City Hall Commission Chambers, 107 N Sherman, Ennis, Texas 75119.

City Secretary Angie Wade called roll and verified a quorum:

Mayor Raburn	present	Commissioner Hejny	present
Mayor Pro Tem Isbell	present	Commissioner Watson	present
Commissioner Falkenbach	present	Commissioner Pierce	present
Commissioner Jones	present		

The Invocation was given by City Commissioner Shirley Watson.  
The Pledge of Allegiance was led by Mayor Raburn.

**B. PRESENTATIONS**

B.1. Mayor Raburn read a proclamation declaring February 2026 as Black History month in the City of Ennis. The proclamation was accepted by Charlotte Allen.

B.2. Mayor Raburn recognized January 2026 City of Ennis Employee of the Month Mike Allen, Wastewater Treatment Plant Superintendent and presented a certificate thanking him for his outstanding service to the City of Ennis.

B.3. Mayor Raburn recognized City of Ennis retirees Juan Devora, Streets Foreman, and Mark Richardson, Planning and Development Director, and thanked them for their service to the City of Ennis.

B.4. Mayor Raburn recognized new City of Ennis Employee Jordan Hamilton, who joins the city as a Utilities Maintenance Worker.

B.5. Haley Burnett, Tourism and Main Street Manager, presented the Ennis Main Street Board 2025 Performance Report. Ms. Burnett stated that the Main Street program is an economic development powerhouse and assists in the revitalization of the historic downtown. Eleven projects were identified and completed in 2025 to include a Historic Downtown Ennis Welcome Guide. The board also finalized mural guidelines and best practices to be followed in the downtown district.

**C. CITIZEN PUBLIC COMMENT PERIOD**

No one spoke

**D. COMMISSIONER UPDATES**

Mayor Raburn read a winter weather advisory issued by the Office of Emergency Management regarding inclement weather expected over the upcoming weekend.

Mayor Pro Tem Isbell requested information regarding a town hall meeting. City Manager Andrea Weckmueller-Behringer stated that a town hall meeting to discuss water and wastewater infrastructure will be held Thursday, January 22, 2026, at the Welcome Center Bluebonnet Room.

Commissioner Jones offered condolences to the Butler/Williams family in the passing of Eva Williams.

Mayor Pro Tem Isbell stated that due to the January 31<sup>st</sup> Special Election this could be Mayor Raburn's last meeting as Mayor and thanked him for his dedication to the City of Ennis.

#### **E. CONSENT ITEMS**

**E.1. Approval of the December 10, 2025 Ennis City Commission Special Meeting Minutes.**

**E.2. Approval of the December 16, 2025, Ennis City Commission Regular Meeting Minutes.**

**E.3. Approval of the December 19, 2025, Ennis City Commission Special Meeting Minutes.**

**E.4. Approval of the January 6, 2026, Ennis City Commission Special Meeting Minutes.**

**E.5. Approval of a Resolution authorizing the City Manager to execute a Memorandum of Agreement (MOA) with the Department of State Health Services, North Central Texas Trauma Regional Advisory Council (NCTTRAC), to participate as a Sponsoring Entity in the Texas Emergency Medical Task Force (EMTF) program.**

**E.6. Consideration of Ratification of the Motion for Rehearing on Stephen Richard Selinger's Application for a new Texas Pollutant Discharge Elimination System Permit No. WQ0016388001.**

Mayor Raburn asked for a motion to approve the Consent Agenda. Mayor Pro Tem Isbell made a motion, seconded by Commissioner Falkenbach, to approve the Consent Agenda as presented.

A vote was cast, 7 in favor, 0 against. Motion passed.

#### **F. ITEMS FOR DISCUSSION AND INDIVIDUAL CONSIDERATION**

**F.1. Conduct a Public Hearing regarding an application for a Zoning Change from Agricultural (A) to Single Family Residential-10 (R-10) for an approximately 1.953- acre tract of land situated in the John Mott Survey, Abstract No. 667, City of Ennis, Ellis County, Texas. Generally located in the 4000-Block of Beach Rd. Ellis CAD ID 290289.**

*[Commissioner Falkenbach recused herself from Items F.1. and F.2. and left the dais]*

Mayor Raburn read the item. Assistant Building Official Troy Foreman addressed the Commission and stated that the applicant wished to build 2 homes on the property; 9 property owner notification letters were mailed with 6 being filed in protest; does not require a super-majority vote to approve; and Planning and Zoning Commission voted unanimously in favor.

A public hearing was opened at 6:37 P.M. No one spoke and the public hearing was closed at 6:38 P.M..

**F.2. Discuss and consider approval of an Ordinance amending the Zoning and Zoning Map of the City of Ennis, Texas from Agricultural (A) to Single Family Residential-10 (R-10) for an approximately 1.953-acre tract of land situated in the John Mott Survey, Abstract No. 667, City of Ennis, Ellis County, Texas, generally located in the 4000- Block of Beach Rd. Ellis CAD ID 290289.**

Mayor Raburn read the item.

*[Mayor Raburn called for a brief recess at 6:46 P.M.]*

*[Mayor Raburn reconvened the meeting at 6:57 P.M.]*

Commissioner Pierce made a motion, seconded by Commissioner Hejny, to approve the item as stated.

A vote was cast, 6 in favor, 0 against. Motion passed.

*[Commissioner Falkenbach returned to the dais]*

**F.3. Conduct a Public Hearing regarding an application for a Zoning Change from Light Industrial and Manufacturing (L-IM) to Heavy Industrial and Manufacturing (H-IM) for an approximately 10.976-acre tract of land situated in the Claiborne Garrett Survey, Abstract No.**

**383, City of Ennis, Ellis County, Texas. Located behind 2400 N Preston St. between an existing TXU easement and Union Pacific Railroad right-of-way. Ellis CAD ID 161346.**

Mayor Raburn read the item. Assistant Building Official Troy Foreman addressed the Commission stating that the applicant wishes to expand their current business, and that the Future Land Use Plan calls for Industrial Transition.

A public hearing was opened at 7:05 P.M.

John Young, 1301 Estate Drive, spoke against the zoning application due to multiple concerns including its proximity to residential.

Annette Locke, 1801 Preston Street, spoke against the zoning application due to traffic concerns.

Mary Gilmore, 906 Woodcrest, spoke against due to concerns with drainage, chemicals and water.

Jason Baker, 1501 Westchester, spoke against the zoning application due to all previously mentioned concerns.

Cecil Cheshier, 5237 N. Riverside, stated that the applicants wish to expand their current business.

Julie Davis, 1709 N. Clay, spoke against zoning application due to health concerns.

Mary Gilmore, 906 Woodcrest, expressed concerns over too much development.

Annette Lock, 1801 Preston Street, spoke regarding concerns over air quality.

Jason Baker, 1501 Westchester, spoke regarding concerns over future issues.

The public hearing was closed at 7:24 P.M.

**F.4. Discuss and consider approval of an Ordinance amending the Zoning and Zoning Map of the City of Ennis, Texas from Light Industrial and Manufacturing (L-IM) to Heavy Industrial and Manufacturing (H-IM) for an approximately 10.976-acre tract of land situated in the Claiborne Garrett Survey, Abstract No. 383, City of Ennis, Ellis County, Texas, located behind 2400 N. Preston St. between an existing TXU easement and Union Pacific Railroad right-of-way, Ellis CAD ID 161346.**

Mayor Raburn read the item and made a motion, seconded by Commissioner Hejny, to deny the zoning application as presented.

A vote was cast, 7 in favor, 0 against. Motion to deny the zoning request passed.

**F.5. Conduct a Public Hearing regarding a request for a Specific Use Permit (SUP) for plastics manufacturing on an approximately 10.976-acre tract of land zoned Heavy Industrial and Manufacturing district (H-IM), situated in the Claiborne Garrett Survey, Abstract No. 383, City of Ennis, Ellis County, Texas. Located behind 2400 N Preston St. between an existing TXU easement and Union Pacific Railroad right-of-way. Ellis CAD ID 161346.**

Mayor Raburn read the item and stated that the request for a Specific Use Permit could not move forward due to the zoning request on the property being denied. The public hearing was not held.

**F.6. Discuss and consider approval of an Ordinance granting a Specific Use Permit (SUP) for plastics manufacturing on an approximately 10.976-acre tract of land zoned Heavy Industrial and Manufacturing district (H-IM), situated in the Claiborne Garrett Survey, Abstract No. 383, City of Ennis, Ellis County, Texas. Located behind 2400 N Preston St. between an existing TXU easement and Union Pacific Railroad right-of-way.**

No action taken.

**F.7. Discuss and consider a Resolution ordering a Joint General Election to be held in the City of Ennis, Texas, on May 2, 2026, for the purpose of electing a Mayor Pro Tem, a City Commissioner Ward 2, and a City Commissioner Ward 4, each for a three-year term.**

Mayor Raburn read the item. Commissioner Hejny made a motion, seconded by Commissioner Watson, to approve the item as stated.  
A vote was cast, 7 in favor, 0 against. Motion passed.

**F.8. Discuss and consider an Ordinance approving the transfer of \$115,000 from the Hotel/Motel Tourism Fund to the General Fund and appropriating the transferred funding for Bluebonnet Festival expenses in FY 2026.**

Mayor Raburn read the item. Commissioner Falkenbach made a motion, seconded by Commissioner Hejny, to approve the item as stated.  
A vote was cast, 7 in favor, 0 against. Motion passed.

**F.9. Discuss and consider approval of a Resolution authorizing the City Attorney to initiate legal proceedings, pursuant to Chapter 54 of the Texas Local Government Code, for the abatement of substandard structures located at 110 W. Ennis Avenue and 115 S. Dallas Street.**

Mayor Raburn read the item. Mayor Pro Tem Isbell made a motion, seconded by Commissioner Watson, to approve the item as presented.  
A vote was cast, 7 in favor, 0 against. Motion passed.

**F.10. Discuss and consider appointments and reappointments to the Ennis Arts Commission.**

Mayor Raburn read the item. Mayor Pro Tem Isbell made a motion, seconded by Commissioner Hejny, to reappoint Jan McLelland and Candice Lockhart to a term expiring January 31, 2028, and to appoint Sara Wilder to a term expiring January 31, 2028.  
A vote was cast, 7 in favor, 0 against. Motion passed.

**F.11. Discuss and consider reappointments to the Ennis Economic Development Corporation Board.**

Mayor Raburn read the item. Commissioner Hejny made a motion, seconded by Commissioner Falkenbach, to reappoint Kameron Raburn, Brian Wartsbaugh and Scott Hejny to a term expiring January 31, 2028, and to appoint Bramlet Beard to a term expiring January 31, 2028.  
A vote was cast, 7 in favor, 0 against. Motion passed.

**F.12. Discuss and consider appointing a City Commissioner to serve as liaison to the Ennis Airport Advisory Board.**

Mayor Raburn read the item. Mayor Raburn made a motion, seconded by Commissioner Falkenbach, to appoint Mayor Pro Tem Lynda Isbell to serve as liaison to the Ennis Airport Advisory Board.  
A vote was cast, 7 in favor, 0 against. Motion passed.

**J. ADJOURNMENT**

With no other business before the Commission, Mayor Raburn declared the meeting adjourned at 8:22 P.M.

ATTEST:

APPROVED:

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CITY SECRETARY

\_\_\_\_\_  
MAYOR

# ENNIS CITY COMMISSION AGENDA SUMMARY FORM



**To:** City Commission  
**Subject:** Approval of the February 9, 2026, Ennis City Commission Special Meeting minutes.  
**Meeting:** ENNIS CITY COMMISSION - 17 Mar 2026  
**Department:** City Secretary  
**Staff Contact:** Bethany Prewitt, Deputy City Secretary

## **BACKGROUND INFORMATION:**

Minutes for the February 9, 2026, Ennis City Commission Special Meeting are submitted for the Commission's review and approval.

Per the City Commission Rules and Procedures, Section D.5(d), any questions regarding the minutes should be directed to the City Secretary prior to the Commission meeting.

## **RECOMMENDATION:**

Staff recommends approval.

## **ATTACHMENTS:**

[CC Special Meeting Minutes - 02-09-2026](#)

**ENNIS CITY COMMISSION SPECIAL MEETING MINUTES**  
**MONDAY, FEBRUARY 9, 2026**

**A. CALL TO ORDER**

Mayor Raburn called a Special Meeting of the Ennis City Commission to order on Monday, February 9, 2026, at 5:01 P.M. in the Ennis City Hall Commission Chambers, 107 N Sherman St., Ennis, Texas 75119.

Deputy City Secretary Bethany Prewitt called roll and verified a quorum:

Mayor Raburn	present	Commissioner Hejny	present at 5:11 P.M.
Mayor Pro Tem Isbell	present	Commissioner Watson	present
Commissioner Falkenbach	present	Commissioner Pierce	absent
Commissioner Jones	present		

The invocation was given by Commissioner Watson.

The Pledge of Allegiance was led by Mayor Raburn.

**B. ITEMS FOR DISCUSSION AND INDIVIDUAL CONSIDERATION**

**B.1. Discuss and consider approval of a Resolution canvassing the results of the Special Election held on January 31, 2026, for the purpose of electing a Mayor Pro Tem for a term expiring May 2026, and a Mayor for a term expiring May 2027.**

Mayor Raburn read the item and the Election Returns for the Special Election as certified by Ellis County Elections Administrator Jana Onyon:

**Mayor Pro Tem**

CANDIDATE	VOTES RECEIVED	VOTE %
Sara Wilder	155	9.56%
Chad Wester	608	37.48%
David Espedal	671	41.37%
Trevor Wilhoite	188	11.59%
<b>TOTAL VOTES CAST</b>	<b>1622</b>	<b>100%</b>

**Mayor**

CANDIDATE	VOTES RECEIVED	VOTE %
Maxwell Quattlebaum	39	2.38%
Lou Luckhardt	81	4.94%
Lynda Isbell	846	51.62%
Walt Lese	27	1.65%
Becky McCarty	646	39.41%
<b>TOTAL VOTES CAST</b>	<b>1639</b>	<b>100%</b>

Commissioner Jones made a motion, seconded by Commissioner Watson, to approve a Resolution canvassing the results of the Special Election held on January 31, 2026.

A vote was cast, 5 in favor, 0 against. Motion passed.

**B.2. Discuss and consider a Resolution ordering and providing notice of a Runoff Election to be held on the 14<sup>th</sup> day of March, 2026, for the purpose of electing a Mayor Pro Tem for a term expiring May 2026, providing for early voting by personal appearance, providing for polling locations, and authorizing a contract with Ellis County Elections for election services.**

Mayor Raburn read the item. Mayor Pro Tem Isbell made a motion, seconded by Commissioner Falkenbach, to approve a Resolution ordering and providing notice of a Runoff Election to be held on the 14<sup>th</sup> day of March, 2026, for the purpose of electing a Mayor Pro Tem for a term expiring May 2026, and authorizing a contract with Ellis County Elections for election services.

A vote was cast, 5 in favor, 0 against. Motion passed.

*[Commissioner Hejny arrived at 5:11 P.M.]*

**B.3. Present the Certificate of Election and Administer the Oath of Office to Mayor Elect Lynda Isbell.**

Mayor Raburn presented the Certificate of Election and administered the Oath of Office to Mayor Lynda Isbell.

**C. ADJOURNMENT**

With no other business before the Commission, Mayor Isbell declared the meeting adjourned at 5:17 P.M.

ATTEST:

\_\_\_\_\_  
CITY SECRETARY

APPROVED:

\_\_\_\_\_  
MAYOR

# ENNIS CITY COMMISSION AGENDA SUMMARY FORM



**To:** City Commission  
**Subject:** Approval of the February 17, 2026, Ennis City Commission Regular Meeting Minutes.  
**Meeting:** ENNIS CITY COMMISSION - 17 Mar 2026  
**Department:** City Secretary  
**Staff Contact:** Angie Wade, City Secretary

## BACKGROUND INFORMATION:

Minutes for the February 17, 2026 Regular Meeting are submitted for Commission's review and approval.

Per the City Commission Rules and Procedures, Section D.5(d), any questions regarding the minutes should be directed to the City Secretary prior to the Commission meeting.

## ATTACHMENTS:

[CC REG MINUTES 02.17.26](#)

**ENNIS CITY COMMISSION REGULAR MEETING MINUTES**  
**TUESDAY, FEBRUARY 17, 2026**

**A. CALL TO ORDER**

Mayor Isbell called a Regular Meeting of the Ennis City Commission to order Tuesday, February 17, 2026, at 6:00 P.M. in the Ennis City Hall Commission Chambers, 107 N Sherman, Ennis, Texas 75119.

City Secretary Angie Wade called roll and verified a quorum:

Mayor Isbell	present	Commissioner Hejny	present
Commissioner Falkenbach	present	Commissioner Watson	absent
Commissioner Jones	present	Commissioner Pierce	present

The Invocation was given by City Manager Andrea Weckmueller-Behringer.  
The Pledge of Allegiance was led by Mayor Isbell.

**B. TAXPAYER IMPACT STATEMENT**

Mayor Isbell stated that the Taxpayer Impact Statement was related to Item G.8.

**C. PRESENTATIONS**

C.1. Employee of the Month - Chad Marshall, Emergency Management Coordinator, was presented a certificate and thanked for his dedication and service to the City of Ennis

C.2. Employee Recognition - Emergency Management, Streets, Parks, and Utilities – Staff from each department received a certificate thanking them for their outstanding service during the recent ice storm.

C.3. New Employee Recognition – City Manager Andrea Weckmueller-Behringer recognized new employees: Jerry Gunnell, Street Maintenance Technician; Jordan Jessie, Economic Development and Grants Coordinator; Jantrelle White, Street Maintenance Technician; and Kimberly Kroha, Finance Manager.

C.4. Texas Fire Chiefs Association - Best Practices Recognition. Fire Chief Bill Evans introduced Doug Boeker of the Fulshear Simonton Fire Department, who reviewed the criteria required to receive the Best Practices Recognition. The Commission congratulated Chief Bill Evans, Assistant Chief Zach Crase and the entire Ennis Fire Department on being awarded the Best Practices Recognition.

C.5. Fiscal Year 2026 1st Quarter Investment Report - Stanley Muli, Finance Director presented the quarterly investment report and stated that key components of the City of Ennis Investment Policy include the preservation of capital; liquidity; and yield and return.

C.6. Fiscal Year 2027 Proposed Budget Calendar - Stanley Muli, Finance Director presented the proposed FY2027 Budget Calendar.

**D. CITIZEN PUBLIC COMMENT PERIOD**

No one spoke

**E. COMMISSIONER UPDATES**

Commissioner Falkenbach offered condolences to the Dlabaj and Yarborough families in the passing of Jerry Yarborough.

Mayor Isbell offered condolences to the family of Dana Redd in her passing. Commissioner Hejny congratulated the Ennis Fire Department for achieving Best Practices Recognition.

## **F. CONSENT ITEMS**

**F.1. Approval of the January 9, 2026, Ennis City Commission Special Meeting Minutes.**

**F.2. Approval of a Resolution of the City of Ennis, Texas City Commission to participate in the Memorandum of Understanding between the Texas Division of Emergency Management and Texas Emergency Management Assistance Teams Participating Jurisdiction/Employer; and authorizing the Mayor to execute all documents in connection therewith.**

**F.3. Approval of a Resolution authorizing Amendment One to Task Three: Wastewater Master Plan and Wastewater Treatment Plant Evaluations with Freese and Nichols, Inc. for Supplemental Temporary Flow Monitoring in a sum not to exceed Fourteen Thousand Six Hundred Dollars and Zero Cents (\$14,600.00), amending the original task authorization from \$581,500.00 to a revised total amount of \$596,100.00.**

**F.4. Approval of an Ordinance of the City Commission of the City of Ennis, Texas, amending the Wastewater Pretreatment Ordinance No. 21-0518-F4, Chapter 18, Article VI - Wastewater Pretreatment, attached hereto as Exhibit A, to comply with the Clean Water Act, Section 307 and the Texas Commission on Environmental Quality's Texas Pollutant Discharge Elimination System.**

**F.5. Discuss and consider approval of a Resolution of the City Commission of the City of Ennis, Texas, authorizing the Mayor or designee to enter into an agreement with the Texas Department of Transportation for the Temporary Closure of State Right-of-Way in connection with a special event; finding a public purpose, and authorizing execution of related documents.** Mayor Isbell asked for a motion to approve Consent Agenda items 1 - 5. Commissioner Falkenbach made a motion, seconded by Commissioner Hejny, to approve the Consent Agenda as presented. A vote was cast, 5 in favor, 0 against. Motion passed.

## **G. ITEMS FOR DISCUSSION AND INDIVIDUAL CONSIDERATION**

**G.1. Conduct a Public Hearing regarding an application for a Zoning Change from Single Family-10 (R-10) to Multi-Family-2 (MF-2) for an approximately 5.617-acre tract of land, situated in the James Jackson Survey, Abstract No. 578, Tract 1, City of Ennis, Ellis County, Texas. Approximately located in the 700 Block of South Sonoma Trail, Ellis CAD ID 186293.**

Mayor Isbell read the item.

The public hearing was opened at 6:44 P.M.

Applicant representative, Elias Rodriquez, 447 Timberline Drive, stated that he was available to answer questions.

Trevor Wilhoite, 1401 Sundale, expressed concerns regarding increased traffic and wastewater capacity.

The public hearing was closed at 6:53 P.M. Discussion ensued amongst the Commission regarding the proposed project.

Commissioner Hejny made a motion, seconded by Commissioner Jones, to re-open the public hearing and continue it to the April 21, 2026, City Commission meeting.

A vote was cast, 4 in favor, 1 against (Pierce). Motion passed.

Mayor Isbell reopened the public hearing at 7:06 P.M.

**G.2. Discuss and consider approval of an Ordinance amending the Zoning and Zoning Map of the City of Ennis, Texas from Single Family-10 (R-10) to Multi-Family-2 (MF-2) for an approximately 5.617-acre tract of land, situated in the James Jackson Survey, Abstract No. 578, Tract 1, City of Ennis, Ellis County, Texas. Approximately located in the 700 Block of South Sonoma Trail, Ellis CAD ID 186293.**

Mayor Isbell read the item. Commissioner Pierce made a motion to approve the item as stated. The motion failed due to lack of a second. The Commission returned to item G.1.

No action taken.

**G.3. Conduct a Public Hearing regarding an application for a Zoning Change from Single Family-10 (R-10) to Townhome (TH) for an approximately 0.845-acre tract of land, situated in the James Jackson Survey, Abstract No. 578, Tract 2, City of Ennis, Ellis County, Texas. Approximately located in the 800 Block of South Sonoma Trail, Ellis CAD ID 303263.**

Mayor Isbell read the item.

The public hearing was opened at 7:11 P.M.

Applicant representative, Elias Rodriquez, 447 Timberline Drive, stated that he was available to answer questions.

Trevor Wilhoite, 1401 Sundale, stated that the Wastewater Capacity Study currently being conducted should be available in July of 2026 and should be referred to prior to approving the rezone.

**G.4. Discuss and consider approval of an Ordinance amending the Zoning and Zoning Map of the City of Ennis, Texas from Single Family-10 (R-10) to Townhome (TH) for an approximately 0.845-acre tract of land, situated in the James Jackson Survey, Abstract No. 578, Tract 2, City of Ennis, Ellis County, Texas. Approximately located in the 800 Block of South Sonoma Trail, Ellis CAD ID 303263.**

Mayor Isbell read the item. Commissioner Falkenbach made a motion, seconded by Commissioner Hejny, to approve the item as stated.

A vote was cast, 4 in favor, 1 against (Jones). Motion passed.

**G.5. Conduct a Public Hearing regarding an application for a Zoning Change from Single-Family Residential-5 (R-5) to Light Industrial and Manufacturing (L-IM) for an approximately 2.002-acre tract of land situated in the Claiborne Garrett Survey, Abstract No. 383, City of Ennis, Ellis County, Texas. 2808 N.E. Main Street. Ellis CAD ID 183936.**

Mayor Isbell read the item and opened the public hearing at 7:26 P.M. No one spoke and the public hearing was closed at 7:27 P.M.

**G.6. Discuss and consider approval of an Ordinance amending the Zoning and Zoning Map of the City of Ennis, Texas from Single-Family Residential-5 (R-5) to Light Industrial and Manufacturing (L-IM) for an approximately 2.002-acre tract of land situated in the Claiborne Garrett Survey, Abstract No. 383, City of Ennis, Ellis County, Texas. 2808 N.E. Main Street. Ellis CAD ID 183936.**

Mayor Isbell read the item. Commissioner Falkenbach made a motion, seconded by Mayor Isbell, to approve the zoning change as stated.

A vote was cast, 5 in favor, 0 against. Motion passed.

**G.7. Discuss and consider approval of a Resolution of the City of Ennis City Commission, awarding RFP 26-101-03 City of Ennis Bank Depository Services to Prosperity Bank;**

**authorizing the City Manager to execute any and all agreements necessary to effectuate the same; and providing an effective date.**

Mayor Isbell read the item. Stanley Muli, Director of Finance, reviewed the RFP process for bank depository services and stated that four qualified proposals were reviewed and scored by staff. Evaluation Criteria included Qualifications, Services Offered, Implementation and Transition, References, and Completeness and Criteria. Based on the total scores, the review panel recommended awarding the RFP to Prosperity Bank. Commissioner Falkenbach made a motion, seconded by Commissioner Hejny, to approve the item as stated.

A vote was cast, 5 in favor, 0 against. Motion passed.

**G.8. Discuss and consider approval of an Ordinance authorizing a Fiscal Year 2025-2026 Budget Amendment, appropriating funding from Ennis Economic Development Corporation budget savings from Fiscal Years 2023, 2024 and 2025 from the Advertising and Marketing account, in an amount not to exceed Ninety Thousand Dollars (\$90,000).**

Mayor Isbell read the item. Commissioner Falkenbach made a motion, seconded by Commissioner Hejny, to approve the item as stated.

A vote was cast, 5 in favor, 0 against. Motion passed.

**G.9. Discuss and consider approval of a Resolution of the City Commission of the City of Ennis, Texas, adopting a Facility Use Agreement with the Ennis Soccer Association, and authorizing the Mayor or designee to execute all related contracts.**

Mayor Isbell read the item. Commissioner Hejny made a motion, seconded by Commissioner Jones, to approve the item as stated.

A vote was cast, 5 in favor, 0 against. Motion passed.

**G.10. Discuss and consider approval of a Resolution of the City Commission of the City of Ennis, Texas, initiating the repeal of the Specific Use Permit issued to Glidepath Power Solutions for the construction and operation of a Battery Energy Storage System on an approximately 7.71 Acre Lot Located in the City of Ennis, Ellis County, Texas, which is a portion of Ellis CAD ID 190366.**

Mayor Isbell read the item. Daniel Ortiz, Assistant City Manager, stated that the Specific Use Permit issued to Glidepath in September of 2023 required construction on the site to begin within one year, and that construction has not yet started. Staff is recommending authorization to initiate the process for repealing the SUP. Representatives of Glidepath addressed the Commission stating that the project did not represent a danger of toxic run-off into Lake Bardwell. Discussion ensued regarding proposed changes to the original site plan, and whether or not the project presented a fire hazard. Commissioner Jones made a motion, seconded by Commissioner Falkenbach, to direct staff to initiate the repeal process for the Specific Use Permit.

A vote was cast, 5 in favor, 0 against. Motion passed.

**G.11. Discuss and consider approval of a Resolution of the City Commission of the City of Ennis, Texas, authorizing the Mayor to execute Professional Engineering Agreements with Garver LLC, Kimley-Horn and Associates Inc., Gresham Smith, Westfall Engineering PLLC, Braun Intertec Corporation, WSB LLC, Bowman Consulting Group Ltd., and Hanna Surveying and Engineering LLC to provide on-call engineering services to various City departments on a task order basis, as needed.**

Mayor Isbell read the item. Public Works Director, Doug Taylor, advised the Commission that Professional Services Agreements with the named engineering firms would cover all engineering needs by the City. Commissioner Falkenbach made a motion, seconded by Commissioner Jones, to approve the item as stated.

A vote was cast, 5 in favor, 0 against. Motion passed.

**G.12. Discuss and consider the approval of a Resolution of the City Commission of the City of Ennis, Texas, authorizing the Mayor or designee to execute an service and profit-sharing agreement with Tripe T Amusement for the provision of carnival services for the Bluebonnet Trails Festival and the Ennis Autumn Daze Festival.**

Mayor Isbell read the item. Andrew Alvarado, Tourism and Events Manager, stated that the contract was for carnivals during the Bluebonnet Trails festival and Autumn Daze festival, and that 15% of gross ticket sales would be paid to the City. Commissioner Hejny made a motion, seconded by Commissioner Pierce, to approve the item as stated.

A vote was cast, 5 in favor, 0 against. Motion passed.

**G.13. Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, authorizing the Mayor to enter into an Interlocal Cooperation Agreement between the City of Ennis and Ellis County, and authorizing the Mayor or designee to execute an associated Work Order for the placement, maintenance, and removal of Bluebonnet Trail signs on County roads, in an amount not to exceed Two Thousand Dollars (\$2,000.00).**

Mayor Isbell read the item. Andrew Alvarado, Tourism and Events Manager, advised the Commission that the purpose in the agreement was to promote tourism by placing wayfinding signs for visitors to follow. Commissioner Falkenbach made a motion, seconded by Commissioner Hejny, to approve the item as stated.

A vote was cast, 5 in favor, 0 against. Motion passed.

*[Mayor Isbell read the Executive Session Agenda and recessed the Commission into Closed Session at 8:47 P.M.]*

**H. EXECUTIVE SESSION**

**H.1. Section 551.071(1) and (2) - Seek the advice of the Attorney regarding pending or contemplated litigation or a settlement offer and to consult with the City Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings:**

- **Oncor Settlement Update**
- **SPI Contract Default Update**

**H.2. Section 551.072 - Deliberation regarding the purchase, exchange, lease, or value of real property**

- **Public Works Facility**

**H.3. Section 551.087 – Deliberation regarding Economic Development Negotiations**

- **Project Champions Way**

*[Mayor Isbell reconvened the Commission into Open Session at 9:45 P.M.]*

**I. ACTION NECESSARY AS A RESULT OF THE EXECUTIVE SESSION**

Commissioner Hejny made a motion, seconded by Commissioner Falkenbach, to approve a Professional Services Agreement in connection with Project Champions Way.

A vote was cast, 5 in favor, 0 against. Motion passed.

**J. ADJOURNMENT**

With no other business before the Commission, Mayor Isbell declared the meeting adjourned at 9:46 P.M.

ATTEST:

APPROVED:

\_\_\_\_\_  
CITY SECRETARY

\_\_\_\_\_  
MAYOR

DRAFT

## ENNIS CITY COMMISSION AGENDA SUMMARY FORM



**To:** City Commission

**Subject:** Approval of a Resolution of the City Commission of the City of Ennis, Texas, ratifying the purchase of emergency repair services of the 8-inch sludge line located at the Ennis Wastewater Treatment Plant on 401 W Plant Rd from D&S Field Services, LLC in a sum not to exceed Sixty-Five Thousand Dollars and Zero Cents (\$65,000.00).

**Meeting:** ENNIS CITY COMMISSION - 17 Mar 2026

**Department:** Public Works

**Staff Contact:** Douglas Taylor, Utility Operations Director

### BACKGROUND INFORMATION:

In mid-December 2025, the evening operator at the Wastewater Treatment Plant (WWTP) was wasting secondary sludge from the final clarifiers when, at approximately at 7:25 p.m., sludge was found surfacing from the ground near the waste activated sludge line (sludge line). The operator immediately contacted the WWTP Superintendent, and the waste pumps were shut down.

The Distribution & Collections Division could not immediately respond to begin excavation to locate the source of the leak due to a contractor providing onsite repair work on a plug valve on Final Clarifier No. 3; it was confirmed that the contractor's work did not cause the leak. After the contractor completed their work, further delays occurred due to an ice storm and rain events which limited City field operations.

On February 2, 2026, the Distribution & Collections Division began the sludge line excavation, which led to the identification and first repair of the line. When operators restarted the secondary waste pumps, the line failed again and another leak occurred. City crews then installed a short section of PVC (PRC DR18 C900) pipe with two repair clamps; however, when the pumps were restarted for a second time, the line failed again in multiple locations.

Based on these repeated failures, it was determined that the existing 8-inch cast iron sludge line, originally installed in 1972, had deteriorated past the point of repairs and required a full replacement. D&S Field Services LLC was contacted on February 18 to provide a quote for the emergency replacement of approximately 120 feet of 8-inch sewer pipe. Work began on February 20 and was completed on February 28.

This sludge line does have a history of failing, with these three recent repairs in February 2026, two repairs in October 2020, and the first major break occurring between 2005 and 2006. The sludge line is a critical asset to the Wastewater Treatment Plant and an essential component of the sludge treatment process. Replacing the line, rather than performing repeat repairs, reduces the risk of another rupture and ensures reliable plant operations. Allowing the line to remain in poor condition

E.4.

could result in a line failure and potential overflow, posing risks to public health and wildlife downstream.

**FINANCIAL IMPACT:**

Funding for the emergency replacement was available within the Utility Operations Wastewater Treatment Plant Contracted Services fund (302-420-44043).

**POLICY IMPLICATIONS:**

Approval of this item complies with the City's purchasing policies and applicable state law.

**RECOMMENDATION:**

Staff recommends approval of this item.

**ATTACHMENTS:**

[RESOLUTION NO.-Ratifying Purchase of Emergency Repair Services from D&S Field Services, LLC for the Sludge Line Replacement at the Ennis Wastewater Tr - Pdf](#)  
[Sludge line cost and quote](#)  
[Pictures of Repairs](#)



**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS TEXAS, RATIFYING THE PURCHASE OF EMERGENCY REPAIR SERVICES OF THE 8-INCH SLUDGE LINE LOCATED AT THE ENNIS WASTEWATER TREATMENT PLANT ON 401 W PLANT RD FROM D&S FIELD SERVICES, LLC. IN A SUM NOT TO EXCEED SIXTY-FIVE THOUSAND DOLLARS AND ZERO CENTS (\$65,000.00).**

**WHEREAS**, the City Commission wishes to construct, maintain, and repair their wastewater treatment system infrastructure in compliance with Texas Commission on Environmental Quality (TCEQ) regulations; and

**WHEREAS**, the City Commission wishes to protect its assets and citizens with these necessary emergency repairs to the wastewater treatment system.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:**

**SECTION 1:** That the foregoing recitals are hereby found to be true and correct legislative findings of the City of Ennis, Texas, and are fully incorporated into the body of this Resolution.

**SECTION 2:** Authorizes the ratification of the emergency purchase to repair the 8-inch sludge line located at the Ennis Wastewater Treatment Plant on 401 W Plant Rd from D&S Field Services, LLC.

**SECTION 3:** It is hereby declared to be the intention of the City Commission that the phrases, clauses, sentences, paragraphs and sections of this Resolution are severable, and if any phrase, clause, sentence, paragraph or section of this Resolution shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Resolution, since the same would have been enacted by the City Commission without the incorporation of this Resolution of any such unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION 4:** That this Resolution shall become effective from and after its passage.

**PASSED AND APPROVED** by the City Commission of the City of Ennis, Texas on this 17 day of March, 2026.

E.4.

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LYNDA ISBELL, Mayor

ATTEST:

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ANGIE WADE, City Secretary

# INVOICE

**DATE:**  
Date 3/5/26

**TO:** The City Of Ennis  
107 N Sherman St  
Ennis, TX. 75119

**INVOICE #**  
002

**CUSTOMER ID:**  
Mike Allen WWTP

	JOB	PAYMENT TERMS	DUE DATE
	Emergency sewer line replacement	Net 30	3/5/26

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	PO 26-PO00958 Replacement of sludge waste line at WWTP		\$65,000.00
<b>SUBTOTAL</b>			<b>\$65,000.00</b>
<b>SALES TAX</b>			<b>0</b>
<b>TOTAL</b>			<b>\$65,000.00</b>

**PAYMENTS PAST 30 DAYS ADD 10% LATE FEE**  
Thank you for your business!

D&S FIELD SERVICES LLC P.O BOX 510 CORSICANA TEXAS 75110



### CERTIFICATION OF EMERGENCY PURCHASE FORM

Section 252.022 of the Texas statutes provides exemptions to the bidding laws for emergencies as follows, please select the nature of the emergency from one of the options below:

**(A)(1).** A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality.

**(A)(2).** A procurement necessary to preserve or protect the public health or safety of the municipality's residents.

**(A)(3).** A procurement necessary because of unforeseen damage to public machinery, equipment or other property.

Description/Justification of Emergency: Replacement of Secondary sludge waste line at the WWTP.

Old line has collapsed and is no longer repairable. Failure to repair line will result in sludge over loading resulting in sludge being sent down Cummings Creek wich WILL threaten public health and Aquatic life.

Emergency Dollar Amount: \$ 65,000

Supplier: D&S Field Services LLC REQ#: 26-RE01158 PO#: \_\_\_\_\_

Name/Title of official responsible for initiating emergency action:	Date:
<u>Michael Allen WWTP Superintendent</u>	<u>2/19/2026</u>

Signature of Director:	Date:
<u></u>	<u>2/19/2026</u>

Signature of Purchasing Manager/Finance Director:	Date:
<u></u>	<u>3/03/2026</u>

Signature of City Manager or Designee:	Date:
_____	_____

# PURCHASE ORDER

**PO Number:** 26-PO00958      **Date:** 02/19/2026  
**Requisition #:** 26-RE01158      **Vendor #:** 42883

**ISSUED TO:** D&S Field Services LLC  
 P O Box 510  
 Corsicana, TX 75110-

**SHIP TO:** WasteWater Department  
 401 West Plant Road  
 Ennis, TX 75119

ITEM	UNITS DESCRIPTION	GL ACCT #	PROJ ACCT #	PRICE	AMOUNT
1	0 Replacement of Sludge waste line at WWTP	302-420-44043		0.00	65,000.00

**Authorized by:** \_\_\_\_\_

<b>SUBTOTAL:</b>	65,000.00
<b>TOTAL TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	65,000.00



E.4.



City's first repair with clamp on original line.

E.4.



City's second repair with PVC pipe and two clamps.

E.4.



Removed section of pipe from the original 1972 cast iron pipe.

E.4.



Multiple failed locations after the second City repair due to the 54-year line deterioration.

E.4.



Initial tie-in location for D&S's 120-foot replacement.

E.4.



D&S excavation site.

# ENNIS CITY COMMISSION AGENDA SUMMARY FORM



**To:** City Commission  
**Subject:** Approval of a Resolution of the City Commission of the City of Ennis, Texas, appointing staff members to the list of authorized signatories of the City's primary depository bank.  
**Meeting:** ENNIS CITY COMMISSION - 17 Mar 2026  
**Department:** Finance  
**Staff Contact:** Stanley Muli, Finance Director

## BACKGROUND INFORMATION:

In order to conduct the City of Ennis' financial affairs in an orderly and timely manner, the City Commission specifically designates select individuals to perform as authorized signatories for vouchers, checks, drafts, certificates of deposit, orders for release or exchange of securities held as collateral for the City's funds on deposit with the depository banks, and any other instruments necessary in any financial transaction for the City.

The proposed resolution serves as the appointment of the City Manager, Assistant City Manager, Finance Director, and Finance Manager to be the designated signatories.

## FINANCIAL IMPACT:

N/A

## POLICY IMPLICATIONS:

Compliant with the City's Strategic Plan - Guiding Principles, which call for the City of Ennis to be transparent and ethical as well as financially responsible.

## RECOMMENDATION:

Staff recommends approval of the item.

## ATTACHMENTS:

[RESOLUTION NO.-Discuss and Consider a Resolution Approving the list of Authorized Signatories of The City's Depository Bank Accounts. - Pdf](#)



**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS DESIGNATING THE AUTHORIZED SIGNATORIES FOR ALL CITY TRANSACTIONS WITH THE AUTHORIZED DEPOSITORY BANK AND ANY OTHER INSTRUMENTS NECESSARY IN THE TRANSACTION OF THE CITY'S FINANCIAL AFFAIRS.**

**WHEREAS**, the City of Ennis is a local government of the State of Texas and is hereby empowered to conduct business with Prosperity Bank; and

**WHEREAS**, the City Commission may authorize certain officers to conduct business transactions with the Primary Depository Bank on behalf of the City of Ennis; and

**WHEREAS**, to ensure the day-to day financial transactions are performed efficiently, the City Commission wished to make such authorization.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:**

**SECTION 1:** That the City Commission hereby designates the following individuals performing the duties of the following offices as authorized signatories for vouchers, checks, drafts, wire transfers, certificates of deposit, account opening, orders for release or exchange of securities held as collateral for the City's funds on deposit with the depository banks, and any other instruments necessary in transaction for the City's financial affairs:

**Authorized Representatives are listed below:**

Name:	Title:
Andrea Weckmueller-Behringer	City Manager
Daniel Ortiz-Hernandez	Assistant City Manager
Stanley Muli	Finance Director
Kimberly Kroha	Finance Manager

**SECTION 2:** This Resolution and its authorization shall be effective immediately upon adoption and shall remain in full force and effect until replaced by a subsequent resolution.

E.5.

**PASSED AND APPROVED** by the City Commission of the City of Ennis, Texas on this 17th day of March, 2026.

\_\_\_\_\_  
LYNDA ISBELL, Mayor

ATTEST:

\_\_\_\_\_  
ANGIE WADE, City Secretary

# ENNIS CITY COMMISSION AGENDA SUMMARY FORM



**To:** City Commission  
**Subject:** Approval of a Resolution of the City Commission of the City of Ennis, Texas, authorizing the City Manager to execute the Release and Hold Harmless Agreement with the Estate of Dr. Walter C. Stout for Property ID 179791 to be used by the City and its contractors as part of the Ennis Freedom Fest June 25 - June 28, 2026 and the Ennis Bluebonnet Trails held April 1- 30, 2026.  
**Meeting:** ENNIS CITY COMMISSION - 17 Mar 2026  
**Department:** Economic Development  
**Staff Contact:** Andrew Alvarado, Tourism & Events Manager

## BACKGROUND INFORMATION:

In preparation for city hosted events Ennis Freedom Fest and Bluebonnet Trails, the City of Ennis coordinates various event-related activities that may require temporary use of adjacent or privately owned property for operational purposes such as access for contractors and trail visitors. Property ID 179791 has been identified as a location that may be utilized by the City and its contractors during the Ennis Bluebonnet Trails (April 1 – April 30) and Ennis Freedom Fest (June 27).

The proposed Release and Hold Harmless Agreement allows the City and its authorized contractors to use the property for these event-related purposes, and in return, the City agrees to release the Estate from liability and indemnify the Estate from claims, damages, or lawsuits related to the City's use of the property.

Approval of this resolution authorizes the City Manager to execute the agreement to ensure the City can appropriately utilize the property in support of these community events.

## FINANCIAL IMPACT:

None.

## POLICY IMPLICATIONS:

Vibrant Lifestyle - Elevate life experiences throughout our community by providing residents and visitors with opportunities to enjoy events, entertainment, recreation, nature, and celebrate the City's diverse cultures and historic resource.

## RECOMMENDATION:

Staff recommends approval of the item.

## ATTACHMENTS:

[RESOLUTION NO.-Release and Hold Harmless - Pdf](#)

E.6.



**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, APPROVING A RELEASE AND HOLD HARMLESS AGREEMENT FOR PROPERTY ID 179791 WITH THE INDEPENDENT EXECUTOR OF THE ESTATE, JUDGE DONALD R. STOUT, TO BE USED BY THE CITY AND ITS CONTRACTORS DURING THE ENNIS FREEDOM FEST AND ENNIS BLUEBONNET TRAILS FESTIVAL, AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL RELATED CONTRACTS.**

**WHEREAS,** the City of Ennis, Texas (“City”) desires to use property described as approximately 87.195 acres Ag/Timber Land with legal description 55 RA BARTON 87.195 ACRES, Ellis County Property ID 179791, Ennis, Texas (the "Property") to be used by the City and its contractors as part of the City's Freedom Festival Celebration and Fireworks held the last weekend of June each year and the Ennis Bluebonnet Trails held April 1 through April 30 each year (the "Events"); and

**WHEREAS,** the Estate of Dr. Walter C. Stout (“Estate”) owns the Property; and

**WHEREAS,** the independent executor of the Estate, Judge Donald R. Stout, has agreed to donate the use of the Property to the City during the following time periods: April 1 through April 30, 2026 and June 25 through June 28, 2026, for the Events, provided the City agrees to the terms of a Release and Hold Harmless Agreement, and that all brush removal shall be at the sole expense of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:**

**SECTION 1:** The foregoing recitals are hereby found to be true and correct findings of the City of Ennis, Texas, and are fully incorporated into the body of this Resolution.

**SECTION 2:** The City Commission hereby approves the Hold Harmless Agreement for the Property and authorizes the City Manager to execute the Hold Harmless Agreement and any documents in connection therewith.

**SECTION 3:** That this Resolution shall become effective from and after its passage.

**PASSED AND APPROVED** by the City Commission of the City of Ennis, Texas on this \_\_\_\_ day of \_\_\_\_\_, 2026.

E.6.

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LYNDA ISBELL, Mayor

ATTEST:

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ANGIE WADE, City Secretary

RELEASE AND HOLD HARMLESS AGREEMENT

WHEREAS, the City of Ennis, Texas ( "City") desires to use a portion of property described as approximately 87.195 acres Ag/Timber Land with legal description 55 RA BARTON 87.195 ACRES, Ellis County Property ID 179791, Ennis, Texas (the "Property"), said Property further depicted in Exhibit A, to be used by the City and its contractors as part of the City's Freedom Festival Celebration and Fireworks held June 25-June 28, 2026 and the Enis Bluebonnet Trails held April 1- April 30, 2026 (the "Events"); and

WHEREAS, the Estate of Dr. Walter C. Stout ("Estate") owns the Property; and

WHEREAS, the independent executor of the Estate, Judge Donald R. Stout, whose address is PO BOX 597, Ennis, Texas 75120-0597 agrees to donate the use of the Property to the City during the following time periods: April 1 through April 30, 2026 and June 25-June 28, 2026, for the purposes stated above as well as to clear brush and undergrowth, as further depicted and attached hereto as EXHIBIT A, provided the City agrees to the terms of this Release and Hold Harmless Agreement; and that all brush removal shall be at the sole expense of the City.

NOW, THEREFORE, for and in consideration of the recitals set forth above and of the good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, City has this day released and does release, acquit, and forever discharge Estate, their agents, servants, and employees, and all persons, natural or corporate, in privity with them or any of them, from any and all claims or causes of action of any kind whatsoever, at common law, statutory or otherwise known or unknown, now existing or that might arise hereafter, directly or indirectly attributable to City's use of the Property.

Further, City, to the extent permitted under Texas law, agrees to indemnify and hold harmless Estate and any other person, firm, or corporation bound to defend or pay judgments against him/her, from and against any and all claims, demands, or causes of action, including claims for contribution or indemnity, and the reasonable and necessary costs, including attorney's fees, incurred in defense of any such claim, that City has or may have arising out of or resulting from City's use of the Property. The Estate of Dr. Walter C. Stout, Deceased, shall be named an additional insured under the City's liability insurance policy but only for happenings or events arising under this Agreement.

City warrants that he/she has read this agreement and fully understands it to be a release of all claims, known or unknown, present or future, that may arise out of the Event. City warrants that he/she is an authorized signatory for City and/or of legal age and legally competent to execute this agreement, and that he/she does so of his own free will and accord without reliance on any representation of any kind or character not expressly set forth herein.

DATED: \_\_\_\_\_

CITY

Signature: \_\_\_\_\_

Name: Andrea Weckmueller-Behringer  
Title: City Manager

ACKNOWLEDGMENT

THE STATE OF TEXAS       §  
  §  
COUNTY OF ELLIS         §

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared Andrea Weckmueller-Behringer, of the City of Ennis, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same in the capacity indicated, as the act and deed of said municipal corporation, and for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND SEAL OF OFFICE this the \_\_\_\_\_ day of \_\_\_\_\_, 2026,

\_\_\_\_\_

Notary Public, State of Texas

ESTATE

Signature: \_\_\_\_\_

Donald R. Stout, Independent Executor of Estate of Dr.  
Walter C. Stout, Deceased

ACKNOWLEDGMENT

THE STATE OF TEXAS       §  
  §  
COUNTY OF ELLIS       §

BEFORE ME, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared \_\_\_\_\_, of the City of Ennis, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same in the capacity indicated, as act and deed of said municipal corporation, and for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND SEAL OF OFFICE this the \_\_\_\_\_ day of \_\_\_\_\_, 2026,

\_\_\_\_\_

Notary Public, State of Texas

Exhibit A

-  Veterans Memorial Park  
(City property, Property ID 203207)
-  55 RA BARTON 87.195  
ACRES, Ellis County  
(Stout property, Property ID 179791)
-  Area to be used for the  
City of Ennis Freedom  
Fest Event



# ENNIS CITY COMMISSION AGENDA SUMMARY FORM



**To:** City Commission  
**Subject:** Conduct a Public Hearing regarding an application for a Zoning Change from Single Family Residential-5 (R-5) and Corridor Commercial (CC) to Light Industrial and Manufacturing (L-IM) for an approximately 0.8753-acre tract of land situated in the Claiborne Garrett Survey, Abstract No. 383, City of Ennis, Ellis County, Texas. 2900 N.E. Main Street. Ellis CAD ID 274771.  
**Meeting:** ENNIS CITY COMMISSION - 17 Mar 2026  
**Department:** Planning & Development  
**Staff Contact:** Erica Stubbs, Senior Planner

## BACKGROUND INFORMATION:

The subject property, measuring approximately 0.8753-acres is located at 2900 N.E. Main Street immediately south of Dollar General.

The property is bounded by Corridor Commercial (CC) to the north, Heavy Industrial and Manufacturing (H-IM) to the east, Light Industrial and Manufacturing (L-IM) to the south, and the N.E. Main Street right-of-way to the west.

The 0.8753-acre property is currently split zoned Single-Family Residential-5 (R-5) and Corridor Commercial (CC). The request from the applicant is to rezone the property to Light Industrial and Manufacturing (L-IM). It is the intent of the applicant to construct a self-storage facility on the property. Self-storage is an allowed use by right in the L-IM zoning district.

The Future Land Use Plan designates the subject 0.8753-acre property as Industrial.

Notification letters were sent to the five (5) surrounding property owners within 200 feet. Zero (0) approvals and zero (0) protests were returned.

The adjoining property located at 2808 N.E. Main Street was recently rezoned from R-5 to L-IM on February 17, 2026 by Ordinance No. 26-0217-G6. The applicant proposes to combine the property located at 2900 N.E. Main Street with 2808 N.E. Main Street and develop in a cohesive manner similar to the self-storage facility located at 3000 N.E. Main Street.

On February 9, 2026, the Planning and Zoning Commission held a public hearing and discussed and considered the request for zoning change from Single-Family Residential-5 (R-5) and Corridor Commercial (CC) to Light Industrial and Manufacturing (L-IM) for the subject 0.8753-acre property. The Planning and Zoning Commission voted unanimously in favor of the zoning change.

## FINANCIAL IMPACT:

F.1.

N/A

**POLICY IMPLICATIONS:**

N/A

**RECOMMENDATION:**

The Planning and Zoning Commission recommends approval.

**ALTERNATIVES:**

N/A

**ATTACHMENTS:**

[ZAXA-25-19 LOI from Applicant](#)

[ZAXA-25-19 Zoning Exhibit](#)

[ZAXA-25-19 Current & Proposed Zoning](#)

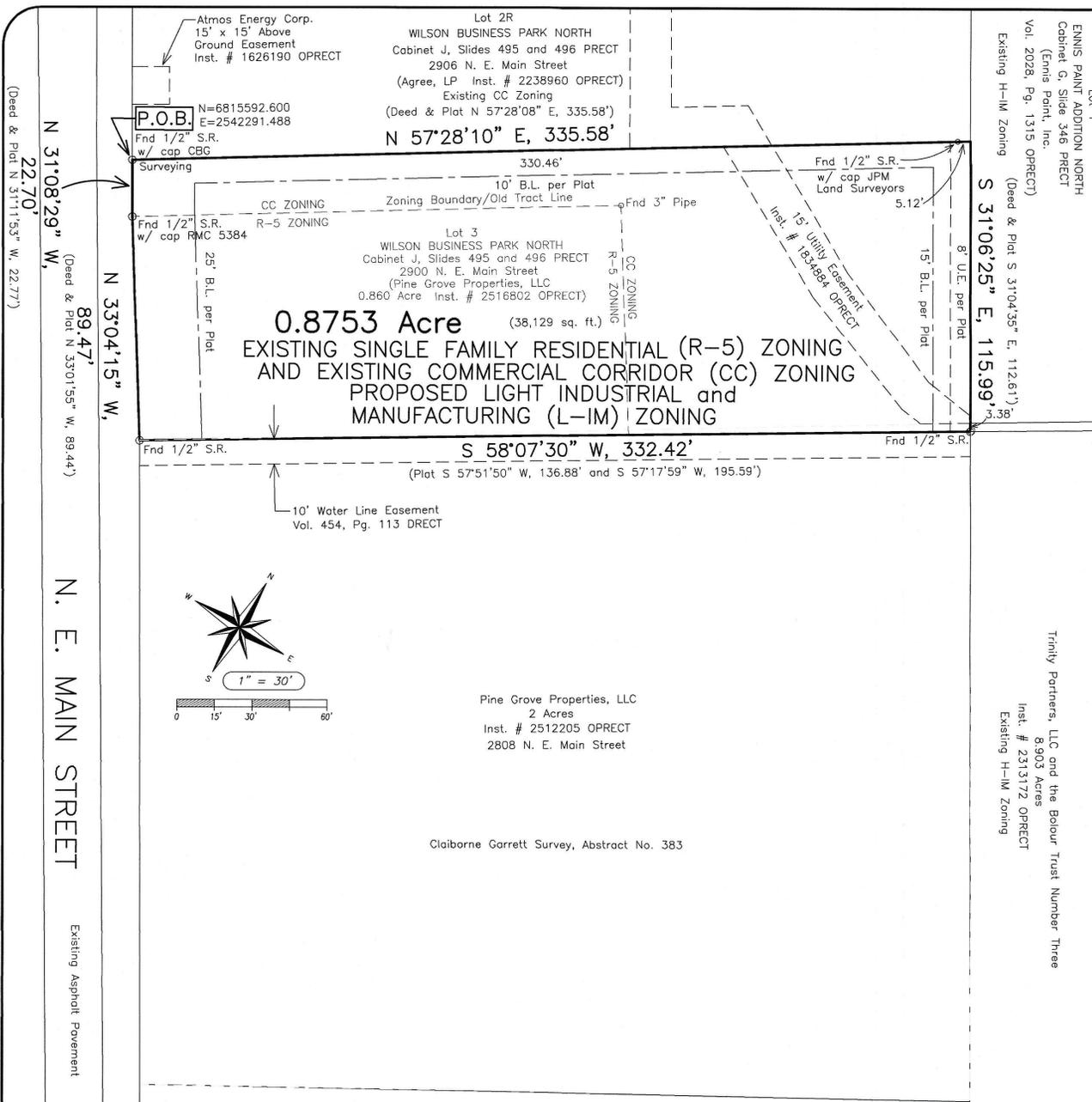
[ZAXA-25-19 PPT Slides](#)

The subject properties are currently surrounded by existing **H-IM (Heavy Industrial and Manufacturing)** uses, with **commercial zoning to the north**, including a Dollar General. The site is bounded by a **public street and a railway line to the west**, providing appropriate buffers and access for industrial activity.

We believe the requested zoning change to **L-IM (Light Industrial and Manufacturing)** is both reasonable and appropriate, given the current zoning context and the city's long-range land use expectations, which identify this area for continued **industrial development**.

The proposed zoning designation, L-IM, aligns with the surrounding character and enables **uses such as self-storage or mini-warehouse**, which are permitted within this classification. These uses are consistent with the city's development vision for the corridor and will create a productive transition between heavier industrial and adjacent commercial areas.

It is also important to note that **all existing residential uses on the site will be removed**, eliminating any potential land use conflicts and further supporting the appropriateness of the L-IM designation.



**FIELD NOTES FOR PINE GROVE PROPERTIES, LLC, ZONING**  
 0.8753 Acre (2900 N. E. Main Street)  
 Existing Single Family Residential (R-5) Zoning and Commercial Corridor (CC) Zoning  
 Proposed Light Industrial and Manufacturing (L-IM) Zoning  
 Job Number 225-0131

BEING a part of the Claiborne Garrett Survey, Abstract No. 383, City of Ennis, Ellis County, Texas, and being all of Lot 3 of Wilson Business Park North, an addition to the City of Ennis, Ellis County, Texas, according to the Plat thereof recorded in Cabinet J, Slides 495 and 496, Plat Records of Ellis County, Texas (PRECT), said Lot 3, and described in deed from Estate of Charles Dennis Chmelar, et al, to Pine Grove Properties, LLC by deed as recorded in instrument Number 2516802 of the Official Public Records of Ellis County, Texas (OPRECT), and being more particularly described by its metes and bounds as follows:

Beginning at the northwest corner of said Lot 3, the southwest corner of Lot 2R of said Wilson Park North and on the northeast right of way line of Northeast Main Street, a 1/2 inch steel rod with a plastic cap stamped "CBG Surveying" found, having surface coordinate values of North = 6815592.600 feet and East = 2542291.488 feet, bearings and coordinates recited herein are based on the Texas Coordinate System, North Central Zone (Zone 4202) North American Datum of 1983 and are obtained from observations of Global Positioning System satellites;

Thence N 57°28'10" E with the northwest line of said Lot 3 and the southeast line of said Lot 2R, passing at 330.46 feet a 1/2 inch steel rod found with cap JPM Land Surveyors for witness, in all, 335.58 feet (Deed & Plat N 57°28'08" E, 335.58') to the north corner of said Lot 3 and same for this tract and being the east corner of said Lot 2R, on the southwest line of Lot 1 of Ennis Paint Addition North, an addition to the City of Ennis, Ellis County, Texas, according to the Plat thereof as recorded in Cabinet G, Slide 346 PRECT, said Lot 1 as conveyed to Ennis Paint, Inc. by deed as recorded in Volume 2028, Page 1315 OPRECT;

Thence S 31°06'25" E, with the northeast line of said Lot 1, continuing in all, 115.99 feet (Deed & Plat S 31°04'35" E, 112.61 feet) to the southeast corner of said Lot 3 and the north corner of a called 2 acre tract described in deed from Todd Dean Wubben to Pine Grove Properties, LLC, recorded in Instrument Number 2512205 OPRECT, a 1/2 inch steel rod found;

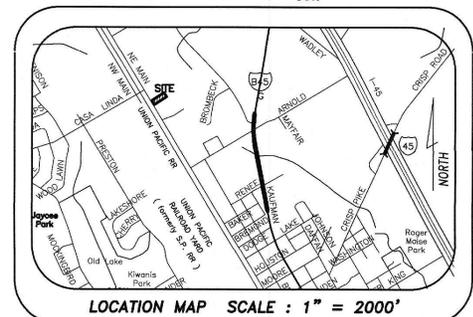
Thence S 58°07'30" W, with the southeast line of said Lot 3 and the northwest line of said 2 acre tract 332.42 feet (Deed S 57°52'05" W, 136.88 feet and S 57°17'59" W, 195.59 feet; Plat S 57°51'50" W, 136.88 feet and S 57°17'59" W, 195.59 feet) to the southwest corner of said Lot 3, the northwest corner of said 2 acre tract and on the said Northeast Main Street right of way line, a 1/2 inch steel rod found;

Thence with the southwest line of said Lot 3 and same for this tract and said Northeast Main Street right of way line, the following courses and distances: N 33°04'15" W, 89.47 feet (Deed & Plat N 33°01'55" W, 89.44 feet) to an angle in said line, a 1/2 inch steel rod with plastic cap stamped "RMC 5384" found; and N 31°08'29" W, 22.70 feet (Deed & Plat N 31°11'53" W, 22.77 feet) to the point of beginning and containing approximately 38,129 square feet or 0.8753 acre of land.

Bearings hereon are based on the Texas Coordinate System of 1983, Texas North Central Zone per GPS observations.

I declare that the field notes hereon and the attached plat are the representation of an actual and accurate survey made on the ground December 2025 and that corner monuments were found or set under my personal supervision. This survey substantially complies with the current Texas Society of Professional Surveyors Standards and Specifications for a Category 1B, Condition II (2) Survey.

*Stuart G. Hamilton*  
 Stuart G. Hamilton  
 RPLS Number 4480



**ZONING PLAT 0.8753 Acre**  
**EXISTING SINGLE FAMILY RESIDENTIAL (R-5) ZONING**  
**AND EXISTING COMMERCIAL CORRIDOR (CC) ZONING**  
**PROPOSED LIGHT INDUSTRIAL and**  
**MANUFACTURING (L-IM) ZONING**  
 Claiborne Garrett Survey, Abst. 383  
 City of Ennis, Ellis County, Texas  
 (also 2900 N. E. Main Street)

**DAVIS & McDILL, LLC**  
 SURVEYING - LAND PLANNING - FLOODPLAIN MANAGEMENT  
 P.O. BOX 428, WAXAHACHIE, TEXAS 75168  
 PHONE: 972-938-1185  
 A Texas licensed surveying firm # 10194681

Drawn: Kevin Bohanon Date: January 06, 2026 2900 N. E. Main Street  
 Job: 225-0131

**OWNERS:**  
 Pine Grove Properties, LLC  
 3000 N. E. Main Street  
 Ennis, TX 75119

Trinity Partners, LLC and the Bolour Trust Number Three  
 8.903 Acres  
 Inst. # 2313172 OPRECT  
 2708 N. E. Main Street  
 Existing H-IM Zoning

Trinity Partners, LLC and the Bolour Trust Number Three  
 8.903 Acres  
 Inst. # 2313172 OPRECT  
 Existing H-IM Zoning

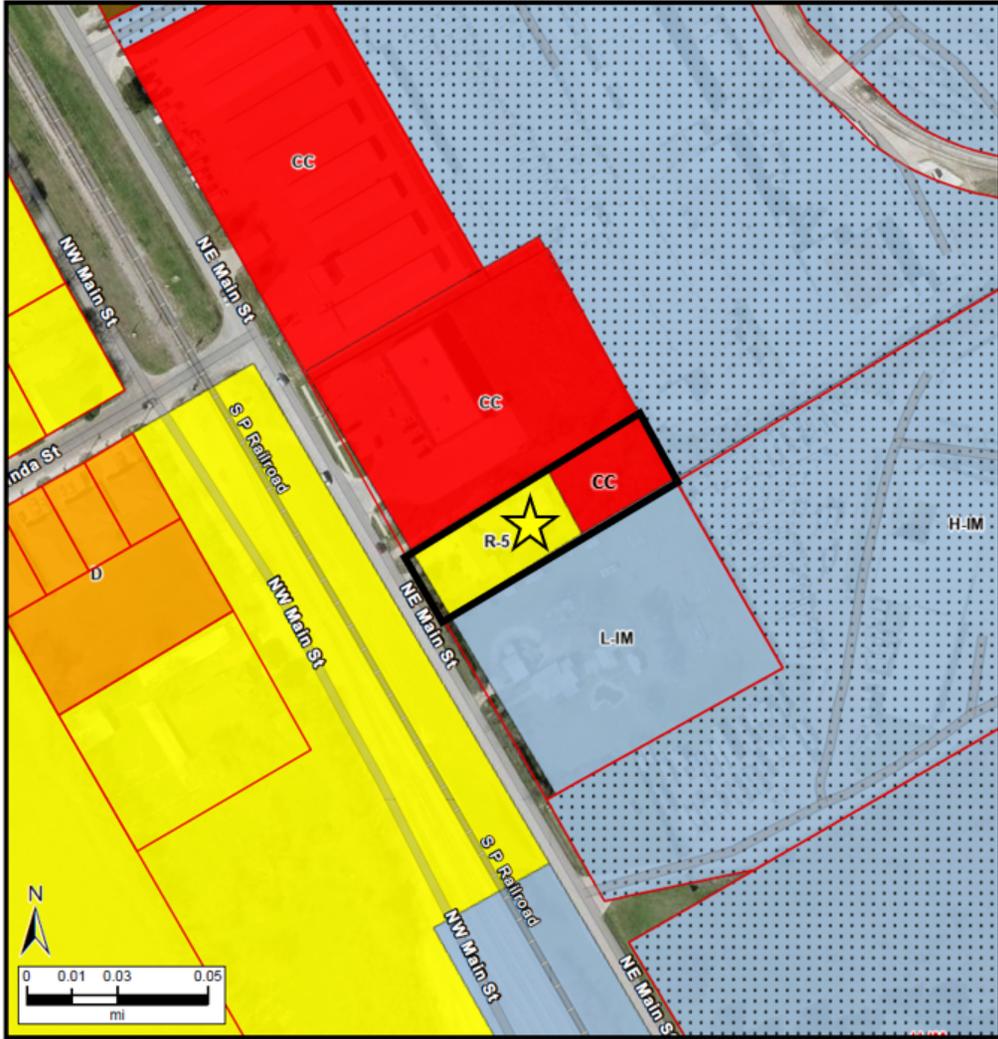
(Deed & Plat N 31°11'53" W, 22.77')

(Deed & Plat N 33°01'55" W, 89.44')

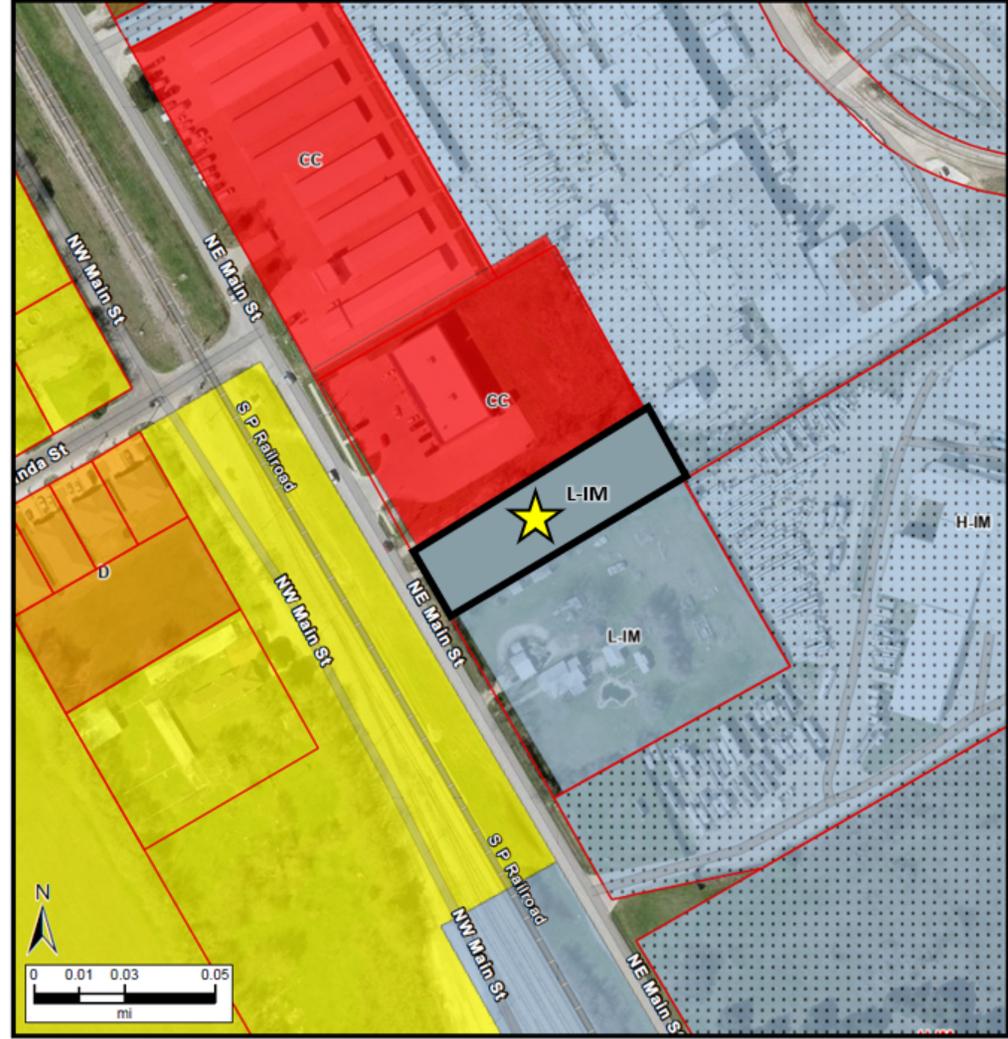
N. E. MAIN STREET

Existing Asphalt Pavement

Current Zoning



Proposed Zoning





## City Commission – Regular Session



### Public Hearing – G.\_\_.

- **G.\_\_.** - Conduct a Public Hearing regarding an application for a Zoning Change from Single Family Residential-5 (R-5) and Corridor Commercial (CC) to Light Industrial and Manufacturing (L-IM) for an approximately 0.8753-acre tract of land situated in the Claiborne Garrett Survey, Abstract No. 383, City of Ennis, Ellis County, Texas. 2900 N.E. Main Street. Ellis CAD ID 274771.

Case No. ZAXA-25-19

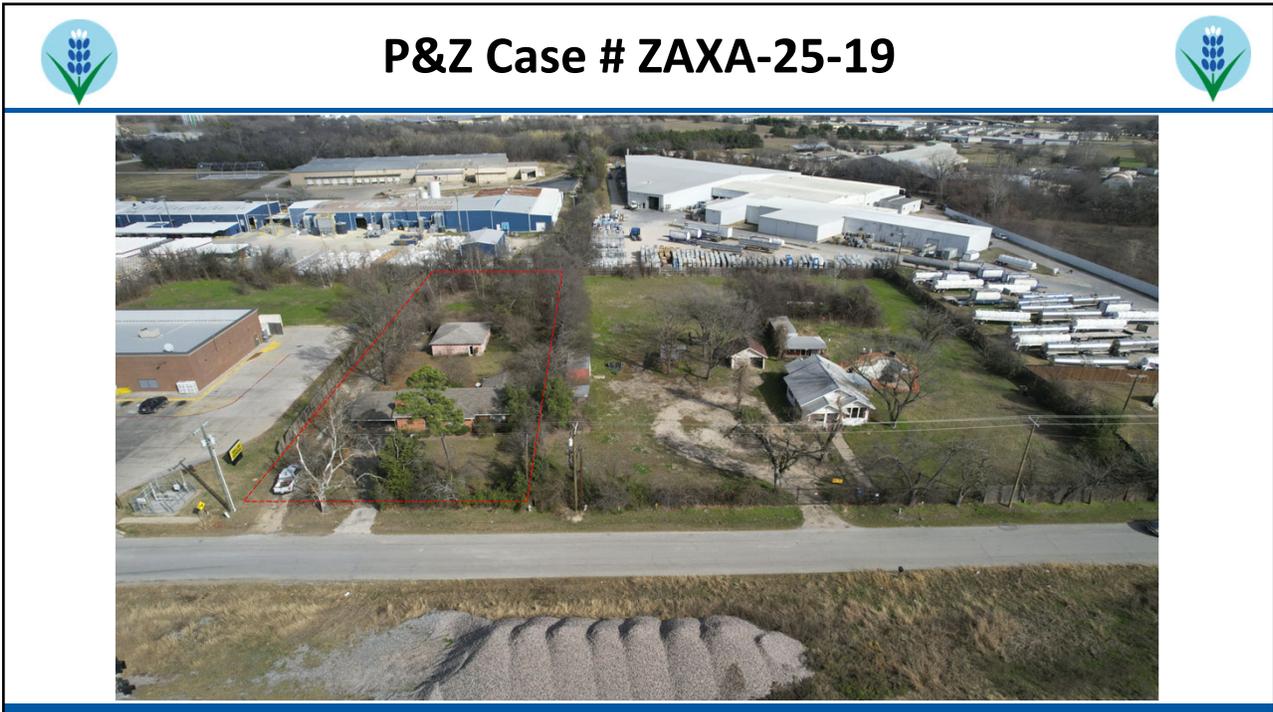
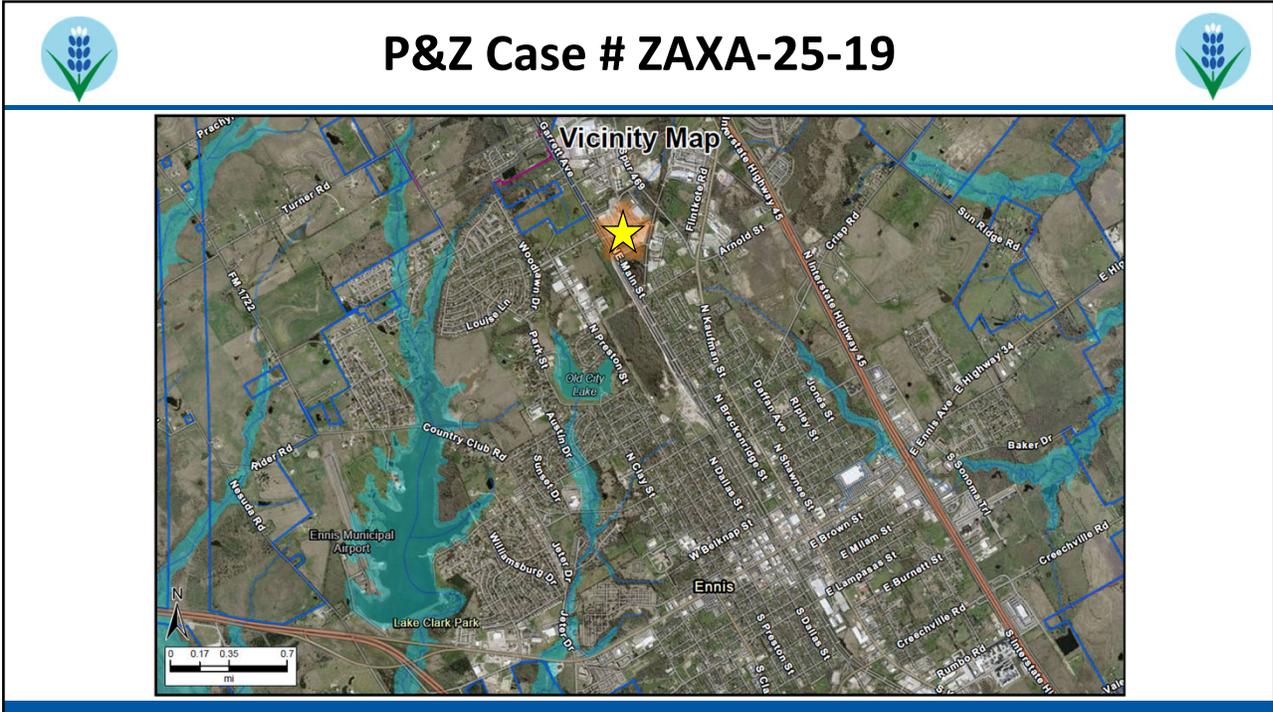


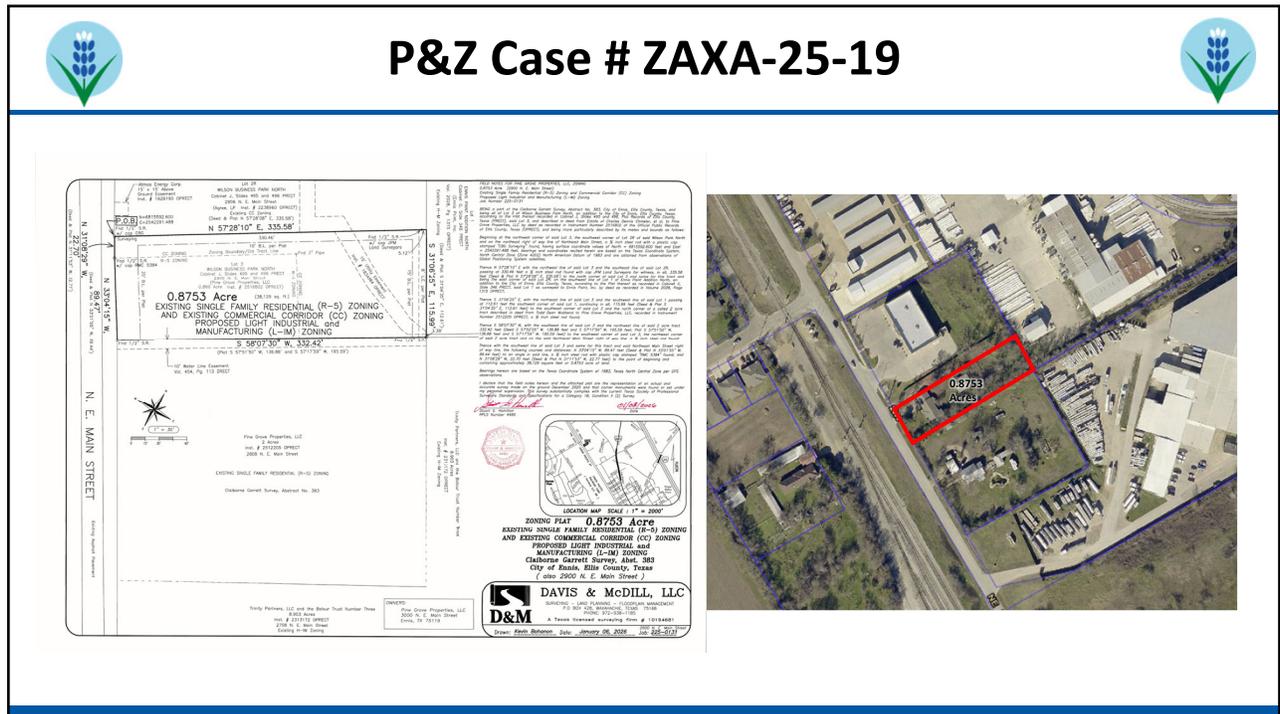
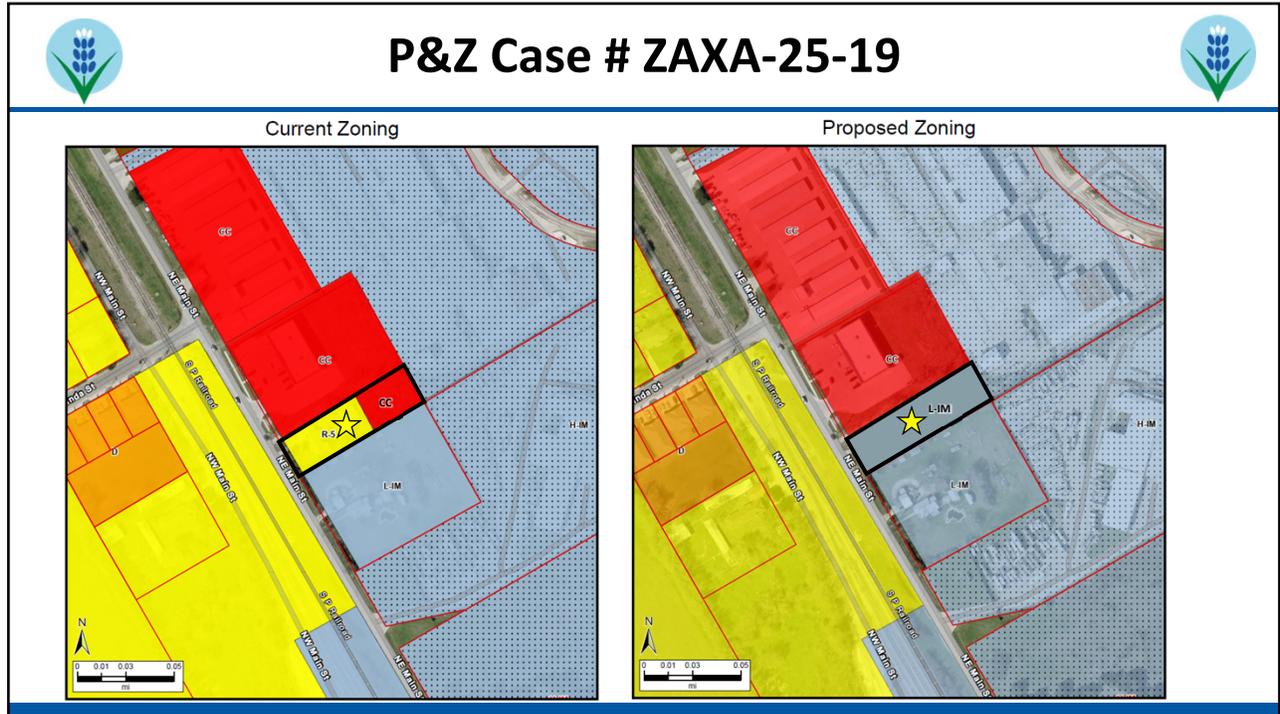
### P&Z Case # ZAXA-25-19

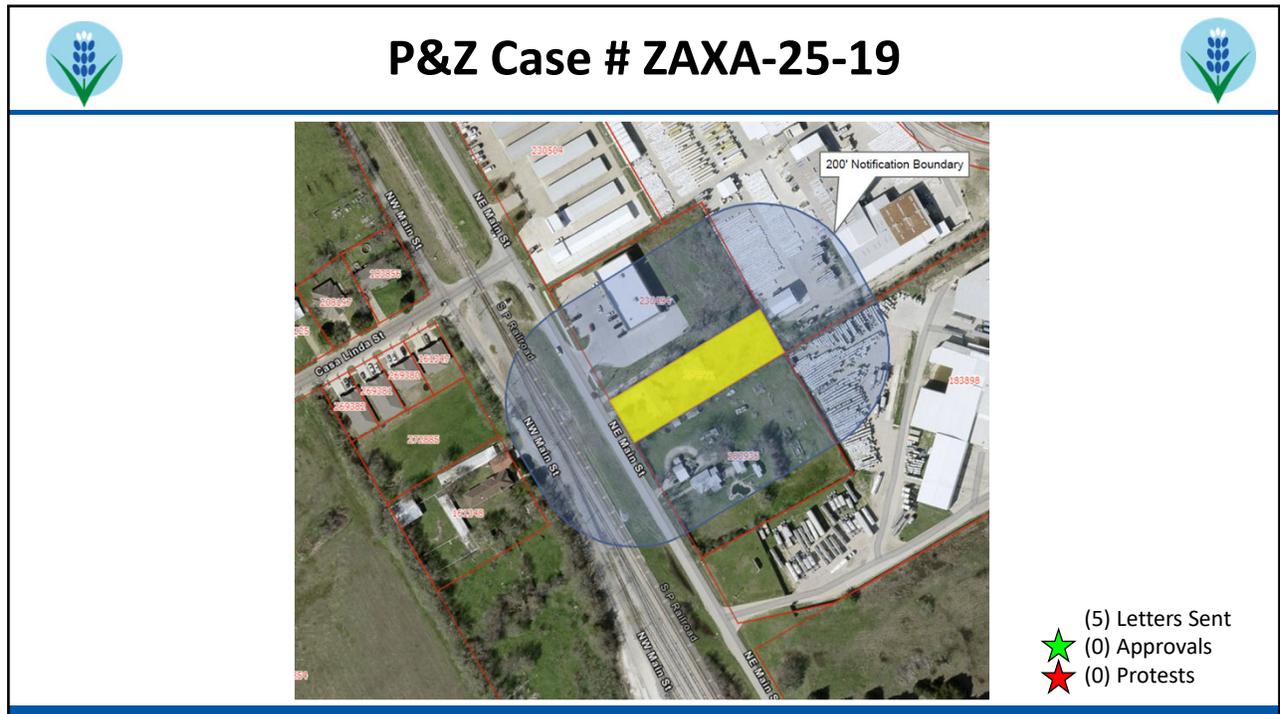
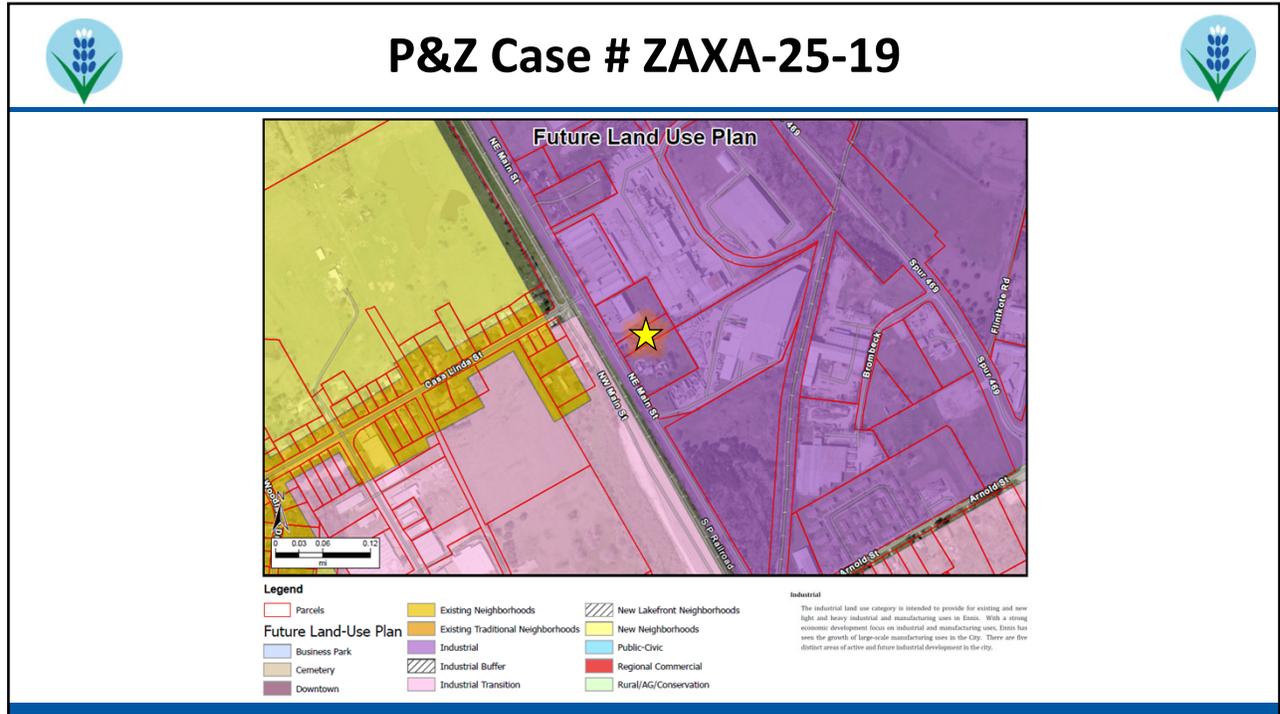


#### Overview:

- Location: Ward 1
- Requested by: Matt Zmolik
- From: Single-Family Residential-5 (R-5) & Corridor Commercial (CC)
- To: Light Industrial and Manufacturing (L-IM)
- For: 0.8753 Acres
- Use: Future Construction of Self Storage Units
- Notices: 5 Surrounding Property Owners Notified
  - 0 Voted "In Favor" *Does Not require Super Majority Vote*
  - 0 Voted "In Protest"
- Case heard by P&Z Commission on 2/9/26
- P&Z Commission approved the request









## P&Z Case # ZAXA-25-19



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**Overview:**

- Location: Ward 1
- Requested by: Matt Zmolik
- From: Single-Family Residential-5 (R-5) & Corridor Commercial (CC)
- To: Light Industrial and Manufacturing (L-IM)
- For: 0.8753 Acres
- Use: Future Construction of Self Storage Units
- Notices: 5 Surrounding Property Owners Notified
  - 0 Voted "In Favor" *Does Not require Super Majority Vote*
  - 0 Voted "In Protest"
- Case heard by P&Z Commission on 2/9/26
- P&Z Commission approved the request

**P&Z Commission Recommends Approval**



## City Commission – Regular Session



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# Public Hearing – G.\_\_.

- **G.\_\_.** - Conduct a Public Hearing regarding an application for a Zoning Change from Single Family Residential-5 (R-5) and Corridor Commercial (CC) to Light Industrial and Manufacturing (L-IM) for an approximately 0.8753-acre tract of land situated in the Claiborne Garrett Survey, Abstract No. 383, City of Ennis, Ellis County, Texas. 2900 N.E. Main Street. Ellis CAD ID 274771.

**Open the Public Hearing**  
**Public Comment**  
**Close the Public Hearing**

## ENNIS CITY COMMISSION AGENDA SUMMARY FORM



**To:** City Commission

**Subject:** Discuss and consider approval of an Ordinance of the City Commission of the City of Ennis, Texas, amending the Zoning and Zoning Map of the City of Ennis, Texas from Single Family Residential-5 (R-5) and Corridor Commercial (CC) to Light Industrial and Manufacturing (L-IM) for an approximately 0.8753-acre tract of land situated in the Claiborne Garrett Survey, Abstract No. 383, City of Ennis, Ellis County, Texas. 2900 N.E. Main Street. Ellis CAD ID 274771.

**Meeting:** ENNIS CITY COMMISSION - 17 Mar 2026

**Department:** Planning & Development

**Staff Contact:** Erica Stubbs, Senior Planner

### BACKGROUND INFORMATION:

The subject property, measuring approximately 0.8753-acres is located at 2900 N.E. Main Street immediately south of Dollar General.

The property is bounded by Corridor Commercial (CC) to the north, Heavy Industrial and Manufacturing (H-IM) to the east, Light Industrial and Manufacturing (L-IM) to the south, and the N.E. Main Street right-of-way to the west.

The 0.8753-acre property is currently split zoned Single-Family Residential-5 (R-5) and Corridor Commercial (CC). The request from the applicant is to rezone the property to Light Industrial and Manufacturing (L-IM). It is the intent of the applicant to construct a self-storage facility on the property. Self-storage is an allowed use by right in the L-IM zoning district.

The Future Land Use Plan designates the subject 0.8753-acre property as Industrial.

Notification letters were sent to the five (5) surrounding property owners within 200 feet. Zero (0) approvals and zero (0) protests were returned.

The adjoining property located at 2808 N.E. Main Street was recently rezoned from R-5 to L-IM on February 17, 2026 by Ordinance No. 26-0217-G6. The applicant proposes to combine the property located at 2900 N.E. Main Street with 2808 N.E. Main Street and develop in a cohesive manner similar to the self-storage facility located at 3000 N.E. Main Street.

On February 9, 2026, the Planning and Zoning Commission held a public hearing and discussed and considered the request for zoning change from Single-Family Residential-5 (R-5) and Corridor Commercial (CC) to Light Industrial and Manufacturing (L-IM) for the subject 0.8753-acre property. The Planning and Zoning Commission voted unanimously in favor of the zoning change.

F.2.

**FINANCIAL IMPACT:**

N/A

**POLICY IMPLICATIONS:**

N/A

**RECOMMENDATION:**

Planning and Zoning Commission recommends approval.

**ALTERNATIVES:**

N/A

**ATTACHMENTS:**

[ORDINANCE NO.-Discuss and consider approval of an Ordinance amending the Zoning and Zoning Map for a 0.8753 Acre Tract from R-5 and CC to L-IM located - Pdf](#)



**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF ENNIS, TEXAS, AMENDING THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF ENNIS TO AMEND THE ZONING CLASSIFICATION ON AN APPROXIMATE 0.8753 ACRE TRACT OF LAND SITUATED IN THE CLAIBORNE GARRETT SURVEY, ABSTRACT NO. 383, GENERALLY LOCATED AT 2900 N.E. MAIN STREET IN THE CITY OF ENNIS, ELLIS COUNTY, TEXAS, ELLIS CAD ID 274771, FROM SINGLE-FAMILY RESIDENTIAL-5 DISTRICT (R-5) AND CORRIDOR COMMERCIAL DISTRICT (CC) TO LIGHT INDUSTRIAL AND MANUFACTURING DISTRICT (L-IM); PROVIDING FOR THE INCORPORATION OF FINDINGS; PROVIDING AN AMENDMENT; PROVIDING A ZONING MAP AMENDMENT; PROVIDING A SAVINGS/REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000) PER DAY FOR EACH OFFENSE, AND EACH AND EVERY DAY ANY SUCH VIOLATION SHALL OCCUR OR CONTINUE SHALL BE A SEPARATE OFFENSE; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.**

**WHEREAS**, Matt Zmolik (“Applicant”), acting as authorized representative for the landowner, Pine Grove Properties, LLC, has requested to change the zoning classification from Single-Family Residential-5 District (R-5) and Corridor Commercial District (CC) to Light Industrial and Manufacturing District (L-IM) on an approximate 0.8753-acre tract of land, situated in the Clairborne Garrett Survey, Abstract No. 383, City of Ennis, Ellis County, Texas, generally located at 2900 N.E. Main Street, Ellis CAD ID 274771, and more particularly described and depicted in **Exhibit A**, attached hereto and incorporated herein (the “Property”); and

**WHEREAS**, after public notices were given in compliance with Texas law and public hearings were conducted, and after considering the information submitted at those public hearings and all other relevant information and materials, the Planning and Zoning Commission of the City (the “Planning and Zoning Commission”) has recommended to the City Commission to approve the change in zoning district classification on the Property and to amend the official zoning map of the City (the “Zoning Map”) to reflect the L-IM zoning classification; and

**WHEREAS**, in accordance with Article 3.2.7 of the City of Ennis Unified Development Ordinance, the City Commission and the Planning and Zoning Commission have determined that the requested zoning change is in compliance with the comprehensive plan, establishes a use permitted under the ordinance, the proposed provision and configuration of public improvements shall be adequate to serve the development, and zoning change is in keeping with the intent and purpose of the City of Ennis Unified Development Ordinance; and

**WHEREAS** after complying with all legal notices, requirements, and conditions, a public hearing was held before the City Commission at which it considered the recommendation of the Planning and Zoning Commission and, among other things, the character of the land and its suitability for particular uses, and compatibility with surrounding uses, with a view of encouraging the most appropriate use of land in the City, and the City Commission does hereby find that the requested zoning accomplishes such objectives,

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS:**

**SECTION 1. Findings Incorporated.** The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

**SECTION 2. Amendment.** The Unified Development Ordinance of the City of Ennis is hereby amended to change the zoning classification on the Property from Single-Family Residential-5 District (R-5) and Corridor Commercial District (CC) to Light Industrial and Manufacturing District (L-IM). The Property shall be developed and used in accordance with all applicable City, state and federal laws, as they exist or may be in the future amended, including but not limited to building codes, fire codes and all accessibility standards as required by law.

**SECTION 3. Zoning Map Amendment.** The Official Zoning Map is hereby amended to reflect the change in zoning classification as set forth in this Ordinance.

**SECTION 4. Savings/Repealing Clause.** This Ordinance shall be cumulative of all other Ordinances and shall not repeal any of the provisions of such Ordinances except for those instances where there are direct conflicts with the provisions of this Ordinance. Ordinances, or parts thereof, in force at the time this Ordinance shall take effect and that are inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance. Provided however, that any complaint, action, claim or lawsuit which has been initiated or has arisen under or pursuant to such other Ordinances on this date of adoption of this Ordinance shall continue to be governed by the provisions of such Ordinance and for that purpose the Ordinance shall remain in full force and effect.

**SECTION 5. Severability.** Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional, illegal or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City of Ennis hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or invalid.

**SECTION 6. Penalty Clause.** Any person who violates any provision of this Ordinance, upon conviction, shall be deemed guilty of a misdemeanor and shall be fined a sum not to exceed two thousand dollars (\$2,000.00) for each offense, and a separate offense shall be deemed committed upon each day or on which a violation occurs or continues.

**SECTION 7. Publication and Effective Date.** This Ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and Charter in such cases require.

**PASSED AND APPROVED** by the City Commission of the City of Ennis, Texas on this 17th day of March 2026.

---

LYNDA ISBELL, Mayor

ATTEST:

---

ANGIE WADE, City Secretary

**EXHIBIT "A"**  
**LEGAL DESCRIPTION**

## Field Notes

0.8753 Acre (2900 N. E. Main Street)

Being all that certain lot, tract or parcel of land situated in the Claiborne Garrett Survey, Abstract No. 383 in the City of Ennis, Ellis County, Texas, and being all of Lot 3 of Wilson Business Park North, an addition to the City of Ennis, Ellis County, Texas, according to the Plat thereof as recorded in Cabinet J, Slides 495 and 496 of the Plat Records of Ellis County, Texas (PRECT), said Lot 3 as conveyed to Pine Grove Properties, LLC by deed as recorded in Instrument Number 2516802 of the Official Public Records of Ellis County, Texas (OPRECT), and being more particularly described as follows:

Beginning at a 1/2" steel rod found with cap CBG Surveying for the west corner of said Lot 3 and same for this tract and being the south corner of Lot 2R of said Wilson Park North, said Lot 2R as conveyed to Agree, LP by deed as recorded in Instrument Number 2238960 OPRECT, and being in the northeast line of N. E. Main Street, said 1/2" steel rod found having surface coordinate values of North = 6815592.600 feet and East = 2542291.488 feet, bearings and coordinates recited herein are based on the Texas Coordinate System, North Central Zone (Zone 4202) North American Datum of 1983 and are obtained from observations of Global Positioning System satellites;

Thence N 57°28'10" E (Deed & Plat N 57°28'08" E, 335.58') along the northwest line of said Lot 3 and same for this tract and along the southeast line of said Lot 2R, passing at 330.46 feet a 1/2" steel rod found with cap JPM Land Surveyors for witness, in all, 335.58 feet to the north corner of said Lot 3 and same for this tract and being the east corner of said Lot 2R in the southwest line of Lot 1 of Ennis Paint Addition North, an addition to the City of Ennis, Ellis County, Texas, according to the Plat thereof as recorded in Cabinet G, Slide 346 PRECT, said Lot 1 as conveyed to Ennis Paint, Inc. by deed as recorded in Volume 2028, Page 1315 OPRECT;

Thence S 31°06'25" E, 115.99 feet (Deed & Plat S 31°04'35" E, 112.61') along the northeast line of said Lot 3 and same for this tract and along the southwest line of said Lot 1 to a 1/2" steel rod found for the east corner of said Lot 3 and the north corner of a called 2 acre tract conveyed to Pine Grove Properties, LLC by deed as recorded in Instrument Number 2512205 OPRECT;

Thence S 58°07'30" W, 332.42 feet (Deed S 57°52'05" W, 136.88' & S 57°17'59" W, 195.59'; Plat S 57°51'50" W, 136.88' & S 57°17'59" W, 195.59'; Adjoining Deed N 58°05'45" E, 332.47') along the southeast line of said Lot 3 and same for this tract and the northwest line of said 2 acre tract to a 1/2" steel rod found for the south corner of said Lot 3 and same for this tract and being the north corner of said 2 acre tract in the northeast line of said N. E. Main Street;

Thence along the southwest line of said Lot 3 and same for this tract and along the northeast line of said N. E. Main Street as follows:

N 33°04'15" W, 89.47 feet (Deed & Plat N 33°01'55" W, 89.44') to a 1/2" steel rod found with cap RMC 5384 for a bend point;

N 31°08'29" W, 22.70 feet (Deed & Plat N 31°11'53" W, 22.77') to the POINT OF BEGINNING and containing approximately 38,129 square feet or 0.8753 acre of land.

**FIELD NOTES FOR PINE GROVE PROPERTIES, LLC, ZONING**  
 0.8753 Acre (2900 N. E. Main Street)  
 Existing Single Family Residential (R-5) Zoning and Commercial Corridor (CC) Zoning  
 Proposed Light Industrial and Manufacturing (L-IM) Zoning  
 Job Number 225-0131

BEING a part of the Claiborne Garrett Survey, Abstract No. 383, City of Ennis, Ellis County, Texas, and being all of Lot 3 of Wilson Business Park North, an addition to the City of Ennis, Ellis County, Texas, according to the Plat thereof recorded in Cabinet J, Slides 495 and 496, Plat Records of Ellis County, Texas (OPRECT), said Lot 3, and described in deed from Estate of Charles Dennis Cheneale, et al, to Pine Grove Properties, LLC by deed as recorded in instrument Number 231802, of the Official Public Records of Ellis County, Texas (OPRECT), and being more particularly described by its metes and bounds as follows:

Beginning at the northwest corner of said Lot 2R of said Wilson Park North and on the northeast right of way line of Northeast Main Street, a 1/2 inch steel rod with a plastic cap stamped "C.S. Surveying" found, having surface coordinate values of North = 8915592.600 feet and East = 310435.58 feet, and continuing thence with the following courses and distances: to the northeast corner of said Lot 2R, North Central Zone (Zone 4202) having surface coordinates as recorded in the Texas Coordinate System, Global Positioning System satellites;

Thence N 57°28'10" E with the northwest line of said Lot 3 and the southeast line of said Lot 2R, passing at 409.49 feet to the southeast corner of said Lot 2R, continuing thence with the following courses and distances: to the northeast corner of said Lot 2R, on the southeast line of Lot 1 of Ennis Point Addition North, being the east corner of Ennis, Ellis County, Texas, according to the Plat thereof as recorded in Cabinet G, Slide 346 PRECT, said Lot 1 as conveyed to Ennis Point, Inc. by deed as recorded in Volume 2028, Page 1315 OPRECT;

Thence S 31°06'25" E, with the northeast line of said Lot 3 and the southwest line of said Lot 1, passing at 112.61 feet the southeast corner of said Lot 1, continuing in all, 115.99 feet (Deed & Plat S 31°04'35" E, 112.61') tract described in deed from Todd Dean Wubbena to Pine Grove Properties, LLC, recorded in instrument Number 2512205 OPRECT, a 1/2 inch steel rod found;

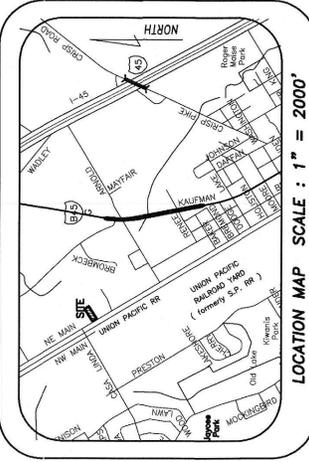
Thence S 59°07'30" W, with the southeast line of said Lot 3 and the northwest line of said 2 acre tract 332.42 feet (Deed S 57°52'05" W, 136.88 feet and S 57°17'59" W, 195.59 feet; Plat S 57°51'50" W, 136.88 feet and S 57°17'59" W, 195.59 feet) to the southwest corner of said Lot 3, the northwest corner of said 2 acre tract and on the said Northeast Main Street right of way line, a 1/2 inch steel rod found;

Thence with the southwest line of said Lot 3, and same for this tract and said Northeast Main Street right of way line, the following courses and distances: N 33°04'15" W, 89.47 feet (Deed & Plat N 33°01'55" W, 89.44 feet) to an angle in said line, a 1/2 inch steel rod with plastic cap stamped "PVC 5384" found; and N 31°08'29" W, 22.70 feet (Deed & Plat N 31°11'53" W, 22.77 feet) to the point of beginning and containing approximately 38,129 square feet or 0.8753 acre of land.

Bearings hereon are based on the Texas Coordinate System of 1983, Texas North Central Zone per GPS observations.

I declare that the field notes hereon and the attached plat are the representation of an actual and accurate survey conducted by me or under my personal supervision. This survey substantially complies with the current Texas Surveyors Standards and Specifications for a Category 1B, Condition II (2) Survey.

Stuart G. Hamilton  
 Date: 01/08/2026  
 PPLS Number 4480

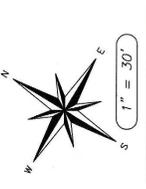
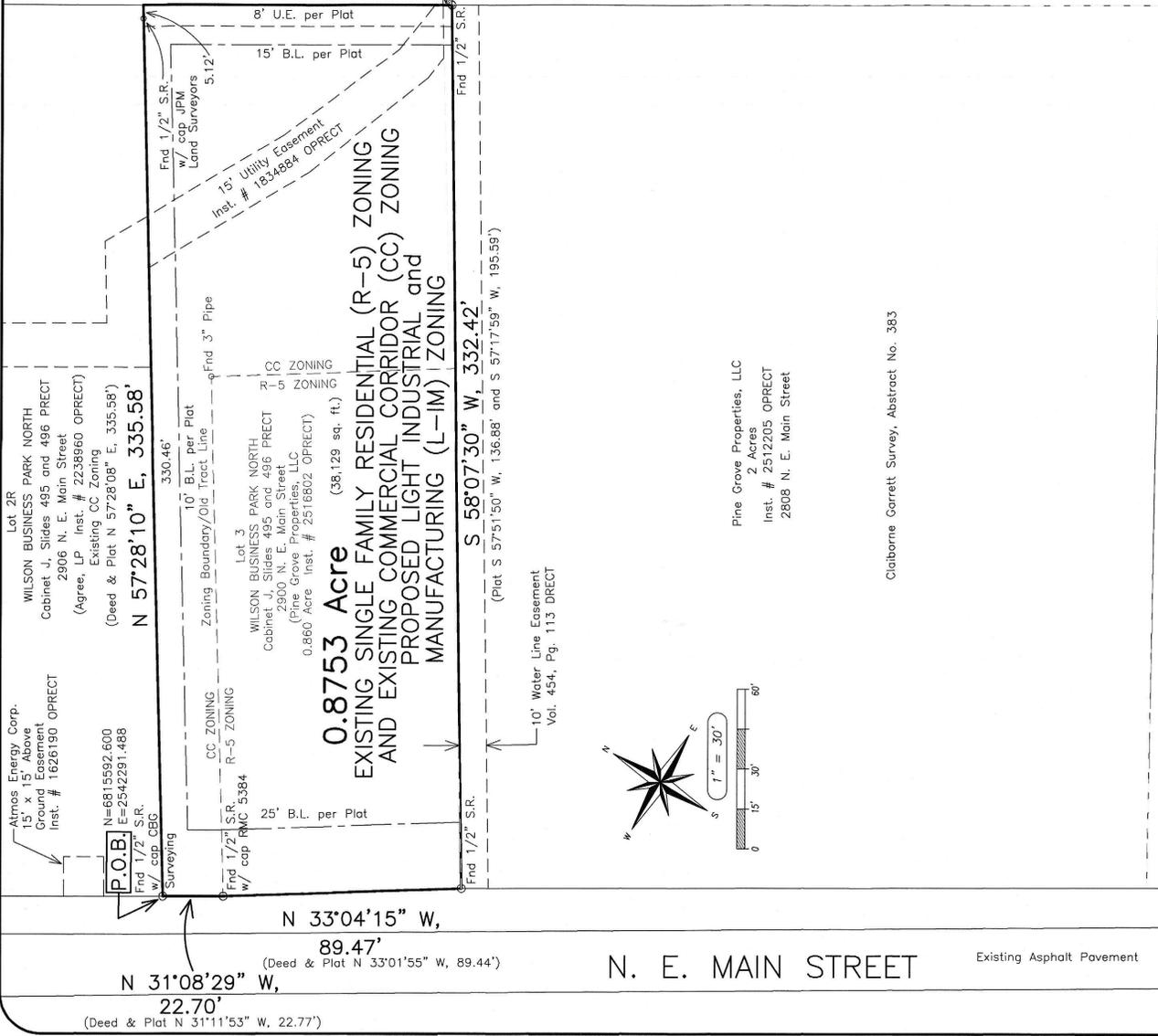


**ZONING PLAT 0.8753 Acre**  
**EXISTING SINGLE FAMILY RESIDENTIAL (R-5) ZONING**  
**AND EXISTING COMMERCIAL CORRIDOR (CC) ZONING**  
**PROPOSED LIGHT INDUSTRIAL and**  
**MANUFACTURING (L-IM) ZONING**  
 Claiborne Garrett Survey, Abst. 383  
 City of Ennis, Ellis County, Texas  
 ( also 2900 N. E. Main Street )

**DAVIS & MCDILL, LLC**  
 SURVEYING - LAND PLANNING - FLOODPLAIN MANAGEMENT  
 P.O. BOX 428, WAXAHACHIE, TEXAS 75168  
 PHONE: 972-938-1185  
 A Texas licensed surveying firm # 10194681  
 Drawn: Kevin Bohannon Date: January 06, 2026 2900 N. E. Main Street  
 Job: 225-0131

Lot 1  
 ENNIS POINT ADDITION NORTH  
 Cabinet C, Slide 346 PRECT  
 (Ennis Point, Inc.)  
 Vol. 2028, Pg. 1315 OPRECT  
 Existing H-IM Zoning (Deed & Plat S 31°04'35" E, 112.61')  
**S 31°06'25" E, 115.99'**

Trinity Partners, LLC and the Bolour Trust Number Three  
 8.903 Acres  
 Inst. # 2313172 OPRECT  
 Existing H-IM Zoning



OWNERS:  
 Pine Grove Properties, LLC  
 3000 N. E. Main Street  
 Ennis, TX 75119

Trinity Partners, LLC and the Bolour Trust Number Three  
 8.903 Acres  
 Inst. # 2313172 OPRECT  
 2708 N. E. Main Street  
 Existing H-IM Zoning

Claiborne Garrett Survey, Abstract No. 383

## ENNIS CITY COMMISSION AGENDA SUMMARY FORM



**To:** City Commission

**Subject:** Discuss and consider approval of an Ordinance of the City Commission of the City of Ennis, Texas, amending Chapter 14 “Signs” of the Code of the City of Ennis to add Section 14-35 “Electioneering on City-owned property used for a polling place,” amend Section 14-18(b) “Temporary signs, search lights,” and amend Section 14-33 “Definitions,” providing for findings, penalty, publication, and an effective date.

**Meeting:** ENNIS CITY COMMISSION - 17 Mar 2026

**Department:** City Secretary

**Staff Contact:** Angie Wade, City Secretary

### BACKGROUND INFORMATION:

City-owned property is periodically used as polling places during elections. Political signs placed at these locations have varied in size and have frequently been installed using materials such as rebar, PVC posts, metal posts, and T-posts, which can damage underground water and electrical lines. The City has also experienced an increase in the number and size of political signs, creating public health and safety concerns, including impacts to vehicle sight lines entering and exiting City-owned polling places.

The Texas Election Code Section 61.003 authorizes the entity controlling a public building used as a polling place to enact reasonable time, place, and manner regulations concerning electioneering. The proposed ordinance establishes reasonable regulations to mitigate safety concerns, prevent damage to public property, and ensure City facilities remain available for patrons outside of election purposes.

### FINANCIAL IMPACT:

None.

### POLICY IMPLICATIONS:

If approved, this ordinance would establish the time, place, and manner rules for electioneering signs on City-owned property used as polling places, including limitations tied to the voting period. It would also reduce the risk of damage to underground utilities by restricting posts that could damage water and electrical lines and address public safety and traffic visibility through size and placement limits, setbacks, and prohibitions on obstructing traffic and sight lines.

### RECOMMENDATION:

Staff recommends approval of the item.

### ATTACHMENTS:

[ORDINANCE NO.-Temporary Political Signs- Electioneering](#)

F.3.



**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF ENNIS, TEXAS, AMENDING CHAPTER 14 "SIGNS" OF THE CODE OF THE CITY OF ENNIS, TEXAS, TO ADD SECTION 14-35 "ELECTIONEERING ON CITY-OWNED PROPERTY USED FOR A POLLING PLACE," TO AMEND SUBSECTION (B) OF SECTION 14-18 "TEMPORARY SIGNS, SEARCH LIGHTS," AND TO AMEND SECTION 14-33 "DEFINITIONS;" PROVIDING FOR THE INCORPORATION OF FINDINGS; PROVIDING A SAVINGS/REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY NOT TO EXCEED THE SUM OF FIVE HUNDRED DOLLARS (\$500.00) PER DAY; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.**

**WHEREAS**, from time to time, property owned by the City of Ennis, Texas ("City"), is used for polling places during elections ("City-owned polling places"); and

**WHEREAS**, the political signs that have been placed on City-owned polling places have varied in size and have often been affixed to the property using metal rebar, PVC posts, metal posts or "T-Posts" (customarily used to construct fences); and

**WHEREAS**, the metal rebar, PVC posts, metal posts and "T-Posts" are very likely to hit and cause substantial damage to water and electrical lines due to the depths the posts are driven into the ground; and

**WHEREAS**, due to the City's population growth and the increase in the number of candidates for public office, the number of signs placed at City-owned polling places has dramatically proliferated; and

**WHEREAS**, some political signs have become considerably larger and have caused public health and safety concerns in that they affect the line of sight of vehicles entering and exiting City-owned polling places; and

**WHEREAS**, Section 61.003 of the Texas Election Code sets forth that the entity that owns or controls a public building being used as a polling place may enact reasonable regulations concerning the time, place, and manner of electioneering; and

**WHEREAS**, the City Commission desires to establish reasonable regulations concerning the time, place, and manner of electioneering at City-owned polling places to mitigate safety concerns, prevent damage to

public property, and ensure that City-owned property is sufficiently available for its patrons who use the facilities other than for election purposes.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS:**

**SECTION 1.** Findings Incorporated. The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

**SECTION 2.** Amendment. Subsection (b) of Section 14-18 in Chapter 14 “Signs” of the Code of the City of Ennis, Texas, is hereby amended to read as follows (additions, ~~deletions~~):

Sec. 14-18. - Temporary signs, search lights (on site or on premise).

(b) Electioneering signs shall be regulated according to Section 14-35. Electioneering signs and all other temporary political signs shall be removed within seventy-two (72) hours ~~five (5) days~~ after the voting period ~~general or run-off election~~ to which a sign may pertain or after the termination of a candidacy, whichever comes first. Public property, utility poles, public buildings, or public right-of-way shall not be used for political signs except as allowed by Section 14-35. Fines shall be assessed per violation according to City Code.

**SECTION 3.** Amendment. Section 14-33 in Chapter 14 “Signs” of the Code of the City of Ennis, Texas, is hereby amended to add the following definitions to read as follows (additions, ~~deletions~~):

Electioneering has the meaning found in Section 61.003(b) of the Texas Election Code

Electioneering sign means a political sign located on property owned by the City of Ennis, Texas, that is being used for a polling place during elections.

Voting period means the period beginning when polls are open for voting and ending when the polls are closed or when the last voter has voted, whichever is later. The voting period for election day voting and a runoff election shall be considered separate voting periods, provided that the respective voting period shall include early voting and any period between the early voting and the election immediately thereafter.

**SECTION 4.** Amendment. Chapter 14 “Signs” of the Code of the City of Ennis, Texas, is hereby amended to add section 14-35 to read as follows:

Sec. 14-35. – Electioneering on city-owned property used for a polling place.

No political sign shall be held, placed, erected, maintained, affixed, or otherwise situated on property owned by the city that is being used for a polling place at any time other than the voting period and for seventy-two (72) hours before and after the voting period.

No political signs may be placed, erected, maintained, affixed, or otherwise situated on property owned by the city that is being used for a polling place utilizing posts that may damage subterranean water and electrical lines. For purposes of this subsection, the term "posts" shall include, but not be limited to rebar, PVC posts, metal posts and/or metal "T-Posts" typically used with farm and ranch type fencing. Heavy-gauged wire that is generally used for political yard signs is allowed.

No political signs larger than twenty-four (24) inches by twenty-four (24) inches or taller than forty-eight (48) inches from the ground may be held, placed, erected, maintained, affixed, or otherwise situated on property owned by the city that is being used for a polling place.

No more than two signs in support of a candidacy, no more than two signs in support of any particular ballot measure, and no more than two signs in opposition to any particular ballot measure may be placed, erected, maintained, affixed, or otherwise situated on property owned by the city that is being used for a polling place. This two sign limit is not intended to apply to t-shirts worn by persons participating in electioneering, magnets on cars parked at the polling place, or other similar temporary signs that are not affixed to the site.

Persons participating in electioneering shall not obstruct vehicular or pedestrian traffic or impede the normal day-to-day operations of the city building designated as a polling place.

During the voting period, no vehicles may remain on city property that has been designated as a polling place between the hours of 9:00 p.m. and 5:00 a.m.

Political signs shall not obstruct the vision of traffic on, entering, or exiting the roadway.

No political sign may be placed, erected, maintained, affixed, or otherwise situated within six (6) feet of the property line of the City-owned property being used as a polling place.

Any political sign determined to be in violation of this section may be immediately removed by the City in compliance with Section 14-3.

It shall be an offense for a person to violate any provision of this section.

**SECTION 5. Savings/Repealing Clause.** This Ordinance shall be cumulative of all other Ordinances and shall not repeal any of the provisions of such Ordinances except for those instances where there are direct conflicts with the provisions of this Ordinance. Ordinances, or parts thereof, in force at the time this Ordinance shall take effect and that are inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance. Provided however, that any complaint, action, claim or lawsuit which has been initiated or has arisen under or pursuant to such other Ordinances on this date of adoption of this Ordinance shall continue to be governed by the provisions of such Ordinance and for that purpose the Ordinance shall remain in full force and effect.

**SECTION 6. Severability.** Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional, illegal or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City of Ennis hereby declares that it would have passed this Ordinance, and each section, subsection, clause or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or invalid.

**SECTION 7. Penalty Clause.** Any person who violates any provision of this Ordinance, upon conviction, shall be deemed guilty of a misdemeanor and shall be fined a sum not to exceed five hundred dollars

F.3.

(\$500.00) for each offense, and a separate offense shall be deemed committed upon each day on which a violation occurs or continues.

**SECTION 8.** Publication and Effective Date. This Ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and Charter in such cases require.

**PASSED AND APPROVED** by the City Commission of the City of Ennis, Texas on this 17th day of March, 2026.

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LYNDA ISBELL, Mayor

ATTEST:

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ANGIE WADE, City Secretary

## ENNIS CITY COMMISSION AGENDA SUMMARY FORM



**To:** City Commission

**Subject:** Discuss and consider an Ordinance of the City of Ennis, Texas, amending Division 3. "Police Department" of Article IV "Officers and Employees" of Chapter 2 "Administration" of the Code of the City of Ennis, Texas, to modernize the provisions concerning the Police Department, providing a Savings/Repealer Clause; providing a Severability Clause; and providing for publication and an effective date.

**Meeting:** ENNIS CITY COMMISSION - 17 Mar 2026

**Department:** Police

**Staff Contact:** Dustin Munn, Police Chief

### BACKGROUND INFORMATION:

As approved by the Ennis City Commission on September 17, 2024, the Ennis Police Department is seeking "Recognized" status from the Texas Police Chiefs Association Foundation Accreditation Program in a continuing effort to professionalize and validate policies, practices, and standard operating procedures. As the department nears completion of this effort, City staff have identified that the legal foundation for the department is in need of modernization within the framework of the ordinances of the City of Ennis.

The Texas Police Chiefs Association Foundation Accreditation Program standard pertaining to this issue reads as follows:

#### 1.05 - Agency Jurisdiction

The Agency has written documentation from a unit of government that authorizes the existence of the Agency and defines its jurisdictional boundaries.

**Discussion:** This is typically an Article within the City Charter, or an ordinance passed by the governing authority which establishes the agency. TCOLE does not establish an agency. There must be some formal action on the part of the government body creating the agency. This must be either a clear section of the City Charter, City ordinance, or appropriate local Governing Code. The "General Powers" clause of a Charter or the Local Government Code may authorize a jurisdiction to establish a police department, but the jurisdiction must affirmatively do so by either Charter or City Ordinance or appropriate local Governing Code.

**Proof of Compliance:** Copy of documents for Agency existence and jurisdiction, possibly (a) copy of portion of City Charter or Ordinance, or local Governing Authority, and copy of boundary ordinances or portions of Metes and Bounds book or copy of map provided to employees with jurisdictional boundaries delineated.

F.4.

After close consultation with the Texas Police Chiefs Association Foundation Accreditation Program and the City Attorney's Office, the following ordinance was formulated and deemed as necessary to facilitate these foundational updates:

**AN ORDINANCE OF THE CITY OF ENNIS, TEXAS, AMENDING DIVISION 3. "POLICE DEPARTMENT" OF ARTICLE IV "OFFICERS AND EMPLOYEES" OF CHAPTER 2 "ADMINISTRATION" OF THE CODE OF THE CITY OF ENNIS, TEXAS, TO MODERNIZE THE PROVISIONS CONCERNING THE POLICE DEPARTMENT; PROVIDING A SAVINGS/REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.**

**WHEREAS**, the Home Rule Charter and the Code of the City of Ennis, Texas, establishes a Police Department; and

**WHEREAS**, through the process of the seeking "Recognized" status from the Texas Police Chiefs Association Foundation Accreditation Program, the City has reviewed the ordinances establishing the police department; and

**WHEREAS**, the ordinances establishing the police department can be modernized; and

**WHEREAS**, the City has determined that it would be advantageous, beneficial, and in the best interest of Ennis to amend the Code of the City of Ennis, Texas. as set forth below,

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS:**

**Section 1. Findings.** The findings set forth above are incorporated herein as if set forth verbatim.

**Section 2. Division 3.** "Police Department" of Article IV "Officers and Employees" of Chapter 2 "Administration" of the Code of the City of Ennis, Texas, is hereby amended to read as follows:

#### **ARTICLE IV. POLICE DEPARTMENT.**

**Sec. 2-231. Department created.** The Ennis Police Department is hereby created to provide police services. The police department shall be composed of the chief of the police and other officers and employees. The jurisdiction of the police department shall be the corporate limits of the City and that property lying outside the city limits which is owned by the City.

**Sec. 2-232. Chief of Police.** The chief of police is hereby created, to be appointed by the city manager. Such chief of police shall have no term of office but shall serve at the will and pleasure of the city manager.

**Sec. 2-232. Oath of duties.** The chief of police and each member of the police department shall, before undertaking his or her duties, subscribe to an oath that he/she will faithfully, without fear or favor, perform the duties of his/her office. The duties and salaries of each member of the police department, including the chief of police, shall be set by the city manager or his or her designee, as provided for by the annual budget adopted by the city commission.

**Sec. 2-233. Power and authority.** The chief of police and the peace officers of the police department shall be and are hereby vested with all the power and authority given to them as peace officers under

F.4.

the laws of the State of Texas in taking cognizance of and enforcing criminal laws of the State of Texas and the ordinances and regulations of the City of Ennis, and it shall be the duty of each such chief of police to use his/her best endeavors to prevent the commission of offenses against the laws of this state and against the ordinances and regulations of this city.

**Sec. 2-234. Certification; compliance with state requirements.** The chief of police and each peace officer of the police department shall comply with the basic requirements established by the state for peace officers, including holding a current certificate as a qualified law enforcement officer from the Texas Commission on Law Enforcement as provided in V.T.C.A., Occupations Code Ch. 1701, unless serving under a temporary or probationary appointment as provided in said provision, and shall comply with the basic requirements established by the city acting through the chief of police.

**Secs. 2-235—2-250. Reserved.**

**Section 3. Savings Clause.** All rights and remedies of the City of Ennis, Texas, are expressly saved as to any and all violations of the provisions of the Ordinance or any other ordinance which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

**Section 4. Cumulative Clause.** This Ordinance shall be cumulative of all provisions of state or federal law and other ordinances of the City of Ennis, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

**Section 5. Severability Clause.** It is hereby declared to be the intention of the City Commission that the phrases, clauses, sentences, paragraphs and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Commission without the incorporation of this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**Section 6. Repealer Clause.** Any provisions of any prior ordinance of the City whether codified or uncodified, which are in conflict with any provision of the Ordinance, are hereby repealed to the extent of the conflict, but all other provisions of the ordinances of the City whether codified or uncodified, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

**Section 7. Publication and Effective Date.** This Ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and Charter in such cases require.

**FINANCIAL IMPACT:**

There are no financial implications in adopting this ordinance beyond the current allocations afforded by the Ennis City Commission to police operations.

**POLICY IMPLICATIONS:**

F.4.

Safe and Healthy Community - Invest in innovative programming, collaborative community partnerships, and the resources needed to help ensure public safety.

**RECOMMENDATION:**

Staff recommends approval of the item.

**ALTERNATIVES:**

There are no reasonable alternatives to report at this time.

**ATTACHMENTS:**

[Ordinance modernizing the establishment of the Ennis Police Department. - Pdf](#)



**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY OF ENNIS, TEXAS, AMENDING DIVISION 3. "POLICE DEPARTMENT" OF ARTICLE IV "OFFICERS AND EMPLOYEES" OF CHAPTER 2 "ADMINISTRATION" OF THE CODE OF THE CITY OF ENNIS, TEXAS, TO MODERNIZE THE PROVISIONS CONCERNING THE POLICE DEPARTMENT; PROVIDING A SAVINGS/REPEALER CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.**

**WHEREAS**, the Home Rule Charter and the Code of the City of Ennis, Texas, establishes a Police Department; and

**WHEREAS**, through the process of the seeking "Recognized" status from the Texas Police Chiefs Association Foundation Accreditation Program, the City has reviewed the ordinances establishing the police department; and

**WHEREAS**, the ordinances establishing the police department can be modernized; and

**WHEREAS**, the City has determined that it would be advantageous, beneficial, and in the best interest of Ennis to amend the Code of the City of Ennis, Texas. as set forth below,

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS:**

**Section 1. Findings.** The findings set forth above are incorporated herein as if set forth verbatim.

**Section 2. Division 3.** "Police Department" of Article IV "Officers and Employees" of Chapter 2 "Administration" of the Code of the City of Ennis, Texas, is hereby amended to read as follows:

**ARTICLE IV. POLICE DEPARTMENT.**

**Sec. 2-231. Department created.** The Ennis Police Department is hereby created to provide police services. The police department shall be composed of the chief of the police and other officers and employees. The jurisdiction of the police department shall be the corporate limits of the City and that property lying outside the city limits which is owned by the City.

**Sec. 2-232. Chief of Police.** The chief of police is hereby created, to be appointed by the city manager. Such chief of police shall have no term of office but shall serve at the will and pleasure of the city manager.

**Sec. 2-232. Oath of duties.** The chief of police and each member of the police department shall, before undertaking his or her duties, subscribe to an oath that he/she will faithfully, without fear or favor, perform the duties of his/her office. The duties and salaries of each member of the police department, including the chief of police, shall be set by the city manager or his or her designee, as provided for by the annual budget adopted by the city commission.

**Sec. 2-233. Power and authority.** The chief of police and the peace officers of the police department shall be and are hereby vested with all the power and authority given to them as peace officers under the laws of the State of Texas in taking cognizance of and enforcing criminal laws of the State of Texas and the ordinances and regulations of the City of Ennis, and it shall be the duty of each such chief of police to use his/her best endeavors to prevent the commission of offenses against the laws of this state and against the ordinances and regulations of this city.

**Sec. 2-234. Certification; compliance with state requirements.** The chief of police and each peace officer of the police department shall comply with the basic requirements established by the state for peace officers, including holding a current certificate as a qualified law enforcement officer from the Texas Commission on Law Enforcement as provided in V.T.C.A., Occupations Code Ch. 1701, unless serving under a temporary or probationary appointment as provided in said provision, and shall comply with the basic requirements established by the city acting through the chief of police.

**Secs. 2-235—2-250. Reserved.**

**Section 3. Savings Clause.** All rights and remedies of the City of Ennis, Texas, are expressly saved as to any and all violations of the provisions of the Ordinance or any other ordinance which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

**Section 4. Cumulative Clause.** This Ordinance shall be cumulative of all provisions of state or federal law and other ordinances of the City of Ennis, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

**Section 5. Severability Clause.** It is hereby declared to be the intention of the City Commission that the phrases, clauses, sentences, paragraphs and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Commission

without the incorporation of this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**Section 6. Repealer Clause.** Any provisions of any prior ordinance of the City whether codified or uncodified, which are in conflict with any provision of the Ordinance, are hereby repealed to the extent of the conflict, but all other provisions of the ordinances of the City whether codified or uncodified, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

**Section 7. Publication and Effective Date.** This Ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law and Charter in such cases require.

**PASSED AND APPROVED** by the City Commission of the City of Ennis, Texas on this 17th day of March 2026.

\_\_\_\_\_  
LYNDA ISBELL, Mayor

ATTEST:

\_\_\_\_\_  
ANGIE WADE, City Secretary

## ENNIS CITY COMMISSION AGENDA SUMMARY FORM



**To:** City Commission

**Subject:** Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, awarding RFQ 26-108-04 Professional Planning Services for the Development of a Future Land Use Plan to Freese and Nichols, Inc.; authorizing the City Manager to execute any and all agreements necessary to effectuate the same; and providing an effective date.

**Meeting:** ENNIS CITY COMMISSION - 17 Mar 2026

**Department:** Administration

**Staff Contact:** Andrea Weckmueller-Behringer, City Manager

### BACKGROUND INFORMATION:

The City issued RFQ No. 26-108-04, Professional Planning Services for the Development of a Future Land Use Plan pertaining to the update of the City's Future Land Use Plan (FLUP), being one component of the Comprehensive Plan adopted in 2016. Five (5) responsive proposers, Freese and Nichols, Inc., Halff and Associates, Inc., Houseal Lavigne Associates, LLC., Gap Strategies, and LRK submitted proposals that met all minimum requirements.

An evaluation committee composed of qualified City staff reviewed, scored, and ranked all responsive statements of qualifications (SOQs) based on published evaluation criteria, including executive summary, key staff members, team experience, understanding of project, and accuracy of respondents statement of qualification.

City staff has determined that an update to the Future Land Use Plan (FLUP) is necessary to ensure that local land-use policy reflects current conditions, supports responsible growth, and aligns with the community's long-term vision. Since the adoption of the 2015 Comprehensive Plan, Ennis has experienced substantial demographic, economic, and infrastructural changes. These shifts have altered development patterns and introduced new pressures on housing, transportation, utilities, and community services.

Significant investment along the I-45 and US 287 corridors, increased industrial activity, and continued downtown revitalization have created opportunities that the existing Future Land Use Plan does not fully address. At the same time, the community's priorities have evolved, including greater emphasis on historic preservation, housing diversity, open-space protection, quality-of-life amenities, and coordinated economic development.

A modernized FLUP will provide a clear framework for guiding future development, reducing ad-hoc zoning decisions, and improving the predictability of long-range planning efforts. Updating the plan ensures that Ennis can proactively manage growth, protect key assets, and support development that reflects community values.

F.5.

Chapter 213 of the Texas Local Government Code states that a municipality may adopt a comprehensive plan for long range development. The comprehensive plan is described as a plan for the orderly growth and development of the city and its environs. The Future Land Use Plan is one of the components of the Comprehensive Plan. In addition, Texas Local Government Code Section 211.004 requires that all zoning amendments must be adopted in alignment with the Future Land Use Plan.

This Future Land Use Plan update is timely and essential to ensure that Ennis remains competitive, resilient, and well-positioned for its next decade of growth.

**FINANCIAL IMPACT:**

Funds for payment have been provided through the City budget approved by the Ennis City Commission. Any anticipated orders or other obligations that may arise past the end of the current City fiscal year will be subjected to budget approval.

**POLICY IMPLICATIONS:**

Awarding this RFQ is consistent with the City of Ennis Purchasing Policy and complies with the professional and consulting requirements outlined in Chapter 2254 of the Texas Government Code, Title 10, Subchapter A. The selection was conducted through a formal Request for Qualifications (RFQ) process.

Approval of this resolution supports the City's commitment to transparency, fairness, and fiscal responsibility in the procurement of goods and services. The authorization for the City Manager to execute related documents ensures administrative efficiency and compliance with established approval and spending authority limits.

**RECOMMENDATION:**

Staff recommends approval of the item.

**ATTACHMENTS:**

- [01 26-108-04 Evaluation Tabulation](#)
- [02 FNI SOQ Development of a FLUP](#)
- [03 City of Ennis RFQ 26-108-04 Halff](#)
- [04 Houseal Lavigne Ennis Land Use Plan SOQ](#)
- [RESOLUTION NO.-FLUP Update - Pdf](#)



City of Ennis  
**Finance**  
 Stanley Muli, Finance Director  
 107 N. Sherman St, Ennis, TX 75119

**EVALUATION TABULATION**

RFQ No. 26-108-04

Professional Planning Services for the Development of a Future Land Use Plan

RESPONSE DEADLINE: February 2, 2026 at 1:00 pm

Report Generated: Wednesday, March 11, 2026

**VENDOR QUESTIONNAIRE PASS/FAIL**

Question Title	Freese and Nichols, Inc.	Gap Strategies	Halff Associates, Inc.	Houseal Lavigne Associates LLC	LRK
Statement of Qualifications	Pass	Pass	Pass	Pass	Pass
Requirements	Pass	Pass	Pass	Pass	Pass
Insurance	Pass	Pass	Pass	Pass	Pass
Release for Cause	Pass	Pass	Pass	Pass	Pass
Release Information	No Response	No Response	No Response	Pass	No Response
Form CIQ	Pass	Pass	Pass	Pass	Pass
Form 1295 Certification	Pass	Pass	Pass	Pass	Pass
SUSPENSION AND DEBARMENT CERTIFICATION	Pass	Pass	Pass	Pass	Pass
Texas Resident Certification	Pass	Pass	Pass	Pass	Pass
CERTIFICATIONS REGARDING TERRORIST ORGANIZATIONS AND BOYCOTT OF ISRAEL	Pass	Pass	Pass	Pass	Pass

EVALUATION TABULATION  
 RFQ No. 26-108-04  
 Professional Planning Services for the Development of a Future Land Use Plan

Question Title	Freese and Nichols, Inc.	Gap Strategies	Half Associates, Inc.	Houseal Lavigne Associates LLC	LRK
VERIFICATION REGARDING DISCRIMINATION AGAINST FIREARM ENTITY OR TRADE ASSOCIATION	Pass	Pass	Pass	Pass	Pass
CERTIFICATION REGARDING CRITICAL INFRASTRUCTURE	Pass	Pass	Pass	Pass	Pass
VERIFICATION REGARDING ENERGY COMPANY BOYCOTTS	Pass	Pass	Pass	Pass	Pass
Proposer Authorization	Pass	Pass	Pass	Pass	Pass

**PHASE 1**

**EVALUATION CRITERIA**

Criteria	Scoring Method	Weight (Points)
Executive Summary	Points Based	12.5 (12.5% of Total)

Description:  
 As described in the Submission Criteria.

Criteria	Scoring Method	Weight (Points)
Key Staff Members	Points Based	25 (25% of Total)

## EVALUATION TABULATION

RFQ No. 26-108-04

Professional Planning Services for the Development of a Future Land Use Plan

Description:

As described in the Submission Criteria.

Criteria	Scoring Method	Weight (Points)
Team Experience	Points Based	25 (25% of Total)

Description:

As described in the Submission Criteria.

Criteria	Scoring Method	Weight (Points)
Understanding of Project	Points Based	25 (25% of Total)

Description:

Criteria	Scoring Method	Weight (Points)
Accuracy of Respondents Statement of Qualification	Points Based	12.5 (12.5% of Total)

Description:

As described in the Submission Criteria.

## AGGREGATE SCORES SUMMARY

EVALUATION TABULATION

Statement of Qualifications - Professional Planning Services for the Development of a Future Land Use Plan

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## EVALUATION TABULATION

RFQ No. 26-108-04

Professional Planning Services for the Development of a Future Land Use Plan

Vendor	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Evaluator 6	Evaluator 7	Total Score (Max Score 100)
Freese and Nichols, Inc.	98	93	93	96	92.5	90	97.5	<b>94.29</b>
Half Associates, Inc.	98.5	78	91.5	93	79.5	82	97.5	<b>88.57</b>
Houseal Lavigne Associates LLC	91	82	62	89	90	92	56	<b>80.29</b>
Gap Strategies	94.5	65.5	88	80	62	92	39	<b>74.43</b>
LRK	89.5	66	57.5	85	47	89	71	<b>72.14</b>

## VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Executive Summary Points Based 12.5 Points (12.5%)	Key Staff Members Points Based 25 Points (25%)	Team Experience Points Based 25 Points (25%)	Understanding of Project Points Based 25 Points (25%)	Accuracy of Respondents Statement of Qualification Points Based 12.5 Points (12.5%)	Total Score (Max Score 100)
Freese and Nichols, Inc.	11.6	23.4	23.6	23.6	12.1	<b>94.29</b>
Half Associates, Inc.	10.7	22.1	21.7	22.6	11.4	<b>88.57</b>
Houseal Lavigne Associates LLC	9.4	20.6	18.3	21	11.1	<b>80.29</b>
Gap Strategies	8.7	18.9	18.9	18.3	9.7	<b>74.43</b>
LRK	9.1	17.9	18.5	17.9	8.8	<b>72.14</b>

## INDIVIDUAL PROPOSAL SCORES

EVALUATION TABULATION

Statement of Qualifications - Professional Planning Services for the Development of a Future Land Use Plan

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EVALUATION TABULATION  
 RFQ No. 26-108-04  
 Professional Planning Services for the Development of a Future Land Use Plan

---

**Freese and Nichols, Inc.**

**Executive Summary | Points Based | 12.5 Points (12.5%)**

Evaluator 1: 11.5

N/A

Evaluator 2: 12

Suffices.

Evaluator 3: 11

Inpressive.

Evaluator 4: 12.5

Clear, confident framing and a strong “why us” case.

Evaluator 5: 10

On point

Evaluator 6: 12

Years of experience, only works with municipalities.

Evaluator 7: 12.5

Great overview of key staff, team qualifications, and overall approach

**Key Staff Members | Points Based | 25 Points (25%)**

Evaluator 1: 24

Given the makeup of Ennis, bringing in a bilingual team member is an excellent idea.

Evaluator 2: 23

Identified a team of 5

Evaluator 3: 23

NC

## EVALUATION TABULATION

RFQ No. 26-108-04

Professional Planning Services for the Development of a Future Land Use Plan

Evaluator 4: 23

Very deep bench with strong credentials but several senior roles show lower % availability.

Evaluator 5: 24

Has proper depth

Evaluator 6: 22

Experienced well versed team

Evaluator 7: 25

Responsive team of experts in their field

**Team Experience | Points Based | 25 Points (25%)**

Evaluator 1: 25

Team knowledgeable of the area and has performed work in cities of similar size.

Evaluator 2: 23

Experience in an extensive area in the DFW area.

Evaluator 3: 23

NC

Evaluator 4: 24

Demonstrates strong experience base and a professional approach to engagement and deliverables.

Evaluator 5: 23

Demonstrated lots of comparable experience

Evaluator 6: 22

Experienced well versed team

Evaluator 7: 25

Highly relevant experience showcased

EVALUATION TABULATION

Statement of Qualifications - Professional Planning Services for the Development of a Future Land Use Plan

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EVALUATION TABULATION  
 RFQ No. 26-108-04  
 Professional Planning Services for the Development of a Future Land Use Plan

---

**Understanding of Project | Points Based | 25 Points (25%)**

Evaluator 1: 25	Deep understanding what is needed and required.
Evaluator 2: 23	Understands the various aspects of the project.
Evaluator 3: 24	They seem very familiar with communities, large and small.
Evaluator 4: 24	Well-structured approach with clear components (analysis → scenarios → engagement → implementation).
Evaluator 5: 24	Well articulated
Evaluator 6: 22	Very well Knowledgeable
Evaluator 7: 23	Demonstrated and thorough understanding of project with detailed workplan

**Accuracy of Respondents Statement of Qualification | Points Based | 12.5 Points (12.5%)**

Evaluator 1: 12.5	N/A
Evaluator 2: 12	Yes.
Evaluator 3: 12	NC
Evaluator 4: 12.5	Highly organized and “rubric-friendly,” making it easy to evaluate.

EVALUATION TABULATION  
 RFQ No. 26-108-04  
 Professional Planning Services for the Development of a Future Land Use Plan

---

Very impressive, adherence to format	Evaluator 5: 11.5
Very well Knowledgeable	Evaluator 6: 12
Clear and complete submission	Evaluator 7: 12

**Gap Strategies**

**Executive Summary | Points Based | 12.5 Points (12.5%)**

N/A	Evaluator 1: 12
Suffices, but not completely.	Evaluator 2: 8
NC	Evaluator 3: 11
Shows alignment with City priorities (fiscal sustainability, infrastructure-aware FLUP, corridor strategy), however, it could be more concise and more directly tied to deliverables and eval headings.	Evaluator 4: 11
Addressed to CM/ whom it may concern	Evaluator 5: 7
Dedicated to planning and development	Evaluator 6: 12
Missing Executive Summary	Evaluator 7: 0

EVALUATION TABULATION  
 RFQ No. 26-108-04  
 Professional Planning Services for the Development of a Future Land Use Plan

---

**Key Staff Members | Points Based | 25 Points (25%)**

Evaluator 1: 23

N/A

Evaluator 2: 15

Small team with limited experience.

Evaluator 3: 23

NC

Evaluator 4: 19

Identifies PM and key roles and includes a “Key Staff” section/role matrix, but provides less complete detail on availability/resumes/certs compared to the top submittals.

Evaluator 5: 15

Found it hard to tie qualifications with scope

Evaluator 6: 22

Well rounded staff, but some staff lack long term experience.

Evaluator 7: 15

Partial submission of info requested; relevant key staff experience

**Team Experience | Points Based | 25 Points (25%)**

Evaluator 1: 22

Limited experience in terms of Comprehensive Plan

Evaluator 2: 15

Limited.

Evaluator 3: 21

NC

EVALUATION TABULATION  
 RFQ No. 26-108-04  
 Professional Planning Services for the Development of a Future Land Use Plan

---

Evaluator 4: 19

Includes broad “where we’ve worked” coverage and shows TBG’s relevant comprehensive plan experience (e.g., Waxahachie/Kyle), but the experience documentation appears less standardized to the RFQ checklist than others.

Evaluator 5: 18

Sometimes vague on how experience relates to COE needs

Evaluator 6: 22

Higher level has good knowledge and experience, lower staff has good knowledge.

Evaluator 7: 15

Partial submission of info requested; relevant team experience

**Understanding of Project | Points Based | 25 Points (25%)**

Evaluator 1: 25

N/A

Evaluator 2: 15

Not shown.

Evaluator 3: 23

NC

Evaluator 4: 21

Provides a clear, phased draft work plan that mirrors key RFQ priorities (corridors/ETJ, infrastructure capacity, fiscal productivity).

Evaluator 5: 15

Not very detailed on approach. Format does not flow.

Evaluator 6: 24

I feel they have a great understanding of the task ahead

Evaluator 7: 5

Detailed work plan missing

EVALUATION TABULATION  
 RFQ No. 26-108-04  
 Professional Planning Services for the Development of a Future Land Use Plan

---

Accuracy of Respondents Statement of Qualification   Points Based   12.5 Points (12.5%)	
N/A	Evaluator 1: 12.5
Complied.	Evaluator 2: 12.5
NC	Evaluator 3: 10
Generally clear and readable; however, overall submittal appears more “brochure-style” in places and less explicitly mapped to every RFQ requirement.	Evaluator 4: 10
Left with unanswered questions.	Evaluator 5: 7
I believe they have a good understanding and knowledge based on their SOQ.	Evaluator 6: 12
Submission lacking detail in several areas	Evaluator 7: 4

Halff Associates, Inc.	
Executive Summary   Points Based   12.5 Points (12.5%)	
N/A	Evaluator 1: 12
Suffices	Evaluator 2: 10

EVALUATION TABULATION  
 RFQ No. 26-108-04  
 Professional Planning Services for the Development of a Future Land Use Plan

---

Evaluator 3: 10

NC

Evaluator 4: 12

Strong summary that immediately signals relevance through prior connection to Ennis and related work.

Evaluator 5: 7.5

Very brief

Evaluator 6: 11

I think they have a good summary.

Evaluator 7: 12.5

Great overview of key staff, team qualifications, and overall approach

**Key Staff Members | Points Based | 25 Points (25%)**

Evaluator 1: 25

N/A

Evaluator 2: 18

4 team members

Evaluator 3: 23

NC

Evaluator 4: 23

Clear PM assignment, org structure, and staff qualifications/availability provided in an easy-to-review format.

Evaluator 5: 20

Doesn't explain how the experts work together

Evaluator 6: 21

They have good staff, but previous relationships have proven they lack good effective communication.

Evaluator 7: 25

## EVALUATION TABULATION

RFQ No. 26-108-04

Professional Planning Services for the Development of a Future Land Use Plan

Responsive team of experts in their field

**Team Experience | Points Based | 25 Points (25%)**

Evaluator 1: 24

Local experience, familiarity with cities similar to Ennis that are experiencing significant growth.

Evaluator 2: 18

No comments

Evaluator 3: 24

NC

Evaluator 4: 23

Good use of an experience matrix and clear demonstration of online engagement tools.

Evaluator 5: 20

More depth would help

Evaluator 6: 20

They have good staff, but previous relationships have proven they lack good effective communication.

Evaluator 7: 23

Relevant experience showcased

**Understanding of Project | Points Based | 25 Points (25%)**

Evaluator 1: 25

N/A

Evaluator 2: 20

Understands project, being that they produced the current plan.

Evaluator 3: 23

NC

EVALUATION TABULATION

Statement of Qualifications - Professional Planning Services for the Development of a Future Land Use Plan

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EVALUATION TABULATION  
 RFQ No. 26-108-04  
 Professional Planning Services for the Development of a Future Land Use Plan

---

Evaluator 4: 23  
 Phased, methodical work plan with a realistic timeline and multiple engagement methods.

Evaluator 5: 22  
 Well articulated

Evaluator 6: 20  
 I'm sure they would do a great job at this, its just not a primary focus.

Evaluator 7: 25  
 Demonstrated and thorough understanding of project with highly detailed workplan

**Accuracy of Respondents Statement of Qualification | Points Based | 12.5 Points (12.5%)**

Evaluator 1: 12.5  
 N/A

Evaluator 2: 12  
 Complied

Evaluator 3: 11.5  
 NC

Evaluator 4: 12  
 Strong compliance feel with clear structure/table of contents.

Evaluator 5: 10  
 Addressed the evaluation committee instead the mayor and commission

Evaluator 6: 10  
 I'm sure they would do a great job at this, its just not a primary focus.

Evaluator 7: 12  
 Clear and complete submission

**Houseal Lavigne Associates LLC**

**Executive Summary | Points Based | 12.5 Points (12.5%)**

Evaluator 1: 11

N/A

Evaluator 2: 12

Complied, unknown if they have an office in Texas

Evaluator 3: 6

NC

Evaluator 4: 10

Highlights their national reputation and innovative use of technology, though it feels slightly more generic than the local firms.

Evaluator 5: 10

clear but brief

Evaluator 6: 12.5

Very well written and executed.

Evaluator 7: 4

Very high-level overview; lacking in depth

**Key Staff Members | Points Based | 25 Points (25%)**

Evaluator 1: 24

N/A

Evaluator 2: 20

Complied

Evaluator 3: 15

NC

EVALUATION TABULATION

RFQ No. 26-108-04

Professional Planning Services for the Development of a Future Land Use Plan

---

Evaluator 4: 23

Includes distinguished staff (FAICP) and specialized local subconsultants for zoning and fiscal analysis.

Evaluator 5: 22

some concerns on how the teams coordinate

Evaluator 6: 22

Very well written staffing information, shows a lot of knowledge, i would have preferred a picture of their staff with the bio's .

Evaluator 7: 18

Senior level experience

**Team Experience | Points Based | 25 Points (25%)**

Evaluator 1: 20

Not local team per se but rely on teams familiar with Texas.

Evaluator 2: 18

Unknown how many years of experience each member has.

Evaluator 3: 14

NC

Evaluator 4: 21

Extensive national portfolio of 450+ communities, but has fewer direct DFW-area comprehensive planning references compared to competitors.

Evaluator 5: 22

Good use of graphics, 3 teams working together offer rare opportunity to leverage highly specialized expertise.

Evaluator 6: 23

Very well written staffing information, shows a lot of knowledge, i would have preferred a picture of their staff with the bio's .

Evaluator 7: 10

Focus on core principles; lacking in project detail

---

EVALUATION TABULATION

Statement of Qualifications - Professional Planning Services for the Development of a Future Land Use Plan

EVALUATION TABULATION  
 RFQ No. 26-108-04  
 Professional Planning Services for the Development of a Future Land Use Plan

---

**Understanding of Project | Points Based | 25 Points (25%)**

Evaluator 1: 24

N/A

Evaluator 2: 20

Understands the project needs.

Evaluator 3: 17

NC

Evaluator 4: 23

Very detailed step-by-step scope with clear data collection and coordination, plus strong GIS/tooling plan (Esri Gold Partner; ability to build/host website, surveys, map tools).

Evaluator 5: 25

They hit all the high points

Evaluator 6: 22

Looks like they fully understand they objective and have a solid plan to cover the information.

Evaluator 7: 16

Demonstrated understanding of project with detailed workplan

**Accuracy of Respondents Statement of Qualification | Points Based | 12.5 Points (12.5%)**

Evaluator 1: 12

N/A

Evaluator 2: 12

Complies

Evaluator 3: 10

NC

EVALUATION TABULATION  
 RFQ No. 26-108-04  
 Professional Planning Services for the Development of a Future Land Use Plan

---

Evaluator 4: 12

Extremely high-quality graphic presentation and clear adherence to submission guidelines.

Evaluator 5: 11

Brief but succinct, professionally done

Evaluator 6: 12.5

SOQ directly for the objective, looks like they are dedicated to the outcome.

Evaluator 7: 8

Clear submission partially lacking in depth and detail

**LRK**

**Executive Summary | Points Based | 12.5 Points (12.5%)**

Evaluator 1: 11.5

N/A

Evaluator 2: 10

Complied with

Evaluator 3: 6

NC

Evaluator 4: 10

Good Ennis/place-identity framing (historic downtown/character) and clear multidisciplinary subcontractor roles. However, the letter of interest includes an inaccuracy by stating that the historic downtown is anchored by the Ellis County Courthouse, which is located in Waxahachie, not Ennis.

Evaluator 5: 7

Addresses evaluation committee

Evaluator 6: 11

EVALUATION TABULATION  
 RFQ No. 26-108-04  
 Professional Planning Services for the Development of a Future Land Use Plan

---

Good transparency showing that they would use sub's if needed.

Evaluator 7: 8

Overview of key staff, team qualifications, and overall approach

**Key Staff Members | Points Based | 25 Points (25%)**

Evaluator 1: 22

N/A

Evaluator 2: 15

4 key staff members

Evaluator 3: 13

NC

Evaluator 4: 21

Features a strong team of planners and urban designers with relevant certifications, though with slightly less localized history than other submittals.

Evaluator 5: 12.5

No proper detail on team qualifications

Evaluator 6: 22

Large staff with ability to serve.

Evaluator 7: 20

Team of experts in their field

**Team Experience | Points Based | 25 Points (25%)**

Evaluator 1: 22

N/A

Evaluator 2: 18

EVALUATION TABULATION  
 RFQ No. 26-108-04  
 Professional Planning Services for the Development of a Future Land Use Plan

---

Suffices

Evaluator 3: 15

NC

Evaluator 4: 22

Solid general experience and provides examples of online public engagement with tools (surveys, project websites, social media).

Evaluator 5: 12.5

Does not address how the 4 separate teams worked together

Evaluator 6: 22

Seems to have a large team with good experience.

Evaluator 7: 18

Relevant experience showcased

**Understanding of Project | Points Based | 25 Points (25%)**

Evaluator 1: 23

N/A

Evaluator 2: 18

Understands the deliverables, not sure about the needs.

Evaluator 3: 16

NC

Evaluator 4: 21

Displays a good understanding of fiscal productivity mapping and technical corridor analysis requested in the RFQ.

Evaluator 5: 10

Not convinced of understanding of the project scope

Evaluator 6: 22

Team seems to have a wide spread knowledge of the subject with Texas and other states alike.

EVALUATION TABULATION  
 RFQ No. 26-108-04  
 Professional Planning Services for the Development of a Future Land Use Plan

---

Evaluator 7: 15  
 Demonstrated understanding of project with detailed workplan

**Accuracy of Respondents Statement of Qualification | Points Based | 12.5 Points (12.5%)**

Evaluator 1: 11  
 N/A

Evaluator 2: 5  
 Didn't include a letter.

Evaluator 3: 7.5  
 NC

Evaluator 4: 11  
 Generally well-structured into sections aligned to the RFQ.

Evaluator 5: 5  
 substandard overall

Evaluator 6: 12  
 Good overall, hit key notes requested.

Evaluator 7: 10  
 Clear submission partially lacking in detail

# Letter of Interest



The Honorable Mayor and City Commission

107 N. Sherman Street

Ennis, TX 75119

Submitted via Opengov

RFQ 26-108-04 Professional Planning Services for the Development of a Future Land Use Plan (FLUP)

Dear Honorable Mayor and City Commission Members:

We appreciate the City of Ennis' (City) forward-looking approach as it prepares for continued growth along the I-45 and US-287 corridors while preserving its historic Main Street character, strengthening infrastructure decision-making and providing fiscal responsibility. Freese and Nichols, Inc. (FNI) fully understands the City's goals for a data-driven, implementable and community-informed Future Land Use Plan (FLUP) that aligns with the City's broader Comprehensive Plan and supports sustainable growth. FNI is sincerely interested in providing services to the City for its FLUP.

## Value FNI Brings to the City

**Extensive Work in Ellis County and Unmatched South Metroplex Experience:** We have partnered with every city south of Dallas, giving us firsthand understanding of the regional development pressures and market patterns shaping Ennis' future. Because we have completed planning efforts in neighboring communities both along and beyond the I-45 corridor, we are able to bring relevant, comparable insights that will help Ennis evaluate growth sequencing, corridor revitalization and reinvestment strategies with accuracy and local context. ***This experience confirms that the City receives a plan informed by real-world regional precedents, reducing uncertainty and accelerating decision-making as the City manages growth and redevelopment along its key corridors.***

**Regional Knowledge with National Expertise:** With a 52-member team, we bring the largest Urban Planning and Design (UP+D) team in Texas, staffed with **30 planners certified by the American Institute of Certified Planners (AICP), including three AICP Fellows, 26 LEED® professionals firm-wide, two CNU-A accredited professionals and seven landscape architects.** This gives Ennis the advantage of a team capable of delivering the analytical rigor, scenario planning and fiscal productivity modeling needed for this effort, particularly in areas related to infrastructure capacity, Strong Towns-aligned methodologies and economic development mapping. To strengthen this work, we are partnering with Travis James, MBA, with TXP, Inc., whose experience in economic

analysis and market evaluation adds depth to the City’s understanding of development patterns and fiscal impacts. Our national portfolio further enhances our ability to evaluate peer community practices. ***The City will gain a FLUP built on proven methodologies, expert analysis and national-level insights – producing a plan that is both locally responsive and competitively positioned among peer cities.***

**Integrated Planning Team:** Our approach is built on cross-disciplinary collaboration—urban planning, land use, infrastructure planning, urban design and fiscal analysis working as a unified team. This integrated planning model confirms the City receives a FLUP that is not simply a map, but a coordinated, actionable framework. Our integrated method is purpose-built for this type of holistic planning and verifies your plan aligns implementable land use recommendations with capital planning realities and community aspirations. ***This integration gives the City a cohesive, implementation-ready plan that ties land use decisions directly to infrastructure, fiscal responsibility and long-term community goals, improving alignment across departments and supporting consistent policy execution.***

Our team is available and committed to providing services to the City. We appreciate the opportunity to share our statement of qualifications and look forward to hearing from you on this important project.

Sincerely,

Eddie Haas, AICP  
 Vice President/Principal  
 214-217-2321 | eddie.haas@freese.com | 12770  
 Merit Drive, Suite 900, Dallas, TX 75251  
*(authorized to bind the firm; point of contact)*

## Recent FNI Urban Planning Awards



### 2025

- National Planning Achievement Award – Vernon Deines Award for Outstanding Small Town Plan | Downtown Plan, City of Brownwood
- Marvin Collins Award – Huntersville Design Guidebook | APA NC

### 2024

- Planning Achievement Award –Economic Development | Downtown Plan, City of Brownwood

### 2023

- Comprehensive Plan Award | Envision McAllen, City of McAllen
- Gold Achievement Award for Best Practice | Unified Development Code, City of Bee Cave
- Gold Achievement Award for Implementation | Downtown Master Plan, City of Midlothian

### 2022

- Comprehensive Planning Award | 2040 Comprehensive Plan, City of Siloam Springs, AR
- Public Outreach Award, Gold | Zoning Ordinance, City of Cleburne
- Comprehensive Plan Award | Comprehensive Plan, City of Pflugerville



## STATEMENT OF QUALIFICATIONS

# City of Ennis

RFQ 26-108-04 Professional Planning Services for the Development of a Future Land Use Plan

February 2, 2026



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# Table of Contents

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**EXECUTIVE SUMMARY (12.5%) . . . . . 1**

Provide a summary addressing:

- Key staff members qualifications, personal experience, and availability
- Team’s qualifications and experience
- Your understanding of the scope of services and brief description of your Work plan approach to meet the City’s needs. Include any unique aspects to your approach or ideas related to this project.

**KEY STAFF MEMBERS QUALIFICATIONS AND EXPERIENCE (25%) . . . . . 4**

The team shall identify the principal staff members who would be assigned to the engagement. Identify any special certifications, degrees, or professional designations held by each design professional you propose to use for the Project. Provide the name, address, size and description of the firm. Provide an Organization Chart. Provide resumes for each key project team member with a description of their proposed role specific to this project, their experience directly related to this type of project, and their availability to provide services on this project. Identify who the proposed Project Manager will be.

**EXPERIENCE, TECHNICAL COMPETENCE AND CONFLICTS (25%) . . . . . 17**

Provide a summary that you believe is relevant to the consideration that your team members have the experience and capability to perform this project including the nature of previously completed work on project. Provide a list of locations / projects the team have completed within the last five years and the date completed. Provide three examples of successful online public engagement your firm has implemented within the last five years. Describe proposed Sub-consultant usage if anticipated. Indicate the percentage of work estimated to be performed by the sub vs. the prime. Also, indicate if the prime consultant has previously worked with the proposed subconsultant and give a brief example of the previous relationship(s).

**UNDERSTANDING REQUIREMENTS, WORK PLAN UNIQUE APPROACH (25%) . . . . . 27**

Provide a narrative of your understanding of the requirements of the project and deliverables. Provide a detailed description of your work plan approach that conveys how your company anticipates accomplishing the project including data collection methodology, tools, major project milestones, activities, tasks, and deliverables, data conversion/data migration approach; assumptions or constraints on which the work plan is predicated. The work plan should demonstrate to the City that your firm understands the tasks involved in producing each of the required deliverables and shall identify what is required of the City to prepare for the firm’s proposed solution. Provide a description of the software application being proposed in terms of capabilities, functionality, and features and the application hosting environment.

**ACCURACY OF STATEMENT OF QUALIFICATIONS (12.5%)**

Accuracy will be determined based on the team’s information and SOQ being complete, clear, and concise and in adherence to the SOQ format and other requirements described in the SOQ.

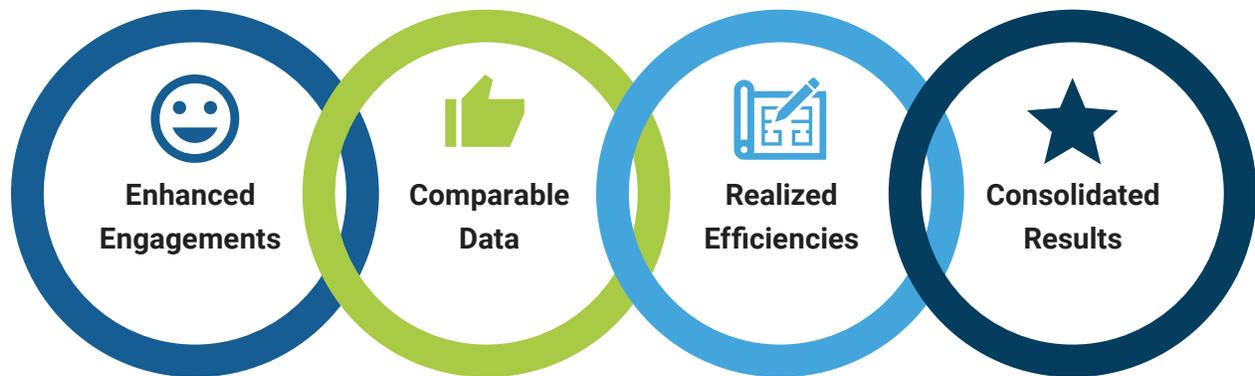
# Executive Summary

## FNI UP+D Team Capabilities

The FNI UP+D team is one of the largest consulting groups of urban planners in the Southern U.S. and has provided services to more than 300 municipal clients. We have seen some of our long-term clients grow from populations of less than 5,000 to more than 300,000 – all strengthened by our sound planning guidance. We are comprised of **more than 50 professionals, including three FAICPs and 30 AICPs, demonstrating our depth of staff to perform the services requested by the City.** Most unique is that this level of talent and capabilities is housed alongside more than 1,300 engineers, design professionals and scientists, providing critical perspectives on technical issues that so often make or break the success of development regulations.

FNI's UP+D team includes planners in elected American Planning Association (APA) positions and consistently receives recognition for innovative planning services. We are dedicated to excellence and have received awards for more than 15 consecutive years.

## Integrated Planning Approach



FNI's integrated planning approach brings data, community values and coordinated decision-making into a single framework that aligns plans, policies, investments and implementation. Rather than developing plans in isolation, the approach connects land use, mobility, utilities, housing, fiscal analysis and community participation so they inform one another and drive consistent outcomes. Community engagement and shared data establish the foundation, confirming that plans reflect local priorities while improving efficiency, policy alignment and capital planning. By breaking down silos and emphasizing process as the deliverable, integrated planning strengthens public trust, reduces conflicting policies and supports long-range, fiscally responsible growth.

## Key Staff Members Qualifications, Experience and Availability

NAME	LICENSE	EXP.	AVAIL.
Eddie Haas, AICP	American Institute of Certified Planners (AICP) #012890	37 years	10%
David Jones, AICP, ENV SP	AICP #028476; Envision Sustainability Professional (ENV SP) #66814	16 years	50%
Chance Sparks, FAICP, CNU-A, ENV SP	Fellow, AICP #022822; CNU-Accreditation (CNU-A), Congress for the New Urbanism; ENV SP #64040	23 years	10%
Daniel Harrison, AICP	AICP #023037	24 years	15%
Wilson Kerr, AICP	AICP #36803	9 years	50%
Ellen Amorim, AICP	AICP #35268	9 years	30%
Nick McCormick, PE, IAM	Professional Engineer (PE), TX #135767; Certificate in Asset Management (IAM) #6130757	11 years	30%
Mazen Kawasmi, PE, CFM, GISP, PACP, IAM	PE, TX #106100; Certified Floodplain Manager (CFM) #2522-13N; Geographic Information Systems Professional (GISP) #67650; Pipeline Assessment Certification Program (PACP) #U-1115-07001957; IAM #1042427	21 years	30%
Connor Roberts, AICP-C	AICP #38099	6 years	50%
Cherrell Caldwell	N/A	9 years	70%
Karen Chavez*	N/A	2 years	60%
Daniela Kosnacova, AICP	AICP #391955	3 years	50%
Brian Crooks, AICP, PTP	AICP #32843; Professional Transportation Planner® (PTP) #913	22 years	30%
Sherrie Hubble, GISP	GISP #82950	16 years	75%
Travis James, MBA (TXP, Inc.)	N/A	29 years	30%

\*Fluent Spanish speaker



## Summary of Understanding of the Scope of Services and Brief Description of the Work Plan

FNI understands the Ennis FLUP as a strategic, market-driven plan to guide growth that supports fiscal sustainability, strengthens community character and enhances long-term economic resilience. The plan reflects Ennis's position within North Texas, its access to regional corridors and the need for coordinated strategies across distinct districts.

The project begins with a market analysis to define realistic development capacity for residential and non-residential uses in the City and extraterritorial jurisdiction (ETJ). This analysis informs redevelopment options, infrastructure needs and the fiscal impacts of growth. Preferred growth scenarios guide land use choices and evaluate tools such as infrastructure extensions, service costs and financing mechanisms.

Community engagement anchors the process. FNI's approach balances citywide goals, including jobs, housing affordability, infrastructure, mobility and open space, with district-specific strategies for areas such as Downtown, Ennis Avenue, I-45, US 287 and SH 34. Engagement activities surface shared priorities and localized concerns through empathetic, data-driven dialogue. Catalyst and gateway locations are explored through visualizations and charrette-style sessions to support conversations with property owners and developers.

The plan then translates vision and market realities into a clear land use framework and map. Each category includes descriptions, visuals and dashboards addressing mobility, housing, open space and economic performance. The framework identifies priority growth areas within the City and ETJ based on fiscal responsibility, feasibility and community values.

Land use and mobility are evaluated together, considering current and future networks, multimodal needs and regional mobility plans to inform infrastructure planning and funding discussions.

Implementation focuses on practical action: outcome metrics, a targeted implementation matrix and strategies to update development regulations. The program emphasizes near-term (five-year) priorities with assigned responsibilities and cost considerations to guide execution.

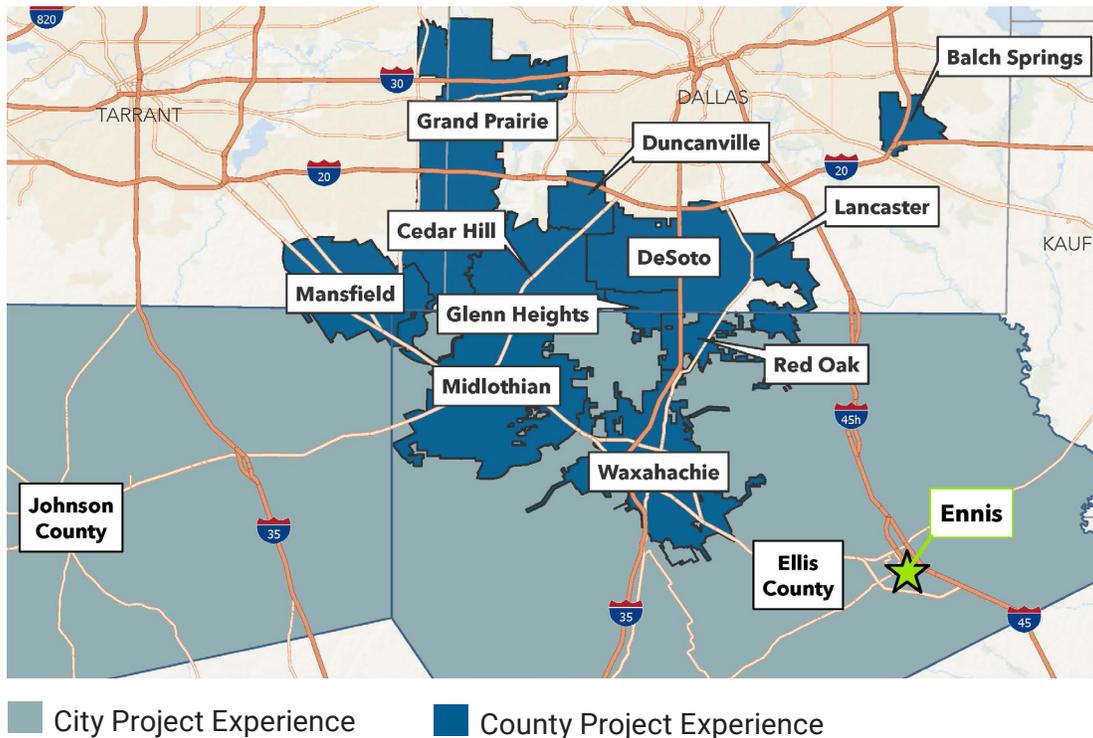
# Key Staff Members Qualifications and Experience

FNI is a client-focused, regionally based firm with national expertise. We meet client needs with responsiveness and flexibility. Dating back to our firm’s founding in 1894, we put relationships first – clients, teaming partners and staff – and seek long-term relationships, many of which are counted in decades, not years.

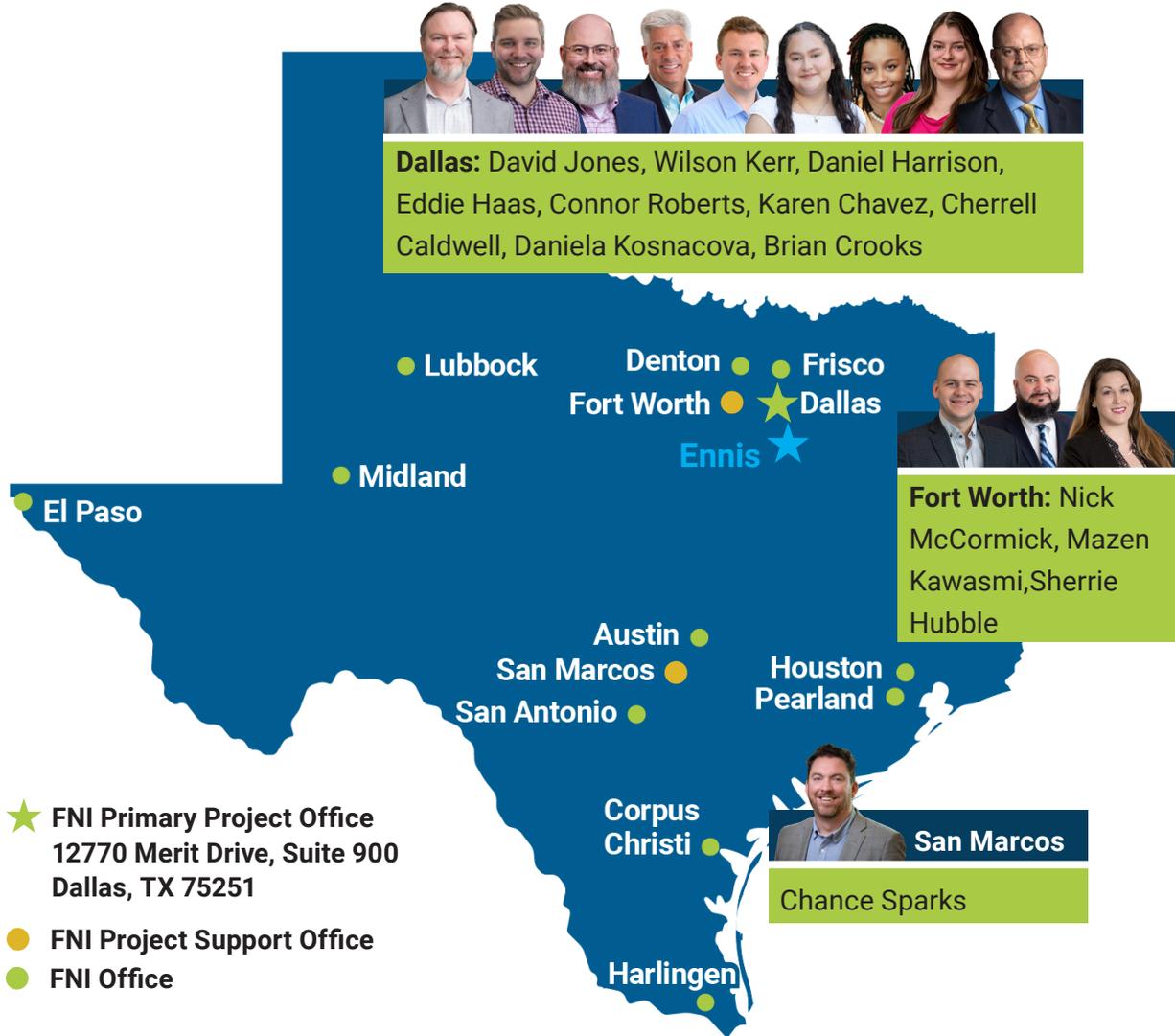
FNI provides a broad range of services to plan, design and manage public infrastructure projects. We help our clients through every stage of the project life cycle: planning, design, program management, funding procurement, regulatory compliance, construction management, and operations and maintenance. Our project teams are known for exceeding client expectations through innovative concepts and high-performing designs.

<b>1894</b> Year founded	<b>1,300+</b> Multidiscipline professionals	<b>52</b> UP+D members	<b>30+</b> Offices nationwide
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The map below highlights our extensive planning work across Ellis County and the South Metroplex, demonstrating the regional knowledge and on-the-ground experience we bring to helping Ennis plan for growth, reinvestment and corridor development with confidence.



# LOCAL, RESPONSIVE TEAM



**Right People**  
**Right Place**  
**Right Availability**

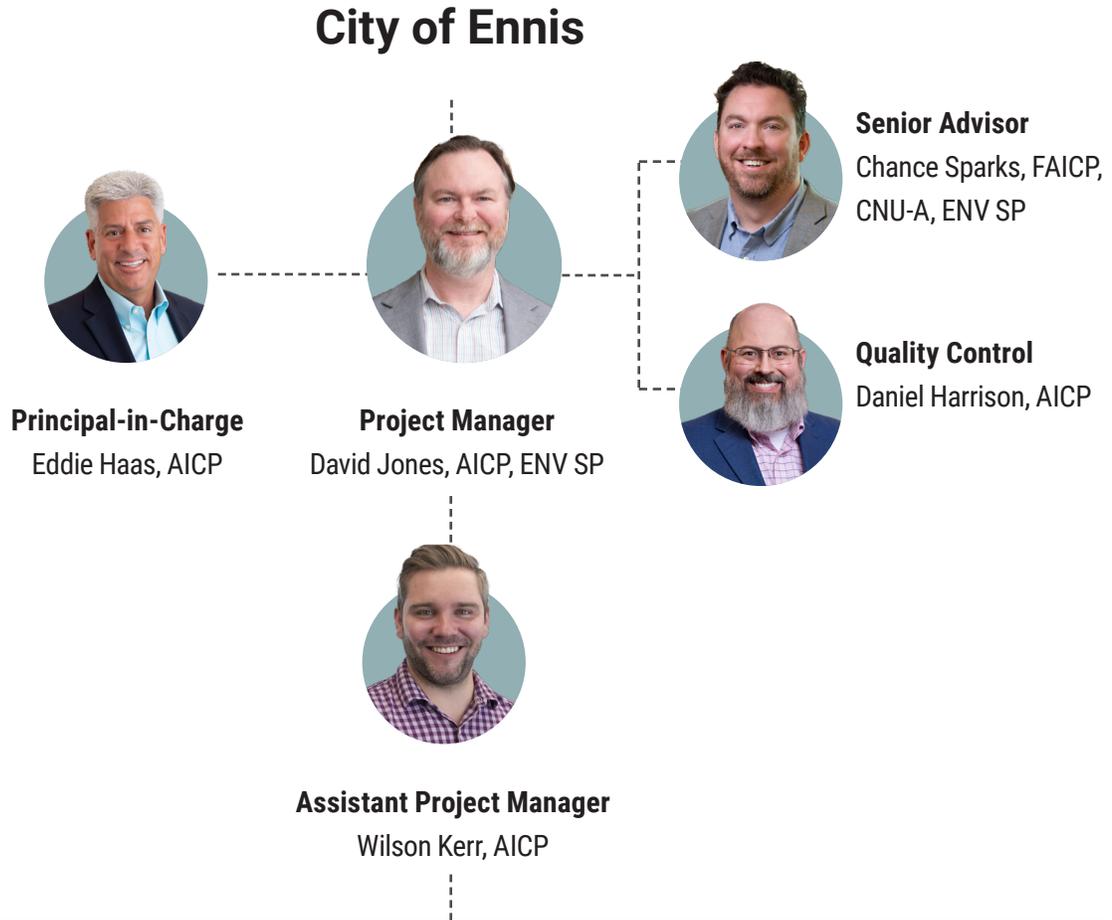
## Availability and Commitment of the Team

We've put forth the advance-planning effort to verify we have the right team members with the right experience and availability to meet the City's goals. Our chosen team combines experience on multiple planning projects. FNI confirms that Project Manager David Jones and the proposed team have the availability to complete this project.

***FNI has the resources and availability to commit to this project.***

# Principal Staff Members Assigned to the Project

## Organizational Chart



### MAJOR WORK AREAS

#### Infrastructure Planning and Financing

Eddie Haas, AICP (Roadway)  
 Ellen Amorim, AICP (Roadway)  
 Nick McCormick, PE, IAM (W/WW)  
 Mazen Kawasmi, PE, CFM, GISP,  
 PACP, IAM (W/WW)

#### Citywide Land Use and Corridor Planning

Connor Roberts, AICP-C  
 Cherrell Caldwell  
 Karen Chavez\*

#### Economic Development/Fiscal Productivity

Travis James, MBA (TXP, Inc.)

#### Transportation and Mobility

Daniela Kosnacova, AICP  
 Brian Crooks, AICP, PTP

#### GIS

Sherrie Hubble, GISP

\*Fluent Spanish speaker

## Resumes of Key Project Team Members



**David Jones** AICP, ENV SP

### Project Manager

David is a Project Manager with experience as a municipal planner for both small historic communities and large suburban cities, including three years as a planning manager. As the former Chief City Planner for the City of Grand Prairie and former Community Development Director of the City of Cleburne, David was responsible for coordination between citizens and elected officials on all types of planning cases, and also gained extensive experience operating in inter-agency settings with other municipal, county and state agencies. David also serves as Chair on the American Planning Association - Texas Chapter for the Legislative Housing Subcommittee.

#### EXPERIENCE

16 years

#### EDUCATION

MPA, Public Administration, The University of Texas at Arlington

BA, Urban Planning and Design, University of Missouri-Kansas City

#### REGISTRATIONS

AICP #028476

Envision Sustainability Professional (ENV SP) #66814

#### RELEVANT PROJECT EXPERIENCE

**Comprehensive Plan Update | City of Grand Prairie | Project Manager**  
**Annexation Cost Benefit Analysis | City of Grand Prairie | Project Manager**

**Comprehensive Plan and Parks Master Plan | City of Red Oak | Project Manager**

**Comprehensive Plan Update | City of Granbury | Project Manager**  
**Future Land Use Update | Town of Little Elm | Assistant Project Manager**

**Comprehensive Plan Development | City of Commerce | Urban Planner**

**Major Thoroughfare Plan | Johnson County | Urban Planner**  
**Comprehensive Plan and UDC Update | City of Tyler | Assistant Project Manager**

**Comprehensive and Downtown Plan | City of Kerrville | Urban Planner**  
**Community Vision Plan | City of Lewisville | Assistant Project Manager**

**Unified Development Code (UDC) | City of Cedar Hill | Project Manager**

### Project Manager

David will be the primary contact, managing daily tasks, budget, schedule, public engagement and quality assurance.



# Eddie Haas AICP

## Principal-in-Charge; Infrastructure Planning and Financing (Roadway)

### EXPERIENCE

37 years

### EDUCATION

Master of Urban Planning, Urban Planning, Texas A&M University

BS, Construction Science, Texas A&M University

### REGISTRATIONS

AICP #012890

Eddie is a Vice President/Principal and Transportation Planning Manager with extensive experience in roadway impact fees, transportation planning and capital improvements programs. Since 1993, he has helped Texas cities create and update impact fee programs under Chapter 395 of the Texas Local Government Code, including multiple updates for Arlington.

He also works on thoroughfare and corridor plans, alignment studies, bike and pedestrian planning, planning and environmental linkage (PEL) studies, environmental and NEPA documentation, traffic impact studies, parking analyses and proportionality reviews. Eddie is an experienced public presenter who builds strong partnerships with municipalities and stakeholders.

### RELEVANT PROJECT EXPERIENCE

**Thoroughfare Plan Review and Update | Ellis County | Project Manager**

**Thoroughfare Plan Update | Ellis County | Senior Advisor**

**Comprehensive Plan, Impact Fees and Reuse Update | Town of Little Elm | Task Leader**

**Impact Fee Update | City of Midlothian | Project Manager**

**Impact Fee and Ordinance Update | City of Waco | Task Leader**

**Impact Fee Update | City of Kennedale | Task Leader**

**Major Thoroughfare Plan | Johnson County | Senior Advisor**

**Comprehensive Plan | City of Quinlan | Transportation Planner**

**Water, Wastewater and Roadway Impact Fee Study, Phase 2 | City of DeSoto | Task Leader**

**Impact Fees Update | City of Terrell | Task Leader**

**Water, Wastewater and Roadway Impact Fee Update | City of Cleburne | Task Leader**

**Water, Wastewater and Roadway Impact Fee Update | City of Frisco | Task Leader**

**IH 35 Corridor and Comprehensive Plan | City of Red Oak | Project Manager**

## Principal-in-Charge; Impact Fees

Eddie will support the Project Manager in keeping the project on schedule and budget, and work with the FNI team, City staff and stakeholders to align costs and growth impacts for a fair, defensible FLUP strategy.



# Chance Sparks **FAICP, CNU-A, ENV SP**

## Senior Advisor

Chance is an experienced planner with knowledge in implementation, public involvement, city management and process development. His work spans comprehensive and strategic planning, parks and tourism planning, neighborhood, downtown, and corridor planning, as well as demographic and economic analysis, development regulations, visioning, historic preservation and annexation/growth policy. With municipal and state-level planning experience, alongside hands-on city management and operations, he brings exceptional insight into community needs and the ability to carry plans from adoption through implementation.

### EXPERIENCE

23 years

### EDUCATION

BS, Geography - Urban and Regional Planning, Texas State University

MPA, Urban and Environmental Planning, Texas State University

### REGISTRATIONS

Fellow, AICP #022822

CNU-Accreditation, Congress for the New Urbanism

ENV SP #64040

### RELEVANT PROJECT EXPERIENCE

**FLUP | City of Mansfield | Senior Advisor**

**Land Use Assumptions | City of Lewisville | Project Manager**

**Comprehensive Plan Update | City of Midlothian | Senior Advisor**

**Downtown Master Plan | City of Midlothian | Project Manager**

**Comprehensive Plan | City of Gun Barrel City | Economic Analyst**

**Comprehensive Plan and UDC Update | City of Tyler | Project Manager**

**Comprehensive Plan and Development Code Update | City of Taylor | Senior Advisor**

**Comprehensive Plan | City of Pharr | Senior Advisor**

**Comprehensive Plan and Parks Plan | City of Rockdale | Senior Advisor**

**Comprehensive Plan | City of Live Oak | Project Manager**

**Comprehensive Plan Development | City of Converse | Senior Advisor**

**Comprehensive and Downtown Plan | City of Seguin | Project Manager**

**Comprehensive and Downtown Plan | City of Hutto | Project Manager**

**Comprehensive and Parks, Recreation and Open Space Plan | City of Manor | Project Manager**

**Comprehensive Plan | City of Pflugerville | Project Manager**

## Senior Advisor

Chance adds strategic insight, deep technical knowledge and client-specific understanding to strengthen outcomes and reduce project risk.



# Daniel Harrison AICP

## Quality Control

Daniel brings a strong foundation in long-range planning services including comprehensive planning, public participation and population projections. He has been responsible for coordinating the Midwest City and Copperas Cove planning efforts with Tinker Air Force Base and Fort Hood. Notably, Daniel is serving as the Project Manager for the Midwest City Zoning and Airport Zoning Ordinances, which are being coordinated with the Tinker Air Force Base 2008 Joint Land Use Study.

### EXPERIENCE

24 years

### EDUCATION

Master of City and Regional Planning, Land Use and Physical Planning, The University of Texas at Arlington

MPA, Economic Development and Planning, The University of Texas at Arlington

### REGISTRATIONS

AICP #023037

### RELEVANT PROJECT EXPERIENCE

- Comprehensive Plan Update | City of Waxahachie | Project Manager**
- Comprehensive Plan Update | City of Midlothian | Project Manager**
- FLUP | City of Mansfield | Assistant Project Manager**
- Comprehensive Plan | City of Allen | Senior Advisor**
- Comprehensive Plan | City of Alvarado | Project Manager**
- Comprehensive Plan | City of DeSoto | Project Manager**
- Comprehensive Plan Update | City of Frisco | Project Manager**
- Comprehensive Plan Update | City of Granbury | Senior Advisor**
- Comprehensive Plan Development | City of Commerce | Senior Advisor**
- Comprehensive Plan Update | City of Grand Prairie | Senior Advisor**
- Comprehensive Plan, Impact Fees and Reuse Update | Town of Little Elm | Project Manager**
- Comprehensive Plan | City of Quinlan | Senior Advisor**
- Roadway Impact Fee Update | City of Waxahachie | Urban Planner**
- Major Thoroughfare Plan | Johnson County | Urban Planner**
- Future Land Use Update | Town of Little Elm | Project Manager**
- Code and Downtown Plan | City of Quinlan | Senior Advisor**

## Quality Control

Daniel will review the Project Manager’s quality control plan and evaluate the plan for quality control. He will also review each stage of deliverables to align the project to the contracted goals.



# Wilson Kerr AICP

## Assistant Project Manager

Wilson is an Urban Planner and Economic Developer who joined the FNI UP+D Group after more than five years in the public sector and a year as a land use and zoning consultant. He has both public and private sector experience in strategic planning, zoning and entitlements, market and demographic analyses, economic development and land use planning.

### EXPERIENCE

9 years

### EDUCATION

Master of City and Regional Planning, Ohio State University

BS, Entrepreneurship, University of Oklahoma

### REGISTRATIONS

AICP #36803

### RELEVANT PROJECT EXPERIENCE

**Comprehensive Plan | City of Allen | Project Manager**

**Comprehensive Plan Development | City of Commerce | Project Manager**

**Comprehensive Plan Update | City of Grand Prairie | Assistant Project Manager**

**Comprehensive Plan and UDC Update | City of Tyler | Urban Planner**

**Code and Downtown Plan | City of Quinlan | Project Manager**

**Community Vision Plan | City of Lewisville | Urban Planner**

**Comprehensive Plan | City of Midwest City OK | Urban Planner**

**UDC | City of Cedar Hill | Assistant Project Manager**

**Sign Code Update | City of Cleburne | Urban Planner**

**On-Call Planning Services | City of Garland | Assistant Project Manager**

**Planning and Zoning Review Staff Augmentation | City of Dallas | Urban Planner**

**UDC and Design Criteria Manual Update | City of Hutto | Assistant Project Manager**

**Zoning Ordinance Rewrite | City of Plano | Assistant Project Manager**

**Zoning and Subdivision Ordinances | Town of Fairview | Urban Planner**

**Zoning Review and Planning Services | City of Dallas | Project Manager**

## Assistant Project Manager

Wilson will assist the Project Manager in the day-to-day planning tasks and team management, and support the public engagement effort.



## Ellen Amorim AICP

### Infrastructure Planning and Financing (Roadway)

Ellen has a background in planning policy and research. She supports projects involving long-range planning, land use and small-area plan development, and equity analysis. She also actively leads efforts related to public engagement, corridor studies, active transportation connections and policy analysis. She is skilled at providing technical documentation, data visualization and graphic design.

#### EXPERIENCE

9 years

#### EDUCATION

Master of City and Regional Planning, Transportation and Land Use, University of North Carolina at Chapel Hill

#### REGISTRATIONS

AICP #35268

#### RELEVANT PROJECT EXPERIENCE

**Impact Fee Program Update | City of Waxahachie | Assistant Project Manager**

**Comprehensive Plan and Parks Plan Update | City of Schertz | Transportation Planner**

**Impact Fee Update | Town of Little Elm | Transportation Planner**



## Nick McCormick PE, IAM

### Infrastructure Planning and Financing (W/WW)

Nick is a Project Manager specializing in water/wastewater master planning, hydraulic modeling, CIP and impact fee development, and asset management, with extensive experience on large-scale water modeling and pipeline assessments.

#### EXPERIENCE

11 years

#### EDUCATION

BS, Civil Engineering, Texas A&M University

#### REGISTRATIONS

PE, TX #135767; IAM #6130757

#### RELEVANT PROJECT EXPERIENCE

**Wastewater Master Plan and Wastewater Treatment Plant Evaluations | City of Ennis | Project Manager**

**Water/Wastewater Capital Improvement Plan and Impact Fee Update | City of Mansfield | Project Engineer**

**On-Call Water and Wastewater Hydraulic Modeling | City of Grand Prairie, TX | Project Manager**

**Water/Wastewater and Roadway Impact Fee Update | City of Kennedale | Project Engineer**



# Mazen Kawasmi PE, CFM, GISP, PACP, IAM

## Infrastructure Planning and Financing (W/WW)

Mazen is an FNI Vice President/Principal and Divisional Business Development Lead who leads the firm’s North Texas water and wastewater master planning team, specializing in hydraulic modeling, GIS integration and municipal asset management.

**EXPERIENCE**

21 years

**EDUCATION**

BS, Civil Engineering, Texas A&M University

**REGISTRATIONS**

PE, TX #106100; CFM #2522-13N; GISP #67650; PACP #U-1115-07001957; IAM #1042427

**RELEVANT PROJECT EXPERIENCE**

**Water Master Plan and Water/Wastewater Impact Fee Updates | City of Grand Prairie | Senior Advisor**

**Wastewater System Master Plan | City of Fort Worth | Project Manager**

**Water/Wastewater Impact Fee Study | City of Lancaster | Project Team**

**Water/Wastewater CIP and Impact Fee Update | City of Mansfield | Project Manager**



# Connor Roberts AICP-C

## Citywide Land Use and Corridor Planning

Connor is an Urban Planner experienced in public engagement, zoning and long-range planning. A former planner for the City of Rowlett, he now supports FNI with project assistance, outreach and on-call review services, producing clear, implementable plans and ordinances.

**EXPERIENCE**

6 years

**EDUCATION**

BA, Urban Studies and Affairs, The University of Texas at Austin

**REGISTRATIONS**

AICP-Candidate #38099

**RELEVANT PROJECT EXPERIENCE**

**Comprehensive Plan Update | City of Midlothian | Urban Planner**

**Comprehensive Plan Update | City of Grand Prairie | Urban Planner**

**Comprehensive Plan Update | City of Granbury | Urban Planner**

**Comprehensive Plan Update | City of Frisco | Urban Planner**

**Comprehensive Plan | City of Allen | Urban Planner**

**Comprehensive Plan | City of Wylie | Urban Planner**



# Cherrell Caldwell

## Citywide Land Use and Corridor Planning

Cherrell is a knowledgeable Urban Planner skilled in leading stakeholder initiatives and decision-making collaboration with a focus on sustainability and transparency. Cherrell draws upon her public and private sector experience in north Texas where she managed budgets and coached internal and external teams through the development and zoning processes.

### EXPERIENCE

9 years

### EDUCATION

BA, Management and Marketing, Angelo State University

### RELEVANT PROJECT EXPERIENCE

- Dallas Avenue Redevelopment\* | City of Wilmer | Planning Director
- Town Hall Redevelopment/Revitalization of Historic Landmarks and Facilities\* | City of Wilmer | Planning Director
- Impact Fees\* | City of Wilmer | Planning Director
- Hampton Road Corridor Study\* | City of DeSoto | City Planner
- Impact Fees\* | City of DeSoto | City Planner
- Scenic City\* | City of DeSoto | City Planner
- Tree Ordinance\* | City of DeSoto | City Planner

\*Experience prior to FNI



# Karen Chavez

## Citywide Land Use and Corridor Planning

Karen is an Urban Planner with experience supporting research and drafting comprehensive plans and development codes. She also has experience with community engagement, and is especially helpful with Spanish translation, land use, transportation planning and demographic analysis.

### EXPERIENCE

2 years

### EDUCATION

BA, Urban Studies and Urban Education, Columbia University

### RELEVANT PROJECT EXPERIENCE

- Comprehensive Plan | City of Allen | Urban Planner
- Comprehensive Plan Development | City of Commerce | Urban Planner
- Comprehensive Plan Update | City of Midlothian | Urban Planner
- FLUP | City of Mansfield | Urban Planner
- Comprehensive Plan Update | City of Granbury | Urban Planner



## Daniela Kosnacova AICP

### Transportation and Mobility

Daniela is a Transportation Planner specializing in multimodal, active and micro-mobility planning, with experience in geospatial and demographic analysis, safety and thoroughfare planning. She previously supported the University of Oklahoma's Institute for Quality Communities on community engagement and comprehensive planning.

#### EXPERIENCE

3 years

#### EDUCATION

Master of Regional and City Planning, University of Oklahoma

BA, Environmental Sustainability, University of Oklahoma

#### REGISTRATIONS

AICP #391955

#### RELEVANT PROJECT EXPERIENCE

**Thoroughfare Plan Update | Ellis County | Transportation Planner**  
**Comprehensive Plan Development | City of Commerce | Transportation Planner**  
**Comprehensive Plan Update | City of Granbury | Transportation Planner**  
**Major Thoroughfare Plan | Johnson County | Transportation Planner**



## Brian Crooks AICP, PTP

### Transportation and Mobility

Brian is an experienced modeler and corridor planner skilled in MPO planning, travel demand modeling, GIS, demographic analysis and multimodal planning, with proficiency in ArcGIS, TransCAD and SketchUp. His MPO background gives him strong insight into state-level funding and project needs.

#### EXPERIENCE

22 years

#### EDUCATION

Master of Urban Planning, McGill University

BA, History, Simon Fraser University

#### REGISTRATIONS

AICP #32843; PTP #913

#### RELEVANT PROJECT EXPERIENCE

**Thoroughfare Plan Update | Ellis County | Project Manager**  
**Thoroughfare Plan Review and Update | Ellis County | Transportation Planner**  
**Comprehensive Plan and Parks Master Plan | City of Red Oak | Transportation Planner**  
**Major Thoroughfare Plan | Johnson County | Project Manager**



## Sherrie Hubble **GISP**

### GIS

Sherrie is a GIS Specialist skilled in advanced mapping and spatial analysis, geodatabase and network development, population projection and 3D modeling. She produces high-quality, data-driven maps, is proficient in ESRI ArcGIS Desktop and is active in leading GIS professional organizations.

#### EXPERIENCE

16 years

#### EDUCATION

Master of City and Regional Planning, Physical/Land Use Planning, The University of Texas at Arlington

BS, Geography, University of North Texas

#### REGISTRATIONS

GIS Professional #82950

#### RELEVANT PROJECT EXPERIENCE

**Comprehensive Plan Development | City of Commerce | GIS Analyst**

**Comprehensive Plan | City of Pflugerville | GIS Analyst**

**Comprehensive Plan Update | City of Frisco | GIS Analyst**

**Comprehensive Plan Update | City of Granbury | GIS Analyst**

**Comprehensive Plan and Unified Development Code Update | City of Tyler | GIS Analyst**

**Comprehensive Plan | City of Siloam Springs, AR | GIS Analyst**



## Travis James **MBA**



### Economic Development/Fiscal Analysis

Travis has experience in economic analysis, strategic planning, TIF and public policy. He leads TXP's land use, economic impact, and tax revenue forecasting work, with 200+ impact studies nationwide. He specializes in sub-regional analysis blending economics, land planning, GIS, and forecasting, and serves as economist on retainer for several Texas cities. His background includes roles at ExxonMobil and a national economic development consulting firm.

#### EXPERIENCE

29 years

#### EDUCATION

MBA, St. Edward's University

BA, Economics, University of Texas at Austin

BS, Computer Science, Texas State University

#### RELEVANT PROJECT EXPERIENCE

**Comprehensive Plan | City of Pflugerville | Economist (sub to FNI)**

**Comprehensive Plan and Unified Development Code | City of**

**McAllen | Economist (sub to FNI)**

**Comprehensive Plan | City of Tyler | Economist (sub to FNI)**

**Comprehensive Plan | City of Kerrville | Economist (sub to FNI)**

# Experience, Technical Competence and No Conflict of Interests

## Summary of Experience

FNI offers the regional experience, technical depth and leadership the City needs for a clear and implementable FLUP. Our team has recently delivered plans in Mansfield, Granbury, Commerce, Allen, Little Elm, Midlothian, Red Oak and Quinlan, all of which face growth, redevelopment and infrastructure pressures similar to Ennis.



**Project Manager David Jones, AICP** brings direct experience leading and supporting comprehensive plans, FLUPs and zoning updates in cities across North Texas.

**Principal in Charge Eddie Haas, AICP** adds more than 30 years of transportation and impact fee expertise, including work throughout Ellis County and the I-45 corridor. **Quality Control lead Daniel Harrison, AICP** provides deep long range planning experience with plans and zoning ordinances in communities that resemble Ennis in size and growth patterns. **Assistant Project Manager Wilson Kerr, AICP** contributes hands on expertise in land use planning, redevelopment, market analysis and engagement.

They are supported by specialists in transportation, water/wastewater impact fees, GIS, land use design, economic analysis and public engagement. Their experience includes analysis of land use and infrastructure, redevelopment and infill assessment, corridor strategies, Strong Towns aligned fiscal evaluation and inclusive engagement. Additionally, FNI has teamed with subconsultant **Travis James, MBA, TXP, Inc. for Economic Development and Fiscal Analysis** (TXP will perform 15% of work). FNI and TXP have partnered seamlessly on numerous long-range planning projects across Central and North Texas. Travis serves as an extension of the FNI team, including working with the David Jones on the Tyler Tomorrow Comprehensive Plan and Kerrville 2050 Comprehensive Plan.



We also provide strong engagement experience, including virtual town halls, interactive maps, digital surveys, focus groups and charrettes.



FNI confirms that it has no current or anticipated conflicts of interest related to providing professional planning services for the City of Ennis. The firm, its principals and its proposed project team members have no financial, contractual or organizational relationships that would impair our objectivity or independence in performing the FLUP. FNI affirms that it can carry out all responsibilities in a fair, impartial and transparent manner.



## List of Example Projects Completed in the Last 5 Years

**LOCATION**  
Granbury, TX

**COMPLETION**  
August 2025

**TEAM MEMBERS**

- David Jones, Project Manager
- Brian Crooks, Transportation Planner
- Daniel Harrison, Senior Advisor
- Daniela Kosnacova, Transportation Planner
- Karen Chavez, Urban Planner
- Sherrie Hubble, GIS

# Comprehensive Plan Update

## City of Granbury

FNI updated Granbury’s 2015 Comprehensive Plan to reflect the City’s next phase of growth. The update evaluated and affirmed the vision of the existing plan. Identifying the appropriate residential character in new and existing neighborhoods was of prime importance so that the City was not overwhelmed with dense development around its lake areas and historic downtown.

The plan also leveraged the City investments in water and sewer infrastructure as well as its airport, and helped the City plan for growth along the US 377 corridor, which was planned for significant investment by TXDOT. The corridor was already heavily commercialized with traditional in-line development. Growth management strategies included in the plan helped the City future-proof these areas for the current realities of physical retail. Distinct character areas were also identified for the 377 corridor to provide a visual transition from the suburban character that largely defined the corridor today to one that is more unique to Granbury and reflective of its historic areas.

Finally, the plan codified a strategy for growth in the City’s remaining undeveloped areas, confirming that the City and future property owners receive a balance of benefits and land uses that are complementary to each other while preserving the charm and character that makes Granbury unique in North Texas.



#### LOCATION

Red Oak, TX

#### COMPLETION

October 2022

#### TEAM MEMBERS

- David Jones, Project Manager
- Brian Crooks, Transportation Planner

## Comprehensive Plan and Parks Master Plan

### City of Red Oak

FNI updated Red Oak's Comprehensive Plan and Master Transportation Plan and created a new Parks, Recreation and Open Space Master Plan. The Comprehensive Plan focused on small-area redevelopment and fiscal strategies for infrastructure investment.

The parks plan included a full inventory and analysis of existing parks and trails and emphasized linear connectivity between neighborhoods and parks. FNI led public engagement with city staff, a steering committee and residents to identify priorities for parks and recreation.

A needs assessment reviewed community input; analyzed park and facility distribution to set target levels of service; and evaluated man-made and natural resources for recreation. Recommendations addressed parkland acquisition and preservation, facility improvements, new amenities, programming, safety, maintenance, partnerships and funding. The plan also analyzed opportunities for pursuing grant funding for future CIP projects.

**Online Public Engagement Success Example #1:** Red Oak engagement occurred partially during the covid-19 pandemic, forcing the project team to quickly adapt to provide digital alternatives to traditional participation within the original project budget. These methods included virtual town halls with breakout rooms and menti polls, and online surveys for both the comprehensive plan and parks master plan, supported by hybrid meeting options for stakeholders and the plan steering committee to discuss components of the plan. The result was a nimble process that built trust and provided more equitable access to the planning process than might have occurred through strictly traditional methods.



**National Planning Achievement Award, Gold - Implementation**

**LOCATION**  
Lewisville, TX

**COMPLETION**  
2025 Plan: September 2014  
2035 Plan: Fall 2026 (estimated)

**TEAM MEMBERS**

- David Jones, Assistant Project Manager
- Connor Roberts, Urban Planner
- Karen Chavez, Urban Planner
- Sherrie Hubble, GIS
- Wilson Kerr, Urban Planner

# Community Vision Plan

## City of Lewisville

FNI is leading Lewisville’s Vision 2035 update, evolving the original Vision 2025 plan into a comprehensive roadmap linking land use, housing, transportation, utilities and public facilities with the City’s new sustainability goals. Using existing-conditions analysis, market trends and regional influences, the team is working with residents to refine nine “Big Moves” that guide future investment to enhance livability and economic vitality. Hundreds of residents have contributed thousands of ideas through multilingual surveys, workshops, charrettes and committee meetings, confirming the plan reflects the community’s full diversity.

The final plan will be action-oriented and accountable, with each Big Move outlining specific projects, timelines, responsibilities and implementation worksheets that identify partners and funding sources – building on the proven success of Vision 2025’s nine major focus areas.

**Online Public Engagement Success Example #2:** During the engagement process for Lewisville Vision 2035, more than 5,000 touchpoints have occurred, many of them through online or digital means. Beyond the dedicated project website that is continuously updated with videos, surveys, feedback exercises and upcoming meetings, information about the project, goals and strategies are being communicated through a series of short (10-15 minute) podcasts generated with the assistance of AI. Materials are also geared towards specific communities to be more culturally relevant such as “Conectando Lewisville”. Resources on the main project website are also integrated with the City’s existing social media accounts to provide seamless access regardless of how members of the public like to engage.



**LOCATION**  
Mansfield, TX

**COMPLETION**  
December 2023

**TEAM MEMBERS**

- Daniel Harrison, Assistant Project Manager
- Chance Sparks, Senior Advisor
- Karen Chavez, Urban Planner
- Connor Roberts, Urban Planner

# Future Land Use Plan

## City of Mansfield

FNI prepared the FLUP component of the City’s comprehensive plan. The plan included a new Future Land Use Map, land use policies and five special area plans (SAPs).

Key issues addressed by the plan included shifting development patterns to a more fiscally responsible approach, incorporating mixed-use development, promoting “Missing Middle” housing options and providing more direction through the Future Land Use Map and land use categories. The SAPs focus on Downtown, an entertainment district, an innovation district, a historically underserved community on the City’s western side and the ETJ. The public engagement process included Citizen Planning Steering Committee (CPSC) meetings, in-person and virtual open houses, City Council check-ins, meetings with the Mayor’s Youth Council and other engagements. The plan was adopted in December 2023, ahead of the original project schedule.





**LOCATION**  
Pflugerville, TX

**COMPLETION**  
May 2022

**TEAM MEMBERS**

- Chance Sparks, Project Manager
- Brian Crooks, Transportation Planner
- Ellen Amorim, QA/QC
- Sherrie Hubble, GIS
- Travis James, TXP

## Comprehensive Plan

### City of Pflugerville

FNI prepared *Aspire 2040*, Pflugerville’s new comprehensive plan encompassing a snapshot, vision and guiding principles, land use and character, transportation and mobility, infrastructure, community facilities and services, economic resiliency, healthy communities and neighborhoods and implementation.

All infrastructure aspects link back to growth response and jurisdiction management, with particular attention toward policies involving water and wastewater Certificates of Convenience and Necessity (CCNs) and logical jurisdictional boundaries based on infrastructure efficiency. Emphasis was placed on coordination between city-initiated CIPs and developer-initiated/funded CIPs, and how to incorporate best practices for cost-efficient infrastructure implementation.

The recent economic challenges brought about by the coronavirus highlighted the need to build economically resilient and diverse communities. The broader factors influencing new development, redevelopment and tourism activity in Pflugerville were examined, focusing on complete neighborhoods and equitable access to economic opportunity.

**Online Public Engagement Success Example #3:** FNI leveraged several tools to achieve meaningful community consultation. Highly interactive, visually-based survey tools provided direct feedback with high participation rates, including normalizing open comment features that allowed participants to provide input in their own words. Interactive virtual open houses used Zoom combined with Facebook Live, coupled with follow-up polling that allowed the open house to run for more than a week rather than just one point in time. Various social media platforms were used to create community conversations, and several other events were coordinated using library programs and home-based events like “chalk your driveway” to allow the community to illustrate their vision for Pflugerville in 2040.



**LOCATION**

Allen, TX

**COMPLETION**

July 2025

**TEAM MEMBERS**

- Wilson Kerr, Project Manager
- Connor Roberts, Urban Planner
- Daniel Harrison, Senior Advisor
- Karen Chavez, Urban Planner
- Travis James, TXP

# Comprehensive Plan

## City of Allen

FNI provided professional services to update the City of Allen’s Comprehensive Plan for 2024. The effort emphasized robust community engagement to establish a shared vision and guiding principles addressing land use, infrastructure, housing, community health and economic impact.

Key planning elements included:

**Land Use and Scenario Planning:** Fiscal impact–based scenario planning to support responsible growth as the City approaches build-out, evaluating residential mix, commercial square footage and employment center opportunities.

**Infrastructure and Transportation:** An integrated approach linking utilities, transportation, environmental stewardship, equity and partner development to strengthen service quality and community outcomes.

**Housing and Neighborhoods:** An assessment of housing needs with recommendations to preserve existing neighborhoods, support redevelopment, attract workforce housing and expand missing-middle options.

**Community Character and Health:** Policies to guide corridors, centers, and gateways while protecting community identity and encouraging people-focused design.

**Community Engagement:** Outreach included community events, Steering Committee sessions, City Council and P&Z Commission meetings, online surveys, stakeholder workshops and pop-up engagement materials for public use.

# Future Land Use Update

## Town of Little Elm

Little Elm completed a focused amendment to its 2017 Comprehensive Plan, updating the Future Land Use Map, land use categories and population projections. Working with FNI and guided by



Town staff, P&Z and the Town Council, the project incorporated current development trends, new projects and refined land use classifications using updated GIS data. Dwelling units per acre were assigned to each category to improve population forecasts.

The update supports infrastructure planning and informs capital improvement programs and impact fee calculations. Build-out population projections increased from about 93,000 to more than 107,000.

FNI coordinated through virtual meetings and presented the amendment to P&Z and Town Council. Final deliverables, Word, PDF and GIS files, were integrated into the existing Comprehensive Plan.

### LOCATION

Little Elm, TX

### COMPLETION

August 2024

### TEAM MEMBERS

- Daniel Harrison, Project Manager
- David Jones, Assistant Project Manager

# Comprehensive Plan Development

## City of Commerce

FNI updated the City of Commerce Comprehensive Plan to guide future growth, integrating existing departmental plans and a full Parks and Recreation Master Plan chapter. The process included public outreach and collaboration with the advisory committee and City Council to establish a community vision. The plan identifies community goals and concerns through an assessment of current conditions, future growth issues, and implementation strategies.

### LOCATION

Commerce, TX

### COMPLETION

October 2025

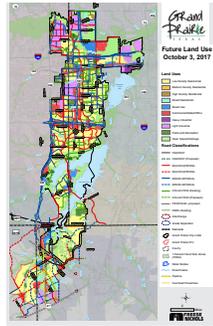
### TEAM MEMBERS

- Wilson Kerr, Project Manager
- David Jones, Urban Planner
- Daniel Harrison, Urban Planner
- Daniela Kosnacova, Transportation Planner
- Karen Chavez, Urban Planner

# Grand Prairie Planning Projects

## City of Grand Prairie

**Southgate 360 Corridor (09/2021):** FNI analyzed Grand Prairie’s last major undeveloped area to identify retail and housing opportunities, assess TxDOT timing for Hwy 360 and US 287 improvements, and recommend land use policies to guide corridor development.



**161 Corridor Plan (03/2019):** FNI prepared a small area plan for a five-mile SH 161 corridor, expanding on the 2018 Comprehensive Plan with detailed land use, ownership and industrial market analysis to create opportunity zones, guide zoning changes and promote high-quality, competitive industrial development.

**Citywide Housing Analysis (11/2021):** FNI evaluated demand and capacity for housing types citywide and in the ETJ, providing market insights and land use recommendations to inform future land allocation and comprehensive planning.



**Team Members:**  
 David Jones, Project Manager;  
 Eddie Haas, Transportation Planner;  
 Mazen Kawasmi, Client Representative



## Online Engagement SUCCESS

### Example #4: Comprehensive Plan Siloam Springs, AR (08/2022)

FNI recently led the development of a new comprehensive plan for the City of Siloam Springs, Arkansas. *Our holistic approach to community engagement made the plan a success.* Highlights included:

- Informational videos featuring CPAC members
- A monthly newsletter with more than 400 unique subscribers
- Participation and promotion at local events and festivals
- Development of a unique brand and logo, which became the City’s official flag
- Stakeholder interviews with local business owners, nonprofits and community services, residents, developers and City Staff
- Frequent in-person and virtual CPAC meetings, Open House events, and Virtual Open Houses
- Creation of an ArcGIS StoryMap to summarize the complete plan
- Various newspaper articles and social media features
- Numerous displays and input activities at City Hall and library
- Project website with built-in translation capabilities and latest information
- “Meetings-to-go” kits to enable neighborhood groups to conduct their own focus group meetings

**Team Members:** Ellen Amorim, Transportation Planner; Sherrie Hubble, GIS

<b>Additional Partial List of Municipal and Urban Planning Projects Completed within Last 5 Years and Beyond</b>	Planning	Codes	Housing	Transportation	Outreach	Implementation	On-Call Planning	On Time and Budget
	Comprehensive, Future Land Use, Small Area and Parks and Recreation	Zoning Ordinances and Subdivision Regulations	Housing and Affordability Strategies/ Economic Development	Thoroughfare and Bike/Pedestrian Plans, Various Roadway Projects	Public Input Meetings, Branding, Visuals	Implementation Plan, Funding Opportunities		
City of Allen	◆		◆		◆	◆		◆
City of Arlington	◆		◆	◆	◆	◆		◆
City of Brownsville	◆	◆						◆
City of Brownwood	◆			◆	◆	◆		◆
City of Cedar Hill		◆		◆				◆
City of Cleburne		◆						◆
City of Colleyville	◆				◆	◆	◆	◆
City of Commerce	◆			◆				◆
City of Dallas	◆	◆	◆	◆	◆	◆	◆	◆
City of Desoto	◆	◆		◆	◆	◆	◆	◆
City of Duncanville	◆		◆					◆
City of Fort Worth	◆		◆	◆	◆	◆		◆
City of Frisco	◆	◆		◆	◆	◆		◆
City of Garland	◆	◆	◆	◆	◆	◆	◆	◆
City of Georgetown	◆	◆	◆	◆	◆	◆	◆	◆
City of Granbury	◆			◆	◆	◆	◆	◆
City of Grand Prairie	◆		◆	◆	◆	◆		◆
City of Hutto	◆	◆	◆		◆	◆		◆
City of Irving		◆			◆			◆
City of Lancaster				◆				◆
City of Lewisville	◆		◆	◆	◆	◆	◆	◆
City of Lockhart	◆			◆				◆
City of Lubbock	◆				◆			◆
City of Mansfield	◆				◆			◆
City of McAllen	◆	◆	◆	◆	◆	◆		◆
City of Midlothian	◆	◆		◆	◆	◆	◆	◆
City of Pflugerville	◆	◆	◆	◆	◆	◆		◆
City of Plano	◆	◆	◆	◆	◆	◆	◆	◆
City of Red Oak	◆				◆	◆		◆
City of Rockdale	◆				◆			◆
City of Seguin	◆				◆			◆
City of Victoria	◆		◆	◆	◆	◆	◆	◆
City of Waxahachie	◆		◆	◆	◆			◆

# Understanding Project Requirements and Work Plan Unique Approach

## Step 1A: Existing Conditions Analysis

### Data Gathering and Collection

FNI will gather and analyze the City's past and current planning documents for context along with interviewing members of staff and elected officials. Subjective and qualitative data will be combined with quantitative data obtained from public sources such as the U.S. Census, NCTCOG, Texas State Demographer and the Texas Water Development Board, among others, to build a picture of Ennis' growth patterns and demographic change over time. The goal of this phase is to create a snapshot of community conditions at the time of plan initiation as well as the factors that have informed these conditions and the Ennis of today. Because much of this data will also inform the Market Analysis, the two are usually presented as integrated components of existing conditions analysis. Crucially, this data forms the foundation for comparative analysis of the goals and strategies that will implement the plan and allow the City to measure progress over time.



## Step 1B: Market Analysis

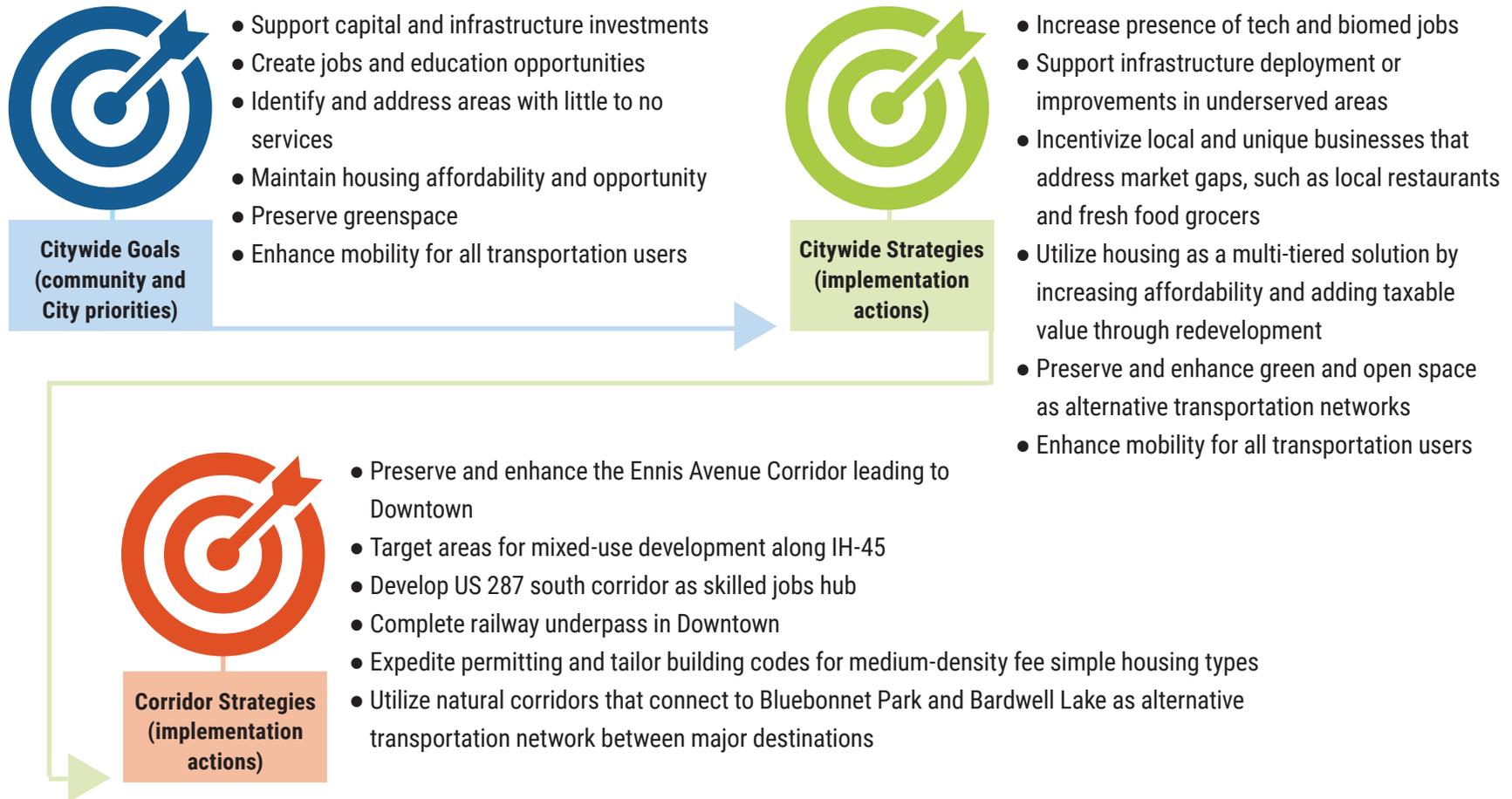
Before land use recommendations are developed, FNI and TXP will conduct a market analysis to determine demand and capacity for residential and non-residential development within the City Limits and the ETJ. This analysis will determine the realistic buildout of Ennis and provide a basis for examining redevelopment scenarios. Understanding these scenarios within the context of a rapidly shifting market will ultimately provide the Commission and administration with the best tools to make land use and infrastructure decisions in the best interest of Ennis. The preferred growth scenario(s) will be analyzed and calibrated to evaluate the fiscal case for extending infrastructure and services to future growth areas and to inform discussions of available tools for managing growth, such as PID/TIRZ, impact fees and other service costs within future catalyst areas.

## Step 2: Community Engagement and Visioning

Within Ennis are several distinct character areas or areas with the potential to define Ennis in the future. Historic Downtown, Ennis Avenue, the SH34 corridor (particularly south

going toward Bardwell Lake, IH-45 and US 287 corridors). Each of these districts presents unique challenges and opportunities because of their specific mix of land uses, age of neighborhoods and structures, environmental conditions and mobility challenges. Because of their unique identities, each district requires a set of tailored strategies nested within larger guiding principles and a vision that applies to the entire City. As such, an approach to community engagement should focus on revealing broad goals and priorities for the larger area and also specific goals and strategies for each district, as visualized below.

## Approach to Community Engagement





Some districts, while distinct from other areas, may lack similar defining characteristics and features and thus be prime opportunities for redevelopment or investment that better establish their character. An example of this opportunity may be I-45 and SH 34. This area serves as a de facto gateway to Ennis, both from Dallas and Houston and from points north and east. A successful redefinition of this area would enhance character and identity without diluting the substantial economic activity along this corridor. FNI will work with the City to identify such gateway areas and other catalyst sites that are prime for visionary and transformative development and bring those ideas to life through charrette-style engagements and visuals, as we have done for projects in other cities ranging from Midlothian to McAllen. These visualizations and illustrative plans are designed to illustrate the art of the possible, clearly articulate the City’s vision and bolster your position when engaging in entitlement discussions, economic development incentives, or even RFP/RFQs for potential developers.

The catalyst sites will work in concert with the overall Future Land Use Map to communicate the City’s aspirations, enabling you to work with property owners, builders and developers on achievable goals while not leaving Ennis at the mercy of market forces.

From a Citywide perspective, community engagement should evaluate the current land use balance (residential, retail and industrial) and determine to what extent this balance should be maintained or should change over time, and which districts should be focusing areas for either growth in certain uses or sectors or stabilization if those districts are seen as containing the ideal blend.

## Visualizing Opportunities

For larger opportunity sites or corridors, we often conduct a deeper-dive analysis in conjunction with the market analysis that results in a more detailed vision plan. This usually takes the form of a conceptual site layout and/or rendering to produce the vision for future land use decisions or economic incentive strategies.





A challenge with this approach is resistance to all change that commonly occurs within largely residential areas that are growing or established. The “Not-In-My-Backyard” mentality can be found in neighborhoods of all kinds and should be met with a combination of empathy and data-driven policies that recognize the need for any City to grow and change in an appropriate, measurable way that doesn’t erode community character and integrity.

### Step 3: Land Use Plan Development

The visioning process will provide the basis for developing the final future land use plan and map. The map will solidify key corridors and areas of future growth while providing a financial and economic justification to support future land use decisions. While this approach is rooted in the principles of fiscal responsibility articulated in the Strong Towns approach, FNI and TXP will work to calibrate the land use mix and categories to reflect realistic development scenarios that are appropriately aligned with the market and the community’s vision and priorities.

Crucially, this approach will identify priority growth areas in both the City Limits and the ETJ, providing the City with a strong position to negotiate services with willing partners who see the value of being in the City and can make a positive contribution over time to Ennis’ tax base and workforce. Far from being a simple numbers calculation, this process involves creating a decision framework that balances future returns with contributions toward Ennis’ overall values and goals. An investment may pay off over a longer timeframe or be difficult to measure in dollars and cents alone, but still make immediate sense if it meets other criteria.

Along with the map, each use type or placetype described on the map will include a written purpose and description in the plan as well as visual examples and a dedicated dashboard that articulates not only the appropriate uses within each land use category but also priorities associated with mobility, housing, open space and economic productivity. Understanding this balance of factors is key to two-way communication to the community and prospective developers and property owners and also for the Commission to evaluate the implications of land use decisions and zoning changes.

An additional component of evaluation is to examine mobility priorities. Land use and mobility are two sides of the same coin, with land use often supporting mobility improvements or suffering from the lack of adequate connectivity or capacity. Land use decisions will be evaluated in the context of the City's network, multimobility goals, design standards and the presence or potential of regional connections available through Ellis County's Major Thoroughfare Plan as well as NCTCOG and TXDOT future mobility plans. The Plan will articulate recommendations for future network and improvements to facilitate conversations around funding and cost share as Ennis continues to develop, giving the City a legal and analytical framework for decision making.

Development of the map will be confirmed by stakeholders and the public through community workshops and online tools. The goal of these engagements is both to educate and to receive feedback from the community on their priorities and goals for Ennis. The past five years and the need to reach multiple generations and demographics have highlighted the importance of providing multiple options

for gaining public feedback not just centered around traditional events. Based on the anticipated timing of this project, FNI sees a tremendous opportunity to engage in several different types of events throughout the spring, summer and fall, in addition to ongoing and on-demand online opportunities further highlighted in the public engagement section.

## Step 4: Calibration and Implementation

Implementation is the key to making immediate changes on the ground. This step will carefully assess local culture and the City's human and financial capacity to verify that actions are achievable, at times providing multiple paths toward plan realization. An implementation matrix with defined, measurable outcomes will provide a coordinated action program so that City leaders, staff and other decision-makers can easily identify the necessary steps to achieve the desired vision for the City.

Our team differentiates ourselves by focusing on both outcome metrics and action metrics. Action metrics provide a way of demonstrating that a city has begun implementation, but those do not tell a complete story. By including outcome metrics, the City can measure what



changes should result from the actions and adjust implementation accordingly—this ensures that it is doing the right things.

Our team is also focused on strategies that will allow the City to address future updates to development codes, which assist in fast-tracking implementation. In our experience, delay in implementing regulatory reforms is the primary cause of stalled plan implementation.

The resulting action plan and work program will focus most heavily on the next five years, with additional actions up to a ten-year horizon. These may take the form of policy actions like ordinances and resolutions, creation of new programs, evaluation of financial tools such as PID/TIRZ and impact fees, adoption of new methods of working and key capital projects. Clear paths of implementation responsibility will be included, along with appropriate cost information and timeframes.

## Final Deliverables

The final plan and all supporting documentation will be sent to the City in native GIS and word processing format (FNI understands that the City prefers MS or .docx format) and searchable PDF with hyperlinks to integrate with the City's software capabilities.

## Public Engagement

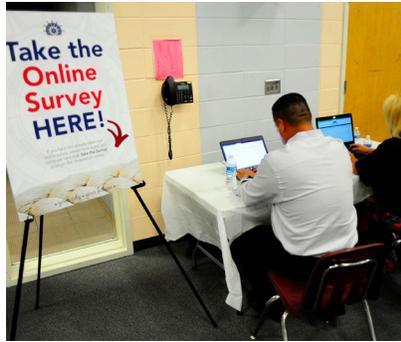
Although the approach to public engagement may have changed in the digital era, with social media, YouTube and AI increasingly



serving as primary sources of information, the importance of developing a plan informed by public feedback has not changed. In addition to traditional methods such as town halls, public meetings, charrettes and workshops, FNI has developed a large online engagement toolbox. These tools have been effectively deployed across multiple projects in cities of varying sizes and demographics. In addition, we've worked with communications staff at various cities to act as a medium between the project team and the front-line communicators who serve as the face and voice of the city.

FNI blends traditional outreach — such as town halls, workshops and charrettes — with a robust digital engagement toolbox to confirm plans are shaped by broad community input. We work closely with city communications staff to amplify messaging and maintain a consistent “voice of the city.”

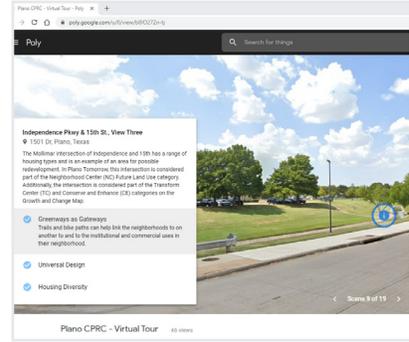
Engagement strategies are tailored to each community's demographics and needs. Early outreach builds trust, supported by a project website that serves as a central hub for information and participation. Focus groups, stakeholder interviews and youth engagement sessions help capture perspectives from nonprofits, businesses, neighborhood groups and students.



**Online Surveys**



**Virtual Public Meetings**



**Virtual Tours**

Our Public Engagement Plan will outline when, how and with whom we will engage throughout the process, using tools that are convenient, inclusive, interactive and meaningful. Events are scheduled at accessible times and locations, with online and multilingual options, ADA-compliant materials and activities designed to encourage dialogue and useful feedback. FNI documents all outreach, providing clear summaries that show how community input directly informs plan recommendations.

**Innovative Digital Engagement Strategies**

**Video – City of Granbury 2025 Comprehensive Plan and Grand Prairie EPICenter Plan**

The project team developed a five minute presentation that explained the comprehensive plan process and wrote a script for the City’s communications team. The City staff then recorded the presentation and uploaded it to their YouTube channel. The result was a presentation that came from the recognized “Voice of Granbury”.

For Grand Prairie, the FNI team wrote a script introducing the project for a 30 second video. The City used the script to develop a LEGO-themed video featuring the Mayor that tied in with the project branding and made the planning process more entertaining and accessible.

**Podcasts – Lewisville Vision 2035 and Tyler Tomorrow Comprehensive Plan**

The Lewisville project team wrote scripts for major phases of the project and created podcasts using AI tools. The Tyler Tomorrow team, including Project Manager, David Jones, recorded a live podcast with City staff and the Mayor that was hosted on the City’s “Roses and Weeds” program and discussed the purpose, goals and focus of the comprehensive plan. Video and audio of the podcast were made available on the dedicated project website for streaming or download (see Web Resources below for information on custom websites).

Using AI tools to quickly generate bite-sized podcast episodes is an effective way to share community information throughout a planning process in a format that’s accessible, engaging and easy to digest. By synthesizing

planning documents, meeting notes and technical reports into short audio segments, teams can translate complex ideas into clear, conversational explanations. Brief episodes can be five to fifteen minutes long and released at key milestones, allowing residents to stay informed on their own time, whether during a commute or a walk, and helping broaden participation beyond traditional meetings. The approach supports transparency, builds trust and meets people where they are, making the planning process more inclusive and community-centered. Free AI tools and podcast hosting platforms can be used for these purposes.

**Virtual Town Halls – Red Oak**  
*Comprehensive Plan, Aspire Pflugerville*  
*2040 Comprehensive Plan, Arlington 360*  
*Corridor Development Strategy*

These plans hosted town hall meetings completely online, including virtual presentations, online polling exercises, activity stations and breakout sessions and activities where participants could provide feedback and vote in real time using a tablet or phone. Materials were also provided outside of scheduled sessions for additional information and input.

**Web Resources** – Most FNI Long-Range Planning projects feature a variety of web-based tools such as Social Pinpoint, ESRI Story Maps, Konveio and Menti, each offering varying levels of customization. FNI web capabilities offer access to current project information, City and project libraries and resources, embedded video, and facilitate activities such as pin drop maps, idea walls, and digital surveys. FNI not only designs resources to fit the City’s brand and identity, we offer in house capabilities to design project graphics and logos that build on that identity and create a public image for the plan itself that the community can rally around. Below are examples of logos created by FNI.





**STATEMENT OF QUALIFICATIONS CERTIFICATION & SIGNATURE PAGE**

**Project/RFQ Title:** 26-108-04 Professional Planning Services for the Development of a Future Land Use Plan

The undersigned hereby certifies that:

1. The information contained in this Statement of Qualifications (SOQ) is true and correct to the best of my knowledge.
2. The firm has not engaged in collusion with other firms, City staff, or other parties to gain an unfair advantage in this process.
3. The firm agrees to comply with all applicable federal, state, and local laws, statutes, ordinances, rules, and regulations.
4. The individual signing below has full authority to bind the firm to the commitments made in this SOQ.
5. The firm acknowledges receipt of all addenda issued for this RFQ (if any).

**Firm Name:** Freese and Nichols, Inc.

**Authorized Representative (Print):** Eddie Haas, AICP

**Title:** Vice President/Principal

**Signature:** 

**Date:** February 2, 2026

**Address:** 12770 Merit Drive, Suite 900, Dallas, TX 75251

**Phone:** 214-217-2321

**Email:** eddie.haas@freese.com



## Mission

Innovative approaches  
Practical results  
Outstanding service

## Vision

Be the firm of choice for  
clients and employees

## LEADS Values

Learn continuously  
Engage as family  
Act with integrity  
Deliver quality  
Serve always



February 2, 2026

City of Ennis  
 Katrinia Roberson  
 Senior Purchasing Manager  
 107 N. Sherman St.  
 Ennis, TX 75119

**RE: Professional Planning Services for the Development of a Future Land Use Plan,  
 RFQ No. 26-108-04**

Dear Members of the Evaluation Committee:

**Halff** is pleased to present our statement of qualifications (SOQ) and recommended approach to assist the City of Ennis (City) in updating the current Future Land Use Plan (FLUP) to reflect community growth and changes in development strategies that have occurred since the 2015 Comprehensive Plan was adopted. This FLUP update builds upon the goals and recommendations of the Comprehensive Plan, while placing a greater emphasis on smart growth principles, sustainable development strategies, and promoting community goals. The FLUP details land use and the necessary public facilities to support the rapid growth that the City has encountered, and complementary mapping exercises to further guide development in a fiscally responsible manner. The previous Comprehensive Plan has laid a great foundation to adapt to anticipated growth, yet it is now critical to take a deeper dive into the metrics of development patterns, economy, and infrastructure that will influence the current address the current and future needs of the City.

When growth comes, it can occur rapidly and often unexpectedly for even the most proactive communities. Your future land use planning effort is therefore well-timed and is critically important to present a unified vision for sustainable growth and strategic reinvestment supported by pragmatic observation and data analysis. It is equally important that it provides you with a clear path for implementation. When it comes to planning, the following key points listed below showcase our **strengths to deliver implementable solutions to your project:**



**Proven Experience.** Collectively, the Halff team has decades of experience helping communities not only identify creative ideas, but showing how they can become reality. We are known for decades of award-winning planning, design, and implementation experience, both locally and nationally. Our planning team shares the same vision as the City's by creating plans that promote sustainable and fiscally responsible growth and development, resulting in attainable and creative recommendations to the community. We have a long-standing history of leading planning projects that exemplify a similar vision to Ennis.



**Diverse Talent.** Our Richardson-based planning team is an integrated group of collaborative planners backed firmwide by technical professionals of many disciplines who will be utilized throughout the process. We have also identified strategic teaming partners Mundo and Associates and Urbex Solutions to provide their technical expertise on the economic market analysis and fiscal productivity. Our team has recently worked together to create solutions applicable to Ennis in communities such as Wilmer, Fate, and Forney, among many others.



**We Know Ennis.** Halff has a history of working as a trusted advisor for the City. Halff’s experience with Ennis stems from our planning efforts on the creation of the 2015 Comprehensive Plan, as well as performing GIS Services over the past few years. Technical Advisor Lenny Hughes, PLA and Geographic Information Systems (GIS) Task Lead Zongpei Tang, GISP, CFM, were strategically selected to be a part of our team to provide the City with the benefit of both team members having worked directly with City staff. With their direct knowledge and experience with Ennis, it will allow our team to work as an extension of your staff and provide an effortless planning process. We want to continue our dedication and planning efforts to better serve the current and future development of your community.

We understand the importance of this FLUP for the City, and we can provide services that focus on each of the objectives outlined in the RFQ. On behalf of the entire Halff team, thank you for your consideration of our qualifications and our recommended approach for assisting with envisioning a timely and actionable FLUP for the City. We look forward to the opportunity to continue to forge a strong working relationship with you and your community. Should you have any questions, please do not hesitate to contact us. We appreciate your consideration.

Sincerely,

Kendall Howard, AICP  
Project Manager

Christian Lentz, AICP, CNU-A  
Principal-in-Charge & QA/QC Manager

**POINT OF CONTACT INFORMATION**



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# City of Ennis

Reference No. 26-108-04

Professional Planning Services for the Development of a Future Land Use Plan

Submitted By:



**Halff Associates, Inc.**

2380 Performance Dr, Bldg C, Suite 150, Richardson, TX 75082

Authorized Agent:



**Christian Lentz, AICP, CNU-A | Principal-in-Charge & QA/QC Manager**

Phone: 501.653.7519 | Email: clentz@halff.com

Primary Point of Contact:



**Kendall Howard, AICP | Project Manager**

Phone: 214.217.6401 | Email: khoward@halff.com



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## 1. Executive Summary

### Team's Qualifications and Experience

Halff is a full-service infrastructure consulting firm designed, engineered, planned, constructed – and purposed – for people. Our Richardson-based planning team is an integrated group of collaborative planners backed firmwide by technical professionals of many disciplines who can be utilized throughout community planning processes.. We have identified key teaming partners Mundo and Associates, to lead this initiative's economic market assessment, and Urbex Solutions, to lead the fiscal productivity analysis, both of whom we have worked with on similar projects in recent years. Firm profiles of each teaming partner can be found on [page 27](#).

Our team has worked on dozens of comprehensive plans over the past five years and beyond, many of which are Texas communities with characteristics similar to Ennis. We have worked collaboratively with communities facing similar challenges to create future land use plans that consider infrastructure capacity, fiscal realities, resilience, and maintaining community character. Our approach to community planning has evolved accordingly. Recent projects that have incorporated scenario planning, fiscal productivity analysis, and successful engagement tactics include Fate, Wilmer, Forney, and Northlake. A sampling of our similar projects can be found on [pages 22-26](#).

### Key Staff Qualifications and Experience

Our project team key leadership personnel collectively have 70+ years of experience in creating visionary yet implementable comprehensive and future land use plans. Designated Project Manager Kendall Howard, AICP is a native to the DFW region and has 14 years of experience of working with communities in the public and private sector, including award-winning comprehensive plans. Deputy Project Manager Kelsey McNiece brings seven years of experience with a background in both community planning and urban design. Principal-in-Charge and QA/QC Manager Christian Lentz, AICP, CNU-A brings 30 years of private and public sector experience leading innovative planning projects. Technical Advisor Lenny Hughes, PLA serves as the leader of Halff's Planning and Landscape Architecture Practice and was part of the previous Ennis Comprehensive Plan team. Resumes of our designated team personnel can be found on [pages 12-18](#).

## Availability

Halff’s team brings extraordinary experience working with similar communities across Texas and is committed to working with you through every phase of the planning process. We do not foresee any conflicts with ongoing or pending projects that would detract from the ability of our key staff members to adhere to the project schedule.

The information below illustrates that our key staff, including project management and task leaders, are available to designate the attention warranted to Ennis’ comprehensive and future land use planning effort.



**Kendall Howard, AICP**  
Project Manager



**Pam Mundo, AICP, CEcd**  
Economic Development



**Kelsey McNiece**  
Deputy Project Manager



**Staron Faucher, AICP**  
Transportation Corridors



**Christian Lentz, AICP, CNU-A**  
Principal-in-Charge & QA/QC Manager



**Zongpei Tang, GISP, CFM**  
Geographic Information Systems (GIS)



**Lenny Hughes, PLA**  
Technical Advisor



**Brianna Luna, AICP**  
Public Engagement



**Felix Landry, AICP**  
Fiscal Sustainability



**Preston Dillard, PE**  
Infrastructure



## Understanding of the Scope

We understand that since the previous comprehensive plan was adopted in early 2016, there has been significant progress in revitalization efforts for the historic downtown, as well as growth in industrial development and new residential development in parts of the city. **As the City prepares to envision the next ten years, we acknowledge that a better understanding of the fiscal productivity of different land uses is needed to guide future development in a fiscally responsible manner.** Halff and our teaming partners propose integrating scenario planning and fiscal productivity analysis to develop distinct scenarios of how Ennis could grow in the future with an understanding of the potential costs and benefits of each scenario.

## Using the Plan

As you embark on your comprehensive plan and FLUP process, it will be important to clearly define how the plan will be used by Ennis. Key activities before and following plan adoption should include:

**Educate.** Public visioning efforts should be accompanied by materials that explain the importance and role of the FLUP.

**Instruct.** Implementing departments, agencies, boards, and commissions should be involved in the development of the plan and simultaneously educated about their roles and methods in plan implementation and monitoring.

**Guide.** Capital budgeting processes should be modified to include prioritization criteria linked to the future land use plan (community benefit) and project feasibility.

## THE COMMUNITY PLANNING HIERARCHY

Your Future Land Use Plan should be Ennis' principal policy document for community growth and development. All other City policy, strategy and technical plans should relate to and expand upon the Plan's vision, guiding principles and work program.



Ennis

Future Land Use Plan



Corridors, Economic Development, Infrastructure



Municipal Codes, Capital Improvements, Budget, Policies

## Our Work Plan Approach

The Halff team is ready to work for you, the citizens of Ennis, your City Commission, and other interested parties. Our recommended FLUP structure and approach addresses all services identified in your request for qualifications and can be modified to address varying community needs or constraints that become more apparent to you during your consultant selection process. In that regard, the approach should be viewed as a flexible starting point for developing a final project scope that reflects your preferences.

In our Project Understanding (see [page 28](#)), we highlight key opportunities that should be explored as part of the comprehensive and future land use plan process. We spent time visiting your community and reviewing past planning documents to gain a better understanding of existing opportunities and challenges. Our approach is divided into four key phases, which we anticipate taking approximately 12 months to complete. [Pages 30-38](#) provide further details of our proposed approach.



### Phase 1 – Defining Our Condition

During this initial phase, Halff will work with Ennis staff to kick-off the project through initial coordination meetings and critical start-up tasks, reviewing community conditions, and conducting initial engagement activities.



### Phase 2 – Charting Our Course

This phase will formulate initial direction for updates to the Future Land Use Plan informed by various assessments and the development of future development scenarios.



### Phase 3 – Envisioning Our Future

This phase will define recommended plan updates using the findings from the engagement activities and analysis series and generate an implementation program with actionable strategies for plan execution.



### Phase 4 – Applying Our Program

The final updated FLUP will be produced based on feedback from key staff, committees, and appointed and elected officials and conclude with a formal adoption process.

## Community Outreach Program

Halff has a diverse toolbox of both conventional and digital community engagement strategies. In our proposed approach, we outline multiple engagement methods such as advisory committees, stakeholder listening sessions, public meetings, online surveys, project website, and elected and appointed official engagements. If selected, we will work with the City of Ennis to develop a uniquely tailored suite of engagement tools to reach the broadest range of citizens and stakeholders as possible. [Pages 36-37](#) describe our proposed engagement strategy in further detail.

## 2. Key Staff Members Qualifications and Experience

### Principal Staff Members

Our designated project leadership for the Ennis Future Land Use Plan are Kendall Howard, AICP; Kelsey McNiece; Christian Lentz, AICP, CNU-A; and Lenny Hughes, PLA. Kendall and the leadership team bring extraordinary experience working on comprehensive and future land use plans for communities throughout Texas.

#### Kendall Howard, AICP | Project Manager



Kendall manages the planning team in Halff's Richardson office and also serves as project manager for community planning projects. In her nearly ten years at Halff, Kendall has managed or played a significant role in developing a dozen comprehensive and land use plans across Texas and Oklahoma, many of which incorporated scenario planning and fiscal analysis. Prior to joining the firm, she worked with the North

Central Texas Council of Governments focusing on development of the region's long-range transportation plan.

**As Project Manager** for the Ennis Future Land Use Plan update, Kendall will be your primary day-to-day contact. She will administer the project on behalf of the Halff team, will manage subconsultants, and will oversee and direct all elements of project development.

#### Christian Lentz, AICP, CNU-A | Principal-in-Charge & QA/QC Manager



Christian is Halff's Deputy Practice Leader for Planning and Landscape Architecture. Christian is responsible for training Halff's planning staff and developing uniform standards for delivery of quality planning services across our geographic markets. **As Principal-in-Charge**, Christian will advise Kendall on all aspects of project development, report preparation and community outreach, and will facilitate access to the necessary firm

resources. In his dual role as QA/QC Manager, Christian will review all major findings and deliverables prior to being provided to the City.

**Kelsey McNiece | Deputy Project Manager**



Kelsey is a senior community planner who has spent her professional career at Halff working on a variety of long-range planning projects. In addition to long-range planning work, Kelsey has worked with communities to develop regulatory documents, including drafting zoning language and design manuals, to advance the implementation of urban design goals in future development. **As Deputy Project Manager**

for the Ennis Future Land Use Plan update, Kelsey will work closely with the project manager to administer this project and oversee key project elements such as analyses, recommendations, engagement plans, and the implementation program.

**Lenny Hughes, PLA | Technical Advisor**



**Serving as Technical Advisor**, Lenny brings more than 31 years of experience in landscape architecture, urban planning, and project delivery. His leadership on forward-thinking planning efforts, combined with prior experience working with the City of Ennis, provides valuable local insight and strategic guidance for the Future Land Use Plan update.

**Firm Profile**

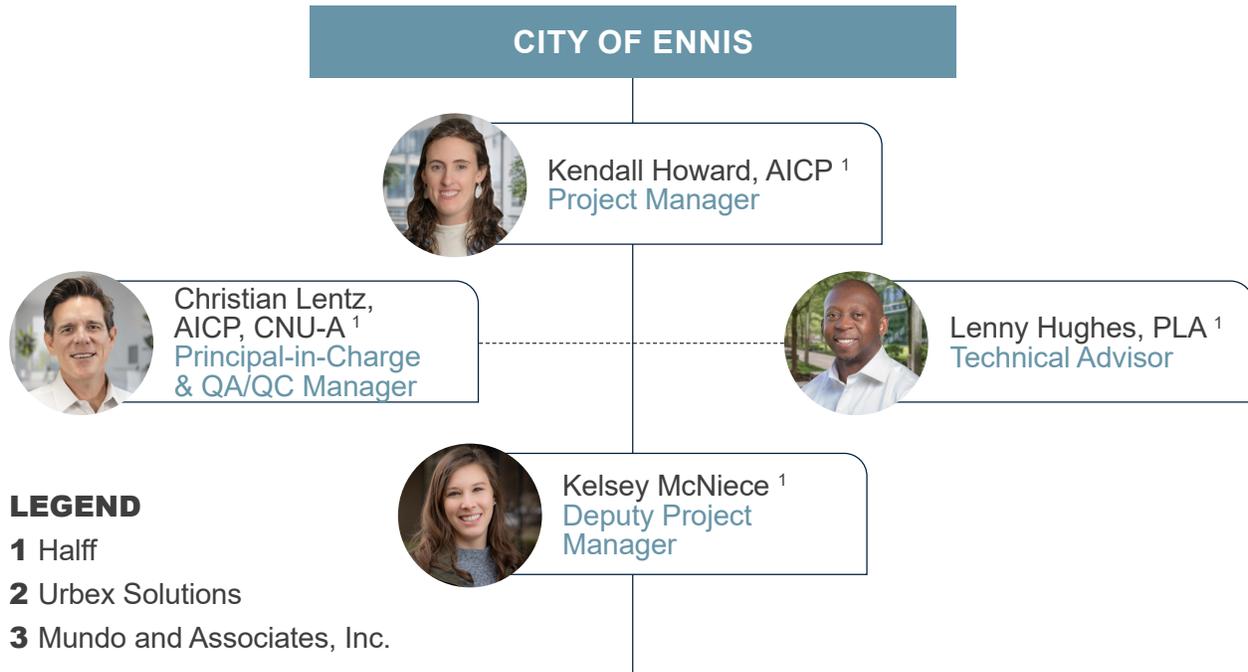
Halff is an employee-owned corporation founded in 1950 by Albert H. Halff, PhD-Eng., PE. As one of the nation’s leading planning consulting firms, we preserve Dr. Halff’s legacy of integrity, dedication to client service and commitment to quality. **Our local offices in the Metroplex are home to 13 Planning and Landscape Architecture professionals** who are among the most experienced in comprehensive and future land use planning and design. Firmwide, Halff has **more than 1,400 employees, including 85 City Planning and Urban Design professionals** across our 33 offices.

Comprehensive and Strategic Planning is a major strength of our staff, having completed similar plans for more than 100 communities. Equally importantly, our planners are by professionals in multiple disciplines, including engineers, transportation experts, hydrologists, and environmental specialists who bring experience working on comprehensive plans and can provide critical behind-the-scenes technical experience where needed to make our plans not only visionary, but realistic and achievable. Our staff are readily available and committed to the City of Ennis and we commit that the staff proposed in this submittal will be available for the proposed work.

**PROJECT OFFICE LOCATION:**  
**2380 Performance Dr, Bldg C, Suite 150, Richardson, TX 75082**

## Organizational Chart

Halff has assembled a planning team comprised of professionals with expertise in every aspect of comprehensive and future land use planning. We believe in having a core group of highly experienced professionals who can be with you from beginning to end.



### LEGEND

- 1 Halff
- 2 Urbex Solutions
- 3 Mundo and Associates, Inc.

Technical Staff		
<b>Fiscal Sustainability</b> Felix Landry, AICP <sup>2</sup>	<b>Transportation Corridors</b> Staron Faucher, AICP <sup>1</sup>	<b>Public Engagement</b> Brianna Luna, AICP <sup>1</sup>
<b>Economic Development</b> Pam Mundo, AICP, CECD <sup>3</sup>	<b>GIS</b> Zongpei Tang, GISP, CFM <sup>1</sup>	<b>Infrastructure</b> Preston Dillard, PE <sup>1</sup>

To augment the services outlined in this SOQ, Halff can provide additional added-value services related to illustrative concepts, funding resources, code assessments, small area plans, and mobility planning.

## Staff Professional Certifications and Licensure

We have identified any special certifications, registrations, degrees, and professional designations held by each of the technical staff professionals proposed for this project on their individual resumes beginning on the following page.

## Resumes of Project Team Members



### Kendall Howard, AICP

Kendall manages the planning team in the Richardson office and serves as Project Manager for planning projects including comprehensive plans, park and recreation system master plans, special area plans, trail and bikeway master plans, and grant writing for communities. Kendall has experience in community, parks, and transportation planning in Texas, Oklahoma, and New Mexico communities. Prior to joining Halff, Kendall worked at the North Central Texas Council of Governments, focusing on development of the long-range transportation plan for the Dallas-Fort Worth region.

#### ROLE

**Project Manager**

#### EXPERIENCE

14 Years

#### AVAILABILITY

60%

#### EDUCATION

Master of City & Regional Planning, Green Cities and Transportation,  
University of Texas at Arlington

BS, History & Urban Studies,  
University of Texas at Austin

#### CERTIFICATIONS

American Institute of Certified Planners,  
Texas #027486

#### REPRESENTATIVE PROJECTS



##### **Forward Fate Comprehensive Plan, Fate, TX.**

**Project Manager** responsible for client coordination, internal team management, and development/review of materials. As one of the fastest growing cities in the Metroplex, the City of Fate sought a “new” comprehensive plan that would be grounded in fiscal resiliency and incorporation of Strong Town principles as they evaluate future development opportunities.

##### **Northlake Next Comprehensive Plan, Northlake, TX.**

**Project Manager** responsible for client coordination, internal team management, and development/review of materials. Northlake is a rapidly growing community in the northwestern part of the DFW Metroplex and sought an update to their community blueprint. Kendall also led the development of a small area plan for a new Town Center for the community.

##### **Picture Wilmer 2040 Comprehensive Plan, Wilmer, TX.**

**Project Manager** responsible for client coordination, internal team management, and development/review of materials. Wilmer is a community in southern Dallas County that has experienced significant industrial growth but lacks the residential and commercial growth the community desires. The Halff team utilized a scenario modeling approach to determine the benefits and trade-offs of growth and redevelopment patterns in the future.



*Award-winning project*



## Kelsey McNiece

Kelsey is an urban planner who has served as a Deputy Project Manager for a range of planning projects including comprehensive plans, corridor master planning, park and recreation system master plans, and active transportation plans across the DFW Metroplex. In this role, her primary responsibilities include client coordination, facilitating public engagement efforts, and drafting key recommendations and action strategies. She has worked with many communities ranging in size to develop creative solutions for implementing the plan vision.

### ROLE

**Deputy Project Manager**

### EXPERIENCE

7 Years

### AVAILABILITY

65%

### EDUCATION

Master of Urban Design,  
University of Michigan

BS, Urban Planning,  
Texas A&M University

### REPRESENTATIVE PROJECTS

#### **Picture Wilmer 2040 Comprehensive Plan, Wilmer, TX.**

**Deputy Project Manager** responsible for responsible for leading tasks, production, and community engagement. Wilmer is a community in southern Dallas County that has experienced significant industrial growth but lacks the residential and commercial growth the community desires. The Halff team utilized a scenario modeling approach to determine the benefits and trade-offs of growth and redevelopment patterns in the future.

#### **Forward Fate Comprehensive Plan, Fate, TX.**

**Project Planner** responsible for a new comprehensive plan for the City of Fate. As one of the fastest growing cities in the Metroplex, the City of Fate sought to produce a plan that would be grounded in fiscal resiliency and incorporation of Strong Town principles as they evaluate future development opportunities.

#### **I-35E and Loop 9 Corridor Study, Lancaster, TX.**

**Project Planner** responsible for the future land use and design guideline recommendations for infill, redevelopment, and corridor development along I-35E and the planned Loop 9 corridor, including a market assessment and preferred land use scenario to support targeted growth while preserving community character.

 *Award-winning project*



## Christian Lentz, AICP, CNU-A

Christian has extensive public-sector planning experience at the municipal, county, and regional levels throughout the Southeast and Midwest. He has served as both a municipal and regional planning director responsible for long-range planning, code administration, and the initiation of special planning projects to address community needs including corridor and community design, urban redevelopment, active transportation, and code development.

### ROLE

**Principal-in-Charge  
QA/QC Manager**

### EXPERIENCE

30 Years

### AVAILABILITY

35%

### EDUCATION

Master of City &  
Regional Planning,  
Clemson University  
  
BS, Political Science,  
University of Central Florida

### CERTIFICATIONS

American Institute of  
Certified Planners,  
Texas #015706  
  
Congress for the New  
Urbanism-Accredited

### REPRESENTATIVE PROJECTS

**Twin Lakes Master Plan, Shawnee, OK.**

**Project Manager** responsible for the preparation of a preferred development scenario for growth within the city’s Twin Lakes study area that balances future development with resource conservation. The plan addresses topics including land use, natural resources, transportation and utility infrastructure, community facilities, telecommunications/technology, housing, economic development, community design, and emergency services.

**Elevate Las Cruces Comprehensive Plan,**

**Las Cruces, NM. Deputy Project Manager** responsible for the City’s comprehensive planning update process. Elevate Las Cruces was built around four key themes that promote sustainable community growth. An intense planning process utilizing on-line and in-person public engagement methods complemented scenario modeling to generate future development maps that jointly facilitate steady growth and resource conservation.

**Endeavor 2045 Comprehensive Plan, Bartlesville, OK.**

**Project Manager** responsible for facilitating the City of Bartlesville’s comprehensive planning process. Endeavor 2045 addresses topics such as land use, transportation, housing, economic development, infrastructure, parks and recreation, environmental sustainability and more, with a strong emphasis on managing growth and enhancing quality of life.

*Award-winning project*



### ROLE

Technical Advisor

### EXPERIENCE

31 Years

### AVAILABILITY

40%

### EDUCATION

BS, Landscape Architecture,  
Oklahoma State University

### REGISTRATION

Professional Landscape  
Architect, Texas #2067

## Lenny Hughes, PLA

Lenny, Vice President and Practice Leader for Planning & Landscape Architecture, has experience in parks master planning and design, trails and bikeways, landscape architecture, project management, bidding and negotiations. Lenny has led the development of cutting-edge system-wide master plans. He has an extraordinary track record with successful grant applications for parks and trails, successfully securing over \$140M in grants and funding in the last 13 years.

### REPRESENTATIVE PROJECTS

#### Comprehensive Plan Update, Ennis, TX.

**Principal-in-Charge** responsible for overseeing the City's comprehensive plan update. The main elements included the FLUP, the Future Thoroughfare Plan (FTP), Parks and Recreation, and Trails. Focus areas include downtown, and four major road corridors. Through a process of comprehensive public engagement, Halff facilitated meetings with the Comprehensive Plan Action Committee, stakeholder groups, and the public at large, to define and articulate an overall vision for the future of Ennis.

#### Comprehensive Master Plan, Colleyville, TX.

**Principal-in-Charge** responsible for a comprehensive plan effort for an affluent community in the Dallas/Fort Worth Metroplex area of 24,500 residents. Key issues included revitalization of Colleyville Boulevard, updating the Thoroughfare Plan, updating the Future Land Use Plan, a concept design for one of the few remaining large tracts of land that was undeveloped within the City, and creating a "heart" for the community.

#### Highway 78 Corridor Study/Streetscape, Sachse, TX.

**Principal-in-Charge** for conceptual/schematic design for 3-miles of the SH 78 corridor in Sachse, Texas. The corridor study included design charrettes, public involvement meetings, and coordination with the key/major stakeholders and business owners along the corridor. The project included aesthetic design guidelines, gateway monuments, trail facility planning, and landscape plantings.



**Felix Landry,**  
AICP



**ROLE**

**Fiscal Sustainability**

**EXPERIENCE**

14 Years

**AVAILABILITY**

55%

**EDUCATION**

MS, Urban Planning, Texas A&M University;  
BS, Recreation, Parks, and Tourism Sciences,  
Texas A&M University

**REGISTRATIONS/CERTIFICATIONS**

American Institute of Certified Planners:  
Texas #026196

Felix has over 14 years of experience in long range planning and ordinance enforcement. He has extensive experience in spatial and financial modeling using GIS software, and data and policy analysis. Felix created a variety of processes designed to help cities understand the fiscal impact of regulating development patterns. This work regularly highlights the financial impact a vibrant downtown can deliver to the rest of the City.

- **City of Pflugerville Fiscal Analysis Report, Pflugerville, TX**
- **City of Canton Comprehensive Plan Update, Canton, TX**
- **City of Wilmer Comprehensive Plan, Wilmer, TX**
- **City of Forney, Comprehensive Plan, Forney, TX**



**Pamela Mundo,**  
AICP/CEcD



**ROLE**

**Economic Development**

**EXPERIENCE**

45 Years

**AVAILABILITY**

40%

**EDUCATION**

Master of City & Regional Planning, University of Texas at Arlington; BS, Geography, University of Wisconsin

**REGISTRATIONS/CERTIFICATIONS**

American Institute of Certified Planners: Texas #6850

Certified Economic Developer, International Economic Development Council #1090

Pam is the President of Mundo and Associates, Inc. She is duly certified as a city planner and economic developer. Her resilient and innovative plans result in pivotal development actions for cities that have attracted over \$1B in new development for Texas cities.

- **Hurst SH 10 Corridor Redevelopment, Hurst, TX**
- **Comprehensive Plan, Cross Roads, TX**
- **Comprehensive Plan, Henrietta, TX**
- **Plan for Community Resiliency and Economic Development, Smithville, TX**
- **Future Land Use Plan and Thoroughfare Plan Updates, Josephine, TX**



**Staron Faucher,**  
**AICP**

**ROLE**

**Transportation Corridors**

**EXPERIENCE**

17 Years

**AVAILABILITY**

40%

**EDUCATION**

Master of Environmental Studies, Baylor University; Master of Regional and City Planning, University of Oklahoma; BA, Environmental Studies and Communication Specialist, Baylor University

**REGISTRATIONS/CERTIFICATIONS**

American Institute of Certified Planners (AICP) #027693

Staron is an experienced multimodal transportation planner, focusing on local and regional planning. His experience includes numerous urban and transportation studies, including those related to bicycle and pedestrian infrastructure, connected and autonomous vehicles, complete streets, freight, context-sensitive solutions, corridor redevelopment, transit, land use, housing, demographics, zoning, parks, public outreach, and project implementation.

- **City of Fort Worth, Eastside Transportation and Land Use Study, Fort Worth, TX\***
- **City of Richmond, Traffic Mobility Plan, Richmond, TX**

*\*Prior to joining Halff*



**Zongpei Tang,**  
**GISP, CFM**

**ROLE**

**GIS**

**EXPERIENCE**

19 Years

**AVAILABILITY**

45%

**EDUCATION**

MS, Applied Geography (GIS Track), University of North Texas; BS, Economic, Geographic & Urban Planning, Yunnan University, China

**REGISTRATION**

Geographic Information Systems Professional (GISP), #160594

Certified Floodplain Manager, Texas #3921-21N

Zongpei's expertise focuses on GIS data spatial analysis, raster data modeling, geodatabase design, web map and application development, GIS data collection and management, professional map design and creation, quantitative Mobile Source Air Toxics analysis, and Carbon Monoxide Traffic Air Quality Analysis.

- **City GIS Hosting and Services, Ennis TX**
- **Balcones Hike & Bike Trail/FM 1382 Trail at Cedar Hill State Park, Cedar Hill, TX**
- **Trinity Trails East Side Extension Phase 1, Fort Worth, TX**
- **TxDOT Transportation Connections for Pedestrians & Bicycles, Fort Worth, TX**



**Brianna Luna,**  
**AICP**

**ROLE**

**Public Engagement**

**EXPERIENCE**

6 Years

**AVAILABILITY**

50%

**EDUCATION**

MS, City and Regional Planning, Clemson University; BS, Political Science, Texas A&M University at Texarkana

**REGISTRATIONS/CERTIFICATIONS**

American Institute of Certified Planners (AICP) #36785

Brianna is a Community Planner with six years of experience in the public and private sectors. Her planning interests include land use, community development, and public engagement. She holds a bachelor’s degree in political science and a Master of City and Regional Planning. Brianna aspires to create vibrant, resilient communities through placemaking and economic development.

- **City of Garland, On-Call Planning Services, Garland, TX**
- **City of Tyler, Comp. Plan, Tyler, TX**
- **SH 10 Corridor Redevelopment Study, Hurst, TX**
- **Nassau County Vision and Comprehensive Plan, Nassau County, FL**



**Preston Dillard,**  
**PE**

**ROLE**

**Infrastructure**

**EXPERIENCE**

39 Years

**AVAILABILITY**

45%

**EDUCATION**

BS, Civil Engineering, Texas A&M University

**REGISTRATIONS/CERTIFICATIONS**

Professional Engineer: TX #79277

Preston brings decades of experience in master planning, asset management, and program management, as well as water and wastewater conveyance and treatment planning and design. He has provided facility master plans for treatment facilities, master plans for wastewater collection systems and water distribution systems, and asset management plans for various assets. He also prepared regional water plans, design plans, specifications, and cost estimates, as well as conducted reclaimed water studies and construction administration for a variety of treatment and conveyance infrastructure components.

- **City of Fort Worth, Pipe Rehabilitation Program, Fort Worth, TX**
- **City of Haslet, Water Capital Improvements Plan, Haslet, TX**
- **City of Carrollton, NTTA Area Plan, Carrollton, TX**

# 3. Team's Experience, Technical Competence, and No Conflict of Interests

## Capability to Perform

We have established a team that not only has the depth of experience on similar projects involving FLUPs, but who has also worked collaboratively on such projects. Our team is local to the DFW Metroplex, which gives us a greater understanding of the local needs of the cities within the area. We have an understanding of the impact that a FLUP can have guiding growth and development in a community.

Since Halff worked with the City on the previous plan, our comprehensive planning approach and philosophy has evolved to incorporate scenario planning, fiscal analysis, and character-based future land use programs, which we feel align with the intended outcomes outlined in the RFQ.

## Experience with Ennis

Technical Advisor Lenny Hughes, PLA has extensive knowledge of the goals and vision of the City of Ennis. Lenny and the Halff Team worked with the City, to create the 2015 Comprehensive Plan. With this experience, our team can leverage our extensive insight and recommendations based on the plan that we helped create. We know the importance of providing the citizens of Ennis with a plan that features focused strategies to balance the community's historic charm with accommodating anticipated growth smart manner that is aligned with fiscal realities.

Our team also has the experience of providing recommendations for corridors within the City. The previous comprehensive plan included focus area analysis and recommendations for the Kaufman Corridor. Similarly, we can provide recommendations to enhance and protect the major corridors in the area, such as I-45, Highway 287, and Highway 34.



**Halff is currently working with the City to provide GIS web hosting services.**

Our GIS Task Lead, Zongpei Tang, GISP, CFM, is the Project Manager for these services and offers familiarity with the City. Our team has the necessary capability and experience to successfully evaluate and provide recommendations for the current and future needs that align with the City's vision, goals, and growth.

**Halff can confirm that we have no known conflicts of interest related to this project or the City of Ennis.**

## Relevant Planning Experience in the Past Five Years

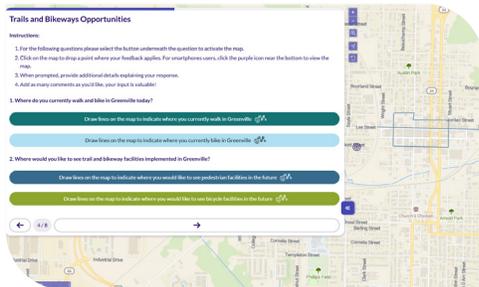
Our portfolio highlights expertise in community visioning and development, addressing growth, infrastructure, transportation, facilities, economy, branding, community character, and resiliency. Over the past five years and beyond, we've delivered successful projects tailored to these priorities. Our team is ready to apply this experience to guide the Ennis Future Land Use Plan.

RELEVANT PLANNING EXPERIENCE  (Name, Location & Year Completed)	Population Size	Technical Competence													
		Online & Social Media	Citywide Opinion Surveys	Open Houses/Design Charrettes	Future Land Use & Character	Growth Capacity & Infrastructure	Mobility & Thoroughfares	Economic or Fiscal Analysis	Special District Planning	Scenario Planning	Urban Design & Placemaking	Implementation Action Plan	Regulations and Ordinances	CIP and Cost Projections	Retained for Follow-Up Services
Richland Hills Comp. Plan, TX (2025)	8k	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Azle Comp. Plan, TX (2024)	14k	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Marble Falls Comp. Plan Update, TX (2024)	10k	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Twin Lakes Master Plan, Shawnee, OK (2024)	32k	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Picture Wilmer 2040 Comp. Plan, TX (2024)	7k	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Northlake Next Comp. Plan, TX (2024)	11k	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Endeavor 2045 Comp. Plan, Bartlesville, OK (2024)	38k	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Abilene Comp. Plan 2040, TX (2023)	124k	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Future Forney Comp. Plan, TX (2023)	39k	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Forward Fate Comp. Plan, TX (2022)	27k	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Sherman Comp. Plan, TX (2022)	47k	■	■	■	■	■	■	■	■	■	■	■	■	■	■
East Edmond 2050 Plan, OK (2022)	94k	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Leander Comp. Plan, TX (2021)	87k	■	■	■	■	■	■	■	■	■	■	■	■	■	■

## Examples of Successful Online Public Engagement in the Past Five Years

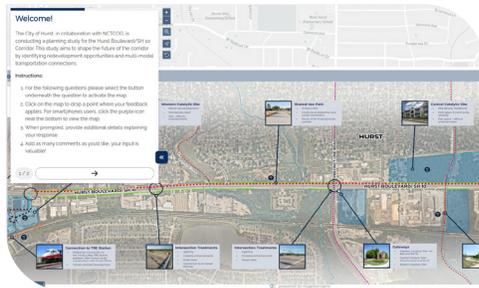
Halff has a strong history of successful online engagement through a variety of methods that can be dynamic as a plan progresses. Three examples of recent online engagement that have been successful are described below.

### Trails and Bikeways Master Plan, Greenville, TX



For this plan, Halff utilized Maptionnaire to create a project website that served as a launching point for community surveys, interactive maps, and virtual public meetings. When scoping the project, city staff shared that traditional in-person open house meetings typically didn't attract many people. They sought a virtual option to engage a broader audience. Hundreds of residents interacted with the site during the plan process, either through the survey or the interactive map. Their feedback helped identify additional opportunity corridors to shape the plan.

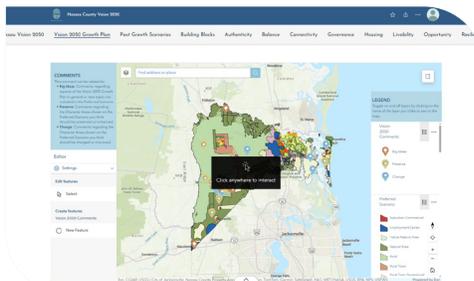
### SH-10 Corridor Redevelopment, Hurst, TX



In Hurst, Halff used the Maptionnaire platform to seek feedback on draft plan concepts for the corridor study. Plan concepts were overlaid on an interactive map in which site visitors could explore and leave a thumb's up or down pin and descriptive comment. In addition to the Maptionnaire platform, Halff also used SurveyMonkey for a community survey at the beginning of the project.

Nearly 800 respondents took the survey, which helped provide key feedback on how people use the corridor and how they envision using the corridor in the future.

### Vision 2050 Plan, Nassau County, FL



This plan sought to identify areas of growth, change, and preservation throughout Nassau County. Halff utilized ArcGIS StoryMaps to showcase different growth scenarios and solicit feedback on how the scenarios aligned with stakeholder's visions for the future. Nassau County recently was awarded the 'Outstanding Public Participation Award' from the First Coast Chapter of the

Florida Planning and Zoning Association in part because of the broad mix of in-person and online engagement opportunities.

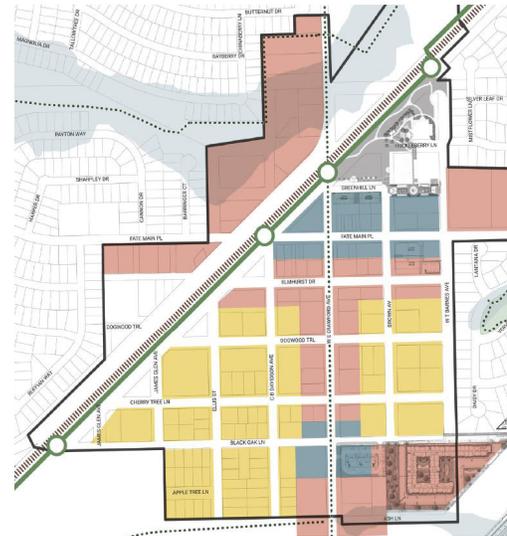
## Examples of Planning Experience in the Past Five Years

# Forward Fate Comprehensive Plan

City of Fate | Fate, Texas



CHARACTER AREAS MAP



The City of Fate is a growing suburban community within the northeast sector of the DFW Metroplex along the fast growing I-30 corridor. As a small community of 600 people in 2000, the city has seen exponential growth over the past 5-10 years with a population nearing 20,000 in 2021. Halff was contracted to develop a new community blueprint grounded in fiscal resiliency, and **incorporated Strong Town Principles** to allow future growth and development within the community to be sustainable and affordable, minimizing the financial burden on the residents of the community.

**Completed:** 2021

**Client Reference:**

Ryan Wells

City of Fate

972.772.4601 x100

[rwells@cityoffate.com](mailto:rwells@cityoffate.com)

**Link:**

[Forward Fate](#)

[Comprehensive Plan](#)

The Halff team began to chart a new path for the City providing the opportunity for long term sustainability for the community. Working with City staff and leadership, a character based future land use plan was created to complement the communities existing character while maintaining a sense of uniqueness and rural character the community wanted to preserve. A “fiscal checklist” was established based on seven core value statements generated during an extensive engagement process that included input from youth to adults and seniors. As part of the planning process, our team took a deeper dive and created two sub-area plans focused around downtown and the I-30 corridor. These sub-area plans provided a framework of flexibility based on the built environment and future market needs of the City. Additionally, to support and complement the future land use plan, a series of design standards were created to support the urban, pedestrian, and built environment character the community desired for future development.

# Future Forney Comprehensive Plan

City of Forney | Forney, Texas



The City of Forney partnered with Halff to create a 20-year comprehensive plan focusing on fiscal resilience and sustainable growth until 2045. Forney is a fast growing suburb in the Dallas-Fort Worth metroplex. Traffic congestion, municipal services, and amenities are among the top concerns as the City begins a new era in its development. Halff conducted a **thorough analysis of the City's spending patterns and developed multiple land use scenarios to show the impact on fiscal resilience**. The plan addresses the challenges of supporting future high growth and responsible development of remaining land to prevent urban sprawl. It also includes strategies to increase housing options in the historical downtown area while emphasizing safe interaction for vehicles and pedestrians with the railroad and maintaining efficient traffic flow. Additionally, the plan considers the placement of public facilities to support the growing population and enhance community amenities.

Halff coordinated with several parties to incorporate solutions that would be sustainable for all involved. Halff aligned our recommendations with several future projects from TxDOT to further develop farm-to-market roads in the community as well as the interests of the Economic Development Corporation (EDC) to promote bringing more business and development along US Route 80. Additionally, Halff coordinated with Forney ISD, the County, and several neighboring cities to plan for the influx of students and population that the ISD attracts.

**Completed:** 2023

**Client Reference:**

Peter Morgan  
 City of Forney  
 972.552.6655  
 pmorgan@forneytx.gov

**Link:**

[Future Forney Comp. Plan](#)

# Picture Wilmer 2040 Comprehensive Plan

City of Wilmer | Wilmer, Texas



Halff worked with the City of Wilmer to provide guidance for the physical development, redevelopment, and future direction of growth and governance within Wilmer's planning area. This planning process and resulting policies are critical to the City's ability to promote and manage growth, as well as protect and enhance key areas of importance while accommodating future trends. This includes identifying what makes the City unique, establishing the vision of what Wilmer wants to become in the future, and determining how Wilmer achieves that vision through ongoing execution of the implementation action plan. The major outcome of the comprehensive plan was the Future Development Map, a quantitative approach to **exploring alternative development patterns and the potential fiscal realities of growth and development, which was created through scenario modeling.**

While a full-scale update to the comprehensive plan was the primary outcome of this planning initiative, there were additional deliverables that bookended the plan. The first additional deliverable resulted in a new City of Wilmer Vision Plan containing community wide strategic objectives. The second additional deliverable is a Town Center and Belt Line Road Corridor Study that identifies key needs and opportunities for a defined area within the city. The collective deliverables were informed by a robust public engagement plan that utilized stakeholder listening sessions, City council member interviews, Comprehensive Plan Advisory Committee, public meetings, and a community wide survey to elicit thorough feedback.

**Completed:** 2024

**Client Reference:**

Rona Stringfellow

City of Wilmer

972.441.6373

rstringfellow@cityofwilmer.net

**Link:**

[Picture Wilmer 2040](#)

[Comprehensive Plan](#)

# Lewisville Business 121 Corridor Study

City of Lewisville | Lewisville, TX



Halff conducted a comprehensive corridor study for Business 121, an eight-mile arterial owned and operated by TxDOT, which functions as a primary gateway into Lewisville and a vital connection to the Old Town district. The development of the areas surrounding the corridor spans several decades, resulting in a patchwork of commercial, industrial, and multi-family buildings with inconsistent landscaping, pedestrian facilities, signage, and screening.

The project's purpose was to improve the experience for corridor users by recommending strategies for safety, beautification, economic development, access management, and enhanced multi-modal transportation. To address the corridor's varied character, five sub-areas were identified for detailed analysis of land use, zoning, streetscape, and roadway profiles. **Three catalytic sites were selected for future redevelopment scenario modeling, leveraging ArcGIS Urban in partnership with Esri.**

The implementation program is organized around three key themes: quality of place, economic vitality, and mobility. The study also incorporated resilience strategies, such as tree canopy preservation and multimodal transportation to reduce vehicle emissions. Public engagement included innovative activities like the "corridor on the floor" exercise.

The project is considered a signature effort for Halff, being one of the first corridor plans to integrate ArcGIS Urban at this scale. The plan was approved by City Council in January 2025, with future opportunities for design and implementation, including intersection improvements and streetscape enhancements.

**Completed:** 2025

**Client Reference:**

Michele Berry

City of Lewisville

972.219.3457

[mberry@cityoflewisville.com](mailto:mberry@cityoflewisville.com)

**Link:**

[Lewisville Bus.121](#)

[Corridor Study](#)

## Twin Lakes Master Plan

City of Shawnee | Shawnee, Oklahoma



**Completed:** 2024

**Client Reference:**

Rian Harkins  
Formerly with City of Shawnee  
402.570.5514

**Link:**

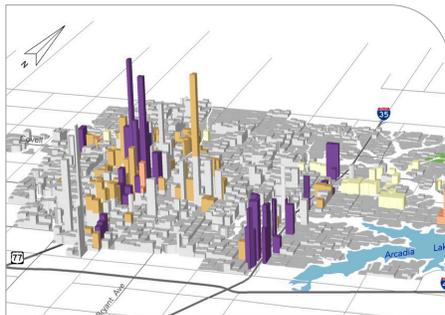
[Twin Lakes Master Plan](#)

The Twin Lakes Master Plan was commissioned by the City of Shawnee to provide a preferred development scenario for growth within the Twin Lakes study that balances future development with resource conservation. As a rural enclave within the municipal limits, but far from urban services, the Master Plan seeks to improve public service delivery to study area residents, increase visitor revenues, and improve overall water quality.

The master planning process included focus group meetings, a scenario workshop, public open houses, and conceptual plans for the City of Shawnee's four lakeside recreation areas. Research included an outdoor recreation market assessment and fiscal evaluation while the final report recommended investments and policies to promote a preferred long-term development scenario.

## East Edmond Fiscal Planning Study

City of Edmond | Edmond, Oklahoma



**Completed:** 2022

**Client Reference:**

Ken Bryan  
City of Edmond  
405.359.4790  
ken.bryan@edmondok.com

**Link:**

[East Edmond Fiscal Planning Study](#)

The City of Edmond initiated a process to assess potential development patterns in the eastern part of the city, which remains primarily rural. The primary goal of the study is to identify the associated costs and impacts of various development patterns and provide community leaders with data to make informed decisions about future development. A series of alternative development scenarios were developed that represent different patterns and intensities of development. Through collaboration with citizens and stakeholders, a preferred development scenario for East Edmond was created based on an analysis of the various scenarios and their associated fiscal and policy implications.

To support the development of this study, two advisory groups were created to work with the planning team: a Plan Advisory Committee made up of key stakeholders and a Technical Working Group made up of City of Edmond staff. The plan was adopted in spring 2022.

## Proposed Subconsultants

Halff has assembled a team specifically to complement each other's strengths, handle any number of project challenges, and with a work history on multiple projects.

**Our selected teaming partners are:**



**Urbex Solutions**  
**Fiscal Sustainability**

Urbex Solutions (Urbex)

has supported municipalities since 2016 by combining city planning best practices with advanced data analysis and geographic modeling. Their work includes comprehensive plans, ordinance updates, strategic plans, and fiscal impact studies that help communities maximize public investment returns, shape desirable land use patterns, and address long-term budget challenges by evaluating the fiscal outcomes of policy decisions.



**Mundo and Associates, Inc.**

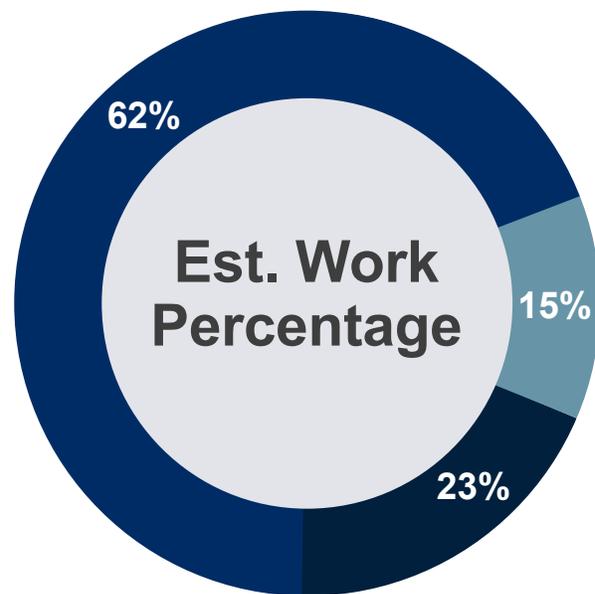
**Economic Development**

Mundo and Associates,

Inc. (Mundo) is an award-winning North Texas consulting firm providing City Planning, Economic Development, and Civil Engineering services. Since 2004, Mundo has supported public and private sector clients with locally tailored solutions, including master planning, redevelopment planning, market and fiscal impact analysis, and GIS mapping. Mundo also specializes in economic development strategies such as special district formation, incentive evaluation, and negotiations, supported by collaborative public engagement and implementation-focused recommendations.

## Estimated Work Percentage

Our commitment includes maximizing subconsultant participation to better serve our clients and their communities. Below shows the percentage of work to be performed by Halff and our teaming partners:



1



2



3

## Experience Working Together

Halff has a positive work history with each of our teaming partners, and has no doubt that our team will work together successfully on all future endeavors. We have worked with Urbex on comprehensive plan projects in Wilmer, Canton, and Forney as well as the Business 121 Corridor Study in Lewisville. We have worked with Mundo on the Hurst SH 10 Corridor Study.



## 4. Understanding Project Requirements and Work Plan Unique Approach

### Project Understanding

#### Ennis Today

Halff recognizes the City of Ennis wishes to update the Future Land Use Plan to reflect sustainable and fiscally responsible growth management while preserving the historic character of the community. Proactively updating long-range planning documents is crucial to keep the vision and goals aligned and account for change – whether anticipated or not. With a growing population of around 25,000 residents, annexations occurring since the adoption of the 2015 Comprehensive Plan, and increasing interest in a variety of new uses and development types, it is crucial Ennis is prepared to make important land use, infrastructure, and financial decisions.

Understanding the elements of the 2015 Comprehensive Plan is essential to inform the various components to be developed as part of the update to the Future Land Use Plan. Major focuses of the 2015 Comprehensive Plan to consider in this update include opportunities for redevelopment along major corridors, downtown revitalization, new development opportunities in underutilized areas of the city, an emphasis on livability for current and future residents, and sustainable growth with respect to infrastructure capacity and needs.

**We propose addressing the key opportunities highlighted on the following page that have momentum from the 2015 Comprehensive Plan as part of the update process.**



### 01: Reimagining the Kaufman Corridor

The 2015 Comprehensive Plan identified the corridor as a high-potential gateway where targeted public improvements could unlock significant private reinvestment, stabilize aging neighborhoods, and support a transition toward more diverse, higher-value land uses. Prioritizing this area also aligns with managed-growth principles by directing development toward locations that can accommodate mixed-use, entrepreneurial activity, and incremental redevelopment without straining city resources. Additionally, reaffirming this area of focus today continues to build on the foundational assessments of previous long-range planning efforts and advances City goals for a vibrant economy, smart reinvestments, and sustainability for city resources and services.



### 02: Planning for Growth Along S. 287

Planning for growth along Hwy 287 is increasingly important as Ennis has annexed additional ETJ land since the 2015 Comprehensive Plan, expanding development opportunities and the need for coordinated guidance. Hwy 287 serves as a major transportation corridor linking southern Ennis to the region and provides access to large areas of undeveloped land suitable for well-managed, cost-efficient growth. Its proximity to the city’s southern ETJ and the envisioned Lake Bardwell Development Area positions the corridor as a strategic location for new neighborhoods, employment areas, and recreation-oriented development.



### 03: Attracting People to Downtown

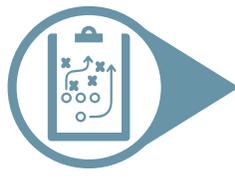
Since the adoption of the 2015 Comprehensive Plan, there has been tremendous effort to reinvest in Downtown Ennis. Considering the progress that has been made to revitalize a historic and economically vital place within Ennis, the City should continue this momentum by looking at opportunities to attract residents, visitors, and businesses. Goals of increased economic vibrancy within Ennis can be advanced through strategies that focus on activating Downtown with new uses, investing in placemaking, and establishing gateways along the major corridors that connect people to downtown.

## Approach

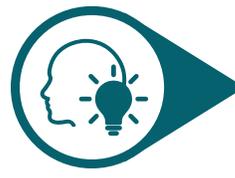
We suggest a four-phased approach for updating the comprehensive plan that acknowledges your accomplishments since adoption, reviews the areas of the plan that require modification, assesses current and future growth considerations, generates the series of maps requested in the RFQ, and provides implementable strategies that reflect the vision of staff, City officials, stakeholders, and the community at large. Community engagement is woven throughout each of the phases and is detailed further on [pages 36-37](#). The planning approach presented in this statement of qualifications is preliminary and can be customized to reflect your preferences, desired timeframe, and budget.



**DEFINE**



**CHART**



**ENVISION**



**APPLY**



### Phase 1 Defining Our Condition

Halff will work with Ennis staff to kick-off the project through initial coordination meetings and critical start-up tasks such as gathering data, establishing committees, preparing a community audit, and conducting visioning activities with stakeholders and the public.

#### Task 1.1 | Project Kick-off

- **Project Initiation Meeting.** Meeting between City staff and the Halff team to review project logistics, establish key milestones, request needed information, and establish stakeholder groups.
- **Data Request.** Halff will request relevant data, planning efforts, and background information to review at the outset of the planning process. Since Halff serves as the GIS administrator for the City, we will take inventory of the data we have internally before making additional requests

- **Public Engagement Plan (PEP).** The Halff team will work with staff to finalize the engagement strategies, timeline, and responsibilities for the planning process.
- **Establish Technical Working Group (TWG).** Establish an internal committee of key representatives from departments who will implement and utilize the recommendations of this plan to provide technical oversight, identify issues and opportunities, and vet plan recommendations.
- **Establish Plan Advisory Committee (PAC).** This committee will serve as a sounding board and guide the update to the Future Land Use Plan, making sure that the community vision is maintained throughout the planning process, and feedback is provided at key milestones.

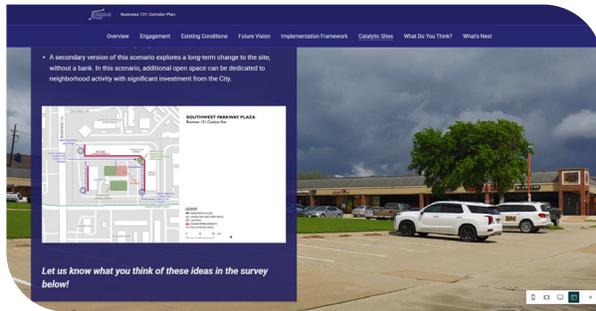
### Task 1.2 | Community Audit

- **Review of Relevant Planning Efforts.**  
Review current comprehensive plan, relevant plans and studies, and future and ongoing planning projects to identify accomplishments, changes, and areas of focus that will inform the Future Land Use Plan update.
- **Technical Working Group Meeting 01.**  
Facilitate a work session with city staff to understand how various departments seek to utilize the updated plan and associated maps to inform future decisions.
- **Base Map.** Develop an updated base map using GIS data to be utilized in analyses associated with this update.
- **Community Driving Tour.** Participate in a driving tour of Ennis with staff to learn more about issues and opportunities firsthand.
- **Community Development Trends.** Data collection and examination of the City's record of development, accomplishments of action items from the 2015 plan, and infrastructure planning (roads, water, etc.).
- **Population Estimates & Projections.**  
Evaluation of varying population projection models and other supporting demographics. Work with City staff to confirm a population projection for the horizon year to inform analyses identified in later phase of the plan process.

### Task 1.3 | Community Touchpoint 1: Visioning

- **Plan Advisory Committee (PAC) Meeting 01.** This initial meeting will introduce the project as a whole and outline the role of the PAC throughout the process. The goal of this meeting is to openly discuss issues and opportunities facing Ennis and establish desired outcomes of this plan update.
- **City Commission and P&Z Joint Work Session 01.** Conduct visioning session with the City Commission and Planning & Zoning Commission to gather input on future growth and development. As community champions, it is crucial that we work closely with elected and appointed officials during the plan update process.
- **Focus Group Listening Sessions.** A series of focus group meetings with community stakeholders to identify community issues, and opportunities. Halff will work with the City to identify specific stakeholders, but participants should reflect a cross-section of the community.
- **Market Stakeholder Interviews.** Interviews with large property owners, developers, and industry leaders to aid in defining the Ennis market and identifying opportunities for land use innovation and development.
- **Citywide Public Meeting 01.** Halff will plan for, assist in promotion of, and execute an engaging citywide public meeting to kick-off the planning process. This meeting will raise awareness and educate the community about the plan update and provide residents with the opportunity to contribute to the initial visioning for the plan direction.

4. Understanding Project Requirements and Work Plan Unique Approach



- **Online Public Engagement.** Develop a project website utilizing an online engagement platform available to Halff (Maptionnaire), that can serve as a single location for documenting the plan process and as the digital location for online engagement activities. At the beginning of the planning process, the functionalities of these platforms can be utilized to incorporate a communitywide survey and interactive mapping questions to solicit public input on opportunities, challenges, and overall vision for the plan. See [page 21](#) for examples of how these online engagement platforms have been successfully used by Halff.

**Phase 1 Key Deliverables:**

- Public Engagement Plan
- Community Audit Summary
- Engagement Results Summary

**Phase 1 Engagement Touchpoints:**

- Community Driving Tour
- Committee Meetings (PAC and TWG)
- City Commission and P&Z Joint Work Session 01
- Focus Group Listening Sessions
- Market Stakeholder Interviews
- Citywide Public Meeting 01
- Online Engagement – Project Website and Online Community Survey



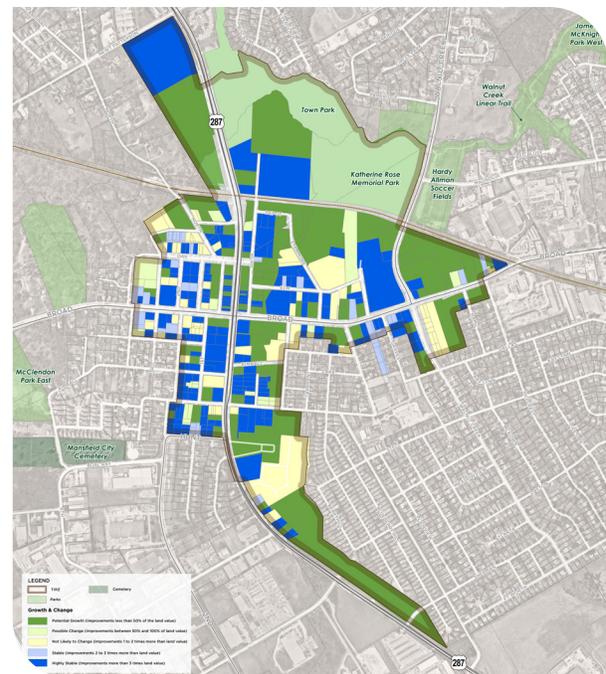
**Phase 2**  
**Charting Our Course**

This phase will formulate initial direction for updating the Future Land Use Plan and development of the additional mapping components requested as part of this process. Development of these plan elements will be informed by a variety of assessments, findings from information gathered in the initial phase, and input obtained during engagement efforts.

**Task 2.1 | Future Development Analysis**

A series of analyses will be conducted based on the existing plan elements to better understand what has changed since the previous plan adoption, what is performing well, and what additions need to be considered.

- **Susceptibility to Change Analysis.** Review of developable land considering vacant property and environmental features, as well as identifying areas that would be suitable for redevelopment or infill development.



- **Capacity for Change Analysis.** High-level assessment of Ennis' infrastructure network will be conducted to understand the capacity of the current water, wastewater, stormwater, and roadway networks and how projected growth would impact these systems.
- **Major Corridors.** Assessment of major corridors to understand and inventory current conditions such as current land use, traffic patterns, and other existing conditions using GIS data and analysis tools. This assessment will better inform recommendations for transitioning between uses and redevelopment opportunities.
- **Market Analysis.** Comprehensive evaluation of the current market conditions, trends, and opportunities within the Ennis area. The evaluations will use insights gathered from the stakeholder interviews, economic data, and real estate activity.
- **Identify Place Types.** Develop a series of place types, which are character-based land use categories tailored to an individual community. The place types generated for Ennis will have defined targeted land uses and development parameters that support desired development patterns, preserve existing character, and address land use compatibility. The place types will be used for scenario modeling (Task 2.2) and collectively inform the updated Future Land Use Map.
- **Analysis Touchpoint.** PAC Meeting 02 and TWG Meeting 02 to review key findings from engagement results, results from the above analyses, and draft place types.

### Task 2.2 | Scenario Development

- **Scenario Planning.** Preparation of GIS-based models of up to three (03) potential growth scenarios that show different land use patterns that represent possible futures for the city based on metrics related to population growth, development trends, infrastructure capacities, and other relevant data.
- **Fiscal Productivity.** Traditionally, scenario planning efforts focus on land use and public infrastructure characteristics. Our approach incorporates fiscal stewardship as a crucial component of the discussion and vision for the future. In order to determine the potential productivity of the three scenarios, a fiscal analysis will be conducted to depict the revenue per acre of the various place types.
- **Future Development Workshop.** Conduct a multi-day interactive workshop inviting the PAC, key stakeholders, elected and appointed officials, and the public to review and provide input and direction for the draft alternative future development scenarios. Additionally, this workshop will include a design charrette to explore ideas and concepts related to placemaking for up to two (02) areas of special consideration.
- **Preferred Future Development Scenario.** A preferred future development scenario will be created based on the input from the Workshop that reflects sustainable growth goals. The preferred scenario will be the basis for the updated Future Land Use Map identifying the ideal configuration of place types.

### Task 2.3 | Confirm Vision and Guiding Principles

Based on discussions held during previous meetings with staff, stakeholders, and the public, Halff will develop a vision and guiding principles for the plan that reflect overarching community goals and create a framework for guiding strategic development, investment, and preservation throughout Ennis.

### Task 2.4 | Community Touchpoint 2: Scenario Planning Review

Hold a meeting with the PAC and a joint work session with the City Commission and P&Z Commission to review the draft Preferred Development Scenario (Task 2.2) and Vision and Guiding Principles (Task 2.3).

#### Phase 2 Key Deliverables:

- Future Development Analysis Summary
- Alternative Development Scenarios & Fiscal Productivity
- Preferred Development Scenario
- Vision and Guiding Principles

#### Phase 2 Engagement Touchpoints:

- Committee Meetings (PAC and TWG)
- Future Development Workshop
- City Commission and P&Z Joint Work Session 02



### Phase 3 Envisioning Our Future

In this phase, Halff will determine the updates to the plan recommendations utilizing the findings from the engagement activities and analysis series and generate an implementation plan with actionable strategies to guide execution of the plan.

#### Task 3.1 | Future Development Program

- **Future Land Use Map.** An updated future land use map with associated narrative describing the land use categories, intended character, and development parameters will be crafted.
- **Corridor Analysis Maps.** Map per major corridor with redevelopment opportunities and changes in land use patterns.
- **Economic Development Opportunity Maps.** A graphic presentation of the opportunities for economic development will be created to identify key development sites which demonstrate the opportunity for short-, mid- and/ or long-term development feasibility. The viability of utilizing Public Improvement Districts (PIDs), Tax Increment Revitalization Zones (TIRZs), Neighborhood Empowerment Zones (NEZs) and other financing tools to assist in the development or redevelopment efforts will be incorporated into the development of the maps.
- **Fiscal Productivity and Life-Cycle Costing and Mapping.** The scenario planning exercises will guide the creation of Fiscal Productivity Mapping. The final maps will illustrate a Return on Investment trend outcome and two alternative approaches to future development.

- **Redevelopment and Infill Potential Map.** Analysis of the land use and fiscal maps can identify undeveloped and underutilized properties currently receiving the full suite of public services. These types of properties hold incredible return on investment potential if developed appropriately. Our approach will give stakeholders the opportunity to identify these properties and visualize how various approaches to redevelopment and infill efforts could impact the city physically and financially.
- **Impact Fee Scenario Map.** Conceptual maps based on the future land use and capacity analysis to show potential impact fee service areas, land use intensity zones, and growth areas where cost-of-service may influence future financing strategies.
- **ETJ Growth and Annexation Map.** With the recent limitations on municipal annexation in Texas, the planned land use and development in the ETJ is more complex. This map will illustrate potential, feasible and catalytic opportunities where development is a collaborating effort to benefit the property owner and the City. Feasibility will include the use of Municipal Development Districts (MDD), Tax Increment Financing (TIF), and financing opportunities provided in collaborating with the City.

### Task 3.2 | Implementation Program

Halff will prepare an implementation program to provide measurable actions for implementing plan recommendations. Action items will be categorized and will include information on the type of strategy, timeframe, responsible entities, and prioritization.

### Task 3.3 | Community Touchpoint 3: Review Draft Recommendations

This meeting series will present the opportunity for elected and appointed officials, committee members, and the public to review and provide feedback on the draft plan update, including draft maps, draft recommendations and the proposed implementation program.

- PAC Meeting 04
- City Commission and Planning and Zoning Commission Joint Work Session 03
- Citywide Public Meeting 02

### Task 3.4 | Draft Plan Update

Halff will prepare a draft Future Land Use Plan that documents all of the analysis and engagement from previous phases, incorporates all mapping, recommendations, and the implementation action program produced in this phase. A meeting with the TWG will be held to review the draft plan.

#### Phase 3 Key Deliverables:

- Draft Future Development Program Maps and Recommendations
- Draft Implementation Program
- Draft Plan Document

#### Phase 3 Engagement Touchpoints:

- Committee Meetings (PAC and TWG)
- City Commission and P&Z Joint Work Session 03
- Citywide Public Meeting 02



## Phase 4 Applying Our Program

The final updated plan will be produced based on feedback from key staff, committees, and elected and appointed officials in the previous phase and will conclude with a formal adoption process.

### Task 4.1 | Final Plan Update

Following the meetings to review the draft plan update by city officials, committees, and the public, feedback will be incorporated into the final draft plan. Halff will review additional updates with staff during a work session.

### Task 4.2 | Community Touchpoint 4: Final Plan Review

This meeting series will provide the opportunity for review of the final plan and seek endorsement of the comprehensive plan update for approval.

- PAC Meeting 05
- TWG Meeting 05

### Task 4.3 | Plan Adoption

- **Adoption Hearings – City Commission & P&Z.** Seek approval of the Future Land Use Plan update from the applicable approving bodies. Coordinate project close-out materials with City staff.

#### Phase 4 Key Deliverables:

- Final Plan Document

#### Phase 4 Engagement Touchpoints:

- Committee Meetings (PAC and TWG)
- Adoption Hearings (City Commission and P&Z)



## Community Outreach Program

### Public Engagement

An inclusive and equitable engagement strategy is key to effectively keep your stakeholders and community informed and engaged in the planning process. Our recommended planning process and the plan vision must reflect the input and ideas of your community’s broadest possible cross-sections.

Our team has developed a comprehensive engagement strategy that incorporates input and feedback from Ennis staff, boards and commissions, the plan committee, and elected officials to create a broad and inclusive planning process. This strategy requires a combination of conventional in-person and interactive online digital engagement to reach out to the entire community and not just accommodate those who show up to in-person opportunities. At the start of the plan update, the Halff team will develop a Public Engagement Plan with the City that will guide engagement efforts, communicate anticipated schedule, and highlight the proposed engagement methods for various points in the planning process.

## Plan Promotion

We will work with you to determine which communication tools are most appropriate for disseminating information about the planning process. We also commit to working with the City to advertise the planning process through existing City resources and other methods.

Communication methods may include:

- City Website
- Strategic Media Pushes
- Fliers/Newsletters (Print & Digital)
- Social, SMS, and Email Updates

## Outreach tools

We propose balancing conventional and digital engagement methods that are adapted to meet different populations where they are.

Below is a sampling of both conventional and digital engagement methods within the Halff toolbox. We will work with you to determine the best mix of engagement strategies for this project and can adapt to changing needs during the duration of the project.

### Conventional Methods

- **Plan Advisory Committee.** We will rely heavily on the City-appointed Plan Advisory Committee (PAC) to provide oversight of the process, give direct feedback on plan materials and recommendations, and serve as ambassadors for the planning process. When appointing PAC members, we recommend that the City considers the breadth of each member's potential constituency or social network so we can amplify our collective efforts to advertise the planning process.

- **Technical Working Group (TWG).** A staff committee comprised of key department leaders that creates direct access to necessary data, serves as informed counsel on municipal processes and capacities, and participates in organization-wide plan implementation.
- **Elected and Appointed Official Meetings.** Regular meetings with City leadership for the development of this plan will help build buy-in for the plan earlier in the process.
- **Focus Group Listening Sessions.** We will conduct a series of focus group meetings with key stakeholders during the initial stages of the project.
- **Citywide Workshop.** An interactive workshop can be facilitated to solicit input for developing alternative land use scenarios for the City and other identified opportunities associated with project recommendations.

### Digital Methods

- **Online Mapping.** We can augment public surveys with online mapping tools to solicit feedback on a wide range of topics and geographies. Interactive online maps can allow participants to answer structured questions or to spatially identify issues.
- **Online Surveys.** An online-surveys during the initial visioning stage will enhance the planning process by obtaining critical knowledge from the community.

## Proposed Timeline

The Halff team is prepared to complete the Ennis Future Land Use Plan update within a 12-month planning period. The durations for each of the four planning phases presented in the previous section are estimates, and individual tasks may overlap due to the iterative nature of the planning process.

The estimated timeline and key community outreach activities are outlined below and further detailed in our proposed approach. This timeline and associated activities may be modified as needed during the contract negotiation process.

	MONTH	1	2	3	4	5	6	7	8	9	10	11	12
<b>PHASES</b>													
<b>Phase 1: Define</b>		■	■	■									
<b>Phase 2: Chart</b>				■	■	■	■						
<b>Phase 3: Envision</b>							■	■	■	■	■		
<b>Phase 4: Apply</b>											■	■	■
<b>COMMUNITY OUTREACH*</b>													
Project Initiation Meeting	✓												
Community Driving Tour		✓											
PAC Meeting		✓		✓		✓			✓		✓		
TWG Meeting		✓		✓		✓			✓		✓		
Focus Groups			✓										
Public Meeting			✓								✓		
Market Stakeholder Interviews			✓										
Online Public Engagement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Online Survey			✓										
Future Development Workshop					✓								
City Commission, P&Z Joint Work Session			✓			✓					✓		
Adoption Meetings (City Commission, P&Z)													✓

\*Specific outreach activities described in the approach on [pages 30-37](#)

# Statement of Qualifications Signature Form



## STATEMENT OF QUALIFICATIONS CERTIFICATION & SIGNATURE PAGE

**Project/RFQ Title:** 26-108-04 Professional Planning Services for the Development of a Future Land Use Plan

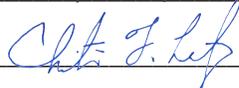
The undersigned hereby certifies that:

1. The information contained in this Statement of Qualifications (SOQ) is true and correct to the best of my knowledge.
2. The firm has not engaged in collusion with other firms, City staff, or other parties to gain an unfair advantage in this process.
3. The firm agrees to comply with all applicable federal, state, and local laws, statutes, ordinances, rules, and regulations.
4. The individual signing below has full authority to bind the firm to the commitments made in this SOQ.
5. The firm acknowledges receipt of all addenda issued for this RFQ (if any).

**Firm Name:** Halff Associates, Inc.

**Authorized Representative (Print):** Christian Lentz, AICP, CNU-A

**Title:** Vice President | Principal-in-Charge & QA/QC Manager

**Signature:** 

**Date:** February 2, 2026

**Address:** 2380 Performance Dr, Bldg C, Suite 150, Richardson, TX 75082

**Phone:** 501.653.7519

**Email:** clentz@halff.com



February 2, 2026

Katrina Roberson, Senior Purchasing Manager - City of Ennis  
107 N. Sherman St. Ennis, TX 75119

Dear Honorable Mayor and City Commission,

**Houseal Lavigne** is pleased to submit this proposal for the Ennis Future Land Use Plan assignment. Our team of professionals provides the skills necessary to create a responsive and visionary Future Land Use Plan that meets the needs of the Ennis community. We are excited about the prospect of working with you on this important assignment.

Houseal Lavigne has been an industry leader for over 20 years and is recognized nationally for planning, outreach, zoning, urban design, graphics, and geospatial innovation. Since our inception, Houseal Lavigne has worked with more than 450 communities in 31 states and developed over 250 comprehensive plans. In Texas, we have worked on land use and comprehensive planning projects in Dallas and Sunnyvale.

Houseal Lavigne has been nationally recognized for innovation and leadership in planning. Our firm received the APA's National Planning Excellence Award for an Emerging Planning and Design Firm, along with top national honors such as the Smart Cities Award and Best County Plan Award. We have earned numerous state and national awards across categories including comprehensive planning, community engagement, strategic planning, innovation, and healthy communities. Our continued leadership in technology has been recognized with multiple Esri Special Achievement in GIS (SAG) Awards and Esri's Most Innovative Partner Award.

We are fortunate to be joined by **Livable Plans and Codes** and **TischlerBise** for this assignment to provide additional local insight and assist with aligning land use with the City's zoning regulations and to address fiscal productivity, life-cycle costing, economic development, and impact fee scenario planning as part of the Future Land Use Plan. Livable Plans and Codes is a Texas-based planning consulting firm who specializes in evaluating, writing and updating zoning and land development regulations. TischlerBise is a recognized leader in fiscal and economic analysis and will ensure that the Ennis Future Land Use Plan is guided by a solid understanding of current and future market and economic conditions and supports the community's fiscal sustainability.

We appreciate the opportunity to be considered for this important project and look forward to the prospect of collaborating with you and the entire Ennis community on the development of the new Future Land Use Plan. If you have any questions regarding this submittal, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John Houseal', is written over a blue horizontal line.

John Houseal, FAICP, Partner and Co-Founder  
312-372-1008 x101, [jhouseal@hlplanning.com](mailto:jhouseal@hlplanning.com)

Houseal Lavigne, 188 W Randolph St, Suite 200, Chicago, IL 60601

CITY OF ENNIS, TX

# PROFESSIONAL PLANNING SERVICES FOR THE DEVELOPMENT OF A FUTURE LAND USE PLAN

Statement of Qualifications  
Reference #26-108-04

FEBRUARY 2, 2026

**BUSINESS ADDRESS:**

Houseal Lavigne  
188 W. Randolph St. Suite 200  
Chicago, IL 60601



in partnership with **Livable Plans and Codes**  
and **TischlerBise**



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# EXECUTIVE SUMMARY

**The pages that follow outline our Project Team’s qualifications to work with Ennis to successfully complete an innovative and implementable Future Land Use Plan for integration into the City’s Comprehensive Plan to guide Ennis to preserve and enhance its unique character, livability, and sustainability while becoming more fiscally sustainable and resilient in the decades to come.** It proposes a planning process that includes an effective mix of in-person and online engagement tailored to the textures of the community and designed to ensure that all residents and stakeholders can contribute to the Future Land Use Plan. This will occur alongside a thorough analysis of past and current plans and existing conditions and the Unified Development Ordinance to align land use with goals and objectives of the Comprehensive Plan.

Our Project Team, including firm Partner John Houseal, FAICP, and Project Manager Cody Ferguson, PhD, AICP, is imminently qualified to undertake this assignment drawing Houseal Lavigne’s more than twenty years’ experience working with hundreds of communities across the country to create award-winning, implementable plans. Our team will also include Project Manager/Senior Planner and GIS Analyst, Sujan Shethra, AICP who will lead GIS data analysis and mapping, Planner II, Jacob Moser, AICP who will assist with all aspects of the planning process, and other planners and experts from our team as needed. Our staff of 30 include more AICP-certified planners as a proportion of our team than likely any planning firm in the country and our work has been recognized by awards from the American Planning Association (APA), 13 APA state chapters, and Esri.

Together with our partners on this project, Livable Plans and Codes and TischerlBise, and leveraging our relationship with Esri as a Gold Partner, we will draw on the latest GIS technology and industry-leading expertise to work with Ennis to integrate economic, fiscal, infrastructure, transportation, housing considerations and land use to create a data-driven and community-grounded Future Land Use Plan. That final deliverable will be accessible, visually attractive, and implementable. If selected for this important project, our team will be available to begin this project immediately.

# KEY STAFF MEMBERS QUALIFICATIONS AND EXPERIENCE

We strive to develop strong working relationships with our clients and consider ourselves an extension of City staff, maintaining an open and ongoing dialogue throughout the entire planning process. We will work closely with the City of Ennis to ensure that the final product reflects true collaboration.

For the Ennis Future Land Use Plan assignment Partner, **John Houseal**, will provide project oversight and QA/QC at key intervals throughout the project. Project Manager, **Cody Ferguson**, will serve as the day-to-day project manager with City staff. Cody will also be responsible for facilitating public engagement events, leading key meetings, and overseeing the development of all plan materials and project deliverables produced by the Project Team. Planner II, **Jacob Moser**, will support public engagement efforts and the internal development of plan content. Project Manager, **Sujan Shrestha**, will manage GIS and spatial analysis tasks to inform planning and decision-making. Studio Lead, **Trisha Parks**, will serve as project QA/QC.

The Project Team is ready to begin work immediately with highly qualified staff devoted to your project. We have reviewed the project requirements outlined in the RFQ and can assure you that key staff assigned to the Future Land Use Plan assignment are available to start work and will keep to the required project timeline. In anticipation of multiple planning projects, we have sufficient staffing to complete the steps outlined in our proposed Scope of Work.

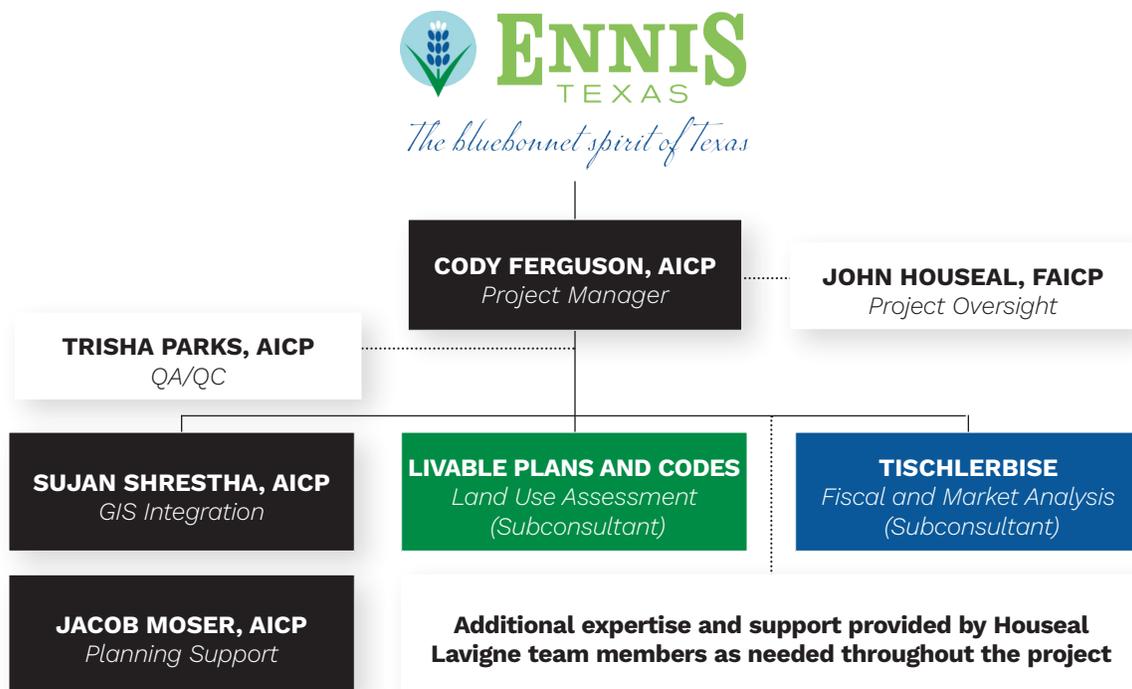
The following pages include resumes for key members of our Project Team. Firm leadership will lead and remain directly involved throughout the project, ensuring experienced oversight, consistent engagement, and QA/QC. Our 30-person team brings proven expertise in planning, urban design, outreach, and implementation, supported by specialized skills in research, GIS, data analysis, maps and graphics, and document production. Additional expertise and support provided by Houseal Lavigne team members as needed throughout the project.

## SUBCONSULTANTS

**Livable Plans and Codes** will be assisting with this project. Livable Plans will provide local and specific insight into the planning process gleaned from its experience working with Ennis on the Comprehensive Plan and expertise and experience in land use and land use regulation. We anticipate Livable Plans and Codes will contribute approximately 5% of the total work performed for the Future Land Use Plan.

**TischlerBise** will be contributing its expertise in fiscal and market analysis and economic development specifically in developing the economic development opportunity, fiscal productivity and life-cycle costing and mapping, and impact fee scenario mapping portions of the Future Land Use Plan. We anticipate that TischlerBise will contribute approximately 10% of the total work performed for the Future Land Use Plan.

**We have successfully worked with both Livable Plans and Codes and TischlerBise on a number of projects.** These include working with Livable Plans on Codes on the the Sunnyvale, Texas Comprehensive Plan (in process) and with TischlerBise on the Dublin, Ohio Comprehensive Plan (completed in 2024), and the West Valley City, Utah General Plan (in-process).





# CODY FERGUSON

## PROJECT MANAGER AICP

### EDUCATION

PhD in United States History,  
Arizona State University

Master of Arts in United  
States History,  
Northern Arizona University

Bachelor Of Arts History and  
Political Science,  
Carroll College

### MEMBERSHIPS

American Planning  
Association (APA)

APA-MT (Montana Division)

### CERTIFICATIONS

American Institute of  
Certified  
Planners (AICP)

### AWARDS

2022 Montana Governor's  
Award for  
Excellence in Performance

### PUBLICATIONS

"This is Our Land": Grassroots  
Environmentalism in the  
Late-Twentieth Century. New  
Brunswick: Rutgers University  
Press, 2015

"Power to the People":  
Grassroots Advocacy for  
Environmental Protection  
and Democratic Governance  
in the Late 20th Century,"  
in The Nature of Hope:  
Grassroots Organizing,  
Environmental Change, and  
Political Change, edited  
by Char Miller and Jeffrey  
Crane, University Press of  
Colorado and Utah State  
University Press, co-authored  
with Paul Hirt, 2018

"Really, it's a Beautiful Green  
Valley": Old West Imagery  
and New West Ideas in the  
Construction of Place in  
Southern Arizona in the  
1960s," Journal of the West  
54, No. 3 (Summer 2015),  
27-36

"You Are Now Entering a  
National Sacrifice Area: The  
Energy Boom of the 1970s  
and the Radicalization of the  
Northern Plains," Journal of  
the West 53, No. 1, (Winter  
2014), 70-78

Cody is a Project Manager with Houseal Lavigne, where he manages planning projects including comprehensive plan updates and zoning reforms. He has managed numerous planning projects in the West including comprehensive plan updates, planning assessments, sub-area plans, zoning and subdivision regulations, infrastructure plans, and heritage plans. He played a key role in reforming Montana's land use planning statutes and has stood up and led technical assistance programs that enabled hundreds of western communities to secure federal funding for critical infrastructure and to eliminate lead from drinking water.

Before joining Houseal Lavigne, Cody served as the Community Planning Program Manager at the Montana Department of Commerce and Legislative Organizing Director for the Northern Plains Resource Council. He also taught history, environmental studies, and sustainability as an assistant professor at Fort Lewis College.

A published author and scholar, Cody's work includes the book *This Is Our Land: Grassroots Environmentalism in the Late Twentieth-Century* (Rutgers, 2015).

His expertise in planning, project leadership, and community engagement makes him a dynamic and effective project manager.

## PROJECT EXPERIENCE

### COMPREHENSIVE PLANS

- Dublin, OH
- Helena, MT
- Logan, UT
- McHenry County, IL
- Olathe, KS
- Springville, UT

### ZONING AND DEVELOPMENT REGULATIONS\*

- Hamilton, MT
- Livingston, MT
- Stevensville, MT

### SUBAREA PLANS\*

- Broadwater County, MT

### PROJECT MANAGEMENT AND INITIATIVES\*

- Salt River Canal Trail System Interpretive Master Plan (AZ) - Salt River Project (2014)
- Salt River Stories, Geolocated Mobile Optimized Digital Interpretive Program - Phoenix Metropolitan Area (2013)
- Growth Policy Update including Digital Twin, City of Lewistown, Montana (2023)
- Montana Community Planning Platform (2023)

- Montana Lead Drinking Water Service Line Inventory Program (2023)

- Stormwater Plan and Design, City of Malta Business and Industrial Development District, Montana (2023)

- Preliminary planning assessment, City of Troy, Montana (2021)

- Preliminary planning assessment, Town of Plains, Montana (2021)

- American Rescue Plan Act - Montana Water and Sewer Technical Assistance Program (2023)

- Stories of the REACH Geolocated Mobile-Optimized Digital Interpretive Program for Hanford REACH National Monument Museum (2014)

- Nature, Culture, and History at the Nation's Edge Public Humanities Project (AZ) - National Endowment for the Humanities (NEH) (2014)

### STRATEGIC PLANNING\*

- Montana Department of Commerce - Overhauled and Digitized Community Planning Grant Programs
- Legislative Planning for Northern Plains Resource Council (2019)
- International Studies Program Planning, Our Lady of the Lake University, (2016)

### STATE POLICY IMPLEMENTATION\*

- StoryMap of Lands Suitable for New Housing Development in Montana Cities to comply with Montana Land Use and Planning Act (2023)

- Best Practices for ADUs to comply with Montana statutory reforms (2023)

- Best Practices for zoning and subdivision regulation revisions to comply with Montana statutory reforms (2023)

- Contributed to drafting of the Montana Land Use Planning Act (2023)

- Montana Infrastructure Funding from the American Rescue Plan Act, (2021)

- Montana Model Subdivision Regulations, (2021)

- Montana Growth Policy Resource Book, (2020)

- Montana Capital Improvement Planning Manual, (2020)

\* Work conducted at another firm.



# JOHN HOUSEAL

**PARTNER, CO-FOUNDER** FAICP

John Houseal is recognized as one of the most innovative and effective practitioners in the field of urban planning. Described as a “true champion for cities,” John has worked with hundreds of cities across the globe providing solutions and leadership to help tackle increasingly complex challenges. His work has made a significant difference in communities worldwide. The American Institute of Certified Planners has elected John to the College of Fellows, the profession’s highest distinction, in recognition of his contributions and influence on the planning profession. He has been a featured speaker at several national events for issues related to urban innovation, graphic communication, context sensitive design, environmental responsibility, and the changing global culture of mobility, and his work has been featured in several publications. In addition to his professional work, John is deeply committed to education and community. John taught urban planning at the graduate level at the University of Illinois at Chicago and helped develop a highly effective AICP training program, instructing thousands of planners over the past twenty years. In his own community he developed and taught a community leadership program and co-created a local entrepreneurial philanthropy organization to serve as an innovation engine for community improvement.

## EDUCATION

Master of Environmental Planning,  
Arizona State University

Bachelor of Environmental Sciences,  
University of Michigan

## MEMBERSHIPS

American Planning Association (APA)

American Institute of Certified Planners Inducted Fellow (FAICP)

## EXPERIENCE

### COMPREHENSIVE PLANS

*155+ Comprehensive Plans including:*

- Aurora, CO
- Bentonville, AR
- Cañon City, CO
- El Paso County, CO
- Flint, MI
- Frederick, CO
- Jackson, MO
- Jackson, TN
- Jenks, OK
- Springfield, MO
- St. Cloud, MN
- Sunnysvale, TX
- Tipton, IN
- Windsor, CO

*\* Work conducted as municipal staff*



# TRISHA PARKS

**STUDIO LEAD** AICP

Trisha is a Studio Lead at Houseal Lavigne, shaping the firm’s distinct visual style and advancing 3D and GIS-based visualizations. Focusing on visual communication, she creates illustrative maps, graphics, renderings, branding collateral, and document layouts that make planning concepts clear, compelling, and engaging. With expertise in ArcGIS, Adobe, SketchUp, and CityEngine, Trisha bridges the gap between the planning process and final deliverables, ensuring seamless integration and exceptional quality. As Studio Lead, she upholds Houseal Lavigne’s commitment to excellence, overseeing projects that have earned national awards, including work for Cañon City, Colorado; El Paso County, Colorado; Holly Springs, North Carolina; Fort Wayne and Allen County, Indiana; and Oshkosh, Wisconsin. Trisha is a certified planner with the American Institute of Certified Planners and holds Esri’s ArcGIS professional certification, underscoring her expertise and dedication to the field.

## EDUCATION

Masters of Urban Planning and Policy, Certificate in Geospatial Analysis and Visualization, University of Illinois at Chicago

Bachelor of Science in Architecture,  
University of Illinois at Champaign-Urbana

## MEMBERSHIPS

American Planning Association (APA)

APA-IL (Illinois Division)

IL GIS Association

## CERTIFICATIONS

American Institute of Certified Planners (AICP)

ArcGIS Desktop Professional,  
Issued by Esri

ArcGIS Desktop Associate,  
Issued by Esri

## EXPERIENCE

### COMPREHENSIVE PLANS

- Ardmore, OK
- Aurora, CO
- Bentonville, AR
- Brentwood, MO
- Cañon City, CO
- Clarksville-Montgomery County, TN
- El Paso County, CO
- Fayette County, WV
- Fort Lupton, CO
- Grand Junction, CO
- Gunnison, CO
- Jenks, OK
- Morrisville, NC
- Oak Creek, WI
- Opelika, AL
- Schaumburg, IL
- Springfield, MO
- Sunnysvale, TX

*\* Work conducted as municipal staff*



# JOSH KOONCE

PRACTICE LEAD AICP

Josh is a Practice Lead with Houseal Lavigne, managing successful planning projects across Illinois, Indiana, Colorado, Tennessee, Alabama, Wisconsin, and South Carolina. Josh has led APA award-winning comprehensive plans in Colorado, Tennessee, and Indiana. Josh's work is grounded in clear communication and a people-first approach to community planning. He excels at engaging communities and working with committees, boards, and commissions. He combines an external perspective with practical insights into municipal government, often serving as a liaison between officials, organizations, and stakeholders to build relationships and define visions for projects. Before joining Houseal Lavigne, Josh was the staff planner and zoning coordinator for the Village of Maywood, Illinois. There, he liaised with multiple committees, conducted zoning and development reviews, and managed projects ranging from homeowner improvements to large mixed-use developments. He also led GIS tasks and secured over \$1 million in grants to enhance planning initiatives. As a certified planner with the American Institute of Certified Planners and an active APA member, Josh stays connected with planning professionals and best practices. He is passionate about helping communities navigate challenges and leverage local assets through creative, thoughtful planning.

## EDUCATION

Master of Urban Planning and Policy, University of Illinois at Chicago

Bachelor of Arts In Sociology and English, Trinity Christian College

## MEMBERSHIPS

American Planning Association (APA)  
APA-IL (Illinois Division)

## CERTIFICATIONS

American Institute of Certified Planners (AICP)

## EXPERIENCE

### COMPREHENSIVE PLANS

- Anderson, SC
- Cañon City, CO
- Clarksville-Montgomery County, TN
- Clemson, SC
- Commerce City, CO
- Fort Wayne-Allen County, IN
- Grand Junction, CO
- Gunnison, CO
- Helena, MT
- Jackson, MO
- Jefferson County, MO
- Jenks, OK
- Kershaw County, MO
- Milliken, CO
- Opelika, AL
- Sunnyvale, TX
- St. Charles County, MO
- Wauwatosa, WI



# SUJAN SHRESTHA

PROJECT MANAGER AICP

Sujan is a Senior Urban Planner and Project Manager who helps communities navigate complex growth challenges and develop implementable strategies for their future. He leads multi-jurisdictional planning projects across the United States, working with local governments to translate their community vision into actionable policies, land use frameworks, and implementation strategies that guide decision-making and attract investment. His approach integrates market analysis, demographic trends, and land use data to develop comprehensive plans, equitable development strategies, and transit-oriented development frameworks that respond to each community's unique context and goals. Sujan conducts rigorous analysis to evaluate growth scenarios, identify opportunities and constraints, and build consensus among elected officials, residents, and stakeholders around data-informed solutions. He excels at making complex planning concepts accessible, presenting findings to stakeholders in ways that foster productive dialogue and shared understanding. He mentors planning staff on analytical approaches and has established firm-wide best practices that ensure rigorous, data-driven analysis across all projects. Prior to his current role, he contributed to published research at Carnegie Mellon University's Remaking Cities Institute on visualization technologies for municipal planning, and led post-disaster reconstruction research in Nepal following the 2015 Gorkha Earthquake, resulting in two peer-reviewed publications.

## EDUCATION

Master of Urban Design, Carnegie Mellon University

Bachelor of Architecture, Purbhanchal University

## MEMBERSHIPS

American Planning Association (APA)

## CERTIFICATIONS

American Institute of Certified Planners (AICP)

## EXPERIENCE

### COMPREHENSIVE PLANS

- Claremont, CA - Housing Element
- Clarksville-Montgomery County, TN
- Clemson, SC
- Dallas, TX
- Dublin, OH
- Fayette County, WV
- Fremont, NE
- Fort Wayne/Allen County, IN
- Glen Ellyn, IL
- Grand Junction, CO
- Gunnison, CO
- Harvey, IL
- Hillsborough, CA - Housing Element
- Northfield, IL
- Oak Creek, WI

*\* Work conducted as municipal staff*



Jacob is a Planner II with Houseal Lavigne who specializes in design, infusing each project with creative expertise and engaging graphic visualizations. Jacob is passionate about the built environment and urban design strategies, advocating for safer, sustainable, and well-designed communities. From comprehensive plans to downtown plans, he bridges technical urban planning ideas to illustrative narratives, effectively telling each community's story. Before joining Houseal Lavigne, Jacob received his Bachelor of Science in Architecture from the University of Minnesota-Twin Cities and worked as an architectural designer developing commercial, industrial, and multifamily buildings. Looking to expand his skillset, Jacob developed his GIS and mapping skills working with U-Spatial creating storymaps and graphics for various university staff as well as the Minnesota Humanities Center. Jacob utilizes his combined design and planning aptitude to provide a pragmatic background for creating realistic and livable solutions. As a certified planner with the American Institute of Certified Planners, Jacob is dedicated to upholding a high quality of work that effectively serves each community he works in. With a wide variety of skills and knowledge, he provides the team with creative recommendations and technical solutions for every project that gets put on his desk.

**EDUCATION**

Bachelor of Science in Architecture,  
Minor in Urban Studies,  
University of Minnesota,  
Twin Cities

**MEMBERSHIPS**

American Planning Association (APA)

**CERTIFICATIONS**

American Institute of Certified Planners (AICP)

**EXPERIENCE**

**COMPREHENSIVE PLANS**

- Anderson, SC
- Commerce City, CO
- Dublin, OH
- Green Bay, WI
- Helena, MT
- Hillsborough, CA
- Huntley, IL
- McHenry County, IL
- Olathe, KS
- Opelika, AL
- Portage, MI
- St. Cloud, MN
- Sunnyvale, TX
- Wauwatosa, WI

*\* Work conducted as municipal staff*

**Jayashree Narayana, AICP, CNU-A**  
Principal



With over 29 years of public and private sector experience, Jay has worked on several award-winning planning initiatives.

**Form-Based Code Experience: Livable Plans and Codes, LLC. (2013 - present)**

- Panther Island Form-Based Code Update, City of Fort Worth, Texas: Leading the up-date to the Panther Island FBC to implement a renewed vision for a urban neighborhood that takes advantage of the investment in a by-pass channel on the Trinity River and urban canals as the stormwater infrastructure.
- Pilot Area Form-Based Code, City of Arlington, Texas: Leading the development of the city's first form-based code with Downtown being the pilot area with the goal of streamlining development regulations and eliminating barriers to redevelopment that can facilitate the connection between UT Arlington and the Entertainment District ( AT&T Stadium and Globe Life Field).
- East Berry Street Corridor Plan & Corridor Code, City of Fort Worth, Texas (underway with KHA as the lead firm): Leading the development of a Corridor Redevelopment code structure based on the city's mixed-use zoning tools that would apply to E Berry and future redevelopment corridors. Anticipated adoption and city-initiated zoning in Fall of 2024.
- East Lancaster Street Sub-Area Plan and Corridor Code, City of Fort Worth, Texas (underway with WSP as the lead firm). Leading the development of an implementing form-based code based on the Corridor Redevelopment Code structure under development. Anticipated city-initiated zoning in 2025.
- SH 199 Corridor Redevelopment Code and on-call support, City of Samson Park, Texas (current). LPC led the development of a master plan and implementing form-based code (LITE) with a focus on redevelopment of a mile long aging commercial corridor -- SH 199 in the city of Sansom Park and missing-middle neighborhood transitions along the parallel corridors (code adopted in 2021). The code is light on the form-based elements and focuses mainly on allowing good development to happen by eliminating barriers such as deep setbacks and use-based parking requirements and adding multi-family entitlement by right along the corridor. LPC is also on contract to support the review of projects in an on-call capacity.

**Professional Credentials & Affiliations**

**Education:**

- Master of Business Administration (Concentration in Real Estate Finance & Development), University of Texas at Arlington, Texas
- Master of Urban & Regional Planning, Virginia Polytechnic Institute and State University, Blacksburg, Virginia
- Bachelor of Architecture, Bangalore University, India

**Professional Affiliations:**

- Resource Council Member - Form-Based Codes Institute
- Accredited Member, Congress for the New Urbanism (CNU)
- Member, American Institute of Certified Planners (AICP) (certificate no. 014918)
- Member, American Planning Association
- Past President, Midwest Section of the American Planning Association, Texas Chapter

[jay@livableplans.com](mailto:jay@livableplans.com)



### **Julie Herlands, AICP, Vice President**

Julie Herlands is Vice President with TischlerBise and has 24 years of planning, fiscal, and economic development experience. Prior to joining TischlerBise, Ms. Herlands worked in the public sector in Fairfax County, Virginia, for the Office of Community Revitalization and for the private sector for the International Economic Development Council (IEDC) in their Advisory Services and Research Department. Her economic, fiscal impact, and impact fee/infrastructure finance experience includes a wide range of assignments in over 15 states. She is a frequent presenter at national and regional conferences including serving as co-organizer and co-presenter at a half-day AICP Training Workshop entitled *Fiscal Impact Assessment* at the American Planning Association National Planning Conference. A session on impact fees and cash proffers presented at the APA National Conference is available through the APA training series, *Best of Contemporary Community Planning*. **She has served as Chair of the Economic Development Division of the APA and chaired the APA Task Force on Planning and Economic Development.**

#### **EDUCATION**

Masters of Community Planning, University of Maryland  
Bachelor of Arts, Political Science, University of Buffalo

#### **RELEVANT EXPERIENCE**

- Oklahoma City, Oklahoma – *Fiscal Impact Analysis of Growth Scenarios; Fiscal Impact Model*
- Beaufort County, South Carolina – *Fiscal Impact Analysis of North Beaufort Plan*
- Bexar County, Texas – *Fiscal Impact Analysis of Annexation Alternatives*
- Corpus Christi, Texas – *Fiscal Impact Analysis of Comprehensive Plan Alternatives*
- Georgetown, Texas – *Fiscal Impact Model*
- Taylor, Texas – *Fiscal Impact Model*

### **L. Carson Bise, II, AICP, President**

Carson Bise started his career as a local Planner in Virginia, and has over 30 years of fiscal, economic and planning experience. He **has conducted fiscal and infrastructure finance evaluations in 37 states, including the Commonwealth of Virginia.** The applications which Mr. Bise has developed have been used for evaluating multiple land use scenarios, specific development projects, annexations, urban service provision, tax-increment financing, and concurrency/adequate public facilities monitoring. Mr. Bise is also a leading national figure in the calculation of impact fees, having completed over 200 impact fees. Mr. Bise has also written and lectured extensively on fiscal impact analysis and infrastructure financing. **His most recent publications are *Fiscal Impact Analysis: Methodologies for Planners*, published by the American Planning Association, a chapter on fiscal impact analysis in the book *Planning and Urban Design Standards*, also published by the American Planning Association, and the ICMA IQ Report, *Fiscal Impact Analysis: How Today's Decisions Affect Tomorrow's Budgets*.** Mr. Bise was also the principal author of the fiscal impact analysis component for the Atlanta Regional Commission's Smart Growth Toolkit and is featured in the recently released AICP CD-ROM Training Package entitled *The Economics of Density*. Mr. Bise is a past Board of Director of the Growth and Infrastructure Finance Consortium and **Chaired the American Planning Association's Paying for Growth Task Force.**

#### **EDUCATION**

M.B.A., Economics, Shenandoah University (Virginia)  
B.S., Geography/Urban Planning, East Tennessee State University  
B.S., Political Science/Urban Studies, East Tennessee State University

#### **SELECTED FISCAL/ECONOMIC IMPACT ANALYSIS EXPERIENCE**

- Oklahoma City, Oklahoma – *Fiscal Impact Analysis of Growth Scenarios; Fiscal Impact Model*
- Beaufort County, South Carolina – *Fiscal Impact Analysis of North Beaufort Plan*
- Bryan, Texas – *Fiscal Impact Analysis of Annexing Rellis Campus*
- Burleson, Texas – *Fiscal Impact Analysis of Chisolm Summit Annexation*
- College Station, Texas – *Fiscal Impact Model*
- Denton, Texas – *Fiscal Impact Analysis of Comprehensive Plan Alternatives*
- Leander, Texas – *Development Impact Model*
- Tyler, Texas – *Cost of Land Uses Fiscal Impact Analysis*

# TEAM'S EXPERIENCE, TECHNICAL COMPETENCE, AND NO CONFLICT OF INTERESTS

**Houseal Lavigne Associates, LLC., founded in 2004 by John Houseal, FAICP and Devin Lavigne, FAICP, is an urban planning, zoning, design, and geospatial solutions firm focused on powering the art of planning with science and technology.** Over the years we have focused on leveraging new technologies to deliver evidence-based decision-making along with geographically compelling and effective storytelling. We specialize in immersive environments and 3D, planning and zoning scenario modeling and testing, GIS and geospatial analysis, and graphic communication and visualization. We pride ourselves on creativity, collaboration, and critical thinking. Our team is built on strong relationships, the exchange of ideas, and a commitment to innovation. Our priorities are to do good, work smart, have fun, and provide visionary, responsive, and viable solutions to our clients and partners.

Houseal Lavigne has worked with hundreds of communities across the United States and has established itself as one of the planning profession's most innovative and impactful planning firms. Houseal Lavigne has won multiple national awards including the APA's National Excellence Award for an Emerging Planning and Design Firm, the Excellence Award for County Planning from the APA County Division, and the Smart Cities Award from the APA Technology Division. In addition to awards received from numerous local, regional, and national organizations, our firm has won more than twenty-five APA Chapter Awards from multiple states throughout the country in categories including comprehensive planning, strategic planning, outreach, implementation, community health, and best tool or practice. Houseal Lavigne was also awarded Esri's most Innovation Partner Award and has won four Esri Special Achievement in GIS Awards for our digital twins, 3D modeling, scenario testing, and immersive environments.

## OFFICE AND STUDIO LOCATIONS

*Primary Office:* **Chicago, IL**

*Studios:* **Milwaukee, WI | Los Angeles, CA  
Seattle, WA | Helena, MT | Detroit, MI**

We have worked on more than:

# 650

Projects

Across more than:

# 450

Communities

With experience across:

# 031

States

Between a total of:

# 005

Offices



# CORE PRINCIPLES

**At Houseal Lavigne, our core principles have been the cornerstone of our success from the very start.**

These guiding tenets reflect our deep commitment to urban planning and shape every project we undertake. By consistently honoring these principles, we build lasting trust with our clients, foster strong professional relationships, and create innovative solutions that not only meet but exceed expectations. This dedication has positioned us as one of the most respected and effective firms in the industry, driving meaningful results for the communities we serve.

## COMMITMENT TO CREATIVITY

We prioritize vision and creativity as essential elements of effective planning and design, delivering innovative and engaging ideas tailored to local needs.

## TECHNOLOGY INTEGRATION

We lead the industry in leveraging emerging technologies to enhance the planning process, improve public engagement, support data-driven decision-making, and create impactful results.

## CRITICAL THINKING

We employ rigorous analysis to evaluate facts and assumptions, asking the right questions to uncover the best solutions, and utilizing data to support evidence-based decision-making.

## VISUAL COMMUNICATION

We emphasize the power of visualization, using illustrative and graphic techniques to make planning, zoning, and development concepts clear, accessible, and engaging for all stakeholders.

## PARTNER-FOCUSED COLLABORATION

We believe successful collaboration is built on strong partnerships, fostering trust and a "team first" mindset to achieve project goals.

## ENHANCED COMMUNITY ENGAGEMENT

We champion community stewardship through inclusive stakeholder engagement, ensuring that every project is grounded in the voices and needs of the community.



## FIRM DETAILS

**Year Founded:** 2004

**Number of Employees:** 30

**Business Type:** Limited Liability Company (LLC)

## PARTNERSHIP WITH ESRI

Houseal Lavigne is an Esri Gold Business Partner, giving our team access to a variety of cutting-edge technologies and programs. This relationship has allowed us to explore how technology can support a data-driven and visually compelling approach to planning. Additionally, it has provided us the opportunity to collaborate with Esri in shaping best practices and enhancing the integration of their services within the planning profession.

GIS and geospatial technologies are integral to all our service areas, including Comprehensive Planning, Land Planning and Site Design, Visualization, and Community Engagement efforts. Houseal Lavigne has been earned the ArcGIS Online, ArcGIS Urban, and Release Ready Specialty Certifications from Esri, recognizing our expertise in implementing and utilizing the ArcGIS Platform.

It should be noted that Houseal Lavigne is only one of a two urban planning firms in the United States to have been awarded the ArcGIS Urban Specialty Designation, further exemplifying our commitment to being at the forefront of GIS technology for urban planning.



## RECENT AWARDS

### 2025

Kane County Plan of the Year: Algonquin Comprehensive Plan

NC APA Marvin Collins Award for a Small Area Plan: Wake Forest Downtown Plan

IL APA Daniel Burnham Award for a Comprehensive Plan: Guiding DG Comprehensive Plan and Supporting Plans

AL APA Outstanding Plan for Communities under 50,000: Opelika 2040 Comprehensive Plan

WI APA Best Practice Award: Tosa Tomorrow 2045 Comprehensive Plan

ESRI Special Achievement in GIS (SAG) Award: "The Ville" Digital Twin; St. Louis Neighborhood Revitalization; St. Louis Development Corporation

### 2024

TAPA County Planning Division Award of Excellence: Clarksville Montgomery County Comprehensive Plan

Kane County Plan of the Year: Batavia Downtown Plan

NC APA Marvin Collins Award: Wake Forest Community Plan

IN APA Hoosier Planning Award for Outstanding Comprehensive Planning: All in Allen Comprehensive Plan

TAPA Outstanding Plan for Large Jurisdiction: Clarksville-Montgomery County Comprehensive Plan

### 2023

NC APA Marvin Collins Award (Honorable Mention) for a Small Area Plan: Holly Springs Northeast Gateway Master Plan

ESRI Innovation Award: Use of ArcGIS System in an Innovative or Disruptive Way

ESRI Special Achievement in GIS (SAG) Award: Riverside, CA RHNA Housing Opportunity Finder

### 2022

CO APA General Planning Award (Honors): Your El Paso Master Plan

CO APA General Planning Award (Merit): Picture Cañon City Comprehensive Plan

CA APA Inland Empire Section Excellence Award for Large Jurisdiction Comprehensive Plan: Riverside Housing Element

MO APA Outstanding Public Outreach Award: Springfield Forward SGF Comprehensive Plan

# COMMUNITY ENGAGEMENT



## COMMUNITY ENGAGEMENT TOOLS AND TECHNIQUES

Community outreach is a cornerstone of the planning process. Houseal Lavigne's outreach process can be tailored to include a variety of traditional (face-to-face), web-based, and grass roots activities. Our outreach tools are award-winning, cost effective, and successful at engaging members of the community who otherwise may not get involved in the planning process. We can tailor our outreach approach to ensure the most effective, responsive, and appropriate engagement program for any assignment. Our goal is to establish a sense of community stewardship for our clients' communities, and increase the likelihood of success over time.

**3,200+**

Aurora Places team has engaged more than 3,200 residents, businesses and city staff in the making of this plan.

### COMMUNITY CONVERSATION

Aurora Places is built on a foundation of community input resulting from an ambitious outreach campaign.

The community and planning team collaborated to present and online, at events, in small groups, and community-wide workshops in 2015 and 2016. The planning team interviewed individuals, held focus groups and community workshops, conducted online surveys, hosted the iMap interactive mapping tool, and distributed do-it-yourself (DIY) workshop kits to local outreach teams. To ensure that the city's non-English speaking community had an opportunity to participate, the Aurora Places team conducted outreach in six languages.

**800**  
RESPONSES

The online surveys generated almost 800 responses.

**500**  
MAP POINTS

The community mapped more than 500 assets, issues and concerns using iMap, a web-based application developed by Houseal Lavigne Associates.

**6**  
LANGUAGES

Outreach was conducted in English, Spanish, Korean, Amharic, Somali and Burmese.

**55**  
DIY + LOT

Do-it-yourself (DIY) workshop kits distributed to local outreach teams (LOT) resulted in input from 1,000+ residents.

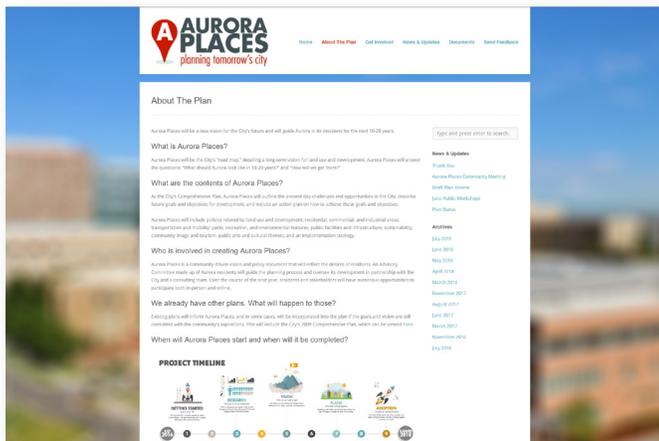
## FLYERS AND DO-IT-YOURSELF (DIY) KITS

Whether a church group, neighborhood association, book club, or bridge team, in English or a another language, DIY Workshop Kits offer residents an opportunity to host their own workshops, promoting grass roots engagement. Our visually appealing flyers are used to build interest within the community and encourage residents to be part of the planning process.

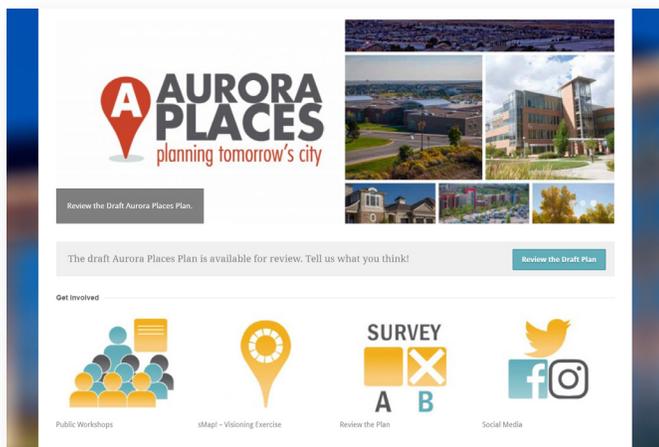




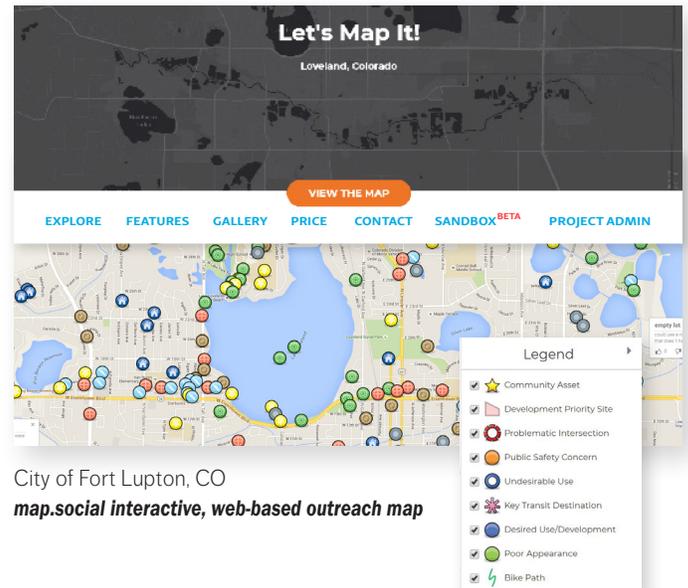
City of Aurora, CO "Aurora Places" Project Website



About the Plan



Get Involved



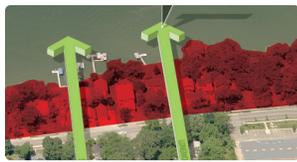
City of Fort Lupton, CO  
map.social interactive, web-based outreach map

## MAP.SOCIAL

map.social, a web-based community issues mapping tool, features interactive project websites. Specifically developed by Houseal Lavigne Associates, this award-winning tool allows website visitors to identify, map, and comment on geographic areas of concern; as well as valued community amenities. map.social simplifies the mapping process and familiarizes residents with all areas of the community in a manner that is exciting, interactive, and effective. Input from residents allows us to create a composite map of community issues—establishing community goals and objectives. By integrating the various traditional and web-based community engagement methods, such as linking a project website with an existing community homepage to centralize interactive outreach platforms; utilizing map.social, our interactive web-based engagement tool; as well as press releases, notices, and newsletters, we are able to reach the broadest level of community participants.

# APPROACH TO PLANNING

**Our philosophy of community planning, visioning, goal setting, and implementation is built on a foundation of professional experience, sound planning and design practices, and a track record of award-winning projects.** Our approach combines extensive community outreach and participation, highly illustrative and user-friendly maps and graphics, and utilization of available technologies. Our process will help establish a community vision, set community goals, and foster community consensus. Our approach to this assignment will include and be guided by the following core principles, which will allow us to successfully engage the community, develop viable and visionary solutions, and comprehensively respond to local issues and needs.



## FOCUS PLANNING AND DEVELOPMENT

Houseal Lavigne specializes in community planning, urban design, and economic development, providing creative, flexible, and responsive solutions tailored to client needs.



## FOUNDATION OF EXPERIENCE

Houseal Lavigne brings national experience in planning, visioning, implementation, economic development, and urban design, managing comprehensive projects and guiding communities with proven strategies.



## ENGAGING COMMUNITY OUTREACH

We excel at inclusive, engaging outreach that builds stewardship and consensus, ensuring all voices are heard and considered in every planning process.



## ILLUSTRATIVE FORMAT AND QUALITY GRAPHICS

We use a distinctive, graphic-driven approach to planning, producing reports and plans that are attractive, clear, and easy to understand.



## TECHNOLOGY INTEGRATION

We integrate GIS, websites, surveys, polling, and 3D renderings to enhance planning, producing attractive, compatible maps and graphics supporting informed decisions.



## VISION, CREATIVITY, AND INNOVATION

We emphasize vision and creativity, working with communities to craft plans that capture local character, introduce new ideas, and maximize resources.



## TARGETED IMPLEMENTATION

Our plans emphasize implementation, outlining clear next steps, responsibilities, timing, and funding to ensure actionable decisions and realize the community's vision.



## COMMITMENT TO CLIENT SATISFACTION

We prioritize client satisfaction, building strong, lasting relationships through responsiveness, reliability, and service that often makes us an extension of staff.

# RELEVANT EXPERIENCE

**Houseal Lavigne has established itself as one of the top planning firms in the United States.** The firm strengthens communities through creative, dynamic, and viable approaches to planning, design, and development. By creating a clear and practical unifying vision, developing achievable and implementable plans and concepts, fostering innovative community involvement programs that reach a broad cross-section of stakeholders, crafting sustainable growth and resilient economic development strategies; our team provides the expertise necessary to improve the relationship between people and their environment.

Houseal Lavigne has worked on over 650 projects across more than 450 communities nationwide. In that time, we have directed more than 250 comprehensive/master plans and more than 60 downtown/TOD plans, 100 corridor plans, 75 special area plans, 80 zoning ordinances, design guidelines and related assignments. Our national experience includes planning, design, economic, and zoning assignments in Alabama, Arkansas, Arizona, California, Colorado, Connecticut, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Carolina, Ohio, Oklahoma, Pennsylvania, South Carolina, Utah, Tennessee, Texas, Virginia, Washington, West Virginia, and Wisconsin.

## PLANNING EXPERIENCE

- Anderson, SC
- Ardmore, OK
- Aurora, CO
- Battle Creek, MI
- Bentonville, AR
- Brentwood, MO
- Benton Harbor, MI
- Brookfield, IL
- Brownsburg, IN
- Bristol, VA
- Cañon City, CO
- Cape Code, MA
- Carpentersville, IL
- Cary, IL
- Centerton, AR
- Clarksville-Montgomery County, TN
- Clemson, SC
- Columbia County, GA
- Commerce City, CO
- Coralville, IA
- Council Bluffs, IA
- Countryside, IL
- Crestwood, MO
- Crothersville, IN
- Culver, IN
- Dallas, TX
- Downers Grove, IL
- Dublin, OH
- Eden Prairie, MN
- Edinburgh, IN
- El Paso County, CO
- Fairview Heights, IL
- Flint, MI
- Forest Park, IL
- Fort Dodge, IA
- Fort Lupton, CO
- Fort Wayne-Allen County, IN
- Frederick, CO
- Freeport, IL
- Galesburg, IL
- Gardner, KS
- Geneva, IL
- Glen Ellyn, IL
- Grafton, WI
- Grand Junction, CO
- Green Bay, WI
- Greenwich, CT
- Gunnison, CO
- Helena, MT
- Hudson, OH
- Itasca, IL
- Jackson, MO
- Jackson, TN
- Jenks, OK
- Kenilworth, IL
- Lisle, IL
- Marion, IA
- Maywood, IL
- McHenry County, IL
- Milliken, CO
- Morrisville, NC
- Mundelein, IL
- Muskogee, OK
- New Buffalo, MI
- North Aurora, IL
- Niles, IL
- Northfield, IL
- Oakbrook Terrace, IL
- Oak Creek, WI
- Oak Park, IL
- Palos Heights, IL
- Peoria Heights, IL
- Pingree Grove, IL
- Pleasant Hill, IA
- Plainfield, IL
- Plainfield, IN
- Richton Park, IL
- River Forest, IL
- Schaumburg, IL
- Sioux City, IA
- St. Charles, IL
- St. Cloud, MN
- Summerville, SC
- Tipton, IN
- Tipton County, IN
- University City, MO
- Wake Forest, NC
- Wauwatosa, WI
- Westmont, IL
- Windsor, CO
- Wyoming, MI

**Planning Projects Completed in the Last Five Years**

<b>LOCATION</b>	<b>PROJECT</b>	<b>COMPLETED</b>
Helena, MT	Land Use Plan	11/2025
Downers Grove, IL	Comprehensive Plan	12/2025
Helena, MT	Land Use Plan	11/2025
Algonquin, IL	Comprehensive Plan	11/2025
McHenry County, IL	Comprehensive Plan	11/2025
Jefferson County, MO	Master Plan	11/2025
East Hazel Crest, IL	Comprehensive Plan	11/2025
Galena, IL	Comprehensive Plan	9/2025
Green Bay, WI	Comprehensive Plan	6/2025
Anderson, SC	Comprehensive Plan	4/2025
Wauwatosa, WI	Comprehensive Plan	2/2025
Dublin, OH	Community Plan	2/2025
Springfield, IL	Downtown Master Plan	1/2025
Milliken, CO	Comprehensive Plan	12/2024
Wake Forest, NC	Downtown Plan	12/2024
Portage, MI	Master Plan	12/2024
Dallas, TX	Comprehensive Land Use Plan	9/2024
Lenexa, KS	Comprehensive Plan	7/2024
Clarksville-Montgomery County, TN	Comprehensive Plan	3/2024
Countryside, IL	Comprehensive Plan	3/2024
Urbandale, IA	Comprehensive and Vision Plans	12/2023
Springfield, MO	Comprehensive Plan	8/2023
Park Forest, IL	Downtown Master Plan	6/2023
Fayette County, WV	Comprehensive Plan	5/2023
Wake Forest, NC	Community Plan	7/2022
Morrisville, NC	Land Use Plan	9/2021
Cañon City, CO	Comprehensive Plan	6/2021

**Select Planning Projects Completed in the Last Five Years with Successful Online Public Engagement**

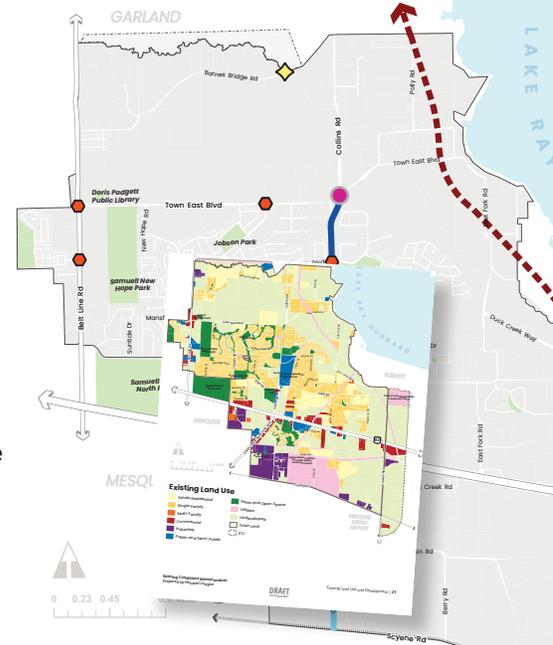
<b>LOCATION</b>	<b>PROJECT</b>	<b>COMPLETED</b>
Sunnyvale, TX	Comprehensive Plan	Expected 11/2026
Dallas, TX	Comprehensive Plan	9/2024
Helena, MT	Land Use Plan	11/2025

*Most of our planning project include integrated in-person and online engagement. The three listed below represent two examples from Texas and one of our most recently completed projects, managed by our proposed Project Manger.*

Sunnyvale, Texas

**IMAGINE SUNNYVALE COMPREHENSIVE PLAN**

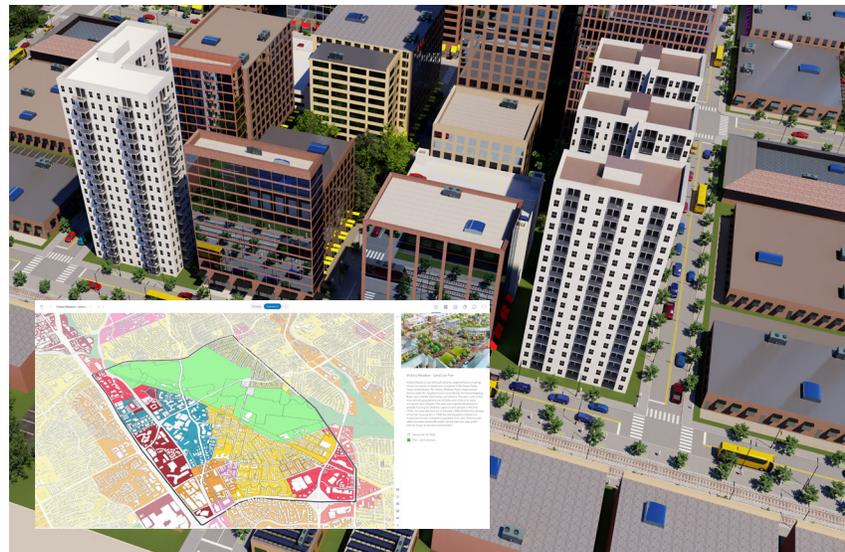
Sunnyvale, Texas, is a picturesque suburban community with a peaceful, small-town charm, spacious residential lots, and top-rated schools. Recent growth has been shaped by families and professionals seeking the Town’s serene environment and strong sense of community. As conditions within Sunnyvale and its neighboring municipalities continue to change, the Town is taking proactive steps to update its Comprehensive Plan and Future Land Use Map. Once completed, the Imagine Sunnyvale Comprehensive Plan will provide a visionary and practical policy guide for the Town’s future. Sunnyvale will continue to grow as a community with family values, exceptional schools, and a legacy for rural living. **\*NOT YET ADOPTED**



Dallas, Texas

**FORWARD DALLAS**

Adopted in 2006, ForwardDallas! has guided the City of Dallas through a period of rapid growth. To update its land use framework, the City engaged Houseal Lavigne to lead an inclusive planning process focused on growth analysis and long-term visioning. Using ESRI WebApps, ArcGIS Dashboards, and ArcGIS Urban, Houseal Lavigne shared data, gathered community input, and developed 3D scenario models integrating public feedback and key land use policies to support a collaborative planning process.

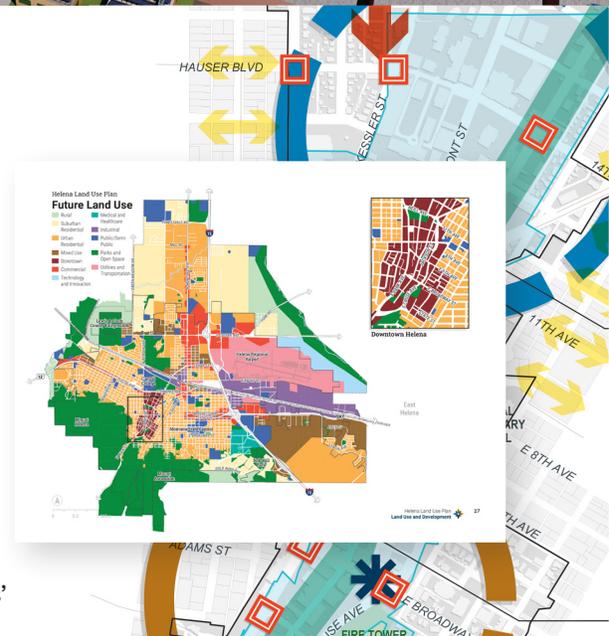


Helena, Montana

**HELENA FORWARD LAND USE PLAN**

Helena is the capital of Montana, known for its historic downtown and neighborhoods, vibrant arts and culture scene, and extensive outdoor recreational opportunities. In response to rapid growth and housing pressures and to changes in state statute that required more thorough comprehensive planning, the city selected Houseal Lavigne to develop its new comprehensive plan (called a “land use plan” in Montana).

Helena Forward articulates a vision of Helena as a dynamic, resilient community rooted in history, opportunity, and legacy and provides guidance for future land use, increasing housing diversity and affordability, spurring sustainable economic development, and preserving Helena’s natural environment while protecting and expanding residents’ access to outdoor recreation.



# REFERENCES

**We are proud of our work and the long-term relationships we maintain with clients.** We believe each of these references demonstrate our ability to satisfy clients through an approach that meets the technical and financial needs of client communities. Below are the reference names and contact information as requested in the RFQ.

PROJECT	CONTACT
<p><b>Dallas, TX</b> Comprehensive/Master Plan</p>	<p><b>Lawrence Agu</b> VP, Studio Practice Leader, HKS Inc. (Former Chief Planner for Dallas) 214-969-5599 <a href="mailto:lagu@hksinc.com">lagu@hksinc.com</a></p>
<p><b>Helena, MT</b> Comprehensive Plan and Zoning</p>	<p><b>Christopher J. Brink, AICP, EDFP</b> Director, Department of Community Development 406-447-8445 <a href="mailto:cbrink@helenamt.gov">cbrink@helenamt.gov</a></p>
<p><b>Cañon City, CO</b> Comprehensive Plan and Zoning</p>	<p><b>Patrick Mulready</b> City Planner 719-429-1195 <a href="mailto:psmulready@canoncity.org">psmulready@canoncity.org</a></p>



An important factor to consider related to this work effort is our **previous experience in the State of Texas**, which makes us quite familiar with the local government revenue structure as well as the planning issues facing Texas jurisdictions. A listing of our previous fiscal and economic impact clients in Texas is provided below.

Client	Fiscal Impact Analysis/ Model	Impact Fee Study	Infrastructure Financing Strategy
Bexar County	◆		◆
Burleson	◆		
Bryan	◆		
College Station	◆		
Coppell	◆		
Corpus Christi	◆		◆
Denton	◆		
Dickinson	◆		
Georgetown	◆		
Lancaster	◆		
Leander	◆		
San Antonio	◆		
Sherman		◆	
Taylor	◆		
Tyler	◆		

**City of Georgetown, Texas – Fiscal Impact Models (2018 and 2023)**

Contact: Sabrina Poldrack, Assistant Treasurer  
 Phone: (512) 930-6899  
 E-mail: [sabrina.poldrack@georgetown.org](mailto:sabrina.poldrack@georgetown.org)  
 Project Personnel: Carson Bise, Principal in Charge; Julie Herlands, Project Manager

The City of Georgetown, Texas, retained TischlerBise to develop two Fiscal Impact Models:

One to evaluate Development Proposals and the other to evaluate Citywide Growth scenarios. TischlerBise worked in close collaboration with the City to deliver flexible yet structured Fiscal Impact Models. The City is a fast-growing area outside the City of Austin and had two separate needs and desires:

1. To analyze a range of development proposals on a case-by-case basis to test alternative scenarios: Addressed with the Project Level Fiscal Impact Model.
2. To utilize for longer-term planning analyses, such as their upcoming Comprehensive Plan update: Addressed with the Citywide Fiscal Impact Model.

The Citywide Fiscal Impact Model was developed using sub-geographies using a case-study marginal approach. The Project Level Fiscal Impact Model uses the marginal findings as the foundation with modifications to allocate costs to the project under study. The Project Level Model provides a custom-designed user input page that uses dropdown menus and default values but also allows the user to override those values temporarily. Color coding provides visual cues for the user where default values have been overridden (blue) and where user input is still needed (red).

Type of units	Total number of units	Number of Years to Build Out	Start Year [dropdown]	Land Use Type [dropdown]	Number of units absorbed each year [calculated]	Taxable value per unit
Single-family Detached Starter (SFDS)	100	1.0	1	Single Family	100.0	\$250,000
Single-family Detached Middle (SFDM)	25	0.0	n/a	Single Family	0.0	\$420,000
Single-family Detached Estate (SFDE)	0	0.0	n/a	Single Family	0.0	\$495,000
Single-family Detached Age Restricted (SFDAR)	0	0.0	n/a	Single Family	0.0	\$273,000
Single-family Attached/Condos	0	0.0	n/a	Single Family	0.0	\$220,000
Multi-family	0	0.0	n/a	Multifamily	0.0	\$155,000



#### **Burleson, Texas – Fiscal Impact of Annexing Chisholm Summit (2021)**

Project Contact: Alex Philips, Economic Development Director

Phone: (817) 426-9613

Email: bphilips@burlesontx.com

Project Personnel: Carson Bise, Project Manager; Colin McAweeney, Project Support

TischlerBise recently completed an annexation fiscal impact analysis for the City of Burleson for the proposed Chisholm Summit development project, which would have to be annexed by the City. This annexation included a total of 3,065 housing units and 735,000 square feet of nonresidential space. Our analysis found the annexation would have a positive fiscal impact to the City. One reason for the positive results is the marginal cost methodology employed as part of this analysis. Discussions with City staff indicated there were existing economies of scale from a service delivery perspective for several departments. Additionally, parks developed and dedicated to the City as part of Chisholm Summit will be maintained through a Public Improvement District, resulting in negligible park maintenance expenses to the City.

#### **Bryan, Texas – Fiscal Impact of Annexation Study (2019)**

Project Contact: Gary Mitchell, KendigKeast Collaborative, President

Phone: (281) 242-2960

Email: gary@kendigkeast.com

Project Personnel: Carson Bise, Project Manager; Colin McAweeney, Project Support

TischlerBise's fiscal impact of annexation analysis for the City of Bryan included three scenarios for developable land adjacent to Texas A&M University's RELIS campus (currently in unincorporated Brazos County). The growth of advanced science and technology research at the RELIS campus has the potential to be a unique opportunity for the City of Bryan. As part of the KendigKeast Team, TischlerBise evaluated the impact of the City extending facilities and services to the neighboring areas around the campus. Along with determining the cumulative net fiscal impact of the annexation scenarios, **the study isolated four annexation areas, or fiscal analysis zones (FAZs), and included a break-even point analysis.**

# UNDERSTANDING PROJECT REQUIREMENTS AND WORK PLAN UNIQUE APPROACH

**The City of Ennis is experiencing a period of steady and increasingly complex growth shaped by its strategic location along the I-45 corridor, increased housing demand, and a long-standing industrial and manufacturing base.** Since the adoption of the 2015 Future Land Use Plan, Ennis has seen sustained residential construction, expanding employer activity, and rising interest in retail, hospitality, and mixed-use development. These trends are occurring alongside continued reinvestment in the historic downtown and evolving expectations for community character and placemaking.

While growing, Ennis is managing real and emerging infrastructure considerations, particularly related to water and wastewater capacity. These limitations vary by corridor and growth area and influence where and how development can occur in the near and long term. Much of the City's existing land use framework reflects historic industrial patterns that no longer fully align with current market demand, infrastructure conditions, or fiscal considerations. Updating the Future Land Use Plan presents an opportunity to recalibrate land use expectations, guide growth sequencing, and establish a clear, data-informed framework that supports economic vitality while remaining mindful of infrastructure capacity and long-term sustainability.

Houseal Lavigne recognizes the City's desire to balance growth with stewardship, preserve Ennis' historic identity, and provide practical guidance that can be implemented through future zoning, capital planning, and development decisions.

## **GROWTH PATTERNS AND DEVELOPMENT ACTIVITY**

New development in Ennis is concentrated primarily along major transportation corridors and at the edges of the City where larger, undeveloped tracts remain available. Areas with direct access to I-45 and US-287 continue to attract residential subdivisions, logistics-related uses, and highway-oriented commercial development. These locations benefit from regional visibility and access, but they also place added pressure on water, wastewater, and roadway infrastructure.

Residential growth has remained consistent, with permits averaging 200 to 250 units annually, largely in the form of single-family neighborhoods. At the same time, interest in higher-intensity residential and mixed-use development is increasing, particularly near Main Street downtown and along corridors historically designated for industrial uses. The Future Land Use Plan update will account for these shifting development patterns and evaluate where different housing types and land use mixes may be appropriate given infrastructure capacity, market conditions, and community character.

## **LAND USE TRANSITIONS AND REDEVELOPMENT OPPORTUNITIES**

Ennis' historic industrial corridors continue to play a significant role in the local economy, yet some areas are experiencing pressure for transition due to changing market demand and surrounding land use patterns.

In several locations, industrially designated land is adjacent to residential neighborhoods, commercial uses, or underutilized parcels that may present opportunities for reinvestment or gradual land use change.

The updated Future Land Use Plan will help clarify where land should be preserved for industrial uses and modernized to support employment, and where transitions to retail, residential, mixed-use, or employment-supporting uses may be appropriate over time. This includes identifying areas where redevelopment and infill could leverage existing infrastructure and public investment, while minimizing long-term service costs and land use conflicts.

### **WATER AND WASTEWATER CAPACITY CONSIDERATION**

Water and wastewater capacity represents a central consideration for Ennis' future growth strategy.

Existing system constraints affect several corridors and growth areas, influencing the feasibility of new development. In some locations, available capacity may support continued low- to moderate-density growth, while higher-intensity development or large-scale projects could require infrastructure upgrades or phased implementation.

The Future Land Use Plan update will provide an opportunity to align land use designations with realistic infrastructure capacity assumptions. By evaluating how development intensity, land use mix, and growth sequencing interact with water and wastewater systems, the plan will offer clear guidance on where growth may be accommodated and where strategic investment or interim limitations may be appropriate. This planning-level analysis will support more predictable development outcomes and inform future capital improvement planning.

### **ECONOMIC DEVELOPMENT AND EMPLOYER ACTIVITY**

Ennis' economy continues to be supported by

established manufacturing, logistics, and food and beverage employers, several of which have expanded operations in recent years. In December of 2025 it was announced that Lolo Rugs is building a \$20 million facility creating hundreds of jobs, further contributing to the expanding economy of Ennis. These employers represent a significant source of jobs and tax base and rely on adequate industrial land, transportation access, and utility capacity. Further increased interest from retail, hospitality, and regional service businesses reflects Ennis' growing population and its role within the broader Dallas–Fort Worth region.

The Future Land Use Plan update will reinforce economic development goals by identifying appropriate locations for employment growth and ensuring that land use policies align with infrastructure realities. This includes considering how future land use decisions may influence fiscal sustainability and the City's ability to maintain and expand public services.

### **FISCAL SUSTAINABILITY AND INFRASTRUCTURE PLANNING**

As Ennis continues to grow, the relationship between land use decisions and long-term infrastructure costs becomes increasingly important. The updated Future Land Use Plan can incorporate planning-level principles that reflect best practices in fiscally responsible growth, including Strong Towns-aligned concepts that emphasize efficient use of infrastructure, incremental development, and long-term maintenance considerations.

In addition, the plan will provide a framework for evaluating potential infrastructure financing mechanisms by illustrating how peer communities manage growth-related infrastructure demands. This high-level guidance will help the City consider future tools that support cost-effective development while maintaining flexibility and local control.

# SCOPE OF WORK

**Houseal Lavigne recognizes the importance of using the planning process to establish community consensus and foster a sense of stewardship for the new Future Land Use Plan that will shape the community's future over the next 10-15 years.** Our Scope of Work ensures that City staff, residents, business owners, key stakeholders, community leaders, and elected officials are engaged throughout the planning process, helping establish a visionary, purposeful, and implementable plan to guide Ennis's future. Our process includes the development of plan recommendations and implementation strategies that are actionable, fiscally grounded, and rooted in citizen engagement.

Our proposed Scope of Work is carefully tailored to address all required chapters, identified issues, and City goals as stated in the RFQ, in addition to other elements necessary to ensure a robust, responsive, and effective Future Land Use Plan for City. Should the City favor our proposed approach, we will work closely with City staff and officials to further refine our proposed Scope of Work and community engagement process, ensuring that all local needs and requirements are met. Each Step of our proposed Scope of Work is presented in detail on the following pages.

As an Esri Gold Partner, we have expertise and resources to provide a comprehensive suite of Esri technologies and software appropriate to creating a data-driven, visually engaging, and implementable Future Land Use Plan for the City of Ennis. We can build and host the project website, surveys and map.social or integrate it and other applications into the City's ArcGIS Online account is desired. To complete the proposed Scope of Work and at the

direction of City staff, our team may use a variety of software applications for analysis, mapping, and visualization purposes including, but not limited to, ArcMap, ArcGIS, ArcGIS Urban, ArcGIS Enterprise, Portal, Business Analyst, CityEngine, ArcGIS Online, ArcGIS Hub, Survey 1-2-3, as well as map.social, SketchUp and Urban3.

## STEP 1: PROJECT KICK-OFF

To kick off the planning process on the right foot, meetings will be conducted with key City staff, department heads, and Planning Commission members prior to undertaking other community outreach activities.

### 1A. STAFF COORDINATION CALL AND DATA COLLECTION

The Project Team will host an initial coordination call with City staff to review the Scope of Work, project timeline, and key deliverables. As needed, check-in meetings with City staff will be held throughout the planning process to ensure clear and consistent communication.

The Project Team will outline data needs including, but not limited to, GIS data regarding parcels, building footprints, existing land use, zoning districts and overlays, community facilities (including City-owned properties, schools, parks, etc.), traffic volumes, traffic signals, transit, bike routes and trails, etc.; City branding guidelines and photos; past plans and studies; and a list of service providers with contact information.

### 1B. STAFF KICK-OFF MEETING

A kick-off meeting will be held with the City staff assigned to the Future Land Use Plan project.

This first face-to-face meeting will allow us to review the project goals, scope, timeline, and deliverables. The Project Team will also address any outstanding data needs and discuss next steps.

### **1C. DEPARTMENT HEADS MEETING**

Immediately following the kick-off meeting with City staff, the Project Team will host a meeting with representatives from other City departments. The Future Land Use Plan will affect a variety of City-wide policies and support from City departments will be essential to plan implementation. The Project Team will work with City staff to engage other department heads throughout the process to ensure that plan recommendations are meaningful and actionable for all City departments.

### **1D. STAFF-LED STUDY AREA TOUR**

The Project Team will conduct a study area tour with City staff to learn more about Ennis's issues, recent projects, and development opportunities.

### **1E. JOINT COMMITTEE – PLANNING AND ZONING COMMISSION AND CITY COMMISSION ROUNDTABLE**

The Project Team will provide an overview of the planning process and facilitate a discussion with the Village Board and Planning Commission to introduce the project and solicit their concerns and aspirations for the community. As the community's policy makers, it is important that the Village Board and Planning Commission have a chance to communicate and discuss their issues and concerns with the Project Team, as well as each other, at the beginning of the process.

The primary purpose of this meeting is to gather ideas from Village Board and Planning Commission, ensuring that the Plan accurately captures the shared sentiments of the leaders of the community. This meeting will provide an opportunity to discuss the foundation of the Future Land Use Plan process, the overall direction and

policy issues facing the community, and begin the discussion of the future vision of the community.

### **1F. ADVISORY GROUP MEETING – PROJECT KICK-OFF WORKSHOP (MTG #1)**

It is understood that the City is interested in identifying members of the community to serve on the Advisory Group for the Future Land Use Plan update process. The Advisory Group will serve as a community sounding board to advise on issues and provide overall planning direction. Advisory Group meetings are identified at key moments throughout the planning process to ensure that the planning process reflects the goals and values of the Ennis community. Advisory Group member participation will also help develop champions for the Plan and ensure that the adoption process moves smoothly.

Before planning work begins, a project initiation meeting will be held with the Advisory Group to set the foundation for the planning process and review and discuss the overall direction and policy issues facing the community. The purpose of the project initiation meeting will be to: (a) discuss the Advisory Group's role for the project; (b) review overall project objectives; (c) refine the work program for the project; and (d) establish a preliminary schedule for the project. The Advisory Group kick-off meeting will be immediately followed by a planning exercise to solicit the views of the members and City staff regarding their concerns and aspirations for Ennis. This initial dialogue will inform our approach to the planning process and ensure that issues important to the City are identified on the front end.

## **STEP 2: UPFRONT PUBLIC ENGAGEMENT**

Our approach to preparing the City's Future Land Use Plan places an emphasis on community participation.

The Project Team recognizes the importance of using the planning process to establish community consensus and foster a sense of stewardship for the Future Land Use Plan. Our creative outreach techniques during the public input phase require that residents, business owners, elected officials, and stakeholders get involved throughout the planning process to help define issues, establish a vision, formulate ideas, and shape solutions.

Anticipating a high level of participation from an active and engaged community, our proposed outreach process for the Future Land Use Plan includes both traditional (face-to-face) and innovative web-based activities to obtain the broadest levels of participation possible. This approach casts a wide net and fosters an environment for idea-sharing to generate excitement among residents, businesses, and visitors. Outreach summaries will be prepared for each public engagement activity.

## **2A. PROJECT WEBSITE**

At the beginning of the project, the Project Team will design and host an interactive project website linked to the City's existing website. The Project Team is committed to using the internet to maximize the participation and communication between the City and its residents. The website will promote the planning process and will be used to post project schedules and meeting dates; display graphics, interactive maps, and draft documents; address frequently asked questions; host map.social; and provide an online community survey.

### ***Online Community Survey***

The Project Team will prepare an online community survey for the residents and business owners of Ennis to offer a community-wide opinion on a range of topics and issues. The business component of the survey will include the opportunity to provide specific input on those issues and

concerns most important to the City's business community. The online community survey will be easily accessible on the project website. At the close of the survey, the Project Team will review and summarize results in the Existing Conditions Memorandum as a gauge of community issues and key themes.

### ***map.social (Online Map-Based Engagement Platform)***

The project website will feature map.social, a web-based community issues mapping tool. Developed by Houseal Lavigne, this tool allows users to identify, map, and comment on geographic areas of concern and valued City amenities. map.social simplifies the mapping process and familiarizes users with all areas of the City in a manner that is intuitive, interactive, and effective. Input from users allows us to create a composite map of Ennis issues to assist with the establishment of Future Land Use Plan goals and policies.

## **2B. KEY STAKEHOLDER INTERVIEWS AND FOCUS GROUPS (UP TO 12)**

Key stakeholder interviews and focus group discussions allow us to gain insight into the community that the Project Team might otherwise not be able to obtain. Confidential interviews/focus group discussions will be conducted to obtain additional information regarding local issues and opportunities. The Project Team will work with City staff and elected officials to identify those individuals or groups to be interviewed. The Project Team recommends a broad sampling of interviewees who may possess unique perspectives or special insights into the community. Interviewees could include selected property owners, new or lifelong residents, local business owners, school district officials, the City commissions, developers, HOA representatives, service providers, and relevant taxing bodies and government agencies.

The interviews and focus group discussions will be conducted in person during scheduled visits related to other outreach events or via web meeting during a specific scheduled day for such activities.

### **2C. DIY KITS**

The Project Team will make DIY workshop kits available to City staff, as well as community groups (e.g., partner organizations, homeowners associations, places of worship, community organizations, neighborhood groups) throughout the City. DIY workshop kits allow City staff and residents to facilitate their own workshops and gather input from specific segments of the population that may not otherwise participate in more formal planning activities. City staff will play a key role in helping distribute DIY workshop materials to target groups and then provide summary information to the Project Team. DIY Workshops can either be conducted by staff or volunteers as in-person events or hosted online using a small group virtual event format such as Zoom or Microsoft Teams.

### **2D. BUSINESS COMMUNITY WORKSHOP**

This workshop will be targeted specifically to business owners and managers, developers, and Ennis's corporate citizens as an important stakeholder group. The purpose of the workshop is to establish a dialogue and obtain feedback from those members of the business community that have a unique insight and perspective, and whose assistance and involvement is crucial to the Future Land Use Plan's ultimate success. The workshop will be scheduled to coincide with other in-person engagement activities and can be conducted in the early morning to minimize impacts on business owners or can be scheduled as part of a regularly scheduled event where numerous property owners and business owners are typically in attendance.

### **2E. COMMUNITY WORKSHOP**

The Project Team will work with City staff to host an exciting "all are welcome" community-wide kick-off event to get residents and stakeholders motivated to participate in the development of the plan. This event is intended to educate and inspire participants of all ages to get involved and take ownership of the process and the future of the City. The format will include a brief overview of the project and an engagement exercise that gives everyone a chance to share their thoughts about the future of Ennis.

### **2F. PUBLIC ENGAGEMENT KEY THEMES AND TAKEAWAYS SUMMARY**

This step will conclude with a summary of key themes and takeaways from initial public engagement tools and events. This input will serve as the cornerstone of our consensus-building process and provide focus and direction for the subsequent Future Land Use Plan recommendations. The Public Engagement Key Themes and Takeaways Summary will be incorporated into the Existing Conditions Memorandum.

## **STEP 3: EXISTING CONDITIONS**

The existing conditions assessment step will provide a foundational understanding of the issues and opportunities to be addressed in the Future Land Use Plan.

### **3A. EXISTING CONDITIONS ASSESSMENT**

The existing conditions assessment will be based on issues and opportunities identified in outreach, past plans and studies, information provided by the City and partner agencies, feedback from community service providers, and field work conducted by the Project Team. We intend to move through this task efficiently, reserving project budget and resources for visioning, planning, and action.

### ***Relevant Past Plans, Studies, and Reports***

This task will include an assessment of relevant past plans, studies, and policies to build on the City's previous planning efforts and initiatives.

Documents to be reviewed include, but are not limited to, the following:

Comprehensive Plan (2015), 2021-2026  
Community Improvement Plan, 2023-2028  
Strategic Plan, Downtown Master Plan (2016),  
Water Master Plan (2024), Wastewater Master Plan (2024), current Capital Improvements Plan(s), and the Unified Development Ordinance.

This review will identify recently adopted City projects and policies to be incorporated into the new Future Land Use Plan. The Project Team will coordinate with City staff to identify additional relevant local and regional studies that should serve as a baseline and inform the existing conditions assessment.

### ***Demographic Profile***

This task will include a demographic analysis of the Ennis community that will include an analysis of trends in population, households, income, age, labor force, and employment. This task will be undertaken using available information from current American Community Survey (ACS) data, Esri, and data provided by City staff.

### ***Existing Land Use and Development***

This task will include an inventory of existing land uses and development patterns in Ennis using the City's GIS data, aerial imagery, and field work. Existing land use issues and opportunities will be presented and assessed in this section.

### ***Current Zoning Ordinance and Development Regulations***

This task will include a review of the City's current zoning and subdivision regulations to evaluate their consistency with existing land use patterns and potential areas of change.

### ***Transportation***

This task will assess the City's existing transportation network within the planning area. The analysis will include an inventory of roadway classifications, traffic volumes, truck routes, rail crossings, public transit, and bicycle and pedestrian facilities. It will evaluate connectivity, capacity, and planned transportation projects that may influence future land use patterns. The findings will identify opportunities to improve network connectivity, address safety and capacity issues.

### ***Community Facilities and Public Infrastructure (including parks and open space)***

This task will include an inventory of community facilities including location, service areas, current capacity, and potential future needs. The Project Team will distribute a questionnaire to local and regional service providers, including police, fire, public works, school districts, park district, County, and other agencies, to confirm existing conditions and planned improvements.

### ***Complete Neighborhood Analysis***

Houseal Lavigne will conduct a service area analysis to evaluate the community's current access to essential quality-of-life amenities. Inputs can include medical facilities, healthy food access, schools, fire/police/EMS response times, parks, open spaces, and transit stops, based on available data. The team will create an index based on proximity to these amenities, identifying areas within walking and biking distance, and highlight underserved neighborhoods in the community.

Using ArcGIS Pro, the team will map the distribution and accessibility of amenities, services, and infrastructure across neighborhoods. The map will be used to support a narrative explaining how "complete" different parts of the community are. The analysis will help assess current development patterns and guide future land use and policy decisions.

### ***Land Use Value Per Acre Economic Analysis***

Based on existing land use and current zoning patterns, the team will utilize the county tax assessor's latest GIS data to visualize the assessed value per acre on a census tract or block group level for all properties across the City. Due to the current zoning pattern in the City, the team recommends aggregating the assessed value per parcel by the said geography to capture the mix of land uses and the value it generates. The analysis will be used to compare and contrast similar development patterns in different parts of the City and will show the revenue generated based on existing land use patterns. The task will inform the Fiscal Productivity mapping included in the Land Use and Development Section of the draft Future Land Use Plan. It will illuminate how land uses and zoning districts contribute to the taxable value of the property to allow the City to best plan for how to financially support the infrastructure and services required for sustainable growth and development.

### ***Natural Areas***

This task will include an inventory and analysis of the City's natural resources and environmental features, such as topography, floodplains and riparian areas, wetlands, wooded areas, open spaces, and habitat areas. The assessment will identify key environmental assets and constraints to help guide future land use and development decisions.

### ***Areas for Special Consideration***

This task will include a high-level overview and brief assessment of the Downtown, Industrial Areas, and Highway Commercial Areas. We intend to conduct more detailed planning work as part of Step 6: Areas for Special Consideration – Draft Frameworks. Initial findings in this section will be used to guide input collected during future workshops and City staff working sessions.

## **3B. EXISTING CONDITIONS MEMORANDUM**

The Existing Conditions Memorandum will be based on issues and opportunities collected during outreach, information compiled after reviewing past plans and studies, information provided by the City and partner agencies, feedback from community service providers, and field work conducted by the Project Team. The Existing Conditions Memorandum is not intended to be a long-form report. The Memorandum will be a concise interim document that establishes a baseline understanding of the Ennis community. We intend to move through this task efficiently, reserving project budget and resources for visioning, planning, and action.

## **3C. STAFF REVIEW – REVIEW EXISTING CONDITIONS**

The Project Team will meet with City staff to review and discuss the Existing Conditions Memorandum. The Project Team will work to ensure that substantive comments provided by City staff are addressed before meeting with the public in the Plan Visioning phase. This meeting will be a conference call/screen-share with City staff.

## **3D. ADVISORY GROUP MEETING – REVIEW EXISTING CONDITIONS (MTG #2)**

The Project Team will meet with and present the Existing Conditions Memorandum to the Advisory Group to gather feedback and input.

# **STEP 4: PLAN VISIONING**

Based on previous steps in the planning process, we will prepare the vision statement, goals, and preliminary future land use plan.

## **4A. COMMUNITY VISIONING WORKSHOP**

The community visioning workshop will allow residents and stakeholders to tell us what they think before plans and recommendations are crafted.

The community visioning workshop will involve the Project Team, City staff, elected and appointed officials, Planning Commission members, and community stakeholders and residents.

The workshop will begin with a brief presentation providing an overview of the planning process, major themes and takeaways from the Public Engagement Key Themes and Takeaways Summary and the Existing Conditions Memorandum, and directions for the visioning exercise. Participants will then break into small groups for a mapping exercise where they will put pen to paper and work to develop their “vision” for the future of the community. The workshop will conclude with general agreement regarding the community’s issues and opportunities, key planning themes and principles, and projects and improvements that will be desirable in the future.

#### **4B. VISION STATEMENT AND GOALS**

The Future Land Use Plan needs to establish an overall “vision statement” for the future of Ennis that can provide focus and direction with goals based on analysis and themes identified during community outreach. Following the community visioning workshop, the Project Team will summarize all feedback received during the previous steps of the planning process and prepare a vision statement for the Ennis Future Land Use Plan. The vision statement will be prepared using feedback from the community visioning workshop, community outreach activities, and observations garnered from the Existing Conditions Memorandum. As part of the task, the Project Team will develop goals to provide more specific focus and direction for planning recommendations.

#### **4C. PRELIMINARY FUTURE LAND USE MAP AND RECOMMENDATIONS**

Before drafting the Future Land Use Plan begins, we will prepare the preliminary future land use

map and recommendations outlining the expected recommendations for the Future Land Use Plan. The preliminary future land use map and recommendations will provide guidance for all land use areas in the City. The purpose of this deliverable is to provide City staff with an opportunity to review and discuss the preliminary future land use map and recommendations before significant resources are spent drafting the Future Land Use Plan. This deliverable, along with the vision and goals, will form the basis for the development of more detailed recommendations in the draft Future Land Use Plan.

#### **4D. STAFF REVIEW – VISION AND LAND USE**

The Project Team will meet with City staff to review and discuss the vision statement, goals, and preliminary future land use map and recommendations. Comments provided by City staff will be integrated into the revised deliverable. This meeting will be a conference call/screen-share with City staff.

#### **4E. JOINT COMMITTEE – PLANNING AND ZONING COMMISSION AND CITY COMMISSION PRESENTATION – VISION AND LAND USE**

The Project Team will meet with the Planning Commission and Zoning Commission and City Commission to update both on the planning process and review and discuss the vision statement, goals, and preliminary future land use map and recommendations. Comments provided by the Planning Commission and Zoning Commission and City Commission will be integrated into the revised deliverable.

#### **4F. ADVISORY GROUP MEETING – VISIONING FEEDBACK SESSION (MTG #3)**

The Project Team will meet with and present the vision statement, goals, and the preliminary future land use map and recommendations to the Advisory Group to gather feedback and input.

## **STEP 5: DRAFT FUTURE LAND USE PLAN**

This step will focus on preparing draft City-wide policies and recommendations for the core elements of the Future Land Use Plan. The draft Future Land Use Plan prepared in this step will reflect the revised vision statement, goals, and preliminary future land use plan developed in previous steps of the planning process.

### **5A. DRAFT FUTURE LAND USE PLAN**

We will prepare the draft Future Land Use Plan using input obtained during the previous steps of the project. The draft Future Land Use Plan will be well-organized and user-friendly, highly illustrative, and visually compelling rather than being too heavy on narrative. Concise, well-written text will be combined with attractive and easy-to-understand maps, graphics, illustrations, and photos to effectively communicate the draft Future Land Use Plan's policies and recommendations. The following sections will be developed as part of the draft Future Land Use Plan:

#### ***Introduction and Context***

This section will include the introduction for the Future Land Use Plan, describing how to use it and how the Plan was created. It will also summarize components from the Existing Conditions Memorandum, including the regional context and study area. Additional content may include concise summaries of relevant past plans, studies and reports; a demographic profile snapshot; and abbreviated summaries of public engagement events along with key themes and takeaways. This will be a concise section meant to set the foundation for the Future Land Use Plan's policies and recommendations.

#### ***Vision and Goals***

This section will include the revised Vision and Goals that will serve as a framework for decision-making, resource allocation, and policy development. This section will inform and integrate the following Plan sections to collectively achieve the community's vision for the future.

#### ***Land Use and Development***

The core of the Future Land Use Plan, this section will include policies and recommendations for all land use areas in the City and its planning area, including residential neighborhoods, commercial areas, medical, open space, natural environment, and public and semi-public uses with the aim of preserving and enhancing Ennis's unique character, livability, and sustainability. This section will identify and address a range of land use topics such as desired development patterns, new growth areas, potential annexation opportunities, land use compatibility issues, commercial and mixed-use development, and conservation areas.

This section will include the following:

- Future Land Use Map (FLUM) and Land Use Classifications (integrated with the Ellis property tax Appraisal District map). The FLUM and Land Use Classifications will incorporate proposed land use categories and address transitions between uses and align with the City's economic and development goals, existing infrastructure and planned improvements, and long-term fiscal sustainability. To preserve and advance Ennis's livability and sustainability, FLUM and Land Use Classifications will build upon the results from the Complete Neighborhood Analysis and mapping conducting in Step 3: Existing Conditions.

- Economic Development Opportunity Maps that identify Public Improvement Districts, Tax Increment Reinvestment Zones, and redevelopment potential and will visually communicate potential locations where targeted investment, reinvestment, or catalytic projects may be appropriate. Economic development land use considerations and recommendations for the Downtown, industrial, and highway commercial areas will be addressed in the Draft Frameworks in Step 6.
- Corridor Analysis Maps for major corridors such as I-45, US-287, Kaufman Street, Ennis Avenue/Highway 34, Downtown, Creechville Road, and Crisp Road. Maps will address land use and development, transportation and mobility, access and connectivity, parking, urban design and character, priority redevelopment opportunity sites, project priorities or phasing, and other elements necessary to provide detailed recommendations for each corridor.
- Fiscal Productivity and Life-Cycle Costing and Mapping to support fiscally sustainable land use and development decision-making using a Strong-Towns Approach. Developed with TischlerBise, this mapping will build on the Land Value Per Acre Analysis conducted during Step 3: Existing Conditions to illustrate the revenue-to-cost relationship of proposed development patterns including assessed land value and tax revenue per acre, infrastructure service areas and replacement cycles, comparisons of land use including mix-ed use to identify opportunities to increase fiscal resilience, and guidance for where low-density development may create long-term liabilities.
- Redevelopment and Infill Potential Maps to identify parcels and districts appropriate for redevelopment or infill based on underutilization, infrastructure access, market demand, and compatibility with surrounding development. Led by TischlerBise, our team will pay special attention to ensuring that redevelopment and infill recommendations are developed with an eye toward preserving Enni's unique character while making the city more livable and sustainable. Redevelopment and infill potential within the Downtown, industrial, and highway commercial areas will be addressed in more detail in the Draft Frameworks in Step 6
- Impact Fee Scenario Map. TischlerBise will lead the development of this map which will illustrate, for informational purposes, the potential of impact fee service areas, land use intensity zones, and growth areas where cost-of-service may influence future financing strategies.
- Extraterritorial Territorial Jurisdiction (ETJ) Growth and Annexation Scenario Map. This map will provide visual guidance for growth into the City's ETJ areas including land use patterns, infrastructure capacity, and development opportunities. It will also include potential annexation strategies.

***Downtown, Industrial Areas, and Highway Commercial Areas Frameworks (developed in Step 6, below)***

This section will include the preparation of more detailed Frameworks for Ennis's Downtown, Industrial Areas, and Highway Commercial Areas as identified in the RFQ and assessed in Existing Conditions Memorandum. While the nature of recommendations will vary for each area, recommendations will likely include appropriate land uses, transportation and parking improvements, development and design characteristics, redevelopment opportunity sites, and project priorities.

The Draft Frameworks will utilize concise text, photos, and maps/diagrams to demonstrate important planning concepts.

### **Implementation Plan**

The Future Land Use Plan will include a practical and actionable implementation strategy necessary to bring the Plan's goals, policies, and strategies to fruition. The implementation strategy will include general administration procedures, a list of potential funding sources, implementation methods, and potential zoning and regulatory actions (as needed).

### **5B. STAFF REVIEW – DRAFT FUTURE LAND USE PLAN**

The draft Future Land Use Plan will be delivered to City staff for review and comment. Appropriate revisions will be made prior to publishing the draft Future Land Use Plan for public review. This meeting will be a conference call/screen-share with City staff.

### **5C. JOINT COMMITTEE – PLANNING AND ZONING COMMISSION AND CITY COMMISSION PRESENTATION – DRAFT FUTURE LAND USE PLAN**

The Project Team will meet with the Planning Commission and Zoning Commission and City Commission to review and discuss draft Future Land Use Plan. Comments provided by the Planning Commission and Zoning Commission and City Commission will be integrated into the revised deliverable.

### **5D. ADVISORY GROUP MEETING – DRAFT FUTURE LAND USE PLAN (MTG #4)**

The Project Team will meet with the Advisory Group to review and discuss the draft Future Land Use Plan, including preliminary policies, plan recommendations, and initial draft maps and graphics. Appropriate revisions will be made as part of the revised Future Land Use Plan document in the next step.

## **STEP 6: AREAS FOR SPECIAL CONSIDERATION – DRAFT FRAMEWORKS**

This step will entail the preparation of frameworks to guide land use in areas for special consideration as identified in the RFQ and assessed in Existing Conditions Memorandum. While the nature of recommendations will likely vary for each area, they will address issues related to land use and development, transportation and access, and character. The Draft Frameworks will utilize concise text, photos, and maps/diagrams to demonstrate important planning concepts. The Project Team will prepare Frameworks for the following three areas with specific:

- Downtown
- Industrial areas
- Highway commercial areas

### **6A. AREAS FOR SPECIAL CONSIDERATION PLANNING CHARENTTES (UP TO 3)**

The Areas of Special Consideration Planning Charettes will be open to the entire community. The charettes will explore improvement and development scenarios that will serve as the basis for detailed development planning, concept visualization, redevelopment initiatives, and implementation strategies for Downtown, Industrial Areas, and Highway Commercial Areas. The intent is to create consensus around a preferred approach to improving, transforming, revitalizing, and investing in these high priority areas of the City.

### **6B. STAFF WORKING SESSION**

The Project Team will conduct a working session with City staff to review each area and discuss existing opportunities and constraints, examine past and on-going development interest, and discuss public input from all previous steps including feedback from the Areas of for Special Consideration Planning Charettes.

The Project Team and City staff will work together to outline Framework objectives, discuss potential land use programming, identify opportunity sites, and confirm preferred catalyst sites. This in-person working session will provide additional context, along with community outreach/feedback and previous steps in the planning process and help to facilitate the start of the planning process for Downtown, industrial areas, and highway commercial areas.

### **6C. DRAFT FRAMEWORKS**

The draft Frameworks will provide an overall approach for the improvement and enhancement of each identified area for. The Project Team will work with City staff and the Planning Commission to assess and incorporate appropriate recommendations from previous studies for proposed recommendations in the Downtown, industrial, and commercial highway areas.

While the nature of recommendations will vary for each area, they will address land use and development, transportation and mobility, access and connectivity, urban design and character, priority redevelopment opportunity sites, project priorities or phasing, and other elements necessary to provide detailed recommendations for each area. Specific implementation strategies will also be developed as part of the draft Frameworks, to provide the City, landowners, developers, and investors with clear direction on the tasks and activities that need to be undertaken to realize success. Each Framework will utilize concise text, photos, maps, diagrams, and illustrative plans as needed to demonstrate important local planning concepts.

### **OPTIONAL TASK: CATALYST SITE DEVELOPMENT CONCEPTS**

As part of developing the draft Frameworks, the Project Team can prepare sketch plans, illustrative

concepts, and 3D models for the identified catalyst sites. The catalyst site development concepts will visualize land use programming, building scale and orientation, parking, and development character for key sites. The number of catalyst site development concepts prepared for the Future Land Use Plan will depend on the complexity of the design exercise and the size of the sites. Although development concepts will likely be developed for several sites, sites of high priority and development potential may be prepared with more detailed site plans and development visualization. The visualization of development opportunities will provide detailed, creative, and viable recommendations for the improvement of the area.

### **6D. STAFF REVIEW – DRAFT FRAMEWORKS**

The Project Team will present the draft Frameworks to City staff to review and discuss the recommendations and catalyst site development concepts. Appropriate modifications will be made based on feedback prior to integration into the overall draft Future Land Use Plan document the next step.

### **6E. JOINT COMMITTEE – PLANNING AND ZONING COMMISSION AND CITY COMMISSION PRESENTATION – DRAFT FRAMEWORKS – AREAS FOR SPECIAL CONSIDERATION**

The Project Team will meet with the Planning Commission and Zoning Commission and City Commission to review and discuss draft Frameworks for Downtown, industrial areas, and highway commercial areas. Comments provided by the Planning Commission and Zoning Commission and City Commission will be integrated into the revised Frameworks to be included in the Draft Future Land Use Plan.

#### **6F. ADVISORY GROUP MEETING – DRAFT FRAMEWORKS – AREAS FOR SPECIAL CONSIDERATION (MTG #4)**

The Project Team will meet with the Advisory Group to review and discuss the draft Frameworks, including preliminary policies, recommendations, and initial draft maps and graphics. Appropriate revisions will be made as part of the revised Frameworks to be included in the Draft Future Land Use Plan document in the next step.

### **STEP 7: REVISED AND FINAL FUTURE LAND USE PLAN**

Based on the previous steps in the planning process, the draft and final version of the Future Land Use Plan will be prepared for review, consideration, and adoption.

#### **7A. REVISED DRAFT FUTURE LAND USE PLAN DOCUMENT**

Based on feedback received in previous steps the Project Team will prepare the revised Future Land Use Plan. The revised Future Land Use Plan will be user-friendly, highly illustrative, and visually compelling.

#### ***Revised Implementation Plan – Draft Action Matrix***

The revised Future Land Use Plan will include the draft Action Matrix that includes key implementation actions, priority improvement projects, short-, medium- and long-range strategies, and key partners. The Action Matrix will serve as a checklist to track implementation progress necessary to realize the vision and goals outlined in the Future Land Use Plan.

#### ***Zoning Audit***

We will review and assess the City’s Zoning Ordinance to identify inconsistent policies and land use incompatibilities as part of the new Future Land Use Plan. The Zoning Audit will include potential regulatory changes and procedures to be implemented after adopting the Future Land Use Plan. The Zoning Audit can be incorporated into the Implementation chapter or be a standalone Memorandum. This is a critical first step in understanding what changes need to be made in the City’s Zoning Ordinance to help implement the Future Land Use Plan policies and recommendations.

#### **6B. STAFF REVIEW – REVISED DRAFT FUTURE LAND USE PLAN**

The Project Team will submit the revised draft Future Land Use Plan to City staff for internal review. Appropriate revisions will be made prior to the community open house and presentation to the Planning Commission.

#### **6C. COMMUNITY OPEN HOUSE – REVISED DRAFT FUTURE LAND USE PLAN**

The community open house will be held to give residents an opportunity to drop in, review the revised draft Future Land Use Plan, and ask questions of the Project Team and City staff in an open house format. The open house will provide an opportunity to see and learn about the City’s revised draft Future Land Use Plan before the adoption process begins. Open house presentation materials and collateral will be provided so that City staff can facilitate additional informational meetings as needed. Following the community open house, the final Future Land Use Plan will be prepared for the public hearing presentation and the adoption process.

#### **6D. FINAL FUTURE LAND USE PLAN TO PLANNING COMMISSION – PUBLIC HEARING**

The Project Team will present the final Future Land Use Plan to the Planning Commission at a public hearing. Based on review and discussion and public feedback during the public hearing, the final Future Land Use Plan will be presented to Village Board for adoption.

#### **6E. FINAL FUTURE LAND USE PLAN TO CITY COMMISSION – FOR ADOPTION**

The Project Team will present the final Future Land Use Plan to the Village Board for consideration and adoption. Presentation materials that incorporate plan revisions will be provided to City staff to conduct any additional adoption meetings required by the City of Ennis.

#### **6F. FINAL FUTURE LAND USE PLAN DOCUMENT**

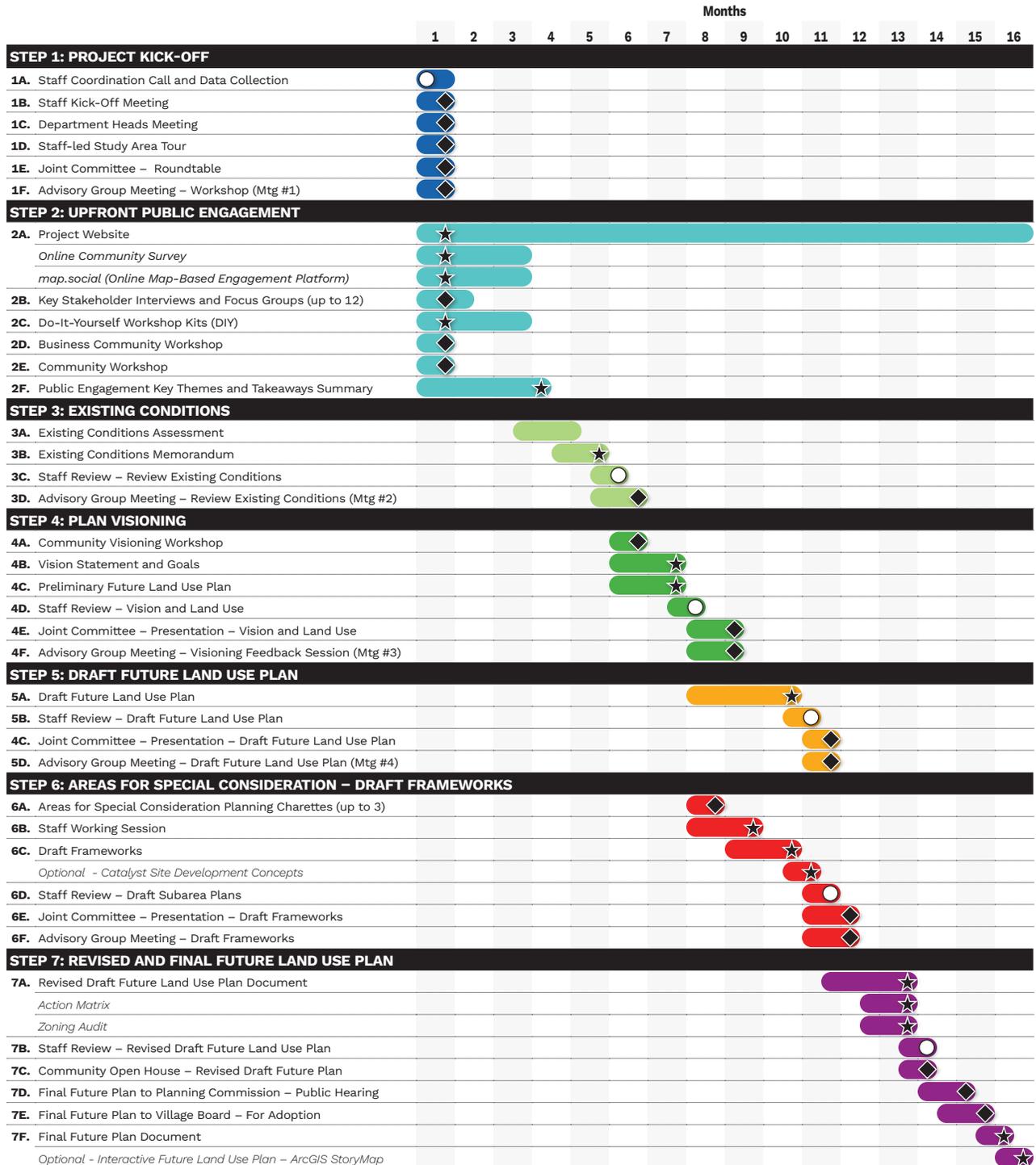
Following the presentations to the Planning Commission and Village Board, the Project Team will work with City staff to prepare the final Future Land Use Plan document. The Project Team will provide the Existing Conditions Memorandum and final Future Land Use Plan in an editable PDF format. The Project Team will provide survey data (excel or PDFs), outreach summaries (PDFs), and GIS data compiled during the planning process (geodatabase or shapefile). Completeness of GIS will be dependent on several factors including the quality of GIS data provided by the City, direction provided by City staff during the project kick-off meeting, and the level of GIS work conducted by the Project Team during the planning project.

#### **OPTIONAL TASK – INTERACTIVE WEB-BASED EXECUTIVE SUMMARY – ARCGIS STORYMAP**

The planning process will yield a traditional “long-form” plan for printing, on-screen viewing, and easy distribution, searching, and navigation. As an optional task, we can leverage ArcGIS Online StoryMaps to create an “app,” providing an interactive “executive summary” version of the Future Land Use Plan. Combined with photos, text, websites, and other media, ArcGIS Online will power interactive maps that can be queried and explored, providing an engaging way to experience summary content from the Future Land Use Plan. Content can be interwoven with maps, visuals, and interactive content that simplifies navigation between related, cross-referenced components of the plan. This step would take place after the Future Land Use Plan is adopted.

# PROJECT TIMELINE

The timeline below provides an overall framework to complete each step outlined in our proposed **Scope of Work**. We are ready to begin work immediately and committed to devoting the proposed personnel and resources for the entire length of time necessary to complete the Ennis Future Land Use Plan. Should the selection committee favor our basic approach, we will work with City staff to refine this Scope of Work and project schedule in a manner that is most advantageous to the assignment.





**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, AWARDFG RFQ 26-108-04 PROFESSIONAL PLANNING SERVICES FOR THE DEVELOPMENT OF A FUTURE LAND USE PLAN TO FREESE AND NICHOLS, INC; AUTHORIZING THE CITY MANAGER TO EXECUTE ANY AND ALL AGREEMENTS NECESSARY TO EFFECTUATE THE SAME; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Ennis, Texas ("City") advertised a request for professional planning services to develop a Future Land Use Plan through RFQ No. 26-108-04, in accordance with Chapter 2254 of the Texas Government Code, Title 10, Subchapter A, Professional Services; and

**WHEREAS**, statements of qualifications (SOQs) were received and opened on February 2, 2026, at 1:00 p.m. in accordance with the published specifications; and

**WHEREAS**, five responsive proposers, Freese and Nichols, Inc., Halff and Associates, Inc., Houseal Lavigne Associates, LLC., Gap Strategies, and LRK submitted proposals that met all minimum requirements; and

**WHEREAS**, an evaluation committee composed of qualified City staff reviewed, scored, and ranked all responsive SOQs based on published evaluation criteria, including executive summary, key staff members, team experience, understanding of project, and accuracy of respondents statement of qualification.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:**

**SECTION 1:** The City Commission hereby awards RFQ No. 26-108-04, Professional Planning Services for the Development of a Future Land Use Plan to Freese and Nichols, Inc. as the most responsive proposer meeting the City's requirements.

**SECTION 2:** The City Manager is hereby authorized to execute a contract and any associated documents with Freese and Nichols, Inc., for development of a Future Land Use Plan, and to take all actions necessary to carry out the intent of this Resolution in accordance with applicable procurement laws and City policy.

F.5.

**PASSED AND APPROVED** by the City Commission of the City of Ennis, Texas on this 17th day of March, 2026.

\_\_\_\_\_  
LYNDA ISBELL, Mayor

ATTEST:

\_\_\_\_\_  
ANGIE WADE, City Secretary

## ENNIS CITY COMMISSION AGENDA SUMMARY FORM



**To:** City Commission

**Subject:** Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, authorizing acceptance of a Fiscal Year 2026 Routine Airport Maintenance Program (RAMP) Grant from the Texas Department of Transportation Aviation Division for Ennis Municipal Airport (F41); authorizing execution of the Reimbursable Grant Agreement; committing local matching funds; and authorizing necessary Budget Amendments.

**Meeting:** ENNIS CITY COMMISSION - 17 Mar 2026

**Department:** Economic Development

**Staff Contact:** Miriam Castillo, Economic Development Director

### BACKGROUND INFORMATION:

The City of Ennis has been awarded funding through the Texas Department of Transportation (TxDOT) Aviation Division's Fiscal Year 2026 Routine Airport Maintenance Program (RAMP) for Ennis Municipal Airport (F41). The City has successfully participated in the RAMP program in prior fiscal years as part of its ongoing commitment to preserving airport infrastructure and maintaining compliance with state aviation standards.

The RAMP program provides state financial assistance for eligible airport maintenance activities, helping local sponsors offset routine but essential capital preservation costs. For FY 2026, the estimated total eligible project cost is \$111,111.11. TxDOT will reimburse ninety percent (90%) of eligible expenses, not to exceed \$100,000.00, with the City responsible for the required ten percent (10%) local match in the amount of approximately \$11,111.11.

Eligible expenditures under the RAMP program include approved maintenance items that preserve airfield pavement, lighting systems, airside facilities, and other airport infrastructure. The program specifically excludes routine operating expenses such as utilities, personnel costs, insurance, and mowing services. All expenditures are reimbursable only after completion of eligible work and submission of proper documentation in accordance with TxDOT grant requirements.

Participation in RAMP allows the City to leverage state funds to maintain airport facilities in safe operating condition while reducing the burden on local airport revenues. Continued participation also supports compliance with state aviation standards and strengthens the City's eligibility for future state and federal aviation funding opportunities.

The acceptance of this grant and authorization of the required local match will allow the City to proceed with eligible maintenance activities during Fiscal Year 2026 and ensure continued safe and reliable operation of Ennis Municipal Airport.

F.6.

**FINANCIAL IMPACT:**

\$11,111.11 will need to be allocated as a match.

**RECOMMENDATION:**

Staff recommends approval.

**ATTACHMENTS:**

[RESOLUTION NO.-Resolution to accept TxDOT RAMP \\$100,000 Grant - Pdf RAMP2026 \(1\)](#)



**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, AUTHORIZING ACCEPTANCE OF A FISCAL YEAR 2026 ROUTINE AIRPORT MAINTENANCE PROGRAM (RAMP) GRANT FROM THE TEXAS DEPARTMENT OF TRANSPORTATION (TxDOT) AVIATION DIVISION FOR ENNIS MUNICIPAL AIRPORT (F41); AUTHORIZING EXECUTION OF THE REIMBURSABLE GRANT AGREEMENT IN THE AMOUNT OF \$100,000; COMMITTING LOCAL MATCHING FUNDS; AUTHORIZING NECESSARY BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Ennis, Texas (the “City”), is the owner and sponsor of Ennis Municipal Airport (F41); and

**WHEREAS**, the Texas Department of Transportation Aviation Division (“TxDOT Aviation”) administers the Routine Airport Maintenance Program (RAMP) pursuant to Texas Transportation Code Chapters 21 and 22; and

**WHEREAS**, TxDOT Aviation has awarded the City financial assistance under the Fiscal Year 2026 RAMP Program for eligible airport maintenance activities at Ennis Municipal Airport under TxDOT Project ID: M2618ENNI; and

**WHEREAS**, the estimated total annual routine airport maintenance project cost is \$111,111.11, of which TxDOT Aviation will provide ninety percent (90%) of eligible project costs not to exceed \$100,000.00, and the City is responsible for a ten percent (10%) local match estimated at \$11,111.11 ; and

**WHEREAS**, the City Commission finds that participation in the RAMP 2026 Program serves a legitimate public purpose by preserving airport infrastructure, maintaining compliance with state aviation standards, promoting public safety, and supporting aviation-related economic development within the City of Ennis.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:**

**SECTION 1:** The City Commission hereby accepts the Fiscal Year 2026 TxDOT Aviation Routine Airport Maintenance Program (RAMP) Grant for Ennis Municipal Airport (F41) under TxDOT Project ID M2618ENNI.

**SECTION 2:** The City Commission hereby commits to providing the required local match in an amount not to exceed \$11,111.11, representing ten percent (10%) of eligible project costs, from legally available funds designated for airport purposes.

**SECTION 3:** The City Commission hereby authorizes the City Manager, or designee, to execute the Reimbursable Grant Agreement and any and all related agreements, certifications, assurances, reimbursement requests, amendments, and other documents necessary to implement and administer the RAMP 2026 project in accordance with TxDOT Aviation requirements and applicable state law.

**SECTION 4:** The City Commission hereby authorizes the City Manager and Finance Director to prepare and implement any necessary budget amendments, appropriations, and accounting adjustments required to:

Recognize the receipt of state grant funds in an amount not to exceed \$100,000.00;

Appropriate matching funds in an amount not to exceed \$11,111.11.

**SECTION 5:** The City Manager and City staff are authorized and directed to take all actions reasonably necessary to ensure compliance with the terms of the Reimbursable Grant Agreement, including audit compliance, recordkeeping, reporting requirements, and maintenance of the Airport Fund in accordance with state law and grant conditions.

**SECTION 6:** This Resolution shall take effect immediately upon its passage and approval.

**PASSED AND APPROVED** by the City Commission of the City of Ennis, Texas on this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
LYNDA ISBELL, Mayor

ATTEST:

\_\_\_\_\_  
ANGIE WADE, City Secretary

**TEXAS DEPARTMENT OF TRANSPORTATION**  
**REIMBURSABLE GRANT AGREEMENT**  
**FOR ROUTINE AIRPORT MAINTENANCE PROGRAM**

(State Assisted Airport Routine Maintenance)

**TxDOT Project ID: M2618ENNI**

**Part I - Identification of the Project**

TO: The City of Ennis, Texas

FROM: The State of Texas, acting through the Texas Department of Transportation

The Texas Department of Transportation (department) is authorized under Texas Transportation Code, Chapter 21, and Chapter 22, to assist in the development and maintenance of airports in the state.

This Reimbursable Grant Agreement is made between the Texas Department of Transportation, (hereinafter referred to as the "State"), on behalf of the State of Texas, and the City of Ennis, Texas, (hereinafter referred to as the "Sponsor").

This Reimbursable Grant Agreement is entered into between the State and Sponsor shown above, under the authority granted and in compliance with the provisions of the Transportation Code Chapter 21.

The scope of service for this project is for **airport maintenance** at the ENNIS - ENNIS MUNI Airport.

Pursuant to the terms and conditions set forth in the RAMP Grant Agreement, reimbursement of expenses is strictly limited to those costs that are directly associated with eligible maintenance activities defined as airport maintenance and as stated in Part III of this RAMP Grant Agreement. Operational and/or operating expenses—defined herein as recurring costs necessary for the routine functioning of an airport, including but not limited to groundskeeping (e.g., mowing), utilities, insurance premiums, personnel compensation, and fuel—are categorically excluded from reimbursement eligibility under the RAMP program

The sole exception to this exclusion pertains to Airport Operations Counting Systems, which are expressly permitted under current funding guidelines and must be documented accordingly.

By submitting a reimbursement request, the Sponsor affirms and certifies that all applicable provisions of the RAMP Grant Agreement have been satisfied. Furthermore, the Sponsor attests that the scope of work described in the reimbursement submission is intended exclusively to supplement airport maintenance operations and does not constitute, support, or subsidize airport operational functions. This certification is made in accordance with applicable state funding regulations and the eligibility criteria enumerated in the scope of service.

## **Part II - Offer of Financial Assistance**

1. For the purposes of this Reimbursable Grant Agreement, the annual routine airport maintenance project cost is estimated to be \$111,111.11 (Amount A).

State financial assistance granted will be used solely and exclusively for airport maintenance and other incidental items as approved by the State. State financial assistance will be for ninety percent (90%) of the eligible project costs for this project or a maximum of \$100,000.00 (Amount B), whichever is less, per fiscal year and subject to availability of state appropriations.

The Sponsor's share of project costs will be for ten percent (10%) of the eligible project costs (Amount C).

This Reimbursable Grant Agreement provides for reimbursement of costs that have already been incurred by the Sponsor, work is complete and/or goods and materials have been provided to the Sponsor and all contractors, subcontractors, and/or vendors will have been paid before a request for reimbursement is submitted to the State.

Unused funds are non-transferable to any other Sponsor, city, county, or airport and shall not be carried over to the subsequent fiscal year.

Scope of Services of this Reimbursable Grant Agreement, may be amended, subject to availability of state funds, to include additional approved airport maintenance work. Scope amendments require submittal of an Amended Scope of Services

**Only work items as described in Scope of Services of this Reimbursable Grant Agreement are reimbursable under this Reimbursable Grant Agreement.**

All goods and/or materials procured, and all work and/or services performed, shall occur subsequent to the execution of this Reimbursable Grant Agreement and on, or before, August 31, 2026.

2. Work, services, goods, and/or materials rendered or paid for by the Sponsor prior to the execution of this Reimbursable Grant Agreement shall not be eligible for reimbursement. This Reimbursable Grant Agreement shall be deemed executed upon the affixation of signatures by all parties involved. The date of the final signature shall be recognized as the official Reimbursable Grant Agreement execution date.

F.6.

3. Scope of Services may be accomplished by State contracts or through local contracts of the Sponsor as determined appropriate by the State. All locally contracted work must be approved by the State for scope and reasonable cost. The State will not participate in funding for force account work conducted by the Sponsor.
4. This Reimbursable Grant Agreement shall terminate upon completion of the scope of services, exhaustion of funds, or on the last day of the fiscal year.
5. The State retains the right to obtain an audit as may be required by state regulations; the State Auditor may conduct an audit or investigation of any entity receiving funds from TxDOT directly under this contract or indirectly through a subcontract under this contract. Acceptance of funds directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the State Auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. An entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

### **Part III - Additional Requirements for Certain Equipment**

1. Certain purchase, installation, and subscription costs for eligible air traffic and operations monitoring equipment (“Equipment”) are reimbursable as provided in this Part.
2. For eligible Equipment, the State will reimburse 90% of the initial cost to purchase and install, and 90% of the annual subscription fee for subsequent years.
3. Eligibility Requirements
  - A. The Equipment must include the following items, at a minimum;
    1. Triangulation
    2. Noise abatement
    3. Aircraft tracking data for 30 days
    4. Identification of pavement utilization by airplane design group for the entire airport
    5. Equal effectiveness at both towered and non-towered airports
    6. Tracking of military and government aircraft, including FAA blocked aircraft
  - B. In order for costs to be eligible for RAMP reimbursement:

1. To be eligible for reimbursement of the annual subscription fee after the first year, the Sponsor must participate in the Routine Airport Maintenance Program, have an executed Reimbursable Grant Agreement for that year, and comply with all Reimbursable Grant Agreement requirements.
- C. The State may conduct on-site or off-site monitoring reviews of the Equipment any years Sponsor seeks reimbursement of subscription costs. The Sponsor shall fully cooperate with the State and provide any required documentation. The Sponsor shall grant full access to the Equipment to the State or its authorized designee for the purpose of determining compliance, including, but not limited to:
1. Whether the Equipment, and its operation and maintenance, are consistent with the requirements set forth in the Reimbursable Grant Agreement and this First Amendment;
  2. Whether the Sponsor is making timely progress with installation of the Equipment, and whether its management, financial management and control systems, procurement systems and methods, and overall performance are in conformance with the requirements set forth in the Reimbursable Grant Agreement and this First Amendment, and are fully and accurately reflected in reports submitted to the State.
- D. Failure to maintain compliance with these requirements may result in the Sponsor having to repay grant funds to the State.

**Part IV - Sponsor Responsibilities**

1. In accepting this Reimbursable Grant Agreement, if applicable, the Sponsor guarantees that:
  - a. it will, in the operation of the facility, comply with all applicable state and federal laws, rules, regulations, procedures, covenants and assurances required by the State in connection with this Reimbursable Grant Agreement; and
  - b. the Airport or navigational facility which is the subject of this Reimbursable Grant Agreement shall be controlled by the Sponsor for a period of at least 20 years; and
  - c. consistent with safety and security requirements, it shall make the airport or air navigational facility available to all types, kinds, and classes of aeronautical use without discrimination between such types, kinds and classes and shall provide adequate public access during the period of this Reimbursable Grant Agreement; and

- d. it shall not grant or permit anyone to exercise an exclusive right for the conduct of aeronautical activity on or about an airport landing area. Aeronautical activities include, but are not limited to scheduled airline flights, charter flights, flight instruction, aircraft sales, rental and repair, sale of aviation petroleum products and aerial applications. The landing area consists of runways or landing strips taxiways, parking aprons, roads, airport lighting and navigational aids; and
- e. through the fence access shall be reviewed and approved by the State; and
- f. it shall not permit non-aeronautical use of airport facilities, unless noted on an approved Airport Layout Plan, without prior approval of the State/FAA. This includes but is not limited to: the process of land disposal, any changes to the aeronautical or non-aeronautical land uses of the airport, land's deeded use from non-aeronautical to aeronautical, requests of concurrent use of land, interim use of land, approval of a release from obligations from the State/FAA, any of which will require 18 months, or longer; and
- g. the Sponsor shall submit to the State annual statements of airport revenues and expenses when requested; and
- h. all fees collected for the use of the airport shall be reasonable and nondiscriminatory. The proceeds from such fees shall be used solely for the development, operation and maintenance of the airport or navigational facility; and
- i. an Airport Fund shall be established by resolution, order, or ordinance in the treasury of the Sponsor, or evidence of the prior creation of an existing airport fund or a properly executed copy of the resolution, order, or ordinance creating such a fund, shall be submitted to the State. The fund may be an account as part of another fund but must be accounted for in such a manner that all revenues, expenses, retained earnings, and balances in the account are discernible from other types of monies identified in the fund as a whole. All fees, charges, rents, and money from any source derived from airport operations must be deposited in the Airport Fund and shall not be diverted to the general revenue fund or any other revenue fund of the Sponsor. All expenditures from the Airport Fund shall be solely for airport purposes. Sponsor shall be ineligible for a subsequent grant or loan by the State unless, prior to such subsequent approval of a grant or loan, Sponsor has complied with the requirements of this subparagraph; and
- j. the Sponsor shall operate runway lighting at least at low intensity from sunset to sunrise; and

- k. insofar as it is reasonable and within its power, Sponsor shall adopt and enforce zoning regulations to restrict the height of structures and use of land adjacent to or in the immediate vicinity of the airport to heights and activities compatible with normal airport operations as provided in Tex. Loc. Govt. Code Ann. Sections 241.001 et seq. (Vernon and Vernon Supp.). Sponsor shall also acquire and retain aviation easements or other property interests in or rights to use of land or airspace unless Sponsor can show that acquisition and retention of such interest will be impractical or will result in undue hardship to Sponsor. Sponsor shall be ineligible for a subsequent grant or loan by the State unless Sponsor has, prior to subsequent approval of a grant or loan, adopted and passed an airport hazard zoning ordinance or order approved by the State; and
- l. mowing services shall not qualify for state financial assistance under this Reimbursable Grant Agreement. The Sponsor shall bear full responsibility for all costs associated with mowing services; and
- m. operating expenses, which are defined as ongoing costs incurred by a business to sustain its daily operations, including but not limited to rent, utilities, and salaries, shall not be eligible for state financial assistance under this Reimbursable Grant Agreement. The Sponsor shall assume full responsibility for all operating costs; and
- n. no Small Capital Improvement Project shall be initiated without the express guidance and prior written approval of the Texas Department of Transportation's Aviation Division. The Sponsor hereby acknowledges and agrees that failure to obtain such pre-approval shall constitute a breach of this RAMP Grant Agreement and shall result in the Sponsor's forfeiture of eligibility for reimbursement of any costs or expenses incurred in connection with the unauthorized project.

2. The Sponsor, to the extent of its legal authority to do so, shall save harmless the State, the State's agents, employees or contractors from all claims and liability due to activities of the Sponsor, the Sponsor's agents or employees performed under this Reimbursable Grant Agreement. The Sponsor, to the extent of its legal authority to do so, shall also save harmless the State, the State's agents, employees or contractors from any and all expenses, including attorney fees which might be incurred by the State in litigation or otherwise resisting claim or liabilities which might be imposed on the State as the result of those activities by the Sponsor, the Sponsor's agents or employees.

3. The Sponsor's acceptance of this offer and ratification and adoption of this Reimbursable Grant Agreement shall be evidenced by execution of this Reimbursable Grant Agreement by the Sponsor. The Reimbursable Grant Agreement shall comprise a contract, constituting the obligations and rights of the State of and the Sponsor with respect to the accomplishment of the project and the operation and maintenance of the airport.

If it becomes unreasonable or impractical to complete the project, the State may void this Reimbursable Grant Agreement and release the Sponsor from any further obligation of project costs.

4. Upon entering into this Reimbursable Grant Agreement, Sponsor agrees to name an individual, as the Sponsor's Authorized Representative, who shall be the State's contact with regard to this project. The Representative shall receive all correspondence and documents associated with this Reimbursable Grant Agreement and shall make or shall acquire approvals and disapprovals for this Reimbursable Grant Agreement as required on behalf of the Sponsor, and coordinate schedule for work items as required.
5. By the acceptance of grant funds for the maintenance of eligible airport buildings, the Sponsor certifies that the buildings are owned by the Sponsor. The buildings may be leased but if the lease agreement specifies that the lessee is responsible for the upkeep and repairs of the building no state funds shall be used for that purpose.
6. Sponsor shall request reimbursement of eligible project costs on forms provided by the State. All reimbursement requests are required to include a copy of the invoices for the materials or services and proof of payment. The reimbursement request will be submitted no more than once a month.
7. The Sponsor's acceptance of this Reimbursable Grant Agreement shall comprise a Reimbursable Grant Agreement, as provided by the Transportation Code, Chapter 21, constituting the contractual obligations and rights of the State of Texas and the Sponsor with respect to the accomplishment of the airport maintenance and compliance with the assurances and conditions as provided. Such Reimbursable Grant Agreement shall become effective upon the State's written Notice to Proceed issued following execution of this Reimbursable Grant Agreement.

#### **PART V - Amendments**

This Reimbursable Grant Agreement may require an amendment to the scope of services if work contracted by TxDOT is required.

In the event an amendment is required, all parties will agree to the terms specified in the amended Reimbursable Grant Agreement and the following terms apply:

1. The amended Reimbursable Grant Agreement shall be executed prior to work related to the amended scope is provided.
2. Sponsor, by accepting this Reimbursable Grant Agreement certifies and, upon request, shall furnish proof to the State that it has sufficient funds to meet its share of the costs. The Sponsor grants to the State the right to audit any books and records of the Sponsor to verify expended funds.

F.6.

3. Upon execution of this Reimbursable Grant Agreement and written demand by the State, the Sponsor's financial obligation (Amount C) shall be due in cash and payable in full to the State. State may request the Sponsor's financial obligation in partial payments. Should the Sponsor fail to pay their obligation, either in whole or in part, within 30 days of written demand, the State may exercise its rights under Paragraph V-3. Likewise, should the State be unwilling or unable to pay its obligation in a timely manner, the failure to pay shall be considered a breach and the Sponsor may exercise any rights and remedies it has at law or equity.
  - a. Services will not be accomplished by the State until receipt of Sponsor's share of project costs.
4. If additional funds are required after the work is complete to fund the Sponsor's share, the State shall request funds from Sponsor at the financial closure of the project.
5. The State shall reimburse or credit the Sponsor, at the financial closure of the project, any excess funds provided by the Sponsor which exceed Sponsor's share (Amount C).

#### **PART VI - Recitals**

1. This Reimbursable Grant Agreement is executed for the sole benefit of the contracting parties and is not intended or executed for the direct or incidental benefit of any third party.
2. It is the intent of this Reimbursable Grant Agreement to not supplant local funds normally utilized for airport maintenance, and that any state financial assistance offered under this Reimbursable Grant Agreement be in addition to those local funds normally dedicated for airport maintenance.
3. This Reimbursable Grant Agreement is subject to the applicable provisions of the Transportation Code, Chapters 21 and 22, and the Airport Zoning Act, Tex. Loc. Govt. Code Ann. Sections 241.001 et seq. ( and Vernon Supp.). Failure to comply with the terms of this Reimbursable Grant Agreement or with the rules and statutes shall be considered a breach of this contract and will allow the State to pursue the remedies for breach as stated below.

F.6.

- a. Of primary importance to the State is compliance with the terms and conditions of this Reimbursable Grant Agreement. If, however, after all reasonable attempts to require compliance have failed, the State finds that the Sponsor is unwilling and/or unable to comply with any of the terms of this Reimbursable Grant Agreement, the State, may pursue any of the following remedies: (1) require a refund of any financial assistance money expended pursuant to this Reimbursable Grant Agreement, (2) deny Sponsor's future requests for aid, (3) request the Attorney General to bring suit seeking reimbursement of any financial assistance money expended on the project pursuant to this Reimbursable Grant Agreement, provided however, these remedies shall not limit the State's authority to enforce its rules, regulations or orders as otherwise provided by law, (4) declare this Reimbursable Grant Agreement null and void, or (5) any other remedy available at law or in equity.
  - b. Venue for resolution by a court of competent jurisdiction of any dispute arising under the terms of this Reimbursable Grant Agreement, or for enforcement of any of the provisions of this Reimbursable Grant Agreement, is specifically set by Grant of the parties in Travis County, Texas.
4. The State reserves the right to amend or withdraw this Reimbursable Grant Agreement at any time prior to acceptance by the Sponsor. The acceptance period cannot be greater than 30 days after issuance unless extended by the State.
  5. This Reimbursable Grant Agreement constitutes the full and total understanding of the parties concerning their rights and responsibilities in regard to this project and shall not be modified, amended, rescinded or revoked unless such modification, amendment, rescission or revocation is agreed to by both parties in writing and executed by both parties.
  6. All commitments by the Sponsor and the State are subject to constitutional and statutory limitations and restrictions binding upon the Sponsor and the State (including Sections 5 and 7 of Article 11 of the Texas Constitution, if applicable) and to the availability of funds which lawfully may be applied.

**Part VII - Acceptances**

**Acceptance of the Sponsor**

The City of Ennis, Texas, does ratify and adopt all statements, representations, warranties, covenants, agreements, and all terms and conditions of this Reimbursable Grant Agreement.

Acceptance of the Sponsor executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

The City of Ennis, Texas

\_\_\_\_\_  
*(Sponsor)*

\_\_\_\_\_  
*(Sponsor Signature)*

\_\_\_\_\_  
*(Sponsor Title)*

\_\_\_\_\_  
*(Date)*

F.6.

**Acceptance of the State**

Executed by and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs and grants heretofore approved and authorized by the Texas Transportation Commission.

**State of Texas**  
**Texas Department of Transportation**

---

*(Signature)*

---

*(Typed Name)*

---

*(Title)*

---

*(Date)*

**Certification of State Single Audit Requirements**

I, \_\_\_\_\_ do certify that the City of Ennis will comply with all requirements of the State  
(Designated Representative)  
of Texas Single Audit Act if the City of Ennis spends or receives more than the threshold amount in  
any grant funding sources during the most recently audited fiscal year. And in following those  
requirements, the City of Ennis will submit the report to the audit division of the Texas Department of  
Transportation. If your entity did not meet the threshold in grant receivables or expenditures, please  
submit a letter indicating that your entity is not required to have a State Single Audit performed for the  
most recent audited fiscal year.

City of Ennis

\_\_\_\_\_  
*(Sponsor)*

\_\_\_\_\_  
*(Sponsor Signature)*

\_\_\_\_\_  
*(Sponsor Title)*

\_\_\_\_\_  
*(Date)*

**Designation of Sponsor's Authorized Representative**

TxDOT Project ID: M26 M2618ENNI

The City of Ennis ,  
designates,

\_\_\_\_\_  
(Name, Title)

as the Sponsor's authorized representative, who shall receive all correspondence and documents associated with this Reimbursable Grant Agreement and who shall make or shall acquire approvals and disapprovals for this Reimbursable Grant Agreement as required on behalf of the Sponsor.

\_\_\_\_\_  
The City of Ennis, Texas

(Sponsor)

\_\_\_\_\_  
(Sponsor Signature)

\_\_\_\_\_  
(Sponsor Title)

\_\_\_\_\_  
(Date)

**Designated Representative**

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Overnight Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone/Fax Number: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

## ENNIS CITY COMMISSION AGENDA SUMMARY FORM



**To:** City Commission

**Subject:** Discuss and consider a Resolution authorizing the City of Ennis, Texas, to submit a Texas Community Development Block Grant (TxCDBG) Downtown Revitalization Program application to the Texas Department of Agriculture; formally designating the Ennis Main Street area; committing \$50,000 in local matching funds; and authorizing the City Manager to execute all application documents and related agreements.

**Meeting:** ENNIS CITY COMMISSION - 17 Mar 2026

**Department:** Economic Development

**Staff Contact:** Miriam Castillo, Economic Development Director

### BACKGROUND INFORMATION:

The Ennis EDC intends to submit an application for the Department of Agriculture Downtown Revitalization Program, and if awarded, commits to the required local matching funds toward the proposed project. The proposed project directly supports the EEDC's mission to promote business vitality, enhance infrastructure supporting commercial activity, and strengthen Ennis' competitiveness as a regional destination for commerce, tourism, and investment.

The Downtown Revitalization Program is a competitive statewide grant program and prioritizes projects that enhance public infrastructure within historic downtown districts, improve accessibility and pedestrian connectivity, and stimulate private investment. Eligible activities may include streetscape improvements, drainage and utility upgrades, ADA accessibility enhancements, and other infrastructure improvements that directly support economic vitality in the designated downtown area.

### FINANCIAL IMPACT:

\$50,000 matching funds (TBD by EEDC Board, if selected for grant)

### POLICY IMPLICATIONS:

Thriving Economy - Expand and grow the City strategically and thoughtfully, so business and industry can thrive, residents have access to quality jobs opportunities, revenue is generated to sustain city government, and Ennis retains its small-town character and identity.

### RECOMMENDATION:

Staff recommends approval of the item.

### ATTACHMENTS:

[RESOLUTION NO.-TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - DOWNTOWN REVITALIZATION PROGRAM - Pdf](#)

F.7.



**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, AUTHORIZING THE SUBMISSION OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR THE DOWNTOWN REVITALIZATION PROGRAM.**

**WHEREAS**, the City Commission of the City of Ennis, Texas desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and

**WHEREAS**, it is necessary and in the best interests of the City of Ennis, Texas to apply for funding under the Texas Community Development Block Grant Program;

**WHEREAS**, the City Commission of the City of Ennis, Texas has reviewed and evaluated the city for identification of pedestrian centered economic activity and is formally designating the area identified by the following boundaries and outline on the map attached, as its official Ennis Main Street area.

**Boundaries of the Downtown District**

North:

South:

East:

West:

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:**

**SECTION 1:** That a Texas Community Development Block Grant Program application for the Downtown Revitalization Program is hereby authorized to be filed on behalf of the City with the Texas Department of Agriculture, and to be placed in competition for funding under the Downtown Revitalization Program.

**SECTION 2:** That the City of Ennis, Texas requests to be considered for the Main Street Set-Aside and commits to selecting a project in coordination with the Texas Historical Commission, consistent with the current Main Street Program documentation and meets either the National Program Objective to Eliminate Slum and Blighted Conditions or to Benefit Low- to Moderate-Income Persons.

**SECTION 3:** That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.

**SECTION 4:** That the City of Ennis, Texas is committing to provide \$100,000 in matching funds toward the application's activities, with the specific usage and funding source to be determined prior to any award of grant funding.

**PASSED AND APPROVED** by the City Commission of the City of Ennis, Texas on this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
LYNDA ISBELL, Mayor

ATTEST:

\_\_\_\_\_  
ANGIE WADE, City Secretary

## ENNIS CITY COMMISSION AGENDA SUMMARY FORM



**To:** City Commission

**Subject:** Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, approving a Production Management Agreement with First Class Production, Inc for the Ennis Bluebonnet Trails and Festival, and authorizing the Mayor to execute the agreement.

**Meeting:** ENNIS CITY COMMISSION - 17 Mar 2026

**Department:** Economic Development

**Staff Contact:** Andrew Alvarado, Tourism & Events Manager

### BACKGROUND INFORMATION:

On January 12, 2026, the City of Ennis issued a Request for Quotes (RFQ) for Production Management of the Ennis Bluebonnet Trails Festival, and three (3) proposals were received. First Class Productions, Inc. was determined to be the best value proposer.

Staff recommends awarding First Class Productions Inc. to provide Production Management of the Ennis Bluebonnet Trails Festival.

### FINANCIAL IMPACT:

The award of First Class Production Inc. is a budgeted expenditure within the Economic Development Corporation's event production fund (\$29,082.69) and the Downtown Event Expenses fund (\$41,995.03), ensuring cost-effective production management for Bluebonnet Trails and Festival.

### POLICY IMPLICATIONS:

Vibrant Lifestyle - Elevate life experiences throughout our community by providing residents and visitors with opportunities to enjoy events, entertainment, recreation, nature, and celebrate the City's diverse cultures and historic resource.

### RECOMMENDATION:

Staff recommends approval of the item.

### ATTACHMENTS:

[#23-1148 Ennis BBFV3](#)

[Event Southwest BBTF Quote](#)

[RESOLUTION NO.-First Class Production - Production Management for Bluebonnet Trails Festival - Pdf](#)

[Contract for Event Production final](#)

[Exhibit A](#)

F.8.

**Customer Info:**

<b>Date:</b>	<b>1/30/26</b>
<b>Inv:</b>	<b>23-1148</b>

**Name: City of Ennis**

**Address:** 108 W Knox St

Ennis TX  
75119

**CTC # 972.878.4748**

**Attn: Andrew Alvarado**

**Thee 3 V's**  
**142 Park Center St**  
**Leesburg, FL 34748**

Item #	Qty	Item	Cost	Total	SubTotal
SL 100e	1	Stage Line 100(or equivalent) with banner kit and risers	\$ 4,500.00	\$ 4,500.00	<b>Staging</b>
Talent Fees	1	Festival Talent & Fees	\$ -	\$ -	\$ 4,500.00
hdl6a	12	HDL 6	\$ 85.00	\$ 1,020.00	
8004	6	RCF 8004	\$ 135.00	\$ 810.00	
x32	1	Behringer X32	\$ 95.00	\$ 95.00	<b>Audio</b>
Kit	1	Mics, Stands, Cable Kit (ac/data) Snakes	\$ 400.00	\$ 400.00	\$ 2,613.00
CP12	6	QSC CP12 Stage Monitor Wedges	\$ 48.00	\$ 288.00	
LED Bez	12	Becen Zoom LED	\$ 35.00	\$ 420.00	<b>Lighting</b>
Eco	2	Elation Eco Hazer w Fluid	\$ 38.00	\$ 76.00	\$ 606.00
TitanT1	1	Avolites T1 titan computer w touchscreen	\$ 110.00	\$ 110.00	
MapexCym	1	Mapex Drum kkit with Cymbals Stands & Pedals	\$ 600.00	\$ 600.00	
Amp	1	Ampeg 4x10 & Head	\$ 150.00	\$ 150.00	
Fend	2	Fender Deluxe (style) Gtr Amp	\$ 125.00	\$ 250.00	<b>Backline</b>
Gtr St	4	Guitar Stands	\$ 12.50	\$ 50.00	\$ 1,525.00
88key	1	88 weighted Keyboard & Stand	\$ 175.00	\$ 175.00	
PKg	1	Pedal, Cable, Stick, Head package	\$ 300.00	\$ 300.00	
Vid Pkg	1	13.3' x 6.6' 4k Video Wall w/bumpers, cable, and processing	\$ 4,250.00	\$ 4,250.00	<b>Video&amp;Rigging</b>
Man	8	Manual Chain Hoists (1T)	\$ 28.00	\$ 224.00	\$ 4,474.00
Tents	1	Requested Tent Table & Chair package	\$ 28,000.00	\$ 28,000.00	<b>Tents</b>
Alum	1	Tent Lighting	\$ 750.00	\$ 750.00	\$ 28,750.00
UR	1	Lift, 25kW Gen, 75kW Gen, Drops	\$ 6,350.00	\$ 6,350.00	<b>Hardware&amp;Transpo</b>
Transpo	1	Transpo	\$ 4,500.00	\$ 4,500.00	\$ 10,850.00
Tech	5	Technicians over 5 days (in, 3 show, out)	\$ 2,250.00	\$ 11,250.00	
Hot	20	Hotels	\$ 150.00	\$ 3,000.00	<b>Techs &amp; Trav</b>
Fl	4	Transpo RT	\$ 600.00	\$ 2,400.00	\$ 18,090.00
LL	48	Local	\$ 30.00	\$ 1,440.00	
	0		\$ -	\$ -	
			\$ -	\$ 71,408.00	

Discount	\$ -
<b>Total Inv:</b>	<b>\$ 71,408.00</b>

BBF Ennis, 2026

Please wire amount due to Chase Bank  
Account Number: 938618290  
Routing Number: 111000614

**Thank you for your business, please make all checks out to Robert J Wargo II.**



Re: Request for Quote – Production Management Services | Bluebonnet Trails Festival

From Matt Bannon <matt@eventsouthwest.com>  
Date Mon 2/2/2026 2:19 PM  
To Andrew Alvarado <aalvarado@ennistx.gov>  
Cc Lear Johnson <Lear@eventsouthwest.com>

Copy that. You'd be looking at about \$12K in concrete block cost. And you'll get hit with an overtime labor fee due to the Sunday load-out. We would need to request official quotes to get you accurate numbers for labor and delivery.

I'm more than happy to help you review the quotes you've received and I can help you get connected with other vendors who might not have submitted a quote that you can get a better deal with. This is a standard consulting contract for us. I know you mentioned your budget already being set for this year, but we can likely find you savings that would more than cover the consulting fee. Let me know if you are interested in going down that path and I can send over a proposal to you.

Thank you sir and safe travels!

TOTAL  
\$71,709<sup>00</sup>

**Event Southwest.**

**Matt Bannon**  
Vice President of  
Operations

(214) 616-7503  
www.eventsouthwest.com

matt@eventsouthwest.com  
6060 N Central Expy, Ste 500,  
Dallas, TX 75206



On Mon, Feb 2, 2026 at 10:34 AM Andrew Alvarado <aalvarado@ennistx.gov> wrote:

Yes, each tent typically gets two blocks or water barrels even they are next to each other.

Load in starts Thursday 04/16 at 6 am. Load out is on Sunday 6:30pm.

I am busy this week as I am traveling out of the country Friday but let me know if I can help with anything else,


**ENNIS**  
 TEXAS

*The bluebonnet spirit of Texas*
**Andrew Alvarado**  
**Tourism and Events Manager**  
 o (972) 878-4748 m (972) 268-0702  
 108 W Knox St Ennis, TX 75119

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**From:** Matt Bannon <[matt@eventsouthwest.com](mailto:matt@eventsouthwest.com)>  
**Sent:** Tuesday, January 27, 2026 8:29 AM  
**To:** Andrew Alvarado <[aalvarado@ennistx.gov](mailto:aalvarado@ennistx.gov)>  
**Cc:** Lear Johnson <[Lear@eventsouthwest.com](mailto:Lear@eventsouthwest.com)>  
**Subject:** Re: Request for Quote – Production Management Services | Bluebonnet Trails Festival

Good Morning Andrew,

I hope you're doing well through this winter storm! Copy that on the 40x60 tent.

After running the numbers, below is what I would estimate the cost of the items you requested would come out to.

- Main Stage (including all A/V, labor, delivery and power): \$32,517
- Rental Assets (not including labor, delivery or concrete blocks): \$27,192

We would need to dive more into the details to get the labor, delivery, and concrete block costs for the rental assets.

This isn't the cheapest quote you can find, but it's also not the most expensive. This is the estimated best value quote you will be able to find. I wouldn't spend more than this for sure.

Let me know if you have any questions or want to dive more into the details. I'm happy to help.

Thank you sir.

**Event Southwest™**

**Matt Bannon**

Vice President of  
 Operations

📞 (214) 616-7503 🌐  
[www.eventsouthwest.com](http://www.eventsouthwest.com)

✉️ [matt@eventsouthwest.com](mailto:matt@eventsouthwest.com) 📍  
 6060 N Central Expy, Ste 500,  
 Dallas, TX 75206



On Fri, Jan 23, 2026 at 3:17 PM Andrew Alvarado <[aalvarado@ennistx.gov](mailto:aalvarado@ennistx.gov)> wrote:  
 Matt, thank you again for our video call.

---

**From:** Matt Bannon <[matt@eventsouthwest.com](mailto:matt@eventsouthwest.com)>  
**Sent:** Thursday, January 15, 2026 3:21 PM  
**To:** Andrew Alvarado <[aalvarado@ennistx.gov](mailto:aalvarado@ennistx.gov)>  
**Cc:** Lear Johnson <[Lear@eventsouthwest.com](mailto:Lear@eventsouthwest.com)>  
**Subject:** Re: Request for Quote – Production Management Services | Bluebonnet Trails Festival

Hey Andrew,

Just following up to see if you have some time to touch base to go over this project so we can provide a formal quote. I'd love to learn more about the additional events you have coming up as well. We can provide a proposal that would cover all of the events if that's preferred.

Let me know if you have any free time tomorrow or next week.

Thank you sir.

## Event Southwest™

**Matt Bannon**  
Vice President of  
Operations

📞 (214) 616-7503 🌐  
[www.eventsouthwest.com](http://www.eventsouthwest.com)

✉ [matt@eventsouthwest.com](mailto:matt@eventsouthwest.com) 📍  
6060 N Central Expy, Ste 500,  
Dallas, TX 75206



On Mon, Jan 12, 2026 at 11:49 AM Matt Bannon <[matt@eventsouthwest.com](mailto:matt@eventsouthwest.com)> wrote:  
Good Morning Andrew,

Thank you for reaching out! We would love to help your team bring the Bluebonnet Trails Festival to life. Given the tight turnaround time here since we're 3 months out from the event date, are you available to jump on a meeting this week to go over more of the details? We'll need to do so in order to provide you with an accurate quote for the requested assets & services.

In full transparency, we typically begin planning an event of this size at least 6 months out and ideally a full year out. The main reason being stage availability and talent booking availability. So we will really need to hit the ground running here, but it absolutely can be done and done at a high level.

**Talent**

- Local and regional acts
- 1–8 piece bands
- Sound checks and load-in/load-out must occur within a maximum **30-minute window** between performances
- Vendor must ensure adherence to this schedule
- Talent booking and fees (if applicable) must be included in the bid
- Talent fees not to exceed \$16,000 total, with a minimum of three entertainers per day
- Preferred: Five artists on Friday and Saturday

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**Stage | Sound | Lighting**

- Ground-supported stage with a minimum 20' x 20' footprint and 24' x 24' rooftop
- Two 8' x 8' sound wings, steps, and video wall support package
- Banner package and rear windwall
- 8' x 8' drum riser
- Sound coverage for up to 5,000 attendees across approximately 60,000 square feet of outdoor space
- LED lighting package including stage wash and minimum eight moving lights
- Sound and lighting flown whenever possible
- Microphones (including wireless MC mic), stands, cables, DI boxes, and monitors

**Previous Year Sound & Lighting Configuration (for reference):**

- Two flown line arrays (six 3-way enclosures per side)
- Six dual 21" subwoofers
- 32-channel digital mixing console with wireless router and iPad
- Six 2-way stage monitor wedges
- Mics, stands, cables, subsnakes, and DI boxes for an 8-piece band
- Six moving LED wash lights
- Six moving beam lights
- Water-based haze machine
- DMX moving light console

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**Video**



**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, APPROVING A PRODUCTION MANAGEMENT AGREEMENT FOR THE ENNIS BLUEBONNET TRAILS FESTIVAL WITH FIRST CLASS PRODUCTION, INC IN AN AMOUNT NOT TO EXCEED \$71,077.72, AND AUTHORIZING THE MAYOR TO EXECUTE ALL RELATED CONTRACTS.**

**WHEREAS**, First Class Production, Inc. is engaged in the business of providing professional event production management services, including but not limited to coordinating production operations, managing production staff, and coordinating with performing artists to maintain performance schedules and ensure talent has the necessary accommodations and technical needs for their performances (the “Production Management Services”); and

**WHEREAS**, staff desires to engage First Class Production, Inc to exclusively provide Production Management Services at, and assistance in connection with, Bluebonnet Trails and Festival; and

**WHEREAS**, in furtherance of the engagement of First Class Production, Inc., the City desires to secure professional production management services to support the planning, coordination, and execution of the Event, and First Class Production, Inc. is ready, willing, and able to provide such services upon the terms and conditions set forth herein.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:**

**SECTION 1:** The attached Production Management Agreement between the City of Ennis and First Class Production, Inc is hereby approved.

**SECTION 2:** The Mayor is hereby authorized to execute said Agreement on behalf of the City of Ennis.

**SECTION 3:** This resolution shall become effective upon its passage and approval.

**PASSED AND APPROVED** by the City Commission of the City of Ennis, Texas on this 17th day of March, 2026.

F.8.

---

LYNDA ISBELL, Mayor

ATTEST:

---

ANGIE WADE, City Secretary

STATE OF TEXAS	§	AGREEMENT FOR
	§	EVENT PRODUCTION –
COUNTY OF ELLIS	§	BLUEBONNET TRAILS
	§	
	§	

**THIS AGREEMENT** (“Agreement”) is made by and between the **City of Ennis, Texas** ("City") a municipal home rule corporation, operating pursuant to Chapter 9, Texas Local Government Code, its municipal Charter and Texas state law and **First Class Productions Inc** ("Contractor"), a Texas corporation, each a Party and collectively referred to as "the Parties," effective on the date fully executed herein (“Effective Date”).

**WHEREAS**, First Class Productions Inc has a background, experience, and expertise in providing event production in connection with the Blue Bonnet Festival Project (“Project”); and

**WHEREAS**, the City desires to have said services provided by Contractor; and

**WHEREAS**, Contractor shall serve as Contractor to City for the purpose of performing the services as set forth herein,

**NOW THEREFORE**, in consideration of the covenants and agreements herein contained, the parties hereto do mutually agree as follows:

1. **RECITALS.** That all of the recitals and preamble hereinabove stated are found to be true and correct and are incorporated herein and made a part of this Agreement.
2. **DESCRIPTION OF SERVICES.** Beginning upon the signed execution of this Agreement by both parties, Contractor will provide the work and services ("Scope of Services") as set forth in Exhibit A, which is incorporated herein by reference.
3. **CHANGE IN SERVICES.** In the event the parties mutually agree to add additional services to be performed by Contractor or to otherwise expand or decrease the services ("changes to the Agreement"), such changes to this Agreement must be reduced to writing and approved in writing by the parties, with the city manager signing on behalf of City.
4. **TERM.** This Agreement shall be effective from the Effective Date, through April 20, 2026, unless otherwise extended as allowed under other provisions of this Agreement. Either party may terminate this Agreement at any time, with or without cause, by giving the other party thirty (30) days' written notice.
5. **USE OF SUBCONTRACTORS.** In the event Contractor uses subcontractors (either paid or unpaid) in the performance of the services, Contractor shall notify City, who shall have the option of approving or disapproving such subcontractors. None of the services covered by this Agreement shall be subcontracted without the prior written consent (including consent delivered by e-mail) of City. "Subcontractors" shall include volunteers,

Contractors, employees, or agents used by Contractor, if any. Contractor shall remain liable for obligations performed by subcontractors to the same extent as if an employee of Contractor had performed such obligations, and for purposes of this Agreement, such work or services shall be deemed work performed by Contractor. Contractor will provide copies of agreements with all subcontractors within ten (10) days of any request for said agreements by City.

**6. PAYMENT.**

- a. City shall pay Contractor for the services and in the amounts listed in Exhibit A, but in a total amount for services provided under this Agreement not to exceed **\$71,077.72.00**, which shall include all travel and expenses.
- b. Contractor will submit invoice(s) for payment. Such invoice(s) shall be submitted as follows:

Mail to: City of Ennis  
ATTN: City Manager  
107 N. Sherman Street  
Ennis, Texas 75119; or

E-Mail: andrea.wb@ennistx.gov

- c. Such invoice(s) shall reflect itemized services rendered and performed in accordance with this Agreement.
- d. Payments shall be payable by City within thirty (30) days of receipt of the itemized invoice(s).

**7. INVOICE SUBMITTAL.** Contractor shall present invoices in the following form and content:

- a. each invoice shall be numbered and must reference the:
  - 1. name and address of the Contractor;
  - 2. name and address of receiving department and/or delivery location;
  - 3. the City Purchase Order Number; and
  - 4. descriptive information as to the services delivered.
- b. only one agreement shall be billed on a particular invoice;
- c. each invoice must have a billing number which reflects in sequence the number of invoices that have been submitted on the agreement;
- d. each invoice will show the following:
  - 1. "Total Agreement" amount;
  - 2. "Total of Services Completed to Date";

3. "Total Fee Previously Billed" and,
4. "Invoice Total," which is calculated by subtracting (3) from (2).

The invoice requirements stated herein shall not be read to disallow or exclude other information that may be otherwise required or requested by City. Such information required herein must be submitted only on an invoice and not in any other non-invoice form or document.

8. **RELATIONSHIP OF PARTIES.** It is understood and agreed by the parties that Contractor is an independent contractor with respect to City and not an employee of City. City will not provide fringe benefits, including health insurance benefits, paid vacation, worker's compensation insurance or benefits, or any other employee benefit, for the benefit of Contractor, and Contractor shall act solely as an independent contractor in performing the services referenced herein and shall have no right or authority to act for City and will not enter into any contract or other agreement, or incur any debt, liability or obligation of any nature in the name of, or on behalf of, City.

9. **INSURANCE AND INDEMNITY**

Contractor shall provide continuous enforcement of adequate insurance in accordance with Exhibit B to this Agreement which is attached hereto and incorporated herein by reference.

**THE CONTRACTOR COVENANTS AND AGREES TO FULLY INDEMNIFY AND HOLD HARMLESS, THE CITY AND THE ELECTED OFFICIALS, EMPLOYEES, OFFICERS, DIRECTORS, VOLUNTEERS, AND REPRESENTATIVES OF THE CITY, INDIVIDUALLY AND COLLECTIVELY, FROM AND AGAINST ANY AND ALL COSTS, CLAIMS, LIENS, DAMAGES, LOSSES, EXPENSES, FEES, FINES, PENALTIES, PROCEEDINGS, ACTIONS, DEMANDS, CAUSES OF ACTION, LIABILITY AND SUITS OF ANY KIND AND NATURE, INCLUDING BUT NOT LIMITED TO, PERSONAL OR BODILY INJURY, DEATH AND PROPERTY DAMAGE, MADE UPON THE CITY DIRECTLY OR INDIRECTLY, ARISING OUT OF, CAUSED BY OR RESULTING FROM AN ACT OF NEGLIGENCE, INTENTIONAL TORT, INTELLECTUAL PROPERTY INFRINGEMENT, OR FAILURE TO PAY A SUBCONTRACTOR OR SUPPLIER, COMMITTED BY THE CONTRACTOR UNDER AGREEMENT, OR ANOTHER ENTITY OR PERSON OVER WHICH THE CONTRACTOR EXERCISES CONTROL WHETHER OR NOT SAID CLAIMS, DEMANDS, CAUSES OF ACTIONS ARE CAUSED BY CONCURRENT NEGLIGENCE OF THE CITY AND A PARTY TO THIS AGREEMENT, OR WHETHER IT WAS CAUSED BY CONCURRENT NEGLIGENCE OF THE CITY AND SOME OTHER THIRD PARTY**

**(HEREINAFTER “CLAIMS”). THIS INDEMNIFICATION PROVISION AND THE USE OF THE TERM “CLAIMS” IS ALSO SPECIFICALLY INTENDED TO APPLY TO, BUT NOT LIMITED TO, ANY AND ALL CLAIMS, WHETHER CIVIL OR CRIMINAL, BROUGHT AGAINST CITY BY ANY GOVERNMENT AUTHORITY OR AGENCY RELATED TO ANY PERSON PROVIDING SERVICES UNDER THIS AGREEMENT THAT ARE BASED ON ANY FEDERAL IMMIGRATION LAW AND ANY AND ALL CLAIMS, DEMANDS, DAMAGES, ACTIONS AND CAUSES OF ACTION OF EVERY KIND AND NATURE, KNOWN AND UNKNOWN, EXISTING OR CLAIMED TO EXIST, RELATING TO OR ARISING OUT OF ANY EMPLOYMENT RELATIONSHIP BETWEEN CONTRACTOR AND ITS EMPLOYEES OR SUBCONTRACTORS AS A RESULT OF THAT SUBCONTRACTOR’S OR EMPLOYEE’S EMPLOYMENT AND/OR SEPARATION FROM EMPLOYMENT WITH THE CONTRACTOR, INCLUDING BUT NOT LIMITED TO ANY DISCRIMINATION CLAIM BASED ON SEX, SEXUAL ORIENTATION OR PREFERENCE, RACE, RELIGION, COLOR, NATIONAL ORIGIN, AGE OR DISABILITY UNDER FEDERAL, STATE OR LOCAL LAW, RULE OR REGULATION, AND/OR ANY CLAIM FOR WRONGFUL TERMINATION, BACK PAY, FUTURE WAGE LOSS, OVERTIME PAY, EMPLOYEE BENEFITS, INJURY SUBJECT TO RELIEF UNDER THE WORKERS’ COMPENSATION ACT OR WOULD BE SUBJECT TO RELIEF UNDER ANY POLICY FOR WORKERS COMPENSATION INSURANCE, AND ANY OTHER CLAIM, WHETHER IN TORT, CONTRACT OR OTHERWISE. THIS INDEMNIFICATION SHALL EXTEND TO THE PAYMENT OR REIMBURSEMENT OF THE CITY’S REASONABLE ATTORNEYS FEES AND ASSOCIATED COSTS, COURT COSTS, AND SETTLEMENT COSTS IN PROPORTION TO THE CONTRACTOR’S LIABILITY.**

**CONTRACTOR SHALL PROMPTLY NOTIFY CITY OF THE DEFENSE COUNSEL RETAINED BY CONTRACTOR IN FULFILLING ITS OBLIGATION HEREUNDER, AND TIMELY NOTIFY CITY OF ANY AND ALL LEGAL ACTIONS TAKEN BY THE DEFENSE COUNSEL REGARDING ANY AND ALL CLAIMS.**

**THIS ARTICLE SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.**

**THE CONTRACTOR AND CITY AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.**

**10. NOTICES.**

- a. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered after five (5) days from the date shown to be mailed. Notices may also be delivered via e-mail where authorized under this Agreement.
- b. Notice to City shall be delivered to the City Manager at the address stated hereinabove.
- c. Notice to Contractor shall be delivered to the following address:

First Class Productions  
c/o \_\_\_\_\_  
831 Black Champ Road  
Waxahachie, TX 75167  
aaron@firstclasspro.net
- d. Such addresses or contact persons may be changed from time to time by either party by providing written notice to the other in the manner set forth above.

**11. INTEREST OF PARTIES.**

- a. No member of the governing body of City, and no other officer, employee, or agent of City shall have any personal interest, direct or indirect, in this Agreement.
- b. No member of a governmental body, subdivision, or agency thereof, who exercises any functions, or responsibilities in the review or approval of the carrying out of the agreement, or goods or services to which this Agreement pertains, shall have any personal interest, direct or indirect, in this Agreement.
- c. No members of the U.S. Congress, the Texas Legislature, or county officials can have any personal interest in the Agreement.

**12. DISCRIMINATION.** No one will, on the grounds of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, marital status, age, disability, genetic information, pregnancy, veteran status, or any other legal protected status under applicable federal, state, and local laws be subject to discrimination in the performance of this Agreement.

**13. FEDERAL/STATE GRANTS.** If federal or state grant funds are involved in the performance of this Agreement, then all grant conditions must be complied with by City and Contractor.

14. **WAIVER OF CONTRACTUAL RIGHT.** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement. No delay or omission by either party hereto to exercise any right or power hereunder shall impair such right or power or be construed to be a waiver. A waiver of any breach of this Agreement by either of the parties shall not be construed to be a waiver of any succeeding breach or of any other covenant herein contained. All remedies provided for in this Agreement shall be cumulative and in addition to and not in lieu of any other remedies available to either party at law, in equity or otherwise.

15. **VERIFICATION REQUIRED BY TEXAS GOVERNMENT CODE SECTION 2270.001.**

Contractor acknowledges that the City is required to comply with Section 2270.001 of the Texas Government Code, enacted by House Bill 89 (85<sup>th</sup> (R) Texas Legislature), which requires that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it does not boycott Israel and will not boycott Israel during the term of the contract. By executing this Agreement, Contractor verifies that it does not boycott Israel and will not boycott Israel during the term of this Agreement.

16. **VERIFICATION REQUIRED BY TEXAS GOVERNMENT CODE SECTION 2252.151**

Contractor acknowledges that the City is required to comply with Section 2252.151, Subchapter F of the Texas Government Code, enacted by Senate Bill 252 (85<sup>th</sup> Texas Legislature). The Code requires the Texas Comptroller to prepare and maintain a list of companies known to have contracts with or provide supplies or services to a foreign terrorist organization. Further, the law prevents a governmental entity from entering into a contract with a company that is identified on the list prepared and maintained by the Texas Comptroller. By executing this Agreement, Contractor certifies that it is not a company identified on the Texas Comptroller's list as a company engaged in business with Iran, Sudan, or foreign terrorist organization, and notwithstanding anything contained herein, the representations and covenants contained in Texas Government Code Section 2252.152 shall survive termination of this agreement until the statute of limitations has run..

17. **VERIFICATION REQUIRED BY TEXAS GOVERNMENT CODE SECTION 2274.002 and 2276.002**

Chapter 2274 of the Texas Government Code prohibits the City from entering into a contract for goods or services that (a) has a value of \$100,000.00 or more that is to be paid wholly or partly from public funds and (b) is with a for-profit company, not including a sole proprietorship, that has 10 or more full-time employees unless the contract contains a written verification from the company that it (1) does not have a practice, policy, guidance,

or directive that discriminates against a firearm entity or firearm trade association, and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. Discriminating against a firearm entity or firearm trade association is defined in Texas Government Code Section 2274.001.

By executing this Agreement, Contractor verifies that it does not discriminate against a firearm entity or firearm trade association and will not discriminate against a firearm entity or firearm trade association during the term of this Agreement.

Chapter 2276 of the Texas Government Code prohibits the City from entering into a contract for goods or services that (a) has a value of \$100,000.00 or more that is to be paid wholly or partly from public funds and (b) is with a for-profit company, not including a sole proprietorship, that has 10 or more full-time employees unless the contract contains a written verification from the company that it (1) does not boycott energy companies, and (2) will not boycott energy companies during the term of the contract. Boycotting energy companies includes without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by Section (A).

By executing this Agreement, Contractor verifies that it does not boycott energy companies and will not boycott energy companies during the term of this Agreement.

## **18. GOVERNMENTAL IMMUNITY.**

A. Immunity retained. The City and Contractor hereby acknowledge and agree that City is entering this Agreement pursuant to its governmental function and that nothing contained in this Agreement shall be construed as constituting a waiver of the City's governmental immunity from suit or liability, which is expressly reserved to the extent allowed by law.

B. Limited Waiver of Immunity. Notwithstanding anything to the contrary herein, the City and Contractor hereby acknowledge and agree that to the extent this Agreement is subject to the provisions of Subchapter I of Chapter 271, Texas Local Government Code, as amended, the City's immunity from suit is waived only as set forth in Subchapter I of Chapter 271, Texas Local Government Code.

Should a court of competent jurisdiction determine the City's immunity from suit is waived in any manner other than as provided in Subchapter I of Chapter 271, Texas Local Government Code, as amended, the City and Contractor hereby acknowledge and agree that in a suit against the City for breach of this Agreement:

(a) the total amount of money awarded is limited to actual damages in an amount not to exceed the balance due and owed by City under this Agreement;

- (b) the recovery of damages against City may not include consequential damages or exemplary damages;
- (c) Contractor may not recover attorney's fees; and
- (d) Contractor is not entitled to specific performance or injunctive relief against the City.

19. **ENTIRE AGREEMENT.** This Agreement and Exhibits A, B, and C contain the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties. Exhibits A, B, and C are incorporated herein by reference for all purposes.
20. **ACCESS TO RECORDS.** City and any of its duly authorized representatives shall have access to any books, documents, papers, and records of Contractor which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions. It is expressly understood that upon receipt of substantial evidence of Contractor's refusal to comply with this provision, City will have the right to terminate this Agreement without prior notice.
21. **DOCUMENTS PROPERTY OF THE CITY.** The Project is the property of the City, and Contractor may not use the documents, plans, data, studies, surveys, drawings, maps, models, reports, photographs, and/or any materials for any other purpose not relating to the Project without City's prior written consent. City shall be furnished with such reproductions of the Project, plans, data, documents, maps, and any other information as defined in Exhibit "A." Upon completion of the work, or any earlier termination of this Agreement under Article 4 or Article 26, Contractor will revise plans, data, documents, maps, and any other information as defined in Exhibit "A" to reflect changes while working on the Project and promptly furnish the same to the City in an acceptable electronic format. All such reproductions shall be the property of the City who may use them without the Contractor's permission for any purpose relating to the Project, including, but not limited to, completion of the Project, and/or additions, alterations, modifications, and/or revisions to the Project.
22. **DOCUMENTS SUBJECT TO LAWS REGARDING PUBLIC DISCLOSURE.** Contractor acknowledges that City is a governmental entity and that all documents, plans, data, studies, surveys, drawings, maps, models, reports, photographs, and/or any items prepared or furnished by Contractor (and Contractor's professional associates and/or Sub-Contractors) under this Agreement are instruments of service in respect of the Project and property of the City and upon completion of the Project shall thereafter be subject to the Texas Public Information Act (*Texas Government Code*, Chapter 552) and any other applicable laws requiring public disclosure of the information contained in said documents.
23. **RETENTION OF RECORDS.** Contractor shall retain all records relating to this Agreement for five years after City makes final payment and all other pending matters are closed.
24. **PROHIBITED INTEREST / VENDOR DISCLOSURE.**

Contractor agrees that it is aware of the vendor disclosure requirements set forth in Chapter 176, Local Government Code, as amended, and will abide by the same. In this connection, a lawful representative of Contractor shall execute the Conflict of Interest Questionnaire, Form CIQ, attached hereto as Exhibit "C" and incorporated herein for all purposes.

If the Agreement is required to go to the City Commission for approval, then the Contractor shall execute and deliver to the City the Form 1295 Certificate of Interested Parties, as required by section 2252.908, Texas Government Code, as amended, prior to the City's execution of this Agreement.

**25. FORCE MAJEURE.**

- a. In the event performance by either party of its obligations under this Agreement shall be interrupted or delayed by or as a consequence of a pandemic, fire, flood, severe weather, or other act of God, war, insurrection, civil disturbance, or act of state, that party shall be excused from such performance for the period of time such occurrence shall have lasted or such period as is reasonably necessary to rebuild or take other action necessary to resume performance. The period of time reasonably necessary to rebuild or take other action necessary to resume performance shall be as determined by the agreement of the parties, which agreement shall be negotiated and arrived at in good faith.
- b. Each party shall notify the other of any matter which interferes or threatens to interfere with the performance of any of its obligations under this Agreement. Upon such notice, the parties shall consult and cooperate as to measures which may be taken to overcome the interference or as to alternative measures which may be undertaken by the parties with a view to the continued performance of the agreement.

- 26. TERMINATION OF AGREEMENT / REMEDIES.** City may, after giving the Contractor upon thirty (30) days written notice to Contractor, terminate this Agreement, for any reason or no reason at all, before the termination date hereof, and without prejudice to any other remedy it may have. If City terminates this Agreement due to a default of and/or breach by Contractor and the expense of finishing the Project exceeds the Contractor's Fee at the time of termination, Contractor waives its right to any portion of Contractor's Fee as set forth in Article 3 herein and agrees to pay any costs over and above the fee which the City is required to pay in order to finish the Project. On any default and/or breach by Contractor, City may elect not to terminate the Agreement, and in such event it may make good the deficiency in which the default consists, and deduct the costs from the Contractor's Fee. If City terminates this Agreement and Contractor is not in default of the Agreement, Contractor shall be entitled to compensation for any and all work completed to the satisfaction of the City in accordance with the provisions of this Agreement prior to termination.

In the event of any termination, Contractor shall deliver to City all finished and/or unfinished documents, data, studies, surveys, drawings, maps, models, reports, photographs and/or any items prepared by Contractor in connection with this Agreement prior to Contractor receiving final payment.

The rights and remedies provided by this Agreement are cumulative, and the use of any one right or remedy by either party shall not preclude or waive its rights to use any or all other remedies. These rights and remedies are given in addition to any other rights the parties may have by law, statute, ordinance, or otherwise.

## 27. **ADDITIONAL PROVISIONS**

- a. **Designated Representatives.** The City representatives are the, and such other and additional persons as City may designate in writing. The Contractor's representative is \_\_\_\_\_, and such other and additional persons as Contractor may designate in writing.
- b. **Exhibits.** Any and all exhibits described in this Agreement are attached hereto and incorporated herein by reference for all purposes. Exhibits attached this Agreement are:
- Exhibit A – Scope of Services
- c. **Choice of Law and Venue.** This Agreement is governed by the laws of the State of Texas. This Agreement is performable in Ennis, Texas. Venue for actions arising under this Agreement in federal courts shall lie exclusively in the Northern District of Texas, Dallas Division, and for State courts shall lie exclusively in Ellis County, Texas.
- d. **Misspelled words.** Misspelling of one or more words in this Agreement shall not void this Agreement. Such misspelled word shall be read so as to have the meaning apparently intended by the parties.
- e. **Assignment.** Neither party shall assign or transfer any right or interest in this Agreement, in whole or in part, without prior written approval of the other party.
- f. **Benefits.** This Agreement shall bind, and the benefits thereof shall inure, to the respective parties hereto, their legal representative, executors, administrators, successors, and assigns.
- g. **Severability.** In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

- h. **Plural Words.** Words used in the singular shall include the plural if and when applicable, and words used in the plural shall include the singular if and when applicable.
- i. **Time.** Time is of the essence of this Agreement.
- j. **Headings.** The paragraph and subparagraph headings and numbering contained herein are for convenience and reference and are not intended to define or limit the scope of any provision of this agreement.
- k. **Conflicts.** To the extent there may be a conflict between this Agreement and any proposal, exhibit, or other document attached hereto, the terms of this Agreement prevail.
- l. **No Third Party Beneficiaries.** Nothing in this Agreement shall be construed to create any right in any third party not a signatory to this Agreement, and the parties do not intend to create any third party beneficiaries by entering into this Agreement.
- m. **Counterparts; Electronic Signatures.** This Agreement may be executed in any number of and by different parties hereto on separate counterparts, all of which, when so executed, shall be deemed an original, but all such counterparts shall constitute one and the same agreement. Any signature delivered by a party by facsimile or electronic transmission (including email transmission of a PDF image) shall be deemed to be an original signature hereto.

**CITY OF ENNIS, TEXAS**

By: \_\_\_\_\_  
Lynda Isbell, Mayor

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Angie Wade, City Secretary

**FIRST CLASS PRODUCTIONS INC**

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

First Class Productions  
 831 Black Champ Rd.  
 Waxahachie, TX 75167  
 469-616-3776  
 aaron@firstclasspro.net  
 www.firstclasspro.net



City of Ennis  
 attn. Andrew Alvarado  
 107 N Sherman St.  
 Ennis, TX 75119  
 USA

**2026 Ennis Bluebonnet Festival**

Project number: 903  
 Location: City of Ennis  
 107 N Sherman St.  
 Ennis, TX 75119  
 Quotation number: 643  
 Quotation date: 02/24/2026  
 Valid until: 03/18/2026  
 Payment: 50/50  
 Created by: Aaron Ingersoll

**Notes**

Day 1: 10a-9p  
 Day 2: 10a-9p  
 Day 3: 10a-6p

**Time schedule**

Planning period	04/15/2026 10:00am	04/20/2026 10:00am
Load-in	04/16/2026 10:00am	04/16/2026 06:00pm
Usage period	04/17/2026 10:00am	04/19/2026 06:00pm
Load-out	04/19/2026 06:00pm	04/19/2026 10:00pm

**Equipment**

<b>Stage</b>	
1	Stageline SL100
<hr/>	
<b>Total Stage:</b>	<b>\$ 6,500.00</b>
<b>Audio</b>	
12	RCF HDL 30-a
2	RCF HDL 30 Fly Bar
6	RCF Sub 9006
3	RCF NX912-SMA Case
1	Allen and Heath AHM16 (Standalone)
1	Allen and Heath Avantis
1	Allen and Heath SQ-5
1	GX4816 Rack
1	Mics/Cables/Stands
<hr/>	
<b>Total Audio:</b>	<b>\$ 16,000.00</b>

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**Lighting**

- 3 Artfox Solar Wash X Case  
Case of 2 fixtures
- 3 Artfox Sky Beam 14RX Case  
Case of 2 fixtures
- 2 Artfox Hybrid LED 250 Case  
Case of 2 fixtures
- 1 Antari Z-350
- 1 GrandMA2 Light
- 1 Obsidian RDM 10 Dual Nodes
- 1 Lighting Cable Pack

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**Total Lighting:** **\$ 4,375.00**

**Video**

- 1 6.56'x11.5' (2Mx3.5M) LED Wall (16/9.14 Ratio)
- 3 Bako LED Wall Case
- 7 LED Wall Fly Bar
- 7 3' Steelflex Sling
- 7 5/8" Shackle
- 1 NovaStar VX1000
- 1 Playback Computer

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**Total Video:** **\$ 4,125.00**

**Power**

- 1 400-Amp Power Distro
- 1 50' 2/0 Feeder Cable

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**Total Power:** **\$ 625.00**

**Event Power**

- 4 Spiderbox Cable - 50'
- 2 Spiderbox
- 1 100' 2/0 Feeder Cable
- 2 50' 2/0 Feeder Cable
- 1 225-Amp Power Distro
- 2 Spiderbox Cable - 100'
- 2 Spiderbox Cable - 50'
- 2 Spiderbox Cable - 25'

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**Total Event Power:** **\$ 1,975.00**

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**Total rental equipment:** **\$ 33,600.00**

Crew	From	Until	Price
<b>Load-in</b>			
1 Project Manager	04/16/2026 08:00am	04/16/2026 06:00pm	\$ 600.00

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Crew	From	Until	Price
1 Audio Engineer	04/16/2026 10:00am	04/16/2026 06:00pm	\$ 500.00
1 Lighting Engineer	04/16/2026 10:00am	04/16/2026 06:00pm	\$ 500.00
1 Video Engineer	04/16/2026 10:00am	04/16/2026 06:00pm	\$ 500.00
2 General Labor	04/16/2026 10:00am	04/16/2026 06:00pm	\$ 800.00
<b>Total Load-in:</b>			<b>\$ 2,900.00</b>
<b>Day 1</b>			
1 Project Manager	04/17/2026 09:00am	04/17/2026 09:30pm	\$ 600.00
1 Audio Engineer	04/17/2026 09:00am	04/17/2026 09:30pm	\$ 500.00
1 Lighting Engineer	04/17/2026 09:00am	04/17/2026 09:30pm	\$ 500.00
1 Video Engineer	04/17/2026 09:00am	04/17/2026 09:30pm	\$ 500.00
2 General Labor	04/17/2026 09:00am	04/17/2026 09:30pm	\$ 800.00
<b>Total Day 1:</b>			<b>\$ 2,900.00</b>
<b>Day 2</b>			
1 Project Manager	04/18/2026 09:00am	04/18/2026 09:30pm	\$ 600.00
1 Audio Engineer	04/18/2026 09:00am	04/18/2026 09:30pm	\$ 500.00
1 Lighting Engineer	04/18/2026 09:00am	04/18/2026 09:30pm	\$ 500.00
1 Video Engineer	04/18/2026 09:00am	04/18/2026 09:30pm	\$ 500.00
2 General Labor	04/18/2026 09:00am	04/18/2026 09:30pm	\$ 800.00
<b>Total Day 2:</b>			<b>\$ 2,900.00</b>
<b>Day 3</b>			
1 Project Manager	04/19/2026 09:00am	04/19/2026 10:00pm	\$ 600.00
1 Audio Engineer	04/19/2026 09:00am	04/19/2026 10:00pm	\$ 500.00
1 Lighting Engineer	04/19/2026 09:00am	04/19/2026 10:00pm	\$ 500.00
1 Video Engineer	04/19/2026 09:00am	04/19/2026 10:00pm	\$ 500.00
2 General Labor	04/19/2026 09:00am	04/19/2026 10:00pm	\$ 800.00
<b>Total Day 3:</b>			<b>\$ 2,900.00</b>

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Crew	From	Until	Price
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<b>Total crew:</b>			<b>\$ 11,600.00</b>
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Transport	Date	Price
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1 Local Trucking	04/15/2026 10:00am	\$ 250.00
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<b>Total :</b>		<b>\$ 250.00</b>
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Additional costs	Details	Price
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Lone Star Tents	<ul style="list-style-type: none"> <li>• 40'x40' Frame Tent, 10' Legs, Fire Extinguisher               <ul style="list-style-type: none"> <li>◦ Bluebonnet Gable on one side</li> <li>◦ Garden Club Gable on one side</li> </ul> </li> <li>• 40'x60' Frame Tent, 10' Legs, Fire Extinguisher               <ul style="list-style-type: none"> <li>◦ Wine Wander Gable on one side</li> <li>◦ White Gable on back side</li> </ul> </li> <li>• 29x 10'x10' High Peak Tents</li> <li>• 9x 10'x20' High Peak Tents</li> <li>• 1x 10'x30' High Peak Tent</li> <li>• 2x 20'x20' Frame Tents, White Gables</li> <li>• Large concrete blocks for 40x40 and 40x60 tents</li> <li>• Small concrete blocks for 10x10 thru 10x30 tents</li> <li>• 87x 20' Sidewalls</li> <li>• 40x 6' Tables</li> <li>• 50x White Folding Chairs</li> <li>• 20x Tent Bay Lights</li> </ul>	\$ 26,861.47
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Big D Party Rentals	<ul style="list-style-type: none"> <li>• 12m x 15m Gable Structure Tent, 3m Tall               <ul style="list-style-type: none"> <li>◦ Beer Garden Gable</li> </ul> </li> <li>• Anchors for Structure Tent</li> </ul>	\$ 5,486.25
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<b>Total additional costs:</b>		<b>\$ 32,347.72</b>
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## Total

<b>Total:</b>	<b>\$ 77,797.72</b>
Project discount:	- \$ 6,720.00
<b>Price excl. tax:</b>	<b>\$ 71,077.72</b>
0% Tax:	\$ 0.00
<b>Price incl. tax:</b>	<b>\$ 71,077.72</b>

## Additional conditions

### Terms and Conditions

50% non-refundable deposit due upon receipt to reserve date(s) and secure equipment.

Quote does not include, unless otherwise noted: 1) Union Labor, if required, 2) Local Permits and Fees, if required, 3) Local Electrical Source; shore power, tie-in, generator, etc.

Quote based on the information provided at the time it was written. Every effort has been made to provide the most accurate estimate of costs. Any changes to the information provided must be submitted in a timely manner to ensure quote is updated.

### Cancellation Policy

- If an event is canceled after the deposit is paid but more than 48 hours before load-in, we will make reasonable efforts to reschedule before December 31 of the same year under the same contract terms.
- If an event is canceled within 48 hours of load-in, the deposit is forfeited due to labor already scheduled and equipment reserved. If another client books the equipment and labor on short notice, we may consider rescheduling.
- If an event is canceled within 24 hours of load-in, full payment is required, as all expenses have been finalized.
- All rescheduling is subject to equipment and labor availability.

## Confirmation of quotation 643

[Click here to digitally sign the quotation](#)

This Service Agreement ("Agreement") is entered into by and between First Class Productions, Inc., referred to herein as Provider, and City of Ennis, referred to herein as Client.

This Agreement includes and is subject to the following terms and conditions:

### 1. SERVICE-BASED AGREEMENT

This Agreement applies to the rental of equipment, stages, sound systems, and related production elements ("Equipment"), along with the professional delivery, setup, operation, and removal of said Equipment by Provider's personnel. The Client does not assume responsibility for the operation, transportation, or handling of the Equipment unless otherwise agreed upon in writing.

### 2. EQUIPMENT DELIVERY, OPERATION & RETURN

Delivery & Setup: Provider will transport and set up the Equipment at the event location as specified by the Client.  
Operation: Provider's qualified personnel will operate the Equipment unless otherwise agreed in writing.

1.8.  
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Removal: Provider will remove and transport the Equipment back at the conclusion of the event. Client is not responsible for damage or loss to the Equipment during normal usage unless they assume operational control or if the Equipment remains overnight.

### 3. INSURANCE REQUIREMENTS

Client is not required to provide insurance unless:

- a. The Equipment remains overnight at the venue or another location under Client's control, or
- b. Client or their agents will be operating the Equipment instead of Provider's personnel.

If either condition applies, the Client must provide:

Equipment Insurance covering the full replacement cost for any loss or damage.

General Liability Insurance with Provider listed as an additional insured.

If neither condition applies, Provider assumes responsibility for the Equipment's security and functionality during the rental period.

### 4. RISK OF LOSS & DAMAGES

Provider is responsible for the Equipment while in transit, during setup, operation, and removal.

If Equipment remains overnight or is operated by Client, Client assumes full responsibility for damage, theft, or loss.

If damage occurs while Equipment is in Client's control, Client must cover repair or replacement costs.

### 5. CANCELLATION POLICY

- More than 48 hours before load-in: Provider will make reasonable efforts to reschedule before December 31 of the same year under the same contract terms.
- Within 48 hours of load-in: Client forfeits deposit due to labor scheduling and reserved equipment. If the Equipment and labor are rebooked by another client, Provider may allow rescheduling.
- Within 24 hours of load-in: Full payment is required, as all expenses have been finalized.
- All rescheduling is subject to equipment and labor availability.

## ENNIS CITY COMMISSION AGENDA SUMMARY FORM



**To:** City Commission

**Subject:** Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, authorizing the purchase of a high performance mobile stage in response to the competitive bid process ITB-26-112-08, in an amount not to exceed \$208,535.00 plus allowable contingency; authorizing the City Manager to execute any documents in connection therewith; and setting an effective date.

**Meeting:** ENNIS CITY COMMISSION - 17 Mar 2026

**Department:** Administration

**Staff Contact:** Andrea Weckmueller-Behringer, City Manager

### BACKGROUND INFORMATION:

The City of Ennis hosts multiple large-scale community events and music festivals each year that draw thousands of visitors to downtown and surrounding public venues. These events serve as drivers of tourism, downtown attraction, community identity, and regional visibility. Signature events require professional-grade staging infrastructure capable of safely supporting live music performances, public ceremonies, and community programming in an outdoor setting.

In the City's pursuit to strengthen long-term event infrastructure and planning, and focused on investment supporting Ennis' broader economic development, tourism, and downtown activation objectives, the City desires to purchase reliable, professional-grade staging with the capacity for concerts, civic events, community programming, and celebrations throughout the year. For that purpose, the competitive Invitation to Bid (ITB) 26-112-08 was advertised on February 15, 2026, which resulted in one responsive bid from Stageline Mobile Stage, Inc. The bid includes the following items:

- \$160,000 for mobile platform stage with standard equipment
- \$29,795 for add-on options & accessories
- \$18,740 for estimated delivery and comprehensive training

The resulting unit will feature an approximate 24' x 20' performance deck, integrated roof structure, and appropriate hydraulic lifting capabilities, and a manufacturer-certified rigging on a trailer-mounted, road-legal, and fully self-supporting mobile stage plus add-ons, delivery, and on-site training, for an amount not to exceed \$208,535.00.

In light of significant fluctuations in fuel pricing, staff recommends approval of the purchase with the allowable contingency.

### FINANCIAL IMPACT:

\$90,000 from Economic Development Fund, Advertising and Marketing, 101-112-44050;  
\$118,535.00 from salary savings in General Fund, Community Engagement, 001-103-46040.

**POLICY IMPLICATIONS:**

This procurement was conducted in accordance with the City of Ennis Purchasing Policies and Procedures and Texas Local Government Code Chapter 252 governing competitive solicitations for purchases exceeding \$100,000. The solicitation was issued as a formal competitive bid through the City's OpenGov electronic procurement system, and one bid was received in response to the advertisement.

The proposed purchase supports the City of Ennis, Texas, Strategic Goal for a Vibrant Lifestyle - Elevate life experiences throughout our community by providing residents and visitors with opportunities to enjoy events, entertainment, recreation, nature, and celebrate the City's diverse cultures and historic resource.

**RECOMMENDATION:**

Staff recommends approval of the item.

**ATTACHMENTS:**

[ITB 26-112-08 High Performance Mobile Stage](#)

[RESOLUTION NO.-ITB 26-112-08 High Performance Mobile Stage - Pdf](#)

[Stageline Mobile Stage Response Letter](#)

[SL100 Price List](#)

[SL100 Tech drawings](#)



**ENNIS**  
TEXAS

**CITY OF ENNIS**

## Invitation to Bid

**Proposal Reference Number:** 26-112-08

**Project Title:** HIGH PERFORMANCE MOBILE STAGE

**Proposal Closing Date:** 1:00 pm, March 2, 2026

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## Advertisement



The City of Ennis (City) will receive bids for 26-112-08 High Performance Mobile Stage. Specifications can be found at <https://procurement.opengov.com/portal/ennistx>. Bids will be received until 1:00 pm Monday, March 2, 2026. Sealed proposals/bids shall be submitted online at <https://procurement.opengov.com/portal/ennistx>. All questions shall be fielded online at <https://procurement.opengov.com/portal/ennistx>. Hard copy submissions will not be accepted. Bids will be opened at 107 N Sherman St., Ennis, TX 75119, Monday, March 2, 2026, 1:00 pm.

City of Ennis  
 By: Katrinia Roberson  
 Title: Purchasing Manager

Bid Release Date:	February 15, 2026
Deadline for Submittal of Questions:	February 20, 2026, 5:00pm
Sealed Bids Due to the City:	March 2, 2026, 1:00pm
Publication Date 1:	02/15/2026
Publication Date 2:	02/22/2026

## Scope

### Scope of Services

#### **Purpose:**

Provide one (1) trailer-mounted, self-contained mobile stage system suitable for concerts, festivals, and civic events, including an integrated roof, hydraulic deployment, and manufacturer-certified rigging capacities. Unit must be road-legal and capable of safe outdoor operation.

#### 1) Mobile Stage System Requirements

- A. Configuration: Trailer-mounted mobile stage with a fold-out/deployable performance deck and integrated roof/canopy structure.
- B. Deck Size: Minimum of a 400 sq. ft. and ideally a 24 ft. x 20 ft. performance deck (vendor to state exact deck dimensions in proposal).
- C. Self-Supporting: Must be fully self-supporting when deployed and shall not require external ballast to meet rated wind and structural requirements (as configured per manufacturer's published instructions).
- D. Hydraulic Deployment: Must include hydraulic lifting/deployment capabilities for efficient setup and teardown.
- E. Road Legal: Must be road-legal for transport on public roadways and include all standard DOT-required lighting, reflectors, braking, safety chains, and related transport features (as applicable to the unit).

#### Weight Ratings and Transport Specifications

**GVWR:** The trailer-mounted mobile stage shall have a Gross Vehicle Weight Rating (GVWR) not to exceed 15,000 pounds. Vendor shall clearly state the GVWR and provide manufacturer documentation.

**Empty Weight:** Vendor shall provide the empty (unloaded) weight of the unit as delivered.

**Tongue Weight:** Vendor shall provide the tongue weight and identify minimum towing vehicle requirements, including hitch rating and brake controller requirements.

**Axle Configuration:** Vendor shall state axle type, capacity, and configuration sufficient to support the stated GVWR.

**Transport Dimensions:** Vendor shall provide folded/transport dimensions (length, width, and height) and confirm compliance with state and federal road transport regulations in the folded configuration.

#### 2) Structural, Wind, and Code Compliance

- A. Outdoor Rated: Designed for outdoor use, including resistance to wind loads.
- B. Wind Rating: Vendor must provide manufacturer-stated wind ratings for:
  - o Roof deployed without wind walls
  - o Roof deployed with wind walls (if provided)
 Include any operational restrictions (for example, reduced ratings with banners attached).
- C. Standards/Code: Must be engineered and constructed to meet applicable building/structural standards such as IBC/NBC and other relevant standards for temporary demountable structures (vendor to identify the standard(s) and provide documentation).
- D. Documentation: Provide engineering documentation, certificates, or manufacturer compliance statements confirming structural ratings and compliance approach.

#### 3) Roof, Rigging, and Production Capabilities

- A. Integrated Roof: Roof/canopy integrated into the unit and deployable with the stage.
- B. Rigging Capacity: Must include manufacturer-certified rigging load capacity. Vendor shall provide:
  - o Total roof/rigging load capacity (distributed)
  - o Point load ratings per rigging point (if applicable)
  - o Locations and quantity of rigging points
  - o Any limitations, required load distribution rules, or prohibited rigging configurations
- C. Minimum Rigging Points: The stage roof/truss system shall provide a minimum of twenty-four (24) structurally engineered rigging points suitable for professional production

equipment. Rigging points shall:

- Be integral to the structural truss or beam system
  - Have manufacturer-certified load ratings
  - Be designed for attachment of lighting, audio, and production equipment
  - Not consist of temporary clamps or non-structural attachment tabs
- D. Vendor shall provide a rigging layout diagram showing the location and rated capacity of each rigging point.
- E. Rigging Points and Truss: Must include integrated rigging points and side truss or side rigging structure suitable for professional lighting, audio, and production equipment.
- Banner/Display Capability: Must include built-in provisions for rooftop and lateral banners and displays (vendor to describe attachment points, maximum size/weight limits, and any wind rating impacts).

#### 4) Sound Wing (PA Wing) Support Package

The Vendor shall provide engineered side wing extensions designed to support professional audio speaker arrays.

The sound wing package shall:

- Be structurally integrated with the proposed stage roof/truss system
- Include engineered truss extensions capable of supporting line-array speaker systems
- Provide manufacturer-certified point load and distributed load ratings
- Include all necessary bracing, rigging points, and attachment hardware
- Not require external ballast unless specifically disclosed
- Include updated wind ratings when sound wings are deployed

Vendor shall provide:

- Detailed drawings of wing configuration
- Load rating documentation
- Updated wind rating documentation for:
  - Roof only
  - Roof with sound wings
  - Roof with sound wings and wind walls (if both are selected)

#### 5) Banner Display Package

The Vendor shall provide an integrated banner mounting system compatible with the proposed stage.

The banner package shall:

- Include front valance banner mounting capability
- Include side banner attachment provisions
- Include rear backdrop attachment provisions
- Support lightweight vinyl or fabric signage
- Include all rails, tracks, or hardware required
- Provide manufacturer guidance regarding maximum allowable banner sizes and wind considerations

Vendor shall state:

- Maximum recommended banner size and weight
- Any operational wind restrictions when banners are installed

#### 6) Safety Features and Operating Requirements

- A. Guardrails and Access: Provide safe access (stairs/ladder) and guardrails where required for safe operation and compliance. Vendor to describe standard configuration and any options included.
- B. Non-Slip Surface: Deck surface shall be suitable for outdoor use with a slip-resistant finish.
- C. Stability and Leveling: Unit must include integrated leveling/stabilization system (jacks/outriggers) required for safe deployment.

#### 7) Delivery, Setup, and Training Requirements

- A. Delivery and Commissioning

Delivery shall include transportation of the mobile stage to the City-designated location.

Vendor shall coordinate delivery with the City and provide advance notice of delivery date. Final acceptance shall not occur until all required documentation, demonstration, and training have been completed.

**B. On-Site Setup Demonstration**

Vendor shall provide one (1) full on-site deployment and setup of the mobile stage at a date and location determined by the City.

The demonstration shall include:

- Complete deployment of the stage and roof system
- Proper stabilization and leveling procedures
- Operational demonstration of hydraulic systems
- Review of safety features and wind-related procedures
- Demonstration of rigging system and attachment points

The demonstration shall be performed by qualified personnel familiar with the equipment.

**C. On-Site Training**

Vendor shall provide one (1) on-site training session for City personnel.

Training shall include:

- Safe towing and transport considerations
- Deployment and teardown procedures
- Hydraulic system operation
- Rigging and load management guidelines
- Wind safety procedures and operational limitations
- Routine inspection and preventative maintenance requirements

Training shall include hands-on instruction and allow City personnel to participate in setup and breakdown.

Vendor shall provide training materials, manuals, and contact information for technical support.

All costs associated with delivery, demonstration setup, and on-site training shall be included in the Base Bid price.

**ALTERNATE EQUIPMENT PACKAGES**

The following items are requested as separately priced alternates. Alternates shall not be included in the Base Bid price and shall only be included in the Contract upon written authorization by the City. All alternates shall be fully engineered, compatible with the proposed stage system, and include all hardware, structural components, installation, and documentation required for safe operation.

**A1) Wind Wall Package**

The Vendor shall provide a complete wind wall system compatible with the proposed mobile stage.

The wind wall package shall:

- Include rear and side wall panels designed specifically for the proposed stage model
- Be constructed of fire-retardant, outdoor-rated fabric or mesh
- Include all attachment hardware and mounting systems
- Be designed for rapid installation and removal
- Not require external ballast
- Include manufacturer-stated wind ratings when wind walls are installed
- Include documentation showing any operational restrictions when wind walls are deployed

Vendor shall provide updated wind ratings for:

- Roof only
- Roof with wind walls

**A2) Skirting Package**

The Vendor shall provide a full perimeter stage skirting system.

The skirting package shall:

- Provide complete coverage of the under-stage area

- Be constructed of durable, fire-retardant fabric suitable for outdoor use
- Include secure fastening system compatible with the stage frame
- Be easily removable for transport and maintenance
- Be black or neutral professional appearance unless otherwise specified

Vendor shall include all mounting hardware and storage provisions.

**A3) Video Wall Support Package**

The Vendor shall provide an engineered video wall support system compatible with the proposed stage.

The video wall support package shall:

- Include structural reinforcement and/or integrated truss designed to support a center-hung or rear-supported LED video wall
- Provide certified load capacity documentation
- Include all rigging hardware and structural modifications required
- Not compromise the structural integrity of the stage
- Include updated wind ratings when video wall support is utilized

Vendor shall provide:

- Engineering certification or manufacturer load documentation
- Detailed load diagrams
- Updated wind rating documentation for:
  - Roof only
  - Roof with video wall
  - Roof with video wall and wind walls (if applicable)

**General Requirements for All Alternates**

- A. All alternates shall be fully compatible with the proposed stage model.
- B. All structural alternates shall include manufacturer-certified load documentation.
- C. All alternates shall include updated wind ratings reflecting deployed configuration.
- D. Pricing shall be all-inclusive. No additional structural modifications shall be required beyond what is included in the alternate price.

**Key Events Schedule**

<b>Bid Release Date:</b>	February 15, 2026
<b>Deadline for Submittal of Questions:</b>	February 20, 2026, 5:00pm
<b>Sealed Bids Due to the City:</b>	March 2, 2026, 1:00pm
<b>Publication Date 1:</b>	02/15/2026
<b>Publication Date 2:</b>	02/22/2026

\*No Pre-Bid Meeting will take place. However, it is strongly encouraged that potential proposers should familiarize themselves with the locations and proposal requirements prior to submission of a bid.

## Invitation To Bid

### Introduction

- A. Project Overview: The City of Ennis is requesting Bids with the intent of awarding a contract for the purchase of goods and/or services contained in Scope of Services.
- B. Contract parties: The City of Ennis, may herein be referred to as “the City.” The person or company responding to the solicitation may herein be referred to as the “Proposer.”
- C. Questions: Following are contacts for questions as identified.
  - i. ITB Clarifications/Questions/Inquiries: All questions related to requirements or processes of this ITB should be submitted through the Question & Answers section of OpenGov.
  - ii. Replies: Responses to inquiries which directly affect an interpretation or effect a change to this ITB will be issued in writing by addendum posted to City's OpenGov portal. All such addenda issued by City prior to the submittal deadline shall be considered part of the ITB. The City shall not be bound by any reply to an inquiry unless such reply is made by such formal written addendum.
  - iii. Acknowledgment of Addenda: The Proposer shall acknowledge all addenda as part of their Proposal.
- D. Notification of Errors or Omissions: Proposers shall promptly notify the City of any omissions, ambiguity, inconsistency or error that they may discover upon examination of this ITB. The City shall not be responsible or liable for any errors and/or misrepresentation that result from the solicitations which are inadvertently incomplete, ambiguous, inconsistent or obviously erroneous.
- E. Conflict of Interest Questionnaire (Form CIQ): A person or business, and their agents, who seek to contract or enter into an agreement with the City, are required by Texas Local Government Code, Chapter 176, to file a conflict of interest questionnaire (FORM CIQ). The form must be filed with the City no later than seven (7) days after the date the person or business begins contract discussions or negotiations with the City, or submits an application, response to a request for proposals or bids, correspondence, or other writing related to any potential agreement with the City.
- F. Form 1295 Certificate of Interested Parties: In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The law applies only to a contract of a governmental entity or state agency that either (1) requires an action or vote by the governing body of the entity or agency before the contract may be signed or (2) has a value of at least \$1 million. The disclosure requirement applies to a contract entered into on or after January 1, 2016. Please go to the Texas Ethics Commission web page ([www.ethics.state.tx.us](http://www.ethics.state.tx.us)) for full instructions and to complete the required steps for creation of Form 1295. Once the form is completed online, printed and notarized please return the form with your proposal submission.

### General Information

- A. Tax Exempt Status: City purchases are exempt from State Sales Tax and Federal Excise Tax. Do not include tax in the Proposal. City will furnish Excise Tax Exemption Certificate upon request.
- B. Public Inspection of Proposals: The City strictly adheres to the Texas Public Information Act (Texas Government Code Chapter 552.001, et seq.) and all other governing statutes, regulations, and laws regarding the disclosure of ITB information. Proposals are not available for public inspection until after the contract award. If the Proposer has notified the City, in writing, that the Proposal contains trade secrets or confidential information, the City will generally take

reasonable steps to prevent disclosure of such information, in accordance with the Public Information Act. This is a statement of general policy only, and in no event shall the City be liable for disclosure of such information by the City in response to a request, regardless of the City's failure to take any such reasonable steps, even if the City is negligent in failing to do so.

#### **ITB Withdrawals and/or Amendments**

- A. ITB Withdrawal: The City reserves the right to withdraw this ITB for any reason.
- B. ITB Amendments: The City reserves the right to amend any aspect of this ITB by formal written Addendum prior to the Proposal submittal deadline and will endeavor to notify all potential Proposers that have registered with the City, but failure to notify shall impose no obligation or liability on the City.

#### **Proposal Submittal Requirements**

- A. Submittal Packet – Required Content: All bids must be electronically submitted through OpenGov.
- B. Submittal Deadline: The deadline for submittal of bids shall be as identified in the timeline for this project. It is the Bidder's responsibility to submit their Bid before 1:00 pm on Monday, March 2, 2026. No extensions will be granted and no late submissions will be accepted.
- C. Alterations or Withdrawals of Bid Document: Any submitted Bid may be withdrawn or a revised bid substituted prior to the submittal deadline. Bid documents cannot be altered, amended or withdrawn by the Proposer after the submittal deadline.
- D. Validity Period: Once the submittal deadline has passed, any Bid Document shall constitute an irrevocable bid to provide the commodities and/or services set forth in the Scope of Services at the price(s) shown in the Bid Document. Such bid shall be irrevocable until the earlier of the expiration of ninety (90) days from the submittal deadline, or until a contract has been awarded by the City.

#### **Contract Terms and Conditions**

##### **Delivery of Products and/or Services**

- A. Warranty of Products and Services: All products furnished under this contract shall be warranted to be merchantable and good quality and fit for the purposes intended as described in this bid, to the satisfaction of City and in accordance with the specifications, terms, and conditions of the Scope of Services, and all services performed shall be warranted to be of a good and workmanlike quality, in addition to, and not in lieu of, any other express written warranties provided.
- B. Late Delivery or Performance: If Bidder fails to deliver acceptable goods or services within the timeframes established, the City shall be authorized to purchase the goods or services from another source and assess any increase in costs to the defaulting Bidder, who agrees to pay such costs within ten days of invoice.
- C. Title to Goods and Risk of Loss: For goods to be provided by Bidder hereunder, if any, the title and risk of loss of the goods shall not pass to City until City actually receives, takes possession, and accepts the goods and the installation of such goods, has tested the system, and determined that it is in good and acceptable working order.

##### **Miscellaneous**

- A. Independent Contractor: Bidder agrees that Bidder and Bidder's employees and agents have no employer-employee relationship with City. Bidder agrees that if Bidder is selected and awarded a contract, City shall not be responsible for the Federal Insurance Contribution Act (FICA) payments, Federal or State unemployment taxes, income tax withholding, Workers Compensation Insurance payments, or any other insurance payments, nor will City furnish any medical or retirement benefits or any paid vacation or sick leave.

- B. Assignments: The rights and duties awarded the successful Bidder shall not be assigned to another without the written consent of the Purchasing Manager. Such consent shall not relieve the assigner of liability in the event of default by the assignee.
- C. Liens: Bidder shall indemnify and hold harmless the City against any and all liens and encumbrances for all labor, goods, and services which may be provided to the City by Bidder or Bidder's vendor(s), and if the City requests, a proper release of all liens or satisfactory evidence of freedom from liens shall be delivered to the City.
- D. Gratuities / Bribes: Bidder certifies that no bribes in the form of entertainment, gifts, or otherwise, were offered or given by the successful Bidder, or its agent or representative, to any City officer, employee or elected representative, with respect to this ITB or any contract with the City, and that if any such bribe is found to have been made this shall be grounds for voiding of the contract
- E. Financial Participation: Bidder certifies that it has not received compensation from the City to participate in preparing the specifications or scope on which the Bid is based and acknowledges that this contract may be terminated and/or payment withheld if this certification is inaccurate.
- F. Required Licenses: Bidder certifies that he holds all licenses required by the State of Texas for a provider of the goods and/or services described by the Scope of Services herein.
- G. Authority to Submit Bid and Enter Contract: The person signing on behalf of Bidder certifies that the signer has authority to submit the Bid on behalf of the Bidder and to bind the Bidder to any resulting contract.
- H. Compliance with Applicable Law: Bidder agrees that the contract will be subject to, and Bidder will strictly comply with, all applicable federal, state, and local laws, ordinances, rules, and regulations.

#### **Financial Responsibility Provisions**

- A. Insurance: The Bidder, consistent with its status as an independent contractor, shall carry, and shall require any of its subcontractors to carry, at least the following insurance in such form, with such companies, and in such amounts (unless otherwise specified) as City may require:
  - i. Worker's Compensation and Employer's Liability insurance, including All States Endorsement, to the extent required by federal law and complying with the laws of the State of Texas;
  - ii. Commercial General Liability insurance, including Blanket Contractual Liability, Broad Form Property Damage, Personal Injury, Completed Operations/Products Liability, Premises Liability, Medical Payments, Interest of Employees as additional insureds, and Broad Form General Liability Endorsements, for at least One Million Dollars (\$1,000,000) Combined Single Limit Bodily Injury and Property Damage on an occurrence basis;
  - iii. Comprehensive Automobile Liability insurance covering all owned, non-owned or hired automobiles to be used by the Contractor, with coverage for at least One Million Dollars (\$1,000,000) Combined Single Limit Bodily Injury and Property Damage.
- B. Indemnification: **Bidder agrees to defend, indemnify and hold harmless the City, all of its officers, Commission members, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages and liabilities, including reasonable attorneys' fees, court costs and related expenses, arising out of, connected with, or resulting from any acts or omissions of Bidder or any agent, employee, subcontractor, or supplier of Bidder in the execution or performance of this contract without regard to whether such persons are under the direction of City agents or employees.**
- C. Bond Requirements: Prior to the commencement of work on this Project, Bidder shall deliver to the City the following bonds issued by a good and sufficient surety licensed by the State of Texas and satisfactory to the City:
  - i. A payment bond in the amount of 100% of the total contract amount insuring the full and prompt payment of all persons performing labor and/or furnishing materials in

- connection with this Project;
- ii. A surety bond in the amount of 100% of the total contract amount insuring full, faithful, and prompt performance of the responsibilities contained in this contract within the time parameters provided herein.

### **Proposal Evaluation and Contract Award**

- A. Bid Evaluation and Contract Award Process: An award of a contract to provide the goods or services specified herein will be made using competitive sealed bids, in accordance with Chapter 252 of the Texas Local Government Code and with the City's purchasing policy. The City will evaluate all bids to determine which Bid provides the goods or services at the best value for the municipality. In determining best value, the municipality may weigh and consider the purchase price option, the reputation of the Bidder and of the Bidder's goods or services; the quality and design of the Bidder's goods or service, the extent to which the goods and service meet the municipality's needs; the past relationship with the municipality, the total long-term cost to the municipality to acquire the Bidder's goods or services, and in addition, each additional factor identified in the Scope of Services for this contract, if any. Should the City award this contract, it shall award it to the responsible Bidder whose bid is determined to be the most advantageous to the municipality considering the relative importance of price and the other evaluation factors included in the ITB.
- B. Completeness: If the Bid is incomplete or otherwise fails to conform to the requirements of the ITB, City alone will determine whether the variance is so significant as to render the Bid non-responsive, or whether the variance may be cured by the Proposer or waived by the City, such that the Bid may be considered for award.
- C. Ambiguity: Any ambiguity in the Bid as a result of omission, error, lack of clarity or non-compliance by the Bidder with specifications, instructions and all conditions shall be construed in the favor of the City. In the event of a conflict between these standard ITB requirements and details provided in the "Scope of Services" or "Proposal" sections of this ITB, the ITB Section shall prevail.
- D. Unit Prices and Extensions: If unit prices and their extensions do not coincide, the City may accept the price most beneficial to the City, and the Bidder will be bound thereby.
- E. Additional Information: City may request any other information necessary to determine Bidder's ability to meet the minimum standards required by this ITB.
- F. Partial Contract Award: City reserves the right to award one or more contracts for some or all the requirements bid or award multiple contracts for various portions of the requirements to different Bidders based on the unit prices proposed in response to this ITB, or to reject any and all Bids and re-solicit for Bids, as deemed to be in the best interest of City. The City may also designate a secondary and/or tertiary awardee to ensure coverage in the event the primary vendor is unable to fulfill the requirements.
- G. Terminate for Cause: The occurrence of any one or more of the following events will justify termination of the contract by the City of Ennis for cause:
  - i. The successful Proposer fails to perform in accordance with the provisions of these specifications; or
  - ii. The successful Proposer violates any of the provisions of these specifications; or
  - iii. The successful Proposer disregards laws or regulations of any public body having jurisdiction; or
  - iv. The successful Proposer transfers, assigns, or conveys any or all of its obligations or duties under the contract to another without written consent of the City.
  - v. If one or more of the events identified in Subparagraphs G. i) through iv) occurs, the City of Ennis may terminate the contract by giving the successful Proposer seven (7) days written notice. In such case, the successful Proposer shall only be entitled to receive payment for goods and services provided before the effective date of termination. The successful Proposer shall not receive any payment on account of

F.9.

loss of anticipated profits or revenue or other economic loss resulting from such termination.

- vi. When the contract has been so terminated by the City of Ennis, such termination shall not affect any rights or remedies of the City then existing or which may thereafter accrue.

H. Terminate for Convenience: This contract may be cancelled or terminated at any time by giving the successful Proposer thirty (30) days written notice. The successful Proposer may be entitled to payment for services actually performed; to the extent said services are satisfactory.

## Standard Terms & Conditions

### Funding

Funds for payment have been provided through the City budget approved by the Ennis City Commission. Any anticipated orders or other obligations that may arise past the end of the current City fiscal year will be subjected to budget approval.

### Altering Bids

Bids shall not be altered or amended after the time of opening. Any alterations made before opening occurs must be initialed by the Proposer or his/her authorized agent. No bid may be withdrawn after opening without approval and based upon the submission of a written and acceptable reason.

### Contract

This Bid, when properly accepted by the City, along with the City's standard terms and conditions shall constitute a binding contract between the successful Proposer and the City. The City may delay acceptance of bids for thirty (30) days from the date of opening. No additional terms will apply or become a part of this Contract except for Change Orders that are approved by the City.

### Change Orders

No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the Contract. All Change Orders must be approved in writing by the City.

### Prices

Bid prices must be firm for the duration of the contract. The City is exempt by law from payment of Texas Sales Tax and Federal Excise Tax; do not include tax in the Bid. Unit price should reflect all charges, including transportation or freight costs. Proposer shall bid Unit Price on quantity specified, extend, and show total. In case of errors in extension, UNIT prices shall govern. Proposals subject to unlimited price increases will not be considered. Successful proposers shall be required to provide a W-9 Taxpayer Identification Number and Certification.

### Reduced Prices

If during the term of the Contract, the successful Proposer's net prices to other customers for services provided hereunder are reduced below the contracted price, the successful Proposer understands and agrees that the price reduction shall be extended to the City. The City shall not be required to request the price reduction.

### Delivery

All delivery charges are to be included in the Bid Price.

### Ethics

The Proposer shall not offer/accept gifts or anything of value, nor enter into any business arrangement with any employee, official, or agent of the City.

### Exceptions/Substitutions

Exceptions and substitutions to the specifications shall not be considered.

**Laws**

Bids must comply with all federal, state, and local laws concerning types of products specified.

**Materials**

The design, strength, and quality of materials must conform to the highest standards of manufacturing practice.

**Minimum Standards for Responsible Proposers**

A prospective proposer must affirmatively demonstrate responsibility and must meet the following requirements:

- a. Have adequate financial resources, or the ability to obtain resources required;
- b. Have the ability to comply with the required or proposed delivery schedule;
- c. Have a satisfactory record of performance;
- d. Have a satisfactory record of integrity and ethics; and
- e. Have the eligibility and qualifications to receive an award.

The City may request clarification or other information sufficient to determine proposer’s ability to meet these minimum standards listed above. Failure to respond to such requests shall be cause for removal from consideration.

**Documentation**

Proposer shall provide with this bid, all documentation required by this Specification. Failure to provide information specifically requested may result in rejection of the bid. If items being proposed are of a vehicle or equipment nature, the Vendor shall complete all title paperwork and provide a complete set of repair manuals for each different type of vehicle or equipment.

**Term of Contract**

This Contract shall remain in effect until the end of the term of the Contract, until acceptance of performance or services ordered or until terminated by either party with thirty (30) days written notice to the other party. However, the successful Proposer must state the reasons for such termination.

**Default**

The City reserves the right to enforce the performance of this Contract in any manner prescribed by law or deemed to be in the best interest of the City in the event the successful Proposer defaults on this Contract. Default includes:

- 1. Inability to meet schedules or requested delivery times;
- 2. Defaults in the payment of any fees; or
- 3. Failure to otherwise perform in accordance with these terms, conditions, or specifications of the Contract.

No party shall be in default under the Contract until notice of the alleged failure of the party to perform has been given in writing and until the party has been given a reasonable time to cure the alleged failure (such reasonable time to be determined based on the alleged nature of the alleged failure, but in no event more than 30 days after written notice of the alleged failure has been given). If the successful Proposer fails to cure the alleged failure to perform with the time indicated in the written notice from the City, then the City may terminate the Contract.

**Notice**

Any notice required by this Contract (or required by law at the address so provided) to be given to any party shall be deemed to have been received when personally delivered or 72 hours after such written notice has been deposited in the mail in Ennis, Texas by Registered or by Certified Mail with sufficient

postage affixed thereto, addressed to the party at the address so provided.

### **Purchase Order**

A purchase order shall be generated by the City to the successful Proposer. The purchase order number must appear on all itemized invoices. The City will not be held responsible for any orders placed/delivered without a valid current purchase order number.

### **Each Invoice**

Each Invoice shall be numbered and shall show

- a. name and address of the successful Proposer,
- b. name and address of receiving department and/or delivery location,
- c. the City Purchase Order Number, and
- d. descriptive information as to the services delivered.

### **Payment**

Payment will be made upon receipt and acceptance by the City of the item(s) ordered and receipt of a valid invoice. The City's standard payment terms are net 30, i.e. payment is due in thirty (30) days.

### **Items**

Items, if any, supplied under this Contract shall be subject to the City's approval. Items found defective or not meeting specifications shall be picked up and replaced by the successful Proposer at the next service date, at no expense to the City. If the item(s) is not picked up within one (1) week after notification, the item(s) may be removed at the Owner's expense at the discretion of the City.

### **Services and Supplies**

Services and supplies under this Contract shall be subject to the City's approval. Services or supplies found defective or not meeting specifications shall be promptly corrected at no expense to the City.

### **Supporting Information**

The successful Bidder shall warrant that all items/services shall conform to the Specifications. When requested by the City, proposers are required to provide technical brochures or pre-published literature sufficient to verify that your products and/or services meet or exceed these Specifications. Failure to include supporting information specifically requested may be cause for rejection of the Bid.

- a. **Warranty** – Include warranty information with the Bid. Warranties may be a consideration of Bid Evaluation. Only standard pre-published warranties will be considered.
- b. **Technical Literature** – Include pre-published drawings, brochures, or engineering data sufficient to ensure that the product meets or exceeds minimum specifications.

### **Applicable Law and Venue**

This Agreement will be governed and construed according to the Laws of the State of Texas. This Agreement is performable in Ennis, Texas. Venue for actions arising under this Agreement in federal courts shall lie exclusively in the Northern District of Texas, Dallas Division, and for State courts shall lie exclusively in Ellis County, Texas.

### **Equal Employment Opportunity**

The successful Proposer shall comply with all applicable provisions of regulations of the U.S. Department of Commerce (Part A of Subtitle 15 or the Code of Federal Regulations) issued pursuant to the Civil Rights Act of 1964, in regard to nondiscrimination in employment because of race, religion, color, sex,

handicap, or national origin. The Proposer shall comply with all applicable Federal, State, and local laws, rules, and regulations concerning equal opportunity employment.

**Assignment**

The successful Proposer shall not sell, assign, transfer, or convey this Contract, in whole or in part.

**Silence of Specification**

The apparent silence of specifications, terms, and conditions to any detail, or to the apparent omission of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. Interpretations of these specifications shall be made on the basis of this Statement.

**Proposal Bond**

Required when stated in ITB.

**Performance Bond**

Required when stated in ITB.

**Proprietary Information**

The responders to any inquiry or bid request shall state any restrictions on the use of data contained in their responses. Proprietary information will be handled in accordance with applicable state and federal laws, regulations, and policy of this jurisdiction.

**Nonresident Proposers**

Texas State Law requires that the City give preference to Texas Resident Proposers at an amount that a Texas Resident Proposer would be required to underbid a Nonresident Proposer in order to obtain a comparable contract in the State in which the Nonresident's principal place of business is located. Preferences may or may not apply, but will be enforced as prescribed in Texas Government Code Chapter 2252, Subchapter A. Proposers must certify that they are resident or nonresident in order to meet specifications. Failure to do so on the provided response forms will disqualify that Proposer. Certification is included in the Proposal Affidavit to follow.

**Subcontracting**

The awarded vendor shall not subcontract without the written approval of the City.

**Independent Contractor**

The successful Proposer is and shall be deemed an independent contractor of the City. The Contract shall not be deemed as creating a joint venture between the parties.

**Inclement Weather**

The following is only valid in Invitations to Bid where in-person submittal or hard copies will be considered for this ITB.

In case of inclement weather or any other unforeseen event causing the City to close for business on the date a bid/proposal submission deadline, the bid closing will automatically be postponed until the next business day the City is open. If inclement weather conditions or any other unforeseen event causes delays in carrier service operations, the City may issue an addendum to all known vendors interested in the project to extend the deadline. It will be the responsibility of the vendor to notify the City of their interest in the project if these conditions are impacting their ability to turn in a submission within the stated deadline. The City reserves the right to make the final judgement call to extend the deadline.

**Interlocal Agreements and Piggybacking**

The City acknowledges the existence of interlocal agreements with other government entities and is committed to fostering collaborative efforts to streamline procurement processes. The City recognizes the benefits of piggybacking on contracts that have been competitively solicited and awarded by other jurisdictions. In accordance with applicable laws and regulations, The City of Ennis hereby provides explicit consent to piggyback on existing contracts with your company, subject to the terms and conditions outlined in the respective interlocal agreements and with the written approval of your organization as the vendor.

## **Special Conditions**

The following special conditions shall prevail over areas of conflict in previous pages:

- NONE

## Pricing

Pricing shall reflect the full Scope of Services defined herein, inclusive of all associated cost for delivery, labor, insurance, taxes, overhead, and profit.

Proposer shall quote unit pricing in accordance with the itemized listing of products or contract segments stated in the Scope of Services and using the following format:

### BASE BID – MOBILE STAGE

The Base Bid shall include: Trailer-mounted stage Integrated roof structure Hydraulic deployment system  
 Certified rigging system Wind rating documentation Delivery to Ennis, TX On-site setup demonstration  
 Staff training Warranty

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	24' x 20' Trailer-Mounted Mobile Stage System as specified in scope	1	EA		
<b>TOTAL</b>					

### ALTERNATES

Alternates shall be priced separately and will not affect award unless selected by the City.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	No Bid
A1	Full Wind Wall Package	1	EA			
A2	Skirting Package	1	EA			
A3	Video Wall Support Package (engineered and certified)	1	EA			
<b>TOTAL</b>						

## Proposal

### Detailed Quotation\*

**Vendors shall upload a complete and comprehensive proposal package that includes all required specifications, pricing, and supporting documentation as outlined in this solicitation.**

The uploaded proposal shall include, at a minimum:

#### A. Formal Detailed Quote

A complete, itemized quotation including:

- Manufacturer name and model number
- Detailed technical specifications of the proposed unit
- Confirmation of compliance with each requirement in the Scope
- GVWR, empty weight, tongue weight, and transport dimensions
- Rigging point quantity and certified load ratings
- Wind rating documentation
- Warranty terms and coverage periods

#### B. Pricing Breakdown

Vendor shall provide a clear, detailed price breakdown that includes:

- Base stage system price
- Delivery cost
- One (1) full on-site setup demonstration
- One (1) on-site training session
- Each Alternate priced separately
- Any optional add-ons clearly identified

All pricing shall be all-inclusive. No hidden fees, surcharges, or required components may be omitted.

\*Response required

### Texas Resident Certification\*

In accordance with Texas Government Code Chapter 2252, Subchapter A, the City of [Your City Name] is required to give preference to Texas Resident Proposers. This preference applies to the extent that a Texas Resident Proposer would need to underbid a Nonresident Proposer to obtain a comparable contract in the state where the Nonresident's principal place of business is located.

To comply with this requirement, all Proposers must certify whether they are a Texas Resident Proposer or a Nonresident Proposer. Failure to provide this certification on the provided response forms will result in disqualification of the Proposal.

The Proposer certifies that their principal place of business is located within the State of Texas.

The Proposer certifies that their principal place of business is located outside the State of Texas.

\*Response required

### VERIFICATION REGARDING ENERGY COMPANY BOYCOTTS\*

To the extent this Agreement constitutes a contract for goods or services for which a written verification is required under Section 2274.002, Texas Government Code, as amended, Consultant hereby verifies that it and its parent company, wholly- or majority- owned subsidiaries, and other affiliates, if any, do not boycott energy companies and, will not boycott energy companies during the term of this Contract. The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code, as amended, to the extent Section 2274.002, Texas Government Code does not contravene applicable Texas or federal law. As used in the foregoing verification, "boycott energy companies" shall have the meaning assigned to the term "boycott energy company" in Section 809.001, Texas Government Code. Consultant understands "affiliate" to mean an entity that controls, is controlled by, or is under common control with the Underwriter and exists to make a profit.

Please confirm

\*Response required

**VERIFICATION REGARDING DISCRIMINATION AGAINST FIREARM ENTITY OR TRADE ASSOCIATION\***

To the extent this Agreement constitutes a contract for the purchase of goods or services having a value of at least \$100,000 that is paid wholly or partly from public funds for which a written verification is required under Section 2274.002, Texas Government Code, as amended, Consultant hereby verifies that it and its parent company, wholly- or majority- owned subsidiaries, and other affiliates, if any,

1. do not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association; and
2. will not discriminate during the term of this Agreement against a firearm entity or firearm trade association.

The foregoing verification is made solely to comply with Section 2274.002, Texas Government Code, as amended, to the extent Section 2274.002, Texas Government Code does not contravene applicable Texas or federal law. As used in the foregoing verification, “discriminate against a firearm entity or firearm trade association” shall have the meaning assigned to such term in Section 2274.001(3), Texas Government Code. Consultant understands “affiliate” to mean an entity that controls, is controlled by, or is under common control with the Underwriter and exists to make a profit.

Please confirm

\*Response required

**CERTIFICATIONS REGARDING TERRORIST ORGANIZATIONS AND BOYCOTT OF ISRAEL\***

To the extent this Agreement constitutes a contract for goods or services for which a written verification is required under Sections 2252.151-.154 Texas Government Code, Consultant hereby certifies that it and its parent company, wholly- or majority- owned subsidiaries, and other affiliates, if any, is not a company identified on the Texas Comptroller’s list of companies known to have contracts with, or provide supplies or services to, a foreign organization designated as a Foreign Terrorist Organization by the U.S. Secretary of State under federal law.

To the extent this Agreement constitutes a contract for goods or services for which a written verification is required under Sections 2271.001-002 Texas Government Code, Consultant and its parent company, wholly- or majority- owned subsidiaries, and other affiliates, if any, further certifies and verifies that it does not boycott Israel, and agrees that it will not boycott Israel during the term of this Contract. For purposes of this Contract, the term “boycott” shall mean and include terminating business activities or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory. (Tex. Gov’t Code §§ 2270.001-.002, 808.001-.006, .051-.057, .101-.102)

The foregoing certification is made solely to comply with Chapter 2271, Texas Government Code, as amended, to the extent the applicable provision in Chapter 2271.001, Texas Government Code does not contravene applicable Texas or federal law. As used in the foregoing verification, “boycott Israel” shall have the meaning assigned to such term in Section 808.001(1), Texas Government Code. Consultant understands “affiliate” to mean an entity that controls, is controlled by, or is under common control with the Underwriter and exists to make a profit.

Please confirm

\*Response required

**CERTIFICATION REGARDING CRITICAL INFRASTRUCTURE\***

Consultant hereby certifies that it will not be granted direct or remote access to, or control of, critical infrastructure, as defined by Section 2275.0101(2), Texas Government Code, in this State, excluding access specifically allowed by the governmental entity for product warranty and support purposes; and is not owned by or the majority of stocks or other ownership interest of the company is held or controlled by: (i) individuals who are citizens of China, Iran, North Korea, Russia or a designated country; or (ii) a company or other entity, including a government entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia or a designated country; or headquartered in China, Iran, North Korea, Russia or a designated country. Regardless of whether the company’s or its parent company’s securities are publicly traded; or the company or its parent company is listed on the New York Stock Exchange as: a Chinese, Iranian, North Korean or Russian company; or a company of a designated country. “Cybersecurity” means” the measures taken to protect a computer, computer network, computer system, or other technology infrastructure against unauthorized use or access, as defined in Section 2275.010(3).

The foregoing certification is made solely to comply with Chapter 2275, Texas Government Code, as amended.

Please confirm

\*Response required

**Form CIQ\***

Please download the below documents, complete, and upload.

- [Form CIQ.pdf](#)

\*Response required

**Form 1295 Certification\***

Please provide documentation showing that you have submitted Form 1295 with the Texas Ethics Commission.

\*Response required

**Confidentiality/Non-Disclosure Agreement\***

Upload your recommended confidentiality and non-disclosure agreement here. The terms of this agreement will apply to the Proposer and all its agents, employees or representatives whatsoever and shall be written to protect the City from the unauthorized release of information maintained in the city in locations where Proposer may have access. All such proposed agreements shall be subject to approval by the City Attorney.

\*Response required

**Additional Information (if needed)**

For any additional information requested or required by any of your provided answers please upload that additional documentation here.

**Bidder Authorization\***

Bidder confirms that the individual submitting this Bid is duly authorized to execute it in its entirety and, upon award by the City of Ennis, agrees that the Bid and all incorporated terms and conditions shall constitute a binding contract between the Bidder and the City.

Please confirm

\*Response required



**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, AUTHORIZING THE PURCHASE OF A HIGH PERFORMANCE MOBILE STAGE IN RESPONSE TO THE COMPETITIVE BID PROCESS ITB-26-112-08, IN AN AMOUNT NOT TO EXCEED \$208,535.00 PLUS ALLOWABLE CONTINGENCY; AUTHORIZING THE CITY MANAGER TO EXECUTE ANY DOCUMENTS IN CONNECTION THEREWITH; AND SETTING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Ennis hosts multiple large-scale community events and music festivals each year that draw thousands of visitors; and

**WHEREAS**, in the City's pursuit to strengthen long-term event infrastructure and planning, the City desires to purchase reliable, professional-grade staging for concerts, civic events, community programming, and celebrations; and

**WHEREAS**, in full compliance with State law and City of Ennis Purchasing Policies and Procedures, the City advertised the competitive Invitation to Bid (ITB) 26-112-08 on February 15, 2026, which resulted in one responsive bid.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:**

**SECTION 1:** The City Commission hereby approves the purchase of the Stageline SL100 Mobile Stage, along with the recommended options and accessories from Stageline Mobile Stage, Inc.

**SECTION 2:** The City Commission hereby authorizes the City Manager to execute any documents in connection therewith.

**SECTION 3:** This Resolution shall become effective from and after its date of adoption.

**PASSED AND APPROVED** by the City Commission of the City of Ennis, Texas on this 17th day of March, 2026.

---

LYNDA ISBELL, Mayor

ATTEST:

---

ANGIE WADE, City Secretary



26<sup>th</sup> February 2026

Katrinia Roberson  
City of Ennis  
107 N Sherman St  
Ennis, TX 75119

Dear Katrinia,

**REF: ITB – 26-112-08 – HIGH PERFORMANCE MOBILE STAGE**

Thank you for giving Stageline the opportunity to submit our comprehensive proposal and pricing for the **Stageline SL100** mobile stage for the Department of the Army.

The **Stageline SL100** gives you flexibility and scope in the types of events that it can be used, for small shows to full scale concerts with height, rigging and visibility. The **Stageline SL100** offers the highest wind resistance in the industry of **115mph** with a floor structure of **150lb psf**.

Stageline Mobile Stage inc., established in 1987 is the pioneer and world's leading designer and manufacturer of innovative mobile stages and promotional units.

Our commitment has always been to provide a safe staging environment to fellow workers, musicians, organizers, and audiences. Stageline mobile stages are now used on over 30,000 events every year in more than 50 countries. Our mobile stages have proven to remain safe while protecting gear and people throughout the most extreme weather conditions.

Many cities and municipalities throughout North America will attest that no other staging product can measure up to the efficiencies provided by Stageline technology.

With its unique design combining 4 technologies and patented telescopic lifting mechanisms, the **Stageline SL100** is the most advanced mobile staging system of its size available in North America.

---

**Stageline Mobile Stage Inc.**

700 Marsolais Steet, L'Assomption, QC, J5W 2G9 • Tel: 450-589-1063 • 1-800-26-stage (North America) • Fax 450-589-1711  
Web: <http://www.stageline.com> • E-mail: [info@stageline.com](mailto:info@stageline.com)



We are very proud to have been rewarded with several industry awards in recent years including Staging Company of the Year and Stage of the Year at the prestigious Parnelli Awards.

Important points to consider:

- Stageline mobile stages are the **ONLY** products to be designed to the latest IBC Codes
- Stageline has \$20,000,000 coverage on liability and manufacturer's defaults.
- Stageline offers a 24-hour service line operated at no cost to the client.
- Design briefs supporting all design and engineering data are continuously issued and immediately available.
- Stageline equipment is built to last 25 years when properly maintained and operated and retains 70% of its value after 5 years.

We trust you will agree that the **Stageline SL100** can provide your community with the most versatile, efficient, and safe mobile staging solutions available.

Kind regards,

A handwritten signature in blue ink, reading "T. Beresford".

**Tony Beresford**  
Stageline Mobile Stage inc.

**Stageline SL100 Mobile Stage**

Floor Size: 24' x 20'  
 Wind Resistance: 115 mph without windwalls  
 Trailer Weight: 9,990 lb



Sales Rep:

Tony Beresford

Email:

tony.beresford@stageline.com



<b>Standard Equipment *</b>	\$	<b>160,000</b>
Options & accessories	\$	<b>29,795</b>
Services	\$	<b>18,740</b>
<b>Sub-Total</b>	<b>\$</b>	<b>208,535</b>
<b>Total</b>	<b>\$</b>	<b>208,535</b>

All prices are in USD  
 Taxes not included (if applicable)  
 Payment terms: 30% to confirm, balance prior to departure

**Approval**

<b>Date:</b>
<b>Signature:</b>
<b>Name:</b>
<b>EIN # (if applicable):</b>

**STANDARD EQUIPMENT \***

**ROOF STRUCTURE & RIGGING**

4 Built-in trusses / aluminum 2" diameter tube trussing	Compatible with industry clamps
24 Built-in rigging points - 4 movable rigging brackets included	Capacity: up to 1,500lb
Rigging bar / 14' - spans 2 rigging points from left to right	Capacity: 30 lb / ft
2 side overhang rigging trusses 6'	Capacity: 1500 lb per side
Rigging points in front of corner posts	Capacity: 1500 lb per side
4 Aluminum corner posts	Added roof stability and safety
Fiberglass roof molded and wrapped around structure - black roof	
Rigging load capacity tested at twice the working load	
Total roof load capacity with sound wings:	11,400 lb
Galvanized steel column - one on each side	System safely hoists rigged loads
Reversible as standard	Downstage will reverse in difficult to access venues

**HYDRAULICS**

Double mast lifting mechanism (for a fully hydraulic set up of the stage, roof, sound, lighting and other equipment)	Lifting Capacity: 3,800 lb - balanced load
High power integrated hydraulic system	Equipped with safety valves on all cylinders
4 Hydraulic stabilizers / stage levels from 3' 6" to 4' 3"	No tools required
Vertical support capacity (each): 15,000 lb	
Lateral support capacity (each): 2,000 lb	
Gas engine	No other power source required

**STAGE**

Plywood, black finish, non slip / quick levelling legs	24' x 20'
Multifunctional extruded aluminum deck edges	To install decks, skirts, guardrails & staircases
Guardrails (stage model) / aluminum	5 x 5' 9" + 2 x 2' 8"
Support brackets built-in for Stageline platforms	Full perimeter
Aluminum stairway - 7 steps - adjustable - 35" wide - with handrails	
4 LED work lights	2 in the roof, 2 on the chassis
Spares kit	

**TRAILER**

Drawbar with pintle eye	Capacity: 14,990 lb
2 Leaf spring axles	0.40 m (16")
4 Tires	
Electric brakes on all wheels	DOT requirement
Emergency breakaway system	Protects structure
Spare wheel / full-size rim / integrated storage	
2 Storage bumpers	
10 Equipment tie-downs	
Storage weight capacity	GVWR: 15,000 lb - adaptable to your requirements
Storage space capacity	23' 10" x 5' 6" x 5' 6" = 720 ft³

**STANDARDS & CERTIFICATIONS**

Applicable regulations	IBC, SAE, DOT, NFPA, CBC, NBC & CWB
Vertical load:	Floor: 7.18 KPa (150 psf) / Roof: 1 KPa (20 psf)
Wind resistance:	115 mph without windwalls 77 mph with windwalls
Certificate stamped by professional engineers	
All technical documents supplied	
24/7 service support +1(800) 267-8243	

**OPTIONS & ACCESSORIES**

<b>A WINDWALLS - SKIRTS</b>		<b>VINYL/ SCRIM</b>	<b>Price (USD)</b>	<b>Quantity</b>	
a1	Upstage fire retardant windwall - 44' long x full height (with doors) (keder aluminum track system for easy installation) - black	Vinyl	\$ 5,200	1	\$ 5,200
a2a	Backdrop (with doors) - 24' x 15' - black	Vinyl	\$ 2,350		
a2a	Backdrop (with doors) - 24' x 15' - black	Scrim	\$ 2,350		
a2b	Backdrop (without doors) - 24' x 15' - black	Vinyl	\$ 2,350		
a2b	Backdrop (without doors) - 24' x 15' - black	Scrim	\$ 2,350		
a3	Downstage windwall extensions - 10' 3" x 15' (with doors) - (Set of 2) - black		\$ 2,850		
a4	Skirting - 40' x 4' 9" - black	Vinyl	\$ 1,350	1	\$ 1,350
a5	Skirt extension - 8' 6" - black - (set of 2)		\$ 600		
* for options a1 to a5, select material - fabrication delay					
* if option a3 selected, f1 (keder for windwalls on downstage roof panels) must be selected					
<b>B SOUND WINGS &amp; RIGGING</b>			<b>Price (USD)</b>	<b>Quantity</b>	
b1	Extension platforms (black non-slip) & accessories - 4' x 8' - (sugg'd qty: 4)		\$ 1,300	4	\$ 5,200
b2	Guardrails (platform model) / aluminum - 3' 8" - (sugg'd qty: 8)		\$ 205	8	\$ 1,640
b3	Reinforced flybays with line array and screen rigging points (set of 2)		\$ 2,010	1	\$ 2,010
b4	FOH pipes - capacity: 700 lb - (set of 2)		\$ 2,105		
b5	Movable rigging brackets - (set of 2)		\$ 175		
b6	2 Cylinder locks (corner post substitute)		\$ 575		
b7	PA Extension bars (set of 2)		\$ 520	1	\$ 520
b8	Additional rigging bar / 14' - spans 2 rigging points from left to right		\$ 410		
<b>C BANNER SUPPORTS</b>			<b>Price (USD)</b>	<b>Quantity</b>	
c1	Rooftop banner support posts - 37' x 4'		\$ 835	4	\$ 3,340
c2	Banner framing bars		\$ 520	8	\$ 4,160
c3	Lateral banner supports - 6' x 15' 10" - includes pulley rigging points for retractable banner system		\$ 920		
c4	2 Lateral tightening bars / stage level		\$ 1,035		
<b>D EXTEND TO 24' x 24'</b>			<b>Price (USD)</b>	<b>Quantity</b>	
d1	3 Extension platforms & accessories - 4' x 24' - upstage		\$ 3,900		
d2	8 Guardrails (platform model) / aluminum - 3' 8" - upstage		\$ 1,640		
d3	Bracing system for extension platforms - upstage		\$ 930		
d4	Windwall to cover increased area - upstage		\$ 620		
d5	Roof extension - vinyl canopy & hardware - 4' 9" / downstage - (b4 required)		\$ 3,680		
<b>E HYDRAULICS</b>			<b>Price (USD)</b>	<b>Quantity</b>	
e1	Hydraulic quick connectors		\$ 520		
e2	Electric motor, 1 hp, 110 V, hydraulic connections and pump for dual power (storage compartment included)		\$ 3,735		
e3	Safety cut off switch		\$ 775		
<b>F ENHANCED REVERSIBILITY OPTIONS</b>			<b>Price (USD)</b>	<b>Quantity</b>	
f1	Keder for windwalls on downstage roof panels		\$ 400		
f2	Multi-purpose, heavy-duty structural connectors for side overhang rigging beams and lateral banners. FOH pipe sliders included.		\$ 2,485		
f3	Reinforced 6' flybay trusses (b3) with all hinged and articulated components on upstage roof panel (set of 2) - f2* required		\$ 4,945		
<i>Note: Options f1, f2 and f3 need to be selected for full reversibility</i>					
<b>H TRAILER HITCH</b>			<b>Price (USD)</b>	<b>Quantity</b>	
h1	Gooseneck with kingpin for 5th wheel hookup (instead of drawbar with pintle eye)		\$ 2,415		
h2	Gooseneck with 2 5/16" ball hitch hookup (instead of drawbar with pintle eye)		\$ 2,415		
h3	Hydraulic gooseneck option for h1 or h2		\$ 3,910		
h4	Drawbar with pintle hitch (in addition to gooseneck)		\$ 2,760		
h5	Ball hitch (attachment only)		\$ 1,265		
h6	Drawbar with 2 5/16" ball coupler (instead of drawbar with pintle eye)		-		
<b>I ACCESSORIES</b>			<b>Price (USD)</b>	<b>Quantity</b>	
i1	Aluminum stairway - 7 steps - adjustable - 35" wide - with handrails		\$ 1,725		
i2	Loading ramp / aluminum - 3' x 12'		\$ 1,990		
i3	Underfloor storage for loading ramp (2nd storage compartment recommended)		\$ 775		
i4	ADA lift - up to 5' - 600 lb max load - portable - access from all sides		\$ 15,750		
i5	Extension platform (black non-slip) & accessories - 4' x 8'		\$ 1,300		
i5a	Cutout gooseneck extension platform (black non-slip) & accessories - 4' x 8'		\$ 1,720		
i5b	Cutout engine extension platform (black non-slip) & accessories - 4' x 8'		\$ 1,720		
i6	Extension platform (black non-slip) & accessories - 4' x 4'		\$ 1,040		
i7	Guardrail (platform model) / aluminum - 3' 8"		\$ 205		
i8	Guardrail (stage model) / aluminum - 2' 8"		\$ 185		
i9	Guardrail (stage model) / aluminum - 5' 9"		\$ 370		
i12	Quick shelter. polyester roof and walls - 10' x 10'		\$ 2,070		
i13	Storage compartment / aluminum checker plate - 14" x 16" x 36" - up to 3		\$ 1,005	1	INCLUDED
i14	Additional spares kit		\$ 490		
i15	Underfloor storage system for options and accessories		\$ 2,875	1	\$ 2,875
i16	Skids/skis		\$ 11,500		
i17	Aluminum mags - 16" x 6" 8/6.5 bolt pattern		\$ 1,840		
i18	Heated pads - 2' x 2' - winter conditions on hard standing (suggested qty 10)		\$ 1,500		
i19	Spiked pads - 2' x 2' - winter conditions on grass (i18 required) - (suggested qty 10)		\$ 500		
i20	Storage container for heated pads		\$ 4,000		
i21	Dolly leg		\$ 1,250		

**OPTIONS & ACCESSORIES**

<b>K TRAILER GRAPHICS</b>		<b>Price (USD)</b>	<b>Quantity</b>
k1	Logo only	TBD	
k2	Full graphic trailer wrap - (2 x (24' 7" x 7' 2") - 2 x (4' 11" x 7'))	\$ 6,500	
<b>Customized scrim* banners - printed graphics - 4 color process</b>			
k3	Rooftop header banner - 24' x 3' 10"	\$ 970	
k4	Rooftop header banner - 37' x 3' 10" - spans lateral banners	\$ 1,390	
k5	Lateral banners - 6' 6" x 15' 9" (Set of 2)	\$ 1,540	
k6	Rear banner - 23' 4" x 12' 11" - installs full size, with or without backdrop <i>*available in vinyl - prices vary</i>	\$ 2,725	

<b>L MISCELLANEOUS</b>		<b>Price (USD)</b>	<b>Quantity</b>
l2	Video wall - truss	\$ 3,500	1 \$ 3,500
<i>* Possible production delay</i>			

**Total for Options & Accessories \$ 29,795**

**SERVICES**

<b>SERVICES</b>		<b>Price (USD)</b>	<b>Quantity</b>
m1	Trailer shrink wrap	\$ 700	
m2	Transport to Ennis, TX - estimate only	\$ 11,700	1 \$ 11,700
m2a	Transport to Champlain, NY	\$ 1,500	
m3	Training course - 3 day comprehensive (subject to options chosen) - maximum 4 technicians	\$ 2,890	1 \$ 2,890
m4	Trainer expenses - to, in & from training site	\$ 4,150	1 \$ 4,150

**Total for Services \$ 18,740**

\*Quote valid for 10 business days

\*Prices & specifications subject to change without notice

Stageline SL100 - Sales Quote 2026



Costs related to transportation, training and trainer expenses (travel, accommodation and per diem) not included.  
EXW: L'Assomption, Quebec, Canada

**Stageline Mobile Stage Inc.**  
700 Marsolais Street, L'Assomption, Quebec, Canada J5W 2G9

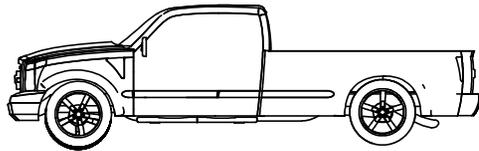
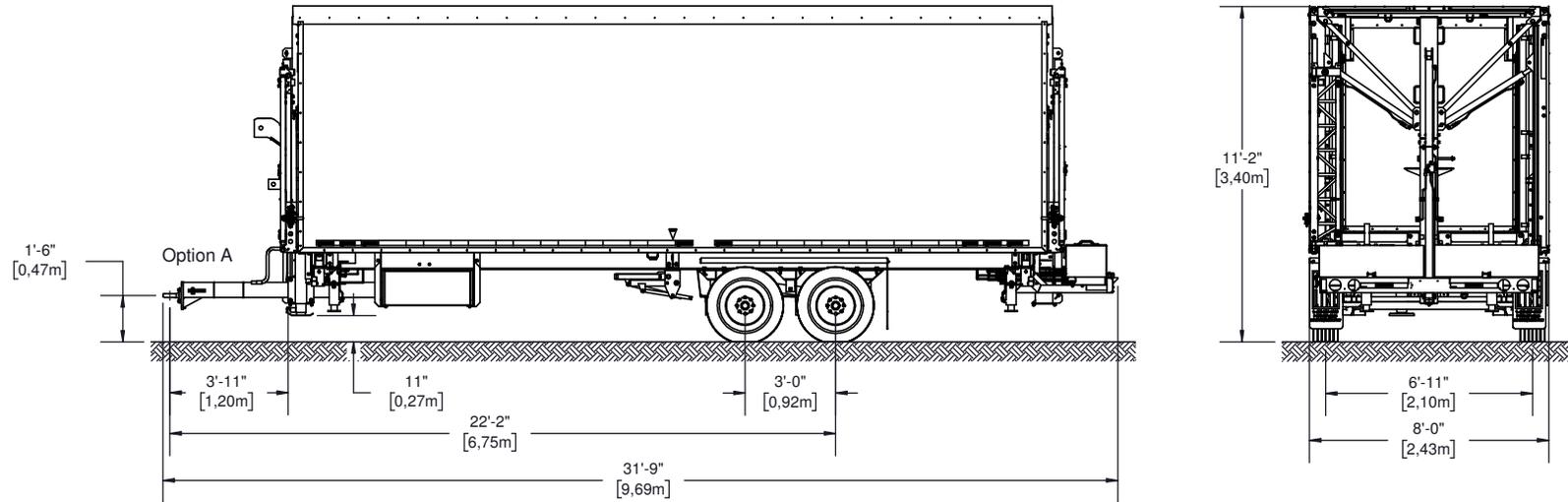
Tel.: (450) 589-1063, Fax: (450) 589-1711  
www.stageline.com



# SL100

## TECHNICAL DRAWINGS

Trailer Hitch Option A  
Drawbar / Pintle Eye

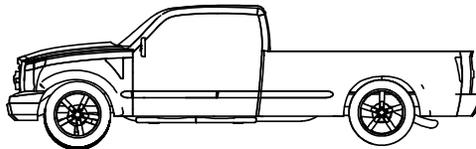
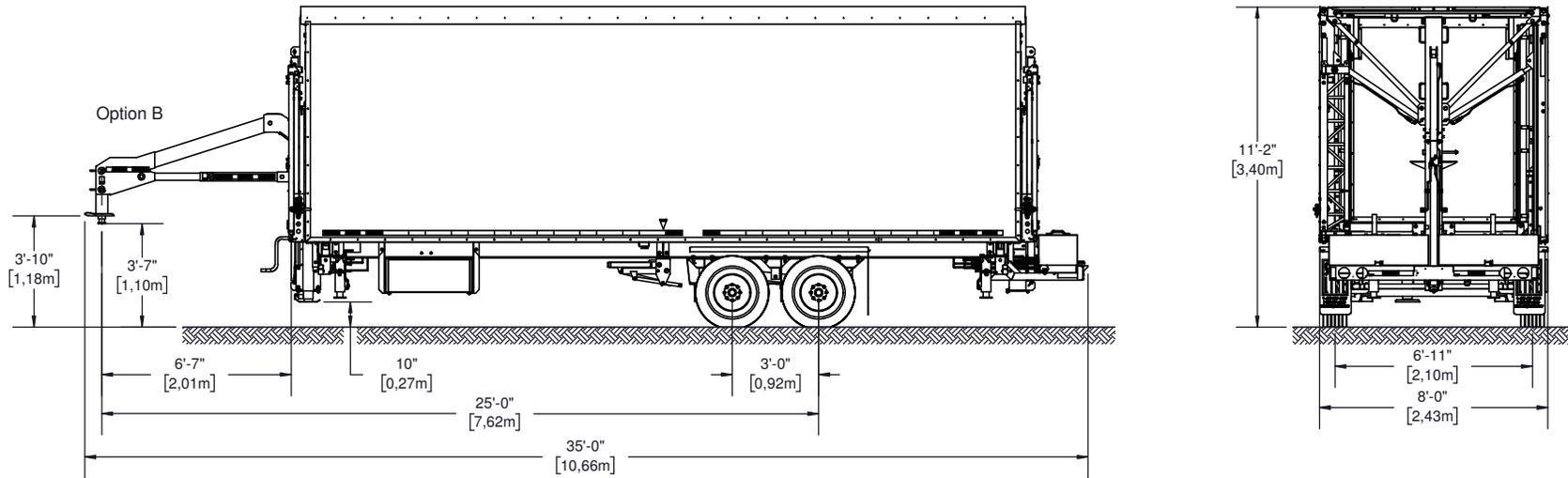


Mass SL100	Unladen		Standard Equipment		Maximum Capacity	
	Lbs	Kg	Lbs	Kg	Lbs	Kg
Total Mass	9460	4290	11682	5298	15000	6804
Mass on Axle	8159	3700	10295	4669	14000	6350
Mass on Hitch	1301	590	1387	627	3750	1701

Drawings may show stage equipped with optional accessories. May be sold separately.

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Trailer Hitch Option B  
KingPin / Fifth Wheel

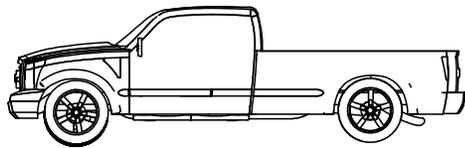
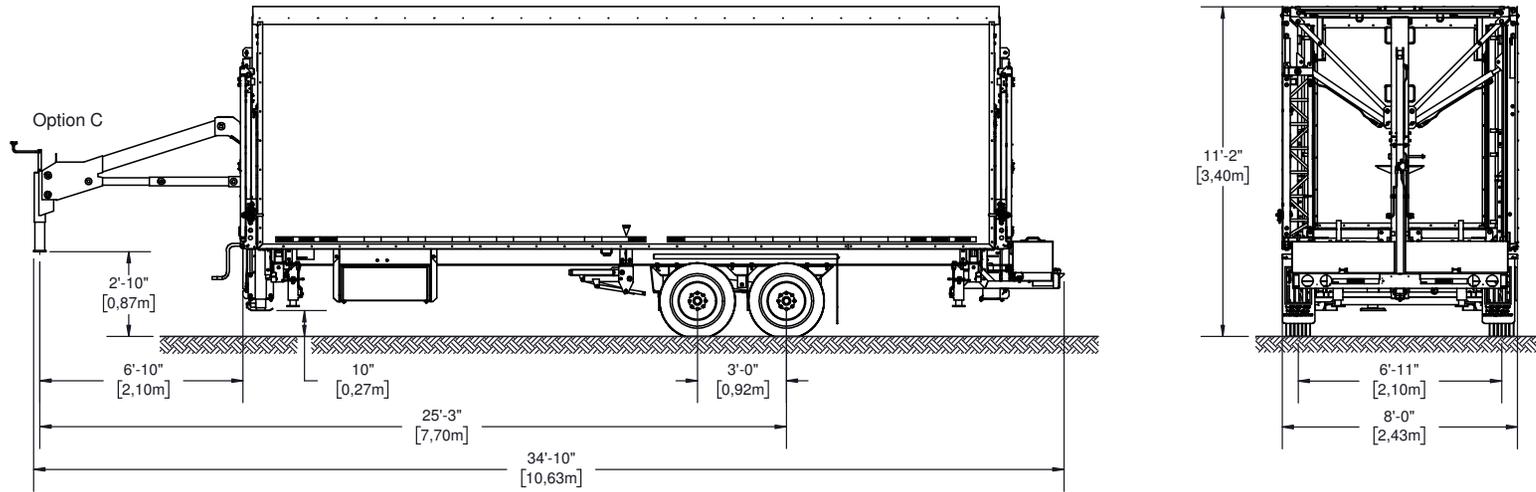


Mass SL100	Unladen		Standard Equipment		Maximum Capacity	
	Lbs	Kg	Lbs	Kg	Lbs	Kg
Total Mass	9460	4290	11682	5298	15000	6804
Mass on Axle	8159	3700	10295	4669	14000	6350
Mass on Hitch	1301	590	1387	627	3750	1701

Drawings may show stage equipped with optional accessories. May be sold separately.

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Trailer Hitch Option C  
Gooseneck / Ball Hitch 2 5/16"

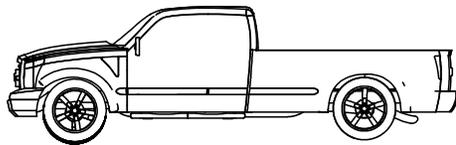
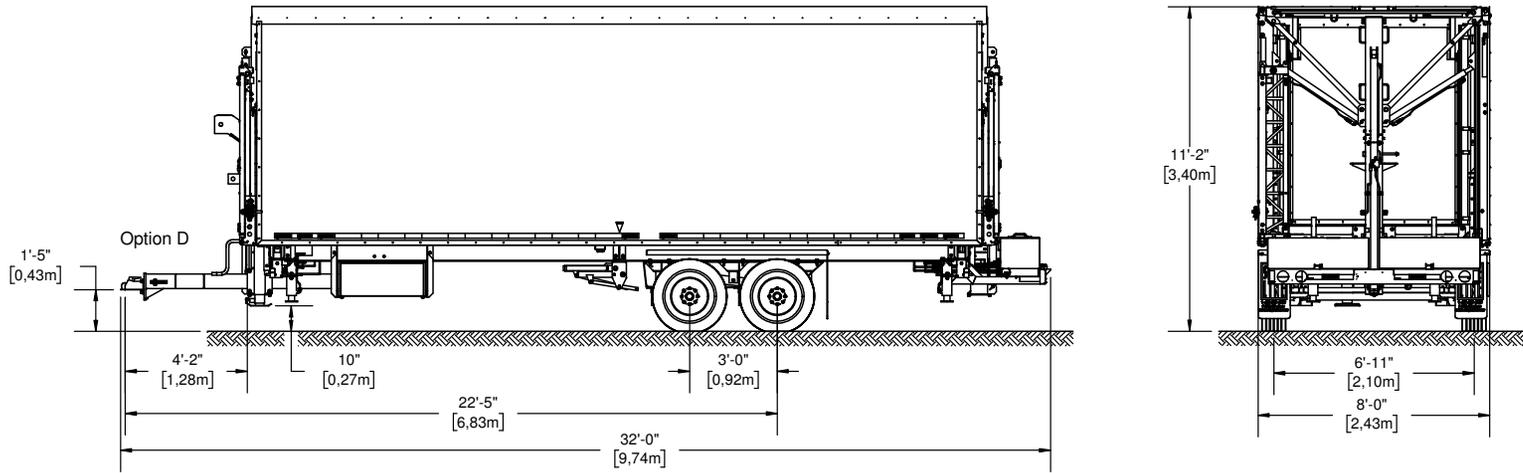


Mass SL100	Unladen		Standard Equipment		Maximum Capacity	
	Lbs	Kg	Lbs	Kg	Lbs	Kg
Total Mass	9460	4290	11682	5298	15000	6804
Mass on Axle	8159	3700	10295	4669	14000	6350
Mass on Hitch	1301	590	1387	627	3750	1701

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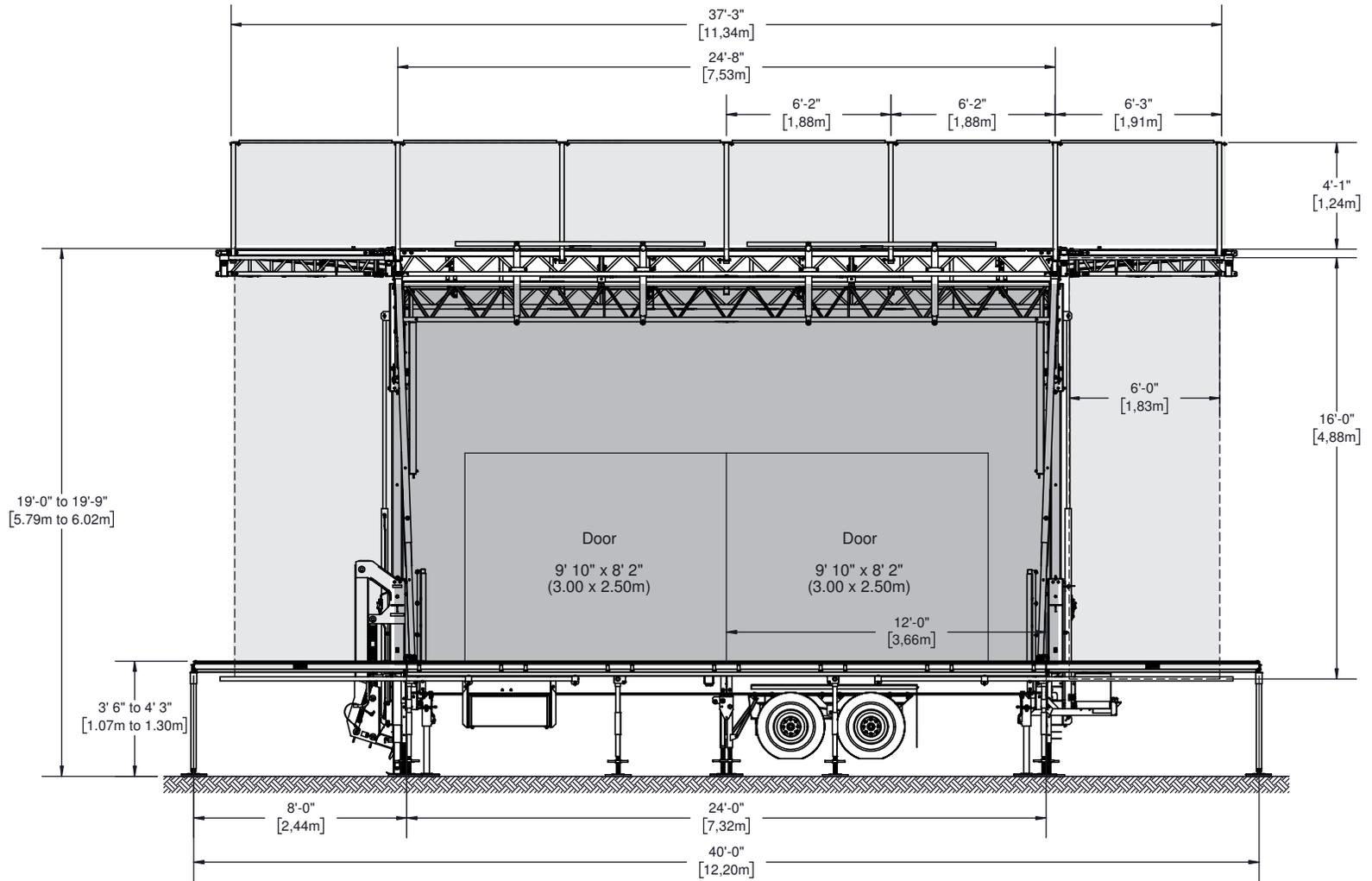
**Trailer Hitch Option D**  
 Drawbar / Ball Coupler 2 5/16"



Mass SL100	Unladen		Standard Equipment		Maximum Capacity	
	Lbs	Kg	Lbs	Kg	Lbs	Kg
Total Mass	9460	4290	11682	5298	15000	6804
Mass on Axle	8159	3700	10295	4669	14000	6350
Mass on Hitch	1301	590	1387	627	3750	1701

Drawings may show stage equipped with optional accessories. May be sold separately.

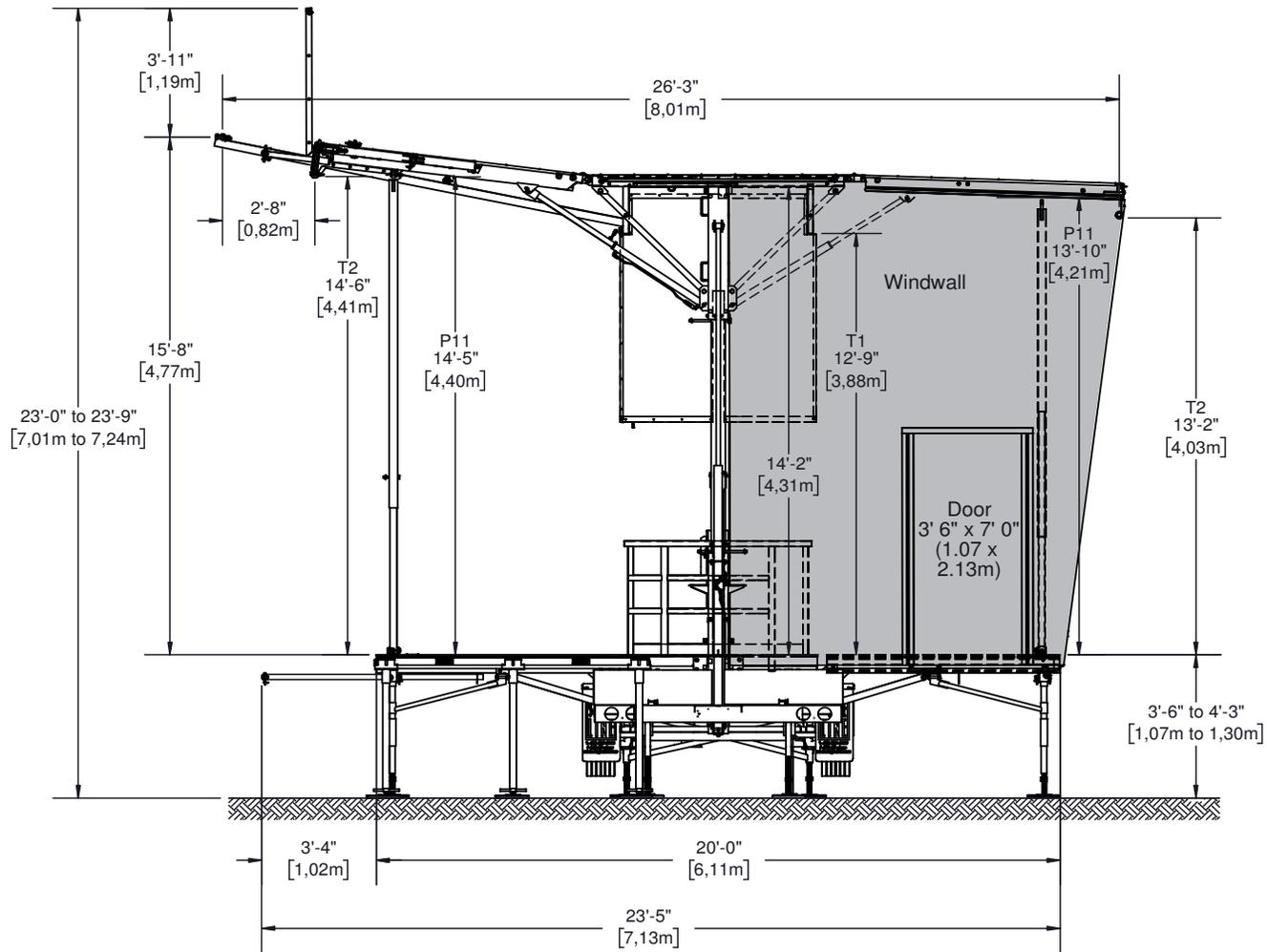
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- WINDWALL
- BANNER (For dimensions, please refer to Banner Book)

Drawings may show stage equipped with optional accessories. May be sold separately.

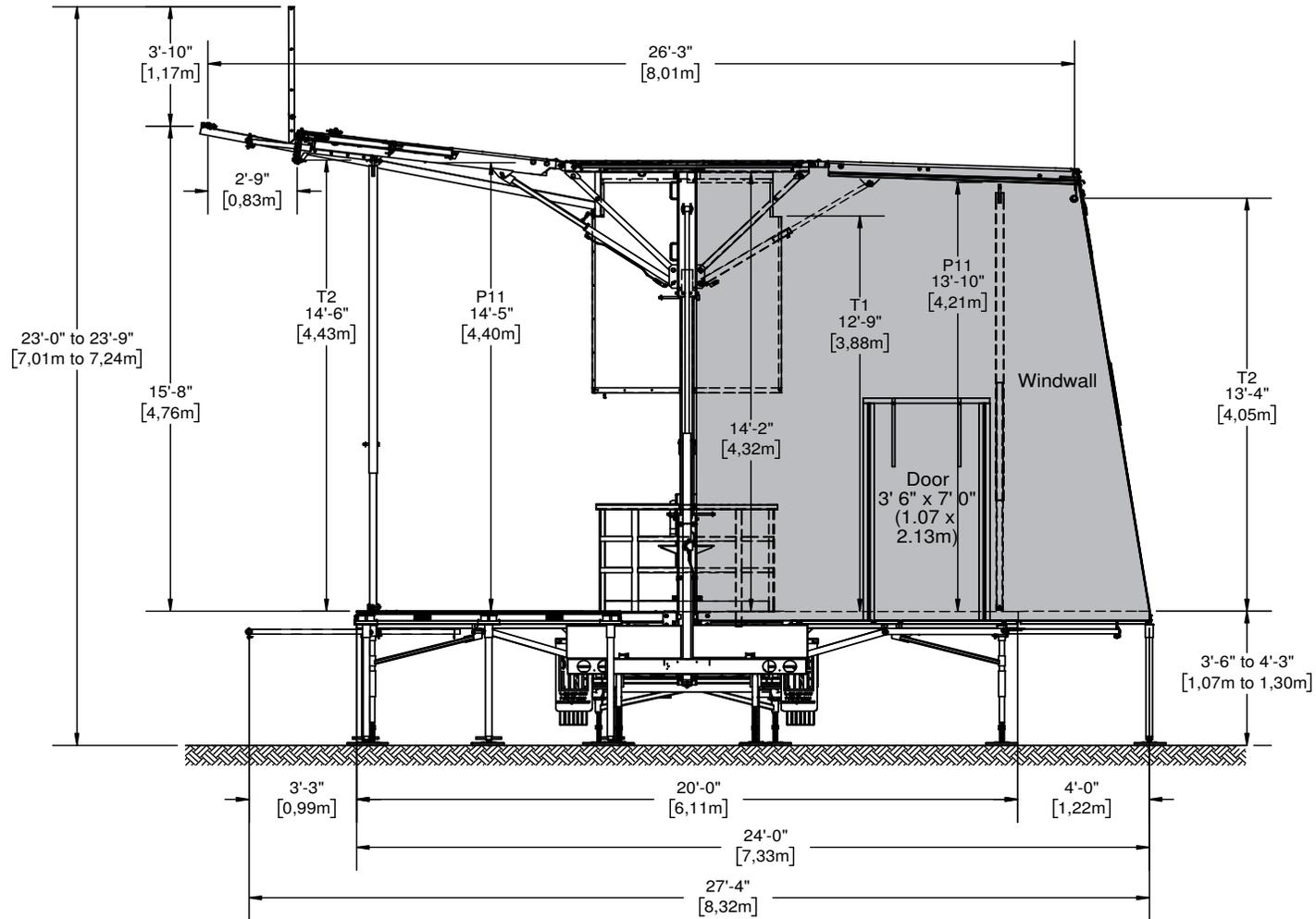
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WINDWALL

Drawings may show stage equipped with optional accessories. May be sold separately.

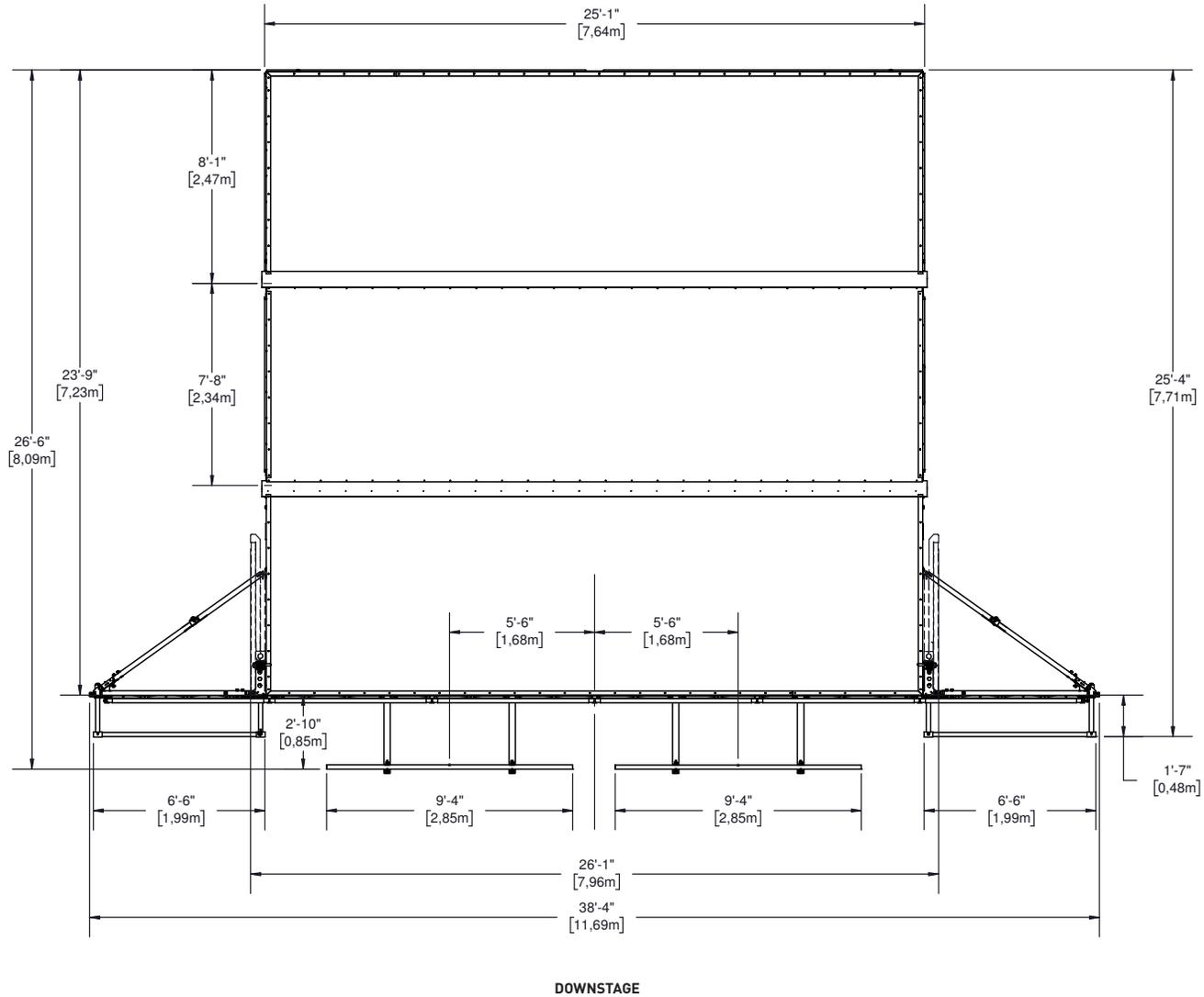
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WINDWALL

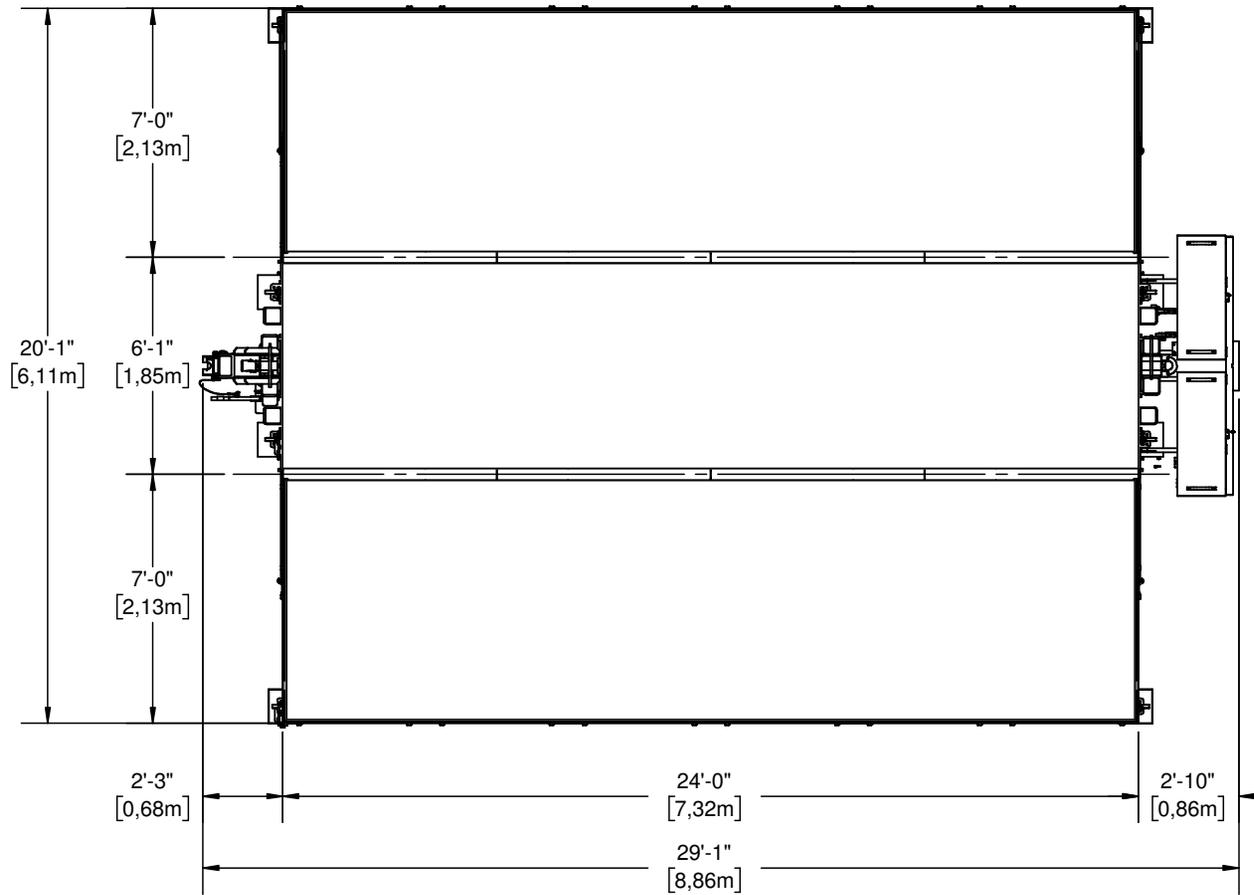
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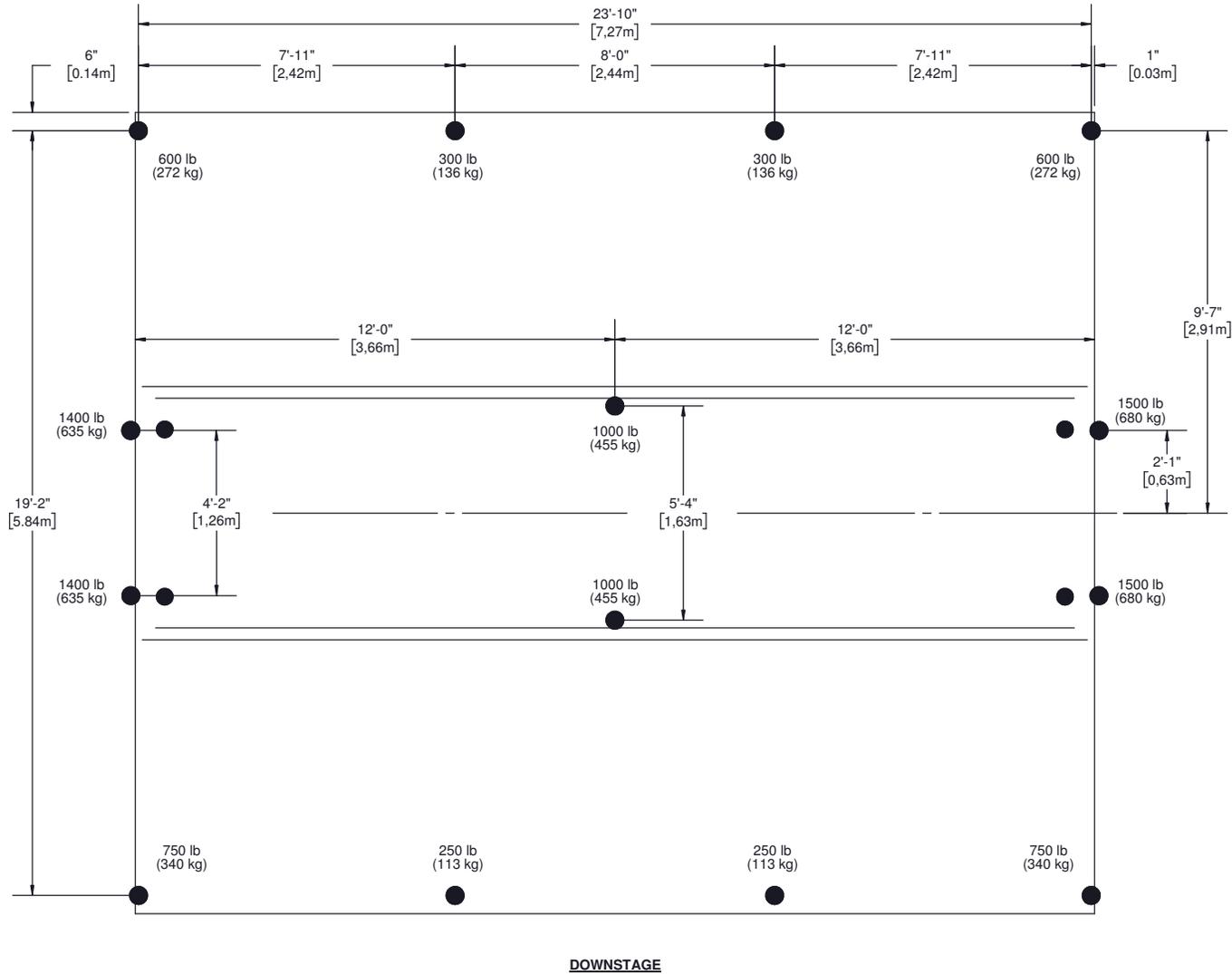
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CAPACITY: 150lbs/ft<sup>2</sup> (732kg/m<sup>2</sup>)

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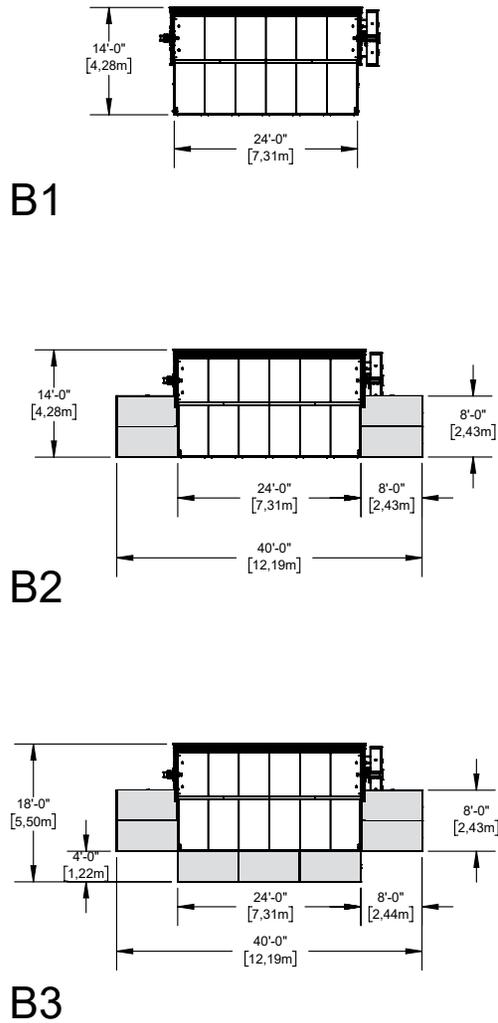
● FLOOR STABILIZERS, EXTENSIONS AND LEVELLING JACKS

Drawings may show stage equipped with optional accessories. May be sold separately.

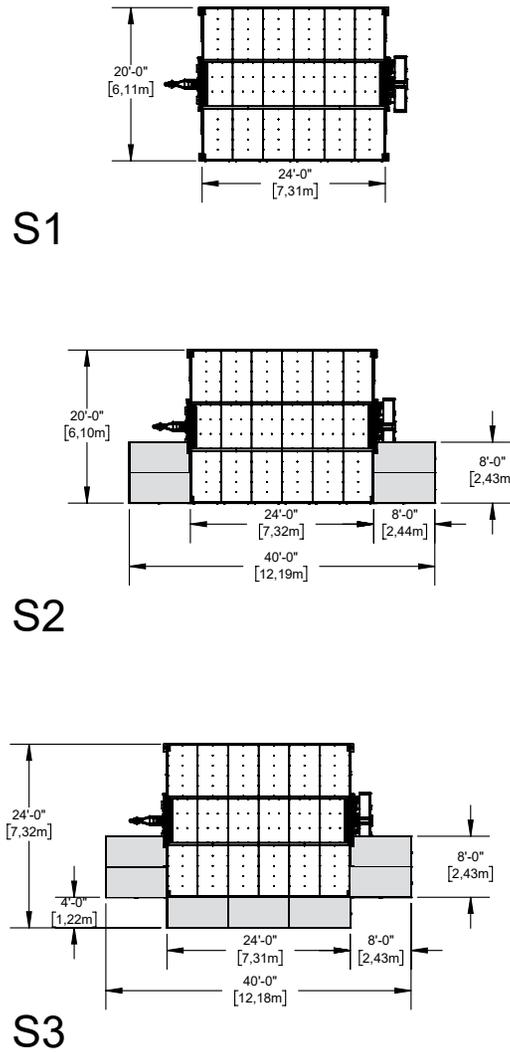
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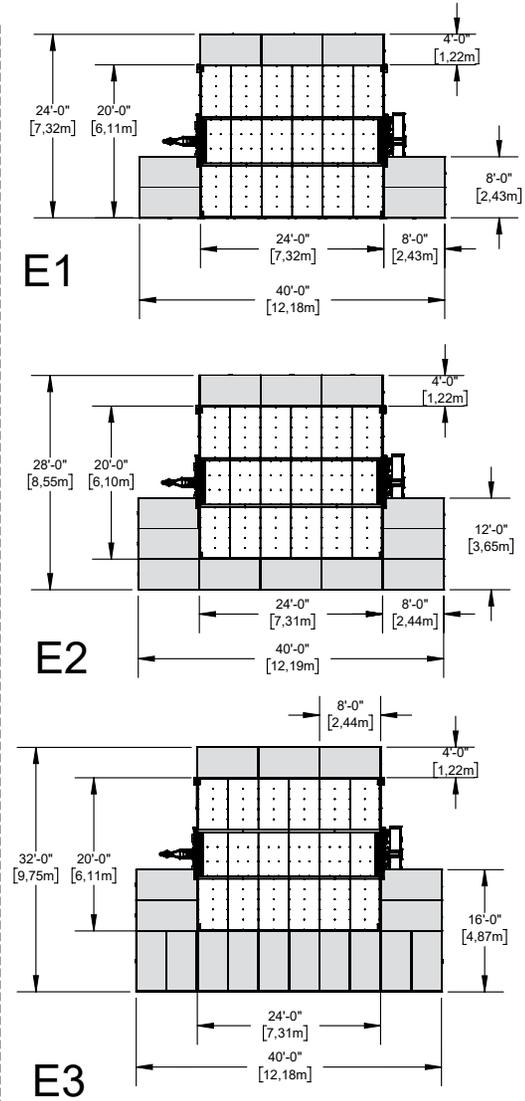
### Bandshell configurations\*



### Standard configurations



### Extended configurations



\* Bandshell configuration requires that stringent instructions be followed. For reference only.

PLATFORM

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**A THOROUGH UNDERSTANDING OF THE INTER-RELATED LOADINGS SHOWN IN THIS RIGGING PLAN IS NEEDED IN ORDER TO SAFELY USE THIS MOBILE STAGE ROOF AND TAKE FULL ADVANTAGE OF THE MANY RIGGING OPPORTUNITIES IT OFFERS.**

This mobile stage roof offers a variety of rigging options with regard to load capacity, placement and type.

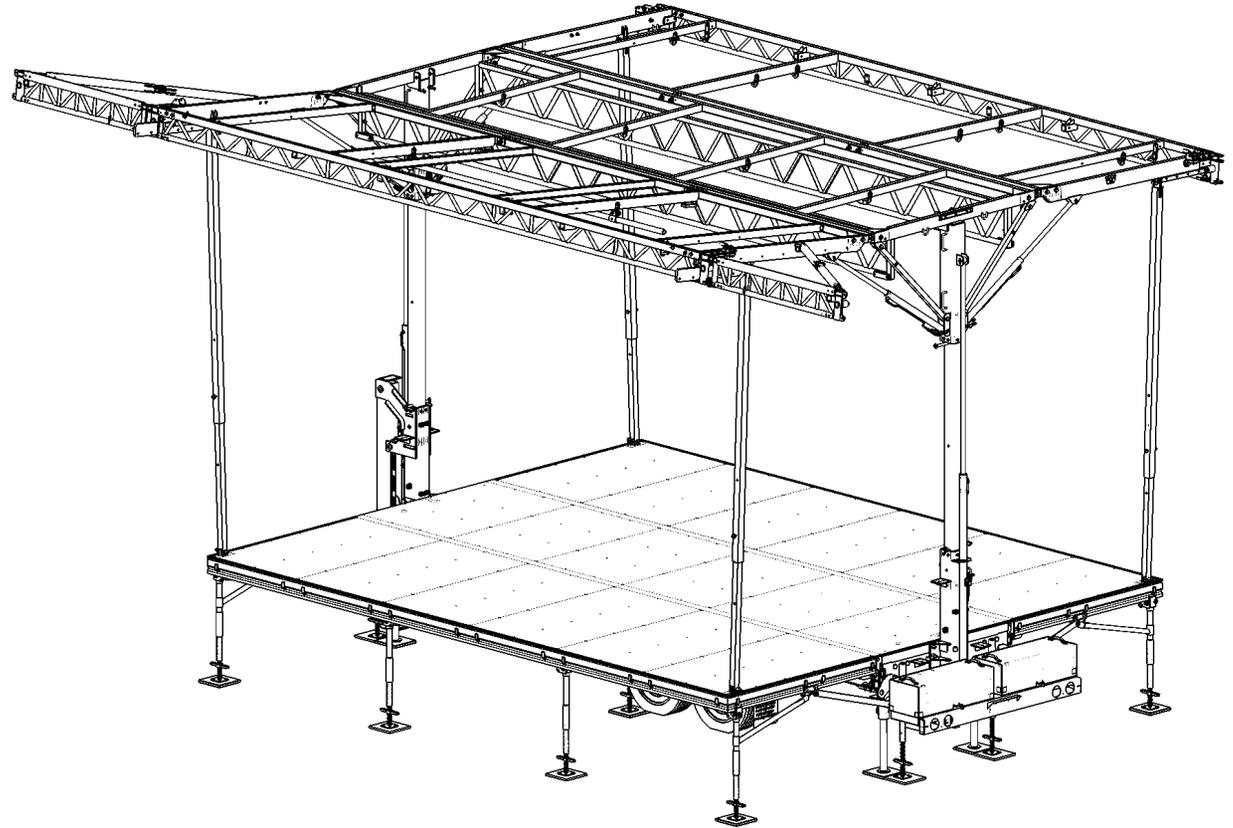
There are rigging pipes, trusses, roof rigging points and side overhang rigging beams.

This rigging plan locates and defines these rigging features, includes load capacity for each and describes maximum combinations of loads amongst features.

Take note of exclusions, maximum sub-totals in a group, load balance requirements, maximum lifting capacity of roof and maximum rigging load on roof.

The maximum load on the roof is less than the sum of the maximum load on each rigging feature.

**Refer to Operator's Manual for procedures in regards to proper setup and setup methods of the stage and its options.**



The information contained in the current document is final and must be considered as such. They are derived from design briefs and summarized to help the user plan rigging configurations safely. It is therefore mandatory that the user follows and respects the capabilities and limitations described herein. Overloading of stage components above their specified capacity may result in structural failure, equipment damage, injury or death. Stageline cannot be held responsible if the user, himself or subcontractors under his supervision, derogate from this document and/or the approved rigging plan. If a desired configuration cannot meet these requirements, the user must contact Stageline to analyse the case and obtain further instructions. Special restrictions and limitations may apply.

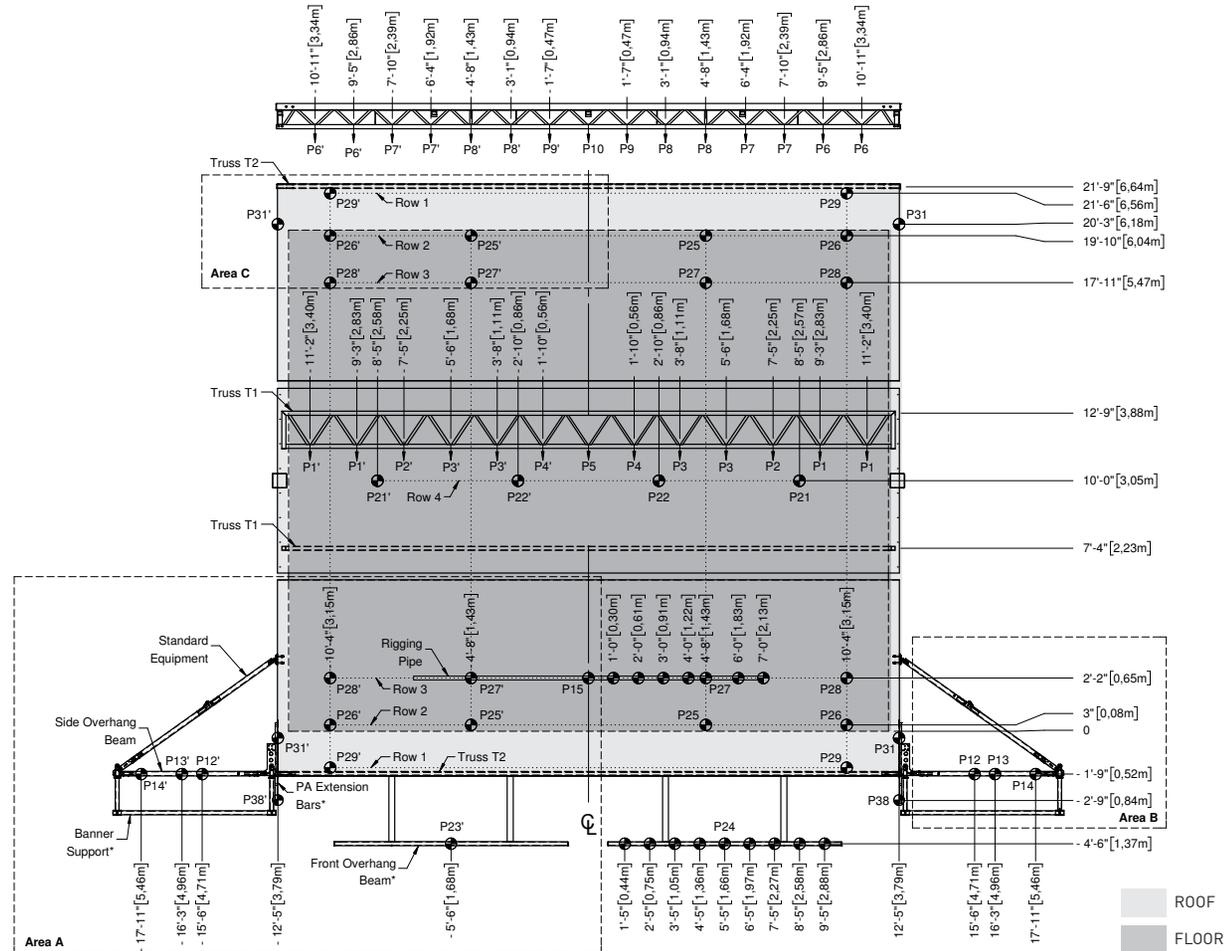
Certain authorities may require that a rig configuration plan, signed and sealed by a recognized member of a professional body, be available to allow the stage to be setup on their territory. This document was not intended to and cannot be used or considered as an official document or certificate to serve this purpose. Contact responsible authorities or Stageline for details.

**Drawings may show stage equipped with optional accessories. May be sold separately.**

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### RIGGING RESTRICTIONS

- **MAXIMUM LOAD BEARING CAPACITY:** 11 400 lb (5170 kg).  
All corner posts must be installed and pinned, and telescopic columns pinned and secured.
- **MAXIMUM ALLOWABLE LOAD PER AREA:**
  - Area A is 2000 lb (907 kg).
  - Area B is 1500 lb (680 kg).
  - Area C is 2200 lb (998 kg).
- For the downstage or the upstage roof panels, if any of the P25 to P29 points are used to their maximum capacity, no other points or T2 truss can be used. If the T2 truss is used to its maximum capacity, no other points P25 to P29 can be used.
- Only use points in ROW 1, or points in ROW 2, or points in ROW 3 or Truss T1. Do not use rows or T2 truss simultaneously.
- Loads applied to each Rows must be calculated as if there were a truss.
- Maximum of 350 lb (159 kg) can be loaded at any place along each Front Overhang Beam (P23) between supports. T2 capacity must take into account these loads.
- Load any number of P24 on Front Overhang Beams symmetrically, at positions shown on diagram, or use P23. T2 capacity must take into account these loads.
- Do not load more than 250 lb (115 kg) on roof panel when corner posts are replaced by cylinder locks. Do not install banners when corner posts are replaced by cylinder locks.
- Load any number of P15s on Rigging Pipe, symmetrically, at positions shown on diagram, or use P27s.
- Always load the roof symmetrically from the centerline. For atypical load configurations, contact Stageline.
- T1 trusses must take into account loads from points P21 and P22. Consider a 50% load transfer on each truss.
- Points P31 can't be used when P38 is used.
- Use P38's capacity anywhere along the PA Extension Bars\*.



**MAXIMUM LOAD CAPACITY**

Point No.	Lbs	Kg	Point No.	Lbs	Kg	Point No.	Lbs	Kg	Point No.	Lbs	Kg	Point No.	Lbs	Kg	Point No.	Lbs	Kg			
P1, P2, P3	750	340	P8	750	340	P13	800	363	P22	1200	544	P26	1200	544	P34*	750	340	P38*	1000	454
P4, P5	600	272	P9	600	272	P14	400	181	P23*	350	159	P27, P28	600	272	P35*	750	340			
P6,	1200	544	P10	1000	454	P15	30	13	P24*	40	18	P29	1200	544	P36*	750	340			
P7	1000	454	P12	1500	680	P21	1500	680	P25	1000	454	P31, P32*, P33*	1500	680	P37*	750	340			

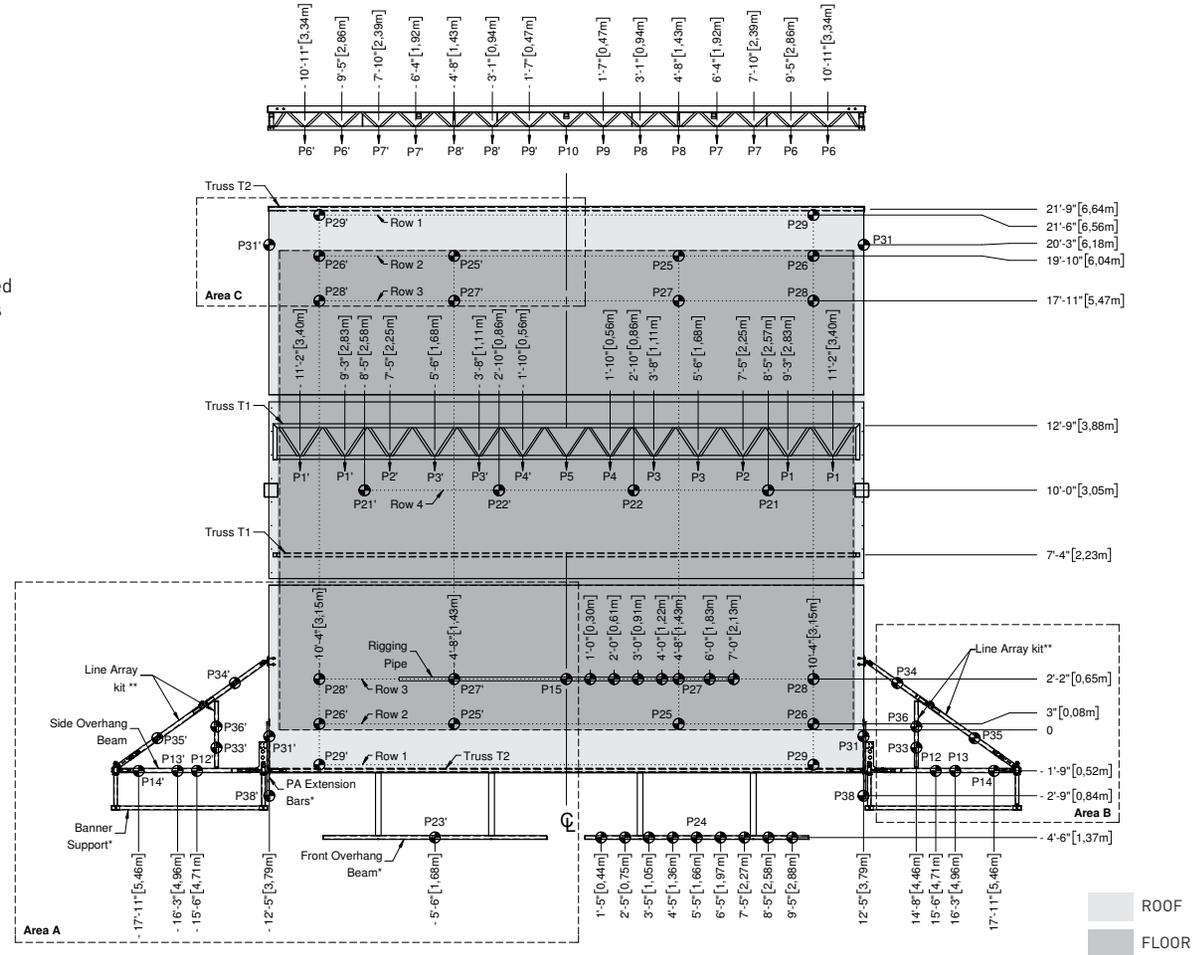
\* Optional items, see stage specifications.

Drawings may show stage equipped with optional accessories. May be sold separately.

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### RIGGING RESTRICTIONS

- MAXIMUM LOAD BEARING CAPACITY: 11 400 lb (5170 kg). All corner posts must be installed and pinned, and telescopic columns pinned and secured.
- Rigging on points P32 to P37 is allowed only with optional Line Array kit (refer to page 15 for details).
- MAXIMUM ALLOWABLE LOAD PER AREA:
  - Area A is 2000 lb (907 kg).
  - Area B is 1500 lb (680 kg).
  - Area C is 2200 lb (998 kg).
- For the downstage or the upstage roof panels, if any of the P25 to P29 points are used to their maximum capacity, no other points or T2 truss can be used. If the T2 truss is used to its maximum capacity, no other points P25 to P29 can be used.
- Only use points in ROW 1, or points in ROW 2, or points in ROW 3 or Truss T2. Do not use rows or T2 truss simultaneously.
- Loads applied to each Rows must be calculated as if there were a truss.
- Maximum of 350 lb (159 kg) can be loaded at any place along each Front Overhang Beam (P23) between supports. T2 capacity must take into account these loads.
- Load any number of P24 on Front Overhang Beams symmetrically, at positions shown on diagram, or use P23. T2 capacity must take into account these loads.
- Do not load more than 250 lb (115 kg) on roof panel when corner posts are replaced by cylinder locks. Do not install banners when corner posts are replaced by cylinder locks.
- Load any number of P15s on Rigging Pipe, symmetrically, at positions shown on diagram, or use P27s.
- Always load the roof symmetrically from the centerline. For atypical load configurations, contact Stageline.
- T1 trusses must take into account loads from points P21 and P22. Consider a 50% load transfer on each truss.
- If optional Line Array kit is used, capacity of point P13 can be increased to 1000 lb (454 kg) and capacity of point P14 can be increased to 750 lb (340 kg).
- Points P31 can't be used when P38 is used.
- Use P38's capacity anywhere along the PA Extension Bars\*.



MAXIMUM LOAD CAPACITY

Point No.	Lbs	Kg	Point No.	Lbs	Kg	Point No.	Lbs	Kg	Point No.	Lbs	Kg	Point No.	Lbs	Kg	Point No.	Lbs	Kg	Point No.	Lbs	Kg
P1, P2, P3	750	340	P8	750	340	P13+	1000	454	P22	1200	544	P26	1200	544	P34*	750	340	P38*	1000	454
P4, P5	600	272	P9	600	272	P14+	750	340	P23*	350	159	P27, P28	600	272	P35*	750	340			
P6,	1200	544	P10	1000	454	P15	30	13	P24*	40	18	P29	1200	544	P36*	750	340			
P7	1000	454	P12	1500	680	P21	1500	680	P25	1000	454	P31, P32*, P33*	1500	680	P37*	750	340			

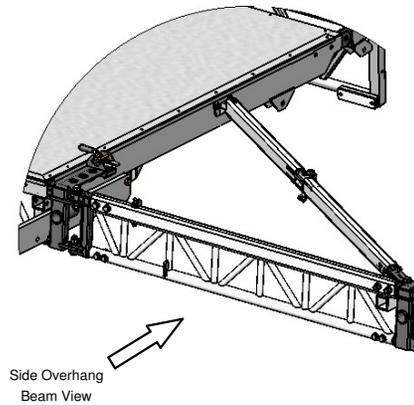
\* Optional items, see stage specifications.

\*\* Line Array kit includes a rear ladder truss (zones P34 and P35) and a cross brace (points P32, P33, P36 and P37) on both sides of the stage.

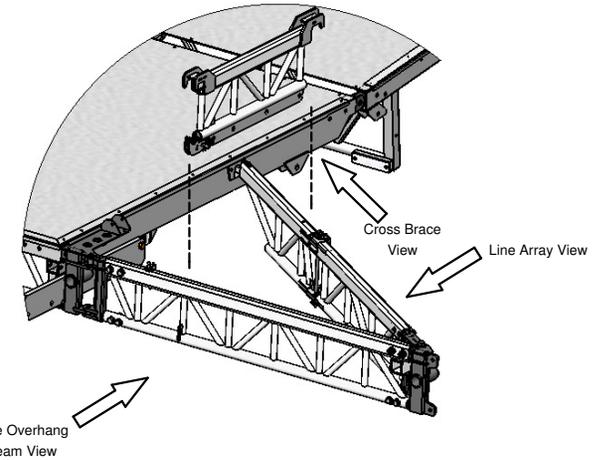
Drawings may show stage equipped with optional accessories. May be sold separately.

### RIGGING RESTRICTIONS

- Rigging on points P32 to P37 is allowed only with optional Line Array kit.
- Capacity of points P12 to P14 must take into account loads on points P32 to P37.
- If maximum capacity of either P12 to P14 or P32 to P37 is used, no other loads can be applied to Side Overhang Beam.
- If optional Line Array kit is used, capacity of point P13 can be increased to 1000 lb (454 kg) and capacity of point P14 can be increased to 750 lb (340 kg).
- To take into account wind loads from the banners, remove 200 lb (91 kg) from the capacity of points P12 and P14.
- Loads on the Side Overhang Beams must be planned in the same manner as the trusses.
- Capacity of points P12, P13, P14, P34 and P35 must take into account loads from points P32, P33, P36 and P37. Refer to LOAD DISTRIBUTION RATIO grid for details.
- MAXIMUM ALLOWABLE LOAD for points P34 and P35 and P36 and P37 is 750 lb (340 kg).



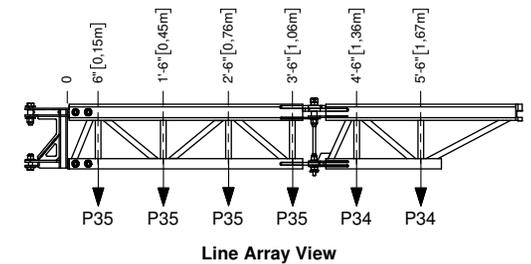
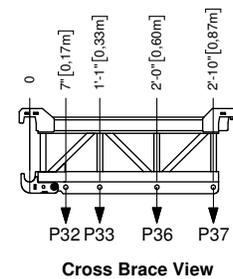
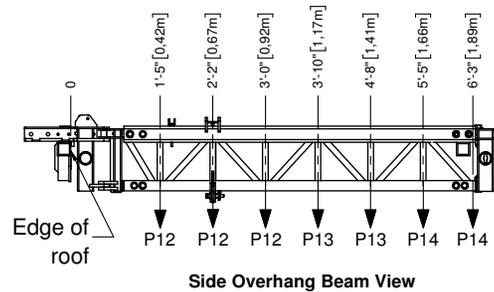
Side Overhang Beam View

**Standard Lateral Sound Structure**


Side Overhang Beam View

**Optional Line Array Structure**

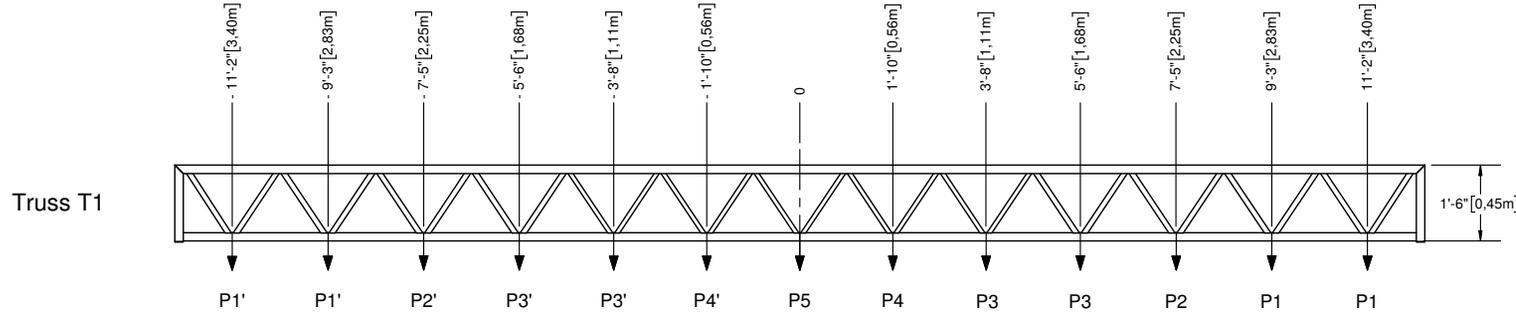
LOAD DISTRIBUTION RATIO		
Point No.	Side overhang beam	Line array
P32	82%	18%
P33	65%	35%
P36	37%	63%
P37	8%	92%



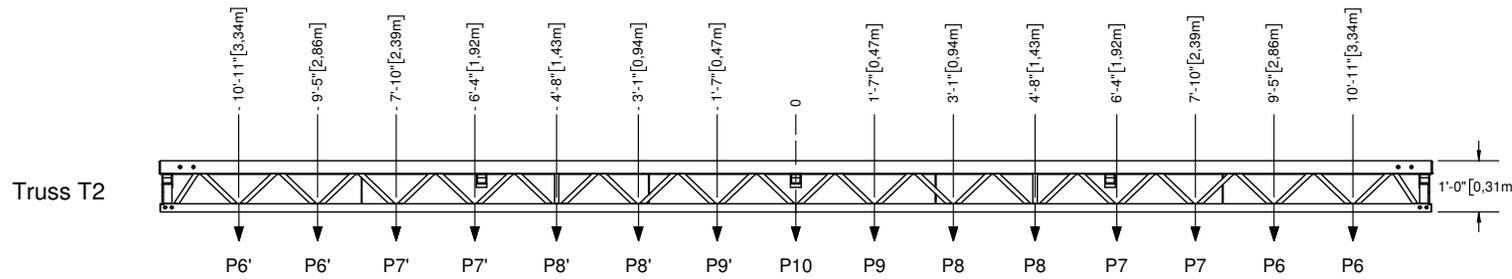
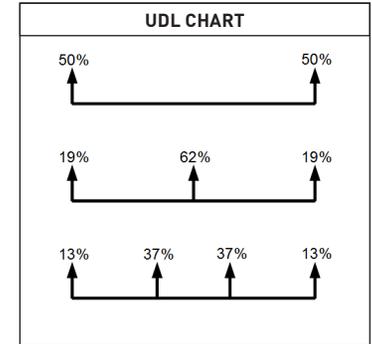
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$$\text{Truss T1}^{**}: \frac{\text{Load P1}}{\text{Capacity P1}} + \frac{\text{Load P2}}{\text{Capacity P2}} + \frac{\text{Load P3}}{\text{Capacity P3}} + \frac{\text{Load P4}}{\text{Capacity P4}} + \frac{\text{Load P5}}{\text{Capacity P5}} \leq 1.00$$



$$\text{Truss T2}^{**}: \frac{\text{Load P6}}{\text{Capacity P6}} + \frac{\text{Load P7}}{\text{Capacity P7}} + \frac{\text{Load P8}}{\text{Capacity P8}} + \frac{\text{Load P9}}{\text{Capacity P9}} + \frac{\text{Load P10}}{\text{Capacity P10}} \leq 1.00$$

MAXIMUM LOAD CAPACITY																				
Point No.	Lbs	Kg	Point No.	Lbs	Kg	Point No.	Lbs	Kg	Point No.	Lbs	Kg	Point No.	Lbs	Kg	Point No.	Lbs	Kg	Point No.	Lbs	Kg
P1, P2, P3	750	340	P8	750	340	P13	800	363	P15	30	13	P24*	40	18	P29	1200	544	P38*	1000	454
P4, P5	600	272	P9	600	272	P13+	1000	454	P21	1500	680	P25	1000	454	P31, P32*, P33*	1500	680			
P6,	1200	544	P10	1000	454	P14	400	181	P22	1200	544	P26	1200	544	P34*, P35*, P36*, P37*	750	340			
P7	1000	454	P12	1500	680	P14+	750	340	P23*	350	159	P27, P28	600	272	P37*	750	340			

\* Optional items, see stage specifications.

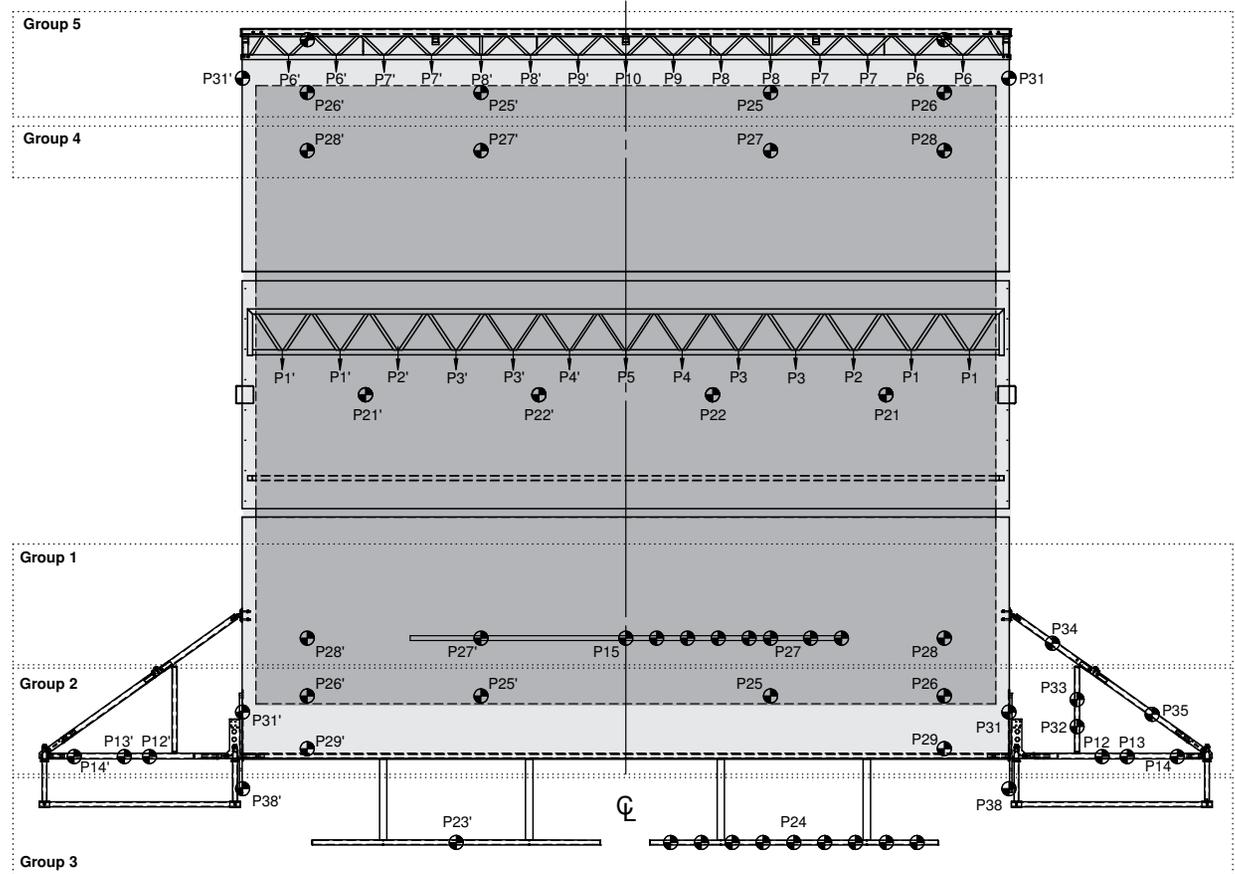
\*\* Valid for symmetric loads only. In other cases, contact Stageline for assistance.

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### LIFTING RESTRICTIONS

- MAXIMUM ROOF LIFTING CAPACITY: 3800 lb (1725 kg)
- Maximum asymmetric load difference between downstage and upstage roof must not exceed 1550 lb (705 kg) including loads on T1 trusses.
- When lifting, make sure loads are evenly divided between right and left side of roof.
- Maximum lifting weight per group:
  - Group 1: 1550 lb (705 kg)
  - Group 2: 800 lb (363 kg)
  - Group 3: 550 lb (249 kg)
  - Group 4: 1550 lb (705 kg)
  - Group 5: 800 lb (363 kg)
- When lifting, only use one group on the downstage roof panel and/ or one group on the upstage roof panel.



\* Optional items, see stage specifications.

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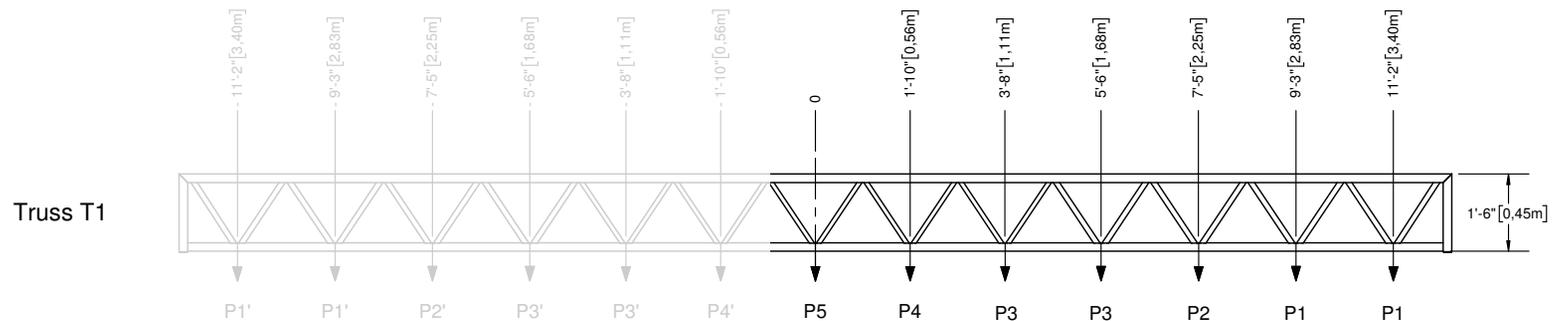
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### WHEN CALCULATING THE LOAD ON A SL 100 TRUSS, USE FOLLOWING METHOD.

Each truss in the roof must be visualized as 2 trusses put together that share a center point, which in the following example is the P5.

**Example:** T1 on a SL100.

Points from left to right are P1', P2', P3', P4', P5, P4, P3, P2, P1. We will only verify loads on 1 side of the truss, Meaning P1 thru P5.



#### CALCULATION EXAMPLE #1:

1 lighting truss on 2 motors, total uniformly distributed weight of the truss is 1000lbs.

The motors will be hung from P1.

- 500lbs (50% of weight, see UDL chart) / 750 (the capacity of the P1 on the T1 truss) = 0.67
- 0.67 = 67%, as 1.00 would equal 100 %.

**So the T1 truss is at 67 % of its total capacity.**

#### CALCULATION EXAMPLE #2:

1 lighting truss on 3 motors, total uniformly distributed weight of the truss is 1000lbs.

The motors will be hung from P1, P5, P1.

- **P1**  
0.19 x 1000 (19% of weight, see UDL chart) / 750 (P1) = 0.25, so this one point will use 25 % of the truss capacity.
- **P5**  
0.62 x 1000 (62% of weight, see UDL chart) / 600 (P5) = 1.03, so this one point will use 103 % of the truss capacity.

Now that we have the loads for both points, we add them together to determine the total load on the truss.

$$0.25 + 1.03 = 1.28$$

**So the T1 truss is at 128 % of its total capacity, which is overloaded.**

#### CALCULATION EXAMPLE #3:

1 lighting truss on 4 motors, total uniformly distributed weight of the truss is 1000lbs.

The motors will be hung from P1, P3, P3, P1.

- **P1**  
0.13 x 1000 (13% of weight, see UDL chart) / 750 (P1) = 0.17, so this one point will use 17 % of the truss capacity.
- **P3**  
0.37 x 1000 (37% of weight, see UDL chart) / 750 (P3) = 0.49, so this one point will use 49 % of the truss capacity.

Now that we have the loads for both points, we add them together to determine the total load on the truss.

$$0.17 + 0.49 = 0.66$$

**So the T1 truss is at 66 % of its total capacity.**

## ENNIS CITY COMMISSION AGENDA SUMMARY FORM



**To:** City Commission

**Subject:** Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, establishing a pilot program for Fiscal Year 2025-2026 for tourism event support; authorizing the use of Hotel Occupancy Tax funds for eligible tourism-promoting events; appropriating an amount not to exceed \$50,000 for the pilot program; establishing program guidelines and administration; and providing an effective date.

**Meeting:** ENNIS CITY COMMISSION - 17 Mar 2026

**Department:** Economic Development

**Staff Contact:** Miriam Castillo, Economic Development Director

### BACKGROUND INFORMATION:

The City of Ennis is proposing to introduce the Tourism Event Support Pilot Program, a new initiative designed to encourage tourism-generating events and activities within the community. This pilot program seeks to collaborate with local nonprofit organizations that are capable of producing events, programs, or activities that attract visitors to Ennis and generate overnight hotel stays.

The program will be funded through the municipal Hotel Occupancy Tax (HOT) collected by the City of Ennis and administered in full compliance with Chapter 351 of the Texas Tax Code, which allows municipalities to allocate HOT revenue toward initiatives that promote tourism and the convention and hotel industry.

Through this pilot program, the City aims to support events that:

- Attract visitors from outside the community
- Increase overnight stays in Ennis lodging establishments
- Enhance Ennis' reputation as a welcoming tourism destination
- Support local businesses and community vitality

Eligible nonprofit organizations may submit proposals for funding assistance to support tourism-focused activities or events held within the City of Ennis. All proposals must clearly demonstrate the expected impact on tourism and hotel occupancy.

To ensure fiscal responsibility and alignment with statutory requirements, funding requests will be tied directly to the anticipated hotel stays generated by the proposed event or activity. Furthermore, awards will be administered on a cost-reimbursement basis, meaning funds will only be disbursed after eligible expenses have been documented and verified.

F.10.

As a pilot program, the City will evaluate the outcomes of funded events, including tourism impact, visitor attendance, and hotel occupancy performance, in order to determine whether the program should be expanded in future years.

By collaborating with non-profit organizations and community stakeholders, the City of Ennis hopes to cultivate memorable events that celebrate the community while strengthening the local tourism economy.

**FINANCIAL IMPACT:**

Up to \$50,000.00 (depending on final program grant awards) from Tourism Fund - Community Initiatives, 214-506-47005

**POLICY IMPLICATIONS:**

Vibrant Lifestyle - Elevate life experiences throughout our community by providing residents and visitors with opportunities to enjoy events, entertainment, recreation, nature, and celebrate the City's diverse cultures and historic resource.

**RECOMMENDATION:**

Staff recommends approval of the item.

**ATTACHMENTS:**

[RESOLUTION NO.-Pilot Program - Pdf](#)



**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS, ESTABLISHING A PILOT PROGRAM FOR FISCAL YEAR 2025-2026 FOR TOURISM EVENT SUPPORT; AUTHORIZING THE USE OF HOTEL OCCUPANCY TAX FUNDS FOR ELIGIBLE TOURISM-PROMOTING EVENTS; APPROPRIATING AN AMOUNT NOT TO EXCEED \$50,000 FOR THE PILOT PROGRAM; ESTABLISHING PROGRAM GUIDELINES AND ADMINISTRATION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Commission of the City of Ennis recognizes the important role that nonprofit organizations and community partners play in promoting tourism, arts, cultural activities, and community engagement within the City; and

**WHEREAS**, the City seeks to encourage stronger collaborations with nonprofit organizations that contribute to the promotion of tourism and economic activity through events, programs, and activities that attract visitors to Ennis; and

**WHEREAS**, the City collects Hotel Occupancy Tax (“HOT”) pursuant to Chapter 351 of the Texas Tax Code, which authorizes municipalities to use such funds only for purposes that directly promote tourism and the convention and hotel industry; and

**WHEREAS**, the City desires to launch a pilot program and framework through which eligible, nonprofit organizations may apply for reimbursement of certain tourism-related expenses consistent with state law and City policy; and

**WHEREAS**, the City desires to launch an initial pilot program for tourism event support for the remainder of Fiscal Year 2025-2026, intended to support nonprofit organizations that actively participate in City-supported tourism initiatives while ensuring transparency, accountability, and measurable public benefit from the use of HOT funds; and

**WHEREAS**, the program guidelines establish eligibility requirements, reimbursement procedures, documentation standards, and compliance monitoring to ensure that all funded activities meet the statutory requirements for the use of Hotel Occupancy Tax funds.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:**

**SECTION 1: Establishment of a Pilot Program**

The City Commission hereby establishes the Tourism Event Support Pilot Program, a third-party funding initiative intended to support eligible, nonprofit organizations whose activities directly promote tourism and generate economic activity associated with the hotel and lodging industry within the City. The program is designed to encourage collaboration between the City and local nonprofit organizations by linking funding eligibility to measurable community engagement and tourism promotion.

**SECTION 2: Funding Allocation**

The City Commission hereby allocates and dedicates an amount not to exceed \$50,000 from the City’s Hotel Occupancy Tax Fund to support the Tourism Event Support Pilot Program. These funds shall be used solely for activities eligible under Texas law governing the use of Hotel Occupancy Tax revenues.

**SECTION 3: Eligible Use of Funds**

All funding awarded through the program shall comply with the permitted uses of Hotel Occupancy Tax revenues under Chapter 351 of the Texas Tax Code.

**SECTION 4: Program Administration**

The City Manager, or the City Manager’s designee, is hereby authorized to:

- Draft the application for the Tourism Event Support Pilot Program;
- Administer the Tourism Event Support Pilot Program;
- Develop and distribute program application materials;
- Evaluate and award eligible program applications;
- Review and approve qualifying reimbursement requests;
- Require documentation demonstrating tourism impact and public benefit;
- Monitor program compliance and performance; and
- Implement any other administrative procedures necessary to carry out the program.

**SECTION 5: Effective Date**

This Resolution shall take effect immediately upon adoption.

**SECTION 6: Budget Amendment**

The City Commission hereby directs staff to initiate any necessary budget amendments needed for the execution of the Tourism Event Support Pilot Program.

**PASSED AND APPROVED** by the City Commission of the City of Ennis, Texas on this 17th day of March, 2026.

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LYNDA ISBELL, Mayor

ATTEST:

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ANGIE WADE, City Secretary

# ENNIS CITY COMMISSION AGENDA SUMMARY FORM



**To:** City Commission  
**Subject:** Discuss and consider a Resolution of the City Commission of the City of Ennis, Texas, appointing members to the Charter Review Committee.  
**Meeting:** ENNIS CITY COMMISSION - 17 Mar 2026  
**Department:** City Secretary  
**Staff Contact:** Angie Wade, City Secretary

## BACKGROUND INFORMATION:

The powers of self-government for a home rule city are authorized by the Texas Constitution, Article XI, Section 5. A city charter is the fundamental law of a home rule city; however, it may not contain any provision inconsistent with the Texas Constitution or state law. The City of Ennis is a home rule city governed by the powers authorized in the home rule charter, originally adopted by election in October of 1913.

Local Government Code Chapter 9, Sec. 9.04 provides that the governing body of a municipality on its own motion may submit proposed charter amendments to the municipality's qualified voters for their approval at an election. The City of Ennis Home Rule Charter has been amended 4 times since its adoption in 1913 (1969, 1978, 1981, and 2016.) Although the governing body of a municipality is not required by state law, or by the charter, to appoint a Charter Review Committee to amend a charter, most cities do recognize the benefits in utilizing a committee. An appointed committee should thoroughly review the charter and submit recommended amendments to the City Commission.

## FINANCIAL IMPACT:

None.

## RECOMMENDATION:

Compliant with the City's Strategic Plan - Guiding Principles, which call for the City of Ennis to be transparent and ethical.

## ATTACHMENTS:

[CITY OF ENNIS ADOPTED HOME RULE CHARTER - 12052016](#)  
[RESOLUTION NO.-Appointing a Charter Committee - Pdf](#)



# **CITY OF ENNIS HOME RULE CHARTER**

Adopted: October 1913  
Amended: 1969, 1978, 1981, 2016

# HOME RULE CHARTER FOR THE CITY OF ENNIS, TEXAS

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**HOME RULE CHARTER  
FOR THE  
CITY OF ENNIS, TEXAS**

**PREAMBLE**

To the extent used in this Charter, any reference to “he,” “him,” “his,” or other male gender specific pronouns should be understood to be used interchangeably with “she,” “her,” or “hers.” The intent of these revisions to the Charter of the City of Ennis is to make the Charter gender neutral, recognizing the right of both men and women to serve as officers of the City of Ennis.

**ARTICLE 1. – NAME, BOUNDARIES, FORM OF GOVERNMENT**

**Sec. 1.01 – Corporate Name**

That all of the inhabitants of the territory known as the City of Ennis, Texas, being more than five thousand (5,000) in number, and all of such inhabitants and the inhabitants of the territory herein defined or as may be hereafter established, shall be, and the same are hereby constituted a body politic, incorporated under, and to be known by the name and style of the *City of Ennis*, with such powers, rights, privileges, and duties as are allowed by general laws and such as are hereinafter provided as a home rule municipality under the constitution and laws of the State of Texas.

**Sec. 1.02 Boundaries**

The City Council shall have power by ordinance to fix the boundary limits of the City of Ennis and to provide for the alteration and the extension of said boundary limits, and the annexation of additional territory lying adjacent to the City, with or without the consent of the owners or inhabitants of the annexed territory subject to the procedures set forth in State law.

**Sec. 1.03 Form of Government**

The municipal government provided by this Charter shall be known as the “Commission-Manager” form of government. Pursuant to its provisions and subject only to the limitations imposed by the State Constitution and by this Charter all powers of the City shall be vested in an elective City Council which shall enact local legislation, adopt budgets, determine policies, and appoint the City Manager, who shall execute the laws and administer the government of the City.

## **ARTICLE II. – POWERS**

### **Sec. 2.01. –Powers of the City**

A. The City shall have all powers possible for a city to have under the Constitution and laws of this State, as fully and completely as though they were specifically enumerated in this Charter. All such powers, whether expressed or implied, shall be exercised and enforced in the manner prescribed by this Charter, and, when not prescribed herein, in such manner as may be provided by ordinance or resolution of the Council of the City of Ennis.

B. The enumeration of particular powers in this Charter shall not be held or deemed to be exclusive, but in addition to the powers enumerated herein, implied thereby or appropriate to the exercise thereof, the City may have and shall exercise all other powers which, under the Constitution of the State of Texas, it would be competent for the Charter specifically to enumerate. The City of Ennis shall have and exercise all the powers conferred upon cities by what is known as the Home Rule Amendment to the Constitution of the State of Texas and the enabling act and all others laws passed or which may hereafter be passed by the Legislature in relation to such matters.

C. The City of Ennis may exercise any of its powers or perform any of its functions, and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise with the Government of Texas or any agency thereof, or with the Federal Government or any agency thereof, or with the government of any county, city, or political subdivision to accomplish any lawful municipal purpose.

## **ARTICLE III – CITY COMMISSION**

### **Sec. 3.01 – City Commission**

A. All powers of the City of Ennis, Texas, shall be vested in, and executed by, City Commission, except as delegated herein to the City Manager and as provided by this Charter.

(1) Number, selection and term

(a) The City Commission shall consist of seven (7) members, consisting of five (5) Commissioners elected from single-member districts, and a sixth Commissioner and the Mayor elected at large. Each Commissioner shall be elected to and occupy a place on the Commission, such places being numbered one, two, three, four, five and six. The Mayor's position on the Commission shall be place seven.

(b) Council Quorum. A quorum shall consist of four (4) members, which may include the Mayor, where the number of Council members,

including the Mayor, due to vacancies, is reduced to less than five (5), in which event a quorum shall consist of all the remaining Council members; but a less number than a quorum may adjourn from time to time and compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance.

(c) Places one, two, three, four and five shall be filled by Commissioners elected by the qualified voters of single-member geographical districts of the City, known as wards one, two, three, four and five, as such wards may from time to time be determined by the City Commission, in accordance with law; and created and described by ordinance. Commissioners for places one through five must be residents of the ward from which they are elected. The at large Commissioner and the Mayor shall occupy places six and seven, respectively on the Commission and shall be elected at large by the qualified voters of the entire City. The Commissioner at large shall also serve as Mayor Pro-Tem of the City.

### **Sec. 3.02 – The Commission, Term Of Office**

A. *Term of office.* Commissioners shall hold office for a term of three (3) years and until their successors have qualified. Neither the Mayor nor any member of the Commission shall become a candidate for election to any position of the Commission, other than for re-election to the same seat, unless such candidates shall first submit to the City Secretary his written resignation from his present Commission seat to be effective at the time of the canvass of the results of the next regularly scheduled election. If such candidate's unexpired term would otherwise extend beyond the dates of such canvass, the City Secretary shall notify the Commission and an election shall be held in accordance with the Texas Constitution and State law to fill the unexpired term of said Commissioner. The provisions of this subsection shall take effect on the first general election following adoption of this section for the general election held in 2017.

B. *Terms of the Commission members* shall be staggered so that every year there shall be an election; that beginning on the first election for two (2) places on the Commission as follows: Wards 2, 4 and Mayor Pro Tem; Mayor and Ward 1; and Wards 3 and 5.

C. *Term limits.* All members of the Commission and the Mayor shall be elected for no more than three (3) consecutive year terms.

The provision of term limits shall only take effect for Commissioners elected or reelected on or after the first general election being in May 2017 for a three (3) year term for each Commissioner or Mayor. Members of the Commission or Mayor holding office prior to adoption of this subsection shall not be counted for prior service under this provision.

The Commission shall from time to time create and describe by ordinance election districts known as wards one, two, three, four and five. Such districts shall be created so that each will contain, as nearly as possible, a population equivalent to the others, according to the latest available census data in accordance with law.

D. *Number of votes required for election;* The candidates for each place on the Commission and/or Mayor must receive a majority of votes casts within each ward or votes cast for Commissioners at large or Mayor, who receives the highest number of votes shall be declared elected, provided he receives at least thirty-five (35) percent of the total votes cast for all candidates for that place, except the Mayor, who shall be elected by majority vote as heretofore. If no candidate receives majority of all the votes cast for all such candidates for a specific place, or if the two (2) candidates receiving the largest number of votes tie, the Commission shall order a second election to be held on the fourteenth day after the first election at which time and election only the names of the two (2) candidates aforesaid shall be printed on the ballot. In the event of a second tie, such candidates shall cast lots to determine which one shall be declared elected. Immediately after the election, the Mayor shall deliver certificates of election to the successful candidates, and each Commissioner shall take the oath of office as soon thereafter as practicable, and his term shall begin.

E. Each member of the Commission shall receive as compensation for his services which shall be fixed by vote of the Commission and shall not exceed fifty dollars (\$50) for each regular and/or special meeting attended. In addition, each member of the Commission may receive reimbursement for all necessary and reasonable expenses incurred by members of the Commission in the performance of official duties. This compensation may be changed by *ordinance* but shall not be increased during the current term of Commissioners enacting such *ordinance*.

**Sec. 3.03. - Ordinances, resolutions, minutes, rules and regulations; appropriations.**

The Commission is hereby vested with power to pass, publish, amend, alter or repeal all ordinances, resolutions, minutes, rules and regulations not inconsistent with the Constitution, laws of Texas, and this Charter that may be deemed necessary or proper to carry into effect any or all the powers set forth herein.

**Sec. 3.04. - Contracts.**

A. Only the City Commission of the City of Ennis shall be empowered to enter into contracts on its behalf to carry out the powers and privileges granted in the Charter and any expenditure by the City Manager or other City employees pursuant to contract shall be valid only if the contract was authorized by the City Commission and awarded in accordance with applicable State law.

B. No contract other than for current expenses shall be entered into by said Commission or City until after an appropriation shall have been duly made for the payment thereof, or a tax levied for the payment thereof, to pay interest and create a sinking fund, nor shall any contract be made in excess of the amount so appropriated or provided therefor.

C. The Commission may adopt an ordinance or resolution to delegate to the City Manager authority to enter into certain contracts subject to the limitations and conditions established therein.

D. An officer, agent or employee of the City of Ennis, or appointee of the City Commission, or appointee of any officer of said City, shall not have a pecuniary interest, directly or indirectly, in any contract let by the said City or the Commission, or for and on behalf of said City or by the trustees of the public free schools therein, nor in any manner be interested, directly or indirectly, in any officer, agent or employee of said City wherein the rights or liberties of the said City are or may be involved. Nor shall any public work or improvement let, supervised or controlled by said City, or which shall be paid for wholly or in part by said City, and any violation of this section shall be cause for removal from office of such offending officer, agent or employee.

**Sec. 3.05. - Commission Duties, Elections, Qualifications, Rules of Procedure; Punishment for Contempt and Attendance.**

A. The said Commission shall elect its own officers and prescribe their duties; shall determine and establish its own rules and procedure, shall have the same power as a district court to punish for contempt; may determine and prescribe such rules and regulations as it may deem proper to enforce the attendance of all members.

B. The Commission shall order and hold all such elections, canvass the returns thereof and shall be governed by the general laws of the State of Texas relating to and regulating elections of municipal officers in cities of its class and organization.

C. Qualifications. The Mayor and each Commissioner must be qualified voters under the laws of Texas and residents of the City of Ennis, to be free from all debts and taxes due to the City and must have resided within the limits of the City for, at least, two (2) years next before the election and must devote all such time as may be found necessary to fulfill the duties of their respective offices, and as the needs of the City may require. Each shall give bond, signed by two (2) or more good and sufficient sureties, in the sum of Five Thousand Dollars (\$5,000.00), conditioned for the faithful performance of duty; provided said bond may be made by any qualified solvent surety company doing business and licensed in Texas.

D. Office may be declared vacant after absence from three unexcused meetings. Should the Mayor or any Commissioner absent himself from three (3) regular sessions without leave of absence, except in case of sickness, the Commission shall have the power to declare such office vacant and to order an election to fill the unexpired term thereof.

E. Office vacated upon removal from City. In the event that the Mayor or Commissioner move from the jurisdictional limits of the City, or otherwise is disqualified to hold office the Commission shall declare a vacancy and order an election. Any member of said Commission shall forfeit his office upon being convicted of a felony or of any act involving moral turpitude.

**Sec. 3.06. - Meetings.**

The Commission shall meet monthly at such time and place as the Commission may determine by ordinance, and transact such business as may be deemed necessary or proper to carry into effect all of the powers in this Charter in accordance with State law.

**Sec. 3.07. - Investigations.**

The Commission shall have the power, and it shall be its duty, at any time to inquire and investigate such department of the City government, and the official acts and conduct of the officials and employees of said City, and for purpose of ascertaining facts in connection with such investigation, shall have the power to compel the attendance and testimony of witnesses, to administer oaths, and to examine such persons as they deem necessary, and to compel the production of all books and papers and documents relating to such investigation. Failure to appear and testify by any person, when served with notice to do so, in any such investigation, shall be deemed to be a contempt, and may be punished by a fine not to exceed One Hundred Dollars (\$100.00), and in default in the payment thereof, such person so adjudged to be guilty of contempt, may be imprisoned until said fine is paid. Willful false swearing in any such investigation by any person shall be deemed to be perjury and shall be punished as such.

**Sec. 3.08 Mayor and Mayor Pro Tem**

A. The Mayor hereinbefore provided for shall be the chief executive officer of the City of Ennis, and in addition to powers herein specifically granted him.

The Mayor shall be the official head of City government. He shall be the chairman and preside at all meetings of the Council. The Mayor may vote on every proposition before the Council but shall have no power of veto. He shall perform duties consistent with this Charter as may be imposed upon him by the Council.

The Mayor Pro Tem shall be elected by the Commissioner at large. The Mayor Pro Tem shall act as Mayor in the case of the absence or inability of the Mayor to perform the duties of office and in this capacity shall be vested with all of the powers conferred upon the Mayor.

B. He shall devote his time, or so much thereof as may be necessary, to the performance of his duties as required by this Charter and the resolutions and ordinances of the City of Ennis, and all other duties that shall be otherwise prescribed by the Commission.

C. Powers generally. The Mayor shall have, in addition to the powers herein conferred, such powers as shall be conferred by the Commission. He shall have the power to administer all oaths, and shall sign all contracts and bonds for and in behalf of the City of Ennis.

D. Emergency Powers -Police powers; authority to summon citizens to duty as special police. Whenever the Mayor shall deem it necessary in order to enforce the laws of the City or to avert danger or to protect life or property in case of a riot or any outbreak or calamity or public disturbance, or where he has reason to fear any serious violation of the law or order or any other danger to said City or the inhabitants thereof, he shall have the power to summon into service as a special police force all or as many of the citizens as in his judgment and discretion may be necessary and proper.

**Sec. 3.09. - Annual appropriation.**

It shall be the duty of the Commission at the first regular meeting in September of each year to appropriate such sums of money for each of the respective departments of the City government as such Commission may deem necessary for the maintenance thereof during the succeeding current year, not to exceed, however, the amount of the City budget prepared and presented by the City Manager on this occasion unless by a vote of three-fifths of all its members. The fiscal year of the City shall be deemed to begin on the first day of October, and to end on the last day of September thereafter.

**Sec. 3.10. – Audit Committee.**

A. The Commission shall have the power to appoint a committee or some suitable person or persons to examine into the affairs of the City and of any financial department therein at such time or times as it shall deem necessary.

B. The Commission shall upon the first regular meeting in January of each year, appoint a committee of three (3) persons, who shall be styled "auditing committee," to examine and audit all expenditures and funds paid by the Commission or any of its officers.

C. In every such examination, the committee so appointed, as prescribed in section 8 of this article, shall have the power to administer oaths and compel the production of all books and papers and documents and other evidence necessary to and for such investigations. Such committee shall submit their report and finding at the close of the investigation to the Commission in writing, which shall, when filed, become a public record in the office of the City Secretary. Said committee shall be paid such compensation for their labors as shall be prescribed by said Commission.

D. In all examinations provided for this article, such examination shall be made as to the financial condition and resources of said City, so as to ascertain whether the requirements of the Constitution and the laws of Texas, as well as the terms of this Charter and the laws of the said City have been complied with and such examination shall be made into the methods and accuracy of the City accounts and of all other such matters as the said Commission shall prescribe.

### **Sec. 3.11- Composition and qualifications.**

A. Such auditing committee provided in this article, shall be composed of qualified electors under the laws of Texas and this Charter, and the auditors of the City of Ennis shall be residents of said City and shall serve for one (1) year from appointment and until their successors are appointed and qualified. Each of the auditors shall be paid such compensation for his labors as shall be prescribed by said Commission.

B. The members of such auditing committee shall before entering upon their duties take and subscribe to the oath of the Constitution of Texas, and to such other oath as shall be prescribed by said Commission.

C. The said auditing committee shall have the power to administer oaths necessary for such auditing and power to compel the attendance and testimony of all persons who are witnesses, and the production of all books and papers, contracts and other documents pertaining to the same. Willful false swearing before such committee shall be deemed perjury and shall be punished as such.

D. Said auditing committee shall make its reports in writing to the Commission upon each contract so audited and examined by them, at such time and in such manner as shall be prescribed by said Commission.

### **Sec. 3.12 - Employment of auditor or certified public accountant.**

The Commission shall have power to employ a competent auditor, or certified public accountant each year or as may be needed, and to audit the books, records and finances of the City, and to make a written report of such audit, and the

Commission shall have power to pay such reasonable compensation therefor as it may fix.

**Sec. 3.13. - Charges against Mayor or Commissioner.**

When charges are preferred against the Mayor or a Commissioner of said City, they may be filed with either the City Secretary or any other member of the Commission, whose duty it shall be in such event to serve or cause to be served a copy of said charges on said Mayor or Commissioner ten (10) days before the date of trial, and said City Secretary or Commissioner shall set a date to inquire into such charges, notifying the Commissioners and the accused of the time. If the accused Mayor or Commissioner is absent from the City, then the notice may be had upon him in like manner as served upon other officers when absent. The said remaining Commissioners, or Mayor and Commissioner, as the case may be, and the justice of the peace of the precinct in which the City of Ennis is located, or in the event of his refusal to serve, a private qualified elector, selected by the Commission, shall be and constitute a court to try and determine the said charges against the accused, and shall elect one (1) of their number to preside during such trial and investigation, and the trial shall proceed and be determined in the manner provided for the trial of other officers.

**Sec. 3.14. - Recall.**

Upon petition of thirty (30) percent of the qualified electors of said City, a recall election shall be ordered by the Commission to determine the continuation in or removal from office of any elected official of the City; provided, such election may not be ordered until such official shall have served at least three (3) months in office, or until at least three (3) months following a prior election for the recall of such same official.

**Sec. 3.15. - Removed officers not eligible for office for two years.**

The officer so removed by recall, Commission or the court of competent jurisdiction herein constituted for such trial, shall not be eligible to reelection or reappointment to any office in said City for the period of two (2) years from the date of such removal.

**ARTICLE IV – CITY MANAGER**

**Sec. 4.01. - The City Manager.**

- A. The City Manager shall be appointed for an indefinite term by a majority vote of the City Commission.
- B. The City Manager shall be required to reside in the City after his appointment and during his tenure; selection shall be based solely on executive and

administrative qualifications, with special reference to actual and practical experience in or knowledge of accepted practice in such office; who may be removed at the will and pleasure of the Commission by a majority vote of the whole Commission, and, upon such removal, the action of the Commission in removing or suspending, the City Manager shall be final, the Commission, being vested with all authority as well as responsibly therefor; provided, no member of the Commission shall during the term of which elected be appointed City Manager.

C. In the event the Commission shall desire to remove the City Manager, the Commission shall provide notice of the reason(s) for such removal; and upon request of the City Manager hold a public hearing. The hearing shall not be held no later than thirty (30) days of such request. Pending such hearing, the Commission may suspend him from duty; and after such hearing, if any, the Commission by majority vote may remove him from office.

D. Powers and duties. The City Manager shall be the chief administrative officer and head of the administrative branch of the City government. He shall be responsible to the Commission for the proper administration of all affairs of the City placed under his control by this Charter or by ordinance or resolution, and, to that end, he shall:

1. Appoint and, when necessary for the good of the government, remove all officers and employees of the City except as otherwise provided by this Charter and except as he may authorize the head of a department to appoint and remove subordinates in such department.
2. Prepare the annual budget and submit the same to the Commission and be responsible for its administration after adoption.
3. Prepare and submit to the Commission at the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding year.
4. Attend all meetings of the Commission, with the right to take part in the discussion, but having no vote.
5. Keep the Commission advised of the financial condition and future needs of the City and make such recommendations as may seem to him desirable.
6. Appoint, subject to the approval of the Commission, officers and employees, who are not under the Charter subject to appointment by the Commission.
7. Perform all such other duties as may be prescribed by this Charter or required of him by the Commission not inconsistent with this Charter.

8. Absence. The Mayor shall designate, by letter filed with the City Secretary, a qualified substitute to serve as acting City Manager during the temporary absence or disability of the City Manager.

E. The City Manager shall no later than first meeting in August of each year, submit to the Commission an annual proposed budget of the current expenses of the City for the next ensuing fiscal year. Any item appearing therein may be omitted, increased, reduced or changed by the Commission.

## **ARTICLE V - ORDINANCES**

### **Sec. 5.01. - Limited to one subject; publication of caption; codification.**

A. All ordinances or resolutions passed by the Commission, except ordinances or resolutions making appropriations, shall be confined to one (1) subject, which shall be clearly stated and expressed in its title, and all ordinances or resolutions making appropriations shall be confined to the subject of appropriations; and all ordinances prior to final passage, not passed under the emergency clause, shall have the caption of same published in the official newspaper of the City and the City website, if any.

B. No ordinance shall be passed until the same has been posted at a meeting of the Commission in accordance with State law.

C. Commission may codify and publish its ordinances as authorized under State law.

### **Sec. 5.02. - Ordaining clause.**

The style, title and caption of all ordinances shall be "BE IT ORDAINED BY THE COMMISSION OF THE CITY OF ENNIS," but the same may be omitted from ordinances codified and published in book or pamphlet form.

### **Sec. 5.03. - To be referred to City Attorney prior to adoption.**

All ordinances, when introduced and read before the Commission, except in cases of emergency, shall be referred to the City Attorney, but no ordinance shall be so changed or amended as to change its original purpose. All ordinances referred to said City Attorney shall be reported back to the Commission at its next regular meeting, unless otherwise ordered by the Commission.

**Sec. 5.04. - Voting.**

A vote on any ordinance can be taken by a voice vote of ayes and nays for all ordinances or resolutions, except as may be required by State law, and entered upon the minutes of the Commission by the City Secretary. Every ordinance or resolution shall require for its passage an affirmative vote of a majority of all the Commissioners elected, unless otherwise required by State law.

**Sec. 5.05. - Publication of ordinances imposing penalties; compilation of ordinances.**

Every ordinance imposing any penalty, fine, imprisonment or forfeiture shall, after the passage thereof, be published ten (10) days prior to its effective date. If the official paper be published weekly, the publication shall be made in one (1) issue thereof, and proof of such publication shall be made by the publisher of such paper making affidavit before some officer authorized by law to administer oaths, and filed with the Secretary of the City, and shall be prima facie evidence of such publication and promulgation of such ordinances in all courts of the state, and such ordinances so published shall take effect and be in force from and after the publication thereof, unless otherwise expressly provided. Ordinances not required to be published shall take effect and be in force from and after the passage, unless otherwise provided. The City shall publish its ordinances in compiled or pamphlet form, but it shall not be necessary to republish such ordinances therein as have been previously published.

**Sec. 5.06. - Admissibility in evidence.**

All ordinances of said City which have been printed and published by authority of the City Council and/or codified, shall be admitted and received in all courts and places without further proof.

**Sec. 5.07 - Continuation of un-repealed ordinances.**

All ordinances, regulations or resolutions in force in the City of Ennis and not in conflict with this Charter, shall remain in force until altered, amended or repealed by the Commission.

**Sec. 5.08. Referendum**

Procedure. Upon a petition of protest of thirty (30) percent of the qualified voters of the City; any ordinance (except an ordinance voted through initiative within one (1) year next preceding and ordinances appropriating money, issuing bonds or authorizing the levy of taxes, which secure payment of the budget and obligations incurred and for which the City is bound or certain to become bound by reason of prior commitment, by contract or through other means or by vote, whether for one (1) or more purposes) passed by the Commission shall be, if not sooner repealed by

the Commission, submitted to a referendum of the people; provided, such petition is filed containing the required number of qualified voters within twenty (20) days from the date of enactment of said ordinance. Such referendum election, if demanded by such petition, shall be held within thirty (30) days after the filing of said petition, unless there be a regular or other certain and then-determined election being held within sixty (60) days in which event the ordinance may be then submitted. The ordinance shall not be "rejected" upon such election except upon a vote of fifty (50) percent of the total qualified voters and electors of the City against the ordinance.

**Sec. 5.09. - Initiative.**

Upon petition of thirty (30) percent of the qualified voters of the City any ordinance not the subject of and not fully covered by existing ordinance or Charter provision, authorized by law, may be submitted to the Commission for passage. In the event the Commission shall fail to pass or reject the ordinance, or shall pass the same in amended form and content; within thirty (30) days after submission; the Commission shall, or upon its failure, the Mayor or City Secretary, call an election within thirty (30) days aforesaid first mentioned, unless there be an election certainly being held within sixty (60) days, at which time the same shall be submitted. At such election, the original ordinance shall be printed on the ballot, or in form and substance submitted fully describing the same as provided by law; and, if the Commission has amended the same as aforesaid, such amended form shall also appear thereon; whereby the voters may choose between the two (2), or reject both.

**ARTICLE VI. – OFFICERS / CITY SECRETARY /  
CITY ATTORNEY**

**Sec. 6.01. - City Secretary**

A. Appointed; Removal; Compensation

The City Council shall appoint a City Secretary who shall serve at the discretion of the Council. He shall receive such compensation as shall be fixed by the Council.

B. Duties of the City Secretary.

The City Secretary shall:

1. Attend all meetings of the City Council and keep accurate records of all actions taken by the Council;
2. Maintain the official records and files of the City;
3. Administer oaths;

4. Attest, contracts, assessment certificates and other legal instruments when executed by the authorized officers of the City;
5. Serve as the election official for all City elections; and
6. Perform such other duties as may be required of him by this Charter, the City Council, or State law.

**Sec. 6.02. - City Attorney**

The City Council shall appoint a City Attorney from recommendations of the City Manager, or by any member of the City Council, who shall be a duly licensed individual or legal firm authorized to practice law in the State of Texas. Such attorney or firm shall receive compensation as may be fixed by Council. Any such attorney or firm may be removed at any time by majority vote of the City Council.

The City Attorney shall represent the City of Ennis in all legal matters, litigation or as directed by the Commission. Such attorney or firm shall be the legal advisor of and attorney and counsel for the City of Ennis, the Commission and all boards, Commissions and agencies, and all officers and departments thereof.

Notwithstanding the above provisions, the Council may engage special legal counsel and/or prosecutor to represent the City of Ennis in any specific matter or for the performance of any specifically delineated duties otherwise to be performed by the City Attorney or in the Municipal Court as directed by Council.

**ARTICLE VII – MUNICIPAL COURT**

**Sec. 7.01. Municipal Court.**

There shall be a court known as The Municipal Court of the City of Ennis, with such jurisdiction, powers and duties as are given and prescribed by the laws of the State of Texas.

**Sec. 7.02. Judge of the Municipal Court.**

The Municipal Court shall be presided over by a magistrate who shall be known as the Judge of the Municipal Court and such other Associate Judge(s) as the Commission may deem appropriate. The Judge shall be appointed by the Council to serve a two year term.

In the event the Judge of the Municipal Court is unable to act for any reason, the Council shall appoint a replacement. The Judge, or anyone acting in his place, shall receive such compensation as may be set by the Council.

The Council shall have the power to create and establish additional municipal courts and to appoint more than one judge or Associate Judge of each municipal

court, whether one or more, each of whom shall be a magistrate and shall have the qualifications and serve a two year term.

**Sec. 7.03. Clerk of the Municipal Court.**

There shall be a Clerk of the Municipal Court who shall be appointed by the City Manager. The Clerk shall have the power to administer oaths and affidavits, make certificates, affix the seal of the Court thereto, and otherwise perform any and all acts necessary in issuing process of such Court and conducting the business thereof.

**Sec. 7.04. - Seal.**

The Municipal Court shall have a seal, having engraved thereon a star with five points in the center and the words "Corporation Municipal Court in Ennis, Texas"; the impress of which shall be attached to all proceedings, except subpoenas issued out of said court, and shall be used to authenticate the official acts of the clerk and the recorder Judge where herein authorized or required to use the seal of office.

**Sec. 7.05. - Style of prosecutions.**

All prosecutions in said court, whether under ordinance or under the provisions of the penal code of the State of Texas, shall be carried on "In the name and by authority of the State of Texas," and shall conclude "against the peace and dignity of the state," and where the offense is covered by an ordinance, the complaint may also charge the offense as being contrary to the said ordinance.

**Sec. 7.06. - Proceedings.**

The general rules and laws of Texas, governing proceedings in municipal courts, shall apply to the proceedings in said municipal court, and the Commission may adopt other rules regulating procedure in said court not inconsistent with this Charter or the general laws of the State of Texas.

**Sec. 7.07. - Process to enforce attendance of witnesses.**

In all prosecutions before said court, both the City and defendant may have compulsory process to enforce the attendance of witnesses.

**Sec. 7.08. - Costs.**

There shall be taxed against and collected of each defendant, in case of conviction before said court, such costs as may be provided by ordinance of the City of Ennis; power being hereby conferred upon such City to fix by ordinance all such costs. But in no case shall the collection of greater costs than are prescribed by law to be collected of defendants convicted before justices of the peace, be authorized or required. All costs and fines imposed by the municipal court in the City of Ennis,

in any prosecution therein, shall be paid into the City treasury of said City for the use and benefit of said City, unless otherwise direct by State law.

**Sec. 7.09. - Collection of fines and costs.**

The Commission may by ordinance prescribe such rules, not inconsistent with the general laws of the state for the collection of all costs and fines imposed by such law.

**Sec. 7.10. - Service of process; right to trial by jury; execution of writs.**

All process issuing out of said municipal court shall be served by the chief of police or any policeman or marshal of such City, under the same rules and regulations as are now provided by law for the service of sheriffs and constables of process issuing out of the county court, so far as the same are applicable. But each defendant shall be entitled to, at least, one (1) day notice of any complaint brought against him if such time is demanded. Every person brought before the municipal court to be tried for an offense, for which the penalty may be fine or imprisonment, or both, shall be entitled, if he shall demand the same, to be tried by a jury of six (6) jurors qualified under the laws of this state for service as jurors in justice courts, and who shall be summoned, impaneled and qualified as are jurors in such under the laws of this state. Writs issued out of such corporation [municipal] court by the Mayor or Judge of such court may be executed and the accused persons arrested by the marshal or his deputy anywhere within the county in which such City is situated.

**ARTICLE VIII – FINANCE**

**Sec. 8.01. - Authority of Commission over finances; fiscal year; authority to issue bonds; bonds to be approved in referendum and by Attorney General.**

The Commission shall have power to control and manage the finances of said City, to prescribe fiscal arrangements, the power to issue bonds upon the credit of the City for the purpose of making permanent public improvements, or for any other public purposes, in the amount and to the extent provided by such Charter and consistent with the Constitution of the state; provided, that said bonds shall have been first authorized by a majority vote cast by the duly qualified property tax paying voters, voting at an election held for that purpose. Thereafter all such bonds shall be submitted to the Attorney General for his approval, and the comptroller for registration, as provided by the State law, provided that any such bonds after approval, may be issued by the City, either optional or serial, or otherwise, as may be deemed advisable by the Commission.

**Sec. 8.02. - Appropriations and issuance of bonds for public works.**

The Commission shall have the power and authority to appropriate so much of the revenues of said City for the purpose of improving the public markets, streets, and

erecting and conducting hospitals, waterworks and other public improvements as it may from time to time deem expedient, and in furtherance of said objects they shall have power to borrow money upon the credit of the City and issue bonds as aforesaid, of the City therefor, in such sums as they may deem expedient, payable at such times and places as shall be directed by the said Commission; provided, however, that said Commission shall not issue any bonds of the said City without first submitting the same to a vote of the people as provided for in this Charter.

**Sec. 8.03. - Approval of bonds by voters.**

The Commission shall not have the power to issue any other bonds than those specifically provided for herein, against said City, without and unless the property taxpayers of said City, at an election held for that purpose, as provided for by general laws of the State of Texas, declared by a majority vote in favor of the issuance of said bonds.

**Sec. 8.04. - Signatures, seal, maximum interest and maximum term of bonds.**

All bonds hereafter issued by said City shall specify for what purpose they were issued, shall be signed by the Mayor and countersigned by the City Secretary with seal of said City attached, and shall be payable at such time and place as the Commission shall by ordinance direct, bearing interest not to exceed ten (10) percent per annum, but no bonds shall be issued for a term longer than forty (40) years from date thereof.

**Sec. 8.05. - Sinking fund for bonds.**

When bonds or other lawful forms of debt are issued by the City, the Commission shall provide a fund to pay the interest and create a sinking fund of, at least, two and one-half (2½) percent of such debt per annum, to redeem the said bonds at maturity thereof, which fund shall not be diverted nor drawn upon for any other purposes; provided, however, that said sinking fund may as it accumulates, be invested in the bonds of the United States, the State of Texas, the counties of said state, or the bonds of the City of Ennis not yet due and the Treasurer of said City shall honor no draft upon said funds except to pay interest upon or redeem the bonds for which it was provided, or for investments in other securities.

**ARTICLE IX – TAXATION**

**Sec. 9.01. - Authority of Commission to levy taxes; maximum amount of levy.**

The Commission shall have the power to levy, assess and collect taxes ad valorem upon all taxable property, real, personal, and mixed, in sums not to exceed One Dollar and Fifty Cents (\$1.50) on the One Hundred Dollars (\$100.00) valuation, for general or special purposes and for street improvements, and maintenance sewers, waterworks, and for any other purpose allowed by law.

Within the total taxes above authorized the Commission shall provide for the payment of the interest as it accrues and sinking funds, or any other funds, sufficient to pay the principal as it matures, of all bonds heretofore issued, and when further bonds shall be hereafter issued, shall make like provision for the payment of the interest and principal thereon as required by law.

**Sec. 9.02. - Time and manner of levying ad valorem taxes; assessment and collection of same; failure of Commission to levy taxes; levy and assessment of back taxes.**

The time and manner of levying ad valorem taxes and the property upon which it shall be levied and the persons against whom it shall be charged, and the time and manner of rendering, assessing and collecting same, and enforcing payment thereof when not paid as provided by law, shall be in accordance with the requirements of the general laws of the State of Texas, now in force or hereafter to be enacted, regulating taxation by municipal corporations, but the purposes for which and the amounts in which said taxes shall be levied, appropriated and used shall be as provided by the Commission of the City of Ennis, and subject only to the provisions of superior law imperatively limiting the exercise by the Commission of such discretion. Should the Commission fail or neglect to levy a tax in any year, the taxes levied and assessed for the preceding year or for the year in which a tax was last levied and assessed shall be considered in force, and a failure or neglect further to levy or assess shall in nowise invalidate the collection of the tax thereunder for such year. The Commission, however, shall have power at any time to direct the levy and assessment, or to levy and assess back taxes not properly levied and assessed for any prior year.

**Sec. 9.03. - Franchise tax.**

The Commission shall have the power to levy, assess and collect a tax on all franchises of public corporations, using and occupying the public streets or grounds of the City of Ennis, separately from the tangible property of such corporation.

**Sec. 9.04. - Unpaid taxes constitute lien on property; interest on unpaid taxes.**

All taxes upon real and personal property shall be a lien and charge thereon for the full amount of all taxes so assessed, which lien may be foreclosed and taxes collected by suit in any court of competent jurisdiction. All delinquent taxes which are not paid when due shall bear interest and penalty as required by State law.

**ARTICLE X. EMINENT DOMAIN**

**Sec. 10.01. - Power of City.**

The City of Ennis shall have power to acquire property for public purposes whenever the governing authorities shall deem it necessary, and to take any private

property within or without the City limits including but not limited to any of the following purposes, to wit; City halls, police stations, jails, calaboooses, fire stations, libraries, school houses, high school buildings, academies, hospitals, sanitariums, auditoriums, market houses, reformatories, abattoirs, railroad terminals, warehouses, elevators, loading and unloading devices, shipping facilities, piers, streets, alleys, parks, highways, boulevards, speedways, playgrounds, sewer systems, storm sewers, sewage disposal plants, drains, filtering beds and emptying grounds, for sewer systems, reservoirs, water sheds, water supply sources, wells, water and electric light systems, gas plants, cemeteries, crematories, prison farms, and to acquire lands within and without the City for any other municipal purpose that may be deemed advisable. That the power herein granted for the purpose of acquiring private property shall include the power of the improvement and enlargement of the waterworks, including water supply, riparian rights, standpipes, water sheds, the construction of supply reservoirs, parks, squares and pleasure grounds, and for the purpose of straightening and improving the channel of any stream, branch or drain, or the straightening or widening or extension of any street, alley, avenue or boulevard. That, in all cases where the City seeks to exercise the power of eminent domain, it shall be controlled, as nearly as practicable, by law governing the condemnation of property of railroad corporations in this state, the City taking the position of the railroad corporation in any such case; that the power of eminent domain hereby conferred shall include the right of the governing authority, when so expressed, to take the fee in the lands so condemned and such power and authority shall include the right to condemn public property for such purposes.

## **ARTICLE XI – FRANCHISES**

### **Sec. 11.01. - Affirmative vote of all members of Commission required.**

The rights of the City of Ennis in the use of the public streets, alleys, squares, parks, bridges and all public places, are hereby declared to be inalienable to any person, firm or corporation, except by license permit and franchise passed by the Commission on the affirmative vote of all the members of said Commission elected.

### **Sec. 11.02. - Maximum term.**

No franchise, lease or permit to the streets, alleys, squares, parks, bridges or other public places, or the use of either or any of them shall be made by the Commission for a longer term than thirty (30) years.

### **Sec. 11.03. - Publication of ordinance caption granting franchise.**

Before any grant of franchise shall be made by the Commission, the terms thereof, embodied in the form of an ordinance, as agreed to by the applicant and the Commission, shall publish the caption thereof, once before the date of its passage, in the official newspaper of the said City, said publication to be paid for by the

applicant, provided that, if, at any time before any ordinance granting a franchise takes effect.

**Sec. 11.04. - Terms and agreements; certain conditions mandatory.**

Said proposed franchise shall contain all the terms and agreements of the parties thereto, and it must expressly set forth that the Commission shall have the right and privilege of regulating and controlling the operation of all business done thereunder, fixing fares, rates, tolls and charges from time to time as it progresses; that the Commission shall have the right to inspect the business and work, pass all reasonable rules and regulations for the conduct of the business done under or by virtue of said franchise, as said Commission shall deem proper from time to time, and that said Commission, or its committees, or other officer appointed by them, shall have the right at such times as the Commission shall designate, to inspect all of the business and books, papers and documents and affairs of such business and the amount thereof.

**Sec. 11.05. - Mandatory conditions deemed part of franchise, even though not set out in full.**

In the event that any franchise or permit is so given by said Commission which shall not contain such stipulations therein as provided for in Section 11.04 of this Article, then it shall nevertheless, be considered that all of the said stipulations contained in Section 11.04 are a part and parcel of the said contract and franchise, just as though written therein and the said applicant so accepting such franchise, as well as their heirs, assigns and successors, shall be held and firmly bound thereto, notwithstanding such omission.

**Sec. 11.06. - Not to be granted as emergency ordinance; three readings required.**

No franchise shall be granted under the emergency clause, and none shall be granted until after due publication and adopted at a duly convened regular meeting; any franchise granted which is not in accordance with the provisions of this section shall be subject to be set aside by any person interested in a suit for that purpose.

**Sec. 11.07. - Underground wires, may be required.**

The Commission may require the placing of all wires or overhead construction of public utilities, or such part thereof as may be deemed best, from time to time under the surface of the ground under such regulations as may be prescribed by the Commission from time to time. Commission may provide for such construction or change thereof in any franchise hereafter granted and may require all public service corporations now having their construction of wires and appliances above the ground to place the same, or any part thereof, below the ground under such

regulations, as the Commission may prescribe, subject to the requirements of State law.

**Sec. 11.08. - Franchise required to use or occupy public ground by a public utility within City; removal of property upon expiration of franchise.**

It shall be unlawful for any person or corporation or association of persons to use or occupy any public ground whatever in the City or any space above or below any public ground for the purpose of conducting any public utility wherein a service is rendered to the public for hire or charge, unless permission is first had from the Commission, in the manner provided by this Charter, and where public service corporations are now occupying the streets and public grounds of the City without an express franchise from the City, said corporation or public utilities shall have one (1) year from the passage of this act by the legislature, to remove from the streets and public grounds all their properties, and shall do so within said one (1) year, unless a franchise shall be had from the Commission.

All public utilities whose franchise grant expires by limitation expressed in the grant, shall within six (6) months from the date of the expiration of the grant or franchise, remove all properties belonging to them from the public grounds and restore the grounds and surface of the street to its original condition, unless before the expiration of the grant or within ninety (90) days thereafter a new franchise or an extension of the old franchise is granted under the same rules as a new franchise.

**Sec. 11.09. – Location.**

The Commission may specify by ordinance or otherwise where posts, piers or abutments and all wires of public service corporations are to be located, the kind of posts that shall be used, the heights at which the wires shall be run and such company shall be governed by the regulations thus prescribed, and the Commission may require any company to elevate, lower or change its wires or renew its posts, if deemed best for the safety of the public without regard to the corporation or utility that does now or may hereafter use the streets, and may require changes to be made from time to time after first giving the corporations or persons interested an opportunity to be heard. The Commission may require all telegraph, telephone and electric wires conveying any electricity or charged therewith to any extent whatever to be insulated and to be placed under such regulations as the Commission may prescribe.

**Sec. 11.10. - Inspection.**

The Commission shall have power to require all persons and companies using in the conduct of their business electricity, or other wires, and all persons or corporations using appliances that may come in contact with electric or other wires, the result of which might or could be dangerous to people, to regularly inspect said wires and examine their fixtures and fastenings, at least, one (1) time during each

month, and make report thereof to the Commission under oath of the person inspecting, and the Commission shall have power to prescribe regulations for the inspection of all wires, apparatus or property which when out of repair might or could cause injury or produce danger to the people, whether such property could of itself or in connection with or in contact with other property could produce that result, and to adopt regulations between companies owning or controlling all such properties to the end that the public safety may be promoted. Upon the failure or default of any person or company owning or in charge of any such wires to both inspect and promptly report to the Commission in accordance with this section, the Commission may employ some person to make an inspection of such wires not reported upon, and the cost of such inspection shall be paid by the person or company in default, and the City shall have a lien upon the property of which said wires may be a part to secure such cost.

**Sec. 11.11. - Forfeiture.**

The Commission may enforce all regulations of public utilities whether such regulations are prescribed in the franchise under which they may be operating or by ordinance passed thereafter, and may for adequate cause enforce the forfeiture of any franchise in any court of competent jurisdiction. Adequate cause may be deemed to be a persistent refusal after due notice to comply with reasonable regulations or demands of the Commission and refusal to obey and comply with the law and the ordinances of the City or any contract with the City.

**ARTICLE XII – MISCELLANEOUS**

**Sec. 12.01. - Continuation of previous contracts.**

All valid contracts to which said City is a party heretofore validly made under the Charter and laws of said City, and not heretofore terminated by agreement, novation, breach or otherwise, shall be unaffected by the adoption of this Charter, and shall be executed in accordance with the provisions of the Charters and laws applicable thereto, and for such purposes only, all laws and parts of laws applicable to any such contracts are continued in full force and effect. This section shall have no application to contracts which have been executed nor to those which were illegal under former Charters.

**Sec. 12.02. - Construction of Charter; effect on existing ordinances.**

In the construction of any of the provisions of this Charter, the intent of the section in connection with the entire Charter and the laws applicable hereto, shall be considered, it being intended to make the Board of Commissioners, including the Mayor and Commissioners, the legislative, administrative, and executive power of the City, and whenever the word "Council," "Mayor," "Board of Commissioners" or "Board of Alderman," may occur in any of the ordinances of the City, the same

shall hereafter be construed to mean the Mayor, Board of Commissioners, as the case may be, as authorized and constituted under this Charter.

**Sec. 12.03. - No money to be paid to persons in arrears to City for taxes.**

No money shall be paid by the City upon any claims, debt, demand or account whatsoever, to any person, firm or corporation who is in arrears to the City of Ennis for taxes; and the City shall be entitled to a counterclaim and offset against any such debt, claim, demand or account in the amount of taxes so in arrears, and no assignment or transfer of such debt, demand or account after the said taxes are due, shall affect the right of the City to offset the said taxes against the same.

**Sec. 12.04. - Notice of Claim**

The City shall not be held liable on account of any claim for the death of any person or injuries to any person or damage to any property unless the person making such complaint or claiming such damages shall, with thirty (30) days after the time at which it is claimed such damages were inflicted upon such person or property, file with the City a written statement under oath, stating the nature and character of such damages or injuries, the extent of the same, the place where same happened, the circumstances under which same happened and the conditions causing same, with a detailed statement of each item of damages and the amount thereof, and if it be for personal injuries, giving a list of any witnesses known by affiant to have seen the accident.

**Sec. 12.05. - Continuation of existing officers.**

The Mayor and the Commission and all other officers of said City may continue in office under the former laws governing said City until their successors are elected and qualified under and by virtue of the terms of this Charter.

**Sec. 12.06. - Previous powers preserved; conflicts with other laws; omissions from Charter; severability of provisions; repeal of conflicting laws.**

All powers granted heretofore to cities are hereby preserved. In case of any irreconcilable conflict between the provisions of this Charter and a superior law, the powers of the City and its officers shall be as defined in such superior law. In case of any insufficiency or omission in this Charter, which insufficiency or omission may be supplied by reference to its former Charter powers or the general laws, such provisions of such Charters and general laws are hereby adopted, and the City shall have and exercise all of the powers that it could have acquired by expressly adopting and incorporating into this Charter all of the provisions of such superior and general laws and Charters referred to in this section, it being the intent of this Charter that no lawful power of the City shall fail because of any omission, insufficiency or inconsistency in this Charter appearing. The insufficiency or invalidity of any portion or portions of this Charter shall not in any wise affect the

remaining portions of the Charter, but same shall be construed as if adopted without such portion so found invalid or impotent. All laws and parts of laws in conflict with the provisions of this Charter and not saved by express reference to same herein, are hereby repealed.

**Sec. 12.07. - Annexation of territory.**

Whenever the majority of the inhabitants qualified to vote for members of the state legislature of any territory adjoining the limits of the City of Ennis, shall vote in favor of becoming a part of said City, any three (3) of such inhabitants may make affidavit to the fact to be filed with the Mayor of said City who shall certify the same to the Commission. The Commission may by ordinance receive them, or if it deems such addition not beneficial to the City, may refuse to receive them. If received, from thenceforth the territory so received shall be a part of said City, and the inhabitants thereof shall be entitled to all the rights and privileges of other citizens and bound by the acts and ordinances of said City, made in conformity with law. Nothing contained herein shall limit the City from annexing territory or expanding its extraterritorial jurisdiction under State law.

**Sec. 12.08. - Regulation of hours of labor of City employees.**

The Commission shall have the power to regulate the hours of labor of all City employees and may adopt the eight-hour system, when in their judgment it is the part of wisdom to do so.



**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ENNIS, TEXAS APPOINTING MEMBERS TO SERVE ON THE CHARTER REVIEW COMMITTEE, AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Ennis is a home rule city governed by the powers authorized in the Home Rule Charter, originally adopted by election in October of 1913; and

**WHEREAS**, the Home Rule Charter of the city was amended in 1969, 1978, 1981, and 2016; and

**WHEREAS**, the City Commission recognizes the benefits in appointing and utilizing a Charter Review Committee to review and make recommendations to the City Commission for proposed amendments to the City of Ennis Home Rule Charter.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ENNIS, TX:**

**SECTION 1.** The recitals set forth above are incorporated herein for all purposes as if set forth in full.

**SECTION 2:** That the City Commission does hereby appoint the following members to serve on the Charter Review Committee:

City Commission Members

- 1.
- 2.
- 3.

Resident Members

- 1.
- 2.

**SECTION 3:** Representatives from the City Manager's office, City Secretary's office, and the City Attorney shall attend all meetings of the Charter Review Committee and serve in an advisory capacity to the Committee.

F.11.

**PASSED AND APPROVED** by the City Commission of the City of Ennis, Texas on this 17th day of March, 2026.

\_\_\_\_\_  
LYNDA ISBELL, Mayor

ATTEST:

\_\_\_\_\_  
ANGIE WADE, City Secretary