

Nick Krueger, Councilmember
Charlotte Moore, Councilmember
Brad Rieger, Councilmember



Lynn Crites, Mayor Pro Tem
John Mounce, Councilmember

Alan Woodall, Mayor

**CITY OF JUSTIN
CITY COUNCIL AGENDA
MONDAY, MAY 11, 2020
415 N. COLLEGE AVE.
(Conducted via teleconference)
6:00 P.M.**

One or more members of the City Council may participate in this meeting remotely in compliance with the Texas Open Meetings Act or under the provisions provided by the Governor of Texas in conjunction with the Declaration of Disaster enacted March 13, 2020.

In accordance with Order of the Office of the Governor issued March 16, 2020 and March 19, 2020, the Justin City Council will conduct the meeting scheduled at 6:00 p.m. on Monday, May 11, 2020 by telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). There will be no public access to the location described above. A recording of the meeting will be made and will be available to the public.

**The public dial in number to participate in the telephonic meeting is:
(346) 248-7799 or (253) 215-8782**

Webinar ID: 824-7441-2124 Password: 366085

**The Zoom meeting may also be joined by clicking the following link:
<https://us02web.zoom.us/j/82474412124?pwd=ZkRXOUpwQW9SUmNSNndqdlpZendKdz09>**

**Webinar ID: 824-7441-2124
Password: 366085**

CALL TO ORDER

Convene into session:
Roll Call:

PRESENTATION

Presentation by Clifton Larson Allen of Fiscal Year 18-19 annual audit.

WORKSHOP SESSION

1. Discussion regarding the JYSA field usage fees for the spring/summer season, which was cancelled due to Covid-19.
2. Discussion regarding communication and customer service model for the City of Justin to include but not limited to: city website, city app, social media, procedures, staffing, and facilities.
3. Discussion regarding 2019 Certificates of Obligation Issuance and update on purchases and projects.
4. Discussion regarding capital improvement project schedule update.
5. Discussion regarding City impacts from COVID pandemic and status of State or County orders or programs related thereto.

CONSENT

6. Consider and take appropriate action to approve City Council Minutes dated April 13, 2020 and April 27, 2020.
7. Consider and take appropriate action to approve the EDC and CDC financial policies.

CONVENE INTO REGULAR SESSION- Immediately Following Workshop Session

CALL TO ORDER

Invocation:

PUBLIC COMMENT

In an effort to allow the public the ability to participate in the public comment portion and not attend the meeting in person, the City will allow the following: The public may email their comment to the City Secretary by 6:00 pm on Monday, May 11 at bandrews@cityofjustin.com. The City Secretary will read the email to Council during the public comment portion of the meeting. Please make sure to include your name and address, along with your comment pertaining to an item on the agenda, in the body of the email.

PROCLAMATIONS

- Mental Health Awareness Month

POSSIBLE ACTION ITEMS

8. Discuss, consider, and take appropriate action regarding the Clifton Larson Allen of Fiscal Year 18-19 annual audit.

9. Discuss, consider, and take appropriate action regarding the JYSA field usage fees for the spring/summer season, which was cancelled due to Covid-19.
10. Discuss, consider, and take appropriate action regarding communication and customer service model to include but not limited to: city website, city app, procedures, staffing, and facilities.
11. Discuss, consider, and take appropriate action regarding 2019 Certificates of Obligation Issuance and update on purchases and projects.

EXECUTIVE SESSION

Any item on this posted agenda could be discussed in Executive Session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and Section 551.087 of the Texas Government Code.

- Under Section 551.071, to conduct private consultation with the City Attorney regarding:
 - Appellate Docket No. 06-17-00054-CV – City of Justin v. Town of Northlake;
 - State Supreme Court Case No. 18-0651 – Town of Northlake v. City of Justin;
 - Denton County Municipal Utility District No. 10 and/or the Texas Commission on Environmental Quality’s Executive Director’s action in granting approval for the creation of Denton County Municipal Utility District No. 10

FUTURE AGENDA ITEMS

ADJOURN

I, the undersigned authority, do hereby certify that the above notice of the meeting of the City Council of the City of Justin, Texas, is a true and correct copy of the said notice that I posted on the official bulletin board at Justin Municipal Complex, 415 North College Street, Justin, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this 8th day of May 2020 by 6:00 p.m., at least 72 hours preceding the scheduled meeting time.

Cori Reaume, City Manager

City Council Meeting

May 11, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: Presentation & Action Item # 8

Title: Presentation by Clifton Larson Allen of Fiscal Year 18-19 annual audit.

Department: Admin/Finance

Contact: City Manager, Cori Reaume; Finance Director, Josh Armstrong

Recommendation: (During action portion of the meeting) Staff recommends that Council accept the audit as presented by audit firm Clifton Larson Allen of Fiscal Year 2018-2019.

Background: The City's annual audit is to be presented by Reba Long from Clifton Larson Allen. The annual audit is for FY18-19 and provides council with a recap of how the city performed during the year financially. The audit covers all of the city's funds and includes the component units: Economic Development Corporation and the Community Development Corporation. The audit comprises the financial statements for each fund and components, as well as the internal control and management letter.

Attachments:

NONE

City Council Meeting

May 11, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #1 (Workshop) #9 (Possible Action)

Title: Discussion regarding the JYSA field usage fees for the spring/summer season, which was cancelled due to Covid-19.

Department: Development/Parks

Contact: City Manager, Cori Reaume

Recommendation: Staff recommendation is to reimburse JYSA for the field usage fees collected for the Spring 2020

Background: Ken Calvert, President of JYSA, reached out to inquire about receiving a reimbursement for the field usage fees that they paid for the Spring season or for consideration of waiving fees for the following season. As you are aware, the association was just beginning spring practices as the COVID-10 pandemic hit and they were unable to complete the season.

JYSA has credited back portions of the fees to the players accounts. The uniforms and city fees were already paid, so they will be holding those back. If the league is considering reimbursement of these fees to the players, staff support the refund to the association. If the association is not able to refund the fees to the players, staff may recommend keeping the fees collected and waiving the fees for an upcoming season.

Staff contacted several other cities to determine how this is being handled elsewhere and received comments back that fees would be refunded, if requested. Sanger identified that they have already committed to refunding the fees collected for the Spring season.

The total amount of fees collected for field usage this spring is \$6,625.

The Association also contributed a \$2,000 payment for field materials that have been expended by the City for said improvements.

Attachments:

1. NONE

City Council Meeting

May 11, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #2 (Workshop) #10 (Possible Action)

Title: Discussion regarding communication and customer service model for the City of Justin to include but not limited to: city website, city app, social media, procedures, staffing, and facilities.

Department: Admin

Contact: City Manager, Cori Reaume

Recommendation: Direct staff on Council desires to move forward with implementation of additional technology as it relates to improving the City's customer service model.

Background: As identified in the Council's strategic planning workshop at the end of January, Council has a strong desire to improve the customer service and communication model for the City. Staff have identified several weaknesses in our ability to provide an adequate level of customer service to meet the expectations of the City Council and look to discuss these matters with the Council.

While we do not propose making any changes to the staffing model at this time, we are cognizant of the fact that a full-time person dedicated to communication and public relations is in the City's best interest in order to best serve the public. However, there are other changes that we have been working toward and would like to discuss.

First, the City's internal hallway/payment window has been reconstructed. This will allow for more than one customer-facing staff person which should significantly help with customer queuing in City Hall on busier days. We will have a staff person dedicated to utility billing and another dedicated to permitting/plans, though they will be cross-trained enough to assist when the other is out of the office or busy assisting a customer.

Additionally, staff are proposing the implementation of a new website for the city, combined with an app. While many cities the size of Justin do not have functional apps developed, we believe the level of communication desired by the Council would be supported through app communications. These projects have been discussed by the City Council at previous points, but funds have not yet been allocated. Staff have also been hesitant in the current budget year to propose the City undertake this project because of limited staffing and significant time necessary to dedicate to the implementation of

another website this year. (Keeping in mind that the EDC website was launched in this fiscal year.)

At this point, while we certainly have not increased staffing and are still extremely busy, we do not feel that we can move forward in meeting the Council's communication desires without these new expenditures and are recommending funding allocation for these projects. Staff will prioritize the launch of a new website and app in order to ensure it is done timely and of the quality expected by the Council.

We also will begin consideration of a communication-specific position into the City staff in the upcoming budget year, barring any further budgetary constraints. While we anticipate a reduced amount of sales tax collections for April (to be received in June), the City is in a good financial position, and received sales taxes for March in an amount over 18% higher than March of 2019. We are also facing increases in property tax collections due to new value on the tax rolls from recent development in the City, which will necessarily fund these improvements.

If approved now, a new City website would take approximately 4-6 months for full implementation, and this would require a budget amendment to be brought to the Council at the June 1st Council Meeting.

Attachments: NONE

City Council Meeting

May 11, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #3 (Workshop) #11 (Possible Action)

Title: Discussion regarding 2019 Certificates of Obligation Issuance and update on purchases and projects.

Department: Admin/Finance

Contact: City Manager, Cori Reaume; Finance Director, Josh Armstrong

Recommendation: Provide direction to staff regarding any outstanding projects/purchases from planned in the 2019 CO issuance.

Background: In July of 2019, the City issued just over \$4M in certificate of obligation debt to fund a number of projects and purchases. The following is a summary of the various planned expenditures, as well as the status. Staff are seeking direction regarding the outstanding items/projects as we move forward this year.

- Property purchase - \$677,000
 - This purchase was completed prior to the CO issuance and has since reimbursed the City's fund balance for the purchase.
- Downtown Parking Project Construction & Landscaping \$1,000,000
 - The Downtown Parking project was anticipated as a joint project with the Economic Development Corporation for a total amount of \$1,600,000. The contract for construction has been executed and is underway at the present time with an estimated completion date of June. It is estimated that the total construction cost (including anticipated change order) is approximately \$1,000,000. The landscaping design proposal received is in the amount of \$46,800 and includes irrigation and lighting plans, as well. The cost for landscaping, lighting, and aesthetic additions in the Downtown Parking area will be dependent upon feedback regarding the level of design from the Council and EDC board.
- Public Works Equipment - \$235,000
 - Public Works has acquired several pieces of equipment, as planned in this CO issuance, including: new mowers, top dresser, field groomer, and backhoe, amounting to just under \$155,000. The only piece of equipment planned and not purchased is a vac trailer. Additionally, public works is

requesting a tractor for use with a brush hog for mowing along trails and FM 156 but those items have not yet been authorized.

- Drainage Improvements for the Old Town business district, as well as 12th Street. - \$400,000
 - Drainage improvements for the OT-GB section have been designed, approved by TXDOT, and released for bid. We anticipate a contract award to be ready for June 1st. Drainage improvements necessary at 12th Street have not yet been planned or bid out. We anticipate the drainage project for 4th Street to be completed for under \$250,000
- Purchase of police vehicles and upfitting with all equipment - \$280,000
 - The City has purchased one vehicle with necessary equipment, and we have obtained title by purchasing out three vehicles on a lease-purchase through Government Capital. Staff will recommend the payoff of one additional lease-purchase vehicle from Enterprise this summer. The total cost for these purchases/payoffs is estimated to be near \$175,000. We do not anticipate any other cash purchases of vehicles for the police department as we have transitioned to the Enterprise fleet management program.
- Engineering costs for new road construction and street improvement program - \$192,750
 - These contracts have been awarded. The design for the new road construction (Wallace, Wilkerson, and Tally) is complete and the construction is underway. The design for the concrete portion of this year's SIP is complete and out for bid. The asphalt portion of the SIP is in design and will be out to bid next week. Additionally, the Council approved the construction contract for the new road construction in an amount over what was previously budgeted by the Community Development Corporation and will expend approximately \$110,000 for this project out of CO funds.
- Street Improvements - \$1,000,000
 - As stated above, the concrete portion of the SIP is out for bid currently, and the asphalt portion will be out for bid shortly. The asphalt SIP portion does include reconstruction of Pafford and Leuty. In addition, the City has begun construction of Barrett/Jackson, as part of this line-item in the amount of just under \$403,000. That portion of the project is significantly more complex than Pafford and Leuty. So the pricing for those roads should be obtained within the allocated amount. This debt is being repaid by the street maintenance fund's dedicated sales taxes.
- Gym Renovations - \$150,000
 - This estimate includes funding for flooring, paint, insulation, air conditioning, and other minor repairs/improvements. No work has been done nor bids obtained for this improvement.
- Server Upgrade - \$30,000
 - The new server has been purchased and installed
- Other improvements to the municipal complex:

- Police Department parking lot rehab and installation of security fencing and electronic gate.
- Backup Generator for City Hall/PD
- Air conditioning improvements to City Hall offices and Council chambers
- Drainage improvements at City Hall to alleviate flooding
- Sidewalk repair at City Hall park
- Additional public and staff parking improvements
- Controlled access and installation of ADA-compliant equipment for opening doors
- Renovations to increase space for library programming, conversion of Court room to a conference room and office space, and additional improvements to create additional walls for office space.
- Of the improvements to the municipal complex, the only expenditures to date are for construction in the lobby area (planned) in order to create a safer working environment for staff. While this was a planned expenditure, the timeline for this small portion was moved up and is underway now with completion estimated to be May 11th or 12th. The total cost of this project (flooring, paint, removal of walls, reconstruction of new walls, and glass/speakers for the customer service windows will total approximately \$12,000.

Staff are requesting direction on moving forward with any outstanding projects. In particular, staff believe it prudent to work on the library expansion while we are operating under curbside pickup, as it would be best to complete the noisy and dusty renovations while customers are not in the building. Other portions of this project list may be able to obtain better pricing if they were lumped together (parking lot improvements, for example, may be better priced if paired with asphalt construction on Pafford Ave.)

Attachments:

NONE

City Council Meeting

May 11, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #4 (Workshop)

Title: Discussion regarding capital improvement project schedule update.

Department: Public Works / Administration

Contact: City Manager, Cori Reaume; Public Works Director, Josh Little

Recommendation: Discussion only

Background: The updated CIP calendar is attached for your review, as well as uploaded to the website. Also viewed at the direct link:

<http://www.cityofjustin.com/assets/CIP/CIP-Schedule-REV-04-23-2020.pdf>

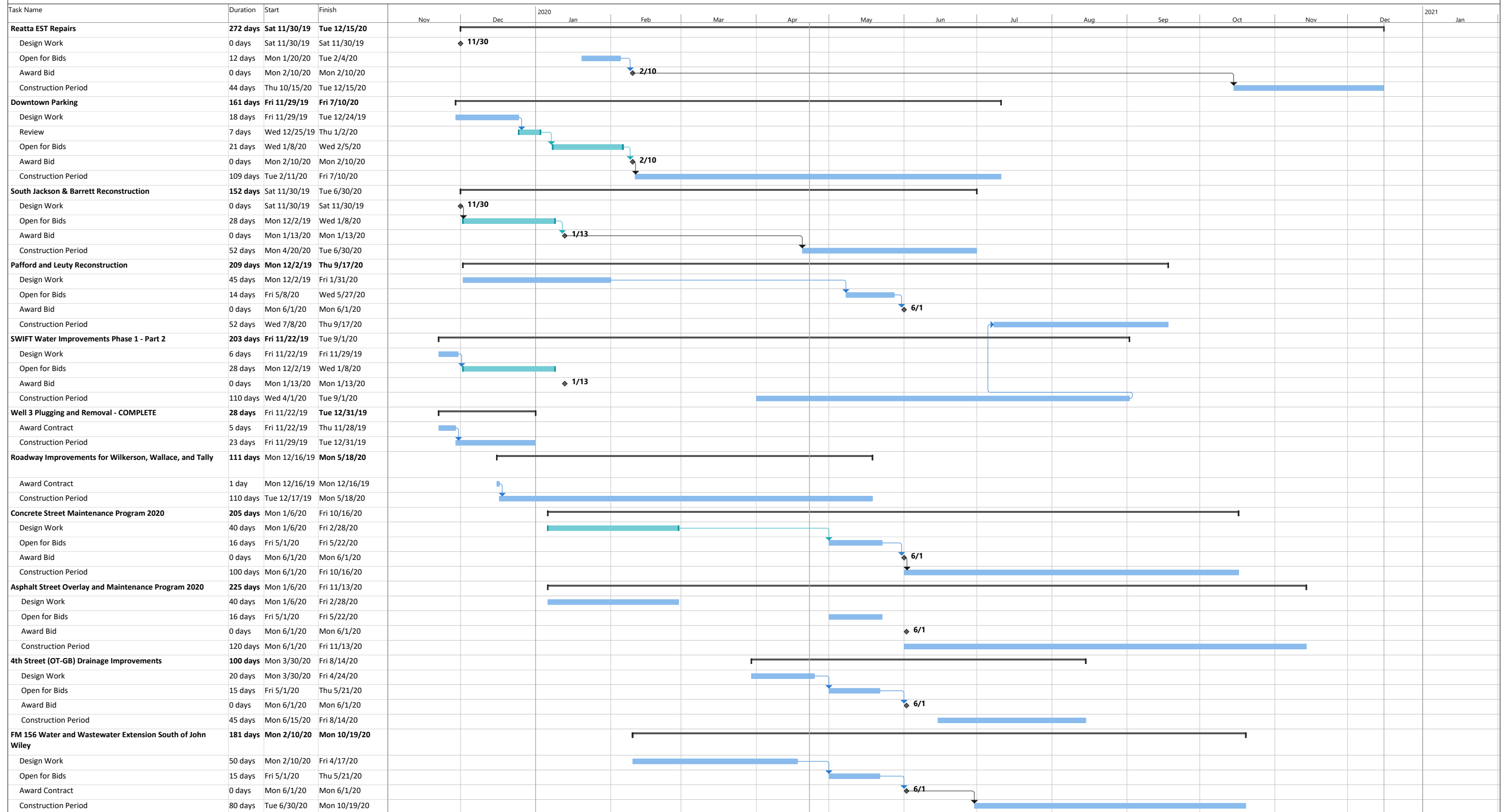
Staff will be available to answer any questions about particular items in the calendar.

Attachments:

CIP Calendar



City of Justin - CIP Schedule



Date: Thu 4/23/20

Task	Milestone	Project Summary	Inactive Milestone	Manual Task	Manual Summary Rollup	Start-only	External Tasks	Deadline	Manual Progress
Split	Summary	Inactive Task	Inactive Summary	Duration-only	Manual Summary	Finish-only	External Milestone	Progress	

City Council Meeting

May 11, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #5 (Workshop)

Title: Discussion regarding City impacts from COVID pandemic.

Department: Admin

Contact: City Manager, Cori Reaume

Recommendation: No recommendation necessary.

Background: This item was included in the event Council has any questions particularly related to steps taken by the Governor, County, or the City related to COVID-19 impacts or programs available.

Attachments:

NONE

City Council Meeting

May 11, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: # (Consent)

Title: Consider and take appropriate action to approve City Council Minutes dated April 13, 2020 and April 27, 2020.

Consider and take appropriate action to approve the EDC and CDC financial policies.

Department: Admin

Contact: City Secretary, Brittany Andrews

Recommendation: Approve City Council minutes dated April 13, 2020 and April 27, 2020. Approve the EDC and CDC financial policies.

Background:

The EDC and CDC boards approved the attached financial policies at their meeting on May 5th. The CDC financial policies were presented and approved by city council late last year. The EDC moved to adopt those same policies, along with an amendment to add a board member as an additional signer to the bank accounts.

Attachments:

1. April 13, 2020 minutes
2. April 27, 2020 minutes
3. EDC Financial Policies
4. CDC Financial Policies

John Mounce, Councilmember
Charlotte Moore, Councilmember
Nick Krueger, Councilmember



Lynn Crites, Mayor Pro Tem
Brad Rieger, Councilmember

Alan Woodall, Mayor

MINUTES

**State of Texas
County of Denton
City of Justin**

Justin City Council Regular Session Meeting- April 13, 2020

One or more members of the City Council may participate in this meeting remotely in compliance with the Texas Open Meetings Act or under the provisions provided by the Governor of Texas in conjunction with the Declaration of Disaster enacted March 13, 2020.

In accordance with Order of the Office of the Governor issued March 16, 2020 and March 19, 2020, the Justin City Council will conduct the meeting scheduled at 6:00 p.m. on Monday, April 13, 2020 by telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). There will be no public access to the location described above. A recording of the telephonic meeting will be made, and will be available to the public.

Council Present: Mayor, Alan Woodall, Mayor Pro Tem, Lynn Crites, Councilmembers John Mounce, Charlotte Moore, Nick Krueger, and Brad Rieger.

City Staff: City Manager, Cori Reaume, Assistant to the City Manager, Abbey Reece, City Secretary, Brittany Andrews, Public Works Director, Josh Little, Finance Director, Josh Armstrong, and Director of Planning and Development Services, Darrell Gentry.

The Zoom meeting may be viewed by clicking the following link:

<https://us02web.zoom.us/rec/share/5e9adejb7VJIZ5Hw2nnEcOkTO9-9eaa82ycXrqINzMzJgQ5b9jBuTSxYgiul2nE>

CALL TO ORDER

Convene into session: Mayor Woodall called the Workshop meeting to order at 6:00PM

Roll Call: All Councilmembers were present.

Staff Present: City Manager, Cori Reaume, City Secretary, Brittany Andrews, Public Works Director, Josh Little, Finance Director, Josh Armstrong, Assistant to the City Manager, Abbey Reece, Planning and Development Services Manager, Darrell Gentry, and Police Chief, Alex Coss.

WORKSHOP SESSION

1. Discussion regarding immediate financial impacts and adjustments due to COVID-19.
2. Discussion regarding the approval of the quote submitted by Oncor for the relocation of a transformer generally located at the south end of Bishop Park.

3. Discussion regarding approval of the Justin Economic Development Corporation and Community Development Corporation bylaw amendments.
4. Discussion regarding submission of the Justin Economic Development Corporation and Community Development Corporation action plan addressing the impact of Covid-19 on local business, and approval of associated expenses.
5. Discussion regarding a resolution declaring the population of the City of Justin to be in excess of 5,000 residents.
6. Discussion regarding drainage project in relation to the downtown parking project.
7. Discussion regarding capital improvement project schedule update.

Mayor and Staff discussed workshop items 1-7.

CONVENE INTO REGULAR SESSION- Immediately Following Workshop Session

CALL TO ORDER

Invocation: by Mayor Woodall at 7:52PM

PUBLIC COMMENT

In an effort to allow the public the ability to participate in the public comment portion and not attend the meeting in person, the City will allow the following: The public may email their comment to the City Secretary by 6:00 pm on Monday, April 13 at bandrews@cityofjustin.com. The City Secretary will read the email to Council during the public comment portion of the meeting. Please make sure to include your name and address, along with your comment pertaining to an item on the agenda, in the body of the email.

Carla Gastineau, 1104 Hillside dr. Justin, TX 76247

POSSIBLE ACTION ITEMS

8. Discuss and take appropriate action regarding immediate financial impacts and adjustments due to COVID-19.

No Action

9. Discuss and take appropriate action regarding the approval of the quote submitted by Oncor for the relocation of a transformer generally located at the south end of Bishop Park.

Mayor Pro Tem, Crites motioned to approve the quote submitted by Oncor for the relocation of a transformer generally located at the south end of Bishop Park.

Seconded by: Councilwoman Moore

Ayes: Councilmembers Moore, Mounce, Crites, Krueger, and Rieger

Motion carries

10. Discuss and take appropriate action regarding the approval of the Justin Economic Development Corporation and Community Development Corporation bylaw amendments.

Mayor Pro Tem, Crites made the motion to approve the Justin Economic Development Corporation and Community Development Corporation bylaw amendments.

Seconded by: Councilman Mounce

Ayes: Councilmembers Moore, Mounce, Crites, Krueger, and Rieger

Motion carries

11. Discuss and take appropriate action regarding submission of the Justin Economic Development Corporation and Community Development Corporation action plan addressing the impact of Covid-19 on local business, and approval of associated expenses.

No Action

12. Discuss and take appropriate action regarding a resolution declaring the population of the City of Justin to be in excess of 5,000 residents.

Councilwoman Moore made the motion to approve the population of the City of Justin to be in excess of 5,000 residents. Councilman Mounce made an amendment to the motion to include approving a resolution declaring the population of the City of Justin to be in excess of 5,000 residents.

Seconded by: Councilman Mounce

Ayes: Councilmembers Moore, Mounce, Crites, Krueger, and Rieger

Motion carries

CONSENT AGENDA

13. Consider and take appropriate action regarding City Council Minutes dated February 10, 2020, February 24, 2020, and March 30, 2020.

Councilman Rieger made the motion to approve consent items.

Seconded by: Mayor Pro tem, Crites

Ayes: Councilmembers Moore, Mounce, Crites, Krueger, and Rieger

Motion carries

EXECUTIVE SESSION

Any item on this posted agenda could be discussed in Executive Session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and Section 551.087 of the Texas Government Code.

- Under Section 551.071, to conduct private consultation with the City Attorney regarding:
 - Appellate Docket No. 06-17-00054-CV – City of Justin v. Town of Northlake;
 - State Supreme Court Case No. 18-0651 – Town of Northlake v. City of Justin;
 - Denton County Municipal Utility District No. 10 and/or the Texas Commission on Environmental Quality’s Executive Director’s action in granting approval for the creation of Denton County Municipal Utility District No. 10

Convene in to Executive Session at 8:02PM
Re convene into Executive Session at 8:50PM

FUTURE AGENDA ITEMS

ADJOURN

Mayor Woodall adjourned the meeting at 9:18PM

John Mounce, Councilmember
Charlotte Moore, Councilmember
Nick Krueger, Councilmember



Lynn Crites, Mayor Pro Tem
Brad Rieger, Councilmember

Alan Woodall, Mayor

MINUTES

**State of Texas
County of Denton
City of Justin**

Justin City Council Regular Session Meeting- April 27, 2020

One or more members of the City Council may participate in this meeting remotely in compliance with the Texas Open Meetings Act or under the provisions provided by the Governor of Texas in conjunction with the Declaration of Disaster enacted March 13, 2020.

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Council Present: Mayor, Alan Woodall, Mayor Pro Tem, Lynn Crites, Councilmembers John Mounce, Charlotte Moore, Nick Krueger, and Brad Rieger.

City Staff: City Manager, Cori Reaume, Assistant to the City Manager, Abbey Reece, City Secretary, Brittany Andrews, Public Works Director, Josh Little, Finance Director, Josh Armstrong, and Director of Planning and Development Services, Darrell Gentry.

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CALL TO ORDER

Convene into session: Mayor Woodall called the Workshop meeting to order at 6:00PM

Roll Call: All Councilmembers were present.

Staff Present: City Manager, Cori Reaume, City Secretary, Brittany Andrews, Public Works Director, Josh Little, Finance Director, Josh Armstrong, Assistant to the City Manager, Abbey Reece, Planning and Development Services Manager, Darrell Gentry, Police Chief, Alex Coss, Planning Inspector, Chuck Sellers, City Engineer, Chris Cha.

WORKSHOP SESSION

1. Discussion regarding an agreement for dedication of parkland in the Timberbrook subdivision.
2. Discussion regarding a request to provide water/sewer service to certain properties outside of the City of Justin.

3. Discussion regarding calling for a public hearing for June 1, 2020 for purposes of updating City building codes and adopting the 2018 Model Codes for: IBC (International Building Code), IPC (International Plumbing Code), IRC (International Residential Code) and IMC (International Mechanical Code), and the 2017 NEC (National Electrical Code).
4. Discussion regarding an action plan for business recovery from the Justin Economic Development Corporation and the Justin Community Development Corporation.
5. Discussion regarding capital improvement project schedule update.

Council and Staff discussed items 1-5.

CONVENE INTO REGULAR SESSION- Immediately Following Workshop Session

CALL TO ORDER

Invocation: By Councilmember

PUBLIC COMMENT

In an effort to allow the public the ability to participate in the public comment portion and not attend the meeting in person, the City will allow the following: The public may email their comment to the City Secretary by 6:00 pm on Monday, April 27 at bandrews@cityofjustin.com. The City Secretary will read the email to Council during the public comment portion of the meeting. Please make sure to include your name and address, along with your comment pertaining to an item on the agenda, in the body of the email.

Jim Tate, 314 S. Jackson Ave. Justin, TX 76247 – City Secretary, Brittany Andrews ready Mr. Tate's comments as follows; 1. The last time Jackson/Barrett streets were paved Mike Dooley and I observed that compaction of the soil was not being performed and tested (with records). When we notified the city we were told [basically] that it would be taken care of: The result of which were long trenches and uneven spots in the paving as the ground settled. When I brought my complaint to the City Council, I was told that the warranty had expired. Is there better quality control being practiced this time? 2. While thinking about future sewer service, has anyone thought about the people on 12th street who still are not hooked -up and, to my knowledge, offered to pay for drilling under the road? 3. Has the Parks Board been included in the preparations for the Timberbrook Parkland Area dedication?

PUBLIC HEARING

6. **PUBLIC HEARING (7:00 P.M.)** Conduct a public hearing to consider a Replat application (RPLT 20-01) to consolidate 12 lots into 5 lots located at 6th Street and Colorado Street in the Light Industrial (LI) zoning district and to consider a right-of-way vacation request. B/W Development, applicant.
 - a. Open public hearing at **7:02 P.M.**
 - b. Close public hearing at **7:06P.M.**
 - c. Consider and take appropriate action

Councilmember Crites made the motion to approve the replat application with the conditions under Exhibit A as presented.

Seconded by: Councilmember Mounce

Ayes: Councilmembers Rieger, Mounce, Crites, Moore, and Krueger

Nays: none

Motion carries

POSSIBLE ACTION ITEMS

7. Discuss, consider, and take appropriate action regarding an agreement for dedication of parkland in the Timberbrook subdivision.

No Action

8. Discuss, consider, and take appropriate action regarding a request to provide water/sewer service to certain properties outside of the City of Justin.

No Action

9. Discuss, consider and take appropriate action regarding calling for a public hearing for June 1, 2020 for purposes of updating City building codes and adopting the 2018 Model Codes for: IBC (International Building Code), IPC (International Plumbing Code), IRC (International Residential Code) and IMC (International Mechanical Code) and the 2017 NEC (National Electrical Code).

Councilmember Crites made the motion to approve calling the public hearing for June 1, 2020 for the purposes of updating City building codes and adopting the 2018 Model Codes for: IBC (International Building Code), IPC (International Plumbing Code), IRC (International Residential Code) and IMC (International Mechanical Code) and the 2017 NEC (National Electrical Code).

Seconded by: Councilmember Rieger

Ayes: Councilmembers Rieger, Mounce, Crites, Moore, and Krueger

Nays: none

Motion carries

10. Discuss, consider, and take appropriate action regarding an action plan for business recovery from the Justin Economic Development Corporation and the Justin Community Development Corporation.

No Action

EXECUTIVE SESSION

Any item on this posted agenda could be discussed in Executive Session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and Section 551.087 of the Texas Government Code.

- Under Section 551.071, to conduct private consultation with the City Attorney regarding:
 - Appellate Docket No. 06-17-00054-CV – City of Justin v. Town of Northlake;
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 - Denton County Municipal Utility District No. 10 and/or the Texas Commission on Environmental Quality’s Executive Director’s action in granting approval for the creation of Denton County Municipal Utility District No. 10

FUTURE AGENDA ITEMS

- **Mounce- Schedule a time for Council to readdress the situation/ operation of the EDC committee.**
-

ADJOURN

Councilmember Rieger made the motion to adjourn at 7:09 P.M.

City of Justin
Economic Development Corporation
Financial Policies

Annual Financial Performance Goals

1. The EDC shall adopt a structurally balanced budget each year pursuant to state and local laws.
2. The EDC shall maintain an appropriate fund balance for each fund as defined by the financial policy.
3. The EDC's financial statements shall be audited on an annual basis, by an independent auditor, and will comply with all relevant state laws and Government Accounting Standards Board (GASB).

Budget Policy

Annual Operating Budget

The EDC shall adopt a balanced budget. The budget shall be structurally balanced with a matching source of funds ensuring recurring revenues are used to fund recurring expenditures, and one-time revenues are used to fund one-time expenditures. The annual budget must include the appropriations for required debt service, or for any cash deficit, and shall not authorize expenditures in excess of total estimated revenues and income plus funds from available fund balance.

Budget Amendments

The EDC may amend the annual budget once adopted to address any emergency, or supplemental appropriations. Any budget amendments must be structurally balanced with the same standards outlined in the Budget Policy for the annual budget adoption. Once adopted, the budget amendment shall become an attachment to the original budget.

Accounting System

The fiscal year for accounting and budgeting purposes of the EDC shall begin on October 1 of each calendar year and shall terminate on September 30 of the next succeeding calendar year.

The EDC uses fund accounting to promote accountability and transparency in the use of public funds. Funds are a self-balancing set of accounts separated for specific purposes. The EDC uses a modified accrual accounting system accounting for when revenues are received, and expenditures are expenditures are incurred. EDC funds will be classified as Governmental, Enterprise, or Fiduciary and reported under General Government Accounting Standards Board (GASB) practices. Each fund will have a fund balance strategy with an appropriate reserve policy for the fund.

Fund Balance Policy

Purpose

The purpose of this policy is to establish a key element of the financial stability of the EDC setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the EDC maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The intent of this policy is to ensure the EDC maintains adequate fund balances in the EDC's various operating funds with respect to the following:

1. Providing sufficient cash flow liquidity for the EDC's general governmental operations,
2. Offsetting significant economic downturns or revenue shortfalls, and
3. Providing funds for unforeseen expenditures related to emergencies.

Definitions

Fund Balance – An accounting distinction is made between the portions of fund equity that’s spendable and non-spendable. These include the following categories:

Fund Balance Policy and Practice

1. Fund balance will be determined by measuring a fund’s unrestricted assets comprising of its primary/pooled checking account, cash reserve account, and any investment accounts.
2. Restricted assets such as restricted or special revenue funds, capital improvements and related accounts will not be used in determining a fund’s operating fund balance.

Standard Fund Balance Strategy - General Fund

1. Maintain a minimum checking account balance of \$125,000 in General Operating checking account.
2. Ensure a monthly transfer to or from TexSTAR account to maintain minimum fund balance.

Major Funds Checking Account Balance

Fund	Minimum (Fund Floor)	Goal	Maximum (Fund Ceiling)
General Fund	\$125,000	\$125,000	

Purchasing and Procurement Policy

Through the adoption of the annual budget, the City Council confers upon the EDC general authority for all budgeted items not exceeding limits set by the City Council. All contracts for expenditures involving more than the set limit must be expressly approved in advance by the EDC Board and the City Council.

The following policies are the general procurement policy for the city for all items other than capital projects. Purchasing is limited to authorized employees and board members.

Purchasing Authority

Purchase Amount	Policy Requirement	Purchasing Authority
\$0.01 - \$3,000	No quotes required, must make best effort to obtain best value for the EDC.	Members/City Employees listed in Check Writing Policy
\$3,001 - \$9,999	Three quotes required. Verbal quotes must be documented as to source. Prior approval required.	Members/City Employees listed in Check Writing Policy
\$10,000 - \$49,999	Three written quotes. Must notify preferred vendors and Historically Underutilized Businesses. Prior approval required.	Members/City Employees listed in Check Writing Policy
\$50,000+	Request for Qualification (RFQ) or Request for Proposal (RFP) are required. Must comply with state HUB requirement.	Members/City Employees listed in Check Writing Policy

Checking Writing Policy

The EDC will require two signatures for each check written. The EDC President or Vice President shall serve as a signatory, as well as at least one additional Board member. Additional signatories will be the EDC Secretary, City Manager, City Finance Director and/or Assistant to the City Manager. All checks require supporting documentation consisting of an approved check request, and the appropriate purchase order.

Checks in the amount of \$1,000 or less can have both signatures be from authorized city staff. Checks for \$1,001 - \$3,000 require at least one signature from either the EDC President or Vice President along with a city signer. Any check over \$3,000 requires both signatures to be from an approved EDC board member.

This check writing policy and the required signature stated herein do not apply to routine transfers between the EDC and the City. Routine transfers are clarified in the ACH Transfers and Payments section of this policy.

ACH Transfers & Payments

The EDC agrees to allow the City to use electronic transfers including Automated Clearing House (ACH) payments, primarily for reoccurring expenses such as payments to the City. All transfers need to be communicated to the President and Vice President.

**City of Justin
Community Development Corporation
Financial Policies**

Annual Financial Performance Goals

1. The CDC shall adopt a structurally balanced budget each year pursuant to state and local laws.
2. The CDC shall maintain an appropriate fund balance for each fund as defined by the financial policy.
3. The CDC's financial statements shall be audited on an annual basis, by an independent auditor, and will comply with all relevant state laws and Government Accounting Standards Board (GASB).

Budget Policy

Annual Operating Budget

The CDC shall adopt a balanced budget. The budget shall be structurally balanced with a matching source of funds ensuring recurring revenues are used to fund recurring expenditures, and one-time revenues are used to fund one-time expenditures. The annual budget must include the appropriations for required debt service, or for any cash deficit, and shall not authorize expenditures in excess of total estimated revenues and income plus funds from available fund balance.

Budget Amendments

The CDC may amend the annual budget once adopted to address any emergency, or supplemental appropriations. Any budget amendments must be structurally balanced with the same standards outlined in the Budget Policy for the annual budget adoption. Once adopted, the budget amendment shall become an attachment to the original budget.

Accounting System

The fiscal year for accounting and budgeting purposes of the CDC shall begin on October 1 of each calendar year and shall terminate on September 30 of the next succeeding calendar year.

The CDC uses fund accounting to promote accountability and transparency in the use of public funds. Funds are a self-balancing set of accounts separated for specific purposes. The CDC uses a modified accrual accounting system accounting for when revenues are received, and expenditures are expenditures are incurred. CDC funds will be classified as Governmental, Enterprise, or Fiduciary and reported under General Government Accounting Standards Board (GASB) practices. Each fund will have a fund balance strategy with an appropriate reserve policy for the fund.

Fund Balance Policy

Purpose

The purpose of this policy is to establish a key element of the financial stability of the CDC setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the CDC maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The intent of this policy is to ensure the CDC maintains adequate fund balances in the CDC's various operating funds with respect to the following:

1. Providing sufficient cash flow liquidity for the CDC's general governmental operations,
2. Offsetting significant economic downturns or revenue shortfalls, and
3. Providing funds for unforeseen expenditures related to emergencies.

Definitions

Fund Balance – An accounting distinction is made between the portions of fund equity that’s spendable and non-spendable. These include the following categories:

Fund Balance Policy and Practice

1. Fund balance will be determined by measuring a fund’s unrestricted assets comprising of its primary/pooled checking account, cash reserve account, and any investment accounts.
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Standard Fund Balance Strategy - General Fund

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2. Ensure a monthly transfer to or from TexSTAR account to maintain minimum fund balance.

Major Funds Checking Account Balance

Fund	Minimum (Fund Floor)	Goal	Maximum (Fund Ceiling)
General Fund	\$125,000	\$125,000	

Purchasing and Procurement Policy

Through the adoption of the annual budget, the City Council confers upon the CDC general authority for all budgeted items not exceeding limits set by the City Council. All contracts for expenditures involving more than the set limit must be expressly approved in advance by the CDC Board and the City Council.

The following policies are the general procurement policy for the city for all items other than capital projects. Purchasing is limited to authorized employees and board members.

Purchasing Authority

Purchase Amount	Policy Requirement	Purchasing Authority
\$0.01 - \$3,000	No quotes required, must make best effort to obtain best value for the CDC.	Members/City Employees listed in Check Writing Policy
\$3,001 - \$9,999	Three quotes required. Verbal quotes must be documented as to source. Prior approval required.	Members/City Employees listed in Check Writing Policy
\$10,000 - \$49,999	Three written quotes. Must notify preferred vendors and Historically Underutilized Businesses. Prior approval required.	Members/City Employees listed in Check Writing Policy
\$50,000+	Request for Qualification (RFQ) or Request for Proposal (RFP) are required. Must comply with state HUB requirement.	Members/City Employees listed in Check Writing Policy

Checking Writing Policy

The CDC will require two signatures for each check written. The CDC President or Vice President shall serve as a signatory, as well as at least one additional Board member. Additional signatories will be the CDC Secretary, City Manager, City Finance Director and/or Assistant to the City Manager. All checks require supporting documentation consisting of an approved check request, and the appropriate purchase order.

Checks in the amount of \$1,000 or less can have both signatures be from authorized city staff. Checks for \$1,001 - \$3,000 require at least one signature from either the CDC President or Vice President along with a city signer. Any check over \$3,000 requires both signatures to be from an approved CDC board member.

This check writing policy and the required signature stated herein do not apply to routine transfers between the CDC and the City. Routine transfers are clarified in the ACH Transfers and Payments section of this policy.

ACH Transfers & Payments

The CDC agrees to allow the City to use electronic transfers including Automated Clearing House (ACH) payments, primarily for reoccurring expenses such as payments to the City. All transfers need to be communicated to the President and Vice President.

Proclamation

Mayor of the City of Justin

WHEREAS the citizens of Denton County understand addressing the complex mental health needs of children, youth, and families today is fundamental to the future of Denton County; and

WHEREAS the citizens of Denton county value their overall health and that of their families and fellow citizens and are proud to support observances such as Mental Health Month and Children's Mental Health Awareness Day; and

WHEREAS one in five adults has a diagnosable mental health condition; and

WHEREAS only half of Denton County parents are not familiar with mental health services in their community; and

WHEREAS the need for comprehensive, coordinated mental health services for individuals and families places upon our community is a critical responsibility; and

WHEREAS there is a strong body of research that supports specific tools that all Americans can use to better handle challenges, and protect their overall health and well-being; and

WHEREAS each citizen, local business, school, government agency, healthcare provider, and faith-based organization shares the burden of mental health concerns and has a responsibility to promote mental wellness, recovery, and support prevention efforts; and

WHEREAS the Denton County Behavioral Health Leadership Team, Denton County MHMR Center, United Way of Denton County and the Wellness Alliance for Total Children's Health of Denton County led by Cook Children's, through their unique partnership and prevention-based approaches to serving children and adolescents, are effectively addressing the mental health needs of children, youth, and families in our community; and

WHEREAS it is appropriate that a month should be set apart each year for the direction of our thoughts toward mental health education and the support of treatment and recovery; and

WHEREAS it is appropriate that a day should be set apart each year for the direction of our thoughts toward our children's mental health and well-being; and

NOW, THEREFORE, I, Mayor Woodall do hereby proclaim:

May 2020 to be *Denton County's Mental Health Month* and May 11, 2020 to be *Denton County's Children's Mental Health Awareness Day* and I call upon our citizens and all agencies and organizations interested in meeting every person's mental health needs to unite this month in the observance of such exercises as will commit the people of Denton County to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people mental health conditions.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the City of Justin, Texas to be affixed this the 11 day of May, 2020.

Alan W. Woodall, Mayor

ATTEST:

Brittany Andrews, City Secretary

BY: _____