

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, JULY 27, 2020
415 N. COLLEGE AVE.
(Conducted via teleconference)
5:00 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 5:00 p.m. on Monday, July 27, 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: 1 (346) 248-7799 or 1 (253) 215-8782

Webinar ID: 827 6920 0700
Password: 707666

The Zoom meeting may also be joined by clicking the following link:
<https://us02web.zoom.us/j/82769200700?pwd=TmtVK05GVGJtNWJmdkovOVdDc3hQZz09>

Webinar ID: 827 6920 0700
Password: 707666

CALL TO ORDER

Convene into session:
Roll Call:

WORKSHOP SESSION

1. Discussion regarding appointments to and membership of the Justin Planning and Zoning Commission.
2. Discussion regarding award of contract for water and sewer line extensions, south of John Wiley.

3. Discussion regarding approval of an Interlocal Cooperation Agreement between Denton County, Texas and the City of Justin, Texas, pursuant to Chapter 791 of the Texas Local Government Code, to address the impact of public health emergency with respect to the Coronavirus Pandemic.
4. Discussion regarding Fiscal year 2019-2020 mid-year budget amendments.
5. Discussion regarding Food Pantry located at 405 W. 3rd St.
6. Discussion regarding capital improvement project schedule update.

STAFF/ BOARD UPDATES

7.
 - Development Update
 - Code Compliance
 - Public Works- special project update

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 5:00 pm on Monday, July 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.

POSSIBLE ACTION ITEMS

8. Consider and take appropriate action regarding appointments to and membership of the Justin Planning and Zoning Commission.
9. Consider and take appropriate action to award contract for water and sewer line extensions, south of John Wiley.
10. Consider and take appropriate action approving an Interlocal Cooperation Agreement between Denton County, Texas and the City of Justin, Texas, pursuant to Chapter 791 of the Texas Local Government Code, to address the impact of public health emergency with respect to the Coronavirus Pandemic.
11. Consider and take appropriate action regarding Fiscal year 2019-2020 mid-year budget amendments.
12. Consider and take appropriate action regarding the Food Pantry located at 405 W. 3rd St.

CONSENT

Any Council Member may request an item on the Consent Agenda to be taken up for individual consideration

13. Consider and take appropriate action to approve City Council Minutes dated June 29, 2020.

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 24th day of July 2020 by 5:00 p.m., at least 72 hours preceding the scheduled meeting time.

Brittany Andrews, City Secretary

City Council Meeting

July 27, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #1 (Workshop) #8 (Possible Action)

Title: Consider and take appropriate action regarding appointments to and membership of the Justin Planning and Zoning Commission.

Department: Administration

Contact: City Manager, Cori Reaume, Director of Planning and Development Services,
Darrell Gentry

Recommendation: If you chose to appoint James Hamilton, we ask that he be appointed to Place 3.

Background: We have received an application for the Planning & Zoning Commission. Mr. Hamilton has been notified about his application being placed on the agenda. There are currently two vacancies on the commission.

City Attorney Review: N/A

Attachments:

1. Application for James Hamilton

City Council Meeting

July 27, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #2(Workshop) #9 (Possible Action)

Title: Consider and take appropriate action regarding award of contract for water and sewer line extensions, south of John Wiley.

Department: Admin

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

Recommendation: Award contract to Reytech Services for the water and wastewater main extension south of John Wiley Road along the west side of FM 156 in the amount of \$331,442.92 with an additional 10% approved for contingency during construction.

Background:

In an effort to continue extending the City's utility lines and provide adequate service for future development, The City Council has previously discussed an extension of water and sewer mains along FM 156 to the south of John Wiley Road. It is anticipated that this will help to encourage commercial development in the City's southernmost portions and into the City's extraterritorial jurisdiction. The Council previously awarded a contract for this project's design and we obtained a 30' utility easement from B&M properties as part of the development agreement.

This project would extend 12" water and sewer mains to the southern boundary of the B&M properties tract. As this is part of the City's capital improvement plan, and is necessary for future growth, this project (including design) will be fully funded from the City's impact fees. Impact fees are collected on a per-connection basis from new homes and businesses coming into the City to help pay a "fair share" of future improvements and extensions. None of the construction or design cost will be funded through general fund or water/sewer fund unrestricted revenues.

Bid Results:

Attached is the bid tabulation for the bids received and opened on May 21, 2020 for the referenced project (Water and Wastewater Main Extension).

The lowest bid received for the project was from Reytech Services, LLC. Based on the estimated quantities in the bid proposal and the unit prices bid by Reytech Services, LLC, the total base bid was \$331,442.92.

Contractor Qualifications:

Reytech Services LLC provided a list of experience and references for this project. Pacheco Koch conferred with some references and verified experiences and the references' opinion of the work performed by the contractor. As mentioned previously, the contractor is currently performing satisfactory work on an additional infrastructure project that is estimated to complete in the next few weeks. The project has surpassed the allotted time for construction, even with allowance by the City for 21 rain days, which was not required by the awarded contract.

Recommendation:

Based on the information received to date, the recommendation is to award the contract to Reytech Services for the total bid amount of \$331,442.92 plus an additional 10% allocated for contingency during construction.

Attachments:

1. Bid Tabulation

BID TABULATION
CITY OF JUSTIN
FM 156 WATER AND WASTEWATER MAIN EXTENSION
Bid Date: May 21, 2020 at 2:00 PM

No.	Description	Quantity	Unit	Raytech Services, Inc.		Dickerson Const. Co., Inc.		Canary Construction, Inc.		Grad Construction, LLC		Western Municipal		Quality Excavation		ANA Construction		Future Infrastructure, LLC	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization (Spec No. 01 29 10)	1	LS	\$ 37,268.05	\$ 37,268.05	\$ 17,500.00	\$ 17,500.00	\$ 17,000.00	\$ 17,000.00	\$ 28,000.00	\$ 28,000.00	\$ 20,000.00	\$ 20,000.00	\$ 21,000.00	\$ 21,000.00	\$ 39,965.00	\$ 39,965.00	\$ 16,000.00	\$ 16,000.00
2	Temporary Erosion, Sedimentation And Water Pollution Prevention (SWPPP) (Spec No. NTCCOG 202)	1	LS	6,771.20	6,771.20	3,640.00	3,640.00	1,500.00	1,500.00	4,500.00	4,500.00	5,000.00	5,000.00	7,400.00	7,400.00	12,570.00	12,570.00	9,000.00	9,000.00
3	General Site Preparation (Spec No. NTCCOG 203.1)	15	STA	312.11	4,681.65	200.00	3,000.00	500.00	7,500.00	850.00	12,750.00	780.00	11,700.00	265.00	3,975.00	1,395.00	20,925.00	400.00	6,000.00
4	Project Signs (Spec No. NTCCOG 107.21)	2	EA	563.39	1,126.78	1,000.00	2,000.00	800.00	1,600.00	600.00	1,200.00	670.00	1,340.00	900.00	1,800.00	1,300.00	2,600.00	975.00	1,950.00
5	12" - 18" Tree Removal (Spec No. NTCCOG 201.1)	2	EA	320.05	640.10	1,000.00	2,000.00	1,500.00	3,000.00	650.00	1,300.00	1,075.00	2,150.00	500.00	1,000.00	1,100.00	2,200.00	550.00	1,100.00
6	18' - 24" Tree Removal (Spec No. NTCCOG 201.1)	1	EA	640.09	640.09	1,500.00	1,500.00	1,800.00	1,800.00	950.00	950.00	750.00	750.00	1,000.00	1,000.00	2,200.00	2,200.00	950.00	950.00
7	4" Topsoil (Spec No. NTCCOG 204.2)	4900	SY	2.41	11,809.00	1.00	4,900.00	2.00	9,800.00	5.50	26,950.00	3.00	14,700.00	4.75	23,275.00	5.00	24,500.00	5.00	24,500.00
8	Seeding (Spec No. NTCCOG 204.6)	4,900	SY	0.87	4,263.00	1.50	7,350.00	2.00	9,800.00	2.00	9,800.00	2.00	9,800.00	4.50	22,050.00	2.00	9,800.00	5.00	24,500.00
9	Excavation (Spec No. NTCCOG 201.2)	3	EA	220.86	662.58	750.00	2,250.00	950.00	2,850.00	2,950.00	8,850.00	1,950.00	5,850.00	800.00	2,400.00	3,490.00	10,470.00	2,000.00	6,000.00
10	6" Gravel Driveway Approach (Spec No. NTCCOG 305.2)	10	SY	30.68	306.80	10.00	100.00	65.00	650.00	63.00	630.00	52.00	520.00	58.00	580.00	100.00	1,000.00	65.00	650.00
11	6" PVC C-900, DR-18 Water Main Pipe By Open Cut (Spec No. NTCCOG 501.14)	25	LF	23.98	599.50	65.00	1,625.00	65.00	1,625.00	52.00	1,300.00	192.00	4,800.00	53.00	1,325.00	87.00	2,175.00	59.00	1,475.00
12	12" PVC C-900 DR-18 Water main Pipe By Open Cut (Spec No. NTCCOG 501.14)	1456	LF	36.85	53,653.60	62.00	90,272.00	80.00	116,480.00	50.00	72,800.00	62.00	90,272.00	56.00	81,536.00	61.00	88,816.00	69.00	100,464.00
13	Ductile Iron Fittings (Spec No. NTCCOG 501.14)	1	TON	11,823.81	11,823.81	9,500.00	9,500.00	6,000.00	6,000.00	8,100.00	8,100.00	8,325.00	8,325.00	10,990.00	10,990.00	12,515.00	12,515.00	8,388.00	8,388.00
14	Install Fire Hydrant (Spec No. NTCCOG 502.3)	5.00	EA	4,062.97	20,314.85	3,750.00	18,750.00	3,200.00	16,000.00	4,200.00	21,000.00	4,175.00	20,875.00	3,500.00	17,500.00	6,250.00	31,250.00	3,936.00	19,680.00
15	6" Gate Valve And Valve Box (Spec No. NTCCOG 502.6)	5	EA	1,224.03	6,120.15	1,000.00	5,000.00	1,000.00	5,000.00	1,300.00	6,500.00	1,500.00	7,500.00	1,150.00	5,750.00	2,400.00	12,000.00	1,594.00	7,970.00
16	12" Gate Valve And Valve Box (Spec No. NTCCOG 502.6)	5	EA	2,879.89	14,399.45	2,500.00	12,500.00	2,200.00	11,000.00	2,800.00	14,000.00	3,400.00	17,000.00	2,775.00	13,875.00	4,225.00	21,125.00	3,229.00	16,145.00
17	Connect to Existing Water Main (Spec No. NTCCOG 50.11)	1	EA	2,397.89	2,397.89	3,000.00	3,000.00	1,000.00	1,000.00	2,500.00	2,500.00	2,800.00	2,800.00	2,995.00	2,995.00	4,200.00	4,200.00	2,707.00	2,707.00
18	Water Main Trench Safety (Spec No. NTCCOG 107.20.)	1481	LF	1.49	2,206.69	2.00	2,962.00	1.00	1,481.00	2.00	2,962.00	2.00	2,962.00	1.00	1,481.00	2.00	2,962.00	1.00	1,481.00
19	10" PVS SDR 26 Sanitary Sewer Pipe By Open Cut (Spec No. NTCCOG 501.15)	1187	LF	57.43	68,169.41	125.00	148,375.00	130.00	154,310.00	105.00	124,635.00	110.00	130,570.00	134.00	159,058.00	77.00	91,399.00	126.00	149,562.00
20	5' Diameter Sanitary Sewer Manhole (Spec No. NTCCOG 502.1)	6	EA	11,458.47	68,750.82	8,750.00	52,500.00	8,500.00	51,000.00	11,600.00	69,600.00	13,600.00	81,600.00	13,925.00	83,550.00	11,270.00	67,620.00	12,144.00	72,864.00
21	Post CCTY of Sanitary Sewer (Spec No. NTCCOG 507.5)	1187	LF	4.02	4,771.74	2.50	2,967.50	4.00	4,748.00	3.00	3,561.00	2.00	2,374.00	1.50	1,780.50	3.00	3,561.00	2.00	2,374.00
22	Sanitary Sewer Trench Safety (Spec No. NTCCOG 107.20.3)	1187	LF	8.48	10,065.76	6.00	7,122.00	4.00	4,748.00	6.00	7,122.00	2.00	2,374.00	2.00	2,374.00	6.00	7,122.00	5.00	5,935.00
TOTAL BASE BID					331,442.92		398,813.50		428,892.00		429,010.00		443,262.00		466,694.50		470,975.00		479,695.00

BID TABULATION
CITY OF JUSTIN
FM 156 WATER AND WASTEWATER MAIN EXTENSION
Bid Date: May 21, 2020 at 2:00 PM

No.	Description	Quantity	Unit	SYB Construction Co., Inc.		M-CO-Construction, Inc.		Excel 4 Construction, LLC		Atkins Bros. Equip. Inc.	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	Mobilization (Spec No. 01 29 10)	1	LS	\$ 24,000.00	\$ 24,000.00	\$ 20,550.00	\$ 20,550.00	\$ 35,000.00	\$ 35,000.00	\$ 10,000.00	\$ 10,000.00
2	Temporary Erosion, Sedimentation And Water Pollution Prevention (SWPPP) (Spec No. NTCCOG 202)	1	LS	6,250.00	6,250.00	5,190.00	5,190.00	5,300.00	5,300.00	10,000.00	10,000.00
3	General Site Preparation (Spec No. NTCCOG 203.1)	15	STA	850.00	12,750.00	1,255.00	18,825.00	2,300.00	34,500.00	2,000.00	30,000.00
4	Project Signs (Spec No. NTCCOG 107.21)	2	EA	750.00	1,500.00	555.00	1,110.00	700.00	1,400.00	1,000.00	2,000.00
5	12" - 18" Tree Removal (Spec No. NTCCOG 201.1)	2	EA	1,500.00	3,000.00	720.00	1,440.00	2,700.00	5,400.00	2,000.00	4,000.00
6	18' - 24" Tree Removal (Spec No. NTCCOG 201.1)	1	EA	2,000.00	2,000.00	1,000.00	1,000.00	3,600.00	3,600.00	6,000.00	6,000.00
7	4" Topsoil (Spec No. NTCCOG 204.2)	4900	SY	7.50	36,750.00	9.30	45,570.00	12.00	58,800.00	30.00	147,000.00
8	Seeding (Spec No. NTCCOG 204.6)	4,900	SY	4.00	19,600.00	2.25	11,025.00	3.00	14,700.00	4.00	19,600.00
9	Excavation (Spec No. NTCCOG 201.2)	3	EA	500.00	1,500.00	300.00	900.00	3,200.00	9,600.00	400.00	1,200.00
10	6" Gravel Driveway Approach (Spec No. NTCCOG 305.2)	10	SY	100.00	1,000.00	6.00	60.00	55.00	550.00	50.00	500.00
11	6" PVC C-900, DR-18 Water Main Pipe By Open Cut (Spec No. NTCCOG 501.14)	25	LF	49.00	1,225.00	76.00	1,900.00	69.00	1,725.00	90.00	2,250.00
12	12" PVC C-900 DR-18 Water main Pipe By Open Cut (Spec No. NTCCOG 501.14)	1456	LF	52.00	75,712.00	88.00	128,128.00	72.00	104,832.00	150.00	218,400.00
13	Ductile Iron Fittings (Spec No. NTCCOG 501.14)	1	TON	9,500.00	9,500.00	5,800.00	5,800.00	8,000.00	8,000.00	4,000.00	4,000.00
14	Install Fire Hydrant (Spec No. NTCCOG 502.3)	5.00	EA	3,950.00	19,750.00	4,555.00	22,775.00	4,200.00	21,000.00	4,000.00	20,000.00
15	6" Gate Valve And Valve Box (Spec No. NTCCOG 502.6)	5	EA	1,100.00	5,500.00	1,678.00	8,390.00	1,600.00	8,000.00	900.00	4,500.00
16	12" Gate Valve And Valve Box (Spec No. NTCCOG 502.6)	5	EA	2,750.00	13,750.00	3,355.00	16,775.00	3,400.00	17,000.00	2,500.00	12,500.00
17	Connect to Existing Water Main (Spec No. NTCCOG 50.11)	1	EA	4,100.00	4,100.00	3,835.00	3,835.00	5,000.00	5,000.00	4,000.00	4,000.00
18	Water Main Trench Safety (Spec No. NTCCOG 107.20.)	1481	LF	1.00	1,481.00	1.00	1,481.00	1.00	1,481.00	1.00	1,481.00
19	10" PVS SDR 26 Sanitary Sewer Pipe By Open Cut (Spec No. NTCCOG 501.15)	1187	LF	111.00	131,757.00	137.00	162,619.00	266.00	315,742.00	300.00	356,100.00
20	5' Diameter Sanitary Sewer Manhole (Spec No. NTCCOG 502.1)	6	EA	19,850.00	119,100.00	10,330.00	61,980.00	10,000.00	60,000.00	25,000.00	150,000.00
21	Post CCTY of Sanitary Sewer (Spec No. NTCCOG 507.5)	1187	LF	4.00	4,748.00	3.00	3,561.00	3.00	3,561.00	6.00	7,122.00
22	Sanitary Sewer Trench Safety (Spec No. NTCCOG 107.20.3)	1187	LF	1.00	1,187.00	1.00	1,187.00	2.00	2,374.00	10.00	11,870.00
TOTAL BASE BID				496,160.00		524,101.00		717,565.00		1,022,523.00	

City Council Meeting

July 27, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #3 (Workshop) # 10 (Possible Action)

Title: Consider and take appropriate action regarding the approval of an Interlocal Cooperation Agreement between Denton County, Texas and the City of Justin, Texas, pursuant to Chapter 791 of the Texas Local Government Code, to address the impact of public health emergency with respect to the Coronavirus Pandemic.

Department: Administration

Contact: City Manager, Cori Reaume

Recommendation: Approve Interlocal cooperation agreement and Authorize City Manager to execute all necessary documents

Background: The Federal Government recently disbursed funding to counties to provide relief to governmental agencies as they continue to provide response to the Coronavirus pandemic. Funding was sent to counties with populations over 500,000 as a part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act with a formula of \$55 per capita. Based on population estimates used by Denton County, the amount eligible for allocation to the City of Justin is \$222,750. The attached budget will be submitted to Denton County along with the approved interlocal cooperation agreement.

Once funding is awarded, staff will bring a budget amendment to Council to reflected changes based on this funding.

City Attorney Review: N/A

Attachments:

1. Letter from Denton County
2. Other Backup Documents
3. Interlocal Cooperation Agreement
4. Draft CRF Budget

Hugh Coleman
Precinct 1



Bobbie J. Mitchell
Precinct 3

Ron Marchant
Precinct 2

Dianne Edmondson
Precinct 4

Denton County Commissioners Court
County Judge Andy Eads

May 29, 2020

Re: Coronavirus Relief Fund (CRF): Distributions

Dear Mayor,

The purpose of this letter is to confirm your request for upfront funding from Denton County, allocated at \$55 per capita.

Under the federal regulations, Denton County (the “County”) has the primary liability to the US Treasury for the total amount of the \$147.7 million it received as part of the Coronavirus Relief Fund (“CRF”), regardless of how it is allocated and ultimately spent, including the County’s distributions to your municipality. As a result, we firmly believe it is in the best interest of both the County and the municipalities to work together to promote efficiency and ensure compliance under the CRF guidelines. In this regard, a condition of receiving your Municipal Funds disbursement - the upfront payment to your municipality – is that you commit to work together and participate in the CRF Compliance Forum (the “Forum”). The principles of how the Forum works are included in the attached materials.

Included in this package of materials for your consideration are:

1. Next Steps Memorandum (explanation of next steps and timetable);
2. Acknowledgment (your willingness to participate in the Forum);
3. Interlocal Cooperation Agreement (terms and conditions for the CRF distribution);
4. Compliance Forum Memorandum (more details on how the Forum will work); and
5. Certification (an end of year certification attesting to the eligible use of all Municipal Funds received).

If you have any questions, please do not hesitate to call the County Judge’s office at (940) 349-2820 or email Shannon Joski at crfcitygrants@dentoncounty.com.

We look forward to working together toward mutually beneficial outcomes in this challenging time.

Sincerely,
Denton County Commissioners Court

C: Monica Latin, Bruce Hendrick and Ted Harrington of Carrington Coleman, Sloman & Blumenthal, LLP

Hugh Coleman
Precinct 1



Bobbie J. Mitchell
Precinct 3

Ron Marchant
Precinct 2

Dianne Edmondson
Precinct 4

Denton County Commissioners Court
County Judge Andy Eads

MEMORANDUM

To: All Denton County Mayors

From: Denton County Commissioners Court

Date: May 29, 2020

Re: COVID-19 Relief Funds – CRF Compliance Forum

The purpose of this memorandum is to provide you with an explanation of the Denton County *CRF Compliance Forum* (the Forum) relating to the disbursement of funds to your municipality (“Municipal Funds”) from the Coronavirus Relief Fund (“CRF”).

Description

The Alliance will consist of representatives from both the County and each municipality electing an upfront allotment of Municipal Funds.

The Alliance will act as a single, integrated program in which everyone works together, rather than separately. The intension of the Alliance is to benefit everyone mutually.

The work of the Alliance will commence immediately and will end upon the completion of the Treasury compliance audit.

Purpose

The purpose of the Alliance is to promote administrative efficiency, streamline initial compliance measures, continue coordination through a potential audit, and foster collaboration between our cities and County.

A highly collaborative, organized effort will ease the administrative burdens and costs of complying with the CRF regulations. The Forum will establish a framework for tracking and accounting for the disbursements and spending.

Identify funds not likely to be expended so they can be reallocated to other Denton County programs.

Benefits

The Forum will help provide answers to ongoing issues and specific questions (e.g., eligible uses of funds).

The Forum will also assist with documentation and retention of eligible expenses, both of which should reduce overall noncompliance risk. Our efforts on the front-end is a much better way to prepare for and manage a U.S. Treasury compliance audit.

A collaborative effort will also help strategically allocate funds to the areas and industries in most need, avoiding duplicative efforts.

Forum Overview

Why is this necessary? Two important reasons. First, the CRF guidelines are new, and there is a reasonable amount of uncertainty about some of the specifics. We would prefer a unified understanding of the guidelines. Second, the U.S. Treasury has the ability, under the CRF regulations, to recoup (clawback) any funds not used, or used for ineligible purposes.

What are we asking for from our cities? Your commitment to work together. An appointed person from each municipality joins the Forum and participates in monthly meetings to address and communicate ongoing concerns.

C: Monica Latin, Bruce Hendrick, Ted Harrington
of Carrington, Coleman Sloman & Blumenthal, L.L.P.



Denton County Coronavirus Relief Fund
Municipality Disbursements

Certification
(Statement of Compliance)

Pursuant to the Interlocal Cooperation Agreement, CARES Act, and applicable Treasury Guidance regarding the Coronavirus Relief Fund, I hereby submit this Certification that all funds received by the municipality from the County (“Municipal Funds”), were used in compliance with the required guidelines.

I further submit, along with this Certification, all appropriate and necessary supporting documentation, including any explanations of expenses, accounting for all Municipal Funds received.

I submit this Certification, along with the accompanying documentation, which together constitute the Statement of Compliance, as conclusive evidence that the municipality used its Municipal Funds in eligible uses as set forth by the Coronavirus Relief Fund requirements.

Signature of Responsible Person

Date

Please complete the Certification and return it to Shannon Joski, Denton County Director of Administration at crfcitygrants@dentoncounty.com by February 1, 2021.



DENTON COUNTY CORONAVIRUS RELIEF FUND
Disbursement of Municipal Funds to Municipality

Acknowledgement

I hereby acknowledge the intention in good faith, on behalf of my municipality, to participate in the CRF Compliance Forum. This acknowledgement does not constitute a legally binding commitment.

Name of City Participant

Signature of Municipal Official

Date

Please complete the acknowledgement and return it to Shannon Joski, Denton County Director of Administration at crfcitygrants@dentoncounty.com as soon as possible.

MEMORANDUM

To: All Denton County Mayors

From: Denton County Commissioners Court

Date: May 29, 2020

Re: COVID-19 Relief Funds – Next Steps

The purpose of this memorandum is to provide you with our proposed guidance and timetable on our next steps, in order to receive your allocated disbursement from the Coronavirus Relief Fund (“Municipal Funds”).

NEXT STEPS

- (1) Paperwork. Please review all of the materials included in this package. If you have questions, please call the County Judge’s office at (940-349-2820) or email Shannon Joski at crfcitygrants@dentoncounty.com.
- (2) Acknowledgment. Please sign, date and return the Acknowledgement (included) to confirm your willingness to participate in the CRF Compliance Forum.
- (3) Request for Information. Please respond to our request for information. In advance of funding, we are requesting each municipality to provide us with the following: (a) a budget for the use of the Municipal Funds (the “Budget of Expenditures and Description of Eligible Uses”) and (b) a copy of your resolutions, if any, approving Economic Development Programs contemplating the use of Municipal Funds under Texas Local Government Code Chapter 380. Upon receipt of these materials, we shall immediately review them for compliance.
- (4) Interlocal Agreement (ILA). Please sign the attached ILA between the County and City and return it to the County.
- (5) Funding. Once we receive the signed documents and requested information and it is determined to be acceptable, we shall, as quickly as possible, transfer the agreed-upon funds to you.
- (6) CRF Compliance Forum. See attached copy of the Memorandum presented in our May 22nd meeting.

TIMETABLE

Following is our proposed timetable for the above steps.

Commissioners Court Approval:	May 29, 2020
Return Acknowledgement:	As soon as possible
Return Requested Information:	As soon as possible
Begin Funding:	Timely, upon receipt of Requested Information
Begin Forum Meetings	June 17, 2020

Thank you in advance for your cooperation. We look forward to working together to make the rollout of these funds a huge success to our communities. If you have any questions, please do not hesitate to contact your County Commissioner or the County Judge's Office.

C: Monica Latin, Bruce Hendrick and Ted Harrington
of Carrington Coleman, Sloman & Blumenthal, LLP

06/04/2020



**CORONAVIRUS RELIEF FUND
INTERLOCAL COOPERATION AGREEMENT**

Denton County and the City of Justin

This Interlocal Cooperation Agreement (“Agreement”) is entered into by and between Denton County, Texas (the “County”) and the **City of Justin Texas** (the “Municipality”), pursuant to Chapter 791 of the Texas Local Government Code, to address the impact of the public health emergency with respect to the Coronavirus pandemic (“COVID-19”).

GENERAL

1. Coronavirus Relief Fund. The County has received federal funding under the Coronavirus Aid, Relief, and Economic Security Act (the “CARES Act”) to address and respond to the impact and effects of the COVID-19 emergency.

2. County Authority. The Resolution of the Denton County, Texas Commissioners Court, under Chapter 381 of the Local Government Code, lawfully establishing a COVID-19 municipality funding program (the “Municipality Program”), allowing the County to grant money to your Municipality, is attached hereto as Attachment A and incorporated by reference herein. Funds were received by the County from the US Department of the Treasury (the “Treasury”) under the Coronavirus Relief Fund (“CRF”), as provided for in the CARES Act. The use of these CRF funds to assist a municipality of the County with their expenditures incurred due to the effects of COVID-19 and to potentially fund a local grant program are legitimate and lawful uses of the CRF funds.

3. Municipality Authority. The Orders of the Municipality, establishing a COVID-19 emergency program or programs, allowing it to make grants of its award, is attached hereto and incorporated by reference herein. The Municipality represents and warrants that its programs (if the Municipality decides to distribute the Municipal Funds through its own programs) will be in full compliance with Chapter 380 of the Local Government Code.

4. Inspector General Oversight & Recoupment. Section 601(f) provides that the Inspector General of the Treasury shall conduct monitoring and oversight of the receipt, disbursement, and use of CRF funds. If the Inspector General determines that a unit of local government has failed to comply with the use of funds rules (as described herein in Paragraphs 10-16, “Use of Funds”), the amount of CRF funds in noncompliance shall be “booked as a debt of such entity owed to the federal government.” The conditions and restrictions on the use of the CRF funds follows to all

recipients, from the County, to the Municipality, to businesses and individuals that receive such funds.

GRANT

5. **Amount.** Subject to the terms and conditions of this Agreement, the County agrees to grant and transfer to the Municipality the sum of \$222,750 of its CRF funds (“Municipal Funds”).

6. **Separate Bank Account.** The Municipality agrees to deposit these Municipal Funds into a separate, segregated account created solely for holding and disbursing these Municipal Funds. The account must be an interest bearing account and similarly insured and protected in the same manner as the Municipality’s other funds.

7. **Calculation of Municipal Funds.** The initial calculation of the grant amount of funds is based on the higher of the Municipality’s 2019 NCTCOG estimated population (4,050) or 2018 ACS estimated population (3,992), multiplied by \$55.00 per capita (“the Maximum Allocation”). That amount is reduced by:

- a. the excess of the Maximum Allocation minus the budgeted amount of eligible funds (as defined in Paragraph 8(a)), and further reduced by;
- b. the amount of funds redirected and contributed to the County’s programs (e.g., small business, housing and food programs), at the election of the Municipality, which is included in the Municipality’s proposed budget in Paragraph 8(a).

8. **Conditions.** Before receiving Municipal Funds, the Municipality must:

- a. provide the County with a proposed budget, which includes your contribution to the County’s programs (e.g., small business, housing, and food programs), and description of eligible uses of Municipal Funds (“Budget of Expenditures and Description of Intended Uses”). The form to complete your Budget of Expenditures and Description of Intended Uses is attached as Attachment B;
- b. agree to participate in the County’s CRF Compliance Forum (the “Forum”); and
- c. provide a copy of the appropriate Chapter 380 documentation.

RESPONSIBILITIES OF THE MUNICIPALITY

9. The responsibilities of the Municipality are:

- a. to comply with all terms and conditions of the CARES Act;
- b. to use Municipal Funds in compliance with the CARES Act;

- c. to promptly return to the County any Municipal Funds not used;
- d. to participate in the Forum;
- e. to maintain proper and adequate records of its own expenses, including monthly uploads to Dropbox, and supporting documentation of the expenditures, and provide copies of, or access to such, at any time as required by the County;
- f. to maintain proper and adequate records of the expenses of any grantees of Municipal Funds, including monthly uploads to Dropbox, and supporting documentation of the expenditures, and provide copies of, or access to such, at any time as required by the County;
- g. to return the Statement of Compliance Certificate by February 1, 2021;
- h. to cooperate and coordinate with other members in the Forum concerning a federal compliance audit; and
- i. to comply with Chapter 381 and Chapter 380, if applicable.

USE OF FUNDS

10. Amounts paid from the Treasury’s Coronavirus Relief Fund are subject to the restrictions outlined in the *Guidance for State, Territorial, Local, and Tribal Governments* (dated April 22, 2020) and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act. See Attachment C, which is incorporated by reference into this agreement.

11. Section 601(d) allows CRF funds/Municipal Funds to cover only those costs that:

- a. are necessary expenditures incurred due to the public health emergency with respect to the effects COVID-19;
- b. were not accounted for in the most recently approved budget [of the Municipality], including any amendments; and
- c. are incurred between March 1, 2020 and December 30, 2020. See *Coronavirus Relief Fund Frequently Asked Questions (Updated as of May 4, 2020)*. See Attachment C.

12. “Necessary Expenditure” Condition. The use of the money is limited to “necessary expenditures.” The Treasury intends for broad interpretation of the word “necessary,” meaning “reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending the Fund payments.” The Treasury’s standard, reasonable judgment, adopts a subjective, not objective standard. Examples of eligible expenditures include, but are not limited to, payment for certain types of:

- a. medical expenses;
- b. public health expenses;
- c. payroll expenses;
- d. expenses relating to facilitating compliance;
- e. expenses associated with providing economic support in connection with the COVID-19 public health emergency; and
- f. any other COVID-19-related expense reasonably necessary to the function of government.

13. Funds may not be used to fill shortfalls in governmental revenue to cover expenditures that would not otherwise qualify under section 601(d). **REVENUE REPLACEMENT IS STRICTLY PROHIBITED AND IS NOT A PERMISSIBLE USE OF FUNDS.**

14. “Due To” Condition. The requirement that expenditures be incurred “due to” the public health emergency created by COVID-19 means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred by the Municipality to respond directly to the emergency, as well as expenditures incurred to respond to second-order effects of the emergency (e.g., economic support to those suffering from employment or business interruptions due to COVID-19-related business closures).

15. The Municipality expressly agrees without qualification or exception to adhere and comply with section 601(d) and the accompanying guidelines regarding its spending and uses of the Funds.

16. Return of Unused Funds by Municipality. Any Municipal Funds not spent on eligible expenses before December 30, 2020 must be returned to the County within 30 days after December 30, 2020.

CRF COMPLIANCE FORUM

17. Description. The Forum is a county-wide initiative between the County and all of the Municipalities that have requested upfront funding of the Municipal Funds. It is a single, integrated initiative to mutually benefit all municipalities and the County.

18. Purpose. The Forum shall work for the mutual benefit of the County and the Municipalities, which will promote administrative efficiency, streamline initial compliance measures, and continuing through a potential audit, and foster collaboration between our counties.

19. Benefits. The primary goals of the Forum are to:

- a. provide answers to specific questions (e.g., eligible uses of funds);
- b. provide assistance with documentation guidelines;
- c. reduce noncompliance risk;
- d. reduce administrative burdens;
- e. manage and control the potential federal compliance audit; and
- f. collaborate and integrate grant programs.

REMEDIES

20. Indemnity. To the extent allowable by law, the Municipality shall defend, indemnify, and hold harmless the County and its officers, commissioners, employees, volunteers, and agents, from any and all costs and expenses, damages, liabilities, demands, causes of action, suits, charges, or legal or administrative proceedings, claims and losses, including, without limitation, attorneys' fees and costs, caused by or arising out of any act or omission of the Municipality relating to the terms of this Agreement, including but not limited to any ineligible expenditures.

21. Recoupment. If the County, or its designee, reasonably determines that all or a portion of a Municipality's expenditure of Municipal Funds is an ineligible expenditure, then the Municipality shall immediately reimburse the County in an amount equal to the amount of the ineligible expenditure from funds of the Municipality other than Municipal Funds granted pursuant to this Agreement, and provide to the County evidence of such reimbursement. The Municipality shall have 30 days of receipt of the County's determination of an ineligible expenditure to reimburse the County for such expense. If the Municipality chooses to subsequently grant its Municipal Funds, it shall be responsible for properly tracing and accounting for when, how, why and by whom the expenses were ultimately incurred. This includes the documentation responsibilities listed in Paragraph 9(f-g) above. In the event the County has to enforce this Agreement, it shall be entitled to recover its reasonable attorney's fees and costs incurred in doing so.

22. Offset. To the extent allowable by law, the County reserves the right in its sole discretion to apply any money, damages or costs incurred as a result of a material breach of this agreement by the Municipality against the future distribution of future tax revenues or receipts from the County to the Municipality.

OTHER

23. Attorney's Fees and Costs. The County shall be entitled to recover its reasonable and necessary attorney's fees, costs and expenses, from the Municipality in the event the County must

enforce the terms of this Agreement in any way, including, but not limited to, litigation or mediation to the extent allowed by law.

24. Law and Venue. The laws of the State of Texas shall govern this Agreement, except where clearly superseded by federal law. Venue of any dispute shall be in a court of competent jurisdiction in Denton County, Texas.

25. No Assignment. The Municipality may not assign this Agreement.

26. Entire Agreement. This Agreement supersedes and constitutes a merger of all prior oral and/or written agreements and understandings of the parties on the subject matter of this Agreement and is binding on the parties and their legal representatives, receivers, executors, successors, agents and assigns.

27. Amendment. Any Amendment of this Agreement must be by written instrument dated and signed by both parties.

28. Severability. No partial invalidity of this Agreement shall affect the remainder unless the public purpose to be served hereby is so greatly diminished thereby as to frustrate the object of this Agreement.

29. Survival. All provisions of this Agreement that impose continuing obligations on the parties, including but not limited to payment, agreement purpose, and confidentiality shall survive the expiration or termination of this Agreement.

30. Waiver. No waiver by either party of any provision of this Agreement shall be effective unless in writing, and such waiver shall not be construed as or implied to be a subsequent waiver of that provision or any other provision.

31. Signature Authority. The signatories hereto represent to each other that they have the full right, power, and authority and have been given any approvals necessary to enter into this Agreement to bind the respective parties for which they sign, and to perform their obligations hereunder, and that the consent of no other parties is needed to fully effectuate this Agreement.

ATTACHMENTS

32. This is a list of attachments and is included with this agreement and incorporated herein, as appropriate:

1. Attachment A: Chapter 381 Resolutions of the County;
2. Attachment B: Form Budget of Expenditures and Description of Intended Uses;
3. Attachment C: CRF Guidelines, Regulations (including statute, FAQs, and Guidance).

DENTON COUNTY, TEXAS

By: _____
Andy Eads, County Judge

Date

Attest:

County Clerk

CITY OF JUSTIN, TEXAS

By: _____
Mayor or City Manager

Printed Name

Printed Title

Date

Attest:

City Secretary

**Budget of Expenditures & Description of Intended Uses
(Budgeted Sources & Uses)**

City of Justin

ELIGIBLE USE RESTRICTIONS: The CRF funds/Municipal Funds may be used to cover only those costs that:
a. are necessary expenditures incurred due to the public health emergency with respect to the effects COVID-19;
b. were not accounted for in the most recently approved budget [of the Municipality], including any amendments; and
c. are incurred between March 1, 2020 and December 30, 2020.

Grant Amount ("Maximum Allocation," i.e., \$55 per capita amount) \$222,750

Category	Sub-Category	Tracking Indices	Description	Expenditures		
				Paid to Date	Proposed	Total
Category 1:						
Medical						
	Hospitals/Clinics	1.A		\$0	\$0	\$0
	Temporary Facilities	1.B		0	0	0
	Testing	1.C		0	0	0
	Emergency Reponse	1.D		0	0	0
	Telemedicine	1.E		0	0	0
	Sub-Total			<u>0</u>	<u>0</u>	<u>0</u>
Category 2:						
Public Health						
	Communication	2.A		168	0	168
	Medical, Protective Services	2.B		859	0	859
	Disinfection	2.C		1,000	500	1500
	Technical Assistance	2.D		0	0	0
	Public Safety Measures	2.E		0	0	0
	Quarantine	2.F		0	0	0
	Sub-Total			<u>2,027</u>	<u>500</u>	<u>2527</u>
Category 3:						
Payroll						
	Certain Payroll	3		196,005	21,289	217294
Category 4:						
To Facilitate Compliance						
	Food Delivery	4.A		0	0	0
	Social Distancing/School Closings	4.B		700	1,407	2107
	Telework	4.C		822	0	822
	Sick/Medical Leave	4.D		0	0	0
	Prisons/Jails	4.E		0	0	0
	Homelessness Care	4.F		0	0	0
	Sub-Total			<u>1,522</u>	<u>1,407</u>	<u>2929</u>
Category 5:						
Economic Support						
	Business Grants	5.A		0	0	0
	Government Payroll	5.B		0	0	0
	Unemployment	5.C		0	0	0
	Sub-Total			<u>0</u>	<u>0</u>	<u>0</u>
Category 6:						
Other						
	Other	6		0	0	0
TOTAL ELIGIBLE EXPENDITURES				<u>199,554</u>	<u>23,196</u>	<u>222750</u>
Municipality Programs: (Chapter 380)						
Amount of Contributions						
	Business Grant Program			0	0	0
	Housing or Food Program			0	0	0
	Total Contribution to Municipality Programs			<u>0</u>	<u>0</u>	<u>0</u>
County Programs (Chapter 381)						
Amount of Contributions						
	Business Grant Program			0	0	0
	Housing or Food Program			0	0	0
	Total Contribution to County Programs			<u>0</u>	<u>0</u>	<u>0</u>
TOTAL OF EXPENDITURES AND INTENDED USES				<u>\$199,554</u>	<u>\$23,196</u>	<u>\$222,750</u>
EXCESS CASH (OR DEFICIT)						\$0

City Council Meeting

July 27, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #4 (Workshop) #11 (Possible Action)

Title: Consider and take appropriate action to approve Fiscal Year 2019-2020 mid-year budget amendments.

Department: Administration/ Finance

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

Recommendation: Approve all budget amendments, as presented

Background: Each year, the City typically undertakes at least two budget amendments.

A major portion of this budget amendment is to reflect the various capital improvement projects and purchases that have been previously authorized by the Council into the appropriate departments and expense accounts. Some other items are included with this amendment to reflect actual expenditures and projections for the remainder of the year.

A summary of changes are below:

Revenue changes:

At this time, staff are not recommending any changes to budgeted revenue for sales tax, though we do anticipate collecting more than budgeted. During this uncertain time, we do not feel it would be wise to allocate this revenue we have not received. Additionally, we anticipate receiving approximately \$222,000 from Denton County for the City's Coronavirus Relief Funding. When this interlocal cooperation agreement is approved by both the City and the County, staff will prepare a budget amendment to reflect said revenue.

General Fund Revenue

- Intrafund transfer from 2019 Series COs
 - This is to identify all bond funds being recognized and expensed from the general fund in the current fiscal year.
- Transfer from Technology Fund
 - This was for a new computer purchase for the municipal court, and was authorized by Judge Hobbs.

- Misc. Revenue from Denton County
 - This revenue is a reimbursement under a previous interlocal agreement with the City and Denton County. The County is reimbursing \$167,500 for landscape design along the FM 156 corridor. Over \$90,000 of this project was paid for last fiscal year, but we will receive all of the funding from the County in the current fiscal year.
- To/From Fund Balance
 - After the first budget amendment of the year, we designated \$15,132 as a transfer to the City's Fund Balance. This budget amendment shows deletion of that transfer to fund balance, and, instead, a transfer from fund balance in the amount of \$108,124. Based on revenue projections (sales taxes, CRF funding, other reimbursements, and development-related revenue), staff anticipate increasing the fund balance by a significant amount, which will more than cover what is being identified in this transfer. We simply do not want to recognize that funding until later this year due to the current economic situation.

Water/Sewer Fund Revenue

- Intrafund Transfer
 - This is to recognize receipt of \$1,010,526 in funding from the 2017 Series CO with the Texas Water Development Board for the ongoing water line replacement project (SWIFT).
- Impact Fees
 - This is to recognize a transfer to the water/sewer fund from restricted impact fees to fund the design and construction of a utility line extension south of John Wiley along FM 156. This amount includes the total design costs, as well as a portion of the construction, for which the remainder will be recognized in next year's budget.
- Water & Sewer Fees
 - These fee projections are being increased based on actual usage and year-end projections. Projections for these fees are always done conservatively, but the rate of growth in the city has led to many new users and, therefore, more water and sewer fees.

Street Maintenance & Repair Fund Revenue

- While this amount was budgeted in the original budget document, the actual Street Maintenance Fund had not yet been established in the City's financial system. Now that we have completed that setup and begun to utilize the fund, we are simply asking the Council to recognize that "amendment" into the budget. There is no additional revenue being projected for this fund at this time.

Expenditures

- Vehicle
 - This is to recognize the previously authorized payoff of three police vehicle lease-purchases.
- Equipment

- This is to recognize the previously authorized purchase of a backhoe, field groomer, top dresser, and mowers earlier in the fiscal year.
- Building Maintenance
 - In the 2019 CO project list, there was funding budgeted for several improvements to City Hall. While we have not begun the majority of this work, some was escalated in priority due to COVID-19. This amendment includes all work done to date for the new payment window area.
- Other Capital Outlay
 - Street Project – This is to reflect the total portion of the City’s contribution to the new street construction project primarily being funded by the CDC (Wilkerson, Wallace, & Tally)
 - Downtown Parking – This is to reflect the total portion of the Downtown Parking Project to be funded by the City. This does *not* include the amount (\$600,000) funded by the EDC, though it does reflect \$177,771.88 to be reimbursed by Denton County, which will eventually reduce the total contribution by the City.
 - Drainage Project – This is to reflect the cost of the ongoing 4th Street drainage improvements.
- Office Equipment
 - This is for the computer referenced earlier, to be paid by the Court Technology Fund.
- Landscape Architecture
 - This item is to reflect approximately \$70,000 of remaining expenditures paid/to be paid in the current fiscal year, for which we are receiving reimbursement from Denton County.
- Planner
 - This increase is requested due to current expenditures and year-end projections.
- Other Legal Expenses
 - This increase is requested due to expenditures to date in the City’s ongoing litigation.
- Development Reimbursement
 - While we did budget for the Legacy Ranch Reimbursement in the current fiscal year, more homes have developed than anticipated, which has increased this amount in both the general fund and water/sewer fund.

Water/Sewer Expenditures

- Capital Improvements
 - This includes \$1,010,526 for the current SWIFT water line replacement project, \$10,684 for plugging of a well, and \$12, 479.30 which was work performed toward the elevated storage tower repairs prior to putting that project on hold. This also includes the cost for design and a portion of the construction for the impact fee-funded utility line extension south of John Wiley along FM 156.
- Development Reimbursement

- As mentioned in General Fund, more homes developed in Legacy Ranch than anticipated, which increased the amount for this year's development reimbursement payments.
- Engineering
 - This is to reflect the cost of the engineering for the elevated storage tower improvement design
- Water Purchase
 - This increase is to reflect more accurate projections for this year's water purchase amounts from Upper Trinity Regional Water District.
- Credit Card Fees (Water & Sewer)
 - This is addressed in both water and sewer departments. As more people are paying utility bills online, the cost of credit card fees charged by the processor has increased.
- Water Maint. & Supplies
 - This item is included to ensure adequate funding for routine maintenance, operations, and repairs due some allocated funding being expended for additional hydrant meters due to the many ongoing projects in the city utilizing bulk water.
- Postage
 - Increasing to reflect more accurate year-end projections
- Meter Purchase
 - This is increasing due to additional meters being purchased for stock to install in new housing.
- Maintenance – Lift Station
 - This is to address expenditures incurred for emergency repair at lift stations.
- Maintenance – WWTP
 - This item is to include funding for fabrication and installation of an air manifold for the wastewater treatment plant to improve operations.

Street Maintenance Expenditures

- Major Reconstruction
 - This includes all contracts awarded for the major street reconstruction projects – S. Jackson Ave/Barrett Dr., Pafford Ave., and Leuty Ave.
- Annual Maint. & Repair
 - This includes all contracts awarded for concrete and asphalt maintenance and repair.
- These funds are not anticipated to be fully expended this year. Staff will address with a year-end budget amendment based on work progress.

City Attorney Review: N/A

Attachments: Budget Amendment

**BUDGET AMENDMENT
FY 2019-2020
Amended Revenue**

ACCOUNT NUMBER	REVENUE	FY 2019-2020 BUDGET	FY 2019-2020 BUDGET AMENDMENT	\$ CHANGE
<u>GENERAL FUND</u>				
<u>2019 Series CO</u>				
100-410120	Intrafund Transfer (2019 Series CO)	\$0	\$1,425,879	\$1,425,879
100-470320	Transfer from Technolgy Fund	\$0	\$1,267	\$1,267
100-480900	Misc. Revenue(Denton County Funding)	\$0	\$167,500	\$167,500
100-350100	To Fund Balance	\$15,132	\$0	(\$15,132)
100-350100	From Fund Balance	\$0	\$108,124	\$108,124
TOTAL				\$1,687,638

WATER/SEWER FUND

2017 Series CO

100-410120	Intrafund Transfer (SWIFT)	\$0	\$1,010,526	\$1,010,526
505-470050	Impact Fees	\$0	\$126,616	\$126,616
505-470110	Sewer Fees	\$729,000	\$804,115	\$75,115
505-470010	Water Fees	\$1,320,000	\$1,420,000	\$100,000
TOTAL				\$1,312,257

STREET MAINT. REPAIR FUND

300-410120	Sales Tax	\$0	\$259,135	\$259,135
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2019 Series CO

100-410120	2019 Series CO	\$0	\$1,266,645	\$1,266,645
TOTAL				\$1,525,780

Amended Expenditures

ACCOUNT NUMBER	FY 2019-2020 BUDGET EXPENDITURES	FY 2019-2020 ORIGINAL BUDGET	FY 2019-2020 AMENDED BUDGET	\$ CHANGE
<u>GENERAL FUND</u>				
100-3200-647100	VEHICLE	\$18,000	\$87,898	\$69,898
100-4200-647050	EQUIPMENT	\$0	\$154,572	\$154,572
100-9999-636515	BUILDING MAINTENANCE	\$0	\$15,139	\$15,139
100-9999-647900	Other Capital Outlay (Street Project)	\$0	\$324,589	\$324,589

100-9999-647900	Other Capital Outlay (Downtown Parking)	\$0	\$702,311	\$702,311
100-9999-647900	Other Capital Outlay (Drainage Project)	\$0	\$159,370	\$159,370
100-1650-636581	OFFICE EQUIPMENT	\$0	\$1,267	\$1,267
100-7410-626250	Landscape	\$0	\$70,000	\$70,000
100-7410-626245	Planner	\$76,818	\$90,000	\$13,182
100-9999-626145	Other Legal Expenses	\$30,000	\$180,000	\$150,000
100-7410-676100	Development Reimbursement	\$60,000	\$87,310	\$27,310
TOTAL EXPENDITURES			\$1,687,638	

WATER/SEWER FUND

505-2400-647025	CAPITAL IMPROVEMENT	\$0	\$1,160,306	\$1,160,306
505-2400-676100	Development Reimbursement	\$80,000	\$106,266	\$26,266
505-2400-626205	Engineering	\$0	\$37,245	\$37,245
505-2400-626285	Water Purchase	\$750,000	\$780,000	\$30,000
505-2400-626195	Credit Card Fees	\$5,750	\$11,000	\$5,250
505-2400-636715	Water Maint. & Supplies	\$35,195	\$45,195	\$10,000
505-2400-636585	Postage	\$6,000	\$7,300	\$1,300
505-2400-636740	Meter Purchase	\$5,000	\$12,240	\$7,240
505-2300-626195	Credit Card Fees	\$5,750	\$11,000	\$5,250
505-2300-676940	Maint. Lift Station	\$8,000	\$30,000	\$22,000
505-2300-676945	Maint. WWTP	\$14,600	\$22,000	\$7,400
TOTAL EXPENDITURES			\$1,312,257	

STREET MAINT. REPAIR FUND

300-2900-633115	Major Reconstruction	\$0	\$1,266,645	\$1,266,645
300-2900-633120	Annual Maint. & Repair	\$0	\$259,135	\$259,135
TOTAL EXPENDITURES			\$1,525,780	

City Council Meeting

July 27, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #5 (Workshop) #12 (Possible Action)

Title: Consider and take appropriate action regarding the Food Pantry located at 405 W. 3rd St.

Department: Administration/ Finance

Contact: City Manager, Cori Reaume

Recommendation: Discuss and provide direction to staff

Background:

City Attorney Review: N/A

Attachments:

City Council Meeting

July 27, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #6 (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:

City Council Meeting

July 27, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: STAFF UPDATES

- Development Update: Darrell Gentry
 - Code Compliance: Darrell Gentry
 - Public Works, special project update: Josh Little
-

City Council Meeting

July 27, 2020

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Item: #13 (Consent)

Title: Consider and take appropriate action regarding City Council Minutes dated June 29, 2020.

Department: Administration

Contact: City Secretary, Brittany Andrews

Recommendation: Approve consent Items

Background:

City Attorney Review:

Attachments: A. June 29, 2020 minutes

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- June 29, 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 5:00 p.m. on Thursday, June 29, 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.

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

[https://us02web.zoom.us/rec/share/yP50IJHPtTxObYXdw1GDe68THJj7aaa8gHBI_acJmfCAZLKa55zPjHITfVTfNGs](https://us02web.zoom.us/j/6291660866)

CALL TO ORDER

Convene into session: Mayor Woodall called the Workshop Meeting to order at 5:00PM

Roll Call: Mayor Woodall, Mayor Pro Tem, Crites, Councilman Mounce, Councilwoman Moore, Councilman Rieger, and Councilman Krueger.

Staff Present: City Manager, Cori Reaume, Public Works Director, Josh Little, Finance Director, Josh Armstrong, Assistant to the City Manager, Abbey Reece, and City Attorney, Matthew Boyle.

WORKSHOP SESSION

1. Discussion regarding approval of Resolution 544-20 for the 2020 Annual Service Plan Update for the Timberbrook Public Improvement District.
2. Discussion regarding award of a contract to Eurovia Atlantic Coast, LLC, for the Justin Street Improvement Program Miscellaneous Asphalt Improvement Project.
3. Discussion regarding the reimbursement from the adjacent lots of the new street construction project.

4. Discussion regarding business registry and business licensing.
5. Discussion regarding a new website for the City of Justin.
6. Discussion regarding appointments to the Upper Trinity Board of Directors.
7. Discussion regarding appointments to the Customer Advisory Council.
8. Discussion regarding items for possible inclusion in mid-year budget amendment for the City of Justin Fiscal Year 2019-2020 Annual Budget.
9. Discussion regarding capital improvement project schedule update.

Mayor, Council and staff discussed workshop items 1-9

STAFF/ BOARD UPDATES

- Quarterly Investment Report

CONVENE INTO REGULAR SESSION- Immediately Following Workshop Session

CALL TO ORDER

Mayor Woodall convened the Regular Meeting and gave the 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 5:00 pm on Monday, June 29 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.

No Comment

PUBLIC HEARING

10. **PUBLIC HEARING (7:00 P.M.)** A Public Hearing to consider amendments to the Technical Construction Standards & Specifications, as an attachment to the City's subdivision ordinance.
 - a. Open public hearing at 7:11pm
 - b. Close public hearing at 7:12pm
 - c. Consider and take appropriate action

Mayor Pro Tem, Crites made the motion to approve the amendments to the Technical Construction Standards & Specifications, as an attachment to the City's subdivision ordinance.

Seconded by: Councilmember Rieger

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

Nay: 0
Motion carries

POSSIBLE ACTION ITEMS

11. Consider and take appropriate action for approval of Resolution 544-20, 2020 Service and Assessment Plan Update for the Timberbrook Public Improvement District.

Councilman Crites Made the motion to approve Resolution 544-20, 2020 Service and Assessment Plan Update for the Timberbrook Public Improvement District.

Seconded by: Moore

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

Nay: 0

Motion carries

12. Consider and take appropriate action regarding award of a contract to Eurovia Atlantic Coast, LLC, for the Justin Street Improvement Program Miscellaneous Asphalt Improvement Project.

Councilmember Moore made the motion to award contract in the amount of \$928,958.95 to Eurovia Atlantic Coast, LLC, for the Justin Street Improvement Program year 1 and 2 Miscellaneous Asphalt Improvement Project with a 5% contingency for changes during construction.

Seconded by: Mayor Pro Tem, Crites

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

Nay: 0

Motion carries

13. Consider and take appropriate action to approve the reimbursement from the adjacent lots of the new street construction project.

Councilmember Mounce made the motion to approve \$118,000 in additional funding for the roadway construction project to be paid from the City's 2019 Certificate of Obligation funds, which reduces the contribution by the CDC in an equal amount and authorize any necessary transfers.

Seconded by: Councilwoman Moore

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

Nay: 0

Motion carries

14. Consider and take appropriate action regarding business registry and business licensing.

NO ACTION

15. Consider and take appropriate action to approve a new website for the City of Justin.

NO ACTION

16. Consider and take appropriate action to approve an appointment to the Upper Trinity Board of Directors.

Councilmember Mounce made the motion to appoint Greg Scott as the representative for the City to the Upper Trinity Board of Directors.

Seconded by: Councilman Krueger

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

Nay: 0

Motion carries

17. Consider and take appropriate action to approve an appointment to the Customer Advisory Council.

Mayor Pro Tem, Crites made the motion to appoint Josh Little to the Customer Advisory Council.

Seconded by: Councilwoman Moore

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

Nay: 0

Motion carries

18. Consider and take appropriate action regarding items for possible inclusion in mid-year budget amendment for the City of Justin Fiscal Year 2019-2020 Annual Budget.

NO ACTION

CONSENT

Any Council Member may request an item on the Consent Agenda to be taken up for individual consideration

19. Consider and take appropriate action regarding City Council Minutes dated June 1, 2020 and June 18, 2020.

Councilwoman Moore Made the motion to approve the City Council Minutes dated June 1, 2020 and June 18, 2020.

Seconded by: Councilmembers Mounce, Crites, Moore, Krueger, and Rieger

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

Nay: 0

Motion carries

20. Consider and take appropriate action to submit official consent and ballot form for election of unaffiliated directors and approval of proposed amendments to the ERCOT bylaws. Crites, approve as presented. Seconded by: Councilwoman Moore

Councilman Crites moved to submit official consent and ballot form with the elections of Raymond Hepper and Sally Talberg, the re-election of Terry Bulger and accept the amendments to the ERCOT Bylaws as presented.

Seconded by: Councilwoman Moore

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

Nay: 0

Motion carries

21. Consider and take appropriate action to approve Resolution 545-20, for the appointment of one member to the Board of Managers of the Denco Area 911 District.

Councilman Mounce made the motion to approve Resolution 545-20, and to appoint Brandon Barth to the Board of Managers of the Denco Area 911 District.

Seconded by: Mayor Pro Tem, Crites

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

Nay: 0

Motion carries

22. Consider and take appropriate action to approve Ordinance 677-20, amending and replacing the 2012 City Building and related codes by amending Code of Ordinances Chapter 10, Buildings by amending and replacing Articles II-IV and adding Articles IIA, IIC adopting International Model Codes as approved at a public hearing on June 1, 2020 by City Council.

Councilman Mounce made the motion to approve Ordinance 677-20, amending and replacing the 2012 City Building and related codes by amending Code of Ordinances Chapter 10, Buildings by amending and replacing Articles II-IV and adding Articles IIA, IIC adopting International Model Codes as approved at a public hearing on June 1, 2020 by City Council.

Seconded by: Councilman Rieger

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

Nay: 0

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

FUTURE AGENDA ITEMS

- Break up the agenda to make it easier for the public to download.
- Follow up on packets, as to when they were supposed to be in print to see if previous timelines are still reasonable.
- CIP update- Hydrology of old town discussion item separate from CIP update.
- Formal thoughts or item to open discussion about Justin Fun Days.

ADJOURN

With there being no further business the meeting was adjourned at 7:51PM

Brittany Andrews, City Secretary

Seal: