

**CITY OF BLUE RIDGE
REGULAR SESSION AGENDA
APRIL 6, 2021, 7:00 P.M.
Blue Ridge Community Center
200 W. Tilton Street**

THE BLUE RIDGE CITY COUNCIL WILL MEET IN REGULAR SESSION AT 7:00 P.M. ON TUESDAY,
APRIL 6, 2021, AT THE BLUE RIDGE COMMUNITY CENTER, LOCATED AT
200 W. TILTON, BLUE RIDGE, TEXAS WITH THE FOLLOWING ITEMS ON THE AGENDA FOR
CONSIDERATION AND/OR ACTION.

1. Call to order, Roll Call
2. Prayer and Pledges of Allegiance
3. Announcements relating to items of public interest:
4. Public Comment: This is an opportunity for the public to address the Council on any matter included on the agenda, except public hearings. Comments related to public hearings will be heard when the specific hearing begins. Public comments are limited to three (3) minutes per speaker, unless the speaker requires the assistance of a translator, in which case the speaker is limited to six (6) minutes, in accordance with applicable law. To address the Council, speakers MUST complete a Speaker Form and provide it to the City Secretary PRIOR to the start of the meeting. Each speaker shall approach the front of the Council and state his/her name and street address before speaking. Speakers shall address the Council with civility that is conducive to appropriate public discussion. The public cannot speak from the gallery but only from the front of the Council. Per the Texas Open Meetings Act, the Council is not permitted to take action on or discuss any item not listed on the agenda. The Council may: (1) make a statement of fact regarding the item; (2) make a recitation of existing policy; or (3) propose the item be placed on a future agenda, in accordance with Council procedures.
5. Consent Agenda (All matters listed under the Consent Agenda for discussion and possible actions are considered to be routine by the City Council and require little or no deliberation. There will not be a separate discussion of these items and the Consent Agenda items will be enacted by one vote. If a Council Member expresses a desire to discuss a matter listed on the Consent Agenda, the item will be considered separately).
 - a. Discuss, approve or disapprove the minutes from Special Session held March 2, 2021; Regular Session held March 2, 2021; and Special Session held March 23, 2021
 - b. Public Works Update;
 - c. City Financial Report;
 - d. Fire Department Report;
 - e. Animal Control Report
6. Consider, discuss and act upon Ordinance 2021-0406-001 adopting impact fees for water and wastewater infrastructure for new development and including the Land Use Assumptions and Capital Improvement Projects as provided through the Impact Study
7. Consider, discuss and act upon Resolution 2021-0406-001 adopting a procurement policy
8. Consider, discuss and act upon Resolution 2021-0406-002 to designate authorized signatory for the 2020 Texas CDBG program contract 7220122
9. Consider, discuss and act upon Resolution 2021-0406-003 adopting required CDBG Civil Rights policies

10. Consider, discuss and act upon proclaiming April as Fair Housing Month
11. Consider, discuss and act upon a Code of Conduct Policy
12. Discussion of placing items on future agendas
13. Adjournment.

Certified this the 1st day of April, 2021.



Rhonda Williams
Mayor, City of Blue Ridge

The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code including, Sections: 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), 418.183 (Deliberations about Homeland Security Issues) and as authorized by the Texas Tax Code including, but not limited to, Section 321.3022 (Sales Tax Information)

This facility is wheelchair accessible. Request for accommodations or sign interpretative services must be made 48 hours prior to this meeting. Please contact the city secretary's office at 972-752-5791 for further information.

I, the undersigned authority, do hereby certify that this notice was posted in the regular posting place of the City Hall building for Blue Ridge, Texas, in a place and manner convenient and readily accessible to the general public at all times, and said Notice was posted April 1, 2021 by 5:00 P.M. and remained so posted continuously at least 72 hours proceeding the scheduled time of said meeting.



Edie Sims, City Secretary

CITY OF BLUE RIDGE
CITY COUNCIL MINUTES
March 2, 2021

THE BLUE RIDGE CITY COUNCIL MET IN SPECIAL SESSION AT 7:00 P.M. ON TUESDAY, MARCH 2, 2021 AT THE BLUE RIDGE COMMUNITY CENTER, LOCATED AT 200 W. TILTON, BLUE RIDGE, TEXAS 75424 AT 7:00 P.M. WITH THE FOLLOWING ITEMS ON THE AGENDA FOR CONSIDERATION AND/OR ACTION.

1. Mayor Williams called the meeting to order at 7:00 p.m. and called roll with the following members present: Mayor Rhonda Williams, Christina Porath, Amber Wood, Keith Chitwood, Colby Collinsworth and Allen Cunnyingham.
2. First Public Hearing to receive public comments, and discuss a request to replat a Final Plat known as Neal Estates, an addition located at the southwest corner of State Highway 78 North and County Road 578, also known as Abstract A0555 Lonson Moore Survey, Sheet 2, Tract 109, containing 10.00 acres; Abstract A0555 Lonson Moore Survey, Sheet 2, 110, containing 5.35 acres; and Abstract A0555 Lonson Moore Survey, Sheet 2, Tract 106, containing 16.527 acres; replatting into 7 lots with Lot 1 being 5.352 acres; Lot 2 being 9.999 acres; Lot 3 being 10.694 acres; Lot 4 being 2.047 acres; Lot 5 being 1.014 acres; Lot 6 being 1.763 acres; and Lot 7 being 1.010 acres and also which is located within the City of Blue Ridge's Extra Territorial Jurisdiction
Mayor Williams opened the Public Hearing at 7:02pm and asked those FOR the plat to come forward. Rodney Neal, person who is replatting the property, came forward stating he is FOR the plat. Mayor Williams asked for those OPPOSING the plat to come forward with no one coming forward. Mayor Williams closed the Public Hearing at 7:02pm.
3. Adjournment Christina Porath motioned to adjourn with Allen Cunnyingham seconding the motion. Council adjourned at 7:03pm.

APPROVED:

ATTEST:

Rhonda Williams, Mayor

Edie Sims, City Secretary

CITY OF BLUE RIDGE
CITY COUNCIL MINUTES
MARCH 2, 2021

THE BLUE RIDGE CITY COUNCIL MET IN REGULAR SESSION AT 7:00 P.M. ON TUESDAY, MARCH 2, 2021 AT THE BLUE RIDGE COMMUNITY CENTER, LOCATED AT 200 W. TILTON, BLUE RIDGE, TEXAS 75424 AT 7:00 P.M. WITH THE FOLLOWING ITEMS ON THE AGENDA FOR CONSIDERATION AND/OR ACTION.

1. Mayor Williams called the meeting to order at 7:03 p.m. and called roll with the following members present: Mayor Rhonda Williams, Christina Porath, Amber Wood, Keith Chitwood, Colby Collinsworth and Allen Cunyngnam.
2. Edie Sims offered the prayer and lead the Pledge of Allegiance to the American and Texas Flags.
3. Announcements relating to items of public interest: City Secretary Edie Sims announced the safety rail and hatch for the standpipe project has been completed.
4. Public Comment
No one signed up or spoke at this time.

5. Consent Agenda: a) Discuss, approve or disapprove the minutes from Regular Session held February 2, 2021; b) Public Works Update; c) City Financial Report; d) Fire Department Report; and e) Animal Control Report

City Financials were not complete and only a partial of the information was presented to the Council. With the Winter Storm and other factors, the financials will be submitted at the next Council meeting for action. Amber Wood motioned to approve the Consent Agenda without the financials as presented with Colby Collinsworth seconding the motion. Motion carried unanimously.

6. Second Public Hearing to consider, discuss and act upon a request to replat a Final Plat known as Neal Estates, an addition located at the southwest corner of State Highway 78 North and County Road 578, also known as Abstract A0555 Lonson Moore Survey, Sheet 2, Tract 109, containing 10.00 acres; Abstract A0555 Lonson Moore Survey, Sheet 2, 110, containing 5.35 acres; and Abstract A0555 Lonson Moore Survey, Sheet 2, Tract 106, containing 16.527 acres; replatting into 7 lots with Lot 1 being 5.352 acres; Lot 2 being 9.999 acres; Lot 3 being 10.694 acres; Lot 4 being 2.047 acres; Lot 5 being 1.014 acres; Lot 6 being 1.763 acres; and Lot 7 being 1.010 acres and also which is located within the City of Blue Ridge's Extra Territorial Jurisdiction

Mayor Williams opened the Public Hearing at 7:09pm and asked those FOR the planning study to come forward. Rodney Neal stated he is FOR the replat. Mayor Williams asked those OPPOSING the planning study to come forward. With no one coming forth, Mayor Williams closed the Public Hearing at 7:10pm.

Council asked if the plat met the City's requirements with Edie Sims replying all requirements have been met. Christina Porath motioned to approve the plat as presented with Amber Wood seconding the motion. Motion carried unanimously.

7. Consider, discuss and act upon a request from the Chamber of Commerce to close the square on April 10, 2021 for the Spring Fling event

Shannon Fought, President of the Blue Ridge Chamber of Commerce, presented a request to close off the square for the Spring Fling event. The event is to include live music, vendors, foot contests and other fun events. The Community Center will also be rented and utilized. The request is to close the square from noon to 10pm with the event ending at 8pm,

but allowing 2 hours for cleanup. The event is scheduled for April 10, 2021. Christina Porath motioned to approve the request with Amber Wood seconding the motion. Motion carried unanimously.

8. Consider, discuss and act upon a variance request at 101 W FM 545 to install concrete padding and allow the use of a shipping container for storage

Newly arrived business, Mart Armstrong has made a request to allow the use of a storage container to hold records. Amber Wood stated she is concerned of the appearance and not devaluing our City. Other Council members had questions of the term of use and why pour concrete for a temporary use. With Mr. Armstrong not present, those questions could not be answered. Council collectively agreed to allow the use, but only temporary and set a timeline for the storage container to be removed.

Christina Porath motioned to approve the variance request with a two-year stipulation or to revisit the need with Amber Wood seconding the motion. Motion carried unanimously.

9. Consider, discuss and act upon a Concept Plan for 9 homes along W FM 545 and Pruett Street on 2.374 acres, also known as Abstract 557, M Mowery Survey, Sheet 2, Tract 175, containing a full 2.552 acres. One home currently exists on the property located at 519 W FM 545 which will then be considered Lot 10 of this subdivision, also located within the incorporated limits of the City of Blue Ridge

Ben Pool, representative for Kevin Mahoney (building), came before the Council stating most lots will have a 3-bedroom home between 1600 – 1800 square feet with a 2-car garage. The homes will be very similar to homes Mr. Mahoney and he have built in the past along Harmon Circle. Lot 1 will face Pruett Street; Lot 10 faces FM 545 and all other lots will face the newly made Guavin Lane (pronounced Gavin). Council asked the timeline for building and buildout with Mr. Pool stating they will build one home at a time and all homes will be for resale. The cost will be between \$200-250,000. The street will be asphalt. It is anticipated the buildout will take 2 years.

Council collectively gave a positive headnod for the project and happy to see new homes being built. No action was taken by the Council.

10. Consider, discuss and act upon a Concept Plan for 35 homes along Ridgway and North Highway 78 on 16.774 acres, also known as Abstract 557, M Mowery Survey, Sheet 2, Tract 121, containing 14.03 acres and Tract 181 containing 2.744 acres, also located within the incorporated limits of the City of Blue Ridge

Derek Moore, soon to be owner of the 2 tracts of land, came before the Council with his Concept Plan of 34 homes inside a gated community with green spaces. The park will be zero-scaped for no maintenance and will be dedicated to the City. Mr. Moore was asked his price point and time of build-out with his response being \$400,000 homes with a fairly short build out timeframe. Mr. Moore's plans also include a concrete street throughout the subdivision.

Council collectively gave a positive headnod for the project and happy to see new homes being built. No action was taken by the Council.

11. Consider, discuss and act upon a Lease Agreement with D&P Digital Forensics LLC DBA: Texas Data and VoIP for use of the Standpipe facilities

Council was reminded of an action item in September 2020 when Tom Pearson requested use of the Standpipe to place antennas in order to provide internet and other offerings to the citizens of Blue Ridge and beyond. The lease agreement is to seal this promise with good

service. Allen Cunnyingham motioned to approve the agreement as presented with Colby Collinsworth seconding the motion. Motion carried unanimously.

12. Consider, discuss and act upon a recommendation from the Advisory Committee regarding impact fees based on the CIP/Land Uses up to the maximum fees allowable per meter size and type

Justin Ivy, engineer for the project through Birkhoff, Hendricks and Carter, LLP, came before the Council to answer questions regarding the impact fee study and process. The Advisory Committee met and reviewed the suggested impact fees for water and sewer.

A letter from Glenda Melton was presented requesting the Council consider gradually increasing the fees and implementing the increased rates over a period of time. Mr. Ivy also discussed the alternate side of Ms. Melton's request whereas the existing citizens cost share would be the majority of infrastructure costs for a new development. State law allows a City to maximize the impact fee at $\frac{1}{2}$ the actual cost of infrastructure improvements which is what the engineers have proposed. For a single family residential $\frac{3}{4}$ " meter, the impact fee proposed for water is \$4,195 and the wastewater is \$3,205 for a total of both services equaling \$7,400.

Mr. Ivy also indicated these fees are to be re-evaluated every 5 years; however the City can review and amend as often as necessary.

Christina Porath motioned to approve the fees at the maximum allowable with Keith Chitwood seconding the motion. Motion carried unanimously.

13. Discussion of placing items on future agendas No one requested any items for future agendas.
14. Adjournment Christina Porath motioned to adjourn with Allen Cunnyingham seconding the motion. Council adjourned at 7:57pm.

APPROVED:

ATTEST:

Rhonda Williams, Mayor

Edie Sims, City Secretary

CITY OF BLUE RIDGE
CITY COUNCIL MINUTES
March 23, 2021

THE BLUE RIDGE CITY COUNCIL MET IN SPECIAL SESSION AT 7:00 P.M. ON TUESDAY, MARCH 23, 2021 AT THE BLUE RIDGE COMMUNITY CENTER, LOCATED AT 200 W. TILTON, BLUE RIDGE, TEXAS 75424 AT 7:00 P.M. WITH THE FOLLOWING ITEMS ON THE AGENDA FOR CONSIDERATION AND/OR ACTION.

1. Mayor Williams called the meeting to order at 7:00 p.m. and called roll with the following members present: Mayor Rhonda Williams, Christina Porath, Amber Wood, Keith Chitwood, and Allen Cunyningham. Colby Collinsworth came in at the time of offering the Pledges of Allegiance.
2. Edie Sims offered the prayer and lead the Pledge of Allegiance to the American and Texas Flags.
3. Consider, discuss and act upon Ordinance 2021-0323-001 cancelling the General Election for May 1, 2021
With only one candidate applying for one of three positions for the May 1, 2021 General Election, the City will need to hold a Special Election in November to fill the two vacant seats. With that, the May 1st Election will no longer be necessary and thereby cancelled. Christina Porath motioned to approve the ordinance as presented with Colby Collinsworth seconding the motion. Motion carried unanimously.
4. Consider, discuss and act upon awarding the construction contract for the Texas Department of Agriculture's 2019-2020 Texas Community Block Grant funding # 7219039
Justin Ivy, engineer with Birkhoff, Hendricks and Carter, presented the bids for the sewer grant project. With adding the add alternate in the bid to include a 2" course of asphalt, Canary Construction Inc. was the lowest bidder. The base bid did not include asphalt and had the surfacing to be chip/seal. There will be a failure in the base of the street since the entirety of the street must be removed to work on the sewer line as the sewer line is deep under the street. If Council prefers to have a chip/seal street as the end result, then Leetech Solution would be the lowest bidder.
Christina Porath motioned to award the bid for the CDBG project to Canary Construction with Colby Collinsworth seconding the motion. Motion carried unanimously.
5. Consider, discuss and act upon opening a bank account for the Downtown Revitalization Grant through the Texas Department of Agriculture
With the Downtown Revitalization grant being approved, Council must approve a separate checking account for accounting of this grant. Colby Collinsworth motioned to approve opening a bank account specific to the Downtown Revitalization Grant and approving the current check signers to be eligible for signatory rights. Amber Wood seconded the motion. Motion carried unanimously.
6. Adjournment Christina Porath motioned to adjourn with Allen Cunyningham seconding the motion. Council adjourned at 7:23pm.

APPROVED:

ATTEST:

Rhonda Williams, Mayor

Edie Sims, City Secretary

March 2021 Public Works Report

- 1.) Feb 27, 2021, Well# 3 booster pump (lightning) burned up, getting it fixed while waiting on new pump to arrive.
- 2.) Potholes filled on S. Morrow, School St.
- 3.) 220 S Bus 78 – put sand and seed in yard to fix area of previous water leak.
- 4.) Rock added to Pritchard, Stapp, Bratcher and W. Lamm.
- 5.) Fixed water leak at 311 W. Davis.
- 6.) Potholes filled at W. Lamm, N. Church, and S. Church
- 7.) Raised manhole lid on W. Lamm to match road repair.
- 8.) Cleared culverts on Benjamin, N. Main and S. Church.
- 9.) Cleared sewer back up on Harmon Circle.
- 10.) Cleared up junk around lot and shop and also inside Well 3.
- 11.) Fixed stop signs on Willow, High Ridge and S. Main.

MARCH 2021 WORK ORDERS

	A	B	C	D	E
1	DATE	WO#	ADDRESS	NOTES	COMPLETED
2	2/25/2021	5364	600 FM 981	replace broken meter	2/25/2021
3	2/25/2021	5365	405 N Bus 78	replace broken meter	2/25/2021
4	3/1/2021	5353	111 A Harmon Cir	move in, read meter	3/1/2021
5	3/1/2021	5354	308 W Lamm	move out, turn water off, read meter, p/u tote	3/1/2021
6	3/1/2021	5355	208 N Church	move out, turn water off, read meter, p/u 2 totes	3/2/2021
7	3/3/2021	5356	213 N Main	unlock meter, read meter, deliver 2 totes	3/4/2021
8	3/3/2021	5357	322 S. Main(Northside)	move out, read meter, turn water off, p/u 1 tote	3/3/2021
9	3/4/2021	5358	108 W. James	pick up trash container at front of building	3/4/2021
10	3/8/2021	5359	11 Bowling Lane	move in, read meter, deliver 1 tote	3/8/2021
11	3/8/2021	5360	208 N Church	move in, read meter, deliver 1 tote	3/8/2021
12	3/9/2021	5361	223 E. Pritchard	check for water leak	3/9/2021
13	3/9/2021	5362	417 W FM 545	deliver 1 extra trash tote	3/9/2021
14		5363		VOID	
15	3/12/2021	5366	305 Bratcher	move in, read meter, deliver 1 tote	3/12/2021
	3/15/2021	5367	252 E Stapp	move out, turn water off, read ,meter, p/u tote	3/15/2021
17	3/15/2021	5368	204 S. Church	deliver 1 extra trash tote	3/15/2021
18	3/17/2021	5369	102 W FM 545	replace broken water meter	3/17/2021
19	3/19/2021	5370	308 W Lamm	move in, read meter, turn water on,deliver 1 tote	3/19/2021
20	3/22/2021	5371	100 Bratcher	ants	3/23/2021
21	3/22/2021	5372	110 N Main	ants	3/23/2021
22	3/22/2021	5373	209 Willow	black widow	3/23/2021
23	3/22/2021	5374	105 Elm	ants	3/23/2021
24	3/22/2021	5375	309 Oak	replace broken meter lid	3/23/2021
25	3/22/2021	5376	109 A Harmon	replace broken meter lid	3/23/2021
26	3/26/2021	5377	201 N Morrow	replace meter	3/29/2021
27	3/26/2021	5378	112 Brenda Circle	move out, read meter, turn water off, p/u 1 tote	pending
28	3/29/2021	5379	106 Justin	move in, unlock meter, deliver 1 tote	3/29/2021
29	3/29/2021	5380	1166 N Bus 78	check for water leak , might be ground water, will monitor	pending
30	3/29/2021	5381	206 N. Main	check for leak	3/29/2021

8:41 AM

04/01/21

Accrual Basis

City of Blue Ridge General Fund

Profit & Loss Budget vs. Actual

October 2020 through September 2021

	Oct '20 - Sep 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4510 · Court Income	800.00	300.00	500.00	266.7%
4515 · Copies & Faxes	9.50	50.00	-40.50	19.0%
4525 · Franchise Tax Income	24,648.49	45,000.00	-20,351.51	54.8%
4570 · Permit & Inspection Fees	11,789.13	8,000.00	3,789.13	147.4%
4571 · Replat/Rezoning Fees	0.00	2,500.00	-2,500.00	0.0%
4572 · Retainer Fee for Plats	2,385.00	245,000.00	-157,046.81	35.9%
4580 · Sales Tax Income	87,953.19	321,551.42	-10,626.49	96.7%
4600 · Property Tax Income	310,924.93			
4899 · Misc Income	20,154.92			
4900 · Payroll from Revenue Account	6,310.71	136,868.00	-130,557.29	4.6%
Total Income	464,975.87	759,269.42	-294,293.55	61.2%
Gross Profit	464,975.87	759,269.42	-294,293.55	61.2%
Expense				
VOID	0.00			
5110 · Ambulance Service	0.00	12,000.00	-12,000.00	0.0%
5130 · Animal Control Services	6,247.50	11,000.00	-4,752.50	56.8%
5150 · Codification	0.00	500.00	-500.00	0.0%
5160 · Contract Labor				
5161 · Code Enforcement	4,200.00	10,100.00	-5,900.00	41.6%
5160 · Contract Labor - Other	14,600.00	6,000.00	8,600.00	243.3%
Total 5160 · Contract Labor	18,800.00	16,100.00	2,700.00	116.8%
5170 · Copies	238.79			
5180 · Council & Mayor Expense	119.19	500.00	-380.81	23.8%
5210 · Election Expense	0.00	5,000.00	-5,000.00	0.0%
5230 · Fuel Expense - General	614.38	5,200.00	-4,585.62	11.8%
5231 · Fuel Expense - Fire Dept	2,175.57	3,000.00	-824.43	72.5%
5236 · Court Expense	0.00	0.00	0.00	0.0%
5237 · Court - Petty Cash	0.00	200.00	-200.00	0.0%
5238 · Court Payroll	2,200.00	4,800.00	-2,600.00	45.8%
5240 · Grants				
5241 · Parks Grant	0.00	7,350.00	-7,350.00	0.0%
5242 · Planning & Capacity	0.00	3,681.00	-3,681.00	0.0%
Total 5240 · Grants	0.00	11,031.00	-11,031.00	0.0%
5250 · Inspection Expense	6,518.10	9,000.00	-2,481.90	72.4%
5260 · Insurance - Liab/Comp/Prop	6,569.75	29,100.00	-22,530.25	22.6%
5261 · Insurance - Fire Dept	0.00	10,000.00	-10,000.00	0.0%
5270 · Janitorial General	378.25	500.00	-121.75	75.7%

City of Blue Ridge General Fund
Profit & Loss Budget vs. Actual
 October 2020 through September 2021

	Oct '20 - Sep 21	Budget	\$ Over Budget	% of Budget
5300 · Legal & Professional Fees				
5301 · Legal Notices/Publications	589.50	2,500.00	-1,910.50	23.6%
5300 · Legal & Professional Fees - Other	11,715.41	15,000.00	-3,284.59	78.1%
Total 5300 · Legal & Professional Fees	12,304.91	17,500.00	-5,195.09	70.3%
5302 · Parks & Recreation	0.00	1,500.00	-1,500.00	0.0%
5305 · Storage Unit Rent	660.00	660.00	0.00	100.0%
5310 · Maint. & Repair Equipment	435.08	5,000.00	-4,564.92	8.7%
5315 · Bldg Maintenance & Repair	6,800.00	2,000.00	4,800.00	340.0%
5320 · Maint. & Repair Office Equ	0.00	2,000.00	-2,000.00	0.0%
5321 · Vehicle Maintenance & Repair	1,194.38	2,000.00	-805.62	59.7%
5325 · Miscellaneous Expense	2,663.65	0.00	2,663.65	100.0%
5330 · Mowing Expense	183.95	0.00	183.95	100.0%
5340 · Office Supplies				
5341 · Office Equipment	2,905.00	3,000.00	-95.00	96.8%
5340 · Office Supplies - Other	1,458.58	0.00	1,458.58	100.0%
Total 5340 · Office Supplies	4,363.58	3,000.00	1,363.58	145.5%
5350 · Parts & Equipment Expense	256.45	3,500.00	-3,243.55	7.3%
5361 · Property Tax Expense	-1,065.95	3,500.00	-4,565.95	-30.5%
5370 · Payroll Expenses				
5370.2 · EMP AD&D	-0.48			
5372 · Health Insurance - TML				
5372.0 · Health Insurance - Company	9,328.63			
5372 · Health Insurance - TML - Other	26,293.60			
Total 5372 · Health Insurance - TML	35,622.23			
5373 · Longevity Pay	480.00	1,020.00	-540.00	47.1%
5374 · Medicare Expenses	1,756.49			
5375 · TMRS	14,074.25			
5376 · SS Expenses	7,510.46			
5377 · TWC Expenses	290.34			
5379 · Wages	72,010.79	0.00	72,010.79	100.0%
5370 · Payroll Expenses - Other	50,547.67	309,911.39	-259,363.72	16.3%
Total 5370 · Payroll Expenses	182,291.75	310,931.39	-128,639.64	58.6%
5380 · Postage, Freight & Shipping	91.11	500.00	-408.89	18.2%
5390 · Filing Fees	31.00	1,000.00	-969.00	3.1%
5399 · Petty Cash	9.00	200.00	-191.00	4.5%
5450 · Returned Checks	0.00	0.00	0.00	0.0%

8:41 AM

04/01/21

Accrual Basis

City of Blue Ridge General Fund
Profit & Loss Budget vs. Actual
 October 2020 through September 2021

	Oct '20 - Sep 21	Budget	\$ Over Budget	% of Budget
5500 · Road Construction				
5502 · Street Projects	2,530.00	110,000.00	-107,470.00	2.3%
5500 · Road Construction - Other	7,586.00			
Total 5500 · Road Construction	10,116.00	110,000.00	-99,884.00	9.2%
5510 · Sales Tax Expense (Trash)	1,974.78			
5530 · Seminars - Training Courses	470.00	1,500.00	-1,030.00	31.3%
5535 · Special Project	0.00	2,000.00	-2,000.00	0.0%
5540 · Subscriptions, Dues & Permits	5,113.99	1,000.00	4,113.99	511.4%
5700 · Trash	1,294.93	2,500.00	-1,205.07	51.8%
5710 · Travel/Mileage	0.00	500.00	-500.00	0.0%
5715 · Computer				
5716 · Consulting Fees	4,824.82	18,379.92	-13,555.10	26.3%
5715 · Computer - Other	113.12			
Total 5715 · Computer	4,937.94	18,379.92	-13,441.98	26.9%
5720 · Utilities				
5721 · Electric Services	10,580.08	28,000.00	-17,419.92	37.8%
5724 · Natural Gas Services	475.07	650.00	-174.93	73.1%
5726 · Telephone Services General	2,238.03	4,800.00	-2,561.97	46.6%
Total 5720 · Utilities	13,293.18	33,450.00	-20,156.82	39.7%
5750 · Uniforms	305.60	500.00	-194.40	61.1%
5900 · Debt Service-Principal				
5901 · Loan - Equipment	2,964.96	0.00	2,964.96	100.0%
5902 · ANB Loan - City Hall Principal	44,604.50			
5900 · Debt Service-Principal - Other	0.00	41,000.00	-41,000.00	0.0%
Total 5900 · Debt Service-Principal	47,569.46	41,000.00	6,569.46	116.0%
5930 · Debt Service-Interest	0.00	18,619.25	-18,619.25	0.0%
5950 · Capital Outlay	0.00	58,597.86	-58,597.86	0.0%
6690 · Reconciliation Discrepancies	-4,514.00			
Total Expense	334,642.32	759,269.42	-424,627.10	44.1%
Net Ordinary Income	130,333.55	0.00	130,333.55	100.0%

8:41 AM

04/01/21

Accrual Basis

City of Blue Ridge General Fund
Profit & Loss Budget vs. Actual
October 2020 through September 2021

	Oct '20 - Sep 21	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
4210 · Earned Interest	15.30	51.75	-36.45	29.6%
Total Other Income	15.30	51.75	-36.45	29.6%
Net Other Income	15.30	51.75	-36.45	29.6%
Net Income	130,348.85	51.75	130,297.10	251,881.8%

8:42 AM

04/01/21

Accrual Basis

City of Blue Ridge Revenue Profit & Loss Budget vs. Actual October 2020 through September 2021

	Oct '20 - Sep 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4700 · Water Bill Income	172,293.37	235,448.53	-63,155.16	73.2%
4701 · Transfer Fee	0.00	45.00	-45.00	0.0%
4702 · Sewer Charges	56,478.63	110,000.00	-53,521.37	51.3%
4703 · Late Charges	5,550.39	22,000.00	-16,449.61	25.2%
4704 · Trash Charges	47,199.15	89,835.00	-42,635.85	52.5%
4705 · Water Surcharge	1,917.00	4,500.00	-2,583.00	42.6%
4706 · NSF Fee	92.00	230.00	-138.00	40.0%
4707 · Conservation Fee Income	2,167.92	4,500.00	-2,332.08	48.2%
4708 · Reconnect Fees	382.50	4,500.00	-4,117.50	8.5%
4709 · Credit Card Fees	1,512.61	7,200.00	-5,687.39	21.0%
4710 · Water Tap Fee	3,100.00	7,750.00	-4,650.00	40.0%
4711 · Sewer Tap Fee	3,100.00	7,750.00	-4,650.00	40.0%
4750 · Water Deposit	4,224.85	9,200.00	-4,975.15	45.9%
4751 · Sales Tax - Trash	3,813.02	0.00	3,813.02	100.0%
4752 · Water	0.00	0.00	0.00	0.0%
4753 · Non Refund. Deposit Fee	474.00	2,500.00	-2,026.00	19.0%
4799 · Miscellaneous Revenue	14,780.15	25,000.00	-10,219.85	59.1%
4899 · Misc Income	2,500.86	0.00	2,500.86	100.0%
Total Income	319,586.45	530,458.53	-210,872.08	60.2%
Expense				
5100 · Advertising	0.00	0.00	0.00	0.0%
5140 · Bank Fees	0.00	0.00	0.00	0.0%
5150 · Bond Payment	46,110.00	64,766.25	-18,656.25	71.2%
5151 · Interest Expense	0.00	0.00	0.00	0.0%
5152 · Penalties	0.00	0.00	0.00	0.0%
5160 · Contract Labor	25,966.93	1,000.00	24,966.93	2,596.7%
5170 · Copies	0.00	0.00	0.00	0.0%
5190 · Depreciation Expense	0.00	0.00	0.00	0.0%
5220 · Extermination Expense	0.00	0.00	0.00	0.0%
5229 · Finance Fee	1,127.20	6,000.00	-4,872.80	18.8%
5230 · Fuel Expense	2,666.80	4,500.00	-1,833.20	59.3%
5240 · Grants				
5241 · Automated Meter Reading System	0.00	30,000.00	-30,000.00	0.0%
5242 · Sewer Grant Match	0.00	12,500.00	-12,500.00	0.0%
Total 5240 · Grants	0.00	42,500.00	-42,500.00	0.0%
5270 · Janitorial	167.16	500.00	-332.84	33.4%
5300 · Legal & Professional Fees	10,532.31	5,000.00	5,532.31	210.6%
5301 · Engineering Fees	250.00	5,000.00	-4,750.00	5.0%
5310 · Maint. & Repair Equipment	15,797.50	700.00	15,097.50	2,256.8%
5320 · Maint. & Repair Office Equ	0.00	200.00	-200.00	0.0%
5325 · Miscellaneous Expense	2,838.63	2,000.00	838.63	141.9%
5340 · Office Supplies	1,484.53	550.00	934.53	269.9%

8:42 AM

04/01/21

Accrual Basis

City of Blue Ridge Revenue

Profit & Loss Budget vs. Actual

October 2020 through September 2021

	Oct '20 - Sep 21	Budget	\$ Over Budget	% of Budget
5370 - Payroll Expenses				
5370.1 - Emp Life	0.48			
5372 - Health Insurance - TML				
5372.0 - Health Insurance - Company	70.46			
5372 - Health Insurance - TML - Other	154.44			
Total 5372 - Health Insurance - TML	224.90			
5374 - Medicare Expenses	33.32			
5375 - TMRS	55.01			
5376 - SS Expenses	142.46			
5377 - TWC Expenses	13.88			
5379 - Wages	2,320.91			
5370 - Payroll Expenses - Other	11,103.61	136,868.00	-125,764.39	8.1%
Total 5370 - Payroll Expenses	13,894.57	136,868.00	-122,973.43	10.2%
5378 - Uniforms	22.95	700.00	-677.05	3.3%
5380 - Postage, Freight & Shipping	209.80	800.00	-590.20	26.2%
5399 - Petty Cash	0.00	200.00	-200.00	0.0%
5400 - Refund - Water Deposits	1,593.15	2,000.00	-406.85	79.7%
5450 - Returned Checks	189.00	500.00	-311.00	37.8%
5510 - Sales Tax Expense (Trash)	1,777.77	6,500.00	-4,722.23	27.4%
5530 - Seminars - Training Courses	213.75	1,500.00	-1,286.25	14.3%
5540 - Subscriptions, Dues & Permits	3,786.96	3,000.00	786.96	126.2%
5700 - Trash Pickup	37,663.50	89,835.00	-52,171.50	41.9%
5710 - Travel/Mileage	0.00	600.00	-600.00	0.0%
5715 - Computer				
5716 - Consulting Fees	4,874.39	12,000.00	-7,125.61	40.6%
5715 - Computer - Other	339.17	0.00	339.17	100.0%
Total 5715 - Computer	5,213.56	12,000.00	-6,786.44	43.4%
5720 - Utilities				
5721 - Electric Services	14,391.83	26,000.00	-11,608.17	55.4%
5723 - Mobile Phones	0.00	0.00	0.00	0.0%
5725 - Pagers/2-Way Radios	106.55	468.00	-361.45	22.8%
5726 - Telephone Services	1,128.90	2,500.00	-1,371.10	45.2%
5720 - Utilities - Other	36.31			
Total 5720 - Utilities	15,663.59	28,968.00	-13,304.41	54.1%

8:42 AM

04/01/21

Accrual Basis

City of Blue Ridge Revenue Profit & Loss Budget vs. Actual October 2020 through September 2021

	Oct '20 - Sep 21	Budget	\$ Over Budget	% of Budget
5800 - Water & Sewer				
5801 - W&S Maint & Repair	27,585.00	7,000.00	20,585.00	394.1%
5802 - W&S Parts & Equipment	2,611.26	60,000.00	-57,388.74	4.4%
5803 - W&S Testing/Samples	943.08	18,500.00	-17,556.92	5.1%
5804 - Vehicle Maint/Repairs	9.20	4,500.00	-4,490.80	0.2%
5805 - Water & Sewer - Chemicals	2,916.28	7,200.00	-4,283.72	40.5%
5812 - Water & Sewer Testing & Samples	7,294.45			
Total 5800 - Water & Sewer	41,359.27	97,200.00	-55,840.73	42.6%
5810 - Water Bill Expense	0.00	500.00	-500.00	0.0%
5901 - Equipment Loan	12,106.32	15,071.28	-2,964.96	80.3%
5999 - Bad Debt Expense	0.00	1,500.00	-1,500.00	0.0%
6690 - Reconciliation Discrepancies	-2,551.82			
6700 - Capital Outlay	0.00	0.00	0.00	0.0%
Total Expense	238,083.43	530,458.53	-292,375.10	44.9%
Net Ordinary Income	81,503.02	0.00	81,503.02	100.0%
Other Income/Expense				
Other Income				
4210 - Earned Interest	72.80	150.00	-77.20	48.5%
Total Other Income	72.80	150.00	-77.20	48.5%
Net Other Income	72.80	150.00	-77.20	48.5%
Net Income	81,575.82	150.00	81,425.82	54,383.9%

Kenneth L. Maun
Tax Assessor Collector
Collin County
2300 Bloomdale Rd
P.O. Box 8046
McKinney, Texas 75070
972- 547-5020
Metro 424-1460 Ext.5020
Fax 972-547-5040

March 10, 2021

Mayor Rhonda Williams
City of Blue Ridge
200 S. Main
Blue Ridge, Texas 75424

Dear Mayor Williams,

Enclosed is the Monthly Collection Report for:
The City of Blue Ridge tax collections for the month were:

February 2021
43,652.20

Sincerely,



Kenneth L. Maun
Tax Assessor Collector

Attachment

cc: Edie Sims, City Secretary

KM:jd

Kenneth L Maun
Tax Assessor/Collector
Collin County
P O Box 8046
McKinney Tx 75070

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Monthly Collection Status Report
February 2021

City of Blue Ridge #08

	Collections Month of February	Cumulative Total 10/1/20 thru 2/26/21	% of Collections
Current Tax Year Collections			
Base M&O	34,702.52	245,182.32	93.68%
Base I&S	7,873.58	55,628.93	
Late Rendition Penalty	236.31	324.68	
P&I M&O	189.23	189.23	
P&I I&S	42.97	42.97	
P&I I&S Bond			
Attorney Fee	0.00	0.00	
Subtotal	43,044.61	301,368.13	93.85%
Delinquent TaxYears Collections			
Base M&O	401.59	1,545.18	
Base I&S	87.28	309.88	
Late Rendition Penalty	0.00	0.00	
P&I M&O	97.52	417.54	
P&I I&S	21.20	79.34	
P&I I&S Bond			
Attorney Fee	79.51	312.14	
Subtotal	687.10	2,664.08	0.83%
Combined Current & Delinquent:			
Base M&O	35,104.11	246,727.50	
Base I&S	7,960.86	55,938.81	
Late Rendition Penalty	236.31	324.68	
P&I M&O	286.75	606.77	
P&I I&S	64.17	122.31	
P&I I&S Bond			
Attorney Fee	79.51	312.14	
Total Collections	43,731.71	304,032.21	94.68%
 Original 2020 Tax Levy		321,101.35	100.00%

Kenneth L. Maun
Tax Assessor/Collector
Collin County
P O Box 8046
McKinney Tx 75070

Page 2

Cumulative Comparative Collection Status Report
February 2021

City of Blue Ridge #08

	Collections thru February 2021	% Collections	Collections thru February 2020	% Collections
Current Tax Year Collections				
Base M&O	300,811.25	93.68%	266,027.42	93.27%
Late Rendition Penalty	324.68		119.13	
P&I M&O	232.20		418.52	
Attorney Fee	0.00		0.00	
Subtotal	<u>301,368.13</u>	93.85%	<u>266,565.07</u>	93.44%
Delinquent Tax Years Collections				
Base M&O	1,855.06		2,059.97	
Late Rendition Penalty	0.00		0.36	
P&I M&O	496.88		524.90	
Attorney Fee	312.14		429.77	
	0.00		0.00	
Subtotal	<u>2,664.08</u>	0.83%	<u>3,015.00</u>	0.98%
Combined Current & Delinquent:				
Base M&O	302,666.31		268,087.39	
P&I M&O	729.08		943.42	
Late Rendition Penalty	324.68		119.49	
Attorney Fee	312.14		429.77	
	0.00			
Total Collections	<u>304,032.21</u>	94.66%	<u>269,580.07</u>	94.43%
Adjusted 2019 Tax Levy			<u>306,667.64</u>	100.00%
Original 2020 Tax Levy	<u>321,101.35</u>	100.00%		

Kenneth L. Maun
 Tax Assessor/Collector
 Collin County
 P O Box 8046
 McKinney Tx 75070

Levy Outstanding Status Report
 February 2021

City of Blue Ridge #08

	Current Tax Year	Delinquent Tax Years
Current Month:		
Tax Levy Remaining as of 1/31/21	64,689.19	7,169.08
Base M&O Collections	42,576.10	488.87
Supplement/Adjustments	0.00	0.00
Write-off	0.00	0.00
Remaining Levy as of 2/26/21	<u>22,113.09</u>	<u>6,680.21</u>
Cumulative (From 10/01/20 thru 2/26/21)		
Original 2020 Tax Levy (as of 10/01/20)	321,101.35	8,535.27
Base M&O Collections	300,811.25	1,855.08
Supplement/Adjustments	1,822.99	0.00
Write-off	0.00	0.00
Remaining Levy as of 2/26/21	<u>22,113.09</u>	<u>6,680.21</u>

Kenneth L. Maun
Tax Assessor/Collector
Collin County
P O Box 8046
McKinney Tx 75070

Monthly Distribution Report
February 2021

City of Blue Ridge #08

	Distribution Month of February	Distribution 10/1/20 thru 2/26/21
Weekly Remittances:		
Week Ending 2/5/21	32,141.67	59,035.32
Week Ending 2/12/21	9,811.48	30,775.28
Week Ending 2/19/21	0.00	66,619.60
Week Ending 2/26/21	1,687.23	42,825.16
		104,448.46
Total Weekly Remittances	<u>43,640.38</u>	<u>303,703.82</u>
Overpayment from Prior Month	0.00	0.00
Excess Refund Remittance Repaid to Entity	0.00	0.00
Commission Paid Delinquent Attorney	79.51	312.14
Entity Collection Fee	0.00	0.00
Judgement Interest	0.00	0.00
5% CAD Rendition Penalty	11.82	16.25
Total Disbursements	<u><u>43,731.71</u></u>	<u><u>304,032.21</u></u>
Carryover to Next Month	0.00	0.00

The charts below contain sales tax revenue allocated each month by the Texas State Comptroller. Please contact and search the Texas Comptroller's website if you notice an incorrect amount.

For example, the February allocations reflect December sales, collected in January and allocated in February.

*Excludes any sales tax retained by the municipality and not remitted to the Comptroller.

- View Grid Based on Fiscal Year
- View Grid With All Years

[Download to Excel](#)

By Calendar Year

Year	January	February	March	April	May	June	July	August	September	October	November	December	Total
2021	\$24,594	\$29,696	\$20,292	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$74,582
2020	\$18,516	\$22,882	\$18,032	\$20,028	\$23,840	\$23,837	\$22,854	\$30,136	\$22,486	\$21,852	\$26,721	\$23,056	\$274,240
2019	\$14,965	\$26,513	\$16,084	\$13,567	\$19,591	\$16,900	\$16,587	\$17,849	\$17,846	\$17,704	\$18,763	\$16,847	\$213,215
2018	\$13,137	\$19,091	\$12,219	\$13,580	\$19,502	\$19,937	\$17,445	\$22,987	\$14,110	\$14,338	\$17,996	\$15,614	\$199,954
2017	\$15,763	\$17,919	\$13,277	\$11,886	\$16,248	\$14,238	\$13,124	\$22,031	\$23,142	\$13,654	\$18,552	\$13,595	\$193,429
2016	\$13,043	\$15,423	\$12,633	\$12,675	\$16,640	\$15,459	\$13,098	\$15,980	\$13,237	\$13,422	\$16,942	\$13,012	\$171,564
2015	\$10,832	\$13,388	\$8,437	\$10,235	\$13,995	\$11,700	\$10,528	\$13,150	\$11,657	\$12,017	\$15,383	\$11,484	\$142,808
2014	\$9,352	\$21,018	\$10,164	\$9,997	\$13,758	\$10,854	\$9,433	\$14,642	\$11,136	\$12,417	\$14,043	\$10,961	\$147,776
2013	\$8,851	\$13,244	\$9,099	\$8,872	\$10,834	\$10,316	\$11,142	\$12,682	\$10,025	\$10,788	\$12,277	\$10,455	\$128,585
2012	\$6,914	\$11,127	\$8,110	\$8,068	\$11,944	\$7,171	\$9,616	\$10,589	\$9,112	\$8,743	\$10,575	\$8,887	\$110,854

Alerts

Stay Alert

Know about changes to your finances and online security. Choose when and what alerts you get by email or text message.

Accounts

<u>4A INDUSTRIAL DEVELOPMENT</u>	Available Balance \$189,383.35	Recent ▼
<u>4B COMMUNITY DEVELOPMENT</u>	Available Balance \$176,814.40	Recent ▼
<u>RESERVE REVENUE ACCOUNT</u>	Available Balance \$10,522.08	Recent ▼
<u>LIBRARY & LEARNING CENTER FUND</u>	Available Balance \$5,948.97	Recent ▼
<u>ROAD CONSTRUCTION</u> X8937	Available Balance \$0.00	Recent ▼
<u>GENERAL TAX</u>	Available Balance \$129,514.67	Recent ▼
<u>REVENUE</u>	Available Balance \$39,424.50	Recent ▼
<u>DEPOSIT</u>	Available Balance \$63,082.98	Recent ▼
<u>INTEREST & SINKING BOND</u>	Available Balance \$0.00	Recent ▼
<u>GENERAL PAYROLL ACCT</u>	Available Balance \$0.00	Recent ▼
<u>REVENUE PAYROLL ACCT</u>	Available Balance \$0.00	Recent ▼
<u>USDA</u>	Available Balance \$1.00	Recent ▼
<u>2019 2020 CDBG Sewer Grant</u>	Available Balance \$4,678.62	Recent ▼

Building Fund

Available Balance

\$1,181.65

Recent ▼

STREET IMPROVEMENTS-CO

Available Balance

\$0.00

Recent ▼

ENCUMBERED REV

Current Balance

\$24,118.98

Recent ▼

WATER DEPOSITS

Current Balance

\$0.00

Recent ▼

Address	Notes	Code
Feb 25, 2021 9:13 AM 200 South Main St.	patrolled for strays issued citations to 106 e lamm for loose dogs	Animal Control
Feb 25, 2021 9:07 AM 106 e lamm st	wrote two citations for a brindle mixed dog and a black and white dog running loose on dog	Animal Control
Feb 19, 2021 1:01 PM 200 South Main St.	no patrols due to winter storm Uri	Animal Control
Feb 12, 2021 4:01 PM 200 South Main St.	patrolled for strays	Animal Control
Feb 4, 2021 10:05 AM 106 e lamm st	issued 2 animal at large citations for a white and black dog and a brindle and white pit bull mix running off leash	Animal Control
Feb 4, 2021 9:58 AM 200 South Main St.	patrolled for strays found 106 e lamm has their dogs running loose. see entry for 106 e lamm	Animal Control

**CITY OF BLUE RIDGE
ORDINANCE 2021-0406-001**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLUE RIDGE, TEXAS ADOPTING LAND USE ASSUMPTIONS, ADOPTING THE WATER AND WASTEWATER IMPACT FEE; DETERMINING THE AMOUNT OF IMPACT FEE TO BE COLLECTED BY "SERVICE UNIT" FOR NEW DEVELOPMENT; AND AMENDING THE CODE OF ORDINANCES OF THE CITY OF BLUE RIDGE, TEXAS THROUGH THE AMENDMENT OF APPENDIX A, "FEE SCHEDULE" BY CREATING ARTICLE A6.000 AS "IMPACT FEES" TO REFLECT THE ASSESSMENT AND COLLECTION OF WATER AND WASTEWATER IMPACT FEES ADOPTED HEREBY; PROVIDING A PENALTY; PROVIDING FOR SEVERABILITY; PROVIDING A REPEALER CLAUSE; PROVIDING FOR PUBLICATION; PROVIDING ENGROSSMENT AND ENROLLMENT; PROVIDING A SAVINGS CLAUSE AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Blue Ridge, Texas, in accordance with and in compliance of Chapter 395 of the Texas Local Government Code regarding the calculation, assessment and collection of impact fees for water and wastewater facilities; and

WHEREAS, Texas Local Government Code Section 395.045 allows a political subdivision such as the City of Blue Ridge, to adopt an ordinance which approves the land use assumptions and capital improvements plan; and

WHEREAS, Texas Local Government Code Section 395.052 requires a city imposing utility impact fees to update the land use assumptions and capital improvements plans at least once every five years; and

WHEREAS, the City of Blue Ridge, Texas ("City") has undertaken the review and implementation of the land use assumptions and capital improvements plans for water and wastewater utility services necessary to serve new development; and

WHEREAS, the City provided notice as required by law and held a public hearing regarding Land Use Assumptions, Capital Improvements Plans and implementation of impact fees before the Capital Improvements Advisory Commission ("CIAC") on or about February 23, 2021; and

WHEREAS, the CIAC has submitted a written report to the City Council of the City of Blue Ridge, Texas, recommending the adoption of the Land Use Assumptions and Water and Wastewater Impact Fees and the manner of imposing impact fees within the City's corporate limits and extraterritorial jurisdiction; and

WHEREAS, the City Council finds that the City has complied with Chapter 395 of the Texas Local Government Code in the amendment of the land use assumptions, capital improvements plan, and imposition of impact fees; and

WHEREAS, the City Council of the City of Blue Ridge, after notice and public hearing as required by law and upon due deliberation and consideration of the recommendation of the CIAC and of all testimony and information submitted during said public hearings, has determined that it is in the public's best interest and in support of the health, safety, morals, and general welfare of the citizens of the City that the Land Use Assumptions and Capital Improvement Plans be adopted and that certain provisions regarding the manner of imposing impact fees should be implemented.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLUE RIDGE, TEXAS THAT:

Section 1. FINDINGS INCORPORATED

All of the above premises are hereby found to be true and correct legislative and factual findings of the City of Blue Ridge, and they are hereby approved and incorporated into the body of this Ordinance as if restated herein in their entirety.

Section 2. LAND USE ASSUMPTIONS ADOPTED

The City Council hereby adopts the Land Use Assumptions as set forth in the 2021 Water and Wastewater Impact Fee dated December 2020, attached hereto as Exhibit A and incorporated herein for all purposes allowed by law.

Section 3. WATER SYSTEM CAPITAL IMPROVEMENT PLAN ADOPTED

The City Council hereby adopts the Water System Capital Improvement Plan as set forth in the 2020 Water and Wastewater Impact Fee dated December 2020, attached hereto as Exhibit A and incorporated herein for all purposes allowed by law.

Section 4. WASTEWATER SYSTEM CAPITAL IMPROVEMENT PLAN ADOPTED

The City Council hereby adopts the Wastewater System Capital Improvement Plan as set forth in the 2020 Water and Wastewater Impact Fee dated December 2020, attached hereto as Exhibit A and incorporated herein for all purposes allowed by law.

Section 5. SERVICE UNIT EQUIVALENT ADOPTED

The City Council hereby adopts a service unit sized per water meter to be used for the calculation of the impact fee amount to be assessed and collected to serve new development within the City's corporate limits and its extraterritorial jurisdiction for purpose of both water impact fees and wastewater impact fees.

Section 6. IMPACT FEE ADOPTED

The City Council hereby determines that water impact fees and wastewater impact fees shall be assessed and collected within the City's corporate limits and its extraterritorial jurisdiction and will be reflected by Table 16 of the 2020 Water and Wastewater Impact Fee dated December 2020, attached hereto as Exhibit A and incorporated herein for all purposes allowed by law.

Section 7. APPENDIX A, FEE SCHEDULE

From and after the effective date of this ordinance, the Fee Schedule shall be modified to reflect the maximum impact fee to be assessed and collected per service unit for water and wastewater facilities as follows:

IMPACT FEES TO BE COLLECTED ON NEW DEVELOPMENTS RECORD
PLATTED ON OR AFTER _____; AND ON NEW DEVELOPMENTS
FOR WHICH PLATTING IS NOT REQUIRED.

**ALLOWABLE MAXIMUM FEE PER LIVING UNIT EQUIVALENT
AND
PER METER SIZE AND TYPE**

50% Max . Water Impact fee /LUE \$ 4,195
50% Max . Wastewater Impact fee /LUE \$ 4,937

Typical Land Use	Meter Type	Meter Size	LUE	Maximum Impact Fee		Total
				Water	Wastewater	
Single Family Residential	Simple	5/8" x3/4"	1.0	\$ 4,195	\$ 4,937	\$ 9,132
Single Family Residential	Simple	1"	2.5	\$ 10,487	\$ 12,343	\$ 22,831
Single Family Residential	Simple	1-1/2"	5.0	\$ 20,975	\$ 24,686	\$ 45,661
Single Family Residential	Simple	2"	8	\$ 33,560	\$ 39,498	\$ 73,058
Commercial/Retail	Compound	2"	8	\$ 33,560	\$ 39,498	\$ 73,058
Commercial/Retail	Turbine	2"	10	\$ 41,950	\$ 49,372	\$ 91,322
Commercial/Retail/Multi Family	Compound	3"	16	\$ 67,120	\$ 78,995	\$ 146,115
Commercial/Retail/Multi Family	Turbine	3"	24	\$ 100,680	\$ 118,493	\$ 219,173
Commercial/Retail/Multi Family	Compound	4"	25	\$ 104,875	\$ 123,430	\$ 228,305
Commercial/Retail/Multi Family	Turbine	4"	42	\$ 176,189	\$ 207,363	\$ 383,552
Industrial	Compound	6"	50	\$ 209,749	\$ 246,861	\$ 456,610
Industrial	Turbine	6"	92	\$ 385,939	\$ 454,224	\$ 840,162
Industrial	Compound	8"	80	\$ 335,599	\$ 394,977	\$ 730,576
Industrial	Turbine	8"	160	\$ 671,198	\$ 789,954	\$ 1,461,152
Industrial	Compound	10"	115	\$ 482,424	\$ 567,780	\$ 1,050,203
Industrial	Turbine	10"	250	\$ 1,048,747	\$ 1,234,303	\$ 2,283,050
Industrial	Turbine	12"	330	\$ 1,384,346	\$ 1,629,280	\$ 3,013,626

Section 8. PENALTY

Any person, firm or corporation violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and, upon conviction in the municipal court of the City of Blue Ridge, Texas, shall be punished by a fine not to exceed the sum of two thousand dollars (\$2,000.00) for each offense; and each and every day such violation shall continue shall be deemed to constitute a separate offense.

Section 9. SEVERABILITY

It is hereby declared to be the intention of the City Council that the several provisions of this Ordinance are severable, and if any court of competent jurisdiction shall judge any provisions of this Ordinance to be illegal, invalid, or unenforceable, such judgement shall not affect any other provisions of this Ordinance which are not specifically designated as being illegal, invalid or unenforceable.

Section 10. REPEALER

This Ordinance shall be cumulative of all other Ordinances, resolutions, and/or policies of the City, whether written or otherwise, and shall not repeal any of the provisions of those ordinances except in those instances where the provisions of those ordinances are in direct conflict with the provisions of this Ordinance. Any and all ordinances, resolutions, and/or policies of the City, whether written or otherwise, which are in any manner in conflict with or inconsistent with this Ordinance, shall be and are hereby repealed to the extent of such conflict and/or inconsistency.

Section 11. PUBLICATION

The City Secretary of the City of Blue Ridge is hereby directed to publish in the Official Newspaper of the City of Blue Ridge the Caption, Penalty and Effective Date Clause of this Ordinance as required by Section 52.011 of the Texas Local Government Code.

Section 12. ENGROSSMENT AND ENROLLMENT

The City Secretary of the City of Blue Ridge is hereby directed to engross and enroll this Ordinance by copying the exact Caption and the Effective Date clause in the minutes of the City Council of the City of Blue Ridge and by filing this Ordinance in the Ordinance records of the City.

Section 13. SAVINGS

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

Section 14. EFFECTIVE DATE

This Ordinance shall take effect immediately upon its adoption and publication in accordance with and as provided by Texas law.

PASSED AND APPROVED by the City Council of the City of Blue Ridge, Texas this 6th day of April, 2021, there being a quorum present, and approved by the Mayor.

Rhonda Williams, Mayor

ATTEST:

Edie Sims, City Secretary

Exhibit A



WATER AND WASTEWATER IMPACT FEE STUDY



2020 to 2030



Submitted To



Submitted By



BIRKHOFF, HENDRICKS & CARTER, L.L.P.
PROFESSIONAL ENGINEERS – Texas Firm F526
DALLAS, TEXAS



December 2020

BIRKHOFF, HENDRICKS & CARTER, L.L.P.
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ANDREW MATA, JR., P.E.
DEREK B. CHANEY, P.E., R.P.L.S.
CRAIG M. KERKHOFF, P.E.
JUSTIN R. IVY, P.E.

December 11, 2020

Mrs. Edie Sims
City Secretary
City of Blue Ridge
200 S. Main
Blue Ridge, Texas 75424

Re: Water and Wastewater System Wide Impact Fee Study
2020 - 2030

Dear Mrs. Sims:

This report study presents the results of the City of Blue Ridge Water and Wastewater System Wide Impact Fee Study for the planning years 2020 through 2030. This report includes discussions on population projections, the impact fee Capital Improvements Plan, and Calculated Maximum Impact Fees by meter size. The maximum fees per service unit (for a ¾-inch water meter) are as follows:

Maximum Water Impact Fee per Service Unit \$4,195

Maximum Wastewater Impact Fee per Service Unit \$3,205

We have enjoyed working with the City on this important study and are available to discuss the findings and conclusions further at your convenience. We look forward to our continued working relationship with you and the City of Blue Ridge.

Sincerely,

Justin Ivy
12/11/2020

Justin R. Ivy, P.E.



**CITY OF BLUE RIDGE, TEXAS
WATER AND WASTEWATER IMPACT FEE STUDY
2020 TO 2030**

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Justin Ivy
12/11/2020

**CITY OF BLUE RIDGE
2020 - 2030 WATER & WASTEWATER
IMPACT FEE STUDY**

A. INTRODUCTION

Chapter 395, of the Local Government Code is an act that provides guidelines for financing capital improvements required by new development in municipalities, counties, and certain other local governments. Under Chapter 395, political subdivisions receive authorization to enact or impose impact fees on land that is located within their political subdivision's corporate boundaries or extraterritorial jurisdictions. No governmental entity or political subdivision can enact or impose an impact fee unless they receive specific authorization by state law or by Chapter 395.

An "Impact Fee" is a charge or assessment imposed by a political subdivision for new development within its service area in order to generate revenue for funding or recouping the costs of capital improvements of facility expansions necessitated by and attributable to the new development.¹ The City of Blue Ridge Water Service Area is all land within the current water Certificate of Convenient and Necessity CCN (Certificate No. 13123). The City of Blue Ridge Wastewater Service Area is all land within the current sewer CCN (Certificate No. 21009) and extending to the Extra Territorial Jurisdiction (ETJ).

The first step in determining an impact fee is preparation of land use and growth assumptions for the service area for the next ten years. Lacking information unique to the City of Blue Ridge, populations were projected over the next ten years based on growth rates of neighboring communities and verified by the City. The populations were then converted to connections in order to calculate utilized capacity over the impact fee period.

Next, a Capital Improvements Plan must be created to describe the water and wastewater infrastructure that will be necessary to serve the anticipated land uses and growth. The following items can be included in the impact fee calculation:

- 1) The portion of the cost of the new infrastructure that is to be paid by the City, including engineering, property acquisition and construction cost.
- 2) Existing excess capacity in lines and facilities that will serve future growth and which were paid for in whole or part by the City and part by the Developer.
- 3) Interest and other finance charges on bonds issued by the City to cover its portion of the cost.

¹ P. 831, Texas Local Government Code, West's Texas Statutes and Codes, 1998 Edition.

5) Water Distribution System Capital Improvement Projects

In order to meet the demands of the anticipated growth over the next 10-years, certain water distribution system improvements are required. Table No. 6 itemizes each project and the project cost. These recommended improvements form the basis for the Water System Impact Fee Calculation and totals \$2,025,000. Adding the cost of financing brings the total 10-year Water System Capital Improvement cost to \$3,088,125.

TABLE NO. 6
10-YEAR CAPITAL IMPROVEMENT PLAN

WATER LINES

Project No.	Project	Capacity	Opinion of Project Cost ⁽¹⁾	Debt Service ⁽²⁾	Total Project Cost
1	S.H. 78 12-Inch Water Line	2.5 MGD	\$ 156,000	\$ 81,900	\$ 237,900
Subtotal, Water Lines:			\$ 156,000	\$ 81,900	\$ 237,900

SUPPLY, PUMPING & STORAGE FACILITIES

Project No.	Project	Capacity	Opinion of Project Cost ⁽¹⁾	Debt Service ⁽²⁾	Total Project Cost
1	NTMWD Delivery Point #1 & Meter	0.50 MGD	\$ 1,200,000	\$ 630,000	\$ 1,830,000
2	High Service Pump Station #1	0.50 MGD	\$ 600,000	\$ 315,000	\$ 915,000
3	High Service Pump Station #1 Ground Storage Reservoir	0.125 MG	\$ 225,000	\$ 118,125	\$ 343,125
Subtotal, Supply, Pumping and Storage Facilities:			\$ 2,025,000	\$ 1,063,125	\$ 3,088,125

PLANNING EXPENSES

Project No.	Project	Opinion of Cost (1)(b)	Debt Service ⁽²⁾	Total Project Cost
	Water Impact Fee	\$ 2,500	\$ -	\$ 2,500
	Subtotal, Planning Expenses:	\$ 2,500	\$ -	\$ 2,500
	Water Distribution System CIP Grand Total:	\$ 2,183,500	\$ 1,145,025	\$ 3,328,525

Notes:

- (1) Opinion of Project Cost includes:
a) Engineer's Opinion of Construction Cost
b) Professional Services Fees (Survey, Engineering, Testing, Legal)
c) Cost of Easement or Land Acquisitions
(2) Debt Service based on 20-year simple interest bonds at 5%

TABLE NO. 12
10-YEAR CAPITAL IMPROVEMENT PLAN

WASTEWATER TREATMENT

Project No.	Project	Capacity	Opinion of Project Cost ⁽¹⁾	Debt Service ⁽²⁾	Total Project Cost
1	Existing Wastewater Treatment Plant Expansion	0.5 MGD	\$ 3,960,000	\$ 2,079,000	\$ 6,039,000
Subtotal, Wastewater Treatment Facilities:			\$ 3,960,000	\$ 2,079,000	\$ 6,039,000

PLANNING EXPENSES

Project No.	Project	Opinion of Project Cost (1)(b)	Debt Service ⁽²⁾	Total Project Cost
	Wastewater Impact Fee	\$ 2,500	\$ -	\$ 2,500
	Subtotal, Planning Expenses:	\$ 2,500	\$ -	\$ 2,500
Wastewater Collection System CIP Grand Total:				
		\$ 3,962,500	\$ 2,079,000	\$ 6,041,500

Notes:

- (1) Opinion of Project Cost includes:
a) Engineer's Opinion of Construction Cost
b) Professional Services Fees (Survey, Engineering, Testing, Legal)
- (2) Debt Service based on 20-year simple interest bonds at 5%

TABLE NO. 13
SUMMARY OF ELIGIBLE CAPITAL COST & UTILIZATION

Wastewater Collection System	Total Capital Cost (\$)	Total 20-Year Project Cost (\$)	Utilized Capacity During Fee Period (\$)
Existing Wastewater Facilities	\$ 3,360,000	\$ 5,124,000	\$ 978,684
Existing Wastewater System Subtotal:	\$ 3,360,000	\$ 5,124,000	\$ 978,684
Proposed Wastewater Facilities	\$ 3,960,000	\$ 6,039,000	\$ 1,153,500
Impact Fee Study Expenses	\$ 2,500	\$ 2,500	\$ 2,500
TOTAL	\$ 7,322,500	\$ 11,165,500	\$ 2,134,684

4) Utilized Capacity

The total number of connections to the wastewater collection system were calculated based on projected growth and population during the 10-year planning period using a population distribution factor of 3.1 people per connection for the year 2030. The utilized capacity of facilities was determined utilizing an estimated flow rate of 100 gallons per person per day (gpcd) based on average monthly wastewater treatment plant flows provided by the City. The utilized capacity for the wastewater treatment plant was then divided by the available capacity for years 2020 and 2030 to calculate the percent utilized during each year. Table No. 14 below summarize the calculations.

TABLE NO. 14
WASTEWATER TREATMENT PLANT UTILIZATION
(Based On Total Number Of Connections)

Year	Utilized Capacity (gpd)	New Treatment Capacity (gpd)	Treatment Capacity (gpd)	Utilized Capacity (%)
2020	91,000	-----	280,000	32.50%
2030	258,000	220,000	500,000	51.60%

Notes:

Utilized capacity based on flow rate of 100 gpcd

The percent-utilized capacity was calculated for the design flow of each study year based on the existing and 10-year wastewater treatment plant capacities. The utilized capacity during the Impact Fee period is the difference between the year 2020 capacity and the year 2030 capacity. Table No. 15 below summarizes the project cost and utilized cost over the impact fee period of 2020 – 2030 for each element of the wastewater system. The utilized capacity for each existing and proposed wastewater facility and collection line is presented in detail in Impact Fee Capacity Calculation Tables.

TABLE NO. 15
SUMMARY OF ELIGIBLE CAPITAL COST & UTILIZED CAPACITY COST

Wastewater Collection System	Total Capital Cost (\$)	Total 20-Year Project Cost (\$)	Utilized Capacity During Fee Period (\$)
Existing Wastewater Facilities	\$ 3,360,000	\$ 5,124,000	\$ 978,684
Existing Wastewater System Subtotal:	\$ 3,360,000	\$ 5,124,000	\$ 978,684
Proposed Wastewater Facilities	\$ 3,960,000	\$ 6,039,000	\$ 1,153,500
Impact Fee Study Expenses	\$ 2,500	\$ 2,500	\$ 2,500
TOTAL	\$ 7,322,500	\$ 11,165,500	\$ 2,134,684

G. CALCULATION OF MAXIMUM IMPACT FEES - WATER & WASTEWATER SYSTEM

The maximum impact fees for the water and wastewater systems are calculated separately by dividing the cost of the capital improvements or facility expansions necessitated and attributable to new development in the service area within the ten year period by the number of living units anticipated to be added to The City within the study year period as shown on **Table No. 3** and **No. 4**. The calculations are shown below:

Maximum Water Impact Fee	=	$\frac{\text{Eligible Existing Utilized Cost} + \text{Eligible Proposed Utilized Cost}}{\text{Number of New Living Unit Equivalent over the Next 10 Years}}$	
	=	$\frac{\$769,919}{360}$	$\frac{\$2,250,472}{360}$
			$\frac{\$3,020,391}{360}$
Maximum Impact Fee	=	<u>\$8,390</u>	
Allowable Maximum Water Impact Fee: (Max Impact Fee x 50%)*	=	<u>\$4,195</u>	
* Maximum allowable impact fee is 50% of the maximum calculated impact fee per Chapter 395 LGC			

Maximum Wastewater Impact Fee	=	$\frac{\text{Eligible Existing Utilized Cost} + \text{Eligible Proposed Utilized Cost}}{\text{Number of New Living Unit Equivalent over the Next 10 Years}}$		
	=	$\frac{\$ 978,684}{333}$	$+ \frac{\$ 1,156,000}{333}$	$\frac{\$2,134,684}{333}$
Maximum Impact Fee	=	<u>\$ 6,410</u>		
Allowable Maximum Wastewater Impact Fee: (Max Impact Fee x 50%)*	=	<u>\$ 3,205</u>		
* Maximum allowable impact fee is 50% of the maximum calculated impact fee per Chapter 395 LGC				

Based on the Maximum Impact Fee Calculation for Water and Wastewater, Table No. 16 calculates the maximum impact fee for the various sizes of water meters.

TABLE NO. 16
ALLOWABLE MAXIMUM FEE PER LIVING UNIT EQUIVALENT
AND
PER METER SIZE AND TYPE

50% Max . Water Impact fee /LUE _____ \$ 4,195
 50% Max . Wastewater Impact fee /LUE _____ \$ 3,205

Typical Land Use	Meter Type	Meter Size	LUE	Maximum Impact Fee		Total
				Water	Wastewater	
Single Family Residential	Simple	5/8" x3/4"	1.0	\$ 4,195	\$ 3,205	\$ 7,400
Single Family Residential	Simple	1"	2.5	\$ 10,487	\$ 8,013	\$ 18,501
Single Family Residential	Simple	1-1/2"	5.0	\$ 20,975	\$ 16,026	\$ 37,001
Single Family Residential	Simple	2"	8	\$ 33,560	\$ 25,642	\$ 59,202
Commercial/Retail	Compound	2"	8	\$ 33,560	\$ 25,642	\$ 59,202
Commercial/Retail	Turbine	2"	10	\$ 41,950	\$ 32,052	\$ 74,002
Commercial/Retail/Multi Family	Compound	3"	16	\$ 67,120	\$ 51,284	\$ 118,404
Commercial/Retail/Multi Family	Turbine	3"	24	\$ 100,680	\$ 76,926	\$ 177,605
Commercial/Retail/Multi Family	Compound	4"	25	\$ 104,875	\$ 80,131	\$ 185,005
Commercial/Retail/Multi Family	Turbine	4"	42	\$ 176,189	\$ 134,620	\$ 310,809
Industrial	Compound	6"	50	\$ 209,749	\$ 160,262	\$ 370,011
Industrial	Turbine	6"	92	\$ 385,939	\$ 294,881	\$ 680,820
Industrial	Compound	8"	80	\$ 335,599	\$ 256,418	\$ 592,018
Industrial	Turbine	8"	160	\$ 671,198	\$ 512,837	\$ 1,184,035
Industrial	Compound	10"	115	\$ 482,424	\$ 368,602	\$ 851,025
Industrial	Turbine	10"	250	\$ 1,048,747	\$ 801,308	\$ 1,850,055
Industrial	Turbine	12"	330	\$ 1,384,346	\$ 1,057,726	\$ 2,442,072

APPENDIX A

***EXISTING WATER & WASTEWATER
IMPACT FEE TABLES***

J. CLARK¹ & J. M. WILSON² ¹Water and Sewerage Department, Free School Lane, WILKIN, CV34 6NF; ²Water and Sewerage Department, 100, High Street, WILKIN, CV34 6NF

TABLE NO. 18
CITY OF BLUE RIDGE, TEXAS
WASTEWATER COLLECTION SYSTEM IMPACT FEE STUDY
EXISTING WASTEWATER FACILITIES

	Year Const.	Capacity (MGD)	Facility Cost (\$)				Capacity Utilized (%)		Capacity Utilized (\$)					
			Construction Cost (2020 Dollars)	Debt Service Interest Rate %	20 Year Debt Service Utilizing Simple Interest*	Total 20 Yr. Project Cost \$	2020	2030	In The CRF Period	2020	2030	In The CRF Period		
Pump Station Improvements														
Existing Wastewater Facilities														
Existing Wastewater Treatment Plant	1934	0.28	\$3,340,000.00	5%	\$1,764,000	\$5,124,000	33%	52%	19%	\$1,655,300	\$2,643,984	\$978,684		
Existing Facilities Total			\$3,340,000.00		\$1,764,000	\$5,124,000				\$1,655,300	\$2,643,984	\$978,684		

APPENDIX B

***PROPOSED WATER & WASTEWATER
IMPACT FEE TABLES***

TABLE NO. 19
CITY OF BLUE RIDGE, TEXAS
WATER DISTRIBUTION IMPACT FEE STUDY
PROPOSED WATER LINES

Facility Improvements	Year Const.	(1) Projected Capacity	Water Line Cost (\$)					Capacity Utilized (%)		Capacity Utilized (\$)				
			Construction Cost (\$)	Engineering, Testing and Property Acquisition 20% (\$)	Opinion of Project Total Cost (\$)	20 Year Debt Service Utilizing Simple Interest (\$)	Total 20 Yr. Project Cost (\$)	2020	2030	In The CRF Period	2020	2030	In The CRF Period	
Water Lines														
1 S.H. 76 12-inch Water Line	2023	2.5 MGD	\$ 130,000	\$ 26,000	\$ 156,000	\$ 81,900	\$ 237,900	0%	20%	20%	\$ -	\$ 47,580	\$ 47,580	
Water Supply Subtotal:			\$ 130,000	\$ 26,000	\$ 156,000	\$ 81,900	\$ 237,900				\$ 47,580	\$ 47,580	\$ 47,580	
Proposed Water Line Improvements Total:			\$ 130,000	\$ 26,000	\$ 156,000	\$ 81,900	\$ 237,900				\$ 47,580	\$ 47,580	\$ 47,580	

Notes:

(1) Capacity based on maximum velocity of 5 fps.

TABLE NO. 20
CITY OF BLUE RIDGE, TEXAS
WATER DISTRIBUTION IMPACT FEE STUDY
PROPOSED WATER FACILITIES

Max Day Demand			Water Facilities Cost (\$)										Capacity Utilized (%)		Capacity Utilized (\$)	
Facility Improvements	Year Const.	Projected Capacity	Construction Cost (\$)	Engineering, Testing and Property Acquisition 10% (\$)	Option of Project Total Cost (\$)	20 Year Debt Service Utilizing Simple Interest (\$)	Total 20 Yr. Project Cost (\$)	2020		In The CRF Period		2030				
								2020	2030	2020	2030					
Water Supply																
1. NTMWD Delivery Point #1 & Meter	2023	0.50 MGD	\$ 1,000,000	\$ 200,000	\$ 1,200,000	\$ 630,000	\$ 1,830,000	0%	72%	\$ -	\$ 1,314,672	\$ 1,314,672				
Water Supply Subtotal:			\$ 1,000,000	\$ 200,000	\$ 1,200,000	\$ 630,000	\$ 1,830,000			\$ 1,314,672	\$ 1,314,672					
Proposed Pump Stations, Ground Storage, and Elevated Storage Facilities																
1. High Service Pump Station #1	2023	0.50 MGD	\$ 500,000	\$ 100,000	\$ 600,000	\$ 315,000	\$ 915,000	0%	72%	\$ -	\$ 657,336	\$ 657,336				
2. High Service Pump Station #1 Ground Storage Reservoir	2023	0.125 MGD	\$ 187,500	\$ 37,500	\$ 225,000	\$ 118,125	\$ 343,125	0%	67%	\$ -	\$ 228,384	\$ 228,384				
Facility Subtotal:			\$ 687,500	\$ 137,500	\$ 825,000	\$ 551,250	\$ 1,376,250			\$ 885,720	\$ 885,720					
Proposed Facility Total			\$ 1,687,500	\$ 337,500	\$ 2,025,000	\$ 1,181,250	\$ 3,206,250			\$ 2,200,392	\$ 2,200,392					

TABLE NO. 21
CITY OF BLUE RIDGE, TEXAS
WASTEWATER COLLECTION SYSTEM IMPACT FEE STUDY
PROPOSED WASTEWATER FACILITIES

Facility Improvements	Year Comm.	Expansion (MGD)	Total Capacity (MGD)	Sewer Facilities Cost (\$)					Capacity Utilized (MGD)		Capacity Utilized (%)		Capacity Utilized (\$)			
				20 Year Construction Cost (\$)	Engineering, Testing, and Property Acquisition 20% (\$)	Operation of Plant Project Total Cost (\$)	20 Year Debt Service Utilizing Simple Interest (\$)	Total 20 Yr. Project Cost (\$)	2020	2030	In The CRF Period	2020	2030	In The CRF Period		
Proposed Facility Improvements																
Existing Wastewater Treatment Plant Expansion	2023	0.22	0.50	\$ 3,300,000	\$ 660,000	\$ 3,960,000	\$ 2,079,000	\$ 6,039,000	0.33	0.52	0.19	33%	52%	17%	\$1,062,675.00	\$ 1,133,449
Facility Subtotal:				\$ 3,300,000	\$ 660,000	\$ 3,960,000	\$ 2,079,000	\$ 6,039,000							\$ 3,116,124	\$ 1,133,449
Proposed Facility Total				\$ 3,300,000	\$ 660,000	\$ 3,960,000	\$ 2,079,000	\$ 6,039,000							\$ 3,116,200	\$ 1,133,500



**WATER AND WASTEWATER
IMPACT FEE STUDY**
2020 to 2030

BIRKHOFF, HENDRICKS & CARTER, L.L.P.
PROFESSIONAL ENGINEERS

11910 Greenville Ave., Suite 600
Dallas, Texas 75243
Phone (214) 361-7900; Fax (214) 461-8390
www.bhcllp.com

December 2020

**CITY OF BLUE RIDGE
RESOLUTION # R-2021-0406-001**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE RIDGE, TEXAS, PROVIDING FOR PROCUREMENT POLICY SCOPE, CODE OF CONDUCT, PROCUREMENT REQUIREMENTS AND CONSIDERATIONS, PROCUREMENT METHODS AND PROCEDURES, DOCUMENTATION, AND COMPLIANCE, ADOPTING AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Blue Ridge acknowledges the high priority of providing necessary guardianship of public funds in the municipal sector; and

WHEREAS, the City Council expressly intends to set high fiscal standards by providing a policy in which procurement of product and services is held to the same high standard; and

WHEREAS, the City Council hereby intends to implement procurement requirements set forth in Title 2 of the Code of Federal Regulations (CFR).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BLUE RIDGE, TEXAS;

SECTION 1. The City of Blue Ridge Procurement Policy attached hereto as Exhibit "A" is hereby the official policy of the City of Blue Ridge, Texas.

SECTION 2. This Resolution shall take effect immediately from its passage.

SECTION 3. All provisions of the resolution of the City of Blue Ridge in conflict with other provisions of this or other resolutions are repealed, and all other provisions of the resolutions of the City of Blue Ridge not in conflict with the provisions of this resolution, shall remain in full force and effect.

DULY PASSED by the City Council of the City of Blue Ridge, Texas this the 6th day of April, 2021.

Rhonda Williams, Mayor

ATTEST:

Edie Sims, City Secretary

City of Blue Ridge Procurement Policy

1. Introduction and Purpose.

In keeping with its commitment to maintain the highest standards of conduct and ethics, the City of Blue Ridge ("CITY") has adopted this Procurement Policy ("Policy") to ensure that goods and services purchased by CITY are obtained in a cost-effective manner and in compliance with applicable federal and state laws.

The acquisition processes described in this Policy apply to all purchases made by (1) CITY's Purchasing Department, and (2) CITY programs independent of the Purchasing Department by employees, directors, officers, or agents (together, "CITY Purchasers"). Purchases may also be subject to prior funding source approval and additional requirements imposed by grants or contracts. Program

Directors are responsible for reviewing any such additional requirements, bringing them to the attention of the Purchasing Department, and ensuring that contractors and vendors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

2. Code of Conduct.

A. CITY Purchasers shall not participate in the selection, award, or administration of a contract if they have a real or apparent conflict of interest. Such a conflict arises when:

- i. The CITY Purchaser; any immediate family member (spouse, child, parent, parent-in-law, sibling, or sibling-in-law); partner; or an organization that employs, or is about to employ, any of the above has a direct or indirect financial or other interest in or will receive a tangible personal benefit from a firm or individual considered for the contract award.
- ii. An "organizational conflict of interest" is created because of a relationship CITY has with a parent, affiliate, or subsidiary organization that is involved in the transaction such that CITY is or appears to be unable to be impartial in conducting a procurement action involving the related organization.

B. CITY Purchasers shall not solicit or accept gifts, money, gratuities, favors, or anything of monetary value, except unsolicited items or services of nominal value from vendors, prospective vendors, parties to subcontracts, or any other person or entity that receives, or may receive, compensation for providing goods or performing services for CITY.

C. All CITY Purchasers shall review and comply with the CITY's procedures for disclosing, reviewing and addressing actual and potential conflicts of interest.

3. Procurement Requirements and Considerations.

A. Competition. All procurements shall be conducted in a manner that provides, to the maximum extent practical, full and open competition.¹ Procurements shall:

- i. Avoid noncompetitive practices that may restrict or eliminate competition, including but not limited to:
 - a. Unreasonable qualification requirements.
 - b. Unnecessary experience and excessive bonding requirements.
 - c. Noncompetitive pricing practices between firms or affiliated companies.

- d. Noncompetitive contracts to consultants on retainer contracts.
 - e. Organizational conflicts of interest.
 - f. Specifying "brand name" only instead of allowing "an equal to" product.
 - g. Arbitrary actions.²
- ii. Not intentionally split a single purchase into two or more separate purchases to avoid dollar thresholds that require more formal procurement methods.
 - iii. Exclude contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for a proposal from competing for such procurement.³
 - iv. Include in any prequalified list an adequate number of current, qualified vendors, firms, or products.⁴
 - v. Not preclude potential bidders from qualifying during the solicitation period.⁵
 - vi. Not use any geographic preferences (state, local or tribal) in the evaluation of bids or proposals, except where expressly mandated or encouraged by applicable Federal statutes.⁶
- B. Profit. For sole source procurements or when cost analysis is used, profit must be negotiated as a separate element of the procurement price.
- i. To establish a fair and reasonable profit, consider: complexity of work performed, risk borne by contractor, contractor's investment, amount of subcontracting, quality of contractor's record and past performance, and industry profit rates in surrounding geographical area for similar work.⁷
 - ii. CITY may not use either the cost plus a percentage of cost, or percentage of construction cost methods of contracting.⁸
- C. Minority Owned, Women Owned, and Small Business Vendors. CITY is committed to taking all necessary affirmative steps to assure that minority business, women's business enterprises and labor surplus area firms⁹ ("MWSB Vendors") are used whenever possible. Such steps include:
- i. Placing qualified MWSB Vendors on solicitation lists;
 - ii. Soliciting MWSB Vendors whenever they are potential sources;
 - iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by MWSB Vendors;
 - iv. Establishing delivery schedules, where requirement permits, which encourage participation by MWSB Vendors;
 - v. Using services and assistance, as appropriate, of such organizations as Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - vi. Requiring the prime contractor, if subcontracts used, to take affirmative steps listed in paragraphs (i) through (v) of this section.¹⁰
- D. ¹¹Minimum Bonding Requirements. For construction or facility improvement contracts or subcontracts exceeding \$250,000, the requirements for bonding shall, at a minimum, be as follows:
- i. A bid guarantee from each bidder is equivalent to five percent of the bid price.¹²
 - ii. A performance bond on the part of the contractor is for 100% of the contract price.¹³

- iii. A payment bond on the part of the contractor is for 100% of the contract price.¹⁴
 - iv. All bonds required in this section are obtained from companies holding certificates of authority as acceptable sureties pursuant to the surety requirements for companies doing business with the United States (31 CFR Part 223).^{15]}
- E. Solicitations. All solicitations shall incorporate a clear and accurate description of the technical requirements for products or services to be procured. Descriptions:
 - i. Must not contain features which unduly restrict competition.
 - ii. May include a statement of the qualitative nature of the material, product or service to be procured.
 - iii. When necessary, must set forth minimum essential characteristics and standards necessary to satisfy its intended use.
 - iv. Must avoid detailed product specifications if at all possible.
 - v. May use a "brand name or equivalent" description to define performance or other salient requirements when impractical or uneconomical to make a clear and accurate description of technical requirements. Specific named brand features required to be met must be clearly stated.
 - vi. Must identify all requirements which offerors must fulfill and all other factors to be used in evaluating bids and proposals.¹⁶
- F. Considerations. CITY Purchasers should consider taking the following actions when procuring goods and services:
 - i. Conduct a lease vs. purchase analysis, when appropriate, including for property and large equipment.¹⁷
 - ii. Consolidate or break out procurements to obtain a more economical purchase, if possible.¹⁸
 - iii. Use state and local intergovernmental or inter-entity agreements, or common or shared goods and services, where appropriate.¹⁹
 - iv. Use federal excess and surplus property in lieu of purchasing new equipment and property, if feasible and reduces project costs.²⁰
 - v. Use value engineering clauses to offer reasonable opportunities for cost reductions in construction contracts for projects of sufficient size.²¹
 - vi. Use time and materials contracts only if no other contract is suitable and the contract includes a ceiling price that the contractor exceeds at their own risk. If such contract is negotiated and awarded, CITY must assert a high degree of oversight to obtain reasonable assurance that contractor using efficient methods and effective cost controls.²²

4. *Procurement Methods.*

- A. All procurements.²³ All procurements made under this policy shall:
 - i. Be necessary, at a reasonable cost, documented, not prohibited by law or the applicable funding source, and made in accordance with this Policy.²⁴
 - ii. Avoid acquiring unnecessary or duplicative items.²⁵

- iii. Engage responsible vendors who possess the ability to perform successfully under the terms and conditions of a proposed procurement.²⁶ CITY Purchasers shall consider: vendor integrity, public policy compliance, past performance record and financial and technical resources.²⁷
- B. Standard Methods. For transactions meeting the specifications set forth in Appendix 1, CITY Purchasers shall follow the applicable procurement method set forth therein.
- C. Exceptions to Standard Methods.
 - i. Sole Source. Procurement by solicitation of a proposal from a single source may only be used if one of the following apply and are documented:
 - a. Item is only available from a single source;
 - b. Public exigency or emergency will not permit any delay;
 - c. Federal awarding agency or pass-through expressly authorizes in response to a CITY request; or
 - d. After soliciting a number of sources, competition is determined inadequate.²⁸

5. *Procurement Procedures.* See Appendix 2 for CITY Procurement Procedures.

6. *Contract Provisions.* All CITY procurement contracts shall contain the applicable contract provisions contained in Appendix II to 2 CFR Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.²⁹

7. *Documentation.*

- A. Debarment. CITY shall either:
 - i. Confirm and document that the vendor is not excluded from doing business with the federal government (see www.sam.gov/SAM/) before entering into a contract³⁰; or
 - ii. Obtain a signed Debarment Certificate substantially in the form of Appendix 3.
- B. Lobbying Certificate. CITY shall obtain signed Lobbying Certificates substantially in the form of Appendix 4 for procurements > \$100,000.³¹
- C. Records. CITY shall maintain records sufficient to detail history of each procurement transaction. These records must include, but are not limited to:
 - i. A description and supporting documentation showing rationale for procurement method (e.g., cost estimates);
 - ii. Selection of contract type;
 - iii. Written price or rate quotations (such as catalog price, online price, email or written quote), if applicable;
 - iv. Copies of advertisements, requests for proposals, bid sheets or bid proposal packets;
 - v. Reasons for vendor selection or rejection, including Finance Committee and Board minutes, rejection letters and award letter; and
 - vi. The basis for the contract price.³²

8. *Compliance with this Policy.* Program Directors and, where applicable, the Purchasing Department, shall maintain oversight to ensure that contractors and vendors

perform in accordance with the terms, conditions, and specifications of contracts or purchase orders.³³ Violations of this policy may result in disciplinary action, up to and including termination.³⁴

Appendix 1
Standard Methods of Procurement

Type	Threshold ⁴⁸	Method
<i>Micro-purchase</i> ³⁵	$\leq \$10,000$	<ul style="list-style-type: none"> - Price must be reasonable - Periodically distribute purchases equitably among qualified vendors
<i>Small Purchase</i> ³⁶	$\$10,000.01 \leq \$250,000$	<ul style="list-style-type: none"> - Obtain written price or rate quotations from at least two qualified vendors - Example documentation: catalog price, online price, email or written quote
<i>Sealed Bids</i> ³⁷	$> \$250,000$	<p>Pre-Solicitation</p> <ul style="list-style-type: none"> - Conduct cost or price analysis³⁸ <p>Solicitation³⁹</p> <ul style="list-style-type: none"> - Publicly advertise invitation for bids - Include specifications or information sufficient for bidders to respond
Type	Threshold	Method
		<ul style="list-style-type: none"> - Provide adequate time to respond - Solicit a sufficient number of bids <p>Bid Review/Selection</p> <ul style="list-style-type: none"> - Open bids at time and place set forth in invite⁴⁰ - Award to lowest responsive and responsible bidder⁴¹ - May reject bids for sound, documented reason⁴² - Award written, fixed price contract⁴³
<i>Competitive Proposals</i> ⁴⁴	$> \$250,000$	<p>Pre-Solicitation</p> <ul style="list-style-type: none"> - Conduct cost or price analysis⁴⁵
		<p>Solicitation⁴⁶</p> <ul style="list-style-type: none"> - Publicly advertise request for proposals - Identifies all evaluation factors and their relative importance - Solicit bids from at least two vendors <p>Proposal Review/Selection⁴⁷- Consider all proposals to maximum extent practical</p>

- Use written method⁴⁸ to conduct technical evaluations of the proposals
- Award contract to bidder with most advantageous proposal, considering price and other factors
- Award fixed price or cost-reimbursement contract

Appendix 2
BLUE RIDGE CITY
Procurement Procedures

A. [Frequency of Procurement]

1. A Procurement Period is the period of time after the initial procurement procedure, i.e., a quote or request for proposals, and before CITY must conduct a new procurement process.
2. Unless otherwise stated, Procurement Periods can vary in length.
 - a. Factors to consider when setting a Procurement Period: length of funding source contract, complexity of funding source requirements, type of service to be provided, customization needed.
3. Generally, CITY should conduct a procurement for most goods and services every three to five years. However, the frequency at which CITY conducts procurement processes should be reasonable and should take into account funding source requirements as well as the nature of the goods and services procured.⁴⁹ Unless otherwise specified, the default is for CITY to conduct a procurement every five years.

B. [New Contract/Purchase Order]

1. CITY Purchaser determines the applicable and appropriate procurement method.
 - a. If micro-purchase or small purchase methods are appropriate, conduct procurement as outlined in this Policy and retain appropriate documentation of quotes and vendor selection, etc. If prior approval is required for the purchase, refer to step 2.
 - b. If sealed or competitive bid methods are required, complete steps 2 through 5.
2. If funding source approval is required, work with [Designated Staff] to obtain. Depending on the procurement method used, CITY Purchaser completes Bid Form and submits to [Designated Staff] as part of the approval process.
3. [Designated Staff, e.g., CITY Purchaser, in consultation with Purchasing Department] formalizes the bid packet and submits it to [specify method of public distribution, i.e., local newspaper, websites, etc.]
4. Depending on thresholds set for Board of Director's approval, [Designated Staff] either makes the procurement decision or presents all bid responses to the Finance Committee of the Board of Directors.
5. If the Finance Committee is involved, it makes a recommendation on awarding the bid to the Board of Directors. Bid award is reviewed and voted on by the Board of Directors and noted in Board minutes.

C. [Extension/Renewal of Existing Contract/Purchase Order]

1. For procurements > \$250,000, if the Procurement Period has not expired, CITY Purchaser may amend or renew an existing contract/purchase order to extend its term for the remainder of the Procurement Period if any adjustment in price is deemed reasonable pursuant to a cost analysis, and all other terms remain the same.
 - a. Example, if the competitive procurement covered a 5 year period and the initial contract/purchase order was for two years, CITY Purchaser may extend the term of the initial contract/purchase order for up to three years so long as the price is

deemed reasonable pursuant to a cost analysis and all other terms remain the same.

2. For procurements $\leq \$250,000$, if the Procurement Period has not expired, CITY Purchaser may amend or renew an existing contract/purchase order to extend its term for the remainder of the Procurement Period if any adjustment in price is deemed reasonable and all other terms remainder the same.

Appendix 3
**Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion Lower Tier Covered Transactions**

Instructions for Certification

1. By signing and submitting this contract or proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. The term "principals" includes, but is not limited to, officers, directors, owners, partners, and principal investigators. You may contact the person to which this proposal or contract is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by signing and submitting this contract or proposal that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Certification Regarding Debarment, Suspension, Ineligibility an Voluntary
Exclusion Lower Tier Covered Transactions**

(1) The prospective lower tier participant certifies, by signing and/or submission of this proposal or contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name of Vendor, Contractor, or Subgrantee: _____

Signature: _____

Name of Authorized Signatory: _____

Title: _____

Date: _____

Appendix 4
Certification Regarding
Lobbying

Certification for Contracts, Grants, Loans, and Cooperative
Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature _____

Title

Organization

- ¹ [2 CFR § 200.319\(a\)](#); [45 CFR § 75.328\(a\)](#).
- ² [2 CFR § 200.319\(a\)](#); [45 CFR § 75.328\(a\)](#).
- ³ [2 CFR § 200.319\(a\)](#); [45 CFR § 75.328\(a\)](#).
- ⁴ [2 CFR § 200.319\(d\)](#); [45 CFR § 75.328\(d\)](#).
- ⁵ [2 CFR § 200.319\(d\)](#); [45 CFR § 75.328\(d\)](#).
- ⁶ [2 CFR § 200.319\(b\)](#); [45 CFR § 75.328\(b\)](#). When contracting for architectural/engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- ⁷ [2 CFR § 200.323\(b\)](#); [45 CFR § 75.332\(b\)](#).
- ⁸ A cost plus percentage of cost contract is one where the profit or fee is a specified percentage of the actual cost of accomplishing the work to be performed. The [Government Accountability Office](#) determines whether a contract constitutes a cost-plus-a-percentage-of-cost system of contracting by considering whether: (1) payment is at a predetermined rate; (2) this rate is applied to actual performance costs; (3) the contractor's entitlement is uncertain at the time of contracting; and (4) the rate increases commensurately with increased performance costs. [2 CFR § 200.323\(d\)](#); [45 CFR § 75.332\(d\)](#).
- ⁹ A labor surplus area is an area with a civilian average annual unemployment rate during the previous two calendar years of 20 percent or more above the national average over the same period.
- ¹⁰ [2 CFR § 200.321](#); [45 CFR § 75.330](#).
- ¹¹ Under the Uniform Guidance, an HHS awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the HHS awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements set forth in this section must be followed. [2 CFR § 200.325](#); [45 CFR § 75.334](#).
- ¹² The bid guarantee must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified. [2 CFR § 200.325\(a\)](#); [45 CFR § 75.334\(a\)](#).
- ¹³ A performance bond is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract. [2 CFR § 200.325\(b\)](#); [45 CFR § 75.334\(b\)](#).
- ¹⁴ A payment bond is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract. [2 CFR § 200.325\(c\)](#); [45 CFR § 75.334\(c\)](#).
- ¹⁵ [2 CFR § 200.325\(d\)](#); [45 CFR § 75.334\(d\)](#).
- ¹⁶ [2 CFR § 200.319\(c\)](#); [45 CFR § 75.328\(c\)](#).
- ¹⁷ [2 CFR § 200.318\(d\)](#); [45 CFR § 75.327\(d\)](#).
- ¹⁸ [2 CFR § 200.318\(d\)](#); [45 CFR § 75.327\(d\)](#).
- ¹⁹ [2 CFR § 200.318\(e\)](#); [45 CFR § 75.327\(e\)](#).
- ²⁰ [2 CFR § 200.318\(f\)](#); [45 CFR § 75.327\(f\)](#).
- ²¹ Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost. [2 CFR § 200.318\(g\)](#); [45 CFR § 75.327\(g\)](#).
- ²² A time and materials contract means a contract where the cost to the CITY is the sum of (1) the contractor's actual cost of materials and (2) direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit. Since this formula generates an open-ended contract price, time and materials contracts provide no positive profit incentive to the contractor for cost control or labor efficiency. [2 CFR § 200.318\(j\)](#); [45 CFR § 75.327\(j\)](#).
- ²³ These are key overarching requirements for every procurement transaction.
- ²⁴ [2 CFR § 200.403\(a\)-\(c\)](#); [45 CFR § 75.403\(a\)-\(c\)](#).
- ²⁵ [2 CFR § 200.318\(d\)](#); [45 CFR § 75.327\(d\)](#).
- ²⁶ [2 CFR § 200.318\(h\)](#); [45 CFR § 75.327\(h\)](#).
- ²⁷ [2 CFR § 200.318\(h\)](#); [45 CFR § 75.327\(h\)](#).
- ²⁸ [2 CFR § 200.320\(f\)](#); [45 CFR § 75.329\(f\)](#).
- ²⁹ [2 CFR § 200.326](#); [45 CFR § 75.335](#).
- ³⁰ [Appendix II to 2 CFR Part 200](#); [Appendix II to 45 CFR Part 75](#).
- ³¹ [Appendix II to 2 CFR Part 200](#); [Appendix II to 45 CFR Part 75](#); [31 U.S.C. 1352](#).

- ³² [2 CFR § 200.318\(i\)](#); [45 CFR § 75.327\(i\)](#).
- ³³ [2 CFR § 200.318\(b\)](#); [45 CFR § 75.327\(b\)](#).
- ³⁴ [2 CFR § 200.318\(c\)\(1\)](#); [45 CFR § 75.327\(c\)\(1\)](#).
- ³⁵ This is the Micro-Purchase Threshold set out by the Federal Acquisition Regulation at [48 CFR Subpart 2.1](#). It is periodically adjusted for inflation, so make sure to check it. Note that no cost analysis is required for procurements under this threshold. [2 CFR § 200.320\(a\)](#); [45 CFR § 75.329\(a\)](#).
- ³⁶ Small Purchases are those "relatively simple and informal" purchases valued at and above the Micro-Purchase Threshold but below the Simplified Acquisition Threshold, which is set out by the Federal Acquisition Regulation at [48 CFR Subpart 2.1](#) and periodically adjusted for inflation. Note that no cost analysis is required for procurements under this threshold. [2 CFR § 200.320\(b\)](#); [45 CFR § 75.329\(b\)](#).
- ³⁷ [2 CFR § 200.320\(c\)](#); [45 CFR § 75.329\(c\)](#).
- ³⁸ [2 CFR § 200.323\(a\)](#); [45 CFR § 75.332\(a\)](#).
- ³⁹ [2 CFR § 200.320\(c\)\(2\)\(i\), \(ii\)](#); [45 CFR § 75.329\(c\)\(2\)\(i\), \(ii\)](#).
- ⁴⁰ For local and tribal governments, bids must be opened publicly. [2 CFR § 200.320\(c\)\(2\)\(iii\)](#); [45 CFR § 75.329\(c\)\(2\)\(iii\)](#).
- ⁴¹ [2 CFR § 200.320\(c\)\(2\)\(iv\)](#); [45 CFR § 75.329\(c\)\(2\)\(iv\)](#).
- ⁴² Possible sound reasons to reject a bid include: (i) no responsible bidder; (ii) bids did not conform; (iii) insufficient number of bidders; or (iv) price appears unreasonable when compared to the CITY's cost and price analysis. Any or all bids may be rejected if there is a sound, documented reason.
- ⁴³ [2 CFR § 200.320\(c\)\(2\)\(iv\)](#); [45 CFR § 75.329\(c\)\(2\)\(iv\)](#).
- ⁴⁴ Procurement by competitive proposals should be used when: (i) more than one source will submit an offer; (ii) either a fixed price or cost-reimbursement contract will be awarded; and (iii) conditions are not appropriate for the use of sealed bids. [2 CFR § 200.320\(d\)](#); [45 CFR § 75.329\(d\)](#).
- ⁴⁵ See FN 52.
- ⁴⁶ [2 CFR § 200.320\(d\)](#); [45 CFR § 75.329\(d\)](#).
- ⁴⁷ [2 CFR § 200.320\(d\)](#); [45 CFR § 75.329\(d\)](#).
- ⁴⁸ Such as the RFP Decision Matrix referenced in Appendix 4.
- ⁴⁹ [45 CFR § 1303.50](#).

**CITY OF BLUE RIDGE
RESOLUTION 2021-0406-002
AUTHORIZING SIGNATORIES**

A RESOLUTION BY THE CITY COUNCIL OF CITY OF BLUE RIDGE DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TXCDBG) CONTRACT NUMBER 7220122.

WHEREAS, the City of Blue Ridge has received a 2020 Texas Community Development Block Grant award to provide Sidewalk Improvements; and

WHEREAS, it is necessary to appoint persons to execute contractual documents and documents requesting funds from the Texas Department of Agriculture, and;

WHEREAS, an original signed copy of the TxCDBG Depository/Authorized Signatories Designation Form (Form A202) is to be submitted with a copy of this Resolution, and;

WHEREAS, the City of Blue Ridge acknowledges that in the event that an authorized signatory of the City changes (elections, illness, resignations, etc.) the City must provide TxCDBG with the following:

- a resolution stating who the new authorized signatory is (not required if this original resolution names only the title and not the name of the signatory); and
- a revised TxCDBG *Depository/ Authorized Signatories Designation Form (Form A202)*.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF BLUE RIDGE, TEXAS, AS FOLLOWS:

The Mayor is authorized to execute contractual and environmental review documents between the Texas Department of Agriculture and the City for the 2020 Texas Community Development Block Grant Program.

The Mayor, Mayor Pro-Tem, and City Secretary are authorized to execute the *State of Texas Purchase Voucher* and *Request for Payment Form* documents required for requesting funds approved in the 2020 Texas Community Development Block Grant Program.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF BLUE RIDGE, TEXAS, on April 6, 2021.

APPROVED:

Rhonda Williams, Mayor

ATTEST:

Edie Sims, City Secretary

**CITY OF BLUE RIDGE
RESOLUTION 2021-0406-003
Civil Rights**

Whereas, the City of Blue Ridge, Texas, (hereinafter referred to as "City of Blue Ridge") has been awarded TxCDBG funding through a TxCDBG grant from the Texas Department of Agriculture (hereinafter referred to as "TDA");

Whereas, the City of Blue Ridge, in accordance with Section 109 of the Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the CDBG activity, on the basis of race, color, religion, sex, national origin, age, or disability;

Whereas, the City of Blue Ridge, in consideration for the receipt and acceptance of federal funding for the Contract, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections;

Whereas, the City of Blue Ridge, in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 135, is required, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the TxCDBG project area;

Whereas, the City of Blue Ridge, in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State's certification requirements at 24 CFR 91.325(b)(6), must adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations;

Whereas, the City of Blue Ridge, in accordance with Executive Order 13166, must take reasonable steps to ensure meaningful access to services in federally assisted programs and activities by persons with limited English proficiency (LEP) and must have an LEP plan in place specific to the locality and beneficiaries for each TxCDBG project;

Whereas, the City of Blue Ridge, in accordance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds;

Whereas, the City of Blue Ridge, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD programs and activities be administered in a manner affirmatively to further the policies of the Fair Housing Act, agrees to conduct at least one activity during the contract period to affirmatively further fair housing; and

Whereas, the City of Blue Ridge, agrees to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

NOW, THEREFORE, BE IT RESOLVED BY CITY COUNCIL OF THE CITY OF BLUE RIDGE, TEXAS, THAT THE CITY OF BLUE RIDGE ADOPTS THE FOLLOWING:

1. Citizen Participation Plan and Grievance Procedures (Form A1013);
2. Section 3 Policy (Form A1002);
3. Excessive Force Policy (Form A1003);
4. Section 504 Policy and Grievance Procedures (Form A1004);
5. Limited English Proficiency (LEP) Standards (Form A1010);
6. Fair Housing Policy (Form 1015); and
7. Code of Conduct Policy.

Passed and approved this 6th day of April, 2021.

Rhonda Williams, Mayor
City of Blue Ridge

Edie Sims, City Secretary

PROCLAMATION OF APRIL AS FAIR HOUSING MONTH

WHEREAS Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

WHEREAS The principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

WHEREAS The National Fair Housing Law, during the month of April, provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

NOW, THEREFORE, WE, the City Council of the City of Blue Ridge, do proclaim April as Fair Housing Month in City of Blue Ridge and do hereby urge all the citizens of this locality to become aware of and support the Fair Housing law.

Passed and adopted by the City Council of the City of Blue Ridge, Collin County, State of Texas, on the 6th day of April, 2021.

APPROVED:

Rhonda Williams, Mayor

ATTEST:

Edie Sims, City Secretary

Code of Conduct Policy of the City of Blue Ridge

As a Grant Recipient of a TxCDBG contract, City of Blue Ridge shall avoid, neutralize or mitigate actual or potential conflicts of interest so as to prevent an unfair competitive advantage or the existence of conflicting roles that might impair the performance of the TxCDBG contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of the City of Blue Ridge shall participate in the selection, award, or administration of a contract supported by TxCDBG funds if he or she has a real or apparent conflict of interest. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee, or agent of the City of Blue Ridge shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

For all other cases, no employee, agent, consultant, officer, or elected or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving TxCDBG funds, that has any CDBG function/responsibility, or is in a position to participate in a decision-making process or gain inside information, may obtain a financial interest or benefit from the TxCDBG activity.

The conflict of interest restrictions and procurement requirements identified herein shall apply to a benefitting business, utility provider, or other third-party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet the National Program Objective.

Any person or entity including any benefitting business, utility provider, or other third party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet a National Program Objective, that might potentially receive benefits from TxCDBG awards may not participate in the selection, award, or administration of a contract supported by CDBG funding.

Any alleged violations of these standards of conduct shall be referred to the City of Blue Ridge Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

Passed and approved this _____ day of _____, 2021.

Mayor, City of Blue Ridge

These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the Texas Community Development Block Grant (TxCDBG) Program. The regulations related to conflict of interest and nepotism may be found at the Texas Government Code Chapter 573, Texas Local Government Code Chapter 171, Uniform Grant Management Standards by Texas Comptroller, 24 CFR 570.489(g) &(h), and 2 CFR 200.318

09/01/2020