

**CITY OF BLUE RIDGE
REGULAR SESSION AGENDA
July 3, 2018, 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, JULY 3, 2018, 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.
2. Roll call.
3. 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 June 5, 2018;
 - b) Public Works Update;
 - c) City Financial Report;
 - d) Fire Department Report;
 - e) Collin County Calls for Service
4. Consider, discuss and act upon approval to close the square on July 13, 2018 for the Annual Rodeo Parade
5. Consider, discuss and act upon board members for the (4A) Blue Ridge Economic Development Corporation to include Justin Garner as Board President, Christina Porath as Board Vice President, Amber Wood as Board Treasurer, Tonya Harrison as Board Secretary, and Board Member Lindsay Oldeen
6. Consider, discuss and act upon a Concept Plan for Bowling Place located at Lot 8, Blue Ridge Original Donation, otherwise known as 404 N Business Hwy 78 to develop a multi-family development with 6 duplexes
7. Consider, discuss and act upon a contract with Texas Municipal League for continuation of coverage as required by Federal Law
8. Consider, discuss and act upon Ordinance # 2018-0703-001 regarding a budget amendment for a transfer from the General Tax Fund Balance to the Revenue Fund for sewer plant repairs and discuss repairs/issues with the Engineer
9. Consider, discuss and act upon reviewing then awarding the contract for administrative services for the Texas Department of Agriculture Community Development Block Grant for Wastewater

10. Consider, discuss and act upon the funding process to rehabilitate Ridgeway Drive and information of same with the Engineer
11. Budget Workshop to discuss planning for Fiscal Year 2018-2019
12. Citizen Participation - The public is invited to address the City Council on any topic. However, the City Council is unable to discuss or take action on any topic not listed on this agenda. There is a time limit for each speaker of three (3) minutes. Prior to the meeting, persons wishing to address the City Council must sign in with the City Secretary or designee prior to the meeting. When called upon, the person should state his or her name and address for the record, and if speaking for an organization or other group, identify the group represented. All remarks are to be addressed to the City Council as a whole and not to individual members. The presiding officer shall determine whether, or in what manner, if any response will be provided.
13. Adjournment.

Certified this the 29th day of June, 2018



Rhonda Williams, Mayor

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 June 29, 2018 by 5:00P.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
June 5, 2018

THE BLUE RIDGE CITY COUNCIL MET IN REGULAR SESSION AT 7:00 P.M. ON TUESDAY, JUNE 5, 2018 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.
2. Roll was called with the following members present: Mayor Rhonda Williams, Allen Cunnyngnam, Christina Porath, Kevin Bell, Amber Wood and Gerald Young.
3. Consent Agenda: a) Discuss, approve or disapprove the minutes from Special Session meetings held on May 8, 2018; b) Public Works Update; c) City Financial Report; d) Fire Department Report; e) Animal Control Report; and f) Collin County Calls for Service

Christina Porath motioned to approve the Consent Agenda as presented with Amber Wood seconding the motion. Motion carried unanimously.

4. Consider, discuss and act upon the audit for Fiscal Year 2016-2017 presented by Robert Lake of Rutherford Taylor and Company

Robert Lake with Rutherford Taylor and Company met with the City Council and presented the audit for Fiscal Year 2016-2017. The audit performed is an unmodified audit which is the best audit to be received. During the audit process, tests were performed and the results disclosed no instances of noncompliance or other matters that are required to be reported. This does not reflect internal issues which were addressed and corrected.

During 2016, an entry should have been made in the financial statement for pension liabilities which was not accomplished. To correct the issue through the auditors correction, the liabilities were increased. Even with this correction, the changes in Net Position went from -\$150,000 to -\$35,000 which is a positive direction of \$115,000. There is also a good reflection of the overall Capital Assets since the General Fund earned \$46,239 more directly resulting from an increase in tax collections, fines and fees.

Other concerns included issues with the IRS which are in the process of being rectified. Other federal taxes are also being investigated to ensure prior payments and reports are corrected.

Even though the Community and Economic Development Corporations are not part of the City, their audits are included with the City's audit under the umbrella of the City since sales tax dollars are their source of income.

Overall, current staff has really improved the financial condition of the City and is making definite improvements.

5. Swear in elected Council members and recognize Council by nominating and electing a Mayor Pro Tem for May 2018 - May 2019.

Mayor Rhonda Williams, Christina Porath and Keith Chitwood were sworn in. A ceremonial moment was taken to thank Allen Cunnyngnam for his service.

Amber Wood nominated Christina Porath as Mayor Pro Tem with Kevin Bell seconding the nomination. Motion carried unanimously.

6. Consider, discuss and act upon Resolution # 2018-0605-001 regarding the Mayor's spending limitations for Year May 2018 - May 2019

Amber Wood motioned to approve the spending limitation per the Resolution presented with Christina Porath seconding the motion. Motion carried unanimously.

7. Public Works update and planning discussion

Brad Meserole, Public Works Director, updated the Council on open work orders and other projects. Several outstanding work orders have underlying issues. For instance, a ditch requested to be cleaned out cannot be done until the property owner purchases and has the culvert ready for installation. We have 2 fire hydrants which have been leaking for some time. The hydrants have been turned off at the valve and basically out of service until repairs are made. The contractor has been contacted and scheduling is currently a factor. Another issue has been the speed bumps for Pecan Street. Due to the design of the street for drainage, the speed bumps cannot be placed as on a crowned street. Further options will be sought to help slow down drivers.

This portion then segued to discuss the cost for street improvements. A spreadsheet with formulated costs was presented to the Council by City Secretary Edie Sims. Using the scarify method of surfacing, all streets were considered in this planning tool. Staff confirmed the greatest traveled and need of improvement to the least which is the order reflected on the spreadsheet. Ridgeway fits the criteria of the greatest traveled

It is recommended the Council consider funding through a Certificate of Obligation. Two scenarios were requested, \$350,000 or \$300,000. The request was made for a 10 year note with the anticipated timeline for funding in early September if we move forward with this project.

As of the meeting date, City Hall was notified of an issue at the sewer plant which now takes high priority. The drying beds are approximately 40 years old and one of the beds does not drain properly. It stands to reason the others are probably at the same level of deterioration. There are a multitude of questions/considerations to resolve this issue. There is opportunity for a transfer from the General Fund to help support some funding to the Revenue for this project; however, we are waiting on the engineer to provide more details of method and cost. Council agreed to move expeditiously to have this issue rectified and will consider a budget amendment should the need arise.

Council agreed to investigate the cost of Ridgeway Drive and will entertain a Certificate of Obligation for funding.

8. Consider, discuss and act upon Ordinance # 2018-0605-002 regarding a budget amendment for a transfer from the General Tax Fund to the Revenue Fund for sewer plant repairs

Council took no action until budget amounts can be presented.

9. Consider, discuss and act upon Resolution # 2018-0605-002 regarding the sale of surplus property

Christina Porath motioned to approve this item with Amber Wood seconding the motion. Motion carried unanimously.

10. Consider, discuss and act upon Resolution # 2018-0605-003 regarding a rate change for Texas New Mexico Power

Amber Wood motioned to approve this item with Christina Porath seconding the motion. Motion carried unanimously.

11. Consider, discuss and act upon Ordinance # 2018-0605-001 amending the Master Fee Schedule to include a Retainer Fee for engineering, attorney and other subcontracted costs associated with all plats/developments

City Secretary Edie Sims stated public funds should not be used to pay for a developer's costs of bringing a development into the City when engineering or other subcontracted costs would need to be incurred.

Christina Porath motioned to approve the Ordinance as presented with Amber Wood seconding the motion. Motion carried unanimously.

12. Consider, discuss and act upon accepting Zane Clay's resignation from the Blue Ridge Economic Development Corporation and appointing Justin Garner as the Interim President

Christina Porath motioned to approve this item with Amber Wood seconding the motion. Motion carried unanimously.

13. Consider, discuss and act upon holding a City-Wide garage sale event on a designated weekend annually

Council discussed this item and agreed this is a good event. Early May would be a good timeframe each year to hold this event. One contention regarded registration fees. Amber Wood motioned to hold this event with no registration fees, the first date to be May 4, 2019. Christina Porath seconded the motion. Motion carried unanimously.

14. Citizen Participation. No one spoke during Citizen Participation.

15. Adjournment. Christina Porath motioned to adjourn with Gerald Young seconding the motion. Council adjourned at 8:29pm.

APPROVED:

ATTEST:

Rhonda Williams, Mayor

Edie Sims, City Secretary

Public Works Update

June 2018

Potholes filled:

- Pruett
- Scott
- Ridgeway-some not all

Added Rock:

- Bratcher
- Branch
- Tilton
- Stapp
- E. Lamm
- White
- Lyle
- Worley

Tree Trims:

- Stapp
- S. Morrow

Hung new basketball backboard at the park

Concrete poured around 3 manholes

Removed fallen tree on Stapp

Fixed water leak at 210 N Bus 78

Coordinating with contractors on installing manholes

Nick was on restricted duty and scanned documents for 3 days for the codification due to work injury.

Looking into Ridgeway rehabilitation

Seeking Grant opportunity for water smart meters

[illegible]

PENDING WORK ORDERS PREVIOUS MONTHS

DATE	W/O	ADDRESS	NOTES	STATUS
07/03/17	4132	312 S Bus 78	Water/Sewer Taps	Pending
10/20/17	4253	403 Scott St	Paint the fire hydrant no owner thinks it is ugly	New
02/15/18	4418	Pecan St	Install speed bumps	New
03/29/18	4466	310 W Lamm	Move meter 5 ft towards mailbox (if it does not need to be tapped)	New
04/06/18	4476	304 E Ridgeway	Ditch needs to be scraped so it'll drain	New
05/01/18	4509	402 Lyle	Sewer Tap(waiting on Ricky Fortner)	Pending

City of Blue Ridge General Fund
Profit & Loss Budget vs. Actual
October 2017 through September 2018

	Oct '17 - Sep 18	Budget
Ordinary Income/Expense		
Income		
4510 · Court Income	522.00	7,200.00
4515 · Copies & Faxes	170.25	200.00
4520 · Donation	720.00	0.00
4521 · Open Records	4.10	25.00
4522 · Notary	0.00	0.00
4525 · Franchise Tax Income	29,223.06	35,000.00
4565 · Mowing Income	0.00	0.00
4570 · Permit & Inspection Fees	16,555.83	10,000.00
4580 · Sales Tax Income	143,264.71	90,000.00
4600 · Property Tax Income		
4610 · Penalties & Interest	0.00	0.00
4600 · Property Tax Income - Other	200,858.15	198,119.00
Total 4600 · Property Tax Income	200,858.15	198,119.00
4899 · Misc Income	20,101.25	0.00
Total Income	411,419.35	340,544.00
Expense		
5100 · Advertising	0.00	0.00
5110 · Ambulance Service	8,467.35	11,289.79
5120 · Amortization Expense	0.00	0.00
5130 · Animal Control Services	6,168.92	11,000.00
5140 · Bank Fees	0.00	0.00
5160 · Contract Labor		
5161 · Code Enforcement	1,664.80	3,000.00
5160 · Contract Labor - Other	21.80	0.00
Total 5160 · Contract Labor	1,686.60	3,000.00
5170 · Copies	0.00	100.00
5180 · Council & Mayor Expense	93.32	200.00
5210 · Election Expense	6,825.83	5,000.00
5220 · Extermination Expense		
5221 · Mosquito Spraying Expense	0.00	0.00
5220 · Extermination Expense - Other	0.00	0.00
Total 5220 · Extermination Expense	0.00	0.00
5230 · Fuel Expense - General	5,533.58	9,750.00
5236 · Court Expense	1,195.57	9,000.00
5237 · Court - Petty Cash	200.00	200.00
5238 · Court Payroll	3,000.00	
5250 · Inspection Expense	5,781.15	2,000.00
5260 · Insurance -Liab/Comp/Prop	11,354.00	18,000.00
5270 · Janitorial General	996.38	600.00
5280 · Interest Expense	0.00	0.00
5300 · Legal & Professional Fees		
5301 · Legal Notices/Publications	408.00	500.00
5300 · Legal & Professional Fees - Other	11,042.66	12,000.00
Total 5300 · Legal & Professional Fees	11,450.66	12,500.00
5305 · Storage Unit Rent	660.00	630.00
5310 · Maint. & Repair Equipment	3,347.46	3,500.00
5315 · Bldg Maintenance & Repair	5,397.53	
5320 · Maint. & Repair Office Equ	0.00	0.00
5321 · Vehicle Maintenance & Repair	2,964.38	500.00
5325 · Miscellaneous Expense	8,557.54	500.00
5330 · Mowing Expense	1,039.21	2,500.00
5340 · Office Supplies		
5341 · Office Equipment	3,623.18	2,400.00
5342 · Office Expense - Cty & P. Works	69.88	0.00
5340 · Office Supplies - Other	534.41	1,200.00

City of Blue Ridge General Fund
Profit & Loss Budget vs. Actual
October 2017 through September 2018

	Oct '17 - Sep 18	Budget
Total 5340 · Office Supplies	4,227.47	3,600.00
5350 · Parts & Equipment Expense	889.97	3,500.00
5361 · Property Tax Expense	1,542.19	1,500.00
5370 · Payroll Expenses		
5370.1 · Emp Life	-2,612.45	0.00
5370.2 · EMP AD&D	-3.36	0.00
5372 · Health Insurance - TML		
5372.0 · Health Insurance - Company	-606.40	18,907.20
5372 · Health Insurance - TML - Other	1,545.75	2,686.00
Total 5372 · Health Insurance - TML	939.35	21,593.20
5373 · Longevity Pay	0.00	360.00
5374 · Medicare Expenses	220.27	2,913.13
5375 · TMRS	297.60	2,449.51
5376 · SS Expenses	941.80	12,453.24
5377 · TWC Expenses	45.00	167.11
5379 · Wages		
5393 · Payroll Other	0.00	750.00
5379 · Wages - Other	81,443.40	244,181.38
Total 5379 · Wages	81,443.40	244,931.38
5370 · Payroll Expenses - Other	-16,017.85	0.00
Total 5370 · Payroll Expenses	65,253.76	284,867.57
5378 · Group Term Life	-32.40	64.27
5380 · Postage, Freight & Shipping	704.44	300.00
5385 · Mortgage	908.58	0.00
5390 · Filing Fees	922.95	0.00
5399 · Petty Cash	0.00	50.00
5450 · Returned Checks	222.00	0.00
5500 · Road Construction		
5501 · Pruett Street	33,000.00	40,000.00
5502 · Street Projects	29,000.00	50,000.00
5500 · Road Construction - Other	35,645.79	0.00
Total 5500 · Road Construction	97,645.79	90,000.00
5510 · Sales Tax Expense (Trash)	0.00	0.00
5512 · Vehicle Purchase	0.00	0.00
5530 · Seminars - Training Courses	665.17	1,000.00
5535 · Special Project	1,665.31	2,000.00
5540 · Subscriptions, Dues & Permits	981.51	700.00
5670 · Medical Expenses	0.00	0.00
5700 · Trash		
5701 · Recycled Materials	0.00	0.00
5700 · Trash - Other	3,956.68	8,000.00
Total 5700 · Trash	3,956.68	8,000.00
5710 · Travel/Mileage	806.06	500.00
5715 · Computer		
5716 · Consulting Fees	3,436.51	0.00
5715 · Computer - Other	519.26	2,000.00
Total 5715 · Computer	3,955.77	2,000.00
5720 · Utilities		
5721 · Electric Services	20,587.04	25,000.00
5722 · Mobile-Mayor	0.00	0.00
5723 · Mobile-Mayor/Public Wrks/BRVFD	908.60	0.00
5724 · Natural Gas Services	557.03	600.00
5726 · Telephone Services General	3,350.26	1,600.00
5727 · Water Service	0.00	0.00
Total 5720 · Utilities	25,402.93	27,200.00

9:27 AM

06/29/18

Accrual Basis

City of Blue Ridge General Fund
Profit & Loss Budget vs. Actual
October 2017 through September 2018

	Oct '17 - Sep 18	Budget
5800 · Water & Sewer	0.00	0.00
5900 · Debt Service-Principal		
5901 · Loan - Equipment	3,459.12	6,500.00
5902 · ANB Loan - City Hall Principal	23,627.28	4,540.77
5900 · Debt Service-Principal - Other	0.00	0.00
Total 5900 · Debt Service-Principal	27,086.40	11,040.77
5930 · Debt Service-Interest	258.29	709.59
5950 · Capital Outlay	0.00	0.00
Total Expense	321,782.35	527,301.99
Net Ordinary Income	89,637.00	-186,757.99
Other Income/Expense		
Other Income		
4210 · Earned Interest	57.20	75.00
4998 · Other Financing Sources	0.00	64,603.48
4999 · Transfer from Other Funds	0.00	122,079.51
Total Other Income	57.20	186,757.99
Other Expense		
6999 · Transfer to Other Funds	6,789.82	
Total Other Expense	6,789.82	
Net Other Income	-6,732.62	186,757.99
Net Income	82,904.38	0.00

City of Blue Ridge Revenue
Profit & Loss Budget vs. Actual
October 2017 through September 2018

	Oct '17 - Sep 18	Budget	% of Budget
Ordinary Income/Expense			
Income			
4700 · Water Bill Income	95,281.49	228,500.00	41.7%
4701 · Transfer Fee	0.00	0.00	0.0%
4702 · Sewer Charges	47,873.49	102,500.00	46.7%
4703 · Late Charges	6,797.23	20,303.00	33.5%
4704 · Trash Charges	35,300.15	82,644.00	42.7%
4705 · Water Surcharge	1,812.50	4,415.00	41.1%
4706 · NSF Fee	46.00	138.00	33.3%
4707 · Conservation Fee Income	1,333.58	3,936.00	33.9%
4708 · Reconnect Fees	3,060.00	4,500.00	68.0%
4709 · Credit Card Fees	2,658.50	3,700.00	71.9%
4750 · Water Deposit	11,441.50		
4752 · Water	4,650.00	12,000.00	38.8%
4753 · Non Refund. Deposit Fee	1,458.00	1,500.00	97.2%
4899 · Misc Income	8,588.35	0.00	100.0%
Total Income	220,300.79	464,136.00	47.5%
Expense			
5140 · Bank Fees	220.72	0.00	100.0%
5150 · Bond Payment	41,395.00	60,838.75	68.0%
5151 · Interest Expense	0.00	0.00	0.0%
5229 · Finance Fee	2,872.24	3,700.00	77.6%
5230 · Fuel Expense	3,837.59	7,500.00	51.2%
5270 · Janitorial	115.06	196.44	58.6%
5300 · Legal & Professional Fees	8,552.60	10,000.00	85.5%
5310 · Maint. & Repair Equipment	535.58	0.00	100.0%
5320 · Maint. & Repair Office Equ	0.00	100.00	0.0%
5325 · Miscellaneous Expense	2,200.00	250.00	880.0%
5340 · Office Supplies	313.29	550.00	57.0%
5370 · Payroll Expenses			
5372 · Health Insurance - TML	0.00	0.00	0.0%
5373 · Longevity Pay	0.00	0.00	0.0%
5374 · Medicare Expenses	0.00	0.00	0.0%
5375 · TMRS	0.00	0.00	0.0%
5376 · SS Expenses	0.00	0.00	0.0%
5377 · TWC Expenses	0.00	0.00	0.0%
5379 · Wages	0.00	0.00	0.0%
5370 · Payroll Expenses - Other	104,312.66	122,079.51	85.4%
Total 5370 · Payroll Expenses	104,312.66	122,079.51	85.4%
5378 · Uniforms	1,327.32	2,000.00	66.4%
5380 · Postage, Freight & Shipping	1,875.57	0.00	100.0%
5399 · Petty Cash	0.00	0.00	0.0%
5400 · Refund - Water Deposits	1,556.43	0.00	100.0%
5450 · Returned Checks	428.23	0.00	100.0%
5510 · Sales Tax Expense (Trash)	5,230.28	6,784.40	77.1%
5530 · Seminars - Training Courses	1,970.00	2,000.00	98.5%
5540 · Subscriptions, Dues & Permits	4,969.57	3,140.48	158.2%
5700 · Trash Pickup	55,341.43	83,111.76	66.6%
5710 · Travel/Mileage	0.00	500.00	0.0%
5715 · Computer			
5716 · Consulting Fees	995.58		
5715 · Computer - Other	0.00	750.00	0.0%
Total 5715 · Computer	995.58	750.00	132.7%
5720 · Utilities			
5721 · Electric Services	22,809.99	31,000.00	73.6%
5723 · Mobile Phones	0.00	0.00	0.0%
5725 · Pagers/2-Way Radios	297.92	392.28	75.9%
5726 · Telephone Services	2,032.02	3,200.00	63.5%
Total 5720 · Utilities	25,139.93	34,592.28	72.7%

9:12 AM

06/29/18

Accrual Basis

City of Blue Ridge Revenue
Profit & Loss Budget vs. Actual
October 2017 through September 2018

	Oct '17 - Sep 18	Budget	% of Budget
5800 · Water & Sewer			
5801 · W&S Maint & Repair	13,589.07	55,000.00	24.7%
5802 · W&S Parts & Equipment	23,855.01	25,000.00	95.4%
5803 · W&S Testing/Samples	5,961.21	9,000.00	66.2%
5804 · Vehicle Maint/Repairs	1,912.27	750.00	255.0%
5805 · Water & Sewer - Chemicals	5,406.31	6,000.00	90.1%
5809 · Water - Contract Labor	1,200.00	9,600.00	12.5%
5809.1 · Sewer Contract Labor	0.00	0.00	0.0%
5811 · Water - Conservation	2,404.97	3,932.00	61.2%
5812 · Water & Sewer Testing & Samples	0.00	0.00	0.0%
5813 · Water - Other	3,640.00		
5821 · Sewer - Other	2,190.00		
Total 5800 · Water & Sewer	60,158.84	109,282.00	55.0%
5810 · Water Bill Expense	285.50	6,500.00	4.4%
5906 · ANB Vac Tron Principal	0.00	6,500.00	0.0%
5999 · Bad Debt Expense	4,524.23	500.00	904.8%
6690 · Reconciliation Discrepancies	2,489.14		
Total Expense	330,646.79	460,875.62	71.7%
Net Ordinary Income	-110,346.00	3,260.38	-3,384.5%
Other Income/Expense			
Other Income			
4210 · Earned Interest	116.27	239.62	48.5%
4999 · Transfer from Other Funds	0.00	-3,500.00	0.0%
Total Other Income	116.27	-3,260.38	-3.6%
Other Expense			
6999 · Transfer to Other Funds	3,792.13		
Total Other Expense	3,792.13		
Net Other Income	-3,675.86	-3,260.38	112.7%
Net Income	-114,021.86	0.00	100.0%



Favorite Accounts

Account Nickname	Current	Available
4A INDUSTRIAL DEVELOPMENT	64,357.78	64,357.78
4B COMMUNITY DEVELOPMENT	147,059.82	147,059.82
RESERVE REVENUE ACCOUNT	10,492.37	10,492.37
LIBRARY & LEARNING CENTER FUND	5,933.97	5,933.97
ROAD CONSTRUCTION	.00	.00
GENERAL TAX	170,835.30	168,256.65
REVENUE	35,223.49	31,471.79
DEPOSIT	54,790.03	54,790.03
INTEREST & SINKING BOND	.00	.00
GENERAL PAYROLL ACCT	.00	.00
REVENUE PAYROLL ACCT	.00	.00
USDA	30,230.68	31,630.68
ENCUMBERED REV	23,789.68	23,795.63
- Show favorite accounts only -		

2782 - Blue Ridge, City of (General Obligation Debt)

Report - Blue Ridge, City of (General Obligation Debt) / Sales Tax Data

The Charts below contain sales tax revenue allocated each month by the State Comptroller.
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.

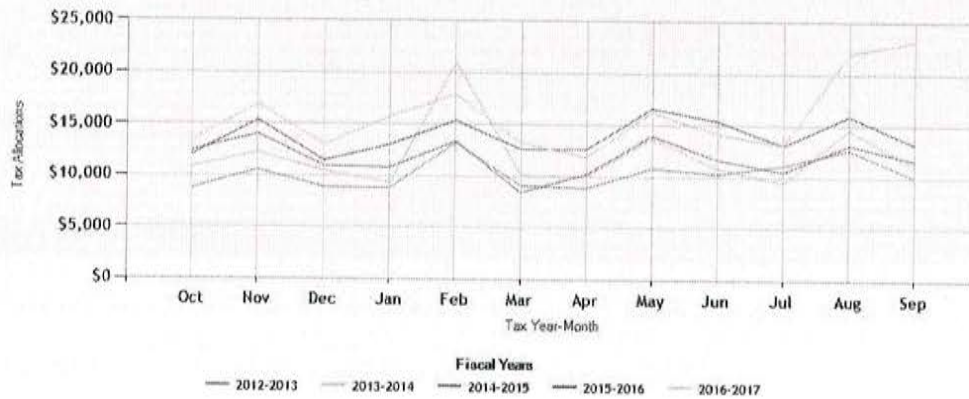
- View Grid Based on Fiscal Year
- View Grid With All Years

[Download to Excel](#)
By Calendar Year

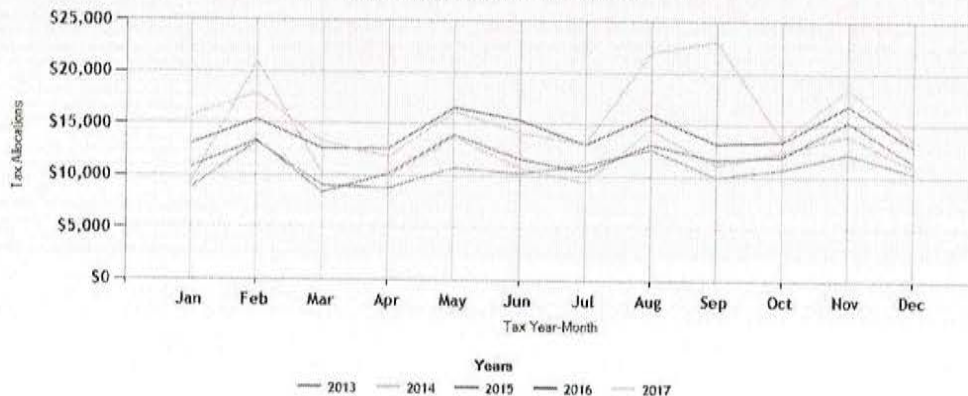
Year	January	February	March	April	May	June	July	August	September	October	November	December	Total
2018	\$13,137	\$19,091	\$12,219	\$13,580	\$19,502	\$19,937	\$0	\$0	\$0	\$0	\$0	\$0	\$97,464
2017	\$15,763	\$17,919	\$13,277	\$11,886	\$16,248	\$14,238	\$13,124	\$22,031	\$23,142	\$13,654	\$18,552	\$13,595	\$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
2011	\$7,761	\$8,890	\$5,271	\$5,013	\$8,388	\$6,047	\$5,525	\$10,117	\$7,013	\$7,941	\$10,181	\$7,797	\$89,944
2010	\$4,799	\$7,992	\$5,657	\$4,335	\$8,058	\$5,314	\$5,245	\$7,066	\$5,513	\$5,154	\$8,151	\$6,362	\$73,647
2009	\$4,250	\$6,733	\$4,560	\$4,637	\$8,010	\$5,023	\$4,402	\$7,411	\$4,922	\$4,693	\$7,476	\$4,797	\$66,913

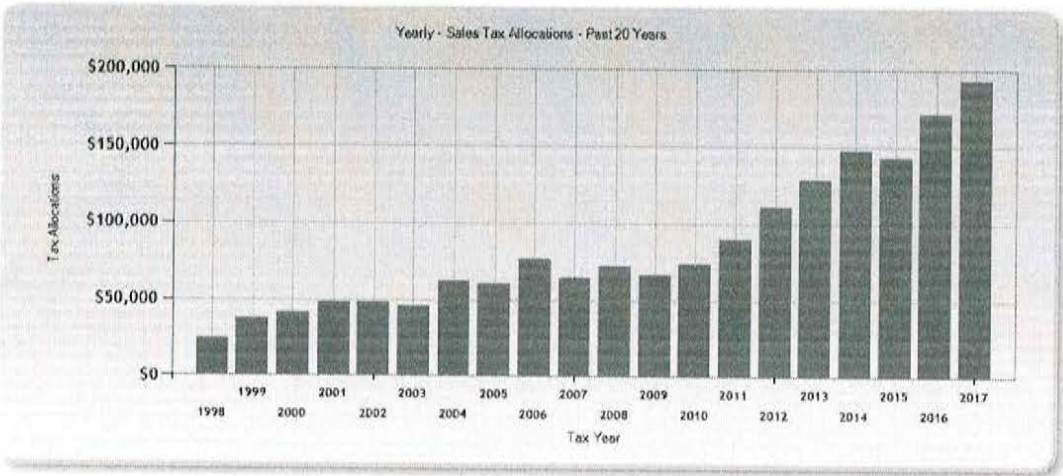
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Monthly - Sales Tax Allocations - By Fiscal Year 10/01 - 09/30



Monthly - Sales Tax Allocations - By Calendar Year





**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**

June 11, 2018

**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:**

**May 2018
\$7,447.80**

Sincerely,



**Kenneth L. Maun
Tax Assessor Collector**

Attachment

cc: Edie Sims, City Secretary

KM:ds

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

Page 1

Monthly Collection Status Report
May 2018

City of Blue Ridge #08

	Collections Month of May	Cumulative Total 10/1/17 thru 5/31/18	% of Collections
Current Tax Year Collections			
Base M&O	\$5,151.70	\$191,844.63	101.34%
Base I&S	0.00	\$0.00	
Late Rendition Penalty	3.41	\$224.55	
P&I M&O	550.58	\$1,775.63	
P&I I&S	0.00	\$0.00	
P&I I&S Bond			
Attorney Fee	9.06	\$45.90	
Other>	0.00	\$0.00	
Subtotal	<u>\$5,714.75</u>	<u>\$193,890.71</u>	102.42%
Delinquent TaxYears Collections			
Base M&O	\$1,314.34	\$3,053.23	
Base I&S	0.00	\$5.19	
Late Rendition Penalty	0.00	\$0.33	
P&I M&O	427.77	\$1,075.29	
P&I I&S	0.00	\$2.64	
P&I I&S Bond			
Attorney Fee	261.32	\$543.13	
Other>	0.00	\$0.00	
Subtotal	<u>\$2,003.43</u>	<u>\$4,679.81</u>	2.47%
Combined Current & Delinquent:			
Base M&O	\$6,466.04	\$194,897.86	
Base I&S	\$0.00	\$5.19	
Late Rendition Penalty	3.41	224.88	
P&I M&O	978.35	2,850.92	
P&I I&S	0.00	2.64	
P&I I&S Bond			
Attorney Fee	270.38	589.03	
Other>	0.00	0.00	
Total Collections	<u>\$7,718.18</u>	<u>\$198,570.52</u>	104.90%
Original 2017 Tax Levy			
		<u>\$189,301.50</u>	100.00%

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

Page 2

Cumulative Comparative Collection Status Report
May 2018

City of Blue Ridge #08

	Collections thru May 2018		Collections thru May 2017	
		% Collections		% Collections
Current Tax Year Collections				
Base M&O	\$191,844.63	101.34%	\$173,980.69	96.55%
Late Rendition Penalty	224.55		213.08	
P&I M&O	1,775.63		1,148.70	
Attorney Fee	45.90		39.30	
Other>	0.00		0.00	
Subtotal	<u>\$193,890.71</u>	102.42%	<u>\$175,381.77</u>	97.33%
Delinquent Tax Years Collections				
Base M&O	\$3,058.42		\$2,636.55	
Late Rendition Penalty	0.33		36.76	
P&I M&O	1,077.93		1,508.21	
Attorney Fee	543.13		627.21	
Other>	0.00		0.00	
Subtotal	<u>\$4,679.81</u>	2.47%	<u>\$4,808.73</u>	2.67%
Combined Current & Delinquent:				
Base M&O	\$194,903.05		\$176,617.24	
P&I M&O	2,853.56		2,656.91	
Late Rendition Penalty	224.88		249.84	
Attorney Fee	589.03		666.51	
Other>	0.00		0.00	
Total Collections	<u>\$198,570.52</u>	104.90%	<u>\$180,190.50</u>	100.00%
Adjusted 2016 Tax Levy			<u>\$180,197.63</u>	100.00%
Original 2017 Tax Levy	<u>\$189,301.50</u>	100.00%		

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

Page 3

Levy Outstanding Status Report
May 2018

City of Blue Ridge #08

	Current Tax Year	Delinquent Tax Years
Current Month:		
Tax Levy Remaining as of 4/30/18	\$12,845.92	\$10,475.19
Base M&O Collections	5,151.70	1,314.34
Supplement/Adjustments	0.00	0.00
Write-off	0.00	0.00
Remaining Levy as of 5/31/18	<u>\$7,694.22</u>	<u>\$9,160.85</u>
Cumulative (From 10/01/17 thru 4/30/18)		
Original 2017 Tax Levy (as of 10/01/17)	\$189,301.50	\$12,263.67
Base M&O Collections	191,844.63	3,058.42
Supplement/Adjustments	10,237.35	-44.40
Write-off	0.00	0.00
Remaining Levy as of 5/31/18	<u>\$7,694.22</u>	<u>\$9,160.85</u>

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

Monthly Distribution Report
 May 2018

City of Blue Ridge #08

	Distribution Month of May	Distribution 10/1/17 thru 5/31/18
Weekly Remittances:		
Week Ending 5/4/18	\$5,093.12	\$32,824.14
Week Ending 5/11/18	\$538.45	\$47,200.11
Week Ending 5/18/18	\$238.33	\$59,480.11
Week Ending 5/25/18	\$366.12	\$32,719.13
Week Ending 5/31/18	\$1,211.61	\$25,766.75
Total Weekly Remittances	<u>\$7,447.63</u>	<u>\$197,970.24</u>
Overpayment from Prior Month	\$0.00	\$0.00
Manual Adjustment Refund	\$0.00	\$0.00
Commission Paid Delinquent Attorney	\$270.38	\$589.03
Entity Collection Fee	\$0.00	\$0.00
Judgement Interest	\$0.00	\$0.00
5% CAD Rendition Penalty	\$0.17	\$11.25
 Total Disbursements	 <u>\$7,718.18</u>	 <u>\$198,570.52</u>
 Carryover to Next Month	 \$0.00	 \$0.00



CITY OF BLUE RIDGE

Request to be placed on the Agenda

Date 6/12/18

Please use this if you would like to submit a request to be placed on the Regular Scheduled City Council Meeting. The Mayor sets the Agenda and could contact you for more information. This is not a guarantee that you will be placed on the requested agenda.

Name Denise Avery
Address 235 Burks Rd
Contact Number 214-243-3501 Email denise.avery3@gmail.com
Property Address 10895 CR 504 Blue Ridge
Company/Organization Blue Ridge Riding Club
Will a representative be at the meeting? ☒ yes ☐ no Name Denise Avery

Agenda Request:

54th Annual Blue Ridge Rodeo Parade July 13, 2018
5:30pm staging location: Field in front AG Barn @ BRHS
6pm start heading East on CR 504 → South on Bus. 78
West on CR 545 → South on South Main → East on
West James St → North Bus. 78 → West CR 504
to the BRRC Arena.

Mayor's Decision: Yes/No _____ Month to be placed on _____

Mayor's Signature _____

Date Received in Office

Time

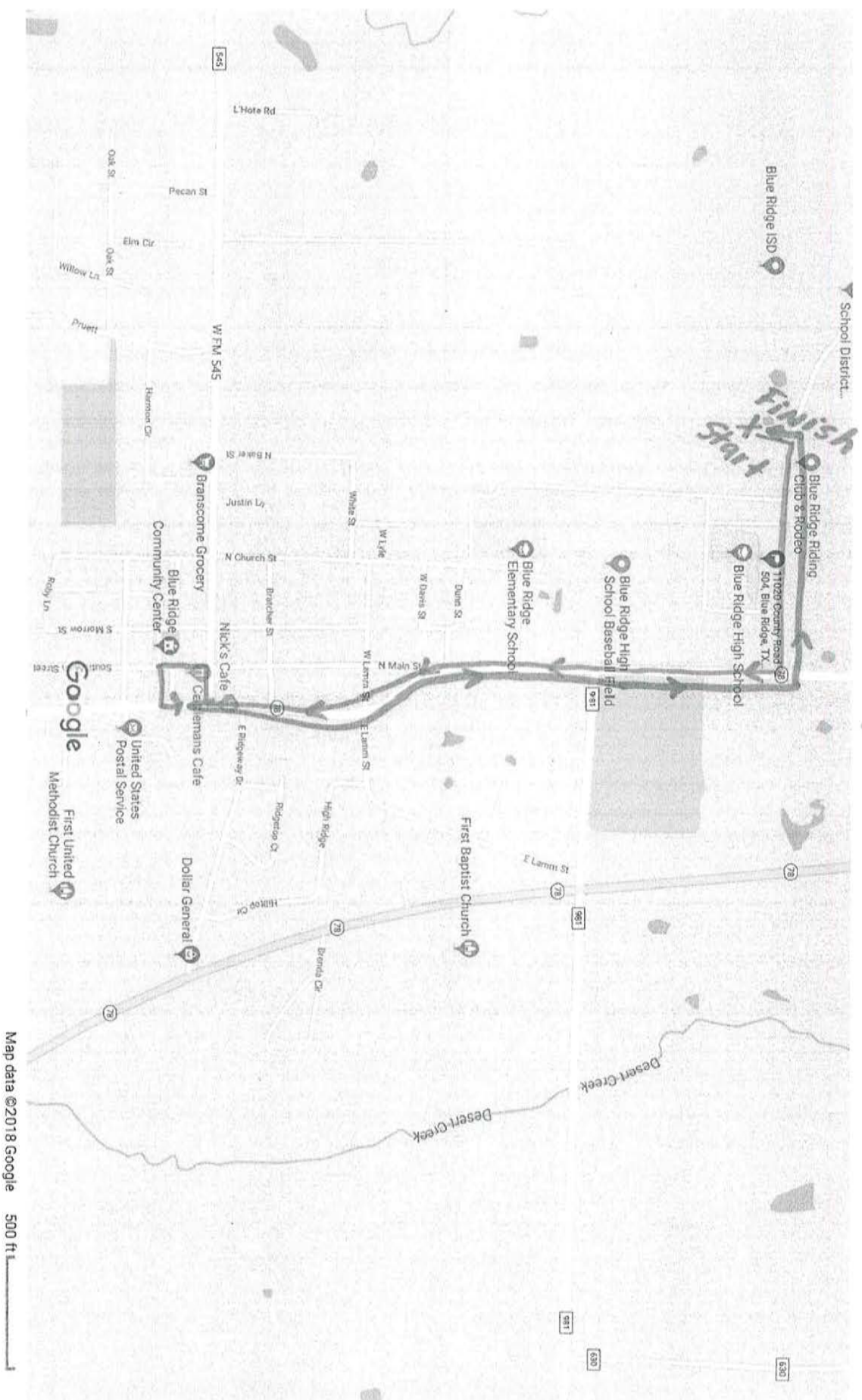
City Employee

Date Notified of Mayor's Decision

Time

City Employee

Blue Ridge Rodeo Parade Route



Minutes of Meeting

The Blue Ridge Economic Development Corporation met at the BREDC Office Complex 408 W FM 545, Blue Ridge, Texas 75424, on June 21st, 2018 at 6:30 pm.

1. Justin Garner called the meeting to order at 6:31 pm.

2. Roll Call:	Present	Absent	Tardy
Justin Garner	X		
Robert Graham		X	
Christina Porath	X		
Tonya Harrison	X		

3. Items of interest and communication

Members of the Economic Development Corporation Board have the opportunity to notify others of The community events, functions and other activities.

Rodeo 7/13/18 & 7/14/18, Parade starts at 6:00 7/13/18
Chamber of Commerce Back to School Event 7/28/18-Blue Ridge High School Gym
2nd Annual Back to School Bash 8/4/18-West Shady Grove Church

4. Consent Agenda

Approve May 24th, 2018 Minutes

MOTION: Christina Porath made the motion to approve May 24th, 2018 minutes SECOND: Justin Garner APPROVED by ALL.

Approve May 2018 Financials

MOTION: Justin Garner made the motion to May 2018 Financials. SECOND: Christina Porath APPROVED by ALL.

5. Discuss, Consider and/or take action upon appointing new members to BREDC Board.

MOTION: Justin Garner made the motion to appoint Amber Wood and Lindsay Oldeen to the BREDC Board SECOND: Christina Porath APPROVED by ALL.

6. ENTER INTO EXECUTIVE SESSION at 6:37pm

The Blue Ridge Economic Development Board will recessed into Executive Session (Closed Meeting) pursuant to the provisions of Chapter 551, Subchapter D, and Texas Government Code, to discuss the following:

Section: 551.074 – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer – Cody Story

Section: 551.071 – to deliberate and seek attorney recommendations

7. EXIT EXECUTIVE SESSION at 6:39pm

The Blue Ridge Economic Development Board will reconvened into Regular Session (Open Meeting) pursuant to the provisions of Chapter 551, Subchapter D, and Texas Government Code, to discuss the following:

Section: 551.074 – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer – Cody Story.

Section: 551.071 – to deliberate and seek attorney recommendations

No Motion made just update given on proceedings

8. Discuss, Consider and/or take action upon removing the spending limit for Faith Jech, no longer property manager for 408 W FM 545, Blue Ridge, TX 75424.

MOTION: Christina Porath made the motion to remove the spending limit for Faith Jech SECOND: Amber Wood APPROVED by ALL

9. Discuss, Consider and/or take action upon setting spending limit for Justin Garner, Property Manager of 408 W FM 545, Blue Ridge, TX 75424.

MOTION: Tonya Harrison made the motion to set a spending limit of \$500.00 for Justin Garner, Property Manager SECOND: Amber Wood APPROVED by ALL.

10. Discuss, Consider and/or take action upon appointing officers President, Vice President, Secretary and Treasurer.

MOTION: Christina Porath made the motion to appoint Justin Garner as the BREDC Board President SECOND: Tonya Harrison APPROVED by ALL.

MOTION: Justin Garner made the motion to appoint Christina Porath as the BREDC Board Vice President SECOND: Amber Wood APPROVED by All.

MOTION: Christina Porath made the motion to appoint Amber Wood as the BREDC Board Treasurer SECOND: Justin Garner APPROVED by All.

MOTION: Christina Porath made the motion to appoint Tonya Harrison as the BREDC Board Secretary SECOND: Amber Wood APPROVED by ALL.

11. Discuss, Consider and/or take action upon setting spending limit for BREDC treasurer.

MOTION: Christina Porath made the motion to set a spending limit of \$1,000.00 for Amber Wood, Treasurer SECOND: Lindsay Oldeen APPROVED by ALL.

12. Open forum

Farmers Market
Haunted House at Harvest Festival
Prairie Days

13. Set future meetings and agendas

Change Bank signatories
Papa Lupe's Application
July 19th, 2018 @ 6:30pm

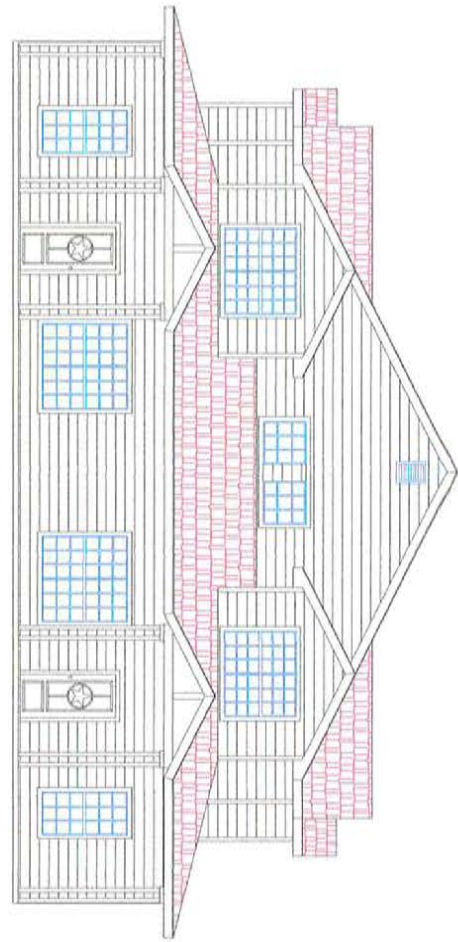
14. Adjournment 6:55 pm

MOTION: Christina Porath made the motion to adjourn SECOND: Amber Wood APPROVED by All.

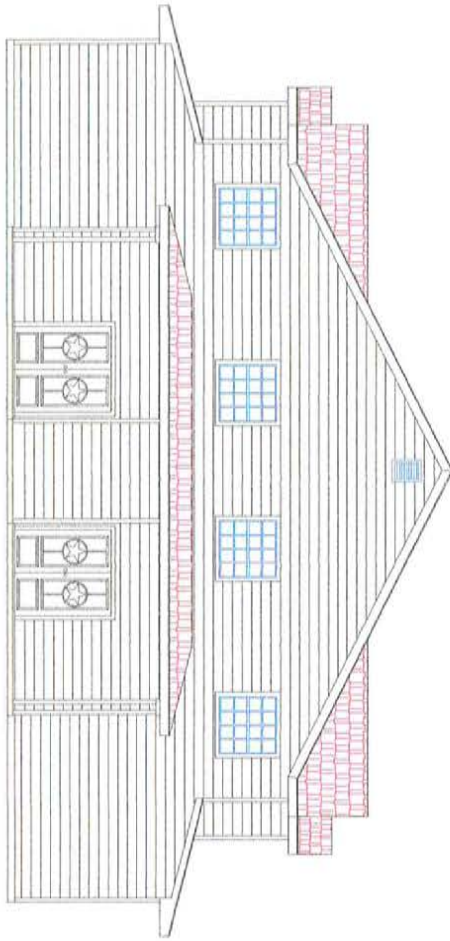
Signed this the _____ day of _____, 2018.

Tonya Harrison, Secretary

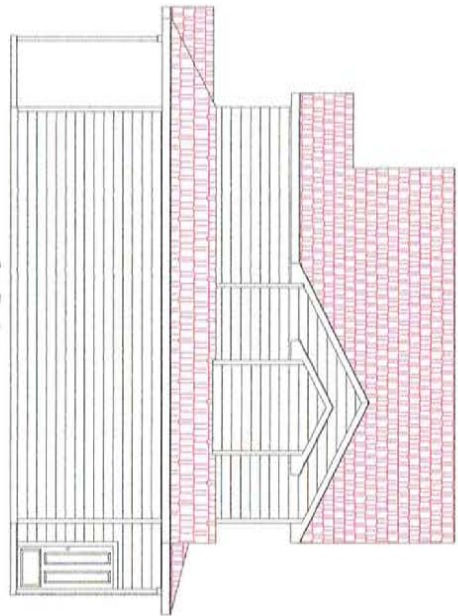
Justin Garner, President



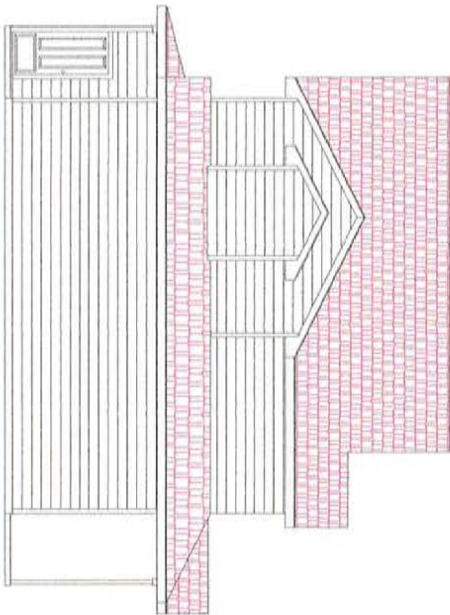
1 Front Elevation
SCALE: 1/8" = 1'



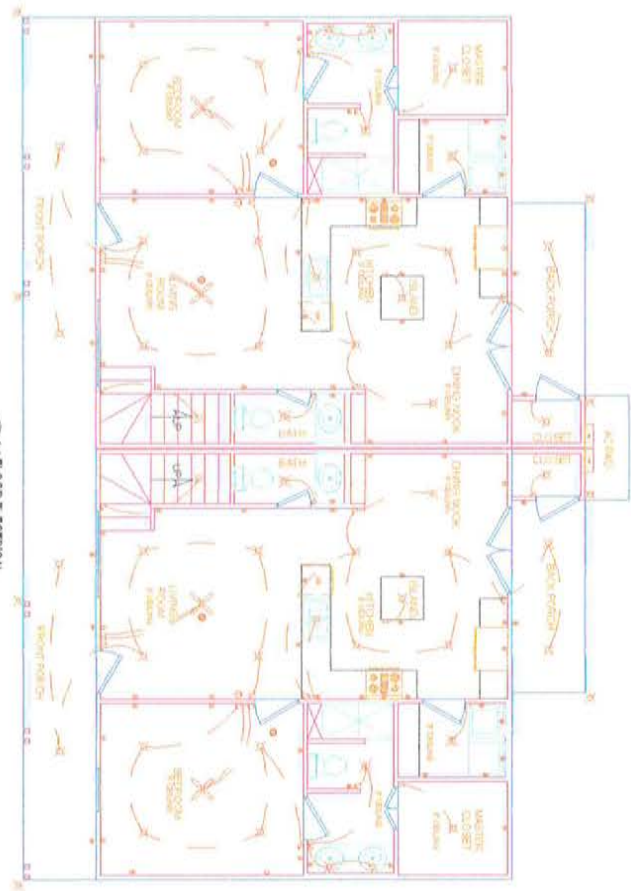
3 Back Elevation
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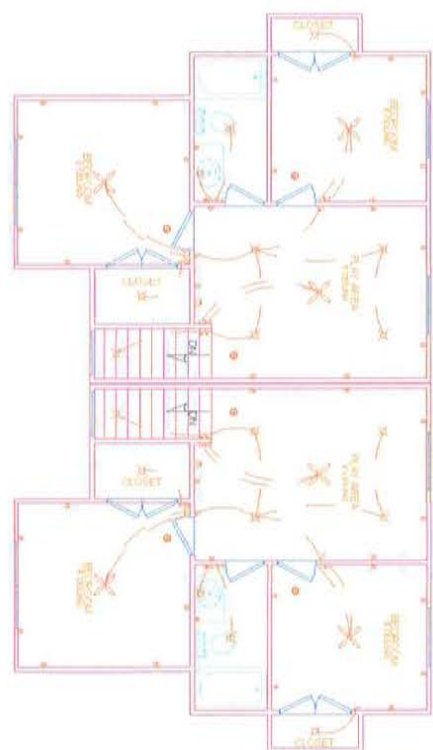
2 Right Elevation
SCALE: 1/8" = 1'



4 Left Elevation
SCALE: 1/8" = 1'



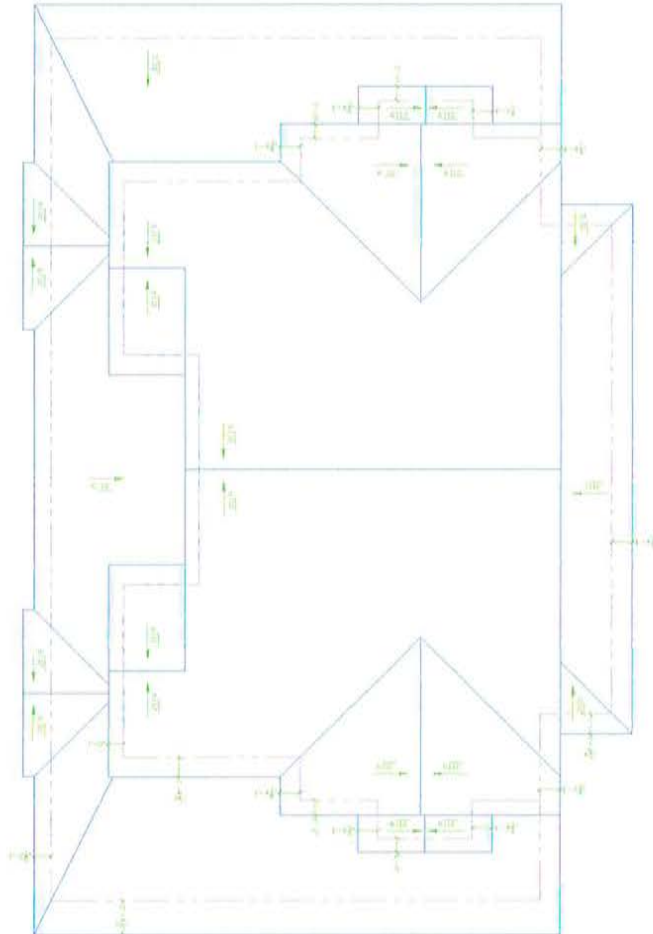
① 1st Floor Electrical



② 2nd Floor Electrical

- LEGEND**
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ROOF PLAN
SECTION



Intel-D
P.O. Box 1204
Sherman, TX 75091

903-819-9915
800-461-5437
plans@intel-d.com

Disclaimer:
This plan was prepared by Intel-D for the purpose of providing a general indication of the location and layout of the proposed structure. It is not intended to be used as a basis for construction. The owner is responsible for obtaining all necessary permits and for ensuring that the plan complies with all applicable codes and regulations. Intel-D is not responsible for any errors or omissions in this plan or for any consequences arising from its use. This plan is the property of Intel-D and is not to be reproduced or distributed without the written consent of Intel-D.

Kalathope -
Blue Ridge, TX 75424

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Continuation of Coverage
TML MultiState IEBP

WHEREAS, the undersigned Employer is an Employer Member of the TML MultiState Intergovernmental Employee Benefits Pool (hereinafter referred to as the "Pool");

WHEREAS, the undersigned Employer sponsors an employee benefit plan;

WHEREAS, the undersigned Employer is responsible for the administration of its employee benefit plan as the Plan Administrator; and

WHEREAS, the undersigned Employer wants the Pool to assist the Employer in complying with the requirements of Continuation of Coverage as required by Federal law.

NOW THEREFORE, in consideration of the promises, mutual covenants and agreements contained herein, the undersigned Employer and the Pool agree as follows:

1. Effective Date

As of the first day of October, 2018, the Pool will commence COBRA Continuation of Coverage administration for the undersigned Employer for all qualifying events occurring thereafter and during the term of this agreement.

2. Employer Duties

1. The undersigned Employer will notify the Pool's Billing/Eligibility Representative assigned to the Employer via FAX or Telephone (with a written follow up) within one (1) business day of a qualifying event, as defined by the COBRA Continuation of Coverage statute and its amendments, or a termination for gross misconduct of a Covered Employee for which the Employer has knowledge. Examples of qualifying events include termination; lump sum or severance settlement; resignation; death; retirement if the employee does not enroll for retiree coverage when offered under the Employer's benefit plan; reduction in hours [including reduction to zero (0) hours], call to duty for military service and absence from work for an injury or illness after all earned sick leave, vacation leave and FMLA has been exhausted.
2. The undersigned Employer will distribute Attachment A, which advises each Covered Individual of their rights and responsibilities under COBRA Continuation of Coverage. The Employer will certify through a letter to the Pool that Attachment A was distributed to all Covered Individuals as of the date the Pool commenced COBRA Continuation of Coverage Administration.
3. The undersigned Employer will distribute Attachment A to all employees who become covered by the Employer's benefit plan after the date the Pool commenced COBRA Continuation of Coverage administration and include verification of the distribution with the enrollment card when it is submitted to the Pool.
4. The undersigned Employer will notify the Pool via FAX or Telephone (with a written follow-up) within one (1) business day of gaining knowledge that a Covered Individual has legally separated, divorced or is no longer eligible for coverage, i.e., the Covered employee or dependent is involuntarily dropped from coverage.
5. The undersigned Employer will notify the Pool at least ten (10) business days prior to any open enrollment period. The notice to the Pool will include the dates of the open enrollment.

6. The undersigned Employer will immediately notify the Pool of any suspected claim, demand or suit arising from the administration of COBRA Continuation of Coverage.
7. To the extent allowed by law, the undersigned Employer will indemnify and hold harmless the Pool and its officers, agents, employees and representatives from all suits, actions, losses, damages (including punitive damages), claims or liability of any type, including without limiting the generality of the foregoing all expenses of litigation, court costs, and attorney's fees, resulting from the failure of the undersigned Employer to give any notice required by this Agreement. The foregoing reimbursement obligation shall specifically include any medical claim costs incurred by the Pool because of the failure of the Employer to give any notice of an employee termination or other qualifying event. The undersigned Employer will fund this obligation out of current revenues in the year the obligation is determined or will levy a tax to fund the obligation if current revenues are insufficient.
8. Any decision of whether an Employee was terminated because of gross misconduct will be made by the Employer no later than (a) the forty-fifth (45th) day following the termination or (b) the date a COBRA election notice is mailed to the Employee, whichever is earlier. Any determination of gross misconduct shall be based only on events prior to the termination of employment.

3. Pool Duties

1. The Pool staff will monitor changes in COBRA Continuation of Coverage and the case law which develops interpreting COBRA Continuation of Coverage.
2. The Pool will provide election notices within fourteen (14) days of the receipt of notices of qualifying events sent by the Employer.
3. The Pool will provide the appropriate notification letters to the employee or their dependent(s) as required by COBRA Continuation of Coverage statutes. These letters may include any or all of the following:
 1. benefit availability - initial notice, enrollment card and cost;
 2. confirmation of enrollment and payment coupons
 3. notice of termination letters:
 - Failure to reply
 - Failure to make initial payment
 - Failure to make regular payment
 - End of eligibility (no longer qualified)
 - End of eligibility period
 4. open enrollment
 5. contribution change and revised payment coupons
 6. conversion to an individual policy
 7. Medicare eligibility
 8. verification of incapacitated child status
4. The Pool will provide the COBRA Continuation of Coverage participants with ID cards, a benefit booklet, and other materials as the need may arise.

5. The Pool will maintain records that all required notifications were sent and copies are available to the Employer upon request.
6. The Pool will collect the required contributions at the maximum amount allowed by law. Upon notice for the Employer under II.1., the Pool has fourteen (14) days to send the COBRA Continuation of Coverage election notice. Once the election notice is mailed the qualifying beneficiary has sixty (60) days to elect COBRA Continuation of Coverage. If the qualified beneficiary elects COBRA Continuation of Coverage the qualified beneficiary has forty-five (45) days from election to make the first payment. If partial payments are made and the payment deficiency is insignificant, Pool contacts the qualified beneficiary for full payment. The qualified beneficiary has thirty (30) days from deficiency notification to make payment. Insignificant payment deficiency is the lesser of \$50 or 10% of amount due.
7. The Pool will periodically provide the Employer, for their review, with the text of the letter and notices to be used in administering this Agreement. The Pool maintains final authority over the text of these letters and notices. The Pool reserves unto itself the right to modify the letters and notices as may be required pursuant to the COBRA Continuation of Coverage statute, any applicable case law and to promote the efficient administration of the Agreement.
8. To the extent allowed by law, the Pool will indemnify, defend, reimburse, and hold harmless the Employer and its employees from any and all liabilities, claims, demands, or suits arising from or related to the provision of COBRA Continuation of Coverage administrative services unless those liabilities, claims, demands, or suits arise out of the Employer's failure to give any notice as required in II, 1, 2, 3, 4, 5 and 6 of this Agreement. This notice is required by the agreement or by law. The Pool, upon notice by the Employer will immediately investigate, handle, respond to and defend any such claims, demands or suits at the Employer's sole expense. If the liability, claim, demand or suit is based on negligence this contract of indemnity shall apply and the negligence of the Employer and the Pool will be on a percentage basis as in a pure comparative negligence situation under the law.
9. The Pool's responsibilities under this contract are for COBRA Continuation of Coverage that the Employer is required to provide under Federal law, and does not have any responsibility for other benefits such as group life insurance or disability.

4. Notice

Any notice to be given under this Agreement, other than those in II, 1, 2, 3, 4 and 5 of this Agreement, shall be deemed given and received on the first to occur of the following: (a) actual receipt by the party to be notified; or (b) five days after deposit of such notice in the US Mail system if sent by Certified Mail, Return Receipt Requested, postage prepaid, and addressed to the party to be notified at the address of such party set forth below or as designated from time to time in writing by giving not less than ten days in advance notice to the other party. The initial addresses for the Pool and Employer shall be as follows:

Address of Pool
Executive Director
TML MultiState Intergovernmental Employee Benefits Pool
Texas Municipal Center
1821 Rutherford Lane, Suite 300
Austin, Texas 78754-5151

Address of Employer
City of Blue Ridge
200 S Main St
Blue Ridge, TX 75424

5. Compensation

1. The Employer will pay the Pool a one-time \$50.00 set up fee and a \$0.50 Per Participant Per Month fee for each participating participant per month that enrolls in COBRA Continuation of Coverage.
2. Other special services which may be requested by the Employer but are not contained in this Agreement will be billed at a mutually agreeable hourly rate.

6. Miscellaneous Provisions

1. This Agreement represents the complete understanding of the parties and may not be modified or amended without the written agreement of both parties.
2. The parties agree that venue for any dispute arising under the terms of this Agreement shall be in Austin, Travis County, Texas.
3. The parties agree that venue for any dispute arising out of the performance under their Agreement shall be in Austin, Travis County, Texas.
4. In performing the administrative services under this Agreement, the Pool may rely without qualification on the information provided by the Employer.
5. The Pool agrees to take over the remaining COBRA Continuation of Coverage administration for any of the Employer's current COBRA Continuation of Coverage participants, without Employer compensation, so long as the Employer furnishes the information necessary to effectuate the transfer.
6. This Agreement is entire as to all of the performance to be rendered under it. If any term or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provision of this Agreement shall be void and of no force and effect.
7. It is understood that the Pool will charge the COBRA Continuation of Coverage participant the administration fee allowed by the COBRA Continuation of Coverage statute.

7. Termination

1. Term of this initial Agreement shall be from its effective date through 09/30/2019, at 12:00 a.m. The Employer may annually renew the Agreement for the subsequent twelve (12) month period by executing and returning the Pool's rerate notice and benefit selection for each year.
2. Either party may terminate this Agreement at anytime by giving the other party written notice at least thirty (30) days prior to the specified date.
3. This Agreement terminates, without further notice, on the date the undersigned Employer is no longer an Employer of the Pool.

4. All records in possession of the Pool relating to COBRA Continuation of Coverage administration at termination of the Agreement will be transferred to the Employer within forty-five (45) business days.
5. Should this Agreement terminate for any reason it does not relieve either party of their duties nor obligations during the period when this Agreement was in full force and effect.

This Agreement is entered into for the Employer under authorization of City of Blue Ridge, at a duly called meeting held on July 3, 2018.

APPROVED:

Rhonda Williams, Mayor

ATTEST:

Edie Sims, City Secretary

Employer/Group Name: City of Blue Ridge

This Agreement Entered Into and Accepted By:

TML MULTISTATE INTERGOVERNMENTAL EMPLOYEE BENEFITS POOL

By: _____ (Executive Director) at Austin, Texas on

**CITY OF BLUE RIDGE
ORDINANCE# 2018-0703-001**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLUE RIDGE, TEXAS, AMENDING THE BUDGET FOR THE FISCAL YEAR 2017-2018 IN ACCORDANCE WITH EXISTING STATUTORY REQUIREMENTS APPROPRIATING THE VARIOUS AMOUNTS HEREIN; REPEALING ALL PRIOR ORDINANCES AND ACTIONS IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Blue Ridge, Texas is a Type A General-Law Municipality located in Collin County, created in accordance with the provisions of Chapter 6 of the Texas Local Government Code, and operating pursuant to the enabling legislation of the State of Texas;

WHEREAS, the Mayor of the City of Blue Ridge has reviewed the budget and which budget was adopted by the City Council for the Fiscal Year 2017-2018; and

WHEREAS, the Mayor has determined the effects of the budget amendment will be in the best interest used for a transfer from the General Fund Balance to the Revenue Fund to accommodate an unfunded expense for the cost of repairs to the Wastewater Treatment Plant, as shown by Exhibit "A"; and

WHEREAS, the Mayor of the City of Blue Ridge believes the budget requires certain amendments and has submitted to the City Council proposed amendment(s) to the budget of the revenues and expenditures of conducting the affairs of said City as submitted by the Mayor.

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

SECTION 1. BUDGET AMENDMENT ADOPTION

From and after the effective date of this Ordinance, the amendments to the budget of the revenues and expenditures for the Fiscal Year 2017-2018 that are attached hereto as Exhibit "A" and incorporated herein by reference are hereby adopted and the budget for Fiscal Year 2017-2018 is hereby accordingly so amended and the amended budget for Fiscal Year 2017-2018 adopted.

SECTION 2. SEVERABILITY

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

SECTION 3: REPEALER CLAUSE

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

SECTION 4: 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 5: 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 6. EFFECTIVE DATE

This Ordinance shall take effect immediately from and after its passage.

PASSED AND APPROVED by the City Council of the City of Blue Ridge, Texas this 3rd day of July, 2018.

Rhonda Williams, Mayor

ATTEST:

Edie Sims, City Secretary

Exhibit "A"

FY 2017-2018 Proposed General Fund Balance Revision

GOVERNMENTAL FUNDS	ESTIMATED BEGINNING FUND BALANCE	REVENUES	EXPENDITURES	PROPOSED ENDING FUND BALANCE
General Fund	\$170,429.94	\$251,212.03	\$217,637.93	\$204,004.04
Proposed General Fund	\$204,004.04			\$

Original Budget
TOTAL



TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLE

(800)-Tell-TDA
835-5632

eServices

[Grants & Services](#) > [Rural Economic Development](#) > [Rural Community Development Block Grant \(CDBG\)](#) > [Prequalified Professional Services](#)

Pre-Qualified Professional Administrative Services

The Texas Department of Agriculture (TDA) is piloting a two-phase process to pre-qualify a pool of grant administrators. Local governments may solicit proposals from this pool for preparation of an application to the Texas Community Development Block Grant (TxCDBG) program, and subsequent administration services if a grant is awarded. In Phase One, TDA requests pre-qualification applications from interested individuals and firms to be pre-qualified for grant writing and administrative services to assist communities in proposed projects to be financed with certain categories of TxCDBG funding. Administrators approved through this RFQ process will be eligible to provide services to communities receiving grant funds. Pre-qualification of a grant administrator indicates that the application was complete and timely, and does not include an evaluation of the quality of services offered by the administrator.

Phase Two is the final grant administrator selection process. Participation in the Phase Two streamlined request for proposals (RFP) process will be limited to only those administrators that have submitted a complete application in response to Phase One and that have been approved by TDA. Any resulting contracts for grant administrative services between a local government and a grant administrator may not exceed a total of \$50,000. Actual budgets and tasks may be negotiated after the grant administrator has been selected by a participating local government.

Four administrative firms were selected by the City of Blue Ridge to provide grant administrative duties:

- Grantworks, Inc.
- Hollis Rutledge
- Lawrence & Associates
- Municipal Consulting

Instructions and Forms for Choosing a Pre-Qualified Grant Administrator

Applicants for grants in the 2018 TxCDBG Program Year (PY 2018) are responsible for identifying the person or firm that will provide administrative services for the project, if funded. In an effort to simplify the procurement process for communities, TDA has solicited Applications to Prequalify Grant Administrators from vendors interested in grant writing and administering projects for the 2018 program year. TDA reviewed the proposals based on satisfaction of the minimum qualifications and developed a pre-qualified list of vendors..

Although this process is primarily intended for procurement of administrative services needed to implement a project if funded, the community may choose to include grant writing services in the solicitation as well.

If an applicant anticipates that a contract will exceed \$50,000, then they may not use this streamlined process of selecting a preapproved grant administrator and will be required to conduct the full procurement process and complete all required steps in accordance with Chapter 5 (Procurement Procedures) of the TxCDBG Implementation Manual.

Procurement of a Grant Administrator – Phase 1 (completed)

Step i – Application to Prequalify Grant Administrators

TDA prepared an Application to Prequalify Grant Administrators, in order to collect qualifications. The opportunity was advertised across the state and open to any qualified respondents.

Step ii – Application submittal from Grant Administrators

Grant Administrators submitted their qualifications directly to TDA using the application form.

Step iii – Approved Vendor List of Prequalified Grant Administrators

TDA reviewed the submittals for responsiveness and prepared an Approved Vendor List of prequalified Grant Administrators. Preapproval of a grant administrator indicates that the application was complete and timely, and does not include an evaluation of the quality of services offered by the administrator.

Procurement of a Grant Administrator – Phase 2 (all 6 Steps to be completed by Applicant community)

Applicants for grant funding in PY 2018 may only use administrative service providers that are:

- ☐ Employees of the Applicant community (self-administering community),
- ☐ Councils of Government acting as sub-recipients to the applicant community, or
- ☐ Vendors included on the Approved Vendor List for the fund cycle **and** have been selected using the following procedures:

Step 1 – Identify Evaluation Team and Review Approved Vendor Applications

The applicant community must identify an Evaluation Team (at least 3 persons) to complete Phase 2. The committee must include at least one local official, such as a member of the elected governing body. The Evaluation Team members shall have no potential conflicts of interest with any of the individuals, firms, or agencies under review (e.g., family relationships, close friendships, business dealings).

The Evaluation Team should review the qualifications provided to TDA for each approved vendor.

Part 1 responses for each Application to Prequalify Grant Administrators identified on the Approved Vendor List can be found at:

[http://texasagriculture.gov/GrantsServices/RuralEconomicDevelopment/RuralCommunityDevelopmentBlockGrant\(CDBG\)/PrequalifiedProfessionalServices.aspx](http://texasagriculture.gov/GrantsServices/RuralEconomicDevelopment/RuralCommunityDevelopmentBlockGrant(CDBG)/PrequalifiedProfessionalServices.aspx)

Communities may request a copy of **Part 2** responses for any Approved Vendor by sending an email listing the requested vendors to CDBGapps@TexasAgriculture.gov. Part 2 includes responses to the following:

1. Describe the character, integrity and reputation of the respondent and key personnel, including whether the respondent is in good standing with TDA, and former and current clients.
2. Has the respondent ever had a contract terminated or denied renewal for noncompliance with policies or regulations of any state or federally funded program within the past five years?
3. Has the respondent or any of its principals ever been debarred, suspended or otherwise excluded from or ineligible for participation in federally-assisted programs?

Step 2 – Select Firms to consider further

Based on the available qualifications the Evaluation Team must select at least three individuals/firms from the Approved Vendor List to consider further. The committee may choose to consider as many approved vendors as it wishes.

The TDA website identifies each approved vendor that has self-identified as a minority-owned business (MBE), woman-owned business (WBE), Small business enterprise (SBE), or Section 3 business (S3). One or more of the approved vendors selected for further consideration must qualify under at least one of these categories.

Step 3 – Complete **Phase 2 Solicitation – Request for Project-Specific Proposal**

Enter information in each field of Form P506 to request a project-specific proposal, including services to be provided and costs.

- Description of Anticipated Project(s) – Provide any information available to describe the potential grant project. This description should help vendors understand the community's priorities, but is not binding for the final grant application. Examples include:
 - Water/Wastewater system improvements
 - Sidewalk and lighting improvements;
 - Public healthcare facilities;
 - Planning activities;
 - Drainage improvements
 - Street improvements; and
 - Housing rehabilitation
- Anticipated Scope of Work – check all that apply. For additional information, please see:

<http://texasagriculture.gov/Portals/0/Publications/RED/CDBG/RFQ/PY2018%20RFQ%20v2.pdf>

- Evaluation Criteria – Develop written weighted criteria that will be used to evaluate proposals. Form P506 lists several criteria that may be used, or the community may list additional elements to be considered. Cost must be included in the evaluation and selection criteria. The relative importance of each criteria must be identified:
 - If using scores, list the maximum number of points for each criterion.
 - The Evaluations Team may also use categories such as Very Important, Somewhat Important, or Minor Importance to describe the weight of each criterion.

Send Form P506 to each vendor identified in Step 2. Email contact information is provided on the Application to Prequalify Grant Administrators form for each vendor. Allow the vendors a reasonable period of time to prepare a proposal. TDA considers five to ten days to be reasonable for most projects, but the community must determine what is reasonable for the anticipated project. Print a copy of each Form P506 sent to the vendors for your files.

Step 4 – Receive and review the proposals

Vendors interested in competing for an administrative services contract will respond to the Phase 2 Solicitation. Vendors may use the optional form provided by TDA (Form P507) or may provide information in their own format. In either case, the proposal must outline the services being offered and the proposed cost of those services.

The proposal must also identify any conflict of interest, real or apparent, with the vendor and the project. Such a conflict would arise when:

- (i) The employee, officer or agent,
 - (ii) Any member of his immediate family,
 - (iii) his or her partner, or
 - (iv) An organization which employs, or is about to employ, any of the above,
- has a financial or other interest in the firm selected for award.

The Evaluation Team must review all proposals, evaluate the proposals using the specific criteria established in Step 3, and determine most responsive and responsible respondent whose proposal is most advantageous to the program, with price and other factors considered. The Evaluation Team makes a recommendation to the Applicant's governing body (City Council or Commissioners Court).

Step 5 – Select a Grant Administrator using local procedures to award the contract

The Applicant's governing body must award the contract(s) for administrative services to the selected vendor.

Note: The local governing body has the final authority to award contracts and is encouraged to follow the committee's recommendation, but may select another respondent if the minutes of the local governing body meeting include justification for the selection.

Appendix D of the TxCDBG Implementation Manual includes a sample contract that may be used for administrative services.

- If the applicant chooses to execute the contract(s) immediately, include language stating that payment for project implementation services are contingent on receipt of grant funds, such as:
 “Payment of the fees associated with Part III – Payment Schedule of this Agreement shall be contingent upon CDBG funding. In the event that grant funds are not awarded to the City / County by TDA through the TxCDBG program, this agreement shall be terminated by the City / County.”.
- The applicant may also choose not to execute the contract(s) for project implementation services prior to funding, however, the award of the contract must be reflected in the minutes of the governing body.

Step 6 – Work with the Grant Administrator to prepare the Application.

Only after formal award of the administrative services contract may the Grant Administrator be involved in preparing the grant application.

If an administrator has been involved with discussions or decisions regarding the grant application prior to the procurement process for administrative services, that firm may NOT be selected as the Grant Administrator.

NOTE: Keep all documentation of the procurement process to demonstrate compliance if the grant application is funded.

CITY OF BLUE RIDGE

2018 PLANNING CALENDAR



<u>April - May</u>	Mailing of "Notices of Appraised Value" by Chief Appraiser.
<u>April 30</u>	The Chief Appraiser prepares and certifies to the Tax Assessor for each county, municipality, and school district participating in the appraisal district an estimate of the taxable value.
<u>May 15</u>	Deadline for submitting Appraisal Records to ARB.
<u>July 20</u>	Deadline for ARB to approve Appraisal Records.
<u>July 25</u>	Deadline for Chief Appraiser to certify Appraisal Rolls to each Taxing Unit.
<u>Aug</u>	Certification of anticipated collection rate by collector.
<u>July 25 - Aug.</u>	Calculation of Effective and Rollback Tax Rates.
<u>July 25 - Aug.</u>	Submission of Effective and Rollback Tax Rates to Governing Body from the Tax Office.
<u>08/03/18</u>	72 Hour Notice for Meeting (Open Meetings Notice).
<u>08/07/18</u>	Meeting of Governing Body to Discuss Tax Rates. If proposed tax rate will exceed the Rollback Rate or the Effective Tax Rate (whichever is lower), take record vote and schedule two Public Hearings.
<u>08/26/18</u>	Publish the " Notice of 2018 Property Tax Rates " by September 1. Notice must be published at least seven (7) days before first Public Hearing. Notice must also be posted on the municipality's website.
<u>08/03/18</u>	72 Hour Notice for First Public Hearing (Open Meetings Notice).
<u>08/07/18</u>	First Public Hearing At least 7 days after publication of " Notice of 2018 Property Tax Rates. "
<u>08/24/18</u>	72 Hour Notice for Second Public Hearing (Open Meetings Notice).
<u>08/28/18</u>	Second Public Hearing May not be earlier than 3 days after first Public Hearing. Schedule and announce meeting to adopt tax rate three to fourteen (3 - 14) days from this date.
<u>08/31/18</u>	72 Hour Notice for Meeting at which Governing Body will Adopt Tax Rate (Open Meetings Notice).
<u>09/04/18</u>	Meeting to Adopt 2018 Tax Rate. Meeting to adopt must be <u>no later than September 18, 2018</u> . Schedule meeting three to fourteen (3 to 14) days <u>after</u> second Public Hearing.
<u>Noon on September 19</u>	Deadline to submit the Tax Rate Ordinance to the Collin County Tax Office.

Tax Code Section 81.06 directs that if a date falls on a weekend, the deadline is extended to the following regular business day.
Advice of taxing unit legal counsel should be sought to determine how to fulfill the requirements of Section 140.010 Local Code (SB 1510).

Please provide a copy of the Ordinance adopting the 2018 Tax Rate to the Tax Office by
Noon on September 19, 2018.