

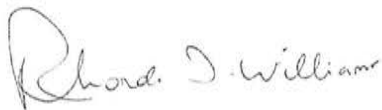
**CITY OF BLUE RIDGE
REGULAR SESSION AGENDA
December 3, 2019, 7:00 P.M.
Blue Ridge Community Center
200 W. Tilton Street**

THE BLUE RIDGE CITY COUNCIL WILL MEET IN REGULAR SESSION AT 7:00 P.M. ON TUESDAY, DECEMBER 3, 2019, 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: Angel Tree donations are underway and will go thru Christmas; Christmas Parade will be held 12/07/2019 at 6pm; Lighting of the Christmas Tree at City Hall will be held 12/07/2019 prior to the parade at 5:30pm; Band Booster 4th Annual Chili Cookoff and Silent Auction immediately following the Christmas Parade at the High School Cafeteria; Chamber of Commerce Non-Alcoholic Family Sip & Stroll will be held December 6, 2019 from 6pm-10pm; the City was awarded \$500,000 for a sewer grant through Texas Community Development Block Grant
4. 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 on November 5, 2019
 - b) Public Works Update;
 - c) City Financial Report;
 - d) Fire Department Report;
 - e) Animal Control Report; and
 - f) Collin County Calls for Service
5. Consider, discuss and act upon closing the South side of the square for the Non-Alcoholic Family Sip and Stroll event to be held December 6, 2019 from 6pm-10pm
6. Consider, discuss and act upon a contract with Birkhoff, Hendricks, & Carter LLP for engineering services provided for the 2019-2020 CDBG Sewer Grant
7. Consider, discuss and act upon opening an interest-bearing account for the 2019-2020 CDBG Sewer Grant at CapTex Bank and designate signatories
8. Consider, discuss and act upon issues with the Ridgeway Street project to include an update per core samples performed by Henley Johnston
9. Consider, discuss and act upon an impact study for water and wastewater and setting a public hearing for January 7, 2020 for system wide Land Use Assumptions and Capital Improvement Program
10. Receive information from the Texas Energy Summit from City Secretary
11. Consider, discuss and act upon Resolution 2019-1203-001 authorizing signatories for contract documents and other documents pertaining to the Texas CDBG Planning & Capacity Grant Contract # 7219014

12. Consider, discuss and act upon Resolution 2019-1203-002 regarding citizen participation and civil rights protections pertaining to the Texas CDBG Planning & Capacity Grant Contract # 7219014 and includes a Citizen Participation Plan and Grievance Procedure; Section 3 Policy; Excessive Force Policy; Section 504 Policy and Grievance Procedures; Limited English Proficiency (LEP) Standards; Code of Conduct Policy; and Fair Housing Policy
13. Consider, discuss and act upon proclaiming April as Fair Housing Month
14. Consider, discuss and act upon Resolution 2019-1203-003 adopting the Express Vote Universal Voting System in all future elections held in Collin County
15. 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.
16. Discussion of placing items on future agendas
17. Adjournment.

Certified this the 26th day of November, 2019.



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 November 26, 2019 by 5:00P.M. and remained so posted continuously at least 72 hours proceeding the scheduled time of said meeting.



Edie Sims, City Secretary





TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

The Honorable Rhonda Williams
Mayor, City of Blue Ridge
200 S Main St
Blue Ridge, Texas 75424-4463

Re: Texas Community Development Block Grant (TxCDBG) Program
Notice of Award – 2019 Community Development Fund

Dear Mayor Williams:

I am pleased to inform you that the Texas Department of Agriculture (TDA) has approved a Community Development (CD) Fund award for Blue Ridge in the amount of \$500,000 for sewer Improvements. These funds are part of the Texas Community Development Block Grant (TxCDBG) Program, federal funding from the U.S. Department of Housing and Urban Development that TDA has dedicated to economic and community development in rural Texas.

We are delighted to assist in the development of viable communities to help provide decent housing and suitable living environments and expanding economic opportunities.

If TDA can be of assistance in navigating the grant process, please don't hesitate to call my office or TxCDBG Assistant Director, Chad Hinds at 512-936-0232.

Sincerely,

Sid Miller
Commissioner

Sincerely,

Jason Fearneyhough
Deputy Commissioner

CITY OF BLUE RIDGE
CITY COUNCIL MINUTES
NOVEMBER 5, 2019

THE BLUE RIDGE CITY COUNCIL MET IN SPECIAL SESSION AT 7:00 P.M. ON TUESDAY, NOVEMBER 5, 2019 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, Keith Chitwood and Amber Wood. Gerald Young was absent.
2. First Public Hearing to receive comments for a request to replat a Final Plat known as Serrano Addition, an addition located at 19491 FM 981, Leonard, Texas, also known as Abstract A1095, W.C. Lee Survey, Tract 3, containing 11.857 acres, replatting into 3 lots and also which is located within the City of Blue Ridge's Extra Territorial Jurisdiction
Mayor Williams opened the Public Hearing at 7:01pm and asked those FOR the plat to come forward. With no one coming forward, Mayor Williams asked those OPPOSING the plat to come forward. With no one coming forward, Mayor Williams closed the Public Hearing at 7:01pm.
3. Adjournment. Amber Wood motioned to adjourn with Gerald Young seconding the motion. Council adjourned at 7:01pm.

APPROVED:

Rhonda Williams, Mayor

ATTEST:

Edie Sims, City Secretary

CITY OF BLUE RIDGE
CITY COUNCIL MINUTES
NOVEMBER 5, 2019

THE BLUE RIDGE CITY COUNCIL MET IN REGULAR SESSION AT 7:00 P.M. ON TUESDAY, NOVEMBER 5, 2019 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 7:02 p.m. and called roll with the following members present, Mayor Rhonda Williams, Christina Porath, Keith Chitwood and Amber Wood. Gerald Young was absent.
2. City Secretary 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: Introduce Curtis Henderson – Wastewater Operator; Veteran's Day Celebration will be held at the Blue Ridge High School Gym on 11/07/2019 from 2:30pm – 3:30pm; Angel Tree donations are underway and will go thru Christmas; City Secretary and Assistant City Secretary will be attending the Texas Energy Summit on scholarships for wind/solar energy; Christmas Parade will be held 12/07/2019 at 6pm; Lighting of the Christmas Tree at City Hall will be held 12/07/2019 prior to the parade; Band Booster 6th Annual Chili Cookoff and Silent Auction immediately following the Christmas Parade at the High School Cafeteria; Chamber of Commerce Sip & Stroll will be held December 13, 2019 from 7pm-10pm (square closure was not required nor requested)
4. Consent Agenda: a) Discuss, approve or disapprove the minutes from Special Session held on October 1, 2019 and Regular Sessions held on October 1, 2019; b) Public Works Update; c) City Financial Report; d) Fire Department Report; e) Animal Control Report; and f) Collin County Calls for Service

Mayor Williams noted the City did not receive item e) Animal Control Report nor item f) Collin County Calls for Service. Amber Wood motioned to approve items on the Consent Agenda with Christina Porath seconding the motion. Motion carried unanimously.

5. Consider, discuss and act upon closing the square for the 2019 Christmas Parade on December 7, 2019 with the theme this year being "O Come Let Us Adore HIM"

Amber Wood motioned to approve the square closure as presented with Keith Chitwood seconding the motion. Motion carried unanimously.

6. Second Public Hearing to receive public comments to discuss and act upon a request to replat a Final Plat known as Serrano Addition, an addition located at 19491 FM 981, Leonard, TX, also known as Abstract A1095, W.C. Lee Survey, Tract 3, containing 11.857 acres, replatting into 3 lots 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 replat to come forward. With no one coming forward, Mayor Williams asked those OPPOSING the plat to come forward. With no one coming forward, Mayor Williams closed the Public Hearing at 7:10pm.

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

7. Consider, discuss and act upon Resolution 2019-1105-001 adopting a Limited English Proficiency Plan

City Secretary Edie Sims expressed the need for a Limited English Proficiency Plan to help staff better accommodate other languages of residents. This Plan is also required for grants and other funding opportunities. Christina Porath motioned to approve the Plan as presented with Keith Chitwood seconding the motion. Motion carried unanimously.

8. Consider, discuss and act upon Resolution 2019-1105-002 casting the vote for Keith Chitwood as a Board of Director for the Central Appraisal District of Collin County

At last month's meeting, a resolution was adopted for Mr. Chitwood as a candidate for the Central Appraisal District Board of Director's ballot. The resolution presented at this meeting is for the actual ballot and vote of the City. Christina Porath motioned to approve the Resolution as presenting voting for Keith Chitwood as a Board member with Amber Wood seconding the motion. Motion carried unanimously.

9. Receive a monthly progress report regarding the Water and Sewer Impact Fee study as performed by Gary Hendricks with Birkhoff, Hendricks and Carter

Council was reminded of a project with Birkhoff, Hendricks and Carter for a water and sewer impact fee study. We are now at the point of having a monthly progress report as presented from the engineers for this project. The update shows the work performed for this project during the month of September and planning for the review of the impact fee findings. The study will be presented to the Council in the near future and begin the final processes to implement the fees. No action was required.

10. Consider, discuss and act upon Ordinance 2019-1105-001 amending the Code of Ordinances, Master Fee Schedule, Residential Building Permit Fees as required by House Bill 852

Council was provided information regarding potential residential building permit fees per square foot as opposed to the current charge mechanism by valuation. Staff recommended a rate of \$0.60 per square foot as this is the rate most in-line with current charges to cover all costs. House Bill 852 requires cities to charge per square foot for residential building permit fees. Christina Porath motioned to approve the Ordinance as presented with the rate of \$0.60 per square foot with Amber Wood seconding the motion. Motion carried unanimously.

11. Consider, discuss and act upon a contract with Bureau Veritas amending their fee schedule for standard professional services between Bureau Veritas and the City of Blue Ridge

The contract presented is in-line with the previously approved ordinance but handles the changes for House Bill 852 requirements. Amber Wood motioned to approve the contract as presented with Keith Chitwood seconding the motion. Motion carried unanimously.

12. EXECUTIVE SESSION – In accordance with Texas Government Code, Section 551.001, et seq., the City Council will recess into Executive Session (closed meeting) to discuss the following: a) § 551.074: Personnel Matters – Public Works employee dismissal and hiring of replacement employee

Council exited into Executive Session at 7:21pm.

13. RECONVENE INTO OPEN SESSION – In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Open Session to consider action, if any, on matters discussed in Executive Session

Council reconvened into open session at 7:35pm. Council took no action from the Executive Session.

14. Citizen Participation – Public Comment. No one spoke during Citizen Participation.

15. Discussion of placing items on future agendas.

No one requested any item(s) to be placed on a future agenda. Christina Porath asked to have a "Yard of the Month"

16. Adjournment. Christina Porath motioned to adjourn with Amber Wood seconding the motion. Council adjourned at 7:37pm.

APPROVED:

ATTEST:

Rhonda Williams, Mayor

Edie Sims, City Secretary

November 2019 Work Orders

DATE	WO#	ADDRESS	NOTES	COMPLETED
11/1/2019	4998	103 Pruett	pothole	
11/1/2019	4999	210 Hill Top	turned water off /read meter and lock p/u trash	11/8/2019
11/4/2019	5000	401 N Bus 78	took extra trash tote - trash did not get p/u	11/8/2019
11/5/2019	5001	300 N. Church	mark water lines	11/5/2019
11/5/2019	5002	212 Ridgetop	turn water off/read meter/p/u trash tote	11/5/2019
11/8/2019	5003	316 S Morrow	turn water off/read meter/p/u trash tote	11/8/2019
11/8/2019	5004	316 S Morrow	turn water on, read meter	11/8/2019
11/12/2019	5005	212 Ridgetop	turn water on /read meter and deliver tote	11/12/2019
11/14/2019	5006	313 N Church	turn water on /read meter and deliver tote	11/14/2019
11/14/2019	5007	103B Harmon	turn water on /read meter and deliver tote	11/14/2019
11/15/2019	5008	1166 N Bus 78	no water because working on leak next door water back on an hour later	11/15/2019
	5009		not used	
11/22/2019	5010	204 Ridgeway	trash tote	11/22/2019

November 2019 Public Works Report

11/4/19 – Call out for sewer back up, cleaned out culvert at N. Church and Pruett.

Water leak – 211 S. Bus 78

Water leak – 322 S. Main

Water leak – 1142 N. Bus 78

Back flow inspection done 11/15/19

Call out 11/16/19, sewer back up 120 N. Church

Water leak at Brenda Circle

Replaced back flow at sewer plant.

Unstopped culverts at N. Bus 78, FM 545, W. Heap, and White.

11/25/19 sewer back up

Christmas lights and tree put up.

Ditch work and new culverts on S. Church

City of Blue Ridge General Fund
Profit & Loss Budget vs. Actual
 October 1 through November 25, 2019

	Oct 1 - Nov 25, 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4510 · Court Income	0.00	0.00	0.00
4515 · Copies & Faxes	19.75	30.56	-10.81
4520 · Donation	0.00	0.00	0.00
4521 · Open Records	0.00	0.00	0.00
4522 · Notary	0.00	0.00	0.00
4525 · Franchise Tax Income	10,630.11	6,416.67	4,213.44
4565 · Mowing Income	0.00	0.00	0.00
4570 · Permit & Inspection Fees	659.01	5,347.23	-4,688.22
4571 · Replat/Rezone Fees	0.00	664.58	-664.58
4580 · Sales Tax Income	19,344.46	30,555.56	-11,211.10
4600 · Property Tax Income			
4610 · Penalties & Interest	0.00	0.00	0.00
4600 · Property Tax Income - Other	12,418.10	47,313.42	-34,895.32
Total 4600 · Property Tax Income	12,418.10	47,313.42	-34,895.32
4899 · Misc Income	-43.80	0.00	-43.80
4900 · Payroll from Revenue Account	7,117.49	18,313.92	-11,196.43
4990 · Loan Proceeds	0.00	0.00	0.00
Total Income	50,145.12	108,641.94	-58,496.82
Cost of Goods Sold			
50000 · Cost of Goods Sold	0.00	0.00	0.00
Total COGS	0.00	0.00	0.00
Gross Profit	50,145.12	108,641.94	-58,496.82
Expense			
5100 · Advertising	0.00	0.00	0.00
5110 · Ambulance Service	0.00	1,833.33	-1,833.33
5120 · Amortization Expense	0.00	0.00	0.00
5130 · Animal Control Services	1,792.50	2,138.90	-346.40
5140 · Bank Fees	0.00	0.00	0.00
5150 · Codification	0.00	152.77	-152.77
5160 · Contract Labor			
5161 · Code Enforcement	700.00	611.11	88.89
5160 · Contract Labor - Other	0.00	458.33	-458.33
Total 5160 · Contract Labor	700.00	1,069.44	-369.44
5170 · Copies	0.00	0.00	0.00
5180 · Council & Mayor Expense	0.00	381.94	-381.94
5210 · Election Expense	0.00	0.00	0.00
5220 · Extermination Expense			
5221 · Mosquito Spraying Expense	0.00	0.00	0.00
5220 · Extermination Expense - Other	0.00	0.00	0.00
Total 5220 · Extermination Expense	0.00	0.00	0.00
5230 · Fuel Expense - General	942.94	763.90	179.04
5231 · Fuel Expense - Fire Dept	0.00	725.69	-725.69
5236 · Court Expense	0.00	550.00	-550.00
5237 · Court - Petty Cash	0.00	200.00	-200.00
5238 · Court Payroll	1,200.00	550.00	650.00
5250 · Inspection Expense	0.00	1,069.44	-1,069.44
5260 · Insurance -Liab/Comp/Prop	6,954.00	6,511.40	442.60
5261 · Insurance - Fire Dept	0.00	1,527.77	-1,527.77
5270 · Janitorial General	0.00	183.33	-183.33
5280 · Interest Expense	0.00	0.00	0.00
5281 · Penalties	0.00	0.00	0.00
5300 · Legal & Professional Fees			
5301 · Legal Notices/Publications	132.00	534.73	-402.73
5300 · Legal & Professional Fees - Other	3,055.00	3,819.44	-764.44
Total 5300 · Legal & Professional Fees	3,187.00	4,354.17	-1,167.17
5302 · Parks & Recreation	0.00	0.00	0.00
5305 · Storage Unit Rent	0.00	0.00	0.00
5310 · Maint. & Repair Equipment	135.95	1,069.44	-933.49
5315 · Bldg Maintenance & Repair	0.00	458.33	-458.33
5320 · Maint. & Repair Office Equ	0.00	0.00	0.00
5321 · Vehicle Maintenance & Repair	436.48	763.90	-327.42
5325 · Miscellaneous Expense	5,793.39	763.90	5,029.49
5330 · Mowing Expense	0.00	381.94	-381.94

City of Blue Ridge General Fund
Profit & Loss Budget vs. Actual
October 1 through November 25, 2019

	Oct 1 - Nov 25, 19	Budget	\$ Over Budget
5340 · Office Supplies			
5341 · Office Equipment	1,080.00	1,222.23	-142.23
5342 · Office Expense - Cty & P. Works	0.00	0.00	0.00
5340 · Office Supplies - Other	0.00	183.33	-183.33
Total 5340 · Office Supplies	1,080.00	1,405.56	-325.56
5350 · Parts & Equipment Expense	409.58	1,527.77	-1,118.19
5361 · Property Tax Expense	534.00	275.00	259.00
5370 · Payroll Expenses			
5370.1 · Emp Life	0.00	0.00	0.00
5370.2 · EMP AD&D	-4.08	0.00	-4.08
5372 · Health Insurance - TML			
5372.0 · Health Insurance - Company	649.01	0.00	649.01
5372 · Health Insurance - TML - Other	1,481.22	0.00	1,481.22
Total 5372 · Health Insurance - TML	2,130.23	0.00	2,130.23
5373 · Longevity Pay	0.00	0.00	0.00
5374 · Medicare Expenses	300.65	0.00	300.65
5375 · TMRS	2,625.53	0.00	2,625.53
5376 · SS Expenses	1,285.51	0.00	1,285.51
5377 · TWC Expenses	14.28	0.00	14.28
5379 · Wages			
5393 · Payroll Other	0.00	0.00	0.00
5379 · Wages - Other	23,197.14	36,956.33	-13,759.19
Total 5379 · Wages	23,197.14	36,956.33	-13,759.19
5370 · Payroll Expenses - Other	10,860.49	0.00	10,860.49
Total 5370 · Payroll Expenses	40,409.75	36,956.33	3,453.42
5378 · Group Term Life	0.00	0.00	0.00
5380 · Postage, Freight & Shipping	0.00	229.17	-229.17
5385 · Mortgage	0.00	0.00	0.00
5390 · Filing Fees	0.00	229.17	-229.17
5399 · Petty Cash	0.00	200.00	-200.00
5450 · Returned Checks	0.00	0.00	0.00
5500 · Road Construction			
5501 · Pruett Street	0.00	0.00	0.00
5502 · Street Projects	0.00	15,277.77	-15,277.77
5500 · Road Construction - Other	77.17	0.00	77.17
Total 5500 · Road Construction	77.17	15,277.77	-15,200.60
5510 · Sales Tax Expense (Trash)	0.00	0.00	0.00
5512 · Vehicle Purchase	0.00	0.00	0.00
5530 · Seminars - Training Courses	0.00	0.00	0.00
5535 · Special Project	0.00	8,000.00	-8,000.00
5540 · Subscriptions, Dues & Permits	806.87	168.06	638.81
5670 · Medical Expenses	0.00	0.00	0.00
5700 · Trash			
5701 · Recycled Materials	0.00	0.00	0.00
5700 · Trash - Other	138.00	1,145.83	-1,007.83
Total 5700 · Trash	138.00	1,145.83	-1,007.83
5710 · Travel/Mileage	326.41	152.77	173.64
5715 · Computer			
5716 · Consulting Fees	2,777.60	733.33	2,044.27
5715 · Computer - Other	0.00	0.00	0.00
Total 5715 · Computer	2,777.60	733.33	2,044.27
5720 · Utilities			
5721 · Electric Services	510.15	3,972.23	-3,462.08
5722 · Mobile-Mayor	0.00	0.00	0.00
5723 · Mobile-Mayor/Public Wrks/BRVFD	0.00	0.00	0.00
5724 · Natural Gas Services	102.33	99.31	3.02
5726 · Telephone Services General	369.43	733.33	-363.90
5727 · Water Service	0.00	0.00	0.00
5720 · Utilities - Other	4,614.24	0.00	4,614.24
Total 5720 · Utilities	5,596.15	4,804.87	791.28
5750 · Uniforms	0.00	152.77	-152.77
5800 · Water & Sewer	0.00	0.00	0.00

City of Blue Ridge General Fund
Profit & Loss Budget vs. Actual
October 1 through November 25, 2019

	Oct 1 - Nov 25, 19	Budget	\$ Over Budget
5900 · Debt Service-Principal			
5901 · Loan - Equipment	494.01	993.06	-499.05
5902 · ANB Loan - City Hall Principal	0.00	0.00	0.00
5903 · Certificate of Obligation	0.00	0.00	0.00
5900 · Debt Service-Principal - Other	0.00	8,270.31	-8,270.31
Total 5900 · Debt Service-Principal	494.01	9,263.37	-8,769.36
5930 · Debt Service-Interest	0.00	0.00	0.00
5950 · Capital Outlay	0.00	8,433.61	-8,433.61
6690 · Reconciliation Discrepancies	0.00	0.00	0.00
Total Expense	73,791.80	114,404.97	-40,613.17
Net Ordinary Income	-23,646.68	-5,763.03	-17,883.65
Other Income/Expense			
Other Income			
4050 · Proceeds from Sale of Assets	0.00	0.00	0.00
4210 · Earned Interest	0.01	0.00	0.01
4997 · Legal Settlement	0.00	0.00	0.00
4998 · Other Financing Sources	0.00	0.00	0.00
4999 · Transfer from Other Funds	0.00	0.00	0.00
Total Other Income	0.01	0.00	0.01
Other Expense			
6999 · Transfer to Other Funds	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	0.01	0.00	0.01
Net Income	-23,646.67	-5,763.03	-17,883.64

City of Blue Ridge Revenue

Profit & Loss Budget vs. Actual

October 1 through November 25, 2019

	Oct 1 - Nov 25, 19	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
4700 · Water Bill Income	42,100.26	35,138.90	6,961.36
4701 · Transfer Fee	0.00	0.00	0.00
4702 · Sewer Charges	19,945.49	15,277.77	4,667.72
4703 · Late Charges	3,196.89	2,632.06	564.83
4704 · Trash Charges	22,831.55	12,574.38	10,257.17
4705 · Water Surcharge	1,006.50	504.17	502.33
4706 · NSF Fee	46.00	0.00	46.00
4707 · Conservation Fee Income	1,066.77	608.06	458.71
4708 · Reconnect Fees	306.00	649.31	-343.31
4709 · Credit Card Fees	1,010.75	825.00	185.75
4710 · Water Tap Fee	0.00	0.00	0.00
4711 · Sewer Tap Fee	0.00	0.00	0.00
4750 · Water Deposit	655.00	1,100.00	-445.00
4751 · Sales Tax - Trash	0.00	0.00	0.00
4752 · Water	-164.21	122.23	-286.44
4753 · Non Refund. Deposit Fee	979.32	259.73	719.59
4799 · Miscellaneous Revenue	0.00	3,819.44	-3,819.44
4899 · Misc Income	0.00	0.00	0.00
Total Income	92,980.32	73,511.05	19,469.27
Expense			
5100 · Advertising	0.00	0.00	0.00
5140 · Bank Fees	0.00	0.00	0.00
5150 · Bond Payment	6,227.20	11,878.66	-5,651.46
5151 · Interest Expense	0.00	0.00	0.00
5152 · Penalties	0.00	0.00	0.00
5160 · Contract Labor	1,680.00	0.00	1,680.00
5170 · Copies	0.00	0.00	0.00
5180 · Council & Mayor Expense	0.00	0.00	0.00
5190 · Depreciation Expense	0.00	0.00	0.00
5220 · Extermination Expense	0.00	0.00	0.00
5229 · Finance Fee	370.19	687.50	-317.31
5230 · Fuel Expense	720.19	733.33	-13.14
5260 · Insurance -Liab/Comp/Prop	0.00	0.00	0.00
5270 · Janitorial	0.00	76.40	-76.40
5280 · Interest/Penalty Expense	0.00	0.00	0.00
5300 · Legal & Professional Fees	-1,512.50	763.90	-2,276.40
5301 · Engineering Fees	1,500.00	1,069.44	430.56
5310 · Maint. & Repair Equipment	900.10	106.94	793.16
5320 · Maint. & Repair Office Equ	0.00	0.00	0.00
5325 · Miscellaneous Expense	2,133.85	305.56	1,828.29
5340 · Office Supplies	0.00	0.00	0.00

City of Blue Ridge Revenue

Profit & Loss Budget vs. Actual

October 1 through November 25, 2019

	Oct 1 - Nov 25, 19	Budget	\$ Over Budget
5370 · Payroll Expenses			
5370.1 · Emp Life	4.08	0.00	4.08
5370.2 · EMP AD&D	0.00	0.00	0.00
5372 · Health Insurance - TML			
5372.0 · Health Insurance - Company	523.31	0.00	523.31
5372.1 · Dep Health	0.00	0.00	0.00
5372.2 · Emp Dental	0.00	0.00	0.00
5372.3 · Dep Dental	0.00	0.00	0.00
5372 · Health Insurance - TML - Other	1,312.74	0.00	1,312.74
Total 5372 · Health Insurance - TML	1,836.05	0.00	1,836.05
5373 · Longevity Pay	0.00	0.00	0.00
5374 · Medicare Expenses	249.63	0.00	249.63
5375 · TMRS	358.50	0.00	358.50
5376 · SS Expenses	1,067.37	0.00	1,067.37
5377 · TWC Expenses	22.94	0.00	22.94
5379 · Wages	17,403.06	0.00	17,403.06
5370 · Payroll Expenses - Other	0.00	19,097.23	-19,097.23
Total 5370 · Payroll Expenses	20,941.63	19,097.23	1,844.40
5378 · Uniforms	152.84	0.00	152.84
5380 · Postage, Freight & Shipping	0.00	259.73	-259.73
5390 · Filing Fees	0.00	0.00	0.00
5399 · Petty Cash	0.00	0.00	0.00
5400 · Refund - Water Deposits	457.01	381.94	75.07
5450 · Returned Checks	131.98	0.00	131.98
5510 · Sales Tax Expense (Trash)	1,250.69	1,100.00	150.69
5520 · Savings	0.00	0.00	0.00
5530 · Seminars - Training Courses	0.00	0.00	0.00
5540 · Subscriptions, Dues & Permits	1,680.32	0.00	1,680.32
5700 · Trash Pickup	13,565.08	12,697.63	867.45
5710 · Travel/Mileage	0.00	0.00	0.00
5715 · Computer			
5715 · Consulting Fees	268.46	0.00	268.46
5715 · Computer - Other	0.00	733.33	-733.33
Total 5715 · Computer	268.46	733.33	-464.87

City of Blue Ridge Revenue Profit & Loss Budget vs. Actual October 1 through November 25, 2019

	Oct 1 - Nov 25, 19	Budget	\$ Over Budget
5720 - Utilities			
5721 - Electric Services	2,418.07	3,437.50	-1,019.43
5723 - Mobile Phones	0.00	0.00	0.00
5724 - Natural Gas Services	0.00	0.00	0.00
5725 - Pagers/2-Way Radios	71.70	68.75	2.95
5726 - Telephone Services	451.56	381.94	69.62
5720 - Utilities - Other	1,795.32	0.00	1,795.32
Total 5720 - Utilities	4,736.65	3,888.19	848.46
5800 - Water & Sewer			
5801 - W&S Maint & Repair	61.70	1,833.33	-1,771.63
5802 - W&S Parts & Equipment	676.62	9,930.56	-9,253.94
5803 - W&S Testing/Samples	501.06	916.67	-415.61
5804 - Vehicle Maint/Repairs	851.39	403.65	447.74
5805 - Water & Sewer - Chemicals	1,436.31	1,451.40	-15.09
5809 - Water - Contract Labor	500.00	0.00	500.00
5809.1 - Sewer Contract Labor	0.00	0.00	0.00
5811 - Water - Conservation	968.73	0.00	968.73
5812 - Water & Sewer Testing & Samples	0.00	0.00	0.00
5813 - Water - Other	155.89	0.00	155.89
5821 - Sewer - Other	0.00	0.00	0.00
5800 - Water & Sewer - Other	542.57	0.00	542.57
Total 5800 - Water & Sewer	5,694.27	14,535.61	-8,841.34
5810 - Water Bill Expense	1,328.40	229.17	1,099.23
5901 - Equipment Loan	7,994.01	0.00	7,994.01
5906 - ANB Vac Tron Principal	0.00	0.00	0.00
5990 - Uncategorized Expenses	0.00	0.00	0.00
5999 - Bad Debt Expense	32.91	229.17	-196.26
6090 - Reconciliation Discrepancies	0.00	0.00	0.00
6700 - Capital Outlay	0.00	4,170.83	-4,170.83
Total Expense	70,253.28	72,944.56	-2,691.28
Net Ordinary Income	22,727.04	566.49	22,160.55
Other Income/Expense			
Other Income			
1090 - Cash Drawer	0.00	0.00	0.00
4050 - Proceeds from Sale of Assets	0.00	0.00	0.00
4210 - Earned Interest	15.48	0.00	15.48
4999 - Transfer from Other Funds	0.00	0.00	0.00
Total Other Income	15.48	0.00	15.48

3:52 PM

11/25/19

Accrual Basis

City of Blue Ridge Revenue
Profit & Loss Budget vs. Actual
October 1 through November 25, 2019

	Oct 1 - Nov 25, 19	Budget	\$ Over Budget
Other Expense			
6999 · Transfer to Other Funds	0.00	0.00	0.00
7917 · Transfer In - Debt Service Fund	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	15.48	0.00	15.48
Net Income	22,742.52	566.49	22,176.03

Street Improvements - CO

11/25/2019 3:53 PM

Register: Street Improvements - CO

From 10/01/2018 through 11/25/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/04/2018	1	Amegy Bank Loan	Construction Income	Bank Loan for ...		X	619,430.00	619,430.00
10/18/2018	1001	Fedex	Accounts Payable		57.53	X		619,372.47
10/18/2018	1002	Birkhoff, Hendricks ...	Accounts Payable	Invoice # 1451...	11,033.50	X		608,338.97
10/31/2018			Interest Income	Interest		X	141.82	608,480.79
11/14/2018	1003	Birkhoff, Hendricks ...	Accounts Payable	Inv# 14571 Pro...	11,903.70	X		596,577.09
11/30/2018			Interest Income	Interest		X	149.74	596,726.83
12/18/2018	1004	Birkhoff, Hendricks ...	Accounts Payable	VOID: Inv# 14...		X		596,726.83
12/31/2018			Interest Income	Interest		X	152.04	596,878.87
01/04/2019			Construction Income	Deposit		X	3,040.57	599,919.44
01/07/2019	1005	Birkhoff, Hendricks ...	Accounts Payable	Inv# 14694 Pro...	5,951.85	X		593,967.59
01/07/2019	1005*	Birkhoff, Hendricks ...	Legal & Professional F...	VOID: Inv 146...		X		593,967.59
01/23/2019	1006	Birkhoff, Hendricks ...	Accounts Payable	Project# 20181...	12,329.20	X		581,638.39
01/31/2019			Interest Income	Interest		X	151.75	581,790.14
02/07/2019	1007	The Leonard Graphic	Accounts Payable	Notice to Bidders	192.00	X		581,598.14
02/20/2019	1008	Birkhoff, Hendricks ...	Accounts Payable	Inv# 14950 Pro...	3,078.75	X		578,519.39
02/28/2019			Interest Income	Interest		X	133.83	578,653.22
03/14/2019	1009	Birkhoff, Hendricks ...	Accounts Payable	Inv # 14963 / P...	1,392.28	X		577,260.94
03/31/2019			Interest Income	Interest		X	147.30	577,408.24
04/24/2019	1010	Birkhoff, Hendricks ...	Accounts Payable	Inv# 15106 Pro...	2,189.20	X		575,219.04
04/24/2019	1011	Quality Excavation, ...	Accounts Payable	Pay Request 1 ...	114,802.59	X		460,416.45
04/30/2019			Interest Income	Interest		X	141.43	460,557.88
05/01/2019	1012	Henley Johnston & A...	Accounts Payable	Client # 55E In...	425.00	X		460,132.88
05/29/2019	1013	Henley Johnston & A...	Accounts Payable	Project: 19823...	2,015.00	X		458,117.88
05/29/2019	1014	Birkhoff, Hendricks ...	Accounts Payable	Project 201815...	2,189.20	X		455,928.68
05/31/2019			Interest Income	Interest		X	117.30	456,045.98
06/27/2019	1015	Birkhoff, Hendricks ...	Accounts Payable	Inv# 15343 Pro...	1,094.60	X		454,951.38
06/30/2019			Interest Income	Interest			112.55	455,063.93
06/30/2019			Interest Income	Interest		X	112.55	455,176.48
07/11/2019	1016	Henley Johnston & A...	Accounts Payable	Ridgeway Drive	5,380.00	X		449,796.48
07/31/2019			Interest Income	Interest		X	115.26	449,911.74
08/28/2019	1017	Quality Excavation, ...	Contractor	Pay Draw #2	361,035.83	X		88,875.91
08/31/2019			Interest Income	Interest		X	114.61	88,990.52
09/30/2019			Interest Income	Interest		X	13.93	89,004.45
10/31/2019			Interest Income	Interest		X	11.32	89,015.77

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

November 11, 2019

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:

October 2019
\$8,621.64

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
October 2019

City of Blue Ridge #08

	Collections Month of October	Cumulative Total 10/1/19 thru 10/31/19	% of Collections
Current Tax Year Collections			
Base M&O	\$5,767.57	\$5,767.57	2.31%
Base I&S	1,253.39	\$1,253.39	
Late Rendition Penalty	2.16	\$2.16	
P&I M&O	0.00	\$0.00	
P&I I&S	0.00	\$0.00	
P&I I&S Bond			
Attorney Fee	0.00	\$0.00	
Subtotal	<u>\$7,023.12</u>	<u>\$7,023.12</u>	2.31%
Delinquent TaxYears Collections			
Base M&O	\$1,063.76	\$1,063.76	
Base I&S	255.97	\$255.97	
Late Rendition Penalty	0.36	\$0.36	
P&I M&O	224.71	\$224.71	
P&I I&S	53.72	\$53.72	
P&I I&S Bond			
Attorney Fee	239.78	\$239.78	
Subtotal	<u>\$1,838.30</u>	<u>\$1,838.30</u>	0.60%
Combined Current & Delinquent:			
Base M&O	\$6,831.33	\$6,831.33	
Base I&S	\$1,509.36	\$1,509.36	
Late Rendition Penalty	2.52	2.52	
P&I M&O	224.71	224.71	
P&I I&S	53.72	53.72	
P&I I&S Bond			
Attorney Fee	239.78	239.78	
Total Collections	<u><u>\$8,861.42</u></u>	<u><u>\$8,861.42</u></u>	2.92%
Original 2019 Tax Levy		<u>\$303,884.29</u>	100.00%

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

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Cumulative Comparative Collection Status Report
October 2019

City of Blue Ridge #08

	Collections thru		Collections thru	
	October 2019	% Collections	October 2018	% Collections
Current Tax Year Collections				
Base M&O	\$7,020.96	2.31%	\$13,936.30	5.05%
Late Renditon Penalty	2.16		6.36	
P&I M&O	0.00		0.00	
Attorney Fee	0.00		0.00	
Subtotal	<u>\$7,023.12</u>	2.31%	<u>\$13,942.66</u>	5.05%
Delinquent Tax Years Collections				
Base M&O	\$1,319.73		\$504.12	
Late Renditon Penalty	0.36		0.00	
P&I M&O	278.43		151.07	
Attorney Fee	239.78		109.13	
	0.00		0.00	
Subtotal	<u>\$1,838.30</u>	0.60%	<u>\$764.32</u>	0.28%
Combined Current & Delinquent:				
Base M&O	\$8,340.69		\$14,440.42	
P&I M&O	278.43		151.07	
Late Rendition Penalty	2.52		6.36	
Attorney Fee	239.78		109.13	
	0.00			
Total Collections	<u>\$8,861.42</u>	2.92%	<u>\$14,706.98</u>	5.33%
Adjusted 2018 Tax Levy			<u>\$275,936.71</u>	100.00%
Original 2019 Tax Levy	<u>\$303,884.29</u>	100.00%		

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

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Levy Outstanding Status Report
October 2019

City of Blue Ridge #08

	Current Tax Year	Delinquent Tax Years
Current Month:		
Tax Levy Remaining as of 9/30/19	\$303,884.29	\$7,890.82
Base M&O Collections	7,020.96	1,319.73
Supplement/Adjustments	3,617.19	0.00
Write-off	0.00	0.00
Remaining Levy as of 10/31/19	<u>\$300,480.52</u>	<u>\$6,571.09</u>
Cumulative (From 10/01/19 thru 10/31/19)		
Original 2019 Tax Levy (as of 10/01/19)	\$303,884.29	\$7,890.82
Base M&O Collections	7,020.96	1,319.73
Supplement/Adjustments	3,617.19	0.00
Write-off	0.00	0.00
Remaining Levy as of 10/31/19	<u>\$300,480.52</u>	<u>\$6,571.09</u>

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

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Monthly Distribution Report
October 2019

City of Blue Ridge #08

	Distribution Month of October	Distribution 10/1/19 thru 10/31/19
Weekly Remittances:		
Week Ending 10/4/19	\$1,003.61	\$1,003.61
Week Ending 10/11/19	\$317.66	\$317.66
Week Ending 10/18/19	\$1,213.65	\$1,213.65
Week Ending 10/25/19	\$4,639.89	\$4,639.89
Week Ending 10/31/19	\$0.00	\$0.00
Total Weekly Remittances	<u>\$7,174.81</u>	<u>\$7,174.81</u>
Overpayment from Prior Month	\$0.00	\$0.00
Manual Adjustment Refund	\$0.00	\$0.00
Commission Paid Delinquent Attorney	\$239.78	\$239.78
Entity Collection Fee	\$0.00	\$0.00
Judgement Interest	\$0.00	\$0.00
5% CAD Rendition Penalty	\$0.13	\$0.13
Total Disbursements	<u><u>\$7,414.72</u></u>	<u><u>\$7,414.72</u></u>
Carryover to Next Month	\$1,446.70	\$1,446.70

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
2019	\$14,965	\$26,513	\$16,084	\$13,567	\$19,591	\$16,900	\$16,587	\$17,849	\$17,846	\$17,704	\$18,763	\$0	\$196,368
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
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

1 2 3 4 >

Address	Notes	Code
Oct 31, 2019 12:46 AM 200 South Main St.	patrolled for strays	Animal Control
Oct 28, 2019 7:11 PM 103 willow ln	3 loose dogs no dogs were found on arrival	Animal Control
Oct 24, 2019 12:45 AM 200 South Main St.	patrolled for strays	Animal Control
Oct 17, 2019 12:45 AM 200 South Main St.	patrolled for strays	Animal Control
Oct 10, 2019 12:45 AM 200 South Main St.	patrolled for strays	Animal Control
Oct 4, 2019 12:45 AM 200 South Main St.	patrolled for strays	Animal Control
Oct 4, 2019 12:19 AM 308 fm-545	talked to owner about pit bull in back yard due to a welfare concern from neighbor. dog is healthy and has shelter food and water	Animal Control

Address	Notes	Code
Oct 4, 2019 12:17 AM 308 fm-545	while patrolling for strays picked up two pitbulls in front of this address	Animal Control



Special Event Application

Fee: \$50.00

Today's Date: 11-26-19

Name: Judy Collinsworth

Company/Organization: Blue Ridge Chamber of Commerce

Contact Phone Number: 469-667-6810 Email: judy.collinsworth@yahoo.com

Dates Requested: Dec 6

Hours of Event: 6-10 pm

Event Type/Name: Family SIP & STROLL

Projected Attendance: Community wide

Will you need the square closed off? ☒ yes ☐ no 1/2

Will you need road closures? ☒ yes ☐ no

If so, what roads will need to be closed: S. side of the square

Will you need water service? ☐ yes ☒ no

Will you need electrical service? ☒ yes ☐ no

Will you be providing Port a Pots? ☐ yes ☒ no businesses open

J Collinsworth
Signature

11-26-19
Date

Office Use Only

Square Release Form: _____ Drawing Provided: _____ Council Request Form: _____ Meeting Date: _____

Approved: _____ Denied: _____ Remarks: _____

REQUEST TO CLOSE THE SQUARE

By signing below, I give my permission to CHAMBER

Name

To close the Square in front of my business on 12/06/19 between the

Date

hours of 5pm to 10pm.

Business Name	Signature
Cattleman's Café <u>NOT AFFECTED</u>	
Backyard Eatery <u>PARTICIPATING</u>	
Texas VoIP <u>PARTICIPATING</u>	
Clerkin, Sinclair, Mahfouz, LLP <u>CLOSED</u>	
Patty's Place <u>NOT AFFECTED</u>	

Vacant

Vacant

Backyard
Eatery

Clerkin, Sinclair and
Mahfouz, LLP

Patty's Place

Old Barber Shop

Texas Data & Voip
Security

Cattleman's

Vacant

South Main Street

Fire Department

City Hall

Basketball Court

Park

Community Center

PROFESSIONAL ENGINEERING SERVICES

PART I - AGREEMENT

THIS AGREEMENT, entered into this _____ day of _____, 20____, by and between the City of Blue Ridge, hereinafter called the "City", acting herein by its Mayor hereunto duly authorized, and Birkhoff, Hendricks & Carter, L.L.P. hereinafter called "Firm," acting herein by Craig M. Kerkhoff, P.E., C.F.M., Partner.

WITNESSETH THAT:

WHEREAS, the City of Blue Ridge desires to implement a sanitary sewer rehabilitation project under the general direction of the Texas Community Development Block Grant (hereinafter called "TxCDBG") Program of the Texas Department of Agriculture (TDA); and Whereas the City desires to engage said Firm to render certain services in connection with the TxCDBG Project,

NOW THEREFORE, the parties do mutually agree as follows:

I. DEFINITIONS

Throughout this document:

- A. "Agreement" refers to this contract between the City and the Firm to assist with the Engineering, Surveying, Bidding and Construction Administration of all or any portion of a community development block grant from the Texas Department of Agriculture.
- B. "Firm" refers to the professional services provider engaged to assist the City with the Engineering, Surveying, Bidding and Construction Administration of all or a portion of a community development block grant from the Texas Department of Agriculture.
- C. "Parties" refer to the Firm and the City.

II. SCOPE OF SERVICES

The Firm will perform the services set out in Part II, Scope of Services.

III. TIME OF PERFORMANCE

The services of the Firm shall commence on upon execution of the contract. The design, bidding and construction administration phases will not begin until project has been approved for funding from the TDA and written Notice to Proceed to the Firm from the City has been received.

IV. LOCAL PROGRAM LIAISON

For purposes of this Agreement, the City Secretary or equivalent authorized person will serve as the Local Program Liaison and primary point of contact for the Firm. All required progress reports and communication regarding the project shall be directed to this liaison and other local personnel as appropriate.

V. ACCESS TO INFORMATION

The Comptroller General of the United States, the City / County, the Texas Department of Agriculture, and the Texas State Auditor's Office, , the U.S. Department of Housing and Urban Development (HUD), or any successor agency or representative, shall have access to any books, documents, papers and records relating to the Firm's agreement with the City or the administration, construction, engineering or implementation of the TxCDBG award between TDA and City.

VI. COMPENSATION AND METHOD OF PAYMENT

The maximum amount of compensation and reimbursement to be paid hereunder shall not exceed \$62,416. Payment to the Firm shall be based on satisfactory completion of identified milestones in Part III - Payment Schedule of this Agreement.

VII. INDEMNIFICATION

The Firm shall comply with the requirements of all applicable laws, rules and regulations, and shall exonerate, indemnify, and hold harmless the City and its agency members from and against any and all claims, costs, suits, and damages, including attorney's fees, arising out of the Firm's negligent performance or negligent nonperformance of the activities, services or subject matter called for in this Agreement, and shall assume full responsibility for payments of Federal, State and local taxes on contributions imposed or required under the Social Security, worker's compensation and income tax laws.

VIII. MISCELLANEOUS PROVISIONS

- A. This Agreement shall be construed under and accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Collin County, Texas.
- B. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.
- C. In any case one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

- D. If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.
- E. This Agreement may be amended by mutual agreement of the parties hereto and a writing to be attached to and incorporated into this Agreement.

IX. EXTENT OF AGREEMENT

This Agreement, which includes Parts I-V represents the entire and integrated agreement between the City and the Firm and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by authorized representatives of both City/County and the Firm.

IN WITNESSETH WHEREOF, the parties have executed this Agreement by causing the same to be signed on the day and year first above written.

CITY OF BLUE RIDGE

BY: _____
(Local City/County Official)

(Printed Name)

(Title)

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

BY:  _____

Craig M. Kerkhoff, P.E., C.F.M.

Partner

CITY OF BLUE RIDGE, TEXAS
PROFESSIONAL ENGINEERING SERVICES
For
2019 Texas Community Development Block Grant Program
Sanitary Sewer Rehabilitation Project

PART II - SCOPE OF SERVICES

The improvements include the rehabilitation of an existing sanitary sewer line in the northern portion of the City. The Firm shall prepare plans and specifications, and perform bidding and construction administration services. The project location map more specifically describes the project location.

**CITY OF BLUE RIDGE, TEXAS
PROFESSIONAL ENGINEERING SERVICES
For
2019 Texas Community Development Block Grant Program
Sanitary Sewer Rehabilitation Project**

PROJECT LOCATION MAP



The Firm shall render the following professional services necessary for the development of the project:

SCOPE OF SERVICES

1. Attend preliminary conferences with the City regarding the requirements of the project.
2. Prepare necessary forms for grant application (Engineering Fees & Table 2 Form)
3. Furnish the City a written monthly status report at least seven (7) days prior to the regularly scheduled council/commissioner's court meeting until the project is closed by TDA.
4. Submit construction drawings and plans/specifications to appropriate regulatory agency(ies).
5. Prepare bid packet/contract documents/advertisement for bids. At the time the bid packet is completed, the Firm shall also furnish to the City an updated written Opinion of Probable Construction Costs for the Project.
6. Make 10-day call to confirm prevailing wage decision.
7. Incorporate any and all wage rate modifications or supersedes via bid addendum (if applicable).
8. Conduct bid opening and prepare minutes.
9. Tabulate, analyze, and review bids for completeness and accuracy.
10. Accomplish construction contractor's eligibility verification through www.SAM.gov.
11. Conduct pre-construction conference and prepare copy of report/minutes.
12. On behalf of the City, issue Notice to Proceed to construction contractor.
13. Provide in all proposed construction contracts deductive alternatives where feasible, so that should the lowest responsive base bid for construction exceed the funds available, deductive alternatives can be taken to reduce the bid price.
14. Design for access by persons with disabilities for those facilities to be used by the public in accordance with Public Law 504.
15. Use TDA-approved forms for instructions to bidders, general conditions, contract, bid bond, performance bond, and payment bond.
16. Make periodic visits, no less than every 30 days during the construction period, to the site to observe the progress and quality of the work, and to determine, in general, if the work is generally proceeding in accordance with the Agreement.

17. Consult with and advise the City during construction; issue to contractors all instructions requested by the City; and prepare routine change orders if required, at no charge for engineering services to the City when the change order is required to correct errors or omissions by the Firm; provide price analysis for change orders; process change orders approved by City and the Firm and submit to TDA for approval prior to execution with the construction contractor.
18. Review shop and working drawings furnished by contractors for compliance with design concept and with information given in contract documents (contractors will be responsible for dimensions to be confirmed and correlated at job site).
19. Resolve all payment requests within 14 days of receipt of signed pay request from the construction contractor.
20. Based on the City's Inspector on-site observations and review of the contractor's applications for payment, determine the amount owed to the contractor in such amounts; such approvals of payment to constitute a representation to the City, based on such observations and review, that the work has progressed to the point indicated and that the quality of work is in accordance with the plans, specifications and contract documents.
21. Recommend that a 10% retainage is withheld from all payments on construction contracts until final acceptance by the City/County and approval by TDA, unless State or local law provides otherwise.
22. Prepare Certificate of Construction Completion and Clean Lien Certificate. A Clean Lien Certificate may be prepared for each of the Prime Contractor(s) and each of the subcontractor(s).
23. Conduct interim/final construction observations.
24. Revise contract drawings to show the work constructed as indicated on mark-ups provided by the contractor, and furnish the City with a set of "record drawings" plans.
25. The Firm will provide a copy of the final project record drawings, using funds under this contract. These drawings shall be provided in digital format (pdf format) on machine readable media, such as compact disc (CD), which are compatible with computer systems owned or readily available to the owner at time of delivery. The digital copy shall include a digital representation of the engineer's seal. In addition, complete documentation as to the content and layout of the data files and the name of the software package(s) used to generate the plans shall be provided to the owner in written form.

SCOPE OF SPECIAL SERVICES

1. Perform topographic field surveys necessary to support the design of the project. Field surveys will be conducted utilizing total station and/or current GPS methods on state plan grid coordinates. Boundary surveys are not included as plat and field notes for easement acquisitions are not included in this contract.
2. Perform field surveys in support of construction layout. These services are limited to re-establishment of project control (both vertical and horizontal). The successful construction contractor will perform construction layout surveys.
3. Printing of construction plans and specifications required for submittal to regulatory agencies, utility companies, Texas Department of Transportation, City review and distribution to the successful contractor, inspection service company and materials testing company.

SUBCONTRACTS

1. No work under this Agreement shall be subcontracted by the Firm without prior approval, in writing, from the City.
2. The Firm shall, prior to proceeding with the work, notify the City in writing of the name of any subcontractors proposed for the work, including the extent and character of the work to be done by each.
3. All service providers and subcontractors must have an active registration with the System for Award Management (www.SAM.gov) AND eligibility status verified (not suspended or debarred). Proof of subcontractor registration must be received prior to authorization to work on the project.
4. If any time during progress of the work, the City determines that any subcontractor is incompetent or undesirable, the City will notify the Firm who shall take reasonable and immediate steps to satisfactorily cure the problem, substitute performance, or cancel such subcontract. Subletting by subcontractors shall be subject to the same regulations. Nothing contained in this Agreement shall create any contractual relation between any subcontractor and the City/County.
5. The Firm will include in all contracts and subcontracts in excess of \$150,000 a provision which requires compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). The provisions shall require reporting of violations to TDA and to the Regional Office of the Environmental Protection Agency (EPA).
6. The Firm will include in all contracts and subcontracts in excess of \$150,000 provisions or conditions which will allow for administrative, contractual or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.

7. The Firm will include in all contracts and subcontracts in excess of \$10,000 provisions addressing termination for cause and for convenience by the City including the manner by which it will be effected and the basis for settlement.
8. The Firm will include in all contracts and subcontracts provisions requiring compliance with the following, if applicable:
 - a) Prime construction contracts in excess of \$2,000, compliance with the Davis-Bacon Act, as amended (40 U.S.C.3141-3144, 3146-3148) as supplemented by Department of Labor regulations (29 CFR part 5);
 - b) Prime construction contracts in excess of \$2,000, compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR part 3)
 - c) Contracts greater than \$10,000, the inclusion of the Equal Opportunity clause provided under 41 CFR 60-1.4(b) (Executive Order 11246);
 - d) Section 3 of the Housing and Urban Development Act of 1968;
 - e) Contracts exceeding \$100,000, compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352);
 - f) For contracts in excess of \$100,000 that involve the employment of mechanics or laborers, compliance with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708), including work week requirements and safety conditions for workers, as supplemented by Department of Labor regulations (29 CFR Part 5); and
 - g) For procurement of recovered materials where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000, compliance with 2 CFR 200.322 and section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, which requires procuring only items designated in guidelines of the EPA at 40 CFR part 247 that contain the highest percentage of recovered materials practicable.
9. The Firm will include in all negotiated contracts and subcontracts a provision which indicates that funds will not be awarded under this contract to any party which is debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549 and 2 CFR Part 2424. A certification shall be provided and received from each proposed subcontractor under this contract and its principals.
10. The Firm will include in all negotiated contracts and subcontracts a provision to the effect that the City, TDA, the Texas Comptroller of Public Accounts, the Comptroller General of the United States, the U.S. Department of Housing and Urban Development (HUD), or any of their duly

authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transcriptions.

11. The Firm will include in all contracts and subcontracts a requirement that the contractor maintain all relevant project records for three (3) years after the City has made final payment to the contractor and all other pending matters are closed.

STANDARD OF PERFORMANCE AND DEFICIENCIES

1. All services of the Firm and its independent professional associates, consultants and subcontractors will be performed in a professional, reasonable and prudent manner in accordance with generally accepted professional practice. The Firm represents that it has the required skills and capacity to perform work and services to be provided under this Agreement.
 2. The Firm represents that services provided under this Agreement shall be performed within the limits prescribed by the City in a manner consistent with that level of care and skill ordinarily exercised by other professional consultants under similar circumstances.
 3. Any deficiency in Firm's work and services performed under this contract shall be subject to the provisions of applicable state and federal law. Any deficiency discovered shall be corrected upon notice from City and at the Firm's expense if the deficiency is due to Firm's negligence. The City shall notify the Firm in writing of any such deficiency and provide an opportunity for mutual investigation and resolution of the problem prior to pursuit of any judicial remedy. In any case, this provision shall in no way limit the judicial remedies available to the City under applicable state or federal law.
 4. The Firm agrees to and shall hold harmless the City, its officers, employees, and agents from all claims and liability of whatsoever kind or character due to or arising solely out of the negligent acts or omissions of the Firm, its officers, agents, employees, subcontractors, and others acting for or under the direction of the Firm doing the work herein contracted for or by or in consequence of any negligence in the performance of this Agreement, or by or on account of any omission in the performance of this Agreement.
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**CITY OF BLUE RIDGE, TEXAS
PROFESSIONAL ENGINEERING SERVICES**

**For
2019 Texas Community Development Block Grant Program
Sanitary Sewer Rehabilitation Project**

PART III - PAYMENT SCHEDULE

BASIC SERVICES

City shall compensate Firm for all Basic Services provided, as described in Part II - Scope of Services in the lump sum amount of **\$42,335**. The schedule for basic services payment shall be as follows:

Application	\$500
Design	\$31,751
Bidding	\$3,175
Construction Administration	<u>\$6,909</u>
Total Basic Services:	\$42,335

Statements shall be rendered monthly. Design Phase services will be billed, based on percent complete of plans. Bidding Phase services will be billed after completion of the Pre-Construction Conference. Construction Administration services will be invoiced as a percent of construction complete (dollar value). The statements shall be prepared by the Firm and shall be accompanied by such supporting data to substantiate the amounts requested.

SPECIAL SERVICES

City shall compensate Firm for all Special Services provided, as described in Part II.- Scope of Special Services. Special services shall be paid based on salary cost times 2.45 with actual expenses at actual invoice cost times 1.15. Mileage will be billed at the \$0.50 per mile. The schedule for Special Services payment shall be as follows:

Design and Construction Surveys	\$5,680
Printing of Final Plans and Specifications	<u>\$150</u>
Total Special Services	\$5,830

The City will maintain an escrow retainage of the contract funds budgeted for engineering services in the amount of five percent (5%) of the total amount billed. Before retainage fees for engineering contracts are released, a complete and executed Certificate of Construction Completion form must be received by the City and the Engineer must certify that the City has received construction record drawings for the contract funded construction activities.