

**WORKSHOP & CITY COUNCIL MEETING**

**September 28, 2020**  
**6:00 P.M. & 7:00 P.M.**  
New Fairview City Hall  
999 Illinois Ln.  
New Fairview TX 76078

**AGENDA**

**1. WORKSHOP WITH CITY ADMINISTRATOR: 6:00P.M.**

**A. Discuss meeting structure, city consultants and who pays for their services**

**2. CALL MEETING TO ORDER: 7:00 P.M.**

**3. ROLL CALL:**

**4. PLEDGE TO FLAGS**

**A. United States of America**

**B. Texas Flag Honor the Texas Flag, I pledge allegiance to thee,  
Texas, one state under God, one and indivisible**

**5. CONSENT AGENDA:**

All matters listed as Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be a separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

**A. Approve minutes for September 14, 2020**

**B. Approve to extend the application for Pioneer Ranch preliminary plat till next monthly meeting in October**

**C. Approve to extend the application for Pioneer Ranch final plat till the next monthly meeting in October**

**6. OPEN FORUM**

The City Council invites persons with comments or observations related to city issues, projects, or policies to briefly address the City Council. Anyone wishing to speak should sign-in with the City Secretary before the beginning of the City Council Meeting. In order to expedite the flow of business and to provide all citizens the opportunity to speak, there is a three-minute limitation on any person addressing the City Council. State law prohibits the City Council from discussing or taking action on any item not listed on the posted agenda.

**7. NEW BUSINESS:**

**A. Consider a resolution authorizing the City to join the BuyBoard National Purchasing Cooperative to help streamline the purchasing process.**

**B. Consider a resolution authorizing the City Administrator to enroll the City in the BuyBoard National Purchasing Cooperative, the Texas SmartBuy Membership Program, as well as other unnamed cooperative purchasing entities in the future, to provide a variety of purchasing options**

for supplies and equipment that have already gone through the competitive bidding process and established state contracts.

C. Conduct a public hearing and consideration of an Ordinance adopting the revised budget for the fiscal year ending September 30, 2020, adopting the proposed operating and capital budget for the fiscal year ending September 30, 2021, including an investment policy, financial procedures, and debt management policy.

D. Consider a resolution ratifying the property tax as reflected in the operating budget for the fiscal year ending September 30, 2021.

E. Consider a resolution authorizing the City Administrator to negotiate and sign an agreement for a municipal management software solution not to exceed \$25,000.

F. Update the Council on the updated permit process for burning yard waste and debris in the City limits.

G. Update the Council on the agreement with Hilltop Securities as the City's Financial Advisor.

H. Update the Council on current projects and seek their input.

**8. ADJOURN:**

I, the undersigned authority, do hereby certify the above notice of the meeting of the City Council of New Fairview, is a true and correct copy of the said notice that I posted on the official posting place at New Fairview City Hall, FM 407, New Fairview, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this 25<sup>th</sup> day of September 2020 at 5:00 PM at least 72 hours proceeding the meeting time.

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**Monica Rodriguez, City Secretary**

**SEAL:**

This facility is wheelchair accessible; parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary at city hall 817-638-5366 or fax 817-638-5369 or by email at [citysecretary@newfairview.org](mailto:citysecretary@newfairview.org) for further information.



## **City Council Agenda September 28, 2020**

**Agenda Item:**

**(Consent Item)**

### **Agenda Description:**

State law allows for the developer to request an extension on the City's determination of preliminary and final plats through a written request.

### **Background Information:**

Staff has been working with the Pioneer Ranch development team to resolve several issues that have arisen during the platting process, including a proposed update to the City's Master Thoroughfare Plan, dedication of ROW and participation in the improvement of Pioneer Road, as well as dedication of ROW for the proposed rerouting of FM 2264 to the East of the Pioneer Ranch Parcel.

### **Financial Information:**

N/A

### **City Contact and Recommendation:**

Ben Nibarger, City Administrator

Approve the extension until the October 2020 meeting.

### **Attachments:**

Map



The current MTP places the extension of FM 2264 from FM 407 represented by the green dashed line. The proposed realignment of FM 2264 would follow the yellow line and either merge with Pioneer Road to the south of the property or continue to run directly south without merging into Pioneer Road.



## **City Council Agenda September 28, 2020**

**Agenda Item:**   **Resolution**   **(Action Item)**

### **Agenda Description:**

Consider a resolution authorizing the City Administrator to enroll the City in the BuyBoard National Purchasing Cooperative, the Texas SmartBuy Membership Program, as well as other unnamed cooperative purchasing entities in the future, to provide a variety of purchasing options for supplies and equipment that have already gone through the competitive bidding process and established state contracts.

### **Background Information:**

The City recently adopted a procurement policy that outlines the purchasing requirements which have been adapted from a sample policy at a larger City that has additional staff to handle the administrative aspects of maintaining compliance with federal and state laws. The cooperative entities have been approved by the State to accept competitive bids which allow members to purchase supplies and equipment and maintain compliance with all federal and state laws.

### **Financial Information:**

\$100 membership fee

### **City Contact and Recommendation:**

Ben Nibarger, City Administrator

Approve the resolution and authorize the City Administrator to enter these agreements as necessary if there is already budget authority in place.

### **Attachments:**

Resolution

Contracts with BuyBoard and Texas SmartBuy



**City of New Fairview, Texas  
Resolution No. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF NEW FAIRVIEW, TX AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH COOPERATIVE PURCHASING ENTITIES APPROVED BY THE STATE OF TEXAS.**

**WHEREAS,** the City of Fairview is an incorporated city in the State of Texas; and

**WHEREAS,** the City of New Fairview is a General Law city as classified by the Texas Municipal Code; and

**WHEREAS,** the City of New Fairview is required to follow federal and state laws for procurement of supplies and equipment; and

**WHEREAS,** cooperative purchasing entities allows the City of New Fairview access to thousands of vendors, using established volume priced state contracts, reducing the City of New Fairview's cost of supplies and equipment ; and

**WHEREAS,** the City Council finds this action to be in the best interest of the Citizens of New Fairview; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY NEW FAIRVIEW:**

1. That, all matters stated in the recitals herein above are found to be true and correct and are incorporated herein by reference as if copied in their entirety.
2. That the City Council does hereby authorize the City Administrator to enroll the City of New Fairview into several state approved purchasing cooperatives.
3. That, if any portion of this resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determined that it would have adopted this Resolution without the invalid provision.

4. That this Resolution shall become effective from and after its date of passage.

PRESENTED AND PASSED on this **28<sup>th</sup> day of September**, at a meeting of the New Fairview City Council.

APPROVED:

ATTESTED:

\_\_\_\_\_  
Joe Max Wilson  
Mayor

\_\_\_\_\_  
Monica Rodriguez  
City Secretary



# Texas SmartBuy Membership Program

## What is the the Texas SmartBuy Membership Program?

Created by legislation in 1979, the Texas Comptroller of Public Accounts' (CPA) Texas SmartBuy Membership Program offers members a unique opportunity to make the most of their purchasing dollars and efforts by using the State of Texas volume buying power.

### Who can join?

- Local governments
- School Districts
- Utility Districts
- Appraisal Districts
- Junior Colleges
- MHMR community centers
- State-funded assistance organizations
- Housing and Transportation Authorities
- Assistance organizations

Sections 271.081-271.083, Local Government Code, and Sections 2155.202 and 2175.001(1), Government Code, provide the legal authority for the program.

## Why should you join the Texas SmartBuy Membership Program?

- **Get Best Value for Your Purchases** – Our purchasers competitively bid and award hundreds of contracts in accordance with state purchasing statutes and competitive bidding requirements. You reap the savings for your organization and ultimately for the citizens of Texas.
- **Save Valuable Time and Effort** – No bidding, just order from hundreds of established state contracts.
- **Search Thousands of Vendors** – Looking for something not on one of our negotiated contracts? Use our Centralized Master Bidder's List to identify vendors from our database of over 9,000 companies (including HUBs). <https://comptroller.texas.gov/purchasing/vendor/cmb/>
- **Post Bid and Award Notices on the Electronic State Business Daily** – As a member, set up FREE password access to the Electronic State Business Daily (ESBD) where you can post your entity's solicitations to increase vendor participation and provide public notice of awards. <http://www.txsmartbuy.com/sp/>
- **Save Money on Travel** – Qualified members may use the State Travel Management Program for discounted rates on rental cars, thousands of hotels and airline tickets.

If you have any questions or need more information about our program please feel free to e-mail [members@cpa.texas.gov](mailto:members@cpa.texas.gov) or call 512-463-3368.





# Texas SmartBuy Membership Program

## Accessing the Texas SmartBuy Membership Program on the Internet

Go to the Texas SmartBuy Membership web site: [comptroller.texas.gov/purchasing/members/](http://comptroller.texas.gov/purchasing/members/)

- **Membership Forms:** Includes the application, name change form, proof of eligibility and school bus specifications.
- **TxSmartBuy.com:** The state's online ordering system, Texas SmartBuy, will generate a state purchase order on your behalf, forwarding a copy to you and to the vendor. The vendor will then ship the merchandise and invoice your entity directly. CPA has awarded contracts for many commodities and services, including:

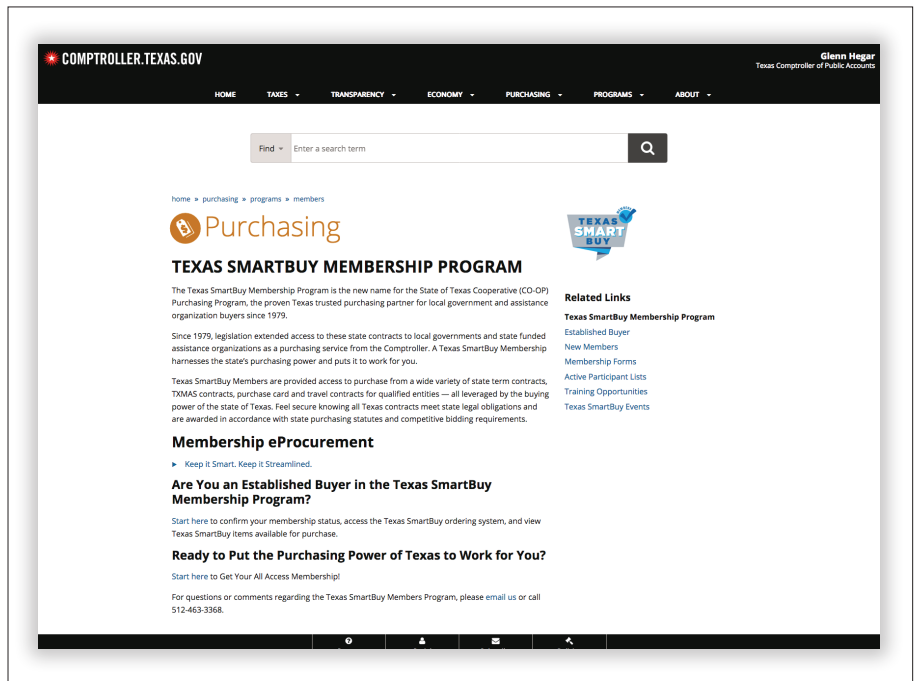
- Vehicles
- Office Supplies
- Furniture
- Procurement Card Services
- Appliances
- Road and Highway Equipment
- Police Equipment
- Pharmaceuticals
- Cleaning Supplies
- Food

- **TXMAS Information:** Texas Multiple Award Schedules (TXMAS). TXMAS contracts feature the most favored customer pricing and the possibility of negotiation. TXMAS can be used as alternative volume contracts.

- **CMBL Search:** This feature enables you to access the state Centralized Master Bidders List (CMBL) to create a bid list by product/service code. You may narrow the search

by entering a county, city or zip code. This is a vendor list only. You should use this only as a vendor resource. You will need to follow your local bid requirements to purchase from these vendors.

- **State Travel Management Program:** Texas Government Code, Sections 2171.001-2171.055 extend the state travel management contracts to certain members of the Texas SmartBuy Membership program. Eligible entities include Municipalities, Counties, School Districts, Public Junior and Community Colleges, and Emergency Communication Districts, hospital districts and transit/transportation districts.





# Texas SmartBuy Membership Program

## Texas SmartBuy Membership Application

\_\_\_\_\_  
Name of Authorized Individual

\_\_\_\_\_  
Name of Authorized Individual (secondary contact)

*(NOTE: Please list 2 people who are authorized to sign for purchases and will receive all correspondence from CPA. Additional authorized signers or Agents of Record may be listed on the resolution with the signatures documented at the bottom of the resolution.)*

\_\_\_\_\_  
Organization/Qualified Entity Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Primary Email Address

\_\_\_\_\_  
Secondary Email Address

\_\_\_\_\_  
Phone Numbers

\_\_\_\_\_  
Fax Number

The annual membership fee for participation in the Texas SmartBuy Membership Program is:  
**\$100.00 – FEE IS NON-REFUNDABLE**

### Please make checks payable to:

**Texas Comptroller of Public Accounts**

### Please mail to:

**Texas Comptroller of Public Accounts  
P.O. Box 13186  
Austin, TX 78711**

**PLEASE RETURN THIS FORM WITH PAYMENT  
AND ALL REQUIRED DOCUMENTS AND SIGNATURES**

Questions? Contact the Texas SmartBuy Membership Program at 512-463-3368 or at [members@cpa.texas.gov](mailto:members@cpa.texas.gov).



# RESOLUTION

**State of Texas**  
**County of \_\_\_\_\_**

Whereas, the Texas Comptroller of Public Accounts is authorized to provide purchasing services for local governments pursuant to §§ 271.082 and 271.083 of the Local Government Code;

and **WHEREAS**, the \_\_\_\_\_  
(e.g., Commissioner’s Court, City Council, School Board, Board of Directors)

of \_\_\_\_\_, is a: (Check one of the following.)  
(Name of Qualified Entity)

- |  |  |
|--|--|
| <input type="radio"/> County   | <input type="radio"/> Independent School District                          |
| <input type="radio"/> Municipality   | <input type="radio"/> Junior College District                              |
| <input type="radio"/> Political Subdivision (Utility, Appraisal Districts) | <input type="radio"/> Mental Health and Mental Disability Community Center |
| <input type="radio"/> State-funded Assistance Organization                 | <input type="radio"/> Housing and Transportation Authority                 |

defined as an entity qualified to participate in the Texas SmartBuy Membership Program of the Texas Comptroller of Public Accounts pursuant to § 271.081 of the Local Government Code; and

WHEREAS, in accordance with the requirements of 34 TAC §20.85 administrative rules, the Agent(s) of Record,  
\_\_\_\_\_  
(Name of Person, primary contact) (Title)

(and \_\_\_\_\_)  
(Name of Person, secondary contact) (Title) is/are authorized to execute

any and all documentation for \_\_\_\_\_ pertaining to its participation in the Texas  
(Entity Name)

Comptroller of Public Accounts Cooperative Purchasing Program; and

WHEREAS, \_\_\_\_\_ acknowledges its obligation to pay annual participation fees  
(Entity Name)

established by the Texas Comptroller of Public Accounts.

NOW, THEREFORE BE IT RESOLVED, that request be made to the Texas Comptroller of Public Accounts to approve  
\_\_\_\_\_ for participation in the Texas Comptroller of Public Accounts Cooperative Purchasing Program.  
(Entity Name)

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_  
(Entity Name)

By: \_\_\_\_\_  
(Signature of Chair)

\_\_\_\_\_  
(Signature of primary Agent of Record)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Name/Title of primary Agent of Record)

\_\_\_\_\_  
(Title of Chair)

\_\_\_\_\_  
(Signature of secondary Agent of Record)

\_\_\_\_\_  
(Name/Title of secondary Agent of Record)



# Texas SmartBuy Membership Program

## Documents required for proof of eligibility

Submit all documentation required as proof of eligibility at the time you apply for membership in the program. All documentation must be on file with the Texas SmartBuy Membership Program BEFORE a determination of eligibility can be made.

### Local Governments

County, Independent School District, Municipality, Jr. College District, Volunteer Fire Department

*Documents required:*

- ✓ Board approved resolution

### MHMR Community Centers

*Documents required:*

- ✓ Board approved resolution

### Special Districts or Other Legally Constituted Political Subdivisions of the State

*Documents required:*

- ✓ Board approved resolution
- ✓ Documentation evidencing creation of entity including statutory citation.  
This can be in the form of:
  - a. Legislation in which the entity was created by name
  - b. A resolution passed by a city or a county stating that there is a need for the entity to exist and actually creating the entity

### Assistance Organizations

Non-profit organizations that receive state funds **and** provide educational, health, or human services or provide assistance to homeless individuals

*Documents required:*

- ✓ Board approved resolution
- ✓ Articles of Incorporation and Certificate of Incorporation. A letter from the Secretary of State with the entity's charter number evidencing that the entity filed for incorporation will be accepted in lieu of a Certificate of Incorporation. **The State of Texas CO-OP cannot accept by-laws in lieu of Articles of Incorporation**
- ✓ Current contract or grant from a State agency to prove State funding. This document must show beginning and end dates for the current State of Texas Fiscal Year, and these dates must be valid at the time the application is reviewed.

### Texas Rising Star Providers

Childcare providers certified as Texas Rising Star Providers by Texas Workforce Commission

*Documents required:*

- ✓ Board Approved Resolution



## NATIONAL PURCHASING COOPERATIVE INTERLOCAL PARTICIPATION AGREEMENT

This Interlocal Participation Agreement ("Agreement") is made and entered into on the date indicated below by and between The National Purchasing Cooperative ("Cooperative"), an administrative agency of cooperating local governments, acting on its own behalf and the behalf of all participating local governments, and the undersigned local government ("Cooperative Member").

### I. RECITALS

WHEREAS, the National Purchasing Cooperative was formed on May 26, 2010, pursuant to MD. CODE ANN., STATE FIN. & PROC. § 13-110 (West 2009), and R.I.GEN.LAWS § 16-2-9.2 (2009); and

WHEREAS, the purpose of this Agreement is to facilitate compliance with state procurement requirements, to identify qualified vendors of commodities, goods and services, to relieve the burdens of the governmental purchasing function, and to realize the various potential economies, including administrative cost savings, for Cooperative Members;

NOW THEREFORE, in consideration of the mutual covenants, promises and obligations contained herein, the undersigned Cooperative Member and the Cooperative agree as follows.

### II. TERMS AND CONDITIONS

1. **Adopt Organizational Interlocal Cooperation Agreement.** The Cooperative Member by the execution or acceptance of this Agreement hereby adopts and approves the Organizational Interlocal Agreement dated May 26, 2010, which agreement is incorporated herein by reference (and is available from the Cooperative upon request). The Organizational Interlocal Agreement established the Cooperative as an administrative agency of its collective participants, and Cooperative Member agrees to become a participant or additional party to that Organizational Interlocal Agreement.
2. **Term.** The initial term of this Agreement shall commence on the date it is executed by both parties and shall automatically renew for successive one-year terms unless sooner terminated in accordance with the provisions of this Agreement.
3. **Termination.**
  - (a) **By the Cooperative Member.** This Agreement may be terminated by the Cooperative Member at any time by thirty (30) days prior written notice to the Cooperative, provided any amounts owed to any vendor have been fully paid.

- (b) **By the Cooperative.** The Cooperative may terminate this Agreement by:
- (1) Giving ten (10) days notice by certified mail to the Cooperative Member if the Cooperative Member breaches this Agreement; or
  - (2) Giving thirty (30) days notice by certified mail to the Cooperative Member with or without cause.
- (c) **Termination Procedure.** If the Cooperative Member terminates its participation under this Agreement or breaches this Agreement, or if the Cooperative terminates participation of the Cooperative Member, the Cooperative Member shall bear the full financial responsibility for all of its purchases made from vendors under or through this Agreement. The Cooperative may seek the whole amount due, if any, from the terminated Cooperative Member. In addition, the Cooperative Member agrees it will not be entitled to a distribution which may occur after the Cooperative Member terminates from the Cooperative.
4. **Payments by Cooperative Member.** The Cooperative Member will make timely payments to the vendor for the goods, materials and services received in accordance with the terms and conditions of the bid invitation, instructions, and all other applicable procurement documents. Payment for goods, materials and services and inspections and acceptance of goods, materials and services ordered by the procuring Cooperative Member shall be the exclusive obligation of the procuring Cooperative Member, and not the Cooperative. Furthermore, the Cooperative Member is solely responsible for negotiating and securing ancillary agreements from the vendor on such other terms and conditions, including provisions relating to insurance or bonding, that the Cooperative Member deems necessary or desirable under federal, state or local law, local policy or rule, or within its business judgment.
5. **Payments by Vendors.** The parties agree that the Cooperative will require payment from vendors which are selected to provide goods, materials or services to Cooperative Members. Such payment (hereafter "Vendor Fees") may be up to two percent (2%) of the purchase price paid by Cooperative Members or a flat fee amount that may be set from time to time by the Cooperative Board of Directors. Cooperative Member agrees that these Vendor Fees fairly compensate the Cooperative for the services and functions performed under this Agreement and that these Vendor Fees enable the Cooperative to pay the administrative, endorsement, licensing, marketing, and other expenses involved in successfully operating a program of electronic commerce for the Cooperative Members. Further, Cooperative Member affirmatively disclaims any rights to such Vendor Fees, acknowledging all such fees are the property of the Cooperative. Similarly, in no event shall a Cooperative Member be responsible for payment of Vendor Fees.
6. **Distribution.** From time to time, and at the sole discretion of the Cooperative Board of Directors, the Cooperative may issue a distribution to Cooperative Members under a plan developed by the Cooperative Board of Directors. The Cooperative Member acknowledges that a distribution is never guaranteed and will depend on the overall financial condition of the Cooperative at the time of the distribution and the purchases made by the Cooperative Member.
7. **Administration.** The Cooperative may enter into contracts with others, including non-profit associations, for the administration, operation and sponsorship of the purchasing program provided by this Agreement. The Cooperative will provide reports, at least annually, to the Cooperative Member electronically or by

mail. Cooperative Member will report purchase orders generated under this Agreement to the Cooperative or its designee, in accordance with instructions of the Cooperative.

8. **BuyBoard®.** Cooperative Member will have a non-exclusive license to use the BuyBoard electronic purchasing application (BuyBoard) during the term of this Agreement. Cooperative Member acknowledges and agrees that the BuyBoard electronic application and trade name are owned by the Texas Association of School Boards, Inc., and that neither the Cooperative nor the Cooperative Member has any proprietary rights in the BuyBoard electronic application or trade name. The Cooperative Member will not attempt to resell, rent, or otherwise distribute any part of BuyBoard to any other party; nor will it attempt to modify the BuyBoard programs on the server or acquire the programming code. The Cooperative Member may not attempt to modify, adapt, translate, distribute, reverse engineer, decompile, or disassemble any component of the application. The Cooperative Member will use BuyBoard in accordance with instructions from the Cooperative (or its designee) and will discontinue use upon termination of participation in the Cooperative. The Cooperative Member will maintain equipment, software and conduct testing to operate the BuyBoard system at its own expense.

### III. GENERAL PROVISIONS

1. **Amendment by Notice.** The Board may amend this Agreement, provided that prior written notice is sent to the Cooperative Member at least 60 days prior to the effective date of any change described in such amendment and provided that the Cooperative Member does not terminate its participation in the Cooperative before the expiration of said 60 days.
2. **Authorization to Participate and Compliance with Local Policies.** Each Cooperative Member represents that its governing body has duly authorized its participation in the Cooperative and that the Cooperative Member will comply with all state and local laws and policies pertaining to purchasing of goods and services through its membership in the Cooperative.
3. **Bylaws.** The Cooperative Member agrees to abide by the Bylaws of the Cooperative, as they may be amended, and any and all written policies and procedures established by the Cooperative. Notwithstanding the foregoing, the Cooperative shall provide written notice to the Cooperative Member of any amendment to the Bylaws of the Cooperative and any written policy or procedure of the Cooperative that is intended to be binding on the Cooperative Member. The Cooperative shall promptly notify all Cooperative Members in writing of any Bylaw amendment, policy or procedure change.
4. **Cooperation and Access.** The Cooperative Member agrees that it will cooperate in compliance with any reasonable requests for information and/or records made by the Cooperative. The Cooperative reserves the right to audit the relevant records of any Cooperative Member. Any breach of this provision shall be considered material and shall make the Agreement subject to termination on ten (10) days written notice to the Cooperative Member.
5. **Coordinator.** The Cooperative Member agrees to appoint a program coordinator who shall have express authority to represent and bind the Cooperative Member, and the Cooperative will not be required to contact any other individual regarding program matters. Any notice to or any agreements with the coordinator shall be binding upon the Cooperative Member. The Cooperative Member reserves the right to change the coordinator as needed by giving written notice to the Cooperative. Such notice is not effective until actually received by the Cooperative.

6. **Current Revenue.** The Cooperative Member hereby represents that all payments, fees, and disbursements required of it hereunder shall be made from current revenues budgeted and available to the Cooperative Member.
7. **Defense and Prosecution of Claims.** The Cooperative Member authorizes the Cooperative to regulate the commencement, defense, intervention, or participation in a judicial, administrative, or other governmental proceeding or in an arbitration, mediation, or any other form of alternative dispute resolution, or other appearances of the Cooperative in any litigation, claim or dispute which arises from the services provided by the Cooperative on behalf of its members, collectively or individually. Neither this provision nor any other provision in this Agreement will create a legal duty for the Cooperative to provide a defense or prosecute a claim; rather, the Cooperative may exercise this right in its sole discretion and to the extent permitted or authorized by law. The Cooperative Member shall reasonably cooperate and supply any information necessary or helpful in such prosecution or defense. Subject to specific revocation, the Cooperative Member hereby designates the Cooperative to act as a class representative on its behalf in matters arising out of this Agreement.
8. **Governance.** The Board of Directors (Board) will govern the Cooperative in accordance with the Bylaws.
9. **Legal Authority.** The Cooperative Member represents to the Cooperative the following:
  - a) The Cooperative Member has conferred with legal counsel and determined it is duly authorized by the laws of the jurisdiction in which the Cooperative Member lies to participate in cooperative purchasing, and specifically, the National Purchasing Cooperative.
  - b) The Cooperative Member possesses the legal authority to enter into this Agreement and can allow this Agreement to automatically renew without subsequent action of its governing body.
  - c) Purchases made under this Agreement will satisfy all procedural procurement requirements that the Cooperative Member must meet under all applicable local policy, regulation, or state law.
  - d) All requirements—local or state—for a third party to approve, record or authorize the Agreement have been met.
10. **Disclaimer.** THE COOPERATIVE, ITS ENDORSERS, SPONSORS AND SERVICING CONTRACTORS, INCLUDING THE NATIONAL SCHOOL BOARDS ASSOCIATION (NSBA) AND THE TEXAS ASSOCIATION OF SCHOOL BOARDS, INC. (TASB), DO NOT WARRANT THAT THE OPERATION OR USE OF COOPERATIVE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE.

THE COOPERATIVE, ITS ENDORSERS, SPONSORS AND SERVICING CONTRACTORS, HEREBY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, IN REGARD TO ANY INFORMATION, PRODUCT OR SERVICE FURNISHED UNDER THIS AGREEMENT, INCLUDING WITHOUT LIMITATION, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

11. **Limitation of Liability.** Without waiver of the disclaimer or other limitation of liability in this Agreement, the parties agree that:
  - (a) Neither party waives any immunity from liability afforded under law;



- (b) In regard to any lawsuit or formal adjudication arising out of or relating to this Agreement, neither party shall be liable to the other under any circumstance for special, incidental, consequential, or exemplary damages;
- (c) The maximum amount of damages recoverable will be limited to the amount of fees which the Cooperative received as a direct result of the Cooperative Member's purchase activity, within 12 months of when the lawsuit or action was filed; and
- (d) In the event of a lawsuit or formal adjudication the prevailing party will be entitled to recover reasonable attorney's fees.

Without waiver of the disclaimer or other limitation of liability in this Agreement, the parties further agree to limit the liability of the Cooperative's Endorsers, Sponsors and Servicing Contractors (defined in Paragraph 11, above) up to the maximum amount each received from or through the Cooperative, as a direct result of the undersigned Cooperative Member's purchase activity, within 12 months of the filing of any lawsuit or action.

- 12. **Limitation of Rights.** Except as otherwise expressly provided in this Agreement, nothing in this Agreement is intended to confer upon any person, other than the parties hereto, any benefits, rights, or remedies under or by reason of this Agreement.
- 13. **Merger/Entirety.** This Agreement, together with the Cooperative's Bylaws and Organizational Interlocal Agreement, represents the complete understanding of the Cooperative and Cooperative Member. To the extent there exists any conflict between the terms of this Agreement and that of prior agreements, the terms of this Agreement shall control and take precedence over all prior participation agreements.
- 14. **Notice.** Any written notice to the Cooperative may be given by e-mail to NSBA at BuyBoard@nsba.org; by U.S. mail, postage prepaid, and delivered to the National Purchasing Cooperative, 1680 Duke Street FL2, Alexandria, VA, 22314; or other mode of delivery typically used in commerce and accessible to the intended recipient. Notices to Cooperative Member may be given by e-mail to the Cooperative Member's Coordinator or other e-mail address of record provided by the Cooperative Member; by U.S. mail, postage prepaid, and delivered to the Cooperative Member's Coordinator or chief executive officer (e.g., superintendent, city manager, county judge or mayor); or other mode of delivery typically used in commerce and accessible to the intended recipient.
- 15. **Severability.** If any portion of this Agreement shall be declared illegal or held unenforceable for any reason, the remaining portions shall continue in full force and effect.
- 16. **Signatures/Counterparts.** The failure of a party to provide an original, manually executed signature to the other party will not affect the validity, enforceability or binding effect of this Agreement because either party may rely upon an electronic or facsimile signature as if it were an original. Furthermore, this Agreement may be executed in several separate counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.
- 17. **Authority.** By the execution and delivery of this Agreement, each undersigned individual represents that he or she is authorized to bind the entity that is a party to this Agreement.

IN WITNESS WHEREOF, the parties, acting through their duly authorized representatives, accept this Agreement.

**TO BE COMPLETED BY THE NATIONAL PURCHASING COOPERATIVE:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Director, Member & Leadership Services  
National School Boards Association  
On behalf of the National Purchasing Cooperative

**TO BE COMPLETED BY COOPERATIVE MEMBER:**

*[Signature required unless accepted as an Amendment by Notice as described in the Agreement.]*

\_\_\_\_\_  
(Name of Local Government)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of authorized representative of Cooperative Member

\_\_\_\_\_  
Printed name and title of authorized representative

Coordinator for the  
Cooperative Member is:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email



## City Council Agenda September 28, 2020

**Agenda Item:** **Ordinance** **(Action Item)**

### **Agenda Description:**

Conduct a public hearing and consideration of an Ordinance adopting the revised budget for the fiscal year ending September 30, 2020, adopting the proposed operating and capital budget for the fiscal year ending September 30, 2021, including an investment policy, financial procedures, and debt management policy.

### **Background Information:**

The City is required to adopt a budget to support the operations of each fiscal year. The City Council has conducted multiple workshops and public meetings where the budget was presented and discussed in detail. The current fiscal year budget has been increased by approximately \$71,000 to reflect the actual expenditures for the fiscal 2019-2020 year to reflect actual expenditures. The increase in budget expenditures is related to the professional services and contracted labor in the public works department. Currently, the City has about the same amount, approximately \$70,000, in accounts receivables due to the City through development agreements. All other departments will finish the year within the previously amended budget.

The fiscal year 2020-2021 proposed budget has moved forward \$20,000 budget authority from the current fiscal year in the Administration department to cover the final payments related to software contracts that have not been fully implemented.

### **Financial Information:**

Tax Rate is maintained at the current \$0.30 per \$100 valuation.

### **City Contact and Recommendation:**

Ben Nibarger, City Administrator

Adopt the ordinance approving the fiscal year 2020-2021 operating budget as presented.

**Attachments:**

Ordinance

Proposed 2020-2021 Operating Budget

Proposed 2020-2021 Capital Budget

Tax Rate Notice

Tax Rate Calculation Worksheet

Debt Management Policy

Financial Procedures

Investment Policy

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ADOPTING THE REVISED BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2020, ADOPTING THE PROPOSED OPERATING AND CAPITAL BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2021, INCLUDING AN INVESTMENT POLICY, FINANCIAL PROCEDURES, AND DEBT MANAGEMENT POLICY; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of New Fairview, Texas, is a Type A general law municipality located in Wise and Denton Counties, created in accordance with Chapter 6 of the Local Government Code, and operating pursuant to the enabling legislation of the State of Texas; and

**WHEREAS**, public notice of a public hearing on the proposed annual budget, stating the date, time, and place and subject matter of the public hearing, was given as required by the laws of the State of Texas; and

**WHEREAS**, a public hearing was duly held, and all interested persons were given an opportunity to be heard for or against any item therein on September 28th, 2020; and

**WHEREAS**, as required by Texas Local Government Code 102.002, the budget officer has prepared a municipal budget to cover the proposed expenditures of the municipal government for the succeeding year; and

**WHEREAS**, this budget will not raise more revenue from property taxes than last year's budget; and

**WHEREAS**, the City Council finds that the passage of this Ordinance is in the best interest of the citizens of New Fairview; and

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NEW FAIRVIEW, TEXAS:**

**SECTION 1.**

That, all matters stated in the Recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

**SECTION 2.**

That the City Council hereby adopts the revised budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020 as shown within Exhibit “A.”

**SECTION 3.**

That the City Council does hereby approve the proposed Municipal Budget attached in Exhibit “A”, adopting the budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021.

**SECTION 4.**

That the City Council does hereby adopt the presented Investment Policy, Financial Procedures, and debt management policies.

**SECTION 5.**

That a copy of the official adopted 2020-2021 budget document shall be kept on file in the office of the City Secretary

**SECTION 6.**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any 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 phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION 7.**

This Ordinance shall be in full force and effect after its passage and publication.

**PASSED AND APPROVED ON THIS 28th DAY OF SEPTEMBER, 2020.**

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Joe Max Wilson, Mayor

ATTEST:

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Monica Rodriguez, City Secretary

**City of New Fairview  
General Fund - FY 2020-2021**

	<b>FY 2019 Actual</b>	<b>FY 2020 Amended</b>	<b>FY 2021 Recomm.</b>	<b>Amount Chg FY 20 Amended</b>	<b>%Chg FY 20 Amended</b>
<b>BEGINNING FUND BALANCE</b>	43,270	61,141	344,435		
<b>Revenue</b>					
Current Property Tax		487,192	476,743	(10,449)	-2.1%
Delinquent Property Tax		9,744	9,535	(209)	-2.1%
Penalties		1,536	1,430	(106)	-6.9%
Sales/Beverage Tax	129,344	150,000	130,000	(20,000)	-13.3%
Licenses and Permits	32,646	430,000	350,000	(80,000)	-18.6%
Franchise Fees	46,234	49,488	47,000	(2,488)	-5.0%
Court Fines	12,084	17,500	15,000	(2,500)	-14.3%
Other Revenue	87	56,000	50,000	(6,000)	-10.7%
<b>TOTAL REVENUE</b>	220,395	1,201,460	1,079,708	(121,751)	-10.1%

	<b>FY 2019 Actual</b>	<b>FY 2020 Amended</b>	<b>FY 2021 Recomm.</b>	<b>Amount Chg FY 20 Amended</b>	<b>%Chg FY 20 Amended</b>
<b>Expenditures</b>					
Payroll & Benefits	89,770	145,838	268,411	122,573	84.0%
Contract Labor	74,179	528,637	340,000	(188,637)	-35.7%
Supplies & Services	33,524	238,690	179,040	(59,650)	-25.0%
Transfer Out	5,051	5,000	150,000	145,000	2900.0%
<b>TOTAL EXPENDITURES</b>	202,524	918,165	937,451	19,286	2.1%

**REV OVER/(UNDER)EXP** 17,871 283,294 142,257

Change to Fund Balance 17,871 283,294 142,257

**ENDING FUND BALANCE** 61,141 344,435 486,693

**% Fund Balance Reserve** 41.1% 54.8%

**Expenditures by Department**

	<b>FY 2019 Actual</b>	<b>FY 2020 Amended</b>	<b>FY 2021 Recomm.</b>	<b>Amount Chg FY 20 Amended</b>	<b>%Chg FY 20 Amended</b>
<b>City Council</b>	-	7,000	17,000	10,000	142.9%
<b>Administration</b>	14,334	255,756	292,991	37,235	14.6%
<b>City Secretary</b>	91,675	144,119	108,814	(35,305)	-24.5%
<b>Court</b>	50,207	86,390	101,496	15,106	17.5%
<b>Public Works</b>	46,308	424,900	417,150	(7,750)	-1.8%
<b>Total</b>	202,524	918,165	937,451	19,286	2.1%



**City of New Fairview  
CIP Fund - FY 2020-2021**

	<b>FY 2019 Actual</b>	<b>FY 2020 Amended</b>	<b>FY 2021 Recomm.</b>	<b>Amount Chg FY 20 Amended</b>	<b>%Chg FY 20 Amended</b>
<b>BEGINNING FUND BALANCE</b>					
<b>Revenue</b>					
Transfer In (GF)			150,000	150,000	
Bond Proceeds			3,000,000	3,000,000	
<b>TOTAL REVENUE</b>	-	-	3,150,000	3,150,000	-
<b>Expenditures</b>					
Capital Outlay	-	-	2,700,000		
Debt Service	-	-	150,000	150,000	-
<b>TOTAL EXPENDITURES</b>	-	-	2,850,000	150,000	-
<b>REV OVER/(UNDER)EXP</b>	-	-	300,000	300,000	
Change to Fund Balance	-	-	300,000	300,000	
<b>ENDING FUND BALANCE</b>	-	-	300,000	300,000	

# NOTICE ABOUT 2020 TAX RATES

## Property Tax Rates in New Fairview

This notice concerns the 2020 property tax rates for the City of New Fairview. This notice provides information about two tax rates. The no-new-revenue tax rate would impose the same amount of taxes as last year if you compare properties taxed in both years. The voter-approval tax rate is the highest tax rate a taxing unit can adopt without holding an election. In each case, these rates are calculated by dividing the total amount of taxes by the current taxable value with adjustments as required by state law. The rates are given per \$100 of property value.

This year's no-new-revenue tax rate:

This year's voter-approval tax rate:

To see the full calculations, please visit [www.newfairview.org](http://www.newfairview.org) for a copy of the Tax Rate Calculation Worksheets.

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## Unencumbered Fund Balances

The following estimated balances will be left in the taxing unit's accounts at the end of the fiscal year. These balances are not encumbered by corresponding debt obligations.

Type of Fund	Balance
General Fund	\$395,000

## Current Year Debt Service

The City of New Fairview currently has no outstanding debt.

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Total required for debt service	\$0.00
- Amount (if any) paid from funds listed in unencumbered funds	\$0.00
- Amount (if any) paid from other resources	\$0.00
- Excess collections last year	\$0.00
= Total to be paid from taxes in 2020	\$0.00
Collect only 98% of its taxes in 2020	\$0.00
= Total debt levy	\$0.00

**This notice contains a summary of the no-new-revenue and voter-approval calculations as certified by the Wise County Tax Office, on August 4, 2020.**

# 2020 Tax Rate Calculation Worksheet

Date: 08/04/2020 12:00 PM

## Taxing Units Other Than School Districts or Water Districts

City of New Fairview

Taxing Unit Name

999 Illinois Lane, New Fairview, TX, 76078

Taxing Unit Address, City, State, ZIP Code

Phone (area code and number)

Taxing Unit's Website Address

**GENERAL INFORMATION:** Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the no-new-revenue (NNR) tax rate and voter-approval tax rate for the taxing unit. These tax rates are expressed in dollars per \$100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller For 50-859 *Tax Rate Calculation Worksheet, School District without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do use this form but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

### STEP 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

Line	No-New-Revenue Rate Activity	Amount/Rate
1.	<b>2019 total taxable value.</b> Enter the amount of 2019 taxable value on the 2019 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (will deduct taxes in Line 17).[1]	\$169,265,470
2.	<b>2019 tax ceilings.</b> Counties, cities and junior college districts. Enter 2019 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2019 or a prior year for homeowners age 65 or older or disabled, use this step.[2]	\$0
3.	<b>Preliminary 2019 adjusted taxable value.</b> Subtract Line 2 from Line 1.	\$169,265,470
4.	<b>2019 total adopted tax rate.</b>	\$.300000
5.	<b>2019 taxable value lost because court appeals of ARB decisions reduced 2019 appraised value.</b>	
	<b>A. Original 2019 ARB values:</b>	\$0
	<b>B. 2019 values resulting from final court decisions:</b>	\$0
	<b>C. 2019 value loss.</b> Subtract B from A.[3]	\$0

Line	No-New-Revenue Rate Activity	Amount/Rate
6.	2019 taxable value subject to an appeal under Chapter 42, as of July 25.	
	A. 2019 ARB certified value:	0
	B. 2019 disputed value:	0
	C. 2019 undisputed value Subtract B from A.[4]	0
7.	2019 Chapter 42-related adjusted values. Add Line 5 and 6	0
8.	2019 taxable value, adjusted for court-ordered reductions. Add Line 3 and Line 7	\$169,265,470
9.	2019 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2019. Enter the 2019 value of property in deannexed territory.[5]	\$0
10.	2019 taxable value lost because property first qualified for an exemption in 2020. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2020 does not create a new exemption or reduce taxable value.	
	A. Absolute exemptions. Use 2019 market value:	\$0
	B. Partial exemptions. 2020 exemption amount or 2020 percentage exemption times 2019 value:	\$74,441
	C. Value loss. Add A and B.[6]	\$74,441
11.	2019 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2020. Use only properties that qualified in 2020 for the first time; do not use properties that qualified in 2019.	
	A. 2019 market value:	\$143,180
	B. 2020 productivity or special appraised value:	\$650
	C. Value loss. Subtract B from A.[7]	\$142,530
12.	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$216,971
13.	Adjusted 2019 taxable value. Subtract Line 12 from Line 8	\$169,048,499
14.	Adjusted 2019 total levy. Multiply Line 4 by Line 13 and divide by \$100	\$507,145
15.	Taxes refunded for years preceding tax year 2019. Enter the amount of taxes refunded by the district for tax years preceding tax year 2019. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2019. This line applies only to tax years preceding tax year 2019.[8]	\$0
16.	Taxes in tax increment financing (TIF) for tax year 2019 Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2020 captured appraised value in Line 18D, enter 0.[9]	\$0
17.	Adjusted 2019 levy with refunds and TIF adjustment. Add Lines 14, and 15, subtract Line 16.[10]	\$507,145
18.	Total 2020 taxable value on the 2020 certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled.[11]	
	A. Certified values:	\$156,308,231
	B. Counties: Include railroad rolling stock values certified by the Comptroller's office.	\$0
	C. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property	\$0
	D. Tax increment financing: Deduct the 2020 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the	\$0

Line	No-New-Revenue Rate Activity	Amount/Rate
	2020 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below.[12]	
	<b>E. Total 2020 value</b> Add A and B, then subtract C and D	\$156,308,231
<b>19.</b>	<b>Total value of properties under protest or not included on certified appraisal roll.</b> [13]	
	<b>A. 2020 taxable value of properties under protest</b> The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest.[14]	\$5,849,205
	<b>B. 2020 value of properties not under protest or included on certified appraisal roll.</b> The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll.[15]	\$0
	<b>C. Total value under protest or not certified.</b> Add A and B.	\$5,849,205
<b>20.</b>	<b>2020 tax ceilings.</b> Counties, cities and junior colleges enter 2020 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing unit adopted the tax ceiling provision in 2019 or a prior year for homeowners age 65 or older or disabled, use this step.[16]	\$0
<b>21.</b>	<b>2020 total taxable value.</b> Add Lines 18E and 19C. Subtract Line 20C.[17]	\$162,157,436
<b>22.</b>	<b>Total 2020 taxable value of properties in territory annexed after Jan. 1, 2019.</b> Include both real and personal property. Enter the 2020 value of property in territory annexed.[18]	\$205,399
<b>23.</b>	<b>Total 2020 taxable value of new improvements and new personal property located in new improvements.</b> New means the item was not on the appraisal roll in 2019. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2019 and be located in a new improvement. New improvements <b>do</b> include property on which a tax abatement agreement has expired for 2020.[19]	\$5,892,848
<b>24.</b>	<b>Total adjustments to the 2020 taxable value.</b> Add Lines 22 and 23.	\$6,098,247
<b>25.</b>	<b>Adjusted 2020 taxable value.</b> Subtract Line 24 from Line 21.	\$156,059,189
<b>26.</b>	<b>2020 NNR tax rate.</b> Divide Line 17 by Line 25 and multiply by \$100.[20]	\$.324969 /\$100
<b>27.</b>	<b>COUNTIES ONLY.</b> Add together the NNR tax rates for each type of tax the county levies. The total is the 2020 county NNR tax rate.[21]	

[1]Tex. Tax Code Section

[2]Tex. Tax Code Section

[3]Tex. Tax Code Section

[4]Tex. Tax Code Section

[5]Tex. Tax Code Section

[6]Tex. Tax Code Section

[7]Tex. Tax Code Section

[8]Tex. Tax Code Section

[9]Tex. Tax Code Section

[10]Tex. Tax Code Section

[11]Tex. Tax Code Section

[12]Tex. Tax Code Section

[13]Tex. Tax Code Section

[14]Tex. Tax Code Section

[15]Tex. Tax Code Section

[16]Tex. Tax Code Section

[17]Tex. Tax Code Section

[18]Tex. Tax Code Section

[19]Tex. Tax Code Section

[20]Tex. Tax Code Section

[21]Tex. Tax Code Section



**STEP 2: Voter-Approval Tax Rate**

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

**1. Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations.

**2. Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The voter-approval tax rate for a county is the sum of the voter-approval tax rates calculated for each type of tax the county levies. In most cases the voter-approval tax rate exceeds the no-new-revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Line	Voter Approval Tax Rate Activity	Amount/Rate
28.	<b>2019 M&amp;O tax rate.</b> Enter the 2019 M&O tax rate.	\$,300000
29.	<b>2019 taxable value, adjusted for actual and potential court-ordered adjustments.</b> Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	169,265,470
30.	<b>Total 2019 M&amp;O levy.</b> Multiply Line 28 by Line 29 and divide by 100.	507,796
31.	<b>Adjusted 2019 levy for calculating NNR M&amp;O rate.</b>	
	<b>A. 2019 sales tax specifically to reduce property taxes.</b> For cities, counties and hospital districts, enter the amount of additional sales tax collected and spent on M&O expenses in 2019, if any. Other taxing units, enter 0. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent.	0
	<b>B. M&amp;O taxes refunded for years preceding tax year 2019.</b> Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2019. This line applies only to tax years preceding tax year 2019.	0
	<b>C. 2019 taxes in TIF:</b> Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2020 captured appraised value in Line 18D, enter 0.	0
	<b>D. 2019 transferred function:</b> If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in E below. The taxing unit receiving the function will add this amount in E below. Other taxing units enter 0.	0
	<b>E. 2019 M&amp;O levy adjustments.</b> Add A and B, then subtract C. For taxing unit with D, subtract if discontinuing function and add if receiving function	0
	<b>F.</b> Add Line 30 to 31E.	507,796
32.	<b>Adjusted 2020 taxable value.</b> Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	156,059,189
33.	<b>2020 NNR M&amp;O rate (unadjusted)</b> Divide Line 31F by Line 32 and multiply by \$100.	0.325387
34.	<b>Rate adjustment for state criminal justice mandate.</b> [23]	
	<b>A. 2020 state criminal justice mandate.</b> Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose.	0
	<b>B. 2019 state criminal justice mandate</b> Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies	0

Line	Voter Approval Tax Rate Activity	Amount/Rate
	C. Subtract B from A and divide by Line 32 and multiply by \$100	0.000000
	D. Enter the rate calculated in C. If not applicable, enter 0.	0.000000
<b>35.</b>	<b>Rate adjustment for indigent health care expenditures[24]</b>	
	<b>A. 2020 indigent health care expenditures</b> Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2019 and ending on June 30, 2020, less any state assistance received for the same purpose	0
	<b>B. 2019 indigent health care expenditures</b> Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2018 and ending on June 30, 2019, less any state assistance received for the same purpose	0
	C. Subtract B from A and divide by Line 32 and multiply by \$100	0.000000
	D. Enter the rate calculated in C. If not applicable, enter 0.	0.000000
<b>36.</b>	<b>Rate adjustment for county indigent defense compensation.[25]</b>	
	<b>A. 2020 indigent defense compensation expenditures.</b> Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2019 and ending on June 30, 2020, less any state grants received by the county for the same purpose	0
	<b>B. 2019 indigent defense compensation expenditures.</b> Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2018 and ending on June 30, 2019, less any state grants received by the county for the same purpose	0
	C. Subtract B from A and divide by Line 32 and multiply by \$100	0.000000
	D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100.	0.000000
	E. Enter the lessor of C and D. If not applicable, enter 0.	0.000000
<b>37.</b>	<b>Rate adjustment for county hospital expenditures.</b>	
	<b>A. 2020 eligible county hospital expenditures</b> Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2019 and ending on June 30, 2020	0
	<b>B. 2019 eligible county hospital expenditures</b> Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2018 and ending on June 30, 2019	0
	C. Subtract B from A and divide by Line 32 and multiply by \$100	0.000000
	D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100	0.000000
	E. Enter the lessor of C and D, if applicable. If not applicable, enter 0.	0.000000
<b>38.</b>	<b>Adjusted 2020 NNR M&amp;O rate.</b> Add Lines 33, 34D, 35D, 36E, and 37E.	0.325387
<b>39.</b>	<b>2020 voter-approval M&amp;O rate.</b> Enter the rate as calculated by the appropriate scenario below. <b>Special Taxing Unit</b> If the taxing unit qualifies as a special taxing unit, multiply Line 38 by 1.08 <b>-or-</b> <b>Other Taxing Unit</b> If the taxing unit does not qualify as a special taxing unit, multiply Line 38 by 1.035. <b>-or-</b> <b>Taxing unit affected by disaster declaration</b> If the taxing unit is located in an area declared as disaster area, the governing body may direct the person calculating the voter-approval rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval rate in this manner until the earlier of 1) the second year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, and 2) the third tax year after the tax year in which the disaster occurred. If the taxing unit qualifies under this scenario, multiply Line 38 by 1.08. [27]	0.336775



Line	Voter Approval Tax Rate Activity	Amount/Rate
40.	<b>Total 2020 debt to be paid with property taxes and additional sales tax revenue.</b> Debt means the interest and principal that will be paid on debts that: (1) are paid by property taxes, (2) are secured by property taxes, (3) are scheduled for payment over a period longer than one year, and (4) are not classified in the taxing unit's budget as M&O expenses.	
	<b>A. Debt</b> also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. Enter debt amount	0
	<b>B. Subtract unencumbered fund amount</b> used to reduce total debt.	0
	<b>C. Subtract certified amount spent from sales tax to reduce debt</b> (enter zero if none)	0
	<b>D. Subtract amount paid</b> from other resources	0
	<b>E. Adjusted debt</b> Subtract B, C and D from A	0
41.	<b>Certified 2019 excess debt collections</b> Enter the amount certified by the collector.	0
42.	<b>Adjusted 2020 debt</b> Subtract Line 41 from Line 40E	0
43.	<b>2020 anticipated collection rate.</b>	
	<b>A.</b> Enter the 2020 anticipated collection rate certified by the collector	100.00
	<b>B.</b> Enter the 2019 actual collection rate	100.00
	<b>C.</b> Enter the 2018 actual collection rate	100.00
	<b>D.</b> Enter the 2017 actual collection rate	100.00
	<b>E.</b> If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%.	100.00
44.	<b>2020 debt adjusted for collections.</b> Divide Line 42 by Line 43E.	0
45.	<b>2020 total taxable value.</b> Enter the amount on Line 21 of the No-New-Revenue Tax Rate Worksheet.	162,157,436
46.	<b>2020 debt rate</b> Divide Line 44 by Line 45 and multiply by \$100.	0.000000
47.	<b>2020 voter-approval tax rate.</b> Add Line 39 and 46.	0.336775
48.	<b>COUNTIES ONLY.</b> Add together the voter-approval tax rate for each type of tax the county levies. The total is the 2020 county voter-approval tax rate.	
STEP 3 NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales tAx to Reduce Property Taxes		

Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue.

This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
49.	<b>Taxable sales.</b> For taxing units that adopted the sales tax in November 2019 or May 2020, enter the Comptroller's estimate of taxable sales for the previous four quarters [32]. Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2019, skip this line.	0
50.	<b>Estimated sales tax revenue.</b> Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue.[33] <b>Taxing units that adopted the sales tax in November 2019 or in May 2020.</b> Multiply the amount on Line 49 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95 [34] <b>-or-</b> <b>Taxing units that adopted the sales tax before November 2019.</b> Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	0

Line	Additional Sales and Use Tax Worksheet	Amount/Rate
51.	<b>2020 total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	162,157,436
52.	<b>Sales tax adjustment rate.</b> Divide Line 50 by Line 51 and multiply by \$100.	0.000000
53.	<b>2020 NNR tax rate, unadjusted for sales tax</b> [35]. Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ .324969
54.	<b>2020 NNR tax rate, adjusted for sales tax.</b> <b>Taxing units that adopted the sales tax in November 2019 or in May 2020.</b> Subtract Line 52 from Line 53. Skip to Line 55 if you adopted the additional sales tax before November 2019.	\$ .324969
55.	<b>2020 voter-approval tax rate, unadjusted for sales tax.</b> [36] Enter the rate from Line 47 or Line 48 as applicable, of the <i>Voter-Approval Tax Rate Worksheet</i>	0.336775
56.	<b>2020 voter-approval tax rate, adjusted for sales tax.</b> Subtract Line 52 from Line 55.	0.336775

[37]Tex. Tax Code Section [38]Tex. Tax Code Section

#### STEP 4: Additional Rollback Protection for Pollution Control

A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control.

This section should only be completed by a taxing unit that uses M&O Funds to pay for a facility, device or method for the control of air, water or land pollution.

This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.

Line	Activity	Amount/Rate
57.	<b>Certified expenses from the Texas Commission on Environmental Quality (TCEQ).</b> Enter the amount certified in the determination letter from TCEQ [37]. The taxing unit shall provide its tax assessor-collector with a copy of the letter.[38]	\$0
58.	<b>2020 total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$162,157,436
59.	<b>Additional rate for pollution control.</b> Divide Line 57 by Line 58 and multiply by \$100.	0.000000
60.	<b>2020 voter-approval tax rate, adjusted for pollution control.</b> Add Line 59 to one of the following lines (as applicable): Line 47, Line 48 (counties) or Line 56 (taxing units with the additional sales tax).	0.336775

[37]Tex. Tax Code Section

[38]Tex. Tax Code Section

**STEP 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate**

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate before the unused increment rate for the prior three years [39]. In a year where a special taxing unit adopts a rate above the voter-approval tax rate by applying any portion of the unused increment rate, the unused increment rate for that year would be zero.

For each tax year before 2020, the difference between the adopted tax rate and voter-approval rate is considered zero, therefore the unused increment rate for 2020 is zero.[40]

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit. [41]

Line	Activity	Amount/Rate
61.	<b>2019 unused increment rate.</b> Subtract the 2019 actual tax rate and the 2019 unused increment rate from the 2019 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero.	0.000000
62.	<b>2018 unused increment rate.</b> Subtract the 2018 actual tax rate and the 2018 unused increment rate from the 2018 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero.	0.000000
63.	<b>2017 unused increment rate.</b> Subtract the 2017 actual tax rate and the 2017 unused increment rate from the 2017 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero.	0.000000
64.	<b>2020 unused increment rate.</b> Add Lines 61, 62 and 63.	0.000000
65.	<b>2020 voter-approval tax rate, adjusted for unused increment rate.</b> Add Line 64 to one of the following lines (as applicable): Line 47, Line 48 (counties), Line 56 (taxing units with the additional sales tax) or Line 60 (taxing units with pollution control).	

**STEP 6: De Minimis Rate**

The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise \$500,000, and the current debt rate for a taxing unit.[42]

This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit. [43]

Line	Activity	Amount/Rate
66.	<b>Adjusted 2020 NNR M&amp;O tax rate.</b> Enter the rate from Line 38 of the <i>Voter-Approval Tax Rate Worksheet</i>	0.325387
67.	<b>2020 total taxable value.</b> Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i>	162,157,436
68.	<b>Rate necessary to impose \$500,000 in taxes.</b> Divide \$500,000 by Line 67 and multiply by \$100.	0.308342
69.	<b>2020 debt rate</b> Enter the rate from Line 46 of the <i>Voter- Approval Tax Rate Worksheet</i>	0.000000
70.	<b>De minimis rate</b> Add Lines 66, 68 and 69.	0.633729

**STEP 7: Total Tax Rate**

Indicate the applicable total tax rates as calculated above.

<b>No-new-revenue tax rate</b>	0.324969
<b>Voter-Approval Tax Rate</b>	0.336775
<b>De minimis rate</b>	0.633729

**STEP 8: Taxing Unit Representative Name and Signature**

print here

\_\_\_\_\_  
Printed Name of Taxing Unit Representative

sign here

\_\_\_\_\_  
Taxing Unit Representative

\_\_\_\_\_  
Date



City of New Fairview  
Debt Management Policy  
June 1, 2020

## Debt Management Policy

### **Section 1.1 Purpose**

The City of New Fairview recognizes that the foundation of any well-managed debt program is a comprehensive debt management and post issuance policy outlining the parameters for issuing new debt and managing the existing debt portfolio, identifying the types and amounts of permissible debt, providing guidance to decision makers regarding the purposes for which debt may be issued, and verifying that the IRS regulations regarding post issuance compliance are met to preserve the tax exempt status of the City's bonds.

### **Section 1.2 Policy**

Adherence to a debt management policy helps ensure that the City maintains the current or improved bond rating in order to minimize borrowing costs and preserve access to credit.

The City's Debt Management Policy ("the Debt Policy") provides guidance for staff to:

- (a) Ensure high quality debt management decisions; and
- (b) Ensure support for debt issuance both internally and externally; and
- (c) Impose order, discipline in the debt issuance process; and
- (d) Promote consistency and continuity in the decision-making process; and
- (e) Ensure that the debt management decisions are viewed positively by rating agencies, investment community and taxpayers; and
- (f) Demonstrate a commitment to long-term financial planning objectives.

### **Section 1.3 Scope**

This policy applies to all debt instruments issued by the City regardless of funding source. Funding sources can be derived from, and debt secured by, ad valorem taxes, general City revenue, or any identifiable sources of revenue that may be identified for appropriate pledging for bonded indebtedness.

### **Section 1.4 Objectives**

The primary objective of this policy is to ensure that the City establishes and maintains a solid position with respect to its debt service and bond proceed funds, and that proceeds from long-term debt will not be used for current operations but rather capital improvements, and related expenses, and other long-term assets in accordance with state law and City ordinances.

The City will seek all possible federal and state reimbursements for mandated programs and projects. The City will pursue a balanced relationship between issuing debt and pay-as-you-go financing dictated by prevailing economic factors and as directed by the City Council.

Other objectives include:

- (a) Bonds shall be paid back within a period not to exceed, and preferably sooner than, the expected useful life of the capital project.
- (b) Decisions shall be made on a number of factors and will be evaluated against long-term goals rather than a short-term fix; and
- (c) Debt service and bond proceed funds shall be managed and invested in accordance with all federal and state laws and in conjunction with the Tax Compliance Certificate of each bond issue to assure availability to cover project costs and debt service payments when due.

### **Section 1.5 Implementation**

The policy requires:

- (a) Payment of principal and interest on all outstanding debt in full and timely manner.
- (b) Incurrence of debt for those purposes permissible under state law and the ordinances of the City.
- (c) Development, approval and financing of capital improvements in accordance with City codes and the capital improvement budgeting process.
- (d) Structuring of principal and interest retirement schedules to (1) achieve a low borrowing cost for the City; (2) accommodate the debt service payments of existing debt, and (3) respond to perceptions of market demand. Shorter maturities shall always be encouraged to demonstrate to rating agencies that debt is always being retired at a sufficiently rapid pace.
- (e) Selection of a method of sale that shall maximize the financial benefit to the City.
- (f) Effective communication with bond rating agencies to ensure complete and clear understanding of the credit worthiness of the City.
- (g) Full, complete and accurate disclosure of the financial condition and operating results in every financial report, bond prospectus and Annual Information Statement (AIS). All reports shall conform to guidelines issued by the Government Finance Officers Association (GFOA), Securities and Exchange Commission (SEC), and the Internal Revenue Service (IRS) to meet the disclosure needs of rating agencies, underwriters, investors and taxpayers.

### **Section 1.6 Structure of Debt**

Debt service shall be structured to the greatest extent possible to:

- (a) Match projected cash flows and pledged revenues.
- (b) Minimize impact of future tax levies.
- (c) Maintain a consistent and as rapid as feasible payment of principal,
- (d) Maintain a level overall annual debt service payment structure; and
- (e) Equal the lesser of the useful life of the asset being financed or the maximum legal maturity for the obligations issued to finance the acquisition and construction of the asset.

## **Section 1.7 Methods of Sale**

The City's debt obligations may be sold by competitive or negotiated sale methods. The selected method of sale depends upon the option which is expected to result in the lowest cost and most favorable terms to the City given the financial structure used, market conditions and prior experience. When considering the method of sale, the City may consider the following issues:

- (a) Financial conditions.
- (b) Market conditions.
- (c) Transaction-specific conditions.
- (d) City-related conditions.
- (e) Risks associated with each method.
- (f) Complexity of the Issue – Municipal securities with complex security features require greater marketing and buyer education efforts on the part of the underwriter to improve the investors' willingness to purchase.
- (g) Volatility of Bond Yields – If municipal markets are subject to abrupt changes in interest rates, there may be a need to have flexibility in the timing of the sale to take advantage of positive market changes or to delay a sale in the face of negative market changes.
- (h) Familiarity of Underwriters with the City's Credit Quality – If underwriters are familiar with the City's credit quality, a lower True Interest Cost (TIC) may be achieved. Awareness of the credit quality of the City has a direct impact on the TIC an underwriter will bid on the issue. Therefore, where additional information in the form of presale marketing benefits the interest rate, a negotiated sale may be recommended. The City strives to maintain an excellent bond rating. As a result, the municipal Bond Market is generally familiar with the City's credit quality.
- (i) Size of the Issue – The City may choose to offer sizable issues as negotiated sales so that pre-marketing and buyer education efforts may be done to more effectively promote the bond sale.

### **Section 1.7.1 Competitive Sales**

In a competitive sale, bonds are awarded in a sealed bid sale to an underwriter or syndicate of underwriters that provide the lowest TIC bid. TIC is defined as the rate, which will discount the aggregate amount of debt service payable over the life of the bond issue to its present value on the date of delivery. It is customary for bids to be submitted electronically through a secure website.

### **Section 1.7.2 Negotiated Sale**

In a negotiated sale, the City chooses an underwriter or underwriting syndicate that is interest in reoffering a particular series of bonds to investors. The terms of the sale, including the size of the underwriter's discount, date of sale, and other factors, are negotiated between the two parties. Although the method of the sale is termed negotiated, individual components of the sale may be competitively bid. The components are subject to a market analysis and reviewed prior to a recommendation by staff. Negotiated sales are more advantageous when flexibility in the sales date is needed or when less conventional bond structures are being

sold. Negotiated sales are often used when the issue is particularly large or if the sale of the debt issuance would be perceived to be more successful with pre-marketing efforts.

### **Section 1.7.3 Private Placement**

A private placement is a negotiated sale of debt securities to a limited number of selected investors including financial institutions or government agencies or authorities. The City may engage a placement agent to identify likely investors if deemed necessary. A private placement may be beneficial when the issue size is small, when the security of the bonds is somewhat weaker, or when a governmental lending agency or authority can provide beneficial interest rates or terms compared to financing in the public market.

## **Section 1.8 Refunding of Debt**

All forms of refunding debt shall be approved by the City Council in accordance with City ordinances and state law.

### **Section 1.8.1 Taxable Advance Refunding**

Taxable advance refunding and forward delivery refunding transactions for savings may be considered when the net present value savings as a percentage of the par amount of refunded bonds is approximately three percent (3.0%).

### **Section 1.8.2 Current Refunding**

Current refunding transactions issued for savings may be considered when the net present value savings as a percentage of the par amount of refunded bonds is approximately three percent (3.0%).

### **Section 1.8.3 Refunding for Debt Restructuring**

From time to time, the City may also issue refunding debt for other purposes, rather than net present value savings, such as restructuring debt, changing covenants, or changing the repayment source of the bonds.

## **Section 1.9 Ratings**

Adherence to a debt management policy helps to ensure that the City maintains the current or improved bond rating in order to minimize borrowing costs and preserve access to credit.

Toward that end, the City will take the following steps:

- (a) Strive to maintain good relationships with bond rating agencies as well as disclose financial reports and information to these agencies and to the public.
- (b) Obtain a rating from at least one nationally recognized bond-rating agency on all issues being sold in the public market.
- (c) Make timely disclosure of annual financial information or other requested information to the rating agencies



### **Section 1.10 Continuing Disclosure**

The City will take all appropriate steps to comply with federal securities law, including but not limited to, Securities and Exchange Commission (SEC) Rule 15c2-12 (“the Rule”). The City will make annual and event disclosure filings to the MSRB via EMMA as required by the Rule and its continuing disclosure undertakings.

### **Section 1.11 Selection of Financial Advisors**

The City shall retain an independent financial advisor for advice on the structuring of new debt, financial analysis of various options, including refunding opportunities, the rating review process, the marketing and marketability of City debt obligations, issuance and post-issuance services, the preparation of offering documents (each “Official Statement”) and other services as necessary. The City will seek advice of the financial advisor on an ongoing basis. The financial advisor will perform other services as defined by the agreement approved by the City Council. The financial advisor will not bid on or underwrite any City debt issues in accordance with MSRB rules.

### **Section 1.12 Selection of Bond Counsel**

The City shall retain bond counsel for legal and procedural advice on all debt issues. Bond counsel shall advise the City Council in all matters pertaining to bond ordinance(s) and/or resolution(s). No action shall be taken with respect to any obligation until a written instrument (e.g., Certificate or Ordinance or other legal instrument) has been prepared by the bond attorneys certifying the legality of the proposal. The bond attorneys shall prepare all ordinances and other legal instruments required for the execution and sale of any bonds issued which shall then be reviewed by the City Attorney and City Administrator. The City will also seek the advice of bond counsel on all other types of debt and on any other questions involving federal tax or arbitrage law. Special counsel may be retained to protect the City’s interest in complex negotiations.

### **Section 1.13 Debt Management Policy Review**

This policy shall be reviewed at least once every two years by the City Council. Any modifications to this policy, at any time, shall be approved by the City Council.



City of New Fairview  
Financial Procedures  
June 1, 2020

## **Financial Procedures**

### **Section 1.01 Fiscal Year**

The fiscal year of the City shall begin on the first day of October and end on the last day of September of the succeeding year. Such fiscal year shall also constitute the budget and accounting year.

State law references – General fiscal power to establish fiscal year, V.T.C.A., Local Government Code, sec. 101.022; city fiscal year, V.T.C.A., Tax Code, sec. 105.

### **Section 1.02 Submission of Budget and Budget Message**

On or before the fifteenth (15<sup>th</sup>) day of August of the fiscal year, the City Administrator shall submit to the City Council a budget for the ensuing fiscal year and an accompanying budget message.

### **Section 1.03 Budget Message**

The City Administrator's budget message shall explain the budget both in fiscal terms and in terms of work programs. It shall outline the proposed financial policies of the City for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures and revenues together with the reasons for such changes, summarize the City's debt position and include other such material as the City Administrator deems desirable.

### **Section 1.04 Budget a Public Record**

The budget and all supporting schedules shall be filed with the City Secretary when submitted to the City Council and shall be open to public inspection by anyone interested.

### **Section 1.05 Public Hearing on Budget**

At the City Council meeting when the budget is submitted, the City Council shall name the date, time and place of a public hearing and shall have published in the official newspaper of the City, at least twice, the date, time and place, which will be not less than ten (10) days nor more than thirty (30) days after the date of the notice. At this hearing, interested citizens may express their opinions concerning the budget, including their reasons for wishing to increase or decrease any items of expense.

State law reference – Public hearings on proposed budget, V.T.C.A., Local Government Code, sec. 102.006; special notice by publication for budget hearing, V.T.C.A., Local Government Code, sec. 102.0065

### **Section 1.06 Proceeding on Adoption of Budget**

After public hearing, the City Council shall analyze the budget, making any additions and deletions which they feel appropriate, and shall adopt the budget by the affirmative vote of a majority of the full membership of the City Council. Should the City Council take no final action on or prior to such day, the current budget shall be in force on a month-to-month basis until a new budget is adopted.

State law reference – Adoption of budget, V.T.C.A., Local Government Code, sec. 102.007.

### **Section 1.07 Budget Appropriation and Amount to be Raised by Taxation**

On final adoption, the budget shall in effect for the budget year. Final adoption of the budget by the City Council shall constitute the official appropriations as proposed by expenditure for the budget year and shall constitute the basis of official levy of the property tax as the amount to be assessed and collected for the corresponding tax year. Estimated expenditures will in no case exceed proposed revenue plus undesignated fund balance from the previous fiscal year. Unused appropriations may be transferred to any item required for the same general purpose.

State law reference – Levy of taxes and expenditures of funds under budget, emergency expenditures, V.T.C.A., Local Government Code, sec. 102.009

### **Section 1.08 Amending the Budget**

Under conditions which may arise, and for municipal purposes, the City Council may, by an affirmative vote of a majority of the full membership of the City Council, amend or change the budget to provide for any additional expense in which the general welfare of the citizenry is involved. These amendments shall be by ordinance and shall become attached to the original budget.

### **Section 1.09 Certification; Copies Made Available**

A copy of the budget, as finally adopted, shall be filed with the City Secretary and such other places required by state law or as the City Council shall designate. The final budget shall be printed or otherwise reproduced and sufficient copies shall be made available for the use of all offices, agencies, and for the use of interested persons and civic organizations.

### **Section 1.10 Revenue Policy**

- (a) The City will strive to maintain as diversified and stable a revenue system as permitted by state law to shelter it from short run fluctuations in any one revenue source. The revenue mix should combine elastic and inelastic revenue sources to minimize the effect of an economic downturn.

- (b) Because revenues are sensitive to local and regional economic activities, revenue estimates provided to the City Council shall be conservative.
- (c) The City will estimate its revenues by an objective, analytical process using best practices as defined by the Government Finance Officers Association.
- (d) The City will project revenues for the next five years and will update this projection annually.
- (e) The City will establish all user charges at a level related to the cost of providing the service and within the policy guidelines of the City Council.

### **Section 1.10 Capital Program**

The City Administrator shall submit a five-year (5-year) capital program as an attachment to the annual budget. The program as submitted shall include:

- (a) A clear general summary of its contents; and
- (b) A list of all capital improvements which are proposed to be undertaken during the five fiscal years succeeding the budget year, with appropriate supporting information as to the necessity for such improvements; and
- (c) Cost estimates, method of financing, and recommended time schedules for each improvement; and
- (d) The estimated annual cost of operating and maintaining any facilities to be constructed or acquired.

The information may be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition.

### **Section 1.11 Defect Shall Not Invalidate the Tax Levy**

Errors or defects in the form or preparation of the budget or the failure to perform any procedural requirements shall not nullify the tax levy or tax rate.

### **Section 1.12 Lapse of Appropriations**

Every appropriation, except an appropriation for a capital expenditure, dedicated grant awards, or program specific enterprise funds shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure, dedicated grant awards, or specific enterprise funds shall continue in force until the purpose for which it was made had been accomplished or abandoned. The purpose of any such appropriation shall be deemed abandoned if three (3) years pass without disbursement from or encumbrance of the appropriation. Any funds not expended, disbursed or encumbered shall be deemed excess funds.

### **1.13 Borrowing**

The City shall have the power to borrow money on the credit of the City and to issue or incur bonds and other evidences of indebtedness to finance public improvements or any other purpose not prohibited by the Constitution and the laws of the State of Texas and to issue refunding bonds to refund outstanding bonds and other evidences of indebtedness of the City previously issued.

All such bonds and other evidences of indebtedness shall be issued in conformity with the laws of the State of Texas and may be secured by or paid, in whole or in part, from ad valorem tax revenue, revenues derived from other taxing powers of the City, revenues derived by the City from any fee or service charge, including revenues derived from the operations of any public utility, utility system, recreational facilities or any other municipal function to the extent not prohibited by the Constitution and laws of the State of Texas. Such bonds or evidences of indebtedness may be a charge upon and payable from properties, or interest therein pledged, or the income therefrom, or both to the extent not prohibited by the Constitution or laws of the State of Texas. The proceeds of bonds or other evidences of indebtedness issued or incurred by the City shall be used only for the purposes for which the bonds or other indebtedness was issued or incurred.

State law references – Public Security Procedures Act, V.T.C.A., Government Code, ch. 1201; refunding bonds, V.T.C.A., Government Code, ch. 1207; bond elections generally, V.T.C.A., Government Code, ch. 1251; municipal bonds, V.T.C.A., Government Code, ch. 1331; authority of municipality to issue bonds for public improvements, V.T.C.A., Government Code, sec. 1331.052.

### **Section 1.14 Purchasing**

- (a) The City Council may by ordinance, give the City Administrator general authority to contract for expenditures without further approval of the City Council for all budgeted items not exceeding limits set by the City Council within the ordinance.
- (b) All contracts for expenditure or purchases involving more than the limits given by the City Council to the City Administrator must be expressly approved by the City Council.
- (c) Emergency contracts as authorized by law and the ordinance may be negotiated by the City Council or City Administrator if given authority by the City Council, without competitive bidding, and in accordance with state law. Such emergency may be declared by the City Administrator and approved by the City Council or declared by the City Council.
- (d) Spending, purchasing, and sale of real or personal property guidelines shall be set by policy approved by the City Council and shall be consistent with state law.

State law reference – Purchasing and contracting authority of municipality, V.T.C.A., Local Government Code, chs. 252, 271.

### **Section 1.15 Administration of the Budget**

- (a) No payment shall be made or obligation incurred against any allotment or appropriation unless the City Administrator or City Administrator’s designee, first certifies that there is sufficient unencumbered balance. The City Administrator may transfer any part of the unencumbered appropriation balance expenditures within an office department, agency or organizational unit. At any time during the fiscal year, at the request of the City Administrator, the Council may by resolution transfer any part of the unencumbered appropriation balance or the entire balance thereof from one office, department, agency, or organizational unit to another.
- (b) The City Administrator shall submit to the City Council each month a report covering the revenues and expenditures of the City in such form as requested by the City Council.

**Section 1.16 Depository**

All monies received by any person, department or agency of the City for or in connection with the affairs of the City shall be deposited promptly in the City depository or depositories. The City depositories shall be designated by the City Council in accordance with such regulations and subject to the requirements as to security for deposits and interest thereon as may be established by ordinance and State law. Procedures for withdrawal of money or the disbursements of funds from the City depositories shall be prescribed by ordinance.

State law references – Depositories of municipal funds, V.T.C.A., Local Government Code, ch. 105.

**Section 1.17 Independent Audit**

At the close of each fiscal year, and at such times as may be deemed necessary, the City Council shall call for an independent audit to be made of all accounts of the City by a certified public accountant. No more than five consecutive annual audits shall be completed by the same accountant or accounting firm. The certified public accountant selected shall have no personal interest, directly or indirectly, in the financial affairs of the City or any of its officers. The report of audit, with the auditor’s recommendations will be made to the City Council. Upon completion of the audit, the summary shall be published within thirty (30) days in the official newspaper of the City and copies of the audit placed on file in the office of the City Secretary as a public record.

State law references – Audit of municipal finances, V.T.C.A., Local Government Code, ch. 103.

**Section 1.18 Power to Tax**

- (a) The City shall have the power to levy, assess and collect taxes of every character and type for any municipal purpose not prohibited by the Constitution and laws of the State of Texas.
- (b) The City shall have the power to grant tax exemptions in accordance with the laws of the State of Texas.

State law references – Texas Property Tax Code supercedes municipal charter, V.T.C.A., Tax Code, sec. 1.02; local taxation, V.T.C.A., Tax Code, ch. 301 et seq.; property taxes authorized, V.T.C.A., Tax Code, sec. 302.001; occupation taxes, V.T.C.A., Tax Code, 302.101; tax collection powers, V.T.C.A., Tax Code, sec. 302.102.

### **Section 1.19 Office of the Tax Collector**

There may be an office of taxation to collect taxes, the head of which shall be the City Tax Collector. The City Council may contract for such services.

### **Section 1.20 Taxes; When Due and Payable**

- (a) All taxes due in the City shall be payable at the office of the City Tax Collector, or at such location or locations as may be designated by the City Council, or its contractor, and may be paid at anytime after the tax rolls for the year have been completed and approved. Taxes for each year shall be paid before February 1 of the next succeeding year, and all such taxes not paid prior to that date shall be deemed delinquent and shall be subject to penalty and interest as the City Council shall provide by ordinance.
- (b) Failure to levy and assess taxes through omission in preparing the appraisal roles shall not relieve the person, firm partnership, company, corporation or legal entity so omitted from obligation to pay such current or past due taxes as shown to be payable by recheck of the rolls and receipts for the years in question, omitting penalty and interest.

### **Section 1.21 Tax Liens, Liabilities and Suits**

- (a) All taxable property located in the City on January 1 of each year shall stand charged from that date with a special lien in favor of the City for the taxes due. All persons purchasing such property on or after January 1 in any year shall take the property subject to the liens provided above. In addition to the liens herein provided, on January 1 of any year, the owner of the property subject to taxation by the City shall be personally liable for the taxes due for that year.
- (b) The City shall have the power to sue for and recover personal judgement for taxes without foreclosure, or to foreclose its lien or liens, or to recover both personal judgement and foreclosure. In any such suit where it appears that the description of any property in the City appraisal rolls is insufficient to identify such property, the City shall have the right to plead a sufficient description to be assessed, to prove the same, and to have its judgement foreclosing the tax lien or for personal judgement against the owners for such taxes.

State law references – Tax liens and personal liability. V.T.C.A., Tax Code, ch. 32.





***Investment Policy***

***Date: June 1,2020***

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**I. PURPOSE**

It is the objective of the City of New Fairview “the City” to invest public funds in a manner which will provide maximum security and the best commensurate yield while meeting the daily cash flow demands of the City and conforming to all federal, state, and local statutes, rules, and regulations governing the investment of public funds. This policy serves to satisfy the statutory requirements of defining and adopting a formal investment policy. The policy and investment strategies shall be reviewed annually by the Finance department and City Council who will formally approve any modifications. This Investment Policy, as approved, is in compliance with the provisions of the Public Funds Investment Act of Tex. Gov’t. Code Chapters 2256 and 2257.

**II. SCOPE**

**A. FUNDS INCLUDED:**

All financial assets of all current funds of the City and any new funds created in the future, unless specifically exempted, will be administered in accordance with the objectives and restrictions set forth in this policy. These funds are accounted for in the City’s Annual Financial Report.

**B. FUNDS EXCLUDED:**

This policy shall not govern funds, which are managed under separate investment programs. This policy excludes Employee Retirement and Pension Funds administered or sponsored by the City and excludes defeased bond funds held in trust escrow accounts. The City will maintain responsibility for these funds as required by Federal and State law and the City Code.

**C. POOLING OF FUNDS:**

Except for cash in certain restricted and special funds, the City will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective percentage participation and in accordance with generally accepted accounting principles.

**D. ADDITIONAL REQUIREMENTS:**

In addition to this policy, bond funds (to include capital project, debt service, and reserve funds) will be managed by the governing debt ordinance and the provisions of the Internal Revenue Code applicable to the issuance of tax-exempt obligations and the investment of debt proceeds.

**E. REVIEW AND AMENDMENT OF THE POLICY:**

The City Council shall review this investment policy and investment strategies not less than annually as required by state law. A resolution stating the review has been completed and recording any changes made to either the policy or strategy statements must be adopted by the City Council.

### **III. PRUDENCE**

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of the capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the “prudent person” standard, IAW PFIA 2256.006(a-b), and shall be applied in the context of managing an overall portfolio of funds, rather than a consideration as to the prudence of a single investment. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion to the City Administrator and the City Council, and appropriate action is taken by the investment officers and their oversight managers to control adverse developments in accordance with the terms of this policy.

### **IV. OBJECTIVES OF POLICY**

The primary objectives of the City’s investment program in order of priority shall be preservation and safety of principal, liquidity, and yield:

#### **A. SAFETY:**

The foremost and primary objective of the City's investment program is the preservation and safety of capital of the overall portfolio. Each investment transaction will seek first to ensure that capital losses are avoided, whether the loss occurs from the default of a security or from erosion of market value. The objectives will be to mitigate credit risk and interest rate risk. To control credit risk, investments should be limited to the safest types of securities. Financial institutions, broker/dealers and advisers who serve as intermediaries, shall be pre-qualified by the City. The credit ratings of investment pools and individual securities will be monitored to assure compliance with this policy and state law.

To control interest rate risk, the City will structure the investment portfolio so that securities mature to meet cash requirements for ongoing operations and will monitor marketable securities daily. Should an issuer experience a single step downgrade of its credit rating by a nationally recognized credit rating agency within 90 days of the position’s maturity, the Investment Officer may approve the holding of the security to maturity.

#### **B. LIQUIDITY:**

The City's investment portfolio will remain sufficiently liquid to enable the City to meet operating requirements that might be reasonably anticipated. Liquidity will be achieved by matching investment maturities with forecasted cash flow funding requirements, by investing in securities with active secondary markets and by diversification of maturities and call dates. Furthermore, since all possible cash demands cannot be anticipated, the portfolio, or portions thereof may be placed in money market mutual funds or local government investment pools, which offer same day liquidity for short-term funds.

**C. YIELD:**

The City's investment portfolio will be designed with the objective of regularly meeting or exceeding the average rate of return on three-month U.S. Treasury Bills. The investment program will seek to augment returns above this threshold consistent with risk constraints identified herein, cash flow characteristics of the portfolio and prudent investment principles. Investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Marketable securities shall not be sold prior to maturity with the following exceptions:

1. A security with declining credit may be sold early to minimize loss of principal.
2. A security swap that would improve the quality, yield or target duration in the portfolio.
3. Liquidity needs of the portfolio require that the security be sold.
4. If market conditions present an opportunity for the City to benefit from the sale.

Funds held for future capital projects will be invested in such a way as to try to produce enough income to offset inflationary construction cost increases. However, such funds will never be unduly exposed to market price risks that would jeopardize the assets available to accomplish their stated objective or be invested in a manner inconsistent with applicable federal and state regulations. Yields on debt proceeds that are not exempt from federal arbitrage regulations are limited to the arbitrage yield of the debt obligation. Investment officials will seek to preserve principal and maximize the yield of these funds in the same manner as all other city funds. However, it is understood that if the yield achieved by the city is higher than the arbitrage yield, positive arbitrage income will be averaged over a five year period and netted against any negative arbitrage income and the net amount shall be rebated to the federal government as required by current federal regulations.

**D. RISK OF LOSS:**

All participants in the investment process will seek to act responsibly as custodians of the public trust. Investment officials will avoid any transactions that might impair public confidence in the City's ability to govern effectively. The governing body recognizes that in a diversified portfolio, occasional measured losses due to market volatility are inevitable, and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

**V. RESPONSIBILITY AND CONTROL**

**A. DELEGATION:**

Oversight management responsibility for the investment program has been delegated to the "Investment Officer" who shall be the City Administrator or his/her designee to establish written procedures and controls for the operation of the investment program, consistent with this investment policy and approved by the City Council. Such procedures shall include explicit delegation of authority to persons responsible for the daily cash management operation, the execution of investment transactions, overall portfolio management and investment reporting.

**B. SUBORDINATES:**

All persons involved in investment activities shall be referred to as "Investment Officials". No person shall engage in an investment transaction except as provided under the terms of this policy, the procedures established by the City Administrator and the explicit authorization by the City Council to withdraw, transfer, deposit and invest the City's funds. The City Administrator shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate Investment Officials.

**C. CONFLICTS OF INTEREST:**

Investment officials and employees involved in the investment process will refrain from personal business activity that could conflict with proper execution and management of the investment program, or which could impair their ability to make impartial investment decisions. Investment officials and employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

**D. DISCLOSURE:**

Investment officials and employees shall disclose to the City Administrator any material financial interest in financial institutions that conduct business with the City. Investment officials and employees shall further disclose any material, personal investment positions that could be related to the performance of the City's investment portfolio. Investment officials and employees shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales. An investment official that is related within the second degree by affinity or consanguinity to individuals seeking to sell an investment to the City shall file a statement disclosing that relationship, with the Texas Ethics Commission and the City Council.

**E. INVESTMENT TRAINING:**

The City Administrator and any other investment officials shall have a finance, accounting or related degree and knowledge of treasury functions or 10 years of progressively equivalent business experience or some combination of education and experience. Investment officials must attend investment training not less than once in a two-year period and receive not less than ten hours of instruction relating to investment responsibilities. This investment training may be from educational seminars held by GFOA, GTOT, MTA, GFOAT, AICPA, and TML or any other training approved by the City Council. All investment officials of the City shall attend at least one training session relating to their cash management and investment responsibilities within 12 months after assuming these duties for the City. Training must include education in investment controls, security risks, strategy risks, market risks, and compliance with state investment statutes.

**VI. AUTHORIZED INVESTMENTS**

Funds of the City may be invested in the following investments, as authorized by Chapter 2256 of the Government Code of the State of Texas, known as the "Public Funds Investment Act", and as authorized by this investment policy. Investments not specifically listed below are not authorized:

- A. Obligations of the United States or its agencies and instrumentalities;
- B. Direct obligations of this state or its agencies;
- C. Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, the State of Texas or the United States or its instrumentalities;

- D. Obligations of states, agencies, counties, cities, and other political subdivisions of any state, rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent;
- E. Certificates of Deposit that are issued by a state or national bank or savings and loan domiciled in the State of Texas and that are guaranteed or insured by the Federal Deposit Insurance Corporation or are secured as to principal by obligations described in the preceding clauses or in any other manner and amount provided by law for City deposits;
- F. Local Government Joint Investment Pools of political subdivisions in the State of Texas which comply with the guidelines described below:
  - (1) The requirements of Article 4413(32c), Section 4(d) of the Texas Revised Civil Statutes must be met;
  - (2) The investment pool must be continuously rated no lower than AAA or AAA-m or an equivalent rating by at least one nationally recognized rating service;
  - (3) The requirements of Section 2256.016 of the Texas Public Investment Act must be met by the investment pool and the information required must be furnished to the investment officer of the City;
  - (4) The investment pool must have a dollar-weighted average maturity of 90 days or less.
  - (5) The investment pool may invest only in obligations listed in the preceding paragraphs (A) through (G).

## **VII. INVESTMENT REPORTS**

The City Administrator shall submit quarterly an investment report including an analysis of the status of the current investment portfolio and detailed investment transactions made over the last quarter. This report will be prepared in a manner, which will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the City Council and the City Administrator. The City Council shall review investment strategies, portfolio diversification, maturity structure, economic outlook, rate of return on the portfolio, and compliance with the investment policy by reviewing these reports quarterly and by any discussions with city staff. The reports shall be formally reviewed at least annually by an independent auditor if there have been marketable securities in the portfolio. The result of the review shall be reported to Council by that auditor. If there have been no marketable securities in the portfolio, this review by an auditor is not required. The quarterly investment report must be presented within 90 days of the end of the quarter reporting period. The report must contain the following information:

- A. Investment position of the City on the date of the report;
- B. A signature of each investment official of the City;
- C. A summary statement prepared in compliance with generally accepted accounting principles, of each pooled fund or individual portfolio, sorted by type of asset, that states the fully accrued income for the reporting period; beginning market value for the reporting period; additions and changes to the market during the period; ending market value for the period; and the resulting change in market value that may have occurred and a comparison of the same to the previous quarter;
- D. A comparison of book value vs. market value and the unrealized gain or loss at the end of the period and the comparison to the previous period by asset type and fund type invested.

- E. State the duration or average maturity of each portfolio;
- F. State the accounting fund or pooled group fund for which individual investments were acquired, by name or number or both;
- G. State the compliance of the investment portfolio as it relates to the investment strategy expressed in the City's investment policy and compliance with all laws governing the City's investments;
- H. Disclose the investment income earned and yields, by portfolio;
- I. Disclose the investment income earned, by accounting fund;
- J. Demonstrate the diversification of the City's investments; and
- K. Provide a summary of economic activity and recent financial market conditions.
- L. Provide a listing of brokers and financial institutions with which the City conducts business.

The City Administrator or designee is responsible for the recording of investment transactions and the maintenance of the investment records with reconciliation of the accounting records of investments carried out by an individual reporting to the accounting manager. Information to maintain the investment program and the reporting requirements is derived from various sources such as broker/dealer research reports, newspapers, financial on-line market quotes, and direct communication with broker/dealers, government investment pools and financial consulting services.

**IX. SELECTION OF DEPOSITORY, FINANCIAL INSTITUTIONS AND BROKER/DEALERS**

**A. BIDDING PROCESS:**

Depositories shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP) issued not less than every five years with a typical contract being for three (3) years with options to extend the contract for two additional years. In selecting depositories, the credit worthiness of institutions shall be considered, and the City Administrator shall conduct a comprehensive review of prospective depository's credit characteristics and financial history. No public deposit shall be made except in a qualified public depository as established by state depository laws. The depository bank bid will not include bids for investment rates on certificates of deposit. Certificate of deposit rates will be shopped competitively between qualified financial institutions in accordance with the manner in which all other types of investment assets are purchased.

**B. INSURABILITY:**

Banks and Savings and Loan Associations seeking to establish eligibility for the City's competitive certificate of deposit purchase program, shall submit financial statements, evidence of federal insurance and other information as required by the Investment Officials of the City.

**C. AUTHORIZED DEPOSITORY, FINANCIAL INSTITUTIONS AND BROKER/DEALERS:**

The City Administrator will maintain a list of financial institutions and broker/dealers selected by credit worthiness, who are authorized to provide investment services to the City. These firms may include all primary broker/dealers and those regional broker/dealers who qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule) and meet other financial credit

criteria standard in the industry. The City Administrator shall select broker/dealers from the approved list to conduct most daily City investment business. These firms will be selected based on the firm's competitiveness, participation in agency selling groups and the experience and background of the salesperson handling the account. The firms will be reviewed quarterly by the City Administrator and changed as appropriate.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the City Administrator with the following:

- 1) Audited financial statements;
- 2) Proof of National Association of Securities Dealers (N.A.S.D.) Certification;
- 3) Proof of registration with the State of Texas Securities Board;
- 4) Resumes of all sales representatives who will purchase or sell securities or otherwise represent the financial institution or broker/dealer firm in their dealings with the City; and
- 5) Texas Public Funds Investment Act Acknowledgments from a Business Organization "Qualified Representative" of the financial institution or broker/dealer and all sales representatives on the City's account that they have received read, and understood and agree to comply with the City's investment policy. The qualified representative shall execute a written instrument acceptable to the City and the business organization.

A list of these approved financial institutions and broker/dealers shall be maintained in an appendix of this Investment Policy document. The City Council will include the broker/dealer-approved list as part of their annual review.

## **X. COLLATERALIZATION OF CITY'S DEPOSITS**

### **A. INSURANCE OR COLLATERAL PLEDGED:**

Collateralization shall be required on depository bank deposits, certificates of deposit, and repurchase (and reverse) agreements in accordance with the "Public Funds Collateral Act" and depository laws. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will not be less than 102% of market value of principal and accrued interest, less an amount of \$100,000, which represents insurance by the FDIC or FSLIC on certain types of bank deposits. Evidence of the pledged collateral shall be documented by a safekeeping agreement or a master repurchase agreement with the collateral pledged clearly listed in the agreement and safekeeping confirmations. The master repurchase agreement must be executed and in place prior to the investment of funds. Collateral shall be monitored daily to ensure that the market value of the securities pledged equals or exceeds the related deposit or investment balance.

### **B. COLLATERAL DEFINED:**

The City shall accept only the following insurance and securities as collateral for cash deposits, certificates of deposit, and repurchase agreements:

- 1) FDIC insurance coverage.
- 2) Obligations of the United States of America, its agencies and instrumentalities.

- 3) Other obligations, the principal of and interest on which are unconditionally guaranteed or insured by the State of Texas or the United States of America or its agencies and instrumentalities.
- 4) Obligations of states, agencies thereof, counties, cities, and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of no less than A or its equivalent.
- 5) Other securities specifically authorized by depository law or by the City's Council.

**C. COLLATERAL SAFEKEEPING AGREEMENT:**

The City shall not accept, as depository collateral, any security that is not specifically allowed to be held as a direct investment by the City's portfolio and that the maximum maturity of the collateral securities may be no greater than ten years. Collateral will always be held by an independent third party with whom the entity has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained. The safekeeping agreement must clearly define the responsibility of the safekeeping bank. The safekeeping institution shall be the Federal Reserve Bank or an institution not affiliated with the financial institution or broker/dealer that is pledging the collateral. The safekeeping agreement shall include the authorized signatories of the City and the firm pledging collateral.

**D. AUDIT OF PLEDGED COLLATERAL:**

All collateral shall be subject to verification and audit by the City Administrator or the City's independent auditors.

**XI. SAFEKEEPING AND CUSTODY OF INVESTMENT ASSETS**

All security transactions, including collateral for repurchase (reverse) agreements entered into by the City shall be conducted using the delivery vs. payment (DVP) basis. That is, funds shall not be wired or paid until verification has been made that the correct security was received by the safekeeping bank. The safekeeping or custody bank is responsible for matching up instructions from the City's investment officials on an investment settlement with what is wired from the broker/dealer, prior to releasing the City's designated funds for a given purchase. The security shall be held in the name of the City or held on behalf of the City in a bank nominee name. Securities will be held by a third party custodian designated by the City Administrator and evidenced by safekeeping receipts. The safekeeping bank's records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City. A safekeeping agreement must be in place, which clearly defines the responsibilities of the safekeeping bank. Wires or ACH transactions to and from government investment pools and money market mutual funds are the only exception to the DVP method of settlement.

**XII. MANAGEMENT AND INTERNAL CONTROLS**

The City Administrator shall establish a system of internal controls which shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees or Investment Officials of the City.



Controls and managerial emphasis deemed most important that shall be employed where practical are:

- A. Control of collusion.
- B. Separation of duties.
- C. Separation of transaction authority from accounting and record keeping.
- D. Custodian safekeeping receipts records management.
- E. Avoidance of bearer-form securities.
- F. Clear delegation of authority.
- G. Documentation of investment bidding events.
- H. Written confirmations from broker/dealers and financial institutions.
- I. Reconcilements and comparisons of security receipts with the investment subsidiary records.
- J. Compliance with investment policies.
- K. Accurate and timely investment reports as required by law and this policy.
- L. Validation of investment maturity decisions with supporting cash flow data.
- M. Adequate training and development of Investment Officials.
- N. Verification of all investment income and security purchase and sell computations.
- O. Review of financial condition of all broker/dealers, and depository institutions.
- P. Staying informed about market conditions, changes, and trends that require adjustments in investment strategies.

The above list of internal controls represents only a partial list of a system of internal controls. An annual process of independent review by an external auditor shall be established. This review will provide internal control by assuring compliance with laws, policies and procedures. This annual compliance audit is required by the “Public Funds Investment Act” [Section 2256.005 (m)].

### **XIII. INVESTMENT POLICY ADOPTION**

The City’s investment policy shall be adopted by resolution of the City Council. The policy and general investment strategy statements shall be reviewed on an annual basis by the City Council and any modifications made thereto must be approved by the City Council.

### **XIV. INVESTMENT STRATEGY STATEMENTS**

#### **A. ACTIVE VS. PASSIVE STRATEGY:**

The City intends to pursue an active portfolio management philosophy with investment functions carried out either by in-house City staff or by an outside portfolio manager investing the City’s funds with oversight by the City Administrator. Active management means that the financial markets will be monitored and investments will be purchased and sold based on the market conditions, liquidity parameters and legal constraints. Any marketable securities that may be purchased by the City shall have active secondary markets. Securities may be purchased as a new issue or in the secondary markets. Securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade or if changes in the market warrant the sale of securities to avoid future losses. Securities may be purchased with the intent from the beginning, to sell them prior to maturity or with the expectation that the security would likely be

called prior to maturity under the analyzed market scenario. Market and credit risk shall be minimized by diversification. Diversification by market sector and security types, as well as maturity will be used to protect the City from credit and market risk in order to meet liquidity requirements.

The portfolio will be structured to benefit from anticipated market conditions and to achieve a reasonable return. Relative value between asset groups shall be analyzed and pursued as part of the active investment program within the restrictions set forth by this policy. The portfolio may be comprised of 100% of direct government obligations, 100% repurchase agreements or 100% in an authorized government investment pool. Other asset types shall be limited to no more than 25% of the portfolio.

**SPECIFIC INVESTMENT STRATEGIES FOR EACH TYPE OF FUND GROUP OF THE CITY ARE AS FOLLOWS:**

**B. OPERATING FUNDS:**

Operating Funds shall have as their primary objective to assure that anticipated cash outflows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure, which will experience minimal volatility during changing economic cycles. These objectives may be accomplished by purchasing money market government investment pools, money market mutual funds or high quality, short to medium term securities in a laddered (maturities coming due regularly and staggered to match cash outflows) or barbell (maturities that are placed very short term and maturities that are longer term, such that the average achieves cash flows and income similar to buying in the middle of those maturity spectrums) maturity structure and by diversification among market sectors.

The dollar-weighted average maturity of operating funds, based on the stated final maturity date of each security, will be calculated and limited to one year or less. However, each of the city's operating funds has a component classified as fund balance or reserve monies. These reserve monies may have a dollar-weighted average maturity of two years or less.

**C. CAPITAL PROJECT FUNDS AND SPECIAL PURPOSE FUNDS:**

Capital Project Funds and Special Purpose Funds shall have as their primary objective to assure that anticipated cash outflows are matched with adequate investment liquidity. These portfolios should have liquid securities to allow for unanticipated project expenditures or accelerated project outlays due to a better than expected or changed construction schedule. The portfolios shall be invested based on cash flow estimates to be supplied by the City Engineer and a capital project report completed by the City Administrator. The dollar-weighted average life of the portfolio should be matched or below the duration of the liabilities. Funds invested for capital projects may be from bond proceeds that are subject to arbitrage rebate regulations. The City will manage these funds as previously described but will conduct an arbitrage rebate calculation annually to determine the income, if any, that has exceeded the arbitrage yield of the bond. This positive arbitrage income will be averaged over a five-year period and rebated to the federal government according to federal arbitrage regulations. A secondary objective of these funds is to achieve a yield equal to or greater than the arbitrage yield of the applicable bond.

**D. DEBT SERVICE FUNDS:**

Debt Service Funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. Securities purchased shall not have a stated final maturity date which exceeds the debt service payment date.

**E. DEBT SERVICE RESERVE FUNDS:**

Debt Service Reserve Funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund within the limits set forth by the bond ordinance or debt covenants specific to each individual bond issue. Individual securities may be invested to a stated final maturity of five years or less and no more than a three-year dollar-weighted average life.



## **City Council Agenda September 28, 2020**

**Agenda Item:** **Resolution** **(Action Item)**

### **Agenda Description:**

Consider a resolution ratifying the property tax rate of \$0.30 per \$100 valuation as reflected in the operating budget for the fiscal year ending September 30, 2021.

### **Background Information:**

State law requires the City Council to take separate action ratifying the tax rate that supports the operating budget, following the public hearing and adoption of the budget.

### **Financial Information:**

N/A

### **City Contact and Recommendation:**

Ben Nibarger, City Administrator  
Approve the resolution ratifying the tax rate.

### **Attachments:**

Resolution



**City of New Fairview, Texas**  
**Resolution No. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF NEW FAIRVIEW, TX RATIFYING THE PROPERTY TAX INCREASE AS REFLECTED IN THE FISCAL YEAR 2020-2021 ANNUAL BUDGET.**

**WHEREAS,** the City of Fairview is an incorporated city in the State of Texas; and

**WHEREAS,** the City of New Fairview is a General Law city as classified by the Texas Municipal Code; and

**WHEREAS,** House Bill 3195 requires that the governing body ratify the property tax reflected in the budget in a separate vote following the adoption of the budget; and

**WHEREAS,** the fiscal year 2020-2021 adopted budget is supported by maintaining the current \$0.30 per \$100 valuation tax rate; and

**WHEREAS,** the City Council finds this action to be in the best interest of the Citizens of New Fairview; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY NEW FAIRVIEW:**

1. That, all matters stated in the recitals herein above are found to be true and correct and are incorporated herein by reference as if copied in their entirety.
2. That the City Council does hereby ratify the property tax rate of \$0.30 per \$100 valuation as reflected in the fiscal year 2020-2021 annual budget.
3. That, if any portion of this resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determined that it would have adopted this Resolution

without the invalid provision.

4. That this Resolution shall become effective from and after its date of passage.

PRESENTED AND PASSED on this **28<sup>th</sup> day of September**, at a meeting of the New Fairview City Council.

APPROVED:

ATTESTED:

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Joe Max Wilson  
Mayor

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Monica Rodriguez  
City Secretary



**City Council Agenda  
September 28, 2020**

**Agenda Item:**                                 **Resolution**                                 **(Action Item)**

**Agenda Description:**

Consider a resolution authorizing the City Administrator to negotiate and sign an agreement with WAGsys Software Solutions, Inc., for a municipal management software solution with a not to exceed cost of \$25,000.

**Background Information:**

Traditionally, municipalities put systems and processes in place after the fact. In many cases, this leads to situations where the only short-term solution is to increase staff or consultant hours to keep up with the increased workload. In the case of New Fairview, a municipal management software solution allows for the City to create and develop the system before the fact, increasing efficiency and effectiveness of staff time and customer satisfaction.

Civicgov is an enterprise level system that allows for communication across all departments, property and asset management, digital document repository, mobile off-line operations, citizen access and notification system, GIS record mapping, municipal analytics, inspection results, local online code repository, reporting and data queries.

The online portal allows for citizen and contractor registration, invoicing, cashiering, code enforcement, complaint processing, animal control and licensing, planning and zoning operations, permitting and inspections, fire/safety operations, public works, and damage assessments.

**Financial Information:**

\$25,000 first year annual fee and the one-time setup fee with an annual maintenance fee of \$6,650; the setup fee can be broken over two fiscal years.

**City Contact and Recommendation:**

Ben Nibarger, City Administrator  
Approve the resolution authorizing the City Administrator to negotiate the agreement.

**Attachments:**

Resolution  
Presentation  
Proposal





**City of New Fairview, Texas  
Resolution No. \_\_\_\_\_**

**A RESOLUTION OF THE CITY OF NEW FAIRVIEW, TX RATIFYING THE  
PROPERTY TAX INCREASE AS REFLECTED IN THE FISCAL YEAR 2020-2021  
ANNUAL BUDGET.**

**WHEREAS,** the City of Fairview is an incorporated city in the State of Texas; and

**WHEREAS,** the City of New Fairview is a General Law city as classified by the Texas  
Municipal Code; and

**WHEREAS,** House Bill 3195 requires that the governing body ratify the property tax reflected  
in the budget in a separate vote following the adoption of the budget; and

**WHEREAS,** the City Council finds this action to be in the best interest of the Citizens of New  
Fairview; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY  
NEW FAIRVIEW:**

1. That, all matters stated in the recitals herein above are found to be true and correct and are incorporated herein by reference as if copied in their entirety.
2. That the City Council does hereby ratify the property tax rate reflected in the fiscal year 2020-2021 annual budget.
3. That, if any portion of this resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determined that it would have adopted this Resolution without the invalid provision.
4. That this Resolution shall become effective from and after its date of passage.

PRESENTED AND PASSED on this **28<sup>th</sup> day of September**, at a meeting of the New Fairview City Council.

APPROVED:

ATTESTED:

---

Joe Max Wilson  
Mayor

---

Monica Rodriguez  
City Secretary



**CIVICgov**

*Municipal Management Application*

*Powered by Wagsys Software*



## **A Smart-City Software Solution for Government**

**Empowers Constituent Engagement**

**Reduces Recurring Software Operating Costs**

**Increases Communication & Collaboration Across Departments**

**POWERFULLY *simple!***

*The Features Make it POWERFUL*

*The Technology Makes it **simple!***



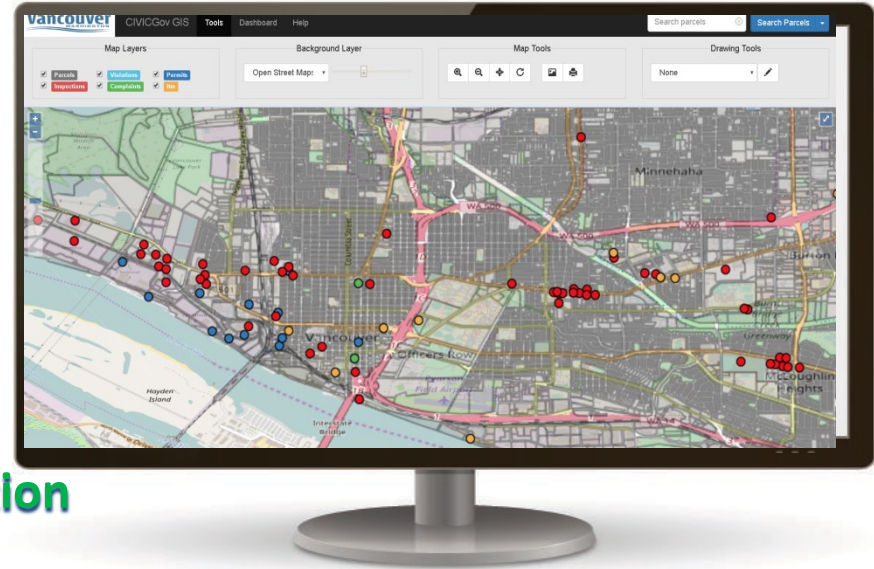
**CIVICgov**

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# Core Functions

- **Property & Asset Management**
- **Collaboration Across Departments**
- **Digital Document Repository**
- **Mobile Off-Line Operations**
- **Citizen Access & Notification System**
- **GIS Record Mapping**
- **Municipal Analytics**
- **Inspection Results via Voice Recognition**
- **Local Online Codes Repository**
- **Reporting & Data Queries**





# CIVICgov

## Municipal Management Application

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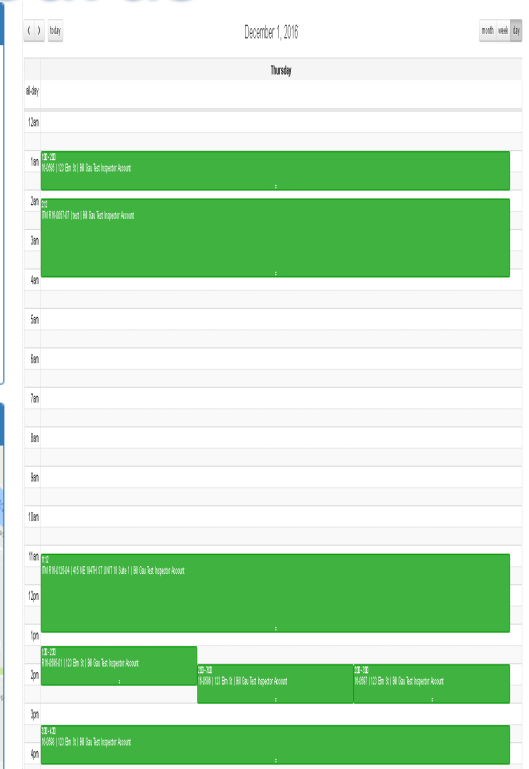
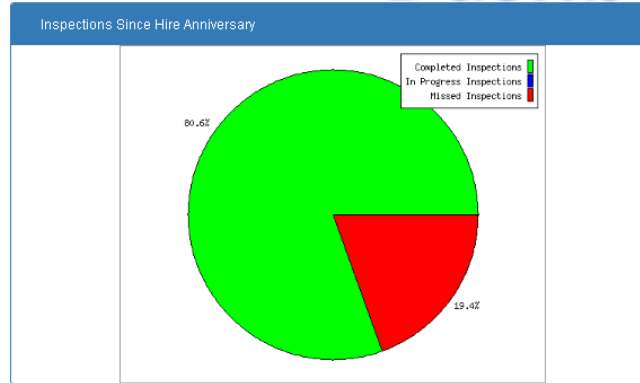
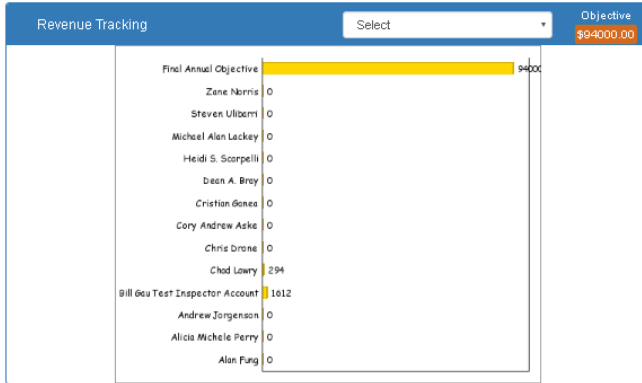
# System Modules

- Business & Contractor Licensing System
- Invoicing , Cashiering & General Ledger
- Code Enforcement Operations
- Complaint Processing Management
- Animal Control & Licensing System
- Planning & Zoning Operations Management
- Permitting & Inspection Processing
- Mobile App for Off-line Inspection Processing
- Fire/Safety Operations & Inspections
- Public Works Operations
- Damage Assessment System



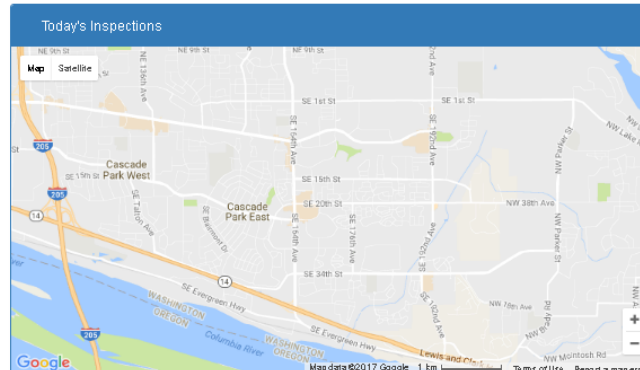


# Custom Dashboards



### My Reports

Count	Report Name	Action
359	Inspections Not Billed	✘
0	Incomplete Fire Inspections	✘
13	AR Aging	✘
20	Daily Invoices	✘
90	List of New Permits Submitted online (pending)	✘
31	New Company Endorsment Applications	✘
31	New Individual Endorsment	✘
8	Expired Individual Endorsments	✘





# CIVICgov

## Municipal Management Application

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# Custom Dashboards

**Civicgov Application**

Bill Day  
City Clerk

Search

Menu

- Dashboard
- Scheduler
- Asset Management
- Business Licensing
- Complaints
- Fire/Safety Inspections
- Inspections
- Permits
- Planning & Zoning
- Violations
- Settings

**Dashboard**

Good Day Bill Day Below are the departments you have access to within the system. To access a specific department click the link.

City Clerk

Code Enforcement

Community Development

Environmental Health

Public Works

**My Tasks**

**Permits & Projects**

Department	Permit/Action Number	Department Review Status	Location	Permit Application Status
Building Department	17-0019	In Progress	265 GLEN MLL LN (Suite #1), AMBSVILLE	Pending
Building Department	17-0022	In Progress	423 RIVERSIDE CT, Not Provided	Pending
Building Department	17-0024	In Progress	16490 LAKE BREEZE LN, CLUPEFER	Pending
Planning Department	17-0006	In Progress	17423 WATERLOO RD, Not Provided	Pending
Planning Department	18-0002	In Progress	4210 WATERFORD RD, Not Provided	Pending
Planning Department	18-0003	In Progress	4210 WATERFORD RD, Not Provided	Pending

**Citizen Request & Concerns**

Record #	Parcel #	Building/Suite ID	Location	Record Type	Record SubType	Status
18-0002	TEST		1 Test Lane	Animal Control - Unlicensed Pet		Pending
18-0001	38 1 5		423 RIVERSIDE CT, AMBSVILLE, VA 20106	Uniform Code - Fire & Life Safety		Pending

**Violations & Citations**

Violation #	Parcel #	Building ID	Location	Type	Sub Type	Status
18-0003	38 1 5		423 RIVERSIDE CT, AMBSVILLE, VA 20106	Uniform Code - Property Maintenance		Open
18-0002	5 1		4210 WATERFORD RD			Pending
18-0001	2 138		18437 WATERLOO RD	PUBC Works - Sewer Related		Open
17-0004	2 4C		1236 DULIN DR, AMBSVILLE	Uniform Code - Fire & Life Safety		Pending

**Licenses**

Business Name	Business Type	Business SubType	License #	Status	Expiration Date
Do We Cheatem and How	Construction	Residential Building Contractors	54-123456	Pending	May 1, 2020
great excavating	Construction	Residential Building Contractors	045321	Pending	March 30, 2019

**My Analytics**

NUMBER OF PERMITS

2018

More Info

NUMBER OF OPEN COMPLAINTS

3

More Info

NUMBER OF OPEN PERMITS

112

More Info

NUMBER OF EXPIRED PERMITS

6

More Info

NUMBER OF EXPIRED PROJECTS

8

More Info

NUMBER OF OPEN INSPECTIONS

70

More Info

NUMBER OF VIOLATIONS

11

More Info

NUMBER OF FAILED INSPECTIONS

26

More Info

NUMBER OF OPEN PROJECTS

38

More Info

**Today's Inspections**

Category	Inspection #	Parcel #	Contractor	Location	Status	Date	Type
Permit	18-0024	34 1 8 20		1998 OLD BRIDGE RD, Not Provided	Open	May 23, 2018	ELECTRIC ROUGH-IN
Project	18-0002	5 1		4210 WATERFORD RD, Not Provided	Open	March 15, 2018	Planning Minor Site Plan Checkoff
Project	18-0003	5 1		4210 WATERFORD RD, Not Provided	Open	March 15, 2018	Commercial Building Permit Application

**Past Due Inspections**

Category	Inspection #	Parcel #	Contractor	Location	Status	Date	Type
Permit	18-12034	2 4C		1236 DULIN DR, AMBSVILLE	Open	September 22, 2017	BACKFLOW PREVENTOR
Fire/Safety	17-0026	2 12 (Unit: 30251-0002)		265 GLEN MLL LN (Suite #1), AMBSVILLE	Open	September 6, 2017	A-1 Assembly General Fire
Project	17-0016	38 1 5		423 RIVERSIDE CT, Not Provided	Open	August 17, 2017	Commercial Building Permit Application

**Today's Appointments**

Title	Start Date	End Date	Location
Civicgov Training	2018-09-10 08:00:00	2018-09-14 18:00:00	
Civicgov Meeting	2018-09-10 15:30:00	2018-09-10 18:30:00	
OFF	2018-09-22 07:30:00	2018-09-22 07:30:00	
insigve meeting building dept	2017-09-22 14:30:00	2017-11-24 18:30:00	



# Scheduling Tools

Completed Inspection Scheduled Inspection Past Due Inspection

< > today

February 2017

month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
4a ITM 17-0774   1900 NE 162ND AVE	9a ITM 17-0775   3220 E FOURTH PL 10a 17-0657   13703 NW GATEWAY AVE 10a ITM 17-0553   312 W 8TH ST   Tai 11a 17-0562   221 NE 104TH AVE   Jaa 11a 17-0555   13909 NE 28TH ST   Del 12p 17-0565   221 NE 104TH AVE   Jaa 12p ITM 17-0674   1601 E FOURTH PL 12p R17-0555-01   13909 NE 28TH ST +7 more	9a 17-0273   5000 E FOURTH PLAIN B 9a R17-0160-01   1705 NW HARBORSIDE 9a 17-0256   5000 E FOURTH PLAIN B 9a 17-0583   6601 NW OLD LOWER RIV 10a 17-0533   10801 E MILL PLAIN BLV 10a 17-0258   5000 E FOURTH PLAIN B 10a 17-0576   221 NE 104TH AVE   Jaa 10a 17-0582   1009 E MCLOUGHLIN BL +17 more	1a 17-0249   5000 E FOURTH PLAIN B 9a R17-0388-01   12712 SE 2ND CIR   J 9a 17-0584   2610 SE 164TH AVE   Chr 10a 17-0585   16110 SE 1ST ST   Crist 10a 17-0590   221 NE 104TH AVE   Jaa 10a R17-0145-01   1300 W 12TH ST   J 11a 17-0590   2601 W 20TH AVE (Bldg) 11a 17-0587   6617 E MILL PLAIN BLV +18 more	9:30a ITM 17-0604   1401 E 13TH ST   J 9a R17-0061-01   1408 FRANKLIN ST   J 10a 17-0600   6617 E MILL PLAIN BLV 10a 17-0601   1420 NE MOTHER JOSEF 10a R17-0161-01   2265 NW HARBORS 11a 17-0253   5000 E FOURTH PLAIN B 11a 17-0602   400 NE MOTHER JOSEF 11:30a 17-0606   1115 W 13TH ST   Cal +4 more	9:30a ITM 17-0611   1401 E 13TH ST   J 9:30a 17-0600   110147 NE 60TH CIR   J 10a 17-0602   2925 E FOURTH PLAIN B 10a 17-0602   5305 NE 121ST AVE   SJ 11a 17-0613   221 NE 104TH AVE   Jaa 11a 17-0614   2825 E FOURTH PLAIN B 11a 17-0619   3410 FRUIT VALLEY RD 1p 17-0615   10512 SE MILL PLAIN BL 3p 17-0617   221 NE 104TH AVE   Jaa +3 more	9a 17-0321   10329 SE MILL PLAIN BL 10a 17-0316   10321 SE MILL PLAIN B 11a 17-0322   10409 SE MILL PLAIN B
5	6	7	8	9	10	11
11:55a ITM 17-0708   10204 SE MILL P 9p R17-0144-01   2211 SAINT FRANCIS	9a ITM 17-0641   8917 NE FOURTH PL 10a 17-0626   2695 NW HARBORSIDE 10a 17-0627   11900 NE 10:30a 17-0628   221 NE 11a 17-0631   2695 NW HARBORSIDE 11a 17-0629   9009 NE 5 11a 17-0646   2203 FAIRMOUNT AVE   J +18 more	9:30a 17-0695   719 SE 164TH AVE   O 9a 17-0643   3201 E 33RD ST   Cristian Inspector: 17-0626 Location: 2695 NW HARBORSIDE DR Occupant: Inspector: Andrew Jorgensen Type: Fire/Safety Inspection Status: +1   1114 W FOURTH PL 1   3301 NW LOWER RIV 2401 SAINT FRANCIS LI 900 WASHINGTON ST   J 10:30a 17-0644   6503 E MILL PLAIN B +23 more	8:25a ITM 17-0718   16600 SE MCGILL 9a 17-0661   3201 NW LOWER RIVER   J 9a R17-0388-01   5701 NE FOURTH PL 10a 17-0269   5000 E FOURTH PLAIN B 10a 17-0668   4801 E 5TH ST   Cristian 10:55a ITM 17-0725   4250 E FOURTH 11a 17-0665   10512 SE MILL PLAIN B +20 more	9a R17-0331-01   3409 MAIN ST   Mich 9a R17-0351-01   7809 NE VANCOUVER 9:05a ITM 17-0694   1705 SE 164TH A 11:40a ITM 17-0743   501 SE 164TH A 12p 17-0680   7809 NE VANCOUVER P 1p 17-0676   6319 E MILL PLAIN BLVD +3 more	9:30a ITM 17-0584   16410 SE 5TH ST 10:30a 17-0272   5000 E FOURTH PLA 10:30a 17-0686   6409 E MILL PLAIN B 11:30a 17-0687   9714 SE MILL PLAIN 12:05p ITM 17-0712   10214 SE MILL P 12:30p 17-0688   2903 E FOURTH PLA 1p 17-0737   6305 NE 121ST AVE, BLD +3 more	
12	13	14	15	16	17	18
9a 17-0279   5301 NE 121ST AVE   Ski 10a 17-0278   5301 NE 121ST AVE   SJ 11a 17-0280   5301 NE 121ST AVE   SJ 12p 17-0295   5305 NE 121ST AVE   SJ 1p 17-0294   5305 NE 121ST AVE   Ski	10a 17-0696   2631 SCOTT AVE   Andi 10a 17-0968   221 NE 104TH AVE   Jaa 10a ITM 17-0723   13025 NE FOURTH 11a 17-0708   221 NE 104TH AVE   Jaa 12p 17-0708   3301 E FOURTH PLAIN B 12:30p 17-0709   9900 SE MILL PLAIN 12:30p 17-0710   9900 SE MILL PLAIN +9 more	9:05a ITM 17-0717   16600 SE MCGILL 9:30a 17-0759   6609 E MILL PLAIN BL 10a 17-0612   6615 E MILL PLAIN BLV 10a 17-0721   2631 SCOTT AVE   Andi 10:30a 17-0724   12409 BROADWAY ST 11a 17-0727   1800 W FOURTH PLAIN 11a 17-0721   1404 E 16TH ST   Cristian +9 more	9a R17-0381-01   2615 NE 112TH AVE 10a 17-0232   3503 E FOURTH PLAIN B 10a 17-0739   7600 NE 41ST ST   Crist 10:30a 17-0741   1200 E FOURTH PLA 11a 17-0742   1601 E FOURTH PLAIN B 12p 17-0740   1601 E FOURTH PLAIN B 12p 17-0747   10006 SE MILL PLAIN B +10 more	12a R17-0741-01   2200 E FOURTH PL 9a 17-0765   1115 SE 164TH AVE   Chr 10a 17-0771   3309 NW GATEWAY AVE 10a 17-0234   3503 E FOURTH PLAIN B 10:30a R17-0336-01   10302 SE MILL I 11a 17-0768   18519 SE MCGILLVILLY 11:30a 17-0768   2700 CAPLES AVE   J +15 more	9a 17-0790   800 SE MARITIME AVE   J 9a R17-0790-01   800 SE MARITIME A 10a 17-0675   6610 E MILL PLAIN BLV 11a 17-0796   1212 W FOURTH PLAIN 11:55a ITM 17-0797   4400 E FOURTH 12p R17-0333-01   10300 SE MILL PLA 1p 17-0236   3503 E FOURTH PLAIN B +2 more	
19	20	21	22	23	24	25
9a ITM R17-0165-01   1801 SE COLUM 10a 16-0004   6025 E 18TH ST   Cristia 10a ITM R17-0174-01   8100 FALK RD 11a ITM R17-0389-01   400 E MILL PL 12p 17-0178   2203 FAIRMOUNT AVE   J 12:30p 17-0179   2205 FAIRMOUNT AV 2p 17-0182   2211 FAIRMOUNT AVE   J +2 more	12a R17-0164-01   2911 SE VILLAGE I 12a R17-0393-01   9600 E MILL PLAIN 9a R17-0362-01   5305 NE 121ST AVE 9a R17-0396-01   5305 NE 121ST AVI 2p R17-0310-01   10214 SE MILL PLA 5p R17-0561-01   10411 NE FOURTH P +2 more	12a R17-0167-02   1905 W 17TH ST (B 9a R17-0093-02   1900 FORT VANCOU 9a R17-0328-01   10417 SE MILL PLA 10a R17-0286-01   5000 E FOURTH PL 11a 17-0277-01   2600 GENERAL ANI 12p R17-0236-01   3603 E FOURTH PL +4 more	9a ITM R17-0343-01   6701 NE 147TH 10a 17-0487-01   1101 W FOURTH PL 11a R17-0490-01   3201 NW LOWER R 12a R17-0308-01   10214 SE MILL PLA 12a R17-0309-01   10214 SE MILL PLA 12a R17-0311-01   10214 SE MILL PLA 9a R17-0489-01   11320 NE 49TH ST   J 10a R17-0198-01   2924 FALK RD   Mik 10a R17-0487-01   5101 NE 112TH AVE 10a R17-0505-01   1311 SE CARDINAL +4 more	9a R17-0522-01   6701 E MILL PLAIN E 1p 17-0705   3001 E FOURTH PLAIN B		



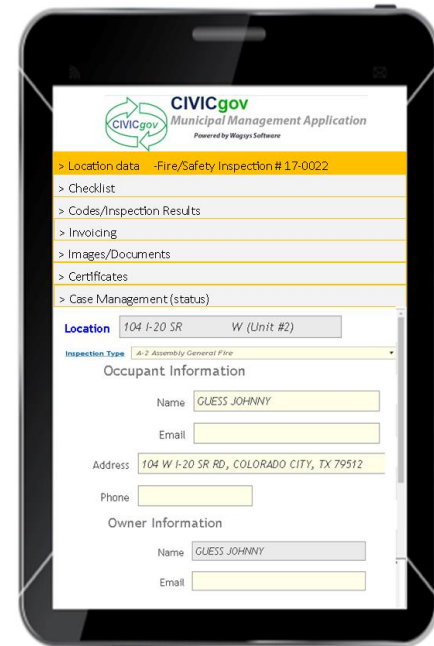
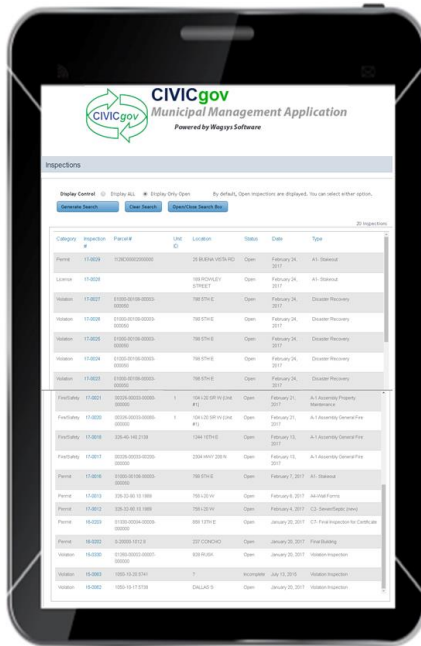


# CIVICgov Municipal Management Application

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## Mobile Inspection App

- Works Off-Line
- Never Drop Data Again!
- Turn-by-turn Directions
- Capture Images in Field
- Voice Recognition
- Talk-to-text Inspection Results





# CIVICgov

## Municipal Management Application

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# GIS Record Mapping

Vancouver

CIVICGov GIS

Tools

Dashboard

Help

Search parcels

Search Parcels

Map Layers

Background Layer

Map Tools

Drawing Tools

Parcels

Pipelines

Moslems

Complaints

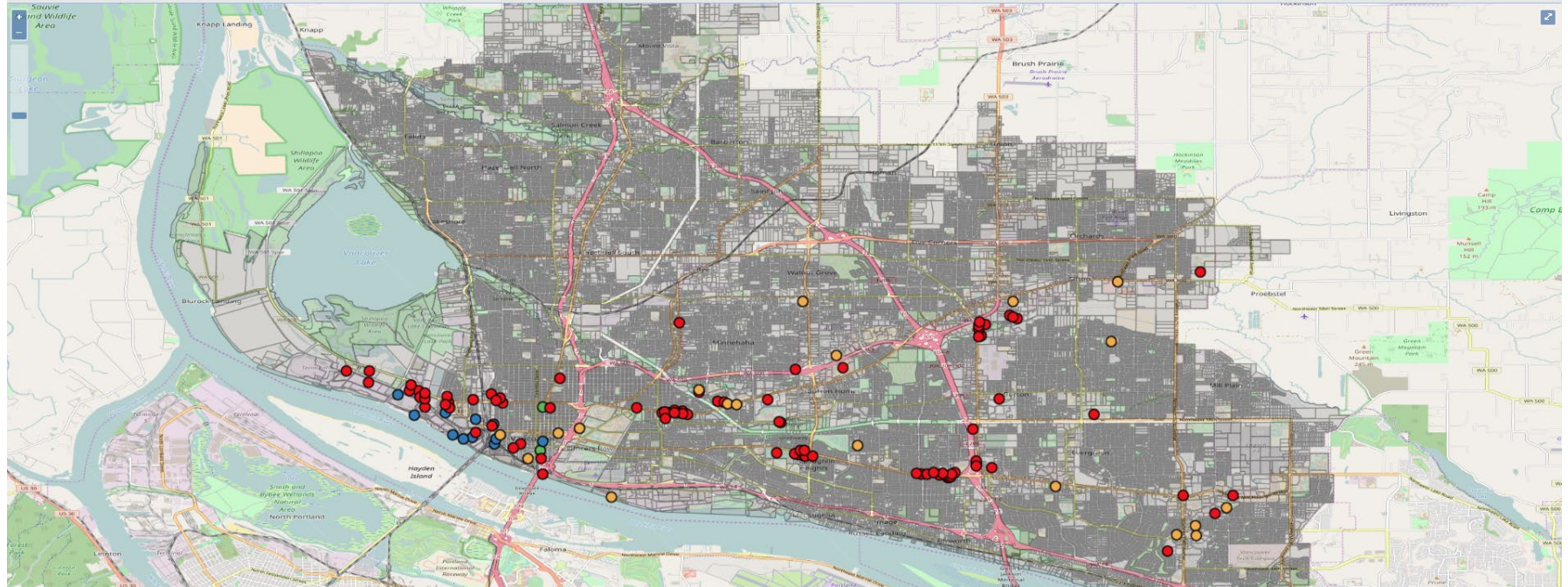
Permits

Jobs

Open Street Maps



None





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## **A Complete Mobile Enterprise Level Solution**

**Digital Plan Review System**

**Complete Project Management**

**Planning Department Management**

**Zoning Department System**

**Complete Codes Database**

**Permits & Inspections**

**Mobile Inspections Checklists**

**Direct Link to Enforcement System**

**Review Fire Safety Concerns**

**Citizen & Contractor Access**

**Instant Field Updates**





# CIVICgov

## Municipal Management Application

Powered by Wagsys Software

# Case Management & Plan Review

### Case Status

[Print Status](#) [Refresh Status](#)

#### Routing Details

✓ Department: Building

Approved: May 17, 2017 | Status: Approved

✓ Department: City Manager

Approved: May 17, 2017 | Status: Approved

Department: Community Development

Status: In Progress

Department: Finance

Status: On Hold

X Department: Fire

Status: Rejected

✓ Department: Planning (Final Approval Authority)

Approved: May 2, 2017 | Status: Approved

#### Override Routing

#### Record Actions

Instantly track status of routing to various departments.

Utilize email notifications to monitor review progress

Override routing per record as required

Track due dates and deadlines



# CIVICgov

## Municipal Management Application

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# Case Management & Plan Review

Project Details - A14-0010 (Parcel #141.43-7-23)

[Display In Map](#)

[Edit](#) [Print](#) Project Details/Report PDF Record #10 of 10

[Applicant](#) [Property](#) [Structure](#) [Contractors](#) [Checklists](#) [Insurance](#) [Contacts](#) [Affidavits](#) [Certificates](#) [Fees](#) [Bonds](#) [Escrow](#) [Documents](#)

[Related Permits](#) [Actions](#) **Status** [Meeting Minutes](#) [Adjacent / Proximity](#) [Questions & Answers](#) [Conditions](#) [Variances](#)

### Status

Checklist Item	Approval Entity	Notes	Deadline	Status
<b>x Application Checklist - Landscape Plan</b>			<b>October 29, 2014</b>	<b>Past Due</b>
<b>x Application Checklist - Land Survey - 2 plans</b>			<b>October 29, 2014</b>	<b>Past Due</b>
Application Checklist - Photographs of Property & Adjacents			November 7, 2014	
<b>✓ Application Checklist - Permit Application Complete</b>			<b>November 7, 2014</b>	<b>Complete</b>
Application Checklist - FEMA Elevation Certificate in flood zone			November 17, 2014	

Utilize integrated checklists to ensure all steps are complete

System notifies of past due or missing checklist items



# CIVICgov

## Municipal Management Application

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# Case Management & Plan Review

Edit

Print Menu

Record #19 of 20

Applicant	Property	Structure	Contractors	Inspections	Checklist	Insurance	Contacts	Affidavits	Codes	Certificates	Fees	Bonds
Escrow	Documents	Related Permits	<b>Related Projects</b>	Status	Forms	Meeting Minutes	Adjacent / Proximity	Questions & Answers				
Conditions	Variances											

Project #	Project Type	Project Use	File Date	Status
<a href="#">PB A17-0011</a>	Planning Board	Sub-Division-Major	April 13, 2017	Pending
<a href="#">ZB A17-0012</a>	Zoning Hearing Board	Variance-Use	April 13, 2017	Pending
<a href="#">PJ A17-0014</a>	Municipal Authority	storm water	April 19, 2017	Pending

Link multiple planning and zoning records to each master project

Link all related permits to the master project record

Track complicated bond and escrow accounts.

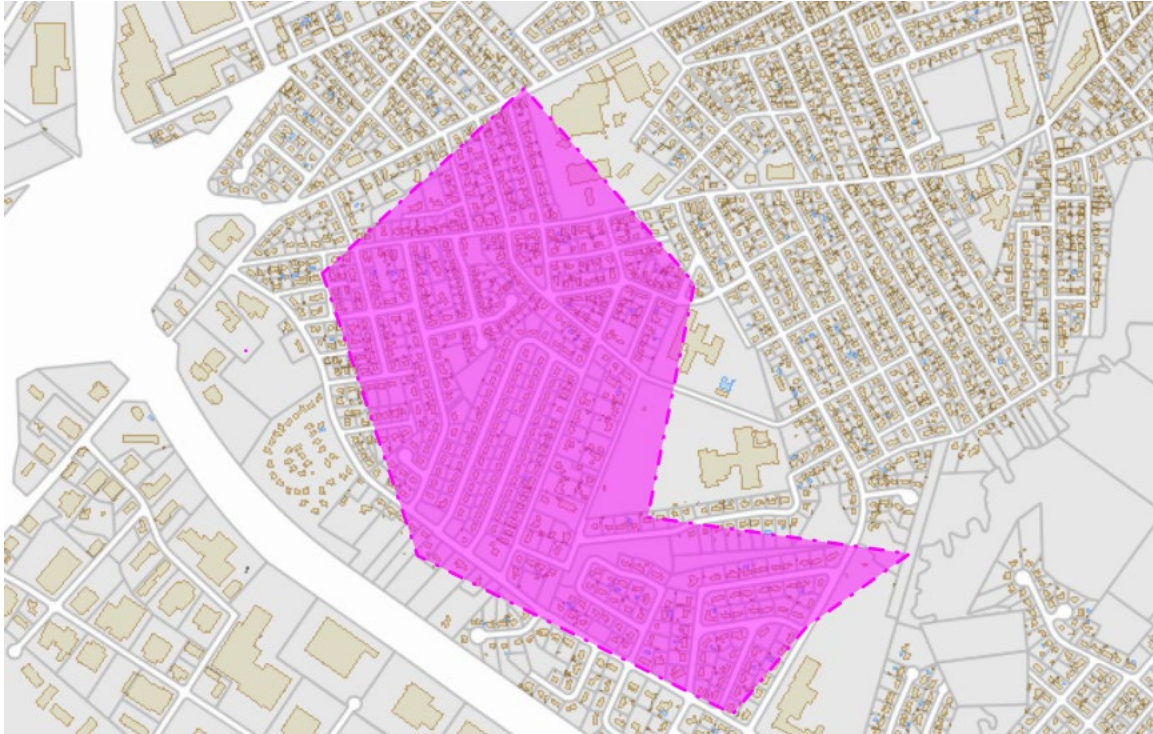


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## Case Management & Plan Review



Instantly identify adjacent / abutter properties for processing of bulk letters or forms.

Draw shapes and determine properties within those boundaries or identify by distance.



# CIVICgov

## Municipal Management Application

Powered by Wagsys Software

# Case Management & Plan Review

Save Project Cancel Print Menu

Applicant Property Structure Contractors Inspections Checklist Ins  
Escrow **Documents** Related Permits Related Projects Status For  
Conditions Variances

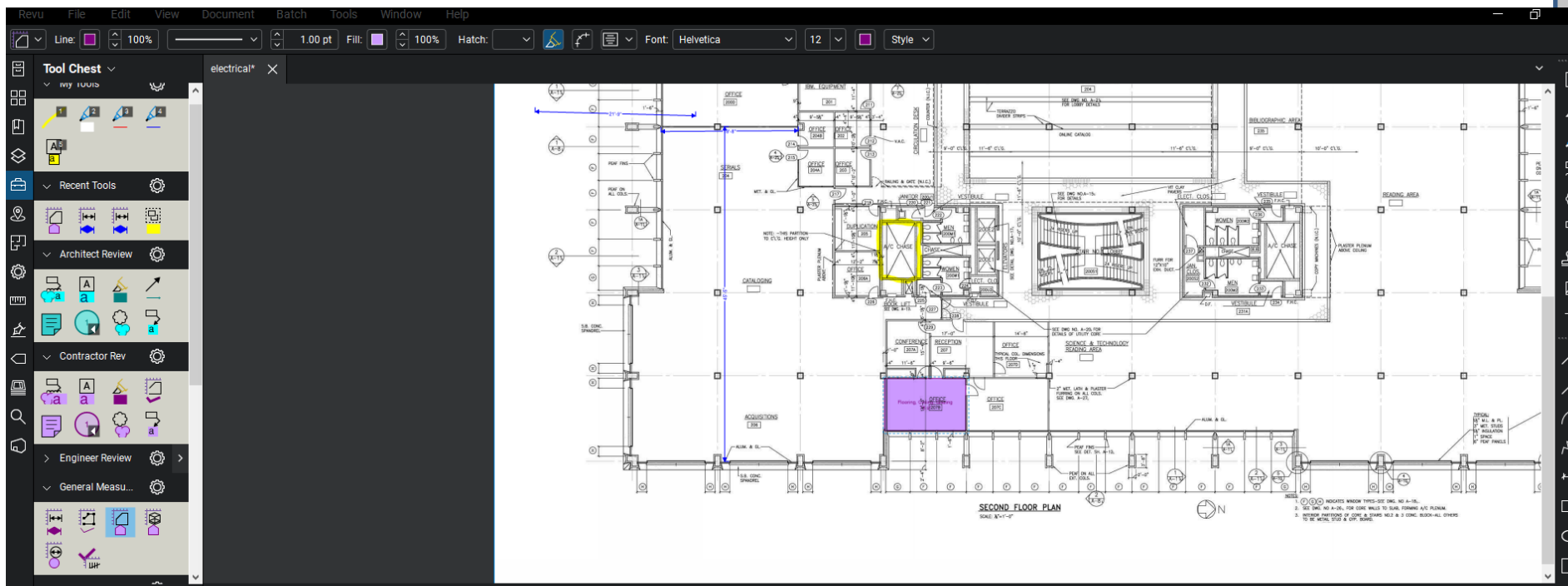
[Click here to attach files to the project](#)  
Only jpg, pdf, png, gif, doc, docx, ppt, pptx, xls, xlsx, txt are allowed.

- PDF\_Arch01.pdf 0.5MB [Remove](#)
- PDF\_Arch01\_082514\_1.pdf 0.5MB [Remove](#)
- PDF\_Arch02.pdf 0.6MB [Remove](#)
- PDF\_Arch03.pdf 0.5MB [Remove](#)
- PDF\_civil01.pdf 0.3MB [Remove](#)
- PDF\_elec02.pdf 0.4MB [Remove](#)

Utilize the online storage to attach plans and all related documents to the project or permit record.

The public can upload documents via the citizen portal for review by officials





Subject	Page Label	Comments	Author	Date	Status	Color	Layer	Space
8/30/2018 (1)								
Highlight	1	Need to obtain the detailed plans for the a/c chase area	Bill Gau	8/30/2018 7:48:03	Accepted set by Bill Gau on 8/30/2018 at 7:49:16 AM	Yellow		
Re: Highlight	1	I agree please notify the applicant and have them send us the plans via CG	Bill Gau	8/30/2018 7:48:43		Yellow		
9/8/2018 (4)								
Engineer	1	21'-9"	Bill Gau	9/8/2018 5:03:07 PM		Blue		
Engineer	1	18'-8"	Bill Gau	9/8/2018 5:03:20 PM		Blue		
Engineer	1	45'-5"	Bill Gau	9/8/2018 5:03:30 PM		Blue		
Area Measurement	1	78 sf	Bill Gau	9/8/2018 5:04:58 PM		Purple		



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## Case Management & Plan Review

Codes Referenced

[search for and add another code to this record](#)

[Violation Of](#)

Municipal Code of Ordinances

Reason

02 001(a) and (c) Chapter 3, International Building Code, Comm.

[Delete Code](#)

Offense

Adopted. A certain document, one (1) copy of which is on file in the office of the office of the city secretary, being marked and designated as the International Building Code, 2015 edition, including all appendix chapters (see International Building Code section 101.2.1, 2015 edition), as published by the International Code Council, be and is hereby adopted as the building code of the city, in the state, for regulating and governing the conditions and maintenance of all property, buildings and structures; by providing the standards for supplied utilities and facilities and other physical things and conditions essential to ensure that structures are safe, sanitary and fit for occupation and use; and the condemnation of buildings and structures unfit for human occupancy and use and the demolition of such structures as herein provided; providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, penalties, conditions and terms of said building code on file in the office of the city secretary are hereby referred to, adopted, and made a part hereof, as if fully set out in this section, with the additions, insertions, deletions and changes, if any, prescribed in subsection (b) of this section.

Conditions  
Observed /  
Corrective  
Action Required

Create Plan Review Letters and include a reference to the associated national or local building codes.

The system contains an entire code repository shared among the various modules.

Each code can be listed in the outbound review letter



Edit Permit - #A18-0147

PERMIT AMOUNT DUE: \$35.00



Record #156 of 156

Save Permit Clone Permit Cancel Print Menu

Display Property Data County Tax Data Display GIS

Applicant Property Structure Contractors Codes Inspections Insurance Contacts Affidavits Certificates Fees Documents  
Related Permits Status Conditions Forms

Search Location 48 PRESTONFIELD RD U-101 Application # 18-0147 Permit #

Permit Type Building Safety Department Permit Use Residential Deck - Replace Sam

Tax Parcel # 44978 Building/Suit ID Temporary Child Lot# Project # Select Project

Account Number # Tax Map # Lot # 0001 Block # 0

Section # 0000 Census Bcc O/S-Out of Scope Building / suite Name

Parent Permit # Select One

- Open/Close Search Box
- Add Permit
- Add Zoning Permit
- Reports
- Import
- Import Zoning Permits
- Import Insurances
- Import Affidavits



## Search/Add New Contractor

### Search Contractors

NOTE: Use this section to search the contractors database and apply an existing contractor to this record. The search results will appear at the bottom of this screen. If the contractor you searched for is not found in the database, please [click here](#) to add it.

Business Name Address License Number Business (Sub) Type 

Business Name	Name	Phone	Type	Licensed Upto	Insured Upto	Add
A Sign Company	Jack Mann	555-565-6555	Construction - Sign Hanging	January 19, 2019	Insurance Exempt - Permanent	<input type="button" value="Add"/>
abc	john smith	555-5555	Construction - Architect	May 31, 2018	Insurance Exempt - Permanent	<input type="button" value="Add"/>
ABC Construction	John Smith		Construction - General	January 2018	December 31, 2018	<input type="button" value="Add"/>

### Add Contractor



Edit Permit - #A18-0147

PERMIT A



Record #156 of 156

Save Permit Clone Permit Cancel Print Menu

[Display Property Data](#) [County Tax Data](#) [Display GIS](#)

Applicant Property Structure Contractors Codes **Inspections** Insurance Contacts Affidavits Certificates Fees Documents  
Related Permits Status Conditions Forms

### Permit Inspections

Inspection #	Type	Date	Status	Inspector	Actions <a href="#">Add New</a>
<input checked="" type="radio"/> 18-0231	Building Rough Footing	September 3, 2018	Pass	Russell Reuthe	<a href="#">Edit</a>   <a href="#">Delete</a>
<input type="radio"/> 18-0232	Building Deck Frame/Flashing	September 7, 2018	Fail	Russell Reuthe	<a href="#">Edit</a>   <a href="#">Re-Inspect</a>   <a href="#">Delete</a>
<input type="radio"/> R18-0232-01	Building Deck Frame/Flashing	September 10, 2018	Pass	Russell Reuthe	<a href="#">Edit</a>   <a href="#">Delete</a>
<input type="radio"/> 18-0233	Building Final	September 11, 2018	Open	Russell Reuthe	<a href="#">Edit</a>   <a href="#">Delete</a>



## Permitting & Inspections

<input checked="" type="radio"/> 18-0232	Building Deck Frame/Flashing	September 7, 2018	Fail	Russell Reuthe	<a href="#">Edit</a>   <a href="#">Re-Inspect</a>   <a href="#">Delete</a>
<input type="radio"/> R18-0232-01	Building Deck Frame/Flashing	September 10, 2018	Pass	Russell Reuthe	<a href="#">Edit</a>   <a href="#">Delete</a>
	Building Final	September 11, 2018	Open	Russell Reuthe	<a href="#">Edit</a>   <a href="#">Delete</a>

Inspection #  Type  Status

Show all inspection type

Calendar  Signatory Title

Start At     Inspection End At

Notify Flag

Requestor

Canned Response  Contractor Name

# of Units

Status Value  Uncheck this if you do not want to automatically determine pass/fail status to this inspection as per checklist answers.

Final Flag  Check this if this is the FINAL inspection. It can be checked only when status is PASS i.e. for successful inspections.

Comments

### Documents

[Click here to attach files to the inspection](#)

Only jpg, pdf, png, gif, doc, docx, ppt, pptx, xls, xlsx, txt are allowed.

deckframing.PNG 0.4MB [Remove](#)



### Checklist(s)



## Permitting & Inspections

### Checklist(s)

#### 01 Building Final

##### 01 General

Question/Checklist Item	Answer	Notes
All other finals are approved.	<input type="text" value="N/A"/>	<input type="text"/>
FEMA elevation certificate by licensed surveyor for construction in flood hazard areas.	<input type="text" value="N/A"/>	<input type="text"/>
Exterior	<input type="text" value="N/R"/>	<input type="text"/>
House numbers plainly visible legible from the street or road fronting the property minimum 4" and of contrasting color.	<input type="text" value="N/A"/>	<input type="text"/>
All exterior windows, penetrations and openings caulked	<input type="text" value="N/A"/>	<input type="text"/>
Chimney terminations are 2' above any roof/structure within 10' and not less than 3' above the highest point where the chimney passes through the roof.	<input type="text" value="N/A"/>	<input type="text"/>
Spark arresters installed on top of chimney.	<input type="text" value="N/A"/>	<input type="text"/>



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## Specialty Permits

- **Rental Properties**
- **Food Service Operations**
- **Health & Safety**
- **Stormwater Facility**

### 01 Stormwater - Site Plan - Planning Board Checklist

Question/Checklist Item	Answer
Area of land disturbance	<input type="text" value="N/A"/> ▼
Identify temporary erosion and control measures and show on site plan	<input type="text" value="N/A"/> ▼
Identify permanent stormwater control measures and show on site plan	<input type="text" value="N/A"/> ▼
Grading/Erosion Control Phasing Plan	<input type="text" value="N/A"/> ▼
Notice of Intent - MS4 acceptance to be signed prior to submitting NOI to DEC	<input type="text" value="N/A"/> ▼
SWPPP Review and Approval by Town Engineer Required prior to approval of NOI	<input type="text" value="N/A"/> ▼
SWPPP Review and Approval by Stormwater Manager Required prior to approval of NOI	<input type="text" value="N/A"/> ▼
Final Sub/Site plans signed. PB approval needed before submitting NOI	<input type="text" value="N/A"/> ▼
Easement Maps and Descriptions Review and approved by SW Mgr. and Town Attorney	<input type="text" value="N/A"/> ▼
Stormwater Maintenance Agreement Review and approved by SW Mgr. and Town Attorney	<input type="text" value="N/A"/> ▼
SPEDES Permit Received (if required)?	<input type="text" value="N/A"/> ▼





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# Online File Storage



- **Maintain Parcel Level Records**
- **Maintain Deeds & Other Property Records**
- **Complete Local Zoning Codes Databases**
- **Complete National Codes Database Access**
- **Quickly Search Record Archives**



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# Municipal Management Application **Project & Permit Placards**

Powered by Wagsys Software



**CITY OF YUKON**  
Development Services  
P.O. Box 850500, Yukon, Oklahoma 73099  
(405) 354-6676



## Building Permit

Permit No.:  
has been issued for this building  
117 Holland Ave

Unit/Lot No.:

This notice is to be fastened on a part of the building for which it is issued where it may be seen plainly by all persons All work on this building must be done in accordance with the Ordinances of the Building Code of the CIVICgov Demo Program Work must commence within SIX months of .

**EXPIRATION DATE:**

Tax Map No.: 141.51-1-7.1	Owner Information: Spates Jacqueline	Permit Type: Construction - Residential Permit Use: Addition
---------------------------	--------------------------------------	---

\_\_\_\_\_  
Building Inspector

Print and deliver permit and project placards via PDF printing or email.

The public can print approved placards directly from the Citizen Portal

QR reader codes allow contractors and other members of the public to instantly determine the status of the permit or project



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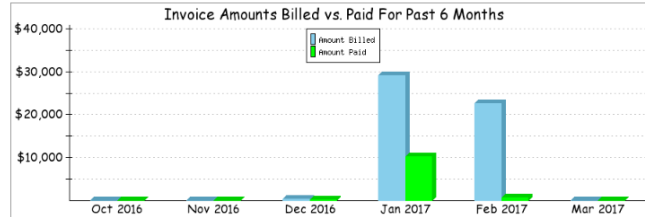
## Municipal Management Application

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# Invoicing & Cashiering System

Invoicing

Invoices



YTD Income

\$10,905.00

Amount Billed

\$52,159.00

Total Outstanding

\$41,186.00

Aged AR

0 - 30 Days Old:	\$30,864.00
30 - 60 Days Old:	\$10,254.00
60 - 90 Days Old:	\$68.00
Over 90 Days Old:	\$9.00

Current Invoices

Invoice #	Case Number	Client	Due Date	Invoice Amount	Balance
77000198	17-0389	ANGELO PROPERTY CO	02/19/2017	\$44.00	\$44.00
77000200	17-0390	SHELL PORT OF VANCOUVER_100 COLUMBIA ST	02/19/2017	\$72.00	\$72.00
77000201	17-0286	KIN SAN NICOLAS	02/19/2017	\$226.00	\$226.00
77000202	17-0326	DUTCH BROE	02/19/2017	\$66.00	\$66.00
77000203	17-0277	Mike Sinhose	02/19/2017	\$88.00	\$88.00
77000205	17-0386	Rover Reserve	02/19/2017	\$110.00	\$110.00
77000206	17-0235	Finders Insurance	02/19/2017	\$66.00	\$66.00
77000209	17-0416	BIG LOTS	02/19/2017	\$44.00	\$44.00
77000211	17-0310	Brizo's Cigarette City	02/22/2017	\$66.00	\$66.00
77000212	17-0488	FIRST PRESBYTERIAN CHURCH	02/22/2017	\$44.00	\$44.00

On Hold Invoices

Invoice #	Case Number	Client	Due Date	Invoice Amount	Balance
-----------	-------------	--------	----------	----------------	---------

Past Due Invoices

Invoice #	Case Number	Client	Due Date	Invoice Amount	Balance
77000009	16-0005	KATHY JOY	01/26/2017	\$60.00	\$60.00
77000012	16-0008	FORT VANCOUVER REGIONAL LIBRARY DISTRICT	01/29/2017	\$60.00	\$60.00



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# 24/7 Citizen Access



CIVICgov Web Application

## When Citizen Access to Government is Important...

Citizen Portal

Manage Permits

Cancel/Request Inspection

Submit Complaint

Manage Licenses

Logout (otv47421)

Go to My Dashboard

Apply for Permit

Request/Cancel Inspection

Submit a Complaint

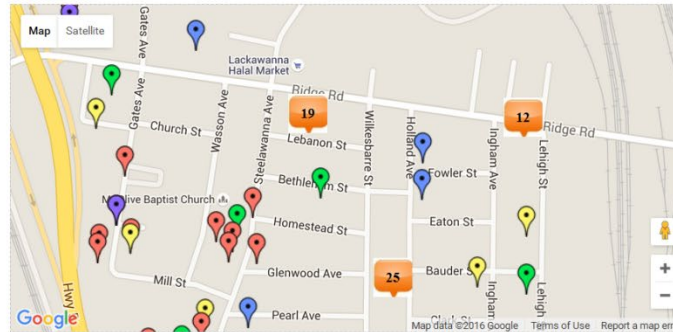
Apply for a License

Renew a License

Make a Payment

Information Request

- ▶ My Parcels
- ▶ My Permits
- ▶ My Complaints
- ▶ My Inspections
- ▶ My Licenses
- ▶ My Violations
- ▶ My Projects
- ▶ My Invoices





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# Information Request Tracking System

- Comprehensive Web Portal to Process Requests
- View and Search Previous Requests
- Send Real-time information updates
- Manage by Department Concerned
- Control Distribution of Request Responses
- Redact Specific Words/Phrases
- Collect Payments for Receive Documents



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## When Disasters Strike!

Your teams will be ready with complete field access & GPS Parcel Lookup

Provide real-time destruction level data back to command

Instantly tag locations as condemned, unsafe, habitable, or safe & record destruction levels





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**APPLY**  
**BUSINESS LICENSE**  
NEW LICENSES & RENEWALS

Apply For License

Step 1: Location Step 2: License Step 3: Officers Step 4: Insurances Step 5: Parcels Step 6: Review

Parcels

Parcel Number

Parcel Association

Description



Is your business associated in this municipality

Yes

No

City

State

Zip

Phone

Mailing Address

Mailing City

Mailing State

Mailing Zip

Phone



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# Fire Marshal' Office System

- Track Property Fire Protection Equipment
- Track Contractor Installations & Repairs
- Track Contractor Licensing Requirements
- Manage Recurring Fire/Safety Inspections
- Complete Mobile Inspection Processing
- Track Fire/Safety Related Complaints
- Map Commercial & Cluster Housing Complexes
- Track Fire Member Training Records
- Track Incident Management Records
- Manage Occupancy Classifications
- Track Occupancy Capacity Certificates







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# Fire Marshal' Office System

Tax Parcel ID (S-B-L) **0-2012-25.14522** Association (Ovrnr) **HURST FARM SUPPLY INC JOE HURS**

Location ? City **Colorado City** State **Texas** Zip **79512**

Contact **HURST FARM SUPPLY INC JOE HI** Phone Email

Mailing Address **2305 N HWY 208, COLORADO CITY, TX 79512**

Property Type Code Zoning District

Occupancy Details Empty Room  With Chairs  Tables & Chairs

Occupancy Class  Sprinkler System

Construction Class  No of Stories

Track detailed fire/safety inspections

Utilize the recurring inspection system to create cyclical inspections based on occupancy type and class

Parcel Card **Fire/Safety Inspections** Fees Status [Show/Hide Fire/Safety Inspection Details For This Parcel](#)

Inspection Number	Inspection Type	Status	Date	Inspector	
17-0070	A-3 Assembly Property Maintenance	Open	May 15, 2017	Rayanna McGaha	<a href="#">Details  </a>
17-0068	A-1 Assembly Property Maintenance	Open	May 9, 2017	Roy Stice	<a href="#">Details  </a>



# Fire Marshal' Office System

Parcel Card

Fire/Safety Inspections

Fees

Status

[Show/Hide Fire/Safety Inspection Details For This Parcel](#)

Knox Box Location

SE Corner of

Location of Nearest Fire Hydrant

Does A Fire Department Connection Exist

No

Location of Fire Department Connection if one exists

Does the building have an alarm

No

If yes, is the alarm connected to Central/FD

No

Is Building Equipped With A Sprinkler System

No

If yes, Identify the type of Sprinkler System

Are Hazardous Materials Stored On Site

No

If yes, List of Hazardous Materials Stored

The system tracks the following:

Knox box location and type

Fire Protection Equipment, location, type, status and inspection history

Track Inspection, Testing & Maintenance Records of equipment

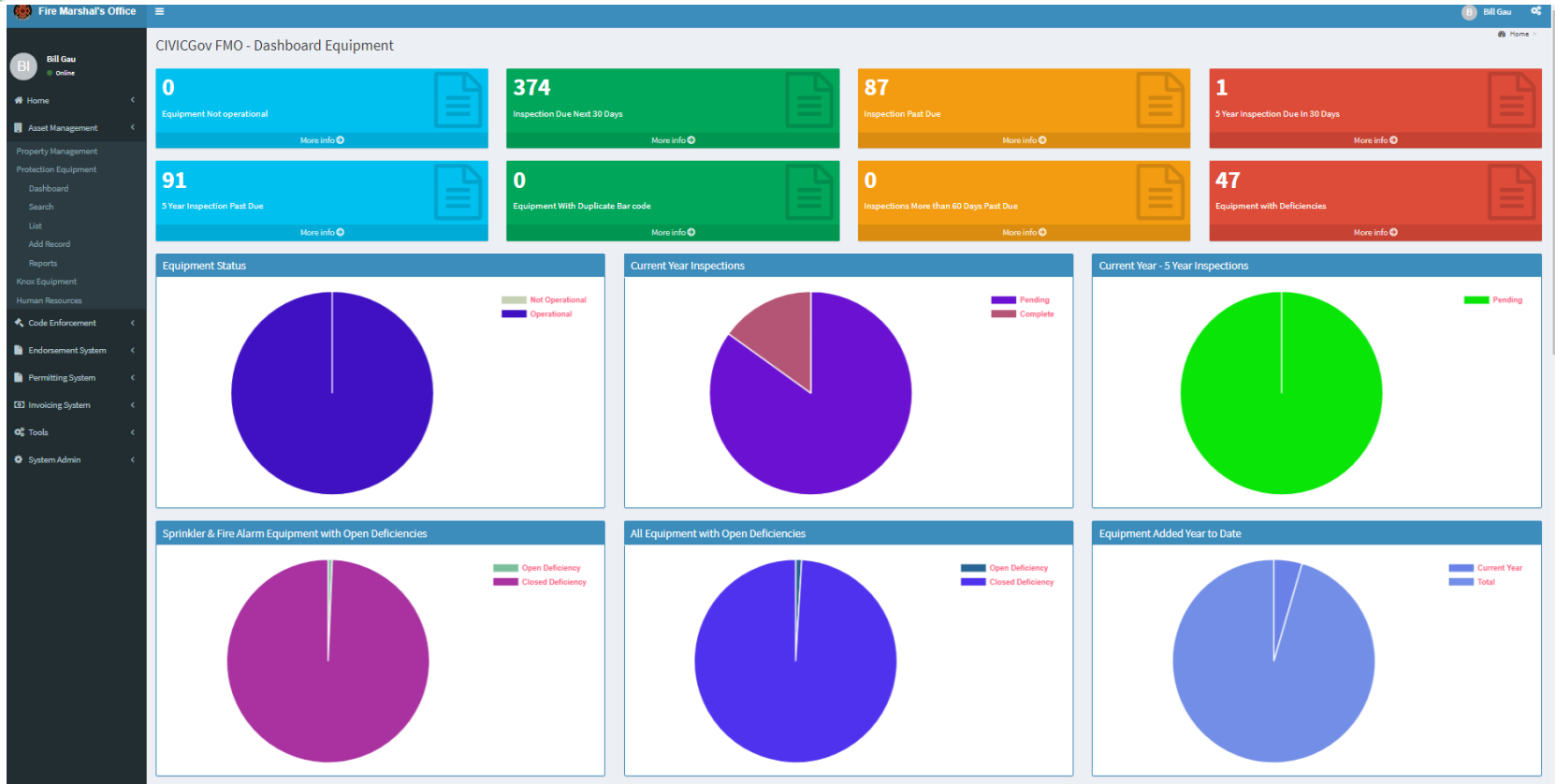
Track Contractor Licensing



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# Public Works Operations

- **Asset Management & Inspections**
  - Storm Drains
  - Utility Poles
  - Catch Basins
  - Roadway Maintenance
- **Work Ticket System**
- **Asset Complaint Management**
- **Track Project Bonds & Escrows**





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# Code Enforcement

## **CODE ENFORCEMENT**

**A complete mobile solution**

**Access your complete code set**

**Instantly Print Orders and Notices**

**Monitor All Court Activity**

**Track fines and fees**

**Upload electronic evidence**

**Review location history files**

**Officer safety flag incident tracking**

**Show open violations & complaints in map view**

**Instantly convert complaints to violations**



American Association of  
Code Enforcement




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# Code Enforcement

Violation #	Parcel #	Building ID	Location	Type	Status
<a href="#">17-0015</a>	0-20000-1012.8		237 CONCHO		Pending
<a href="#">17-0014</a>	0-83100-5741.361	2nd floor east	745 2ND E (Bldg #2ND FLOOR EAST)	Uniform Code and Ordinance	Open
<a href="#">17-0012</a>	1000-41-12.4525		102 OAK	Quality of Life	Open
<a href="#">17-0011</a>	0-2011-54.14441		150 Park Row	Uniform Code and Ordinance	Open
 <a href="#">17-0010</a>	01000-00041-00001-000010		123 2ND W	Uniform Code and Ordinance	Open

Instantly track and manage all violation records. Staff in the field can operate without live connections to the databases from within vehicles, or by using handheld devices such as tablets and smart phones.

Officer safety flags can be applied to the various locations.



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# Code Enforcement

## Search Codes

### Search Codes

**NOTE:** Use this section to search the code database and apply an existing code to this record. You can select multiple codes to add. The search results will appear at the bottom of this screen. If the code you searched for is not found in the database, please [click here](#) to add it.

Violation Of	<input type="text" value="Any/All Violation Reasons"/>	Search Term	<input type="text"/>	<input type="button" value="Search"/>
<b>Violation Of</b>	<ul style="list-style-type: none"><li>Any/All Violation Reasons</li><li>2015 International Building Code</li><li>2015 International Existing Building Code</li><li>2015 International Fire Code</li><li>2015 International Fuel Gas Code</li><li>2015 International Mechanical Code</li><li>2015 International Plumbing Code</li><li>2015 International Property Maintenance Code</li><li>2015 International Residential Code</li><li>Municipal Code of Ordinances</li></ul>	<b>Offense</b>	<b>Penalty</b>	

A full codes repository is available for staff to search and attach multiple codes to violation records. Codes are provide under license agreement between the various code issuing agencies, civicgov and the customer.



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## Municipal Management Application

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# Code Enforcement

### Inspection Details

Inspection #  Inspection Type

Status  Assigned Inspector (Calendar)

Start At     Inspection End At

Canned Response

### Requested Dates

Status Value  Uncheck this if you do not want to automatically determine pass/fail status to this inspection as per checklist answers.

Comments

### Documents

[Click here to attach files to the inspection](#)

Only jpg, pdf, png, gif, doc, docx, ppt, pptx, xls, xlsx, txt are allowed.

### Checklist(s)

[01 Violation Checklist](#)



Field staff can easily complete inspections and attach image from their mobile devices.

Data is submitted back in realtime with notification to the public via the system

Checklists can be utilized for the various type of inspections





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# Complaint Processing

- Submit Complaints Online
- Route Complaints to Appropriate Department
- Link Directly to Violation Processing System
- Track Common Complaints
- Map Complaints across Municipality
- Complete Mobile Operation System



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# Technical Compliance

- A True Cloud-based Web Application
  - Not local server based pretending to be a web application
  - Eliminates additional server management costs
- Service Organization Control 2 (SOC 2) Compliant Servers and Network Infrastructure
  - 5 Data Centers in Continental United States
  - 24/7 Server Management and Monitoring
  - Daily Data backups
  - Security, Availability, Processing Integrity, Confidentiality/Privacy Compliant
- Latest Software Technology using the LAMP Model
  - Complete in-house development and support team
- Dedicated U.S.-based support team with built-in trouble ticket system and toll free support numbers
- Complete On-line help guides and training videos. In house training available but never required



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# Our Experience

- Strong Customer Base
  - Over 30 Municipal and County Government's in New York State
  - Over 400 Customers in 14 States
  - Pending Joint Venture Operations in Bangladesh, and Qatar
  - Largest Customer Under Contract – City of Portland Oregon – 4.2 Million People and 150 field inspectors
  - Smallest Municipality – Lisbon, New York with 1 inspector
- Staff Experience
  - Former CEO and Founder with over 40 years Building Inspector and Code Enforcement Officer in New York
  - Key Management Officials with an average of 25 years' experience managing government software operations
  - Top Secret and Sensitive Compartmented Information (SCI) Federal Security Clearances
- All Project Managers must have a minimum of 10 year's experience with Municipal Government Operations
- Dedicated Support and Training Staff



**CIVICgov**

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## **Why Wagsys and the Civicgov Solution?**

- Customer Satisfaction Rating
  - 100% Past 2 years
  - 98% Past 5 years
  - Lifetime Average 97.5%
  - Extremely High Capterra Satisfaction Ratings
- Fastest Return on Investment (ROI)
  - Not a basic entry-level system. Includes very robust features and latest technology
  - Able to Customize Many features on-the-fly
- Quickest Implementation Times
- We have actual experience as Municipal, State and Federal Employees. We're not just computer programmers



Prepared for; Ben Nibarger- City Administrator  
City of New Fairview  
999 Illinois Street  
Rhome, TX 76078



Prepared by: Dean Sefrin- Sales Director  
844-790-6107  
dean.sefrin@wagsys.com

Submitted on September 10, 2020,

## Project Cost

WAGsys has developed this cost proposal based on our experienced management approach to leverage relevant technologies and services. We believe that this formula provides the highest level of service and return on investment to our clients. Our management team is empowered to make rapid and deliberate operational decisions in the field that are in your best interest. At the foundation of our approach is a commitment to transparency, flexibility and responsiveness that ensures “seamless” operations and project administration. Our work plan is a “living document” designed for any changes as the project unfolds. We submit this cost proposal as follows:

Proposal for Implementation of CIVICgov web-based software solution		
<b>1. IMPLEMENTATION COST: (hosted by WAGsys) max 10 Users</b>		<b>One Time Implementation Cost</b>
<b>Application Software</b>		
<b>MODULES</b>		<b>\$ 18,450.00</b>
1.	Property Management	included
2.	Permit System	included
3.	Project System	included
4.	Fire/Safety Inspections	included
5.	Complaint System ( only if # 15 is included )	included
6.	Violation System	included
7.	Core Tools	included
8.	Mobile offline Inspection System	included
9.	Pre-Planning System	included
10.	Fire Protection Equipment Tracking	N/A
10a	Hazmat Tracking	N/A
11.	Customization of Outbound Forms	included
12.	Configuration of Fees/Fines	Included
13. National Codes ICC or NFPA inclusive in system, fees charged by respective organization, not included. Customer will provide local PMC		\$450.00
14.	GIS ( layer must have GIS REST connectivity )	\$ 1,500.00
14.1	Each additional layer to configure \$ 1,000.00	\$ 3,000.00

Proposal for City of New Fairview, TX

<b>15. Citizen &amp; Contractors Portal &amp; Complaint Portal</b>	<b>\$ 3,500.00</b>
<b>16. Data Conversion, (we need to see data before pricing) conversion can range from \$2,500-\$ 6,000 )</b>	<b>Optional</b>
<b>TOTAL SOFTWARE IMPLEMENTATON COST (one time cost)</b>	<b>\$ 26,900.00</b>

INTENTIONALLY LEFT BLANK

Proposal for City of New Fairview, TX

<b>The Annual Subscription Cost – Fee starts 1 year from date of contract.</b>	<b>Cloud Solution Hosted by WAGsys</b>
<b>Total Annual Costs:</b>	<b>Annual Charge</b>
<b>Software as a Service (SaaS). WAGsys LLC retains the ownership of the system and software. The Municipality purchases the right to utilize the software, and owns all data maintained in the system</b>	
<b>Base Yearly Subscription Fee for all modules marked Included</b>	\$2,650.00
<b>7AM- 8PM est. technical support (all levels)</b>	included
<b>Daily Data Backup</b>	included
<b>Standard training, max of 40 hours, after product release and for system upgrade/modification training</b>	included
<b>GIS Integration Management</b>	\$ 2,000.00
<b>Citizen &amp; Contractors Portal</b>	\$ 2,000.00
<b>TOTAL Yearly Subscription Fee</b>	<b>\$ 6,650.00</b>