



AGENDA
REGULAR CITY COUNCIL MEETING
MONDAY, JUNE 22, 2020 - 6:00 PM
CITY HALL COUNCIL CHAMBERS
209 S. WASHINGTON STREET
KAUFMAN, TEXAS 75142
AND VIA VIDEOCONFERENCE/TELECONFERENCE

**This meeting will be held using
videoconferencing/teleconferencing
technology with public access via:
WWW.ZOOM.US/JOIN OR
(888)788-0099 (TOLL FREE)
MEETING/WEBINAR ID: 845 9838 9964
PASSWORD: 668138**

PLEDGE OF ALLEGIANCE

CALL MEETING TO ORDER Mayor calls the Meeting to order, states the date and time, state Councilmembers present, and declares a quorum present.

CITIZENS COMMENTS / REQUEST TO SPEAK ON AGENDA ITEMS (5 MINUTES) Comments about any of the Council agenda items may be taken into consideration at this time or during the agenda item. Comments are limited to five (5) minutes per individual unless additional time is otherwise required by law for translation. Speaking time is not transferable. Citizens may address the City Council on any subject but must first complete a Request to Speak Form so that the Mayor may call your name to speak at the appropriate time on the Agenda. Comments must be directed to the Council as a whole. **When addressing the Council, please step forward to the speaker's podium, state your name and address, and direct your comments to the Mayor and City Council. If attending virtually via Zoom, please use the raise hand function in the Zoom meeting. Once recognized, please state your name and address, and direct your comments to the Mayor and City Council.**

CONSENT AGENDA

1. Consider and take appropriate action on the minutes from the May 18, 2020, Regular City Council Meeting.
2. Consider and take appropriate action on the minutes from the May 29, 2020, Special City Council Meeting.
3. Consider and take appropriate action on Resolution R-16-20, a resolution of the City Council of the City of Kaufman, Texas, approving the annual review of the City of Kaufman investment Policy pursuant to the Public Funds Investment Act; approving the adoption of an

amended City of Kaufman Investment Policy; providing for the incorporation of premises; and providing for an effective date.

4. Consider and take appropriate action on Resolution R-17-20, a resolution of the City Council of the City of Kaufman, Texas, a resolution of the City Council of the City of Kaufman, Texas, acknowledging compliance with mandated cybersecurity awareness training and authorizing the City Manager or his designee to file the compliance report pursuant to Texas HB 3834, which amended Subchapter N-1 of Chapter 2054 of the Texas Government Code, with the Texas Department of Information Resources, ("DIR"); providing for the incorporation of premises; and providing an effective date.
5. Consider and take appropriate action on Resolution R-18-20, a resolution of the City Council of the City of Kaufman, Texas, accepting Public Improvements for S. Houston Street, W. Fourth Street, S. Austin Street, and W. Fair Street; and establishing the date for a two (2) year warranty period; and providing an effective date.
6. Consider and take appropriate action on the KEDC recommendation to increase funding for the Small Business Stimulus Program implemented pursuant to Division 4, "Small Business Stimulus Program" Chapter 2 of the Code of Ordinances.

END OF CONSENT AGENDA

PRESENTATION

7. Presentation regarding the FY 2020 Sales Tax Update
8. Presentation regarding Police Training and Community Outreach update.

DISCUSSION/ACTION ITEMS

9. Consider and take appropriate action regarding Public Transportation Operations provided by Star Transit.
10. Consider and take appropriate action on Ordinance No. O-14-20, an Ordinance of the City Council of the City of Kaufman, Texas amending the Personnel Policies Manual of the City adopted pursuant to Section 2-62, "Personnel Policies; Job Classification Plan", of Article III, "Officers And Employees", of Chapter 2, "Administration", of the City's Code of Ordinances, ("The Personnel Policies Manual") to provide for the amendment of Section 3.00, "Hiring Practices" by repealing existing Subsection 3.01, "Equal Employment Opportunity Policy Statement," and adopting a new Subsection 3.01 "Equal Employment Opportunity Policy Statement," as set forth in Exhibit "A" hereto, and by repealing Subsection 3.02, "Affirmative

Action” of Section 3.00, “Hiring Practices” in its entirety, the repealed text being shown on Exhibit “A”, hereto; providing that the Personnel Policies Manual shall be amended as set forth in Exhibit “A” and that a copy of the updated Personnel Policies Manual shall remain on file in the Office of the Kaufman City Secretary; Providing for Severability and Cumulative Repealer Clauses; and Providing an Effective Date.

11. Consider and take appropriate action on Resolution R-19-20, a resolution of the City Council of the City of Kaufman, Texas, authorizing the City Manager to enter into an agreement with the Texas Department of Transportation to temporarily close portions of Business SH 34 and FM 1388 on Saturday, October 24, 2020 from 9:00 a.m. until 11:00 a.m. for the purpose of the 2020 Kaufman Scarecrow Festival Parade (Oktoberfest); and providing an effective date.
12. Consider and take appropriate action on Resolution R-20-20, a resolution of the City Council of the City of Kaufman, Texas, authorizing the City Manager to enter into an agreement with the Texas Department of Transportation to close portions of Business SH 34 that comprise the Kaufman County Courthouse Square on Saturday, October 24, 2020, at 4:30 a.m. through 5:00 p.m. for the 2020 Kaufman Scarecrow Festival (Oktoberfest); and providing an effective date.
13. Consider and take appropriate action on Resolution R-21-20, a resolution of the City Council of the City of Kaufman, Texas, authorizing the City Manager to grant a special use permit for the consumption, possession, and sale of beer and wine by vendors duly licensed in accordance with state law for Scarecrow Festival (Oktoberfest); and providing an effective date.
14. Consider and take appropriate action on the First Amendment to the Georgetown at Kings Fort Development Agreement; and provide direction to the City Manager regarding timing of bond issuance.
15. Consider and take appropriate action regarding a Proposal from David Pettit Economic Development, LLC (“DPED”) and Agreement between the City and DPED for the provision of professional consulting services relative to a potential Tax Increment Reinvestment Zone for South Pointe Development; and authorize the City Manager or designee to execute necessary documents.
16. Consider and take appropriate action to authorize City Staff to solicit sealed bids for the sale of excess Rooftop Air Conditioning Units acquired as a result of the Civic Center construction project; and authorize the City Manager or his designee to execute necessary documents.
17. Consider and take appropriate action on a proposal for the installation of audio and video systems for the Civic Center from Terrell Alarm Company and authorizing the City Manager or his designee to execute necessary contract documents.

ANNOUNCEMENTS AND REPORTS FROM CITY MANAGER

18. Receive an update and discussion regarding the following:
- a. ONCOR PUC Filing Settlement
 - b. Utility Billing Fees and Fine Implementation Plan
 - c. Storm Drainage Certificates of Occupancy – issuance estimate of \$5,000,000
 - d. Discussion Item Report (DIR)
 - e. Performance Measures Update
 - f. STAR Transit Ridership Report- May 2020
 - g. Careflite Compliance Report- May 2020
 - h. Monthly Calendars Attached

EXECUTIVE SESSION

19. The City Council will recess into Executive Session pursuant to Texas Government Code for an executive session regarding the following:
- a. Texas Government Code 551.074, Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Performance Evaluation – City Secretary.

RECONVENE INTO OPEN SESSION In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session.

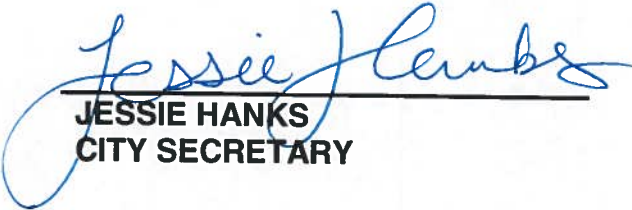
20. Consider and take appropriate action, if any, on matters discussed in Executive Session.

ADJOURNMENT

I, JESSIE HANKS, CITY SECRETARY, DO HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE WINDOW AT KAUFMAN MUNICIPAL COMPLEX, 209 S. WASHINGTON, KAUFMAN, TEXAS, A PLACE CONVENIENT AND READILY ACCESSIBLE TO THE GENERAL

ADJOURNMENT

I, JESSIE HANKS, CITY SECRETARY, DO HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE WINDOW AT KAUFMAN MUNICIPAL COMPLEX, 209 S. WASHINGTON, KAUFMAN, TEXAS, A PLACE CONVENIENT AND READILY ACCESSIBLE TO THE GENERAL PUBLIC AT ALL TIMES AND SAID NOTICE WAS POSTED AT THE KAUFMAN MUNICIPAL COMPLEX, 209 S. WASHINGTON, KAUFMAN, TEXAS AT 5:00 P.M. ON FRIDAY, JUNE 19, 2020, AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULE TIME OF SAID MEETING.


JESSIE HANKS
CITY SECRETARY



THE CITY COUNCIL RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME DURING THE COURSE OF THIS MEETING TO DISCUSS ANY OF THE MATTERS LISTED ABOVE, AS AUTHORIZED BY THE TEXAS GOVERNMENT CODE. SECTION 551.071 (CONSULTATION WITH ATTORNEY).

****PURSUANT TO SECTION 551.127, TEXAS GOVERNMENT CODE, ONE OR MORE COUNCILMEMBERS OR EMPLOYEES MAY ATTEND THIS MEETING REMOTELY USING VIDEOCONFERENCING TECHNOLOGY. THE VIDEO AND AUDIO FEED OF THE VIDEOCONFERENCING EQUIPMENT CAN BE VIEWED AND HEARD BY THE PUBLIC BY ACCESSING WWW.ZOOM.US/JOIN OR (888)788-0099 (TOLL FREE) MEETING/WEBINAR ID: 845 9838 9964 PASSWORD: 668138**

THE BUILDING IN WHICH THE ABOVE MEETING WILL BE CONDUCTED IS WHEELCHAIR ACCESSIBLE AND PARKING SPACES FOR THE MOBILITY IMPAIRED ARE AVAILABLE. PERSONS WITH DISABILITIES WHO PLAN TO ATTEND THIS MEETING AND WHO MAY NEED AUXILIARY AIDS OR SERVICES SUCH AS INTERPRETERS FOR PERSONS WHO ARE DEAF OR HEARING IMPAIRED, READERS, OR LARGE PRINT ARE REQUESTED TO CONTACT THE CITY SECRETARY'S OFFICE AT 972-932-2216 AT LEAST TWO (2) WORKING DAYS PRIOR TO THE TIME OF THE MEETING SO THAT APPROPRIATE ARRANGEMENTS CAN BE MADE.



**MINUTES OF THE
CITY COUNCIL MEETING
MONDAY, MAY 18, 2020 - 6:00 PM
CITY HALL COUNCIL CHAMBERS
209 S. WASHINGTON STREET
KAUFMAN, TEXAS 75142**

PLEDGE OF ALLEGIANCE

CALL MEETING TO ORDER Mayor calls the Meeting to order, states the date and time, state Councilmembers present, and declares a quorum present.**

Mayor Jordan called the City Council meeting to order at 6:04 PM. Councilmembers present were Patty Patterson, Barry Ratcliffe, Carole Aga, Charles Gillenwater, Jeff Council, Jeff Jordan, and Matt Phillips. Mayor Jordan declared a quorum present. Also present were City Manager Mike Slye, Assistant City Manager Mike Holder, City Attorney Regina Edwards, City Secretary Jessie Hanks, Development Services Director Marcy Ratcliffe, and Police Chief Dana Whitaker.

CITIZENS COMMENTS / REQUEST TO SPEAK ON AGENDA ITEMS (5 MINUTES) Comments about any of the Council agenda items may be taken into consideration at this time or during the agenda item. Comments are limited to five (5) minutes per individual unless additional time is otherwise required by law for translation. Speaking time is not transferable. Citizens may address the City Council on any subject but must first message the City Secretary your name, address, and the item or subject you wish to discuss so that the Mayor may call your name to speak at the appropriate time on the Agenda. Comments must be directed to the Council as a whole. **When addressing the Council, please use the raise hand function in the Zoom meeting. Once recognized, please state your name and address, and direct your comments to the Mayor and City Council.**

No comments were given.

CONSENT AGENDA

1. Consider and take appropriate action on the minutes of the April 27, 2020, Regular City Council Meeting.
2. Consider and take appropriate action on the minutes of the May 7, 2020, and May 8, 2020, City Council Planning Retreat Meeting.
3. Second Reading: Consider and take appropriate action on Ordinance O-08-20, an ordinance of the City of Kaufman, Texas, granting to Trinity Valley Electric Cooperative, Inc., its successors and assigns ("Grantee"), an extension of non-exclusive electric utility franchise Ordinance No. O-11-10, to authorize the non-exclusive right, privilege, and franchise for a term of five (5) years, subject to one (1) extension of five years, to erect, maintain, and operate an electric power utility system in the City of Kaufman, Texas to Grantee in accordance with the terms set forth in the Ordinance, such terms constituting a Franchise Agreement; to authorize Grantee to erect, maintain, and operate its facilities in, over, under, along, and across the present and future public rights-of-way in the city; prescribing compensation for the rights, privileges, and franchise conferred hereunder; prescribing the conditions governing the operation of Grantee's business insofar as it affects the use of public

property for the purpose of such business installation, upgrade, maintenance, and operation of Grantee's electric utility system and business; incorporating City's Right to Regulation as set forth in Article X, Utility and Public Service Franchises and Licenses, of the City's Home Rule Charter; containing other provisions relating to the subject; providing for severability; and providing an effective date.

Councilmember Council made a motion to approve Consent Agenda Items 1-3 as presented. The motion was seconded by Councilmember Gillenwater and passed 7/0.

END OF CONSENT AGENDA

PUBLIC HEARING

4. Conduct a public hearing, consider and take appropriate action on an Ordinance O-10-20, an ordinance of the City Of Kaufman, Texas, amending Ordinance No. RZ-08-83, an Ordinance adopting Planned Development No. 1 ("PD-1"), and amending Zoning Ordinance No. 0-20-80 of the City of Kaufman, Texas as subsequently amended by Ordinance No. 0-11-20 and Chapter 118 "Zoning" of the Code Of Ordinances of the City of Kaufman, collectively amending "The Comprehensive Zoning Ordinance and The Official Zoning Map" in order to change the zoning classification on an approximate 54 acre tract of land (PID 56876) from PD-1 to Planned Development-18 "PD-18" on property generally located at the northwest corner of South Houston Street (FM 1388) and State Highway 34 Bypass, on a tract of land out of the D. Falcon Survey, Abstract 151, in the City of Kaufman, Kaufman County Texas, and specifically described in Exhibit "A" hereto; providing for the incorporation of premises; providing amendments and zoning map amendments; providing a cumulative repealer clause; providing a severability clause; providing a penalty in an amount not to exceed two thousand dollars (\$2,000.00) for each offense, and a separate offense shall be deemed committed upon each day during or on which a violation occurs or continues; and providing publication and an effective date. . The new planned development district is proposed to be a mixed use development including an indoor multi-sports facility, office, retail, restaurants, multi-family, townhouse and single family uses. (Z-01-20)

Ms. Ratcliff gave a presentation of the proposed amended Planned Development. She reviewed the plans for this development, the uses for the property, and the development requirements.

Mayor Jordan opened the public hearing at 6:19 PM

Tyler Adams, Richardson, Texas, showed a video that highlighted the proposed development with renderings and the amenities. There were discussions about the phases of the development.

With no other speakers, Mayor Jordan closed the public hearing at 6:27 PM

Councilmember Aga made a motion to approve Ordinance O-10-20 with the amendment of moving splash pad to phase 3 instead of phase 4. The motion was seconded by Mayor Pro-Tem Patterson and passed 7/0.

5. Conduct a public hearing, consider, and take appropriate action on Ordinance O-11-20, an ordinance of the City of Kaufman, Texas, amending Chapter 118, "Zoning" Of The Code Of Ordinances of the City of Kaufman, the Comprehensive Zoning Ordinance, and amending the Official Zoning Map of The City; changing the zoning classification on an approximate 1.28 acre tract of land from Agricultural/Open Space "A/O" TO HIGHWAY Commercial "HC", the property being generally located at 3471 East Highway 175, being a tract of land, part of the Charles Askins Survey, Abstract No. 2, City Of Kaufman, Kaufman County, Texas; amending the Official Zoning Map Of The City; providing for the incorporation of premises; providing amendments and Zoning Map Amendment; providing a cumulative repealer clause; providing a severability clause; providing a penalty in an amount not to exceed two thousand dollars (\$2,000.00) for each offense, and a separate offense shall be deemed committed upon each day during or on which a violation occurs or continues; and providing for publication and an effective date. (Z-02-20)

Ms. Ratcliff gave a presentation on the proposed Zoning Change for the above stated property, the proposed use for the property, and the history of the property.

Mayor Jordan opened the public hearing at 6:32 PM. With no speakers present, Mayor Jordan closed the public hearing at 6:32 PM.

Councilmember Aga left the meeting at 6:33 PM.

Mayor Pto-Tem Patterson made a motion to approve Ordinance O-11-20 as presented. The motion was seconded by Councilmember Ratcliffe and passed 6/0.

DISCUSSION/ACTION ITEMS

6. Consider and take appropriate action on Resolution R-15-20, a resolution of the City of Kaufman, Texas, directing publication of notice of intention to issue combination tax and revenue certificates of obligation; and resolving other matters related to the subject.

Mr. Slye informed Council based on the Council's recommendation from the Council Retreat, staff initiated the process for issue combination tax and revenue certificates of obligation for the purpose of storm drainage improvements. Nick Bulaich, with Hilltop Securties, reviewed the timeline and process of the issuance.

Councilmember Council made a motion to approve Resolution R-15-20 as presented. The motion was seconded by Councilmember Gillenwater and passed 6/0.

7. Consider and take appropriate action on the award of bid and contract for the Kaufman Waste Water Treatment Plant Improvements- Phases 1A & 2A and authorizing the Mayor or his designee to execute necessary documents.

Mr. Slye introduced Mark Hill with Freeman Milligan. Mr. Hill outlined the process and bid opening that

occurred for the project. He reviewed the lowest responsible bid and the proposed change order to get the bid within budget. Mr. Slye outlined the various project that the City has already completed at the Wastewater Treatment Plant and the financing for the current project.

Councilmember Aga joined at 6:45 PM

Councilmember Gillenwater made a motion to award the bid and contract for the Kaufman Waste Water Treatment Plant Improvements- Phases 1A & 2A and approving change order #1. The motion was seconded by Councilmember Ratcliffe and passed 7/0.

8. Consider and take appropriate action on the Agreement between the City and the Greater Texoma Utility Authority for the Wastewater Treatment Plan Improvements, authorizing payment not to exceed \$383,637.00, and authorizing the Mayor or his designee to execute necessary documents.

Mr. Slye explained the purpose of this agreement.

Councilmember Aga made a motion to approve the agreement between the City and the Greater Texoma Utility Authority for the Wastewater Treatment Plan Improvements, authorizing payment not to exceed \$383,637.00 and authorizing the execution The motion was seconded by Mayor Pro-Tem Patterson and passed 7/0

9. Consider and take appropriate action on Ordinance O-12-20, an ordinance of the City of Kaufman, Texas, amending the City of Kaufman Code of Ordinances to adopt a new division entitled "Downtown Development Incentive Program" Of Article 9 "Economic Development Incentives" of Chapter 2 "Administration" of the Code of Ordinances of the City of Kaufman in order to adopt an incentive program for commercial property owners and business owners in the Central Business District repairing and remodeling commercial properties, providing eligibility guidelines and authorizing the City Manager or Designee to establish written guidelines for administration of the program consistent with this article; proving for the incorporation of premises; providing for amendments; providing a cumulative repealer clause; providing for severability; providing for readings and publications; and providing an effective date.

Mr. Holder presented the proposed Downtown Development Incentive Program. He outlined the incentives for the eligible improvements and guidelines.

Councilmember Council made a motion to approve Ordinance O-12-20 as presented. The motion was seconded by Councilmember Phillips and passed 7/0.

10. Consider and take appropriate action on Ordinance O-13-20, an ordinance of the City Council of the City of Kaufman, Texas amending Chapter 2, "Administration", Article 2.09, "Economic Development Incentives" to add a new Division 4, "Small Business Stimulus Program" providing for implementation of the Kaufman Economic Development Corporation Small Business Stimulus Program as authorized under Chapter 380 of the Texas Local Government Code; providing for the establishment of a local economic development program to assist Kaufman businesses suffering a negative economic impact as a result of the restrictions imposed on businesses due to the COVID-19 pandemic; providing for the incorporation of

premises; providing for an amendment to adopt the program; providing a severability clause; and providing an effective date.

Ms. Glasscock made a presentation regarding the proposed Small Business Stimulus Program in order to assist the small businesses in Kaufman with a grant program. She reviewed the qualifications and application associated. Mr. Slye reviewed where the idea for this program came from and the purpose of the program.

Councilmember Council made a motion to approve Ordinance O-13-20 as amended to include the clawback provision. The motion was seconded by Mayor Pro-Tem Patterson and passed 7/0.

ANNOUNCEMENTS AND REPORTS FROM CITY MANAGER

11. Receive an update and discussion regarding the following:

- a. Discussion Item Report (DIR)
- b. STAR Transit Ridership Report- April 2020
- c. Careflite Compliance Report- April 2020
- d. Solid Waste Services RFP
- e. Monthly Calendars Attached

Mr. Slye gave an update on the above items.

EXECUTIVE SESSION

Mayor Jordan recessed into executive session at 7:32 PM.

12. The City Council will recess into Executive Session pursuant to Texas Government Code for an executive session regarding the following:
- a. Texas Government Code 551.074: Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Performance Evaluation – City Manager.

RECONVENE INTO OPEN SESSION In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session.

13. Consider and take appropriate action, if any, on matters discussed in Executive Session.

Mayor Jordan reconvened the regular session at 7:44 PM. He declared no action was required on this item.

ADJOURNMENT

There being no further business, Mayor Jordan adjourned the meeting at 7:45 PM.

ATTEST:

**JEFF JORDAN
MAYOR**

**JESSIE HANKS
CITY SECRETARY**



**MINUTES OF THE
CITY COUNCIL MEETING
FRIDAY, MAY 29, 2020 - 1:30 PM
CITY HALL COUNCIL CHAMBERS
209 S. WASHINGTON STREET
KAUFMAN, TEXAS 75142**

CALL MEETING TO ORDER Mayor calls the Meeting to order, states the date and time, state Councilmembers present, and declares a quorum present.

Mayor Jordan called the City Council meeting to order at 01:30 PM. Councilmembers present were Jeff Jordan, Patty Patterson, Barry Ratcliffe, Carole Aga, Charles Gillenwater, Jeff Council, and Matt Phillips. Mayor Jordan declared a quorum present. Also present were City Manager Mike Slye, Assistant City Manager Mike Holder, and Police Chief Dana Whitaker.

CITIZENS COMMENTS / REQUEST TO SPEAK ON AGENDA ITEMS (5 MINUTES) Comments about any of the Council agenda items may be taken into consideration at this time or during the agenda item. Comments are limited to five (5) minutes per individual unless additional time is otherwise required by law for translation. Speaking time is not transferable. Citizens may address the City Council on any subject but must first complete a Request to Speak Form so that the Mayor may call your name to speak at the appropriate time on the Agenda. Comments must be directed to the Council as a whole. **When addressing the Council, please step forward to the speaker's podium, state your name and address, and direct your comments to the Mayor and City Council.**

No comments were given.

DISCUSSION/ACTION ITEMS

1. Consider and take appropriate action on a standard form of a 380 Agreement to be used for grants of stimulus benefits to qualifying businesses approved for award in accordance with the approved guidelines of the Kaufman Economic Development Corporation Small Business Stimulus Program, and authorizing the City Manager to execute an agreement with qualifying businesses as negotiated by the City and KEDC.

Mr. Slye presented the agreement to Council. He outlined the purpose of the agreement and the need to allow him to execute the documents in a timely manner without bring each agreement back for Council approval at the end of each month. He reviewed the committee approval process for the businesses. Mr. Holder informed Council the committee has received and approved 10 applications. There were discussions about the amount being granted to the businesses, the option of increasing the funding available for the program, and the timeline for the program.

Councilmember Ratcliffe made a motion to approve the stand form of a 380 agreement to be used for grant of stimulus benefits to qualifying businesses approved for award in accordance with the approved guidelines of the KEDC Small Business Stimulus Program, and authorizing the City Manager to execute an agreement with qualifying businesses as negotiated by the City and KEDC. The motion was seconded by Mayor Pro-Tem Patterson and passed 7/0.

ANNOUNCEMENTS AND REPORTS FROM CITY MANAGER

2. Receive an update and discussion regarding the following:

a. July 4th Event

Mr. Slye updated Council on his plan to cancel the July 4th Event. Council requested the city put on the firework show but cancel all other activities.

ADJOURNMENT

There being no further business, Mayor Jordan adjourned the meeting at 1:52 PM.

ATTEST:

JEFF JORDAN
MAYOR

JESSIE HANKS
CITY SECRETARY



Meeting
Date: 6/22/2020

Date: 5/28/2020

Item #: 3.

Dept.: Finance

Consent Agenda

SUBJECT:

Consider and take appropriate action on Resolution R-16-20, a resolution of the City Council of the City of Kaufman, Texas, approving the annual review of the City of Kaufman investment Policy pursuant to the Public Funds Investment Act; approving the adoption of an amended City of Kaufman Investment Policy; providing for the incorporation of premises; and providing for an effective date.

BACKGROUND:

The City's Investment Policy requires an annual review. City Staff recommends renewing this policy as written. Revisions of the Investment Policy were made in January 2011 to meet new banking services of Wells Fargo, allowing them to collateralize our deposits with 30 year investments. In addition, Surety Bonds and Federal Home Loan Bank Letters of Credit were added to the list of acceptable collateral as recommended by our financial advisor. The City's Policy was updated in 2012.

No further modifications are necessary at this time.

The investment policy is attached and in the City Secretary's packet for review.

Author:
Mary Wennerstrom, Finance Director

Reviewed:
Mike Slye, City Manager

Cost: N/A

Funds Available: N/A

Source: N/A

Recommendation: Staff recommends approval of Resolution R-16-20 as presented.

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
☐	☐	☐	☐	☒

RESOLUTION NO. R-16-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS, APPROVING THE ANNUAL REVIEW OF THE CITY OF KAUFMAN INVESTMENT POLICY PURSUANT TO THE PUBLIC FUNDS INVESTMENT ACT; APPROVING THE ADOPTION OF AN AMENDED CITY OF KAUFMAN INVESTMENT POLICY; PROVIDING FOR THE INCORPORATION OF PREMISES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the 1999 Legislature of the State of Texas enacted House Bill 3009 amending the Public Funds Investment Act; and

WHEREAS, the Public Funds Investment Act, as amended, requires the City to adopt an investment policy by rule, order, ordinance, or resolution and review that policy annually; and

WHEREAS, the attached investment policy was amended and approved by the City Council on July 18, 2005, by Resolution R-18-05, and further amended by Council action on January 24, 2011 and July 23, 2012; and

WHEREAS, furthermore, the Public Funds Investment Act, as amended, requires the Treasurer, the Director of Finance if not the Treasurer, and the Investment Officer of the City to attend investment training; and

WHEREAS, the City of Kaufman approves of the investment training course sponsored by University of North Texas Center for Public Management and the Government Treasurers' Organization of Texas (GTOT); and

WHEREAS, the Treasurer, the Director of Finance if not the Treasurer, and the Investment Officer of the City have attended an investment training course sponsored by University of North Texas Center for Public Management and the Government Treasurers' Organization of Texas (GTOT) and such training is in compliance with the Public Funds Investment Act; and

WHEREAS, the current City of Kaufman Investment Policy was reviewed on June 1, 2020; and

WHEREAS, based on that review, the City desires to amend its investment policy; and

WHEREAS, the attached investment policy and incorporated revisions complies with the Public Funds Investment Act, as amended, and authorizes the investment of City funds in safe and prudent investments.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS THAT:

SECTION 1. That the foregoing recitals are true and correct and are incorporated herein.

SECTION 2. The City Council of the City of Kaufman has complied with the requirements of the Public Funds Investment Act and the City of Kaufman Investment Policy, as amended, attached as "Exhibit A" and incorporated as if set forth fully herein, is hereby adopted as amended as the investment policy of the City of Kaufman to be effective, June 22, 2020.

SECTION 3. This resolution shall be cumulative of all other resolutions and shall not repeal any of the provisions of such resolutions except for those instances where there are direct conflicts with the provisions of this resolution. Resolutions or parts thereof in force at the time this resolution shall take effect and that are inconsistent with this resolution are hereby repealed to the extent that they are inconsistent with this resolution. Provided however, that any complaint, action, claim, or lawsuit, which has been initiated or has arisen under or pursuant to such resolution on the date of adoption of this resolution shall continue to be governed by the provisions of that resolution and for that purpose the resolution shall remain in full force and effect.

SECTION 4. This resolution becomes effective immediately upon its passage and approval.

PASSED AND APPROVED this the 22nd day of June, 2020.

CITY OF KAUFMAN

JEFF JORDAN
MAYOR

ATTEST:

JESSIE HANKS
CITY SECRETARY

APPROVED AS TO FORM:

PATRICIA ADAMS
CITY ATTORNEY

CITY OF KAUFMAN INVESTMENT POLICY

EXHIBIT A

I. POLICY

It is the policy of the City of Kaufman (City) that after allowing for the anticipated cash flow requirements of the City and giving due consideration to the safety and risk of investment, all available funds shall be invested in conformance with these legal and administrative guidelines and to the maximum extent possible, at the highest rates obtainable at the time of investment.

Effective cash management is recognized as essential to good fiscal management. Investment interest is a viable and material source of revenue to City funds. The City's investment portfolio shall be designed and managed in a manner designed to maximize this revenue source, to be responsive to public trust, and to be in compliance with legal requirements and limitations.

II. PURPOSE

The purpose of this investment policy is to comply with Public Funds Investment Act, Chapter 2256, Texas Local Government Code which requires each city to adopt a written investment policy regarding the investment of its funds and funds under its control. The Investment Policy addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal management of the City of Kaufman funds.

III. SCOPE

This Investment Policy shall govern the investment of all financial assets of the City of Kaufman. These funds are accounted for in the City's Comprehensive Annual Financial Report (CAFR) and include:

1. General Fund
2. Special Revenue Funds
3. Capital Projects Funds
4. Enterprise Funds
5. Trust and Agency Funds, to the extent not required by law or existing contract to be kept segregated and managed separately
6. Debt Service Funds, including reserves and sinking funds, to the extent not required by law or existing contract to be kept segregated and managed separately
7. Any new fund created by the City, unless specifically exempted from this Policy by the City Council or by law.

CITY OF KAUFMAN INVESTMENT POLICY

EXHIBIT A

This policy shall also govern the investment of the financial assets of the Fire Pension Fund of the City of Kaufman, which is a separate legal and accounting entity, and is not accounted for in the City's CAFR.

This Investment Policy shall apply to all transactions involving the financial assets and related activity for all the foregoing funds.

This policy shall not govern funds that are managed under separate investment programs. Such funds currently include the City's participation in the Texas Municipal Retirement System and any deferred compensation programs administered for the benefit of the city by outside agencies. The City shall maintain responsibility for these funds only as required by State Law and the City Charter.

IV. PRUDENCE

The standard of prudence to be applied by the investment officer shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. This rule states that "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 their capital as well as the probable income to be derived."

In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- The investment of all funds, or funds under the City's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment.
- Whether the investment decision was consistent with the written investment policy of the City.

Investment Officers shall seek to act responsibly as custodians of the public trust and should avoid any transaction that might impair public confidence in the City's ability to govern effectively.

V. INVESTMENT OBJECTIVES

The City of Kaufman shall manage and invest its cash with four primary objectives, listed in order of priority: **safety, liquidity, public trust and yield, expressed as optimization of interest earnings**. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

CITY OF KAUFMAN INVESTMENT POLICY

EXHIBIT A

The City shall maintain a comprehensive cash management program which includes collection of accounts receivable, vendor payments in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to insure maximum cash availability and maximum earnings on short-term investment of pooled idle cash.

Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit and interest rate risk.

- ❑ Credit Risk – The City will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:
 - Limiting investments to the safest types of securities
 - Pre-qualifying the financial institutions and broker/dealers with which the City will do business
 - Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
- ❑ Interest Rate Risk – the City will minimize the risk that the interest earnings and the market value of investments in the portfolio will fall due to changes in general interest rates, by:
 - Structuring the investment portfolio so that investments mature to meet cash requirements for ongoing operations, thereby avoiding the need to liquidate investments prior to maturity
 - Investing operating funds primarily in certificates of deposits, shorter-term securities, money market mutual funds, or local government investment pools functioning as money market mutual funds.
 - Diversifying maturities and staggering purchase dates to minimize the impact of market movements over time.

Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands. Because all possible cash demands cannot be anticipated, a portion of the portfolio will be invested in shares of money market mutual funds or local government investment pools that offer same-day liquidity.

Yield (Optimization of Interest Earnings)

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment

CITY OF KAUFMAN INVESTMENT POLICY

EXHIBIT A

risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

VI. RESPONSIBILITY AND CONTROL

Delegation of Authority

Management responsibility for the Investment Program is assigned to the City Manager, with designation by him, as provided for in the City's Home Rule Charter. The Director of Finance is hereby designated as the primary Investment Officer and is responsible for establishing a system of controls to regulate the activities of investment.

Investment procedures should include reference to the following: safekeeping agreements, repurchase agreements, wire transfer agreements, collateral agreements, depository service contracts and agreements, broker/dealer selection criteria, and security bidding and purchase processes. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions.

No person may engage in an investment transaction or the management of funds except as provided under the terms of this Investment Policy as approved by the City Council. The Director of Finance shall be responsible for routine authorization and accounting of investments, with approvals by either the City Manager or Assistant City Manager. The Director of Finance shall establish a system of controls to regulate the activities of subordinates. The investment authority granted to the investing officers is effective until rescinded by the governing body.

The City Council shall designate by resolution one or more officers or employees as members of the Investment Advisory Committee assigned to review investment policies and procedures, investment strategies, and investment performance. Members of the committee shall demonstrate knowledge and expertise in the area of finance, investments, or cash management. The Committee shall elect the Chairman, and meetings shall be called as needed.

Quality and Capability of Investment Management

The City shall provide periodic training in investments for the designated investment officers and other investment personnel through courses and seminars offered by professional organizations, associations, and other independent sources in order to insure the quality and capability of investment management in compliance with the Public Funds Investment Act.

CITY OF KAUFMAN INVESTMENT POLICY

EXHIBIT A

Training Requirement

The Director of Finance and any other designated investment officers must attend ten (10) hours of training not less than once in a two-year period that begins on the first day of the City's current fiscal year and ends two consecutive fiscal years after that date. The investment training session shall be provided by an independent source approved by the City Council. For purposes of this policy, an "independent source" from which investment training shall be obtained shall include a professional organization, an institute of higher learning or any other sponsor other than a business organization with whom the City of Kaufman may engage in an investment transaction. The Director of Finance and any other designated investment officers shall also comply with any continuing education or retraining requirement prescribed by law. Thereafter, ten hours of training must be completed every two years.

Internal Controls

The Director of Finance is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Director of Finance shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points.

- Control of collusion.
- Separation of transactions authority from accounting and record keeping.
- Custodial safekeeping.
- Avoidance of physical delivery securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation for telephone (voice) transactions for investments and wire transfers.
- Development of a wire transfer agreement with the depository bank or third party custodian.

Indemnification

The investment officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately and the appropriate action is taken to control adverse developments.

CITY OF KAUFMAN INVESTMENT POLICY

EXHIBIT A

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that would conflict with the proper execution and management of the investment program, or that would impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.

An investment officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the entity.

VII. SUITABLE AND AUTHORIZED INVESTMENTS

Portfolio Management

The City currently has a “buy and hold” portfolio strategy. Maturity dates are matched with cash flow requirements and investments are purchased with the intent to be held until maturity. However, investments may be liquidated before they mature if market conditions present an opportunity for the City to benefit from the trade. Investments may be liquidated for the following reasons:

- An investment with declining credit may be liquidated early to minimize loss of principal.
- An investment swap would improve the quality, yield, or target duration in the portfolio.
- Cash flow needs of the portfolio require that the investment be liquidated.

Investments

Assets of the City of Kaufman may be invested in the following instruments; provided, however, that at no time shall assets of the City be invested in any instrument or security not authorized for investment under the Act, as the Act may from time to time be amended.

CITY OF KAUFMAN INVESTMENT POLICY

EXHIBIT A

I. Authorized

1. Obligations of the United States of America, its agencies and instrumentalities, rated not less than A or its equivalent by at least one nationally recognized investment rating firm.
2. Certificates of Deposit issued by a bank organized under Texas law, the laws of another state, or federal law, that has its main office or branch office in Texas, or by a savings and loan association or a savings bank organized under Texas, the laws of another state, or federal law, that has its main office or a branch office in Texas and that is guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or secured by obligations in a manner and amount provided by law for deposits of the City.
3. Fully collateralized direct repurchase agreements with a defined termination date secured by obligations of the United States or its agencies and instrumentalities. These shall be pledged to the City, held in the City's name, and deposited at the time the investment is made with the City or with a third party selected and approved by the City. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in Texas. A Master Repurchase Agreement must be signed by the bank/dealer prior to investment in a repurchase agreement. All repurchase agreement transactions will be on a delivery vs. payment basis. Securities received for repurchase agreements must have a market value greater than or equal to 110 percent at the time funds are disbursed.
4. Money Market Mutual funds that are 1) registered and regulated by the Securities and Exchange Commission, 2) have a dollar weighted average stated maturity of 90 days or less, 3) maintain a net asset value of \$1 for each share and 4) rated AAA by at least one nationally recognized rating service.
5. Local government investment pools which 1) meet the requirements of Chapter 2256.019 of the Public Funds Investment Act 2) are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service and 3) are authorized by resolution or ordinance by the City Council.

All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating. The City is not required to liquidate investments that were authorized investments at the time of purchase. Credit rating monitoring procedures shall be performed on a monthly basis; liquidation of investments may be required under provisions of the PFIA should rating drop below minimum requirement.

CITY OF KAUFMAN INVESTMENT POLICY

EXHIBIT A

II. Not Authorized

Under no circumstances shall investments be made in interest-only or principal-only strips of obligations with underlying mortgage-backed security collateral, or in collateralized mortgage obligations with an inverse floating interest rate or a final maturity date of over 2 years. Neither shall investments be made in obligations that are secured by these prohibited investments.

III. Certification

Investments shall only be made with business organizations that have provided the City with a written instrument, executed by a qualified representative of the firm, acknowledging that the organization has:

- Received and reviewed the City's Investment Policy, and
- Implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and the organization that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards.

VIII. INVESTMENT PARAMETERS

Maximum Maturities

The longer the maturity of investments is, the greater its price volatility. Therefore, it is the City's policy to concentrate its investment portfolio in shorter-term securities in order to limit principal risk caused by changes in interest rates.

The City attempts to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than twenty-four (24) months from the date of purchase. Because no secondary market exists for repurchase agreements, the maximum maturity shall be 120 days except in the case of a flexible repurchase agreement for bond proceeds. The maximum maturity for such an investment shall be determined in accordance with project cash flow projections and the requirements of the governing bond ordinance.

Each Fund portfolio will have a weighted average maturity of one (1) year or less. This dollar weighted average maturity will be calculated using the stated final maturity dates of each security.

CITY OF KAUFMAN INVESTMENT POLICY

EXHIBIT A

Diversification

The City of Kaufman recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification that shall be achieved by the following general guidelines:

- Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities and certificates of deposits that are fully insured and collateralized in accordance with state and federal law),
- Limiting investment in securities that have higher credit risks,
- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

The following maximum limits, by instrument, are established for the City's total portfolio:

1. U.S. Treasury Securities	100%
2. Agencies and Instrumentalities	80%
3. Certificates of Deposit	50%
4. Repurchase Agreements	50%
5. Money Market Mutual Funds	50%
6. Authorized Pools	100%

VIII. INVESTMENT STRATEGY BY FUND TYPE

Operating Funds and Commingled Funds Containing Operating Funds

Operating funds will have as their primary objective to support the goals of the investment policy on these funds for safety and assure that cash flows are matched with adequate liquidity while obtaining reasonable market yields. This will be accomplished by purchasing quality, short-term securities, liquid-securities in a ladder structure, or utilizing an investment pool. The dollar-weighted average will be 180 days or less to accomplish this goal. The portfolio shall be diversified to protect against credit and market risk in any one sector. Diversification requirements can be fully met through use of an authorized pool. Operating fund reserves or fund balances shall only be invested in securities that have a maximum maturity of 24 months or less, except when otherwise approved by council action.

Debt Service

CITY OF KAUFMAN INVESTMENT POLICY

EXHIBIT A

Investment strategies for debt service funds shall have as the primary objective the guarantee of investment liquidity adequate to cover the debt service obligation on the required payment date. Investments will be made that will promise safety of principal and liquidity first and yield and diversification second. Securities purchased will not have maturity dates that exceed the next debt service payment date until the next debt service payment is fully funded, and in no instance will have a maximum weighted average maturity of six months.

Debt Service Reserves

Investments will 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.

Since this is one of the highest priorities of the City, securities will be chosen with the highest priorities of safety. Securities will be chosen for their maturity dates and not require the highest degree of diversification.

Securities purchased shall not have a stated final maturity date which exceeds the next debt service payment date until fully funded and shall be chosen secondarily with regard to yield and diversification.

Reserve funds will have the same primary objective but shall be further controlled with the purchase of securities carrying the highest yield available, within the desired maturity and quality range with a maximum weighted average maturity of six months.

Capital Project and Special Purpose Funds

These funds will have as their primary objective to ensure that anticipated cash outflows are matched with adequate investment liquidity. No funds will be invested longer than the related anticipated expenditures.

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 dollar weighted average life of the portfolio should match the weighted expenditures of the liabilities. Funds invested for capital projects may be from bond proceeds that are subject to arbitrage rebate regulations.

The City will have an arbitrage rebate calculation performed annually to determine the income, if any, that has exceeded the arbitrage yield of the bonds. Any positive arbitrage income will be averaged over a five-year period and rebated to the Federal Government according to 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.

CITY OF KAUFMAN INVESTMENT POLICY

EXHIBIT A

X. SELECTION OF BANKS AND DEALERS

Depository

At least every five years, as allowed by State Law, a Depository shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP). The term of said banking services shall be for a maximum of an initial three (3) year term, with options to renew for either one (1) two-year term, or two (2) one-year terms. The selection of a depository will be determined by competitive bid and evaluation of bids will be based on the following selection criteria:

- The ability to qualify as a depository for public funds in accordance with state and local laws.
- The ability to provide requested information or financial statements for the periods specified.
- The ability to meet all requirements in the banking RFP and the investment policy.
- Complete response to all required items on the bid form
- Lowest net banking service cost, consistent with the ability to provide an appropriate level of service.
- The credit worthiness and financial stability of the bank.

Authorized Brokers/Dealers

Authorized firms may include primary dealers, or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (Uniform Net Capital Rule.) and qualified depositories.

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

- Audited financial statements
- Completed broker/dealer questionnaire
- Certification of having read and understood the City's investment policy and agreeing to comply with the policy

The governing body must annually review, revise and adopt a list of qualified broker/dealers and financial institutions authorized to engage in investment transactions with the City.

Competitive Bids

It is the policy of the City to require competitive bidding for any investment transaction, other than the investment of funds in a) an authorized pool, b) certificate of deposit

CITY OF KAUFMAN INVESTMENT POLICY

EXHIBIT A

through the depository bank, c) transactions with money market mutual funds, or d) treasury and agency securities purchased at issue through an approved broker/dealer or financial institution. The Director of Finance shall develop and maintain procedures for ensuring a competition in the investment of the City's funds. Investment transactions may be done orally, but followed by electronic or written confirmation. Funds will be authorized to be released after notification that the purchased security has been received. Written confirmation shall be received from the financial institution or broker/dealer. All investments purchased will be held in safekeeping at a third party custodial institution with a safekeeping receipt being sent to the City.

Delivery vs. Payment

Securities shall be purchased using the **delivery vs. payment** method with the exception of local government investment pools and mutual fund transactions. Funds shall not be wired or paid until verification has been made that the Trustee received the correct security. The security shall be held in the name of the City or held on behalf of the City. The Trustee'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.

XI. SAFEKEEPING OF SECURITIES

Safekeeping Agreement

The City shall contract with a bank or banks for the safekeeping of securities either owned by the City as part of its investment portfolio or held as collateral to secure demand or time deposits.

Safekeeping

All securities owned by the City shall be held by its safekeeping agent, except the collateral for certificates of deposits in banks. The collateral for certificates of deposit in banks will be registered in the City's name in the bank's trust department or, alternatively, in a Federal Reserve Bank account in the City's name, or a third party bank in the City's name, at the City's discretion. Original safekeeping receipts shall be obtained.

Collateralization

Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the City to require full collateralization of all City investments and funds on deposit with a depository bank, other than investments which are obligations of the U.S. government and its agencies and instrumentalities. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 105% of market

CITY OF KAUFMAN INVESTMENT POLICY

EXHIBIT A

or par, whichever is lower. The market value of collateral will always equal or exceed the principal plus accrued interest of deposits at financial institutions. At its discretion, the City may require a higher level of collateralization for certain investment securities. Securities pledged as collateral shall be held by an independent third party with whom the City has a current custodial agreement. The Director of Finance is responsible for entering into collateralization agreements with third party custodians in compliance with this Policy. The agreements are to specify the acceptable investment securities for collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained. Collateral shall be reviewed at least weekly to assure that the market value of the pledged securities is adequate. Financial institutions, with which the City invests or maintains other deposits, shall provide monthly, and as requested by the Investment Officer, a listing of the collateral pledged to the City, marked to current market prices. The listing shall include total pledged securities itemized by name, type, description, par value, current market value, maturity date, and Moody's or Standard & Poor's rating, if applicable. The City and the financial institution shall jointly assume the responsibility for ensuring that the collateral is sufficient by type, description, par value, current market value, maturity date, and Moody's or Standard & Poor's rating.

Collateral Defined

The City of Kaufman shall accept only the following securities as collateral:

- FDIC insurance coverage.
- A bond, certificate of indebtedness, including Mortgage-Backed Agency Securities guaranteed or insured by the United States or its Agencies and Instrumentalities, Treasury Notes of the United States, or other evidence of indebtedness of the United States that is guaranteed as to principal and interest by the United States.
- Obligations, the principal and interest on which, are unconditionally guaranteed or insured by the State of Texas.
- A bond of the State of Texas or of a county, city or other political subdivision of the State of Texas having been rated as investment grade (investment rating no less than "A" or its equivalent) by a nationally recognized rating agency with a remaining maturity of two (2) years or less.
- Surety Bonds that meet the requirements of the Public Funds Investment Act; or
- Federal Home Loan Bank Letters of Credit as defined by Chapter 116, Subchapter C of the Local Government Code and by Chapter 726, Acts of the 67th Legislature, Regular Session, 1981 (Article 2529b-1, Vernon's Texas Civil Statutes).

CITY OF KAUFMAN INVESTMENT POLICY

EXHIBIT A

Subject to Audit

All collateral shall be subject to inspection and audit by the Director of Finance or the City's independent auditors.

XII. PERFORMANCE

Performance Standards

The City's investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio shall be designed with the objective of obtaining a rate of return through budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow requirements of the City.

Performance Benchmark

It is the policy of the City to purchase investments with maturity dates coinciding with cash flow needs. Through this strategy, the City attempts to optimized interest earnings utilizing allowable investments available on the market at that time. Market value will be calculated on a quarterly basis on all securities owned and compared to current book value of those securities to determine portfolio performance during that period of time. The City's portfolio shall be designed with the objective of regularly meeting or exceeding the average rate of return on U.S. Treasury Bills at a maturity level comparable to the City's weighted average maturity in days.

XIII. REPORTING

Methods

The Investment Officer shall prepare an investment report on no less than a quarterly basis that summarizes investment strategies employed in the most recent quarter and describes the portfolio in terms of investment securities, maturities, and shall explain the total investment return for the quarter.

The quarterly investment report shall include a summary statement of investment activity prepared in compliance with generally accepted accounting principals. This summary 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 will be provided to the City Manager and City Council. The report will include the following:

- A listing of individual securities held at the end of the reporting period.

CITY OF KAUFMAN INVESTMENT POLICY

EXHIBIT A

- Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period.
- Additions and changes to the market value during the period.
- Average weighted yield to maturity of portfolio as compared to applicable benchmark.
- Listing of investments by maturity date.
- Fully accrued interest for the reporting period
- The percentage of the total portfolio which each type of investment represents.
- Statement of compliance of the City's investment portfolio with state law and the investment strategy and policy approved by the City Council.

An independent auditor will perform a formal annual review of the quarterly reports with the results reported to the governing body.

Marking to Market

Market value of all securities in the portfolio will be determined on a quarterly basis. These values will be obtained from a reputable and independent source and disclosed to the governing body quarterly in a written report.

XIII. INVESTMENT POLICY ADOPTION

The City of Kaufman investment policy shall be adopted by resolution of the City Council. It is the City's intent to comply with state laws and regulations. The City's investments policies shall be subject to revisions to stay current with changing laws, regulations, and needs of the City. The policy shall be reviewed annually by the City Council and any changes or modifications must be approved by the City Council.



Meeting
Date: 6/22/2020

Date: 5/28/2020

Item #: 4.

Dept.: Administration

Consent Agenda

SUBJECT:

Consider and take appropriate action on Resolution R-17-20, a resolution of the City Council of the City of Kaufman, Texas, a resolution of the City Council of the City of Kaufman, Texas, acknowledging compliance with mandated cybersecurity awareness training and authorizing the City Manager or his designee to file the compliance report pursuant to Texas HB 3834, which amended Subchapter N-1 of Chapter 2054 of the Texas Government Code, with the Texas Department of Information Resources, ("DIR"); providing for the incorporation of premises; and providing an effective date.

BACKGROUND:

In the last State Legislation Session, Texas HB 3834 was passed which requires all government employees and election officials who have access to the network to take Cyber Security Training annually. This was required to be complete by June 15, 2020. The City of Kaufman's employees and Elected Officials completed their training in the required time frame. This resolution is to acknowledge the completion and authorize the filing of the compliance report.

Author:
Jessie Hanks, City Secretary

Reviewed:
Mike Slye, City Manager

Cost: N/A

Funds Available: N/A

Source: N/A

Recommendation: Staff recommends approval of Resolution R-17-20 as presented.

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
☒	☐	☐	☐	☒

RESOLUTION NO. R-17-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS, ACKNOWLEDGING COMPLIANCE WITH MANDATED CYBERSECURITY AWARENESS TRAINING AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO FILE THE COMPLIANCE REPORT PURSUANT TO TEXAS HB 3834, WHICH AMENDED SUBCHAPTER N-1 OF CHAPTER 2054 OF THE TEXAS GOVERNMENT CODE, WITH THE TEXAS DEPARTMENT OF INFORMATION RESOURCES, ("DIR"); PROVIDING FOR THE INCORPORATION OF PREMISES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Kaufman, Texas is a home rule city acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the 86th Legislature of the State of Texas enacted House Bill 3834 amending Subchapter N-1 of Chapter 2054 of the Texas Government Code ("Chapter 2054") requiring local governments, at least once each year, to identify employees who have access to a local government computer system or database and require those employees and elected officials of the local government to complete a cybersecurity training program certified under Chapter 2054; and

WHEREAS, the DIR is authorized to certify cybersecurity training programs meeting statutory requirements for state and local government employees and to publish the list of certified cybersecurity training programs; and

WHEREAS, the City Manager for the City of Kaufman, Texas ("City") selected the certified cybersecurity awareness training content from Texas Municipal League Intergovernmental Risk Pool ("TMLIRP") as the most appropriate option for City elected officials and employees; and

WHEREAS, the required City staff and elected officials have completed the certified training in compliance with Section 2054.5191 of the Texas Government Code; and

WHEREAS, certification of said training of such City staff and elected officials was submitted by the City to the DIR by June 15, 2020;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS THAT:

SECTION 1. The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2. The City Council hereby acknowledges that the DIR-certified TMLIRP cybersecurity security awareness training has been completed by all required employees and elected officials for the annual reporting period ending on June 15, 2020.

SECTION 3. The City Council hereby directs and authorizes the City Manager, or his designee to file the compliance report for the annual reporting period ending on June 15, 2020 with the DIR pursuant to Texas HB 3834 (2019).

SECTION 4. This Resolution shall become effective immediately upon its passage.

PASSED AND APPROVED this the 22nd day of June, 2020.

CITY OF KAUFMAN

**JEFF JORDAN
MAYOR**

ATTEST:

**JESSIE HANKS
CITY SECRETARY**

APPROVED AS TO FORM:

**PATRICIA ADAMS
CITY ATTORNEY**



Meeting
Date: 6/22/2020

Date: 6/15/2020

Item #: 5.

Dept.: Public Works

Resolution

SUBJECT:

Consider and take appropriate action on Resolution R-18-20, a resolution of the City Council of the City of Kaufman, Texas, accepting Public Improvements for S. Houston Street, W. Fourth Street, S. Austin Street, and W. Fair Street; and establishing the date for a two (2) year warranty period; and providing and effective date.

BACKGROUND:

This resolution is for the acceptance of all public utility improvements (Paving, Drainage, Sanitary Sewer and Water Improvements) for S. Houston Street, W. Fourth Street, S. Austin Street, and W. Fair Street and establishing the date for a 2 year warranty period.

Resolution and acceptance letter are attached.

Author:

Richard Underwood, Public Works Director

Reviewed:

Mike Slye, City Manager

Cost: N/A

Funds Available: N/A

Source: N/A

Recommendation: Staff recommends approval of Resolution R-18-20 as presented.

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
☐	☐	☐	☒	☒

RESOLUTION NO. R-18-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS ACCEPTING PUBLIC IMPROVEMENTS FOR S. HOUSTON STREET, W. FOURTH STREET, S. AUSTIN STREET, AND W. FAIR STREET; ESTABLISHING THE WARRANTY PERIOD FOR THE PUBLIC IMPROVEMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City and Axis Contracting, Inc. ("Axis") entered into an agreement dated May 22, 2018, (the "Agreement"), pursuant to which Axis was to construct certain public improvements on S. Houston Street, W. Fourth Street, S. Austin Street, and W. Fair Street (the "Public Improvements"); and

WHEREAS, Axis has constructed all required Public Improvements and City Council accepts the actual quantities and construction of said Public Improvements pursuant to final estimate; and

WHEREAS, having accepted the Public Improvements via the adoption of this Resolution, the City Council hereby establishes that the two (2) year warranty period for said Public Improvements commences as of the date of this Resolution; and

WHEREAS, a two (2) year maintenance bond covering the Public Improvements has been received by the City.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS,

SECTION 1. That the foregoing recitals are true and correct and are incorporated herein.

SECTION 2. That effective as of the date of this Resolution, the City accepts the Public Improvements as approved by final inspection of City of Kaufman Public Works Department.

SECTION 3. That the City establishes the warranty period to be in effect commencing on June 22, 2020, the effective date of this Resolution, and remaining in full force and effect until June, 22, 2022, at 12:00 a.m., midnight (24 months from the effective date of this Resolution). Further, pursuant to the terms of the Agreement, the City has received a maintenance bond that shall remain in effect throughout the warranty period established herein and shall guarantee repairs to the Public Improvements occurring within the warranting period.

PASSED AND APPROVED this 22nd day of June, 2020.

JEFF JORDAN
MAYOR

ATTEST:

JESSIE HANKS
CITY SECRETARY

APPROVED AS TO FORM:

PATRICIA A. ADAMS
CITY ATTORNEY

June 1, 2020

Christopher Quentin, Vice President
Axis Contracting, Inc.
P.O. Box 360715
Dallas, TX 75336
(via email)

**Re: Final Acceptance for Paving, Drainage, Sanitary Sewer and Water Improvements for
S. Houston Street, W. Fourth Street, S. Austin Street and W. Fair Street**

Dear Mr. Quentin,

This is your letter of Final Acceptance for the above project. The final inspection by the City indicate that the work is complete and is therefore accepted by the City of Kaufman. In accordance with the contract documents, the maintenance bond shall be in effect for two (2) years from the date indicated above.

If you have any questions, please do not hesitate to contact us.

Sincerely,
tnp
teague nall & perkins



Philip C. Varughese, P.E.
Associate/Senior Project Manager

cc: Mike Slye, City Manager (via email)
Mike Holder, Assistant City Manager (via email)
Richard Underwood, Director of Public Works (via email)
Lance Smith, Project Manager, Axis Contracting (via email)
Tom Rutledge, Teague, Nall & Perkins (via email)
KAU 17040 File



Meeting
Date: 6/22/2020

Date: 6/11/2020

Item #: 6.

**Dept.: Economic
Development
Corporation**

Action Item

SUBJECT:

Consider and take appropriate action on the KEDC recommendation to increase funding for the Small Business Stimulus Program implemented pursuant to Division 4, "Small Business Stimulus Program" Chapter 2 of the Code of Ordinances.

BACKGROUND:

On June 9th, the KEDC recommended to increase funding for the Small Business Stimulus Program by an additional \$100,000. The first \$100,000 is reimbursable by the fund allocated for the City of Kaufman from the Texas Department of Emergency Management. Therefore, the Corporation found it in the best interest to increase the amount in order to assist more businesses.

Author:

Anne Glasscock, Executive Director

Reviewed:

Mike Slye, City Manager

Cost: \$100,000

Funds Available: Yes

Source: KEDC Budget

Recommendation: Staff recommend the approval of the KEDC recommendation to increase funding for the Small Business Stimulus Program by \$100,000.

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
☐	☒	☐	☐	☒



Meeting
Date: 6/22/2020

Date: 6/1/2020

Item #: 7.

Dept.: Administration

Presentation

SUBJECT:

Presentation regarding the FY 2020 Sales Tax Update

BACKGROUND:

Just received the June Sales Tax Distribution that represents sales in April ... first full month of Coronavirus. This update will provide surprising information related to our sales tax revenue stream.

Author:
Mike Slye, City Manager

Reviewed:
Mike Slye, City Manager

Cost:

Funds Available:

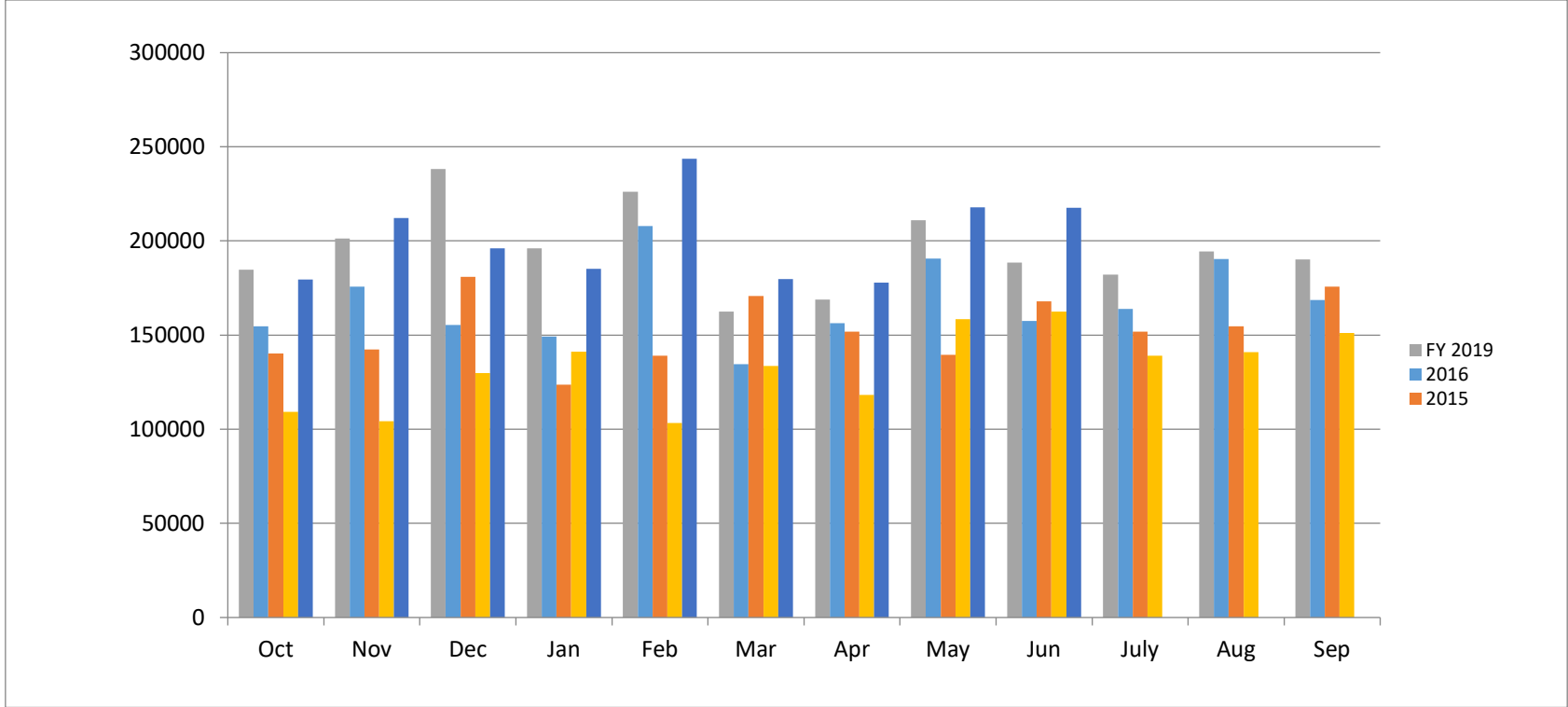
Source:

Recommendation: N/A

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
☐	☐	☐	☐	☐

Mo Rec'd	For	FY19 Budget Amount \$2,267,350				FY20 Budget Amount \$2,335,371			
		FY 2019		Current Month vs Same Month	YTD % Increase or (Decrease)	FY 2020		Current Month vs Same Month Last	YTD % Increase or (Decrease) over
		FY 2019	Year To Date	Last Year	over Prior Year	FY 2020	Year To Date	Year	Prior Year
Oct	Aug	\$ 184,716	\$ 184,716	10.01%	2.00%	\$ 179,606	\$ 179,606	-0.82%	-0.82%
Nov	Sep	\$ 201,340	\$ 386,055	13.51%	7.99%	\$ 212,249	\$ 391,855	5.42%	1.50%
Dec	Oct	\$ 238,309	\$ 624,364	53.28%	18.96%	\$ 196,014	\$ 587,869	-17.75%	-5.85%
Jan	Nov	\$ 196,048	\$ 820,412	18.00%	17.38%	\$ 185,274	\$ 773,143	-5.50%	-5.76%
Feb	Dec	\$ 226,047	\$ 1,046,459	4.79%	2.49%	\$ 243,567	\$ 1,016,710	7.75%	-2.84%
Mar	Jan	\$ 162,556	\$ 1,209,016	5.02%	3.21%	\$ 179,810	\$ 1,196,520	10.61%	-1.03%
Apr	Feb	\$ 168,768	\$ 1,377,783	15.85%	3.92%	\$ 177,880	\$ 1,374,400	5.40%	-0.25%
May	Mar	\$ 211,009	\$ 1,588,792	10.09%	3.67%	\$ 217,825	\$ 1,592,225	3.23%	0.22%
Jun	Apr	\$ 188,485	\$ 1,777,277	17.02%	4.09%	\$ 217,684	\$ 1,809,909	15.49%	1.84%
July	May	\$ 182,224	\$ 1,959,501	9.51%	3.47%				
Aug	Jun	\$ 194,438	\$ 2,153,939	6.13%	2.26%				
Sep	July	\$ 190,256	\$ 2,344,195	12.16%	2.73%				
		\$ 2,344,195				\$ 1,809,909			

Current Year vs Prior Year for same period	\$ 32,632
Prior Year Total at current % of gain or (loss)	\$ 43,041
Projected collections at current +/- % rate	\$ 2,387,236
Amount budgeted for FY 20	\$ 2,335,371
Projected Budget surplus (shortfall) for FY19	\$ 51,865



Mo		
Rec'd	For	
Street Rehab		FY2020
Oct	Aug	\$ -
Nov	Sep	\$ -
Dec	Oct	\$ 32,669
Jan	Nov	\$ 30,879
Feb	Dec	\$ 40,595
Mar	Jan	\$ 29,968
Apr	Feb	\$ 29,647
May	Mar	\$ 36,304
Jun	Apr	\$ 36,304
July	May	
Aug	Jun	
Sep	July	
		\$ 236,366



KAUFMAN POLICE DEPARTMENT COMMUNITY ENGAGEMENT OVERVIEW

June 22, 2020

Dana Whitaker- Chief of Police

PREPARED BY CAPTAIN LES EDWARDS

Kaufman Police Department Proactive Efforts

- **Training**
 - 16 Week Academy + 40 hours In-Service Bi-annually
 - Topics Covered
 - Professional Policing
 - Citizen Interaction
 - Racial Profiling
 - Use of Force
 - De-escalation

Kaufman Police Department Proactive Efforts

- **Policy/Procedures**
 - Current policies meet Texas Best Practices
 - Law Enforcement Recognition Program
 - Provides accountability
 - Models latest research and training
 - Reduced liability
 - Consistent across the state and region

Kaufman Police Department Proactive Efforts

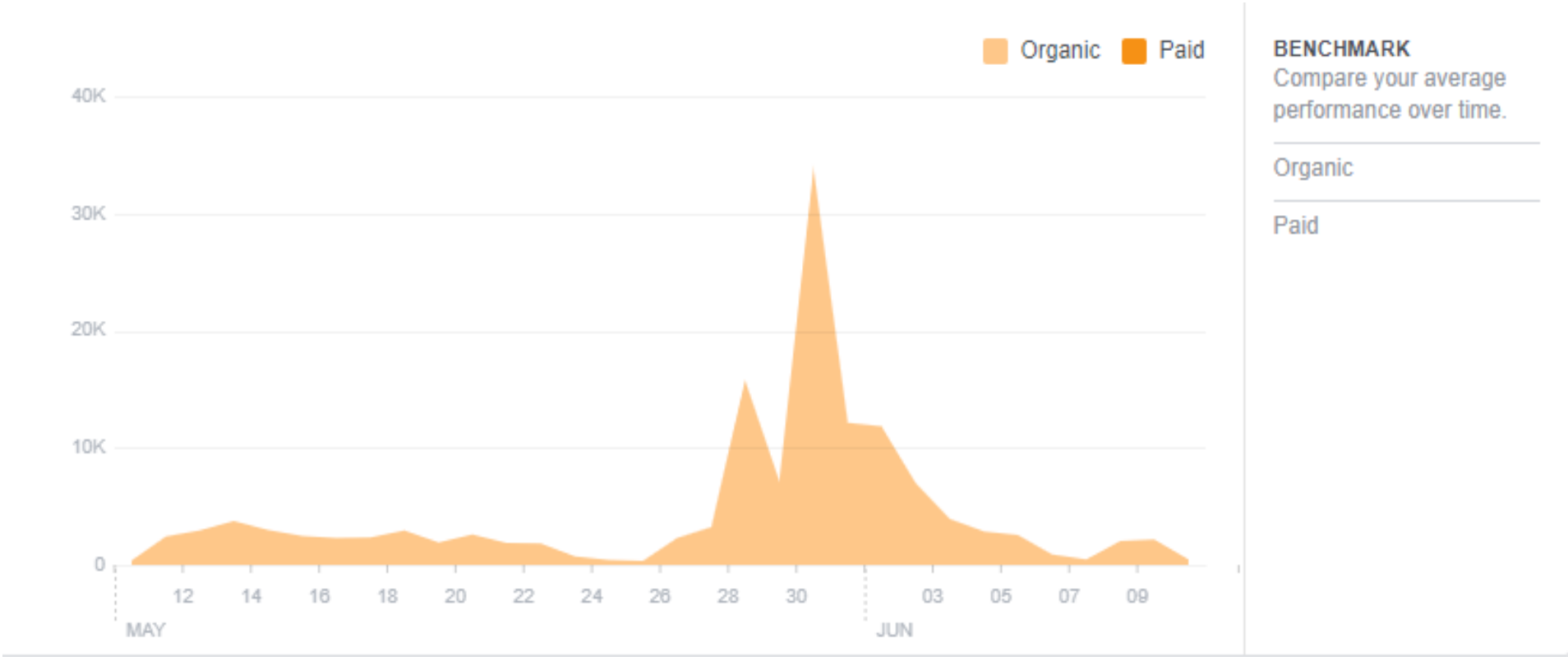
- **Cameras**
 - WatchGuard In-car camera system
 - Video Review Process
 - Number of annual contacts
 - Supervisory follow-up
 - Early detection of issues
 - Case development/District Attorney review
- Body Worn Camera Grant Application

Kaufman Police Department Proactive Efforts

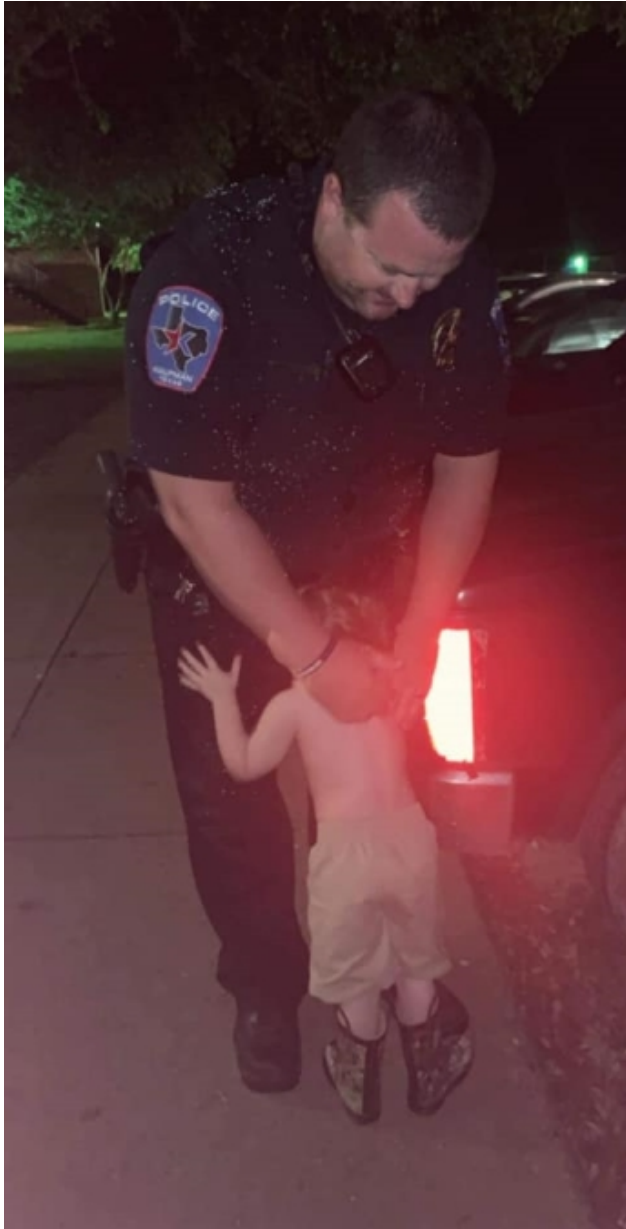
- **Complaint Process**
 - Receiving complaints
 - Administrative versus Criminal
 - Investigation process
 - Dispositions/Discipline
 - Racial Profiling complaints

Kaufman Police Department Social Media Outreach

It is very important to the members of our department to have frequent positive contact with our citizens. We are pleased to report that our FACEBOOK page now has 10,075 followers which greatly exceed our population. See the graph that shows the number of people reached during the month of 5/10/2020-06/10/2020. This has proven to be a great tool to communicate with everyone in and outside of our city.



Kaufman Police Department Relational Policing



This photo is from a May 30, 2020 post that is related to the strong spike shown on the graph. Along with the photo was the following message.

“Last night Kaufman Police Officer A. Wall responded to a loud music call and found it to be a family and children playing outside. One of our young citizens greeted Officer Wall and the child’s mother forwarded this photo of the event. We are proud to serve such a wonderful community of people and value your support”.

Kaufman Police Department and the Community



July 4th at the Sports Complex



Family Fun Day



Monday Primary Elementary School event



Kaufman Cub Scout's Meeting

Kaufman Police Department Relational Policing

Serving our Kaufman family of citizens our members serve in many organizations. Here are some you may not know about.

- Business Crime Watch and Neighborhood Crime Watch groups.
- Children' Advocacy Center
- Genesis Women's Shelter
- Kaufman County Texas Child Fatality Team
- Kaufman Pastors and Friends Fellowship
- The Help Center, active board member
- Kaufman Lions Club
- Kaufman County Crime Stoppers and Most Wanted publication
- Community Leadership Council
- Homeless Coalition Group

We also sponsored and or participated in the following 2019 City events in Kaufman

- National Night Out
- Kaufman Police Association sponsored, Kids Fishing Tournament, Longhorn Shows
- Halloween on Houston
- Scarecrow Parade and Festival on the Square
- Red White and Boom July 4th Parade and Celebration at the Kaufman Sports Complex
- Kaufman Lighted Christmas Parade and Celebration
- Saint Ann's Catholic Church Festival and Parade
- Chamber of Commerce Shop Local Small Business Saturday
- NEAT, Neighborhood Enhancement Action Team Kaufman Texas
- Helen Edwards Family Fun Day at Shannon Park
- Kaufman Chamber of Commerce Golf Tournament
- Kaufman Chamber of Commerce Auction
- Texas Health Resources Women's Auxiliary Fashion show fundraiser
- American Legion Post #165 "Centennial Celebration Ride to the Vietnam Wall" in Kaufman
- Texas Brotherhood Bicycle Ride for Fallen Officers
- Numerous Funeral Escorts for the families of Kaufman

Kaufman Police Department Relational Policing

Protest interaction

- On Wednesday, June 3, 2020, we experienced a protest on the Kaufman square. Fifteen individuals participated in the protest and they were peaceful.
- On Thursday, June 4, 2020, we again experienced a protest on the square. This time approximately 150 people marched and protested and they were peaceful.
- On Friday, June 5, 2020 eight individuals again protested on the square.
- Before, during and after each protest we met with the individuals and explained to them we supported their right to protest and we wanted to keep them safe during their activities.
- Members of the Kaufman Police Department and Kaufman Sheriff's Office escorted the march and protected them from passing motorists. The protestors were grateful throughout the march and afterward. We provided them with water and stayed close to them when they were not marching to protect them from counter-protestors.



Questions?



Meeting
Date: 6/22/2020

Date: 6/17/2020

Item #: 9.

Dept.: Administration

Action Item

SUBJECT:

Consider and take appropriate action regarding Public Transportation Operations provided by Star Transit.

BACKGROUND:

Star Transit is changing their business model and as a result, will offer "Uber like" services in lieu of our traditional Trolley Car service. They will be here to explain in detail and ask for Council concurrence. Mike Holder and I met with them on Wed of this week and agree that this new model will bring our public transportation service into the current century!

Author:

Reviewed:

Mike Slye, City Manager

Cost:

Funds Available:

Source:

Recommendation: Recommend approval of the new business model for Star Transit and eliminate the fixed route Trolley system currently in place.

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
☐	☐	☐	☐	☐

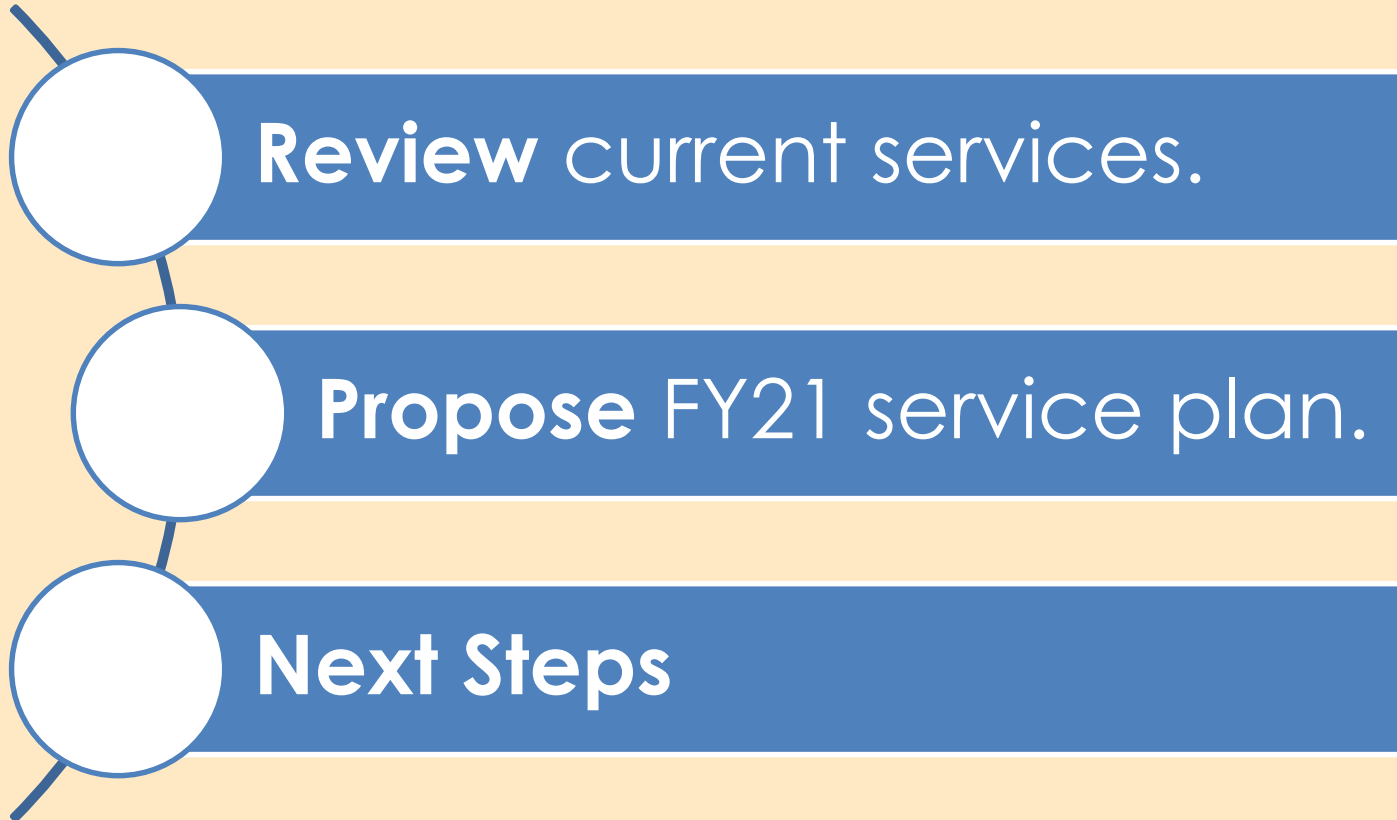


STAR TRANSIT

Connecting you to where you want to go.

Propose: **FY21 Kaufman Transit Plan**

6/22/20





Connecting you to where you want to go.

Current Services

Service Type: Demand Response

Connecting you to where you want to go.



Scheduling Agents are available:

Monday – Friday
8:00 am – 4:00 pm

Bus operates:

Monday – Friday
6:00 am – 6:00 pm

Service Type: Demand Response

Connecting you to where you want to go.

- **For:**
 - Citizens of Kaufman.
 - 13 and above to ride unaccompanied.
- **Destinations:**
 - Any where in STAR Transit's service area.
 - Outside service area for medical appointments.
- **Fares:**
 - Based on direct travel distance from origin to destination.
 - Discounted fares for qualified 60+, Veterans and Disabled Riders.
 - Fares range from \$1.00 - \$12.00.

Service Type: Demand Response

Client Advocate Program

- Available to clients who need assistance going to medical appointments.
- Unique to STAR Transit.
- Offer travel training sessions.
- No additional cost to our funding partners or rider.



Service Type: **The Trolley**

- Launched original route 2012.
- June 1, 2015 - Launched revised route and schedule.
- Monday – Friday, 6:00 am – 6:00 pm.
- Fare - \$1.00 each way. Free for qualified seniors 60+, veterans and/or disabled riders.



Current Services

Service Type: The Trolley

Connecting you to where you want to go.



Ridership Data

Connecting you to where you want to go.

FY20	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
Demand Resp.	537	605	570	511	652	1,033	520	281	233	5,042
Service Days	20	23	19	20	21	19	22	21	20	186

FY20	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Total
Trolley	365	398	288	274	294	292	243	-	-	2,154
Service Days	24	27	24	25	26	25	26	-	-	226



Connecting you to where you want to go.

Proposed FY21 Service Plan

- Continue Demand Response service.
- Discontinue operation of The Trolley.
- Replace The Trolley with Microtransit - STARNow.



Service Type: **STARnow**

Connecting you to where you want to go.

- Customer request ride via STARNow App or by calling 877-631-5278; We arrive within 15-20 minutes and provide service.
 - Same day advanced scheduling options available.
- Operates Monday – Friday, 6:00 am – 6:00 pm.
- Fare structure:
 - Rides within travel zone = \$2.00,
 - Qualified Seniors 60+, Veterans, Disabled Riders = \$1.00.
 - Ability to use Promo Codes for free fares.
- Shared ride service with trip purpose freedom.
- Operated by a STAR Transit driver in a smaller ADA compliant vehicle.
- Passenger age requirement = 13 and above.

Proposed FY21 Service Plan

STAR TRANSIT

Service Type: **STARnow**

Connecting you to where you want to go.

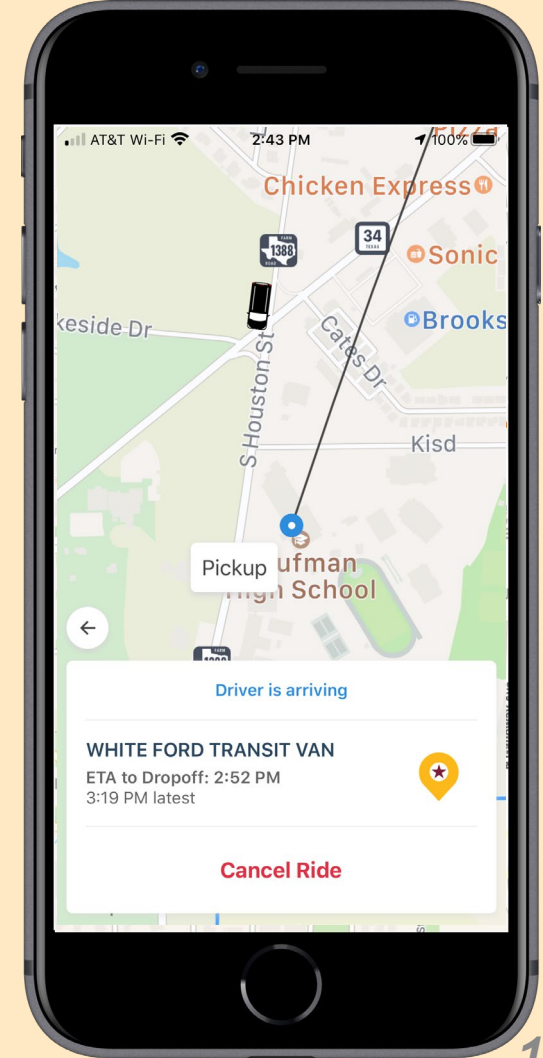
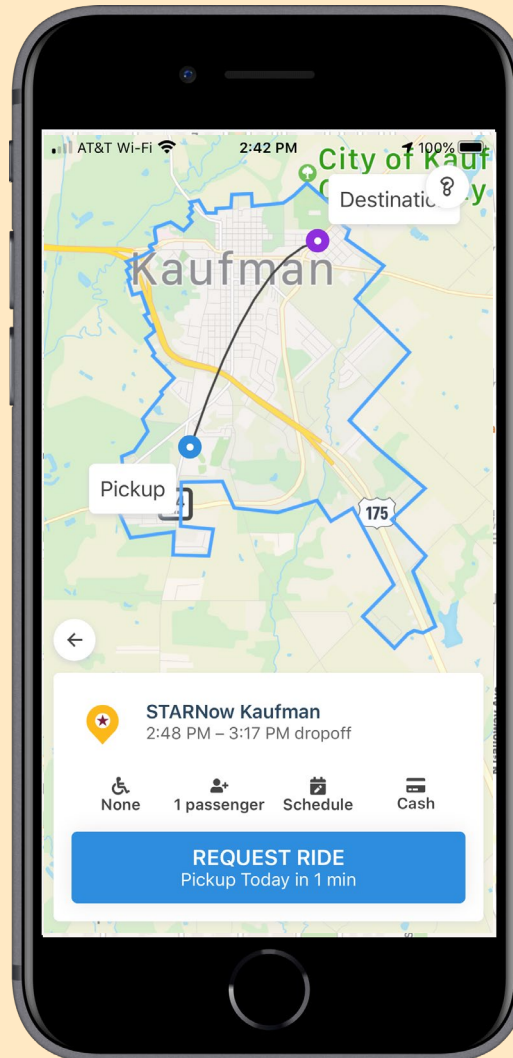
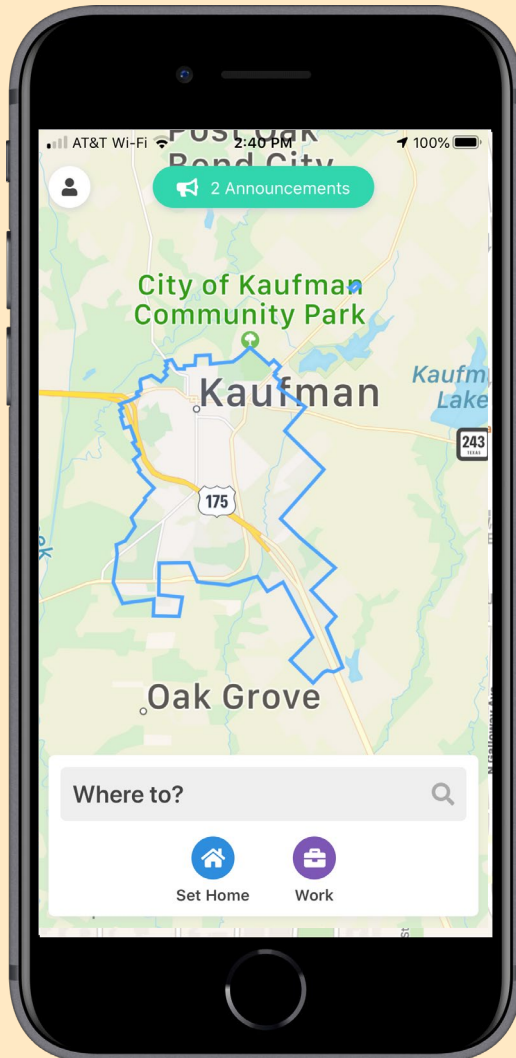


Proposed FY21 Service Plan

STAR TRANSIT

Service Type: **STARnow**

Connecting you to where you want to go.



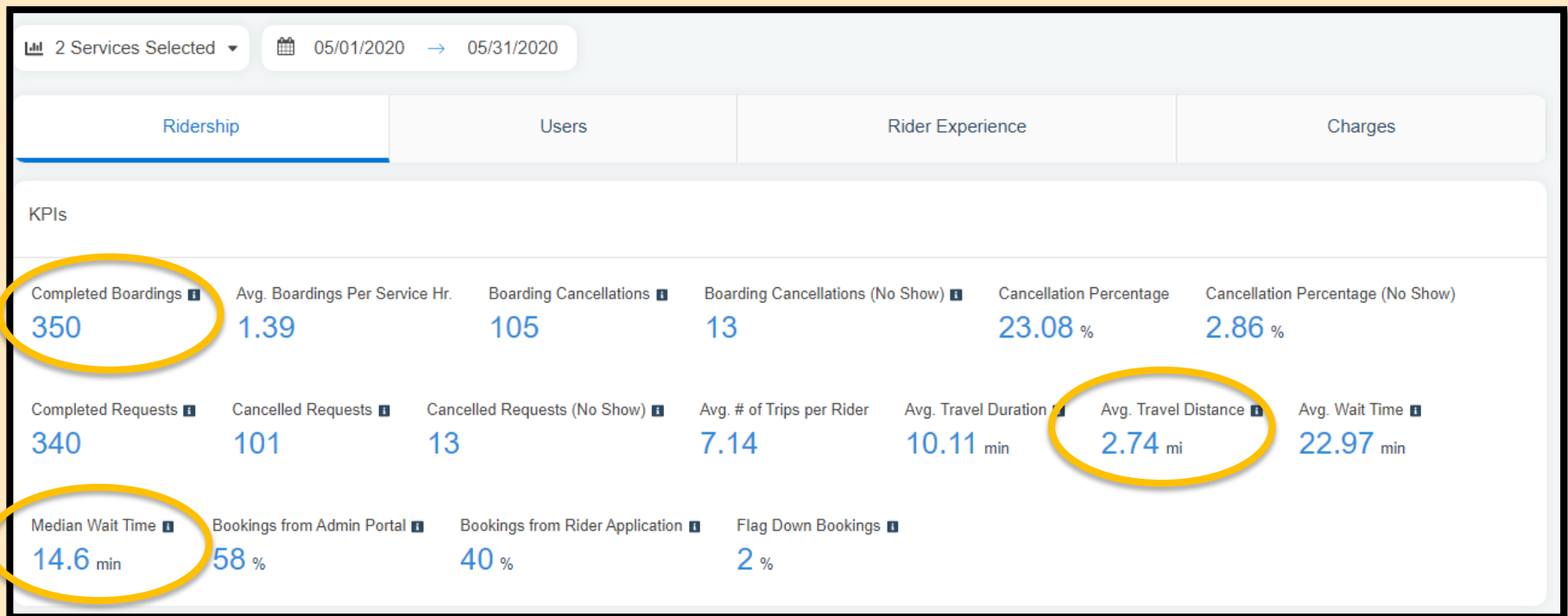
Proposed FY21 Service Plan

STAR TRANSIT

Service Type: **STARnow**

Connecting you to where you want to go.

Example of Data Points



Example of Data Points

KPIs					
Users Created	Users with 1st Trip	Active Users	Users (All Time)	Users 1 Trip Taken (All Time)	Recurring Users (All Time)
61	17	49	867	138	116

Rider Reviews

582 of 586 positive reviews = 99.3%.

- Very Nice, Comfy, Courteous & Professional! Thank You!
- I love this new STARNow service in Terrell and hope she will continue to be the one to drive and teach others to use this service.
- I have had nothing but wonderful experiences with the service. Your driver is nice and goes above and beyond to help
- First time! Great experience!
- Driver was awesome!!!! My first experience with the app was easy to use.

Proposed FY21 Service Plan

STAR TRANSIT

Service Type: **STARnow**

Connecting you to where you want to go.

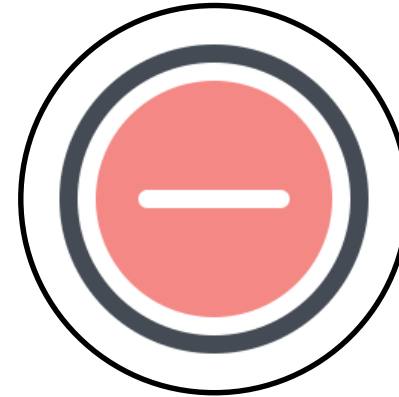
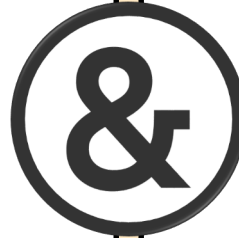
	Nov	Dec	Jan	Feb	Mar	Apr	May	Total	Daily Avg
Kaufman DR	570	511	652	1,033	520	281	233	3,900	27
The Trolley	288	274	294	292	243	-	-	1,391	14
Terrell Rte. 803	136	150	177	141	117	-	-	721	7
Terrell STARNow	180	350	298	328	307	274	350	2,082	14

Note:

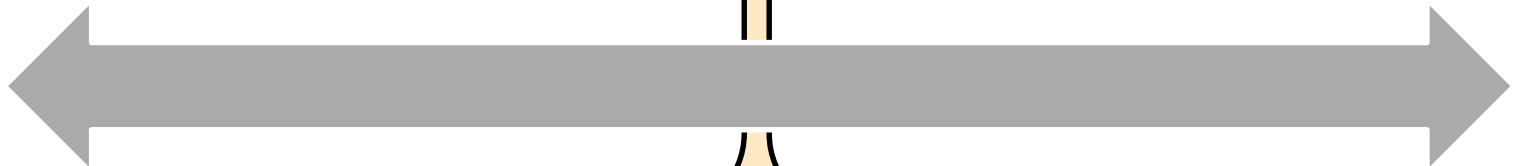
- Demand Response operates 12 hours a day.
- The Trolley operates 12 hours a day.
- Route 803 operates 9 hours a day.
- STARNow operates 8 hours a day.



- Data points for future service considerations.
 - Curb to Curb.
- More customized service.
 - Travel Zone = City Limits
 - No route limitations.



- No free fare.





Connecting you to where you want to go.

FY21 Service Plan ***Budget Implications***

FY20 Budget

Expenditure Description	Demand Response	The Trolley	City Portion
Operating The Trolley & Demand Response Service	\$9,477	\$7,227	\$16,704

FY21 Budget

Expenditure Description	Demand Response	STARNow	City Portion
Operating STARNow & Demand Response Service	\$6,682	\$5,610	\$12,292

*FY21 includes service rebate from FY20 service reduction.



Connecting you to where you want to go.

Next Steps

If approved:

STAR Transit responsibilities:

- Host public meeting(s)
- Update marketing materials
 - STAR Transit website
 - Distribute brochures
 - Revise and reprint bus stop sign inserts
- Market service changes/STARNow



Timeline

- | | |
|-------------|--|
| June – July | Continue STARNow pilot in Kaufman. |
| August | Host public meeting and begin marketing STARNow. |
| September | Officially launch STARNow in Kaufman. |





Connecting you to where you want to go.

*Questions or
Comments*





Connecting you to where you want to go.

Thank You!



Meeting
Date: 6/22/2020

Date: 6/16/2020

Item #: 10.

Dept.: Administration

Ordinance

SUBJECT:

Consider and take appropriate action on Ordinance No. O-14-20, an Ordinance of the City Council of the City of Kaufman, Texas amending the Personnel Policies Manual of the City adopted pursuant to Section 2-62, "Personnel Policies; Job Classification Plan", of Article III, "Officers And Employees", of Chapter 2, "Administration", of the City's Code of Ordinances, ("The Personnel Policies Manual") to provide for the amendment of Section 3.00, "Hiring Practices" by repealing existing Subsection 3.01, "Equal Employment Opportunity Policy Statement," and adopting a new Subsection 3.01 "Equal Employment Opportunity Policy Statement," as set forth in Exhibit "A" hereto, and by repealing Subsection 3.02, "Affirmative Action" of Section 3.00, "Hiring Practices" in its entirety, the repealed text being shown on Exhibit "A", hereto; providing that the Personnel Policies Manual shall be amended as set forth in Exhibit "A" and that a copy of the updated Personnel Policies Manual shall remain on file in the Office of the Kaufman City Secretary; Providing for Severability and Cumulative Repealer Clauses; and Providing an Effective Date.

BACKGROUND:

On June 15, 2020, the United States Supreme Court ruled on *Bostock v Clayton County* and expanded the protections under the Equal Employment Opportunity Statues. The Court included gender identity, sexual orientation, and pregnancy as protected from discrimination. Staff is recommending that the Personnel Policy Manual Section 3.1 be updated to include the new language and to ensure that the City is compliant. Further, it is recommended that Section 3.2 be removed from the policy since we do not have a specific plan making this section outdated.

Author:
Mike Holder, Assistant City Manager

Reviewed:
Mike Slye, City Manager

Cost:

Funds Available:

Source:

Recommendation: Staff recommends approval of Ordinance O-14-20 as presented.

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
☒	☐	☒	☐	☐

ORDINANCE NO. O-14-20

AN ORDINANCE OF THE CITY OF KAUFMAN, TEXAS AMENDING THE PERSONNEL POLICIES MANUAL OF THE CITY ADOPTED PURSUANT TO SECTION 2-62, "PERSONNEL POLICIES; JOB CLASSIFICATION PLAN", OF ARTICLE III, "OFFICERS AND EMPLOYEES", OF CHAPTER 2, "ADMINISTRATION", OF THE CITY'S CODE OF ORDINANCES, ("THE PERSONNEL POLICIES MANUAL") TO PROVIDE FOR THE AMENDMENT OF SECTION 3.00, "HIRING PRACTICES" BY REPEALING EXISTING SUBSECTION 3.01, "EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT," AND ADOPTING A NEW SUBSECTION 3.01 "EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT," AS SET FORTH IN EXHIBIT "A" HERETO, AND BY REPEALING SUBSECTION 3.02, "AFFIRMATIVE ACTION" OF SECTION 3.00, "HIRING PRACTICES" IN ITS ENTIRETY, THE REPEALED TEXT BEING SHOWN ON EXHIBIT "A", HERETO; PROVIDING THAT THE PERSONNEL POLICIES MANUAL SHALL BE AMENDED AS SET FORTH IN EXHIBIT "A" AND THAT A COPY OF THE UPDATED PERSONNEL POLICIES MANUAL SHALL REMAIN ON FILE IN THE OFFICE OF THE KAUFMAN CITY SECRETARY; PROVIDING FOR CUMULATIVE REPEALER AND SEVERABILITY CLAUSES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 4.06 of the City of Kaufman Home Rule Charter provides that the City Manager shall prepare personnel rules and the Council may, by ordinance, adopt them without amendment; and

WHEREAS, Section 2-62, entitled "Personnel Policies; Job Classification Plan", of Article III, "Officers and Employees", of Chapter 2, "Administration", of the Code of Ordinances of the City of Kaufman adopts a Personnel Policies Manual (the "Personnel Manual"), which has been updated via amending ordinance over the years; and

WHEREAS, upon review of the existing Personnel Manual, the City Manager has determined it appropriate to again amend the Personnel Manual adopted in Section 2-62 of the Code of Ordinances to amend Section 3.01, "Equal Employment Opportunity Statement", and to repeal Section 3.02, "Affirmative Action of Section 3.00 "Hiring Practices" of the Personnel Manual as more specifically set forth herein; and

WHEREAS, the City Council, having reviewed the proposed amendments to the Personnel Manual, determined that the Personnel Manual should be amended as stated herein and that the existing Personnel Manual should be updated in accordance with the amendments approved by this Ordinance; and

WHEREAS, the City Council further finds that the amendments set forth herein are adopted and shall be incorporated as part of Exhibit "A" to Section 2-62 of Article III of Chapter 2 of the Code of Ordinances by reference and shall remain on file in the office of the City Secretary of the City of Kaufman, Texas.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS:

Section 1: Incorporation of Premises. That all of the above premises are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

Section 2: Amendments. The following Amendments to the Personnel Policies Manual ("Personnel Manual") are hereby adopted:

2.01. Amendment to Subsection 3.01. The Personnel Manual adopted in Section 2-62, entitled "Personnel Policies; Job Classification Plan", of Article III, "Officers and Employees", of Chapter 2, "Administration", of the City of Kaufman Code of Ordinances is hereby amended to provide for the repeal of existing Subsection 3.01, "Equal Employment Opportunity Policy Statement," of Section 3.00, "Hiring Practices", of the Personnel Manual and to provide for the adoption of a new Subsection 3.01 "Equal Employment Opportunity Policy Statement," as set forth in Exhibit "A", a copy of which is attached hereto and incorporated herein.

2.02. Repeal of Subsection 3.02. The Personnel Manual adopted in Section 2-62, entitled "Personnel Policies; Job Classification Plan", of Article III, "Officers and Employees", of Chapter 2, "Administration", of the City of Kaufman Code of Ordinances is hereby amended by the repeal of existing Subsection 3.02, "Affirmative Action" of Section 3.00, "Hiring Practices" of the Personnel Manual in its entirety, the repealed text shown on Exhibit "A", a copy of which is attached hereto and incorporated herein.

Section 3. Amendment and Maintenance of Personnel Policies Manual. The Kaufman City Secretary or designee is directed to update the City of Kaufman Personnel Policies Manual to reflect the amendments adopted by this Ordinance. An updated copy of the Personnel Manual shall remain on file in the office of the City Secretary of the City of Kaufman.

Section 4. Severability. If any section, article, paragraph, sentence, clause, phrase or word in this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a Court of competent jurisdiction, such holdings shall not affect the validity of the remaining portions of this Ordinance, and the City Council hereby declares it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

Section 5. Cumulative Repealer. This Ordinance shall be cumulative of all other Ordinances of the City of Kaufman and shall not repeal any of the provisions of such Ordinances except for those instances where there are direct conflicts with the provisions of this Ordinance. Ordinances or parts thereof in force at the time this Ordinance shall take effect and that are inconsistent with this Ordinance are hereby repealed to the extent that they are inconsistent with this Ordinance. Provided, however, that any complaint,

action, claim or lawsuit which has been initiated or has arisen under or pursuant to such Ordinance on the date of adoption of this Ordinance is saved and shall continue to be governed by the provisions of that Ordinance and for that purpose the Ordinance shall remain in full force and effect.

Section 6. Effective Date. That this Ordinance shall become effective on and after its passage and adoption in accordance with law and City Charter.

PASSED AND APPROVED this 22nd day of June, 2020.

JEFF JORDAN
MAYOR

ATTEST:

JESSIE HANKS
CITY SECRETARY

APPROVED AS TO FORM:

PATRICIA A. ADAMS
CITY ATTORNEY

3.00 HIRING PRACTICES

3.01 EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

As the governmental unit established to serve all of the citizens of the City of Kaufman, Texas, the City recognizes that it is in the best interests of efficiency, effectiveness and equity within its municipal operations to ensure that all of its citizens and employees are allowed to make the greatest contribution of which they are capable to their municipal government. In striving toward this end, the City recognizes and readily accepts its responsibility to uphold the Constitution and laws of the United States of America and the State of Texas. It is with the expressed intent of fulfilling this responsibility that the City of Kaufman hereby adopts the following Equal Employment Opportunity Policy Statement:

- A. Equal opportunity in employment shall be provided to all persons;
- B. Discrimination against any person in recruitment, examination, selection, appointment, rate of pay, promotion and transfer, retention, daily working conditions, testing and training, awards, compensation and benefits, disciplinary measures or any other aspect of employment or personnel management because of political or religious opinions or affiliations, or because of age, race, sex (including gender identity, sexual orientation, and pregnancy), color, national origin, disability or other unlawful basis, is prohibited;
- C. Unlawful discrimination on the basis of age, race, sex (including gender identity, sexual orientation, and pregnancy), color, national origin, religion, political affiliation or disability is prohibited in the enforcement of these policies;
- D. Derogatory language against or about any person's age, race, sex (including gender identity, sexual orientation, and pregnancy), color, national origin, religion or disability is prohibited;
- E. Retaliation, intimidation, coercion or harassment against any applicant for employment or employee who may file a grievance under this policy and/or who may file a grievance in accordance with existing statutory rights of appeal to appropriate governmental authorities is prohibited; and
- F. Any employee who violates the prohibitions, or the letter or spirit, of this policy shall be subject to disciplinary action, up to and including dismissal

3.02 AFFIRMATIVE ACTION

~~The City of Kaufman will take affirmative action to see that applicants are employed, and employees are treated during employment, without discrimination based upon race, age, religion, color, handicap, national origin, sex (including sexual harassment), political affiliation or belief, or any other non-merit factor.~~



Meeting
Date: 6/22/2020

Date: 6/9/2020

Item #: 11.

Dept.: Administration

Resolution

SUBJECT:

Consider and take appropriate action on Resolution R-19-20, a resolution of the City Council of the City of Kaufman, Texas, authorizing the City Manager to enter into an agreement with the Texas Department of Transportation to temporarily close portions of Business SH 34 and FM 1388 on Saturday, October 24, 2020 from 9:00 a.m. until 11:00 a.m. for the purpose of the 2020 Kaufman Scarecrow Festival Parade (Oktoberfest); and providing an effective date.

BACKGROUND:

Staff would like to re-brand Scarecrow Festival to Oktoberfest. The plan would be to have the parade at 9:00 a.m. After the parade, there would be a market with craft and food vendors on the square to include a kid zone, and weenie dog races. The square activities will close at 4 p.m. At 6 p.m., the festivities will move to the sports complex where we will have a beer tent with beer and wine vendors, food vendors, live music, and a dance floor. We will also have a smaller kid zone area in the soft ball fields.

This resolution is to authorize the request to close Business SH 34 and FM 1388 for the Parade which begins at 9:00 a.m.

Author:
Jessie Hanks, City Secretary

Reviewed:
Mike Slye, City Manager

Cost: \$30,000

Funds Available: Yes

Source: H.O.T. Account, General Fund, and Sponsorship

Recommendation: Staff recommends approval of Resolution R-19-20 as presented.

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
☐	☒	☒	☐	☐

RESOLUTION R-19-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION TO TEMPORARILY CLOSE PORTIONS OF SH 34 AND FM 1388 ON SATURDAY, OCTOBER 24, 2020 FROM 9:00 A.M. UNTIL 11:00 A.M. FOR THE PURPOSE OF THE KAUFMAN OKTOBERFEST PARADE; PROVIDING FOR THE INCORPORATION OF PREMISES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council desires to formally enter into an agreement with the Texas Department of Transportation to temporarily close portions of SH-34 and SH 1388 (one-way traffic operation around the Kaufman County Courthouse, Washington Street, and FM 1388) in Kaufman; and

WHEREAS, the event will be located within the City of Kaufman's incorporated area; and

WHEREAS, the City Council of the City of Kaufman has determined that it is in the best interest of the City of Kaufman to enter into an agreement with the Department of Transportation.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS THAT:

SECTION 1. The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2. The City Council does hereby authorize the City Manager to enter into an agreement with the Texas Department of Transportation for the temporary closure of portions of SH 34 and FM 1388 (one-way traffic operation around the Kaufman County Courthouse, Washington Street, and FM 1388) in Kaufman County, on Saturday, October 24, 2020 for the Oktoberfest Parade. The Agreement is attached hereto as "Exhibit A" and incorporated herein.

SECTION 3. This Resolution shall become effective immediately upon its passage and approval.

PASSED AND APPROVED on this the 22nd day of June, 2020.

JEFF JORDAN
MAYOR

ATTEST:

JESSIE HANKS
CITY SECRETARY

APPROVED AS TO FORM:

PATRICIA ADAMS
CITY ATTORNEY

Exhibit A



June 22, 2020

Mr. Lane Selman, P.E.
Area Engineer
Texas Department of Transportation
2750 South Washington Street
Kaufman, Texas 75142

Re: Kaufman Oktoberfest

Dear Mr. Selman:

The Kaufman Chamber of Commerce will be hosting the Kaufman Scarecrow Festival parade this year on Saturday, October 24, 2020.

On behalf of the City of Kaufman and Kaufman Chamber of Commerce, I am requesting approval from the Texas Department of Transportation (TxDOT) to incorporate F.M. 1388 (Houston Street) and State Highway 34 (Washington Street) as part of the parade route in accordance with 43 T.A.C. § 22.12 (g) (4). The parade will actually be held on Saturday, October 24th beginning at **9:00 a.m.** and will last no more than two (2) hours from start to finish. This year the anticipated parade route will be as follows:

Begin at Kaufman High School located at 3205 South Houston Street,
Travel north on Houston Street (F.M. 1388),
Travel north on Washington Street to the Courthouse Square,
Travel west on Grove Street, and
End at Shannon Park on Shannon Street next to the American Legion Post #165.

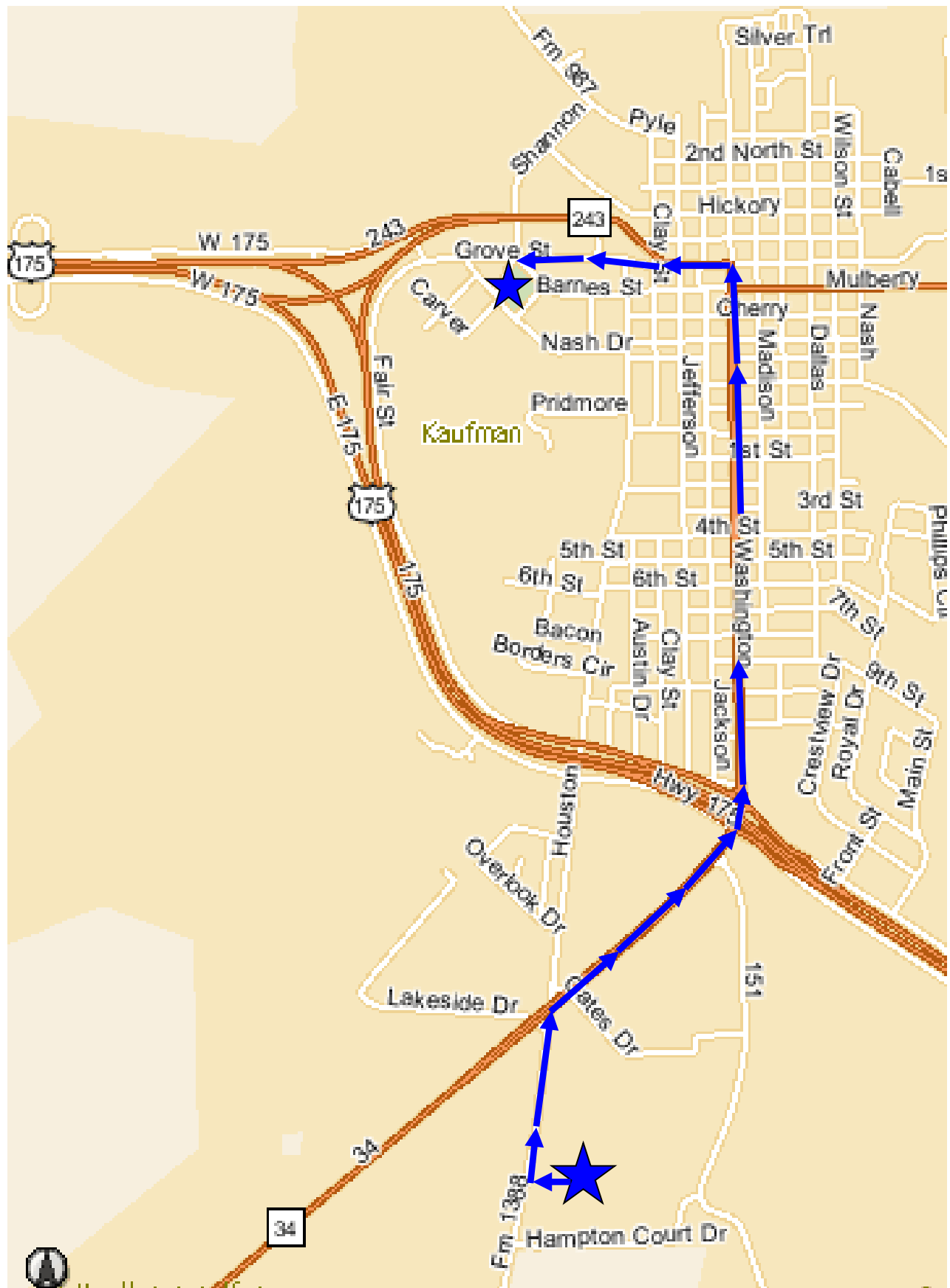
The Kaufman Police Department will be stationed along the parade route to direct traffic as needed. The Police Department will utilize authorized law enforcement personnel for this routine traffic control event and assumes responsibility for traffic control to protect and direct all parties involved.

If you have any questions, please do not hesitate to contact me at the City of Kaufman at (972) 932-2216. I look forward to hearing from you.

Respectfully,

Jessie Hanks
City Secretary

Enclosures





Meeting
Date: 6/22/2020

Date: 6/9/2020

Item #: 12.

Dept.: Administration

Resolution

SUBJECT:

Consider and take appropriate action on Resolution R-20-20, a resolution of the City Council of the City of Kaufman, Texas, authorizing the City Manager to enter into an agreement with the Texas Department of Transportation to close portions of Business SH 34 that comprise the Kaufman County Courthouse Square on Saturday, October 24, 2020, at 4:30 a.m. through 5:00 p.m. for the 2020 Kaufman Scarecrow Festival (Oktoberfest); and providing an effective date.

BACKGROUND:

This resolution is for the closure of the square for the afternoon market and other activities.

Staff would like to re-brand Scarecrow Festival to Oktoberfest on October 24, 2020. The plan would be to have the parade at 9:00 a.m. After the parade, there would be a market with craft and food vendors on the square to include a kid zone, and weenie dog races. The square activities will close at 4 p.m. At 6 p.m., the festivities will move to the sports complex where we will have a beer tent with beer and wine vendors, food vendors, live music, and a dance floor. We will also have a smaller kid zone area in the soft ball fields.

Author:
Jessie Hanks, City Secretary

Reviewed:
Mike Slye, City Manager

Cost: \$30,000

Funds Available: Yes

Source: H.O.T account, General Fund, and Sponsorship

Recommendation: Staff recommends approval of Resolution R-20-20 as presented.

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
☐	☒	☒	☐	☐

RESOLUTION R-20-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS, AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION TO TEMPORARILY CLOSE PORTIONS OF SH 34 THAT COMPRISE THE KAUFMAN COUNTY COURTHOUSE SQUARE ON OCTOBER 24, 2020, FROM 4:30 A.M. THROUGH 5:00 P.M., FOR THE 2020 KAUFMAN SCARECROW FESTIVAL ("OKTOBERFEST"); PROVIDING FOR THE INCORPORATION OF PREMISES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council desires to formally enter into an agreement with the Texas Department of Transportation to temporarily close portions of SH-243 that comprise the Kaufman County Courthouse Square in Kaufman for the purpose of Kaufman Oktoberfest; and

WHEREAS, the event will be located within the City of Kaufman's incorporated area; and

WHEREAS, the City Council of the City of Kaufman has determined that it is in the best interest of the City of Kaufman to enter into an agreement with the Department of Transportation.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS THAT:

SECTION 1. The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2. The City Council does hereby authorize the City Manager to enter into an agreement with the Texas Department of Transportation for the temporary closure of portions of SH 34 that comprise the Kaufman County Courthouse Square in Kaufman County, on October 24, 2020 for Oktoberfest. The Agreement is attached hereto as "Exhibit A" and incorporated herein.

SECTION 3. This Resolution shall become effective immediately upon its passage and approval.

PASSED AND APPROVED on this the 22nd day of June, 2020.

JEFF JORDAN
MAYOR

ATTEST:

**JESSIE HANKS
CITY SECRETARY**

APPROVED AS TO FORM:

**PATRICIA ADAMS
CITY ATTORNEY**

EXHIBIT A

STATE OF TEXAS §
COUNTY OF KAUFMAN §

**AGREEMENT FOR THE TEMPORARY CLOSURE
OF STATE RIGHT OF WAY**

THIS AGREEMENT is made by and between the State of Texas, acting by and through the Texas Department of Transportation, hereinafter called the “State,” and the City of Kaufman, a municipal corporation, acting by and through its duly authorized officers, hereinafter called the “local government.”

W I T N E S S E T H

WHEREAS, the State owns and operates a system of highways for public use and benefit, including SH 243, in Kaufman, County; and

WHEREAS, the local government has requested the temporary closure of SH 243 (One way traffic operation around the Kaufman County Courthouse) for the purpose of the Kaufman Fall Scarecrow Festival, from Jefferson St. to Washington St. as described in the attached “Exhibit A,” hereinafter identified as the “Event;” and

WHEREAS, the Event will be located within the local government’s incorporated area; and

WHEREAS, the State, in recognition of the public purpose of the Event, wishes to cooperate with the City so long as the safety and convenience of the traveling public is ensured and that the closure of the State’s right of way will be performed within the State’s requirements; and

WHEREAS, on the 26th day of August, 2019, the Kaufman City Council passed Resolution No. R-20-20, attached hereto and identified as “Exhibit B,” establishing that the Event serves a public purpose and authorizing the local government to enter into this agreement with the State; and

WHEREAS, 43 TAC, Section 22.12 establishes the rules and procedures for the temporary closure of a segment of the State highway system; and

WHEREAS, this agreement has been developed in accordance with the rules and procedures of 43 TAC, Section 22.12;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties hereto, to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

A G R E E M E N T

Article 1. CONTRACT PERIOD

This agreement becomes effective upon final execution by the State and shall terminate upon completion of the Event or unless terminated or modified as hereinafter provided.

Article 2. EVENT DESCRIPTION

The physical description of the limits of the Event, including county names and highway numbers, the number of lanes the highway has and the number of lanes to be used, the proposed schedule of start and stop times and dates at each location, a brief description of the proposed activities involved, approximate number of people attending the Event, the number and types of animals and equipment, planned physical modifications of any man-made or natural features in or adjacent to the right of way involved shall be attached hereto along with a location map and identified as "Exhibit C."

Article 3. OPERATIONS OF THE EVENT

A. The local government shall assume all costs for the operations associated with the Event, to include but not limited to, plan development, materials, labor, public notification, providing protective barriers and barricades, protection of highway traffic and highway facilities, and all traffic control and temporary signing.

B. The local government shall submit to the State for review and approval the construction plans, if construction or modifications to the State's right of way is required, the traffic control and signing plans, traffic enforcement plans, and all other plans deemed necessary by the State. The State may require that any traffic control plans of sufficient complexity be signed, sealed and dated by a registered professional engineer. The traffic control plan shall be in accordance with the latest edition of the Texas Manual on Uniform Traffic Control Devices. All temporary traffic control devices used on state highway right of way must be included in the State's Compliant Work Zone Traffic Control Devices List. The State reserves the right to inspect the implementation of the traffic control plan and if it is found to be inadequate, the local government will bring the traffic control into compliance with the originally submitted plan, upon written notice from the State noting the required changes, prior to the event. The State may request changes to the traffic control plan in order to ensure public safety due to changing or unforeseen circumstances regarding the closure.

C. The local government will ensure that the appropriate law enforcement agency has reviewed the traffic control for the closures and that the agency has deemed them to be adequate. If the law enforcement agency is unsure as to the adequacy of the traffic control, it will contact the State for consultation no less than 10 workdays prior to the closure.

D. The local government will complete all revisions to the traffic control plan as requested by the State within the required timeframe or that the agreement will be terminated upon written notice from the State to the local government. The local government hereby agrees that any failure to cooperate with the State may constitute reckless endangerment of the public and that the Texas Department of Public Safety may be notified of the situation as soon as possible for the appropriate action, and failing to follow the traffic control plan or State instructions may result in a denial of future use of the right of way for three years.

E. The local government will not initiate closure prior to 24 hours before the scheduled Event and all barriers and barricades will be removed and the highway reopened to traffic within 24 hours after the completion of the Event.

F. The local government will provide adequate enforcement personnel to prevent vehicles from stopping and parking along the main lanes of highway right of way and otherwise prevent interference with the main lane traffic by both vehicles and pedestrians. The local government will prepare a traffic enforcement plan, to be approved by the State in writing at least 48 hours prior to the scheduled Event. Additionally, the local government shall provide to the State a letter of certification from the law enforcement agency that will be providing traffic control for the Event, certifying that they agree with the enforcement plan and will be able to meet its requirements.

G. The local government hereby assures the State that there will be appropriate passage

allowance for emergency vehicle travel and adequate access for abutting property owners during construction and closure of the highway facility. These allowances and accesses will be included in the local government's traffic control plan.

H. The local government will avoid or minimize damage, and will, at its own expense, restore or repair damage occurring outside the State's right of way and restore or repair the State's right of way, including, but not limited to, roadway and drainage structures, signs, overhead signs, pavement markings, traffic signals, power poles and pavement, etc. to a condition equal to that existing before the closure, and, to the extent practicable, restore the natural and cultural environment in accordance with federal and state law, including landscape and historical features.

Article 4. OWNERSHIP OF DOCUMENTS

Upon completion or termination of this agreement, all documents prepared by the local government will remain the property of the local government. All data prepared under this agreement shall be made available to the State without restriction or limitation on their further use. At the request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

Article 5. TERMINATION

A. This agreement may be terminated by any of the following conditions:

- (1) By mutual written agreement and consent of both parties.
- (2) By the State upon determination that use of the State's right of way is not feasible or is not in the best interest of the State and the traveling public.
- (3) By either party, upon the failure of the other party to fulfill the obligations as set forth herein.
- (4) By satisfactory completion of all services and obligations as set forth herein.

B. The termination of this agreement shall extinguish all rights, duties, obligations, and liabilities of the State and local government under this agreement. If the potential termination of this agreement is due to the failure of the local government to fulfill its contractual obligations as set forth herein, the State will notify the local government that possible breach of contract has occurred. The local government must remedy the breach as outlined by the State within ten (10) days from receipt of the State's notification. In the event the local government does not remedy the breach to the satisfaction of the State, the local government shall be liable to the State for the costs of remedying the breach and any additional costs occasioned by the State.

Article 6. DISPUTES

Should disputes arise as to the parties' responsibilities or additional work under this agreement, the State's decision shall be final and binding.

Article 7. RESPONSIBILITIES OF THE PARTIES

The State and the Local Government agree that neither party is an agent, servant, or employee of the other party and each party agrees it is responsible for its individual acts and deeds as well as the acts and deeds of its contractors, employees, representatives, and agents.

Article 8. INSURANCE

A. Prior to beginning any work upon the State's right of way, the local government and/or its contractors shall furnish to the State a completed "Certificate of Insurance" (TxDOT Form 1560, latest edition) and shall maintain the insurance in full force and effect during the period

that the local government and/or its contractors are encroaching upon the State right of way.
B. In the event the local government is a self-insured entity, the local government shall provide the State proof of its self-insurance. The local government agrees to pay any and all claims and damages that may occur during the period of this closing of the highway in accordance with the terms of this agreement.

Article 9. AMENDMENTS

Any changes in the time frame, character, agreement provisions or obligations of the parties hereto shall be enacted by written amendment executed by both the local government and the State.

Article 10. COMPLIANCE WITH LAWS

The local government shall comply with all applicable federal, state and local environmental laws, regulations, ordinances and any conditions or restrictions required by the State to protect the natural environment and cultural resources of the State's right of way.

Article 11. LEGAL CONSTRUCTION

In case one or more of the provisions contained in this agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions hereof and this agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

Article 12. NOTICES

All notices to either party by the other required under this agreement shall be delivered personally or sent by certified U.S. mail, postage prepaid, addressed to such party at the following respective addresses:

Local Government:	State:
<u>City of Kaufman</u>	<u>Texas Department of Transportation</u>
<u>Jessie Hanks - City Secretary</u>	<u>Jeff Bush, P.E. – Area Engineer</u>
<u>209 S. Washington St</u>	<u>2750 S. Washington</u>
<u>Kaufman, Texas 75142</u>	<u>Kaufman, Texas 75142</u>

All notices shall be deemed given on the date so delivered or so deposited in the mail, unless otherwise provided herein. Either party hereto may change the above address by sending written notice of such change to the other in the manner provided herein.

Article 13. SOLE AGREEMENT

This agreement constitutes the sole and only agreement between the parties hereto and supersedes any prior understandings or written or oral agreements respecting the within subject matter.

IN TESTIMONY WHEREOF, the parties hereto have caused these presents to be executed in duplicate counterparts.

Agreement No. _____

THE CITY OF KAUFMAN

Executed on behalf of the local government by:

By _____ Date _____
City Official

Typed or Printed Name and Title Mike Slye
City Manager

THE STATE OF TEXAS

Executed for the Executive Director and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission.

By _____ Date _____
District Engineer

Exhibit A

June 22, 2020

Lane Selman, P.E., Area Engineer
Texas Dept. of Transportation
2750 South Washington Street
Kaufman, TX 75142

Re: Formal Request for Closure of the Kaufman County Courthouse Square for the Kaufman Scarecrow Festival starting on Saturday, Oct. 24, 2020

Dear Mr. Selman:

The City of Kaufman is formally requesting permission and/or a permit to close the Kaufman Courthouse Square on Saturday, October 24, 2020, beginning at 4:30 a.m. and ending at 5:00 p.m., for the Kaufman Oktoberfest. On Saturday, October 26, vendors will be setting up starting at 5:00 a.m. to include arts/crafts, exhibits, demonstrations, stage performances, etc. will be utilizing the parking spaces in front of the businesses as well as along the feeder streets leading into the square. The following is a brief description of traffic control measures to be taken:

- The entire square shall be securely barricaded off to through traffic with Kaufman Police Department officers controlling traffic at the intersections of (1) Washington & Mulberry and (2) State Highway 243 and Jefferson.
- A State approved, temporary, electronic, message board shall be placed approximately 500 feet west of the State Highway 243 and U.S. Highway 175 split stating, "SH 243 CLOSED TO TRUCK TRAFFIC OCTOBER 24TH - DETOUR TO SH 34," or more appropriate wording per your request.
- Detour Ahead signs shall be placed 500 feet from each detour location and detour signs with directional arrows shall be placed at each State Highway detour location along with officers from the Kaufman Police Department.

If you have any questions or need more information, please feel free to contact me at (972) 932-2216, ext. #107.

Respectfully,

Jessie Hanks
City Secretary

Attachments

Agreement No. _____

Exhibit B

RESOLUTION R-20-20

Exhibit C

June 22, 2020

Lane Selman, P.E., Area Engineer
Texas Dept. of Transportation
2750 South Washington Street
Kaufman, TX 75142

Re: Kaufman Oktoberfest Parade 2020 - Description of Events

Dear Mr. Selman:

The City of Kaufman, along with the Kaufman Chamber of Commerce, will host the Annual Oktoberfest and Parade on the Kaufman Courthouse Square (See attached maps and parade route details). We anticipate +/- 5,000 people to be in attendance at the festival. This year the crowds will be entertained by the musical performances, local talent performances, and several local children's groups. There will be arts/crafts vendors, food vendors, business exhibits, demonstration booths, and games, all around the Courthouse Square.

The festival will kick-off with a parade that will begin at approximately 9:00 a.m. Saturday, October 24, 2020 and is expected to last around two hours. The parade route is attached.

- The Parade will utilize ALL lanes of each highway during the event.
- Festival Vendors will begin setting up around the Square at approximately 5 a.m. on Saturday, October 24, 2020. On Saturday, the Festival will begin immediately following the conclusion of the parade and will last until 5:00 p.m.

If you have any questions or need more information, please feel free to contact me at (972) 932-2216, ext. #107.

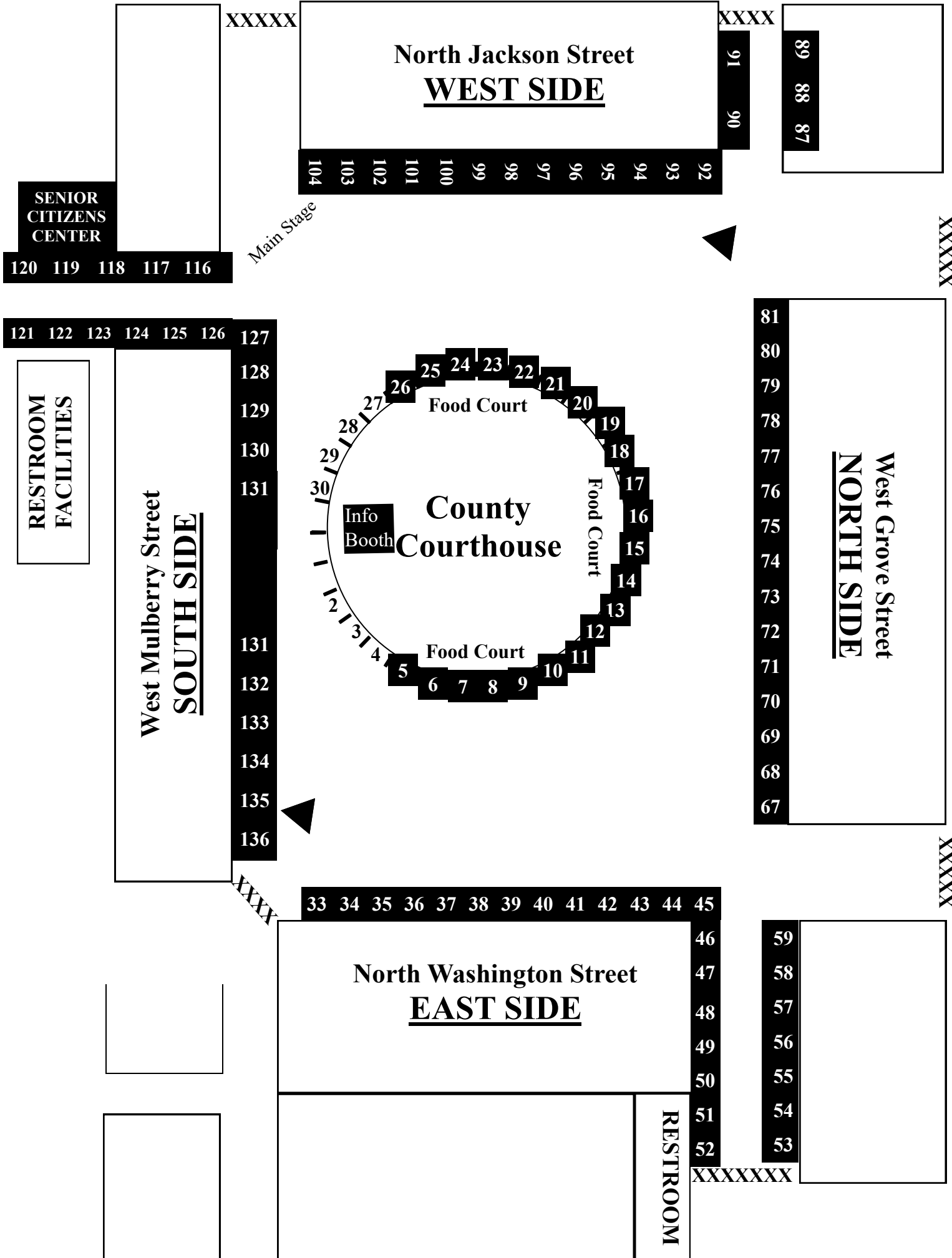
Respectfully,

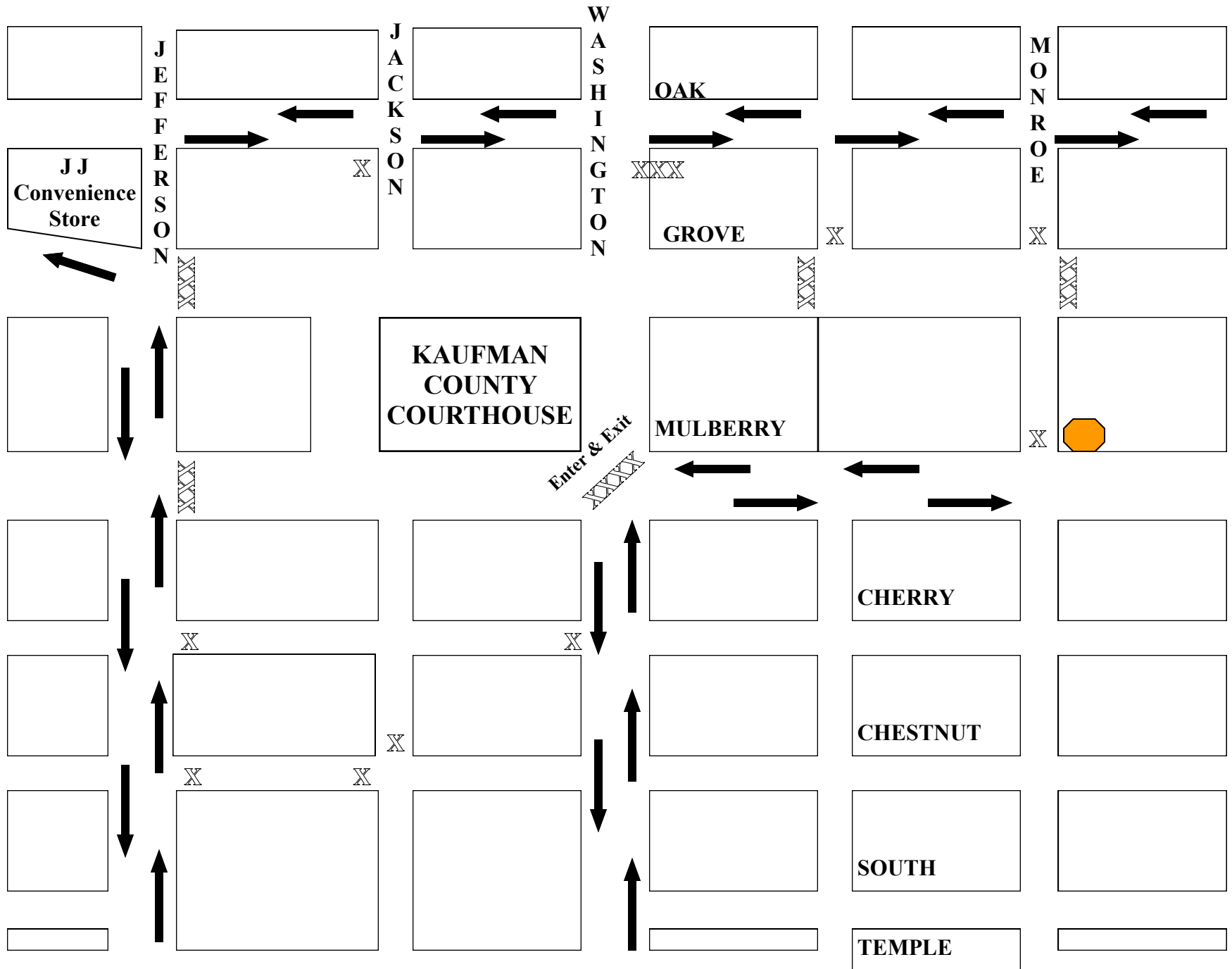
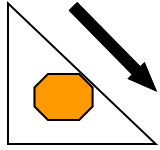
Jessie Hanks
City Secretary

Attachments

Fall Festival Oct. 26, 2019 Parade Route







 • DETOUR AHEAD SIGN

XXXX

BARRICADES to remain October 26th beginning at 4:03 a.m. through 12:00 a.m. on October 27th.



Meeting
Date: 6/22/2020

Date: 6/9/2020

Item #: 13.

Dept.: Administration

Resolution

SUBJECT:

Consider and take appropriate action on Resolution R-21-20, a resolution of the City Council of the City of Kaufman, Texas, authorizing the City Manager to grant a special use permit for the consumption, possession, and sale of beer and wine by vendors duly licensed in accordance with state law for Scarecrow Festival (Oktoberfest); and providing an effective date.

BACKGROUND:

This resolution is for the purpose of allowing alcohol consumption, possession, and sale of beer and wine for the Kaufman Oktoberfest. The Code of Ordinance allows the City Manager to grant a Special Use Permit for beer and wine at City Sponsored events.

Staff would like to re-brand Scarecrow Festival to Oktoberfest. The plan would be to have the parade at 9:00 a.m. After the parade, there would be a market with craft and food vendors on the square to include a kid zone, and weenie dog races. The square activities will close at 4 p.m. At 6 p.m., the festivities will move to the sports complex where we will have a beer tent with beer and wine vendors, food vendors, live music, and a dance floor. We will also have a smaller kid zone area in the soft ball fields.

Author:
Jessie Hanks, City Secretary

Reviewed:
Mike Slye, City Manager

Cost: \$30,000

Funds Available: Yes

Source: H.O.T account, General Fund, and Sponsorship

Recommendation: Staff recommends approval of Resolution R-21-20 as presented.

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
☐	☒	☒	☐	☐

RESOLUTION R-21-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS, AUTHORIZING THE CITY MANAGER TO GRANT A SPECIAL USE PERMIT FOR THE CONSUMPTION, POSSESSION, AND SALE OF BEER AND WINE BY VENDORS DULY LICENSED IN ACCORDANCE WITH STATE LAW FOR THE 2020 KAUFMAN SCARECROW FESTIVAL, ("OKTOBERFEST"); PROVIDING FOR THE INCORPORATION OF PREMISES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council desires to allow alcohol sales at the Kaufman Sports Complex on October 24, 2020 for the annual Oktoberfest event; and

WHEREAS, Chapter 10, Article II, Section 10-36 of the City of Kaufman's Code of Ordinances gives the City Manager such authority to grant a special use permit for a City sponsored special event; and

WHEREAS, the event will be located within the City of Kaufman's incorporated area; and

WHEREAS, this annual event serves a public purpose to the City of Kaufman, it's citizens and visitors of the City;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF KAUFMAN, TEXAS THAT:

SECTION 1. The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

SECTION 2. The City Council does hereby authorize the City Manager to grant a special use permit for the consumption, possession, and sale of beer and wine by vendors duly licensed in accordance with state law for the 2020 Kaufman Oktoberfest.

SECTION 3. This Resolution shall become effective immediately upon its passage and approval.

PASSED AND APPROVED on this the 22nd day of June, 2020.

JEFF JORDAN
MAYOR

ATTEST:

JESSIE HANKS
CITY SECRETARY

APPROVED AS TO FORM:

**PATRICIA ADAMS
CITY ATTORNEY**



Meeting
Date: 6/22/2020

Date: 6/16/2020

Item #: 14.

Dept.: Administration

Action Item

SUBJECT:

Consider and take appropriate action on the First Amendment to the Georgetown at Kings Fort Development Agreement; and provide direction to the City Manager regarding timing of bond issuance.

BACKGROUND:

The developer (Jim Meara) has approached the City Manager to ask if they can start Phase II of Georgetown earlier than what was detailed in the original Developer's Agreement, i.e., issuing the PID debt at the 46th permit. This amendment will allow an earlier start and issue the debt sooner than the 46th permit. Bond Counsel has assured the city that there is no additional risk in issuing the debt earlier.

Author:
Mike Slye, City Manager

Reviewed:
Mike Slye, City Manager

Cost:

Funds Available:

Source:

Recommendation: Recommend approval of the 1st amendment to the Georgetown Developer's Agreement.

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
☐	☐	☐	☐	☐

**FIRST AMENDMENT TO GEORGETOWN AT KINGS FORT DEVELOPMENT
AGREEMENT**

THIS FIRST AMENDMENT TO GEORGETOWN AT KINGS FORT DEVELOPMENT AGREEMENT (this “First Amendment”) is made by and between the **City of Kaufman, Texas**, a Texas home-rule municipality (the “City”) and **Georgetown KF, Ltd.**, a Texas limited partnership (the “Developer”) to be effective _____, 2020 (the “Effective Date”).

RECITALS:

WHEREAS, the City and Developer are sometimes individually referred to as a “Party” and collectively as the “Parties”; and

WHEREAS, the City and the Developer entered into that certain Georgetown at Kings Fort Development Agreement dated effective November 13, 2018 (as amended, the “**Agreement**”) relating to the development of certain real property within the Kaufman Public Improvement District No. 1 created by the City on November 13, 2018 by Resolution No. R-27-18; and

WHEREAS, the recitals contained in this First Amendment: (a) are true and correct as of the Effective Date; (b) form the basis upon which the Parties negotiated and entered into this First Amendment; and (c) reflect the final intent of the Parties with regard to the subject matter of this First Amendment; and

WHEREAS, the Parties acknowledge and agree that, except to the extent amended herein, all provisions and terms contained in the Agreement remain in full force and effect; and

WHEREAS, the City Council passed and approved the Agreement on November 13, 2018; and

WHEREAS, the Parties desire to amend the Agreement to amend Section 6.2 relating to the timing of the issuance of Bonds; and

NOW, THEREFORE, for and in consideration of the mutual covenants of the Parties set forth in this First Amendment, and for good and valuable consideration the receipt and adequacy of which are acknowledged and agreed, the Parties agree as follows:

1. Defined Terms. All capitalized terms used in this First Amendment, to the extent not otherwise expressly defined herein, shall have the meanings ascribed to them in the Agreement.

2. Amendment to Section 6.2. Section 6.2 on Page 12 of the Agreement shall be amended and replaced in its entirety to read as follows:

“6.2 Timing of Bonds Issued by City. The City shall consider issuing Bonds for any phase of development of the Property upon the approval of the City Manager.”

3. Miscellaneous.

(a) This First Amendment amends the Agreement in no other manner except as expressly set forth herein. Except as amended herein, the terms, provisions, agreements, covenants and conditions of the Agreement shall continue in full force and effect. In the event of a conflict between this First Amendment and the Agreement, the terms of this First Amendment shall control.

(b) This First Amendment together with the Agreement shall constitute the entire agreement between the Parties and supersedes all prior agreements and understandings, whether oral or written, concerning the subject matter of this First Amendment and the Agreement. This First Amendment and the Agreement shall not be modified or amended except in writing signed by the Parties.

(c) If any provision of this First Amendment is determined by a court of competent jurisdiction to be unenforceable for any reason, then: (a) such unenforceable provision shall be deleted from this First Amendment; (b) the unenforceable provision shall, to the extent possible and upon mutual agreement of the Parties, be rewritten to be enforceable and to give effect to the intent of the Parties; and (c) the remainder of this First Amendment shall remain in full force and effect and shall be interpreted to give effect to the intent of the Parties.

(d) This First Amendment may be executed in one (1) or more counterparts, each of which when taken together shall constitute one and the same instrument.

(e) The City represents and warrants that the individual executing this First Amendment on behalf of the City has been duly authorized to do so. Developer represents and warrants that this First Amendment has been approved by appropriate action of Developer, and that each individual executing this First Amendment on behalf of Developer has been duly authorized to do so.

[SIGNATURES TO FOLLOW]

EXECUTED by the City and Developer on the respective dates stated below.

Date: _____

CITY OF KAUFMAN

By: _____
Jeff Jordan, Mayor

ATTEST:

Jessie Hanks, City Secretary

APPROVED AS TO FORM

Patricia Adams, City Attorney

STATE OF TEXAS §
 §
COUNTY OF KAUFMAN §

This instrument was acknowledged before me on the __ day of _____, 2020 by Jeff Jordan, the Mayor of the City of Kaufman, Texas on behalf of said City.

(SEAL)

Notary Public, State of Texas

Name printed or typed

Commission Expires:_____

DEVELOPER:

Georgetown KF, Ltd.,
a Texas limited partnership

By: Seascope GP, LLC
a Texas limited liability company
Its General Partner

By: _____
Name: Kelly Cannell
Its: President

STATE OF TEXAS §
 §
COUNTY OF _____ §

This instrument was acknowledged before me on the _____ day of _____, 2020 by Kelly Cannell, President of Seascope GP, LLC, a Texas limited liability company, as General Partner of Georgetown KF, Ltd., a Texas limited partnership, on behalf of said partnership.

Notary Public, State of Texas



Meeting
Date: 6/22/2020

Date: 6/16/2020

Item #: 15.

Dept.: Administration

Action Item

SUBJECT:

Consider and take appropriate action regarding a Proposal from David Pettit Economic Development , LLC ("DPED") and Agreement between the City and DPED for the provision of professional consulting services relative to a potential Tax Increment Reinvestment Zone for South Pointe Development; and authorize the City Manager or designee to execute necessary documents.

BACKGROUND:

Creating TIRZ #2 for South Pointe development is a requirement that is imbedded in the proposed Developer's Incentive Agreement that Council will consider in the very near future. In this case, it is best to have the TIRZ Consultant contracted with the city in lieu of the developer. His allegiance and fiduciary responsibilities will lie with the city.

Author:
Mike Slye, City Manager

Reviewed:
Mike Slye, City Manager

Cost: \$32,500

Funds Available: TIRZ Fund
(Reimbursable)

Source:

Recommendation: Recommend approving the TIRZ #2 agreement with David Pettit Economic Development, LLC

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
☐	☒	☐	☐	☒

June 15, 2020

Mike Slye
City Manager
City of Kaufman, Texas
209 S. Washington
Kaufman, Texas 75142

RE: Professional Services Proposal

Dear Mr. Slye,

David Pettit Economic Development, LLC ("DPED") is pleased to provide this proposal for economic development professional services relating to the creation of the City of Kaufman, Tax Increment Reinvestment Zone ("TIRZ") Number Two, in the City of Kaufman, Texas ("City").

The Project

It is our understanding that the City of Kaufman, Texas is interested in creating a TIRZ for the purpose of facilitating development.

The Assignment

Our work under this proposal would be to provide economic development. DEPD's primary role will be to provide professional economic development services relating to creating a TIRZ.

The Team

We proposed working in a team organized as follows:

- You will be our point of contact and will provide overall direction to our team. You may also include other members of City staff with which we will meet regularly to review our progress and to get input and direction on our work.
- At this time, we do not anticipate the need for any additional consultants to accomplish the work described in this proposal.

Statutory Requirements

Chapter 311 of the Texas Tax Code outlines the various procedures for creating a TIRZ. The designation TIRZ ordinance is approved by the governing body of the municipality and establishes four key elements, including:

- Boundary;
- Term;
- TIRZ Board; and
- Preliminary project and financing plan.

Before adopting an ordinance designating the reinvestment zone, the governing body of the municipality must hold a public hearing on the creation of the zone and publish notice of the hearing not later than the seventh day before the public hearing. A final project and financing plan is subsequently approved by the TIRZ Board and then by the governing body of the municipality.

Scope of Services

Based on our conversations and our experience on previous projects, we propose the following scope of services for the TIRZ. Our proposed scope of services is divided into separate tasks, each providing a description of the work to be performed and the key products resulting from the task.

Task 1

District Review

Our first step would be to collect and analyze available information in the proposed TIRZ. This includes available development data; existing planning documents such as the comprehensive plan, land use plan, thoroughfare plan; physical information such as existing zoning and land use, existing and planned infrastructure, and topography; and property data such as ownership and tax values.

Task 2

Data Collection and Analysis

Based upon parcel data provided by the City, DPED would provide a geographic information system (GIS) database of existing values for land and improvements, ownership data, and current land use information. The database and maps will provide the baseline data for the analysis. Key products of this task would include a TIRZ database and accompanying maps in digital and hard copy formats.

Task 3

Taxable Value Analysis

A multi-year historic taxable value review of similar developments would be conducted to establish conservative assumptions of future taxable value for each parcel in the proposed zone. We would also develop projections for future land uses, and timing of proposed developments. This task will be the basis for developing a spreadsheet model of potential TIRZ increments, given a reasonable range of development assumptions and taxable values. Key products of this task would include a spreadsheet model on a parcel by parcel basis with projections based upon the historical taxable value review, development projections and reasonable timing expectations.

Task 4

Develop TIRZ Cash Flow Model

Based on the anticipated land uses and projections, DPED would develop a draft financing cash flow model (and supporting spreadsheets) for a 15, 20, and 30-year time period. This model will allow the City, consultants and others to underwrite the proposed developments and test various scenarios for the eventual financing plan. Key products of this task would include excel spreadsheets of TIRZ Cash Flow Models with macros established for growth and development assumptions.

Task 5

Prepare TIRZ Project and Financing Plan

DPED would then develop the Finance Plan, Project Plans, and Detailed Description of TIRZ, and other exhibits required for local government review and approval per the state legislative requirements. This work includes the written, graphic, and PowerPoint materials and exhibits, as well as support of the process. Backup materials such as spreadsheets and databases will also be products that support the plans. Key products would include a preliminary TIRZ Project and Financing Plan comprised of a legal description of the zone, proposed TIRZ projects, estimated project costs, term of the zone and a tax increment analysis.

Task 6

TIRZ Documentation Support

DPED will provide assistance with drafting necessary documents for creating the TIRZ including: 1) public hearing notices; 2) resolutions; 3) ordinances; and 4) participation agreements. This can be a time consuming process for City staff, however DPED's extensive experience in drafting these documents should help streamline the preparation of materials necessary for City Council consideration. This task would also include assistance in creating and appointing the appropriate TIRZ board per the TIRZ creation ordinance.

Fee for Services

Our fee for services relating to the scope of services would be a lump sum fee of \$32,500.

Fees would be charged on a monthly basis, subject to on-going progress on the work effort. Reimbursable expenses not to exceed \$750 would be charged to include out-of-pocket expenses incurred in the interest of the project at actual costs.

Changes of Scope and Additional Services

Minor additions to our scope will be treated as Additional Services. Work on Additional Services will not begin until authorized in writing by the Client.

Additional Services and Rates for Hourly Services

Additional Services shall be billed on an hourly not to exceed basis unless a fixed fee or other method of compensation is mutually agreed upon. Our current hourly rates are:

<u>Classification</u>	<u>Hourly Billing Rate</u>
David Pettit	\$275.00
Project Manager	\$200.00
Project Specialist	\$120.00
Planning Intern	\$100.00
Administrative	\$80.00

These rates apply for the current calendar year and are subject to revision on January 1, when they may be revised to reflect changes in staff salaries over the preceding year.

Term of Agreement

It is anticipated that the services covered in the proposal will be completed within twelve (12) month of the date services begin. This Agreement will terminate upon the earlier of completion of services or twelve (12) month from the date of this Agreement. Additionally, Client may terminate this Agreement for any reason upon thirty (30) days written notice to DPED and DPED will cease any and all work upon receipt of such notice, unless otherwise directed in the notice. In the event of a termination as described above, Client shall be responsible for the payment of the fees and expenses incurred by DPED pursuant to this agreement through the date of such termination.

Reimbursables

We propose to be reimbursed for out-of-pocket expenses incurred in the interest of the project at our actual cost. Reimbursable expenses include: our direct consultants and their expenses (to be reimbursed, all consultants and their bids must be approved in writing, in advance by the client); reproduction; long distance communication; document printing and delivery; document graphics and binding; delivery, postage and handling; travel time; special materials; photography; etc. (Reasonable backup will be available upon request.)

Invoices and Payments

Payment for services rendered is due within thirty (30) days of Client's next monthly billing cycle following receipt of invoice. In the event any invoices remain unpaid 45 days after the invoice date, we suspend work until we have been paid in full all amounts due for services and expenses. Amounts unpaid for more than 30 days after the due date may accrue interest at 10% per annum. In the event we are forced to commence a collection proceeding, you agree to pay reasonable attorney's fees and court costs, in addition to our fees billed under this proposal.

Suspension and Termination

If the project is suspended or abandoned, DPED will be compensated for all services billed prior to receipt of written notice by the Client. Services that are not billed or completed between billing periods and receipt of written notice will be reimbursed at DPED's standard hourly rates.

If the scope or schedule of the project should change beyond that to be reasonably expected due to the program changes, schedule or other reason, at their option, DPED may re-negotiate the aforementioned fees and scope of work. Any renegotiation of scope or fee will be in writing and subject to the signing of both parties.

Certifications

Guarantees and Warranties: We will not be required to execute any document that would result in our certifying, guaranteeing or warranting the existence of conditions whose existence we cannot ascertain.

Authorization to Proceed

Thank you again for this opportunity to work with you. Your signature below and the return of one copy to us for our file will confirm your approval and authorize us to proceed.

Insurance

DPED will provide proof of professional liability insurance (including errors and omissions) with minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate and excess/umbrella liability of \$1,000,000 per occurrence and \$2,000,000 in the aggregate to client. Additionally, DPED shall carry the following insurance coverages:

(a) Worker's compensation insurance at the statutory limits and employer's liability insurance, with minimum limits of \$1,000,000.00/\$1,000,000.00/\$1,000,000.00; and

(b) Comprehensive general liability insurance, with minimum limits of \$2,000,000.00 each occurrence and \$4,000,000.00 in aggregate; and

(c) Comprehensive automobile liability insurance, with minimum limits of \$1,000,000.00 combined single limit each occurrence; and

DPED has previously provided, or concurrently with the execution of this agreement is providing, to Client a certificate of insurance issued to Client evidencing the foregoing insurance coverages and evidencing that Client and Client's lender, if any, are additional insured parties with respect to the insurance policies referred to in the foregoing subparagraphs (b) and (c).

Notices

Any notice required or permitted to be given to either party shall be deemed to be received by such party (a) three (3) days after deposit in the United States Registered or Certified Mail, Return Receipt Requested, or (b) one (1) business day after deposit with a nationally recognized overnight delivery service for next day delivery, or (c) upon personal delivery to the party to whom addressed provided that a receipt of such delivery is obtained, or (d) on the next business day after transmission by telecopy provided that a confirmation copy is concurrently deposited in United States Certified or Registered Mail, Return Receipt Requested, in any case addressed to the parties at the following addresses:

If to Client:

City Manager
City of Kaufman, Texas
209 S. Washington
Kaufman, Texas 75142
Attention: Mike Slye, City Manager
Email: mslye@kaufmantx.org

If to DPED:

David Pettit Economic Development, LLC.
306 West Seventh Street, Suite 602
Ft. Worth, TX 76102
Attention: David Pettit
Email: dpettit@dpedllc.com

or to the parties at such other addresses or telecopy numbers as they may designate by notice to the other party as herein provided.

SUMMARY

I hope this accurately outlines the professional services you anticipated. If you have any questions or concerns please do not hesitate to contact me at 817.439.9421.

Thank you for considering David Pettit Economic Development, LLC.

Sincerely,



David Pettit
Managing Member

If this agreement meets with your approval, please sign and return one executed copy to our office as notice to proceed.

AGREED TO AND ACCEPTED BY:

City of Kaufman, Texas

By: _____

Date: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/15/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Barlow Insurance & Financial Services 3815 Lisbon St, Ste 206 Fort Worth, TX 76197	CONTACT NAME: JAMES E BARLOW		
	PHONE (A/C, No, Ext): 817-295-6542	FAX (A/C, No): 800-297-9873	
	E-MAIL ADDRESS: Jbarlow@farmersagent.com		
INSURED David Pettit Economic Development, LLC 306 W 7th Street Fort Worth, TX 76102	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : TRUCK INSURANCE EXCHANGE		21709
	INSURER B : FARMERS INSURANCE EXCHANGE		21662
	INSURER C : MID CENTURY INSURANCE EXCHANGE		21687
	INSURER D : FARMERS TCM INSURANCE EXCHANGE		24392
	INSURER E : HISCOX INSURANCE COMPANY INC		10200
INSURER F :			

COVERAGES	CERTIFICATE NUMBER: 2288	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	☒	☒	605492996	10/18/2019	10/18/2020	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
D	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS	☒	☒	44192917 605492996	10/18/2019	10/18/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 2,500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☐ EXCESS LIAB ☐ DED ☐ RETENTION \$	☒	☒	605870759	10/18/2019	10/18/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	☒	☒	B07085318	10/18/2019	10/18/2020	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	☒ Professional Liability Including E&O	☒	☒	UDC1389480	10/18/2019	10/18/2020	Per Claim/Annual Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holders shall be listed as additional insureds with a waiver of subrogation shown in favor of the Indemnitees.

All policies provide 30-day notice of cancellation to the certificate holder, 10-days for non-payment of premium.

CERTIFICATE HOLDER	CANCELLATION
City of Kaufman, Texas 209 S. Washington Kaufman, Texas 75142	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE JAMES E BARLOW

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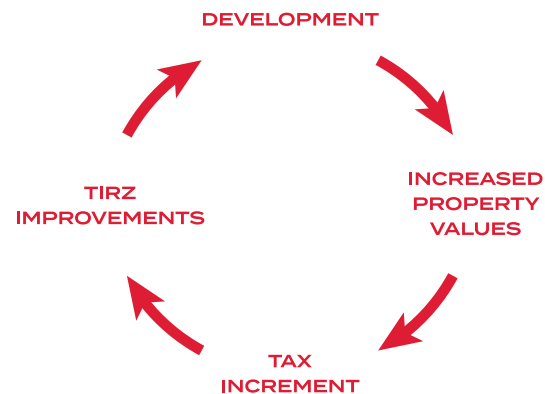
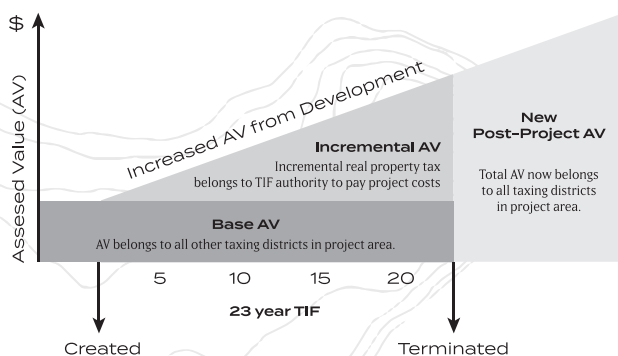
TAX INCREMENT FINANCING 101

WHAT IS A TAX INCREMENT FINANCING?

Tax Increment Financing (TIF) is a tool that facilitates economic development within a Tax Increment Reinvestment Zone (TIRZ). Governed by Tax Code, Chapter 311, approximately 313 TIRZs have been created in the state of Texas.

Taxing entities can contribute ad valorem taxes received from incremental value increases on property within the TIRZ. Taxing entities may also contribute sales tax increment to a TIRZ. A TIRZ can pay for the cost of public works, public improvements, economic development programs, or other projects benefiting the zone.

TIF Assessed Value (AV) Over Project Life



WHY CREATE A TIRZ?

- Provides a funding source without impacting the current amount of general fund revenues for each participating taxing entity
- Attracts potential developers and investment into area that may not otherwise occur
- Demonstrates a commitment to creating a sense of place and identity
- Competitive Bidding does not apply to the dedication, pledge, or other use of TIRZ revenue
- Competitive Bidding does not apply to the sale of land owned by municipality if it is located in a TIRZ

TIRZ CREATION PROCESS

Chapter 311 outlines the procedure for creating or amending a TIRZ and requires two main documents:

1. Creation ordinance; and
2. TIRZ Project and Financing Plan

The creation ordinance establishes four key elements: Boundary; Term; TIRZ Board; and Preliminary Project and Financing Plan. Upon TIRZ creation the Final Project and Financing Plan is approved by the TIRZ Board and then the City Council by separate ordinance.

The Base Year for a TIRZ is the year in which the Creation Ordinance is approved, allowing for increment to be realized January 1 of the following year.

TIRZ CONSULTANT SERVICES

DPED works closely with cities across the state of Texas to create or amend TIRZs, managing the process from start to finish. Our role as the City's TIRZ Consultant can include:

EDUCATING CITY

LEADERSHIP AND CITIZENS

on the concept of a TIRZ, leading stakeholder meetings and City Council workshops to develop support and community buy in.

CREATING A TAXABLE VALUE ANALYSIS

with projections for future land uses within the TIRZ based upon a historical taxable value review, development projections, and reasonable development timing expectations.

DEVELOP TIRZ CASH FLOW MODEL

based on the anticipated land uses and projections for a 15, 20, and 30-year time period. This model will allow the City to underwrite the proposed developments and test various scenarios for the eventual financing plan.

PREPARE THE PROJECT AND FINANCING PLAN

including all necessary exhibits required for local government review and approval per the state legislative requirements such as the description of the zone, proposed TIRZ projects, estimated project costs, term of the zone and a tax increment analysis.

PROVIDE TIRZ DOCUMENTATION AND PRESENTATION SUPPORT

including drafting and presenting necessary documents for creating the TIRZ including: 1) public hearing notices; 2) resolutions; 3) ordinances; and 4) participation agreements.

TIRZ IMPLEMENTATION, thoroughly evaluating each proposed TIRZ project's cost vs. benefit, and ensuring that the project is in line with the Project and Financing Plan and benefits the City as a whole.

WHERE WE'VE WORKED

Over the past 25 years, DPED has advised both cities and developers on TIRZs in communities both large and small including:

ARLINGTON

AZLE

BAY CITY

CELINA

COLLEYVILLE

DALLAS

EL PASO

EULESS

FARMER'S BRANCH

FORT WORTH

GRAND PRAIRIE

GRAPEVINE

GUNTER

IRVING

KAUFMAN

KERRVILLE

MESQUITE

ROBINSON

TROPHY CLUB

TYLER

FOR MORE INFORMATION OR A PROPOSAL FOR OUR TIRZ CONSULTANT SERVICES, PLEASE CONTACT DAVID PETTIT, MANAGING MEMBER DPETTIT@DPEDLLC.COM OR NATALIE MOORE, PROJECT MANAGER NMOORE@DPEDLLC.COM, OR CALL OUR MAIN LINE 817.439.9515.



Meeting
Date: 6/22/2020

Date: 6/17/2020

Item #: 16.

Dept.: Administration

Action Item

SUBJECT:

Consider and take appropriate action to authorize City Staff to solicit sealed bids for the sale of excess Rooftop Air Conditioning Units acquired as a result of the Civic Center construction project; and authorize the City Manager or his designee to execute necessary documents.

BACKGROUND:

The rooftop air conditioning units that have been removed from the Civic Center building are in 'useable' shape (most of them). Request Council approval to sell these units by sealed bids. We have limited space for storage and the units will become unserviceable if they simply sit out in the elements.

Author:
Mike Slye, City Manager

Reviewed:
Mike Slye, City Manager

Cost:

Funds Available:

Source:

Recommendation: Recommend approving selling Civic Center RTU's by sealed bid.

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
☐	☒	☐	☐	☒



Meeting
Date: 6/22/2020

Date: 6/17/2020

Item #: 17.

Dept.: Administration

Action Item

SUBJECT:

Consider and take appropriate action on a proposal for the installation of audio and video systems for the Civic Center from Terrell Alarm Company and authorizing the City Manager or his designee to execute necessary contract documents.

BACKGROUND:

Audio Visual components and installation was removed from the original construction contract as that component was extremely expensive. City would like to contract individually with Terrell Alarm to provide quality AV support to the Civic Center (including Senior Connect and Kaufman Chamber of Commerce).

The original cost estimate during the design stage was \$265,000 for AV. This proposal eliminates all the bells and whistles, yet provides quality AV support for the entire building at \$44,427 ... a significant savings.

Author:
Mike Slye, City Manager

Reviewed:
Mike Slye, City Manager

Cost: \$44,426.88

Funds Available: Yes

Source: 2019CO for the Civic Center

Recommendation: Recommend approval of the Terrell Alarm proposal for AV support for the new Civic Center.

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
☐	☐	☒	☐	☒

Proposal

Client Information

Kaufman Community Center
Kaufman TX

Proposal Number 1104
Date 6/15/2020 Expires 7/15/2020
Salesperson Zane Smith

Engineered A/V System per scope below

SCOPE OF WORK

A. Work under this contract shall include the furnishing of all labor, materials, tools, transportation services, supervision, etc, necessary to complete the installation of the Audio and Video Systems. It shall also include such other items as herein listed, all described in these specifications, as illustrated on the accompanying drawings, or as directed by the Architect or his Representative. Work is comprised of, but not limited to, the following principal items:

1. Community Room Audio/ Video/Lighting/Control Systems
2. Board Room Video System
3. Dining Room Video System
4. Exercise Room Video System
5. Foyer Video System

B. All conduits, junction boxes, floor boxes (except as noted otherwise), power, wire, power sequencing system, etc. for A/V Systems are provided by the Project Electrical Contractor. This does not, however, relieve the A/V/L Contractor from the responsibility for complete, working, overall systems and coordination with the Electrical Contractor is required.

C. This contractor shall coordinate all work with General Contractor, particularly in installing main speakers video displays, screens, projectors and coordinating locations of the ceiling loudspeakers and floor boxes.

D. This contractor shall furnish and install a complete A/V System with all of the necessary apparatus and equipment, wiring, etc., required to ensure on completion, systems of broadcast quality in excellent working order as specified herein and on the attached diagrams.

Terrell Alarm Systems, LLC
901 W Moore Avenue
Terrell, TX 75160
Tel: (972)524-6700 Fax: (972)524-0848

Proposal

Client Information

Kaufman Community Center
Kaufman TX

Proposal Number 1104
Date 6/15/2020 Expires 7/15/2020
Salesperson Zane Smith

Qty	Description	Unit Price	Total
2	119" TARGA SCREEN	\$1,627.85	\$3,255.70
2	OPTOMA TECHNOLOGY LASER PROJECTOR	\$3,632.99	\$7,265.98
4	JBL 2-WY CNTRL CNTRCTR ON-WALL SPK	\$962.54	\$3,850.16
2	RPA ELITE PROJECTOR MOUNT	\$275.33	\$550.66
2	CMA FLATE CEILING PLATE	\$74.22	\$148.44
2	XLR CABLE 25' MALE TO FEMALE	\$29.52	\$59.04
2	75 IN LCD TV 3840X2160	\$2,722.99	\$5,445.98
2	43IN LCD TV 3840X2160	\$942.19	\$1,884.38
1	32" DEEP STAND ALONE RACK	\$1,945.33	\$1,945.33
1	2 SPACE UTILITY DRAWER	\$221.57	\$221.57
4	Wbox 35 FT HDMI Cable with Ethernet V1.4	\$44.81	\$179.24
1	W Box HDMI 1x2 Splitter	\$56.37	\$56.37
5	WBox HDMI Extender over 1 CAT5 Cat6 1080P 130FT HDMI Balun	\$128.99	\$644.95
5	HDMI Wallplate w/ signal booster	\$64.98	\$324.90
1	VENTED FRONT DOOR	\$494.35	\$494.35
1	9 OUTLET 20 AMP RACK POWERSTRIP	\$298.36	\$298.36
1000	ComCables CAT6 WHITE per foot	\$0.21	\$210.00
1	RACK MOUINT KIT	\$109.31	\$109.31
1	4 1/2 FAN TOP	\$747.59	\$747.59
3	RG-6 Quad Shield 1000ft	\$106.59	\$319.77
1	RACK MOUNT CD PLAYER BLUETOOTH	\$412.99	\$412.99
1	Onkyo 7.2 Network AV Receiver 4KHDR	\$650.33	\$650.33
1	Apple Doc Station	\$425.00	\$425.00
1	Soundcraft 12 Channel Mixer	\$755.00	\$755.00
2	Proficient DUAL 10" WOOFERS 250W PWRD SUB	\$451.39	\$902.78
1	Conduit-Boxes-Ends-	\$1,850.00	\$1,850.00
5	F connector insert-WHT	\$3.01	\$15.05
5	SCP 1 Port White Keystone Wall Plate Snap-In - (Video Wall)	\$0.73	\$3.65

Terrell Alarm Systems, LLC
901 W Moore Avenue
Terrell, TX 75160
Tel: (972)524-6700 Fax: (972)524-0848

Proposal

Client Information

Kaufman Community Center
Kaufman TX

Proposal Number 1104
Date 6/15/2020 Expires 7/15/2020
Salesperson Zane Smith

Qty	Description	Unit Price	Total
120	LABOR	\$95.00	\$11,400.00

Sub Total \$44,426.88

Total This Proposal \$44,426.88

Please print name here

Please sign name here

Date Approved



Dear

The City of Kaufman has taken unprecedented measures during this COVID-19 pandemic to minimize the financial strain on our citizens and water customers. Specifically we have:

- Eliminated all water utility cutoffs
- Waived all penalty and fine payments
- Allowed for credit card payments, both online and over the phone without assessing the credit card convenience fee

As the state of Texas continues to open back to “normal” operations; so shall the City of Kaufman.

We will be returning to normal operations starting August 1, 2020. To assist those customers who have a balance over 30 days past due, we are offering a payment plan to help them with past due balances and to bring their account current. The deadline to request and receive a payment plan is July 31st by 5:00 pm.

Our records show, your balance is \$_____ and you are _____ days past due. If you have already taken appropriate actions to bring your account current; thank you and disregard this letter.

Your account balance is due in full on August 10, 2020 to avoid penalties, unless a payment plan request is received by July 31st at 5:00 pm. If you would like to sign up for the payment plan please visit <https://www.kaufmantx.org/DocumentCenter/View/2121/Payment-Plan-Agreement> to fill out the request form and email it to dhancock@kaufmantx.org or bring it to City Hall. Without an approved payment plan, and if the balance is not paid by 5:00 pm on August 10th, your account will be charged a \$15.00 late fee. If the balance continues to be unpaid, by 5:00 pm on August 25th, your services will be disconnected the following morning and your account will be charged an additional \$35.00 reconnect fee and possibly a new deposit of \$125.00. The credit card convenience fee will continue to be waived for the remainder of 2020 for online and telephone payments.

We understand that this is a difficult time and hope that you will take advantage of this opportunity to bring your utility account up to date and current. If you have any questions or concerns, please call City Hall at 972-932-2216.

Mike Slye, City Manager

DISCUSSION ITEMS REPORT (DIR)

Project Title	Department	Agenda Date	Entered Date	Status/Notes	Strategy Map
Splash Pad	Parks &Rec	TBD	10/23/2018	TDPW Grant/Parks Master Plan	2,3,4
Thoroughfare Plan Update	Development Serv	TBD	10/23/2018		2,5
WWTP Finance Application	Finance	11/13/2018	10/23/2018	GTUA Approval	5
Bldg Standards Commission Ordinance	Development Serv	9/1/2019	10/23/2018	BSC to review	4
Civic Center	Admin	7/22/2019		Demo underway	2,3
Marlow Development	Development Serv	4/22/2019	10/23/2018	Accept Utilities	2
54-Acre Development	Development Serv		10/23/2018	PD to Council 05/18/2020	2,3,4
Park Dedication Ordinance	Development Serv		10/23/2018	City Attorney Drafting Ordinance	4,5
Recodification of City Ordinances	Admin	11/13/2018	10/23/2018	Staff Review	5
Phase II - Street Bond	Public Works	10/28/2019	10/23/2018	Underway	5
Subdivision Ordinance Update	Development Serv	1/27/2020	10/23/2018	TNP Preparing proposal	5
TxDOT Turnback	Admin	12/17/2018	11/6/2018	In Process	2,3,5
Citizens Academy	Admin/Public Safety		11/27/2018	Planning Phase	1,3
Explorer Post	PD		11/27/2018	On hold/KISD not interesterd	1,3
Kaufman Lake	Admin/PW		1/8/2019	Appraisal/MLS listing	2,4,5
Downtown Parking	Admin		1/16/2019	Input from Downtown Advisory Committee	2
Street Maintenance Priorities	PW/Admin		2/27/2019	List Presented to Council	5
Kaufman Estates	PW/Admin	10/28/2019		Council Action to Amend CCN	5
Building Code Update	Development Serv	10/28/2019	6/4/2019	Approved O-28-19	5
Summer Youth Program	Admin/Parks	TBD	7/16/2019	COVID Postponement	1,3,4
City Lakes Emer Action Plan	Public Works	TBD	8/7/2019		5
Disc Golf Course	Admin/PW	TBD	8/23/2019	Planning Phase	2,3,4
Washington Street Utility Relocation	Admin/PW	TBD	10/1/2019	SUE forwarded to TxDOT	2,5
Kaufman Square Speakers	Admin/PW	TBD	10/22/2019	Downtown Development Board Approved	2,3
TPW Grant for City Lake Park	Parks &Rec	TBD	12/10/2019	1/5/1900	4,5
Traffic Signal 1388@34 Bypass	Admin		1/28/2020	TxDOT Project	1
PD/FD Safety Equipment Grant	Public Safety	TBD	3/3/2020	Application Submitted	1
CareFlight Facility	Admin	TBD	3/9/2020	Discussions regarding relocation	1,3
COVID - 19	Admin/Public Safety	TBD	3/11/2020	Action Plan in Place	4,5
Solid Waste RFP	Admin	TBD	5/18/2020	Planning Phase	4,5
PD Body Camera Grant	PD	4/27/2020	5/19/2020	Application Submitted	1,5
Greenlight City/EDC Marketing	Admin/EDC		06/16/200	Greenlight Retainer	1,2

DISCUSSION ITEMS REPORT (DIR)

Project Title	Project Lead	Agenda Date	Entered Date	Status/Notes
PID Creation Resolution	Dev Svc/Admin	11/13/2018	10/24/2018	Complete
TIRZ Creation Ordinance Amendment	Dev Svc/Admin	11/13/2018	10/24/2018	Complete
TIRZ Project Reprioritization Resolution	Dev Svc/Admin	11/13/2018	10/24/2018	Complete
Home Improvement Incentive Program	Development Serv	11/13/2018	10/23/2018	Complete
Budget Book Submission to GFOA	Finance		10/23/2018	Complete
Interlocal Agreement w/County for PID	Finance		10/30/2018	PID Assessment for Georgetown in 2020
WWTP Priority Project List	Public Works	11/13/2018	10/23/2018	Mark Hill - Consultant
2600 Commerce Way Permit Ready	Development Serv	NA	11/6/2018	Complete Permit Issued 11/26/2018
600 N Nash KC Street Barn Permit Issued	Development Serv	NA	11/6/2018	Complete Finaled 01/04/2019
Rev Ch 22 & 46 7500SF F Sprinkler Req	elopment Serv	01/28/2019 02/25/2019	1/21/2019	Complete 02/25/2019
Realtor PID Training	Admin	NA		Complete 4/23/2019
Fee Schedule Update	Development Serv		6/4/2019	Approved by Council
Bureau Veritas Contract Update	Development Serv		6/4/2019	Approved by Council
Park Master Plan Update	Parks &Rec	8/5/2019	10/23/2018	Aproved by Council
34/243 Signal Installation	Public Works		10/23/2018	Complete
HR Coordinator	Admin		12/17/2018	Admin/HR Assistant Full-Time Sept. 30
Agenda Software Installation/Training	Admin		10/23/2018	Complete
5 Year CIP	Admin	11/25/2019	11/25/2019	Work Session 12/16/19
Water & Street Impact Fee Update	Development Serv		6/10/2019	Council approved 12/16/19
Intern Program	HR	TBD	12/10/2019	Policy to Council 3/30/20

City of Kaufman Performance Measures				
Safe and Secure				
Provide superior fire, police and emergency services.				
Fire Department	FY Q1	FY Q2	FY Q3	FY Q4
Number of Fire calls	262	192		
Number of EMS calls	319	338		
Number of Accident calls	124	105		
Meet Average Response Time goal	5mins	5mins		
Police Department				
Number of crimes against people	8	25		
Number of property crimes	50	87		
Meet Average Response Time goal	1.30	1.32		
Emergency Management				
Annual Review of EM Plan	0	0		
Conduct Annual Table Top Exercise	1	0		
Animal Control				
Number of Calls for Service	95	152		
Total Animals Picked-up	69	34		
Total Animals delivered to Humane Society	60	30		
Total Citations Issued	7	4		
Increase citizen awareness and involvement in public safety.				
Fire Department	FY Q1	FY Q2	FY Q3	FY Q4
Number of Social Media Posts	110	190		
Number of Social Media Followers	9700	9750		
Number of Public Fire Education Programs	5100	125		

Police Department				
Number of Social Media posts	12	10		
Number of Social Media followers	9326	9645		
Neighborhood Crime Watch Programs	4	4		
Emergency Management				
Utilize Social Media to promote CivicReady	1	1		
Increase number of CivicReady users	3115	3115		
Number of CivicReady messages	20	15		
Improve data security				
IT Department	FY Q1	FY Q2	FY Q3	FY Q4
Conduct Annual Security Audit of Systems	Yes	NA		
Conduct HB mandated cyber security training	Yes	Yes		
Police Department				
CJIS Audit Compliance	Yes	NA		
Smart, Business-Friendly Economic Development				
Create effective working relationships with businesses and developers.				
Development Services	FY Q1	FY Q2	FY Q3	FY Q4
Number of DRC meetings	0	2		
Administration				
Number of meetings with businesses and developers (new and current).	4	3		
Attend Chamber networking events.	1	1		

Retain/Expand existing businesses.				
Development Services	FY Q1	FY Q2	FY Q3	FY Q4
Number of Matching Grants reviewed	2	2		
Administration				
Recognize the Business of the Month	3	3		
Serve as Ex-Officio on Chamber Board	Yes	Yes		
Number of EDC meetings attended	2	2		
Promote new business opportunities.				
Development Services	FY Q1	FY Q2	FY Q3	FY Q4
Respond to zoning information requests less than or = to 3 days.	25	17		
Administration				
Economic Incentive agreements approved	2	2		
Attend ICSC	Yes	NA		
Meet with potential business owners.	4	3		
Strong Partnerships and Community Involvement				
Create a positive regional identity.				
Communications	FY Q1	FY Q2	FY Q3	FY Q4
Respond within 3 hours to citizen comments and messages on social media.	100%	100%		
Number of press releases to the paper regarding	8	3		

activities and positive events.				
Marketing				
Number of promotions of Kaufman's events	13	2		
Number of promotions of Kaufman Square	11	2		
Forge collaborative relationships with other government and public entities.				
Administration	FY Q1	FY Q2	FY Q3	FY Q4
Attend Kaufman County Leadership Council Meetings	1	1		
Participate in Kaufman County Communications Coalition	1	2		
Attend Kaufman Leadership Council Meetings	1	1		
Foster and support citizen volunteer opportunities.				
Administration	FY Q1	FY Q2	FY Q3	FY Q4
Develop Citizens Academy	No	No		
Post volunteer opportunities on website, social media, and to employees.	0	0		
Highlight Non-profit of the quarter	0	0		
Healthy and Environmentally Conscious Community				
Promote recreational/active lifestyle opportunities.				
Parks and Recreation	FY Q1	FY Q2	FY Q3	FY Q4
Maintain 16.3 acres of ballfields for safe use.	34	7		
Maintain 102.7 acres of Park Facilities.	139	254.8		
Provide general park inspections and repairs.	15	15		
Improve property maintenance standards and code enforcement.				

Code Enforcement	FY Q1	FY Q2	FY Q3	FY Q4
Number of pro-active cases opened	228	370		
Implement NEAT 2x a year	1	0		
Conduct annual review of relevant codes	0	1		
Develop/enhance environmental and sustainability standards/programs.				
Public Works	FY Q1	FY Q2	FY Q3	FY Q4
Publish Water Quality Report	Yes	Yes		
No Enforcement violations	0	0		
Water loss less than 20%	Yes	Yes		
Communications				
Number of promotions of Recycling Program	12	1		
Number of promotions of Water Conservation Plan	0	1		
Development Services				
Perform bi-annual health inspections	70	40		
Perform health inspections – temporary events	22	0		
Financial and Operational Stewardship				
Develop, recognize and retain quality staff.				
Human Resources	FY Q1	FY Q2	FY Q3	FY Q4
Update City's Job Classification Plan annually	NA	NA		
Employee turnover less than 15%	4.5%	3%		
Review/update Job Descriptions annually	NA	NA		
Implement strong financial management standards.				
Finance	FY Q1	FY Q2	FY Q3	FY Q4

Achieve GFOA's Certificate of Achievement for Excellence in Financial Reporting	NA	NA		
Achieve GFOA's Distinguished Budget Presentation Award	NA	NA		
Increase the number of warrants issued after FTA for Final Notice of court date	11	498		
Improve effectiveness and efficiency of operational processes.				
Administration	FY Q1	FY Q2	FY Q3	FY Q4
Quarterly Budget review	Yes	Yes		
Fleet Plan review	NA	NA		
Annual Review of Job Classification Plan/Staffing levels	NA	NA		
Maintain/Improve infrastructure and assets.				
Public Works	FY Q1	FY Q2	FY Q3	FY Q4
Linear feet of street repairs	170	113		
Linear feet of water line replaced	0	1315		
Number of water leaks repaired	70	36		
Provide cost effective services.				
Administration	FY Q1	FY Q2	FY Q3	FY Q4
Review the fee schedule and compare with surrounding areas	Yes	NA		
Quarterly Budget review	Yes	Yes		
Deliver responsive, professional customer service.				
Administration	FY Q1	FY Q2	FY Q3	FY Q4

Provide Customer Service Training	NA	NA		
Number of Customer Complaints	0	0		
Number of outside commendations	1	0		
Development Services				
Percentage of Plat approval by PZ w/i 30 days.	100(2apps)	100(1app)		
Planned Development & Site Plan approval by PZ w/i 60 days.	100(1app)	66(3apps)		
Percentage of contractor registration approval process < or = to 3 days.	100(69)	100(70)		
Percentage of single family & duplex permit plan review < or = 15 working days.	100(13)	100(6)		
Percentage of commercial permit plan review < or = 60 working days.	NA	100(1app)		
Percentage of home improvement incentive program initial request review in < or = 10 working days.	100(1app)	100(2apps)		
Finance				
Increase the number of ACH payments to total accounts payable	+6.2%	+11%		
Increase percentage of Automatic draft customers/total customers	+17.6%	+17.85		
Increase number of E-Bill customers	+10.2%	+11.2%		
Fire Department				
Meet or beat Average Response Time goal	100%	100%		
Number of Citizen complaints	0	0		
Number of outside commendations	0	0		

Police Department				
Meet or beat Average Response Time goal	Yes	Yes		
Number of citizen complaints	0	1		
Training hours for Professional Development	162	230		
Public Works				
Number of street maintenance calls	479	476		
Number of utility related service calls	927	1309		
Number of Citizen complaints	18	23		

June 3, 2020

To: City of Kaufman

From: Ashley Berryhill, Grant Director

Re: May Demand and Response Ridership Report

TRIP INFORMATION:

	S	O	N	D	J	F	M	A	M	J	J	A	TOTAL
Trips	537	605	570	611	652	1,033	520	281	233				5,042
No. Service Days	20	23	19	20	21	19	22	21	20				185

NO. OF TRIPS	PURPOSE
6	Education
2	Government
33	Medicaid
93	Medical
4	Nutrition (Senior Center)
18	Other (adult-day care, beauty salon, friend's homes, etc.)
46	Shopping
31	Work
0	Contract Services

ELDERLY AND DISABLED RIDERSHIP	
10	Disabled Trips
156	Elderly (&/or Dis) Trips

166 E & D Total Rides

E & D Percent of Total Trips – 71%

MAY UNDUPLICATED PASSENGERS
28
YEAR TO DATE UNDUPLICATED PASSENGERS
185

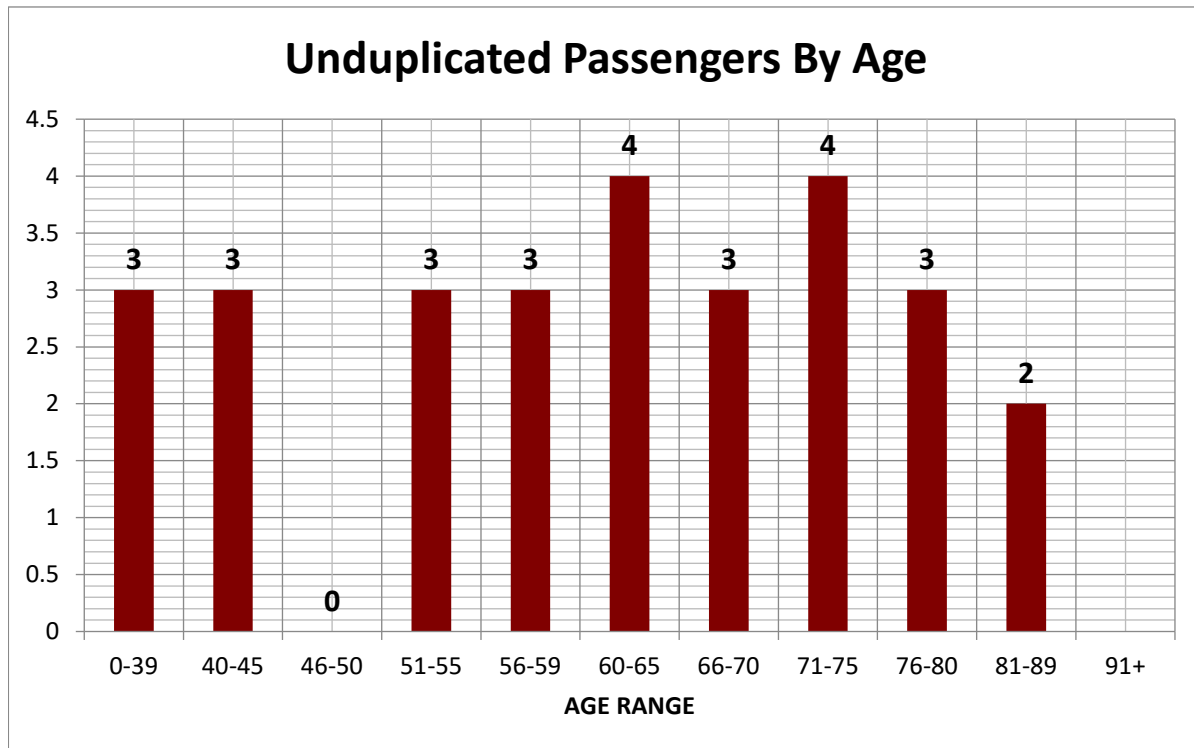


Trip Total	
KAUFMAN TO KAUFMAN	213
KAUFMAN TO OUTSIDE	11
OUTSIDE TO KAUFMAN	9

233

NOSHOW/CANCEL	249
DENIALS	4
Month to Month Unduplicated	28
YTD Unduplicated	185

May 2020 Total D & R Trips	233
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June 3, 2020

To: Kaufman County

From: Ashley Berryhill, Grant Director

Re: **May 2020 STARNow - Terrell Ridership Report**

FY20 TRIP INFORMATION:

STARNow- Terrell	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	TOTALS
TRIPS			180	350	289	328	307	274	350				2,078
DAYS OF SERVICE			19	20	21	19	22	21	20				142

Ridership		Users		Rider Experience		Charges	
KPIs							
Completed Boardings ⓘ	Avg. Boardings Per Service Hr.	Boarding Cancellations ⓘ	Boarding Cancellations (No Show) ⓘ	Cancellation Percentage	Cancellation Percentage (No Show)		
345	2.03	105	13	23.33 %	2.89 %		
Completed Requests ⓘ	Cancelled Requests ⓘ	Cancelled Requests (No Show) ⓘ	Avg. # of Trips per Rider	Avg. Travel Duration ⓘ	Avg. Travel Distance ⓘ	Avg. Wait Time ⓘ	
335	101	13	7.67	10.11 min	2.75 mi	23.04 min	
Median Wait Time ⓘ	Bookings from Admin Portal ⓘ	Bookings from Rider Application ⓘ	Flag Down Bookings ⓘ				
14.68 min	57.39 %	40.58 %	2.03 %				

Ridership		Users		Rider Experience		Charges	
KPIs							
Completed Boardings ⓘ	Avg. Boardings Per Service Hr.	Boarding Cancellations ⓘ	Boarding Cancellations (No Show) ⓘ	Cancellation Percentage	Cancellation Percentage (No Show)		
5	0.06	0	0	0 %	0 %		
Completed Requests ⓘ	Cancelled Requests ⓘ	Cancelled Requests (No Show) ⓘ	Avg. # of Trips per Rider	Avg. Travel Duration ⓘ	Avg. Travel Distance ⓘ	Avg. Wait Time ⓘ	
5	0	0	1.25	9.95 min	1.94 mi	12.72 min	
Median Wait Time ⓘ	Bookings from Admin Portal ⓘ	Bookings from Rider Application ⓘ	Flag Down Bookings ⓘ				
12.72 min	100 %	0 %	0 %				

Response Summary:

	Responses	Transports	Exceptions	Compliance %	Transport %
Priority 1 <8:59	22	15	1	95%	68%
Priority 2 <11:59	63	24	0	100%	38%
Priority 3 <14:59	23	13	0	100%	57%
Emergency Transfers<0:29:59	102	101	29	72%	99%
Non-Emergency Transfers<0:15	45	45	5	89%	100%
Helicopter	13	13			
Totals	268	211		99.00%	54.3%

Transport Summary:

	Number	Percentage
Baylor Scott and White Dallas	5	3%
Baylor Scott and White Sunnyvale	1	1%
Baylor Scott and White Lakepointe Rowlett	0	0%
Baylor Scott and White Lakepointe Forney	0	0%
Childrens Medical Center	7	4%
Dallas Regional Medical Center	0	0%
Medical City Dallas	2	1%
Parkland	0	0%
Texas Health-Dallas	78	39%
Texas Health- Kaufman	46	23%
Texas Health -Plano	7	4%
Texas Health-Rockwall	1	1%
UT Health- Athens	0	0%
UT Health- Tyler	0	0%
UT Health- Cedar Creek	0	0%
VA Medical Center Dallas	2	1%
Other Hospitals	13	7%
Nursing home, residence, other	36	18%
	198	100%

	Number	% of Total
Patient Refusal/Treat No Transport	22	39%
Pt is DOS	0	0%
Cancellation- No Patient	35	61%
	57	100%

Average Response Time

City Wide--Emergency Calls

0:04:42

	Responses	Exceptions	
Last 100 Calls			
Priority 1	100	4	96%
Priority 2	100	1	99%
Priority 3	100	0	100%

JUNE 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Planning & Zoning Meeting	3	4	5	6
7	8	9 KEDC	10	11	12	13
14	15	16	17	18 Parks & Rec Meeting	19	20
21	22 KEDC Regular City Council Meeting	23 Keep Kaufman Beautiful Board Meeting	24	25	26	27
28	29 Early Voting for Runoff Election Begins	30				

JULY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 July 4 th Event
5	6	7 Planning & Zoning Meeting	8	9	10	11
12	13	14 Runoff Election Day	15	16 Parks & Rec Meeting	17	18
19	20	21	22	23	24	25
26	27 Regular City Council Meeting	28 Keep Kaufman Beautiful Board Meeting	29	30	31	

AUGUST 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Planning & Zoning Meeting	5	6	7	8
9	10	11	12	13 Parks & Rec Meeting	14	15
16	17	18	19	20	21	22
23	24 Regular City Council Meeting	25 Keep Kaufman Beautiful Board Meeting	26	27	28	29
30	31					