John Mounce, Mayor Pro Tem
Tomas Mendoza, Councilmember
Chrissa Hartle, Councilmember

James Clark, Councilmember

Elizabeth Woodall, Mayor

CITY OF JUSTIN
CITY COUNCIL AGENDA
(AMENDED)
APRIL 25, 2023
415 N. COLLEGE AVE.
6:00 P.M.

CALL TO ORDER

Convene into Session:
Invocation and Pledge of Allegiance
American Flag

Texas Flag: "***Honor the Texas Flag; I pledge allegiance to thee, Texas, one state, under God, one and indivisible"***

MAY EVENTS/MEETING DATES:

May 6 – Municipal Election Day
May 9 – City Council meeting
May 16 – Planning and Zoning meeting
May 18 – EDC/CDC meeting
May 23 – City Council meeting

PUBLIC COMMENT

In order to expedite the flow of business and to provide all citizens the opportunity to speak, the mayor may impose a three-minute limitation on any person addressing the Council. The Texas Open Meetings Act prohibits the City Council from discussing issues, which the public have not been given a seventy-two (72) hour notice. Issues raised may be referred to City staff for research and/or placed on a future agenda.

PROCLAMATION

- Sexual Assault awareness month – Friends of the Family

PRESENTATIONS/ STAFF UPDATES

- Northwest ISD
- Quarterly Financials/ Quarterly Investment Report
- Justin Community Volunteer Fire Department

CONSENT AGENDA

Any Council Member may request an item on the Consent Agenda to be taken up for individual consideration

1. *(second reading)* Consider approval of Ordinance 749-23 approving a Planned Development (PD-SF-2) for Timberbrook Ph 7, 8, and 9 legally described as Abstract No. 121 the Margaret Garnett Survey, Abstract No. 439 the William Reed Survey, Abstract No. 1071 and the Joseph Sutton Survey Abstract No. 1151.

2. *(second reading)* Consider approval of Ordinance 750-23 for the creation of the City of Justin Board of Ethics.

3. Consider approval of City Council minutes, Joint meeting minutes, and Zoning Board of Adjustment minutes dated April 11, 2023

ITEMS PULLED FROM CONSENT AGENDA

WORKSHOP

4. Discuss facility needs assessment and potential bond issuance related thereto.

CONSIDER AND POSSIBLE ACTION ITEMS

5. Consider and take appropriate action regarding appointment to and membership of the Justin Economic Development Corporation and Community Development Corporation.

6. Consider and take appropriate action regarding an amendment to the Community Development Corporation (Type B) FY 2022-2023 budget.

7. Consider and take appropriate action to approve Ordinance 751-23 amending the FY 2022-2023 annual budget.

8. Consider and take appropriate action regarding appointment to and membership of the Justin Community Library Board.

9. Consider and take appropriate action regarding Resolution 604-23 amending the Board, Commission, and Committee Policy Manual residency requirements and membership for the Justin Community Library Board.

10. Consider and take appropriate action regarding approval of Employee Bond amounts.

11. Consider and take appropriate action to approve Resolution 605-23 approving the application to participate in the Texas Smart buy purchasing program.

12. Consider and take appropriate action regarding a Chapter 52 rewrite proposal.

EXECUTIVE SESSION

Any item on this posted agenda could be discussed in Executive Session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and Section 551.087 of the Texas Government Code.

- Under Section 551.071, to conduct private consultation with the City Attorney regarding:
    - Preserve Development Agreement
    - City of Justin/Town of Northlake Interlocal Cooperative Agreement for Wastewater Improvements
    - Oncor Transmission line

- Under Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee:

    - City Manager

Convene into executive session.

Adjourn into open meeting.

13. Discuss, consider, and act on items discussed in Executive Session.

FUTURE AGENDA ITEMS

ADJOURN

I, the undersigned authority, do hereby certify that the above notice of the meeting of the City Council of the City of Justin, Texas, is a true and correct copy of the said notice that I posted on the official bulletin board at Justin Municipal Complex, 415 North College Street, Justin, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this 20th day of April, 2023 by 5:00 p.m., at least 72 hours preceding the scheduled meeting time.

Brittany Andrews
Brittany Andrews, City Secretary

City Council Meeting

April 25, 2023

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Items: 1 (Consent)

Title: (*second reading*) Consider approval of Ordinance 749-23 approving a Planned Development (PD-SF-2) for Timberbrook Ph 7, 8, and 9 legally described as Abstract No. 121 the Margaret Garnett Survey, Abstract No. 439 the William Reed Survey, Abstract No. 1071 and the Joseph Sutton Survey Abstract No. 1151.

Department: Development

Contact: Director of Planning and Development, Matt Cyr

Recommendation:

Staff has reviewed the application to ensure consistency with the Developers Agreement that was approved on April 26, 2021. Staff has no concerns with the application.

Background:

On April 26, 2021, City Council approved a Development Agreement with Bloomfield and Royal Crest properties for approximately 1,079 acres of land. In May of 2021 City Council annexed the subject property into the City of Justin. Due to State Law the property is automatically zoned to the lowest density, which would be Large-Lot Residential. To move forward in eventually developing the properties, the Applicant is required to rezone the development.

The request is for an approximately 465 lot subdivision and is a continuation of the existing Timberbrook subdivision.

City Attorney Review: N/A

Attachments:

1. PZ Report
2. Supporting Documentation

JUSTIN
1887

PLANNING & ZONING COMMISSION MEETING
Staff Report
March 21, 2023

STAFF CONTACT: Matt Cyr, Director of Planning and Development Services

PROJECT: Consider and act upon a recommendation to City Council for a Planned Development (PD-SF-2) for Timberbrook Ph 7, 8, and 9 legally described as Abstract No. 121 the Margaret Garnett Survey, Abstract No. 439 the William Reed Survey, Abstract No. 1071 and the Joseph Sutton Survey Abstract No. 1151

APPLICANT: Jason Weaver, GM Civil

EXECUTIVE SUMMARY: The Applicant is requesting a zoning change from the Large Lot Zoning District to Planned Development (SF-2). The subject property will be developed as an approximate 465 lot single-family residential subdivision with public and private open spaces, an amenity center lot, and an elementary school site. The proposed subdivision will be a continuation of the existing Timberbrook development for Phases 7, 8, and 9.

DETAILS: On April 26, 2021, City Council approved a Development Agreement with Bloomfield and Royal Crest properties for approximately 1,079 acres of land.

In May of 2021 City Council annexed the subject property into the City of Justin. Due to State Law the property is automatically zoned to the lowest density, which would be Large-Lot Residential. To move forward in eventually developing the properties, the Applicant is required to rezone the development.

JUSTIN
1887

DESIGN STANDARDS:

PD ZONING RESIDENTIAL STANDARDS	SF-5.5	SF-7	SF-8.5
Lot Size (Minimum)			
Lot Area (sq. ft.)	5,500[1]	7,000[1]	8,500[1]
Lot Width (feet)	50[2]	60[2]	70[2]
Lot Depth (feet)	110[3]	110[3]	110[3]
Dwelling Regulations (Minimum Square Footage)			
Minimum Dwelling Floor Area	1,600[4]	1,600[4]	1,800[4]
Yard Requirements			
Front Yard minimum (feet)	20	20	20
Side Yard minimum (feet)	5	5	5
Side Yard of Corner Lots minimum (feet)	10	10	10
Side Yard of Corner Lots (feet) on key lots	20	20	20
Rear Yard minimum (feet)	15[5]	15[5]	15[5]
Lot Coverage Main Structure	50%	50%	50%
Home Requirements			
Main Structure maximum Height (feet)	40	40	40
Accessory Structure Height maximum (feet)	14	14	14
Masonry Percentage minimum	70%	70%	70%
Roof Pitch Minimum	6:12	6:12	6:12

FENCING & SIGNAGE : Along the east side of the development the Applicant is proposing to utilize a 6' ornamental fencing with stone masonry columns. The Applicant is also utilizing this to the southwest of the development as well. The Applicant will also utilize a 6' masonry (brick veneer) screening wall to the south entrance of the development.

The development will also have a main entry monument sign to the south entrance of the development. These exhibits are included in the agenda packet.

TRAILS: The development will have a 6' trail that goes down the east side and west side of the development. The trail system will connect with the existing trail system in Timberbrook. The exhibit is attached as well in the agenda packet.

SCHOOL: Northwest ISD has been in contact with Timberbook about a school onsite. The lot will be approximately 11.96 acres. Staff has not confirmed if it is an elementary school or middle school. However, we will confirm ahead of the meeting. The School would be part of this Planned Development.

JUSTIN
1887

ACTION CONSIDERED:

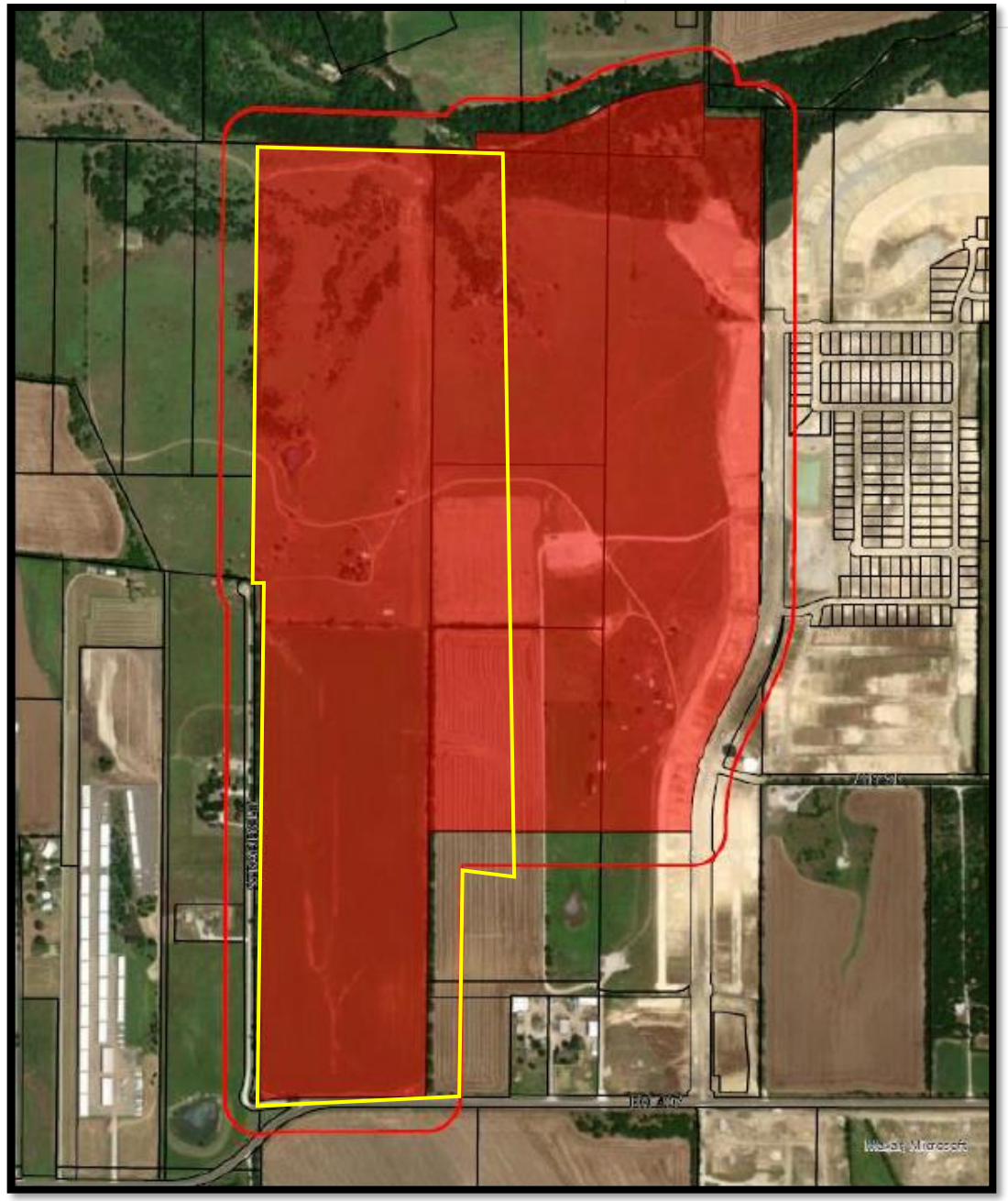
1) Make a recommendation to City Council to approve, approve with conditions, table with clarification and intent or deny.

STAFF RECOMMENDATION:

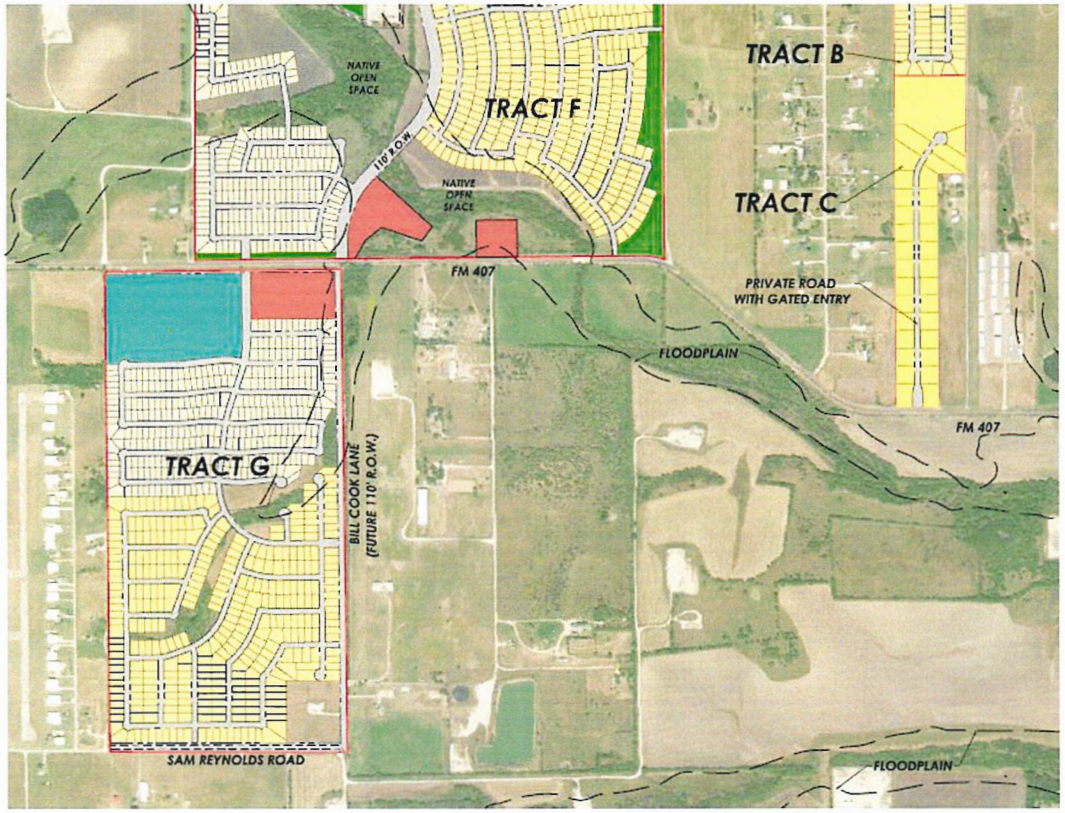
Staff has reviewed the application to ensure consistency with the Developers Agreement that was approved on April 26, 2021. Staff has no concerns with the application.

ATTACHMENTS:

(A) Map
(B) Supporting Documentation



APPROVED DEVELOPERS AGREEMENT EXHIBIT



N
W E
S

LEGEND

- 50' X 110' LOTS
- 60' X 120' LOTS
- ½ ACRE LOTS (MIN. 100' WIDE)
- AMENITY CENTER
- OPEN SPACE / PUBLIC PARK
- SCHOOL SITE
- COMMERCIAL

PREPARED BY:
GOODWIN MARSHALL
CIVIL ENGINEERS – PLANNERS – SURVEYORS

PREPARED FOR:
BLOOMFIELD HOMES, LP

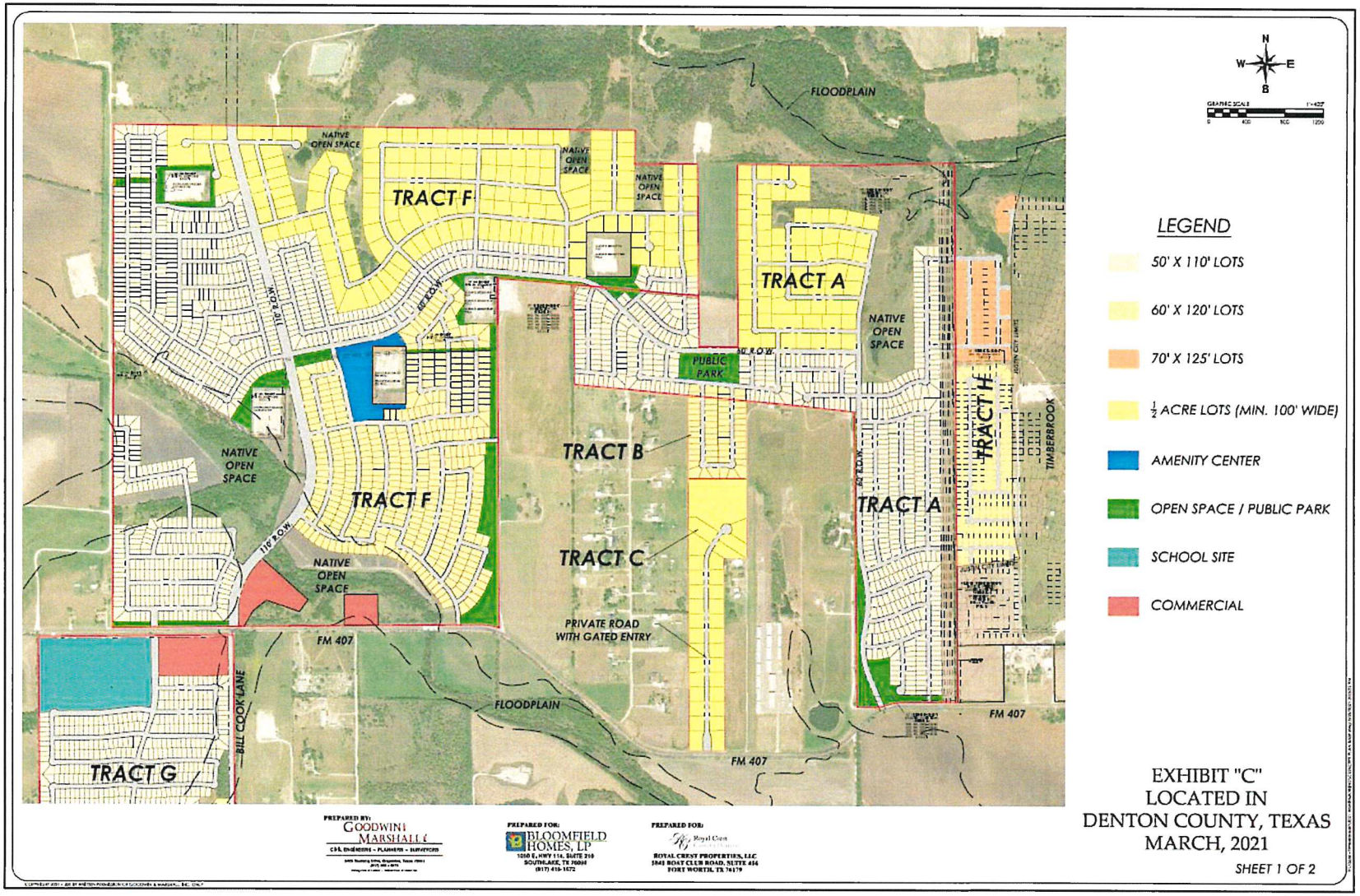
PREPARED FOR:
Royal Crest

EXHIBIT "C"
LOCATED IN
DENTON COUNTY, TEXAS
MARCH, 2021

SHEET 2 OF 2

APPROVED DEVELOPERS AGREEMENT EXHIBIT

EXHIBIT C
CONCEPT PLAN



PREPARED BY: GOODWIN MARSHALL — CIVIL ENGINEERS - PLANNERS - SURVEYORS

PREPARED FOR: BLOOMFIELD HOMES, LP
1050 E. HWY 114, SUITE 210
SOUTHLAKE, TX 76092
(817) 416-1572

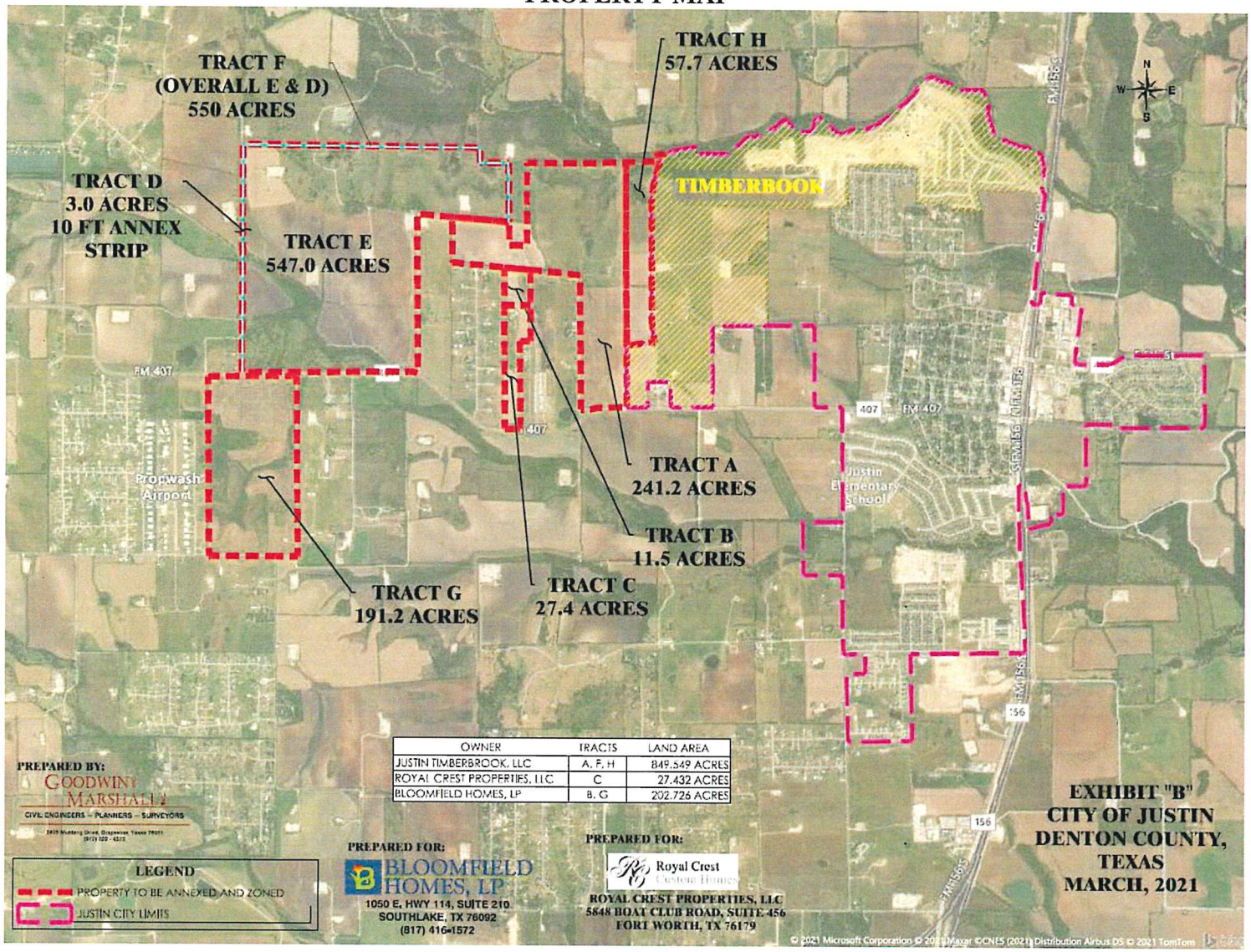
PREPARED FOR: ROYAL CREST PROPERTIES, LLC
5841 BOAT CLUB ROAD, SUITE 454
FORT WORTH, TX 76179

EXHIBIT "C"
LOCATED IN
DENTON COUNTY, TEXAS
MARCH, 2021

SHEET 1 OF 2

APPROVED DEVELOPERS AGREEMENT EXHIBIT

EXHIBIT B
PROPERTY MAP



Planned Development of Timberbrook Phases 7, 8, & 9

Justin, Texas

INTRODUCTION

Justin Timberbrook, LLC being the applicant, hereby request the property described herein to be rezoned from SF-LL to PD – Planned Development SF-2. The subject property totals 172.822 acres and will be developed as an approximate 830 lot single-family residential subdivision with public and private open spaces, an amenity center lot, and an elementary school site. The proposed subdivision will be a continuation of the existing **Timberbrook** development for Phases 7, 8, and 9.

page

PROJECT LOCATION AND DESCRIPTION

Timberbrook Phases 7, 8, & 9 is located on the north side of F.M. 407 west of Timberbrook Parkway continuing north to Oliver Creek. **Timberbrook Phases 7, 8, & 9** is situated in the Carl Boeger Survey, Abstract Number 121, M. Garnett Survey, Abstract Number 439, Joseph Sutton Survey, Abstract Number 1151, and W.M. Reed Survey, Abstract Number 1071, City of Justin, Denton County, Texas. The property is currently undeveloped and is bordered by undeveloped property to the north of Oliver Creek and along the west property line. The existing Timberbrook development is to the east of the subject property.

SUBDIVISION REGULATIONS

The Subdivision Regulations of the City of Justin shall apply to development of the Property, except as modified as follows:

All water and sanitary sewer plans shall comply with the City's water and sewer Master Plan and be approved by the City Engineer or designee.

All water and sanitary sewer plans, specifications, and construction shall comply with Texas Commission on Environmental Quality requirements 30 TAC Chapter 290, Subchapter D; Rules and Regulations for Public Water Systems (as amended) and Chapter 217: Design Criteria for Domestic Wastewater Systems (as amended)

DEVELOPMENT STANDARDS

RESIDENTIAL

PD ZONING RESIDENTIAL STANDARDS	SF-5.5	SF-7	SF-8.5
Lot Size (Minimum)			
Lot Area (sq. ft.)	5,500[1]	7,000[1]	8,500[1]
Lot Width (feet)	50[2]	60[2]	70[2]
Lot Depth (feet)	110[3]	110[3]	110[3]
Dwelling Regulations (Minimum Square Footage)			
Minimum Dwelling Floor Area	1,600[4]	1,600[4]	1,800[4]
Yard Requirements			
Front Yard minimum (feet)	20	20	20
Side Yard minimum (feet)	5	5	5
Side Yard of Corner Lots minimum (feet)	10	10	10
Side Yard of Corner Lots (feet) on key lots	20	20	20
Rear Yard minimum (feet)	15[5]	15[5]	15[5]
Lot Coverage Main Structure	50%	50%	50%
Home Requirements			
Main Structure maximum Height (feet)	40	40	40
Accessory Structure Height maximum (feet)	14	14	14
Masonry Percentage minimum	70%	70%	70%
Roof Pitch Minimum	6:12	6:12	6:12

1) Minimum square footage based on maintaining a minimum lot width or depth
2) Lot Width for curvilinear lots shall be measured at the tangent of the curve at the front setback of the lot.
3) Lot Depths for cul-de-sacs and knuckles may be less than minimum depth, while maintaining the minimum lot area (5,500 SF, 7,000 SF, 8,500 SF).
4) No more than 25% of dwelling units may be less than 2,000 S.F.
5) Rear Yard setbacks for lots on cul-de-sacs and knuckles shall be 10’ minimum.

SPECIAL CONDITIONS:

1. Three-tab roofing shall not be permitted.
2. No alleys shall be required and garage doors may face the street.
3. Developer shall install a minimum 6-foot masonry wall or a minimum 6-foot high decorative iron fence with living screen where lots back to a roadway with a 4-foot sidewalk back of curb. Lots which back onto parkland or open space shall provide a minimum 4-foot high decorative iron fence of uniform design. Lots which back onto park land shall provide a decorative iron fence of uniform design to be approved by the Owners and be installed by the homebuilder.
4. Hike & Bike Trails may be installed in the Flood Plain and Flood Way.
5. Homes shall be set back a minimum 150 feet from existing well heads.
6. Any trees in right-of-ways, easements, house pads, within 10 feet from any house pad, and future roads shall not be mitigated. Any trees planted on lots, medians, landscape buffers, and private or public open space should count for mitigated trees.
7. The only City Fees that will be paid with this project will be water fees, certificate of occupancy fees and building fees.
8. Water services shall be allowed to tap 12-inch diameter or smaller water lines.
9. Roll over curbs will be allowed**.**
10. All lot purchasers will be required by deed to be members of a homeowners' association.
11. Type B Lot-to-Lot drainage split from the front or rear pad of the upstream lot will be allowed with defined side yard swales.
12. The owner reserves the right to modify the lot mix, street configuration, and layout for the development as presented on Planned Development Zoning Exhibit through the preliminary plat and final plat process, allowing up to a 10% increase or reduction in density for the single-family residential lots.

STREET STANDARDS

Per the approved Development Agreement (**Agreement**) for **Timberbrook**, the Subdivision Regulations shall apply to the development of the Property, except as modified as follows:

50' R.O.W. streets shall be 31' B-B. All paving or other improvements for the 50' R.O.W. road shall be financed by Assessments or the proceeds of PID Bonds to the extent allowed by law.

60' R.O.W. streets along the west property line and adjacent to the school site shall be 37' B-B for two 12 foot lanes with a 12 foot center two way left turn lane. All paving or other improvements for the 60' R.O.W. road shall be financed by Assessments or the proceeds of PID Bonds to the extent allowed by law.

In constructing the roads subject to the **Agreement**, the Owners shall comply with any applicable standards of the City, the County, the State of Texas, and the United States of America (including any agency thereof) with respect to safety requirements and compliance with the Americans with Disabilities Act in force at the time of construction of such road.

Street sections for each class of street are shown in the attached exhibits.

MISCELLANEOUS CONDITIONS

Gas Wells

Must be set back at least 150 feet from existing well heads, homes and parks, and screened in compliance with the City's ordinances.

Park Land, Hike & Bike Trails

Owners shall offer park land for dedication in the final plat to the City in accordance with the City's park dedication requirements in effect as of the Effective Date and the Owners' development plan, in the Owners' sole discretion. Concrete hike and bike trails shall be installed at a width of 6' in the flood plain and flood way. The concrete hike and bike trails shall be paid for with Assessments on the Property within the PIDs to the extent allowed by law.

Screening

Owners shall, at Owners' sole discretion, install a minimum 6-foot high masonry screening wall or wrought iron fence with living screen where lots back to an arterial or collector roadway, with a 4-foot sidewalk. Lots which back onto park land or private open space shall provide a minimum 4-foot high decorative iron fence of uniform design.

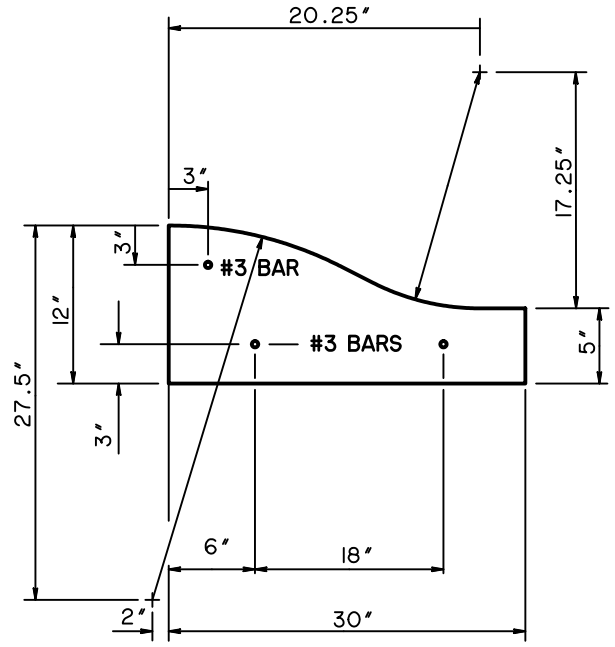
Entry Features/Monumentation

Entry features, landscaping, and monumentation to identify the **Timberbrook** development may be installed within roadway medians. The homeowner's association shall be responsible for maintenance for these improvements within public right-of-way.

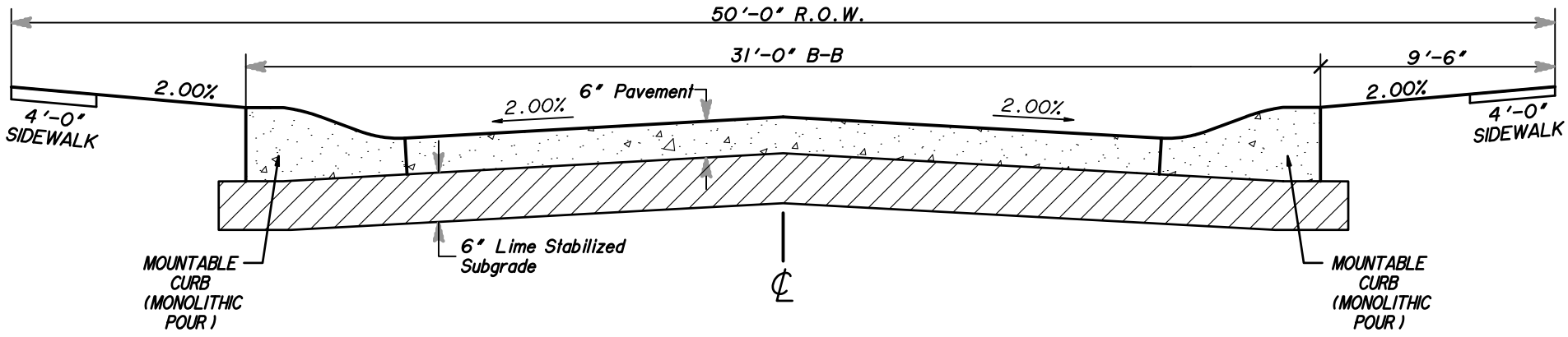
NOTES:
ALL CONCRETE PAVEMENT TO BE 3,600 PSI MIN.

REINFORCEMENT SHALL BE NO. 4 BARS @ 18" O.C.B.W.

LIME APPLICATION RATE AS DETERMINED BY LIME SERIES TEST BY GEOTECHNICAL ENGINEER.



MOUNTABLE CURB DETAIL



TIMBERBROOK STANDARD 50' R.O.W. STREET DETAILS

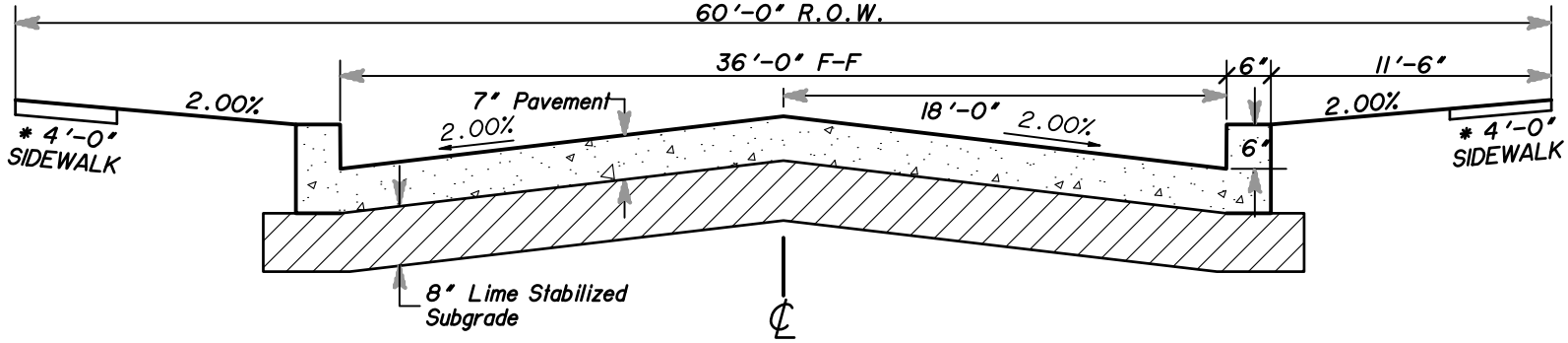
NTS

NOTES:
ALL CONCRETE PAVEMENT TO BE 3,600 PSI MIN.

REINFORCEMENT SHALL BE NO. 4 BARS @ 18" O.C.B.W.

LIME APPLICATION RATE AS DETERMINED BY LIME SERIES TEST BY GEOTECHNICAL ENGINEER.

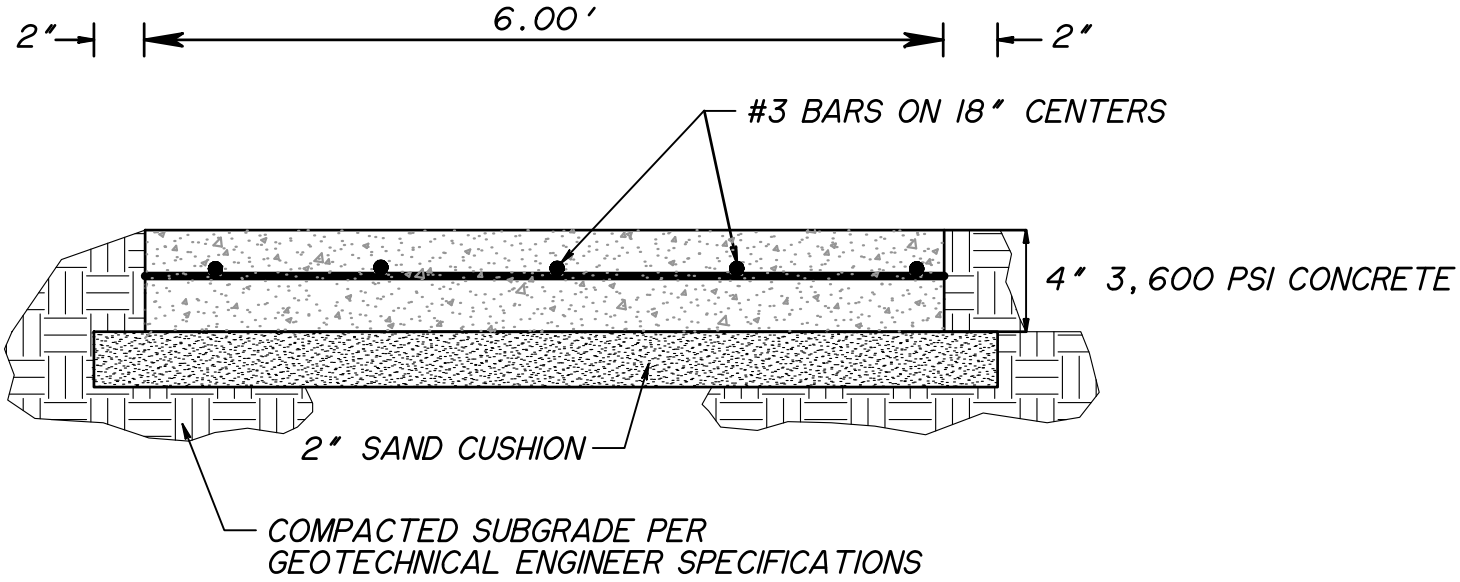
* THE 6' HIKE/BIKE TRAIL REPLACES THE 4' SIDEWALK IF TRAIL IS LOCATED ADJACENT TO OR WITHIN THE R.O.W.



60' R.OW. CROSS-SECTION

TIMBERBROOK STANDARD 60' R.O.W. - COLLECTOR STREET DETAIL

NTS



6 HIKE & BIKE TRAIL SECTION

NTS

TIMBERBROOK PHASES 7, 8, & 9 - PLANNED DEVELOPEMNT ZONING DESCRIPTION
172.882 ACRES

All that certain lot, tract, or parcel of land, situated in a portion of the Carl Boeger Survey, Abstract No. 121, the Margaret Garnett Survey, Abstract No. 439, the William Reed Survey, Abstract No. 1071, and the Joseph Sutton Survey, Abstract No. 1151, City of Justin, Denton County, Texas, being part of that certain called 411.268 acre tract described as Tract 1 in a deed to Justin Timberbrook, LLC recorded in Document No. 2016-55837 of the Deed Records of Denton County, Texas (DRDCT) and being part of that certain called 241.210 acre tract described in a deed to Justin Timberbrook, LLC recorded in Document No. 2017-5803 (DRDCT), and being more completely described as follows, to-wit:

BEGINNING at a 5/8" iron rod found for the Southeast corner of said 241.210 acre tract, the Southwest corner of said 411.268 acre tract and being in the North right-of-way line of Farm-to-Market Highway No. 407 (90' wide public right-of-way), from which a 5/8" iron rod found for the most southerly Southeast corner of said 411.268 acre tract and the Southwest corner of a called 3.0 acre tract described in a deed to William D. Mitchell recorded in Volume 2292, Page 269 (DRDCT) bears North 89 deg. 20 min. 19 sec. East – 480.36 feet;

THENCE South 89 deg. 20 min. 19 sec. West along the South line of said 241.210 acre tract and said North right-of-way line, a distance of 559.43 feet to a 1/2" capped iron rod found stamped "GOODWIN & MARSHALL" hereinafter referred to as 1/2" capped iron rod found, from which a wood highway post bears North 77 deg. 58 min. 45 sec. East – 1.77 feet, said point being a Point of Curvature of a circular curve to the left, having a radius of 617.96 feet, a central angle of 21 deg. 56 min. 53 sec., and being subtended by a chord which bears South 78 deg. 21 min. 53 sec. West - 235.27 feet;

THENCE in a westerly direction along said South line, North right-of-way line and curve to the left, a distance of 236.72 feet to a 1/2" capped iron rod found for a PI in said South line and the Northeast corner of called 0.4136 acre tract described as Tract 1 in a deed to Tom Strader and Jan Strader recorded in Volume 3347, Page 942 (DRDCT), from which a 5/8" iron rod found bears South 55 deg. 10 min. 08 sec. West – 4.21 feet;

THENCE South 89 deg. 23 min. 23 sec. West non-tangent to said curve and departing said North right-of-way line and continue along the North line of said 0.4136 acre tract and the South line of said 241.210 acre tract, a distance of

256.24 feet to a 1/2" capped iron rod found for the Northwest corner of said 0.4136 acre tract, the most southerly Southwest corner of said 241.210 acre tract and being in the East line of a called 39.95 acre tract described as Tract 2 in said deed to Tom Strader and Jan Strader;

THENCE North 00 deg. 34 min. 11 sec. West along the East line of said 39.95 acre tract and the West line of said 241.210 acre tract, a distance of 3,076.82 feet to a 5/8" iron rod found for the Northeast corner of said 39.95 acre tract and an ell corner of said 241.210 acre tract;

THENCE South 85 deg. 36 min. 42 sec. East, a distance of 17.09 feet to a 1/2" capped iron rod set stamped "GMCIVIL" hereinafter referred as 1/2" capped iron rod set;

THENCE North 00 deg. 22 min. 06 sec. West, a distance of 201.64 feet to a 1/2" capped iron rod set;

THENCE North 89 deg. 37 min. 54 sec. East, a distance of 60.00 feet to a 1/2" capped iron rod set;

THENCE North 00 deg. 22 min. 06 sec. West, a distance of 110.00 feet to a 1/2" capped iron rod set;

THENCE North 89 deg. 37 min. 54 sec. East, a distance of 190.28 feet to a 1/2" capped iron rod set;

THENCE North 04 deg. 54 min. 30 sec. East, a distance of 2,281.01 feet to a 1/2" capped iron rod set in the North line of said 241.210 acre tract;

THENCE North 88 deg. 14 min. 56 sec. East along said North line and the North line of said 411.268 acre tract, a distance of 1,229.45 feet to a point in Oliver Creek for an ell corner of said 411.268 acre tract;

THENCE North 03 deg. 52 min. 41 sec. West departing said Oliver Creek and continue along the West line of said 411.268 acre tract, a distance of 134.57 feet to a 10" cedar fence post for the most northerly Northwest corner of said 411.268 acre tract;

THENCE North 77 deg. 31 min. 56 sec. East along the North line of said 411.268 acre tract, a distance of 74.88 feet to a 20" double pecan tree;

THENCE North 74 deg. 21 min. 14 sec. East departing said North line, a distance of 163.65 feet to a 1/2" capped iron rod set for a Point of Curvature of a non-tangent circular curve to the left, having a radius of 2,640.00 feet, a central angle of 26 deg. 01 min. 14 sec., and being subtended by a chord which bears South 13 deg. 59 min. 29 sec. West - 1,188.66 feet;

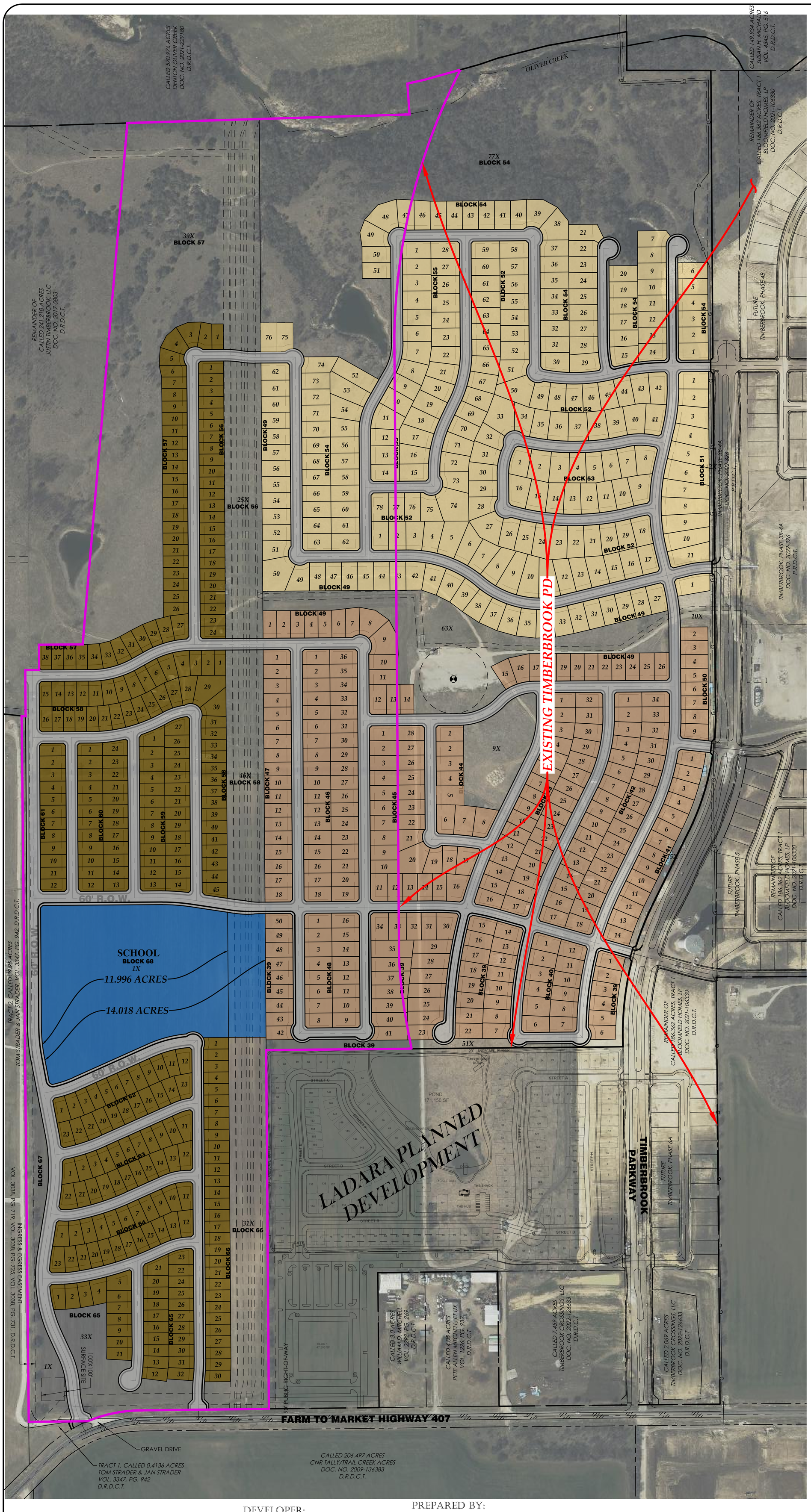
THENCE in a southerly direction along said curve to the left, a distance of 1,198.94 feet to a 1/2" capped iron rod set;

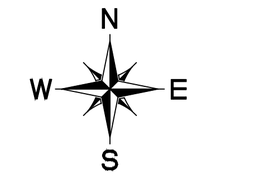
THENCE South 00 deg. 25 min. 43 sec. East non-tangent to said curve, a distance of 2,736.00 feet to a 1/2" capped iron rod set for a Point of Curvature of a non-tangent circular curve to the left, having a radius of 2,640.00 feet, a central angle of 08 deg. 17 min. 29 sec., and being subtended by a chord which bears South 08 deg. 13 min. 52 sec. East – 381.71 feet;

THENCE in a southerly direction along said curve to the left, a distance of 382.04 feet to a 1/2" capped iron rod set;

THENCE South 89 deg. 27 min. 48 sec. West non-tangent to said curve, a distance of 633.74 feet to a 1/2" capped iron rod set in the East line of said 241.210 acre tract and the West line of said 411.268 tract;

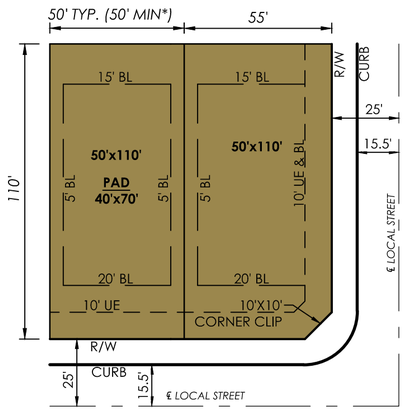
THENCE South 00 deg. 25 min. 43 sec. East along said East and West lines, a distance of 1,563.75 feet to the **POINT OF BEGINNING**, containing 7,530,737 square feet or 172.882 acres of land, more or less.





GRAPHIC SCALE 1"=200'

0 200 400 600

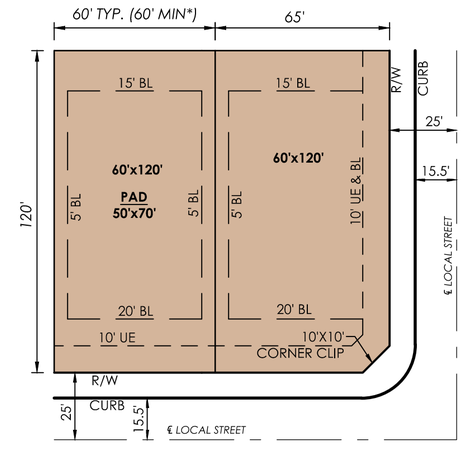


TYPICAL LOT DETAIL - S.F. 5.5

N.T.S.

MINIMUM AREA = 5,500 SQ. FT.

*LOT WIDTH MAY BE 50 FEET, AS MEASURED AT THE FRONT BUILDING LINE, ON A CUL-DE-SAC BULB.

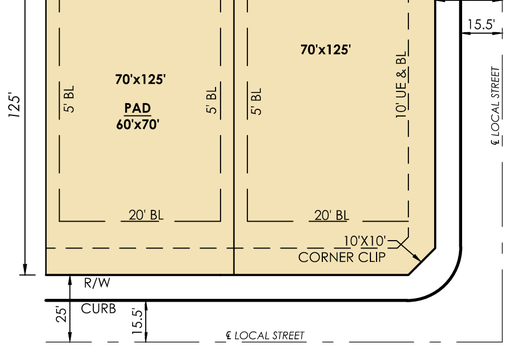


TYPICAL LOT DETAIL - S.F. 7.0

N.T.S.

MINIMUM AREA = 7,000 SQ. FT.

*LOT WIDTH MAY BE 60 FEET, AS MEASURED AT THE FRONT BUILDING LINE, ON A CUL-DE-SAC BULB.



TYPICAL LOT DETAIL - S.F. 8.5

N.T.S.

MINIMUM AREA = 8,500 SQ. FT.

*LOT WIDTH MAY BE 70 FEET, AS MEASURED AT THE FRONT BUILDING LINE, ON A CUL-DE-SAC BULB.

LOT MATRIX TABLE

PHASE	NUMBER OF LOTS	PERCENTAGE
50' LOTS	300	36.23%
60' LOTS	282	34.06%
70' LOTS	246	29.71%
TOTAL	828	100.00%

LEGEND

	BOUNDARY LINE
	ADJOINER LINE
	ABSTRACT LINE
	CREEK CENTERLINE
	CENTERLINE
	RIGHT-OF-WAY LINE
	CURB LINE
	CITY LIMIT LINE
	PROPOSED ZONING PD LINE

PLANNED DEVELOPMENT ZONING EXHIBIT

FOR

TIMBERBROOK, PHASES 7, 8 & 9

BEING

172.882 ACRES

SITUATED IN THE

CITY OF JUSTIN, DENTON COUNTY, TEXAS

Date: December 2022

DEVELOPER:

BLOOMFIELD HOMES, LP

1050 E. HWY 114, SUITE 210

SOUTHLAKE, TX 76092

(817) 416-1572

PREPARED BY:

GM civil

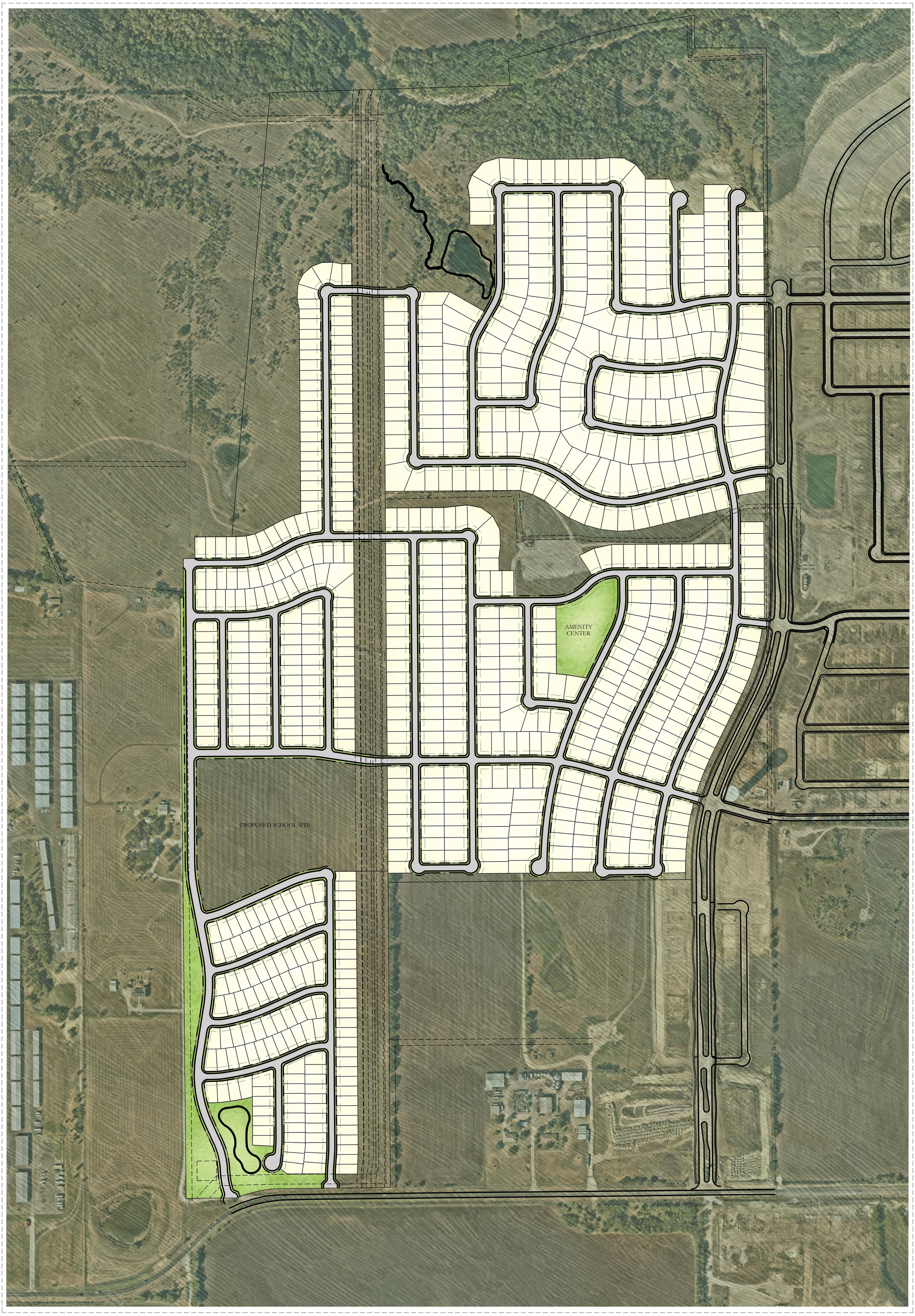
Engineering & Surveying

2559 SW Grapevine Pkwy, Grapevine, Texas 76051

817-329-4373

TxEng Firm # F-2944 | TxSurv Firm # 10021700

E:\23001-Timberbrook\COGO\PD ZONING\23001-172.882-TIMBERBROOK ZONING.dwg



TIMBERBROOK PHASES 7, 8, & 9 / OVERALL CONCEPT PLAN

City of Justin, Denton County, Texas

NORTH

SCALE: 1" = 200'-0"

JOHNSON VOLK CONSULTING
TBPELS: Engineering Firm No. 11962 / Land Surveying Firm No. 10194033
704 Central Parkway East | Suite 1200 | Plano, TX 75074 | 972.201.3100

CALLOUTS LEGEND:

- MAIN ENTRY SIGN MONUMENT.
- 6'-0" HT. ORNAMENTAL METAL FENCE WITH STONE COLUMNS SPACED AT LOT INTERSECTIONS.
- 6'-0" HT. BRICK THIN WALL WITH STONE COLUMNS SPACED AT LOT INTERSECTIONS.
- AMENITY CENTER
- PROPOSED SCHOOL SITE

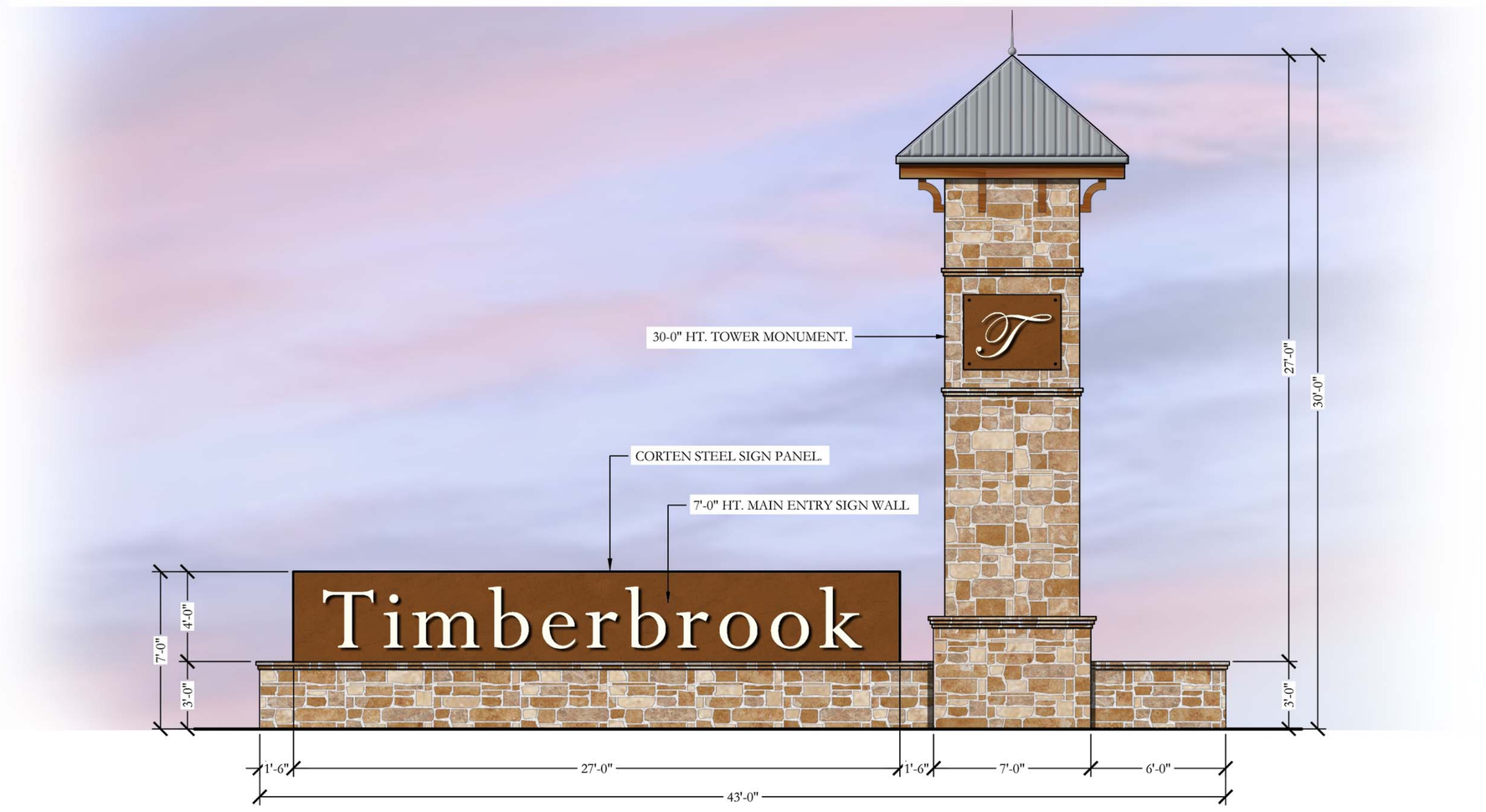
NORTH

SCALE: 1" = 200'-0"

TIMBERBROOK PHASES 7, 8, & 9 / SCREENING AND ENTRY

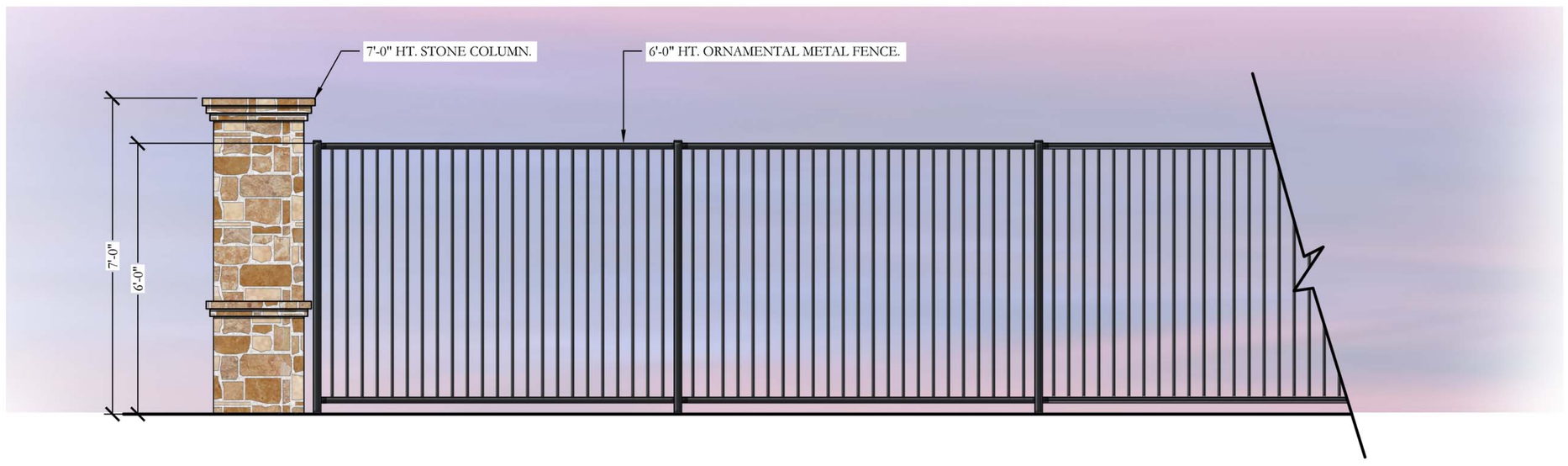
City of Justin, Denton County, Texas

JOHNSON VOLK CONSULTING
TBPELS: Engineering Firm No. 11962 / Land Surveying Firm No. 10194033
704 Central Parkway East | Suite 1200 | Plano, TX 75074 | 972.201.3100



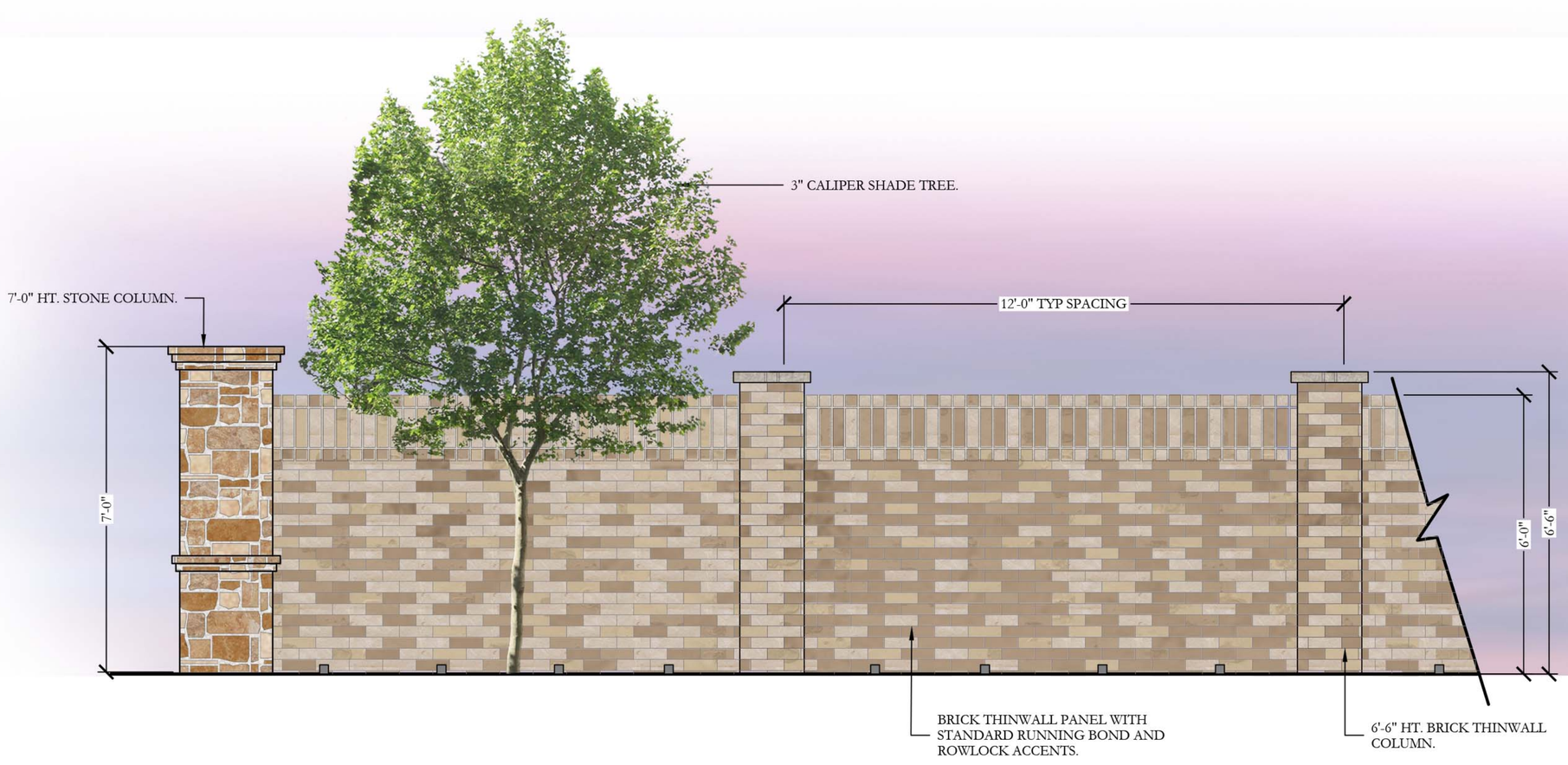
MAIN ENTRY MONUMENT
ELEVATION

SCALE: 1/4" = 1'-0"



COLUMN WITH 6'-0" HT. ORNAMENTAL METAL FENCE
ELEVATION

SCALE: 1/2" = 1'-0"



COLUMN WITH 6'-0" HT. BRICK THIN WALL
ELEVATION

SCALE: 1/2" = 1'-0"



TYPICAL ORNAMENTAL METAL FENCE
SECTION

SCALE: 1/2" = 1'-0"

TIMBERBROOK PHASES 7, 8, & 9 / SCREENING AND ENTRY

City of Justin, Denton County, Texas

JOHNSON VOLK CONSULTING
TBPELS: Engineering Firm No. 11962 / Land Surveying Firm No. 10194033
704 Central Parkway East | Suite 1200 | Plano, TX 75074 | 972.201.3100

CALLOUTS LEGEND:

6'-0" WIDTH TRAIL SYSTEM

NORTH

SCALE: 1" = 200'-0"

TIMBERBROOK PHASES 7, 8, & 9 / TRAIL SYSTEM

City of Justin, Denton County, Texas

JOHNSON VOLK CONSULTING
TBPELS: Engineering Firm No. 11962 / Land Surveying Firm No. 10194033
704 Central Parkway East | Suite 1200 | Plano, TX 75074 | 972.201.3100

DETENTION AREA

CALLOUTS LEGEND:

(A) CONCRETE TRAIL SYSTEM

3" CALIPER SHADE TREE; SPECIES TBD.

2" CALIPER ORNAMENTAL TREE; SPECIES TBD.

SHRUB AND GROUNDCOVER BED.

NORTH

SCALE: 1" = 30'-0"

TIMBERBROOK PHASES 7, 8, & 9 / DETENTION AREA

City of Justin, Denton County, Texas

JOHNSON VOLK CONSULTING
TBPELS: Engineering Firm No. 11962 / Land Surveying Firm No. 10194033
704 Central Parkway East | Suite 1200 | Plano, TX 75074 | 972.201.3100

TIMBERBROOK PHASES 7, 8, & 9 / AMENITY CENTER

City of Justin, Denton County, Texas

NORTH

SCALE: 1" = 30'-0"

CALLOUTS LEGEND:

- (A) CEDAR SHADE STRUCTURE
- (B) CONCRETE POOL DECK
- (C) CONCRETE SIDEWALK
- (D) SWIMMING POOL (3,228 SQ. FT.)
- (E) CHILDREN'S POOL AREA
- (F) TANNING LEDGE
- (G) RESTROOM BUILDING (+/- 500 SQ. FT.)
- (H) POOL EQUIPMENT ENCLOSURE
- (I) PROPOSED PARKING LOT (10 PARKING STALLS)
- (J) OPEN PLAY AREA
- (K) PLAYGROUND FACILITY

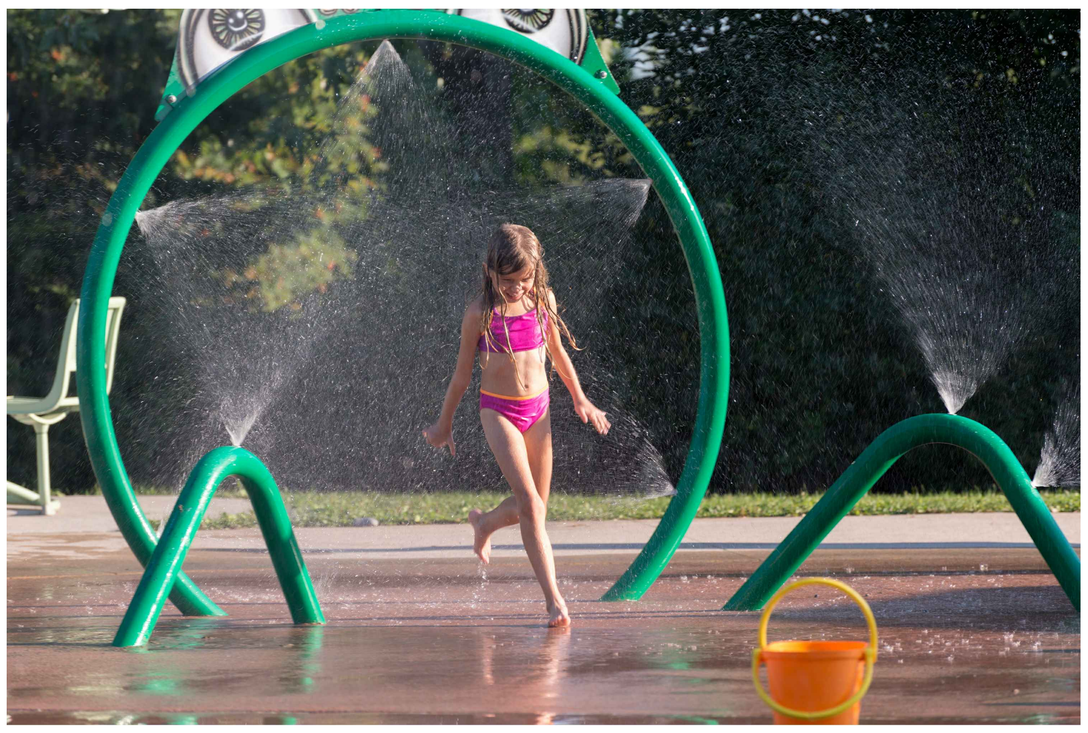
3" CALIPER SHADE TREE; SPECIES TBD.

2" CALIPER ORNAMENTAL TREE; SPECIES TBD.

SHRUB AND GROUNDCOVER BED.

JOHNSON VOLK CONSULTING
TBPELS: Engineering Firm No. 11962 / Land Surveying Firm No. 10194033
704 Central Parkway East | Suite 1200 | Plano, TX 75074 | 972.201.3100























TIMBERBROOK PHASES 7, 8, & 9 / AMENITY CENTER PHOTO BOARD

City of Justin, Denton County, Texas

JOHNSON VOLK CONSULTING
TBPELS: Engineering Firm No. 11962 / Land Surveying Firm No. 10194033
704 Central Parkway East | Suite 1200 | Plano, TX 75074 | 972.201.3100

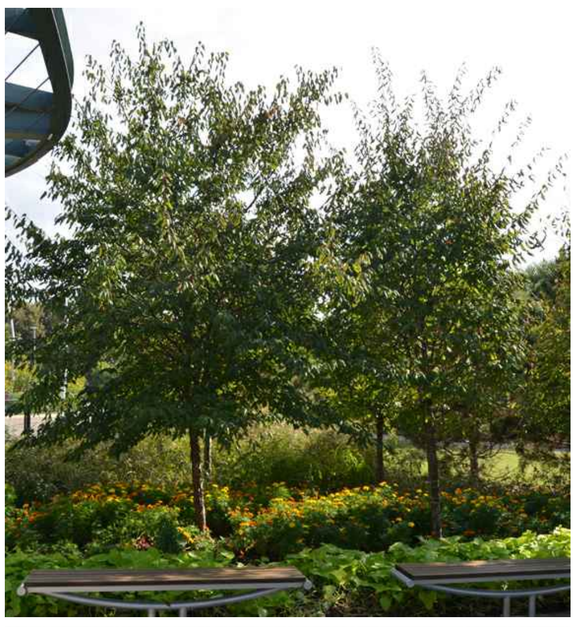























TIMBERBROOK PHASES 7, 8, & 9 / LANDSCAPE PHOTO BOARD

City of Justin, Denton County, Texas

JOHNSON VOLK CONSULTING
TBPELS: Engineering Firm No. 11962 / Land Surveying Firm No. 10194033
704 Central Parkway East | Suite 1200 | Plano, TX 75074 | 972.201.3100

City Council Meeting

April 25, 2023

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Items: 2 (Consent)

Title: *(second reading)* Consider and take appropriate action to approve Ordinance 750-23 on first reading to consider the creation of the City of Justin Board of Ethics.

Department: Human Resources/ Administration

Contact: Human Resource Generalist, Janet Holden, Interim City Manager, Jarrod Greenwood

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Recommendation:

Background:

Council unanimously approved Ordinance 750-23 at the April 11, 2023 City Council meeting with the amendment to include recorded interviews for all candidates. This is the second reading of the ordinnace per City Charter and has been reviewed by the City Attorney.

In discussion during the 3/28 Council Meeting, the process for the selection of candidates was brought up. At this time, there are no policies from other cities that have defined this procedure, and selection process outside of the norm. Options can be by means of in-person interviews, recorded interviews with the provided questions, etc. Staff would like direction in order to write in this practice to the current draft policy.

City Attorney Review:

Attachments:

1. Ordinance 750-23

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF JUSTIN, TEXAS AMENDING THE CODE OF ORDINANCES CHAPTER 2 ADMINISTRATION BY ADDING SEC. 2-111 RELATIVE TO THE CREATION OF THE BOARD OF ETHICS; PROVIDING A PENALTY; PROVIDING A CUMULATIVE CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the City of Justin (the "City") is a home rule municipality incorporated and operating under the laws of the State of Texas and 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, Sec 13.08 of the Home Rule Charter of City of Justin provides that "no more than 30 days after the May 2023 regular City election, the City Council shall create a Board of Ethics, which shall consist of five regular members and up to three alternate members[;]" and

WHEREAS, the provisions of this ordinance are intended to comply with Sec 13.08 of the Home Rule Charter of City of Justin;

WHEREAS, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meetings Act.

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

SECTION 1: THAT the foregoing recitals are hereby incorporated by and made a part hereof as if fully set forth.

SECTION 2: THAT Chapter 2, Article IV is hereby amended by adding Sec. 2-111, which shall read as follows:

Sec. 2-111. – Board of ethics.

(a) There is hereby created a Board of Ethics for the City of Justin.

(b) Organization.

(1) The Board of Ethics shall consist of five (5) members and up to three (3) alternates.

(2) Each member and alternate shall be appointed by the affirmative vote of a majority of the full membership of the City Council.

(3) Board of Ethics members shall be appointed for two (2) year, staggered terms. Members may be reappointed for successive terms. Members of the inaugural

Board of Ethics shall draw straws to determine which (3) members shall receive an initial term of one (1) year in order to stagger terms.

(4) Any appointment to fill a vacancy on the board shall be for the reminder of the unexpired term.

(c) To be eligible to be a member, or alternate member, of the board of ethics a person must:

(1) be 18 years of age at the time of application;

(2) meet all requirements to be a qualified voter as set forth in the Texas Election Code at the time of application.

(3) have resided in the corporate limits of the City of Justin, or recently annexed territory for at least 12 months immediately preceding application;

(4) comply with all City Ordinances or resolutions that may be applicable;

(5) if applicable, resign from any City of Justin Board position which they may currently hold;

(6) provide consent for a background investigation. which shall be limited in scope to confirm compliance with this section;

(7) not be ineligible pursuant to subsection (d).

(d) The following individuals are not eligible to become a member, or alternate member, of the board of ethics:

(1) city officials;

(2) former city officials who have been separated from city service for a period of less than one year at the time of application;

(3) any individual who is within the first (1st) degree of affinity (marriage), or the first (1st) degree of consanguinity (blood or adoption) of a City Official;

(4) any individual who is a member of a City official's household;

(5) any person who currently serves as an elected official in Denton County; and

(6) any person who has been convicted of a offense, regardless if it is a felony or a misdemeanor offenses, involving moral turpitude from which the person had not been pardoned or otherwise released from the resulting disability.

(e) Scope of authority. The Board of Ethics shall have jurisdiction to conduct investigations and make recommendations on any ethics complaint filed.

(f) Submission of ethics complaint. Any person who has first-hand knowledge that there has been a violation of the Code of Ethics may allege such violations by submitting a complaint in writing to the Human Resources Department of the City of Justin. Submission of Complaints may be made by hand delivery, U.S. Mail, or emailed directly to the Human Resources Department. A complainant must be a resident of the City of Justin, own real property in the City of Justin, or be an employee or City Official to be eligible to file a complaint with the Board of Ethics. A complaint filed under this section must include a sworn, written statement that sets forth the following:

(1) The name of the Complainant.

(2) The street or mailing address, email address, and the telephone number of the Complainant.

(3) The name of the person violating the Code of Ethics. (if more than one person involved, then a separate complaint must be filed).

(4) The position or title of the person accused of violating the Code of Ethics.

(5) The nature of the alleged violation, including (whenever possible) the specific provision of the Code of Ethics that has been alleged to have been violated.

(6) The facts constituting the alleged violation and the dates on which or period of time in which the alleged violation occurred.

(7) All documents or other material available to the Complainant that are relevant to the allegation.

(8) A conspicuous statement that the allegation, if true, constitutes a violation of the Code of Ethics.

(g) A Complaint must be submitted within six (6) months of the Complainant becoming aware of the act or omission that constitutes a violation of the Code of Ethics. A complaint will not be accepted more than two (2) years after the date of the act or omission.

(h) Acceptance of Complaint. Within five (5) business days of receiving a Complaint, Human Resources shall determine if it is administratively complete, and timely.

(1) Administratively Complete: A complaint is administratively complete if contains the information described above. If the Complaint is administratively complete, Human Resources shall proceed as described in the Code of Ethics.

If the Complaint is incomplete, Human Resources shall send a written deficiency notice to the Complainant identifying the required information that was not submitted.

(2) The Complainant shall have ten (10) business days after the date Human Resources sends a deficiency notice to the Complainant to provide the required information to Human Resources, or the Complaint is automatically deemed abandoned and may not be processed in accordance with the Code of Ethics. Within five (5) business days of a Complaint being abandoned, Human Resources shall send written notification to the Complainant.

(i) A Complaint that has been submitted to the City is hereby deemed confidential until such time as the Complaint is either dismissed or placed on an agenda for consideration by the Board of Ethics in accordance with the Code of Ethics. The Confidentiality created by the Board of Ethics includes the fact that a Complaint was submitted and the contents of that Complaint. It shall be a violation of the Code of Ethics, for a Human Resources, City Attorney, or other official to publicly disclose information relating to the filing or processing of a Complaint, except as required for the performance of official duties or as required by law. Requests for records pertaining to Complaints shall be responded to in compliance with the State law. The limited confidentiality created by the Board of Ethics is limited in scope and application by the mandates of the Texas Public Information Act, Chapter 552 of the Texas Government Code.

(j) Ex Parte Communications. After a Complaint has been filed and during the pendency of a Complaint before the Board of Ethics, it shall be a violation of the Code of Ethics:

(1) For the Complainant, or any person acting on their behalf to engage or attempt to engage directly or indirectly about the subject matter or merits of a Complaint in ex parte communication with a member of the Board of Ethics or any known witness to the Complaint.

(2) For a member of the Board of Ethics, to knowingly allow an ex parte communication about the subject matter or merits of a Complaint, or to communicate about any issue of fact or law relating to the Complaint directly or indirectly with any person other than a member of the Board of Ethics, Human Resources, the City Attorney's office or Special Counsel.

(k) Preliminary Assessment.

(1) Referral to Chairperson – Accepted Complaint(s) shall be referred to the Chairperson of the Board of Ethics within (5) business days of being determined an Accepted Complaint.

(2) Validity of Complaint – Within five (5) business days of receiving an Accepted Complaint, the Chairperson will request the Board of Ethics to convene to determine the validity of the Complaint.

(3) Board Determination – Within five (5) business days of being convened, the Board of Ethics shall review the Complaint on its face and determine whether the Complaint is an Actionable Complaint, Baseless Complaint or Frivolous Complaint.

(4) Actionable Complaints shall be returned to the Chairperson for listing on an agenda for investigation. Human Resources will notify the person accused in the complaint that the Board of Ethics has received a Complaint and forward the Accused a copy of the complaint. As well as notify both the Complainant and the Accused of the Board of Ethics meeting to investigate the complaint. The accused may submit a written statement to Human Resources prior to the Board of Ethics investigation.

(l) Meetings:

(1) Meetings of the Board of Ethics shall be called upon request of the Chairperson, three (3) members, or Human Resources.

(2) The quorum necessary to conduct meetings of the Board of Ethics shall be three (3) members. The Chairperson shall count toward the establishment of a quorum.

(3) Hearings.

(A) Hearings shall be scheduled by Human Resources upon the filing of a Committee determination that a Complaint is Actionable Complaint.
(B) The Purposes of the hearing(s) shall be solely to determine whether a violation of the Code of Ethics occurred, and if so to make recommendations for the appropriate sanction, or if an accepted Complaint is a Frivolous Complaint.
(C) The Board of Ethics shall adopt rules of procedure governing how to conduct hearings on Actionable Complaints. Such procedural rules are subject to confirmation or modification by the City Council.
(D) All witness testimony provided to the Board of Ethics shall be under oath.
(E) Because the burden of showing that a violation of the Code of Ethics occurred is placed on the Complainant, it is the Complainant that has the obligation to put forth evidence, including testimony, supporting the Complaint. The complainant is required to testify at the hearing. A

complainant's failure to testify at a hearing shall be grounds for dismissal of a Complaint.

(4) All meetings and hearings of the Board of Ethics shall be conducted pursuant to the Texas Open Meeting Act. The Board of Ethics may convene in Executive Session (i.e., conduct a closed meeting) as allowed by the act. All final action of the Board of Ethics shall take place in open session.

(5) Postponement in Certain Instances. If a Complaint alleges facts that are involved in a criminal investigation or a criminal proceeding before a grand jury or the courts, the Board of Ethics may, when a majority of its members deem appropriate, postpone any hearing or any appeal concerning the Complaint until after the criminal investigation or criminal proceedings are terminated.

(m) Disposition.

(1) Dismissal**.** If the Board of Ethics determines at the conclusion of a hearing by simple majority vote of its members that a Complaint should be dismissed, it may do so upon finding:

(A) The Complaint is a Baseless Complaint or Frivolous Complaint.

(B) The alleged violation did not occur.

(C) The Complainant failed to testify at the hearing.

(2) Sanctions. If the Board of Ethics determines at the conclusion of a hearing that a violation has occurred, it may within ten (10) business days recommend any of the following sanctions:

(A) *Letter of Notification* – If the violation is clearly unintentional, or when the Accuser's action was made in reliance on a written opinion of the City Attorney. A letter of notification shall advise the Accused of any steps to be taken to avoid future violations.

(B) *Letter of Admonition* – If the Board of Ethics finds that the violation is minor and may have been unintentional, but calls for a more substantial response then a letter of notifications.

(C) *A Reprimand* – If the Board of Ethics finds that the violation was minor and was committed knowingly, intentionally or in disregard of the Code of Ethic, or was serious and may have been unintentional.

(D) *Recommendation of Suspension.* If the Board of Ethics finds that a violation Was serious and that was committed knowingly, intentionally or in disregard of the Code of Ethics or a state conflict of interest law, or was minor but similar to a previous violation by the Person, and was committed knowingly, intentionally or in disregard to the Code of Ethics.

(3) Frivolous complaints.

(A) *Prohibition*. It is a violation of the Code of Ethics for a Person to submit a Frivolous Complaint.

(B) *Super-Majority Vote*. If the Board of Ethics determines at the conclusion of a hearing by a vote of two-thirds (2/3) of its members that a Complaint was Frivolous, the Board may prohibit the Complainant from

filing a Complaint with the Board for a period of time up to one (1) year after the date the Frivolous determination was made.

(C) *Factors* – In making a determination on frivolity, the Board of Ethics shall consider the following factors:

1. The timing of the sworn Complaint with respect to when the facts supporting the alleged violation became known or should have become known to the Complainant, and with respect to the date of any pending election in which the Accused is a Candidate or is involve with a candidacy, if any.
2. The nature and type of any publicity surrounding the filing of the Complaint, and the degree of participation by the Complainant in publicizing the fact that a Complaint was filed.
3. The existence and nature of any relationship between the Accused and the Complainant before the Complaint was filed.
4. If the Accused is a Candidate, the existence and nature of any relationship between the Complainant and any Candidate or group opposing the Accused.
5. Any evidence that the Complainant knew or reasonably should have known that the allegations in the Complaint were groundless.
6. Any evidence of the Complainant's motives in filing the Complaint.

(n) All recommendations by the Board of Ethics shall be transmitted to the Accused, Complainant, Human Resources, City Attorney and City Council.

(o) Reconsideration. The Complainant or Accused may request the Board of Ethics to reconsider its recommendations. The request must be filed with Human Resources withing five (5) business days of receiving the final opinion of the City Council. The request for reconsideration shall be sent to the Chairperson of the Board of Ethics, and the non-filing party (Complainant or Accused). If the Chairperson find, in the Chairperson's sole discretion, that the request includes new evidence that was not submitted at a prior hearing, and that the new evidence bears directly on the Board of Ethic's previous recommendation, the Chairperson shall schedule a hearing on the request for reconsideration to occur within thirty (30) days after filing of the reconsideration request. Absent new evidence the Chairperson shall unilaterally dismiss the request for reconsideration and provide the decision to the Parties.

(p) Definitions. In this section:

(1) "City Official" means a member of the City Council or another officer, whether elected, appointed, paid, or unpaid, of the City who exercises responsibilities beyond those that are advisory in nature.

SECTION 3. THAT this Ordinance shall be cumulative of all other City Ordinances and that all other provisions of other Ordinances adopted by the City which are inconsistent with the terms or provisions of this Ordinance are hereby repealed.

SECTION 4. THAT it is hereby declared to be the intention of the City Council of the City of Justin, Texas, that sections, paragraphs, clauses and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared legally invalid or unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such legal invalidity or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance since the same would have been enacted by the City Council of the City of Justin without the incorporation in this Ordinance of any such legally invalid or unconstitutional, phrase, sentence, paragraph or section.

SECTION 5: THAT Any person violating any of the provisions of this ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined a sum not to exceed the maximum amount allowed by law.

SECTION 6: THAT this ordinance shall take effect immediately from and after its passage as the law in such case provides.

PASSED ON THE FIRST READING BY THE CITY COUNCIL ON THE 11th DAY OF APRIL, 2023.

PASSED ON SECOND READING BY THE CITY COUNCIL ON THE_____ DAY OF_____, 2023.

_____
Elizabeth Woodall,
Mayor

ATTESTED:

_____
Brittany Andrews,
City Secretary

APPROVED AS TO FORM:

_____
City Attorney

City Council Meeting

April 25, 2023

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Items: 3 (Consent)

Title: Consider City Council minutes, Joint meeting minutes, and Zoning Board of Adjustment minutes dated April 11, 2023

Department: Administration

Contact: City Secretary, Brittany Andrews

Recommendation:

Background:

City Attorney Review:

Attachments:

1. All April 11, 2023 meeting minutes

John Mounce, Mayor Pro Tem
Tomas Mendoza, Councilmember
James Clark, Councilmember

Chrissa Hartle, Councilmember

Mayor, Elizabeth Woodall

MINUTES

State of Texas
County of Denton
City of Justin

Joint Workshop Meeting of the City Council and Parks and Recreation Advisory Board – April 11, 2023

The joint Meeting convened into a Regular Session being open to the public the 11th day of April 2023 at 5:00 pm in the Council Chambers of Justin Municipal Complex, and notice of said meeting giving the time, place, date and subject there of having been posted as prescribed by Article 5 of the Texas Government Code, with the following members present and in attendance to wit: Mayor, Elizabeth Woodall, Mayor Pro Tem, John Mounce, Councilmembers, Tomas Mendoza, Chrissa Hartle, and Councilman James Clark, Park Board Members, Juli Cuthbertson, Robin Amerine, Jacqueline Steinbacher, and Marcus Gallegos. City Staff: Interim City Manager, Jarrod Greenwood, , City Secretary, Brittany Andrews, Public Works Director, Josh Little, and Public Works Administrative Coordinator, Kira Sedivy.

Convene into Session: Mayor Woodall called the meeting to order at 5:00PM

PUBLIC COMMENT

In order to expedite the flow of business and to provide all citizens the opportunity to speak, the mayor may impose a three-minute limitation on any person addressing the Council. The Texas Open Meetings Act prohibits the City Council from discussing issues, which the public have not been given a seventy-two (72) hour notice. Issues raised may be referred to City staff for research and/or placed on a future agenda.

No comment

WORKSHOP

1. Discuss Park and Recreation improvement areas within the City of Justin.

2. Discuss City Council and Park Board priorities.

Mayor, Council and Park Board Members discussed priorities and proposed improvements. No action was taken.

ADJOURN

With there being no further business, the meeting was adjourned at 5:53PM

Brittany Andrews
Brittany Andrews, City Secretary Seal:

John Mounce, Mayor Pro Tem
Tomas Mendoza, Councilmember
Chrissa Hartle, Councilmember

James Clark, Councilmember

Elizabeth Woodall, Mayor

MINUTES

State of Texas
County of Denton
City of Justin

Board of Adjustment Meeting– April 11, 2023

The Board of Adjustment Meeting convened into a Regular Session being open to the public the 11th day of April, 2023 at 6:01 pm in the Council Chambers of Justin Municipal Complex, and notice of said meeting giving the time, place, date and subject there of having been posted as prescribed by Article 5 of the Texas Government Code, with the following members present and in attendance to wit:

Council Members: Tomas Mendoza, Chrissa Hartle, James Clark and John Mounce. City Staff: Interim City Manager, Jarrod Greenwood,Director of Planning and Development Services, Matt Cyr, Public Works Director, Josh Little, City Secretary, Brittany Andrews.

CALL TO ORDER – Mayor Woodall called the meeting to order at 6:01 P.M.

PUBLIC HEARING

1. Public Hearing to consider a variance to Chapter 52 of the Code of Ordinances relating to the side-yard setback for the property addressed as 500 Boss Range Road.

    a. Open public hearing at 6:07PM
    b. Close public hearing at 6:07PM
    c. Consider and take appropriate action

Councilman Mendoza moved to approve the variance as presented.

Seconded by: Councilwoman Hartle
Aye votes: Councilmembers Hartle, Mendoza, Mounce and Clark
Motion carries

ADJOURN

Mayor Woodall adjourned the meeting at 6:08 P.M.

Brittany Andrews
Brittany Andrews, City Secretary

John Mounce, Mayor Pro Tem
Tomas Mendoza, Councilmember
James Clark, Councilmember

Chrissa Hartle, Councilmember

Mayor, Elizabeth Woodall

MINUTES

State of Texas
County of Denton
City of Justin

Justin City Council Regular Session Meeting- April 11, 2023

The Justin City Council Meeting convened into a Regular Session being open to the public the 11th day of April 2023 at 6:30 pm in the Council Chambers of Justin Municipal Complex, and notice of said meeting giving the time, place, date and subject there of having been posted as prescribed by Article 5 of the Texas Government Code, with the following members present and in attendance to wit: Mayor, Elizabeth Woodall, Mayor Pro Tem, John Mounce, Councilmembers, Tomas Mendoza, Chrissa Hartle, and Councilman James Clark. City Staff: Interim City Manager, Jarrod Greenwood, Assistant City Manager, Abbey Reece, City Secretary, Brittany Andrews, Public Works Director, Josh Little, Director of Development Services, Matt Cyr, .

Convene into Session: Mayor Woodall called the meeting to order at 6:30PM
Invocation led by: Councilman Mendoza

PROCLAMATIONS

- Child Abuse Prevention Month 2023 for CASA of Denton County
- Mental Health Month in the City of Justin 2023

PUBLIC COMMENT

In order to expedite the flow of business and to provide all citizens the opportunity to speak, the mayor may impose a three-minute limitation on any person addressing the Council. The Texas Open Meetings Act prohibits the City Council from discussing issues, which the public have not been given a seventy-two (72) hour notice. Issues raised may be referred to City staff for research and/or placed on a future agenda.

- Dylan James, 364 Cedar Crest Dr. Justin, TX 76247 – comment on record
- Robert Van Audenhove, 403 W. 3rd St. Justin, TX 76247 – comment on record

CONSENT AGENDA

Any Council Member may request an item on the Consent Agenda to be taken up for individual consideration

1. Consider City Council minutes dated March 14, 2023, and March 28, 2023.

Mayor Pro Tem, Mounce moved to approve consent items as presented.

Seconded by: Councilman Clark
Aye votes: Councilmembers Mounce, Clark, Hartle and Mendoza
Motion carries

WORKSHOP

2. Discuss Chapter 52 rewrite proposal.

3. Discussion regarding a nomination of a candidate to serve on the Denco Board of Managers.

Mayor and Council discussed with staff items 2 and 3.

CONSIDER AND POSSIBLE ACTION ITEMS

4. **PUBLIC HEARING:** Public Hearing and Ordinance 749-23 on first reading to consider a Planned Development (PD-SF-2) for Timberbrook Ph 7, 8, and 9 legally described as Abstract No. 121 the Margaret Garnett Survey, Abstract No. 439 the William Reed Survey, Abstract No. 1071 and the Joseph Sutton Survey Abstract No. 1151.

    a. open public hearing at 7:21PM
    b. close public hearing at 7:21PM
    c. consider and take appropriate action

Councilman Clark moved to approve item 4 as presented.

Seconded by: Mayor Pro Tem, Mounce
Aye votes: Councilmembers Mounce, Clark, Hartle and Mendoza
Motion carries

5. Consider and take appropriate action to approve Ordinance 750-23 on first reading to consider the creation of the City of Justin Board of Ethics.

Mayor Pro Tem, Mounce moved to approve Ordinance 750-23 with the inclusion of recorded interviews.

Seconded by: Councilwoman Hartle
Aye votes: Councilmembers Mounce, Clark, Hartle and Mendoza
Motion carries

6. Consider and take appropriate action to approve award of proposal for the Eastside Water Loop Extension to Westwood Professional Services, Inc.in the amount of $86,500.

Councilman Clark moved to approve the item as presented.

Seconded by: Councilwoman Hartle
Aye votes: Councilmembers Mounce, Clark, Hartle and Mendoza

Motion carries

7. Consider and take appropriate action to approve park improvement and new play structure purchases for Community Park, Reatta Park, and City Hall Park.

Councilman Clark moved to approve the item as presented.

Seconded by: Councilwoman Hartle
Aye votes: Councilmembers Mounce, Clark, Hartle and Mendoza
Motion carries

EXECUTIVE SESSION

Any item on this posted agenda could be discussed in Executive Session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and Section 551.087 of the Texas Government Code.

- Under Section 551.071, to conduct private consultation with the City Attorney regarding:
    - Preserve Development Agreement
    - City of Justin/Town of Northlake Interlocal Cooperative Agreement for Wastewater Improvements
    - Oncor Transmission Line

- Under Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee:

    - City Manager
    - City Attorney

Convene into executive session at 7:49PM

Adjourn into open meeting at 8:27PM

8. Discuss, consider, and act on items discussed in Executive Session.

No Action

FUTURE AGENDA ITEMS

ADJOURN

With there being no further business, the meeting was adjourned at 8:28PM

Brittany Andrews
Brittany Andrews, City Secretary Seal:

City Council Meeting

April 25, 2023

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Items: 4

Title: Discuss facility needs assessment and potential Bond issuance related thereto.

Department: Administration

Contact: Assistant City Manager, Abbey Reece

Recommendation: Provide staff with direction in relation to facility needs and a potential bond election schedule.

Background: In mid-2020 the council approved a contract with PGAL for a facility needs assessment and conceptual design for multiple public facilities. Since that time, there have been changes in staffing and council; however, a draft analysis was completed.

PGAL came on site to do an analysis of city property, as well as survey each department head to gather data related to number of employees, space, and future growth. After compiling that data, they provided a draft assessment with estimates which is attached for your review.

Their findings show a breakdown for the following:

- City Hall at 32,113 sq ft. Cost estimate at 23.3M.
- Public Works Facility at 13,025 sq ft. Cost estimate at 15M.
- Library Facility at 20,069 sq ft. Cost estimate at 6.5M.
- Fire Station at 27,225 sq ft. Cost estimate at 20M.

There were discussions about having the library remain at our current city hall and consider renovations for a new Library/Community Center. Staff need direction from the council on what direction we should take in terms of this.

Staff have reached out to our Bond Counsel to get a timeline for what it would take to get a bond election on the November ballot and if it would be feasible. The schedule is attached in this packet. We also reached out to our Financial Advisors to run estimates on the numbers provided in the needs assessment. They have provided a tax rate analysis for each structure proposed. Due to scheduling conflicts, Hilltop is unable to attend the meeting; however, Jarrod and I can relay any questions to them.

It has been a while since staff engaged with PGAL, but I have reached out to get their metric system for how they measure sq footage per employee.

I also reached out to surrounding communities to gather their city hall footprint and found the following:

Roanoke City Hall is 29,030 sq ft. This does not include their public safety facilities.

Argyle City Hall is currently 13,300 sq ft. They are undergoing a needs assessment as well and they are projecting to need an additional 32,500 sq ft.

Northlake Town Hall is 15,000 sq ft including Public Safety and Public Works.

Westlake Town Hall is 22,000 sq ft.

City Attorney Review:

Attachments:

1. PGAL Facility Needs Assessment
2. Justin Tax Rate Analysis
3. Bond Counsel Schedule

CITY OF JUSTIN NEEDS ASSESSMENT AND FEASIBILITY STUDY

NEW MUNICIPAL COMPLEX + LIBRARY & COMMUNITY CENTER

TABLE OF CONTENTS

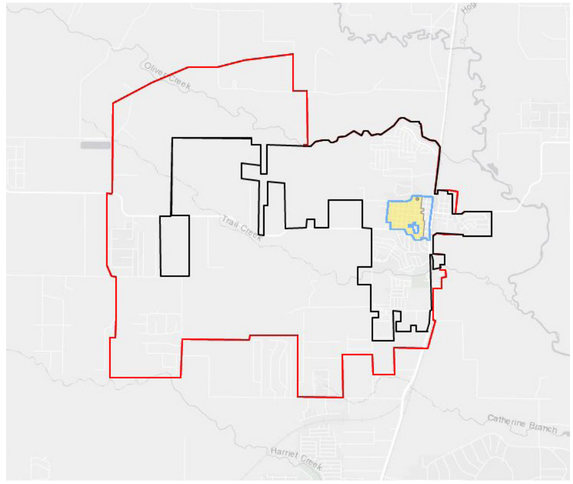
1. Project Scope
2. Data Collection
3. Cost Estimate

PURPOSE OF THIS STUDY

Due to the general population increase over the last several of years in the City of Justin, the government staff size and needs have likewise grown as well. This growth has filled the City Hall to beyond it's capacity and the outdated building lacks a broad mix of spaces and programs to accommodate all City administrative functions. In addition, the existing fire station complex, as well as, the public works facilities are all under-sized and inadequate. Their strong desire to maintain a consolidated place of their own combined with their growing population makes it evident that the time has come for the City to create a larger, updated Municipal Complex for the City of Justin.

Consequently, the City engaged PGAL to conduct this Needs Assessment to determine what the City of Justin's specific needs are for an increased and improved Municipal Complex, including city administrative departments, police, court, and city council/courtroom, to encompass the projected build-out of the City's population. In addition, PGAl has completes a high level assessment to determine the projected size of a separated new Central Fire Station and Public Works Facility. PGAL has also created a conceptual plan for the adaptive re-use of the current City Hall to create a Community Center. This evaluation will include a determination of the square footage needed for personnel, equipment, parking and other associated requirements for the daily operations of each department.

CITY OF JUSTIN MAP



DENTON COUNTY MAP



KEY

- City of Justin Extra-Territorial Jurisdiction
- Used Land
- Old Town
- City Hall's Zone District



DATA COLLECTION QUESTIONNAIRE & SPACE STANDARDS

Distributed questionnaires and space standards to all city departments. Collected written responses to develope a summary of current and future department needs for the following 10-12 years.

ARCHITECTURE
ENGINEERING
INTERIORS
PLANNING

PGAL

ALEXANDRIA
ATLANTA
AUSTIN
BOCA RATON
CHICAGO
DALLAS/FORT WORTH
DENVER
HOBOKEN
HOUSTON
LAS VEGAS
LOS ANGELES
SALT LAKE CITY
SAN DIEGO

City of Justin
City Hall, Municipal Complex, Library & Community Center– Needs Assessment

TYPICAL QUESTIONS FOR EACH DEPARTMENT

1) What is the purpose or mission of your department?

2) Briefly describe the physical activities that occur in your department. What would a visitor see actually happening?

3) How is your department organized, hierarchy, number of employees, etc.?

4a) What are the future personnel needs for your department as the City population doubles and the ETJ passes 20,000 people in the next 5 years?

4b) And what additional future personnel needs do you foresee in the next 10-12 years as the City's population approaches 15,000 and the ETJ population passes 30,000 people? How will your department evolve?

PGAL.COM

14135 Midway Road, Suite G-200
Addison, TX 75001

t 972 871 2225
f 972 871 2228

ARCHITECTURE
ENGINEERING
INTERIORS
PLANNING

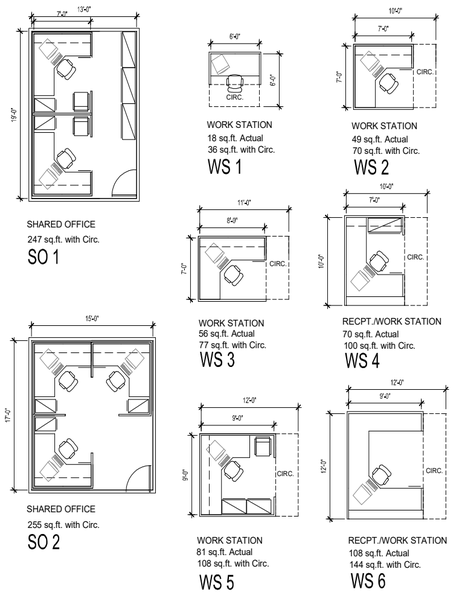
PGAL

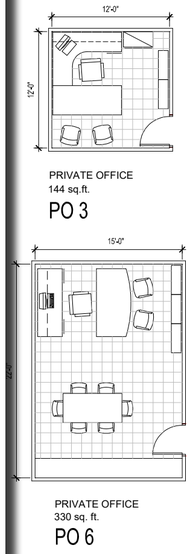
ALEXANDRIA
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DALLAS/FORT WORTH
HOBOKEN
HOUSTON
LAS VEGAS
LOS ANGELES
SAN DIEGO

City of Justin
Departmental Needs Assessment

SPACE STANDARDS

Workstations





PGAL.COM

14135 Midway Road, Suite G-200
Addison, TX 75001

t 972 871 2225
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CITY HALL EXISTING FLOOR PLAN



DEPARTMENT LEGEND

- CITY ADMINISTRATION
- CITY HALL SUPPORT SPACES
- DEVELOPMENT SERVICES
- FINANCE
- POLICE DEPARTMENT
- NOT APPLICABLE

CITY COUNCIL & MAYOR

POSITION / SPACE		2021 CURRENT SPACE (4,815 POPULATION)			2026 PROJECTED ETJ passes 20,000	2031 PROPOSED SPACE Estimated Population of 15,000 & ETJ passes 30,000			
	DEPT.	# of Staff	Type	SF	# of Staff	# of Staff	Type	SF	NOTES
Personnel Space:									
Mayor	CC&M	1	--	--	--	1	PO 6	330	
City Council	CC&M	5	--	--	--	5	--	--	See City Hall Support
Subtotal A: Personnel Space		6		0	0	6		330	
Staff % Growth						0%			
Support Space:									
Records/General Files	CC&M	--	--	--	--	--	--	--	
Storage	CC&M	--	--	--	--	--	--	--	
Subtotal B: Support Space				0				0	
Subtotal C:				0				330	Subtotals A+B
80% Efficiency Factor								83	
Projected Total Department SF								413	

FUTURE NEED:	
Preferred Adjacencies	City Manager's office, Developmental, Finance, Director of Strategic Services, Conference rooms, HR
Public Interaction	
Other Requirements	

413 GROSS SQ. FT.

CITY ADMINISTRATION

POSITION / SPACE		2021 CURRENT SPACE (4,815 POPULATION)			2026 PROJECTED ETJ passes 20,000	2031 PROPOSED SPACE Estimated Population of 15,000 & ETJ passes 30,000			
	DEPT.	# of Staff	Type	SF	# of Staff	# of Staff	Type	SF	NOTES
Personnel Space:									
City Manager	CA	1	PO	312	1	1	PO6	330	Big enough to host 3-6 people meetings
City Secretary	CA	1	PO	177	1	1	PO5	216	
Assistant to City Manager	CA	1	PO	152	1	1	PO5	216	
Director of Strategic Services	CA	1			1	1	PO5	216	
Public Relations Coordinator	CA	1	PO	129	1	1	PO5	216	
Administrative	CA	--	--	--	1	1	WS5	108	
City Management Intern	CA	--	--	--	1	2	WS5	216	
Filing Clerk	CA	--	--	--	1	1	WS6	144	
HR	CA	--	--	--	--	1	PO3	144	
Subtotal A: Personnel Space		5		770	8	10		1806	
Staff % Growth						100%			
Support Space:									
Filing & Storage in Ln. Ft.	CA	--	--	200	--	--	--	200	50 Ln. Ft.
Records/General Files	CA	--	--	214	--	--	--	500	
Storage	CA	--	--	538	--	--	--	500	
Subtotal B: Support Space				952				1200	
Subtotal C:		--	--	1722	--	--	--	3006	Subtotals A+B
80% Efficiency Factor		--	--	--	--	--	--	752	
Projected Total Department SF								3,758	

FUTURE NEED:	
Preferred Adjacencies	City Manager's office, Developmental, Finance, Director of Strategic Services, Conference rooms, HR
Public Interaction	
Other Requirements	

3,758 GROSS SQ. FT.

DEVELOPMENT SERVICES

POSITION / SPACE		2021 CURRENT SPACE (4,815 POPULATION)			2026 PROJECTED ETJ passes 20,000	2031 PROPOSED SPACE Estimated Population of 15,000 & ETJ passes 30,000			
	DEPT.	# of Staff	Type	SF	# of Staff	# of Staff	Type	SF	NOTES
Personnel Space:									
Director	DS	1	PO	152	--	1	PO 5	216	
Development Services Coordinator	DS	1	WS	82	--	2	PO 4	360	
Building Official	DS	1	WS	107	--	1	PO 4	180	
Code Enforcement	DS	1	WS	121	--	2	PO 4	360	
Part-time Mapping/Permit Tech.	DS	1	WS	105	--	1	WS3	77	
Building Inspector	DS	--	--	--	--	2	WS3	154	
Subtotal A: Personnel Space		**5**		**567**		**9**		**1,347**	
Staff % Growth						80%			
Support Space:									
Plan Room	DS	--	--	58	--	--	--	250	
Printer & Plan Room	DS	--	--	--	--	--	--	250	
Storage Room	DS	--	--	475	--	--	--	250	
Subtotal B: Support Space				**533**				**750**	
Subtotal C:		--	--	1,100	--	--	--	2,097	Subtotals A+B
80% Efficiency Factor		--	--	--	--	--	--	524	
Projected Total Department SF								**2,621**	

FUTURE NEED:	
Preferred Adjacencies	Conference Room
Public Interaction	Daily visits from public
Other Requirements	

2,621 GROSS SQ. FT.

FINANCE

POSITION / SPACE		2021 CURRENT SPACE (4,815 POPULATION)			2026 PROJECTED ETJ passes 20,000	2031 PROPOSED SPACE Estimated Population of 15,000 & ETJ passes 30,000			
	DEPT.	# of Staff	Type	SF	# of Staff	# of Staff	Type	SF	NOTES
Personnel Space:									
Finance Director	F	1	PO	153	1	1	PO 5	216	
Accountant	F	1	PO	176	1	1	WS 2	70	
Payables Clerk	F	1	PO	153	2	2	WS 2	140	
Budget Manager	F	--	--	--	1	1	WS 2	70	
Assistant Finance Director	F	--	--	--	--	1	WS 2	70	
Executive Assistant	F	--	--	--	--	1	WS 2	70	
Subtotal A: Personnel Space		3		482	5	7		636	
Staff % Growth						133%			
Support Space:									
Filing & Storage in Ln. Ft.	F	--	--	192	--	--	--	192	48 Ln. Ft.
Subtotal B: Support Space				192				192	
Subtotal C:		--	--	674	--	--	--	828	Subtotals A+B
80% Efficiency Factor		--	--	--	--	--	--	207	
Projected Total Department SF								1,035	

FUTURE NEED:	
Preferred Adjacencies	Need a spot to place safe, need to be away from where many people congregate
Public Interaction	Rarely , sometimes 2-3 people
Other Requirements	

1,035 GROSS SQ. FT.

MUNICIPAL COURT

POSITION / SPACE		2021 CURRENT SPACE (4,815 POPULATION)			2026 PROJECTED ETJ passes 20,000	2031 PROPOSED SPACE Estimated Population of 15,000 & ETJ passes 30,000			
	DEPT.	# of Staff	Type	SF	# of Staff	# of Staff	Type	SF	NOTES
Personnel Space:									
Judge (Part-Time)	MC	1			1	1	PO 5	216	
Court Administrator	MC	1			1	1	PO 4	180	
Deputy Clerk	MC	1			1	1	WS 4	100	
Prosecutor (Part-Time)	MC	1			1	1	PO 4	180	
Bailiff (Part-Time)	MC	1			1	1	WS 4	100	
Clerk (Part-Time)	MC	--	--	--	1	2	WS 4	200	
Warrant Officer (Part-Time)	MC	--	--	--	1	1	WS 4	100	
Subtotal A: Personnel Space		5		0	7	8		1,076	
Staff % Growth						60%			
Support Space:									
Filing & Storage in Ln. Ft.	MC	--	--	--	--			400	100 Ln. ft.
Court Room/Council	MC	--	--	--	--	--	--	--	see city hall support
Subtotal B: Support Space				0				400	
Subtotal C:				0				1,476	Subtotals A+B
90% Efficiency Factor								164	
Projected Total Department SF								1,640	

FUTURE NEED:	
Preferred Adjacencies	Library
Public Interaction	Daily, 3-4 people in one visit, but varies
Other Requirements	Be ADA compliant

1,640 GROSS SQ. FT.

POLICE DEPARTMENT

POSITION / SPACE		2021 CURRENT SPACE (4,815 POPULATION)			2026 PROJECTED ETJ passes 20,000	2031 PROPOSED SPACE Estimated Population of 15,000 & ETJ passes 30,000			
	DEPT.	# of Staff	Type	SF	# of Staff	# of Staff	Type	SF	NOTES
Personnel Space:									
Chief	PD	1	PO	215	1	1	PO 5	216	
Lieutenant	PD	1			2	2	SO 1	247	
CID Detectives	PD	1	PO	122	1	3	SO1	494	1 shared office = 247 sq. ft.
CID Supervisor	PD	--	--	--	--	1	PO 2	120	
Corporals	PD	2			4	4	SO1	494	1 shared office = 247 sq. ft.
Officers/Supervisors	PD	5			10	19	n/a	0	
Cadet	PD	1			--	--	--	--	
Reserve	PD	1			--	--	--	--	
Assistant Chief	PD	--	--	--	1	2	PO 2	240	1 private office = 120 sq. ft.
Captain	PD	--	--	--	1	1	PO 2	120	
Sergeants	PD	--	--	--	4	4	SO1	494	1 shared office = 247 sq. ft.
Civilians	PD	--	--	--	2	3	n/a	0	
Command Staff	PD	--	--	--	--	3	SO1	494	
Deployment Officers	PD	--	--	--	--	4	SO1	494	1 shared office = 247 sq. ft.
Traffic Enforcement Officers	PD	--	--	--	--	4	SO1	494	1 shared office = 247 sq. ft.
NPO Officers	PD	--	--	--	--	2	SO1	247	
K9/ Special Operations Officer	PD	--	--	--	--	1	PO 2	120	
Subtotal A: Personnel Space		**12**		**337**	**26**	**54**		**4,274**	
Staff % Growth						350%			
Support Space:									
Reception for P.D.	PD	--	--	198	--	--	--	180	
File Room	PD	--	--	36	--	--	--	80	
Property Room	PD	--	--	35	--	--	--	80	
Patrol Room	PD	--	--	435	--	--	--	500	Climate controlled with pass through lockers on the outside insure chain of custody is maintained between officer and the property clerk. A large refrigerated space to store certain evidence items. Another area for storing hazardous material

POLICE DEPARTMENT CONTINUED

POSITION / SPACE		2021 CURRENT SPACE (4,815 POPULATION)			2026 PROJECTED ETJ passes 20,000	2031 PROPOSED SPACE Estimated Population of 15,000 & ETJ passes 30,000			
	DEPT.	# of Staff	Type	SF	# of Staff	# of Staff	Type	SF	NOTES
Storage	PD	--	--	0	--	--	--	350	Room for store different types of equipment
Evidence Storage	PD	--	--	50	--	--	--	150	
Pre-Evidence	PD	--	--	82	--	--	--	150	
Restrooms	PD	--	--	0	--	--	--	380	
Locker room	PD	--	--	0	--	--	--	460	Officers can store the valuables and equipment properly
Fitness Room	PD	--	--	0	--	--	--	800	
Conference Room	PD	--	--	0	--	--	--	700	For meeting and roll call during shift change
Break Room	PD	--	--	0	--	--	--	330	Limited choice of restaurants, need a room equipped with refrigerator, microwave, coffee maker, water cooler
Parking Lot	PD	--	--	n/a	--	--	--	0	large gated lot w/ motorized access gate and a security system with surveillance cameras. A shed to store road flares and additional equipment and also a air compressor station to inflate tires.
Subtotal B: Support Space				**836**				**4,160**	
Subtotal C:				1173				8,434	SUBTOTALS A+B
75% Efficiency Factor								2,811	
Projected Total Department SF								**11,245**	

FUTURE NEED:	
Preferred Adjacencies	None, benefit from geographical separation from other services
Public Interaction	Multiple times a week
Other Requirements	

11,245 GROSS SQ. FT.

CITY HALL SUPPORT SPACES

POSITION / SPACE	2021 CURRENT SPACE (4,815 POPULATION)	2031 PROPOSED SPACE Estimated Population of 15,000 & ETJ passes 30,000	
	SF	SF	NOTES
Support Space:			
Main Entrance Vestibule	50	150	
City Hall Lobby	0	800	
Reception Desk	86	100	
Council Chambers/Courtroom	962	2000	
Men's Restrooms	253	300	
Women's Restroom	253	300	
Small Conference Rm (public)	0	150	Seats 6-8
Large Conference Room	312	480	Seat 20
Small Conference Rm (staff)	150	200	Seats 6 at table, counter w/ sink & coffee service
Breakroom	138	350	With kitchenette
Employee Kitchenette	113	0	
Single Restroom	25	0	
Staff Restrooms	0	150	
Janitor's Closet	0	80	
Server Room	72	140	
Electrical	0	90	
General Storage	0	400	
Fire Riser	0	80	
Corridor	1297	0	Included in Efficiency Factor below
Unknown	252	0	Included in Efficiency Factor below
Subtotal B: Support Space	**3711**	**5,770**	
80% Efficiency Factor		1443	
Projected Total Department SF		**7,213**	

7,213 GROSS SQ. FT.

PUBLIC WORKS

POSITION / SPACE		2021 CURRENT SPACE (4,815 POPULATION)			2026 PROJECTED ETJ passes 20,000	2031 PROPOSED SPACE Estimated Population of 15,000 & ETJ passes 30,000			
	DEPT.	# of Staff	Type	SF	# of Staff	# of Staff	Type	SF	NOTES
Personnel Space:									
Director	PW	1			1	1	PO 5	216	
Senior Construction Inspector	PW	1			1	1	WS 5	81	
Construction Inspector	PW	1			1	1	WS 5	81	
Utility Superintendent	PW	1			1	1	PO 4	180	
Parks & Municipal Maintenance Superintendant	PW	1			1	1	PO 4	180	
Administrative Assistant	PW	1			1	1	PO 4	180	
Executive Assistant	PW	--	--	--	1	1	WS 5	81	
Storm Water Department									
Water Crew Leader	PW	--	--	--	2	2	PO3	288	
Water Maintenance I	PW	--	--	--	2	2	WS2	280	
Water Eqiupment Operator	PW	--	--	--	1	1	WS2	140	
Water Department									
Water Crew Leader	PW	1			1	1	PO3	144	
Water Maintenance I	PW	2			2	2	WS2	280	
Utilities Forman	PW	--	--	--	1	1	WS2	140	
Equipment Operator	PW	--	--	--	1	1	WS2	140	
Wastewater Department									
Waste Water Crew Leader	PW	--	--	--	1	1	PO3	144	
Water Water Maintenance I	PW	2			2	2	WS2	280	
Water Eqiupment Operator	PW	--	--	--	1	1	WS2	140	
Utilities Foreman	PW	--	--	--	1	1	WS2	140	
SCADA Operator	PW	--	--	--	2	2	WS2	280	
Parks Department									Foresee Parks Dept. to be separated from Public Works
Parks Crew Leader	PW	1			1	1	PO3	144	
Parks Maintenance	PW	3			3	3	WS2	420	
Fields Crew Leader	PW	--	--	--	1	1	WS2	140	
Fields Maintenance	PW	--	--	--	3	3	WS2	420	
New Subdivision Maintenance Crew Leader	PW	--	--	--	1	1	WS2	140	
New Subdivision Maintenance Maintenance Worker	PW	--	--	--	3	3	WS2	420	

PUBLIC WORKS CONTINUED

POSITION / SPACE		2021 CURRENT SPACE (4,815 POPULATION)			2026 PROJECTED ETJ passes 20,000	2031 PROPOSED SPACE Estimated Population of 15,000 & ETJ passes 30,000			
	DEPT.	# of Staff	Type	SF	# of Staff	# of Staff	Type	SF	NOTES
Streets Department									
Streets Crew Leader	PW	1			1	1	PO3	144	
Streets Equipment Leader	PW	--	--	--	1	1	WS2	140	
Streets Maintenance	PW	--	--	--	2	2	WS2	280	
Subtotal A: Personnel Space		**16**		**1800**	**40**	**40**		**5,643**	
Staff % Growth						150%			
Support Space:									
Barn Storage	PW	--	--	3000	--	--	--	200	electronic review table w/ monitors, layout table, wide-format printer, shelves
Shed	PW	--		168	--	--	--	200	city infrastructure record drawings
Wastewater Treatment Plant	PW				--	--	--	--	
Conference Room	PW	--	--	--	--	--	--	480	
Receptionist Station	PW	--	--	--	--	--	--	100	
Storage	PW	--	--	--	--	--	--	150	
Storage for Heavy Machinery	PW	--	--	--	--	--	--	300	
Parking	PW	--	--	--	--	--	--	--	
Break Room	PW	--	--	--	--	--	--	350	
Locker Room	PW	--	--	--	--	--	--	450	
Restrooms/Showers	PW	--	--	--	--	--	--	200	
Training Room	PW	--	--	--	--	--	--	988	seat 40
Subtotal B: Support Space				**3168**				**3,418**	
Subtotal C:				4968				9,061	
80% Efficiency Factor								2,265	
Projected Total Department SF								**11,326**	

FUTURE NEED:	
Preferred Adjacencies	Development Department, Public Works Storage Facility
Public Interaction	Fair number if visitors, varies daily. Visitors include City officials, solicitors, residents, contractors & engineers
Other Requirements	Space for all of the crew members, training room

11,326 GROSS SQ. FT.

LIBRARY

POSITION / SPACE		2021 CURRENT SPACE (4,815 POPULATION)			2026 PROJECTED ETJ passes 20,000	2031 PROPOSED SPACE Estimated Population of 15,000 & ETJ passes 30,000			
	DEPT.	# of Staff	Type	SF	# of Staff	# of Staff	Type	SF	NOTES
Personnel Space:									
Library Director	L	1	--	--	1	1	PO 5	216	
Library Assistant	L	2	--	--	2	3	WS 4	300	
Library Assistant (Part-Time)	L	--	--	--	3	3	WS 4	300	
Subtotal A: Personnel Space		3		0	6	7		816	
Staff % Growth						133%			
Support Space:									
Circulation Desk	L	--	--	--	--	--	--	400	
New Arrival (Books)	L	--	--	--	--	--	--	200	
Adult Computer Area	L	--	--	--	--	--	--	420	
Book Sale/ Display Area	L	--	--	--	--	--	--	200	
Adult Media	L	--	--	--	--	--	--	500	
Adult Books	L	--	--	--	--	--	--	3000	
Quiet Reading Area	L	--	--	--	--	--	--	400	
Children's Area	L	--	--	--	--	--	--	2000	
Story-Time	L	--	--	--	--	--	--	1500	
Young Adult Teen Area	L	--	--	--	--	--	--	600	
Meeting Room	L	--	--	--	--	--	--	800	
Computer Lab/ Meeting	L	--	--	--	--	--	--	350	
Staff Lounge	L	--	--	--	--	--	--	200	
Workroom	L	--	--	--	--	--	--	185	
Drive-up Book Return Room	L	--	--	--	--	--	--	100	
Staff Conference/ Board Room	L	--	--	--	--	--	--	300	
Technical Services	L	--	--	--	--	--	--	550	

LIBRARY CONTINUED

POSITION / SPACE		2021 CURRENT SPACE (4,815 POPULATION)			2026 PROJECTED ETJ passes 20,000	2031 PROPOSED SPACE Estimated Population of 15,000 & ETJ passes 30,000			
	DEPT.	# of Staff	Type	SF	# of Staff	# of Staff	Type	SF	NOTES
Study Room A	L	--	--	--	--	--	--	80	
Study Room B	L	--	--	--	--	--	--	120	
Study Room C	L	--	--	--	--	--	--	160	
Restrooms	L	--	--	--	--	--	--	400	
Server Room	L	--	--	--	--	--	--	100	
Storage	L	--	--	--	--	--	--	400	
Mechanical Equipment	L	--	--	--	--	--	--	100	
Fire Riser Room	L	--	--	--	--	--	--	80	
Subtotal B: Support Space				0				13145	
Subtotal C:		--	--	0	--	--	--	13961	Subtotals A+B
80% Efficiency Factor		--	--	--	--	--	--	3490	
Projected Total Department SF								17451	

FUTURE NEED:	
Preferred Adjacencies	Court Room
Public Interaction	Frequent Daily
Other Requirements	need access to small conference room

17,451 GROSS SQ. FT.

CENTRAL FIRE STATION

POSITION / SPACE		2021 CURRENT SPACE (4,815 POPULATION)			2026 PROJECTED ETJ passes 20,000	2031 PROPOSED SPACE Estimated Population of 15,000 & ETJ passes 30,000			
	DEPT.	# of Staff	Type	SF	# of Staff	# of Staff	Type	SF	NOTES
Personnel Space:									
Fire Chief	CFS	1			--	1	PO4	180	
Deputy Chief/ Fire Marshal	CFS				--	1	PO4	180	
Deputy Chief	CFS				--	1	PO	120	
Future Position	CFS				--	1	PO	120	
Administrative Assistant	CFS				--	1	PO	120	
Fire Station Personnell	CFS				--	1	PO	120	
Company Officer	CFS				--	1	PO	120	
Fire Personnel	CFS				--	1	PO	120	
Subtotal A: Personnel Space		**1**		**0**		**8**		**1,080**	
Staff % Growth						700%			
Support Space:									
Central Admin									
Public Lobby	CFS	--	--	--	--	--	--	200	
Training Classroom/EOC	CFS	--	--	--	--	--	--	1,350	Training 1,000 SF + EOC 350 SF (6 workstations) separated by operable wall)
Unisex Restroom	CFS	--	--	--	--	--	--	140	2 RR's
Training Storage Closet	CFS	--	--	--	--	--	--	200	
EOC Storage Closet	CFS	--	--	--	--	--	--	50	
EOC IT Closet	CFS	--	--	--	--	--	--	50	
Conference Room	CFS	--	--	--	--	--	--	475	seat 20 people
Breakroom	CFS	--	--	--	--	--	--	200	to serve Central Admin and Traing classroom
Plan Review Space	CFS	--	--	--	--	--	--	200	
Evidence Storage	CFS	--	--	--	--	--	--	150	
Copy/Workroom	CFS	--	--	--	--	--	--	150	
Supplies Closet	CFS	--	--	--	--	--	--	80	
IT Closet	CFS	--	--	--	--	--	--	80	
Restrooms	CFS	--	--	--	--	--	--	500	
General Storage	CFS	--	--	--	--	--	--	200	
Fire Station									
Station Lobby	CFS	--	--	--	--	--	--	120	
Public Restroom	CFS	--	--	--	--	--	--	70	

CENTRAL FIRE STATION CONTINUED

POSITION / SPACE		2021 CURRENT SPACE (4,815 POPULATION)			2026 PROJECTED ETJ passes 20,000	2031 PROPOSED SPACE Estimated Population of 15,000 & ETJ passes 30,000			
	DEPT.	# of Staff	Type	SF	# of Staff	# of Staff	Type	SF	NOTES
Day Room	CFS	--	--	--	--	--	--	550	
Kitchen	CFS	--	--	--	--	--	--	400	includes 3 shift pantries containf regrigerators
Dining Room	CFS	--	--	--	--	--	--	250	
Single Occupant Restrooms	CFS	--	--	--	--	--	--	140	men and women
Fitness Room	CFS	--	--	--	--	--	--	800	
Study Room	CFS	--	--	--	--	--	--	120	2 people
Dormitories	CFS	--	--	--	--	--	--	840	6 private rooms (90 sf ea) + double-occupant rooms (150 sf ea)
Private Dormitory Bathrooms	CFS	--	--	--	--	--	--	400	4 bathrooms serving 8 dormitories
Laundry	CFS	--	--	--	--	--	--	130	
General Storage	CFS	--	--	--	--	--	--	350	
Apparatus Bays									
Apparatus Bays	CFS	--	--	--	--	--	--	8,000	5 drive-thru bays. 16' x 100' each
EMS Supply Storage	CFS	--	--	--	--	--	--	150	
Bunker Gear	CFS	--	--	--	--	--	--	375	30 lockers (10 x 3 shifts)
Decontamination Room	CFS	--	--	--	--	--	--	100	Biohazardous waste cleaning
SCBA	CFS	--	--	--	--	--	--	80	store equipment
Gear Laundry / Extractor	CFS	--	--	--	--	--	--	100	
Restroom	CFS	--	--	--	--	--	--	70	
Fire Riser Closet	CFS	--	--	--	--	--	--	60	
Mechanical & Electrical Mezzanine	CFS	--	--	--	--	--	--	750	
Subtotal B: Support Space				0				17,880	
Subtotal C:		--	--	0	--	--	--	18,960	Subtotals A+B
80% Efficiency Factor		--	--	--	--	--	--	4,740	
Projected Total Department SF								23,700	

23,700 GROSS SQ. FT.

OVERALL STAFF PROJECTED GROWTH

DEPARTMENT	CURRENT STAFF COUNT 4,815 POPULATION	PROPOSED STAFF COUNT Estimated Population 15,000
Mayor & City Council	6	6
City Administration	5	10
Development Services	5	9
Finance	3	7
Municipal Court	5	8
Police Department	12	54
Public Works	16	40
Library	3	7
Central Fire Station	1	8
Projected Total Departmental Staff	**56**	**149**
Staff % Growth		**166%**

STAFF PERCENTAGE GROWTH = 166%

SUMMARY

NEW CITY HALL PROJECTED SIZE

DEPARTMENT	CURRENT LOCATION	EXISTING AREA	PROPOSED AREA
Mayor & City Council	City Hall	0	413
City Administration	City Hall	1,722	3,758
Development Services	City Hall	1,100	2,621
Finance	City Hall	674	1,035
Municipal Court	City Hall	0	1,640
Police Department	City Hall	1,173	11,245
City Hall Support	City Hall	3,711	7,213
Net Subtotal			**27,924**
Building Gross Factor (15%)			**4,189**
Total Projected Area (SF)		**8,380**	**32,113**

TOTAL PROJECTED AREA = 32,113 SQ. FT.

NEW PUBLIC WORKS PROJECTED SIZE

DEPARTMENT	CURRENT LOCATION	EXISTING AREA	PROPOSED AREA
Public Works	Separate Building	4,968	11,326
Net Subtotal			**11,326**
Building Gross Factor (15%)			**1,699**
Total Projected Area (SF)		**4,968**	**13,025**

TOTAL PROJECTED AREA = 13,025 SQ. FT.

SUMMARY

NEW PUBLIC LIBRARY PROJECTED SIZE

DEPARTMENT	CURRENT LOCATION	EXISTING AREA	PROPOSED AREA
Library	Separate Building	2,980	17,451
Net Subtotal			17,451
Building Gross Factor (15%)			2,618
Total Projected Area (SF)		2,980	20,069

TOTAL PROJECTED AREA = 20,069 SQ. FT.

NEW CENTRAL FIRE STATION PROJECTED SIZE

DEPARTMENT	CURRENT LOCATION	EXISTING AREA	PROPOSED AREA
Central Fire Station	Separate Building	0	23,700
Net Subtotal			23,700
Building Gross Factor (15%)			3,555
Total Projected Area (SF)		0	27,255

TOTAL PROJECTED AREA = 27,225 SQ. FT.

NEW CITY HALL PRELIMINARY BUDGET

Preliminary Budget	Cost	
Construction		$ 18,399,450
New construction (32,113 SF at $525 PSF)	$ 16,859,325	
Quality Assurance Materials Testing	$ 50,000	
HVAC Testing & Balancing	$ 25,000	
TDLR TAS Plan Review and Inspection	$ 1,735	
IT/Data/AV/Security	$ 500,000	
Furniture (32,113SF at $30 PSF)	$ 963,390	
Professional Fees		$ 1,825,114
Architectural, Structural & MEP Engineering Professional Fees	$ 1,433,043	
Geotechnical Investigation	$ 10,000	
Site Survey & Platting	$ 15,000	
Civil Engineering Fees	$ 85,000	
Landscape Design	$ 35,000	
IT/Data/AV/Security Design Consulting	$ 125,000	
IECC Req'd Basic Commissioning	$ 25,000	
FF&E Design & Procurement	$ 77,071	
Reimbursable expenses	$ 20,000	
Project Development Soft Costs		$ 20,000
Bid Advertisement	$ 5,000	
Miscellaneous expenses	$ 15,000	
Subtotal Project Costs		**$ 20,244,564**
Project Contingency at 15%		**$ 3,036,685**
Total Probable Project Costs		**$ 23,281,248**

NEW PUBLIC WORKS FACILITY PRELIMINARY BUDGET

Preliminary Budget	Cost	
Construction		$ 5,060,860
New construction (13,025 SF at $350 PSF)	$ 4,558,750	
Quality Assurance Materials Testing	$ 35,000	
HVAC Testing & Balancing	$ 20,000	
TDLR TAS Plan Review and Inspection	$ 1,735	
IT/Data/AV/Security	$ 250,000	
Furniture (13,025SF at $15 PSF)	$ 195,375	
Professional Fees		$ 643,124
Architectural, Structural & MEP Engineering Professional Fees	$ 387,494	
Geotechnical Investigation	$ 10,000	
Site Survey & Platting	$ 15,000	
Civil Engineering Fees	$ 85,000	
Landscape Design	$ 35,000	
IT/Data/AV/Security Design Consulting	$ 60,000	
IECC Req'd Basic Commissioning	$ 20,000	
FF&E Design & Procurement	$ 15,630	
Reimbursable expenses	$ 15,000	
Project Development Soft Costs		$ 20,000
Bid Advertisement	$ 5,000	
Miscellaneous expenses	$ 15,000	
Subtotal Project Costs		**$ 5,723,984**
Project Contingency at 15%		**$ 858,598**
Total Probable Project Costs		**$ 6,582,581**

NEW PUBLIC LIBRARY PRELIMINARY BUDGET

Preliminary Budget	Cost	
Construction		$ 11,815,375
New construction (20,069 SF at $525 PSF)	$ 10,536,225	
Quality Assurance Materials Testing	$ 50,000	
HVAC Testing & Balancing	$ 25,000	
TDLR TAS Plan Review and Inspection	$ 1,735	
IT/Data/AV/Security	$ 500,000	
Furniture (20,069 SF at $35 PSF)	$ 702,415	
Professional Fees		$ 1,226,772
Architectural, Structural & MEP Engineering Professional Fees	$ 895,579	
Geotechnical Investigation	$ 10,000	
Site Survey & Platting	$ 15,000	
Civil Engineering Fees	$ 85,000	
Landscape Design	$ 35,000	
IT/Data/AV/Security Design Consulting	$ 85,000	
IECC Req'd Basic Commissioning	$ 25,000	
FF&E Design & Procurement	$ 56,193	
Reimbursable expenses	$ 20,000	
Project Development Soft Costs		$ 20,000
Bid Advertisement	$ 5,000	
Miscellaneous expenses	$ 15,000	
Subtotal Project Costs		**$ 13,062,147**
Project Contingency at 15%		**$ 1,959,322**
Total Probable Project Costs		**$ 15,021,469**

NEW CENTRAL FIRE STATION PRELIMINARY BUDGET

Preliminary Budget	Cost	
Construction		$ 15,808,860
New construction (27,225 SF at $550 PSF)	$ 14,973,750	
Quality Assurance Materials Testing	$ 50,000	
HVAC Testing & Balancing	$ 25,000	
TDLR TAS Plan Review and Inspection	$ 1,735	
IT/Data/AV/Security	$ 350,000	
Furniture (27,225 SF at $15 PSF)	$ 408,375	
Professional Fees		$ 1,580,439
Architectural, Structural & MEP Engineering Professional Fees	$ 1,272,769	
Geotechnical Investigation	$ 10,000	
Site Survey & Platting	$ 15,000	
Civil Engineering Fees	$ 85,000	
Landscape Design	$ 35,000	
IT/Data/AV/Security Design Consulting	$ 85,000	
IECC Req'd Basic Commissioning	$ 25,000	
FF&E Design & Procurement	$ 32,670	
Reimbursable expenses	$ 20,000	
Project Development Soft Costs		$ 20,000
Bid Advertisement	$ 5,000	
Miscellaneous expenses	$ 15,000	
Subtotal Project Costs		**$ 17,409,299**
Project Contingency at 15%		**$ 2,611,395**
Total Probable Project Costs		**$ 20,020,694**

Justin, Texas
Tax Rate Analysis - Summary of Results

Scenario	Funding Amount	Estimated Tax Rate Impact	Annual Impact per $100,000 of Taxable Value	Monthly Impact per $100,000 of Taxable Value
City Hall	**$23,280,000**	**$0.1856**	**$185.63**	**$15.47**
City Hall - 2 Phases	**$23,280,000**	**$0.1434**	**$143.36**	**$11.95**
Public Works Facility	**$6,585,000**	**$0.0164**	**$16.38**	**$1.37**
Library	**$15,020,000**	**$0.1156**	**$115.55**	**$9.63**
Fire Station	**$20,020,000**	**$0.1581**	**$158.15**	**$13.18**

Assumptions:

Debt issuances assumed to be sold in March 2024 amortized over 20 years at 4.75% interest rate (interest rate as of 4/14/2023 approx 3.75%)
City Hall second phase scenario assumes 40% of authorization sold in March 2034 over 20 years at 5.00%.
FYE 2023 tax base as certified by Denton Central Appraisal District. Assumes $100mil increase in 2024, $75 mil in 2025, $50 mil in 2026 and $25 mil in 2027. Assumes no growth thereafter.
Public Works facility assumes 50% of debt service is paid by Utility System.

Justin, Texas
City Hall Tax Rate Analysis - $28.28 Million

1	2	3	4	5	6	7	8	9	10	11
FYE 30-Sep	Taxable Valuation[1]	Projected Growth Rate	Outstanding Debt Service	Minus: Self-Supporting Debt Service [2]	Net Debt Service	I&S Tax Rate[3]	Series 2024 GO 3/1/2024 - 4.75% Funds $23,280,000 Total Debt Service	Total Projected Net Debt Service	Calculated I&S Tax Rate[3]	Projected Max Tax Rate Increase
2023	$ 772,734,431		$ 1,849,457	$ (1,274,538)	$ 574,919	$ 0.065208	$ -	$ 574,919	$ 0.065208	$ -
2024	872,734,431	12.94%	1,834,358	(1,270,120)	564,238	0.065305		564,238	0.065305	
2025	947,734,431	8.59%	1,788,082	(1,282,754)	505,328	0.053858	1,848,141	2,353,468	0.250834	0.185626
2026	997,734,431	5.28%	1,769,573	(1,279,425)	490,148	0.049622	1,850,388	2,340,536	0.236955	
2027	1,022,734,431	2.51%	1,770,002	(1,280,003)	489,999	0.048395	1,847,981	2,337,980	0.230910	
2028	1,022,734,431	0.00%	1,554,298	(1,284,748)	269,550	0.026622	1,848,794	2,118,344	0.209218	
2029	1,022,734,431	0.00%	1,474,091	(1,205,391)	268,700	0.026538	1,847,706	2,116,406	0.209026	
2030	1,022,734,431	0.00%	1,044,566	(796,866)	247,700	0.024464	1,849,600	2,097,300	0.207139	
2031	1,022,734,431	0.00%	933,388	(686,238)	247,150	0.024410	1,849,356	2,096,506	0.207061	
2032	1,022,734,431	0.00%	933,692	(692,242)	241,450	0.023847	1,846,975	2,088,425	0.206263	
2033	1,022,734,431	0.00%	928,182	(687,432)	240,750	0.023778	1,847,338	2,088,088	0.206229	
2034	1,022,734,431	0.00%	936,896	(691,996)	244,900	0.024187	1,845,325	2,090,225	0.206441	
2035	1,022,734,431	0.00%	934,747	(690,997)	243,750	0.024074	1,845,819	2,089,569	0.206376	
2036	1,022,734,431	0.00%	941,938	(694,488)	247,450	0.024439	1,848,581	2,096,031	0.207014	
2037	1,022,734,431	0.00%	938,071	(692,221)	245,850	0.024281	1,848,494	2,094,344	0.206847	
2038	1,022,734,431	0.00%	788,571	(544,471)	244,100	0.024108	1,845,556	2,089,656	0.206384	
2039	1,022,734,431	0.00%	787,520	(540,320)	247,200	0.024415	1,849,531	2,096,731	0.207083	
2040	1,022,734,431	0.00%	540,967	(540,967)	-	-	1,850,181	1,850,181	0.182733	
2041	1,022,734,431	0.00%	401,288	(401,288)	-	-	1,847,506	1,847,506	0.182468	
2042	1,022,734,431	0.00%	268,000	(268,000)	-	-	1,846,388	1,846,388	0.182358	
2043	1,022,734,431	0.00%	266,000	(266,000)	-	-	1,846,588	1,846,588	0.182378	
2044	1,022,734,431	0.00%	263,800	(263,800)	-	-	1,847,869	1,847,869	0.182504	
2045	1,022,734,431	0.00%	266,400	(266,400)	-	-		-	-	
2046	1,022,734,431	0.00%	263,600	(263,600)	-	-		-	-	
2047	1,022,734,431	0.00%	265,600	(265,600)	-	-		-	-	
2048	1,022,734,431	0.00%	267,200	(267,200)	-	-		-	-	
2049	1,022,734,431	0.00%	263,400	(263,400)	-	-		-	-	
2050	1,022,734,431	0.00%	264,400	(264,400)	-	-		-	-	
2051	1,022,734,431	0.00%	265,000	(265,000)	-	-		-	-	
2052	1,022,734,431	0.00%	265,200	(265,200)	-	-		-	-	
2053	1,022,734,431	0.00%	-	-	-	-		-	-	
Total			**$ 25,068,282**	**$ (19,455,100)**	**$ 5,613,182**		**$ 36,958,116**	**$ 42,571,297**		

(1) FYE 2023 certified freeze adjusted taxable value was provided by Denton Central Appraisal District. Assumes $100mil increase in 2024, $75 mil in 2025, $50 mil in 2026 and $25 mil in 2027.

(2) Shows the general obligation debt service paid by revenues from the City's Water & Sewer System, EDC and CDC.

(3) FYE 2019 I&S Tax Rate is actual; Tax Collection Percentage = 99.00% thereafter.

Justin, Texas
City Hall Tax Rate Analysis - $28.28 Million - 2 Phases

1	2	3	4	5	6	7	8	9	10	11	12	13
FYE 30-Sep	Taxable Valuation[1]	Projected Growth Rate	Outstanding Debt Service	Minus: Self-Supporting Debt Service[2]	Net Debt Service	I&S Tax Rate[3]	Series 2024 GO 3/1/2024 - 4.75% Funds $13,970,000 Total Debt Service	Series 2034 GO 3/1/2034 - 5.00% Funds $9,310,000 Total Debt Service	Total Debt Service Funds $23,280,000 Total Debt Service	Total Projected Net Debt Service	Calculated I&S Tax Rate[3]	Projected Max Tax Rate Increase
2023	$ 772,734,431		$ 1,849,457	$ (1,274,538)	$ 574,919	$ 0.065208	$ -	$ -	$ -	$ 574,919	$ 0.065208	$ -
2024	872,734,431	12.94%	1,834,358	(1,270,120)	564,238	0.065305				564,238	0.065305	
2025	947,734,431	8.59%	1,788,082	(1,282,754)	505,328	0.053858	1,109,031		1,109,031	1,614,358	0.172059	
2026	997,734,431	5.28%	1,769,573	(1,279,425)	490,148	0.049622	1,108,375		1,108,375	1,598,523	0.161834	
2027	1,022,734,431	2.51%	1,770,002	(1,280,003)	489,999	0.048395	1,110,931		1,110,931	1,600,930	0.158115	
2028	1,022,734,431	0.00%	1,554,298	(1,284,748)	269,550	0.026622	1,107,419		1,107,419	1,376,969	0.135996	
2029	1,022,734,431	0.00%	1,474,091	(1,205,391)	268,700	0.026538	1,107,838		1,107,838	1,376,538	0.135953	
2030	1,022,734,431	0.00%	1,044,566	(796,866)	247,700	0.024464	1,107,069		1,107,069	1,354,769	0.133803	
2031	1,022,734,431	0.00%	933,388	(686,238)	247,150	0.024410	1,109,994		1,109,994	1,357,144	0.134038	
2032	1,022,734,431	0.00%	933,692	(692,242)	241,450	0.023847	1,111,494		1,111,494	1,352,944	0.133623	
2033	1,022,734,431	0.00%	928,182	(687,432)	240,750	0.023778	1,106,688		1,106,688	1,347,438	0.133079	
2034	1,022,734,431	0.00%	936,896	(691,996)	244,900	0.024187	1,110,456		1,110,456	1,355,356	0.133861	
2035	1,022,734,431	0.00%	934,747	(690,997)	243,750	0.024074	1,107,681	755,353	1,863,034	2,106,784	0.208076	
2036	1,022,734,431	0.00%	941,938	(694,488)	247,450	0.024439	1,108,363	756,000	1,864,363	2,111,813	0.208573	0.143365
2037	1,022,734,431	0.00%	938,071	(692,221)	245,850	0.024281	1,107,381	755,625	1,863,006	2,108,856	0.208281	
2038	1,022,734,431	0.00%	788,571	(544,471)	244,100	0.024108	1,109,619	754,500	1,864,119	2,108,219	0.208218	
2039	1,022,734,431	0.00%	787,520	(540,320)	247,200	0.024415	1,109,956	757,500	1,867,456	2,114,656	0.208853	
2040	1,022,734,431	0.00%	540,967	(540,967)	-	-	1,108,394	754,625	1,863,019	1,863,019	0.184001	
2041	1,022,734,431	0.00%	401,288	(401,288)	-	-	1,109,813	755,875	1,865,688	1,865,688	0.184264	
2042	1,022,734,431	0.00%	268,000	(268,000)	-	-	1,109,094	756,125	1,865,219	1,865,219	0.184218	
2043	1,022,734,431	0.00%	266,000	(266,000)	-	-	1,111,119	755,375	1,866,494	1,866,494	0.184344	
2044	1,022,734,431	0.00%	263,800	(263,800)	-	-	1,110,769	753,625	1,864,394	1,864,394	0.184136	
2045	1,022,734,431	0.00%	266,400	(266,400)	-	-		755,750	755,750	755,750	0.074641	
2046	1,022,734,431	0.00%	263,600	(263,600)	-	-		756,625	756,625	756,625	0.074728	
2047	1,022,734,431	0.00%	265,600	(265,600)	-	-		756,250	756,250	756,250	0.074691	
2048	1,022,734,431	0.00%	267,200	(267,200)	-	-		754,625	754,625	754,625	0.074530	
2049	1,022,734,431	0.00%	263,400	(263,400)	-	-		756,625	756,625	756,625	0.074728	
2050	1,022,734,431	0.00%	264,400	(264,400)	-	-		757,125	757,125	757,125	0.074777	
2051	1,022,734,431	0.00%	265,000	(265,000)	-	-		756,125	756,125	756,125	0.074678	
2052	1,022,734,431	0.00%	265,200	(265,200)	-	-		753,625	753,625	753,625	0.074432	
2053	1,022,734,431	0.00%						754,500	754,500	754,500	0.074518	
2053	1,022,734,431	0.00%	-	-	-	-		758,500	758,500	758,500	0.074913	
Total			**$ 25,068,282**	**$ (19,455,100)**	**$ 5,613,182**		**$ 22,181,481**	**$ 15,114,353**	**$ 37,295,833**	**$ 42,909,015**		

(1) FYE 2023 certified freeze adjusted taxable value was provided by Denton Central Appraisal District. Assumes $100mil increase in 2024, $75 mil in 2025, $50 mil in 2026 and $25 mil in 2027.

(2) Shows the general obligation debt service paid by revenues from the City's Water & Sewer System, EDC and CDC.

(3) FYE 2019 I&S Tax Rate is actual; Tax Collection Percentage = 99.00% thereafter.

Justin, Texas

Public Works Facility Tax Rate Analysis - $6.585 Million - 50% supported by Utility System Revenues

1	2	3	4	5	6	7	8	9	10	11	12	13
FYE 30-Sep	Taxable Valuation[1]	Projected Growth Rate	Outstanding Debt Service	Minus: Self-Supporting Debt Service[2]	Net Debt Service	I&S Tax Rate[3]	Series 2024 GO 3/1/2024 - 4.75% Funds $6,585,000 Total Debt Service	Less: Utility System Revenue Supported Debt Service	Total Debt Service Funds $23,280,000 Total Debt Service	Total Projected Net Debt Service	Calculated I&S Tax Rate[3]	Projected Max Tax Rate Increase
2023	$ 772,734,431		$ 1,849,457	$ (1,274,538)	$ 574,919	$ 0.065208	$ -	$ -	$ -	$ 574,919	$ 0.065208	$ -
2024	872,734,431	12.94%	1,834,358	(1,270,120)	564,238	0.065305				564,238	0.065305	
2025	947,734,431	8.59%	1,788,082	(1,282,754)	505,328	0.053858	520,395	(260,198)	260,198	765,525	0.081590	0.016382
2026	997,734,431	5.28%	1,769,573	(1,279,425)	490,148	0.049622	520,781	(260,391)	260,391	750,539	0.075984	
2027	1,022,734,431	2.51%	1,770,002	(1,280,003)	489,999	0.048395	525,213	(262,606)	262,606	752,605	0.074331	
2028	1,022,734,431	0.00%	1,554,298	(1,284,748)	269,550	0.026622	524,050	(262,025)	262,025	531,575	0.052501	
2029	1,022,734,431	0.00%	1,474,091	(1,205,391)	268,700	0.026538	522,413	(261,206)	261,206	529,906	0.052336	
2030	1,022,734,431	0.00%	1,044,566	(796,866)	247,700	0.024464	520,300	(260,150)	260,150	507,850	0.050158	
2031	1,022,734,431	0.00%	933,388	(686,238)	247,150	0.024410	522,594	(261,297)	261,297	508,447	0.050217	
2032	1,022,734,431	0.00%	933,692	(692,242)	241,450	0.023847	524,175	(262,088)	262,088	503,538	0.049732	
2033	1,022,734,431	0.00%	928,182	(687,432)	240,750	0.023778	525,044	(262,522)	262,522	503,272	0.049706	
2034	1,022,734,431	0.00%	936,896	(691,996)	244,900	0.024187	520,319	(260,159)	260,159	505,059	0.049882	
2035	1,022,734,431	0.00%	934,747	(690,997)	243,750	0.024074	524,881	(262,441)	262,441	506,191	0.049994	
2036	1,022,734,431	0.00%	941,938	(694,488)	247,450	0.024439	523,613	(261,806)	261,806	509,256	0.050297	
2037	1,022,734,431	0.00%	938,071	(692,221)	245,850	0.024281	521,631	(260,816)	260,816	506,666	0.050041	
2038	1,022,734,431	0.00%	788,571	(544,471)	244,100	0.024108	523,819	(261,909)	261,909	506,009	0.049976	
2039	1,022,734,431	0.00%	787,520	(540,320)	247,200	0.024415	525,056	(262,528)	262,528	509,728	0.050343	
2040	1,022,734,431	0.00%	540,967	(540,967)	-	-	520,463	(260,231)	260,231	260,231	0.025702	
2041	1,022,734,431	0.00%	401,288	(401,288)	-	-	524,919	(262,459)	262,459	262,459	0.025922	
2042	1,022,734,431	0.00%	268,000	(268,000)	-	-	523,306	(261,653)	261,653	261,653	0.025842	
2043	1,022,734,431	0.00%	266,000	(266,000)	-	-	520,744	(260,372)	260,372	260,372	0.025716	
2044	1,022,734,431	0.00%	263,800	(263,800)	-	-	522,113	(261,056)	261,056	261,056	0.025783	
2045	1,022,734,431	0.00%	266,400	(266,400)	-	-			-	-	-	
2046	1,022,734,431	0.00%	263,600	(263,600)	-	-			-	-	-	
2047	1,022,734,431	0.00%	265,600	(265,600)	-	-			-	-	-	
2048	1,022,734,431	0.00%	267,200	(267,200)	-	-			-	-	-	
2049	1,022,734,431	0.00%	263,400	(263,400)	-	-			-	-	-	
2050	1,022,734,431	0.00%	264,400	(264,400)	-	-			-	-	-	
2051	1,022,734,431	0.00%	265,000	(265,000)	-	-			-	-	-	
2052	1,022,734,431	0.00%	265,200	(265,200)	-	-			-	-	-	
2053	1,022,734,431	0.00%							-	-	-	
2053	1,022,734,431	0.00%	-	-	-	-			-	-	-	
Total			**$ 25,068,282**	**$ (19,455,100)**	**$ 5,613,182**		**$ 10,455,826**	**$ (5,227,913)**	**$ 5,227,913**	**$ 10,841,095**		

(1) FYE 2023 certified freeze adjusted taxable value was provided by Denton Central Appraisal District. Assumes $100mil increase in 2024, $75 mil in 2025, $50 mil in 2026 and $25 mil in 2027.

(2) Shows the general obligation debt service paid by revenues from the City's Water & Sewer System, EDC and CDC.

(3) FYE 2019 I&S Tax Rate is actual; Tax Collection Percentage = 99.00% thereafter.

Justin, Texas
Library Tax Rate Analysis - $15.02 Million

1	2	3	4	5	6	7	8	9	10	11
FYE 30-Sep	Taxable Valuation[1]	Projected Growth Rate	Outstanding Debt Service	Minus: Self-Supporting Debt Service [2]	Net Debt Service	I&S Tax Rate[3]	Series 2024 GO 3/1/2024 - 4.75% Funds $15,020,000 Total Debt Service	Total Projected Net Debt Service	Calculated I&S Tax Rate[3]	Projected Max Tax Rate Increase
2023	$ 772,734,431		$ 1,849,457	$ (1,274,538)	$ 574,919	$ 0.065208	$ -	$ 574,919	$ 0.065208	$ -
2024	872,734,431	12.94%	1,834,358	(1,270,120)	564,238	0.065305		564,238	0.065305	
2025	947,734,431	8.59%	1,788,082	(1,282,754)	505,328	0.053858	1,190,664	1,695,992	0.180760	0.115552
2026	997,734,431	5.28%	1,769,573	(1,279,425)	490,148	0.049622	1,192,181	1,682,329	0.170318	
2027	1,022,734,431	2.51%	1,770,002	(1,280,003)	489,999	0.048395	1,193,075	1,683,074	0.166228	
2028	1,022,734,431	0.00%	1,554,298	(1,284,748)	269,550	0.026622	1,192,781	1,462,331	0.144427	
2029	1,022,734,431	0.00%	1,474,091	(1,205,391)	268,700	0.026538	1,191,300	1,460,000	0.144197	
2030	1,022,734,431	0.00%	1,044,566	(796,866)	247,700	0.024464	1,193,513	1,441,213	0.142341	
2031	1,022,734,431	0.00%	933,388	(686,238)	247,150	0.024410	1,189,419	1,436,569	0.141882	
2032	1,022,734,431	0.00%	933,692	(692,242)	241,450	0.023847	1,193,900	1,435,350	0.141762	
2033	1,022,734,431	0.00%	928,182	(687,432)	240,750	0.023778	1,191,838	1,432,588	0.141489	
2034	1,022,734,431	0.00%	936,896	(691,996)	244,900	0.024187	1,193,231	1,438,131	0.142037	
2035	1,022,734,431	0.00%	934,747	(690,997)	243,750	0.024074	1,192,963	1,436,713	0.141897	
2036	1,022,734,431	0.00%	941,938	(694,488)	247,450	0.024439	1,191,031	1,438,481	0.142071	
2037	1,022,734,431	0.00%	938,071	(692,221)	245,850	0.024281	1,192,319	1,438,169	0.142040	
2038	1,022,734,431	0.00%	788,571	(544,471)	244,100	0.024108	1,191,706	1,435,806	0.141807	
2039	1,022,734,431	0.00%	787,520	(540,320)	247,200	0.024415	1,194,075	1,441,275	0.142347	
2040	1,022,734,431	0.00%	540,967	(540,967)	-	-	1,194,306	1,194,306	0.117955	
2041	1,022,734,431	0.00%	401,288	(401,288)	-	-	1,192,400	1,192,400	0.117767	
2042	1,022,734,431	0.00%	268,000	(268,000)	-	-	1,193,238	1,193,238	0.117850	
2043	1,022,734,431	0.00%	266,000	(266,000)	-	-	1,191,700	1,191,700	0.117698	
2044	1,022,734,431	0.00%	263,800	(263,800)	-	-	1,192,669	1,192,669	0.117794	
2045	1,022,734,431	0.00%	266,400	(266,400)	-	-		-	-	
2046	1,022,734,431	0.00%	263,600	(263,600)	-	-		-	-	
2047	1,022,734,431	0.00%	265,600	(265,600)	-	-		-	-	
2048	1,022,734,431	0.00%	267,200	(267,200)	-	-		-	-	
2049	1,022,734,431	0.00%	263,400	(263,400)	-	-		-	-	
2050	1,022,734,431	0.00%	264,400	(264,400)	-	-		-	-	
2051	1,022,734,431	0.00%	265,000	(265,000)	-	-		-	-	
2052	1,022,734,431	0.00%	265,200	(265,200)	-	-		-	-	
2053	1,022,734,431	0.00%	-	-	-	-		-	-	
Total			**$ 25,068,282**	**$ (19,455,100)**	**$ 5,613,182**		**$ 23,848,308**	**$ 29,461,489**		

(1) FYE 2023 certified freeze adjusted taxable value was provided by Denton Central Appraisal District. Assumes $100mil increase in 2024, $75 mil in 2025, $50 mil in 2026 and $25 mil in 2027.

(2) Shows the general obligation debt service paid by revenues from the City's Water & Sewer System, EDC and CDC.

(3) FYE 2019 I&S Tax Rate is actual; Tax Collection Percentage = 99.00% thereafter.

Justin, Texas
Fire Station Tax Rate Analysis - $20.02 Million

1	2	3	4	5	6	7	8	9	10	11
FYE 30-Sep	Taxable Valuation[1]	Projected Growth Rate	Outstanding Debt Service	Minus: Self-Supporting Debt Service [2]	Net Debt Service	I&S Tax Rate[3]	Series 2024 GO 3/1/2024 - 4.75% Funds $20,020,000 Total Debt Service	Total Projected Net Debt Service	Calculated I&S Tax Rate[3]	Projected Max Tax Rate Increase
2023	$ 772,734,431		$ 1,849,457	$ (1,274,538)	$ 574,919	$ 0.065208	$ -	$ 574,919	$ 0.065208	$ -
2024	872,734,431	12.94%	1,834,358	(1,270,120)	564,238	0.065305		564,238	0.065305	
2025	947,734,431	8.59%	1,788,082	(1,282,754)	505,328	0.053858	1,590,319	2,095,646	0.223355	0.158147
2026	997,734,431	5.28%	1,769,573	(1,279,425)	490,148	0.049622	1,589,100	2,079,248	0.210502	
2027	1,022,734,431	2.51%	1,770,002	(1,280,003)	489,999	0.048395	1,587,038	2,077,037	0.205138	
2028	1,022,734,431	0.00%	1,554,298	(1,284,748)	269,550	0.026622	1,588,431	1,857,981	0.183503	
2029	1,022,734,431	0.00%	1,474,091	(1,205,391)	268,700	0.026538	1,588,163	1,856,863	0.183393	
2030	1,022,734,431	0.00%	1,044,566	(796,866)	247,700	0.024464	1,591,113	1,838,813	0.181610	
2031	1,022,734,431	0.00%	933,388	(686,238)	247,150	0.024410	1,587,281	1,834,431	0.181177	
2032	1,022,734,431	0.00%	933,692	(692,242)	241,450	0.023847	1,591,550	1,833,000	0.181036	
2033	1,022,734,431	0.00%	928,182	(687,432)	240,750	0.023778	1,588,800	1,829,550	0.180695	
2034	1,022,734,431	0.00%	936,896	(691,996)	244,900	0.024187	1,589,031	1,833,931	0.181128	
2035	1,022,734,431	0.00%	934,747	(690,997)	243,750	0.024074	1,587,125	1,830,875	0.180826	
2036	1,022,734,431	0.00%	941,938	(694,488)	247,450	0.024439	1,587,963	1,835,413	0.181274	
2037	1,022,734,431	0.00%	938,071	(692,221)	245,850	0.024281	1,591,306	1,837,156	0.181446	
2038	1,022,734,431	0.00%	788,571	(544,471)	244,100	0.024108	1,592,038	1,836,138	0.181346	
2039	1,022,734,431	0.00%	787,520	(540,320)	247,200	0.024415	1,590,156	1,837,356	0.181466	
2040	1,022,734,431	0.00%	540,967	(540,967)	-	-	1,590,544	1,590,544	0.157090	
2041	1,022,734,431	0.00%	401,288	(401,288)	-	-	1,588,081	1,588,081	0.156846	
2042	1,022,734,431	0.00%	268,000	(268,000)	-	-	1,587,650	1,587,650	0.156804	
2043	1,022,734,431	0.00%	266,000	(266,000)	-	-	1,589,013	1,589,013	0.156938	
2044	1,022,734,431	0.00%	263,800	(263,800)	-	-	1,591,931	1,591,931	0.157227	
2045	1,022,734,431	0.00%	266,400	(266,400)	-	-		-	-	
2046	1,022,734,431	0.00%	263,600	(263,600)	-	-		-	-	
2047	1,022,734,431	0.00%	265,600	(265,600)	-	-		-	-	
2048	1,022,734,431	0.00%	267,200	(267,200)	-	-		-	-	
2049	1,022,734,431	0.00%	263,400	(263,400)	-	-		-	-	
2050	1,022,734,431	0.00%	264,400	(264,400)	-	-		-	-	
2051	1,022,734,431	0.00%	265,000	(265,000)	-	-		-	-	
2052	1,022,734,431	0.00%	265,200	(265,200)	-	-		-	-	
2053	1,022,734,431	0.00%	-	-	-	-		-	-	
Total			**$ 25,068,282**	**$ (19,455,100)**	**$ 5,613,182**		**$ 31,786,631**	**$ 37,399,813**		

(1) FYE 2023 certified freeze adjusted taxable value was provided by Denton Central Appraisal District. Assumes $100mil increase in 2024, $75 mil in 2025, $50 mil in 2026 and $25 mil in 2027.

(2) Shows the general obligation debt service paid by revenues from the City's Water & Sewer System, EDC and CDC.

(3) FYE 2019 I&S Tax Rate is actual; Tax Collection Percentage = 99.00% thereafter.

NORTON ROSE FULBRIGHT

City of Justin, Texas

Timetable for a Bond Election on Tuesday, November 7, 2023 – to be called by August 21, 2023

Event	Time Required[1]	Date	Done
City confers with financial advisor/bond counsel	At least 4 weeks before calling election	July 2023	
City staff explores polling locations and joint election agreement with election official	At least 2 weeks before calling election	July 2023	
City Council adopts an ordinance or resolution calling the election	Not more than 90 days or less than 78 days prior to election[2]	Not later than August 21, 2023	
Translation of the bond election ordinance is requested (Spanish, etc.) by City or counsel (in all applicable languages)	Immediately after calling the election	*To be completed.*	
Ballot language delivered to election official	Determined by the election officials	*To be completed*	
Bond counsel delivers notice of election to the election officials[3]	Not later than 60 days before election	*Not later than* September 8, 2023 (Fri.)	
City staff publishes first notice of election in all applicable languages	Not more than 30 days or less than 14 days prior to election[4]	*Not earlier than* October 8, 2023 (Sun.) *and not later than* October 24, 2023 (Tues.)	
Last day to register to vote	30 days prior to election[5]	October 10, 2023 (Tues.)	
City staff posts notice of election (all applicable languages) prominently on the City's website	Not later than 21 days prior to election until after election day	*Not later than* October 16, 2023[6] (Mon.)	
City staff posts sample ballot on the City's website	Not later than 21 days prior to election until after election day	*Not later than* October 16, 2023[5] (Mon.)	
City staff posts notice of election (all applicable languages) at City Hall on the bulletin board used for posting meeting notices	Not later than 21 days prior to election until after election day	*Not later than* October 16, 2023[5] (Mon.)	
City staff posts notice of election (all applicable languages) at three public places within the City[7]	Not later than 21 days prior to election until after election day	*Not later than* October 16, 2023[5] (Mon.)	
City staff publishes second notice of election (all applicable languages)	Exactly one week after first publication	One week following first publication	
Early voting begins	17 days prior to election[8]	October 23, 2023 (Mon.)	
Early voting ends	4 days prior to election	November 3, 2023 (Fri.)	
Election day	1st Tuesday after the 1st Monday in November	November 7, 2023 (Tues.)	
City Council canvasses election returns	Not later than 11 days after election and not earlier than the later of: (1) the 3rd day after election; (2) the date the provisional ballots have been counted; or (3) the date that all timely cast overseas ballot have been counted[9]	November 10, 2023 (Fri.) through November 18, 2023 (Sat.)[10]	
End of election contest period	Later of (1) 30 days after canvassing or (2) 30 days after electronic records available	Determined by canvass date (no later than December 18, 2023 (Mon.))	

[1] Unless noted otherwise, when the last day of a calculated period falls on a weekend or holiday, the date moves to the next business day.

[2] This window is August 9, 2023 (Wed.) to August 21, 2023 (Mon.). Notice of the meeting to call the election should be posted at least 72 hours prior to the meeting. In home-rule cities, charter requirements for election notices must be followed. Ordinance reading requirements need not be followed but may be. Gov't Code § 1201.028. If so, all readings should occur within the "call window."

[3] Bond Counsel will provide the election official with appropriate Notices of Election for each polling location.

[4] The first day to publish the first time is October 8, 2023 (Sun.), and the last day to publish the first time is October 24, 2023 (Tues.). *The Fort Worth Star Telegram* is published on Wednesdays and Saturdays. The deadline for legal notices for Wednesday publication is by Monday at 12:00 P.M. The *Fort Worth Star-Telegram* publishes legal notices Wednesday through Sunday. Notice must be submitted by 11:00 am two days before publication. Payment may also be required at that time. The entire notice must be published in all required languages. The second publication must occur one week after the first publication on the same day of the week as the first publication.

[5] Because the deadline falls on Sunday, October 9, the Secretary of State typically moves the date to the next business day. This year, the deadline is affected by the Columbus holiday, which falls on Monday, October 9, 2023.

[6] The statutory deadline is Tuesday, October 17, 2023. We recommend posting no later than Monday, October 16, 2023, to provide extra time to address any issues that may arise.

[7] In home-rule cities, charter requirements for election notices must be followed. Ordinance reading requirements may be followed but need not be. Gov't Code § 1201.028.

[8] This early voting period applies only to the November election date. Because the first day of the early voting period falls on Saturday, October 21, 2023, the date moves to the next business day. The results from early voting are not available until 7:00 p.m. on election day.

[9] This applies to a November election in odd-numbered years. Notice of the meeting to canvass the election should be posted at least 72 hours prior to the meeting.

[10] Due to recent changes in state and federal law, final results including mailed and provisional ballots may not be available until the last two days of the canvassing period. An election with close results may be affected.

City Council Meeting

April 25, 2023

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Items: 5

Title: Consider and take appropriate action regarding appointment to and membership of the Justin Economic Development Corporation and Community Development Corporation.

Department: Administration

Contact: Assistant City Manager, Abbey Reece

Recommendation: Appoint Melissa Green to Place 4 on the EDC/CDC Boards.

Background: The EDC/CDC Boards have recommended Melissa Green's application for approval before City Council. Melissa's application is attached for reference, and she has been invited to attend the meeting for any additional questions.

City Attorney Review:

Attachments:

1. Melissa Green Application

Board, Commission & Committee Application

First Name	Melissa
Last Name	Green
Address	1000 Scenic Drive
City	Justin
State	TX
Zip Code	76247
Mailing Address (If different)	*Field not completed.*
City	*Field not completed.*
State	*Field not completed.*
Zip Code	*Field not completed.*
Phone Number	817-941-7939
Email Address	melissagreenrdh@gmail.com
Are you over the age of 18?	Yes
Are you a registered voter?	Yes
Are you a Justin resident, property, business owner, or City Staff?	Yes
Current Occupation/Employer	Insurance Specialist for Valor Dental, now student for Physician Assistant, current Manager of Real Estate long-term rentals
Education, Licenses, or Certifications	Bachelors' degree in Health Science, Retired Registered Dental Hygienist, Current Basic Life Support, current UNT student
Are you a current or past member of a Council-appointed Board,	No

Commission, or Corporation?	
On which Board, Commission, or Committee are you interested in serving? (First Choice)	Type A Economic Development Board
If you have a second choice for a Board, Commission, or Committee on which you would like to serve, please also select that.	Type B Community Development Board
What work experience, educational experience, community involvement, and/or other skills do you have that would qualify you for a Council-appointed Board, Commission, or Committee?	I am a Retired Dental Hygienist that is going back to school to become a Physician Assistant. I worked for years as a RDH in small businesses in rural Idaho. I helped new health care providers become a successful business by advertising, running free educational programs in schools, and developing strategies for awareness. I've taught non-profit Continuing Education courses to Health Care professionals to groups of over 150 and won awards for Community Service through Education for the Twin Falls, Idaho area. I successfully launched a small real estate management business and manage long-term rentals in Houston, TX.
List any additional information which you believe would be of value for the City Council to know about you.	After a major car accident took away my ability to work as a Registered Dental Hygienist, I had to rebuild my life. I've spent the last few years educating myself enough to launch my small real estate management business. We moved to Texas to find political and educational freedom in 2020 and have built our lives here. We have two children who attend the Justin Elementary schools. I want to protect and serve the community. I want to represent the small health care providers. I want to nurture the small businesses and our community life in Justin. These business can make a huge impact in the quality of life of the residents in this area.
Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or organization, or have a contract with or any	No

obligation to any person or entity which might constitute a conflict of interest?	
Have you ever been convicted of a felony, violation of law, or misdemeanor involving moral turpitude (any offense involving lying, stealing, or cheating?)	No
Are there any criminal charges or proceedings pending against you?	No
By typing your full name in the box, you acknowledge that the information provided is correct to the best of your ability.	Melissa Green
Date of Submission	4/4/2023

City Council Meeting

April 25, 2023

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Items: 6

Title: Consider and take appropriate action regarding an amendment to the Community Development Corporation (Type B) FY 2022-2023 Budget.

Department: Administration

Contact: Assistant City Manager, Abbey Reece

Recommendation: Approve the proposed budget amendment.

Background: The CDC Board has approved funding for signage for a new business in town, American Liquor and Wine. The applicant provided two estimates and had requested assistance in the amount of $6,500. The boards approved half of the requested amount for $3,250.

The budget amendment is attached for your review and the applicant has been invited to attend the meeting to answer any additional questions.

City Attorney Review:

Attachments:

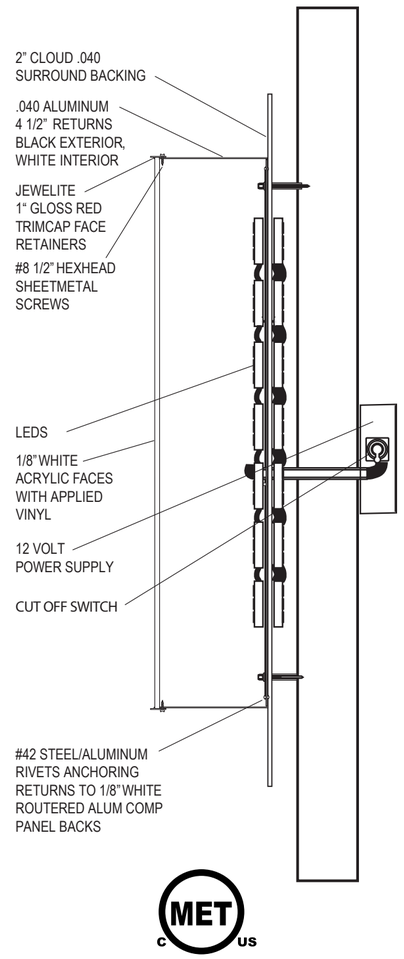
1. CDC Budget Amendment
2. Mockup

BUDGET AMENDMENT
FY 2022-2023
Amended Expenditures

ACCOUNT NUMBER	Description	FY 2022-2023 ORIGINAL BUDGET	FY 2022-2023 AMENDED BUDGET	$ CHANGE
CDC				
236-7530-xxxxxx	Transfer to Fund Balance	$ 13,376	$ 10,126	$ (3,250)
236-7530-670010	INCENTIVE PROJECTS	$ 107,600	$ 110,850	$ 3,250
Total				**-**

FRONT & REVERSE LIT WALL SIGN





PROPOSED

SIGNSUP	AMERICAN LIQUOR 815 W. 1ST STREET JUSTIN, TX	SIGNS UP MSE 221109 | ESC 18540 3745 RUFE SNOW BLVD NORTH RICHLAND HILLS, TX	DATE: 9-14-22 ELEV: REP: ANDRE

☐ APPROVED FOR PRODUCTION

Signature Date

City Council Meeting

April 25, 2023

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Items: 7

Title: Consider and take appropriate action to approve Ordinance 751-23 amending the FY 2022-2023 annual budget.

Department: Finance

Contact: Finance Director, Josh Armstrong

Recommendation: Approve Ordinance No. 751-23 amending the FY2022-2023 annual budget.

Background:

The city has reached its half-way point in the budget and staff have brought forth an amendment to the budget to recognize an increase in revenue as well as some additional expenses in the current fiscal year. The most notable increase in revenue is in Property Tax. Upon receipt of the DCAD official taxable values, as well as, the need to lower our tax rate to the (de minimis) rate, staff used a very conservative estimate of the anticipated tax revenue. The additional tax revenue from property tax is $326,261. We are also increasing the revenue from Sales Tax by an additional $114,059.

Expenses that are being increased can be seen on the budget amendment sheet. The most notable increase is an additional $140,000 for engineering in the development department. We are adding $30,000 to building maintenance to cover the costs of some recent improvements at city hall. An additional $17,201 for the creation of the Assistant City Manager position salary and benefits, as well as an increase to contract services in the amount of $45,617 to cover the cost of the CM search. We have added $36,765 for ticket writers for the police department, $14,000 for election costs, $8,000 for replacing chairs in the conference room and the council chambers, as well as a few other line items.

For the Water/Sewer fund, we have increased revenue from a transfer of a portion of the 2023 bond proceeds in the amount of $2,100,000 for the ground storage tank. We also transferred $201,000 from Sewer Impact Fees to cover the expenses for the TRA connection and expenses to the wastewater department. Both of these items were

approved and passed by council in the last couple of months with the intent to include in the mid-year amendment.

City Attorney Review:

Attachments:

1. Amendment Sheet
2. Ordinance

BUDGET AMENDMENT
FY 2022-2023
General Fund Revenue & Expenditures

ACCOUNT NUMBER	Description	FY 2022-2023 ORIGINAL BUDGET	FY 2022-2023 AMENDED BUDGET	$ CHANGE
Revenue				
100-410110	PROPERTY TAX	$ 3,904,775	$ 4,231,036	$ 326,261
100-410120	SALES TAX	$ 1,385,941	$ 1,500,000	$ 114,059
Total				**440,320.00**
Expenditures				
100-1500-616010	SALARIES	$ 578,166	$ 595,366	$ 17,200
100-1500-626180	CONTRACT SERVICES	$ 50,000	$ 95,617	$ 45,617
100-3200-647050	EQUIPMENT -Ticket Writters	$ 22,232	$ 58,997	$ 36,765
100-3200-636585	POSTAGE	$ 175	$ 1,250	$ 1,075
100-4200-636515	BUILDING MAINTENANCE	$ 15,000	$ 45,000	$ 30,000
1007410-616015	CERTIFICATION PAY	$ 1,500	$ 4,500	$ 3,000
100-7410-626205	ENGINEER	$ 60,000	$ 182,785	$ 122,785
100-9999-636551	ELECTION COSTS	$ 7,000	$ 21,000	$ 14,000
1000-9999-636581	OFFICE EQUIPMENT	$ 1,000	$ 9,000	$ 8,000
Total				**$ 278,442**
Difference				
Total			**To Fund Balance**	**161,878**

BUDGET AMENDMENT
FY 2022-2023
Water/Sewer Fund Revenue & Expenditures

ACCOUNT NUMBER	Description	FY 2022-2023 ORIGINAL BUDGET	FY 2022-2023 AMENDED BUDGET	$ CHANGE
Revenue				
505-XXXXXX	TRANSFER IN FROM SEWER IMPACT FEES	$ -	$ 201,000	$ 201,000
505-XXXXXX	TRANSFER IN FROM 2023 BOND PROCEEDDS	$ -	$ 2,100,000	$ 2,100,000
Total				**2,301,000.00**
Expenditures				
505-2300-676910	COLLECTION SYSTEM	$ 15,000	$ 216,000	$ 201,000
505-2400-647025	CAPITAL IMPROVEMENT	$ -	$ 2,100,000	$ 2,100,000
Total				**$ 2,301,000**
Difference				
Total			**To Fund Balance**	**-**

CITY OF JUSTIN, TEXAS

ORDINANCE NUMBER 751-23

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS AMENDING ORDINANCE NUMBER 736-22, AUTHORIZING CERTAIIN BUDGET AMENDMENTS PERTAINING TO THE FY 2022-2023 BUDGET; AS SET OUT IN EXHIBIT "A"; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Council approved Ordinance number 736-22 Fiscal Year 2022-2023 Budget beginning October 1, 2022, and ending September 30, 2023; and,

WHEREAS, City Departments regularly review their budget appropriations to ensure they are within budget parameters and determine if any changes are necessary; and,

WHEREAS, based on reviews by City Departments, the City Manager and Finance Director have prepared amendments to certain appropriations and expenditures in the Fiscal Year 2022-2023 Budget and submitted to the City Council for approval and a true and correct copy is attached as Exhibit "A"; and,

WHEREAS, the City Council has the authority to approve amendments to Ordinance 736-22; City Budget; and,

WHEREAS, the City Council has determined that the proposed amendments to the Fiscal Year 2022-2023 Budget are in the best interest of the City.

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

SECTION 1. That Ordinance No. 736-22, the Fiscal Year 2022-2023 Budget Ordinance, is hereby amended to incorporate the changes set out in Exhibit "A" and are hereby authorized and approved.

SECTION 2. The City Council further finds the amended budget line items will not cause the total expenditures in the budget to exceed the total original budgeted amount.

SECTION 3. All portions of the existing FY 2022-2023 Budget, except as specifically herein amended, shall remain in full force and effect, and not be otherwise affected by the adoption of this ordinance.

SECTION 4. In the event any clause, phrase, provision, sentence, or part of this ordinance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair or invalidate this ordinance as a whole or any part of provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Justin, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

SECTION 5. That this Ordinance shall become effective from and after its adoption and is so ordained.

PASSED ON THE FIRST READING BY THE CITY COUNCIL ON THE 25th DAY OF APRIL, 2023.

PASSED ON SECOND READING BY THE CITY COUNCIL ON THE_____ DAY OF_____, 2023.

CITY OF JUSTIN, TEXAS

_____
Elizabeth Woodall, Mayor

ATTEST:

_____
Brittany Andrews, City Secretary

APPROVED AS TO FORM:

_____
City Attorney

City Council Meeting

April 25, 2023

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Items: 8

Title: Consider and take appropriate action regarding appointment to and membership of the Justin Community Library Board.

Department: Administration

Contact: Library Director/Court Administrator, Lesa Keith

Recommendation:

Background:

The Library Board unanimously approved the recommendation of Melissa Campbell to Place 3. Melissa's application is attached for reference, and she has been invited to the meeting.

City Attorney Review:

Attachments:

1. Melissa Campbell application

From: Brittany Andrews
To: Lesa Keith
Subject: FW: Online Form Submittal: Board, Commission & Committee Application
Date: Monday, March 20, 2023 10:20:00 AM

Yay!!!

Thank you,

Brittany Andrews, City Secretary TRMC
City of Justin
415 N. College Ave.
Justin, TX 76247

ATTENTION ELECTED OFFICIALS:

A "Reply to All" of this email could lead to violations of the Texas Open Meetings Act. Please reply only to the sender.

This message is intended only for the named recipient. If you are not the recipient, you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.

From: noreply@civicplus.com <noreply@civicplus.com>
Sent: Sunday, March 19, 2023 2:48 PM
To: Brittany Andrews <bandrews@cityofjustin.com>; Abbey Reece <areece@cityofjustin.com>
Subject: Online Form Submittal: Board, Commission & Committee Application

Board, Commission & Committee Application

First Name	Melissa
Last Name	Campbell
Address	609 Ranchwood Dr
City	Justin
State	TX
Zip Code	76247
Mailing Address (If	*Field not completed.*

different)

City	*Field not completed.*
State	*Field not completed.*
Zip Code	*Field not completed.*
Phone Number	3862165827
Email Address	campbell76247@gmail.com
Are you over the age of 18?	Yes
Are you a registered voter?	Yes
Are you a Justin resident, property, business owner, or City Staff?	Yes
Current Occupation/Employer	Northwest ISD Guest Educator
Education, Licenses, or Certifications	BA English
Are you a current or past member of a Council-appointed Board, Commission, or Corporation?	No
On which Board, Commission, or Committee are you interested in serving? (First Choice)	Justin Community Library Board
If you have a second choice for a Board, Commission, or Committee on which you would like to serve, please also select that.	*Field not completed.*
What work experience, educational experience, community involvement, and/or other skills do you	I have a degree in English. I have volunteered at the Justin Elementary Library over the past year. I also work as a guest educator for Northwest ISD. I have held multiple positions of leadership within my church organization.

have that would qualify you for a Council-appointed Board, Commission, or Committee?	
List any additional information which you believe would be of value for the City Council to know about you.	I have a passion for reading and literacy within my own home and within the community. I believe libraries have the unique ability to provide valuable resources for people of all ages and circumstances. I have also had the opportunity to live throughout the country and participate in the various library programs offered. I feel I can be an asset to the Justin Community Library Board by offering creative solutions to problems and providing valuable insight through my experience with other library programs.
Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or organization, or have a contract with or any obligation to any person or entity which might constitute a conflict of interest?	No
Have you ever been convicted of a felony, violation of law, or misdemeanor involving moral turpitude (any offense involving lying, stealing, or cheating?)	No
Are there any criminal charges or proceedings pending against you?	No
By typing your full name in the box, you acknowledge that the information provided is correct to the best of your ability.	Melissa Campbell
Date of Submission	3/19/2023

Email not displaying correctly? View it in your browser.

City Council Meeting

April 25, 2023

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Items: 9

Title: Consider and take appropriate action regarding Resolution 605-23 amending the Board, Commission, and Committee Policy Manual residency requirements and membership for the Justin Community Library Board.

Department: Administration

Contact: Library Director, Court Administrator, Lesa Keith

Recommendation:

Background:

At the September 13, 2022 City Council meeting, the Council approved 1 member residing within the ETJ on the Justin Community Library Board, with the other 7 required to live in Corporate Limits.

Applications have been received over the last several months, and turned down due to the current requirements set forth in the Boards, Commission and Committee policies. Limited applications have been received from residents that are within the City Limits.

Library Board member, Helen Allen during a presentation asked that Council re-visit the current policies to allow for additional members be allowed that are within the ETJ due to the length of time these places have been vacant. If approved, Lesa will reach out to the applicants that are in the ETJ who have recently applied to see if they have a continued interest to serve.

City Attorney Review:

Attachments:

1. Resolution 605-23
2. BCCPM

RESOLUTION NO. 563-21

A RESOLUTION OF THE CITY OF JUSTIN CITY COUNCIL AMENDING THE BOARDS, COMMISSIONS, AND COMMITTEES POLICY MANUAL BY REPLACING SECTION III.A.i RELATIVE TO MEMBERSHIP TO THE BOARD; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Justin (the "City"), Texas is a Home Rule municipality located in Denton County; and

WHEREAS, the City currently has a Justin Community Library Board ("Board"), which shall consist of seven members and one alternate who are residents of the City, and allowing for one member to reside within the City's extraterritorial jurisdiction; and

WHEREAS, the City Council of the City of Justin ("City Council") finds and determines that it is in the best interest of the City to extend membership of the Board to three individuals who also reside in the City's extraterritorial jurisdiction, with the majority of the Board being required to reside in the City's Corporal limits; and

WHEREAS, all constitutional, statutory and legal prerequisites for the passage of this Resolution have been met, including but not limited to the Open Meetings Act; and

WHEREAS, the City Council has determined that it is in the best interest of the health, safety, and welfare of the public to adopt this Resolution.

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

SECTION 1. The recitals set forth above are true and correct and are incorporated herein by reference as part of this Resolution.

SECTION 2. The City of Justin Boards, Commissions, and Committees Policy Manual shall be amended by amending and replacing Section III.A.i, which shall read as follows:

i. **Composition:** The Justin Community Library Board shall be composed of up to eight (8) members who reside within the city of Justin, and three (3) of the eight (8) members residing within the City's Extraterritorial Jurisdiction (ETJ).

SECTION 3. That this Resolution shall become effective from and after its date of passage in accordance with law.

DULY PASSED by the City Council of the City of Justin, Texas, on the 18th day of April, 2023.

APPROVED:

_____
Elizabeth Woodall, Mayor

ATTEST:

_____
Brittany Andrews, City Secretary

APPROVED AS TO FORM:

_____
Matthew C. G. Boyle, City Attorney

City Council Meeting

April 25, 2023

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Items: 10

Title: Consider and take appropriate action regarding approval of Employee Bond amounts.

Department: Administration

Contact: Janet Holden

Recommendation:

Approval of the recommended position list and bond amounts for City employees who receive or pay out any monies of the City.

Background:

Per Section 3.17 page 12 of the Home Rule Charter; The City Council shall require bonds of all municipal officers and employees who receive or pay out any monies of the City. The amount of the bonds shall be determined by the City Council and the cost shall be borne by the City.

City Attorney Review:

Attachments:

Proposed Position list and bond amounts

Position	Bond Amount Range	Recommended Bond Amount
City Manager	$50,000- $100,000	$100,000
Finance Director	$50,000 - $100,000	$100,000
Assistant City Manager	$50,000 - $100,000	$100,000
Finance Analyst	$5,000 - $75,000	$50,000
Accountant Tech	$5,000 - $75,000	$50,000
Utility Billing Supervisor	$5,000 - $25,000	$10,000
Customer Service Specialist	$5,000 - $25,000	$10,000
Library/Court Director	$5,000 - $25,000	$15,000
Library/Court Clerk	$5,000 - $25,000	$15,000
Library Clerk	$5,000 - $15,000	$5,000
City Secretary	$5,000 - $50,000	$25,000
Human Resources Generalist	$5,000 - $50,000	$25,000

City Council Meeting

April 25, 2023

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Items: 11

Title: Consider and take appropriate action to approve Resolution 605-23 approving the application to participate in the Texas Smart buy purchasing program.

Department: Administration

Contact: Interim City Manager, Jarrod Greenwood, Assistant City Manager, Abbey Reece

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Recommendation:

Background:

City Attorney Review:

Attachments:

1. Draft Resolution 605-23
2. Application for Texas SmartBuy membership

RESOLUTION NO. 605-23

A RESOLUTION OF THE CITY OF JUSTIN CITY COUNCIL AUTHORIZING PARTICIPATION IN THE TEXAS SMART BUY MEMBERSHIP PROGRAM; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, City Council of the City of Justin, is a Municipality defined as an entitiy qualified to participate in the Texas SmartBuy Member Program of the Texas Comptroller of Public Accounts pursuant to 271.081 of the Local Government Code; and

WHEREAS, the City Manager, or the City Manager's designee, is authorized to execute all documentation for the City of Justin pertaining to its participation in the Texas Comptroller of Public Accounts Cooperative Purchasing Program; and

WHEREAS, the City of Justin acknowledges its obligation to pay annual participation fees established by the Texas Comptroller of Public Accounts.

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

SECTION 1. The request be made to the Texas Comptroller of Public Accounts to approve the City of Justin for participation in the Texas Comptroller of Public Accounts Cooperative Purchasing Program.

SECTION 2. The recitals set forth above are true and correct and are incorporated herein by reference as part of this Resolution.

SECTION 3. The City Council adopts the following Texas Comptroller of Public Accounts Cooperative Purchasing Program :

SECTION 4. That this Resolution shall become effective from and after its date of passage in accordance with law.

DULY PASSED by the City Council of the City of Justin, Texas, on the 25th day of April, 2023.

APPROVED:

_____
Elizabeth Woodall, Mayor

ATTEST:

_____
Brittany Andrews, City Secretary

APPROVED AS TO FORM:

_____
Matthew L. Butler, City Attorney

Texas SmartBuy Membership Program

Texas SmartBuy Membership Application

Please complete this form and return it to members@cpa.texas.gov

Contact Information

*Name of Primary Contact & Title:	*Name of Secondary Contact & Title:
Joshua Armstrong Finance Director	Abbey Reece Assistant City Manager
*Primary Contact Email Address:	*Secondary Contact Email Address:
jarmstrong@cityofjustin.com	areece@cityofjustin.com
Shared Phone Number:	Shared Email box:
(940) [redacted] 648-2541	

Note: *Please list TWO individuals who will receive all correspondence from CPA. Asterisks denote mandatory fields.*

Organization/Qualified Entity Information

Organization/Entity Name:	
City of Justin	
Address:	
415 N. College Ave. Justin, Texas 76247	
Phone number:	Fax number:
(940) 648-2541	(940) 648-0091

Superusers

Please add contact information for two individuals who will be Superusers.
Who are Superusers? *(Must be set up, edited, and deactivated by Texas SmartBuy Help Desk)*

- Can have a Purchaser or Non-Purchaser Role
- Can add and deactivate addresses to the entity address book
- Can edit user roles and application access
- Can add new entity users other than Superuser
- Can deactivate entity users
- Cannot change user email address (contact Texas SmartBuy Help Desk)

Note: *Please list two individuals (mandatory) who will be Superusers for your organization. May differ from authorized individuals.*

*Name of Superuser: (#1)	*Name of Superuser: (#2)
Kelli Thielemann	Scott Davis
*Email Address:	*Email Address:
kthielemann@cityofjustin.com	sdavis@cityofjustin.com
*Phone Number:	*Phone Number:
(940) 902-4737	(940) 453-3067

Texas SmartBuy Membership Program

Texas SmartBuy Membership Application (concluded)

*Role: Select One for Each User	
Superuser #1	**Superuser #2**
○ Agency View Only • Can view any POs created by their entity. • This access is good for users like accounts payable or others that need to view POs but aren't in a purchaser role. • These users don't typically have access to other SPD applications.	○ Agency View Only • Can view any POs created by their entity. • This access is good for users like accounts payable or others that need to view POs but aren't in a purchaser role. • These users don't typically have access to other SPD applications.
● Agency Purchaser • Can create POs. • Can view and edit any PO for their entity. • Can cancel any PO for their entity.	● Agency Purchaser • Can create POs. • Can view and edit any PO for their entity. • Can cancel any PO for their entity.

Payment Details

The annual membership fee for participation in the Texas SmartBuy Membership Program is:
$100 – Fee is non-refundable.

Check made payable to "Texas Comptroller of Public Accounts"

Please mail check to:
Texas Comptroller of Public Accounts
P.O. Box 13186
Austin, TX 78711

Please return this form with payment and all required documents with signatures.

Note: Please allow up to two weeks for internal processing at our offices.

Questions? Please contact our office at 512-463-3368 or members@cpa.texas.gov

City Council Meeting

April 25, 2023

Justin City Hall, 415 North College Street

City Council Cover Sheet

Agenda Items: 12

Title: Discuss Chapter 52 rewrite proposal.

Department: Development

Contact: Director of Planning and Development, Matt Cyr

Recommendation: Discuss accordingly and direct Staff on which deliverables Council is interested in moving forward with. Staff recommends a phased plan approach, which is detailed below.

Background:

On March 28, 2023, City Council unanimously adopted the Imagine Justin Comprehensive Plan. Staff brought forward a work session item relating to a rewrite of the zoning ordinances and other potential plans or deliverables. City Council directed Staff to bring a list of deliverables along with prices and timeframes.

The phases below would take place over a three-year period. If Council wants to be aggressive, Phase II and III can be conducted concurrently. **If done concurrently, it would save approximately $120,000.**

Once directed, Staff will bring back a formal contract in accordance with State Laws.

The following items are a list of deliverables for all planning functions broken down into phases:

- Phase I (9 month time-frame)
    - Master Sewer Plan & Master Water Plan- $115,000
        - This plan would be utilized to help guide infrastructure moving forward. This would establish key connections for water and sewer lines, line sizes and future capacity, and would help identify future lift stations.
    - Unified Development Code- $120,000

        - This will help implement the vision of the Comprehensive Plan by updating the zoning ordinance and subdivision ordinance. This item crucial to be updated and is identified in the Comprehensive Plan as a short term goal. Conversations relating to lot sizes, setbacks, and other design standards are established with this item.
    - Engineering Manual Update- $12,000
        - This deliverable is mainly utilized by Public Works and the City Engineer (Westwood/PK). This item establishes the acceptable engineering designs standards such as roads, infrastructure materials, and other engineering design materials.
    - Ad Valorem Analysis- $30,000 (estimated, depends on scope)
        - This is a strong complimentary tool to help guide the UDC process and step-up development quality to ensure that future decisions are fiscally responsible and enable the Town to maintain a health fiscal position. This will ultimately provide an analysis for P&Z and Council to weigh the costs and revenue for each type of development. An attachment from Catalyst breaking down the item in further detail is attached.

Total Phase I Cost: $277,000

- Phase II (9-12 months)
    - Old Town/ Down Town Master Plan- $160,000
        - This plan would be utilized to set the vision for Old Town moving forward and would help identify key characteristics to preserve.
    - Old Town Zoning District or Overlay- $40,000
        - The zoning district or overlay would be utilized as a complimentary tool to carry out the vision of the Old Town Master Plan

Total Phase II Cost: $200,000

- Phase III (9-12 months)
    - FM 156 Corridor Plan- $160,000
        - This plan would be utilized to set the vision for specific area or an area on FM 156. This would primarily be utilized in spot that either haven't developed yet or Council would like to see redevelopment in a specific manner.
    - FM 156 Zoning Update or Overlay- $40,000
        - The zoning district or overlay would be utilized as a complimentary tool to carry out the vision of the FM 156 Corridor Plan.

Total Phase III Cost: $200,000

Total Cost (Phase II and Phase III done separately): $677,000

Total Cost (Phase II and Phase II done concurrently): $557,000

City Attorney Review: N/A

Attachments:

1. Estimates from Consultants

UDC Scope + Engineering Manual Allowance

- 6-9 Months
- Assumes building on Comp Plan Engagement Process
- Led by Place Strategies
    - Sub-consultant – The Side Partners (Administrative and Policy Review)

Task 1 - Project Initiation and Management

1.1 – Project Initiation Meeting and City Tour (1 Meeting) - The Place Strategies Team will conduct a kick-off meeting to discuss our understanding of the project, the project schedule, scope, City staff and consultant team communication methods, and to receive data from City staff, as required. Recommended attendees include City staff that will ultimately guide the plan's progress, findings, and recommendations. Place Strategies will provide a virtual meeting room for the meeting. During the kick-off meeting, the Place Strategies Team will tour key areas and locations in the City of Justin with staff to better understand the place, opportunities, and challenges facing Old Town and the FM 156 Corridor.

1.2 – Kick-off Joint Work Session with Planning & Zoning Commission (PZC) and City Council (1 Meeting) – The Place Strategies Team will conduct an education session with the PZC and City Council in a joint work session to discuss the process, engage in dialogue about topics of concern for zoning and subdivision, and go through educational exercises on what a Unified Development Code will do for the City of Justin.

1.3 – Progress Meetings (Every month - up to 6 meetings) – The Place Strategies Team will meet in person or virtually with key City staff to discuss project progress, key action items and responsibilities, and the project schedule. Place Strategies will prepare an agenda and a checklist with action items, responsibilities, and due dates for appropriate team members. They will schedule and notify attendees of the meetings via email.

1.4 – Internal Team Meetings (Every 2 weeks – up to 12 meetings) – The Place Strategies Team will meet internally (including sub-consultants) virtually or in person to coordinate internal tasks and assignments. Place Strategies will prepare an agenda and a checklist with action items, responsibilities, and due dates for appropriate team members. They will schedule and notify attendees of the meetings via email.

Task 2 – Stakeholder + Public Engagement

2.1 – Open House During Review Process – The Place Strategies Team and City staff will identify opportunities to reach out to the public through public events, festivals, and regular meetings of partner organizations. In addition, a public open house will be provided to review the contents of the new code and answer questions.

2.2 – Web-Based Engagement – Online tools are basic forms of communication today. For this project, web-based engagement will be designed by the Place Strategies Team and hosted by City of Justin to make information more broadly available (to anyone who chooses to go online), more convenient (whenever someone is online or connected), and with more flexible (by using a variety of online and social networking tools). The Place Strategies Team will design the tools to assist City staff in making the tools a part of the day-to-day management of the project. The final components of the web strategy will be determined in consultation with the City. These tools and techniques could include:

- **Social Pinpoint Interactive Website.** An interactive planning and engagement website that conveys general project information such as meeting dates, background information, and contact information. It will also provide a means for obtaining public input and serve as the main portal for videos, presentations, workshop information, and downloadable reports. This will also be the main access to open virtual meetings for the initiative.

- **Social Media.** Plugging into existing city communication channels to engage readily available interested citizens.

Task 3 – UDC Development

3.1 – UDC Structure and Format – Place Strategies to develop a new code framework, including a Table of Contents and structure for the overall development-related ordinances with a specific focus on code administration (approval process for different application types and roles of appointed and elected boards and staff) and zoning district categories (including any recommend changes/modifications to current districts) with a master land use table. Framework to identify/incorporate special district standards for the different areas.

i. Determine the relevance of the experience districts identified in the Imagine Justin Comprehensive Plan. Assess whether the experience district qualifies as a special district with rules separate from standard city-wide zoning rules (i.e. Old Town, etc.)
ii. Refine the boundaries of the Special district for zoning purposes.
iii. 1-day work session with city staff to review code framework (including an agreement on the phasing of the code development phase of the project).
iv. Work session with PZC and/or City Council (recommend a joint work session of both bodies) to review overall framework and special area code framework, if necessary.

3.2 – UDC Development

i. Develop drafts of the overall code (zoning and subdivision, including the code standards for the special districts) in a phased/incremental manner (to be agreed upon at the end of the Code Framework Phase) for internal and staff review. Includes no more than three (3) complete drafts and no less than two (2) complete drafts; additional drafts and edits will be charged hourly.
ii. Review draft code with the Planning and Zoning Commission and City Council, including preparation time and joint or separate meetings. Additional meetings are charged hourly.

Task 4 – Finalizing and Adoption

Task 4.1 – Final Draft UDC

i. Provide a complete draft for stakeholder and public review/comment
ii. One public open house to review the draft code

Task 4.2 – Support Code Adoption

i. Support adoption with City staff (formal public hearings at PZC (one hearing) and City Council two hearings) – Deliverable: PowerPoint presentation

UDC Process

All Tasks – $120,000

Design Criteria Manual Update

To be performed by Westwood as needed – up to $12,000

Old Town / FM 156 Master Plan Process + Zoning Updates

- 9-12 Months
- Assumes this occurs after the Zoning/Subdivision Process
- Assumes building on Comp Plan Engagement Process
- Led by Place Strategies
- Includes sub-consultants –
    - Pacheco Koch (civil and landscape)
    - Catalyst Commercial (economic development, ad valorem analysis - Old Town/FM 156 only)
    - 2 renderers

Task 1 - Project Initiation and Management

1.1 – Project Initiation Meeting and City Tour (1 Meeting) - The Place Strategies Team will conduct a kick-off meeting to discuss our understanding of the project, the project schedule, scope, City staff and consultant team communication methods, and to receive data from City staff, as required. Recommended attendees include City staff that will ultimately guide the plan's progress, findings, and recommendations. Place Strategies will provide a virtual meeting room for the meeting. During the kick-off meeting, the Place Strategies Team will tour key areas and locations in the City of Justin with staff to better understand the place, opportunities, and challenges facing Old Town and the FM 156 Corridor.

1.2 – Progress Meetings (Every month - up to 9 meetings) – The Place Strategies Team will meet in person or virtually with key City staff to discuss project progress, key action items and responsibilities, and the project schedule. Place Strategies will prepare an agenda and a checklist with action items, responsibilities, and due dates for appropriate team members. They will schedule and notify attendees of the meetings via email.

1.3 – Internal Team Meetings (Every 2 weeks – up to 18 meetings) – The Place Strategies Team will meet internally (including sub-consultants) virtually or in person to coordinate internal tasks and assignments. Place Strategies will prepare an agenda and a checklist with action items, responsibilities, and due dates for appropriate team members. They will schedule and notify attendees of the meetings via email.

Task 2 – Mapping and Base Data

2.1 – Base Mapping – the Place Strategies Team will prepare a project base map that will be used to create future presentations, existing conditions maps, and scenarios for the process.

2.2 – Existing Conditions Mapping – Based upon existing, readily available GIS or digital data (to be provided and maintained by the City), the Place Strategies Team will prepare existing conditions exhibits for public meetings and presentations.

Task 3 – Stakeholder + Public Engagement

3.1 – AC Meetings (up to three (3) in-person or virtual meetings in addition to Joint Meetings) – The Advisory Committee (AC) (to be identified by the City with assistance from Place Strategies Team) will serve as a review, input, and recommending body throughout the planning process. The Place Strategies Team will meet with the AC at key points during the planning process to present topical materials for committee background, discuss insight from selected reading material, discuss critical issues related to the development of the plan, and obtain feedback and direction from the Committee. City staff will notify AC members of meeting dates and times. The Place Strategies Team will provide a virtual platform for the AC meetings and provide agendas and materials for facilitated discussion at each meeting.

3.2 – Engagement through Community Events – The perspectives and ideas should inform the plan of people not typically involved in planning projects. The Place Strategies Team and City staff will identify opportunities to reach these people through public events and festivals and regular meetings of partner organizations. The specific events and type of engagement activities to be initiated at each one will be detailed in the Communications / Public Involvement Plan.

3.3 – Web-Based Engagement – Online tools are basic forms of communication today. For this project, web-based engagement will be designed by the Place Strategies Team and hosted by the City of Justin to make information more broadly available (to anyone who chooses to go online), more convenient (whenever someone is online or connected), and with more flexible (by using a variety of online and social networking tools). The Place Strategies Team will design the tools to assist City staff in making the tools a part of the day-to-day management of the project. The final components of the web strategy will be determined in consultation with the City. These tools and techniques could include:

- **Social Pinpoint Interactive Website.** An interactive planning and engagement website that conveys general project information such as meeting dates, background information, and contact information. It will also provide a means for obtaining public input and serve as the main portal for videos, presentations, workshop information, and downloadable reports. This will also be the main access to open virtual meetings for the initiative.
- **Social Media.** Plugging into existing city communication channels to engage readily available interested citizens.

Task 4 - Community Charrette (up to five (5) days on-site in Justin)

Building on the efforts of the Comprehensive Plan, a carefully crafted charrette process will be hosted locally in Justin to support additional input from the community. This will include small-area planning of the Old Town area and along FM 156, design exercises, large-scale planning strategies, and developing key elements in policy recommendations.

Task 5 – Draft Old Town and FM 156 Plan Components

The Place Strategies team will work with the City to develop an addendum to the Imagine Justin Comprehensive Plan that includes each of the following elements but will present them in such a manner that the result of each component is presented in an integrated fashion. The Place Strategies Team will prepare a draft plan outline and individual sections for CPAC input, staff review, and comments.

5.1 – Land Use and Development Strategy – The Place Strategies Team will develop the Land Use Strategy to align with the Vision developed with City Council. This strategy will craft clear goals and action items to evaluate development initiatives, align strategic partnerships in the region and state, and assess current zoning conditions in the City. Strategy, at a minimum, will include:

- Intended outcomes
- Strategic partner agencies and groups
- Key gateways
- Recommendations for preservation versus growth areas including:
  - Preferred use of the remaining undeveloped land.
  - Appropriate locations for various types, densities, and patterns of development; and
  - Adequate public facilities (utilities, public safety facilities, roadways) to ensure they are made available before or in conjunction with new construction.

5.2 – Economic Development Strategy – This strategy will focus on policies and actions that strengthen the community's business and visitor climate. It will assess all aspects of the community that serve to advance or deter the City's economic development objectives and speak to both preservation and development conditions. Strategies will address opportunities related to non-residential land uses, such as retail, office, industrial, hotel/lodging, and entertainment. Housing will also be addressed within this component since the future residential inventory needs to be consistent with the job base.

5.3 – Mobility Strategy - This component will build upon Imagine Justin's Mobility Plan analysis. It will add detail related to the specific mobility elements, such as thoroughfare planning, multi-modal street design, and pedestrian and bicycle integration. The Place Strategies team will refine existing policies and determine new principles through public involvement to help guide the transportation plan through the Old Town/FM 156 plan. The Place Strategies Team will delineate the Thoroughfare Plan with desired changes, including:

- Incorporate potential changes to street types.
- Coordinate with appropriate City staff to incorporate any modifications to the mobility plan.
- Comments and changes made to new alignments, modifications to existing alignments, and other planned roadway alternatives described by City staff.
- Identify potential multi-modal street corridors following context-sensitive design to integrate multiple modes.

5.4 – Parks & Trails Strategy – This component will build upon the Imagine Justin Parks, Recreation, and Open Space Master Plan. It will add detail related to specific parks and trail elements, such as trail locations, sidewalk improvements, park enhancements, and connectivity improvements. The Place Strategies team will refine existing policies and determine new guiding principles through public involvement to help guide the PROS Master Plan through the Old Town/FM 156 plan.

5.5 – Implementation Strategy – This component will be driven in coordination with decided outcomes for Old Town / FM 156, and the implementation strategies of the Imagine Justin Comprehensive Plan.

Task 6 – Old Town / FM 156 Plan Adoption

12.1 – Planning and Zoning Commission Recommendation (one (1) meeting) – The Place Strategies Team will present the plan elements to the Planning and Zoning Commission in a public hearing for community and Commission comment. The Place Strategies Team will incorporate any additional Commission comments into the final plan prior to presentation to the City Council.

12.2 – City Council Adoption (up to two (2) meetings) – The Place Strategies Team will present the Final Old Town / FM 156 Plan to the City of Justin Council at a public hearing.

Task 7 – Zoning Drafting + Adoption

7.1 – Unified Development Code Updates for Old Town / FM 156 – Materially coordinated with the Justin UDC, the Place Strategies Team will develop improvements or additions to zoning district categories as recommended in the Old Town / FM 156 Plan.

7.2 – Final Draft UDC Updates

- Provide a complete draft for stakeholder and public review/comment.
- One public open house (social distancing rules permitting) to review the draft code (additional public meetings to be charged at a contracted amount per meeting).

7.3 – Support UDC Adoption – Plan and lead a joint work session (one (1) meeting) for the Board of Adjustment, Planning and Zoning Commission, and City Council. Support adoption with City staff (formal public hearings at Planning and Zoning Commission and City Council – one (1) hearing each).

Old Town Plan Alone

Planning Process (Tasks 1-6) – $160,000

Zoning Update (Task 7) – $40,000

FM 156 Plan Alone

Planning Process (Tasks 1-6) – $160,000

Zoning Update (Task 7) – $40,000

Performing Plans Together

Planning Process (Tasks 1-6) – $220,000

Zoning Update (Task 7) – $60,000

Westwood

5725 W. Badura Ave, Suite 100
Las Vegas, NV 89118

main (702) 284-5300

Exhibit "A" – Scope of Services

This Scope of Services is entered into pursuant to the terms of the pending Master Contract for Consulting Services ("MCA") by and between Westwood Professional Services, Inc. ("Consultant") and City of Justin ("Client"). This Scope of Services is subject to the terms and conditions of the MCA, all of which are incorporated herein by reference. To the extent this Scope of Services conflicts with the terms of the MCA, the terms of the MCA shall control, unless this Scope of Services specifically states that it is intended to supersede the MCA.

Task No.	Task Description

Engineering Services

1.0 **Update Existing Water Model –** Westwood will work with Client to update the existing water model based on the latest approved master plan dated 2021. Westwood will add up to 4 additional subdivisions and completed CIP projects. The model will be prepared in WaterCAD unless another software is preferred by Client.

2.0 **Update Existing Sewer Model –** Westwood will work with Client to update the existing sewer model based on the latest approved master plan dated 2015. Westwood will add up to 8 additional subdivisions and completed CIP projects. The model will be prepared in SewerCAD unless another software is preferred by Client.

3.0 **Update Future Growth Water Model –** Westwood will work with Client to update the future growth area model based on information provided by City of Justin. Westwood will make recommendations for future water infrastructure sizing and facilities based on absorption rate assumptions provided by Client.

4.0 **Update Future Growth Sanitary Sewer Model –** Westwood will work with Client to update the future growth area model based on information provided by City of Justin. Westwood will make recommendations for future water infrastructure sizing and facilities based on absorption rate assumptions provided by Client.

5.0 **Future CIP Cost Estimates –** Westwood will update the preliminary cost estimates based on the results of the future growth models.

6.0 **Future CIP Narrative –** Westwood will update the City of Justin Water, Wastewater and Roadway Impact Fee Study dated January 2022 based on the changes made to develop the future growth models for water and sewer. Westwood will recommend phasing priorities based on the latest growth estimates provided by Client.

7.0 **Meetings, Coordination, Additional Exhibits, and Client Support –** It is anticipated that Westwood and its subconsultants will participate in on-going project team meetings as well as project coordination with agency staff. Westwood will provide additional exhibits, calculations, and client support as requested by the Client.

8.0 **Supplementary Services –** Westwood will only perform supplementary services at the request of the client and only if authorized in writing. Westwood will start the supplementary activity after receipt of written authorization from the Client.

Proposal Conditions & Exclusions

- We will provide our services as expeditiously as practicable with the goal of meeting a mutually agreeable schedule. Our schedule is dependent upon receipt of information to be provided by the Client. We anticipate needing approximately 3-6 months from NTP and receipt of existing network maps to complete the preliminary water and sewer models

- Capacity analyses of existing reservoirs, pumping stations, and pressure reducing stations is excluded but available upon request,
- Future planning models are schematic in nature, addressing hydraulic requirements only. Right-of-Way, permitting and access are not included as a part of this analysis.
- All submittal, permit, and application fees will be paid by others.
- Architectural, landscape architecture, structural calculations, structural designs, geotechnical, environmental services, and any other sub-consultants not included in the scope and fee are excluded.
- Changes to the site plan, land plan, or drawings once the site plan is approved by the client or agency, whichever comes first will require additional fees.
- Technical studies (in addition to those listed above), improvement plans, or mapping services are excluded.
- Design or coordination of gas, electric, telephone and cable TV are not a part of this scope of work.
- Any coordination with adjacent property owners for access/easement/site plan changes will require additional fees – Westwood assumes this will be done by Client.
- Coordination for bidding documents or preparing bid plans for contractors is not included.
- Potholing or subsurface utility exploration is excluded from this scope and fee.
- Other improvements or construction documents not specifically outlined above are excluded.
- Value engineering meetings are excluded.
- Legal descriptions and exhibits not mentioned above are excluded.

Attached is a copy of our current Hourly Rate Schedule for services performed on a time and materials basis. The Hourly Rate Schedule is subject to revision on January 1 and July 1 of each year.

This authorization is bound by the terms and conditions of the Master Service Agreement.

Thank you for the opportunity to perform the engineering services for you on this project.

ACCEPTED AND AGREED TO:

City of Justin	**Westwood Professional Services, Inc.**
By_____	By 
Print_____	Print Travis Poechmann
Title_____	Title Project Manager
Date_____	Date 3/8/2023

DRAFT

Fee Summary

Westwood Professional Services, Inc.				
Task No.		**Task Title**	**Fee**	**Notes/Clarifications**
Engineering Services				
1.0		Update Existing Water Model	$ 10,000	Lump Sum
2.0		Update Existig Sewer Model	$ 15,000	Lump Sum
3.0		Update Future Growth Water Model	$ 15,000	Lump Sum
4.0		Update Future Growth Sewer Model	$ 15,000	Lump Sum
5.0		Update Future CIP Cost Estimates	$ 10,000	Lump Sum
6.0		Update Future CIP Narrative	$ 20,000	Lump Sum
7.0		Meeting, Coordination, and Client Support	$ 10,000	Time & Materials
8.0		Supplementary Services	$ 20,000	Time & Materials
		Total	**$ 115,000**	

DRAFT

Hourly Rate Schedule

FEE SCHEDULE FOR PROFESSIONAL SERVICES – 2023

The following is the fee schedule for all work performed under an hourly agreement.

Classification	Hourly Rate
Admin I – Admin V	$80.00 - $130.00
Intern I – Intern III	$80.00 - $130.00
Dust Monitor	$70.00
Construction Observer I – Construction Observer V	$106.00 - $160.00
Engineering Tech I – Engineering Tech VII	$100.00 - $190.00
Graduate Engineer I – Graduate Engineer IV	$145.00 - $175.00
Engineer I – Engineer VI	$175.00 - $260.00
Environmental Scientist I – Environmental Scientist VIII	$105.00 - $225.00
GIS I – GIS V	$95.00 - $160.00
Graduate Landscape Architect I – III	$115.00-$145.00
Landscape Architect/Planner I – Landscape Architect/Planner VI	$140.00 - $225.00
Assistant Project Manager I – Assistant Project Manager III	$185.00 - $205.00
PM I – PM VII	$190.00 - $280.00
Survey Field I – Survey Field VII	$60.00 - $150.00
Survey Tech I – Survey Tech V	$125.00 - $190.00
Graduate Surveyor I – Graduate Surveyor III	$145.00 - $165.00
Surveyor I – Surveyor VI	$165.00 - $230.00
Project Processor I – Project Processor II	$80.00 - $100.00
Project Coordinator I – Project Coordinator II	$125.00 - $140.00
Senior Project Coordinator I – Senior Project Coordinator II	$155.00 - $180.00
GMS Tech I – GMS Tech III	$75.00 - $95.00
GMS Engineer I – GMS Engineer IV	$125.00 - $175.00
Geospatial Tech I – Geospatial Tech V	$85.00 - $160.00
Geospatial Manager	$200.00

Charges for other direct costs, outside services, and facilities furnished by Westwood are computed on the basis of actual cost plus 15 percent.

4/18/2023

Matthew Cyr
City of Justin
415 N College Ave
Justin, TX 7624

Via email: mcyr@cityofjustin.com

Re: Justin Fiscal Analysis

We are pleased to submit this request to help the City make fiscally responsible and sustainable decisions as it implements the Comprehensive Plan and development initiatives. The intent of this process will be to analyze your existing development patterns from a fiscal perspective in context of your current cost of service. Development generates different revenue streams based upon intensity and use. The goal of this initiative will be to help the city calibrate future development proposals and assist in updating the City's UDC to ensure future projects meet your fiscal goals.

As part of this process we will analyze your current land use, proposed future land use, key properties, and associated parcel data from Denton County Appraisal District. Catalyst will also work with the city staff in obtaining historical operating data and other sources of revenue to apply to this analysis. All results will be based upon revenue and cost on a per acre basis.

Phase 1: Data Collection
Phase 1 will be to extract and analyze parcel data with ownership, tax values, exemptions, and building information. Also in this phase, we will review and integrate the recent existing land use and future land use from the Comprehensive Plan into this process.

Phase 2: Data Analysis
Catalyst will integrate the data into GIS for analysis.

Catalyst will partner with staff, and planning consultants (if applicable) to create build out scenarios using the projected building values and associated tax revenues using a range of densities to evaluate development decisions. The results will include up to three catalyst areas:

- Town Center
- Old Town
- 377 Corridor

Phase 3: Scenario Results
In addition to the fiscal benefits, Catalyst will integrate the assumed public cost to operate the City based upon current development patterns. This analysis will show the current development burdens associated with various development types and which contributes most and least to performance.

Phase 4: Final Results
Catalyst will work with staff to prepare final visualization of the findings in tabular and GIS format for the City. THis will include a final written summary and PowerPoint presentation.

DELIVERABLES:
- Visualization of the land uses in GIS format
- Analysis of existing land uses

Scenarios of various development types in a 20 year horizon
- An isolated analysis of various land use patterns within your community
- An analysis of the taxable vs. nontaxable land in the City
- Comparative analysis of economic performance of single family by type
- Comparative analysis of commercial performance by type
- Cost of Service Analysis
- Final Presentations
- Written Summary

As part of this initiative, Catalyst has prepared the proposed draft budget for the City's consideration:

Proposed Budget:

	$300	$200	$150	
Task	**Principal Hrs**	**Analyst 1 Hrs**	**Staff Hrs**	**Total**
Phase 1:				
Data Collection	3	4.5	12	$3,600
Data Parsing and Analysis	**4**	12	6	$4,500
GIS Inputs	2	8	4	$2,800
Economic Analysis	6	10	4	$4,400
Scenario Projections/Valuation	12	8	4	$5,800
Phase 2				
Findings/presentation to staff	4	6	2	$2,700
Phase 3				
Plan Development				
Refinement	3	6	3	$2,550
Phase 4				
Final Presentation	8	2	4	$3,400
Subtotal				$29,750
Project management and overhead				$2,529
Total				$32,279