



*** PUBLIC NOTICE ***

**NOTICE OF A CITY COUNCIL REGULAR SESSION IMMEDIATELY FOLLOWING
A WORKSHOP SESSION
OF THE CITY OF CORINTH**

**Thursday, August 2, 2018, 5:30 P.M.
CITY HALL - 3300 CORINTH PARKWAY**

CALL TO ORDER:

WORKSHOP BUSINESS AGENDA

1. Discuss Regular Meeting Items on Regular Session Agenda, including the consideration of closed session items as set forth in the Closed Session agenda items below.
2. Receive a report, hold a discussion and give staff direction on the Capital Improvement Projects.
3. Receive a report, hold a discussion, and provide staff direction on the Fiscal Year 2018-2019 Annual Program of Services and Capital Improvement Program.

ADJOURN WORKSHOP SESSION

***NOTICE IS HEREBY GIVEN** of a Regular Session of the Corinth City Council to be held at Corinth City Hall located at 3300 Corinth Parkway, Corinth, Texas. The agenda is as follows:

CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE & TEXAS PLEDGE:

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

CITIZENS COMMENTS

In accordance with the Open Meetings Act, Council is prohibited from acting on or discussing (other than factual responses to specific questions) any items brought before them at this time. Citizen's comments will be limited to 3 minutes. Comments about any of the Council agenda items are appreciated by the Council and may be taken into consideration at this time or during that agenda item. Please complete a Public Input form if you desire to address the City Council. All remarks and questions addressed to the Council shall be addressed to the Council as a whole and not to any individual member thereof. Section 30.041B Code of Ordinance of the City of Corinth.

BUSINESS AGENDA

1. Consider and act on an amendment to the Corinth Economic Development Corporation Bylaws.
2. Consider and act on an Ordinance of the City of Corinth repealing existing Chapter 39, Code of Ethics, of Title III, Administration, of the Code of Ordinances of the City and adopting a new Chapter 39, Code of Ethics, with provisions applicable to City Officials, both current and former, Vendors and Complainants; providing External Remedies for Frivolous Complaints; and providing an effective date.

COUNCIL COMMENTS & FUTURE AGENDA ITEMS

The purpose of this section is to allow each councilmember the opportunity to provide general updates and/or comments to fellow councilmembers, the public, and/or staff on any issues or future events. Also, in accordance with Section 30.085 of the Code of Ordinances, at this time, any Councilmember may direct that an item be added as a business item to any future agenda.

CLOSED SESSION

The City Council will convene in such executive or (closed session) to consider any matters regarding any of the above agenda items as well as the following matters pursuant to Chapter 551 of the Texas Government Code.

Section 551.071. (1) Private consultation with its attorney to seek advice about pending or contemplated litigation; and/or settlement offer; and/or (2) a matter in which the duty of the attorney to the government body under the Texas Disciplinary Rules of Professional Conduct of the State of Texas clearly conflicts with chapter 551.

Section 551.072. To deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

a. Consider acquisition of Right-of-way at 1708 Post Oak Drive.

b. Consider acquisition of Right-of way at 2101 Lake Sharon Blvd.

Section 551.074. To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.

a. Marcus Mote v. Debra Walthall, Case No. 4:16-cv-00203-RC, United States District Court for the Eastern District of Texas.

Section 551.087. To deliberate or discuss regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect.

After discussion of any matters in closed session, any final action or vote taken will be in public by the City Council. City Council shall have the right at any time to seek legal advice in Closed Session from its Attorney on any agenda item, whether posted for Closed Session or not.

RECONVENE IN OPEN SESSION TO TAKE ACTION, IF NECESSARY, ON CLOSED SESSION ITEMS.

ADJOURN:

Posted this 27th day of July, 2018 at 11:30 a.m. on the bulletin board at Corinth City Hall.

Kimberly Pence
Kimberly Pence, City Secretary
City of Corinth, Texas

WORKSHOP BUSINESS ITEM 2.

City Council Regular and Workshop Session

Meeting Date: 08/02/2018
Title: CIP Review
Submitted For: Bob Hart, City Manager **Submitted By:** Lee Ann Bunselmeyer, Director
Finance Review: Yes **Legal Review:** N/A
City Manager Review: Approval: Bob Hart, City Manager

AGENDA ITEM

Receive a report, hold a discussion and give staff direction on the Capital Improvement Projects.

AGENDA ITEM SUMMARY/BACKGROUND

The Capital Improvement Program (CIP) represents the City's five-year plan for development. The program is reviewed each year to reflect changing priorities and to provide a framework for identifying capital requirements, the impact of capital projects on operating budgets, scheduling, and coordinating of related projects.

The CIP has two primary components. First is the General Government CIP, which represents non-utility projects such as streets, parks, public safety, technology, and facilities. Second is the Utility CIP, which represents projects that benefit the City's enterprise funds such as water, wastewater and drainage.

RECOMMENDATION

Attachments

Presentation



Capital Improvement Plan

FY2019-FY2023

City Council Workshop
August 2, 2018

City of Corinth Capital Improvement Plan

- To be included in the Capital Improvement Program, the project should cost more than \$50,000 and must have an expected useful life greater than the life-span of any debt used to fund the projects.
- Projects include construction and major renovations of buildings; acquisition of property; improvements to roadways and sidewalks; and the efficient operation of the water, wastewater, and drainage systems.
- Other costs associated with the capital budget can include, but are not limited to, architectural and engineering fees and site development.



Prioritizing Capital Improvements

All improvements by prioritized and ranked based on the following categories:

- **Priority I: IMPERATIVE (Must-Do)** –Projects that cannot reasonably be postponed in order to avoid harmful or otherwise undesirable consequences.
 - A. Corrects a condition dangerous to public health or safety
 - B. Satisfies a legal obligation
 - C. Alleviates an emergency service disruption or deficiency
 - D. Prevents irreparable damage to a valuable public facility.
- **Priority II: ESSENTIAL (Should-Do)** –Projects that address clearly demonstrated needs or objectives.
 - A. Rehabilitates or replaces an obsolete public facility
 - B. Stimulates economic growth or private capital investment
 - C. Reduces future operating and maintenance costs
 - D. Leverages available local, state, or federal funding
- **Priority III: IMPORTANT (Could-Do)** –Projects that benefit the community but may be delayed without detrimental effects to basic services.
 - A. Provides a new or expanded level of service
 - B. Promotes intergovernmental cooperation
 - C. Reduces energy consumption
 - D. Enhances cultural or natural resources.
- **Priority IV: DESIRABLE** –Desirable projects that are not included within five-year program because of funding limitations.



CAPITAL IMPROVEMENT PROGRAM

FY 2019-2023

Project Title	Proposed	Planned					Total
	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23	5 Plus Years	
General Fund Capital							
Streets	\$ 3,000,000	\$ 2,100,000	\$ 1,525,000	\$ 2,621,000	\$ 1,598,000	\$ 11,675,000	\$ 22,519,000
Parks & Recreation	-	-	-	490,000	950,000	1,160,000	2,600,000
Technology & Public Safety	272,000	322,000	172,000	322,000	376,000	-	1,464,000
	3,272,000	2,422,000	1,697,000	3,433,000	2,924,000	12,835,000	26,583,000
Utility Fund Capital							
Water	7,451,000	-	90,000	800,000	-	2,300,000	10,641,000
Wastewater	-	500,000	150,000	-	-	9,525,000	10,175,000
	7,451,000	500,000	240,000	800,000	-	11,825,000	20,816,000
Storm Drainage Fund Capital							
Storm Drainage	6,870,000	-	-	-	-	500,000	7,370,000
Total	\$ 17,593,000	\$ 2,922,000	\$ 1,937,000	\$ 4,233,000	\$ 2,924,000	\$ 25,160,000	\$ 54,769,000



Capital Improvement Plan

FY2019-FY2023

GENERAL FUND

Project Title	Dept	Total	Proposed	Planned					Total
	Priority	Project Cost	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23	5 Plus Years	
General Fund Capital									
Streets									
Lake Sharon/Corinth Parkway Extension & Quail Run Reconstruction	I	\$ 5,100,000	\$ 3,000,000	\$ 2,100,000	\$ -	\$ -	\$ -	\$ -	\$ 5,100,000
Cliff Oak Drive	II	1,525,000			\$ 1,525,000				1,525,000
Walton Drive	III	1,473,000					1,473,000		1,473,000
Vintage	III	125,000					125,000		125,000
Parkridge Collector Road	III	2,621,000				2,621,000			2,621,000
Post Oak Road	IV	6,475,000						6,475,000	6,475,000
Shady Shores Road	IV	3,500,000						3,500,000	3,500,000
Tower Ridge Drive	IV	800,000						800,000	800,000
South Garrison Street	IV	900,000						900,000	900,000
									-
Subtotal: Streets		\$ 22,519,000	\$ 3,000,000	\$ 2,100,000	\$ 1,525,000	\$ 2,621,000	\$ 1,598,000	\$ 11,675,000	\$ 22,519,000

LAKE SHARON / CORINTH PARKWAY EXTENSION AND QUAIL RUN RECONSTRUCTION

Project Description

This project consists of the reconstruction of a two lane asphalt facility to a 4 lane divided greenway minor arterial. The arterial will be constructed of concrete and have a curb and gutter underground drainage system and concrete sidewalks.

Project Justification, Priority Ranking, and Projected Cost

	Priority I Imperative	\$5,100,000 Projected Cost
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History and Comments

With the increase interest in Corinth's undeveloped property, especially the I-35E corridor area along with the recent Millennium project it is important for the City to start planning for the design and construction of the proposed arterial section. This project will connect via an underpass to the west to Lake Sharon to make the Corinth Parkway loop complete. This will help facilitate future traffic demands for our urban core area in the City. It will also help move traffic efficiently in this area when all of the future land uses are in place.

Project Location and Supporting Master Plan

ADDRESS I35E NBFR to Quail Run Drive	SUPPORTING CITY PLANS Comprehensive ₁ Plan/Thoroughfare Plan
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CLIFF OAK DRIVE

Project Description

This project consists of the reconstruction of a two lane asphalt facility to a collector. The collector will be constructed of concrete and have a curb and gutter underground drainage system and concrete sidewalks.

Project Justification, Priority Ranking, and Projected Cost

Priority II
Essential

\$1,525,000
Projected Cost

History and Comments

This roadway has received some increased traffic with the development of the commercial tract to the south that currently has ALDI, Chicken Express and will soon be the future home of North Texas Storage. In addition, a new Fire Station will front onto this roadway across from the Corinth Elementary School and will be its main access. The new Public Safety Building directly south of the new Fire Station on the same lot, will also have its secondary access to Cliff Oak. With the increased activity of local development and two new proposed City Facilities, this roadway will need to be planned for reconstruction of the two lane asphalt roadway to a collector to help facilitate current and future growth.

Project Location and Supporting Master Plan

ADDRESS

South Garrison to Tower Ridge Road

SUPPORTING CITY PLANS

Comprehensive Plan/Thoroughfare Plan



WALTON DRIVE

Project Description

This project consists of the reconstruction of a two lane asphalt facility to a collector. The collector will be constructed of concrete and have a curb and gutter underground drainage system and concrete sidewalks.

Project Justification, Priority Ranking, and Projected Cost

Priority III
Important

\$1,473,000
Projected Cost

History and Comments

With the increase interest in Corinth's undeveloped property, especially the I-35E corridor area along with the recent Millennium project it is important for the City to start planning for the design and construction of the proposed arterial section. This project will connect via an underpass to the west to Lake Sharon to make the Corinth Parkway loop complete. This will help facilitate future traffic demands for our urban core area in the City. It will also help move traffic efficiently in this area when all of the future land uses are in place.

Project Location and Supporting Master Plan

ADDRESS

North Corinth Street to Shady Rest Lane

SUPPORTING CITY PLANS

Comprehensive Plan/Thoroughfare Plan



VINTAGE

Project Description

The extension of Vintage Dr. from Glen Aerie Rd to Covington Rd.

Project Justification, Priority Ranking, and Projected Cost

Will improve traffic flow within residential area and to school.

Priority III
Important

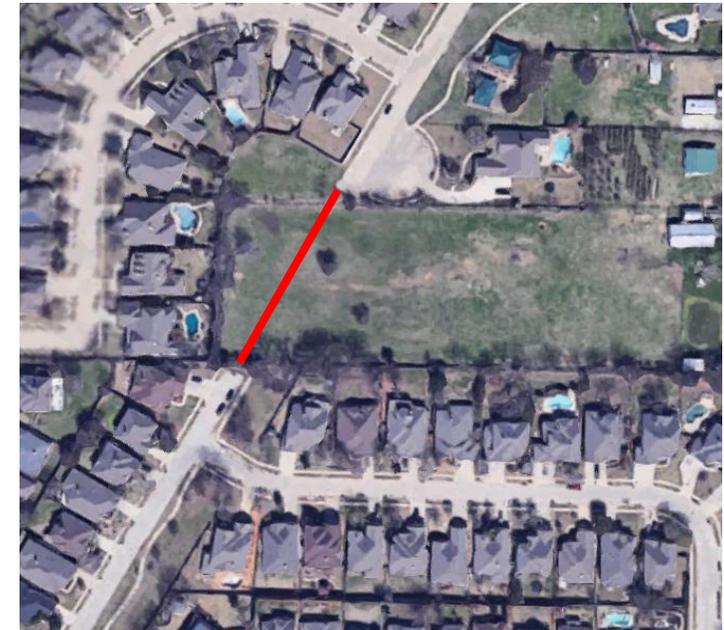
\$125,000
Projected Cost

History and Comments

Project Location and Supporting Master Plan

ADDRESS

SUPPORTING CITY PLANS



PARKRIDGE COLLECTOR ROAD

Project Description

This project is a new north/south collector road section that will help facilitate the collecting of traffic from the future land uses that are proposed in this undeveloped area. This collector road section will be a 2 lane facility that will connect to the existing Parkridge collector Road at Lake Sharon Drive. The collector road will be constructed of concrete and have a curb and gutter underground drainage system along with a concrete sidewalk.

Project Justification, Priority Ranking, and Projected Cost

Priority III

Important

\$2,621,000

Projected Cost

History and Comments

With the increase interest in Corinth's undeveloped property, especially in the City Center/Terrace Oaks I-35E corridor area it is good planning for the City to start planning for the design and construction of the proposed collector section to help facilitate future traffic demands. It will help move traffic efficiently in this area when all of the future land uses are in place.

Project Location and Supporting Master Plan

ADDRESS

Between Church & Lake Sharon

SUPPORTING CITY PLANS

Comprehensive₁₅ Plan/Thoroughfare Plan



POST OAK ROAD

Project Description

This project consists of the widening of a two-lane facility to a greenway minor arterial that will consist of a 4 lane divided roadway with concrete construction and a curb

Project Justification, Priority Ranking, and Projected Cost

Priority IV
Desirable

\$6,475,000
Projected Cost



History and Comments

With the current and future increase in development along Post Oak, it is imperative the City starts planning for the design and construction of the proposed 4 lane divided roadway to help facilitate the current and future traffic demands. It will also eliminate the current bottle neck situation that presently exists. Currently the proposed 4 lane divided roadway bottle necks along Post Oak Drive. This bottle neck is between Robinson Road and Lake Sharon Drive. North of Robinson Road, Post Oak is a 4 lane divided roadway. South of Lake Sharon, Post Oak is also a 4 lane divided roadway.

Project Location and Supporting Master Plan

ADDRESS

Between Robinson Road & Lake Sharon

SUPPORTING CITY PLANS

Comprehensive Plan/Thoroughfare Plan



SHADY SHORES ROAD

Project Description

This project consists of the reconstruction of a two lane asphalt facility to a collector. The collector will be constructed of concrete and have a curb and gutter underground drainage system and concrete sidewalks.

Project Justification, Priority Ranking, and Projected Cost

Priority IV

Desirable

\$3,500,000

Projected Cost

History and Comments

This area carries traffic from multiple jurisdictions including Corinth, Denton, Shady Shores and Lake Dallas. This roadway would have to be a joint effort between those municipalities in order to construct a roadway that would ultimately facilitate traffic flows in this area. Most of this area is built out along Shady Shores in Corinth, but is utilized by our residents that frequent the area schools and other roadways. This construction will also help facilitate an ongoing drainage issue in some low lying areas along Shady Shores in Corinth.

Project Location and Supporting Master Plan

ADDRESS

Light Rail to Dalton Drive

SUPPORTING CITY PLANS

Comprehensive Plan/Thoroughfare Plan



TOWER RIDGE DRIVE

Project Description

This project consists of the reconstruction of a two lane asphalt facility to a collector. The collector will be constructed of concrete and have a curb and gutter underground drainage system and concrete sidewalks.

Project Justification, Priority Ranking, and Projected Cost

Priority IV
Desirable

\$800,000
Projected Cost

History and Comments

This roadway is the last section of Tower Ridge that is unimproved. It carries local traffic primary due to the proximity of Corinth Elementary School. This roadway could also receive an increase in trips due to the new Fire Station that will be located east along Cliff Oaks Drive. The construction of the new collector will also help with drainage in the area.

Project Location and Supporting Master Plan

ADDRESS

215' South of Brookview Drive to Cliff Oaks Drive

SUPPORTING CITY PLANS

Comprehensive Plan/Thoroughfare Plan



SOUTH GARRISON STREET

Project Description

This project consists of the reconstruction of a two lane asphalt facility to a collector. The collector will be constructed of concrete and have a curb and gutter underground drainage system and concrete sidewalks.

Project Justification, Priority Ranking, and Projected Cost

	Ranking IV Desirable	\$900,000 Projected Cost
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History and Comments

This roadway is the last section of South Garrison that is unimproved. It carries local traffic primary from FM 2181/I-35E to access Cliff Oak Drive, the Fire Administration Building, Fairview Park and Corinth's commercial properties along FM 2181. This roadway could also receive an increase in trips due to the new Fire Station that will be located east along Cliff Oaks Drive. The construction of the new collector will also help with drainage in the area.

Project Location and Supporting Master Plan

<u>ADDRESS</u>	<u>SUPPORTING CITY PLANS</u> Comprehensive Plan/Thoroughfare Plan
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CAPITAL IMPROVEMENT PROGRAM

FY 2019-2023

Project Title	Dept	Total	Proposed	Planned					Total
	Priority	Project Cost	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23	5 Plus Years	
General Fund Capital									
Parks & Recreation									
Corinth Parkway Street Lighting	II	\$ 490,000	\$ -	\$ -	\$ -	\$ 490,000	\$ -	\$ -	\$ 490,000
Field Lights for Multipurpose Fields	II	550,000	-	-	-	-	550,000	-	550,000
Additional 14U Baseball Fields	IV	400,000	-	-	-	-	-	400,000	400,000
Additional 12U Baseball Fields	IV	400,000	-	-	-	-	400,000	-	400,000
Additional Fast Pitch Softball Field	IV	400,000	-	-	-	-	-	400,000	400,000
Field Lights for Football	IV	360,000	-	-	-	-	-	360,000	360,000
									-
									-
									-
Subtotal: Parks & Recreation		\$ 2,600,000	\$ -	\$ -	\$ -	\$ 490,000	\$ 950,000	\$ 1,160,000	\$ 2,600,000

CORINTH PARKWAY STREET LIGHTING

Project Description

Installation of street lights along the Corinth Parkway corridor east of I-35 to Quail Run, similar to lighting on the west side of I-35. .

Project Justification, Priority Ranking, and Projected Cost

Traffic and pedestrian safety as well as conformity and uniform appearance of our thoroughfares along all of Corinth Parkway and Lake Sharon.

Priority II
Essential

\$490,000
Projected Cost

History and Comments

This project would require 20 street light poles at \$13,000 each and approximately \$200,000 for electrical stations and multiple bores from median to median to pull required electrical lines.

Project Location and Supporting Master Plan

ADDRESS
Corinth Parkway

SUPPORTING CITY PLANS



FIELD LIGHTS FOR MULTIPURPOSE FIELDS

Project Description

Addition of lighting for the multipurpose fields similar to what is currently in place on the neighboring soccer fields.

Project Justification, Priority Ranking, and Projected Cost

Increased requests for field space for associations, field usage agreement holders (i.e. Celtics Soccer) and private field rentals have indicated a benefit to have additional fields with lighting.

Priority II
Essential

\$550,000
Projected Cost

History and Comments

The multi purpose fields were constructed by staff in 2012 to accommodate more practice field space requests from all associations. The fields are utilized by baseball, softball, soccer, and misc. field space rentals. Current field usage contract holder is providing their own lighting for the fields, but field lighting would allow for more practice areas for all sport teams.

Project Location and Supporting Master Plan

ADDRESS
3700 Corinth Parkway

SUPPORTING CITY PLANS
2015 Strategic Plan, Goal 4 Action 2



ADDITIONAL 14U BASEBALL FIELDS

Project Description

Addition of full size 14U lighted baseball field to assist with growing demand for field space

Project Justification, Priority Ranking, and Projected Cost

Increased requests for field space for associations and private tournament rentals have indicated a benefit to have an additional baseball field.

Priority IV
Desirable

\$400,000
Projected Cost

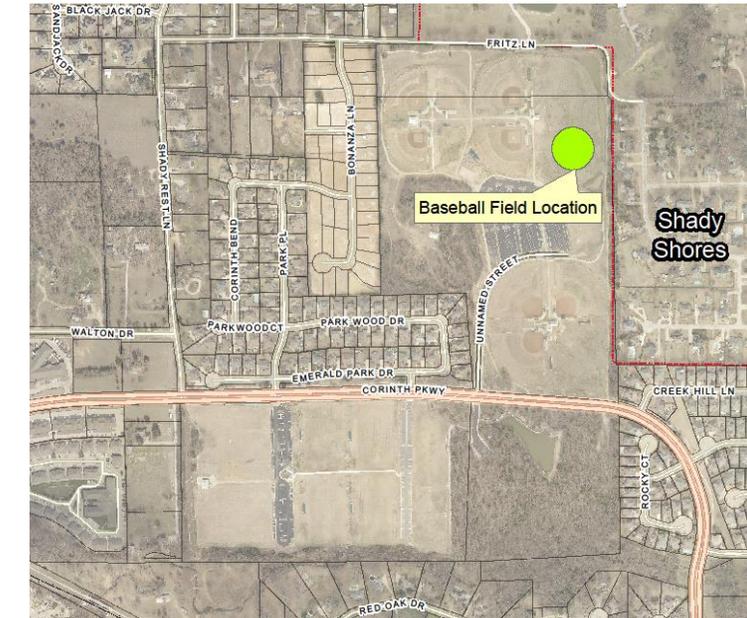
History and Comments

The vacant space in the community park was intended for the future placement of additional fields as usage increased. With increased field usage and more tournaments being requested every year, the additional field space would accommodate those requests.

Project Location and Supporting Master Plan

ADDRESS
3700 Corinth Parkway

SUPPORTING CITY PLANS
2015 Strategic Plan, Goal 4 Action 2



ADDITIONAL 12U BASEBALL FIELDS

Project Description

Addition of full size 12U lighted baseball field to assist with growing demand for field space. This field addition would complete the baseball complex and reach full building for the baseball field locations

Project Justification, Priority Ranking, and Projected Cost

Increased requests for field space for associations and private tournament rentals have indicated a benefit to have an additional baseball field.

Priority IV
Desirable

\$400,000
Projected Cost

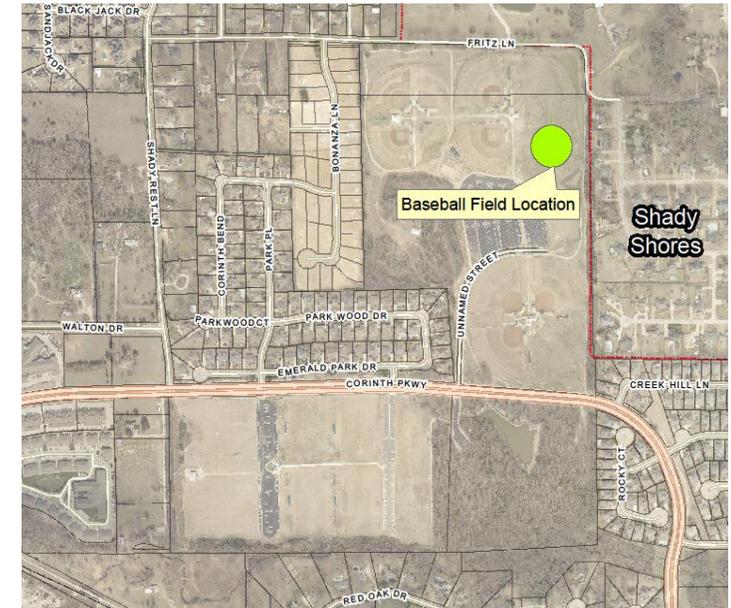
History and Comments

The vacant space in the community park was intended for the future placement of additional fields as usage increased. With increased field usage and more tournaments being requested every year, the additional field space would accommodate those requests.

Project Location and Supporting Master Plan

ADDRESS
3700 Corinth Parkway

SUPPORTING CITY PLANS
2015 Strategic Plan, Goal 4 Action 2



ADDITIONAL FAST PITCH SOFTBALL FIELD

Project Description

Addition of a smaller (child) sized fast pitch lighted softball field to assist with growing demand for field space, and the need for a fast pitch field size.

Project Justification, Priority Ranking, and Projected Cost

Increased requests for field space for associations and private tournament rentals have indicated a benefit to have a fast pitch softball field.

Priority IV
Desirable

\$400,000
Projected Cost

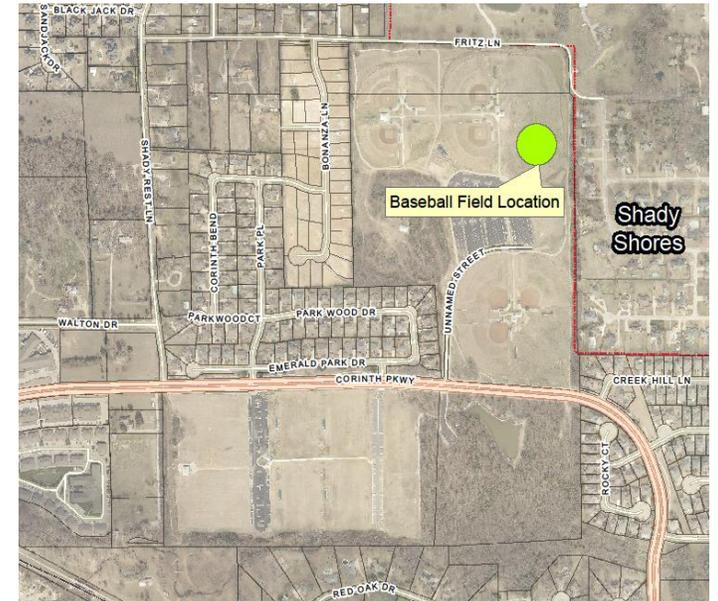
History and Comments

The community park does not currently have a fast pitch softball field with shorter fence distances for youth. They are using the adult softball fields with removable temporary fences in the outfield to make the correct field size for that application. An additional field would be beneficial for increased field requests and to accommodate more tournaments.

Project Location and Supporting Master Plan

ADDRESS
3700 Corinth Parkway

SUPPORTING CITY PLANS
2015 Strategic Plan, Goal 4 Action 2



FIELD LIGHTS FOR FOOTBALL

Project Description

Addition of lighting for the football fields similar to what is currently in place on the neighboring soccer fields.

Project Justification, Priority Ranking, and Projected Cost

Increased requests for field space for associations, field usage agreement holders (i.e. Celtics Soccer) and private field rentals have indicated a benefit to have additional fields with lighting.

Priority IV
Desirable

\$360,000
Projected Cost

History and Comments

Additional field lighting on the current football fields has been requested for use by the soccer association, field usage contract holders, and Lacrosse. Providing this additional space will remove the high demand for use of the soccer game fields.

Project Location and Supporting Master Plan

ADDRESS
3700 Corinth Parkway

SUPPORTING CITY PLANS
2015 Strategic Plan, Goal 4 Action 2



Project Title	Dept	Total	Proposed FY2018-19	Planned					Total
	Priority	Project Cost		FY2019-20	FY2020-21	FY2021-22	FY2022-23	5 Plus Years	
General Fund Capital									
Technology and Public Safety									
Public Safety Communication	I	770,000	82,000	172,000	172,000	172,000	172,000	-	770,000
Fire House Station Alerting	I	90,000	90,000	-	-	-	-	-	90,000
Fiber Optic Lines (CH to FH2/PW)	II	150,000		150,000					150,000
Fiber Optic Lines (CH to PSF)	II	100,000	100,000		-				100,000
PSF-Covered Parking	II	150,000				150,000			150,000
Point to Point Microwave (CH to PSF)	III	75,000					75,000		75,000
FH3/Sally Port Epoxy Floor	III	129,000					129,000		129,000
									-
									-
Subtotal: Technology & Public Safety		\$ 1,464,000	\$ 272,000	\$ 322,000	\$ 172,000	\$ 322,000	\$ 376,000	\$ -	\$ 1,464,000

PUBLIC SAFETY COMMUNICATION

Project Description

Motorola will be eliminating the maintenance on our current model radios; both mobiles and portables.

Project Justification, Priority Ranking, and Projected Cost

Public Safety’s radio systems are due for replacement in 2021 in order to maintain a radio system that the manufacturer supports. \$300,000 Police (Portables & Motorcycles), Fire (\$336,000 Portables and \$134,000 Mobiles)

Priority I
Imperative

\$770K
Projected Cost

History and Comments

Motorola is phasing out the current model and will stop supporting the repair and replacement of the units we currently use. The life cycle of the units will coincide with the phase out so there will be no impact outside the expected replacement cycle. That being said it will be imperative we transition to the new radio’s to ensure our communication system maintains operability.

Project Location and Supporting Master Plan

ADDRESS
3501 F.M. 2181

SUPPORTING CITY PLANS
Safety and Security, Goal 2 Action 2



FIRE HOUSE-STATION ALERTING

Project Description

The Firehouse alerting systems notify the crews when there is an emergency. The System is currently outdated and is not fully functional.

Project Justification, Priority Ranking, and Projected Cost

Upgrades and repairs to the system are being worked on by the Denton County Sheriff's Office; Once the project is completed there will be a need to provide integration with our Firehouse alerting hardware. $\$30K \times 3 = 90K$

Priority I
Imperative

\$90K
Projected Cost

History and Comments

Motorola engineers and County Radio Department have determined the current system is no longer compatible the new radio technology and the Dispatch consoles and procedures. It has been determined that a third-party solution is needed to connect Denton County Dispatch with the LCFD Firehouses to ensure prompt and secure alerting for emergency response.

Project Location and Supporting Master Plan

ADDRESS
3501 F.M. 2181

SUPPORTING CITY PLANS
Safety and Security, Goal 2 Action 2



FIBER OPTIC LINES (CITY HALL TO FIRE STATION 2/PUBLIC WORKS)

Project Description

Technology Services also needs to extend its fiber capability to Fire Station 2 and Public Works. Leasing a dark fiber line from a private firm would connect FS2 to City Hall, at which point, Technology Services would trench an owned fiber optic line from FS2 to the Public Works facility, bringing both buildings into the fiber circuit.

Project Justification, Priority Ranking, and Projected Cost

Priority II
Essential

\$150,000
(\$1,200 recurring
Projected Cost)

History and Comments

Bringing all the City's buildings into the fiber network has been a need of Technology Services for several years. The current Charter Metro Ethernet connection provides connectivity between the buildings, but at the current speed of 50 Mbps, the operations at Fire Station 2 and especially Public Works are severely limited. For example, GIS is unusable in the Public Works facility – the bandwidth is simply too low. The traditional approach in Corinth has been to develop localized duplicate services, which is very inefficient and not cost-effective.

Project Location and Supporting Master Plan

ADDRESS
Corinth City Hall to
Fire Station 2/Public Works

SUPPORTING CITY PLANS
Strategic Plan



FIBER OPTIC LINES (CITY HALL TO PUBLIC SAFETY FACILITY)

Project Description

With the completion of the new Public Safety Facility, the Technology Services Department is examining different alternatives to the existing Charter Metro Ethernet connection. The standard connection the City uses operates at 50 Mbps currently. In addition to operating point-to-point microwave radios at either facility as a backup, the Technology Services Department recommends installing a dark fiber link in between the two facilities.

Project Justification, Priority Ranking, and Projected Cost

Priority II
Essential

\$100,000
(\$1,200 recurring
Projected Cost)

History and Comments

The network usage between the Public Safety Facility and City Hall/City of Denton will continue to grow. The current 50 Mbps connection is nearing its capacity at the new facility, straining under the concentration of users at there. The lower bandwidth prevents a true disaster-recovery model from being implemented between the two facilities. Additionally, there is the issue of data security. The City cannot verify the security of its data, since it is passing through a third party that will not provide network diagrams or participate in data certification processes with the City, such as TLETS, PCI, or HIPAA. Having a City-owned fiber connection between these two points would solve both issues at once.

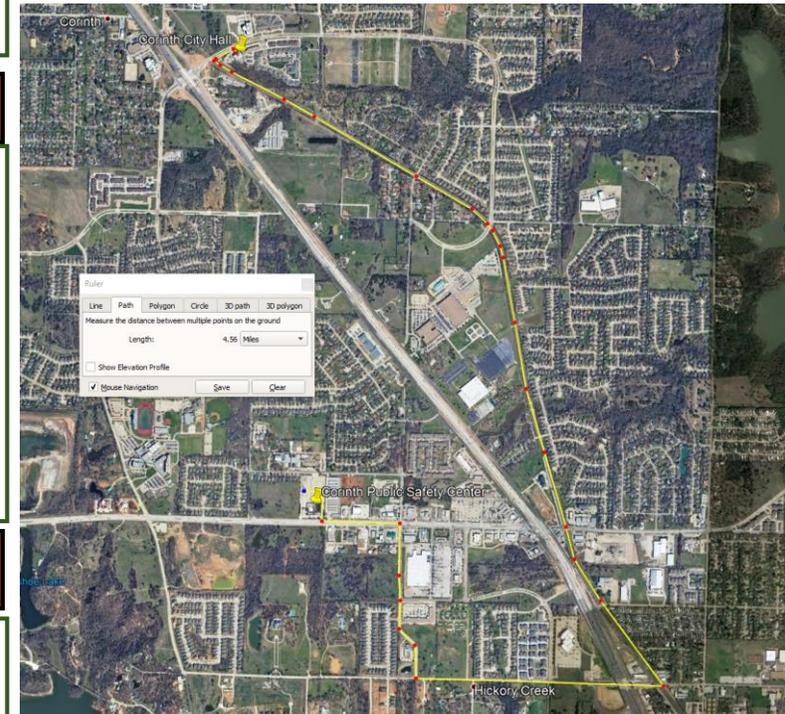
Project Location and Supporting Master Plan

ADDRESS

Corinth City Hall to Public Safety Facility

SUPPORTING CITY PLANS

Strategic Plan



PUBLIC SAFETY COMPLEX-COVERED PARKING

Project Description

Provide 56 protective/covered parking spaces for City vehicles

Project Justification, Priority Ranking, and Projected Cost

The new facility has no protected parking for City vehicles to keep them from suffering effects of the sun and storms.

Priority II
Essential

\$150,000
Projected Cost

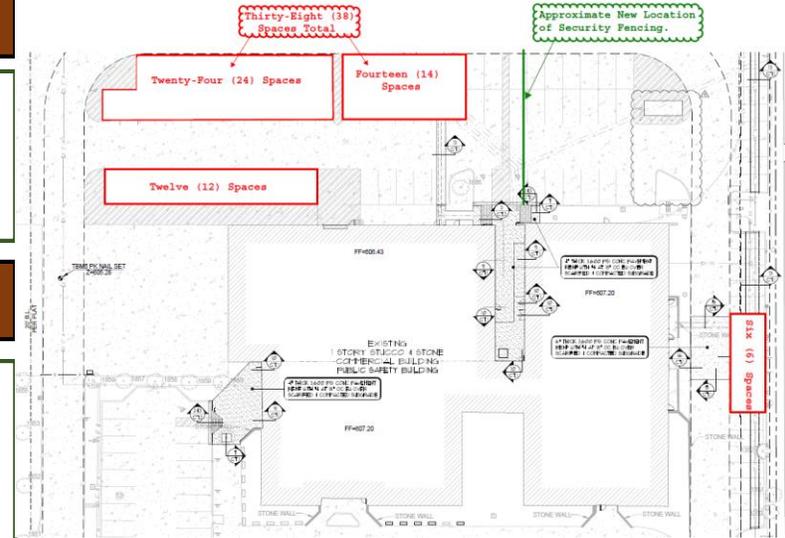
History and Comments

The Covered parking structures were outside the budgetary limitations of the construction/remodel project. 56 vehicles at an average cost of \$35,000 each represent a \$1.96 million value on unprotected City property. Two options are Fabric at \$300,000 and metal at \$150,000.

Project Location and Supporting Master Plan

ADDRESS
3501 F.M. 2181

SUPPORTING CITY PLANS
Safety and Security, Goal 2 Action 1



POINT-TO-POINT MICROWAVE (CITY HALL TO PUBLIC SAFETY FACILITY)

Project Description

In addition to the fiber optic connection to the new Public Safety Facility, Technology Services would like to set up a redundant link using point-to-point microwave antennae between City Hall and the Public Safety Facility via the water tower at the Public Works facility. Doing this will ensure that there is always connectivity between the buildings in the event of some fiber damage/disaster. Redundancy would also incidentally be provided to the Public Works facility with this project.

Project Justification, Priority Ranking, and Projected Cost

Priority III
Important

\$75,000
Projected Cost

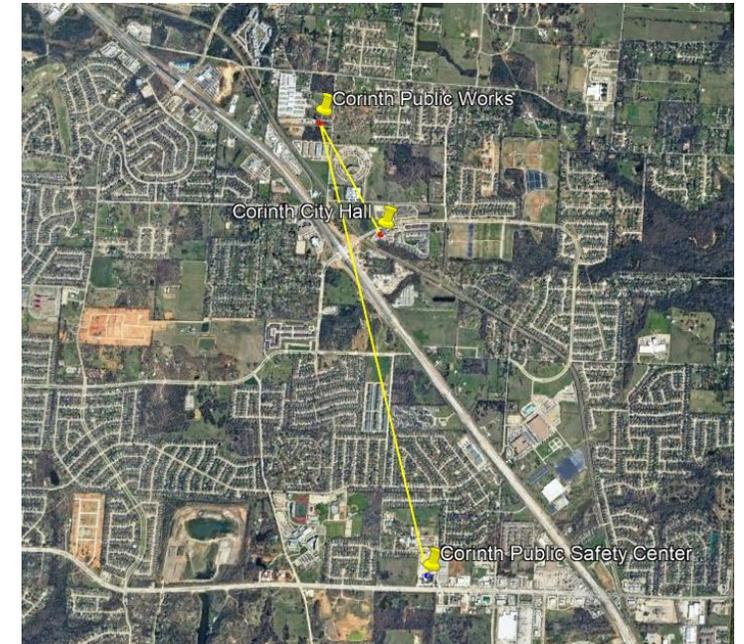
History and Comments

Due to the sensitive nature of the Public Safety Facility, Technology Services suggests there be a redundant link between Public Safety and City Hall (and ostensibly the City of Denton server farm). Provided the other fiber optic link between City Hall and the Public Safety Facility is established, network redundancy between the buildings could be achieved with the Charter Metro Ethernet connection. However, the limited speeds and recurring costs mean that this redundancy could be more effectively and efficiently provided by point-to-point microwave antennae. Setting up this microwave link means that the City will not be paying for something that it is only using in the event of a disaster.

Project Location and Supporting Master Plan

ADDRESS
Corinth City Hall to Public Safety Facility

SUPPORTING CITY PLANS
Strategic Plan



FIRE HOUSE #3/PD-EPOXY FLOOR

Project Description

The Fire House, PD sally port and holding area floors are exposed concrete. The Project would include an epoxy covering on the floor and 4-6" up the wall to seal the floor and wall joints.

Project Justification, Priority Ranking, and Projected Cost

The Epoxy floor coating is a protective barrier for floors where water is prevalent. It protects from water penetrating under the walls and provides more traction and a safer surface when walking on wet surfaces.

Priority III
Important

\$129K
Projected Cost

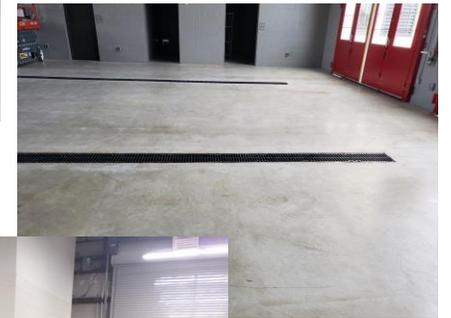
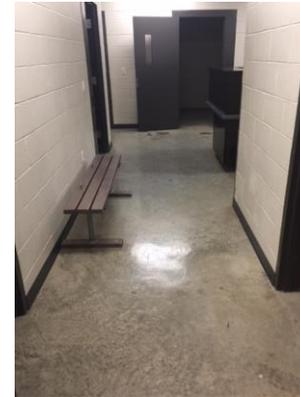
History and Comments

The Epoxy floor was outside the budgetary limitations of the construction/remodel project. The apparatus bay of Fire House #3 along with work rooms, The PD sally port and holding area are both surfaces that will be frequently exposed to water, along with snow and ice in the winter. The covering will protect the building and provide a safer walking surface. The Firehouse floor is \$87,000 and the Sally Port and holding area is \$42,000.

Project Location and Supporting Master Plan

ADDRESS
3501 F.M. 2181

SUPPORTING CITY PLANS
Safety and Security, Goal 1 Action 1





Capital Improvement Plan

FY2019-FY2023

UTILITY FUND

Project Title	Dept	Total	Proposed	Planned					Total
	Priority	Project Cost	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23	5 Plus Years	
Utility Fund Capital									
Water									
Quail Run Drive/Dobbs Road 12", 16" & 20" Waterlines	I	\$ 2,600,000	\$ 2,600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600,000
Lake Sharon/Oakmont to FM2499	I	601,000	601,000	-	-	-	-	-	601,000
Quail Run 1.0 MG Elevated Tank	II	4,600,000	4,250,000	-	-	-	-	-	4,250,000
Trim Impellers on Existing Lake Sharon Pumps	II	90,000	-	-	90,000	-	-	-	90,000
Parkridge Waterline	III	800,000	-	-	-	800,000	-	-	800,000
Lake Sharon Pump Station Expansion	IV	600,000	-	-	-	-	-	600,000	600,000
Lake Sharon 3 MG Ground Storage Tank Rehabilitation	IV	1,700,000	-	-	-	-	-	1,700,000	1,700,000
									-
Subtotal: Water		\$ 10,991,000	\$ 7,451,000	\$ -	\$ 90,000	\$ 800,000	\$ -	\$ 2,300,000	\$ 10,641,000

QUAIL RUN/DOBBS 12", 16" and 20" WATERLINE

Project Description

Installation of 12", 16", and 20" water line along the railroad and Quail Road Drive/Dobbs Road.

Project Justification, Priority Ranking, and Projected Cost

This project will support the proposed elevated tank on the east side of IH35E by bringing a large diameter waterline to distribute water across IH35E to the east side of town.

Priority I
Imperative

\$2,600,000
Projected Cost

History and Comments

The 20" WL will carry water from IH35E to the proposed tank site. The 12" and 16" WL will loop back into the water system at the IH35E frontage road and Dobbs Road.

Project Location and Supporting Master Plan

ADDRESS
Quail Run Drive/Dobbs Road

SUPPORTING CITY PLANS
2016 Water Master Plan



LAKE SHARON FROM OAKMONT TO FM 2499

Project Description

The Extension of a 12" water line to road project at FM 2499.

Project Justification, Priority Ranking, and Projected Cost

The 12" water line will improve fire protection and help facilitate the development of the area.

Priority I
Imperative

\$601,000
Projected Cost



History and Comments

Project Location and Supporting Master Plan

ADDRESS
Lake Sharon Pump Station

SUPPORTING CITY PLANS
Thoroughfare Plan



QUAIL RUN 1.0MG ELEVATED STORAGE TANK

Project Description

Quail Run 1.0 MG elevated tank.

Project Justification, Priority Ranking, and Projected Cost

The proposed tank will increase operational capacity of the water system to deal with peak flows as the city's population increases.

Priority II
Essential

\$4,250,000
Projected Cost

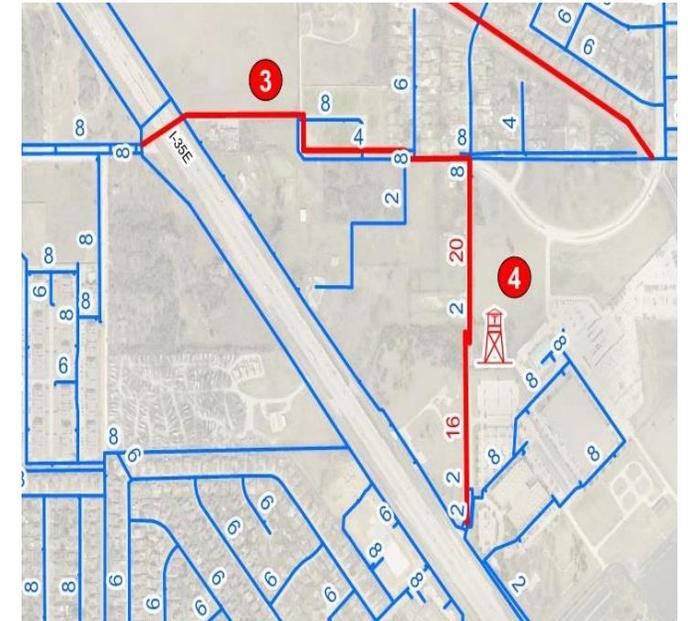
History and Comments

Adding additional elevated storage increases the ability to maintain reliable system pressures during max days and peak hours. Does not include land acquisition costs which could be upwards of \$250,000 if not already owned by the city.

Project Location and Supporting Master Plan

ADDRESS
Quail Run south of Dobbs Road

SUPPORTING CITY PLANS
2016 Water Master Plan



TRIM IMPELLERS ON EXISTING LAKE SHARON PUMPS

Project Description

The project will “trim” the impellers existing pumps. The modification will change the operating characteristics of the pump making it more efficient at the station’s operating point.

Project Justification, Priority Ranking, and Projected Cost

This project will support the proposed elevated tank on the east side of IH35E by bringing a large diameter waterline to distribute water across IH35E to the east side of town.

Priority II
Essential

\$90,000
Projected Cost

History and Comments

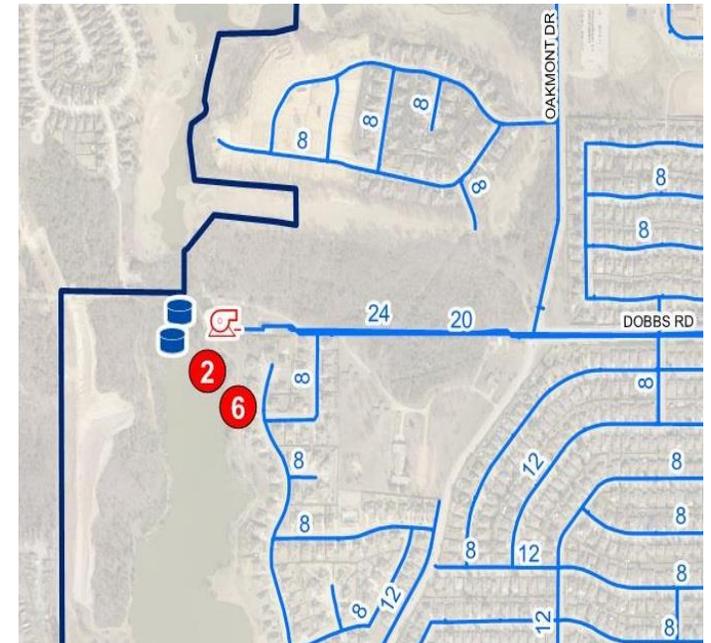
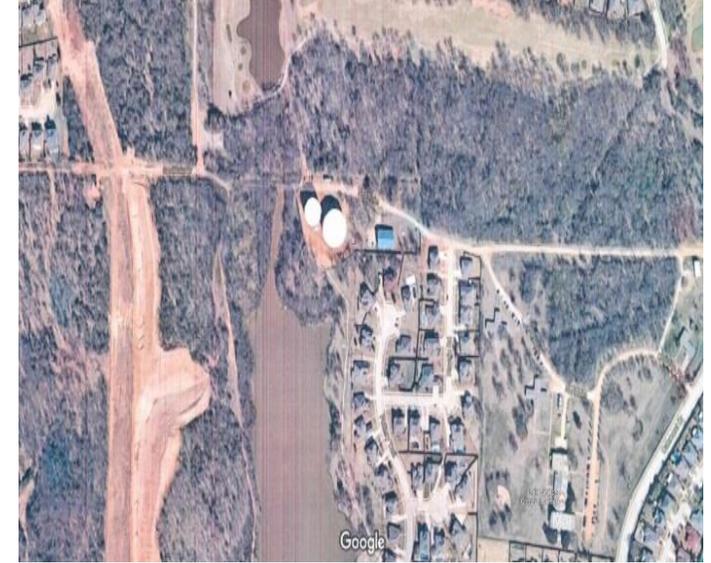
Increasing the efficiency of existing pumps by modification is cheaper than replacing a pump. Trimming the impeller will lower the cost of operating the water system by increasing energy savings when water is pumped from ground storage into the system.

Project Location and Supporting Master Plan

ADDRESS
Lake Sharon Pump Station

SUPPORTING CITY PLANS:

40



PARKRIDGE WATER LINE

Project Description

Sharon Drive 12" Waterline project is a 4,200' waterline intended to create a looped system for additional hydraulic capacity.

Project Justification, Priority Ranking, and Projected Cost

The new line will increase the hydraulic capacity of the water system and help to support new growth in the city center.

Priority III
Important

\$800,000
Projected Cost

History and Comments

Project Location and Supporting Master Plan

ADDRESS

Sharon Drive from Lake Sharon to Church Street

SUPPORTING CITY PLANS:
2016 Impact Fee Study



LAKE SHARON PUMP STATION EXPANSION

Project Description

Lake Sharon Pump Station Expansion will increase the firm capacity of the pump station to 20.7 MGD by adding a 4,800 gpm pump.

Project Justification, Priority Ranking, and Projected Cost

The pumping capacity is need to support the continued growth of the city towards projected buildout.

Priority IV
Desirable

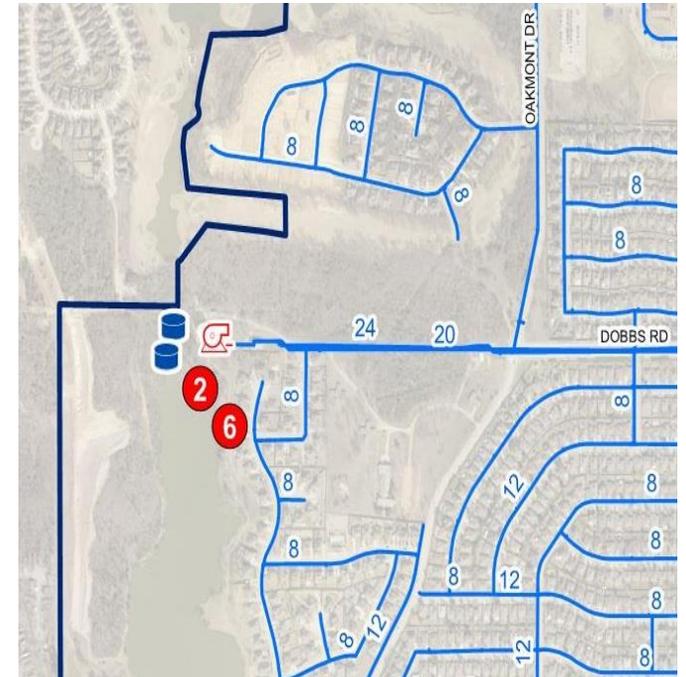
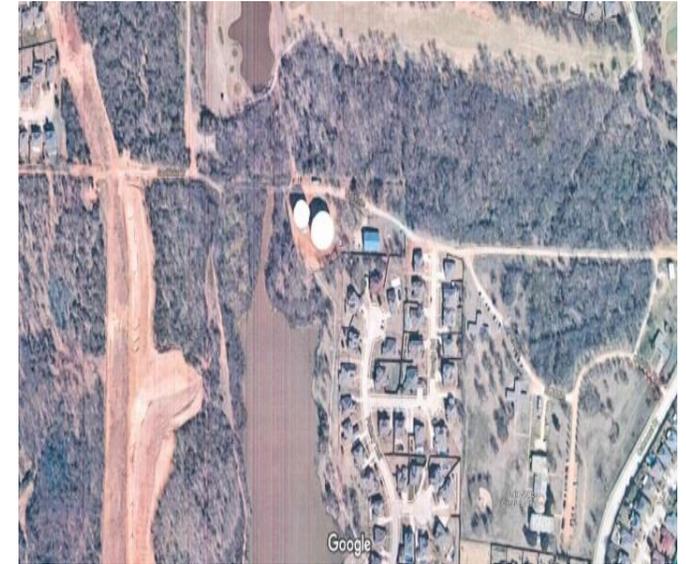
\$600,000
Projected Cost

History and Comments

Project Location and Supporting Master Plan

ADDRESS
Lake Sharon Pump Station

SUPPORTING CITY PLANS
2016 Water Master Plan



LAKE SHARON 3MG GROUND STORAGE TANK REHABILITATION

Project Description

Lake Sharon 3 MG Tank Rehabilitation consists of painting, structural repairs and yard piping for continued operation of the existing tank.

Project Justification, Priority Ranking, and Projected Cost

Regular scheduled maintenance of existing water tanks can extend their life indefinitely.

Priority IV
Desirable

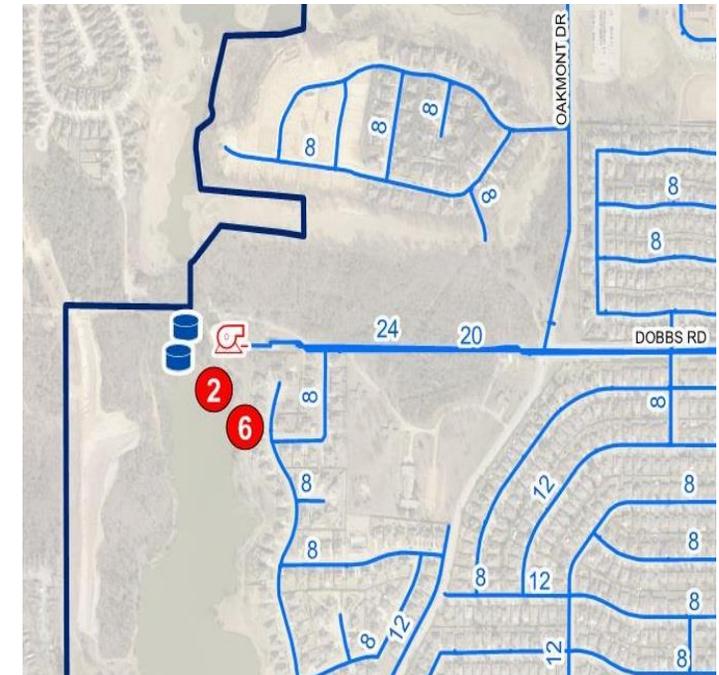
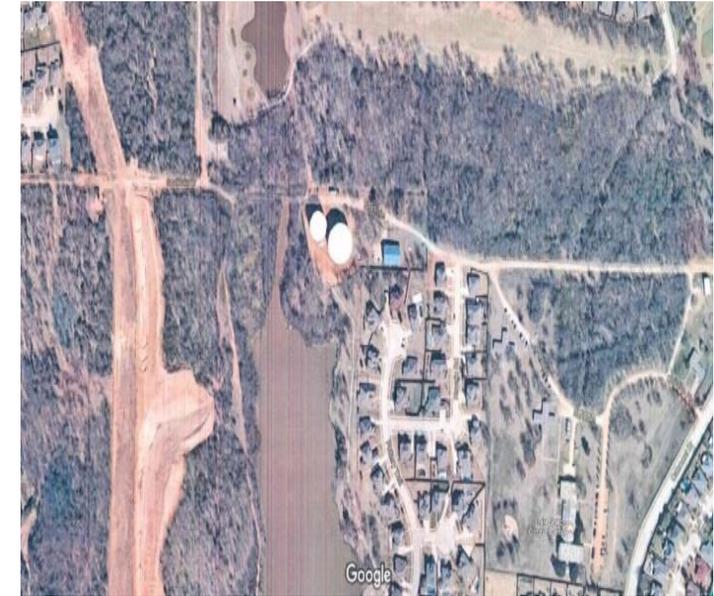
\$1,700,000
Projected Cost

History and Comments

Project Location and Supporting Master Plan

ADDRESS
Lake Sharon Pump Station

SUPPORTING CITY PLANS
2016 Water Master Plan



CAPITAL IMPROVEMENT PROGRAM

FY 2019-2023

Project Title	Dept	Total	Proposed FY2018-19	Planned					Total
	Priority	Project Cost		FY2019-20	FY2020-21	FY2021-22	FY2022-23	5 Plus Years	
Utility Fund Capital									
Wastewater									
Parkridge Sewer Line	II	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
LCMUA (Liftstation/Sewer Main)	II	1,500,000						\$ 1,500,000	1,500,000
Old Highway 77 Clay Tile Sewer Rehab	II	150,000			150,000				150,000
Shady Rest Lane 12" W/W Line	IV	500,000						500,000	500,000
Lift Station 3A Upgrade	IV	470,000						470,000	470,000
South Lift Station, Force Main and Gravity Improvements	IV	2,200,000						2,200,000	2,200,000
Southwest Lift Station, Force Main and Gravity Improvements	IV	2,200,000						2,200,000	2,200,000
North Corinth 8" WW Improvements	IV	555,000						555,000	555,000
Parkridge Gravity Sewer Improvements	IV	2,100,000						2,100,000	2,100,000
									-
									-
Subtotal: Wastewater		\$ 10,175,000	\$ -	\$ 500,000	\$ 150,000	\$ -	\$ -	\$ 9,525,000	\$ 10,175,000

PARKRIDGE SEWER LINE

Project Description

This project would extend sanitary sewer line in Parkridge to the LCMUA lift station.

Project Justification, Priority Ranking, and Projected Cost

Connecting to the LCUMA could reduce sewer and maintenance costs.

Priority II
Essential

\$500,000
Projected Cost

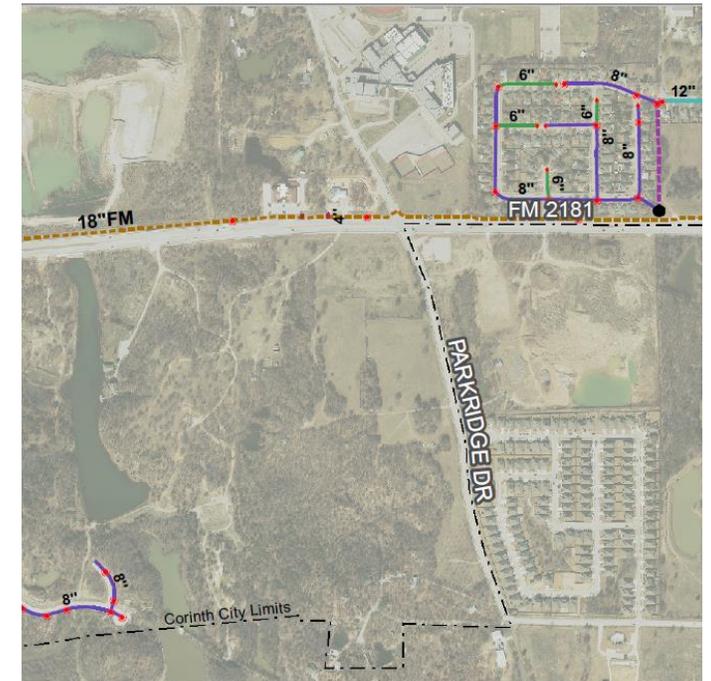
History and Comments

The study is on going and will be compared to the cost of installing a lift station and sewer line in Corinth.

Project Location and Supporting Master Plan

ADDRESS

SUPPORTING CITY PLANS:
Study by LCMUA



LCMUA (LIFTSTATION/SEWER MAIN)

Project Description

The City is reviewing a possible agreement with LCMUA to provide sewer service to the area southwest of Parkridge and south of 2199 which would connect to the LCMUA Lift Station.

Project Justification, Priority Ranking, and Projected Cost

Connecting to the LCUMA could reduce sewer and maintenance costs.

Priority II
Essential

\$1,500,000
Projected Cost

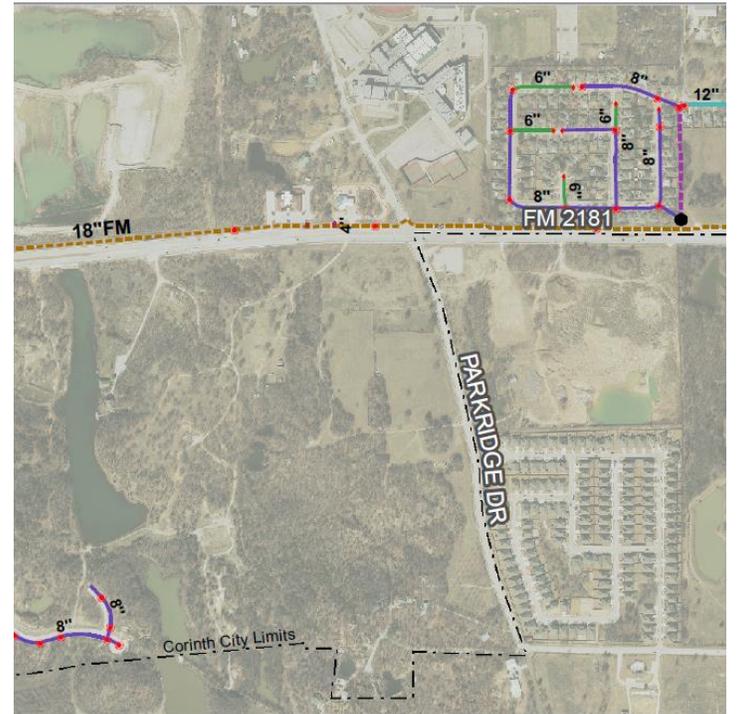
History and Comments

The study is on going and will be compared to the cost of installing a lift station and sewer line in Corinth. Working with LCMUA until sufficient development materializes along Parkridge to build the required facility.

Project Location and Supporting Master Plan

ADDRESS

SUPPORTING CITY PLANS:
Study by LCMUA



OLD HIGHWAY 77 CLAY TILE SEWER REHAB

Project Description

Replace 700 feet of original 10 inch diameter clay tile sewer line.

Project Justification, Priority Ranking, and Projected Cost

The sewer line is a constant maintenance issue due to severe root infiltration, cracks and breaks in the line

Priority II
Essential

\$150,000
Projected Cost

History and Comments

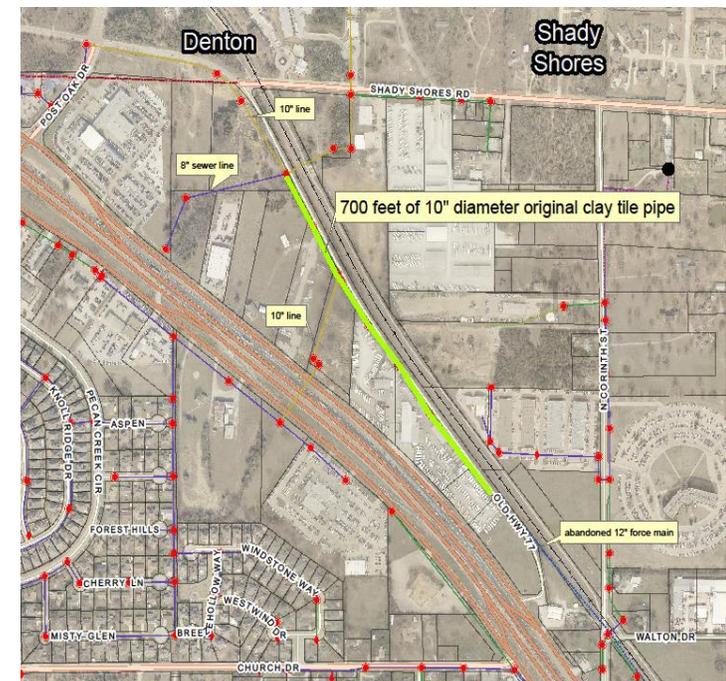
The 10" Clay sewer line was installed approximately 40 years ago and is suffering sever root infiltration, cracks, and breaks. The integrity of the line is compromised and could collapse resulting in a sewer backup and overflow. There are three sewer taps from two businesses on the line. Staff will recommend replacing with a 10" PVC line.

Project Location and Supporting Master Plan

ADDRESS
Old Highway 77

SUPPORTING CITY PLANS:

47



SHADY REST LANE 12" WASTEWATER LINE

Project Description

Shady Rest 12" Wastewater Line – replacement of about 1,480' an existing 6" to 8" sewer line with a 12" pipe by pipe bursting.

Project Justification, Priority Ranking, and Projected Cost

The 12" diameter will replace the smaller line providing increased hydraulic capacity.

Priority IV
Desirable

\$500,000
Projected Cost

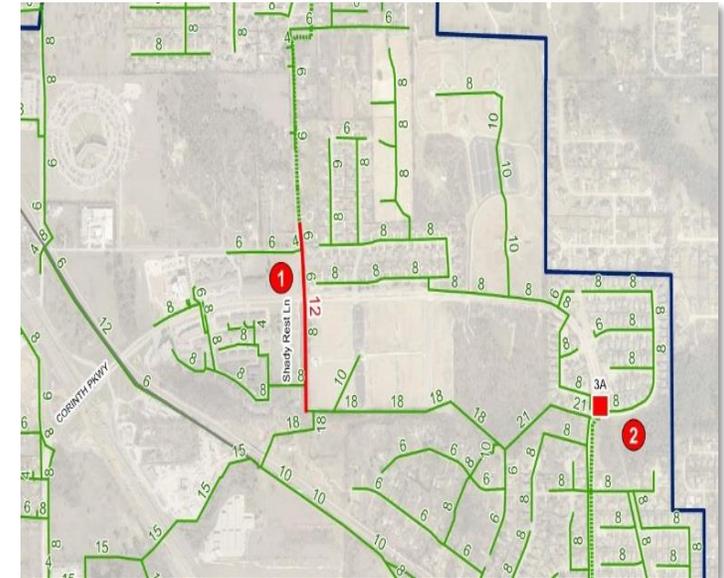
History and Comments

While at the same time reducing infiltration and inflow (I&I) into the city's collection system. The new line will reduce regular maintenance required to clean the line and remove root intrusions and provide additional capacity for growth.

Project Location and Supporting Master Plan

LOCATION: Shady Rest from north of Walton, south across Corinth Parkway and to the southern boundary of the park/soccer fields.

SUPPORTING CITY PLANS:
2016 Wastewater Master Plan Updates



LIFT STATION 3A UPGRADE

Project Description

Lift Station 3A upgrade - The project will add a 4th pump to the existing lift station to increase water output.

Project Justification, Priority Ranking, and Projected Cost

This project will provide additional capacity in the wastewater collection system.

Priority IV
Desirable

\$470,000
Projected Cost

History and Comments

Project Location and Supporting Master Plan

ADDRESS

Corinth Parkway and Creek Bend Drive

SUPPORTING CITY PLANS:

2016 Wastewater Master Plan Updates



SOUTH LIFT STATION, FORCE MAIN AND GRAVITY IMPROVEMENTS

Project Description

South Lift Station, Force Main and Gravity Improvements. The project will include a 0.5 MGD lift station with an 8" wastewater collection system and a 6" force main to carry sewer to the existing collection system to the west.

Project Justification, Priority Ranking, and Projected Cost

Improvements are needed to cohesively develop the area for wastewater service SW of Parkridge Drive and FM 2181 for new development.

Priority IV

Desirable

\$2,200,000

Projected Cost

History and Comments

Project Location and Supporting Master Plan

ADDRESS

Area SW of the intersection of FM 2181 and Parkridge Drive.

SUPPORTING CITY PLANS:

2016 Wastewater Master Plan Updates



SOUTHWEST LIFT STATION, FORCE MAIN AND GRAVITY IMPROVEMENTS

Project Description

The Southwest Lift Station, Force Main and Gravity Improvements will provide a regional solution to serve the undeveloped area in the far SW corner of the city.

Project Justification, Priority Ranking, and Projected Cost

A regional Solution is need to provide sewer service to an unserved area of the city.

Priority IV
Desirable

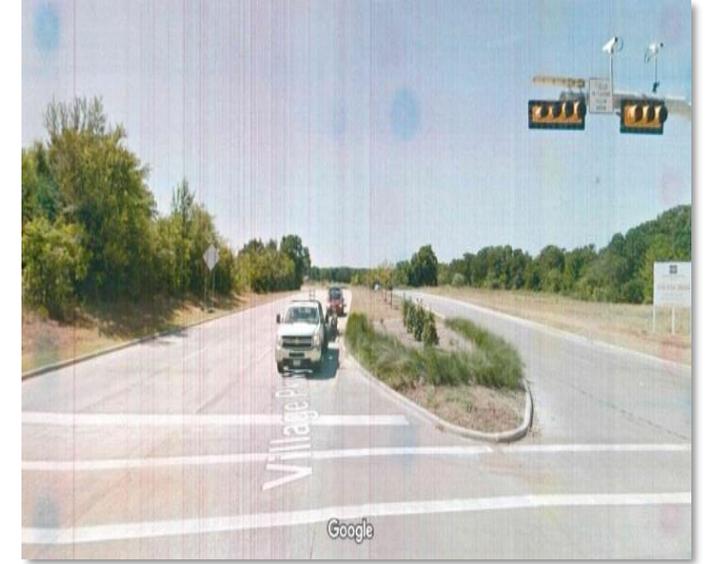
\$2,200,000
Projected Cost

History and Comments

Project Location and Supporting Master Plan

ADDRESS
SW corner of the city, south of FM 2181

SUPPORTING CITY PLANS:
2016 Wastewater Master Plan Updates



NORTH CORINTH 8" WASTEWATER IMPROVEMENTS

Project Description

The North Corinth Street 8" Wastewater Line will provide wastewater service to an undeveloped area between Shady Shores by extending an 8" wastewater main north

Project Justification, Priority Ranking, and Projected Cost

A new gravity sewer main would provide service to an unserved area inside the city. There are multiple parcels that would be forced to build septic systems since there is no public sewer located in proximity.

Priority IV
Desirable

\$555,000
Projected Cost

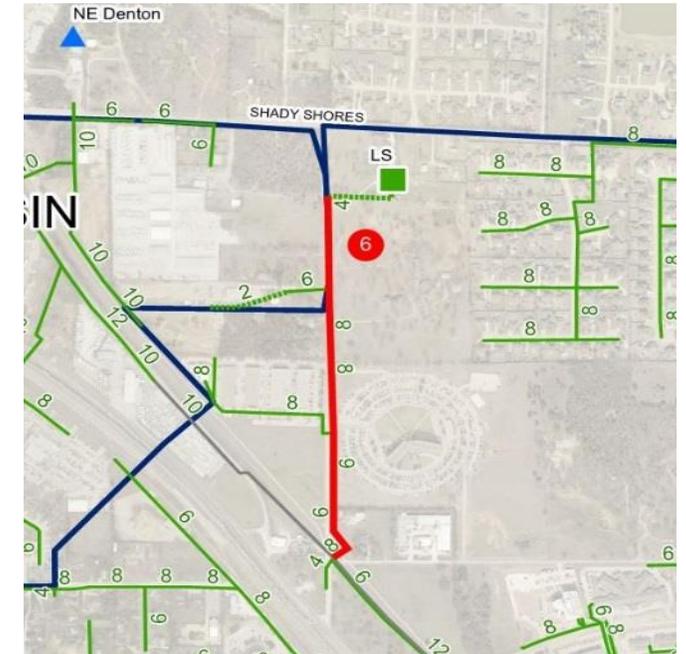
History and Comments

In the absence of a large developer it is sometimes cost prohibitive for an individual to extend public sewer lines offsite to reach existing utilities. This may force individuals to consider septic systems as an alternative to connecting to city sewer. The project would be reimbursable under impact fees as individual properties develop.

Project Location and Supporting Master Plan

ADDRESS
North Corinth Street from Old Hwy 77 north
1,850

SUPPORTING CITY PLANS:
2016 Wastewater Master Plan Updates



PARKRIDGE GRAVITY SEWER IMPROVEMENTS

Project Description

The proposed City Center Gravity Sewer Improvements would serve the undeveloped city center east of Post Oak and north of Corinth Parkway.

Project Justification, Priority Ranking, and Projected Cost

A new gravity sewer main would provide service to an unserved area inside the city.

Priority IV
Desirable

\$2,100,000
Projected Cost

History and Comments

There are multiple septic tanks in this area served by this sewer line that could be phased out with gravity sewer service. Adding gravity sewer will help promote growth of an unserved area. The project would divert wastewater from LS 3A where it is now re-pumped to the Burl St. LS. This would reduce the peak load on LS 3A and reduce pumping costs.

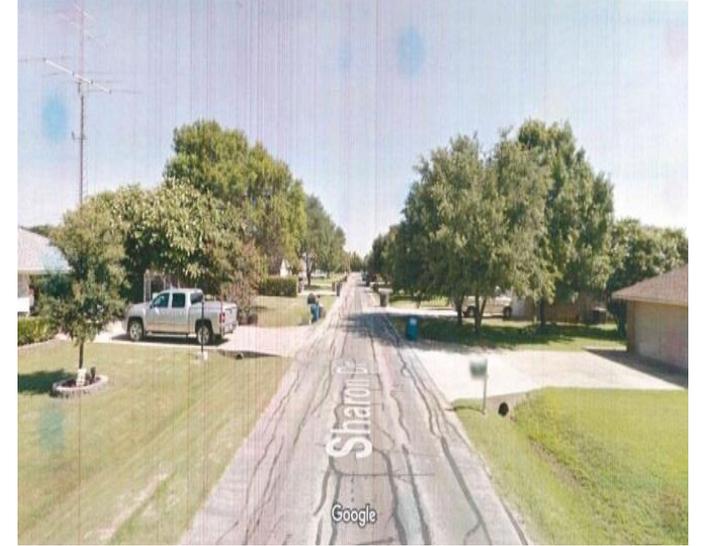
Project Location and Supporting Master Plan

ADDRESS

From undeveloped area in the central area of city, across IH35E and south to Dobbs Road

SUPPORTING CITY PLANS:

2016 Wastewater Master Plan Updates





Capital Improvement Plan

FY2019-FY2023

STORM DRAINAGE FUND

Project Title	Dept	Total	Proposed	Planned					Total
	Priority	Project Cost	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23	5 Plus Years	
Storm Drainage Fund Capital									
Drainage									
Lynchburg Creek Watershed	I	\$ 4,800,000	\$ 4,800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,800,000
Lake Sharon/Oakmont to FM2499	I	\$ 2,070,000	\$ 2,070,000						2,070,000
Meadowview Pond Dredging	III	500,000						\$ 500,000	500,000
									-
									-
									-
									-
									-
									-
									-
									-
									-
									-
Subtotal: Storm Drainage		\$ 7,370,000	\$ 6,870,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 7,370,000

LYNCHBURG CREEK WATERSHED

Project Description

The Lynchburg basin is located in the central and eastern portion of the city, and contains most of the drainage problems in the city. The area is about 2.2 square miles and has mixed development with quite a bit of undeveloped land. The westernmost reach is located in the Amity Village. Projects in this basin include: City Park Pond Improvements, Floodwall Improvements, Red Oak Drive, Tributary 2 Channel Erosion, and the IH35E Regional Detention Pond. Jones & Carter engineering team is preparing to study and plan project.

Project Justification, Priority Ranking, and Projected Cost

The Lynchburg basin contains most of the drainage problems in the city. Flooding in this basin has gotten progressively worse over the years and changes to the IH35E drainage will also have an impact on property downstream of the new (larger) box culvert.

Priority I
Imperative

\$4,800,000
Projected Cost
(\$4,000,000
Projected Grant funding)

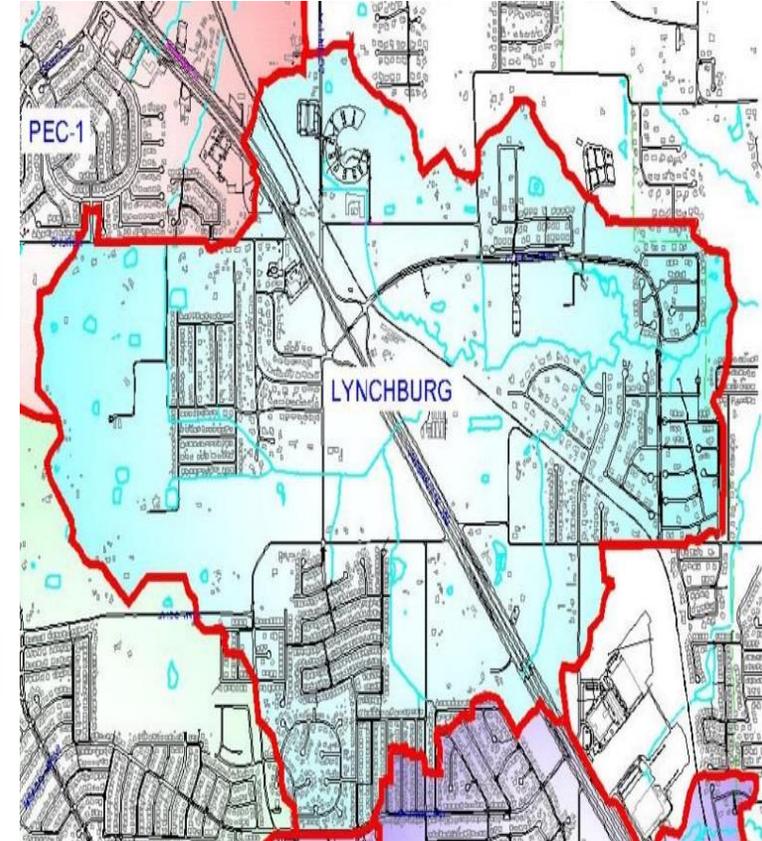
History and Comments

The basin is being studied by NCTCOG and FEMA to map the basin and provide a tool to developers for future work in the basin. The City of Corinth participated in the study. Will seek grant funding to pay for upto 75% of the project.

Project Location and Supporting Master Plan

ADDRESS

SUPPORTING CITY PLANS:
Jones and Carter study 2017 Flood Plain
Maps



LAKE SHARON FROM OAKMONT TO FM 2499

Project Description

This projects include the drainage system under the roadway

Project Justification, Priority Ranking, and Projected Cost

Storm Sewer is included in the road project for the capture of storm water and discharge into Lake Sharon.

Priority I
Imperative

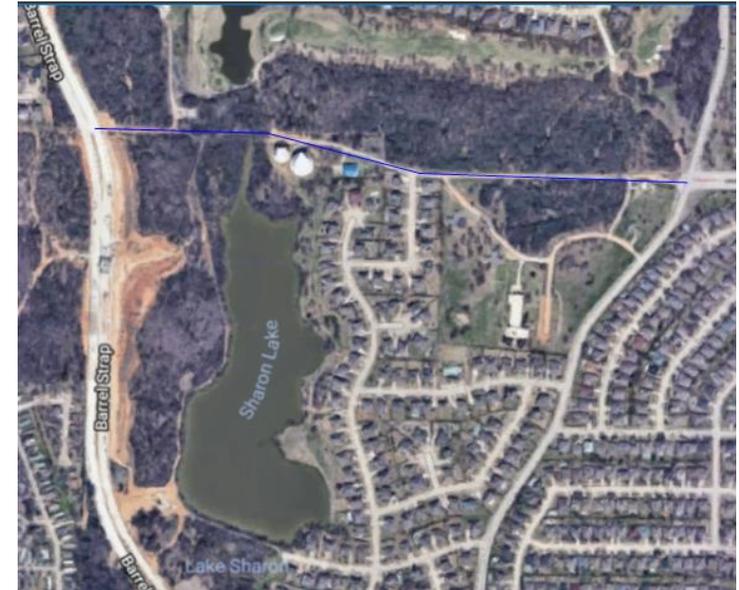
\$2,070,000
Projected Cost

History and Comments

Project Location and Supporting Master Plan

ADDRESS
1723 Meadowview Drive

SUPPORTING CITY PLANS:
Thoroughfare Plan



MEADOWVIEW POND DREDGING

Project Description

Dredging of the pond is required to remove approximately two feet of silt which has accumulated, reducing the storage capacity of the retention function of this storm water control structure.

Project Justification, Priority Ranking, and Projected Cost

Texas Commission on Environmental Quality (TCEQ) Storm Water Management Program requires maintenance of all storm water structures which includes retention ponds. Silt accumulation causes loss of storage capacity and increases storm water runoff downstream, which could create potential flooding conditions

Priority III
Important

\$500,000
Projected Cost



History and Comments

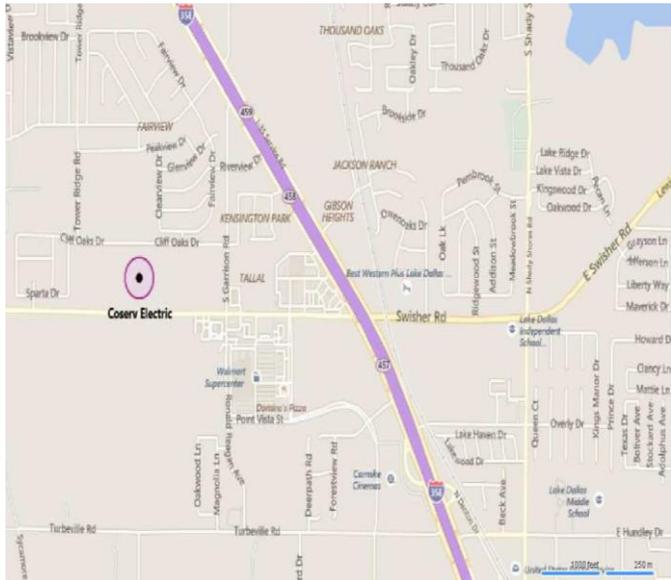
Meadowview Pond was created as a retention pond in the early 1990's to serve as a collection point for: Fairview West Phase 4, Cypress Point Estates, Cypress Point Phase 1, 6, & 7 and Lake Sharon Drive. Since then, the pond has been accumulating silt and has lost approximately two feet of storage capacity. The additional silt needs to be removed to provide post development runoff protection from having negative impacts down stream.

Project Location and Supporting Master Plan

ADDRESS
1723 Meadowview Drive

SUPPORTING CITY PLANS:

58



WORKSHOP BUSINESS ITEM 3.

City Council Regular and Workshop Session

Meeting Date: 08/02/2018
Title: Annual Budget Workshop
Submitted For: Lee Ann Bunselmeyer, Director
Submitted By: Lee Ann Bunselmeyer, Director
City Manager Review: Bob Hart, City Manager

AGENDA ITEM

Receive a report, hold a discussion, and provide staff direction on the Fiscal Year 2018-2019 Annual Program of Services and Capital Improvement Program.

AGENDA ITEM SUMMARY/BACKGROUND

The City Charter, Section 9.02, requires that the City Manager be responsible for submitting an annual budget not later than sixty (60) days prior to the first day of the new fiscal year. In compliance with the Charter requirement, the Fiscal Year 2018-2019 budget was submitted to the Council by Tuesday, July 31, 2018 and can also be found on the City's website. This budget workshop is one of several for Council to deliberate on the Fiscal Year 2018-2019 annual budget and to provide staff direction.

The City's budget development procedures are in conformance with State Law outlined in the Truth in Taxation process. The complete budget timeline is provided below.

Meeting Date	Budget Agenda Item
July 31, 2018	Publication of the FY 2018-2019 Proposed Annual Program of Services (Budget)
August 2, 2018	Council Workshop - FY 2018-2019 Budget Overview
August 9, 2018	Council Workshop- Discuss Governmental Funds & Fleet Replacement Program Council vote on Published tax rate and to set the public hearing dates
August 16, 2018	Council Workshop- Discuss Proprietary Funds
August 23, 2018	Council Workshop on the Budget Approve Crime Control & Prevention District Budget First Public Hearing on the Tax Rate
September 6, 2018	Council Workshop on the Budget Second Public Hearing on the Tax Rate Public Hearing on the Annual Budget
September 20, 2018	Adoption of the Annual Program of Services (Budget) Adoption of the Tax Rates and Tax Rolls

RECOMMENDATION

Attachments

Presentation



Capital Improvement Plan

FY2019-FY2023

City Council Workshop
August 2, 2018

City of Corinth Capital Improvement Plan

- To be included in the Capital Improvement Program, the project should cost more than \$50,000 and must have an expected useful life greater than the life-span of any debt used to fund the projects.
- Projects include construction and major renovations of buildings; acquisition of property; improvements to roadways and sidewalks; and the efficient operation of the water, wastewater, and drainage systems.
- Other costs associated with the capital budget can include, but are not limited to, architectural and engineering fees and site development.



Prioritizing Capital Improvements

All improvements by prioritized and ranked based on the following categories:

- **Priority I: IMPERATIVE (Must-Do)** –Projects that cannot reasonably be postponed in order to avoid harmful or otherwise undesirable consequences.
 - A. Corrects a condition dangerous to public health or safety
 - B. Satisfies a legal obligation
 - C. Alleviates an emergency service disruption or deficiency
 - D. Prevents irreparable damage to a valuable public facility.
- **Priority II: ESSENTIAL (Should-Do)** –Projects that address clearly demonstrated needs or objectives.
 - A. Rehabilitates or replaces an obsolete public facility
 - B. Stimulates economic growth or private capital investment
 - C. Reduces future operating and maintenance costs
 - D. Leverages available local, state, or federal funding
- **Priority III: IMPORTANT (Could-Do)** –Projects that benefit the community but may be delayed without detrimental effects to basic services.
 - A. Provides a new or expanded level of service
 - B. Promotes intergovernmental cooperation
 - C. Reduces energy consumption
 - D. Enhances cultural or natural resources.
- **Priority IV: DESIRABLE** –Desirable projects that are not included within five-year program because of funding limitations.



CAPITAL IMPROVEMENT PROGRAM

FY 2019-2023

Project Title	Proposed FY2018-19	Planned					Total
		FY2019-20	FY2020-21	FY2021-22	FY2022-23	5 Plus Years	
General Fund Capital							
Streets	\$ 3,000,000	\$ 2,100,000	\$ 1,525,000	\$ 2,621,000	\$ 1,598,000	\$ 11,675,000	\$ 22,519,000
Parks & Recreation	-	-	-	490,000	950,000	1,160,000	2,600,000
Technology & Public Safety	272,000	322,000	172,000	322,000	376,000	-	1,464,000
	3,272,000	2,422,000	1,697,000	3,433,000	2,924,000	12,835,000	26,583,000
Utility Fund Capital							
Water	7,451,000	-	90,000	800,000	-	2,300,000	10,641,000
Wastewater	-	500,000	150,000	-	-	9,525,000	10,175,000
	7,451,000	500,000	240,000	800,000	-	11,825,000	20,816,000
Storm Drainage Fund Capital							
Storm Drainage	6,070,000	-	-	-	-	500,000	6,570,000
Total	\$ 16,793,000	\$ 2,922,000	\$ 1,937,000	\$ 4,233,000	\$ 2,924,000	\$ 25,160,000	\$ 53,969,000



Capital Improvement Plan

FY2019-FY2023

GENERAL FUND

Project Title	Dept	Total	Proposed FY2018-19	Planned					Total
	Priority	Project Cost		FY2019-20	FY2020-21	FY2021-22	FY2022-23	5 Plus Years	
General Fund Capital									
Streets									
Lake Sharon/Corinth Parkway Extension & Quail Run Reconstruction	I	\$ 5,100,000	\$ 3,000,000	\$ 2,100,000	\$ -	\$ -	\$ -	\$ -	\$ 5,100,000
Cliff Oak Drive	II	1,525,000			\$ 1,525,000				1,525,000
Walton Drive	III	1,473,000					1,473,000		1,473,000
Vintage	III	125,000					125,000		125,000
Parkridge Collector Road	III	2,621,000				2,621,000			2,621,000
Post Oak Road	IV	6,475,000						6,475,000	6,475,000
Shady Shores Road	IV	3,500,000						3,500,000	3,500,000
Tower Ridge Drive	IV	800,000						800,000	800,000
South Garrison Street	IV	900,000						900,000	900,000
									-
Subtotal: Streets		\$ 22,519,000	\$ 3,000,000	\$ 2,100,000	\$ 1,525,000	\$ 2,621,000	\$ 1,598,000	\$ 11,675,000	\$ 22,519,000

LAKE SHARON / CORINTH PARKWAY EXTENSION AND QUAIL RUN RECONSTRUCTION

Project Description

This project consists of the reconstruction of a two lane asphalt facility to a 4 lane divided greenway minor arterial. The arterial will be constructed of concrete and have a curb and gutter underground drainage system and concrete sidewalks.

Project Justification, Priority Ranking, and Projected Cost

	<p>Priority I Imperative</p>	<p>\$5,100,000 Projected Cost</p>
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History and Comments

With the increase interest in Corinth's undeveloped property, especially the I-35E corridor area along with the recent Millennium project it is important for the City to start planning for the design and construction of the proposed arterial section. This project will connect via an underpass to the west to Lake Sharon to make the Corinth Parkway loop complete. This will help facilitate future traffic demands for our urban core area in the City. It will also help move traffic efficiently in this area when all of the future land uses are in place.

Project Location and Supporting Master Plan

<p><u>ADDRESS</u> 135E NBFR to Quail Run Drive</p>	<p><u>SUPPORTING CITY PLANS</u> Comprehensive Plan/Thoroughfare Plan</p>
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CLIFF OAK DRIVE

Project Description

This project consists of the reconstruction of a two lane asphalt facility to a collector. The collector will be constructed of concrete and have a curb and gutter underground drainage system and concrete sidewalks.

Project Justification, Priority Ranking, and Projected Cost

Priority II
Essential

\$1,525,000
Projected Cost

History and Comments

This roadway has received some increased traffic with the development of the commercial tract to the south that currently has ALDI, Chicken Express and will soon be the future home of North Texas Storage. In addition, a new Fire Station will front onto this roadway across from the Corinth Elementary School and will be its main access. The new Public Safety Building directly south of the new Fire Station on the same lot, will also have its secondary access to Cliff Oak. With the increased activity of local development and two new proposed City Facilities, this roadway will need to be planned for reconstruction of the two lane asphalt roadway to a collector to help facilitate current and future growth.

Project Location and Supporting Master Plan

ADDRESS

South Garrison to Tower Ridge Road

SUPPORTING CITY PLANS

Comprehensive Plan/Thoroughfare Plan



WALTON DRIVE

Project Description

This project consists of the reconstruction of a two lane asphalt facility to a collector. The collector will be constructed of concrete and have a curb and gutter underground drainage system and concrete sidewalks.

Project Justification, Priority Ranking, and Projected Cost

Priority III
Important

\$1,473,000
Projected Cost

History and Comments

With the increase interest in Corinth's undeveloped property, especially the I-35E corridor area along with the recent Millennium project it is important for the City to start planning for the design and construction of the proposed arterial section. This project will connect via an underpass to the west to Lake Sharon to make the Corinth Parkway loop complete. This will help facilitate future traffic demands for our urban core area in the City. It will also help move traffic efficiently in this area when all of the future land uses are in place.

Project Location and Supporting Master Plan

ADDRESS

North Corinth Street to Shady Rest Lane

SUPPORTING CITY PLANS

Comprehensive Plan/Thoroughfare Plan



VINTAGE

Project Description

The extension of Vintage Dr. from Glen Aerie Rd to Covington Rd.

Project Justification, Priority Ranking, and Projected Cost

Will improve traffic flow within residential area and to school.

Priority III
Important

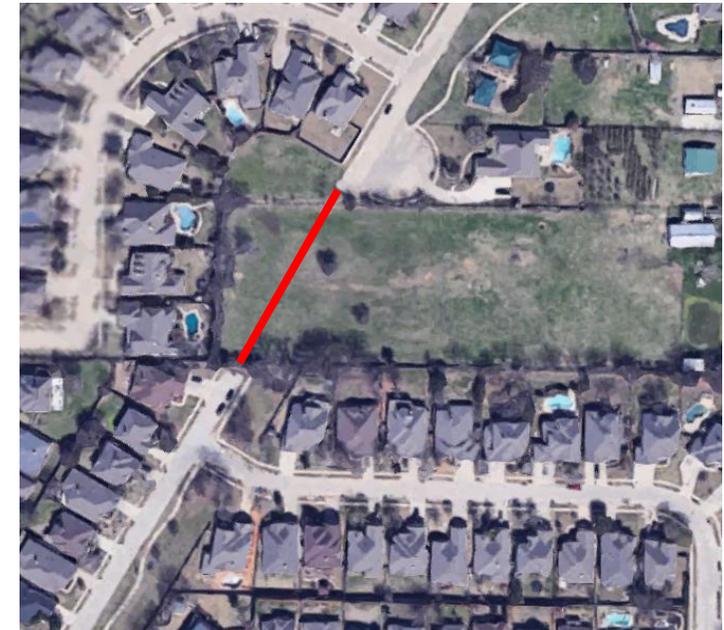
\$125,000
Projected Cost

History and Comments

Project Location and Supporting Master Plan

ADDRESS

SUPPORTING CITY PLANS



PARKRIDGE COLLECTOR ROAD

Project Description

This project is a new north/south collector road section that will help facilitate the collecting of traffic from the future land uses that are proposed in this undeveloped area. This collector road section will be a 2 lane facility that will connect to the existing Parkridge collector Road at Lake Sharon Drive. The collector road will be constructed of concrete and have a curb and gutter underground drainage system along with a concrete sidewalk.

Project Justification, Priority Ranking, and Projected Cost

Priority III

Important

\$2,621,000

Projected Cost

History and Comments

With the increase interest in Corinth's undeveloped property, especially in the City Center/Terrace Oaks I-35E corridor area it is good planning for the City to start planning for the design and construction of the proposed collector section to help facilitate future traffic demands. It will help move traffic efficiently in this area when all of the future land uses are in place.

Project Location and Supporting Master Plan

ADDRESS

Between Church & Lake Sharon

SUPPORTING CITY PLANS

Comprehensive Plan/Thoroughfare Plan



POST OAK ROAD

Project Description

This project consists of the widening of a two-lane facility to a greenway minor arterial that will consist of a 4 lane divided roadway with concrete construction and a curb

Project Justification, Priority Ranking, and Projected Cost

Priority IV
Desirable

\$6,475,000
Projected Cost



History and Comments

With the current and future increase in development along Post Oak, it is imperative the City starts planning for the design and construction of the proposed 4 lane divided roadway to help facilitate the current and future traffic demands. It will also eliminate the current bottle neck situation that presently exists. Currently the proposed 4 lane divided roadway bottle necks along Post Oak Drive. This bottle neck is between Robinson Road and Lake Sharon Drive. North of Robinson Road, Post Oak is a 4 lane divided roadway. South of Lake Sharon, Post Oak is also a 4 lane divided roadway.

Project Location and Supporting Master Plan

ADDRESS

Between Robinson Road & Lake Sharon

SUPPORTING CITY PLANS

Comprehensive Plan/Thoroughfare Plan



SHADY SHORES ROAD

Project Description

This project consists of the reconstruction of a two lane asphalt facility to a collector. The collector will be constructed of concrete and have a curb and gutter underground drainage system and concrete sidewalks.

Project Justification, Priority Ranking, and Projected Cost

Priority IV

Desirable

\$3,500,000

Projected Cost

History and Comments

This area carries traffic from multiple jurisdictions including Corinth, Denton, Shady Shores and Lake Dallas. This roadway would have to be a joint effort between those municipalities in order to construct a roadway that would ultimately facilitate traffic flows in this area. Most of this area is built out along Shady Shores in Corinth, but is utilized by our residents that frequent the area schools and other roadways. This construction will also help facilitate an ongoing drainage issue in some low lying areas along Shady Shores in Corinth.

Project Location and Supporting Master Plan

ADDRESS

Light Rail to Dalton Drive

SUPPORTING CITY PLANS

Comprehensive Plan/Thoroughfare Plan



TOWER RIDGE DRIVE

Project Description

This project consists of the reconstruction of a two lane asphalt facility to a collector. The collector will be constructed of concrete and have a curb and gutter underground drainage system and concrete sidewalks.

Project Justification, Priority Ranking, and Projected Cost

Priority IV

Desirable

\$800,000

Projected Cost

History and Comments

This roadway is the last section of Tower Ridge that is unimproved. It carries local traffic primary due to the proximity of Corinth Elementary School. This roadway could also receive an increase in trips due to the new Fire Station that will be located east along Cliff Oaks Drive. The construction of the new collector will also help with drainage in the area.

Project Location and Supporting Master Plan

ADDRESS

215' South of Brookview Drive to Cliff Oaks Drive

SUPPORTING CITY PLANS

Comprehensive Plan/Thoroughfare Plan



SOUTH GARRISON STREET

Project Description

This project consists of the reconstruction of a two lane asphalt facility to a collector. The collector will be constructed of concrete and have a curb and gutter underground drainage system and concrete sidewalks.

Project Justification, Priority Ranking, and Projected Cost

	Ranking IV Desirable	\$900,000 Projected Cost
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History and Comments

This roadway is the last section of South Garrison that is unimproved. It carries local traffic primary from FM 2181/I-35E to access Cliff Oak Drive, the Fire Administration Building, Fairview Park and Corinth's commercial properties along FM 2181. This roadway could also receive an increase in trips due to the new Fire Station that will be located east along Cliff Oaks Drive. The construction of the new collector will also help with drainage in the area.

Project Location and Supporting Master Plan

<u>ADDRESS</u>	<u>SUPPORTING CITY PLANS</u> Comprehensive Plan/Thoroughfare Plan
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Project Title	Dept	Total	Proposed FY2018-19	Planned					Total
	Priority	Project Cost		FY2019-20	FY2020-21	FY2021-22	FY2022-23	5 Plus Years	
General Fund Capital									
Parks & Recreation									
Corinth Parkway Street Lighting	II	\$ 490,000	\$ -	\$ -	\$ -	\$ 490,000	\$ -	\$ -	\$ 490,000
Field Lights for Multipurpose Fields	II	550,000	-	-	-	-	550,000	-	550,000
Additional 14U Baseball Fields	IV	400,000	-	-	-	-	-	400,000	400,000
Additional 12U Baseball Fields	IV	400,000	-	-	-	-	400,000	-	400,000
Additional Fast Pitch Softball Field	IV	400,000	-	-	-	-	-	400,000	400,000
Field Lights for Football	IV	360,000	-	-	-	-	-	360,000	360,000
									-
									-
									-
Subtotal: Parks & Recreation		\$ 2,600,000	\$ -	\$ -	\$ -	\$ 490,000	\$ 950,000	\$ 1,160,000	\$ 2,600,000

CORINTH PARKWAY STREET LIGHTING

Project Description

Installation of street lights along the Corinth Parkway corridor east of I-35 to Quail Run, similar to lighting on the west side of I-35. .

Project Justification, Priority Ranking, and Projected Cost

Traffic and pedestrian safety as well as conformity and uniform appearance of our thoroughfares along all of Corinth Parkway and Lake Sharon.

Priority II
Essential

\$490,000
Projected Cost

History and Comments

This project would require 20 street light poles at \$13,000 each and approximately \$200,000 for electrical stations and multiple bores from median to median to pull required electrical lines.

Project Location and Supporting Master Plan

ADDRESS
Corinth Parkway

SUPPORTING CITY PLANS

76



FIELD LIGHTS FOR MULTIPURPOSE FIELDS

Project Description

Addition of lighting for the multipurpose fields similar to what is currently in place on the neighboring soccer fields.

Project Justification, Priority Ranking, and Projected Cost

Increased requests for field space for associations, field usage agreement holders (i.e. Celtics Soccer) and private field rentals have indicated a benefit to have additional fields with lighting.

Priority II
Essential

\$550,000
Projected Cost

History and Comments

The multi purpose fields were constructed by staff in 2012 to accommodate more practice field space requests from all associations. The fields are utilized by baseball, softball, soccer, and misc. field space rentals. Current field usage contract holder is providing their own lighting for the fields, but field lighting would allow for more practice areas for all sport teams.

Project Location and Supporting Master Plan

ADDRESS
3700 Corinth Parkway

SUPPORTING CITY PLANS
2015 Strategic Plan, Goal 4 Action 2



ADDITIONAL 14U BASEBALL FIELDS

Project Description

Addition of full size 14U lighted baseball field to assist with growing demand for field space

Project Justification, Priority Ranking, and Projected Cost

Increased requests for field space for associations and private tournament rentals have indicated a benefit to have an additional baseball field.

Priority IV
Desirable

\$400,000
Projected Cost

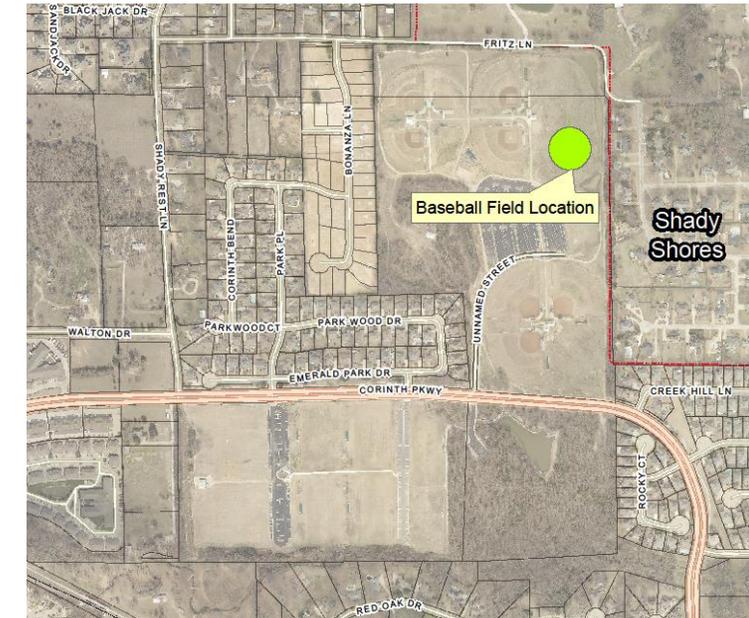
History and Comments

The vacant space in the community park was intended for the future placement of additional fields as usage increased. With increased field usage and more tournaments being requested every year, the additional field space would accommodate those requests.

Project Location and Supporting Master Plan

ADDRESS
3700 Corinth Parkway

SUPPORTING CITY PLANS
2015 Strategic Plan, Goal 4 Action 2



ADDITIONAL 12U BASEBALL FIELDS

Project Description

Addition of full size 12U lighted baseball field to assist with growing demand for field space. This field addition would complete the baseball complex and reach full building for the baseball field locations

Project Justification, Priority Ranking, and Projected Cost

Increased requests for field space for associations and private tournament rentals have indicated a benefit to have an additional baseball field.

Priority IV
Desirable

\$400,000
Projected Cost

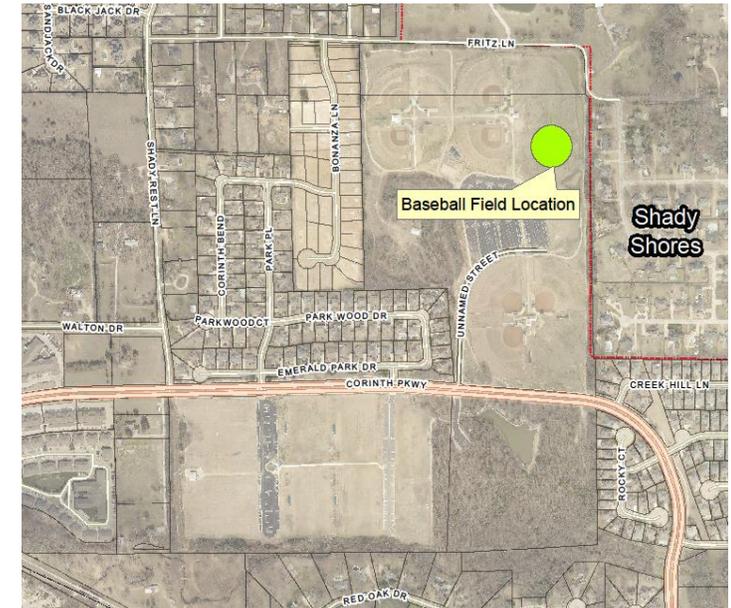
History and Comments

The vacant space in the community park was intended for the future placement of additional fields as usage increased. With increased field usage and more tournaments being requested every year, the additional field space would accommodate those requests.

Project Location and Supporting Master Plan

ADDRESS
3700 Corinth Parkway

SUPPORTING CITY PLANS
2015 Strategic Plan, Goal 4 Action 2



ADDITIONAL FAST PITCH SOFTBALL FIELD

Project Description

Addition of a smaller (child) sized fast pitch lighted softball field to assist with growing demand for field space, and the need for a fast pitch field size.

Project Justification, Priority Ranking, and Projected Cost

Increased requests for field space for associations and private tournament rentals have indicated a benefit to have a fast pitch softball field.

Priority IV
Desirable

\$400,000
Projected Cost

History and Comments

The community park does not currently have a fast pitch softball field with shorter fence distances for youth. They are using the adult softball fields with removable temporary fences in the outfield to make the correct field size for that application. An additional field would be beneficial for increased field requests and to accommodate more tournaments.

Project Location and Supporting Master Plan

ADDRESS
3700 Corinth Parkway

SUPPORTING CITY PLANS
2015 Strategic Plan, Goal 4 Action 2



FIELD LIGHTS FOR FOOTBALL

Project Description

Addition of lighting for the football fields similar to what is currently in place on the neighboring soccer fields.

Project Justification, Priority Ranking, and Projected Cost

Increased requests for field space for associations, field usage agreement holders (i.e. Celtics Soccer) and private field rentals have indicated a benefit to have additional fields with lighting.

Priority IV
Desirable

\$360,000
Projected Cost

History and Comments

Additional field lighting on the current football fields has been requested for use by the soccer association, field usage contract holders, and Lacrosse. Providing this additional space will remove the high demand for use of the soccer game fields.

Project Location and Supporting Master Plan

ADDRESS
3700 Corinth Parkway

SUPPORTING CITY PLANS
2015 Strategic Plan, Goal 4 Action 2



Project Title	Dept	Total	Proposed	Planned					Total
	Priority	Project Cost	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23	5 Plus Years	
General Fund Capital									
Technology and Public Safety									
Public Safety Communication	I	770,000	82,000	172,000	172,000	172,000	172,000	-	770,000
Fire House Station Alerting	I	90,000	90,000	-	-	-	-	-	90,000
Fiber Optic Lines (CH to FH2/PW)	II	150,000		150,000					150,000
Fiber Optic Lines (CH to PSF)	II	100,000	100,000		-				100,000
PSF-Covered Parking	II	150,000				150,000			150,000
Point to Point Microwave (CH to PSF)	III	75,000					75,000		75,000
FH3/Sally Port Epoxy Floor	III	129,000					129,000		129,000
									-
									-
Subtotal: Technology & Public Safety		\$ 1,464,000	\$ 272,000	\$ 322,000	\$ 172,000	\$ 322,000	\$ 376,000	\$ -	\$ 1,464,000

PUBLIC SAFETY COMMUNICATION

Project Description

Motorola will be eliminating the maintenance on our current model radios; both mobiles and portables.

Project Justification, Priority Ranking, and Projected Cost

Public Safety’s radio systems are due for replacement in 2021 in order to maintain a radio system that the manufacturer supports. \$300,000 Police (Portables & Motorcycles), Fire (\$336,000 Portables and \$134,000 Mobiles)

Priority I
Imperative

\$770K
Projected Cost

History and Comments

Motorola is phasing out the current model and will stop supporting the repair and replacement of the units we currently use. The life cycle of the units will coincide with the phase out so there will be no impact outside the expected replacement cycle. That being said it will be imperative we transition to the new radio’s to ensure our communication system maintains operability.

Project Location and Supporting Master Plan

ADDRESS
3501 F.M. 2181

SUPPORTING CITY PLANS
Safety and Security, Goal 2 Action 2



FIRE HOUSE-STATION ALERTING

Project Description

The Firehouse alerting systems notify the crews when there is an emergency. The System is currently outdated and is not fully functional.

Project Justification, Priority Ranking, and Projected Cost

Upgrades and repairs to the system are being worked on by the Denton County Sheriff's Office; Once the project is completed there will be a need to provide integration with our Firehouse alerting hardware. $\$30K \times 3 = 90K$

Priority I
Imperative

\$90K
Projected Cost

History and Comments

Motorola engineers and County Radio Department have determined the current system is no longer compatible the new radio technology and the Dispatch consoles and procedures. It has been determined that a third-party solution is needed to connect Denton County Dispatch with the LCFD Firehouses to ensure prompt and secure alerting for emergency response.

Project Location and Supporting Master Plan

ADDRESS
3501 F.M. 2181

SUPPORTING CITY PLANS
Safety and Security, Goal 2 Action 2



FIBER OPTIC LINES (CITY HALL TO FIRE STATION 2/PUBLIC WORKS)

Project Description

Technology Services also needs to extend its fiber capability to Fire Station 2 and Public Works. Leasing a dark fiber line from a private firm would connect FS2 to City Hall, at which point, Technology Services would trench an owned fiber optic line from FS2 to the Public Works facility, bringing both buildings into the fiber circuit.

Project Justification, Priority Ranking, and Projected Cost

Priority II
Essential

\$150,000
(\$1,200 recurring
Projected Cost)

History and Comments

Bringing all the City's buildings into the fiber network has been a need of Technology Services for several years. The current Charter Metro Ethernet connection provides connectivity between the buildings, but at the current speed of 50 Mbps, the operations at Fire Station 2 and especially Public Works are severely limited. For example, GIS is unusable in the Public Works facility – the bandwidth is simply too low. The traditional approach in Corinth has been to develop localized duplicate services, which is very inefficient and not cost-effective.

Project Location and Supporting Master Plan

ADDRESS
Corinth City Hall to
Fire Station 2/Public Works

SUPPORTING CITY PLANS
Strategic Plan



FIBER OPTIC LINES (CITY HALL TO PUBLIC SAFETY FACILITY)

Project Description

With the completion of the new Public Safety Facility, the Technology Services Department is examining different alternatives to the existing Charter Metro Ethernet connection. The standard connection the City uses operates at 50 Mbps currently. In addition to operating point-to-point microwave radios at either facility as a backup, the Technology Services Department recommends installing a dark fiber link in between the two facilities.

Project Justification, Priority Ranking, and Projected Cost

Priority II
Essential

\$100,000
(\$1,200 recurring
Projected Cost)

History and Comments

The network usage between the Public Safety Facility and City Hall/City of Denton will continue to grow. The current 50 Mbps connection is nearing its capacity at the new facility, straining under the concentration of users at there. The lower bandwidth prevents a true disaster-recovery model from being implemented between the two facilities. Additionally, there is the issue of data security. The City cannot verify the security of its data, since it is passing through a third party that will not provide network diagrams or participate in data certification processes with the City, such as TLETS, PCI, or HIPAA. Having a City-owned fiber connection between these two points would solve both issues at once.

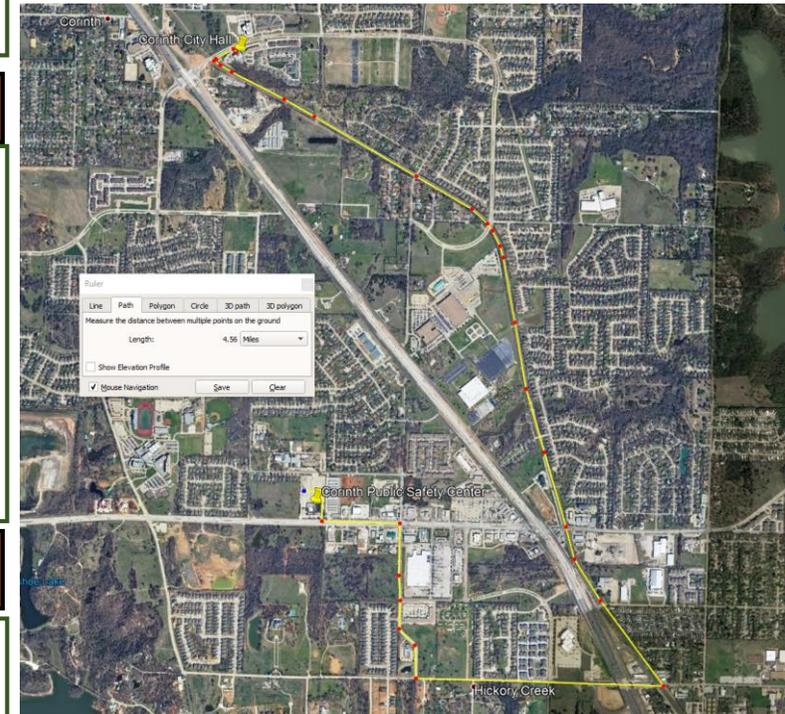
Project Location and Supporting Master Plan

ADDRESS

Corinth City Hall to Public Safety Facility

SUPPORTING CITY PLANS

Strategic Plan



PUBLIC SAFETY COMPLEX-COVERED PARKING

Project Description

Provide 56 protective/covered parking spaces for City vehicles

Project Justification, Priority Ranking, and Projected Cost

The new facility has no protected parking for City vehicles to keep them from suffering effects of the sun and storms.

Priority II
Essential

\$150,000
Projected Cost

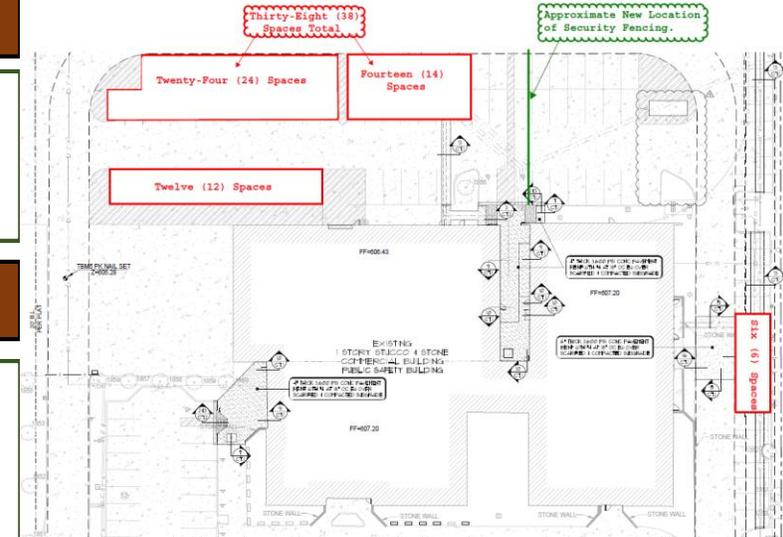
History and Comments

The Covered parking structures were outside the budgetary limitations of the construction/remodel project. 56 vehicles at an average cost of \$35,000 each represent a \$1.96 million value on unprotected City property. Two options are Fabric at \$300,000 and metal at \$150,000.

Project Location and Supporting Master Plan

ADDRESS
3501 F.M. 2181

SUPPORTING CITY PLANS
Safety and Security, Goal 2 Action 1



POINT-TO-POINT MICROWAVE (CITY HALL TO PUBLIC SAFETY FACILITY)

Project Description

In addition to the fiber optic connection to the new Public Safety Facility, Technology Services would like to set up a redundant link using point-to-point microwave antennae between City Hall and the Public Safety Facility via the water tower at the Public Works facility. Doing this will ensure that there is always connectivity between the buildings in the event of some fiber damage/disaster. Redundancy would also incidentally be provided to the Public Works facility with this project.

Project Justification, Priority Ranking, and Projected Cost

Priority III
Important

\$75,000
Projected Cost

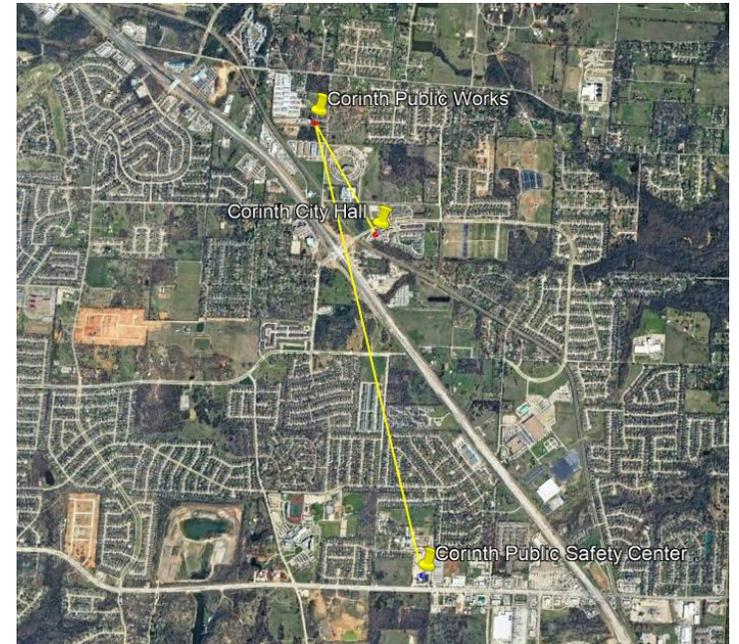
History and Comments

Due to the sensitive nature of the Public Safety Facility, Technology Services suggests there be a redundant link between Public Safety and City Hall (and ostensibly the City of Denton server farm). Provided the other fiber optic link between City Hall and the Public Safety Facility is established, network redundancy between the buildings could be achieved with the Charter Metro Ethernet connection. However, the limited speeds and recurring costs mean that this redundancy could be more effectively and efficiently provided by point-to-point microwave antennae. Setting up this microwave link means that the City will not be paying for something that it is only using in the event of a disaster.

Project Location and Supporting Master Plan

ADDRESS
Corinth City Hall to Public Safety Facility

SUPPORTING CITY PLANS
Strategic Plan



FIRE HOUSE #3/PD-EPOXY FLOOR

Project Description

The Fire House, PD sally port and holding area floors are exposed concrete. The Project would include an epoxy covering on the floor and 4-6" up the wall to seal the floor and wall joints.

Project Justification, Priority Ranking, and Projected Cost

The Epoxy floor coating is a protective barrier for floors where water is prevalent. It protects from water penetrating under the walls and provides more traction and a safer surface when walking on wet surfaces.

Priority III
Important

\$129K
Projected Cost

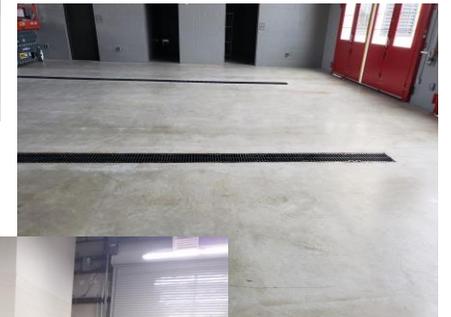
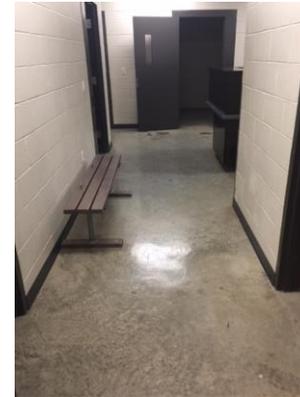
History and Comments

The Epoxy floor was outside the budgetary limitations of the construction/remodel project. The apparatus bay of Fire House #3 along with work rooms, The PD sally port and holding area are both surfaces that will be frequently exposed to water, along with snow and ice in the winter. The covering will protect the building and provide a safer walking surface. The Firehouse floor is \$87,000 and the Sally Port and holding area is \$42,000.

Project Location and Supporting Master Plan

ADDRESS
3501 F.M. 2181

SUPPORTING CITY PLANS
Safety and Security, Goal 1 Action 1





Capital Improvement Plan

FY2019-FY2023

UTILITY FUND

Project Title	Dept	Total	Proposed	Planned					Total
	Priority	Project Cost	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23	5 Plus Years	
Utility Fund Capital									
Water									
Quail Run Drive/Dobbs Road 12", 16" & 20" Waterlines	I	\$ 2,600,000	\$ 2,600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600,000
Lake Sharon/Oakmont to FM2499	I	601,000	601,000	-	-	-	-	-	601,000
Quail Run 1.0 MG Elevated Tank	II	4,600,000	4,250,000	-	-	-	-	-	4,250,000
Trim Impellers on Existing Lake Sharon Pumps	II	90,000	-	-	90,000	-	-	-	90,000
Parkridge Waterline	III	800,000	-	-	-	800,000	-	-	800,000
Lake Sharon Pump Station Expansion	IV	600,000	-	-	-	-	-	600,000	600,000
Lake Sharon 3 MG Ground Storage Tank Rehabilitation	IV	1,700,000	-	-	-	-	-	1,700,000	1,700,000
									-
Subtotal: Water		\$ 10,991,000	\$ 7,451,000	\$ -	\$ 90,000	\$ 800,000	\$ -	\$ 2,300,000	\$ 10,641,000

QUAIL RUN/DOBBS 12", 16" and 20" WATERLINE

Project Description

Installation of 12", 16", and 20" water line along the railroad and Quail Road Drive/Dobbs Road.

Project Justification, Priority Ranking, and Projected Cost

This project will support the proposed elevated tank on the east side of IH35E by bringing a large diameter waterline to distribute water across IH35E to the east side of town.

Priority I
Imperative

\$2,600,000
Projected Cost

History and Comments

The 20" WL will carry water from IH35E to the proposed tank site. The 12" and 16" WL will loop back into the water system at the IH35E frontage road and Dobbs Road.

Project Location and Supporting Master Plan

ADDRESS
Quail Run Drive/Dobbs Road

SUPPORTING CITY PLANS
2016 Water Master Plan



LAKE SHARON FROM OAKMONT TO FM 2499

Project Description

The Extension of a 12" water line to road project at FM 2499.

Project Justification, Priority Ranking, and Projected Cost

The 12" water line will improve fire protection and help facilitate the development of the area.

Priority I
Imperative

\$601,000
Projected Cost



History and Comments

Project Location and Supporting Master Plan

ADDRESS
Lake Sharon Pump Station

SUPPORTING CITY PLANS
Thoroughfare Plan



QUAIL RUN 1.0MG ELEVATED STORAGE TANK

Project Description

Quail Run 1.0 MG elevated tank.

Project Justification, Priority Ranking, and Projected Cost

The proposed tank will increase operational capacity of the water system to deal with peak flows as the city's population increases.

Priority II
Essential

\$4,250,000
Projected Cost

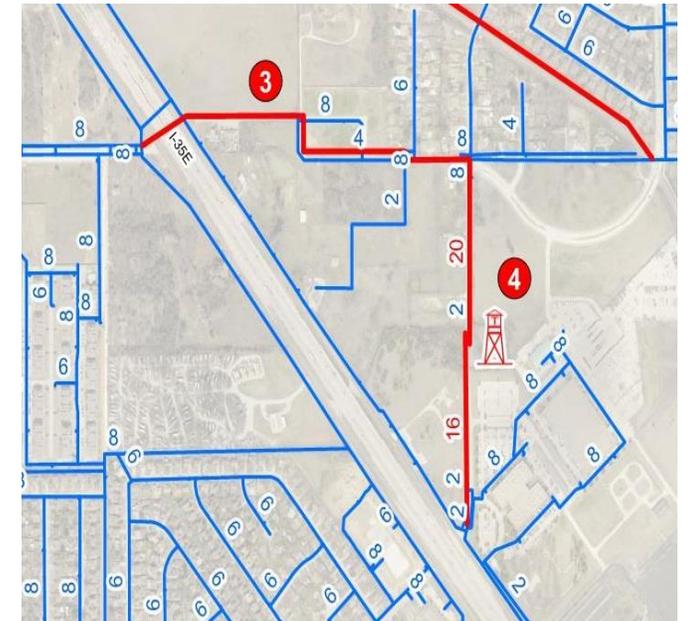
History and Comments

Adding additional elevated storage increases the ability to maintain reliable system pressures during max days and peak hours. Does not include land acquisition costs which could be upwards of \$250,000 if not already owned by the city.

Project Location and Supporting Master Plan

ADDRESS
Quail Run south of Dobbs Road

SUPPORTING CITY PLANS
2016 Water Master Plan



TRIM IMPELLERS ON EXISTING LAKE SHARON PUMPS

Project Description

The project will “trim” the impellers existing pumps. The modification will change the operating characteristics of the pump making it more efficient at the station’s operating point.

Project Justification, Priority Ranking, and Projected Cost

This project will support the proposed elevated tank on the east side of IH35E by bringing a large diameter waterline to distribute water across IH35E to the east side of town.

Priority II
Essential

\$90,000
Projected Cost

History and Comments

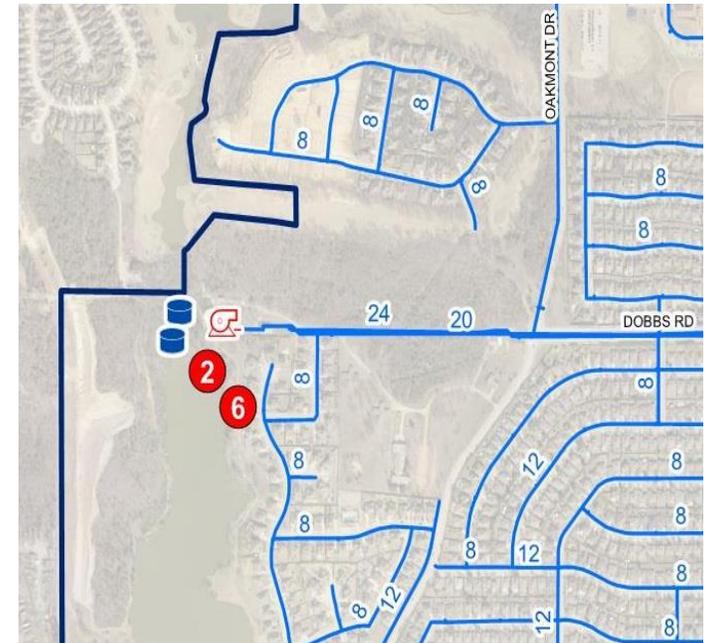
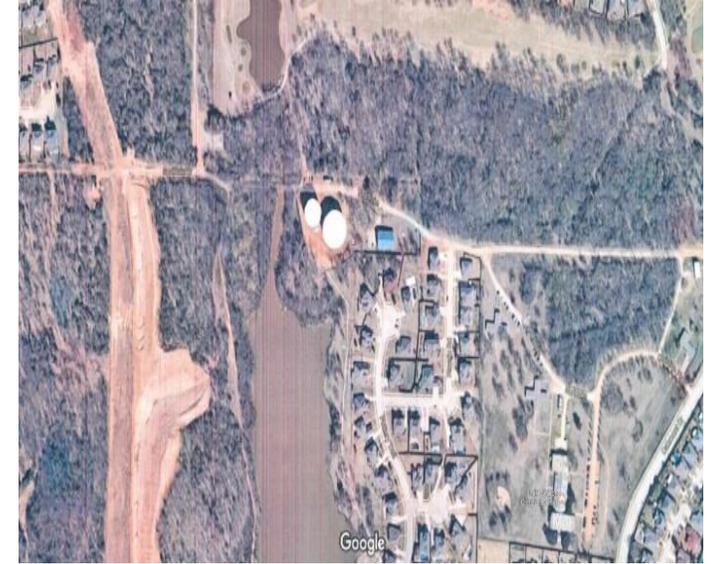
Increasing the efficiency of existing pumps by modification is cheaper than replacing a pump. Trimming the impeller will lower the cost of operating the water system by increasing energy savings when water is pumped from ground storage into the system.

Project Location and Supporting Master Plan

ADDRESS
Lake Sharon Pump Station

SUPPORTING CITY PLANS:

95



PARKRIDGE WATER LINE

Project Description

Sharon Drive 12" Waterline project is a 4,200' waterline intended to create a looped system for additional hydraulic capacity.

Project Justification, Priority Ranking, and Projected Cost

The new line will increase the hydraulic capacity of the water system and help to support new growth in the city center.

Priority III
Important

\$800,000
Projected Cost

History and Comments

Project Location and Supporting Master Plan

ADDRESS
Sharon Drive from Lake Sharon to Church Street

SUPPORTING CITY PLANS:
2016 Impact Fee Study



LAKE SHARON PUMP STATION EXPANSION

Project Description

Lake Sharon Pump Station Expansion will increase the firm capacity of the pump station to 20.7 MGD by adding a 4,800 gpm pump.

Project Justification, Priority Ranking, and Projected Cost

The pumping capacity is need to support the continued growth of the city towards projected buildout.

Priority IV
Desirable

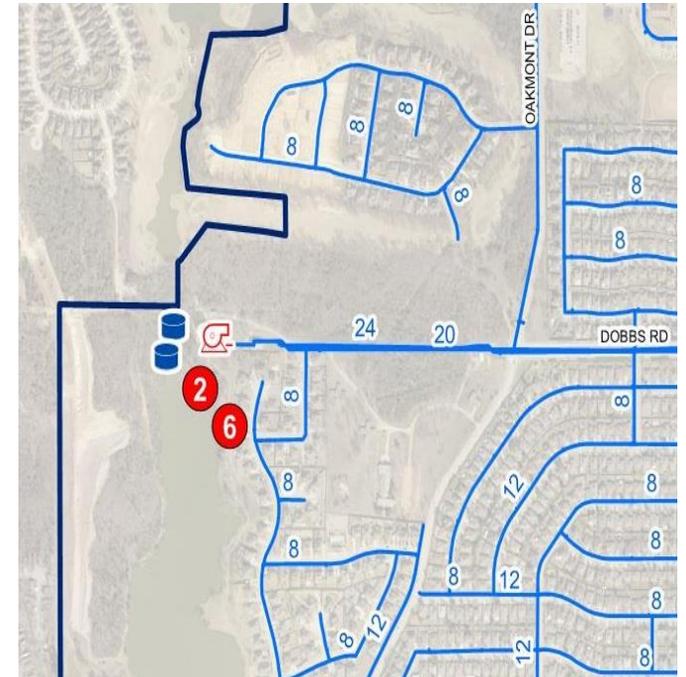
\$600,000
Projected Cost

History and Comments

Project Location and Supporting Master Plan

ADDRESS
Lake Sharon Pump Station

SUPPORTING CITY PLANS
2016 Water Master Plan



LAKE SHARON 3MG GROUND STORAGE TANK REHABILITATION

Project Description

Lake Sharon 3 MG Tank Rehabilitation consists of painting, structural repairs and yard piping for continued operation of the existing tank.

Project Justification, Priority Ranking, and Projected Cost

Regular scheduled maintenance of existing water tanks can extend their life indefinitely.

Priority IV
Desirable

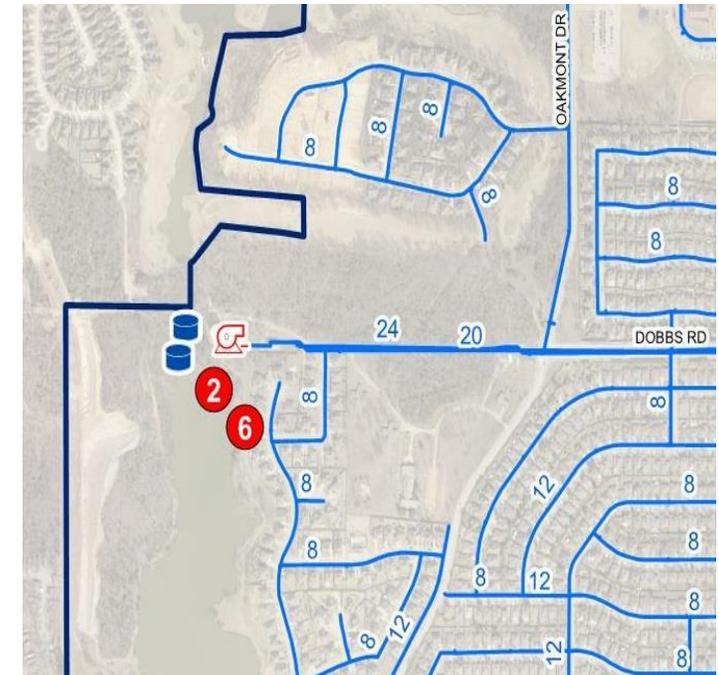
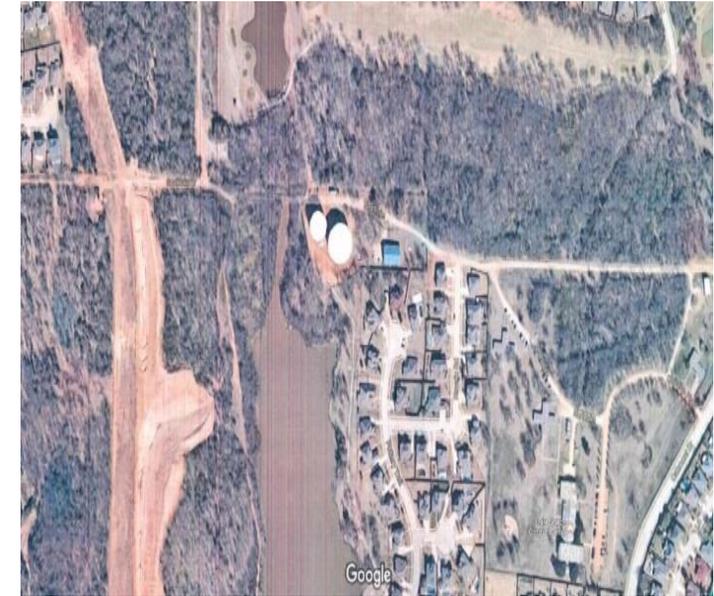
\$1,700,000
Projected Cost

History and Comments

Project Location and Supporting Master Plan

ADDRESS
Lake Sharon Pump Station

SUPPORTING CITY PLANS
2016 Water Master Plan



CAPITAL IMPROVEMENT PROGRAM

FY 2019-2023

Project Title	Dept	Total	Proposed FY2018-19	Planned					Total
	Priority	Project Cost		FY2019-20	FY2020-21	FY2021-22	FY2022-23	5 Plus Years	
Utility Fund Capital									
Wastewater									
Parkridge Sewer Line	II	\$ 500,000	\$ -	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
LCMUA (Liftstation/Sewer Main)	II	1,500,000						\$ 1,500,000	1,500,000
Old Highway 77 Clay Tile Sewer Rehab	II	150,000			150,000				150,000
Shady Rest Lane 12" W/W Line	IV	500,000						500,000	500,000
Lift Station 3A Upgrade	IV	470,000						470,000	470,000
South Lift Station, Force Main and Gravity Improvements	IV	2,200,000						2,200,000	2,200,000
Southwest Lift Station, Force Main and Gravity Improvements	IV	2,200,000						2,200,000	2,200,000
North Corinth 8" WW Improvements	IV	555,000						555,000	555,000
Parkridge Gravity Sewer Improvements	IV	2,100,000						2,100,000	2,100,000
									-
									-
Subtotal: Wastewater		\$ 10,175,000	\$ -	\$ 500,000	\$ 150,000	\$ -	\$ -	\$ 9,525,000	\$ 10,175,000

PARKRIDGE SEWER LINE

Project Description

This project would extend sanitary sewer line in Parkridge to the LCMUA lift station.

Project Justification, Priority Ranking, and Projected Cost

Connecting to the LCUMA could reduce sewer and maintenance costs.

Priority II
Essential

\$500,000
Projected Cost

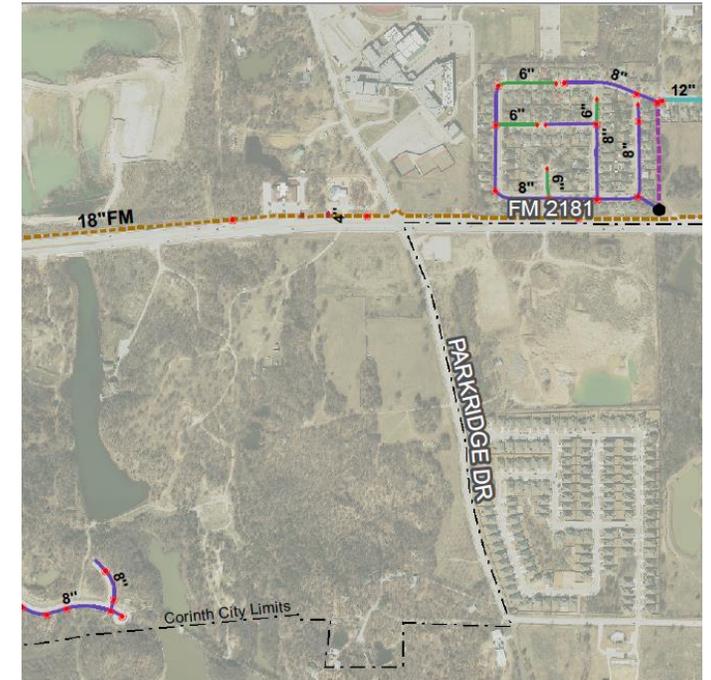
History and Comments

The study is on going and will be compared to the cost of installing a lift station and sewer line in Corinth.

Project Location and Supporting Master Plan

ADDRESS

SUPPORTING CITY PLANS:
Study by LCMUA



LCMUA (LIFTSTATION/SEWER MAIN)

Project Description

The City is reviewing a possible agreement with LCMUA to provide sewer service to the area southwest of Parkridge and south of 2199 which would connect to the LCMUA Lift Station.

Project Justification, Priority Ranking, and Projected Cost

Connecting to the LCUMA could reduce sewer and maintenance costs.

Priority II
Essential

\$1,500,000
Projected Cost

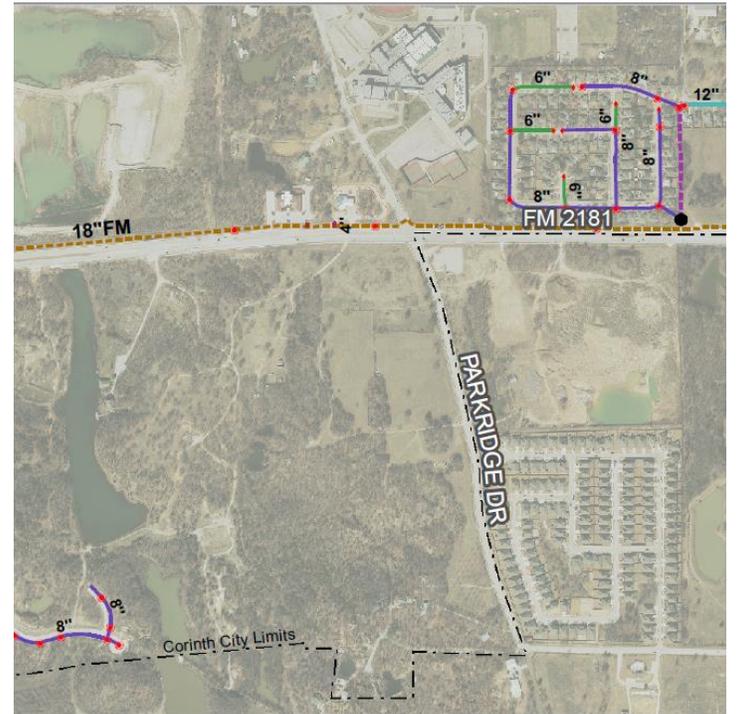
History and Comments

The study is on going and will be compared to the cost of installing a lift station and sewer line in Corinth. Working with LCMUA until sufficient development materializes along Parkridge to build the required facility.

Project Location and Supporting Master Plan

ADDRESS

SUPPORTING CITY PLANS:
Study by LCMUA



OLD HIGHWAY 77 CLAY TILE SEWER REHAB

Project Description

Replace 700 feet of original 10 inch diameter clay tile sewer line.

Project Justification, Priority Ranking, and Projected Cost

The sewer line is a constant maintenance issue due to severe root infiltration, cracks and breaks in the line

Priority II
Essential

\$150,000
Projected Cost

History and Comments

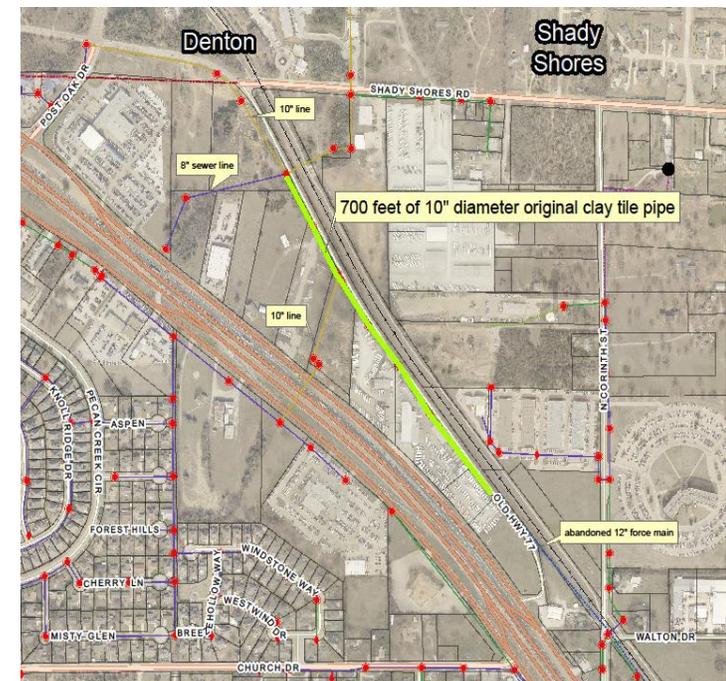
The 10" Clay sewer line was installed approximately 40 years ago and is suffering sever root infiltration, cracks, and breaks. The integrity of the line is compromised and could collapse resulting in a sewer backup and overflow. There are three sewer taps from two businesses on the line. Staff will recommend replacing with a 10" PVC line.

Project Location and Supporting Master Plan

ADDRESS
Old Highway 77

SUPPORTING CITY PLANS:

102



SHADY REST LANE 12" WASTEWATER LINE

Project Description

Shady Rest 12" Wastewater Line – replacement of about 1,480' an existing 6" to 8" sewer line with a 12" pipe by pipe bursting.

Project Justification, Priority Ranking, and Projected Cost

The 12" diameter will replace the smaller line providing increased hydraulic capacity.

Priority IV
Desirable

\$500,000
Projected Cost

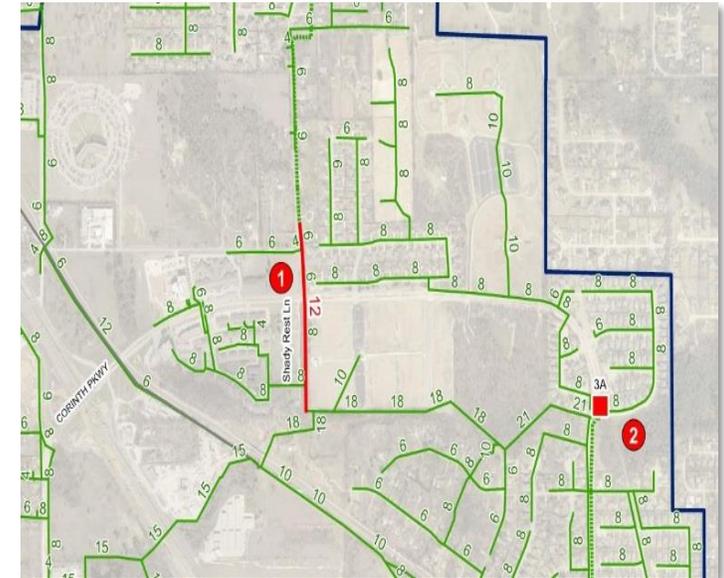
History and Comments

While at the same time reducing infiltration and inflow (I&I) into the city's collection system. The new line will reduce regular maintenance required to clean the line and remove root intrusions and provide additional capacity for growth.

Project Location and Supporting Master Plan

LOCATION: Shady Rest from north of Walton, south across Corinth Parkway and to the southern boundary of the park/soccer fields.

SUPPORTING CITY PLANS:
2016 Wastewater Master Plan Updates



LIFT STATION 3A UPGRADE

Project Description

Lift Station 3A upgrade - The project will add a 4th pump to the existing lift station to increase water output.

Project Justification, Priority Ranking, and Projected Cost

This project will provide additional capacity in the wastewater collection system.

Priority IV
Desirable

\$470,000
Projected Cost

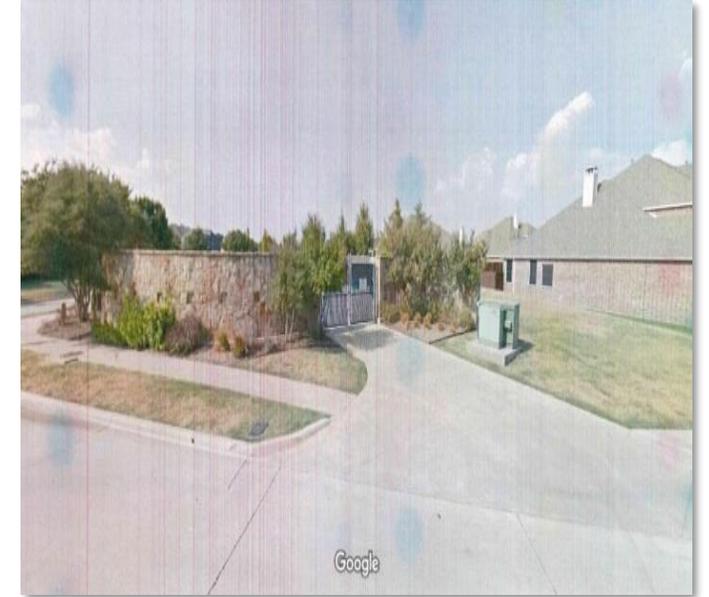
History and Comments

Project Location and Supporting Master Plan

ADDRESS

Corinth Parkway and Creek Bend Drive

SUPPORTING CITY PLANS:
2016 Wastewater Master Plan Updates



SOUTH LIFT STATION, FORCE MAIN AND GRAVITY IMPROVEMENTS

Project Description

South Lift Station, Force Main and Gravity Improvements. The project will include a 0.5 MGD lift station with an 8" wastewater collection system and a 6" force main to carry sewer to the existing collection system to the west.

Project Justification, Priority Ranking, and Projected Cost

Improvements are needed to cohesively develop the area for wastewater service SW of Parkridge Drive and FM 2181 for new development.

Priority IV

Desirable

\$2,200,000

Projected Cost

History and Comments

Project Location and Supporting Master Plan

ADDRESS

Area SW of the intersection of FM 2181 and Parkridge Drive.

SUPPORTING CITY PLANS:

2016 Wastewater Master Plan Updates



SOUTHWEST LIFT STATION, FORCE MAIN AND GRAVITY IMPROVEMENTS

Project Description

The Southwest Lift Station, Force Main and Gravity Improvements will provide a regional solution to serve the undeveloped area in the far SW corner of the city.

Project Justification, Priority Ranking, and Projected Cost

A regional Solution is need to provide sewer service to an unserved area of the city.

Priority IV

Desirable

\$2,200,000

Projected Cost

History and Comments

Project Location and Supporting Master Plan

ADDRESS

SW corner of the city, south of FM 2181

SUPPORTING CITY PLANS:

2016 Wastewater Master Plan Updates



NORTH CORINTH 8" WASTEWATER IMPROVEMENTS

Project Description

The North Corinth Street 8" Wastewater Line will provide wastewater service to an undeveloped area between Shady Shores by extending an 8" wastewater main north

Project Justification, Priority Ranking, and Projected Cost

A new gravity sewer main would provide service to an unserved area inside the city. There are multiple parcels that would be forced to build septic systems since there is no public sewer located in proximity.

Priority IV
Desirable

\$555,000
Projected Cost

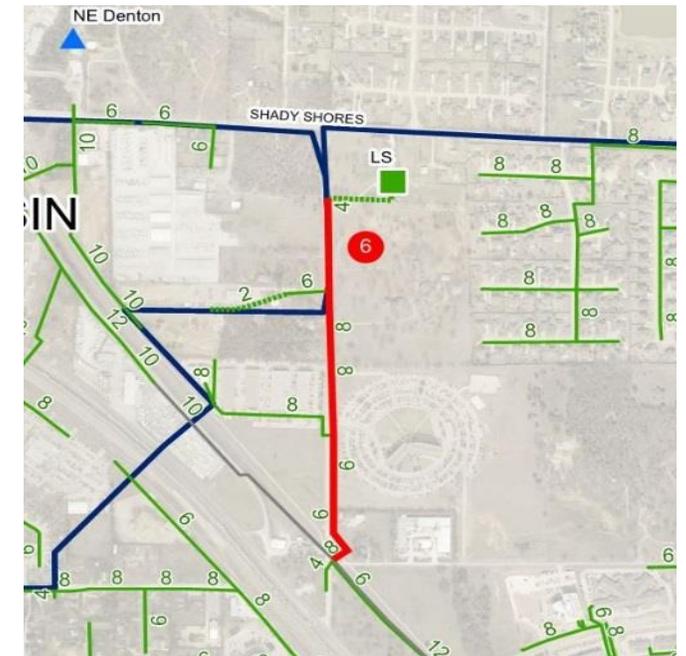
History and Comments

In the absence of a large developer it is sometimes cost prohibitive for an individual to extend public sewer lines offsite to reach existing utilities. This may force individuals to consider septic systems as an alternative to connecting to city sewer. The project would be reimbursable under impact fees as individual properties develop.

Project Location and Supporting Master Plan

ADDRESS
North Corinth Street from Old Hwy 77 north
1,850

SUPPORTING CITY PLANS:
2016 Wastewater Master Plan Updates



PARKRIDGE GRAVITY SEWER IMPROVEMENTS

Project Description

The proposed City Center Gravity Sewer Improvements would serve the undeveloped city center east of Post Oak and north of Corinth Parkway.

Project Justification, Priority Ranking, and Projected Cost

A new gravity sewer main would provide service to an unserved area inside the city.

Priority IV
Desirable

\$2,100,000
Projected Cost

History and Comments

There are multiple septic tanks in this area served by this sewer line that could be phased out with gravity sewer service. Adding gravity sewer will help promote growth of an unserved area. The project would divert wastewater from LS 3A where it is now re-pumped to the Burl St. LS. This would reduce the peak load on LS 3A and reduce pumping costs.

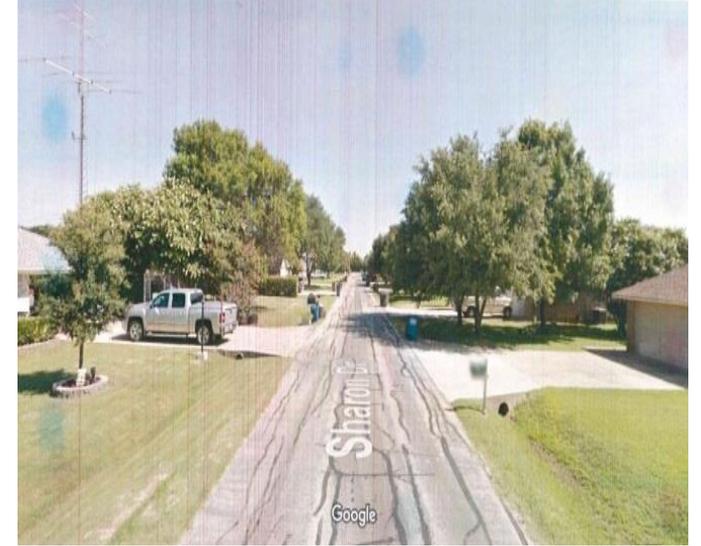
Project Location and Supporting Master Plan

ADDRESS

From undeveloped area in the central area of city, across IH35E and south to Dobbs Road

SUPPORTING CITY PLANS:

2016 Wastewater Master Plan Updates





Capital Improvement Plan

FY2019-FY2023

STORM DRAINAGE FUND

Project Title	Dept	Total	Proposed	Planned					Total
	Priority	Project Cost	FY2018-19	FY2019-20	FY2020-21	FY2021-22	FY2022-23	5 Plus Years	
Storm Drainage Fund Capital									
Drainage									
Lynchburg Creek Watershed	I	\$ 4,000,000	\$ 4,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000,000
Lake Sharon/Oakmont to FM2499	I	\$ 2,070,000	\$ 2,070,000						2,070,000
Meadowview Pond Dredging	III	500,000						\$ 500,000	500,000
									-
									-
									-
									-
									-
									-
									-
									-
									-
Subtotal: Storm Drainage		\$ 6,570,000	\$ 6,070,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 6,570,000

LYNCHBURG CREEK WATERSHED

Project Description

The Lynchburg basin is located in the central and eastern portion of the city, and contains most of the drainage problems in the city. The area is about 2.2 square miles and has mixed development with quite a bit of undeveloped land. The westernmost reach is located in the Amity Village. Projects in this basin include: City Park Pond Improvements, Floodwall Improvements, Red Oak Drive, Tributary 2 Channel Erosion, and the IH35E Regional Detention Pond. Jones & Carter engineering team is preparing to study and plan project.

Project Justification, Priority Ranking, and Projected Cost

The Lynchburg basin contains most of the drainage problems in the city. Flooding in this basin has gotten progressively worse over the years and changes to the IH35E drainage will also have an impact on property downstream of the new (larger) box culvert.

Priority I
Imperative

\$4,000,000
Projected Cost
(\$3,000,000
Projected Grant funding)

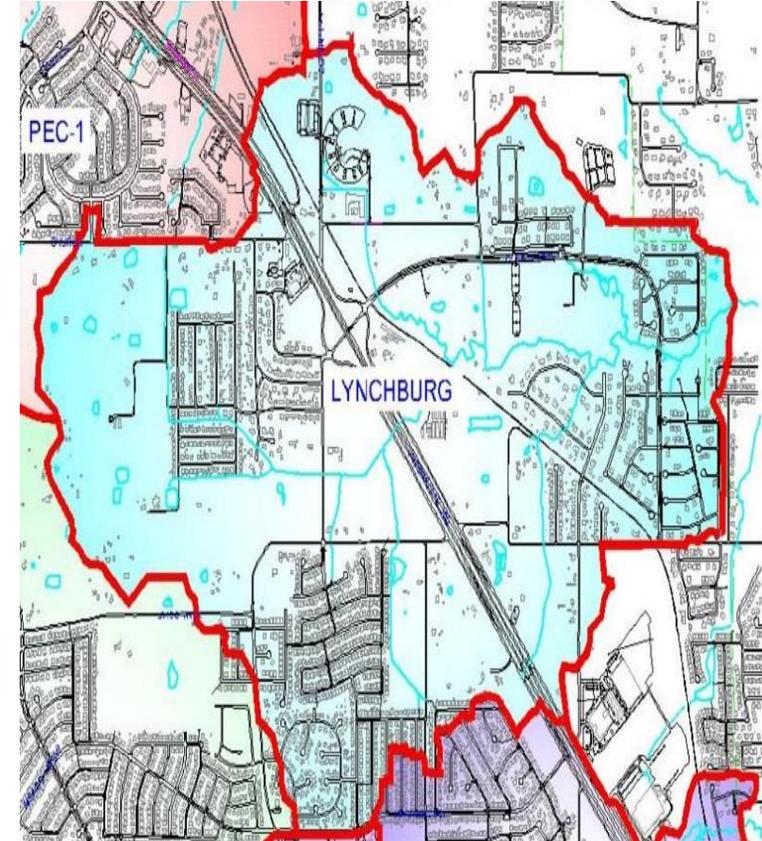
History and Comments

The basin is being studied by NCTCOG and FEMA to map the basin and provide a tool to developers for future work in the basin. The City of Corinth participated in the study. Will seek grant funding to pay for upto 75% of the project.

Project Location and Supporting Master Plan

ADDRESS

SUPPORTING CITY PLANS:
Jones and Carter study 2017 Flood Plain
Maps



LAKE SHARON FROM OAKMONT TO FM 2499

Project Description

This projects include the drainage system under the roadway

Project Justification, Priority Ranking, and Projected Cost

Storm Sewer is included in the road project for the capture of storm water and discharge into Lake Sharon.

Priority I
Imperative

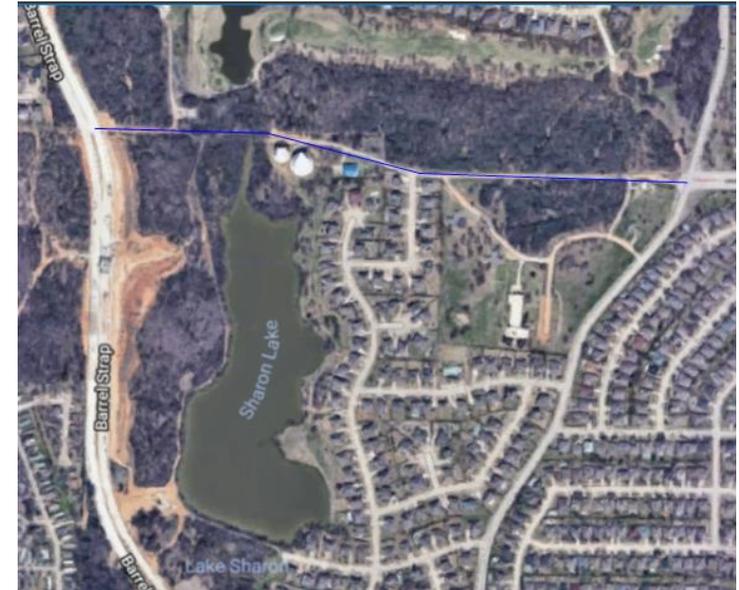
\$2,070,000
Projected Cost

History and Comments

Project Location and Supporting Master Plan

ADDRESS
1723 Meadowview Drive

SUPPORTING CITY PLANS:
Thoroughfare Plan



MEADOWVIEW POND DREDGING

Project Description

Dredging of the pond is required to remove approximately two feet of silt which has accumulated, reducing the storage capacity of the retention function of this storm water control structure.

Project Justification, Priority Ranking, and Projected Cost

Texas Commission on Environmental Quality (TCEQ) Storm Water Management Program requires maintenance of all storm water structures which includes retention ponds. Silt accumulation causes loss of storage capacity and increases storm water runoff downstream, which could create potential flooding conditions

Priority III
Important

\$500,000
Projected Cost



History and Comments

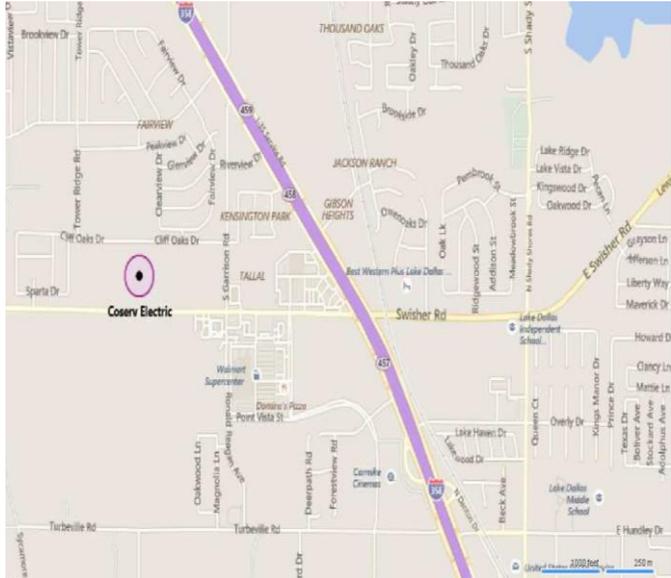
Meadowview Pond was created as a retention pond in the early 1990's to serve as a collection point for: Fairview West Phase 4, Cypress Point Estates, Cypress Point Phase 1, 6, & 7 and Lake Sharon Drive. Since then, the pond has been accumulating silt and has lost approximately two feet of storage capacity. The additional silt needs to be removed to provide post development runoff protection from having negative impacts down stream.

Project Location and Supporting Master Plan

ADDRESS
1723 Meadowview Drive

SUPPORTING CITY PLANS:

113



BUSINESS ITEM 1.

City Council Regular and Workshop Session

Meeting Date: 08/02/2018
Title: Corinth Economic Development Bylaws
Submitted For: Bob Hart, City Manager **Submitted By:** Kim Pence, City Secretary
Finance Review: N/A **Legal Review:** Yes
City Manager Review: Approval: Bob Hart, City Manager

AGENDA ITEM

Consider and act on an amendment to the Corinth Economic Development Corporation Bylaws.

AGENDA ITEM SUMMARY/BACKGROUND

The EDC Board considered amendments at their July 2 meeting. Melissa Cranford, city attorney prepared language based on the discussions at the June 11 meeting. The EDC Board voted 4 (Blazewick, Glockel, Henderson, Holzwarth) - 2 (Burnett, Ray)(with Hinson absent) to submit to City Council the following bylaw amendments to Sections 4.9 and 5.5.

Section 4.9 Personnel. The Corporation may establish full-time and/or part-time personnel positions to be filled by appointment by the City Manager with the advice and counsel of the Board. Personnel positions assigned to support the Board shall be reflected in the Annual Corporate Budget and approved as provided in these Bylaws.

Section 5.5 Executive Director. The Executive Director and all other positions assigned to support the Board are appointed by the City Manager as compensated employees of the City to be documented as required by state law. A current or former Board Director shall not be eligible to serve as Executive Director while serving on the Board and for a year after leaving the Board. The Executive Director and all positions assigned to support the Board shall report to the City Manager for all daily operations and implementation of Board policies and resolutions. The Executive Director or a representative of the City’s management as designated by the City Manager shall attend all Board meetings.

Councilmember Johnson requested, by email, “a list of 5 cities with similar bylaws governing the relationship between their respective EDC organization and cities.” These provisions follow:

Duncanville

Article IV Section 1 Chief Administrative Officer. The City Manager or his designee shall be the chief administrative officer of the Corporation and be in general charge of the properties and affairs of the Corporation, shall administer all work orders, requisitions for payment, purchase orders, contract administration/oversight, and other instruments or activities prescribed by the Board in the name of the Corporation.

The City Manager shall employ such full or part-time employees as needed to carry out the programs of the Board. These employees shall be employees of the City and preform those duties as are assigned to them. These employees shall be compensated as prescribed in Article III, Section 8 of these bylaws. The City Manager shall have the authority, and subject to provision of the City Charter and policies-procedures of the City, to hire, fire, direct, and control the work, as functionally appropriate, of such employees.

The City Manager or his designee shall have the responsibility to see to the handling, custody, and security of all funds and securities of the Corporation. When the necessary or proper, the City Manager shall endorse and sign, on behalf of the Corporation, for collection or issuance, checks, notes and other obligations drawn upon such bank or banks or depositories as shall be designated by the City Council consistent with these bylaws. The City Manager shall see to the entry in the books of the Corporation of full and accurate accounts of all monies received ad paid out on account of the Corporation. The City Manager shall, at the expense of the Corporation, give such bond for

the faithful discharge of the duties in such form and amount as the City Council shall require, by resolution. The City Manager shall submit a monthly report to the Board, in sufficient detail, of all checks or drafts issued on behalf of the Corporation for the previous month.

Georgetown

The registered agent for the corporation shall be the City Manager, provided that the Board from time to time, may change the registered agent and/or address of the registered office, in accordance with state law and subject to City Council approval, provided that such change is appropriately reflected in these bylaws and in the Article of Incorporation.

Section 7. Board's relationship with the City. In accordance with state law, the Board shall be responsible for the proper discharge of its duties assigned herein. The Board shall determine its policies and directives within the limitations of the duties herein imposed by applicable laws, the Articles, these Bylaws, contracts entered into with the City, and budget and fiduciary responsibilities. Such policies and directives are subject to approval by the City Council. Any request for services made to departments of the City shall be made in by the Board or its designee in writing to the City Manager. The City Manager may approve such request for assistance from the Board when he finds such requested services are available within the City and that the Board has agreed to reimburse the City for the cost of such services so provided, as provided in Article III, Section 3.08 of these bylaws.

Gonzales

4.15 Board's relationship with administrative departments of the city. Subject to the paramount authority of the City Manager under the charter of the City, the Corporation shall have the right to utilize the services of the City Legal Advisor, the City Secretary, and staff and employees of the Economic Development Department and Finance Department of the City provided the performance of such services does not materially interfere with other duties of such personnel of the City.

Pittsburg

Section 6. Services of City Staff and Officers. Subject to the paramount authority of the City Manager, the Corporation shall have the right to utilize the services and the staff and employees of the City, provided (i) that the corporation shall pay reasonable compensation to the City for such services, and (ii) the performance of such services does not materially interfere with other duties of such personnel of the City.

Midlothian

Section 10. Board's relationship with the city. In accordance with state law, the Board shall be responsible for the proper discharge of its duties assigned herein. The Board shall determine its policies and directives within the limitations of the duties herein imposed by applicable laws, the Articles, these Bylaws, contracts entered into with the City, and budget and fiduciary responsibilities. Any request for services made to departments of the City shall be made in by the Board or its designee in writing to the City Manager. The City Manager may approve such request for assistance from the Board when he finds such requested services are available within the City and that the Board has agreed to reimburse the City for the cost of such services so provided, as provided in these bylaws.

Subject to the authority of the City Manager under the Charter of the City, the Corporation shall have the right to utilize the services of the staff and employees of the City, provided (i) that the City Manager approves of the utilization of such services, (ii) that the Corporation shall pay, as approved by the City Manager, reasonable compensation to the City of such services, and (iii) personnel of the City. Utilization of the aforesaid City staff shall be solely by a contract approved by the City Council and the Board.

Melissa

Section 7. Board relationship with the City. In accordance with state law, the Board shall be responsible for the proper discharge of its duties assigned herein. The Board shall determine its policies and directives within the limitations of the duties herein imposed by applicable laws, the Articles, these Bylaws, contracts entered into with the City, and budget and fiduciary responsibilities. Such policies and directives are subject to approval by the City Council. Any request for services made to departments of the City shall be made in by the Board or its designee in writing to the City Manager. The City Manager may approve such request for assistance from the Board when he

finds such requested services are available within the City and that the Board has agreed to reimburse the City for the cost of such services so provided, as provided in Article III, Section 8 of these bylaws.

Schertz bylaws not accessible but following is a summary of position.

The City of Schertz form of government is Council-Manager, with the City Council and Mayor serving as the city's elected officials and the City Manager appointed by Council. City Hall, overseen by the City Manager, includes services such as Permitting, Municipal Court, and Economic Development. The Schertz Economic Development Corporation (SEDC) is a nonprofit corporation and is an industrial development corporation under the Development Corporation Act, as amended, Title 12, Subtitle C1, Texas Local Government Code (the "Act") and governed by Chapter 501, Chapter 502, and Chapter 505 of the Act.

The affairs of the SEDC are managed by a Board of Directors, which is composed of 7 members appointed by City Council. The City Manager, or his designee, shall serve as the Executive Director of the SEDC to provide administrative support services for the advancement to economic prosperity for the City.

Grapevine

Bylaws do not provide for staff for the EDC. The City Manager serves as the executive director.

RECOMMENDATION

Approval of the bylaw changes in sections 4.9 and 5.5 as recommended by the EDC Board.

Attachments

EDC Bylaws



Gateway to success

BYLAWS

CORINTH ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS

A TEXAS NON-PROFIT CORPORATION

ARTICLE I

PURPOSE AND POWERS

- 1.1 Purpose. These bylaws ("Bylaws") govern the affairs of the Corinth Economic Development Corporation (hereafter "the Corporation"), a Type B Corporation created for the purposes set forth in Article IV of its Articles of Incorporation, the same to be accomplished on behalf of and for the benefit of the City of Corinth, Texas, a Texas municipal corporation (the "City") as its duly constituted authority and instrumentality in accordance with the Development Corporation Act of 1979, Chapters 501 and 505 et seq. of the Texas Local Government Code as amended (collectively, the "Act"), and other applicable laws.
- 1.2 Powers. In the fulfillment of its corporate purpose, the Corporation shall be governed by the Act and Bylaws and shall have all the powers set forth and conferred in its Articles of Incorporation, in the Act, and in other applicable laws.

ARTICLE II

OFFICES

- 2.1 Principal Office. The principal office of the Corporation shall be in the City of Corinth, Denton County, Texas being 3300 Corinth Parkway, Corinth, Texas 76208.
- 2.2 Registered Office and Registered Agent. The Corporation shall have and continuously maintain in the State of Texas a registered office and a registered agent, whose office shall be identical with such registered office, as required by the Texas Non-Profit Corporation Act. The registered office may be, but need not be identical with the principal office of the corporation in the State of Texas, and the Board may change the address of the registered office from time to time.

ARTICLE III

MEMBERS&STOCKHOLDERS

- 3.1 The Corporation shall have no members or stockholders.

ARTICLE IV

BOARD OF DIRECTORS

- 4.1 Powers. Number and Term of Office:
- (a) The property and affairs of the Corporation shall be managed and controlled by the Board of Directors (hereafter "the Board"), and subject to the restrictions imposed by all applicable laws, the Articles of Incorporation, and these Bylaws, and the Board shall exercise all of the powers of the Corporation.

- (b) The Board shall consist of seven (7) Directors each of whom shall be appointed by the City Council of the City of Corinth (hereafter "City Council"), as provided in Article VII of the Articles of Incorporation.
- (c) Each member of the Board of Directors shall serve a two (2) year term, or until his/her successor is appointed, unless sooner removed or resigned. Each Director shall be eligible for reappointment. No Director shall serve more than two (2) consecutive terms excluding the initial term, if less than two (2) years. Any vacancy occurring on the Board shall be filled by appointment of the City Council, to hold office until the expiration of the term of the vacating member. Unless otherwise provided, terms shall begin on October 1st and expire on September 30th.
- (d) The Directors constituting the first Board shall be those Directors named in the Articles of Incorporation. The respective initial terms of the Board are set forth in the Articles of Incorporation. Thereafter, each successor member of the Board shall be appointed and serve for two (2) years, or until his or her successor is appointed as hereafter provided.
- (e) Any Director may be removed from the Board by the City Council at any time without cause.

4.2 Regular and Special Meetings. The Board shall hold its annual meeting at 6:00 PM on the first Monday of the month of June of each year and shall hold regular meetings at 6:00 PM on the first Monday of each month. The Directors shall hold their regular and special meetings at such place, or places within the City limits, as the Board may determine from time to time; provided, however, in the absence of any such determination by the Board, the meetings shall be held at the principal office of the Corporation as specified in Article II of these Bylaws. Special meetings of the Board shall be held whenever called by the President,

a majority of the Directors, the Mayor of the City, or a majority of the City Council. In addition to posting a meeting notice in accordance with these Bylaws, a copy of each such meeting notice shall be delivered to each Director not less than 72 hours before the time of the meeting. A meeting notice shall be deemed delivered to any Director when (i) deposited in the United States mail addressed to the Director at his or her address as it appears on the records of the Corporation, or (ii) sent by email to the Director at his or her email address as it appears on the records of the Corporation. A Director may waive such notice in writing at any time either before or after the time of the meeting and such notice shall be deemed waived by attendance.

4.3 Notice and Open Meetings Act. The Corporation shall be considered a "governmental body" within the meaning of the Texas Government Code, Sec. 551.001, and notice of each meeting and deliberation shall be given to the public in accordance with the provisions of the Texas Government Code, Chapter 551 (as amended).

4.4 Quorum and Voting. Four (4) Directors shall constitute a quorum for conducting official business of the Corporation. The act of a quorum of Directors shall constitute the act of the Board, and of the Corporation, unless law requires the act of a greater number. No Director may vote or attend by proxy. Directors must be present to vote at any meeting.

4.5 Attendance. Regular attendance is required at all meetings. Two (2) consecutive unexcused absences from regular scheduled meetings of the Board shall constitute cause for replacement of a Director. An unexcused absence is one not approved by the President.

4.6 Conduct of Business:

- (a) At the meetings of the Board, Roberts' Rules of Order shall be the guide by which business is conducted.
- (b) At all meetings of the Board, the President shall preside, and in the absence of the President, the Vice-President shall exercise the powers of the President; provided, however, in the absence of the President and Vice-President, the quorum may elect a

temporary President for such meeting.

- (c) The Secretary of the Corporation shall act as Secretary of all meetings of the Board, but in the absence of the Secretary, the presiding officer may appoint any person to act as Secretary of the meeting.

4.7 Sub-Committees of the Board. The Board may designate no more than three (3) Directors to constitute an official sub-committee of the Board to exercise such authority of the Board as may be specified in any resolution; however, any subcommittee shall function as a recommending body only. Only the Board may exercise final official action of the Corporation. The subcommittees may include external representation if deemed necessary by the Board. Each subcommittee shall keep regular minutes of the transactions of its meetings.

4.8 Compensation. Officers of the Corporation who are Directors of the Board shall not receive any salary or compensation for their services, except that they may be reimbursed for their actual and reasonable expenses incurred in the performance of their duties hereafter by the President, or the Vice-President in the case of reimbursement to the President. Other officers, who are not Directors of the Board, may be compensated as directed by the Board.

4.9 Personnel. The Corporation may establish full-time and/or part-time personnel positions to be filled by appointment by the City Manager with the advice and counsel of the Board. Personnel positions assigned to support the Board shall be reflected in the Annual Corporate Budget and approved as provided in these Bylaws.

ARTICLE V

OFFICERS

5.1 Titles and Terms of Office.

- (a) The officers of the Corporation shall consist of a President, a Vice-President, a

Secretary, a Treasurer and any other officers as the Board may from time to time elect or appoint. One person may hold more than one office, except the President shall not hold the office of the Secretary. Terms of officers shall be two (2) years, beginning October 1st or other appropriate date in the case of an initial partial year and ending September 30th.

- (b) The City Council of the City of Corinth shall recommend to the Board the person to serve as President. All officers shall be elected by and subject to removal from office at the will of and at any time by a vote of a majority of the Board.

5.2 President. The President shall be a Director of the Board and shall have the following authority:

- (a) Shall preside over all meetings of the Board;
- (b) Shall have the power to vote on all matters coming before the Board;
- (c) Shall have the authority, upon notice to the members of the Board, to call a Special Meeting of the Board when in his or her judgment such a meeting is required;
- (d) Shall have the authority to appoint, with Board approval, sub-committees to aid and assist the Board in its business undertakings or other matters incident to the operation and functions of the Board; and
- (e) Shall sign and execute all contracts and other legal documents in the name of the Corporation as approved by the Board.

5.3 Vice-President. The Vice-President shall be a Director of the Board and shall exercise the powers of the President during the President's absence, refusal or inability to act. Any action taken by the Vice-President in the performance of the duties of the President shall be conclusive evidence of the President's absence, inability or refusal to act at the time such action was taken.

5.4 Treasurer. The Treasurer need not be a Director of the Board. The Treasurer may be an

employee of the City's Finance Department and shall have the responsibility to monitor the handling, custody and security of all funds and securities of the Corporation in accordance with these Bylaws and the statutes governing the Corporation formed under the Act. The Treasurer shall oversee the books of the Corporation and the full and accurate accounting of all monies received by and paid on behalf of the Corporation. The Treasurer shall, at the expense of the Corporation, give such bond for faithful discharge of his/her duties in such form as the Board may require.

5.5 Executive Director. The Executive Director and all other positions assigned to support the Board are appointed by the City Manager as compensated employees of the City to be documented as required by state law. A current or former Board Director shall not be eligible to serve as Executive Director while serving on the Board and for a year after leaving the Board. The Executive Director and all positions assigned to support the Board shall report to the City Manager for all daily operations and implementation of Board policies and resolutions. The Executive Director or a representative of the City's management as designated by the City Manager shall attend all Board meetings.

5.6 Secretary. The Secretary shall be a Director of the Board and may sign with the President upon the approval of the Board in the name of the Corporation, and/or attest to the signature thereto, all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments, except the papers as the Board may direct, all of which shall at all reasonable times be open to public inspection upon application at the office of the Corporation during business hours; and shall in general perform all duties incidental to the office of Secretary subject to the control of the Board. The Secretary shall maintain the minutes of all meetings of the Board in books provided for that purpose and shall give and serve all notices.

5.7 Election of Officers. The President, Vice-President and Secretary shall be elected from among the Directors of the Board. The Treasurer may be an employee of the City, appointed by the Finance Director of the City of Corinth ("Finance Director") to oversee the finances of the

Corporation.

ARTICLE VI

FUNCTIONAL CORPORATE DUTIES AND REQUIREMENTS

- 6.1 Annual Report. The Executive Director shall prepare an annual report on or before April 1st of each year for City Council, outlining the accomplishments and activities of the Corporation for the previous fiscal year.
- 6.2 Annual Corporate Budget. On or before July 20th of each year, the Board shall adopt a proposed budget of expected revenues and proposed expenditures of the next ensuing fiscal year. The budget shall not be effective nor shall expenditures occur until the same has been approved by the City Council.
- 6.3 Books, Records and Audits.
- (a) The Corporation shall keep and properly maintain, in accordance with generally accepted accounting principles, complete books, records, accounts and financial statements pertaining to its corporate funds, activities and affairs. Notwithstanding any provision in Section 5.04, the Corporation may maintain any financial records solely at City Hall.
 - (b) The books, records, accounts and financial statements of the Corporation shall be audited at least once each fiscal year by the Finance Director or an outside, independent auditing and accounting firm approved by the Finance Director.
- 6.4 Deposit and Investment of Corporate Funds.
- (a) All proceeds from the issuance of bonds, notes, or other debt instruments ("Obligations") issued by the Corporation shall be deposited and invested as provided in any resolution, order, indenture, or other documents authorizing or relating to any such issuance.

- (b) All other monies of the Corporation shall be deposited, secured and/or invested in the manner provided for the deposit, security and/or investment of the public funds of the City. The Board shall designate authorized signatures on all payment authorization and/or check requests. The reconciliation of accounts and investment of funds may be reviewed by the City, at the City's expense.

6.5 Expenditures of Corporate Money. The monies of the Corporation, including but not limited to, sales and use taxes collected pursuant to the Act, monies derived from the repayment of loans, rents received from the lease or use of property, proceeds from the investment of funds of the Corporation, proceeds from the sale of property, and proceeds derived from the sale of Obligations, may be expended by the Corporation for any purposes authorized by the Act, subject to the following limitations:

- (a) Expenditures from the proceeds of Obligations shall be identified and described in the orders, resolutions, indentures or other agreements submitted to and approved by the City Council prior to the sale and delivery of the Obligations to the purchasers thereof.
- (b) Expenditures that may be made from a fund created with the proceeds of Obligations, and expenditures of monies derived from sources other than the proceeds of Obligations may be used for the purposes of financing or otherwise providing one or more "Projects," as defined in the Act. The specific expenditures shall be described in a resolution or order of the Board and shall be made only after the approval thereof by the City Council.
- (c) Except as otherwise set forth in Section 6.05, or a project for which a public hearing is not required by the Act, two (2) separate public hearings shall be held prior to the approval of any proposed specific project. One (1) shall be held by the Board and one (1) shall be held by the City Council.

- (d) All proposed expenditures shall be made in accordance with, and shall be set forth, in the annual budget required in Section 6.02 of this Article.
- (e) For any specific project costing \$25,000.00 or less, the Board may approve, and begin making expenditures 60 days subsequent to the Board's public hearing required by Section 6.05(c). The City Council is not required to conduct a public hearing for any project costing \$25,000.00 or less, or for any project for which a public hearing is not required by the Act.

6.6 Issuance of Obligations. No Obligations, including refunding Obligations, shall be sold and delivered by the Corporation unless the City Council adopts a resolution, not earlier than the 60th day before the date the Obligations are delivered, specifically approving the Corporation's resolution providing for the issuance of such Obligations.

6.7 Conflict of interest. The procedures of the Texas Local Government Code, Chapter 171, shall apply to conflicts of interest by Board Directors who shall be considered local public officials for purposes of these Bylaws. If a Director has a substantial interest in any business entity or real property, which is subject of deliberation by the Board, the Director shall file an affidavit with the Secretary of the Corporation stating the nature and extent of the interest. Such affidavit shall be filed prior to any vote or decision upon the matter of the Board, and the interested Director shall abstain from any vote, decision or discussion upon the matter.

6.8 Gifts. The Board may accept on behalf of the Corporation, any contribution, gift, bequest, or devise for the general purposes or for any special purposes of the Corporation.

6.9 Contracts for Service. All contracts of the Corporation must be approved by the City Council before the contract is executed by the officers of the Corporation. After a contract is approved by the City Council, expenditures made in accordance with the terms of that contract do not require additional City Council approval. Other expenditures of the Corporation require City Council approval before the expenditure is made.

ARTICLE VII
MISCELLANEOUS PROVISIONS

- 7.1 Fiscal Year. The fiscal year of the Corporation shall be the same as the fiscal year of the City.
- 7.2 Seal. The Board of Directors shall have the option of electing to use a corporate seal which shall be in a form and may contain inscription as the Board may determine. The absence of a corporate seal shall not vitiate any record, document or act of the Board.
- 7.3 Resignations. Any Director or officer may resign at any time. Such resignations shall be made in writing and shall take effect at the time specified therein, or, if no time is specified, at the time of its receipt by the President or Secretary.
- 7.4 Approval or Advice and Consent by City Council. To the extent that these Bylaws refer to any approval by the City Council or refer to advice and consent by the City Council, such advice and consent shall be evidenced by a certified copy of a resolution, order or motion duly adopted by City Council.
- 7.5 Services of City Staff and Officers. The Corporation may utilize the services of the City personnel for usual and routine matters, provided that the performance of such service does not materially interfere with the other duties of such personnel of the City. Subject to approval of the City Manager or the City Council, the Corporation may utilize the services of City personnel for unusual and non-routine matters. The Corporation shall pay reasonable compensation to the City for such services or use of any City personnel.
- 7.6 Indemnification of Directors, Officers and Employees.
- (a) As provided in the Act and in the Articles of Incorporation, the Corporation is, for the purposes of the Texas Tort Claims Act (Subchapter A, Chapter 101), Texas Civil Practices and Remedies Code, a governmental unit, and its actions are

governmental functions.

- (b) The Corporation shall indemnify each Director of the Board, its officers, its employees, its attorneys, each member of City Council and each member of the City, to the fullest extent permitted by the Act against all liability or expense, including but not limited to attorneys' fees incurred by any of such persons by reason of any actions or omissions that may arise out of the functions and activities of the Corporation.
- (c) The Corporation may purchase and maintain insurance on behalf of any Board Director, officer, employee or agent of the Corporation, or on behalf of any person serving at the request of the Corporation as a Board Director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against that person and incurred by that person in any such capacity or arising out of any such status with regard to the Corporation, whether or not the Corporation has the power to indemnify that person against liability for any of those acts.
- (d) Any indemnification or liability insurance provided under this Section may be obtained through the City's general insurance coverage.

7.7 Legal Construction. These Bylaws shall be construed in accordance with the laws of the State of Texas. All references in these Bylaws to statutes, regulations, or other sources of legal authority shall refer to the authorities cited, or their successors, as they may be amended from time to time. The provisions of the Act applicable to corporations governed under the Act are incorporated within these Bylaws as amended. In the event of any conflict between the applicable provisions of the Act and these Bylaws, then the provisions of the Act shall control.

7.8 Severability. If any provision or section of these Bylaws is held to be invalid, illegal or

unenforceable in any respect, the invalidity, illegality or unenforceability shall not affect any other provision, and the Bylaws shall be construed as if the invalid, illegal, or unenforceable provision had not been included in the Bylaws.

7.9 Parties Bound. The Bylaws shall be binding upon and inure to the benefit of the Directors, officers and agents of the Corporation and their respective heirs, executors, administrators, legal representatives, successors and assigns, except as otherwise provided herein.

7.10 Applicability of City Charter, Policies and Procedures. The City Charter and all duly approved City policies and procedures shall apply directly to the Corporation and the Board unless such charters, policies or procedures are superseded by state law or are not related to the functions of the Board. The Board has the discretion, subject to the approval of the City Council, to adopt other policies and procedures in addition to or in place of these policies and procedures of the City.

ARTICLE VIII

EFFECTIVE DATE, AMENDMENTS

8.1 Effective Date. These Bylaws shall become effective upon the occurrence of all of the following events:

- (a) The adoption of these Bylaws by the Board; and
- (b) The approval and adoption of these Bylaws by the City Council

8.2 Amendments to Articles of Incorporation and Bylaws. These Bylaws may be amended or repealed, and amended Bylaws may be adopted by either:

- (a) An affirmative vote of at least four (4) Board Directors present at any regular meeting or any special meeting, if at least three (3) days written notice is given of an intention to amend or repeal the Bylaws or to adopt new Bylaws at such meeting. Any such amendment of the Bylaws will be effective upon approval by the City Council; or
- (b) The City Council, in its sole discretion.

Amended this the ___ day of _____, 2018

Tina Henderson
President of the Board of Directors

Attest:

Jason Alexander
Executive Director

Approved by the City Council of the City of Corinth, Texas on this ____ day of _____ 2018:

Bill Heidemann
Mayor

City Council Regular and Workshop Session

Meeting Date: 08/02/2018

Title: Code of Ethics Ordinance

Submitted For: Bob Hart, City Manager

Submitted By: Kim Pence, City Secretary

City Manager Review: Approval: Bob Hart, City Manager

AGENDA ITEM

Consider and act on an Ordinance of the City of Corinth repealing existing Chapter 39, Code of Ethics, of Title III, Administration, of the Code of Ordinances of the City and adopting a new Chapter 39, Code of Ethics, with provisions applicable to City Officials, both current and former, Vendors and Complainants; providing External Remedies for Frivolous Complaints; and providing an effective date.

AGENDA ITEM SUMMARY/BACKGROUND

The Ethics Commission Board has had several meetings since January along with the UTA graduate Capstone students to assist in updating the existing Code of Ethics Ordinance. The City's Code of Ethics Ordinance has not been updated since 2005. The students surveyed a number of cities to guide their recommendations. The Ordinance covers gifts, conflicts of interest, and travel. The travel stipulates reimbursement based on receipts not to exceed the GSA schedule for Texas.

The Ethics Commission Board along with the students established procedures, recommended areas for improvement and incorporated a training/education component.

They also looked at an independent ethics and compliance hotline. A company that was discussed was Red Flag Reporting. Red Flag Reporting is a systematic program that promotes safe and ethical behavior in the workplace through on-going communications, telephone hotline and web portal that allows individuals to speak up anonymously or not when unsafe or unethical activity is noted.

RECOMMENDATION

Staff recommends approval of Ordinance No. 18-07-19 -

Attachments

Code of Ethics Ordinance 05-04-07-10

Ethics Training Powerpoint

Red Flag Reporting Proposal

Amended Code of Ethics Ordinance

Travel and Training Policy

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ORDINANCE NO. 05-04-07-10

CODE OF ETHICS

AN ORDINANCE OF THE CITY OF CORINTH, TEXAS ADOPTING A CODE OF ETHICS APPLICABLE TO OFFICERS AND ADVISORY BOARD MEMBERS WITHIN THE CITY; PROVIDING STANDARDS OF CONDUCT FOR SUCH OFFICERS, AND ADVISORY BOARD MEMBERS; REQUIRING THE DISCLOSURE OF CONFLICTS OF INTEREST; PROVIDING FOR THE RENDERING OF ADVISORY OPINIONS BY THE CITY ATTORNEY; PROVIDING FOR ENFORCEMENT AND PENALTIES FOR VIOLATIONS HEREOF; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PUBLICATION IN PAMPHLET FORM; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the City Council of the City of Corinth deems it necessary and advisable to adopt a Code of Ethics applicable to the conduct of officers and advisory board members while acting in their official capacities in representing the City of Corinth.

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

SECTION 1

DECLARATION OF POLICY

It is hereby declared to be the policy of the City of Corinth that the proper operation of democratic government requires that public officials and employees be independent, impartial and responsible only to the people of the city; that governmental decisions and policy should be made in the proper channels of the governmental structure; that no officer or member of any advisory board, commission or committee should have any interest, financial or otherwise, direct or indirect, or engage in any business, transaction or professional activity or incur any obligation of any nature which is in conflict with the proper discharge of his or her duties in the public interest; that the public office and public employment are positions of public trust imposing the duty of a fiduciary upon all officeholders, who are not to use their public position for personal gain, and that the public should have confidence in the integrity of its government. To implement such a policy, the city council deems it advisable to enact this code of ethics for all officers and advisory board members, whether elected or appointed, paid or unpaid, to serve not only as a guide for official conduct of the city's public servants, but also as a basis for discipline for those who refuse to abide by its terms. This code of ethics is cumulative of other ordinances, city charter provisions and state statutes defining and prohibiting conflicts of interest.

SECTION 2

DEFINITIONS

For the purposes of this code of ethics the following words and phrases shall have the meanings ascribed to them by this section.

Advisory board shall mean an advisory board, commission or committee of the city.

55 **Business Entity** shall mean a sole proprietorship, partnership, firm, corporation, association,
56 holding company, jointstock company, receivership, trust, or any other entity recognized by law.

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58 **Knowingly.** A person acts knowingly, or with knowledge, with respect to the nature of his or her
59 conduct or to circumstances surrounding his or her conduct when he is aware of the nature of his or her
60 conduct or that the circumstances exist. A person acts knowing, or with knowledge, with respect to a
61 result of his or her conduct when he is aware that his or her conduct is reasonably certain to cause the
62 result.

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64 **Officer** shall mean any member of the city council and any member of an advisory board,
65 commission or committee established by ordinance, charter or state law; provided, no member of an
66 advisory board shall be deemed an officer of the city.

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68 **Substantial interest.**

- 69
70 A. A person has a substantial interest in a business entity if:
71 1. The interest is ownership of ten (10) percent or more of the voting stock or shares
72 of the business entity or ownership of either ten (10) percent or more or fifteen
73 thousand dollars (\$15,000.00) or more of the fair market value of the business
74 entity (see Section 171.002, Texas Local Government Code); or
75 2. Funds received by the person from the business entity exceed ten (10) percent of
76 the person's gross income for the previous year (see Section 171.002, Texas
77 Local Government Code); or
78 3. The person holds a position of member of the board of directors or other governing
79 board of the business entity; or
80 4. The person serves as an elected officer of the business entity; or
81 5. The person is an employee of the business entity; or
82 6. The person is a creditor, debtor or guarantor of the business entity in the amount
83 of five thousand dollars (\$5,000.00) or more; or
84 7. Property of the person has been pledged to the business entity or is subject to a
85 lien in favor of the business entity in the amount of five thousand dollars
86 (\$5,000.00) or more.
- 87
88 B. A person does not have a substantial interest in a business entity if:
89 1. The person holds a position as a member of the board of directors or other
90 governing board of a business entity; and
91 2. The person has been designated by the city council to serve on such advisory
92 board; and
93 3. The person receives no remuneration, either directly or indirectly, for his or her
94 service on such board; and
95 4. The primary nature of the business entity is either charitable, nonprofit or
96 governmental.
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98 C. A person has a substantial interest in real property if the interest is an equitable or legal
99 ownership interest with a fair market value of two thousand five hundred dollars
100 ((\$2,500.00) or more (see Section 171.002, Texas Local Government Code).
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102 D. A person has a substantial interest under this ordinance if the person's spouse or a
103 person related to the person in the first degree by consanguinity or affinity has a
104 substantial interest under this ordinance (see Section 171.002, Texas Local Government
105 Code). A person is related in the first degree by consanguinity to his or her father,
106 mother, brother, sister, son or daughter. A person is related in the first degree by affinity

to his or her father-in-law, mother-in-law, brother's spouse, sister's spouse, son-in-law or daughter-in-law.

SECTION 3

STANDARDS OF CONDUCT

- A. No city officer, advisory board member or candidate for city council shall knowingly:
1. Accept or solicit any gift, favor, service or thing that might reasonably tend to influence him in the discharge of his or her official duties. This prohibition shall not apply to:
 - i. An occasional non-pecuniary gift, insignificant in value; or
 - ii. An award publicly presented in recognition of public service; or
 - iii. Any gift which would not have been offered or given to him if he were not a city officer or advisory board member, or their spouses.
 2. Grant in the discharge of his or her official duties any improper favor, service or thing of value to any person, group or business entity;
 3. Accept or solicit any gift, favor, service or thing of value, including a promise of future employment, of sufficient economic value that it might reasonably tend to influence him, in the discharge of his or her official duties, from any person, group or business entity:
 - i. Who is licensed or has a substantial interest in any business entity that is licensed by any city department, agency, commission or advisory board on which the city officer or advisory board member serves; or
 - ii. Who has a financial interest in any proposed ordinance or decision upon which the city officer or advisory board member may or must act or make a recommendation; provided, however, that any city officer or advisory board member and their spouses, may accept travel and related expenses to attend ceremonial functions, provided that such acceptance and attendance have been approved by the city council prior to the occurrence of the ceremonial function.
 4. Knowingly disclose any confidential information gained by reason of the position of the officer or advisory board member concerning the property, operations, policies or affairs of the city, or use of such confidential information to advance any personal interest, financial or otherwise, of such officer or advisory board member, or others. This subparagraph 4 shall not preclude disclosure of such confidential information in connection with any investigation or proceeding regarding whether there has been a violation of the standards of conduct set forth in this code.
 5. Use one's position or office of employment or city facilities, personnel, equipment or supplies to secure special privileges or exemptions for himself or others or for the private gain of the city officer, advisory board member or his or her spouse.
 6. Engage in any exchange, purchase or sale of property, goods or services with the city except:
 - i. Rendering services to the city as an officer or advisory board member;
 - ii. Paying taxes, fines, utility service or filing fees;
 - iii. Executing and performing any developer's agreement or plat in compliance with laws and regulations applicable to any person; provided, however, that if any city ordinance, rule or regulation allows any discretion by the appropriate officers of the city in the interpretation or enforcement of such ordinance, rule or regulation, any such discretion shall be exercised in favor of the city in connection with any such developer's agreement or plat;
 - iv. Advisory board members who are not otherwise officers of the city, may engage in any exchange, purchase or sale of property, goods or services

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with the city, or enter into a contract with the city, provided that the advisory board on which they are a member has no advisory function or cognizance, direct or indirect, present or prospective, with respect to the transaction in which such advisory board member engages or proposes to engage.

- 7. Hold himself or herself out as representing the city in any capacity other than that for which he/she was appointed or elected.
- 8. Engage in or accept private employment or render a service when such employment or service is incompatible with the proper discharge of his or her official duties or would tend to impair his or her independent judgment in the performance of his or her official duties.
- 9. Make or permit the unauthorized use of city owned vehicles, equipment, materials or property.
- 10. Grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.
- 11. After termination of service with the city, appear before any advisory board or commission of the city in relation to any case, proceeding or application in which he or she personally participated or which was under his or her active consideration, during the period of his or her service with the city.
- 12. Transact any business in his or her official capacity with the city with a business entity in which he or she has a substantial interest.
- 13. Engage in any dishonest or criminal act or any other conduct prejudicial to the government of the city or that reflects discredit upon the government of the city.
- 14. Knowingly perform or refuse to perform any act in order to deliberately thwart the execution of city ordinances, rules or regulations or the achievement of official city programs.

B. No member of the city council shall knowingly represent, directly or indirectly, any person, group or business entity:

- 1. Before the city council or any department, agency, advisory board or commission of the city;
- 2. In any action or proceeding against the interests of the city or in any litigation in which the city or any department, agency, advisory board or commission thereof is a party; or
- 3. In any action or proceeding in the municipal courts of the city which was instituted by a city officer or employee in the course of his or her official duties, or a criminal proceeding in which any city officer or employee is a material witness for the prosecution.

C. No member of a city advisory board or commission shall knowingly represent, directly or indirectly, any person, group or business entity:

- 1. Before the city council or the advisory board or commission of which he or she is a member;
- 2. Before a advisory board or commission which has appellate jurisdiction over the advisory board or commission of which he or she is a member;
- 3. In any action or proceeding against the interests of the city or in any litigation in which the city or in any litigation in which the city or any department, agency, advisory board or commission thereof is a party; or
- 4. In any action or proceeding in the municipal courts of the city which was instituted by a city officer or employee in the course of his or her official duties, or a criminal proceeding in which any city officer or employee is a material witness for the prosecution.

D. The restrictions in this section do not prohibit a member of a city advisory board or commission (other than city council), or his or her spouse, appearing before the city council or a city department, agency, advisory board or commission to represent himself or herself in a matter affecting his or her property; provided, however, that no such

- 13 person, or his or her spouse, shall appear before the advisory board or commission of
14 which he or she is a member.
15 E. The restrictions in this section do not apply to business associates of officers or advisory
16 board members, but only personally to the officers and advisory board members
17 themselves.
18 F. Election Period:
19 1. All candidates for city office are encouraged to voluntarily comply with the Fair
20 Campaign Practices Act, Chapter 258 of the Texas Election Code. The city will
21 provide appropriate forms to each candidate.
22 2. A candidate for city election will not use the city logo or the city letterhead in any of
23 their campaign material, advertising, or solicitations. The council may authorize
24 the city attorney to take civil action against the violator for using copyrighted logos
25 belonging to the city and may seek damages therein, and a current elected official
26 in the City of Corinth, running for office, is subject to sanctions up to and including
27 public censure by the council.
28 3. A citizen running for office who uses copyrighted materials belonging to the city
29 during an election may also be pursued, via civil action upon council authorization,
30 by the city attorney and may be subject to civil damages.
31

SECTION 4

DISCLOSURE OF INTEREST

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36 A. If any city officer or advisory board member has a substantial interest in a business entity
37 or real property involved in any decision pending before such officer or advisory board
38 member, or the body of which he or she is a member, such officer or advisory board
39 member shall disclose such interest as provided in paragraph C below and shall not,
40 except as provided in paragraph B below, discuss the substance of the matter at any time
41 with any other member of the advisory board of which he is a member or any other body
42 which will vote on or otherwise participate in the consideration of the matter.
43 B. If any of the following interests are involved in any decision pending before any city officer
44 or advisory board member, or the body of which he is a member, such officer or advisory
45 board member must disclose such interest as provided in paragraph C below, but he shall
46 be permitted to vote on and participate in the consideration of such matter:
47 1. A decision concerning a bank or other financial institution from which the officer or
48 advisory board member has a home mortgage, automobile loan, or other
49 installment loan, if the loan is not currently in default, was originally for a term of
50 more than 2 years and cannot be accelerated except for failure to make payments
51 according to the terms thereof;
52 2. A decision concerning a bank or other financial institution in which the officer or
53 advisory board member holds a savings account, checking account or certificate of
54 deposit and which is fully insured by the U.S. government or an agency thereof;
55 3. A decision concerning a business entity with which the officer, employee, or
56 advisory board member has a retail or credit card account;
57 4. A decision concerning the approval of substitution of collateral by a city depository
58 bank;
59 5. A decision concerning real property in which the officer or advisory board member
60 has a substantial interest if it is not reasonably foreseeable that such decision
61 would have a special economic effect on the value of the property, distinguishable
62 from the effect on the public (see Section 171.004, Texas Local Government
63 Code).
64 C. A city officer or advisory board member shall disclose the existence of any substantial
65 interest in a business entity or real property involved in any decision pending before such

66 officer or advisory board member, or the body of which he is a member. To comply with
67 this paragraph, a city officer or advisory board member shall, prior to any discussion or
68 determination of the matter, either file an affidavit of disclosure as required by Section
69 171.004 of the Texas Local Government Code or, if not so required, shall publicly disclose
70 in the official records of the body or of the city secretary the nature of the interest.

- 71 D. An officer or advisory board member is not required to file an affidavit and abstain from
72 participation in a matter if a majority of the members of the body of which he or she is a
73 member is composed of persons who are likewise required to file affidavits of similar
74 interests on the same official action (See Section 171.004(c), Texas Local Government
75 Code)
76

77 **SECTION 5**

78 **ENFORCEMENT**

- 79
80
81 A. The city council shall have the primary responsibility for the enforcement of this code.
82 1. The city council may direct the City Manager's Office to receive any complaints
83 that arise from violations of this code.
84 2. The City Manager will be responsible for notifying the City Council within 72 hours
85 after any complaint is received.
86 3. The city council may direct the city attorney to investigate or prosecute any
87 apparent violation of the code or it may employ or appoint any qualified attorney to
88 investigate or prosecute any violation or series of violations of this code by one or
89 more persons. At the direction of the city council, the city attorney shall have the
90 power to investigate any complaint, to initiate any suit, and to prosecute any action
91 on behalf of the city where such action is appropriate.
92 4. The City Council may also direct that the complaint be reviewed by the City of
93 Corinth Ethics Commission.
94 D. Any person who believes that a violation of any portion of the code has occurred may file
95 a complaint with the City Managers Office who may then proceed as provided in
96 paragraph "A" above. Should the complaint involve the City Manager, then the complaint
97 will be presented to the city council. However, nothing in this code shall be construed to
98 prevent any complainant from instituting direct legal action through the appropriate judicial
99 authority.
100 E. The Corinth Ethics Commission will be an appointed advisory board and will serve as
101 follows:
102 1. The advisory board will consist of Five Members;
103 2. Will be appointed by the City Council for a term of Two Years and will have
104 staggered terms;
105 3. Candidates for the advisory board will be named by the Mayor and will be
106 approved by majority vote of the city council;
107 4. Members of this advisory board may not hold an elected municipal office within the
108 City of Corinth and may not serve on any other advisory board or commission
109 within the City of Corinth;
110 5. The advisory board will establish a Standard Operating Procedure for reviewing
111 complaints, which will be approved by a majority vote of the city council;
112 6. The City of Corinth Ethics Commission will be accountable to the Mayor and City
113 Council.
114

SECTION 6

ADVISORY OPINIONS

- A. Where any officer or advisory board member has a doubt as to the applicability of any provision of this code to a particular situation, or as to the definition of terms used herein, he may apply to the city attorney for an advisory opinion. The officer or advisory board member shall have the opportunity to present his or her interpretation of the facts at issue and of the applicability of provisions of the code before such advisory opinion is made.
- B. Until amended or revoked, any advisory opinion shall be binding on the city, the city council, and the city attorney in any subsequent actions concerning the public officer, or advisory board member who sought the opinion and acted on it in good faith, unless material facts were omitted or misstated in the request for the advisory opinion. Such opinion shall not be binding in any action initiated by any private citizen.

SECTION 7

SANCTIONS OR PENALTIES

- A. Criminal violations of this policy will be submitted to the District Attorney's Office, after a review by the City Attorney, which will have sole responsibility to determine the appropriate penalties.
- B. Complaints against council members or advisory board members that are deemed to be valid, non-criminal in nature, and a violation of this policy will have a recommended action by the Ethics Commission; the council, in open session, will affirm that action by majority vote **OR** take the action that it deems appropriate by majority vote. The following are recommended administrative sanctions:
 1. No action, based on the circumstances and/or a first violation
 2. Verbal censure in open session
 3. Written censure in open session
- C. Complaints against advisory board members appointed by council may have the additional sanction of being removed from that advisory board by a majority vote of the council.
- D. Any contract or transaction which was the subject of an official act or action of the city in which there is an interest prohibited by this code, or which involved the violation of a provision of this code, shall be voidable at the option of the City Council.
- E. Violation of this policy by any candidate for office shall be punishable by a fine in accordance with the general penalty provision found in Section 10.99 of the City code. Each day that a violation is permitted to exist shall constitute a separate offence punishable by the above enumerated fine.

SECTION 8

INVESTIGATIVE RESPONSIBILITIES

- A. All complaints made against a councilmember(s) or advisory board member(s) with a potential violation of criminal statutes should be referred to the city attorney for review. If warranted, the city attorney should be given responsibility to refer such criminal complaints to the District Attorney for possible action. The city attorney shall advise the city manager and the council in writing of his action. Should the city attorney find no criminal aspects in the complaint, he will refer the complaint as noted below in paragraph B.
- B. Complaints of a non-criminal nature made against a councilmember(s) or advisory board member(s) that violate this policy should be reviewed by the City of Corinth Ethics

Commission. The Ethics Commission shall advise the city manager and the city council in writing of its findings and recommendations. This review should be completed within a specified and reasonable time limit. - *Doesn't say what reasonable amount of time?*

SECTION 9

TEXAS STATUTES

Elected officials and appointed officials, advisory boards and commissions must adhere to the following Texas statutes:

Civil Statutes

- Open Meetings Act (Tex. Gov't. Code, Ann. Ch. 551)
- Public Information Act/Open Records Act (Tex. Gov't Code. Ann. Ch. 552)
- Conflicts of Interest (Tex. Loc. Gov't Code, Ch. 171)
- Official Misconduct (Tex. Penal Code, Ch. 36, Ch. 39)
- Nepotism (Tex. Rev. Civ. Stat. Ann., arts. 5996a & 5996b)
- Whistleblower Protection (Tex. Rev. Civ. Stat. Ann., art. 6552-16a)
- Competitive Bidding and Procurement (Tex Loc. Gov't. Code, Ch 252)

State Penal Laws

- Bribery (Tex. Penal Code, 36.02)
- Coercion of Public Servant or Voter (Tex. Penal Code, §36.03)
- Improper Influence (Tex. Penal Code §36.04)
- Tampering with a Witness (Tex. Penal Code §36.05)
- Retaliation (Tex. Penal Code §36.06)
- Gifts to Public Officials (Tex. Penal Code §36.08)
- Offering Gift to Public Servant (Tex. Penal Code §36.09)
- Abuse of Office (Tex. Penal Code, Chapter 39)
- Official Misconduct (Tex. Penal Code §36.02)
- Official Oppression (Tex. Penal Code §39.03)
- Misuse of Official Information (Tex. Penal Code §39.06)

SECTION 10

The city secretary shall cause a copy of this code of ethics to be distributed to every officer and advisory board member of the city within thirty (30) days after enactment of this code. Each officer and advisory board member thereafter elected or appointed shall be furnished a copy before entering upon the duties of his or her office. A copy of this code of ethics will be provided to each candidate running for municipal office.

SECTION 11

This ordinance shall be cumulative of all provisions of ordinances of the City of Corinth, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such ordinances, in which even the conflicting provisions of such ordinances are hereby repealed.

SECTION 12

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and selections of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared

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unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance, since the same would have been enacted by the city council without the incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

SECTION 13

The City Secretary of the City of Corinth is hereby authorized to publish this ordinance in book or pamphlet form for general distribution among the public, and the operative provisions of this ordinance as so published shall be admissible in evidence in all courts without further proof than the production thereof.

SECTION 14

This ordinance shall be in full force and effect from and after its passage and publication as required by law, and it is so ordained.

PASSED AND APPROVED ON THIS 7th DAY OF April, 2005



Victory Burgess
MAYOR

ATTEST:
Kimberly Pence
CITY SECRETARY

APPROVED AS TO FORM AND LEGALITY:
Robert M. Allen
CITY ATTORNEY
DATE: _____
ADOPTED: _____
EFFECTIVE: _____

Code of Ethics

CORINTH CITY HALL

WELCOME TO
CORINTH
2018

Compliance Education



This presentation is intended to familiarize you with the City of Corinth's Code of Ethics Ordinance governing your conduct.

The purpose of the Code of Ethics is to uphold and support standards of personal honesty and integrity to be consistent with the goals and expectations of our community.

Applicable to: City Officials; Economic Development Corporation; Finance Audit Committee; Board of Construction Appeals; Keep Corinth Beautiful; Former City Officials; and Vendors.

This should not be considered exhaustive of the Code of Ethics expected of a public servant.

Framework



The elements surrounding the Code of Ethics connects the framework that is crucial to achieving our vision and representative of our core values.

Subject Areas



- ◇ Standards of Conduct
- ◇ Conflict of Interest
- ◇ Acceptance of Gifts
- ◇ Reporting System
- ◇ Enforcement

Standards of Conduct



- ◇ Properly use and protect City resources, materials, equipment, and assets
- ◇ Use good judgement and follow organizational policies for business travel and reporting
- ◇ Prepare and maintain accurate and complete financial and other records
- ◇ Transparency
- ◇ Social Media - Do not reference or associate the City to promote outside business ventures, political campaigns, or religious causes

Conflict of Interest

Outside activities or relationships that influence--- or could appear to influence your judgement and/or decisions on behalf of the City.

Potential Conflicts of Interest

- ◇ Outside employment or board membership
- ◇ Endorsements and testimonials
- ◇ Financial interests
- ◇ Improper Influence
- ◇ Business relationship to relatives

Disclosure of such conflicts must be filed with the City Secretary.



Acceptance of Gifts



It is a violation to accept any gift in market value of \$100.00 or greater and/or accept multiple gifts from a single source exceeding \$100.00 in a single fiscal year.

This includes anything of monetary value, such as personal property, real property, services, meals, entertainment, and travel expenses. Acceptance of such gifts may give the *appearance* of preferential treatment in the course of doing business.

It is important to inform vendors and others of this policy, and the reasons it was adopted. Gifts of food that may arrive surrounding holidays belong to the entire staff, even if addressed to an individual.

Duty to Report

City Officials shall immediately report any conduct that the person knows to be a violation of this ordinance. Failure to report, is also a violation.

All Candidates for City Council, including Candidates for Mayor, shall file financial information reports as required by, and in accordance with, State law. All prospective Vendors and City Officials shall file disclosure forms as required by, and in accordance with, State law.



Reporting System

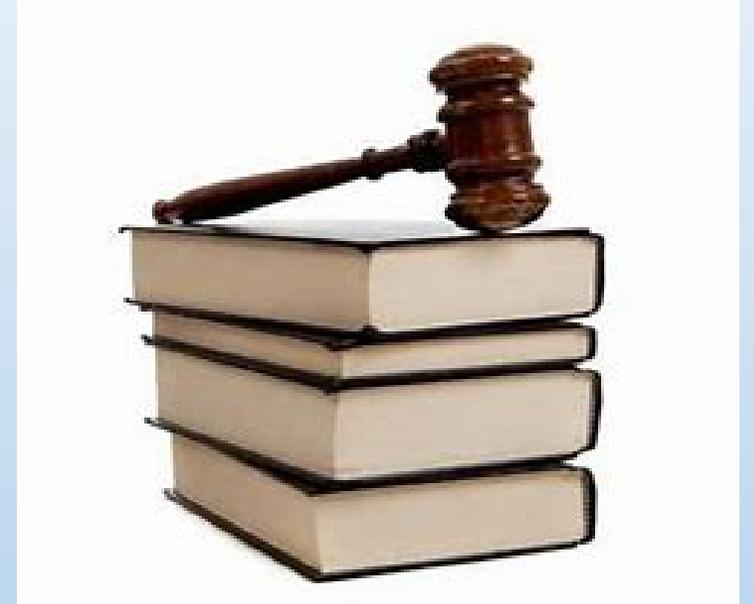
Inline with our commitment for transparency, a violation may be reported using the appropriate internal channels, or anonymously through **RED FLAG REPORTING**, our confidential compliance hotline, 24 hours a day, 7 days a week.

If found in violation, individuals may be subject to sanctions that range from admonition; reprimand; suspension; or termination.

A false or frivolous complaint brought in bad faith may be subject to civil liability of defamation or abuse of process.



Enforcement



What is Expected of You?

*"Relativity
applies to
physics, not
ethics."*

Albert Einstein

- ◇ As a public servant, you should act fairly and honestly and should avoid creating even the appearance of impropriety.
- ◇ Review and follow the Code of Ethics.
- ◇ Participate in periodic compliance training.
- ◇ Ask questions when uncertain about what to do.
- ◇ Speak up about issues or concerns including; potential violations of laws, regulations, and ordinances.



**Proposal: Independent Compliance Hotline
with Advanced Case Management Capabilities**



Red Flag Reporting
P.O. Box 4230
Akron, Ohio 44321
1-877-676-6551
www.redflagreporting.com

Confidential proposal for City of Corinth only. Distribution or discussion of trade secrets outside of City of Corinth's management or employees is strictly prohibited.

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Section A – Introduction Letter



March 13, 2018

Dear Bob Hart and City of Corinth:

We are pleased to submit this proposal to provide an independent ethics and compliance hotline for City of Corinth. We are committed to assisting you in protecting your assets, clients, employees and reputation while setting a tone that celebrates ethical and safe behavior.

We will help you:

- Deter and detect challenging issues such as safety concerns, environmental/disposal policy violations, theft, conflicts of interest, harassment, discrimination and more,
- Increase profitability due to controlled costs such as insurance, workers' compensation, legal fees and employee turnover expenses,
- Defeat lawsuits more easily, and minimize or avoid governmental fines, through a potent "affirmative defense,"
- Protect people and reputations by catching small problems before they become big,
- Proactively manage by identifying trends in the areas of safety, harassment, discrimination and other costly issues,
- Increase employee satisfaction through an enhanced emphasis on safety and integrity, and
- Use time more constructively by spending less time on headaches.

With clients coast to coast and on six continents, we know the power of an anonymous reporting option. This power is evident in both detecting and preventing fraud, waste, abuse, safety violations and the like.

We hope to help you too. Any questions regarding this proposal can be directed to Raymond H. Dunkle at 330-860-5602 or ray.dunkle@redflagreporting.com.

Red Flag Reporting

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Section B - Overview and Features of Offering

Red Flag Reporting places at the high end of the quality spectrum and the lower end of the pricing spectrum, positioned as a “value” provider. Our functionality and industry leading features may exceed your needs, yet our fees are low enough to allow you to magnify your return on investment. As a result, our clients are in nearly every industry including manufacturers, distributors, governmental entities, resorts & hotels, universities, national and international airports, publicly traded companies, international organizations, major service providers (including several “Top 100” CPA firms), not-for-profits, and many more representing millions of employees, residents and constituents. We are responsive to all clients, large and small. We have received favorable press coverage in:

- Accounting Today,
- InsideCounsel Magazine
- The Journal of Accountancy (published by the American Institute of CPA’s) and
- QuickRead (published by the National Association of Certified Valuators and Analysts).
- Plus, Red Flag Reporting is rated “A+” by the Better Business Bureau, who has awarded us the “Gold Star Award” recognizing us “for upholding strong integrity and promoting marketplace trust,” and we are approved as E.U. – U.S. Privacy Shield certified by the U.S. Department of Commerce.

Reports may be made about anything unethical or unsafe. Key features of our offering include:

- Toll-free or toll phone numbers available globally.
- Live operators 24/7/365 with the ability to field calls in over 200 languages.
- Web reporting portal in 50+ languages.
- Included in our pricing is case management software so powerful that it will likely be used by your Internal Audit, Human Resources and Compliance departments for cases beyond those received via our hotline offering. Features include, but are not limited to:
 - Report storage, including uploaded evidence,
 - Case notes and prioritization,
 - Direct but anonymous communications between reporters and investigators, including the ongoing ability to share documents,
 - On-demand graphing of trends by various characteristics and time-frames,
 - Segregation of reporting by geographic and/or branch location,
 - Automated report assignment by report location and/or type with the ability to further delegate reports to other investigators,
 - Audit trails of updates made to each report,
 - The ability to assign investigative tasks,
 - The ability to establish automated reminders of tasks due,

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- The ability to report multiple issues within one report,
- For the reporter, automatic identification of who the report will be routed to initially, which is based on the location and/or type of report.
 - If the report is about one of those people, the reporter can block distribution to that person.
- Automatic team notification via text and e-mail when a new report is filed.
 - If the report is about a person blocked by the reporter, that blocked person is not notified and will not have access to, or knowledge of, the filed report.
- Automatic team notifications when a report is updated by the reporter or a member of the investigative team,
- An internal message board for the investigative team's eyes only, and
- The ability to export data.
- Pre-recorded training videos.
- On-going communications for the promotion of ethical and safe behavior.
- Employee wallet cards and work-place posters.
- Unlike an internally run hotline, an independent service your employees will trust!

To fully appreciate these features, we would be happy to provide a live demonstration of our offering.

Section C – Secure Data

Microsoft Corporation provides Red Flag Reporting a cloud services environment that features vigorous security and continuous access to applications and data. This service ensures increased security at each phase of the cloud services delivery model and for every user interaction—physical datacenter, network connectivity, service hosting platform, and user and administrator access—to help you reap the demonstrated benefits of cloud services while minimizing your overall risk.

Ours is a security-hardened solution that has been designed using the principles of the Microsoft Security Development Lifecycle. Security roles allow us to further secure data by controlling user access through a set of access rights and permissions.

Red Flag Reporting provides protection at multiple levels:

Physical security

Microsoft datacenters provide 24-hour monitoring through physical controls, video surveillance, and access control to ensure only authorized personnel can manage applications and services.

Here's a look at some of the ways Microsoft helps keep its datacenters and your data secure:

- **Redundant power supplies.** To ensure business continuity, when power is lost, there are two power supplies for each datacenter: a battery provides short-term power until diesel generators can kick in. Microsoft has contracts with multiple fuel suppliers to ensure fuel delivery for the generators when it is needed.
- **Natural disaster control.** Microsoft provides seismically braced racks where required and fire prevention and extinguishing systems to protect datacenters against natural disasters.
- **Physical monitoring.** Microsoft strengthens physical security with motion sensors, 24-hour secured access, video camera surveillance, and security breach alarms.
- **Distributed Microsoft datacenter locations:** Our solution is deployed in Microsoft datacenters that are located in disperse geographies (currently only US based datacenters).
- **Secure network design and operations:** Each Microsoft datacenter provides multiple separate network segments. Segmentation helps ensure physical separation of critical, back-end servers and storage devices from the public-facing interfaces.

Logical security

Our solution is built with application security roles and controls. We help secure the service infrastructure with multi-tier administration, server monitoring, access control, and security standards and policies. Microsoft provides a team to ensure service reliability and continuity with standardized operations, defined change and incident management, and ongoing investments in hardening our defenses.

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Highlights of our approach to logical security follow:

Data security

These data security features provide customers with a highly secured connection to Red Flag Reporting solution over the Internet:

- Connections established between customers and Microsoft datacenters are encrypted using industry-standard Transport Layer Security (TLS). TLS effectively establishes a security-enhanced browser-to-server connection to help ensure data confidentiality and integrity between desktops and datacenters.
- A redundant network provides full failover capability and helps ensure 99.9 percent network availability.
- Anti-viral and anti-intrusion measures further secure data.
- All remote connections by Microsoft operations personnel must be made via Remote Desktop Service and two-factor authentication.

User security

This layer of security governs who can see what within your organization. These controls and processes may be critically important to your enterprise's information security, because many data breaches originate from within an organization.

- **Security roles** govern user access and the actions they can perform.
- **Business data auditing** allows organizations to maintain an audit trail that demonstrates accountability from beginning to end.
- **Field-level security** controls permission rights to read, create, or write in data fields.
- **Role-based forms** control the visibility of data for a specific record type.

Identity and access management

Access to the systems hosting the Red Flag Reporting solution is controlled through the following methods:

- **Staff-level access control.** Datacenter staff's access to the IT systems that store customer data is strictly controlled. Access control follows the separation of duties principle and grants the lowest privilege level required to perform a task.
- **Proactive host security.** Solution security is enhanced by proactively securing the host system. Microsoft hardens server security by disabling unnecessary services and providing logging and auditing. Service access is restricted by constant inspection, hardened servers, and sessions that are protected by TLS.

Section D – E.U. / U.S. Privacy Shield Certified



Red Flag Reporting was the first compliance hotline provider in the world to be approved by the U.S. Department of Commerce as E.U.-U.S. Privacy Shield Framework certified. While specific to the European Union, this lets you know that we take privacy seriously.

The E.U.-U.S. Privacy Shield Framework replaced the previously existing Safe Harbor and was designed by the U.S. Department of Commerce and European Commission to provide companies on both sides of the Atlantic with a mechanism to comply with E.U. data protection requirements when transferring personal data from the European Union to the United States in support of transatlantic commerce.

Red Flag Reporting's E.U.-U.S. Privacy Shield Policy can be seen by visiting www.RedFlagReporting.com and clicking on "About Us" and then "Privacy Policy."

Section E – Robust Insights

Working in conjunction with credentialed HR professionals, Red Flag Reporting was established as an ethics hotline provider and fraud hotline service by one of the nation's largest CPA firms. This founding firm understood the importance and value of external hotline services and created Red Flag Reporting to bring additional value to the firm's clients and the general marketplace. After significant growth, resulting in clients throughout the U.S. and internationally, Red Flag Reporting spun-off into an independent hotline provider focused solely on promoting all types of safe and ethical behavior in the workplace. While you would be a direct client of Red Flag Reporting, our hotline service is now licensed by CPA firms throughout the United States creating a powerful alliance centered on assisting organizations in protecting assets, employees, and reputations.

We understand the importance of providing your employees, customers, vendors, and/or others with a comprehensive yet easy hotline to report unethical or dangerous situations. Because we have analyzed, investigated, and implemented processes to prevent fraud for many years, we knew our expertise would be especially useful in creating a powerful fraud, ethics and safety hotline service. The seasoned professionals in our alliance are highly educated and experienced, holding numerous financial credentials. Our clients love the quality and responsiveness of our team and hotline service.

What does our financial expertise mean for you? At your discretion and direction, each financially oriented report can be reviewed by a Certified Public Accountant who is also a Certified Fraud Examiner (CFE) and/or Certified in Financial Forensics (CFF). These optional insights are available at no additional cost to you. This level of expertise also means that we place the utmost importance on quality, confidentiality, and security.

No other compliance hotline provider compares to us in this area.

Section F – Pricing

Our fee quote below is based on approximately 220 employees/board members/council members and 22,000 residents.

Annual Fee – employees/board/councils (unlimited reports):	\$600.00
Annual Fee – residents (includes 12 reports annually, \$35.00 each thereafter):	\$600.00 [A]
Hotline – 24/7/365 Availability, Including Live Operators:	Included
Powerful, Secure, Mobile-Responsive Case Management Software:	Included
On-going Communications Regarding Ethics and Safety:	Included
CPA/CFE/CFR Availability for Financial Reports:	Included
Per Report Fee:	No Charge
Toll-Free Phone Access (U.S.A. and Canada):	No Charge
One-time Set-up Fees, Generally:	No Charge
Pre-Recorded Training Fee:	No Charge
Other Optional Fees: You may want some of these recommended options:	
• High-quality wallet cards, English & Spanish	\$0.35 each
• Work-place posters, English & Spanish	\$3.50 each

Other Fees: Our phone agents assist reporters in English and Spanish at no additional cost. We can also assist reporters in over 200 other languages. In the event that a translator is needed for a call in other than English or Spanish, there is a minor charge to cover the costs incurred by us. Currently this charge is \$2.50 per minute but is subject to change.

[A] While we can make no guarantees, our experience serving governments large and small suggests that the City of Corinth is not likely to exceed 12 resident submitted reports annually.

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Section G – Easy Set-up

Implementation of Red Flag Reporting is quick and easy. Our turnaround for hotline set-up is typically one business day. Your time will likely be less than two hours. We provide:

- Easy, step-by-step roll-out instructions
- Employee awareness memos
- Web based and brief employee training videos
- Informative collateral
- Wallet cards (optional)
- Posters (optional)

We very routinely hear positive feedback on how logical, easy and effective our roll-out procedures are.

There is no set-up fee.

Section H – Exhibits

EXHIBIT 1

Quarterly Promotion of Safety & Integrity

Everyone:

Red Flag Reporting has provided good, practical insights below. Please take a moment to read them.

While we promote an open-door policy, we encourage you to use Red Flag Reporting if you are not comfortable talking directly to a supervisor or member of management. Red Flag Reporting allows you to disclose any concerns regarding theft, ethics and safety – this service is in place to protect all of us.

As always, your safety, your work environment, our good name and the viability of our organization are very important to us.

Remember, when you do contact Red Flag Reporting you can choose to remain completely anonymous.

As a reminder, our client code for filing a report is **123456**.

John Doe



Open Doors to Management

According to the Association of Certified Fraud Examiners, the number one way that financial dishonesty is found is through someone speaking up. This method exceeds the second most common method by nearly a 3 to 1 ratio.

Of course, financial issues are just one of a number of things that can go wrong in the workplace. How does an organization ensure ethical and safe behavior? According to the COSO report of the Treadway Commission, one of the most effective methods is for the organization to set a “positive tone at the top.”

Red Flag Reporting is in place because your organization cares. Remember, we are here to help protect your organization, your co-workers and you. Whether you identify financial, personnel, safety or other concerns, contact a member of management or contact us at:



Confidential proposal for City of Corinth only. Distribution or discussion of trade secrets outside of City of Corinth’s management or employees is strictly prohibited.

EXHIBIT 2

Sample Quarterly Newsletter (Partial Newsletter Reflected)

The Red Flag Report



Executives Responsible for Organizational Fraud

Significant evidence points to a renewed emphasis on the government's battle against fraud, with an increased emphasis on executives.

In September, the Justice Department revealed new policies focusing on the prosecution of individuals, not just organizations, when fraud occurs. Deputy attorney general Sally Yates was quoted as saying organizations "can only commit crimes through flesh-and-blood people. It's only fair that the people who are responsible for committing those crimes be held accountable. The public needs to have confidence that there is one system of justice and it applies equally regardless of whether that crime occurs on a street corner or in a boardroom," according to the New York Times.

While the Justice Department plans stronger enforcement, the SEC has already stepped up its game. For the year ended September 30, 2015, a record 807 enforcement actions obtained orders for \$4.2 billion in payments. The number of actions is up 7% over 2014, which was the previous record year.

According to InvestmentNews, Mary Jo White, Chairwoman of the Securities and Exchange Commission, was quoted as saying "Vigorous and comprehensive enforcement protects... and the commission continues that enforcement approach by bringing innovative cases holding executives and companies accountable for their wrongdoing," echoing the Justice Department's theme of holding individuals responsible.

Organizations should consider testing internal controls to ensure appropriate safeguards are in place.



OSHA Hiking Fines 80%

According to the National Law Review, Congress has passed a provision allowing OSHA to increase fines up to 82%. This reflects a one-time adjustment to address rates not changed since 1990. The new rates are scheduled for August 2016.

Employers should consider auditing their compliance with OSHA regulations to avoid costly fines.

EXHIBIT 3

Sample Employee Overview Piece



Report concerns safely, securely and anonymously 24/7

If you are uncomfortable with a situation, **Be Proactive.**

Red Flag Reporting is your hotline for:

- **fraudulent activity / theft,**
- **misconduct,**
- **safety violations,**
- **unethical behavior.**

Protect your organization and your co-workers.

Because Everyone Deserves to Feel Protected and Safe



Click : www.RedFlagReporting.com
Call : 1-877-64-RedFlag(1-877-647-3335)

Use Client Code :

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EXHIBIT 4

Sample Poster (Actual Size is 11 x 17)



Report concerns safely, securely and anonymously 24/7 via our toll free number or online submission form.

Denuncie inquietudes en forma segura y anónima las 24 horas, los 7 días de la semana, a través de nuestro número sin cargo o del formulario de presentación por Internet.



**PROTECT YOUR CO-WORKERS
AND YOUR ORGANIZATION**

 www.RedFlagReporting.com

 **1-877-64-RedFlag (1-877-647-3335)**

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EXHIBIT 5

Sample Wallet Card



Front



Back

Size and material are comparable to a credit card.

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EXHIBIT 6

Management White Paper



What is Red Flag Reporting?

Red Flag Reporting is a systematic program that promotes safe and ethical behavior in the workplace through on-going communications and a comprehensive telephone hotline and web portal that allows employees to speak up, anonymously or not, when unethical or unsafe activity is noted. Issues identified include theft, harassment, discrimination, substance abuse and many other costly concerns. With clients on four continents, we support a positive “tone at the top” while favorably influencing the “mood at the middle” and the “buzz at the bottom.”

How Do Organizations Benefit?

Organizations benefit in many ways:

- Profitability increases due to controlled costs such as insurance, workers’ compensation and governmental fines,
- Malicious lawsuits are more easily defeated through a powerful “affirmative defense,”
- Theft is detected more quickly, if not deterred altogether,
- Reputations are protected when small problems are caught before becoming big,
- Management proactivity increases due to identified trends in the areas of safety, harassment, discrimination and other costly issues,
- Employee satisfaction increases due to the emphasis on safety and integrity, and
- Management spends less time on headaches and more time on constructive efforts.

What Types of Entities Benefit?

Clients fall within a broad range of industries including manufacturers, retailers, contractors, not-for-profits, restaurants, hospitality providers, universities, nursing homes, airports, trade organizations, professional service firms, banks, governments, agricultural concerns, automobile dealers, wholesalers and more. Red Flag Reporting is scalable, currently serving clients internationally ranging from 10 employees to more than 15,000.

What do others say?

Red Flag Reporting has received favorable press in respected trade journals including InsideCounsel, The Journal of Accountancy and Accounting Today (including, but not limited to, an honorable mention in their prestigious “Top New Products” competition in 2012). Red Flag Reporting also has an “A+” rating from the Better Business Bureau.

Consider these quotes from four respected, yet diverse, organizations:

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Legal

"It is more crucial than ever that companies have effective whistleblower hotlines as part of their corporate compliance programs ..." [Harvard Law School](#), Forum on Corporate Governance and Financial Regulation, October 25, 2014.

Human Resources

"...it is generally recommended that all organizations implement some type of whistleblower system for reporting wrongdoing." [Society for Human Resource Management](#), April 14, 2014

Accounting

"Tip lines are one of the most effective tools organizations possess for detecting and preventing fraud." [American Institute of Certified Public Accountants](#), August 1, 2013

Ethics

"Managers and owners of small businesses should focus their anti-fraud efforts on the most cost-effective control mechanisms, such as hotlines..." [Association of Certified Fraud Examiners](#), 2012 Report to Nations

*Our service **protects the assets, employees and reputations** of our clients, while dramatically **reducing the costly consequences** of unethical activity in the workplace. We provide the **most cost effective internal control** an organization can have (an ethics hotline), empower the **most successful mechanism for catching** unethical behavior (open channels of communication) and support the **most powerful tool for deterring bad actions** (a strong tone at the top). Our service is so affordable that statistics bare that simply receiving **one report can pay for our service for decades.***

For more information, visit www.redflagreporting.com or call 1-877-676-6551.



Recipient of the "Gold Star Award" recognizing us "for upholding strong integrity and promoting marketplace trust."

Press:



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ORDINANCE NO. 18-07-19-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORINTH, TEXAS REPEALING CHAPTER 39, "CODE OF ETHICS" OF TITLE III, "ADMINISTRATION" OF THE CODE OF ORDINANCES OF THE CITY OF CORINTH AND ADOPTING A NEW CHAPTER 39, "CODE OF ETHICS" OF TITLE III, "ADMINISTRATION" OF THE CODE OF ORDINANCES OF THE CITY OF CORINTH; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING FOR AN AMENDMENT TO ADOPT THE CODE OF ETHICS WITH PROVISIONS APPLICABLE TO CURRENT AND FORMER CITY OFFICIALS, VENDORS AND COMPLAINANTS; PROVIDING A CUMULATIVE REPEALER CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, on April 7, 2005, the City Council adopted Ordinance No. 05-04-10 which was codified as Chapter 39, "Code of Ethics" of Title III, "Administration" of the Code of Ordinances of the City of Corinth; and

WHEREAS, since the adoption of Chapter 39, the City Council has determined it appropriate to review and update the existing Code of Ethics to determine if amendments are appropriate; and

WHEREAS, with the assistance of the City's Board of Ethics and University of Texas Graduate Capstone Students, the existing Code of Ethics was reviewed; and

WHEREAS, the Board of Ethics conducted four public work sessions to discuss the provisions of the Code of Ethics, Best Practices in the field of municipal ethics were reviewed and incorporated, and upon that basis, a draft Code of Ethics was submitted for consideration by the City Council; and

WHEREAS, having review and discussed the proposed draft, the City Council has determined that the proposed amendments to the existing Code of Ethics, Chapter 39 of Title III of the Code of Ordinances, are reasonable and provide a basis for continuing public confidence in the conduct of the business and affairs of the City; and

WHEREAS, the City Council finds and determines that existing Chapter 39 Code of Ethics should be repealed in its entirety and the newly proposed Chapter 39, "Code of Ethics" as set forth herein should be adopted.

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

SECTION 1.

INCORPORATION OF PREMISES

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

SECTION 2.

AMENDMENTS

2.01 Chapter 39, "Code of Ethics" of Title III, "Administration" of the Code of Ordinances of the City of Corinth is hereby repealed in its entirety and a new Chapter 39, "Code of Ethics" of Title III, "Administration" of the Code of Ordinances of the City of Corinth is hereby adopted and shall read in its entirety as follows:

"DIVISION 1. GENERAL

Sec. 39.01. Purpose

The purpose of this Article is to foster an environment of integrity for those that serve the City of Corinth and our citizenry. The City Council enacted this Chapter in order to increase public confidence in our municipal government. It is the policy of the City that all City Officials and employees shall conduct themselves in a manner that assures the public that we are faithful stewards of the public trust. City Officials have a responsibility to the citizens to administer and enforce the City Charter and City Ordinances in an ethical manner. To ensure and enhance public confidence in our municipal government, each City Official must strive not only to maintain technical compliance with the principles of conduct set forth in this Chapter, but to aspire daily to carry out their duties objectively, fairly, and lawfully.

It is not the purpose of this Chapter to provide a mechanism to defame, harass or abuse their political opponents, or publicize personal grudges.

Sec. 39.02. Applicability

This Chapter applies to the following persons:

- a) City Officials;
- b) Former City Officials whose separation from city service occurred less than one (1) year ago;
- c) Vendors; and
- d) Complainant(s).

Sec. 39.03. Definitions

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accepted Complaint: a sworn allegation of a violation of this Chapter after the required documentation has been submitted to the City Secretary to be passed to the Committee Chair, and determined to be administratively complete.

Accused: a City Official who has been charged in a Complaint with having violated this Chapter.

Actionable Complaint: an Accepted Complaint that has been deemed by a quorum of the Commission to contain allegations and evidence that, if accepted as true, would support a finding that a violation of this Chapter occurred.

Advisory Opinions: written rulings regarding the application of this Chapter to a particular situation of behavior.

Baseless Complaint: a Complaint that does not allege conduct that would constitute a violation of this Chapter, or that does not provide evidence that, if true, would support a violation of this Chapter.

Board of Ethics: the oversight entity established by the Council to administer this Chapter.

Board Member: for the purposes of this Chapter, a person that is currently appointed to the Economic Development Corporation, Finance Audit Committee, Board of Construction Appeals, Zoning Board of Adjustments, Planning and Zoning Commission, Ethics Commission and Keep Corinth Beautiful Members.

Business Entity: a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or any other entity recognized by law.

Candidate: a person who has filed an application for a place on a ballot seeking public office, or one who has publicly announced the intention to do so.

Chapter: the Code of Ethics for the City of Corinth codified as Chapter 39, "Code of Ethics" of Title III, "Administration" of the Code of Ordinances of the City.

City: the City of Corinth in the County of Denton and State of Texas.

City Official: for the purposes of this Chapter, the term consists of the City Council, Economic Development Corporation, Finance Audit Committee, Board of Construction

Appeals, Zoning Board of Adjustments, Planning and Zoning Commission, Ethics Commission and Keep Corinth Beautiful Members.

Code: the Code of Ordinances of the City of Corinth, Texas, as such Code may be amended from time to time.

Committee: an ad hoc Board of Ethics subcommittee consisting of three (3) out of the five (5) members assigned by the City Secretary on a rotating basis.

Committee Chair: the person appointed to serve in the capacity provided for by Section 39.14 "Preliminary Assessment" of this Chapter.

Complainant: the individual who submitted a Complaint to the City.

Complaint: written documentation submitted to the City accusing a City Official of violating this Chapter.

Confidential Information: any written information that could or must be excepted from disclosure pursuant to the Texas Public Information Act, if such disclosure has not been authorized; or any non-written information which, if it were written could be excepted from disclosure under that Act, unless disclosure has been authorized.

Conflicting Interest: a stake, share, or involvement in an undertaking in the form of any one (1) or more of the following:

- 1) Ownership of five percent (5%) or more voting shares or stock in a business entity;
- 2) Receipt of more than six-hundred dollars (\$600.00) in gross annual income from a business entity;
- 3) Ownership of more than six-hundred dollars (\$600.00) of the fair market value of a business entity;
- 4) Ownership of an interest in real property with a fair market value of more than six-hundred dollars (\$600.00);
- 5) Serves on the Board of Directors or as an Officer of a business entity; and/or
- 6) Serves on the Board of Directors or as an Officer of a nonprofit corporation.

The term Conflicting Interest shall not include ownership of an interest in a mutual or common investment fund that holds securities or assets unless the City Official participates in the management of the fund.

Council: the governing body of the City of Corinth, Texas, including the Mayor and City Council.

Deliberations: discussions by a City Official at the dais, voting as a City Official, presentations as a member of the audience before City Council or any City Board or Commission, conversing to or corresponding with other City Officials.

Frivolous Complaint: a sworn Complaint that is groundless and brought in bad faith or groundless and brought for the purpose of harassment.

Gift. Anything of monetary value, such as personal property, real property, services, meals, entertainments, and travel expenses. This definition shall not apply to:

- 1) a lawful campaign contribution;
- 2) meals, lodging, transportation and related travel expenses paid for (or reimbursed by) the City in connection with the City Official's attendance at a conference, seminar or similar event;
- 3) meals, lodging, transportation, or entertainment furnished in connection with public events, appearances or ceremonies related to official City business, if furnished by the sponsor of such public events;
- 4) complimentary copies of trade publications and other related materials;
- 5) attendance at hospitality functions at local, regional, state or national association meetings and/or conferences;
- 6) Any gift which would have been offered or given to the City Official because of a personal, familial professional relationship regardless of the City Official's capacity with the City;
- 7) tee shirts, caps and other similar promotional material;
- 8) complimentary attendance at political or charitable fund raising events.

Pending Matter: an application seeking approval of a permit or other form of authorization required by the City, State or Federal law; a proposal to enter into a contract or arrangement with the City for the provision of goods, services, real property or other things of value; a case involving the City that is (or is anticipated to be) before a civil, criminal or administrative tribunal.

Person: associations, corporations, firms, partnerships and bodies politic and corporate, as well as to individuals.

Relative: a family member related to a City Official within the second degree of affinity (marriage) or consanguinity (blood or adoption).

Shall: a mandatory obligation, not a permissive choice.

Special Counsel: an independent, outside attorney engaged by the City to advise the City as an organization and/or the Board of Ethics.

Vendor: a person who provides or seeks to provide goods, services, real property to the City in exchange for compensation.

Sec. 39.04. Expectations

- a) City Officials are expected to conduct themselves in a manner that fosters public trust.
- b) City Officials are charged with performing their public duties in a way that projects their own personal integrity and upholds the integrity of the organization.
- c) City Officials must avoid behavior that calls their motives into question and erodes public confidence.
- d) City Officials shall place the municipality's interests and the concerns of those the City serves above personal, individual interests.
- e) Those who serve the City are expected to value honesty, trustworthiness, diligence, objectivity, fairness, due process, efficiency, and prudence as values the City professes.
- f) City Officials must balance transparency with the duty to protect personal privacy and preserve the confidential information with which the City has been entrusted.

Sec. 39.05. Cumulative & Non-Exclusive

This Chapter is cumulative of and supplemental to all applicable provisions of the City Charter, Code, other City Ordinances, and State/Federal laws and regulations. Compliance with this Chapter does not excuse or relieve any person from any obligation imposed by any other provision of the Code, City Ordinance, or State/Federal laws and regulations. Attempts to enforce this Chapter shall not be construed as foreclosing or precluding other enforcement options provided by other law.

DIVISION 2. RULES OF CONDUCT

Sec. 39.06. Mandates

- a) **Duty to Report.** City Officials shall immediately report any conduct that the person knows to be a violation of this Chapter. Failure to report a violation of this Chapter is a violation of this Chapter. For purposes of this section, a report made to a fraud, waste or abuse 3rd party hotline, if any, shall be considered to be a report under this Section.
- b) **Direction and Supervision of Employees, Non-Interference by the City Council: Appointment and Removal of Department Heads.**
 - 1) Except for the purposes of inquiries and investigations as provided by the City Charter or otherwise by law, the City Council or its members shall deal with Board Members and employees who are subject to the direction and supervision of the City Manager solely through the City Manager, either publicly or privately.
 - 2) Neither the City Council nor any of its members shall direct or request the appointment of any person to, or removal from, office by the City Manager or by any other City employee.
 - 3) The City Manager shall be responsible for and have the authority to appoint, suspend, and/or remove any of the directors of the departments of the City of Corinth.
- c) **Financial Disclosures.** All Candidates for City Council, including Candidates for Mayor, shall file financial information reports as required by, and in accordance with, State law. All prospective Vendors and City Officials shall file disclosure forms as required by, and in accordance with, State law.

Sec. 39.07. Prohibitions

- a) **Conflicts of Interest.**
 - 1) *Deliberation Prohibited.* It shall be a violation of this Chapter for a City Official to knowingly deliberate regarding a pending matter for which the City Official has a Conflicting Interest. City Officials with a Conflicting Interest in a pending matter must recuse themselves and abstain from Deliberations. It is an exception to this recusal requirement if a majority of the Board or Commission on which the City Official serves is composed of persons who are likewise required to file (and who do file) disclosures on the same pending matter.

- 2) *Disclosure Required.* If a City Official has a Conflicting Interest in a pending matter, the City Official shall disclose the nature of the conflicting interest by filing a sworn statement with the City Secretary.
- 3) *Relative.* A City Official is considered to have a Conflicting Interest if the City Official's Relative has a conflicting interest.

b) Gifts.

- 1) *General.* It shall be a violation of this Chapter for a City Official to accept any Gift that might reasonably tend to influence such City Official in the discharge of official duties.
- 2) *Specific.* It shall be a violation of this Chapter for a City Official to accept any Gift for which the fair market value is one-hundred dollars (\$100.00) or greater. It shall be a violation of this Chapter for a City Official to accept multiple Gifts from a single source for which the cumulative fair market value exceeds one-hundred dollars (\$100.00) in a single fiscal year.
- 3) It shall be a violation of this Chapter for a Vendor to offer or give a Gift to a City Official exceeding one-hundred dollars (\$100.00) per Gift, or multiple Gifts cumulatively valued at more than one-hundred dollars (\$100.00) per a single fiscal year.

c) Representation of Others.

- 1) *Current City Officials.* It shall be a violation of this Chapter for a City Official to represent for compensation any person, group, or entity before the City.
- 2) *Former City Officials.* It shall be a violation of this Chapter for a City Official to represent for compensation any person, group, or entity before the City for a period of one (1) year after termination of official duties.
- 3) For purposes of this subsection, the term compensation means money or any other thing of value that is received, or is to be received, in return for or in connection with such representation.

d) Improper Influence. It shall be a violation of this Chapter for a City Official to use such person's official title/position to:

- 1) Secure special privileges or benefits for such person or others;
- 2) Grant any special consideration, treatment or advantage to any citizen, individual, business organization or group beyond that which is normally available to every other citizen, individual, business organization or group;

- 3) Assert the prestige of the City Official's position for the purpose of advancing or harming private interests;
- 4) State or imply that the City Official is able to influence City action or any basis other than the merits; or
- 5) State or imply to state or local governmental agencies that the City Official is acting as a representative of the City, as an organization, or as a representative of the City Council without first having been authorized by the City Council to make such representation.

e) **Misuse of Information.**

- 1) *Personal Gain.* It shall be a violation of this Chapter for a former City Official to use any Confidential Information to which he had access by virtue of his official capacity and which has not been made public concerning the property, operations, policies, or affairs of the City, to advance any personal financial interest.
- 2) *Confidential Information.* It shall be a violation of this Chapter for a City Official to intentionally, knowingly, or recklessly disclose any Confidential Information gained by reason of said City Official's position concerning the property, operations, policies or affairs of the City. This rule does not prohibit the reporting of illegal or unethical conduct to authorities designated by law.

f) **Abuse of Resources.** It shall be a violation of this Chapter for a City Official to use, request, or permit the use of City facilities, personnel, equipment, software, supplies, or staff time for private purposes (including political purposes), except to the extent and according to the terms that those resources are generally available to the City Council for official City purposes.

g) **Abuse of Position.** It shall be a violation of this Chapter for any City Official to:

- 1) *Harassment & Discrimination.* Use the City Official's position to harass or discriminate against any person based upon ethnicity, race, gender, gender identity, sexual orientation, marital status, parental status, or religion.
- 2) *Interference.* Interfere with any criminal or administrative investigation alleging the violation of any provision of this Chapter, the City Charter, administrative policy or executive order in any manner, including but not limited to seeking to persuade or coerce City employees, or others to withhold their cooperation in such investigation is a violation of this Chapter.

h) **Subsequent Work on Prior Projects.** It shall be a violation of this Chapter for any former City Official, within one (1) year of the cessation of official duties for the

City, to perform work on a compensated basis relating to a City contract or arrangement for the provision of goods, services, real property or other things of value, if while in City service the former City Official personally and substantially participated in the negotiation, award or administration of the contract or other arrangement.

- i) **Travel.** It shall be a violation of this Chapter for any City Official to violate the Travel and Training Policy adopted by City Council, as amended.

DIVISION 3. IMPLEMENTATION

Sec. 39.08. Staffing

The City Secretary's Office shall be responsible to provide staff support to the Board of Ethics to assist in the implementation and enforcement of this Chapter.

Sec 39.09. Legal Counsel

- a) **City Attorney.** The City Attorney shall provide legal support to the Board of Ethics.
- b) **Special Counsel.** Independent, outside legal services shall be engaged by the City Attorney on the City's behalf to provide legal support to the Board of Ethics when:
 - 1) In the City Attorney's discretion it is necessary in order to comply with the Texas Disciplinary Rules of Professional Conduct (for lawyers), or is in the best interest of the City; or
 - 2) When the City Council deems Special Counsel is necessary.

Sec. 39.10. Training

- a) **Curriculum.** The City Secretary shall approve a training program that provides an introduction and overview of the expectation, mandates and prohibitions provided for by this Chapter.
- b) **Orientation.** City Officials shall complete training session regarding this Chapter within ninety (90) days of commencing the official duties.

- c) **Annual.** City Officials shall complete an annual training session regarding this Chapter.
- d) **Exiting Officials.** Information shall be provided by the City Secretary to City Officials terminating City service regarding the continuing restrictions on the representation of others by certain former City Officials.

Sec. 39.11. Board of Ethics

- a) **Creation.** There is hereby created a Board of Ethics for the City of Corinth.
- b) **Appointment.** The Board of Ethics shall be appointed by majority vote of the City Council.
- c) **Number.** The Board of Ethics shall consist of five (5) members.
- d) **Terms.** Board of Ethics members shall be appointed for two (2) year, staggered terms. Members may be reappointed for successive terms. Appointment to fill a vacancy shall be for the remainder of the unexpired term. 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.
- e) **Eligibility.** Membership on the Board of Ethics is limited to residents of the City of Corinth.
- f) **Ineligibility.** The following shall disqualify a person from serving on the Board of Ethics:
 - 1) Current service as a City Official on a board or commission other than the Board of Ethics;
 - 2) Separation from city service as a City Official within one (1) year of the appointment;
 - 3) Familial relations within the first (1st) degree of affinity (marriage), or the first (1st) degree of consanguinity (blood or adoption), with another City Official;
 - 4) Current service as an elected official in Denton County; or
 - 5) Conviction of a felony, or crime of moral turpitude.

- g) **Scope of Authority.** The Board of Ethic's jurisdiction shall be limited to implementation and enforcement of this Chapter.
- h) **Amendments.** The Board of Ethics may recommend amendments to this Chapter. A recommendation from the Board of Ethics is not required for the City Council to exercise its discretion in amending this Chapter.

Sec. 39.12. Advisory Opinions

- a) **Requests.** Any City Official may request an Advisory Opinion on a question of compliance with this Chapter. Requests shall be submitted in writing to the City Secretary, who shall assign the request to the Committee.
- b) **Issuance.** A Committee of the Board of Ethics shall issue Advisory Opinions upon request. Advisory Opinions shall be issued within thirty (30) days of receipt of the request.
- c) **Reliance.** It shall be an affirmative defense to a Complaint that the Accused reasonably relied in good faith upon an Advisory Opinion issued by a Committee. In making a determination on the proper disposition of a Complaint, the Board of Ethics may dismiss the Complaint if the Board finds that:
 - 1) The Accused requested an Advisory Opinion;
 - 2) The request for an Advisory Opinion fairly and accurately disclosed the relevant facts; and
 - 3) Less than five (5) years elapsed between the date the Advisory Opinion was issued and the date of the conduct in question.

Sec. 39.13. Complaints

- a) **Complainants.** Any person who has first-hand knowledge that there has been a violation of this Chapter may allege such violations by submitting a Complaint in writing or through a fraud, waste and abuse 3rd party hotline, if any. The persons who may submit Complaints includes (but is not limited to) the City Secretary and members of the Board of Ethics. A Complainant must be a resident in the City of Corinth, own Real Property in the City of Corinth or be an employee or City Official to be eligible to file a Complaint with the Board of Ethics.

- b) **Form.** Complaints shall be written on, or accompanied by, a complete form promulgated by the City Secretary or through a fraud waste abuse 3rd party hotline.

- c) **Contents.** A Complaint filed under this section must be in writing and under oath and must set forth in simple, concise, direct statements and must state:
 - 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 each person Accused of violating the Chapter;

 - 4) the position or title of each person Accused of violating the Chapter;

 - 5) the nature of the alleged violation, including (whenever possible) the specific provision of this Chapter alleged to have been violated;

 - 6) a statement of the facts constituting the alleged violation and the dates on which or period of time in which the alleged violation occurred; and

 - 7) all documents or other material available to the Complainant that are relevant to the allegation.

- d) **Violation Alleged.** The Complaint must state on its face an allegation that, if true, constitutes a violation of this Chapter.

- e) **Affidavit.** A Complaint must be accompanied by an affidavit stating that the Complaint is true and correct or that the Complainant has good reason to believe and does believe that the facts alleged constitute a violation of this Chapter. The Complainant shall swear to the facts by oath before a notary public or other person authorized by law to administer oaths under penalty of perjury.

- f) **Limitations Period.** To be accepted, a Complaint must be brought within six (6) months of the Complainant becoming aware of the act or omission that constitutes a violation of this Chapter. A Complaint will not be accepted more than two (2) years after the date of the act or omission.

- g) **Filing.** Complaints shall be submitted to the Board of Ethics. Submission of Complaints may be made by hand delivery, U.S. Mail, through a fraud, waste

and abuse 3rd party hotline, or email directed to an email address publicly listed by the City Secretary.

- h) **Acceptance of Complaint.** Within five (5) business days of receiving a Complaint, the City Secretary 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, the City Secretary shall proceed as described in this Chapter. If the Complaint is incomplete the City Secretary 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 the City Secretary sends a deficiency notice to the Complainant to provide the required information to the City Secretary, or the Complaint is automatically deemed abandoned and may not be processed in accordance with this Chapter. Within five (5) business days of a Complaint being abandoned, the City Secretary shall send written notification to the Complainant and the Accused.
- i) **Notification of Acceptance.** Within five (5) business days of determining that a Complaint is administratively complete, the City Secretary shall send a written notification of acceptance to the Complainant, the Accused, and the City Attorney.

A Complaint shall be considered an Accepted Complaint when the City Secretary has deemed the submittal administratively complete, and timely.

- j) **Confidentiality.** 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 this Chapter. The confidentiality created by this Chapter includes the fact that a Complaint was submitted and the contents of that Complaint. It shall be a violation of this Chapter for a City 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 this Chapter is limited in scope and application by the mandates of the Texas Public Information Act, Chapter 552 of the Texas Government Code.

- k) **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 this Chapter:
- 1) For the Complainant, the Accused, 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; or
 - 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, the City Secretary's office, the City Attorney's office, or Special Counsel.

Sec. 39.14. Preliminary Assessment

- a) **Referral to Chairperson.** Accepted Complaint(s) shall be referred to the Chairperson of the Board of Ethics within five (5) business days of being determined an Accepted Complaint.
- b) **Assignment of Panel.** Within five (5) business days of receiving an Accepted Complaint, the Chairperson of the Board of Ethics shall assign the Complaint to a Committee for preliminary assessment, and appoint a member of the Committee as the Committee Chair.
- c) **Committee Determination.** Within five (5) business days of being assigned an Accepted Complaint, the Committee shall review the Complaint on its face and determine whether the Complaint is an Actionable Complaint, Baseless Complaint, or Frivolous Complaint.

Actionable Complaints shall be returned to the Chairperson for listing on an agenda for a public hearing. Baseless Complaints and Frivolous Complaints shall be dismissed. Written notification of the Committee's determination shall be filed with the City Secretary and sent to the Chairperson, Complainant, the Accused, and the City Attorney within two (2) business days. Written notifications of dismissal shall include notice of the right to appeal.

- d) **Appeals.** Determination of a Committee may be appealed to the Board of Ethics by either the Complainant or the Accused, as applicable. An appeal shall be perfected by filing a written notice of appeal with the City Secretary within

ten (10) business days of the date the written notification is placed in the mail for delivery.

Sec. 39.15. Meetings

- a) **Calling Meetings.** Meetings of the Board of Ethics shall be called upon request of the Chairperson, three (3) members, or the City Secretary.
- b) **Quorum.** The quorum necessary to conduct meetings of the Board of Ethics shall be three (3). The Chairperson shall count toward the establishment of a quorum.
- c) **Hearings.**
 - 1) *Scheduling:* Hearings shall be scheduled by the City Secretary upon the filing of:
 - A) a Committee determination that a Complaint is an Actionable Complaint; or
 - B) an Appeal challenging a Committee's dismissal of a Complaint as a Baseless Complaint or Frivolous Complaint.
 - 2) *Purpose:* The purposes of the hearing(s) shall be solely to determine whether:
 - A) a violation of this Chapter occurred, and if so to assess the appropriate sanction;
 - B) an Accepted Complaint was erroneously dismissed as a Baseless Complaint or Frivolous Complaint by a Committee; and/or
 - C) an Accepted Complaint is a Frivolous Complaint.
 - 3) *Rules of Procedure:* 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.
 - 4) *Sworn Testimony:* All witness testimony provided to the Board of Ethics shall be under oath.

- 5) *Burden of Proof*: Because the burden of showing that a violation of this Chapter 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.
- d) **Open Meetings**. All meetings and hearings of the Board of Ethics shall be conducted pursuant to the Texas Open Meetings 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.
- e) **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.

Sec. 39.16. Disposition

- a) **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:
 - 1) the Complaint is a Baseless Complaint or Frivolous Complaint;
 - 2) the alleged violation did not occur;
 - 3) the Accused reasonably relied in good faith upon an Advisory Opinion, as provided in this Chapter; or
 - 4) the Complainant failed to testify at the hearing.
- b) **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 impose or recommend any of the following sanctions:
 - 1) *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.

- 2) *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 than a letter of notifications.
- 3) *A Reprimand.* If the Board of Ethics finds that the violation:
 - A) was minor and was committed knowingly, intentionally or in disregard of this Chapter; or
 - B) was serious and may have been unintentional.
- 4) *Recommendation of Suspension.* If the Board of Ethics finds that a violation :
 - A) was serious and that was committed knowingly, intentionally or in disregard of this Chapter or a state conflict of interest law; or
 - B) was minor but similar to a previous violation by the Person, and was committed knowingly, intentionally or in disregard of this Chapter.

The final authority to impose a suspension rests with the City Council regarding Board Members.
- 5) *Ineligibility.* If the Board of Ethics finds that a Vendor has violated this Chapter, the Board may recommend to the City Manager and City Council that the Vendor be deemed ineligible to enter into a City contract or other arrangement for goods, services, or real property, for a period of one (1) year.

Notice of all sanctions imposed by the Board of Ethics shall be transmitted to the Accused, Complainant, City Secretary, City Attorney, and City Council.

c) **Frivolous.**

- 1) *Prohibition.* It is a violation of this Chapter for a Person to submit a Frivolous Complaint.
- 2) *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.
- 3) *Factors.* In making a determination on frivolity, the Board of Ethics shall consider the following factors:

- A) 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 involved with a candidacy, if any;
 - B) 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;
 - C) the existence and nature of any relationship between the Accused and the Complainant before the Complaint was filed;
 - D) if the Accused is a Candidate, the existence and nature of any relationship between the Complainant and any Candidate or group opposing the Accused;
 - E) any evidence that the Complainant knew or reasonably should have known that the allegations in the Complaint were groundless; and
 - F) any evidence of the Complainant's motives in filing the Complaint.
- 4) *External Remedies.* Complainants who submit Frivolous Complaints are hereby notified that their actions may subject them to criminal prosecution or perjury (criminal prosecution), or civil liability for the torts of defamation or abuse of the process.

Sec. 39.17. Reconsideration

The Complainant or Accused may request the Board of Ethics to reconsider its decision. The request must be filed with the City Secretary within five (5) business days of receiving the final opinion of the Board of Ethics. The request for reconsideration shall be sent to the Chairperson of the Board of Ethics, the City Secretary, and the non-filing party (Complainant or Accused). If the Chairperson finds, 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 determination, 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."

**SECTION 3.
CUMULATIVE REPEALER**

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

**SECTION 4.
SAVINGS**

All rights and remedies of the City of Corinth, Texas are expressly saved as to any and all violations of the provisions of any other ordinance affecting zoning which have secured at the time of the effective date of this ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances same shall not be affected by this Ordinance but may be prosecuted until final disposition by the court.

**SECTION 5.
SEVERABILITY**

The provisions of the Ordinance are severable. However, in the event this Ordinance or any procedure provided in this Ordinance becomes unlawful, or is declared or determined by a judicial, administrative or legislative authority exercising its jurisdiction to be excessive, unenforceable, void, illegal or otherwise inapplicable, in whole or in part, the remaining and lawful provisions shall be of full force and effect and the City shall promptly promulgate new revised provisions in compliance with the authority's decisions or enactment.

**SECTION 6.
EFFECTIVE DATE**

This ordinance shall take effect upon its publication as required by law. The City Secretary is directed to publish the caption and penalty of this ordinance two times.

PASSED AND APPROVED THIS 19th DAY OF JULY, 2018.

APPROVED:

Bill Heidemann, Mayor

ATTEST:

Kimberly Pence, City Secretary

APPROVED AS TO FORM:

Wm. Andrew Messer, City Attorney

CITY OF CORINTH

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: FINANCE/ACCOUNTING	REFERENCE NUMBER:
SUBJECT: CITY MANAGER DIRECTIVE	INITIAL EFFECTIVE DATE: 08/01/2009
TITLE: TRAVEL & TRAINING POLICY	LAST REVISION DATE: 12/01/2017

1.0 ADMINISTRATIVE TRAVEL DIRECTIVE

The City of Corinth will pay reasonable expenses which are incurred in the course of authorized City travel. The City has two objectives when paying travel-related expenses. 1) To provide employees sufficient funds to execute business on behalf of the City and 2) to safeguard City funds by paying only reasonable and necessary expenses. This administrative directive outlines what constitutes a reasonable and necessary expense.

Department directors are ultimately responsible for overall administration, review and enforcement of the travel and training policy. Directors must ensure that all expenses comply with this reimbursement procedure and for the thorough review and approval of all documents necessary for the reimbursement transaction. Directors may impose more restrictions upon their departments within the confines of IRS regulations and the Fair Labor Standards Act as long as employees are properly notified of the restrictions.

Employees are expected to travel and conduct business in reasonable comfort and exercise good judgment in distinguishing between comfort and extravagance. Employees should use the most economical means available when using City funds.

The policy meets IRS Accountable Plan standards for allowing non-taxable reimbursements under the following conditions:

- Requires an overnight stay away from home
- A business connection exists
- Adequate receipts are filed within a reasonable period of time (30 days)

Procurement Card for Travel Expenses: Misuse of the City's p-card or violations of this administrative directive may result in card privileges being revoked or other disciplinary action being taken, as deemed appropriate.

Failure to comply with this administrative directive may result in disciplinary action, up to and including termination of employment.

This policy will remain in effect until changed or otherwise repealed by the City Manager. It supersedes all prior published travel and training policies or directives.

2.0 CONFERENCE REGISTRATION

The City of Corinth will pay for conference registration directly through the Accounts Payable process or with the p-card. In the event, an employee pays for registration; the city will reimburse the cost of the conference if the employee has obtained approval from their Director or designee. A copy of the registration receipt and proof of attendance must be provided for reimbursement. Employees are encouraged to take advantage of early registration to obtain a discounted rate.

3.0 TRAVEL ADVANCE

Travelers are expected to make the most cost effective travel arrangements possible.

- Approval Required for Travel on City Business: Employees must obtain prior approval for travel from their Director or designee. If the request is denied, the traveler is financially responsible for expenses.
- Travel Advance/Reimbursement Form: Upon approval, the travel authorization request form is submitted to Accounts Payable (NP) with documentation attached reflecting the event date(s), destination and purpose. A copy of the conference agenda and registration form must be attached. Requests must be received at least ten (10) days prior to the departure date. Regular AP deadlines apply.
- Allowable travel reimbursement will be paid through the Accounts Payable process.
- All outstanding advances must be completed, approved, and submitted to Accounting prior to any new travel advances being issued.

4.0 EXPENSE REIMBURSEMENT

- In the event a traveler incurs expenses not covered by per diem or not payable using a City P-Card, a Travel Advance/ Reimbursement Request Form is filed post-travel.
- Reimbursement is made for ordinary and reasonable expenses (see Section 6, Allowable Expenses below). Examples include mileage, parking, and tolls.
- Travel reimbursement requests are due to NP within fifteen (15) days upon return and require detailed receipts.
- Department Directors are responsible for reviewing reimbursement requests for compliance to the Travel and Training Policy.
- The form must include the purpose of the trip, the destination (city and state), and the departure/return dates and times.
- All receipts and supporting documents must be attached to the Travel Advance/Reimbursement Request Form. Supporting document must include a conference agenda or itinerary.

Note: per IRS guidelines, Reimbursements Requests without detailed receipts or filed after thirty days (30) may be considered taxable income to the traveler.

5.0 ALLOWABLE EXPENSES

Meals - The City will pay an employee's actual expenses as authorized within this administrative directive. Meals and incidental expenses will either be paid on a daily per diem basis of \$64 or actual expenses based on itemized receipts, whichever is less. The daily per diem rate of \$64 includes breakfast including gratuity (\$15), lunch including gratuity (\$16), dinner including gratuity (\$28), and incidentals (\$5). **Itemized, date-stamped receipts must be provided for all expenses. Receipts must be itemized and not just the credit card slip/balance due.** Failure to submit itemized receipts will render those expenses non-reimbursable.

If the conference registration includes meals that are already paid for by the City, the per diem for that meal will need to be deducted from the reimbursement request.

The City will pay for the cost of meals for overnight travel. Reimbursement will be based on the daily per diem rate of \$64 or the itemized receipt, whichever is less. If no receipt is submitted, then the employee is responsible for the cost of the meal and it will not be reimbursed. Meal reimbursement will be based on the daily per diem rate, not a cumulative per diem total for the trip.

Travel-related meals will be reimbursed if an overnight stay is required or if multiple trips are required during two or more consecutive days. The first and last days of travel receive 75% (\$48) of the daily per diem rate of \$64. Meals for employees traveling and returning the same day are not reimbursable.

The City will not pay for meals for individuals who are not employed by the City except with the prior written approval of the City Manager stating the business purpose of the meal. If an exception is granted, a copy of the city manager approval and an itemized meal receipt with attendee names must be attached to the Travel Advance/Reimbursement Form.

4. The City will pay for meals at scheduled seminars, training sessions, and other meetings, but will not reimburse for meals elsewhere if the meal cost was included in the conference fee. Non-reimbursable items include snacks, drinks or conference provided continental breakfast. If the conference registration includes meals that are already paid for by the City. The per diem for that meal will need to be deducted from the reimbursement request.
A conference itinerary/schedule must be included as supporting documentation when submitting for any meal reimbursement.
- **Transportation** - Cost-saving methods which include using a City vehicle or ride-sharing are encouraged. Early departure or a later return resulting in a substantial cost saving may be approved by the supervisor. The original airfare, lodging and per diem expenses must be documented and attached to the Travel Advance/Reimbursement Form.
 - **Air Travel** - Authorized fares are based on economy/coach rates. However, the traveler may upgrade using personal reward miles or by paying the difference out-of-pocket. Early booking is encouraged to ensure discounted rates. Luggage reimbursement is limited to one (1) checked bag and excludes any excess fees (i.e. overweight). Special consideration is given for fees on necessary City equipment. Airport Parking is reimbursed up to the DEW Express non-covered parking rate. Air Travel receipts are required.
 - **Personal Vehicle** - The City will pay the Internal Revenue Service mileage reimbursement rate in effect at the time of travel. The City will reimburse mileage from City Hall or other City facility (wherever the employee reports to work to the destination and back to the City facility). A map from Yahoo, Google or MapQuest must be attached to the Travel Reimbursement Form. If travel by personal vehicle is chosen over air travel, the reimbursement will not exceed coach fare plus related expenses. Travel not requiring an overnight stay (day travel) is authorized mileage reimbursement only. Use of a personal vehicle must be approved in advance by the Department Director. Mileage reimbursement does not apply when renting a vehicle.
 - **Traveler Receiving a Car Allowance** - Mileage is not reimbursable if a traveler receives a car allowance. The traveler is allowed reimbursement for fuel purchases if the destination exceeds 50 miles one-way.
 - **Rental Car** - The City will not assure payment for rental cars without the prior written approval of the employee's Director. When renting vehicles, the City's property and liability insurance is the primary source of coverage in the event of an accident. Employees should not purchase additional insurance. **If** an employee chooses to purchase the additional insurance, it is a non-reimbursable



expense. Mileage must be included in the rental agreement. Mileage will NOT be reimbursed when using a rental car.

- **Lodging** - Authorized rates are based on single-occupancy rooms. The traveler should request a "government" room rate, which may be lower than the "conference" rate. Internet charges may be authorized by the Director if conducting City business. The traveler is responsible for room service or other personal charges.
- **Registration** - Required registration fees and materials are authorized.
- **Incidentals** - City of Corinth will not pay for dry cleaning, shoe shining, haircuts, magazines and books, tickets to the theater, sports events, or other such incidental expenses.
- **Miscellaneous Expenses** - Allowable expenses include tolls, parking, cab fares, copy/fax/phone charges and other business related expenses.

6.0 SPECIAL CIRCUMSTANCES

When practical, official travel should occur during regular work hours. In the event that travel occurs outside of regular work hours, every effort should be made to reduce overtime by adjusting the weekly work schedule or accrue compensatory time. Directors must approve travel outside of regular work hours.

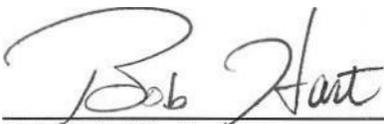
If the traveler cancels/does not attend due to non-business related reasons, expenses paid by the City are subject to be repaid to the City by the traveler. Only if changes are caused by unforeseeable and urgent business purposes will the City incur the expense. The Department Director is responsible for ensuring applicable fees are reimbursed to the City.

Official travel may coincide with personal travel plans (i.e. vacation, attend conference golf tournament, etc.) when vacation is approved prior to the trip. Any expenses not related to City business, such as extracurricular events, lodging, and meals will be the responsibility of the traveler.

A traveler is permitted to bring guest(s) and is responsible for any extra charges incurred. If the travel is cancelled, the City is not liable for any guest expenses and the traveler will not be reimbursed.

7.0 CITY MANAGER AUTHORIZATION

This directive is effective December 1, 2017



Bob Hart, City Manager