

****PUBLIC NOTICE****



CITY COUNCIL SPECIAL SESSION
Thursday, September 22, 2022 at 7:00 PM
City Hall | 3300 Corinth Parkway

Pursuant to section 551.127, Texas Government Code, one or more council members or employees may attend this meeting remotely using videoconferencing technology.

View live stream: www.cityofcorinth.com/remotesession

- A. NOTICE IS HEREBY GIVEN** of a Special Session of the Corinth City Council.
- B. CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE & TEXAS PLEDGE**
- C. CITIZENS COMMENTS**

Please limit your comments to three 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. Council is prohibited from acting on or discussing items brought before them at this time.

D. PUBLIC HEARING

- 1. Hold a public hearing on a proposal to consider a tax rate, which will exceed the No New Revenue Tax Rate and will increase total tax revenues from properties on the tax roll in the preceding tax year.
- 2. Hold a public hearing to receive community input on the FY 2022-2023 Annual Program of Services.

E. BUSINESS AGENDA

- 3. Consider and act on an Ordinance adopting a Budget and the first year of the Capital Improvement Plan and appropriating resources for the budget year beginning October 1, 2022 and ending September 30, 2023 for the City of Corinth; and providing an effective date.
- 4. Consider and act on an Ordinance levying and adopting the tax rate for the 2022-2023 Fiscal Year
- 5. Consider and act on an Ordinance approving the 2022 Tax Rolls and accepting the anticipated collection rate of 100 percent for the fiscal year beginning October 1, 2022 and ending September 30, 2023.
- 6. Consider vote to ratify the property tax increase reflected in the city's annual budget for FY2022-2023.
- 7. Consider and act on a Resolution supporting Denton County's Transportation Road Improvement Program Proposition A on the November 8, 2022 Election Ballot.
- 8. Consider and act on an Interlocal Cooperation Agreement for Animal Shelter Services with the Town of Hickory Creek.
- 9. Consider approval of an Ordinance amending chapter 71, stopping, standing, and parking, by modifications to section 71.02, parking designations for portions of public rights-of-way, prohibiting parking, standing, and stopping along portions of specific streets, during special events of the City of Corinth.
- 10. Consider and act on a Resolution of the City Council of the City of Corinth, approving a new Purchasing Policy; providing for the incorporation of premises; repealing the existing policy adopted in Resolution No. 22-05-19-09 ; and providing an effective date.

11. Consider and act on a Resolution adopting pay schedules for Public Works, General Government, Police, and Fire, approving a compensation plan for its employees; and providing for an effective date.

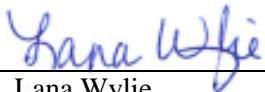
F. COUNCIL COMMENTS & FUTURE AGENDA ITEMS

The purpose of this section is to allow each Council Member the opportunity to provide general updates and/or comments to fellow Council Members, 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 Council Member may direct that an item be added as a business item to any future agenda.

G. ADJOURN

**The City Council reserves the right to recess into closed session at any time during the course of this meeting to discuss any of the matters posted on this agenda, as authorized by the Texas Open Meetings Act, Texas Government Code, Section 551.071, "Consultation with Attorney" for the purpose of receiving legal advice.

Posted on this 19th day of September 2022, at 11:30 A.M., on the bulletin board at Corinth City Hall.



Lana Wylie
City Secretary
City of Corinth, Texas



CITY OF CORINTH
Staff Report

Meeting Date:	9/22/2022	Title:	Public Hearing on Tax Rate
Ends:	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development		
Governance Focus:	<i>Focus:</i> <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder		
	<i>Decision:</i> <input type="checkbox"/> Governance Policy <input checked="" type="checkbox"/> Ministerial Function		
Owner Support:	<input type="checkbox"/> Planning & Zoning Commission <input type="checkbox"/> Economic Development Corporation <input type="checkbox"/> Parks & Recreation Board <input type="checkbox"/> TIRZ Board #2 <input type="checkbox"/> Finance Audit Committee <input type="checkbox"/> TIRZ Board #3 <input type="checkbox"/> Keep Corinth Beautiful <input type="checkbox"/> Ethics Commission		

Item/Caption

Hold a public hearing on a proposal to consider a tax rate, which will exceed the No New Revenue Tax Rate and will increase total tax revenues from properties on the tax roll in the preceding tax year.

Item Summary/Background/Prior Action

The Notice of Public Hearing on Tax Increase for the City of Corinth was published in the Denton Record Chronicle on Saturday, September 10, 2022, as required by the Texas Property Tax Code timetables.

The publication notices were calculated based on the highest possible rate the City Council may consider. The City Council may adopt any rate below the published tax rate. On August 18, 2022, Council voted to publish a FY2022-2023 tax rate of \$.56000 that will be considered for approval on September 22, 2022. The proposed tax rate is not greater than the voter-approval tax rate. As a result, the City of Corinth is not required to hold an election at which voters may accept or reject the proposed tax rate. However, residents may express their support for or opposition to the proposed tax rate.

The City Council will vote on both the budget and the proposed tax rate at a meeting scheduled on Thursday, September 22, 2022, at 7:00 p.m., located at the Corinth Municipal Council Chambers at 3300 Corinth Parkway, Corinth, Texas.

Applicable Owner/Stakeholder Policy

According to Property Tax Code Section 26.05(d), the City is required to hold a public hearing on the proposed tax increase if the City Council is proposing a tax rate that exceeds the No New Revenue Tax Rate. Additional requirements include publishing a quarter-page notice informing the public of the proposed tax rate, formula for estimated tax amount, and the date, time, and location of the required public hearing.



CITY OF CORINTH
Staff Report

Meeting Date:	9/22/2022	Title:	Public Hearing on Budget
Ends:	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development		
Governance Focus:	<i>Focus:</i> <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder		
	<i>Decision:</i> <input type="checkbox"/> Governance Policy <input checked="" type="checkbox"/> Ministerial Function		
Owner Support:	<input type="checkbox"/> Planning & Zoning Commission <input type="checkbox"/> Economic Development Corporation <input type="checkbox"/> Parks & Recreation Board <input type="checkbox"/> TIRZ Board #2 <input type="checkbox"/> Finance Audit Committee <input type="checkbox"/> TIRZ Board #3 <input type="checkbox"/> Keep Corinth Beautiful <input type="checkbox"/> Ethics Commission		

Item/Caption

Hold a public hearing to receive community input on the FY 2022-2023 Annual Program of Services.

Item Summary/Background/Prior Action

The following notice was published on Saturday, September 10, 2022 in the Denton Record Chronicle and placed on the City’s website.

PUBLIC HEARING NOTICE: The City Council for the City of Corinth will hold a public hearing on the 2022-2023 Annual Program of Services on Thursday, September 22, 2022, at 7:00 p.m., in the City Council Chambers located at 3300 Corinth Parkway, Corinth, Texas. The meeting will be held for the purpose of receiving community input on the 2022-2023 Annual Program of Services. All interested residents are encouraged to attend.

The FY 2022-2023 Proposed Budget was submitted to City Council by July 31, 2022, as required by the City Charter. The proposed budget is also available online on the City’s website www.cityofcorinth.com.

Applicable Owner/Stakeholder Policy

City Charter and Local Government Code Chapter 102 require that prior to budget adoption, a public hearing be conducted to allow residents the opportunity to provide input on the proposed budget.

Staff Recommendation/Motion

N/A



CITY OF CORINTH
Staff Report

Meeting Date:	9/22/2022	Title:	Budget Adoption
Ends:	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development		
Governance Focus:	<i>Focus:</i> <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder		
	<i>Decision:</i> <input type="checkbox"/> Governance Policy <input checked="" type="checkbox"/> Ministerial Function		
Owner Support:	<input type="checkbox"/> Planning & Zoning Commission <input type="checkbox"/> Economic Development Corporation <input type="checkbox"/> Parks & Recreation Board <input type="checkbox"/> TIRZ Board #2 <input type="checkbox"/> Finance Audit Committee <input type="checkbox"/> TIRZ Board #3 <input type="checkbox"/> Keep Corinth Beautiful <input type="checkbox"/> Ethics Commission		

Item/Caption

Consider and act on an Ordinance adopting a Budget and the first year of the Capital Improvement Plan and appropriating resources for the budget year beginning October 1, 2022 and ending September 30, 2023 for the City of Corinth; and providing an effective date.

Item Summary/Background/Prior Action

This item is to adopt and appropriate funds for the FY 2022-2023 budget. Prior to this meeting, the City followed Truth-in-Taxation public notice requirements, held a public hearing on the tax rate and a public hearing on the proposed budget. Interested taxpayers were given the opportunity to provide feedback on the tax rate and proposed budget.

The annual budget continues to provide the financial resources to support our community need and is developed based on the Strategic Plan and the following guiding principles:

- Perform all budgetary functions in complete and open transparency
- Reduce tax rate when possible while maintaining service levels
- Be fiscally responsible while meeting city departmental needs
- Maintain reserves in accordance with statutory requirements and financial policies.
- Use fund balance only for one-time expenditures or for temporary budgetary stabilization in an economic downturn.

The total budget includes expenditures of \$50,933,908. This includes the original proposed budget expenditures of \$50,795,039 plus the addition of \$138,869 to the City Administration Budget for wages and benefits and a transfer to the general asset management fund.

Applicable Owner/Stakeholder Policy

Section 9.04 City Council Action, Section B. Adoption of the Budget states that the budget and tax rate may be adopted at any regular or special meeting of the Council prior to the beginning of the budgeted fiscal year by a vote of three

Councilmembers, or such number of votes as is required by state law. The Council may amend the proposed budget by increasing, decreasing, or removing any programs or amounts, except for expenditures required by law, for debt service or for estimated cash deficit. No amendment to the budget shall increase the authorized expenditures to an amount greater than the total of estimated income plus funds available from prior years.

Staff Recommendation/Motion

I move to approve an ordinance adopting the Budget and the first year of the Capital Improvement Plan and appropriating resources for the budget year beginning October 1, 2022 and ending September 30, 2023 for the City of Corinth.

**CITY OF CORINTH, TEXAS
ORDINANCE NO. 22-09-22-XX**

AN ORDINANCE OF THE CITY OF CORINTH, ADOPTING A BUDGET AND THE FIRST YEAR OF THE CAPITAL IMPROVEMENT PLAN AND APPROPRIATING RESOURCES FOR THE BUDGET YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023, FOR THE CITY OF CORINTH, INCLUDING OPERATION OF GENERAL GOVERNMENT, THE WATER / WASTEWATER UTILITY FUND, THE STORM WATER UTILITY FUND, THE STREET MAINTENANCE SALES TAX FUND, THE DEBT SERVICE FUND, THE ECONOMIC DEVELOPMENT CORPORATION FUND, THE CRIME CONTROL AND PREVENTION DISTRICT FUNDS, THE FIRE CONTROL, PREVENTION AND EMERGENCY MEDICAL DISTRICT AND VARIOUS SPECIAL REVENUE AND RESTRICTED FUNDS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to the laws of the State of Texas and the City Charter, the budget covering proposed expenditures for the fiscal year beginning October 1, 2022 and ending September 30, 2023 was filed with the City Secretary; and

WHEREAS, the City Council conducted budget workshops on the proposed budget on August 4, August 18, September 1 and September 15, 2022 and fully considered the proposed budget; and

WHEREAS, in accordance with the provisions of the City Charter and the Local Government Code, the City Council of the City of Corinth, Texas published notice of and conducted a public hearing on the budget on September 22, 2022;

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

SECTION 1.

That the City Council adopts the budget for the City of Corinth, Texas, a copy of which is on file in the office of the City Secretary and incorporated herein by reference as if copied verbatim and which is hereinafter referred to as the “budget”, for the fiscal year beginning October 1, 2022 and ending September 30, 2023.

SECTION 2.

That the sum of Twenty-Two Million Nine Hundred Twenty-Nine Thousand One Hundred and Eighty-Three Dollars (\$22,929,183) is hereby appropriated out of the General Fund revenues for the payment of operating expenses of the City Government, as set forth in the budget.

SECTION 3.

That the sum of Four Million Five Hundred Seven Thousand and Seven Dollars (\$4,507,007) is hereby appropriated out of the General Debt Service Fund revenues and reserve for the payment of the annual general debt service requirements, as set forth in the budget.

SECTION 4.

That the sum of Sixteen Million Eight Hundred One Thousand and Nine Hundred Ninety-Six Dollars (\$16,801,996) is hereby appropriated out of the Water/Wastewater Utility Fund revenues for the payment of operating expenses of the Water/Wastewater Utility Fund, as set forth in the budget.

SECTION 5.

That the sum of Eight Hundred Two Thousand and Two Hundred Eighty Dollars (\$802,280) is hereby appropriated out of the Stormwater Fund revenues for the payment of operating expenses of the Stormwater Fund, as set forth in the budget.

SECTION 6.

That the sum of Six Hundred Eighty-Six Thousand Four Hundred Thirty-Five Dollars (\$686,435) is hereby appropriated out of the Street Maintenance Sales Tax Fund revenues for the payment of street maintenance operating expenses, as set forth in the budget.

SECTION 7.

That the sum of One Million One Hundred Ten Thousand and Sixty-Three Dollars (\$1,110,063) is hereby appropriated out of the Economic Development Corporation revenues for the payment of operating expenses of the Economic Development Corporation, as set forth in the budget.

SECTION 8.

That the sum of Six Hundred Forty-Eight Thousand Six Hundred and Eighty Dollars (\$648,680) is hereby appropriated out of the Crime Control & Prevention District revenues for the payment of operating expenses of the Crime Control & Prevention District, as set forth in the budget.

SECTION 9.

That the sum of Five Hundred Fifty-Nine Thousand Five Hundred and Twenty-Three Dollars (\$559,523) is hereby appropriated out of the Fire Control, Prevention and Emergency Medical District revenues for the payment of operating expenses of the Fire Control, Prevention and Emergency Medical District, as set forth in the budget.

SECTION 10.

That the sum of Zero Dollars (\$0) is hereby appropriated out of the Reserve Funds for the payment of operating expenses, as set forth in the budget.

General Asset Management	\$	0
Utility Asset Management	\$	0
Stormwater Asset Management	\$	0
Utility Rate Reserve	\$	0

SECTION 11.

That the sum of Seven Hundred Sixty-Seven Thousand Eighty-Eight Dollars (\$767,088) is hereby appropriated out of the Impact Fee/Escrow Funds for the payment of operating expenses, as set forth in the budget.

Water Impact Fee	\$	36,200
Wastewater Impact Fee	\$	356,050
Stormwater Impact Fee	\$	95,188
Roadway Impact Fee	\$	279,650
Street Escrow	\$	0

SECTION 12.

That the sum of One Million One Hundred Eighteen Thousand and Nine Hundred Dollars (\$1,118,900) is hereby appropriated out of the following Special Revenue Funds for the payment of operating expenses, as set forth in the budget.

Hotel Occupancy Tax	\$	203,250
Keep Corinth Beautiful	\$	8,325
Child Safety Program	\$	28,820
Municipal Court Security	\$	15,000
Municipal Court Technology	\$	15,000
Police Confiscation – State	\$	27,594
Police Confiscation – Federal	\$	11,037
Street Rehabilitation	\$	100,000
Park Development	\$	205,000
Community Park Improvement	\$	0
Tree Mitigation	\$	350,000
Reinvestment Zone #2	\$	0
Reinvestment Zone #3	\$	0
Economic Development Foundation	\$	0
Short Term Vehicle Rental Tax	\$	28,074
Broadband Utility	\$	126,800
Community Event	\$	0

SECTION 13.

That the sum of One Million Four Thousand Seven Hundred and Fifty-Three Dollars (\$1,004,753) is hereby appropriated out of the following Internal Service Funds for the payment of operating expenses, as set forth in the budget.

Technology Replacement	\$ 305,037
General Capital Replacement	\$ 203,500
Fire Department Capital Replacement	\$ 401,216
Utility Meter Replacement	\$ 95,000
Utility Capital Replacement	\$ 0

SECTION 14.

That the City Council approves the first year of the Capital Improvement Program Budget, as set forth in the budget.

SECTION 15.

This Ordinance shall take effect from and after its adoption.

PASSED AND APPROVED BY A VOTE OF AT LEAST TWO-THIRDS OF THE CITY COUNCIL ON THE 22nd DAY OF SEPTEMBER, 2022.

Bill Heidemann, Mayor

ATTEST:

Lana Wylie, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Patricia A. Adams, City Attorney



CITY OF CORINTH
Staff Report

Meeting Date:	9/22/2022	Title:	Approve Tax Rate
Ends:	<input checked="" type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development		
Governance Focus:	<i>Focus:</i> <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder		
	<i>Decision:</i> <input type="checkbox"/> Governance Policy <input checked="" type="checkbox"/> Ministerial Function		
Owner Support:	<input type="checkbox"/> Planning & Zoning Commission <input type="checkbox"/> Economic Development Corporation <input type="checkbox"/> Parks & Recreation Board <input type="checkbox"/> TIRZ Board #2 <input type="checkbox"/> Finance Audit Committee <input type="checkbox"/> TIRZ Board #3 <input type="checkbox"/> Keep Corinth Beautiful <input type="checkbox"/> Ethics Commission Click to enter recommendation/decision of supporting group.		

Item/Caption

Consider and act on an Ordinance levying and adopting the tax rate for the 2022-2023 Fiscal Year

Item Summary/Background/Prior Action

The proposed tax rate of \$0.54000 per \$100 valuation is used to balance the FY 2022-2023 Budget. The tax rate is above the no new revenue tax rate of \$0.51338 but is below the Voter-Approval Tax Rate of \$.56010 and the De Minimis Tax Rate of \$.54583. As required by Property Tax Code Section 26.05(d), the City held a public hearing on the proposed tax increase on September 22, 2022. Additionally, the Notice of Public Hearing on Tax Increase for the City of Corinth was published in the Denton Record Chronicle on September 11, 2022.

The proposed property tax rate should generate \$15,961,080 in property tax revenue to support the general fund and the debt service fund. The distribution of the tax rate and property tax revenue is as follows:

	<u>Tax Rate</u>	<u>Tax Revenue</u>
General Fund	\$0.40200	\$11,858,790
Debt Service Fund	\$0.13800	\$4,102,290
Total	\$0.54000	\$15,961,080

Staff Recommendation/Motion

Proposed Motion: I move to approve an ordinance establishing the property tax rate of \$0.54000 per \$100 assessed valuation, which is effectively a 5.18% increase in the tax rate.

**CITY OF CORINTH, TEXAS
ORDINANCE NO. 22-09-22-XX**

AN ORDINANCE OF THE CITY OF CORINTH, TEXAS, LEVYING TAXES AND FIXING AND ADOPTING THE TAX RATE ON ALL TAXABLE PROPERTY FOR THE YEAR 2022 AT THE RATE OF \$0.54000 PER ONE HUNDRED DOLLARS (\$100.00) ASSESSED VALUE ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY AS OF JANUARY 1, 2022; THE SAID TAX RATE HAVING A MAINTENANCE AND OPERATIONS COMPONENT AND A DEBT SERVICE COMPONENT; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING REPEALING, SAVINGS AND SEVERABILITY CLAUSES; AND PROVIDING FOR AN EFFECTIVE DATE OF THIS ORDINANCE.

WHEREAS, Section 26.05 of the Texas Tax Code requires that the City of Corinth, Texas (the “City”), adopt a tax rate for the 2022-2023 fiscal year by September 30, 2022; and

WHEREAS, pursuant to Chapter 26 of the Texas Tax Code, a public hearing on the proposed annual budget for the City of Corinth, Texas, for the fiscal year beginning October 1, 2022 and ending September 30, 2023, has been duly advertised, and hearing held on September 22, 2022; and

WHEREAS, the City, in compliance with the State of Texas Truth-in-Taxation laws, has advertised the proposed tax rate and conducted a public hearing on the proposed tax rate, and all notices and hearings and other applicable steps required by law as a prerequisite to the passage, approval, and adoption of this Ordinance have been timely and properly given and held; and

WHEREAS, Section 26.05(a) of the Texas Tax Code provides that the tax rate consists of two components, one of which will impose the amount of taxes needed to pay debt service, and the other of which will impose the amount of taxes needed to fund maintenance and operation expenses for the next year, and each of which must be approved separately; and

WHEREAS, the tax rate set forth herein consists of two components, as required, and they are approved separately; and

WHEREAS, upon full review and consideration of the matter, the City Council is of the opinion that the tax rate for the year 2022 set, fixed, and adopted herein below in proper.

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

Section 1. Findings Incorporated. The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

Section 2. Tax Levied. That there is hereby levied and ordered to be assessed and collected an ad valorem tax rate of \$0.54000 on each One Hundred Dollars (\$100.00) of assessed valuation for all taxable property located in the City of Corinth on the 1st day of January 2022, and not exempted

from taxation by the constitution and laws of the State of Texas to provide for the expenses of the City of Corinth for the Fiscal Year beginning October 1, 2022 and ending September 30, 2023. The said tax is made up of components, as set forth in this Ordinance:

- a. For the maintenance and support of the General Government (General Fund) for the fiscal year 2022-2023, **\$0.40200** on each \$100 valuation of property.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.70 PERCENT AND WILL INCREASE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$14.34.

- b. For debt services for the fiscal year 2022-2023, **\$0.13800** on each \$100 valuation of property.

THIS TAX RATE WILL RAISE TAXES FOR DEBT SERVICE WHEN COMPARED TO LAST YEAR'S TAX RATE.

THE TAX RATE WILL LOWER TAXES PAID FOR DEBT SERVICE ON A \$100,000 HOME BY APPROXIMATELY \$2.00.

Section 3. Penalties and Interest. Provisions relative to penalties, interest and remedies for the collection of delinquent taxes, as set out in the Charter and the Code of the City of Corinth, Texas, as amended, and the laws of the State of Texas, shall be used in the collection of the taxes levied herein.

Section 4. Savings/Repealing Clause. All provisions of any ordinance in conflict with this Ordinance are hereby repealed; but such repeal shall not abate any pending prosecution for violation of the repealed Ordinance, nor shall the repeal prevent prosecution from being commenced for any violation if occurring prior to the repeal of the Ordinance. Any remaining portions of conflicting ordinances shall remain in full force and effect.

Section 5. Severability. Should any section, subsection, sentence, clause or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. City hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared unconstitutional or invalid.

Section 6. Effective Date. This Ordinance shall become effective from and after its adoption and publication as required by law after its passage by at least 60% of the Council by a record vote.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Corinth, Texas, on this 22nd day of September, 2021, with the following motion by _____: "I move that the property tax rate be increased by the adoption of a tax rate of \$0.54000 per \$100 valuation, which is effectively a 5.18 percent increase in the tax rate"; seconded by _____

_____, the above and foregoing ordinance was passed and approved by record vote.

PASSED AND APPROVED THIS THE 22nd DAY OF SEPTEMBER, 2022.

Bill Heidemann, Mayor

ATTEST:

Lana Wylie, City Secretary

APPROVED AS TO FORM AND LEGALITY:

Patricia A. Adams, City Attorney



CITY OF CORINTH
Staff Report

Meeting Date:	9/22/2022	Title:	Approve Tax Rolls
Ends:	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development		
Governance Focus:	<i>Focus:</i> <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder		
	<i>Decision:</i> <input type="checkbox"/> Governance Policy <input checked="" type="checkbox"/> Ministerial Function		
Owner Support:	<input type="checkbox"/> Planning & Zoning Commission <input type="checkbox"/> Economic Development Corporation <input type="checkbox"/> Parks & Recreation Board <input type="checkbox"/> TIRZ Board #2 <input type="checkbox"/> Finance Audit Committee <input type="checkbox"/> TIRZ Board #3 <input type="checkbox"/> Keep Corinth Beautiful <input type="checkbox"/> Ethics Commission Click to enter recommendation/decision of supporting group.		

Item/Caption

Consider and act on an Ordinance approving the 2022 Tax Rolls and accepting the anticipated collection rate of 100 percent for the fiscal year beginning October 1, 2022 and ending September 30, 2023.

Item Summary/Background/Prior Action

The Roll is calculated by taking the 2022 Certified Appraisal Roll of \$2,972,673,992 and applying the 2022 adopted tax rate of \$.54000 per \$100 valuation.

Chapter 26 of the Property Tax Code requires municipalities to adopt an estimated collection rate to comply with truth-in-taxation laws in adopting their tax rates. The laws are designed to make taxpayers aware of the tax rate proposal.

The anticipated collection rate used for the General Fund and the Debt Service Fund is 100% for the 2022-2023 fiscal year. The collection rate includes the current taxes, delinquent taxes, penalties, and interest.

Applicable Owner/Stakeholder Policy

The Texas Property Tax Code, Section 26.09 (e) requires that the City Council approve the tax roll as submitted by the Assessor.

Staff Recommendation/Motion

I move to approve the Ordinance accepting the 2022 Tax roll and to accept the submission of the certified collection rate of 100 percent for the fiscal year beginning October 1, 2022 and ending September 30, 2023.

**CITY OF CORINTH, TEXAS
ORDINANCE NO. 22-09-22-XX**

**AN ORDINANCE OF THE CITY OF CORINTH, TEXAS, APPROVING THE 2022
TAX ROLLS AND PROVIDING AN EFFECTIVE DATE.**

THE COUNCIL OF THE CITY OF CORINTH HEREBY ORDAINS:

SECTION 1. The City Council hereby approves the 2022 tax rolls of the City of Corinth, Texas, as approved by the Appraisal Review Board of the Denton Central Appraisal District, which, with amounts of tax as approved by the governing body, will result in a tax levy in the amount of \$16,052,439.56 based on the Certified Appraisal Roll and raise more revenue from property taxes than in the previous year.

SECTION 2. The City Council hereby establishes the anticipated collection rate used for the General Fund and the Debt Service Fund to 100% for the 2022-2023 fiscal year. The collection rate includes the current taxes, delinquent taxes, penalties, and interest.

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

PASSED AND APPROVED this the 22nd day of September, 2022.

Bill Heidemann, Mayor

ATTEST:

Lana Wylie, City Secretary

APPROVED AS TO FORM AND LEGALITY

Patricia A. Adams, City Attorney



CITY OF CORINTH
Staff Report

Meeting Date:	9/22/2022	Title:	Ratify Tax Increase
Ends:	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development		
Governance Focus:	<i>Focus:</i> <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder		
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Item/Caption

Consider vote to ratify the property tax increase reflected in the city’s annual budget for FY2022-2023.

Item Summary/Background/Prior Action

Section 107.003 (c) of the Texas Local Government Code states that adoption of a budget that will require raising more revenue from property taxes than in the previous year requires a separate vote of the governing body to ratify the property tax increase reflected in the budget. A vote under this section of the code must be separate from the vote to adopt the budget or a vote to set the tax rate.

Staff Recommendation/Motion

Proposed Motion: I move to ratify the property tax increase reflected in the city’s annual budget for FY 2022-2023.



CITY OF CORINTH
Staff Report

Meeting Date:	9/15/2022	Title:	Resolution Denton County’s Bond Election – Transportation Road Improvement Program – Trip ’22								
Ends:	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input checked="" type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development										
Governance Focus:	<i>Focus:</i> <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder										
	<i>Decision:</i> <input type="checkbox"/> Governance Policy <input checked="" type="checkbox"/> Ministerial Function										
Owner Support:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><input type="checkbox"/> Planning & Zoning Commission</td> <td style="width: 50%; border: none;"><input type="checkbox"/> Economic Development Corporation</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Parks & Recreation Board</td> <td style="border: none;"><input type="checkbox"/> TIRZ Board #2</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Finance Audit Committee</td> <td style="border: none;"><input type="checkbox"/> TIRZ Board #3</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Keep Corinth Beautiful</td> <td style="border: none;"><input type="checkbox"/> Ethics Commission</td> </tr> </table> <p>N/A</p>			<input type="checkbox"/> Planning & Zoning Commission	<input type="checkbox"/> Economic Development Corporation	<input type="checkbox"/> Parks & Recreation Board	<input type="checkbox"/> TIRZ Board #2	<input type="checkbox"/> Finance Audit Committee	<input type="checkbox"/> TIRZ Board #3	<input type="checkbox"/> Keep Corinth Beautiful	<input type="checkbox"/> Ethics Commission
<input type="checkbox"/> Planning & Zoning Commission	<input type="checkbox"/> Economic Development Corporation										
<input type="checkbox"/> Parks & Recreation Board	<input type="checkbox"/> TIRZ Board #2										
<input type="checkbox"/> Finance Audit Committee	<input type="checkbox"/> TIRZ Board #3										
<input type="checkbox"/> Keep Corinth Beautiful	<input type="checkbox"/> Ethics Commission										

Item/Caption

Consider and act on a Resolution supporting Denton County’s Transportation Road Improvement Program Proposition A on the November 8, 2022 Election Ballot.

Item Summary/Background/Prior Action

On August 16, 2022 the Denton County Commissioners Court unanimously called for a \$650 million bond election to improve roads, bridges and highways for November 8, 2022. The Denton County Transportation Road Improvement Program 2022 (TRIP 22) bond election is the first road improvement bond program sought by Denton County since 2008, about 14 years ago.

Officials met with local municipalities as well as state officials to determine long-term needs for the growing area. Denton County is one of the fastest growing in the U.S., with 82 additional people becoming a resident in the county every day.

The projects are slated to provide congestion relief and safety improvements. More than 110 projects have been identified to date, both large and small, in all four precincts of Denton County. A list of proposed projects is available on the website at www.dentoncounty.gov.

The Bond Election contains funding for the following street projects within Corinth: Dobbs Road, Garrison Road, and W. Shady Shores Road.

Staff Recommendation/Motion

Staff Recommends approval of the resolution supporting the Denton County’s Transportation Road Improvement Bond Election.

**CITY OF CORINTH, TEXAS
RESOLUTION NO. 22-09-22-XX**

**A RESOLUTION OF THE CITY OF CORINTH COUNCIL SUPPORTING
DENTON COUNTY'S TRANSPORTATION ROAD IMPROVEMENT
PROGRAM (TRIP-22), PROPOSITION A ON THE NOVEMBER 8, 2022
ELECTION BALLOT.**

WHEREAS, Denton County is one of the 10 fastest growing counties in the Nation; and

WHEREAS, an estimated 82 people move to Denton County every day; and

WHEREAS, federal and state funding agencies look for partnerships for leveraging opportunities for new roads; and

WHEREAS, the state and federal gas tax rates have not been increased in 23 years; and

WHEREAS, fuel efficiency is reducing available transportation funding; and

WHEREAS, regional funding requires local government financial participation; and

WHEREAS, investing in roadway transportation is a Family Value that improves the quality of life of our residents, decreases congestion on city, county and state roads, provides through traffic on city roads, improves air quality, reduces standing traffic emissions, enhances economic development, keeps tax base strong and increases safety by providing better ambulance service accessibility, reduces dangerously high roadbeds and improves bus routes; and

WHEREAS, Denton County Commissioners, working with partners, have utilized the voter-approved proceeds of \$187 million from the 2004 and \$310 million from the 2008 road bond programs to fund and construct more than \$8.4 BILLION in roadway projects throughout the county that improve the quality of life of every resident; and

WHEREAS, Denton County has effectively managed its road bond debt to maintain its AAA bond rating; and

WHEREAS, Denton County's tax rate has dropped from \$0.24.98/\$100 valuation in 2009 to \$0.23.3/\$100 valuation in 2021.

WHEREAS, TRIP-22 identifies comprehensive county-wide transportation priorities that will further increase access and mobility within the County; and

WHEREAS; the 113 roadway projects in TRIP-22 represents active partnerships between Denton County, State, Region and local entities; and

WHEREAS, TRIP-22 was developed in close cooperation with the Texas Department of Transportation and the North Central Texas Council of Governments; and

WHEREAS, TRIP-22 is estimated to generate billions in leveraged roadway improvements; and

NOW THEREFORE, BE IT RESOLVED THAT:

We, _____ hereby strongly endorse the 2022 Denton County Bond Election hereby known as the “Transportation Road Improvement Program, 2022 - TRIP-22” as approved by the Denton County Commissioners Court on August 16, 2022 and encourage the residents of Denton County to vote for its passage on November 8, 2022.

PASSED AND APPROVED, this the ____ day of September 2022.

Bill Heidemann, Mayor

ATTEST:

Lana Wylie, City Secretary

APPROVED AS TO FORM:

Patricia A. Adams, City Attorney



CITY OF CORINTH
Staff Report

Meeting Date:	9/22/2022	Title: Animal Control Services
Ends:	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input checked="" type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development	
Governance Focus:	<i>Focus:</i> <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder	
	<i>Decision:</i> <input type="checkbox"/> Governance Policy <input checked="" type="checkbox"/> Ministerial Function	
Owner Support:	<input type="checkbox"/> Planning & Zoning Commission <input type="checkbox"/> Economic Development Corporation <input type="checkbox"/> Parks & Recreation Board <input type="checkbox"/> TIRZ Board #2 <input type="checkbox"/> Finance Audit Committee <input type="checkbox"/> TIRZ Board #3 <input type="checkbox"/> Keep Corinth Beautiful <input type="checkbox"/> Ethics Commission Click to enter recommendation/decision of supporting group.	

Item/Caption

Consider and act on an Interlocal Cooperation Agreement for Animal Shelter Services with the Town of Hickory Creek.

Item Summary/Background/Prior Action

The interlocal agreement allows for the outsourcing of Animal Control Services to Hickory Creek. Through this agreement Hickory Creek will provide full animal shelter services through their facility located at 970 Main Street, Hickory Creek Texas. The facility is designed for the holding and disposition of dogs and cats and has trained personnel whose duties are related to the use and operation of the Shelter.

The City of Corinth will transfer the Enterprise lease agreement for an Animal Control Vehicle to Hickory Creek. The City will also donate miscellaneous animal equipment to Hickory Creek, such as cages, catch poles and tag machines.

Financial Impact

The total contract amount is \$123,700. This will be split between Corinth \$106,275 and revenues received by Shady Shores of \$17,425 for animal control services. This will result in an annual savings for the City of Corinth of approximately \$60,000 annually.

Staff Recommendation/Motion

Staff recommends approval of the Interlocal Cooperation Agreement for Animal Shelter Services with the Town of Hickory Creek.



CITY OF CORINTH
Staff Report

Meeting Date:	9/22/2022	Title: Special Event Parking
Ends:	<input checked="" type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input checked="" type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development	
Governance Focus:	<i>Focus:</i> <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder	
	<i>Decision:</i> <input type="checkbox"/> Governance Policy <input checked="" type="checkbox"/> Ministerial Function	
Owner Support:	<input type="checkbox"/> Planning & Zoning Commission <input type="checkbox"/> Economic Development Corporation <input type="checkbox"/> Parks & Recreation Board <input type="checkbox"/> TIRZ Board #2 <input type="checkbox"/> Finance Audit Committee <input type="checkbox"/> TIRZ Board #3 <input type="checkbox"/> Keep Corinth Beautiful <input type="checkbox"/> Ethics Commission Click to enter recommendation/decision of supporting group.	

Item/Caption

Consider approval of an Ordinance amending chapter 71, stopping, standing, and parking, by modifications to section 71.02, parking designations for portions of public rights-of-way, prohibiting parking, standing, and stopping along portions of specific streets, during special events of the City of Corinth.

Item Summary/Background/Prior Action

Pumpkin Palooza has gained popularity and attendance, increasing the volume of parking. For a matter of convenience, many patrons have parked in adjacent neighborhoods which have caused concern for security and emergency response. To counteract this impact to the neighborhood, staff has drafted the attached ordinance to prevent non-resident parking in the area. Existing homeowners and their guests will be able to continue to park on the street however attendees to the special event will not be able to park in the neighborhood. The City provides sufficient parking around the area through use of the various parking lots in the Community Park and provides shuttle busses to the NCTC campus for attendees.

The City will install temporary no parking signs within the neighborhood for official enforcement. Additionally, staff plans to restrict inbound traffic via barricades and parking attendant or Police. Signs will be placed on the barricades indicating the no parking.

The proposed language changes are indicated below:

(additions indicated by underline and removals indicated by ~~striketrough~~)

§ 71.02 PARKING DESIGNATIONS FOR PORTIONS OF PUBLIC RIGHTS-OF-WAY.

(A) A person shall not stop, stand, or park a vehicle on a highway under the jurisdiction of the Texas Department of Transportation when signs are erected by the Texas Department of Transportation which prohibit or restrict the stopping, standing or parking of a vehicle on the highway. The City Council ~~or~~ authorizes the Director ~~placement of Public Works~~ may signage to

designate no parking zones, time limits, loading zones and no stopping areas on any portion of the public right-of-way within the city, in accordance with this Chapter. Such designated zones include the following:

- (1) No parking zone:
 - (a) Both sides of ~~Parking~~ Parkridge Drive, 2700 Block through 3400 Block;
 - (b) Both sides of Creekside Drive, 1700 Block through 1900 Block;
 - (c) Both sides of Vintage Drive, 1700 Block to 1800 Block;
 - (d) North side of Wickersham Drive, 1900 to 1915 Wickersham Drive;
 - (e) South side of Wickersham Drive, 1900 to 1916 Wickersham Drive;
 - (f) Both sides of Meadowview Drive, from Fairview Drive to the Service Road of IH-35; and
 - (g) West Service Road of Interstate 35 East (Stemmons Freeway), 6800 Block to 7700 Block.
- (2) Parking time limit zone;
- (3) Loading zone;
- (4) No stopping zone;
 - (a) West Service Road of Interstate 35 East (Stemmons Freeway), 6800 Block to 7700 Block.
- (5) Passenger loading zone;
- (6) Fire lane zone; and
- (7) Safety zone.
- (8) Special Events No Parking Zone:

During any time that a City sponsored event or other approved event is being held at Corinth Community Park, it shall be unlawful for a person who is not a resident of a home located on a below listed street or a guest of a resident of such street to park his vehicle upon such streets.

- (a) Park Place – in its entirety
- (b) Corinth Bend – in its entirety
- (c) Bonanza Court – in its entirety
- (d) Bonanza Lane – in its entirety
- (e) Belle Way – in its entirety
- (f) Emerald Park Drive – in its entirety
- (g) Emerald Park Court – in its entirety
- (h) East Park Lane – in its entirety
- (i) Park Wood Drive – in its entirety
- (j) Park Wood Court – in its entirety

Signage notifying the public of the restriction shall be erected prior to enforcement. It shall be prima facie evidence of a violation if the registered owner of the vehicle parked in the area identified in this Section does not reside at an address within the area.

Details of neighborhood/resident notification has not been finalized. Possible thoughts include individual mailers, guest parking passes, directions to obtain guest passes from city, HOA notification etc.

This year will be a trial and most likely will require further changes before future events. The point here is we are taking proactive steps to ensure we have a successful event and maintain resident satisfaction.

Financial Impact

Additional cost of necessary temporary no-parking signs and staffing the barricade. Temporary signs estimated to be \$20 each.

Staff Recommendation/Motion

Approve of an Ordinance amending chapter 71, stopping, standing, and parking, by modifications to section 71.02, parking designations for portions of public rights-of-way, prohibiting parking, standing, and stopping along portions of specific streets, during special events of the City of Corinth

**CITY OF CORINTH, TEXAS
ORDINANCE NO. 22-09-22-XX**

AN ORDINANCE OF THE CITY OF CORINTH, TEXAS AMENDING THE CODE OF ORDINANCES OF THE CITY OF CORINTH, TEXAS, BY AMENDING CHAPTER 71, STOPPING, STANDING, AND PARKING, BY MODIFICATIONS TO SECTION 71.02, "PARKING DESIGNATIONS FOR PORTIONS OF PUBLIC RIGHTS-OF-WAY," PROHIBITING PARKING, STANDING, AND STOPPING ALONG PORTIONS OF SPECIFIC STREETS, DURING SPECIAL EVENTS OF THE CITY OF CORINTH CODE OF ORDINANCES; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING FOR A REPEALING/SAVINGS CLAUSE; PROVIDING FOR SEVERABILITY; PROVIDING A PENALTY NOT TO EXCEED \$200 FOR EACH VIOLATION HEREOF; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Corinth, Texas, ("City"), is a home rule city operating pursuant to the laws of its Charter and of the State and Texas, by and through its duly elected City Council members; and

WHEREAS, the City of Corinth and the residents adjoining the Corinth Community Park, (the "Park") have been negatively affected by congestion on residential streets resulting from patrons of special events held in the Park parking vehicles in neighborhoods adjoining the Park; and

WHEREAS, the City Council desires to restrict parking on specific streets during special events, to better protect the convenience, health, safety, and welfare of the residents of the City and of the motoring public and to ensure that public safety vehicles have adequate ingress and egress to neighborhoods to provide health and safety services; and

WHEREAS, the City Council has determined that all prerequisites to the adoption of this Ordinance have been met and have determined that the adoption of this Ordinance serves the public health, safety and welfare.

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

SECTION 1: Findings Incorporated.

That the findings above are incorporated herein in their entirety.

SECTION 2: Code of Ordinances Amended.

2.01 Section 71.02, "Parking Designations for Portions of Public Rights-of-way", of Chapter 71, "Stopping, Standing and Parking", of Title VII, "Traffic Code", of the City of Corinth Code of Ordinances is hereby repealed in its entirety and a new Section 71.02 "Parking Designations for Portions of Rights-of-Way" is hereby adopted and all other portions of Section 71 of Chapter 71 of

the Code of Ordinances not expressly amend hereby shall remain in full force and effect:

§ 71.02 PARKING DESIGNATIONS FOR PORTIONS OF PUBLIC RIGHTS-OF-WAY.

(A) A person shall not stop, stand, or park a vehicle on a highway under the jurisdiction of the Texas Department of Transportation when signs are erected by the Texas Department of Transportation which prohibit or restrict the stopping, standing or parking of a vehicle on the highway. The City Council authorizes the placement of signage to designate no parking zones, time limits, loading zones and no stopping areas on any portion of the public right-of-way within the city in accordance with this Chapter. Such designated zones include the following:

- (1) No parking zone:
 - (a) Both sides of Parkridge Drive, 2700 Block through 3400 Block;
 - (b) Both sides of Creekside Drive, 1700 Block through 1900 Block;
 - (c) Both sides of Vintage Drive, 1700 Block to 1800 Block;
 - (d) North side of Wickersham Drive, 1900 to 1915 Wickersham Drive;
 - (e) South side of Wickersham Drive, 1900 to 1916 Wickersham Drive;
 - (f) Both sides of Meadowview Drive, from Fairview Drive to the Service Road of IH-35; and
 - (g) West Service Road of Interstate 35 East (Stemmons Freeway), 6800 Block to 7700 Block.
- (2) Parking time limit zone;
- (3) Loading zone;
- (4) No stopping zone;
 - (a) West Service Road of Interstate 35 East (Stemmons Freeway), 6800 Block to 7700 Block.
- (5) Passenger loading zone;
- (6) Fire lane zone; and
- (7) Safety zone.
- (8) Special Events No Parking Zone:

During any time that a City sponsored event or other approved event is being held at Corinth Community Park, it shall be unlawful for a person who is not a resident of a home located on a below listed street or a guest of a resident of such street to park his vehicle upon such streets.

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- (h) East Park Lane – in its entirety
- (i) Park Wood Drive – in its entirety
- (j) Park Wood Court – in its entirety

Signage notifying the public of the restriction shall be erected prior to enforcement. It shall be prima facie evidence of a violation if the registered owner of the vehicle parked in the area identified in this Section does not reside at an address within the area.

SECTION 3: Repealing/Savings Clause.

All provisions of any Ordinance in conflict with this Ordinance are hereby repealed, but such repeal shall not abate any pending prosecution from being commenced for any violation if occurring prior to the repeal of the Ordinance. Any remaining provisions shall remain in full force and effect.

SECTION 4: Severability.

Should any section, subsection, sentence, clause, or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and clause effect. The City hereby, declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof irrespective of the fact that any one or more section, subsections, sentences, clauses, and phrases be declared unconstitutional or invalid.

SECTION 5: Penalty.

Any person found guilty of violating this Ordinance as it exists or may be amended, shall be deemed guilty of a misdemeanor, and upon conviction thereof, shall be fined a sum not exceeding Two Hundred Dollars (\$200.00). Corinth retains all legal rights and remedies available to it pursuant to local, state and federal law.

SECTION 6: Effective Date.

This Ordinance shall take effect immediately upon and after its passage as provided by law.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF CORINTH, TEXAS on this 22nd day of September 2022.

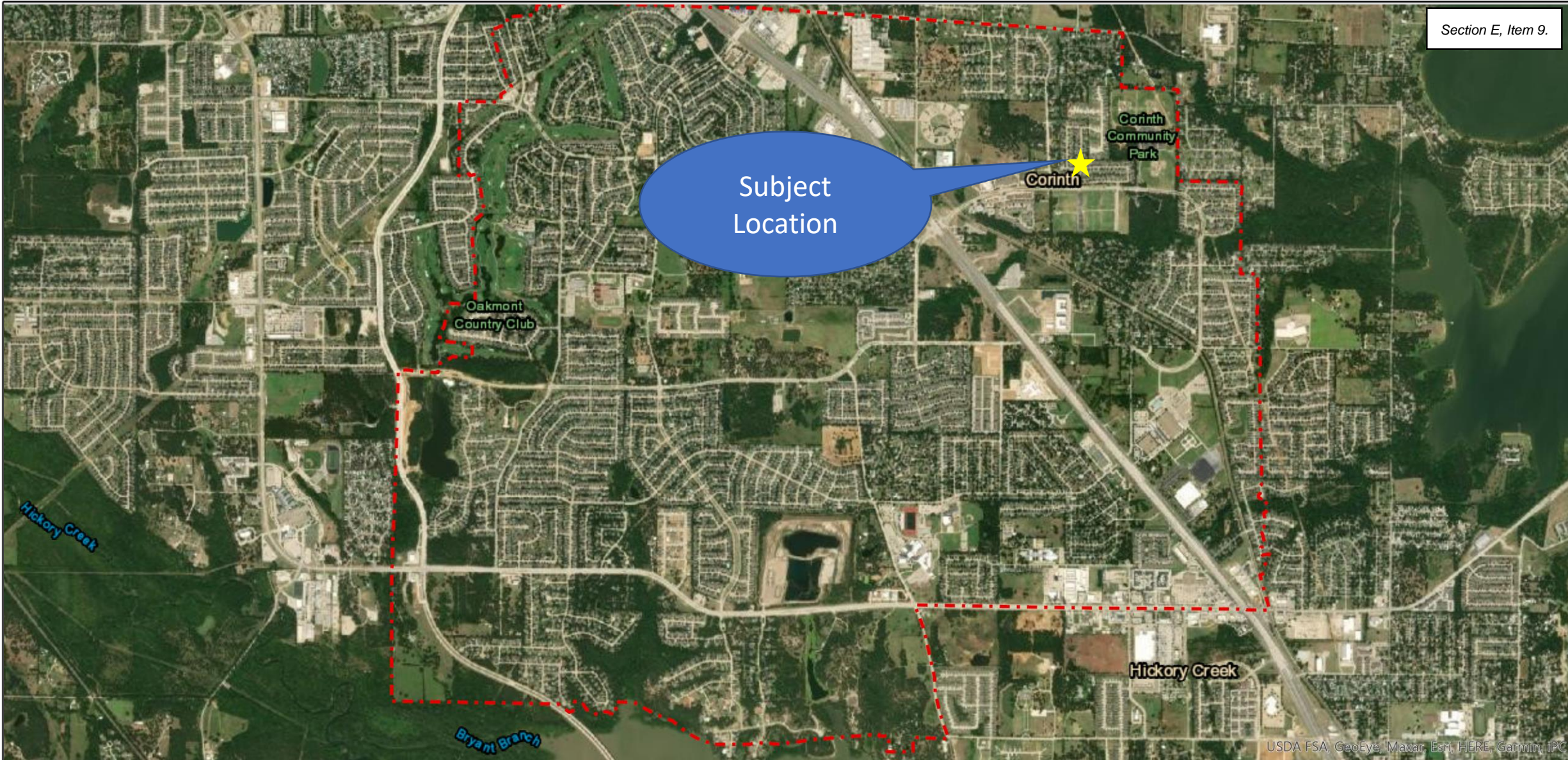
Bill Heidemann, Mayor

ATTEST:

Lana Wylie, City Secretary

APPROVED AS TO FORM:

Patricia A. Adams, City Attorney



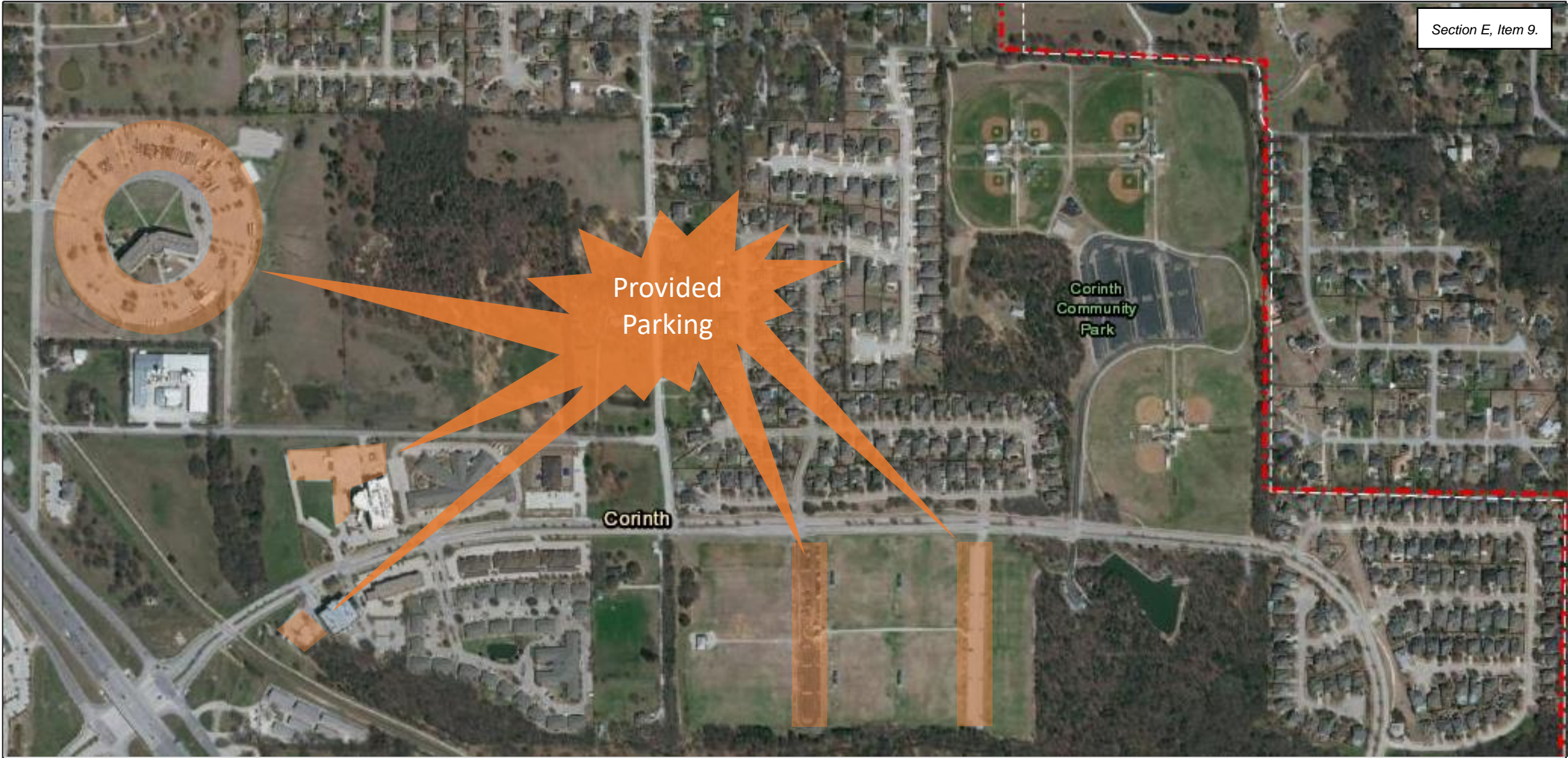
USDA FSA, GeoEye, Maxar, Esri, HERE, Garmin, IPC

- Park Place
- Corinth Bend
- Bonanza Court
- Bonanza Lane
- Belle Way
- Emerald Park Drive
- Emerald Park Court
- East Park Lane
- Park Wood Drive
- Park Wood Court



Corinth Community Park

Corinth



Provided
Parking

Corinth

Corinth
Community
Park



CITY OF CORINTH
Staff Report

Section E, Item 10.

Meeting Date:	9/22/2022	Title:	Purchasing Policy
Ends:	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development		
Governance Focus:	<i>Focus:</i> <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder		
	<i>Decision:</i> <input checked="" type="checkbox"/> Governance Policy <input type="checkbox"/> Ministerial Function		
Owner Support:	<input type="checkbox"/> Planning & Zoning Commission <input type="checkbox"/> Economic Development Corporation <input type="checkbox"/> Parks & Recreation Board <input type="checkbox"/> TIRZ Board #2 <input checked="" type="checkbox"/> Finance Audit Committee <input type="checkbox"/> TIRZ Board #3 <input type="checkbox"/> Keep Corinth Beautiful <input type="checkbox"/> Ethics Commission The Finance Audit Committee approved the policy 3-0 on April 21, 2022.		

Item/Caption

Consider and act on a Resolution of the City Council of the City of Corinth, approving a new Purchasing Policy; providing for the incorporation of premises; repealing the existing policy adopted in Resolution No. 22-05-19-09 ; and providing an effective date.

Item Summary/Background/Prior Action

The basic function of a municipal purchasing policy is to support and enhance the delivery of goods and services to the City. In a centralized environment, the optimum performance of the purchasing function is centralized to the purchasing department in order to facilitate city-wide procurement in compliance with State of Texas purchasing laws and the City’s Purchasing Policy.

The attached purchasing policy establishes guidelines for procurement of supplies, materials, personal property, real property, and services for the City of Corinth. The policy also establishes the internal control procedures that all vendors and City personnel are to follow. Internal control is required to assist in prevention of any unauthorized purchases by the City, and any evidence of collusion by vendors. Further, this Policy is intended to promote competition among bidders and vendors interested in providing products or services to the City.

The last revision to the Purchasing policy was in May 2022. Staff is proposing revisions to increase the authorization of the City Manager for the approval of purchases, contracts and agreements from not to exceed \$50,000 to \$100,000 and for Directors from not to exceed \$15,000 to \$30,000. The limits were established in 2010. The request to increase is due to the increase in pricing, supply chain issues and that vendors are no longer holding quotes for services for extended periods. These changes have caused increase in the pricing of purchases for the city by not being able to act quickly.

Applicable Owner/Stakeholder Policy

The statutory authority for this Policy is the Texas Local Government Code, Section 252.

Staff Recommendation/Motion

Staff recommends the Resolution approving the Purchasing Policy.

**CITY OF CORINTH, TEXAS
RESOLUTION NO. 22-09-22-24**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORINTH, APPROVING A NEW PURCHASING POLICY; PROVIDING FOR THE INCORPORATION OF PREMISES; REPEALING THE EXISTING POLICY ADOPTED IN RESOLUTION NO. 22-05-19-09; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Corinth adopted a Purchasing Policy with the passage of Resolution 22-05-19-09; and

WHEREAS, the City Manager has recommended revisions to same to provide for adherence to sound purchasing policies to ensure that Corinth taxpayers receive the best value for City purchases and that purchasing activities be managed with proper controls; and

WHEREAS, the City Council desires to approve the revised Purchasing Policy and repeal the existing policy.

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

Section 1. The above recitals are true and correct and are hereby incorporated into the body of this Resolution as if fully set forth herein.

Section 2. The City hereby adopted the Purchasing Policy, attached hereto as Exhibit A and repeals the policy adopted by Resolution No. 22-05-19-09.

Section 3. This Resolution shall be effective upon its adoption.

PASSED AND APPROVED, this the ____ day of September 2022.

Bill Heidemann, Mayor

ATTEST:

Lana Wylie, City Secretary

APPROVED AS TO FORM:

Patricia A. Adams, City Attorney

Exhibit A

CITY OF CORINTH

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: FINANCE	RESOLUTION NUMBER: 22-05-19-09
SUBJECT: PURCHASING	INITIAL EFFECTIVE DATE: 02-02-1998
TITLE: PURCHASING POLICY	LAST REVISION DATE: 05-19-2022

I. PURPOSE

- A. The basic function of a municipal purchasing policy is to support and enhance the delivery of goods and services to the City. In a centralized environment, the optimum performance of the purchasing function is centralized to the purchasing department in order to facilitate city-wide procurement in compliance with State of Texas purchasing laws and the City's Purchasing Policy.
- B. This Policy establishes procedures for procurement of supplies, materials, personal property, real property, and services for the City of Corinth, Texas (the City). This policy also establishes the internal control procedures that all vendors and City employees and officers are required to follow. Internal control is required to assist in prevention of any unauthorized purchases by the City, and any evidence of collusion by vendors. Further, this Policy is intended to promote competition among bidders and vendors interested in providing products or services to the City.
- C. The authority for this Policy is Corinth Resolution Number 22-09-22-24, the Texas Local Government Code, Chapter 252, and other State of Texas statutes that are referenced herein.

II. CITY MANAGER AUTHORIZATION

- A. **Authorization:** The City Manager is authorized to approve or execute the following with no further City Council action, provided funds are budgeted therefore:
 1. Purchases, contracts, and agreements in an amount not to exceed ~~\$50,000~~ \$100,000;
 2. Applications for Title and Tax Exemption Certificates;
 3. Cooperative purchasing in an amount not to exceed ~~\$50,000~~ \$100,000.
 4. Change orders which involve a decrease or increase of up to 25%, or \$50,000, whichever is less, provided the total contract expenditures remain within the budgeted amount. Change orders in excess of \$50,000 require City Council approval; and
 5. Emergency purchases as described in Section III.A.2 and Section VI provided that expenditures are presented to the City Council for ratification within 30 days.

- B. Execution of Documents:** Applications for Title, Tax Exemption Certificates, Agreements, and Contracts shall not be signed by any City employee unless authorized in writing by the City Manager.

- C. Limitations:** The City Manager is not authorized to approve or execute any of the following without City Council action:
 - 1. A contract or other legal instrument for the purchase of real property, with the exception of the purchase of easements or right-of-way under ~~\$50,000-\$100,000.~~; any condemnation proceeding must be authorized by resolution of the City Council.
 - 2. The City's grant of or other action relating to any license or franchise, or other authorization pursuant to its regulatory powers.
 - 3. Any contract, contract amendment, or other legal instrument for which approval authority is separately delegated by the City Charter or another section of this policy.
 - 4. Purchases, contracts and agreements over ~~\$50,000-\$100,000.~~

III. PURCHASING DIRECTIVES

- A. Purchase Orders:** Purchase orders are required for all purchases in excess of \$3,000, unless otherwise exempt as indicated in Section III.A.1. below. Purchase requisitions shall be submitted prior to making a purchase. Purchase requisitions may be submitted for purchases under \$3,000, but are not required.
 - 1. **Exemptions:** Items that do not require a purchase order and may be paid with a procurement card or check request are:
 - a. Catered event fees
 - b. Membership or professional association dues and fees
 - c. Periodicals
 - d. Postage
 - e. Registration fees
 - f. Regulatory fees
 - g. Subscriptions
 - h. Travel expenses
 - i. Utilities
 - j. Certification fees
 - k. Other fees as approved by the Director of Finance
 - 2. **Emergency Purchases:**
 - a. In order to qualify as an emergency purchase, one of the following conditions must apply, as provided by Section 252.022 of the Texas Local Government Code, as amended:
 - (1) A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality.
 - (2) A procurement necessary to preserve or protect the public health or safety of the municipality's residents; or

- (3) A procurement necessary because of unforeseen damage to public machinery, equipment or other property.
 - b. An emergency created through neglect will not be treated as an emergency. Typical examples include, but are not limited to:
 - (1) Depletion of stock due to lack of planning.
 - (2) Building or equipment needing repairs for some time will not become an emergency at time of purchase.
 - (3) Order of materials for projects most of which must be planned weeks or months ahead of time and requested just before desired use.
 - c. The Department Director shall notify the City Manager if an emergency condition exists.
 - d. The City Manager is authorized to approve an emergency expenditure provided that he presents the expenditure to City Council for approval and ratification within 30 days of the date of the emergency condition.
- 3. Requisition Processing:** The Purchasing Office shall process a purchase order after all requirements below are met:
 - a. Requisition is complete with all supporting documentation;
 - b. Verification of compliance with State of Texas Historically Underutilized Business (HUB) law, as identified in Section 252.0215 of the Texas Local Government Code, as amended, and with internal policies and procedures;
 - c. Verification of contract provisions, if purchasing goods or services from an existing contract;
 - d. Verification that all required organizational approvals are completed; and
 - e. Verification that sufficient funds are available to purchase goods or services

B. Purchasing Thresholds:

- 1. Purchases \$3,000 and under:**
 - a. Competitive quotes are not required for purchases under \$3,000, but may be obtained for any purchase. Procurement cards should be utilized for these purchases when possible.
 - b. Approval by the Department Director or the Director's designated representative is required.
- 2. Purchases over \$3,000 and up to \$7,500:**
 - a. Three verbal competitive price quotations from vendors are required, including at least two Historically Underutilized Businesses (HUBs), if available, as required in Section 252.0215 of the Texas Local Government Code, as amended. HUBs should be contacted on a rotating basis, based on information provided by the comptroller. If the list fails to identify a HUB in the county, the City is exempt from this requirement.

- b. All purchases within this dollar threshold will be processed through the Purchasing Office. Verbal quotes shall be forwarded to the Purchasing Office prior to issuance of a purchase order.
- c. Approval by the Department Director or the Director's designated representative is required.

3. Purchases over \$7,500 and up to \$50,000:

- a. Three written competitive quotes from vendors are required, including at least two Historically Underutilized Businesses (HUBs), if available, as required in Section 252.0215 of the Texas Local Government Code, as amended. HUBs should be contacted on a rotating basis, based on information provided by the comptroller. If the list fails to identify a HUB in the county, the City is exempt from this requirement.
- b. All purchases within this dollar threshold will be processed through the Purchasing Office. Written quotes, contracts and agreements shall be forwarded to the Purchasing Office prior to issuance of a purchase order.
- c. Approval by the Department Director, or the Director's designated representative, is required. Approval by the City Manager is required if the proposed purchase exceeds ~~\$15,000~~ **\$30,000**.

4. Purchases over \$50,000:

- a. Unless otherwise specified by law, all purchases in excess of \$50,000 shall be awarded by competitive bidding or reverse auction procedures, pursuant to current state law. All competitive bids and reverse auctions will be issued by the Purchasing Office.
- b. All purchases within this dollar threshold will be processed through the Purchasing Office. Contracts and agreements shall be forwarded to the Purchasing Office prior to issuance of a purchase order.
- c. Approval by the Department Director or the Director's designated representative and City Manager is required. City Council is required for purchases in excess of ~~\$50,000~~ **\$100,000**.

5. Change Orders:

- a. Change orders are contract changes made after performance of the project has begun, or to increase/decrease the scope or quantity of work to be performed, or the materials, equipment, or supplies to be furnished.
- b. The total dollar amount of change orders on a contract shall not exceed 25% of the original award amount (if the purchase is subject to the competitive bidding laws of the State of Texas.)
- c. Change orders for contracts for public works or construction may not be decreased by more than 25% without the written consent of the contractor.
- d. Change orders which involve a decrease or increase of up to 25%, or \$50,000, whichever is less, may be approved by the City Manager, provided the total contract expenditures remain within the budgeted amount.
- e. Change orders in excess of \$50,000 require City Council approval.

- f. Contracts which are not subject to competitive bidding requirements may be amended as provided in the contract.
- 6. Split Purchases:** The City may not split purchases to circumvent the competitive bidding requirements of the \$50,000 limit and City Council approval of the ~~\$50,000-\$100,000~~ limit. Split purchases as defined in the Texas Local Government Code Section 252.001 are as follows:
- a. Component Purchases: Purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase.
 - b. Separate Purchases: Purchases made separately of items that in normal purchasing practices would be purchased in one purchase.
 - c. Sequential Purchases: Purchases made over a period, of items that in normal purchasing practices would be purchased in one purchase.
- 7. Violations of the Competitive Bidding Statutes:** Criminal penalties as defined in the Texas Local Government Code Section 252.062 are as follows:
- a. A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly makes or authorizes separate, sequential, or component purchases to avoid the competitive bidding requirements of the Texas Local Government Code Section 252.021. An offense under this subsection is a Class B misdemeanor.
 - b. A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates the Texas Local Government Code Section 252.021, other than by conduct described by Section 252.021(a). An offense under this subsection is a Class B misdemeanor.
 - c. A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates this chapter, other than by conduct described by the Texas Local Government Code Section 252.021(a) or (b). An offense under this subsection is a Class C misdemeanor.
- 8. Penalties for Violation of the Competitive Bidding Statutes:** The final conviction of a municipal officer or employee for an offense under the Texas Local Government Code Section 252.062(a) or (b) results in the immediate removal from office or employment of that person. For four years after the date of the final conviction, the removed officer or employee is ineligible:
- a. To be a candidate for or to be appointed or elected to a public office in this state;
 - b. To be employed by the municipality with which the person served when the offense occurred; and
 - c. To receive any compensation through a contract with that municipality.

C. Methods of Procurement:

1. **Determination:** The Purchasing Agent will determine the allowable methods of procurement, based on the purchasing thresholds as identified in Section III.B, and the nature of the goods or services required. The methods of procurement utilized by the City are as follows:
 - a. Invitation to Bid (ITB): This method is used for one-time purchases or for the establishment of an annual contract if there is a continuous need to purchase same goods or services totaling over \$50,000 annually. Examples include, but are not limited to: maintenance and repair items, uniforms, medical supplies, chemicals, equipment, and public works construction projects. Award is made to the lowest responsive and responsible bidder, or to the bidder providing the best value as pre-determined by the City, the City Manager, or his designee. Negotiation of pricing or changes after the sealed bids are opened is not permitted.
 - b. Request for Proposal (RFP): This method is used for the purchase of goods or services used for one-time purchases or for the establishment of an annual contract for goods and services at any dollar threshold, where factors other than price are considered in the award process. Examples include but are not limited to: high technology procurements, personal services, professional services. Proposals must remain confidential until an award is made. Negotiations are permitted with the most qualified firm. If a successful contract cannot be negotiated with the most qualified firm, the City shall formally end negotiations with that provider, select the next qualified firm, and begin negotiations, and continue this process until successful negotiations are completed.
 - c. Request for Competitive Sealed Proposal (RFSP): This method may be used for the purchase of goods or services, including high technology items and insurance. Proposals must remain confidential until an award is made. The RFSP must specify the relative importance of price and other evaluation factors. Discussions in accordance with the terms of a request for proposals may be conducted with offerors who submit proposals and who are determined to be reasonably qualified for the award of the contract. Offerors shall be treated fairly and equally with respect to any opportunity for discussion and revision of proposals. The contract must be awarded to the responsible offeror whose proposal is determined to be the most advantageous to the City, considering the relative important of price and the other evaluation factors included in the RFSP.
 - d. Request for Statements of Qualifications (SOQ): This method is used for selection of the most qualified firm to perform a pre-determined scope of services. Examples include but are not limited to: professional engineering, architecture, land surveying. Price cannot be disclosed or considered during the evaluation process. Negotiations are permitted with the most qualified firm only. If a successful contract cannot be negotiated with the most qualified firm, the City shall formally end negotiations with that provider, select the next highest ranked firm, and begin negotiations, and continue this process until successful negotiations are completed.
 - e. Request for Quotations (RFQ): Informal process used for the purchase of goods and services not to exceed \$50,000. Examples include but are not limited to: maintenance and repair items, cleaning supplies, furniture, and office equipment. Quotes can be obtained for one-time purchases or for the establishment of an annual contract. Award is made to the vendor providing the lowest bid or the best value. Negotiations are not permitted.

Bids, proposals, and quotations received from vendors shall not be divulged to other bidders until after the award has been made and in accordance with and subject to the Texas Public Information Act, Texas Government Code, S 552.104.

2. Advertising Requirements:

- a. For all formal bid solicitations (ITBs), notice must be given of the time and place at which the bids will be publicly opened and read aloud. The legal notice must be published at least once a week for two consecutive weeks in the city's official newspaper. The date of the first publication must be before the fourteenth (14th) day before the date set to publicly open the bids and read them aloud.
- b. For all formal proposal solicitations (RFPs, RFSPs, SOQs,) notice must be given of the time and place at which the proposals are due. The legal notice must be published at least once a week for two consecutive weeks in the city's official newspaper. The date of the first publication must be before the fourteenth (14th) day before the proposal due date.
- c. Advertising is not required for informal solicitations (RFQs) under \$50,000.

3. Exemptions from Competitive Bidding Requirements: Exemptions from the competitive bidding requirements listed in Section III.C.1, as identified in Section 252.022 of the Texas Local Government Code as amended, include but are not limited to the types of procurements below:

- a. Emergency Purchases: An emergency purchase that meets one of the criteria defined in Section III.A.2 or Section IV.
- b. Personal Services: Services involving the personal, intellectual, or manual labor of an individual; a service performed personally by a particular individual for the benefit of another.
- c. Professional Services: Services performed within the scope of practice (or provided in connection with the employment of a licensed person in the areas of practice) of accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraising, professional nursing, or interior design, regardless of whether the person is registered as an interior designer under Chapter 1053, Occupations Code.
- d. Planning Services: Services primarily intended to guide governmental policy to ensure the orderly and coordinated development of land uses.
- e. Sole Source Purchases: Items that are available from only one source because of patents, copyrights, secret processes or natural monopolies; purchase of films, manuscripts, or rare books; purchase of electric power, gas, water, and other utility services and the purchase of captive replacement parts or components for equipment.
- f. Cooperative Purchases: Supplies, equipment, or services utilizing an approved cooperative purchasing program which meets all applicable laws and regulations.
- g. Personal Property: Property sold a) at an auction by a state licensed auctioneer; b) at a going out of business sale held in compliance with Subchapter F, Chapter 17, Business & Commerce Code; c) by a political subdivision of this state, or an entity of the federal government; or d) under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391, Local Government Code.
- h. Retail Sale: Goods purchased for subsequent retail sale by the City.
- i. Advertising: Advertisements, other than legal notices

Prior approval by the Department Director, or the Director's designated representative, is required for contracts described above. In addition, approval by the City Manager is required if the contract exceeds ~~\$15,000~~ ~~\$30,000~~. Approval by City Council is required if the contract exceeds ~~\$50,000~~ ~~\$100,000~~.

4. Technology Purchases:

- a. Purchases of technology items must be approved in advance by the Technology Services Manager.
- b. Technology items are defined as purchases of equipment, goods or services of a highly technical nature, including but not limited to:
 - (1) A service related to the automation of the system, including computer software, or the computer;
 - (2) A telecommunications apparatus or device that serves as a component of a voice, data, or video communications network for transmitting, switching, routing, multiplexing, modulating, amplifying, or receiving signals on the network; and
 - (3) Technical services related to such equipment and goods.
- c. Approval by the Technology Services Manager and Department Director, or the Director's designated representative, is required. Approval by the City Manager is required if the purchase exceeds ~~\$15,000~~ ~~\$30,000~~. If the purchase exceeds ~~\$50,000~~ ~~\$100,000~~, approval by City Council is required.

5. Vehicle and Equipment Purchases:

- a. Specifications for vehicles and associated equipment, and other mobile equipment must be approved in writing by the City Manager prior to soliciting bids.
- b. All vehicle and equipment purchases will be processed through the Purchasing Office. Specifications shall be forwarded to the Purchasing Office. The Purchasing Agent shall be responsible for soliciting bids and authorizing the purchase of vehicles as approved by the City Manager.
- c. Approval by the Department Director, or the Director's designated representative, is required. Approval by the City Manager is required on all purchases. Approval by City Council is required if the purchase exceeds ~~\$50,000~~ ~~\$100,000~~.

6. Sole Source Purchases:

- a. When a department has identified a specific item as defined in Section III.C.3.e. that has unique features or characteristics essential and necessary to the requesting department and no alternate products are available, a completed Sole Source Justification document must be provided to the Purchasing Office for review and approval prior to the purchase.
- b. In addition, written documentation from the supplier explaining fully and describing the conditions which make the supplier a "sole source" will be required to be filed with the Purchasing Office prior to issuance of a purchase order. Sole source determination may require certification of protection by copyrights or patent.

- c. Approval by the Department Director, or the Director's designated representative, is required. Approval by the City Manager is required if the purchase exceeds ~~\$15,000~~ ~~\$30,000~~. Approval by City Council is required if the purchase or contract exceeds ~~\$50,000~~ ~~\$100,000~~.

7. Cooperative Purchasing:

- a. Whenever it is determined to be advantageous to the City, cooperative purchasing with other governmental agencies may be used. The City has entered into various interlocal agreements, which authorize the City to utilize contracts with certain governmental entities and cooperative programs for the purchases of goods and services at any dollar threshold. Purchasing through cooperative contracts satisfies all competitive bid requirements, which means no additional quotes are needed. If a department utilizes a cooperative contract, the contract terms and conditions must be adhered to. Information on cooperative programs available to the City may be obtained from the Purchasing Office.
- b. Purchases utilizing an existing interlocal agreement or cooperative program require quotes from the supplier reflecting the contract number and contract pricing. Quotes shall be forwarded to the Purchasing Office prior to issuance of a purchase order.
- c. Approval by the Department Director, or the Director's designated representative, is required. Approval by the City Manager is required if the purchase exceeds ~~\$15,000~~ ~~\$30,000~~. Approval by City Council is required if the purchase exceeds ~~\$50,000~~ ~~\$100,000~~.

D. Procurement Card Program: The procurement card (p-card) program is a payment mechanism designed to reduce the administrative costs associated with processing small purchases under \$3,000. The p-card program is not intended to bypass appropriate purchasing or payment procedures. The intent of the program is to complement the existing processes available.

- 1. **Obtaining Procurement Cards:** The Procurement (PCard) Request/Change Form must be completed to obtain a procurement card. Upon the Department Director's approval, the completed form should be submitted to the Program Administrator. P-Cards will not be issued to cardholders until each cardholder:
 - a. Has been by approved by the City Manager and Director of Finance;
 - b. Has received the appropriate level of training from the Program Administrator;
 - c. Has received the p-card manual; and
 - d. Has signed the Cardholder Agreement confirming receipt of p-card, understanding of agreement, and acknowledgment that improper use of the p-card may result in disciplinary action, up to and including termination of employment.
- 2. **Cardholder Limits and Commodity Restrictions:**
 - a. Transaction and monthly dollar limits and commodity restrictions will be assigned to all City p-cards. Restrictions will apply to the entire program based upon the cardholder's job position and responsibilities.
 - b. Purchases of technology items, identified in section III.C.4, must be approved in advance by the Technology Services Manager. The written approval must be forwarded to the Program Administrator with the cardholder's monthly expense report.

- c. Purchases of additional or optional equipment for vehicles must be approved in advance by the City Manager. The written approval must be forwarded to the Program Administrator with the cardholder's monthly expense report.

3. Cardholder Responsibilities: P-cards will be assigned to individual cardholders, and should not be shared. Although the cardholder's name is printed on the card, the card is issued to the City of Corinth and will have no impact on the cardholder's personal credit. However, City funds are committed each time the p-card is used, and each individual cardholder is responsible for all charges made to their p-card. Therefore, by participating in the p-card program, all cardholders are responsible for the following:

- a. Determining if the transaction is an acceptable use of the p-card, and if the total expenditure, including delivery or freight charges, is within the cardholder's spending limit;
- b. Ensuring p-card is utilized for City business only;
- c. Ensuring that the City is not charged sales tax;
- d. Obtaining a detailed invoice or receipt for all p-card transactions;
- e. Completing transaction review and coding in the p-card system, and submitting monthly expense reports to the Program Administrator prior to the deadline set by the Program Administrator;
- f. Maintaining p-card in a safe and secure location; and
- g. Immediately informing the bank, at the phone number indicated on the p-card, and the Program Administrator of lost or stolen p-cards, or of fraudulent charges.

4. Department Responsibilities:

- a. The cardholder's Director or Manager is to review the employee's usage of the Purchasing Card and is responsible for ensuring the cardholder conforms to the Purchasing Card usage guidelines and city purchasing policies.
- b. All Directors, Managers, and Employees must adhere to the provisions of the City Manager's procurement card directive.

5. Violations and Remedies:

- a. Violations of the p-card procedures may result in disciplinary action, up to and including termination of employment. At a minimum, violations to the p-card program will result in the following actions:
 - (1) First Offense: Written warning is issued to the cardholder. Department Director and immediate supervisor are notified.
 - (2) Second Offense: Written warning is issued to the cardholder. Department Director and immediate supervisor are notified. P-card privileges are suspended for 30 days. Cardholder will surrender p-card to Program Administrator for the duration of the suspension period.

- (3) Third Offense: Written warning is issued to cardholder. Department Director, immediate supervisor, and the City Manager are notified. P-card privileges are revoked permanently. Cardholder will surrender p-card to Program Administrator.
- b. If an employee engages in fraud at any time, this will result in immediate termination of cardholder privileges and may result in criminal charges and/or termination from the City. There will be no warning issued. The City Manager, Director and Human Resources will be notified.
- c. For purposes of this policy, "fraud" is defined as the intentional misappropriation of City assets by any act including, but not limited to, theft, embezzlement and intentional misrepresentation.

E. Purchase of Materials, Equipment, and Supplies for Personal Use

- 1. City employees shall not purchase supplies, materials, or equipment through the City for personal use.
- 2. Neither City employees nor their immediate family members are allowed to participate in the purchase of material at auctions, by bid, or established sale conducted for the City. City employees may not knowingly purchase or receive materials and/or merchandise through a third party from these sources.

F. Purchase of Goods/Services from City Officers, Agents or Employees, and/or Immediate Family:

- 1. The City will not enter into contracts or purchases with employees or members of their immediate family. Employees or members of their immediate family may not have any financial or other interest, directly or indirectly, in any proposed or existing contract, purchase, work, sale or service to, for, with or by the City. Exceptions for contracts involving employees require prior written approval of the City Manager.
- 2. The City will not enter into contracts or purchases with City officers or members of their immediate family except in compliance with Texas.Local Gov't Code Ch. 171, when applicable, and the Corinth City Charter, and Chapter 39 of the Corinth Code of Ordinances, all as amended from time to time,

G. Purchases of Seasonal Decorations, Flowers, Gifts for Employees, Retirement and Celebration Activities:

- 1. Purchase of seasonal decorations, i.e. Christmas, Halloween, Valentine's Day, etc., condolence and celebration flowers, parties and celebration activities using City funds is highly discouraged. Exemptions require prior written approval of the City Manager.
- 2. The City's contribution for retirement or promotional ceremonies should not exceed \$750. City funds should not be used for gifts. If a department wishes to give a gift, a collection should be taken up for that purpose. Exceptions require prior written approval of the City Manager.

H. Purchases of Food/Meals

- a. Each Department Director shall assume the responsibility of maintaining control of their departmental food/meal purchases and must exercise good judgment by only approving reasonable and necessary expenditures.

- b. **Required Documentation:**
 - a. Business meals must be documented in accordance with Internal Revenue Service Publication 463.

 - b. The business purpose and attendees must be listed on all business meal receipts. Itemized, date-stamped receipts must be provided for all expenses. Credit Card slips only noting the balance due will not be considered a valid receipt. Failure to submit itemized receipts will render those expenses non-reimbursable.

 - c. Meal-related tips are not to exceed 15% of the total receipt. If the incidental expense exceeds the allowable tip amount, the difference is the responsibility of the employee.

 - d. Departments are required to retain all documentation and provide them to the Finance Department.

- c. **Approved Purchases of Food/Meals:** The following purchases of refreshments, meals, and/or drinks are approved and may be purchased from either the department's operating or donation accounts as authorized by the Department Director.
 - a. Normal or Major Case Rehabilitation: Purchase of water, electrolyte replacement, drinks, meal supplements, or meals are authorized for the following:
 - 1. City personnel responding to major incidents or inclement weather operations that prohibit the employee from attending normal lunch/dinner breaks.
 - 2. Department inventory of water & electrolyte replacement drinks or meal supplements for incident rehabilitation.
 - 3. Units from other entities that respond to emergency calls in the City of Corinth's service area.
 - 4. Donation of goods to other entities for the replenishment of goods used by City personnel during major cases or incidents.

 - b. Internal Training Sessions: It must be noted that the purchase of water, drinks, meals and refreshments for internal training sessions is highly discouraged. However, the purchase is approved on a limited bases, such as field training that prohibits the the employees from attending normal lunch/dinner breaks. The training purpose and attendees must be listed on all receipts.

 - c. Training/Planning Sessions: Purchase of water, drinks and refreshments are authorized for the training or planning sessions that require attendance of personnel from external entities. The purchase of meals is approved on a limited basis that prohibits the group from attending normal lunch/dinner breaks. The purpose of the training/planning session and attendees must be listed on all receipts.

 - d. Meals for External Instructors/Agency Representatives: Purchases of meals for external instructor or external agency representatives for the repayment of services rendered to the

City of Corinth is authorized. However, it should be noted that the purchase of meals for casual lunch meetings that do not include repayment of services rendered to the City of Corinth with external instructors or agency representatives is generally prohibited. The service provided to the City by the external instructor/agency representative and attendees must be listed on all receipts.

- e. Review or Promotional Boards: Purchase of water, drinks, meals and refreshments for review or promotional boards are authorized. The purpose of the board and attendees must be listed on all receipts.
 - f. Public Events: Water, drinks, refreshments and meals purchased for classes and events hosted by the City that are held for attendance by the general public: Examples include, but are not limited to the following: (Citizen's Public Safety Academy, Open House, CSI Camp, Fire Prevention Week, Senior Luncheons, Pumpkin Palooza, Christmas Tree Lighting, Daddy Daughter Dance, Easter Egg Hunts, etc.)
 - g. Annual service awards banquets for public safety departments
 - h. City Manager directed functions (annual employee picnic, annual Thanksgiving/ Christmas luncheon)
 - i. Out of town training and travel as established by the City Manager's travel directive.
- 4. Prohibited Purchases:** The following purchases of refreshments, meals, and/or drinks are not approved
- a. Personal Restaurant meals and/or alcohol
 - b. Coffee makers, coffee, and related supplies

I. Disposal of Surplus, Salvage, and Confiscated Materials and Equipment:

1. **Authority:** The Director of Finance or the Director’s designated representative shall be responsible for the disposal of salvage, surplus, and confiscated personal property. Personal property that has been deemed salvage or surplus may be disposed of by one of the following methods, as deemed appropriate by the Director of Finance:
 - a. Sold at a public auction by an auctioneer licensed by this state;
 - b. Sold by soliciting competitive bids;
 - c. Sold or donated to a political subdivision of this state, a state agency of this state, or an entity of the federal government;
 - d. Sold or donated in accordance with any other City policy;
 - e. Traded-in on new property of the same type when in the best interest of the City; or
 - f. Destroyed or donated to a civic or charitable organization, if such property has a value of less than \$500.

2. **Prohibitions:** An officer or employee of the City who recommends and/or authorizes the sale of materials and equipment for the employee’s department or, for an officer, on behalf of the City, shall not, directly or indirectly, submit a bid for, purchase or acquire ownership of that department’s property. An officer or employee of the city shall not, directly or indirectly, submit a bid, purchase, or acquire ownership of “impounded property”.

3. **Disposal of Property:** City employees shall not dispose of salvage or surplus personal property or confiscated personal property.

4. **Required Approvals:** Prior approval by the Department Director and the City Manager is required for the Director of Finance or the Director’s designated representative to dispose of property.

IV. DISASTER PROCUREMENT POLICY

A. PURPOSE

This policy modifies the City of Corinth's normal procurement practices to assure that, in both emergency and exigent circumstances caused by a proclaimed disaster or emergency, the City of Corinth is able to acquire the goods and services required to address an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improve public and private property through cost-effective measures while still maintaining an effective purchasing process and complying with applicable local and state purchasing laws.

- B. When the City is included in a major disaster or emergency declared by the President of the United States, this policy also assures that City procurements comply with Federal regulations applicable to FEMA disaster grant reimbursement as defined in Title 2 of the Code of Federal Regulations, Part 200. (2CFR Part 200)

C. DEFINITIONS

For the purposes of this policy,

- 1. A proclaimed disaster or emergency exists if:
 - a. The Governor has declared a state of emergency for an area which includes the geographic territory of the City of Corinth, or
 - b. The Chief Executive Officer (Mayor, City Manager) of the City of Corinth has declared an emergency in the City.
- 2. Exigent Circumstances are situations in which:
 - a. A disaster or emergency has been proclaimed, and
 - b. The public exigency for goods and services required to address an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures will not permit competitive solicitation.

D. DELEGATIONS OF PURCHASING AUTHORITY IN EXIGENT CIRCUMSTANCES

- 1. **Delegation:** If the City Manager determines that goods and services must be procured before the City Council is able to assemble and approve purchases, the City Manager has the authority, subject to the limitation set forth in subparagraph C.1.A and C.1.B. to approve the immediate rental or purchase of any equipment, supplies, services or other items necessary to respond to an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.
 - a. **Limits of Single Purchase Authority:** The City Manager, shall have the authority to make individual purchases up to \$100,000 on his or her signature alone. The City Manager shall have the authority to make purchases in excess of \$100,000 up to a maximum of \$250,000 when countersigned by the Mayor or in the Mayor's absence countersigned by another council member.
 - b. **Limits of Aggregate Purchase Authority:** The City Manager shall have the authority to make aggregate purchases up to \$100,000 on his or her signature alone. The City Manager shall have the authority to make purchases in excess of \$100,000 up to a maximum of

\$250,000 when countersigned by the Mayor or in the Mayor's absence countersigned by another council member.

1. **Sub-Delegation to the EOC Incident Commander/Finance Director:** The EOC Incident Commander/Finance Director shall be a designee of the City Manager at any time that the City Manager is not available to approve purchases as allowed in this section.

- C. **Sub-Delegation of Purchasing Authority:** If neither the City Manager or the EOC Incident Commander/Finance Director is available, the following department heads have authority to rent or purchase from the nearest available source any equipment, supplies, services, or other items necessary for this or her department to respond to an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures, up to a maximum of \$10,000.

Department Heads:

Police Chief
Fire Chief
Public Works Director

- D. **Administrative Procedures - Reporting Requirements:**

1. As soon as possible after purchases are made under this section IV, the City Manager, EOC Incident Commander/Finance Director, or department head shall submit to the Purchasing Agent a requisition and a notation that the commodity has been ordered on an emergency basis from the vendor designated.
2. The Purchasing Agent will inform the City Manager and the City Council of any individual purchase under this section with a contract amount greater than \$50,000, and also whenever the aggregate of purchases under this section is greater than \$250,000 dollars.
3. The Purchasing Agent will obtain the City Manager's (or EOC Incident Commander/Finance Director as the City Manager's designee) approval prior to any purchase by a department head if the amount is \$25,000 thousand dollars or more.
4. If the City Manager/EOC Incident Commander is unavailable, and the delay in getting his/her signature would imperil life, safety or improved property, the department heads as listed in C1 above may approve the emergency purchase of \$25,000 dollars or more.
5. The Purchasing Agent shall have the authority to approve all disaster related purchases under \$250,000 dollars.
6. The Purchasing Agent will expedite the verification of funds available and complete the preparation of the purchase order.

E. . PROCUREMENT PROCEDURES IN EXIGENT CIRCUMSTANCES

Upon receipt of requisitions under Section IV, the Purchasing Agent shall prepare purchase orders for the emergency equipment, supplies, services or other items in accordance with the requirements of this section.

1. **Exempt Purchases:** Purchases below \$250,000 shall not be required to be formally bid. Purchases greater than \$250,000 may be made following the procedures specified in this section. The signature(s) of the City Manager, Mayor, or in the Mayor's absence, another

council member, Purchasing Agent, and/or Department Head are still required as provided in Section IV.

2. **Justification of Sole Source or No-bid Contracts:** Where exigent circumstances require immediate procurement from the nearest available source,
 - a. The Purchasing Agent shall use the "Justification Form for Emergency Sole Source or No-Bid Purchase."
 - b. Procurement should be limited to that portion of the work that must be performed immediately, allowing subsequent procurement by competitive proposals of the remainder of the work.
 - c. "Sole source" or "no-bid" acquisitions shall be necessary for one of the following reasons: placement of emergency protective measures, procurement of scarce commodities, goods, or services or acquisition or rental of emergency equipment, emergency consulting services, emergency road clearance or other emergency requirements.
3. **Provision for Alternate Bid Solicitation Procedures:** The City's normal requirements for sealed bids shall not apply to acquisitions under Section IV. However, the Procurement Officer shall conduct telephonic or other electronic bid solicitation from potential vendors or suppliers, in lieu of written and/or sealed bids, in an effort to obtain multiple competitive proposals when and if time allows in light of the exigent circumstances.
4. **Locations of Postings for Request for Proposals or Invitation to Bids:** The Procurement Officer may waive normal requirements for public posting of requests for proposals or solicitation of bids. Notices soliciting bids or requests for proposals shall be posted at the City's designated Emergency Operations Center.
5. **Length of Time for Posting Requests:** The Procurement Officer may shorten the normal bid period from 14 days to expedite the award of contracts for emergency equipment, goods, or services. The Procurement Officer should seek to assure that the shortened bid period allows multiple suppliers to submit bids.
6. **Number of Bids Required:** Solicited bids that are non-responsive shall count towards the minimum number of bids required when there is a declared emergency or disaster in the Jurisdiction. All such no-bids must be documented as to time, date, and person/company contacted, with a reason for no-bid, if possible.

F. NOTIFICATION AND RATIFICATION

1. **Posting of Contracts and Awards:** Under this section, all contracts awarded that exceed \$50,000 shall be presented to City Council for ratification and publicly posted within sixty (60) days.
2. **Authority to Cancel Emergency Procurements:** The City has the absolute authority to rescind a contract for non-performance within 24 hours when a contractor or vendor, once awarded a contract, is unable to perform under the terms of the contract and the resulting delay or non-performance presents an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures.
3. **Notification Requirement for Emergency Purchases:** For any purchase in excess of \$50,000 the City Manager shall report all such purchases to City Council within sixty (60) days of the onset of the disaster. This requirement is imposed in addition to the notification requirement in Section G.1 above.

4. **Requirement for Separate Invoicing:** All purchases or rentals made during proclaimed emergency or disaster conditions shall require separate invoicing from routine (non-disaster related) purchases. All invoices shall state the goods, services or equipment provided and shall specify where the goods or services were delivered. All invoices shall specify the locations where the goods or services were used if at all possible.
5. **Auditing of Invoices for Debris Clearance Prior to Payment:** All invoices for debris clearance and removal shall be audited by the City prior to payment to the vendor. Vendors shall be notified of this requirement prior to the awarding of any contract for debris clearance and/or removal. Audits shall be in accordance with procedures for debris removal monitoring specified in FEMA's Publication 325, Debris Management Guide.
6. **Limitations of Disaster Purchasing Policy:** For the purposes of this section, an emergency or disaster shall be deemed to exist when a condition exists that presents an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures and a local emergency or disaster has been proclaimed. Any purchases that don't meet the standard of being necessary for responding to an immediate threat to life, public health, or safety, or to eliminate/reduce an immediate threat of significant damage to improved public and private property through cost-effective measures shall follow the City's regular purchasing policy and procedures.

Notwithstanding the terms of this policy, nothing contained herein shall conflict with Federal procurement regulations as currently defined in 2 CFR Part 200.

J. Violations, Penalties and Remedies for Violations

1. Violations of this policy may constitute misconduct, subjecting the violator to any and all penalties prescribed by state law, the City's Code of Ethics, Code of Ordinances, and the City's Charter.
2. **Procurement with State or Federal Funds:** Penalties, sanctions or other disciplinary actions, to the extent permitted by state or local law, rules or regulations, shall be imposed for violations of the Code of Ethics and conflict of interest standards, by City officials, employees or agents or by persons, contractors, or their agents, when the procurement involves state or federal programs and/or funds.
3. **Referral of Violations:** Appropriate sanctions, penalties or disciplinary actions shall be applied for all violations. Violations of state or federal law shall be referred to the proper authority having jurisdiction over same.
4. **Disciplinary Action:** Violations of this policy may result in disciplinary action, up to and including termination of employment.



CITY OF CORINTH
Staff Report

Meeting Date:	9/22/2022	Title: Resolution Compensation Plan
Ends:	<input type="checkbox"/> Resident Engagement <input checked="" type="checkbox"/> Proactive Government <input checked="" type="checkbox"/> Organizational Development <input type="checkbox"/> Health & Safety <input type="checkbox"/> Regional Cooperation <input type="checkbox"/> Attracting Quality Development	
Governance Focus:	<i>Focus:</i> <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Customer <input type="checkbox"/> Stakeholder	
	<i>Decision:</i> <input checked="" type="checkbox"/> Governance Policy <input type="checkbox"/> Ministerial Function	
Owner Support:	<input type="checkbox"/> Planning & Zoning Commission <input type="checkbox"/> Economic Development Corporation <input type="checkbox"/> Parks & Recreation Board <input type="checkbox"/> TIRZ Board #2 <input type="checkbox"/> Finance Audit Committee <input type="checkbox"/> TIRZ Board #3 <input type="checkbox"/> Keep Corinth Beautiful <input type="checkbox"/> Ethics Commission N/A	

Item/Caption

Consider and act on a Resolution adopting pay schedules for Public Works, General Government, Police, and Fire, approving a compensation plan for its employees; and providing for an effective date.

Item Summary/Background/Prior Action

The proposed resolution will adjust the Police and Fire Pay Schedules by 3%. Employees on these pay schedules will receive a salary adjustment to meet the new rate of pay of their current Step and Pay Grade. This salary adjustment does not account for progression from their current step to a higher step. This pay schedule adjustment and employee pay adjustments are intended to mitigate the gap between the current rate of pay and that of the market.

The proposed resolution will adjust the Public Works Pay Schedules by 3%. Employees on these pay schedules will receive a salary adjustment of 3%. This pay schedule adjustment and employee pay adjustments are intended to close the gap between the current rate of pay and that of the market.

While the Public Works, Police and Fire pay schedules were adjusted 3% effective July 18, 2022, the General Government Pay Schedule adjustment was deferred to the new fiscal year. The proposed resolution will adjust the General Government Pay Schedule by 6% (3% deferred from July plus the new fiscal year adjustment of 3%). Eligible employees will receive a salary adjustment reflecting the market and/or equity pay adjustment triggered by the new minimum rate of pay. All other employees on this pay schedule will receive a salary adjustment of 3%. This pay schedule adjustment and employee pay adjustments are intended to close the gap between the current rate of pay and that of the market.

These pay increases will be effective September 26, 2022.

Financial Impact

The cost for FY2022-23 is estimated at \$426,809 for all funds and is included in the Annual Program of Services.

Staff Recommendation/Motion

Staff recommends adopting a Resolution adopting pay schedules for Public Works, General Government, Police, and Fire; approving a compensation plan for its employees, and providing for an effective date of September 26, 2022.

**CITY OF CORINTH, TEXAS
RESOLUTION NO. 22-09-22-XX**

A RESOLUTION ADOPTING PAY SCHEDULES FOR PUBLIC WORKS, GENERAL GOVERNMENT, POLICE, AND FIRE; APPROVING A COMPENSATION PLAN FOR ITS EMPLOYEES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the FY2022-23 Annual Program of Services contains funding for a 3% pay adjustment to the Police and Fire pay schedules; not accounting for progression from their current step to a higher step; and

WHEREAS, the FY2022-23 Annual Program of Services contains funding for a 3% pay adjustment to the Public Works pay schedule; and

WHEREAS, the FY2022-23 Annual Program of Services contains funding for a 6% pay adjustment to the General Government pay schedule; and

WHEREAS, the City Council desires to approve the recommendations of the City Staff, subject to certain conditions, as more particularly set forth hereinbelow;

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

SECTION 1.

That the Pay Schedule for certain employees of the Police Department, attached hereto as Exhibit A, and the Pay Schedule for certain employees of the Fire Department, attached hereto as Exhibit B, are adopted and approved,

SECTION 2.

That the Employees on the Police and Fire Pay Schedules will receive a salary adjustment that corresponds to the employee's current Pay Group and Step on the adopted FY2022-23 pay schedules. This salary adjustment will be effective September 26, 2022.

SECTION 3.

Placement of newly hired employees on the Police and Fire Pay Schedules will continue to be determined by the Department's Chief based on experience and qualifications, contingent upon approval from the Human Resources Director and the City Manager.

SECTION 4.

That the Pay Schedule for Public Works employees, attached hereto as Exhibit C, and the Pay Schedule for General Government employees, attached hereto as Exhibit D, are adopted and approved.

SECTION 5.

That the Employees on the Public Works and General Government Schedules will receive a salary adjustment of 3%. This salary adjustment will be effective September 26, 2022.

SECTION 6.

The City Council authorizes the City Manager to administer the Classification and Compensation Plan, including the Progression Plan for Maintenance Workers and Light Equipment Operators in the Public Works Department. **Overall increases or decreases to the Pay Schedules are authorized only upon approval by the City Council.**

SECTION 7.

This Resolution shall become effective immediately upon passage and the Pay Schedules shall become effective September 26, 2022.

PASSED AND APPROVED THIS 22nd DAY OF SEPTEMBER, 2022.

Bill Heidemann, Mayor

ATTEST:

Lana Wylie, City Secretary

APPROVED AS TO FORM:

Patricia A. Adams, City Attorney

Police Pay Schedule

City of Corinth

FY 2022/2023 (Effective September 26, 2022)

PAY GROUP	PAY BASIS	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
PD1R	A-2080 hours	Police Recruit	\$ 55,993.60	\$ 63,440.00	\$ 65,332.80	\$ 67,288.00	\$ 69,305.60	\$ 71,364.80	\$ 73,486.40	\$ 75,670.40	\$ 77,937.60	\$ 80,267.20
	M		\$ 4,666.13	\$ 5,286.66	\$ 5,444.40	\$ 5,607.33	\$ 5,775.46	\$ 5,947.06	\$ 6,123.86	\$ 6,305.86	\$ 6,494.80	\$ 6,688.93
	H		\$ 2,153.60	\$ 2,440.00	\$ 2,512.80	\$ 2,588.00	\$ 2,665.60	\$ 2,744.80	\$ 2,826.40	\$ 2,910.40	\$ 2,997.60	\$ 3,087.20
PD1	A-2080 hours	Police Officer	\$ 29.62	\$ 30.50	\$ 31.41	\$ 32.35	\$ 33.32	\$ 34.31	\$ 35.33	\$ 36.38	\$ 37.47	\$ 38.59
	M		\$ 61,609.60	\$ 68,723.20	\$ 70,782.40	\$ 72,904.00	\$ 75,088.00	\$ 77,334.40	\$ 79,643.20	\$ 82,014.40	\$ 84,468.80	\$ 86,985.60
	B		\$ 5,134.13	\$ 5,726.93	\$ 5,898.53	\$ 6,075.33	\$ 6,257.33	\$ 6,444.53	\$ 6,636.93	\$ 6,834.53	\$ 7,039.06	\$ 7,248.80
PD2	A-2080 hours	Police Corporal	\$ 32.08	\$ 33.04	\$ 34.03	\$ 35.05	\$ 36.10	\$ 37.18	\$ 38.29	\$ 39.43	\$ 40.61	\$ 41.82
	M		\$ 2,566.40	\$ 2,643.20	\$ 2,722.40	\$ 2,804.00	\$ 2,888.00	\$ 2,974.40	\$ 3,063.20	\$ 3,154.40	\$ 3,248.80	\$ 3,345.60
	B		\$ 5,560.53	\$ 5,726.93	\$ 5,898.53	\$ 6,075.33	\$ 6,257.33	\$ 6,444.53	\$ 6,636.93	\$ 6,834.53	\$ 7,039.06	\$ 7,248.80
PD3	A-2080 hours	Police Sergeant	\$ 40.69	\$ 41.91	\$ 43.16	\$ 44.45	\$ 45.78					
	M		\$ 84,635.20	\$ 87,172.80	\$ 89,772.80	\$ 92,456.00	\$ 95,222.40					
	B		\$ 7,052.93	\$ 7,264.40	\$ 7,481.06	\$ 7,704.66	\$ 7,935.20					
PD4	A-2080 hours	Police Captain	\$ 51.61	\$ 53.15	\$ 54.74	\$ 56.38						
	M		\$ 107,348.80	\$ 110,552.00	\$ 113,859.20	\$ 117,270.40						
	B		\$ 8,945.73	\$ 9,212.66	\$ 9,488.26	\$ 9,772.53						

Section E, Item 11.

EXHIBIT A

A = Annual
M = Monthly
B = Biweekly
H = Hourly

Fire Pay Schedule

City of Corinth

FY 2022/2023 (Effective September 26, 2022)

PAY GROUP	PAY BASIS	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
FD1R	A-2920 hours	Firefighter or Paramedic	\$55,888.80	\$57,553.20	\$59,276.00	\$61,028.00	\$62,838.40	\$64,707.20	\$66,634.40	\$68,620.00	\$70,664.00	\$72,766.40
	M		\$4,657.40	\$4,796.10	\$4,939.67	\$5,085.67	\$5,236.53	\$5,392.27	\$5,552.87	\$5,718.33	\$5,888.67	\$6,063.87
	B		\$2,149.57	\$2,213.58	\$2,279.85	\$2,347.23	\$2,416.86	\$2,488.74	\$2,562.86	\$2,639.23	\$2,717.85	\$2,798.71
	H-Fire		\$119.14	\$119.71	\$120.30	\$120.90	\$121.52	\$122.16	\$122.82	\$123.50	\$124.20	\$124.92
	H - 2080		\$26.86	\$27.66	\$28.49	\$29.34	\$30.21	\$31.10	\$32.03	\$32.99	\$33.97	\$34.98
FD1	A-2920 hours	Firefighter-EMT	\$55,888.80	\$63,334.80	\$65,232.80	\$67,189.20	\$69,204.00	\$71,277.20	\$73,408.80	\$75,598.80	\$77,847.20	\$80,154.00
	M		\$4,657.40	\$5,277.90	\$5,436.07	\$5,599.10	\$5,767.00	\$5,939.77	\$6,117.40	\$6,299.90	\$6,487.27	\$6,679.50
	B		\$2,149.57	\$2,435.95	\$2,508.95	\$2,584.20	\$2,661.69	\$2,741.43	\$2,823.42	\$2,907.65	\$2,994.12	\$3,082.85
	H-Fire		\$119.14	\$121.69	\$122.34	\$123.01	\$123.70	\$124.41	\$125.14	\$125.89	\$126.66	\$127.45
	H - 2080		\$26.86	\$30.44	\$31.36	\$32.30	\$33.27	\$34.26	\$35.29	\$36.34	\$37.42	\$38.53
FD3	A-2920 hours	Driver/Engineer	\$75,014.80	\$77,263.20	\$79,570.00	\$81,935.20	\$84,388.00	\$86,932.00	\$89,566.00	\$92,290.00	\$95,004.00	\$97,808.00
	M		\$6,251.23	\$6,438.60	\$6,630.83	\$6,827.93	\$7,032.33	\$7,245.69	\$7,467.69	\$7,698.90	\$7,939.90	\$8,181.20
	B		\$2,885.18	\$2,971.66	\$3,060.38	\$3,151.35	\$3,245.69	\$3,344.00	\$3,441.90	\$3,549.00	\$3,656.00	\$3,772.00
	H-Fire		\$25.69	\$26.46	\$27.25	\$28.06	\$28.90	\$29.77	\$30.67	\$31.60	\$32.56	\$33.55
	H - 2080		\$36.06	\$37.14	\$38.25	\$39.39	\$40.57	\$41.79	\$43.04	\$44.32	\$45.63	\$46.97
FD4	A-2920 hours	Fire Captain	\$87,395.60	\$89,994.40	\$92,680.80	\$95,454.80	\$98,325.60	\$101,294.40	\$104,363.20	\$107,534.00	\$110,808.00	\$114,186.40
	M		\$7,282.97	\$7,499.53	\$7,723.40	\$7,954.57	\$8,193.60	\$8,441.20	\$8,697.90	\$8,963.30	\$9,237.90	\$9,521.40
	B		\$3,361.37	\$3,461.32	\$3,564.65	\$3,671.34	\$3,781.90	\$3,896.00	\$4,013.30	\$4,133.50	\$4,257.30	\$4,384.30
	H-Fire		\$29.93	\$30.82	\$31.74	\$32.69	\$33.66	\$34.66	\$35.68	\$36.72	\$37.78	\$38.86
	H - 2080		\$42.01	\$43.26	\$44.55	\$45.89	\$47.26	\$48.66	\$50.08	\$51.53	\$53.01	\$54.51
FD5	A-2920 hours	Battalion Chief	\$93,498.40	\$96,301.60	\$99,163.20	\$102,112.40	\$105,151.20	\$108,282.40	\$111,508.00	\$114,830.00	\$118,250.00	\$121,770.00
	M		\$7,791.53	\$8,025.13	\$8,263.60	\$8,509.37	\$8,762.90	\$9,024.80	\$9,295.50	\$9,575.50	\$9,864.40	\$10,162.80
	B		\$3,596.09	\$3,703.91	\$3,813.97	\$3,927.40	\$4,044.80	\$4,165.80	\$4,291.00	\$4,420.00	\$4,552.40	\$4,687.80
	H-Fire		\$32.02	\$32.98	\$33.96	\$34.97	\$35.99	\$37.03	\$38.09	\$39.16	\$40.25	\$41.35
	H - 2080		\$44.95	\$46.29	\$47.67	\$49.09	\$50.53	\$52.00	\$53.49	\$55.00	\$56.53	\$58.08

Section E, Item 11.

EXHIBIT B

A = Annual
M = Monthly
B = Biweekly
H-Fire = Hourly rate for 24 on/48 off shifts
H-2080 = Hourly rate for 40-hr. wk.

EXHIBIT C

Pay Group	Pay Basis	Range Minimum	Range Midpoint	Range Maximum	Job Titles
D	A	36,420.80	43,700.80	50,980.80	Maintenance Worker (W/WW)
	M	3,035.07	3,641.73	4,248.40	Maintenance Worker (Streets)
	B	1,400.80	1,680.80	1,960.80	Maintenance Worker (Drainage)
	H	17.51	21.01	24.51	Maintenance Worker (Parks)
E	A	38,230.40	45,864.00	53,518.40	Light Equipment Operator
	M	3,185.87	3,822.00	4,459.87	
	B	1,470.40	1,764.00	2,058.40	
	H	18.38	22.05	25.73	
G	A	42,120.00	50,544.00	58,968.00	Heavy Equipment Operator (W/WW) Heavy Equipment Operator (Streets)
	M	3,510.00	4,212.00	4,914.00	
	B	1,620.00	1,944.00	2,268.00	
	H	20.25	24.30	28.35	
H	A	44,220.80	53,060.80	61,900.80	Instrumentation Technician
	M	3,685.07	4,421.73	5,158.40	
	B	1,700.80	2,040.80	2,380.80	
	H	21.26	25.51	29.76	
J	A	48,734.40	58,468.80	68,224.00	Crew Leader (W/WW) Crew Leader (Streets) Crew Leader (Drainage) Crew Leader (Parks)
	M	4,061.20	4,872.40	5,685.33	
	B	1,874.40	2,248.80	2,624.00	
	H	23.43	28.11	32.80	
M	A	56,409.60	67,683.20	78,956.80	Supervisor no-CDL (Water) Supervisor no-CDL (Parks)
	M	4,700.80	5,640.27	6,579.73	
	B	2,169.60	2,603.20	3,036.80	
	H	27.12	32.54	37.96	
N	A	59,217.60	71,052.80	82,888.00	Supervisor w. CDL (WW) Supervisor w. CDL (Streets)
	M	4,934.80	5,921.07	6,907.33	
	B	2,277.60	2,732.80	3,188.00	
	H	28.47	34.16	39.85	
R	A	71,926.40	86,299.20	100,692.80	Operations Manager (Streets & Drainage) Parks, Recreation & Strategic Asset Manager Utility Operations Manager Utility Maintenance Manager
	M	5,993.87	7,191.60	8,391.07	
	B	2,766.40	3,319.20	3,872.80	
	H	34.58	41.49	48.41	
S	A	75,504.00	90,604.80	105,705.60	
	M	6,292.00	7,550.40	8,808.80	
	B	2,904.00	3,484.80	4,065.60	
	H	36.30	43.56	50.82	

A = Annual
M = Monthly
B = Biweekly
H = Hourly

EXHIBIT D

Pay Group	Pay Basis	Range Minimum	Range Midpoint	Range Maximum	Job Titles
5	A	22,859.20	27,414.40	31,990.40	
	M	1,904.93	2,284.53	2,665.87	
	B	879.20	1,054.40	1,230.40	
	H	10.99	13.18	15.38	
6	A	23,982.40	28,766.40	33,571.20	
	M	1,998.53	2,397.20	2,797.60	
	B	922.40	1,106.40	1,291.20	
	H	11.53	13.83	16.14	
7	A	25,168.00	30,201.60	35,235.20	Intern - School
	M	2,097.33	2,516.80	2,936.27	
	B	968.00	1,161.60	1,355.20	
	H	12.10	14.52	16.94	
8	A	26,416.00	31,699.20	36,982.40	
	M	2,201.33	2,641.60	3,081.87	
	B	1,016.00	1,219.20	1,422.40	
	H	12.70	15.24	17.78	
9	A	27,726.40	33,259.20	38,812.80	PT Crossing Guard
	M	2,310.53	2,771.60	3,234.40	
	B	1,066.40	1,279.20	1,492.80	
	H	13.33	15.99	18.66	
10	A	29,099.20	34,902.40	40,726.40	
	M	2,424.93	2,908.53	3,393.87	
	B	1,119.20	1,342.40	1,566.40	
	H	13.99	16.78	19.58	
11	A	30,534.40	36,628.80	42,744.00	
	M	2,544.53	3,052.40	3,562.00	
	B	1,174.40	1,408.80	1,644.00	
	H	14.68	17.61	20.55	
12	A	32,052.80	38,459.20	44,865.60	Intern - Comms.& Special Events Intern - Emergency Management Intern - Engineering Intern - GIS
	M	2,671.07	3,204.93	3,738.80	
	B	1,232.80	1,479.20	1,725.60	
	H	15.41	18.49	21.57	
13	A	33,654.40	40,372.80	47,112.00	
	M	2,804.53	3,364.40	3,926.00	
	B	1,294.40	1,552.80	1,812.00	
	H	16.18	19.41	22.65	
14	A	35,318.40	42,369.60	49,441.60	Utility Billing Technician
	M	2,943.20	3,530.80	4,120.13	
	B	1,358.40	1,629.60	1,901.60	
	H	16.98	20.37	23.77	
15	A	37,065.60	44,470.40	51,875.20	Deputy Court Clerk Support Services Assistant (Police)
	M	3,088.80	3,705.87	4,322.93	
	B	1,425.60	1,710.40	1,995.20	
	H	17.82	21.38	24.94	
16	A	38,916.80	46,696.00	54,475.20	PT Accounts Payable Technician Senior Utility Billing Technician
	M	3,243.07	3,891.33	4,539.60	
	B	1,496.80	1,796.00	2,095.20	
	H	18.71	22.45	26.19	
17	A	40,851.20	49,004.80	57,179.20	Senior Support Services Assistant (Police)
	M	3,404.27	4,083.73	4,764.93	
	B	1,571.20	1,884.80	2,199.20	
	H	19.64	23.56	27.49	
18	A	42,889.60	51,459.20	60,028.80	Development Analyst Key Account/Collections Specialist
	M	3,574.13	4,288.27	5,002.40	
	B	1,649.60	1,979.20	2,308.80	
	H	20.62	24.74	28.86	
19	A	45,032.00	54,038.40	63,044.80	Multimedia Specialist
	M	3,752.67	4,503.20	5,253.73	
	B	1,732.00	2,078.40	2,424.80	
	H	21.65	25.98	30.31	
20	A	47,278.40	56,721.60	66,185.60	Buyer Communications Specialist Construction Inspector Municipal Court Coordinator Neighborhood Services Officer Payroll Specialist Planning Coordinator Senior Administrative Assistant
	M	3,939.87	4,726.80	5,515.47	
	B	1,818.40	2,181.60	2,545.60	
	H	22.73	27.27	31.82	
21	A	49,628.80	59,550.40	69,472.00	Building Inspector Police Services Coordinator Technology Services Specialist I
	M	4,135.73	4,962.53	5,789.33	
	B	1,908.80	2,290.40	2,672.00	
	H	23.86	28.63	33.40	

A = Annual
M = Monthly
B = Biweekly
H = Hourly

Pay Group	Pay Basis	Range Minimum	Range Midpoint	Range Maximum	Job Titles
22	A	52,104.00	62,524.80	72,945.60	Senior Construction Inspector
	M	4,342.00	5,210.40	6,078.80	Technology Services Specialist II
	B	2,004.00	2,404.80	2,805.60	
	H	25.05	30.06	35.07	
23	A	54,704.00	65,644.80	76,585.60	GIS Analyst
	M	4,558.67	5,470.40	6,382.13	Technology Services Specialist III
	B	2,104.00	2,524.80	2,945.60	
	H	26.30	31.56	36.82	
24	A	57,428.80	68,910.40	80,392.00	Assistant Purchasing Manager
	M	4,785.73	5,742.53	6,699.33	Building Inspections Supervisor
	B	2,208.80	2,650.40	3,092.00	Customer Services Manager
	H	27.61	33.13	38.65	Engineering Services Coordinator
25	A	60,299.20	72,342.40	84,406.40	
	M	5,024.93	6,028.53	7,033.87	
	B	2,319.20	2,782.40	3,246.40	
	H	28.99	34.78	40.58	
26	A	63,294.40	75,940.80	88,608.00	Accounting Manager
	M	5,274.53	6,328.40	7,384.00	Communications and Marketing Manager
	B	2,434.40	2,920.80	3,408.00	
	H	30.43	36.51	42.60	
27	A	66,456.00	79,747.20	93,038.40	City Secretary
	M	5,538.00	6,645.60	7,753.20	Municipal Court Administrator
	B	2,556.00	3,067.20	3,578.40	PT Utility Systems Auditor
	H	31.95	38.34	44.73	
28	A	69,763.20	83,699.20	97,656.00	City Marshal
	M	5,813.60	6,974.93	8,138.00	Fire Marshal (non-operations)
	B	2,683.20	3,219.20	3,756.00	GIS Enterprise Manager
	H	33.54	40.24	46.95	Purchasing Manager
29	A	73,236.80	87,880.00	102,523.20	Controller
	M	6,103.07	7,323.33	8,543.60	PT Budget Officer
	B	2,816.80	3,380.00	3,943.20	
	H	35.21	42.25	49.29	
30	A	76,897.60	92,268.80	107,640.00	Planning Manager
	M	6,408.13	7,689.07	8,970.00	
	B	2,957.60	3,548.80	4,140.00	
	H	36.97	44.36	51.75	
31	A	80,724.80	96,865.60	113,006.40	Building Official
	M	6,727.07	8,072.13	9,417.20	Technology Services Manager
	B	3,104.80	3,725.60	4,346.40	
	H	38.81	46.57	54.33	
32	A	84,760.00	101,712.00	118,664.00	
	M	7,063.33	8,476.00	9,888.67	
	B	3,260.00	3,912.00	4,564.00	
	H	40.75	48.90	57.05	
33	A	88,982.40	106,766.40	124,571.20	Chief Technology Officer
	M	7,415.20	8,897.20	10,380.93	
	B	3,422.40	4,106.40	4,791.20	
	H	42.78	51.33	59.89	
34	A	93,412.80	112,091.20	130,769.60	
	M	7,784.40	9,340.93	10,897.47	
	B	3,592.80	4,311.20	5,029.60	
	H	44.91	53.89	62.87	
35	A	98,072.00	117,686.40	137,300.80	City Engineer
	M	8,172.67	9,807.20	11,441.73	Director of Economic Development
	B	3,772.00	4,526.40	5,280.80	
	H	47.15	56.58	66.01	
36	A	102,960.00	123,552.00	144,144.00	
	M	8,580.00	10,296.00	12,012.00	
	B	3,960.00	4,752.00	5,544.00	
	H	49.50	59.40	69.30	
37	A	108,097.60	129,708.80	151,320.00	Director of Human Resources
	M	9,008.13	10,809.07	12,610.00	
	B	4,157.60	4,988.80	5,820.00	
	H	51.97	62.36	72.75	
38	A	113,484.80	136,177.60	158,870.40	Assistant Fire Chief
	M	9,457.07	11,348.13	13,239.20	Assistant Police Chief
	B	4,364.80	5,237.60	6,110.40	
	H	54.56	65.47	76.38	

A = Annual
M = Monthly
B = Biweekly
H = Hourly

Pay Group	Pay Basis	Range Minimum	Range Midpoint	Range Maximum	Job Titles
39	A	119,142.40	142,958.40	166,795.20	
	M	9,928.53	11,913.20	13,899.60	
	B	4,582.40	5,498.40	6,415.20	
	H	57.28	68.73	80.19	
40	A	125,091.20	150,092.80	175,115.20	Director of Development Services
	M	10,424.27	12,507.73	14,592.93	Fire Chief
	B	4,811.20	5,772.80	6,735.20	Police Chief
	H	60.14	72.16	84.19	
41	A	131,331.20	157,580.80	183,851.20	Director of Public Works
	M	10,944.27	13,131.73	15,320.93	
	B	5,051.20	6,060.80	7,071.20	
	H	63.14	75.76	88.39	
42	A	137,883.20	165,443.20	193,024.00	Director of Finance, Communications and Strategic Services
	M	11,490.27	13,786.93	16,085.33	
	B	5,303.20	6,363.20	7,424.00	
	H	66.29	79.54	92.80	
43	A	144,768.00	173,721.60	202,675.20	
	M	12,064.00	14,476.80	16,889.60	
	B	5,568.00	6,681.60	7,795.20	
	H	69.60	83.52	97.44	
44	A	152,006.40	182,395.20	212,804.80	
	M	12,667.20	15,199.60	17,733.73	
	B	5,846.40	7,015.20	8,184.80	
	H	73.08	87.69	102.31	
45	A	159,598.40	191,505.60	223,433.60	
	M	13,299.87	15,958.80	18,619.47	
	B	6,138.40	7,365.60	8,593.60	
	H	76.73	92.07	107.42	
46	A	167,564.80	201,073.60	234,582.40	
	M	13,963.73	16,756.13	19,548.53	
	B	6,444.80	7,733.60	9,022.40	
	H	80.56	96.67	112.78	
47	A	175,926.40	211,099.20	246,292.80	
	M	14,660.53	17,591.60	20,524.40	
	B	6,766.40	8,119.20	9,472.80	
	H	84.58	101.49	118.41	