

Vacant, Place 1
Tomas Mendoza, Place 2
John Mounce, Mayor Pro Tem, Place 3



James Castle, Place 4
Daniel Dennis, Place 5
Shelby St. Claire, Place 6

James Clark, Mayor
CITY OF JUSTIN
CITY COUNCIL AGENDA
JUNE 13, 2024
415 N. COLLEGE AVE.
5:30 PM

A) CALL TO ORDER

Convene into Session:
Invocation and Pledge of Allegiance
American Flag

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

B) EXECUTIVE SESSION

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

- Under Section 551.071, to conduct a private consultation with the City Attorney regarding:
 1. Danheim Complaint Against the City of Justin; PUCT Docket No. 53836
 2. Petition of Town of Northlake and City of Justin; PUCT Docket No. 54243
 3. Range Creek Developers Agreement
 4. Trafford Terrace Developers Agreement
 5. Oncor Transmission Line
- Under Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee:
 6. City Council Vacancy

C) UPCOMING MEETINGS AND EVENTS

1. The following is a list of upcoming meetings and events:
 - June 18 Planning and Zoning Commission Meeting
 - June 19* City Hall closed in observance of Juneteenth
 - June 20 Joint City Council & Planning and Zoning Commission Meeting

- June 27 City Council Meeting
- July 4* City Hall closed in observance of Independence Day
- July 9 Parks and Recreation Board Meeting
- July 11 & 12 City Council Orientation
- July 16 Planning and Zoning Commission meeting
- July 18 EDC/CDC Meeting
- July 25 City Council Meeting

D) PUBLIC COMMENT

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

E) CONSENT AGENDA

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

1. Consider and take appropriate action to approve City Council minutes dated May 23, 2024.
2. Consider and take appropriate action on second reading for Ordinance 781-24 approving the Parks, Recreation, and Open Space Plan.
3. Consider and take appropriate action adopting Ordinance 782-24 on second reading amending the FY 23-24 EDC/CDC Budgets.
4. Consider and act upon Resolution 664-24 for a Final Plat for The Preserve Phase 2, consisting of 326 lots. Generally located southwest of Preserve Boulevard and Boss Range Road.

F) ITEMS PULLED FROM CONSENT AGENDA

G) ACTION ITEM(S)

1. Consider and take action to appoint a Mayor Pro Tem.
2. Consider and act upon Resolution 663-24 approving a contract between the City of Justin and Government Frameworks for digital records automation and authorizing the City Manager to execute the agreement.

H) BUDGET WORKSHOP

I) FUTURE AGENDA ITEMS

J) ADJOURN

I, the undersigned authority, do hereby certify that the above notice of the meeting of the City Council

of the City of Justin, Texas, is a true and correct copy of the said notice that I posted on the official bulletin board at Justin Municipal Complex, 415 North College Street, Justin, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this 6th day June, 2024 by 4 p.m., at least 72 hours preceding the scheduled meeting time.

Amy Piukana

Amy Piukana, TRMC, City Secretary



Vacant, Place 1
Tomas Mendoza, Place 2
John Mounce, Mayor Pro Tem, Place 3

Alyssa Linenkugel, Place 4
Dylan James, Place 5
Chrissa Hartle, Place 6

James Clark, Mayor

MINUTES

**State of Texas
County of Denton
City of Justin**

Justin City Council Regular Session Meeting - May 23, 2024

CALL TO ORDER

The Justin City Council Meeting convened into a Regular Session being open to the public on May 23, 2024 at 5:33 PM in the Council Chambers of Justin Municipal Complex, and notice of said meeting giving the time, place, date and subject there of having been posted as prescribed by Article 5 of the Texas Government Code, with the following members present and in attendance to wit:

Members:

Mayor Clark, Mayor Pro Tem Mounce, Council Member Mendoza, Council Member James, Council Member Hartle (*absent*), Council Member Linenkugel

City Staff: Assistant City Manager Abbey Reece, City Secretary Amy Piukana, Public Works Director Josh Little, Director of Development Services Matt Cyr, and City Attorney, Matthew Butler.

Convene into Session: Mayor Clark called the meeting to order at 5:33PM Invocation led by: Beaux Hinote with First Baptist Church of Justin

EXECUTIVE SESSION

Any item on this posted agenda could be discussed in Executive Session as long as it is within one of the permitted categories:

- Under Section 551.071, to conduct a private consultation with the City Attorney regarding:
 - Danheim Complaint Against the City of Justin; PUCT Docket No. 53836

- o Petition of Town of Northlake and City of Justin; PUCT Docket No. 54243
 - o Range Creek Developers Agreement
 - o Fieldhouse Developers Agreement
 - o Justin Town Square 380 Agreement
 - o Trafford Terrace Developers Agreement
 - o Oncor Transmission Line
- Under Section 551.074, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee:
 - o City Manager

Mayor Clark announced the City Council would recess into closed executive session at 5:38 p.m. City Attorney Matthew Butler read the closed session captions to be discussed.

TAKE ANY ACTION AS A RESULT OF CLOSED EXECUTIVE SESSION ITEM{S}

Mayor Clark reconvened into open session at 6:54 p.m.

As a result of closed session, a motion was made by Deputy Mayor Pro Tem Mounce to approve a first amendment employment agreement with Jarrod Greenwood consistent with the City Council discussion in executive session and to authorize the Mayor to execute the agreement. Motion seconded by Council Member Linenkugel. Motion approved unanimously.

PRESENTATION

1. Justin Fun Day Recap

Communications Manager Krystal Gonzales provided a recap on the annual Justin Fun Day Event. Mayor Clark recognized the sponsors in attendance and expressed his appreciation for their community support.

PROCLAMATION

2. Presentation of a Proclamation declaring May as Motorcycle Awareness Safety Month.

Mayor Clark presented a proclamation declaring May as Motorcycle Awareness Safety month and Mayor Clark noted he agreed to add share the road signage in the city.

PUBLIC COMMENT

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

- Julia Gowing, 230 S. Snyder Avenue, expressed her appreciation with Mr. Greenwood for assisting with low cable wires. She expressed concerns about train noise, traffic and her neighbors' fence height.
- Tom Grobyer 806 12th Street, expressed concerns about train noise and suggested having

expiration dates for Developers Agreement. *(suggested 3-year expiration date)*

CONSENT AGENDA

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

Mayor Clark noted Consent Agenda Items 4 and 5, would be pulled from the Consent Agenda to allow further discussion.

Deputy Mayor Pro Tem Mounce made a motion to approve Consent Item Numbers 3, 6, and 7, as presented. Motion seconded by Council Member Mendoza. Motion approved unanimously.

3. Consider and take appropriate action to approve the following City Council meeting minutes:

- April 25, 2024 Regular City Council Meeting
- May 9, 2024 Special Called City Council Meeting
- May 9, 2024 Regular City Council Meeting
- May 15, 2024 Special City Council Meeting

4. Consider and take appropriate action regarding Resolution 681-24 affirming a Performance Agreement between the EDC, CDC, and Justin Town Center, LTD.

Development Director Matt Cyr briefed City Council regarding this item. Mr. Cyr explained the item has been pulled to note the recommended changes from the EDC, CDC are included. He further stated the recommendation is to approve with the amendments that the years be reduced to a shorter time frame and the claw back provision went from 80% to 75%.

After discussion, a motion was made by Council Member James to approve Resolution 681-24 with the amendments recommended by EDC, CDC. Motion seconded by Council Member Mendoza. Motion approved unanimously.

5. Consider and take appropriate action adopting Ordinance 782-24 amending the FY 23-24 EDC/CDC Budgets.

Mayor Clark noted this item was pulled to allow revisions to be made to Agenda Item 4.

Council Member James made a motion to adopt Ordinance 782-24, as presented. Motion seconded by Council Member Linenkugel. Motion approved unanimously.

6. Consider and take appropriate action approving Resolution 679-24 awarding a contract to Clark Adamson Insurance for Justin employee consulting and brokerage services.

7. Consider and take appropriate action on resolution 682-24 Preliminary Plat for Treeline Phase 2, consisting of 1,173 lots. Generally located south of FM 407.

Development Director Matt Cyr briefed the City Council regarding this item. Mr. Cyr clarified the joint facility with range is for Tree Line only.

ITEMS PULLED FROM CONSENT AGENDA

Items 4 and 5 were pulled from consent by Mayor Clark.

POSSIBLE ACTION ITEMS

- 8. Consider appropriate action for Resolution 678-24 for a contract with Grod Construction LLC for Boss Range Road Improvements in the amount of \$979,212.50 with a 10% Contingency.**

Public Works Director Josh Little briefed the City Council regarding this item. Chris Shaw and Guillen Rodriguez of GROD Construction were present to answer any questions.

After discussion, a motion was made by Council Member James to approve Resolution 678-24, as presented. Motion seconded by Council Member Linenkugel. Motion approved unanimously.

- 9. Consider and take appropriate action on Resolution 680-24 authorizing the City Manager to execute a Developers Agreement with AMS PROPERTY HOLDINGS 2.**

Development Director Matthew Cyr briefed the City Council regarding this item.

After discussion, a motion was made by Council Member Linenkugel to approve Resolution 680-24, as presented. Motion seconded by Mayor Pro Tem Mounce. Motion approved by vote of 4-1, Council Member James voting against. Motion passed.

Mayor Clark noted that the City Manager has been tasked with executing a Developers Agreement and will also discuss out of compliance signage and set expectations for moving forward.

- 10. Consider and take appropriate action on first reading for Ordinance 781-24 approving the Parks, Recreation, and Open Space Plan.**

Development Director Matt Cyr briefed the City Council regarding this item.

After discussion, a motion was made by Council Member Linenkugel to adopt Ordinance 781-24, as presented. Motion seconded by Council Member Mendoza. Motion approved unanimously.

CEREMONIAL ITEM(S)

- 11. Recognition of outgoing City Council Members**

Mayor Clark recognized outgoing Council Members Dylan James, Alyssa Linenkugel and Chrissa Hartle (not in attendance) providing each a recognition plaque for serving as City Council Members.

- 12. Provide Oath of Office and Certificate of Election for Newly Elected City Council Members.**

City Secretary Amy Piukana provided the oath of office to newly elected officials.

FUTURE AGENDA ITEMS

- 13. Consider a Future Agenda Item Request by Council Member Mendoza to discuss Public Comments and Decorum; and take appropriate action.**

Mayor Clark reviewed the current process for requesting future agenda items.

Council Member Mendoza requested a future discussion on how to address public comments at

meetings. The consensus from the City Council was to add this topic as an agenda item for Council Orientation.

14. Consider a Future Agenda Item Request by Council Member Mendoza to discuss Ethics Board Reports and Ethics Complaint Process; and take appropriate action.

Council Member Mendoza requested discussion of what legal reporting is allowed for Ethics Board Reports and Complaints. The consensus from the Council was to add this item to the Council Orientation.

15. Consider a Future Agenda Item Request by Council Member Mendoza to discuss the Council Appointment Process for Filling Vacancies.

Council Member Mendoza requested a future agenda item discussion on the Council appointment process. After discussion, Mayor Clark agreed to add this item to the City Council orientation.

Mayor Pro Tem Mounce requested a future agenda item to discuss Short Term Rentals. The consensus of City Council was to add this item to a future City Council agenda.

ADJOURN

Mayor Clark adjourned the meeting at 8:11 p.m.

Signed by:

Mayor James Clark

Attested by: _____

Amy M. Piukana, City Secretary



City Council Coversheet
June 13, 2024
415 N. COLLEGE AVE.

Agenda Item: 2. (CONSENT AGENDA)

Title: Consider and take appropriate action on second reading for Ordinance 781-24 approving the Parks, Recreation, and Open Space Plan.

Department: Administration

Contact: Matthew Cyr, Director of Planning and Development

Recommendation:

Staff recommends approval.

Background:

The Parks, Recreation, and Open Space Plan is an integral part of the Imagine Justin Comprehensive Plan, adopted on March 28, 2023. Currently under review by the City Council is a proposal to revise the strategic objectives of the Parks Board, which are detailed in the "Parks Board Wish List" on page 39 of the plan. The rest of the 2023 plan remains unchanged. By adopting these revisions as a standalone document, the city will enhance its eligibility for grant opportunities, while also ensuring that the Parks Board's strategic goals align with the latest development initiatives.

Input Recieved on PROS Plan:

During the Imagine Justin Comprehensive Plan the City held two open houses, several joint work shop sessions with the Comprehensive Planning Action Committee with representatives from Parks Board, EDC, Planning and Zoning, and City Council, and the City pushed out a survey and interactive map. The City had approximately 80 people attend the Open Houses along with over 90 comments on the interactive map. Overall the City reached around 10% of input from residents on the plan. This input was utilized to create the Imagine Justin Comprehensive Plan, which included the PROS Plan.

Parks Board Recommendation:

On March 14, 2024, Staff brought the PROS Plan and the "Wish List" forward for discussion. The discussion centered around several key items being reprioritized in terms of whether it is a low, medium, or high priority. Some of the key items that were discussed were the following: 10-minute walk initiative to parks (parks to be within 10 minutes' walking distance), acquiring park land, parks design manual, sports complex, Long Term parks facilities assessment/survey, etc.

Parks Board unanimously recommended approval of the PROS Plan with revisions as discussed (these

revisions have been updated to reflect the Parks Board discussion).

City Attorney Review: No

Attachments:

1. Justin PROS Plan_5.14.24
2. ORD 781-24 PROS Plan



City of Justin

PARKS, RECREATION, AND OPEN SPACE MASTER PLAN



Summary

Comprehensive Plan for the
City of Justin

ADDRESS

415 N College Ave
Justin, TX 76247

Place Strategies, Inc.
Catalyst Commercial
Pacheco Koch



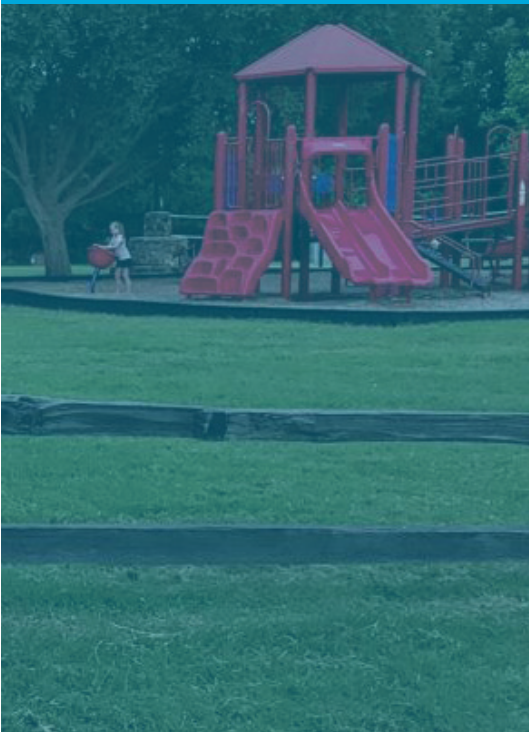
PARKS, RECREATION, AND OPEN SPACE MASTER PLAN

Project spanned over the course of six months and was started in July 2022.



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INTRODUCTION



PRIORITIZING JUSTIN'S PARKS AND RECREATION FOR FUTURE GENERATIONS

To manage and conserve the natural and cultural resources of Texas and to provide hunting, fishing, and outdoor recreation opportunities for the use and enjoyment of present and future generations.

– Agency Strategic Plan (2021-2025)
Texas Parks & Wildlife Department

ALIGNMENT WITH TEXAS PARKS AND WILDLIFE AGENCY STRATEGIC PLAN GOALS



NATURE + CULTURE

Practice, Encourage, and Enable Science-based Stewardship of Natural and Cultural Resources



ACCESS + PARTICIPATION

Actively planning essential connections, enhanced trail systems, and beneficial access using floodplains and existing rights-of-way.



EDUCATE, INFORM + ENGAGE

The direct focus on the conservation of natural areas and floodplains, along with the inclusion of multi-use trails, and biology education through programming.



EFFICIENT + SUSTAINABLE

Focusing parks and trails on easily managed and natural, native landscaping will help the current public works staff have a more sustainable maintenance program.

The purpose and intent of this plan are to:

- Unify the approach for future parks and trails in the City as development continues over the next twenty years.
- Establish a minimum standard for upkeep and maintenance in all city parks and trails.
- Bring a sense of pride to the amenities of the City and support the quality of life expected of Justin's residents.
- Support Justin's residents' and visitors' overall health and well-being through exceptional open space and trails.
- Minimize future impact on development by preserving existing floodplains and open space.
- Develop environment preservation systems to maintain the rural character of Justin.

EXISTING CONDITIONS



MASTER PLAN DEVELOPMENT PROCESS

Coordinating a Comprehensive Plan and PROS Plan

The development of this plan was concurrent with the Imagine Justin Comprehensive Plan process, including public meetings, open houses, digital engagement, and work sessions. The takeaways from public outreach aligned the goals and strategies for parks and recreation in the City, predominantly because parks and recreation are one of the top desires of the citizens.

A robust planning process was conducted in collaboration with the Imagine Justin Comprehensive Plan. The park, recreation, and open space part of the planning process includes:

- A thorough analysis of the City's existing parks, recreational facilities, and open spaces, including assessing their condition, usage, and potential constraints or challenges;
- A review of community needs and preferences through public engagement and outreach efforts to determine the types of parks, recreational facilities, and open spaces that would be most beneficial to residents;
- A focus on accessibility, ensuring that all residents have equitable access to parks, recreational facilities, and open spaces. This focus may include the development of

new facilities in underserved areas, as well as the improvement of existing facilities to make them more accessible to people with disabilities;

- A commitment to sustainability, with a focus on preserving natural resources and integrating sustainable design principles in developing new parks, recreational facilities, and open spaces;
- A comprehensive strategy for managing and maintaining the City's parks, recreational facilities, and open spaces, including allocating resources and personnel and developing partnerships with community organizations and volunteers; and
- A plan for developing and implementing programming and events in the City's parks, recreational facilities, and open spaces to provide residents with a wide range of recreational opportunities and foster a sense of community.

This Parks, Recreation, and Open Space Master Plan (PROS Plan) aligns with the Texas Parks and Wildlife local planning requirements to support Justin's applications for local grant funding.

IMAGINE JUSTIN COMPREHENSIVE PLAN



The Comprehensive Plan is a community-driven vision to guide decisions over time.

Imagine Justin is a city-wide comprehensive plan that reimagines the core planning documents used by the city to create policy, inform decisions, and establish an expectation of the general direction of the community.

The plans included within the comprehensive plan are: Future Land Use Plan (Experience Districts Plan), Master Thoroughfare Plan (Mobility Plan), and a Parks + Trails Plan. All of these revised plans are derived from the extensive engagement and outreach process that was an integral part of the planning process. Engagement and outreach is the first chapter in order to establish the importance of the process that led to the community plans that follow.



ENGAGEMENT + OUTREACH

Detailed review of the many outreach methods and results that were shed from the process and how they affected the plans that were revised.



LAND USE + DEVELOPMENT

Review of existing conditions and a new FLUP that takes into consideration different districts and identities that make up Justin.



MOBILITY + CONNECTIVITY

Review of existing conditions and a new Master Thoroughfare Plan that looks at mobility and connectivity at different levels to inform plans.



PARKS + TRAILS

Review of existing conditions, Texas Parks and Wildlife metrics, and a detailed plan to continue the quality of life amenities that make Justin special.



IMPLEMENTATION

Review of all chapters and an implementation plan that takes into consideration short and long term policies and regulations that will further support the community vision.

ENGAGEMENT + OUTREACH

Open houses were hosted at the Country Abbey in Justin and provided an open forum to residents and businesses to talk about their concerns and dreams for the city.



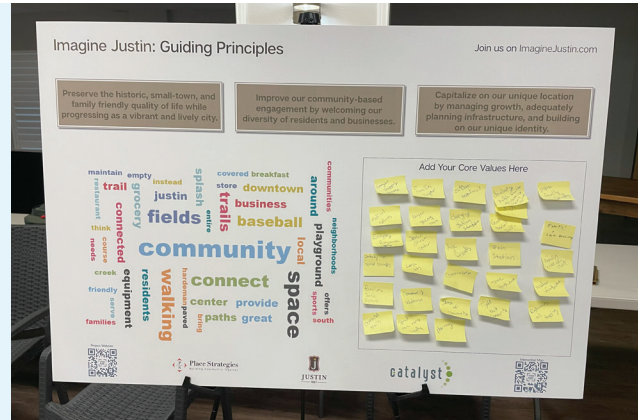
In addition to the open houses, all materials were subsequently added to the online website for additional viewership.



In-person interactions provided a boost to the online interactions which in turn created more visits to other in-person events.

01 September Open House

Hosted a community open house to discuss our guiding principles and land use topics. The public gave feedback on everything. There was an attendance of over 50 people.

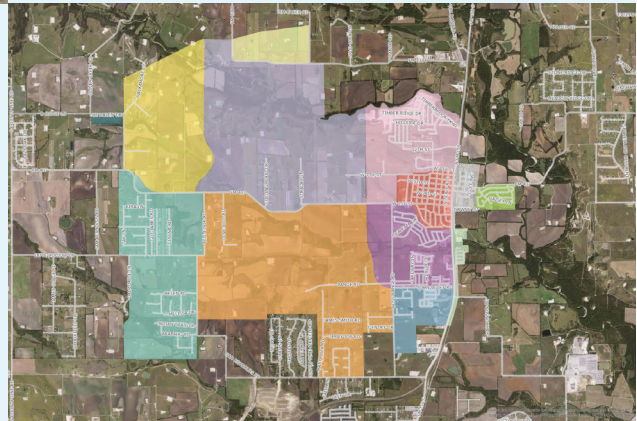


02 October Open House

Hosted a community open house to discuss mobility and recreational facilities. The public gave feedback on the direction of the community. There were over 30 people in attendance.

03 November Joint Work Session

Hosted a joint workshop with City Council and Planning and Zoning Commission to discuss findings from open houses and introduce the component plans.





Crafting a comprehensive vision for the future of a community stems from the engagement of the process and the implementation derived from that process.

By maximizing the public engagement through the process there is an understanding that the comprehensive plan is a community initiative that establishes guidance for projects moving forward.

10

STAKEHOLDER INTERVIEWS

The planning team conducted ten stakeholder interviews over the course of a month. Stakeholders included business owners, developers, residents, city officials, builders, and other community members.

15

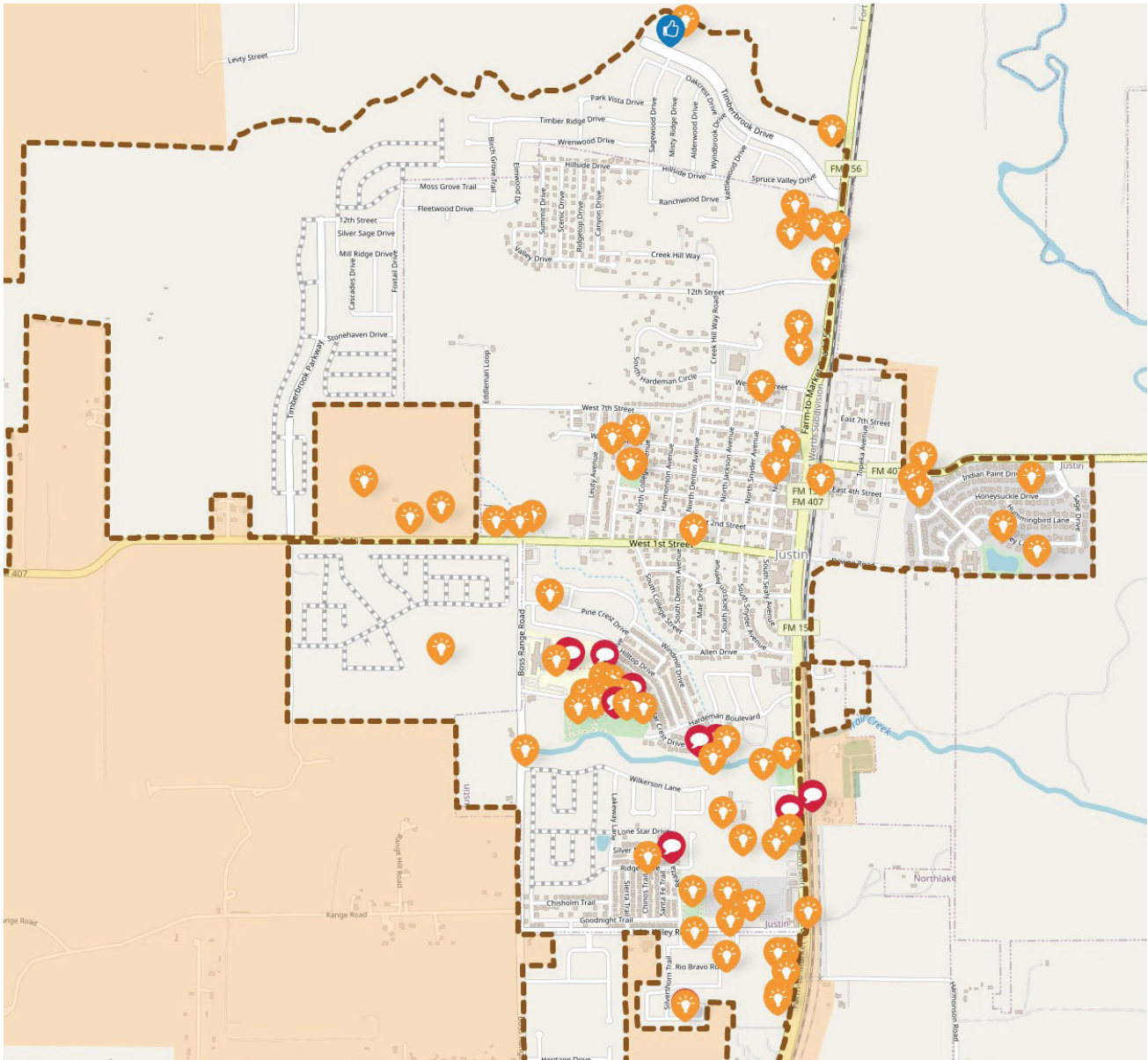
STAFF CHECK-INS

The planning team conducted biweekly staff check-ins to review engagement and public feedback throughout the process. Reviewed analyzed data from market studies, interviews, and regional/state organizations.

Event Information

Social Pinpoint

INTERACTIVE MAP



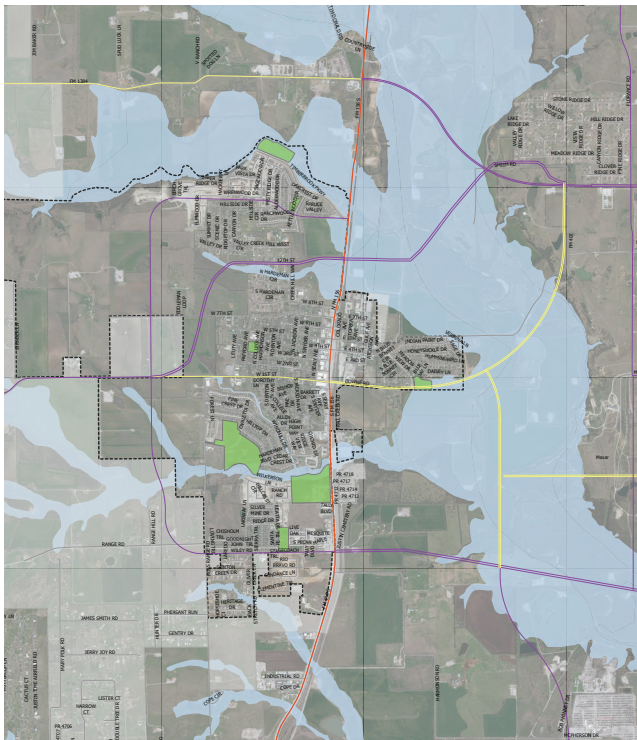
The online project map was active from the beginning of the process to the end and recorded 80 comments.

The interactive map allowed visitors to explore the City of Justin and its extraterritorial jurisdiction (ETJ) by leaving comments on areas of interest. The categories of comments included the ability to present Ideas and suggestions, general comments, and something they like. When a comment was pinned, visitors were also able to up vote or down vote the comments according to merit.

ADVISORY COMMITTEE



MEMBERS



Organizational Representation

The Comprehensive Plan Advisory Committee (CPAC) acted as the PROS Advisory Committee and is made of representation from four councils/commissions that make up city departments and groups. The groups range from elected officials in City Council or appointed members that make recommendations regarding zoning issues. Having these members represented is important through the advisory role and providing different perspectives from groups that will interact with the final comprehensive plan.

JOHN MOUNCE
CITY COUNCIL

City Council is the elected body that takes on the final decision in regulatory policies, budgets, and action.

ALYSSA LINENKUGEL
PARKS BOARD

The Parks Board reviews and recommends parks and trails planning policies to better enhance the Justin system.

LISA LEARY
PLANNING + ZONING COMMISSION

PZC is the commission that recommends action to City Council on matters concerning land use and transportation policy.

STEVEN TURNEY
ECONOMIC DEVELOPMENT

The EDC/CDC work on retaining and recruiting existing and new businesses to the Justin area.

GOALS + OBJECTIVES

The Justin PROS Plan is a vital component of the City's vision for the Justin community. The PROS Plan recommends a vision and an action plan that directly supports Justin's Comprehensive plan, Imagine Justin.

The PROS Plan also builds on Justin's Strategic Pillars for the Future, which guides council and city staff on economic and community growth.

The Guiding Principles were crafted by careful consideration of all the engagement and outreach by the Comprehensive Plan Advisory Committee.



CULTURE

Preserve the historic, small-town, and family friendly quality of life while progressing as a vibrant and lively city.



COMMUNITY

Improve our community-based engagement by welcoming our diversity of residents and businesses.



IDENTITY

Capitalize on our unique location by managing growth, adequately planning infrastructure, and building on our unique identity.

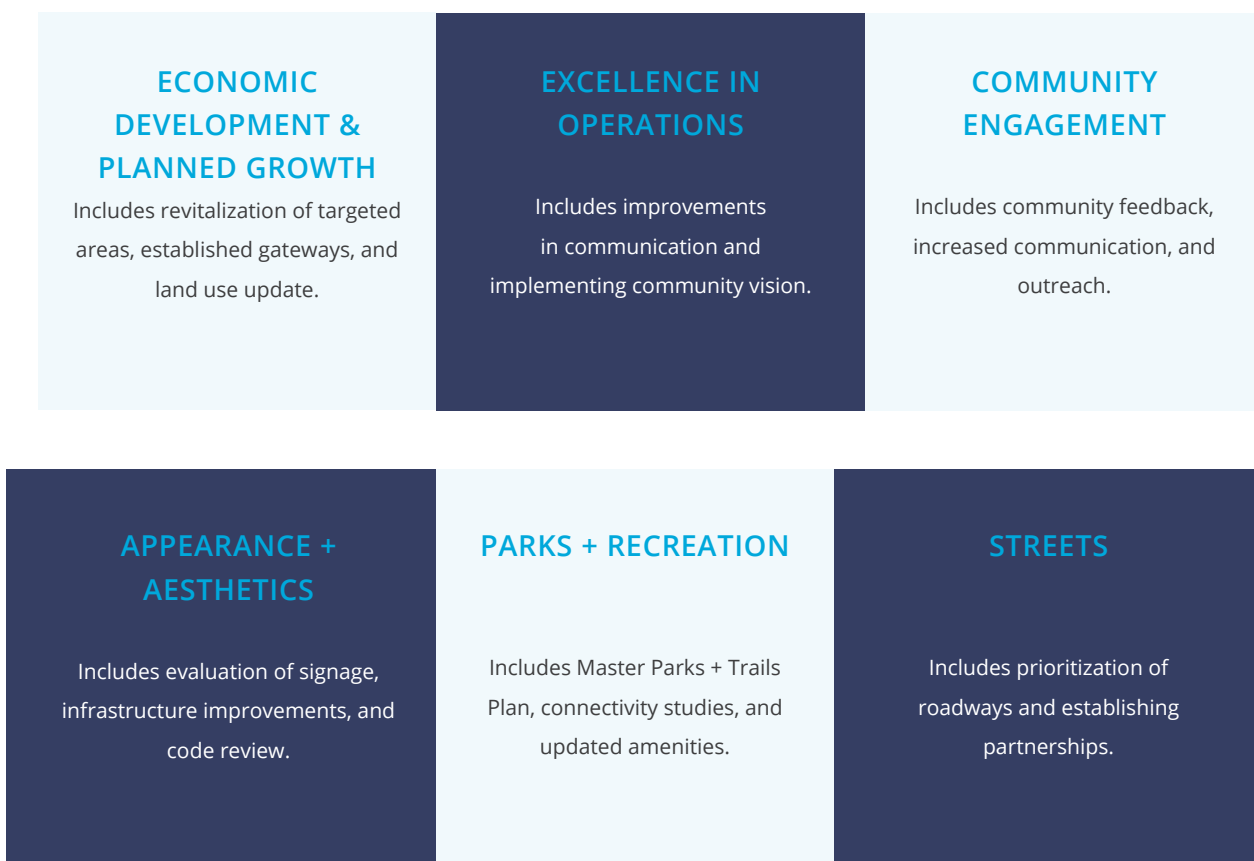
COMMUNITY DRIVEN CORE VALUES

STRATEGIC PLANNING ALIGNMENT

Identified connected objectives.

The Comprehensive Plan uses these pillars and follows recommendations established in 2020.

The City Council of Justin held Strategic Visioning Retreats in early 2020 for developing a clear strategic vision for the future. The comprehensive plan rewrite brought in the results from that retreat to further validate the direction of the city.



STRATEGIC PILLARS FOR THE FUTURE

ISSUES + OPPORTUNITIES

Our City is on the verge of a new identity; now, as a Home Rule Charter city, many of the traditional standards for operations, development, and citizen expectations become heightened and require a new look. With the potential of quadrupling the population in the next twenty years, many of the old systems for maintenance, programs, and public service are going through some growing pains. Funding will continue to be limited, but as the city plans for its future in parks, realizing that it is a top priority for the citizens in the next twenty years sets a standard for how the City should plan to grow its program.



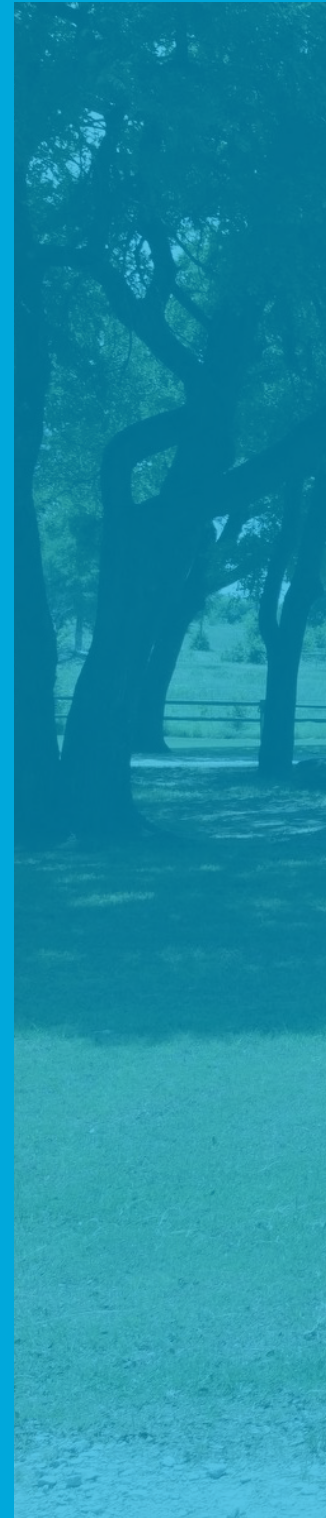
POPULATION GROWTH

As previously stated, the population for Justin is primed for high growth (from 5,451 in 2022 to 19,764 by 2042) in the next twenty years. However, the current park plan will see population growth of 12,428 in the next ten years. This plan aligns with the Imagine Justin Plan, which covers twenty years. The coordination helps the City set its progress for a longer term and allows the City to see the needs for the future and not wait to make critical improvements in the short term.



DEVELOPMENT STANDARDS AND PRIORITIES

Coordination of development standards, park dedication, and park fees will be essential as new developments develop in the City and its ETJ. A lack of perceived requirements for the new development has left some in the community wanting a greater understanding of what developers will expect as services are extended farther into the country. For others, the standard of quality of existing parks, compared to the new development parks, has left them wanting a more sophisticated park system that provides more than just open fields. The blend of these expectations and priorities will be the compromise to achieve the community's goals for future park programming.



“

The new vision for Justin should focus on engagement, parks, walking trails, new businesses & restaurants.

”

OPPORTUNITIES

Though the future management of growth and development can be daunting, there are many opportunities that align with advancement in parks and trails in Justin.



Justin is a desirable place to live and is realizing its prominence and opportunities in the market.



With ample open land and aligned floodplain and drainage topography, there are ways to implement natural conservation programs that save the rural environment without impeding property rights.



The collection of new roadways by TxDOT and the Mobility Plan help differentiate east-west and north-south access ways in the City while providing a circuitous route for city-wide biking, running, and walking.



There is a strong desire by citizens to focus on parks and trails as a quality-of-life focus for future improvements in the City.

NEEDS ASSESSMENT + IDENTIFICATION

Three areas of analysis organize the parks and recreation needs for the City of Justin: demographics, survey results, and national benchmarking. Ample detail of demographics are provided in the Appendix of this plan, but the ones that pertain directly to Parks are summarized below.

Demographic Analysis Summary for Parks



Age

Largest age distribution is Generation X (40-59), followed by Generation Z (10-24) and Millennials (25-39).



Population Changes

Current population is 5,451 with a population of 12,428 by 2032 (22.8% growth per year).



Race + Ethnicity

White (79%), Other (17%), Black (3%), Asian (1%), with a Hispanic ethnicity at 14%.



Median Household Income

\$97,013

Top Survey Findings

The top survey findings that pertain to parks and trails are:

- A focus on Parks and Trails are the number one area of priority for residents in Justin.
- Generally, a majority of residents believe that parks in Justin need more maintenance and upkeep.
- A majority of residents consider parks, facilities and programming to be important to their quality of life in Justin.
- Half of respondents drive to parks, while the remaining walk or bike.
- Highest priority for parks and trails is the development or acquisition of additional parkland and trail connections.
- Most respondents desire hike, bike and walking trails, in addition to amenities like water features and multi-use courts.
- Many of the desired outcomes reflect improved amenities and programming consistently in all parks.

BENCHMARKING

TWENTY YEAR BENCHMARKING COMPARISON (2022 - 2042)										
NATIONAL RECREATION AND PARK ASSOCIATION (NRPA)		CITY OF JUSTIN								
BENCHMARK BASIS		EXISTING STATUS	2022 BENCHMARK		2027 BENCHMARK		2032 BENCHMARK		2042 BENCHMARK	
		ACTUAL	LOW VALUE	HIGH VALUE	LOW VALUE	HIGH VALUE	LOW VALUE	HIGH VALUE	LOW VALUE	HIGH VALUE
RESIDENTS	Less than 20,000	6,127	6,127		9,327		12,428		19,764	
NUMBER OF PARKS (PUBLIC + PRIVATE)	761 - 1,924 Residents per Park	15 PARKS**	3 Parks	8 Parks	5 Parks	12 Parks	7 Parks	17 Parks	11 Parks	26 Parks
PARK-ACRES	5.2 - 21.7 Acres per 1,000 Residents	141 ACRES **	32 Acres	133 Acres	49 Acres	203 Acres	65 Acres	270 Acres	103 Acres	429 Acres
TRAILS (EXISTING AND PLANNED)	2 - 10 Miles	6.0 MILES **	0.6 Miles	3.1 Miles	1 Mile	4.7 Miles	1.3 Miles	6.2 Miles	2 Miles	9.9 Miles
FULL-TIME EQUIVALENT (FTE) STAFF	6.4 - 21.1 FTE per 10,000 Residents	10 FTE *	3.9 FTE	12.9 FTE	6.0 FTE	19.7 FTE	8.0 FTE	26.2 FTE	12.7 FTE	41.7 FTE
ANNUAL OPERATING EXPENDITURES	\$551,925 to \$2,443,647 per year	\$832,650*	\$169,082	\$748,611	\$257,390	\$1,139,595	\$342,966	\$1,518,482	\$545,412	\$2,414,812
* Does not include volunteer time or budget. ** Includes future build-out of Timberbrook and The Preserve (Timberbrook counted as one park)										

 Actual Exceeds Amount	 Actual Within 2x of Amount	 Actual Less than 2x of Amount
---	--	---

Using 2022 National Recreation and Parks Association (NRPA) Agency surveys, the benchmarking for Justin lies within similar ranges of cities with a population of fewer than 20,000 people within the ten-year horizon.

The table lays out the five, ten, and twenty-year projections of population and how the City currently reflects in the five top categories of park acres, the number of parks, miles of trails, full-time equivalent staffing, and annual budgeting.

Each benchmark year has an associated population in the future, as well as the low and high ranges of each of the five categories of evaluation.

Cells highlighted in green show that the City is currently meeting projections, tan shows that the projection is within two times (2x) the current, and red shows that the projection is over two times (2x) the current.

INVENTORY OF PARKS + FACILITIES

“

We would love to see improvement! We really miss having walking and biking trails and parks for the kids.

”

The classifications for parks are currently organized between Community Park and Neighborhood Park, as is typical in many cities.

As development looks to handle many of their parks privately, there will be a standard requirement for

these parks in order for them to be accepted as in-kind facilities.

In addition, new classifications will be introduced to support more urban development types that may come with future Old Town development.

COMMUNITY PARK

Description: a large city-managed facility incorporating a variety of ball fields, activity areas and programming.

Number per Population: 1 per 10,000

Average Size: 20 to 100 acres

Ideal Location: centrally located within the City with access to trails and at least one collector street.

Typical Amenities: Playground, organized sports fields, internal trail network, parking, restrooms, and shade structures or trees

NEIGHBORHOOD PARK

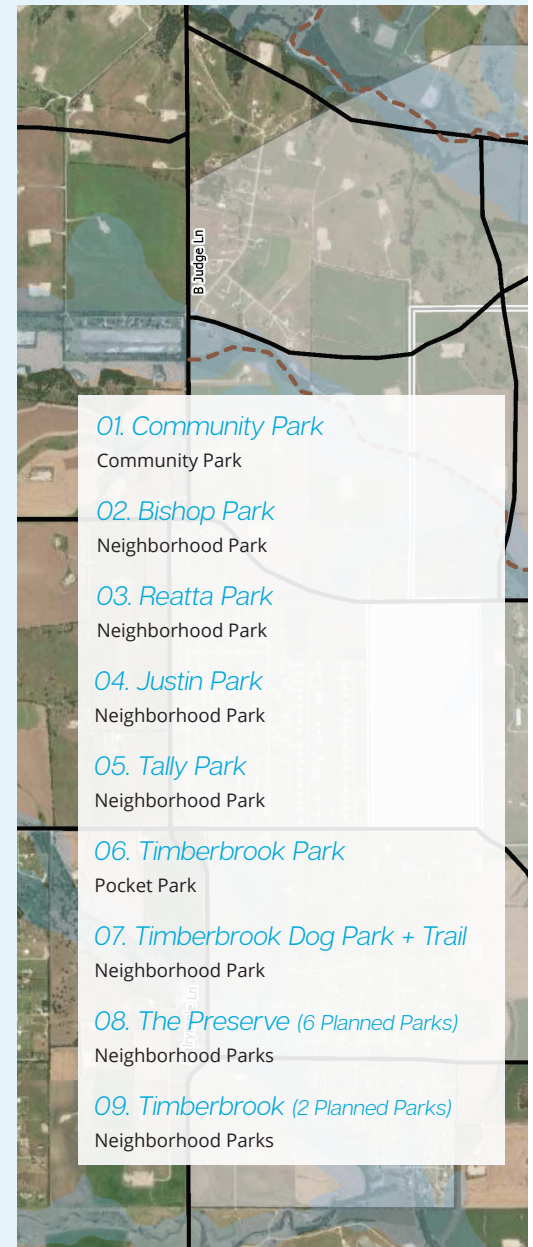
Description: a typical park for a neighborhood area, may also be a collection of smaller parks within a master planned community.

Number per Population: 1 per 1,000

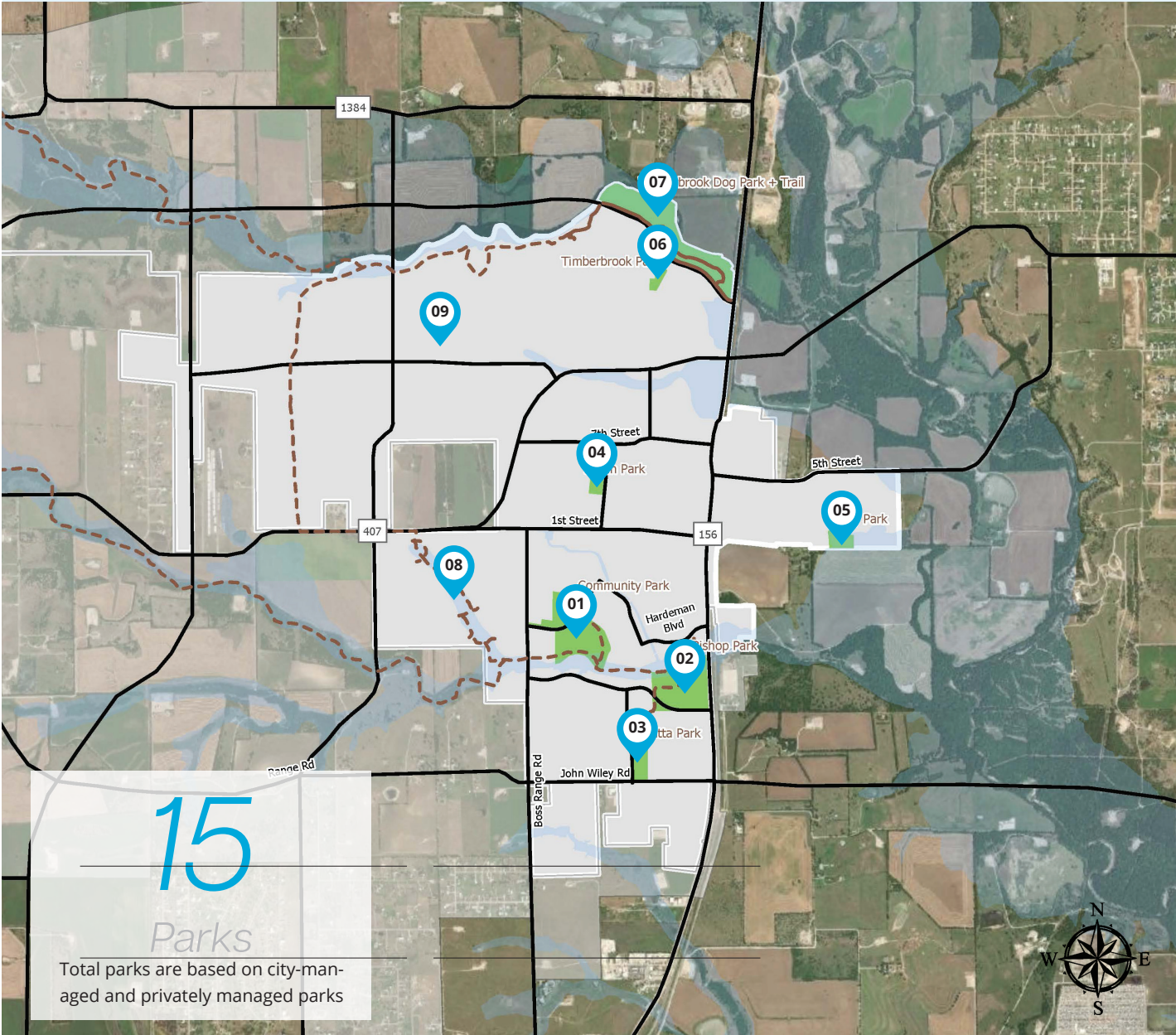
Average Size: 5 to 20 acres

Ideal Location: centrally located within a neighborhood with access to sidewalks and at least one local street.

Typical Amenities: Playground, passive play area, internal trail network, and shade structure or trees



PARKS + TRAILS MASTER PLAN





TIMBERBROOK PARK

EXISTING PARKS + FACILITIES



Community Park

420 Ovaletta Dr, Justin, TX 76247

Amenities	Condition
Play Structures	
Baseball/Softball Fields	
Soccer Fields/Basketball	
Disc Golf (9-Hole)	
Walking Trail (Concrete)	
Shade Structures/Trees	
Parking Lot	
Trash Bins	
Benches	
Picnic Tables	



Bishop Park

Wallace Dr and SH 154, Justin, TX 76247

Amenities	Condition
Observation Deck	
Walking Trail (gravel)	
Historical Marker	
Shade Structures/Trees	
Picnic Tables	
Trash Bins	
Benches	
B.B.Q. Grills	



Justin Park (City Hall)

415 N College Ave, Justin, TX 76247

Amenities

Condition

Tennis Court	
Sand Volleyball Court	
Play Structures	
Shade Structures/Trees	
Picnic Tables	
Trash Bins	
Benches	
B.B.Q. Grills	
Parking Lot	



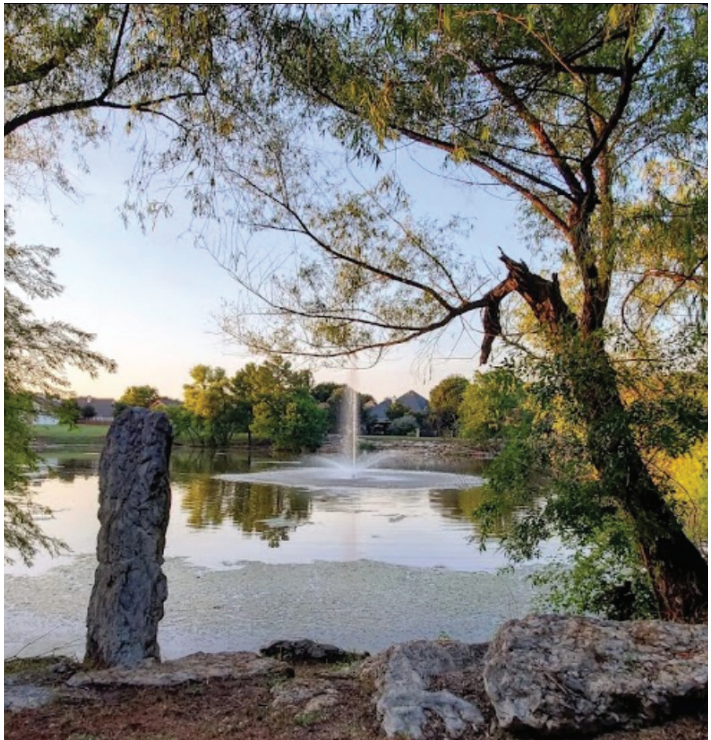
Reatta Park

John Wiley Rd and Reatta Dr, Justin, TX 76247

Amenities

Condition

Basketball Court	
Walking Trail (gravel)	
Play Structures	
Shade Structures/Trees	
Observation Deck	
Trash Bins	
Picnic Tables	
B.B.Q. Grills	



Tally Park

Meadowview Dr, Justin, TX 76247

Amenities

Pond/Fountain

Shade Trees

Condition



Timberbrook Park

1100 Kettlewood Dr, Justin, TX 76247

Amenities

Play Structure

Walking Trail (concrete)

Shade Structures/Trees

Picnic Tables

Trash Bins

Benches

Condition



Timberbrook Dog Park

415 N College Ave, Justin, TX 76247

Amenities	Condition
Shade Trees	
Dog Park Areas	
Walking Trails (Concrete)	

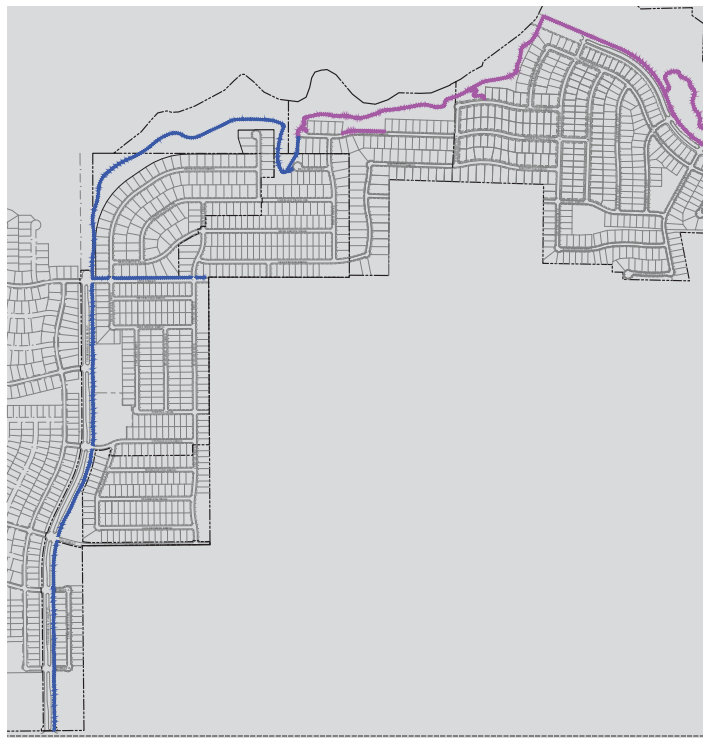
PLANNED PARKS + FACILITIES



The Preserve

SH 407 and Boss Range Rd, Justin, TX 76247

A master planned community with six (6) neighborhood parks planned throughout the community, along with the preservation of floodplain as natural open space and trail connections.



Timberbrook

1100 Kettlewood Dr, Justin, TX 76247

A master planned community with at least four (4) total neighborhood parks planned throughout the community, along with an extended trail system through the development and riparian edges along the Oliver Creek.

AREA CONCEPTS + STANDARDS

PARK POLICIES + STANDARDS

As the Parks Board, Planning Commission and City Council coordinate future development standards, the following policies are recommended for improving the cohesiveness and the equity for access to public parks.



ALL PARKS WILL BE ACCESSIBLE

Prioritize non-motorized trail connections to, through, and from all parks, including appropriate access under ADA design guidelines.



ALL PARKS WILL BE SUSTAINABLE

Utilizing native grasses and species that promote drought tolerant, low maintenance, and habitat programming is a priority for landscaping.



ALL PARKS WILL HAVE A COMMON IDENTITY

Branded trash bins, benches, shade structures, signage and lighting to signify the relationship to the greater Justin park system.



TRAILS WILL SUPPORT CITY-WIDE MOBILITY

From street-side multi-use trails to off-street natural trails, a successful system will be connected throughout the City and between neighborhoods.



TRAILS WILL HELP TO EDUCATE THE PUBLIC

Signage on history, bio-sciences and protection of habitats and native species will support education for all ages.

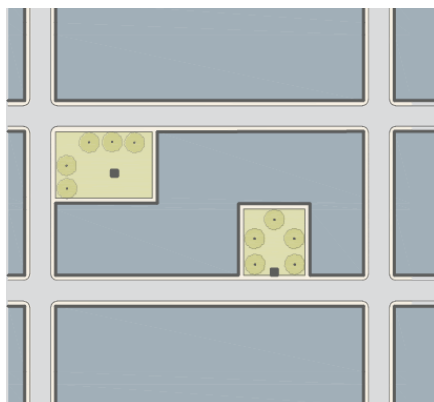


FLOODPLAINS WILL BE PROTECTED

Preserved floodplain areas will be protected with riparian buffers to support runoff filtration and maintain a rural environment within Justin.

NEW PARK + FACILITY CLASSIFICATIONS

The following park and facility classifications support alternative design approaches from the typical Community and Neighborhood Park classes. The use of these will be important as developments choose to design and manage their own parks within neighborhoods, or as new public spaces are proposed as infill developments in the Old Town or other constrained development areas.

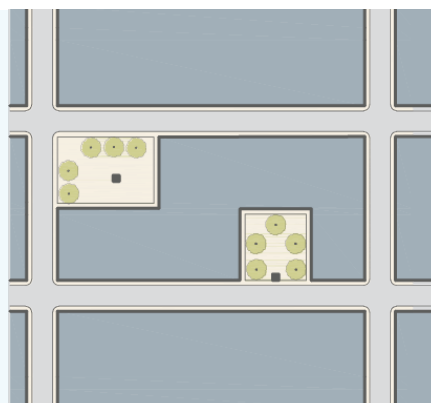


Pocket Park

An Open Space, available for unstructured recreation. A pocket park is spatially defined by building edges. Its landscape shall consist of lawn and trees, naturally disposed. No minimum size and the maximum shall be 1/4 acres.

Pocket Plaza

An Open Space, available for unstructured recreation. A pocket plaza is spatially defined by building edges. Its hardscape shall consist of formal arrangement of paving and seating, with some trees for shade. No minimum size and the maximum shall be 1/4 acres.

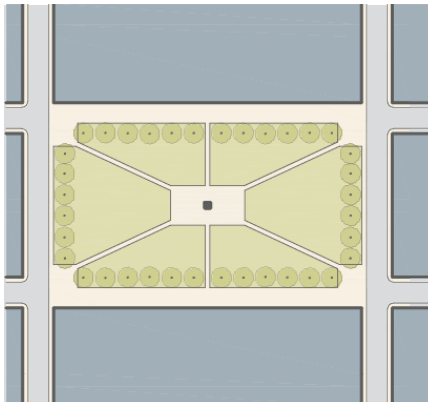
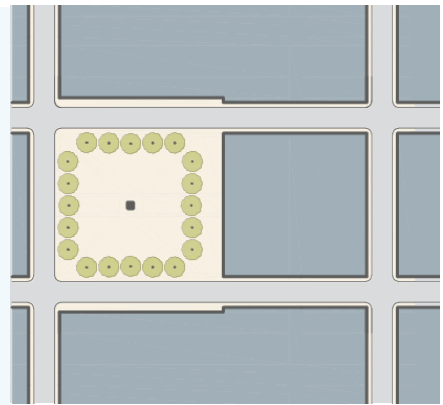


Green

An Open Space, available for unstructured recreation. A Green may be spatially defined by landscaping rather than building edges. Its landscape shall consist of lawn and trees, naturally disposed. The minimum size shall be 1/2 acre and the maximum shall be 8 acres.

Plaza

An Open Space available for Civic purposes and Commercial activities. A Plaza shall be spatially defined by building edges. Its landscape shall consist primarily of pavement. Trees are recommended. Plazas should be located at the intersection of important streets. The minimum size shall be 1/2 acre and the maximum shall be 2 acres.



Square

An Open Space available for unstructured recreation and Civic purposes. A Square is spatially defined by building edges. Its landscape shall consist of paths, lawns and trees, formally disposed. Squares shall be located at the intersection of important streets. The minimum size shall be 1/2 acre and the maximum shall be 5 acres.

Multi-Use Trail

A paved trail placed within the right-of-way or outside of the right-of-way of a street. Minimum width for a multi-use trail is 10 feet in commercial districts and 12 feet when in residential areas, where right-of-way permits. Multi-use Trails are intended for recreation and commuting of pedestrians and bicyclists.



Natural Trail

An unpaved trail placed within environmentally sensitive areas, like floodplains and riparian buffers. Minimum width for a natural trail is 4 feet, where space permits. Natural trails are intended for recreational activity such as hiking and mountain biking.

RIPARIAN BUFFER SYSTEMS

Justin continues to grow with the potential of flooding growing with it. This hits the budgets of residents directly as mortgage lenders begin to require additional flood insurance policies.

As development continues, it will be imperative to include a floodplain buffer to mitigate impacts both to the existing waterway and to future homes against floodplains. Similar to work on The Preserve, the City has had experience providing for these types of floodplain conservation areas.

As downstream development occurs, and as it potentially impacts floodplain areas, it will cause problems for older neighborhoods, such as Old Town, often built to a past standard flood elevations.

By including riparian buffer systems (RBS) for all new subdivisions and developments along waterways and floodplains, the City is able to dynamically respond to the goals of this PROS Plan. The RBS will preserve a rural environment, protect existing and new development, and allow for a citywide recreation system by incorporating active transportation along specific floodplain corridors.

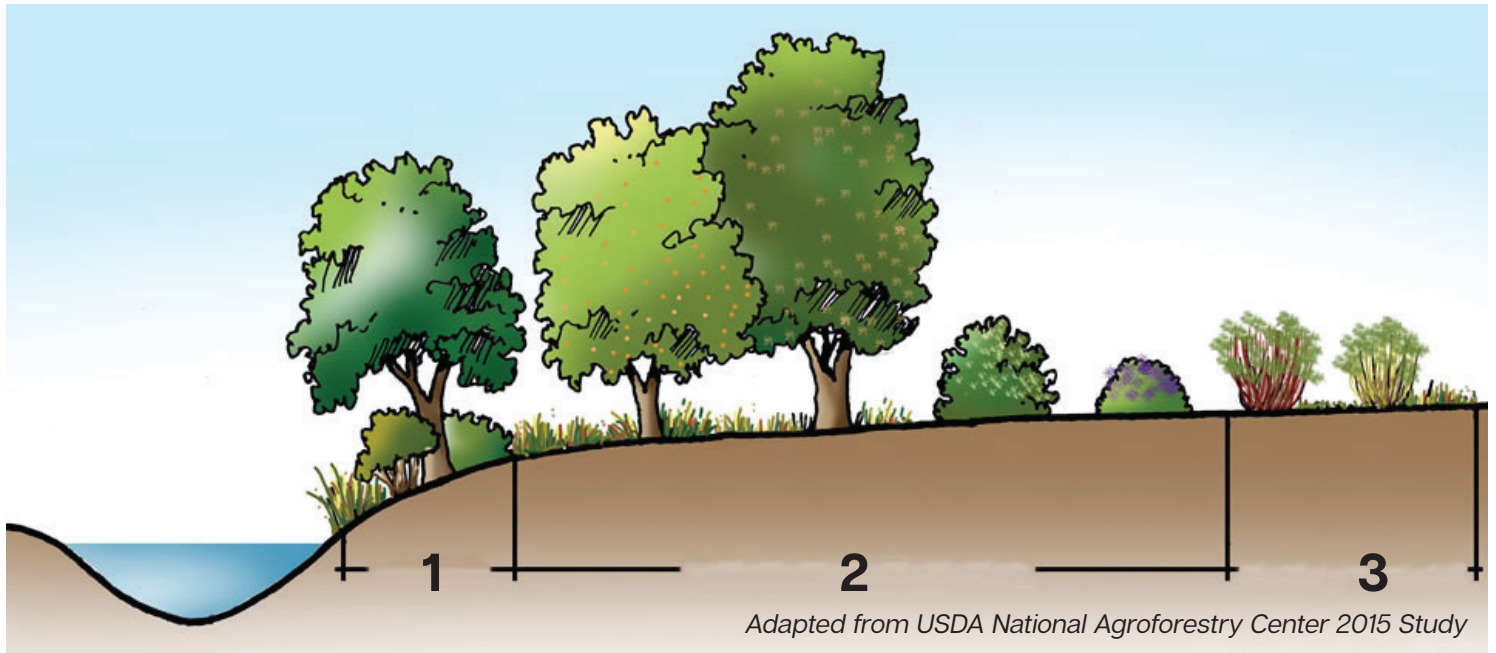
Additional educational impacts could be managed by including a wayfinding and education system along the trails to identify key habitats, specific species of plants, or the inclusion of the history of Justin. This helps to identify key partners and funding in the projects.



Riparian Buffers protect waterways from agricultural, industrial, and vehicular runoffs that threaten fish and wildlife habitats.

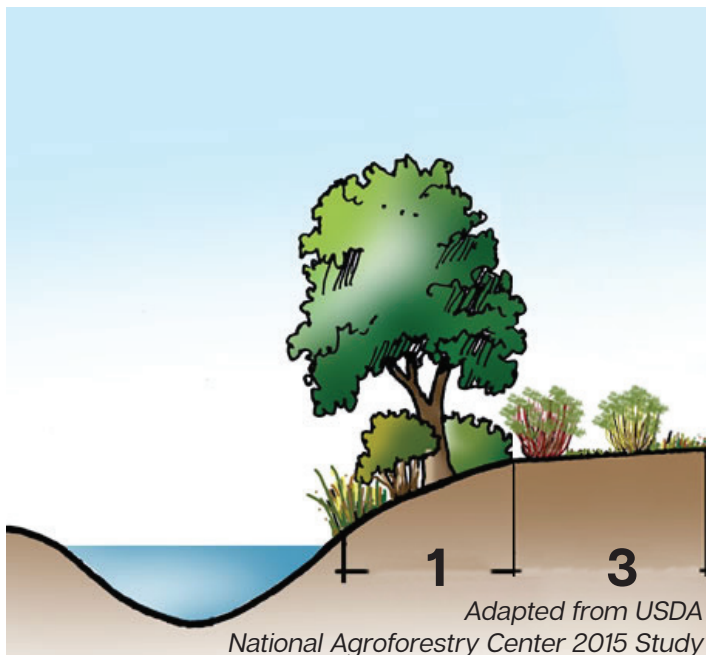
Direct intervention through preservation techniques like Riparian Buffers have supported enhancements to game and wildlife activity in rural and urban communities.

3-Zone Riparian Buffer System



Recommended for Oliver Creek, the 3-Zone RBS will provide 100 feet of offset from the top of slope of those waterbodies and their floodplain. The furthest 20 feet from the top of slop will be encouraged as a hike and bike trail easement for public access.

2-Zone Riparian Buffer System



Riparian Buffer System Zones

Zone 1 - 20 feet wide

- Intended to protect the natural edges with native plants and trees
- Avoid maintenance in this area

Zone 2 - 60 feet wide

- Intended to protect the natural edges with native plants and trees
- Maintenance solely for litter and leaf removal in this area

Zone 3 - 20 feet wide

- Intended for dense grasses and recreation easements
- Maintenance as needed

Recommended for all other floodplains in Justin, the 2-Zone RBS will provide 40 feet of offset from the edge of the floodplain of those waterbodies and their floodplain. The furthest 20 feet from the top of slop will be encouraged as a hike and bike trail easement for public access, where appropriate.

APPLICABILITY + PRIORITIZING NEEDS

As parks and trails are addressed, prioritizing public funds are strategically implemented. As new development comes along the City will manage new park space (public or common) to align with the goals of this plan. Improvements will be key to emphasizing the identity of Justin and ensure a minimum standard of maintenance for city parks.

For existing parks:

Enhancing connectivity between neighborhoods and parks, and between individual parks will be a first step to achieving access priorities. Connectivity projects should be planned through Capital Improvement Plan (CIP) projects and grants funded programs available to the City. For the next 5 years, a higher than average amount for parks and trails should be introduced to CIP budgets, to bring up the level of parks and trails to a quality standard for all parks.

A branding and wayfinding plan should be performed with a landscape architect to identify the minimum design standard for all park amenities and equipment, to match in color, brand, design and signage. This plan should also coordinate the design and program for minimum standards for all parks which should be the basis for all public and private parks throughout the City.

For areas in floodplain, consult with mountain bike clubs in North Texas to identify ideal areas for natural trails. Many times these clubs will also establish development and maintenance agreements with cities to support extensions and upkeep over time, usually with a nominal annual amount of support for tools and supplies.

For new parks: (public + private)

Utilize the branding and wayfinding plan for city parks to define the expectations for new parks developed by the City or by developers. Many new developments will want to “brand” parks with their developments. At a minimum, the new parks should have the amenities and equipment prescribed by the minimum standards, and the wayfinding signage for parks should be incorporated into the neighborhood signage plan.

As city staff is reviewing plans for new parks, they must ensure that parks are connected to a project-wide trails and sidewalk system. These trails should also be connected to any city-wide or on-street trail and sidewalk system, which includes extending city-wide trails to the development connections.

New city parks shall follow policies and ensure that park budgets are increased as new city-managed park space is developed. Increases in budget are allocated through both full-time equivalent staffing or contracting amounts, in addition to financial budgeting for maintenance and improvements of parks and trails.

Adopting strong park policies that guide park development and land allocation will support future developments without making the process feel like a subjective process during zoning.

IMPLEMENTATION + UPDATES



Building lasting quality of life elements in the City of Justin.

The following tables highlight the short-term, mid-term, and long-term strategies for focusing limited City time and funding toward tangible outcomes for the community. As these tasks are completed, marking them off and adjusting this section will be the way to continue progressing over the lifespan of this PROS plan.

 GENERAL Overarching strategies will span the whole life of the PROS plan, and these focus on general procedures, such as regulation updates and research.	 SHORT TERM Items that should be accomplished within the next five years to ensure that the appropriate mechanisms to activate this PROS plan are met.
 MID TERM Strategies that span over the next ten years, focusing on building from short term strategies, and looking many years ahead for budgeting purposes.	 LONG TERM These are strategies that lead the community towards the future that we envision. Decisions in the short and mid term should take these strategies into account to avoid derailing these future endeavors.



GENERAL STRATEGIES

General Strategies represent overarching guidance for continued success through all short-term, mid-term and long-term programs. As City staff and elected officials shift over time, these strategies can help update the efforts and continue on the vision. This can also be used to adjust tactics or realign a program in case the appropriate funding, staffing

or implementation process has shifted. This can be due to the City receiving a grant, or not. It can also be used to adjust alignments with partner agencies, if their goals and strategies have adjusted. As the PROS Plan is implemented, there will be alignment adjustments and coordinated shifting over time.

General Strategies			
Strategy	Time Requirement	Cost	Partners
Perform annual updates of GIS maps, online and in this plan, to ensure development of infrastructure and city boundaries are continuously aligned in this document.	Moderate	\$	TxDOT NCTCOG Planning + Engineering
Perform amendments to the PROS plan to update maps accordingly.	Low	\$	Planning + Engineering
Develop a performance tracking system to highlight the work performed and support future PROS plan updates with data.	Low	\$	Planning + Engineering
Perform demographic updates every five (5) years to understand changes in the Justin community. Update those findings in the PROS Plan, as demographic update report attachments to the plan.	Low	\$	Planning NCTCOG Market Economist
Update Parks, Recreation and Open Space (PROS) Master Plan every five (5) years to ensure conformance with the Texas Parks and Wildlife Department requirements for grant funding.	Low	\$\$	Planning + Parks Dept Park Planner

SHORT-TERM STRATEGIES (0-5 YEARS)

Short-term strategies cover the next 5 years, but are not limited to just these strategies. Additional important and emergency tasks develop every day, so often these tasks take a side step to those endeavors.

Keeping in mind that gradual implementation of short-term strategies help to realize the long-term vision on a quicker pace. Having a City staff advocate in charge of implementing the PROS plan and other special projects will support continued implementation of these efforts.

Short-Term Strategies			
Strategy	Time Requirement	Cost	Partners
Create or update and adopt development regulations to align with the goals and outcomes of this PROS Plan.			
Parks, Recreation and Open Space Plan Update every five (5) years	Medium	\$	Planning Parks
Develop a brand and identity program that links all public facilities into a common brand, color scheme and material palette.	Medium	\$\$	City Manager EDC Brand Consultant
Support TxDOT on the design of FM 407 by identifying programmed wayfinding and branding inclusion in the development. Identifying pedestrian improvements at intersections, permission for signage and banners, upgraded landscaping and special lighting.	Medium	\$\$\$	TxDOT NCTCOG Planning Engineering City Manager
Support TxDOT on the design of FM 1171 by identifying programmed wayfinding and branding inclusion in the development. Identifying pedestrian improvements at intersections, permission for signage and banners, upgraded landscaping and special lighting.	Medium	\$\$\$	TxDOT NCTCOG Planning Engineering City Manager
Update park policies to align with the goals and outcomes of the Parks, Recreation, and Open Space Master Plan. This includes operation policy, budgeting and dedication and/or fee-in-lieu policies.	Low	\$	Planning Parks

MID-TERM STRATEGIES (5-10 YEARS)

Mid-term strategies build off the efforts in the short-term. These strategies allow for implementation of the more aggressive planning programs through fulfillment of construction of major infrastructure plans, implementing ideas and concepts, and improving on those short-term strategies

that were not completed. Ideally, with a five year update of the PROS Plan, these mid-term strategies will be folded into the short-term strategies and adjusted as needed.

Mid-Term Strategies			
Strategy	Time Requirement	Cost	Partners
Perform a five (5) year update to the Parks, Recreation and Open Space Master Plan.	Medium	\$	Planning Engineering Parks
For any major alignment changes, update City development codes and manuals to reflect substantial changes to align with updated comprehensive plan.	Low	\$	Planning Engineering Parks
Continue to implement and install brand and identity program recommendations, specifically as it applies to parks and trails improvements.	Medium	\$\$	All Departments EDC Developers
Support TxDOT on the construction of FM 407 and FM 1171 according to the designed upgrades the City has coordinated and approved funding to implement.	Medium	\$\$\$	TxDOT NCTCOG Planning Engineering City Manager
Continue to work with developers to align their visions for master plans to adhere to the goals and outcomes of this PROS Plan.	Low	\$	Planning Engineering

SPECIFIC IMPROVEMENTS LIST

The Park Board met to assemble the following program of improvements that should be prioritized as capital improvements within the park system. These also provide a budget gathered from various sources and contractors within the area. All prices should be verified prior to allocating funding for these individual improvements.

Desired Improvements			
Capital Improvement	Time Requirement	Cost Estimate	Dept
Install fences around basketball courts at City Hall and Reatta Park	Low	\$30,000 (Both Parks)	Parks
City Hall Park, remove volleyball court and replace with concrete pad and gazebo/shade structure, and replace gazebo/shade structure already at City Hall Park	High	no quotes generated	Parks
Install lighting (solar) at Dog Park, along trails in Timberbrook	Medium	\$500-1,000 per light (materials)	Public Works Parks
Add shade structures over: - Dog Parks in Timberbrook - Reatta Park playground	Medium	\$120,000 (6 total structures)	Parks
Add irrigation and create practice soccer/multi-purpose fields at Reatta Park, expand parking area	High	no quotes generated	Parks Public Works
Install bridge at the spillway on Tally Pond	High	no quotes generated	Parks Public Works
Install gravel pathway around and install dock on west side of Tally Pond	Medium	\$25,000 (materials)	Parks Public Works
Plant trees at Community Park to add shade (assuming 10 trees) and consider irrigation	Low	\$7,500 (trees)	Parks

PARK BOARD PROJECT WISH LIST

The Park Board met to assemble the following wish list of short, mid, and long-term strategies that will help them in their charge and also align with Development Services programs in the near future. This also establishes long term facilities that the Park Board would like the community to evaluate for future needs and interest.

Project	Details	Priority Level	Time Frame
10 Min Walk to a Park initiative	Adopt 10 Minute Walk to park as a priority in PROS plan	High	Short
Parks & Recreation Coordinator position	Create full-time Parks and Recreation coordinator position to lead Justin's P&R efforts.	High	Short-Mid
Parks Design Standards Manual	Develop with Development Services the standards for design and programming for existing and new parks in the City of Justin	High	Short
Acquire land	Acquire land and right-of-ways for future park and trail developments	Medium	Mid-Long
Park and City Wayfinding	Hire consultant to complete a Master Wayfinding and Signage program	Low	Short
10k+ Walk/Running Path	Wide enough for two way traffic. A measurable distance could open up the possibility of 5k/10k races as fundraisers for the city or other organizations. Would connect with Downtown Justin for shopping & restaurant access.	High	Short
Horse and Education Trails	Work trails in with an Education Center/Nature Walk Trails. On the outside of the parks system in more rural areas but still connected and branded.	Medium	Short
Dog Parks (City Owned/Managed)	Throughout the community accessible by the interconnected walkways.	High	Mid
Education Gardens	Tied to the Education Center an area for the community to learn how to grow/harvest fruits & vegetables. Build relationships and team work through volunteering. Host events focused on using food grown.	Low	Short
Restrooms	At all parks.	High	Short-Mid
Long-Term Facility Priorities	Perform a long-term priorities study to explore citizen interest in the following facilities:	High	Short
Fishing Ponds	Throughout the overall parks system accessible through the interconnected walkways. Docks and water features for beautification.	Medium	Mid
Golf Course	On the edge of the parks system as a destination but reachable through the interconnected walkways.	Low	Long
Sports Complex	Centrally located with multiple fields, concession stands, shade structures, restrooms, seating, furniture, a pool, multi-use surfaces, and pavilions.	High	Short-Mid
Splash Pads	Destination splash pad or a couple smaller ones throughout the city.	High	Short
Musical Playground	Interactive musical playground equipment. Xylophone, drums, long pipes, etc. This would be a specific destination playground.	Medium	Short
Recreation, Senior & Education Center	Recreation center with indoor playgrounds, gym/fitness center, meeting/activity rooms for camps, after school activities. Showcase natural resources, have educational activities, star gazing, camp outs, boy scout type activities, etc. Seating/climbing features made of trees, large rocks and hills for slides. Playground built into the landscape.	High	Mid-Long
Interactive/Imaginative Playground	Large sand pit/box for kids to dig in. Mini-construction or old Construction equipment to play with/on/climb. Lots of buckets and shovels. Integrate water features for imaginative play.	Medium	Short-Mid
Inspiration	https://www.nationalgeographic.com/travel/article/best-playgrounds-around-world-family-travel https://www.sunnycitykids.com/blog/outdoor-playgrounds		

APPENDIX

DEMOGRAPHICS + MARKET DEMAND

The City has experienced and is projected to continue to experience rapid population growth.

As the growth pressure moving outwards from Fort Worth and Dallas has become more significant, Justin will have increased needs for infrastructure, parks, new development, and additional retail and commercial.

Balanced growth is a major priority due to the rapid population growth projected for Justin. The City of Justin has a projected annual growth rate of 12% for the next five years. Balanced growth includes maintaining or bettering the character of Justin while ensuring infrastructure, parks, and thoroughfares can sustain higher volumes of traffic. Lastly, creating or expanding a market that can benefit from the growth.

Economic development is seen as a priority in Justin as a new market is established to support the next wave of growth for the City. This will include supporting new and emerging industries, downtown, other retail centers, and regional destinations like Justin Discount Boots & Cowboy Outfitters.

Creating destinations in the City of Justin is an emerging priority as these will improve the quality of life for residents and increase the regional draw for populations outside of Justin. Such destinations include restaurants, boutique shops, arts and entertainment, parks and trails, and festivals or parades. Creating community events is an excellent way to draw in regional visitors and showcase the Justin economy while capturing additional retail and commercial spending or tax dollars.

Lastly, aligning with Justin's brand and identity will be crucial to steering growth in the right direction as Justin grows and priorities change. Justin is a city that promotes a rural community culture while maintaining a desire to grow the population and tax base.

Macro Population Trends

Texas makes up nearly 9% of the total population in the United States yet accounted for more than 32% of the total population growth between 2019 and 2020. According to the US Census Bureau, Texas reached a population of 29,527,941 by July 2021 and is one of the top recipients of domestic migration. More specifically, the urbanized areas of Texas have generated almost all the population growth annually. This trend is anticipated to continue considering Texas is home to five of the largest fifteen cities in the US and has 40 cities with over 100,000. 13 of the 100 largest cities in the US are in Texas. The US Census Bureau estimated that Texas' population grew by 310,288 from July 2020 to July 2021. The suburban ring counties are among the fastest growing, even faster than the Texas population. Based on population projections from the Texas Demographic Center (TDC) utilizing historical growth patterns, it's projected that Texas could reach nearly 55 million residents by 2050.

Regional Population Trends

Denton County is one of the fastest-growing counties in the United States. It is estimated that Denton County grew 3.9% between April 2020 and July 2021, a significant growth that has happened historically and is projected to continue. Denton County grew by 243,808 residents between 2010 and 2020, a total increase of 36.8%. The Texas Water Development Board estimates that Denton County will be home to 1,329,551 people by 2040 and reach a population of 1.6 million by 2050, a significant increase from the current population of 941,647.

Historical Population of Justin

Justin was established in 1848 but experienced its first significant growth in 1883 after the northern expansion of the Santa Fe Railroad. By 1904 the population in Justin was 476 and increased to 700 by 1941. In 1946 the City of Justin was officially incorporated. The City of Justin had a population of 496 in 1950, a decrease from local counts in years prior after incorporating in 1946. This is likely due to the City of Justin being incorporated in 1946 and establishing city limits, excluding those who may have been counted previously. By 2000, the population had nearly quadrupled since 1950, bringing the total population to 1,891.

Justin Historical Population		
Year	Population	10-Year Population Growth
1950	496	-
1960	622	25.4%
1970	741	19.1%
1980	920	24.2%
1990	1,234	34.1%
2000	1,891	53.2%
2010	3,246	71.7%
2020	4,409	35.8%

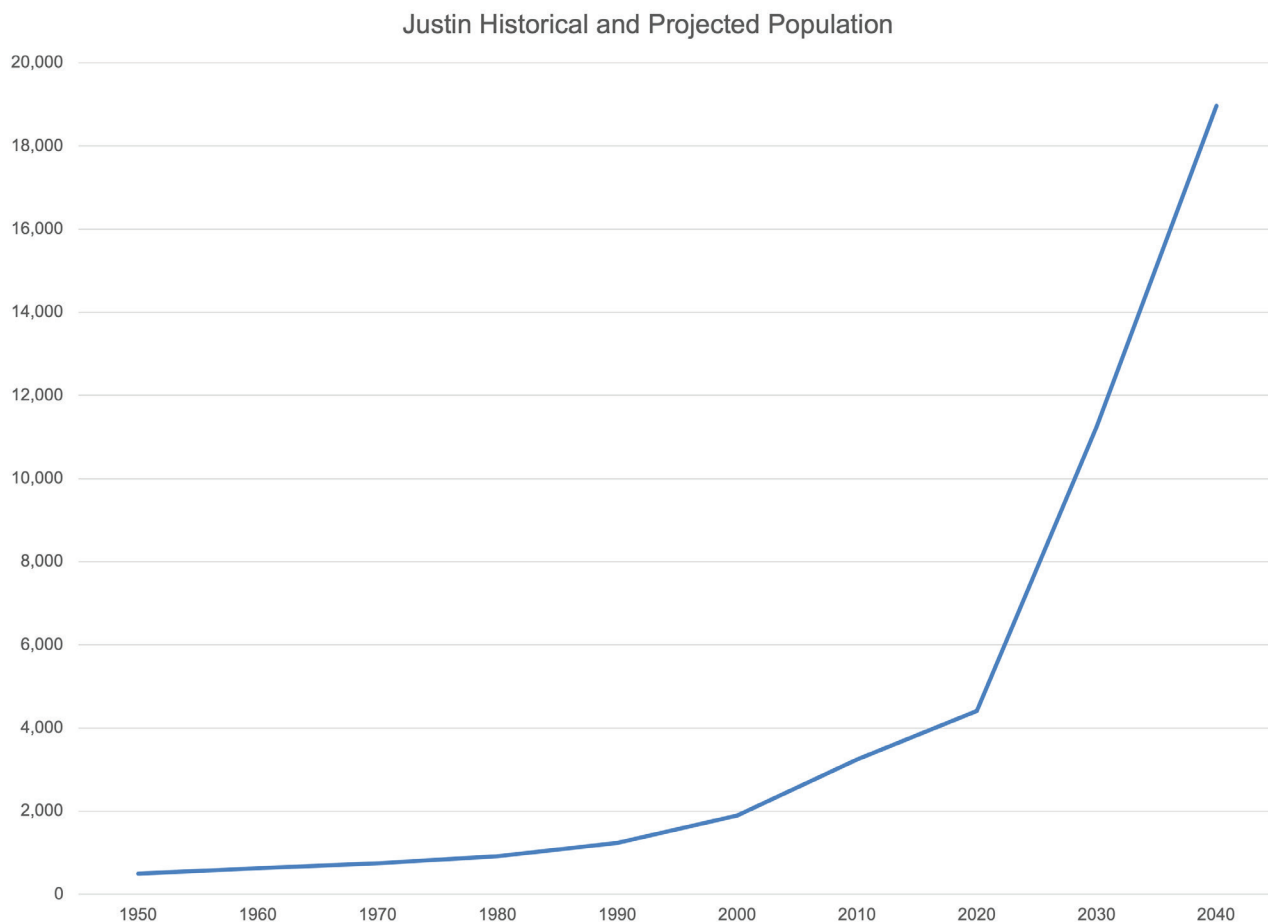
Current and Projected Population

The 2022 population of the City of Justin is 5,451, up from 4,409 in 2020. The City of Justin accounts for only 0.56% of the total Denton County population, with most of the population in the County along Interstate 35E and the City of Denton. The City of Justin is estimated to grow by 12% over the next five years to a population of 9,606 in 2027. The estimated population in 2032 is projected to be 12,428 and is anticipated to grow to 19,764 by 2042 as Justin approaches its buildout.

The City of Justin is located within the comparatively fast-growing Dallas-Fort Worth Metroplex that has grown from a population of 5.2 million in the year 2000 to a current population of over 7.6 million. With exponential growth anticipated, Justin's future growth should be managed to guide future development. A comprehensive plan serves as the guiding document in creating a community-driven vision for managing growth. Development pressure is moving outwards from the urban core of Dallas and Fort Worth due

to land prices, supply of buildable land, and other factors. As the Dallas Fort Worth Metroplex grows, communities like Justin are positioned to absorb this growth, as seen in the map below. This chart shows the population visually by dot density.

Justin Projected Population	
Year	Population
2022	6,127
2027	9,327
2030	11,247
2035	15,232
2040	18,963
2042	19,764



Income

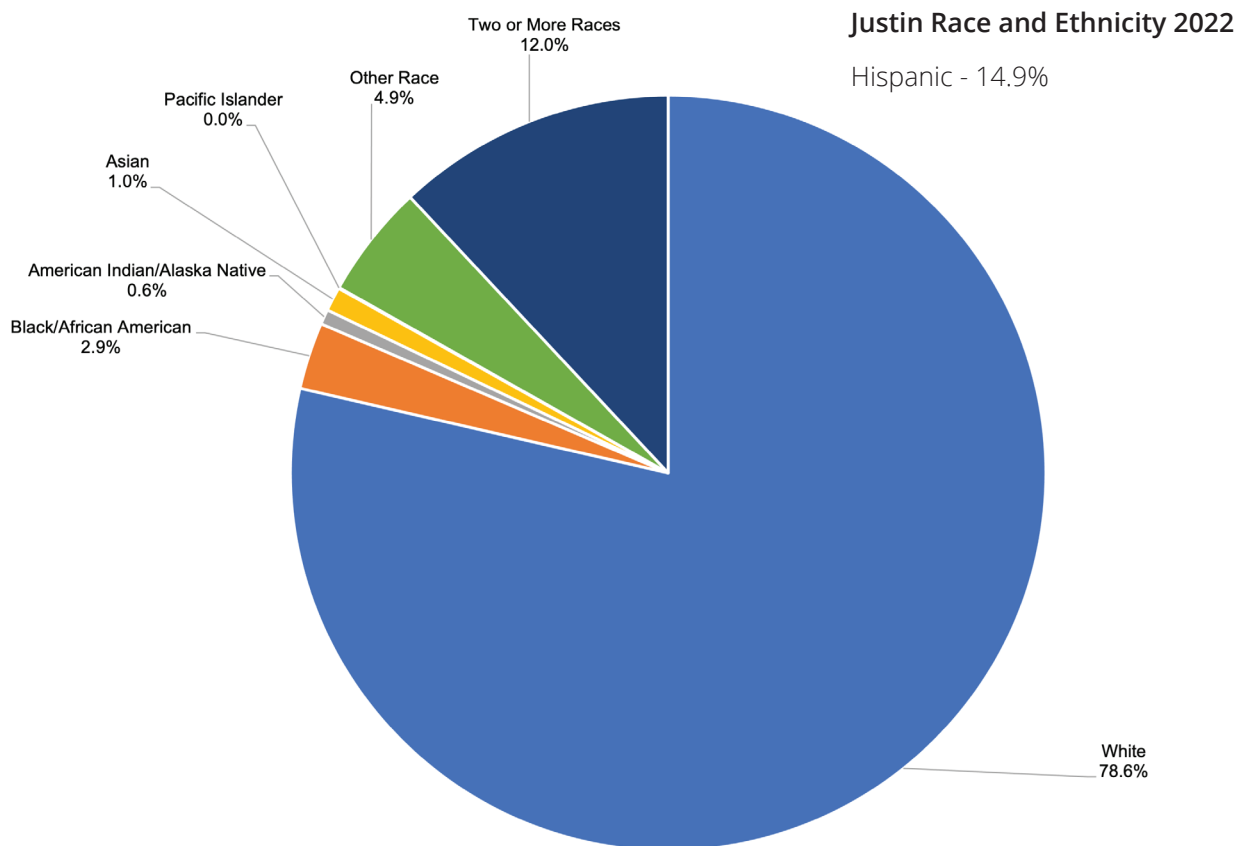
The City of Justin has a strong income base, with the median household income at \$97,013, similar to Denton County's median income of \$99,674 and above the DFW Metroplex's median income of \$79,627. The average income for the City of Justin is \$122,172, while the median disposable income is \$81,204. Income is an indicator of the ability of residents to spend on retail, entertainment, and food, resulting in an estimation of the commercial health of a market. Households earning between \$100,000 to \$149,999 make up the largest share of Justin's households (21.8%). Approximately 48.5% of households within Justin make \$100,000 or greater. Justin's overall wealth and spending power are strong and should allow for future commercial and supporting uses.

Justin Projected Population

	Median Household Income	Average household Income	Median Disposable Income
Justin	\$97,013	\$122,172	\$81,204
Denton County	\$99,674	\$133,545	\$82,338
DFW MSA	\$79,627	\$112,622	\$66,332

Race and Ethnicity

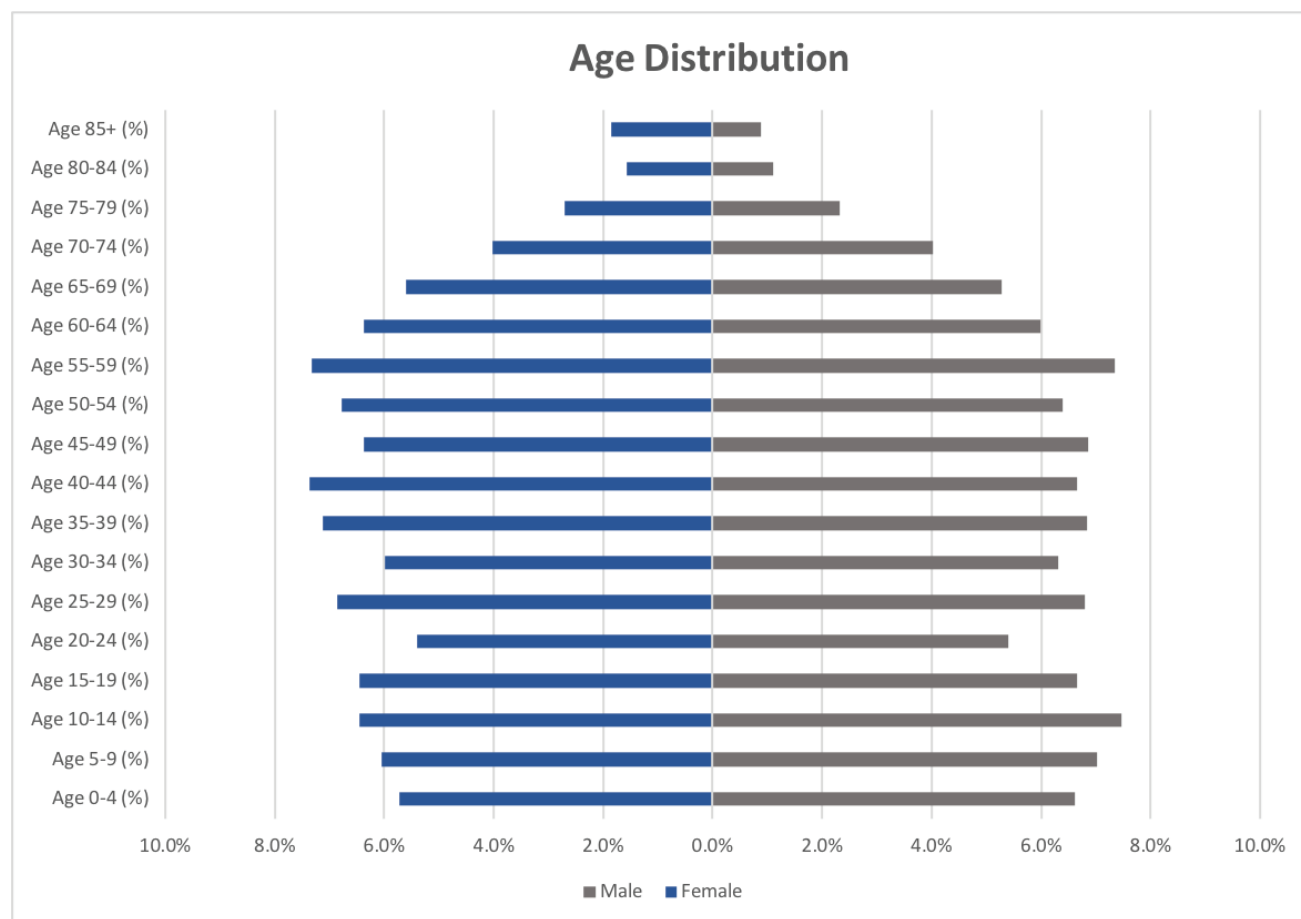
The dominant racial and ethnic make-up of the City of Justin is White, at 78.6%, and Hispanic, at 14.9%. In comparison, Denton County is 57.3% White and 20.8% Hispanic. Diversity in population brings about different retail needs, preferences, and choices.



Age

The median age in Justin is 38.9, the same as the national median age and slightly higher than the State of Texas (35.4). Compared to Denton County, which has a median age of 34.9, Justin has a somewhat older population. Roughly 27% of the population is

between the ages of 35 and 54, which the Bureau of Labor Statistics defines as the prime earning years. Over half of the residents within this prime earning years category are between the ages of 35 and 44.



Employment

Justin residents are primarily employed in what would be considered White Collar industries, with 42.2% of residents employed in the Professional or Management/Business/Financial industries. The employed population by industry and occupation helps provide a snapshot of potential businesses that could find an experienced workforce within Justin. Inflow and Outflow data from the US Census Bureau

shows that 98.2% of Justin residents commute to a location outside of Justin daily for work. A visual representation of this inflow and outflow is seen below. This drain of the daytime population is a missed opportunity for capturing daytime retail sales for lunch or errands during the day. Without the numerous commercial services available for a workforce population, those needs are being satisfied

elsewhere. Conversely, 97.5% of those employed within the City of Justin live outside the city limits. This large swap of workforce populations into and out of Justin can, over time, significantly impact mobility and traffic congestion. Targeting industries for locations within Justin that can employ Justin residents would decrease the traffic volume and can reduce that congestion as residents live closer to where they work.

Educational Attainment

The City of Justin is well educated; 93.7% of the 25+ population have received a high school diploma, including a GED equivalent. This is compared to the State of Texas, which reported 86.5% of the 25 or older population had received a high school diploma or a GED equivalent. 35.2% of the Justin residents have obtained a bachelor's degree, while 9.6% have achieved a graduate/professional degree. A well-educated population generally translates to higher incomes and discretionary spending within the city.

Psychographics

Psychographics are developed through quantitative and qualitative methodologies to understand the nuances of consumers' psychological attributes. Psychographics study personality, values, opinions, attitudes, interests, and lifestyles in concert with traditional demographic factors. This includes various topics, such as health, politics, and technology adoption. Each consumer's unique attitudes influence their lifestyle choices. And their lifestyles impact their purchasing decisions on housing, clothing, food, entertainment, and more.

Psychographics are critical in understanding a population's attitudes and interests rather than being limited by "objective" demographics. While demographics can tell us about a household's size

Justin Employed Population (16+) by Occupation	
White Collar	66.5%
Management/Business/ Financial	22.0%
Professional	20.2%
Sales	11.4%
Administrative Support	12.8%
Services	10.7%
Blue Collar	22.8%
Farming/Forestry/Fishing	0.0%
Construction/Extraction	6.4%
Installation/Maintenance/ Repair	4.0%
Production	4.2%
Transportation/Material Moving	8.2%

and average income, psychographics can help to paint a picture of why that family may purchase a particular item or have preferences related to technology. These insights enable people to find similar-interest households, linking those with similar interests and attitudes, even if they're from different communities.

The segmentation profile for Justin is based on the Esri Tapestry lifestyle segmentation. Each household's psychographic segment is assigned based on the dominant lifestyle segment. Once aggregated, a descriptive snapshot of the customer base can be derived. Tapestry classifies residential neighborhoods across the US into 67 unique segments based on demographic and socioeconomic characteristics. This generates more insight so that the best customers and underserved markets can be identified. The top segments within Justin are summarized as follows:

PSYCHOGRAPHICS

Workday Drive (51.3%)

US Households: 3,541,300

Average Household Size: 2.97

Median Age: 37.0

Median Household Income: \$90,500

Workday Drive is an affluent, family-oriented market with a country flavor. Residents are partial to new housing away from the bustle of the city but close enough to commute to professional job centers. Life in this suburban wilderness offsets the hectic pace of two working parents with growing children. They favor time-saving devices, online banking or housekeeping services, and family-oriented pursuits.

Middleburg (35.1%)

US Households: 3,511,200

Average Household Size: 2.75

Median Age: 36.1

Median Household Income: \$59,800

Middleburg neighborhoods transformed from the easy pace of country living to semirural subdivisions in the last decade as the housing boom spread beyond large metropolitan cities. Residents are traditional, family-oriented consumers. Still more country than rock and roll, they are thrifty but willing to carry some debt and are already investing in their futures. They rely on their smartphones and mobile devices to stay in touch and pride themselves on their expertise. They prefer to buy American and travel in the US. This market is younger but growing in size and assets.

Southern Satellites (13.5%)

US Households: 3,856,800

Average Household Size: 2.67

Median Age: 40.3

Median Household Income: \$47,800

Southern Satellites is the second largest market in rural settlements but within metropolitan areas located primarily in the South. This market is typically slightly older, settled married-couple families who own their homes. Two-thirds of the homes are single-family structures; almost a third are mobile homes. Median household income and home value are below average. Workers are employed in various industries, such as manufacturing, health care, retail trade, and construction, with higher proportions in mining and agriculture than in the US. Residents enjoy country living, preferring outdoor activities and DIY home projects.





PARKS, RECREATION, AND OPEN SPACE

MASTER PLAN

ORDINANCE NUMBER 781-24

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, ADOPTING THE PARKS, RECREATION, AND OPEN SPACE (PROS) PLAN AS A SEPARATE PLAN; PROVIDING FOR THE IMPLEMENTATION OF THE PLAN; AND ESTABLISHING EFFECTIVENESS.

WHEREAS, the City of Justin is committed to the maintenance and enhancement of its public parks, recreation facilities, and open spaces, recognizing these areas as vital elements of the overall quality of life for its residents; and

WHEREAS, the Imagine Justin Comprehensive Plan, adopted on March 28, 2023, includes the Parks, Recreation, and Open Space (PROS) Plan, which sets forth a vision and framework for the future development and enhancement of the City's parks, recreation, and open space offerings; and

WHEREAS, it is deemed necessary to update the strategic objectives of the Parks Board as listed in the "Parks Board Wish List" on page 39 of the PROS Plan to align with current and future needs and goals; and

WHEREAS, the adoption of this plan will facilitate the City's ability to pursue grants and other funding opportunities to implement the plan effectively and provide updated guidance and direction to the Parks Board;

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

Section 1. Incorporation of Premises. That all of the above recitals are found to be true and correct and are incorporated into the body of this ordinance as if fully set forth herein.

Section 2. Cumulative/Repealer Clause. This ordinance shall be cumulative of all provisions of state or federal law and all ordinances of the City of Justin, Texas, except where the provisions of this ordinance are in direct conflict with the provisions of such other ordinances, in which event the conflicting provisions of such ordinances are hereby repealed to the extent of such conflict.

Section 3. Severability Clause. If any word, section, article, phrase, paragraph, sentence, clause or portion of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect for any reason, the validity of the remaining portions of this ordinance, or the Comprehensive Zoning Ordinance, Chapter 52 of the City of Justin Code of Ordinances, and the remaining portions shall remain in full force and effect.

Section 4. Effective Date. This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provides.

PASSED ON THE FIRST READING BY THE CITY COUNCIL ON THE 23rd DAY OF MAY , 2024.

**PASSED ON SECOND READING BY THE CITY COUNCIL ON THE __ DAY OF __,
2024.**

James Clark, Mayor

ATTEST:

Amy Piukana, City Secretary

Approved as to form:

City Attorney



City Council Coversheet
June 13, 2024
415 N. COLLEGE AVE.

Agenda Item: 3. (CONSENT AGENDA)

Title: Consider and take appropriate action adopting Ordinance 782-24 on second reading amending the FY 23-24 EDC/CDC Budgets.

Department: Administration

Contact: Abbey Reece

Recommendation:

Adopt Ordinance 782-24 on second reading, as presented.

Background:

The following budget amendments will be considered at the EDC/CDC meeting on May 16th and approved by City Council on May 23rd. This ordinance needs a second reading which is why it is on consent for a second time.

EDC is adding \$17,500 for a hotel feasibility study and the \$75,000 Justin Town Square performance agreement payment for this fiscal year.

CDC is adding the other \$75,000 Justin Town Square performance agreement payment for this fiscal year

City Attorney Review: No

Attachments:

1. Ordinance 782-24 FY23-24 BUDGET Amendment
2. Budget Worksheet - EDC
3. Budget Worksheet - CDC

CITY OF JUSTIN, TEXAS

ORDINANCE NUMBER 782-24

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS AMENDING THE ADOPTED EDC-CDC BUDGETS, AUTHORIZING CERTAIN BUDGET AMENDMENTS PERTAINING TO THE FY 2023-2024 EDC-CDC BUDGETS; AND PROVIDING FOR AN EFFECTIVE DATE HEREOF.

WHEREAS, the City Council approved Ordinance number 760-23 Fiscal Year 2023-2024 Budget beginning October 1, 2023 and ending September 30, 2024; and,

WHEREAS, the EDC is adding \$17,500 for a hotel feasibility study and \$75,000 Justin Town Square Performance Agreement (as outlined in Resolution 681-24) payment for this fiscal year.

WHEREAS, the CDC is adding the other \$75,000 Justin Town Square Performance Agreement (as outlined in Resolution 681-24), payment for this fiscal year

WHEREAS, the City Council of the City of Justin, Texas finds that the Performance Agreement associated with this Budget Amendment provides an economic benefit to the community; and

WHEREAS, the City Council has the authority to approve amendments to the Adopted Budget; and,

WHEREAS, the City Council has determined that the proposed amendments to the Fiscal Year 2023-2024 Budget are in the best interest of the City.

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

SECTION 1. That Ordinance No. 760-23, the Fiscal Year 2023-2024 Budget Ordinance, is hereby amended to incorporate the changes set out herein are hereby authorized and approved.

SECTION 2. All portions of the existing FY 2023-2024 Budget, except as specifically herein amended, shall remain in full force and effect, and not be otherwise affected by the adoption of this ordinance.

SECTION 3. In the event any clause, phrase, provision, sentence, or part of this ordinance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair or invalidate this ordinance as a whole or any part of provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Justin, Texas, declares that it would have passed each and every part

of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

SECTION 4. That this Ordinance shall become effective from and after its adoption and is so ordained.

PASSED ON THE FIRST READING BY THE CITY COUNCIL ON THE 23rd DAY OF MAY 2024.

PASSED ON SECOND READING BY THE CITY COUNCIL ON THE ____th DAY OF JUNE 2024

James Clark,
Mayor

ATTESTED:

Amy Piukana,
City Secretary

APPROVED AS TO FORM:

Matthew Boyle,
City Attorney

Fund: 235 - SPLOST EDC

Fund: 235 - SPLOST EDC		FY2020-2021		FY2021-2022		2022-2023		2023-2024		2024-2025	
				Budget		Budget		Budget		Proposed	
ExpCategory: 620 - PURCHASED/CONTRACTED SERVICES											
235-7520-623330	ERRORS & OMISSIONS	\$	-	\$	170	\$	200	\$	200	\$	200
235-7520-626105	ACCOUNTING/AUDIT	\$	-	\$	4,000	\$	4,000	\$	4,000	\$	4,000
235-7520-626110	ADVERTISING/LEGAL NOTICE	\$	1,250	\$	23,869	\$	34,648	\$	10,000	\$	10,000
235-7520-626120	PROFESSIONAL FEES	\$	24,505	\$	-	\$	-	\$	-	\$	-
235-7520-626183	CONSULTING SERVICES	\$	-	\$	200	\$	100	\$	500	\$	2,000
235-7520-626335	WEBSITE	\$	3,000	\$	3,000	\$	-	\$	-	\$	-
235-7520-626350	ATTORNEY FEES	\$	-	\$	-	\$	-	\$	-	\$	-
235-7520-626360	REAL & PERSONAL PROPERTY	\$	(142)	\$	142	\$	200	\$	200	\$	200
235-7520-626365	CITY STAFFING SERVICES	\$	18,000	\$	18,000	\$	18,000	\$	18,000	\$	18,000
Subtotal		\$	46,613	\$	49,381	\$	57,148	\$	32,900	\$	34,400
ExpCategory: 630 - SUPPLIES - OPERATIONAL & MAINT.											
235-7520-636330	BANK FEES	\$	-	\$	-	\$	-	\$	-	\$	-
235-7520-636550	BOARD MEETING	\$	-	\$	-	\$	-	\$	-	\$	-
235-7520-636585	POSTAGE	\$	-	\$	-	\$	-	\$	-	\$	-
235-7520-636615	UNIFORMS	\$	-	\$	-	\$	-	\$	-	\$	-
235-7520-636700	TRAVEL & TRAINING	\$	120	\$	1,000	\$	500	\$	500	\$	500
235-7520-636710	DUES, MEMBERSHIP & PUBLICATION	\$	3,520	\$	3,250	\$	3,750	\$	3,750	\$	3,750
Subtotal		\$	3,640	\$	4,250	\$	4,250	\$	4,250	\$	4,250
ExpCategory: 680 - Capital Outlay & Debt Service											
235-7520-670010	INCENTIVE PROJECTS	\$	-	\$	-	\$	75,000	\$	100,000	\$	200,000
235-7520-670015	DOWNTOWN PARKING PROJECT	\$	-	\$	-	\$	-	\$	-	\$	-
235-7520-677000	DEBT SERVICE - PRINCIPAL	\$	70,000	\$	70,000	\$	75,000	\$	75,000	\$	75,000
235-7520-677005	DEBT SERVICE - INTEREST	\$	13,031	\$	11,498	\$	9,965	\$	9,965	\$	9,965
Subtotal		\$	83,031	\$	81,498	\$	159,965	\$	184,965	\$	284,965
Total		\$	133,284	\$	135,129	\$	221,363	\$	222,115	\$	323,615

Revenue \$ 468,122

To Fund Balance \$ 144,507

Fund: 236 - SPLOST CDC

		FY2020-2021	FY2021-2022	2022-2023	2023-2024	2024-2025
		Budget	Budget	Budget	Budget	Proposed
ExpCategory: 620 - PURCHASED/CONTRACTED SERVICES						
236-7530-626105	ACCOUNTING/AUDIT	\$ -	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
236-7530-626110	ADVERTISING/LEGAL NOTICE	\$ 1,250	\$ 23,869	\$ 34,648	\$ 10,000	\$ 10,000
236-7530-626120	CONSULTING SERVICES	\$ 39,255	\$ -	\$ -	\$ 500	\$ 2,000
236-7530-626330	ERRORS & OMISSIONS	\$ -	\$ 170	\$ 200	\$ 200	\$ 200
236-7530-626335	WEBSITE	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -
236-7530-626360	CITY STAFFING SUPPORT	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
	Subtotal	\$ 61,505	\$ 49,039	\$ 56,848	\$ 32,700	\$ 34,200
ExpCategory: 630 - SUPPLIES - OPERATIONAL & MAINT.						
236-7530-636550	BOARD MEETING	\$ -	\$ -	\$ -	\$ -	\$ -
236-7530-636585	POSTAGE	\$ -	\$ -	\$ -	\$ -	\$ -
236-7530-636700	TRAVEL & TRAINING	\$ 175	\$ 1,000	\$ 500	\$ 500	\$ 500
236-7530-636710	DUES, MEMBERSHIP & PUBLICATION	\$ 3,520	\$ 3,250	\$ 3,750	\$ 3,750	\$ 3,750
	Subtotal	\$ 3,695	\$ 4,250	\$ 4,250	\$ 4,250	\$ 4,250
ExpCategory: 640 - CAPITAL OUTLAYS						
236-7530-647030	COMPUTER HARDWARE/SOFTWARE	\$ -	\$ -	\$ -	\$ -	\$ -
236-7530-647070	PROPERTY ENHANCEMENT GRANT	\$ 5,500	\$ 5,500	\$ -	\$ -	\$ -
	Subtotal	\$ 5,500	\$ 5,500	\$ -	\$ -	\$ -
ExpCategory: 680 - Capital Outlay & Debt Service						
236-7530-670010	INCENTIVE PROJECTS	\$ -	\$ -	\$ 75,000	\$ 100,000	\$ 200,000
236-7530-670015	STREET CONSTRUCTION PROJECT	\$ -	\$ -	\$ 50,000	\$ -	\$ -
236-7530-677000	DEBT SERVICE - PRINCIPAL	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
236-7530-677005	DEBT SERVICE - INTEREST	\$ 21,353	\$ 19,382	\$ 17,411	\$ 17,411	\$ 17,411
	Subtotal	\$ 111,353	\$ 109,382	\$ 232,411	\$ 207,411	\$ 307,411
	Total	\$ 182,053	\$ 168,171	\$ 293,509	\$ 244,361	\$ 345,861

Revenue \$ 468,122

To Fund Balance \$ 122,261



City Council Coversheet
June 13, 2024
415 N. COLLEGE AVE.

Agenda Item: 4. (CONSENT AGENDA)

Title: Consider and act upon Resolution 664-24 for a Final Plat for The Preserve Phase 2, consisting of 326 lots. Generally located southwest of Preserve Boulevard and Boss Range Road.

Department: Administration

Contact: Matthew Cyr, Director of Planning and Development

Recommendation:

Staff recommends approval as presented.

Background:

On April 26, 2021 City Council approved a Developers Agreement for The Preserve.

The Applicant was approved for a Preliminary Plat on October 26, 2021 for a total of 630 lots. A Preliminary Plat delineates the roadways, preliminary drainage, preliminary sewer, and preliminary water designs.

The Applicant is requesting a final plat for The Preserve Phase 2 development, which consists of 317 residential lots totaling 54.681 acres and 9 non-residential lots totaling 16.616 acres, for a total of 326 lots on 71.298 net acres. These lots are generally located southwest of Preserve Boulevard and Boss Range Road, and this phase stipulates an additional connection with Boss Range Road. The city will be providing retail water and wastewater services for this development. All easements, drainage plans, and roadways conform to all requisite requirements. The purpose of a final plat is to finalize easements, lot boundaries, and other areas.

If approved, the next steps for this phase will be to complete construction plans that show the materials utilized for water, sewer, and roads. These plans are reviewed by the multiple departments to ensure it meets the engineering standards and other applicable requirements. Once Construction Plans are approved, building permits will be pulled in accordance with the Code of Ordinances and Developers Agreement.

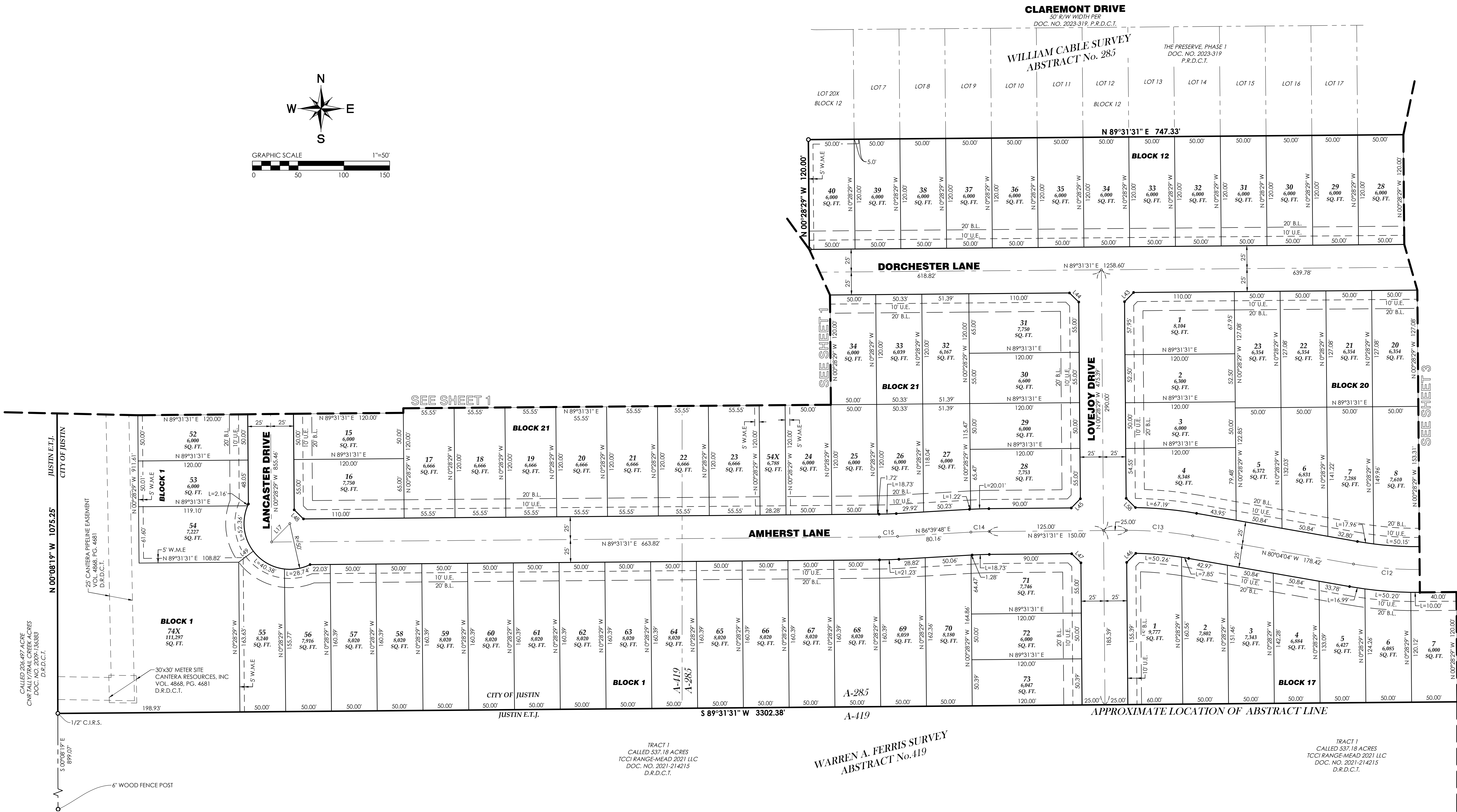
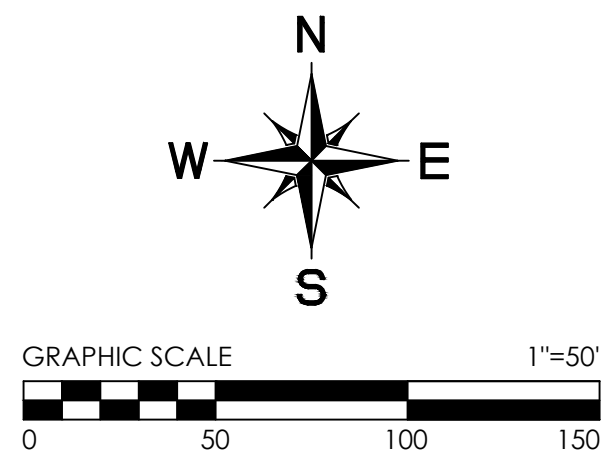
PZ Recommendation:

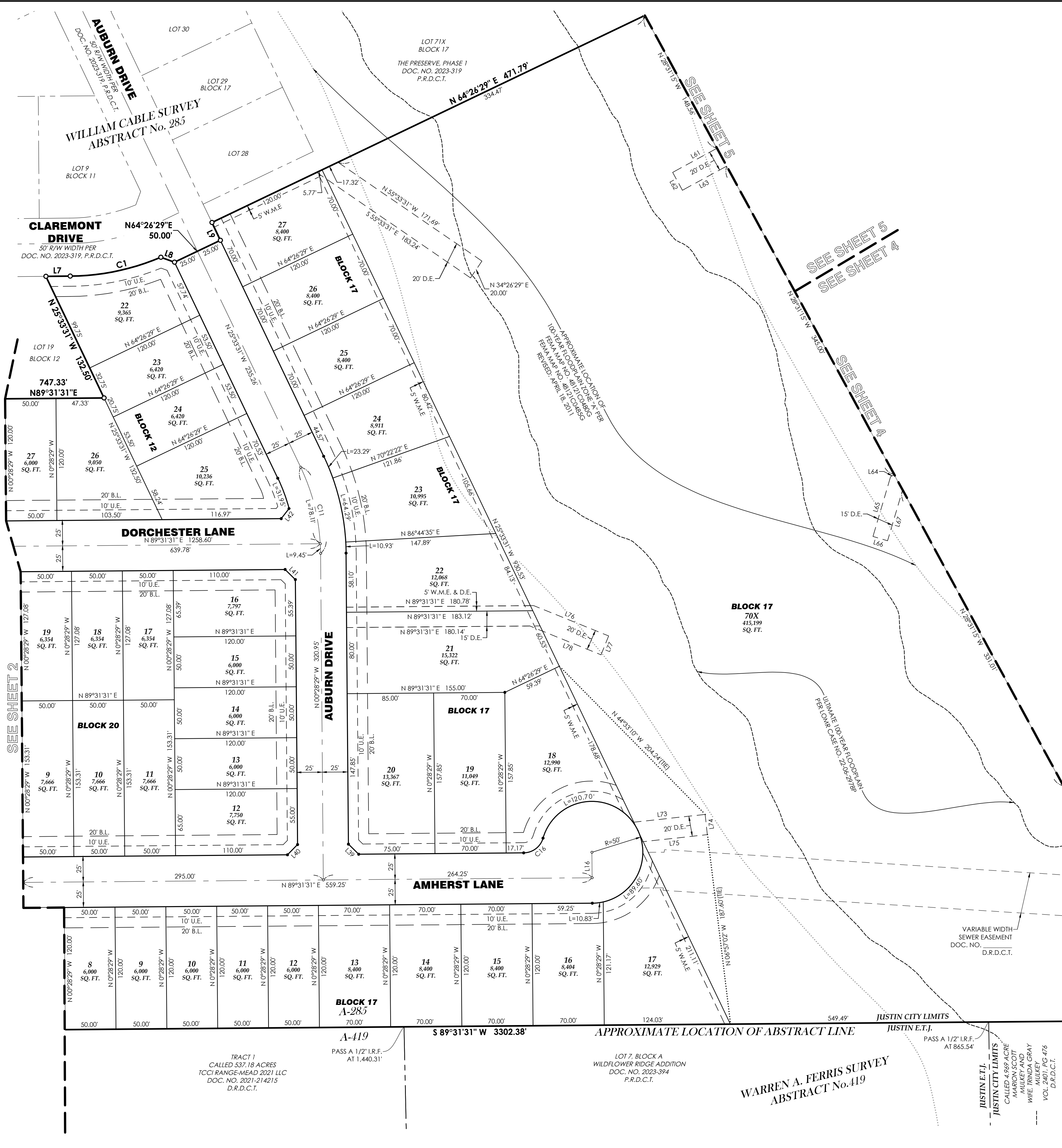
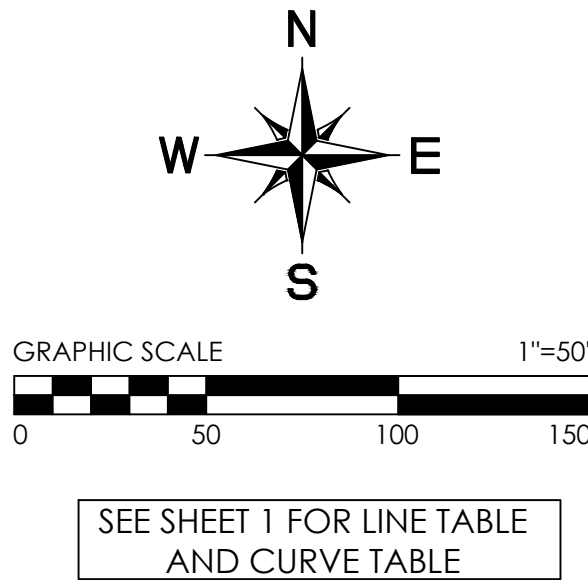
The Planning and Zoning Commission unanimously recommended approval on May 20, 2024.

City Attorney Review:

Attachments:

1. Preserve Phase 2 - Final Plat
2. Preserve Phase 2 - Final Plat Application
3. Proposed Resolution





PRELIMINARY, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.
Issued for review 4/2/2024 4:00 PM

OWNER/DEVELOPER:
JUSTIN 197 PARTNERS, LP
JUSTIN 197 HOLDINGS, LP
5055 KELLER SPRINGS RD., S. 500
ADDISON, TX 75001
PH: (817) 680-1061
CONTACT: STEVE FLUKER

PREPARED BY:

GMcivil
Engineering & Surveying
2559 SW Grapevine Pkwy, Grapevine, Texas 76051
817-329-4373
TxEng Firm # F-2944 | TxSurv Firm # 10021700

FINAL PLAT
OF
LOTS 37-73, 74X, BLOCK 1; LOTS 22-48, BLOCK 12; LOTS 3-24, BLOCK 13; LOTS 2-9, 10X, BLOCK 14; LOTS 2-31, BLOCK 15; LOTS 2-20, 21X, BLOCK 16; LOTS 1-27, 37-68, 69X, 70X, BLOCK 17; LOTS 1-17, 18X, BLOCK 18; LOTS 1-23, 24X, BLOCK 19; LOTS 1-23, BLOCK 20; LOTS 1-52, 53X, 54X, BLOCK 21

THE PRESERVE, PHASE 2
BEING
85.641 ACRES
SITUATED IN THE
WILLIAM CABLE SURVEY, ABSTRACT No. 285,
WARREN A. FERRIS SURVEY, ABSTRACT No. 419
CITY OF JUSTIN, DENTON COUNTY, TEXAS

317 RESIDENTIAL LOTS, 9 NON-RESIDENTIAL LOTS
Date: April 2024

SHEET 3 of 6

PRELIMINARY, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document.
Issued for review 4/2/2024 4:00 PM

OWNER/DEVELOPER:

JUSTIN 197 PARTNERS, LP
JUSTIN 197 HOLDINGS, LP
5055 KELLER SPRINGS RD., S. 500
ADDISON, TX 75001
PH: (817) 680-1061
CONTACT: STEVE FLUKER

PREPARED BY:

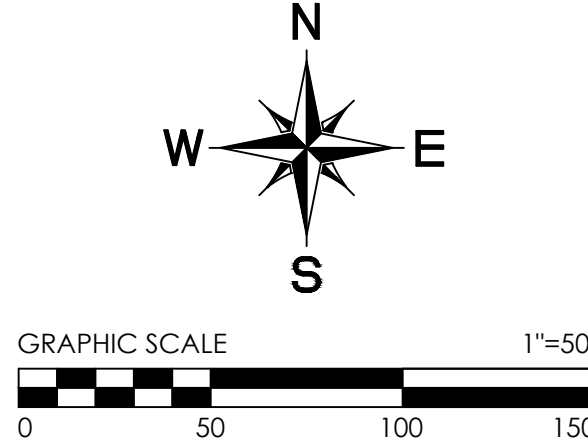
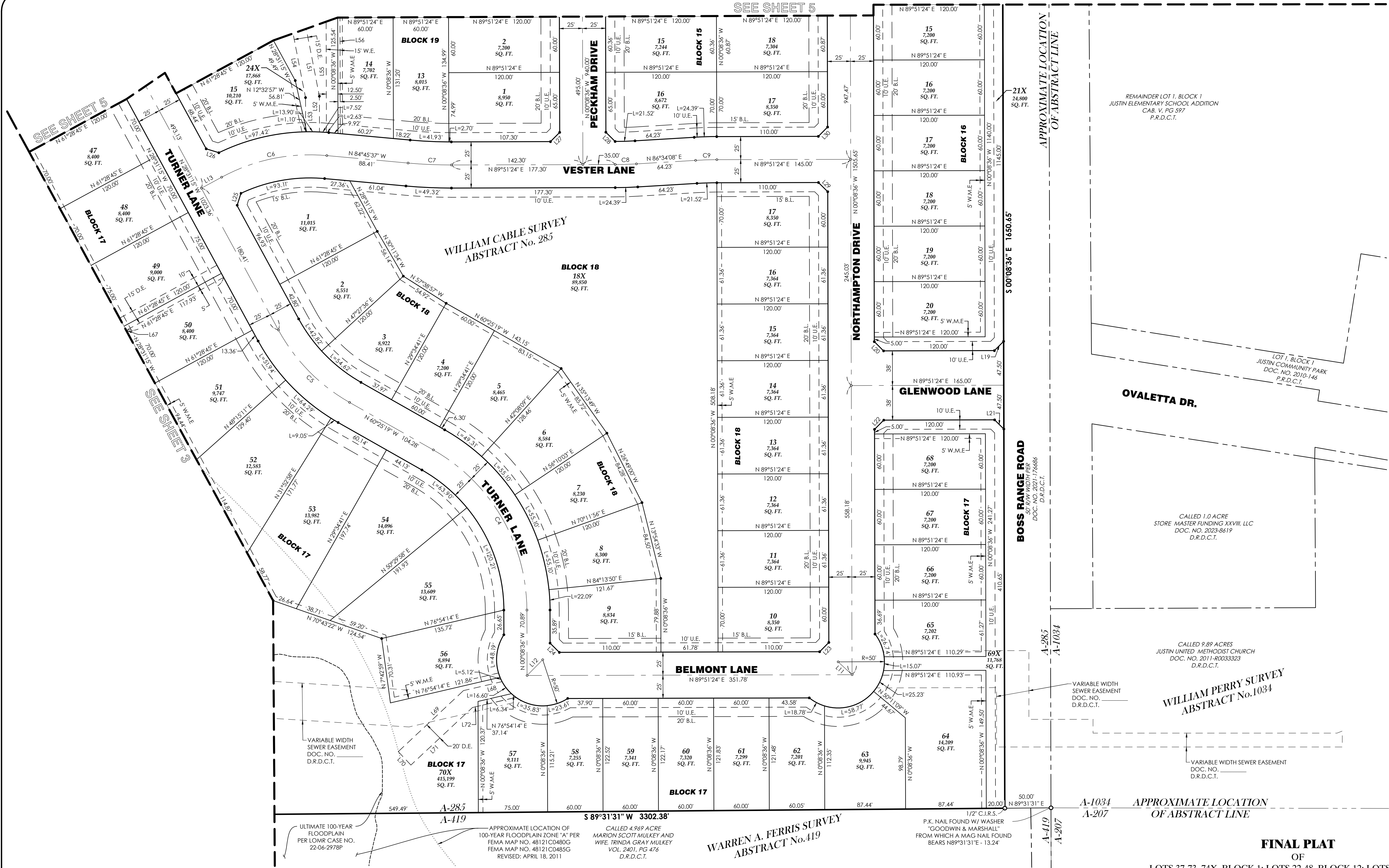
GMcivil
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2559 SW Grapevine Pkwy, Grapevine, Texas 76051
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FINAL PLAT
OF
LOTS 37-73, 74X, BLOCK 1; LOTS 22-48, BLOCK 12; LOTS 3-24, BLOCK 13; LOTS 2-9, 10X, BLOCK 14; LOTS 2-31, BLOCK 15; LOTS 2-20, 21X, BLOCK 16; LOTS 1-27, 37-68, 69X, 70X, BLOCK 17; LOTS 1-17, 18X, BLOCK 18; LOTS 1-23, 24X, BLOCK 19; LOTS 1-23, BLOCK 20; LOTS 1-52, 53X, 54X, BLOCK 21

THE PRESERVE, PHASE 2
BEING
85.641 ACRES
SITUATED IN THE
WILLIAM CABLE SURVEY, ABSTRACT No. 285,
WARREN A. FERRIS SURVEY, ABSTRACT No. 419
CITY OF JUSTIN, DENTON COUNTY, TEXAS

317 RESIDENTIAL LOTS, 9 NON-RESIDENTIAL LOTS
Date: April 2024

SHEET 4 of 6



SEE SHEET 1 FOR LINE TABLE
AND CURVE TABLE

OWNERS DEDICATION

All that certain lot, tract, or parcel of land, situated in a portion of the William Cable Survey, Abstract No. 285, the Warren A. Ferris Survey, Abstract No. 419, Denton County, Texas, being part of that certain called 196.712 acre tract described in a deed Justin 197 Partners, LP recorded in Document No. 2021-152856 of the Deed Records of Denton County, Texas [DRDCT] and all of that certain called 87.754 acre tract described in a deed to Justin 97 Holdings, LP recorded in Document No. 2021-152969 [DRDCT], and being more completely described as follows, to-wit:

BEGINNING at a 1/2" capped iron rod found stamped "GMCIVIL", hereinafter referred to 1/2" capped iron rod found, for the Northwest corner of said 87.754 acre tract, the most westerly Southwest corner of The Preserve, Phase 1 recorded in Document No. 2023-319 of the Plat Records of Denton County, Texas [PRDCT] and being in the East line of a called 206.497 acre tract described in a deed to CNR Tally/Trial Creek Acres recorded in Document No. 2009-136383 [DRDCT];

THENCE in an easterly direction departing said East line and continue along the South line of said The Preserve, Phase 1 the following thirty-three (33) courses:

- North 89 deg, 31 min, 31 sec, East, a distance of 203.80 feet to a 1/2" capped iron rod found;
- South 00 deg, 28 min, 29 sec, East, a distance of 34.39 feet to a 1/2" capped iron rod found;
- North 89 deg, 31 min, 31 sec, East, a distance of 50.00 feet to a 1/2" capped iron rod found;
- North 44 deg, 31 min, 31 sec, East, a distance of 14.14 feet to a 1/2" capped iron rod found;
- North 89 deg, 31 min, 31 sec, East, a distance of 220.00 feet to a 1/2" capped iron rod found;
- South 45 deg, 28 min, 29 sec, East, a distance of 14.14 feet to a 1/2" capped iron rod found;
- South 00 deg, 28 min, 29 sec, East, a distance of 10.00 feet to a 1/2" capped iron rod found;
- North 89 deg, 31 min, 31 sec, East, a distance of 170.00 feet to a 1/2" capped iron rod found;
- South 00 deg, 28 min, 29 sec, East, a distance of 400.00 feet to a 1/2" capped iron rod found;
- South 89 deg, 31 min, 31 sec, West, a distance of 120.00 feet to a 1/2" capped iron rod found;
- South 00 deg, 28 min, 29 sec, East, a distance of 120.46 feet to a 1/2" capped iron rod found;
- South 45 deg, 28 min, 29 sec, East, a distance of 14.14 feet to a 1/2" capped iron rod found;
- North 89 deg, 31 min, 31 sec, East, a distance of 264.93 feet to a 1/2" capped iron rod found;
- North 00 deg, 28 min, 29 sec, West, a distance of 120.00 feet to a 1/2" capped iron rod found;
- North 89 deg, 31 min, 31 sec, East, a distance of 747.33 feet to a 1/2" capped iron rod found;
- North 25 deg, 33 min, 31 sec, West, a distance of 132.50 feet to a 1/2" capped iron rod found;
- North 89 deg, 31 min, 31 sec, East, a distance of 23.90 feet to a 1/2" capped iron rod found for a Point of Curvature of a circular curve to the left, having a radius of 232.00 feet, a central angle of 22 deg, 36 min, 51 sec., and being subtended by a chord which bears North 78 deg, 13 min, 06 sec, East - 90.97 feet;
- Continue in an easterly direction along said curve to the left, a distance of 91.57 feet to a 1/2" capped iron rod found;
- South 69 deg, 56 min, 28 sec, East non-tangent to said curve, a distance of 14.29 feet to a 1/2" capped iron rod found;
- North 64 deg, 26 min, 29 sec, East, a distance of 50.00 feet to a 1/2" capped iron rod found;
- North 25 deg, 33 min, 31 sec, West, a distance of 19.31 feet to a 1/2" capped iron rod found;
- North 64 deg, 26 min, 29 sec, East, a distance of 471.79 feet to a 1/2" capped iron rod found;
- North 28 deg, 31 min, 15 sec, West, a distance of 416.44 feet to a 1/2" capped iron rod found;
- North 61 deg, 28 min, 45 sec, East, a distance of 170.00 feet to a 1/2" capped iron rod found;
- North 28 deg, 31 min, 15 sec, West, a distance of 62.27 feet to a 1/2" capped iron rod found for a Point of Curvature of a circular curve to the right, having a radius of 175.00 feet, a central angle of 28 deg, 22 min, 39 sec., and being subtended by a chord which bears North 14 deg, 19 min, 56 sec, West - 85.79 feet;
- Continue in a northerly direction along said curve to the right, a distance of 86.67 feet to a 1/2" capped iron rod found;
- North 00 deg, 08 min, 36 sec, West tangent to said curve, a distance of 68.04 feet to a 1/2" capped iron rod found;
- North 89 deg, 51 min, 24 sec, East, a distance of 870.00 feet to a 1/2" capped iron rod found for a Point of Curvature of a circular curve to the left, having a radius of 545.00 feet, a central angle of 06 deg, 06 min, 24 sec., and being subtended by a chord which bears North 86 deg, 48 min, 12 sec, East - 58.06 feet;
- Continue in an easterly direction along said curve to the left, a distance of 58.09 feet to a 1/2" capped iron rod found;
- North 83 deg, 45 min, 00 sec, East tangent to said curve, a distance of 134.38 feet to a 1/2" capped iron rod found for a Point of Curvature of a circular curve to the right, having a radius of 455.00 feet, a central angle of 06 deg, 06 min, 24 sec., and being subtended by a chord which bears North 86 deg, 48 min, 12 sec, East - 48.47 feet;
- Continue in an easterly direction along said curve to the right, a distance of 48.49 feet to a 1/2" capped iron rod found;
- South 00 deg, 08 min, 36 sec, East non-tangent to said curve, a distance of 7.50 feet to a 1/2" capped iron rod found;
- North 89 deg, 51 min, 24 sec, East, a distance of 190.00 feet to a 1/2" capped iron rod found for the most easterly Southeast corner of said The Preserve, Phase 1 and being in the West right-of-way line of Boss Range Road (50' width right-of-way) recorded in Document No. 2021-176686 [DRDCT];

THENCE South 00 deg, 08 min, 36 sec, East along said West right-of-way line, a distance of 1,650.65 feet to a 1/2" capped iron rod set stamped "GMCIVIL" for the Southwest corner of said Boss Range Road, being in the South line of said 87.754 acre tract and the North line of a called 4.969 acre tract described in a deed to Marion Scott Mulkey and Wife, Trinda Gray Mulkey recorded in Volume 2401, Page 476 [DRDCT], from which a P.K. nail found with washer stamped "GOODWIN & MARSHALL" for the Southeast corner of said Boss Range Road and being in the West line of a called 9.89 acre tract described in a deed to Justin United Methodist Church recorded in Document No. 2011-R0033323 [DRDCT] bears North 89 deg, 31 min, 31 sec, East - 90.00 feet;

THENCE South 89 deg, 31 min, 31 sec, West along said North and South lines, at 865.54 feet pass a 1/2 iron rod found for the Northwest corner of said 4.969 acre tract, same being the Northeast corner of Lot 7, Block A of Windflower Ridge Addition recorded in Document No. 2023-394 of the Plat Records of Denton County, Texas [PRDCT], at 1,440.31 feet pass a 1/2" iron rod found for the Northwest corner of said Lot 7, Block A, same being the Northeast corner of a called 537.18 acre tract described as Tract 1 in a deed to TCCI Range-Mead 2021 LLC recorded in Document No. 2021-214215 [DRDCT], continue a total distance of 3,302.38 feet to a 1/2" capped iron rod set stamped "GMCIVIL" for the Southwest corner of said 87.754 acre tract, the most northerly Northwest corner of said 537.18 acre tract, and being in the East line of said 206.497 acre tract, from which a 6" wood fence post found for the Southeast corner of said 206.497 acre tract and an ell corner of said 537.18 acre tract bears South 00 deg, 08 min, 19 sec, East - 899.07 feet;

THENCE North 00 deg, 08 min, 19 sec, West along the East line of said 206.497 acre tract and the West line of said 87.754 acre tract, a distance of 1,075.25 feet to the **POINT OF BEGINNING**, containing 3,730,522 square feet or 85.641 acres of land, more or less.

OWNERS DEDICATION CONT...

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS, John D. Hutchinson, acting by and through the Undersigned, their duly authorized agent, does hereby adopt this final plat of **THE PRESERVE, PHASE 2**, a subdivision to the City of Justin, Texas, and whose name is subscribed hereto, hereby dedicate to the use of the public forever all streets, alleys, parks, water courses, drains, easements, rights-of-way, and public places thereon shown for the purpose and consideration therein expressed.

WITNESS our hand, this the ____ day of _____, 20__.

JUSTIN 197 PARTNERS, LP
a Texas limited partnership

By: Justin 197 GP, LLC,
a Texas limited liability company,
its general partner

By: _____
John D. Hutchinson, President

JUSTIN 197 HOLDINGS, LP
a Texas limited partnership

By: Justin 197 GP, LLC,
a Texas limited liability company,
its general partner

By: _____
John D. Hutchinson, President

STATE OF TEXAS:
COUNTY OF TARRANT:

BEFORE ME, the undersigned, a Notary Public in and for the State of Texas, on this day personally appeared John D. Hutchinson, President of JUSTIN 197 GP, LLC, a Texas limited liability company, the general partner of **JUSTIN 197 PARTNERS, LP**, a Texas limited partnership and **JUSTIN 197 HOLDINGS, LP**, a Texas limited partnership, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN MY HAND AND SEAL OF OFFICE

this the ____ day of _____, 20__.

Notary Public, State of Texas

My Commission Expires: _____

CERTIFICATE OF APPROVAL

This plat has been submitted to and considered by the Planning and Zoning Commission of the City of Justin, Texas, and is hereby approved by such Commission.

Dated this ____ day of _____, 20__.

By: _____
Chairman

ATTEST:
By: _____
Secretary

The City Council of Justin on _____, 20__, voted affirmatively to adopt this plat this plat and approve it for filing of record.

By: _____
Mayor

ATTEST:
By: _____
City Secretary

NOTES

1. Bearings are referenced to Texas State Plane Coordinate System, North Central Zone (4202), North American Datum of 1983 as derived from GPS observation. The combined scale factor for this is 0.999846983. This factor is to be applied to any ground coordinate or distance values in order to reduce said values to State Plane grid.
2. According to the Flood Insurance Rate Map (FIRM) panel 48121C0480G, effective April 18, 2011 and panel 48121C0485G, effective April 18, 2011, this survey is located in Flood Insurance Zone "X" (non-shaded), being defined as areas outside the 0.2% annual chance floodplain; and Zone "A", being defined as areas with no Base Flood Elevations determined. Approximate location of floodplain and/or floodway lines are shown on the survey.
3. All 1/2" iron rod set with yellow plastic cap stamped "GMCIVIL" unless otherwise noted.
4. Selling a portion of this subdivision by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholdings of utilities and building permits.
5. Any franchised public utility, including the City of Justin shall have the right to move and keep moved all or part of any building, fences, trees, shrubs, or other growths or improvements which in any way endanger or interfere with construction, maintenance or efficiency of its respective system on any of the easements shown on the Plat. Any franchised public utility including the City of Justin, shall have the right at all times of ingress and egress to and from upon said easements for the purpose of constructing, reconstructing, inspection, patrol, maintaining, and adding or removing all or part of its respective systems without the necessity at any time of procuring the permission of anyone.
6. Public open space easements (P.O.S.E.) shall be indicated on all lots adjoining two (2) intersecting public streets and shall have a minimum dimension of twenty-five feet (25') along each portion adjacent to a public street right-of-way. Public open space easements (P.O.S.E.) shall be indicated on all lots adjoining (1) public street and an alley and/or an improved private street and shall have a minimum dimension of twenty feet (20') along the portion adjacent to an alley and/or approved private street.
7. Lot 74X, Block 1; Lot 10X, Block 14; Lot 21X, Block 16; Lots 69X & 70X, Block 17; Lot 18X, Block 18; Lot 24X, Block 19; Lots 53X & 54X, Block 21 are private HOA/Developer owned and maintained by the Preserve Homeowner's Association.
8. H.O.A. shall be responsible for the maintenance of the Floodplain Easement.
9. H.O.A. shall be responsible for the maintenance of the Public Drainage Easement.

CERTIFICATE OF SURVEYOR

This is to certify that I, John N. Rogers, a Registered Professional Land Surveyor of the State of Texas, have plotted the above subdivision from an actual on the ground survey, and that all lot corners, angle points and points of the curve shall be properly marked on the ground and that this plat correctly represents that survey made by me or under my direction and supervision.

John N. Rogers
Registered Professional Land Surveyor No. 6372
Surveyed on the ground June 2020
GMcivil
2559 SW Grapevine Pkwy,
Grapevine, Texas 76051
(817) 329-4373

PRELIMINARY. this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document. Issued for review 4/2/2024 4:00 PM

OWNER/DEVELOPER:

JUSTIN 197 PARTNERS, LP
JUSTIN 197 HOLDINGS, LP
5055 KELLER SPRINGS RD., S. 500
ADDISON, TX 75001
PH: (817) 680-1061
CONTACT: STEVE FLUKER

SITE DATA TABLE	
GROSS ACREAGE (TO BOUNDARY LINE)	85.641 AC.
AREA OF PUBLIC STREETS	14,343 AC.
NET ACREAGE	71,298 AC.
AREA OF RESIDENTIAL LOTS	54,681 AC.
AREA OF OPEN SPACE LOTS	16,616 AC.
TOTAL NUMBER OF LOTS	326
TOTAL NUMBER OF RESIDENTIAL LOTS	317
TOTAL NUMBER OF OPEN SPACE LOTS	9

LEGEND	
O	DENOTES 1/2" CAPPED IRON ROD FOUND STAMPED "GMCIVIL" UNLESS OTHERWISE NOTED
SQ. FT.	SQUARE FEET
U.E.	UTILITY EASEMENT
B.L.	BUILDING LINE
D.E.	DRAINAGE EASEMENT
W.E.	WATER EASEMENT
W.M.E.	WALL MAINTENANCE EASEMENT
R/W	RIGHT-OF-WAY
DOC. NO.	DOCUMENT NUMBER
VOL.	VOLUME
PG.	PAGE
D.R.D.C.T.	DEED RECORDS, DENTON, COUNTY, TEXAS
P.R.D.C.T.	PLAT RECORDS, DENTON COUNTY, TEXAS
I.R.F.	IRON ROD FOUND
I.P.F.	IRON PIPE FOUND
C.I.R.F.	CAPPED IRON ROD FOUND
C.I.R.S.	CAPPED IRON ROD SET (GMCIVIL)
_____	BOUNDARY LINE
_____	ADJOINER LINE
_____	EASEMENT LINE
_____	BUILDING LINE
.....	FLOODPLAIN LINE
-----	ULTIMATE FLOODPLAIN LINE
_____	ABSTRACT LINE
_____	CENTERLINE

PREPARED BY:



FINAL PLAT
OF
LOTS 37-73, 74X, BLOCK 1; LOTS 22-48, BLOCK 12; LOTS 3-24, BLOCK 13; LOTS 2-9, 10X, BLOCK 14; LOTS 2-31, BLOCK 15; LOTS 2-20, 21X, BLOCK 16; LOTS 1-27, 37-68, 69X, 70X, BLOCK 17; LOTS 1-17, 18X, BLOCK 18; LOTS 1-23, 24X, BLOCK 19; LOTS 1-23, BLOCK 20; LOTS 1-52, 53X, 54X, BLOCK 21

THE PRESERVE, PHASE 2

BEING
85.641 ACRES
SITUATED IN THE
WILLIAM CABLE SURVEY, ABSTRACT No. 285,
WARREN A. FERRIS SURVEY, ABSTRACT No. 419
CITY OF JUSTIN, DENTON COUNTY, TEXAS

317 RESIDENTIAL LOTS, 9 NON-RESIDENTIAL LOTS
Date: April 2024

SHEET 6 of 6



415 N. College Ave
Justin, Texas 76247
(940) 648-2541

City of Justin

Plat Application

Reference #:

Type of Plat: ☐ Preliminary Plat ☒ Final Plat ☐ Plat Revision ☐ Administrative Plat

THE PRESERVE PHASE 2

Title of Plat

317 SF & 9 Non-Residential

85.641 ACRES

SF-2 PD

Total Lots

Total Acres

Current Zoning

THE PRESERVE

SEE ATTACHED

Subdivision Name

Lot(s)

Blocks(s)

WILLIAM CABLE SURVEY, ABSTRACT No. 285 & WARREN A. FERRIS SURVEY, ABSTRACT No. 419

Survey Name(s)

Abstract No.(s)

Tract(s)

SOUTH OF PRESERVE BOULEVARD WEST OF BOSS RANGE ROAD

Address/Location

Please submit all plat documents and ensure they are in compliance with the City of Justin Subdivision Ordinance.

Applicant

JUSTIN 197 PARTNERS, LP

Company or Name

WARREN C. RUSSELL, P.E.

Contact Name

5055 KELLER SPRINGS RD. SUITE 500

Address

ADDISON, TX, 75001

(City, State, Zip)

817-680-1062

Telephone

wrussell@gmcivil.com

Email

Owner (If Different)

Company or Name

Contact Name

Address

(City, State, Zip)

Telephone

Email

I further understand that this request will be placed on the appropriate Planning & Zoning Commission and City Council agendas and must meet requirements of the Subdivision Regulations. All plats must be accepted in writing by the City Manager. A plat is not considered filed until accepted by the City Council.

Signature of Applicant, Owner, or Authorized Agent

Date

Planning Official

Fee: \$

Date of P&Z Meeting

Date of Council Meeting

Signature of Planning Official

FOR OFFICE USE ONLY

Received By

Date Received

Date Approved

Date Paid

☐ Cash

☐ CC

☐ Check #(s)

Revised: 1/2018

RESOLUTION NO. 664-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JUSTIN, TEXAS, APPROVING THE FINAL PLAT FOR THE PRESERVE PHASE II.

WHEREAS, the Applicant has submitted a request for approval of the final plat for The Preserve Phase II consisting of 317 residential lots; and

WHEREAS, the City has reviewed the application and supporting documentation, including plans for water, sewer, roadways, and drainage; and

WHEREAS, the City has determined that the proposed development complies with all applicable regulations and requirements, subject to final engineering calculations and plans;

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

SECTION 1. That all provisions of the Resolutions of the City of Justin, Texas, in conflict with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions of the Resolutions of the City not in conflict with the provisions of this Resolution shall remain in full force and effect.

SECTION 2. This Resolution shall take effect immediately upon its passage

DULY PASSED by the City Council of the City of Justin, Texas, on the 13th day of June 2024.

APPROVED:

James Clark, Mayor

ATTEST:

Amy Piukana, City Secretary

APPROVED AS TO FORM:

City Attorney



City Council Coversheet
June 13, 2024
415 N. COLLEGE AVE.

Agenda Item: 1. (ACTION ITEM(S))

Title: Consider and take action to appoint a Mayor Pro Tem.

Department: Administration

Contact: Amy Piukana, City Secretary

Recommendation:

The City Staff recommends the City Council appoint a member of the City Council to serve as Mayor Pro Tem for a one-year term.

Background:

The City Charter Chapter 3.05 states the Mayor Pro-Tem shall be elected by the City Council at the first regular meeting after each election, or at the first regular meeting in June. The Mayor Pro-Tem serves the duties of the Mayor during the absence of the Mayor. The City Secretary has added this item to the agenda for City Council recommendation and action.

City Attorney Review: No

Attachments:

None



City Council Coversheet
June 13, 2024
415 N. COLLEGE AVE.

Agenda Item: 2. (ACTION ITEM(S))

Title: Consider and act upon Resolution 663-24 approving a contract between the City of Justin and Government Frameworks for digital records automation and authorizing the City Manager to execute the agreement.

Department: Administration

Contact: Jarrod Greenwood, City Manager

Recommendation:

staff recommends approval

Background:

Funding for a digital records management system was included in the FY 23/24 Adopted Budget. The proposed Resolution with Government Frameworks would provide for the records management system, Laserfische, and automation of our existing forms. Government Frameworks specializes in providing comprehensive digital records management services tailored to the unique needs of governmental organizations. Their expertise will be instrumental in guiding us through the transition from traditional paper-based systems to efficient and secure digital solutions.

As an initial step, Government Frameworks will review our current records management practices to identify areas for improvement and optimization that will be used to build out our file categories based on the state's retention schedule for local governments. Government Frameworks will also evaluate our current forms that each of the departments use for their services and then build an automated process flow that will not only be more efficient, but will also ensure the forms are saved in the appropriate records retention folder. The proposed Agreement will also provide support throughout the implementation process, including configuration, training for staff members, and ongoing technical assistance. Working alongside Government Frameworks, staff will ensure that our digital records management system complies with all relevant laws, regulations, and industry standards, particularly regarding data security and privacy. The proposed Agreement also includes provisions for ongoing monitoring, evaluation, and refinement of our digital records management practices to ensure optimal performance and adaptability to future needs.

By contracting with Government Frameworks, we are taking proactive steps to enhance transparency, accessibility, and efficiency in our records management processes, ultimately improving service delivery and accountability to our constituents.

City Attorney Review: Yes

Attachments:

1. Government Frameworks Agreement 5 yr schedule
2. Resolution 663-24 Exhibit A Government Frameworks Agreement
3. Resolution 663-24 Agreement with Government Frameworks

Laserfiche Cloud Implementation - GFW Approach							
Professional Services Comparison	Billing Frequency	Qty	Price Year 1	Price Year 2	Price Year 3	Price Year 4	Price Year 5
Fast Track On Boarding	One time	1	\$ 5,000.00				
Records Management Health Check	One time	1	\$ 10,000.00				
Monthly Training & Development Support 1:1	Annual	1	\$ 4,000.00	\$ 4,200.00	\$ 4,410.00	\$ 4,630.50	\$ 4,862.03
Price			\$ 19,000.00				
FARMER							
25 Forms & workflows with up to 1000 submissions per month	Annual		\$ 9,960.00	\$ 10,458.00	\$ 10,980.90	\$ 11,529.95	\$ 12,106.44
Price			\$ 9,960.00				
Software							
Laserfiche site license <10,000 residents	Annual		\$ 3,100.00	\$ 3,255.00	\$ 3,417.75	\$ 3,588.64	\$ 3,768.07
Process Pro <10,000 license	Annual		\$ 5,000.00	\$ 5,250.00	\$ 5,512.50	\$ 5,788.13	\$ 6,077.53
Price			\$ 8,100.00				
Total Year 1 Costs			\$ 37,060.00	\$ 23,163.00	\$ 24,321.15	\$ 25,537.21	\$ 26,814.07
GFW 5 year cost			\$ 136,895.43				

Payment Plan < 10,000 Residents

Plan Level	Forms & Processes Automation included	Process submissions incl per month	Avg price per submission	Price per month	Annual Price	Overage submissions per month
1	25	500	\$1.66	\$830	\$9,960	\$3.32
2	50	1000	\$1.66	\$1,550	\$19,980	\$3.0
3	60	2500	\$1.40	\$3,500	\$42,000	\$2.5
4	70	5000	\$1.20	\$6,000	\$72,000	\$2.0
5	100	10 000	\$1.00	\$10,000	\$120,000	\$1.5
6	200	20 000	\$0.80	\$16,000	\$192,000	\$1.0
7	300	30 000	\$0.60	\$18,000	\$216,000	\$0.8



Government
Frameworks.com

BUSINESS PROPOSAL

February 2024

**Resolution
663-24 Exhibit A**

15 February 2024

City of Justin
415 N College Ave,
Justin, TX 76247

Attention: Jarrod Greenwood, City Manager

Dear Jarrod,

FARMER

Thank you for taking the time on 22nd January to review our Forms Automation, Records Management & Executive Reporting (FARMER) powered by the Local Government Framework®. We are Global specialists in strategy execution, process mapping, workflow automation, and records management, revolutionizing the way Local Governments plan, report, and manage information.

As per our conversation, I have taken the liberty of enclosing the pricing proposal you requested. Our proposal outlines the comprehensive solutions tailored to address the specific needs and challenges faced by City of Justin, which I have enclosed on the following pages. At Government Frameworks, we are passionate about delivering excellence and innovation to our clients in the public sector. We are thrilled about the opportunity to collaborate with City of Justin and contribute to its success through our cutting-edge services and solutions.

If you have any further questions or concerns about the information provided, please feel free to contact me directly on the details below.

Thank you for your time and consideration.

Sincerely,

Krissy ColemanTexas Sales Consultant
GovernmentFrameworks.com

Office: [02 8317 3630](tel:0283173630)
Mobile: [780 218 8400](tel:7802188400)
Email: krissy@gfwcorp.com
Website: <http://www.governmentframeworks.com/>

1. Proposal

i. The Problem

In an era of ever-increasing service demands, we understand that you must enable local governments to achieve more with less. At Government Frameworks, we recognize the hurdles you encounter while striving to meet escalating expectations within constrained resources. Our cutting-edge forms digitization, workflow automation, and process management solutions pave the way for unparalleled efficiency and effectiveness. By leveraging our technologies, you can effortlessly eliminate paper-based bottlenecks, increase data accuracy, and streamline workflow management.

Some of the hurdles uncovered in our discovery for City of Justin

Forms & Records

- Current forms have no workflow/automation or records management built-in
- Records are not being filed consistently.
- Records are difficult to retrieve as filing is inconsistent.
- Processes are not easily accessible; they are either in Word/PDF or do not exist
- There are decades of records that need to be filed/converted into a proper records management database.
- Staff lack knowledge on what records should/shouldn't be kept.
- Staff lack the skills to manage records retention schedules adequately.

Policy & Process Documentation

- Policy & Processes are out of date or simply do not exist
- Processes are difficult to find
- There is no standard way to write a process
- There is no central place to find policies & processes
- It is time consuming to notify staff of critical changes to policies and processes
- There is no mechanism to get sign off from staff on critical changes to Policies & Processes
- Knowledge retention and onboarding for staff is challenging with the lack of processes.

ii. The Solution

At Government Frameworks, we are excited to present our innovative solution, the GovernmentFrameworks.com Local Government Framework®, tailored to empower City of Justin with a frictionless digital transformation that will revolutionize citizen services and boost overall productivity.

We understand the pressing challenges faced by City of Justin in delivering exceptional citizen services while optimizing resources. Our comprehensive solution has been strategically designed to address these challenges and provide tangible results.

Comprehensive Components for Success:

Laserfiche Cloud Software: Our Cloud Software solution offers significant benefits, including eliminating hardware and server costs, while streamlining support through a

single supplier. This upgrade will empower City of Justin to focus on delivering top-tier citizen services while we handle the technological infrastructure.

FARMER Solution (Forms, Automation, Records Management, and Executive Reporting): Our FARMER solution will eliminate the need for in-house workflow development for forms and records management. This will enable seamless processes, efficient data management, and a smooth transition for retiring staff, ensuring the preservation and transfer of critical corporate knowledge.

ProcessPro: We understand the value of preserving key corporate knowledge. ProcessPro will capture and safeguard essential processes, facilitating knowledge transfer and ensuring a seamless transition during personnel changes.

Cascade Strategy: To optimize reporting for City of Justin Cascade Strategy will harness data from the FARMER solution and provide comprehensive dashboard reporting. This empowers council members with real-time insights, supporting informed decision-making and overall performance enhancement.

Our Local Government Framework© is a testament to our commitment to your success. We believe that by embracing our solution, City of Justin will unlock new levels of efficiency, transparency, and citizen satisfaction, positioning itself as a true leader in the local government sector.

This is a unique solution broken down into several phases.

Phase 1: A records health check

Our proposal aims to address the existing challenges within City of Justin records management system by conducting a comprehensive records health check. This thorough assessment will encompass an audit of your current systems and processes, as well as an evaluation of the physical and electronic storage of records. Based on the findings, we will provide a set of recommendations for remediation and improvement, which may include solutions such as scanning and digitization, software implementation, process enhancements, and policy development.

#	Items	Description
1	Initial Workshop	An educational workshop with key internal staff members, discuss issues and opportunities and review the health check plan
2	Systems Inventory	Documents the existing systems in use at the municipality, the records they create and/or maintain
3	Process Inventory	Documents the current processes that use, create, and manage records including any existing policies
4	Information Inventory – Physical	Reviews the physical records that are being kept at the city; how they are filed and kept
5	Information Inventory – Electronic	Reviews the electronic filing systems, shared drives, Onedrive, Google drive
6	Findings and Recommendation	A final recommendation to the municipality

Phase 2: Converting existing forms into FARMER

- Converting existing forms into digitized forms in FARMER
- This will ensure all records that are created through the use of these forms will be automatically filed into the records management database
- Documenting each process for each form
- Reporting on the volumes of each form being used to help with reporting to council on the Strategic Plan

Phase 3: Records Management

Take full advantage of the municipal site license for the Laserfiche Content Management System and with a focus on delivering:

- Support the digitization and migration with full-text indexing of:
 - Policies
 - Agenda, Minutes, Resolutions
 - By-laws, Lease, Contracts, agreements
 - Property Files
 - Other records
- Comply with the Texas Records Management (Scheduling of Municipal Records, In alignment with the Municipal/Local Government Act)
- Make public records securely accessible online

Phase 4: Process MappingProcess Mapping:

In the Council planning phase, we often focus on defining objectives and strategies to achieve them. However, an aspect that is frequently overlooked is identifying the essential operating processes required to accomplish those objectives. This is where Process Mapping plays a crucial role. By utilizing Process Mapping techniques, we can bring the business operations to life through visually represented process maps that include detailed work instructions. This approach aims to enhance productivity and ensure consistent and predictable outcomes. By adopting Process Mapping, Councils can optimize their efficiencies, enabling data-driven business decisions, and fostering a culture of continuous improvement.

High staff turnover in Councils can pose challenges in retaining internal operating knowledge, making it crucial to secure and streamline this knowledge to facilitate a smooth transition for new hires. This is where Government Frameworks' role-based system can play a significant role. By leveraging Government Frameworks' system, your Council can ensure that new hires have immediate access to all the necessary information they require, right from day one. The user-friendly interface and comprehensive repository of knowledge will empower new employees to quickly familiarize themselves with Council procedures and workflows.

Without accessible and widely available process mapping, distributing procedural information effectively throughout the Council can become a daunting task. Government Frameworks' platform bridges this gap by providing a centralized location for process maps, enabling efficient distribution of procedural information to all

relevant stakeholders. This promotes consistent practices, enhances collaboration, and improves overall productivity within the Council.

Government Frameworks offers a comprehensive solution to address the challenges mentioned above. We provide process mapping software, professional training, and implementation services to help resolve these issues effectively. Our team will set up and configure the system according to your unique needs, ensuring seamless integration into your existing processes.

We emphasize the importance of empowering your staff with the skills to create effective and efficient processes. Our best practice training goes beyond software competency, equipping your team with the knowledge and techniques to write processes that deliver optimal outcomes. With Government Frameworks as your partner, you can streamline your municipalities operations, enhance productivity, and facilitate the dissemination of procedural knowledge throughout your organization

2. The Total investment (fees)

We are pleased to present our proposal to City of Justin, the fees are divided into 3 area's; Once off Implementation Services, Ongoing Training & Development for and Annual Software Subscription.

iii. **Once off Implementation Services**

The implementation phase of any new project is one of the most important parts in user adoption and in maximizing the value extracted from the software itself. As such GovernmentFrameworks.com has refined this process to empower your users to feel a sense of ownership while teaching them industry best practices to ensure high quality outcomes. More detailed breakdown of implementation process and milestones can be found in **Schedule 1**

The table below shows the fees associated with the initial setup, configuration, and onboarding:

Below is a more detailed breakdown of the services costed out in the above table:

Services - Scope	Qty
<u>Content Services & Workflow</u>	
Needs assessment	1
Onboarding Workshop	1
Subject Matter Expert - Interviews	1
Subject Matter Expert - Reviews	1
IT Configuration, integration	1
Security	1
Training #1 - Login, Browse, View, Import	1
Training #2 - Search Version Control	1

Training #3 - Scan and Index	1
Training #4 - Records Retention	1
Training #5 - FOI, Annotation, Snapshot	1
Training #6 - Forms and the Business Process Library	1
One time cost	\$5,000

iv. Ongoing Training & Development for Local Government Framework

Our unique, adaptive training and development service encourages a success loop that greatly improves the return on investment of your system. Our service builds team-member skills and creates opportunities to apply them. We believe that a successful implementation is where the system is widely adopted and deeply embedded, with plans that are maintained on a regular basis. Our Training & Development program helps your team to deliver on this vision.

Item	Qty	Unit Price	Total
Monthly 1:1 Training & Development sessions per annum (see schedule 3)	1	\$ 4,000	\$ 4,000
Total			\$ 4,000

v. Annual Software Subscription

The table below outlines the ongoing software subscription fees which are to be paid annually, in advance.

Item	Qty	Unit Price	Total
Laserfiche cloud site license for < 10,000 residents	1	\$3,100	\$3,100
ProcessPro license for < 10,000 residents Up to 100 Processes	1	\$5,000	\$5,000
FARMER 25 (see Schedule 4)	1	\$9,960	\$9,960
Local Government Framework ©	1	\$5,000	\$ 5,000
Discount			(\$5,000)
Total Investment:			\$ 18,060

3. Standard Terms and Conditions

a) GST

Please note all amounts quoted do not include GST.

b) Software Terms

This quotation is delivered in accordance with Cascade Terms and Conditions ([T&C's](#)) and Laserfiche Terms and Conditions ([T&C's](#)), and ProcessPro Terms and Conditions ([T&C's](#)).

Upon acceptance of this quotation, this does not supersede the T&C's outlined in this agreement.

c) Support Terms

Software technical support is provided directly by GovernmentFrameworks.com. This is available through support@gfwcorp.com.

d) Payment

Payment for the quoted amount is required within 7 days of execution of this quotation. Please note that all prices are in USD. Annual fee increases are capped at 5% per year.

e) Out of Scope Fees

Fees for consulting services that are not included in this quotation are due 7 Days from invoice date.

Consulting Rates as at 1st January 2023	
Consulting – Ad hoc	This will be scoped and quoted outside of the agreement.
Consulting – Project based	Fixed price arrangement

Examples of scope charges include but not limited to

- I. Changes to functionality
- II. Changes to required modules
- III. Change to Key stakeholders
- IV. Rework or reconfiguration due to inaccurate information being provided by the client
- V. Delay in delivery of key information from the client
- VI. Additional training

f) Project Changes and Cancellation

GovernmentFrameworks.com reserves the right to review and renegotiate the estimated costs and/or development times given in this proposal before, during, or upon completion of the project.

The following rates apply to project changes:	
Online sessions – changes/cancellation with less than 48 hours' notice	\$250 per session
Project Management Meetings exceeding 30 days after signed scope documents will be considered out of scope unless otherwise specified.	\$250 per session
Onsite work – changes/cancellations with less than 20 business days' notice	\$4,000 per day
Process documentation submitted after agreed project deadline	\$500 per document
The forms and workflows (FARMER) are the intellectual property of GovernmentFrameworks.com inc. Should you choose to end this contract you will be able to purchase them on request.	Request pricing

If the project is indeed canceled by the client, then all fees owing for the length of the contract are payable in full.

g) Travel

All reasonable costs of travel and accommodation are expected to be met by the client during the implementation of this project. Travel is charged at \$225/hour for all work completed onsite.

h) Quality

All work is carried out in conformance with GovernmentFrameworks.com [Quality Policy Statement](#).

Order Form

To: GovernmentFrameworks.com

From: City of Justin

Attention: Krissy Coleman, Texas Sales Consultant

Re: FARMER & Laserfiche

We would like to proceed with the following 5-year contract term with annual fees payable each year on the anniversary of the signed quotation as shown in **Section 2**. This agreement will automatically renew the contract term unless either party gives written notice of termination at least 90 days prior to the end of the current term. As an authorized representative of City of Justin, I would like to authorize the purchase of items listed in the below table:

Item	Frequency	Qty	Unit Price	Total
Once off Implementation Services	Once off	1	\$ 15,000	\$ 15,000
Ongoing Training & Development for	Annual	1	\$4,000	\$4,000
Annual Software Subscription	Annual	1	\$ 28,020	\$ 18,060
Total				\$ 37,060

This offer is valid for 30 days from 15 February 2024.

I have read and agreed with the terms and conditions as outlined in **Section 3**.

Your Order Reference/PO No:	
Signed:	
Name:	
Date:	

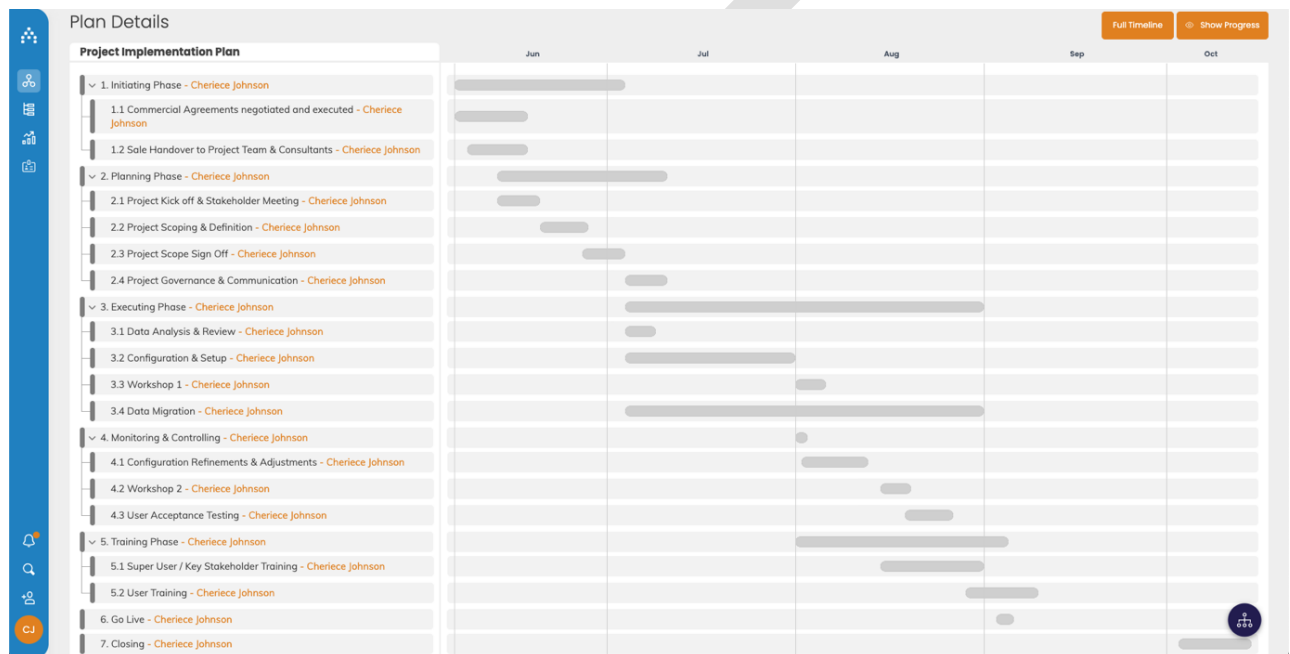
Once you have completed this form please sign and return to
GovernmentFrameworks.com by email: krissy@gfwcorp.com

Schedule 1

Implementation Schedule

The implementation phase of any new project is one of the most important parts in user adoption and in maximizing the value extracted from the software itself. As such GovernmentFrameworks.com has refined this process to empower your users to feel a sense of ownership while teaching them industry best practices to ensure high quality outcomes.

Here is a high-level Gantt Chart of the standard phases of our implementation process.



Below is a more detailed explanation and breakdown of implementation process and milestones.

vi. Key Project Phases & Stages

i. Initiating Phase

Commercial Agreements negotiated and executed

This milestone initiates the engagement between City of Justin and GovernmentFrameworks.com into formal, Legal agreements between the parties outlining the Terms and Conditions of engagement.

Sale Handover to Project Team and Consultants

This is a Government Frameworks internal process where knowledge transfer is passed from the Sales Team to the Project Implementation team. This will create the foundation the Project manager will use to commence engagement with City of Justin.



ii.Planning Phase

Project Kick off & Stakeholder Meeting

This meeting is the Project Teams first official meeting between Government Frameworks (GFW) and City of Justin. During this session we will make introductions to all project team members, document key stakeholders, team member blackouts, define the project goals and measures of success, project process, project tools, communication mechanisms, and outline and define key milestones. We will also agree a date that all relevant documents be provided to GFW.

Data Analysis & Review

Once the City of Justin team have supplied all agreed documentation, GFW will take this documentation and complete an analysis and present our findings and recommendations.

Project Scoping & Definition

This session allows both the GFW and City of Justin teams to clearly define City of Justin business needs, the business process, functional requirements, identify business benefits and the return on investment. This stage also clearly defines what the project team deems out of scope.

Project Scope Sign Off

The information captured in the Project Scoping and Definition session is then presented to City of Justin for review to ensure that all requirements have been documented. An authorized representative from City of Justin will sign this off to confirm the scope of the project.

iii.Execution

Configuration & Setup

The GFW team then commence the configuration, create the plans and customised goal templates, data import/entry and setup of the systems.

Module Delivery

This allows GFW to demonstrate the configuration/setup and review the data in the system as defined in the Scope Document. During this session the City of Justin team is encouraged to provide feedback on each of the areas to ensure requirements are met and identify any opportunities for improvement. If these opportunities were not outlined in the scope, a change request will be created to ensure all parties understand the requirements and the effects, if any, on the project.

iv.Monitoring & Controlling

Configuration Refinements & Adjustments

This section of the project allows GFW to implement the feedback provided in the module delivery sessions.



User Acceptance Testing

During the period City of Justin Super Users will go through what has been setup to ensure that the system is ready for use for the rest of the City of Justin team. GFW will be available to assist and provide some guidance to the City of Justin team during this process. Once the Super Users are satisfied that the system meets the Project Scope, they will sign off to confirm - the next stage will then begin.

v.Training Phase

Super User / Key Stakeholder Training

Now that the system is configured to meet City of Justin needs, the GFW will train your Super Users on how to navigate, process and administer the software and tools provided. During this session, the City of Justin Super Users will become comfortable enough in using the systems to enable them to go through the system for User Acceptance Testing.

User Training

The GFW team will design a bespoke training program that meets the needs for City of Justin. GFW will then deliver that program to the City of Justin's nominated users or user groups.

vi.Go Live

This is the day all team members have been working towards. The official launch day to production.

vii.Closing

This stage is the formal recognition of completion of the Project Phase of our Customer engagement with City of Justin. This serves as formal review point ensuring that all activities across the project have been completed to City of Justin's satisfaction. This also allows City of Justin to provide GFW with valuable feedback on their customer experience and enable the teams to reflect on the lessons learnt.

viii.On-going Support, Training & Development

This may be one of the most important, and often neglected, components of any project. What happens when the project is implemented? The GFW team will continue to actively engage with your nominated team members through our Training & Development program. This program is designed to empower your team to take ownership of the system and guide them as they grow in system maturity and knowledge. This key component ensures the ongoing success of the project and embeds it into the DNA of City of Justin.

Schedule 2

Strategic Plan Example

Utilities Kingston Strategic Plan

List Gantt

Plan Principles

Mission
To manage, operate and maintain community infrastructure to deliver safe, reliable services and a personal customer experience.

Vision
To advance the unique multi-utility model to benefit our customers and build better communities.

Value

Safety	Integrity	Innovation	Reliability
--------	-----------	------------	-------------

Plan Details

Theme: Impact of COVID-19 Over the Next Five Years

- Continually revisit the mission to 100% by 1st Jan 2026 - David Fell On Track
- Support employees in navigating the pandemic to 100% by 1st Jan 2026 - David Fell On Track
- Assess opportunities in a post-pandemic world to 100% by 1st Jan 2026 - David Fell On Track

Work Plan Example

Utilities Kingston Work Plan

List Gantt

Plan Principles

Mission
Manage, operate and maintain community infrastructure to deliver safe, reliable services and a personal customer experience

Vision
Advance the unique multi-utility model to benefit our customers and build better communities

Value

Safety	Integrity	Innovation	Reliability
--------	-----------	------------	-------------

Plan Details

Theme: Projects

- Kingston Hydro Distribution Rate Application to 100% by 1st Jan 2022 - Randy Murphy Complete
 - Finish customers' meetings to 0 Meeting(s) by 1st Apr 2021 - Audrey Jones Complete
 - File rate application to 1 Application(s) by 1st Jul 2021 - Carol Belanger Complete
 - Finish interrogatories to 100% by 1st Oct 2021 - Audrey Jones Complete
 - Finalize Rate Order to 100% by 1st Jan 2022 - Sherry Gibson Complete
 - Technical conference to 1 Conference(s) by 1st Jan 2022 - Kevin McCauley Complete
 - Settlement conference to 1 Conference(s) by 1st Jan 2022 - Caitlin Newby Complete

Strategic Plan Example

Kingston Hydro Strategic Plan

List Gantt

Plan Principles

Mission
To distribute electricity in a safe and reliable manner, while keeping rates affordable and providing long-term value to the community. We do this by participating in Kingston's unique multi-utility model.

Vision
A modern, responsive energy company, building a strong future for communities and customers through stewardship, partnership, innovation and service excellence.

Plan Details

Theme
Leveraging the Multi-Utility Model
(learn more)

- > Leverage cross-functional expertise and efficiencies to 100% by 31st Dec 2024 - David Fell On Track
- > Leverage external shared services to 100% by 31st Dec 2024 - David Fell Behind
- + Add

Theme
The Power of Local Hydro
(learn more)

- > Respond to community priorities to 100% by 31st Dec 2024 - David Fell On Track
- > Maintain fair and reasonable rates to 100% by 31st Dec 2024 - David Fell Behind
- > Promote Shareholder awareness of the asset they hold in Kingston Hydro to 100% by 31st Dec 2024 - David Fell On Track
- + Add

Dashboard Example

Utilities Kingston Projects

Dashboards

Project Deliverables by Status

Count Of Goals by Status

- Complete: 13 (85.00%)
- Overdue: 3 (15.00%)
- Not started: 2 (10.00%)
- On Track: 1 (5.00%)
- Behind: 1 (5.00%)

Project Deliverables by Owner

Count of Goals

Owner

- David Fell: 7
- Bundy Murphy: 3
- Heather Roberts: 2
- Audrey Jones: 2
- Tom Brackenbury: 1
- Director of Utilities Engineering (Unappointed): 1
- Colleen Newey: 1
- Kevin McCauley: 1
- Sherry Gibson: 1
- Carol Belanger: 1

Integrated Biosolids & Source Separated Organics Processing Facility Progress 38% Avg Completion

Total Goals: 4

Integrated Biosolids & Source Separated Organics Processing Facility Updates 38.33% 18% ahead

Heather Roberts | Top Priority | 01/01/2022 - 01/10/2023

Complete Project: 100% by 1st Oct 2023

Key Accomplishments: Beginning stages of project underway.
Challenges: Need to have contract awarded before further progress can be made.
Next Steps: Award contract.

Report Example

KINGSTON HYDRO STRATEGIC PLAN PROGRESS REPORT
24/06/2022

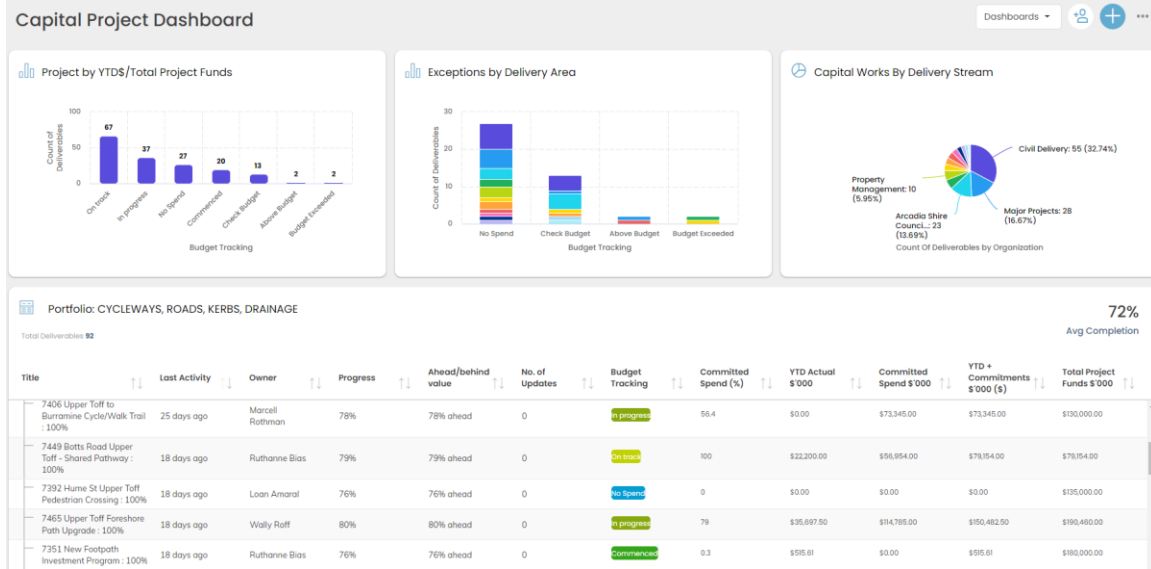
33 GOALS **33% GOAL COMPLETION**

**KINGSTON HYDRO STRATEGIC PLAN
LEVERAGING THE MULTI-UTILITY MODEL**

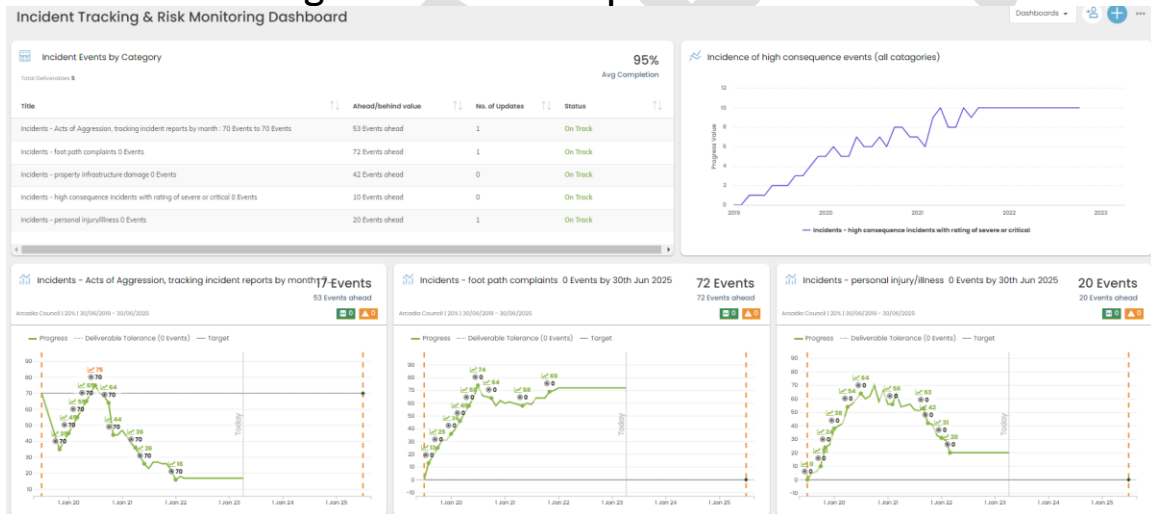
Goal	Details	Start Date	Due Date	Current Completion	Update	Owner
Leverage cross-functional expertise and efficiencies: 100%		01/01/2019	31/12/2024	40% 40 / 100%		David Fell
→ Continue to utilize the multi-utility model to deliver efficient electricity services: 100%		01/01/2019	31/12/2024	40% 40 / 100%		Carol Belanger
→ Maintain one president and CEO for both companies, with Board approval and participation: 100%		01/01/2019	31/12/2024	40% 40 / 100%		David Fell
Leverage external shared services: 100%		01/01/2019	31/12/2024	8% 8 / 100%		David Fell
→ Cooperate with other LDCs to explore opportunities to extend the multi-utility model beyond Kingston, where it benefits Kingston Hydro's electricity rate payers: 100%		01/01/2019	31/12/2024	0% 0 / 100%		David Fell
→ Increase efficiencies through collaboration and relationships with industry partners and organizations: 100%	Shared resources + budgets and systems	01/01/2019	31/12/2024	25% 25 / 100%		David Fell
→ Explore every option to acquire all electricity distribution assets in the city of Kingston, through CEO discussions at the political level and monitoring of government direction: 100%		01/01/2019	31/12/2024	0% 0 / 100%		David Fell

THE POWER OF LOCAL HYDRO

Capital Project Example



Incident Tracking and Risk Example



Schedule 3

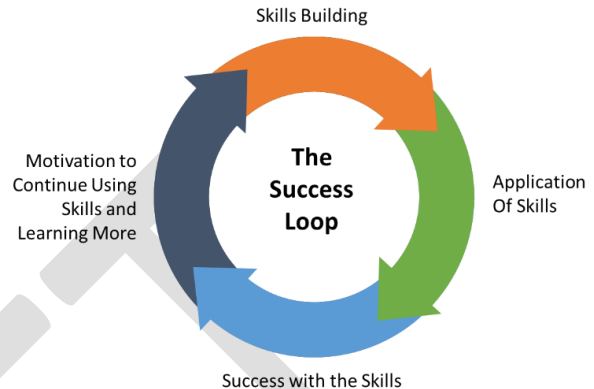
i. Training and Development Services – Annual

Staff can service their clients best when they are well trained on the tools, they need to do their jobs.

Our unique, adaptive training and development service encourages a success loop that greatly improves the return on investment of your Laserfiche investment. Our service builds team-member skills and creates opportunities to apply them. Success with those skills creates a positive desire for additional skills development.

The result is the development of a Content Services “center of excellence” within your community to ensure sustainable and long-term success of your implementation.

The training and development service covers key modules development as well as “event-based” workshops tailored to local government. The service is well suited to fulfill the client’s train-the-trainer requirement.



a. About the Training

Our training program offers the following features:

- Adaptive to your needs
- Virtual
- Instructor-led
- Real-time
- Sessions be recorded for future reference
- Available during standard business hours
- Dates and times scheduled in advance and agreeable to you
- Flexible fee schedule to accommodate as few or as many roles as required
- Available for self-hosted, subscription or cloud implementations



b. Development Modules: Skill Development Modules

- Optimizing Search
- Capture (Scan, Network, Email)
- Office Integration and Collaboration
- Forms Design #1 - Leveraging the Business Process Library)
- Workflow Design #1
- Forms Design #2
- Workflow Design #2
- Codeless Integration (Connector)
- Audit and Security
- Freedom of Information, Redaction & Annotations
- Organizing Content (Index, Folder, Tag)
- Field staff enablement with Laserfiche Mobile

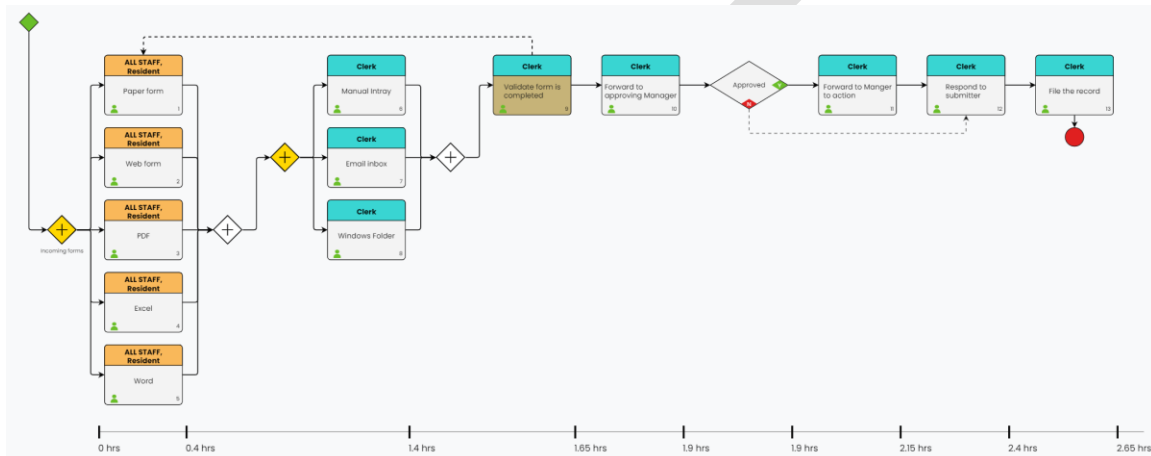
c. Event Specific Skills Workshops

1. Records Management - Closing the Year (Year-end/start) (typically Nov - Jan)
 - Records Management Query
 - Records Cut-off
 - Reporting
 - Records Disposition
 - Retention Schedule Annual Review
 - Mid-Year System Utilization Audit
2. Records Planning & Change Management (Mid-Year, Prior to Budget planning - typically Jun to Sep)
 - Annual System Utilization Audit
 - Gap Analysis
 - Alignment to Strategic Plan
 - Executive Report
 - Executive Skills Development
 - Budgetary Recommendations

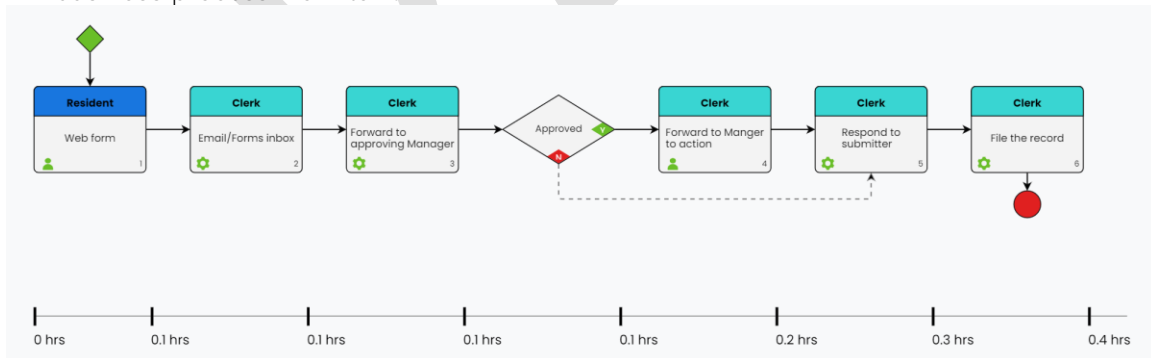
Schedule 4

Use case scenario 1 – Public Forms & Business Process(es)

1. Your existing website has many PDF/word forms that residents need to download, fill out and print/scan/email back to the municipality.
 - a. This is time consuming, very manual and prone to errors.
 - b. On average to complete this process take about 2.5 hours per form submission in administrative time
 - c. With 50 forms, submitted 5 times per month = 6000 hours of administrative time



2. GFW will convert these into a digital forms, that can be submitted and attached to a business process workflow:



3. The workflow will:
 - a. Save the completed submitted form.
 - b. Send the completed form to the responsible staff member for review.
 - c. Allow that staff member to approve/reject/forward the form
 - i. If they forget, it will remind them in x number of days (we set this up as a default number of days to remind staff on a per form process)
 - ii. If they still don't action it, it will escalate to a manager via an email notification.
 - d. If approved/rejected/forwarded it automatically notifies the submitter
 - e. The next staff member can complete the action associated with the form, like they would as part of their normal job.
 - i. If they forget, it will remind them in x number of days



- ii. If they still don't action it, it will escalate to a manager via an email notification.
- f. Once the process is complete the submitter is emailed
- g. You receive a copy of the records in PDF for you to file away or a CSV export for you to import to another system if required
 - i. If you have a GFW's records management software, it will
 - ii. Automatically file the records
 - iii. Apply the correct retention schedule.
- h. Example public facings forms

WESTTOWN TOWNSHIP
Zoning Hearing Board Application

Township Use Only

Date Time: [YYYY-MM-DD] [Time] Project #: []

Parcel ID: [] Zoning Dist: []

Date Paid: [YYYY-MM-DD] PC Date: []

Hearing Date: [YYYY-MM-DD] Property Posted: []

Reviewed By: []

Dates Advertised: [YYYY-MM-DD]

Applicant Information

Applicant / Owner: ☐ Same as Property Owner

Applicant: [] Phone: []

Property Address: [] City: [] ZIP: []

E-mail: []

Owner Information

Applicant: [] Phone: []

Property Address: [] City: [] ZIP: []

E-mail: []

Request

Please select all that apply and provide a brief description of the requested relief or approval sought, i.e. a 9 ft encroachment into rear yard, or Special Exception for construction of 4000.

Select all the apply: ☐ Section 2104: Appeals from the Zoning Officer ☐ Section 2105: Challenge to the validity of the Zoning Ordinance or Map

Building Permit Application

You are or will be: *

☐ Property Owner
☐ Building Owner
☐ Primary Contact

Applicant Information

Name* [] Phone Number [] E-mail* []

Mailing Address*

Street Address []

Address Line 2 []

City [] State/Province/Region []

Postal/Zip Code [] Country []

Mailing Address Same as Property Address?
☐ Yes ☐ No

Property Address*

Street Address []

Address Line 2 []

City [] State/Province/Region []

Postal/Zip Code [] Country []

Permit Information

Check any of the work to be done: ☐ Plumbing ☐ Electrical ☐ HVAC ☐ Gas

Permit Type* ☐ Residential ☐ Commercial

Estimated Value of Work (\$) [] Description of Work []

Report a Public Issue

Date: [1/14/2023]

First Name* [] Last Name* []

Email* [] Phone Number (optional) []

Type of Public Issue*

☐ Abandoned Vehicle ☐ Animal Control ☐ City Events
☐ Code/Housing Violation ☐ Community Services ☐ Graffiti
☐ Illegal Dumping ☐ Litter ☐ Missed Garbage Pickup
☐ Parking ☐ Pothole ☐ Sewer
☐ Sidewalk Repairs ☐ Sign/Barricade ☐ Snow/Ice
☐ Traffic Hazard ☐ Traffic Signal ☐ Tree/Street
☐ Other

Please briefly describe what the problem is and why it needs to be addressed.*

Location of Reported Issue

Street Address []

Address Line 2 []

Damage to Public or Private Property

Caused by Town Staff?
☐ Yes ☐ No

Submitter's Name* []

Email* []

Description* []

LOCATION INFORMATION

DAMAGE DETAILS

REPORTED BY

Report Date: []

Employee: [Franz Gangi]

Witnesses: []

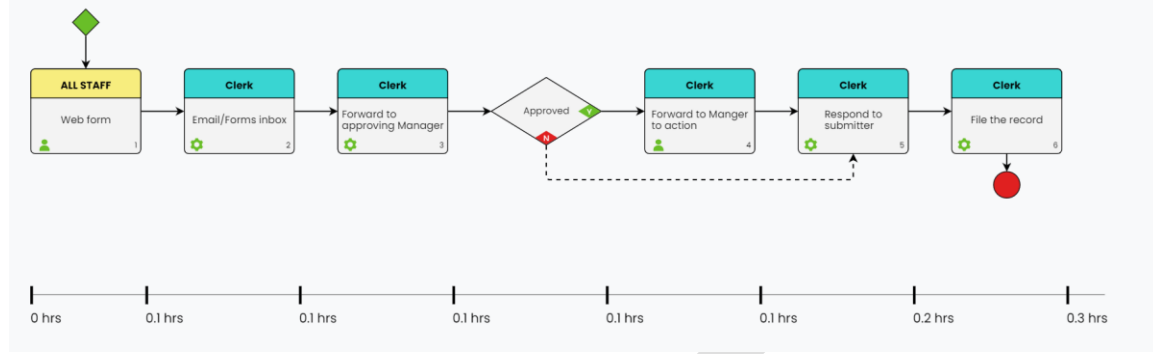
Notes: []

Create Work Order
☐ Yes ☐ No
Work to be done in-house

Hire Contractor
☐ Yes ☐ No ☐ Not Sure

Submit

Use case scenario 2- Internal forms.



1. Your existing intranet has PDF/word forms that staff need to download, fill out and print/scan/email back to the municipality.
 - a. This is time consuming, very manual and prone to errors.
 - b. On average to complete this process take about 2.5 hours per form submissions in administrative time
 - c. With 50 forms, submitted 5 times per month = 6000 hours of administrative time
2. GFW will convert these into a digital form, which can be submitted and attached to a workflow:
3. The workflow will:
 - a. Provide staff with a secure email link to fill out forms from
 - b. Save the completed form.
 - c. Send it to the responsible staff member for review.
 - d. Allow that staff member to approve/reject/forward the form.
 - i. If they forget, it will remind them in x number of days.
 - ii. If they still don't action it, it will escalate to a manager via an email notification.
 - e. If approved/rejected/forwarded it automatically notifies the submitter
 - f. The next staff member can complete the action associated with the form
 - i. If they forget, it will remind them in x number of days.
 - ii. If they still don't action it, it will escalate to a manager via an email notification.
 - g. Once the process is complete the submitter is emailed
 - h. You receive a copy of the records in PDF for you to file away
 - i. If you have a GFW's records management software, it will
 1. Automatically file the records
 2. Apply the correct retention schedule.

Use case scenario 3 – Accounts Payable invoice approval.

1. You receive invoices via a centralised Accounts payable inbox.
 - a. This is time consuming, very manual to send the invoices to managers for approval to know that payment can be sent to the supplier.
 - b. With 500 invoices per month with 2 hours per invoice approval = 12000 hours of administrative time per year
2. GFW will setup a workflow to monitor that accounts payable inbox
3. The workflow will:
 - a. Notify accounts there is a new invoice.
 - b. Prompt finance to send it to a manager for approval.
 - c. The manager will get an email and a copy of the invoice to review.
 - d. Allow that staff member to approve/reject/forward the invoice.
 - i. If they forget, it will remind them in x number of days.
 - ii. If they still don't action it, it will escalate to a manager via an email notification.
 - e. If approved/rejected/forwarded it automatically notifies finance
 - f. It will then.....
 - g. You receive a copy of the records in PDF for you to file away.
 - i. If you have a GFW's records management software, it will.
 - ii. Automatically file the records
 - iii. Apply the correct retention schedule.

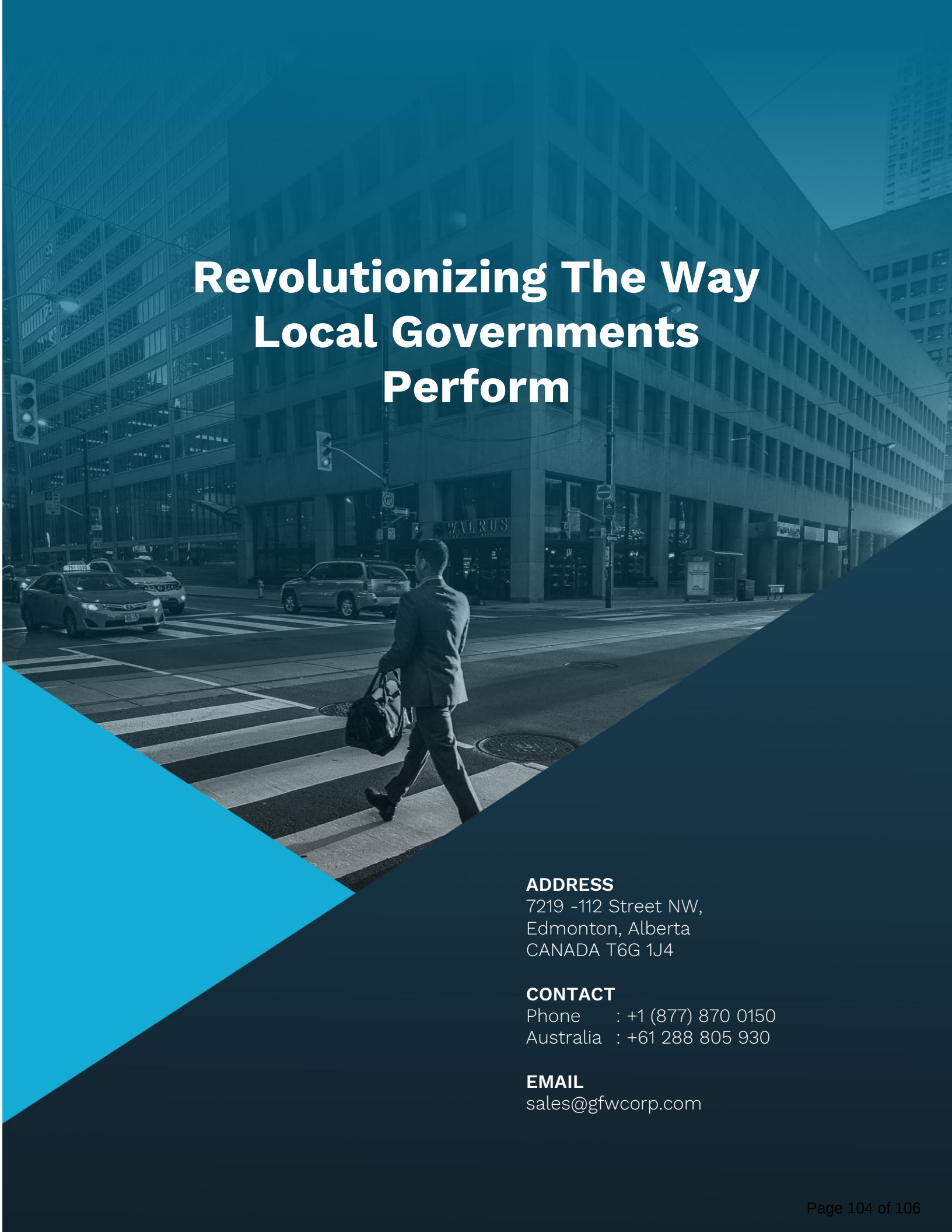
Out of scope:

- k. If you want data to be stripped from a form and inserted into another database, this will be scoped and charged separately.
- l. If you have the GFW records management software (Laserfiche) then each staff member can have their own dashboard to see all pending/approved forms that need actioning.

Payment Plan < 10,000 Residents						
Plan Level	Forms & Processes Automation included	Process submissions incl per month	Avg price per submission	Price per month	Annual Price	Overage submissions per month
1	25	500	\$1.66	\$830	\$9,960	\$3.32
2	50	1000	\$1.66	\$1,550	\$19,980	\$3.0
3	60	2500	\$1.40	\$3,500	\$42,000	\$2.5
4	70	5000	\$1.20	\$6,000	\$72,000	\$2.0
5	100	10 000	\$1.00	\$10,000	\$120,000	\$1.5
6	200	20 000	\$0.80	\$16,000	\$192,000	\$1.0
7	300	30 000	\$0.60	\$18,000	\$216,000	\$0.8

Payment Plan > 10,000 Residents						
Plan Level	Forms & Processes Automation included	Process submissions incl per month	Avg price per submission	Price per month	Annual Price	Overage submissions per month
1	5	500	\$1.66	\$830	\$9,960	\$3.32
2	25	1000	\$1.66	\$1,665	\$19,980	\$3.0
3	50	2500	\$1.40	\$3,500	\$42,000	\$2.5
4	60	5000	\$1.20	\$6,000	\$72,000	\$2.0
5	70	10 000	\$1.00	\$10,000	\$120,000	\$1.5
6	100	20 000	\$0.80	\$16,000	\$192,000	\$1.0
7	200	30 000	\$0.60	\$18,000	\$216,000	\$0.8
8	300	40,000	\$0.55	\$22,000	\$264,000	\$0.7

> Excess fees for forms and business processes that exceed your payment plan level will be billed monthly.
 > Includes 35 reviews/approvals (staff with authentic and access) per subscription, additional cost \$100 per approver per year
 > GFW will send you a monthly report on the business process and forms usage.



Revolutionizing The Way Local Governments Perform

ADDRESS

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CANADA T6G 1J4

CONTACT

Phone : +1 (877) 870 0150
Australia : +61 288 805 930

EMAIL

sales@gfwcorp.com

**CITY OF JUSTIN
RESOLUTION 663-24**

A RESOLUTION OF THE CITY COUNCIL OF CITY OF JUSTIN, APPROVING AN AGREEMENT WITH GOVERNMENT FRAMEWORKS FOR DITAL RECORDS AUTOMATION, AND AUTHORIZING THE CITY MANAGER TO EXECTURE THE AGREEMENT ON BEHALF OF THE CITY OF THE CITY OF JUSTIN, TEXAS.

WHEREAS, the City Council of the City of Justin, Texas recognizes the importance of efficient and effective records management in ensuring transparency, accountability, and accessibility of public information; and

WHEREAS, manual records management processes can be time-consuming, prone to errors, and costly in terms of resource allocation; and

WHEREAS, technological advancements offer opportunities to streamline records management through automation, thereby enhancing productivity, reducing operational costs, and improving service delivery to residents; and

WHEREAS, the adoption of automated records management systems aligns with the “Excellence in Operations” Pillar by providing Strategic Results that are “timely, accurate, cost effective”; and

WHEREAS, the City Council finds that the passage of this resolution is in the best interest of the citizens of Justin.

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

SECTION 1: That, all matters stated in the Recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

SECTION 2: That the City of Justin City Council hereby approves the Agreement with Government Frameworks, attached hereto as ***Exhibit "A"***.

SECTION 3: If any portion of this Resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determines that it would have adopted this Resolution without the invalid provision.

SECTION 4: That this resolution shall become effective from and after its date of passage.

DULY PASSED and approved by the City Council of the City of Justin, Texas, by a vote on this the 14TH day of March 2024.

APPROVED:

James Clark, Mayor

ATTEST:

Amy Piukana, City Secretary

APPROVED AS TO FORM:

Matthew Boyle, City Attorney