

CITY COUNCIL REGULAR MEETING

Tuesday, August 24, 2021 at 5:30 PM
Glen Rose City Hall, Council Chambers,
201 NE Vernon, Glen Rose, TX 76043



AGENDA

DUE TO COVID-19 PANDEMIC AND THE GLEN ROSE STATE OF DISASTER DECLARATION

City Hall will be open to the public.

Citizens can view or listen live by tuning in to the following Zoom.com webinar:

Meeting ID: 823 9751 3705 • Passcode 642042 • or dial 1-346-248-7799

CALL TO ORDER

Invocation

Pledge of Allegiance

Roll Call

CITIZEN/VISITOR COMMENTS *(Limited to three minutes per person.)*

MAYOR AND COUNCIL MEMBER REPORTS

CONSENT AGENDA

1. Consider approval or other action regarding Resolution adopting the revised Personnel Policy.

PUBLIC HEARING

2. Public Hearing regarding proposed FY 2021-22 Budget.

INDIVIDUAL ITEMS FOR CONSIDERATION

3. Discussion, consideration, and possible action on voting to ratify the increase in property taxes to be raised under the FY 2021-22 over what was raised in the FY 2020-21 Budget.
4. Discussion, consideration, and possible action on amending the budget filed with the City Secretary and approving a resolution adopting the FY 2021-22 Budget.
5. Discussion, consideration, and possible action on resolution adopting an amended FY 2020-21 Budget.
6. Discussion, consideration, and possible action regarding election equipment, election contract, and options for the City's future elections.
7. Discussion, consideration, and possible action on a resolution establishing a 380 Agreement Program.
8. Discussion, consideration, and possible action amending the City's Procedures for Placing an Item on the Agenda.

9. Discussion, consideration, and possible action regarding an amendment to the Convention and Visitors Bureau Ordinance.

EXECUTIVE SESSION

10. Texas Government Code, Section 551.074 - Personnel Matters - City Secretary – Job Performance.

ACTION ON EXECUTIVE SESSION

11. Discussion, consideration, and possible action on Executive Session regarding City Secretary Job Performance.

ADJOURN

CERTIFICATION

I, the undersigned authority, do hereby certify that this NOTICE OF MEETING was posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance of the City of Glen Rose City Hall, a place convenient and readily accessible to the general public, as well as to the City's website at www.glenrosetexas.org and said notice was posted on the following date and time: Tuesday, August 20, 2021, by 5:30 PM and remained posted for at least two hours after said meeting was convened.

This building is wheelchair accessible. Any request for sign interpretation or other services should be made 48 hours in advance of the meeting. To make arrangements, call the City Secretary's office at (254) 897-2272 x 102.



STEPHANIE RITCHIE
City Secretary

Certification of NOTICE OF MEETING was removed on: _____ at _____ am/pm

by _____ . _____



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	08/24/2021		
AGENDA SUBJECT:	Consider approval or other action regarding Resolution adopting the revised Personnel Policy.		
PREPARED BY:	City Secretary Ritchie	DATE SUBMITTED:	08/16/2021
EXHIBITS:	Proposed Resolution; Proposed amended Personnel Policy Organizational Chart		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
Proposed Resolution number for this item 2021-20			
RECOMMENDED ACTION:			

RESOLUTION NO. 2021-20**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS,
ADOPTING AN AMENDED PERSONNEL POLICIES MANUAL.**

WHEREAS, the City of Glen Rose (City) began the process of adopting a Personnel Policies Manual on December 12, 1989, and completed the process on January 9, 1990;

WHEREAS, the Personnel Policies Manual was included in Chapter 7, Section 1 of the City's 1990 Code of Ordinances and in Section 9.01.001 of the City's Code of Ordinances adopted on July 10, 2017;

WHEREAS, Section 9.01.001 of the City's Code of Ordinances makes provisions for "amendments as may be subsequently approved by the city council";

WHEREAS, it has come to the attention of the City's administrative staff and City Council that certain provisions of the City's Personnel Policies Manual (AKA Personnel Policy) need to be revised; and,

WHEREAS, in response to deliberations at the August 10, 2021 Council Meetings, staff was instructed to make certain revisions to the Policy's "Organizational Chart" provisions;

WHEREAS, on August 3, 2021 members of the City staff were provided copies of the proposed amended Personnel Policy with the noted changes and were advised said Policy would be presented to the City Council for action at a meeting on August 24, 2021; and,

WHEREAS, said revised draft has been prepared and submitted to the Council for action and final approval;

NOW, THEREFORE, BE IT RESOLVED THAT CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS HEREBY:

Adopts Exhibit "A", The City of Glen Rose Personnel Policy" as amended on August 24, 2021, as the official policy of the city with regard to personnel administration.

PASSED AND APPROVED this 24th day of August, 2021.

ATTEST:

Julia Douglas, Mayor

Stephanie Ritchie, City Secretary

PERSONNEL POLICY

PROPOSED Version to be adopted by City Council on August 24, 2021



Welcome!

Welcome to the City of Glen Rose workforce. You, our employee, are one the City's most valuable assets. Without the dedicated and coordinated efforts of you and your co-workers, with everyone doing their part, the services offered by the City of Glen Rose to its citizens would grind to a halt. The discipline and organization required of you and your fellow employees to provide the wide array of services expected of a municipality such as water, wastewater, trash collection, law enforcement, animal control, economic development, building inspections, code enforcement, street maintenance and construction, drainage, recreation, mowing, municipal court, utility billing, records management, emergency management, and administrative are all supported and encouraged by careful planning and policy making. As employees, this Personnel Policy influences our actions each and every work day. It's easy to take it for granted, but we shouldn't. The provisions of this policy, as presented in the following pages, bring order and structure to the workplace, preventing confusion, and enabling everyone to function more effectively. This policy provides a clear picture of what the citizens, their elected officials, and management expect from you as a member of the City's workforce. It also spells out what you can expect to receive from the City in return for the valuable services you render on a daily basis. Please become familiar with this policy. Should you notice something that can be improved, or if we are failing to deliver on our end of the bargain, please let us know.

Management

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CHAPTER 1 INTRODUCTION

1.01 OBJECTIVES OF POLICIES

The purpose of this policy is to bring into the service of the City of Glen Rose (hereafter, City) a high degree of understanding, cooperation, efficiency, and unity which comes through systematic application of good procedures in personnel administration, and to provide a uniform policy for all employees, with all the benefits such a program ensures. The basic objectives of this policy are:

- (a) To promote and increase efficiency and economy in the service of the city.
- (b) To provide fair and equal opportunities to all qualified applicants to enter City employment on the basis of demonstrated qualifications, merit, and fitness as ascertained through fair and practical methods of recruitment and selection.
- (c) To develop a program of recruitment, advancement, and tenure that will make employment with the city attractive as a career and encourage each employee to render his or her best service to the City.
- (d) To establish and promote high morale among City employees by providing a good working environment, uniform personnel policies, opportunity for advancement, and consideration for employee needs and desires.

Nothing in this policy shall be construed as restricting an employee's right to discuss the terms, status or conditions of the employee's employment position.

1.02 EQUAL OPPORTUNITY POLICY

The city is an Equal Opportunity Employer. Discrimination against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations; because of membership in employee organizations; because that person reports a violation of law; or because of race, color, ancestry, origin, marital status, or other non-merit factors is prohibited. Discrimination on the basis of age, sex, physical handicap, or disability is prohibited except where specific age, sex or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

Disabled employees, and/or disabled applicants for employment, will be afforded reasonable accommodation when it is mutually determined not to create an undue hardship.

The supervisor, focusing on the needs of the disabled individual and the nature of the particular job, will take affirmative steps to arrange and secure funding for reasonable accommodation when and where necessary and when and where possible.

1.03 APPLICABILITY AND SCOPE

These policies apply to all City employees unless specified otherwise by state law or department policy approved by the City Council or other official City Council action. A person on retainer or under contract is not considered to be a city employee in the absence of a specific agreement to that effect.

It should be understood that employment is for an indefinite period and is at-will for both employer and employee. This policy is not intended to constitute an employment contract and the employer reserves the right to amend this policy unilaterally. No manager, supervisor, or other representative of the City, other than the City Council, has the authority to enter into any agreement guaranteeing employment for any specific time or to make any written or oral promises, agreements, or commitments contrary to this policy.

1.04 DISTRIBUTION AND ACKNOWLEDGEMENT

All City employees and Council Members shall be informed of the existence of this policy and each department shall keep a copy available for reference by its employees. A copy of this policy will be furnished to all employees for their personal use and reference. The City shall require that all employees sign a statement that they have been furnished a copy of the City's Personnel Policy. It shall be the employee's responsibility to become thoroughly familiar with said policy.

1.05 POLICY CHANGES AND EMPLOYEE SUGGESTIONS

This policy may be amended, supplemented, or superseded at any time upon approval of the City Council. In addition, the City Administrator and City Attorney may conduct a review of the policy and submit any necessary or recommended changes to City Council for approval.

Employees are encouraged to make constructive suggestions for improvements of this policy or to work procedures or conditions. Any employee who wishes to suggest a personnel policy change should submit their suggestion(s) in writing to the immediate supervisor or department head for consideration.

Employees shall be notified of proposed changes to the Personnel Policy prior to their adoption. In the event of any change, each employee will be given a copy of the revised policy changes in writing as soon as possible thereafter.

1.06 ADMINISTRATIVE AUTHORITY

The City Council shall be responsible for establishing the policy under which personnel matters are to be administered.

The City Administrator shall administer and interpret the City's Personnel Policy as it applies to their respective department and employees. Each supervisor is responsible within

the scope of his or her authority for enforcing the provisions of this policy and related rules and procedures in regard to matters involving his or her department.

1.07 CITY ORGANIZATIONAL CHART

To maintain order within the organization, it is important that the established day-to-day operational chain of command as described below be observed by all employees. Although the City Council is not directly involved in the day-to-day operations of the City, they as a body, do reserve the right to interact with all employees regarding personnel matters relating to grievances and/or appeals provided that the proper chain of command has been followed. Instructions and communications shall be routed according to the following chain of command chart.

Field Supervisor

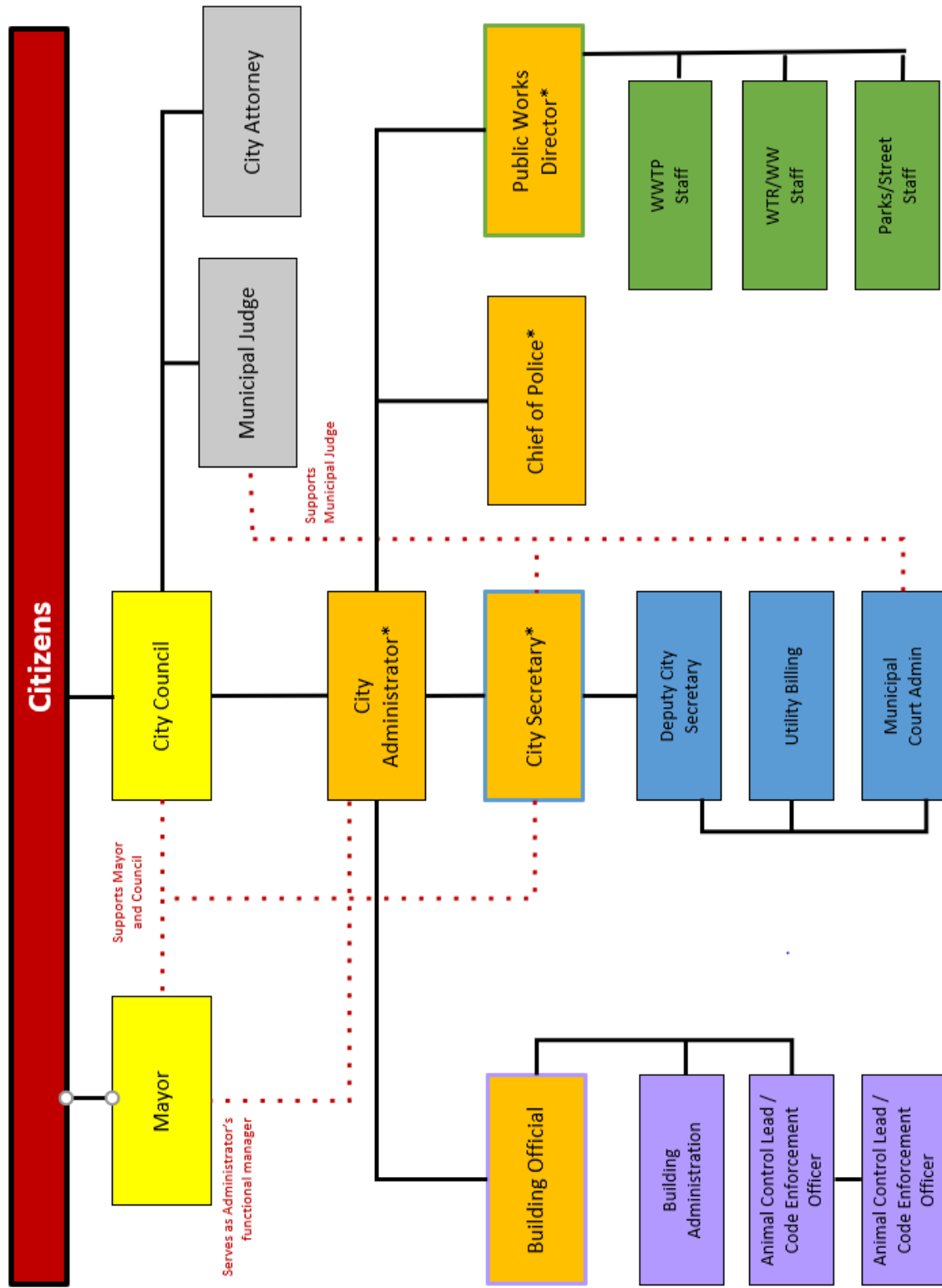
Department Head

City Administrator

Mayor

City Council

(Organizational Chart listed on the following page.)



* Indicates City Council responsible for hiring / termination

CHAPTER 2 RECRUITMENT AND EMPLOYMENT

2.01 RECRUITMENT

- (a) All employee recruitment activities are to be conducted in a manner consistent with the policies of the City of Glen Rose and applicable State and Federal Laws. Recruitment activities are performed in compliance with Federal Equal Employment Opportunity Regulations.
- (b) Supervisors shall notify the City Administrator when job vacancies occur in their department. Only those vacancies allocated in the annual budget or new positions authorized by the City Council shall be filled. The city will seek to obtain the most capable person available to perform a particular job.
- (c) The city has several methods of recruiting and selecting persons to fill vacancies:
 - (1) Promotion from within;
 - (2) Transfer from within;
 - (3) Public notice and competitive consideration of application for employment;
 - (4) Selection from a valid current list of eligible applicants; or,
 - (5) Secure help through an employment agency.
- (d) When public announcements of position openings within the city are used and competitive consideration will be given, the announcements are to be disseminated in the manner most appropriate for the particular position being filled, as determined by the City Administrator. The length of time during which applications will be accepted will be determined by the City Administrator in accordance with the circumstances that exist at the time.
- (e) Department heads wanting to fill job vacancies from within their departments must submit relevant information about the position to the City Administrator.

2.02 GENERAL QUALIFICATIONS FOR EMPLOYMENT

- (a) The City maintains a job description which establishes the required knowledge, skills, abilities and compensation for each position and the acceptable levels of experience and training for each. The job description sets forth the minimum acceptable qualification to fill the position.
- (b) A job applicant must:

- (1) be at least sixteen (16) years old, for temporary or seasonal employment, or eighteen (18) years old, for regular full-time employment or if the job duties include hazards such as excavation or the operation of motor vehicles, heavy equipment, or chain saws;
- (2) provide a valid Social Security number;
- (3) provide a valid Texas Driver's License, if the job being applied for involves the use of City vehicles.

2.03 EMPLOYMENT CLASSIFICATIONS

- (a) A regular full-time employee is employed forty (40) or more hours per week, in a year-round capacity and qualifies for benefits as set forth in this policy.
- (b) A part-time employee is employed less than 1000 per year and does not qualify for the benefits as set forth in this policy, except possibly the Texas Municipal Retirement System (TMRS), and then only if participation is mandated.
- (c) A seasonal employee may be employed in either a full-time or part-time capacity, but only works during a seasonal period, not exceeding 6 months, and is not eligible for benefits as set forth in this policy.

2.04 EMPLOYEE SELECTION

- (a) The City Administrator determines the method of selection to be used in filling each vacancy. If the City Administrator elects to use the public notice method of recruiting, the City Secretary shall publicly announce the job vacancy by appropriate means.
- (b) The primary goal of the city is to fill vacancies with the most qualified applicants available. The supervisor shall determine the most appropriate means of evaluating applicants against job requirements to identify the person's best qualified. Reference checks, interviews, criminal history checks, verification of citizenship or employment eligibility, driver's license checks, and/or other screening procedures may be used. Skills tests and written tests may also be used if it is determined that such are beneficial or necessary. Applicants may be required to provide any information and undergo any examinations necessary to demonstrate compliance with prescribed qualification requirements or proficiency.
- (c) An applicant shall be disqualified from consideration for employment if he or she:
 - (1) does not meet the qualifications necessary for performance of the duties of the position involved;
 - (2) has made any false statement of fact on the application, depending upon the seriousness, willfulness and applicability of the false information to the position;

- (3) is an alien not lawfully authorized to work in the United States;
 - (4) would be in violation of the nepotism policy or laws; or
 - (5) discloses a criminal conviction which creates concerns due to a position's duties.
- (d) An applicant disqualified for any of the above reasons will be permitted to reapply after twelve (12) months have expired.

2.05 OFFER OF EMPLOYMENT

Once the selection process has been completed, a conditional offer of employment specifying the job title, classification of employment, date of employment, rate of pay, what department the employee is being assigned to, the title of the new employee's supervisor, whether or not the employee is exempt or non-exempt, and that the employment relationship is subject to the terms of the City's Personnel Policy will be signed by both the new employee and the City official extending the job offer. The original, signed offer of employment shall be submitted to the City's Human Resources Manager.

After the conditional offer of employment has been extended, the city will conduct a criminal background check. If the information discovered during the criminal background check doesn't match the information provided on the applicant's job application, or if some relevant new facts are uncovered which create concerns specific to the position's duties, the City reserves the right to withdraw the offer of employment. If the job offer involves a position that has been identified by the City as a safety or security sensitive position, the offer of employment will be withdrawn if the applicant fails a pre-employment drug screening.

2.06 PROBATIONARY PERIOD

- (a) Before an individual begins performing his or her actual duties, he or she normally will be given a brief orientation session, conducted through their respective department, or as directed by the City Administrator. The purpose of this session is to enable a new employee to understand his or her job better, as well as the position's relationship to the overall operation of the city.
- (b) Within three days of the date of hire, new employees must provide the information required by form I-9 in accordance with the Immigration Reform and Control Act of 1986.
- (c) All employees will be required to successfully complete a three (3) month introductory/probationary period. The supervisor will discuss and outline performance expectations and will closely observe, evaluate, and counsel the employee regarding any performance weaknesses. Department Heads have the ability to extend the evaluation period an additional three (3) months if deemed necessary and upon

approval of the City Administrator. The City Administrator may extend the evaluation period an additional three (3) months for Department Heads if deemed necessary.

- (d) During the probationary period, all employees will be provided customer service training. In one way or another, all of the City's employees interact with the public and need to be trained to do so in a professional and effective manner. An important component of this training will be to foster a culture of respect, integrity, and accountability towards everyone...customers, citizens, and fellow employees.
- (e) In the event the employee's job performance is deemed unsatisfactory or the employee is found to be unqualified to perform the duties of the position during the employee's probationary period, the employment relationship may be terminated by the City without any right of appeal.

2.07 NEPOTISM PROHIBITIONS

Nepotism is the showing of favoritism towards a relative. The City forbids the practice of nepotism-based favoritism in hiring personnel or awarding contracts.

A person is not eligible for employment who is related within the second degree by affinity (marriage) or within the third degree by consanguinity (blood) to any employee that will directly or indirectly supervise that position, a member of the City Council or the Mayor. This prohibition shall not apply to employees who have been continuously employed by the City immediately before appointment of a member of the City Council or the Mayor for a period of thirty (30) days or before election of a member of the City Council or the Mayor for a period of six (6) months.

If the employee continues in a position following the appointment or election of a member of City Council or the Mayor related to that employee as described above, that member of City Council or the Mayor may not participate in any deliberations or voting on the appointment, reappointment, confirmation of the appointment or reappointment, employment, reemployment, change in status, compensation, or dismissal of that employee.

Seasonal employment will be exempt from this provision.

Affinity Kinship Relationship by Marriage		Consanguinity Kinship Relationship by Blood		
First Degree	Second Degree	First Degree	Second Degree	Third Degree
Spouse	Grandparent	Parent	Grandparent	Great Grandparent
Parent	Grandchild	Child	Grandchild	Great Grandchild
Child	Brother or Sister		Brother or Sister	Uncle or Aunt
				Nephew or Niece

2.08 RESIDENCY REQUIREMENTS

Although there are no absolute residency requirements for City employment, those employees likely to be called to work in cases of emergency may be required to reside within a reasonable commuting distance of thirty (30) minutes of the City.

2.09 MEDICAL EXAMINATIONS

A person selected for initial employment or reinstatement may be required to take a medical and physical examination at City expense given by a doctor designated by the city. When a prospective employee is required to undergo a medical or physical examination, his or her employment may be contingent upon successful completion of the medical examination in relation to the standards of fitness for the position involved.

2.10 EMERGENCY TEMPORARY APPOINTMENTS

The City Administrator may hire temporary or part-time employees in cases of emergencies or unusual or extraordinary circumstances that place demands that exceed the manpower capabilities of the City. Emergency temporary appointments shall not be used to circumvent the normal appointment procedures. The employees involved shall not acquire any status or rights in the positions to which they are temporarily appointed.

2.11 PROMOTION POLICY

A promotion is the assignment of an employee from one position to another higher-level job requiring more responsibility, experience, education, technical or professional expertise and which is usually at a higher salary. It shall be City policy to provide promotional opportunities whenever possible and practical. The selection process may be limited to qualified City employees or such other employees that may be given preference

in the application and/or consideration process. Opportunities for promotion and/or reassignment across organizational lines shall be maximized, with approval from the City Council being necessary prior to such promotion for those positions which are hired and fired by the City Council.

2.12 TEMPORARY PROMOTION

The City Administrator may authorize a temporary promotion to ensure the proper performance of City functions if a position is vacant or its regular incumbent is absent. Employees so promoted may be additionally compensated for the duration of their temporary assignments in amounts to be determined by the City Administrator. However, temporary promotions shall not be used to circumvent normal selection procedures.

Nothing herein shall be construed to prevent the assignment of additional or a higher level of duties to an employee without additional compensation. Temporary promotions shall not exceed six (6) months in length without approval by the City Council.

2.13 TRANSFERS

A transfer is the reassignment of an employee from one position to another. A transfer not involving promotion or demotion may be affected at any time for administrative convenience or necessity, or upon request of the employee to the supervisor, or if interdepartmental, to the supervisors, provided that the employee is qualified to perform the duties of the position to which transfer is contemplated. Transfers may be made administratively or in conjunction with an announced selection process.

2.14 DEMOTIONS

A demotion is the assignment of an employee from one position to another position having fewer responsibilities or requiring less experience, education, technical or professional expertise, and which is usually at a lower salary. A demotion may be affected for either a disciplinary or non-disciplinary action. With the approval of the City Administrator, and if qualified to perform the duties of the lower-level position, an employee may be administratively demoted at his or her own request or as an alternative to layoff. Such demotions shall not be considered as disciplinary actions or to disqualify the employee involved from consideration for later advancement. Demotions, when used as an alternative to layoff, may be fully or partially rescinded at any time.

2.15 RE-EMPLOYMENT

Former employees who have left City employment in good standing shall be eligible for reemployment, provided they meet the minimum requirements and qualifications of the position, and it is in the best interest of the City. Former employees who left the City in good standing shall be granted full benefits upon returning to the City of Glen Rose within one (1) year period. Benefits for employees returning after the one (1) year period shall be the same as those of a new employee, based on the most recent date of hire.

CHAPTER 3 COMPENSATION AND PERFORMANCE EVALUATIONS

3.01 PAY RATE

The city makes a concerted effort to provide a competitive compensation and benefits program. Each employee is paid in accordance with duties and responsibilities. Periodic surveys of the labor market will be conducted to maintain competitive pay.

Pay for City employees is set each year by the City Council in the adopted City operating budget. Employees will be paid in accordance with the City compensation plan approved by the City Council.

3.02 PAY SCHEDULE AND PROCEDURES

- (a) All employees will be paid every two (2) weeks and will be paid on Fridays. When payday falls on a recognized holiday, employees will be paid the day before the holiday.
- (b) Each employee shall submit a timesheet authorized by both the employee and his or her supervisor on the Tuesday morning following the end of the pay period. An explanation for any overtime that is worked will be provided on the time sheet and the supervisor will signify that the overtime was authorized. Any PTO authorizations which have not already been submitted for the pay period will be submitted with the employee's timesheet.
- (c) Employees are encouraged to set up direct deposit. Pay will be issued through direct deposit or debit card.

3.03 WORK SCHEDULE

The City provides some services to its citizens twenty-four (24) hours a day, seven (7) days a week. Some of the provided services require that employees work hours other than the traditional Monday through Friday, eight (8) to five (5), work week. Management will prepare schedules at least two weeks ahead of time, and preferably months ahead of time, unless something urgent or unforeseen arises, to provide employees an opportunity to re-arrange personal commitments to accommodate work schedules other than the traditional Monday through Friday, eight (8) to five (5), work week.

3.04 ON-CALL DUTY

As noted in the section above, the City provides some services to its citizens twenty-four (24) hours a day, seven (7) days a week; thus, it is necessary that an employee be available to respond to trouble calls which may arise after normally scheduled working hours. To the extent possible, on-call duty will be spread out between all of the properly trained field level employees. An on-call employee is authorized to trade on-call duties with another qualified employee. Employees serving as on-call for their department will receive an additional \$20 per day plus time worked. While on-call, an employee is allowed to go out to eat and attend to other personal affairs, but must:

- (a) Keep his/her cell phone where it can be heard and answered, and
- (b) Respond to any call which warrants a response within thirty (30) minutes after receiving the call.

3.05 EMERGENCY DUTY PAY

Non-exempt employees who are called back to work in emergencies or who are on-call and return to duty to respond to an afterhours trouble call shall receive overtime rate for all time worked. A minimum of two (2) hours of pay shall be paid for any call back time worked.

3.06 OVERTIME

- (a) Non-exempt Employees. All employees, except supervisors and any other employees determined by the City Administrator to be exempt in accordance with the Fair Labor Standards Act (FLSA) are eligible to receive overtime pay in accordance with the FLSA. When practical, overtime is to be avoided. Except in emergency situations or extenuating circumstances, overtime must be allocated in the budget and pre-approved by an employee's supervisor. Overtime shall be allocated as evenly as possible among all employees qualified to perform the work. Overtime pay, at a rate of one and one half (1 ½) times the employee's regular pay, will be paid for all time credited over forty (40) hours per week unless such employees are exempt from overtime pay. Holiday and PTO time does qualify as time credited. All overtime work must be clearly reflected on the employee's time records before it is allowed.
- (b) Exempt Employees. An exempt employee means an employee who performs an executive, administrative or professional function as defined by the FLSA, and includes supervisors. Exempt employees are not eligible for overtime pay.

3.07 PERFORMANCE EVALUATION

The work performance of each regular employee shall be evaluated in accordance with appraisal procedures developed and approved by the City Administrator. An employee

shall be evaluated at least annually. Special evaluations may be made if requested by the supervisor and approved by the City Administrator. Performance evaluation reports shall be on forms provided by the personnel office. All performance evaluation reports shall be permanently placed in the employee's personnel file. Employees shall be provided copies of their performance evaluation.

Performance evaluations are designed to help supervisors and employees measure how well work is being performed and to provide a tool for management decisions regarding pay increases, promotions, and retention of employees.

Evaluators shall individually discuss the evaluation results with the employees and shall counsel them regarding their careers and any improvements in performance which appear desirable or necessary. An employee shall be provided an opportunity to provide a written response to an evaluation. To qualify to be attached to the evaluation and included in the employee's personnel file, the response must be submitted to the City's Human Resources Manager by the end of the third business day after an evaluator provides a copy of the evaluation to and reviews it with the employee.

3.08 MERIT INCREASES

As a reward for those employees demonstrating an evaluation rating of meets expectations, above expectations or exceeds expectations, pay increases may be proposed by supervisors and granted upon approval by the City Administrator in accordance with the compensation plan approved by the City Council and within the guidelines of the City budget. These merit increases are intended to reward outstanding personnel and as an inducement to motivate employees in their performance and productivity. Employees who received a below expectations evaluation rating will not be eligible for a merit pay increase.

3.09 LONGEVITY PAY

- (a) All longevity pay will be calculated based upon the anniversary date of continuous employment that falls during the calendar year in which the pay is calculated and paid.
- (c) Longevity pay will be paid on December 1 of each year, or on the first working day following December 1.
- (d) Employees whose third-year anniversary of employment falls during the calendar year preceding December 1st will receive three hundred dollars (\$300.00).
- (e) Employees who have been continuously employed for longer than the three (3) years described in (c) above will receive an additional one hundred dollars (\$100.00) for each additional year of continuous employment.
- (f) Longevity pay will only be paid to those employees who are on the active payroll as of December 1 of each year.

3.10 TERMINATION PAY

Employees who leave the service of the City shall receive all pay that may be due to them in accordance with the following:

- (a) An employee will be paid for any hours worked and for any overtime compensation or compensatory time due to him or her;
- (b) Only employees who have successfully completed their probationary period and first year of service shall be paid for unused PTO earned;
- (c) An employee may request that any retirement benefits paid by him or her, through payroll deductions, be refunded in accordance with the applicable program, or they may choose to leave their funds invested until a later date;
- (d) All employees who desire to attend enhancement training in their particular field shall sign a one (1) year agreement stating that upon completion of said training, the employee will remain with the City for at least one (1) year after training is completed. An employee who chooses to leave the City before completing the one (1) year commitment shall reimburse the City for the cost of the training received.
- (e) Any indebtedness to the City which the employee might have incurred shall be deducted from his or her final paycheck; and
- (f) If any employee passes away while employed by the City, the City shall pay his or her designated beneficiary any unpaid pay, unpaid compensatory time or overtime, unused PTO time, and accumulated benefits.

CHAPTER 4 EMPLOYEE BENEFITS

4.01 HEALTHCARE INSURANCE

After having been employed by the City for two months, all full-time employees are provided with medical insurance. Coverage shall begin upon acceptance of the employee by the insurance underwriter. This insurance provides for payment of hospitalization and major medical expenses up to the limits of the policy for illness and accidental injuries off the job. Each employee will be allowed a maximum of seven hundred dollars (\$700) per month to be applied to medical, dental and vision insurance coverage for the employee and his or her family members. Additional coverage for other family members is at the option of and payable by the employee through payroll deductions at the prevailing rates. Any employee seeking additional coverage must provide proof of insurance to the City Secretary before receiving reimbursement.

4.02 LIFE INSURANCE

After having been employed by the City for two months, the City provides group life insurance coverage for all full-time employees. Coverage shall begin upon acceptance of the employee by the insurance underwriter. The cost of providing this insurance to employees is paid by the City. The provided life insurance is payable in the event of the death of an employee from any cause at any time or place while he or she is insured. It is designed to help ensure that an employee's family receives financial assistance in the event of the employee's death. Payment will be made to the beneficiary designated by the employee.

4.03 WORKERS' COMPENSATION INSURANCE

Any City employee who is injured as a result of duties performed in the course of his or her job shall be eligible to receive workers' compensation benefits from the City's insurance carrier at no expense to the employee. Workers' compensation benefits are intended to compensate workers with job related injuries or illnesses by reimbursing them for income losses and paying for medical and rehabilitation treatment.

Employees who suffer an on-the-job injury or job related illness must notify their supervisor as soon as possible. Failure to report job related injuries or illnesses in a timely manner may affect an employee's eligibility to receive workers' compensation benefits or may delay benefit payments.

4.04 SOCIAL SECURITY AND MEDICARE

All employees of the City are covered under the Federal Insurance Contributions Act (FICA). This government insurance program is financed by social security and Medicare taxes, which are paid through payroll deductions by the employee and matched by the City.

4.05 UNEMPLOYMENT INSURANCE

All employees of the City are covered under the Texas Unemployment Compensation Insurance program and the Federal Unemployment Tax Act (FUTA). This program provides payments for unemployed workers in certain circumstances as provided by law. The city pays an unemployment tax on behalf of each employee to finance this benefit.

4.06 RETIREMENT AND IN-SERVICE DEATH BENEFITS

The city is a member of the Texas Municipal Retirement System (TMRS). The purpose of this system is to provide a plan for the retirement and disability of employees of Texas municipalities. Participation in this system is compulsory for all full-time employees. Participation in the system begins upon employment with the City. The employee will contribute seven percent (7%) of his or her salary through payroll deductions into the retirement plan, with the City matching this amount on a two-to-one (2 to 1) basis.

In addition to the retirement plan, the city also provides an In-Service Death Benefit for its employees participating in the TMRS. This death benefit is payable to the designated beneficiary upon the death of the covered employee. The amount payable to the beneficiary is equal to the annual salary of the covered employee. This supplemental benefit is provided at no cost to the employee.

4.07 LONG TERM DISABILITY INSURANCE

All full-time employees are provided with long-term disability insurance. Coverage shall begin upon acceptance of the employee by the insurance underwriter. This insurance provides monthly cash benefits to the employee if the employee becomes disabled for at least ninety (90) days. The cost of providing this insurance to the employee is paid by the City.

CHAPTER 5 ABSENCES AND LEAVES

5.01 HOLIDAYS

New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day shall be observed as official holidays for City employees in accordance with the following rules (any additional time off from work shall be approved by the City Council):

- (a) All regular full-time employees shall be entitled to all paid holidays.
- (b) As many employees as possible shall be given each holiday off, consistent with the maintenance of essential City functions.
- (c) Anyone required to work on a holiday will be paid for the holiday, plus the hours that are actually worked during the holiday. Work performed on a city designated holiday will be compensated at the rate of one-and-one-half times the employee's hourly rate whether or not the employee works more than 40 hours during the pay period.
- (d) If a holiday falls on a Saturday, the preceding Friday shall be observed, and if a holiday falls on a Sunday, the following Monday shall be observed.
- (e) Employees desiring to observe religious holidays not coinciding with official holidays may be given time off without pay or may be authorized to use accrued PTO.

5.02 PERSONAL TIME OFF

On the first working day of employment, all regular full-time employees shall begin to accrue personal time off (PTO) for their use during that calendar year. PTO may be used at the employee's discretion with prior approval of the supervisor.

- (a) Upon completion of their three-month probationary period and during their first twelve (12) months of employment, new employees shall be granted forty-eight (48) hours PTO.
- (b) Following twelve (12) months of continuous employment, all full-time employees, except temporary or seasonal employees, shall be eligible to take one hundred and forty-four (144) hours PTO that year.
- (c) Following twenty-four (24) months of continuous employment, all full time employees, except temporary or seasonal employees, shall be eligible to take one hundred and eighty-four (184) PTO per year.
- (d) Following one hundred and twenty (120) months of continuous employment, all regular full-time employees, except temporary or seasonal employees, shall be eligible to take two hundred and twenty-four (224) hours PTO per year.
- (e) Following one hundred and eighty (180) months of continuous employment, all regular full-time employees, except temporary or seasonal employees, shall be eligible to take two hundred and sixty-four (264) hours PTO per year.
- (f) Two hundred and sixty-four (264) hours is the maximum PTO regardless of tenure.
- (g) PTO may be accumulated up to two hundred and forty (240) hours into a PTO “Bank” to carry over from year to year. No more than two hundred and forty (240) hours PTO may carry over. Any accumulated PTO hours exceeding two hundred and forty (240) hours will be lost by the employee each year on the employee’s anniversary of hire date. The City will compensate an employee for up to, but no more than, forty (40) PTO hours lost due to this provision at a rate of twenty-five cents (\$0.25) on the dollar (\$1.00) for the value of the lost hours.
- (h) Part-time, seasonal, and temporary employees shall not be eligible for PTO.
- (i) Rules regarding PTO:
 - (1) All regular full-time employees shall be eligible to take PTO when accumulated.
 - (2) PTO shall be taken in minimum increments of 1 hour.
 - (3) The work calendar will be considered by a supervisor prior to granting PTO requests for extended time-off. NOTE: PTO requests may not be granted in some cases.
 - (4) Employees being laterally transferred, promoted, or demoted shall retain all accrued PTO.
 - (5) PTO may not be transferred between employees.

- (6) An employee must give twenty-four (24) hours' notice to his/her Supervisor for scheduled time off.
- (7) An employee must give one (1) hour notice to his/her supervisor for unscheduled time off.
- (8) An employee must give five (5) days' notice to his/her Supervisor for time off exceeding three (3) days. A physician's release will be required if an employee is out for more than three (3) consecutive days without having received prior approval for the absence.
- (9) All PTO must be approved by an employee's supervisor in writing.
- (10) PTO shall not be sold back to the City, except as provided in (g) above.
- (11) Upon separation from the City, employees shall be compensated for accrued PTO.
- (12) PTO cannot be used during periods of leave for disciplinary action against an employee.
- (13) When absence from employment exceeds the amount of PTO earned and authorized, the pay of an employee shall be discontinued until he or she returns to work.

5.03 COMPENSATORY TIME OFF

Exempt employees are expected to be on the job Monday through Friday of every work week except on holidays or when PTO or compensatory time off (CTO) has been authorized. CTO is only available for exempt employees and, then, only if pre-approved in writing by the City Administrator, or in the case of the City Administrator by the Mayor (to be so understood hereafter in this section whenever "City Administrator" is mentioned). It is expected that those who hold exempt positions within the City will sometimes, or in some instances regularly, work more than forty (40) hours per week or eighty (80) hours per pay period. The salary provided for exempt positions is deemed just compensation for however many hours an exempt employee may be required to work to satisfy the demands of the job. However, on some occasions when an exempt employee is required to work weekends, holidays, or a succession of long days, that employee may petition the City Administrator for CTO. A request for CTO may be granted or denied solely at the discretion of the City Administrator. The following factors shall be considered when the request is being evaluated: the number of hours worked by the applicant during the pay period and during recent months, the number of hours worked in excess of eighty (80) during the pay period compared to the hours of CTO being requested, the need for the applicant to be on the job, and the number of other employees who may be off in the applicant's department or within the whole organization. When the number of CTO hours

granted is subtracted from two week pay period, the remaining hours (hours worked, PTO time, holiday time) must total at least eighty (80). When CTO is granted in connection with extra hours worked on the last week of a pay period, the CTO may be taken during the following week; otherwise, CTO must be confined to the pay period when the extra hours were accumulated. CTO shall not be granted for more than 16 hours during a pay period. CTO shall be used as the exception rather than the normal course of business and may not be taken every pay period.

5.04 BEREAVEMENT LEAVE

All regular full-time employees may be granted leave with pay to attend a funeral and handle the necessary family details in case of death in their immediate family or other relative living in the same household, limited to three (3) days per event. This leave will not be charged as PTO. Part-time, seasonal, and temporary employees may be granted days of leave without pay in such cases. Immediate family, for this purpose, shall be defined as an employee's husband, wife, son, daughter, grandchild, mother, father, mother-in-law, father-in-law, grandparents, brother, or sister.

5.05 MILITARY LEAVE

Full-time employees of the City who are members of the State Military Forces or members of any of the Reserve Components of the Armed forces of the United States are entitled to leave of absence from their duties for up to fifteen (15) days in any one calendar year, without loss of vacation time or salary. Said leave may be used for all days during which they are engaged in authorized training or duty. Requests for approval of military leave must be accompanied by copies of the relevant military orders. Military leave in excess of fifteen (15) days will be charged to vacation leave or leave without pay. Upon return from the training, the employee must furnish a statement from the commanding officer showing the military earnings while at camp. The statement will be forwarded to the payroll office so that the difference in weekly earnings and military pay may be paid to the employee. In the event the employee received full salary from the city in advance, military earnings while at camp will be deducted from a subsequent check.

Full-time employees of the City who enter active duty with the State Military Forces or with the Armed Forces of the United States are entitled to be restored to employment subject to the provisions of the law upon honorable release from active duty, provided an appropriate position is available.

5.06 ADMINISTRATIVE LEAVE WITH PAY

- (a) Employees on duty on the date of any national, state, or local election and who are eligible to vote in such election shall be granted time off without loss of pay or benefits to exercise this right if they cannot reach their polling place outside of working hours before they close. Evidence of voter registration and voting may be required by the supervisor.

- (b) Employees shall be granted sufficient leave with pay when called for jury service or court duty. The employee shall provide his or her supervisor a copy of the jury or court summons. Employees excused or released from jury service or court duty shall immediately report to their workstation for the remainder of their shift.
- (c) Employees who make donations of blood without receiving compensation for it will be excused from duty without loss of pay or benefits. Employees will be excused for such time as is necessary to make blood donations and to recuperate, if needed. The excused absence will not exceed four (4) hours and will be authorized for only the day of the donation.
- (d) The City Administrator may grant an employee administrative leave with pay for purposes of attending a professional conference, convention, training activity, legislative proceeding, or civic function or meeting, or for purposes of coordinating with governmental and private agencies in the interest of the city.

5.07 AUTHORIZED LEAVE WITHOUT PAY

In circumstances not falling within other provisions of these rules, the City Administrator may authorize an employee to take leave without pay under mutually agreeable terms and conditions. Employees taking leave without pay shall not lose or gain seniority. All employee benefits will remain in effect during periods of authorized leave without pay.

5.08 ABSENCE WITHOUT LEAVE

An employee failing to report to work or remain at work as scheduled without proper notification to his or her immediate supervisor and obtaining authorization or excuse has committed a serious offense and shall not be paid for the time involved. Absence without leave constitutes abandonment of duties and may result in severe discipline, up to and including discharge. In cases where the employee is discharged for absence without leave it shall be considered to be “not in good standing.”

5.09 DOCTOR’S RELEASE REQUIRED

An employee who has missed more than three days of work due to an illness, injury, surgical procedure, or some other medical condition, before returning to work, shall provide the City’s Human Resources Manager with a doctor’s release signed by the attending physician indicating the employee is fit to return to full duty. If the doctor releases an employee for “light duty,” depending upon the qualifications associated with that “light duty” release and the normal demands of an employee’s job, management will determine whether or not an employee will be allowed to return to work. If the employee is deemed temporarily unfit to return to his/her regular job, the City has a vacant position which could be fully performed under the “light duty” restrictions that have been imposed, and the employee is qualified to perform the duties of the vacant position, an accommodation can be made. The city, however, has no obligation to create a position for an employee who is unable to perform his/her normal job duties.

5.10 WORKERS' COMPENSATION AND WAGE CONTINUATION BENEFITS

An employee who is injured in the line of duty may receive workers' compensation and injury wage continuation benefits under the terms and conditions prescribed in the applicable programs.

5.11 INCLEMENT WEATHER

The Public Works Director will check the City streets and inform the Mayor and City Administrator of the conditions of the streets, and the Mayor and the City Administrator shall make a final decision on whether or not the City offices shall have delayed opening or be closed all day due to inclement weather. Employees will be paid for hours closed due to inclement weather. PTO may be used for inclement weather days at the discretion of the employees.

CHAPTER 6 EMPLOYEE CONDUCT

6.01 ATTENDANCE

All employees are expected to report to work as scheduled and to work their scheduled hours and overtime, if necessary. Employees shall be at their place of work in accordance with City and departmental policies and regulations. Supervisors shall establish work schedules and maintain daily employee attendance records.

6.02 WORK STANDARDS

It shall be the duty of each employee to maintain high standards of cooperation, proficiency, and economy in his or her work for the City. Supervisors shall organize and direct the work of their departments to achieve these objectives. If work habits, attitude, production, and/or personal conduct of an employee should become a problem, the employee's supervisor should point out the deficiencies at the time they are observed and take appropriate action. Counseling and warning the employee in sufficient time for improvement should ordinarily precede formal disciplinary action, but nothing herein shall prevent immediate formal action as provided elsewhere in these policies whenever the interest of the City requires it.

6.03 POLITICAL ACTIVITIES

Except as may be otherwise provided by law, the following restrictions on political activity shall apply to City employees:

- (a) Employees shall refrain from publicly using their positions for or against any candidate for public office in any jurisdiction.

- (b) No employee, while on duty, shall take an active part in any political campaign of another person for an elective position of the City. The term “active part” means making political speeches, passing out cards or other political literature, writing letters, signing petitions, actively and openly soliciting votes, and making public derogatory remarks about the candidates.
- (c) Employees may not be required to contribute money, labor, time or any other valuable thing to any person for City election purposes.
- (d) No employee may hold an appointive or elective City office of public trust, partisan office in any jurisdiction, or any other office where service would constitute a direct conflict of interest with City employment, with or without remuneration.

6.04 SOLICITATION

Solicitation of contributions or anything of value for any purpose whatsoever shall be permitted of or by City employees on the job only with express approval of the City Administrator. No employee may be required to make any contribution or may be penalized or rewarded in any way in connection with his or her employment according to his or her response to the solicitation.

6.05 OUTSIDE EMPLOYMENT

Although outside employment is not expressly prohibited by the city, employees who work other jobs on their own time must remember that their first responsibility is to the City. If a second job leads to excessive absenteeism, tardiness, conflicts with a department's regular or on-call duty schedule, or poor performance, the employee may be asked to choose between the two jobs.

6.06 PHYSICAL FITNESS

It shall be the responsibility of each employee to maintain the standards of physical fitness required for performing his or her job.

6.07 PERSONAL APPEARANCE AND DRESS CODE

As representatives of the city, employees are encouraged to set and meet high standards both in performing quality work and in presenting a professional personal image to the public. Employees are expected to exercise regular hygiene care and to dress and groom themselves in a neat and tasteful manner appropriate to the particular job being performed.

(a) City Dress Code

The City of Glen Rose wishes to provide a work environment that is free of safety hazards, and offensive behavior and harassment of any kind. The need for proper

appearance from all staff is necessary. Therefore, the following dress code guidelines are expected from all employees.

- (1) Clothing should be worn and fit in such a manner that it does not expose the abdomen, cleavage, back or buttocks areas.
- (2) Clothing needs to portray a professional image and should be free of sexually related references, nude or semi-nude pictures, profanity, offensive material or suggestions or promotions of illegal drug use, beer or tobacco.
- (3) Body piercing jewelry shall only be worn on the ear. Spacers, gauges and/or stretching the ear beyond a conventional piercing is not acceptable.
- (4) Tattoos, body art and/or branding on the skin shall not be visible on the face, neck or hands and shall not contain potentially offensive words, terms, logos, pictures, cartoons, or slogans.
- (5) Clothing should be in good repair, not to be excessively torn, worn, frayed, dirty or visibly patched and all seams must be finished.
- (6) The following clothing is not acceptable at any time: spandex, bare feet, tank tops or spaghetti strap tops, halter tops, beachwear, shorts, bib overalls or other form fitting pants, work-out attire, sexually provocative clothing, the observable lack of undergarments or exposed undergarments, flip-flops, or slippers, or distracting, offensive or revealing clothing.
- (7) Excessive makeup and/or excessive use of perfumes/colognes are unprofessional.
- (8) Hair should remain well-groomed and professional. Unnatural colors and extreme hairstyles are prohibited.
- (9) Facial hair for men is allowed and should be neatly trimmed. The appearance standards required of employees will vary according to the nature and duties of their positions. No dress code can cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If an employee is uncertain about acceptable attire for work, he/she should ask his/her supervisor and/or department head.

(b) City Office Business Attire Standards

- (1) Slacks and Pants: Slacks, pants and jeans should maintain a clean appearance with no holes, rips or similar damage that exposes skin. All employees who choose to wear jeans must abide by the business dress policy and maintain a professional appearance.

- (2) Skirts and Dresses: Dresses, skirts, skirts with jackets, dressy two-piece knit suits or sets, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be no higher than two inches above the top of the knee.
- (3) Shirts, Tops, Blouses and Jackets: Button-down shirts, dress shirts, blouses, polo-type shirts, golf shirts, sweaters, tops and turtlenecks are acceptable attire for work if they contribute to the appearance of a professional environment. Most suit jackets or sport coats are also acceptable for the office. Tank tops and similar bare-shoulder designs may only be worn when accompanied by a jacket, cardigan, or dress sweater. Special event, occasion, school or organization T-shirts may be worn when approved by the Department Head.
- (4) Shoes and Footwear: Shoes and footwear should provide sufficient design & support so as not to interfere with an employee's work. Conservative walking shoes, dress shoes, oxfords, loafers, boots, flats, dress heels, dress sandals, and open-toe shoes are acceptable for work. Athletic shoes are permitted to be worn in the office; however, they must be conservative in color and design. Flip-flops, crocs and slippers are not acceptable in the office.

6.08 FINANCIAL OBLIGATIONS

All employees are expected to keep their personal financial affairs in good order. Failure to pay just debts, including taxes, may constitute grounds for disciplinary action if job performance is impeded.

6.09 CONFLICT OF INTEREST

No City Council person or employee of the City shall accept, directly or indirectly, any gift, favor, privilege, or employment having an aggregate monetary value in excess of twenty-five dollars (\$25.00) from any person, firm, or corporation doing business with, or seeking to do business with the City during the term of office of such City Council person or during the employment of such employee of the City, and in connection with such office or employment, except as may be authorized by ordinance or on behalf of the City and for its benefit. Under no circumstance shall cash or any instrument of cash having monetary value be accepted. No City Council person or employee of the City who is employed, directly or indirectly, by any person, firm, or corporation doing business with, or seeking to do business with the City, shall in any manner participate in any discussion or decision of any agency, board, commission, or instrumentality of the City having to do with the business done or sought to be done with the City by such person, firm, or corporation without first declaring publicly such employment.

6.10 GENERAL DEPARTMENT

The attitude and deportment of a city employee, whether in public or private, should at all times be such as to promote the good will and favorable attitude of the public toward the City administration and its programs and policies.

6.11 SEXUAL HARASSMENT

No employee, male or female, shall harass another employee by making unwelcome sexual advances or favors or other verbal or physical conduct of a sexual nature; using an employee's submission to or rejection of such conduct as the basis for or as a factor in any employment decision affecting the individual; or otherwise creating an intimidating, hostile, or offensive working environment by such conduct. The city does not condone any sexual harassment of its employees. All employees will be subject to severe discipline up to and including discharge, for any act of sexual harassment they commit.

The creation of an intimidating, hostile, or offensive working environment may include such actions as persistent comments on an employee's sexual preferences or the display of obscene or sexually oriented photographs or drawings. However, conduct or actions that arise out of a personal or social relationship unrelated to City employment may not be viewed as sexual harassment. Any employee who feels victimized by sexual harassment should report the harassment to the City Administrator immediately. No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint.

6.12 INDICTMENTS AGAINST EMPLOYEE

An employee may be suspended with or without pay, if accused or indicted for a crime or official misconduct pending a decision on the indictment such as dismissal, acquittal or conviction. If the indictment is dismissed or if the employee is acquitted, the suspended employee shall be reinstated to his or her former position, or a similar one if not available, without loss of any benefits, and such suspension shall not be considered as a disciplinary action.

6.13 STEWARDSHIP OF CITY VEHICLES, EQUIPMENT, AND PROPERTY

Employees are expected to exercise good stewardship of the City's equipment and property. Resources are not to be wasted. No City vehicle shall be left running while unattended. Vehicles, equipment, and facilities must be provided proper care and routine maintenance. Should an employee become involved in an accident involving City property or become aware of damage to City property, immediately thereafter the employee, or the employee's supervisor, shall file a report concerning the same with the City Secretary. If necessary, the appropriate law enforcement authority shall be notified. At management's discretion, an investigation may be conducted. Incidents shall be deemed "preventable" or "non-preventable." Any employee deemed responsible for a "preventable" incident may be subject to disciplinary action.

CHAPTER 7 DISCIPLINE, APPEALS, AND GRIEVANCES

7.01 WORK ETHIC AND DISCIPLINARY POLICY

The city expects its employees to accept reasonable and appropriate work assignments willingly and to perform them in a satisfactory manner. Employees are also expected to comply with all rules, regulations and policies pertaining to job performance standards and personal conduct on the job. If an employee fails to perform satisfactorily or if his or her personal conduct is unacceptable, disciplinary action may be taken.

All reasonable efforts will be made to ensure due process to the employee. The city will attempt to review and resolve all employee problems as promptly and equitably as possible and at the lowest possible organization/supervisory level. All employees will be provided with a fair, expedient, objective and consistent means of resolving work related problems.

7.02 GROUNDS FOR DISCIPLINARY ACTION

The City Administrator may take disciplinary action against an employee for any of the following:

- (a) Illegal, unethical, abusive, or unsafe acts.
- (b) Violation of City rules, regulations, policies or procedures.
- (c) Insubordination.
- (d) Leave under false pretenses.
- (e) Incompetence.
- (f) Neglect of duties.
- (g) Theft.
- (h) Participating in prohibited political activities.
- (i) Unauthorized soliciting while on duty.
- (j) Excessive or unauthorized absenteeism or tardiness.
- (k) Failure to conduct himself/herself in a courteous and proper manner while on duty.
- (l) Falsification of official documents or records.
- (m) Unauthorized use or disclosure of official information.
- (n) Unauthorized or improper use of official authority.
- (o) Possession, use or being under the influence of drugs or alcoholic beverages not prescribed by a physician, while on duty.

- (p) Damaging City equipment, tools, machines, and/or property.
- (q) Wasting materials and supplies.
- (r) Carelessness, recklessness, and/or engaging in horseplay.
- (s) Immoral conduct or indecency.
- (t) Abuse of illness, injury, disability leave, or other benefits.
- (u) Any threat or physical attack on any supervisor or co-worker.
- (v) Failure to properly document time and attendance records.
- (w) Sexual harassment.

This list is to illustrate the more common grounds for disciplinary action and is not intended to be all-conclusive.

7.03 TYPES OF DISCIPLINARY ACTION

Formal disciplinary action taken shall be consistent with the nature of the deficiency or infraction involved and the record of the employee. Formal disciplinary action shall include written reprimand, suspension, reduction in pay, demotion, and dismissal. Any of the foregoing types of formal disciplinary action may be invoked for a particular deficiency or infraction, depending upon the exact circumstances. An employee may be formally warned at any time that he or she may be dismissed or otherwise disciplined for further unsatisfactory performance and/or conduct. Nothing herein shall prohibit the administration of informal disciplinary action, such as oral reprimands. Informal disciplinary action may be documented in the employee's official personnel file at the discretion of the supervisor.

Supervisory personnel are encouraged to consider the following as normal disciplinary transitional steps in situations requiring disciplinary action:

Verbal Warnings with records of each warning being noted in the employee's personnel file.

Written Reprimands, which the supervisor must transmit through the City Administrator before placement in the employee's personnel file.

Suspension Without Pay or **Reduction in Pay**

Demotion or **Dismissal**

Nothing herein is intended to negate the authority and responsibilities of a supervisor to take the disciplinary action they believe appropriate based upon the relevant circumstances, nor prohibit the supervisor from immediately discharging an employee for the first instance of gross misconduct.

7.04 WRITTEN REPRIMAND

In the interest of good discipline, an employee may be formally reprimanded in writing. The reprimand shall describe the deficiency or infraction involved and shall state the likely consequence of further unsatisfactory performance and/or conduct. The employee will be informed of the written reprimand and a copy of the reprimand shall be kept in the employee's official personnel file.

7.05 SUSPENSION

In the interest of good discipline, an employee may be suspended without pay for up to thirty (30) calendar days in anyone (1) calendar year. A notice of suspension must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct. The suspension shall be permanently noted in the employee's official personnel file. When an employee is under investigation for a crime or official misconduct or is awaiting a hearing or trial in a criminal matter, he or she may be suspended without pay for the duration of the proceedings when such suspension would be in the best interests of the City and the public. If the investigation or proceedings clear the employee, he or she shall be eligible for reinstatement with full pay and benefits restored.

7.06 REDUCTION IN PAY

In the interest of good discipline, an employee's pay may be reduced, provided it is done within reason. A notice of reduction must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct. The reduction shall be permanently noted in the employee's official personnel file, but the employee shall not be disqualified from consideration for later pay increases.

7.07 DISCIPLINARY DEMOTION AND DISMISSAL

In the interest of good discipline, an employee may be demoted. A notice of demotion must be given to the employee which describes the deficiency or infraction involved and which states the likely consequences of further unsatisfactory performance and/or conduct. The demotion shall be permanently noted in the employee's official personnel file, but the employee shall not be disqualified from consideration for later advancement.

An employee may also be dismissed from City employment for any reason determined to be appropriate by the supervisor.

7.08 APPEALS OF DISCIPLINARY ACTION

An employee may appeal any disciplinary action taken against him or her by following the appeal procedures as outlined below.

Phase 1 Appeal - Department Head

Within three (3) working days following the supervisor's initiation of disciplinary action, the employee shall submit his or her appeal in writing in a sealed envelope to the City Hall front office staff to be date and time stamped, logged in, and delivered to the Human Resources Manager. The Human Resources Manager shall present a copy of the appeal to the employee's Department Head, who then shall hear the matter.

The Department Head shall provide the employee and Human Resources Manager with a phase 1 written response to the appeal within three (3) working days of the initial meeting.

Phase 2 Appeal - City Administrator

Within three (3) working days from the receipt of the Department Head's "step 1" written response or non-response, the employee shall have the right to appeal the decision to the City Administrator. Upon written request of the employee, the Human Resources Manager shall present a copy of the appeal and the Department Head's "phase 1" written response to the City Administrator, who then shall hear the matter.

The City Administrator shall provide the employee and Human Resources Manager with a "phase 2" written response to the appeal within three (3) working days of this meeting.

Phase 3 Appeal - Mayor and City Council

Within three (3) working days of receipt of the City Administrator's "phase 2" written response or non-response, the employee shall have the right to elevate his or her appeal to the Mayor and City Council. The employee shall prepare a written appeal request addressed to the Mayor and City Council submitted as outlined in the phase 1 appeal process to be delivered to the Human Resources Manager.

The Human Resources Manager shall submit the employee's written request for appeal with all related documentation including the "phase 1 and phase 2" written responses to the Mayor, the Mayor shall promptly coordinate a date and time for the City Council to hear the employee's appeal.

As promptly as practicable after the final employee's written request for appeal has been filed, the employee should be given notice of the hearing date and time, the Human Resources Manager shall notify all parties in writing, including the employee, the Department Head and City Administrator, and the Mayor and City Council.

Appeal Hearing Format

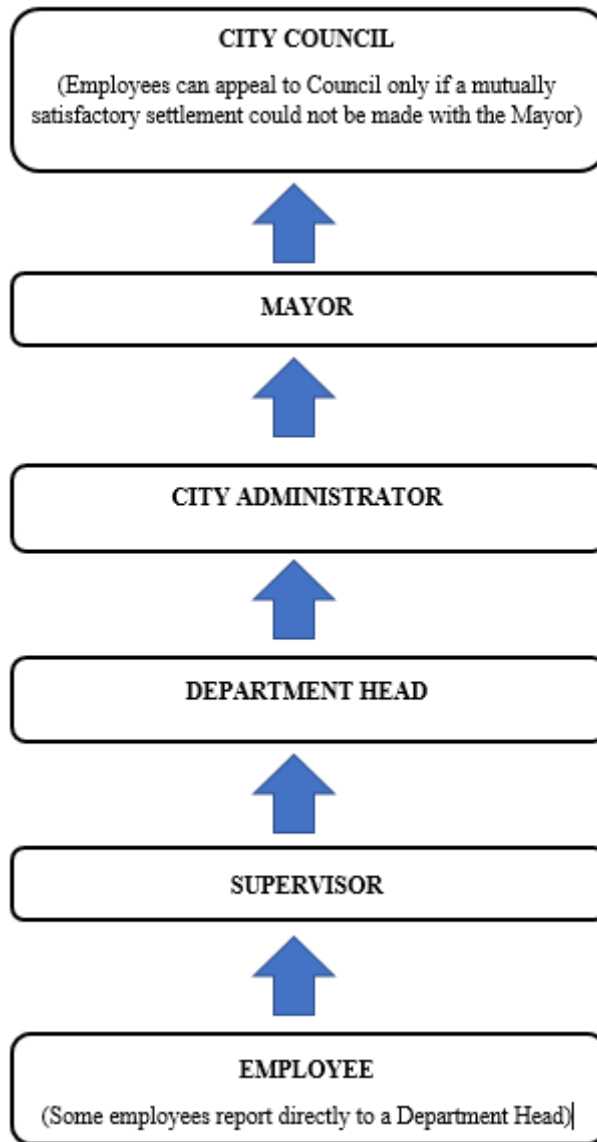
The format for the appeal hearing allows both parties adequate time to present without interruption and also time for the City Council to ask relevant questions.

During the hearing, the employee will make the first presentation and discuss the appeal. The employee shall be allowed to appear before the Mayor and City Council with representation of his or her choice, if desired. The supervisor, Department Head and City Administrator will then make their presentation concerning the appeal.

The Mayor and City Council will then review and discuss the information that has been presented by all parties. If necessary, the Mayor and City Council may request and gather additional documents or request and interview additional witnesses. The City Council shall issue a final determination of the case, which shall be final.

NOTE: All evidence being submitted for City Council review shall be presented to the Human Resources Manager for distribution to all parties at least 48 hours in advance of the hearing.

**FLOW CHART
FOR
7.08 APPEALS AND 7.09 GRIEVANCE PROCEDURES**



7.09 GRIEVANCE PROCEDURES

All employees have the right to take any job-related complaint, problem or grievance to their immediate supervisor in order to resolve it. They may communicate with their supervisors either orally or in writing and may be accompanied by representation of their choice. Following discussion of the grievance with his or her supervisor, if an employee still remains dissatisfied with a working condition or some other aspect of employment, other than for a disciplinary action or personnel evaluation, he or she may have access to successively higher levels of management. Supervisory personnel or Department Heads will make all reasonable effort to achieve rapid, satisfactory, and productive resolution of problems, complaints, and grievances and shall always assure every employee's right to due process.

A grievance is an employee's written statement that his or her supervisor is improperly or prejudicially applying or failing to apply the personnel rules, regulations and/or procedures of the City. The grievance procedure permits every employee equal access to those individuals who make management decisions. In addition, the grievance procedure provides a standard process for speedy investigation resolution of employee complaints. The grievance procedure shall not be used to resolve differences between employees of like rank.

The employee should always keep in mind the responsibility of the city to its citizens and to the public. It is the responsibility of the employee to assist in discharging this responsibility by contributing to a good working relationship among employees in the city government. In order to minimize disruption of the operation of the City government and damage to the reputation of the City among its citizens, the employee shall use this grievance procedure.

Punitive action shall not be taken against an employee for submitting a grievance in accordance with these guidelines. Employees shall have the right to be represented by legal counsel, should they so choose, at any step of the grievance process. Additionally, a grievance may be withdrawn at any step without prejudice.

Phase 1 Grievances - Supervisors and Department Heads

Within five (5) working days after the cause of the grievance arises or becomes known to the employee, the employee shall submit his or her grievance in writing and in a sealed envelope to the City Hall front office staff to be time and date stamped, logged in, and delivered to the Human Resources Manager. The Human Resources Manager shall present a copy of the written grievance to the employee's supervisor.

It shall be the responsibility of the supervisor to study the grievance and attempt to resolve it within ten (10) working days of it have being submitted. Further discussions with the grievant shall be encouraged. If the grievance cannot be resolved to the satisfaction of both parties within ten (10) working days, the supervisor shall refer it with comments and/or recommendations to the Department Head. If the employee's supervisor fails to resolve or

refer a grievance within ten (10) working days, the employee has three (3) working days to present the grievance directly to the Department Head.

It shall then be the responsibility of the Department Head to study the grievance and attempt to resolve it within ten (10) working days as outlined above. If the grievance cannot be resolved to the satisfaction of both parties within ten (10) working days, the Department Head shall provide the employee and Human Resources Manager with a phase 1 written response to the grievance.

Phase 2 Grievances - City Administrator

Within ten (3) working days from the Department Head's "phase 1" written response or non-response, the employee shall have the right to present the grievance directly to the City Administrator. Upon written request for the employee, the Human Resources Manager shall present a copy of the grievance, any comments and/or recommendations of the employee's supervisor and the Department Head's phase 1 written response to the City Administrator, who then shall hear the matter.

If the grievance cannot be resolved to the satisfaction of both parties within ten (10) working days, the City Administrator shall provide the employee and Human Resources Manager with a "phase 2" written response to the grievance.

Phase 3 Grievances- Appeal Mayor and City Council

Within three (3) working days of receipt of the City Administrator's "phase 2" written response or non-response, the employee shall have the right to elevate his or her grievance to the Mayor and City Council. The employee shall prepare a written appeal request addressed to the Mayor and City Council submitted as outlined in the "phase 1" grievance process to be delivered to the Human Resources Manager.

The employee's written grievance appeal request must contain the following information:

- A request to appeal the grievance to the Mayor and City Council
- A statement of the specific personnel rules, regulations, policies, or procedures that have been violated or misapplied, with the dates and descriptions for such violations or misapplication.
- The specific remedy being sought.

The Human Resource Manager shall submit the employee's written request for appeal with all related documentation including the "phase 1" and "phase 2" written responses to the mayor. The mayor shall promptly coordinate a date and time for the City Council to hear the employee's appeal. Once the date and time are set, the Human Resource

Manager shall notify all parties in writing, including the employee, the Department Head and City Administrator, and the Mayor and City Council.

Grievance Appeal Hearing Format

The format for the grievance appeal hearing allows both parties adequate time to present without interruption and also time for the City Council to ask relevant questions.

During the hearing, the employee will make the first presentation and discuss the grievance. The employee shall be allowed to appear before the Mayor and City Council with representation of his or her choice, if desired. The supervisor, Department Head and City Administrator will then make their presentation concerning the grievance.

The Mayor and City Council will then review and discuss the information that has been presented by all parties. If necessary, the Mayor and City Council may request and gather additional documents or request and interview additional witnesses. The City Council shall issue a determination on the case, which shall be final.

Outside of the City's organizational structure, an employee may be able to find assistance with grievances or other employment issues through the Employee Rights and Laws page at the Texas Workforce Commission website.

CHAPTER 8 NON-DISCIPLINARY TERMINATIONS

8.01 RESIGNATION

An employee may leave the employment with the City in "good standing" by submitting a written and signed two (2) week notice to the City Hall front office staff to be time and date stamped, logged in, and delivered to the Human Resources Manager. The personnel records of any employee who resigned by giving proper notice shall show that the employee resigned of his or her own accord. If the employee fails to provide a satisfactory level of performance, the employee's supervisor or the City Administrator reserves the right to terminate the employee anytime after the resignation has been submitted.

If for three (3) consecutive days an employee fails to report for duty or remain at work as scheduled without proper notification, authorization, or excuse his or her position with the City of Glen Rose will be considered abandoned which constitutes an employee's resignation. Resignation under these conditions will not be considered a resignation in good-standing.

8.02 LAYOFF

An employee may be laid off because of changes in duties, organizational changes, lack of work, or budget cutbacks. Whenever possible, an employee laid off from one City department shall be transferred to a suitable position elsewhere, provided said employee has the appropriate qualifications and job skills dependent on the City's budget and workforce needs. Whenever possible, at least two (2) weeks' notice shall be given to an employee prior to a layoff. Layoffs shall be carried out on the basis of demonstrated job performance and efficiency. Temporary employees shall be laid off before regular employees performing similar duties. A layoff shall not be considered a disciplinary action. Employees laid off may be recalled to their job or another similar job in which they meet the minimum job requirements and qualifications.

8.03 INCAPACITY

An employee may be terminated for medical reasons when the employee no longer meets the standards of fitness required for the position. A finding of incapacity shall be based upon an individual medical determination by a competent physician prescribed by the City Administrator. Termination for incapacity shall not be considered disciplinary action and shall not operate to deny any employee the use of any accrued illness, injury, disability, or other benefits.

8.04 RETIREMENT

Eligible employees may elect to retire from the City service in accordance with applicable retirement programs.

CHAPTER 9 PERSONNEL RECORDS

9.01 PERSONNEL RECORDS MAINTENANCE

- (a) Custodian designated. The personnel records of all City employees shall be kept in the custody of the City Secretary.
- (b) Employee access. An employee may inspect his/her personnel file, under appropriate supervision, and if any information is believed to be incorrect, the employee may submit a written request to change the information to the City Secretary. If the request is granted, the City Secretary will make the change in the presence of the employee. If the request is denied, the employee may place a statement of disagreement in the file.
- (c) Other access. On an "as needed" basis, an employee's personnel file may be reviewed by the administrative staff and elected City officials. The City Secretary may release personal data which is a matter of public record, including the employee's name, positions held, salary range, and dates employed. The City Attorney or TML legal staff should be consulted on requests for additional information.

- (d) Segregation of medical records. All employee medical information shall be segregated from other employee records and shall be kept secure from unauthorized access. The City Secretary shall be responsible for ensuring any access to an employee's medical records is consistent with the requirements of the Genetic Information Nondiscrimination Act and the Americans with Disabilities Act.
- (e) Privacy protections. Personal data, which is not a matter of public record, may be released only upon written authorization from the employee, unless applicable law requires disclosure. A current or former employee, within fourteen days after being employed or after terminating the employment relationship, may in writing elect to have his address, telephone number, social security number, and family information withheld from public release.

9.02 STATUS CHANGES OR NEW HIRINGS

Supervisors shall submit to the City Administrator recommended changes in the personnel status of their employees or requests to hire new employees prior to making any commitments to either existing employees or prospective new hires.

9.03 PERSONNEL REPORTS

Supervisors shall be responsible for providing the personnel department with all necessary employee reports and records associated with good personnel management for their department. Such records and reports shall include, but not be limited to, employee personal time off (PTO), attendance and overtime records, performance reports, counseling records, change of status documentation, and all types of disciplinary action. Failure to do so may result in formal disciplinary action.

The City Administrator shall prepare such narrative reports, statistical summaries, and other personnel reports as are necessary or desirable to provide useful information to the Mayor and City Council.

CHAPTER 10 TRAVEL POLICY

10.01 APPLICABILITY OF TRAVEL POLICY

This policy is applicable to all City employees, contract employees, and/or elected officials, and applies to all travel on City business outside the City limits and to all travels reimbursements, subject to budget limitations and authenticated expenses.

10.02 AUTHORIZATION REQUIRED

Only the City Administrator may authorize travel leave and expenses for City business outside the City. Only the City Council may authorize travel leave and expenses for City

business outside the State. All travel requests must be approved by the department head and the City Administrator prior to its occurrence, with the exception of any pre-approved classes, training and/or schools for employees that are mandated or recommended for obtaining and maintaining licenses or certification. Department Heads shall prepare a schedule outlining any anticipated travel for training purposes and submit it to the City Council for their information only. Any employee traveling on City business shall leave word with their supervisor as to where they can be reached while out of the City. All travel requests must be submitted on forms provided for that purpose.

10.03 TRANSPORTATION

When travel is required by a city employee or elected official for approved City business, a City vehicle or personal car may be used. However, when travel does not involve an overnight stay, employees shall use a City vehicle, if available, and carpool (if more than one employee is going to the same event), unless another arrangement has been approved by the City Administrator. For travel beyond a two hundred fifty (250) mile radius of the City, air transportation is an option, but to be exercised that option first must be authorized by the City Council.

All approved transportation expenses will be reimbursed as follows:

- (a) When a personal vehicle is used for approved City business all travel mileage will be paid at the mileage rate established by the IRS. Detailed maps showing mileage must be submitted at least 2 weeks prior to travel plans. Parking fees will be reimbursed, provided receipts are submitted for payment.
- (b) When a City vehicle is used, all expenses incidental to the use of such vehicle (parking, gasoline, oil, repairs, etc.) shall be reimbursed. Receipts will be required.
- (c) When air travel is permitted, the cost of such airfare will be prepaid or reimbursed. Additionally, reimbursement will be made for the use of rental cars or taxi or bus fares, provided such expenses are necessary and reasonable. Receipts will be required.
- (d) Driving time will be paid as time worked. Supervisors will receive compensatory time at the rate of hour for hour. Driving time must be approved by the City Administrator.
- (e) Hourly employees will receive pay at the overtime rate of one and one-half hours per hour of driving time, provided the driving time causes the employee to exceed 40 hours per week worked. All driving time must be approved in advance by the City Administrator.

Personal affairs of the employee can be attended to, but only on the employee's time and with the employee bearing the additional costs of any personal travel outside the realm of the city approved travel. Mileage shown on the travel request form for advance of funds requested must be submitted at least two (2) weeks prior to travel. City vehicles will not be permitted on personal affairs alternate routes.

10.04 FOOD AND LODGING

Whenever authorized by the City Administrator, lodging expenses associated with official City business travel shall be paid with the City credit card for actual expenses incurred. Receipts will be required. Lodging will be reimbursed at single rates unless two or more employees occupy a single room, or otherwise approved by the City Administrator. The City will pay for lodging that is economical and practical that has been charged on the City credit cards with approval. Exceptions must be approved in advance by the City Administrator. Meals not covered with registration fees or otherwise paid for by the City will be covered by per diem based on fifty dollars (\$50.00) per day. Per diem request shall be turned in to accounts payable at least two (2) weeks prior to travel dates.

Reimbursement will not be made for personal telephone calls, alcoholic beverages, entertainment expenses, or other sundry items not relevant to the public purpose of the travel, except as provided in Section 10.05 hereafter.

10.05 TRAVEL ADVANCES AND REPORTS

Employees traveling on City business may use a city vehicle, if one is available. City gas cards may be used for business travel. Mileage shall be paid at the IRS rate if a personal vehicle is used. A map with a detailed route is required. All cash advances for mileage shall be submitted to accounts payable on forms provided for that purpose, at least two (2) weeks prior to travel dates.

CHAPTER 11 VEHICLE POLICY

11.01 PURPOSE OF VEHICLE POLICY

The purpose of these vehicle policies is to provide for the safe and effective utilization of the City vehicle fleet through rules, regulations, and procedures.

11.02 APPLICABILITY

These policies shall apply to all City-owned vehicles and persons assigned a vehicle, inclusive of operators and passengers.

11.03 TAKE-HOME VEHICLES

- (a) Purpose: City employees are not eligible for take-home vehicles. Only under emergency circumstances may a city employee be allowed to take-home a City vehicle and then only with prior approval by the City Administrator.
- (b) Eligibility: An employee must be subject to emergency call-back during off-duty hours to locations other than the employee's normal workstation in order to be eligible for a

take-home vehicle. Emergencies shall include but not limited to a county or City-wide disasters, major circumstances caused by extreme weather conditions i.e., significant flooding events, major snow or ice storms, tornado causing extreme damage to City property, or other incidents that would place the City or its citizens in extreme danger.

(c) Requirements: Take-home vehicles are authorized subject to the following requirements:

(1) Emergency circumstances and then only at the discretion of the City Administrator or Mayor if the City Administrator is unavailable.

(2) By the very nature of their functions, the Police Department and the Public Works Director are exceptions to this policy as long as their residences are located within the City or no more than 5 miles from the City. If a City vehicle is taken home under this provision, it shall only be used for City business.

11.04 VEHICLE LOGS

It will be the responsibility of each operator of a city vehicle or piece of equipment to properly fill out any paperwork associated with the use, mileage, gas or lubricant applications, or any other documentation which may be required from time to time.

CHAPTER 12 PROFESSIONAL TRAINING

12.01 PURPOSE

Professional training is a beneficial, and sometimes necessary, part of the City's operations. Accordingly, in its annual budget the City has designated funds for training and for the travel expenses sometimes associated with that training. This policy has been developed to ensure that expenditures for training serve the best interests of the City, its various departments, and its citizens.

12.02 CRITERIA

- (a) Expenditures for training and travel shall be limited to the amounts included in the annual budget.
- (b) Departmental training and travel funds shall be reserved solely for the use of employees assigned to that department.
- (c) All requests for training and travel funds shall be submitted in writing and shall either be originated or approved by an employee's immediate supervisor, then, shall be submitted to the department head for approval, and shall be submitted to the city administrator for final approval before any funds may be expended. A description of

the training being sought and the reason the training is being sought shall be included in the request.

- (d) Employees are encouraged to submit requests for training funds early in the budget year to allow management an opportunity to weigh competing requests for the funds that are available.
- (e) Unless otherwise approved by the City Council, when training funds are requested, the training to be acquired must be consistent with the duties included in an employee's job description.

12.03 APPEAL

Should funding be available and a request for training be denied, the matter may be appealed following the process and described in Section 7.08.

12.04 CROSS TRAINING

- (a) Should a department head or the city administrator believe it would be beneficial for the City to provide an employee with training outside of the employee's job description, the request for training funds must be submitted to the Council for approval before any funds may be expended.
- (b) This policy is not intended to limit in-house cross training.

CHAPTER 13 DRUG FREE WORKPLACE POLICY

13.01 PURPOSE

The city recognizes that drug and alcohol abuse ranks as one of the major health problems in the world and adversely affects an employee's performance and safety on the job. It is necessary and required by law for the city to provide a drug free and alcohol-free workplace that will foster safety and productivity and to provide education and treatment to employees. To further this objective, the following rules regarding alcohol and illegal drugs in the workplace have been established.

13.02 GENERAL POLICY STATEMENT

To maintain a drug free workplace, the city prohibits the unlawful manufacture, distribution, dispensing, possession, sale, purchase, use or presence of illegal drugs, alcoholic beverages, or drug paraphernalia during working hours, in the workplace, or in a City vehicle.

13.03 APPLICATION OF POLICY

This policy applies to all City employees regardless of rank or position and includes temporary and part-time employees.

13.04 PRE-EMPLOYMENT SCREENING

- (a) **Test Required.** As a public employer, the city is entrusted with protecting the health and safety of its citizens. This obligation includes ensuring that public safety is not endangered as a result of drug use by City employees. In keeping with this obligation, individuals who seek employment with the city for a position that has been identified as a safety or security sensitive position will be required to submit to pre-employment drug and alcohol tests. All such tests will be conducted under the supervision of the City's designated physician or testing facility.
- (b) **Positive Test.** An applicant with a confirmed positive test for alcohol, or for any drug, legal or illegal, for which he or she does not have a valid medical prescription, will not be considered for employment. The applicant may be considered for employment and re-testing after a period of twelve (12) months.
- (c) **Consent.** All job applicants for positions that have been identified as safety or security sensitive positions will be required to sign a consent form authorizing pre-employment drug and alcohol testing and the use of test results in employment decisions. Applicants who refuse to sign the consent form will not be considered for employment.

13.05 REASONABLE SUSPICION TESTING OF CURRENT EMPLOYEES

- (a) **Test required.** When a department head has a reasonable suspicion that an employee, at work or when reporting to work, appears to be under the influence of alcohol or illegal drugs, or is otherwise impaired and therefore may be impaired or unfit for duty, the employee will be required to consent to a drug and alcohol test.
- (b) **Reasonable suspicion.** Circumstances which constitute a factual basis for determining reasonable suspicion may include, but are not limited to:
 - (1) Direct observation of drug or alcohol use or possession.
 - (2) Possession of drug paraphernalia.
 - (3) Observation of physical symptoms of drug or alcohol use, such as slurred speech, red watery eyes, dilated pupils, drowsiness, or sleeping.
 - (4) Sudden, unexplained personality changes, drastic mood swings, or changes in personal habits, including inattention to personal hygiene or frequently borrowing money.

- (5) Documented deterioration of an employee's job performance, which may include excessive absenteeism or tardiness.
 - (6) Information provided by a reliable or credible source which is independently corroborated.
 - (7) Involvement in accidents or injuries in which obvious precautions were not taken, improper or careless orders were given, or an unusually reckless attitude is present; and/or
 - (8) Arrest or conviction for drug or alcohol related offense on or off the job, or the identification of an employee as the focus of a criminal investigation into illegal drug use, possession, or trafficking.
- (c) Reasons for reasonable suspicion shall be documented. In establishing a basis for reasonable suspicion, the supervisor will interview the employee about possible causes for the observed behavior and will describe the incident in writing. This process will serve to document the circumstances leading to the conclusion that a test for the presence of an illegal drug or alcohol is warranted.
- (d) Review of documentation. Once the initial interview and written description has been completed, the supervisor must contact the City Administrator or his designee for a review of the documentation. The City Administrator must concur with the supervisor's recommendation before a drug and alcohol test is performed. Outside of regular working hours, or if the City Administrator is not available, a supervisor may order an employee to submit to an immediate drug and alcohol test, pursuant to the guidelines in this article. The City Administrator must be notified of the testing at the earliest opportunity, and all records relating to the incident will be maintained by the personnel department.

13.06 CONDUCTING DRUG AND ALCOHOL TESTS

- (a) Consent form. Employees required to submit to a drug or alcohol test will be required to sign a consent form provided by the City Secretary. Refusal to sign the consent form shall be considered a refusal to take a drug or alcohol test.
- (b) Testing facility. All drug and alcohol tests will be conducted under the supervision of the City's designated physician or testing facility. Testing will be performed using a specimen of urine, other bodily fluid, hair, or any other matter suitable for testing. Collection of specimens, delivery of specimens to a laboratory, and laboratory testing will be conducted in accordance with relevant security-related provisions of the Mandatory guidelines for Federal Workplace Drug Testing Programs (also known as the "NIDA" rules).
- (c) Establishing positive results. A two-stage process will be used to establish positive test results. A preliminary screening will be performed on all specimens, using the "EMIT"

test or a comparable process. All positive drug screens will be confirmed by the use of the gas chromatography/mass spectrometry (GS/MS) method. The finding of any of the following substances in a serum specimen at the levels shown or in greater amounts will be considered a “positive” test:

Substance	Cut-Off Level
Alcohol	0.02% weight per volume
Amphetamines	300 ng/L
Barbiturates	300 ng/L
Benzodiazepine	300 ng/L
Cocaine, Metabolites	300 ng/L
Marijuana	40 ng/L
Methadone	300 ng/L
Opiates	300 ng/L
PCP	75 ng/L
Propoxyphene	300 ng/L

- (d) Prescription medicine. In the event a positive finding may have been caused by the use of a prescribed medication, the tested person will be given the opportunity to confer with the supervising physician, and to present a current prescription for a medication that caused the positive test result. If the physician finds the prescribed medication to be the legitimate cause of the test result, the overall test results will be reported to the City as “negative,” and the person shall not be subject to any adverse action.
- (e) Re-testing. An employee or applicant who tests “positive” using the GS/MS method may request a re-test of the original sample at the employee’s own expense. An employee’s request for a re-test must be made in writing to the department head within three (3) working days of receipt of the test results. Applicants must submit a written request for re-testing to the City Administrator or his designee within three (3) working days of receipt of the test results. Re-testing may be performed by the same laboratory or by a second laboratory that meets certification by the National Institute on Drug Abuse (NIDA) and which has been accredited as a forensic urine drug testing laboratory by the College of American Pathologists.

13.07 CONSEQUENCES OF REFUSING TEST OR TESTING POSITIVE

- (a) Positive test. Any current employee who tests positive for the presence of illegal drugs or alcohol in a reasonable suspicion of post-accident drug and alcohol test shall be subject to discipline, including dismissal.

- (b) Refusal. Employees who refuse to submit to a drug and alcohol test required pursuant to this article shall be subject to discipline, including dismissal.

13.08 SELF-DECLARATION AS A SUBSTANCE ABUSER

- (a) Participation in City Employee Assistance Program. Any employee may identify himself or herself at any time as an abuser of drugs or alcohol and voluntarily through a recognized treatment program approved by the city, seek counseling and rehabilitation. In these instances, the employee will be permitted the use of available leave. Employees undergoing treatment will be required to authorize disclosure of their progress in treatment to the City Administrator or his designee. Employees who fail to actively participate in and comply with the rules of the rehabilitation program will be subject to immediate revocation of their leave and dismissal from employment.
- (b) May not be used to avoid drug or alcohol testing. This section is not intended to provide a means for an employee to avoid any required drug and alcohol testing. Once the process of establishing a reasonable suspicion has been initiated, or an accident or injury has occurred, and employee may not seek treatment in an effort to avoid testing and possible disciplinary action, including dismissal.

13.09 DRUG OR ALCOHOL CONVICTIONS

- (a) Notification required. Any employee who is convicted of any criminal activity involving the illegal use of drugs or alcohol must notify his or her supervisor no later than five (5) days after a conviction. Failure to do so may result in disciplinary action, including dismissal.
- (b) Conviction during working hours. Employees who plead guilty or nolo contendere to a violation of criminal drug and alcohol statutes which occurred during working hours shall be dismissed from employment.
- (c) Other convictions. Except as provided by Subsection (b), employees who are convicted under any drug or alcohol statute may be allowed to remain employed by the City depending on the circumstances of their arrest and conviction and the nature of their position with the City. Continued employment with the City will be contingent upon the employee's active participation in a recognized treatment program and the employee's work performance. Any convicted employee who is allowed to remain employed will be subject to periodic testing as provided in Sections 13.05 and 13.11.

13.10 EMPLOYEE ASSISTANCE

- (a) Referral. The city will provide employees with referral for assistance in resolving or accessing treatment for addiction to or dependence on, illegal drugs or alcohol. The cost of treatment, counseling or rehabilitation resulting from referral will be the responsibility of the employee. The City's group health plan may provide benefits for substance abuse treatment.

- (b) Leave for treatment. Employee assistance activities, such as referral appointments, will be treated on the same basis as other personal business or health matters with regard to use of PTO.

13.11 FOLLOW-UP TESTING OF KNOWN SUBSTANCE ABUSER

Employees who have completed a drug or alcohol rehabilitation program will be subject to periodic unscheduled testing for a period of two (2) years after completion of the program. Employees who successfully complete treatment for use of drugs or alcohol and subsequently are found during working hours to be in possession of or under the influence of alcohol or drugs, or who test positive at any time will be subject to dismissal from employment.

13.12 DISCLOSURE OF PRESCRIPTION OR OVER-THE-COUNTER DRUG USE

- (a) Notification required. The city recognizes that employees may from time to time need to take prescription or over-the-counter medications that may cause the effects of light-headedness, weakness, dizziness, drowsiness, sedation, loss of coordination, disorientation, or other comparable side effects. The employee is required to notify his or her supervisor prior to reporting for duty if the employee's performance is compromised or diminished from use of prescription or over-the-counter drugs. It is the responsibility of employees to request reassignment to other duties, if needed, for the duration of impairment, or to request the use of available leave.
- (b) Failure to notify. Employees who fail to notify their supervisor of such impairment, and who continue to work, may be required to take available leave, or to perform other assignments, and may be subject to disciplinary action if supervisory intervention is required.

13.13 EMPLOYEES ON STAND-BY OR SUBJECT TO CALL-BACK

- (a) On-call employees. Employees who are designated for "on-call status" are expected to be free of illegal drugs, and available to report to work for the duration of their on-call status. "On-call" employees who fail to report to a call to duty, or who report for duty under the influence of drugs or alcohol, may be subject to drug and alcohol testing and discipline, including dismissal.
- (b) Emergency duty. The city recognizes that in emergencies, employees who are not designated for call-back may be requested to report for unexpected duty. The supervisor shall ask any employee who is called back for emergency duty if he or she is fit for duty. Employees who may be under the influence of alcohol or legally obtained medication must report this fact to their supervisor before reporting for duty. Based on this report, the supervisor and employee may jointly decide whether the employee may perform requested duties while under such influence. In no event, however, will employees reporting to emergency duty under the influence of drugs, alcohol or legally obtained medication be allowed to operate vehicles, machinery, or mobile equipment.

Employees may decline calls for emergency duty because of off-duty use of alcohol or legally obtained drugs. In this event, the employee will not be subject to any disciplinary action or penalty.

13.14 OFF-DUTY CONDUCT

It is not the City's intent to intrude upon the private lives of its employees. The City does, however, reserve the right to take disciplinary action, up to and including dismissal, in the event that an employee's off-duty involvement with illegal drugs or alcohol is damaging to the City's reputation or business, or interferes with the employee's job duties.

13.15 SEARCHES

When reasonable suspicion, as defined by this article, exists, the City reserves the right to conduct unannounced searches for unauthorized substances anywhere on City property, including but not limited to lockers, desks, file cabinets, City vehicles. All such searches must be authorized and conducted under the direction of the City Administrator, and the grounds for suspicion must be described in writing prior to the search. Employees who refuse to cooperate during such unannounced searches shall be subject to disciplinary action, including dismissal.

13.16 TRANSPORTATION

In the event an employee is dismissed from his or her daily duties due to a drug test, they will not be allowed to drive themselves to their residence. If a family member or friend is unavailable to transport the employee, the supervisor and one other employee will transport the employee to their residence.

CHAPTER 14 CONFIDENTIAL AND PROPRIETARY INFORMATION POLICY

14.01 SCOPE

This policy affects all City employees, officials, board members, contractors, and volunteers who, due to their relationship with the City, may have access to confidential information.

14.02 TYPES OF CONFIDENTIAL AND PROPRIETARY INFORMATION

Confidential and proprietary information is secret, valuable, and often can be easily replicated and transmitted. Common examples of confidential information are:

- (a) Unpublished financial information;
- (b) Data of Customers/Partners/Vendors;

- (c) Customer and Vendor lists and contact information;
- (d) Data entrusted to the city by external parties;
- (e) Passwords or combinations; and,
- (f) Documents and processes explicitly marked as confidential.

Employees may have various levels of authorized access to confidential proprietary information.

14.03 WHAT EMPLOYEES SHOULD DO:

- (a) Lock or secure confidential information at all times;
- (b) Turn confidential documents over to the City Secretary when they are no longer needed;
- (c) Make sure they only view confidential information on secure devices;
- (d) Only disclose confidential information to other employees, officials, board members, contractors, and volunteers when it is necessary for appropriate municipal purposes; and,
- (e) Keep confidential documents inside City premises and on City devices unless it is absolutely necessary to do otherwise and then, only after proper authorization has been obtained; and,
- (f) When their employment relationship with the city ends, transfer any files, documents, papers, flash drives, electronic media, passwords and combinations, vendor and contact lists or any other municipal information or material in their possession to their supervisor and delete any City information from all their personal devices.

14.04 WHAT EMPLOYEES SHOULD NOT DO:

- (a) Use confidential or proprietary information for any personal benefit or profit;
- (b) Make copies of confidential documents and files for personal use or store them on insecure devices;

- (c) Disclose confidential information to any person, including relatives, friends, and business and professional associates outside of the City for any unofficial or unauthorized purposes whatsoever; or,
- (d) Publish confidential information on social media or in print or by any other means whatsoever.

14.05 CONSEQUENCES FOR VIOLATIONS

Employees who do not adhere to this Confidential Information Policy may face disciplinary and, possibly, legal action.

The City will investigate every breach of this policy. Any employee who willfully breaches the City's confidentiality guidelines for personal profit will be terminated. Any unintentional breach of this policy depending on its frequency and seriousness will be disciplined up to and including termination.

The obligation to guard the City's confidential and proprietary information persists even after an individual's employment relationship with the City has ended.

CHAPTER 15 MISCELLANEOUS PROVISIONS

15.01 ACTIVITY REPORTS

The City Administrator and all Department Heads shall provide monthly reports on activities within the sphere of their authority to the City Secretary for inclusion in the monthly Council packet by the Monday prior to the regular monthly Council Meeting.

15.02 PROPERTY CONTROL

- (a) No City employee shall use City equipment in the conduct of his or her personal affairs.
- (b) Postage, stationery, office supplies and copy machines are to be used only in the transaction of City business unless authorized by the City Administrator.
- (c) All gasoline obtained from City pumps shall be properly logged. An accounting of all gasoline purchased and used by the City shall be made and reports of usage filed.
- (d) No City employee, contract employee, or elected official shall use a municipal credit card for personal purchases or expenses.

15.03 ORDERING UTILITY SERVICES

Departmental requests for new electric, gas and telephone utility installations or additional services must be approved in advance by the City Administrator.

15.04 PURCHASES

No purchases shall be made in the name of the City by any employee except as authorized by the City Administrator. No purchases shall be made in the name of the City by an elected official, except to secure lodging in connection with a municipal conference or municipal training sessions. For all purchases, employees must submit receipts and signed authorizations indicating which budget categories the charges are to be assessed against the City's accounts payable staff.

15.05 HOUSEKEEPING DUTIES

Supervisors shall be responsible for maintaining neat, sanitary and orderly office spaces, working areas, yards and grounds.

15.06 SAFETY

Supervisors shall be responsible for preparing and promulgating safety procedures applicable to all personnel and operations under their control. Each employee is required to adhere to all safety procedures set forth by the city, State, and federal agencies. It is the obligation of all employees to report any unsafe conditions to the appropriate supervisors and to inform their supervisor of any on-the-job injury or accident.

15.07 BREAKS

It is the policy of the City to allow two (2) fifteen (15) minute breaks, between 10:00 and 10:30 AM and 3:00-3:30 PM, at the discretion of the supervisor. One (1) break is to be taken in the morning and the other in the afternoon. Breaks shall be taken at convenient times without leaving an employee's duties or telephone unattended. Breaks are not to be considered an employee's right, but a privilege. At no time will breaks accumulate for later use or take precedence over the work situation on any given day.

15.08 LUNCH BREAKS

The scheduling of employee lunch periods will be determined by the supervisor to facilitate serving the public and permitting efficient department operations. Lunch periods shall not exceed one (1) hour in length except for approved business lunches, in which case the employee shall return to work within a reasonable time upon completion of the business lunch. City vehicles will not be allowed out of the city limits for employee lunch breaks. Unless otherwise authorized by the employee's supervisor, employees who are expected to be available for duty between eight (8) and five (5) shall be required to take a one (1)

hour unpaid lunch break. Anyone working more than six (6) hours during a day must take at least a thirty (30) minute unpaid lunch break.

15.09 TELEPHONE AND DATA EQUIPMENT USAGE

Telephones should be answered promptly and courteously. City phone and data equipment and services are intended for City business use. Brief and occasional personal use is acceptable as long as it does not result in expense to the city or degrade performance. These services may not be used to send chain letters, engage in personal or private business activities, or send, receive, or access pornographic material. Employees have no right to privacy when using these systems, and all records stored on them are subject to Open Records requests. All personal calls shall be limited so as not to interfere with City business. Personal Cell phone usage during work hours should be kept to a minimum.

15.10 NEWS RELEASES

All news releases by City employees will be approved by the Mayor or City Administrator prior to their release.

15.11 PROFESSIONAL MEMBERSHIPS & SUBSCRIPTIONS

The city will participate in the cost of professional memberships and subscriptions for elected officials and employees. Requests for memberships and subscriptions must be approved by the Mayor or City Administrator prior to participation.

15.12 UNAUTHORIZED OR IMPROPER USE OF OFFICIAL BADGE OR UNIFORM

Any official or employee whose duties involve the use of a badge, card, uniform, or clothing insignia as evidence of authority or for identification purposes shall neither permit such badge, card, uniform or insignia to be used or worn by another person who is not authorized to use or wear same, nor permit same to be out of his or her possession without good cause or approval of the City Administrator. Such badge, card, uniform, or insignia shall be used only in the performance of the official duties of the position to which they relate or as may be otherwise approved by the City Administrator.

15.13 SMOKING IN THE WORKPLACE

In keeping with the City's intent to provide a safe and healthy work environment, smoking in the workplace is prohibited. City employees may not smoke in any enclosed City owned building, facility, or vehicle.

15.14 AIDS IN THE WORKPLACE

The city recognizes that many employees with life-threatening illnesses desire to lead normal lives, which includes working as long as their health permits. Employees with Auto-Immune Deficiency Syndrome (AIDS) or other life-threatening illnesses are entitled

to the same employment benefits as are other City employees who have medical problems, and the city will make reasonable job accommodations where necessary. Employees with AIDS will be allowed to work as long as they perform their job duties and the illness presents no threat to themselves, other employees, or the general public. The City will reserve the right to require an employee to undergo a medical examination by a doctor chosen by the City whenever there is a question of an employee's fitness to work. Every effort will be made by the city to counsel both the employee with AIDS and his or her co-workers.

15.15 DRIVER INSURABILITY

Employees whose positions require the operation of a motor vehicle are expected to obey all traffic laws and avoid accidents at all times, even when driving their own vehicles during non-working hours. Failure by such employees to maintain a driving record satisfactory to the City's general liability insurance carrier shall be deemed a violation of this policy and shall subject the employee to dismissal. Under most liability insurance policies, one of the offenses that is certain to result in the employee's disqualification from coverage is conviction for driving while under the influence of alcohol or drugs.

15.16 PROFESSIONAL WORK ENVIRONMENT

The city is committed to providing a professional work environment for its employees. Should an employee observe or experience a pattern of unprofessional conduct within the workplace, the employee should report the same in writing to his or her supervisor, or if the employee's supervisor is the source of the unprofessional conduct, the report may be presented to the next link in the chain of command.

15.17 RETURN OF CITY INFORMATION, EQUIPMENT AND PARAPHERNALIA

When someone's employment relationship with the City comes to an end, that individual shall be required to comply with the requirements of the City's Confidential and Proprietary Information Policy, return all City provided uniforms, supplies, keys, credit cards, and equipment and convey any passwords needed to access City equipment or service providers, prior to his or her final paycheck being issued.



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	08/24/2021		
AGENDA SUBJECT:	Public Hearing regarding proposed FY 2021-22 Budget.		
PREPARED BY:	City Secretary Ritchie	DATE SUBMITTED:	08/16/2021
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	08/24/2021		
AGENDA SUBJECT:	Discussion, consideration, and possible action on voting to ratify the increase in property taxes to be raised under the FY 2021-22 over what was raised in the FY 2020-21 Budget.		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	08/16/2021
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
Since the beginning of this budget process there has been a degree of hesitation about what to do with tax rate due to there not being enough active Councilmembers to vote on a rate. Holdover member Dennis Moore; however, has indicated he would come to a special meeting devoted solely to adopting a tax rate. The filed budget was based on the No New Tax Rate of \$0.33722580 /\$100 valuation. Based upon discussion at the last Council meeting, an amended budget has been prepared using the Voter Approval Tax rate of \$0.35959738, which adheres to the 3.5% cap adopted by the State Legislature. Any rate higher than the Voter Approval Rate is subject to a rollback election. By way of review, the current tax rate is \$0.38407400. If the FY 2021-22 Budget is based on a rate higher than the No New Tax Rate, then the Council has to take a separate vote ratifying the increase in property taxes raised under the FY 2021-22 Budget over what was raised in the FY 2020-21 Budget. If the Voter Approval Rate is used, \$48,636.00 more property tax revenue will be raised under the FY 2021-22 Budget than was raised under the previous year's budget.			
RECOMMENDED ACTION:			
Move to ratify the \$_____ increase in property tax revenue raised under the FY 2021-22 Budget.			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	08/24/2021		
AGENDA SUBJECT:	Discussion, consideration, and possible action on amending the budget filed with the City Secretary and approving a resolution adopting the FY 2021-22 Budget.		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	08/16/2021
EXHIBITS:	Resolution Adopting FY 2021-22 Budget; Discussion on FY 2021-22 Budget Options		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
After the conclusion of the Budget Hearing, the Council may take action on the budget. The budget document you have been provided includes a column with the proposed budget for FY 2021-22 as filed with City Secretary Ritchie, another column with changes to that budget as discussed at the last Council Meeting (use of the Voter Approval Tax Rate and elimination of Public Works Supervisor and addition of Sewer Department employee, and addition of \$100,000 to cover that part of the tank replacement project which is going to roll into this budget, changes to unemployment insurance costs due to the recently received new rates, increase for law enforcement water), and a final column including the aforementioned changes and additional changes (2% merit increase in addition to already budgeted 3% cost of living increase, and \$500,000 for a lift station and forced main to serve the 18+ acre golf course tract and, potentially, additional development in that area). The amount being brought in from reserves and/or the amount budgeted for contingencies have been changed to accommodate the above noted changes. Also, a revised CVB budget is being proposed to cover the City in case more revenue comes in next year than came in this year. The Council may choose to go with any of the above mentioned columns and may make any additional changes deemed appropriate. A page devoted to additional discussion on the changes made to the two revised budget proposal for your consideration follows.			
RECOMMENDED ACTION:			
Make amendments to the FY 2021-22 Budget and approve the Resolution adopting the budget as amended.			

DISCUSSION ON FY 2021-22 BUDGET OPTIONS

“REVISED COLUMN” includes:

1. Additional property tax revenue generated by using “Voter Approval Rate.”
2. Elimination of Public Works Supervisor salary.
3. Addition of Sewer Dept. employee salary.
4. Revision to TWC amounts to reflect the new unemployment insurance contribution rate.
5. Increase in Law Enforcement water budget.
6. Increase in GF Contingency funds (to balance the budget).
7. \$120,000 increase in Transfer In Reserves in UF.
8. \$120,000 for carryover of water tank project into this year’s UF budget.
9. Decrease in UF Contingency funds (to balance the budget).

“REV. + 2%” includes:

1. Funds for possible merit increases (up to 2% system-wide).
2. \$500,000 for sewer lift station and forced main to serve 18+ acres in the golf course and, potentially, additional development in that area.

CVB Budget.

In view of the higher than expected revenue received this year, it is proposed that the CVB budget be increased to \$400,000. If additional revenue doesn’t materialize, it won’t be transferred to Somervell County, but should it materialize, this budget will keep the City in good standing with our auditor.

The Council may choose to go with the filed budget or either of the options that have been presented, or make any changes the Council may deem appropriate to any of the above. Initially, the choices seemed easy as the second column only contained the 2% merit increase previously discussed by the Council, but which didn’t get discussed in the final budget workshop. Then, a situation began unfolding regarding the 18+ golf course tract where the investor expressed interest in obtaining sewer service from the City.

CITY OF GLEN ROSE

RESOLUTION #2021 -__

A RESOLUTION OF THE CITY OF GLEN ROSE, TEXAS, ADOPTING THE FISCAL YEAR 2021-2022 BUDGET.

WHEREAS, the City of Glen Rose (City) is a Type A General Law Municipality;

WHEREAS, pursuant to §102.005 of the Texas Local Government Code (TLGC), a copy of the City's Fiscal Year 2021-22 Budget Proposal (Budget Proposal) was filed with the City Secretary on August 3, 2021, was posted on the City's website, and was available for public inspection;

WHEREAS, pursuant to §102.006 and §102.0065 of the TLGC, notice of a Public Hearing concerning the budget was advertised in the City's Official Newspaper and on the City's website;

WHEREAS, pursuant to §102.006 of the TLGC, a Public Hearing on the Budget Proposal was conducted on August 24, 2021, prior to its adoption;

WHEREAS, pursuant to §102.007(b) of the TLGC, the Governing Body made changes in the Budget Proposal that it considered "warranted by the law or by the best interest of the municipal taxpayers"; and,

WHEREAS, since the Budget Proposal "will require raising more revenue from property taxes than in the previous year," pursuant to §102.007(c) of the TLGC a separate vote of the Governing Body in addition to and separate from the vote to adopt the budget or a vote to set the tax rate required by Chapter 26, Tax Code was taken to ratify the property tax increase reflected in the budget.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS HEREBY:

1. Adopts the Budget for Fiscal Year 2021-2022 attached as Exhibit "A" and incorporated into this Resolution by reference. The budget authorizes expenditures by fund as follows:

General Fund: \$ _____
Utility Fund: \$ _____
CVB Fund: \$350,000.00
Municipal Court Fund: \$24,658.00

2. Directs the City Secretary to record how each member of the City Council voted concerning

the adoption of the FY 2021-22 Budget pursuant to the requirements of §102.007(a) of the TLGC;

3. Directs staff to prepare a cover page for the adopted FY 2021-22 Budget containing the information required pursuant to §102.007(d) of the TLGC; and,
4. Directs the City Secretary to post a copy of the adopted FY 2021-22 Budget on the City's website and file a copy with the Somervell County Clerk pursuant to the requirements of §102.008 and §102.011 of the TLGC.

Passed and approved this the 24th day of August, 2021.

Approved:

Julia Douglas, Mayor

ATTEST:

Stephanie Ritchie, City Secretary

**PROPOSED CITY OF GLEN ROSE 2021-22 BUDGET
GENERAL FUND**

Account #	Account Description	2019-20 Adopted	2020-21 Adopted	2020-21 Amended	Actual Thru June (75%)	% OF BUDGET	2021-22 Filed	2021 to 22 % Change	2021-22 REVISED	2021-22 REV + 2%	PROPOSED 2020-21 Amended
REVENUE											
10-4000	Sales Tax	\$1,300,000.00	\$1,220,000.00	\$1,500,000.00	\$1,172,532.77	96%	\$1,500,000.00	22.95%	\$1,500,000.00	\$1,500,000	\$1,500,000.00
10-4001	Mixed Drinks Tax	\$11,372.00	\$13,600.00	\$20,000.00	\$19,553.51	144%	\$26,000.00	91.18%	\$26,000.00	\$26,000	\$26,000.00
10-4002	Gross Receipts Tax	\$200,000.00	\$200,000.00	\$200,000.00	\$168,576.33	84%	\$200,000.00	0.00%	\$200,000.00	\$200,000	\$200,000.00
10-4005	Property Taxes	\$760,000.00	\$725,700.00	\$725,700.00	\$688,724.64	95%	\$733,144.00	1.03%	\$781,780.00	\$781,780	\$725,700.00
10-4006	Penalites & Interest	\$5,000.00	\$7,500.00	\$7,500.00	\$10,139.87	135%	\$10,000.00	33.33%	\$10,000.00	\$10,000	\$10,000.00
10-4010	Property Taxes (Delinquent)	\$7,200.00	\$9,900.00	\$9,900.00	\$16,896.75	171%	\$17,000.00	71.72%	\$17,000.00	\$17,000	\$17,000.00
10-4200	Permits	\$35,000.00	\$50,000.00	\$70,000.00	\$85,915.27	172%	\$90,000.00	80.00%	\$90,000.00	\$90,000	\$90,000.00
10-4300	Pound Fees	\$1,000.00	\$500.00	\$500.00	\$245.00	49%	\$500.00	0.00%	\$500.00	\$500	\$500.00
10-4301	Municipal Court Fine Revenue	\$40,000.00	\$30,000.00	\$46,000.00	\$34,753.34	116%	\$70,000.00	133.33%	\$70,000.00	\$70,000	\$50,000.00
10-4302	Municipal Arrest Fees	\$2,000.00	\$1,200.00	\$1,200.00	\$0.00	0%	\$0.00	-100.00%	\$0.00	\$0	\$0.00
10-4303	Deferred Adjudication	\$7,500.00	\$6,000.00	\$0.00	\$0.00	0%	\$0.00	-100.00%	\$19,000.00	\$19,000	\$12,000.00
10-4304	Court Dismissal Fees	\$250.00	\$50.00	\$50.00	\$0.00	0%	\$0.00	-100.00%	\$0.00	\$0	\$0.00
10-4305	Time Payment Reimbursement Fee	\$600.00	\$500.00	\$500.00	\$336.00	67%	\$500.00	0.00%	\$500.00	\$500	\$500.00
10-4306	Judicial Support Fee	\$1,700.00	\$1,500.00	\$1,500.00	\$0.00	0%	\$0.00	-100.00%	\$0.00	\$0	\$0.00
10-4308	Local Truancy Prevention Fund	\$510.00	\$1,300.00	\$1,300.00	\$2,066.88	159%	\$0.00	-100.00%	\$0.00	\$0	\$0.00
10-4310	Municipal Arrest Fee	\$100.00	\$100.00	\$100.00	\$0.00	0%	\$0.00	-100.00%	\$0.00	\$0	\$0.00
10-4311	Municipal Jury Funds	\$0.00	\$0.00	\$0.00	\$41.33		\$0.00		\$0.00	\$0	\$0.00
10-4312	Municipal Court Technology Fund	\$1,600.00	\$1,600.00	\$1,600.00	\$0.00	0%	\$0.00	-100.00%	\$0.00	\$0	\$0.00
10-4313	Municipal Court Child Safety	\$0.00	\$0.00	\$0.00	\$55.00		\$0.00		\$0.00	\$0	\$0.00
10-4314	Municipal Court Building Security Fund	\$1,200.00	\$1,500.00	\$1,500.00	\$0.00	0%	\$0.00	-100.00%	\$0.00	\$0	\$0.00
10-4316	Court Costs	\$11,000.00	\$17,000.00	\$17,000.00	\$17,005.62	100%	\$35,500.00	108.82%	\$16,500.00	\$16,500	\$10,000.00
10-4318	Warrant Fee-Muni Court	\$1,200.00	\$200.00	\$200.00	\$950.00	475%	\$200.00	0.00%	\$200.00	\$200	\$1,000.00
10-4320	Court Col Fee	\$1,600.00	\$200.00	\$200.00	\$0.00	0%	\$200.00	0.00%	\$200.00	\$200	\$0.00
10-4322	Indigent Fee	\$550.00	\$550.00	\$550.00	\$0.00	0%	\$550.00	0.00%	\$550.00	\$550	\$0.00
10-4324	Moving Violation Fee	\$50.00	\$50.00	\$50.00	\$0.00	0%	\$0.00	-100.00%	\$0.00	\$0	\$0.00
10-4326	Local traffic fee - muni court	\$1,100.00	\$700.00	\$700.00	\$0.00	0%	\$0.00		\$0.00	\$0	\$0.00
10-4327	Management/Admin Fee	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0	\$0.00
10-4328	State Traffic Fees	\$8,000.00	\$10,000.00	\$0.00	\$0.00	0%	\$0.00	-100.00%	\$0.00	\$0	\$0.00
10-4329	Jury Reimbursement	\$1,100.00	\$1,100.00	\$1,100.00	\$0.00	0%	\$0.00	-100.00%	\$0.00	\$0	\$0.00
10-4330	Donations	\$600.00	\$600.00	\$600.00	\$0.00	0%	\$600.00	0.00%	\$600.00	\$600	\$0.00
10-4331	Clear The Shelter	\$1,600.00	\$1,600.00	\$1,600.00	\$1,402.95	88%	\$2,000.00	25.00%	\$2,000.00	\$2,000	\$1,600.00
10-4332	County Res Impound Fee	\$2,000.00	\$1,000.00	\$1,000.00	\$1,540.00	154%	\$1,000.00	0.00%	\$1,000.00	\$1,000	\$1,600.00
10-4345	Quarantine Fee	\$250.00	\$350.00	\$350.00	\$640.00	183%	\$350.00	0.00%	\$350.00	\$350	\$640.00
10-4346	Boarding Fee	\$400.00	\$200.00	\$200.00	\$65.00	33%	\$200.00	0.00%	\$200.00	\$200	\$65.00
10-4347	Adopting Fee	\$2,100.00	\$1,500.00	\$1,500.00	\$1,925.00	128%	\$1,500.00	0.00%	\$1,500.00	\$1,500	\$2,300.00
10-4348	Euthanasia Fee	\$100.00	\$100.00	\$100.00	\$200.00	200%	\$200.00	100.00%	\$200.00	\$200	\$225.00
10-4349	Credit Card Fees	\$5,000.00	\$6,000.00	\$6,000.00	\$0.00	0%	\$6,000.00	0.00%	\$0.00	\$0	\$0.00
10-4500	Interest Income	\$20,000.00	\$20,000.00	\$20,000.00	\$2,407.21	12%	\$4,000.00	-80.00%	\$4,000.00	\$4,000	\$3,000.00
10-4700	Miscellaneous Income	\$15,000.00	\$15,000.00	\$15,000.00	\$37,946.85	253%	\$15,000.00	0.00%	\$15,000.00	\$15,000	\$38,000.00
10-4701	Admin Events	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0	\$0.00
10-4703	Vrc Loan Repayment	\$10,000.00	\$10,000.00	\$10,000.00	\$7,500.00	75%	\$10,000.00	0.00%	\$10,000.00	\$10,000	\$10,000.00
10-4704	Glen Rose Wrecker	\$6,000.00	\$6,000.00	\$6,000.00	\$4,500.00	75%	\$6,000.00	0.00%	\$6,000.00	\$6,000	\$6,000.00
10-4705	Nextlink	\$14,400.00	\$14,400.00	\$14,400.00	\$10,800.00	75%	\$18,000.00	25.00%	\$18,000.00	\$18,000	\$14,400.00
10-4706	Cdbg Grant	\$500,000.00	\$500,000.00	\$500,000.00	\$459,350.00	92%	\$0.00	-100.00%	\$0.00	\$0	\$500,000.00

**PROPOSED CITY OF GLEN ROSE 2021-22 BUDGET
GENERAL FUND**

											PROPOSED
Account #	Account Description	2019-20 Adopted	2020-21 Adopted	2020-21 Amended	Actual Thru June (75%)	% OF BUDGET	2021-22 Filed	2021 to 22 % Change	2021-22 REVISED	2021-22 REV + 2%	2020-21 Amended
10-4707	Safe Routes Grant & Cost Shar	\$1,000,000.00	\$1,059,494.00	\$1,059,494.00	\$0.00	0%	\$1,059,494.00	0.00%	\$1,059,494.00	\$1,059,494	\$1,059,494.00
10-4709	Nrhp Grant	\$0.00	\$5,000.00	\$5,000.00	\$0.00	0%	\$50,000.00	900.00%	\$50,000.00	\$50,000	\$5,000.00
10-4710	Transfer in Reserves	\$150,000.00	\$1,985,500.00	\$1,985,500.00	\$0.00	0%	\$200,000.00	-89.93%	\$150,000.00	\$150,000	\$1,985,500.00
10-4711	Sale Of Oakdale Park	\$2,500,000.00	\$1,420,050.00	\$0.00	\$0.00	0%	\$0.00	-100.00%	\$0.00	\$0	\$0.00
10-4715	COVID-19 Relief	\$0.00	\$0.00	\$154,935.00	\$154,603.39		\$0.00		\$0.00	\$0	\$154,603.00
REVENUE TOTAL		\$6,627,082.00	\$7,347,544.00	\$6,388,829.00	\$2,900,672.71	39%	\$4,057,938.00	-44.77%	\$4,050,574.00	\$4,050,574	\$6,425,127.00
EXPENSES											
LEGISLATIVE											
10-05-5055	Mayor & Council Pay	\$8,400.00	\$12,000.00	\$12,000.00	\$4,360.00	36%	\$10,000.00	-16.67%	\$10,000.00	\$10,000	\$12,000.00
10-05-5145	Exp Mayor & Council	\$2,000.00	\$2,000.00	\$2,000.00	\$2,024.80	101%	\$2,000.00	0.00%	\$2,000.00	\$2,000	\$3,500.00
10-05-5201	Attorney	\$12,500.00	\$20,000.00	\$20,000.00	\$8,000.00	40%	\$20,000.00	0.00%	\$20,000.00	\$20,000	\$20,000.00
10-05-5240	Election Expense	\$9,000.00	\$14,500.00	\$40,000.00	\$11,799.16	81%	\$15,000.00	3.45%	\$15,000.00	\$15,000	\$40,000.00
10-05-5401	Telephone	\$789.00	\$789.00	\$789.00	\$0.00	0%	\$789.00	0.00%	\$789.00	\$789	\$789.00
10-05-5502	Mayor & Council Travel	\$7,500.00	\$7,500.00	\$7,500.00	\$0.00	0%	\$7,500.00	0.00%	\$7,500.00	\$7,500	\$7,500.00
10-05-5503	Mayor & Council Training	\$2,500.00	\$2,500.00	\$2,500.00	\$640.00	26%	\$2,500.00	0.00%	\$2,500.00	\$2,500	\$2,500.00
LEGISLATIVE TOTAL		\$42,689.00	\$59,289.00	\$84,789.00	\$26,823.96	45%	\$57,789.00	-2.53%	\$57,789.00	\$57,789	\$86,289.00
STREETS											
10-40-5000	Wages	\$154,754.00	\$151,618.00	\$151,618.00	121,170.22	80%	\$156,187.00	3.01%	\$139,006.00	\$141,786	\$151,618.00
	On call	\$0.00	\$0.00	\$0.00	0.00		\$3,648.00		\$4,171.00	\$4,171.00	\$0.00
10-40-5001	Overtime Streets & Parks	\$7,500.00	\$4,000.00	\$4,000.00	5,205.18	130%	\$7,500.00	87.50%	\$7,500.00	\$7,650	\$7,500.00
10-40-5002	Seasonal Employees	\$0.00	\$0.00	\$0.00	0.00		\$0.00		\$0.00	\$0	\$0.00
10-40-5003	Payroll Taxes Streets/Pks	\$11,839.00	\$11,905.00	\$11,905.00	8,665.81	73%	\$12,969.00	8.94%	\$11,527.00	\$11,758	\$11,905.00
10-40-5004	Retirement	\$23,016.00	\$23,156.00	\$23,156.00	18,503.34	80%	\$24,057.00	3.89%	\$21,381.00	\$21,809	\$23,156.00
10-40-5005	Health Insurance	\$36,400.00	\$36,400.00	\$36,400.00	25,659.68	70%	\$36,400.00	0.00%	\$33,600.00	\$33,600	\$36,400.00
10-40-5006	Life & Add Insurance	\$1,013.00	\$1,013.00	\$1,013.00	596.86	59%	\$1,013.00	0.00%	\$902.00	\$920	\$1,013.00
10-40-5007	Workers Comp Insurance	\$14,323.00	\$14,323.00	\$14,323.00	7,990.38	56%	\$12,918.00	-9.81%	\$8,032.00	\$8,193	\$14,323.00
10-40-5008	Twc	\$864.00	\$864.00	\$864.00	666.71	77%	\$864.00	0.00%	\$4,219.00	\$4,303	\$1,800.00
10-40-5010	Longevity	\$1,533.00	\$2,433.00	\$2,433.00	0.00	0%	\$2,200.00	-9.58%	\$2,200.00	\$2,200	\$2,433.00
10-40-5100	Supplies	\$3,200.00	\$3,200.00	\$3,200.00	1,783.48	56%	\$3,200.00	0.00%	\$3,200.00	\$3,200	\$3,200.00
10-40-5107	Janitorial Supplies	\$1,800.00	\$1,800.00	\$1,800.00	1,324.12	74%	\$1,800.00	0.00%	\$1,800.00	\$1,800	\$2,300.00
10-40-5108	Uniforms	\$2,420.00	\$2,420.00	\$2,420.00	321.96	13%	\$2,420.00	0.00%	\$2,420.00	\$2,420	\$2,420.00
10-40-5120	Tools	\$2,500.00	\$2,500.00	\$2,500.00	973.48	39%	\$2,500.00	0.00%	\$2,500.00	\$2,500	\$2,500.00
10-40-5122	Crack Sealant	\$13,210.00	\$13,210.00	\$13,210.00	0.00	0%	\$13,210.00	0.00%	\$13,210.00	\$13,210	\$13,210.00
10-40-5156	Asphalt	\$8,000.00	\$8,000.00	\$8,000.00	4,069.59	51%	\$8,000.00	0.00%	\$8,000.00	\$8,000	\$8,000.00
10-40-5175	Herbicides & Insecticides	\$4,000.00	\$4,000.00	\$4,000.00	0.00	0%	\$4,000.00	0.00%	\$4,000.00	\$4,000	\$4,000.00
10-40-5203	Contract Labor	\$0.00	\$7,500.00	\$7,500.00	1,305.36	17%	\$7,500.00	0.00%	\$7,500.00	\$7,500	\$7,500.00
10-40-5235	Drug Testing	\$0.00	\$0.00	\$0.00	0.00		\$0.00		\$0.00	\$0	\$0.00
10-40-4000	Utilities	\$0.00	\$0.00	\$0.00	1,499.53		\$0.00		\$0.00	\$0	\$0.00
10-40-5401	Telephone	\$3,500.00	\$3,500.00	\$3,500.00	960.94	27%	\$3,500.00	0.00%	\$3,500.00	\$3,500	\$3,500.00
10-40-5403	Electric	\$9,500.00	\$9,500.00	\$9,500.00	4,777.52	50%	\$7,000.00	-26.32%	\$7,000.00	\$7,000	\$9,500.00
10-40-5404	Water	\$3,000.00	\$3,000.00	\$3,000.00	3,316.49	111%	\$5,500.00	83.33%	\$5,500.00	\$5,500	\$5,500.00
10-40-5405	Gas	\$2,500.00	\$2,500.00	\$2,500.00	703.91	28%	\$2,500.00	0.00%	\$2,500.00	\$2,500	\$2,500.00
10-40-5421	Street Lighting	\$33,000.00	\$33,000.00	\$33,000.00	19,067.85	58%	\$33,000.00	0.00%	\$33,000.00	\$33,000	\$33,000.00

**PROPOSED CITY OF GLEN ROSE 2021-22 BUDGET
GENERAL FUND**

Account #	Account Description	2019-20 Adopted	2020-21 Adopted	2020-21 Amended	Actual Thru June (75%)	% OF BUDGET	2021-22 Filed	2021 to 22 % Change	2021-22 REVISED	2021-22 REV + 2%	PROPOSED 2020-21 Amended
10-40-5500	Training	\$250.00	\$250.00	\$250.00	0.00	0%	\$250.00	0.00%	\$250.00	\$250	\$250.00
10-40-5501	Travel	\$0.00	\$0.00	\$0.00	0.00		\$0.00		\$0.00	\$0	\$0.00
10-40-5600	Vehicle Repair	\$6,000.00	\$6,000.00	\$6,000.00	1,763.57	29%	\$6,000.00	0.00%	\$6,000.00	\$6,000	\$6,000.00
10-40-5602	Repair & Maint - Equip	\$7,000.00	\$7,000.00	\$9,000.00	8,889.80	127%	\$7,000.00	0.00%	\$7,000.00	\$7,000	\$10,000.00
10-40-5604	Repair & Maint - Struct	\$10,000.00	\$10,000.00	\$10,000.00	5,448.03	54%	\$10,000.00	0.00%	\$10,000.00	\$10,000	\$10,000.00
10-40-5608	Gas/Oil/Lube	\$7,500.00	\$7,500.00	\$7,500.00	3,005.72	40%	\$7,500.00	0.00%	\$7,500.00	\$7,500	\$7,500.00
	Vehicle & Equipment Fund	\$0.00	\$0.00	\$0.00	0.00		\$40,000.00		\$40,000.00	\$40,000	\$0.00
10-40-5621	Rock/Gravel/Stone	\$700.00	\$700.00	\$700.00	693.72	99%	\$700.00	0.00%	\$700.00	\$700	\$700.00
10-40-5626	Sidewalk	\$10,000.00	\$10,000.00	\$10,000.00	3,790.90	38%	\$10,000.00	0.00%	\$10,000.00	\$10,000	\$10,000.00
10-40-5636	Street Paint	\$1,500.00	\$1,500.00	\$1,500.00	428.00	29%	\$1,500.00	0.00%	\$1,500.00	\$1,500	\$1,500.00
10-40-5655	Concrete	\$1,500.00	\$1,500.00	\$1,500.00	890.64	59%	\$1,500.00	0.00%	\$1,500.00	\$1,500	\$1,500.00
10-40-5656	Drainage Pipe	\$1,500.00	\$1,500.00	\$1,500.00	0.00	0%	\$1,500.00	0.00%	\$1,500.00	\$1,500	\$1,500.00
10-40-5700	Capital Expenditures (Valley View Street)	\$0.00	\$0.00	\$0.00	0.00		\$413,000.00		\$413,000.00	\$413,000	\$0.00
10-40-5720	Park Development	\$7,500.00	\$7,500.00	\$7,500.00	1,773.64	24%	\$7,500.00	0.00%	\$7,500.00	\$7,500	\$7,500.00
10-40-5721	Road Base	\$1,500.00	\$1,500.00	\$1,500.00	257.35	17%	\$1,500.00	0.00%	\$1,500.00	\$1,500	\$1,500.00
10-40-5735	Nancy Dr Project	\$0.00	\$0.00	\$0.00	0.00		\$0.00		\$0.00	\$0	\$0.00
10-40-5736	Engineering For Next Project	\$0.00	\$50,000.00	\$50,000.00	0.00	0%	\$0.00	-100.00%	\$0.00	\$0	\$50,000.00
10-40-5737	Cdbg Grant & Match	\$550,000.00	\$578,439.00	\$578,439.00	453,637.40	78%	\$0.00	-100.00%	\$0.00	\$0	\$578,439.00
10-40-5738	Safe Routes School Grant&Match	\$1,100,000.00	\$1,135,172.00	\$1,135,172.00	0.00	0%	\$1,135,172.00	0.00%	\$1,135,172.00	\$1,135,172	\$1,135,172.00
	Barnard Street Sidewalk (900')	\$0.00	\$0.00	\$0.00	0.00		\$80,000.00		\$80,000.00	\$80,000	\$0.00
10-40-5740	Paving	\$180,000.00	\$151,561.00	\$151,561.00	26,500.00	17%	\$200,000.00	31.96%	\$200,000.00	\$200,000	\$151,561.00
10-40-5801	Miscellaneous Exp	\$500.00	\$500.00	\$500.00	100.00	20%	\$500.00	0.00%	\$500.00	\$500	\$500.00
10-40-5804	Service Fees	\$30,000.00	\$30,000.00	\$30,000.00	12,480.00	42%	\$30,000.00	0.00%	\$30,000.00	\$30,000	\$30,000.00
10-40-5850	Vehicle Replacement	\$0.00	\$0.00	\$0.00	0.00		\$0.00		\$0.00	\$0	\$0.00
10-40-5859	Street Signs	\$4,000.00	\$4,000.00	\$4,000.00	1,551.27	39%	\$4,000.00	0.00%	\$4,000.00	\$4,000	\$4,000.00
	STREETS TOTAL	\$2,257,322.00	\$2,344,464.00	\$2,346,464.00	\$749,772.45	32%	\$2,309,508.00	-1.49%	\$2,284,290.00	\$2,288,141	\$2,354,900.00
	CODE ENFORCEMENT										
10-50-5000	Wages	\$100,436.00	\$103,449.00	\$87,000.00	\$45,547.34	44%	\$145,540.00	40.69%	\$145,540.00	\$148,451	\$68,106.00
	On-call						\$3,650.00		\$3,650.00	\$3,650	\$420.00
10-50-5001	Overtime	\$0.00	\$0.00	\$5,000.00	\$5,057.85		\$3,500.00		\$3,500.00	\$3,570	\$6,000.00
10-50-5003	Payroll Taxes	\$7,683.00	\$7,914.00	\$7,038.00	\$3,696.72	47%	\$11,681.00	47.60%	\$11,681.00	\$11,915	\$5,701.00
10-50-5004	Retirement	\$14,937.00	\$15,385.00	\$12,880.00	\$5,865.85	38%	\$21,682.00	40.93%	\$21,682.00	\$22,116	\$10,575.00
10-50-5005	Health Insurance	\$16,800.00	\$16,800.00	\$12,600.00	\$6,300.02	38%	\$25,200.00	50.00%	\$25,200.00	\$25,200	\$9,800.00
10-50-5006	Life & Add Insurance	\$500.00	\$500.00	\$500.00	\$151.74	30%	\$738.00	47.60%	\$738.00	\$753	\$300.00
10-50-5007	Workers Comp Insurance	\$1,000.00	\$1,000.00	\$1,000.00	\$611.82	61%	\$1,476.00	47.60%	\$1,476.00	\$1,506	\$1,000.00
10-50-5008	Twc	\$3,000.00	\$3,000.00	\$3,000.00	\$198.28	7%	\$3,000.00	0.00%	\$4,275.00	\$4,359	\$2,000.00
10-50-5010	Longevity	\$300.00	\$400.00	\$0.00	\$0.00	0%	\$0.00		\$0.00	\$0	\$0.00
10-50-5106	Postage	\$2,100.00	\$2,100.00	\$2,100.00	\$0.00	0%	\$2,100.00	0.00%	\$2,100.00	\$2,100	\$2,100.00
10-50-5108	Uniforms	\$500.00	\$500.00	\$500.00	\$0.00	0%	\$500.00	0.00%	\$500.00	\$500	\$1,000.00
10-50-5120	Instrument & Tools	\$500.00	\$500.00	\$500.00	\$156.06	31%	\$500.00	0.00%	\$500.00	\$500	\$500.00
10-50-5202	Engineering	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	0%	\$1,000.00	0.00%	\$1,000.00	\$1,000	\$1,000.00
10-50-5203	Contract Labor	\$500.00	\$500.00	\$19,930.00	\$14,850.00	2970%	\$500.00	0.00%	\$500.00	\$500	\$25,000.00
10-50-5210	Legal Notices & Advertising	\$2,000.00	\$2,000.00	\$2,000.00	\$718.00	36%	\$2,000.00	0.00%	\$2,000.00	\$2,000	\$2,000.00
10-50-5215	Code Replacement	\$1,000.00	\$1,000.00	\$1,000.00	\$289.80	29%	\$1,000.00	0.00%	\$1,000.00	\$1,000	\$1,000.00

**PROPOSED CITY OF GLEN ROSE 2021-22 BUDGET
GENERAL FUND**

PROPOSED											
Account #	Account Description	2019-20 Adopted	2020-21 Adopted	2020-21 Amended	Actual Thru June (75%)	% OF BUDGET	2021-22 Filed	2021 to 22 % Change	2021-22 REVISED	2021-22 REV + 2%	2020-21 Amended
10-50-5219	Abatements	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	0%	\$10,000.00	0.00%	\$10,000.00	\$10,000	\$10,000.00
10-50-5224	It Support	\$200.00	\$200.00	\$200.00	\$52.50	26%	\$0.00	-100.00%	\$0.00	\$0	\$200.00
10-50-5247	Mapping	\$3,000.00	\$3,000.00	\$3,000.00	\$4.40	0%	\$3,000.00	0.00%	\$3,000.00	\$3,000	\$3,000.00
10-50-5401	Telephone	\$789.00	\$789.00	\$789.00	\$476.94	60%	\$789.00	0.00%	\$789.00	\$789	\$789.00
10-50-5500	Training	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	0%	\$4,000.00	0.00%	\$4,000.00	\$4,000	\$4,000.00
10-50-5501	Travel	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	0%	\$4,000.00	0.00%	\$4,000.00	\$4,000	\$4,000.00
10-50-5600	Vehicle Repair	\$2,000.00	\$2,000.00	\$2,000.00	\$57.49	3%	\$2,000.00	0.00%	\$2,000.00	\$2,000	\$2,000.00
10-50-5608	Gas/Oil/Lube	\$750.00	\$750.00	\$750.00	\$27.25	4%	\$750.00	0.00%	\$750.00	\$750	\$750.00
10-50-5801	Miscellaneous Exp	\$2,000.00	\$2,000.00	\$2,000.00	\$878.52	44%	\$2,000.00	0.00%	\$2,000.00	\$2,000	\$2,000.00
10-50-5803	Software	\$3,000.00	\$3,000.00	\$3,000.00	\$1,943.95	65%	\$3,000.00	0.00%	\$3,000.00	\$3,000	\$3,000.00
10-50-5837	License Renewal	\$400.00	\$400.00	\$400.00	\$146.00	37%	\$400.00	0.00%	\$400.00	\$400	\$400.00
10-50-5860	Hardware Replacement	\$500.00	\$500.00	\$500.00	\$0.00	0%	\$500.00	0.00%	\$500.00	\$500	\$500.00
CODE ENFORCEMENT TOTAL		\$182,895.00	\$186,687.00	\$186,687.00	\$87,030.53	47%	\$254,506.00	36.33%	\$255,781.00	\$259,557	\$167,141.00
ANIMAL CONTROL											
10-55-5000	Wages	\$74,256.00	\$58,188.00	\$58,188.00	\$50,508.54	87%	\$35,526.00	-38.95%	\$35,526.00	\$36,237	\$61,019.00
	On-call	\$0.00	\$0.00	\$0.00	\$0.00		\$3,650.00		\$3,650.00	\$3,650	\$1,400.00
10-55-5001	Overtime	\$7,000.00	\$3,000.00	\$3,000.00	\$723.42	24%	\$3,500.00	16.67%	\$3,500.00	\$3,570	\$2,000.00
10-55-5002	Part Time Help	\$0.00	\$6,000.00	\$6,000.00	\$0.00	0%	\$0.00	-100.00%	\$0.00	\$0	\$0.00
10-55-5003	Payroll Taxes	\$6,216.00	\$5,040.00	\$5,040.00	\$3,899.00	77%	\$3,265.00	-35.22%	\$3,265.00	\$3,330	\$5,040.00
10-55-5004	Retirement	\$12,085.00	\$9,098.00	\$9,098.00	\$6,733.82	74%	\$6,060.00	-33.39%	\$6,060.00	\$6,181	\$9,098.00
10-55-5005	Health Insurance	\$16,800.00	\$10,500.00	\$10,500.00	\$8,400.02	80%	\$8,400.00	-20.00%	\$8,400.00	\$8,400	\$10,500.00
10-55-5006	Life & Add Insurance	\$430.00	\$430.00	\$430.00	\$190.74	44%	\$280.00	-34.88%	\$280.00	\$286	\$430.00
10-55-5007	Workers Comp Insurance	\$2,600.00	\$2,600.00	\$4,079.00	\$4,078.35	157%	\$2,668.00	2.62%	\$2,668.00	\$2,721	\$4,079.00
10-55-5008	Twc	\$2,200.00	\$2,200.00	\$2,200.00	\$148.58	7%	\$2,200.00	0.00%	\$1,195.00	\$1,217	\$2,200.00
10-55-5010	Longevity	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$300.00	-70.00%	\$300.00	\$300	\$1,000.00
10-55-5100	Supplies	\$1,500.00	\$1,500.00	\$1,500.00	\$647.52	43%	\$1,500.00	0.00%	\$1,500.00	\$1,500	\$1,500.00
10-55-5108	Uniforms	\$600.00	\$1,200.00	\$1,200.00	\$574.98	48%	\$1,200.00	0.00%	\$1,200.00	\$1,200	\$1,200.00
10-55-5109	Office Supplies	\$800.00	\$800.00	\$800.00	\$414.62	52%	\$800.00	0.00%	\$800.00	\$800	\$800.00
10-55-5165	Euth. & Medication	\$2,000.00	\$2,000.00	\$2,000.00	\$681.31	34%	\$2,000.00	0.00%	\$2,000.00	\$2,000	\$2,000.00
10-55-5203	Contract Labor	\$1,000.00	\$0.00	\$0.00	\$0.00		\$2,000.00		\$2,000.00	\$2,000	\$0.00
10-55-5224	It Support	\$200.00	\$500.00	\$500.00	\$52.50	11%	\$0.00	-100.00%	\$0.00	\$0	\$500.00
10-55-5235	Drug Testing	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0	\$0.00
10-55-5236	Employee Rabies Shots	\$250.00	\$2,000.00	\$2,000.00	\$0.00	0%	\$1,600.00	-20.00%	\$1,600.00	\$1,600	\$2,000.00
10-55-5237	Adoption Reimbursement	\$1,600.00	\$1,600.00	\$1,600.00	\$925.00	58%	\$1,600.00	0.00%	\$1,600.00	\$1,600	\$1,600.00
10-55-5400	Utilities	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0	\$0.00
10-55-5401	Telephone	\$2,000.00	\$2,000.00	\$2,000.00	\$710.14	36%	\$2,000.00	0.00%	\$2,000.00	\$2,000	\$2,000.00
10-55-5402	Internet	\$1,400.00	\$1,400.00	\$1,400.00	\$1,002.51	72%	\$1,400.00	0.00%	\$1,400.00	\$1,400	\$1,400.00
10-55-5403	Electric	\$5,600.00	\$5,600.00	\$5,600.00	\$3,314.23	59%	\$5,600.00	0.00%	\$5,600.00	\$5,600	\$5,600.00
10-55-5500	Training	\$900.00	\$900.00	\$900.00	\$300.00	33%	\$1,500.00	66.67%	\$1,500.00	\$1,500	\$900.00
10-55-5501	Travel	\$900.00	\$900.00	\$900.00	\$324.08	36%	\$1,500.00	66.67%	\$1,500.00	\$1,500	\$900.00
10-55-5600	Vehicle Repair	\$2,000.00	\$2,000.00	\$3,000.00	\$1,970.00	99%	\$3,000.00	50.00%	\$3,000.00	\$3,000	\$3,000.00
10-55-5602	Repair & Maint - Equip	\$2,000.00	\$2,000.00	\$2,000.00	\$237.48	12%	\$2,000.00	0.00%	\$2,000.00	\$2,000	\$2,000.00
10-55-5603	Equipment	\$1,000.00	\$1,000.00	\$1,000.00	\$447.43	45%	\$1,000.00	0.00%	\$1,000.00	\$1,000	\$1,000.00
10-55-5604	Repair & Maint - Struct	\$4,000.00	\$4,000.00	\$4,000.00	\$1,245.17	31%	\$4,000.00	0.00%	\$4,000.00	\$4,000	\$4,000.00

**PROPOSED CITY OF GLEN ROSE 2021-22 BUDGET
GENERAL FUND**

Account #	Account Description	2019-20 Adopted	2020-21 Adopted	2020-21 Amended	Actual Thru June (75%)	% OF BUDGET	2021-22 Filed	2021 to 22 % Change	2021-22 REVISED	2021-22 REV + 2%	PROPOSED 2020-21 Amended
10-55-5608	Gas/Oil/Lube	\$3,500.00	\$3,500.00	\$3,500.00	\$1,203.57	34%	\$4,000.00	14.29%	\$4,000.00	\$4,000	\$3,500.00
10-55-5700	Capital Improvements	\$500.00	\$500.00	\$500.00	\$0.00	0%	\$500.00	0.00%	\$500.00	\$500	\$500.00
10-55-5801	Miscellaneous Exp	\$600.00	\$600.00	\$600.00	\$294.26	49%	\$600.00	0.00%	\$600.00	\$600	\$600.00
10-55-5803	Software	\$450.00	\$450.00	\$450.00	\$350.00	78%	\$450.00	0.00%	\$450.00	\$450	\$450.00
10-55-5804	Service Fees	\$300.00	\$300.00	\$300.00	\$225.00	75%	\$300.00	0.00%	\$300.00	\$300	\$300.00
10-55-5839	Rabies Test Fees	\$300.00	\$500.00	\$500.00	\$71.32	14%	\$500.00	0.00%	\$500.00	\$500	\$500.00
10-55-5850	Vehicle Replacement	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0	\$0.00
10-55-5860	Hardware Replacement	\$500.00	\$500.00	\$500.00	\$0.00	0%	\$500.00	0.00%	\$500.00	\$500	\$500.00
10-55-5870	Office Equip/Furn	\$150.00	\$500.00	\$500.00	\$0.00	0%	\$500.00	0.00%	\$500.00	\$500	\$500.00
ANIMAL CONTROL TOTAL		\$156,637.00	\$134,306.00	\$136,785.00	\$90,673.59	68%	\$105,899.00	-21.15%	\$104,894.00	\$105,942	\$134,016.00
ADMINISTRATION											
10-60-5000	Wages	\$267,000.00	\$280,312.00	\$280,312.00	\$218,927.19	78%	\$288,746.00	3.01%	\$288,746.00	\$294,521	\$280,312.00
10-60-5003	Payroll Taxes	\$20,425.00	\$21,444.00	\$21,444.00	\$16,586.53	77%	\$22,402.00	4.47%	\$22,402.00	\$22,850	\$21,444.00
10-60-5004	Retirement	\$39,710.00	\$41,710.00	\$41,710.00	\$33,520.90	80%	\$41,556.00	-0.37%	\$41,556.00	\$42,387	\$41,710.00
10-60-5005	Health Insurance	\$33,600.00	\$33,600.00	\$33,600.00	\$27,474.94	82%	\$33,600.00	0.00%	\$33,600.00	\$33,600	\$33,600.00
10-60-5006	Life & Add Insurance	\$1,223.00	\$1,223.00	\$1,223.00	\$969.95	79%	\$1,223.00	0.00%	\$1,223.00	\$1,247	\$1,223.00
10-60-5007	Workers Comp Insurance	\$1,100.00	\$1,100.00	\$1,100.00	\$948.51	86%	\$1,197.00	8.82%	\$1,197.00	\$1,221	\$1,100.00
10-60-5008	Twc	\$8,000.00	\$8,000.00	\$8,000.00	\$576.00	7%	\$8,000.00	0.00%	\$8,084.00	\$8,246	\$8,000.00
10-60-5010	Longevity	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	0%	\$4,100.00	64.00%	\$4,100.00	\$4,100	\$2,500.00
10-60-5108	Uniforms	\$750.00	\$750.00	\$750.00	\$0.00	0%	\$750.00	0.00%	\$750.00	\$750	\$750.00
10-60-5109	Office Supplies	\$2,000.00	\$2,000.00	\$2,000.00	\$347.03	17%	\$2,000.00	0.00%	\$2,000.00	\$2,000	\$2,000.00
10-60-5203	Contract Labor (Marketing position)	\$1,000.00	\$1,000.00	\$1,000.00	\$140.00	14%	\$101,000.00	10000.00%	\$101,000.00	\$101,000	\$1,000.00
10-60-5210	Legal Notices & Advertising	\$3,000.00	\$3,000.00	\$3,000.00	\$1,626.00	54%	\$3,000.00	0.00%	\$3,000.00	\$3,000	\$3,000.00
10-60-5218	Legal Updates	\$5,000.00	\$7,500.00	\$7,500.00	\$4,508.00	60%	\$7,500.00	0.00%	\$7,500.00	\$7,500	\$7,500.00
10-60-5224	It Support	\$400.00	\$1,000.00	\$1,000.00	\$147.50	15%	\$0.00	-100.00%	\$0.00	\$0	\$1,000.00
10-60-5401	Telephone	\$2,367.00	\$2,367.00	\$2,367.00	\$780.53	33%	\$2,200.00	-7.06%	\$2,200.00	\$2,200	\$2,367.00
10-60-5500	Training	\$6,500.00	\$6,500.00	\$6,500.00	\$730.66	11%	\$5,000.00	-23.08%	\$5,000.00	\$5,000	\$6,500.00
10-60-5501	Travel	\$7,500.00	\$7,500.00	\$7,500.00	\$0.00	0%	\$6,000.00	-20.00%	\$6,000.00	\$6,000	\$7,500.00
10-60-5600	Vehicle Repair	\$4,000.00	\$4,000.00	\$4,000.00	\$190.23	5%	\$4,000.00	0.00%	\$4,000.00	\$4,000	\$4,000.00
10-60-5602	Repair & Maint - Equip	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	100%	\$1,000.00	0.00%	\$1,000.00	\$1,000	\$1,100.00
10-60-5604	Repair & Maint - Struct	\$10,000.00	\$10,000.00	\$10,000.00	\$518.89	5%	\$10,000.00	0.00%	\$10,000.00	\$10,000	\$10,000.00
10-60-5608	Gas/Oil/Lube	\$1,000.00	\$1,000.00	\$1,000.00	\$51.13	5%	\$1,000.00	0.00%	\$1,000.00	\$1,000	\$1,000.00
10-60-5800	Dues	\$2,500.00	\$2,500.00	\$2,500.00	\$673.00	27%	\$2,500.00	0.00%	\$2,500.00	\$2,500	\$2,500.00
10-60-5801	Miscellaneous Exp	\$2,000.00	\$2,000.00	\$2,000.00	\$157.82	8%	\$2,000.00	0.00%	\$2,000.00	\$2,000	\$2,000.00
10-60-5803	Software	\$12,000.00	\$12,000.00	\$14,600.00	\$4,923.20	41%	\$12,000.00	0.00%	\$12,000.00	\$12,000	\$14,600.00
10-60-5804	Service Fees	\$15,000.00	\$15,000.00	\$15,000.00	\$140.88	1%	\$15,000.00	0.00%	\$15,000.00	\$15,000	\$15,000.00
10-60-5860	Hardware Replacement	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	0%	\$2,000.00	0.00%	\$2,000.00	\$2,000	\$2,000.00
10-60-5870	Event Coordination	\$15,000.00	\$18,000.00	\$18,000.00	\$541.09	3%	\$0.00	-100.00%	\$0.00	\$0	\$542.00
		\$466,575.00	\$489,006.00	\$491,606.00	\$315,479.98	65%	\$577,774.00	18.15%	\$577,858.00	\$585,122	\$474,248.00
NON-DEPARTMENTAL											
10-65-5009	Other Insurance Tmlrp	\$36,000.00	\$36,000.00	\$36,000.00	\$17,815.67	49%	\$36,000.00	0.00%	\$36,000.00	\$36,000	\$36,000.00
10-65-5012	Transfer to Utility Fund	\$0.00	\$1,500,000.00	\$1,500,000.00	\$433,706.54	29%	\$0.00	-100.00%	\$0.00	\$0	\$1,500,000.00
10-65-5041	Employee Appreciation	\$3,500.00	\$3,500.00	\$3,500.00	\$1,449.29	41%	\$3,500.00	0.00%	\$3,500.00	\$3,500	\$3,500.00

**PROPOSED CITY OF GLEN ROSE 2021-22 BUDGET
GENERAL FUND**

		PROPOSED									
Account #	Account Description	2019-20 Adopted	2020-21 Adopted	2020-21 Amended	Actual Thru June (75%)	% OF BUDGET	2021-22 Filed	2021 to 22 % Change	2021-22 REVISED	2021-22 REV + 2%	2020-21 Amended
10-65-5100	Supplies	\$1,850.00	\$1,850.00	\$1,850.00	\$259.50	14%	\$1,850.00	0.00%	\$1,850.00	\$1,850	\$1,850.00
10-65-5101	Bank Service Charges	\$0.00	\$0.00	\$2,200.00	\$1,405.64		\$0.00		\$0.00	\$0	\$2,200.00
10-65-5106	Postage	\$5,450.00	\$5,450.00	\$5,450.00	\$440.46	8%	\$5,450.00	0.00%	\$5,450.00	\$5,450	\$5,450.00
10-65-5107	Janitorial Supplies	\$1,500.00	\$1,500.00	\$1,500.00	\$464.12	31%	\$1,500.00	0.00%	\$1,500.00	\$1,500	\$1,500.00
10-65-5109	Office Supplies	\$5,000.00	\$5,000.00	\$5,000.00	\$4,047.54	81%	\$5,000.00	0.00%	\$5,000.00	\$5,000	\$5,000.00
10-65-5200	Audit	\$11,500.00	\$11,500.00	\$11,500.00	\$11,500.00	100%	\$11,500.00	0.00%	\$11,500.00	\$11,500	\$11,500.00
10-65-5202	Engineering	\$15,000.00	\$15,000.00	\$15,000.00	\$3,150.00	21%	\$15,000.00	0.00%	\$15,000.00	\$15,000	\$15,000.00
10-65-5217	Postage, Copier Lease	\$10,000.00	\$10,000.00	\$10,000.00	\$8,351.38	84%	\$10,000.00	0.00%	\$10,000.00	\$10,000	\$10,000.00
10-65-5223	Accounting Software & Support	\$13,000.00	\$11,500.00	\$11,500.00	\$10,990.99	96%	\$11,500.00	0.00%	\$11,500.00	\$11,500	\$11,500.00
10-65-5224	It Support	\$2,000.00	\$2,000.00	\$2,000.00	\$1,142.09	57%	\$15,000.00	650.00%	\$15,000.00	\$15,000	\$2,500.00
10-65-5225	Janitorial Services	\$7,200.00	\$7,200.00	\$7,200.00	\$3,900.00	54%	\$7,800.00	8.33%	\$7,800.00	\$7,800	\$7,200.00
10-65-5226	CPA	\$3,500.00	\$6,000.00	\$6,000.00	\$3,900.00	65%	\$6,000.00	0.00%	\$6,000.00	\$6,000	\$6,000.00
10-65-5227	Background Test	\$50.00	\$50.00	\$50.00	\$15.46	31%	\$50.00	0.00%	\$50.00	\$50	\$50.00
10-65-5228	Website/Email Management	\$5,000.00	\$5,000.00	\$5,000.00	\$303.00	6%	\$12,500.00	150.00%	\$12,500.00	\$12,500	\$5,000.00
10-65-5235	Drug Testing	\$500.00	\$500.00	\$500.00	\$0.00	0%	\$500.00	0.00%	\$500.00	\$500	\$500.00
10-65-5400	Utilities	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0	\$0.00
10-65-5401	Telephone	\$13,500.00	\$13,500.00	\$13,500.00	\$8,832.18	65%	\$13,500.00	0.00%	\$13,500.00	\$13,500	\$13,500.00
10-65-5402	Internet	\$7,200.00	\$7,200.00	\$7,200.00	\$4,676.58	65%	\$7,200.00	0.00%	\$7,200.00	\$7,200	\$7,200.00
10-65-5403	Electric	\$6,000.00	\$6,000.00	\$6,000.00	\$2,398.99	40%	\$6,000.00	0.00%	\$6,000.00	\$6,000	\$6,000.00
10-65-5404	Water	\$2,000.00	\$2,000.00	\$2,000.00	\$2,526.13	126%	\$4,000.00	100.00%	\$4,000.00	\$4,000	\$4,000.00
10-65-5405	Gas	\$1,500.00	\$1,500.00	\$1,500.00	\$930.65	62%	\$1,500.00	0.00%	\$1,500.00	\$1,500	\$1,500.00
10-65-5419	COVID-19	\$0.00	\$0.00	\$15,000.00	\$12,290.45		\$0.00		\$0.00	\$0	\$15,000.00
10-65-5740	City Hall Renovation 3300Sqft	\$60,000.00	\$0.00	\$0.00	\$0.00		\$100,000.00		\$100,000.00	\$100,000	\$0.00
10-60-5804	Text My Gov & Archive Social	\$0.00	\$0.00	\$0.00	\$0.00		\$5,488.00		\$5,488.00	\$5,488	\$0.00
10-65-5805	Qrt S.C.A.D.	\$12,000.00	\$14,955.00	\$18,576.00	\$13,931.46	93%	\$13,157.00	-12.02%	\$13,157.00	\$13,157	\$18,576.00
10-65-5831	Crimestoppers Contribution	\$1,000.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0	\$0.00
10-65-5832	Fire Department Contribution	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	100%	\$2,500.00	0.00%	\$2,500.00	\$2,500	\$2,500.00
10-65-5833	Transit Contribution	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	100%	\$15,000.00	0.00%	\$15,000.00	\$15,000	\$15,000.00
10-65-5834	Transfer To Oakdale Park	\$250,000.00	\$87,000.00	\$0.00	\$0.00	0%	\$0.00	-100.00%	\$0.00	\$0	\$0.00
10-65-5835	Non Departamental Other	\$0.00	\$0.00	\$3,000.00	\$1,894.52		\$6,000.00		\$6,000.00	\$6,000	\$3,000.00
10-65-5836	Bond Payment Oak/Riverwalk	\$207,450.00	\$207,850.00	\$250.00	\$250.00	0%	\$0.00	-100.00%	\$0.00	\$0	\$250.00
10-65-5837	Contingency	\$62,222.00	\$12,042.00	\$426,303.00	\$2,840.96	24%	\$8,220.00	-31.74%	\$32,111.00	\$12,134	\$495,852.00
10-65-5838	Pay Off Park/Riverwalk	\$2,500,000.00	\$1,860,550.00	\$725,774.00	\$725,773.28	39%	\$0.00	-100.00%	\$0.00	\$0	\$725,774.00
10-65-5841	Citizens Center	\$0.00	\$3,000.00	\$3,000.00	\$0.00	0%	\$4,500.00	50.00%	\$4,500.00	\$4,500	\$3,000.00
10-65-5870	Office Equip/Furn	\$2,500.00	\$2,500.00	\$2,500.00	\$254.00	10%	\$2,500.00	0.00%	\$2,500.00	\$2,500	\$2,500.00
NON-DEPARTMENTAL TOTAL		\$3,263,922.00	\$3,857,647.00	\$2,866,353.00	\$1,296,940.88	34%	\$332,715.00	-91.38%	\$356,606.00	\$336,629	\$2,938,402.00
MUNICIPAL COURT											
10-80-5000	Wages	\$27,040.00	\$32,136.00	\$32,136.00	\$24,684.02	77%	\$35,173.00	9.45%	\$35,173.00	\$35,876	\$32,136.00
10-80-5001	Overtime Court				\$162.23						
10-80-5003	Payroll Taxes	\$2,069.00	\$2,457.00	\$2,457.00	\$1,240.12	50%	\$2,691.00	9.52%	\$2,691.00	\$2,745	\$2,457.00
10-80-5004	Retirement	\$4,022.00	\$4,782.00	\$4,782.00	\$2,382.97	50%	\$4,995.00	4.45%	\$4,995.00	\$5,095	\$4,782.00
10-80-5005	Health Insurance	\$8,400.00	\$8,400.00	\$8,400.00	\$4,025.06	48%	\$8,400.00	0.00%	\$8,400.00	\$8,400	\$8,400.00
10-80-5006	Life & Add Insurance	\$180.00	\$180.00	\$180.00	\$83.72	47%	\$198.00	10.00%	\$198.00	\$202	\$180.00
10-80-5007	Workers Comp Insurance	\$100.00	\$100.00	\$100.00	\$107.67	108%	\$118.00	18.00%	\$118.00	\$120	\$120.00
10-80-5008	Twc	\$8,100.00	\$8,100.00	\$8,100.00	\$118.66	1%	\$8,100.00	0.00%	\$985.00	\$1,005	\$1,005.00

**PROPOSED CITY OF GLEN ROSE 2021-22 BUDGET
GENERAL FUND**

PROPOSED											
Account #	Account Description	2019-20 Adopted	2020-21 Adopted	2020-21 Amended	Actual Thru June (75%)	% OF BUDGET	2021-22 Filed	2021 to 22 % Change	2021-22 REVISED	2021-22 REV + 2%	2020-21 Amended
10-80-5010	Longevity	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0	\$0.00
10-80-5106	Postage	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	0%	\$1,000.00	0.00%	\$1,000.00	\$1,000	\$1,000.00
10-80-5109	Office Supplies	\$500.00	\$500.00	\$500.00	\$66.01	13%	\$250.00	-50.00%	\$250.00	\$250	\$500.00
10-80-5201	Attorney Fees	\$2,800.00	\$2,800.00	\$2,800.00	\$1,000.00	36%	\$2,800.00	0.00%	\$2,800.00	\$2,800	\$2,800.00
10-80-5203	Contract Labor	\$6,000.00	\$6,000.00	\$6,000.00	\$4,500.00	75%	\$6,000.00	0.00%	\$6,000.00	\$6,000	\$6,000.00
10-80-5223	Accounting Software & Support	\$5,000.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0	\$0.00
10-80-5224	FundView Support	\$0.00	\$6,000.00	\$6,000.00	\$0.00	0%	\$6,000.00	0.00%	\$6,000.00	\$6,000	\$6,000.00
10-80-5225	It Support	\$200.00	\$200.00	\$200.00	\$0.00	0%	\$0.00	-100.00%	\$0.00	\$0	\$200.00
10-80-5285	Jail Services	\$500.00	\$500.00	\$500.00	\$0.00	0%	\$500.00	0.00%	\$500.00	\$500	\$500.00
10-80-5500	Training	\$5,000.00	\$5,000.00	\$5,000.00	\$350.00	7%	\$2,000.00	-60.00%	\$2,000.00	\$2,000	\$5,000.00
10-80-5501	Travel	\$2,000.00	\$2,000.00	\$2,000.00	\$236.37	12%	\$2,000.00	0.00%	\$2,000.00	\$2,000	\$2,000.00
10-80-5800	Dues & Subscriptions	\$500.00	\$500.00	\$500.00	\$110.00	22%	\$500.00	0.00%	\$500.00	\$500	\$500.00
10-80-5801	Miscellaneous Exp	\$1,000.00	\$1,000.00	\$1,000.00	\$236.63	24%	\$1,000.00	0.00%	\$1,000.00	\$1,000	\$1,000.00
10-80-5803	Software	\$0.00	\$0.00	\$0.00	\$469.46		\$0.00		\$0.00	\$0	\$0.00
10-80-5804	Service Fees Pioneer/Court	\$2,500.00	\$2,850.00	\$2,850.00	\$0.00	0%	\$0.00	-100.00%	\$0.00	\$0	\$2,850.00
10-80-5806	Jury Service	\$500.00	\$500.00	\$500.00	\$0.00	0%	\$500.00	0.00%	\$500.00	\$500	\$500.00
10-80-5835	Court Technology	\$1,600.00	\$1,600.00	\$1,600.00	\$0.00	0%	\$0.00	-100.00%	\$0.00	\$0	\$1,600.00
10-80-5836	Court Security	\$1,200.00	\$1,200.00	\$1,200.00	\$0.00	0%	\$0.00	-100.00%	\$0.00	\$0	\$1,200.00
10-80-5860	Hardware Replacement	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	0%	\$3,000.00	0.00%	\$3,000.00	\$3,000	\$3,000.00
10-80-5886	Court Fines And Fees	\$27,000.00	\$40,000.00	\$40,000.00	\$0.00	0%	\$0.00	-100.00%	\$0.00	\$0	\$40,000.00
MUNICIPAL COURT TOTAL		\$110,211.00	\$130,805.00	\$130,805.00	\$39,772.92	30%	\$85,225.00	-34.85%	\$78,110.00	\$78,993	\$123,730.00
LAW ENFORCEMENT											
10-90-5000	Wages	\$68,385.00	\$70,613.00	\$70,613.00	\$55,239.17	78%	\$121,738.00	72.40%	\$121,738.00	\$124,173	\$70,613.00
10-90-5003	Payroll Taxes	\$5,231.00	\$5,401.00	\$5,401.00	\$4,192.04	78%	\$9,313.00	72.43%	\$9,313.00	\$9,499	\$5,401.00
10-90-5004	Retirement	\$10,171.00	\$10,507.00	\$10,507.00	\$8,136.33	77%	\$17,286.00	64.52%	\$17,286.00	\$17,632	\$10,507.00
10-90-5005	Health Insurance	\$8,400.00	\$8,400.00	\$8,400.00	\$6,300.02	75%	\$16,800.00	100.00%	\$16,800.00	\$16,800	\$8,400.00
10-90-5006	Life & Add Insurance	\$330.00	\$330.00	\$330.00	\$246.17	75%	\$550.00	66.67%	\$550.00	\$561	\$330.00
10-90-5007	Workers Comp Insurance	\$2,800.00	\$2,800.00	\$2,800.00	\$2,544.51	91%	\$5,350.00	91.07%	\$5,350.00	\$5,457	\$2,800.00
10-90-5008	Twc	\$2,000.00	\$2,000.00	\$2,000.00	\$144.00	7%	\$3,335.00	66.75%	\$3,409.00	\$3,478	\$2,000.00
10-90-5010	Longevity	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	0%	\$1,000.00	0.00%	\$1,000.00	\$1,000	\$1,000.00
10-90-5100	Supplies	\$500.00	\$500.00	\$500.00	\$0.00	0%	\$1,000.00	100.00%	\$1,000.00	\$1,000	\$500.00
10-90-5106	Postage	\$75.00	\$150.00	\$150.00	\$29.80	20%	\$250.00	66.67%	\$250.00	\$250	\$150.00
10-90-5108	Uniforms	\$250.00	\$250.00	\$250.00	\$0.00	0%	\$1,500.00	500.00%	\$1,500.00	\$1,500	\$250.00
10-90-5109	Office Supplies	\$500.00	\$500.00	\$500.00	\$149.30	30%	\$850.00	70.00%	\$850.00	\$850	\$500.00
10-90-5125	Ammunition	\$1,200.00	\$1,200.00	\$1,200.00	\$0.00	0%	\$1,000.00	-16.67%	\$1,000.00	\$1,000	\$1,200.00
10-90-5225	Janitorial Services	\$3,000.00	\$3,000.00	\$3,000.00	\$900.00	30%	\$3,000.00	0.00%	\$3,000.00	\$3,000	\$3,000.00
10-90-5400	Utilities	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0	\$0.00
10-90-5401	Telephone	\$789.00	\$789.00	\$789.00	\$683.95	87%	\$1,600.00	102.79%	\$1,600.00	\$1,600	\$1,000.00
10-90-5403	Electric	\$1,200.00	\$1,200.00	\$1,200.00	\$816.75	68%	\$1,200.00	0.00%	\$1,200.00	\$1,200	\$1,200.00
10-90-5404	Water	\$600.00	\$600.00	\$600.00	\$920.60	153%	\$600.00	0.00%	\$1,250.00	\$1,250	\$1,250.00
10-90-5500	Training	\$1,000.00	\$1,000.00	\$1,000.00	\$15.00	2%	\$3,000.00	200.00%	\$3,000.00	\$3,000	\$1,000.00
10-90-5501	Travel	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	0%	\$2,000.00	100.00%	\$2,000.00	\$2,000	\$1,000.00
10-90-5600	Vehicle Repair	\$1,500.00	\$1,500.00	\$1,500.00	\$1,498.31	100%	\$2,500.00	66.67%	\$2,500.00	\$2,500	\$1,500.00
10-90-5601	System Repair	\$0.00	\$0.00	\$0.00	\$225.00		\$0.00		\$0.00	\$0	\$0.00

**PROPOSED CITY OF GLEN ROSE 2021-22 BUDGET
GENERAL FUND**

Account #	Account Description	2019-20 Adopted	2020-21 Adopted	2020-21 Amended	Actual Thru June (75%)	% OF BUDGET	2021-22 Filed	2021 to 22 % Change	2021-22 REVISED	2021-22 REV + 2%	PROPOSED 2020-21 Amended
10-90-5602	Repair & Maint - Equip	\$1,000.00	\$1,000.00	\$1,000.00	\$120.00	12%	\$2,000.00	100.00%	\$2,000.00	\$2,000	\$1,200.00
10-90-5603	Equipment	\$6,800.00	\$1,500.00	\$1,500.00	\$673.05	45%	\$17,000.00	1033.33%	\$17,000.00	\$17,000	\$1,500.00
10-90-5604	Repair & Maint - Struct	\$200.00	\$200.00	\$200.00	\$0.00	0%	\$1,000.00	400.00%	\$1,000.00	\$1,000	\$200.00
10-90-5608	Gas/Oil/Lube	\$2,250.00	\$2,250.00	\$2,250.00	\$1,271.43	57%	\$4,500.00	100.00%	\$4,500.00	\$4,500	\$2,250.00
10-90-5700	Capital Improvements	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		\$0.00	\$0	\$0.00
10-90-5801	Miscellaneous Exp	\$500.00	\$1,500.00	\$1,500.00	-\$200.00	-13%	\$2,500.00	66.67%	\$2,500.00	\$2,500	\$1,500.00
10-90-5803	Software	\$500.00	\$500.00	\$500.00	\$0.00	0%	\$500.00	0.00%	\$500.00	\$500	\$500.00
10-90-5804	Service Fees	\$400.00	\$400.00	\$400.00	\$15.50	4%	\$400.00	0.00%	\$400.00	\$400	\$400.00
10-90-5820	Events	\$1,500.00	\$1,500.00	\$1,500.00	\$716.96	48%	\$1,500.00	0.00%	\$1,500.00	\$1,500	\$1,500.00
10-90-5860	Computer Hardware	\$2,100.00	\$2,100.00	\$2,100.00	\$0.00	0%	\$2,100.00	0.00%	\$2,100.00	\$2,100	\$2,100.00
LAW ENFORCEMENT TOTAL		\$125,181.00	\$123,690.00	\$123,690.00	\$84,637.89	68%	\$225,372.00	82.21%	\$226,096.00	\$229,250	\$124,751.00
PRESERVATION BOARD											
10-96-5106	Postage	\$300.00	\$300.00	\$300.00	\$0.00	0%	\$300.00	0.00%	\$300.00	\$300	\$300.00
10-96-5210	Legal Notices & Advertising	\$300.00	\$300.00	\$300.00	\$0.00	0%	\$300.00	0.00%	\$300.00	\$300	\$300.00
10-96-5211	Promotional	\$750.00	\$750.00	\$750.00	\$0.00	0%	\$750.00	0.00%	\$750.00	\$750	\$750.00
10-96-5500	Training	\$3,500.00	\$3,500.00	\$3,500.00	\$0.00	0%	\$2,000.00	-42.86%	\$2,000.00	\$2,000	\$3,500.00
10-96-5501	Travel Expense	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	0%	\$1,000.00	-50.00%	\$1,000.00	\$1,000	\$2,000.00
10-96-5700	Projects	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	0%	\$3,000.00	0.00%	\$3,000.00	\$3,000	\$3,000.00
10-96-5800	Dues & Subscriptions	\$300.00	\$300.00	\$300.00	\$0.00	0%	\$300.00	0.00%	\$300.00	\$300	\$300.00
10-96-5849	Signage	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	0%	\$1,500.00	0.00%	\$1,500.00	\$1,500	\$1,500.00
10-96-5866	Grant Match - Nrh	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	0%	\$100,000.00	900.00%	\$100,000.00	\$100,000	\$10,000.00
PRESERVATION BOARD TOTAL		\$21,650.00	\$21,650.00	\$21,650.00	\$0.00	0%	\$109,150.00	404.16%	\$109,150.00	\$109,150	\$21,650.00
GRAND TOTAL EXPENSES		\$6,627,082.00	\$7,347,544.00	\$6,388,829.00	\$2,691,132.20	37%	\$4,057,938.00	-44.77%	\$4,050,574.00	\$4,050,574	\$6,425,127.00
TOTAL REVENUES		\$6,627,082.00	\$7,347,544.00	\$6,388,829.00	\$2,900,672.71	39%	\$4,057,938.00	-44.77%	\$4,050,574.00	\$4,050,574	\$6,425,127.00
NET		\$0.00	\$0.00	\$0.00	\$209,540.51		\$0.00		\$0.00	\$0	\$0.00

**CITY OF GLEN ROSE 2021-22 BUDGET PREPARATION
UTILITY FUND**

Account #	Account Description	2019-20 Adopted	2020-21 Adopted	2020-21 Amended	Actual Thru June (75%)	% OF BUDGET	2021-22 Filed	2021 To 22 % Change
REVENUE								
20-4100	Miscellaneous Water	\$6,800.00	\$6,800.00	\$6,800.00	\$0.00	0.00%	\$6,800.00	0.00%
20-4101	Water Fees	\$1,042,000.00	\$1,100,000.00	\$1,100,000.00	\$720,613.78	65.51%	\$1,100,000.00	0.00%
20-4102	Sewer Fees	\$615,000.00	\$627,000.00	\$627,000.00	\$469,022.78	74.80%	\$627,000.00	0.00%
20-4103	Transfer from GF	\$0.00	\$1,500,000.00	\$1,500,000.00	\$223,048.10	14.87%	\$0.00	-100.00%
20-4105	Trash	\$425,000.00	\$423,000.00	\$423,000.00	\$276,841.32	65.45%	\$361,000.00	-14.66%
20-4110	Trash Surcharge	\$21,250.00	\$0.00	\$0.00	\$3.44		\$0.00	
20-4302	Cut Off Fees	\$0.00	\$0.00	\$0.00	\$3,600.00		\$0.00	
20-4307	Reconnect Fee	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	0.00%	\$1,000.00	0.00%
20-4341	Tap Fees	\$6,500.00	\$6,500.00	\$6,500.00	\$12,745.00	196.08%	\$10,000.00	53.85%
20-4342	Transfer Fees	\$450.00	\$450.00	\$450.00	\$726.81	161.51%	\$1,100.00	144.44%
20-4343	Penalty Fees	\$23,500.00	\$23,500.00	\$23,500.00	\$5,089.01	21.66%	\$23,500.00	0.00%
20-4349	Credit Card Fees	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
20-4500	Interest Income	\$10,000.00	\$10,000.00	\$10,000.00	\$972.20	9.72%	\$1,600.00	-84.00%
20-4600	Domestic Ww Discharge Fee	\$25,000.00	\$0.00	\$0.00	\$0.00		\$0.00	
20-4700	Miscellaneous Income	\$0.00	\$0.00	\$0.00	\$22,552.23		\$0.00	
20-4701	Transfer Of Edc Accounts	\$740,000.00	\$0.00	\$0.00	\$0.00		\$0.00	
20-4710	Transfer in Reserves	\$2,034,701.00	\$1,222,000.00	\$1,092,000.00	\$210,658.44	19.29%	\$1,000,000.00	-8.42%
20-4711	Twdb Edap For Grand Ave	\$300,000.00	\$347,500.00	\$347,500.00	\$0.00	0.00%	\$0.00	-100.00%
20-4712	Tres Rios Lift Station Contr.	\$130,000.00	\$0.00	\$130,000.00	\$130,000.00		\$0.00	
20-4713	Pipe Bursting Twdb Edap	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
20-4714	First Baptist Church Contr.	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	100.00%	\$0.00	-100.00%
	American Rescue Plan	\$0.00	\$0.00	\$0.00	\$0.00		\$334,387.00	
	REVENUE TOTAL	\$5,471,201.00	\$5,357,750.00	\$5,357,750.00	\$2,165,873.11	40.43%	\$3,466,387.00	-35.30%
EXPENSES								
WATER								
20-10-5000	Wages Water	\$69,335.00	\$88,331.00	\$88,331.00	\$69,585.21	78.78%	\$90,979.00	3.00%
20-10-5001	Overtime Water	\$3,000.00	\$2,000.00	\$2,000.00	\$3,444.86	172.24%	\$3,000.00	50.00%
	On call	\$0.00	\$0.00	\$0.00	\$0.00		\$1,216.00	
20-10-5003	Payroll Taxes Water	\$5,534.00	\$6,757.00	\$6,757.00	\$5,531.94	81.87%	\$7,282.00	7.77%
20-10-5004	Retirement	\$10,758.00	\$13,144.00	\$13,144.00	\$10,801.41	82.18%	\$13,508.00	2.77%

**CITY OF GLEN ROSE 2021-22 BUDGET PREPARATION
UTILITY FUND**

Account #	Account Description	2019-20 Adopted	2020-21 Adopted	2020-21 Amended	Actual Thru June (75%)	% OF BUDGET	2021-22 Filed	2021 To 22 % Change
20-10-5005	Health Insurance	\$15,400.00	\$15,400.00	\$15,400.00	\$14,175.87	92.05%	\$23,800.00	54.55%
20-10-5006	Life & Add Insurance	\$440.00	\$440.00	\$440.00	\$344.23	78.23%	\$440.00	0.00%
20-10-5007	Workers Comp Insurance	\$2,800.00	\$2,800.00	\$2,800.00	\$1,621.50	57.91%	\$3,010.00	7.50%
20-10-5008	Twc	\$2,200.00	\$2,200.00	\$2,200.00	\$262.66	11.94%	\$2,200.00	0.00%
20-10-5010	Longevity	\$1,033.00	\$1,133.00	\$1,133.00	\$0.00	0.00%	\$900.00	-20.56%
20-10-5100	Supplies	\$1,600.00	\$1,600.00	\$1,600.00	\$1,580.66	98.79%	\$1,600.00	0.00%
20-10-5107	Janitorial Supplies	\$300.00	\$300.00	\$300.00	\$53.12	17.71%	\$300.00	0.00%
20-10-5108	Uniforms	\$1,210.00	\$1,210.00	\$1,210.00	\$809.39	66.89%	\$1,210.00	0.00%
20-10-5120	Tools	\$4,150.00	\$1,000.00	\$1,000.00	\$1,029.28	102.93%	\$1,000.00	0.00%
20-10-5160	Process Chemicals	\$3,500.00	\$7,000.00	\$7,000.00	\$3,088.07	44.12%	\$7,000.00	0.00%
20-10-5235	Drug Testing	\$100.00	\$100.00	\$100.00	\$0.00	0.00%	\$0.00	-100.00%
20-10-5238	Lab Fees	\$4,500.00	\$4,500.00	\$9,500.00	\$6,164.03	64.88%	\$8,700.00	-8.42%
20-10-5298	Tank Cleaning	\$20,000.00	\$0.00	\$0.00	\$0.00		\$0.00	
20-10-5299	Purchased Water	\$240,000.00	\$120,000.00	\$120,000.00	\$88,879.05	74.07%	\$151,000.00	25.83%
20-10-5400	Utilities (Elec)	\$30,000.00	\$60,000.00	\$60,000.00	\$17,133.74	28.56%	\$60,000.00	0.00%
20-10-5401	Telephone	\$5,000.00	\$5,000.00	\$5,000.00	\$1,264.80	25.30%	\$5,000.00	0.00%
20-10-5405	Gas	\$0.00	\$5,000.00	\$5,000.00	\$703.92	14.08%	\$3,000.00	-40.00%
20-10-5500	Training	\$1,880.00	\$1,880.00	\$1,880.00	\$1,017.00	54.10%	\$1,880.00	0.00%
20-10-5505	Safety Program	\$100.00	\$100.00	\$100.00	\$8.10	8.10%	\$100.00	0.00%
20-10-5600	Vehicle Repair	\$500.00	\$500.00	\$700.00	\$627.00	89.57%	\$1,000.00	42.86%
20-10-5601	System Repair	\$50,000.00	\$50,000.00	\$50,000.00	\$29,466.02	58.93%	\$45,000.00	-10.00%
20-10-5602	Repair & Maint - Equip	\$4,000.00	\$4,000.00	\$4,000.00	\$1,538.31	38.46%	\$5,000.00	25.00%
20-10-5604	Repair & Maint - Struct	\$2,000.00	\$2,000.00	\$2,000.00	\$889.27	44.46%	\$2,000.00	0.00%
20-10-5605	Repair & Maint - Tank	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	0.00%	\$15,000.00	-40.00%
20-10-5608	Gas/Oil/Lube	\$5,000.00	\$5,000.00	\$5,000.00	\$3,053.49	61.07%	\$5,000.00	0.00%
20-10-5609	Equipment Rental	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	0.00%	\$1,000.00	0.00%
20-10-5652	Meters	\$15,000.00	\$15,000.00	\$15,000.00	\$4,467.04	29.78%	\$15,000.00	0.00%
20-10-5700	Capital Improvements (SPANISH OAKS & HEREFORD)↑	\$0.00	\$424,000.00	\$424,000.00	\$101,460.58	23.93%	\$825,000.00	94.58%
20-10-5701	Cdbg	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
	Generator Quick Wire + Generators	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
20-10-5737	Capital Improvement Well #4	\$120,000.00	\$0.00	\$19,723.00	\$24,335.94		\$0.00	
20-10-5739	100,000 Gal Tank on Bryan St	\$780,000.00	\$880,000.00	\$668,290.00	\$13,500.00	2.02%	\$0.00	-100.00%

**CITY OF GLEN ROSE 2021-22 BUDGET PREPARATION
UTILITY FUND**

Account #	Account Description	2019-20 Adopted	2020-21 Adopted	2020-21 Amended	Actual Thru June (75%)	% OF BUDGET	2021-22 Filed	2021 To 22 % Change
20-10-5740	Water Main Rumph To Gibbs & East Side	\$321,500.00	\$321,500.00	\$321,500.00	\$333,160.85	103.63%	\$0.00	-100.00%
	Vehicle/Equipment Fund	\$0.00	\$0.00	\$0.00	\$0.00		\$40,000.00	
20-10-5801	Miscellaneous Exp	\$500.00	\$500.00	\$500.00	\$279.05	55.81%	\$500.00	0.00%
20-10-5803	Software	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
20-10-5804	Service Fees	\$0.00	\$0.00	\$0.00	\$0.00		\$6,800.00	
20-10-5806	Meter Service Fees	\$2,800.00	\$2,800.00	\$5,000.00	\$3,279.00	65.58%	\$2,800.00	-44.00%
20-10-5807	Prairielands Permit Fees	\$30,000.00	\$46,810.00	\$46,810.00	\$26,023.20	55.59%	\$46,810.00	0.00%
20-10-5846	Demurrage	\$300.00	\$300.00	\$600.00	\$309.28	51.55%	\$1,320.00	120.00%
20-10-5860	Hardware Replacement	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	0.00%	\$1,500.00	0.00%
20-10-5886	State Fees	\$3,500.00	\$3,500.00	\$3,508.00	\$3,507.28	99.98%	\$4,000.00	14.03%
	WATER TOTAL	\$1,785,440.00	\$2,123,305.00	\$1,939,026.00	\$773,395.15	39.89%	\$1,404,855.00	-27.55%
	SEWER							
20-20-5000	Wages Sewer	\$73,341.00	\$60,159.00	\$60,159.00	\$39,212.51	65.18%	\$61,963.00	3.00%
20-20-5001	Overtime Sewer	\$2,000.00	\$2,000.00	\$2,000.00	\$686.68	34.33%	\$2,000.00	0.00%
	On call	\$0.00	\$0.00	\$0.00	\$0.00		\$1,216.00	
20-20-5003	Payroll Taxes Sewer	\$5,764.00	\$4,602.00	\$4,602.00	\$2,959.56	64.31%	\$5,021.00	9.10%
20-20-5004	Retirement	\$11,205.00	\$8,952.00	\$8,952.00	\$5,934.99	66.30%	\$9,306.00	3.95%
20-20-5005	Health Insurance	\$15,400.00	\$15,400.00	\$15,400.00	\$6,125.87	39.78%	\$15,400.00	0.00%
20-20-5006	Life & Add Insurance	\$456.00	\$456.00	\$456.00	\$174.22	38.21%	\$456.00	0.00%
20-20-5007	Workers Comp Insurance	\$2,180.00	\$2,180.00	\$2,180.00	\$1,384.47	63.51%	\$2,555.00	17.20%
20-20-5008	Twc	\$2,250.00	\$2,250.00	\$2,250.00	\$60.01	2.67%	\$2,250.00	0.00%
20-20-5010	Longevity	\$1,333.00	\$1,333.00	\$1,333.00	\$0.00	0.00%	\$1,400.00	5.03%
20-20-5100	Supplies	\$3,000.00	\$3,000.00	\$3,000.00	\$316.56	10.55%	\$3,000.00	0.00%
20-20-5108	Uniforms	\$1,210.00	\$1,210.00	\$1,210.00	\$0.00	0.00%	\$1,210.00	0.00%
20-20-5120	Tools	\$1,200.00	\$1,200.00	\$1,200.00	\$115.00	9.58%	\$1,200.00	0.00%
20-20-5160	Process Chemicals	\$2,700.00	\$2,700.00	\$2,700.00	\$1,051.49	38.94%	\$2,700.00	0.00%
20-20-5235	Drug Testing	\$100.00	\$100.00	\$100.00	\$0.00	0.00%	\$0.00	-100.00%
20-20-5400	Utilities (Elec)	\$8,500.00	\$8,500.00	\$8,500.00	\$7,233.05	85.09%	\$8,500.00	0.00%
20-20-5401	Telephone	\$1,500.00	\$1,500.00	\$1,500.00	\$749.84	49.99%	\$1,500.00	0.00%
20-20-5405	Gas	\$0.00	\$0.00	\$0.00	\$703.95		\$0.00	
20-20-5500	Training	\$1,545.00	\$1,545.00	\$1,545.00	\$111.00	7.18%	\$1,545.00	0.00%
20-20-5600	Vehicle Repair	\$4,000.00	\$4,000.00	\$4,000.00	\$262.56	6.56%	\$4,000.00	0.00%

**CITY OF GLEN ROSE 2021-22 BUDGET PREPARATION
UTILITY FUND**

Account #	Account Description	2019-20 Adopted	2020-21 Adopted	2020-21 Amended	Actual Thru June (75%)	% OF BUDGET	2021-22 Filed	2021 To 22 % Change
20-20-5601	System Repair	\$17,500.00	\$17,500.00	\$17,500.00	\$1,434.64	8.20%	\$17,500.00	0.00%
20-20-5602	Repair & Maint - Equip	\$7,500.00	\$7,500.00	\$7,500.00	\$763.69	10.18%	\$7,500.00	0.00%
20-20-5604	Repair & Maint - Struct	\$1,000.00	\$1,000.00	\$1,000.00	\$80.00	8.00%	\$1,000.00	0.00%
20-20-5608	Gas/Oil/Lube	\$4,500.00	\$4,500.00	\$4,500.00	\$2,945.28	65.45%	\$4,500.00	0.00%
20-20-5609	Equipment Rental	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	0.00%	\$1,000.00	0.00%
20-20-5655	Concrete	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	0.00%	\$1,000.00	0.00%
20-20-5700	Capital Improvements	\$0.00	\$1,000,000.00	\$1,000,000.00	\$62,491.00	6.25%	\$800,000.00	-20.00%
	(SEWER MAIN/EXTENSION PROJECTS) ↑	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
20-20-5738	Grand Lift Station (Edap)	\$900,000.00	\$965,639.00	\$965,639.00	\$218,019.30	22.58%	\$0.00	-100.00%
20-20-5739	Stoneview Lift Station	\$1,500,000.00	\$0.00	\$180,779.00	\$180,778.92		\$0.00	
20-20-5740	Pipe Bursting (Edap)	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
20-20-5741	Golf Course Lift Station	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
20-20-5801	Miscellaneous Exp	\$500.00	\$500.00	\$500.00	\$35.00	7.00%	\$500.00	0.00%
20-20-5804	Service Fees	\$0.00	\$0.00	\$0.00	\$0.00		\$650.00	
	SEWER TOTAL	\$2,570,684.00	\$2,119,726.00	\$2,300,505.00	\$533,629.59	23.20%	\$958,872.00	-58.32%
	WWTP							
20-21-5000	Wages Wwtp	\$92,380.00	\$95,079.00	\$95,079.00	\$57,668.49	60.65%	\$97,926.00	2.99%
20-21-5001	Overtime Wwtp	\$6,000.00	\$2,000.00	\$2,000.00	\$1,496.91	74.85%	\$6,000.00	200.00%
	On call	\$0.00	\$0.00	\$0.00	\$0.00		\$7,300.00	
20-21-5003	Payroll Taxes Wwtp	\$7,526.00	\$7,427.00	\$7,427.00	\$4,656.32	62.69%	\$8,624.00	16.12%
20-21-5004	Retirement	\$14,632.00	\$14,426.00	\$14,426.00	\$9,025.62	62.56%	\$15,996.00	10.88%
20-21-5005	Health Insurance	\$16,800.00	\$16,800.00	\$16,800.00	\$9,800.06	58.33%	\$16,800.00	0.00%
20-21-5006	Life & Add Insurance	\$456.00	\$456.00	\$456.00	\$266.00	58.33%	\$456.00	0.00%
20-21-5007	Workers Comp Insurance	\$3,144.00	\$3,144.00	\$3,144.00	\$3,098.07	98.54%	\$4,419.00	40.55%
20-21-5008	Twc	\$2,940.00	\$2,940.00	\$2,940.00	\$288.00	9.80%	\$2,940.00	0.00%
20-21-5010	Longevity	\$900.00	\$1,300.00	\$1,300.00	\$0.00	0.00%	\$1,500.00	15.38%
20-21-5030	COVID-19	\$0.00	\$0.00	\$3,000.00	\$1,999.84		\$0.00	
20-21-5100	Supplies	\$3,100.00	\$3,100.00	\$3,100.00	\$135.71	4.38%	\$3,100.00	0.00%
20-21-5107	Janitorial Supplies	\$500.00	\$500.00	\$500.00	\$44.77	8.95%	\$500.00	0.00%
20-21-5108	Uniforms	\$1,300.00	\$1,300.00	\$1,300.00	\$478.14	36.78%	\$1,300.00	0.00%
20-21-5115	Chemical Supplies	\$25,000.00	\$25,000.00	\$25,000.00	\$3,498.75	14.00%	\$25,000.00	0.00%
20-21-5120	Tools	\$3,000.00	\$3,000.00	\$3,000.00	\$147.74	4.92%	\$1,500.00	-50.00%

**CITY OF GLEN ROSE 2021-22 BUDGET PREPARATION
UTILITY FUND**

Account #	Account Description	2019-20 Adopted	2020-21 Adopted	2020-21 Amended	Actual Thru June (75%)	% OF BUDGET	2021-22 Filed	2021 To 22 % Change
20-21-5235	Drug Testing	\$100.00	\$100.00	\$100.00	\$0.00	0.00%	\$0.00	-100.00%
20-21-5238	Lab Fees	\$22,000.00	\$22,000.00	\$22,000.00	\$8,289.00	37.68%	\$22,000.00	0.00%

**CITY OF GLEN ROSE 2021-22 BUDGET PREPARATION
UTILITY FUND**

Account #	Account Description	2019-20 Adopted	2020-21 Adopted	2020-21 Amended	Actual Thru June (75%)	% OF BUDGET	2021-22 Filed	2021 To 22 % Change
20-21-5259	Sludge Removal	\$16,200.00	\$16,200.00	\$16,200.00	\$4,125.00	25.46%	\$16,200.00	0.00%
20-21-5400	Utilities	\$38,000.00	\$38,000.00	\$38,000.00	\$17,057.75	44.89%	\$38,000.00	0.00%
20-21-5401	Telephone	\$5,000.00	\$5,000.00	\$5,000.00	\$1,575.02	31.50%	\$5,000.00	0.00%
20-21-5500	Training	\$1,040.00	\$1,040.00	\$1,040.00	\$203.75	19.59%	\$1,040.00	0.00%
20-21-5600	Vehicle Repair	\$500.00	\$500.00	\$500.00	\$28.98	5.80%	\$1,000.00	100.00%
20-21-5601	System Repair	\$2,000.00	\$12,000.00	\$12,000.00	\$4,165.52	34.71%	\$20,000.00	66.67%
20-21-5602	Repair & Maint - Equip	\$4,000.00	\$4,000.00	\$4,000.00	\$337.44	8.44%	\$4,000.00	0.00%
20-21-5604	Repair & Maint - Struct	\$6,000.00	\$6,000.00	\$6,000.00	\$719.05	11.98%	\$6,000.00	0.00%
20-21-5608	Gas/Oil/Lube	\$4,800.00	\$4,800.00	\$4,800.00	\$571.58	11.91%	\$4,800.00	0.00%
20-21-5609	Equipment Rental	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	0.00%	\$1,000.00	0.00%
20-21-5700	Capital Improvements	\$120,000.00	\$127,300.00	\$127,300.00	\$0.00	0.00%	\$152,340.00	19.67%
	Replacement mower	\$0.00	\$0.00	\$0.00	\$0.00		\$14,000.00	
20-21-5801	Miscellaneous Exp	\$500.00	\$500.00	\$500.00	\$0.00	0.00%	\$500.00	0.00%
20-21-5804	Service Fees	\$2,100.00	\$2,100.00	\$2,100.00	\$0.00	0.00%	\$6,900.00	228.57%
20-21-5846	Demurrage	\$100.00	\$100.00	\$100.00	\$0.00	0.00%	\$0.00	-100.00%
20-21-5886	State Fees	\$4,000.00	\$5,560.00	\$5,560.00	\$5,557.46	99.95%	\$5,600.00	0.72%
	WWTP TOTAL	\$405,018.00	\$422,672.00	\$425,672.00	\$135,234.97	31.77%	\$491,741.00	15.52%
	SANITATION							
20-45-5403	Trash Pickup	\$425,000.00	\$400,000.00	\$400,000.00	\$238,850.15	59.71%	\$309,000.00	-22.75%
	SANITATION TOTAL	\$425,000.00	\$400,000.00	\$400,000.00	\$238,850.15	59.71%	\$309,000.00	-22.75%
	NON DEPARTMENTAL							
20-65-5106	Postage	\$5,000.00	\$5,000.00	\$5,500.00	\$4,833.65	87.88%	\$7,000.00	27.27%
20-65-5109	Office Supplies	\$2,150.00	\$2,150.00	\$2,150.00	\$5.00	0.23%	\$2,150.00	0.00%
20-65-5110	Utility Billing Cards	\$5,000.00	\$5,000.00	\$5,000.00	\$1,223.72	24.47%	\$2,600.00	-48.00%
20-65-5200	Audit	\$17,000.00	\$11,500.00	\$11,500.00	\$11,500.00	100.00%	\$11,500.00	0.00%
20-65-5224	It	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	0.00%	\$0.00	-100.00%
20-65-5225	Utility Billing System&Support	\$13,000.00	\$4,600.00	\$4,600.00	\$5,237.50	113.86%	\$4,600.00	0.00%
20-65-5226	Cpa	\$3,500.00	\$6,000.00	\$6,000.00	\$2,650.00	44.17%	\$6,000.00	0.00%
20-65-5229	Bank Services Fee	\$0.00	\$0.00	\$0.00	\$66.40		\$0.00	
20-65-5300	Bond Payment & Fee	\$237,409.00	\$237,409.00	\$237,409.00	\$43,124.25	18.16%	\$238,680.00	0.54%
20-65-5860	Hardware Replacement	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	0.00%	\$1,000.00	0.00%

**CITY OF GLEN ROSE 2021-22 BUDGET PREPARATION
UTILITY FUND**

Account #	Account Description	2019-20 Adopted	2020-21 Adopted	2020-21 Amended	Actual Thru June (75%)	% OF BUDGET	2021-22 Filed	2021 To 22 % Change
20-65-5872	5% Franchise Fee To General	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
20-65-5873	Contingency	\$0.00	\$18,388.00	\$18,388.00	\$0.00	0.00%	\$28,389.00	54.39%
	NON DEPARTMENTAL TOTAL	\$285,059.00	\$292,047.00	\$292,547.00	\$68,640.52	23.46%	\$301,919.00	3.20%
	GRAND TOTAL EXPENSES	\$5,471,201.00	\$5,357,750.00	\$5,357,750.00	\$1,749,750.38	32.66%	\$3,466,387.00	-35.30%
	TOTAL REVENUES	\$5,471,201.00	\$5,357,750.00	\$5,357,750.00	\$2,165,873.11	40.43%	\$3,466,387.00	-35.30%
	NET	\$0.00	\$0.00	\$0.00	\$416,122.73		\$0.00	

NOTE: The City is expected to receive \$668,774 ARP funds for the water capital improvement project. Half will be received in 2021, but may not be spent until 2022, so it is shown as a transfer in from reserves. Taking that into consideration, the true drawdown of reserves will be about \$670,000. About 1/2 of that is work on the Hwy 67 sewer main that was budgeted to be completed in 2021, but is expected to roll over into this year's budget.

**CITY OF GLEN ROSE 2021-22 BUDGET PREPARATION
CVB FUND**

Account #	Account Description	2017-18	2018-19	2019-20	2020-21	2020-21	Actual Thru June (75%)	% OF BUDGET	2021-22	PROPOSED	2021 - 22 % Change
		Adopted	Adopted	Adopted	Adopted	Amended			Filed	2021-22 Revised	
	REVENUE										
30-4003	Hotel Occupancy Tax	\$350,434.00	\$362,000.00	\$315,000.00	\$256,000.00	\$256,000.00	\$250,997.53	98.05%	\$350,000.00	\$400,000.00	36.72%
	Total Other Revenue	\$1,200.00	\$15,000.00	\$11,000.00	\$5,000.00	\$5,000.00	\$2,507.68	50.15%	\$0.00	\$0.00	-100.00%
	REVENUE TOTAL	\$351,634.00	\$377,000.00	\$326,000.00	\$261,000.00	\$261,000.00	\$253,505.21	97.13%	\$350,000.00	\$400,000.00	34.10%
	EXPENSE										
	Total Operating Expenses	\$351,634.00	\$377,000.00	\$326,000.00	\$261,000.00	\$261,000.00	\$115,512.62	44.26%	\$0.00	\$0.00	-100.00%
	Transfer to Somervell County	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$350,000.00	\$400,000.00	
	GRAND TOTAL EXPENSES	\$351,634.00	\$377,000.00	\$326,000.00	\$261,000.00	\$261,000.00	\$115,512.62	44.26%	\$350,000.00	\$400,000.00	34.10%
	TOTAL REVENUES	\$351,634.00	\$377,000.00	\$326,000.00	\$261,000.00	\$261,000.00	\$253,505.21	97.13%	\$350,000.00	\$400,000.00	34.10%
	NET	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$137,992.59		\$0.00	\$0.00	

**CITY OF GLEN ROSE 2021-22 BUDGET PREPARATION
DEDICATED COURT FUND**

Account #	Account Description	2017-18 Adopted	2018-19 Adopted	2019-20 Adopted	2020-21 Adopted	Actual Thru June (75%)	% OF BUDGET	2021-22 Proposed	2021- 22 % Change
REVENUE									
70-1022	Municipal Court Security	\$0.00	\$1,200.00	\$1,200.00	\$1,200.00	\$2,684.54	223.71%	\$4,500.00	275.00%
70-1023	Municipal Court Technology Enhancements	\$0.00	\$1,600.00	\$1,600.00	\$1,600.00	\$2,259.00	141.19%	\$3,673.00	129.56%
70-1024	Truancy Prevention Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$3,745.73		\$4,574.00	
70-1027	Municipal Jury Fund	\$500.00	\$500.00	\$500.00	\$500.00	\$71.30	14.26%	\$92.00	-81.60%
	Transfer in from Court Security Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,888.00	
	Transfer in from Court Technology Reserves	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,860.00	
	Transfer in from Jury Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$71.00	
REVENUE TOTAL		\$500.00	\$3,300.00	\$3,300.00	\$3,300.00	\$8,760.57	265.47%	\$24,658.00	647.21%
EXPENSES									
70-30-5806	Jury Reimbursements & Services	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00		\$163.00	-67.40%
70-30-5835	Court Technology Purchases	\$0.00	\$1,200.00	\$1,200.00	\$1,200.00	\$0.00		\$10,388.00	765.67%
70-30-5836	Court Security Measures	\$0.00	\$1,600.00	\$1,600.00	\$1,600.00	\$0.00		\$9,533.00	495.81%
70-30-5837	Truancy Prevention	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$4,574.00	
EXPENSES TOTAL		\$500.00	\$3,300.00	\$3,300.00	\$3,300.00	\$0.00		\$24,658.00	647.21%
NET REVENUES LESS EXPENSES		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	

Note: 1. Prior to this year's budget, the above items were budgeted in the General Fund.

2. The reserves accumulated in these accounts thru the end of June have been included in the budget.



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	08/24/2021		
AGENDA SUBJECT:	Discussion, consideration, and possible action on resolution adopting an amended FY 2020-21 Budget.		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	08/16/2021
EXHIBITS:	Discussion Item; Resolution Adopting Amended FY 2020-21 Budget		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
Due to various operational changes such as municipal court account coding, the interlocal agreement with Somervell County on the CVB, etc... , you are being asked to approve the attached resolution adopting an amended budget. The proposed amendments have been highlighted in yellow.			
RECOMMENDED ACTION:			
Move to approve the resolution amending the FY 2020-21 Budget.			

DISCUSSION ON FY 2020-21 BUDGET AMENDMENTS

(NOTE: This budget is the last column on the right in the fiscal year 2021/2022 Budget Spreadsheet)

EMERGENCY POWER. The Council is being asked to approve \$80,000 to be used for purchasing a natural gas generator with an automatic transfer switch for the Utility Shop (about \$10,000), where the SCADA Control Center is located. That way, if we have another event like last winter, our system controls won't be disrupted and our staff will have a functional facility to work out of. And funds for wiring our well sites with manual transfer switches and quick-connects so that we can pull in with a trailer mounted generator and operate those facilities. We also have an opportunity to buy another generator from the state surplus system.

GOLF COURSE LIFT STATION. Should the Council decide to include funds in the FY 2021-22 Budget for a lift station to serve the 18+ acre golf course tract and, potentially, other development in that area, \$50,000 is being included in this budget amendment to give the Council the option of authorizing eHT to begin engineering that project to expedite the project (otherwise, eHT wouldn't be able to begin the engineering work until October).

HOUSEKEEPING. Other amendments are more of housekeeping matters than anything else. The revenue rows in both the General Fund and Utility Fund have been amended to reflect this year's actual performance. \$334,387 in ARP funds will be hitting our UF budget. That will more than offset lower than expected utility revenues. Water revenues are always dependent on the weather. The wetter and cooler summer has been good for residents, but not so good for our utility coffers. Changes during the year to the City's on-call policy and overtime scheduling created a need for amendments to cover those expenses. The electric budget for the water utility is being reduced, again due to lower water sales attributable to the weather.

The budget for the Grand Avenue Lift Station is being amended to include the change order that the Council recently approved. The Code Enforcement budget has been amended to reflect the extended use of contract labor for inspection and plan review services as we sought a Building Official. Additionally, funds have been added to allow the hiring of the new full time animal control/code enforcement employee now so that Animal Control Officer Wilson doesn't have to carry that load alone until October 1st.

CVB CHANGES. The CVB budget has been amended to reflect the transfer of those operations over to the County. The total revenue and total expenditures for that fund are being increased due to receipt of more revenue than expected and our need to transfer all of those funds to the County. Otherwise, we would have booked the extra revenue into the CVB reserves and limited our spending to the amount in the adopted budget. Any amendment adding revenue to the budget has to be styled as an emergency budget amendment and must involve unforeseen circumstances.

RESOLUTION #2021-____
A RESOLUTION OF THE CITY OF GLEN ROSE, TEXAS, AMENDING THE
FISCAL YEAR 2020-2021 BUDGET.

WHEREAS, the City of Glen Rose (City) is a Type A General Law Municipality;

WHEREAS, pursuant to the requirements of §102.007 of the Texas Local Government Code on August 24, 2020 a municipal budget for Fiscal Year 2020-2021 was adopted by means of a resolution;

WHEREAS, from time to time as the year progresses, amendments to the budget are required to reflect changes in the City's circumstances;

WHEREAS, pursuant to §102.010 of the TLGC, a municipality is allowed to "make changes in the budget for municipal purposes";

WHEREAS, pursuant to §102.009(c) of the TLGC, a municipality may make an emergency amendment to the budget in the case of grave public necessity to meet an unusual and unforeseen condition that could not have been included in the original budget through the use of reasonably diligent thought and attention;

WHEREAS, during the course of FY 2020-21, the City's circumstances with respect to its CVB operations took an unexpected and unforeseen turn with the departure of the City's CVB Director and the subsequent decision of the City and Somervell County (the County) to enter into an interlocal agreement regarding the City's hotel occupancy taxes (HOT), requiring the City to transmit all of its unspent HOT revenue to the County in exchange for County-provided tourism services; and,

WHEREAS, the City's HOT revenue for FY 2020-21 exceeded what had been budgeted, necessitating an emergency budget amendment to enable the City to fulfill its contractual obligations to the County.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS HEREBY:

1. Finds the above recitals to be true and correct and incorporates them into the body of this Resolution as if copied in their entirety;
2. Amends the Budget for Fiscal Year 2020-2021 as set forth in Exhibit "A" which is attached and incorporated into this Resolution by reference;
3. Acknowledges that the amendments to the budget are for municipal purposes and do not increase the total amounts originally budgeted for any of the City's funds, except for the CVB

Fund;

4. Acknowledges that the amount budgeted for the CVB fund has been increased to \$352,512.00 by means of an emergency budget amendment; and,
5. Directs the City Secretary to file a copy of the amended FY 2020-21 Budget with the Somervell County Clerk, pursuant to the requirements of §102.009 of the TLGC.

Passed and approved this the 24th day of August, 2021.

Approved:

Julia Douglas, Mayor

ATTEST:

Stephanie Ritchie, City Secretary

CVB EXPENDITURE BUDGET - AMENDED AUGUST 24, 2021

	YTD \$44,420.00	ADOPTED BUDGET FY 2020-21	AMENDED FY 2020-21	% BUDGET USED	PROPOSED AMENDED
30-4003 Hotel Occupancy Tax	\$294,396.24	\$256,000.00	\$256,000.00	115.00%	\$350,000.00
30-4201 Event Permits	\$25.00	\$5,000.00	\$5,000.00	0.50%	\$25.00
30-4400 Grant Refunds	\$2,436.75	\$0.00	\$0.00		\$2,437.00
30-4500 Interest Income	\$49.43	\$0.00	\$0.00		\$50.00
CVB Revenue Totals	\$296,907.42	\$261,000.00	\$261,000.00	113.76%	\$352,512.00
TOTAL CVB REVENUE		\$261,000.00			

30-70-5000 Wages Cvb	\$61,258.98	\$113,976.00	\$101,646.00	30.77%	\$61,259.00
30-70-5003 Payroll Taxes Cvb	\$4,686.72	\$8,719.00	\$7,776.00	31.58%	\$4,687.00
30-70-5004 Retirement	\$9,069.08	\$16,959.00	\$15,232.00	31.63%	\$9,070.00
30-70-5005 Health Insurance	\$9,112.72	\$25,200.00	\$25,200.00	22.80%	\$9,113.00
30-70-5006 Life & Add Insurance	\$266.15	\$600.00	\$600.00	27.68%	\$267.00
30-70-5007 Workers Comp Insurance	\$293.31	\$500.00	\$500.00	58.66%	\$239.00
30-70-5008 Twc	\$241.38	\$2,436.00	\$2,436.00	0.00%	\$242.00
30-70-5010 Longevity	\$0.00	\$300.00	\$300.00	0.00%	\$0.00
30-70-5100 Supplies	\$0.00	\$300.00	\$300.00	0.00%	\$0.00
30-70-5106 Postage	\$1,507.33	\$3,000.00	\$3,000.00	17.39%	\$1,508.00
30-70-5109 Office Supplies	\$260.92	\$1,000.00	\$1,000.00	22.50%	\$261.00
30-70-5210 Advertising	\$23,693.33	\$45,000.00	\$60,000.00	42.38%	\$23,694.00
30-70-5211 Tourism Promotion	\$5,752.97	\$15,000.00	\$15,000.00	6.15%	\$5,753.00
30-70-5224 It Support	\$95.00	\$400.00	\$400.00	23.75%	\$95.00
30-70-5225 Janitorial Services	\$181.42	\$1,200.00	\$1,200.00	9.16%	\$182.00
30-70-5401 Telephone	\$432.77	\$789.00	\$789.00	23.94%	\$433.00
30-70-5402 Internet	\$1,094.44	\$1,200.00	\$1,200.00	35.09%	\$1,095.00
30-70-5403 Electric	\$1,701.25	\$3,000.00	\$3,000.00	25.11%	\$1,702.00
30-70-5404 Water	\$744.70	\$1,000.00	\$1,000.00	20.26%	\$745.00
30-70-5405 Gas	\$0.00	\$2,000.00	\$2,000.00	0.00%	\$0.00

30-70-5500 Training	\$85.00	\$2,000.00	\$2,000.00	4.25%	\$85.00
30-70-5501 Travel	\$0.00	\$2,200.00	\$2,200.00	0.00%	\$0.00
30-70-5604 Rent Repair & Maint - Struct	\$180.00	\$4,000.00	\$4,000.00	4.50%	\$180.00
30-70-5609 Equipment Rental	\$458.58	\$2,000.00	\$2,000.00	22.93%	\$459.00
30-70-5800 Dues & Subscriptions	\$1,076.90	\$1,800.00	\$1,800.00	28.33%	\$1,077.00
30-70-5803 Software	\$139.35	\$800.00	\$800.00	17.42%	\$140.00
30-70-5818 Transfer to County*	\$110,000.00	\$0.00	\$0.00		\$230,226.00
30-70-5830 Arts & Historical Funding	\$0.00	\$4,000.00	\$4,000.00	0.00%	\$0.00
30-70-5873 Contingency	\$0.00	\$1,621.00	\$1,621.00	0.00%	\$0.00
CVB Expenditure Totals	\$232,332.30	\$261,000.00	\$261,000.00	28.07%	\$352,512.00

*Either directly or via City Hotel Occupancy Tax payments paid directly by hotel operators to Somervell County.



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	08/24/2021		
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding election equipment, election contract, and options for the City's future elections.		
PREPARED BY:	City Secretary Ritchie	DATE SUBMITTED:	08/16/2021
EXHIBITS:	Proposed Interlocal Agreement; Proposed Lease of equipment		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
The city has several options for running an election. There are few listed here: 1) Rent equipment as required by law, use paper ballots and hand count (most economical/highest room for error); 2) Purchase necessary equipment from ESS (more cost up front but most economical in the long term); 3) Purchase necessary equipment from Somervell County (the county may not be interested in this option); 4) Rent equipment from Somervell County and hold the election in house; and 5) Enter into an Interlocal Agreement for the County to run the election. For voter turnout, staff recommends an Interlocal Agreement for the county to run the elections. For cost effectiveness, staff recommends purchasing equipment (preferable from the county).			
RECOMMENDED ACTION:			

INTERLOCAL COOPERATION CONTRACT
FOR
LEASE AND USE OF VOTING EQUIPMENT BETWEEN
SOMERVELL COUNTY and THE CITY OF GLEN ROSE
for
NOVEMBER 2, 2021 GENRL ELECTION

THIS AGREEMENT is made and entered into by and between the COUNTY OF SOMERVELL, hereinafter referred to as "County or Lessor", THE CITY OF GLEN ROSE, hereinafter referred to as "City or Lessee", and pursuant to the provisions of Chapter 791 of the Texas Government Code entitled "InterLocal Cooperation Contracts".

RECITALS

WHEREAS, County owns certain electronic voting equipment, more specifically described hereinafter; and

WHEREAS, City has a need for the use of such equipment; and

WHEREAS, County and City wish to make provisions setting out the rights and obligations of each of the parties hereto in connection with such an agreement.

NOW THEREFORE, for and in consideration of the mutual promises, covenants and conditions contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, County and City hereby agree as follows:

AGREEMENT

1. **Purpose of Agreement and Authority:** Lessor and Lessee have determined that it is in the public interest of the residents living within the jurisdiction of Lessor and Lessee that the following InterLocal Agreement be made and entered into wherein, Lessee hires from Lessor its electronic voting equipment to be used by Lessee in certain elections which Lessee shall conduct.
2. **Term:** The term of this Agreement shall begin upon the approval of this Agreement by both Lessor and Lessee and shall continue for a period of one (1) year from that date. This Agreement may be modified at any time during its term, by a writing signed by duly appointed representatives of each party.
3. **Rental:** The rental fee for one 1 DS200 is \$575.00, 1 ExpressVote BMD Terminal is \$332.50 and 1 pollpad with drivers license scanner and ballot printer is \$310.00. Total charges are based on number of units and days used. Prices for each unit is 10% of purchase price.
- 4.

Note: A "day of use" shall be defined as any day in which Lessee is actually conducting an election. It does not include any day when the equipment may be in Lessee's possession, but is not actually being used by Lessee for election purposes. In addition, Lessee shall pay to Lessor the sum of Two Hundred Fifty and No/100 Dollars (\$250.00) per election for labor for the term of this Agreement.

[**Note:** The term "labor", as used herein, refers to time spent by employee(s) of Lessor in order to "make ready" the leased equipment for the conduct of an election by the Lessee.] In the event that another Lessee (or other Lessees) are also conducting an election at the same time, and are using equipment belonging to Lessor, then the \$250.00 fee shall be divided equally between all Lessees.

5. **Use:** Lessee shall use the electronic election equipment and supplies described in Exhibit "A", which is attached hereto and incorporated herein for all purposes, in a careful and proper manner. Lessee agrees to comply with any and all reasonable instructions given by the Elections Administrator of Somervell County, Texas, and the Manufacturer's manual as to the use and operation of said electronic election equipment, as well as any laws, ordinances, or regulations relating to the possession, use, and maintenance of the electronic election equipment, and shall limit its use only for the purposes of holding the election described herein.
6. **Condition of Equipment Upon Receipt:** Lessee shall inspect the electronic election equipment within eight (8) hours after receipt of same. Unless Lessee gives written notice to Lessor within said period of time, specifying any defects in, or other proper objections to the condition of said equipment, Lessee agrees that it shall be conclusively presumed, between Lessor and Lessee, that Lessee has fully inspected the equipment and that same is in good condition and repair, and that Lessee is satisfied with and has accepted the equipment as such.
7. **Inspection:** Lessor shall at all reasonable times, during the election being conducted by Lessee, have the right to enter on the premises where the election is being held for the purposes of inspecting the equipment and observing its use.
8. **Alterations:** Lessee acknowledges that the equipment is technical and Lessee shall make no alterations, nor attempt to make alterations to the equipment without obtaining prior written permission from the Elections Administrator of Somervell County, Texas.
9. **Maintenance and Repair:** Lessee at its own cost and expense shall keep the leased equipment in good repair, condition and working order and shall see that the election equipment is not subject to careless use or abuse.
10. **Loss and Damage:** Lessee assumes all risk of loss or damage to the electronic election equipment from any cause. In the event of loss or damage to the equipment, Lessee shall, at the option of Lessor:
 - (a) repair the equipment, at the sole cost of Lessee, subject to any coverage of warranty by the manufacturer;
 - (b) replace the equipment with like equipment in good repair, which equipment shall then become subject to this Agreement;
 - (c) pay Lessor for the equipment at the value listed for such equipment in Exhibit "A", attached hereto, which value shall be accepted as the "stipulated loss value". Upon such payment by Lessee, this Agreement shall terminate as to such equipment. In the event that the equipment paid for by Lessee under this subparagraph is "damaged", upon such payment by Lessee, Lessee shall become the owner of such "damaged" equipment.
11. **Indemnity:** Subject to the provisions of the Texas Tort Claims Act, Lessee shall indemnify Lessor against and hold Lessor harmless from all claims, actions,

proceedings, costs, damages and liabilities, including attorney's fees arising out of, connected with, or resulting from the lease of the electronic election equipment, including without limitation the selection, delivery, use, operation, or return of the property.

12. **Default:** In the event of any noncompliance by Lessee of any term, covenant, or condition of this Agreement, shall, at the option of the Lessor, be deemed a "default", and Lessor may immediately terminate this Agreement and shall have the right to repossession of the equipment leased hereunder. Upon written notice to Lessee by Lessor of Lessor's option to terminate this Agreement, Lessee shall immediately surrender possession of the equipment to Lessor.
13. **Assignment of Lease:** This Agreement may not be assigned, or otherwise transferred, without the prior written consent of Lessor. Ownership of the electronic election equipment shall at all times remain the sole property of Lessor, and Lessee shall have no right, title or interest in the property, other than its use under the strict conditions of this Agreement.
14. **Applicable law:** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

Please ☒ One

[] City elects to use 2 EXPRESS VOTE voting machines, 2 DS200 Precinct Scanner with Ballot Box and 2 Electronic Pollpad with driver's license scanner and ballot printer.(See Exhibit B)

DATED THE _____ DAY OF _____, 2021

SOMERVELL COUNTY
LESSOR

By: _____
Danny L. Chambers, County Judge

DATED THE _____ DAY OF _____, 2021

CITY OF GLEN ROSE
LESSEE

By: _____
Authorized Officer

APPROVED AS TO FORM BY:



ANDREW LUCAS, COUNTY ATTORNEY
SOMERVELL COUNTY, TEXAS

EXHIBIT "A"

- 1 – ES&S ADA ExpressVote BMD Terminal (Version 6.0.4.0)
Value: \$ 3,325.00

- 1 – DS200 Precinct Scanner (Version 6.0.4.0) with Ballot Box
Value: \$ 5,750.00

- 1 – Knowink Poll Pads (32GB) with Stand and Driver's License
holder and ballot printer
Value: \$ 310.00

EXHIBIT "B"

Equipment Rental breakdown 10% cost

Poll pads:

EV- $\$31.00 \times 1 \text{ machines} \times 7 \text{ days} = \217.00

ED- $\$31.00 \times 1 \text{ machines} = \31.00

Total = \$248.00

DS200:

EV- $\$575.00 \times 1 \text{ machine} \times 7 \text{ days} = \$4,025.00$

ED- $\$575 \times 1 \text{ machines} = \575.00

Total = \$4,600.00

Expressvotes:

EV- $\$332.50 \times 2 \text{ machines} \times 7 \text{ days} = \$4,655.00$

ED- $\$332.50 \times 2 \text{ machines} = \665.00

Total= \$5,320.00

Total Equipment Rental Cost \$10,168.00

JOINT ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES

THIS JOINT ELECTION AGREEMENT AND CONTRACT for election services is made by and between the **CITY OF GLEN ROSE**, acting by and through the **Governing Body of CITY OF GLEN ROSE**, hereinafter referred to as the "City" and **SOMERVELL COUNTY, TEXAS**, acting by and through Christy Covey, Elections Administrator.

This joint election agreement and contract for election services ("Agreement") is made pursuant to Texas Election Code Section 31.092(b) and 271.002 for services and Texas Education Code Section 11.0581 for a joint General Election to be held on Tuesday, November 2, 2021 to be administered by Christy Covey, Somervell County Elections Administrator, hereinafter referred to as "Elections Administrator".

WHEREAS, each Party listed above plans to hold a general and/or special election on November 2, 2021.

WHEREAS, the County owns an electronic voting system, the ES&S DS200, Express vote Voting System, which has been duly approved by the Secretary of State pursuant to Texas Elections Code Chapter 122 as amended, and is compliant with the accessibility requirements for persons with disabilities set forth by Texas Election Code Section 61.012. Contracting political subdivision desires to use the County's electronic voting system and to compensate the County for such use and to share in certain other expenses connected with joint elections in accordance with the applicable provisions of Chapters 31 and 271 of the Texas Election Code, as amended.

NOW THEREFORE, in consideration of the mutual covenants, agreements, and benefits to the parties, it is agreed as follows:

I. ADMINISTRATION

The Parties agree to hold a "Joint Election" in accordance with Chapter 271 of the Texas Election Code and this Agreement. The Elections Administrator shall coordinate, supervise, and handle all aspects of administering the Joint Election as provided in this Agreement. The "City" agrees to pay Somervell County for equipment, supplies, services, and administrative costs as provided in this Agreement. The Elections Administrator shall serve as the administrator for the Joint Election; however, each Party shall remain responsible for the decisions and action of its officers necessary for the lawful conduct of its election. The Elections Administrator shall provide advisory services in connection with decisions to be made and actions to be taken by the officers of each Party as necessary.

At each polling location, joint participants shall share voting equipment and supplies to the extent possible. The parties shall share a mutual ballot in those polling places where jurisdictions overlap. However, in no instance shall a voter be permitted to receive a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballots styles shall be available in those shared polling places where jurisdictions do not overlap.

II. LEGAL DOCUMENTS

Each Party shall be responsible for the preparation, adoption, and publication of all required election orders, resolutions, notices, and any other pertinent documents required by the Texas Election Code and/or the City's governing body, charter, or ordinances, except that the Elections Administrator shall be responsible for the preparation and publication of all voting system testing notices that are required by the Texas Election Code.

Preparation of the necessary materials for notices and the official ballot shall be the responsibility of each participating authority, including translation to languages other than English. Each participating authority shall provide a copy of their respective election orders and notices to the Elections Administrator. Each Party shall approve the final form and wording of the proposed ballot.

III. VOTING LOCATIONS

The Elections Administrator shall select and arrange for the use of all Election Day voting locations. The proposed voting locations are listed in Exhibit A of the Agreement. All polling locations are compliant with the accessibility requirements established by Election Code Section 43.034 and the Americans with Disabilities Act (ADA). In the event that a voting location is not available or appropriate, the Elections Administrator will arrange for use of an alternate location with the assistance and approval of the City. The Elections Administrator shall notify the City of any changes from the locations listed in Exhibit A.

If polling places for the November 2, 2021 joint election are different from the polling places used in its most recent election, the Elections Administrator agrees to Post a notice no later than October 12, 2021 at the entrance to any previous polling places in the jurisdiction stating that the polling location has changed and stating the polling place names and addresses in effect for the November 2, 2021 election. This notice shall be written in both the English and Spanish languages.

IV. ELECTION JUDGES, CLERKS AND OTHER ELECTION PERSONNEL

Somervell County is responsible for the appointment of the presiding judge and alternate judge for each polling location in accordance with Chapter 32 of the Texas Election Code. The Elections Administrator shall make emergency appointments of election officials if necessary.

Upon request by the Elections Administrator, Political Subdivision agrees to assist in recruiting polling place officials who are bilingual (fluent in both English and Spanish).

The Elections Administrator shall notify election judges of the eligibility requirements of Subchapter C of Chapter 32 of the Texas Election Code, and will take the necessary steps to insure that all election judges appointed for the Joint Election are eligible to serve.

The Elections Administrator will arrange for the training and compensation of all election judges and clerks. The Elections Administrator will arrange for the date, time, and place for presiding election judges to pick up their election supplies. Each presiding election judge will be sent a letter from the Elections Administrator notifying him/her of their appointment, the time and location of training, the distribution of election supplies, and the number of election clerks that the presiding judge may appoint.

Each election judge will receive compensation at the hourly rate established by Somervell County pursuant to Texas election Code Section 32.091. The election judge will receive an additional sum for the picking up the election supplies prior to Election Day and for returning the supplies and equipment to the central precinct count center after the polls close.

The Elections Administrator may employ other personnel necessary for the proper administration of the election, including such part-time help as is necessary to prepare for the election, to ensure the timely delivery of supplies during early voting and on Election Day. Part-time personnel working as members of the Early Voting Ballot Board and/or central precinct count center on election night will be compensated at the hourly rate set by Somervell County.

V. PREPARATION OF SUPPLIES AND VOTING EQUIPMENT

The Elections Administrator shall arrange for all election supplies and voting equipment including, but not limited to, official ballots, sample ballots, voter registration lists, and all forms, signs, maps and other materials used by the election judges at the voting locations. The Elections Administrator shall ensure availability of tables and chairs at each polling place.

At each polling location, joint participants shall share voting equipment and supplies to the extent possible. The participating parties shall share a mutual ballot in those precincts where jurisdictions overlap. However, in no instance shall a voter be permitted to receive a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballot styles shall be available in those shared polling places where jurisdictions do not overlap. The Elections Administrator shall provide the necessary voter registration information, maps, instructions, and other information needed to enable the election judges in the voting locations that have more than one ballot style to conduct a proper election.

The City shall furnish the Elections Administrator a list of candidates and/or propositions showing the order and the exact manner in which the candidate names and/or proposition(s) are to appear on the official ballot including titles and text in which the authority's ballot is to be printed. Each participating authority shall be responsible for proofreading and approving the ballot insofar as it pertains to that authority's candidates and/or propositions.

The joint election ballots that contain ballot content for more than one joint participant because of overlapping territory shall be arranged in the following order. College District, Independent School District, City, and all other political subdivisions.

The Elections Administrator shall be responsible for the preparation, testing, and delivery of the voting equipment for the election as required by the Texas Election Code.

VI. EARLY VOTING

The participating authorities agree to conduct joint early voting and to appoint the Elections Administrator as the Early Voting Clerk in accordance with Sections 31.097 and 271.006 of the Texas Election Code. City agrees to appoint the Elections Administrator's county employees as deputy early voting clerks. The participating authorities further agree that the Elections Administrator may appoint other deputy early voting clerks to assist in the conduct of early voting as necessary, and that these additional deputy early voting clerks shall be compensated at an hourly rate set by Somervell County pursuant to Section 83.052 of the Texas Election Code.

Early Voting by personal appearance will be held at the location, dates, and times listed in Exhibit "B" of this Agreement. Any qualified voter of the Joint Election may vote early by personal appearance at the joint early voting location.

As Early Voting Clerk, the Elections Administrator shall receive applications for early voting ballots to be voted by mail in accordance with Chapter 31 and 86 of the Texas Election Code. Any requests for early voting ballots to be voted by mail received by the participating authorities shall be forwarded immediately by fax or courier to the Elections Administrator for processing.

VII. EARLY VOTING BALLOT BOARD

The Elections Administrator is given authority to appoint an Early Voting Ballot Board (EVBB) to process early voting results from the Joint Election. The Presiding Judge, with the assistance of the Elections Administrator, shall appoint two or more additional members to constitute the EVBB. The Elections Administrator shall determine the number of EVBB members required to efficiently process the early voting ballots.

VIII. CENTRAL PRECINCT COUNT STATION AND ELECTION RETURNS

The Elections Administrator shall be responsible for establishing and operating the central precinct count station to receive precinct scanner PC card election results to be tallied, in accordance with the provisions of the Texas Elections Code and of this agreement.

The central precinct count station manager shall be responsible for releasing unofficial cumulative totals and precinct returns from the election to the joint participants, candidates, press, and general public by distribution of hard copies at the central precinct count station or electronic transmittals by facsimile (when so requested) and by posting to the Elections web page located at "www.somervell.co".

The Elections Administrator will prepare the unofficial canvass reports after all precincts have been counted, and will deliver a copy of the unofficial canvass to each political subdivision as soon as possible after all returns have been tabulated. Each Party shall be responsible for the official canvass of its respective election(s).

The Elections Administrator shall be responsible for conducting the post-election manual recount required by Section 127.201 of the Texas Election Code unless a waiver is granted by the Secretary of State. Notification and copies of the recount, if waiver is denied, will be provided to each participating authority and the Secretary of State's Office.

IX. ALLOCATION OF COSTS

The participating authorities agree to share the costs of administering the Joint Election. Each Party agrees to pay the Somervell County Elections Administrator an administrative fee equal to ten percent (10%) of its total billable costs in accordance with section 31.100(d) of the Texas Election Code.

The Somervell County Elections Administrator shall deposit all funds payable under this contract into the appropriate fund(s) payable under this contract into the appropriate fund(s) with the county treasurer in accordance with Election Code Section 31.100(b).

X. WITHDRAWAL FROM CONTRACT DUE TO CANCELLATION OF ELECTION

The City may withdraw from this Agreement and the Joint Election should it cancel its election in accordance with Section 2.051-2.053 of the Texas Election Code. The withdrawing Party is fully liable for any expenses incurred by the Somervell County Elections Administrator on behalf of the City plus an administrative fee of (10%) of such expenses. Any monies deposited with the Elections Administrator by the withdrawing Party shall be refunded, minus the aforementioned expenses and administrative fee if applicable.

XI. RECORDS OF THE ELECTIONS

The Elections Administrator is hereby appointed general custodian of the voted ballots and all records of the Joint Election as authorized by Section 271.010 of the Texas Election Code.

Access to the election records shall be available to each participating authority as well as to the public in accordance with applicable provisions of the Texas Election Code and the Texas Public Information Act. The election records shall be stored at the offices of the Elections Administrator or at an alternate facility used for storage of county records. The Elections Administrator shall ensure that the records are maintained in an orderly manner so that the records are clearly identifiable and retrievable.

Records of the election shall be retained and disposed of in accordance with the provisions of Section 66.058 of the Texas Election Code. If records of the election are involved in any pending election contest, investigation, litigation, or open records request, the Elections Administrator shall maintain the records until final resolution or until final judgment, whichever is applicable. It is the responsibility of each participating authority to bring to the attention of the Elections Administrator any notice of pending election contest, investigation, litigation or open records request which may be filed with the party.

XII. RECOUNTS

A recount may be obtained as provided by Title 13 of the Texas Election Code. Political Subdivision agrees that any recount shall take place at the offices of the Elections Administrator, and that the Elections Administrator shall serve as Recount Supervisor and the Political Subdivision's official or employee who performs the duties of a secretary under the Texas Election Code shall serve as Recount Coordinator.

The Elections Administrator agrees to provide advisory services to the City as necessary to conduct a proper recount. Each Party agrees to pay any additional costs incurred by the Elections Administrator if a political subdivision requires a recount or the election is contested in any manner.

XIII. MISCELLANEOUS PROVISIONS

1. It is understood that to the extent space is available, other districts and political subdivisions may wish to participate in the use of the leased election equipment and voting places, and it is agreed that the Elections Administrator may contract with such other districts or political subdivisions for such purposes and that in such event there may be an adjustment of the pro-rata share to be paid to the County by the participating authorities.
2. The Elections Administrator shall file copies of this document with the Somervell County Treasurer and the Somervell County Auditor in accordance with Section 31.099 of the Texas Election Code.
3. Nothing in this contract prevents any party from taking appropriate legal action against any other party and/or other election personnel for a breach of this contract or a violation of the Texas Election Code.
4. This agreement shall be construed under and in accord with the law of the State of Texas, and all obligations of the parties created hereunder are performable in Somervell County, Texas.

5. In the event that one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
6. All parties shall comply with all applicable laws, ordinances, and codes of the State of Texas, all local governments, and any other entities with local jurisdiction.
7. The waiver by any party of a breach of any provision of this Agreement shall not operate as, or be construed as a waiver of any subsequent breach.
8. Any amendments of this Agreement shall be of no effect unless in writing and signed by all parties hereto.
9. Nothing in this Agreement shall authorize or permit a change in:
 - a. The officer with whom or the place at which any document or record relating to the election is to be filed;
 - b. The place at which any function is to be carried out;
 - c. The officers who will prepare the official canvass of the election returns;
 - d. The officer who will serve as custodian of the voted ballots or other election records; or
 - e. Any other nontransferable functions specified by Section 31.096 of the Texas Election Code.
10. The Election Administrator is the agent of the Governing Body for the purpose of contracting with third parties with respect to the election expenses within the scope of the Elections Administrator's duties. The Elections Administrator, however, is not liable should Somervell County fail to pay a claim.

XIV. COST ESTIMATES AND DEPOSIT OF FUNDS

The total estimated obligation for each Party under the terms of this agreement is listed below. Each Party agrees to pay the Somervell County Elections Administrator a deposit of approximately 75% of this estimated obligation no later than 15 days after execution of this agreement. Total cost shall be calculated after the November 2, 2021 Election, and if the amount of the City's total obligation exceeds the amount deposited, the City shall pay to the Elections Administrator the balance due within 30 days after receipt of the final invoice from the Elections Administrator. However, if the amount of the political subdivision's total obligation is less than the amount deposited, the Elections Administrator shall refund to the political subdivision the excess amount paid within 30 days after the final costs are calculated.

As partial payment of the estimated costs of \$ 24,873.42 under this Agreement, CITY OF GLEN ROSE has paid to Somervell County the sum of \$ 18,655.07 when this Agreement is executed and the election was called.

XV. JOINT CONTRACT ACCEPTANCE AND APPROVAL

IN TESTIMONY HEREOF, this Agreement has been executed on behalf of the Parties hereto as follows, to-wit:

- (1) It has on the _____ day of _____, 2021 been executed by the Somervell County Elections Administrator pursuant to the Texas Elections code so authorizing;
- (2) It has on the _____ day of _____, 2021 been executed on behalf of the City of Glen Rose, Texas pursuant to an action of City of Glen Rose.

ACCEPTED AND AGREED TO BY POLITICAL SUBDIVISION:

City of Glen Rose, City Secretary

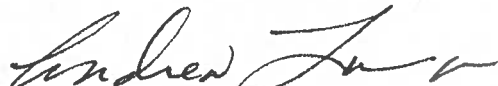
ACCEPTED AND AGREED TO BY THE SOMERVELL COUNTY ELECTIONS ADMINISTRATOR:

Christy Covey, EA

ACCEPTED AND AGREED TO BY THE SOMERVELL COUNTY JUDGE

Danny Chambers

APPROVED AS TO FORM BY:



ANDREW LUCAS, COUNTY ATTORNEY
SOMERVELL COUNTY, TEXAS

EXHIBIT "A"

November 2, 2021
JOINT GENERAL ELECTION
CITY OF GLEN ROSE & SOMERVELL COUNTY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 17	October 18 <i>Early Voting</i> 8 am – 5 pm	October 19 <i>Early Voting</i> 7 am – 7 pm	October 20 <i>Early Voting</i> 8 am – 5 pm	October 21 <i>Early Voting</i> 8 am – 5 pm	October 22 <i>Early Voting</i> 8 am – 5 pm	October 23 <i>Early Voting</i> 8 am – 5 pm
October 24	October 25 <i>Early Voting</i> 8 am – 5 pm	October 26 <i>Early Voting</i> 7 am – 7 pm	October 27 <i>Early Voting</i> 8 am – 5 pm	October 28 <i>Early Voting</i> 8 am – 5 pm	October 29 <i>Early Voting</i> 8 am – 5 pm	October 30

EARLY VOTING LOCATION & HOURS

COUNTY ANNEX, CONFERENCE ROOM
206 ELM ST GLEN ROSE, TEXAS

Early Voting dates are subject to change per governor's orders extending Early Voting dates.

EXHIBIT "B"

**NOVEMBER 2, 2021
JOINT GENERAL ELECTION
CITY OF GLEN ROSE & SOMERVELL COUNTY**

ELECTION DAY POLLING LOCATIONS

**COUNTY ANNEX, CONFERENCE ROOM
206 ELM ST GLEN ROSE, TEXAS
7:00AM – 7:00PM**

&

**EXPO CENTER
202 BO GIBBS BLVD
7:00AM - 7:00PM**

EXHIBIT "C"

**ESTIMATED ELECTION EXPENSES FOR CITY OF GLEN ROSE.
NOVEMBER 2, 2021 GENERAL ELECTION**

This estimate is only to help determine the advance funds for the November 2, 2021 Joint Election.
(Fees reflect City of Glen Rose. "shared" cost)

Supply Costs:	\$ 200.00
Early Voting Kit	
Election Day Voting Kit	
By Mail Packet/Kits	
Covid Safety supplies	
 Programming:	 \$ 1,500.00
PC Cards	
ADA Voting Equipment	
Ballot Programming & Printing	
 Publication Expenses:	 \$ 100.00
Notice Of Public Testing	
Notice of Election	
 Payroll Expenses:	 \$ 1,900.00
Early Voting Clerks	
Election Day Workers	
Early Voting Ballot Board	
Reconvene Early Voting Ballot Board	
Additional Office Staff	
 Electronic Voting Equipment Rental:	 \$ 18,912.20
DS200 Precinct Scanner	
Expressvotes	
KnowInk poll pads	
 Cost of Election	 \$ 22,612.20
 Administrative Fee (10%)	 \$ 2,261.22
 TOTAL ESTIMATED COST	 \$ 24,873.42

Texas Election Code

Section 31.100(c) If the estimated expenses, not including the fee charged under Subsection(d), exceed the actual expenses, the amount of the difference shall be refunded to the Contracting Authority.

Section 2.052 In the event said election, or any part thereof, is canceled, the Governing Body shall reimburse the county for only those expenses incurred.

CITY OF GLEN ROSE

Equipment Rental breakdown

10% cost

Poll pads: (cost split 3 ways)

EV- $\$31.00 \times 2 \text{ machines} \times 11 \text{ days} = \682.00 divided by 3 = \$227.30

ED- $\$31.00 \times 4 \text{ machines} = \124.00 divided by 3 = \$41.30

Total = \$268.60

DS200: (cost split 3 ways)

EV- $\$575.00 \times 1 \text{ machine} \times 11 \text{ days} = \$6,325.00$ divided by 3 = \$2,108.30

ED- $\$575.00 \times 2 \text{ machines} = \$1,150.00$ divide by 3 = \$383.30

BBM- $\$575.00 \times 1 \text{ machine} = \575.00 divide by 3 = 192.00

Total = \$2,683.60

Expressvotes:

EV- $\$332.50 \times 4 \text{ machines} \times 11 \text{ days} = \$14,630.00$

ED- $\$332.50 \times 4 \text{ machines} = \$1,330.00$

Total= \$15,960.00

Total Equipment Rental Cost \$18,912.20



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	08/24/2021		
AGENDA SUBJECT:	Discussion, consideration, and possible action on a resolution establishing a 380 Agreement Program.		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	08/16/2021
EXHIBITS:	Resolution Establishing a 380 Agreement Program; 380 Agreement Programs for Arlington, Dripping Springs, Snyder, and Waxahachie; redacted Glen Rose 380 agreement		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
Recently, the Council asked that \$100,000 be added to the budget to either hire an employee or contract with a firm to promote economic development by recruiting selective businesses to open shop in Glen Rose. One of the economic development tools available to the City are 380 agreements. Such agreements can include loans, grants, tax abatements, tax rebates, etc... Staff is aware of 2 that the City entered into in the past. Prior to entering into 380 agreements, State law requires that a municipality first establish a 380 Agreement Program. There is no record that the City of Glen Rose ever established such a program. The one included in the attached resolution was developed using provisions found in other cities' programs. Adopting a 380 Agreement Program will better position the City to engage in economic development.			
RECOMMENDED ACTION:			
Move to approve the resolution establishing a 380 Agreement Program.			

RESOLUTION # _____

CHAPTER 380 ECONOMIC DEVELOPMENT PROGRAM

A RESOLUTION OF THE CITY COUNCIL OF GLEN ROSE, TEXAS, ESTABLISHING A PROGRAM FOR ECONOMIC DEVELOPMENT PURSUANT TO CHAPTER 380, TEXAS LOCAL GOVERNMENT CODE; PROVIDING FOR REPEALING, SEVERABILITY AND PROPER NOTICE, MEETING, AND QUORUM CLAUSES; AND, ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Glen Rose (City) is a Type A General Law municipality;

WHEREAS, Chapter 380 of the Texas Local Government Code (TLGC) authorizes a municipality to make a grant or gift of public monies or public services to promote state or local economic development and to stimulate business and commercial activity in the municipality;

WHEREAS, the economic development programs included in Chapter 380 of the TLGC are authorized by Section 52-a of Article 3 of the Texas Constitution which states that, “Notwithstanding any other provision of this constitution, the legislature may provide for the creation of programs and the making of loans and grants of public money, other than money otherwise dedicated by this constitution to use for a different purpose, for the public purposes of development and diversification of the economy of the state, the elimination of unemployment or underemployment in the state, the stimulation of agricultural innovation, the fostering of the growth of enterprises based on agriculture, or the development or expansion of transportation or commerce in the state”;

WHEREAS, the City actively promotes economic development and seeks to stimulate business and commercial activity in the City in order to better the quality of life for its citizens;

WHEREAS, the City desires to provide a long-term significant positive impact on its community and to utilize the local workforce to the maximum extent feasible;

WHEREAS, the City desires to use economic development programs as an effective tool for the enhancement and expansion of the City's commercial, economic, and employment base for the long term best interest and benefit to the City; and,

WHEREAS, the City Council finds that a public purpose will be served by the expenditure of public funds or the provision of public services by reducing or eliminating unemployment or underemployment or otherwise developing or diversifying the City's economy.

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

SECTION 1 (Of 11)
INCORPORATION OF RECITALS

All of the above recitals are found to be true and correct and are incorporated into the body of this Resolution as if copied in their entirety.

SECTION 2 (Of 11)
CHAPTER 380 ECONOMIC DEVELOPMENT PROGRAM ESTABLISHED

The City of Glen Rose (City) does, hereby, establish a Chapter 380 Economic Development Program (Program) and will consider providing economic development incentives as authorized by Chapter 380 of the Texas Local Government Code to expand the local economy by promoting and encouraging development and redevelopment projects that enhance the City's economic base and diversify and expand job opportunities or by promoting and encouraging projects that create additional revenue for the City without substantially increasing the demand on City services or infrastructure. The ultimate goal and public purpose of the Program is to protect and enhance the City's fiscal ability to provide high quality municipal services for the safety, comfort, and enjoyment of Glen Rose residents.

All Program applications shall be considered on a case-by-case basis.

Nothing herein shall imply or suggest that the City is under any obligation to provide incentives to any applicant.

SECTION 3 (Of 11)
INCENTIVES OFFERED

Through an economic development incentive agreement (Agreement) initiated under the Program, the City may provide loans or grants to a commercial enterprise in a lump sum or

through installments. Additionally, incentives may be offered in other forms (i.e. services, tax or fee rebates, etc...) as deemed appropriate and approved by the City Council.

SECTION 4 (Of 11)

ELIGIBILITY REQUIREMENTS

To be eligible to be considered for an Agreement, a landowner must propose a project which through investment or annexation should:

- A. Increase the value of the landowner's buildings or fixed assets located within the City; or,
- B. Increase employment within the City; or,
- C. Increase the City's sales tax revenue; and,
- D. Not result in any unreasonable aesthetic and/or environmental concerns or give adverse impacts to adjacent properties; and,
- E. Not result in any violation of the laws of the United States, the State of Texas or ordinances of the City.

A project involving construction shall not be eligible for incentives under the Program if a building permit has been issued or if construction has already begun.

SECTION 5 (Of 11)

ADDITIONAL FACTORS FOR CONSIDERATION

Additional factors which may be considered by the City Council in determining whether to authorize an Agreement under the Program are:

- A. The number and types of jobs to be created or retained;
- B. The financial capacity of the applicant to undertake and complete the proposed project;
- C. Other incentive programs for which the applicant has applied or is qualified;
- D. The market conditions and growth potential for the business activity,
- E. The financial resources currently available to the City for economic development incentives;
- F. Whether or not the Agreement facilitates strategic annexations; and,
- G. Any other factors the City Council finds helpful and relevant to accomplishing the City's economic development objectives.

SECTION 6 (Of 11)

APPLICATION PROCESS

- A. To be considered for an Agreement, a landowner must submit an application on City-provided forms. At its discretion, the City Council may establish an application fee. Fees shall be waived for applications submitted at the behest of the City.
- B. Once the application has been submitted, City staff shall review the application and may request additional information from the applicant to help determine whether or not the proposal meets the Program's eligibility requirements.
- C. The application shall not be forwarded to the City Council for consideration unless City staff determine the proposal complies with the program's eligibility requirements and deems the application to be administratively complete.
- D. The City Council may consider and take action on the proposal as it deems appropriate. Nothing in the Program's policies and procedures and nothing in the application form and process shall create any property, contract, or other legal right in any person to have the City Council consider or grant incentives.

SECTION 7 (Of 11)

AGREEMENT TERMS

An Agreement established under this Program must include:

- A. A timetable and list of the kind of improvements or development included in the Agreement;
- B. A complete description of the location of the proposed projects;
- C. A timetable and list of the kind and amount of property values, revenues, incomes or other public benefits to be provided under the Agreement;
- D. A provision establishing the duration of the Agreement;
- E. A provision identifying the method for calculating and source of funding for any grant, loan or other incentives provided in the Agreement;
- F. A provision providing a tangible means for measuring whether the applicant and other responsible parties have met their obligations under the Agreement;
- G. A provision providing for access to and authorizing inspection of the property and applicant's pertinent business records by municipal employees in order to determine compliance with the Agreement;
- H. A provision for cancellation of the Agreement and/or nonpayment of incentives if the Program is determined to not be in compliance with the Agreement;
- I. A provision for recapturing City funds granted or loaned, or for recapturing the value of other public assets granted or loaned, if the applicant does not meet its duties and

obligations under the terms of the Agreement;

- J. A provision that allows assignment of the Agreement with prior written approval of the City Council, or without the prior written approval of the City Council provided that:
 - 1. All rights, duties, obligations and liabilities under the Agreement are assigned from the assignor to the assignee; and,
 - 2. The assignment is made subject and subordinate to the Agreement and the Chapter 380 Economic Development Program Policies and Procedures; and,
 - 3. The assignment document is in a form and contains content acceptable to the City Attorney;
- K. Provisions relating to administration, delinquent taxes, reporting requirements, and indemnification;
- L. A provision that the Agreement may be amended by the parties to the Agreement by using the same procedure for approval as is required for entering into the Agreement; and,
- M. Such other provisions as the City Council shall deem appropriate.

SECTION 8 (Of 11)

SAVINGS/REPEALING CLAUSE

All provisions of any Resolution or Ordinance in conflict with this Resolution are hereby repealed to the extent they are in conflict. Any remaining portions of said Resolution or Ordinance shall remain in full force and effect.

SECTION 9 (Of 11)

SEVERABILITY CLAUSE

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

SECTION 10 (Of 11)

PROPER NOTICE, MEETING, AND QUORUM CLAUSE

It is hereby officially found and determined that the meeting at which this Resolution was adopted by majority vote of the City Council of the City of Glen Rose, Texas was open to the public; that public notice of the time, place, and purpose of the meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code; and, that a quorum was present pursuant to Section 22.039 of the Texas Local Government Code.

**SECTION 11 (Of 11)
EFFECTIVE DATE**

This Resolution shall be in full force and effect from and after the date of its passage.

PASSED AND APPROVED ON THIS THE 24TH DAY OF AUGUST, 2021.

APPROVED:

Julia Douglas, Mayor

ATTEST:

Stephanie Ritchie, City Secretary

CHAPTER 380 ECONOMIC DEVELOPMENT PROGRAM

POLICIES & PROCEDURES

I. PURPOSE & POLICY

The City of Dripping Springs is committed to the promotion of high quality development in all parts of the City, and to an ongoing improvement in the quality of life for its citizens. The City of Dripping Springs desires to encourage superior business, commercial, and manufacturing concerns to locate, remain, and expand in the City of Dripping Springs. Now the City of Dripping Springs seeks to enhance its economic development efforts to attract and retain high quality development and jobs by establishing these Chapter 380 Economic Development Program Policies and Procedures.

These Policies and Procedures are established in an effort to develop and expand the local economy by:

- (a) promoting and encouraging development and redevelopment projects that enhance the City's economic base; or
- (b) diversify and expand job opportunities; or
- (c) by promoting and encouraging projects that create additional revenue for the city without substantially increasing the demand on City services or infrastructure.

The ultimate goal and public purpose of programs established hereunder is to protect and enhance the City's fiscal ability to provide municipal services for the safety, comfort, and enjoyment of Dripping Springs residents.

In furtherance of these objectives, the City of Dripping Springs will, on a **case-by-case** basis, give consideration to providing economic incentives to applicants in accordance with these Policies and Procedures as authorized by Chapter 380 of the Texas Local Government Code, as amended from time to time.

Nothing in this document is intended to imply or suggest that the City of Dripping Springs is under any obligation to provide economic incentives to any applicant. All applicants shall be considered on a **case-by-case** basis. The decision to approve or deny economic incentives shall be at the discretion of an Advisory Committee and City Council. Each applicant granted economic incentives as a Chapter 380 Economic Development Program ("Program") under these Policies and Procedures must enter into an agreement with the City of Dripping Springs containing all terms required by these Policies and Procedures and by state law to protect the public interest of receiving a public benefit in exchange for public funds, assets, and services invested to stimulate economic development in Dripping Springs.

II. PROGRAM REQUIREMENTS

A. To be considered eligible to receive incentives as a Chapter 380 Economic Development Program, a project must at least meet the following minimum requirements:

(1) Either the project:

- (a) will result in a minimum increased revenue for another existing locally owned City business(es) of \$250,000 in the City limits or City ETJ; **or**
- (b) will result in a minimum increased taxable value for the City of \$250,000 in real and business property tax (excluding inventory and supplies) per City fiscal year in the City limits or City ETJ; **or**
- (c) will result in a minimum increased taxable value for the City of \$200,000 per City fiscal year in sales tax in the City limits or City ETJ; **or**
- (d) will result in a minimum of 50 additional local full-time jobs; **or**
- (e) is specifically determined by resolution of the Dripping Springs City Council to bring benefit to the City consistent with the General Statement of Purpose and Policy as stated in Section I above; **and**

(2) In addition, the project:

- (a) is qualified as a Target Industry. A “Target Industry” is a business, structure, or other project deemed critical to the City’s current, anticipated, or ongoing growth and development needs. The City may redefine “needs” from time to time as the City’s circumstances warrant; **or**
- (b) will make a unique or unequaled contribution to development or redevelopment efforts in the City of Dripping Springs, due to its
 - (i) financial magnitude (e.g., wage scale, total dollars invested),
 - (ii) significance to the community (e.g., includes a charitable innovation, provides an underrepresented service, attracts tourists),
 - (iii) aesthetic quality (e.g., ability to operate within City Ordinances, renovates or remodels a historic building(s), design complementary to adjacent or area structures), or
 - (iv) benefit to the environment (e.g., minimal impervious cover, water conservation); **or**
- (c) will enhance the City’s fiscal ability to provide municipal services for the safety, comfort, and enjoyment of Dripping Springs residents; or
- (d) will enhance the City’s public infrastructure by including the construction of infrastructure that may or may not be contiguous to the project, and may or may not be related to the project (e.g., sidewalks, lap posts, water/sewer, roads, parking, drainage).

B. All applicants shall be considered on a **case-by-case** basis. However, an eligible project that meets more than one requirement from II.A.(1) and/or II.A.(2) will be preferred over projects that meet only the minimum of one requirement from II.A.(1) and II.A.(2).

- C. A project shall not be eligible for incentives if a building permit has been issued for the project prior to making application in accordance with these Policies and Procedures.
- D. Incentives will be provided only to the extent that the revenue realized by the City and attributable to a project exceeds a minimum amount established by the Agreement. The public benefit or amount of revenue realized by the City and attributable to the project must be commensurate with value of any incentives granted under this Program.

III. ADDITIONAL CONSIDERATIONS

- A. Additional factors to be considered by the City Council in determining whether to authorize an Agreement for incentives as a Chapter 380 Economic Development Program are:
 - (1) the number and types of jobs to be created or retained;
 - (2) the financial capacity of the applicant to undertake and complete the proposed project;
 - (3) other incentive programs for which the applicant has applied or is qualified;
 - (4) the market conditions and growth potential for the business activity; and
- B. Any other factors the City Council finds helpful and relevant to accomplishing the City's economic development objectives.

IV. APPLICATION PROCESS

- A. An application for consideration as a Program shall be made on forms supplied by the City. An applicant may be required to provide additional information to show compliance with minimum Program requirements. If City staff determines minimum Program requirements have been met, City staff shall prepare and present a proposed Agreement with the applicant to the City Council.
- B. The City Council may consider the proposed Agreement and may take action on the proposal as it deems appropriate. Nothing in these Policies and Procedures and nothing in the application form and process shall create any property, contract, or other legal right for any person to have the City Council consider or grant incentives.

V. AGREEMENT TERMS

- A. An Agreement established for a Program must include:
 - (1) a timetable and list of the kind of improvements or development that the Program will include, and conditions to assure that the Program meets or exceeds the City's

requirements pertaining to property values and revenues, which in no event shall be less than the minimum Program requirements established in Section II above;

- (2) a complete description of the location of the proposed Program or projects included in the Program;
- (3) a timetable and list of the kind and amount of property values, revenues, incomes or other public benefits that the proposed Program will provide;
- (4) a provision establishing the duration the Agreement;
- (5) a provision identifying the method for calculating and source of funding for any grant, loan, refund, in-kind, or other incentive either up front or over time provided in the Agreement;
- (6) a provision identifying whether any grant, loan, or other incentive provided in the Agreement will be utilized for construction costs or for other specified business expenses;
- (7) a provision providing benchmarks or other tangible means for measuring whether the applicant and other responsible parties have met their obligations under the Agreement;
- (8) a provision providing for access to and authorizing inspection of the property and applicant's pertinent business records by municipal employees in order to determine compliance with the Agreement;
- (9) a provision for cancellation of the Agreement and/or nonpayment of incentives if the Program is determined to not be in compliance with the Agreement;
- (10) a provision for recapturing City funds granted or loaned, or for recapturing the value of other public assets granted or loaned, if the applicant does not meet its duties and obligations under the terms of the Agreement;
- (11) a provision that allows assignment of the Agreement with prior written approval of the City Council, or without the prior written approval of the City Council provided that:
 - (a) all rights, duties, obligations and liabilities under the Agreement are assigned from the assignor to the assignee; **and**
 - (b) the assignment is made subject and subordinate to the Agreement and the Chapter 380 Economic Development Program Policies and Procedures; **and**
 - (c) the assignment document is in a form and contains content acceptable to the City Attorney's Office;
- (12) provisions relating to administration, delinquent taxes, reporting requirements, and indemnification;

- (13) a provision that the Agreement may be amended by the parties to the Agreement by using the same procedure for approval as is required for entering into the Agreement; and
- (14) a provision providing for auditing of the Program, including public access to non-privileged or confidential documents; and
- (15) such other provisions as the City Council shall deem appropriate.

SAMPLE

RESOLUTION NO. 1155

A RESOLUTION ESTABLISHING A CHAPTER 380 ECONOMIC DEVELOPMENT PROGRAM IN THE CITY OF WAXAHACHIE; PROVIDING GENERAL CRITERIA FOR DETERMINING THE AMOUNT OF A LOAN OR GRANT; PROVIDING FOR AN APPLICATION PROCEDURE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Waxahachie desires to establish and provide for a program under Chapter 380 of the Texas Local Government Code that will promote economic development in the City; and

WHEREAS, such a program will benefit the citizens of the City by creating new jobs and stimulating business and commercial activity in the City; and

WHEREAS, the City Council has determined that it is appropriate to establish general criteria for the granting of economic incentives under the program and a procedure for making application for such incentives;

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

SECTION 1.

Establishment of Chapter 380 Economic Development Program

- (a) The City Council hereby establishes a City of Waxahachie Chapter 380 Economic Development Program ("Program") pursuant to Chapter 380 of the Texas Local Government Code. Under the Program, the City will consider granting economic incentives to encourage business and commercial enterprises to locate and operate their businesses within the City.
- (b) Each application will be reviewed individually and a decision will be made based upon:
 - (1) the amount of tax revenues the City expects to be generated by the operation of the commercial enterprise; and
 - (2) the extent of economic enhancement and stimulation that the City will derive from location and/or operation of the commercial enterprise's business; and
 - (3) the number and quality of new employment opportunities which the City expects will result, directly and indirectly, from the operation of the commercial enterprise; and
 - (4) the availability and priority of funding and resources the City currently has to participate in an incentive program.

SECTION 2.

Application Procedures

Commercial enterprises with an interest in participation in the Program shall submit an application to the City of Waxahachie Economic Development Director that shall include all information requested by the City staff, including a detailed plan describing:

1. **BACKGROUND** - the applicant's company official name and contact information; brief history of business; last three years operating expenses and revenues; as well as current debt level being carried; current employee count and average wage;
2. **OPERATIONS** - a description of the applicant's current operations and the economic benefits that the City will derive from operation (or expansion) of the commercial enterprise's business in the City;
3. **REQUEST** - the proposed economic incentives being requested from the City; and

4. BENEFIT - the role of the City economic incentives in the success of the applicant's enterprise, expansion, or relocation plans;

The City reserves the right to waive any of these requirements or require additional information at its discretion.

The application submission shall be reviewed and given consideration by the Economic Development Commission. Said committee shall make recommendation of approval or denial to the City Council. The Commission may, after consideration of the request, alter the value, terms, or nature of incentives as a part of its recommendation. An affirmative recommendation will result in consideration by the City Council at the next possible City Council meeting. An application receiving denial recommendation from the Economic Development Commission shall not be forwarded to the City Council for consideration unless requested by the applicant.

SECTION 3.

Incentives

As incentives to business enterprises, the City may provide economic development loans or grants to the commercial enterprise in a lump sum or through installments. Additionally, incentives may be offered in other forms (i.e. services, tax or fee rebates, abatements, etc.) as deemed appropriate and approved by City Council.

SECTION 4.

Procedures, Criteria and Limitations on Payments

The nature and procedure for implementation of an economic development incentive will be developed based upon the merits of the individual project. In determining what, if any, incentives to provide, the City Council will consider to what extent such incentives are necessary to attract or assist such commercial enterprise, what type of incentive would provide the City with the most benefit for the cost and meet the needs of the commercial enterprise, the economic benefit that the City will derive from operation of the commercial enterprise's business in the City, the City's budgetary limitations, and the amount of any financial participation by the commercial enterprise. Nothing within these procedures shall imply or suggest that Waxahachie is under any obligation to provide any incentive to an applicant as it reserves the right to decline to participate in the program with any commercial enterprise.

SECTION 5.

Economic Development Agreement

The incentives provided will be reflected in an Economic Development Program Agreement between the City and the commercial enterprise. The Agreement will specify:

- (a) The amount, character and type of the incentives to be paid or provided to the commercial enterprise, and the terms, limitations and qualifications thereon.
- (b) Such terms and conditions as the City Council determines are necessary to insure that the incentives will be used for purposes intended and will stimulate business and commercial activity in the City consistent with the objectives and purposes of Chapter 380 of the Texas Local Government Code.
- (c) Any status or performance reporting of the project, as a condition of the incentive or as deemed appropriate.
- (d) The nature, level and timing of participation or performance by the commercial enterprise.
- (e) The recapture of all incentive value provided in the event of default by the party to the Agreement.

SECTION 6.

Effective Date

This resolution shall take effect immediately from and after its adoption, and it is accordingly so resolved.

Passed and approved this 15th day of August, 2011.




MAYOR

•/
~~CITY SECRETARY~~

SAMPLE

CHAPTER 380 ECONOMIC DEVELOPMENT PROGRAM

POLICIES AND PROCEDURES

I.

General Statement of Purpose and Policy

The City of Arlington is committed to the promotion of high quality development in all parts of the City and to an ongoing improvement in the quality of life for its citizens. The City of Arlington has previously developed economic development programs and incentives designed to encourage high quality business, commercial, professional sports and manufacturing concerns to locate, remain, and expand in the City of Arlington. Now the City of Arlington seeks to enhance its economic development efforts to attract and retain high quality development and jobs by establishing these Chapter 380 Economic Development Program Policies and Procedures.

These Policies and Procedures are established in an effort to develop and expand the local economy by promoting and encouraging development and redevelopment projects that enhance the City's economic base, and diversify and expand job opportunities or by promoting and encouraging projects that create additional revenue for the city without substantially increasing the demand on City services or infrastructure. The ultimate goal and public purpose of programs established hereunder is to protect and enhance the City's fiscal ability to provide high quality municipal services for the safety, comfort and enjoyment of Arlington residents.

In furtherance of these objectives, the City of Arlington will, on a case-by-case basis, give consideration to providing economic incentives to applicants in accordance with these Policies and Procedures as authorized by Chapter 380 of the Texas Local Government Code, as amended from time to time.

Nothing in this document is intended to imply or suggest that the City of Arlington is under any obligation to provide economic incentives to any applicant. All applicants shall be considered on a case-by-case basis. The decision to approve or deny economic incentives shall be at the discretion of the City Council. Each applicant granted economic incentives as a Chapter 380 Economic Development Program (also referred to as Program) under these Policies and Procedures must enter into an agreement with the City of Arlington containing all terms required by these Policies and Procedures and by state law to protect the public interest of receiving a public benefit in exchange for public funds, assets and services invested

to stimulate economic development in Arlington.

II. Program Requirements

- A. To be considered for incentives as a Chapter 380 Economic Development Program under these Policies and Procedures, a project must at least meet the following minimum requirements:
1. Either the project
 - a. will result in a minimum increased taxable value for the City of \$25,000,000 in real and business personal property (excluding inventory and supplies); **or**
 - b. will result in a minimum increased taxable value for the City of \$250,000 in real and business personal property (excluding inventory and supplies) in the Downtown Business Zoning District or the Downtown Neighborhood Overlay District; **or**
 - c. is specifically determined by resolution of the Arlington City Council to bring benefit to the City consistent with the General Statement of Purpose and Policy as stated in Paragraph I above; **and**
 2. In addition, the project
 - a. is qualified as a target industry according to the City of Arlington Policy Statement for Tax Abatement; **or**
 - b. will make a unique or unequalled contribution to development or redevelopment efforts in the City of Arlington, due to its magnitude, significance to the community or aesthetic quality; **or**
 - c. will enhance the City's fiscal ability to provide high quality municipal services for the safety, comfort and enjoyment of Arlington residents.
- B. A project shall not be eligible for incentives under these Policies and Procedures if a building permit has been issued for the project prior to making application in accordance with these Policies and Procedures.

- C. Incentives provided in accordance with these Policies and Procedures will be provided only to the extent that the revenue realized by the City and attributable to a project exceeds a minimum amount established by the Agreement. The public benefit or amount of revenue realized by the City and attributable to the project must be commensurate with value of any incentives granted under this Program.

III.

Additional Considerations

Additional factors to be considered by the City Council in determining whether to authorize an Agreement for incentives as a Chapter 380 Economic Development Program (Program) are:

- A. the number and types of jobs to be created or retained;
- B. the financial capacity of the applicant to undertake and complete the proposed project;
- C. other incentive programs for which the applicant has applied or is qualified;
- D. the market conditions and growth potential for the business activity, and
- E. any other factors the City Council finds helpful and relevant to accomplishing the City's economic development objectives.

IV.

Application Process

- A. An application for consideration as a Program shall be made on forms supplied by the City. An applicant may be required to provide additional information to show compliance with minimum Program requirements. If City staff determines minimum Program requirements have been met, City staff shall prepare and present a proposed Agreement with the applicant to the City Council.
- B. The City Council may consider the proposed Agreement and may take action on the proposal as it deems appropriate. Nothing in these Policies and Procedures and nothing in the application form and process shall create any property, contract, or other legal right in any person to have the City Council consider or grant incentives.

V.

Agreement Terms

An Agreement established for a Program must include:

- A. a timetable and list of the kind of improvements or development that the Program will include, and conditions to assure that the Program meets or exceeds the City's requirements pertaining to property values and revenues, which in no event shall be less than the minimum Program requirements established in Paragraph II above;
- B. a complete description of the location of the proposed Program or projects included in the Program;
- C. a timetable and list of the kind and amount of property values, revenues, incomes or other public benefits that the proposed Program will provide;
- D. a provision establishing the duration the Agreement;
- E. a provision identifying the method for calculating and source of funding for any grant, loan or other incentives provided in the Agreement;
- F. a provision providing a tangible means for measuring whether the applicant and other responsible parties have met their obligations under the Agreement;
- G. a provision providing for access to and authorizing inspection of the property and applicant's pertinent business records by municipal employees in order to determine compliance with the Agreement;
- H. a provision for cancellation of the Agreement and/or nonpayment of incentives if the Program is determined to not be in compliance with the Agreement;
- I. a provision for recapturing City funds granted or loaned, or for recapturing the value of other public assets granted or loaned, if the applicant does not meet its duties and obligations under the terms of the Agreement;
- J. a provision that allows assignment of the Agreement with prior written approval of the City Council, or without the prior written approval of the City Council provided that:
 - 1. all rights, duties, obligations and liabilities under the Agreement are assigned from the assignor to the assignee; and
 - 2. the assignment is made subject and subordinate to

the Agreement and the Chapter 380 Economic Development Program Policies and Procedures; and

3. the assignment document is in a form and contains content acceptable to the City Attorney's Office;
- K. provisions relating to administration, delinquent taxes, reporting requirements and indemnification;
- L. a provision that the Agreement may be amended by the parties to the Agreement by using the same procedure for approval as is required for entering into the Agreement; and
- M. such other provisions as the City Council shall deem appropriate.

Adopted by Council Resolution 98-67.

(Revised 12/06/05)

RESOLUTION # _____

A RESOLUTION OF THE CITY COUNCIL OF GLEN ROSE, TEXAS,
PROVIDING FOR A PROGRAM FOR DEVELOPMENT INCENTIVES
PURSUANT TO CHAPTER 380, TEXAS LOCAL GOVERNMENT CODE.

WHEREAS, Chapter 380 of the Texas Local Government Code authorizes a municipality to make a grant or gift of public monies or public services to promote state or local economic development and to stimulate business and commercial activity in the municipality;

WHEREAS, the City of Glen Rose actively promotes economic development and seeks to stimulate business and commercial activity in the City in order to better the quality of life for its citizens;

WHEREAS, the City of Glen Rose desires to provide a long-term significant positive impact on its community and to utilize local work force to the maximum extent feasible;

WHEREAS, the City of Glen Rose desires to use economic development programs as an effective tool for the enhancement and expansion of the City's commercial, economic and employment base for the long term best interest and benefit to the City; and

WHEREAS, a public purpose will be served by the expenditure of public funds or the provision of public services by reducing or eliminating unemployment or underemployment or otherwise developing and diversifying the economy of the City and the State.

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

Section 1 (of 6)

INCORPORATION OF RECITALS

All of the above recitals are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

The City of Glen Rose will consider providing economic development incentives authorized by Chapter 380 of the Texas Local Government Code to expand the local economy by promoting and encouraging development and redevelopment projects that enhance the City's economic base and diversify and expand job opportunities or by promoting and encouraging projects that create additional revenue for the City without substantially increasing the demand on City services or infrastructure. The ultimate goal

and public purpose of programs established hereunder is to protect and enhance the City's fiscal ability to provide high quality municipal services for the safety, comfort, and enjoyment of Glen Rose residents.

All applicants for Chapter 380 incentives shall be considered on a case-by-case basis.

Nothing herein shall imply or suggest that the City of Glen Rose is under any obligation to provide incentives to any applicant.

The City of Glen Rose may enter into incentive agreements with landowners with projects demonstrating an increased investment in buildings and fixed assets, increased employment or an increase in the City's sales tax.

Through construction within the City or annexation into the City, the proposed project should:

- 1) expand the City's tax base;
- 2) create permanent full time employment opportunities within the City;
- 3) make a contribution to enhancing further economic development;
- 4) not result in any unreasonable aesthetic and/or environmental concerns or give adverse impacts to adjacent properties; and
- 5) not result in any violation of the laws of the United States, the State of Texas or ordinances of the City of Glen Rose.

PASSED AND APPROVED by the City Council of the City of Glen Rose on this the 1st day of June, 2009.



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	08/24/2021		
AGENDA SUBJECT:	Discussion, consideration, and possible action amending the City's Procedures for Placing an Item on the Agenda.		
PREPARED BY:	City Secretary Ritchie	DATE SUBMITTED:	08/16/2021
EXHIBITS:	Proposed change to policy; Proposed Resolution		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
Mayor Douglas asked that this item be placed on the agenda to make a correction to the due date for agenda items to be turned in to City Hall.			
RECOMMENDED ACTION:			
Move to approve and adopt Resolution amending Policy for Placing and Item on the Agenda.			

CITY OF GLEN ROSE

RESOLUTION #2021-__

A RESOLUTION OF THE CITY OF GLEN ROSE, TEXAS, AMENDING THE PROCEDURES OF PLACING A MATTER ON THE AGENDA .

WHEREAS, the City of Glen Rose is a Type A General Law municipality, and is subject to the laws of the State of Texas as they apply to such municipalities; and

WHEREAS, pursuant to Section 22.038(c) of the Texas Local Government Code the governing body shall determine the rules of its proceedings;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS HEREBY:

Adopts the amended “Procedures for Placing an Item on an Agenda”, attached and identified as Exhibit “A”.

Passed and approved this the 24th day of August, 2021.

Approved:

Julia Douglas, Mayor

ATTEST:

Stephanie Ritchie, City Secretary

Exhibit “A”

CITY OF GLEN ROSE PROCEDURES FOR PLACING AN ITEM ON THE AGENDA PROPOSED Amendments on August 24, 2021

REGULAR MEETINGS

Any member of the public or any Council member may request that a matter within the jurisdiction of the Council be placed on the agenda of a Regular Meeting. Procedures for placing an item on the agenda or making a presentation shall be as follows:

The request must be in writing and be submitted to the City Secretary or designee with supporting documents and information, if any, **no later than 12:00 noon on Monday one week prior to the meeting date** or will be postponed to a later meeting in order to allow sufficient time for consideration and research of the issues. With the approval of the Mayor or two members of the Council a matter may be considered for inclusion in the agenda after the deadline, but before noon on the Thursday prior to the meeting date, as long as all the necessary supporting documentation is provided to the City Secretary at the time the item is added to the agenda.

Applications for those to be considered for appointment to the City Council or to any of the City’s boards must be submitted prior to delivery of the Council packets. Only those applications satisfying this requirement may be given consideration at the Council Meeting. Other material requiring Council action must be delivered to the Council via the Council packet or by email no later than by the end of the day on the Friday prior to the meeting date. Late arriving, supplemental material may be distributed to the Council at the Council meeting.

Citizens must submit a request to place an item on the agenda utilizing the “Request to Place Item on City Council Agenda” form (Exhibit B). Citizens are encouraged to contact the Mayor, City Secretary, or a Council member with any questions they may have about filling out the form. Citizen agenda item requests are submitted to the City Secretary at City Hall.

City Officials and Staff will utilize “Agenda Item Form” (Exhibit C). City Official agenda requests are to be turned in to the City Secretary. City Staff agenda requests are to be turned in to the City Secretary who will then forward them to the City Administrator for review.

The Mayor, City Secretary, and City Administrator in consultation with the City Attorney, if needed, shall decide whether a request is within the subject matter jurisdiction of the Council. Items not within the subject matter jurisdiction of the Council may not be placed on the agenda. In addition, the Mayor, City Secretary and City Administrator in consultation with the City Attorney, if needed, shall determine if the item is merely a

request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

The Mayor, City Secretary and City Administrator in consultation with the City Attorney, if needed, shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item, information item or consent item.

The Mayor, as the governing body's presiding officer, assisted by administrative staff, shall be responsible for determining what items are placed on council meeting agendas; however, an agenda item not approved by the Mayor shall be placed on an agenda if requested in writing by two members of the Council.

The agenda shall provide members of the public the opportunity to address the Council on any agenda item before or during the Council's consideration of the item. The agenda shall also provide members of the public an opportunity to speak at regular meetings on matters which are not on the agenda, but which are within the subject matter jurisdiction of the Council.

Once someone's agenda item has been approved for inclusion in the agenda, it may not be removed from the agenda without that person's permission.

SPECIAL CALLED MEETINGS

Special Council Meetings may be called by the Mayor upon his/her own initiative or upon application by three Council members. Once a Special Meeting has been called, items may be added to the agenda at the discretion of the Mayor or of three Council members, no later than 96 hours before the meeting is scheduled to begin, as long as all the necessary supporting documentation is provided to the City Secretary at the time those items are added to the agenda.

This procedure with agenda request forms will be maintained in the Policy/Procedure Book for City of Glen Rose maintained by the City Secretary and be posted on the City of Glen Rose Official Website for easy access by the public.



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	08/24/2021		
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding an amendment to the Convention and Visitors Bureau Ordinance.		
PREPARED BY:	City Secretary Ritchie	DATE SUBMITTED:	08/16/2021
EXHIBITS:	Proposed Ordinance		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
The City's Code of Ordinance has Article 1.06 Convention and Visitors Bureau outlining the CVB Department, Director and Advisory Board. Since the City and County have entered into an Interlocal Cooperation Agreement to merge the City CVB and the County Tourism Department this section of the Code of Ordinance is not necessary. After consideration by staff and researching with TML and the City Attorney, we propose to add a line stating ... Article 1.06 Convention and Visitors Bureau – "The City and County passed and approved an Interlocal Cooperation Agreement to combine the City CVB and County Tourism Departments on July 12, 2021. This section of the Code of Ordinances is suspended until the Interlocal Agreement has been rescinded."			
RECOMMENDED ACTION:			
Move to adopt the Amended CVB Ordinance as presented.			

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS, AMENDING ARTICLE 1.06 OF THE CODE OF ORDINANCES, RELATING TO THE CONVENTION AND VISITORS' BUREAU, PROVIDING THAT ALL ORDINANCES IN CONFLICT ARE HEREBY REPEALED TO THE EXTENT THEY ARE IN CONFLICT; PROVIDING A SAVINGS CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Glen Rose, Texas by and through Ordinance Number 267-CVB-A created the Glen Rose Convention and Visitors' Bureau as a department of the city; and

WHEREAS, it was the desire of the City Council to promote local tourism through the creation of a new city department; and

WHEREAS, the City Council of the City of Glen Rose, Texas by and through an Interlocal Cooperation Agreement for the Hotel Occupancy Tax Services with Somervell County on July 12, 2021;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GLEN ROSE, ARTICLE 1.06 OF THE CITY OF GLEN ROSE CODE OF ORDINANCES IS AMENDED AS FOLLOWS:

**SECTION 1 (OF 5)
AMENDED SECTION 1.06
"CONVENTION AND VISITORS BUREAU"**

Article 1.06 Convention and Visitors Bureau - "The City and the County passed and approved an Interlocal Cooperation Agreement to combine the City CVB and County Tourism Departments on July 12, 2021. This section of the Code of Ordinances is suspended until the Interlocal Agreement has been rescinded."

**SECTION 2 (OF 5)
SAVINGS/REPEALING CLAUSE**

All other portions of the CCO shall remain in full force and effect, save and except as amended by this or any other Ordinance. All provisions of any ordinance in conflict with this Ordinance are hereby repealed to the extent they are in conflict. Any remaining portions of said ordinances shall remain in full force and effect.

SECTION 3 (OF 5)
SEVERABILITY CLAUSE

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

SECTION 4 (OF 5)
PROPER NOTICE, MEETING, AND QUORUM CLAUSE

It is hereby officially found and determined that the meeting at which this Ordinance was adopted by majority vote of the City Council of the City of Glen Rose, Texas was open to the public; that public notice of the time, place, and purpose of the meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code; and, that a quorum was present pursuant to §22.039 of the Texas Local Government Code.

SECTION 5 (OF 5)
EFFECTIVE DATE

This Ordinance shall take effect immediately upon passage.

PASSED AND APPROVED this the 24th day of August 2021.

APPROVED:

Julia Douglas, Mayor

ATTEST:

Stephanie Ritchie, City Secretary



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	08/24/2021		
AGENDA SUBJECT:	Texas Government Code, Section 551.074 - Personnel Matters - City Secretary – Job Performance.		
PREPARED BY:	City Secretary Ritchie	DATE SUBMITTED:	08/16/2021
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	08/24/2021		
AGENDA SUBJECT:	Discussion, consideration, and possible action on Executive Session regarding City Secretary Job Performance.		
PREPARED BY:	City Secretary Ritchie	DATE SUBMITTED:	08/16/2021
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			