CITY COUNCIL REGULAR MEETING

Tuesday, August 10, 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: 852 5563 1523 • Passcode 740844 • or dial 1-346-248-7799

CALL TO ORDER

Invocation

Pledge of Allegiance

Roll Call

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

CONSENT AGENDA *(All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately.)*

1. Consider approval or other action regarding the minutes of the Regular City Council Meeting held on July 13, 2021; the Regular City Council Meeting held on July 27, 2021. (S Ritchie)

2. Consider approval or other action regarding an accounts payable report for payments made during July 2021. (R Sosol)

3. Consider approval or other action regarding a financial report for July 2021.

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

5. Consider approval or other action regarding Resolution adopting the revised Code of Conduct Policy.

6. Consider approval or other action regarding amendments to the Lead Animal Control Officer and the Parttime Animal Control Officer job descriptions.

7. Consider approval or other action regarding adopting a revised Animal Control Ordinance amending Section 2.01.002.

8. Consider approval or other action regarding amendments to the City Administrator, City Secretary and the Deputy City Secretary job descriptions.

9. Consider approval or other action regarding adopting an Ordinance amending the Code of Ordinances regarding the Power and Duties of the Mayor, City Administrator and City Secretary.

STAFF REPORTS

10. **Public Works Director Report**
- Update on progress of city projects

11. **Police Chief Report**
- Police Activity Report

12. **Animal Control Report**
- AC Activity Report

13. **Building/Planning/Code Enforcement Report**
- Update on progress of city projects

14. **City Administrator Report**

15. **City Secretary Report**
- Update

PUBLIC HEARING

16. Public Hearing regarding request to rezone, Acres 0.310, Lot 00001, Blk E, Subd W0100, Abst A136, WALKER ADDITION, BLOCK 3, LOT 1 .310 ACRES, at 611 South Jefferson Street from being split zoned B-2 (General Commercial District)/R-1 (Single Family Residential District) to being wholly zoned R-1 (Single Family Residential).

17. Public Hearing regarding a Specific Use Permit application to operate a Bed and Breakfast, for Acres 0.300, Tract 34 (WALKER ADD, BLK A), Abst A136, A136 MILAM CO SCH LD, TRACT 34 (WALKER ADD, BLK A), LOCATED AT 505 Hereford Street.

18. Public Hearing for Ordinance Amending Chapter 14 "Zoning" of the City's Code of Ordinances.

INDIVIDUAL ITEMS FOR CONSIDERATION

19. Discussion, consideration, and possible action regarding request to rezone, Acres 0.310, Lot 00001, Blk E, Subd W0100, Abst A136, WALKER ADDITION, BLOCK 3, LOT 1 .310 ACRES, at 611 South Jefferson Street from being split zoned B-2 (General Commercial District)/R-1 (Single Family Residential District) to being wholly zoned R-1 (Single Family Residential).

20. Discussion, consideration, and possible action regarding a Specific Use Permit application to operate a Bed and Breakfast, for Acres 0.300, Tract 34 (WALKER ADD, BLK A), Abst A136, A136 MILAM CO SCH LD, TRACT 34 (WALKER ADD, BLK A), LOCATED AT 505 Hereford Street.

21. Discussion, consideration, and possible action to adopted an Ordinance Amending Chapter 14 "Zoning" of the City's Code of Ordinances.

22. Discussion, consideration, and possible action on Jimmy Gosdin request for approval of additional phases of his Squaw Creek Meadows Subdivision.

23. Discussion, consideration, and possible action regarding approval of an employee health insurance plan, vision and dental insurance plan and life/AD&D insurance plan.

24. Discussion, consideration, and possible action regarding election equipment, election contract, and options for the City’s future elections.

25. Discussion, consideration, and possible action on scheduling a Public Hearing to consider the City's Proposed Fiscal Year 2021-2022 Budget.

26. Budget Workshop

EXECUTIVE SESSION

27. Texas Government Code, Section 551.071 – Consultation with Attorney.

28. Texas Government Code, Section 551.074 - Personnel Matters – Public Works Director.

EXECUTIVE SESSION

29. Discussion, consideration, and possible action on item discussed in Executive Session regarding personnel matters – Consultation with Attorney.

30. Discussion, consideration, and possible action on item discussed in Executive Session regarding personnel matters – Public Works Director.

MAYOR AND COUNCIL MEMBER REPORTS

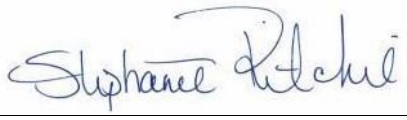
31. Mayor and Councilmember Reports (Councilmember Conrad)

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: Friday, August 6, 2021, by 5:00 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:	08/10/2021		
AGENDA SUBJECT:	Consider approval or other action regarding the minutes of the Regular City Council Meeting held on July 13, 2021; the Regular City Council Meeting held on July 27, 2021. (S Ritchie)		
PREPARED BY:	City Secretary Ritchie	**DATE SUBMITTED:**	08/02/2021
EXHIBITS:	Minutes for July 13, 2021, Regular City Council Meeting; Minutes for July 27, 2021, Regular City Council Meeting		

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

RECOMMENDED ACTION:

MINUTES OF THE CITY OF GLEN ROSE CITY COUNCIL REGULAR MEETING

Tuesday, July 13, 2021 at 5:30 PM

The City Council of the City of Glen Rose met in a Regular Meeting on Tuesday, July 13, 2021 in the Glen Rose City Hall, Council Chambers, 201 NE Vernon, Glen Rose, TX 76043 at 5:30 PM to consider the following items of business:

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: 996 9662 2775 • Passcode 996855 • or dial 1-346-248-7799

CALL TO ORDER – *Mayor Douglas called the meeting to order at 5:30 pm.*

Invocation - led by Michael Leamons

Pledge of Allegiance – led by Mayor Douglas

Roll Call

Council Present
Mayor Julia Douglas
Councilmember Chip Joslin
Councilmember Demetra Conrad
Councilmember Kelly Harris

Staff Present
City Administrator Michael Leamons
City Secretary Stephanie Ritchie
Deputy City Secretary Rosario Sosol
Public Works Director Jim Holder
Chief of Police Buck Martin
Animal Control Officer Christy Wilson
City Attorney Brady Pendleton
City Engineer (eHT) Chris Hay

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

Citizen Jamie Collins addressed council regarding a safety issue at a local hotel. He stated that he was here to say thank to staff for quickly finding a resolution to the safety issues.

No other comments.

CONSENT AGENDA *(All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately.)*

1. **Consider approval or other action regarding the minutes of the Regular City Council Meeting held on June 7, 2021; the Regular City Council Meeting held on June 8, 2021; the Regular City**

Council Meeting held on June 14, 2021; and the Regular City Council Meeting held June 22, 2021. (S Ritchie)

2. Consider approval or other action regarding an accounts payable report for payments made during June 2021. (R Sosol)

3. Consider approval or other action regarding a financial report for June 2021.

5. Consider approval or other action regarding Sanitary Control Easement for Well #6.

Motion made by Councilmember Harris, Seconded by Councilmember Joslin to approve items 1, 2, 3 and 5 with changes as noted.

Vote was 3/0 to approve. Voting Yea: Councilmember Joslin, Councilmember Conrad, Councilmember Harris

4. Consider approval or other action regarding ordinance amending Section 1.01.001, "Adoption" of Article 1.01, "Code of Ordinances" of Chapter 1, "General Provisions" of the City of Glen Rose's Municipal Code of Ordnances to change the name of the City's Current Codifier.

Item 4 was pulled for discussion by Councilmember Joslin.

Councilmember Joslin noted a correction to the ordinance presented.

Motion made by Councilmember Conrad, Seconded by Councilmember Joslin to approve the ordinance with noted changes.

Vote 3/0 to approve. Voting Yea: Councilmember Joslin, Councilmember Conrad, Councilmember Harris

6. Consider approval or other action adopting resolution for an Interlocal Cooperation Agreement for providing and Use of Sewage Plant Effluent Water. *Resolution 2021-16*

Item 6 was pulled for discussion by Mayor Douglas due to citizens wanting to make a comment regarding this item.

Citizen Dennis Moore commented on item 6 stating that the citizens pay for sewage and so there should be some consideration for value.

Citizen Pam Miller commented on item 6 stating that in the past the city has provided the sewer water to the county and then she asks what was being given in consideration for that water. Other cities do sell their Effluent water.

Motion made by Councilmember Harris, Seconded by Councilmember Joslin to approve interlocal agreement and adopt Resolution 2021-16 as presented.

Vote in favor to approve 3/0. Voting Yea: Councilmember Joslin, Councilmember Conrad, Councilmember Harris

STAFF REPORTS

7. Public Works Director Report
- Update on progress of city projects

8. Police Chief Report
- Police Activity Report
- Animal Control Report

9. Building/Planning/Code Enforcement Report
- Update on progress of city projects

10. City Administrator Report

INDIVIDUAL ITEMS FOR CONSIDERATION

11. Discussion, consideration, and possible action regarding procurement of a citizen notification system.

City Intern John Hague presented the item to Council.

Citizen Sandra Ramsay stated that she is still concerned about citizens who do note have social media, texting, or internet services will receive these notices.

Citizen Pamela Streeter addressed council regarding Code Red being difficult to sign up. Also, she lived in a city that used TextMyGov and it is a great services.

Citizen Trina Shank addressed council regarding who would manage the notification system(s).

Motion made by Councilmember Conrad, Seconded by Councilmember Harris to authorize staff to enter into a contract with TextMyGov for citizen notification services.

Vote to approve 3/0. Voting Yea: Councilmember Joslin, Councilmember Conrad, Councilmember Harris

12. Discussion, consideration, and possible action on Final Plat for Rock Ridge Estates.

City Administrator Leamons presented the item to Council. Rock Ridge Estates has asked for a variance regarding the exiting streets.

Will Scoonover (developer) was on hand to answer questions.

Citizen Jim Bob Hawthorne asked how many lots. He addressed the council regarding where are the resources coming from? When is Glen Rose going to get to the point that in order to accommodate the needs of our citizens that the City would need to purchase water from other sources.

Mr. Scoonover stated that there were 66 lots total.

Motion made by Councilmember Joslin, Seconded by Councilmember Harris to approve the final plat for Rock Ridge Estate as presented.

Vote 3/0 tp approve. Voting Yea: Councilmember Joslin, Councilmember Conrad, Councilmember Harris

13. Discussion, consideration, and possible action regarding appointing members to the Preservation Board.

City Secretary Ritchie presented the item to Council and explained the focus and purpose of the Preservation Board.

Council interviewed applicants.

Citizen Pam Streeter addressed Council in reference to what type of volunteers the City should be looking for in candidates for the Preservation Board.

Nomination for unexpired term Ms. Braswell - Dee Conrad

Nomination for two full seats Ann Carver and Scott Cole- Kelly Harris

Motion made by Councilmember Conrad, Seconded by Councilmember Harris to appoint Ms. Braswell to fill the unexpired term and Ann Carver and Scott Cole to fill the the two (2) open full-term seats.

Vote 3/0 to approve. Voting Yea: Councilmember Joslin, Councilmember Conrad, Councilmember Harris

14. Discussion, consideration, and possible action on petition for disannexation of portions of the Squaw Creek Golf Course property annexed into the City in 2008.

City Administrator Leamons presented the item to Council.

City Attorney Pendleton provided legal guidance regarding statute 144 and 141.

Citizen Tory Poehls addressed Council providing information regarding 2007 statute which she believes is the statute for this request. She stated that according to that statute the City is regarded by law to allow the Disanexation. She stated that by law the District Court can require the City to disannex.

Citizen Sandra Ramsay asked Council if they are willing to go through the expense of District Court if the City chooses not to disannex.

Kevin Taylor, property owner, addressed Council regarding the difference in opinion of the City Attorney Pendleton and Attorney Tory Poehls. He read a statement from Sam Houston from TML regarding Disanexation.

Citizen Pam Streeter stated that she feels that the big question is what law is to be followed? 2007? Current?

Council would like to have someone that specializes in this area to provide guidance on the law.

Motion made by Councilmember Conrad, Seconded by Councilmember Joslin to table this item until August 10th City Council Meeting.

Vote was 2/1 to table the meeting. Voting Yea: Councilmember Joslin, Councilmember Conrad Voting Nay: Councilmember Harris

15. Discussion, consideration, and possible action on pursuing an International Dark Sky Places (IDSP) designation for the city and appointing someone to help with that process.

Mr. Russ Miller presented the item to Council regarding light pollution.

No Action was taken.

Mayor Douglas stated that she was going to go into the Executive Session portion of the meeting to discuss the City Administrator item. City Administrator Leamons requested that his Executive Session be open session.

Mayor Douglas called for a recess at 8:06pm. The meeting was reconvened at 8:16pm.

EXECUTIVE SESSION

25. Texas Government Code, Section 551.074 - Personnel Matters - City Administrator.

Executive Session for City Administrator was called to order at 8:16pm. Item was discussed in open session.

Council directs Mayor to create a Performance Improvement Plan for the City Administrator.

No action was taken.

Meeting recessed at 10:00 pm.

Meeting reconvened at 10:07 pm and the mayor resumed the meeting by discussion item #19 due to a representative of the City Engineering Firm eHT being on hand to discuss this item.

19. Discussion, consideration, and possible action on a Change Order for the Grand Avenue Lift Station Project.

Item #19 was moved to directly proceeding the open session regarding the City Administrator.

Chris Hay presented the item to Council.

Motion made by Councilmember Harris, Seconded by Councilmember Conrad to approve change order as presented.

Vote was 3/0 to approve. Voting Yea: Councilmember Joslin, Councilmember Conrad, Councilmember Harris

16. Discussion, consideration, and possible action on adopting a Sanitary Control Ordinance for Well #4.

City Administrator Leamons presented item to Council.

No Action was taken.

17. Discussion, consideration, and possible action of new City Organizational Chart, updated job descriptions for City Administrator, City Secretary, and Deputy City Secretary as well as updated ordinance.

Councilmember Harris agreed to pull this item and revisit it during the July 27th City Council meeting due to the length of this meeting.

18. Discussion, consideration, and possible action regarding ordering a Special Local Option Election to be held on the 2nd day of November 2021 for the "Legal Sale of Alcoholic Beverages including Mixed Beverages"; and Special Election to elect two (2) City

Councilmembers for two (2) unexpired terms; Designating polling places; ordering notices of election to be given; and authorizing execution of joint election contracts. (S Ritchie)
Resolution 2021-17

City Secretary Ritchie presented item to Council.

Motion made by Councilmember Harris, Seconded by Councilmember Joslin to call election and adopt Resolution 2021-17.

Vote was 3/0 to approve. Voting Yea: Councilmember Joslin, Councilmember Conrad, Councilmember Harris

20. Discussion, consideration, and possible action regarding City of Glen Rose, Texas - Employee Longevity Compensation.

Councilmember Joslin presented item to staff.

Council directed staff to make change, present to staff for review and bring back to Council for final review at aa future meeting.

No action taken.

21. Discussion, consideration, and Possible Action regarding City of Glen Rose, Texas – Code of Conduct

Councilmember Joslin presented item to Council.

Council reviewed the recommended changes and directed staff to make changes as noted during their discussion and present at a future meeting for final review.

No Action was taken.

22. Discussion, consideration, and possible approval of standalone Animal Control Department reporting to the City Administrator.

Moved to be heard directly after item # 19 due to staff being present.

Council directed staff to make the noted changes and present ordinance and job descriptions in future meeting.

No Action was taken.

23. Budget Workshop

City Administrator Leamons presented the item to Council.

Council discussed the Budget at length.

MAYOR AND COUNCIL MEMBER REPORTS

24. Mayor and Councilmember Reports

Councilmember Conrad pulled item from agenda until a future meeting.

Mayor Douglas recessed the meeting for a short break at 11:39pm

Mayor Douglas reconvened the meeting at 11:42pm

EXECUTIVE SESSION

26. Texas Government Code, Section 551.074 - Personnel Matters - City Attorney.

The Executive Session was called to order at 11:42.

Executive session was closed at 12:13 pm.

ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

27. Discussion, consideration, and possible action on item discussed in Executive Session regarding personnel matters - City Administrator.

No action was taken.

28. Discussion, consideration, and possible action on item discussed in Executive Session regarding personnel matters - City Attorney.

No action was taken.

ADJOURN

With no further business Mayor Douglas adjourned the meeting at 12:13 am

APPROVED:

Julia Douglas, Mayor

ATTEST:

Stephanie Ritchie, City Secretary

MINUTES OF THE CITY OF GLEN ROSE CITY COUNCIL REGULAR MEETING

Tuesday, July 27, 2021 at 5:30 PM

The City Council of the City of Glen Rose met in a Regular Meeting on Tuesday, July 27, 2021 in the Glen Rose City Hall, Council Chambers, 201 NE Vernon, Glen Rose, TX 76043 at 5:30 PM to consider the following items of business:

DUE TO COVID-19 PANDEMIC AND THE GLEN ROSE STATE OF DISASTER DECLARATION
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Citizens can view or listen live by tuning in to the following Zoom.com webinar:
Meeting ID: 821 8290 5974 • Passcode 985986 • or dial 1-346-248-7799

CALL TO ORDER – *Mayor Douglas called the meeting to order at 5:30 pm*

Invocation - led by Kari Quinlan

Pledge of Allegiance – led by Mayor Miller

Roll Call

Councilmembers Present
Mayor Julia Douglas
Councilmember Chip Joslin
Councilmember Demetra Conrad
Councilmember Kelly Harris

Staff Present
City Administrator Michael Leamons
City Secretary Stephanie Ritchie
Deputy City Secretary Rosario Sosol
Chief of Police Buck Martin

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

Citizen Jim Bob Hawthorne addressed the Council asking them to think about: "Why do people want to move here?", "Is it because it's safe?", "Is it because it's quit?" and asked why Council would want to change the things about Glen Rose that draws people here.

There were no further comments.

INDIVIDUAL ITEMS FOR CONSIDERATION

1. **Discussion, consideration, and possible action of new City Organizational Chart, updated job descriptions for City Administrator, City Secretary, and Deputy City Secretary as well as updated ordinance.**

   Councilmember Harris presented the item.

   Council reviewed each job description in detail.

Council directed staff to make the changes discussed and bring the job descriptions and ordinance to the Council for review on the August 10th, 2021 City Council meeting.

No action was taken.

2. **Discussion, consideration, and possible action regarding the Interlocal Agreement for HOT Funds and the distribution of previously collected HOT Funds by the City.**

Councilmember Harris recused herself at 6:18 pm due to conflict of interest.

City Secretary Ritchie addressed Council stating that the recent HOT Interlocal Agreement did not address how the HOT funds that were previously collected should be handled.

Council stated that the intent was to provide all HOT Funds that the City still had to the County Tourism Department.

City Secretary Ritchie discussed the funds that were currently available and Council directed staff to transfer $110,000.00 to the County Tourism Department now and any remaining funds will be distributed after the City's 2020/2021 Audit is completed.

No action was taken.

Councilmember Harris returned to the meeting at 6:29 pm.

3. Discussion, consideration, and possible action regarding approval of engagement letter for legal services.

City Administrator Leamons presented the item to Council.

City Attorney Pendleton was not in attendance however the Council consulted with him via phone call during the meeting. Pendleton stated that he recommends using this firm for the questions and concerns the council has regarding the recent Disanexation request.

Councilmember Conrad moved to approve retaining the services of Taylor*Olson*Adkins*Sralla*Elam (TOASE) Law Firm and authorizing the Mayor to sign the Agreement for Legal Services.

Councilmember Joslin seconded the motion.

Vote was 2/1 to approve, with Councilmembers Joslin and Conrad voting "For" and Councilmember Harris voting "Against".

4. Budget Workshop

The budget was discussed in detail. All line items and departments were reviewed.

Council directed staff to make the requested changes, for the Mayor to review for accuracy and file the preliminary budget with City Secretary Ritchie as soon as possible.

No action was taken.

MAYOR AND COUNCIL MEMBER REPORTS

None

ADJOURN

With no further business before the Council, Mayor Douglas adjourned the meeting at 8:25 pm.

APPROVED:

Julia Douglas, Mayor

ATTEST:

Stephanie Ritchie, City Secretary

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	08/10/2021		
AGENDA SUBJECT:	Consider approval or other action regarding an accounts payable report for payments made during July 2021. (R Sosol)		
PREPARED BY:	City Secretary Ritchie	**DATE SUBMITTED:**	08/02/2021
EXHIBITS:	Accounts Payable Report		

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

RECOMMENDED ACTION:

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
30 - CVB HOTEL/MOTEL						
CVB						
	7/9/2021	AT&T Mobility	30-70-5401	Telephone	287293428360X06272021-CVB	$47.27
	7/9/2021	Charter Business	30-70-5402	Internet	0038953062621	$115.59
	7/9/2021	City of Glen Rose	30-70-5404	Water	03-066900-01	$65.70
	7/9/2021	TXU Energy	30-70-5403	Electric	Invoice # 054005704627-CVB	$245.22
	7/14/2021	Purchase Power	30-70-5106	Postage	Postage	$92.09
	7/21/2021	Joyce Selby	30-70-5000	Wages Cvb	07-06-2021/07-10-2021	$420.00
	7/21/2021	Citibank	30-70-5210	Advertising	June charges	$34.55
	7/21/2021	Citibank	30-70-5106	Postage	June charges	$40.45
	7/29/2021	City of Glen Rose	30-70-5404	Water	Last water bill	$65.70
					Total	**$1,126.57**
Non-Departmental						
	7/1/2021	Texas Municipal Retirement	30-2026	Tmrs W/H	TMRS-Employee 6/6/2021	$71.00
	7/1/2021	Texas Municipal Retirement	30-2026	Tmrs W/H	TMRS-Employer 6/6/2021	$148.20
	7/1/2021	Texas Municipal Retirement	30-2026	Tmrs W/H	TMRS-Employee 6/20/2021	$71.00
	7/1/2021	Texas Municipal Retirement	30-2026	Tmrs W/H	TMRS-Employer 6/20/2021	$148.20
	7/9/2021	Internal Revenue Service	30-2015	Medicare Tax W/H	Medicare W/H-Employer 7/4/2021	$14.71
	7/9/2021	Internal Revenue Service	30-2015	Medicare Tax W/H	Medicare W/H-Employee 7/4/2021	$14.71

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
30 - CVB HOTEL/MOTEL						
Non-Departmental						
	7/9/2021	Internal Revenue Service	30-2012	Fica Tax W/H	Fica W/H-Employer 7/4/2021	$62.89
	7/9/2021	Internal Revenue Service	30-2012	Fica Tax W/H	Fica W/H-Employee 7/4/2021	$62.89
	7/9/2021	Internal Revenue Service	30-2018	Fed Tax W/H	FEDERAL WITHHOLDING 7/4/2021	$87.32
	7/23/2021	Internal Revenue Service	30-2012	Fica Tax W/H	Fica W/H-Employer 7/18/2021	$194.96
	7/23/2021	Internal Revenue Service	30-2015	Medicare Tax W/H	Medicare W/H-Employer 7/18/2021	$45.59
	7/23/2021	Internal Revenue Service	30-2012	Fica Tax W/H	Fica W/H-Employee 7/18/2021	$194.96
	7/23/2021	Internal Revenue Service	30-2015	Medicare Tax W/H	Medicare W/H-Employee 7/18/2021	$45.59
	7/23/2021	Internal Revenue Service	30-2018	Fed Tax W/H	FEDERAL WITHHOLDING 7/18/2021	$446.41
	7/27/2021	Mutual Of Omaha	30-2023	Vision Ins W/H	VSNIN 7/4/2021	$6.99
	7/27/2021	Mutual Of Omaha	30-2021	Life Ins W/H	LIFE 7/4/2021	$3.16
	7/27/2021	Mutual Of Omaha	30-2024	Health Ins W/H	LTD 7/4/2021	$3.94
	7/27/2021	Mutual Of Omaha	30-2023	Vision Ins W/H	VSNIN 7/18/2021	$6.99
	7/27/2021	Mutual Of Omaha	30-2021	Life Ins W/H	LIFE 7/18/2021	$3.16
	7/27/2021	Mutual Of Omaha	30-2024	Health Ins W/H	LTD 7/18/2021	$3.93
	7/30/2021	Blue Cross Blue Shield	30-2024	Health Ins W/H	Health Ins-Employer 7/4/2021	$224.65
	7/30/2021	Blue Cross Blue Shield	30-2024	Health Ins W/H	Health Ins-Employer 7/18/2021	$224.64

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
30 - CVB HOTEL/MOTEL						
Non-Departmental						
					Total	**$2,085.89**

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Administration						
	7/9/2021	Archivesocial	10-60-5804	Service Fees	Invoice # 15821	$2,241.00
	7/9/2021	AT&T Mobility	10-60-5401	Telephone	287293428360X06272021	$47.27
	7/9/2021	AT&T Mobility	10-60-5401	Telephone	287293428360X06272021	$47.27
	7/9/2021	Glen Rose Reporter	10-60-5210	Legal Notices & Advertising	Account # 00007738	$156.00
	7/9/2021	TXU Energy	10-60-5406	Oakdale Electric	Acct # 100057841191	$5,840.06
	7/16/2021	Smith Supply, Inc.	10-60-5604	Repair & Maint - Struct	June charges	$234.60
	7/16/2021	Smith Supply, Inc.	10-60-5604	Repair & Maint - Struct	June charges	$24.56
	7/21/2021	BizProtect	10-60-5224	It Support	Invoice # 7113	$262.50
	7/21/2021	Citibank	10-60-5401	Telephone	June charges	$0.99
	7/21/2021	Citibank	10-60-5801	Miscellaneous Exp	June charges	$3.00
	7/21/2021	Citibank	10-60-5803	Software	June charges	$15.93
	7/21/2021	Citibank	10-60-5602	Repair & Maint - Equip	June charges	$51.97
	7/21/2021	Citibank	10-60-5804	Service Fees	June charges	$106.60
	7/21/2021	Citibank	10-60-5801	Miscellaneous Exp	June charges	$126.91
	7/23/2021	Glen Rose Reporter	10-60-5210	Legal Notices & Advertising	Ad # 00133015	$54.00
	7/30/2021	FAST Inc.	10-60-5803	Software	Invoice # 21-2109	$9,000.00
	7/30/2021	Spinks & Green Auto Supply	10-60-5600	Vehicle Repair	Ticket # 0078890	$177.95

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Administration						
					Total	**$18,390.61**
Streets & Parks						
	7/9/2021	AT&T Mobility	10-40-5401	Telephone	287293428360X06272021	$49.50
	7/9/2021	Atmos Energy	10-40-5405	Gas	Invoice # 3024900571	$29.16
	7/9/2021	City of Glen Rose	10-40-5404	Water	Water Bills	$126.03
	7/9/2021	Cleburne Welding And Industrial Supply	10-40-5100	Supplies	Invoice # 514881	$29.14
	7/9/2021	Glen Rose Auto Parts	10-40-5608	Gas/Oil/Lube	Invoice # 385037	$18.50
	7/9/2021	Glen Rose Auto Parts	10-40-5100	Supplies	Invoice # 385304	$46.00
	7/9/2021	Glen Rose Auto Parts	10-40-5100	Supplies	Invoice # 385475	$9.95
	7/9/2021	Glen Rose Auto Parts	10-40-5100	Supplies	Invoice # 385480	$13.95
	7/9/2021	Glen Rose Auto Parts	10-40-5100	Supplies	Invoice # 385539	$21.95
	7/9/2021	Key Personnel	10-40-5203	Contract Labor	Invoice # 41138	$710.40
	7/9/2021	O'Reilly Automotive, Inc.	10-40-5602	Repair & Maint - Equip	Customer # 2888622	$5.49
	7/9/2021	Usa Bluebook	10-40-5100	Supplies	Invoice # 627218	$52.12
	7/9/2021	Usa Bluebook	10-40-5100	Supplies	Invoice # 627479	$82.46
	7/9/2021	TXU Energy	10-40-5403	Electric	Acct # 100057841191	$787.80
	7/9/2021	TXU Energy	10-40-5421	Street Lighting	Acct # 100057841191	$2,270.12

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Streets & Parks						
	7/9/2021	Frontier Waste Gr-Transfer	10-40-5804	Service Fees	Account # 31	$455.00
	7/2/2021	Fuelman	10-40-5608	Gas/Oil/Lube	Invoice # NP60272468	$77.76
	7/16/2021	Higginbotham Building Center - Glen Rose	10-40-5604	Repair & Maint - Struct	June charges	$48.42
	7/16/2021	Higginbotham Building Center - Glen Rose	10-40-5100	Supplies	June charges	$10.24
	7/16/2021	Key Personnel	10-40-5203	Contract Labor	Invoice # 41464	$710.40
	7/16/2021	Spikes Auto Parts	10-40-5600	Vehicle Repair	Invoice # 05JK3308	$11.99
	7/16/2021	Texas Workforce Commission	10-40-5008	Twc	2nd Quarter	$118.00
	7/15/2021	United Cooperative Services	10-40-5421	Street Lighting		$88.64
	7/16/2021	Fuelman	10-40-5608	Gas/Oil/Lube	Statement # NP60379904	$152.00
	7/21/2021	AT&T (Scada)	10-40-5401	Telephone	REF # 254-897-1586	$17.34
	7/21/2021	Citibank	10-40-5600	Vehicle Repair	June charges	$8.50
	7/21/2021	Key Personnel	10-40-5203	Contract Labor	Invoice # 41769	$568.32
	7/23/2021	Charter Business	10-40-5401	Telephone	Invoice # 0042013071421	$41.20
	7/23/2021	Key Personnel	10-40-5203	Contract Labor	Invoice # 710.40	$710.40
	7/23/2021	Riverbend Landscaping	10-40-5804	Service Fees	Invoice # 720212	$2,215.00
	7/30/2021	Public Management, Inc	10-40-5737	Cdbg Grant & Match	Invoice # 7219509-04	$5,000.00
	7/30/2021	Key Personnel	10-40-5203	Contract Labor	Invoice # 42389	$426.24

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Streets & Parks						
	7/30/2021	City of Glen Rose	10-40-5404	Water	July's bill	$52.35
	7/30/2021	Uline Shipping Supply Specialists	10-40-5107	Janitorial Supplies	Invoice # 136265277	$952.41
	7/30/2021	Fuelman	10-40-5608	Gas/Oil/Lube	NP60427475	$72.30
	7/30/2021	Fuelman	10-40-5608	Gas/Oil/Lube	NP60427475	$42.25
					Total	**$16,031.33**
Legislative						
	7/9/2021	AT&T Mobility	10-05-5145	Exp Mayor & Council	287293428360X06272021	$47.27
	7/21/2021	BizProtect	10-05-5145	Exp Mayor & Council	Invoice # 7113	$1,078.99
	7/21/2021	Citibank	10-05-5145	Exp Mayor & Council	June charges	$29.22
	7/21/2021	Citibank	10-05-5145	Exp Mayor & Council	June charges	$26.94
	7/21/2021	Demetra Conrad	10-05-5055	Mayor & Council Pay	3th QT Council member services	$200.00
	7/21/2021	John Merrill Joslin IV	10-05-5055	Mayor & Council Pay	Councilmember services 3th QT	$300.00
	7/21/2021	Julia Douglas	10-05-5055	Mayor & Council Pay	Councilmember & Mayor services 3th QT	$600.00
	7/21/2021	James D. Martin	10-05-5055	Mayor & Council Pay	Councilmember services 3th QT	$200.00
	7/21/2021	Pamela Miller	10-05-5055	Mayor & Council Pay	Mayor salary 3th QT	$500.00
	7/22/2021	Kelly Harris	10-05-5055	Mayor & Council Pay	Council member salary 3th Qt	$300.00
	7/22/2021	Dennis Moore	10-05-5055	Mayor & Council Pay	Council member salary 3th QT	$200.00

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Legislative						
					Total	**$3,482.42**
Code Enforcement						
	7/9/2021	AT&T Mobility	10-50-5401	Telephone	287293428360X06272021	$47.27
	7/9/2021	BizProtect	10-50-5224	It Support	Invoice # 7059	$52.50
	7/9/2021	Glen Rose Reporter	10-50-5210	Legal Notices & Advertising	Account # 00007738	$190.00
	7/16/2021	AAA Quality Services	10-50-5203	Contract Labor	Contractor services for the month of May	$1,800.00
	7/16/2021	AAA Quality Services	10-50-5203	Contract Labor	Contractor services for the month of June	$2,400.00
	7/16/2021	David Sterling	10-50-5801	Miscellaneous Exp	Refund for electrical,plumbing and building permits	$120.00
	7/16/2021	Gartrell Builders	10-50-5801	Miscellaneous Exp	Refund For overcharge of building permits	$300.00
	7/21/2021	Glen Rose Reporter	10-50-5210	Legal Notices & Advertising	Ad # 00132999	$72.00
	7/23/2021	Glen Rose Reporter	10-50-5210	Legal Notices & Advertising	Invoice # 00133216	$79.00
	7/30/2021	Spinks & Green Auto Supply	10-50-5600	Vehicle Repair	Ticket # 0078890	$177.95
	7/29/2021	Riverbend Landscaping	10-50-5219	Abatements	Invoice # 729211	$400.00
					Total	**$5,638.72**
Animal Control						
	7/9/2021	AT&T Mobility	10-55-5401	Telephone	287293428360X06272021	$47.27

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Animal Control						
	7/9/2021	Bosque County Veterinary Clinic	10-55-5237	Adoption Reimbursement	Animal # D-5784	$65.00
	7/9/2021	Terry Veterinary Clinic	10-55-5237	Adoption Reimbursement	Animal # D-5725	$65.00
	7/9/2021	Terry Veterinary Clinic	10-55-5237	Adoption Reimbursement	Animal # D-5726	$65.00
	7/9/2021	Terry Veterinary Clinic	10-55-5165	Euth. & Medication	Invoice # 3007	$10.69
	7/9/2021	TXU Energy	10-55-5403	Electric	Acct # 100057841191	$362.29
	7/2/2021	Fuelman	10-55-5608	Gas/Oil/Lube	Invoice # NP60272468	$142.21
	7/16/2021	Brookshire Brothers	10-55-5100	Supplies	June charges	$30.93
	7/16/2021	Dinosaur Valley Pest Service	10-55-5604	Repair & Maint - Struct	Invoice # 21194	$65.00
	7/16/2021	Higginbotham Building Center - Glen Rose	10-55-5100	Supplies	June charges	$4.92
	7/16/2021	H & S Air Conditioning	10-55-5604	Repair & Maint - Struct	Invoice # 6914	$446.14
	7/16/2021	Texas Workforce Commission	10-55-5008	Twc	2nd Quarter	$132.79
	7/21/2021	Citibank	10-55-5100	Supplies	June charges	$35.90
	7/21/2021	North Texas Tollway Authority	10-55-5501	Travel	810880139	$3.68
	7/21/2021	Nextlink Broadband	10-55-5402	Internet	Invoice # N125102766-46	$105.83
	7/21/2021	Vortech Pharmaceuticals Ltd.	10-55-5165	Euth. & Medication	Invoice # 120368	$239.46
	7/23/2021	Riverbend Landscaping	10-55-5604	Repair & Maint - Struct	Invoice # 720211	$230.00
	7/30/2021	Staples Credit Plan	10-55-5100	Supplies	Account # 6035 5178 2027 7498	$33.49

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Animal Control						
	7/30/2021	Fuelman	10-55-5608	Gas/Oil/Lube	NP60427475	$82.19
					Total	**$2,167.79**
Law Enforcement						
	7/9/2021	AT&T Mobility	10-90-5401	Telephone	287293428360X06272021	$85.52
	7/9/2021	City of Glen Rose	10-90-5404	Water	Water Bills	$46.85
	7/9/2021	TXU Energy	10-90-5403	Electric	Acct # 100057841191	$67.53
	7/2/2021	Fuelman	10-90-5608	Gas/Oil/Lube	Invoice # NP60272468	$107.32
	7/16/2021	Texas Workforce Commission	10-90-5008	Twc	2nd Quarter	$81.59
	7/16/2021	Fuelman	10-90-5608	Gas/Oil/Lube	Statement # NP60379904	$70.11
	7/21/2021	Citibank	10-90-5500	Training	June charges	$175.00
	7/30/2021	Brenda Lozano De Reza	10-90-5000	Wages Law Enforcement	Janitorial services for the month of July	$100.00
	7/30/2021	City of Glen Rose	10-90-5404	Water	July's bill	$46.85
	7/30/2021	Fuelman	10-90-5608	Gas/Oil/Lube	NP60427475	$35.68
					Total	**$816.45**
Non Departmental						
	7/9/2021	Atmos Energy	10-65-5405	Gas	Invoice # 3024937327	$56.99
	7/9/2021	City of Glen Rose	10-65-5404	Water	Water Bills	$378.04

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Non Departmental						
	7/9/2021	Kinect Communications, LLC	10-65-5401	Telephone	Bill # 2357	$420.63
	7/9/2021	Somervell County Committee on Aging	10-65-5841	Citizens Center	FY 2021 Funding	$3,000.00
	7/9/2021	Staples Credit Plan	10-65-5107	Janitorial Supplies	6035517820277498	$134.96
	7/9/2021	Staples Credit Plan	10-65-5109	Office Supplies	6035517820277498	$112.30
	7/9/2021	TXU Energy	10-65-5403	Electric	Acct # 100057841191	$373.63
	7/16/2021	Enprotec/Hibbss/Todd	10-65-5202	Engineering	Invoice # EN2105-201	$1,415.00
	7/16/2021	Purchase Power	10-65-5217	Postage, Copier Lease	June charges	$912.91
	7/15/2021	Charter Business	10-65-5401	Telephone	Invoice # 0029853070621	$482.34
	7/15/2021	Charter Business	10-65-5402	Internet	Invoice # 0029853070621	$522.33
	7/21/2021	BizProtect	10-65-5224	It Support	Invoice # 7113	$157.50
	7/21/2021	BizProtect	10-65-5224	It Support	Invoice # 7113	$648.70
	7/21/2021	Boyd Enterprises	10-65-5107	Janitorial Supplies	Invoice # 65209	$76.54
	7/21/2021	Citibank	10-65-5106	Postage	June charges	$9.05
	7/21/2021	Pitney Bowes Inc	10-65-5217	Postage, Copier Lease	Invoice # 1018577183	$214.87
	7/21/2021	Xerox Corporation	10-65-5217	Postage, Copier Lease	Invoice # 013884347	$304.97
	7/23/2021	Windstream	10-65-5401	Telephone	Account # 126635325	$60.98
	7/30/2021	Staples Credit Plan	10-65-5109	Office Supplies	Account # 6035 5178 2027 7498	$453.33
	7/30/2021	Brenda Lozano De Reza	10-65-5225	Janitorial Services	Janitorial services for the month of July	$600.00

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Non Departmental						
	7/30/2021	City of Glen Rose	10-65-5404	Water	July's bill	$238.11
					Total	**$10,573.18**
Non-Departmental						
	7/8/2021	Wyoming Child Support Enforcement	10-2020	Child Support W/H	Case ID 244527 7/4/2021	$136.15
	7/1/2021	Texas Municipal Retirement	10-2026	Tmrs W/H	TMRS-Employee 6/6/2021	$1,537.55
	7/1/2021	Texas Municipal Retirement	10-2026	Tmrs W/H	TMRS-Employer 6/6/2021	$3,209.07
	7/1/2021	Texas Municipal Retirement	10-2026	Tmrs W/H	TMRS-Employee 6/20/2021	$1,600.72
	7/1/2021	Texas Municipal Retirement	10-2026	Tmrs W/H	TMRS-Employer 6/20/2021	$3,340.92
	7/1/2021	HSA Bank	10-2024	Health Ins W/H	HSA City 6/6/2021	$793.80
	7/1/2021	HSA Bank	10-2024	Health Ins W/H	HSA Employee 2 6/6/2021	$287.48
	7/1/2021	HSA Bank	10-2024	Health Ins W/H	HSA City 6/20/2021	$793.77
	7/1/2021	HSA Bank	10-2024	Health Ins W/H	HSA Employee 2 6/20/2021	$287.47
	7/9/2021	Internal Revenue Service	10-2015	Medicare Tax W/H	Medicare W/H-Employer 7/4/2021	$309.59
	7/9/2021	Internal Revenue Service	10-2015	Medicare Tax W/H	Medicare W/H-Employee 7/4/2021	$309.59
	7/9/2021	Internal Revenue Service	10-2012	Fica Tax W/H	Fica W/H-Employer 7/4/2021	$1,323.79
	7/9/2021	Internal Revenue Service	10-2012	Fica Tax W/H	Fica W/H-Employee 7/4/2021	$1,323.79

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Non-Departmental						
	7/9/2021	Internal Revenue Service	10-2018	Fed Tax W/H	FEDERAL WITHHOLDING 7/4/2021	$1,833.86
	7/16/2021	Omnibase	10-2338	OmniBase FTA Fee - Omnibase	Second quarter	$150.00
	7/16/2021	State Comptroller	10-2309	State Fee	Line 1CF -Consolidated Fee	$7,634.34
	7/16/2021	State Comptroller	10-2302	State Consolidated Fees	1Line 2 - State Consolidated Fee	$841.52
	7/16/2021	State Comptroller	10-2343	State Traffic Fine	Line 5 ST - State Traffic	$466.69
	7/16/2021	State Comptroller	10-2343	State Traffic Fine	Line 4 STF2 - State Traffic Fine	$6,433.62
	7/16/2021	State Comptroller	10-2354	Juror Reimbursement Fee	Line 6 JRF - Juror Reimbursement Fee	$84.73
	7/16/2021	State Comptroller	10-2355	Indigent Defense Fund	Line 6 Indigent Defense Fund	$44.11
	7/16/2021	State Comptroller	10-2356	Moving Violation Fee	Line 7 - Moving Violation Fee	$1.75
	7/16/2021	State Comptroller	10-2365	Truancy Prevention and Diversion Fund	Line - 8 TPD - Truancy Prevention and Diversion Fund	$30.32
	7/16/2021	State Comptroller	10-2338	OmniBase FTA Fee - Omnibase	Line 9 FTA - Omnibase Fee	$486.86
	7/16/2021	State Comptroller	10-2348	Time Payment	Line 10 TP - Time Payment Fee	$4.68
	7/16/2021	State Comptroller	10-2364	Judicial Support Fee	Line 6 JS - Juror Support Fee	$127.10
	7/21/2021	Wyoming Child Support Enforcement	10-2020	Child Support W/H	Case ID 244527 7/18/2021	$136.15
	7/23/2021	Office Of Attorney General	10-2020	Child Support W/H	CHSUP 7/18/2021	$173.08
	7/23/2021	Office Of Attorney General	10-2020	Child Support W/H	CHSUP 7/18/2021	$20.77

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Non-Departmental						
	7/23/2021	Internal Revenue Service	10-2012	Fica Tax W/H	Fica W/H-Employer 7/18/2021	$1,357.16
	7/23/2021	Internal Revenue Service	10-2015	Medicare Tax W/H	Medicare W/H-Employer 7/18/2021	$317.42
	7/23/2021	Internal Revenue Service	10-2012	Fica Tax W/H	Fica W/H-Employee 7/18/2021	$1,357.16
	7/23/2021	Internal Revenue Service	10-2015	Medicare Tax W/H	Medicare W/H-Employee 7/18/2021	$317.42
	7/23/2021	Internal Revenue Service	10-2018	Fed Tax W/H	FEDERAL WITHHOLDING 7/18/2021	$1,912.15
	7/27/2021	Mutual Of Omaha	10-2023	Vision Ins W/H	VSNIN 7/4/2021	$45.64
	7/27/2021	Mutual Of Omaha	10-2029	Dental Ins W/H	Dental Ins 7/4/2021	$136.96
	7/27/2021	Mutual Of Omaha	10-2021	Life Ins W/H	LIFE 7/4/2021	$34.76
	7/27/2021	Mutual Of Omaha	10-2024	Health Ins W/H	LTD 7/4/2021	$78.13
	7/27/2021	Mutual Of Omaha	10-2021	Life Ins W/H	LIFE INS 7/4/2021	$87.60
	7/27/2021	Mutual Of Omaha	10-2023	Vision Ins W/H	VSNIN 7/18/2021	$45.59
	7/27/2021	Mutual Of Omaha	10-2029	Dental Ins W/H	Dental Ins 7/18/2021	$136.91
	7/27/2021	Mutual Of Omaha	10-2021	Life Ins W/H	LIFE 7/18/2021	$34.76
	7/27/2021	Mutual Of Omaha	10-2024	Health Ins W/H	LTD 7/18/2021	$78.08
	7/27/2021	Mutual Of Omaha	10-2021	Life Ins W/H	LIFE INS 7/18/2021	$87.60
	7/30/2021	Aflac	10-2025	Accident Ins W/H	AFLAC Accident Insurance Pre-Tax 7/4/2021	$54.06
	7/30/2021	Aflac	10-2025	Accident Ins W/H	AFLAC Accident Death Rider After Tax 7/4/2021	$7.86

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Non-Departmental						
	7/30/2021	Aflac	10-2025	Accident Ins W/H	AFLAC Accident Insurance Pre-Tax 7/18/2021	$54.06
	7/30/2021	Aflac	10-2025	Accident Ins W/H	AFLAC Accident Death Rider After Tax 7/18/2021	$7.86
	7/30/2021	Colonial Insurance	10-2033	Critical Illness Ins W/H	CRITICAL ILL INS AFTER TAX 7/4/2021	$22.22
	7/30/2021	Colonial Insurance	10-2033	Critical Illness Ins W/H	CRITICAL ILL INS AFTER TAX 7/18/2021	$22.22
	7/30/2021	Blue Cross Blue Shield	10-2024	Health Ins W/H	Health Ins-Employer 7/4/2021	$2,917.76
	7/30/2021	Blue Cross Blue Shield	10-2024	Health Ins W/H	HEALTH INSURANCE 7/4/2021	$307.48
	7/30/2021	Blue Cross Blue Shield	10-2024	Health Ins W/H	Health Ins-Employer 7/18/2021	$2,917.76
	7/30/2021	Blue Cross Blue Shield	10-2024	Health Ins W/H	HEALTH INSURANCE 7/18/2021	$307.48
					Total	**$46,369.37**
Municipal Court						
	7/16/2021	Emily Holder	10-80-5501	Travel	Perdiem for training	$140.60
	7/16/2021	Texas Workforce Commission	10-80-5008	Twc	2nd Quarter	$44.35
	7/16/2021	Texas Municipal Courts Association	10-80-5800	Dues & Subscriptions	2021-2022 Membership Sosol/Holder/Garrett	$175.00
	7/21/2021	Clayton Bryant	10-80-5201	Attorney Fees	July 20th docket	$500.00
	7/21/2021	Mickey Garrett	10-80-5203	Contract Labor	Judge services for the month of July	$500.00
	7/30/2021	FAST Inc.	10-80-5224	FundView Support	Invoice # 21-2109	$6,000.00

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Municipal Court						
					Total	**$7,359.95**

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
Water						
	7/9/2021	AT&T Mobility	20-10-5401	Telephone	287293428360X06272021	$47.27
	7/9/2021	AT&T Mobility	20-10-5401	Telephone	287293428360X06272021	$47.27
	7/9/2021	Atmos Energy	20-10-5405	Gas	Invoice # 3024900571	$29.16
	7/9/2021	Glen Rose Auto Parts	20-10-5602	Repair & Maint - Equip	Invoice # 385533	$300.28
	7/9/2021	Pollock Water Drilling	20-10-5601	System Repair	Invoice # 9448	$125.00
	7/9/2021	TXU Energy	20-10-5400	Utilities (Elec)	Acct # 100057841191	$2,182.66
	7/2/2021	Fuelman	20-10-5608	Gas/Oil/Lube	Invoice # NP60272468	$230.37
	7/16/2021	Bio Chem Lab, Inc.	20-10-5238	Lab Fees	Invoice # 128553-0621	$22.00
	7/16/2021	Enprotec/Hibbss/Todd	20-10-5739	New Lines East Of Town	Invoice # EN2015-203	$3,000.00
	7/16/2021	Enprotec/Hibbss/Todd	20-10-5740	Water Main Rumph To Gibbs	Invoice # EN2105-204	$1,625.00
	7/16/2021	Enprotec/Hibbss/Todd	20-10-5700	Capital Improvements	Invoice # 2105205	$1,500.00
	7/16/2021	LCRA	20-10-5238	Lab Fees	Invoice # LAB-0051467	$1,720.35
	7/16/2021	Somervell County Water District	20-10-5299	Purchased Water	Delivery point 3	$441.00
	7/16/2021	Somervell County Water District	20-10-5299	Purchased Water	Delivery point 6	$873.25
	7/16/2021	Texas Workforce Commission	20-10-5008	Twc	2nd Quarter	$44.35
	7/16/2021	DSHS Central Lab	20-10-5238	Lab Fees	Account # CEN.CD3345_062021	$863.19
	7/16/2021	Smith Supply, Inc.	20-10-5604	Repair & Maint - Struct	June charges	$17.33
	7/16/2021	Smith Supply, Inc.	20-10-5652	Meters	June charges	$96.20

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
Water						
	7/16/2021	Smith Supply, Inc.	20-10-5100	Supplies	June charges	$12.31
	7/16/2021	Smith Supply, Inc.	20-10-5601	System Repair	June charges	$184.42
	7/16/2021	Smith Supply, Inc.	20-10-5120	Tools	June charges	$17.93
	7/16/2021	Fuelman	20-10-5608	Gas/Oil/Lube	Statement # NP60379904	$298.33
	7/21/2021	AT&T (Scada)	20-10-5401	Telephone	REF # 254-897-1586	$17.33
	7/21/2021	Bio Chem Lab, Inc.	20-10-5238	Lab Fees	Invoice # 128877-0721	$66.00
	7/21/2021	DPC Industries, Inc	20-10-5160	Process Chemicals	Invoice # DE76000858-21	$100.00
	7/23/2021	Charter Business	20-10-5401	Telephone	Invoice # 0042013071421	$41.19
	7/30/2021	Somervell County Water District	20-10-5299	Purchased Water	06-21-2021/07-26-2021	$3.50
	7/30/2021	Fuelman	20-10-5608	Gas/Oil/Lube	NP60427475	$90.15
					Total	**$13,995.84**
WWTP						
	7/9/2021	AT&T Mobility	20-21-5401	Telephone	287293428360X06272021	$94.54
	7/9/2021	Charter Business	20-21-5401	Telephone	Invoice # 0038961062621	$115.59
	7/9/2021	Staples Credit Plan	20-21-5100	Supplies	6035517820277498	$317.39
	7/2/2021	Fuelman	20-21-5608	Gas/Oil/Lube	Invoice # NP60272468	$13.12
	7/16/2021	Brookshire Brothers	20-21-5602	Repair & Maint - Equip	June charges	$27.52

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
WWTP						
	7/16/2021	Higginbotham Building Center - Glen Rose	20-21-5100	Supplies	June charges	$7.59
	7/16/2021	Higginbotham Building Center - Glen Rose	20-21-5608	Gas/Oil/Lube	June charges	$32.89
	7/16/2021	Higginbotham Building Center - Glen Rose	20-21-5601	System Repair	June charges	$24.34
	7/16/2021	Spikes Auto Parts	20-21-5602	Repair & Maint - Equip	Invoice # 05JK3994	$39.24
	7/16/2021	Texas Workforce Commission	20-21-5008	Twc	2nd Quarter	$18.02
	7/16/2021	Smith Supply, Inc.	20-21-5601	System Repair	June charges	$13.11
	7/16/2021	Smith Supply, Inc.	20-21-5120	Tools	June charges	$14.49
	7/15/2021	United Cooperative Services	20-21-5400	Utilities		$3,642.39
	7/16/2021	Fuelman	20-21-5608	Gas/Oil/Lube	Statement # NP60379904	$72.61
	7/21/2021	Citibank	20-21-5500	Training	June charges	$700.00
	7/21/2021	Citibank	20-21-5108	Uniforms	June charges	$78.95
	7/21/2021	DPC Industries, Inc	20-21-5115	Chemical Supplies	Invoice # 767002712-21	$962.75
	7/21/2021	UGSI Chemical Feed Solutions	20-21-5601	System Repair	Sales Order # ORD0016434	$1,505.04
	7/21/2021	Usa Bluebook	20-21-5100	Supplies	Invoice # 599295	$317.53
	7/21/2021	Usa Bluebook	20-21-5100	Supplies	Invoice # 599341	$118.30
	7/23/2021	Windstream	20-21-5401	Telephone	Account # 126635325	$52.62
	7/30/2021	Bio Chem Lab, Inc.	20-21-5238	Lab Fees	Invoice # 11934-0621	$1,391.00

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
WWTP						
	7/30/2021	DPC Industries, Inc	20-21-5115	Chemical Supplies	Invoice # 767003199-21	$776.40
	7/30/2021	Fuelman	20-21-5608	Gas/Oil/Lube	NP60427475	$67.84
	7/30/2021	Fuelman	20-21-5608	Gas/Oil/Lube	NP60427475	$28.16
					Total	**$10,431.43**
Sewer						
	7/9/2021	Atmos Energy	20-20-5405	Gas	Invoice # 3024900571	$29.16
	7/9/2021	TXU Energy	20-20-5400	Utilities (Elec)	Acct # 100057841191	$1,342.30
	7/2/2021	Fuelman	20-20-5608	Gas/Oil/Lube	Invoice # NP60272468	$61.13
	7/2/2021	Fuelman	20-20-5608	Gas/Oil/Lube	Invoice # NP60272468	$100.10
	7/16/2021	Enprotec/Hibbss/Todd	20-20-5738	Grand Lift Station (Edap)	Invoice # 2105202	$1,500.80
	7/16/2021	Enprotec/Hibbss/Todd	20-20-5700	Capital Improvements	Invoice # 2105206	$6,000.00
	7/16/2021	Higginbotham Building Center - Glen Rose	20-20-5601	System Repair	June charges	$7.91
	7/16/2021	Higginbotham Building Center - Glen Rose	20-20-5601	System Repair	June charges	$16.83
	7/16/2021	Higginbotham Building Center - Glen Rose	20-20-5601	System Repair	June charges	$15.06
	7/16/2021	Texas Workforce Commission	20-20-5008	Twc	2nd Quarter	$146.98
	7/16/2021	Fuelman	20-20-5608	Gas/Oil/Lube	Statement # NP60379904	$82.44
	7/21/2021	AT&T (Scada)	20-20-5401	Telephone	REF # 254-897-1586	$17.33

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
Sewer						
	7/23/2021	Charter Business	20-20-5401	Telephone	Invoice # 0042013071421	$41.19
	7/23/2021	Windstream	20-20-5401	Telephone	Account # 126635325	$26.32
	7/30/2021	Fuelman	20-20-5608	Gas/Oil/Lube	NP60427475	$100.45
					Total	**$9,488.00**
Non Departmental						
	7/9/2021	Brenda L. James	20-65-5226	Cpa	Invoice # 1030	$987.50
	7/16/2021	Amegy Bank	20-65-5300	Bond Payment & Fee	CO Series 2013 City of Glen Rose	$35,962.50
	7/16/2021	BOKF, NA	20-65-5300	Bond Payment & Fee	GLEN716CO-08152021	$156,011.75
	7/28/2021	USIO Output Solutions	20-65-5110	Utility Billing Cards	Invoice # 27852	$185.34
	7/30/2021	USIO Output Solutions	20-65-5106	Postage	Invoice # 0013230	$525.86
					Total	**$193,672.95**
Sanitation						
	7/9/2021	Republic Services # 794	20-45-5403	Trash Pickup	Invoice # 0794-014739600	$29,757.85
					Total	**$29,757.85**
Non-Departmental						
	7/8/2021	Julith Conner	20-2003	Meter Refunds Payable	Refunds	$150.00

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
Non-Departmental						
	7/1/2021	Texas Municipal Retirement	20-2026	Tmrs W/H	TMRS-Employee 6/6/2021	$640.93
	7/1/2021	Texas Municipal Retirement	20-2026	Tmrs W/H	TMRS-Employer 6/6/2021	$1,337.72
	7/1/2021	Texas Municipal Retirement	20-2026	Tmrs W/H	TMRS-Employee 6/20/2021	$616.19
	7/1/2021	Texas Municipal Retirement	20-2026	Tmrs W/H	TMRS-Employer 6/20/2021	$1,286.07
	7/1/2021	HSA Bank	20-2024	Health Ins W/H	HSA City 6/6/2021	$474.26
	7/1/2021	HSA Bank	20-2024	Health Ins W/H	HSA Employee 2 6/6/2021	$20.00
	7/1/2021	HSA Bank	20-2024	Health Ins W/H	HSA City 6/20/2021	$474.22
	7/1/2021	HSA Bank	20-2024	Health Ins W/H	HSA Employee 2 6/20/2021	$20.00
	7/9/2021	Internal Revenue Service	20-2015	Medicare Tax W/H	Medicare W/H-Employer 7/4/2021	$127.24
	7/9/2021	Internal Revenue Service	20-2015	Medicare Tax W/H	Medicare W/H-Employee 7/4/2021	$127.24
	7/9/2021	Internal Revenue Service	20-2012	Fica Tax W/H	Fica W/H-Employer 7/4/2021	$544.07
	7/9/2021	Internal Revenue Service	20-2012	Fica Tax W/H	Fica W/H-Employee 7/4/2021	$544.07
	7/9/2021	Internal Revenue Service	20-2018	Fed Tax W/H	FEDERAL WITHHOLDING 7/4/2021	$730.14
	7/14/2021	Jake Merryman	20-2003	Meter Refunds Payable	Refunds	$0.04
	7/21/2021	Owen Clifton	20-2003	Meter Refunds Payable	Refunds	$64.40
	7/21/2021	Moore Family Second	20-2003	Meter Refunds Payable	Refunds	$101.54

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
Non-Departmental						
	7/21/2021	Moore Family Second	20-2003	Meter Refunds Payable	Refunds	$101.54
	7/21/2021	Moore Family Second	20-2003	Meter Refunds Payable	Refunds	$97.00
	7/21/2021	Bruner Motors Inc	20-2003	Meter Refunds Payable	Refunds	$32.74
	7/21/2021	Clifton Prater	20-2003	Meter Refunds Payable	Refunds	$78.36
	7/21/2021	Jo Lynn Shelton	20-2003	Meter Refunds Payable	Refunds	$85.34
	7/21/2021	Ramblin Rose Curvy Boutique	20-2003	Meter Refunds Payable	Refunds	$69.02
	7/21/2021	Bella Vue Homes	20-2003	Meter Refunds Payable	Refunds	$134.00
	7/21/2021	Robert Robertson	20-2003	Meter Refunds Payable	Refunds	$22.65
	7/21/2021	William Prikryl	20-2003	Meter Refunds Payable	Refunds	$96.14
	7/21/2021	John Hermesmeyer	20-2003	Meter Refunds Payable	Refunds	$12.68
	7/21/2021	John Psencik	20-2003	Meter Refunds Payable	Refunds	$37.40
	7/21/2021	Maureen Gray	20-2003	Meter Refunds Payable	Refunds	$96.14
	7/21/2021	Francis Oates	20-2003	Meter Refunds Payable	Refunds	$7.52
	7/21/2021	Patricia Starr	20-2003	Meter Refunds Payable	Refunds	$92.65
	7/21/2021	Byron Stinson	20-2003	Meter Refunds Payable	Refunds	$85.67
	7/21/2021	Steve Dupuis	20-2003	Meter Refunds Payable	Refunds	$22.14
	7/23/2021	Internal Revenue Service	20-2012	Fica Tax W/H	Fica W/H-Employer 7/18/2021	$519.72
	7/23/2021	Internal Revenue Service	20-2015	Medicare Tax W/H	Medicare W/H-Employer 7/18/2021	$121.55

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
Non-Departmental						
	7/23/2021	Internal Revenue Service	20-2012	Fica Tax W/H	Fica W/H-Employee 7/18/2021	$519.72
	7/23/2021	Internal Revenue Service	20-2015	Medicare Tax W/H	Medicare W/H-Employee 7/18/2021	$121.55
	7/23/2021	Internal Revenue Service	20-2018	Fed Tax W/H	FEDERAL WITHHOLDING 7/18/2021	$692.09
	7/27/2021	Mutual Of Omaha	20-2023	Vision Ins W/H	VSNIN 7/4/2021	$31.08
	7/27/2021	Mutual Of Omaha	20-2029	Dental Ins W/H	Dental Ins 7/4/2021	$166.63
	7/27/2021	Mutual Of Omaha	20-2021	Life Ins W/H	LIFE 7/4/2021	$15.80
	7/27/2021	Mutual Of Omaha	20-2024	Health Ins W/H	LTD 7/4/2021	$28.70
	7/27/2021	Mutual Of Omaha	20-2021	Life Ins W/H	LIFE INS 7/4/2021	$41.56
	7/27/2021	Mutual Of Omaha	20-2023	Vision Ins W/H	VSNIN 7/18/2021	$31.07
	7/27/2021	Mutual Of Omaha	20-2029	Dental Ins W/H	Dental Ins 7/18/2021	$166.58
	7/27/2021	Mutual Of Omaha	20-2021	Life Ins W/H	LIFE 7/18/2021	$15.80
	7/27/2021	Mutual Of Omaha	20-2024	Health Ins W/H	LTD 7/18/2021	$28.69
	7/27/2021	Mutual Of Omaha	20-2021	Life Ins W/H	LIFE INS 7/18/2021	$41.56
	7/28/2021	Kristen Hannah	20-2003	Meter Refunds Payable	Refunds	$17.52
	7/30/2021	Aflac	20-2025	Accident Ins W/H	AFLAC Accident Insurance Pre-Tax 7/4/2021	$25.92
	7/30/2021	Aflac	20-2025	Accident Ins W/H	AFLAC Accident Insurance Pre-Tax 7/18/2021	$25.92
	7/30/2021	Colonial Insurance	20-2025	Accident Ins W/H	COLONIAL ACCIDENT 7/4/2021	$18.68

City of Glen Rose
Council Report
Check Date: 7/1/2021 to 7/31/2021

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
Non-Departmental						
	7/30/2021	Colonial Insurance	20-2025	Accident Ins W/H	COLONIAL ACCIDENT 7/18/2021	$18.68
	7/30/2021	Blue Cross Blue Shield	20-2024	Health Ins W/H	Health Ins-Employer 7/4/2021	$1,108.88
	7/30/2021	Blue Cross Blue Shield	20-2024	Health Ins W/H	HEALTH INSURANCE 7/4/2021	$29.44
	7/30/2021	Blue Cross Blue Shield	20-2024	Health Ins W/H	Health Ins-Employer 7/18/2021	$1,108.88
	7/30/2021	Blue Cross Blue Shield	20-2024	Health Ins W/H	HEALTH INSURANCE 7/18/2021	$29.44
					Total	**$13,254.58**

City of Glen Rose
Council Report
7/1/2021 to 7/31/2021

Fund Totals

10	GENERAL FUND	$110,829.82
20	UTILITY FUND	$270,600.65
30	CVB HOTEL/MOTEL	$3,212.46
	Grand Total:	**$384,642.93**

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	08/10/2021		
AGENDA SUBJECT:	Consider approval or other action regarding a financial report for July 2021.		
PREPARED BY:	City Administrator Leamons	**DATE SUBMITTED:**	08/02/2021
EXHIBITS:	Discussion regarding July Financial Report; Bonded Indebtedness; Sales and Use Tax; Cash and Investment Report; General Ledger Cash Balance Report; and, Budget Report		

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

Attached are several financial reports for the Council's review and approval.

RECOMMENDED ACTION:

Approve as presented.

DISCUSSION ON THE MONTHLY FINANCIAL REPORTS
PERIOD ENDING JULY 31, 2021

Highlights

Year-to-date, all funds are in the black. .

As of July 31, the City held about $8.9 million in its various accounts which represents about a $220,000 decrease over last month. Half of that reduction is due to transferring CVB funds to Somervell County.

General Ledger Cash Balance Report

As has been mentioned previously, there are differences between the bank account balances and the general ledger cash balance reports. The general ledger report carries in its balance checks that were written in the past which have never been deposited. Also, the instant a transaction is entered into the general ledger, it shows up in the general ledger report, but it can take days for both deposits and withdrawals to clear the bank and be reflected in our bank account balances.

The general ledger cash balance for the various funds through July 31st is about $8.9 million, about a $140,000 decrease from a month ago, and decrease of about $50,000 over a year ago. $110,000 of the decrease from a month ago is due to CVB funds being transferred to Somervell County.

General Ledger Cash Balance Report - Court Fund

The amount in the Court Fund has increased by about $900 from a month ago.

Cash and Investment Report

As noted above, there was about $8.9 million in the City's accounts as of July 31st. There was a decrease of about $220,000 since last month.

Budget Report - General Fund

For the month, revenues have exceeded expenditures by about $34,000. For the year, revenues have exceeded expenditures by about $155,000.

Budget Report - Utility Fund

For the month, expenditures have exceeded revenues by about $114,000. For the year, revenues have exceeded expenditures by about $310,000. Expenditures were skewed this month due to a $192,00 annual debt service payment.

Budget Report - CVB Fund

For the month, expenditures have exceeded revenues by about $77,000. For the year, revenues have exceeded expenditures by about $61,000.

Sales and Use Tax Report

The State has not posted its sales and use tax figures for August (tax on sales made in June) in time to be included in this packet report. The table provided in last month's packet has been provided again this month.

CITY OF GLEN ROSE
BONDED INDEBTEDNESS AS OF JULY 31, 2021

BOND	MATURES	PRINCIPAL	INTEREST	TOTAL	OUTSTANDING
CO/2013 WWTP DESIGN	2022	$ 370,000	$ 32,223	$ 402,223	**$ 35,987**
CO/2016 WWTP CONSTRUCTION	2037	$ 3,520,000	$ 1,238,912	$ 4,758,912	**$ 3,751,553**

	CO/2013 WWTP DESIGN		CO/2016 WWTP CONSTRUCTION		TOTAL ANNUAL PAYMENT
	PAYMENT	INT. RATE	PAYMENT	INT. RATE	
2020-2021			**PAID**		
2021-2022	$ 35,987	2.82%	$ 200,236	1.43%	$ 236,223
2022-2023			$ 238,520	1.60%	$ 238,520
2023-2024			$ 235,960	1.78%	$ 235,960
2024-2025			$ 238,112	1.93%	$ 238,112
2025-2026			$ 234,928	2.06%	$ 234,928
2026-2027			$ 236,529	2.39%	$ 236,529
2027-2028			$ 237,466	2.66%	$ 237,466
2028-2029			$ 237,811	2.76%	$ 237,811
2029-2030			$ 237,843	3.04%	$ 237,843
2030-2031			$ 237,219	3.22%	$ 237,219
2031-2032			$ 236,101	3.36%	$ 236,101
2032-2033			$ 234,549	3.22%	$ 234,549
2033-2034			$ 238,109	3.22%	$ 238,109
2034-2035			$ 236,347	3.21%	$ 236,347
2035-2036			$ 234,445	3.21%	$ 234,445
2036-2037			$ 237,383	3.21%	$ 237,383
	$ 35,987		**$ 3,751,553**		**$ 3,787,540**

NOTE: 1. Payments on interest only are due on February 15th each year and payments on principal and interest are due on August 15th each year for each of the two bond issuances.

2. The THE CO/2013 WWTP DESIGN AND CO/2016 WWTP CONSTRUCTION DEBT ARE PAID WITH UTILITY SYSTEM REVENUES.

CITY OF GLEN ROSE
SALES AND USE TAX REPORT

Report for July Council Packet

	2020	2021	% Change
January	84,303.71	109,714.93	23.16%
February	119,025.55	168,437.23	29.34%
March	91,503.74	109,932.23	16.76%
April	83,459.16	101,103.73	17.45%
May	108,165.93	171,528.37	36.94%
June	100,858.20	136,631.88	26.18%
July	114,263.74	129,574.66	11.82%
	2019	2020	
August	114,606.37	125,484.48	8.67%
September	95,161.08	122,785.60	22.50%
October	91,749.70	110,856.26	17.24%
November	104,688.03	130,155.64	19.57%
December	112,590.53	134,172.50	16.09%
TOTAL	**1,220,375.74**	**1,550,377.51**	**21.29%**

Comparison of sales tax revenue for the most recent 12 month period versus that of a year ago.

July 2020	114,263.74
August 2020	114,606.37
September 2020	95,161.08
October 2020	91,749.70
November 2020	104,688.03
December 2020	112,590.53
January 2021	109,714.93
February 2021	168,437.23
March 2021	109,932.23
April 2021	101,103.73
May 2021	171,528.37
June 2021	136,631.88
Total for the sast 4 quarters	**1,430,407.82**

CASH AND INVESTMENT REPORT FOR THE CITY OF GLEN ROSE

JULY 2021

TEXPOOL	$3,653,584.44
BANK	$2,708,219.32
TEXSTAR	$2,530,614.47
TOTAL	$8,892,418.23

TEXPOOL

UTILITY SYSTEM REVENUE BOND RESERVE	0.02%	$246,100.31
WATER AND SEWER FUND	0.02%	$1,791,872.22
GENERAL FUND RESERVE	0.02%	$1,615,611.91
TOTAL TEXPOOL INVESTMENTS		$3,653,584.44

TexSTAR

GENERAL	0.01%	$2,530,614.47

FFB BANK ACCOUNTS

OAKDALE ELECTRICITY DEPOSIT CD	0.00%	$20,022.45
HOTEL OCCUPANCY	0.02%	$36,918.39
TXCDBG	0.00%	$252.38
TWDB 2016 CONSTRUCTION PROJECT	0.02%	$12,551.87
COURT TECHNOLOGY FUND	0.02%	$6,208.85
COURT SECURITY	0.02%	$6,299.49
MUNICIPAL JURY FUND	0.02%	$78.99
TRUANCY AND PREVENTION FUND	0.02%	$4,139.30
CUSTOMER DEPOSIT ACCOUNT	0.02%	$172,676.33
POOL CASH	0.02%	$2,469,093.72
TOTAL BANK BALANCES		$2,708,219.32

Investments are in compliance with the Investment Policy for the City of Glen Rose

CITY OF GLEN ROSE
GENERAL LEDGER CASH BALANCE REPORT BY FUND
July 31, 2021

	FUND	CURRENT BALANCE	MONTH AGO BALANCE	YEAR AGO BALANCE
1	GENERAL	$6,131,533.60	$6,126,163.44	$6,258,700.31
2	UTILITY	$2,672,456.08	$2,838,320.59	$2,209,543.39
3	CVB	$30,808.14	$108,201.66	$58,656.80
4	PARKS	$0.00	$0.00	$367,682.37
5	COURT*	$17,197.50	$16,276.98	$3,952.90
	TOTAL	**$8,851,995.32**	**$9,088,962.67**	**$8,898,535.77**

*The Court Fund includes amounts dedicated to security, technology, truancy prevention, and jury reimbursement.

City of Glen Rose
Financial Statement
As of July 31, 2021

10 - GENERAL FUND	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Property & Sales Tax	142,250.80	221,680.92	(79,430.12)	2,208,534.80	2,455,600.00	89.94%	247,065.20
Interest Income	968.69	2,291.63	(1,322.94)	13,581.31	27,500.00	49.39%	13,918.69
Other Revenue Sources	4,279.23	50,773.85	(46,494.62)	595,507.85	595,000.00	100.09%	(507.85)
Fines, Fees & Forfeitures	7,295.54	7,066.80	228.74	68,859.57	84,800.00	81.20%	15,940.43
Grants & Donations	0.00	110,891.41	(110,891.41)	154,603.39	1,220,029.00	12.67%	1,065,425.61
Business & Franchise	500.00	1,700.00	(1,200.00)	15,800.00	20,400.00	77.45%	4,600.00
Transfers In	0.00	165,458.33	(165,458.33)	0.00	1,985,500.00	0.00%	1,985,500.00
Lease & Rent Income	0.00	(84,526.79)	84,526.79	0.00	0.00	0.00%	0.00
Revenue Totals	155,294.26	475,336.15	(320,041.89)	3,056,886.92	6,388,829.00	47.85%	3,331,942.08
Expense Summary							
Not Categorized	34,583.90	171,450.87	(136,866.97)	687,580.73	2,010,894.00	34.19%	1,323,313.27
Personnel & Payroll	62,946.77	87,044.92	(24,098.15)	817,943.42	1,057,360.00	77.36%	239,416.58
Repairs & Maintenance	5,800.32	64,774.96	(58,974.64)	590,136.93	777,300.00	75.92%	187,163.07
Capital	549.91	95,980.93	(95,431.02)	4,048.13	1,151,772.00	0.35%	1,147,723.87
Legal & Professional Fees	0.00	4,166.67	(4,166.67)	0.00	50,000.00	0.00%	50,000.00
Fines, Fees & Taxes	5,017.60	(2,448.33)	7,465.93	34,495.74	114,176.00	30.21%	79,680.26
Office & Supplies	9,015.93	3,575.60	5,440.33	17,745.13	41,050.00	43.23%	23,304.87
Other Expenses	0.00	60,217.01	(60,217.01)	2,986.96	426,703.00	0.70%	423,716.04
Dues & Subscriptions	175.00	275.00	(100.00)	958.00	3,300.00	29.03%	2,342.00
Community Programs & Donations	3,000.00	1,708.37	1,291.63	20,500.00	20,500.00	100.00%	0.00
Transfers Out	0.00	(5,178.57)	5,178.57	0.00	0.00	0.00%	0.00
Debt Service	0.00	(7,065.03)	7,065.03	725,773.28	725,774.00	100.00%	0.72
Grant Expense	0.00	833.37	(833.37)	0.00	10,000.00	0.00%	10,000.00
Expense Totals	121,089.43	475,335.77	(354,246.34)	2,902,168.32	6,388,829.00	45.43%	3,486,660.68

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10 - GENERAL FUND	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Property & Sales Tax							
10-4000 Sales Tax	129,574.66	141,666.67	(12,092.01)	1,302,107.43	1,500,000.00	86.81%	197,892.57
10-4001 Mixed Drinks Tax	2,535.86	2,047.62	488.24	22,089.37	20,000.00	110.45%	(2,089.37)
10-4002 Gross Receipts Tax	5,072.76	16,666.63	(11,593.87)	173,649.09	200,000.00	86.82%	26,350.91
10-4005 Property Taxes	4,541.43	60,475.00	(55,933.57)	693,266.07	725,700.00	95.53%	32,433.93
10-4010 Property Taxes (Delinquent)	526.09	825.00	(298.91)	17,422.84	9,900.00	175.99%	(7,522.84)
Property & Sales Tax Totals	142,250.80	221,680.92	(79,430.12)	2,208,534.80	2,455,600.00	89.94%	247,065.20
Interest Income							
10-4006 Penalites & Interest	968.69	625.00	343.69	11,108.56	7,500.00	148.11%	(3,608.56)
10-4500 Interest Income	0.00	1,666.63	(1,666.63)	2,472.75	20,000.00	12.36%	17,527.25
Interest Income Totals	968.69	2,291.63	(1,322.94)	13,581.31	27,500.00	49.39%	13,918.69
Other Revenue Sources							
10-4200 Permits	4,216.00	7,023.81	(2,807.81)	90,647.77	70,000.00	129.50%	(20,647.77)
10-4700 Miscellaneous Income	63.23	1,250.00	(1,186.77)	38,010.08	15,000.00	253.40%	(23,010.08)
10-4703 Vrc Loan Repayment	0.00	833.37	(833.37)	7,500.00	10,000.00	75.00%	2,500.00
10-4706 Cdbg Grant	0.00	41,666.67	(41,666.67)	459,350.00	500,000.00	91.87%	40,650.00
Other Revenue Sources Totals	4,279.23	50,773.85	(46,494.62)	595,507.85	595,000.00	100.09%	(507.85)
Fines, Fees & Forfeitures							
10-4300 Pound Fees	0.00	41.67	(41.67)	245.00	500.00	49.00%	255.00
10-4301 Municipal Court Fine Revenue	5,103.00	4,785.72	317.28	41,381.34	46,000.00	89.96%	4,618.66
10-4302 Municipal Arrest Fees	0.00	100.00	(100.00)	0.00	1,200.00	0.00%	1,200.00
10-4303 Deferred Adjudication	10,463.59	(357.14)	10,820.73	10,463.59	0.00	0.00%	(10,463.59)
10-4304 Court Dismissal Fees	0.00	4.17	(4.17)	0.00	50.00	0.00%	50.00
10-4305 Time Payment Reimbursement	30.00	41.67	(11.67)	366.00	500.00	73.20%	134.00
10-4306 Judicial Support Fee	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00

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10 - GENERAL FUND	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Fines, Fees & Forfeitures							
10-4308 Local Truancy Prevention and	0.00	108.33	(108.33)	0.00	1,300.00	0.00%	1,300.00
10-4310 Municipal Arrest Fee	0.00	8.37	(8.37)	0.00	100.00	0.00%	100.00
10-4311 Municipal Jury Funds	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
10-4312 Municipal Court Technology Fund	0.00	133.37	(133.37)	0.00	1,600.00	0.00%	1,600.00
10-4313 Child Safety -Muni Court	0.00	0.00	0.00	55.00	0.00	0.00%	(55.00)
10-4314 Municipal Court Building Security	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
10-4316 Court Costs	(8,941.05)	1,416.67	(10,357.72)	8,820.69	17,000.00	51.89%	8,179.31
10-4318 Warrant Fee-Muni Court	50.00	16.67	33.33	1,000.00	200.00	500.00%	(800.00)
10-4320 Court Col Fee	0.00	16.67	(16.67)	0.00	200.00	0.00%	200.00
10-4322 Indigent Fee	0.00	45.87	(45.87)	0.00	550.00	0.00%	550.00
10-4324 Moving Violation Fee	0.00	4.13	(4.13)	0.00	50.00	0.00%	50.00
10-4326 Local Traffic Fee - Muni Court	0.00	58.33	(58.33)	0.00	700.00	0.00%	700.00
10-4328 State Traffic Fees	0.00	(595.24)	595.24	0.00	0.00	0.00%	0.00
10-4329 Jury Reimbursement	0.00	91.63	(91.63)	0.00	1,100.00	0.00%	1,100.00
10-4331 Clear The Shelter	0.00	133.37	(133.37)	1,402.95	1,600.00	87.68%	197.05
10-4332 County Res Impound Fee	320.00	83.33	236.67	1,935.00	1,000.00	193.50%	(935.00)
10-4345 Quarantine Fee	0.00	29.17	(29.17)	640.00	350.00	182.86%	(290.00)
10-4346 Boarding Fee	0.00	16.67	(16.67)	65.00	200.00	32.50%	135.00
10-4347 Adopting Fee	245.00	125.00	120.00	2,260.00	1,500.00	150.67%	(760.00)
10-4348 Euthanasia Fee	25.00	8.37	16.63	225.00	100.00	225.00%	(125.00)
10-4349 Credit Card Fees	0.00	500.00	(500.00)	0.00	6,000.00	0.00%	6,000.00
Fines, Fees & Forfeitures Totals	7,295.54	7,066.80	228.74	68,859.57	84,800.00	81.20%	15,940.43
Grants & Donations							
10-4330 Donations	0.00	50.00	(50.00)	0.00	600.00	0.00%	600.00

City of Glen Rose
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10 - GENERAL FUND	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Grants & Donations							
10-4707 Safe Routes Grant & Cost Shar	0.00	88,291.17	(88,291.17)	0.00	1,059,494.00	0.00%	1,059,494.00
10-4709 Nrhp Grant	0.00	416.67	(416.67)	0.00	5,000.00	0.00%	5,000.00
10-4715 COVID-19 Relief	0.00	22,133.57	(22,133.57)	154,603.39	154,935.00	99.79%	331.61
Grants & Donations Totals	0.00	110,891.41	(110,891.41)	154,603.39	1,220,029.00	12.67%	1,065,425.61
Business & Franchise							
10-4704 Glen Rose Wrecker	500.00	500.00	0.00	5,000.00	6,000.00	83.33%	1,000.00
10-4705 Nextlink	0.00	1,200.00	(1,200.00)	10,800.00	14,400.00	75.00%	3,600.00
Business & Franchise Totals	500.00	1,700.00	(1,200.00)	15,800.00	20,400.00	77.45%	4,600.00
Transfers In							
10-4710 Transfer in Reserves	0.00	165,458.33	(165,458.33)	0.00	1,985,500.00	0.00%	1,985,500.00
Transfers In Totals	0.00	165,458.33	(165,458.33)	0.00	1,985,500.00	0.00%	1,985,500.00
Lease & Rent Income							
10-4711 Sale Of Oakdale Park	0.00	(84,526.79)	84,526.79	0.00	0.00	0.00%	0.00
Lease & Rent Income Totals	0.00	(84,526.79)	84,526.79	0.00	0.00	0.00%	0.00
Revenue Totals	155,294.26	475,336.15	(320,041.89)	3,056,886.92	6,388,829.00	47.85%	3,331,942.08

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10 - GENERAL FUND Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	1,056.11	3,884.82	(2,828.71)	12,523.70	46,617.00	26.87%	34,093.30
Repairs & Maintenance	0.00	250.00	(250.00)	51.13	3,000.00	1.70%	2,948.87
Personnel & Payroll	25,903.38	32,490.67	(6,587.29)	324,907.40	389,889.00	83.33%	64,981.60
Capital	129.91	166.63	(36.72)	287.73	2,000.00	14.39%	1,712.27
Fines, Fees & Taxes	2,347.60	1,250.00	1,097.60	2,488.48	15,000.00	16.59%	12,511.52
Office & Supplies	9,015.93	2,871.43	6,144.50	14,480.22	32,600.00	44.42%	18,119.78
Dues & Subscriptions	0.00	208.37	(208.37)	673.00	2,500.00	26.92%	1,827.00
Administration Totals	38,452.93	41,121.92	(2,668.99)	355,411.66	491,606.00	72.30%	136,194.34

10 - GENERAL FUND Streets & Parks	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Personnel & Payroll	16,006.67	20,476.03	(4,469.36)	204,464.85	245,712.00	83.21%	41,247.15
Not Categorized	7,880.52	10,067.46	(2,186.94)	64,086.15	119,380.00	53.68%	55,293.85
Capital	0.00	95,389.30	(95,389.30)	2,130.99	1,144,672.00	0.19%	1,142,541.01
Fines, Fees & Taxes	2,670.00	2,500.00	170.00	15,150.00	30,000.00	50.50%	14,850.00
Repairs & Maintenance	5,362.81	63,058.44	(57,695.63)	587,146.04	756,700.00	77.59%	169,553.96
Legal & Professional Fees	0.00	4,166.67	(4,166.67)	0.00	50,000.00	0.00%	50,000.00
Streets & Parks Totals	31,920.00	195,657.90	(163,737.90)	872,978.03	2,346,464.00	37.20%	1,473,485.97

10 - GENERAL FUND Code Enforcement	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	6,218.72	5,408.10	810.62	22,823.91	51,019.00	44.74%	28,195.09
Personnel & Payroll	4,110.05	9,594.95	(5,484.90)	69,539.67	129,018.00	53.90%	59,478.33
Other Expenses	0.00	33.37	(33.37)	146.00	400.00	36.50%	254.00
Repairs & Maintenance	0.00	104.13	(104.13)	27.25	1,250.00	2.18%	1,222.75

Capital	420.00	166.63	253.37	1,298.52	2,000.00	64.93%	701.48
Office & Supplies	0.00	250.00	(250.00)	1,943.95	3,000.00	64.80%	1,056.05
Code Enforcement Totals	10,748.77	15,557.18	(4,808.41)	95,779.30	186,687.00	51.30%	90,907.70

10 - GENERAL FUND **Municipal Court**	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Fines, Fees & Taxes	0.00	3,845.83	(3,845.83)	469.46	46,150.00	1.02%	45,680.54
Capital	0.00	83.37	(83.37)	236.63	1,000.00	23.66%	763.37
Dues & Subscriptions	175.00	41.63	133.37	285.00	500.00	57.00%	215.00
Personnel & Payroll	3,781.17	4,679.62	(898.45)	36,585.62	56,155.00	65.15%	19,569.38
Not Categorized	8,140.60	1,999.89	6,140.71	14,292.98	24,000.00	59.55%	9,707.02
Repairs & Maintenance	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
Municipal Court Totals	12,096.77	10,900.34	1,196.43	51,869.69	130,805.00	39.65%	78,935.31

10 - GENERAL FUND **Law Enforcement**	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Personnel & Payroll	7,546.00	8,420.95	(874.95)	84,348.24	101,051.00	83.47%	16,702.76
Not Categorized	421.75	1,199.12	(777.37)	6,453.51	14,389.00	44.85%	7,935.49
Repairs & Maintenance	213.11	362.50	(149.39)	1,484.54	4,350.00	34.13%	2,865.46
Capital	0.00	125.00	(125.00)	(200.00)	1,500.00	(13.33%)	1,700.00
Office & Supplies	0.00	166.63	(166.63)	716.96	2,000.00	35.85%	1,283.04
Fines, Fees & Taxes	0.00	33.37	(33.37)	15.50	400.00	3.88%	384.50
Law Enforcement Totals	8,180.86	10,307.57	(2,126.71)	92,818.75	123,690.00	75.04%	30,871.25

10 - GENERAL FUND **Animal Control**	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	1,810.60	2,592.72	(782.12)	14,657.57	30,400.00	48.22%	15,742.43

Fines, Fees & Taxes	0.00	66.67	(66.67)	296.32	800.00	37.04%	503.68
Capital	0.00	50.00	(50.00)	294.26	600.00	49.04%	305.74
Office & Supplies	0.00	79.17	(79.17)	350.00	950.00	36.84%	600.00
Repairs & Maintenance	224.40	374.89	(150.49)	1,427.97	4,500.00	31.73%	3,072.03
Personnel & Payroll	5,599.50	8,382.70	(2,783.20)	80,281.97	99,535.00	80.66%	19,253.03
Animal Control Totals	7,634.50	11,546.15	(3,911.65)	97,308.09	136,785.00	71.14%	39,476.91

10 - GENERAL FUND **Non Departmental**	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	5,573.18	137,144.39	(131,571.21)	522,436.53	1,633,450.00	31.98%	1,111,013.47
Transfers Out	0.00	(5,178.57)	5,178.57	0.00	0.00	0.00%	0.00
Other Expenses	0.00	60,183.64	(60,183.64)	2,840.96	426,303.00	0.67%	423,462.04
Fines, Fees & Taxes	0.00	(10,144.20)	10,144.20	16,075.98	21,826.00	73.66%	5,750.02
Debt Service	0.00	(7,065.03)	7,065.03	725,773.28	725,774.00	100.00%	0.72
Community Programs & Donations	3,000.00	1,708.37	1,291.63	20,500.00	20,500.00	100.00%	0.00
Personnel & Payroll	0.00	3,000.00	(3,000.00)	17,815.67	36,000.00	49.49%	18,184.33
Office & Supplies	0.00	208.37	(208.37)	254.00	2,500.00	10.16%	2,246.00
Non Departmental Totals	8,573.18	179,856.97	(171,283.79)	1,305,696.42	2,866,353.00	45.55%	1,560,656.58

10 - GENERAL FUND **Preservation Board**	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Dues & Subscriptions	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
Repairs & Maintenance	0.00	375.00	(375.00)	0.00	4,500.00	0.00%	4,500.00
Not Categorized	0.00	570.76	(570.76)	0.00	6,850.00	0.00%	6,850.00
Grant Expense	0.00	833.37	(833.37)	0.00	10,000.00	0.00%	10,000.00
Preservation Board Totals	0.00	1,804.13	(1,804.13)	0.00	21,650.00	0.00%	21,650.00

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10 - GENERAL FUND Legislative	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	3,482.42	8,583.61	(5,101.19)	30,306.38	84,789.00	35.74%	54,482.62
Legislative Totals	3,482.42	8,583.61	(5,101.19)	30,306.38	84,789.00	35.74%	54,482.62
Expense Totals	121,089.43	475,335.77	(354,246.34)	2,902,168.32	6,388,829.00	45.43%	3,486,660.68

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10 - GENERAL FUND Legislative	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-05-5055 Mayor & Council Pay	2,300.00	1,000.00	1,300.00	6,660.00	12,000.00	55.50%	5,340.00
10-05-5145 Exp Mayor & Council	1,182.42	166.63	1,015.79	3,207.22	2,000.00	160.36%	(1,207.22)
10-05-5201 Attorney	0.00	1,666.67	(1,666.67)	8,000.00	20,000.00	40.00%	12,000.00
10-05-5240 Election Expense	0.00	4,851.19	(4,851.19)	11,799.16	40,000.00	29.50%	28,200.84
10-05-5401 Telephone	0.00	65.75	(65.75)	0.00	789.00	0.00%	789.00
10-05-5502 Mayor & Council Travel	0.00	625.00	(625.00)	0.00	7,500.00	0.00%	7,500.00
10-05-5503 Mayor & Council Training	0.00	208.37	(208.37)	640.00	2,500.00	25.60%	1,860.00
Legislative Totals	3,482.42	8,583.61	(5,101.19)	30,306.38	84,789.00	35.74%	54,482.62

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10 - GENERAL FUND Streets & Parks	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-40-5000 Wages Streets & Parks	10,630.49	12,634.83	(2,004.34)	131,800.71	151,618.00	86.93%	19,817.29
10-40-5001 Overtime Streets & Parks	626.14	333.33	292.81	5,831.32	4,000.00	145.78%	(1,831.32)
10-40-5003 Payroll Taxes Streets/Pks	837.21	992.08	(154.87)	9,503.02	11,905.00	79.82%	2,401.98
10-40-5004 Retirement	1,644.60	1,929.67	(285.07)	20,147.94	23,156.00	87.01%	3,008.06
10-40-5005 Health Insurance	2,100.00	3,033.37	(933.37)	27,759.68	36,400.00	76.26%	8,640.32
10-40-5006 Life & Add Insurance	50.23	84.38	(34.15)	647.09	1,013.00	63.88%	365.91
10-40-5007 Workers Comp Insurance	0.00	1,193.62	(1,193.62)	7,990.38	14,323.00	55.79%	6,332.62
10-40-5008 Twc	118.00	72.00	46.00	784.71	864.00	90.82%	79.29
10-40-5010 Longevity	0.00	202.75	(202.75)	0.00	2,433.00	0.00%	2,433.00
10-40-5100 Supplies	265.81	266.63	(0.82)	2,049.29	3,200.00	64.04%	1,150.71
10-40-5107 Janitorial Supplies	952.41	150.00	802.41	2,276.53	1,800.00	126.47%	(476.53)
10-40-5108 Uniforms	0.00	201.63	(201.63)	321.96	2,420.00	13.30%	2,098.04
10-40-5120 Tools	0.00	208.37	(208.37)	973.48	2,500.00	38.94%	1,526.52
10-40-5122 Crack Sealant	0.00	1,100.87	(1,100.87)	0.00	13,210.00	0.00%	13,210.00
10-40-5156 Asphalt	0.00	666.63	(666.63)	4,069.59	8,000.00	50.87%	3,930.41
10-40-5175 Herbicides & Insecticides	0.00	333.37	(333.37)	0.00	4,000.00	0.00%	4,000.00
10-40-5203 Contract Labor	3,125.76	625.00	2,500.76	4,431.12	7,500.00	59.08%	3,068.88
10-40-5400 Utilities	0.00	0.00	0.00	1,499.53	0.00	0.00%	(1,499.53)
10-40-5401 Telephone	108.04	291.63	(183.59)	1,068.98	3,500.00	30.54%	2,431.02
10-40-5403 Electric	787.80	791.63	(3.83)	5,565.32	9,500.00	58.58%	3,934.68
10-40-5404 Water	178.38	250.00	(71.62)	3,494.87	3,000.00	116.50%	(494.87)
10-40-5405 Gas	29.16	208.37	(179.21)	733.07	2,500.00	29.32%	1,766.93
10-40-5421 Street Lighting	2,358.76	2,750.00	(391.24)	21,426.61	33,000.00	64.93%	11,573.39
10-40-5500 Training	0.00	20.87	(20.87)	0.00	250.00	0.00%	250.00
10-40-5600 Vehicle Repair	20.49	500.00	(479.51)	1,784.06	6,000.00	29.73%	4,215.94
10-40-5602 Repair & Maint - Equip	5.49	869.09	(863.60)	8,895.29	9,000.00	98.84%	104.71

City of Glen Rose
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10 - GENERAL FUND Streets & Parks	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-40-5604 Repair & Maint - Struct	48.42	833.37	(784.95)	5,496.45	10,000.00	54.96%	4,503.55
10-40-5608 Gas/Oil/Lube	362.81	625.00	(262.19)	3,368.53	7,500.00	44.91%	4,131.47
10-40-5621 Rock/Gravel/Stone	0.00	58.37	(58.37)	693.72	700.00	99.10%	6.28
10-40-5626 Sidewalk	0.00	833.37	(833.37)	3,790.90	10,000.00	37.91%	6,209.10
10-40-5636 Street Paint	0.00	125.00	(125.00)	428.00	1,500.00	28.53%	1,072.00
10-40-5655 Concrete	0.00	125.00	(125.00)	890.64	1,500.00	59.38%	609.36
10-40-5656 Drainage Pipe	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
10-40-5720 Park Development	0.00	625.00	(625.00)	1,773.64	7,500.00	23.65%	5,726.36
10-40-5721 Road Base	0.00	125.00	(125.00)	257.35	1,500.00	17.16%	1,242.65
10-40-5736 Engineering For Next Project	0.00	4,166.67	(4,166.67)	0.00	50,000.00	0.00%	50,000.00
10-40-5737 Cdbg Grant & Match	5,000.00	48,203.25	(43,203.25)	549,922.98	578,439.00	95.07%	28,516.02
10-40-5738 Safe Routes School	0.00	94,597.67	(94,597.67)	0.00	1,135,172.00	0.00%	1,135,172.00
10-40-5740 Paving	0.00	12,630.08	(12,630.08)	26,500.00	151,561.00	17.48%	125,061.00
10-40-5801 Miscellaneous Exp	0.00	41.63	(41.63)	100.00	500.00	20.00%	400.00
10-40-5804 Service Fees	2,670.00	2,500.00	170.00	15,150.00	30,000.00	50.50%	14,850.00
10-40-5859 Street Signs	0.00	333.37	(333.37)	1,551.27	4,000.00	38.78%	2,448.73
Streets & Parks Totals	31,920.00	195,657.90	(163,737.90)	872,978.03	2,346,464.00	37.20%	1,473,485.97

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10 - GENERAL FUND Code Enforcement	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-50-5000 Wages Code Enforcement	2,720.00	6,270.89	(3,550.89)	46,267.34	87,000.00	53.18%	40,732.66
10-50-5001 Overtime Code Enforcement	57.46	714.29	(656.83)	5,115.31	5,000.00	102.31%	(115.31)
10-50-5003 Payroll Taxes Code Enf	209.94	534.36	(324.42)	3,906.66	7,038.00	55.51%	3,131.34
10-50-5004 Retirement	405.79	924.22	(518.43)	6,271.64	12,880.00	48.69%	6,608.36
10-50-5005 Health Insurance	700.00	800.00	(100.00)	7,000.02	12,600.00	55.56%	5,599.98
10-50-5006 Life & Add Insurance	16.86	41.63	(24.77)	168.60	500.00	33.72%	331.40
10-50-5007 Workers Comp Insurance	0.00	83.37	(83.37)	611.82	1,000.00	61.18%	388.18
10-50-5008 Twc	0.00	250.00	(250.00)	198.28	3,000.00	6.61%	2,801.72
10-50-5010 Longevity	0.00	(23.81)	23.81	0.00	0.00	0.00%	0.00
10-50-5106 Postage	1,000.00	175.00	825.00	1,000.00	2,100.00	47.62%	1,100.00
10-50-5108 Uniforms	0.00	41.63	(41.63)	0.00	500.00	0.00%	500.00
10-50-5120 Instrument & Tools	0.00	41.63	(41.63)	156.06	500.00	31.21%	343.94
10-50-5202 Engineering	0.00	83.37	(83.37)	0.00	1,000.00	0.00%	1,000.00
10-50-5203 Contract Labor	4,200.00	2,817.35	1,382.65	19,050.00	19,930.00	95.58%	880.00
10-50-5210 Legal Notices & Advertising	341.00	166.63	174.37	1,059.00	2,000.00	52.95%	941.00
10-50-5215 Code Replacement	0.00	83.37	(83.37)	289.80	1,000.00	28.98%	710.20
10-50-5219 Abatements	400.00	833.37	(433.37)	400.00	10,000.00	4.00%	9,600.00
10-50-5224 It Support	52.50	16.63	35.87	105.00	200.00	52.50%	95.00
10-50-5247 Mapping	0.00	250.00	(250.00)	4.40	3,000.00	0.15%	2,995.60
10-50-5401 Telephone	47.27	65.75	(18.48)	524.21	789.00	66.44%	264.79
10-50-5500 Training	0.00	333.37	(333.37)	0.00	4,000.00	0.00%	4,000.00
10-50-5501 Travel	0.00	333.37	(333.37)	0.00	4,000.00	0.00%	4,000.00
10-50-5600 Vehicle Repair	177.95	166.63	11.32	235.44	2,000.00	11.77%	1,764.56
10-50-5608 Gas/Oil/Lube	0.00	62.50	(62.50)	27.25	750.00	3.63%	722.75
10-50-5801 Miscellaneous Exp	420.00	166.63	253.37	1,298.52	2,000.00	64.93%	701.48
10-50-5803 Software	0.00	250.00	(250.00)	1,943.95	3,000.00	64.80%	1,056.05

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10 - GENERAL FUND Code Enforcement	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-50-5837 License Renewal	0.00	33.37	(33.37)	146.00	400.00	36.50%	254.00
10-50-5860 Hardware Replacement	0.00	41.63	(41.63)	0.00	500.00	0.00%	500.00
Code Enforcement Totals	10,748.77	15,557.18	(4,808.41)	95,779.30	186,687.00	51.30%	90,907.70

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10 - GENERAL FUND Animal Control	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-55-5000 Wages Animal Control	3,879.30	4,849.00	(969.70)	54,387.84	58,188.00	93.47%	3,800.16
10-55-5001 Overtime Animal Control	99.48	250.00	(150.52)	822.90	3,000.00	27.43%	2,177.10
10-55-5002 Part Time Help	0.00	500.00	(500.00)	0.00	6,000.00	0.00%	6,000.00
10-55-5003 Payroll Taxes Animal Cont	304.39	420.00	(115.61)	4,203.39	5,040.00	83.40%	836.61
10-55-5004 Retirement	469.32	758.17	(288.85)	7,203.14	9,098.00	79.17%	1,894.86
10-55-5005 Health Insurance	700.00	875.00	(175.00)	9,100.02	10,500.00	86.67%	1,399.98
10-55-5006 Life & Add Insurance	14.22	35.87	(21.65)	204.96	430.00	47.67%	225.04
10-55-5007 Workers Comp Insurance	0.00	427.92	(427.92)	4,078.35	4,079.00	99.98%	0.65
10-55-5008 Twc	132.79	183.37	(50.58)	281.37	2,200.00	12.79%	1,918.63
10-55-5010 Longevity	0.00	83.37	(83.37)	0.00	1,000.00	0.00%	1,000.00
10-55-5100 Supplies	105.24	125.00	(19.76)	752.76	1,500.00	50.18%	747.24
10-55-5108 Uniforms	0.00	100.00	(100.00)	574.98	1,200.00	47.92%	625.02
10-55-5109 Office Supplies	0.00	66.63	(66.63)	414.62	800.00	51.83%	385.38
10-55-5165 Euth. & Medication	250.15	166.63	83.52	931.46	2,000.00	46.57%	1,068.54
10-55-5203 Contract Labor	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
10-55-5224 It Support	0.00	41.67	(41.67)	52.50	500.00	10.50%	447.50
10-55-5236 Employee Rabies Shots	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
10-55-5237 Adoption Reimbursement	195.00	133.37	61.63	1,120.00	1,600.00	70.00%	480.00
10-55-5401 Telephone	47.27	166.63	(119.36)	757.41	2,000.00	37.87%	1,242.59
10-55-5402 Internet	105.83	116.63	(10.80)	1,108.34	1,400.00	79.17%	291.66
10-55-5403 Electric	362.29	466.63	(104.34)	3,676.52	5,600.00	65.65%	1,923.48
10-55-5500 Training	0.00	75.00	(75.00)	300.00	900.00	33.33%	600.00
10-55-5501 Travel	3.68	75.00	(71.32)	327.76	900.00	36.42%	572.24
10-55-5600 Vehicle Repair	0.00	309.49	(309.49)	1,970.00	3,000.00	65.67%	1,030.00
10-55-5602 Repair & Maint - Equip	0.00	166.63	(166.63)	237.48	2,000.00	11.87%	1,762.52
10-55-5603 Equipment	0.00	83.37	(83.37)	447.43	1,000.00	44.74%	552.57

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10 - GENERAL FUND Animal Control	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-55-5604 Repair & Maint - Struct	741.14	333.37	407.77	1,986.31	4,000.00	49.66%	2,013.69
10-55-5608 Gas/Oil/Lube	224.40	291.63	(67.23)	1,427.97	3,500.00	40.80%	2,072.03
10-55-5700 Capital Immprovements	0.00	41.63	(41.63)	0.00	500.00	0.00%	500.00
10-55-5801 Miscellaneous Exp	0.00	50.00	(50.00)	294.26	600.00	49.04%	305.74
10-55-5803 Software	0.00	37.50	(37.50)	350.00	450.00	77.78%	100.00
10-55-5804 Service Fees	0.00	25.00	(25.00)	225.00	300.00	75.00%	75.00
10-55-5839 Rabies Test Fees	0.00	41.67	(41.67)	71.32	500.00	14.26%	428.68
10-55-5860 Hardware Replacement	0.00	41.63	(41.63)	0.00	500.00	0.00%	500.00
10-55-5870 Office Equip/Furn	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
Animal Control Totals	7,634.50	11,546.15	(3,911.65)	97,308.09	136,785.00	71.14%	39,476.91

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10 - GENERAL FUND Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-60-5000 Wages Administration	18,885.90	23,359.33	(4,473.43)	237,813.09	280,312.00	84.84%	42,498.91
10-60-5003 Payroll Taxes Admin	1,355.75	1,787.00	(431.25)	17,942.28	21,444.00	83.67%	3,501.72
10-60-5004 Retirement	2,759.22	3,475.83	(716.61)	36,280.12	41,710.00	86.98%	5,429.88
10-60-5005 Health Insurance	2,800.00	2,800.00	0.00	30,274.94	33,600.00	90.10%	3,325.06
10-60-5006 Life & Add Insurance	102.51	101.88	0.63	1,072.46	1,223.00	87.69%	150.54
10-60-5007 Workers Comp Insurance	0.00	91.63	(91.63)	948.51	1,100.00	86.23%	151.49
10-60-5008 Twc	0.00	666.63	(666.63)	576.00	8,000.00	7.20%	7,424.00
10-60-5010 Longevity	0.00	208.37	(208.37)	0.00	2,500.00	0.00%	2,500.00
10-60-5108 Uniforms	0.00	62.50	(62.50)	0.00	750.00	0.00%	750.00
10-60-5109 Office Supplies	0.00	166.63	(166.63)	347.03	2,000.00	17.35%	1,652.97
10-60-5203 Contract Labor	0.00	83.37	(83.37)	140.00	1,000.00	14.00%	860.00
10-60-5210 Legal Notices & Advertising	210.00	250.00	(40.00)	1,836.00	3,000.00	61.20%	1,164.00
10-60-5218 Legal Updates	0.00	625.00	(625.00)	4,508.00	7,500.00	60.11%	2,992.00
10-60-5224 It Support	262.50	83.33	179.17	410.00	1,000.00	41.00%	590.00
10-60-5401 Telephone	95.53	197.25	(101.72)	876.06	2,367.00	37.01%	1,490.94
10-60-5406 Oakdale Electric	(1.00)	0.00	(1.00)	(0.98)	0.00	0.00%	0.98
10-60-5500 Training	0.00	541.63	(541.63)	1,300.66	6,500.00	20.01%	5,199.34
10-60-5501 Travel	0.00	625.00	(625.00)	0.00	7,500.00	0.00%	7,500.00
10-60-5600 Vehicle Repair	177.95	333.37	(155.42)	368.18	4,000.00	9.20%	3,631.82
10-60-5602 Repair & Maint - Equip	51.97	83.37	(31.40)	1,051.97	1,000.00	105.20%	(51.97)
10-60-5604 Repair & Maint - Struct	259.16	833.37	(574.21)	1,686.78	10,000.00	16.87%	8,313.22
10-60-5608 Gas/Oil/Lube	0.00	83.37	(83.37)	51.13	1,000.00	5.11%	948.87
10-60-5800 Dues	0.00	208.37	(208.37)	673.00	2,500.00	26.92%	1,827.00
10-60-5801 Miscellaneous Exp	129.91	166.63	(36.72)	287.73	2,000.00	14.39%	1,712.27
10-60-5803 Software	9,015.93	1,371.43	7,644.50	13,939.13	14,600.00	95.47%	660.87
10-60-5804 Service Fees	2,347.60	1,250.00	1,097.60	2,488.48	15,000.00	16.59%	12,511.52

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10 - GENERAL FUND Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-60-5860 Hardware Replacement	0.00	166.63	(166.63)	0.00	2,000.00	0.00%	2,000.00
10-60-5870 Event Coordination	0.00	1,500.00	(1,500.00)	541.09	18,000.00	3.01%	17,458.91
Administration Totals	38,452.93	41,121.92	(2,668.99)	355,411.66	491,606.00	72.30%	136,194.34

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10 - GENERAL FUND Non Departmental	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-65-5009 Other Insurance Tmlirp	0.00	3,000.00	(3,000.00)	17,815.67	36,000.00	49.49%	18,184.33
10-65-5012 Transfer to Utility Fund	0.00	125,000.00	(125,000.00)	433,706.54	1,500,000.00	28.91%	1,066,293.46
10-65-5041 Employee Appreciation	0.00	291.63	(291.63)	1,449.29	3,500.00	41.41%	2,050.71
10-65-5100 Supplies	0.00	154.13	(154.13)	259.50	1,850.00	14.03%	1,590.50
10-65-5101 Bank Service Charges	0.00	314.29	(314.29)	1,588.00	2,200.00	72.18%	612.00
10-65-5106 Postage	9.05	454.13	(445.08)	449.51	5,450.00	8.25%	5,000.49
10-65-5107 Janitorial Supplies	211.50	125.00	86.50	675.62	1,500.00	45.04%	824.38
10-65-5109 Office Supplies	565.63	416.63	149.00	4,613.17	5,000.00	92.26%	386.83
10-65-5200 Audit	0.00	958.37	(958.37)	11,500.00	11,500.00	100.00%	0.00
10-65-5202 Engineering	1,415.00	1,250.00	165.00	4,565.00	15,000.00	30.43%	10,435.00
10-65-5217 Postage, Copier Lease	(567.25)	833.37	(1,400.62)	7,784.13	10,000.00	77.84%	2,215.87
10-65-5223 Accounting Software &	0.00	958.33	(958.33)	10,990.99	11,500.00	95.57%	509.01
10-65-5224 It Support	806.20	166.63	639.57	1,948.29	2,000.00	97.41%	51.71
10-65-5225 Janitorial Services	600.00	600.00	0.00	4,500.00	7,200.00	62.50%	2,700.00
10-65-5226 Cpa	0.00	500.00	(500.00)	3,900.00	6,000.00	65.00%	2,100.00
10-65-5227 Background Test	0.00	4.13	(4.13)	15.46	50.00	30.92%	34.54
10-65-5228 Website/Email Management	0.00	416.63	(416.63)	303.00	5,000.00	6.06%	4,697.00
10-65-5235 Drug Testing	0.00	41.63	(41.63)	0.00	500.00	0.00%	500.00
10-65-5401 Telephone	963.95	1,125.00	(161.05)	9,796.13	13,500.00	72.56%	3,703.87
10-65-5402 Internet	522.33	600.00	(77.67)	5,198.91	7,200.00	72.21%	2,001.09
10-65-5403 Electric	373.63	500.00	(126.37)	2,772.62	6,000.00	46.21%	3,227.38
10-65-5404 Water	616.15	166.63	449.52	3,142.28	2,000.00	157.11%	(1,142.28)
10-65-5405 Gas	56.99	125.00	(68.01)	987.64	1,500.00	65.84%	512.36
10-65-5419 COVID-19	0.00	2,142.86	(2,142.86)	12,290.45	15,000.00	81.94%	2,709.55
10-65-5805 Qrt S.C.A.D.	0.00	1,763.54	(1,763.54)	13,931.46	18,576.00	75.00%	4,644.54
10-65-5832 Fire Department Contribution	0.00	208.37	(208.37)	2,500.00	2,500.00	100.00%	0.00

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10 - GENERAL FUND **Non Departmental**	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-65-5833 Transit Contribution	0.00	1,250.00	(1,250.00)	15,000.00	15,000.00	100.00%	0.00
10-65-5834 Transfer To Oakdale Park	0.00	(5,178.57)	5,178.57	0.00	0.00	0.00%	0.00
10-65-5835 Non Departamental Other	0.00	428.57	(428.57)	1,894.52	3,000.00	63.15%	1,105.48
10-65-5836 Bond Payment Oak/Riverwalk	0.00	(12,336.31)	12,336.31	250.00	250.00	100.00%	0.00
10-65-5837 Contingency	0.00	60,183.64	(60,183.64)	2,840.96	426,303.00	0.67%	423,462.04
10-65-5838 Pay Off Park/Riverwalk	0.00	(7,065.03)	7,065.03	725,773.28	725,774.00	100.00%	0.72
10-65-5841 Citizens Center	3,000.00	250.00	2,750.00	3,000.00	3,000.00	100.00%	0.00
10-65-5870 Office Equip/Furn	0.00	208.37	(208.37)	254.00	2,500.00	10.16%	2,246.00
Non Departmental Totals	8,573.18	179,856.97	(171,283.79)	1,305,696.42	2,866,353.00	45.55%	1,560,656.58

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10 - GENERAL FUND Municipal Court	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-80-5000 Wages Court	2,472.00	2,678.00	(206.00)	27,156.02	32,136.00	84.50%	4,979.98
10-80-5001 Overtime Court	0.00	0.00	0.00	162.23	0.00	0.00%	(162.23)
10-80-5003 Payroll Taxes Court	189.10	204.75	(15.65)	1,429.22	2,457.00	58.17%	1,027.78
10-80-5004 Retirement	361.16	398.50	(37.34)	2,744.13	4,782.00	57.38%	2,037.87
10-80-5005 Health Insurance	700.00	700.00	0.00	4,725.06	8,400.00	56.25%	3,674.94
10-80-5006 Life & Add Insurance	14.56	15.00	(0.44)	98.28	180.00	54.60%	81.72
10-80-5007 Workers Comp Insurance	0.00	8.37	(8.37)	107.67	100.00	107.67%	(7.67)
10-80-5008 Twc	44.35	675.00	(630.65)	163.01	8,100.00	2.01%	7,936.99
10-80-5106 Postage	1,000.00	83.37	916.63	1,000.00	1,000.00	100.00%	0.00
10-80-5109 Office Supplies	0.00	41.63	(41.63)	66.01	500.00	13.20%	433.99
10-80-5201 Attorney Fees	500.00	233.37	266.63	1,500.00	2,800.00	53.57%	1,300.00
10-80-5203 Contract Labor	500.00	500.00	0.00	5,000.00	6,000.00	83.33%	1,000.00
10-80-5224 FundView Support	6,000.00	500.00	5,500.00	6,000.00	6,000.00	100.00%	0.00
10-80-5225 It Support	0.00	16.63	(16.63)	0.00	200.00	0.00%	200.00
10-80-5285 Jail Services	0.00	41.63	(41.63)	0.00	500.00	0.00%	500.00
10-80-5500 Training	0.00	416.63	(416.63)	350.00	5,000.00	7.00%	4,650.00
10-80-5501 Travel	140.60	166.63	(26.03)	376.97	2,000.00	18.85%	1,623.03
10-80-5800 Dues & Subscriptions	175.00	41.63	133.37	285.00	500.00	57.00%	215.00
10-80-5801 Miscellaneous Exp	0.00	83.37	(83.37)	236.63	1,000.00	23.66%	763.37
10-80-5804 Service Fees Pioneer/Court	0.00	237.50	(237.50)	469.46	2,850.00	16.47%	2,380.54
10-80-5806 Jury Service	0.00	41.63	(41.63)	0.00	500.00	0.00%	500.00
10-80-5835 Court Technology	0.00	133.37	(133.37)	0.00	1,600.00	0.00%	1,600.00
10-80-5836 Court Security	0.00	100.00	(100.00)	0.00	1,200.00	0.00%	1,200.00
10-80-5860 Hardware Replacement	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
10-80-5886 Court Fines And Fees	0.00	3,333.33	(3,333.33)	0.00	40,000.00	0.00%	40,000.00
Municipal Court Totals	12,096.77	10,900.34	1,196.43	51,869.69	130,805.00	39.65%	78,935.31

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10 - GENERAL FUND Law Enforcement	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-90-5000 Wages Law Enforcement	5,531.89	5,884.42	(352.53)	60,771.06	70,613.00	86.06%	9,841.94
10-90-5003 Payroll Taxes Law	411.57	450.08	(38.51)	4,603.61	5,401.00	85.24%	797.39
10-90-5004 Retirement	793.60	875.58	(81.98)	8,929.93	10,507.00	84.99%	1,577.07
10-90-5005 Health Insurance	700.00	700.00	0.00	7,000.02	8,400.00	83.33%	1,399.98
10-90-5006 Life & Add Insurance	27.35	27.50	(0.15)	273.52	330.00	82.88%	56.48
10-90-5007 Workers Comp Insurance	0.00	233.37	(233.37)	2,544.51	2,800.00	90.88%	255.49
10-90-5008 Twc	81.59	166.63	(85.04)	225.59	2,000.00	11.28%	1,774.41
10-90-5010 Longevity	0.00	83.37	(83.37)	0.00	1,000.00	0.00%	1,000.00
10-90-5100 Supplies	0.00	41.63	(41.63)	0.00	500.00	0.00%	500.00
10-90-5106 Postage	0.00	12.50	(12.50)	29.80	150.00	19.87%	120.20
10-90-5108 Uniforms	0.00	20.87	(20.87)	0.00	250.00	0.00%	250.00
10-90-5109 Office Supplies	0.00	41.63	(41.63)	149.30	500.00	29.86%	350.70
10-90-5125 Ammunition	0.00	100.00	(100.00)	0.00	1,200.00	0.00%	1,200.00
10-90-5225 Janitorial Services	0.00	250.00	(250.00)	900.00	3,000.00	30.00%	2,100.00
10-90-5401 Telephone	85.52	65.75	19.77	769.47	789.00	97.52%	19.53
10-90-5403 Electric	67.53	100.00	(32.47)	884.28	1,200.00	73.69%	315.72
10-90-5404 Water	93.70	50.00	43.70	1,014.30	600.00	169.05%	(414.30)
10-90-5500 Training	175.00	83.37	91.63	190.00	1,000.00	19.00%	810.00
10-90-5501 Travel	0.00	83.37	(83.37)	0.00	1,000.00	0.00%	1,000.00
10-90-5600 Vehicle Repair	0.00	125.00	(125.00)	1,498.31	1,500.00	99.89%	1.69
10-90-5601 System Repair	0.00	0.00	0.00	225.00	0.00	0.00%	(225.00)
10-90-5602 Repair & Maint - Equip	0.00	83.37	(83.37)	120.00	1,000.00	12.00%	880.00
10-90-5603 Equipment	0.00	125.00	(125.00)	673.05	1,500.00	44.87%	826.95
10-90-5604 Repair & Maint - Struct	0.00	16.63	(16.63)	0.00	200.00	0.00%	200.00
10-90-5608 Gas/Oil/Lube	213.11	187.50	25.61	1,484.54	2,250.00	65.98%	765.46
10-90-5801 Miscellaneous Exp	0.00	125.00	(125.00)	(200.00)	1,500.00	(13.33%)	1,700.00

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10 - GENERAL FUND Law Enforcement	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-90-5803 Software	0.00	41.63	(41.63)	0.00	500.00	0.00%	500.00
10-90-5804 Service Fees	0.00	33.37	(33.37)	15.50	400.00	3.88%	384.50
10-90-5820 Events	0.00	125.00	(125.00)	716.96	1,500.00	47.80%	783.04
10-90-5860 Computer Hardware	0.00	175.00	(175.00)	0.00	2,100.00	0.00%	2,100.00
Law Enforcement Totals	8,180.86	10,307.57	(2,126.71)	92,818.75	123,690.00	75.04%	30,871.25

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10 - GENERAL FUND **Preservation Board**	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
10-96-5106 Postage	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
10-96-5210 Legal Notices & Advertising	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
10-96-5211 Promotional	0.00	62.50	(62.50)	0.00	750.00	0.00%	750.00
10-96-5500 Training	0.00	291.63	(291.63)	0.00	3,500.00	0.00%	3,500.00
10-96-5501 Travel Expense	0.00	166.63	(166.63)	0.00	2,000.00	0.00%	2,000.00
10-96-5700 Projects	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
10-96-5800 Dues & Subscriptions	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
10-96-5849 Signage	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
10-96-5866 Grant Match - Nrhp	0.00	833.37	(833.37)	0.00	10,000.00	0.00%	10,000.00
Preservation Board Totals	0.00	1,804.13	(1,804.13)	0.00	21,650.00	0.00%	21,650.00
Expense Totals	121,089.43	475,335.77	(354,246.34)	2,902,168.32	6,388,829.00	45.43%	3,486,660.68

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20 - UTILITY FUND	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Water/Sewer/Trash Income	165,662.14	179,816.67	(14,154.53)	1,595,887.77	2,157,800.00	73.96%	561,912.23
Transfers In	0.00	208,261.90	(208,261.90)	433,706.54	2,592,000.00	16.73%	2,158,293.46
Fines, Fees & Forfeitures	2,913.18	2,537.50	375.68	26,354.00	30,450.00	86.55%	4,096.00
Interest Income	0.00	833.37	(833.37)	996.13	10,000.00	9.96%	9,003.87
Other Revenue Sources	70.00	0.00	70.00	22,622.23	0.00	0.00%	(22,622.23)
Lease & Rent Income	0.00	55,029.76	(55,029.76)	220,000.00	567,500.00	38.77%	347,500.00
Revenue Totals	168,645.32	446,479.20	(277,833.88)	2,299,566.67	5,357,750.00	42.92%	3,058,183.33
Expense Summary							
Personnel & Payroll	25,157.36	31,092.50	(5,935.14)	297,527.05	373,109.00	79.74%	75,581.95
Not Categorized	242,237.13	97,021.77	145,215.36	784,518.77	1,158,044.00	67.75%	373,525.23
Repairs & Maintenance	10,398.79	161,650.93	(151,252.14)	452,005.47	1,925,723.00	23.47%	1,473,717.53
Lease & Rent Expense	0.00	250.11	(250.11)	0.00	3,000.00	0.00%	3,000.00
Capital	4,500.80	149,509.42	(145,008.62)	417,113.07	1,816,208.00	22.97%	1,399,094.93
Fines, Fees & Taxes	0.00	5,378.45	(5,378.45)	38,366.94	62,970.00	60.93%	24,603.06
Other Expenses	0.00	1,532.33	(1,532.33)	0.00	18,388.00	0.00%	18,388.00
Expense Totals	282,294.08	446,435.51	(164,141.43)	1,989,531.30	5,357,442.00	37.14%	3,367,910.70

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20 - UTILITY FUND	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Water/Sewer/Trash Income							
20-4100 Miscellaneous Water	203.63	566.63	(363.00)	203.63	6,800.00	2.99%	6,596.37
20-4101 Water Fees	78,704.10	91,666.67	(12,962.57)	782,664.88	1,100,000.00	71.15%	317,335.12
20-4102 Sewer Fees	53,199.49	52,250.00	949.49	510,446.84	627,000.00	81.41%	116,553.16
20-4105 Trash	33,554.92	35,250.00	(1,695.08)	302,572.42	423,000.00	71.53%	120,427.58
20-4110 Trash Surcharge	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
20-4307 Reconnect Fee	0.00	83.37	(83.37)	0.00	1,000.00	0.00%	1,000.00
Water/Sewer/Trash Income Totals	165,662.14	179,816.67	(14,154.53)	1,595,887.77	2,157,800.00	73.96%	561,912.23
Transfers In							
20-4103 Transfer from GF	0.00	125,000.00	(125,000.00)	223,048.10	1,500,000.00	14.87%	1,276,951.90
20-4710 Transfer in Reserves	0.00	83,261.90	(83,261.90)	210,658.44	1,092,000.00	19.29%	881,341.56
Transfers In Totals	0.00	208,261.90	(208,261.90)	433,706.54	2,592,000.00	16.73%	2,158,293.46
Fines, Fees & Forfeitures							
20-4302 Cut Off Fees	800.00	0.00	800.00	4,400.00	0.00	0.00%	(4,400.00)
20-4341 Tap Fees	700.00	541.63	158.37	14,695.00	6,500.00	226.08%	(8,195.00)
20-4342 Transfer Fees	0.00	37.50	(37.50)	726.81	450.00	161.51%	(276.81)
20-4343 Penalty Fees	1,413.18	1,958.37	(545.19)	6,532.19	23,500.00	27.80%	16,967.81
Fines, Fees & Forfeitures Totals	2,913.18	2,537.50	375.68	26,354.00	30,450.00	86.55%	4,096.00
Interest Income							
20-4500 Interest Income	0.00	833.37	(833.37)	996.13	10,000.00	9.96%	9,003.87
Interest Income Totals	0.00	833.37	(833.37)	996.13	10,000.00	9.96%	9,003.87
Other Revenue Sources							
20-4700 Miscellaneous Income	70.00	0.00	70.00	22,622.23	0.00	0.00%	(22,622.23)
Other Revenue Sources Totals	70.00	0.00	70.00	22,622.23	0.00	0.00%	(22,622.23)

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20 - UTILITY FUND	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Lease & Rent Income							
20-4711 Twdb Edap For Grand Ave	0.00	28,958.33	(28,958.33)	0.00	347,500.00	0.00%	347,500.00
20-4712 Tres Rios Lift Station Contr.	0.00	18,571.43	(18,571.43)	130,000.00	130,000.00	100.00%	0.00
20-4714 First Baptist Church Contr.	0.00	7,500.00	(7,500.00)	90,000.00	90,000.00	100.00%	0.00
Lease & Rent Income Totals	0.00	55,029.76	(55,029.76)	220,000.00	567,500.00	38.77%	347,500.00
Revenue Totals	168,645.32	446,479.20	(277,833.88)	2,299,566.67	5,357,750.00	42.92%	3,058,183.33

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20 - UTILITY FUND Water	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	7,111.44	24,842.06	(17,730.62)	161,363.20	294,390.00	54.81%	133,026.80
Lease & Rent Expense	0.00	83.37	(83.37)	0.00	1,000.00	0.00%	1,000.00
Repairs & Maintenance	3,840.05	66,759.16	(62,919.11)	379,341.65	787,023.00	48.20%	407,681.35
Capital	3,000.00	43,130.67	(40,130.67)	16,779.05	668,790.00	2.51%	652,010.95
Personnel & Payroll	8,187.27	11,017.16	(2,829.89)	113,954.95	132,205.00	86.20%	18,250.05
Fines, Fees & Taxes	0.00	4,740.12	(4,740.12)	32,809.48	55,310.00	59.32%	22,500.52
Water Totals	22,138.76	150,572.54	(128,433.78)	704,248.33	1,938,718.00	36.33%	1,234,469.67

20 - UTILITY FUND Sewer	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	1,496.10	4,146.47	(2,650.37)	14,317.88	49,755.00	28.78%	35,437.12
Lease & Rent Expense	0.00	83.37	(83.37)	0.00	1,000.00	0.00%	1,000.00
Repairs & Maintenance	6,344.12	83,791.70	(77,447.58)	71,780.40	1,005,500.00	7.14%	933,719.60
Capital	1,500.80	106,337.12	(104,836.32)	400,334.02	1,146,918.00	34.91%	746,583.98
Personnel & Payroll	5,143.67	8,111.00	(2,967.33)	61,681.98	97,332.00	63.37%	35,650.02
Sewer Totals	14,484.69	202,469.66	(187,984.97)	548,114.28	2,300,505.00	23.83%	1,752,390.72

20 - UTILITY FUND WWTP	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Repairs & Maintenance	214.62	11,016.70	(10,802.08)	883.42	132,200.00	0.67%	131,316.58
Personnel & Payroll	11,826.42	11,964.34	(137.92)	121,890.12	143,572.00	84.90%	21,681.88
Not Categorized	10,198.79	11,906.94	(1,708.15)	77,911.96	140,740.00	55.36%	62,828.04
Lease & Rent Expense	0.00	83.37	(83.37)	0.00	1,000.00	0.00%	1,000.00
Fines, Fees & Taxes	0.00	638.33	(638.33)	5,557.46	7,660.00	72.55%	2,102.54
Capital	0.00	41.63	(41.63)	0.00	500.00	0.00%	500.00

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WWTP Totals	22,239.83	35,651.31	(13,411.48)	206,242.96	425,672.00	48.45%	219,429.04

20 - UTILITY FUND **Non Departmental**	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	193,672.95	22,792.97	170,879.98	262,317.73	273,159.00	96.03%	10,841.27
Repairs & Maintenance	0.00	83.37	(83.37)	0.00	1,000.00	0.00%	1,000.00
Other Expenses	0.00	1,532.33	(1,532.33)	0.00	18,388.00	0.00%	18,388.00
Non Departmental Totals	193,672.95	24,408.67	169,264.28	262,317.73	292,547.00	89.67%	30,229.27

20 - UTILITY FUND **Sanitation**	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	29,757.85	33,333.33	(3,575.48)	268,608.00	400,000.00	67.15%	131,392.00
Sanitation Totals	29,757.85	33,333.33	(3,575.48)	268,608.00	400,000.00	67.15%	131,392.00
Expense Totals	282,294.08	446,435.51	(164,141.43)	1,989,531.30	5,357,442.00	37.14%	3,367,910.70

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20 - UTILITY FUND Water	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
20-10-5000 Wages Water	5,359.29	7,360.92	(2,001.63)	74,944.50	88,331.00	84.85%	13,386.50
20-10-5001 Overtime Water	135.34	166.67	(31.33)	3,580.20	2,000.00	179.01%	(1,580.20)
20-10-5003 Payroll Taxes Water	413.17	563.08	(149.91)	5,945.11	6,757.00	87.98%	811.89
20-10-5004 Retirement	802.77	1,095.33	(292.56)	11,604.18	13,144.00	88.28%	1,539.82
20-10-5005 Health Insurance	1,400.00	1,283.37	116.63	15,575.87	15,400.00	101.14%	(175.87)
20-10-5006 Life & Add Insurance	32.35	36.63	(4.28)	376.58	440.00	85.59%	63.42
20-10-5007 Workers Comp Insurance	0.00	233.37	(233.37)	1,621.50	2,800.00	57.91%	1,178.50
20-10-5008 Twc	44.35	183.37	(139.02)	307.01	2,200.00	13.96%	1,892.99
20-10-5010 Longevity	0.00	94.42	(94.42)	0.00	1,133.00	0.00%	1,133.00
20-10-5100 Supplies	12.31	133.37	(121.06)	1,592.97	1,600.00	99.56%	7.03
20-10-5107 Janitorial Supplies	0.00	25.00	(25.00)	53.12	300.00	17.71%	246.88
20-10-5108 Uniforms	0.00	100.87	(100.87)	809.39	1,210.00	66.89%	400.61
20-10-5120 Tools	17.93	83.33	(65.40)	1,047.21	1,000.00	104.72%	(47.21)
20-10-5160 Process Chemicals	100.00	583.33	(483.33)	3,188.07	7,000.00	45.54%	3,811.93
20-10-5235 Drug Testing	0.00	8.37	(8.37)	0.00	100.00	0.00%	100.00
20-10-5238 Lab Fees	2,671.54	1,089.29	1,582.25	8,835.57	9,500.00	93.01%	664.43
20-10-5299 Purchased Water	1,317.75	10,000.00	(8,682.25)	90,196.80	120,000.00	75.16%	29,803.20
20-10-5400 Utilities (Elec)	2,182.66	5,000.00	(2,817.34)	19,316.40	60,000.00	32.19%	40,683.60
20-10-5401 Telephone	153.06	416.63	(263.57)	1,417.86	5,000.00	28.36%	3,582.14
20-10-5405 Gas	29.16	416.67	(387.51)	733.08	5,000.00	14.66%	4,266.92
20-10-5500 Training	0.00	156.63	(156.63)	1,017.00	1,880.00	54.10%	863.00
20-10-5505 Safety Program	0.00	8.37	(8.37)	8.10	100.00	8.10%	91.90
20-10-5600 Vehicle Repair	0.00	70.20	(70.20)	627.00	700.00	89.57%	73.00
20-10-5601 System Repair	309.42	4,166.63	(3,857.21)	29,775.44	50,000.00	59.55%	20,224.56
20-10-5602 Repair & Maint - Equip	300.28	333.37	(33.09)	1,838.59	4,000.00	45.96%	2,161.41
20-10-5604 Repair & Maint - Struct	17.33	166.63	(149.30)	906.60	2,000.00	45.33%	1,093.40

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20 - UTILITY FUND Water	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
20-10-5605 Repair & Maint - Tank	0.00	2,083.37	(2,083.37)	0.00	25,000.00	0.00%	25,000.00
20-10-5608 Gas/Oil/Lube	618.85	416.63	202.22	3,672.34	5,000.00	73.45%	1,327.66
20-10-5609 Equipment Rental	0.00	83.37	(83.37)	0.00	1,000.00	0.00%	1,000.00
20-10-5652 Meters	96.20	1,250.00	(1,153.80)	4,563.24	15,000.00	30.42%	10,436.76
20-10-5700 Capital Improvements	1,500.00	35,333.33	(33,833.33)	11,675.00	424,000.00	2.75%	412,325.00
20-10-5737 Capital Improvement Well #4	0.00	2,817.57	(2,817.57)	24,335.94	19,723.00	123.39%	(4,612.94)
20-10-5739 New Lines East Of Town	3,000.00	43,089.04	(40,089.04)	16,500.00	668,290.00	2.47%	651,790.00
20-10-5740 Water Main Rumph To Gibbs	1,625.00	26,791.63	(25,166.63)	334,785.85	321,500.00	104.13%	(13,285.85)
20-10-5801 Miscellaneous Exp	0.00	41.63	(41.63)	279.05	500.00	55.81%	220.95
20-10-5804 Service Fees	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
20-10-5806 Meter Service Fees	0.00	547.66	(547.66)	3,279.00	5,000.00	65.58%	1,721.00
20-10-5807 Prairielands Permit Fees	0.00	3,900.83	(3,900.83)	26,023.20	46,810.00	55.59%	20,786.80
20-10-5846 Demurrage	0.00	25.00	(25.00)	309.28	300.00	103.09%	(9.28)
20-10-5860 Hardware Replacement	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
20-10-5886 State Fees	0.00	291.63	(291.63)	3,507.28	3,500.00	100.21%	(7.28)
Water Totals	22,138.76	150,572.54	(128,433.78)	704,248.33	1,938,718.00	36.33%	1,234,469.67

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20 - UTILITY FUND Sewer	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
20-20-5000 Wages Sewer	3,332.18	5,013.25	(1,681.07)	42,544.69	60,159.00	70.72%	17,614.31
20-20-5001 Overtime Sewer	179.59	166.63	12.96	866.27	2,000.00	43.31%	1,133.73
20-20-5003 Payroll Taxes Sewer	253.21	383.50	(130.29)	3,212.77	4,602.00	69.81%	1,389.23
20-20-5004 Retirement	513.07	746.00	(232.93)	6,448.06	8,952.00	72.03%	2,503.94
20-20-5005 Health Insurance	700.00	1,283.37	(583.37)	6,825.87	15,400.00	44.32%	8,574.13
20-20-5006 Life & Add Insurance	18.64	38.00	(19.36)	192.86	456.00	42.29%	263.14
20-20-5007 Workers Comp Insurance	0.00	181.63	(181.63)	1,384.47	2,180.00	63.51%	795.53
20-20-5008 Twc	146.98	187.50	(40.52)	206.99	2,250.00	9.20%	2,043.01
20-20-5010 Longevity	0.00	111.12	(111.12)	0.00	1,333.00	0.00%	1,333.00
20-20-5100 Supplies	0.00	250.00	(250.00)	316.56	3,000.00	10.55%	2,683.44
20-20-5108 Uniforms	0.00	100.87	(100.87)	0.00	1,210.00	0.00%	1,210.00
20-20-5120 Tools	0.00	100.00	(100.00)	115.00	1,200.00	9.58%	1,085.00
20-20-5160 Process Chemicals	0.00	225.00	(225.00)	1,051.49	2,700.00	38.94%	1,648.51
20-20-5235 Drug Testing	0.00	8.37	(8.37)	0.00	100.00	0.00%	100.00
20-20-5400 Utilities (Elec)	1,342.30	708.37	633.93	8,575.35	8,500.00	100.89%	(75.35)
20-20-5401 Telephone	84.84	125.00	(40.16)	834.68	1,500.00	55.65%	665.32
20-20-5405 Gas	29.16	0.00	29.16	733.11	0.00	0.00%	(733.11)
20-20-5500 Training	0.00	128.75	(128.75)	111.00	1,545.00	7.18%	1,434.00
20-20-5600 Vehicle Repair	0.00	333.37	(333.37)	262.56	4,000.00	6.56%	3,737.44
20-20-5601 System Repair	39.80	1,458.37	(1,418.57)	1,474.44	17,500.00	8.43%	16,025.56
20-20-5602 Repair & Maint - Equip	0.00	625.00	(625.00)	763.69	7,500.00	10.18%	6,736.31
20-20-5604 Repair & Maint - Struct	0.00	83.37	(83.37)	80.00	1,000.00	8.00%	920.00
20-20-5608 Gas/Oil/Lube	344.12	375.00	(30.88)	3,289.40	4,500.00	73.10%	1,210.60
20-20-5609 Equipment Rental	0.00	83.37	(83.37)	0.00	1,000.00	0.00%	1,000.00
20-20-5655 Concrete	0.00	83.37	(83.37)	0.00	1,000.00	0.00%	1,000.00
20-20-5700 Capital Improvements	6,000.00	83,333.33	(77,333.33)	68,491.00	1,000,000.00	6.85%	931,509.00

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20 - UTILITY FUND **Sewer**	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
20-20-5738 Grand Lift Station (Edap)	1,500.80	80,469.92	(78,969.12)	219,520.10	965,639.00	22.73%	746,118.90
20-20-5739 Stoneview Lift Station	0.00	25,825.57	(25,825.57)	180,778.92	180,779.00	100.00%	0.08
20-20-5801 Miscellaneous Exp	0.00	41.63	(41.63)	35.00	500.00	7.00%	465.00
Sewer Totals	14,484.69	202,469.66	(187,984.97)	548,114.28	2,300,505.00	23.83%	1,752,390.72

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20 - UTILITY FUND WWTP	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
20-21-5000 Wages Wwtp	7,873.83	7,923.25	(49.42)	81,360.12	95,079.00	85.57%	13,718.88
20-21-5001 Overtime Wwtp	610.77	166.67	444.10	3,392.43	2,000.00	169.62%	(1,392.43)
20-21-5003 Payroll Taxes Wwtp	646.20	618.92	27.28	6,599.76	7,427.00	88.86%	827.24
20-21-5004 Retirement	1,239.60	1,202.17	37.43	12,753.66	14,426.00	88.41%	1,672.34
20-21-5005 Health Insurance	1,400.00	1,400.00	0.00	14,000.06	16,800.00	83.33%	2,799.94
20-21-5006 Life & Add Insurance	38.00	38.00	0.00	380.00	456.00	83.33%	76.00
20-21-5007 Workers Comp Insurance	0.00	262.00	(262.00)	3,098.07	3,144.00	98.54%	45.93
20-21-5008 Twc	18.02	245.00	(226.98)	306.02	2,940.00	10.41%	2,633.98
20-21-5010 Longevity	0.00	108.33	(108.33)	0.00	1,300.00	0.00%	1,300.00
20-21-5030 COVID-19	0.00	428.57	(428.57)	1,999.84	3,000.00	66.66%	1,000.16
20-21-5100 Supplies	760.81	258.37	502.44	896.52	3,100.00	28.92%	2,203.48
20-21-5107 Janitorial Supplies	0.00	41.63	(41.63)	98.72	500.00	19.74%	401.28
20-21-5108 Uniforms	78.95	108.37	(29.42)	791.63	1,300.00	60.89%	508.37
20-21-5115 Chemical Supplies	1,739.15	2,083.37	(344.22)	9,117.65	25,000.00	36.47%	15,882.35
20-21-5120 Tools	14.49	250.00	(235.51)	188.54	3,000.00	6.28%	2,811.46
20-21-5235 Drug Testing	0.00	8.37	(8.37)	0.00	100.00	0.00%	100.00
20-21-5238 Lab Fees	1,391.00	1,833.37	(442.37)	12,141.00	22,000.00	55.19%	9,859.00
20-21-5259 Sludge Removal	0.00	1,350.00	(1,350.00)	4,125.00	16,200.00	25.46%	12,075.00
20-21-5400 Utilities	3,642.39	3,166.63	475.76	26,911.13	38,000.00	70.82%	11,088.87
20-21-5401 Telephone	262.75	416.63	(153.88)	2,363.79	5,000.00	47.28%	2,636.21
20-21-5500 Training	700.00	86.63	613.37	903.75	1,040.00	86.90%	136.25
20-21-5600 Vehicle Repair	0.00	41.63	(41.63)	28.98	500.00	5.80%	471.02
20-21-5601 System Repair	1,542.49	1,000.00	542.49	16,963.64	12,000.00	141.36%	(4,963.64)
20-21-5602 Repair & Maint - Equip	66.76	333.37	(266.61)	662.72	4,000.00	16.57%	3,337.28
20-21-5604 Repair & Maint - Struct	0.00	500.00	(500.00)	719.05	6,000.00	11.98%	5,280.95
20-21-5608 Gas/Oil/Lube	214.62	400.00	(185.38)	883.42	4,800.00	18.40%	3,916.58

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20 - UTILITY FUND WWTP	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
20-21-5609 Equipment Rental	0.00	83.37	(83.37)	0.00	1,000.00	0.00%	1,000.00
20-21-5700 Capital Improvements	0.00	10,608.33	(10,608.33)	0.00	127,300.00	0.00%	127,300.00
20-21-5801 Miscellaneous Exp	0.00	41.63	(41.63)	0.00	500.00	0.00%	500.00
20-21-5804 Service Fees	0.00	175.00	(175.00)	0.00	2,100.00	0.00%	2,100.00
20-21-5846 Demurrage	0.00	8.37	(8.37)	0.00	100.00	0.00%	100.00
20-21-5886 State Fees	0.00	463.33	(463.33)	5,557.46	5,560.00	99.95%	2.54
WWTP Totals	22,239.83	35,651.31	(13,411.48)	206,242.96	425,672.00	48.45%	219,429.04

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20 - UTILITY FUND Sanitation	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
20-45-5403 Trash Pickup	29,757.85	33,333.33	(3,575.48)	268,608.00	400,000.00	67.15%	131,392.00
Sanitation Totals	29,757.85	33,333.33	(3,575.48)	268,608.00	400,000.00	67.15%	131,392.00

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20 - UTILITY FUND **Non Departmental**	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
20-65-5106 Postage	525.86	488.06	37.80	5,359.51	5,500.00	97.45%	140.49
20-65-5109 Office Supplies	0.00	179.13	(179.13)	5.00	2,150.00	0.23%	2,145.00
20-65-5110 Utility Billing Cards	185.34	416.63	(231.29)	1,409.06	5,000.00	28.18%	3,590.94
20-65-5200 Audit	0.00	958.33	(958.33)	11,500.00	11,500.00	100.00%	0.00
20-65-5224 It	0.00	83.37	(83.37)	0.00	1,000.00	0.00%	1,000.00
20-65-5225 Utility Billing System&Support	0.00	383.33	(383.33)	5,237.50	4,600.00	113.86%	(637.50)
20-65-5226 Cpa	987.50	500.00	487.50	3,637.50	6,000.00	60.63%	2,362.50
20-65-5229 Bank Services Fee	0.00	0.00	0.00	70.66	0.00	0.00%	(70.66)
20-65-5300 Bond Payment & Fee	191,974.25	19,784.12	172,190.13	235,098.50	237,409.00	99.03%	2,310.50
20-65-5860 Hardware Replacement	0.00	83.37	(83.37)	0.00	1,000.00	0.00%	1,000.00
20-65-5873 Contingency	0.00	1,532.33	(1,532.33)	0.00	18,388.00	0.00%	18,388.00
Non Departmental Totals	193,672.95	24,408.67	169,264.28	262,317.73	292,547.00	89.67%	30,229.27
Expense Totals	282,294.08	446,435.51	(164,141.43)	1,989,531.30	5,357,442.00	37.14%	3,367,910.70

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30 - CVB HOTEL/MOTEL	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Property & Sales Tax	39,982.32	21,333.33	18,648.99	290,979.85	256,000.00	113.66%	(34,979.85)
Fines, Fees & Forfeitures	0.00	416.63	(416.63)	25.00	5,000.00	0.50%	4,975.00
Other Revenue Sources	0.00	0.00	0.00	2,436.75	0.00	0.00%	(2,436.75)
Interest Income	0.00	0.00	0.00	47.15	0.00	0.00%	(47.15)
Revenue Totals	39,982.32	21,749.96	18,232.36	293,488.75	261,000.00	112.45%	(32,488.75)
Expense Summary							
Personnel & Payroll	5,982.02	11,914.59	(5,932.57)	84,928.34	153,690.00	55.26%	68,761.66
Not Categorized	706.57	8,983.68	(8,277.11)	35,598.04	97,089.00	36.67%	61,490.96
Lease & Rent Expense	0.00	166.67	(166.67)	458.58	2,000.00	22.93%	1,541.42
Dues & Subscriptions	0.00	150.00	(150.00)	1,076.90	1,800.00	59.83%	723.10
Office & Supplies	0.00	66.67	(66.67)	139.35	800.00	17.42%	660.65
Transfers Out	110,000.00	0.00	110,000.00	110,000.00	0.00	0.00%	(110,000.00)
Community Programs & Donations	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00
Other Expenses	0.00	135.08	(135.08)	0.00	1,621.00	0.00%	1,621.00
Expense Totals	116,688.59	21,750.02	94,938.57	232,201.21	261,000.00	88.97%	28,798.79

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30 - CVB HOTEL/MOTEL	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Property & Sales Tax							
30-4003 Hotel Occupancy Tax	39,982.32	21,333.33	18,648.99	290,979.85	256,000.00	113.66%	(34,979.85)
Property & Sales Tax Totals	39,982.32	21,333.33	18,648.99	290,979.85	256,000.00	113.66%	(34,979.85)
Fines, Fees & Forfeitures							
30-4201 Event Permits	0.00	416.63	(416.63)	0.00	5,000.00	0.00%	5,000.00
30-4300 Cvb Events	0.00	0.00	0.00	25.00	0.00	0.00%	(25.00)
Fines, Fees & Forfeitures Totals	0.00	416.63	(416.63)	25.00	5,000.00	0.50%	4,975.00
Other Revenue Sources							
30-4400 Grant Refunds	0.00	0.00	0.00	2,436.75	0.00	0.00%	(2,436.75)
Other Revenue Sources Totals	0.00	0.00	0.00	2,436.75	0.00	0.00%	(2,436.75)
Interest Income							
30-4500 Interest Income	0.00	0.00	0.00	47.15	0.00	0.00%	(47.15)
Interest Income Totals	0.00	0.00	0.00	47.15	0.00	0.00%	(47.15)
Revenue Totals	39,982.32	21,749.96	18,232.36	293,488.75	261,000.00	112.45%	(32,488.75)

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30 - CVB HOTEL/MOTEL CVB	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Lease & Rent Expense	0.00	166.67	(166.67)	458.58	2,000.00	22.93%	1,541.42
Personnel & Payroll	5,982.02	11,914.59	(5,932.57)	84,928.34	153,690.00	55.26%	68,761.66
Not Categorized	706.57	8,983.68	(8,277.11)	35,598.04	97,089.00	36.67%	61,490.96
Transfers Out	110,000.00	0.00	110,000.00	110,000.00	0.00	0.00%	(110,000.00)
Dues & Subscriptions	0.00	150.00	(150.00)	1,076.90	1,800.00	59.83%	723.10
Office & Supplies	0.00	66.67	(66.67)	139.35	800.00	17.42%	660.65
Other Expenses	0.00	135.08	(135.08)	0.00	1,621.00	0.00%	1,621.00
Community Programs & Donations	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00
CVB Totals	116,688.59	21,750.02	94,938.57	232,201.21	261,000.00	88.97%	28,798.79
Expense Totals	116,688.59	21,750.02	94,938.57	232,201.21	261,000.00	88.97%	28,798.79

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30 - CVB HOTEL/MOTEL CVB	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
30-70-5000 Wages Cvb	4,578.80	7,736.57	(3,157.77)	61,258.98	101,646.00	60.27%	40,387.02
30-70-5003 Payroll Taxes Cvb	318.15	591.86	(273.71)	4,686.72	7,776.00	60.27%	3,089.28
30-70-5004 Retirement	607.61	1,166.53	(558.92)	9,069.08	15,232.00	59.54%	6,162.92
30-70-5005 Health Insurance	463.27	2,100.00	(1,636.73)	9,112.72	25,200.00	36.16%	16,087.28
30-70-5006 Life & Add Insurance	14.19	50.00	(35.81)	266.15	600.00	44.36%	333.85
30-70-5007 Workers Comp Insurance	0.00	41.63	(41.63)	293.31	500.00	58.66%	206.69
30-70-5008 Twc	0.00	203.00	(203.00)	241.38	2,436.00	9.91%	2,194.62
30-70-5010 Longevity	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
30-70-5100 Supplies	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
30-70-5106 Postage	132.54	250.00	(117.46)	1,499.38	3,000.00	49.98%	1,500.62
30-70-5109 Office Supplies	0.00	83.37	(83.37)	260.92	1,000.00	26.09%	739.08
30-70-5210 Advertising	34.55	5,892.86	(5,858.31)	23,693.33	60,000.00	39.49%	36,306.67
30-70-5211 Tourism Promotion	0.00	1,250.00	(1,250.00)	5,752.97	15,000.00	38.35%	9,247.03
30-70-5224 It Support	0.00	33.37	(33.37)	95.00	400.00	23.75%	305.00
30-70-5225 Janitorial Services	0.00	100.00	(100.00)	181.42	1,200.00	15.12%	1,018.58
30-70-5401 Telephone	47.27	65.75	(18.48)	425.22	789.00	53.89%	363.78
30-70-5402 Internet	115.59	100.00	15.59	978.85	1,200.00	81.57%	221.15
30-70-5403 Electric	245.22	250.00	(4.78)	1,701.25	3,000.00	56.71%	1,298.75
30-70-5404 Water	131.40	83.37	48.03	744.70	1,000.00	74.47%	255.30
30-70-5405 Gas	0.00	166.63	(166.63)	0.00	2,000.00	0.00%	2,000.00
30-70-5500 Training	0.00	166.63	(166.63)	85.00	2,000.00	4.25%	1,915.00
30-70-5501 Travel	0.00	183.33	(183.33)	0.00	2,200.00	0.00%	2,200.00
30-70-5604 Rent Repair & Maint - Struct	0.00	333.37	(333.37)	180.00	4,000.00	4.50%	3,820.00
30-70-5609 Equipment Rental	0.00	166.67	(166.67)	458.58	2,000.00	22.93%	1,541.42
30-70-5800 Dues & Subscriptions	0.00	150.00	(150.00)	1,076.90	1,800.00	59.83%	723.10
30-70-5803 Software	0.00	66.67	(66.67)	139.35	800.00	17.42%	660.65

City of Glen Rose
Financial Statement
As of July 31, 2021

30 - CVB HOTEL/MOTEL CVB	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
30-70-5818 Transfer to county	110,000.00	0.00	110,000.00	110,000.00	0.00	0.00%	(110,000.00)
30-70-5830 Arts & Historical Funding	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00
30-70-5873 Contingency	0.00	135.08	(135.08)	0.00	1,621.00	0.00%	1,621.00
CVB Totals	116,688.59	21,750.02	94,938.57	232,201.21	261,000.00	88.97%	28,798.79
Expense Totals	116,688.59	21,750.02	94,938.57	232,201.21	261,000.00	88.97%	28,798.79

City of Glen Rose
Financial Statement
As of July 31, 2021

70 - COURT	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Fines, Fees & Forfeitures	910.18	0.00	910.18	7,599.49	0.00	0.00%	(7,599.49)
Interest Income	0.00	0.00	0.00	3.34	0.00	0.00%	(3.34)
Revenue Totals	910.18	0.00	910.18	7,602.83	0.00	0.00%	(7,602.83)

City of Glen Rose
Financial Statement
As of July 31, 2021

70 - COURT	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Fines, Fees & Forfeitures							
70-4308 Local Truancy Prevention and	322.57	0.00	322.57	2,616.17	0.00	0.00%	(2,616.17)
70-4311 Municipal Jury Funds	6.45	0.00	6.45	52.31	0.00	0.00%	(52.31)
70-4312 Municipal Court Technology Fund	262.05	0.00	262.05	2,249.65	0.00	0.00%	(2,249.65)
70-4314 Municipal Court Building Security	319.11	0.00	319.11	2,681.36	0.00	0.00%	(2,681.36)
Fines, Fees & Forfeitures Totals	910.18	0.00	910.18	7,599.49	0.00	0.00%	(7,599.49)
Interest Income							
70-4500 Interest Income	0.00	0.00	0.00	3.34	0.00	0.00%	(3.34)
Interest Income Totals	0.00	0.00	0.00	3.34	0.00	0.00%	(3.34)
Revenue Totals	910.18	0.00	910.18	7,602.83	0.00	0.00%	(7,602.83)

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	08/10/2021		
AGENDA SUBJECT:	Consider approval or other action regarding Resolution adopting the revised Personnel Policy.		
PREPARED BY:	City Secretary Ritchie	**DATE SUBMITTED:**	08/02/2021
EXHIBITS:	Proposed Resolution; Proposed amended Personnel Policy		

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

Proposed Resolution number for this item 2021-18

RECOMMENDED ACTION:

RESOLUTION NO. 2021-__

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 July 13, 2021 Council Meetings, staff was instructed to make certain revisions to the Policy's "Longevity Pay" provisions;

WHEREAS, the organizational chart in the Policy was changed to remove Convention and Visitors Bureau staffing due to its recent merger with Somervell County;

WHEREAS, the need to clarify the hours to be worked by a part-time employee;

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 10, 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 10, 2021, as the official policy of the city with regard to personnel administration.

PASSED AND APPROVED this 10th day of August, 2021.

ATTEST: Julia Douglas, Mayor

Stephanie Ritchie, City Secretary

PERSONNEL POLICY

PROPOSED Version to be adopted by City Council on August 10, 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

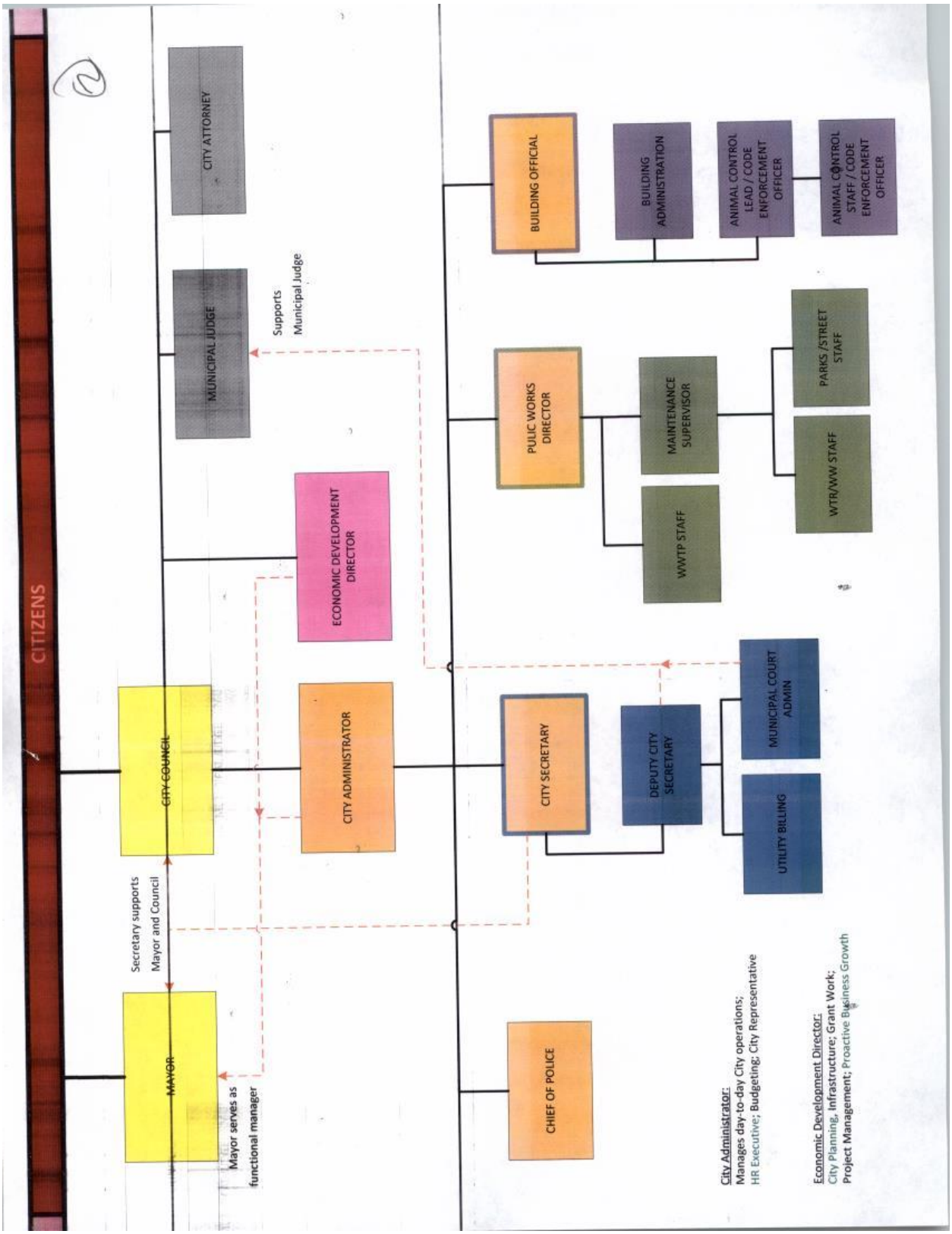
Department Head

City Administrator

Mayor

City Council

(Organizational Chart listed on the following page.)


CITIZENS
CITY ATTORNEY
MUNICIPAL JUDGE
Supports Municipal Judge
ECONOMIC DEVELOPMENT DIRECTOR
CITY COUNCIL
CITY ADMINISTRATOR
MAYOR
Secretary supports Mayor and Council
Mayor serves as functional manager
CHIEF OF POLICE
CITY SECRETARY
DEPUTY CITY SECRETARY
MUNICIPAL COURT ADMIN
UTILITY BILLING
PULIC WORKS DIRECTOR
MAINTENANCE SUPERVISOR
WWTP STAFF
PARKS /STREET STAFF
WTR/WW STAFF
BUILDING OFFICIAL
BUILDING ADMINISTRATION
ANIMAL CONTROL LEAD / CODE ENFORCEMENT OFFICER
ANIMAL CONTROL STAFF / CODE ENFORCEMENT OFFICER
City Administrator:
Manages day-to-day City operations;
HR Executive; Budgeting; City Representative
Economic Development Director:
City Planning, Infrastructure; Grant Work;
Project Management; Proactive Business Growth

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 ~~twenty-nine or less hours per week~~ 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 persons 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 unforseen 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 after hours 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 ~~s~~upervisors 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~~., up to a maximum of one thousand dollars ($1,000.00).~~

(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 work station 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 DEPORTMENT

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 any one (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

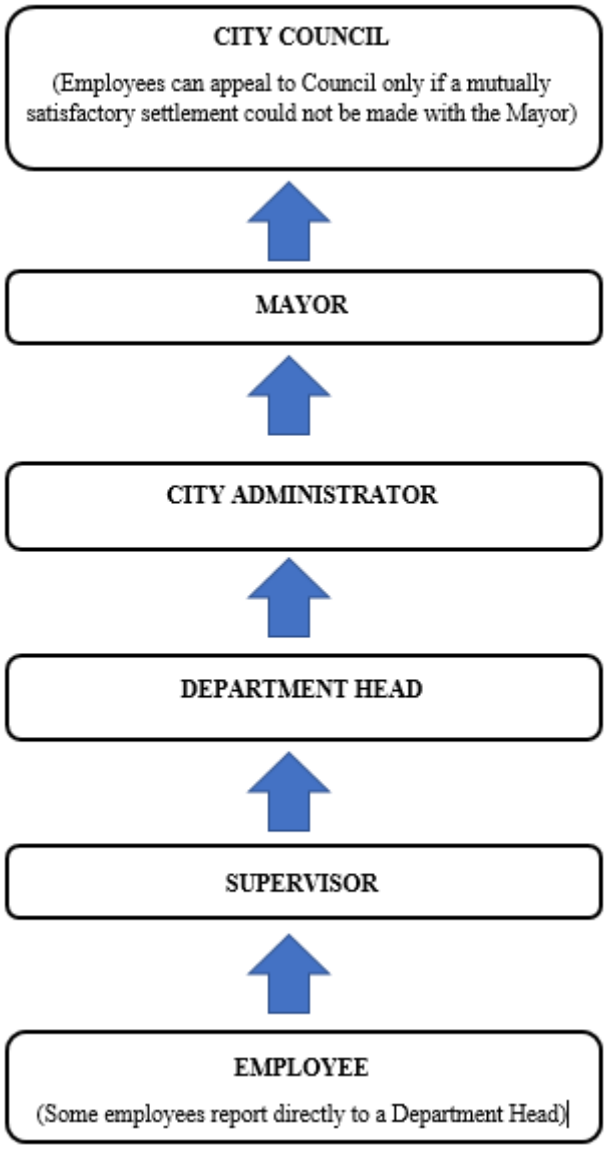
The format for the appeal hearing allows both parties adequate time to present without interruption and also time for the City Council to ask relevant questions.

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.

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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:	08/10/2021		
AGENDA SUBJECT:	Consider approval or other action regarding Resolution adopting the revised Code of Conduct Policy.		
PREPARED BY:	City Secretary Ritchie	**DATE SUBMITTED:**	08/02/2021
EXHIBITS:	Proposed Resolution; Proposed amended Code of Conduct Policy		

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

Proposed Resolution number for this item 2021-19

RECOMMENDED ACTION:

CITY OF GLEN ROSE

RESOLUTION #2021-__

A RESOLUTION OF THE CITY OF GLEN ROSE, TEXAS, AMENDING THE CITY'S CODE OF CONDUCT FOR ELECTED OFFICIALS.

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;

WHEREAS, pursuant to §51.012 of the Texas Local Government Code, "The municipality may adopt an ordinance, act, law, or regulation, not inconsistent with state law, that is necessary for the government, interest, welfare, or good order of the municipality as a body politic"*;*

WHEREAS, the City Council deems maintaining a Code of Conduct for Elected Officials is not inconsistent with state law and is necessary for the good order of the municipality as a body politic; and,

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

Adopts the amended "Code of Conduct for Elected Officials", attached and identified as Exhibit "A".

Passed and approved this the 10th day of August 2021.

Approved:

_____
Julia Douglas, Mayor

ATTEST:

_____
Stephanie Ritchie, City Secretary

EXHIBIT "A"

City of Glen Rose
Code of Conduct for Elected Officials

Proposed Revisions and to be adopted August 10, 2021

The Three Rs of Glen Rose Government Leadership: Roles, Responsibilities, and Respect

The Local Government Code and the Texas Municipal League provide detailed information of the roles and responsibilities of Council Members, the Mayor Pro-Tem, and the Mayor. The City's Code of Conduct provides guidance on ethical issues and questions of right and wrong. Until now, what has not been clearly written down is a Code of Conduct for Glen Rose's elected officials.

This Code of Conduct is designed to describe the manner in which Council Members should treat one another, city staff, constituents, and others they come into contact with while representing the City of Glen Rose.

The contents of this Code of Conduct include:

- Overview of Roles and Responsibilities
- Policies and Protocol Related to Conduct
- Council Conduct with One Another
- Council Conduct with the City Staff
- Council Conduct with the Public
- Council Conduct with Other Public Agencies
- Council Conduct with Boards and Committees
- Council Conduct with the Media
- Sanctions
- Principles of Proper Conduct
- Checklist for Monitoring Conduct
- Glossary of Terms

The constant and consistent theme throughout all of the conduct guidelines is "respect." Council Members experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is a

touchstone that can help guide Council Members to do the right thing in even the most difficult situations.

Overview of Roles and Responsibilities

Other resources that are helpful in defining roles and responsibilities of elected officials can be found in resources from organizations such as the Texas Municipal League (TML).

Mayor

- Acts as the official head of the City for all ceremonial purposes
- Chairs Council meetings
- Calls for special meetings
- Recognized as a spokesperson for the City
- Selects substitute for City representation when Mayor cannot attend
- Makes judgment calls on proclamations, Special Orders of the Day, etc.
- Recommends subcommittees as appropriate for Council approval
- Leads the Council into an effective, cohesive working team
- Signs documents on behalf of the City
- Serves as the official delegate of the City

Mayor Pro-Tem

- Serves at the pleasure of the Mayor
- Performs the duties of the Mayor if the Mayor is absent or disabled
- Chairs Council meetings at the request of the Mayor
- Represents the City at ceremonial functions at the request of the Mayor

All Council Members

All members of the City Council, including those serving as Mayor Pro-Tem, have equal votes. No Council Member has more power than any other Council Member, and all should be treated with equal respect. The Mayor will cast the tie breaking vote if needed.

All Council Members should:

- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Prepare in advance of Council meetings and be familiar with issues on the agenda
- Represent the City at ceremonial functions at the request of the Mayor

- Be respectful of other people's time. Stay focused and act efficiently during public meetings
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Glen Rose government
- Provide contact information with the City Secretary in case an emergency or urgent situation arises while the Council Member is out of town
- Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities to increase team effectiveness and review Council procedures, such as this Code of Conduct

Meeting Chair

The Mayor will chair official meetings of the City Council, unless the Mayor Pro-Tem or another Council Member is designated as Chair of a specific meeting.

- Maintains order, decorum and the fair and equitable treatment of all speakers
- Keeps discussion and questions focused on specific agenda item under consideration
- Makes parliamentary rulings with advice, if requested, from the City Secretary who acts as an advisory parliamentarian. Chair rulings may be overturned if a Council Member makes a motion as an individual and the majority of the Council votes to overrule the Chair.

Policies and Protocol Related to Conduct

Ceremonial Events

Requests for a City representative at ceremonial events will be handled by City staff. The Mayor will serve as the designated City representative. If the Mayor is unavailable, then the mayor will determine if event organizers would like another representative from the Council. If yes, then the Mayor will recommend which Council Member should be asked to serve as a substitute. Invitations addressed to Council Members at their homes are presumed to be for unofficial, personal consideration.

Correspondence Signatures

Council Members do not need to acknowledge the receipt of correspondence, or copies of correspondence, during Council meetings. City staff will prepare official letters in response to public inquiries and concerns. These letters will carry the signature of the Mayor unless the Mayor requests that they be signed by another Council Member or City staff.

Endorsement of Candidates

Council Members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention endorsements during Council meetings or other official City meetings.

Legislative Process

The City uses parliamentary procedure for meeting management.

Non-Agenda Items

During a designated period of the agenda, citizens, Council Members, and staff may bring forth issues or questions that are not on the meeting's agenda. Topics should be legislative items requiring action by the Mayor or the Council, study issues for future consideration, and requests for information. Each speaker, citizen, or elected official, will be limited to three minutes.

Public Announcements in Council Meetings

Council Members who want to speak first during the Public portion of the Council meeting should notify the Chair in advance. Otherwise, Council Members will be recognized when the Chair acknowledges them. Council Members, like members of the public who use this portion of the agenda to recognize achievements or promote an event, will be limited to three minutes each and should keep the focus on matters of community-wide interest.

Public Meeting Hearing Protocol

The applicant or appellant shall have the right to speak first. The Chair will determine the length of time allowed for this presentation. Speakers representing either pro or con points of view will be allowed to follow. The Chair will determine how much time will be allowed for each speaker, with 3 to 5 minutes the standard time granted. The applicant or appellant will be allowed to make closing comments. The Chair has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process in order to make the meeting run smoothly.

Council Members will not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff. "I think" or "I feel" comments by Council Members are not appropriate until after the close of the public hearing. Council Members should refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view.

Motions

Main motions may be followed by amendments, followed by substitute motions. Any Council Member can call for a point of order. Only Council Members who voted on the prevailing side may make motions to reconsider.

Travel Expenses

The policies and procedures related to the reimbursement of travel expenses for official City business by Council Members are outlined in the City Policy. All Council travel in excess of the allowed budget, in which the Council Member expects to officially represent the City and/or be reimbursed by the City for travel costs, must be approved in advance by the council. The travel policy and budget for Council should be reviewed at each annual budget cycle.

Councilmember Conduct with One Another

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues.

In Public Meetings:

- **Practice civility and decorum in discussions and debate**
  Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Council Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

- **Honor the role of the Chair in maintaining order**
  It is the responsibility of the Chair to keep the command of the Council Members on track during public meetings. Council Members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following the procedures outlined in parliamentary procedure.
- **Avoid personal comments that could offend other Council Members**
  If a Council Member is personally offended by the remarks of another Council Member, the offended Council Member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Council Member to justify or apologize for the language used. The Chair will maintain control of this discussion.

- **Demonstrate effective problem-solving approaches**
  Council Members have a public stage to show how individuals with different points of view can find common ground and seek a compromise that benefits the community as a whole.

In Private Encounters:

- **Continue respectful behavior in private**
  The same level or respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

- **Be aware of the insecurity of written notes, voicemail messages, email, and social media.**
  Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message was played on a speaker phone in a full office? What would happen if this e-mail message was forwarded to others? Written notes, voicemail messages, email, etc.should be treated as potentially "public" communication.

- **Even private conversations can have a public presence**
  Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

Councilmember Conduct with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City Staff, who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- **Treat all staff as professionals**
  Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

- **Open communication is encouraged between Council and any City staff member**
  Employees must first follow the proper chain of command as outlined in the Employee Handbook, however, Council should have an open door policy. Councilmembers must inform the staff members' direct supervisor of any discussions had with City staff.

Materials supplied to a Council Member in response to a request will be made available to all members of the Council so that all have equal access to information.

- **Staff immediate job requirements take priority**
  Council Members should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

- **Never publicly criticize an individual employee/department**
  Council should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the Mayor or City Administrator through private correspondence or conversation.

- **Do not get involved in administrative functions**
  Council Members must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

- **Check with City staff on correspondence before taking action**
  Before sending correspondence, Council Members should check with City staff to see if an official City response has already been sent or is in progress.

- **Attending meetings with City staff**
  Even if the Council Member does not say anything, the Council Member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively. However, Councilmembers are invited to attend meetings with staff as needed.

- **Councilmember support from staff**
  Councilmembers often need information from staff in an expeditious manner. If a Councilmember feels that they are not being properly supported by said staff member, they should consult the mayor for an immediate resolution.

- **Do not solicit political support from staff**
  Council Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

Councilmember Conduct with the Public

In Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of

partiality, prejudice, or disrespect should be evident on the part of individual Council Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- **Be welcoming to speakers and treat them with care and gentleness**
  Consider the following individual experience: "I give many public presentations so standing up in front of a group and using a microphone is not new to me. But I found that speaking in front of Council was an entirely different experience. I was incredibly nervous and my voice was shaking. I think the reason was because the issue was so personal to me. The Council was going to take a vote that would affect my family's daily life and my home. I was feeling a lot of emotion. The way that Council treats people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity."

- **Be fair and equitable in allocating public comment time to individual speakers**
  Imagine this were you: "The first thing the Mayor said to me was to be brief because the meeting was running late and the Council was eager to go home. That shouldn't be my problem. I'm sorry my item was at the end of the agenda and that there were a lot of speakers, but it is critically important to me and I should be allowed to say what I have to say and believe that the Council is listening to me."

  The Chair will determine and announce limits on speakers at the start of the public meeting process. Generally, each speaker will be allocated three minutes with applicants and appellants or their designated representatives allowed more time. If many speakers are anticipated, the Chair may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers. No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public comment on any agenda item unless the Council requests additional clarification later in the process. After the close of the public comment, no more public testimony will be accepted unless the Chair reopens the public comment for a limited and specific purpose.

- **Give the appearance of active listening**
  It is disconcerting to speakers to have Council Members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of

facial expressions, especially those that could be interpreted as "smirking," disbelief, anger, or boredom.

- **Ask for clarification, but avoid debate and argument with the public**
  Only the Chair – not individual Council Members – can interrupt a speaker during a presentation. However, a Council Member can ask the Chair for a point of order if the speaker is off topic or exhibiting behavior or language the Council Member finds disturbing.

  If speakers become flustered or defensive by Council questions, it is the responsibility of the Chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Council Members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council Members' personal opinions or inclinations about upcoming votes should not be revealed until after the public comment is closed.

- **No personal attacks of any kind, under any circumstances**
  Council Members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

- **Follow parliamentary procedure in conducting public meetings**
  If appointed by the mayor and deemed fit, the City Secretary can serve as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Chair and are always subject to the appeal of the Council.

In Unofficial Settings

- **Make no promises on behalf of the Council**
  Council Members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).

- **Make no personal comments about other Council Members**
  It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.

- **Remember that Glen Rose is a small town**

Council Members are constantly being observed by the community. Their behaviors and comments serve as models for proper behavior in the City of Glen Rose. Honesty and respect for the dignity of each individual should be reflected in every work and action taken by Council Members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

Councilmember Conduct with Other Public Agencies

Be clear about representing the City or personal interests.
If a Council Member appears before another governmental agency or organization to give a statement on an issue, the Council Member must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the City; 2) whether this is the majority or minority opinion of the Council.

If the Council Member is representing the City, the Council Member must support and advocate the official City position on an issue, not a personal viewpoint.

If the Council Member is representing another organization whose position is different from the City, the Council Member should withdraw from voting on the issue if it significantly impacts or is detrimental to the City's interest. Council Members should be clear about which organizations they represent and inform the Mayor and Council of their involvement.

Correspondence should be clear about representation.
City letterhead may be used when the Council Member is representing the City and the City's official position. A copy of official correspondence should be given to the City Secretary to be filed in the Clerk's Office as part of the permanent public record.

It is best that City letterhead not be used for correspondence of Council Members representing a personal point of view, or a dissenting point of view from and official Council position. However, should Council Members use City letterhead to express a personal opinion, the official City position must be stated clearly so the reader understands the difference between the official City position and the minor viewpoint of the Council Member.

Councilmember Conduct with Boards and Committees

The City has established several Boards and Committees as a means of gathering more community input. Citizens who serve on Boards and Committees become more involved in the government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

- **If attending a Board or Committee meeting, be careful to only express personal opinions**

Council Members may attend any Board or committee meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business, or developer – could be viewed as unfairly affecting the process. Any public comments by a Council Member at a Board or Committee meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

- **Limit contact with Board and Committee members to questions of clarification**
  It is inappropriate for Council Members to contact a Board or Committee Member to lobby on behalf of an individual, business, or developer. It is acceptable for Council Members to contact Board or Committee members in order to clarify a position taken by the Board or Commission.

- **Remember that Boards and Committees serve the community, not individual Council Members**
  The City Council appoints individuals to serve on Boards and Committees, and it is the responsibility of Boards and Committees to follow policy established by the Council. But Boards and Committees do not report to individual Council Members, nor should Council Members feel they have the power or right to threaten Board and Committee members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Committee should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board or Committee appointment should not be used as a political "reward".

- **Be respectful of diverse opinions**
  A primary role of Boards and Committees is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members may have a closer working relationship with some individuals serving on Boards and Committees; but must be fair and respectful of all citizens serving on Boards and Committees.

- **Keep political support away from public forums**
  Board and Commission members may offer political support to a Council Member, but not in a public forum while conducting official duties. Conversely, Council Members may support Board and Committee members who are running for office, but not in an official forum in their capacity as a Council Member.

- **Inappropriate behavior can lead to removal**
  Inappropriate behavior by a Board or Committee member should be noted to the Mayor,

and the Mayor should counsel the offending member.

Councilmember Conduct with the Media

Council Members are frequently contacted by the media for background and quotes.

- **The best advice for dealing with the media is to <u>never</u> go "off the record"**
  Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

- **The Mayor is the official spokesperson representing the official City position**
  The mayor is the designated representative of the Council to present and speak on the official City position. If an individual Council Member is contacted by the media, the Council Member should be clear about whether their comments represent the official City position or a personal viewpoint.

- **Choose words carefully and cautiously**
  Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or work play. It is never appropriate to use personal slurs or swear words when talking with the media.

Councilmember Conduct on Social Media

- **Posts related to City business are subject to an Open Records request.**
  The Council member making the posts will be responsible for providing copies of them to the City Secretary in the event of a request for information under the Texas Public Information Act. For the best of the City, if the City Secretary has additional data available that was not presented by the Councilmember, he/she has the authorization to make a copy of said post and file accordingly.

- **Be careful not to violate the Texas Open Meetings Act**.
  A violation could occur if a quorum of Council members were to post comments on the same forum regarding the same city business topic.

- **Do not block other users when discussing City matters.**
  Courts have found that an elected official blocking others where a matter within the purview of said official is being discussed in a public forum is a violation of the right to free speech. In the interest of protecting freedom of speech and being transparent, elected officials should not block others when discussing City matters on public social media platforms.

- **Post with caution.**
  Relevant provisions in other portions of this Code of Conduct should be observed when making social media posts.

Sanctions

Public Disruption

Members of the public who do not follow proper conduct after a warning in a public meeting may be barred from further testimony at a meeting or removed from the Council Chambers.

Inappropriate Staff Behavior

Council Members should refer to the Mayor or City Administrator any City staff who do not follow proper conduct in their dealings with Council Members, other City staff, or the public. These employees may be disciplined in accordance with standard City procedures for such actions. (Please refer to the section on Council Conduct with City Staff for more details on interaction with Staff.)

Council Members Behavior and Conduct

City Council Members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by the Council. Council Members should point out to the offending Council Member infractions of the Code of Ethics or Code of Conduct. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Mayor Pro-Tem.

It is the responsibility of the Mayor to initiate action if a Council Member's behavior may warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

If violation of the Code of Conduct is outside of the observed behaviors by the Mayor or Council Members, the alleged violation should be referred to the Mayor. The Mayor should ask the City Administrator and/or the City Attorney to investigate the allegation and report the findings to the Mayor. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to: discussing and counseling the individual on the violations; recommending sanction to the full Council to consider in a public meeting; or forming a Council ad hoc subcommittee to review the allegation, the investigation, and its findings, as well as to recommend sanction options for Council consideration. Videotaping of the complaint hearing should be used for a Council ad hoc subcommittee.

Principles of Proper Conduct

Proper Conduct IS…

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

Proper Conduct IS NOT…

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner

Checklist for Monitoring Conduct

- Will my decision/statement/action violate the trust, rights, or good will of others?
- What are my interior motives and the spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone's painful expense? Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just?

- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?

- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to a mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

Glossary of Terms

Attitude – the manner in which one shows one's dispositions, opinions, and feelings

Behavior—external appearance or action; manner of behaving; carriage of oneself

Civility – politeness, consideration, courtesy

Conduct – the way one acts; personal behavior

Courtesy – politeness, kindness

Decorum – suitable; proper; good taste in behavior

Manners – a way of acting; a style, method, or form; the way in which things are done

Point of Order – an interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration

Point of Personal – a challenge to a speaker to defend or apologize for comments that a privilege fellow Council Member considers offensive

Propriety – conforming to acceptable standards of behavior

Protocol – the courtesies that are established as proper and correct

Respect – the act of noticing with attention; holding in esteem; courteous regard

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	08/10/2021		
AGENDA SUBJECT:	Consider approval or other action regarding amendments to the Lead Animal Control Officer and the Parttime Animal Control Officer job descriptions.		
PREPARED BY:	City Secretary Ritchie	**DATE SUBMITTED:**	08/02/2021
EXHIBITS:	Amended job descriptions		
BUDGETARY IMPACT:	**Required Expenditure:**	$00.00	
	Amount Budgeted:	$00.00	
	Appropriation Required:	$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			

CITY OF GLEN ROSE, TEXAS

Job Description

JOB TITLE: **Lead Animal Control Officer**

DEPARTMENT: **Animal Control**

REPORTS TO: **City Administrator**

JOB SUMMARY:

The Lead Animal Control Officer shall protect residents from and educate the community about stray or vicious animals and related diseases. The ability to establish and maintain effective working relationships; communicate effectively, both verbally and in writing; and maintain appropriate necessary certifications. Reports to the City Administrator. Creates schedule, programs and daily administration of Animal Control. Responsible for maintaining records and narcotics in Animal Control. The Lead Officer is designated as the Certified Rabies Control Officer. The Lead Animal Control Officer is responsible for the hiring and firing and training of staff. It is up to the Lead AC Officer to create a budget for Animal Control as well as maintain approved budget. Works 40 or more hours per week with a schedule as dictated by the needs of the job. Often involves holidays and weekends. Subject to emergency callouts.

EXAMPLES OF JOB DUTIES:

- Supervises Animal Control Staff. May provide some training to less experienced staff members.
- Oversees the maintenance of and maintains animal holding facilities, grounds, vehicle(s), and equipment in accordance with state and local regulations (including painting, cleaning and daily care of the animals).
- Educates the community regarding stray and vicious animals and diseases.
- Serves as the Local Rabies Control Authority.
- Patrols within the city limits for stray, injured, diseased or vicious animals and responds to citizen concerns regarding the same.
- Responds to emergency situations, such as cruelty to animal concerns, animal bites and scratch cases (including quarantine), poisonous or dangerous animals, within the city limits and investigating citizen concerns for the same.
- Removes dead animals, transporting and disposing of properly, including apprehending, lifting and carrying animals.
- Captures, impounds, and handles disposition of animals. Performs euthanasia, using humane methods.
- Maintains up-to-date records and files on animals collected, care and disposition of each animal
- Issues verbal warnings regarding animal violations and enforces state and local laws related to animals. Makes court appearances as required.
- Maintains a neat appearance.
- Other duties as assigned.

WORKING CONDITIONS:

- Works 40 or more hours per week with a schedule as dictated by the needs of the job.
- Often involves holidays and weekends.

- Subject to emergency call-outs.

MINIMUM REQUIREMENTS:

- High School Diploma or GED
- Valid Texas Class "C" Driver's License and clear driving record.
- Knowledge of the laws and regulations governing the licensing, quarantine, and impounding of animals; diseases communicable from pets to human; livestock management; and euthanasia procedures.
- Must have Texas Department of Health Certified Animal Control Officer certification or the ability to obtain certifications within 120 days (as required by law).
- Certification in animal euthanasia or the ability to obtain certification within a 6 month period.
- Proficient in use of the internet, email services, google docs/ MS Office software.
- Must have or be willing to obtain a Rabies vaccination.

ABILITIES REQUIRED:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Ability to see and hear; communicate in the English language; carry items weighing up to 80 pounds and lift to a height of 3-5 feet; walk, stand and kneel for extended periods of time; push and pull up to 200 pounds; climb ladders; perform heavy manual labor in conditions of extreme heat and cold, and in the presence of extreme noise, dust, filth, and possible mechanical or chemical hazards as well as traffic hazards; operate equipment including mowers, trimmers, edger's and other lawn equipment; drive in a safe and responsible manner; must have the ability to obtain, and maintain Texas Department of Health Certified Animal Control Officer and euthanasia certification, follow oral and written instructions, and cross-train in other departments as needed; must be able to develop and maintain a positive working relationship with fellow employees and the general public.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed, and are subject to the requirements of the City's Personnel Policy.

Title:	Lead Animal Control Officer
Pay Grade:	Hourly
Management, yes or no?	No (Supervisory Only)
Classification:	Regular, Full-time, non-exempt

CITY OF GLEN ROSE, TEXAS

Job Description

JOB TITLE: **Animal Control Officer - Part-time**

DEPARTMENT: **Animal Control**

REPORTS TO: **Lead Animal Control Officer**

JOB SUMMARY:

The Animal Control Officer shall protect residents from and educate the community about stray or vicious animals and related diseases. This position reports directly to the Lead Animal Control Officer. The ability to establish and maintain effective working relationships; communicate effectively, both verbally and in writing; and maintain appropriate necessary certifications. Works less than 1000 hours per year with a schedule as dictated by the needs of the job. Often involves holidays and weekends. Subject to emergency callouts.

EXAMPLES OF JOB DUTIES:

- Maintains animal holding facilities, grounds, vehicle(s), and equipment in accordance with state and local regulations (including painting, cleaning, and daily care of the animals).
- Educates the community regarding stray and vicious animals and diseases.
- Patrols within the city limits for stray, injured, diseased or vicious animals and responds to citizen concerns regarding the same.
- Responds to emergency situations, such as cruelty to animal concerns, animal bites and scratch cases (including quarantine), poisonous or dangerous animals, within the city limits and investigating citizen concerns for the same.
- Removes dead animals, transporting and disposing of properly, including apprehending, lifting and carrying animals.
- Captures, impounds, and handles disposition of animals. Performs euthanasia, using humane methods.
- Maintains up-to-date records and files on animals collected, care and disposition of each animal.
- Issues verbal warnings regarding animal violations and enforces state and local laws related to animals. Makes court appearances as required.
- Maintains a neat appearance.
- Other duties as assigned.

WORKING CONDITIONS:

- Works less than 1000 per year with a schedule as dictated by the needs of the job.
- Often involves holidays and weekends.
- Subject to emergency callouts.

MINIMUM REQUIREMENTS:

- High School Diploma or GED
- Valid Texas Class “C” Driver’s License and clear driving record.

- Knowledge of the laws and regulations governing the licensing, quarantine, and impounding of animals; diseases communicable from pets to human; livestock management; and euthanasia procedures.
- Must have Texas Department of Health Certified Animal Control Officer certification or the ability to obtain certifications within 120 days (as required by law).
- Certification in animal euthanasia or the ability to obtain certification within a 6-month period.
- Proficient in use of the internet, email services, google docs/ MS Office software.
- Must have or be willing to obtain a Rabies vaccination.

ABILITIES REQUIRED:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Ability to see and hear; communicate in the English language; carry items weighing up to 80 pounds and lift to a height of 3-5 feet; walk, stand and kneel for extended periods of time; push and pull up to 200 pounds; climb ladders; perform heavy manual labor in conditions of extreme heat and cold, and in the presence of extreme noise, dust, filth, and possible mechanical or chemical hazards as well as traffic hazards; operate equipment including mowers, trimmers, edger's and other lawn equipment; drive in a safe and responsible manner; must have the ability to obtain, and maintain Texas Department of Health Certified Animal Control Officer and euthanasia certification, follow oral and written instructions, and cross-train in other departments as needed; must be able to develop and maintain a positive working relationship with fellow employees and the general public.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed, and are subject to the requirements of the City's Personnel Policy.

Title:	Animal Control Officer - Part-time
Pay Grade:	Hourly
Management, yes or no?	No
Classification:	Regular, Part-time, non-exempt

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	08/10/2021		
AGENDA SUBJECT:	Consider approval or other action regarding adopting a revised Animal Control Ordinance amending Section 2.01.002.		
PREPARED BY:	City Secretary Ritchie	**DATE SUBMITTED:**	08/02/2021
EXHIBITS:	Proposed Ordinance		

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

Proposed Ordinance number for this item 2021.08.10B

RECOMMENDED ACTION:

ORDINANCE # 2021.08.10A

AN ORDINANCE OF THE CITY OF GLEN ROSE, TEXAS, AMENDING CHAPTER 2 "ANIMAL CONTROL" OF THE CITY'S CODE OF ORDINANCES TO CHANGE THE DESIGNATED DEPARTMENT HEAD FOR THE ANIMAL CONTROL DEPARTMENT; PROVIDING REPEALING, SEVERABILITY, 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, the authority for powers granted under the ordinances of General Law municipalities must be found in State law;

WHEREAS, the City Council for the City of Glen Rose feels the need to restructure the departments of the City";

WHEREAS, in the lawful exercise of the powers granted to it and for the good government, peace, or order of the City, the City Council has decided to amend Chapter 2 of the CCO by designating the City Administrator as the head of the Animal Control Department;

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

SECTION 1 (OF 5)
AMENDED SECTION 2.01.002
"DEFINITIONS"

Section 2.01.002 The purpose of this chapter is to provide for the lawful and humane regulation of animals within the city limits in order to abate nuisances, protect both human and animal health and safety, and provide good stewardship of the city's resources. These duties are to be carried out by the Lead Animal Control Officer. The Animal Control Department will report directly to the City Administrator.

SECTION 2 (OF 5)
SAVINGS/REPEALING CLAUSE

Chapter 2 and 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 10th day of August, 2021.

APPROVED:

_____
Julia Douglas, Mayor

ATTEST:

_____
Stephanie Ritchie, City Secretary

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	08/10/2021		
AGENDA SUBJECT:	Consider approval or other action regarding amendments to the City Administrator, City Secretary and the Deputy City Secretary job descriptions.		
PREPARED BY:	City Secretary Ritchie	**DATE SUBMITTED:**	08/02/2021
EXHIBITS:	Amended job descriptions		
BUDGETARY IMPACT:	**Required Expenditure:**	$00.00	
	Amount Budgeted:	$00.00	
	Appropriation Required:	$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			

CITY OF GLEN ROSE, TEXAS

Job Description

JOB TITLE: **City Administrator**

DEPARTMENT: **Administration**

REPORTS TO: **Mayor and City Council**

JOB SUMMARY:

The City Administrator shall be appointed by a majority vote of the Mayor and City Council for an indefinite term. The City Administrator shall serve as the administrative officer of the City and shall be responsible for the proper administration of City affairs. The City Administrator works for the Mayor and City Council.

EXAMPLES OF JOB DUTIES:

Supervises and coordinates the day-to-day operations of each department and its personnel. This includes the hiring and dismissal of City employees. Must create and foster a positive work environment. The Council has the final decision on the appointment and dismissal of department heads.

Attends various meetings, including city council, planning and zoning commission, and staff meetings, and represents the City at functions with outside organizations, agencies, businesses, and the general public.

Assists the Mayor and Finance Director with preparation of the annual budget.

Plans and executes short- and long-range plans and programs of the City's Comprehensive Plan.

Recommends to the Mayor and City Council from time to time the adoption of such measures as may be deemed necessary or expedient for the health, safety or welfare of the City or for the improvement of public services of the City to achieve greater cost effectiveness or program results.

Assists the City Council in identifying and applying for federal and state grants and loans.

Investigates the affairs of the City or any department or division thereof, including all complaints relating to matters concerning the administration of the government of the City and in regard to public services. The findings must be reported to the Mayor and City Council.

Ensures that all laws, ordinances and policies of the City and all franchises, permits and privileges granted by the City are faithfully observed.

Works with outside consultants on City projects.
Fosters positive with any organizations that the city works with.

Performs other such duties as may be prescribed by the City Council or dictated by the nature of the position.

Must be available to Mayor and City Council for meetings pertaining to city operations. *(Refer to City Administrator Ordinance for additional powers and duties)*

WORKING CONDITIONS:

Works mostly indoors in a comfortable environment. Travels to meetings, conferences, seminars, etc. Subject to intermittent times of stress, especially when dealing with locally elected officials and the general public. Subject to frequent calls after hours and is required to attend frequent night meetings.

KNOWLEDGES, SKILLS AND ABILITIES:

Basic knowledge of general management principles.

Ability to establish and maintain effective working relationship with officials in local, State and Federal government and in the private sector.

Ability to select, develop, organize, motivate and effectively utilize City staff.

Working knowledge of local codes, ordinances and State and Federal laws affecting municipalities.

Working knowledge of municipal operations and functions.

Knowledge of municipal budgeting procedures and public financing operations.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to assimilate a variety of facts and draw sound conclusions.

Ability to speak effectively in public.

EDUCATION AND EXPERIENCE:

Bachelor's degree in public administration, business administration or related degree with at least five (5) years of experience in city government with major emphasis in management and fiscal affairs, or five (5) years to eight (8) years minimum experience in performing above tasks in lieu of degree.

LICENSES AND CERTIFICATIONS:

Class C Texas Drivers License
Eligibility to be bonded

CITY OF GLEN ROSE, TEXAS

Job Description

JOB TITLE: **City Secretary**

DEPARTMENT: **Administration**

REPORTS TO: **City Administrator**

JOB SUMMARY:

The City Secretary serves as a part of the management team of the City of Glen Rose and oversees Deputy City Secretary, Utility Billing, Municipal Court and Personnel. Position is appointed by City Council and performs all functions outlined in LGC §22.073.

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

Provides Administrative support to the City Administrator and City Council.

Prepare all Agenda's for the City Council and Boards and Commissions and post in compliance with the Texas Open Meetings Act.

Attend all meetings of the City Council, and prepares and preserves accurate minutes, records, resolutions, ordinances and actions of the City Council for permanent records.

Serve as administrator of all City elections including publishing notices, notices, preparing candidate packets, and administering early voting procedures.

Enroll, codify annually, and maintain all Ordinances of the City.

Provide assistance and information to citizens in compliance with the Public Information Act.

Supervise and evaluate Deputy City Secretary functions.

Maintain all records of the City in compliance with the Texas State Records Retention Schedule.

Represent the city with integrity during interactions with TxDOT, TCEQ, TWBD, and TDLR and other state and federal agencies.

Foster positive relationships with any organization that the city works with.

Assist Deputy City Secretary in the function of City Treasurer.

Assist in preparation of the Annual Budget for submission to City Council for approval.

Gather departmental submissions for the annual budget for the City Administrator.

Prepare required Public Hearing postings for advertisement for City Council budget and tax rate hearings.

~~Insure timely payment of municipal bonds and other debt of the City.~~

Maintain employee insurance.

Assist in the preparation of Request for Proposals/Bid Specifications, etc.

Serve on the Investment Committee and invest all City Funds in a manner compliant with the Texas Public Funds Investment Act

Accomplish Payroll, accrual updates, quarterly and monthly reports for TMRS, TEC, OCA, DPS, etc. with the assistance of the Deputy City Secretary.

Oversee in-house IT, Social Media, Website, and all City Phones (Landline and Cellular).

Performs other such duties as assigned and as necessary to maintain the operation of the City as may be prescribed by the City Council or dictated by the nature of the position.

Serves as back up for Deputy City Secretary and applicable duties.

(Refer to City Secretary Ordinance for additional powers and duties)

KNOWLEDGES, SKILLS AND ABILITIES:

4 or more years working knowledge of municipal operations and functions.

Supervisory experience a must.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to assimilate a variety of facts and draw sound conclusions.

EDUCATION AND EXPERIENCE:

High School diploma, some college preferred.

LICENSES AND CERTIFICATIONS:

Maintain Texas Public Funds Investment Training

Eligibility to be bonded

Texas Registered Municipal Clerk certification, or the ability to obtain within a reasonable amount of time

CITY OF GLEN ROSE, TEXAS

Job Description

JOB TITLE: **Deputy City Secretary**

DEPARTMENT: **Administration and Municipal Court**

REPORTS TO: **City Secretary**

JOB SUMMARY:

The Deputy City Secretary serves as a part of the management team of the City of Glen Rose and supervises the Utility Billing Clerk and the Municipal Court Clerk /Administrative Assistant. The Deputy City Secretary shall act as City Treasurer and be responsible for the City's financial management and record keeping and shall be responsible for Municipal Court administrative duties.

SUMMARY OF ESSENTIAL JOB FUNCTIONS:

Supervises and coordinates the day-to-day operations of the Utility Billing Clerk and Municipal Court Clerk / Administrative Assistant.

Ensures the highest level of financial accountability and transparency to the City Council, City management and citizens. Maintains and encourages the highest ethical standards.

Serves as a liaison to the bank depository and oversees all banking relationships.

Performs all functions pertaining to Accounts Payable/Receivable. Ensure timely payment of municipal bonds and other debt of the City.

General Ledger Reconciliation.

Supply Council with monthly accounts payable, budget and financial reports.

Provide City Administrator and Department Heads with weekly (or bi-weekly) budget reports, depending upon the frequency of check runs.

Responsible for all bank account reconciliation

Provide payment of, and post receipts of Property Taxes, Sales Taxes, Hotel Taxes, Mixed Drink Taxes and Franchise Fees.

Serve as City Treasurer and manage functions (with the assistance of the City Secretary)

Serve on the Investment Committee for Texas Public Funds Investment Act

Assist in payroll, accrual updates, quarterly and monthly reports for TMRS, TEC, OCA, DPS, etc.

Assist the auditor with the annual audit.

Assist the City Administrator in preparing the annual budget.

Performs other such duties as may be prescribed by the City Secretary or dictated by the nature of the position.

Provides services as City Secretary when needed.

KNOWLEDGES, SKILLS AND ABILITIES:

Working knowledge of municipal operations and functions.

Knowledge of municipal budgeting procedures and public financing operations.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to assimilate a variety of facts and draw sound conclusions.

EDUCATION AND EXPERIENCE:

High School diploma or GED

Completion of Municipal Court Clerks Orientation Training

At least 2 years of Municipal Court experience.

At least 2 years of experience with Incode.

LICENSES AND CERTIFICATIONS:

Maintain Texas Public Funds Investment Training

Eligibility to be bonded

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	08/10/2021		
AGENDA SUBJECT:	Consider approval or other action regarding adopting an Ordinance amending the Code of Ordinances regarding the Power and Duties of the Mayor, City Administrator and City Secretary.		
PREPARED BY:	City Secretary Ritchie	**DATE SUBMITTED:**	08/02/2021
EXHIBITS:	Proposed Ordinance		

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

Proposed Ordinance number for this item 2021.08.10B

RECOMMENDED ACTION:

ORDINANCE #2021.08.10B

AN ORDINANCE OF THE CITY OF GLEN ROSE, TEXAS, PROVIDING FOR REVISIONS TO THE MAYOR, CITY ADMINISTRATOR AND CITY SECRETARY ORDINANCES; AMENDING THE POWERS AND DUTIES OF THE OFFICE(S); PROVIDING AUTHORITY TO DELEGATE CERTAIN POWERS AND DUTIES; AND, PROVIDING A REPEALING CLAUSE, A SEVERABILITY CLAUSE, A PROPER NOTICE, MEETING, AND QUORUM CLAUSE, AND AN EFFECTIVE DATE.

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

WHEREAS, §22.071 of the Texas Local Government Code (TLGC), in addition to the members of the Governing Body, recognizes other municipal officers, including that of Municipal (City) Secretary;

WHEREAS, §22.071 of the TLGC requires that the City Council by ordinance provide for the election or appointment of those other officers;

WHEREAS, Section 1.04.002 of the City's Code of Ordinances (CCO) doesn't adequately describe all the powers and duties of the City Secretary; and,

WHEREAS, in the lawful exercise of the powers granted to it and for the good government, peace, and order of the City, the City Council has decided to repeal and replace Section 1.04.002 of the CCO to better define the City Secretary's powers and duties.

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

SECTION 1 (OF 7)
AMENDING 1.03.002 POWERS AND DUTIES OF THE MAYOR

Amending section 1.03.002(a)(1) to as follows:

1) As the governing body's presiding officer the mayor, 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;~~ for ensuring all items appropriately received be placed on the council meeting agenda.

SECTION 2 (OF 7)
AMENDING 1.04.001 POWERS AND DUTIES OF THE CITY ADMINISTRATOR

Amending section 1.04.001(a) to read as follows:

a. Position created. The office of city administrator, the ~~chief~~ the administrative officer of the city, as created by Ordinance 464 adopted on November 9, 2009, is hereby ratified and confirmed.

Amending section 1.04.001(d)(2, 3, 10, 11 and adding 15) to read as follows:

d. Powers and duties. The city administrator shall:
1. Supervise and coordinate the activity of all city departments, including the hiring and firing of department heads and employees, except that those employees identified by ordinance or state law as officers of the city are to be hired and fired by the city council.
2. Facilitate, lead, and/or participate in meetings and/or proceedings pertaining to staff or issues of the City;
3. Serve as a liaison between departments, external organizations, the general public and otheragencies as directed by Council;
4. Assist the mayor in preparing the annual budget presented to city council for approval.
5. Develop and maintain positive working relations with other local governments and state/federal agencies.
6. Research, analyze, and make recommendations for cost effective improvements in city operations. Work with department heads to design, evaluate and administer departmental programs and services.
7. Conduct research into various issues facing the city and make appropriate recommendations to council on a wide range of issues.
8. Lead city staff in the accomplishment of city goals and priorities.
9. Investigate grant opportunities and present findings to the city council. When authorized by the council, prepare grant applications. Manage grant projects which have been funded.
10. Work closely with the City Council, city attorney and/or Texas Municipal League legal counsel to limit the city's exposure to liability regarding sensitive operational decisions, ensure the city's ordinances and policies comply with state and federal law and are properlyconstructed, and protect the city's interests in all contractual matters.
11. Be ~~the~~ a primary point of contact for matters related to economic development.
12. Provide for the maintenance of city property and equipment.
13. Oversee the enforcement of city ordinances, policies, and procedures.
14. Perform other such duties as may be prescribed by the mayor and city council or dictatedby the nature of the position.
15. Provide a weekly report to the Council.

SECTION 3 (OF 7)
AMENDING 1.04.002 CITY SECRETARY

Amending section 1.04.002(b)(1)(K) and to read as follows:

K. Provide a monthly report to Council.

Amending section 1.04.002(b)(2) removing it in its entirety.

2. ~~City treasurer, pursuant to §22.075 of the TLGC (see subsection (e) of this section);~~

SECTION 4 (OF 7)
SAVINGS/REPEALING CLAUSE

Article 1.04 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 5 (OF 7)
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 6 (OF 7)
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 TGC; and, that a quorum was present pursuant to §22.039 of the TLGC.

SECTION 7 (OF 7)
EFFECTIVE DATE

This Ordinance shall take effect immediately upon passage.

PASSED AND APPROVED this the 10th day of August, 2021.

APPROVED:

_____

Julia Douglas, Mayor

ATTEST:

_____

Stephanie Ritchie, City Secretary

City of Glen Rose
Dinosaur Capital of Texas

AGENDA ITEM SUMMARY

MEETING DATE: **08/10/2021**

STAFF REPRESENTATIVE: **Jim Holder, Public Works Director**

ITEM: Public Works Director Report
- Update on progress of city projects

Public Works Director Report

July 2021

Demand- average daily demand was 426,000 Gallons per Day (G.P.D.)

Total Monthly Production – 13,216,000 gallons

Pumping Capabilities -3.5 Million Gallons per Day (MGD) the daily pumping capability is a combined figure representing the Somervell County Water District's daily pumping capability in addition to the production capabilities of 5 water wells owned and operated by the City of Glen Rose.

- **Water Well #4 Replacement Project**

  On February 18, 2021, the city received a letter from the TCEQ acknowledging that the minimum requirements for the construction of the new well have been met. The well is approved for use temporarily, and the continued use of the well is based on the following conditions. Additional chemical analysis performed by TCEQ is required, along with routine tap sampling for lead and copper during two consecutive six-month periods, and water quality parameter sampling (WQP). A new 150' sanitary control easement will be required as well. The additional sampling is considered standard procedures when there is an additional source of drinking water added to a public water system. After successful monitoring with no action level exceedances the water system will be eligible to have a reduced monitoring schedule again.

- **Grand Avenue Lift Station Reconstruction Project**

  The Texas Water Development Board (TWDB) issued a letter to the city on January 3, 2021, acknowledging the review, and acceptance, of the contract documents for the lift station project. The pre-construction conference was held at City Hall on Thursday January 14, 2021. A Notice to Proceed letter was issued to Rey-Mar Construction on Monday, January 25, 2021. The estimated number of days for construction completion is 230 days. Rey-Mar Construction began excavation at the project site on Monday, February 22. The excavation proved to be difficult with almost 20' of solid limestone but the 40' target depth has been achieved. The pre-poured bottom, and lower section of the wet-well have been delivered to the job-site and will now be installed and prepped for backfill. There is a manhole being constructed directly across the Paluxy River from the proposed wet-well. A directional bore has been completed from the south side of the river to the new lift station site. However, difficulty with unknown bedrock formation, caused the rock bit to stray horizontally and the intended target was missed. The bore can be salvaged with the addition of a new manhole on the north side of the river. This will require a Change-Order approved by City Council. The City Council approved, Change-Order No.1 documents have been processed and

executed since the July City Council meeting. An updated schedule has been provided by the contractor documenting the changes to the original contract schedule, and contract price.

- **Water Distribution Improvements Project (FBC, East Water Line)**
  Day Services, LLC, of Cleburne, Tx., began construction on the water distribution improvements project on December 28, 2020. The new 8" water main, from Tom Rumph Road to West Gibbs has been installed, including new valves, fire hydrants, air relief valves, replacement water taps and services for all of the existing properties on Tom Rumph Road. A pressure test was done on the new water main identifying a couple of leaks that have since been repaired. The most recent pressure test held 150 p.s.i. for over four hours indicating that there are no existing leaks. The portion of the water line improvements project from the east end of Longhorn Drive, to the entrance to Paluxy Summit on CR333, has been completed. An inspection was performed by eHT, city staff members, and Day Services representatives on May 4th. The punch list items have been addressed, including the seeding and re-grading, The final pay application has been processed and the retainage has been released ($36,198.43).

- **Well #4 100,000 Gallon Ground Storage Tank Replacement Project**
  The plans and specifications for the proposed replacement ground storage tank at Well Site No.4 have been completed and were submitted to the Texas Commission on Environmental Quality (TCEQ) for review on Wednesday, January 20, 2021. Included in the submittal were photos of the existing problems, and a letter from the engineer, requesting an expedited review process, due to the nature of the existing situation. On February 19, 2021 Enprotec/Hibbs & Todd received a letter from the TCEQ notifying them of the successful review and acceptance of the plans and specifications that were submitted on January 20th. Bids were accepted at City Hall until March 31, 2021 at 2:30 pm. There was a total of four bids received, opened publicly and read out-loud. City Council awarded the project to Dake Construction at the April meeting and the construction documents have since been signed. A pre-construction conference was completed on Friday June 4th. Dake Construction has prepared the foundation for the new tank, complete with field density tests, and proctors, done by Enprotec, Hibbs & Todd. The steel tank has been fabricated in place by a sub-contractor. The next step will be painting the tank inside and out, scheduled to begin the week of August 2nd. This process will take approximately two weeks to complete.

- **Spanish Oak Trail & Hilltop Drive Water Line Improvements Project**
  This project is currently in the design phase with Enprotec/Hibbs and Todd. ***The existing section of 10" a/c water line that was recently identified along Hereford Street (from the 700 block of Hereford Street to City Well Site No.3 near Tom Rumph Road) has been added to the scope of work for this water line improvements project. The project engineers have had their survey crew surveying the job-site during the first week of August.***

- **Hwy 67 East & CR 303 Wastewater Collection System Improvements Project**
  Sealed bids were accepted at City Hall until May 18, 2021. A total of seven bids were accepted. The bids were opened publicly and read aloud. FM Utilities, LLC was the lowest qualified bidder with a bid of $472,840.51. City Council awarded the contract to FM Utilities, LLC at the April meeting. A Notice of Award letter has been submitted to FM Utilities along with contract documents. The executed contract documents have been received and the pre-construction conference was held on July 1st at City Hall. A notice to proceed has been issued dated July 12, 2021. The number of calendar days for substantial completion of the project was set at 120 days. The required final completion date is October 29, 2021. After the Notice to Proceed letter was issued, it was discovered that there was a shortage of sewer pipe available to the contractors. Therefor we have had a delay in the project start date. The pipe has since been delivered (on Monday August 2nd) to the job-site and mobilization of equipment and other materials have begun.

MONTHLY OPERATING REPORT

FOR PUBLIC WATER SYSTEMS THAT ARE USING GROUNDWATER SOURCES
OR ARE PURCHASING TREATED WATER FROM ANOTHER PUBLIC WATER SYSTEM

PUBLIC WATER SYSTEM NAME: City of Glen Rose PWS ID No.: 213000

Report for the Month of: ~~Aug~~ July 2021

Number of Active Service Connections this Month: 1283

	WATER PRODUCTION					
	Pumpage to storage and distribution X 1000 Gals					
Date	From Wells Directly to Distr.	From Wells to Storage Tanks	Purchased Water Directly to Distr.	Purchased Water into Storage	From SWTP or GWUDI Plant	Total Daily Production
1		454		0		454
2		312		0		312
3		334		0		334
4		370		0		370
5		473		0		473
6		390		0		390
7		407		0		407
8		456		0		456
9		371		1		372
10		459		0		459
11		483		0		483
12		418		0		418
13		418		0		418
14		488		0		488
15		478		0		478
16		435		0		435
17		497		0		497
18		424		0		424
19		362		0		362
20		327		0		327
21		414		0		414
22		440		0		440
23		430		0		430
24		471		0		471
25		478		0		478
26		476		0		476
27		533		3		536
28		486		0		486
29		531		0		531
30		478		0		478
31		537		0		537
Total		13,212		4		13,216
Avg						426
Max						537
Min						312

Any additional information you wish to provide:

I certify that I am familiar with the information contained in this report and that, to the best of my knowledge, the information is true, complete, and accurate.

Operator's Signature: [signature] Date: 7-31-21

Certificate No. and Class: C-2 WG0015747

AGENDA ITEM SUMMARY

MEETING DATE: **08/10/2021**

STAFF REPRESENTATIVE: **Buck Martin, Police Chief**

ITEM: Police Department Report
- Police Activity Report

City Of Glen Rose
POLICE DEPARTMENT
201 NE Vernon St., Glen Rose, TX 76043

GLEN ROSE POLICE DEPARTMENT MONTHLY REPORT

- **07/03/21---1) Assisted w/Traffic Control for 4th July Parade**
- **07/05/21---1) Attended Mandatory In-Service Training**
  /09/
- **07/11/21---1) Enforced Parking Issues @ Big Rocks & Barnard**
- **07/12/21---1) Theft of Service Complaint @ Travel Plaza**
  2) Harassment Complaint @ Somervell Apartments
- **07/13/21---1) Council Meeting**
- **07/20/21---1) Municipal Court**
  2) Met w/CPS @ Children's Advocacy Center in Granbury
  3) Worked Accident in the 900 Blk NE Big Bend Trail
- **07/21/21---1) Motorist Assist 500 Blk of Grace St.**
- **07/23/21---1) Parking Issue 200 NE Barnard**
  2) Theft Report @ Glen Rose Hospital
  3) Arrested Male Subject @ Big Rocks for Escambia County Florida Warrant for Robbery, Possession of Marihuana, & Unlawful Carrying a Weapon. Also Arrested Female Subject @ Big Rocks for Possession of Controlled Substance (Cocaine)-Penalty Group 1 >4g < 200g , Possession of Controlled Substance (Meth) < 1g Possession of Marihuana < 5lbs >4oz
- **07/26/21---1) Enforced Parking Violaters @ Big Rocks**
- **07/27/21---1) Council Meeting**
- **07/31/21---1) Enforced Parking Violations @ Big Rocks & NE Barnard**
  2) Assisted Sheriff's Office on Major Accident 3000 Blk 67 W

84 Citations-(17 of these @ Big Rocks & 36 on Barnard for Parking), 9 Written Warnings, 3 Verbal

Chief Martin #800

City of Glen Rose
Dinosaur Capital of Texas

AGENDA ITEM SUMMARY

MEETING DATE: **08/10/2021**

STAFF REPRESENTATIVE: **Christy Wilson, Animal Control Officer**

ITEM: Animal Control Report
- Animal Control Activity Report

In/Out Summary by Species

Criteria:
Enter from date: 07/01/2021
Enter to date: 07/31/2021

Started July 1, 2021 with7 Dogs and 20 Cats
Ended July 31, 2021 with 10 Dogs and 6 Cats

Animals In

Total Animals Brought In - Cat: 35
Total Animals Brought In - Dog: 21
Total Animals Brought In: 56

Total Animals In: 56

Animals Out

Total Animals Adopted - Cat: 2
Total Animals Adopted - Dog: 4
Total Animals Adopted: 6

Total Animals Dead On Arrival - Dog: 1
Total Animals Dead On Arrival: 1

Total Animals Died On Shelter - Cat: 1
Total Animals Died On Shelter: 1

Total Animals Euthanised - Cat: 19
Total Animals Euthanised - Dog: 3
Total Animals Euthanised: 22

Total Animals Reclaimed - Dog: 1
Total Animals Reclaimed: 1

Total Animals Transferred Out - Cat: 27
Total Animals Transferred Out - Dog: 9
Total Animals Transferred Out: 36

Total Animals Out: 67

City of Glen Rose
Dinosaur Capital of Texas

AGENDA ITEM SUMMARY

MEETING DATE: **08/10/2021**

STAFF REPRESENTATIVE: **Rowena West, Building Admin**

ITEM: Building, Planning, and Code Enforcement Report
- Update on progress of city projects

City of Glen Rose
Dinosaur Capital of Texas

Building /Planning/Code Enforcement Department
201 NE Vernon Street
PO Box 1949, Glen Rose, Texas 76043
(254) 897-2272 Fax: (254) 897-7989

SUBJECT: Building Department Monthly Activities Report for August, 2021, City Council Meeting.

Monthly Highlights: July, 2021

Preservation Board met twice during the month of July, 2021

Planning and Zoning Board did not meet during the month of July, 2021.

Demolition

Residential: No demolition permit was issued.
Commercial: No demolition permits were issued.

New Construction

Commercial:

a. None issued.

Residential:

b. One (1) new Single Family residential building permit was issued.

Certificates of Occupancy

a. One (1) Certificate of Occupancy application was received.
b. One (1) commercial Certificate of Occupancy was issued.

Statistical information July, 2021

ITEM	THIS PERIOD
Inspections	36
Permits Issued	27
Code Violations	10
Illegal signs removed	1
Fees/Permits Collected	$3416.00

City Administrator Report
July 2021

Following is a list of some of the more significant and/or time-consuming transactions I was involved in during the month:

1. Reviewed the May Council agenda with Mayor Douglas and City Secretary Ritchie. Helped prepare the packet. Prepared Administrator Report and monthly financial reports.
2. Have been handling various Building Official duties until a new Building Official is hired. Also City Secretary Ritchie and I covered for Code Enforcement Officer West while she was out for over two weeks on vacation and then handling a family emergency.
3. Reached out to 4 cities looking for leads on a Building Official.
4. Communicated with SCWD General Manager Kevin Taylor on two occasions regarding his plans to attend a Council Meeting and my plans to attend a SCWD Board Meeting. He wants to wait until after he has resolved his personal issues with the City to meet. Both meetings have been put on hold until later.
5. Followed up with Rock Ridge Estates and Squaw Creek Meadows developers on bonds/letters of credit, but neither party has yet moved forward with this, so the final plats have not been signed and filed..
6. Continued to work on finalizing the budget during the month and completed the process on August 3rd.
7. Mr. Gosdin decided to proceed with phases 1 - 4 rather than 1 & 2. He will be returning to meet with the Council and will then provide a bond/letter of credit for all 4 phases.
8. Attended and participated in one P&Z meeting. Presented a draft of an ordinance amending portions of the Zoning Ordinance for review. A final draft is presented in this week's Council packet.
9. Received the Freas family signed sanitary control easements.
10. Scheduled interviews with 3 applicants for Building Official for the first week of August.
11. Completed the TDEM forms associated with the ARP funding.
12. Consulted with Mayor Douglas and City Secretary Ritchie on handover of CVB funds. Responded to a County request to replace an A/C at the CVB building. Met two contractors on site and secured two bids. As you know, this ended up being a County responsibility. I conveyed bids to Councilmember Harris at the last Council meeting.
13. Conducted a walk through of the Animal Control Facility and reviewed operating procedures.
14. Continue to work with Fire Marshal Smith on various re-inspections and Certificate of Occupancy inspections.
15. Completed adjustments to TMLIRP coverage and obtained a rerate from them. The cost is less than last year due to the removal of the Oakdale Park facilities.
16. At the request of Mayor Dougals, searched for, found, and transcribed a portion of the meeting where Judge Chambers asked the City to extend sewer service where it would be available to serve about a 20 acre piece of land the County was planning on selling.
17. With the help of the Fire Marshal we were able to get the fire sprinkler system operational in one of the hotels where it had been off for a while.

18. With the help of Jeannie Lane, the polycart situation on the east side of the Square has been resolved.
19. Began working on revisions to the Subdivision Ordinance to shore up our compliance with the relatively new 30 day action requirement by creating a strong “administratively complete” definition and procedures. Obtained some sample forms for developers from the City of Richmond, Texas, which we should be able to modify and use. The P&Z expressed a desire to review the Subdivision Ordinance.
20. NextLink corrected their monthly lease payments and provided a check for the months when their payments were less than the recently increased lease amount.
21. Participated in TxDOT kickoff of our sidewalk grant and worked with our TxDOT project manager to file the initial paperwork.
22. Worked with 3 developers during the month concerning their plans for property in Glen Rose.
23. Attended Lower Brazos Regional Flood Planning Group meeting and filled out their survey for Glen Rose.
24. Followed up with Chris Hayt on our TWDB and ARPA projects.
25. Consulted with City Attorney Pendleton on potential wrongful termination suit, transfer of CVB funds, and dis-annexation petition.
26. Began working with Glen Lake Camp on “No Parking” sign request.
27. Attended NTCOG meeting with other local officials on our Hazard Mitigation Plan.
28. Met with Rainbow Village RV Park owner and others on 2 occasions to address flooding/drainage issues. Public Works Director Holder attended the second meeting.

City of Glen Rose
Dinosaur Capital of Texas

AGENDA ITEM SUMMARY

MEETING DATE: **08/10/2021**

STAFF REPRESENTATIVE: **Stephanie Ritchie, City Secretary**

ITEM: City Secretary Report

City of Glen Rose
City Secretary's Office
Staff Report for July Activities

1. Compiled, organized, processed, and distributed City Council Packets for July 13 and July 27, 2021. Completed redlines for Job descriptions, ordinance changes and policy changes for packets.
2. Completed four sets of minutes from the June City Council meetings for review and approval at the first July City Council Meeting.
3. Researched and worked with Charter Spectrum and Kinetic by Windstream regarding high-speed internet services for City Hall.
4. Worked with Kelly Harris for transfer of CVB to Somervell County, including but not limited to transfer of files, separating City Hall and CVB equipment at the CVB, researching copier contract, organizing a plan with Kelly regarding turnover of internet, phone, email, website, and social media.
5. Cleared the Mayor's office of archived files and the CVB Building of files.
6. Completed Open Records Request including several from Somervell County. Records request were regarding employee verification, security background checks, property information, TMRS requests from previous employee, etc.
7. Assisted with Payroll processing and completed HSA benefits transfer for employees
8. Created and posted all required documentation for the November election.
9. Worked with all board member files for records retention.
10. Updated City of Glen Rose board members listing and posted for public view.
11. Updated Mayor History list and posted for public view.
12. Posted notification in the newspaper regarding Bid for Employee health insurance. Conducted Bid opening. There was one Bidder with several option. Options were discussed with employees.
13. Completed minutes from July's City Council meetings for August Agenda Packet.
14. Prepared, mailed, contacted, and received Well #4 Easement Agreements from the Freas Family. Filed Easement agreement with the Somervell County Clerk's Office.
15. Processed all City Council approved Ordinances, Resolution and contract agreements as discussed in the July City Council Meetings.
16. Worked with Deputy City Secretary Sosol regarding budgeting, and accounts payable.
17. Contacted Somervell County Elections Department regarding contract options for November election. Received two quotes which will be presented to Council in the near future.
18. Processed two outgoing employees.
19. City Intern John Hague and I met via Zoom with TextMyGov for an initial setup meeting. We are hoping to by "live" by the end of August.
20. Processed new hire information for benefits (insurance) and completed a change in benefits for an employee.
21. Submitted several newspaper legal notifications.
22. Ensured that the SCAD office had the most recently adopted city limits map and annexation ordinances since 2018.
23. Calculated a release of lien for property located at 201 Second Street and notified owner of the process required to pay and have the lien released.
24. Made requested changes to the Personnel policy and presented to staff for review.
25. Worked with Mr. and Mrs. Conte and our GIS mapping company to correct the City Limit boundary lines in the system. Notified property owners of completion on this project.
26. Staff meeting regarding employee health benefit options, changes to the personnel policy and acquired signatures from employees regarding their job descriptions.

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	08/10/2021		
AGENDA SUBJECT:	Public Hearing regarding request to rezone, Acres 0.310, Lot 00001, Blk E, Subd W0100, Abst A136, WALKER ADDITION, BLOCK 3, LOT 1 .310 ACRES, at 611 South Jefferson Street from being split zoned B-2 (General Commercial District)/R-1 (Single Family Residential District) to being wholly zoned R-1 (Single Family Residential).		
PREPARED BY:	City Secretary Ritchie	**DATE SUBMITTED:**	08/04/2021
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:	08/10/2021		
AGENDA SUBJECT:	Public Hearing regarding a Specific Use Permit application to operate a Bed and Breakfast, for Acres 0.300, Tract 34 (WALKER ADD, BLK A), Abst A136, A136 MILAM CO SCH LD, TRACT 34 (WALKER ADD, BLK A), LOCATED AT 505 Hereford Street.		
PREPARED BY:	City secretary Ritchie	**DATE SUBMITTED:**	08/04/2021
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:	08/10/2021		
AGENDA SUBJECT:	Public Hearing for Ordinance Amending Chapter 14 "Zoning" of the City's Code of Ordinances.		
PREPARED BY:	Rowena West	**DATE SUBMITTED:**	08/04/2021
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:	08/10/2021		
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding request to rezone, Acres 0.310, Lot 00001, Blk E, Subd W0100, Abst A136, WALKER ADDITION, BLOCK 3, LOT 1 .310 ACRES, at 611 South Jefferson Street from being split zoned B-2 (General Commercial District)/R-1 (Single Family Residential District) to being wholly zoned R-1 (Single Family Residential).		
PREPARED BY:	Rowena West	**DATE SUBMITTED:**	08/04/2021
EXHIBITS:	Zone change Application; Property Owner notification letter; 200' surrounding property map; Property owner responses; Planning and Zoning Recommendation; Proposed Ordinance		

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

Application received 6/8/21. Public notification was posted on 7/9/21 and 15 letters representing 17 separate properties were sent by certified mail on 7/12/21. Of those; 11 have been confirmed as received, 2 unconfirmed received, 2 were returned, 3 favorable property owner responses & 1 opposing property owner responses have been returned.

A Planning and Zoning meeting was held on 8/3/21 where this matter was reviewed and approved for recommendation to Council by a vote of 5/0.

RECOMMENDED ACTION:

Move to approve or deny request for 611 Jefferson Street zone change to R1 Single Family Residential.

Staff use only
Date Received: 6/8/21

Code Enforcement Office
City of Glen Rose, Texas 76043 Tel: (254) 897-9373 Fax: (254) 897-7989

Paid

New Zoning Use Application

Address of property: 611 South Jefferson Street, Glen Rose, TX 76043

Applicant's Name: Brian Watts Date: 05/27/2021

Property Owner Information

Full Name: Realty Capital Holdings, LLC

Address: Post Office Box 2930, Glen Rose, TX 76043

Telephone No: [redacted] Email: [redacted]

Applicant/Owner's Representative (if not the owner)

Full Name: Brian Watts, LLC Manager

Address: Post Office Box 2930, Glen Rose, TX 76043

Telephone No: [redacted] Email: [redacted]

Present zoning at site: B-2 Requested new zoning use: R-1

Form of Ownership of the property: [ ] Individual [X] Partnership [ ] Corporation

Intended use of property (must be specific):

Single Family Residence

I/We, am/are the owner(s) of the property. I/We hereby certify that all the information provided is true and correct.
Owner(s) Signature:

Date: 05/27/2021

Brian Watts, LLC Manager
Realty Capital Holdings, LLC

City of Glen Rose
Dinosaur Capital of Texas

Building, Planning and Code Enforcement Department
201 NE Vernon Street, PO Box 1949, Glen Rose, Texas 76043
(254) 897-2272 Fax: (254) 897-7989

CORRECTED NOTIFICATION

July 8,2021

NOTICE OF PUBLIC HEARING ON 611 S. JEFFERSON

Public hearings will be held at 5:30 p.m. at City Hall (201 NE Vernon Street, Glen Rose, Texas) on August 3, 2021 before the Planning and Zoning Commission and on August 10, 2021 before the City Council on a request by owner Realty Capital Holdings, LLC to rezone the property at 611 S. Jefferson [Acres 0.310, Lot 00001, Blk E, Subd W0100, Abst A136, WALKER ADDITION, BLOCK E, LOT 1] from being split zoned B-2 (General Commercial District)/R-1 (Single Family Residential District) to being wholly zoned R-1 (Single Family Residential).

Dear Property Owner:

You are receiving this notice because our records indicate you own property within 200' of the property at 611 S. Jefferson Street that is the subject of these hearings. Included with this letter is a Property Owner Response Form, the application for rezoning which is under consideration, and a map showing all the properties within 200' of 611 S. Jefferson. If you would like to register your opinion in favor or in opposition to granting the rezoning request, please complete the form and either mail or email it to us, or deposit it in one of the drop boxes at City Hall.

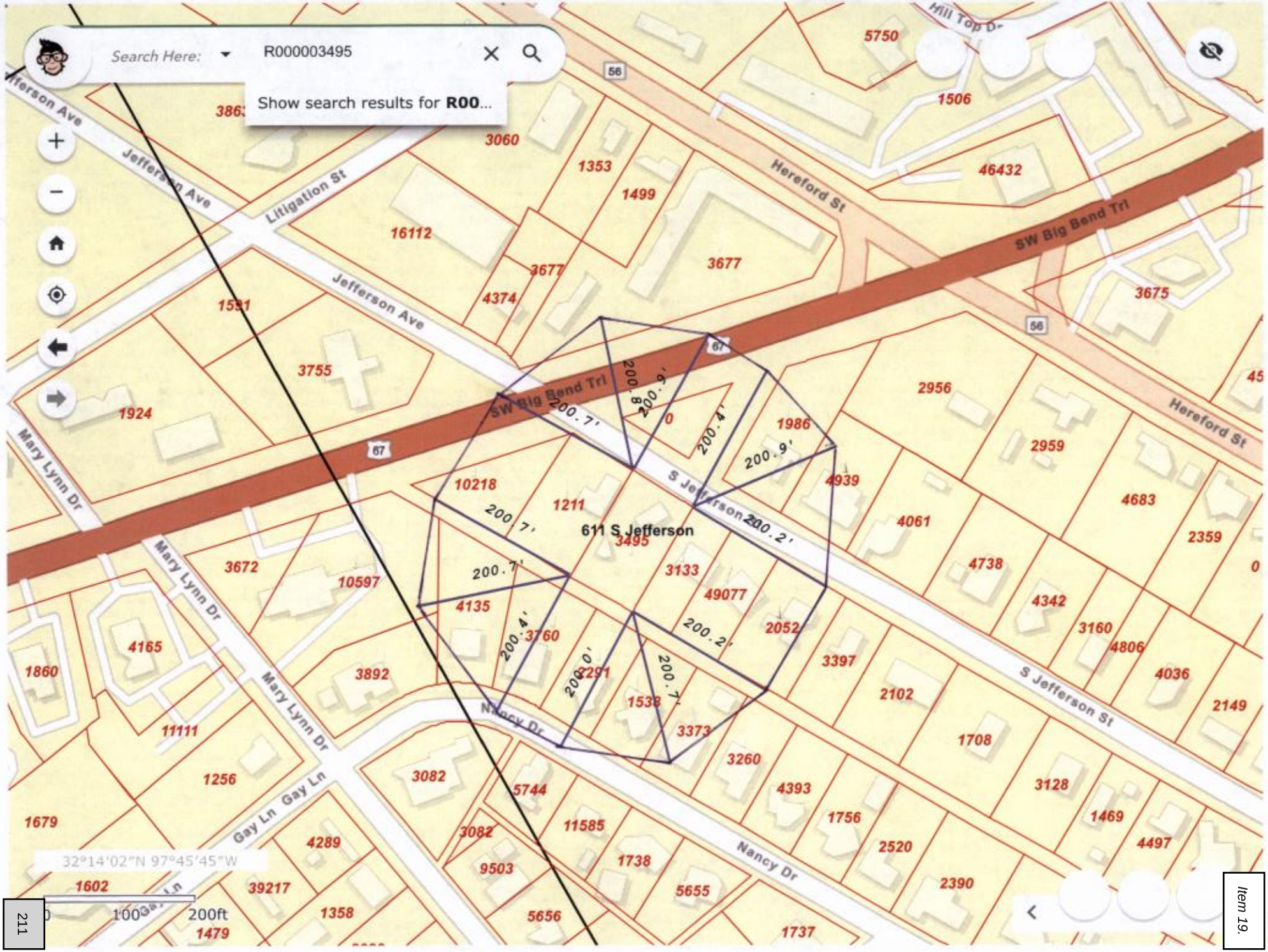
If the owners of 20% or more of the land within 200' of 611 S. Jefferson Street provide written notice of their objection to the issuance of the rezoning request, instead of a simple majority it will require a vote of ¾ of the City Council members present to approve the request.

You are welcome to attend and participate in either or both of the Public Hearings. If you are unable to attend, but would like to listen to the hearings, generally, those proceedings are broadcast via Zoom. Instructions for accessing those broadcasts are available in the "Latest Events" section at the bottom of the City's website at www.glenrosestexas.org.

Should you have any questions, please contact us at code.enforcement@glenrosetexas.org or at (254)897-2272 ext. 109.

Sincerely,

Building, Planning, and Code Compliance Department


Search Here:
R000003495
Show search results for R00...
611 S Jefferson
Jefferson Ave
Litigation St
Hereford St
SW Big Bend Trl
Mary Lynn Dr
S Jefferson St
Nancy Dr
Gay Ln
Hill Top Dr
56
67
200.7'
200.8'
200.9'
200.4'
200.2'
200.0'
32°14'02"N 97°45'45"W
100ft
200ft

PROPERTY OWNER RESPONSE FORM

City of Glen Rose, Texas
Building, Planning, Code Enforcement Department
P.O. Box 1949, Glen Rose, TX 76043

Phone: (254) 897-2272
Email: code.enforcement@glenrosetexas.org

Return for Property ID#: 3677

Re: Request to rezone 611 S. Jefferson Street from a split zoned B-2 (General Commercial District)/R-1 (Single Family Residential District) to being wholly zoned R-1 (Single Family Residential).

This form may be deposited in one of the drop boxes at City Hall at 210 NE Vernon Street, emailed to code.enforcement@glenrosetexas.org, or mailed to:

City Hall
Building & Planning Department
PO Box 1949
Glen Rose, TX 76043

NAME: MITUL PATEL

ADDRESS: 631 S Columbia Dr, West Columbia, TX 77486

SIGNATURE: Patel M.V.

I AM ( ) IN FAVOR (X) IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

Over last 2 years we have seen hotel revenues down significantly. Also our occupancy rates have dropped by more than 25%. Allowing one more property in the surrounding area that can be rented out will result in loss of revenue. Property is operating at a loss, adding one more rental will add fuel to the fire.

PROPERTY OWNER RESPONSE FORM

City of Glen Rose, Texas
Building, Planning, Code Enforcement Department
P.O. Box 1949, Glen Rose, TX 76043

Phone: (254) 897-2272
Email: code.enforcement@glenrosetexas.org

Return for Property ID#: 3760

Re: Request to rezone 611 S. Jefferson Street from a split zoned B-2 (General Commercial District)/R-1 (Single Family Residential District) to being wholly zoned R-1 (Single Family Residential).

This form may be deposited in one of the drop boxes at City Hall at 210 NE Vernon Street, emailed to code.enforcement@glenrosetexas.org, or mailed to:

City Hall
Building & Planning Department
PO Box 1949
Glen Rose, TX 76043

NAME: MARIO LUIS COSSIO ZARATE.

ADDRESS: 610 NANCY DRIVE

SIGNATURE:

I AM (X) IN FAVOR ( ) IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

PROPERTY OWNER RESPONSE FORM

City of Glen Rose, Texas
Building, Planning, Code Enforcement Department
P.O. Box 1949, Glen Rose, TX 76043

Phone: (254) 897-2272
Email: code.enforcement@glenrosetexas.org

Return for Property ID#: 3133

Re: Request to rezone 611 S. Jefferson Street from a split zoned B-2 (General Commercial District)/R-1 (Single Family Residential District) to being wholly zoned R-1 (Single Family Residential).

This form may be deposited in one of the drop boxes at City Hall at 210 NE Vernon Street, emailed to code.enforcement@glenrosetexas.org, or mailed to:

City Hall
Building & Planning Department
PO Box 1949
Glen Rose, TX 76043

NAME: Scott W Knapp (Knappcreekbrew LLC)

ADDRESS: 6207 Tezcuco Ct Granbury Tx 76049

SIGNATURE: Scott W Knapp

I AM (X) IN FAVOR ( ) IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

PROPERTY OWNER RESPONSE FORM

City of Glen Rose, Texas
Building, Planning, Code Enforcement Department
P.O. Box 1949, Glen Rose, TX 76043

Phone: (254) 897-2272
Email: code.enforcement@glenrosetexas.org

Return for Property ID#: 49077

Re: Request to rezone 611 S. Jefferson Street from a split zoned B-2 (General Commercial District)/R-1 (Single Family Residential District) to being wholly zoned R-1 (Single Family Residential).

This form may be deposited in one of the drop boxes at City Hall at 210 NE Vernon Street, emailed to code.enforcement@glenrosetexas.org, or mailed to:

City Hall
Building & Planning Department
PO Box 1949
Glen Rose, TX 76043

NAME: Scott W. Hyde (CTNRappersbrew LLC)

ADDRESS: 6207 Tezcuco Ct Granbury TX. 76049

SIGNATURE: Scott W Hyde

I AM (X) IN FAVOR ( ) IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

Planning and Zoning Commission
City of Glen Rose, Texas
P.O. Box 1949, Glen Rose, Texas 76043

COMMISSION'S DETERMINATION AND RECOMMENDATION TO THE GLEN ROSE CITY COUNCIL

Date and time of public hearing: August 3, 2021, 5:30 pm

Purpose of hearing: Rezone the property at 611 S. Jefferson [Acres 0.310, Lot 00001, Blk E, Subd W0100, Abst A136, WALKER ADDITION, BLOCK E, LOT 1] from being split zoned B-2 (General Commercial District)/R-1 (Single Family Residential District) to being wholly zoned R-1 (Single Family Residential).

Request submitted by: Owners, Realty Capital Holdings, LLC After considering all information submitted, the Planning and Zoning Commission has made the determination to:

☒ Approve the request and further recommends approval to the City Council.

☐ Deny the request.

Reason for decision: _____

_____

_____

Signature: Larry Uhrin Date: 3 August 2021

Position: Planning and Zoning Chairman

The City Council of the City of Glen Rose, Texas, has voted to:

☐ Approve ☐ Disapprove this recommendation.

_____ Approval Date: _____

Staff Representative Signature

Comments: _____

_____

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF GLEN ROSE, TEXAS, AMENDING THE ZONING ORDINANCE AND ZONING MAP TO CHANGE THE EXISTING ZONING CLASSIFICATION FROM A SPLIT "R-1" SINGLE FAMILY RESIDENTIAL ZONE/ "B-1" RESTRICTED COMMERCIAL ZONE TO SOLELY AN "R-1" SINGLE FAMILY RESIDENTIAL ZONE, FOR THE PROPERTY IDENTIFIED AS ACRES 0.310, LOT 00001, BLK E, SUBD W0100, ABST A136, WALKER ADDITION, BLOCK 3, LOT 1 .310 ACRES, AT 611 SOUTH JEFFERSON STREET, PROVIDING SAVINGS/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 Municipality; and

WHEREAS, Chapter 211 of the Texas Local Government Code grants the governing body of a municipality the authority to adopt zoning regulations for the municipality and to zone, or rezone as the case may be, property located within the municipality; and

WHEREAS, on May 27, 2021 the City received an application from Brian Watts, Manager of Realty Capital Holdings, LLC, for a zone change request for the property identified as Acres 0.310, Lot 00001, Blk E, Subd W0100, Abst A136, Walker Addition, Block 3, Lot 1 .310 Acres, At 611 South Jefferson Street, from R-1 (Single Family Residential)/ B-1 (Restricted Commercial) zoning districts to R-1 (Single Family Residential) zoning district;

WHEREAS, it is unclear why a portion of what is currently being used as a single family residential property was split-zoned as R-1/B-1;

WHEREAS, the City Council recently rezoned a similarly split-zoned R-1/B-1 property at 606 Hereford Street to a wholly R-1 zoned property;

WHEREAS, all the notices required by the City's Ordinances and State Law have been mailed and published;

WHEREAS, after conducting a Public Hearing on August 3, 2021, the City's Planning and Zoning Commission acted upon the rezoning request, voting to recommend that the City Council approve said request;

WHEREAS, after conducting a Public Hearing on August 10, 2021, the City Council determined for the good government, peace, and order of the City to approve the request to rezone the subject property;

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

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

SECTION 2. Description of the Subject Property. Acres 0.310, Lot 00001, Blk E, Subd W0100, Abst A136, Walker Addition, Block 3, Lot 1 .310 Acres, At 611 South Jefferson Street, Glen Rose, Somervell County, Texas.

SECTION 3. Zoning Reclassification Granted. Glen Rose's Zoning Ordinance is hereby amended to reflect that the Subject Property is hereby rezoned from a split "R-1" Single-Family Residential Zone/"B-1" Restricted Commercial Zone to solely an "R-1" Single Family Residential Zone. The Zoning Map of the City shall be amended to reflect this zoning reclassification. The Property shall be developed and used in accordance with all applicable City, State, and federal laws, as they exist or maybe in the future amended, including but not limited to building codes, fire codes, and all accessibility standards as required by law.

SECTION 4. Savings/Repealing Clause. Chapter 14 "Zoning" of the City's Code of Ordinances 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 5. Severability. 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. Glen Rose hereby declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof irrespective of the fact that anyone or more sections, subsections sentences, clauses, and phrases be declared unconstitutional or invalid.

SECTION 6. Proper Notice, Meeting, and Quorum. It is hereby officially found and determined that the meeting at which this Ordinance was adopted by a 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 7. Effective Date. This Ordinance shall take effect immediately from and after its passage.

PASSED AND APPROVED this the 10th day of August, 2021.

APPROVED:

_____
Julia Douglas, Mayor

ATTEST:

_____
Stephanie Ritchie, City Secretary

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	08/10/2021		
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding a Specific Use Permit application to operate a Bed and Breakfast, for Acres 0.300, Tract 34 (WALKER ADD, BLK A), Abst A136, A136 MILAM CO SCH LD, TRACT 34 (WALKER ADD, BLK A), LOCATED AT 505 Hereford Street.		
PREPARED BY:	Rowena West	**DATE SUBMITTED:**	08/04/2021
EXHIBITS:	Specific Use Permit Application; Property Owner notification letter; 200' surrounding property map; Property owner responses; Planning and Zoning Recommendation		

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

Application received 6/18/21. Public notification was posted on 7/9/21 and 19 letters representing 19 separate properties were sent by certified mail on 7/12/21. Of those; 15 have been confirmed as received, 4 unconfirmed received, 1 favorable property owner responses & 2 opposing property owner responses have been returned.

A Planning and Zoning meeting was held on 8/3/21 where this matter was reviewed and approved for recommendation to Council by a vote of 5/0.

RECOMMENDED ACTION:

Move to approve or deny as presented.

Staff use only

Case # _____

Date Received: _____

Fee : $150.00 + certified mail costs

Paid on: _____

City of Glen Rose – Building / Planning / Code Compliance Office
201 NE Vernon Street Tel: (254) 897-2272 Fax: (254) 897-7989
Email: code.enforcment@glenrosetexas.org

Specific Use Permit Application for Short Term Rental

NOTE: *As part of the approval process, this application will be shared with property owners within 200' of your property and members of the Planning & Zoning Commission and City Council. If 20% of the owners of property within 200' of your property object to the issuance of this permit, ¾ of the City Council must vote to approve it.*

Address of property: ___505 Hereford St. Glen Rose, TX 76043_____

Applicant's Name: _Shawn Evans on behalf of Yukon Brooke Properties_____

Date: __06-18-21_____

Property Owner Information

Full Name: ___Yukon Brooke Properties, LLC (Shawn Evans - owner)_____

Address: _1581 County Road 2018, Glen Rose, TX 76043_____

Telephone No: ___[redacted]___ Email: __[redacted]_____

Applicant/Owner's Representative (if not the owner)

Full Name: _____

Address: _____

Telephone No: _____ Email: _____

Present zoning at site: _residential_____

Form of Ownership of the property: [ ] Individual [ ] Partnership [x] Corporation

Will breakfast or any other meal be served? [ ] Yes [x] No

What will be rented? [x] Whole residence [ ] Some rooms [ ] Accessory building

How is the property being marketed? [x] Airbnb [ ] VRBO [ ] Other I may add VRBO at a later date._____

What is the vetting process for guests? __The reviews from previous air bnb owners left for the renter. _____

_____

_____

List any house rules addressing noise, parties, quiet time hours, etc...:

Quiet time from 10 PM to 8 am. No cigarette butts outside on the ground. No smoking in the house.

How many on-site parking spaces are available? 4

How do you plan to operate your short term rental? *(In the past, neighbors of other properties have expressed concern about potential dangers posed by strangers, noise nuisances, and an increase in traffic. You may want to address these and other concerns.)*

____We are available and local for any issues that may come up. We will handle them professionally.

Please feel free to attach any supplemental or supporting documentation to this application.

City Council
conducts public hearing
(Requestor must be present at this hearing)

I/We am/are [illegible] ne information provided is true and correct.

Owner(s) Signature(s):

Shawn Evans 06-18-21

Requester obtains application after coordinating with Building Official Office

City of Glen Rose
Dinosaur Capital of Texas

Building, Planning and Code Enforcement Department
201 NE Vernon Street, PO Box 1949, Glen Rose, Texas 76043
(254) 897-2272 Fax: (254) 897-7989

CORRECTED NOTIFICATION

July 8,2021

NOTICE OF PUBLIC HEARING ON 505 HEREFORD STREET

Public hearings will be held at 5:30 p.m. at City Hall (201 NE Vernon Street, Glen Rose, Texas) on August 3, 2021 before the Planning and Zoning Commission and on August 10, 2021 before the City Council on a request by owner Yukon Brooke Properties, LLC for a Specific Use Permit to offer short term rental accommodations (like those advertised by Airbnb & VRBO, etc...) in an R-1 Single Family Residential District at 505 Hereford Street [Acres 0.300, Tract 34 (Walker Add, Blk A), Abst A136, A136 Milam Co Sch LD, Tract 34 (Walker Add, Blk A)].

Dear Property Owner:

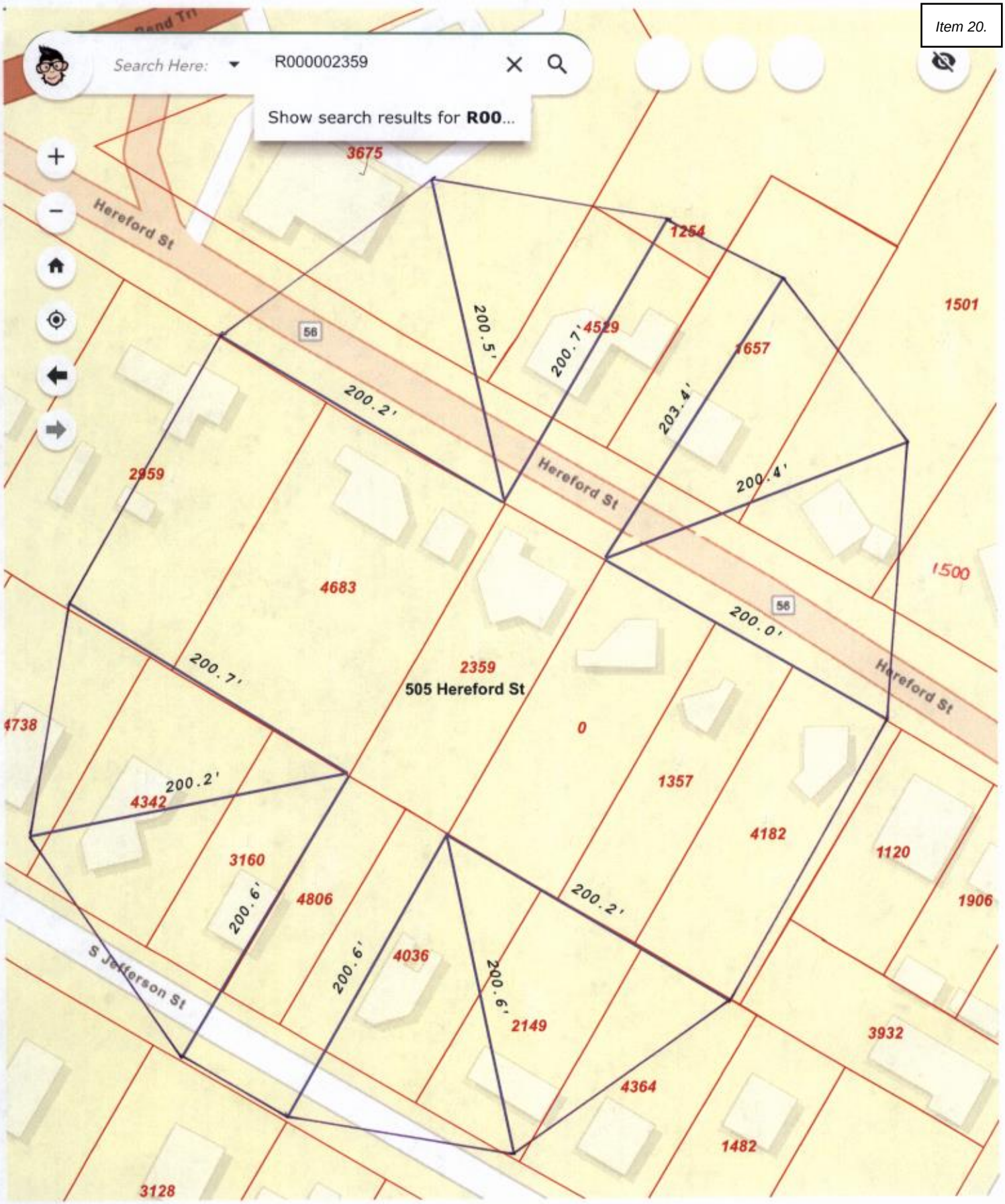
You are receiving this notice because our records indicate you own property within 200' of the property at 505 Hereford Street that is the subject of these hearings. Included with this letter is a Property Owner Response Form, the Specific Use Permit application which is under consideration, and a map showing all the properties within 200' of 505 Hereford. If you would like to register your opinion in favor or in opposition to granting the requested Specific Use Permit, please complete the form and either mail or email it to us, or deposit it in one of the drop boxes at City Hall.

You are welcome to attend and participate in either or both of the Public Hearings. If you are unable to attend, but would like to listen to the hearings, generally, those proceedings are broadcast via Zoom. Instructions for accessing those broadcasts are available in the "Latest Events" section at the bottom of the City's website at www.glenrosestexas.org.

Should you have any questions, please contact us at code.enforcement@glenrosetexas.org or at (254)897-2272 ext. 109.

Sincerely,

Building, Planning, and Code Compliance Department



32°14'03"N 97°45'35"W

0 50 100ft

PROPERTY OWNER RESPONSE FORM

City of Glen Rose, Texas
Building, Planning, Code Enforcement Department
P.O. Box 1949, Glen Rose, TX 76043

Phone: (254) 897-2272
Email: code.enforcement@glenrosetexas.org

Return for Property ID#: 2959

Re: Request for a Specific Use Permit to offer short-term rental accommodations at 505 Hereford Street.

This form may be deposited in one of the drop boxes at City Hall at 210 NE Vernon Street, emailed to code.enforcement@glenrosetexas.org, or mailed to:

City Hall
Building & Planning Department
PO Box 1949
Glen Rose, TX 76043

NAME: L.S. & J.L. Nevils

ADDRESS: 509 Hereford

SIGNATURE: Joni Nevels

I AM ( ) IN FAVOR (✓) IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

This is a neighborhood with family, children, pets, etc. We live in a volatile world. There are constant strangers in and out of this community. The last thing we need are more strangers spending the night next door. I am a senior citizen and do not appreciate this at all. I already see more things than I care to think about all around my home. Would you want this next door to you?

PROPERTY OWNER RESPONSE FORM

City of Glen Rose
Dinosaur Capital of Texas

City of Glen Rose, Texas
Building, Planning, Code Enforcement Department
P.O. Box 1949, Glen Rose, TX 76043

Phone: (254) 897-2272
Email: code.enforcement@glenrosetexas.org

Return for Property ID#: 4036

Re: Request for a Specific Use Permit to offer short-term rental accommodations at 505 Hereford Street.

This form may be deposited in one of the drop boxes at City Hall at 210 NE Vernon Street, emailed to code.enforcement@glenrosetexas.org, or mailed to:

City Hall
Building & Planning Department
PO Box 1949
Glen Rose, TX 76043

NAME: Melissa S. McLain

ADDRESS: 500 Jefferson

SIGNATURE: Melissa McLain

I AM ( ) IN FAVOR (X) IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

I would prefer to be surrounded by families living in the neighborhood. By keeping this home for family use, it will allow our community to remain family friendly. Too many Airbnbs in Glen Rose will eventually diminish property available for families to live and raise their children in our community.

PROPERTY OWNER RESPONSE FORM

City of Glen Rose, Texas
Building, Planning, Code Enforcement Department
P.O. Box 1949, Glen Rose, TX 76043

Phone: (254) 897-2272
Email: code.enforcement@glenrosetexas.org

Return for Property ID#: 2359

Re: Request for a Specific Use Permit to offer short-term rental accommodations at 505 Hereford Street.

This form may be deposited in one of the drop boxes at City Hall at 210 NE Vernon Street, emailed to code.enforcement@glenrosetexas.org, or mailed to:

City Hall
Building & Planning Department
PO Box 1949
Glen Rose, TX 76043

NAME: Shawn Evans

ADDRESS: 505 Hereford St. Glen Rose

SIGNATURE: Shawn Evans

I AM (X) IN FAVOR ( ) IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

Planning and Zoning Commission
City of Glen Rose, Texas
P.O. Box 1949, Glen Rose, Texas 76043

COMMISSION'S DETERMINATION AND RECOMMENDATION TO THE GLEN ROSE CITY COUNCIL

Date and time of public hearing: August 3, 2021, 5:30 pm

Purpose of hearing: Specific Use Permit to offer short term rental accommodations (like those advertised by Airbnb & VRBO, etc…) in an R-1 Single Family Residential District at 505 Hereford Street [Acres 0.300, Tract 34 (Walker Add, Blk A), Abst A136, A136 Milam Co Sch LD, Tract 34 (Walker Add, Blk A)].

Request submitted by: Owners, Yukon Brooke Properties, LLC

After considering all information submitted, the Planning and Zoning Commission has made the determination to:

- [x] Approve the request and further recommends approval to the City Council.
- [ ] Deny the request.

Reason for decision: _____

_____

_____

Signature: Larry Wilson Date: 3 August 2021

Position: Planning and Zoning Chairman

The City Council of the City of Glen Rose, Texas, has voted to:

- [ ] Approve
- [ ] Disapprove

this recommendation.

_____ Approval Date: _____

Staff Representative Signature

Comments: _____

_____

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	08/10/2021		
AGENDA SUBJECT:	Discussion, consideration, and possible action to adopted an Ordinance Amending Chapter 14 "Zoning" of the City's Code of Ordinances.		
PREPARED BY:	Rowena West	**DATE SUBMITTED:**	08/04/2021
EXHIBITS:	Ordinance; Planning and Zoning Recommendation		

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

On June 17, 2021, the City of Glen Rose Planning and Zoning Commission conducted a workshop in accordance with the requirements of the Open Meetings Act to consider adding a new zoning district and amending some of the City's existing zoning regulations.

A notice of public hearing was posted on 7/16/21 and a Planning and Zoning meeting was held on 8/3/21, where this ordinance was reviewed and approved for recommendation to Council by a vote of 5/0.

RECOMMENDED ACTION:

Move to approve or deny as presented.

DISCUSSION ON ZONING ORDINANCE AMENDMENTS

The Planning and Zoning Commission conducted a workshop concerning some amendments to the Zoning Ordinance. I drafted an ordinance implementing the changes that were discussed and presented that ordinance to the P&Z for guidance in completing some areas and review of other areas. The product of the workshop, guidance, and review is being presented to you in the attached ordinance. The amendments address several areas:

1. An inquiry about having a game hall---such is not currently addressed in our ordinance.
2. An inquiry about using shipping containers for residential use. This has been addressed to limit the use of shipping containers to MH districts and, then, only with a Specific Use Permit.
3. The need to rezone Tres Rios from R-1 to a district which allows "resorts." The P&Z's proposal is to created a new Parks and Recreation Zone and include "resorts" in that zone.
4. The variance required by a recent subdivision concerning the minimum width of lots on curves and cul-de-sacs where the lot meets the street.
5. The recent opening of a Short Term Rental in a store front in the B-3 District. As an immediate remedy the P&Z proposes such to be changed from "permitted" to "requires a Specific Use permit." Ultimately, the P&Z expects to develop some specific requirements regarding an SUP for a short term rental in the B-3 District, but didn't have time to hash the details out in the August 3, 2021 P&Z Meeting.
6. To make it where property being annexed into the City is rezoned during the annexation process to avoid another situation such as has arisen with Tres Rios.
7. To allow the P&Z to:
    a. Meet somewhere other than City Hall when City Hall isn't available;
    b. Adopt procedural rules; and,
    c. Make recommendations for filling vacancies on the board.
8. To make some procedural changes requiring that:
    a. Notices for zoning changes (including SUPs) be sent to the property owner requesting the change.
    b. The applicant be present at meeting, or by special permission of the board to be present via electronic medium, for his/her application to be heard. If the application is terminated for failure of the applicant to appear on more than one occasion, the fees shall be forfeited.I
    c. To require anyone whose request is denied by the P&Z to file an appeal to the City Council and in that appeal process address the reasons the P&Z gave for the denial.

ORDINANCE #_____

AN ORDINANCE OF THE CITY OF GLEN ROSE, TEXAS, AMENDING SECTIONS 14.02.005 "DEFINITIONS", 14.02.041(a) ESTABLISHMENT OF DISTRICTS, 14.02.141(d)(1) SCHEDULE OF DISTRICT REGULATIONS, SECT. 14.02.041(b) NEWLY ANNEXED TERRITORY, SECT. 14.02.151 PLANNING AND ZONING COMMISSION, SECT. 14.02.152 AMENDMENTS, APPENDIX A SCHEDULE OF USES TABLES AND ADDING SECTION 14.02.055 PARKS AND RECREATION DISTRICT OF CHAPTER 14 ZONING OF THE CITY'S CODE OF ORDINANCES; 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, pursuant to §51.001 of the Texas Local Government Code (TLGC), "The governing body of a municipality may adopt, publish, amend, or repeal an ordinance, rule, or police regulation that: (1) is for the good government, peace, or order of the municipality or for the trade and commerce of the municipality; and (2) is necessary or proper for carrying out a power granted by law to the municipality or to an office or department of the municipality";

WHEREAS, Chapter 211 of the TLGC grants municipalities zoning authority;

WHEREAS, pursuant to §211.007 of the TLGC a zoning commission appointed by the governing body of a general-law municipality may recommend boundaries and appropriate regulations for zoning districts;

WHEREAS, on June 17, 2021, the City of Glen Rose Planning and Zoning Commission conducted a workshop in accordance with the requirements of the Open Meetings Act to consider adding a new zoning district and amending some of the City's existing zoning regulations;

WHEREAS, pursuant to §211.005 of the TLGC, "The governing body of a municipality may divide the municipality into districts of a number, shape, and size the governing body considers best for carrying out this subchapter… The regulations shall be adopted with reasonable consideration, among other things, for the character of each district and its peculiar suitability for particular uses, with a view of conserving the value of buildings and encouraging the most appropriate use of land in the municipality";

WHEREAS, pursuant to §211.006(f) of the TLGC, "The governing body by ordinance may provide that the affirmative vote of at least three-fourths of all its members is required to overrule a recommendation of the municipality's zoning commission that a proposed change to a regulation or boundary be denied";

WHEREAS, notice of the Planning and Zoning Commission and City Council public hearings on the proposed amendments to Chapter 14 Zoning was published in the City's official newspaper;

WHEREAS, the Planning and Zoning Commission conducted a duly posted public hearing on August 3, 2021 and forwarded a recommendation to the City Council to adopt said amendments; and,

WHEREAS, after conducting a public hearing on August 10, 2021 and deliberating the matter, the City Council has determined for the good government, peace, and order of the municipality, to carry out powers granted under Chapter 211 of the TLGC to the municipality, the amendments to Chapter 14 Zoning of the City's Code of Ordinances (CCO) as recommended by the Planning and Zoning Commission are warranted.

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

SECTION 1 (OF 14)
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.

SECTION 2 (OF 14)
AMENDING SECT. 14.02.005 "DEFINITIONS"

Sect. 14.02.005 shall be amended to remove the previously adopted definitions of "Industrialized housing" and "Resort" and to include the following definitions:

Amusement redemption machine. Any electronic, electromechanical, or mechanical contrivance designed, made, and adopted for bona fide amusement purposes that rewards the player exclusively with noncash merchandise, prizes, toys, or novelties, or a representation of value redeemable for those items, with a wholesale value available from a single play of the game or device in an amount not more than 10 times the amount charged to play the game or device once or $5, whichever amount is less.

Bed and breakfast (B&B). A type of short term rental consisting of a small lodging establishment that offers overnight accommodation and breakfast. Bed and breakfasts are often private family homes and typically have between four and eleven rooms, with

six being the average. In addition, a B&B usually has the hosts living in the house.

Game hall. A for-profit business operated in conformance with the requirements of state law, where games of chance are played and refreshments may be served. Notwithstanding any authorizations granted under Chapter 14 of the City's Code of Ordinances, pursuant to §234.133 of the Texas Local Government Code, the operation and location of a game hall conforming to the definition of a "game room" may be regulated by the Somervell County Commissions Court.

Game room. A for-profit business located in a building or place that contains six or more: amusement redemption machines; or electronic, electromechanical, or mechanical contrivances that, for consideration, afford a player the opportunity to obtain a prize or thing of value, the award of which is determined solely or partially by chance, regardless of whether the contrivance is designed, made, or adopted solely for bona fide amusement purposes.

Industrialized housing. A residential structure that is designed for the use and occupancy of one or more families, that is constructed in one or more modules or constructed using one or more modular components built at a location other than the permanent residential site, and that is designed to be used as a permanent residential structure when the modules or modular components are transported to the permanent residential site and are erected or installed on a permanent foundation system. The modules must be originally designed specifically for residential use. The term includes the plumbing, heating, air conditioning and electrical systems. The term does not include any residential structure that is in excess of 2 stories or 35 feet in height as measured from the finished grade elevation at the building entrance to the peak of the roof. The term shall not mean nor apply to housing constructed of sectional or panelized systems not utilizing modular components; or any ready-built home which is constructed so that the entire living area is contained in a single unit or section at a temporary location for the purpose of selling it and moving it to another location.

Resort. Any tract of land used to provide recreation and entertainment especially, but not exclusively, to tourists or vacationers, and generally but not necessarily provides overnight accommodations for their guests in the form of hotels, motels, cabins, cottages, bunk houses, tents, RV parks, RV rentals and the like.

Shipping containers for residential use. Shipping containers or other modules repurposed for residential use which are anchored upon a permanent foundation and comply with all the pertinent requirements of the City's building codes.

SECTION 3 (OF 14)
AMENDING SECT. 14.02.041(a)
ESTABLISHMENT OF DISTRICTS

Amend Sect. 14.02.041(a), changing "14 zoning districts" to "15 zoning districts" and adding a new row in the table, with "P&R" in the Abbreviation column and

"Parks & Recreation District" in the Title column.

SECTION 4 (OF 14)
ADDING SECTION 14.02.055
PARKS AND RECREATION DISTRICT

Section 14.02.055 P&R Parks and Recreation District shall be added to Division 14-02-2 District Regulations as follows:

14.02.055 P&R Parks and Recreation District

(a) Purpose. The P&R Parks and Recreation District is established to accommodate recreational uses, both governmental and commercial. Land included in a floodplain is a good candidate for this type of zoning.

(b) Permitted uses. The uses permitted in the P&R district include those listed in the schedule of uses found in appendix A of this article. Any use not expressly authorized and permitted herein is expressly prohibited in this district, unless otherwise allowed in conformance with section 14.02.107 dealing with new and unlisted uses.

(c) Specific use permit. In order to allow for certain uses which, because of their nature or unusual character, cannot be unconditionally permitted in this district, yet would or could be an appropriate or compatible use under certain controlled circumstances and locations, the planning and zoning commission shall forward its recommendations of action to the city council, after public hearing thereon. The city council shall hold a public hearing and may authorize and grant the issuance of a specific use permit for the uses allowed in the schedule of uses in appendix A of this article. The issuance of the permit by the city council shall be contingent upon reasonable and appropriate conditions and safeguards, including the length of time, so as to properly protect any adjacent property, use or neighborhood character, as well as ensure the appropriate conduct of the conditional use of the land and buildings granted.

(d) Area, yard, height, lot coverage and building size. The requirements regulating the minimum lot size, minimum yard sizes (front, side and rear), maximum building height, maximum percentage of lot coverage by buildings and the minimum size of buildings, as pertains to this district, shall conform with the provisions of the schedule of district regulations found in section 14.02.041 and any other applicable regulations as herein provided.

(e) Parking requirements. Parking requirements shall be determined by the uses involved.

SECTION 5 (OF 14)
AMEND SECT. 14.02.041(d)(1)
SCHEDULE OF DISTRICT REGULATIONS

Amend the Schedule of District Regulations table to include a P&R column as shown below:

Schedule of District Regulations

Area Regulations	R-1	R-2	R-2m	R-3	R-4	MH	B-1	B-2	B-3	I	P&R
Minimum lot area (sq. ft.)	6,600	(A)	(A)	(B)	(B)	(C)	3,000	N/A	N/A	N/A	N/A
Minimum lot width (ft.)	60	60	60	60	50	40* 60**	25	25	N/A	N/A	25
Minimum lot depth (ft.)	110	110	110	110	120	75* 100**	120	N/A	N/A	N/A	N/A
Minimum front yard setback (ft.)	25	25	25	25	25	25* 25**	(D)	(D)	N/A	20	(D)
Minimum front yard setback - Major street (ft.)	35	35	35	35	35	25* 25**	(D)	(D)	N/A	N/A	(D)
Minimum side yard setback (ft.)	7	7	7	7	7	6* 6**	(E)	(E)	N/A	(E)	(E)
Minimum side yard setback - Corner lot	25	25	25	25	25	25* 25**	20	20	N/A	20	20
Minimum rear yard setback (ft.)	25	25	25	25	25	20* 25**	(F)	(F)	N/A	(F)	(F)
Maximum height (stories)	2.5	2.5	2.5	2.5	3	1.5	3	8	8	8	2.5
Height of structure (ft.)	35	35	35	35	45	25	45	100	100	100	35
Maximum lot coverage	40%	40%	40%	40%	40%	50%	N/A	N/A	N/A	50%	N/A
Minimum Living Area-Excluding Garage	1,000	800	550	550	550	N/A* 450**	550	N/A	N/A	N/A	N/A

SECTION 6 (OF 14)
AMEND SECT. 14.02.141(d)(2)
SCHEDULE OF DISTRICT REGULATIONS

Amend Sect. 14.02.141(d)(2) to add note (H) as follows:

(H) Where irregularly shaped lots occur on curves on a street and in cul-de-sacs, the minimum lot width requirement shall be based not on any one measurement, but on the average lot width. That portion of such a lot fronting a street must have a minimum width of thirty five (35').

SECTION 7 (OF 14)
AMENDING APPENDIX A
SCHEDULE OF USES TABLES

The following amendments shall be made to the tables found in Appendix A Schedule of Uses:

1. Add the Parks & Recreation District.
2. Add "Shipping containers for residential use" and list it as permitted for use in the MH District with a specific use permit and prohibited in all other districts.
3. Add "Resort" and list it as permitted in the P&R District and prohibited in all other districts.
4. Add "Game hall" and list it as permitted for use in the B-1 and B-2 districts with a specific use permit and prohibited in all other districts.
5. Change the B-3 "Short term rental" designation from "X" to "S".

SECTION 8 (OF 14)
AMEND SECT. 14.02.041(b)
NEWLY ANNEXED TERRITORY

Amend Sect. 14.02.041(b) to read as follows:

(b) Newly annexed territory.

~~(1) Annexed territory to be temporarily zoned R-1. All territory hereafter annexed to the city shall be temporarily zoned as R-1 district, until permanent zoning is established by the city council, except as provided in subsection (b)(3) below. The procedure for establishing permanent zoning on newly annexed territory shall conform to the procedure established by law for the adoption of the original zoning regulations. However, nothing herein shall prevent the granting of permanent zoning at the time of annexation and zoning that territory other than an R-1 district.~~

~~(2) Regulations for temporary R-1 districts. In an area temporarily classified as R-1:~~

~~(A) No person shall erect, construct or add to any building or structure or~~

~~cause same to be done in any newly annexed territory without first applying for and obtaining a building permit or certificate of occupancy from the city as required herein.~~

~~(B) No building permit for the construction of a building or a certificate of occupancy shall be issued other than for the construction of a building or a use permitted in R-1 district(s).~~

~~(3) Concurrent rezoning and annexation. Application(s) for permanent zoning of a newly annexed area may be considered by the city at the same time as the area is being considered for annexation, although annexation procedures must be completed prior to any final zoning actions by the city council.~~

When property is being annexed into the city, the party initiating annexation shall request a zoning designation for said property. Said request shall be subject to the procedures found in Sect. 14.02.152 of the City's Code of Ordinances except that the city council may not take final action on the zoning request until after the annexation proceedings have been completed.

SECTION 9 (OF 14)
AMENDING SECT. 14.02.151
PLANNING AND ZONING COMMISSION

Section 14.02.151 Planning and Zoning Commission shall be amended as follows:

1. Amend Section 14.02.151(f) to read as follows: Meetings. The planning and zoning commission shall meet at such times in the city hall, or if city hall is unavailable at a duly posted alternate location, as may be designated by the chairperson, or vice-chairperson in the absence of the chairperson, and at any regular intervals as may be necessary to orderly and properly transact the business of the commission.

2. Add Sect. 14.02.151(i): Procedural rules. At its first meeting of each calendar year, the Planning and Zoning Commission shall adopt procedural rules to govern its meetings, provided that such rules are not in conflict with state law or the City's ordinances or policies.

3. Add Sect. 14.02.151(j): Recommendation for filling vacancies. The P&Z may vote to make a recommendation to the City Council on filling vacancies on the board.

SECTION 10 (OF 14)
AMENDING SECT. 14.02.152
AMENDMENTS

Sect. 14.02.152 Amendments shall be amended as follows:

1. Amend Sect. 14.02.152(d)(2) to read as follows:

Written notice of all public hearings on proposed changes in district boundaries shall be sent to all owners of property (including the owner of the subject property), or to the person rendering the same for city taxes, located within the of application and within 200 feet of any property affected thereby, within not less than 10 days before the hearing is held. These notices may be served by using the last known address as listed on the latest approved city tax roll and depositing the notice, sent certified mail, return receipt requested, in the United States mail. The direct cost for certified mail will be passed on to the applicant.

2. Amend Sect. 14.02.152(e) "Failure to appear" to read as follows:

Failure to appear. An application shall not be heard by the planning and zoning commission unless the applicant or the applicant's duly designated representative are physically present or, with the approval of the planning a zoning commission, are present via a electronic media. Failure of the applicant or his or her representative to appear before the planning and zoning commission for more than one hearing without an approved delay shall constitute sufficient grounds for the planning and zoning commission to terminate the application. The application fees will be forfeited and no refunds will be issued.

3. Amend Sect. 14.02.152(f) "Planning and zoning commission consideration and report" to read as follows:

Planning and zoning commission consideration and report. The planning and zoning commission, after conducting a hearing on a zoning request, shall report its recommendations on the zoning request to the city council for its consideration. The planning and zoning commission may recommend favorable approval of the request or that the request be denied, with or without prejudice. Every proposal which is recommended favorably ~~or unfavorably~~ by the planning and zoning commission shall automatically be forwarded to the city council for public hearing and consideration. When the planning and zoning commission determines that the proposal should be denied, it shall report the same to the city council and the applicant and state the reason(s) for the denial. A hearing before the city council shall be set on an application recommended for denial only when an appeal is filed by the applicant with the city administrator or his or her designated administrative official, provided the appeal is requested within 15 days of the planning and zoning commission's decision. The appeal must address the planning and zoning commission's reason(s) for denial.

SECTION 11 (OF 14)
SAVINGS/REPEALING CLAUSE

Chapter 14 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 12 (OF 14)
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. 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 13 (OF 14)
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 Section 22.039 of the Texas Local Government Code.

SECTION 14 (OF 14)
EFFECTIVE DATE

This Ordinance shall take effect immediately from and after its passage.

PASSED AND APPROVED this the 10th day of August, 2021.

APPROVED:

_____
Julia Douglas, Mayor

ATTEST:

_____
Stephanie Ritchie, City Secretary

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	08/10/2021		
AGENDA SUBJECT:	Discussion, consideration, and possible action on Jimmy Gosdin request for approval of additional phases of his Squaw Creek Meadows Subdivision.		
PREPARED BY:	City Administrator Leamons	**DATE SUBMITTED:**	08/02/2021
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

After receiving bids for the installation of the utilities in his Squaw Creek Meadows Subdivision, Mr. Gosdin has decided he would like to move forward with some additional phases of his project in addition to the two phases previously approved. The Planning and Zoning Commission approved the whole subdivision, and it appeared that the City Council was also ready to approve the whole subdivision when it was originally presented. At that time, Mr. Gosdin didn't want to come up with a bond or letter of credit for the whole subdivision, so he asked that only Phases I & II be approved. Now he would like to move forward with Phases III and IV as well, and perhaps with the whole subdivision.

RECOMMENDED ACTION:

Move to approve the additional phases requested by Mr. Gosdin subject to the same requirements stipulated as part of the original approval.

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	08/10/2021		
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding approval of an employee health insurance plan, vision and dental insurance plan and life/AD&D insurance plan.		
PREPARED BY:	City Secretary Ritchie	**DATE SUBMITTED:**	08/02/2021
EXHIBITS:	Renewal rates chart		

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

The City of Glen Rose placed required notifications in the local newspaper for bids for employee health, dental and vision insurance, and life/AD&D insurance bids. We received information from Gus Bates (HUB), our current insurance broker. They provided us with 3 health insurance quotes, 3 dental and 3 vision options, and 3 life/AD&D options.

The information was provided to staff and with a unanimous vote, the employees respectfully request that Council authorize the S642ADT/B660ADT BCBC Health insurance plans, to keep the current Mutual of Omaha dental and vision plans, and the current life/AD&D plan.

RECOMMENDED ACTION:

Move to approve the BCBS renewal rate for health insurance and to approve the renewal rate for the dental, vision, life and AD&D already in place.

HUB

Advocacy. Tailored Insurance Solutions. Peace of Mind

City of Glen Rose

2021 Employee Benefits Insurance Renewal



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City of Glen Rose
"Dinosaur Capital of Texas"

Medical Plan Analysis

Ocotober 1, 2021 Renewal

	Dual Option Current				Dual Option Renewal				Dual Option Alternate			
	BlueCross BlueShield of Texas				BlueCross BlueShield of Texas				BlueCross BlueShield of Texas			
	S642ADT		B660ADT		S642ADT		B660ADT		S642ADT		B9E1ADT	
Benefits	HMO		HMO HSA		HMO		HMO HSA		HMO		HMO HSA	
Carrier Rating	A		A		A		A		A		A	
In-Network												
Annual Deductible (Ind / Fam)	$3,500 / $10,500		$6,750 / $13,500		$3,500 / $10,500		$6,750 / $13,500		$3,500 / $10,500		$6,350 / $12,500	
Coinsurance Percentage	70%		100%		70%		100%		70%		70%	
Out-of-Pocket Max (Ind / Fam)	$8,150 / $16,300		$6,750 / $13,500		$8,150 / $16,300		$6,750 / $13,500		$8,150 / $16,300		$6,900 / $13,800	
Is Ded included in OOP Max?	Yes		Yes		Yes		Yes		Yes		Yes	
Lifetime Maximum Benefit	Unlimited		Unlimited		Unlimited		Unlimited		Unlimited		Unlimited	
Professional Services												
Office Visit	$50 Copay		Deductible		$50 Copay		Deductible		$50 Copay		Deductible + 30%	
Specialist Visit	$80 Copay		Deductible		$80 Copay		Deductible		$80 Copay		Deductible + 30%	
Preventive Care	100% of Allowable Amount		100% of Allowable Amount		100% of Allowable Amount		100% of Allowable Amount		100% of Allowable Amount		100% of Allowable Amount	
Physical / Manipulative Therapy	Deductible + 30% (35 visits)		Deductible(35 visits)		Deductible + 30% (35 visits)		Deductible(35 visits)		Deductible + 30% (35 visits)		Deductible + 30% (35 visits)	
Hospital Services												
Inpatient Hospital	$250 Copay + Ded + 30%		Deductible		$250 Copay + Ded + 30%		Deductible		$250 Copay + Ded + 30%		Deductible + 30%	
Outpatient Hospital	$150 Copay + Ded + 30%		Deductible		$150 Copay + Ded + 30%		Deductible		$150 Copay + Ded + 30%		Deductible + 30%	
Emergency Services												
Urgent Care	$40 Copay		Deductible		$40 Copay		Deductible		$40 Copay		Deductible + 30%	
Emergency Room - Facility	$500 Copay + Ded + 30%		Deductible		$500 Copay + Ded + 30%		Deductible		$500 Copay + Ded + 30%		Deductible + 30%	
Emergency Room - Provider & Svcs	Deductible + 30%		Deductible		Deductible + 30%		Deductible		Deductible + 30%		Deductible + 30%	
Prescription Drugs	* Preferred Pharmacy	Non Preferred Pharmacy	Preferred Pharmacy	Non Preferred Pharmacy	* Preferred Pharmacy	Non Preferred Pharmacy	Preferred Pharmacy	Non Preferred Pharmacy	* Preferred Pharmacy	Non Preferred Pharmacy	Preferred Pharmacy	Non Preferred Pharmacy
Deductible	N/A		Medical Ded Applies		N/A		Medical Ded Applies		N/A		Medical Ded Applies	
Generic	$10 Copay	$20 Copay	Deductible	Deductible	$10 Copay	$20 Copay	Deductible	Deductible	$10 Copay	$20 Copay	Ded + 30%	Ded + 30%
Preferred Brand	$50 Copay	$70 Copay	Deductible	Deductible	$50 Copay	$70 Copay	Deductible	Deductible	$50 Copay	$70 Copay	Ded + 30%	Ded + 30%
Non-Preferred Brand	$100 Copay	$120 Copay	Deductible	Deductible	$100 Copay	$120 Copay	Deductible	Deductible	$100 Copay	$120 Copay	Ded + 30%	Ded + 30%
High Technology / Specialty	$150 Copay	$250 Copay	Deductible	Deductible	$150 Copay	$250 Copay	Deductible	Deductible	$150 Copay	$250 Copay	Ded + 30%	Ded + 30%
Mail-Order	3 X Copay		Deductible		3 X Copay		Deductible		3 X Copay		Deductible + 30%	
Out-of-Network												
Annual Deductible (Ind / Fam)	N/A		N/A		N/A		N/A		N/A		N/A	
Coinsurance Percentage	N/A		N/A		N/A		N/A		N/A		N/A	
Out-of-Pocket Max (Ind / Fam)	N/A		N/A		N/A		N/A		N/A		N/A	
Provider Network												
Network Name	Blue Advantage HMO		Blue Advantage HMO		Blue Advantage HMO		Blue Advantage HMO		Blue Advantage HMO		Blue Advantage HMO	
Network Website	www.bcbstx.com		www.bcbstx.com		www.bcbstx.com		www.bcbstx.com		www.bcbstx.com		www.bcbstx.com	
Additional Notes												
Rates (Composite)	Counts	Current		Current		Renewal		Renewal				
Employee Only	1	$449.29	9	$379.44	1	$455.57	9	$391.41	1	$455.57	9	$383.13
Employee + Spouse	0	$898.58	3	$758.88	0	$911.14	3	$782.82	0	$911.14	3	$766.26
Employee + Child(ren)	0	$898.58	1	$758.88	0	$911.14	1	$782.82	0	$911.14	1	$766.26
Family	0	$1,347.87	2	$1,138.32	0	$1,366.81	2	$1,174.23	0	$1,366.81	2	$1,149.39
Estimated Monthly Premium		**$449.29**		**$8,727.12**		**$455.57**		**$9,002.43**		**$455.57**		**$8,811.99**
Estimated Annual Premium		**$5,391.48**		**$104,725.44**		**$5,466.84**		**$108,029.16**		**$5,466.84**		**$105,743.88**
Percentage Change From Current						1.4%		3.2%		1.4%		1.0%
Annual Dollar Change From Current						$75.36		$3,303.72		$75.36		$1,018.44

	CURRENT	RENEWAL	ALTERNATE
Combined Estimated Monthly Premium	$9,176.41	$9,458.00	$9,267.56
Combined Estimated Annual Premium	$110,116.92	$113,496.00	$111,210.72
		3.1%	1.0%
		$3,379.08	$1,093.80

City of Glen Rose
"Dinosaur Capital of Texas"

Medical Plan Analysis

Ocotober 1, 2021 Renewal

	Dual Option Current — BlueCross BlueShield of Texas				Dual Option 1 — United Healthcare			
	S642ADT		B660ADT		CED2		B660ADT	
Benefits	HMO		HMO HSA		HMO		HMO HSA	
Carrier Rating	A		A		A		A	
In-Network								
Annual Deductible (Ind / Fam)	$3,500 / $10,500		$6,750 / $13,500		$2,500 / $5,000		$6,850 / $13,700	
Coinsurance Percentage	70%		100%		80%		100%	
Out-of-Pocket Max (Ind / Fam)	$8,150 / $16,300		$6,750 / $13,500		$8,500 / $17,000		$6,850 / $13,700	
Is Ded included in OOP Max?	Yes		Yes		Yes		Yes	
Lifetime Maximum Benefit	Unlimited		Unlimited		Unlimited		Unlimited	
Professional Services								
Office Visit	$50 Copay		Deductible		$0		Deductible	
Specialist Visit	$80 Copay		Deductible		$70 Copay		Deductible	
Preventive Care	100% of Allowable Amount		100% of Allowable Amount		100% of Allowable Amount		100% of Allowable Amount	
Physical / Manipulative Therapy	Deductible + 30% (35 visits)		Deductible(35 visits)		Deductible + 20% (35 visits)		Deductible(35 visits)	
Hospital Services								
Inpatient Hospital	$250 Copay + Ded + 30%		Deductible		Deductible + 20%		Deductible	
Outpatient Hospital	$150 Copay + Ded + 30%		Deductible		Deductible + 20%		Deductible	
Emergency Services								
Urgent Care	$40 Copay		Deductible		$50 Copay		Deductible	
Emergency Room - Facility	$500 Copay + Ded + 30%		Deductible		$250 Copay + Ded + 20%		Deductible	
Emergency Room - Provider & Svcs	Deductible + 30%		Deductible		Deductible + 20%		Deductible	
Prescription Drugs	* Preferred Pharmacy / Non Preferred Pharmacy		Preferred Pharmacy / Non Preferred Pharmacy					
Deductible	N/A		Medical Ded Applies		N/A		Medical Ded Applies	
Generic	$10 Copay / $20 Copay		Deductible / Deductible		$10 Copay		Deductible	
Preferred Brand	$50 Copay / $70 Copay		Deductible / Deductible		$40 Copay		Deductible	
Non-Preferred Brand	$100 Copay / $120 Copay		Deductible / Deductible		$125 Copay		Deductible	
High Technology / Specialty	$150 Copay / $250 Copay		Deductible / Deductible		$300 Copay		Deductible	
Mail-Order	3 X Copay		Deductible		3 X Copay		Deductible	
Out-of-Network								
Annual Deductible (Ind / Fam)	N/A		N/A		N/A		N/A	
Coinsurance Percentage	N/A		N/A		N/A		N/A	
Out-of-Pocket Max (Ind / Fam)	N/A		N/A		N/A		N/A	
Provider Network								
Network Name	Blue Advantage HMO		Blue Advantage HMO		Charter HMO		Charter HMO	
Network Website	www.bcbstx.com		www.bcbstx.com		www.myuhc.com		www.myuhc.com	
Additional Notes								
Rates (Composite) Counts	Current		Current					
Employee Only 1	$449.29	9	$379.44	1	$467.58	9	$396.08	
Employee + Spouse 0	$898.58	3	$758.88	0	$935.15	3	$792.17	
Employee + Child(ren) 0	$898.58	1	$758.88	0	$935.15	1	$792.17	
Family 0	$1,347.87	2	$1,138.32	0	$1,402.72	2	$1,188.25	
Estimated Monthly Premium	**$449.29**		**$8,727.12**		**$467.58**		**$9,109.90**	
Estimated Annual Premium	**$5,391.48**		**$104,725.44**		**$5,610.96**		**$109,318.80**	
Percentage Change From Current					4.1%		4.4%	
Annual Dollar Change From Current					$219.48		$4,593.36	

	CURRENT	
Combined Estimated Monthly Premium	**$9,176.41**	**$9,577.48**
Combined Estimated Annual Premium	**$110,116.92**	**$114,929.76**
		4.4%
		$4,812.84

City of Glen Rose

"Dinosaur Capital of Texas"

DEFINED CONTRIBUTION STRATEGY

Effective 10/1/20 - 09/30/21

The City of Glen Rose provides all full time eligible employees $700 to use toward medical, dental & vision benefits.

Medical BASE PLAN HMO HSA $6,650 Deductible / 100% coinsurance		**Total** **Cost of plan**	**City of Glen Rose** **Pays**	**EE Monthly** **Cost**	**EE Bi-weekly** **Cost**
Employee Only	9	$391.41	$391.41	$0.00	$0.00
Employee + Spouse	3	$782.82	$700.00	$82.82	$38.22
Employee + Child(ren)	1	$782.82	$700.00	$82.82	$38.22
Employee + Family	2	$1,174.23	$700.00	$474.23	$218.88
Employees can contribute funds into an HSA account if enrolled in this medical plan.					
Medical BUY-UP PLAN HMO $3,500 Deductible / 70% coinsurance		**Total** **Cost of plan**	**City of Glen Rose** **Pays**	**EE Monthly** **Cost**	**EE Bi-weekly** **Cost**
Employee Only	1	$455.57	$455.57	$0.00	$0.00
Employee + Spouse	0	$911.14	$700.00	$211.14	$97.45
Employee + Child(ren)	0	$911.14	$700.00	$211.14	$97.45
Employee + Family	0	$1,366.81	$700.00	$666.81	$307.76
Total Employees	**27**				
Dental Select DENTAL $1000 Calendar Year Max		**Total** **Cost of plan**	**City of Glen Rose** **Pays**	**EE Monthly** **Cost**	**EE Bi-weekly** **Cost**
Employee Only	10	$26.76	$0.00	$26.76	$12.35
Employee + Spouse	4	$60.17	$0.00	$60.17	$27.77
Employee + Child(ren)	2	$74.87	$0.00	$74.87	$34.56
Employee + Family	5	$105.22	$0.00	$105.22	$48.56
Dental Select Vision EyeMed		**Total** **Cost of plan**	**City of Glen Rose** **Pays**	**EE Monthly** **Cost**	**EE Bi-weekly** **Cost**
Employee Only	7	$9.31	$0.00	$9.31	$4.30
Employee + Spouse	2	$16.23	$0.00	$16.23	$7.49
Employee + Child(ren)	3	$17.00	$0.00	$17.00	$7.85
Employee + Family	5	$27.00	$0.00	$27.00	$12.46

The City of Glen Rose provides all full time eligible employees with LTD and a $40k Life benefit with Mutual of Omaha = $463.38
Additional Life, STD and Supplemental benefits can be purchased individually.

MONTHLY EMPLOYER COST	**$18,900**
PEPM COST	**$700**
ANNUAL COST	**$226,800**

City of Glen Rose
"Dinosaur Capital of Texas"

Dental Plan Analysis

October 1, 2021 Renewal

	Current / Renewal	Option 1	Option 2
	Mutual of Omaha	DentalSelect	Guardian
	PPO	PPO	PPO
Benefits			
Carrier Rating	A	A	A
Annual Dental Max Benefit (per person)	$1,000	$1,000	$1,000
Annual Deductible			
Individual	$50	$50	$50
Family	$150	$150	$150
Diagnostic & Preventive (Type I)	100%	100%	100%
Deductible Waived	Yes	Yes	Yes
Basic Services (Type II)	80%	80%	80%
Major Services (Type III)	50%	50%	50%
Periodontic & Endodontic Coverage	Major	Major	Major
Orthodontic Services (Type IV)	50%	50%	50%
Lifetime Ortho Max Benefit (per person)	$1,000	$1,000	$1,000
Annual Open Enrollment	Yes	Yes	Yes
New Hire Waiting Periods	None	None	None
Late Entrant Waiting Periods	None	None	None
Provider Network			
Network Name	Platinum Network	Platinum Network	Dental Guard Preferred
Network Website	www.mutualofomaha.com	www.dentalselect.com	www.glic.com
Out of Network Claims	90th Percentile	90th	90th
Other Features			
Rollover Benefit	Yes	No	Yes
Dependent Child / Student Age Limit	26	26	26
Employer Contribution	100%	100%	100%
Minimum Participation Requirement	75%	75%	75%
Rate Guarantee	1 Year	1 Year	1 Year
Additional Notes			
Rates	Current / Renewal		
Employee Only 6	$24.97 / $24.97	$26.30	$30.15
Employee + Spouse 3	$56.11 / $56.11	$57.25	$61.20
Employee + Child(ren) 1	$69.81 / $69.81	$70.88	$79.81
Family 3	$98.01 / $98.01	$99.00	$118.48
Estimated Monthly Premium	**$681.99 / $681.99**	**$697.43**	**$799.75**
Estimated Annual Premium	**$8,183.88 / $8,183.88**	**$8,369.16**	**$9,597.00**
[illegible]ntage Change From Current	**0.0%**	**2.3%**	**17.3%**
[illegible]l Dollar Change From Current	**$0.00**	**$15.44**	**$117.76**

City of Glen Rose
"Dinosaur Capital of Texas"

Voluntary Vision Plan Analysis
October 1, 2021 Renewal

		Current / Renewal		Option 1	Option 2
		Mutual of Omaha		DentalSelect	Guardian
		Vision		Vision	Vision
Benefits					
Carrier Rating		A		A	A
Eye Exam / Refraction		$10 Copay		$10 Copay	$10 Copay
Frequency		Every 12 months		Every 12 months	Every Calendar Year
Lenses					
Single		$25 Copay		$25 Copay	$25 Copay
Bifocal		$25 Copay		$25 Copay	$25 Copay
Trifocal		$25 Copay		$25 Copay	$25 Copay
Lenticular		$25 Copay		$25 Copay	$25 Copay
Frequency		Every 12 months		Every 12 months	Every Calendar Year
Frames		$130 allowance, 20% off balance		$130 allowance, 20% off balance	$130 allowance, 20% off balance
Frequency		Every 24 months		Every 12 months	Every Other Calendar Year
Contact Lenses (Elective)		$150 allowance, 15% off balance		$150 allowance, 15% off balance	$150 allowance, 15% off balance
Frequency		Every 12 months		Every 12 months	Every Calendar Year
Provider Network					
Network Name		EyeMed		EyeMed	VSP
Network Website		www.eyemed.com		www.eyemed.com	www.vsp.com
Employer Contribution		0%		0%	0%
Minimum Participation Requirement		2 Enrolled		2 Enrolled	2 Enrolled
Rate Guarantee		1 Year		1 Year	2 Years
Additional Notes					
Rates		Current	Renewal		
Employee Only	6	$5.49	$5.49	$6.69	$6.73
Employee + Spouse	3	$12.61	$12.61	$11.53	$11.33
Employee + Child(ren)	1	$13.98	$13.98	$12.06	$11.56
Family	3	$21.34	$21.34	$19.05	$18.29
Estimated Monthly Premium		**$148.77**	**$148.77**	**$143.94**	**$140.80**
Estimated Annual Premium		**$1,785.24**	**$1,785.24**	**$1,727.28**	**$1,689.60**
Percentage Change From Current			**0.0%**	**-3.2%**	**-5.4%**
Annual Dollar Change From Current			**$0.00**	**($57.96)**	**($95.64)**

City of Glen Rose

"Dinosaur Capital of Texas"

Life and AD&D Plan Analysis

October 1, 2021 Renewal

	Current / Renewal	Option 1
	Mutual of Omaha	Guardian
	Basic Term Life and AD&D	Basic Term Life and AD&D
Benefits		
Carrier Rating	A	A
Class 1	All full time employees	All full time employees
Life & AD&D Benefit Amount	$40,000	$40,000
Benefit Maximum	$40,000	$40,000
Benefit Minimum	$40,000	$40,000
Guarantee Issue	$40,000	$40,000
Age Reduction at 65	35%	35%
Age Reduction at 70	50%	60%
Age Reduction at 75		
Portability	Included with EOI	Included with EOI
Rate Guarantee	1 Year (In rate guarantee)	2 Years
Additional Notes		
Rates	Current / Renewal	
Rate per $1,000 Volume	$680,000	$680,000
Life / $1,000	$0.127	$0.250
AD&D / $1,000	$0.031	$0.023
Estimated Monthly Premium	**$107.44**	**$185.64**
Estimated Annual Premium	**$1,289.28**	**$2,227.68**
Percentage Change From Current	**0.0%**	**72.8%**
Annual Dollar Change From Current	**$0.00**	**$78.20**

City of Glen Rose

"Dinosaur Capital of Texas"

Voluntary Life and AD&D Plan Analysis
October 1, 2021 Renewal

	Current / Renewal		Option 1	
	Mutual of Omaha		Guardian	
	Voluntary Term Life and AD&D		Voluntary Term Life and AD&D	
Employee				
Benefit Amount	$10,000 - $300,000		$25,000 - $200,000	
Benefit Increments	$10,000		$25,000	
Maximum Amount	Lesser of 5 X Salary or $300,000		$200,000	
Minimum Amount	$10,000		$25,000	
Guarantee Issue Amount	**$70,000**		**$50,000**	
Spouse Benefit				
Benefit Amount	Not to exceed 100% of Employee amount		Not to exceed 100% of Employee amount	
Benefit Increments	$5,000		$10,000	
Maximum Amount	$500,000		$25,000	
Guarantee Issue Amount	**$20,000**		**$25,000**	
Child Benefit				
Benefit Amount	$2,000 - $10,000		$10,000	
Benefit Increments	$2,000		$10,000	
Guarantee Issue Amount	**$10,000**		**$10,000**	
AD&D Benefits	100% of Vol. Life Amount		100% of Vol. Life Amount	
Age Reductions	35% at age 70, 55% at age 75		35% at age 65, 60% at age 70	
Other Features				
Waiver of Premium	Included		Included	
Accelerated Benefits	Included		Included	
Portablility / Conversion	Convert to individual policy		Convert to individual policy	
Rate Guarantee	2 Years		2 Years	
Participation Requirements	50% Enrolled		50% Enrolled	
Additional Notes	Spouse based on employee's age		Spouse based on employee's age	
Rates	Current / Renewal		Current / Renewal	
	Employee/Spouse ($1000)	Child Rate / $1,000	Employee/Spouse ($1000)	Child Rate / $1,000
<25	$0.099	$0.160	$0.110	$0.131
25-29	$0.099		$0.110	
30-34	$0.099		$0.120	
35-39	$0.177		$0.158	
40-44	$0.229		$0.223	
45-49	$0.411		$0.358	
50-54	$0.723		$0.586	
55-59	$1.347		$0.908	
60-64	$2.023		$1.242	
65-69	$3.323		$2.196	
70-74	$4.961		$4.342	
75+	$4.961		$4.342	
AD&D Rate	**$0.031**	**$0.040**	**$0.029**	**$0.029**

City of Glen Rose

"Dinosaur Capital of Texas"

Long Term Disability Plan Analysis
October 1, 2021 Renewal

	Current / Renewal Mutual of Omaha Group LTD
Benefits	
Carrier Rating	A
Class	All full time employees
Benefit Percentage	60%
Maximum Monthly Benefit	$6,000
Guarantee Issue	$6,000
Own Occupation	2 year own occupation
Benefit Duration	SSNRA
Contributory (Tax Free Benefit)	No
Elimination Period	90 days
Pre-Existing	3 / 12
Social Security Integration	Primary & Family
Partial Disability Formula	Included
Survivor Benefit	3 x's last month benefit
Plan Limitations	
Mental & Nervous / Self-Reported	24 month benefit
Mandatory Rehab	Included
Other Features	
Waiver of Premium	Included
Employer Contribution	100%
Minimum Participation Requirement	100%
Rate Guarantee	1 Year (In rate guarantee)
Additional Notes	
Rates	Current / Renewal
Volume	$82,608
Rate per $100	$0.380
Estimated Monthly Premium	**$313.91**
Estimated Annual Premium	**$3,766.92**
Percentage Change From Current	**0.0%**
Annual Dollar Change From Current	**$0.00**

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	08/10/2021		
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:**	08/02/2021
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 x 1 machines x 7 days = $217.00
ED- $31.00 x 1 machines = $31.00
Total = $248.00

DS200:

EV- $575.00 x 1 machine x 7 days = $4,025.00
ED- $575 x 1 machines = $575.00
Total = $4,600.00

Expressvotes:

EV- $332.50 x 2 machines x 7 days = $4,655.00
ED- $332.50 x 2 machines = $665.00
Total= $5,320.00

Total Equipment Rental Cost $10,168.00

THE STATE OF TEXAS
COUNTY OF SOMERVELL

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 payed 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** ***Early Voting*** **8 am – 5 pm**	**October 19** ***Early Voting*** **7 am – 7 pm**	**October 20** ***Early Voting*** **8 am – 5 pm**	**October 21** ***Early Voting*** **8 am – 5 pm**	**October 22** ***Early Voting*** **8 am – 5 pm**	**October 23** **Early Voting** **8 am – 5 pm**
October 24	**October 25** ***Early Voting*** **8 am – 5 pm**	**October 26** ***Early Voting*** **7 am – 7 pm**	**October 27** ***Early Voting*** **8 am – 5 pm**	**October 28** ***Early Voting*** **8 am – 5 pm**	**October 29** ***Early Voting*** **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: Early Voting Kit Election Day Voting Kit By Mail Packet/Kits Covid Safety supplies	**$ 200.00**
Programming: PC Cards ADA Voting Equipment Ballot Programming & Printing	**$ 1,500.00**
Publication Expenses: Notice Of Public Testing Notice of Election	**$ 100.00**
Payroll Expenses: Early Voting Clerks Election Day Workers Early Voting Ballot Board Reconvene Early Voting Ballot Board Additional Office Staff	**$ 1,900.00**
Electronic Voting Equipment Rental: DS200 Precinct Scanner Expressvotes KnowInk poll pads	**$ 18,912.20**
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 spilt 3 ways)

EV- $31.00 x 2 machines x 11 days = $682.00 divided by 3 = $227.30
ED- $31.00 x 4 machines = $124.00 divided by 3 = $41.30
Total = $268.60

DS200: (cost split 3 ways)

EV- $575.00 x 1 machine x 11 days = $6,325.00 divided by 3 = $2,108.30
ED- $575.00 x 2 machines = $1,150.00 divide by 3 = $383.30
BBM- $575.00 x 1 machine= $575.00 divide by 3 = 192.00
Total = $2,683.60

Expressvotes:

EV- $332.50 x 4 machines x 11 days = $ 14,630.00
ED- $332.50 x 4 machines = $1,330.00
Total= $15,960.00

Total Equipment Rental Cost $18,912.20

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	08/10/2021		
AGENDA SUBJECT:	Discussion, consideration, and possible action on scheduling a Public Hearing to consider the City's Proposed Fiscal Year 2021-2022 Budget.		
PREPARED BY:	City Administrator Leamons	**DATE SUBMITTED:**	08/02/2021
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

Staff would like to request that the Council schedule a Public Hearing to consider the Proposed Fiscal Year 2021-2022 Budget at its August 24th Meeting . The Council may amend and adopt the budget, or adopt it in as filed. The adopted budget must reflect the tax rate that the Council plans to levy. Although the proposed budget is based on our No-New-Tax Rate of $0.33722580/$100, the Council has discussed the possibility of adopting the Voter Approval Rate of $0.35959738, which would raise $48,636 more revenue than the No-New-Tax Rate. The additional revenue comes from the allowed 3.5% increase plus the revenue from new properties added to the tax roll since last year. Anything higher than the Voter Approval Rate would be subject to a roll-back election. Both of the rates discussed above are well below the current $0.38407400 rate which has been in place for many years. Should the Council decide to adopt the lower, No-New-Tax Rate, that action will affect future budgets going forward as it will be difficult to ever recapture the revenue that is lost because of the 3.5% cap on ad valorem tax increases imposed by the State Legislature. At this point even using the dubious federal government figures, it appears that this year's annual rate of inflation may end up exceeding 3.5%. If the Council adopts the budget on August 24th, then a Special Meeting with a Public Hearing to consider the proposed ad valorem tax rate may be scheduled as early as September 7th. The tax rate may be adopted at the conclusion of that meeting. If the above schedule is adhered to, the City will have completed this year's budget adoption process on September 7th. By following this schedule, the Council will provide itself with a 3 week cushion just in case an unexpected delay arises.

RECOMMENDED ACTION:

Move to schedule a Public Hearing on the Proposed Fiscal Year 2021-2022 Budget at the August 24th Meeting.

CITY COUNCIL
AGENDA ACTION FORM

AGENDA DATE:	08/10/2021		
AGENDA SUBJECT:	Budget Workshop		
PREPARED BY:	City Secretary Ritchie	**DATE SUBMITTED:**	08/03/2021
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:	08/10/2021		
AGENDA SUBJECT:	Texas Government Code, Section 551.071 – Consultation with Attorney.		
PREPARED BY:	City Secretary Ritchie	**DATE SUBMITTED:**	08/04/2021
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:	08/10/2021		
AGENDA SUBJECT:	Texas Government Code, Section 551.074 - Personnel Matters – Public Works Director.		
PREPARED BY:	City Secretary Ritchie	**DATE SUBMITTED:**	08/04/2021
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:	08/10/2021		
AGENDA SUBJECT:	Discussion, consideration, and possible action on item discussed in Executive Session regarding personnel matters – Consultation with Attorney.		
PREPARED BY:	City Secretary Ritchie	**DATE SUBMITTED:**	08/04/2021
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:	08/10/2021		
AGENDA SUBJECT:	Discussion, consideration, and possible action on item discussed in Executive Session regarding personnel matters – Public Works Director.		
PREPARED BY:	City Secretary Ritchie	**DATE SUBMITTED:**	08/04/2021
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:	08/10/2021		
AGENDA SUBJECT:	Mayor and Councilmember Reports (Councilmember Conrad)		
PREPARED BY:	City Secretary Ritchie	**DATE SUBMITTED:**	08/04/2021
EXHIBITS:			

BUDGETARY IMPACT:	**Required Expenditure:**	$00.00
	Amount Budgeted:	$00.00
	Appropriation Required:	$00.00
CITY ADMINISTRATOR APPROVAL:		

SUMMARY:

Update on P&Z Board

RECOMMENDED ACTION:

City of Glen Rose
Dinosaur Capital of Texas

Building, Planning and Code Compliance Department
201 NE Vernon Street, PO Box 1949, Glen Rose, Texas 76043
(254) 897-2272 Fax: (254) 897-7989

NOTICE OF PUBLIC HEARING ON 505 HEREFORD

June 30, 2021

Public Hearings will be held at 5:30 p.m. at City Hall (201 NE Vernon Street, Glen Rose, Texas) on July 15, 2021 before the Planning and Zoning Commission and on July 27, 2021 before the City Council on a request by owner Yukon Brooke Properties, LLC for a Specific Use Permit to offer short term rental accommodations (like those advertised by Airbnb & VRBO, etc...) in an R-1 Single Family Residential District at 505 Hereford Street [Acres 0.300, Tract 34 (Walker Add, Blk A), Abst A136, A136 Milam Co Sch LD, Tract 34 (Walker Add, Blk A)].

Dear Property Owner:

You are receiving this notice because our records indicate you own property within 200' of the property at 505 Hereford Street that is the subject of these hearings. Included with this letter is a Property Owner Response Form, the Specific Use Permit application which is under consideration, and a map showing all the properties within 200' of 505 Hereford. If you would like to register your opinion in favor or in opposition to granting the requested Specific Use Permit, please complete the form and either mail or email it to us, or deposit it in one of the drop boxes at City Hall.

You are welcome to attend and participate in either or both of the Public Hearings. If you are unable to attend, but would like to listen to the hearings, generally, those proceedings are broadcast via Zoom. Instructions for accessing those broadcasts are available in the "Latest Events" section at the bottom of the City's website at www.glenrosetexas.org.

Should you have any questions, please contact us at code.enforcement@glenrosetexas.org or at (254) 897-2272 ext. 109.

Sincerely,

Building, Planning, and Code Compliance Department

City of Glen Rose – Building / Planning / Code Compliance Office
201 NE Vernon Street Tel: (254) 897-2272 Fax: (254) 897-7989
Email: code.enforcment@glenrosetexas.org

Staff use only

Case # _____ *Item 31.*

Date Received: _____

Fee : $150.00 + certified mail costs

Paid on: _____

Specific Use Permit Application for Short Term Rental

NOTE: *As part of the approval process, this application will be shared with property owners within 200' of your property and members of the Planning & Zoning Commission and City Council. If 20% of the owners of property within 200' of your property object to the issuance of this permit, ¾ of the City Council must vote to approve it.*

Address of property: _____

Applicant's Name: _____ Date: _____

Property Owner Information

Full Name: _____

Address: _____

Telephone No: _____ Email: _____

Applicant/Owner's Representative (if not the owner)

Full Name: _____

Address: _____

Telephone No: _____ Email: _____

Present zoning at site: _____

Form of Ownership of the property: [ ] Individual [ ] Partnership [ ] Corporation

Will breakfast or any other meal be served? [ ] Yes [ ] No

What will be rented? [ ] Whole residence [ ] Some rooms [ ] Accessory building

How is the property being marketed? [ ] Airbnb [ ] VRBO [ ] Other _____

What is the vetting process for guests? _____

_____

_____

List any house rules addressing noise, parties, quiet time hours, etc...:

How many on-site parking spaces are available? _____

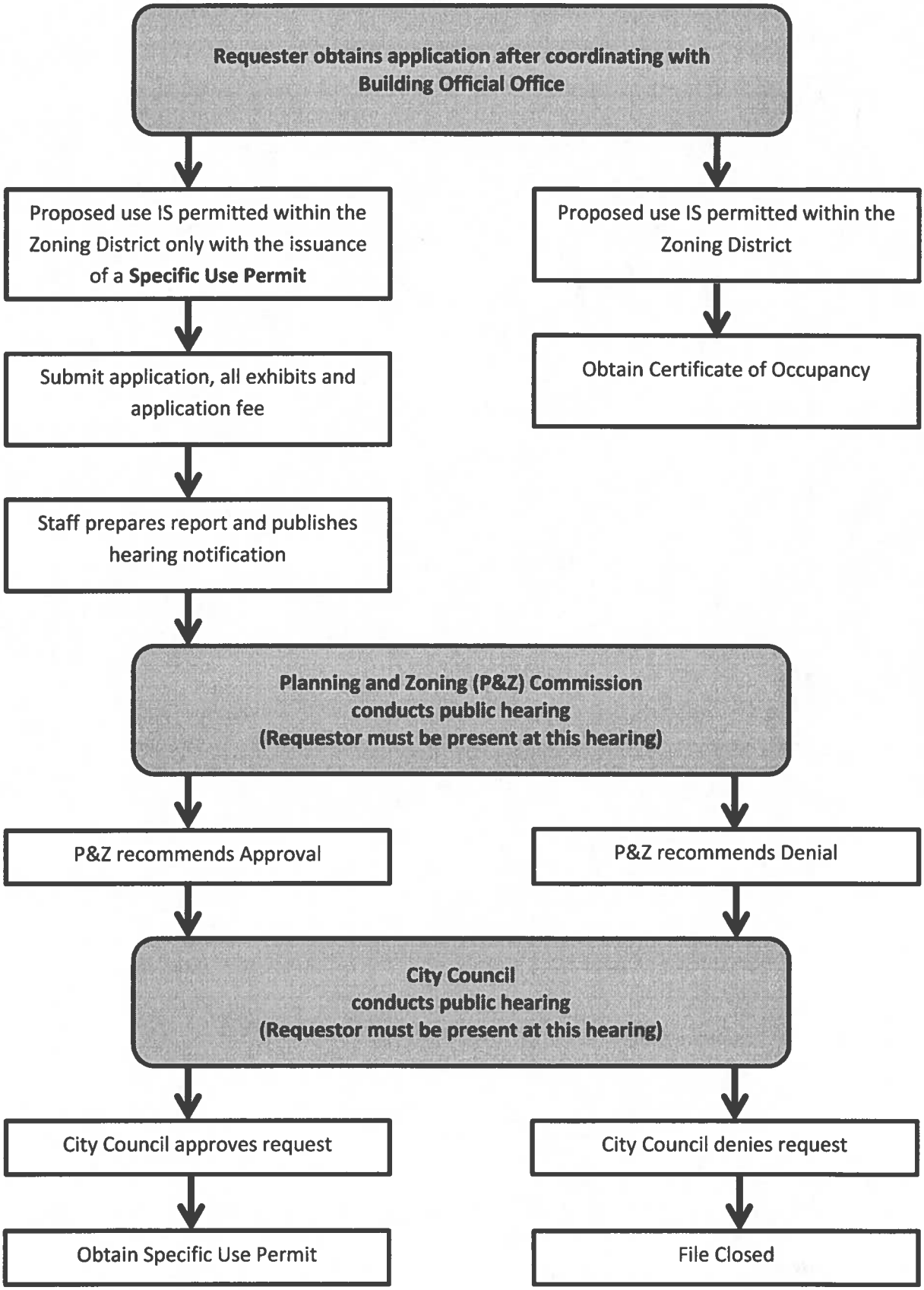
How do you plan to operate your short term rental? *(In the past, neighbors of other properties have expressed concern about potential dangers posed by strangers, noise nuisances, and an increase in traffic. You may want to address these and other concerns.)*

Please feel free to attach any supplemental or supporting documentation to this application.

I/We am/are the owner(s) of the property. I/We do hereby certify that all the information provided is true and correct.

Owner(s) Signature(s):

_____ _____ Date: _____


Requester obtains application after coordinating with Building Official Office
Proposed use IS permitted within the Zoning District only with the issuance of a Specific Use Permit
Proposed use IS permitted within the Zoning District
Submit application, all exhibits and application fee
Obtain Certificate of Occupancy
Staff prepares report and publishes hearing notification
Planning and Zoning (P&Z) Commission conducts public hearing (Requestor must be present at this hearing)
P&Z recommends Approval
P&Z recommends Denial
City Council conducts public hearing (Requestor must be present at this hearing)
City Council approves request
City Council denies request
Obtain Specific Use Permit
File Closed

PROPERTY OWNER RESPONSE FORM

Building, Planning, & Code Compliance Department
P.O. Box 1949
Glen Rose, TX 76043

Phone: (254) 897-2272
Email: code.enforcement@glenrosetexas.org

Return for Property ID#: _____

Re: Specific Use Permit Request to operate Short-Term Rental Accommodations at 505 Hereford Street.

This form may be deposited in one of the drop boxes at City Hall at 210 NE Vernon Street, emailed, or mailed to:

City Hall
Building & Planning Department
PO Box 1949
Glen Rose, TX 76043

NAME: _____

ADDRESS: _____

SIGNATURE: _____ **DATE:** _____

I AM ( ) IN FAVOR ( ) IN OPPOSITION TO THIS REQUEST.

Reasons/Comments:

_____

_____

_____

_____

_____

_____

_____

_____