

CITY COUNCIL REGULAR MEETING

Tuesday, March 08, 2022 at 5:30 PM

Glen Rose City Hall, Council Chambers,
201 NE Vernon, Glen Rose, TX 76043



AGENDA

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: 857 4813 7719 • Passcode 871264 • 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 February 8, 2022 and minutes of the Special City Council Meeting held on February 18, 2022.
2. Consider approval or other action regarding an accounts payable report for payments made during February 2022. (R Sosol)
3. Consider approval or other action regarding a financial report for February 2022
4. Consider approval or other action regarding amending City Secretary Job Description
5. Consider approval or other action on Resolution adopting Covid-19 Pandemic Relief Recovery Plan.
6. Consider approval or other action on amended Hotel Occupancy Tax Interlocal Agreement with Somervell County.
7. Consider approval or other action regarding Ordering the cancellation of the General Election for May 2022.

STAFF REPORTS

8. **Public Works Director Report**
- Update on progress of city projects
9. **Police Chief Report**
- Police Activity Report
10. **Building/Planning/Code Enforcement Report**
- Update on progress of city projects

- 11. CVB Director Report**
- Update on upcoming projects
- 12. City Administrator Report**
- 13. City Secretary Report**

MAYOR AND COUNCIL MEMBER REPORTS

ANNOUNCEMENTS/PRESENTATIONS

PUBLIC HEARING - BOA

- 14.** Board of Adjustment - Public hearing regarding a request from Alice and Simon Santillanes, owners, for variance request from the minimum setback requirements for carports and accessory buildings for the placement of an accessory building in front portion of lot. Tract: F7-4, Abst: A136, A136 MILAM CO SCH LD, TRACT F7-4, 306 Hereford Street, Glen Rose, Texas, zoned R-1 (Single-Family Residential District).

INDIVIDUAL ITEMS FOR CONSIDERATION

- 15.** Board of Adjustment – Discussion, consideration and possible action on the request from Alice and Simon Santillanes, owners, for variance request from the minimum setback requirements for carports and accessory buildings for the placement of an accessory building in front portion of lot. Tract: F7-4, Abst: A136, A136 MILAM CO SCH LD, TRACT F7-4, 306 Hereford Street, Glen Rose, Texas, zoned R-1 (Single-Family Residential District).
- 16.** Discussion, consideration, and possible action regarding approval of revised 2022 Joint Election Agreement with GRISD.
- 17.** Discussion, consideration, and possible action on revisions to the City’s Investment Policy and investment allocations.
- 18.** Discussion, consideration, and possible action on Professional Services Agreement with Peloton Land Solutions on developing a Comprehensive Plan for the City.
- 19.** Discussion, consideration, and possible action on amending Chapter 13 “Utilities” and Article A5.000 “Utility Rates and Charges” of the City’s Code of Ordinances
- 20.** Discussion, consideration, and possible action on approving Resolution adopting a revised City of Glen Rose Personnel Policy.
- 21.** Discussion, consideration, and possible action regarding a tuition reimbursement program for employees.
- 22.** Discussion, consideration, and possible action on an Ordinance Amending the City’s Trash Collection Rates. (Conrad)
- 23.** Discussion, consideration, and possible action on amending both the Procedures for Placing an Item on the Agenda and the City Council Meeting Date Resolution.
- 24.** Discussion, consideration, and possible action on Resolution to amend the FY 2021-22 Budget.

EXECUTIVE SESSION

- [25.](#) Executive Session: Tx Gov't Code 551.074 - Personnel Matters – City Secretary Applicants
- [26.](#) Executive Session: Tx Gov't Code 551.071 - Consultation with Attorney – Eminent Domain for an Easement.

ACTION ON EXECUTIVE SESSION

- [27.](#) Discussion, consideration, and possible action on item discussed in Executive Session regarding personnel matters – City Secretary Applicants
- [28.](#) Discussion, consideration, and possible action regarding item discussed in Executive Session – Consultation with City Attorney regarding eminent domain for an easement.

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, March 04, 2022, by 05:00 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.

ROSARIO SOSOL-LIHAUT
Deputy City Secretary

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

by _____ . _____



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Consider approval or other action regarding the minutes of the Regular City Council Meeting held on February 8, 2022 and minutes of the Special City Council Meeting held on February 18, 2022.		
PREPARED BY:	Deputy City Secretary Sosol	DATE SUBMITTED:	03/01/2022
EXHIBITS:	Minutes for the February 8, 2022, Regular City Council Meeting; Minutes for the February 18 2022, Special City Council Meeting;		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:	Approve the minutes as presented.		

MINUTES OF THE CITY OF GLEN ROSE CITY COUNCIL REGULAR MEETING

Tuesday, February 08, 2022 at 5:30 PM

The City Council of the City of Glen Rose met in a Regular Meeting on Tuesday, February 08, 2022 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:

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: 897 9371 3530 • Passcode 454279 • or dial 1-346-248-7799

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

Invocation – led by Michael Leamons

Pledge of Allegiance – led by Mayor Douglas

Roll Call

Council Present

Mayor Julia Douglas
Mayor Pro Tem Chip Joslin
Councilmember Demetra Conrad
Councilmember George Freas
Councilmember TJ Walker

Staff Present

City Administrator Michael Leamons
Deputy City Secretary Rosario Sosol
Chief of Police Buck Martin
Public Works Director Jim Holder
Building Official Kyle Reeves

Council Absent

Councilmember Kelly Harris

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

There were no citizen 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 Special City Council Meeting held on January 3, 2022; minutes of the Regular City Council Meeting held on January 11, 2022; minutes of the Special City Council Meeting held on January 24, 2022; and minutes of the Special City Council Meeting held on January 31, 2022.
2. Consider approval or other action regarding an accounts payable report for payments made during January 2022. (R Sosol)
3. Consider approval or other action regarding a financial report for January 2022.

4. **Consider approval or other action on Ordinance amending garage sale sign requirements.**
5. **Consider approval or other action on Ordinance Amending Construction and Development Related Fees.**
6. **Consider approval or other action on revised job description for Administrative Assistant/Municipal Court Clerk position.**
7. **Consider approval or other action on authorizing the mayor to sign eHT Project No. 5722, Work Order No. 38 for \$7,500 for Notifications & Emergency Preparedness Plan.**

Motion made by Councilmember Freas, Seconded by Councilmember Walker to approve items 1 through 7 of the consent agenda as presented.

Voting Yea: Mayor Pro Tem Joslin, Councilmember Conrad, Councilmember Freas, Councilmember Walker

8. **Consider approval or other action on amended Hotel Occupancy Tax Interlocal Agreement with Somervell County.**

Mayor Pro Tem Joslin asked to consider this item separately.

Motion made by Mayor Pro Tem Joslin, Seconded by Councilmember Conrad to table this item until the next regular meeting.

Voting Yea: Mayor Pro Tem Joslin, Councilmember Conrad, Councilmember Freas, Councilmember Walker

STAFF REPORTS

9. **Public Works Director Report**
- Update on progress of city projects
10. **Police Chief Report**
- Police Activity Report
11. **Building/Planning/Code Enforcement Report**
- Update on progress of city projects
12. **CVB Director Report**
- Update on upcoming projects
13. **City Administrator Report**
14. **City Secretary Report**

MAYOR AND COUNCIL MEMBER REPORTS

There were no Mayor or Councilmember Reports.

INDIVIDUAL ITEMS FOR CONSIDERATION

City Administrator Leamons asked to have item 20 moved to the beginning of the agenda to accommodate out of town representatives.

20. Discussion, consideration, and possible action on proposals received in response to the City's Comprehensive Plan Request for Proposals.

City Administrator Leamons presented the item to Council.

Representatives from Peloton Land Solutions, Public Management Inc., and Freese and Nichols each addressed City Council with their proposals.

Council asked questions of each presenter.

Mayor Douglas recessed the regular meeting for a short break at 6:53pm.

Mayor Douglas reconvened the regular meeting at 7:00pm.

After much consideration, City Council took no action and asked to have a special meeting on February 18th to discuss this matter further.

Mayor Douglas recessed the regular meeting for a short break at 8:41pm.

Mayor Douglas reconvened the regular meeting at 8:46pm.

15. Discussion, consideration and possible action regarding recommendations from Historic Preservation Committee regarding the 2021/2022 Glen Rose Historic Property Tax Exemptions

City Administrator Leamons presented the item to Council.

Historic Preservation Board Vice Chairperson addressed Council and answered questions.

Motion made by Councilmember Conrad, Seconded by Councilmember Freas to approve the Historic Preservation Board properties for Tax Exemption in accordance with City Ordinance and as presented by the HP Board.

Voting Yea: Mayor Pro Tem Joslin, Councilmember Conrad, Councilmember Freas, Councilmember Walker

16. Discussion, consideration, and possible action on a Request for Proposals for Municipal Solid Waste Collection Services.

Administrator Leamons presented the item to Council.

17. Discussion, consideration, and possible action on an Ordinance Amending the City's Trash Collection Rates.

City Administrator Leamons presented the item to Council.

Motion made by Councilmember Conrad to approve the 6% increase for Solid Waste Services.

There was no second. Motion died for lack of second.

Motion made by Councilmember Freas, Seconded by Mayor Pro Tem Joslin to leave the rates as they currently are and the City will absorb the cost increase.

Voting Yea: Mayor Pro Tem Joslin, Councilmember Freas, Councilmember Walker

Voting Nay: Councilmember Conrad

18. Discussion, Consideration and Possible Action regarding procedures, fees and terminology regarding the billing for the City of Glen Rose Water Department.

Mayor Pro Tem Joslin presented the item to Council.

Council directed staff to accomplish research regarding the City's current policy giving citizens 10 days after payment due date to bring account current. Council asked that the information be presented in the next meeting.

No action was taken.

19. Discussion, Consideration and Possible Action regarding current hiring practices for the City of Glen Rose and the Committee designated to interview and hire new City Secretary.

Mayor Pro Tem Joslin presented the item to Council.

After some discussion, Council took no action.

21. Discussion, consideration, and possible action regarding authorization of Election Judge and Alternate Judge for the May 7, 2022 General Election.

Deputy City Secretary Sosol presented the item to Council.

Motion made by Councilmember Conrad, Seconded by Mayor Pro Tem Joslin to appoint Peggy Busch, Judge and Sharon Lawler, Alternate Judge for the May 7, 2022 General Election and authorize the Judge to appoint up to two (2) Election Day Clerks.

Voting Yea: Mayor Pro Tem Joslin, Councilmember Conrad, Councilmember Freas, Councilmember Walker

22. Discussion, consideration, and possible action regarding Joint Election Agreement / Interlocal Agreement between the City of Glen Rose, Glen Rose ISD, and the Somervell County Hospital District.

City Administrator Leamons presented the item to Council.

Motion made by Mayor Pro Tem Joslin, Seconded by Councilmember Walker to approve the Joint Election / Interlocal Agreement with changes as noted and authorized the Mayor to sign necessary documents.

Voting Yea: Mayor Pro Tem Joslin, Councilmember Conrad, Councilmember Freas, Councilmember Walker

Mayor Douglas recessed the regular meeting at 9:54pm.

Mayor Douglas called the Executive Session to order at 9:95pm.

EXECUTIVE SESSION

23. Executive Session: 551.071. Consultation with Attorney – regarding pending litigation Disannexation.

24. Executive Session: Tx Gov Code 551.073 - Real Property (Demetra Conrad)

Mayor Douglas closed the Executive Session and reconvened the Regular meeting at 10:23 pm.

ACTION ON EXECUTIVE SESSION

25. Discussion, consideration, and possible action regarding item discussed in Executive Session – Consultation with City Attorney regarding litigation for Disannexation.

No Action was taken.

26. Discussion, consideration, and possible action regarding item discussed in Executive Session – Real Property.

No Action was taken.

ADJOURN

With no further business before the Council, Mayor Douglas adjourned the meeting at 10:24pm.

APPROVED:

Julia Douglas, Mayor

ATTEST:

Rosario Sosol, Deputy City Secretary

MINUTES OF THE CITY OF GLEN ROSE CITY COUNCIL SPECIAL MEETING

Friday, February 18, 2022 at 3:30 PM

The City Council of the City of Glen Rose met in a Regular Meeting on Friday, February 18, 2022 in the Glen Rose City Hall, Council Chambers, 201 NE Vernon, Glen Rose, TX 76043 at 3:30 PM to consider the following items of business:

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: 854 5601 4094 • Passcode 817599 • or dial 1-346-248-7799

CALL TO ORDER – Mayor Douglas called the meeting to order at 3:30 pm.

Invocation – Led by Michael Leamons

Pledge of Allegiance – Led by Mayor Douglas

Roll Call

Council Present

Mayor Julia Douglas
Mayor Pro Tem Chip Joslin
Councilmember Demetra Conrad
Councilmember Kelly Harris
Councilmember George Freas
Councilmember TJ Walker

Staff Present

City Administrator Michael Leamons
Deputy City Secretary Rosario Sosol
Chief of Police Buck Martin
Police Officer Jesse Ramirez

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

No citizen comments

INDIVIDUAL ITEMS FOR CONSIDERATION

1. Discussion, consideration, and possible action regarding proposals received in response to the City's Comprehensive Plan Request for Proposals.

City Administrator Leamons presented the item to Council.

Motion made by Councilmember Harris, Seconded by Councilmember Freas to authorize staff to start negotiation with Peloton Land Solutions.

Voting Yea: Mayor Pro Tem Joslin, Councilmember Conrad, Councilmember Harris, Councilmember Freas, Councilmember Walker

ADJOURN

With no further business before Council, Mayor Douglas adjourned the meeting at 4:08 pm.

APPROVED:

Julia Douglas, Mayor

ATTEST:

Rosario Sosol, Deputy City Secretary



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Consider approval or other action regarding an accounts payable report for payments made during February 2022. (R Sosol)		
PREPARED BY:	Deputy City Secretary Sosol	DATE SUBMITTED:	03/01/2022
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: 2/1/2022 to 2/28/2022

2/28/2022 11:21:11 Item 2.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Non-Departmental						
	2/1/2022	Texas Municipal Retirement	10-2026	Tmrs W/H	TMRS-Employee 1/2/2022	\$1,982.95
	2/1/2022	Texas Municipal Retirement	10-2026	Tmrs W/H	TMRS-Employer 1/2/2022	\$4,019.70
	2/1/2022	Texas Municipal Retirement	10-2026	Tmrs W/H	TMRS-Employee 1/16/2022	\$1,945.44
	2/1/2022	Texas Municipal Retirement	10-2026	Tmrs W/H	TMRS-Employer 1/16/2022	\$3,943.68
	2/2/2022	Wyoming Child Support Enforcement	10-2020	Child Support W/H	Case ID 244527 1/30/2022	\$136.15
	2/4/2022	Office Of Attorney General	10-2020	Child Support W/H	CHSUP 1/30/2022	\$240.00
	2/4/2022	Office Of Attorney General	10-2020	Child Support W/H	CHSUP 1/30/2022	\$173.08
	2/4/2022	Office Of Attorney General	10-2020	Child Support W/H	CHSUP 1/30/2022	\$20.77
	2/4/2022	Internal Revenue Service	10-2015	Medicare Tax W/H	Medicare W/H-Employer 1/30/2022	\$393.55
	2/4/2022	Internal Revenue Service	10-2018	Fed Tax W/H	FEDERAL WITHHOLDING 1/30/2022	\$2,187.15
	2/4/2022	Internal Revenue Service	10-2012	Fica Tax W/H	Fica W/H-Employee 1/30/2022	\$1,682.73
	2/4/2022	Internal Revenue Service	10-2015	Medicare Tax W/H	Medicare W/H-Employee 1/30/2022	\$393.55
	2/4/2022	Internal Revenue Service	10-2012	Fica Tax W/H	Fica W/H-Employer 1/30/2022	\$1,682.73
	2/9/2022	Internal Revenue Service	10-2015	Medicare Tax W/H	Medicare W/H-Employee 2/4/2022	\$129.61
	2/9/2022	Internal Revenue Service	10-2012	Fica Tax W/H	Fica W/H-Employee 2/4/2022	\$554.21

City of Glen Rose
Council Report
Check Date: 2/1/2022 to 2/28/2022

2/28/2022 11:21:11 Item 2.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Non-Departmental						
	2/9/2022	Internal Revenue Service	10-2018	Fed Tax W/H	FEDERAL WITHHOLDING 2/4/2022	\$1,842.70
	2/9/2022	Internal Revenue Service	10-2015	Medicare Tax W/H	Medicare W/H-Employer 2/4/2022	\$129.61
	2/9/2022	Internal Revenue Service	10-2012	Fica Tax W/H	Fica W/H-Employer 2/4/2022	\$554.21
	2/18/2022	Blue Cross Blue Shield	10-2024	Health Ins W/H	Health Ins-Employer 1/30/2022	\$3,920.74
	2/18/2022	Blue Cross Blue Shield	10-2024	Health Ins W/H	HEALTH INSURANCE 1/30/2022	\$207.05
	2/18/2022	Blue Cross Blue Shield	10-2024	Health Ins W/H	HEALTH INSURANCE 2/4/2022	\$41.41
	2/18/2022	Blue Cross Blue Shield	10-2024	Health Ins W/H	Health Ins-Employer 2/4/2022	\$350.00
	2/18/2022	Blue Cross Blue Shield	10-2024	Health Ins W/H	Health Ins-Employer 2/13/2022	\$3,143.36
	2/18/2022	Blue Cross Blue Shield	10-2024	Health Ins W/H	HEALTH INSURANCE 2/13/2022	\$165.64
	2/18/2022	Wyoming Child Support Enforcement	10-2020	Child Support W/H	Case ID 244527 2/13/2022	\$136.15
	2/18/2022	Office Of Attorney General	10-2020	Child Support W/H	CHSUP 2/13/2022	\$240.00
	2/18/2022	Office Of Attorney General	10-2020	Child Support W/H	CHSUP 2/13/2022	\$173.08
	2/18/2022	Office Of Attorney General	10-2020	Child Support W/H	CHSUP 2/13/2022	\$20.77
	2/18/2022	Internal Revenue Service	10-2015	Medicare Tax W/H	Medicare W/H-Employer 2/13/2022	\$380.81
	2/18/2022	Internal Revenue Service	10-2018	Fed Tax W/H	FEDERAL WITHHOLDING 2/13/2022	\$2,127.59
	2/18/2022	Internal Revenue Service	10-2012	Fica Tax W/H	Fica W/H-Employee 2/13/2022	\$1,628.29

City of Glen Rose
Council Report
Check Date: 2/1/2022 to 2/28/2022

2/28/2022 11:21:30 Item 2.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Non-Departmental						
	2/18/2022	Internal Revenue Service	10-2015	Medicare Tax W/H	Medicare W/H-Employee 2/13/2022	\$380.81
	2/18/2022	Internal Revenue Service	10-2012	Fica Tax W/H	Fica W/H-Employer 2/13/2022	\$1,628.29
	2/23/2022	HSA Bank	10-2024	Health Ins W/H	HSA City 1/30/2022	\$573.95
	2/23/2022	HSA Bank	10-2024	Health Ins W/H	HSA Employee 2 1/30/2022	\$366.98
	2/23/2022	HSA Bank	10-2024	Health Ins W/H	HSA Employee 2 2/4/2022	\$75.00
	2/23/2022	HSA Bank	10-2024	Health Ins W/H	HSA City 2/13/2022	\$907.46
	2/23/2022	HSA Bank	10-2024	Health Ins W/H	HSA Employee 2 2/13/2022	\$291.97
	2/25/2022	Mutual Of Omaha	10-2023	Vision Ins W/H	VSNIN 1/30/2022	\$62.74
	2/25/2022	Mutual Of Omaha	10-2029	Dental Ins W/H	Dental Ins 1/30/2022	\$180.52
	2/25/2022	Mutual Of Omaha	10-2021	Life Ins W/H	LIFE 1/30/2022	\$41.08
	2/25/2022	Mutual Of Omaha	10-2024	Health Ins W/H	LTD 1/30/2022	\$93.46
	2/25/2022	Mutual Of Omaha	10-2021	Life Ins W/H	LIFE INS 1/30/2022	\$87.60
	2/25/2022	Mutual Of Omaha	10-2023	Vision Ins W/H	VSNIN 2/4/2022	\$13.73
	2/25/2022	Mutual Of Omaha	10-2021	Life Ins W/H	LIFE INS 2/4/2022	\$16.47
	2/25/2022	Mutual Of Omaha	10-2024	Health Ins W/H	LTD 2/4/2022	\$8.24
	2/25/2022	Mutual Of Omaha	10-2021	Life Ins W/H	LIFE 2/4/2022	\$3.16
	2/25/2022	Mutual Of Omaha	10-2023	Vision Ins W/H	VSNIN 2/13/2022	\$59.94
	2/25/2022	Mutual Of Omaha	10-2029	Dental Ins W/H	Dental Ins 2/13/2022	\$152.13

City of Glen Rose
Council Report
Check Date: 2/1/2022 to 2/28/2022

2/28/2022 11:21:11 Item 2.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Non-Departmental						
	2/25/2022	Mutual Of Omaha	10-2021	Life Ins W/H	LIFE 2/13/2022	\$37.92
	2/25/2022	Mutual Of Omaha	10-2024	Health Ins W/H	LTD 2/13/2022	\$85.16
	2/25/2022	Mutual Of Omaha	10-2021	Life Ins W/H	LIFE INS 2/13/2022	\$71.13
	2/28/2022	HSA Bank	10-2024	Health Ins W/H	Jodi's February contribution	\$308.59
Total						\$39,993.04

Non Departmental

2/2/2022	Brenda Lozano De Reza	10-65-5225	Janitorial Services	Janitorial Services for the month of January-22	\$650.00
2/2/2022	Staples Credit Plan	10-65-5109	Office Supplies	Label printer labels/copy paper	\$162.95
2/2/2022	Staples Credit Plan	10-65-5109	Office Supplies	Correction tape/paper clips/binder clips	\$50.72
2/2/2022	Staples Credit Plan	10-65-5109	Office Supplies	Black print ribbon/colored paper	\$67.97
2/2/2022	Staples Credit Plan	10-65-5109	Office Supplies	File folders	\$27.99
2/2/2022	Staples Credit Plan	10-65-5107	Janitorial Supplies	Lysol disinfectant spray	\$100.48
2/2/2022	TXU Energy	10-65-5403	Electric	Electricity charges Invoice # 054202971984	\$355.84
2/2/2022	BizProtect	10-65-5224	It Support	Mikrotik over to new connection/Trace Buck's acces	\$315.00
2/2/2022	BizProtect	10-65-5224	It Support	Cutover to Windstream/VPNs updated at AC	\$210.00
2/2/2022	City of Glen Rose	10-65-5404	Water	Water usage Dec-Jan	\$287.03
2/2/2022	Atmos Energy	10-65-5405	Gas	Account # 3024937327	\$216.28

City of Glen Rose
Council Report
Check Date: 2/1/2022 to 2/28/2022

2/28/2022 11:21:11 Item 2.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Non Departmental						
	2/11/2022	Kinect Communications, LLC	10-65-5401	Telephone	Recurring charges telephone system	\$405.47
	2/11/2022	Enprotec/Hibbss/Todd	10-65-5202	Engineering	Project # 5722-1	\$950.00
	2/18/2022	American Hallmark Insurance	10-65-5420	Commercial Umbrella Country Woods	Policy 44-PB-000405531-21/000	\$1,000.00
	2/18/2022	Xerox Corporation	10-65-5217	Postage, Copier Lease	Copier lease	\$350.97
	2/25/2022	3cGeo	10-65-5202	Engineering	Monthly maintenance & Hosting Fee (mapping)	\$400.00
	2/25/2022	Brenda Lozano De Reza	10-65-5225	Janitorial Services	February Janitorial Services	\$650.00
	2/25/2022	BizProtect	10-65-5224	It Support	Internet failure/ CH	\$52.50
	2/25/2022	BizProtect	10-65-5224	It Support	Network repair Law Enforcement	\$105.00
	2/25/2022	BizProtect	10-65-5224	It Support	Network data plug Law Enforcement	\$1.25
	2/25/2022	Windstream	10-65-5401	Telephone	Fax service/long distance/ City Hall	\$60.00
Total						\$6,419.45
Law Enforcement						
	2/2/2022	Brenda Lozano De Reza	10-90-5225	Janitorial Services	Janitorial Services for the month of January-22	\$250.00
	2/2/2022	Thin Blue Line Outfitters	10-90-5603	Equipment	Rugged cradle for laptop w/base	\$650.00
	2/2/2022	Thin Blue Line Outfitters	10-90-5603	Equipment	Installation of laptop pedestal/cradle/base/printer	\$150.00
	2/2/2022	TXU Energy	10-90-5403	Electric	Electricity charges Invoice # 054202971984	\$158.02

City of Glen Rose
Council Report
Check Date: 2/1/2022 to 2/28/2022

2/28/2022 11:21:11 Item 2.

Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Law Enforcement						
	2/2/2022	Texas Municipal League Intergovernmental Risk Pool	10-90-5007	Workers Comp Insurance	Worker's comp audit	\$382.00
	2/2/2022	City of Glen Rose	10-90-5404	Water	Water usage Dec-Jan	\$159.58
	2/2/2022	AT&T Mobility	10-90-5401	Telephone	Police Chief	\$71.39
	2/2/2022	Motorola Solutions	10-90-5603	Equipment	Transaction # 8281317107	\$118.58
	2/11/2022	Fuelman	10-90-5608	Gas/Oil/Lube	NP61501417	\$42.49
	2/18/2022	Texas Commission on Law Enforcement	10-90-5801	Miscellaneous Exp	Appointment Applications officer Ramirez	\$35.00
	2/25/2022	Brenda Lozano De Reza	10-90-5225	Janitorial Services	February Janitorial Services	\$250.00
Total						\$2,267.06
Streets & Parks						
	2/2/2022	TXU Energy	10-40-5403	Electric	Electricity charges Invoice # 054202971984	\$546.86
	2/2/2022	TXU Energy	10-40-5421	Street Lighting	Electricity charges Invoice # 054202971984	\$2,435.49
	2/2/2022	Texas Municipal League Intergovernmental Risk Pool	10-40-5007	Workers Comp Insurance	Worker's comp audit	\$670.32
	2/2/2022	City of Glen Rose	10-40-5404	Water	Water usage Dec-Jan	\$53.90
	2/2/2022	Atmos Energy	10-40-5405	Gas	Account # 3024900571 401 Farr Plz	\$220.88
	2/2/2022	AT&T Mobility	10-40-5401	Telephone	Maintenance on call	\$45.31

City of Glen Rose
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Check Date: 2/1/2022 to 2/28/2022

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Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Streets & Parks						
	2/1/2022	Cleburne Welding And Industrial Supply	10-40-5100	Supplies	Annual lease for oxy/acet cylinders	\$135.00
	2/1/2022	Cleburne Welding And Industrial Supply	10-40-5100	Supplies	Monthly fee for 7 cylinders	\$33.36
	2/11/2022	Higginbotham Building Center - Glen Rose	10-40-5100	Supplies	Tarp for material @ maintenance barn/hardware	\$57.23
	2/11/2022	Smith Supply, Inc.	10-40-5100	Supplies	Faucet covers	\$6.52
	2/11/2022	Smith Supply, Inc.	10-40-5604	Repair & Maint - Struct	Parts for water sprinkler at Riverwalk	\$53.39
	2/11/2022	Fuelman	10-40-5608	Gas/Oil/Lube	NP61501417	\$84.56
	2/18/2022	Citibank	10-40-5600	Vehicle Repair	Vehicle registration dumptruck	\$23.50
	2/18/2022	Glen Rose Auto Parts	10-40-5600	Vehicle Repair	Wiper blades for fleet vehicle	\$33.38
	2/18/2022	Glen Rose Auto Parts	10-40-5600	Vehicle Repair	Oil Filter for fleet vehicle	\$10.65
	2/18/2022	Glen Rose Auto Parts	10-40-5100	Supplies	Tow chain	\$95.95
	2/18/2022	Glen Rose Auto Parts	10-40-5100	Supplies	Chainsaw blades	\$46.00
	2/18/2022	Glen Rose Auto Parts	10-40-5608	Gas/Oil/Lube	Antigel treatment for fuel tanks	\$156.00
	2/18/2022	Ingram Concrete, LLC	10-40-5655	Concrete	Drainage flume @ Fourth / Clay	\$239.00
	2/18/2022	United Cooperative Services	10-40-5421	Street Lighting	Street lighting WWTP	\$105.50
	2/25/2022	AT&T (Scada)	10-40-5401	Telephone	Scada System	\$16.46
	2/25/2022	Vulcan Construction Materials, LLC	10-40-5721	Road Base	4.56 Tons sand for ice/streets	\$114.00
	2/25/2022	Fuelman	10-40-5608	Gas/Oil/Lube	Invoice # NP61616864	\$80.05

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Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Streets & Parks						
Total						\$5,263.31
Animal Control						
	2/2/2022	TXU Energy	10-55-5403	Electric	Electricity charges Invoice # 054202971984	\$437.52
	2/2/2022	Texas Municipal League Intergovernmental Risk Pool	10-55-5007	Workers Comp Insurance	Worker's comp audit	\$70.54
	2/2/2022	AT&T Mobility	10-55-5401	Telephone	Animal Control	\$86.28
	2/11/2022	Dinosaur Valley Pest Service	10-55-5203	Contract Labor	Invoice # 21518	\$65.00
	2/11/2022	Fuelman	10-55-5608	Gas/Oil/Lube	NP61501417	\$168.32
	2/18/2022	Brookshire Brothers	10-55-5100	Supplies	Water	\$25.52
	2/18/2022	Christy Wilson	10-55-5501	Travel	Per diem for class	\$25.00
	2/18/2022	Citibank	10-55-5500	Training	Training class AC Christy & Justice	\$300.00
	2/18/2022	Justice McRae	10-55-5501	Travel	Per diem for class	\$25.00
	2/25/2022	Glen Rose Veterinary Clinic	10-55-5237	Adoption Reimbursement	Animal # F-4535	\$65.00
Total						\$1,268.18
Administration						
	2/2/2022	TXU Energy	10-60-5406	CVB/Oakdale Electric	Electricity charges Invoice # 054202971984	\$4,775.76

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Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Administration						
	2/2/2022	Texas Municipal League Intergovernmental Risk Pool	10-60-5007	Workers Comp Insurance	Worker's comp audit	\$70.54
	2/2/2022	AT&T Mobility	10-60-5401	Telephone	City Secretary	\$43.14
	2/2/2022	AT&T Mobility	10-60-5401	Telephone	City Administrator	\$43.14
	2/11/2022	Glen Rose Reporter	10-60-5210	Legal Notices & Advertising	Ad # 00137155	\$145.00
	2/11/2022	North Central Texas Council Of Governments	10-60-5800	Dues	INV-0000049900	\$200.00
	2/11/2022	Somervell Central Appraisal District	10-60-5801	Miscellaneous Exp	City of Glen Rose	\$33.30
	2/18/2022	Citibank	10-60-5401	Telephone	Cell phone data Jim Holder	\$0.99
	2/18/2022	Citibank	10-60-5500	Training	Financial training Rosario Sosol	\$875.00
	2/18/2022	Citibank	10-60-5801	Miscellaneous Exp	Mini vacuum for office equipment	\$40.45
	2/18/2022	Citibank	10-60-5803	Software	Software for CS computer	\$15.93
	2/18/2022	Citibank	10-60-5501	Travel	CS McDonalds election class housing	\$85.87
	2/18/2022	Rosario Sosol	10-60-5501	Travel	Mileage for training	\$82.49
Total						\$6,411.61
Code Enforcement						
	2/2/2022	Texas Municipal League Intergovernmental Risk Pool	10-50-5007	Workers Comp Insurance	Worker's comp audit	\$120.48
	2/2/2022	AT&T Mobility	10-50-5401	Telephone	Code Enforcement	\$43.14

City of Glen Rose
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Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
10 - GENERAL FUND						
Code Enforcement						
	2/11/2022	O'Reilly Automotive, Inc.	10-50-5801	Miscellaneous Exp	Customer # 2888622	\$5.99
	2/18/2022	Citibank	10-50-5801	Miscellaneous Exp	Credits to run background checks	\$30.93
Total						\$200.54
Municipal Court						
	2/2/2022	Texas Municipal League Intergovernmental Risk Pool	10-80-5007	Workers Comp Insurance	Worker's comp audit	\$70.53
	2/25/2022	Mickey Garrett	10-80-5203	Contract Labor	Judge Services for the month of February	\$500.00
Total						\$570.53
Legislative						
	2/2/2022	AT&T Mobility	10-05-5145	Exp Mayor & Council	Mayor's cell phone	\$43.14
	2/18/2022	Citibank	10-05-5502	Mayor & Council Travel	Hotel stay for George Freas & TJ Walker	\$330.36
	2/18/2022	Citibank	10-05-5503	Mayor & Council Training	January charges	\$165.00
	2/25/2022	Taylor, Olson, Adkins, Sralla& Elam, L.L.P.	10-05-5201	Attorney	Review of case regarding disannexation	\$908.00
	2/25/2022	Taylor, Olson, Adkins, Sralla& Elam, L.L.P.	10-05-5201	Attorney	Disannexation lawsuit review/opinion letter	\$940.00
Total						\$2,386.50

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Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
Non-Departmental						
	2/1/2022	Texas Municipal Retirement	20-2026	Tmrs W/H	TMRS-Employee 1/2/2022	\$654.95
	2/1/2022	Texas Municipal Retirement	20-2026	Tmrs W/H	TMRS-Employer 1/2/2022	\$1,327.69
	2/1/2022	Texas Municipal Retirement	20-2026	Tmrs W/H	TMRS-Employee 1/16/2022	\$668.53
	2/1/2022	Texas Municipal Retirement	20-2026	Tmrs W/H	TMRS-Employer 1/16/2022	\$1,355.19
	2/4/2022	Internal Revenue Service	20-2015	Medicare Tax W/H	Medicare W/H-Employer 1/30/2022	\$129.27
	2/4/2022	Internal Revenue Service	20-2018	Fed Tax W/H	FEDERAL WITHHOLDING 1/30/2022	\$731.20
	2/4/2022	Internal Revenue Service	20-2012	Fica Tax W/H	Fica W/H-Employee 1/30/2022	\$552.81
	2/4/2022	Internal Revenue Service	20-2015	Medicare Tax W/H	Medicare W/H-Employee 1/30/2022	\$129.27
	2/4/2022	Internal Revenue Service	20-2012	Fica Tax W/H	Fica W/H-Employer 1/30/2022	\$552.81
	2/18/2022	Blue Cross Blue Shield	20-2024	Health Ins W/H	Health Ins-Employer 1/30/2022	\$1,132.84
	2/18/2022	Blue Cross Blue Shield	20-2024	Health Ins W/H	HEALTH INSURANCE 1/30/2022	\$41.41
	2/18/2022	Blue Cross Blue Shield	20-2024	Health Ins W/H	Health Ins-Employer 2/13/2022	\$1,132.80
	2/18/2022	Blue Cross Blue Shield	20-2024	Health Ins W/H	HEALTH INSURANCE 2/13/2022	\$41.41
	2/18/2022	Barbara Sloan	20-2003	Meter Refunds Payable	Refunds	\$7.59
	2/18/2022	Internal Revenue Service	20-2015	Medicare Tax W/H	Medicare W/H-Employer 2/13/2022	\$132.32
	2/18/2022	Internal Revenue Service	20-2018	Fed Tax W/H	FEDERAL WITHHOLDING 2/13/2022	\$755.71

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Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
Non-Departmental						
	2/18/2022	Internal Revenue Service	20-2012	Fica Tax W/H	Fica W/H-Employee 2/13/2022	\$565.82
	2/18/2022	Internal Revenue Service	20-2015	Medicare Tax W/H	Medicare W/H-Employee 2/13/2022	\$132.32
	2/18/2022	Internal Revenue Service	20-2012	Fica Tax W/H	Fica W/H-Employer 2/13/2022	\$565.82
	2/22/2022	Rajan Sharma	20-2003	Meter Refunds Payable	Refunds	\$75.47
	2/22/2022	Sonya/Delaine King	20-2003	Meter Refunds Payable	Refunds	\$94.96
	2/22/2022	Joni Nevils	20-2003	Meter Refunds Payable	Refunds	\$91.67
	2/22/2022	Lori Brannon	20-2003	Meter Refunds Payable	Refunds	\$91.67
	2/22/2022	Jeanette Day	20-2003	Meter Refunds Payable	Refunds	\$98.25
	2/22/2022	Taya Vasquez	20-2003	Meter Refunds Payable	Refunds	\$88.38
	2/22/2022	Michael Harrison	20-2003	Meter Refunds Payable	Refunds	\$85.09
	2/22/2022	Dustin Monk	20-2003	Meter Refunds Payable	Refunds	\$37.68
	2/22/2022	Lauren Hollister	20-2003	Meter Refunds Payable	Refunds	\$91.67
	2/22/2022	Joo Ha	20-2003	Meter Refunds Payable	Refunds	\$17.94
	2/23/2022	HSA Bank	20-2024	Health Ins W/H	HSA City 1/30/2022	\$471.39
	2/23/2022	HSA Bank	20-2024	Health Ins W/H	HSA Employee 2 1/30/2022	\$20.00
	2/23/2022	HSA Bank	20-2024	Health Ins W/H	HSA City 2/13/2022	\$471.39
	2/23/2022	HSA Bank	20-2024	Health Ins W/H	HSA Employee 2 2/13/2022	\$20.00
	2/25/2022	Mutual Of Omaha	20-2023	Vision Ins W/H	VSNIN 1/30/2022	\$24.09

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Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
Non-Departmental						
	2/25/2022	Mutual Of Omaha	20-2029	Dental Ins W/H	Dental Ins 1/30/2022	\$152.53
	2/25/2022	Mutual Of Omaha	20-2021	Life Ins W/H	LIFE 1/30/2022	\$15.80
	2/25/2022	Mutual Of Omaha	20-2024	Health Ins W/H	LTD 1/30/2022	\$28.70
	2/25/2022	Mutual Of Omaha	20-2021	Life Ins W/H	LIFE INS 1/30/2022	\$41.56
	2/25/2022	Mutual Of Omaha	20-2023	Vision Ins W/H	VSNIN 2/13/2022	\$24.08
	2/25/2022	Mutual Of Omaha	20-2029	Dental Ins W/H	Dental Ins 2/13/2022	\$152.48
	2/25/2022	Mutual Of Omaha	20-2021	Life Ins W/H	LIFE 2/13/2022	\$15.80
	2/25/2022	Mutual Of Omaha	20-2024	Health Ins W/H	LTD 2/13/2022	\$28.69
	2/25/2022	Mutual Of Omaha	20-2021	Life Ins W/H	LIFE INS 2/13/2022	\$41.56
Total						\$12,890.61
Water						
	2/2/2022	Somervell County Water District	20-10-5299	Purchased Water	Delivery point 3	\$2,952.25
	2/2/2022	Somervell County Water District	20-10-5299	Purchased Water	Delivery point 4	\$8,746.50
	2/2/2022	Somervell County Water District	20-10-5299	Purchased Water	Delivery point 5	\$5,684.00
	2/2/2022	Somervell County Water District	20-10-5299	Purchased Water	Delivery point 6	\$2,553.25
	2/2/2022	TXU Energy	20-10-5400	Utilities (Elec)	Electricity charges Invoice # 054202971984	\$2,017.10

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Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
Water						
	2/2/2022	Texas Municipal League Intergovernmental Risk Pool	20-10-5007	Workers Comp Insurance	Worker's comp audit	\$70.53
	2/2/2022	Atmos Energy	20-10-5405	Gas	Account # 3024900571 401 Farr Plz	\$220.88
	2/2/2022	AT&T Mobility	20-10-5401	Telephone	PW Director	\$43.14
	2/1/2022	DPC Industries, Inc	20-10-5160	Process Chemicals	Rental fee for chlorine cylinders	\$112.00
	2/1/2022	Texas Commission On Environmental Quality	20-10-5886	State Fees	Texas Tier 2 Report Fees	\$50.00
	2/1/2022	Wallace Control	20-10-5700	Capital Improvements	Parts/labor to install auto transfer switch@ well#3	\$13,805.00
	2/11/2022	Higginbotham Building Center - Glen Rose	20-10-5604	Repair & Maint - Struct	Supplies for generator	\$38.92
	2/11/2022	Higginbotham Building Center - Glen Rose	20-10-5604	Repair & Maint - Struct	Rebar for slab @ well # 2	\$79.90
	2/11/2022	Smith Supply, Inc.	20-10-5601	System Repair	Copper wire/ground rods for well 2	\$97.69
	2/11/2022	Enprotec/Hibbss/Todd	20-10-5700	Capital Improvements	Project # 5722-34	\$3,210.00
	2/11/2022	Fuelman	20-10-5608	Gas/Oil/Lube	NP61501417	\$159.76
	2/18/2022	Atlas Utility Supply Company	20-10-5601	System Repair	3/4" meter risers	\$826.50
	2/18/2022	Ingram Concrete, LLC	20-10-5700	Capital Improvements	Concrete slab @ well # 2	\$400.00
	2/25/2022	AT&T (Scada)	20-10-5401	Telephone	Scada System	\$16.47
	2/25/2022	DPC Industries, Inc	20-10-5160	Process Chemicals	Chlorine cylinder rental fee	\$116.00
	2/25/2022	DPC Industries, Inc	20-10-5160	Process Chemicals	5 cylinders for water wells	\$800.56

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Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
Water						
	2/25/2022	Usa Bluebook	20-10-5601	System Repair	3/4" Red ht solendia valve replacement	\$320.95
	2/25/2022	Wallace Control	20-10-5601	System Repair	Well 5 booster pumps phase monitor replacement and service call	\$775.44
	2/25/2022	Fuelman	20-10-5608	Gas/Oil/Lube	Invoice # NP61616864	\$83.52
Total						\$43,180.36
Sewer						
	2/2/2022	TXU Energy	20-20-5400	Utilities (Elec)	Electricity charges Invoice # 054202971984	\$1,034.73
	2/2/2022	Texas Municipal League Intergovernmental Risk Pool	20-20-5007	Workers Comp Insurance	Worker's comp audit	\$70.53
	2/2/2022	Atmos Energy	20-20-5405	Gas	Account # 3024900571 401 Farr Plz	\$220.87
	2/11/2022	Smith Supply, Inc.	20-20-5601	System Repair	Parts/pipe for sewer on Valley View	\$777.67
	2/11/2022	Smith Supply, Inc.	20-20-5601	System Repair	Parts for sewer service Valley View	\$75.86
	2/11/2022	Smith Supply, Inc.	20-20-5601	System Repair	Parts for sewer service Valley View	\$28.27
	2/11/2022	Smith Supply, Inc.	20-20-5601	System Repair	Parts for sewer service Valley View	\$103.68
	2/11/2022	Smith Supply, Inc.	20-20-5601	System Repair	tethered float/surface receptacle wire lift station	\$67.71
	2/11/2022	Enprotec/Hibbss/Todd	20-20-5700	Capital Improvements	Project # 5722-36	\$1,500.00

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Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
Sewer						
	2/11/2022	Fuelman	20-20-5608	Gas/Oil/Lube	NP61501417	\$160.23
	2/18/2022	Citibank	20-20-5500	Training	License renewal Ted Williams	\$111.00
	2/25/2022	AT&T (Scada)	20-20-5401	Telephone	Scada System	\$16.46
	2/25/2022	Usa Bluebook	20-20-5601	System Repair	4 liftstation floats	\$330.11
	2/25/2022	Windstream	20-20-5401	Telephone	Scada Public works	\$26.01
	2/25/2022	Fuelman	20-20-5608	Gas/Oil/Lube	Invoice # NP61616864	\$143.82
Total						\$4,666.95
Non Departmental						
	2/2/2022	USIO Output Solutions	20-65-5106	Postage	Water bills printing/processing	\$181.51
	2/11/2022	Brenda L. James	20-65-5226	Cpa	CPA services /bank reconciliations/audit adjustments/Fund 30 review	\$625.00
	2/14/2022	BOKF, NA	20-65-5300	Bond Payment & Fee	GLEN716CO-02152022	\$40,293.00
	2/25/2022	Amegy Bank	20-65-5300	Bond Payment & Fee	C/O TWDB1000033-Fsc	\$450.00
	2/25/2022	Amegy Bank	20-65-5300	Bond Payment & Fee	Glen Rose, C/O Series 2013-Feb 22	\$250.00
	2/25/2022	Amegy Bank	20-65-5300	Bond Payment & Fee	C/O TWDB/Grant L 1000034-Feb	\$450.00
Total						\$42,249.51

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Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
WWTP						
	2/2/2022	Texas Municipal League Intergovernmental Risk Pool	20-21-5007	Workers Comp Insurance	Worker's comp audit	\$70.53
	2/2/2022	AT&T Mobility	20-21-5401	Telephone	WWTP	\$86.28
	2/2/2022	DPC Industries, Inc	20-21-5115	Chemical Supplies	Chemical supplies	\$800.56
	2/11/2022	Charter Business	20-21-5401	Telephone	WWTP internet	\$115.59
	2/11/2022	Higginbotham Building Center - Glen Rose	20-21-5604	Repair & Maint - Struct	Batteries	\$7.51
	2/11/2022	Fuelman	20-21-5608	Gas/Oil/Lube	NP61501417	\$9.40
	2/18/2022	Brookshire Brothers	20-21-5109	Office Supplies	Water	\$29.96
	2/18/2022	Brookshire Brothers	20-21-5107	Janitorial Supplies	Bleach	\$8.96
	2/18/2022	Citibank	20-21-5100	Supplies	Supplies	\$34.43
	2/18/2022	Citibank	20-21-5108	Uniforms	Uniforms Lance Powel	\$344.17
	2/18/2022	Citibank	20-21-5602	Repair & Maint - Equip	Supplies for equipment	\$86.97
	2/18/2022	Citibank	20-21-5500	Training	License renewal Lance Powel	\$111.00
	2/18/2022	Glen Rose Auto Parts	20-21-5708	Replacement Mower	Mower for WWTP	\$13,700.00
	2/18/2022	United Cooperative Services	20-21-5400	Utilities	Electric at WWTP	\$5,011.44
	2/18/2022	Bio Chem Lab, Inc.	20-21-5238	Lab Fees	Labs WWTP	\$1,193.00
	2/18/2022	DPC Industries, Inc	20-21-5115	Chemical Supplies	Chlorine/WWTP	\$640.45
	2/18/2022	Uline Shipping Supply Specialists	20-21-5107	Janitorial Supplies	Simple green/Sanitaite bagless Hepa vaccum	\$425.00

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Department	Check Date	Vendor Name	GL Account	Account Description	Description	Amount
20 - UTILITY FUND						
WWTP						
	2/18/2022	Uline Shipping Supply Specialists	20-21-5109	Office Supplies	Towels/hand sanitizer/spray bottle	\$280.52
	2/25/2022	Windstream	20-21-5401	Telephone	Phone & SCADA for WWTP	\$52.00
	2/25/2022	Fuelman	20-21-5608	Gas/Oil/Lube	Invoice # NP61616864	\$110.52
Total						\$23,118.29
Sanitation						
	2/11/2022	Republic Services # 794	20-45-5403	Trash Pickup	Invoice # 0794-015082234	\$32,152.03
Total						\$32,152.03

City of Glen Rose
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Fund Totals

10	GENERAL FUND	\$64,780.22
20	UTILITY FUND	\$158,257.75
	Grand Total:	\$223,037.97



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Consider approval or other action regarding a financial report for February 2022		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	03/01/2022
EXHIBITS:	Discussion regarding February Financial Report; Bonded Indebtedness; Sales and Use Tax; Cash and Investment Report; General Ledger Cash Balance Report; Budget Report Utility Billing 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 Council review and approval			
RECOMMENDED ACTION:			
Move to approve or deny as presented.			

DISCUSSION ON THE MONTHLY FINANCIAL REPORTS PERIOD ENDING FEBRUARY 28, 2022

Highlights

The Utility Fund continues to be in the red and the General Fund in the black. The Utility Fund running a deficit comes as no surprise since the budget includes a substantial drawdown of reserves to fund capital improvement projects. We will receive some relief in the Utility Fund in next month's report as TWDB on March 2nd finally approved payment for about \$217,000 for the last two outlays on the Grand Avenue Lift Station Project. It is normal to have a strong surplus in the General Fund during this time of year due to the seasonal inflow of property tax revenues.

Report on Reserves

As of February 28th, the City held about \$9.2 million in its various accounts which is roughly \$300,000 more than last month's balance. \$485,887 of the above total are restricted funds (customer deposit, bond payment, HOT, and dedicated court funds), leaving the City a balance of about \$8.7 million in what, primarily, are reserve funds. If the adopted FY 2021-22 goes according to plan, the amount held in reserve will decrease by \$1,770,000 over the course of the year, leaving the City with about \$6.8 million in, primarily, reserve funds. (Usually the drawdown is less than what is budgeted due to lower than expected operating expenditures and capital projects that carry over into the next budget cycle.) The City's total operating budget for FY 2022-22, less capital expenditures, contingency funds, and dedicated court funds, is \$3,680,065. With roughly \$3.7 million in annual operating costs, the current \$8.7 million in reserves would carry the City for about 27½ months and the projected \$6.8 million in reserves at the end of this fiscal year would carry the City for about 20 months.

General Ledger Cash Balance Report

As has been mentioned previously, often 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 February 28th is about \$9.25 million, about a \$330,000 increase from a month ago, and an increase of about \$500,000 from a year ago.

General Ledger Cash Balance Report - Court Fund

The amount in the Court Fund has increased by about \$260 from a month ago.

Cash and Investment Report

As noted above, there was about \$9.2 million in the City's accounts as of February 28th, this is roughly \$300,000 more than last month.

Budget Report - General Fund

For the month, revenues exceeded expenditures by about \$338,000 and for the year by about \$1,019,000.

Budget Report - Utility Fund

For the month, expenditures have exceeded revenues by about \$13,000 and for the year by about \$649,000.

Sales and Use Tax Report

The State has not posted its sales and use tax figures for March (tax on sales made in January) in time to be included in this packet report. The table provided in last month's packet has been updated to show the funds received during February. The February payment came in at \$157,699, about a 7% decrease over last year's payment. For the past 12 months, revenues have increased by about 16% over the previous 12 month period.

CITY OF GLEN ROSE
BONDED INDEBTEDNESS AS OF February 28, 2022

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		CO/2016		TOTAL ANNUAL
	WWTP DESIGN		WWTP CONSTRUCTION		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 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 March Council Packet

	2021	2022	% Change
January	109,714.93	140,720.76	22.03%
February	168,437.23	157,699.38	-6.81%
	2020	2021	
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%
August	125,484.48	168,800.51	25.66%
September	122,785.60	125,589.65	2.23%
October	110,856.26	127,727.12	13.21%
November	130,155.64	148,290.73	12.23%
December	134,172.50	142,862.07	6.08%
TOTAL	1,399,857.41	1,660,461.09	15.69%

Comparison of sales tax revenue for the most recent 12 month period versus that of a year ago. The number reported for February is for sales made in December. There's always a 2 month lag.

CASH AND INVESTMENT REPORT FOR THE CITY OF GLEN ROSE		
February 2022		
TEXPOOL		\$3,654,371.25
BANK		\$3,051,102.33
TEXSTAR		\$2,530,770.60
TOTAL		\$9,236,244.18

TEXPOOL		
UTILITY SYSTEM REVENUE BOND RESERVE	0.06%	\$246,153.35
WATER AND SEWER FUND	0.06%	\$1,792,258.05
GENERAL FUND RESERVE	0.06%	\$1,615,959.85
TOTAL TEXPOOL INVESTMENTS		\$3,654,371.25

TexSTAR		
GENERAL	0.01%	\$2,530,770.60

FFB BANK ACCOUNTS		
OAKDALE ELECTRICITY DEPOSIT CD	0.06%	\$20,036.01
HOTEL OCCUPANCY	0.06%	\$100.66
TXCDBG	0.06%	\$252.38
TWDB 2016 CONSTRUCTION PROJECT	0.06%	\$12,556.11
COURT TECHNOLOGY FUND	0.06%	\$7,685.96
COURT SECURITY	0.06%	\$8,065.16
MUNICIPAL JURY FUND	0.06%	\$113.60
TRUANCY AND PREVENTION FUND	0.06%	\$5,869.62
CUSTOMER DEPOSIT ACCOUNT	0.06%	\$185,054.44
POOL CASH	0.06%	\$2,831,404.40
TOTAL BANK BALANCES		\$3,051,102.33

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
February 28, 2022

FUND	CURRENT BALANCE	MONTH AGO BALANCE	YEAR AGO BALANCE
1 GENERAL	\$6,089,510.10	\$5,747,579.23	\$6,505,138.20
2 UTILITY	\$3,136,227.80	\$3,109,385.18	\$2,130,006.04
3 CVB	\$0.00	\$0.00	\$105,089.11
5 COURT*	\$21,949.03	\$21,691.89	\$6,427.14
TOTAL	\$9,247,686.93	\$8,878,656.30	\$8,746,660.49

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

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10 - GENERAL FUND	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Property & Sales Tax	425,186.25	210,398.34	214,787.91	1,531,335.82	2,524,780.00	60.65%	993,444.18
Interest Income	10,378.88	1,166.66	9,212.22	13,898.35	14,000.00	99.27%	101.65
Other Revenue Sources	5,914.76	9,583.33	(3,668.57)	53,353.42	115,000.00	46.39%	61,646.58
Fines, Fees & Forfeitures	1,918.71	9,391.68	(7,472.97)	23,479.90	112,700.00	20.83%	89,220.10
Grants & Donations	0.00	92,507.84	(92,507.84)	565.00	1,110,094.00	0.05%	1,109,529.00
Business & Franchise	2,000.00	2,000.00	0.00	10,000.00	24,000.00	41.67%	14,000.00
Transfers In	0.00	12,500.00	(12,500.00)	0.00	150,000.00	0.00%	150,000.00
Revenue Totals	<u>445,398.60</u>	<u>337,547.85</u>	<u>107,850.75</u>	<u>1,632,632.49</u>	<u>4,050,574.00</u>	<u>40.31%</u>	<u>2,417,941.51</u>
Expense Summary							
Not Categorized	16,298.50	48,758.99	(32,460.49)	96,083.08	585,108.00	16.42%	489,024.92
Personnel & Payroll	88,734.26	100,001.26	(11,267.00)	474,901.54	1,200,015.00	39.57%	725,113.46
Repairs & Maintenance	770.42	66,920.83	(66,150.41)	11,070.40	803,050.00	1.38%	791,979.60
Capital	49.95	102,731.01	(102,681.06)	1,400.51	1,232,772.00	0.11%	1,231,371.49
Fines, Fees & Taxes	164.77	5,488.09	(5,323.32)	11,364.68	65,857.00	17.26%	54,492.32
Office & Supplies	15.93	1,704.17	(1,688.24)	2,276.83	20,450.00	11.13%	18,173.17
Other Expenses	1,000.00	1,501.83	(501.83)	1,000.00	18,022.00	5.55%	17,022.00
Dues & Subscriptions	200.00	275.00	(75.00)	515.00	3,300.00	15.61%	2,785.00
Community Programs & Donations	0.00	1,833.33	(1,833.33)	15,000.00	22,000.00	68.18%	7,000.00
Grant Expense	0.00	8,333.33	(8,333.33)	0.00	100,000.00	0.00%	100,000.00
Expense Totals	<u>107,233.83</u>	<u>337,547.84</u>	<u>(230,314.01)</u>	<u>613,612.04</u>	<u>4,050,574.00</u>	<u>15.15%</u>	<u>3,436,961.96</u>

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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	157,699.38	125,000.00	32,699.38	717,300.06	1,500,000.00	47.82%	782,699.94
10-4001 Mixed Drinks Tax	1,583.40	2,166.67	(583.27)	8,730.51	26,000.00	33.58%	17,269.49
10-4002 Gross Receipts Tax	89,240.06	16,666.67	72,573.39	110,695.81	200,000.00	55.35%	89,304.19
10-4005 Property Taxes	143,090.18	65,148.33	77,941.85	649,926.56	781,780.00	83.13%	131,853.44
10-4010 Property Taxes (Delinquent)	33,573.23	1,416.67	32,156.56	44,682.88	17,000.00	262.84%	(27,682.88)
Property & Sales Tax Totals	425,186.25	210,398.34	214,787.91	1,531,335.82	2,524,780.00	60.65%	993,444.18
Interest Income							
10-4006 Penalites & Interest	10,104.93	833.33	9,271.60	12,966.10	10,000.00	129.66%	(2,966.10)
10-4500 Interest Income	273.95	333.33	(59.38)	932.25	4,000.00	23.31%	3,067.75
Interest Income Totals	10,378.88	1,166.66	9,212.22	13,898.35	14,000.00	99.27%	101.65
Other Revenue Sources							
10-4200 Permits	5,865.05	7,500.00	(1,634.95)	44,551.45	90,000.00	49.50%	45,448.55
10-4700 Miscellaneous Income	49.71	1,250.00	(1,200.29)	3,801.97	15,000.00	25.35%	11,198.03
10-4703 Vrc Loan Repayment	0.00	833.33	(833.33)	5,000.00	10,000.00	50.00%	5,000.00
Other Revenue Sources Totals	5,914.76	9,583.33	(3,668.57)	53,353.42	115,000.00	46.39%	61,646.58
Fines, Fees & Forfeitures							
10-4300 Pound Fees	70.00	41.67	28.33	350.00	500.00	70.00%	150.00
10-4301 Municipal Court Fine Revenue	1,204.00	5,833.33	(4,629.33)	14,027.74	70,000.00	20.04%	55,972.26
10-4303 Deferred Adjudication	100.00	1,583.33	(1,483.33)	2,859.24	19,000.00	15.05%	16,140.76
10-4305 Time Payment Reimbursement	15.00	41.67	(26.67)	249.00	500.00	49.80%	251.00
10-4316 Court Costs	284.71	1,375.00	(1,090.29)	2,879.92	16,500.00	17.45%	13,620.08
10-4318 Warrant Fee-Muni Court	0.00	16.67	(16.67)	650.00	200.00	325.00%	(450.00)
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	45.83	(45.83)	0.00	550.00	0.00%	550.00

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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							
10-4331 Clear The Shelter	0.00	166.67	(166.67)	829.00	2,000.00	41.45%	1,171.00
10-4332 County Res Impound Fee	140.00	83.33	56.67	825.00	1,000.00	82.50%	175.00
10-4345 Quarantine Fee	0.00	29.17	(29.17)	0.00	350.00	0.00%	350.00
10-4346 Boarding Fee	15.00	16.67	(1.67)	15.00	200.00	7.50%	185.00
10-4347 Adopting Fee	90.00	125.00	(35.00)	670.00	1,500.00	44.67%	830.00
10-4348 Euthanasia Fee	0.00	16.67	(16.67)	125.00	200.00	62.50%	75.00
Fines, Fees & Forfeitures Totals	1,918.71	9,391.68	(7,472.97)	23,479.90	112,700.00	20.83%	89,220.10
Grants & Donations							
10-4330 Donations	0.00	50.00	(50.00)	565.00	600.00	94.17%	35.00
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	4,166.67	(4,166.67)	0.00	50,000.00	0.00%	50,000.00
Grants & Donations Totals	0.00	92,507.84	(92,507.84)	565.00	1,110,094.00	0.05%	1,109,529.00
Business & Franchise							
10-4704 Glen Rose Wrecker	500.00	500.00	0.00	2,500.00	6,000.00	41.67%	3,500.00
10-4705 Nextlink	1,500.00	1,500.00	0.00	7,500.00	18,000.00	41.67%	10,500.00
Business & Franchise Totals	2,000.00	2,000.00	0.00	10,000.00	24,000.00	41.67%	14,000.00
Transfers In							
10-4710 Transfer in Reserves	0.00	12,500.00	(12,500.00)	0.00	150,000.00	0.00%	150,000.00
Transfers In Totals	0.00	12,500.00	(12,500.00)	0.00	150,000.00	0.00%	150,000.00
Revenue Totals	445,398.60	337,547.85	107,850.75	1,632,632.49	4,050,574.00	40.31%	2,417,941.51

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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	2,386.50	4,815.75	(2,429.25)	13,473.05	57,789.00	23.31%	44,315.95
Legislative Totals	<u>2,386.50</u>	<u>4,815.75</u>	<u>(2,429.25)</u>	<u>13,473.05</u>	<u>57,789.00</u>	<u>23.31%</u>	<u>44,315.95</u>

10 - GENERAL FUND Streets & Parks	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Capital	114.00	102,056.01	(101,942.01)	799.88	1,224,672.00	0.07%	1,223,872.12
Fines, Fees & Taxes	0.00	2,500.00	(2,500.00)	2,686.00	30,000.00	8.95%	27,314.00
Not Categorized	3,919.38	9,781.65	(5,862.27)	19,546.69	117,380.00	16.65%	97,833.31
Personnel & Payroll	18,181.99	19,699.08	(1,517.09)	100,159.66	236,389.00	42.37%	136,229.34
Repairs & Maintenance	559.61	56,641.66	(56,082.05)	9,669.95	679,700.00	1.42%	670,030.05
Streets & Parks Totals	<u>22,774.98</u>	<u>190,678.40</u>	<u>(167,903.42)</u>	<u>132,862.18</u>	<u>2,288,141.00</u>	<u>5.81%</u>	<u>2,155,278.82</u>

10 - GENERAL FUND Code Enforcement	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Capital	(172.80)	166.67	(339.47)	(46.32)	2,000.00	(2.32%)	2,046.32
Not Categorized	43.14	2,615.75	(2,572.61)	2,996.82	31,389.00	9.55%	28,392.18
Office & Supplies	0.00	250.00	(250.00)	1,800.00	3,000.00	60.00%	1,200.00
Other Expenses	0.00	33.33	(33.33)	0.00	400.00	0.00%	400.00
Personnel & Payroll	14,502.65	18,459.93	(3,957.28)	68,325.89	221,519.00	30.84%	153,193.11
Repairs & Maintenance	0.00	104.17	(104.17)	183.36	1,250.00	14.67%	1,066.64
Code Enforcement Totals	<u>14,372.99</u>	<u>21,629.85</u>	<u>(7,256.86)</u>	<u>73,259.75</u>	<u>259,558.00</u>	<u>28.22%</u>	<u>186,298.25</u>

10 - GENERAL FUND Animal Control	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
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Capital	0.00	50.00	(50.00)	15.99	600.00	2.67%	584.01
Fines, Fees & Taxes	0.00	66.67	(66.67)	0.00	800.00	0.00%	800.00
Not Categorized	1,029.32	2,725.01	(1,695.69)	5,332.55	32,700.00	16.31%	27,367.45
Office & Supplies	0.00	79.17	(79.17)	0.00	950.00	0.00%	950.00
Personnel & Payroll	4,745.74	5,491.00	(745.26)	30,061.44	65,892.00	45.62%	35,830.56
Repairs & Maintenance	168.32	416.67	(248.35)	800.02	5,000.00	16.00%	4,199.98
Animal Control Totals	<u>5,943.38</u>	<u>8,828.52</u>	<u>(2,885.14)</u>	<u>36,210.00</u>	<u>105,942.00</u>	<u>34.18%</u>	<u>69,732.00</u>

10 - GENERAL FUND Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Capital	73.75	166.67	(92.92)	427.27	2,000.00	21.36%	1,572.73
Dues & Subscriptions	200.00	208.33	(8.33)	405.00	2,500.00	16.20%	2,095.00
Fines, Fees & Taxes	164.77	1,250.00	(1,085.23)	4,437.05	15,000.00	29.58%	10,562.95
Not Categorized	1,193.14	11,870.83	(10,677.69)	327.29	142,450.00	0.23%	142,122.71
Office & Supplies	15.93	1,000.00	(984.07)	139.48	12,000.00	1.16%	11,860.52
Personnel & Payroll	39,175.09	34,014.35	5,160.74	175,963.45	408,172.00	43.11%	232,208.55
Repairs & Maintenance	0.00	250.00	(250.00)	49.69	3,000.00	1.66%	2,950.31
Administration Totals	<u>40,822.68</u>	<u>48,760.18</u>	<u>(7,937.50)</u>	<u>181,749.23</u>	<u>585,122.00</u>	<u>31.06%</u>	<u>403,372.77</u>

10 - GENERAL FUND Non Departmental	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Community Programs & Donations	0.00	1,833.33	(1,833.33)	15,000.00	22,000.00	68.18%	7,000.00
Fines, Fees & Taxes	0.00	1,596.42	(1,596.42)	4,241.63	19,157.00	22.14%	14,915.37
Not Categorized	5,419.45	11,612.51	(6,193.06)	46,372.27	139,350.00	33.28%	92,977.73
Office & Supplies	0.00	208.33	(208.33)	0.00	2,500.00	0.00%	2,500.00
Other Expenses	1,000.00	1,468.50	(468.50)	1,000.00	17,622.00	5.67%	16,622.00
Personnel & Payroll	0.00	3,000.00	(3,000.00)	32,139.42	36,000.00	89.28%	3,860.58
Repairs & Maintenance	0.00	8,333.33	(8,333.33)	0.00	100,000.00	0.00%	100,000.00

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Non Departmental Totals	6,419.45	28,052.42	(21,632.97)	98,753.32	336,629.00	29.34%	237,875.68
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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
Capital	0.00	83.33	(83.33)	28.69	1,000.00	2.87%	971.31
Dues & Subscriptions	0.00	41.67	(41.67)	110.00	500.00	22.00%	390.00
Fines, Fees & Taxes	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
Not Categorized	500.00	1,712.50	(1,212.50)	3,678.85	20,550.00	17.90%	16,871.15
Personnel & Payroll	4,070.15	4,453.58	(383.43)	21,261.22	53,443.00	39.78%	32,181.78
Repairs & Maintenance	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
Municipal Court Totals	4,570.15	6,582.75	(2,012.60)	25,078.76	78,993.00	31.75%	53,914.24

10 - GENERAL FUND Law Enforcement	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Capital	35.00	208.33	(173.33)	175.00	2,500.00	7.00%	2,325.00
Fines, Fees & Taxes	0.00	33.33	(33.33)	0.00	400.00	0.00%	400.00
Not Categorized	1,807.57	3,262.49	(1,454.92)	3,966.56	39,150.00	10.13%	35,183.44
Office & Supplies	0.00	166.67	(166.67)	337.35	2,000.00	16.87%	1,662.65
Personnel & Payroll	8,058.64	14,883.32	(6,824.68)	46,990.46	178,600.00	26.31%	131,609.54
Repairs & Maintenance	42.49	550.00	(507.51)	367.38	6,600.00	5.57%	6,232.62
Law Enforcement Totals	9,943.70	19,104.14	(9,160.44)	51,836.75	229,250.00	22.61%	177,413.25

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
Grant Expense	0.00	8,333.33	(8,333.33)	0.00	100,000.00	0.00%	100,000.00
Not Categorized	0.00	362.50	(362.50)	389.00	4,350.00	8.94%	3,961.00

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Repairs & Maintenance	0.00	375.00	(375.00)	0.00	4,500.00	0.00%	4,500.00
Preservation Board Totals	0.00	9,095.83	(9,095.83)	389.00	109,150.00	0.36%	108,761.00
Expense Total	107,233.83	337,547.84	(230,314.01)	613,612.04	4,050,574.00	15.15%	3,436,961.96

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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	0.00	833.33	(833.33)	2,050.00	10,000.00	20.50%	7,950.00
10-05-5145 Exp Mayor & Council	43.14	166.67	(123.53)	545.49	2,000.00	27.27%	1,454.51
10-05-5201 Attorney	1,848.00	1,666.67	181.33	5,848.00	20,000.00	29.24%	14,152.00
10-05-5240 Election Expense	0.00	1,250.00	(1,250.00)	1,790.90	15,000.00	11.94%	13,209.10
10-05-5401 Telephone	0.00	65.75	(65.75)	0.00	789.00	0.00%	789.00
10-05-5502 Mayor & Council Travel	330.36	625.00	(294.64)	2,723.66	7,500.00	36.32%	4,776.34
10-05-5503 Mayor & Council Training	165.00	208.33	(43.33)	515.00	2,500.00	20.60%	1,985.00
Legislative Totals	<u>2,386.50</u>	<u>4,815.75</u>	<u>(2,429.25)</u>	<u>13,473.05</u>	<u>57,789.00</u>	<u>23.31%</u>	<u>44,315.95</u>

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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	11,068.34	11,815.50	(747.16)	62,455.22	141,786.00	44.05%	79,330.78
10-40-5001 Overtime Streets & Parks	987.65	637.50	350.15	3,354.37	7,650.00	43.85%	4,295.63
10-40-5003 Payroll Taxes Streets/Pks	894.70	979.83	(85.13)	4,893.10	11,758.00	41.62%	6,864.90
10-40-5004 Retirement	1,710.75	1,817.42	(106.67)	9,507.27	21,809.00	43.59%	12,301.73
10-40-5005 Health Insurance	2,800.00	2,800.00	0.00	14,287.99	33,600.00	42.52%	19,312.01
10-40-5006 Life & Add Insurance	50.23	76.67	(26.44)	251.16	920.00	27.30%	668.84
10-40-5007 Workers Comp Insurance	670.32	682.75	(12.43)	5,374.06	8,193.00	65.59%	2,818.94
10-40-5008 Twc	0.00	358.50	(358.50)	36.49	4,302.00	0.85%	4,265.51
10-40-5010 Longevity	0.00	183.33	(183.33)	0.00	2,200.00	0.00%	2,200.00
10-40-5013 On Call	0.00	347.58	(347.58)	0.00	4,171.00	0.00%	4,171.00
10-40-5100 Supplies	374.06	266.67	107.39	1,062.42	3,200.00	33.20%	2,137.58
10-40-5107 Janitorial Supplies	0.00	150.00	(150.00)	0.00	1,800.00	0.00%	1,800.00
10-40-5108 Uniforms	0.00	201.67	(201.67)	790.01	2,420.00	32.65%	1,629.99
10-40-5120 Tools	0.00	208.33	(208.33)	39.26	2,500.00	1.57%	2,460.74
10-40-5122 Crack Sealant	0.00	1,100.83	(1,100.83)	0.00	13,210.00	0.00%	13,210.00
10-40-5156 Asphalt	0.00	666.67	(666.67)	516.67	8,000.00	6.46%	7,483.33
10-40-5175 Herbicides & Insecticides	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00
10-40-5203 Contract Labor	0.00	625.00	(625.00)	0.00	7,500.00	0.00%	7,500.00
10-40-5401 Telephone	61.77	291.67	(229.90)	441.36	3,500.00	12.61%	3,058.64
10-40-5403 Electric	546.86	583.33	(36.47)	3,323.30	7,000.00	47.48%	3,676.70
10-40-5404 Water	53.90	458.33	(404.43)	206.67	5,500.00	3.76%	5,293.33
10-40-5405 Gas	220.88	208.33	12.55	393.58	2,500.00	15.74%	2,106.42
10-40-5421 Street Lighting	2,540.99	2,750.00	(209.01)	10,138.74	33,000.00	30.72%	22,861.26
10-40-5500 Training	0.00	20.83	(20.83)	0.00	250.00	0.00%	250.00
10-40-5600 Vehicle Repair	67.53	500.00	(432.47)	95.73	6,000.00	1.60%	5,904.27
10-40-5602 Repair & Maint - Equip	0.00	583.33	(583.33)	2,360.20	7,000.00	33.72%	4,639.80

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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	53.39	833.33	(779.94)	178.75	10,000.00	1.79%	9,821.25
10-40-5608 Gas/Oil/Lube	320.61	625.00	(304.39)	2,983.69	7,500.00	39.78%	4,516.31
10-40-5611 Vehicle & Equipment Fund	0.00	3,333.33	(3,333.33)	0.00	40,000.00	0.00%	40,000.00
10-40-5621 Rock/Gravel/Stone	0.00	58.33	(58.33)	190.60	700.00	27.23%	509.40
10-40-5626 Sidewalk	0.00	833.33	(833.33)	0.00	10,000.00	0.00%	10,000.00
10-40-5636 Street Paint	0.00	125.00	(125.00)	18.92	1,500.00	1.26%	1,481.08
10-40-5655 Concrete	239.00	125.00	114.00	416.43	1,500.00	27.76%	1,083.57
10-40-5656 Drainage Pipe	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
10-40-5700 Capital Expenditures	0.00	34,416.67	(34,416.67)	5,850.00	413,000.00	1.42%	407,150.00
10-40-5720 Park Development	0.00	625.00	(625.00)	0.00	7,500.00	0.00%	7,500.00
10-40-5721 Road Base	114.00	125.00	(11.00)	799.88	1,500.00	53.33%	700.12
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
10-40-5739 Barnard Street Sidewalk	0.00	6,666.67	(6,666.67)	0.00	80,000.00	0.00%	80,000.00
10-40-5740 Paving	0.00	16,666.67	(16,666.67)	0.00	200,000.00	0.00%	200,000.00
10-40-5801 Miscellaneous Exp	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
10-40-5804 Service Fees	0.00	2,500.00	(2,500.00)	2,686.00	30,000.00	8.95%	27,314.00
10-40-5859 Street Signs	0.00	333.33	(333.33)	210.31	4,000.00	5.26%	3,789.69
Streets & Parks Totals	22,774.98	190,678.40	(167,903.42)	132,862.18	2,288,141.00	5.81%	2,155,278.82

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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	10,269.42	12,370.92	(2,101.50)	52,767.34	148,451.00	35.55%	95,683.66
10-50-5001 Overtime Code Enforcement	81.00	297.50	(216.50)	334.94	3,570.00	9.38%	3,235.06
10-50-5003 Payroll Taxes Code Enf	797.72	992.92	(195.20)	3,575.07	11,915.00	30.00%	8,339.93
10-50-5004 Retirement	1,508.45	1,843.00	(334.55)	6,843.46	22,116.00	30.94%	15,272.54
10-50-5005 Health Insurance	1,400.00	2,100.00	(700.00)	2,944.00	25,200.00	11.68%	22,256.00
10-50-5006 Life & Add Insurance	45.58	62.75	(17.17)	91.16	753.00	12.11%	661.84
10-50-5007 Workers Comp Insurance	120.48	125.50	(5.02)	978.90	1,506.00	65.00%	527.10
10-50-5008 Twc	0.00	363.17	(363.17)	231.02	4,358.00	5.30%	4,126.98
10-50-5013 On Call	280.00	304.17	(24.17)	560.00	3,650.00	15.34%	3,090.00
10-50-5106 Postage	0.00	175.00	(175.00)	1,132.97	2,100.00	53.95%	967.03
10-50-5108 Uniforms	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
10-50-5120 Instrument & Tools	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
10-50-5202 Engineering	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
10-50-5203 Contract Labor	0.00	41.67	(41.67)	1,050.00	500.00	210.00%	(550.00)
10-50-5210 Legal Notices & Advertising	0.00	166.67	(166.67)	514.00	2,000.00	25.70%	1,486.00
10-50-5215 Code Replacement	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
10-50-5219 Abatements	0.00	833.33	(833.33)	0.00	10,000.00	0.00%	10,000.00
10-50-5247 Mapping	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
10-50-5401 Telephone	43.14	65.75	(22.61)	278.38	789.00	35.28%	510.62
10-50-5500 Training	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00
10-50-5501 Travel	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00
10-50-5600 Vehicle Repair	0.00	166.67	(166.67)	21.47	2,000.00	1.07%	1,978.53
10-50-5608 Gas/Oil/Lube	0.00	62.50	(62.50)	183.36	750.00	24.45%	566.64
10-50-5801 Miscellaneous Exp	(172.80)	166.67	(339.47)	(46.32)	2,000.00	(2.32%)	2,046.32
10-50-5803 Software	0.00	250.00	(250.00)	1,800.00	3,000.00	60.00%	1,200.00
10-50-5837 License Renewal	0.00	33.33	(33.33)	0.00	400.00	0.00%	400.00

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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
10-50-5860 Hardware Replacement	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
Code Enforcement Totals	14,372.99	21,629.85	(7,256.86)	73,259.75	259,558.00	28.22%	186,298.25

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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	3,053.50	3,019.75	33.75	19,633.91	36,237.00	54.18%	16,603.09
10-55-5001 Overtime Animal Control	156.01	297.50	(141.49)	569.78	3,570.00	15.96%	3,000.22
10-55-5003 Payroll Taxes Animal Cont	245.53	277.50	(31.97)	1,545.61	3,330.00	46.41%	1,784.39
10-55-5004 Retirement	455.43	515.08	(59.65)	2,925.02	6,181.00	47.32%	3,255.98
10-55-5005 Health Insurance	735.95	700.00	35.95	3,679.95	8,400.00	43.81%	4,720.05
10-55-5006 Life & Add Insurance	28.78	23.83	4.95	85.66	286.00	29.95%	200.34
10-55-5007 Workers Comp Insurance	70.54	226.75	(156.21)	1,621.51	2,721.00	59.59%	1,099.49
10-55-5008 Twc	0.00	101.42	(101.42)	0.00	1,217.00	0.00%	1,217.00
10-55-5010 Longevity	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
10-55-5013 On Call	0.00	304.17	(304.17)	0.00	3,650.00	0.00%	3,650.00
10-55-5100 Supplies	25.52	125.00	(99.48)	385.22	1,500.00	25.68%	1,114.78
10-55-5108 Uniforms	0.00	100.00	(100.00)	418.44	1,200.00	34.87%	781.56
10-55-5109 Office Supplies	0.00	66.67	(66.67)	51.97	800.00	6.50%	748.03
10-55-5165 Euth. & Medication	0.00	166.67	(166.67)	469.49	2,000.00	23.47%	1,530.51
10-55-5203 Contract Labor	65.00	166.67	(101.67)	130.00	2,000.00	6.50%	1,870.00
10-55-5236 Employee Rabies Shots	0.00	133.33	(133.33)	0.00	1,600.00	0.00%	1,600.00
10-55-5237 Adoption Reimbursement	65.00	133.33	(68.33)	520.00	1,600.00	32.50%	1,080.00
10-55-5401 Telephone	86.28	166.67	(80.39)	273.50	2,000.00	13.68%	1,726.50
10-55-5402 Internet	0.00	116.67	(116.67)	443.32	1,400.00	31.67%	956.68
10-55-5403 Electric	437.52	466.67	(29.15)	1,490.00	5,600.00	26.61%	4,110.00
10-55-5500 Training	300.00	125.00	175.00	800.00	1,500.00	53.33%	700.00
10-55-5501 Travel	50.00	125.00	(75.00)	50.00	1,500.00	3.33%	1,450.00
10-55-5600 Vehicle Repair	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
10-55-5602 Repair & Maint - Equip	0.00	166.67	(166.67)	35.61	2,000.00	1.78%	1,964.39
10-55-5603 Equipment	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
10-55-5604 Repair & Maint - Struct	0.00	333.33	(333.33)	265.00	4,000.00	6.63%	3,735.00

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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
10-55-5608 Gas/Oil/Lube	168.32	333.33	(165.01)	800.02	4,000.00	20.00%	3,199.98
10-55-5700 Capital Improvements	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
10-55-5801 Miscellaneous Exp	0.00	50.00	(50.00)	15.99	600.00	2.67%	584.01
10-55-5803 Software	0.00	37.50	(37.50)	0.00	450.00	0.00%	450.00
10-55-5804 Service Fees	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
10-55-5839 Rabies Test Fees	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
10-55-5860 Hardware Replacement	0.00	41.67	(41.67)	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	<u>5,943.38</u>	<u>8,828.52</u>	<u>(2,885.14)</u>	<u>36,210.00</u>	<u>105,942.00</u>	<u>34.18%</u>	<u>69,732.00</u>

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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	29,781.05	24,543.42	5,237.63	130,926.58	294,521.00	44.45%	163,594.42
10-60-5003 Payroll Taxes Admin	2,195.05	1,904.17	290.88	9,930.06	22,850.00	43.46%	12,919.94
10-60-5004 Retirement	4,225.93	3,532.25	693.68	19,539.73	42,387.00	46.10%	22,847.27
10-60-5005 Health Insurance	2,800.00	2,800.00	0.00	14,287.99	33,600.00	42.52%	19,312.01
10-60-5006 Life & Add Insurance	102.52	103.92	(1.40)	512.58	1,247.00	41.11%	734.42
10-60-5007 Workers Comp Insurance	70.54	101.75	(31.21)	766.51	1,221.00	62.78%	454.49
10-60-5008 Twc	0.00	687.17	(687.17)	0.00	8,246.00	0.00%	8,246.00
10-60-5010 Longevity	0.00	341.67	(341.67)	0.00	4,100.00	0.00%	4,100.00
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	166.67	(166.67)	359.35	2,000.00	17.97%	1,640.65
10-60-5203 Contract Labor	0.00	8,416.67	(8,416.67)	0.00	101,000.00	0.00%	101,000.00
10-60-5210 Legal Notices & Advertising	145.00	250.00	(105.00)	368.00	3,000.00	12.27%	2,632.00
10-60-5218 Legal Updates	0.00	625.00	(625.00)	60.00	7,500.00	0.80%	7,440.00
10-60-5401 Telephone	87.27	183.33	(96.06)	420.88	2,200.00	19.13%	1,779.12
10-60-5406 CVB/Oakdale Electric	0.00	0.00	0.00	(4,434.12)	0.00	0.00%	4,434.12
10-60-5500 Training	875.00	416.67	458.33	1,570.00	5,000.00	31.40%	3,430.00
10-60-5501 Travel	85.87	500.00	(414.13)	1,270.90	6,000.00	21.18%	4,729.10
10-60-5600 Vehicle Repair	0.00	333.33	(333.33)	21.47	4,000.00	0.54%	3,978.53
10-60-5602 Repair & Maint - Equip	0.00	83.33	(83.33)	280.92	1,000.00	28.09%	719.08
10-60-5604 Repair & Maint - Struct	0.00	833.33	(833.33)	409.89	10,000.00	4.10%	9,590.11
10-60-5608 Gas/Oil/Lube	0.00	83.33	(83.33)	49.69	1,000.00	4.97%	950.31
10-60-5800 Dues	200.00	208.33	(8.33)	405.00	2,500.00	16.20%	2,095.00
10-60-5801 Miscellaneous Exp	73.75	166.67	(92.92)	427.27	2,000.00	21.36%	1,572.73
10-60-5803 Software	15.93	1,000.00	(984.07)	139.48	12,000.00	1.16%	11,860.52
10-60-5804 Service Fees	164.77	1,250.00	(1,085.23)	4,437.05	15,000.00	29.58%	10,562.95
10-60-5860 Hardware Replacement	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00

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10 - GENERAL FUND Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Administration Totals	40,822.68	48,760.18	(7,937.50)	181,749.23	585,122.00	31.06%	403,372.77

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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)	32,139.42	36,000.00	89.28%	3,860.58
10-65-5041 Employee Appreciation	0.00	291.67	(291.67)	1,611.64	3,500.00	46.05%	1,888.36
10-65-5100 Supplies	0.00	154.17	(154.17)	298.12	1,850.00	16.11%	1,551.88
10-65-5101 Bank Service Charges	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
10-65-5106 Postage	0.00	454.17	(454.17)	366.46	5,450.00	6.72%	5,083.54
10-65-5107 Janitorial Supplies	100.48	125.00	(24.52)	312.05	1,500.00	20.80%	1,187.95
10-65-5109 Office Supplies	309.63	416.67	(107.04)	1,816.07	5,000.00	36.32%	3,183.93
10-65-5200 Audit	0.00	958.33	(958.33)	10,500.00	11,500.00	91.30%	1,000.00
10-65-5202 Engineering	1,350.00	1,250.00	100.00	4,275.00	15,000.00	28.50%	10,725.00
10-65-5217 Postage, Copier Lease	350.97	833.33	(482.36)	1,939.20	10,000.00	19.39%	8,060.80
10-65-5223 Accounting Software &	0.00	958.33	(958.33)	0.00	11,500.00	0.00%	11,500.00
10-65-5224 It Support	683.75	1,250.00	(566.25)	1,597.50	15,000.00	10.65%	13,402.50
10-65-5225 Janitorial Services	1,300.00	650.00	650.00	3,250.00	7,800.00	41.67%	4,550.00
10-65-5226 Cpa	0.00	500.00	(500.00)	862.50	6,000.00	14.38%	5,137.50
10-65-5227 Background Test	0.00	4.17	(4.17)	0.00	50.00	0.00%	50.00
10-65-5228 Website/Email Management	0.00	1,041.67	(1,041.67)	7,687.00	12,500.00	61.50%	4,813.00
10-65-5235 Drug Testing	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
10-65-5401 Telephone	465.47	1,125.00	(659.53)	4,436.70	13,500.00	32.86%	9,063.30
10-65-5402 Internet	0.00	600.00	(600.00)	1,929.53	7,200.00	26.80%	5,270.47
10-65-5403 Electric	355.84	500.00	(144.16)	1,469.84	6,000.00	24.50%	4,530.16
10-65-5404 Water	287.03	333.33	(46.30)	3,572.29	4,000.00	89.31%	427.71
10-65-5405 Gas	216.28	125.00	91.28	448.37	1,500.00	29.89%	1,051.63
10-65-5420 Commercial Umbrella Country	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00%	(1,000.00)
10-65-5740 City Hall Renovation 3300Sqft	0.00	8,333.33	(8,333.33)	0.00	100,000.00	0.00%	100,000.00
10-65-5805 Qrt S.C.A.D.	0.00	1,096.42	(1,096.42)	3,289.09	13,157.00	25.00%	9,867.91
10-65-5810 Text My Gov & Archive Social	0.00	457.33	(457.33)	0.00	5,488.00	0.00%	5,488.00

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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
10-65-5832 Fire Department Contribution	0.00	208.33	(208.33)	0.00	2,500.00	0.00%	2,500.00
10-65-5833 Transit Contribution	0.00	1,250.00	(1,250.00)	15,000.00	15,000.00	100.00%	0.00
10-65-5835 Non Departmental Other	0.00	500.00	(500.00)	952.54	6,000.00	15.88%	5,047.46
10-65-5837 Contingency	0.00	1,011.17	(1,011.17)	0.00	12,134.00	0.00%	12,134.00
10-65-5841 Citizens Center	0.00	375.00	(375.00)	0.00	4,500.00	0.00%	4,500.00
10-65-5870 Office Equip/Furn	0.00	208.33	(208.33)	0.00	2,500.00	0.00%	2,500.00
Non Departmental Totals	6,419.45	28,052.42	(21,632.97)	98,753.32	336,629.00	29.34%	237,875.68

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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	2,698.55	2,989.67	(291.12)	14,322.88	35,876.00	39.92%	21,553.12
10-80-5003 Payroll Taxes Court	203.59	228.75	(25.16)	1,084.28	2,745.00	39.50%	1,660.72
10-80-5004 Retirement	382.92	424.58	(41.66)	2,070.34	5,095.00	40.63%	3,024.66
10-80-5005 Health Insurance	700.00	700.00	0.00	3,571.99	8,400.00	42.52%	4,828.01
10-80-5006 Life & Add Insurance	14.56	16.83	(2.27)	72.80	202.00	36.04%	129.20
10-80-5007 Workers Comp Insurance	70.53	10.00	60.53	138.93	120.00	115.78%	(18.93)
10-80-5008 Twc	0.00	83.75	(83.75)	0.00	1,005.00	0.00%	1,005.00
10-80-5106 Postage	0.00	83.33	(83.33)	601.11	1,000.00	60.11%	398.89
10-80-5109 Office Supplies	0.00	20.83	(20.83)	77.74	250.00	31.10%	172.26
10-80-5201 Attorney Fees	0.00	233.33	(233.33)	500.00	2,800.00	17.86%	2,300.00
10-80-5203 Contract Labor	500.00	500.00	0.00	2,500.00	6,000.00	41.67%	3,500.00
10-80-5224 FundView Support	0.00	500.00	(500.00)	0.00	6,000.00	0.00%	6,000.00
10-80-5285 Jail Services	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
10-80-5500 Training	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
10-80-5501 Travel	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
10-80-5800 Dues & Subscriptions	0.00	41.67	(41.67)	110.00	500.00	22.00%	390.00
10-80-5801 Miscellaneous Exp	0.00	83.33	(83.33)	28.69	1,000.00	2.87%	971.31
10-80-5806 Jury Service	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
10-80-5860 Hardware Replacement	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
Municipal Court Totals	4,570.15	6,582.75	(2,012.60)	25,078.76	78,993.00	31.75%	53,914.24

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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	5,706.87	10,347.75	(4,640.88)	32,547.81	124,173.00	26.21%	91,625.19
10-90-5003 Payroll Taxes Law	432.61	791.58	(358.97)	2,462.11	9,499.00	25.92%	7,036.89
10-90-5004 Retirement	809.81	1,469.33	(659.52)	4,707.30	17,632.00	26.70%	12,924.70
10-90-5005 Health Insurance	700.00	1,400.00	(700.00)	3,643.99	16,800.00	21.69%	13,156.01
10-90-5006 Life & Add Insurance	27.35	46.75	(19.40)	136.76	561.00	24.38%	424.24
10-90-5007 Workers Comp Insurance	382.00	454.75	(72.75)	3,492.49	5,457.00	64.00%	1,964.51
10-90-5008 Twc	0.00	289.83	(289.83)	0.00	3,478.00	0.00%	3,478.00
10-90-5010 Longevity	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
10-90-5100 Supplies	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
10-90-5106 Postage	0.00	20.83	(20.83)	0.00	250.00	0.00%	250.00
10-90-5108 Uniforms	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
10-90-5109 Office Supplies	0.00	70.83	(70.83)	14.07	850.00	1.66%	835.93
10-90-5125 Ammunition	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
10-90-5225 Janitorial Services	500.00	250.00	250.00	1,250.00	3,000.00	41.67%	1,750.00
10-90-5401 Telephone	71.39	133.33	(61.94)	328.83	1,600.00	20.55%	1,271.17
10-90-5403 Electric	158.02	100.00	58.02	521.25	1,200.00	43.44%	678.75
10-90-5404 Water	159.58	104.17	55.41	306.85	1,250.00	24.55%	943.15
10-90-5500 Training	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
10-90-5501 Travel	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
10-90-5600 Vehicle Repair	0.00	208.33	(208.33)	170.98	2,500.00	6.84%	2,329.02
10-90-5602 Repair & Maint - Equip	0.00	166.67	(166.67)	0.00	2,000.00	0.00%	2,000.00
10-90-5603 Equipment	918.58	1,416.67	(498.09)	1,374.58	17,000.00	8.09%	15,625.42
10-90-5604 Repair & Maint - Struct	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
10-90-5608 Gas/Oil/Lube	42.49	375.00	(332.51)	367.38	4,500.00	8.16%	4,132.62
10-90-5801 Miscellaneous Exp	35.00	208.33	(173.33)	175.00	2,500.00	7.00%	2,325.00
10-90-5803 Software	0.00	41.67	(41.67)	149.99	500.00	30.00%	350.01

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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
10-90-5804 Service Fees	0.00	33.33	(33.33)	0.00	400.00	0.00%	400.00
10-90-5820 Events	0.00	125.00	(125.00)	187.36	1,500.00	12.49%	1,312.64
10-90-5860 Computer Hardware	0.00	175.00	(175.00)	0.00	2,100.00	0.00%	2,100.00
Law Enforcement Totals	9,943.70	19,104.14	(9,160.44)	51,836.75	229,250.00	22.61%	177,413.25

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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	166.67	(166.67)	389.00	2,000.00	19.45%	1,611.00
10-96-5501 Travel Expense	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
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	8,333.33	(8,333.33)	0.00	100,000.00	0.00%	100,000.00
Preservation Board Totals	0.00	9,095.83	(9,095.83)	389.00	109,150.00	0.36%	108,761.00
Expense Totals	107,233.83	337,547.84	(230,314.01)	613,612.04	4,050,574.00	15.15%	3,436,961.96

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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	154,803.00	174,650.00	(19,847.00)	820,192.99	2,095,800.00	39.14%	1,275,607.01
Fines, Fees & Forfeitures	3,422.58	2,883.33	539.25	15,847.52	34,600.00	45.80%	18,752.48
Interest Income	18.49	133.33	(114.84)	301.55	1,600.00	18.85%	1,298.45
Other Revenue Sources	50.97	0.00	50.97	5,350.00	0.00	0.00%	(5,350.00)
Transfers In	0.00	135,000.00	(135,000.00)	0.00	1,620,000.00	0.00%	1,620,000.00
Grants & Donations	0.00	27,865.58	(27,865.58)	0.00	334,387.00	0.00%	334,387.00
Revenue Totals	<u>158,295.04</u>	<u>340,532.24</u>	<u>(182,237.20)</u>	<u>841,692.06</u>	<u>4,086,387.00</u>	<u>20.60%</u>	<u>3,244,694.94</u>
Expense Summary							
Personnel & Payroll	26,254.83	34,916.83	(8,662.00)	151,599.63	419,002.00	36.18%	267,402.37
Not Categorized	111,827.91	90,384.55	21,443.36	324,114.02	1,084,615.00	29.88%	760,500.98
Repairs & Maintenance	33,282.25	155,455.00	(122,172.75)	550,859.95	1,865,460.00	29.53%	1,314,600.05
Lease & Rent Expense	0.00	249.99	(249.99)	0.00	3,000.00	0.00%	3,000.00
Grant Expense	0.00	0.00	0.00	2,025.00	0.00	0.00%	(2,025.00)
Capital	0.00	10,125.01	(10,125.01)	149,695.71	121,500.00	123.21%	(28,195.71)
Fines, Fees & Taxes	50.00	6,130.00	(6,080.00)	10,978.08	73,560.00	14.92%	62,581.92
Other Expenses	0.00	43,270.84	(43,270.84)	0.00	519,250.00	0.00%	519,250.00
Expense Totals	<u>171,414.99</u>	<u>340,532.22</u>	<u>(169,117.23)</u>	<u>1,189,272.39</u>	<u>4,086,387.00</u>	<u>29.10%</u>	<u>2,897,114.61</u>

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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	0.00	566.67	(566.67)	797.00	6,800.00	11.72%	6,003.00
20-4101 Water Fees	73,601.62	91,666.67	(18,065.05)	410,087.15	1,100,000.00	37.28%	689,912.85
20-4102 Sewer Fees	50,752.06	52,250.00	(1,497.94)	253,979.06	627,000.00	40.51%	373,020.94
20-4105 Trash	30,449.32	30,083.33	365.99	153,029.78	361,000.00	42.39%	207,970.22
20-4110 Trash Surcharge	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
20-4307 Reconnect Fee	0.00	83.33	(83.33)	2,300.00	1,000.00	230.00%	(1,300.00)
Water/Sewer/Trash Income Totals	154,803.00	174,650.00	(19,847.00)	820,192.99	2,095,800.00	39.14%	1,275,607.01
Fines, Fees & Forfeitures							
20-4341 Tap Fees	1,200.00	833.33	366.67	7,850.00	10,000.00	78.50%	2,150.00
20-4342 Transfer Fees	0.00	91.67	(91.67)	0.00	1,100.00	0.00%	1,100.00
20-4343 Penalty Fees	2,222.58	1,958.33	264.25	7,997.52	23,500.00	34.03%	15,502.48
Fines, Fees & Forfeitures Totals	3,422.58	2,883.33	539.25	15,847.52	34,600.00	45.80%	18,752.48
Interest Income							
20-4500 Interest Income	18.49	133.33	(114.84)	301.55	1,600.00	18.85%	1,298.45
Interest Income Totals	18.49	133.33	(114.84)	301.55	1,600.00	18.85%	1,298.45
Other Revenue Sources							
20-4700 Miscellaneous Income	50.97	0.00	50.97	5,350.00	0.00	0.00%	(5,350.00)
Other Revenue Sources Totals	50.97	0.00	50.97	5,350.00	0.00	0.00%	(5,350.00)
Transfers In							
20-4710 Transfer in Reserves	0.00	135,000.00	(135,000.00)	0.00	1,620,000.00	0.00%	1,620,000.00
Transfers In Totals	0.00	135,000.00	(135,000.00)	0.00	1,620,000.00	0.00%	1,620,000.00
Grants & Donations							
20-4715 COVID-19 Relief (American	0.00	27,865.58	(27,865.58)	0.00	334,387.00	0.00%	334,387.00

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20 - UTILITY FUND	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Grants & Donations							
Grants & Donations Totals	0.00	27,865.58	(27,865.58)	0.00	334,387.00	0.00%	334,387.00
Revenue Totals	158,295.04	340,532.24	(182,237.20)	841,692.06	4,086,387.00	20.60%	3,244,694.94

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20 - UTILITY FUND Water	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Capital	0.00	10,041.67	(10,041.67)	81,226.11	120,500.00	67.41%	39,273.89
Fines, Fees & Taxes	50.00	5,034.16	(4,984.16)	5,470.62	60,410.00	9.06%	54,939.38
Grant Expense	0.00	0.00	0.00	2,025.00	0.00	0.00%	(2,025.00)
Lease & Rent Expense	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
Not Categorized	25,401.55	25,732.49	(330.94)	95,926.62	308,790.00	31.07%	212,863.38
Personnel & Payroll	8,810.82	12,419.92	(3,609.10)	49,727.61	149,039.00	33.37%	99,311.39
Repairs & Maintenance	17,658.28	73,985.00	(56,326.72)	50,900.19	887,820.00	5.73%	836,919.81
Water Totals	<u>51,920.65</u>	<u>127,296.57</u>	<u>(75,375.92)</u>	<u>285,276.15</u>	<u>1,527,559.00</u>	<u>18.68%</u>	<u>1,242,282.85</u>

20 - UTILITY FUND Sewer	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Capital	0.00	41.67	(41.67)	68,469.60	500.00	13693.92%	(67,969.60)
Fines, Fees & Taxes	0.00	54.17	(54.17)	0.00	650.00	0.00%	650.00
Lease & Rent Expense	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
Not Categorized	2,792.37	4,137.90	(1,345.53)	7,219.81	49,655.00	14.54%	42,435.19
Other Expenses	0.00	41,666.67	(41,666.67)	0.00	500,000.00	0.00%	500,000.00
Personnel & Payroll	5,158.76	8,758.33	(3,599.57)	30,753.05	105,100.00	29.26%	74,346.95
Repairs & Maintenance	1,804.05	67,125.00	(65,320.95)	485,830.86	805,500.00	60.31%	319,669.14
Sewer Totals	<u>9,755.18</u>	<u>121,867.07</u>	<u>(112,111.89)</u>	<u>592,273.32</u>	<u>1,462,405.00</u>	<u>40.50%</u>	<u>870,131.68</u>

20 - UTILITY FUND WWTP	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Capital	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
Fines, Fees & Taxes	0.00	1,041.67	(1,041.67)	5,507.46	12,500.00	44.06%	6,992.54
Lease & Rent Expense	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00

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Not Categorized	9,227.84	12,053.33	(2,825.49)	38,567.10	144,640.00	26.66%	106,072.90
Personnel & Payroll	12,285.25	13,738.58	(1,453.33)	71,118.97	164,863.00	43.14%	93,744.03
Repairs & Maintenance	13,819.92	14,261.67	(441.75)	14,128.90	171,140.00	8.26%	157,011.10
WWTP Totals	<u>35,333.01</u>	<u>41,220.25</u>	<u>(5,887.24)</u>	<u>129,322.43</u>	<u>494,643.00</u>	<u>26.14%</u>	<u>365,320.57</u>

20 - UTILITY FUND Sanitation	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	32,152.03	25,750.00	6,402.03	125,955.32	309,000.00	40.76%	183,044.68
Sanitation Totals	<u>32,152.03</u>	<u>25,750.00</u>	<u>6,402.03</u>	<u>125,955.32</u>	<u>309,000.00</u>	<u>40.76%</u>	<u>183,044.68</u>

20 - UTILITY FUND Non Departmental	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Not Categorized	42,254.12	22,710.83	19,543.29	56,445.17	272,530.00	20.71%	216,084.83
Other Expenses	0.00	1,604.17	(1,604.17)	0.00	19,250.00	0.00%	19,250.00
Repairs & Maintenance	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
Non Departmental Totals	<u>42,254.12</u>	<u>24,398.33</u>	<u>17,855.79</u>	<u>56,445.17</u>	<u>292,780.00</u>	<u>19.28%</u>	<u>236,334.83</u>
Expense Total	<u>171,414.99</u>	<u>340,532.22</u>	<u>(169,117.23)</u>	<u>1,189,272.39</u>	<u>4,086,387.00</u>	<u>29.10%</u>	<u>2,897,114.61</u>

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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	5,615.76	7,733.25	(2,117.49)	32,228.48	92,799.00	34.73%	60,570.52
20-10-5001 Overtime Water	389.56	255.00	134.56	1,068.76	3,060.00	34.93%	1,991.24
20-10-5003 Payroll Taxes Water	450.47	619.00	(168.53)	2,498.48	7,428.00	33.64%	4,929.52
20-10-5004 Retirement	852.15	1,148.17	(296.02)	4,805.70	13,778.00	34.88%	8,972.30
20-10-5005 Health Insurance	1,400.00	1,983.33	(583.33)	7,144.00	23,800.00	30.02%	16,656.00
20-10-5006 Life & Add Insurance	32.35	37.42	(5.07)	161.76	449.00	36.03%	287.24
20-10-5007 Workers Comp Insurance	70.53	255.83	(185.30)	1,820.43	3,070.00	59.30%	1,249.57
20-10-5008 Twc	0.00	226.00	(226.00)	0.00	2,712.00	0.00%	2,712.00
20-10-5010 Longevity	0.00	75.00	(75.00)	0.00	900.00	0.00%	900.00
20-10-5013 On Call	0.00	86.92	(86.92)	0.00	1,043.00	0.00%	1,043.00
20-10-5100 Supplies	0.00	133.33	(133.33)	100.08	1,600.00	6.26%	1,499.92
20-10-5107 Janitorial Supplies	0.00	25.00	(25.00)	0.00	300.00	0.00%	300.00
20-10-5108 Uniforms	0.00	100.83	(100.83)	0.00	1,210.00	0.00%	1,210.00
20-10-5120 Tools	0.00	83.33	(83.33)	7.95	1,000.00	0.80%	992.05
20-10-5160 Process Chemicals	1,028.56	583.33	445.23	1,256.56	7,000.00	17.95%	5,743.44
20-10-5238 Lab Fees	0.00	725.00	(725.00)	1,943.76	8,700.00	22.34%	6,756.24
20-10-5299 Purchased Water	19,936.00	12,583.33	7,352.67	71,019.15	151,000.00	47.03%	79,980.85
20-10-5400 Utilities (Elec)	2,017.10	5,000.00	(2,982.90)	7,253.96	60,000.00	12.09%	52,746.04
20-10-5401 Telephone	59.61	416.67	(357.06)	432.58	5,000.00	8.65%	4,567.42
20-10-5405 Gas	220.88	250.00	(29.12)	393.57	3,000.00	13.12%	2,606.43
20-10-5500 Training	0.00	156.67	(156.67)	1,075.00	1,880.00	57.18%	805.00
20-10-5501 Travel	0.00	0.00	0.00	107.16	0.00	0.00%	(107.16)
20-10-5505 Safety Program	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
20-10-5600 Vehicle Repair	0.00	83.33	(83.33)	23.96	1,000.00	2.40%	976.04
20-10-5601 System Repair	2,020.58	3,750.00	(1,729.42)	9,574.15	45,000.00	21.28%	35,425.85
20-10-5602 Repair & Maint - Equip	0.00	416.67	(416.67)	138.61	5,000.00	2.77%	4,861.39

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20 - UTILITY FUND Water	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
20-10-5604 Repair & Maint - Struct	118.82	166.67	(47.85)	740.69	2,000.00	37.03%	1,259.31
20-10-5605 Repair & Maint - Tank	0.00	1,250.00	(1,250.00)	1,859.44	15,000.00	12.40%	13,140.56
20-10-5608 Gas/Oil/Lube	243.28	416.67	(173.39)	2,304.88	5,000.00	46.10%	2,695.12
20-10-5609 Equipment Rental	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
20-10-5611 Vehicle & Equipment Fund	0.00	3,333.33	(3,333.33)	0.00	40,000.00	0.00%	40,000.00
20-10-5652 Meters	0.00	1,250.00	(1,250.00)	8,920.00	15,000.00	59.47%	6,080.00
20-10-5700 Capital Improvements	17,415.00	68,750.00	(51,335.00)	34,976.22	825,000.00	4.24%	790,023.78
20-10-5701 Cdbg	0.00	0.00	0.00	2,025.00	0.00	0.00%	(2,025.00)
20-10-5737 Capital Improvement Well #4	0.00	0.00	0.00	4,587.09	0.00	0.00%	(4,587.09)
20-10-5739 100000 Gallons tank on Bryan	0.00	10,000.00	(10,000.00)	80,915.00	120,000.00	67.43%	39,085.00
20-10-5801 Miscellaneous Exp	0.00	41.67	(41.67)	311.11	500.00	62.22%	188.89
20-10-5804 Service Fees	0.00	566.67	(566.67)	1,686.50	6,800.00	24.80%	5,113.50
20-10-5806 Meter Service Fees	0.00	233.33	(233.33)	0.00	2,800.00	0.00%	2,800.00
20-10-5807 Prairielands Permit Fees	0.00	3,900.83	(3,900.83)	0.00	46,810.00	0.00%	46,810.00
20-10-5846 Demurrage	0.00	110.00	(110.00)	112.00	1,320.00	8.48%	1,208.00
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	50.00	333.33	(283.33)	3,784.12	4,000.00	94.60%	215.88
Water Totals	51,920.65	127,296.57	(75,375.92)	285,276.15	1,527,559.00	18.68%	1,242,282.85

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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	3,477.42	5,266.83	(1,789.41)	20,303.20	63,202.00	32.12%	42,898.80
20-20-5001 Overtime Sewer	125.17	170.00	(44.83)	683.00	2,040.00	33.48%	1,357.00
20-20-5003 Payroll Taxes Sewer	255.79	426.75	(170.96)	1,509.87	5,121.00	29.48%	3,611.13
20-20-5004 Retirement	511.21	791.00	(279.79)	3,035.83	9,492.00	31.98%	6,456.17
20-20-5005 Health Insurance	700.00	1,400.00	(700.00)	3,572.00	16,800.00	21.26%	13,228.00
20-20-5006 Life & Add Insurance	18.64	38.75	(20.11)	93.20	465.00	20.04%	371.80
20-20-5007 Workers Comp Insurance	70.53	217.17	(146.64)	1,555.95	2,606.00	59.71%	1,050.05
20-20-5008 Twc	0.00	157.33	(157.33)	0.00	1,888.00	0.00%	1,888.00
20-20-5010 Longevity	0.00	116.67	(116.67)	0.00	1,400.00	0.00%	1,400.00
20-20-5013 On Call	0.00	173.83	(173.83)	0.00	2,086.00	0.00%	2,086.00
20-20-5100 Supplies	0.00	250.00	(250.00)	0.00	3,000.00	0.00%	3,000.00
20-20-5108 Uniforms	0.00	100.83	(100.83)	0.00	1,210.00	0.00%	1,210.00
20-20-5120 Tools	0.00	100.00	(100.00)	30.04	1,200.00	2.50%	1,169.96
20-20-5160 Process Chemicals	0.00	225.00	(225.00)	175.00	2,700.00	6.48%	2,525.00
20-20-5400 Utilities (Elec)	1,034.73	708.33	326.40	4,064.87	8,500.00	47.82%	4,435.13
20-20-5401 Telephone	42.47	125.00	(82.53)	375.63	1,500.00	25.04%	1,124.37
20-20-5405 Gas	220.87	0.00	220.87	393.56	0.00	0.00%	(393.56)
20-20-5500 Training	111.00	128.75	(17.75)	111.00	1,545.00	7.18%	1,434.00
20-20-5600 Vehicle Repair	0.00	333.33	(333.33)	0.00	4,000.00	0.00%	4,000.00
20-20-5601 System Repair	1,383.30	1,458.33	(75.03)	1,817.99	17,500.00	10.39%	15,682.01
20-20-5602 Repair & Maint - Equip	0.00	625.00	(625.00)	251.72	7,500.00	3.36%	7,248.28
20-20-5604 Repair & Maint - Struct	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
20-20-5608 Gas/Oil/Lube	304.05	375.00	(70.95)	2,282.47	4,500.00	50.72%	2,217.53
20-20-5609 Equipment Rental	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
20-20-5655 Concrete	0.00	83.33	(83.33)	8.38	1,000.00	0.84%	991.62
20-20-5700 Capital Improvements	1,500.00	66,666.67	(65,166.67)	483,540.01	800,000.00	60.44%	316,459.99

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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)	0.00	0.00	0.00	68,469.60	0.00	0.00%	(68,469.60)
20-20-5742 Golf Course Lift Station	0.00	41,666.67	(41,666.67)	0.00	500,000.00	0.00%	500,000.00
20-20-5801 Miscellaneous Exp	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
20-20-5804 Service Fees	0.00	54.17	(54.17)	0.00	650.00	0.00%	650.00
Sewer Totals	<u>9,755.18</u>	<u>121,867.07</u>	<u>(112,111.89)</u>	<u>592,273.32</u>	<u>1,462,405.00</u>	<u>40.50%</u>	<u>870,131.68</u>

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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	8,189.73	8,323.75	(134.02)	46,385.51	99,885.00	46.44%	53,499.49
20-21-5001 Overtime Wwtp	657.60	510.00	147.60	3,701.27	6,120.00	60.48%	2,418.73
20-21-5003 Payroll Taxes Wwtp	673.96	733.00	(59.04)	3,815.91	8,796.00	43.38%	4,980.09
20-21-5004 Retirement	1,255.43	1,359.67	(104.24)	7,242.75	16,316.00	44.39%	9,073.25
20-21-5005 Health Insurance	1,400.00	1,400.00	0.00	7,144.01	16,800.00	42.52%	9,655.99
20-21-5006 Life & Add Insurance	38.00	38.75	(0.75)	190.00	465.00	40.86%	275.00
20-21-5007 Workers Comp Insurance	70.53	375.58	(305.05)	2,639.52	4,507.00	58.56%	1,867.48
20-21-5008 Twc	0.00	264.50	(264.50)	0.00	3,174.00	0.00%	3,174.00
20-21-5010 Longevity	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
20-21-5013 On Call	0.00	608.33	(608.33)	0.00	7,300.00	0.00%	7,300.00
20-21-5100 Supplies	34.43	258.33	(223.90)	51.42	3,100.00	1.66%	3,048.58
20-21-5107 Janitorial Supplies	433.96	41.67	392.29	433.96	500.00	86.79%	66.04
20-21-5108 Uniforms	344.17	108.33	235.84	344.17	1,300.00	26.47%	955.83
20-21-5109 Office Supplies	310.48	0.00	310.48	484.17	0.00	0.00%	(484.17)
20-21-5115 Chemical Supplies	1,441.01	2,083.33	(642.32)	3,820.64	25,000.00	15.28%	21,179.36
20-21-5120 Tools	0.00	125.00	(125.00)	0.00	1,500.00	0.00%	1,500.00
20-21-5238 Lab Fees	1,193.00	1,833.33	(640.33)	7,577.00	22,000.00	34.44%	14,423.00
20-21-5259 Sludge Removal	0.00	1,350.00	(1,350.00)	0.00	16,200.00	0.00%	16,200.00
20-21-5400 Utilities	5,011.44	3,166.67	1,844.77	21,666.45	38,000.00	57.02%	16,333.55
20-21-5401 Telephone	253.87	416.67	(162.80)	1,084.20	5,000.00	21.68%	3,915.80
20-21-5500 Training	111.00	86.67	24.33	111.00	1,040.00	10.67%	929.00
20-21-5600 Vehicle Repair	0.00	83.33	(83.33)	15.50	1,000.00	1.55%	984.50
20-21-5601 System Repair	0.00	1,666.67	(1,666.67)	350.91	20,000.00	1.75%	19,649.09
20-21-5602 Repair & Maint - Equip	86.97	333.33	(246.36)	2,015.30	4,000.00	50.38%	1,984.70
20-21-5604 Repair & Maint - Struct	7.51	500.00	(492.49)	612.38	6,000.00	10.21%	5,387.62
20-21-5608 Gas/Oil/Lube	119.92	400.00	(280.08)	428.90	4,800.00	8.94%	4,371.10

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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	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
20-21-5700 Capital Improvements	0.00	12,695.00	(12,695.00)	0.00	152,340.00	0.00%	152,340.00
20-21-5708 Replacement Mower	13,700.00	1,166.67	12,533.33	13,700.00	14,000.00	97.86%	300.00
20-21-5801 Miscellaneous Exp	0.00	41.67	(41.67)	0.00	500.00	0.00%	500.00
20-21-5804 Service Fees	0.00	575.00	(575.00)	0.00	6,900.00	0.00%	6,900.00
20-21-5886 State Fees	0.00	466.67	(466.67)	5,507.46	5,600.00	98.35%	92.54
WWTP Totals	<u>35,333.01</u>	<u>41,220.25</u>	<u>(5,887.24)</u>	<u>129,322.43</u>	<u>494,643.00</u>	<u>26.14%</u>	<u>365,320.57</u>

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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	32,152.03	25,750.00	6,402.03	125,955.32	309,000.00	40.76%	183,044.68
Sanitation Totals	32,152.03	25,750.00	6,402.03	125,955.32	309,000.00	40.76%	183,044.68

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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	181.51	583.33	(401.82)	1,906.33	7,000.00	27.23%	5,093.67
20-65-5109 Office Supplies	0.00	179.17	(179.17)	0.00	2,150.00	0.00%	2,150.00
20-65-5110 Utility Billing Cards	0.00	216.67	(216.67)	1,092.42	2,600.00	42.02%	1,507.58
20-65-5200 Audit	0.00	958.33	(958.33)	10,500.00	11,500.00	91.30%	1,000.00
20-65-5225 Utility Billing System&Support	0.00	383.33	(383.33)	0.00	4,600.00	0.00%	4,600.00
20-65-5226 Cpa	625.00	500.00	125.00	987.50	6,000.00	16.46%	5,012.50
20-65-5229 Bank Services Fee	4.61	0.00	4.61	22.42	0.00	0.00%	(22.42)
20-65-5300 Bond Payment & Fee	41,443.00	19,890.00	21,553.00	41,936.50	238,680.00	17.57%	196,743.50
20-65-5860 Hardware Replacement	0.00	83.33	(83.33)	0.00	1,000.00	0.00%	1,000.00
20-65-5873 Contingency	0.00	1,604.17	(1,604.17)	0.00	19,250.00	0.00%	19,250.00
Non Departmental Totals	<u>42,254.12</u>	<u>24,398.33</u>	<u>17,855.79</u>	<u>56,445.17</u>	<u>292,780.00</u>	<u>19.28%</u>	<u>236,334.83</u>
Expense Totals	<u><u>171,414.99</u></u>	<u><u>340,532.22</u></u>	<u><u>(169,117.23)</u></u>	<u><u>1,189,272.39</u></u>	<u><u>4,086,387.00</u></u>	<u><u>29.10%</u></u>	<u><u>2,897,114.61</u></u>

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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	0.00	33,333.33	(33,333.33)	0.00	400,000.00	0.00%	400,000.00
Interest Income	0.01	0.00	0.01	2.71	0.00	0.00%	(2.71)
Revenue Totals	0.01	33,333.33	(33,333.32)	2.71	400,000.00	0.00%	399,997.29
Expense Summary							
Transfers Out	0.00	33,333.33	(33,333.33)	0.00	400,000.00	0.00%	400,000.00
Community Programs & Donations	0.00	0.00	0.00	(100.00)	0.00	0.00%	100.00
Expense Totals	0.00	33,333.33	(33,333.33)	(100.00)	400,000.00	-0.03%	400,100.00

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Item 3.

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	0.00	33,333.33	(33,333.33)	0.00	400,000.00	0.00%	400,000.00
Property & Sales Tax Totals	0.00	33,333.33	(33,333.33)	0.00	400,000.00	0.00%	400,000.00
Interest Income							
30-4500 Interest Income	0.01	0.00	0.01	2.71	0.00	0.00%	(2.71)
Interest Income Totals	0.01	0.00	0.01	2.71	0.00	0.00%	(2.71)
Revenue Totals	0.01	33,333.33	(33,333.32)	2.71	400,000.00	0.00%	399,997.29

City of Glen Rose
Financial Statement
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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
Community Programs & Donations	0.00	0.00	0.00	(100.00)	0.00	0.00%	100.00
Transfers Out	0.00	33,333.33	(33,333.33)	0.00	400,000.00	0.00%	400,000.00
CVB Totals	0.00	33,333.33	(33,333.33)	(100.00)	400,000.00	(0.03%)	400,100.00
Expense Total	0.00	33,333.33	(33,333.33)	(100.00)	400,000.00	(0.03%)	400,100.00

City of Glen Rose
Financial Statement
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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
30-70-5818 Transfer to county	0.00	33,333.33	(33,333.33)	0.00	400,000.00	0.00%	400,000.00
30-70-5830 Arts & Historical Funding	0.00	0.00	0.00	(100.00)	0.00	0.00%	100.00
CVB Totals	0.00	33,333.33	(33,333.33)	(100.00)	400,000.00	(0.03%)	400,100.00
Expense Totals	0.00	33,333.33	(33,333.33)	(100.00)	400,000.00	(0.03%)	400,100.00

City of Glen Rose
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70 - COURT	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Fines, Fees & Forfeitures	242.29	1,069.92	(827.63)	2,349.77	12,839.00	18.30%	10,489.23
Interest Income	2.05	0.00	2.05	5.05	0.00	0.00%	(5.05)
Transfers In	0.00	984.92	(984.92)	0.00	11,819.00	0.00%	11,819.00
Revenue Totals	<u>244.34</u>	<u>2,054.84</u>	<u>(1,810.50)</u>	<u>2,354.82</u>	<u>24,658.00</u>	<u>9.55%</u>	<u>22,303.18</u>
Expense Summary							
Not Categorized	0.14	0.00	0.14	0.64	0.00	0.00%	(0.64)
Fines, Fees & Taxes	0.00	2,054.84	(2,054.84)	0.00	24,658.00	0.00%	24,658.00
Expense Totals	<u>0.14</u>	<u>2,054.84</u>	<u>(2,054.70)</u>	<u>0.64</u>	<u>24,658.00</u>	<u>0.00%</u>	<u>24,657.36</u>

City of Glen Rose
Financial Statement
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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	75.55	381.17	(305.62)	786.85	4,574.00	17.20%	3,787.15
70-4311 Municipal Jury Funds	1.51	7.67	(6.16)	15.72	92.00	17.09%	76.28
70-4312 Municipal Court Technology Fund	78.01	306.08	(228.07)	713.24	3,673.00	19.42%	2,959.76
70-4314 Municipal Court Building Security	87.22	375.00	(287.78)	833.96	4,500.00	18.53%	3,666.04
Fines, Fees & Forfeitures Totals	<u>242.29</u>	<u>1,069.92</u>	<u>(827.63)</u>	<u>2,349.77</u>	<u>12,839.00</u>	<u>18.30%</u>	<u>10,489.23</u>
Interest Income							
70-4500 Interest Income	<u>2.05</u>	<u>0.00</u>	<u>2.05</u>	<u>5.05</u>	<u>0.00</u>	<u>0.00%</u>	<u>(5.05)</u>
Interest Income Totals	<u>2.05</u>	<u>0.00</u>	<u>2.05</u>	<u>5.05</u>	<u>0.00</u>	<u>0.00%</u>	<u>(5.05)</u>
Transfers In							
70-4710 Transfer In From Court Security	0.00	490.67	(490.67)	0.00	5,888.00	0.00%	5,888.00
70-4900 Transfer in from Court Technology	0.00	488.33	(488.33)	0.00	5,860.00	0.00%	5,860.00
70-4901 Transfer in from Jury Fund	<u>0.00</u>	<u>5.92</u>	<u>(5.92)</u>	<u>0.00</u>	<u>71.00</u>	<u>0.00%</u>	<u>71.00</u>
Transfers In Totals	<u>0.00</u>	<u>984.92</u>	<u>(984.92)</u>	<u>0.00</u>	<u>11,819.00</u>	<u>0.00%</u>	<u>11,819.00</u>
Revenue Totals	<u><u>244.34</u></u>	<u><u>2,054.84</u></u>	<u><u>(1,810.50)</u></u>	<u><u>2,354.82</u></u>	<u><u>24,658.00</u></u>	<u><u>9.55%</u></u>	<u><u>22,303.18</u></u>

City of Glen Rose
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70 - COURT Municipal Court	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Fines, Fees & Taxes	0.00	2,054.84	(2,054.84)	0.00	24,658.00	0.00%	24,658.00
Not Categorized	0.14	0.00	0.14	0.64	0.00	0.00%	(0.64)
Municipal Court Totals	0.14	2,054.84	(2,054.70)	0.64	24,658.00	0.00%	24,657.36
Expense Total	0.14	2,054.84	(2,054.70)	0.64	24,658.00	0.00%	24,657.36

City of Glen Rose
Financial Statement
As of February 28, 2022

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70 - COURT Municipal Court	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
70-80-5101 Bank Service Charges	0.14	0.00	0.14	0.64	0.00	0.00%	(0.64)
70-80-5806 Jury Reimbursements &	0.00	13.58	(13.58)	0.00	163.00	0.00%	163.00
70-80-5835 Court Technology Purchases	0.00	865.67	(865.67)	0.00	10,388.00	0.00%	10,388.00
70-80-5836 Court Security	0.00	794.42	(794.42)	0.00	9,533.00	0.00%	9,533.00
70-80-5842 Truancy and Prevention	0.00	381.17	(381.17)	0.00	4,574.00	0.00%	4,574.00
Municipal Court Totals	0.14	2,054.84	(2,054.70)	0.64	24,658.00	0.00%	24,657.36
Expense Totals	0.14	2,054.84	(2,054.70)	0.64	24,658.00	0.00%	24,657.36

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		Council Report	
		1/21/2022	- 2/20/2022
Billing Period			
Utility Bills Disbursed	Count	Amount	
Active	1241	\$148,968.51	
Final Bill	14	\$948.90	
Landlord	2	\$106.79	
Final Bill, Landlord	1	\$63.73	
Backdated Move In Date	5	\$464.13	
Pending Disconnect	2	\$564.99	
First Bill	16	\$1,241.86	
Cutoff Nonpayment	2	\$114.30	
Pending Connect	1	\$58.33	
Pending Connect, First Bill	1	\$262.90	
Total	1285	\$152,794.44	

Payments Received	Count	Amount	
CreditCard	253	\$26,189.66	
Check	433	\$80,713.48	
Cash	69	\$6,558.92	
Change	44	(\$388.49)	
Other	1	\$604.24	
AchFile	334	\$42,745.93	
Total	1134	\$156,423.74	

Service Orders Completed	Count
Connect	10
Change Occupant	6
Cutoff - Nonpayment	4
Disconnect - Move Out	14
General	10
Reread	7
Reconnect Cutoff	2
Total	53

Service Categories	Count	Amount	
Water	1273	\$68,806.82	
Sewer	1144	\$51,300.53	
Trash	1105	\$30,614.56	
Total	0	\$150,721.91	



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Consider approval or other action regarding amending City Secretary Job Description		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	03/01/2022
EXHIBITS:	Proposed City Secretary Job Description; Previously Approved City Secretary Job Description		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
In view of the recent reassignment of duties and after consulting with Deputy City Secretary Sosol regarding her thoughts on the City Secretary Job Description, staff drafted the attached Proposed City Secretary Job Description.			
RECOMMENDED ACTION:			
Approve City Secretary Job Description as presented.			

CITY OF GLEN ROSE

ADMINISTRATION

Proposed Job Description

Title: City Secretary

Department: Administration

Reports To: City Administrator on day-to-day operations; City Council on statutory duties

Job Summary

The City Secretary is a vital member of the City's management team, supervises the Deputy City Secretary and has general oversight of City Hall front office operations, including Utility Billing and Municipal Court. The position is appointed by the City Council and performs all the functions listed in Texas Local Government Code §22.073.

Summary of Essential Job Functions

- Provides Administrative support to the City Administrator and City Council.
- Prepares and posts all agendas for City Council Meetings in compliance with the Texas Open Meetings Act and prepares City Council packets.
- Attends all meetings of the City Council, and prepares and preserves accurate minutes and recordings along with executed resolutions and ordinances.
- Maintains all records of the City in compliance with the Texas State Records Retention Schedule.
- Supervises and evaluates the Deputy City Secretary who is responsible for City Treasurer and Investment Officer duties, payroll, and payroll related functions, and who supervises the Utility Billing Clerk and Municipal Court Clerk.
- Is present at City Hall during regular business hours unless on authorized leave.
- When needed, serves as back up for Deputy City Secretary.
- Responds to Public Information Act requests.
- Promotes good public relations.
- Handles all City newspaper ads and notices.
- Manages City elections.
- Submits annual budget requests for City Secretary Office operations.
- Handles human resources duties, including management of the employee insurance program.
- Regularly works with FundView and Municode Software.
- 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.

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

Minimum Requirements

- High School Diploma or GED
- Eligible to be bonded
- Four or more years of municipal work experience
- Supervisory experience
- Ability to type 60 words per minute with a high degree of accuracy
- Proficiency with spreadsheets, word processing programs, and the operation of personal computers
- Strong communication skills, both written and oral

Preferred Qualifications

- City Secretary Experience
- TMRS training and/or certification
- Additional educational achievements

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 (to communicate with staff and the public in person and over the phone); communicate in the English language; carry items weighing up to 20 pounds; and, lift boxes and files to a height of 3-5 feet. Must be able to assimilate a variety of facts and draw sound conclusions, read and understand laws and technical regulatory requirements, meet deadlines, effectively manage personnel, maintain an organized work environment, learn and master new software systems, acquire beneficial and/or required professional training (traveling when necessary), and strive to develop and maintain a positive working relationship with fellow employees, the City Council, 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:	City Secretary
Pay Grade:	Salaried
Management, yes or no?	Yes
Classification:	Regular, Full-time, Exempt

CITY OF GLEN ROSE, TEXAS**Current 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 Agendas 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.

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 COUNCIL AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Consider approval or other action on Resolution adopting Covid-19 Pandemic Relief Recovery Plan.		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	03/01/2022
EXHIBITS:	Resolution adopting Covid-19 Pandemic Relief Recovery Plan.		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
As a housekeeping matter, the City is required to adopt a COVID-19 Pandemic Relief Recovery Plan to satisfy federal government requirements regarding the distribution of America Recovery Plan Act (ARPA) funds. The attached Resolution and Plan were prepared by Public Management for your consideration and approval.			
RECOMMENDED ACTION:			
Approve Resolution adopting Covid-19 Pandemic Relief Recovery Plan.			

RESOLUTION # _____**A RESOLUTION OF THE CITY OF GLEN ROSE, TEXAS, ADOPTING A COVID-19 PANDEMIC RELIEF RECOVERY PLAN REGARDING THE ALLOCATION OF THE CITY'S AMERICAN RESCUE PLAN ACT (ARPA) – CORONAVIRUS LOCAL FISCAL RECOVERY FUNDS (CLFRF).**

WHEREAS, the City of Glen Rose desires to develop a transparent and viable plan to ensure funding and program identification are clearly presented in a manner that will allow the City to respond to and recover from the COVID-19 Pandemic;

WHEREAS, certain conditions exist which represent a threat to the public health and safety; and,

WHEREAS, it is necessary and in the best interest of City of Glen Rose to adopt the COVID-19 Pandemic Relief Recovery Plan to utilize and implement ARPA - CLFRF funding;

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

Exhibit A, "The City of Glen Rose COVID-19 Pandemic Relief Recovery Plan," a copy of which is attached hereto and incorporated herein by reference, is hereby adopted.

Passed and approved this 8th day of March, 2022.

Julia Douglas, Mayor

Attest:

Rosario Sosol-Lihaut, Deputy City Secretary

COVID-19 Pandemic Relief Recovery Plan

City of Glen Rose, Texas



American Rescue Plan Act of 2021
Coronavirus Local Fiscal Recovery Fund

Approved on {{approvalDate}}

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ARPA BACKGROUND

Since the first case of coronavirus disease 2019 (COVID-19) was discovered in the United States in January 2020, the disease has infected over 30 million and killed over 550,000 Americans. The disease has impacted every part of life: as social distancing became a necessity, businesses closed, schools transitioned to remote education, travel was sharply reduced, and millions of Americans lost their jobs. In April 2020, the national unemployment rate reached its highest level in over seventy years following the most severe month-over-month decline in employment on record. As of April 2021, there were still 8.2 million fewer jobs than before the pandemic. During this time, a significant share of households have faced food and housing insecurity. Economic disruptions impaired the flow of credit to households, State and local governments, and businesses of all sizes. As businesses weathered closures and sharp declines in revenue, many were forced to shut down, especially small businesses.

Amid this once-in-a-century crisis, State, territorial, Tribal, and local governments (State, local, and Tribal governments) have been called on to respond at an immense scale. Governments have faced myriad needs to prevent and address the spread of COVID-19, including testing, contact tracing, isolation and quarantine, public communications, issuance and enforcement of health orders, expansions to health system capacity like alternative care facilities, and in recent months, a massive nationwide mobilization around vaccinations. Governments also have supported major efforts to prevent COVID-19 spread through safety measures in settings like nursing homes, schools, congregate living settings, dense worksites, incarceration settings, and public facilities.

At the same time, State, local and Tribal governments launched major efforts to address the economic impacts of the pandemic. These efforts have been tailored to the needs of their communities and have included expanded assistance to unemployed workers; food assistance; rent, mortgage, and utility support; cash assistance; internet access programs; expanded services to support individuals experiencing homelessness; support for individuals with disabilities and older adults; and assistance to small businesses facing closures or revenue loss or implementing new safety measures.

In responding to the public health emergency and its negative economic impacts, State, local, and Tribal governments have seen substantial increases in costs to provide these services, often amid substantial declines in revenue due to the economic downturn and changing economic patterns during the pandemic. Facing these budget challenges, many State, local, and Tribal governments have been forced to make cuts to services or their workforces, or delay critical investments. From February to May of 2020, State, local, and Tribal governments reduced their workforces by more than 1.5 million jobs and, in April of 2021, State, local, and Tribal government employment remained nearly 1.3 million jobs below pre-pandemic levels. These cuts to State, local, and Tribal government workforces come at a time when demand for government services is high, with State, local, and Tribal governments on the frontlines of fighting the pandemic. Furthermore, State, local, and Tribal government austerity measures can hamper overall economic growth, as occurred in the recovery from the Great Recession.

Finally, although the pandemic's impacts have been widespread, both the public health and economic impacts of the pandemic have fallen most severely on communities and populations disadvantaged before it began. Low-income communities, people of color, and Tribal communities have faced higher rates of infection, hospitalization, and death, as well as higher rates of unemployment and lack of basic necessities like food and housing. Pre-existing social vulnerabilities magnified the pandemic in these communities, where a reduced ability to work from home and, frequently, denser housing amplified the risk of infection. Higher rates of pre-existing health conditions also may have contributed to more severe COVID-19 health outcomes. Similarly, communities or households facing economic insecurity before the pandemic were less able to weather business closures, job losses, or declines in earnings and were less able to participate in remote work or education due to the inequities in access to reliable and affordable broadband infrastructure. Finally, though schools in all areas faced challenges, those in high poverty areas had fewer resources to adapt to remote and hybrid learning models. Unfortunately, the pandemic also has reversed many gains made by communities of color in the prior economic expansion.

OPPORTUNITY FOR CITY OF GLEN ROSE

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law by the President. Within this legislation, 16 Section 9901 of ARPA amended Title VI of the Social Security Act¹⁷ (the Act) to add section 602, which establishes the Coronavirus State Fiscal Recovery Fund, and section 603, which establishes the Coronavirus Local Fiscal Recovery Fund (together, the Fiscal Recovery Funds). The Fiscal Recovery Funds are intended to provide support to State, local, and Tribal governments (together, recipients) in responding to the impact of COVID-19 and in their efforts to contain COVID-19 on their communities, residents, and businesses. The Fiscal Recovery Funds build on and expand the support provided to these governments over the last year, including through the Coronavirus Relief Fund (CRF).

Through the Fiscal Recovery Funds, Congress provided State, local, and Tribal governments with significant resources to respond to the COVID-19 public health emergency and its economic impacts through four categories of eligible uses. Section 602 and section 603 contain the same eligible uses; the primary difference between the two sections is that section 602 establishes a fund for States, territories, and Tribal governments and section 603 establishes a fund for metropolitan cities, non-entitlement units of local government, and counties. Sections 602(c)(1) and 603(c)(1) provide that funds may be used:

- a) To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
- c) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and
- d) To make necessary investments in water, sewer, or broadband infrastructure.

The ARPA provides a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, more equitable economy as the country recovers. First, payments from the Fiscal Recovery Funds help to ensure that State, local, and Tribal governments have the resources needed to continue to take actions to decrease the spread of COVID-19 and bring the pandemic under control. Payments from the Fiscal Recovery Funds may also be used by recipients to provide support for costs incurred in addressing public health and economic challenges resulting from the pandemic, including resources to offer premium pay to essential workers, in recognition of their sacrifices over the last year. Recipients may also use payments from the Fiscal Recovery Funds to replace State, local, and Tribal government revenue lost due to COVID-19, helping to ensure that governments can continue to provide needed services and avoid cuts or layoffs. Finally, these resources lay the foundation for a strong, equitable economic recovery, not only by providing immediate economic stabilization for households and businesses, but also by addressing the systemic public health and economic challenges that may have contributed to more severe impacts of the pandemic among low-income communities and people of color.

Within the eligible use categories outlined in the Fiscal Recovery Funds provisions of ARPA, State, local, and Tribal governments have flexibility to determine how best to use payments from the Fiscal Recovery Funds to meet the needs of their communities and populations. Eligible uses of ARPA funds build on eligible expenditures under the CRF, including some expansions in eligible uses to respond to the public health emergency, such as vaccination campaigns. They also reflect changes in the needs of communities, as evidenced by, for example, nationwide data demonstrating disproportionate impacts of the COVID-19 public health emergency on certain populations, geographies, and economic sectors. Implementation of the Fiscal Recovery Funds also reflect the importance of public input, transparency, and accountability.

ARPA ALLOCATION

The ARPA-CLFRF provides \$19.53 billion to states for distribution to Non-entitlement Units of local Government (NEUs). The Act further requires that A State is required to allocate and distribute the Local Fiscal Recovery Fund payment received from Treasury to each NEU in the State an amount that bears the same proportion to the amount of such payment as the population of the NEU bears to the total population of all the NEUs in the State.¹ However, the total amount to be distributed to an NEU may not exceed the amount equal to 75 percent of its most recent budget as of January 27, 2020

Based on this methodology, City of Glen Rose received an allocation of \$668,774 paid out in two tranches. Tranche No. 1 is \$334,387 with Tranche No. 2. In the amount of \$334,387.

On July 1, 2021, the Texas Division of Emergency Management (TDEM) announced they would be the state agency in charge with distributing NEU allocations – as detailed by the legislation, the state is required to distribute NEU allocations and not the U.S. Treasury. Following the July 1st announcement, TDEM opened their Grant Management System (GMS) portal and the City officially requested their first tranche on August 2, 2021. On August 23, 2021 TDEM deposited into the City's account their 1st tranche. The second tranche can be requested approximately twelve months from the receipt of the first tranche on or around August 23, 2022.

NEED IN CITY OF GLEN ROSE

Based on the American Community Survey (ACS) 2019 5-year estimate, City of Glen Rose is currently home to 2,607 residents. Situated in Central Texas, the city is approximately 54.2 miles Southwest of Fort Worth City, 41 miles south of Weatherford City and 30.5 miles to the east of Stephenville City. City of Glen Rose encompasses an area of approximately 3.9 square miles and is rural in nature. Further demographic analysis of the city lists the following critical statistics:

- Poverty Rate for children under 18: 22.5% (ACS 5-year estimate data table DP03)
- Language spoken at home other than English: Spanish – 277 or 11.2% (ACS 5-year estimate data table DP02)
- Disability: 434 or 17.8% (ACS 5-year estimate data table DP02)
- Without Health Insurance: 261 or 10.7% (ACS 5-year estimate data table DP03)
- Unemployment Rate: 22 or 1.0% (ACS 5-year estimate data table DP03)
- Per Capita Income: \$27,379 (ACS 5-year estimate data table DP03)
- At risk population aged 65 years and older: 679 or 26% (ACS 5-year estimate data table DP05)

The demographic data coupled with the Low-to-Moderate Income Statistical Data (LMISD) as provided by the United States Department of Housing and Urban Development (HUD), establishes the City and surrounding Census Tracts and Block Groups as low income with social disparities. Data collected from the LMISD shows the city to have 46.2% LMI population with multiple block groups with the surrounding area of the city which are equal to or greatly exceed HUD's 51% LMI threshold to be deemed disadvantaged. Moreover, maps have been developed and included with this plan which detail the following boundary and thematic data (see Appendix I):

- Difficult Development Area & Qualified Census Tracts
- City Social Vulnerability Index
- City Uninsured Index
- City COVID-19 Trend

The collection of this data suggests that the city is a high priority area for pandemic assistance. Various statistical data sets confirm the City's overall need for pandemic recovery compared to the national averages.

RECOVERY GOALS AND OBJECTIVES

The purpose of the recovery plan is to create transparency and accountability of the fund's designation and expenditure. City of Glen Rose seeks to establish the following goals and objectives to determine the greatest need and best use of funds:

Goal #1: Sustainable Recovery Identification

Objective #1: Coordinate with local stakeholders about recovery needs.

Objective #2: Develop projects and programs that aid in recovery efforts.

Goal #2: Transparent Process

Objective #1: Create a recovery plan with a detailed assessment and implementation schedule.

Objective #2: Adopt a recovery plan and publish for public consumption.

Objective #3: Develop period reporting that tracks recovery activities and makes them available to the public.

Goal #3: Implement recovery

Objective #1: Develop program implementation processes for tracking reporting.

Objective #2: Develop program/project delivery schedules to ensure funds are allocated timely.

Objective #3: Monitor and document recordkeeping for audit and accountability requirements.

Goal #4: Finalize Recovery

Objective #1: Develop a final recovery report that details performance and fund utilization.

Objective #2: Present a final report to the governing body for review and approval.

Objective #3: Make the final report available to the public.

City of Glen Rose understands the federal requirements which govern these funds and will adhere to all applicable laws and regulations. Moreover, the City seeks to establish a program which guides program/project implementation that clearly details program/projects needs and justification as well as the process implementation that will be followed to ensure transparency and accountability.



IMPLEMENTING ARPA

The ARPA-CLFRF is a direct allocation with a broad range of eligible uses. Additionally, the published regulatory guidance is rather vague in some instances and clear in others. For these reasons the following procedures have been established to ensure consistent management practices for this funding and transparent records to validate compliance with the federal requirements. To this end, we believe the following implementation practices will apply:

- 2 CFR 200 - This includes all applicable sections of the code with special attention place on the sections related to Methods of Procurement, Financial Management, Monitoring, Reporting and Audit Requirements.
- Davis Bacon and Related Acts (DBRA) - Options are presented by the Treasury's guidance that encourage fair labor provisions for constructed projects. However, the most practical for implementation, reporting and tracking are those related to DBRA.
- Civil Rights & Fair Housing - References within the Treasury's guidance are made to ensure funds are allocated to areas that have been disproportionately impacted by the COVID-19 Pandemic. The associated Terms and Conditions for fund distribution reflect adherence to Title VI of the Civil Rights Act of 1964. Implementation will ensure civil rights and fair housing activities are met and that funds are utilized in a fair and equitable manner.

- Uniform Relocation Act (URA) - It is understood that construction projects that require the acquisition of real property for designated and eligible uses must follow URA requirements and proper notification, valuation, and documentation will be necessary.
- Environmental Review - The Treasury has made clear in the various iterations of the Frequently Asked Questions (FAQ) that National Environmental Policy Act provisions do not apply to the administration of these funds unless these funds are combined with other federal funds where such provisions do apply. However, it is noted in the Terms and Conditions for fund distribution to follow all generally applicable federal laws and regulations. Due to the conflicting statements, and the general lack of clarity from the Treasury on the environmental review process, for construction projects a preliminary environmental review will be conducted to determine general environmental impacts. Based on these findings, on a per project basis, additional assessment will be conducted to determine the necessity for historic preservation, biological surveys, wetlands delineation, and USACE permitting.
- Reporting - The City is subject to reporting requirements directly to the Treasury. The Treasury Department has announced they are currently developing an online portal where recipients of ARPA-CLFRF dollars will submit reports. The expectation is this reporting portal will be launched in August of 2021. Specific reporting requirements as outlined by the Treasury are:
 - Non-Entitlement Units:
 - Yearly Report will include financial data, information on contracts and subawards over \$50,000, types of projects funded, and other information regarding a recipient's utilization of award funds.
 - The initial yearly report is now due April 30, 2022, and will cover the period between award date and March 31, 2022. The subsequent yearly will be submitted to Treasury based on their published schedule.
- Financial Management - Records will be maintained according to the Generally Accepted Accounting Principles (GAAP) best practices. Included in this process are the development of financial ledgers, Purchase Order (PO), invoice and receipt review and payment, aligned with all applicable source and back-up documentation to procurement, contracting, and payments that comply with the applicable financial requirements as stated in 2 CFR 200.
- Procurement & Contracting - The City will comply with the local government code for procurement and contracting where applicable. However, it is noted that 2 CFR 200.320 Methods of Procurement will be followed in the implementation of these funds.

Administrative guidance is expected to evolve and modifications to implementation practices will be made accordingly. However, the proposed implementation strategy is to identify and utilize processes which require the most stringent management practices (similar to CDBG and FEMA implementation).

PROJECT IDENTIFICATION

The following project listing represents the City's proposed projects for ARPA-CLFRF. The table includes the project title, priority ranking, estimated budget, project schedule, and eligibility category according to

the ARPA-CLFRF, as well as the justification of the project for expenditure using these funds. Appendix II includes the detailed project description and funding justification for each project.

The intent of this project listing is to provide a prioritized list of projects to select from. While this is not an exhaustive list of projects, it does represent eligible uses that would be critical to the overall City recovery efforts. Additionally, the listing of projects exceeds the total allocation to the city, however it is presented here for evaluation purposes. The ranking order may change based on project costs and timeframes which will impact the final selection of projects.

<u>Project</u>	<u>Priority</u>	<u>Estimated Cost</u>	<u>Schedule</u>	<u>Eligibility</u>
Water Mains Replacement – Spanish Oaks Subdivision and Hereford	1	\$550,000	24	Water/Sewer/Broadband
Highway 56 Distribution Improvements	2	\$231,000	12	Water/Sewer Broadband
Enlarge Sewer Main on Texas Dr.	3	\$405,000	24	Water/Sewer/Broadband
Total		\$1,186,000		

Based on the projects listed above, the city has identified and prioritized three (3) project activities. Project budgets range from \$231,000 to \$550,000 for a combined total project listing of \$1,186,000. The acceptance of this Recovery Plan does not commit the city to these expenditures. Rather, the Recovery Plan details the total list of potential expenditures that are aligned with eligible activities and project costs as defined by the Treasury.

The projects detailed in the tables above are based on preliminary assessments of need and may be subject to change if the project is officially pursued. The City deems all listed projects to be in line with the Treasury's guidance on project identification and eligibility. Significant changes to proposed projects may require an amendment to the Recovery Plan, but minor changes in scope and budget will not necessitate an amendment.

The City recognizes the federal regulations associated with the implementation of these funds and deems any professional service that assists with the management, implementation, planning, design, feasibility, and any other direct and indirect activities necessary in the compliance of the ARPA-CLFRF. To that end, the City will comply with applicable procurement of professional services to document and justify their costs.

REVENUE LOSS CALCULATION

Recipients may use payments from the ARPA-CLFRF for the provision of government services to the extent of the reduction in revenue experienced due to the COVID-19 public health emergency. Pursuant to sections 602(c)(1)(C) and 603(c)(1)(C) of the Act, a recipient's reduction in revenue is measured relative to the revenue collected in the most recent full fiscal year prior to the emergency. Treasury's Final Rule, effective April 1, 2022, allows Recipients may determine their revenue loss by (a) choosing a standard allowance for revenue loss up to \$10 million, not to exceed their award amount during the program, or (b) calculating their jurisdiction's specific revenue loss each year using Treasury's formula, which compares actual revenue to a counterfactual trend.

In general, if a recipient chooses to calculate their revenue loss instead of the standard allowance, recipients will compute the extent of the reduction in revenue by comparing actual revenue to a counterfactual trend representing what could have been expected to occur in the absence of the pandemic. This approach measures losses in revenue relative to the most recent fiscal year prior to the COVID-19 public health emergency by using the most recent pre-pandemic fiscal year as the starting point for estimates of revenue growth absent the pandemic. In other words, the counterfactual trend starts with the last full fiscal year prior to the COVID-19 public health emergency and then assumes growth at a constant rate in the subsequent years. Because recipients can estimate the revenue shortfall at multiple points in time throughout the covered period as revenue is collected, this approach accounts for variation across recipients in the timing of pandemic impacts. Although revenue may decline for reasons unrelated to the COVID-19 public health emergency, to minimize the administrative burden on recipients and taking into consideration the devastating effects of the COVID-19 public health emergency, any diminution in actual revenues relative to the counterfactual pre-pandemic trend would be presumed to have been due to the COVID-19 public health emergency.

For purposes of measuring revenue growth in the counterfactual trend, recipients may use a growth adjustment of either 5.2 percent per year or the recipient's average annual revenue growth over the three full fiscal years prior to the COVID-19 public health emergency, whichever is higher. The option of 5.2 percent represents the average annual growth across all State and local government "General Revenue from Own Sources" in the most recent three years of available data. This approach provides recipients with a standardized growth adjustment when calculating the counterfactual revenue trend and thus minimizes administrative burden, while not disadvantaging recipients with revenue growth that exceeded the national average prior to the COVID-19 public health emergency by permitting these recipients to use their own revenue growth rate over the preceding three years.

Recipients should calculate the extent of the reduction in revenue as of four points in time: December 31, 2020; December 31, 2021; December 31, 2022; and December 31, 2023; or the last day of each of the recipient's fiscal years ending in 2020, 2021, 2022, and 2023. To calculate the extent of the reduction in revenue at each of these dates, recipients should follow a four-step process:

- Step 1: Identify revenues collected in the most recent full fiscal year prior to the public health emergency (i.e., last full fiscal year before January 27, 2020), called the base year revenue.

- Step 2: Estimate counterfactual revenue, which is equal to base year revenue * $[(1 + \text{growth adjustment})^{(n/12)}]$, where n is the number of months elapsed since the end of the base year to the calculation date, and growth adjustment is the greater of the average annual growth rate across all State and Local Government "general revenue from own sources" in the most recent three years prior to the emergency, 5.2 percent, or the recipients average annual revenue grown in the three full fiscal years prior to the COVID-19 public hearing emergency.
- Step 3: Identify actual revenue, which equals revenues collected over the past twelve months as of the calculation date.
- Step 4: The extent of the reduction in revenue is equal to counterfactual revenue less actual revenue. If actual revenue exceeds counterfactual revenue, the extent of the reduction in revenue is set to zero for that calculation date.

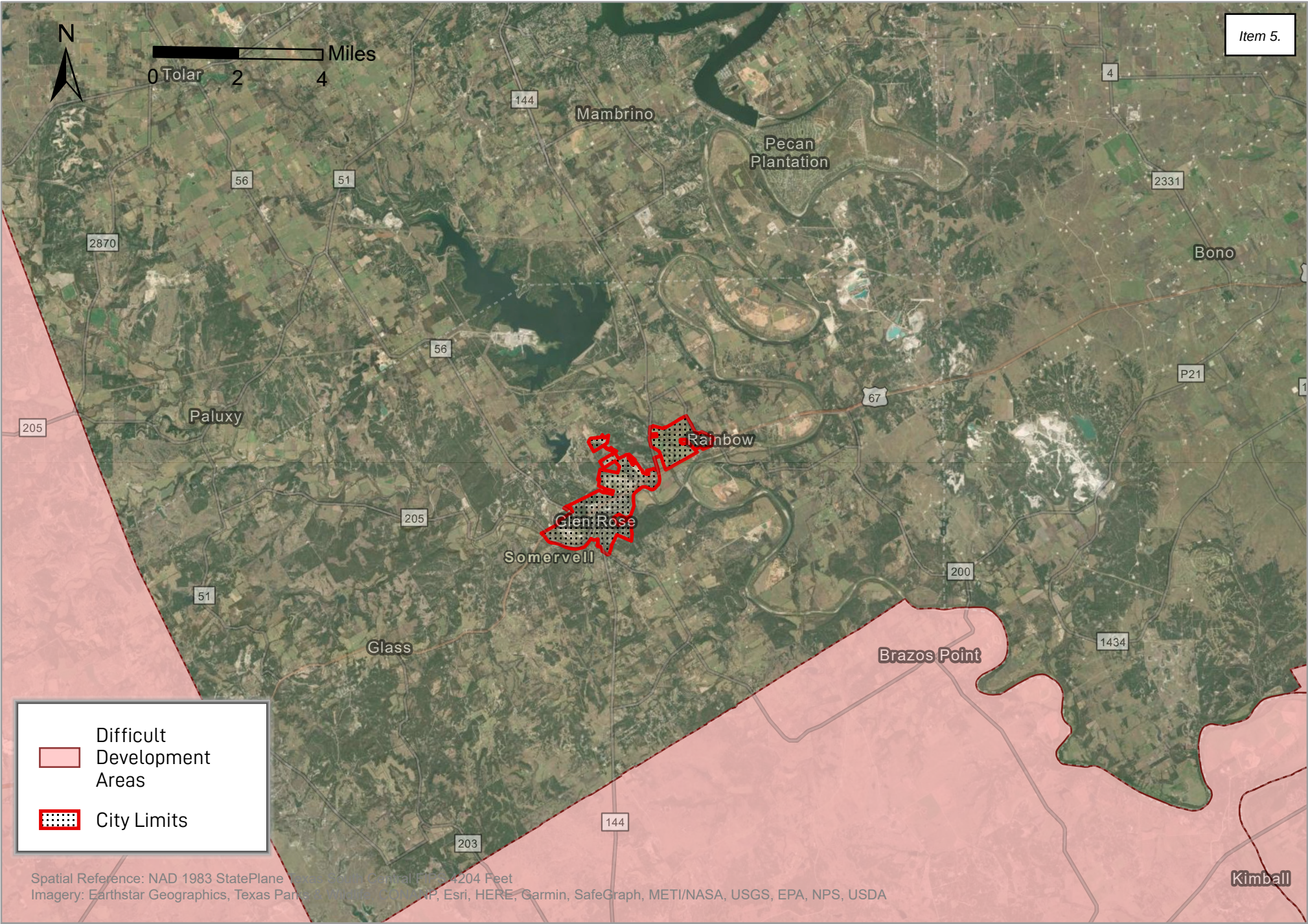
The city's estimated allocation amount is less than the standard allowance of \$10 million and therefore fully eligible for Provision of Government Services

SCHEDULE FOR ARPA FUNDS

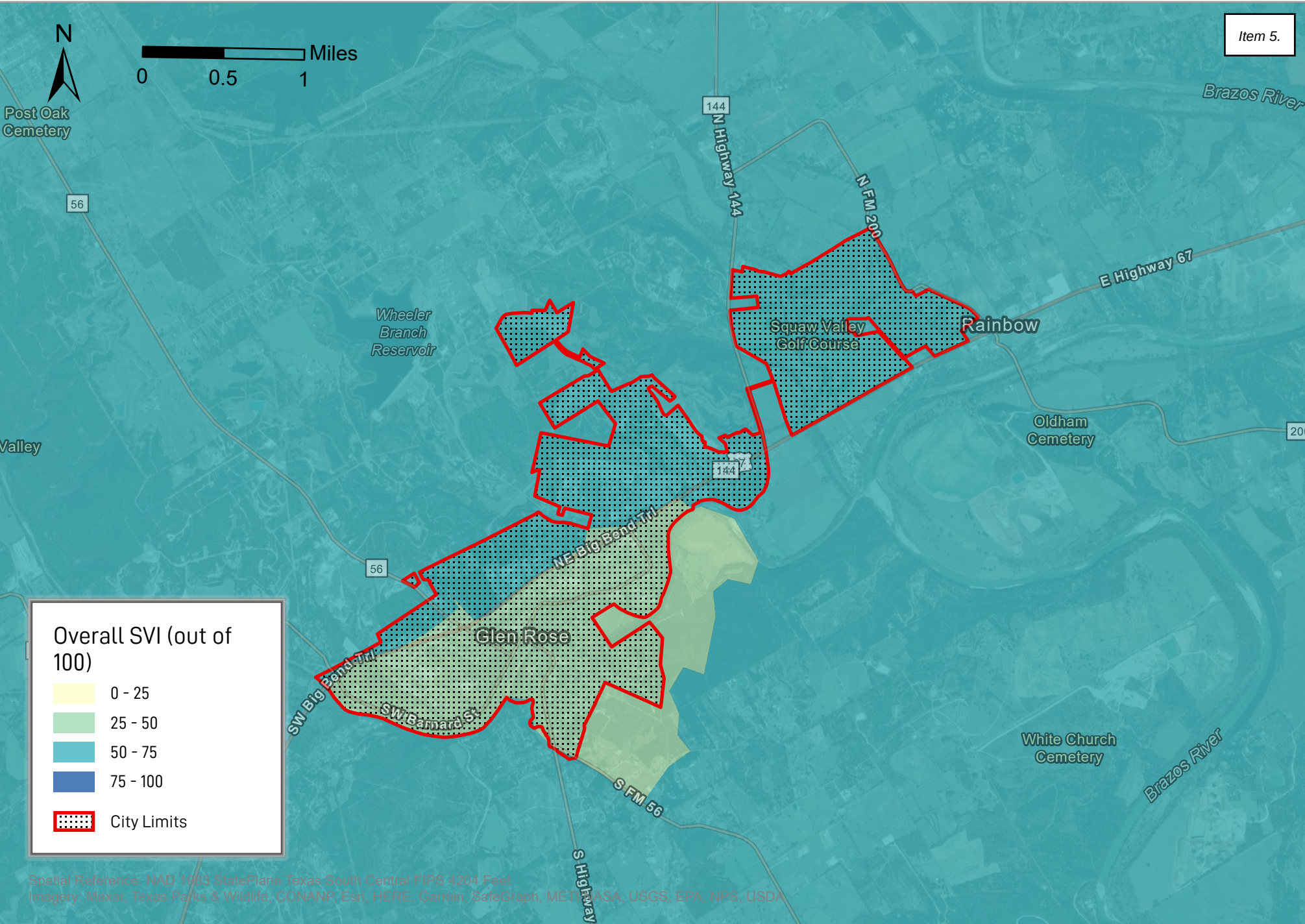
The Treasury has implemented a general fund obligation and expenditure timeline. As a recipient of an award, the City may use ARPA-CLFRF funds to cover eligible costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024, as long as the award funds for the obligations incurred by December 31, 2024 are expended by December 31, 2026 for infrastructure projects. Costs for projects incurred prior to March 3, 2021 are not eligible, as provided for in Treasury's Interim Final Rule.

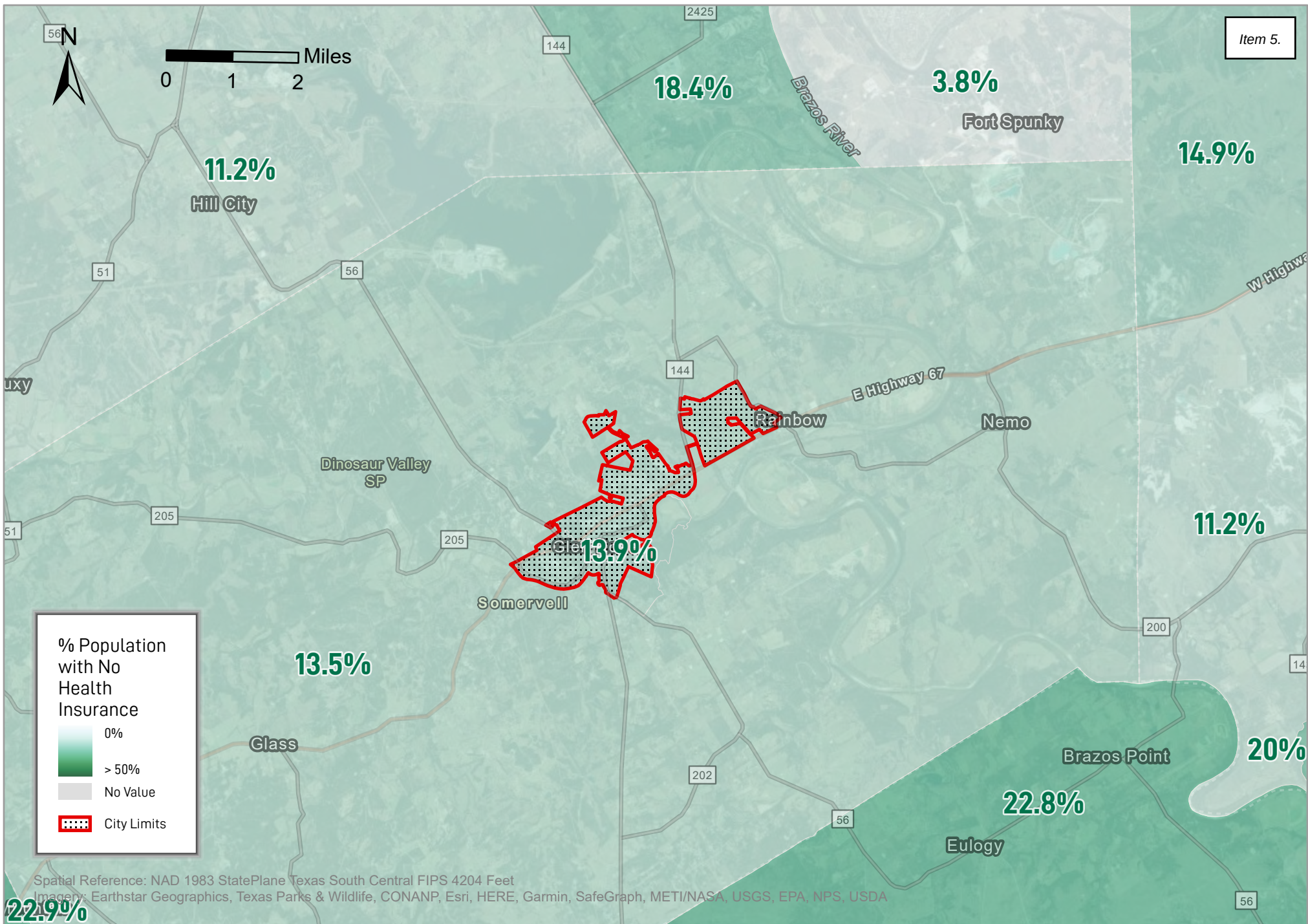
Projects detailed in the section above have varying project schedules ranging from four (4) to forty-eight (48) months. Project schedules may either be advanced or delayed depending on various factors, including, but not limited to: market conditions, material costs and supply chain delays, scope modification, design delays, permitting, and environmental coordination and compliance.

APPENDIX I



Spatial Reference: NAD 1983 StatePlane Texas South Central FIPS 4204 Feet
Imagery: Earthstar Geographics, Texas Parks & Wildlife, COMNAV, Esri, HERE, Garmin, SafeGraph, METI/NASA, USGS, EPA, NPS, USDA



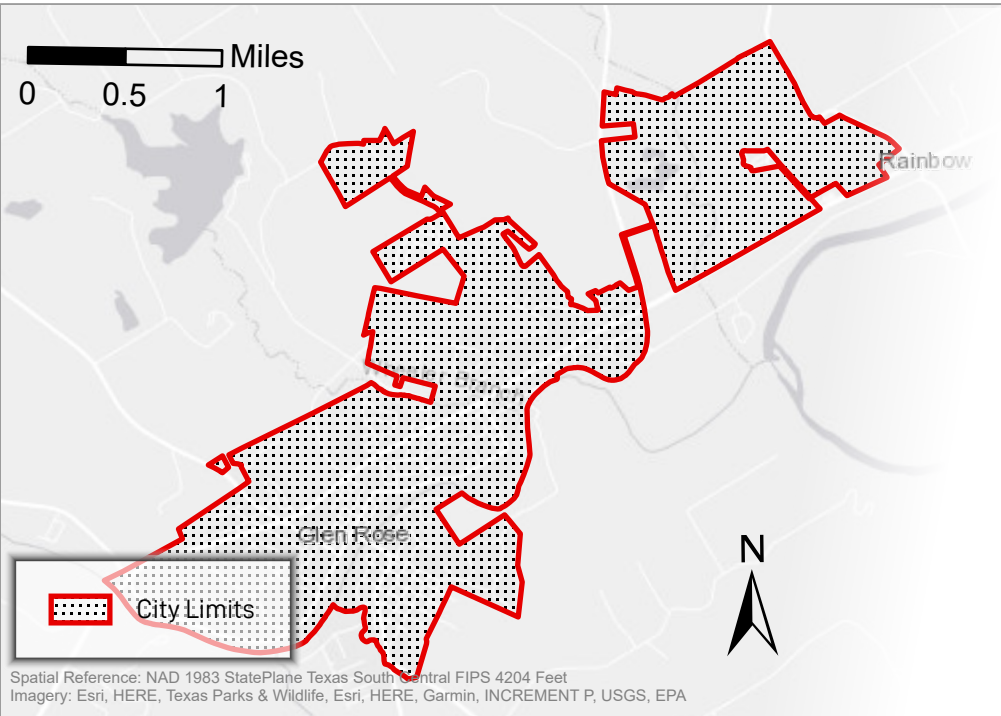


Somervell County, TX COVID-19 Data

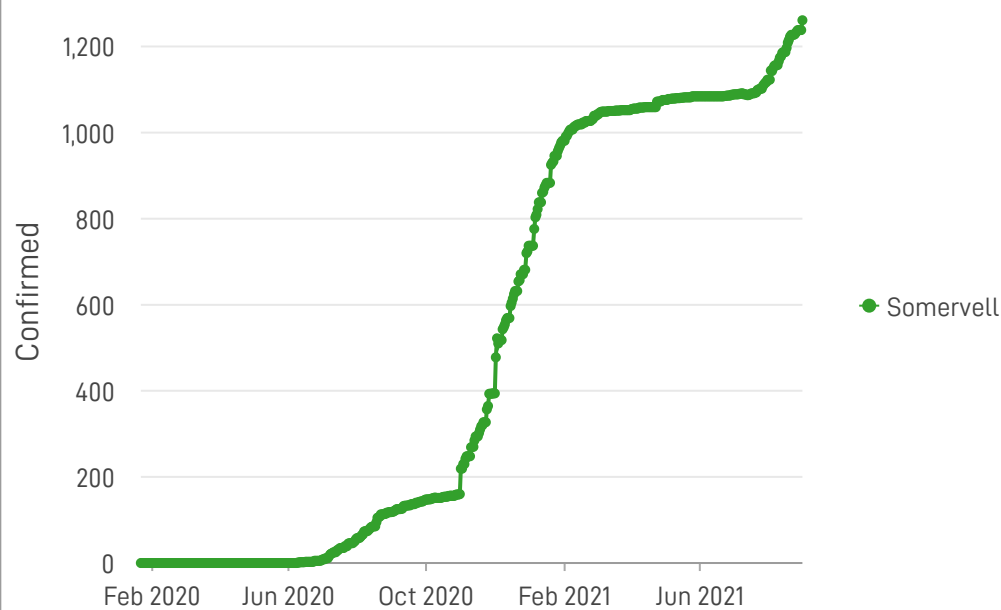
1,405
Total Number of Cases

21
Total Number of Deaths

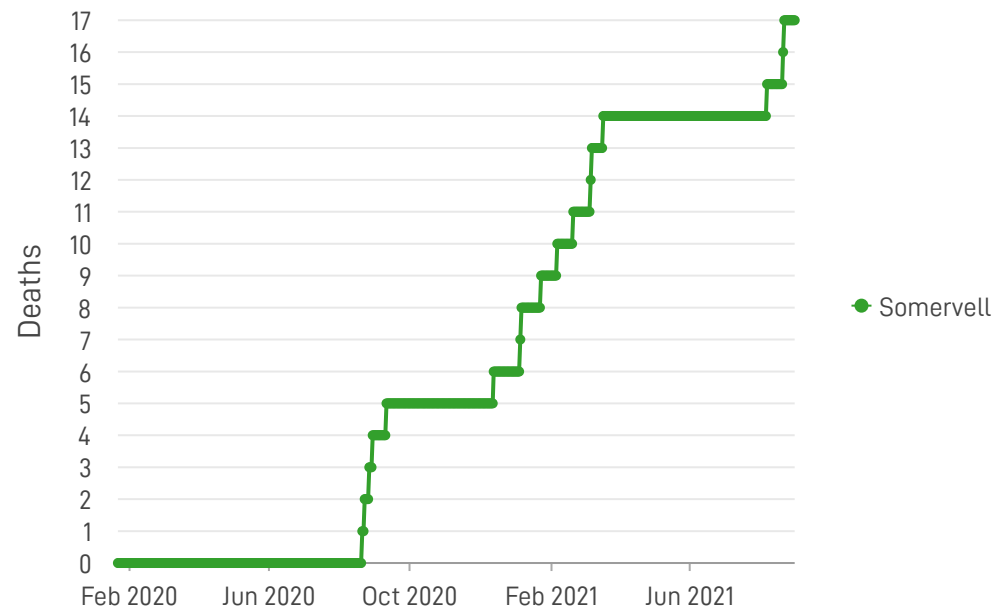
Sources: Johns Hopkins University CSSE



COVID Cases Over Time



COVID Deaths Over Time



APPENDIX II

Project Title:	Spanish Oaks Subdivision Water Main	Priority:	1
Project Description:	The project consists of the installation of 6-inch HDPE water line within an existing 10-inch waterline along Hilltop Drive and Spanish Oaks Trail. Another portion of 6-inch PVC water line will be installed along Spanish Oaks Trail by open cut installation. Additionally, an 8-inch water line will be bored across Highway 67.		
Cost Estimate:	\$550,000	Project Schedule:	24 Months
Requesting Department:	Public Works	Eligibility Category:	Water/Sewer/Broadband
Funding Justification:	The project is aligned with necessary investment in water, sewer, and broadband infrastructure. Records show numerous main breaks due to aging and failing infrastructure. Current pipe infrastructure will need to replace asbestos concrete material. The city will allocate American Rescue Plan dollars towards repairing or replacing dilapidated water lines and asbestos remediation. Per the Treasury's Final Rule, page 274 item (ii), the project is eligible under the Drinking Water State Revolving Funds for the repair or installation of transmission and distribution pipes to prevent contamination caused by leaks or breaks in the pipes, and therefore eligible for American Rescue Plan - Fiscal Recovery Funds (ARP-CLFRF).		

Project Title:	Highway 56 Distribution Improvements Hereford Street	Priority:	2
Project Description:	The project consists of the installation of 10-inch PVC water line to be installed along Highway 56 by open cut installation.		
Cost Estimate:	\$231,000	Project Schedule:	12 Months
Requesting Department:	Public Works	Eligibility Category:	Water/Sewer/Broadband
Funding Justification:	This project is aligned with necessary investment in water, sewer, and broadband infrastructure. The planned updates to the water infrastructure will increase capacity for the cities to keep up with growth. The city will allocate American Rescue Plan dollars towards repairing or replacing dilapidated sewer lines that are past useful life. Per the Treasury's Final Rule, page 276, the project is eligible under the Clean Water State Revolving Funds for repair or replacement of existing systems and therefore eligible for American Rescue Plan - Fiscal Recovery Funds (ARP-CLFRF).		

Project Title:	Texas Drive Sewer Infrastructure		Priority	3
Project Description:	Update current sewer infrastructure to provide adequate service for growing community.			
Cost Estimate:	\$405,000	Project Schedule:	24 Months	
Requesting Department:	Public Works	Eligibility Category:	Water/Sewer/Broadband	
Funding Justification:	The project is aligned with necessary investment in water, sewer, and broadband infrastructure. The planned updates to the sewer infrastructure will increase capacity for the cities to keep up with growth. The city will allocate American Rescue Plan dollars towards repairing or replacing dilapidated sewer lines that are past useful life. Per the Treasury’s Final Rule, page 276, the project is eligible under the Clean Water State Revolving Funds for repair or replacement of existing systems and therefore eligible for American Rescue Plan - Fiscal Recovery Funds (ARP-CLFRF).			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Consider approval or other action on amended Hotel Occupancy Tax Interlocal Agreement with Somervell County.		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	03/01/2022
EXHIBITS:	Resolution Adopting Amended Hotel Occupancy Tax Interlocal Agreement with Somervell County; Original HOT Agreement; First Amended HOT Agreement		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
Previously, City Attorney Pendleton had presented an amended HOT Interlocal Agreement with Somervell County. No action was taken pending the committee members who originally worked on this meeting with their corresponding Somervell County members. Although Somervell County hasn't yet had an attorney review the agreement, it appears the proposed change will be acceptable. Councilwoman Conrad had asked that the sentence requiring a monthly report on expenditures be broadened to include revenues and expenditures and that HOT funds be clarified as meaning, "City" HOT funds. Those changes have been included in the attached Amended Hotel Occupancy Tax Interlocal Agreement.			
RECOMMENDED ACTION:			
Approve the Resolution as presented.			

RESOLUTION NO. _____**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS APPROVING AN AMENDED INTERLOCAL COOPERATION AGREEMENT WITH SOMERVELL COUNTY CONCERNING HOTEL OCCUPANCY TAX SERVICES.**

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

WHEREAS, pursuant to “The Interlocal Cooperation Act,” found in Chapter 791 of the Texas Government Code, “a local government may contract or agree with another local government”

WHEREAS, pursuant to §351(c) of the Texas Tax Code, “The governing body of a municipality by contract may delegate to a person, including another governmental entity or a private organization, the management or supervision of programs and activities funded with revenue from the tax authorized by this chapter”;

WHEREAS, the City of Glen Rose found it to be in the best interest of its citizens to enter into an Interlocal Agreement with Somervell County for Hotel Occupancy Tax Services which was fully executed on July 12, 2021;

WHEREAS, said Agreement failed to include the requirement found in §351(c) of the Texas Tax Code that the City Council “shall approve in advance the annual budget of the person” (or in this case entity) to which it delegates the management of its HOT funds;

WHEREAS, said Agreement has been amended to bring it into compliance with said requirement;

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

The City Council, hereby, approves the attached Exhibit “A,” the Amended Interlocal Cooperation Agreement between the City of Glen Rose and Somervell County for Hotel Occupancy Tax Services.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS on the 8th day of March, 2022.

ATTEST:

Julia Douglas, Mayor

Rosario Sosol-Lihaut, Deputy City Secretary

FIRST-AMENDED INTERLOCAL AGREEMENT FOR HOTEL OCCUPANCY TAX SERVICES

This First-Amended Interlocal Agreement (the “Agreement”), is entered into by and between the City of Glen Rose (“City”) and Somervell County (“County”), pursuant to Chapter 351 of the Texas Tax Code. In furtherance of the purposes of the Tax Code, and in consideration of the mutual covenants herein contained, City and County hereby agree as follows:

I. ALLOCATION OF FUNDS

- A. City has enacted a hotel occupancy tax on rooms furnished by hotels and motels within the City of Glen Rose. City hereby agrees to allocate all revenue received by City of this hotel occupancy tax (“HOT Funds”) to County, pursuant to Texas Tax Code § 351.101(c). In exchange for the collection of all HOT Funds within City, County shall be responsible for providing and operating the tourism program to attract visitors and conventions to City and County.
- B. City will pay any HOT Funds it receives, which have not been otherwise redirected to County pursuant to this Agreement, to County within thirty (30) days of receipt of same. County shall track and document all collections and expenses related to this Agreement.
- C. County shall maintain the HOT Funds provided by City under this Agreement in a separate account, and County shall not commingle the funds in that account with any other money, or maintain them in any other account.
- D. County shall maintain complete and accurate financial records of each expenditure of the HOT Funds and, at the request of the City Council or the City Council’s designee, or as may be required by law, shall make the records available for inspection and review during normal business hours.
- E. County may request that all Hotel Tax be paid directly to County by the Hoteliers/Short Term Rentals to alleviate City staff from having to bill and collect HOT Funds as well as presenting checks payable to County for payment of the tax.

II. USE OF HOT FUNDS

- A. County shall expend HOT Funds for promotional and tourism advertising for City and County by conducting a solicitation and operating program to attract visitors and conventions to City and County. HOT Funds shall be expended in a manner directly enhancing and promoting tourism and the convention and hotel industry of Glen Rose and Somervell County, Texas. All uses and expenditures of HOT Funds shall be conducted in accordance with the uses permitted by Chapter 351 of

the Texas Tax Code, and all other applicable laws and regulations of the State of Texas.

- B. The HOT Funds allocated by County may be applied toward administrative expenses incurred directly in fulfilling its responsibilities under the Agreement in accordance with Texas Tax Code § 351.101. These administrative expenses shall be covered under this paragraph only when the expenses are incurred directly in the County's tourism promotion activities. County shall track all administrative expenses related to this Agreement, including any allocation of personnel resources, and make reports of such expenses at the request of City as part of the reports required by this agreement.
- C. County shall make expenditures of HOT funds in conformance with the County's budget. City acknowledges that County had full control of this budget as it is now considered County's fiduciary duty with respect to the HOT Funds collected to ensure the money is spent in accordance to Texas Hotel Tax Laws.
- D. City and County agree to nominate a nine-person Advisory Board to guide the Tourism Department on budgetary items. This Board shall consist of (one) City Councilmember, (one) County Commissioner, (one) City Hotelier, (one) City Short Term Lodging, (two) County Short Term Rental, (one) Attraction, (one) Tourism Business on Hwy 67, and (one) Downtown Business. The Tourism Administration must meet with the Board a minimum of once a month in an advisory capacity to make plans concerning City and County Tourism to be recommended to the Commissioners Court.
- E. The County agrees to take on all contractual obligations to which the City has committed, prior to the signing of this agreement.
- F. The County agrees to accept the City's current Convention and Visitors Bureau Visitors Center Administrative personnel, and the unfilled Events Employee position, and to ensure that at the Tourism Department has at least three (3) full-time employees.

III. REPORTING AND AUDITING

- A. No later than July 31st of each year, the Tourism Administration shall provide to the County Commissioners Court and City Council a proposed written annual Budget for the use of all HOT Funds. The budget shall outline the portion of HOT Funds received from the City's collections and their allocated expenditures and shall outline the portion of HOT Funds received from the County's collections and their allocated expenditures. County and City shall, in writing, approve in advance the

annual budget of the Tourism Department. Furthermore, County shall at least monthly (first Monday of the month) provide a list of **revenues received and expenditures made of ~~the Tourism Department~~ City HOT Funds by the Tourism Department during the previous month.**

- B. In addition to the hereinabove referred to report and financial data, an audit of the funds and activities may be made to City upon reasonable notice and the request of County at any time. In the event an audit is requested of City, it is agreed that the auditors performing said audit shall have access to and the right to examine all records and accounts directly related to HOT Funds and any such other City CVB records and accounts as may be reasonably necessary to conduct and complete an audit. Likewise, the County Tourism Administration shall be subject to audit regarding the funds and activities contemplated under this Agreement upon reasonable notice and request to County.

IV. BUILDING USE / LOCATION

The location of the CVB building currently occupied by City shall remain in place for County's use under this Agreement unless a different location is chosen by County in the future. County agrees to pay for minor maintenance and repairs as well as utility costs for the building and City remains responsible for major repairs and must maintain property insurance on the building in the event of major damages or destruction by natural disaster. Although no rent is required by City, it estimates a rental value for this building of \$10,000 per year. If City decides to pursue a sale of the property and building, it shall provide County a minimum of 180 days notice to vacate to allow County sufficient time to find a suitable alternative location for its operations under this Agreement.

For the purpose of this agreement, Major repairs shall be defined as any repair cost that would be covered under the City's Insurance Policy minus the deductible. All other items will be considered Minor repairs.

V. TERM AND TERMINATION

- A. The term of this Agreement shall be effective through September 30, 2023. First payment of HOT Funds by City to County shall occur on or before July 15, 2021. This Agreement will be reviewed by City and County on or before 90 days prior to September 30, 2023, at which time if no changes are requested by either party, this Agreement will automatically renew for a period of five (5) additional years beginning October 1, 2023. Thereafter, unless a review is requested by either party to be completed on or before 90 days prior to expiration of that respective term, this Agreement shall continue to automatically renew for a period of five (5) additional years from the date of expiration.

- B. It is expressly agreed that either party may cancel this Agreement by tendering 90 days written notice to the other party. This Agreement will terminate 90 days from the date of receipt of the written notice, or on any date specified in the notice after the 90-day period.
- C. In the event this agreement terminates, the terminating party agrees to initiate and pay for a full audit of HOT funds for a period of at least six (6) months prior to termination. Furthermore, the County agrees to return any remaining Hotel Occupancy Tax collected on behalf of the City of Glen Rose.

VI. CONSTRUCTION

This Agreement shall be construed in accordance with the laws of the State of Texas, and in particular with Chapter 351 of the Texas Tax Code.

VII. COUNTY'S RELATIONSHIP TO CITY

It is expressly understood and agreed that County, in conducting the tourism program under this Agreement, is acting on behalf of City and County Tourism. Accordingly, the Tourism Administration and property of County used or involved in the program under this Agreement shall not be considered, for any purpose, to be the Tourism Administration or property of City. County agrees to indemnify the City from any and all claims which may occur as a result of the program conducted by County and the activities contemplated by County under this Agreement.

IN WITNESS WHEREOF, City of Glen Rose and Somervell County have caused this Agreement to be executed and delivered by their duly authorized representatives as of the dates specified below:

OFFICIALLY APPROVED AND EXECUTED by City on this the____day of
_____, 2022.

CITY OF GLEN ROSE

By:_____
Julia Douglas, Mayor

ATTEST:

Rosario Sosol-Lihaut, Deputy City Secretary

OFFICIALLY APPROVED AND EXECUTED by County on this the ____ day of
_____, 2022.

COUNTY OF SOMERVELL

By: _____
Danny L. Chambers, County Judge

ATTEST:

Michelle Reynolds, County Clerk

INTERLOCAL AGREEMENT FOR HOTEL OCCUPANCY TAX SERVICES

This Interlocal Agreement (the "Agreement"), is entered into by and between the City of Glen Rose ("City") and Somervell County ("County"), pursuant to Chapter 351 of the Texas Tax Code. In furtherance of the purposes of the Tax Code, and in consideration of the mutual covenants herein contained, City and County hereby agree as follows:

I. ALLOCATION OF FUNDS

A. City has enacted a hotel occupancy tax on rooms furnished by hotels and motels within the City of Glen Rose. City hereby agrees to allocate all revenue received by City of this hotel occupancy tax ("HOT Funds") to County, pursuant to Texas Tax Code § 351.101(c). In exchange for the collection of all HOT Funds within City, County shall be responsible for providing and operating the tourism program to attract visitors and conventions to City and County.

B. City will pay any HOT Funds it receives, which have not been otherwise redirected to County pursuant to this Agreement, to County within thirty (30) days of receipt of same. County shall track and document all collections and expenses related to this Agreement.

County shall maintain the HOT Funds provided by City under this Agreement in a separate account, and County shall not commingle the funds in that account with any other money, or maintain them in any other account.

County shall maintain complete and accurate financial records of each expenditure of the HOT Funds and, at the request of the City Council or the City Council's designee, or as may be required by law, shall make the records available for inspection and review during normal business hours.

E. County may request that all Hotel Tax be paid directly to County by the Hoteliers/Short Term Rentals to alleviate City staff from having to bill and collect HOT Funds as well as presenting checks payable to County for payment of the tax.

II. USE OF HOT FUNDS

A. County shall expend HOT Funds for promotional and tourism advertising for City and County by conducting a solicitation and operating program to attract visitors and conventions to City and County. HOT Funds shall be expended in a manner directly enhancing and promoting tourism and the convention and hotel industry of Glen Rose and Somervell County, Texas. All uses and expenditures of HOT Funds shall be conducted in accordance with the uses permitted by Chapter 351 of the Texas Tax Code, and all other applicable laws and regulations of the State of Texas.

B. The HOT Funds allocated by County may be applied toward administrative expenses incurred directly in fulfilling its responsibilities under the Agreement in

JUL 12 2021

FILED FOR RECORD
11:18 A.M.
D
P.M.

BY *Maecia Ayala*
SOMERVELL COUNTY CLERK
SOMERVELL COUNTY, TEXAS
DEPUTY

accordance with Texas Tax Code § 351.101. These administrative expenses shall be covered under this paragraph only when the expenses are incurred directly in the County's tourism promotion activities. County shall track all administrative expenses related to this Agreement, including any allocation of personnel resources, and make reports of such expenses at the request of City as part of the reports required by this agreement.

- C. County shall make expenditures of HOT funds in conformance with the County's budget. City acknowledges that County had full control of this budget as it is now considered County's fiduciary duty with respect to the HOT Funds collected to ensure the money is spent in accordance to Texas Hotel Tax Laws.
- D. City and County agree to nominate a nine-person Advisory Board to guide the Tourism Department on budgetary items. This Board shall consist of (one) City Councilmember, (one) County Commissioner, (one) City Hotelier, (one) City Short Term Lodging, (two) County Short Term Rental, (one) Attraction, (one) Tourism Business on Hwy 67, and (one) Downtown Business. The Tourism Administration must meet with the Board a minimum of once a month in an advisory capacity to make plans concerning City and County Tourism to be recommended to the Commissioners Court.
- E. The County agrees to take on all contractual obligations to which the City has committed, prior to the signing of this agreement.
- F. The County agrees to accept the City's current Convention and Visitors Bureau Visitors Center Administrative personnel, and the unfilled Events Employee position, and to ensure that at the Tourism Department has at least three (3) full-time employees.

III. REPORTING AND AUDITING

- A. No later than July of each year, the Tourism Administration shall provide to the County Commissioners Court a proposed written annual Budget for the use of all HOT Funds. County shall, in writing, approve in advance the annual budget of the Tourism Department. Furthermore, County shall at least monthly (first Monday of the month) provide a list of expenditures of the Tourism Department with HOT Funds.
- B. In addition to the hereinabove referred to report and financial data, an audit of the funds and activities may be made to City upon reasonable notice and the request of County at any time. In the event an audit is requested of City, it is agreed that the auditors performing said audit shall have access to and the right to examine all records and accounts directly related to HOT Funds and any such other City CVB records and accounts as may be reasonably necessary to conduct and complete an audit. Likewise, the County Tourism Administration shall be subject to audit

regarding the funds and activities contemplated under this Agreement upon reasonable notice and request to County.

IV. BUILDING USE / LOCATION

The location of the CVB building currently occupied by City shall remain in place for County's use under this Agreement unless a different location is chosen by County in the future. County agrees to pay for minor maintenance and repairs as well as utility costs for the building and City remains responsible for major repairs and must maintain property insurance on the building in the event of major damages or destruction by natural disaster. Although no rent is required by City, it estimates a rental value for this building of \$10,000 per year. If City decides to pursue a sale of the property and building, it shall provide County a minimum of 180 days notice to vacate to allow County sufficient time to find a suitable alternative location for its operations under this Agreement.

For the purpose of this agreement, Major repairs shall be defined as any repair cost that would be covered under the City's Insurance Policy minus the deductible. All other items will be considered Minor repairs.

V. TERM AND TERMINATION

- A. The term of this Agreement shall be effective through September 30, 2023. First payment of HOT Funds by City to County shall occur on or before July 15, 2021. This Agreement will be reviewed by City and County on or before 90 days prior to September 30, 2023, at which time if no changes are requested by either party, this Agreement will automatically renew for a period of five (5) additional years beginning October 1, 2023. Thereafter, unless a review is requested by either party to be completed on or before 90 days prior to expiration of that respective term, this Agreement shall continue to automatically renew for a period of five (5) additional years from the date of expiration.
- B. It is expressly agreed that either party may cancel this Agreement by tendering 90 days written notice to the other party. This Agreement will terminate 90 days from the date of receipt of the written notice, or on any date specified in the notice after the 90-day period.
- C. In the event this agreement terminates, the terminating party agrees to initiate and pay for a full audit of HOT funds for a period of at least six (6) months prior to termination. Furthermore, the County agrees to return any remaining Hotel Occupancy Tax collected on behalf of the City of Glen Rose.

VI. CONSTRUCTION

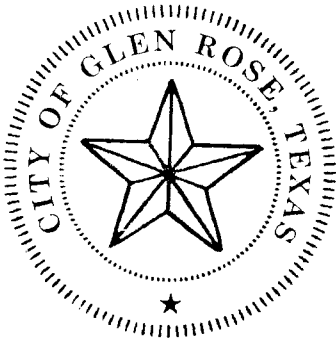
This Agreement shall be construed in accordance with the laws of the State of Texas, and in particular with Chapter 351 of the Texas Tax Code.

VII. COUNTY'S RELATIONSHIP TO CITY

It is expressly understood and agreed that County, in conducting the tourism program under this Agreement, is acting on behalf of City and County Tourism. Accordingly, the Tourism Administration and property of County used or involved in the program under this Agreement shall not be considered, for any purpose, to be the Tourism Administration or property of City. County agrees to indemnify the City from any and all claims which may occur as a result of the program conducted by County and the activities contemplated by County under this Agreement.

IN WITNESS WHEREOF, City of Glen Rose and Somervell County have caused this Agreement to be executed and delivered by their duly authorized representatives as of the dates specified below:

OFFICIALLY APPROVED AND EXECUTED by City on this the 22 day of June, 2021.

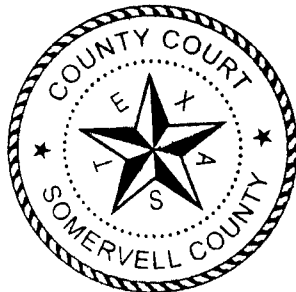


CITY OF GLEN ROSE

By: Julia Douglas
Julia Douglas, Mayor

ATTEST: Stephanie Ritchie
Stephanie Ritchie, City Secretary

OFFICIALLY APPROVED AND EXECUTED by County on this the 27th day of July, 2021.



COUNTY OF SOMERVELL

By: Danny L. Chambers
Danny L. Chambers, County Judge

ATTEST: Michelle Reynolds
Michelle Reynolds, County Clerk



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Consider approval or other action on Ordering the cancellation of the General Election for May 2022.		
PREPARED BY:	Deputy City Secretary Sosol	DATE SUBMITTED:	03/01/2022
EXHIBITS:	Order of Cancellation of Election; Resolution		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			
	Move to approve or deny as presented.		

**CERTIFICATION OF UNOPPOSED CANDIDATES
BY THE CITY SECRETARY
FOR CITY OF GLEN ROSE**

I, Rosario Sosol, certify that I am the Deputy City Secretary of the City of Glen Rose, Texas, and the authority responsible for preparing the ballot for the May 7, 2022, City election. I further certify that no person has made a declaration of write-in candidacy, and all of the following candidates are unopposed:

<u>Candidate</u>	<u>Office Sought</u>
TJ Walker	Council Member (3 at-large positions open)
George A. Freas	Council Member (3 at-large positions open)
Kelly K. Harris	Council Member (3 at-large positions open)


 Rosario Sosol-Lihaut, Deputy City Secretary
 City of Glen Rose, Texas

Dated this 23rd day of February, 2022.

Certificación de Candidatos Sin Oposición por el Secretario de la Ciudad

Yo, Rosario Sosol, certifico que soy la Secretaria de la Ciudad, de la Ciudad de Glen Rose, Texas, y la autoridad responsable para preparar la boleta para las elecciones de la Ciudad el 7 de mayo del 2022. Además certifico que ningún individuo ha realizado una declaración de candidatura para agregar su nombre en el espacio en blanco de la boleta o "write-in", y todos los candidatos siguientes se encuentran sin oponentes:

<u>Candidato</u>	<u>Cargo Deseado</u>
TJ Walker	Miembro del Consejo (3 en posiciones abiertas)
George A. Freas	Miembro del Consejo (3 en posiciones abiertas)
Kelly K. Harris	Miembro del Consejo (3 en posiciones abiertas)



Fechado el día 23rd del mes de Febrero del 2022.


 Rosario Sosol-Lihaut, Secretaria Adjunta de
 la Ciudad
 Ciudad de Glen Rose, Texas

RESOLUTION 2022-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS DECLARING THAT EACH CANDIDATE WHOSE NAME IS TO APPEAR ON THE GENERAL BALLOT IS UNOPPOSED, THAT NO PROPOSITION APPEARS ON THE BALLOT; DECLARING THAT EACH UNOPPOSED CANDIDATE ON THE GENERAL BALLOT IS ELECTED THAT OFFICE; AND RESCINDING THE RESOLUTION CALLING FOR THE MAY 7, 2022, GENERAL ELECTION.

WHEREAS, on the 31st day of January 2022, the City Council of the City of Glen Rose, Texas duly called for an election to be held on May 7, 2022, for the election of three (3) Councilmembers; and

WHEREAS, pursuant to Section 143.007 and 146.054, Texas Election Code, the deadline for filing applications for a place on the ballot and declaration of write-in candidacy for the City's regular municipal election has expired; and

WHEREAS, the Deputy City Secretary, in accordance with Section 2.052, Texas Election Code has certified in writing to the City Council that TJ Walker, George A. Freas, and Kelly K. Harris are unopposed for three (3) Councilmember positions; and

WHEREAS, the Glen Rose City Council hereby finds and determines that the candidates whose names are to appear on the ballot in said election for three (3) Councilmembers are unopposed, there are no declared write-in candidates, and there are no propositions to appear on the ballot for said May 7, 2022 election;

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

That pursuant to Section 2.053(b), Texas Election Code, the regular municipal election for the three (3) Councilmembers heretofore called and ordered for May 7, 2022, shall not be held and is hereby canceled.

That in accordance with Section 2.053(a), Texas Election Code, the following unopposed candidates: TJ Walker, George A. Freas, and Kelly K. Harris are duly elected to serve as Councilmembers on the City Council of the City of Glen Rose, Texas and shall be issued a certificate of election following the date on which the regular municipal election for Councilmembers for the City of Glen Rose was to have been held.

That the Deputy City Secretary is hereby directed to cause a copy of this Resolution to be posted on Election Day, same being May 7, 2022 at each of the polling places that would have been used in the election.

PASSED AND APPROVED THIS THE 8TH DAY OF MARCH 2022.

Julia Douglas, Mayor

Rosario Sosol-Lihaut, Deputy City Secretary



AGENDA ITEM SUMMARY

MEETING DATE: 03/08/2022

STAFF REPRESENTATIVE: Jim Holder, Public Works Director

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

Public Works Director Report

For February 2022

Demand- average daily demand was 374,000 Gallons per Day (G.P.D.)

Total Monthly Production – 10,474,000 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.

***Any new updates to each item are outlined in red**

- **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 wet-well has been installed, along with the additional manhole (change-order No.1). Backfilling, and compaction, have been completed around the wet-well and manhole. The dry auger bore, crossing Barnard Street to the north, and up the hill to the electrical panel site, has been completed, along with the installation of electrical conduits. The concrete slabs have been poured for the electrical panels, and junction boxes. The electrical contractor has completed the process of pulling wire through the conduits, and installing the control panels. Site clean-up on the south side of the Paluxy River (along the Riverwalk) has also been completed. The fence around the perimeter of the wet-well, and vaults has been erected and final grade has been established in and around the fenced area. We are currently waiting for TNMP Co. to install the electrical service. The pumps and controls will be tested and commissioned once TNMP has completed their installation process. Substantial completion for this project is expected to be before Thanksgiving. TNMP Company completed the installation of the electrical main and service to the new lift station electrical panel site. The contractor has completed the wiring inside the panels, and we are waiting for a scheduled date/time for the test run on the new pumps and motors. Once a successful test run has been accomplished, the old sewer line will be cut/capped, and the new line will be tied in. The old existing wet well will then be demolished. **Rey-Mar Construction has communicated with the electrical/controls sub-contractors. There is currently a supply chain issue with the SCADA Pack PLC unit needed to complete the installation and testing of the SCADA system portion of the controls. As soon as the unit arrives the installation of the SCADA will be expedited so**

that the start-up and testing of the pumps and motors can be scheduled. I have been told that the PLC should be received soon.

- **Emergency Back-up Power for Well Sites & Lift Stations**

An emergency on-site generator has been installed, tested, and is currently supplying emergency back-up power for the Public Works maintenance facility. It operates off of natural gas, and is large enough to power the entire facility. Having an alternate source of electricity at the maintenance facility will enable constant, uninterrupted communications with the SCADA system, ensuring a much faster response time when problems arise. Also, three used generators have been purchased from Federal Surplus Properties. One will constantly supply on-site emergency power at Well Site No. 3. Another will supply power at well No. 2, and the other will be mounted on a trailer for use at six of eight different sewer lift stations. Each of the eight existing lift stations are equipped with a quick connect and a transfer switch to allow for a quick, alternate power source. The city already owns a trailered generator capable of powering the remaining two lift stations, as well as, the water well sites. We are planning to equip each water well site with emergency quick connects, and transfer switches. Once the equipment has been purchased and installed, a written plan will be created for city staff to utilize during emergency situations. New emergency preparedness planning requirements for all water utilities in Texas require that the Public Water System complete critical load notifications to each electrical utility provider, retail provider, the Public Utility Commission (PUC), and the County Emergency Management office. This notification identifies the locations of each critical needs facility, and gives a general description, along with emergency contact information. The deadline for this notification was November 1st. Additionally, the Public Water System must submit to TCEQ an Emergency Preparedness Plan (EPP) no later than March 1, 2022, and implement the EPP no later than July 1, 2022, or upon final TCEQ approval. We are currently waiting on the automatic transfer switches, disconnects, power cords, plugs, etc. from the electrical supplier. There is currently a big demand for the electrical components as all water/wastewater plants are coming in to compliance with the new rules, so there is a lull in receiving the electrical components needed to be able to utilize the back-up generators. However, the supplier that we are using has indicated that our parts are close to being shipped. An electrical contractor completed the installation of an automatic transfer switch at Well Site No.3. Well Site No.3 is considered to be our largest production point in the distribution system, so this is very beneficial to the water system. We have received shipment of the automatic transfer switches for the remaining water well sites. Installation of the switches will be prioritized and scheduled for each remaining site. **The Emergency Preparedness Plan has been submitted to the Texas Commission on Environmental Quality for review and possible approval. No later than July 1, 2022, or upon final TCEQ approval, the EPP must be implemented by the water utility.**

- **Street Crack Sealing**

City staff have begun the process of sealing cracks in the pavement on city streets that are paved with “chip seal”. This is a project that is recommended to be performed during the winter months. We feel like the “chip seal” streets are more vulnerable to failures so this is where we are focused first. The plan is to continue crack sealing when feasible until late spring. Van Zandt, Texas Drive, 312 (from Tres Rios to Paluxy Summit), Rhett Butler Drive, Bluebonnet, and Glenwood Street have been completed.

- **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.*

eHT has provided the preliminary/planning information to Public Management (grant consultant) so they can perform the environmental clearance and grant documentation. eHT is continuing with the design and anticipates design completion in March of 2022, following with bid advertisement in April 2022, and potential award of the project in May of 2022. This would correlate to a July 2022 construction start with an estimated completion in October or November of 2022.

- **Valleyview Street Reconstruction Project**

This project is currently in the design phase with Enprotec/Hibbs & Todd.

eHT is currently in design phase of the project and anticipates having a design review meeting with City Staff in late March 2022, with design completion following. This project is anticipated to be advertised for bids in April of 2022, and possibly awarded in late April or May of 2022. Construction is estimated to begin in July of 2022 with an estimated completion in September of 2022.

- **Rock Ridge Estates Sub-Division**

City staff continue to monitor and inspect daily, the construction of the proposed infrastructure in Phase 1 of the Rock Ridge Estates Sub-division, ensuring that the improvements are installed, or constructed in accordance with the engineered plans and specifications provided by the developer, and reviewed and approved by Enprotec/Hibbs & Todd.



AGENDA ITEM SUMMARY

MEETING DATE: 03/08/2022

STAFF REPRESENTATIVE: Buck Martin, Police Chief

ITEM: Police Department Report
- Police Activity Report



City Of Glen Rose

P.1

POLICE DEPARTMENT

201 NE Vernon St., Glen Rose, TX 76043

Phone: (254) 897-2272 Fax: (254) 897-798

GLEN ROSE POLICE DEPARTMENT MONTHLY REPORT

- 02/01/22---1) Continue working on Sexual Assault Case
- 02/03/22---1) Inclement Weather Day
- 02/04/22---1) Inclement Weather Day
- 02/05/22---1) Continued Working on Sexual Assault Case
- 02/08/22---1) Council Meeting
 - 2) Paperwork for New Police Officer
 - 3) Met with New Officer
 - 4) Spoke w/Complainant Ref: Dog @ Large on Clay St.
 - 5) Spoke w/employee at Oakdale Park Ref: Male Subject Hanging Out at Oakdale and Big Rocks
 - 6) Spoke w/Complainant Ref: Debris on W Gibbs Blvd.
 - 7) Spoke with Jim Holder Ref: Debris on W Gibbs Blvd.
 - 8) Spoke with the Supervisor of Construction Site Rock Ridge Estates Ref Debris on W Gibbs Blvd.
 - 9) Issued Citation for Dog @ Large to the Owner on Elm St.
 - 10) Issued Citation on Grace St. for Violation of City Ordinance 6.04.002-- Accumulation of Trash
- 02/10/22---1) Met w/BizProtec Employee @ my office (to install & set up computer for new officer)
 - 2) Spoke w/Complainant Ref--Indecency w/a child report
 - 3) Started Working on Racial Profiling Report
- 02/11/22---1) Worked on Racial Profiling Report
 - 2) Downloaded Videos onto Watch-Guard File
- 02/12/22---1) Continued to Work on Racial Profiling Report
- 02/14/22---1) Processed Paperwork w/Officer Ramirez

2) Worked on Racial Profiling Report

- **02/15/22—1) Worked on Racial Profiling Report**
- **02/17/22—1) Worked on Racial Profiling Report**
 2) Assisted installing Office Phone for Officer Ramirez
- **02/18/22—1) Council Meeting**
 2) Ordered equipment for Patrol
 3) Racial Profiling Report

Continued Monthly Stats for Glen Rose Police Department.....
P.2

- **02/19/22—1) Racial Profiling Report**
- **02/21/22—1) Racial Profiling Report**
- **02/22/22—1) Racial Profiling Report**
 2) Staff Meeting
- **02/24/22—1) Finished Racial Profiling Report**
- **02/25/22—1) Picked up Paperwork and Spoke with Investigator @ Sheriff's Office**
 Ref: CPS Case
 2) Ordered Police ID for Officer Ramirez
 3) Met w/IT Employee to install Printer for Officer Ramirez
 4) Patrolled School Zones
 5) Partolled Square
 6) Issued Code Enforcement Violation Notice on Grace St.
- **02/28/22—1) Presented Endangering a Child Case to Grand Jury**

10 Citations, 3 Written Warnings, 2 Verbal Warnings

Chief Martin #800

Texas Code of Criminal Procedure - CRIM P Art. 2.133.

Reports Required for Motor Vehicle Stops

Current as of April 14, 2021 | Updated by [FindLaw Staff](#)

[Search Texas Statutes](#)

Enter Keyword or Citation

SEARCH

« [Prev](#) (a) In this article, "race or ethnicity" has the meaning assigned by [Article 2.132\(a\)](#) .

[Next](#) »

(b) A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance shall report to the law enforcement agency that employs the officer information relating to the stop, including:

(1) a physical description of any person operating the motor vehicle who is detained as a result of the stop, including:

(A) the person's gender; and

(B) the person's race or ethnicity, as stated by the person or, if the person does not state the person's race or ethnicity, as determined by the officer to the best of the officer's ability;

(2) the initial reason for the stop;

(3) whether the officer conducted a search as a result of the stop and, if so, whether the person detained consented to the search;

(4) whether any contraband or other evidence was discovered in the course of the search and a description of the contraband or evidence;

(5) the reason for the search, including whether:

(A) any contraband or other evidence was in plain view;

(B) any probable cause or reasonable suspicion existed to perform the search; or

(C) the search was performed as a result of the towing of the motor vehicle or the arrest of any person in the motor vehicle;

- (6) whether the officer made an arrest as a result of the stop or the search, including a statement of whether the arrest was based on a violation of the Penal Code, a violation of a traffic law or ordinance, or an outstanding warrant and a statement of the offense charged;
- (7) the street address or approximate location of the stop;
- (8) whether the officer issued a verbal or written warning or a ticket or citation as a result of the stop; and
- (9) whether the officer used physical force that resulted in bodily injury, as that term is defined by [Section 1.07, Penal Code](#), during the stop.
- (c) The chief administrator of a law enforcement agency, regardless of whether the administrator is elected, employed, or appointed, is responsible for auditing reports under Subsection (b) to ensure that the race or ethnicity of the person operating the motor vehicle is being reported.

Racial Profiling Report | Full

Item 9.

Agency Name: GLEN ROSE POLICE DEPARTMENT
Reporting Date: 02/24/2022
TCOLE Agency Number: 425201

Chief Administrator: BUCK E. MARTIN

Agency Contact Information:
Phone: (254) 897-2272
Email: buck.martin@glenrosetexas.org

Mailing Address:
201 N.E. VINE STREET
P.O. BOX 1949
GLEN ROSE, TX 76043

This Agency filed a full report

GLEN ROSE POLICE DEPARTMENT has adopted a detailed written policy on racial profiling. Our policy:

- 1) clearly defines acts constituting racial profiling;
- 2) strictly prohibits peace officers employed by the GLEN ROSE POLICE DEPARTMENT from engaging in racial profiling;
- 3) implements a process by which an individual may file a complaint with the GLEN ROSE POLICE DEPARTMENT if the individual believes that a peace officer employed by the GLEN ROSE POLICE DEPARTMENT has engaged in racial profiling with respect to the individual;
- 4) provides public education relating to the agency's complaint process;
- 5) requires appropriate corrective action to be taken against a peace officer employed by the GLEN ROSE POLICE DEPARTMENT who, after an investigation, is shown to have engaged in racial profiling in violation of the GLEN ROSE POLICE DEPARTMENT policy;
- 6) requires collection of information relating to motor vehicle stops in which a warning or citation is issued and to arrests made as a result of those stops, including information relating to:
 - a. the race or ethnicity of the individual detained;
 - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
 - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
 - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
 - e. the location of the stop;
 - f. the reason for the stop.
- 7) requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision (6) to:
 - a. the Commission on Law Enforcement; and
 - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The GLEN ROSE POLICE DEPARTMENT has satisfied the statutory data audit requirements as prescribed in Article 2.133(c), Code of Criminal Procedure during the reporting period.

Item 9.

Executed by: BUCK E. MARTIN
Chief

Date: 02/24/2022

Total stops: 794

Street address or approximate location of the stop

City street	200
US highway	347
County road	0
State highway	238
Private property or other	9

Was race or ethnicity known prior to stop?

Yes	4
No	790

Race / Ethnicity

Alaska Native / American Indian	1
Asian / Pacific Islander	7
Black	22
White	656
Hispanic / Latino	108

Gender

Female	344
Alaska Native / American Indian	0
Asian / Pacific Islander	3
Black	6
White	295
Hispanic / Latino	40
Male	450
Alaska Native / American Indian	1
Asian / Pacific Islander	4
Black	16
White	361
Hispanic / Latino	68

Reason for stop?

Violation of law	43
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	2
White	35

Hispanic / Latino	6
Preexisting knowledge	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Moving traffic violation	741
Alaska Native / American Indian	1
Asian / Pacific Islander	7
Black	20
White	612
Hispanic / Latino	101
Vehicle traffic violation	10
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	9
Hispanic / Latino	1
Was a search conducted?	
Yes	5
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	5
Hispanic / Latino	0
No	789
Alaska Native / American Indian	1
Asian / Pacific Islander	7
Black	22
White	651
Hispanic / Latino	108
Reason for Search?	
Consent	1
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1

Hispanic / Latino	0			
Contraband	0			
Alaska Native / American Indian	0			
Asian / Pacific Islander	0			
Black	0			
White	0			
Hispanic / Latino	0			
Probable	2			
Alaska Native / American Indian	0			
Asian / Pacific Islander	0			
Black	0			
White	2			
Hispanic / Latino	0			
Inventory	0			
Alaska Native / American Indian	0			
Asian / Pacific Islander	0			
Black	0			
White	0			
Hispanic / Latino	0			
Incident to arrest	2			
Alaska Native / American Indian	0			
Asian / Pacific Islander	0			
Black	0			
White	2			
Hispanic / Latino	0			
Was Contraband discovered?				
Yes	2			
Alaska Native / American Indian	0			
Asian / Pacific Islander	0			
Black	0			
White	2			
Hispanic / Latino	0			
No	3			
Alaska Native / American Indian	0			
Asian / Pacific Islander	0			
Black	0			
White	3			
Hispanic / Latino	0			
Did the finding result in arrest?				
(total should equal previous column)				
Yes 0	No 0			
Yes 0	No 0			
Yes 0	No 0			
Yes 0	No 2			
Yes 0	No 0			

Description of contraband

Item 9.

Drugs	2
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	2
Hispanic / Latino	0
Weapons	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Currency	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Alcohol	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Stolen property	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Other	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

Result of the stop

Verbal warning	217
----------------	-----

Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	4
White	185
Hispanic / Latino	28
Written warning	56
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	2
White	46
Hispanic / Latino	8
Citation	516
Alaska Native / American Indian	1
Asian / Pacific Islander	7
Black	16
White	420
Hispanic / Latino	72
Written warning and arrest	1
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	0
Citation and arrest	4
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	4
Hispanic / Latino	0
Arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Arrest based on	
Violation of Penal Code	3
Alaska Native / American Indian	0
Asian / Pacific Islander	0

Black	0
White	3
Hispanic / Latino	0
Violation of Traffic Law	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Violation of City Ordinance	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Outstanding Warrant	2
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	2
Hispanic / Latino	0

Was physical force resulting in bodily injury used during stop?

Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Resulting in Bodily Injury To:	
Suspect	0
Officer	0
Both	0
No	794
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0

Number of complaints of racial profiling

Total	0
Resulted in disciplinary action	0
Did not result in disciplinary action	0

Item 9.

Comparative Analysis

Use TCOLE's auto generated analysis	☒
Use Department's submitted analysis	☐

Optional Narrative

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement



AGENDA ITEM SUMMARY

MEETING DATE: 03/08/2022

STAFF REPRESENTATIVE: Kyle Reeves, Building Official

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

Animal Control
- Animal Control Activity Report

City of Glen Rose

Permits / Code Compliance / Animal Control February Monthly Report

Permit Type	Sub Type	Permit#	Address	Issue Date	Permit Fee
Building	Accessory Bldg	BLD22-000010	1800 Texas Drive	02/15/2022	96.24
Building	Addition	BLD22-000008	1408 NE Big Bend Tl.	02/07/2022	75.00
Building	New Cons.	BLD22-000006	107 Easy Street	02/01/2022	1,061.55
Building	New Cons.	BLD22-000007	109 Easy Street	02/01/2022	1,061.55
Building	New Cons.	BLD22-000001	404 Paluxy Street	02/10/2022	102.00
Building	Repair	BLD22-000009	805 Hereford Street	02/10/2022	170.00
Building	Repair	BLD22-000012	1509 Zandt Road	02/16/2022	100.00
Building	Repair	BLD22-000013	1019 NE Barnard St.	02/17/2022	26.00

Building Total (2022) **8** **\$2,692.34**

Building Total (2021) **First Baptist Church** **5** **\$15,530.00**

C.O.	Commercial CO	CO22-000005	1207 NE Big Bend Tl.	02/17/2022	270.00
C.O.	Commercial CO	CO20-000013	205 SW Barnard Street	02/23/2022	15.00
C.O.	Commercial CO	CO22-000008	1207 NE Big Bend Tl.	02/23/2022	15.00
C.O.	Commercial CO	CO22-000003	604 SW Big Bend Tl.	02/10/2022	15.00

Certificate of Occupancy Total (2022) **4** **\$315.00**

Certificate of Occupancy (2021) **N/A**

Electrical	New	ELE22-000009	167 Valley View Street	02/11/2022	200.00
Electrical	New	ELE22-000006	116 Valley View Street	02/08/2022	150.00
Electrical	New	ELE22-000007	119 Valley View Street	02/08/2022	150.00
Electrical	New	ELE22-000008	123 Valley View Street	02/08/2022	150.00

Electrical Total (2022) **4** **\$650.00**

Electrical Total (2021) **1** **\$475.00**

Garage Yard Sale GYS22-000001 304 Summit Ridge Drive 02/16/2022 5.00

Garage Yard Sale Total Garage Yard Sale Total 1 5.00

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Garage Yard Sale Total (2022)	1	\$5.00
<u>Garage Sale Total (2021)</u>	<u>1</u>	<u>\$5.00</u>

Mechanical	New	MCH22-000006	118 Valley View	02/15/2022	110.00
Mechanical	New	MCH22-000005	706 Litigation Bldg	02/11/2022	175.00
Mechanical	New	MCH22-000004	902 NE Big Bend Trail	02/10/2022	110.00
Mechanical	New	MCH22-000007	122 Valley View	02/18/2022	110.00

Mechanical Total (2022)	4	\$505.00
<u>Mechanical Total (2021)</u>		<u>N/A</u>

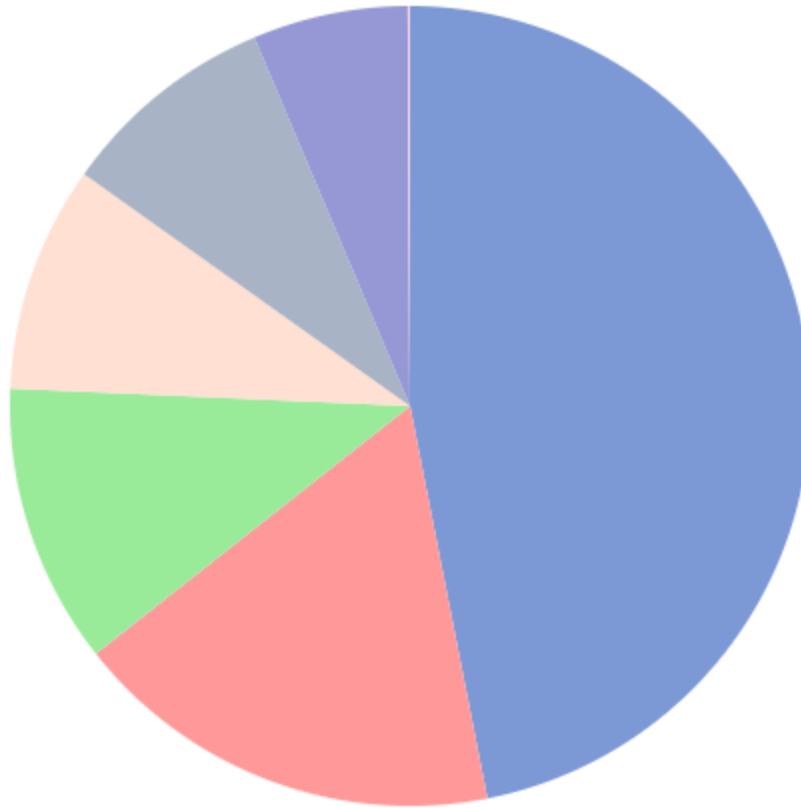
Plumbing	New	PLU22-000010	1800 Texas Drive	2/15/2022	52.00
Plumbing	Remodel	PLU22-000013	109 Skyline Drive	02/18/2022	43.00
Plumbing	Remodel	PLU22-000012	504 Grace Street	02/16/2022	135.00
Plumbing	Remodel	PLU22-000006	1207 NE Big Bend Trail	02/09/2022	55.00
Plumbing	Remodel	PLU22-000007	1207 NE Big Bend Trail	02/09/2022	55.00
Plumbing	Remodel	PLU22-000008	1207 NE Big Bend Trail	02/09/2022	55.00
Plumbing	Remodel	PLU22-000005	101 NE Vine Street	02/08/2022	0.00
Plumbing	Repair-Replace	PLU22-000009	539 NE Big Bend Trail	02/10/2022	55.00
Plumbing	Repair-Replace	PLU22-000011	1207 NE Big Bend Trail	02/15/2022	75.00

Plumbing Total	9	\$525.00
<u>Plumbing Total (2021)</u>	<u>2</u>	<u>\$125.00</u>

All Permits Total	30	\$4,692.34
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<u>All Permits Total (2021)</u>	<u>10</u>	<u>\$16,160.00</u>
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Payments By Permit Type



Payments by Permit Type			
	Building	2,692	46.9%
	P&Z	1,003	17.5%
	Electrical	650	11.3%
	Plumbing	525	9.1%
	Mechanical	505	8.8%
	Certificate of Occupancy	360	6.3%
	Garage Yard Sale	5	0.1%

Inspections

<u>Inspection Type</u>	<u>2022</u>	<u>2021</u>
Cert of Occupancy Inspection	2	2
Electrical Rough In	1	5
Final Building Inspection	4	4
Final Electrical Inspection	6	2
Final Fence Inspection	1	
Final HVAC Inspection	4	2
Final Inspection	7	
Final Plumbing Inspection	5	3
Foundation Inspection	3	1
Framing Inspection	1	3
Gas Line Inspection	3	
HVAC Rough In	1	4
Initial Inspection	1	
Insulation Inspection	2	1
Plumbing Rough-In	2	1
Plumbing Top Out	3	1
Sub-Standard Monthly	4	
Temp Meter Loop	4	
Violation Inspection	1	
Violation Inspection - Final	2	
<u>Total</u>	<u>57</u>	<u>29</u>

Code Enforcement

Code Enforcement Activities

709A Bryan Street	Closed	02/15/2022	Trash / debris along curb in front of house
106 First Street	Closed	02/15/2022	Couch on side of the road in front of house
301 Grace Street	Open	02/17/2022	Trash /rubbish/junk/building materials/tree limbs and Household items
504 Webster	Closed	02/18/2022	Couch found in the front yard along the road
402 SW Barnard St.	Closed	02/18/2022	Couch out on front yard with "Free" sign
103 NE 1st St.	Open	02/25/2022	Barking dogs 2 nd Warning; Two (2) written complaints ; Owner sent Certified Letter



ANIMAL CONTROL MONTHLY REPORT

February Report

In/Out Summary by Species

Started February 1 2022 with:

Two (2) Cats
Ten (10) Dogs
One (1) Fostered Dog

Ended February 28, 2022 with:

One (1) Cat
Eight (8) Dogs

Animals In

Cat Brought In: 8
Dog Brought In: 17
*Total Animals Brought In: **Twenty -Five (25)***

Animals Returned from Fostering:

Dog: 1 (Was adopted by Fosterer)

Total Animals In: 26

Animals Out

Adopted

Two (2) Dogs
*Total Animals Adopted: **Two (2)***

Euthanized:

Cats – Three (3) - (2 Feral, 1 Medical Untreatable)
Dog: Two (2) - (1 Medical Untreatable, 1 Aggressive)
*Total Animals Euthanized: **Five (5)***

Animals Reclaimed:

Cat: Two (2)
Dog: Three (3)
*Total Animals Reclaimed: **Five (5)***

Animals Transferred Out:

Cat: Four (4)
Dog: Twelve (12)
*Total Animals Transferred Out: **Sixteen (16)***

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Total Animals Out: 28

Animal Control Staff has received more than One Hundred (100) phone calls in the month of February with topics ranging from:

- loose animals outside city limits
- Citizens needing animal traps
- Ferrell Cats
- Barking Dogs

ACO will now have a sign in sheet in order to best track visits and be able to prepare for needed information.

ACO's Christy Wilson and Justice McRae has received a Certificate of Attendance by completing a Euthanasia Course held in Arlington, TX.



***City of Glen Rose Animal Control is looking to provide stress relief while promoting social interactions for seniors living in Senior Centers. ***

City staff has made contact with local nursing homes and looks forward in participating with Senior Living staff by bringing calm, loving pets to the Senior Centers. We hope to enriching their day while providing companionship and social interactions.

- Pets encourage activity and movement like walking dogs. This may lower blood pressure and the risk of cardiovascular disease.
- Socialization is encouraged by interacting with a pet, particularly in a group home. A cat in a lap can spark interest from another resident, and dog owners can connect while playing fetch.

City staff participating in GRISD Intermediate School

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Valentine's Day Photo's

City Staff was contacted by the President of the Glen Rose Intermediate PTO, Shayla Hall and was asked if we could participate in the school's Valentine Day School Pictures by bringing some nice, friendly animals that could pose for pictures. ACO staff had the perfect animals and did an outstanding job.



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Reminder puppy love pictures tomorrow!

Pictures tomorrow!



Like



Comment



Share

Glen Rose: A welcoming and unique family-oriented community committed to preserving our natural beauty and historic small-town charm.

Historic Preservation Commission Meeting

1. Pledge of Allegiance
2. Roll call and verification of quorum

Consent Agenda

- A. Consider approval of minutes from the January 28, 2022 Historic Preservation Board Meeting.

Thursday February 17, 2022 Planning and Zoning Commission Meeting

Individual Items for Consideration

- A. Discussion, consideration and possible action regarding the appointment of a Planning and Zoning Commission Chairperson. *(Pam Streeter was appointed Chairperson)*
- B. Discussion, consideration and possible action regarding the appointment of a Planning and Zoning Vice Commission Chairperson. *(Joe Boles was appointed Vice-Chair)*
- C. Discussion regarding the legal sale of “alcoholic beverages including “mixed beverages” within the City limits of Glen Rose. *(A list of Retail / Manufacturing / Distribution of Alcohol was considered and was recommended. List has been reviewed by the City Administrator and sent the City Attorney for review.)*

Workshop

- A. Discussion regarding the City of Glen Rose Zoning Definitions
- B. Discussion regarding the City of Glen Rose “Schedule of Uses” B-1 & B-2
- C. Discussion regarding the City of Glen Rose Future Land Use Map
- D. Discussion regarding Sewer, Water, Storm Water and Roadway Impact Fees.
- E. Open Dates for future “Special Meetings”

(The Planning and Zoning Commission has decided to focus on Impact Fee’s for their next couple of meetings.)

Hot Topics

Certificates of Occupancy

C.O.	1207 NE Big Bend Trail	02/17/2022	Whole Building / New Owner
C.O.	205 SW Barnard Street	02/23/2022	In on The River / Snyder’s Tavern
C.O.	1207 NE B. B Trail Ste M&N	02/23/2022	Grounded Coffee
C.O.	604 SW Big Bend Trail	02/10/2022	“Show and Go”

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Show and Go = Owner of the Building preparing for new occupant

Dollar Store New Construction

1. Form Board – Passed
2. Plumbing Rough – Passed
3. Foundation – Passed
4. Parking Lot – Complete
5. Electrical Pole – Site Approved
6. Frame work - Complete
7. Framing / Top -out – Scheduled for 03/02/2022

Mesa Drive Residential Construction

Mesa Drive Residential Construction

Building	New Construction	115 Mesa Drive	10/29/2021
Building	New Construction	113 Mesa Drive	10/29/2021
Building	New Construction	111 Mesa Drive	10/29/2021

- All three homes are under construction. They have completed the following:

1. Form Board
2. Plumbing Rough
3. Foundation

The contractor is now cleaning up subdivision and is preparing for the seconds inspection which consist of the following:

1. Building / Framing
2. Plumbing Top-out
3. Mechanical rough
4. Electrical rough

****Developers must complete the following before inspections resume:**

- Raise water meter boxes
- Clean Sanitary Sewer Line
- Clean Roads
- Grade Property

Rock Ridge Estates Phase 1

February 21, 2022 (Copy of sent Email from Building Official)

The City of Glen Rose has issued a stop work order for the Development of Rock Ridge Estates. The City of Glen Rose needs additional information on the following:

- Water - Inspection / Testing Data - In order to accept
- Sanitary Sewer - Inspection / Testing Data - In order to accept
- Road Work - Testing Data to support possible changes on plans

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All data needs to be submitted for review and must be reviewed by the City's Engineer. The City of Glen Rose would be more than happy to set up a meeting in order to discuss this project.

February 22, 2022 (Copy of follow -up email from Developers Engineer Chuck Stark)

Jim – I thought our on-site meeting this morning was very productive and we have a game plan going forward. My summary of what was discussed and next steps are as follows:

Utilities

All parties agree the water & sewer mains must be tested prior to proceeding forward with paving. The following tests will be performed at this time: Sewer line air test

- Sewer line mandrel test
- Water line pressure test (The contractor indicated the line would also be disinfected as part of this test procedure).
- Contractor will install plugs on the water services for the test (currently taped off).

The manhole vacuum test will be performed after paving is completed and all risers, spacers, etc. installed.

We respectfully request the stop work order be lifted with regard to site utilities to allow the following to occur to facilitate testing of the utilities:

Complete the connections to the existing public water supply to provide a means of loading the new water lines.

Complete construction of SL1 between stations 5+12.66 and 5+69.18 so all proposed sewer is installed and may be tested. The contractor will install this remaining section by open cut of Gibbs Road. As discussed in-site this morning, no more than one-half of the road may be closed to traffic at any time. A flagman will be present at all times work is occurring to advise motorists of the work ahead. At the end of each workday, the trench shall be backfilled with base material and steel plated. The permanent pavement repair will be concrete, not asphalt.

Paving

- It is my understanding the soils lab pulled proctor samples yesterday on the pavement subgrade and we should have those results in the next 2-3 days.
- I thought the subgrade looked in good shape in most locations. There were two locations on Michell Drive where surface rock was present. I pointed these out to the superintendent and he is to have these raked and smoothed prior to paving. Once this is accomplished and pending the compaction and Atterberg limits results, I recommend deletion of the stabilized subgrade requirement from the approved plan set. (This does not apply to the two approaches, see below).
- In the area of the two approaches into Gibbs Road, it appears fill material has been placed that contains substantial amounts of clay. Rather than lime stabilize these areas, I would recommend the subgrade be undercut sufficiently to allow a minimum of 8" limestone base be placed and compacted to provide the concrete road subgrade. These areas are too small to effectively lime stabilize.
- During the site discussion, the contractor confirmed they will be using chairs for rebar support when placing the concrete.

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- We did not discuss jointing this morning but so everyone is on the same page, our recommendation would be:
 - Expansion Joints at no greater than 150' – Try to have the construction joint locations conform with expansion joint locations.
 - A single longitudinal saw joint at the roadway centerline.
 - Transverse saw joints at maximum 15' intervals, at the beginning and end of gutter transitions for curb inlets, and at all curb return PC & PT.
- One thing that was mentioned that concerned me was saw cutting the joints within 48 hours after pavement poured. That is too long to avoid uncontrolled shrinkage cracks forming. COG Specifications recommend “joints shall be sawed into the completed pavement surface as soon after initial concrete set as possible”. The rule of thumb I have heard from other pavement contractors is within 12 hours preferably but no longer than 24 hours after pavement is poured. Final decision is Jim Holder’s but suggest we all agree on the time limits before any concrete goes on the ground.



AGENDA ITEM SUMMARY

MEETING DATE: 03/08/2022

STAFF REPRESENTATIVE: Kelly Harris, Somervell County Tourism

ITEM: CVB / Tourism Report



AGENDA ITEM SUMMARY

MEETING DATE: 03/08/2022

STAFF REPRESENTATIVE: Michael Leamons, City Administrator

ITEM: City Administrator Report

**City Administrator Report
For February 2022**

Item 12.

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 February Council agenda with Mayor Douglas and City Secretary McDonald. Helped prepare the packet. Prepared Administrator Report and monthly financial reports.
2. Learned that the property owner's association on Birdsong are unwilling to grant the city a utility easement so that the City can provide gravity flow sewer service to the property immediately to the west of Birdsong.
3. Met with TML Cyber Risk Services Manager Ryan Burns to discuss ways the City can prepare for cyber security threats. TML is in the process of developing some new resources which he will be forwarding to staff soon.
4. Assisted Council in completing the Comprehensive Plan selection process except for the signing of contract.
5. Continued to work with TWDB and eHT throughout the month on reconciling our TWDB financials to TWDB's satisfaction. Finally achieved that goal at the end of the month..
6. Obtained TxDOT Local Government training related to our grant project. Our TxDOT project manager informed me that the paperwork necessary for local let had been submitted.
7. Staff notified TxDOT about the revised no parking zone on NE Barnard Street.
8. After submitting it to Council and making a requested revision, published our Municipal Solid Waste RFP. After the RFP was published, have spoken with representatives of the three firms actively engaged in municipal solid waste collection in our area. All are planning on submitting a response to the RFP.
9. The new Building Department fees have been posted and went into effect after the February 8th Council Meeting.
10. Ordered parts and worked on street lights at Paluxy Summit.
11. Reviewed annexation map provided by eHT and engaged in several days of research, locating annexation ordinances and tracking down missing information. Forwarded information to eHT so they can prepare a final document.
12. Reviewed the SCAD's record of City-owned properties. Notified SCAD of some needed corrections.
13. Discussed the City's Investment Policy with Scott McIntyre of Hilltop Securities. Late in the month, he forwarded a red-lined copy of that policy indicating changes he is proposing. That document was forwarded to Auditor Hamby for his review. McIntyre will be present at the March 8th Council Meeting to discuss the policy and his investment recommendations.
14. Met with Public Works Director Holder, Building Official Reeves, and a property owner about her development plans for 30 acres across from the Promise and the possibility of annexing into the City and receiving City services.
15. Discovered the firms which provide Interim City Secretaries have no one available. Arranged for former City Secretary McDonald to work for the City on a part-time contract basis. Administrative Assistant Holder has been making progress with her the duties she took over that had been previously handled by the City Secretary. Deputy City Secretary Sosol is handling the bulk of the City Secretary duties. The job has been posted at TML and TMCA, and the responses that have been received will be presented to the Council.

16. After learning about the 7-Eleven tax situation and after Mayor Pro Tem Joslin provided a copy of the list of businesses paying sales tax within the City and within Somervell County, worked with staff to conduct a review. Found a few discrepancies which were reported to the Comptroller's Office and corrected.
17. Met with Building Official Reeves and Public Works Director Holder to review the City of Stephenville Subdivision Ordinance which Reeves has recommended that the City modify and adopt. Engineer Hays reviewed the Ordinance and recommended a few changes. The Planning and Zoning Commission is anxious to get started on this project.
18. Met with Todd Cave concerning some recommendations for improving our Google filing system.
19. Prepared a couple of revisions to the Personnel Policy to harmonize it with the PD's recently adopted 1 year probation period and to clarify what hours count toward the 40 hour threshold which must be met before overtime is paid.
20. Along with Public Works Director Holder, met with Maguire Iron to discuss estimated costs for repairing/replacing City water tanks and elevated storage tanks.
21. Met with Building Official Reeves and Public Works Director Holder to discuss some concerns which had arisen with regard to construction at the Stone Ridge Subdivision. Staff met with the developer, the contractor, and the project engineers and a plan was agreed upon for remedying the concerns to everyone's satisfaction.
22. Worked with Building Department staff to resolve a customer complaint about how one portion of our new fee schedule was being applied. It was decided when a group of lots under one ownership were being rezoned with the same designation at the same time, the rezoning would be viewed and priced as one transaction.
23. Requested additional clarifying information on the Easy Street minor replat. Once that information was provided, forwarded the replat to the Council.
24. Finished drafting an Ordinance to amend the City's Utility Ordinance, specifically provisions related to utility billing.
25. Worked with Deputy City Secretary Sosol to prepare a revised City Secretary job description.
26. Responded to a GRISD request that they be allowed to use our voting equipment at their location during early voting since they are the only one of the entities listed in the recent City Council Interlocal Agreement which is having an election. They asked to speak with the Council concerning this at the March 8th Council Meeting.



AGENDA ITEM SUMMARY

MEETING DATE: 03/08/2022

STAFF REPRESENTATIVE: Rosario Sosol, Deputy City Secretary

ITEM: Deputy City Secretary Report

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

I believe that the proper functioning of this office has been and will always be the combined effort of the City Secretary, Deputy City Secretary, Municipal Court Clerk and Utility Billing Clerk. Because of that, during the time I'm taking care of the City Secretary position, I will include in my report the activities that said employees worked on.

Deputy City Secretary

1. Attended Regular Council Meeting (Prepared by Former City Secretary McDonald) as active City Secretary on 02-08-2022, prepared and attended Special Council Meeting on 02-18-2022. Posted audio/video on the website for both meetings.
2. Processed one application for the City Council for the May 2022 Election.
3. Have been emailing with Hospital and School District clerks regarding the election.
4. Called Election Judges Mrs. Peggy Busch and Mrs. Sharon Lawler and early voting clerk Mrs. Sandra Ramsay to thank them and inform them we will not be holding an election.
5. Attended online training with ES&S (Election equipment)
6. Removed former City Secretary McDonald as primary contact from TexPool, TexStar, TML, TMLIRP, Smart Child Support, FFB and HSA Bank (Health savings account for employees)
7. Processed Payroll for two pay cycles.
8. Submitted monthly payroll reports TMRS and HSA.
9. Processed payments to regular vendors and payroll vendors.
10. Attended first two online sessions of a North Central Texas Council of Governments (NCTCOG) Financial training.
11. Processed payroll paperwork for new Police Officer Jesse Ramirez.
12. Met with former City Secretary McDonald to talk about elections, activities and procedures regarding the City Secretary's Office, received some training on how to work with MUNICODE (Council Meetings software).

Municipal Court Clerk

1. Processed citations, payments and court related paperwork.
2. Contacted IT provider BizProtec, phone system provider KINECT, TxMyGov provider, cell phone provider FirstNet, to introduce herself as a main POC and to remove former City Secretary McDonald from the contacts list.
3. Attended online training with TxMyGov
4. Attended online training with ES&S (Election equipment)
5. Worked with Cave Consulting to solve the issues we were having with emails
6. Met with Kinect representative to resolve the issue we were having with Zoom.
7. Created email address for Officer Ramirez and provide him with a cell phone also she installed a desk phone for Officer Ramirez office.
8. Answered phone calls, processed utility payments, helped to create new water accounts

Utility Billing Clerk

1. Answered and redirected phone calls for different departments.
2. Processed water and citations payments.
3. Processed paper work for new water accounts and for closed water accounts.
4. Submitted ACH files for bank drafts water payments.
5. Made courtesy calls with the help of Municipal Clerk to citizens who were on the cut off list for non-payment, this month we had 75 accounts that made it to the list.
6. Worked closely with FundView to provide Public Works Director with water consumption annual report for the Texas Water Development Board.



Board of Adjustment AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Board of Adjustment - Public hearing regarding a request from Alice and Simon Santillanes, owners, for variance request from the minimum setback requirements for carports and accessory buildings for the placement of an accessory building in front portion of lot. Tract: F7-4, Abst: A136, A136 MILAM CO SCH LD, TRACT F7-4, 306 Hereford Street, Glen Rose, Texas, zoned R-1 (Single-Family Residential District).		
PREPARED BY:	Kyle Reeves	DATE SUBMITTED:	03/01/2022
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Board of Adjustment – Discussion, consideration and possible action on the request from Alice and Simon Santillanes, owners, for variance request from the minimum setback requirements for carports and accessory buildings for the placement of an accessory building in front portion of lot. Tract: F7-4, Abst: A136, A136 MILAM CO SCH LD, TRACT F7-4, 306 Hereford Street, Glen Rose, Texas, zoned R-1 (Single-Family Residential District).		
PREPARED BY:	Kyle Reeves	DATE SUBMITTED:	03/01/2022
EXHIBITS:	Exhibit (A) 1) Owners Letter to City Council 2) Property Survey 3) Picture of proposed accessory structure 4) Picture of proposed exterior Exhibit (B) 1) City Staff pictures of property Exhibit (C) 1) Resolution to close portion of Mesquite Street		
BUDGETARY IMPACT:		Required Expenditure:	\$00.00
		Amount Budgeted:	\$00.00
		Appropriation Required:	\$00.00
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
02/08/2022 – Variance Request Application was received 02/18/2022 - Notice of Public Hearing was posted in the local newspaper 02/24/2022 – 13 Property owner letters were sent representing 14 properties 00 Letters have been confirmed as received 00 Letters unconfirmed as received 0 Letters were returned 0 Favorable response has been returned 0 Opposition response has been returned			
RECOMMENDED ACTION:			
Move to approve or deny as presented.			



Board of Adjustments (BOA)

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

Staff use only

Date Received: 2-8-2022

Item 15.

Fee : \$100.00 Paid on: 2-8-2022

Request for Board of Adjustment (BOA) Hearing

Address of property: 306 Hereford Street

Applicant's Name: SIMON SANTILLANES Date: 2/8/2022

Property Owner/Applicant Information

Full Name: SIMON P. SANTILLANES AND ALICE SANTILLANES

Address: 306 Hereford St Glen Rose TX 76043

Telephone No: _____ Email: _____

Present zoning at site: R 1

I am requesting this hearing for the following reason(s):

☒ Setback variance for ☐ side yard ☐ rear yard ☒ front yard

☐ Lot size variance ☐ Lot coverage variance

☐ Lot frontage width variance ☐ Lot depth variance ☐ Building height variance

☒ Challenging the decision of the ☐ Zoning Administrator ☒ Building Official

☐ Other City Official

Explain, in detail, the reason for appearing before the BOA: (Use a separate page if necessary.

Attach all photos, maps, drawings, etc).

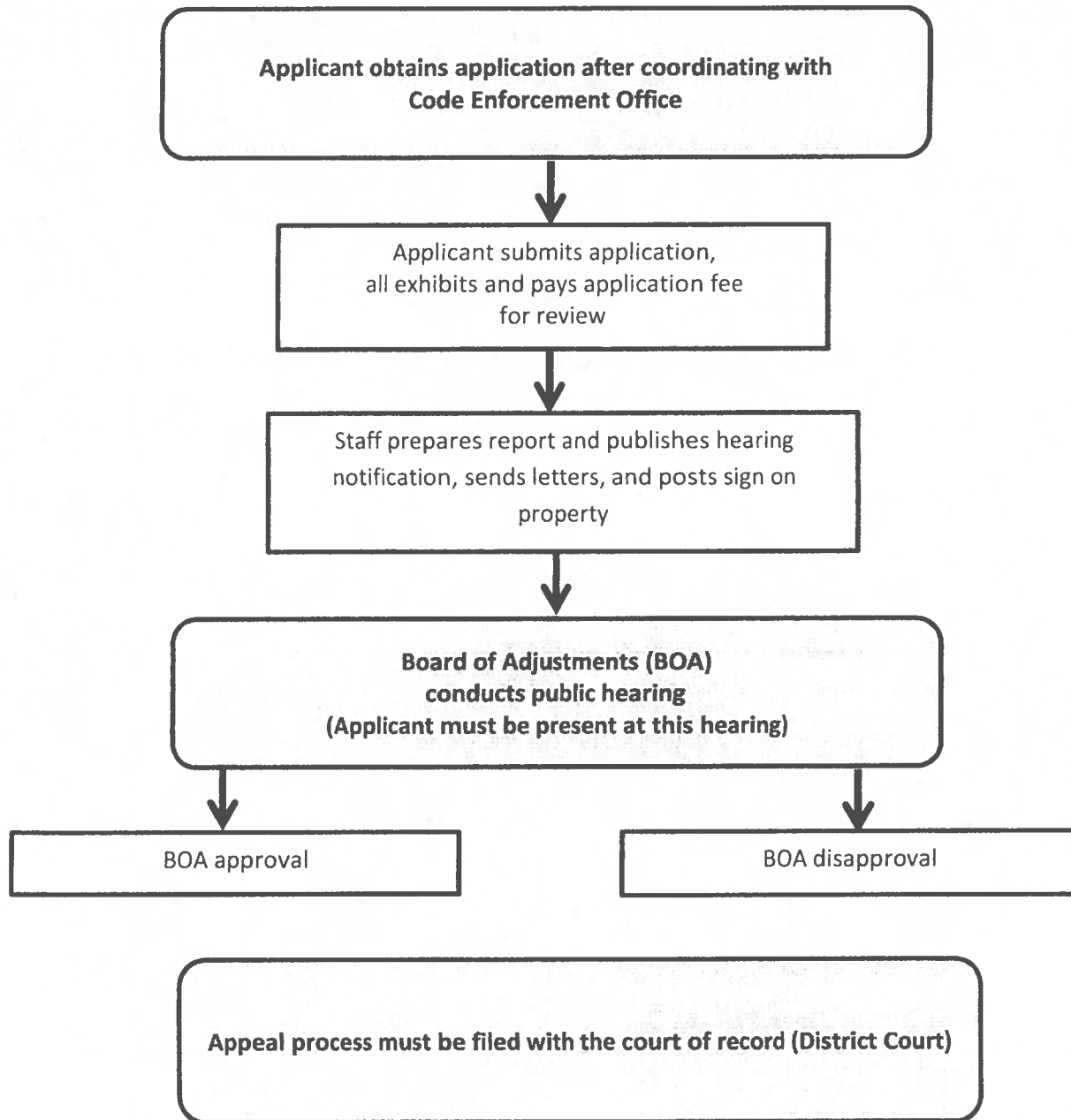
SEE ATTACHMENTS

I hereby certify that all the information provided is true and correct to the best of my knowledge.

Applicant's Signature:

S. Santillanes

Date: 2/8/2022



To: City of Glen Rose – Planning & Zoning

February 8, 2022

City of Glen Rose – City Council

From: Simon P Santillanes and Alice Santillanes
306 Hereford St, Glen Rose, Texas, 76043
Simon 214-404-4757; Alice 972-822-3333
simonandalice@hotmail.com

Variance request for 306 Hereford St.

The request is to build a “She shed” to the side and front of the property.

Based on the downward sloping terrain of the land to the rear of the property and the flood plain located in the rear of the property, the logical placement of the structure is on the side and to the front. (See Attachment A)

14.02.042 R-1 Single-Family Residential District

(g) Minimum setback requirements for carports and accessory buildings. Detached accessory buildings shall be located within the rear portion of the lot and shall not exceed one story in height, nor shall any structure be located closer than 3 feet to the main building nor 4 feet to a side lot line, nor closer than 5 feet to any rear lot line nor closer than 10 feet to any side street. Small structures of 200 square feet or less may be placed anywhere in the rear half of the lot.

How the request will differ from the ordinance

The detached accessory building will be located to the side and front of the property.

- It will be located 40 feet from the main structure.
- It will be located 18 feet from the side lot line.
- It will be located 32 feet from the front lot line.

How the request will comply with the ordinance

The small structure of 200 square feet or less shall not exceed one story in height, nor be located closer than 3 feet to the main building nor 4 feet to a side lot line, nor closer than 5 feet to any rear (or front) lot line nor closer than 10 feet to any side (or front) street.

Attachments

Attachment A is the original survey showing placement of the accessory building and the flood plain.

Attachment B shows a possible rendition of the structure

Attachment C shows the faux stone siding, matching the main structure, to ensure it does not look like a storage shed from the street.

ACCORDING TO FEMA FIRM PANEL NO. 48425C0040 C, EFFECTIVE DATE 04/03/1995, SUBJECT PROPERTY IS PARTIALLY WITHIN THE LIMITS OF THE 100 YEAR FLOODPLAIN.

THE SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT A CURRENT TITLE SEARCH MAY DISCLOSE.

KEVIN D. REGIS, ET UX
VOL. 89, PG. 37
D.R.S.C.T.

NORTH

FOUND 2" PIPE WITH BRASS CAP

ROCK STEPS

S 59°36'41"E 152.68'

ROCK RETAINING WALL

FOUND 2" PIPE WITH BRASS CAP

WOOD BRIDGE
OLD WELLHEAD

LIMIT OF 100-YEAR
FLOODPLAIN
PER FEMA MAP

LYNDON KIETH BENSON AND LISA
LEAKE
INST. # 20191098
O.P.B.S.C.T.

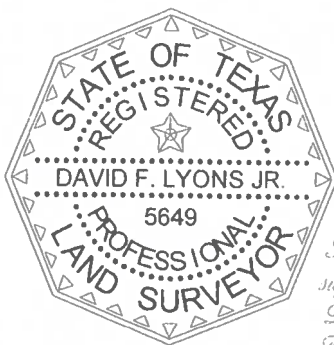
0.67 ACRES

HEREFORD STREET

**CLEAR FORK SURVEYING
& MAPPING CO., INC.**

"Thou Shalt Not Remove The Neighbor's
Landmark" Deut. 19:14

**P.O. BOX 249
GLEN ROSE, TX 76043
254.897.3910**



Surveyed on the ground under my supervision on 07/10/2020.

David F. Lyons Jr. R.P.L.S. No. 5649
Texas Surveying Firm No. 10083204

SOMERVELL COUNTY, TEXAS
BLOCK 57, MILAM COUNTY SCHOOL LAND
SURVEY, ABSTRACT NO. 136

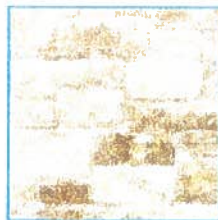
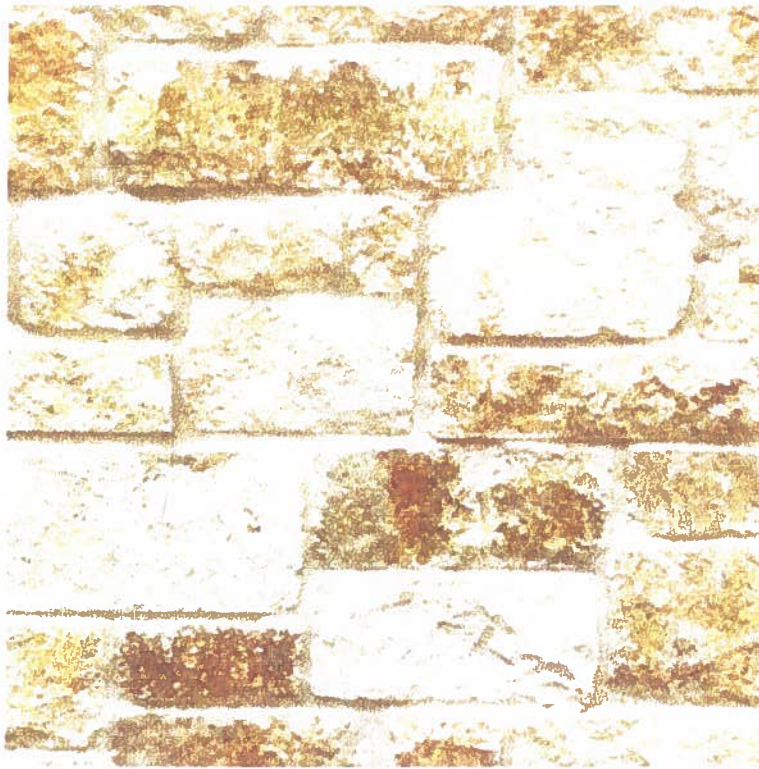
A Survey of a

0.67 ACRE TRACT

BEING ALL OF THE TRACT DESCRIBED IN INST. #
20160859, OFFICIAL PUBLIC PROPERTY RECORDS,
SOMERVELL COUNTY

Century 21





Amherst Chop Flat

ZB25234



0
Review



0
Question

[Write a review](#)



11.75 / per sq ft

Units: PACK



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

February 22, 2022

Public hearing, discussion and possible action by the Board of Adjustment at the request of Simon and Alice Santillanes, owner, for a variance request from the minimum setback requirements for carports and accessory buildings at 306 Hereford Street for the placement of an accessory building in front portion of lot.

Dear Property Owner:

This letter is to inform you of a setback variance request in the area of your property ownership near 306 Hereford Street. The purpose of the variance is to allow for the construction of an accessory structure within the front yard setback. State law requires the City to notify all property owners (most recent tax rolls) within 200' of the proposed request. The Board of Adjustment will hold a public hearing on March 8, 2022, at 5:30 p.m. in the City Council Chambers of City Hall, 201 NE Vernon Street, Glen Rose, Texas, 76043 to hear public comment on this request for variance. Immediately following the public hearing, the Board of Adjustment will take action to approve or deny the request.

It is important that you submit your opinion in writing to the Building and Planning Office for consideration by the Board. A form is included with this letter which you may mail or return to one of the drop boxes located at City Hall.

Questions regarding the variance request or this letter may be directed to Kyle Reeves, (254)-897-2272, ext:104. Thank you.

Sincerely,

Building and Planning / Code Enforcement

14.02.042 R-1 Single-Family Residential District

1. Purpose. The R-1 Single-Family Residential District is established to allow for single-family dwellings.
2. Permitted uses. The uses permitted in the R-1 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.
3. 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 those 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.
4. 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.
5. Parking requirements. Off-street parking space requirements shall be in accordance with the parking schedule found in appendix A of this article and section 14.02.104. Parking for at least 2 motor vehicles shall be provided by an enclosed garage or carport for any single-family dwelling constructed after the date of adoption of this article.
6. Sales displays prohibited.
 1. Garage sales shall be permitted in accordance with this Code of Ordinances.
 2. It shall be unlawful for any person to display or allow to be displayed for sale or lease at one time on any lot any motor vehicle; boat or vessel subject to registration under Texas Parks & Wildlife Code chapter 31; or camper shell designed for use on a motor vehicle unless such vehicle is owned by the actual occupant of the premises. However, no person or persons shall be permitted to display more than 2, or combination thereof, of the following: motor vehicles; boats or other similar vessels subject to registration under Texas Parks and Wildlife Code chapter 31; or camper shells per lot at any time.
7. Minimum setback requirements for carports and accessory buildings. Detached accessory buildings shall be located within the rear portion of the lot and shall not exceed one story in height, nor shall any structure be located closer than 3 feet to the main building nor 4 feet to a side lot line, nor closer than 5 feet to any rear lot line nor closer than 10 feet to any side street. Small structures of 200 square feet or less may be placed anywhere in the rear half of the lot.

(Ordinance 240 adopted 3/15/94; Ordinance adopted 9/9/97; 2007 Code, sec. 155.16; Ordinance 17.02.13A adopted 2/13/17)

306 Hereford

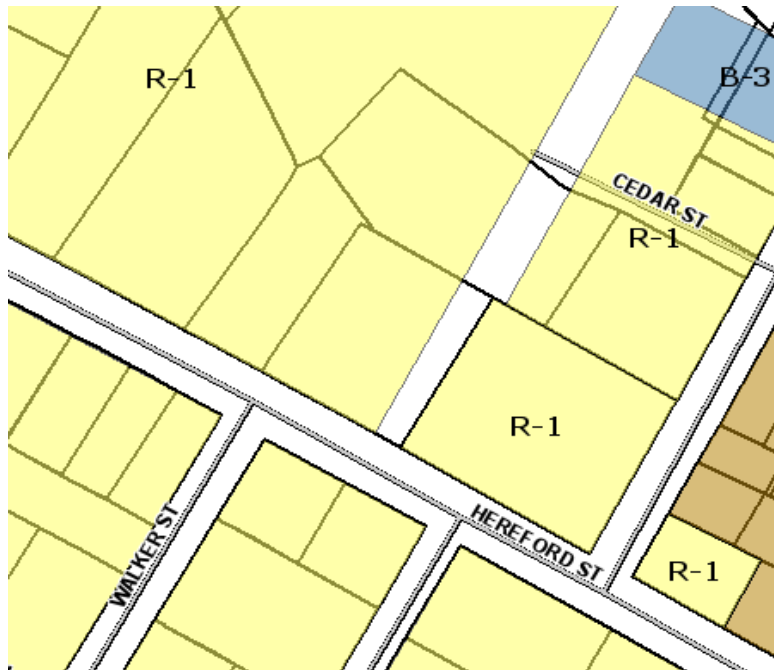


306 Hereford



306 Hereford Street

Current Zoning



Future Zoning



LEGEND

Zone	Map Section/Area	Color	Color Name
IL-1	Single Family		Golden Yellow
R-2M	Single Family/Duplex/Cabin		Pink
R-3	Single/Two-Four/MH		Tan
R-4	Multi-Family		Gray
B-1	Restricted Commercial		Orange
B-2	General Commercial		Aqua Green
I	Industrial		Brown
OSP	Open Space Parks		Yellow Green
PD	Planned Development		Mahogany Overlay
PF	Public Facilities		Violet Purple Overlay
H	Historic District		Black Overlay

RESOLUTION TO CLOSE A PORTION OF MESQUITE STREET AND
EXECUTE QUIT-CLAIM DEED TO ADJACENT OWNERS

At the ~~xx~~ Called meeting of the City Council of the City of Glen Rose, Texas, held on the 4th day of October, A.D. 1966, on motion duly made, seconded and carried, the following Resolution was adopted:

Whereas, there is no record in the City or County records showing Mesquite Street as platted or dedicated between Cedar Street on the Northeast and Hereford Street on the Southwest, and

Whereas, application has been made to this Council by G.C. Gibbs, Jr., to close the Northeast 200 feet of said Street, which if opened would run through property owned by him as he owns property on both sides of that portion of said Street, and

Whereas, said Street has never been opened to or used by the public.

Now Therefore, be it resolved by the City Council of the City of Glen Rose, Somervell County, Texas, that said Mesquite Street between Cedar Street and Hereford Street be abandoned and closed and that Walter Ernst, Mayor, be and he is hereby authorized and directed to execute a Quit-Claim Deed to said G.C. Gibbs, Jr., Trustee, covering the Northeast 200 feet of said Mesquite Street, and to Mrs. E.L. Adams and V.J. Maloney covering the Southwest 200 feet of said Mesquite Street.

Mrs. Connie Connally
Mrs. Connie Connally, City Secretary
of the City of Glen Rose, Somervell
County, Texas.

I, Mrs. Connie Connally, being first duly sworn, depose and say that I am City Secretary of the City of Glen Rose, Texas, and that the above and foregoing is a true and correct copy of a resolution passed by the City Council of the City of Glen Rose, Texas, at a called meeting on the 4th. day of October, A.D. 1966, at which



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding approval of revised 2022 Joint Election Agreement with GRISD.		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	03/01/2022
EXHIBITS:	Adopted Joint Election Agreement		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
GRISD Director of Finance Kayla O'Quinn called to ask if GRISD could use the voting equipment at their campus during early voting, then use it at City Hall on election day. I explained that according to the interlocal agreement that had been approved, such would not be permitted; however, I indicated she could petition the Council to amend the agreement. She indicated that she wanted the matter placed on the City Council's agenda and that she would come to the meeting to discuss the matter.			
RECOMMENDED ACTION:			
Move to approve or deny as presented.			

**JOINT ELECTION AGREEMENT / INTERLOCAL AGREEMENT
BETWEEN CITY of GLEN ROSE , GLEN ROSE ISD and SOMERVELL COUNTY
HOSPITAL DISTRICT**

THIS JOINT ELECTION AGREEMENT ("Agreement") is entered into by and between the City of Glen Rose ("City"), acting by and through the Glen Rose City Council, the Glen Rose Independent School District ("GRISD") (acting by and through the GRISD Board of Trustees) and, the Somervell County Hospital District (SHD).

WHEREAS, Texas Education Code ("Tex. Ed. Code") § 11.0581 (a) requires that an election for trustees of an independent school district shall be held on the same date as: (1) the election for the members of the governing body of a municipality located in the school district; or (2) the general election for state and county officers;

WHEREAS, the Somervell County Hospital District has asked to participate in a Joint Election with the GRISD and the City;

WHEREAS, the City's election for the members of its City Council is to take place on Saturday, May 7, 2022;

WHEREAS, Tex. Ed. Code § 11.0581 (b) also requires that elections are held on the same date as provided by Tex. Ed. Code § 11.0581 (a) shall be held as a joint election under Chapter 271, Texas Election Code;

WHEREAS, Texas Election Code § 271.002 (a) states that if the elections ordered by the authorities of two or more political subdivisions are to be held on the same day in all or part of the same territory, the governing bodies of the political subdivisions may enter into an agreement to hold the elections jointly in the election precincts that can be served by common polling places, subject to Texas Election Code Section 271.003;

WHEREAS, Texas Election Code § 271.006 (a) provides that the governing bodies of the political subdivisions participating in a joint election shall decide whether to conduct their early voting jointly, and due to limited equipment early voting will also be held jointly;

NOW THEREFORE, for and in consideration of the mutual promises, covenants and conditions contained here, the City, GRISD and SHD hereby agree, pursuant to the provisions of the Texas Election Code, to conduct a joint election for the General Election of the City; the General Election of GRISD; and the General Election of SHD to be held on Saturday, May 7, 2022 ("Joint Election"). The terms of this Agreement are as follows:

1. The Joint Election shall be held on Saturday, May 7, 2022, from 7:00 A.M. until 7:00 P.M.
2. The polling place for the Joint Election and Early Voting shall be the CITY HALL, 201 NE VERNON ST., GLEN ROSE, TX 76043.

3. Each party to this Agreement will approve and enter into this interlocal agreement with the City of Glen Rose to share the cost of maintenance for the City's required election equipment for the Joint Election and for early voting. (Estimated Election Cost attached)

NOTE: If the City of Glen Rose cancels its May 2022 General Election, the remaining entities may still proceed with using City owned equipment, however the equipment must remain at City Hall, and the City would not be responsible for any election costs and the remaining entities will split the costs evenly. If any entity doesn't hold an election, that entity would not be responsible for any costs.

4. While the polling place for the Joint Election shall be the same, the City shall approve, hire, and pay election officials for the Joint Election. The City, GRISD and SHD will split the cost evenly for hiring the necessary election officials.

5. While the polling place for the Joint Election shall be the same, the City shall be responsible for supervising, conducting, and administrating (including establishing and operating a central counting station to receive and tabulate voted ballots) for their respective election.

6. Early voting for the May 7, 2022 election shall be conducted jointly. The City, GRISD and SHD shall conduct early voting at such polling place(s) as the City shall designate, utilizing an election officer for each day of early voting as provided by the City of Glen Rose and at least one election officer for each day of early voting as appointed by GRISD and SHD.

7. Ballots will be combined for citizens inside the city limits of Glen Rose and a separate ballot will be prepared for citizens outside the city limits. The City of Glen Rose, GRISD and SHD will split the cost of ballot printing for the combined ballot, however GRISD and SHD will be responsible for the cost of the separate ballots.

8. Each party to this Agreement shall prepare necessary election orders, resolutions, notices, justice department submissions, official canvass and other pertinent documents for adoption by the appropriate office or body. Each party to this Agreement assumes its own responsibility of posting all notices and likewise promoting the schedules for the Joint Election and for early voting, but may choose to combine required newspaper notice if so desired and split the cost of said notice.

9. Should the City, GRISD and SHD qualify under Section 2.051 through 2.053 of the Texas Election Code to cancel their election, notification of cancellation must be made the day following the last day to file for a place on the ballot including the filing deadline for write-in candidates.

APPROVED BY THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS in its meeting held the 8th day of February, 2022, and executed by its authorized representative.

By: _____

Attest: _____

Julia Douglas, Mayor

Deputy City Secretary, Rosario Sosol

APPROVED BY THE TRUSTEES OF THE GLEN ROSE INDEPENDENT SCHOOL DISTRICT in its meeting held the _____ day of _____, 2022, and executed by its authorized representative.

By: _____
Jason Dillard, Board President

Attest: _____
Jason Evans, Board Secretary

APPROVED BY THE TRUSTEES OF THE SOMERVELL COUNTY HOSPITAL DISTRICT in its meeting held the _____ day of _____, 2022, and executed by its authorized representative.

By: _____
Board President

Attest: _____
Board Secretary

ESTIMATE ELECTION COST

ES&S Hardware Maintenance Fee (annually)	\$1,830.00
ES&S Firmware License, Maintenance and Support Fees	\$ 870.00
Early Voting Clerk(s) (cost does not include GRISD and SHD provided workers)	\$ 700.00
Election Day Judge, Alternate Judge and Clerks (Includes training, setting up Election Room and Election Day)	\$ 780.00
TOTAL	\$4,180.00

The City is not charging a rental fee; therefore, the above cost would be split by GRISD and SHD if both entities hold their election. Otherwise, the cost would be paid by the remaining entity. The City would not share in these costs, since they are providing the equipment, oversight, and location for all early voting and election day voting.

Each entity shall provide an Early Voting Clerk for each day of Early Voting. They must have completed training prior to Early Voting.

This estimate does not take into account the cost of the Public Notification to be run in the local paper, the ballots or other necessary election supplies.



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Discussion, consideration, and possible action on revisions to the City's Investment Policy and investment allocations.		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	03/01/2022
EXHIBITS:	Hilltop Securities Red-Lined Investment Policy; Resolution Adopting Revised Investment Policy; email from Scott McIntyre regarding investment strategies; Information from Time Value Investments		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
At the January 31st Council Meeting, the Council accepted a proposal from Hilltop Securities regarding a review of the City's Investment Policy and investment allocations. In response to that action, Hilltop Securities has provided a revised, red-lined copy of the City's Investment Policy for the Council's consideration. As a matter of full disclosure, be informed that Hilltop Securities is one of the firms that administer the TexStar investment pool. Hilltop Securities has connections to the City through their help with the sale of Oakdale Park and their involvement in issuing the bonds when the City originally purchased Oakdale Park, though at that time they were known as First Southwest Company. Scott McIntyre of Hilltop Securities will be present at the meeting to discuss the City's Investment Policy and answer any questions the Council might have. While preparing for this agenda item, staff was contacted by a representative of Time Value Investments (TVI), a Seattle, Washington based firm which has been seeking an opportunity to manage some of the City's funds. At this time, staff is making no recommendation as to specific action concerning the TVI information, as no due diligence has been done; however, to provide a second viewpoint, information from that firm has been included for your consideration.			
RECOMMENDED ACTION:			
Move to approve the Resolution adopting the amended Investment Policy.			

INVESTMENT POLICY OF THE CITY OF GLEN ROSE, TEXAS

Approved, January 11, 2022

TABLE OF CONTENTS

- I. INTRODUCTION
- II. SCOPE
- III. OBJECTIVES
- IV. INVESTMENT STRATEGY
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- VI. PRUDENCE
- VII. CONFLICTS OF INTEREST
- VIII. AUTHORIZED INVESTMENTS
- IX. COMPETITIVE BIDDING**
- X. INVESTMENT PROVIDERS**
- XI. REPORTING
- XII. FINANCIAL COUNTERPARTIES
- XIII. COLLATERAL, SAFEKEEPING AND CUSTODY
- XIV. INVESTMENT POLICY ADOPTION

I. INTRODUCTION

The purpose of this Policy is to set specific investment policy and strategy guidelines for the City in order to achieve the goals of safety, liquidity, yield, and diversification for all investment activity. In accordance with the state statute, the City Council shall review **and adopt** its investment strategies and policy no less than annually. This Policy satisfies the statutory requirement of Texas Government Code Chapter 2256, the Public Funds Investment Act (the “Act”).

II. SCOPE

This investment policy applies to all financial assets of the City. These funds are reported in the City’s Comprehensive Annual Financial Report (CAFR) and include:

- General Fund
- Special Revenue Funds
- Debt Service and Debt Reserve Funds
- Capital Projects Funds
- Enterprise Funds

And any other funds created and not specifically expected from this policy.

III. OBJECTIVES

The City shall manage and invest its cash and assets with four major objectives, listed in order of priority: safety, liquidity, diversification and yield. Safety of the principal is the primary objective. All investments shall be managed in a manner responsive to the public trust and consistent with state and local law.

The City shall maintain a proactive cash management program which includes timely collection of accounts receivable, vendor payments in accordance with invoice terms, and prudent investment of assets. Cash management is the process of managing money in order to ensure maximum cash availability and reasonable yield on short-term investments.

Safety

The primary objective of the City’s investment activity is the preservation of capital. Each investment transaction shall be conducted in a manner to avoid capital losses, whether from securities defaults, safekeeping, or erosion of market value.

Liquidity

The City’s investment portfolio shall be structured to meet all general obligations in a timely manner. This shall be achieved by matching investment maturities with forecasted cash flow liabilities and maintain additional liquidity for unexpected liabilities.

Diversification

The City's portfolio shall be diversified by market sector and maturity in order to avoid market risk.

Yield

The benchmark for the City's portfolio shall be the **average yield of the 90 Day U.S. Treasury bill during the period**, designated for its comparability to the City's expected average cash flow pattern. The benchmark will serve as a security measurement on the portfolio. The investment program may seek to augment returns above this threshold consistent with risk limitations identified herein and prudent investment policies.

IV. INVESTMENT STRATEGY

The City maintains one commingled portfolio for investment purposes which incorporates the specific investment strategy considerations and the unique characteristics of the fund groups represented in the portfolio. **All investment strategies will incorporate the objectives stated above. Investment purchases will be diversified and suitable to the intended objectives. The portfolio will be limited to a maximum dollar weighted average maturity of six (6) months or less, calculated using the stated final maturity date of each security:**

- A. The investment strategy for operating, enterprise and special revenue funds has as its primary objective assurance that anticipated liabilities are matched and adequate investment liquidity provided. This may be accomplished by purchasing **marketable**, high quality, short to medium term maturity securities (**1 day 0** -2 years) which will complement each other in a laddered maturity structure permitting some extension for yield enhancement.
- B. The investment strategy for debt service funds shall have as its primary objective the assurance of available funds adequate to fund each debt service obligation on a timely basis. Successive debt service dates will be fully funded before any extension.
- C. The investment strategy for debt services reserve funds shall have as its primary objective the liability to generate a revenue stream to the debt service funds from high quality securities with a low degree of volatility. Securities should be high credit quality and, except as may be required by the bond ordinance specific to an individual issues, of short to intermediate term maturities. The potential for loss shall be further controlled through the purchase of securities within the **two-year** maturity range.

- D. The investment strategy for capital project funds will have as its primary objective assurance that all cash flows are matched and provide short term investment liquidity. At least 10% total liquidity is planned to provide flexibility and for unanticipated project outlays. The stated final maturity dates of securities held may not exceed the estimated completion date.

The City intends to match investments with the projected cash flow analysis and liquidity needs of the City. In no case will the average maturity of the portfolio exceed ~~six (6) months~~ **one (1) year**.

The City shall pursue a short term portfolio management strategy. Securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade but the strategy will be primarily to ~~sell on the date of~~ hold securities until maturity. The investment officer will ~~continuously~~ regularly monitor ~~the contents of the~~ portfolio ~~investments~~, the available ~~markets~~ opportunities, and ~~the relative value of completing instruments~~ to adjust the portfolio, ~~to the extent possible~~, in response to **changing** market conditions.

V. RESPONSIBILITY AND CONTROL

Investment Officer(s)

The ~~City Administrator and~~ City Secretary ~~and Deputy City Secretary~~ are designated by the City Council as Investment Officers of the City, responsible for investment decisions and activities. Other Investment Officers may be so designated. The City may further contract with a registered investment advisor to advise in the management of the City's portfolio. No person may engage in an investment of City funds except as provided under the terms of this Policy and supporting procedures.

All Investment Officers shall attend at least one training session **consisting of no less than 10 hours** within 12 months of assuming investment duties and ~~thereafter~~ shall attend ~~ten~~ **eight (8)** hours of training every two successive fiscal years. The Council will budget for the training and approve the expenditure.

Internal Controls

The City Administration is responsible for establishing and maintaining an internal control structure designed to reasonably assure that assets are protected from loss, theft, or misuse. The concept of reasonable assurance recognizes that the cost of a control should not exceed the benefits likely to be derived, and, the valuation of costs and benefits requires ongoing estimates and judgments by management.

The internal controls shall address the following points at a minimum:

- Control of collusion,
- Separation of transaction authority from accounting and record keeping,
- Custodial safekeeping,
- Clear delegation of authority,
- Written confirmation for all transactions, and
- Review, maintenance and monitoring of security procedures both manual and automated.

The external auditor shall provide an annual independent review to assure compliance with state law, policies and procedures.

Any security requiring a credit rating by the Act and this Policy will not be authorized during the time that security does not hold that rating. The Investment Officer will monitor, on at least a ~~monthly~~ ~~semi-annual~~ basis the credit rating and should the rating fall below acceptable levels, the Officer will ~~immediately~~ advise the City Administrator of the loss of rating, the possible loss of principal. The City Administrator and Officer will decide on the appropriate liquidation of the security.

VI. PRUDENCE

The standard of prudence to be applied to all City investments shall be the “Investment” rule, which states:

“Investments shall be made with judgment and care, under due diligence which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for themselves, but for the citizens considering the probable safety of their capital as well as the probable income to be derived.”

In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration the investment of all funds under the City’s control, over which the officer has responsibility rather than a consideration as to the prudence of a single investment.

The Investment Officer, acting in accordance with written procedures and exercising due care, shall not be held liable for a specific security’s credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

V. CONFLICTS OF INTEREST

Investment Officers involved in the investment process shall refrain from personal activity that could conflict with proper execution of the investment program or which could impair the availability to make sound investment decisions. City staff shall disclose to the City

Administrator any investments with financial interests in financial institutions that conduct investment business with the City.

~~An Investment Officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest with the City Administrator and the Council.~~ Additionally, all Investment Officers shall file with the Texas Ethics Commission and the City a statement disclosing any personal business relationship with any business or individual seeking to sell investments to the City, or any relationship within the second degree by affinity or consanguinity to an individual seeking to sell investments to the City. For purposes of this subsection, an Investment Officer has a personal business relationship with a business organization if:

- 1) The Investment Officer owns 10 percent or more of the voting stock or shares of the business organization or owns \$5,000 or more of the fair market value of the business organization;
- 2) Funds received by the Investment Officer from the business organization exceed 10 percent of the Investment Officer's gross income for the previous year; or
- 3) The Investment Officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the Investment Officer.

VII. AUTHORIZED AND UNAUTHORIZED INVESTMENTS

Authorized Investments

Assets of the City may be invested only in the following instruments as further defined by the Act. If changes are made to the Act, they are not authorized until this Policy is modified and adopted by the City Council. ~~All securities will be safe kept by the City's Secretary.~~

- A. Obligations of the United States Government, its agencies and instruments with a **maximum** stated maturity of **two (2) years** ~~six (6) months~~ to exclude mortgage backed securities.
- B. Fully insured or collateralized certificates of deposit of banks doing business in Texas, with a maximum maturity of ~~six (6) months~~ **one (1) year** ~~guaranteed or~~ insured by the ~~financial institution or its successor~~ FDIC and/or collateralized as defined by this policy.
- C. AAA-rated, constant-dollar Local Government Investment Pools as defined by the Act and authorized by City Council.
- D. No-load Money Market Mutual Fund subject to the specifications in the Act.

Unauthorized Investments

- A. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pay no principal.
- B. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
- C. Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years.
- D. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

Diversification

The City recognizes that investment can result from issuer defaults, market price changes, or various technical complications leading to temporary illiquidity. The maximum limits for diversification will be:

Certificates of Deposit	80% 50%
Local Government Investment Pools	100%
Money Market Mutual Funds	100%
U.S. Government Obligations	80%

An Investment that requires a minimum rating does not qualify as an authorized investment during the period the investment does not have the minimum rating. The City shall take all prudent measures that are consistent with its Investment Policy to liquidate an investment that does not have the minimum rating. The City is not required to liquidate an investment that was authorized at the time of purchase.

IX. COMPETITIVE BIDDING

The City shall require at least three competitive offers or bids for all individual security purchases and sales (*excluding transactions with money market mutual funds, local government investment pools and “when issued” securities, which are deemed to be made at prevailing market rates*).

The purchase of individual securities shall be executed “delivery versus payment” (DVP) through the City’s Safekeeping Agent. By so doing, City’s funds are not released until the City has received, through the Safekeeping Agent, the securities purchased.

X. INVESTMENT PROVIDERS

The City shall establish a list of approved broker/dealers from which it will conduct security transactions. This list shall be presented to Council annually for approval. Each prospective business organization must provide current financial statements, resumes of key sales personnel, local government references and a completed broker/dealer questionnaire.

In addition, all business organizations eligible to transact investment business with the City shall be presented a written copy of this Investment Policy. Additionally, the qualified representative of any public funds investment pool or discretionary investment manager offering to engage in an investment transaction with the City shall execute a written instrument in a form acceptable to the City substantially to the effect that the pool or manager has:

- 1) Received and reviewed the investment policy of the City; and
- 2) Acknowledged that the pool or manager has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and the organization that are not authorized by the City's investment policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio or requires an interpretation of subjective investment standards.

The City shall not enter into an investment transaction prior to receiving the written instrument described above.

The City Council shall, at least annually, review, revise, and adopt a list of qualified Investment Providers that are authorized to engage in investment transactions with the City.

If the City has contracted with an Investment Advisor, the advisor shall be responsible for performing financial due diligence on the City's behalf. The advisor will annually provide the City with a list of authorized Broker/Dealers as well as the written acknowledgement above.

XI. REPORTING

Quarterly Reporting

The Investment Officers shall submit a written **and signed** investment report **in compliance with requirements listed in Chapter 2256.023 of the Act** to the Council on a quarterly basis. ~~The report shall include a listing of investments.~~ The report will include the following at a minimum:

- A summary statement, prepared in compliance with generally accepted accounting principles, of each pooled fund group that states the beginning market value for the reporting period, ending market value for the period; and fully accrued interest for the reporting period;

- A full description of each security held at the end of the reporting period by fund or pooled group, based on amortized cost value, including book and market value, maturity date and yield.
- ~~Overall change in market value for each security and the change during the period.~~
- Statement of compliance of the investment portfolio with the Act and the Investment Policy of the City.

Market prices for the calculation of market value will be obtained from outside sources including, but not limited to: Bloomberg, the Wall Street Journal, the City's depository bank, safekeeping agent or investment advisor.

XII. FINANCIAL COUNTERPARTIES

City Depository

A City Depository shall be selected through a formal request for proposal (RFP) process in accordance with §105.017 of the Texas Local Government Code. In selecting a depository, the service, cost of services, credit worthiness, earning potential and collateralization by the institutions shall be considered.

XIII. COLLATERAL, SAFEKEEPING AND CUSTODY

Time and Demand Pledged Collateral

All City ~~cash and interest~~ deposits shall be secured above FDIC coverage by pledged collateral ~~or an FHLB Letter of Credit (LOC)~~. In order to anticipate market changes and provide a level of security for all funds, collateral will be maintained ~~and purchased~~ by the depository at 102% of market value of principal and accrued interest on the deposits. It is the responsibility of the ~~financial officer~~ **Depository Bank** to monitor collateral margins on a monthly basis.

Collateral pledged to secure deposits shall be held by an independent financial institution outside the holding company of the depository in accordance with a safekeeping agreement signed by authorized representatives of the City, the Depository, and the custodian (with the exception of the Federal Reserve as Custodian). **Substitution of collateral is permitted, provided adequate coverage is maintained.** The financial institution shall provide a listing of collateral directly to the City.

All collateral shall be subject to inspection and audit by the City or the City's auditor.

Authorized Collateral

The City shall accept only the following securities as collateral for time and demand deposits or repurchase agreements:

- A. FDIC insurance coverage.
- B. Obligations of the United States, its agencies or instrumentalities.
- C. Obligations, ~~the principal and interest on which, are guaranteed or insured by~~ of the State of Texas ~~and its agencies or other US states~~ rated A or better by a rating agency.

XIV. INVESTMENT POLICY ADOPTION

The City Investment Policy shall be adopted by resolution of the City Council no less than annually.

RESOLUTION #2022-_____**A RESOLUTION ADOPTING THE CITY OF GLEN ROSE
INVESTMENT POLICY.**

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

WHEREAS, the City is subject to the requirements of Chapter 2256 of the Texas Government Code, commonly known as “the Public Funds Investment Act” (the Act);

WHEREAS, the Act requires the governing body of an investing entity subject to the Act to adopt an investment policy by rule, order, ordinance, or resolution;

WHEREAS, the Act requires that said investment policy be reviewed annually and that the review and any changes to the policy be documented by the adoption of a rule, order, ordinance, or resolution; and

WHEREAS, the governing body of the City of Glen Rose, the City Council, has reviewed and amended the City’s Investment Policy.

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

Pursuant to the requirements of Chapter 2256 of the Texas Government Code, “Exhibit A,” The City of Glen Rose Investment Policy as presented, is hereby adopted as the City’s Investment Policy.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Glen Rose this the 8th day of March, 2022.

APPROVED:

Julia Doulgas, Mayor

ATTEST:

Rosario Sosol-Lihaut, Deputy City Secretary



Investments Overview

1 message

Harrison Stenberg <Harrison.Stenberg@timevalueinv.com>

To: "michael.learmons@glenrosetexas.org" <michael.learmons@glenrosetexas.org>

Wed, Mar 2, 2022 at 2:32 PM

Good afternoon, Michael,

Below, please find public funds investment information prepared for the City of Glen Rose:

The Fed is going to begin raising the Federal Funds Rate this year, likely starting this month. The only question is how much....

During their last projections in December, Fed members forecasted *three* rate hikes in 2022:

Numbers below from dark blue + green boxes

9

5

3

10

0.125 18

Target Rate	2021	2022	2023	2024	Longer Run
3.250					
3.125				1	
3.000					2
2.875				4	
2.750					
2.625					
2.500					9
2.375				2	1
2.250				1	4
2.125			3	5	
2.000					1
1.875			5	5	
1.750					
1.625			3		
1.500					
1.375			5		
1.250					
1.125		2	2		
1.000					
0.875		10			
0.750					
0.625		5			
0.500					
0.375		1			
0.250					
0.125	18				
0.000					

CONSENSUS ON RATE HIKES

However, futures markets are pricing in up to six rate hikes in 2022:

MEETING PROBABILITIES														
MEETING DATE	0-25	25-50	50-75	75-100	100-125	125-150	150-175	175-200	200-225	225-250	250-275	275-300	300-325	
3/16/2022	2.2%	97.8%	0.0%	0.0%	0.0%	0.0%								
5/4/2022	0.0%	1.6%	74.9%	23.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%			
6/15/2022	0.0%	0.0%	1.4%	63.4%	31.6%	3.7%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
7/27/2022	0.0%	0.0%	0.4%	20.5%	53.6%	23.0%	2.6%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
9/21/2022	0.0%	0.0%	0.2%	7.9%	32.7%	42.2%	15.4%	1.6%	0.0%	0.0%	0.0%	0.0%	0.0%	
11/2/2022	0.0%	0.0%	0.1%	3.9%	19.9%	37.3%	29.3%	8.7%	0.8%	0.0%	0.0%	0.0%	0.0%	
12/14/2022	0.0%	0.0%	0.0%	1.5%	9.9%	26.5%	34.3%	21.5%	5.7%	0.5%	0.0%	0.0%	0.0%	
2/1/2023	0.0%	0.0%	0.0%	1.0%	7.2%	21.0%	31.7%	25.7%	10.9%	2.2%	0.2%	0.0%	0.0%	
3/15/2023	0.0%	0.0%	0.0%	0.5%	3.8%	13.4%	25.8%	29.0%	19.1%	7.1%	1.3%	0.1%	0.0%	
5/3/2023	0.0%	0.0%	0.0%	0.4%	3.1%	11.3%	23.1%	28.3%	21.2%	9.6%	2.5%	0.4%	0.0%	
6/14/2023	0.0%	0.0%	0.0%	0.2%	2.0%	8.1%	18.5%	26.3%	24.0%	14.2%	5.3%	1.2%	0.2%	
7/26/2023	0.0%	0.0%	0.0%	0.2%	1.7%	6.9%	16.4%	24.7%	24.5%	16.1%	7.1%	2.0%	0.4%	

<https://www.cmegroup.com/trading/interest-rates/countdown-to-fomc.html>

The likeliest outcome is that it will end up somewhere in the middle, as just as of today, the Fed said they would approach rate hikes with caution:

yahoo/finance

Powell: Fed to 'proceed carefully' on raising rates amid Ukraine conflict



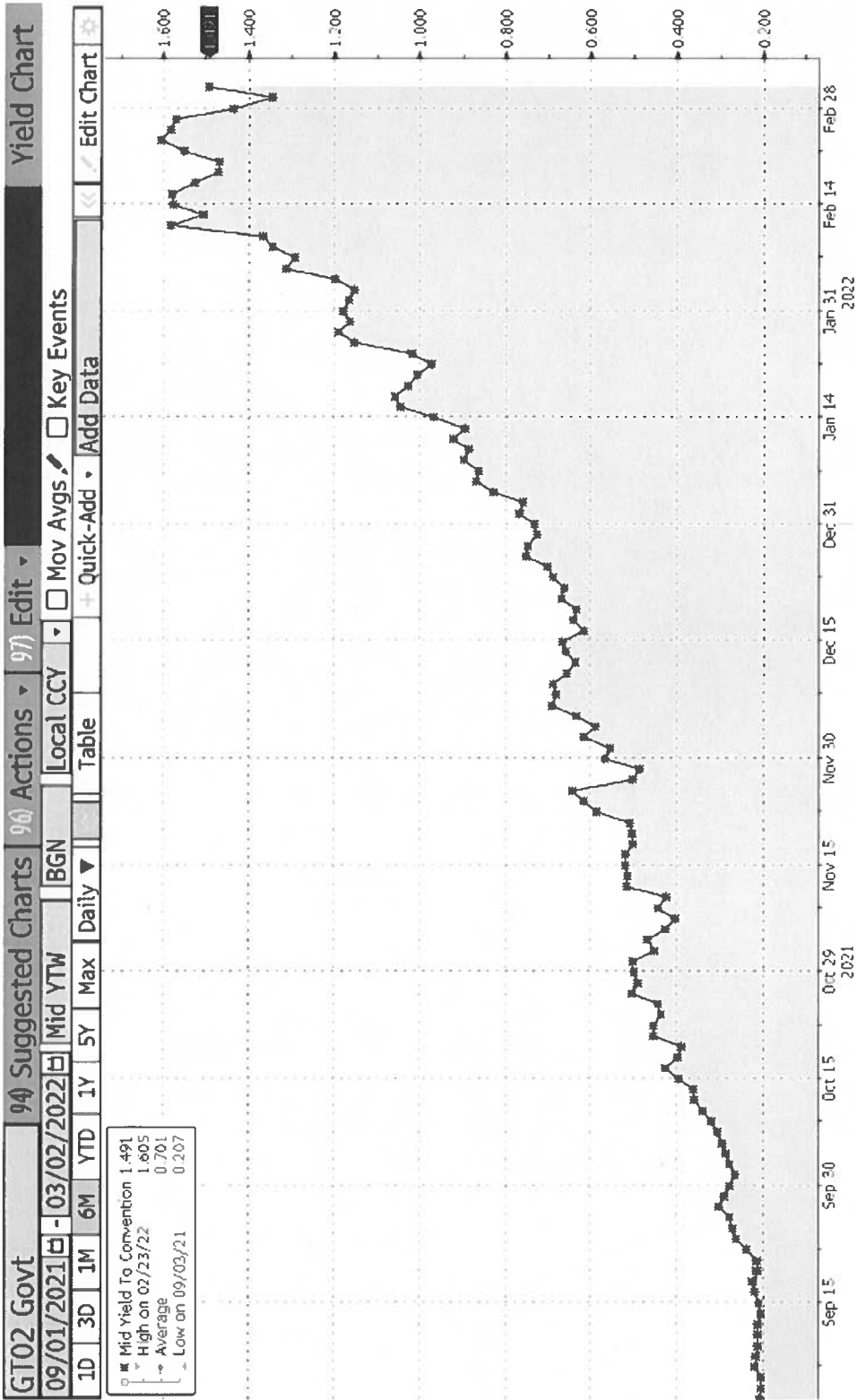
Brian Cheung · Reporter

Wed, March 2, 2022, 9:09 AM · 3 min read

<https://finance.yahoo.com/news/powell-fed-to-proceed-carefully-on-raising-rates-amid-ukraine-conflict-170926834.html>

As a public entity, the most optimized investment programs include both short term investments (Texpool, etc) and longer term investments to diversify.

Longer term interest rates have been climbing over the past 6 months:



Here are some current longer term investments the City could purchase:

CUSIP Asset	Curr Face	Mdy / S&P (Underlying)	Issue Description	Coupon Maturity	Price Duration	Px To	Date	Yield
912828ZW9 Treas	500	Aaa/-	UNITED STATES TREAS NOTE	1.875% 09/30/2022	100.70407000 0.570	Maturity	09/30/2022	0.850% (w)
Semi-Annual Pay								
912828QZ9 Treas	500	Aaa/-	UNITED STATES TREAS NT	1.500% 03/31/2023	100.42879000 1.080	Maturity	03/31/2023	1.100% (w)
Semi-Annual Pay								
91282CDA6 Treas	500	Aaa/-	UNITED STATES TREAS NTS	0.250% 09/30/2023	98.28937000 1.583	Maturity	09/30/2023	1.350% (w)
Long First Coupon Semi-Annual Pay								
3133ENQX1 Agg	500	-/-	FEDERAL FARM CR BKS	0.000% 03/08/2024	98.729000 1.983	Maturity	03/08/2024	1.670% (w)
Callable FFCB Semi-Annual Pay								

Here is how these bonds would look like in a portfolio for the City:

Portfolio Details - Sorted by Maturity															
#	CUSIP/Sec-ID	Sec Desc 1	Weight	Par Value	Coupon *	Settle Dt	Mat Dt	Next Call Dt	Rating ***	YTM **	YTW **	Duration	Call Type	Estimated Bps to Call	Estimated Redem. Date
1	912828ZW9	TREAS NTS I	25.0%	500,000	1.875	3/3/2022	9/30/2022		AAA	0.65	0.65	0.57			9/30/2022
2	912828QZ9	TREAS NTS I	25.0%	500,000	1.500	3/3/2022	3/31/2023		AAA	1.10	1.10	1.06			3/31/2023
3	91282CDA6	UNITED STS TREAS NTS I	25.0%	500,000	0.250	3/3/2022	9/30/2023		AAA	1.35	1.35	1.56			9/30/2023
4	3133ENQX1	FFCB	25.0%	500,000	1.670	3/8/2022	3/8/2024	3/8/2023	AA+	1.67	1.67	0.99	Anytime	53	3/8/2023
TOTAL and AVERAGES			100.0%	2,000,000			1.32 yrs	1.06 yrs		1.19	1.19	1.05			
** Yields calculated using cost price, at settlement date															
* Semi-Annual interest payment															
*** Ratings Shown Are: Lowest Rating in S&P format, NR AGY = Non-Rated U.S. Government Agency															

Thanks,

Harrison

Harrison Stenberg | Institutional Investments

Time Value Investments, Inc. | 9725 3rd Ave NE, Suite 610 | Seattle, WA 98115

Direct: 206-365-3000 | Toll Free: 877-707-7787 | Fax: 206-417-6000 | www.timevalueinv.com



Public Funds Investment Educational | Videos at www.timevalueinv.com/p/educational-videos

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CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Discussion, consideration, and possible action on Professional Services Agreement with Peloton Land Solutions on developing a Comprehensive Plan for the City.		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	03/01/2022
EXHIBITS:	Peloton Land Solutions Professional Services Agreement		
BUDGETARY IMPACT:	Required Expenditure:	\$142,000.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$142,000.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
In response to the Council's request, Peloton Land Solutions has provided a Professional Services Agreement for developing a Comprehensive Plan for the City. City Attorney Pendleton has reviewed and approved the agreement as to form. On page 8 of the Agreement, under item "O," it notes that the document before you is the "entire agreement" and that it "supersedes all prior written or oral understandings." So, if anything was said during the February 18th Meeting that was important and is not included in the agreement, you may want to amend the agreement to include it. Also, it might be beneficial for the agreement to reference Peloton's Statement of Qualifications submitted on February 2, 2022 and incorporate it into the Agreement. No funds were specifically budgeted for a Comprehensive Plan; however, the Council did include \$100,000 for contract labor in the Administration budget (for either an employee or contractor to provide development services to the City) which could be used to cover the cost of the Plan. Since it will take a year to complete, a fair amount of the cost shouldn't materialize until the next budget year, so \$100,000 should be adequate for this year.			
RECOMMENDED ACTION:			
Make any changes deemed advisable and move to approve the agreement as amended.			



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Discussion, consideration, and possible action on amending Chapter 13 "Utilities" and Article A5.000 "Utility Rates and Charges" of the City's Code of Ordinances		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	03/01/2022
EXHIBITS:	Ordinance Amending Chapter 13 "Utilities" and Article A5.000 "Utility Rates and Charges" of the City's Code of Ordinances		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
Amendments to improve the City's utility billing and collection procedures are being proposed. There are a few changes to application requirements. In response to matters previously raised by Mayor Pro Tem Joslin, the wording and fees associated with service disconnects have been revised. Rather than collecting a \$100 disconnect fee, even when service wasn't actually disconnected, under the proposed amendment a \$50 fee will be collected when an account is suspended for non-payment and another \$50 fee will be collected if a service is disconnected. The City is authorized to refuse service if it is believed someone is applying for service on behalf of another customer who owes the City. Staff are authorized to initiate action against a customer who engages in theft of services. Mandatory subscription to the City's trash collection service, previously required only of water customers, is extended to wastewater customers since some new areas of town will have wastewater service, but not water service. The terms of the City's trash collection contract are incorporated into the City's ordinances. Bringing trash in from out of town to be collected by the City's trash contractor is prohibited. Provisions requiring SCWD water customers receiving city sewer service to provide the City with the SCWD billing information needed to calculate the customer's sewer bill have been added. Different deposit amounts are established for customers in good standing versus those not in good standing. Fees have been proposed for customer initiated water disconnects both during and after business hours, and a fee for disconnecting sewer service has been proposed.			
RECOMMENDED ACTION:			
Move to approve or deny as presented.			

ORDINANCE # 2022.03.08__

AN ORDINANCE OF THE CITY OF GLEN ROSE, TEXAS, AMENDING ARTICLES 13.01 “GENERAL PROVISIONS” (OF THE UTILITIES ORDINANCE), ESTABLISHING FINANCIAL RESPONSIBILITY FOR UNAUTHORIZED USE OF CITY SERVICES AND AUTHORIZING LIENS FOR DELINQUENT BILLS AND INITIATION OF CRIMINAL CHARGES FOR THEFT OF SERVICES; ARTICLE 13.02 “SOLID WASTE,” MAKING IT UNLAWFUL TO BRING SOLID WASTE FROM OUTSIDE THE CITY AND SET IT OUT FOR COLLECTION BY THE CITY’S GARBAGE COLLECTION CONTRACTOR, PUNISHABLE BY A FINE OF UP TO FIVE HUNDRED DOLLARS (\$500); SUBSECTION 13.03.104 “SEWER RATES; RESIDENTIAL WINTER AVERAGING”; AND, THE TABLE FOUND AT SEC. A5.061 (A) OF ARTICLE A5.000 “UTILITY RATES AND CHARGES” OF THE CITY’S CODE OF ORDINANCES, ESTABLISHING AND REVISING MISCELLANEOUS UTILITY DEPOSITS AND FEES; PROVIDING FOR REPEALING, SEVERABILITY AND PROPER NOTICE, MEETING, AND QUORUM CLAUSES; REQUIRING PUBLICATION; AND, ESTABLISHING AN EFFECTIVE DATE.

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

WHEREAS, in §552.001(a) of the Texas Local Government Code (TLGC), “‘utility system’ means a water, sewer, gas, or electricity system”;

WHEREAS, pursuant §552.001(b) of the TLGC, “A municipality may purchase, construct, or operate a utility system inside or outside the municipal boundaries and may regulate the system in a manner that protects the interests of the municipality.

WHEREAS, pursuant to §552.0025(c) of the TLGC, “A municipality may require varying utility deposits for customers as it deems appropriate in each case”;

WHEREAS, in Opinion No. H-1289 issued on Dec. 18, 1978 in response to an inquiry about late charges, Texas Attorney General John L. Hill opined, “A five percent late charge on bills for electric utility service is neither interest nor penalty, but merely a cost of doing business assessed against a delinquent consumer, so long as there is a reasonable relation between the amount of the charge and the costs it purports to recoup”;

WHEREAS, pursuant to §552.0025(d)(e) and (f) of the TLGC, “a municipality may by ordinance impose a lien against an owner's property, unless it is a homestead as protected by the Texas Constitution, for delinquent bills for municipal utility service to the property” except that, “the municipality's lien shall not apply to bills for service connected in a tenant's name after notice by the property owner to the municipality that the property is rental property” and “the municipality's lien shall not apply to bills for service connected in a tenant's name prior to the effective date of the ordinance imposing the lien”;

WHEREAS, pursuant to §28.03(b)(3)(B) of the Texas Penal Code, “Criminal Mischief” identified as a Class A Misdemeanor is committed if an “...actor causes in whole or in part impairment or interruption of any public water supply, or causes to be diverted in whole, in part, or in any manner, including installation or removal of any device for any such purpose, any public water supply, regardless of the amount of the pecuniary loss”;

WHEREAS, pursuant to §363.113 of the Texas Health and Safety Code (THSC), a municipality is required to provide solid waste management services “to all persons within its jurisdiction”;

WHEREAS, pursuant to §363.111 of the THSC, a municipality’s “governing body may adopt rules for regulating solid waste collection, handling, transportation, storage, processing, and disposal”;

WHEREAS, pursuant to §363.116 of the THSC, the governing body of a municipality may enter into a contract for solid waste management services;

WHEREAS, pursuant to §51.001 of the TLGC, “The governing body of a municipality may adopt, publish, amend or repeal an ordinance...that: is for the good government, peace, or order of the municipality or for the trade and commerce of the municipality; and 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, pursuant to §51.001 of the TLGC, in the lawful exercise of the powers granted to it and for the good government, peace, and order of the City and to better protect the interests of the municipality, the City Council has decided to amend Articles 13.01 “General Provisions”, Article 13.02 “Solid Waste”, Subsection 13.03.104 “Sewer rates; residential winter averaging,” and the table found at Sec. A5.061 (a) of Article A5.000 “Utility Rates and Charges” of the City’s Code of Ordinances.

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

SECTION 1 (of 17)

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 17) AMEND SEC. 13.01.002 “UTILITY SERVICE APPLICATION REQUIREMENTS”

Amend Sec. 13.01.002 “Utility service application requirements” to add subsections (e) “Identification of account type,” (f) “Disclosure required,” and (g) “Certificate of Occupancy required” to read as follows:

(e) Identification of account type required. The applicant shall identify whether service is being requested for a residential or commercial account.

(f) Disclosure required. Disclosure shall be made as to whether or not the applicant previously had utilities with the City.

(g) Certificate of occupancy required. A currently valid certificate of occupancy issued by the city’s building department must be provided with applications for all structures to which utility service previously has not been provided or which have been red-tagged by the building department for code violations and with all applications for commercial accounts.

SECTION 3 (of 17) AMEND SEC. 13.01.005 “PAYMENT REQUIREMENTS”

Amend Sec. 13.01.005 “Payment requirements” to add subsections (h) “Account suspension fee” and (i) “Financial responsibility for unauthorized services” to read as follows:

(h) Account suspension Fee. On the day when service disconnects are scheduled to take place, immediately upon issuance of a work order to discontinue service to an account, that account is to be considered “suspended” and a suspension of service fee shall be assessed in the amount set forth in the fee schedule in appendix A of this code. If payment in full is received before the service has been disconnected in the field, no reconnect fee will be assessed.

(i) Financial responsibility for unauthorized services. If a person commits, allows another person to commit, or benefits from utility service diversion, unlawful use of service, or damage to City utility equipment, the City may collect payment from the person equal to actual cost of or if the actual costs cannot be determined, the estimated cost of the services provided.

SECTION 4 (of 17)
AMEND SEC. 13.01.007
DISCONTINUATIONS OF SERVICE REQUIRING NOTIFICATION

Amend Sec. 13.01.007 “Discontinuations of service requiring notification” to add the following statement to the end of this subsection:

Discontinuation of service under this subsection may only be done during regular business hours and may not be done on the day prior to any day when city hall is scheduled to be closed.

SECTION 5 (of 17)
AMEND SEC. 13.01.011
COLLECTION OF PAST DUE ACCOUNTS

Amend Sec. 13.01.011 “Collection of past due accounts” to add subsection (c) to read as follows:

(c) At the discretion of the city attorney a lien may be imposed against an owner’s property for delinquent bills for municipal utility service to said property provided the property is not a homestead protected by the Texas Constitution and the lien is not for bills for service connected in a tenant's name.

SECTION 6 (of 17)
ADD SEC. 13.01.013
DEFINITIONS

Add Sec 13.01.013 “Definitions” to read as follows:

Sec. 13.01.013 Definitions

Account. Every address to which utility service is provided shall be considered a separate account.

Applicant. Any person or business entity requesting utility service from the City.

Customer. Any recipient of the City’s utility services.

Delinquent. Where full payment has not been received by the due date.

Due Date. The date on which utility payments must be received at City Hall to avoid being considered delinquent. The due date is the first day of the month following the issuance of utility bills. The postmark on the envelope of the bill, or in the absence of a postmark, the date on the

bill, shall constitute proof of the date of issuance. If the due date falls on a holiday or weekend, the due date, for payment purposes, shall fall on the next business day.

Garbage collection. Also known as municipal solid waste collection.

Good standing. A designation given to a customer of the city who has had a utility account (or accounts) with the city for at least twelve months and that account (or those accounts) has (or have) not become delinquent for the past twelve (12) months. A customer who has not had an account with the city for the past twelve (12) months can qualify for a “good standing” designation if that customer has no history of delinquencies with the City for the past twelve (12) months and provides a statement from another municipality that the customer had a utility account with that municipality for at least twelve (12) months during the past two (2) years and that the customer’s account had no history of delinquencies during the last (12) months that the account was open. The statement must reference the customer’s name and account number and provide the contact information needed for city staff to verify the information provided.

Large commercial account. A restaurant with a fire suppression hood, a high water usage type of business such as a car wash, laundromat, campground, apartment complex, an institutional facility, or other similar type of accounts.

Medium commercial account. Any account not identified as a “large commercial account” and for which no more than twelve (12) cubic yards per week of solid waste collection service has been subscribed.

Municipal solid waste collection. Also known as garbage collection.

Service. Water, wastewater, and/or garbage collection service. Sometimes referred to as “utility service.”

Small commercial account. Any account not identified as a “large commercial account” and for which no more than two (2) cubic yards per week of solid waste collection service has been subscribed.

Suspended account. An account is considered “suspended” when a service disconnect work order is issued. A suspended account is not eligible to receive city services until the cause of the suspension has been resolved in a manner consistent with the city’s ordinances and policies.

SECTION 7 (of 17)
ADD SEC. 13.01.014
REFUSAL OF SERVICE

Add Sec. 13.01.014 “Refusal of service” to read as follows:

Sec. 13.01.014 Refusal of service

The city shall have the right to refuse to provide utility service to:

- (a) Any applicant failing to fully satisfy all the requirements of this article; or,
- (b) Any applicant whom the City believes is applying for service at a service address where the current customer is in arrears primarily to allow the current customer to avoid payment of a past due invoice; or,
- (c) Any property which is not currently connected to the City's utility systems.

If the City denies an application for utility service under this article, the City shall provide the applicant notice of the denial, including the basis of the denial. An applicant denied utility service may file an appeal with the city administrator.

SECTION 8 (of 17)
ADD SEC. 13.01.015
THEFT OF SERVICES

Add Sec. 13.01.015 "Theft of services" to read as follows:

Sec. 13.01.015 Theft of services

City staff may initiate action against anyone suspected of engaging in the theft of the city's utility services. City staff may pursue Criminal Mischief charges pursuant to §28.03(b)(3)(B) of the Texas Penal Code against anyone found tampering with the city's utility metering equipment, operating city water valves, or in any way altering the city's utility system to provide service to a property where the city has not provided service or has discontinued service.

SECTION 9 (of 17)
AMEND SEC. 13.02.034
USE OF SERVICE MANDATORY FOR WATER CUSTOMERS

Amend Sec. 13.02.034 "Use of service mandatory for water customers" to read as follows:

Sec. 13.02.034 Use of service mandatory for water and/or wastewater customers.

All subscribers to the city's water and/or wastewater service are required to take the city's garbage collection service.

SECTION 10 (of 17)
ADD SEC. 13.02.038

CONTRACT REGULATES SOLID WASTE SERVICES

Add Sec. 13.02.038 “Contract regulates solid waste services” to read as follows:

Sec. 13.02.038 Contract regulates solid waste collection service

From time-to-time, the city contracts with an outside firm for solid waste management services. The terms and conditions of the city’s most recently City Council approved contract and amendments for solid waste management services shall be identified as “Exhibit A” and is, hereby, incorporated into this Ordinance by this reference for all intents and purposes. While in effect, the provisions of said contract shall regulate the collection and disposal of solid waste within the city. Anyone subscribing to the city’s solid waste collection service shall comply with the terms of said contract. Should any of the terms of said contract conflict with city policies or ordinances, the terms of the contract shall prevail.

SECTION 11 (of 17)

ADD SEC. 13.02.039

UNLAWFUL TO BRING SOLID WASTE INTO THE CITY

Add Sec. 13.02.039 “Unlawful to bring solid waste into the City” to read as follows:

Sec. 13.02.039 Unlawful to bring solid waste into the City for collection

It shall be unlawful for any person to haul, transport, or carry solid waste from any place outside the City to any place within the City for the purpose of causing the same to be collected by the City’s solid waste management service provider.

SECTION 12 (of 17)

AMEND SEC. 13.03.104

SEWER RATES; RESIDENTIAL WINTER AVERAGING

Sec. 13.03.104 shall be amended as follows:

Subsection (b) shall shall be amended to read as follows:

(b) Residential winter averaging. The monthly volume charges for residential class customers will be based on the individual customer’s average monthly water use during the preceding winter months of December, January, and February. The volumes used to compute these charges are based on the amount of water used by the residential class customers as measured by a meter. When no preceding winter average is available from records, the utility billing clerk shall estimate a volume to be used for this monthly volume charge based on the city’s average monthly winter residential water usage. **Customers receiving water service from Somervell County Water District**

(SCWD) must provide the city with copies of their SCWD bills for the most recent December through February billing period within ten (10) days of receipt of their February bill. If a SCWD bill is not provided within said ten (10) days, the city shall assess a late reporting fee and shall continue to assess a late fee every month thereafter until the SCWD bill is provided.

Subsection (c) shall be added to read as follows:

(c) Commercial customers receiving water from Somervell County Water District (SCWD). Commercial customers receiving water from SCWD must provide the City with copies of their monthly water bill from SCWD within 10 days of receipt of said bill to enable the City to calculate the customer's city wastewater bill. If a SCWD bill is not provided within said ten (10) days, the city shall assess a late reporting fee, shall continue to assess a late fee every month thereafter until the SCWD bill is provided, and shall use the customer's highest SCWD bill from the preceding twelve (12) month period to calculate the customer's monthly city bill. When the city receives a copy of the SCWD bill, the city-issued bill(s) shall be adjusted to reflect actual usage.

SECTION 13 (of 17)

AMEND APPENDIX A "FEE SCHEDULE"

ARTICLE A5.0000 UTILITY RATES AND CHARGES

Amend the table found at Sec. A5.061(a) "Miscellaneous charges; deposits" in Article A5.000 "Utility Rates and Charges" in Appendix A "Fee Schedule" of the City's Code of Ordinances as follows:

12.1 Replace the deposit section with the following:

Deposits:

Residential	\$150.00
Small comm	\$200.00
Restaurant	\$700.00
Large comm	\$1,000.00

Deposits for customers in "good standing":

Residential	\$150.00
Small commercial	\$200.00

Medium commercial \$500.00
 Large commercial \$1,000.00

Deposits for customers not in “good standing”:

Residential \$225.00
 Small commercial \$300.00
 Medium commercial \$750.00
 Large commercial \$1,500.00

12.2 Add account suspension, disconnect, and late reporting fees as follows:

Account suspension fee:	\$50.00
Disconnect of water service at customer request:	
During business hours:	\$50.00
After business hours:	\$100.00
Late reporting fee:	\$20.00

12.3 Amend the reconnect fee section to read as follows:

Reconnect fee (after nonpayment)	\$100.00
Reconnect fees	
To restore water service disconnected for non-payment:	\$50.00
To restore sewer service to a customer without city water service where the sewer line was physically disconnected from the City’s system due to non-payment:	\$500.00
Of water service at customer request during business hours:	\$50.00
Of water service at customer request after business hours:	\$100.00

SECTION 14 (of 17) SAVINGS/REPEALING CLAUSE

Chapter 13 “Utilities” and the miscellaneous charges, deposits, and user fees listed in the table found at Section A5.061(a) 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 15 (of 17) 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 16 (of 17)
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 17 (of 17)
EFFECTIVE DATE

This Ordinance shall take effect immediately after its passage and publication in the City's official newspaper.

PASSED AND APPROVED this the 8th day of March, 2022.

APPROVED:

Julia Douglas, Mayor

ATTEST:

Rosario Sosol-Lihaut, City Secretary



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Discussion, consideration, and possible action on approving Resolution adopting a revised City of Glen Rose Personnel Policy.		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	03/01/2022
EXHIBITS:	Resolution adopting revised City of Glen Rose Personnel Policy		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
The recently adopted Glen Rose PD Policies and Procedures' 1 year probationary requirement conflicts with the City Personnel Policy 3 month probationary requirement. Also, there is uncertainty as to whether or not bereavement, inclement weather and administrative leave with pay time should be counted toward the 40 hour threshold that triggers overtime pay. Under federal labor laws, only hours worked have to be counted toward the 40 hour overtime threshold, but previously a Council revised the Personnel Policy to have Holiday and PTO hours apply toward that threshold. It is believed the Council's intent at that time was to have all hours apply toward the 40 hour threshold. A Resolution amending the Personnel Policy to address the above two areas is being presented for the Council's consideration. Police Chief Martin has reviewed and approved the change relating to Police Department personnel. As required by the City's Personnel Policy, all City employees have been notified of the proposed changes.			
RECOMMENDED ACTION:			
Move to approve or deny as presented.			

RESOLUTION NO. 2022-_____**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GLEN ROSE, TEXAS,
ADOPTING AN AMENDED PERSONNEL POLICY.**

WHEREAS, the City of Glen Rose (City) began the process of adopting a Personnel Policies Manual (AKA Personnel Policy) 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, on January 24, 2022 the City Council adopted a revised set of Police Department Policies and Procedures requiring a one year probationary period for police department employees;

WHEREAS, currently the City's Personnel Policy provides for a three month probationary period for all City employees;

WHEREAS, to avoid confusion and to harmonize the two policies, staff recommends that the City's Personnel Policy be amended to reflect the one year probationary period included in the revised Police Department Policies and Procedures;

WHEREAS, federal labor law requires that employees be paid overtime when the employee works more than 40 hours during a work week;

WHEREAS, in the past the City Council decided to amend the City's Personnel Policy to go beyond federal labor law minimum requirements and count Holiday and PTO hours toward an employee's 40 hour threshold for overtime;

WHEREAS, at the time it seemed the intent of that Council was to count all non-working hours toward the 40 hour threshold; however, there were some categories of non-working hours which weren't specifically addressed by that Council's action, such as bereavement leave, inclement weather leave, and administrative leave with pay;

WHEREAS, to provide clarification, staff recommends that the City's Personnel Policy be amended to reflect that bereavement, inclement weather, and administrative leave with pay are included in the list of non-working hours to be credited toward an employee's 40 hour threshold for overtime pay;

WHEREAS, in keeping with the provision found in Section 1.05 of the Personnel Policy, on February 21, 2022 members of the City staff were provided copies of the proposed amendment to the Personnel Policy and were advised said amendment would be presented to the City Council for action at a meeting on March 8, 2022; and,

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

1. Amends the current Personnel Policy by revising:
 - a. the first sentence of Section 2.06 (c) to read as follows:

“All employees will be required to successfully complete a three (3) month introductory/probationary period, **except employees of the Police Department, who will be required to successfully complete a one (1) year introductory/probationary period.**”; and,
 - b. the next to the last sentence of Section 3.06(a) to read as follows:

“Holiday, **Bereavement, Inclement Weather, Administrative Leave with Pay,** and PTO time does qualify as time credited.”
2. Adopts Exhibit “A”, The City of Glen Rose Personnel Policy,” as amended above, as the official policy of the City with regard to personnel administration.

PASSED AND APPROVED this 8th day of March, 2022.

Julia Douglas, Mayor

ATTEST:

Rosario Sosol-Lihaut, Deputy City Secretary



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding a tuition reimbursement program for employees.		
PREPARED BY:	Councilmember Walker	DATE SUBMITTED:	02/17/2022
EXHIBITS:	Stephenville and Cleburne Tuition Reimbursement Programs		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
As a council, we have discussed a tuition reimbursement program for our city employees. I have contacted several cities in Texas and have received copies of their policies. I am attaching those policies for Council to review.			
RECOMMENDED ACTION:			
Discussion on how to proceed on this matter.			



Chapter 3: EMPLOYEE BENEFITS

3.10 Tuition Reimbursement

PURPOSE:

To provide employees with the procedures to access and utilize the City of Stephenville's Tuition Reimbursement Program.

POLICY:

In recognition of the long-range contribution that additional job related education can make in continued quality service to the community, educational expense reimbursement is offered to eligible employees on a limited basis according to the following guidelines:

- Full time employees
- Must be employed with the city a continuous year before submitting an application for tuition reimbursement

A. Eligibility

1. Educational courses must be taken from an accredited college or university. For the purposes of this policy, accredited shall mean an institution of higher education recognized by the U.S. Department of Education (<http://ope.ed.gov/accreditation/search.aspx>) or The Council for Higher Education Accreditation (<http://www/chea.org/search/search.asp>).
2. The employee must have a field of study, commonly known as a major, declared with the employee's chosen college or university. Only those fields of study that, in the judgment of the employee's department director and the City Manager's Office, are related to the employee's current job classification or which will enhance the employee's potential for advancement to a position within the city are considered under this program. Single courses in self-improvement or continuing education programs not leading to a degree do not qualify under this program.
3. The maximum number of hours eligible to be reimbursed per semester is six (6)
4. To be eligible for reimbursement, completion of the course with a passing grade of "C" or better for undergraduate level is required, or "B" or better for graduate level work.
5. Employees receiving tuition assistance from a source that does not require repayment (Veteran's benefits, grants, scholarships, etc.) are required to submit reimbursement requests for the balance of the tuition not covered by the alternate source

B. Procedures and Responsibilities

An employee considering reimbursement under the terms of this program must make application to the city prior to enrollment in qualified courses. The employee must notify their division director prior to August 1st each year for budgeting purposes.

1. Tuition reimbursement will be paid only if the courses and degree plan in question have been pre-approved
2. The employee must complete and submit to their Department Director the ***Application for Degree Plan Approval*** form (Appendix E, Form 6), along with a complete degree plan outlining required courses and a signed ***Tuition Reimbursement Agreement*** (Appendix E, Form 7). The Department Director will enter a recommendation as to approval of the degree plan and then forward the application to the Human Resources Department. The Human Resources Manager will review the application for completion and forward to the City Administrator's office with recommendations for approval
3. The decision of the City Administrator or designee is final. If the City Administrator approves the field of study, all courses in the degree plan are eligible for reimbursement subject to the availability of funds in the City's Annual Operating Budget. Reimbursement will be paid at 100% of the eligible tuition rate up to a maximum of \$1,200 annually
4. Eligible tuition rate is defined as the resident tuition rate established by the state or county college attended for undergraduate or graduate level work. If attendance is at an institution other than a state or county college, reimbursement will be based on the average tuition rate for state schools within the region as determined by the Human Resources Department
5. Mandatory fees shall be reimbursed at 50%, excluding late fees and interest for delayed payment plans. Eligible fee rate is defined as the resident fee rate established by the state or county college attended for undergraduate or graduate level work. If attendance is at an institution other than a state or county college, reimbursement will be based on the average fee rate for state schools within the region as determined by the Human Resources Department
6. Prior to the commencement of each semester, the employee must submit a ***Course Pre-approval Request*** (Appendix E, Form 8) to the Human Resources Department notifying the City of the courses to be taken that semester
7. Upon completion of the course the employee must submit original tuition and textbook receipts, grade reports, and the ***Reimbursement Request*** (Appendix E, Form 9) to the Human Resources Department for reimbursement within 30 days of the final grade report to be eligible for reimbursement
8. Books and course materials will be reimbursed with appropriate receipts up to, but not exceeding, the amount of the tuition reimbursed for the course
9. The employee who receives tuition reimbursement must remain in service to the City, as a full time employee, for at least two (2) years beyond the date of reimbursement; otherwise, all sums for tuition and books paid by the City over the past two (2) years must be refunded to the City. As a condition of receiving tuition reimbursement, the City may deduct any sums owing from the employee's final paycheck from the city

10. The Employee agrees to refund the City of Stephenville the full amount of the tuition and book reimbursement provided during the year preceding voluntary resignation. An employee applying for tuition reimbursement will sign a ***Tuition Reimbursement Agreement (Appendix E, Form 7)*** acknowledging the requirements and agreeing to such
11. Under no circumstances will the City pay any employee more than \$1,200 per year. (*Refer to Guideline #3 above*)

	City of Cleburne Personnel Rules and Regulations		
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	Subject: TUITION EDUCATIONAL ASSISTANCE		

The Tuition Educational Assistance Program promotes the City's goals of improving customer service and investing in the workforce. The City provides financial assistance to employees who take job-related, City career enhancing credit courses at accredited, degree-granting schools and institutions of higher learning. The Tuition Educational Assistance Program does not provide assistance for staff development training or continuing professional education. There is nothing in this policy intended to change or modify the at-will status of City employees or to create or confer expectation of continued employment to any employee.

A. GENERAL INFORMATION

1. The program is available to regular, full-time employees to improve qualifications in their present position and to prepare them for more responsibility with the City of Cleburne. This policy does not apply to employees in their new-hire introductory period or on disciplinary probation.
2. The City will reimburse specific expenses for college-level education courses, GED preparation, and certifications that provide additional expertise to City employees. This policy does not cover classes, certificates or licenses that are required by the employee's present position or that would be considered ordinary training. These types of expenses should be covered by the division's training budget, at the Director's discretion, or the employee directly.
3. This policy is not an expressed or implied guarantee of benefits. All requests for reimbursement made thru the Tuition Educational Assistance Program will be considered on a first come first serve basis. Initial payment and continuation of such benefits is dependent upon budget funding availability and class approval.
4. Benefits may be temporarily suspended or permanently terminated at any time, upon the determination of the City Manager, based on the availability of funding.
5. Employees are not guaranteed additional salary consideration or promotion for completion of courses paid for by the City of Cleburne.

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B. DEFINITIONS

1. A course or educational program is a class of instruction taught at or by an accredited college, university, or trade school recognized by the Southern Association of Colleges and Schools.
2. A tuition educational assistance participant is an eligible full time employee who has submitted a Tuition Reimbursement Application and been approved. (Refer to Requirement Section for eligibility requirements).

C. ELIGIBILITY REQUIREMENTS FOR REIMBURSEMENT OF COLLEGE CREDIT COURSE WORK

1. The benefit is available to regular, full-time employees that have completed the introductory period, and have no recorded policy violations within the one hundred eighty (180) days prior to the beginning of the class(s) for which registration is being sought.
2. Employees may apply for Tuition Educational Assistance prior to the expiration of the probationary period, as long as the first day of class does not occur prior to the employee's one (1) year anniversary or the end of the disciplinary probation.
3. Employees must sign a formal agreement, in which the employee agrees to remain employed by the City of Cleburne for two (2) years from the date of reimbursement, or the employee will be responsible for paying all or part of reimbursement of Tuition Assistance funds back to the city as determined by the City Manager.

D. PROCEDURES/RULES

1. The City Manager will make the final decision regarding any situation not addressed within this policy.
2. All courses reimbursed under this program must be taken on the employee's own time. If a class is only available during an employee's normal work hours, the employee may request a flexible schedule from the division manager. A memorandum outlining the employee's flexible work schedule must be signed by the employee, approved by Department Director and forwarded to the Human Resources Department with a completed Tuition Educational Assistance Program Application. When there is a conflict between classes and the employee's job responsibilities, the job responsibility must come first. Flexible schedules shall not cause

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any undue hardship to the department or city in any way. Approval for participation in the tuition educational assistance program does not guarantee the ability to take courses during normal work hours.

3. Employees are to provide formal proof of the courses they are taking or have taken for the purposes of education assistance.
4. Employees who are receiving Tuition Educational Assistance at the time of an injury, whether work related or non-work related, are expected to continue with school during the absence, unless the physician documents that they are unable to do so. If it becomes necessary for the employee to withdraw or take an incomplete for the course, they will have one hundred eighty (180) days following the date of return to full duty to re-enroll and satisfactorily complete the course. Exceptions may be made if the course is not available during that time frame. If not, the employee will be liable for returning any advance monies they received for the semester they did not complete.
5. Dropping of a class(s) at any time is not acceptable. An employee who drops a class will not be eligible for Tuition Educational Assistance for twelve (12) months after the initial drop date. The employee will be responsible for paying back City funds used for a dropped class through payroll drafts within sixty (60) days.

E. COURSE CRITERIA

1. Course must be in the pursuit of a degree that is job related or would benefit the City as determined by the City.
2. The course must prepare the employee for change(s) in duties and responsibilities in current position or in preparation for a more advanced position.
3. The course must be offered by an accredited educational institution that is recognized by the Southern Association of Colleges and Schools (Commission of Colleges). Specialized courses not recognized by the Association may be considered if directly related to the employee's responsibilities or required in order to complete a degree plan (i.e. elective courses).
4. Employees must obtain a course grade equivalent to a C or better to be eligible for reimbursement. The City will not accept a pass or fail option. Reimbursement will not be

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provided for classes not completed successfully. The entire cost of a failed class must be paid back to the City by payroll draft within sixty (60) days of the failed course.

F. APPLICATION INFORMATION

1. Employees are required to complete a Tuition Reimbursement Application and Tuition Reimbursement Agreement thirty (30) days in advance of the first day of the school term or starting course date. A copy of the course description from the school catalog, website, or course registration form will need to be attached to the application in order to be considered. Employees will be paid fifty (50%) percent of the eligible tuition and books at the beginning of the course. The remaining fifty (50%) percent of the tuition will be paid when a Tuition Reimbursement Request and a Grade Verification form, with a grade C or better, has been submitted and approved by the Human Resources department.
2. Employees applying for assistance are eligible for a maximum of one thousand five hundred dollars (\$1,500) per college semester or three thousand dollars (\$3,000) per fiscal year. Funds are payable only after all criteria are met in accordance with this policy. The City will pay one hundred (100%) percent of tuition and book costs as reflected on the fee and book receipts, up to the maximum. Supplies or any other expenses in connection with courses are not eligible for reimbursement.
3. It is the employee's responsibility to inform the Human Resources Department if he/she is receiving financial assistance by any other source. In the event of partial scholarships or grants, reimbursement will be calculated based on the actual expense to the employee. Failure to inform the Human Resources Department will result in disqualification from participation in the Tuition Assistance Program and may subject the employee to disciplinary action.
4. Any changes to a degree plan must be submitted and approved prior to registration.
5. Tuition Educational Assistance will be paid only once for each approved course. The City of Cleburne will not pay for courses for which Tuition Educational Assistance has already been received by the employee.
6. An employee will be eligible for tuition assistance for only one (1) associate degree and one (1) undergraduate degree. Any exception must be for the benefit of the City and would

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require City Manager's approval. A master's degree must be specifically applicable to City advancement and must be approved in advance by the City Manager.

G. SERVICE REQUIREMENTS/REPAYMENT OBLIGATIONS

1. Requirements for continued service with the City after course completion are an assurance that the City will benefit from employee participation in this program. If an employee leaves City employment for any reason before a service requirement is completed, the employee must repay to the City all of the tuition that was paid to the employee.
2. If the employee has worked less than two (2) year of the service requirement, the employee will repay to the City the full amount of the reimbursement payment made to the employee.
3. A two (2) year service requirement begins on the reimbursement check date. A separate two (2) year service requirement must be completed for each reimbursement payment made to the employee.
4. A service requirement is not an assurance of continued employment by the City. If a termination of employment occurs, voluntary or involuntary, and a repayment amount is owed by the employee, and the employee does not otherwise repay the amount, the employee agrees to have the repayment amount deducted from the employee's paychecks that are issued after the termination decision occurs. Any remaining balances owed to the City shall be paid immediately following notification to the employer.
5. Repayment of tuition assistance if employee drops or fails to complete the course prior to completion or obtains an average grade below C will be made by a payroll deduction. The employee will be responsible for paying back any used City funds with in sixty (60) days.
6. Employees are not responsible for reimbursement to the City in the following circumstances:
 - a. Position is eliminated due to a reduction in forces
 - b. Work shift changes initiated by management that prohibit the employee from completing course(s)
 - c. The employee is involuntarily called to military service

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- d. Other reasons which are determined to be out of the control of the employee, left to the discretion of the City Manager

**ADMINISTRATIVE DIRECTIVE
NO. 65
HIGHER EDUCATION INCENTIVE PROGRAM**

Higher education is a very important aspect of any employee's current job performance and future ability to advance within the City organization. Therefore, the City wants to encourage its employees to continue their education by enrolling in colleges for undergraduate or post-graduate courses. Under this policy, an employee may take college courses which are either related to their job duties, or designated in a degree plan approved by their supervisor.

The City will reimburse the employee for actual costs as follows:

100% for a grade of A
80% for a grade of B
70% for a grade of C

Eligibility: Reimbursement is for actual costs of tuition and books, not to exceed the normal costs for comparable courses at area colleges (Texas Tech, UTPB, Howard College, LCU, etc.) Only full time permanent employees who have completed their probationary period prior to beginning the course are eligible for reimbursement.

Additional Longevity Incentive: As an added incentive, employees who have been employed with the City for more than five years may seek an advance toward the actual costs of tuition and books for eligible classes. For first time program applicants, advances may be granted for the lesser of 50% of the actual costs of the class or 50% of the employee's net pay, so long as the employee does not have an outstanding Payroll Advance under Administrative Directive 68. Once the class is completed, the employee will be reimbursed for any additional amounts applicable to the grade received. For those who have previously participated in the program, advances may be granted for a percentage of the actual costs of the class equal to the percentage of reimbursement or advance the employee received for their last class taken under this program. The advance payment option is also available to employees having less than five years of service with the prior approval of the City Manager.

Repayment: If an employee does not complete a class for which he or she received an advance, or does not make a grade of C or above in the class, the advance must be repaid in the same manner as a Payroll Advance under Administrative Directive 68. If an employee receives an advance for a higher percentage than the final grade received for the class, he or she must repay the additional amount advanced in the same manner as a Payroll Advance under Administrative Directive 68. If an employee that receives a higher education incentive leaves employment with the City for any reason within twenty-four months of completion of the last class an incentive was paid for, the employee agrees to pay back the funds in full through a deduction from the last paycheck with any additional amount due to be paid in a lump sum at the time of termination.

Course assignments may not be done during working hours or using City equipment. An employee may attend class during working hours with the approval of his/her supervisor,

provided that the employee uses vacation or compensatory time or the supervisor adjusts the employee's work schedule to make-up the time in class.

Approval: The employee's supervisor and the City Manager must approve all courses under the program. The City Manager shall make all final decisions regarding eligibility and appropriate advance or reimbursement.

Approved: _____


City Manager

Revised 09-2015



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Discussion, consideration, and possible action on an Ordinance Amending the City's Trash Collection Rates. (Conrad)		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	02/28/2022
EXHIBITS:	Ordinance Amending the City's Trash Collection Rates; Breakdown on trash revenue and outside city limits trash rates		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
After the February 8th Council Meeting, Councilmember Conrad had asked for a breakdown on the impact of the decision on trash rates on the City's budget. The impact of only increasing commercial rates was also explored and a breakdown of commercial revenue versus the volume of commercial trash was provided. And, costs for what one residential customer and one commercial customer are paying for trash collection outside the city limits were collected. In view of this additional information, Councilmember Conrad asked that the matter of city trash rates be put back on the agenda for further consideration. Also, when a representative of our current garbage collection contractor was asked what was the typical municipal markup on the services they provided, the answer was that markups range from 5% to 18%.			
RECOMMENDED ACTION:			

ORDINANCE # _____

**AN ORDINANCE OF THE CITY OF GLEN ROSE, TEXAS,
AMENDING ARTICLE A.5000, DIVISION 2 “SANITATION
SERVICE,” SEC. A5.031 “RATES” OF THE CITY’S CODE
OF ORDINANCES TO INCREASE RATES TO REFLECT AN
INCREASE IN THE RATES REPUBLIC SERVICES IS
CHARGING THE CITY; PROVIDING REPEALING,
SEVERABILITY, PROPER NOTICE, MEETING AND
QUORUM CLAUSES; AND AN EFFECTIVE DATE.**

WHEREAS, on December 10, 2021 the City received notification from Republic Services of a 6% rate increase for the municipal solid waste collection services being provided to the City of Glen Rose (City) pursuant to the provisions of Section 10 of the Contract and subsequent Amendment;

WHEREAS, the rates the City has been charging its customers for municipal solid waste collection services to cover the Republic charges and the City’s overhead are only 5% higher than the rates being charged by Republic Services;

WHEREAS, if the City doesn’t increase customer rates, it will experience a loss every month on the municipal solid waste collection services it is providing;

WHEREAS, after considering the matter, the City Council has determined for the good government, peace, and order of the municipality, to increase the City’s municipal solid waste collection rates by amending Article A.5000, Division 2, “Sanitation Service,” Sec. A5.031 “Rates” of the City’s Code of Ordinances to reflect a ____% increase in its municipal solid waste collection rates;

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

**SECTION 1 (OF 9)
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 9)
AMENDING SECTION A5.031 “RATES”**

Section A5.031 “Rates” of the City’s Code of Ordinances shall be amended to read as follows:

	(Current)	(+6%)	(+3%)
Monthly Fees, Residential:			
95 Gallon Poly Cart, once a week service	\$10.40	\$11.03	\$10.71
Additional Poly Cart, once a week service	\$7.35	\$7.79	\$7.57
Monthly Fees, Commercial:			
95 Gallon Poly Cart, once a week service	\$12.60	\$13.36	\$12.98
95 Gallon Poly Cart, twice a week service	\$18.85	\$19.98	\$19.42
1.5 yard dumpster, once a week service	\$49.61	\$52.59	\$51.10
2.0 yard dumpster, once a week	\$55.00	\$58.30	\$56.65
3 yard dumpster, once a week service		\$66.15	\$70.12
\$68.13			
3 yard dumpster, twice a week service	\$99.23	\$105.18	\$102.21
3 yard dumpster, three times a week service	\$132.30	\$140.23	\$136.27
4 yard dumpster, once a week service		\$77.18	\$81.81
		\$79.50	
4 yard dumpster, twice a week service	\$122.38	\$129.72	\$126.05
4 yard dumpster, three times a week service	\$167.58	\$177.63	\$172.61
4 yard dumpster, four times a week service	\$212.78	\$225.55	\$219.16
4 yard dumpster, five times a week service	\$257.99	\$273.47	\$265.73
Extra lift, 1.5 yard dumpster	\$12.60	\$13.36	\$12.98
Extra lift 2 yard dumpster	\$25.20	\$26.71	\$25.96
Extra lift 3 yard dumpster	\$25.20	\$26.71	\$25.96
Extra lift 4 yard dumpster	\$33.60	\$35.62	\$34.61
Additional per container cost for locking container	\$5.25	\$5.57	\$5.41
30 Yard Roll Offs:			
Delivery, haul, and disposal	\$520.00	\$551.20	\$535.60
Plus monthly rental	\$105.00	\$111.30	\$108.15
Daily rental	\$3.46	\$3.67	\$3.56
Relocate/blocked	\$123.82	\$131.25	\$127.53
Deposit/Container	\$595.00	\$630.70	\$612.85

SECTION 6 (OF 9) SAVINGS/REPEALING CLAUSE

Article A.5000 “Utility Rates and Charges” 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 7 (OF 9)
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 8 (OF 9)
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 9 (OF 9)
EFFECTIVE DATE

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

PASSED AND APPROVED this the 8th day of March, 2022.

APPROVED:

Julia Douglas, Mayor

ATTEST:

Rosario Sosol-Lihaut, Deputy City Secretary



Michael Leamons <michael.leamons@glenrosetexas.org>

[REDACTED]

1 message

Michael Leamons <michael.leamons@glenrosetexas.org>
To: Demetra Conrad <demetra.conrad@glenrosetexas.org>

Fri, Feb 11, 2022 at 2:09 PM

The [REDACTED] provided me with their rate for a 4 yard dumpster with once a week collection. Our rate is \$77.18, which compares very favorably with their \$139.03. Waiting on the residential rate.

Robyn with Republic didn't seem to think she could provide me with tonnage amounts for other cities but thought she might be able to get me percentages of residential and commercial waste for other cities. She also said we could compare the volume capacity for commercial (size and number of dumpsters and carts) versus the same for residential. It wouldn't be as accurate as the tonnage, but she thought it would get us close. I'm going to wait to see what she comes up with before I start calculating capacities.

Michael Leamons
City Administrator
City of Glen Rose
(254) 396-2467 cell
(254) 897-2272, ext 107



CURRENT INVOICE CHARGES

Description	Reference	Quantity	Unit Price	Amount
[REDACTED]				
Rainbow, TX				
1 Side Load 4 Yd, 1 Lift Per Week				
Pickup Service 02/01-02/28			\$139.03	\$139.03
Total State Sales Tax				\$8.69
CURRENT INVOICE CHARGES, AutoPayment due on February 20, 2022				\$147.72

Item 22.



Fwd: Request for data

1 message

Michael Leamons <michael.leafmons@glenrosetexas.org>
To: Demetra Conrad <demetra.conrad@glenrosetexas.org>
Cc: "Douglas, Julia" <julia.douglas@glenrosetexas.org>

Mon, Feb 14, 2022 at 11:36 AM

Demetra,

Good morning. This breakdown on tonnage comes from Robyn's email found below:

Commercial, 219 customers representing 72% of the tons

Residential, 1006 customers representing 28% of the tons

When you compare these numbers to those I provided you last week (listed below) on the breakdown of our commercial/residential billing, it appears there is no subsidy for residential service if the analysis is confined to tonnage. However, as you can see, the trash truck has to make many more stops to service our residential customers, so the expenses related to labor, fuel, and vehicle depreciation would be much higher concerning residential service.

Total trash billing: \$30,582.03
Residential trash billing: \$10,829.30

You had asked for an analysis of the numbers. Here it is:

\$10,892.30/\$30582.03 = 35.4% (the residential portion of the whole)
100% - 35.4% = 64.6% (the commercial portion of the whole)

Also, I am attaching a trash collection bill for a residential account outside of the city limits. I'm told the 6 bags service is equivalent to a polycart. As you will see in the email, [REDACTED] went up on their rates by 8.25% this past November. If the 6 bag rate is equivalent to a polycart, our rate is less than 1/2 that of this service provider. Their rate without tax is \$25.00, while ours is \$10.40. \$25.00/\$10.40 = 2.4. So, as of November their rate is 240% higher than ours.

Please let me know should you require any additional information

Respectfully,

Michael Leamons

Price Adjustment

From: [REDACTED]

To:

Date: Thursday, November 18, 2021, 07:08 PM CST

Dear Valued Customers,

As you may know, the fuel prices and dump fees in our area have been on the rise with no relief in sight. Unfortunately, this is causing our small business a major hardship. Therefore, we are forced to make price adjustments. The most efficient way to do this is to pass the 8.25% sales tax that we have been covering straight through to each customer. We have prided ourselves on doing our best to not raise prices like the big companies and I'm hopeful this won't need to happen again in the near future.

Here is what your new bill will look like.

6 bag service- $25.00 + 8.25\% = 27.06$

12 bag service- $35.00 + 8.25\% = 37.89$

*Monthly rate for once a week
pick up. No bulky item
collection.*

If you receive emailed invoices this will go into effect on the invoice you receive at the end of December 2021.

If you have signed up through PayPal on our website this will go into effect on December 20th 2021.

If you have any questions, please feel free to contact me.

[REDACTED]

[REDACTED]

Sent from Mail for Windows



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Discussion, consideration, and possible action on amending both the Procedures for Placing an Item on the Agenda and the City Council Meeting Date Resolution.		
PREPARED BY:	Mayor Douglas	DATE SUBMITTED:	03/01/2022
EXHIBITS:	Resolution Adopting Amended Procedures for Placing an Item on the Agenda; Proposed Amended City Council Meeting Date Resolution		
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
Our late night Council meetings reduce transparency, because many in the public don't have the time or interest to devote 5 or 6 hours to watching or listening to the meetings. Knowing that the last meeting would likely be a long one, in the agenda I called for a 15 minute time limit on the consultants' Comprehensive Plan presentations (15 minutes total for their presentation and for answering Council questions) and staff notified the consultants about this format in advance so they could prepare accordingly. Instead of 15 minutes, about 45 minutes was devoted to each consultant. So, time limits don't seem to be the right tool for managing our meetings. It has been observed that much time in our meetings is being consumed by non-actionable items. This wasn't the case when the Mayor and staff had more authority in managing meeting agendas. Short of restoring that authority, perhaps a better way to bring our Council meetings back to a more manageable length would be to have two meetings each month, with the first being devoted to actionable items and the second to non-actionable items--that way the public can hone in on the first meeting and stay informed about what the Council is doing. To accomplish this, in our Procedures for Placing an Item on the Agenda the Mayor could be given the authority to decide at which meeting any particular agenda item is taken up. To prevent excessive delays, that authority could be limited to deciding at which of the next two regularly scheduled meetings an agenda item would be taken up.			
RECOMMENDED ACTION:			
Moved to adopt the amended document as presented			

CITY OF GLEN ROSE**RESOLUTION #2022-_____****A RESOLUTION OF THE CITY OF GLEN ROSE, TEXAS, AMENDING THE PROCEDURES OF PLACING A MATTER ON THE AGENDA .**

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

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

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

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

Passed and approved this the 8th day of March, 2022.

Approved:

Julia Douglas, Mayor

ATTEST:

Rosario Sosol-Lihaut, Deputy City Secretary

Exhibit “A”

CITY OF GLEN ROSE PROCEDURES FOR PLACING AN ITEM ON THE AGENDA Amended on March 8, 2022

REGULAR MEETINGS

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

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

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

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

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

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

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

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

The Mayor, as the governing body's presiding officer, assisted by administrative staff, shall be responsible for determining what items are placed on council meeting agendas; however, an agenda item not approved by the Mayor shall be placed on an agenda if requested in writing by one member of the Council. **To keep the first regular Council meeting of the month, which the public is more apt to attend or follow on-line, moving at a brisk pace to hold the public's attention and, thus, provide for a more transparent process, the Mayor shall have authority to decide whether an agenda item shall be taken up at the first or the second regular monthly Council Meeting. In most instances, non-actionable items and actionable items, where the Mayor believes final action is unlikely to be taken, shall be scheduled for the second regular monthly Council Meeting.**

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

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

SPECIAL CALLED MEETINGS

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

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

**CITY OF GLEN ROSE
AMENDED RESOLUTION #2021-31**

A RESOLUTION OF THE CITY OF GLEN ROSE, TEXAS, DESIGNATING THE TIME AND PLACE OF REGULAR COUNCIL MEETINGS DURING 2022.

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

WHEREAS, Section 22.038(a) of the Texas Local Government Code requires that the Governing Body of a Type A General Law municipality adopt a resolution determining the time and place of its regular meetings.

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

Determines to conduct its regularly scheduled 2022 Council Meetings at City Hall at 201 NE Vernon Street at 5:30 p.m. on the second Tuesday of each month and on the fourth Tuesday of **March, April**, May, June, July, August, ~~and~~ September, **October, November, and December.**

Passed and approved this the 8th day of March, 2022.

Approved:

Julia Douglas, Mayor

ATTEST:

Rosario Sosol-Lihaut, Deputy City Secretary



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Discussion, consideration, and possible action on Resolution to amend the FY 2021-22 Budget.		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	03/01/2022
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
As the year has progressed, not everything has gone according to the planned budget. Changes need to be made to the General Fund budget to cover additional attorney fees, a large portion of the Comprehensive Plan consultant's contract, admin contract labor, liability insurance for the portion of the riverwalk which passes thru private property (part of the easement agreement) and a pay adjustment for reallocation of duties. Changes need to be made to the Utility Fund to reflect updated costs on the Spanish Oaks Project, generator costs which didn't make it into last year's generator budget, cancelation of the golf course lift station project, incorrect budgeting for utility billing software and support, bank service fees, and splitting natural gas costs for the public works facility between the water and sewer depts. Also, adjustments have been made for projects coming in over or under budget based on how costs fell out between this fiscal year and the last fiscal year. Finally, staff is asking for funding to do maintenance work on the elevated storage at Well #5 based on an assessment by Maguire Iron. The outside needs to be recoated before the surface begins peeling. If it deteriorates too much and blasting and containment is required, the cost of the project will increase by about \$100,000. Also, new federal paint standards are going into effect in 2023 which will increase costs if the project isn't done in 2022. Although there don't appear to be enough funds to do the project this year, staff is asking for some funding for a new tank at Well #3. With some up-front money, we can work with the Council to get this project started this year and finished next year. Changes are highlighted in yellow.			
RECOMMENDED ACTION:			
Make any changes deemed appropriate & move to approve the Resolution amending the FY 2021-22 Budget.			

Exhibit "A"

CITY OF GLEN ROSE 2021-22 BUDGET
GENERAL FUND

Account #	Account Description	2021-22		PROPOSED AMENDED
		ADOPTED	YEAR TO-DATE	
REVENUE				
10-4000	Sales Tax	\$1,500,000	\$717,300.06	\$1,500,000
10-4001	Mixed Drinks Tax	\$26,000	\$8,730.51	\$26,000
10-4002	Gross Receipts Tax	\$200,000	\$110,695.81	\$200,000
10-4005	Property Taxes	\$781,780	\$649,926.56	\$781,780
10-4006	Penalites & Interest	\$10,000	\$12,966.10	\$10,000
10-4010	Property Taxes (Delinquent)	\$17,000	\$44,682.88	\$17,000
10-4200	Permits	\$90,000	\$44,551.45	\$90,000
10-4300	Pound Fees	\$500	\$350.00	\$500
10-4301	Municipal Court Fine Revenue	\$70,000	\$14,027.74	\$70,000
10-4303	Deferred Adjudication	\$19,000	\$2,859.24	\$19,000
10-4305	Time Payment Reimbursement Fee	\$500	\$249.00	\$500
10-4316	Court Costs	\$16,500	\$2,879.92	\$16,500
10-4318	Warrant Fee-Muni Court	\$200	\$650.00	\$200
10-4320	Court Col Fee	\$200	\$0.00	\$200
10-4322	Indigent Fee	\$550	\$0.00	\$550
10-4330	Donations	\$600	\$565.00	\$600
10-4331	Clear The Shelter	\$2,000	\$829.00	\$2,000
10-4332	County Res Impound Fee	\$1,000	\$825.00	\$1,000
10-4345	Quarantine Fee	\$350	\$0.00	\$350
10-4346	Boarding Fee	\$200	\$15.00	\$200
10-4347	Adopting Fee	\$1,500	\$670.00	\$1,500
10-4348	Euthanasia Fee	\$200	\$125.00	\$200
10-4500	Interest Income	\$4,000	\$678.42	\$4,000
10-4700	Miscellaneous Income	\$15,000	\$3,801.97	\$15,000
10-4703	Vrc Loan Repayment	\$10,000	\$5,000.00	\$10,000

CITY OF GLEN ROSE 2021-22 BUDGET

GENERAL FUND

Account #	Account Description	2021-22	YEAR	PROPOSED
		ADOPTED	TO-DATE	AMENDED
10-4704	Glen Rose Wrecker	\$6,000	\$2,500.00	\$6,000
10-4705	Nextlink	\$18,000	\$7,500.00	\$18,000
10-4707	Safe Routes Grant & Cost Shar	\$1,059,494	\$0.00	\$1,059,494
10-4709	Nrhp Grant	\$50,000	\$0.00	\$50,000
10-4710	Transfer in Reserves	\$150,000	\$0.00	\$150,000
	REVENUE TOTAL	\$4,050,574	\$1,632,378.66	\$4,050,574
EXPENSES				
LEGISLATIVE				
10-05-5055	Mayor & Council Pay	\$10,000	\$2,050.00	\$10,000
10-05-5145	Exp Mayor & Council	\$2,000	\$545.49	\$2,000
10-05-5201	Attorney	\$20,000	\$5,848.00	\$30,000
10-05-5240	Election Expense	\$15,000	\$1,790.90	\$15,000
10-05-5401	Telephone	\$789	\$0.00	\$789
10-05-5502	Mayor & Council Travel	\$7,500	\$2,723.66	\$7,500
10-05-5503	Mayor & Council Training	\$2,500	\$515.00	\$2,500
	LEGISLATIVE TOTAL	\$57,789	\$13,473.05	\$67,789
STREETS				
10-40-5000	Wages	\$141,786	\$62,455.22	\$141,786
	On call	\$4,171	\$3,354.37	\$4,171
10-40-5001	Overtime Streets & Parks	\$7,650	\$4,893.10	\$7,650
10-40-5003	Payroll Taxes Streets/Pks	\$11,758	\$9,507.27	\$11,758
10-40-5004	Retirement	\$21,809	\$14,287.99	\$21,809
10-40-5005	Health Insurance	\$33,600	\$251.16	\$33,600
10-40-5006	Life & Add Insurance	\$920	\$5,374.06	\$920
10-40-5007	Workers Comp Insurance	\$8,193	\$36.49	\$8,193
10-40-5008	Twc	\$4,302	\$0.00	\$4,302

CITY OF GLEN ROSE 2021-22 BUDGET

GENERAL FUND

Account #	Account Description	2021-22	YEAR TO-DATE	PROPOSED
		ADOPTED		AMENDED
10-40-5010	Longevity	\$2,200	\$0.00	\$2,200
10-40-5100	Supplies	\$3,200	\$1,062.42	\$3,200
10-40-5107	Janitorial Supplies	\$1,800	\$0.00	\$1,800
10-40-5108	Uniforms	\$2,420	\$790.01	\$2,420
10-40-5120	Tools	\$2,500	\$39.26	\$2,500
10-40-5122	Crack Sealant	\$13,210	\$0.00	\$13,210
10-40-5156	Asphalt	\$8,000	\$516.67	\$8,000
10-40-5175	Herbicides & Insecticides	\$4,000	\$0.00	\$4,000
10-40-5203	Contract Labor	\$7,500	\$0.00	\$7,500
10-40-5401	Telephone	\$3,500	\$441.36	\$3,500
10-40-5403	Electric	\$7,000	\$3,323.30	\$7,000
10-40-5404	Water	\$5,500	\$206.67	\$5,500
10-40-5405	Gas	\$2,500	\$393.58	\$2,500
10-40-5421	Street Lighting	\$33,000	\$10,138.74	\$33,000
10-40-5500	Training	\$250	\$0.00	\$250
10-40-5600	Vehicle Repair	\$6,000	\$95.73	\$6,000
10-40-5602	Repair & Maint - Equip	\$7,000	\$2,360.20	\$7,000
10-40-5604	Repair & Maint - Struct	\$10,000	\$178.75	\$10,000
10-40-5608	Gas/Oil/Lube	\$7,500	\$2,983.69	\$7,500
	Vehicle & Equipment Fund	\$40,000	\$0.00	\$40,000
10-40-5621	Rock/Gravel/Stone	\$700	\$0.00	\$700
10-40-5626	Sidewalk	\$10,000	\$190.60	\$10,000
10-40-5636	Street Paint	\$1,500	\$18.92	\$1,500
10-40-5655	Concrete	\$1,500	\$416.43	\$1,500
10-40-5656	Drainage Pipe	\$1,500	\$0.00	\$1,500
10-40-5700	Capital Expenditures (Valley View Street)	\$413,000	\$5,850.00	\$413,000
10-40-5720	Park Development	\$7,500	\$0.00	\$7,500
10-40-5721	Road Base	\$1,500	\$799.88	\$1,500

CITY OF GLEN ROSE 2021-22 BUDGET GENERAL FUND

Account #	Account Description	2021-22	YEAR	PROPOSED
		ADOPTED	TO-DATE	AMENDED
10-40-5738	Safe Routes School Grant & Match	\$1,135,172	\$0.00	\$1,129,982
10-40-5739	Barnard Street Sidewalk (900')	\$80,000	\$0.00	\$80,000
10-40-5740	Paving	\$200,000	\$0.00	\$200,000
10-40-5801	Miscellaneous Exp	\$500	\$0.00	\$500
10-40-5804	Service Fees	\$30,000	\$2,686.00	\$30,000
10-40-5859	Street Signs	\$4,000	\$210.31	\$4,000
	STREETS TOTAL	\$2,288,141	\$132,862.18	\$2,282,951
	CODE ENFORCEMENT			
10-50-5000	Wages	\$148,451	\$52,767.34	\$148,451
10-50-5001	Overtime	\$3,570	\$334.94	\$3,570
10-50-5003	Payroll Taxes	\$11,915	\$3,575.07	\$11,915
10-50-5004	Retirement	\$22,116	\$6,843.46	\$22,116
10-50-5005	Health Insurance	\$25,200	\$2,944.00	\$25,200
10-50-5006	Life & Add Insurance	\$753	\$91.16	\$753
10-50-5007	Workers Comp Insurance	\$1,506	\$978.90	\$1,506
10-50-5008	Twc	\$4,358	\$231.02	\$4,358
10-50-5009	On-call	\$3,650	\$560.00	\$3,650
10-50-5010	Longevity	\$0	\$0.00	\$0
10-50-5106	Postage	\$2,100	\$1,132.97	\$2,100
10-50-5108	Uniforms	\$500	\$0.00	\$500
10-50-5120	Instrument & Tools	\$500	\$0.00	\$500
10-50-5202	Engineering	\$1,000	\$0.00	\$1,000
10-50-5203	Contract Labor	\$500	\$1,050.00	\$1,500
10-50-5210	Legal Notices & Advertising	\$2,000	\$514.00	\$2,000
10-50-5215	Code Replacement	\$1,000	\$0.00	\$1,000
10-50-5219	Abatements	\$10,000	\$0.00	\$10,000
10-50-5247	Mapping	\$3,000	\$0.00	\$3,000

CITY OF GLEN ROSE 2021-22 BUDGET

GENERAL FUND

Account #	Account Description	2021-22 ADOPTED	YEAR TO-DATE	PROPOSED AMENDED
10-50-5401	Telephone	\$789	\$278.38	\$789
10-50-5500	Training	\$4,000	\$0.00	\$4,000
10-50-5501	Travel	\$4,000	\$0.00	\$4,000
10-50-5600	Vehicle Repair	\$2,000	\$21.47	\$2,000
10-50-5608	Gas/Oil/Lube	\$750	\$183.36	\$750
10-50-5801	Miscellaneous Exp	\$2,000	-\$46.32	\$2,000
10-50-5803	Software	\$3,000	\$1,800.00	\$3,000
10-50-5837	License Renewal	\$400	\$0.00	\$400
10-50-5860	Hardware Replacement	\$500	\$0.00	\$500
	CODE ENFORCEMENT TOTAL	\$259,558	\$73,259.75	\$260,558
	ANIMAL CONTROL			
10-55-5000	Wages	\$36,237	\$19,633.91	\$36,237
	On-call	\$3,650	\$0.00	\$3,650
10-55-5001	Overtime	\$3,570	\$569.78	\$3,570
10-55-5003	Payroll Taxes	\$3,330	\$1,545.61	\$3,330
10-55-5004	Retirement	\$6,181	\$2,925.02	\$6,181
10-55-5005	Health Insurance	\$8,400	\$3,679.95	\$8,400
10-55-5006	Life & Add Insurance	\$286	\$85.66	\$286
10-55-5007	Workers Comp Insurance	\$2,721	\$1,621.51	\$2,721
10-55-5008	Twc	\$1,217	\$0.00	\$1,217
10-55-5010	Longevity	\$300	\$0.00	\$300
10-55-5100	Supplies	\$1,500	\$385.22	\$1,500
10-55-5108	Uniforms	\$1,200	\$418.44	\$1,200
10-55-5109	Office Supplies	\$800	\$51.97	\$800
10-55-5165	Euth. & Medication	\$2,000	\$469.49	\$2,000
10-55-5203	Contract Labor	\$2,000	\$130.00	\$2,000
10-55-5236	Employee Rabies Shots	\$1,600	\$0.00	\$1,600

CITY OF GLEN ROSE 2021-22 BUDGET

GENERAL FUND

Account #	Account Description	2021-22	YEAR	PROPOSED
		ADOPTED	TO-DATE	AMENDED
10-55-5237	Adoption Reimbursement	\$1,600	\$520.00	\$1,600
10-55-5401	Telephone	\$2,000	\$273.50	\$2,000
10-55-5402	Internet	\$1,400	\$443.32	\$1,400
10-55-5403	Electric	\$5,600	\$1,490.00	\$5,600
10-55-5500	Training	\$1,500	\$800.00	\$1,500
10-55-5501	Travel	\$1,500	\$50.00	\$1,500
10-55-5600	Vehicle Repair	\$3,000	\$0.00	\$3,000
10-55-5602	Repair & Maint - Equip	\$2,000	\$35.61	\$2,000
10-55-5603	Equipment	\$1,000	\$0.00	\$1,000
10-55-5604	Repair & Maint - Struct	\$4,000	\$265.00	\$4,000
10-55-5608	Gas/Oil/Lube	\$4,000	\$800.02	\$4,000
10-55-5700	Capital Improvements	\$500	\$0.00	\$500
10-55-5801	Miscellaneous Exp	\$600	\$15.99	\$600
10-55-5803	Software	\$450	\$0.00	\$450
10-55-5804	Service Fees	\$300	\$0.00	\$300
10-55-5839	Rabies Test Fees	\$500	\$0.00	\$500
10-55-5860	Hardware Replacement	\$500	\$0.00	\$500
10-55-5870	Office Equip/Furn	\$500	\$0.00	\$500
ANIMAL CONTROL TOTAL		\$105,942	\$36,210.00	\$105,942
ADMINISTRATION				
10-60-5000	Wages	\$294,521	\$130,926.58	\$294,521
10-60-5003	Payroll Taxes	\$22,850	\$9,930.06	\$22,850
10-60-5004	Retirement	\$42,387	\$19,539.73	\$42,387
10-60-5005	Health Insurance	\$33,600	\$14,287.99	\$33,600
10-60-5006	Life & Add Insurance	\$1,247	\$512.58	\$1,247
10-60-5007	Workers Comp Insurance	\$1,221	\$766.51	\$1,221
10-60-5008	Twc	\$8,246	\$0.00	\$8,246

CITY OF GLEN ROSE 2021-22 BUDGET

GENERAL FUND

Account #	Account Description	2021-22	YEAR TO-DATE	PROPOSED
		ADOPTED		AMENDED
10-60-5010	Longevity	\$4,100	\$0.00	\$4,100
10-60-5108	Uniforms	\$750	\$0.00	\$750
10-60-5109	Office Supplies	\$2,000	\$359.35	\$2,000
10-60-5203	Contract Labor	\$101,000	\$0.00	\$6,000
10-60-5210	Legal Notices & Advertising	\$3,000	\$368.00	\$3,000
10-60-5218	Legal Updates	\$7,500	\$60.00	\$7,500
10-60-5401	Telephone	\$2,200	\$420.88	\$2,200
10-60-5406	CVB/Oakdale Electric		-\$4,434.12	
10-60-5500	Training	\$5,000	\$1,570.00	\$5,000
10-60-5501	Travel	\$6,000	\$1,270.90	\$6,000
10-60-5600	Vehicle Repair	\$4,000	\$21.47	\$4,000
10-60-5602	Repair & Maint - Equip	\$1,000	\$280.92	\$1,000
10-60-5604	Repair & Maint - Struct	\$10,000	\$409.89	\$10,000
10-60-5608	Gas/Oil/Lube	\$1,000	\$49.69	\$1,000
10-60-5800	Dues	\$2,500	\$405.00	\$2,500
10-60-5801	Miscellaneous Exp	\$2,000	\$427.27	\$2,000
10-60-5803	Software	\$12,000	\$139.48	\$12,000
10-60-5804	Service Fees	\$15,000	\$4,272.28	\$15,000
10-60-5860	Hardware Replacement	\$2,000	\$0.00	\$2,000
		\$585,122	\$181,584.46	\$490,122
NON-DEPARTMENTAL				
10-65-5009	Other Insurance Tmlirp	\$36,000	\$32,139.42	\$32,140
10-65-5041	Employee Appreciation	\$3,500	\$1,611.64	\$3,500
10-65-5100	Supplies	\$1,850	\$298.12	\$1,850
10-65-5106	Postage	\$5,450	\$366.46	\$5,450
10-65-5107	Janitorial Supplies	\$1,500	\$312.05	\$1,500
10-65-5109	Office Supplies	\$5,000	\$1,816.07	\$5,000

CITY OF GLEN ROSE 2021-22 BUDGET

GENERAL FUND

Account #	Account Description	2021-22	YEAR	PROPOSED
		ADOPTED	TO-DATE	AMENDED
10-65-5200	Audit	\$11,500	\$10,500.00	\$11,500
10-65-5202	Engineering	\$15,000	\$4,275.00	\$15,000
10-65-5217	Postage, Copier Lease	\$10,000	\$1,939.20	\$10,000
10-65-5223	Accounting Software & Support	\$11,500	\$0.00	\$11,500
10-65-5224	It Support	\$15,000	\$1,597.50	\$15,000
10-65-5225	Janitorial Services	\$7,800	\$3,250.00	\$7,800
10-65-5226	CPA	\$6,000	\$862.50	\$6,000
10-65-5227	Background Test	\$50	\$0.00	\$50
10-65-5228	Website/Email Management	\$12,500	\$7,687.00	\$12,500
	Comprehensive Plan Consultant			\$100,000
10-65-5235	Drug Testing	\$500	\$0.00	\$500
10-65-5401	Telephone	\$13,500	\$4,436.70	\$13,500
10-65-5402	Internet	\$7,200	\$1,929.53	\$7,200
10-65-5403	Electric	\$6,000	\$1,469.84	\$6,000
10-65-5404	Water	\$4,000	\$3,572.29	\$4,000
10-65-5405	Gas	\$1,500	\$448.37	\$1,500
10-65-5420	Insurance for Riverwalk thru Hill County Inn		\$1,000.00	\$1,000
10-65-5740	City Hall Renovation 3300Sqft	\$100,000	\$0.00	\$100,000
10-60-5804	Text My Gov & Archive Social	\$5,488	\$0.00	\$5,488
10-65-5805	Qrt S.C.A.D.	\$13,157	\$3,289.09	\$13,157
10-65-5832	Fire Department Contribution	\$2,500	\$0.00	\$2,500
10-65-5833	Transit Contribution	\$15,000	\$15,000.00	\$15,000
10-65-5835	Non Departmental Other	\$6,000	\$952.54	\$6,000
10-65-5837	Contingency	\$12,134	\$0.00	\$3,134
10-65-5841	Citizens Center	\$4,500	\$0.00	\$4,500
10-65-5870	Office Equip/Furn	\$2,500	\$0.00	\$2,500
NON-DEPARTMENTAL TOTAL		\$336,629	\$98,753.32	\$424,769

CITY OF GLEN ROSE 2021-22 BUDGET GENERAL FUND

Account #	Account Description	2021-22 ADOPTED	YEAR TO-DATE	PROPOSED AMENDED
MUNICIPAL COURT				
10-80-5000	Wages	\$35,876	\$14,322.88	\$36,723
10-80-5003	Payroll Taxes	\$2,745	\$1,084.28	\$2,809
10-80-5004	Retirement	\$5,095	\$2,070.34	\$5,215
10-80-5005	Health Insurance	\$8,400	\$3,571.99	\$8,400
10-80-5006	Life & Add Insurance	\$202	\$72.80	\$202
10-80-5007	Workers Comp Insurance	\$120	\$138.93	\$139
10-80-5008	Twc	\$1,005	\$0.00	\$1,005
10-80-5106	Postage	\$1,000	\$601.11	\$1,000
10-80-5109	Office Supplies	\$250	\$77.74	\$250
10-80-5201	Attorney Fees	\$2,800	\$500.00	\$2,800
10-80-5203	Contract Labor	\$6,000	\$2,500.00	\$6,000
10-80-5224	FundView Support	\$6,000	\$0.00	\$6,000
10-80-5285	Jail Services	\$500	\$0.00	\$500
10-80-5500	Training	\$2,000	\$0.00	\$2,000
10-80-5501	Travel	\$2,000	\$0.00	\$2,000
10-80-5800	Dues & Subscriptions	\$500	\$110.00	\$500
10-80-5801	Miscellaneous Exp	\$1,000	\$28.69	\$1,000
10-80-5806	Jury Service	\$500	\$0.00	\$500
10-80-5860	Hardware Replacement	\$3,000	\$0.00	\$3,000
	MUNICIPAL COURT TOTAL	\$78,993	\$25,078.76	\$80,043
LAW ENFORCEMENT				
10-90-5000	Wages	\$124,173	\$32,547.81	\$124,173
10-90-5003	Payroll Taxes	\$9,499	\$2,462.11	\$9,499
10-90-5004	Retirement	\$17,632	\$4,707.30	\$17,632
10-90-5005	Health Insurance	\$16,800	\$3,643.99	\$16,800
10-90-5006	Life & Add Insurance	\$561	\$136.76	\$561

CITY OF GLEN ROSE 2021-22 BUDGET GENERAL FUND

Account #	Account Description	2021-22	YEAR	PROPOSED
		ADOPTED	TO-DATE	AMENDED
10-90-5007	Workers Comp Insurance	\$5,457	\$3,492.49	\$5,457
10-90-5008	Twc	\$3,478	\$0.00	\$3,478
10-90-5010	Longevity	\$1,000	\$0.00	\$1,000
10-90-5100	Supplies	\$1,000	\$0.00	\$1,000
10-90-5106	Postage	\$250	\$0.00	\$250
10-90-5108	Uniforms	\$1,500	\$0.00	\$1,500
10-90-5109	Office Supplies	\$850	\$14.07	\$850
10-90-5125	Ammunition	\$1,000	\$0.00	\$1,000
10-90-5225	Janitorial Services	\$3,000	\$1,250.00	\$3,000
10-90-5401	Telephone	\$1,600	\$328.83	\$1,600
10-90-5403	Electric	\$1,200	\$521.25	\$1,200
10-90-5404	Water	\$1,250	\$306.85	\$1,250
10-90-5500	Training	\$3,000	\$0.00	\$3,000
10-90-5501	Travel	\$2,000	\$0.00	\$2,000
10-90-5600	Vehicle Repair	\$2,500	\$170.98	\$2,500
10-90-5602	Repair & Maint - Equip	\$2,000	\$0.00	\$2,000
10-90-5603	Equipment	\$17,000	\$1,374.58	\$17,000
10-90-5604	Repair & Maint - Struct	\$1,000	\$0.00	\$1,000
10-90-5608	Gas/Oil/Lube	\$4,500	\$367.38	\$4,500
10-90-5801	Miscellaneous Exp	\$2,500	\$175.00	\$2,500
10-90-5803	Software	\$500	\$149.99	\$500
10-90-5804	Service Fees	\$400	\$0.00	\$400
10-90-5820	Events	\$1,500	\$187.36	\$1,500
10-90-5860	Computer Hardware	\$2,100	\$0.00	\$2,100
LAW ENFORCEMENT TOTAL		\$229,250	\$51,836.75	\$229,250
PRESERVATION BOARD				
10-96-5106	Postage	\$300	\$0.00	\$300

CITY OF GLEN ROSE 2021-22 BUDGET

GENERAL FUND

Account #	Account Description	2021-22		YEAR TO-DATE	PROPOSED AMENDED
		ADOPTED			
10-96-5210	Legal Notices & Advertising	\$300	\$0.00	\$300	
10-96-5211	Promotional	\$750	\$0.00	\$750	
10-96-5500	Training	\$2,000	\$389.00	\$2,000	
10-96-5501	Travel Expense	\$1,000	\$0.00	\$1,000	
10-96-5700	Projects	\$3,000	\$0.00	\$3,000	
10-96-5800	Dues & Subscriptions	\$300	\$0.00	\$300	
10-96-5849	Signage	\$1,500	\$0.00	\$1,500	
10-96-5866	Grant Match - Nrhp	\$100,000	\$0.00	\$100,000	
	PRESERVATION BOARD TOTAL	\$109,150	\$389.00	\$109,150	
	GRAND TOTAL EXPENSES		\$480,585.09	\$4,050,574	
	TOTAL REVENUES	\$4,050,574	\$1,632,378.66	\$4,050,574	
	NET	\$0	\$1,151,793.57	\$0	

Exhibit "A"
CITY OF GLEN ROSE 2021-22 BUDGET
UTILITY FUND

(PROPOSED CHANGES HIGHLIGHTED IN YELLOW)

Account #	Account Description	ADOPTED 2021-22	YEAR TO-DATE	PROPOSED AMENDED
REVENUE				
20-4100	Miscellaneous Water	\$6,800	\$797.00	\$6,800
20-4101	Water Fees	\$1,100,000	\$410,087.15	\$1,100,000
20-4102	Sewer Fees	\$627,000	\$253,979.06	\$627,000
20-4105	Trash	\$361,000	\$153,029.78	\$361,000
20-4307	Reconnect Fee	\$1,000	\$2,300.00	\$1,000
20-4341	Tap Fees	\$10,000	\$7,850.00	\$10,000
20-4342	Transfer Fees	\$1,100	\$0.00	\$1,100
20-4343	Penalty Fees	\$23,500	\$7,997.52	\$23,500
20-4500	Interest Income	\$1,600	\$283.06	\$1,600
20-4700	Miscellaneous Income		\$5,350.00	
20-4710	Transfer in Reserves	\$1,620,000	\$0.00	\$1,620,000
	American Rescue Plan	\$334,387	\$0.00	\$334,387
	REVENUE TOTAL	\$4,086,387	\$841,673.57	\$4,086,387
EXPENSES				
WATER				
20-10-5000	Wages Water	\$92,799	\$32,228.48	\$92,799
20-10-5001	Overtime Water	\$3,060	\$1,068.76	\$3,060
20-10-5003	Payroll Taxes Water	\$7,428	\$2,498.48	\$7,428
20-10-5004	Retirement	\$13,778	\$4,805.70	\$13,778
20-10-5005	Health Insurance	\$23,800	\$7,144.00	\$23,800
20-10-5006	Life & Add Insurance	\$449	\$161.76	\$449
20-10-5007	Workers Comp Insurance	\$3,070	\$1,820.43	\$3,070
20-10-5008	Twc	\$2,712	\$0.00	\$2,712
20-10-5009	On call	\$1,043	\$0.00	\$1,043

CITY OF GLEN ROSE 2021-22 BUDGET

UTILITY FUND

(PROPOSED CHANGES HIGHLIGHTED IN YELLOW)

Account #	Account Description	ADOPTED	YEAR	PROPOSED
		2021-22	TO-DATE	AMENDED
20-10-5010	Longevity	\$900	\$0.00	\$900
20-10-5100	Supplies	\$1,600	\$100.08	\$1,600
20-10-5107	Janitorial Supplies	\$300	\$0.00	\$300
20-10-5108	Uniforms	\$1,210	\$0.00	\$1,210
20-10-5120	Tools	\$1,000	\$7.95	\$1,000
20-10-5160	Process Chemicals	\$7,000	\$1,256.56	\$7,000
20-10-5238	Lab Fees	\$8,700	\$1,943.76	\$8,700
20-10-5299	Purchased Water	\$151,000	\$71,019.15	\$151,000
20-10-5400	Utilities (Elec)	\$60,000	\$7,253.96	\$60,000
20-10-5401	Telephone	\$5,000	\$432.58	\$5,000
20-10-5405	Gas	\$3,000	\$393.57	\$1,500
20-10-5500	Training	\$1,880	\$1,182.16	\$1,880
20-10-5505	Safety Program	\$100	\$0.00	\$100
20-10-5600	Vehicle Repair	\$1,000	\$23.96	\$1,000
20-10-5601	System Repair	\$45,000	\$9,574.15	\$45,000
20-10-5602	Repair & Maint - Equip	\$5,000	\$138.61	\$5,000
20-10-5604	Repair & Maint - Struct	\$2,000	\$740.69	\$2,000
20-10-5605	Repair & Maint - Tank (Standpipe at Well #5)	\$15,000	\$1,859.44	\$215,000
20-10-5608	Gas/Oil/Lube	\$5,000	\$2,304.88	\$5,000
20-10-5609	Equipment Rental	\$1,000	\$0.00	\$1,000
20-10-5652	Meters	\$15,000	\$8,920.00	\$15,000
20-10-5700	Capital Improvements (SPANISH OAKS & HEREFORD, Partial \$855,000 total)	\$825,000	\$34,976.22	\$455,500
20-10-5701	CDBG		\$2,025.00	
20-10-5737	Capital Improvement Well #4		\$4,587.09	
20-10-5739	100,000 Gal Tank on Bryan St	\$120,000	\$80,915.00	\$81,000
20-10-5741	Generators and Emergency Preparedness			\$40,000
	150,000 Gal Tank Replacement at Well #3 (Partial - \$700K to \$1 M total)			\$700,000
20-10-5790	Vehicle/Equipment Fund	\$40,000	\$0.00	\$40,000

CITY OF GLEN ROSE 2021-22 BUDGET UTILITY FUND

(PROPOSED CHANGES HIGHLIGHTED IN YELLOW)

Account #	Account Description	ADOPTED 2021-22	YEAR TO-DATE	PROPOSED AMENDED
20-10-5801	Miscellaneous Exp	\$500	\$311.11	\$500
20-10-5804	Service Fees	\$6,800	\$1,686.50	\$6,800
20-10-5806	Meter Service Fees	\$2,800	\$0.00	\$2,800
20-10-5807	Prairielands Permit Fees	\$46,810	\$0.00	\$46,810
20-10-5846	Demurrage	\$1,320	\$112.00	\$1,320
20-10-5860	Hardware Replacement	\$1,500	\$0.00	\$1,500
20-10-5886	State Fees	\$4,000	\$3,784.12	\$4,000
	WATER TOTAL	\$1,527,559	\$285,276.15	\$2,057,559
	SEWER			
20-20-5000	Wages Sewer	\$63,202	\$20,303.20	\$63,202
20-20-5001	Overtime Sewer	\$2,040	\$683.00	\$2,040
20-20-5003	Payroll Taxes Sewer	\$5,121	\$1,509.87	\$5,121
20-20-5004	Retirement	\$9,492	\$3,035.83	\$9,492
20-20-5005	Health Insurance	\$16,800	\$3,572.00	\$16,800
20-20-5006	Life & Add Insurance	\$465	\$93.20	\$465
20-20-5007	Workers Comp Insurance	\$2,606	\$1,555.95	\$2,606
20-20-5008	Twc	\$1,888	\$0.00	\$1,888
20-20-5009	On call	\$2,086	\$0.00	\$2,086
20-20-5010	Longevity	\$1,400	\$0.00	\$1,400
20-20-5100	Supplies	\$3,000	\$0.00	\$3,000
20-20-5108	Uniforms	\$1,210	\$0.00	\$1,210
20-20-5120	Tools	\$1,200	\$30.04	\$1,200
20-20-5160	Process Chemicals	\$2,700	\$175.00	\$2,700
20-20-5400	Utilities (Elec)	\$8,500	\$4,064.87	\$8,500
20-20-5401	Telephone	\$1,500	\$375.63	\$1,500
20-20-5405	Gas		\$393.56	\$1,500
20-20-5500	Training	\$1,545	\$111.00	\$1,545

CITY OF GLEN ROSE 2021-22 BUDGET UTILITY FUND

(PROPOSED CHANGES HIGHLIGHTED IN YELLOW)

Account #	Account Description	ADOPTED	YEAR	PROPOSED
		2021-22	TO-DATE	AMENDED
20-20-5600	Vehicle Repair	\$4,000	\$0.00	\$4,000
20-20-5601	System Repair	\$17,500	\$1,817.99	\$17,500
20-20-5602	Repair & Maint - Equip	\$7,500	\$251.72	\$7,500
20-20-5604	Repair & Maint - Struct	\$1,000	\$0.00	\$1,000
20-20-5608	Gas/Oil/Lube	\$4,500	\$2,282.47	\$4,500
20-20-5609	Equipment Rental	\$1,000	\$0.00	\$1,000
20-20-5655	Concrete	\$1,000	\$8.38	\$1,000
20-20-5700	Capital Improvements (SEWER MAIN/EXTENSION PROJECTS)	\$800,000	\$483,540.01	\$484,000
20-20-5738	Grand Avenue Lift Station			\$300,000
20-20-5741	Golf Course Lift Station	\$500,000	\$368,260.50	\$0
20-20-5801	Miscellaneous Exp	\$500	\$0.00	\$500
20-20-5804	Service Fees	\$650	\$0.00	\$650
SEWER TOTAL		\$1,462,405	\$892,064.22	\$947,905
WWTP				
20-21-5000	Wages Wwtp	\$99,885	\$46,385.51	\$99,885
20-21-5001	Overtime Wwtp	\$6,120	\$3,701.27	\$6,120
20-21-5003	Payroll Taxes Wwtp	\$8,796	\$3,815.91	\$8,796
20-21-5004	Retirement	\$16,316	\$7,242.75	\$16,316
20-21-5005	Health Insurance	\$16,800	\$7,144.01	\$16,800
20-21-5006	Life & Add Insurance	\$465	\$190.00	\$465
20-21-5007	Workers Comp Insurance	\$4,507	\$2,639.52	\$4,507
20-21-5008	Twc	\$3,174	\$0.00	\$3,174
20-21-5009	On call	\$7,300	\$0.00	\$7,300
20-21-5010	Longevity	\$1,500	\$0.00	\$1,500
20-21-5100	Supplies	\$3,100	\$51.42	\$3,100
20-21-5107	Janitorial Supplies	\$500	\$4,333.96	\$500
20-21-5108	Uniforms	\$1,300	\$344.17	\$1,300

CITY OF GLEN ROSE 2021-22 BUDGET
UTILITY FUND
(PROPOSED CHANGES HIGHLIGHTED IN YELLOW)

Account #	Account Description	ADOPTED	YEAR	PROPOSED
		2021-22	TO-DATE	AMENDED
20-21-5115	Chemical Supplies	\$25,000	\$484.17	\$25,000
20-21-5120	Tools	\$1,500	\$3,820.64	\$1,500
20-21-5238	Lab Fees	\$22,000	\$7,577.00	\$22,000

CITY OF GLEN ROSE 2021-22 BUDGET UTILITY FUND

(PROPOSED CHANGES HIGHLIGHTED IN YELLOW)

Account #	Account Description	ADOPTED	YEAR	PROPOSED
		2021-22	TO-DATE	AMENDED
20-21-5259	Sludge Removal	\$16,200	\$0.00	\$16,200
20-21-5400	Utilities	\$38,000	\$21,666.45	\$38,000
20-21-5401	Telephone	\$5,000	\$1,084.20	\$5,000
20-21-5500	Training	\$1,040	\$111.00	\$1,040
20-21-5600	Vehicle Repair	\$1,000	\$15.50	\$1,000
20-21-5601	System Repair	\$20,000	\$350.91	\$20,000
20-21-5602	Repair & Maint - Equip	\$4,000	\$2,015.30	\$4,000
20-21-5604	Repair & Maint - Struct	\$6,000	\$612.38	\$6,000
20-21-5608	Gas/Oil/Lube	\$4,800	\$428.90	\$4,800
20-21-5609	Equipment Rental	\$1,000	\$0.00	\$1,000
20-21-5700	Capital Improvements	\$152,340	\$0.00	\$152,340
20-21-5701	Replacement mower	\$14,000	\$13,700.00	\$14,000
20-21-5801	Miscellaneous Exp	\$500	\$0.00	\$500
20-21-5804	Service Fees	\$6,900	\$0.00	\$6,900
20-21-5886	State Fees	\$5,600	\$5,507.46	\$5,600
	WWTP TOTAL	\$494,643	\$133,222.43	\$494,643
	SANITATION			
20-45-5403	Trash Pickup	\$309,000	\$125,955.32	\$309,000
	SANITATION TOTAL	\$309,000	\$125,955.32	\$309,000
	NON DEPARTMENTAL			
20-65-5106	Postage	\$7,000	\$1,906.33	\$7,000
20-65-5109	Office Supplies	\$2,150	\$0.00	\$2,150
20-65-5110	Utility Billing Cards	\$2,600	\$1,092.42	\$2,600
20-65-5200	Audit	\$11,500	\$10,500.00	\$11,500
20-65-5225	Utility Billing System&Support	\$4,600	\$0.00	\$5,700
20-65-5226	Cpa	\$6,000	\$987.50	\$6,000

CITY OF GLEN ROSE 2021-22 BUDGET
UTILITY FUND

(PROPOSED CHANGES HIGHLIGHTED IN YELLOW)

Account #	Account Description	ADOPTED 2021-22	YEAR TO-DATE	PROPOSED AMENDED
20-65-5229	Bank Services Fee		\$17.81	\$100
20-65-5300	Bond Payment & Fee	\$238,680	\$41,936.50	\$238,680
20-65-5860	Hardware Replacement	\$1,000	\$0.00	\$1,000
20-65-5873	Contingency	\$19,250	\$0.00	\$2,550
NON DEPARTMENTAL TOTAL		\$292,780	\$56,440.56	\$277,280
GRAND TOTAL EXPENSES		\$4,086,387	\$1,492,958.68	\$4,086,387
TOTAL REVENUES		\$4,086,387	\$841,673.57	\$4,086,387
NET		\$0	-\$651,285.11	\$0

Exhibit "A"
CITY OF GLEN ROSE 2021-22 BUDGET
CVB FUND

(NO CHANGE)

Account #	Account Description	2021-22 ADOPTED
REVENUE		
30-4003	Hotel Occupancy Tax	\$400,000.00
	Total Other Revenue	\$0.00
	REVENUE TOTAL	<u>\$400,000.00</u>
EXPENSE		
30-70-5818	Total Operating Expenses	\$0.00
	Transfer to Somervell County	<u>\$400,000.00</u>
	GRAND TOTAL EXPENSES	\$400,000.00
	TOTAL REVENUES	<u>\$400,000.00</u>
	NET	<u>\$0.00</u>

Exhibit "A"
CITY OF GLEN ROSE 2021-22 BUDGET
DEDICATED COURT FUND

(NO CHANGE)

Account #	Account Description	2021-22 ADOPTED
REVENUE		
70-1022	Municipal Court Security	\$4,500.00
70-1023	Municipal Court Technology Enhancements	\$3,673.00
70-1024	Truancy Prevention Fund	\$4,574.00
70-1027	Municipal Jury Fund	\$92.00
	Transfer in from Court Security Reserves	\$5,888.00
	Transfer in from Court Technology Reserves	\$5,860.00
	Transfer in from Jury Fund	\$71.00
	REVENUE TOTAL	<u>\$24,658.00</u>
EXPENSES		
70-30-5806	Jury Reimbursements & Services	\$163.00
70-30-5835	Court Technology Purchases	\$10,388.00
70-30-5836	Court Security Measures	\$9,533.00
70-30-5837	Truancy Prevention	\$4,574.00
	EXPENSES TOTAL	<u>\$24,658.00</u>
	NET REVENUES LESS EXPENSES	<u>\$0.00</u>

RESOLUTION #2022-____

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

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

WHEREAS, pursuant to the requirements of §102.007 of the Texas Local Government Code (TLGC) on August 24, 2021 a municipal budget for Fiscal Year 2021-2022 was adopted by means of a resolution;

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

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

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

1. Amends the Budget for Fiscal Year 2021-2022 as set forth in Exhibit "A" which is attached and incorporated into this Resolution by reference;
2. Acknowledges that the amendments to the budget do not change the total amounts originally budgeted for each of the City's funds; and,
3. Directs the City Secretary to file a copy of the amended FY 2021-22 Budget with the Somervell County Clerk, Pursuant to the requirements of §102.009 of the TLGC.

Passed and approved this the 8th day of March , 2022.

Approved:

Julia Douglas, Mayor

ATTEST:

Rosario Sosol-Lihaut, Deputy City Secretary



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Executive Session: Tx Gov't Code 551.074 - Personnel Matters – City Secretary Applicants		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	02/28/2022
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:	03/08/2022		
AGENDA SUBJECT:	Executive Session: Tx Gov't Code 551.071 - Consultation with Attorney – Eminent Domain for an Easement.		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	03/01/2022
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:	Move to approve or deny as presented.		



CITY COUNCIL AGENDA ACTION FORM

AGENDA DATE:	03/08/2022		
AGENDA SUBJECT:	Discussion, consideration, and possible action on item discussed in Executive Session regarding personnel matters – City Secretary Applicants		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	02/28/2022
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:	03/08/2022		
AGENDA SUBJECT:	Discussion, consideration, and possible action regarding item discussed in Executive Session – Consultation with City Attorney regarding eminent domain for an easement.		
PREPARED BY:	City Administrator Leamons	DATE SUBMITTED:	02/28/2022
EXHIBITS:			
BUDGETARY IMPACT:	Required Expenditure:	\$00.00	
	Amount Budgeted:	\$00.00	
	Appropriation Required:	\$00.00	
CITY ADMINISTRATOR APPROVAL:			
SUMMARY:			
RECOMMENDED ACTION:			