



## CITY COUNCIL REGULAR SESSION

**Monday, May 13, 2024 – 6:00 PM**

109 North Kaufman Street, Mount Vernon, Texas 75457

*Our mission: to provide effective and fiscally responsible municipal services in a manner which promotes our high standard of community life.*

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### AGENDA

**Call to order and announce a quorum is present.**

#### **Invocation and Pledges**

1. Swear in re-elected Council members

**Consent Agenda** Items on the Consent Agenda are approved by a single action of the Council, with such approval applicable to all items appearing on the Consent Agenda. A Council Member may request any item to be removed from the Consent Agenda and considered as a separate item.

2. Minutes 03/11/2024 and 04/01/2024  
March and April 2024 financial report
3. Historic Preservation Proclamation

**Report on Items of Community Interest** The City Council will have an opportunity to address items of community interest, including: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen; a reminder about an upcoming event organized or sponsored by the City of Mount Vernon; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the City of Mount Vernon that was attended or is scheduled to be attended by a member of the City Council or an official or employee of the City of Mount Vernon; and announcements involving an imminent threat to the public health and safety of people in the City of Mount Vernon that has arisen after posting the agenda.

**Citizen Participation (3 minutes)** The Texas Open Meetings Act prohibits the Council from responding to any comments other than to refer the matter to a future agenda, to an existing policy, or to a staff person with specific information. Claims against the City, Council Members, or employees, as well as individual personnel appeals are not appropriate for citizens' forum.

#### **Presentation of rate study by Grant Rabon with NewGen Strategies and Solutions.**

4. New Gen Presentation

#### **Items to be Considered:**

5. Consider and act upon approval of Resolution 24-09 approving Mt. Pleasant Daily Tribune as the official newspaper of record.
6. Consider and act upon Interlocal Agreement with Franklin County for Tax Collection.





## CITY COUNCIL REGULAR SESSION

Monday, April 01, 2024 – 6:00 PM

109 North Kaufman Street, Mount Vernon, Texas 75457

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### MINUTES

1106

#### **Call to order and announce a quorum is present.**

Mayor Hyman called the meeting to order at 5:55 pm and announced a quorum present.

#### **PRESENT**

Mayor Brad Hyman  
Mayor Pro Tem Mark Huddleston  
Councilman Harold Cason  
Councilwoman Rebecca Bailey  
Councilwoman Mary Keys  
Councilman Martin Carrascosa  
City Administrator Craig Lindholm  
City Secretary Kathy Lovier  
Assistant City Secretary Angie Pike

#### **VISITORS**

Dustin Wesson, Kassidy Wesson, Heath Hines, Blake Powell

#### **Invocation and Pledges**

Council Woman Bailey gave the invocation and Mayor Hyman led the pledges.

#### **Report on Items of Community Interest**

Mayor Hyman advised that he was of the understanding that there were no injuries reported from the school bus accident that happened earlier that afternoon. He also reminded everyone of the Spring Event happening the following weekend and some of the activities taking place.

#### **Citizen Participation (3 minutes) No One Spoke**

#### **Items to be Considered:**

1. Consider and act upon approval of Resolution 24-07 HOME program application

Motion made by Councilman Carrascosa, Seconded by Councilman Cason.

Voting Yea: Mayor Pro Tem Huddleston, Councilman Cason, Councilwoman Bailey, Councilwoman Keys, Councilman Carrascosa

2. Considered and act upon approval of Resolution 24-08 EDC incentive for Milano's existing business structure assistance in the amount of \$20,000.

Motion made by Mayor Pro Tem Huddleston, Seconded by Councilman Cason.

Voting Yea: Mayor Pro Tem Huddleston, Councilman Cason, Councilwoman Bailey, Councilwoman Keys, Councilman Carrascosa

3. Consider and act upon approval of 2022-2023 Audit.

Item 2.

Motion made by Councilwoman Keys, Seconded by Councilwoman Bailey.

Voting Yea: Mayor Pro Tem Huddleston, Councilman Cason, Councilwoman Bailey, Councilwoman Keys, Councilman Carrascosa

**Discussion Items and Mayor/Council/City Administrator Reports**

Council entered into closed executive session at 6:12 pm

Council re-convened into open session at 6:54 pm

**Presiding Officer to Adjourn the City Council Meeting**

Motion made by Councilman Cason, Seconded by Councilwoman Bailey.

Voting Yea: Mayor Pro Tem Huddleston, Councilman Cason, Councilwoman Bailey, Councilwoman Keys, Councilman Carrascosa

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**Brad Hyman – Mayor**

**ATTEST:**

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**Kathy Lovier – City Secretary**





CITY COUNCIL REGULAR SESSION
Monday, March 11, 2024 – 6:00 PM
109 North Kaufman Street, Mount Vernon, Texas 75457

MINUTES

1105

Call to order and announce a quorum is present.

Mayor Hyman called the meeting to order at 6:08 pm and announced a quorum present.

PRESENT

- Mayor Brad Hyman
Mayor Pro Tem Mark Huddleston
Councilman Harold Cason
Councilwoman Mary Keys
Councilwoman Rebecca Bailey
City Administrator Craig Lindholm
City Secretary Kathy Lovier
Assistant City Secretary Angie Pike

ABSENT

Councilman Martin Carrascosa

VISITORS See Attached

Invocation and Pledges

City Secretary Lovier led the Invocation and Mayor Hyman led the pledges

Consent Agenda

- 1. Minutes 2/12/2024 & February 2024 Financial Statement
Motion made by Councilwoman Keys, Seconded by Councilwoman Bailey.
Voting Yea: Mayor Pro Tem Huddleston, Councilman Cason, Councilwoman Keys, Councilwoman Bailey
2. Child Abuse Awareness Proclamation
Mayor Hyman read the proclamation aloud for citizens and guests.

Report on Items of Community Interest

Mayor Hyman congratulated the Mt. Vernon high schools' One Act Play students on their recent district championship.

Citizen Participation (3 minutes) No One Spoke

Executive Session

- 3. Enter into Executive Session pursuant to Section 551.074, Personnel Matters, the Council will convene into closed session to Consider the City Administrator Contract
4. Council will close the executive session and reconvene into Open Session to Consider Matters Discussed in Closed Session
5. Action from Executive Session - The City Council may take action on any Executive Session Item
6. Enter into Executive Session pursuant to Section 551.087, to discuss or deliberate regarding economic development negotiations regarding commercial or financial information.

Enter into Executive Session pursuant to Section 551.072, to discuss or deliberate the purchase, exchange, lease or value of real property.

- 7. Council will close the executive session and reconvene into Open Session to Consider Matters Discussed in Closed Session

8. Action from Executive Session - The City Council may take action on any Executive Session Item

Item 2.

Council entered into closed session at 6:04 pm  
Council re-convened into open session at 6:24 pm

**Public Hearing**

The purpose of this hearing is to hear evidence for or against a budget amendment to the 2023/2024 budget, for the purpose of deliberation regarding real property.

Mayor Hyman opened the public hearing at 6:24 pm

No Comments

Public Hearing closed at 6:25 pm

**Items to be Considered:**

- 9. Consider and act upon approval of Ordinance No. 2024-05, adjusting the waste collection portion of the fee schedule  
Motion made by Councilwoman Bailey, Seconded by Councilman Cason.  
Voting Yea: Mayor Pro Tem Huddleston, Councilman Cason, Councilwoman Keys, Councilwoman Bailey
- 10. Consider and approve Ordinance 2024-06, cancelling the General Election for May 2024  
Motion made by Mayor Pro Tem Huddleston, Seconded by Councilman Cason.  
Voting Yea: Mayor Pro Tem Huddleston, Councilman Cason, Councilwoman Keys, Councilwoman Bailey
- 11. Consider and act upon approval of KSA Task Order #102755 for improvements to Gadlin Street.  
Motion made by Mayor Pro Tem Huddleston, Seconded by Councilwoman Bailey.  
Voting Yea: Mayor Pro Tem Huddleston, Councilman Cason, Councilwoman Keys, Councilwoman Bailey
- 12. Consider and act upon approval of contract with City Administrator  
Motion made by Mayor Pro Tem Huddleston, Seconded by Councilwoman Bailey.  
Voting Yea: Mayor Pro Tem Huddleston, Councilman Cason, Councilwoman Keys, Councilwoman Bailey
- 13. Consider and Act upon Approval of Budget Amendment for Economic Development within the City  
Motion made by Councilwoman Bailey, Seconded by Councilman Cason.  
Voting Yea: Mayor Pro Tem Huddleston, Councilman Cason, Councilwoman Keys, Councilwoman Bailey

**Discussion Items and Mayor/Council/City Administrator Reports**

Fire Chief Clasby gave a presentation showing the history of the department, call volume statistics and identifying a need for more availability for services during peak hours. Clasby explained that the department will be moving forward with part-time employees; as approved in the current budget.

**Presiding Officer to Adjourn the City Council Meeting**

Motion made by Mayor Pro Tem Huddleston at 7:00 pm, Seconded by Councilman Cason.

Voting Yea: Mayor Pro Tem Huddleston, Councilman Cason, Councilwoman Keys, Councilwoman Bailey

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**Brad Hyman – Mayor**

**ATTEST:**

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**Kathy Lovier – City Secretary**



CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

01 -GENERAL FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>REVENUE SUMMARY</b>						
ALL REVENUE	3,224,933	241,870.85	1,669,628.95	0.00	1,555,303.86	51.77
TOTAL REVENUES	3,224,933	241,870.85	1,669,628.95	0.00	1,555,303.86	51.77
<b>EXPENDITURE SUMMARY</b>						
100 Administration	680,501	262,571.59	352,641.47	0.00	327,859.71	51.82
110 Maintenance	621,298	56,603.29	316,374.10	0.00	304,923.74	50.92
120 Fire	314,305	21,130.34	114,994.38	0.00	199,310.52	36.59
130 Police	1,008,008	77,797.91	465,049.42	0.00	542,958.37	46.14
135 Court	71,416	4,733.78	34,012.93	0.00	37,403.20	47.63
140 Sanitation	326,400	26,287.30	189,890.52	0.00	136,509.48	58.18
150 Main Street	84,990	8,875.23	18,400.71	0.00	66,588.94	21.65
180 Animal Control	113,581	7,779.40	38,290.91	0.00	75,290.09	33.71
190 Parks & Recreation	34,600	993.60	18,677.48	0.00	15,922.52	53.98
195 Code Enforcement	76,892	5,735.69	39,267.80	0.00	37,624.52	51.07
530 Due From EDC	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	3,331,991	472,508.13	1,587,599.72	0.00	1,744,391.09	47.65
REVENUE OVER/ (UNDER) EXPENDITURES	( 107,058)	( 230,637.28)	82,029.23	0.00	( 189,087.23)	76.62-

<b>05-1000</b>	<b>EDC</b>	<b>\$ 1,026,753.26</b>
<b>07-1000</b>	<b>DEBT SERVICE</b>	<b>\$ 754,257.55</b>
<b>22-1000</b>	<b>CONFISCATED</b>	<b>\$ 2,963.66</b>
<b>23-1000</b>	<b>PARK PROJECT</b>	<b>\$ 32,694.66</b>
<b>25-1000</b>	<b>TxCDBG</b>	<b>\$ 22,465.54</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

01 -GENERAL FUND  
 FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET	
4001	CURRENT AD VALOREM TAX	1,045,974	72,695.29	793,570.04	0.00	252,403.68	75.87
4002	AD VAL. TAX, DELINQUENT	13,000	12.60	6,423.96	0.00	6,576.04	49.42
4002.001	DEL. TAX ATTORNEY	4,000	5.57	2,188.72	0.00	1,811.28	54.72
4003	AD VALOREM TAX PEN & INT.	10,000	1,281.66	3,487.17	0.00	6,512.83	34.87
4004	LEOSE-POLICE TRAINING	1,100	1,135.25	1,135.25	0.00	35.25	103.20
4006	TRASH REVENUE (WASTE CONT.)	505,000	48,015.74	274,705.76	0.00	230,294.24	54.40
4007	TRASH BAG SALES REVENUE	1,200	16.90	312.65	0.00	887.35	26.05
4008	SALES TAX GARBAGE & TRASH	35,000	2,860.40	17,043.80	0.00	17,956.20	48.70
4009	FRANCHISE TAXES	165,000	1,185.00	68,982.88	0.00	96,017.12	41.81
4010	SALES TAX COLLECTIONS	1,100,000	62,892.83	401,253.44	0.00	698,746.56	36.48
4011	COLLECTION AGENCY	300	0.00	189.00	0.00	489.00	63.00-
4012	TEXAS SEATBELT	100	0.00	50.00	0.00	50.00	50.00
4013	COURT COSTS	3,500	1,250.61	842.97	0.00	2,657.03	24.08
4015	COURT FINES	40,000	2,864.14	22,298.74	0.00	17,701.26	55.75
4016	ANIMAL FEES	700	190.00	660.00	0.00	40.00	94.29
4017	RETURNED CHECKS	0	0.00	129.49	0.00	129.49	0.00
4018	MISCELLANEOUS	700	0.50	208.50	0.00	491.50	29.79
4018.10	RENTAL INSPECTIONS	1,500	75.00	400.00	0.00	1,100.00	26.67
4018.20	FOOD INSPECTION PERMIT	1,000	850.00	1,285.00	0.00	2,285.00	128.50-
4019	BUILDING PERMITS	60,000	1,873.36	9,732.31	0.00	50,267.69	16.22
4019.A	ELECTRICAL PERMITS	2,000	50.00	1,322.72	0.00	677.28	66.14
4019.B	PLUMBING PERMIT	2,000	0.00	463.00	0.00	1,537.00	23.15
4019.C	MECHANICAL PERMITS	1,000	0.00	326.00	0.00	674.00	32.60
4019.D	FIRE SAFETY INSPECTIONS	0	0.00	0.00	0.00	0.00	0.00
4019.E	ALCOHOL PERMIT	600	0.00	330.00	0.00	270.00	55.00
4020	ZONING FEES	1,000	0.00	250.00	0.00	750.00	25.00
4021	COUNTY FIRE AGREEMENT	0	0.00	0.00	0.00	0.00	0.00
4022	INTEREST EARNED	18,000	36,056.24	46,888.02	0.00	28,888.02	260.49
4023	PARK FEES	900	0.00	330.00	0.00	570.00	36.67
4024	PARK/PLAZA DONATIONS	0	0.00	0.00	0.00	0.00	0.00
4025	MIXED BEVERAGE TAXES	15,000	1,626.28	9,739.43	0.00	5,260.57	64.93
4026	INTERGOVERNMENTAL REVENUE	0	0.00	0.00	0.00	0.00	0.00
4027	GRANT REVENUES-POLICE GRANT	0	0.00	0.00	0.00	0.00	0.00
4028	TRANSFER FROM EDC	102,623	0.00	0.00	0.00	102,623.00	0.00
4029	MAIN STREET-HOT FUNDS	10,000	1,800.00	2,350.00	0.00	7,650.00	23.50
4030	EVENTS	0	0.00	0.00	0.00	0.00	0.00
4031	FIRE CALL FEES	15,000	5,133.48	6,593.48	0.00	8,406.52	43.96
4032	PEDDLERS PERMIT	1,200	0.00	0.00	0.00	1,200.00	0.00
4033	RESALE OF VEHICLES	25,000	0.00	0.00	0.00	25,000.00	0.00
4047	ADMINISTRATION FEES	0	0.00	0.00	0.00	0.00	0.00
4048	CREDIT CARD PROCESSING FEE	20,000	0.00	915.38	0.00	20,915.38	4.58-
4049	USE OF FUND BALANCE	22,536	0.00	0.00	0.00	22,536.09	0.00
4050	TRANSFERS FROM EQUIP. FUND	0	0.00	0.00	0.00	0.00	0.00
4051	TRANSFER IN	0	0.00	0.00	0.00	0.00	0.00
4053	TRANSFER FROM DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>3,224,933</b>	<b>241,870.85</b>	<b>1,669,628.95</b>	<b>0.00</b>	<b>1,555,303.86</b>	<b>51.77</b>	

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M100 Administration  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5100.001 WAGES	284,286	23,930.50	135,804.72	0.00	148,481.24	47.77
5100.003 BLDG. REPAIR CITY HALL	42,000	900.37	2,310.66	0.00	39,689.34	5.50
5100.004 FREIGHT/POSTAGE	800	8.20	440.01	0.00	359.99	55.00
5100.005 CAR ALLOWANCE	8,400	646.14	3,876.84	0.00	4,523.16	46.15
5100.006 CONTRACTS JANITOR	4,710	370.00	2,185.00	0.00	2,525.00	46.39
5100.007 DUES & SUBSCRIPTIONS	3,500	1,750.83	3,661.83	0.00	161.83	104.62
5100.008 ELECTION EXPENSE	3,000	0.00	200.55	0.00	2,799.45	6.69
5100.009 SPECIAL PROJECTS	15,000	217,053.53	42,110.38	0.00	27,110.38	280.74
5100.010 CITY ATTORNEY	20,000	3,028.75	20,676.80	0.00	676.80	103.38
5100.011 OFFICE EQUIPMENT REPAIR	10,000	58.70	6,755.39	0.00	3,244.61	67.55
5100.012 AUDIT/LEGAL	11,000	0.00	15,121.60	0.00	4,121.60	137.47
5100.013 OFFICE EQUIP. AGREEMENT	23,000	808.16	5,315.77	0.00	17,684.23	23.11
5100.014 COUNCIL FEES	0	0.00	0.00	0.00	0.00	0.00
5100.015 ADVERTISING & NOTICES	2,000	0.00	3,950.00	0.00	1,950.00	197.50
5100.019 CHAPTER 380 INCENTIVES	0	0.00	0.00	0.00	0.00	0.00
5100.020 ENGINEERING FEES	50,000	2,359.56	7,024.18	0.00	42,975.82	14.05
5100.021 CAPITAL EXPENSE	0	0.00	0.00	0.00	0.00	0.00
5100.022 INTERNET	5,000	299.90	1,735.87	0.00	3,264.13	34.72
5100.023 WEBSITE	8,000	0.00	2,090.00	0.00	5,910.00	26.13
5100.025 UNEMPLOYMENT EXPENSE (TEC)	300	0.00	0.46	0.00	299.54	0.15
5100.026 LIBRARY SERVICES	35,500	1,541.67	16,318.02	0.00	19,181.98	45.97
5100.027 CHAPTER 380 INCENTIVES	0	0.00	0.00	0.00	0.00	0.00
5100.031 MENTAL HEALTH CLINIC -SERVICES	0	0.00	0.00	0.00	0.00	0.00
5100.032 SOCIAL SECURITY (FICA)	17,626	1,250.66	8,323.24	0.00	9,302.49	47.22
5100.033 MEDICARE	4,123	292.50	1,946.61	0.00	2,176.04	47.22
5100.034 TML HEALTH INSURANCE	35,940	1,840.75	16,418.70	0.00	19,521.30	45.68
5100.035 RETIREMENT (TMRS)	25,105	1,669.81	12,380.90	0.00	12,723.94	49.32
5100.037 TELEPHONE	2,500	361.76	2,183.48	0.00	316.52	87.34
5100.038 UTILITIES	7,000	503.93	3,913.99	0.00	3,086.01	55.91
5100.039 OVERTIME	0	0.00	0.00	0.00	0.00	0.00
5100.040 IRS PENALTIES	0	0.00	0.00	0.00	0.00	0.00
5100.042 SCHOOL/TRAINING/TRAVEL	3,000	156.78	1,517.55	0.00	1,482.45	50.59
5100.043 UNIFORMS	150	0.00	0.00	0.00	150.00	0.00
5100.044 SUPPLIES	6,000	430.72	2,769.16	0.00	3,230.84	46.15
5100.045 PROPERTY/LIABILITY INS.	3,000	0.00	2,343.29	0.00	656.71	78.11
5100.046 TAX APPRAISAL	28,962	2,413.50	14,481.00	0.00	14,481.00	50.00
5100.047 TAX COLLECTION	11,000	888.73	9,775.01	0.00	1,224.99	88.86
5100.048 TAX ATTORNEY	5,000	6.14	2,717.66	0.00	2,282.34	54.35
5100.049 WORKERS COMP. INS.	1,500	0.00	1,192.80	0.00	307.20	79.52
5100.050 TERMINATION PAY	0	0.00	0.00	0.00	0.00	0.00
5100.053 LONGEVITY	3,100	0.00	3,100.00	0.00	0.00	100.00
5100.054 REGIONAL LAKE	0	0.00	0.00	0.00	0.00	0.00
5100.055 ACCRUED INTEREST	0	0.00	0.00	0.00	0.00	0.00
5100.056 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
5100.075 TMRS-PENSION COST AUDITORS	0	0.00	0.00	0.00	0.00	0.00
5100.999 PRIOR PERIOD ADJUSTMENTS	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 100 Administration</b>	<b>680,501</b>	<b>262,571.59</b>	<b>352,641.47</b>	<b>0.00</b>	<b>327,859.71</b>	<b>51.82</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M110 Maintenance  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5110.001 WAGES	124,882	8,948.54	69,584.54	0.00	55,297.73	55.72
5110.002 STREET MATERIAL HAULING	0	0.00	0.00	0.00	0.00	0.00
5110.003 BUILDING REPAIR	10,000	0.00	0.00	0.00	10,000.00	0.00
5110.004 FREIGHT/POSTAGE	50	0.00	0.00	0.00	50.00	0.00
5110.005 STREET MATERIALS	47,000	0.00	9,923.74	0.00	37,076.26	21.11
5110.006 STREET IMPROVEMENTS	40,000	0.00	2,040.00	0.00	37,960.00	5.10
5110.007 STREET REHAB DEBT.	0	0.00	12,037.41	0.00	(12,037.41)	0.00
5110.008 CONTRACT STREET IMPROVEMENTS	35,000	0.00	0.00	0.00	35,000.00	0.00
5110.009 STREET SIGNS	2,000	0.00	10.00	0.00	1,990.00	0.50
5110.011 CONTRACT SWEEPING	0	0.00	0.00	0.00	0.00	0.00
5110.013 SPECIAL PROJECTS	2,000	10,531.53	23,168.29	0.00	(21,168.29)	1,158.41
5110.014 EMPLOYEE PHYSICALS/DRUG TEST	400	0.00	150.00	0.00	250.00	37.50
5110.015 AUDIT	1,000	0.00	0.00	0.00	1,000.00	0.00
5110.016 ENGINEERING EXPENSE	0	8,872.76	15,322.76	0.00	(15,322.76)	0.00
5110.017 EQUIPMENT& REPAIRS	15,000	6,613.36	23,742.85	0.00	(8,742.85)	158.29
5110.018 not in use	0	0.00	0.00	0.00	0.00	0.00
5110.019 not in use	0	0.00	0.00	0.00	0.00	0.00
5110.021 CAPITAL OUTLAY	180,000	6,608.00	57,098.01	0.00	122,901.99	31.72
5110.022 PIPE SUPPLIES	0	5.98	5.98	0.00	(5.98)	0.00
5110.023 DAM SAFETY PLAN & MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
5110.024 TRANS TO EQUIP FUND	5,000	416.67	2,500.02	0.00	2,499.98	50.00
5110.025 UNEMPLOYMENT EXPENSE (TEC)	300	0.00	0.00	0.00	300.00	0.00
5110.032 SOCIAL SECURITY (FICA)	6,745	579.43	4,502.35	0.00	2,242.45	66.75
5110.033 MEDICARE	1,577	135.51	1,053.03	0.00	524.38	66.76
5110.034 TML HEALTH INSU	32,659	2,534.43	15,686.05	0.00	16,972.75	48.03
5110.035 RETIREMENT (TMRS)	10,085	1,087.77	7,155.81	0.00	2,928.75	70.96
5110.036 FUEL (GAS & OIL)	10,000	153.43	4,466.64	0.00	5,533.36	44.67
5110.037 TELEPHONE	1,500	185.70	1,135.09	0.00	364.91	75.67
5110.038 UTILITIES	30,000	3,269.35	19,139.37	0.00	10,860.63	63.80
5110.039 OVERTIME	3,000	396.96	1,334.21	0.00	1,665.79	44.47
5110.040 LEASE VEHICLES	25,000	2,062.85	12,228.42	0.00	12,771.58	48.91
5110.042 SCHOOL/TRAINING	1,000	0.00	0.00	0.00	1,000.00	0.00
5110.043 UNIFORMS	7,000	849.69	4,068.98	0.00	2,931.02	58.13
5110.044 SUPPLIES	8,000	3,268.86	13,209.94	0.00	(5,209.94)	165.12
5110.045 PROPERTY/LIABILITY INS	13,000	0.00	9,958.97	0.00	3,041.03	76.61
5110.049 WORKERS COMP. INS.	8,500	82.47	5,151.64	0.00	3,348.36	60.61
5110.050 TERMINATION PAY	0	0.00	0.00	0.00	0.00	0.00
5110.053 LONGEVITY	600	0.00	1,700.00	0.00	(1,100.00)	283.33
5110.056 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 110 Maintenance</b>	<b>621,298</b>	<b>56,603.29</b>	<b>316,374.10</b>	<b>0.00</b>	<b>304,923.74</b>	<b>50.92</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

01 -GENERAL FUND  
 DEPARTMENT -M120 Fire  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5120.001 WAGES	85,271	4,007.38	19,826.37	0.00	65,444.43	23.25
5120.002 CERTIFICATE PAY	0	0.00	0.00	0.00	0.00	0.00
5120.003 BUILDING REPAIR	2,000	83.46	5,464.27	0.00	3,464.27	273.21
5120.004 FREIGHT/POSTAGE	200	0.00	0.00	0.00	200.00	0.00
5120.005 RETIREMENT, FIREMEN	5,000	3,636.00	7,344.00	0.00	2,344.00	146.88
5120.007 DUES & SUBSCRIPTIONS	1,500	0.00	1,403.98	0.00	96.02	93.60
5120.008 CONTRACTS, FIREMEN	35,000	0.00	12,399.46	0.00	22,600.54	35.43
5120.009 SPECIAL PROJECTS	4,000	233.21	1,957.63	0.00	2,042.37	48.94
5120.010 EQUIPMENT	21,000	85.91	85.91	0.00	20,914.09	0.41
5120.011 NEW FIRE TRUCK	10,000	0.00	0.00	0.00	10,000.00	0.00
5120.012 FIRE HYDRANTS	500	65.90	65.90	0.00	434.10	13.18
5120.013 EQUIPMENT REPAIR	9,000	937.23	5,612.80	0.00	3,387.20	62.36
5120.014 COMPUTER/TECH/SOFTWARE	2,000	197.00	1,852.34	0.00	147.66	92.62
5120.015 AUDIT	1,000	0.00	0.00	0.00	1,000.00	0.00
5120.016 EQUIPMENT TESTING	8,000	2,739.00	3,945.00	0.00	4,055.00	49.31
5120.021 CAPITAL OUTLAY	13,000	3,100.00	17,485.00	0.00	4,485.00	134.50
5120.024 TRANSFER TO EQUIPMENT FUND	5,000	416.67	2,500.02	0.00	2,499.98	50.00
5120.025 UNEMPLOYMENT EXPENSE (TEC)	300	0.00	0.00	0.00	300.00	0.00
5120.032 SOCIAL SECURITY (FICA)	2,708	248.46	1,312.04	0.00	1,395.55	48.46
5120.033 MEDICARE	633	58.11	306.84	0.00	326.39	48.46
5120.034 TML HEALTH INSURANCE	13,470	844.81	4,231.26	0.00	9,238.74	31.41
5120.035 RETIREMENT (TMRS)	4,048	436.95	2,399.88	0.00	1,648.40	59.28
5120.036 FUEL (GAS & OIL)	8,000	357.46	3,893.67	0.00	4,106.33	48.67
5120.037 TELEPHONE	3,000	197.99	1,485.58	0.00	1,514.42	49.52
5120.038 UTILITIES	6,000	407.47	4,002.01	0.00	1,997.99	66.70
5120.039 OVERTIME	0	0.00	0.00	0.00	0.00	0.00
5120.040 LEASE VEHICLE	7,000	1,211.83	7,760.57	0.00	760.57	110.87
5120.042 SCHOOL/TRAINING	5,000	0.00	1,324.52	0.00	6,324.52	26.49
5120.043 UNIFORMS & GEAR	50,875	1,706.00	1,851.02	0.00	49,023.98	3.64
5120.044 SUPPLIES	3,000	159.50	3,029.30	0.00	29.30	100.98
5120.045 PROPERTY/LIABILITY INS.	5,500	0.00	3,514.93	0.00	1,985.07	63.91
5120.049 WORKERS COMP. INS.	1,500	0.00	1,789.12	0.00	289.12	119.27
5120.053 LONGEVITY	800	0.00	800.00	0.00	0.00	100.00
5120.056 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 120 Fire</b>	<b>314,305</b>	<b>21,130.34</b>	<b>114,994.38</b>	<b>0.00</b>	<b>199,310.52</b>	<b>36.59</b>



CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M130 Police  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5130.001 WAGES	447,535	34,339.23	187,768.87	0.00	259,766.21	41.96
5130.002 CERTIFICATE PAY	6,000	276.92	1,799.98	0.00	4,200.02	30.00
5130.004 FREIGHT/POSTAGE	300	0.00	152.88	0.00	147.12	50.96
5130.005 CHIEF DEPUTY (CONTRACT)	0	0.00	0.00	0.00	0.00	0.00
5130.006 DISPATCHER CONTRACT (FR.CO)	120,000	9,835.25	59,011.50	0.00	60,988.50	49.18
5130.007 CHIEF ADMINISTRATOR (CONTRACT)	0	0.00	0.00	0.00	0.00	0.00
5130.009 REQUAL AMMO	4,000	0.00	0.00	0.00	4,000.00	0.00
5130.010 EMPLOYEE PHYSICAL	300	543.56	1,083.22	0.00	783.22)	361.07
5130.011 TRANS TO EQUIP FUND	5,000	416.67	1,250.01	0.00	3,749.99	25.00
5130.013 SPECIAL PROJECTS	3,000	58.54	176.00	0.00	2,824.00	5.87
5130.015 DPS FORENSIC ANALYSIS	4,000	19.05	19.05	0.00	3,980.95	0.48
5130.016 AUDIT	1,000	0.00	0.00	0.00	1,000.00	0.00
5130.017 REPAIR, EQUIPMENT	27,000	3,504.03	12,155.13	0.00	14,844.87	45.02
5130.018 GRANT EXP. - SAFE-T	0	0.00	0.00	0.00	0.00	0.00
5130.019 LEOSE	1,000	0.00	0.00	0.00	1,000.00	0.00
5130.021 CAPITAL EXPENSE	0	0.00	0.00	0.00	0.00	0.00
5130.024 POLICE (ADMIN. CONTRACT)	21,230	1,769.16	11,864.97	0.00	9,365.03	55.89
5130.025 UNEMPLOYMENT EXPENSE (TEC)	300	0.00	1.13	0.00	298.87	0.38
5130.029 COMPUTER/TECH/LICENSE	15,000	249.00	16,999.00	0.00	1,999.00)	113.33
5130.030 SANE EXAMS	500	0.00	0.00	0.00	500.00	0.00
5130.032 SOCIAL SECURITY (FICA)	29,740	2,286.86	13,311.60	0.00	16,428.87	44.76
5130.033 MEDICARE	6,955	534.82	3,113.20	0.00	3,842.23	44.76
5130.034 TML HEALTH INSURANCE	121,230	5,099.24	39,339.86	0.00	81,890.14	32.45
5130.035 RETIREMENT (TMRS)	44,467	4,288.42	20,190.19	0.00	24,276.62	45.41
5130.036 FUEL (GAS & OIL)	35,000	3,036.12	15,381.22	0.00	19,618.78	43.95
5130.037 TELEPHONE	3,000	138.50	3,601.01	0.00	601.01)	120.03
5130.039 OVERTIME	25,000	2,013.89	21,453.74	0.00	3,546.26	85.81
5130.040 LEASE VEHICLES	33,000	3,813.80	18,364.89	0.00	14,635.11	55.65
5130.042 TRAINING/SCHOOL/TRAVEL	14,250	5,124.85	14,638.83	0.00	388.83)	102.73
5130.043 UNIFORMS - POLICE	10,000	450.00	2,341.57	0.00	7,658.43	23.42
5130.044 SUPPLIES	5,000	0.00	1,267.52	0.00	3,732.48	25.35
5130.045 PROPERTY/LIABILITY INS.	12,000	0.00	12,302.25	0.00	302.25)	102.52
5130.049 WORKERS COMP. INS.	10,000	0.00	6,261.80	0.00	3,738.20	62.62
5130.050 TERMINATION PAY	0	0.00	0.00	0.00	0.00	0.00
5130.053 LONGEVITY	2,200	0.00	1,200.00	0.00	1,000.00	54.55
5130.054 INTERGOVERNMENTAL	0	0.00	0.00	0.00	0.00	0.00
5130.055 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
5130.056 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 130 Police</b>	<b>1,008,008</b>	<b>77,797.91</b>	<b>465,049.42</b>	<b>0.00</b>	<b>542,958.37</b>	<b>46.14</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M135 Court  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5135.001 WAGES	39,853	2,912.00	19,045.16	0.00	20,807.84	47.79
5135.002 MUNICIPAL JUDGE (CONTRACT)	0	0.00	0.00	0.00	0.00	0.00
5135.003 CERTIFICATE PAY	600	46.16	307.04	0.00	292.96	51.17
5135.004 POSTAGE	300	0.00	118.48	0.00	181.52	39.49
5135.005 STATE COURT COST	0	0.00	0.00	0.00	0.00	0.00
5135.006 WARRANT/FINES COLLECTION	250	0.00	1.00	0.00	251.00	0.40
5135.007 APPEARANCE BOND	0	0.00	0.00	0.00	0.00	0.00
5135.008 JURY PAYMENTS	250	0.00	0.00	0.00	250.00	0.00
5135.009 SPECIAL PROJECTS	0	0.00	0.00	0.00	0.00	0.00
5135.010 PROSECUTING ATTORNEY	3,600	300.00	1,800.00	0.00	1,800.00	50.00
5135.015 AUDIT	550	0.00	0.00	0.00	550.00	0.00
5135.025 UNEMPLOYMENT EXPENSE (TEC)	300	0.00	0.00	0.00	300.00	0.00
5135.029 COMPUTER MAINTENANCE/TECH	1,200	58.54	1,022.96	0.00	177.04	85.25
5135.032 SOCIAL SECURITY (FICA)	2,471	183.40	1,255.16	0.00	1,215.73	50.80
5135.033 MEDICARE	578	42.88	293.47	0.00	284.40	50.78
5135.034 TML HEALTH INSU.	13,470	829.81	6,533.62	0.00	6,936.38	48.50
5135.035 RETIREMENT (TMRS)	3,694	329.93	1,927.15	0.00	1,767.22	52.16
5135.037 TELEPHONE	500	31.06	289.38	0.00	210.62	57.88
5135.042 SCHOOL/TRAINING	1,000	0.00	461.12	0.00	538.88	46.11
5135.044 SUPPLIES	900	0.00	60.39	0.00	839.61	6.71
5135.050 TERMINATION PAY	0	0.00	0.00	0.00	0.00	0.00
5135.053 LONGEVITY	900	0.00	900.00	0.00	0.00	100.00
5135.054 TRANSFER TO CHILD SAFETY FUND	1,000	0.00	0.00	0.00	1,000.00	0.00
<b>TOTAL 135 Court</b>	<b>71,416</b>	<b>4,733.78</b>	<b>34,012.93</b>	<b>0.00</b>	<b>37,403.20</b>	<b>47.63</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M140 Sanitation  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5140.002 SALES TAX - TRASH BAGS	800	2,533.00	10,719.64	0.00	( 9,919.64)	1,339.96
5140.003 SALES TAX - TRASH	25,000	248.45	5,656.25	0.00	19,343.75	22.63
5140.004 POSTAGE	0	0.00	0.00	0.00	0.00	0.00
5140.005 TRASH BAG PURCHASE	0	0.00	0.00	0.00	0.00	0.00
5140.007 WASTE CONTRACT	300,000	23,505.85	173,529.00	0.00	126,471.00	57.84
5140.041 BAD DEBTS	600	0.00	( 14.37)	0.00	614.37	2.40-
<b>TOTAL 140 Sanitation</b>	<b>326,400</b>	<b>26,287.30</b>	<b>189,890.52</b>	<b>0.00</b>	<b>136,509.48</b>	<b>58.18</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M150 Main Street  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5150.001 WAGES	37,949	3,255.38	5,710.76	0.00	32,237.96	15.05
5150.003 PROMOTIONAL	8,000	100.00	100.00	0.00	7,900.00	1.25
5150.004 POSTAGE	50	0.00	0.00	0.00	50.00	0.00
5150.005 DUES/SUBSCRIPTIONS	2,000	250.00	250.00	0.00	1,750.00	12.50
5150.006 COMPUTER/TECH	2,000	167.47	2,980.05	0.00	980.05)	149.00
5150.007 SIGN GRANT	0	350.00	662.33	0.00	662.33)	0.00
5150.008 MAIN STREET EVENTS	8,000	2,976.49	6,031.49	0.00	1,968.51	75.39
5150.009 SPECIAL PROJECTS	1,000	0.00	434.00	0.00	566.00	43.40
5150.025 UNEMPLOYMENT EXP (TEC)	300	0.00	0.00	0.00	300.00	0.00
5150.032 SOCIAL SECURITY (FICA)	2,353	201.84	354.08	0.00	1,998.74	15.05
5150.033 MEDICARE	550	47.20	82.80	0.00	467.46	15.05
5150.034 TML INSURANCE	13,470	816.98	816.98	0.00	12,653.02	6.07
5150.035 RETIREMENT (TMRS)	3,518	269.35	269.35	0.00	3,248.50	7.66
5150.037 TELEPHONE	600	31.06	289.38	0.00	310.62	48.23
5150.039 OVERTIME	0	0.00	0.00	0.00	0.00	0.00
5150.042 SCHOOL/TRAINING/TRAVEL	4,500	298.00	298.00	0.00	4,202.00	6.62
5150.044 SUPPLIES	700	111.46	121.49	0.00	578.51	17.36
5150.053 LONGEVITY	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 150 Main Street</b>	<b>84,990</b>	<b>8,875.23</b>	<b>18,400.71</b>	<b>0.00</b>	<b>66,588.94</b>	<b>21.65</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M180 Animal Control  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5180.001 ANIMAL CONTROL WAGES	44,612	3,200.00	10,107.70	0.00	34,504.30	22.66
5180.003 BUILDING REPAIR	500	0.00	0.00	0.00	500.00	0.00
5180.007 COMPUTER/TECH	500	0.00	1,147.45	0.00	647.45)	229.49
5180.009 SPECIAL PROJECTS	1,000	0.00	0.00	0.00	1,000.00	0.00
5180.010 EQUIPMENT FUND	500	0.00	0.00	0.00	500.00	0.00
5180.015 ANIMAL DISPOSAL	500	0.00	0.00	0.00	500.00	0.00
5180.016 VET SERVICES	2,000	90.00	90.00	0.00	1,910.00	4.50
5180.017 EQUIPMENT & REPAIRS	2,000	252.45	291.42	0.00	1,708.58	14.57
5180.018 ANIMAL IMPOUNDMENT	2,000	0.00	196.03	0.00	1,803.97	9.80
5180.019 AUDIT	550	0.00	0.00	0.00	550.00	0.00
5180.020 VEHICLE REPAIRS	500	0.00	85.00	0.00	415.00	17.00
5180.021 CAPITAL EXPENSE	2,000	0.00	0.00	0.00	2,000.00	0.00
5180.024 TRANS TO EQUIP FUND	5,000	416.67	2,500.02	0.00	2,499.98	50.00
5180.025 UNEMPLOYMENT EXPENSE (TEC)	300	0.00	0.00	0.00	300.00	0.00
5180.032 SOCIAL SECURITY EXPENSE (FICA)	2,766	225.37	748.19	0.00	2,017.81	27.05
5180.033 MEDICARE EXPENSE	647	52.71	174.99	0.00	472.01	27.05
5180.034 TML HEALTH INSU.	13,470	26.34	44.69	0.00	13,425.31	0.33
5180.035 RETIREMENT (TMRS)	4,136	400.54	746.93	0.00	3,389.07	18.06
5180.036 FUEL (GAS & OIL)	3,000	281.78	673.58	0.00	2,326.42	22.45
5180.037 TELEPHONE	600	40.22	177.61	0.00	422.39	29.60
5180.038 EMPLOYEE PHYSICAL/DRUG TEST	0	0.00	166.41	0.00	166.41)	0.00
5180.039 OVERTIME	3,000	435.00	1,959.92	0.00	1,040.08	65.33
5180.040 LEASE VEHICLES	7,000	1,295.83	6,856.85	0.00	143.15	97.96
5180.041 UTILITIES	1,000	60.61	611.41	0.00	388.59	61.14
5180.042 TRAVEL/TRAINING/SCHOOLING	2,000	612.32	837.32	0.00	1,162.68	41.87
5180.043 UNIFORMS	500	263.82	458.47	0.00	41.53	91.69
5180.044 SUPPLIES	1,000	125.74	692.89	0.00	307.11	69.29
5180.045 PROPERTY/LIABILITY INS.	5,000	0.00	6,444.04	0.00	1,444.04)	128.88
5180.049 WORKERS COMP. INS.	4,500	0.00	3,279.99	0.00	1,220.01	72.89
5180.050 TERMINATION PAY	3,000	0.00	0.00	0.00	3,000.00	0.00
5180.053 LONGEVITY	0	0.00	0.00	0.00	0.00	0.00
5180.055 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
5180.056 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 180 Animal Control</b>	<b>113,581</b>	<b>7,779.40</b>	<b>38,290.91</b>	<b>0.00</b>	<b>75,290.09</b>	<b>33.71</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M190 Parks & Recreation  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5190.001 WAGES	0	0.00	0.00	0.00	0.00	0.00
5190.002 ENGINEERING	0	0.00	0.00	0.00	0.00	0.00
5190.003 REPAIRS & MAINTENANCE	10,000	145.32	8,370.52	0.00	1,629.48	83.71
5190.008 MOWING	0	0.00	0.00	0.00	0.00	0.00
5190.009 SPECIAL PROJECTS	5,000	0.00	0.00	0.00	5,000.00	0.00
5190.010 CONTRACT PLAZA MAINTENANCE	2,000	0.00	0.00	0.00	2,000.00	0.00
5190.012 CHEMICALS	4,000	0.00	3,168.00	0.00	832.00	79.20
5190.013 EQUIPMENT REPAIR	1,600	131.90	131.90	0.00	1,468.10	8.24
5190.015 AUDIT	0	0.00	0.00	0.00	0.00	0.00
5190.021 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
5190.024 TRANS TO EQUIP FUND	5,000	416.67	2,500.02	0.00	2,499.98	50.00
5190.025 UNEMPLOYMENT EXPENSE (TEC)	0	0.00	0.00	0.00	0.00	0.00
5190.032 SOCIAL SECURITY EXPENSE (FICA)	0	0.00	0.00	0.00	0.00	0.00
5190.033 MEDICARE	0	0.00	0.00	0.00	0.00	0.00
5190.036 FUEL (GAS & OIL)	400	0.00	0.00	0.00	400.00	0.00
5190.037 TELEPHONE	600	37.99	113.97	0.00	486.03	19.00
5190.038 UTILITIES	2,000	235.73	1,715.38	0.00	284.62	85.77
5190.039 PARK OVERTIME	0	0.00	0.00	0.00	0.00	0.00
5190.042 SCHOOL/TRAINING/TRAVEL	0	0.00	0.00	0.00	0.00	0.00
5190.043 UNIFORMS	0	0.00	0.00	0.00	0.00	0.00
5190.044 SUPPLIES	700	25.99	25.99	0.00	674.01	3.71
5190.045 PROPERTY/LIABILITY INS.	2,500	0.00	1,757.46	0.00	742.54	70.30
5190.046 EQUIPMENT LEASE	0	0.00	0.00	0.00	0.00	0.00
5190.049 WORKERS COMP. INS.	800	0.00	894.24	0.00	94.24	111.78
5190.050 TERMINATION PAY	0	0.00	0.00	0.00	0.00	0.00
5190.055 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 190 Parks &amp; Recreation</b>	<b>34,600</b>	<b>993.60</b>	<b>18,677.48</b>	<b>0.00</b>	<b>15,922.52</b>	<b>53.98</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M195 Code Enforcement  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5195.001 CODE ENFORCEMENT OFFICIAL	0	0.00	0.00	0.00	0.00	0.00
5195.002 BUILDING OFFICIAL	48,257	3,704.00	24,193.18	0.00	24,064.02	50.13
5195.004 FREIGHT/POSTAGE	200	0.00	84.35	0.00	115.65	42.18
5195.007 DUES & SUBSCRIPTIONS	250	0.00	55.00	0.00	195.00	22.00
5195.008 INSPECTION FEES	0	0.00	0.00	0.00	0.00	0.00
5195.009 SPECIAL PROJECTS	200	0.00	0.00	0.00	200.00	0.00
5195.010 EMPLOYEE PHYSICAL	0	0.00	0.00	0.00	0.00	0.00
5195.014 DEMOLITION	2,000	0.00	0.00	0.00	2,000.00	0.00
5195.015 ADVERTISING	100	0.00	0.00	0.00	100.00	0.00
5195.016 COMPUTER/TECH	300	58.54	2,379.39	0.00	2,079.39	793.13
5195.017 EQUIPMENT REPAIRS & PURCHASE	500	17.00	102.00	0.00	398.00	20.40
5195.018 AUDIT	1,000	0.00	0.00	0.00	1,000.00	0.00
5195.021 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
5195.024 TRANSFER TO EQUIP FUND	5,000	416.67	2,500.02	0.00	2,499.98	50.00
5195.025 UNEMPLOYMENT EXPENSE (TEC)	300	0.00	0.00	0.00	300.00	0.00
5195.032 SOCIAL SECURITY EXPENSE (FICA)	2,992	220.52	1,502.64	0.00	1,489.31	50.22
5195.033 MEDICARE	700	51.58	351.47	0.00	348.26	50.23
5195.034 TML HEALTH INSURANCE	0	44.70	268.20	0.00	268.20	0.00
5195.035 RETIREMENT (TMRS)	4,473	406.58	2,450.74	0.00	2,022.70	54.78
5195.036 FUEL (GAS & OIL)	1,000	53.29	382.55	0.00	617.45	38.26
5195.037 TELEPHONE	720	55.38	397.96	0.00	322.04	55.27
5195.039 OVERTIME	0	0.00	0.00	0.00	0.00	0.00
5195.040 LEASE VEHICLES	5,000	542.58	3,007.32	0.00	1,992.68	60.15
5195.042 SCHOOL/TRAINING/TRAVEL	500	0.00	90.00	0.00	410.00	18.00
5195.043 UNIFORMS	400	72.67	258.59	0.00	141.41	64.65
5195.044 SUPPLIES	2,000	92.18	244.39	0.00	1,755.61	12.22
5195.045 PROPERTY/LIABILITY INS.	0	0.00	0.00	0.00	0.00	0.00
5195.049 WORKERS COMP. INS.	0	0.00	0.00	0.00	0.00	0.00
5195.050 TERMINATION PAY	0	0.00	0.00	0.00	0.00	0.00
5195.053 LONGEVITY	1,000	0.00	1,000.00	0.00	0.00	100.00
<b>TOTAL 195 Code Enforcement</b>	<b>76,892</b>	<b>5,735.69</b>	<b>39,267.80</b>	<b>0.00</b>	<b>37,624.52</b>	<b>51.07</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M530 Due From EDC  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5530.001 DUE FROM EDC	0	0.00	0.00	0.00	0.00	0.00
5530.032 FICA- DUE FROM EDC	0	0.00	0.00	0.00	0.00	0.00
5530.033 MEDICARE - DUE FROM EDC	0	0.00	0.00	0.00	0.00	0.00
5530.035 RETIREMENT DUE FROM EDC	0	0.00	0.00	0.00	0.00	0.00
5530.053 LONGEVITY	0	0.00	0.00	0.00	0.00	0.00
TOTAL 530 Due From EDC	0	0.00	0.00	0.00	0.00	0.00
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TOTAL EXPENDITURES	3,331,991	472,508.13	1,587,599.72	0.00	1,744,391.09	47.65
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REVENUE OVER/(UNDER) EXPENDITURES	( 107,058)	( 230,637.28)	82,029.23	0.00	( 189,087.23)	76.62-

\*\*\* END OF REPORT \*\*\*



CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

02 -UTILITY FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	2,451,005	171,926.74	911,916.74	0.00	1,539,088.48	37.21
TOTAL REVENUES	2,451,005	171,926.74	911,916.74	0.00	1,539,088.48	37.21
<u>EXPENDITURE SUMMARY</u>						
140 Public Works	91,716	5,631.21	13,445.03	0.00	78,270.97	14.66
150 Storm Water	44,100	0.00	0.00	0.00	44,100.00	0.00
160 Water	1,325,075	70,258.22	551,475.64	0.00	773,599.59	41.62
170 Sewer	1,442,830	64,607.12	410,171.24	0.00	1,032,658.75	28.43
505 Depreciation	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	2,903,721	140,496.55	975,091.91	0.00	1,928,629.31	33.58
REVENUE OVER/(UNDER) EXPENDITURES	( 452,716)	31,430.19	( 63,175.17)	0.00	( 389,540.83)	13.95

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

O2 -UTILITY FUND  
 FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4000 DISBURSEMENT UTILITIES	0	0.00	0.00	0.00	0.00	0.00
4001 WATER REVENUE	800,000	54,065.47	350,770.73	0.00	449,229.27	43.85
4002 SEWER REVENUE	750,000	52,730.74	329,269.87	0.00	420,730.13	43.90
4003 PENALTIES	30,000	2,339.53	16,511.66	0.00	13,488.34	55.04
4004 TAP FEES	20,000	0.00	12,209.77	0.00	7,790.23	61.05
4005 MISCELLANEOUS REVENUE	0	0.00	0.00	0.00	0.00	0.00
4006 TRANSFER FEE	250	60.00	60.00	0.00	190.00	24.00
4007 CASH OVER/SHORT	0	0.00	0.00	0.00	0.00	0.00
4008 BULK WATER REVENUE	5,000	1,963.00	9,186.00	0.00	4,186.00	183.72
4009 RETURN CHECK FEE REVENUE	200	0.00	75.00	0.00	125.00	37.50
4010 RECONNECT FEE REVENUE	9,000	1,180.00	3,990.00	0.00	5,010.00	44.33
4011 MISC. WATER & SEWER REVENUE	2,000	0.00	322.00	0.00	1,678.00	16.10
4012 BULK SEWER	5,000	80.00	1,000.00	0.00	4,000.00	20.00
4015 STORMWATER REVENUE	52,000	4,500.00	26,976.00	0.00	25,024.00	51.88
4016 2012 C.O-FNB-ASSESSMENT FEE	215,000	18,386.23	110,327.76	0.00	104,672.24	51.32
4022 INTEREST EARNED REVENUE	20,000	36,215.46	48,641.76	0.00	28,641.76	243.21
4033 RESALE OF VEHICLES	0	0.00	0.00	0.00	0.00	0.00
4040 TRANSFER FROM EDC	102,623	0.00	0.00	0.00	102,623.00	0.00
4044 TDA GRANT PROCEED	0	0.00	0.00	0.00	0.00	0.00
4045 INTERGOVERNMENTAL CONTRIBUTION	0	0.00	0.00	0.00	0.00	0.00
4048 CREDIT CARD PROCESSING FEE	( 1,000)	406.31	2,576.19	0.00	3,576.19	257.62-
4998 USE OF FUND BALANCE	440,932	0.00	0.00	0.00	440,932.22	0.00
4999 TRANSFERS IN	0	0.00	0.00	0.00	0.00	0.00
4999.001 TRANSFER IN SH-37	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>2,451,005</b>	<b>171,926.74</b>	<b>911,916.74</b>	<b>0.00</b>	<b>1,539,088.48</b>	<b>37.21</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

02 -UTILITY FUND  
 DEPARTMENT -M140 Public Works  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5140.001 DIRECTOR OF PUBLIC WORKS WAGES	60,008	4,671.38	10,496.76	0.00	49,511.24	17.49
5140.002 CERTIFICATE/LICENSE PAY	0	0.00	0.00	0.00	0.00	0.00
5140.007 COMPUTER/TECH	1,000	0.00	1,166.07	0.00	166.07	116.61
5140.009 SPECIAL PROJECTS	0	0.00	0.00	0.00	0.00	0.00
5140.020 VEHICLE REPAIRS	0	0.00	0.00	0.00	0.00	0.00
5140.021 CAPITAL EXPENSE	0	0.00	0.00	0.00	0.00	0.00
5140.024 TRANS TO EQUIP FUND	0	0.00	0.00	0.00	0.00	0.00
5140.025 UNEMPLOYMENT EXPENSE (TEC)	100	0.00	0.00	0.00	100.00	0.00
5140.032 SOCIAL SECURITY EXPENSE (FICA)	3,720	289.62	650.79	0.00	3,069.21	17.49
5140.033 MEDICARE EXPENSE	870	67.74	152.21	0.00	717.79	17.50
5140.034 TML HEALTH INS.	9,000	23.51	42.02	0.00	8,957.98	0.47
5140.035 RETIREMENT (TMRS)	4,200	502.08	624.27	0.00	3,575.73	14.86
5140.036 FUEL (GAS & OIL)	2,000	0.00	0.00	0.00	2,000.00	0.00
5140.037 TELEPHONE	0	0.00	0.00	0.00	0.00	0.00
5140.039 OVERTIME	1,000	0.00	0.00	0.00	1,000.00	0.00
5140.040 LEASE VEHICLES	8,218	0.00	0.00	0.00	8,218.00	0.00
5140.042 TRAVEL/TRAINING/SCHOOL	1,000	0.00	0.00	0.00	1,000.00	0.00
5140.043 UNIFORMS	300	15.42	172.18	0.00	127.82	57.39
5140.044 SUPPLIES	300	61.46	140.73	0.00	159.27	46.91
5140.045 PROPERTY/LIABILITY INS	0	0.00	0.00	0.00	0.00	0.00
5140.049 WORKERS COMP INS.	0	0.00	0.00	0.00	0.00	0.00
5140.053 LONGEVITY	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 140 Public Works</b>	<b>91,716</b>	<b>5,631.21</b>	<b>13,445.03</b>	<b>0.00</b>	<b>78,270.97</b>	<b>14.66</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

02 -UTILITY FUND  
 DEPARTMENT -M150 Storm Water  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5150.001 DRAINAGE MAINTENANCE	14,000	0.00	0.00	0.00	14,000.00	0.00
5150.002 STREET DRAINAGE	30,000	0.00	0.00	0.00	30,000.00	0.00
5150.041 BAD DEBT STORM WATER	100	0.00	0.00	0.00	100.00	0.00
TOTAL 150 Storm Water	44,100	0.00	0.00	0.00	44,100.00	0.00

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

02 -UTILITY FUND  
 DEPARTMENT -M160 Water  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5160.001 WAGES	120,790	10,516.05	68,978.79	0.00	51,811.69	57.11
5160.002 CERTIFICATE/LICENSE PAY	3,600	184.62	1,200.03	0.00	2,399.97	33.33
5160.003 DUES & SUBSCRIPTIONS	300	0.00	111.00	0.00	189.00	37.00
5160.004 FREIGHT/POSTAGE	3,280	248.88	2,093.55	0.00	1,186.45	63.83
5160.005 PERMITS/ASSESS./LICENSE	7,500	0.00	4,239.00	0.00	3,261.00	56.52
5160.006 LAB SUPPLIES & FEES	25,000	2,646.85	13,406.59	0.00	11,593.41	53.63
5160.007 COMPUTER/TECH	3,000	0.00	485.28	0.00	2,514.72	16.18
5160.008 CONTRACT - FCWD (RAW WATER)	90,000	15,166.66	53,083.31	0.00	36,916.69	58.98
5160.009 LEGAL	0	0.00	0.00	0.00	0.00	0.00
5160.010 WATER PLANT REPAIRS	71,500	2,918.29	17,894.70	0.00	53,605.30	25.03
5160.011 SERVICE CONTRACT FEES	8,000	0.00	8,494.15	0.00	494.15	106.18
5160.012 CHEMICALS - WATER PLANT	100,000	1,144.96	37,047.10	0.00	62,952.90	37.05
5160.013 SLUDGE DISPOSAL	40,000	0.00	0.00	0.00	40,000.00	0.00
5160.014 REPAIR WATER DIST. SYSTEM	150,000	507.46	30,246.24	0.00	119,753.76	20.16
5160.015 INT. DUE ON DEPOSITS	3,500	1.37	3,440.26	0.00	59.74	98.29
5160.016 FIRE HYDRANTS AND VALVES	8,000	0.00	0.00	0.00	8,000.00	0.00
5160.017 REPAIR VEHICLE	500	17.00	102.00	0.00	398.00	20.40
5160.018 SPECIAL PROJECTS	1,000	3,668.85	19,339.20	0.00	18,339.20	1,933.92
5160.019 ENGINEER EXPENSE/ADM	50,000	13,762.52	77,074.23	0.00	27,074.23	154.15
5160.020 PIPE SUPPLIES	30,000	2,354.42	2,354.42	0.00	27,645.58	7.85
5160.021 CAPITAL EXPENSE	435,443	9,000.00	124,805.16	0.00	310,638.26	28.66
5160.022 WATER METER/REPAIR/FLUSH	10,000	0.00	0.00	0.00	10,000.00	0.00
5160.023 AUDIT	1,000	0.00	0.00	0.00	1,000.00	0.00
5160.024 TRANS TO EQUIP FUND	5,000	416.67	2,500.02	0.00	2,499.98	50.00
5160.025 UNEMPLOYMENT EXPENSE (TEC)	300	0.00	2.49	0.00	297.51	0.83
5160.026 METER READING DEVICE MAINT.	300	0.00	0.00	0.00	300.00	0.00
5160.027 STREET REPAIR FOR WATER LEAKS	2,500	0.00	0.00	0.00	2,500.00	0.00
5160.028 DAM CLEANING	5,000	0.00	8,550.00	0.00	3,550.00	171.00
5160.032 SOCIAL SECURITY (FICA)	12,178	687.02	4,809.27	0.00	7,368.43	39.49
5160.033 MEDICARE	2,848	160.67	1,124.71	0.00	1,723.30	39.49
5160.034 TML HEALTH INSU.	40,410	2,506.60	17,976.09	0.00	22,433.91	44.48
5160.035 TMRS	18,208	790.59	6,186.07	0.00	12,021.55	33.98
5160.036 GAS & OIL	4,000	305.37	935.91	0.00	3,064.09	23.40
5160.037 TELEPHONE	3,000	207.55	1,368.18	0.00	1,631.82	45.61
5160.038 UTILITIES	25,000	1,371.99	13,508.67	0.00	11,491.33	54.03
5160.039 OVERTIME	8,000	324.67	6,030.94	0.00	1,969.06	75.39
5160.040 LEASE VEHICLES	8,218	756.92	4,203.43	0.00	4,014.57	51.15
5160.041 BAD DEBT EXPENSE	2,000	0.00	0.46	0.00	2,000.46	0.02
5160.042 SCHOOL/TRAINING/TRAVEL	7,000	0.00	249.68	0.00	6,750.32	3.57
5160.043 UNIFORMS	600	222.00	723.85	0.00	123.85	120.64
5160.044 SUPPLIES	3,500	69.65	815.74	0.00	2,684.26	23.31
5160.045 PROPERTY/LIABILITY INS.	11,000	0.00	11,130.61	0.00	130.61	101.19
5160.047 ADMINISTRATION FEE	0	0.00	0.00	0.00	0.00	0.00
5160.049 WORKERS COMP. INS.	2,700	299.99	5,965.43	0.00	3,265.43	220.94
5160.050 TERMINATION PAY	0	0.00	0.00	0.00	0.00	0.00
5160.051 2007 WTP CONSTRUCTION LOAN	0	0.00	0.00	0.00	0.00	0.00
5160.052 2007 WTP CONSTRUCTION DEBT TRF	0	0.00	0.00	0.00	0.00	0.00
5160.053 LONGEVITY	900	0.00	1,000.00	0.00	100.00	111.11
5160.054 2008 USDA CONSTRUCTION LOAN	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

Item 2.

02 -UTILITY FUND  
DEPARTMENT -M160 Water  
DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5160.055 2008 USDA CONSTRUCTION DEBT	0	0.00	0.00	0.00	0.00	0.00
5160.056 TRANSFER OUT	0	0.00	0.00	0.00	0.00	0.00
5160.075 TMRS-PENSION COST AUDITORS	0	0.00	0.00	0.00	0.00	0.00
5160.076 OPEB EXPENSE	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 160 Water</b>	<b>1,325,075</b>	<b>70,258.22</b>	<b>551,475.64</b>	<b>0.00</b>	<b>773,599.59</b>	<b>41.62</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

02 -UTILITY FUND  
 DEPARTMENT -M170 Sewer  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5170.001 WAGES	158,403	11,225.00	83,517.48	0.00	74,885.24	52.72
5170.002 BUILDING REPAIR	500	0.00	0.00	0.00	500.00	0.00
5170.003 DUES & SUBSCRIPTIONS	150	0.00	70.00	0.00	80.00	46.67
5170.004 FREIGHT/POSTAGE	3,500	248.88	2,093.57	0.00	1,406.43	59.82
5170.005 PERMITS/ASSESS./LICENSE	5,600	0.00	2,467.74	0.00	3,132.26	44.07
5170.006 LAB FEES	16,500	1,412.00	9,581.00	0.00	6,919.00	58.07
5170.007 TRANSFER TO WWTP FUND	0	0.00	224.75	0.00	224.75	0.00
5170.008 TRANS TO OPR FUND	0	2,687.58	2,687.58	0.00	2,687.58	0.00
5170.009 LEGAL	0	0.00	0.00	0.00	0.00	0.00
5170.010 PLANT/LIFT STA. REPAIR	50,000	152.49	26,340.69	0.00	23,659.31	52.68
5170.011 LIFT STA. & WW PLANT REHAB.	0	0.00	15,055.77	0.00	15,055.77	0.00
5170.012 CHEMICALS - WASTE WATER PLANT	22,000	811.86	3,886.20	0.00	18,113.80	17.66
5170.013 SLUDGE DISPOSAL SERVICE	80,000	0.00	15,858.71	0.00	64,141.29	19.82
5170.014 REPAIR SEWER COLL. SYSTEM	140,000	16,662.92	20,146.81	0.00	119,853.19	14.39
5170.015 COMPUTER/TECH	5,000	0.00	1,440.02	0.00	3,559.98	28.80
5170.016 AERATORS/MAINTENANCE	10,000	0.00	6,492.88	0.00	3,507.12	64.93
5170.017 REPAIR VEHICLES	1,500	17.00	102.00	0.00	1,398.00	6.80
5170.018 SPECIAL PROJECTS	63,000	1,111.27	60,504.13	0.00	2,495.87	96.04
5170.019 ENGINEER EXPENSE	30,000	15,027.71	22,076.03	0.00	7,923.97	73.59
5170.020 PIPE SUPPLIES	6,000	140.56	1,640.56	0.00	4,359.44	27.34
5170.021 CAPITAL EXPENSE	532,738	0.00	0.00	0.00	532,738.42	0.00
5170.022 2012-C.O-FIRST NATIONAL BANK	163,199	0.00	25,745.72	0.00	137,453.66	15.78
5170.023 AUDIT	1,000	0.00	0.00	0.00	1,000.00	0.00
5170.024 TRANS TO EQUIP FUND	5,000	416.67	2,500.02	0.00	2,499.98	50.00
5170.025 UNEMPLOYMENT EXPENSE (TEC)	300	0.00	9.00	0.00	291.00	3.00
5170.026 2013 CO TWDB DEBT	0	0.00	0.00	0.00	0.00	0.00
5170.027 STREET REPAIR ON SEWER LEAKS	3,000	0.00	0.00	0.00	3,000.00	0.00
5170.028 2013 CO'S TWDB DEBT	0	0.00	0.00	0.00	0.00	0.00
5170.029 CERTIFICATE/LICENSE PAY	3,000	138.46	1,084.59	0.00	1,915.41	36.15
5170.032 SOCIAL SECURITY (FICA)	9,641	879.78	5,805.16	0.00	3,836.01	60.21
5170.033 MEDICARE	2,255	205.75	1,357.64	0.00	897.15	60.21
5170.034 TML HEALTH INSU.	40,410	2,492.79	21,754.67	0.00	18,655.33	53.83
5170.035 RETIREMENT (TMRS)	14,416	1,375.71	8,758.24	0.00	5,657.27	60.76
5170.036 FUEL (GAS & OIL)	3,000	320.91	2,189.35	0.00	810.65	72.98
5170.037 TELEPHONE	2,500	149.39	858.32	0.00	1,641.68	34.33
5170.038 UTILITIES	30,000	5,343.21	29,200.31	0.00	799.69	97.33
5170.039 OVERTIME	11,000	2,825.64	10,850.76	0.00	149.24	98.64
5170.040 LEASE VEHICLES	8,218	771.14	4,289.17	0.00	3,928.83	52.19
5170.041 BAD DEBTS (SEWER SERVICE)	3,000	0.00	18.24	0.00	3,018.24	0.61
5170.042 SCHOOL/TRAINING/TRAVEL	2,000	0.00	408.62	0.00	1,591.38	20.43
5170.043 UNIFORMS	600	150.44	450.81	0.00	149.19	75.14
5170.044 SUPPLIES	5,000	39.96	1,045.13	0.00	3,954.87	20.90
5170.045 PROPERTY/LIABILITY INS.	5,000	0.00	11,130.61	0.00	6,130.61	222.61
5170.047 ADMINISTRATION FEE	0	0.00	0.00	0.00	0.00	0.00
5170.049 WORKERS COMP. INS.	2,500	0.00	5,665.44	0.00	3,165.44	226.62
5170.050 TERMINATION PAY	0	0.00	0.00	0.00	0.00	0.00
5170.053 LONGEVITY	2,900	0.00	2,900.00	0.00	0.00	100.00
5170.054 TRANSFER OUT	0	0.00	0.00	0.00	0.00	0.00
5170.056 INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 170 Sewer</b>	<b>1,442,830</b>	<b>64,607.12</b>	<b>410,171.24</b>	<b>0.00</b>	<b>1,032,658.75</b>	<b>28.43</b>

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

Item 2.

02 -UTILITY FUND  
DEPARTMENT -M505 Depreciation  
DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5505.000 CIP	0	0.00	0.00	0.00	0.00	0.00
5505.002 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
5505.999 PRIOR PERIOD ADJUSTMENTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL 505 Depreciation	0	0.00	0.00	0.00	0.00	0.00
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TOTAL EXPENDITURES	2,903,721	140,496.55	975,091.91	0.00	1,928,629.31	33.58
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REVENUE OVER/(UNDER) EXPENDITURES	( 452,716)	31,430.19	( 63,175.17)	0.00	( 389,540.83)	13.95

\*\*\* END OF REPORT \*\*\*



CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

03 -1998 WWTP EXPANSION  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES	0	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>						
300 WWTP FUND	0	0.00	0.00	0.00	0.00	0.00
502 1998 WWTO EXPANSION	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

03 -1998 WWTP EXPANSION  
 FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4022 INTEREST INCOME	0	0.00	0.00	0.00	0.00	0.00
4051 ADV. TAX REVENUE	0	0.00	0.00	0.00	0.00	0.00
4051.001 DEL. TAX REVENUE	0	0.00	0.00	0.00	0.00	0.00
4052 ADV TAX REV - PEN & INT	0	0.00	0.00	0.00	0.00	0.00
4999 TRANSFERS IN	0	0.00	0.00	0.00	0.00	0.00
4999.001 TRANSFER FROM DEBT SERVICES	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

03 -1998 WWTP EXPANSION  
 DEPARTMENT -M300 WWTP FUND  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5300.002 GENERAL EXPENSE	0	0.00	0.00	0.00	0.00	0.00
5300.003 DEBT SERVICE ADMINISTRATION	0	0.00	0.00	0.00	0.00	0.00
5300.008 INTEREST	0	0.00	0.00	0.00	0.00	0.00
5300.009 DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00
5300.020 TRANSFER TO UTILITY FUND	0	0.00	0.00	0.00	0.00	0.00
5300.025 DEPRECIATION EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL 300 WWTP FUND	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

03 -1998 WWTP EXPANSION  
 DEPARTMENT -M502 1998 WWTO EXPANSION  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5502.002 DEPRECIATION EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL 502 1998 WWTO EXPANSION	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

04 -HOTEL/MOTEL FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	50,600	10,566.58	25,829.89	0.00	24,770.11	51.05
TOTAL REVENUES	50,600	10,566.58	25,829.89	0.00	24,770.11	51.05
<u>EXPENDITURE SUMMARY</u>						
400-HOTEL/MOTEL	47,500	0.00	0.00	0.00	47,500.00	0.00
TOTAL EXPENDITURES	47,500	0.00	0.00	0.00	47,500.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	3,100	10,566.58	25,829.89	0.00 (	22,729.89)	833.22

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

Item 2.

O4 -HOTEL/MOTEL FUND  
FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 HOTEL/MOTEL TAX REVENUE	50,000	10,566.58	25,829.89	0.00	24,170.11	51.66
4002 MISC. REVENUE	0	0.00	0.00	0.00	0.00	0.00
4022 INT. EARNED	600	0.00	0.00	0.00	600.00	0.00
<b>TOTAL REVENUE</b>	<b>50,600</b>	<b>10,566.58</b>	<b>25,829.89</b>	<b>0.00</b>	<b>24,770.11</b>	<b>51.05</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

O4 -HOTEL/MOTEL FUND  
 DEPARTMENT -M400-HOTEL/MOTEL  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5400.002 ARTS ALLIANCE	0	0.00	0.00	0.00	0.00	0.00
5400.003 CHAMBER OF COMMERCE	5,000	0.00	0.00	0.00	5,000.00	0.00
5400.004 UNDESIGNATED FUNDS	0	0.00	0.00	0.00	0.00	0.00
5400.005 HISTORICAL ASSN. DONATION	20,000	0.00	0.00	0.00	20,000.00	0.00
5400.006 SRS AUCTION SERVICES	0	0.00	0.00	0.00	0.00	0.00
5400.007 THE ALAMO MISSION	0	0.00	0.00	0.00	0.00	0.00
5400.008 GENEALOGICIAL SOCIETY	0	0.00	0.00	0.00	0.00	0.00
5400.009 MOUNT VERNON MUSIC	0	0.00	0.00	0.00	0.00	0.00
5400.010 FRANKLIN CO. YOUTH BASEBALL	7,500	0.00	0.00	0.00	7,500.00	0.00
5400.011 BIKE TOUR	5,000	0.00	0.00	0.00	5,000.00	0.00
5400.012 MAIN STREET	10,000	0.00	0.00	0.00	10,000.00	0.00
5400.013 THE HOLBROOK BED & BREAKFAST	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 400-HOTEL/MOTEL</b>	<b>47,500</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>47,500.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>47,500</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>47,500.00</b>	<b>0.00</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>3,100</b>	<b>10,566.58</b>	<b>25,829.89</b>	<b>0.00</b>	<b>( 22,729.89)</b>	<b>833.22</b>

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

05 -EDC  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	<u>435,000</u>	<u>64,363.34</u>	<u>269,321.01</u>	<u>0.00</u>	<u>165,678.99</u>	<u>61.91</u>
TOTAL REVENUES	435,000	64,363.34	269,321.01	0.00	165,678.99	61.91
<u>EXPENDITURE SUMMARY</u>						
300 EDC	<u>265,873</u>	<u>0.00</u>	<u>3,600.00</u>	<u>0.00</u>	<u>262,273.00</u>	<u>1.35</u>
TOTAL EXPENDITURES	265,873	0.00	3,600.00	0.00	262,273.00	1.35
REVENUE OVER/(UNDER) EXPENDITURES	169,127	64,363.34	265,721.01	0.00 (	96,594.01)	157.11



CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

Item 2.

05 -EDC  
FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 EDC TAX REV.	425,000	31,446.42	200,626.71	0.00	224,373.29	47.21
4018 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
4022 INTEREST	10,000	32,916.92	68,694.30	0.00	58,694.30)	686.94
<b>TOTAL REVENUE</b>	<b>435,000</b>	<b>64,363.34</b>	<b>269,321.01</b>	<b>0.00</b>	<b>165,678.99</b>	<b>61.91</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

05 -EDC  
 DEPARTMENT -M300 EDC  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5300.001 WAGES/CONSULTANT	70,000	0.00	0.00	0.00	70,000.00	0.00
5300.002 COMPUTER	500	0.00	0.00	0.00	500.00	0.00
5300.003 PROMOTIONAL/MARKETING	5,000	0.00	0.00	0.00	5,000.00	0.00
5300.004 POSTAGE	100	0.00	0.00	0.00	100.00	0.00
5300.005 AUDIT EXPENSE	1,000	0.00	0.00	0.00	1,000.00	0.00
5300.007 LEG. OUTREACH	0	0.00	0.00	0.00	0.00	0.00
5300.008 SCHOLARSHIP	2,000	0.00	0.00	0.00	2,000.00	0.00
5300.009 PUBLICATIONS	0	0.00	0.00	0.00	0.00	0.00
5300.010 ATTORNEY FEES	10,000	0.00	0.00	0.00	10,000.00	0.00
5300.011 WEBSITE	500	0.00	0.00	0.00	500.00	0.00
5300.012 HIST. FACADE GRANT	0	0.00	0.00	0.00	0.00	0.00
5300.014 DISCRETIONARY FUNDS	0	0.00	0.00	0.00	0.00	0.00
5300.017 ADVERTISING/PUBLIC NOTICES	500	0.00	0.00	0.00	500.00	0.00
5300.018 BUSINESS INCENTIVES	5,000	0.00	2,400.00	0.00	2,600.00	48.00
5300.019 RENTAL ASSISTANCE PROGRAM	15,000	0.00	1,200.00	0.00	13,800.00	8.00
5300.020 JOB CREATION INCENTIVE	10,000	0.00	0.00	0.00	10,000.00	0.00
5300.021 EXISTING BUS. STRUCTURE	25,000	0.00	0.00	0.00	25,000.00	0.00
5300.022 SPECIAL PROJECT	0	0.00	0.00	0.00	0.00	0.00
5300.023 MAIN STREET ONGOING	10,000	0.00	0.00	0.00	10,000.00	0.00
5300.024 BUSINESS RETENTION	15,000	0.00	0.00	0.00	15,000.00	0.00
5300.025 UNEMPLOYMENT EXP (TEC)	300	0.00	0.00	0.00	300.00	0.00
5300.026 BUSINESS RECRUITMENT	0	0.00	0.00	0.00	0.00	0.00
5300.027 DUES	1,000	0.00	0.00	0.00	1,000.00	0.00
5300.028 BUS ANALYTICS	0	0.00	0.00	0.00	0.00	0.00
5300.029 INFRASTRUCTURE	70,000	0.00	0.00	0.00	70,000.00	0.00
5300.030 SPLASH PAD	0	0.00	0.00	0.00	0.00	0.00
5300.031 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
5300.032 SOCIAL SECURITY (FICA)	12,508	0.00	0.00	0.00	12,508.00	0.00
5300.033 MEDICARE	1,015	0.00	0.00	0.00	1,015.00	0.00
5300.034 TML INSURANCE	0	0.00	0.00	0.00	0.00	0.00
5300.035 RETIREMENT (TMRS)	9,100	0.00	0.00	0.00	9,100.00	0.00
5300.037 TELEPHONE	750	0.00	0.00	0.00	750.00	0.00
5300.042 SCHOOL/TRAINING/TRAVEL	1,000	0.00	0.00	0.00	1,000.00	0.00
5300.044 SUPPLIES	600	0.00	0.00	0.00	600.00	0.00
5300.053 LONGEVITY	0	0.00	0.00	0.00	0.00	0.00
5300.075 TMRS-PENSION COST AUDITORS	0	0.00	0.00	0.00	0.00	0.00
5300.999 PRIOR PERIOD ADJUSTMENTS	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 300 EDC</b>	<b>265,873</b>	<b>0.00</b>	<b>3,600.00</b>	<b>0.00</b>	<b>262,273.00</b>	<b>1.35</b>
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<b>TOTAL EXPENDITURES</b>	<b>265,873</b>	<b>0.00</b>	<b>3,600.00</b>	<b>0.00</b>	<b>262,273.00</b>	<b>1.35</b>
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<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>169,127</b>	<b>64,363.34</b>	<b>265,721.01</b>	<b>0.00 (</b>	<b>96,594.01)</b>	<b>157.11</b>

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

O7 -DEBT FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	<u>177,781</u>	<u>33,340.75</u>	<u>200,478.30</u>	<u>0.00</u>	( <u>22,697.69</u> )	<u>112.77</u>
TOTAL REVENUES	177,781	33,340.75	200,478.30	0.00	( 22,697.69 )	112.77
<u>EXPENDITURE SUMMARY</u>						
000 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
700 DEBT FUND	<u>50,472</u>	<u>0.00</u>	<u>4,767.25</u>	<u>0.00</u>	<u>45,705.13</u>	<u>9.45</u>
TOTAL EXPENDITURES	50,472	0.00	4,767.25	0.00	45,705.13	9.45
REVENUE OVER/(UNDER) EXPENDITURES	127,308	33,340.75	195,711.05	0.00	( 68,402.82 )	153.73

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

O7 -DEBT FUND  
 FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 TAX REVENUE	163,781	16,208.80	176,922.18	0.00 (	13,141.57)	108.02
4002 DEL. TAX REV	3,000	1.28	1,541.59	0.00	1,458.41	51.39
4002.001 I&S TAX ATT.	1,000	0.57	528.94	0.00	471.06	52.89
4003 DEBT SERVICE P & I	2,000	284.16	811.06	0.00	1,188.94	40.55
4022 INTEREST EARNED	8,000	16,845.94	20,674.53	0.00 (	12,674.53)	258.43
4999 TRANSFER	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>177,781</b>	<b>33,340.75</b>	<b>200,478.30</b>	<b>0.00 (</b>	<b>22,697.69)</b>	<b>112.77</b>

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

Item 2.

07 -DEBT FUND  
DEPARTMENT -M000 TRANSFERS  
DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5000 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL 000 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

07 -DEBT FUND  
 DEPARTMENT -M700 DEBT FUND  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5700.000 DEBT SERVICE FEES	0	0.00	0.00	0.00	0.00	0.00
5700.026 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
5700.027 MISC. EXP.	0	0.00	0.00	0.00	0.00	0.00
5700.028 2012 C.O. FIRST NATIONAL BANK	0	0.00	0.00	0.00	0.00	0.00
5700.029 2013 C.O. TWDB DEBT	24,427	0.00	4,767.25	0.00	19,659.75	19.52
5700.030 2018 C.O. FIRST NATIONAL BANK	26,045	0.00	0.00	0.00	26,045.38	0.00
<b>TOTAL 700 DEBT FUND</b>	<b>50,472</b>	<b>0.00</b>	<b>4,767.25</b>	<b>0.00</b>	<b>45,705.13</b>	<b>9.45</b>
<hr/>						
<b>TOTAL EXPENDITURES</b>	<b>50,472</b>	<b>0.00</b>	<b>4,767.25</b>	<b>0.00</b>	<b>45,705.13</b>	<b>9.45</b>
<hr/>						
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>127,308</b>	<b>33,340.75</b>	<b>195,711.05</b>	<b>0.00 (</b>	<b>68,402.82)</b>	<b>153.73</b>

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

09 -EQUIPMENT FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	50,000	3,333.36	13,333.44	0.00	36,666.56	26.67
TOTAL REVENUES	50,000	3,333.36	13,333.44	0.00	36,666.56	26.67
<u>EXPENDITURE SUMMARY</u>						
900 EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	50,000	3,333.36	13,333.44	0.00	36,666.56	26.67

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

09 -EQUIPMENT FUND  
 FINANCIAL SUMMARY

REVENUES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4022	INT. EARNED	0	0.00	0.00	0.00	0.00	0.00
4027	SALE OF ASSETS	0	0.00	0.00	0.00	0.00	0.00
4028	FIRE DEPARTMENT TRUCK	10,000	0.00	0.00	0.00	10,000.00	0.00
4029	MISC. REVENUE	0	0.00	0.00	0.00	0.00	0.00
4050	TRANSFERS IN	40,000	3,333.36	13,333.44	0.00	26,666.56	33.33
<b>TOTAL REVENUE</b>		<b>50,000</b>	<b>3,333.36</b>	<b>13,333.44</b>	<b>0.00</b>	<b>36,666.56</b>	<b>26.67</b>



CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

09 -EQUIPMENT FUND  
 DEPARTMENT -M900 EQUIPMENT  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5900.001 TRANSFER OUT	0	0.00	0.00	0.00	0.00	0.00
TOTAL 900 EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
<hr/>						
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
<hr/>						
REVENUE OVER/(UNDER) EXPENDITURES	50,000	3,333.36	13,333.44	0.00	36,666.56	26.67

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

10 -CHILD SAFETY  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	1,510	0.34	148.79	0.00	1,361.21	9.85
TOTAL REVENUES	1,510	0.34	148.79	0.00	1,361.21	9.85
<u>EXPENDITURE SUMMARY</u>						
CHILD SAFETY	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL EXPENDITURES	1,000	0.00	0.00	0.00	1,000.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	510	0.34	148.79	0.00	361.21	29.17

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

10 -CHILD SAFETY  
 FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 CHILD SAFETY REVENUE	500	0.34	148.79	0.00	351.21	29.76
4022 INT. EARNED	10	0.00	0.00	0.00	10.00	0.00
4023 TRANSFER FROM GENERAL FUND	1,000	0.00	0.00	0.00	1,000.00	0.00
<b>TOTAL REVENUE</b>	<b>1,510</b>	<b>0.34</b>	<b>148.79</b>	<b>0.00</b>	<b>1,361.21</b>	<b>9.85</b>

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

10 -CHILD SAFETY  
DEPARTMENT -MCHILD SAFETY  
DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5010.001 CHILD SAFETY EXPENSE	0	0.00	0.00	0.00	0.00	0.00
5010.002 ETCADA KID PROGRAM	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL CHILD SAFETY	1,000	0.00	0.00	0.00	1,000.00	0.00
<hr/>						
TOTAL EXPENDITURES	1,000	0.00	0.00	0.00	1,000.00	0.00
<hr/>						
REVENUE OVER/(UNDER) EXPENDITURES	510	0.34	148.79	0.00	361.21	29.17

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

Item 2.

12 -GENERAL FIXED ASSETS  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>						
FIXED ASSETS	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

Item 2.

12 -GENERAL FIXED ASSETS  
FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4050 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

12 -GENERAL FIXED ASSETS  
DEPARTMENT -MFIXED ASSETS  
DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5012.001 PRIOR PERIOD ADJUSTMENTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL FIXED ASSETS	0	0.00	0.00	0.00	0.00	0.00
<hr/>						
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
<hr/>						
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

14 -TECHNOLOGY  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	1,100	65.12	595.30	0.00	504.70	54.12
TOTAL REVENUES	1,100	65.12	595.30	0.00	504.70	54.12
<u>EXPENDITURE SUMMARY</u>						
014 TECHNOLOGY	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL EXPENDITURES	1,000	0.00	0.00	0.00	1,000.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	100	65.12	595.30	0.00 (	495.30)	595.30



CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

Item 2.

14 -TECHNOLOGY  
FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 TECHNOLOGY REVENUE	1,000	65.12	595.30	0.00	404.70	59.53
4022 INT. EARNED	100	0.00	0.00	0.00	100.00	0.00
<b>TOTAL REVENUE</b>	<b>1,100</b>	<b>65.12</b>	<b>595.30</b>	<b>0.00</b>	<b>504.70</b>	<b>54.12</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

14 -TECHNOLOGY  
 DEPARTMENT -M014 TECHNOLOGY  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5014.001 TECHNOLOGY EXPENSES	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL 014 TECHNOLOGY	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL EXPENDITURES	1,000	0.00	0.00	0.00	1,000.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	100	65.12	595.30	0.00 (	495.30)	595.30

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

15 -SECURITY  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	300	3.00	7.32	0.00	292.68	2.44
TOTAL REVENUES	300	3.00	7.32	0.00	292.68	2.44
<u>EXPENDITURE SUMMARY</u>						
015 SECURITY	300	0.00	0.00	0.00	300.00	0.00
TOTAL EXPENDITURES	300	0.00	0.00	0.00	300.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	3.00	7.32	0.00 (	7.32)	0.00

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

15 -SECURITY  
 FINANCIAL SUMMARY

REVENUES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001	SECURITY REVENUE	300	3.00	7.32	0.00	292.68	2.44
4022	INT EARNED	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>		<b>300</b>	<b>3.00</b>	<b>7.32</b>	<b>0.00</b>	<b>292.68</b>	<b>2.44</b>

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

Item 2.

15 -SECURITY  
DEPARTMENT -M015 SECURITY  
DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5015.001 SECURITY EXPENSES	300	0.00	0.00	0.00	300.00	0.00
TOTAL 015 SECURITY	300	0.00	0.00	0.00	300.00	0.00
TOTAL EXPENDITURES	300	0.00	0.00	0.00	300.00	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	0	3.00	7.32	0.00 (	7.32)	0.00

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

Item 2.

20 -ENDOWEMENT FUND  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL REVENUES	3,000	0.00	0.00	0.00	3,000.00	0.00
<u>EXPENDITURE SUMMARY</u>						
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	3,000	0.00	0.00	0.00	3,000.00	0.00

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

20 -ENDOWEMENT FUND  
 FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4020 ENDOWEMENT CD'S	0	0.00	0.00	0.00	0.00	0.00
4022 ENDOWEMENT INTEREST	3,000	0.00	0.00	0.00	3,000.00	0.00
<b>TOTAL REVENUE</b>	<b>3,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>REVENUE OVER/ (UNDER) EXPENDITURES</b>	<b>3,000</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

Item 2.

21 -TWDB WATERLINE GRANT  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>						
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00



CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

21 -TWDB WATERLINE GRANT  
 FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 TWDB REVENUE	0	0.00	0.00	0.00	0.00	0.00
4022 INTEREST EARNED	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>REVENUE OVER/ (UNDER) EXPENDITURES</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

22 -CONFISCATED FUNDS  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>						
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

Item 2.

22 -CONFISCATED FUNDS  
FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 CONFISCATED REVENUE	0	0.00	0.00	0.00	0.00	0.00
4022 INTEREST EARNED	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

23 -PARK PROJECT  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	300	618.16	816.48	0.00	( 516.48)	272.16
TOTAL REVENUES	300	618.16	816.48	0.00	( 516.48)	272.16
<u>EXPENDITURE SUMMARY</u>						
PARK PROJECT	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL EXPENDITURES	5,000	0.00	0.00	0.00	5,000.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	( 4,700)	618.16	816.48	0.00	( 5,516.48)	17.37-

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

23 -PARK PROJECT  
 FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 PARK REVENUE	0	0.00	0.00	0.00	0.00	0.00
4022 INTEREST EARNED	300	618.16	816.48	0.00 (	516.48)	272.16
4023 A/R-AUDITORS ADJ	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>300</b>	<b>618.16</b>	<b>816.48</b>	<b>0.00 (</b>	<b>516.48)</b>	<b>272.16</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

23 -PARK PROJECT  
 DEPARTMENT -MPARK PROJECT  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5023.040 RAGBALL	0	0.00	0.00	0.00	0.00	0.00
5023.041 REPAIRS	5,000	0.00	0.00	0.00	5,000.00	0.00
5023.042 SPLASH PAD	0	0.00	0.00	0.00	0.00	0.00
5023.044 SUPPLIES	0	0.00	0.00	0.00	0.00	0.00
TOTAL PARK PROJECT	5,000	0.00	0.00	0.00	5,000.00	0.00
<hr/>						
TOTAL EXPENDITURES	5,000	0.00	0.00	0.00	5,000.00	0.00
<hr/>						
REVENUE OVER/ (UNDER) EXPENDITURES	( 4,700)	618.16	816.48	0.00	( 5,516.48)	17.37-

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

24 -HOME PROGRAM  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	291,400	0.00	0.00	0.00	291,400.00	0.00
TOTAL REVENUES	291,400	0.00	0.00	0.00	291,400.00	0.00
<u>EXPENDITURE SUMMARY</u>						
HOME PROGRAM	291,400	0.00	0.00	0.00	291,400.00	0.00
TOTAL EXPENDITURES	291,400	0.00	0.00	0.00	291,400.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

Item 2.

24 -HOME PROGRAM  
FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 HOME PROGRAM REVENUE	291,400	0.00	0.00	0.00	291,400.00	0.00
4022 INTEREST EARNED	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>291,400</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>291,400.00</b>	<b>0.00</b>



CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

Item 2.

24 -HOME PROGRAM  
DEPARTMENT -MHOME PROGRAM  
DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5024.001 CONSTRUCTION	279,400	0.00	0.00	0.00	279,400.00	0.00
5024.002 CONSULTANTS	12,000	0.00	0.00	0.00	12,000.00	0.00
5024.003 CITY EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL HOME PROGRAM	291,400	0.00	0.00	0.00	291,400.00	0.00
<hr/>						
TOTAL EXPENDITURES	291,400	0.00	0.00	0.00	291,400.00	0.00
<hr/>						
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

25 -TXCDGB  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>						
TXCDBG	0	8,035.78	176,901.12	0.00	( 176,901.12)	0.00
TOTAL EXPENDITURES	0	8,035.78	176,901.12	0.00	( 176,901.12)	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	( 8,035.78)	( 176,901.12)	0.00	176,901.12	0.00

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

Item 2.

25 -TXCDGB  
FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 TXCDBG REVENUE	0	0.00	0.00	0.00	0.00	0.00
4002 A/R-AUDITORS ADJ	0	0.00	0.00	0.00	0.00	0.00
4003 ARPA GRANT PROCEEDS	0	0.00	0.00	0.00	0.00	0.00
4022 INTEREST EARNED	0	0.00	0.00	0.00	0.00	0.00
4050 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

25 -TXCDGB  
 DEPARTMENT -MTXCDBG  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5025.001 CONSTRUCTION-SIDEWALK	0	0.00	0.00	0.00	0.00	0.00
5025.002 ENGINEERS - SIDEWALK	0	0.00	0.00	0.00	0.00	0.00
5025.003 CONSULTANTS - SIDEWALK	0	0.00	0.00	0.00	0.00	0.00
5025.004 CITY ADMINISTRATION - SIDEWALK	0	0.00	0.00	0.00	0.00	0.00
5025.005 CONSTRUCTION - WATER PLANT	0	0.00	0.00	0.00	0.00	0.00
5025.006 ENGINEERS - WATER PLANT	0	0.00	0.00	0.00	0.00	0.00
5025.007 CONSULTANTS - WATER PLANT	0	0.00	0.00	0.00	0.00	0.00
5025.008 ADMINISTRATION - WATER PLANT	0	0.00	0.00	0.00	0.00	0.00
5025.009 AMERICAN RESCUE ACT-ENGINEER	0	1,987.78	42,808.78	0.00	( 42,808.78)	0.00
5025.010 AMERICAN RESCUE ACT-CONSTRUCTI	0	0.00	72,675.73	0.00	( 72,675.73)	0.00
5025.011 TXCDBG COMM DEVLOP ENGINEER	0	6,048.00	16,633.33	0.00	( 16,633.33)	0.00
5025.012 TXCDBG COMM DEVLOP CONSULT	0	0.00	0.00	0.00	0.00	0.00
5025.013 TXCDBG COMM DEVLOP CONSTRUCT	0	0.00	44,783.28	0.00	( 44,783.28)	0.00
5025.014 AMERICAN RESCUE ACT-CONSULTANT	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL TXCDBG</b>	<b>0</b>	<b>8,035.78</b>	<b>176,901.12</b>	<b>0.00</b>	<b>( 176,901.12)</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>8,035.78</b>	<b>176,901.12</b>	<b>0.00</b>	<b>( 176,901.12)</b>	<b>0.00</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>0</b>	<b>( 8,035.78)</b>	<b>( 176,901.12)</b>	<b>0.00</b>	<b>176,901.12</b>	<b>0.00</b>

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

26 -2013 WASTEWATER REP/IMP  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES	0	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>						
2013 WW REPL/IMP	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

Item 2.

26 -2013 WASTEWATER REF/IMP  
FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 2013 WASTEWATER REVENUE	0	0.00	0.00	0.00	0.00	0.00
4022 INTEREST EARNED	0	0.00	0.00	0.00	0.00	0.00
4999 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

26 -2013 WASTEWATER REP/IMP  
 DEPARTMENT -M2013 WW REPL/IMP  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5026.001 CONSTRUCTION	0	0.00	0.00	0.00	0.00	0.00
5026.002 DEBT PAYMENT	0	0.00	0.00	0.00	0.00	0.00
5026.003 ENGINEERING	0	0.00	0.00	0.00	0.00	0.00
5026.004 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
5026.005 DEBT SERVICE EXPENSE	0	0.00	0.00	0.00	0.00	0.00
5026.006 EASEMENTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL 2013 WW REPL/IMP	0	0.00	0.00	0.00	0.00	0.00
<hr/>						
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
<hr/>						
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

Item 2.

27 -LOCAL TRUANCY PREVENT  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	<u>300</u>	<u>76.40</u>	<u>731.92</u>	<u>0.00</u>	( <u>431.92</u> )	<u>243.97</u>
TOTAL REVENUES	300	76.40	731.92	0.00	( 431.92 )	243.97
REVENUE OVER/ (UNDER) EXPENDITURES	300	76.40	731.92	0.00	( 431.92 )	243.97



CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

27 -LOCAL TRUANCY PREVENT  
 FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 LOCAL TRUANCY PREVENTION FUND	300	76.40	731.92	0.00 (	431.92)	243.97
TOTAL REVENUE	300	76.40	731.92	0.00 (	431.92)	243.97
REVENUE OVER/(UNDER) EXPENDITURES	300	76.40	731.92	0.00 (	431.92)	243.97

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

28 -LOCAL MUNICIPAL JURY FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	10	1.53	14.63	0.00 (	4.63)	146.30
TOTAL REVENUES	10	1.53	14.63	0.00 (	4.63)	146.30
REVENUE OVER/(UNDER) EXPENDITURES	10	1.53	14.63	0.00 (	4.63)	146.30

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: MARCH 31ST, 2024

Item 2.

28 -LOCAL MUNICIPAL JURY FUND  
 FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 LOCAL MUNICIPAL JURY FUND	10	1.53	14.63	0.00 (	4.63)	146.30
TOTAL REVENUE	10	1.53	14.63	0.00 (	4.63)	146.30
REVENUE OVER/ (UNDER) EXPENDITURES	10	1.53	14.63	0.00 (	4.63)	146.30

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

29 -OPIOID ABATEMENT FUND  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>						
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

Item 2.

29 -OPIOID ABATEMENT FUND  
FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 REVENUED	0	0.00	0.00	0.00	0.00	0.00
4023 TRANSFER FROM GENERAL FUND	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: MARCH 31ST, 2024

Item 2.

99 - POOLED CASH  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>EXPENDITURE SUMMARY</u>						
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

\*\*\* END OF REPORT \*\*\*

VENDOR SET: 99 City of Mount Vernon  
 BANK: \* ALL BANKS  
 DATE RANGE: 3/01/2024 THRU 3/31/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
186	VOID CHECK	V	3/11/2024			063901		
	TEXAS EMERGENCY SERVICES RETIR							
7240	TEXAS EMERGENCY SERVICES	VOIDED	3/11/2024			063903		3,636.00CR
	AT & T							
	AT & T	VOIDED	3/21/2024			063926		308.06CR
	VOID CHECK	V	3/21/2024			063932		
27	CORE & MAIN							
	CORE & MAIN	VOIDED	3/22/2024			063954		326,676.55CR
	VOID CHECK	V	3/22/2024			063955		
1690	TX HEALTH BENEFITS							
	TX HEALTH BENEFITS	VOIDED	3/22/2024			063956		17,446.69CR

\* \* T O T A L S \* \*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	7 VOID DEBITS	0.00		
	VOID CREDITS	348,067.30CR	0.00	

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: *	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			7	348,067.30CR	0.00	0.00
BANK: *		TOTALS:	7	348,067.30CR	0.00	0.00

VENDOR SET: 99 City of Mount Vernon  
 BANK: \* ALL BANKS  
 DATE RANGE: 3/01/2024 THRU 3/31/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
186	VOID CHECK	V	3/11/2024			063901		
	TEXAS EMERGENCY SERVICES RETIR							
7240	TEXAS EMERGENCY SERVICES	VOIDED	3/11/2024			063903		3,636.00CR
	AT & T							
	VOID CHECK	V	3/21/2024			063926		308.06CR
	AT & T	VOIDED	3/21/2024			063932		
27	VOID CHECK	V	3/21/2024					
	CORE & MAIN							
	VOID CHECK	V	3/22/2024			063954		326,676.55CR
	CORE & MAIN	VOIDED	3/22/2024			063955		
1690	VOID CHECK	V	3/22/2024					
	TX HEALTH BENEFITS							
	VOID CHECK	V	3/22/2024			063956		17,446.69CR
	TX HEALTH BENEFITS	VOIDED	3/22/2024					

\*\*\* TOTALS \*\*\*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	7 VOID DEBITS	0.00		
	VOID CREDITS	348,067.30CR	348,067.30CR	0.00

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: *	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			7	348,067.30CR	0.00	0.00
BANK: *		TOTALS:	7	348,067.30CR	0.00	0.00



VENDOR SET: 99 City of Mount Vernon  
 BANK: 99 POOLED CASH  
 DATE RANGE: 3/01/2024 THRU 3/31/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5240	CYPRESS CREEK HOMES I-1325 & 1326 PARTICIA RAY & YURIDIA VALENZUELA HOME PROGRAM	R	3/07/2024	241,200.00		063852		241,200.00
8520	KATHY BAKER BOYLES I-202403071139 HOME PROGRAM REIMBURSEMENTS	R	3/07/2024	12,000.00		063853		12,000.00
4200	7P CONSTRUCTION & TRANSPORT LL I-1127 WWTP SH37 & YATES	R	3/07/2024	1,325.00		063854		1,325.00
4180	AARON TYLER JOHNSON I-202403111168 FIRE DEPT	R	3/11/2024	147.00		063855		147.00
4900	AMAZE HEALTH I-5686 ACCT # FEB 2024	R	3/11/2024	330.00		063856		330.00
5190	ANGELA PIKE I-1801 CONTRACT 02/26-03/08/24	R	3/11/2024	2,271.98		063857		2,271.98
52	ASSOCIATED SUPPLY COMPANY, INC I-SWO351316-1 ASSOCIATED SUPPLY COMPANY, INC I-SWO353122-1 ASSOCIATED SUPPLY COMPANY, INC	R	3/11/2024	6,448.56 96.80		063858 063858		6,545.36
8430	BETSY ROSS FLAG GIRLS, INC. I-86479-T CITY HALL	R	3/11/2024	118.00		063859		118.00
5040	KELLY BOHLKEN I-824884 KELLY BOHLKEN I-824888 KELLY BOHLKEN	R	3/11/2024	850.37 3,100.00		063860 063860		3,950.37
9190	BOYLES & LOWRY, LLP I-MV0224 BOYLES & LOWRY, LLP	R	3/11/2024	1,012.50		063861		1,012.50
2930	BRADEN LEE BOLIN I-202403111171 FIRE DEPT	R	3/11/2024	71.00		063862		71.00

VENDOR SET: 99 City of Mount Vernon  
 BANK: 99 POOLED CASH  
 DATE RANGE: 3/01/2024 THRU 3/31/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3140 I-202403111155	CARD SERVICE CENTER CARD SERVICE CENTER	R	3/11/2024	5,346.52		063863		5,346.52
1760 I-202403111172 FIRE DEPT	CARSON BRADLEY BOLIN CARSON BRADLEY BOLIN	R	3/11/2024	130.50		063864		130.50
195 I-4185485825 CUST # 16552586	CINTAS CORPORATION #495 CINTAS CORPORATION #495	R	3/11/2024	273.60		063865		273.60
41 I-338063 ACCT # MTVER110	COMPLETE SUPPLY, INC. COMPLETE SUPPLY, INC.	R	3/11/2024	117.95		063866		117.95
27 I-U436205 ACCT # 197714	CORE & MAIN CORE & MAIN	R	3/11/2024	488.76		063867		
I-U439759 ACCT # 197714	CORE & MAIN	R	3/11/2024	3,030.35		063867		
I-U444090 ACCT # 197714	CORE & MAIN	R	3/11/2024	887.43		063867		
I-U444450 ACCT # 197714	CORE & MAIN	R	3/11/2024	841.48		063867		
I-U449716 ACCT # 197714	CORE & MAIN	R	3/11/2024	119.00		063867		
I-U473080 ACCT # 197714	CORE & MAIN	R	3/11/2024	1,002.58		063867		6,369.60
1 I-202403111161	CORY TAYLOR CORY TAYLOR: UNIFORM REIMBURSEMENT	R	3/11/2024	150.00		063868		150.00
5000 I-LK00241002 CUST # 60C0010	DATAMAX DATAMAX	R	3/11/2024	321.95		063869		321.95
2660 I-202403111164 FIRE DEPT	DAVID AARON JANES DAVID AARON JANES	R	3/11/2024	46.50		063870		46.50
076 I-6K935 CUST # 129816	DIVAL SAFETY EQUIPMENT INC (H DIVAL SAFETY EQUIPMENT INC (H	R	3/11/2024	2,123.00		063871		2,123.00

VENDOR SET: 99 City of Mount Vernon  
 BANK: 99 POOLED CASH  
 DATE RANGE: 3/01/2024 THRU 3/31/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6750	EAGLE LABS, INC. EAGLE LABS, INC. WTP CHEMICALS	R	3/11/2024	507.00		063872		507.00
3230	EMERGENCY SOLUTIONS, INC EMERGENCY SOLUTIONS, INC TX-GT401	R	3/11/2024	197.00		063873		197.00
57	ENTERPRISE FM TRUST ENTERPRISE FM TRUST CUST # 600645	R	3/11/2024	10,454.95		063874		10,454.95
0160	FRANKLIN CO. TREASURER FRANKLIN CO. TREASURER TAX COLLECTIONS	R	3/11/2024	888.73		063875		888.73
0180	FRANKLIN CO. WATER DIST. FRANKLIN CO. WATER DIST. ACCT # W00002	R	3/11/2024	7,583.33		063876		7,583.33
102	FRONTIER COMMUNICATIONS FRONTIER COMMUNICATIONS ACCT # 210-188-2366-091312-5	R	3/11/2024	147.71		063877		147.71
0070	GEOTAB USA, INC GEOTAB USA, INC ACCT # MTVE01	R	3/11/2024	153.00		063878		153.00
6070	HOPKINS COUNTY FIRE EXTINGUISH HOPKINS COUNTY FIRE EXTINGUISH ANNUAL MAINTENANCE	R	3/11/2024	52.50		063879		52.50
7680	JOSHUA M. TUCKER JOSHUA M. TUCKER FIRE DEPT	R	3/11/2024	835.48		063880		835.48
4190	KADEN PAUL LESTER KADEN PAUL LESTER FIRE DEPT	R	3/11/2024	544.00		063881		544.00
4030	KARLA M RIVERA RODRIGUEZ KARLA M RIVERA RODRIGUEZ JANITORIAL SERVICE	R	3/11/2024	185.00		063882		185.00
	KARLA M RIVERA RODRIGUEZ JANITORIAL SERVICE	R	3/11/2024	185.00		063882		370.00

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4370	KOLBY WILLIAM FITE							
I-202403111169	KOLBY WILLIAM FITE	R	3/11/2024	38.00		063883		38.00
	FIRE DEPT							
5300	KOUNTRY KORNER							
I-0258	KOUNTRY KORNER	R	3/11/2024	100.00		063884		100.00
	ANNIVERSARY - INF TANS							
4970	KSA ENGINEERS CORP.							
I-ARIV1008441	KSA ENGINEERS CORP.	R	3/11/2024	1,265.19		063885		
	WTP							
I-ARIV1008443	KSA ENGINEERS CORP.	R	3/11/2024	27,225.04		063885		28,490.23
	RV PARK							
0126	LIBERTY NATIONAL							
I-202403111142	LIBERTY NATIONAL	R	3/11/2024	18.41		063886		18.41
	ACCT # 84974							
4930	LINEBARGER, GOGGAN, BLAIR & SA							
I-202403111143	LINEBARGER, GOGGAN, BLAIR & SA	R	3/11/2024	6.14		063887		6.14
	TAX COLLECTION							
0168	MITCHELL WELDING SUPPLY							
I-00056060	MITCHELL WELDING SUPPLY	R	3/11/2024	33.79		063888		33.79
	CUST # 08678							
5270	NATIONAL TRENCH SAFETY							
I-01014615	NATIONAL TRENCH SAFETY	R	3/11/2024	1,347.72		063889		1,347.72
	CUST # N020032288							
9100	NATIONAL TRUST MAIN STREET CEN							
I-202403111156	NATIONAL TRUST MAIN STREET CEN	R	3/11/2024	250.00		063890		250.00
6990	NETWORK TECHNOLOGIES							
I-07-37391	NETWORK TECHNOLOGIES	R	3/11/2024	225.00		063891		
	COPIER/SCANNER - MAIN STREET							
I-07-37397	NETWORK TECHNOLOGIES	R	3/11/2024	64.95		063891		
	MAIN STREET COMPUTER							
I-07-37412	NETWORK TECHNOLOGIES	R	3/11/2024	150.00		063891		439.95
	ON-SITE NETWORK REBOOT							
5030	O'REILLY AUTO PARTS							
I-1991-462352	O'REILLY AUTO PARTS	R	3/11/2024	40.78		063892		
	CUST # 787306							
I-1991-462683	O'REILLY AUTO PARTS	R	3/11/2024	75.92		063892		116.70
	CUST # 787306							

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4960	PAYTIENT TECHNOLOGIES INC							
I-16129	PAYTIENT TECHNOLOGIES INC	R	3/11/2024	120.00		063893		120.00
	PEPM FEE 03/01-03/31/24							
0110	PVS DX INC. (DPC INDUSTRIES)							
I-797000646-24	PVS DX INC. (DPC INDUSTRIES)	R	3/11/2024	637.96		063894		
	CUST # 79054400							
I-797000647-24	PVS DX INC. (DPC INDUSTRIES)	R	3/11/2024	212.66		063894		850.62
	CUST # 79054400							
2290	RICHARD BRIAN THOMAS							
I-202403111163	RICHARD BRIAN THOMAS	R	3/11/2024	329.20		063895		329.20
	FIRE DEPT							
9150	SANITATION SOLUTIONS							
I-7252489V200	SANITATION SOLUTIONS	R	3/11/2024	23,505.85		063896		23,505.85
	ACCT # 29856-001							
0132	SEAN PERRY MEDDERS							
I-202403111170	SEAN PERRY MEDDERS	R	3/11/2024	59.50		063897		59.50
	FIRE DEPT							
107	SHANE MARKER							
I-202403111162	SHANE MARKER	R	3/11/2024	115.90		063898		115.90
	FIRE DEPT							
0040	SOUTHERN PETROLEUM LAB INC (AN							
I-A0600895	SOUTHERN PETROLEUM LAB INC (AN	R	3/11/2024	1,412.00		063899		
	WWTP							
I-A0600896	SOUTHERN PETROLEUM LAB INC (AN	R	3/11/2024	788.00		063899		2,200.00
	WTP							
0840	SOUTHWESTERN ELECTRIC POWER CO							
I-202403111144	SOUTHWESTERN ELECTRIC POWER CO	R	3/11/2024	7,309.65		063900		
	ACCT # 961-786-536-1-2							
I-202403111145	SOUTHWESTERN ELECTRIC POWER CO	R	3/11/2024	85.07		063900		
	ACCT # 966-135-002-0-4							
I-202403111146	SOUTHWESTERN ELECTRIC POWER CO	R	3/11/2024	15.19		063900		
	ACCT # 963-224-875-0-3							
I-202403111147	SOUTHWESTERN ELECTRIC POWER CO	R	3/11/2024	31.28		063900		
	ACCT # 965-078-837-0-8							
I-202403111148	SOUTHWESTERN ELECTRIC POWER CO	R	3/11/2024	13.78		063900		
	ACCT # 967-535-845-0-5							
I-202403111149	SOUTHWESTERN ELECTRIC POWER CO	R	3/11/2024	10.49		063900		
	ACCT # 969-023-655-0-9							
I-202403111150	SOUTHWESTERN ELECTRIC POWER CO	R	3/11/2024	11.85		063900		
	ACCT # 968-705-996-0-0							
I-202403111151	SOUTHWESTERN ELECTRIC POWER CO	R	3/11/2024	32.18		063900		

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	ACCT # 964-109-166-0-3							
I-202403111152	SOUTHWESTERN ELECTRIC POWER CO	R	3/11/2024	60.61		063900		
	ACCT # 962-667-590-0-8							
I-202403111153	SOUTHWESTERN ELECTRIC POWER CO	R	3/11/2024	10.61		063900		7,580.71
	ACCT # 964-722-104-0-8							
5250	SUPERIOR EQUIPMENT SOLUTIONS							
I-1904	SUPERIOR EQUIPMENT SOLUTIONS	R	3/11/2024	568.41		063902		568.41
	EQUIP RENTAL - RV PROJECT							
186	TEXAS EMERGENCY SERVICES RETIR							
I-16580	TEXAS EMERGENCY SERVICES RETIR	V	3/11/2024	3,636.00		063903		3,636.00
	TESRS PENSION CONTRIBUTIONS							
186	TEXAS EMERGENCY SERVICES RETIR							
M-CHECK	TEXAS EMERGENCY SERVICESVOIDED	V	3/11/2024			063903		3,636.00CR
0460	TOM SCOTT LUMBER YARD							
I-2402-45438	TOM SCOTT LUMBER YARD	R	3/11/2024	1,038.00		063904		1,038.00
	ACCT # 7450							
1	TX DEPT LICENSING & REG							
I-202403111160	TX DEPT LICENSING & REG:	R	3/11/2024	50.00		063905		50.00
	REGISTRATION							
2630	TY THOMAS MCCARLEY							
I-202403111154	TY THOMAS MCCARLEY	R	3/11/2024	150.00		063906		150.00
	UNIFORM PURCHASE							
4220	UNDERGROUND UTILITY SUPPL							
I-278762	UNDERGROUND UTILITY SUPPL	R	3/11/2024	892.09		063907		892.09
	SO # 215589							
3190	USA BLUE BOOK HD SUPPLY, INC							
I-00273729	USA BLUE BOOK HD SUPPLY, INC	R	3/11/2024	1,915.71		063908		
	CUST # 543084							
I-00282711	USA BLUE BOOK HD SUPPLY, INC	R	3/11/2024	1,858.85		063908		3,774.56
	CUST # 543084							
0870	VERIZON							
I-9957203485	VERIZON	R	3/11/2024	154.19		063909		154.19
	ACCT # 913724005-0001							

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199	VIDALYON STUDIOS I-530E5D3C-0040 VIDALYON STUDIOS WEBSITE HOSTING	R	3/11/2024	43.98		063910		43.98
9960	WESLEY SARGENT I-202403111159 WESLEY SARGENT FIRE DEPT	R	3/11/2024	296.00		063911		296.00
0520	WEX ENTERPRISE I-95228912 WEX ENTERPRISE ACCT # 0496-00-935123-0	R	3/11/2024	4,144.32		063912		4,144.32
0480	AIRGAS USA LLC I-5506404651 AIRGAS USA LLC ACCT # 1561442	R	3/12/2024	95.72		063913		95.72
0900	GARY R. TRAYLOR & ASSOC. I-10195 GARY R. TRAYLOR & ASSOC. 2022 CDBG - WATER & SEWER	R	3/12/2024	300.00		063914		300.00
5000	DATAMAX I-202403121174 DATAMAX ACCT # 60C0010	R	3/12/2024	402.45		063915		
	I-LK00241004 DATAMAX CUST # P11172023JW	R	3/12/2024	321.95		063915		724.40
5350	TOMMY WILLIAMS PIPE & STEEL I-71398 TOMMY WILLIAMS PIPE & STEEL	R	3/12/2024	3,089.28		063916		3,089.28
9970	JAYME HALEY I-202403121173 JAYME HALEY FIRE DEPT	R	3/12/2024	74.50		063917		74.50
00102	ADVANCED INSULATION I-202435 ADVANCED INSULATION MAINT DEPT OFFICE	R	3/21/2024	1,530.60		063925		1,530.60
7240	AT & T I-287286529860X02272 AT & T ACCT # 287286529860	V	3/21/2024	308.06		063926		308.06
7240	AT & T M-CHECK AT & T	VOIDED V	3/21/2024			063926		308.06CR

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5050	BRYAN INFORMATION TECHNOLOGY, BRYAN INFORMATION TECHNOLOGY, I-4332 PD	R	3/21/2024	249.00		063927		249.00
0122	BUSINESS RADIO LICENSING BUSINESS RADIO LICENSING I-202403211178 FCC RENEWAL	R	3/21/2024	115.00		063928		115.00
0880	CENTER POINT ENERGY CENTER POINT ENERGY I-202403211176 ACCT # 80100040366-9	R	3/21/2024	681.88		063929		681.88
195	CINTAS CORPORATION #495 CINTAS CORPORATION #495 I-4186205071 ACCT # 16552586 I-4186893755 ACCT # 16552586	R	3/21/2024	273.60		063930		541.49
27	CORE & MAIN CORE & MAIN I-U353229 WWTP I-U476986 WWTP I-U493599 WWTP I-U510423 MAINT DEPT I-U523660 WATER I-U543649 WATER PLANT I-U543660 WATER PLANT I-U545687 MAINT	R	3/21/2024	505.30		063931		5,544.13
076	DIVAL SAFETY EQUIPMENT INC (H) DIVAL SAFETY EQUIPMENT INC (H) I-3416799 CUST # 129816	R	3/21/2024	616.00		063933		616.00
6750	EAGLE LABS, INC. EAGLE LABS, INC. I-37688 WTP - CHEMICALS	R	3/21/2024	599.20		063934		599.20



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4980	EMPLOYEE BENEFITS CORPORATION							
I-4385323	EMPLOYEE BENEFITS CORPORATION	R	3/21/2024	141.00		063935		141.00
	HSA AND EBC HRA							
0170	FIRMIN'S BUSINESS ESSENTIALS							
I-819970-0	FIRMIN'S BUSINESS ESSENTIALS	R	3/21/2024	212.36		063936		
	ACCT # 5372252							
I-819991-0	FIRMIN'S BUSINESS ESSENTIALS	R	3/21/2024	79.90		063936		292.26
	ACCT # 5372252							
0180	FRANKLIN CO. WATER DIST.							
I-APRIL 2024	FRANKLIN CO. WATER DIST.	R	3/21/2024	7,583.33		063937		7,583.33
	RAW WATER							
0083	FRANKLIN COUNTY RURAL HEALTH C							
I-32995C15408	FRANKLIN COUNTY RURAL HEALTH C	R	3/21/2024	533.35		063938		533.35
	PD - EMPLOYEE PHYSICALS							
5070	GEORGE H WALKER & CO LLC							
I-10013	GEORGE H WALKER & CO LLC	R	3/21/2024	1,250.00		063939		1,250.00
	APPRAISAL - 206 FRANKLIN							
0280	JON-WAYNE COMPANY							
I-A-66440	JON-WAYNE COMPANY	R	3/21/2024	50.00		063940		50.00
	CITY HALL MAINTENANCE							
9370	JOTS RENTALS							
I-233064	JOTS RENTALS	R	3/21/2024	2,722.49		063941		2,722.49
	RESTROOM RENTAL - EVENT							
250	JPX AMERICA, INC.							
I-02525	JPX AMERICA, INC.	R	3/21/2024	7,223.10		063942		7,223.10
	PD TRAININIG							
3480	JT RENTALS & CONSTRUCTION LLC							
I-240223-0002497-001	JT RENTALS & CONSTRUCTION LLC	R	3/21/2024	2,105.46		063943		2,105.46
	RV PARK							
4970	KSA ENGINEERS CORP.							
I-ARIV1008541	KSA ENGINEERS CORP.	R	3/21/2024	8,872.76		063944		
	GADLIN STREET							
I-ARIV1008551	KSA ENGINEERS CORP.	R	3/21/2024	2,359.56		063944		11,232.32
	PROJECT MTV078							

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0320	MAL TECHNOLOGIES FLEET							
I-2470	MAL TECHNOLOGIES FLEET	R	3/21/2024	1,295.00		063945		1,295.00
	PD VEHICLE							
4740	MATHEWS & FREELAND, LLP							
I-16528	MATHEWS & FREELAND, LLP	R	3/21/2024	160.00		063946		160.00
	CCSUD							
6990	NETWORK TECHNOLOGIES							
I-07-37475	NETWORK TECHNOLOGIES	R	3/21/2024	6,608.00		063947		6,608.00
	MAINT - TABLETS FOR TRUCKS							
5030	O'REILLY AUTO PARTS							
I-1991-464311	O'REILLY AUTO PARTS	R	3/21/2024	10.99		063948		10.99
	ACCT # 787306							
248	RUTHERFORD VILLIAGE INC							
I-18909	RUTHERFORD VILLIAGE INC	R	3/21/2024	225.00		063949		225.00
	MAIN STREET							
0840	SOUTHWESTERN ELECTRIC POWER CO							
I-202403211177	SOUTHWESTERN ELECTRIC POWER CO	R	3/21/2024	2,929.70		063950		2,929.70
	ACCT # 964-476-563-0-5							
5830	THE HOME DEPOT - FORMERLY SUPP							
I-791537012	THE HOME DEPOT - FORMERLY SUPP	R	3/21/2024	289.69		063951		289.69
	ACCT # 470329							
4220	UNDERGROUND UTILITY SUPPL							
I-279619	UNDERGROUND UTILITY SUPPL	R	3/21/2024	78.00		063952		78.00
	MAINT DEPT							
5190	ANGELA PIKE							
I-1802	ANGELA PIKE	R	3/22/2024	2,115.36		063953		2,115.36
	CONTRACT							
27	CORE & MAIN							
I-U386579	CORE & MAIN	V	3/22/2024	12.46		063954		
	WATER							
I-U462005	CORE & MAIN	V	3/22/2024	323.46		063954		
	WATER							
I-U520706	CORE & MAIN	V	3/22/2024	3,335.48		063954		
	WWTP							
I-U534437	CORE & MAIN	V	3/22/2024	316,784.50		063954		
	MAINT DEPT							
I-U550106	CORE & MAIN	V	3/22/2024	136.74		063954		
	WWTP							
I-U556194	CORE & MAIN	V	3/22/2024	2,551.90		063954		

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	WATR & WWTP							
I-U562480	CORE & MAIN	V	3/22/2024	980.11		063954		
	MAINT DEPT							
I-u556194	CORE & MAIN	V	3/22/2024	2,551.90		063954		326,676.55
	MAINT DEPT							
27								
	CORE & MAIN							
M-CHECK	CORE & MAIN	VOIDED V	3/22/2024			063954		326,676.55CR
1690								
	TX HEALTH BENEFITS							
I-23401K92404	TX HEALTH BENEFITS	V	3/22/2024	17,446.69		063956		17,446.69
1690								
	TX HEALTH BENEFITS							
M-CHECK	TX HEALTH BENEFITS	VOIDED V	3/22/2024			063956		17,446.69CR
27								
	CORE & MAIN							
I-U386579A	CORE & MAIN	R	3/22/2024	12.46		063957		
	WATER							
I-U462005A	CORE & MAIN	R	3/22/2024	323.46		063957		
	WATER							
I-U520706A	CORE & MAIN	R	3/22/2024	3,335.48		063957		
	YATES SEWER PROJECT							
I-U550106A	CORE & MAIN	R	3/22/2024	136.74		063957		
	WWTP							
I-U556194A	CORE & MAIN	R	3/22/2024	2,551.90		063957		6,360.04
	WATER & WWTP							
1690								
	TX HEALTH BENEFITS							
I-23401K92404A	TX HEALTH BENEFITS	R	3/22/2024	17,446.69		063958		17,446.69
3820								
	2 S FEED & RANCH SUPPLY							
I-19831	2 S FEED & RANCH SUPPLY	R	3/28/2024	110.00		063965		110.00
	MAINT DEPT							
5400								
	B&B UNDERGROUND LLC							
I-2214	B&B UNDERGROUND LLC	R	3/28/2024	7,200.00		063966		7,200.00
	WTP - LINE REPAIR							
5410								
	STEPHEN BLAKE SHEFFIELD							
I-10859	BLAKE SHEFFIELD	R	3/28/2024	520.00		063967		520.00
	FIRE DEPT - UNIFORMS							
221								
	BLOC DESIGN BUILD							
I-ARIV1000751	BLOC DESIGN BUILD	R	3/28/2024	9,000.00		063968		9,000.00
	WTP							

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9190 I-MV0324	BOYLES & LOWRY, LLP BOYLES & LOWRY, LLP	R	3/28/2024	1,856.25		063969		1,856.25
195 I-4187617314 ACCT # 16552586	CINTAS CORPORATION #495 CINTAS CORPORATION #495	R	3/28/2024	267.89		063970		267.89
8700 I-MARCH 2024 MARCH 2024	COLONIAL LIFE COLONIAL LIFE	R	3/28/2024	660.87		063971		660.87
3660 I-0000654 FIRE DEPT	EAST TEXAS GRAPHICS EAST TEXAS GRAPHICS	R	3/28/2024	1,186.00		063972		1,186.00
2420 I-11677	ECHO PUBLISHING CO INC ECHO PUBLISHING CO INC MAIN STREET BUSINESS CARDS	R	3/28/2024	50.00		063973		50.00
0210 I-202403281180	FRANKLIN CO. APPRISAL DIS FRANKLIN CO. APPRISAL DIS TAX APPRAISAL	R	3/28/2024	2,413.50		063974		2,413.50
0160 I-202403281181	FRANKLIN CO. TREASURER FRANKLIN CO. TREASURER LIBRARY - 1541.67 DISPATCHERS - 9835.25 ADMIN - 1769.16	R	3/28/2024	13,146.08		063975		13,146.08
6070 I-37466 FIRE DEPT	HOPKINS COUNTY FIRE EXTINGUISH HOPKINS COUNTY FIRE EXTINGUISH	R	3/28/2024	486.50		063976		486.50
62 I-202403281182	LANDON RAMSAY LANDON RAMSAY MONTHLY PROSECUTOR FEE	R	3/28/2024	300.00		063977		300.00
6810 I-202403281179	MT. VERNON CEMETERY MT. VERNON CEMETERY SCOTT CD	R	3/28/2024	62.32		063978		62.32
0940 I-202403281184	PEOPLES TELEPHONE PEOPLES TELEPHONE ACCT # 0001339701	R	3/28/2024	1,074.58		063979		1,074.58

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A/P HISTORY CHECK REPORT

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Item 2.

VENDOR SET: 99 City of Mount Vernon  
BANK: 99 POOLED CASH  
DATE RANGE: 3/01/2024 THRU 3/31/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
8770	PITNEY BOWES, INC.							
I-202403281185	PITNEY BOWES, INC.	R	3/28/2024	8.20		063980		8.20
	ACCT # 8000-9090-0342-4137							
0460	TOM SCOTT LUMBER YARD							
I-2403-457269	TOM SCOTT LUMBER YARD	R	3/28/2024	1,967.40		063981		1,967.40
6260	TX SOCIAL SECURITY PROGRAM							
I-202403281186	TX SOCIAL SECURITY PROGRAM	R	3/28/2024	35.00		063982		35.00
	ANNUAL FEE							
1000	U. S. POSTMASTER							
I-202403281183	U. S. POSTMASTER	R	3/28/2024	497.76		063983		497.76
0470	WITMER PUBLIC SAFETY GROUP, IN							
I-441035	WITMER PUBLIC SAFETY GROUP, IN	R	3/28/2024	221.16		063984		221.16

* * T O T A L S * *		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:		113	856,242.59	0.00	508,175.29
HAND CHECKS:		0	0.00	0.00	0.00
DRAFTS:		0	0.00	0.00	0.00
EFT:		0	0.00	0.00	0.00
NON CHECKS:		0	0.00	0.00	0.00
VOID CHECKS:		4 VOID DEBITS	0.00		
		VOID CREDITS	348,067.30CR		
			348,067.30CR	0.00	

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: 99	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			117	508,175.29	0.00	508,175.29
BANK: 99	TOTALS:		117	508,175.29	0.00	508,175.29

VENDOR SET: 99 City of Mount Vernon  
 BANK: PY POOLED-PAYROLL  
 DATE RANGE: 3/01/2024 THRU 3/31/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0990	FED. WITHHOLDING DEPOSIT							
I-T1 03072024	EMP. WITHHOLDING	D	3/07/2024	3,482.62		000125		3,482.62
0980	SOCIAL SECURITY DEPOSIT							
I-T3 03072024	SOCIAL SECURITY	D	3/07/2024	6,935.48		000126		
I-T4 03072024	MEDICARE	D	3/07/2024	1,622.02		000126		8,557.50
0980	SOCIAL SECURITY DEPOSIT							
I-T3 03212024	SOCIAL SECURITY	D	3/21/2024	7,170.44		000127		
I-T4 03212024	MEDICARE	D	3/21/2024	1,676.92		000127		8,847.36
0990	FED. WITHHOLDING DEPOSIT							
I-T1 03212024	EMP. WITHHOLDING	D	3/21/2024	3,648.02		000128		3,648.02
4980	EMPLOYEE BENEFITS CORPORATION							
I-HSA03072024	EMPLOYEE BENEFITS CORP	R	3/07/2024	235.83		063849		235.83
4960	PAYTIENT TECHNOLOGIES INC							
I-PYT03072024	PAYTIENT TECHNOLOGIES, INC	R	3/07/2024	83.92		063850		83.92
5090	TEXAS CHILD SUPPORT DISB. UNIT							
I-CC 03072024	CHILD CARE	R	3/07/2024	11.54		063851		11.54
4960	PAYTIENT TECHNOLOGIES INC							
I-PYT03212024	PAYTIENT TECHNOLOGIES, INC	R	3/21/2024	96.70		063922		96.70
4980	EMPLOYEE BENEFITS CORPORATION							
I-HSA03212024	EMPLOYEE BENEFITS CORP	R	3/21/2024	235.83		063923		235.83
5090	TEXAS CHILD SUPPORT DISB. UNIT							
I-CC 03212024	CHILD CARE	R	3/21/2024	11.54		063924		11.54

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	6	675.36	0.00	675.36
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	4	24,535.50	0.00	24,535.50
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

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A/P HISTORY CHECK REPORT

PAGE:

Item 2.

VENDOR SET: 99 City of Mount Vernon

BANK: PY POOLED-PAYROLL

DATE RANGE: 3/01/2024 THRU 3/31/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
				INVOICE AMOUNT	DISCOUNTS			CHECK AMOUNT
VENDOR SET: 99	BANK: PY	TOTALS:	NO	25,210.86	0.00			25,210.86
BANK: PY	TOTALS:		10	25,210.86	0.00			25,210.86
REPORT TOTALS:			127	533,386.15	0.00			533,386.15

SELECTION CRITERIA

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VENDOR SET: 99-City of Mt. Vernon  
 VENDOR: ALL  
 BANK CODES: All  
 FUNDS: All

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CHECK SELECTION

CHECK RANGE: 000000 THRU 999999  
 DATE RANGE: 3/01/2024 THRU 3/31/2024  
 CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99  
 INCLUDE ALL VOIDS: YES

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PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES  
 PRINT G/L: NO  
 UNPOSTED ONLY: NO  
 EXCLUDE UNPOSTED: NO  
 MANUAL ONLY: NO  
 STUB COMMENTS: YES  
 REPORT FOOTER: NO  
 CHECK STATUS: NO  
 PRINT STATUS: \* - All

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CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

01 -GENERAL FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>REVENUE SUMMARY</b>						
ALL REVENUE	3,224,933	99,805.88	1,813,260.22	0.00	1,411,672.59	56.23
TOTAL REVENUES	3,224,933	99,805.88	1,813,260.22	0.00	1,411,672.59	56.23
<b>EXPENDITURE SUMMARY</b>						
100 Administration	680,501	164,235.62	516,877.09	0.00	163,624.09	75.96
110 Maintenance	621,298	57,621.59	373,995.69	0.00	247,302.15	60.20
120 Fire	314,305	25,681.45	140,675.83	0.00	173,629.07	44.76
130 Police	1,008,008	109,957.08	575,006.50	0.00	433,001.29	57.04
135 Court	71,416	5,380.04	39,392.97	0.00	32,023.16	55.16
140 Sanitation	326,400	34,677.90	221,786.97	0.00	104,613.03	67.95
150 Main Street	84,990	9,823.61	28,224.32	0.00	56,765.33	33.21
180 Animal Control	113,581	12,228.76	50,519.67	0.00	63,061.33	44.48
190 Parks & Recreation	34,600	2,922.12	21,599.60	0.00	13,000.40	62.43
195 Code Enforcement	76,892	7,453.54	46,721.34	0.00	30,170.98	60.76
530 Due From EDC	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	3,331,991	429,981.71	2,014,799.98	0.00	1,317,190.83	60.47
REVENUE OVER/(UNDER) EXPENDITURES	( 107,058 )	( 330,175.83 )	( 201,539.76 )	0.00	94,481.76	188.25

05-1000	EDC	\$ 1,085,480.01
07-1000	DEBT SERVICE	\$ 756,117.37
22-1000	CONFISCATED	\$ 2,963.66
23-1000	PARK PROJECT	\$ 16,349.27
25-1000	TxCDBG	\$ 18,611.10

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

01 -GENERAL FUND  
 FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 CURRENT AD VALOREM TAX	1,045,974	0.00	793,570.04	0.00	252,403.68	75.87
4002 AD VAL. TAX, DELINQUENT	13,000	0.00	6,423.96	0.00	6,576.04	49.42
4002.001 DEL. TAX ATTORNEY	4,000	0.00	2,188.72	0.00	1,811.28	54.72
4003 AD VALOREM TAX PEN & INT.	10,000	0.00	3,487.17	0.00	6,512.83	34.87
4004 LEOSE-POLICE TRAINING	1,100	0.00	1,135.25	0.00	35.25	103.20
4006 TRASH REVENUE (WASTE CONT.)	505,000	2,739.92	318,453.66	0.00	186,546.34	63.06
4007 TRASH BAG SALES REVENUE	1,200	33.80	346.45	0.00	853.55	28.87
4008 SALES TAX GARBAGE & TRASH	35,000	2.78	19,863.99	0.00	15,136.01	56.75
4009 FRANCHISE TAXES	165,000	18,055.03	87,037.91	0.00	77,962.09	52.75
4010 SALES TAX COLLECTIONS	1,100,000	61,077.07	462,330.51	0.00	637,669.49	42.03
4011 COLLECTION AGENCY	300	12.00	201.00	0.00	501.00	67.00-
4012 TEXAS SEATBELT	100	0.00	50.00	0.00	50.00	50.00
4013 COURT COSTS	3,500	2,052.06	2,895.03	0.00	604.97	82.72
4015 COURT FINES	40,000	3,092.39	25,391.13	0.00	14,608.87	63.48
4016 ANIMAL FEES	700	190.00	850.00	0.00	150.00	121.43
4017 RETURNED CHECKS	0	0.00	129.49	0.00	129.49	0.00
4018 MISCELLANEOUS	700	0.00	208.50	0.00	491.50	29.79
4018.10 RENTAL INSPECTIONS	1,500	25.00	425.00	0.00	1,075.00	28.33
4018.20 FOOD INSPECTION PERMIT	1,000	500.00	1,785.00	0.00	2,785.00	178.50-
4019 BUILDING PERMITS	60,000	3,878.00	13,610.31	0.00	46,389.69	22.68
4019.A ELECTRICAL PERMITS	2,000	431.20	1,753.92	0.00	246.08	87.70
4019.B PLUMBING PERMIT	2,000	0.00	463.00	0.00	1,537.00	23.15
4019.C MECHANICAL PERMITS	1,000	196.00	522.00	0.00	478.00	52.20
4019.D FIRE SAFETY INSPECTIONS	0	0.00	0.00	0.00	0.00	0.00
4019.E ALCOHOL PERMIT	600	120.00	450.00	0.00	150.00	75.00
4020 ZONING FEES	1,000	0.00	250.00	0.00	750.00	25.00
4021 COUNTY FIRE AGREEMENT	0	0.00	0.00	0.00	0.00	0.00
4022 INTEREST EARNED	18,000	3,401.75	50,289.77	0.00	32,289.77	279.39
4023 PARK FEES	900	75.00	405.00	0.00	495.00	45.00
4024 PARK/PLAZA DONATIONS	0	0.00	0.00	0.00	0.00	0.00
4025 MIXED BEVERAGE TAXES	15,000	2,083.88	11,823.31	0.00	3,176.69	78.82
4026 INTERGOVERNMENTAL REVENUE	0	0.00	0.00	0.00	0.00	0.00
4027 GRANT REVENUES-POLICE GRANT	0	0.00	0.00	0.00	0.00	0.00
4028 TRANSFER FROM EDC	102,623	0.00	0.00	0.00	102,623.00	0.00
4029 MAIN STREET-HOT FUNDS	10,000	700.00	3,050.00	0.00	6,950.00	30.50
4030 EVENTS	0	50.00	50.00	0.00	50.00	0.00
4031 FIRE CALL FEES	15,000	2,214.00	8,807.48	0.00	6,192.52	58.72
4032 PEDDLERS PERMIT	1,200	0.00	0.00	0.00	1,200.00	0.00
4033 RESALE OF VEHICLES	25,000	0.00	0.00	0.00	25,000.00	0.00
4047 ADMINISTRATION FEES	0	0.00	0.00	0.00	0.00	0.00
4048 CREDIT CARD PROCESSING FEE	20,000	0.00	915.38	0.00	20,915.38	4.58-
4049 USE OF FUND BALANCE	22,536	0.00	0.00	0.00	22,536.09	0.00
4050 TRANSFERS FROM EQUIP. FUND	0	0.00	0.00	0.00	0.00	0.00
4051 TRANSFER IN	0	0.00	0.00	0.00	0.00	0.00
4053 TRANSFER FROM DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>3,224,933</b>	<b>99,805.88</b>	<b>1,813,260.22</b>	<b>0.00</b>	<b>1,411,672.59</b>	<b>56.23</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M100 Administration  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5100.001 WAGES	284,286	23,985.72	159,790.44	0.00	124,495.52	56.21
5100.003 BLDG. REPAIR CITY HALL	42,000	71,208.38	73,519.04	0.00	31,519.04)	175.05
5100.004 FREIGHT/POSTAGE	800	367.61	807.62	0.00	7.62)	100.95
5100.005 CAR ALLOWANCE	8,400	646.14	4,522.98	0.00	3,877.02	53.85
5100.006 CONTRACTS JANITOR	4,710	740.00	2,925.00	0.00	1,785.00	62.10
5100.007 DUES & SUBSCRIPTIONS	3,500	1,021.74	4,683.57	0.00	1,183.57)	133.82
5100.008 ELECTION EXPENSE	3,000	0.00	200.55	0.00	2,799.45	6.69
5100.009 SPECIAL PROJECTS	15,000	37,970.56	80,080.94	0.00	65,080.94)	533.87
5100.010 CITY ATTORNEY	20,000	2,860.00	23,536.80	0.00	3,536.80)	117.68
5100.011 OFFICE EQUIPMENT REPAIR	10,000	640.77	7,396.16	0.00	2,603.84	73.96
5100.012 AUDIT/LEGAL	11,000	7,500.83	22,622.43	0.00	11,622.43)	205.66
5100.013 OFFICE EQUIP. AGREEMENT	23,000	285.89	5,601.66	0.00	17,398.34	24.36
5100.014 COUNCIL FEES	0	0.00	0.00	0.00	0.00	0.00
5100.015 ADVERTISING & NOTICES	2,000	0.00	3,950.00	0.00	1,950.00)	197.50
5100.019 CHAPTER 380 INCENTIVES	0	0.00	0.00	0.00	0.00	0.00
5100.020 ENGINEERING FEES	50,000	2,272.14	9,296.32	0.00	40,703.68	18.59
5100.021 CAPITAL EXPENSE	0	0.00	0.00	0.00	0.00	0.00
5100.022 INTERNET	5,000	243.89	1,979.76	0.00	3,020.24	39.60
5100.023 WEBSITE	8,000	1,582.50	3,672.50	0.00	4,327.50	45.91
5100.025 UNEMPLOYMENT EXPENSE (TEC)	300	374.71	375.17	0.00	75.17)	125.06
5100.026 LIBRARY SERVICES	35,500	1,541.67	17,859.69	0.00	17,640.31	50.31
5100.027 CHAPTER 380 INCENTIVES	0	0.00	0.00	0.00	0.00	0.00
5100.031 MENTAL HEALTH CLINIC -SERVICES	0	0.00	0.00	0.00	0.00	0.00
5100.032 SOCIAL SECURITY (FICA)	17,626	1,516.38	9,839.62	0.00	7,786.11	55.83
5100.033 MEDICARE	4,123	354.64	2,301.25	0.00	1,821.40	55.82
5100.034 TML HEALTH INSURANCE	35,940	2,629.24	19,047.94	0.00	16,892.06	53.00
5100.035 RETIREMENT (TMRS)	25,105	2,308.54	14,689.44	0.00	10,415.40	58.51
5100.037 TELEPHONE	2,500	369.37	2,552.85	0.00	52.85)	102.11
5100.038 UTILITIES	7,000	441.65	4,355.64	0.00	2,644.36	62.22
5100.039 OVERTIME	0	0.00	0.00	0.00	0.00	0.00
5100.040 IRS PENALTIES	0	0.00	0.00	0.00	0.00	0.00
5100.042 SCHOOL/TRAINING/TRAVEL	3,000	0.00	1,517.55	0.00	1,482.45	50.59
5100.043 UNIFORMS	150	0.00	0.00	0.00	150.00	0.00
5100.044 SUPPLIES	6,000	959.75	3,728.91	0.00	2,271.09	62.15
5100.045 PROPERTY/LIABILITY INS.	3,000	0.00	2,343.29	0.00	656.71	78.11
5100.046 TAX APPRAISAL	28,962	2,413.50	16,894.50	0.00	12,067.50	58.33
5100.047 TAX COLLECTION	11,000	0.00	9,775.01	0.00	1,224.99	88.86
5100.048 TAX ATTORNEY	5,000	0.00	2,717.66	0.00	2,282.34	54.35
5100.049 WORKERS COMP. INS.	1,500	0.00	1,192.80	0.00	307.20	79.52
5100.050 TERMINATION PAY	0	0.00	0.00	0.00	0.00	0.00
5100.053 LONGEVITY	3,100	0.00	3,100.00	0.00	0.00	100.00
5100.054 REGIONAL LAKE	0	0.00	0.00	0.00	0.00	0.00
5100.055 ACCRUED INTEREST	0	0.00	0.00	0.00	0.00	0.00
5100.056 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
5100.075 TMRS-PENSION COST AUDITORS	0	0.00	0.00	0.00	0.00	0.00
5100.999 PRIOR PERIOD ADJUSTMENTS	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 100 Administration</b>	<b>680,501</b>	<b>164,235.62</b>	<b>516,877.09</b>	<b>0.00</b>	<b>163,624.09</b>	<b>75.96</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M110 Maintenance  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5110.001 WAGES	124,882	8,008.45	77,592.99	0.00	47,289.28	62.13
5110.002 STREET MATERIAL HAULING	0	0.00	0.00	0.00	0.00	0.00
5110.003 BUILDING REPAIR	10,000	2,525.00	2,525.00	0.00	7,475.00	25.25
5110.004 FREIGHT/POSTAGE	50	0.00	0.00	0.00	50.00	0.00
5110.005 STREET MATERIALS	47,000	990.89	10,914.63	0.00	36,085.37	23.22
5110.006 STREET IMPROVEMENTS	40,000	0.00	2,040.00	0.00	37,960.00	5.10
5110.007 STREET REHAB DEBT.	0	0.00	12,037.41	0.00	12,037.41	0.00
5110.008 CONTRACT STREET IMPROVEMENTS	35,000	0.00	0.00	0.00	35,000.00	0.00
5110.009 STREET SIGNS	2,000	81.46	91.46	0.00	1,908.54	4.57
5110.011 CONTRACT SWEEPING	0	0.00	0.00	0.00	0.00	0.00
5110.013 SPECIAL PROJECTS	2,000	1,047.36	24,215.65	0.00	22,215.65	1,210.78
5110.014 EMPLOYEE PHYSICALS/DRUG TEST	400	20.00	170.00	0.00	230.00	42.50
5110.015 AUDIT	1,000	1,000.00	1,000.00	0.00	0.00	100.00
5110.016 ENGINEERING EXPENSE	0	19,350.00	34,672.76	0.00	34,672.76	0.00
5110.017 EQUIPMENT& REPAIRS	15,000	409.57	24,152.42	0.00	9,152.42	161.02
5110.018 TECHNOLOGY/COMPUTER	0	1,312.50	1,312.50	0.00	1,312.50	0.00
5110.019 not in use	0	0.00	0.00	0.00	0.00	0.00
5110.021 CAPITAL OUTLAY	180,000	5,331.33	62,429.34	0.00	117,570.66	34.68
5110.022 PIPE SUPPLIES	0	0.00	5.98	0.00	5.98	0.00
5110.023 DAM SAFETY PLAN & MAINTENANCE	0	0.00	0.00	0.00	0.00	0.00
5110.024 TRANS TO EQUIP FUND	5,000	416.67	2,916.69	0.00	2,083.31	58.33
5110.025 UNEMPLOYMENT EXPENSE (TEC)	300	497.14	497.14	0.00	197.14	165.71
5110.032 SOCIAL SECURITY (FICA)	6,745	531.14	5,033.49	0.00	1,711.31	74.63
5110.033 MEDICARE	1,577	124.22	1,177.25	0.00	400.16	74.63
5110.034 TML HEALTH INSU	32,659	2,510.94	18,196.99	0.00	14,461.81	55.72
5110.035 RETIREMENT (TMRS)	10,085	1,204.97	8,360.78	0.00	1,723.78	82.91
5110.036 FUEL (GAS & OIL)	10,000	2,073.75	6,540.39	0.00	3,459.61	65.40
5110.037 TELEPHONE	1,500	283.69	1,418.78	0.00	81.22	94.59
5110.038 UTILITIES	30,000	3,195.57	22,334.94	0.00	7,665.06	74.45
5110.039 OVERTIME	3,000	558.23	1,892.44	0.00	1,107.56	63.08
5110.040 LEASE VEHICLES	25,000	3,952.24	16,180.66	0.00	8,819.34	64.72
5110.042 SCHOOL/TRAINING	1,000	0.00	0.00	0.00	1,000.00	0.00
5110.043 UNIFORMS	7,000	939.78	5,008.76	0.00	1,991.24	71.55
5110.044 SUPPLIES	8,000	1,256.69	14,466.63	0.00	6,466.63	180.83
5110.045 PROPERTY/LIABILITY INS	13,000	0.00	9,958.97	0.00	3,041.03	76.61
5110.049 WORKERS COMP. INS.	8,500	0.00	5,151.64	0.00	3,348.36	60.61
5110.050 TERMINIATION PAY	0	0.00	0.00	0.00	0.00	0.00
5110.053 LONGEVITY	600	0.00	1,700.00	0.00	1,100.00	283.33
5110.056 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 110 Maintenance</b>	<b>621,298</b>	<b>57,621.59</b>	<b>373,995.69</b>	<b>0.00</b>	<b>247,302.15</b>	<b>60.20</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M120 Fire  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5120.001 WAGES	85,271	9,616.88	29,443.25	0.00	55,827.55	34.53
5120.002 CERTIFICATE PAY	0	0.00	0.00	0.00	0.00	0.00
5120.003 BUILDING REPAIR	2,000	0.00	5,464.27	0.00	3,464.27	273.21
5120.004 FREIGHT/POSTAGE	200	0.00	0.00	0.00	200.00	0.00
5120.005 RETIREMENT, FIREMEN	5,000	0.00	7,344.00	0.00	2,344.00	146.88
5120.007 DUES & SUBSCRIPTIONS	1,500	0.00	1,403.98	0.00	96.02	93.60
5120.008 CONTRACTS, FIREMEN	35,000	932.56	11,466.90	0.00	23,533.10	32.76
5120.009 SPECIAL PROJECTS	4,000	135.49	2,093.12	0.00	1,906.88	52.33
5120.010 EQUIPMENT	21,000	0.00	85.91	0.00	20,914.09	0.41
5120.011 NEW FIRE TRUCK	10,000	0.00	0.00	0.00	10,000.00	0.00
5120.012 FIRE HYDRANTS	500	0.00	65.90	0.00	434.10	13.18
5120.013 EQUIPMENT REPAIR	9,000	3,175.47	8,788.27	0.00	211.73	97.65
5120.014 COMPUTER/TECH/SOFTWARE	2,000	194.79	2,047.13	0.00	47.13	102.36
5120.015 AUDIT	1,000	1,000.00	1,000.00	0.00	0.00	100.00
5120.016 EQUIPMENT TESTING	8,000	1,015.00	4,960.00	0.00	3,040.00	62.00
5120.021 CAPITAL OUTLAY	13,000	0.00	17,485.00	0.00	4,485.00	134.50
5120.024 TRANSFER TO EQUIPMENT FUND	5,000	416.67	2,916.69	0.00	2,083.31	58.33
5120.025 UNEMPLOYMENT EXPENSE (TEC)	300	117.00	117.00	0.00	183.00	39.00
5120.032 SOCIAL SECURITY (FICA)	2,708	580.92	1,892.96	0.00	814.63	69.91
5120.033 MEDICARE	633	135.84	442.68	0.00	190.55	69.91
5120.034 TML HEALTH INSURANCE	13,470	836.98	5,068.24	0.00	8,401.76	37.63
5120.035 RETIREMENT (TMRS)	4,048	473.72	2,873.60	0.00	1,174.68	70.98
5120.036 FUEL (GAS & OIL)	8,000	837.20	4,730.87	0.00	3,269.13	59.14
5120.037 TELEPHONE	3,000	796.04	2,281.62	0.00	718.38	76.05
5120.038 UTILITIES	6,000	803.58	4,805.59	0.00	1,194.41	80.09
5120.039 OVERTIME	0	0.00	0.00	0.00	0.00	0.00
5120.040 LEASE VEHICLE	7,000	3,425.35	11,185.92	0.00	4,185.92	159.80
5120.042 SCHOOL/TRAINING	5,000	0.00	1,324.52	0.00	6,324.52	26.49
5120.043 UNIFORMS & GEAR	50,875	2,114.98	3,966.00	0.00	46,909.00	7.80
5120.044 SUPPLIES	3,000	938.10	3,967.40	0.00	967.40	132.25
5120.045 PROPERTY/LIABILITY INS.	5,500	0.00	3,514.93	0.00	1,985.07	63.91
5120.049 WORKERS COMP. INS.	1,500	0.00	1,789.12	0.00	289.12	119.27
5120.053 LONGEVITY	800	0.00	800.00	0.00	0.00	100.00
5120.056 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 120 Fire</b>	<b>314,305</b>	<b>25,681.45</b>	<b>140,675.83</b>	<b>0.00</b>	<b>173,629.07</b>	<b>44.76</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M130 Police  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5130.001 WAGES	447,535	34,528.34	222,297.21	0.00	225,237.87	49.67
5130.002 CERTIFICATE PAY	6,000	276.92	2,076.90	0.00	3,923.10	34.62
5130.004 FREIGHT/POSTAGE	300	0.00	152.88	0.00	147.12	50.96
5130.005 CHIEF DEPUTY (CONTRACT)	0	0.00	0.00	0.00	0.00	0.00
5130.006 DISPATCHER CONTRACT (FR.CO)	120,000	9,835.25	68,846.75	0.00	51,153.25	57.37
5130.007 CHIEF ADMINISTRATOR (CONTRACT)	0	0.00	0.00	0.00	0.00	0.00
5130.009 REQUAL AMMO	4,000	0.00	0.00	0.00	4,000.00	0.00
5130.010 EMPLOYEE PHYSICAL	300	0.00	1,083.22	0.00	783.22	361.07
5130.011 TRANS TO EQUIP FUND	5,000	0.00	1,250.01	0.00	3,749.99	25.00
5130.013 SPECIAL PROJECTS	3,000	22.21	198.21	0.00	2,801.79	6.61
5130.015 DPS FORENSIC ANALYSIS	4,000	0.00	19.05	0.00	3,980.95	0.48
5130.016 AUDIT	1,000	1,000.00	1,000.00	0.00	0.00	100.00
5130.017 REPAIR, EQUIPMENT	27,000	9.50	12,164.63	0.00	14,835.37	45.05
5130.018 GRANT EXP. - SAFE-T	0	0.00	0.00	0.00	0.00	0.00
5130.019 LEOSE	1,000	0.00	0.00	0.00	1,000.00	0.00
5130.021 CAPITAL EXPENSE	0	29,913.00	29,913.00	0.00	29,913.00	0.00
5130.024 POLICE (ADMIN. CONTRACT)	21,230	2,185.83	14,050.80	0.00	7,179.20	66.18
5130.025 UNEMPLOYMENT EXPENSE (TEC)	300	986.84	987.97	0.00	687.97	329.32
5130.029 COMPUTER/TECH/LICENSE	15,000	74.98	17,073.98	0.00	2,073.98	113.83
5130.030 SANE EXAMS	500	0.00	0.00	0.00	500.00	0.00
5130.032 SOCIAL SECURITY (FICA)	29,740	2,611.36	15,922.96	0.00	13,817.51	53.54
5130.033 MEDICARE	6,955	610.71	3,723.91	0.00	3,231.52	53.54
5130.034 TML HEALTH INSURANCE	121,230	5,067.41	44,407.27	0.00	76,822.73	36.63
5130.035 RETIREMENT (TMRS)	44,467	4,167.16	24,357.35	0.00	20,109.46	54.78
5130.036 FUEL (GAS & OIL)	35,000	2,934.06	18,315.28	0.00	16,684.72	52.33
5130.037 TELEPHONE	3,000	1,303.92	4,904.93	0.00	1,904.93	163.50
5130.039 OVERTIME	25,000	6,988.01	28,441.75	0.00	3,441.75	113.77
5130.040 LEASE VEHICLES	33,000	6,186.60	24,551.49	0.00	8,448.51	74.40
5130.042 TRAINING/SCHOOL/TRAVEL	14,250	0.00	14,638.83	0.00	388.83	102.73
5130.043 UNIFORMS - POLICE	10,000	895.00	3,236.57	0.00	6,763.43	32.37
5130.044 SUPPLIES	5,000	359.98	1,627.50	0.00	3,372.50	32.55
5130.045 PROPERTY/LIABILITY INS.	12,000	0.00	12,302.25	0.00	302.25	102.52
5130.049 WORKERS COMP. INS.	10,000	0.00	6,261.80	0.00	3,738.20	62.62
5130.050 TERMINATION PAY	0	0.00	0.00	0.00	0.00	0.00
5130.053 LONGEVITY	2,200	0.00	1,200.00	0.00	1,000.00	54.55
5130.054 INTERGOVERNMENTAL	0	0.00	0.00	0.00	0.00	0.00
5130.055 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
5130.056 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 130 Police</b>	<b>1,008,008</b>	<b>109,957.08</b>	<b>575,006.50</b>	<b>0.00</b>	<b>433,001.29</b>	<b>57.04</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M135 Court  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5135.001 WAGES	39,853	2,912.00	21,957.16	0.00	17,895.84	55.10
5135.002 MUNICIPAL JUDGE (CONTRACT)	0	0.00	0.00	0.00	0.00	0.00
5135.003 CERTIFICATE PAY	600	46.16	353.20	0.00	246.80	58.87
5135.004 POSTAGE	300	14.02	132.50	0.00	167.50	44.17
5135.005 STATE COURT COST	0	0.00	0.00	0.00	0.00	0.00
5135.006 WARRANT/FINES COLLECTION	250	1.00	2.00	0.00	252.00	0.80
5135.007 APPEARANCE BOND	0	0.00	0.00	0.00	0.00	0.00
5135.008 JURY PAYMENTS	250	0.00	0.00	0.00	250.00	0.00
5135.009 SPECIAL PROJECTS	0	0.00	0.00	0.00	0.00	0.00
5135.010 PROSECUTING ATTORNEY	3,600	300.00	2,100.00	0.00	1,500.00	58.33
5135.015 AUDIT	550	550.00	550.00	0.00	0.00	100.00
5135.025 UNEMPLOYMENT EXPENSE (TEC)	300	113.57	113.57	0.00	186.43	37.86
5135.029 COMPUTER MAINTENANCE/TECH	1,200	22.21	1,045.17	0.00	154.83	87.10
5135.032 SOCIAL SECURITY (FICA)	2,471	183.40	1,438.56	0.00	1,032.33	58.22
5135.033 MEDICARE	578	42.88	336.35	0.00	241.52	58.21
5135.034 TML HEALTH INSU.	13,470	836.98	7,370.60	0.00	6,099.40	54.72
5135.035 RETIREMENT (TMRS)	3,694	328.76	2,255.91	0.00	1,438.46	61.06
5135.037 TELEPHONE	500	31.06	320.44	0.00	179.56	64.09
5135.042 SCHOOL/TRAINING	1,000	0.00	461.12	0.00	538.88	46.11
5135.044 SUPPLIES	900	0.00	60.39	0.00	839.61	6.71
5135.050 TERMINATION PAY	0	0.00	0.00	0.00	0.00	0.00
5135.053 LONGEVITY	900	0.00	900.00	0.00	0.00	100.00
5135.054 TRANSFER TO CHILD SAFETY FUND	1,000	0.00	0.00	0.00	1,000.00	0.00
<b>TOTAL 135 Court</b>	<b>71,416</b>	<b>5,380.04</b>	<b>39,392.97</b>	<b>0.00</b>	<b>32,023.16</b>	<b>55.16</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M140 Sanitation  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5140.002 SALES TAX - TRASH BAGS	800	2,828.09	10,766.28	0.00	9,966.28	1,345.79
5140.003 SALES TAX - TRASH	25,000	18.29	5,674.54	0.00	19,325.46	22.70
5140.004 POSTAGE	0	0.00	0.00	0.00	0.00	0.00
5140.005 TRASH BAG PURCHASE	0	0.00	0.00	0.00	0.00	0.00
5140.007 WASTE CONTRACT	300,000	31,831.52	205,360.52	0.00	94,639.48	68.45
5140.041 BAD DEBTS	600	0.00	14.37	0.00	614.37	2.40
<b>TOTAL 140 Sanitation</b>	<b>326,400</b>	<b>34,677.90</b>	<b>221,786.97</b>	<b>0.00</b>	<b>104,613.03</b>	<b>67.95</b>



CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M150 Main Street  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5150.001 WAGES	37,949	3,255.38	8,966.14	0.00	28,982.58	23.63
5150.003 PROMOTIONAL	8,000	42.50	142.50	0.00	7,857.50	1.78
5150.004 POSTAGE	50	0.00	0.00	0.00	50.00	0.00
5150.005 DUES/SUBSCRIPTIONS	2,000	279.90	529.90	0.00	1,470.10	26.50
5150.006 COMPUTER/TECH	2,000	593.69	3,573.74	0.00	1,573.74)	178.69
5150.007 SIGN GRANT	0	0.00	662.33	0.00	662.33)	0.00
5150.008 MAIN STREET EVENTS	8,000	4,093.28	10,124.77	0.00	2,124.77)	126.56
5150.009 SPECIAL PROJECTS	1,000	0.00	434.00	0.00	566.00	43.40
5150.025 UNEMPLOYMENT EXP (TEC)	300	74.24	74.24	0.00	225.76	24.75
5150.032 SOCIAL SECURITY (FICA)	2,353	201.84	555.92	0.00	1,796.90	23.63
5150.033 MEDICARE	550	47.20	130.00	0.00	420.26	23.63
5150.034 TML INSURANCE	13,470	836.98	1,653.96	0.00	11,816.04	12.28
5150.035 RETIREMENT (TMRS)	3,518	367.54	636.89	0.00	2,880.96	18.10
5150.037 TELEPHONE	600	31.06	320.44	0.00	279.56	53.41
5150.039 OVERTIME	0	0.00	0.00	0.00	0.00	0.00
5150.042 SCHOOL/TRAINING/TRAVEL	4,500	0.00	298.00	0.00	4,202.00	6.62
5150.044 SUPPLIES	700	0.00	121.49	0.00	578.51	17.36
5150.053 LONGEVITY	0	0.00	0.00	0.00	0.00	0.00
TOTAL 150 Main Street	84,990	9,823.61	28,224.32	0.00	56,765.33	33.21

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M180 Animal Control  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5180.001 ANIMAL CONTROL WAGES	44,612	3,200.00	13,307.70	0.00	31,304.30	29.83
5180.003 BUILDING REPAIR	500	0.00	0.00	0.00	500.00	0.00
5180.007 COMPUTER/TECH	500	522.45	1,669.90	0.00	1,169.90	333.98
5180.009 SPECIAL PROJECTS	1,000	0.00	0.00	0.00	1,000.00	0.00
5180.010 EQUIPMENT FUND	500	145.03	145.03	0.00	354.97	29.01
5180.015 ANIMAL DISPOSAL	500	0.00	0.00	0.00	500.00	0.00
5180.016 VET SERVICES	2,000	400.00	490.00	0.00	1,510.00	24.50
5180.017 EQUIPMENT & REPAIRS	2,000	214.50	505.92	0.00	1,494.08	25.30
5180.018 ANIMAL IMPOUNDMENT	2,000	0.00	196.03	0.00	1,803.97	9.80
5180.019 AUDIT	550	550.00	550.00	0.00	0.00	100.00
5180.020 VEHICLE REPAIRS	500	0.00	85.00	0.00	415.00	17.00
5180.021 CAPITAL EXPENSE	2,000	0.00	0.00	0.00	2,000.00	0.00
5180.024 TRANS TO EQUIP FUND	5,000	416.67	2,916.69	0.00	2,083.31	58.33
5180.025 UNEMPLOYMENT EXPENSE (TEC)	300	117.00	117.00	0.00	183.00	39.00
5180.032 SOCIAL SECURITY EXPENSE (FICA)	2,766	250.48	998.67	0.00	1,767.33	36.11
5180.033 MEDICARE EXPENSE	647	58.59	233.58	0.00	413.42	36.10
5180.034 TML HEALTH INSU.	13,470	3,257.39	3,302.08	0.00	10,167.92	24.51
5180.035 RETIREMENT (TMRS)	4,136	410.39	1,157.32	0.00	2,978.68	27.98
5180.036 FUEL (GAS & OIL)	3,000	269.84	943.42	0.00	2,056.58	31.45
5180.037 TELEPHONE	600	170.43	348.04	0.00	251.96	58.01
5180.038 EMPLOYEE PHYSICAL/DRUG TEST	0	0.00	166.41	0.00	166.41	0.00
5180.039 OVERTIME	3,000	840.00	2,799.92	0.00	200.08	93.33
5180.040 LEASE VEHICLES	7,000	1,207.35	8,064.20	0.00	1,064.20	115.20
5180.041 UTILITIES	1,000	53.69	665.10	0.00	334.90	66.51
5180.042 TRAVEL/TRAINING/SCHOOLING	2,000	0.00	837.32	0.00	1,162.68	41.87
5180.043 UNIFORMS	500	72.16	530.63	0.00	30.63	106.13
5180.044 SUPPLIES	1,000	72.79	765.68	0.00	234.32	76.57
5180.045 PROPERTY/LIABILITY INS.	5,000	0.00	6,444.04	0.00	1,444.04	128.88
5180.049 WORKERS COMP. INS.	4,500	0.00	3,279.99	0.00	1,220.01	72.89
5180.050 TERMINATION PAY	3,000	0.00	0.00	0.00	3,000.00	0.00
5180.053 LONGEVITY	0	0.00	0.00	0.00	0.00	0.00
5180.055 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
5180.056 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 180 Animal Control</b>	<b>113,581</b>	<b>12,228.76</b>	<b>50,519.67</b>	<b>0.00</b>	<b>63,061.33</b>	<b>44.48</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M190 Parks & Recreation  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5190.001 WAGES	0	0.00	0.00	0.00	0.00	0.00
5190.002 ENGINEERING	0	0.00	0.00	0.00	0.00	0.00
5190.003 REPAIRS & MAINTENANCE	10,000	374.00	8,744.52	0.00	1,255.48	87.45
5190.008 MOWING	0	0.00	0.00	0.00	0.00	0.00
5190.009 SPECIAL PROJECTS	5,000	0.00	0.00	0.00	5,000.00	0.00
5190.010 CONTRACT PLAZA MAINTENANCE	2,000	0.00	0.00	0.00	2,000.00	0.00
5190.012 CHEMICALS	4,000	452.00	3,620.00	0.00	380.00	90.50
5190.013 EQUIPMENT REPAIR	1,600	0.00	131.90	0.00	1,468.10	8.24
5190.015 AUDIT	0	0.00	0.00	0.00	0.00	0.00
5190.021 CAPITAL OUTLAY	0	687.88	687.88	0.00	687.88	0.00
5190.024 TRANS TO EQUIP FUND	5,000	416.67	2,916.69	0.00	2,083.31	58.33
5190.025 UNEMPLOYMENT EXPENSE (TEC)	0	0.00	0.00	0.00	0.00	0.00
5190.032 SOCIAL SECURITY EXPENSE (FICA)	0	0.00	0.00	0.00	0.00	0.00
5190.033 MEDICARE	0	0.00	0.00	0.00	0.00	0.00
5190.036 FUEL (GAS & OIL)	400	0.00	0.00	0.00	400.00	0.00
5190.037 TELEPHONE	600	75.98	189.95	0.00	410.05	31.66
5190.038 UTILITIES	2,000	248.29	1,963.67	0.00	36.33	98.18
5190.039 PARK OVERTIME	0	0.00	0.00	0.00	0.00	0.00
5190.042 SCHOOL/TRAINING/TRAVEL	0	0.00	0.00	0.00	0.00	0.00
5190.043 UNIFORMS	0	0.00	0.00	0.00	0.00	0.00
5190.044 SUPPLIES	700	667.30	693.29	0.00	6.71	99.04
5190.045 PROPERTY/LIABILITY INS.	2,500	0.00	1,757.46	0.00	742.54	70.30
5190.046 EQUIPMENT LEASE	0	0.00	0.00	0.00	0.00	0.00
5190.049 WORKERS COMP. INS.	800	0.00	894.24	0.00	94.24	111.78
5190.050 TERMINIATION PAY	0	0.00	0.00	0.00	0.00	0.00
5190.055 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 190 Parks &amp; Recreation</b>	<b>34,600</b>	<b>2,922.12</b>	<b>21,599.60</b>	<b>0.00</b>	<b>13,000.40</b>	<b>62.43</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M195 Code Enforcement  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5195.001 CODE ENFORCEMENT OFFICIAL	0	0.00	0.00	0.00	0.00	0.00
5195.002 BUILDING OFFICIAL	48,257	3,704.00	27,897.18	0.00	20,360.02	57.81
5195.004 FREIGHT/POSTAGE	200	35.84	120.19	0.00	79.81	60.10
5195.007 DUES & SUBSCRIPTIONS	250	0.00	55.00	0.00	195.00	22.00
5195.008 INSPECTION FEES	0	0.00	0.00	0.00	0.00	0.00
5195.009 SPECIAL PROJECTS	200	22.21	22.21	0.00	177.79	11.11
5195.010 EMPLOYEE PHYSICAL	0	0.00	0.00	0.00	0.00	0.00
5195.014 DEMOLITION	2,000	0.00	0.00	0.00	2,000.00	0.00
5195.015 ADVERTISING	100	0.00	0.00	0.00	100.00	0.00
5195.016 COMPUTER/TECH	300	0.00	2,379.39	0.00	2,079.39	793.13
5195.017 EQUIPMENT REPAIRS & PURCHASE	500	17.00	119.00	0.00	381.00	23.80
5195.018 AUDIT	1,000	1,000.00	1,000.00	0.00	0.00	100.00
5195.021 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
5195.024 TRANSFER TO EQUIP FUND	5,000	416.67	2,916.69	0.00	2,083.31	58.33
5195.025 UNEMPLOYMENT EXPENSE (TEC)	300	117.00	117.00	0.00	183.00	39.00
5195.032 SOCIAL SECURITY EXPENSE (FICA)	2,992	220.52	1,723.16	0.00	1,268.79	57.59
5195.033 MEDICARE	700	51.58	403.05	0.00	296.68	57.60
5195.034 TML HEALTH INSURANCE	0	44.70	312.90	0.00	312.90	0.00
5195.035 RETIREMENT (TMRS)	4,473	424.44	2,875.18	0.00	1,598.26	64.27
5195.036 FUEL (GAS & OIL)	1,000	127.02	509.57	0.00	490.43	50.96
5195.037 TELEPHONE	720	55.38	453.34	0.00	266.66	62.96
5195.039 OVERTIME	0	0.00	0.00	0.00	0.00	0.00
5195.040 LEASE VEHICLES	5,000	941.70	3,949.02	0.00	1,050.98	78.98
5195.042 SCHOOL/TRAINING/TRAVEL	500	0.00	90.00	0.00	410.00	18.00
5195.043 UNIFORMS	400	263.90	522.49	0.00	122.49	130.62
5195.044 SUPPLIES	2,000	11.58	255.97	0.00	1,744.03	12.80
5195.045 PROPERTY/LIABILITY INS.	0	0.00	0.00	0.00	0.00	0.00
5195.049 WORKERS COMP. INS.	0	0.00	0.00	0.00	0.00	0.00
5195.050 TERMINATION PAY	0	0.00	0.00	0.00	0.00	0.00
5195.053 LONGEVITY	1,000	0.00	1,000.00	0.00	0.00	100.00
TOTAL 195 Code Enforcement	76,892	7,453.54	46,721.34	0.00	30,170.98	60.76

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

01 -GENERAL FUND  
 DEPARTMENT -M530 Due From EDC  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5530.001 DUE FROM EDC	0	0.00	0.00	0.00	0.00	0.00
5530.032 FICA- DUE FROM EDC	0	0.00	0.00	0.00	0.00	0.00
5530.033 MEDICARE - DUE FROM EDC	0	0.00	0.00	0.00	0.00	0.00
5530.035 RETIREMENT DUE FROM EDC	0	0.00	0.00	0.00	0.00	0.00
5530.053 LONGEVITY	0	0.00	0.00	0.00	0.00	0.00
TOTAL 530 Due From EDC	0	0.00	0.00	0.00	0.00	0.00
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TOTAL EXPENDITURES	3,331,991	429,981.71	2,014,799.98	0.00	1,317,190.83	60.47
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REVENUE OVER/(UNDER) EXPENDITURES	( 107,058)	( 330,175.83)	( 201,539.76)	0.00	94,481.76	188.25

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

02 -UTILITY FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	2,451,005	13,515.48	1,060,444.15	0.00	1,390,561.07	43.27
TOTAL REVENUES	2,451,005	13,515.48	1,060,444.15	0.00	1,390,561.07	43.27
<u>EXPENDITURE SUMMARY</u>						
140 Public Works	91,716	10,554.48	23,999.51	0.00	67,716.49	26.17
150 Storm Water	44,100	0.00	0.00	0.00	44,100.00	0.00
160 Water	1,325,075	118,007.59	669,486.59	0.00	655,588.64	50.52
170 Sewer	1,442,830	145,233.23	555,404.47	0.00	887,425.52	38.49
505 Depreciation	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	2,903,721	273,795.30	1,248,890.57	0.00	1,654,830.65	43.01
REVENUE OVER/(UNDER) EXPENDITURES	( 452,716)	( 260,279.82)	( 188,446.42)	0.00	( 264,269.58)	41.63

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

02 -UTILITY FUND  
 FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4000 DISBURSEMENT UTILITIES	0	0.00	0.00	0.00	0.00	0.00
4001 WATER REVENUE	800,000	71.70	406,375.74	0.00	393,624.26	50.80
4002 SEWER REVENUE	750,000	762.20	383,302.75	0.00	366,697.25	51.11
4003 PENALTIES	30,000	2,429.78	18,941.44	0.00	11,058.56	63.14
4004 TAP FEES	20,000	6,000.00	18,209.77	0.00	1,790.23	91.05
4005 MISCELLANEOUS REVENUE	0	0.00	0.00	0.00	0.00	0.00
4006 TRANSFER FEE	250	30.00	90.00	0.00	160.00	36.00
4007 CASH OVER/SHORT	0	0.00	0.00	0.00	0.00	0.00
4008 BULK WATER REVENUE	5,000	104.00	9,290.00	0.00	4,290.00	185.80
4009 RETURN CHECK FEE REVENUE	200	75.00	150.00	0.00	50.00	75.00
4010 RECONNECT FEE REVENUE	9,000	550.00	4,590.00	0.00	4,410.00	51.00
4011 MISC. WATER & SEWER REVENUE	2,000	90.00	412.00	0.00	1,588.00	20.60
4012 BULK SEWER	5,000	0.00	1,320.00	0.00	3,680.00	26.40
4015 STORMWATER REVENUE	52,000	0.00	31,470.00	0.00	20,530.00	60.52
4016 2012 C.O-FNB-ASSESSMENT FEE	215,000	0.00	128,749.26	0.00	86,250.74	59.88
4022 INTEREST EARNED REVENUE	20,000	2,879.93	51,521.69	0.00	31,521.69	257.61
4033 RESALE OF VEHICLES	0	0.00	0.00	0.00	0.00	0.00
4040 TRANSFER FROM EDC	102,623	0.00	0.00	0.00	102,623.00	0.00
4044 TDA GRANT PROCEED	0	0.00	0.00	0.00	0.00	0.00
4045 INTERGOVERNMENTAL CONTRIBUTION	0	0.00	0.00	0.00	0.00	0.00
4048 CREDIT CARD PROCESSING FEE	1,000	666.27	6,021.50	0.00	7,021.50	602.15
4998 USE OF FUND BALANCE	440,932	0.00	0.00	0.00	440,932.22	0.00
4999 TRANSFERS IN	0	0.00	0.00	0.00	0.00	0.00
4999.001 TRANSFER IN SH-37	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>2,451,005</b>	<b>13,515.48</b>	<b>1,060,444.15</b>	<b>0.00</b>	<b>1,390,561.07</b>	<b>43.27</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

02 -UTILITY FUND  
 DEPARTMENT -M140 Public Works  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5140.001 DIRECTOR OF PUBLIC WORKS WAGES	60,008	4,671.38	15,168.14	0.00	44,839.86	25.28
5140.002 CERTIFICATE/LICENSE PAY	0	0.00	0.00	0.00	0.00	0.00
5140.007 COMPUTER/TECH	1,000	0.00	1,166.07	0.00	166.07	116.61
5140.009 SPECIAL PROJECTS	0	0.00	0.00	0.00	0.00	0.00
5140.020 VEHICLE REPAIRS	0	0.00	0.00	0.00	0.00	0.00
5140.021 CAPITAL EXPENSE	0	0.00	0.00	0.00	0.00	0.00
5140.024 TRANS TO EQUIP FUND	0	0.00	0.00	0.00	0.00	0.00
5140.025 UNEMPLOYMENT EXPENSE (TEC)	100	117.00	117.00	0.00	17.00	117.00
5140.032 SOCIAL SECURITY EXPENSE (FICA)	3,720	289.62	940.41	0.00	2,779.59	25.28
5140.033 MEDICARE EXPENSE	870	67.74	219.95	0.00	650.05	25.28
5140.034 TML HEALTH INS.	9,000	2,443.92	2,485.94	0.00	6,514.06	27.62
5140.035 RETIREMENT (TMRS)	4,200	527.40	1,151.67	0.00	3,048.33	27.42
5140.036 FUEL (GAS & OIL)	2,000	0.00	0.00	0.00	2,000.00	0.00
5140.037 TELEPHONE	0	0.00	0.00	0.00	0.00	0.00
5140.039 OVERTIME	1,000	0.00	0.00	0.00	1,000.00	0.00
5140.040 LEASE VEHICLES	8,218	2,397.66	2,397.66	0.00	5,820.34	29.18
5140.042 TRAVEL/TRAINING/SCHOOL	1,000	0.00	0.00	0.00	1,000.00	0.00
5140.043 UNIFORMS	300	39.76	211.94	0.00	88.06	70.65
5140.044 SUPPLIES	300	0.00	140.73	0.00	159.27	46.91
5140.045 PROPERTY/LIABILITY INS	0	0.00	0.00	0.00	0.00	0.00
5140.049 WORKERS COMP INS.	0	0.00	0.00	0.00	0.00	0.00
5140.053 LONGEVITY	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 140 Public Works</b>	<b>91,716</b>	<b>10,554.48</b>	<b>23,999.51</b>	<b>0.00</b>	<b>67,716.49</b>	<b>26.17</b>



CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

02 -UTILITY FUND  
DEPARTMENT -M150 Storm Water  
DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5150.001 DRAINAGE MAINTENANCE	14,000	0.00	0.00	0.00	14,000.00	0.00
5150.002 STREET DRAINAGE	30,000	0.00	0.00	0.00	30,000.00	0.00
5150.041 BAD DEBT STORM WATER	100	0.00	0.00	0.00	100.00	0.00
TOTAL 150 Storm Water	44,100	0.00	0.00	0.00	44,100.00	0.00

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

02 -UTILITY FUND  
 DEPARTMENT -M160 Water  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5160.001 WAGES	120,790	11,081.45	80,060.24	0.00	40,730.24	66.28
5160.002 CERTIFICATE/LICENSE PAY	3,600	184.62	1,384.65	0.00	2,215.35	38.46
5160.003 DUES & SUBSCRIPTIONS	300	0.00	111.00	0.00	189.00	37.00
5160.004 FREIGHT/POSTAGE	3,280	299.22	2,392.77	0.00	887.23	72.95
5160.005 PERMITS/ASSESS./LICENSE	7,500	0.00	4,239.00	0.00	3,261.00	56.52
5160.006 LAB SUPPLIES & FEES	25,000	1,980.00	15,386.59	0.00	9,613.41	61.55
5160.007 COMPUTER/TECH	3,000	1,788.90	2,274.18	0.00	725.82	75.81
5160.008 CONTRACT - FCWD (RAW WATER)	90,000	7,583.33	60,666.64	0.00	29,333.36	67.41
5160.009 LEGAL	0	0.00	0.00	0.00	0.00	0.00
5160.010 WATER PLANT REPAIRS	71,500	0.00	17,894.70	0.00	53,605.30	25.03
5160.011 SERVICE CONTRACT FEES	8,000	0.00	8,494.15	0.00	494.15	106.18
5160.012 CHEMICALS - WATER PLANT	100,000	1,598.99	38,646.09	0.00	61,353.91	38.65
5160.013 SLUDGE DISPOSAL	40,000	0.00	0.00	0.00	40,000.00	0.00
5160.014 REPAIR WATER DIST. SYSTEM	150,000	2,934.21	33,180.45	0.00	116,819.55	22.12
5160.015 INT. DUE ON DEPOSITS	3,500	0.00	3,443.62	0.00	56.38	98.39
5160.016 FIRE HYDRANTS AND VALVES	8,000	430.62	430.62	0.00	7,569.38	5.38
5160.017 REPAIR VEHICLE	500	62.00	164.00	0.00	336.00	32.80
5160.018 SPECIAL PROJECTS	1,000	2,284.91	21,624.11	0.00	20,624.11	2,162.41
5160.019 ENGINEER EXPENSE/ADM	50,000	11,919.56	88,993.79	0.00	38,993.79	177.99
5160.020 PIPE SUPPLIES	30,000	3,297.35	5,651.77	0.00	24,348.23	18.84
5160.021 CAPITAL EXPENSE	435,443	52,000.00	176,805.16	0.00	258,638.26	40.60
5160.022 WATER METER/REPAIR/FLUSH	10,000	9,472.91	9,472.91	0.00	527.09	94.73
5160.023 AUDIT	1,000	1,000.00	1,000.00	0.00	0.00	100.00
5160.024 TRANS TO EQUIP FUND	5,000	416.67	2,916.69	0.00	2,083.31	58.33
5160.025 UNEMPLOYMENT EXPENSE (TEC)	300	292.78	295.27	0.00	4.73	98.42
5160.026 METER READING DEVICE MAINT.	300	0.00	0.00	0.00	300.00	0.00
5160.027 STREET REPAIR FOR WATER LEAKS	2,500	0.00	0.00	0.00	2,500.00	0.00
5160.028 DAM CLEANING	5,000	0.00	8,550.00	0.00	3,550.00	171.00
5160.032 SOCIAL SECURITY (FICA)	12,178	712.74	5,522.01	0.00	6,655.69	45.35
5160.033 MEDICARE	2,848	166.69	1,291.40	0.00	1,556.61	45.34
5160.034 TML HEALTH INSU.	40,410	2,510.94	20,487.03	0.00	19,922.97	50.70
5160.035 TMRS	18,208	1,073.53	7,259.60	0.00	10,948.02	39.87
5160.036 GAS & OIL	4,000	119.30	1,055.21	0.00	2,944.79	26.38
5160.037 TELEPHONE	3,000	258.76	1,626.94	0.00	1,373.06	54.23
5160.038 UTILITIES	25,000	2,486.77	15,995.44	0.00	9,004.56	63.98
5160.039 OVERTIME	8,000	174.45	6,205.39	0.00	1,794.61	77.57
5160.040 LEASE VEHICLES	8,218	1,370.38	5,573.81	0.00	2,644.19	67.82
5160.041 BAD DEBT EXPENSE	2,000	0.00	0.46	0.00	2,000.46	0.02
5160.042 SCHOOL/TRAINING/TRAVEL	7,000	0.00	249.68	0.00	6,750.32	3.57
5160.043 UNIFORMS	600	185.50	909.35	0.00	309.35	151.56
5160.044 SUPPLIES	3,500	321.01	1,136.75	0.00	2,363.25	32.48
5160.045 PROPERTY/LIABILITY INS.	11,000	0.00	11,130.61	0.00	130.61	101.19
5160.047 ADMINISTRATION FEE	0	0.00	0.00	0.00	0.00	0.00
5160.049 WORKERS COMP. INS.	2,700	0.00	5,965.43	0.00	3,265.43	220.94
5160.050 TERMINATION PAY	0	0.00	0.00	0.00	0.00	0.00
5160.051 2007 WTP CONSTRUCTION LOAN	0	0.00	0.00	0.00	0.00	0.00
5160.052 2007 WTP CONSTRUCTION DEBT TRF	0	0.00	0.00	0.00	0.00	0.00
5160.053 LONGEVITY	900	0.00	1,000.00	0.00	100.00	111.11
5160.054 2008 USDA CONSTRUCTION LOAN	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

02 -UTILITY FUND  
 DEPARTMENT -M160 Water  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5160.055 2008 USDA CONSTRUCTION DEBT	0	0.00	0.00	0.00	0.00	0.00
5160.056 TRANSFER OUT	0	0.00	0.00	0.00	0.00	0.00
5160.075 TMRS-PENSION COST AUDITORS	0	0.00	0.00	0.00	0.00	0.00
5160.076 OPEB EXPENSE	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 160 Water</b>	<b>1,325,075</b>	<b>118,007.59</b>	<b>669,486.59</b>	<b>0.00</b>	<b>655,588.64</b>	<b>50.52</b>

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

02 -UTILITY FUND  
DEPARTMENT -M170 Sewer  
DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5170.001 WAGES	158,403	11,409.00	94,926.48	0.00	63,476.24	59.93
5170.002 BUILDING REPAIR	500	0.00	0.00	0.00	500.00	0.00
5170.003 DUES & SUBSCRIPTIONS	150	0.00	70.00	0.00	80.00	46.67
5170.004 FREIGHT/POSTAGE	3,500	299.21	2,392.78	0.00	1,107.22	68.37
5170.005 PERMITS/ASSESS./LICENSE	5,600	0.00	2,467.74	0.00	3,132.26	44.07
5170.006 LAB FEES	16,500	2,310.00	11,891.00	0.00	4,609.00	72.07
5170.007 TRANSFER TO WWTP FUND	0	0.00	224.75	0.00	224.75	0.00
5170.008 TRANS TO OPR FUND	0	2,687.58	5,375.16	0.00	5,375.16	0.00
5170.009 LEGAL	0	0.00	0.00	0.00	0.00	0.00
5170.010 PLANT/LIFT STA. REPAIR	50,000	952.91	27,293.60	0.00	22,706.40	54.59
5170.011 LIFT STA. & WW PLANT REHAB.	0	0.00	15,055.77	0.00	15,055.77	0.00
5170.012 CHEMICALS - WASTE WATER PLANT	22,000	1,162.32	5,048.52	0.00	16,951.48	22.95
5170.013 SLUDGE DISPOSAL SERVICE	80,000	0.00	15,858.71	0.00	64,141.29	19.82
5170.014 REPAIR SEWER COLL. SYSTEM	140,000	5,106.80	25,253.61	0.00	114,746.39	18.04
5170.015 COMPUTER/TECH	5,000	0.00	1,440.02	0.00	3,559.98	28.80
5170.016 AERATORS/MAINTENANCE	10,000	0.00	6,492.88	0.00	3,507.12	64.93
5170.017 REPAIR VEHICLES	1,500	17.00	119.00	0.00	1,381.00	7.93
5170.018 SPECIAL PROJECTS	63,000	92,708.71	153,212.84	0.00	90,212.84	243.19
5170.019 ENGINEER EXPENSE	30,000	10,692.50	32,768.53	0.00	2,768.53	109.23
5170.020 PIPE SUPPLIES	6,000	1,177.74	2,818.30	0.00	3,181.70	46.97
5170.021 CAPITAL EXPENSE	532,738	0.00	0.00	0.00	532,738.42	0.00
5170.022 2012-C.O-FIRST NATIONAL BANK	163,199	0.00	25,745.72	0.00	137,453.66	15.78
5170.023 AUDIT	1,000	1,000.00	1,000.00	0.00	0.00	100.00
5170.024 TRANS TO EQUIP FUND	5,000	416.67	2,916.69	0.00	2,083.31	58.33
5170.025 UNEMPLOYMENT EXPENSE (TEC)	300	234.00	243.00	0.00	57.00	81.00
5170.026 2013 CO TWDB DEBT	0	0.00	0.00	0.00	0.00	0.00
5170.027 STREET REPAIR ON SEWER LEAKS	3,000	0.00	0.00	0.00	3,000.00	0.00
5170.028 2013 CO'S TWDB DEBT	0	0.00	0.00	0.00	0.00	0.00
5170.029 CERTIFICATE/LICENSE PAY	3,000	138.46	1,223.05	0.00	1,776.95	40.77
5170.032 SOCIAL SECURITY (FICA)	9,641	898.29	6,703.45	0.00	2,937.72	69.53
5170.033 MEDICARE	2,255	210.09	1,567.73	0.00	687.06	69.53
5170.034 TML HEALTH INSU.	40,410	2,469.75	24,224.42	0.00	16,185.58	59.95
5170.035 RETIREMENT (TMRS)	14,416	1,459.63	10,217.87	0.00	4,197.64	70.88
5170.036 FUEL (GAS & OIL)	3,000	694.43	2,883.78	0.00	116.22	96.13
5170.037 TELEPHONE	2,500	208.93	1,067.25	0.00	1,432.75	42.69
5170.038 UTILITIES	30,000	4,489.83	33,690.14	0.00	3,690.14	112.30
5170.039 OVERTIME	11,000	2,940.12	13,790.88	0.00	2,790.88	125.37
5170.040 LEASE VEHICLES	8,218	1,398.82	5,687.99	0.00	2,530.01	69.21
5170.041 BAD DEBTS (SEWER SERVICE)	3,000	0.00	18.24	0.00	3,018.24	0.61
5170.042 SCHOOL/TRAINING/TRAVEL	2,000	0.00	408.62	0.00	1,591.38	20.43
5170.043 UNIFORMS	600	150.44	601.25	0.00	1.25	100.21
5170.044 SUPPLIES	5,000	0.00	1,045.13	0.00	3,954.87	20.90
5170.045 PROPERTY/LIABILITY INS.	5,000	0.00	11,130.61	0.00	6,130.61	222.61
5170.047 ADMINISTRATION FEE	0	0.00	0.00	0.00	0.00	0.00
5170.049 WORKERS COMP. INS.	2,500	0.00	5,665.44	0.00	3,165.44	226.62
5170.050 TERMINATION PAY	0	0.00	0.00	0.00	0.00	0.00
5170.053 LONGEVITY	2,900	0.00	2,900.00	0.00	0.00	100.00
5170.054 TRANSFER OUT	0	0.00	0.00	0.00	0.00	0.00
5170.056 INTEREST EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL 170 Sewer	1,442,830	145,233.23	555,404.47	0.00	887,425.52	38.49

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

02 -UTILITY FUND  
 DEPARTMENT -M505 Depreciation  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5505.000 CIP	0	0.00	0.00	0.00	0.00	0.00
5505.002 DEPRECIATION	0	0.00	0.00	0.00	0.00	0.00
5505.999 PRIOR PERIOD ADJUSTMENTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL 505 Depreciation	0	0.00	0.00	0.00	0.00	0.00
<hr/>						
TOTAL EXPENDITURES	2,903,721	273,795.30	1,248,890.57	0.00	1,654,830.65	43.01
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REVENUE OVER/(UNDER) EXPENDITURES	( 452,716)	( 260,279.82)	( 188,446.42)	0.00	( 264,269.58)	41.63

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

03 -1998 WWTP EXPANSION  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>EXPENDITURE SUMMARY</u>						
300 WWTP FUND	0	0.00	<del>0.00</del>	0.00	0.00	0.00
502 1998 WWTO EXPANSION	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

03 -1998 WWTP EXPANSION  
 FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4022 INTEREST INCOME	0	0.00	0.00	0.00	0.00	0.00
4051 ADV. TAX REVENUE	0	0.00	0.00	0.00	0.00	0.00
4051.001 DEL. TAX REVENUE	0	0.00	0.00	0.00	0.00	0.00
4052 ADV TAX REV - PEN & INT	0	0.00	0.00	0.00	0.00	0.00
4999 TRANSFERS IN	0	0.00	0.00	0.00	0.00	0.00
4999.001 TRANSFER FROM DEBT SERVICES	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

03 -1998 WWTP EXPANSION  
DEPARTMENT -M300 WWTP FUND  
DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5300.002 GENERAL EXPENSE	0	0.00	0.00	0.00	0.00	0.00
5300.003 DEBT SERVICE ADMINISTRATION	0	0.00	0.00	0.00	0.00	0.00
5300.008 INTEREST	0	0.00	0.00	0.00	0.00	0.00
5300.009 DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00
5300.020 TRANSFER TO UTILITY FUND	0	0.00	0.00	0.00	0.00	0.00
5300.025 DEPRECIATION EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL 300 WWTP FUND	0	0.00	0.00	0.00	0.00	0.00



CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

03 -1998 WWTP EXPANSION  
DEPARTMENT -M502 1998 WWTO EXPANSION  
DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5502.002 DEPRECIATION EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL 502 1998 WWTO EXPANSION	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

04 -HOTEL/MOTEL FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	50,600	827.31	26,657.20	0.00	23,942.80	52.68
TOTAL REVENUES	50,600	827.31	26,657.20	0.00	23,942.80	52.68
<u>EXPENDITURE SUMMARY</u>						
400-HOTEL/MOTEL	47,500	20,000.00	20,000.00	0.00	27,500.00	42.11
TOTAL EXPENDITURES	47,500	20,000.00	20,000.00	0.00	27,500.00	42.11
REVENUE OVER/(UNDER) EXPENDITURES	3,100 (	19,172.69)	6,657.20	0.00 (	3,557.20)	214.75

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

**Item 2.**

04 -HOTEL/MOTEL FUND  
 FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 HOTEL/MOTEL TAX REVENUE	50,000	827.31	26,657.20	0.00	23,342.80	53.31
4002 MISC. REVENUE	0	0.00	0.00	0.00	0.00	0.00
4022 INT. EARNED	600	0.00	0.00	0.00	600.00	0.00
<b>TOTAL REVENUE</b>	<b>50,600</b>	<b>827.31</b>	<b>26,657.20</b>	<b>0.00</b>	<b>23,942.80</b>	<b>52.68</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

04 -HOTEL/MOTEL FUND  
 DEPARTMENT -M400-HOTEL/MOTEL  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5400.002 ARTS ALLIANCE	0	0.00	0.00	0.00	0.00	0.00
5400.003 CHAMBER OF COMMERCE	5,000	0.00	0.00	0.00	5,000.00	0.00
5400.004 UNDESIGNATED FUNDS	0	0.00	0.00	0.00	0.00	0.00
5400.005 HISTORICAL ASSN. DONATION	20,000	20,000.00	20,000.00	0.00	0.00	100.00
5400.006 SRS AUCTION SERVICES	0	0.00	0.00	0.00	0.00	0.00
5400.007 THE ALAMO MISSION	0	0.00	0.00	0.00	0.00	0.00
5400.008 GENEALOGICIAL SOCIETY	0	0.00	0.00	0.00	0.00	0.00
5400.009 MOUNT VERNON MUSIC	0	0.00	0.00	0.00	0.00	0.00
5400.010 FRANKLIN CO. YOUTH BASEBALL	7,500	0.00	0.00	0.00	7,500.00	0.00
5400.011 BIKE TOUR	5,000	0.00	0.00	0.00	5,000.00	0.00
5400.012 MAIN STREET	10,000	0.00	0.00	0.00	10,000.00	0.00
5400.013 THE HOLBROOK BED & BREAKFAST	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL 400-HOTEL/MOTEL</b>	<b>47,500</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>27,500.00</b>	<b>42.11</b>
<b>TOTAL EXPENDITURES</b>	<b>47,500</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>27,500.00</b>	<b>42.11</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>3,100 (</b>	<b>19,172.69)</b>	<b>6,657.20</b>	<b>0.00 (</b>	<b>3,557.20)</b>	<b>214.75</b>

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

**Item 2.**

05 -EDC  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	435,000	33,181.33	302,502.34	0.00	132,497.66	69.54
TOTAL REVENUES	435,000	33,181.33	302,502.34	0.00	132,497.66	69.54
<u>EXPENDITURE SUMMARY</u>						
300 EDC	265,873	5,901.00	9,501.00	0.00	256,372.00	3.57
TOTAL EXPENDITURES	265,873	5,901.00	9,501.00	0.00	256,372.00	3.57
REVENUE OVER/(UNDER) EXPENDITURES	169,127	27,280.33	293,001.34	0.00 (	123,874.34)	173.24

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

**Item 2.**

05 -EDC  
 FINANCIAL SUMMARY

REVENUES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001	EDC TAX REV.	425,000	30,538.53	231,165.24	0.00	193,834.76	54.39
4018	MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
4022	INTEREST	10,000	2,642.80	71,337.10	0.00	61,337.10	713.37
TOTAL REVENUE		435,000	33,181.33	302,502.34	0.00	132,497.66	69.54

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

05 -EDC  
 DEPARTMENT -M300 EDC  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5300.001 WAGES/CONSULTANT	70,000	0.00	0.00	0.00	70,000.00	0.00
5300.002 COMPUTER	500	0.00	0.00	0.00	500.00	0.00
5300.003 PROMOTIONAL/MARKETING	5,000	5,301.00	5,301.00	0.00	301.00)	106.02
5300.004 POSTAGE	100	0.00	0.00	0.00	100.00	0.00
5300.005 AUDIT EXPENSE	1,000	0.00	0.00	0.00	1,000.00	0.00
5300.007 LEG. OUTREACH	0	0.00	0.00	0.00	0.00	0.00
5300.008 SCHOLORSHIP	2,000	0.00	0.00	0.00	2,000.00	0.00
5300.009 PUBLICATIONS	0	0.00	0.00	0.00	0.00	0.00
5300.010 ATTORNEY FEES	10,000	0.00	0.00	0.00	10,000.00	0.00
5300.011 WEBSITE	500	0.00	0.00	0.00	500.00	0.00
5300.012 HIST. FACADE GRANT	0	0.00	0.00	0.00	0.00	0.00
5300.014 DISCRETIONARY FUNDS	0	0.00	0.00	0.00	0.00	0.00
5300.017 ADVERTISING/PUBLIC NOTICES	500	0.00	0.00	0.00	500.00	0.00
5300.018 BUSINESS INCENTIVES	5,000	0.00	2,400.00	0.00	2,600.00	48.00
5300.019 RENTAL ASSISTANCE PROGRAM	15,000	600.00	1,800.00	0.00	13,200.00	12.00
5300.020 JOB CREATION INCENTIVE	10,000	0.00	0.00	0.00	10,000.00	0.00
5300.021 EXISTING BUS. STRUCTURE	25,000	0.00	0.00	0.00	25,000.00	0.00
5300.022 SPECIAL PROJECT	0	0.00	0.00	0.00	0.00	0.00
5300.023 MAIN STREET ONGOING	10,000	0.00	0.00	0.00	10,000.00	0.00
5300.024 BUSINESS RETENTION	15,000	0.00	0.00	0.00	15,000.00	0.00
5300.025 UNEMPLOYMENT EXP (TEC)	300	0.00	0.00	0.00	300.00	0.00
5300.026 BUSINESS RECRUITMENT	0	0.00	0.00	0.00	0.00	0.00
5300.027 DUES	1,000	0.00	0.00	0.00	1,000.00	0.00
5300.028 BUS ANALYTICS	0	0.00	0.00	0.00	0.00	0.00
5300.029 INFRASTRUCTURE	70,000	0.00	0.00	0.00	70,000.00	0.00
5300.030 SPLASH PAD	0	0.00	0.00	0.00	0.00	0.00
5300.031 CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
5300.032 SOCIAL SECURITY (FICA)	12,508	0.00	0.00	0.00	12,508.00	0.00
5300.033 MEDICARE	1,015	0.00	0.00	0.00	1,015.00	0.00
5300.034 TML INSURANCE	0	0.00	0.00	0.00	0.00	0.00
5300.035 RETIREMENT (TMRS)	9,100	0.00	0.00	0.00	9,100.00	0.00
5300.037 TELEPHONE	750	0.00	0.00	0.00	750.00	0.00
5300.042 SCHOOL/TRAINING/TRAVEL	1,000	0.00	0.00	0.00	1,000.00	0.00
5300.044 SUPPLIES	600	0.00	0.00	0.00	600.00	0.00
5300.053 LONGEVITY	0	0.00	0.00	0.00	0.00	0.00
5300.075 TMRS-PENSION COST AUDITORS	0	0.00	0.00	0.00	0.00	0.00
5300.999 PRIOR PERIOD ADJUSTMENTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL 300 EDC	265,873	5,901.00	9,501.00	0.00	256,372.00	3.57
TOTAL EXPENDITURES	265,873	5,901.00	9,501.00	0.00	256,372.00	3.57
REVENUE OVER/(UNDER) EXPENDITURES	169,127	27,280.33	293,001.34	0.00	( 123,874.34)	173.24

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

07 -DEBT FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	177,781	1,859.82	202,338.12	0.00	( 24,557.51)	113.81
TOTAL REVENUES	177,781	1,859.82	202,338.12	0.00	( 24,557.51)	113.81
<u>EXPENDITURE SUMMARY</u>						
000 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
700 DEBT FUND	50,472	0.00	4,767.25	0.00	45,705.13	9.45
TOTAL EXPENDITURES	50,472	0.00	4,767.25	0.00	45,705.13	9.45
REVENUE OVER/(UNDER) EXPENDITURES	127,308	1,859.82	197,570.87	0.00	( 70,262.64)	155.19



CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

07 -DEBT FUND  
 FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 TAX REVENUE	163,781	0.00	176,922.18	0.00	13,141.57)	108.02
4002 DEL. TAX REV	3,000	0.00	1,541.59	0.00	1,458.41	51.39
4002,001 I&S TAX ATT.	1,000	0.00	528.94	0.00	471.06	52.89
4003 DEBT SERVICE P & I	2,000	0.00	811.06	0.00	1,188.94	40.55
4022 INTEREST EARNED	8,000	1,859.82	22,534.35	0.00	14,534.35)	281.68
4999 TRANSFER	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>177,781</b>	<b>1,859.82</b>	<b>202,338.12</b>	<b>0.00</b>	<b>24,557.51)</b>	<b>113.81</b>

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

07 -DEBT FUND  
DEPARTMENT -M000 TRANSFERS  
DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5000 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL 000 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

07 -DEBT FUND  
DEPARTMENT -M700 DEBT FUND  
DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5700.000 DEBT SERVICE FEES	0	0.00	0.00	0.00	0.00	0.00
5700.026 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
5700.027 MISC. EXP.	0	0.00	0.00	0.00	0.00	0.00
5700.028 2012 C.O. FIRST NATIONAL BANK	0	0.00	0.00	0.00	0.00	0.00
5700.029 2013 C.O. TWDB DEBT	24,427	0.00	4,767.25	0.00	19,659.75	19.52
5700.030 2018 C.O. FIRST NATIONAL BANK	26,045	0.00	0.00	0.00	26,045.38	0.00
<b>TOTAL 700 DEBT FUND</b>	<b>50,472</b>	<b>0.00</b>	<b>4,767.25</b>	<b>0.00</b>	<b>45,705.13</b>	<b>9.45</b>
<b>TOTAL EXPENDITURES</b>	<b>50,472</b>	<b>0.00</b>	<b>4,767.25</b>	<b>0.00</b>	<b>45,705.13</b>	<b>9.45</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>127,308</b>	<b>1,859.82</b>	<b>197,570.87</b>	<b>0.00</b>	<b>( 70,262.64)</b>	<b>155.19</b>

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

09 -EQUIPMENT FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	50,000	3,333.36	16,666.80	0.00	33,333.20	33.33
TOTAL REVENUES	50,000	3,333.36	16,666.80	0.00	33,333.20	33.33
<u>EXPENDITURE SUMMARY</u>						
900 EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	50,000	3,333.36	16,666.80	0.00	33,333.20	33.33

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

09 -EQUIPMENT FUND  
 FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4022 INT. EARNED	0	0.00	0.00	0.00	0.00	0.00
4027 SALE OF ASSETS	0	0.00	0.00	0.00	0.00	0.00
4028 FIRE DEPARTMENT TRUCK	10,000	0.00	0.00	0.00	10,000.00	0.00
4029 MISC. REVENUE	0	0.00	0.00	0.00	0.00	0.00
4050 TRANSFERS IN	40,000	3,333.36	16,666.80	0.00	23,333.20	41.67
<b>TOTAL REVENUE</b>	<b>50,000</b>	<b>3,333.36</b>	<b>16,666.80</b>	<b>0.00</b>	<b>33,333.20</b>	<b>33.33</b>

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

09 -EQUIPMENT FUND  
DEPARTMENT -M900 EQUIPMENT  
DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5900.001 TRANSFER OUT	0	0.00	0.00	0.00	0.00	0.00
TOTAL 900 EQUIPMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	50,000	3,333.36	16,666.80	0.00	33,333.20	33.33

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

10 -CHILD SAFETY  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	1,510	21.07	169.86	0.00	1,340.14	11.25
TOTAL REVENUES	1,510	21.07	169.86	0.00	1,340.14	11.25
<u>EXPENDITURE SUMMARY</u>						
CHILD SAFETY	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL EXPENDITURES	1,000	0.00	0.00	0.00	1,000.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	510	21.07	169.86	0.00	340.14	33.31

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

10 -CHILD SAFETY  
FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 CHILD SAFETY REVENUE	500	21.07	169.86	0.00	330.14	33.97
4022 INT. EARNED	10	0.00	0.00	0.00	10.00	0.00
4023 TRANSFER FROM GENERAL FUND	1,000	0.00	0.00	0.00	1,000.00	0.00
<b>TOTAL REVENUE</b>	<b>1,510</b>	<b>21.07</b>	<b>169.86</b>	<b>0.00</b>	<b>1,340.14</b>	<b>11.25</b>



CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

10 -CHILD SAFETY  
DEPARTMENT -MCHILD SAFETY  
DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5010.001 CHILD SAFETY EXPENSE	0	0.00	0.00	0.00	0.00	0.00
5010.002 ETCADA KID PROGRAM	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL CHILD SAFETY	1,000	0.00	0.00	0.00	1,000.00	0.00
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TOTAL EXPENDITURES	1,000	0.00	0.00	0.00	1,000.00	0.00
<hr/>						
REVENUE OVER/(UNDER) EXPENDITURES	510	21.07	169.86	0.00	340.14	33.31

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

12 -GENERAL FIXED ASSETS  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>						
FIXED ASSETS	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

12 -GENERAL FIXED ASSETS  
FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4050 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

12 -GENERAL FIXED ASSETS  
DEPARTMENT -MFIXED ASSETS  
DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5012.001 PRIOR PERIOD ADJUSTMENTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL FIXED ASSETS	0	0.00	0.00	0.00	0.00	0.00
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TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
<hr/>						
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

14 -TECHNOLOGY  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	1,100	85.29	680.59	0.00	419.41	61.87
TOTAL REVENUES	1,100	85.29	680.59	0.00	419.41	61.87
<u>EXPENDITURE SUMMARY</u>						
014 TECHNOLOGY	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL EXPENDITURES	1,000	0.00	0.00	0.00	1,000.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	100	85.29	680.59	0.00 (	580.59)	680.59

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

14 -TECHNOLOGY  
FINANCIAL SUMMARY

REVENUES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001	TECHNOLOGY REVENUE	1,000	85.29	680.59	0.00	319.41	68.06
4022	INT. EARNED	100	0.00	0.00	0.00	100.00	0.00
TOTAL REVENUE		1,100	85.29	680.59	0.00	419.41	61.87

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

14 -TECHNOLOGY  
 DEPARTMENT -M014 TECHNOLOGY  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5014.001 TECHNOLOGY EXPENSES	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL 014 TECHNOLOGY	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL EXPENDITURES	1,000	0.00	0.00	0.00	1,000.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	100	85.29	680.59	0.00 (	580.59)	680.59

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

**Item 2.**

15 -SECURITY  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	300	34.30	41.62	0.00	258.38	13.87
TOTAL REVENUES	300	34.30	41.62	0.00	258.38	13.87
<u>EXPENDITURE SUMMARY</u>						
015 SECURITY	300	0.00	0.00	0.00	300.00	0.00
TOTAL EXPENDITURES	300	0.00	0.00	0.00	300.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	34.30	41.62	0.00 (	41.62)	0.00



CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

**Item 2.**

15 -SECURITY  
 FINANCIAL SUMMARY

REVENUES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001	SECURITY REVENUE	300	34.30	41.62	0.00	258.38	13.87
4022	INT EARNED	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>		<b>300</b>	<b>34.30</b>	<b>41.62</b>	<b>0.00</b>	<b>258.38</b>	<b>13.87</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

15 -SECURITY  
 DEPARTMENT -M015 SECURITY  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5015.001 SECURITY EXPENSES	300	0.00	0.00	0.00	300.00	0.00
TOTAL 015 SECURITY	300	0.00	0.00	0.00	300.00	0.00
TOTAL EXPENDITURES	300	0.00	0.00	0.00	300.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	34.30	41.62	0.00 (	41.62)	0.00

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

20 -ENDOWEMENT FUND  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL REVENUES	3,000	0.00	0.00	0.00	3,000.00	0.00
<u>EXPENDITURE SUMMARY</u>						
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	3,000	0.00	0.00	0.00	3,000.00	0.00

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

20 -ENDOWEMENT FUND  
FINANCIAL SUMMARY

REVENUES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4020	ENDOWEMENT CD'S	0	0.00	0.00	0.00	0.00	0.00
4022	ENDOWEMENT INTEREST	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL REVENUE		3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL EXPENDITURES		0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES		3,000	0.00	0.00	0.00	3,000.00	0.00

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

21 -TWDB WATERLINE GRANT  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>						
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

21 -TWDB WATERLINE GRANT  
 FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 TWDB REVENUE	0	0.00	0.00	0.00	0.00	0.00
4022 INTEREST EARNED	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

22 -CONFISCATED FUNDS  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>						
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

22 -CONFISCATED FUNDS  
FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 CONFISCATED REVENUE	0	0.00	0.00	0.00	0.00	0.00
4022 INTEREST EARNED	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

\*\*\* END OF REPORT \*\*\*



CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

23 -PARK PROJECT  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	300	68.47	884.95	0.00	( 584.95)	294.98
TOTAL REVENUES	300	68.47	884.95	0.00	( 584.95)	294.98
<u>EXPENDITURE SUMMARY</u>						
PARK PROJECT	5,000	16,413.86	16,413.86	0.00	( 11,413.86)	328.28
TOTAL EXPENDITURES	5,000	16,413.86	16,413.86	0.00	( 11,413.86)	328.28
REVENUE OVER/(UNDER) EXPENDITURES	( 4,700)	( 16,345.39)	( 15,528.91)	0.00	10,828.91	330.40

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

**Item 2.**

23 -PARK PROJECT  
 FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 PARK REVENUE	0	0.00	0.00	0.00	0.00	0.00
4022 INTEREST EARNED	300	68.47	884.95	0.00 (	584.95)	294.98
4023 A/R-AUDITORS ADJ	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>300</b>	<b>68.47</b>	<b>884.95</b>	<b>0.00 (</b>	<b>584.95)</b>	<b>294.98</b>

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

23 -PARK PROJECT  
 DEPARTMENT -MPARK PROJECT  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET	
5023.040 RAGBALL	0	0.00	0.00	0.00	0.00	0.00	
5023.041 REPAIRS	5,000	16,413.86	16,413.86	0.00 (	11,413.86)	328.28	
5023.042 SPLASH PAD	0	0.00	0.00	0.00	0.00	0.00	
5023.044 SUPPLIES	0	0.00	0.00	0.00	0.00	0.00	
TOTAL PARK PROJECT	5,000	16,413.86	16,413.86	0.00 (	11,413.86)	328.28	
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TOTAL EXPENDITURES	5,000	16,413.86	16,413.86	0.00 (	11,413.86)	328.28	
<hr/>							
REVENUE OVER/(UNDER) EXPENDITURES	(	4,700)	(	16,345.39)	(	15,528.91)	0.00
					10,828.91	330.40	

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

24 -HOME PROGRAM  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	291,400	0.00	0.00	0.00	291,400.00	0.00
TOTAL REVENUES	291,400	0.00	0.00	0.00	291,400.00	0.00
<u>EXPENDITURE SUMMARY</u>						
HOME PROGRAM	291,400	0.00	0.00	0.00	291,400.00	0.00
TOTAL EXPENDITURES	291,400	0.00	0.00	0.00	291,400.00	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

24 -HOME PROGRAM  
FINANCIAL SUMMARY

REVENUES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001	HOME PROGRAM REVENUE	291,400	0.00	0.00	0.00	291,400.00	0.00
4022	INTEREST EARNED	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE		291,400	0.00	0.00	0.00	291,400.00	0.00

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

24 -HOME PROGRAM  
 DEPARTMENT -MHOME PROGRAM  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5024.001 CONSTRUCTION	279,400	0.00	0.00	0.00	279,400.00	0.00
5024.002 CONSULTANTS	12,000	0.00	0.00	0.00	12,000.00	0.00
5024.003 CITY EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL HOME PROGRAM	291,400	0.00	0.00	0.00	291,400.00	0.00
TOTAL EXPENDITURES	291,400	0.00	0.00	0.00	291,400.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

25 -TXCDBG  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	<u>0</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES	0	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>						
TXCDBG	<u>0</u>	<u>3,854.44</u>	<u>180,755.56</u>	<u>0.00</u>	<u>( 180,755.56)</u>	<u>0.00</u>
TOTAL EXPENDITURES	0	3,854.44	180,755.56	0.00	( 180,755.56)	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	( 3,854.44)	( 180,755.56)	0.00	180,755.56	0.00

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

25 -TXCDGB  
FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 TXCDBG REVENUE	0	0.00	0.00	0.00	0.00	0.00
4002 A/R-AUDITORS ADJ	0	0.00	0.00	0.00	0.00	0.00
4003 ARPA GRANT PROCEEDS	0	0.00	0.00	0.00	0.00	0.00
4022 INTEREST EARNED	0	0.00	0.00	0.00	0.00	0.00
4050 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUE</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

25 -TXCDBG  
 DEPARTMENT -MTXCDBG  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5025.001 CONSTRUCTION-SIDEWALK	0	0.00	0.00	0.00	0.00	0.00
5025.002 ENGINEERS - SIDEWALK	0	0.00	0.00	0.00	0.00	0.00
5025.003 CONSULTANTS - SIDEWALK	0	0.00	0.00	0.00	0.00	0.00
5025.004 CITY ADMINISTRATION - SIDEWALK	0	0.00	0.00	0.00	0.00	0.00
5025.005 CONSTRUCTION - WATER PLANT	0	0.00	0.00	0.00	0.00	0.00
5025.006 ENGINEERS - WATER PLANT	0	0.00	0.00	0.00	0.00	0.00
5025.007 CONSULTANTS - WATER PLANT	0	0.00	0.00	0.00	0.00	0.00
5025.008 ADMINISTRATION - WATER PLANT	0	0.00	0.00	0.00	0.00	0.00
5025.009 AMERICAN RESCUE ACT-ENGINEER	0	0.00	42,808.78	0.00	42,808.78	0.00
5025.010 AMERICAN RESCUE ACT-CONSTRUCTI	0	0.00	72,675.73	0.00	72,675.73	0.00
5025.011 TXCDBG COMM DEVLOP ENGINEER	0	3,854.44	20,487.77	0.00	20,487.77	0.00
5025.012 TXCDBG COMM DEVLOP CONSULT	0	110,285.62	110,285.62	0.00	110,285.62	0.00
5025.013 TXCDBG COMM DEVLOP CONSTRUCT	0	110,285.62	155,068.90	0.00	155,068.90	0.00
5025.014 AMERICAN RESCUE ACT-CONSULTANT	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL TXCDBG</b>	<b>0</b>	<b>3,854.44</b>	<b>180,755.56</b>	<b>0.00</b>	<b>180,755.56</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>3,854.44</b>	<b>180,755.56</b>	<b>0.00</b>	<b>180,755.56</b>	<b>0.00</b>
<b>REVENUE OVER/(UNDER) EXPENDITURES</b>	<b>0</b>	<b>( 3,854.44)</b>	<b>( 180,755.56)</b>	<b>0.00</b>	<b>180,755.56</b>	<b>0.00</b>

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

**Item 2.**

26 -2013 WASTEWATER REP/IMP  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>						
2013 WW REPL/IMP	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

26 -2013 WASTEWATER REP/IMP  
FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 2013 WASTEWATER REVENUE	0	0.00	0.00	0.00	0.00	0.00
4022 INTEREST EARNED	0	0.00	0.00	0.00	0.00	0.00
4999 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

26 -2013 WASTEWATER REP/IMP  
 DEPARTMENT -M2013 WW REPL/IMP  
 DEPARTMENTAL EXPENDITURES

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
5026.001 CONSTRUCTION	0	0.00	0.00	0.00	0.00	0.00
5026.002 DEBT PAYMENT	0	0.00	0.00	0.00	0.00	0.00
5026.003 ENGINEERING	0	0.00	0.00	0.00	0.00	0.00
5026.004 TRANSFERS	0	0.00	0.00	0.00	0.00	0.00
5026.005 DEBT SERVICE EXPENSE	0	0.00	0.00	0.00	0.00	0.00
5026.006 EASEMENTS	0	0.00	0.00	0.00	0.00	0.00
TOTAL 2013 WW REPL/IMP	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

27 -LOCAL TRUANCY PREVENT  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	300	106.60	838.52	0.00 (	538.52)	279.51
TOTAL REVENUES	300	106.60	838.52	0.00 (	538.52)	279.51
REVENUE OVER/(UNDER) EXPENDITURES	300	106.60	838.52	0.00 (	538.52)	279.51

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

27 -LOCAL TRUANCY PREVENT  
FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 LOCAL TRUANCY PREVENTION FUND	300	106.60	838.52	0.00 (	538.52)	279.51
TOTAL REVENUE	300	106.60	838.52	0.00 (	538.52)	279.51
REVENUE OVER/(UNDER) EXPENDITURES	300	106.60	838.52	0.00 (	538.52)	279.51

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

Item 2.

28 -LOCAL MUNICIPAL JURY FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	10	2.12	16.75	0.00	( 6.75)	167.50
TOTAL REVENUES	10	2.12	16.75	0.00	( 6.75)	167.50
REVENUE OVER/(UNDER) EXPENDITURES	10	2.12	16.75	0.00	( 6.75)	167.50

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

28 -LOCAL MUNICIPAL JURY FUND  
FINANCIAL SUMMARY

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001 LOCAL MUNICIPAL JURY FUND	10	2.12	16.75	0.00 (	6.75)	167.50
TOTAL REVENUE	10	2.12	16.75	0.00 (	6.75)	167.50
REVENUE OVER/(UNDER) EXPENDITURES	10	2.12	16.75	0.00 (	6.75)	167.50

\*\*\* END OF REPORT \*\*\*



CITY OF MOUNT VERNON  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: APRIL 30TH, 2024

**Item 2.**

29 -OPIOID ABATEMENT FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>REVENUE SUMMARY</u>						
ALL REVENUE	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES	0	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>						
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

29 -OPIOID ABATEMENT FUND  
FINANCIAL SUMMARY

REVENUES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
4001	REVENUED	0	0.00	0.00	0.00	0.00	0.00
4023	TRANSFER FROM GENERAL FUND	0	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE		0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/(UNDER) EXPENDITURES		0	0.00	0.00	0.00	0.00	0.00

\*\*\* END OF REPORT \*\*\*

CITY OF MOUNT VERNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: APRIL 30TH, 2024

Item 2.

99 - POOLED CASH  
FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>EXPENDITURE SUMMARY</u>						
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00
REVENUE OVER/ (UNDER) EXPENDITURES	0	0.00	0.00	0.00	0.00	0.00

\*\*\* END OF REPORT \*\*\*

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A/P HISTORY CHECK REPORT

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Item 2.

VENDOR SET: 99 City of Mount Vernon

BANK: \* ALL BANKS

DATE RANGE: 4/01/2024 THRU 4/30/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	4/04/2024			064003		
C-CHECK	VOID CHECK	V	4/23/2024			064118		
C-CHECK	VOID CHECK	V	4/23/2024			064119		
C-CHECK	VOID CHECK	V	4/23/2024			064120		
C-CHECK	VOID CHECK	V	4/23/2024			064121		
C-CHECK	VOID CHECK	V	4/23/2024			064122		
C-CHECK	VOID CHECK	V	4/23/2024			064123		
C-CHECK	VOID CHECK	V	4/23/2024			064124		

\* \* T O T A L S \* \*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	8	VOID DEBITS 0.00 VOID CREDITS 0.00		

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 99 BANK: * TOTALS:	8	0.00	0.00	0.00
BANK: * TOTALS:	8	0.00	0.00	0.00

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 VENDOR SET: 99 City of Mount Vernon  
 BANK: 99 POOLED CASH  
 DATE RANGE: 4/01/2024 THRU 4/30/2024

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4900	AMAZE HEALTH I-5845 MARCH 2024	R	4/04/2024	330.00		063994		330.00
214	AT&T MOBILITY I-287286529860X02272 ACCT # 287286529860	R	4/04/2024	308.06		063995		308.06
9470	AXCESS HOSE & LADDER CO. I-1629 FIRE DEPT	R	4/04/2024	1,015.00		063996		1,015.00
221	BLOC DESIGN BUILD I-ARIV1000754 ACCT # ARCU0006567	R	4/04/2024	359.00		063997		359.00
2930	BRADEN LEE BOLIN I-202404041204 FIRE DEPT	R	4/04/2024	33.00		063998		33.00
1760	CARSON BRADLEY BOLIN I-202404041205 FIRE DEPT	R	4/04/2024	118.10		063999		118.10
195	CINTAS CORPORATION #495 I-4188374567 ACCT # 16552586	R	4/04/2024	283.66		064000		283.66
0590	CONROY FORD TRACTOR INC. I-50233 PARK MOWER	R	4/04/2024	118.80		064001		118.80
27	CORE 6 MAIN C-U604858 I-U572754 ACCT # 197714 I-U590704 WWTP I-U591326 WATER I-U591943 WATER I-U593676 ACCT # 197714 I-U599602 ACCT # 197714 I-U602894 WWTP	R	4/04/2024	230.22CR		064002		
		R	4/04/2024	61.20		064002		
		R	4/04/2024	482.46		064002		
		R	4/04/2024	2,023.71		064002		
		R	4/04/2024	255.20		064002		
		R	4/04/2024	30.97		064002		
		R	4/04/2024	323.46		064002		
		R	4/04/2024	92.57		064002		3,039.35

VENDOR SET: 99 City of Mount Vernon  
 BANK: 99 POOLED CASH  
 DATE RANGE: 4/01/2024 THRU 4/30/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5240	CYPRESS CREEK HOMES I-202404041187 PATRICIA RAY & YURIDIA VALENZUELA HOME PROGRAM	R	4/04/2024	26,800.00		064004		26,800.00
2660	DAVID AARON JANES I-202404041200 FIRE DEPT	R	4/04/2024	30.00		064005		30.00
076	DIVAL SAFETY EQUIPMENT INC (H I-3463328 FIRE DEPT	R	4/04/2024	710.71		064006		710.71
5070	GEORGE H WALKER & CO LLC I-10022 APPRAISAL	R	4/04/2024	2,450.00		064007		2,450.00
0070	GEOTAB USA, INC I-IN377868 ACCT # MTVE01	R	4/04/2024	153.00		064008		153.00
4770	I-30 POWERSPORTS I-2828 WATER - MOWER	R	4/04/2024	45.00		064009		45.00
9970	JAYME HALEY I-202404041198 FIRE DEPT	R	4/04/2024	58.00		064010		58.00
0095	JOHN WRIGHT ASSOCIATES, INC. I-55047 PD	R	4/04/2024	29,913.00		064011		29,913.00
7680	JOSHUA M. TUCKER I-202404041195 FIRE DEPT	R	4/04/2024	558.88		064012		558.88
216	JS & G CALIBRATION SERVICE I-4324 WWTP	R	4/04/2024	450.00		064013		450.00
0035	JUST SAYIN APPAREL & EQUIPMENT I-3080 PD	R	4/04/2024	895.00		064014		
	I-3084 MAIN STREET	R	4/04/2024	380.00		064014		1,275.00

VENDOR SET: 99 City of Mount Vernon  
BANK: 99 POOLED CASH  
DATE RANGE: 4/01/2024 THRU 4/30/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4190 I-202404041202 FIRE DEPT	KADEN PAUL LESTER KADEN PAUL LESTER	R	4/04/2024	309.50		064015		309.50
4030 I-918774 JANITORIAL SERVICE	KARLA M RIVERA RODRIGUEZ KARLA M RIVERA RODRIGUEZ	R	4/04/2024	185.00		064016		
I-918775 JANITORIAL SERVICE	KARLA M RIVERA RODRIGUEZ	R	4/04/2024	185.00		064016		370.00
8520 I-202404041188 HOME PROGRAM	KATHY BAKER BOYLES KATHY BAKER BOYLES	R	4/04/2024	10,720.00		064017		10,720.00
0126 I-202404041189 ACCT # 84974	LIBERTY NATIONAL LIBERTY NATIONAL	R	4/04/2024	18.41		064018		18.41
6760 I-LAB-0073405 WATER	LOWER COLORADO RIVER AUTHORITY LOWER COLORADO RIVER AUTHORITY	R	4/04/2024	414.00		064019		414.00
48 I-032224 HEALTH INSPECTIONS	MICHAEL JONES MICHAEL JONES	R	4/04/2024	1,200.00		064020		1,200.00
4450 I-0814774-IN WWTP	MID-AMERICAN RESEARCH CHEMICAL MID-AMERICAN RESEARCH CHEMICAL	R	4/04/2024	311.72		064021		311.72
220 I-2023 AUDMV ANNUAL AUDIT	MIKE WARD ACCOUNTING & FINANCI MIKE WARD ACCOUNTING & FINANCI	R	4/04/2024	12,000.00		064022		12,000.00
0168 I-00058584 MAINT DEPT	MITCHELL WELDING SUPPLY MITCHELL WELDING SUPPLY	R	4/04/2024	35.71		064023		35.71
1 I-202404041208 REFUND	MVT OASIS FELLOWSHIP MVT OASIS FELLOWSHIP:	R	4/04/2024	50.00		064024		50.00
6990 I-07-37489 ANIMAL CONTROL	NETWORK TECHNOLOGIES NETWORK TECHNOLOGIES	R	4/04/2024	522.45		064025		522.45

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A/P HISTORY CHECK REPORT

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VENDOR SET: 99 City of Mount Vernon  
BANK: 99 POOLED CASH  
DATE RANGE: 4/01/2024 THRU 4/30/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7460 I-124-198080	OMNIBASE SERVICES OF TEXAS OMNIBASE SERVICES OF TEXAS COURT COLLECTION	R	4/04/2024	12.00		064026		12.00
4960 I-17024	PAYTIENT TECHNOLOGIES INC PAYTIENT TECHNOLOGIES INC PEPM FEE	R	4/04/2024	120.00		064027		120.00
5480 I-SOUN014844961	PETHEALTH SERVICES INC PETHEALTH SERVICES INC ACCT # 1289	R	4/04/2024	197.50		064028		197.50
9770 I-IT11857	PITTSBURG TRACTOR, INC. PITTSBURG TRACTOR, INC. PARKS DEPT	R	4/04/2024	548.50		064029		548.50
0110 I-797000927-24	PVS DX INC. (DPC INDUSTRIES) PVS DX INC. (DPC INDUSTRIES) WTP	R	4/04/2024	425.30		064030		425.30
	I-797000928-24			425.30		064030		850.60
	WWTP							
1 I-202404041209	RED WAGON EXPRESS RED WAGON EXPRESS: REFUND	R	4/04/2024	100.00		064031		100.00
2290 I-202404041199	RICHARD BRIAN THOMAS RICHARD BRIAN THOMAS FIRE DEPT	R	4/04/2024	384.00		064032		384.00
5430 I-354953	SAFEBUILT SAFEBUILT ACCT # CU-1000013	R	4/04/2024	2,500.00		064033		2,500.00
0132 I-202404041203	SEAN PERRY MEDDERS SEAN PERRY MEDDERS FIRE DEPT	R	4/04/2024	54.50		064034		54.50
107 I-202404041197	SHANE MARKER SHANE MARKER FIRE DEPT	R	4/04/2024	65.40		064035		65.40
0040 I-A0603318	SOUTHERN PETROLEUM LAB INC (AN SOUTHERN PETROLEUM LAB INC (AN WTP	R	4/04/2024	924.00		064036		924.00



VENDOR SET: 99 City of Mount Vernon  
 BANK: 99 POOLED CASH  
 DATE RANGE: 4/01/2024 THRU 4/30/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0840	SOUTHWESTERN ELECTRIC POWER CO							
I-202404041190	SOUTHWESTERN ELECTRIC POWER CO	R	4/04/2024	92.89		064037		
	ACCT # 966-135-002-0-4							
I-202404041191	SOUTHWESTERN ELECTRIC POWER CO	R	4/04/2024	53.69		064037		
	ACCT # 962-667-590-0-8							
I-202404041192	SOUTHWESTERN ELECTRIC POWER CO	R	4/04/2024	32.00		064037		
	ACCT # 964-109-166-0-3							
I-202404041193	SOUTHWESTERN ELECTRIC POWER CO	R	4/04/2024	11.93		064037		
	ACCT # 968-705-996-0-0							
I-202404041194	SOUTHWESTERN ELECTRIC POWER CO	R	4/04/2024	10.63		064037		201.14
	ACCT # 964-722-104-0-8							
5490	TEXAS EXCAVATION SAFETY SYSTEM							
I-24-05559	TEXAS EXCAVATION SAFETY SYSTEM	R	4/04/2024	29.90		064038		29.90
	MARCH 2024							
1	THE CHOPHOUSE							
I-202404041207	THE CHOPHOUSE:	R	4/04/2024	553.00		064039		553.00
	REFUND							
0870	VERIZON							
I-9959687247	VERIZON	R	4/04/2024	154.19		064040		154.19
	ACCT # 913724005-0001							
199	VIDALYON STUDIOS							
I-530E5D3C-0041	VIDALYON STUDIOS	R	4/04/2024	43.98		064041		43.98
	WEBSITE HOSTING							
9960	WESLEY SARGENT							
I-202404041196	WESLEY SARGENT	R	4/04/2024	143.64		064042		143.64
	FIRE DEPT							
0520	WEX ENTERPRISE							
I-95881069	WEX ENTERPRISE	R	4/04/2024	4,825.90		064043		4,825.90
	ACCT # 0496-00-935123-0							
1	DORINDA FAYE BARRETT							
I-202404051212	DORINDA FAYE BARRETT:	R	4/05/2024	350.00		064044		350.00
	SECURITY - SPRING EVENT							
1	SHAWN DAVIS							
I-202404051211	SHAWN DAVIS:	R	4/05/2024	350.00		064045		350.00
	SECURITY - SPRING EVENT							

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0011	7-H CONSTRUCTION COMPANY, INC.							
I-MV001-A	7-H CONSTRUCTION COMPANY, INC. MANHOLE INSTALLATION	R	4/05/2024	37,200.00		064046		37,200.00
214	AT&T MOBILITY							
I-287286529860X03272	AT&T MOBILITY ACCT #287286529860	R	4/11/2024	773.70		064047		773.70
7220	AVENU INSIGHTS & ANALYTICS							
I-INV06-018533	AVENU INSIGHTS & ANALYTICS	R	4/11/2024	1,600.83		064048		1,600.83
8430	BETSY ROSS FLAG GIRLS, INC.							
I-869863-T	BETSY ROSS FLAG GIRLS, INC.	R	4/11/2024	118.00		064049		118.00
5500	CAM & LAW HOLDINGS							
I-2002	CAM & LAW HOLDINGS RITE OF WAY CLEAN-UP WTR & WWTR PLANTS	R	4/11/2024	3,000.00		064050		3,000.00
3140	CARD SERVICE CENTER							
I-202404111223	CARD SERVICE CENTER ACCT # 0354	R	4/11/2024	6,023.89		064051		6,023.89
195	CINTAS CORPORATION #495							
I-41890862681	CINTAS CORPORATION #495	R	4/11/2024	260.22		064052		260.22
27	CORE & MAIN							
I-U187307	CORE & MAIN WTR	R	4/11/2024	154.61		064053		
I-U562866	CORE & MAIN WTR	R	4/11/2024	3,610.35		064053		
I-U595922	CORE & MAIN WTR	R	4/11/2024	430.62		064053		
I-U618417	CORE & MAIN WTR	R	4/11/2024	135.68		064053		
I-U634393	CORE & MAIN WTR	R	4/11/2024	910.50		064053		
I-U641717	CORE & MAIN WTR	R	4/11/2024	5,726.88		064053		10,968.64
5000	DATAMAX							
I-2448575	DATAMAX ACCT # DIRCN19070-01	R	4/11/2024	264.52		064054		264.52

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6750	EAGLE LABS, INC. I-37732 WTR	R	4/11/2024	642.00		064055		642.00
57	ENTERPRISE FM TRUST I-600645-040324 I-600645-043024 CUST # 600645	R	4/11/2024	10,440.05		064056		20,880.10
1450	FRANKLIN CO. CHAMBER I-0124-114S SPRING EVENT	R	4/11/2024	405.00		064057		405.00
2030	FRANKLIN CO. HIST. ASSN. I-202404111213 HOT FUNDS REIMBURSEMENT	R	4/11/2024	20,000.00		064058		20,000.00
0083	FRANKLIN COUNTY RURAL HEALTH C I-221K15408	R	4/11/2024	20.00		064059		20.00
102	FRONTIER COMMUNICATIONS I-202404111214 ACCT # 210-188-2366-091312-5	R	4/11/2024	147.71		064060		147.71
7040	GARY'S TERMITE & PEST CONTROL I-166678 PLAZA I-170788 FIRE DEPT	R	4/11/2024	288.00		064061		368.20
241	GRASSHOPPER I-805157 PARK	R	4/11/2024	164.00		064062		164.00
8880	GREEN EQUIPMENT COMPANY I-56929X	R	4/11/2024	238.30		064063		238.30
4840	HOLMES MURPHY I-763909 ACCT # CITMOUEB1	R	4/11/2024	1,000.00		064064		1,000.00
4240	J&K WASTEWATER, LLC I-0486 WWTR	R	4/11/2024	2,000.00		064065		2,000.00

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4500	JACKSON OIL CO I-103190 JACKSON OIL CO WWTR & MAINT	R	4/11/2024	1,524.56		064066		1,524.56
0280	JON-WAYNE COMPANY I-F-66508 JON-WAYNE COMPANY CITY HALL	R	4/11/2024	190.86		064067		190.86
4970	KSA ENGINEERS CORP. I-ARIV1008713 KSA ENGINEERS CORP. WTR	R	4/11/2024	868.06		064068		
	KSA ENGINEERS CORP. I-ARIV1008890 RV PARK	R	4/11/2024	18,775.00		064068		
	KSA ENGINEERS CORP. I-ARIV1008900 GADLIN ST IMPROVEMENTS	R	4/11/2024	19,350.00		064068		
	KSA ENGINEERS CORP. I-ARIV1008909	R	4/11/2024	2,272.14		064068		41,265.20
1	KYLE ROGERS I-202404111215 KYLE ROGERS CLOTHING REIMBURSEMENT	R	4/11/2024	138.07		064069		138.07
6990	NETWORK TECHNOLOGIES I-202404111225 NETWORK TECHNOLOGIES WTR	R	4/11/2024	800.00		064070		800.00
0940	PEOPLES TELEPHONE I-202404111224 PEOPLES TELEPHONE ACCT # 0001339701	R	4/11/2024	1,156.99		064071		1,156.99
9150	SANITATION SOLUTIONS I-7371502V200 SANITATION SOLUTIONS ACCT # 5200-29856-001	R	4/11/2024	23,493.28		064072		
	SANITATION SOLUTIONS I-7371506V200 SANITATION SOLUTIONS ACCT # 5200-31040-001	R	4/11/2024	8,338.24		064072		31,831.52
0040	SOUTHERN PETROLEUM LAB INC (AN I-A0603317 SOUTHERN PETROLEUM LAB INC (AN WWTR	R	4/11/2024	2,310.00		064073		2,310.00
0840	SOUTHWESTERN ELECTRIC POWER CO I-202404111217 SOUTHWESTERN ELECTRIC POWER CO ACCT # 961-786-536-1-2	R	4/11/2024	7,836.51		064074		
	SOUTHWESTERN ELECTRIC POWER CO I-202404111218 SOUTHWESTERN ELECTRIC POWER CO ACCT # 969-023-655-0-9	R	4/11/2024	10.02		064074		
	SOUTHWESTERN ELECTRIC POWER CO I-202404111219 SOUTHWESTERN ELECTRIC POWER CO ACCT #697-535-845-0-5	R	4/11/2024	13.24		064074		
	SOUTHWESTERN ELECTRIC POWER CO I-202404111220 SOUTHWESTERN ELECTRIC POWER CO ACCT #965-078-837-0-8	R	4/11/2024	30.36		064074		
	SOUTHWESTERN ELECTRIC POWER CO I-202404111221 SOUTHWESTERN ELECTRIC POWER CO	R	4/11/2024	14.54		064074		7,904.67

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ACCT # 963-224-875-0-3								
1140	STATE COMPTROLLER							
I-202404111216	STATE COMPTROLLER	R	4/11/2024	12.00		064075		12.00
190	TEXAS MUNICIPAL LEAGUE							
I-06/01/24 - 5/31/25	TEXAS MUNICIPAL LEAGUE	R	4/11/2024	976.00		064076		976.00
	MEMBER SERVICE FEE							
4330	TOBY BOATMAN GARAGE DOORS							
I-202404111222	TOBY BOATMAN GARAGE DOORS	R	4/11/2024	2,525.00		064077		2,525.00
	MAINT							
4220	UNDERGROUND UTILITY SUPPL							
I-280088	UNDERGROUND UTILITY SUPPL	R	4/11/2024	439.76		064078		439.76
	SO #216449							
3190	USA BLUE BOOK HD SUPPLY, INC							
I-INV00313523	USA BLUE BOOK HD SUPPLY, INC	R	4/11/2024	535.73		064079		535.73
	CUST # 543084							
0011	7-H CONSTRUCTION COMPANY, INC.							
I-012	7-H CONSTRUCTION COMPANY, INC.	R	4/16/2024	47,789.00		064080		47,789.00
	RV PARK							
0220	GALL'S INC.							
I-027512308	GALL'S INC.	R	4/16/2024	1,737.98		064081		1,737.98
	ACCT # 3868729							
0880	CENTER POINT ENERGY							
I-202404161226	CENTER POINT ENERGY	R	4/16/2024	442.23		064082		442.23
	ACCT # 8000040366-9							
0900	GARY R. TRAYLOR & ASSOC.							
I-10224	GARY R. TRAYLOR & ASSOC.	R	4/16/2024	300.00		064083		300.00
	ACCT # V21-0099-Mo							
41	COMPLETE SUPPLY, INC.							
I-342054	COMPLETE SUPPLY, INC.	R	4/16/2024	313.66		064084		313.66
	WWTR							
4260	MARTIN MARIETTA							
I-41655834-A	MARTIN MARIETTA	R	4/16/2024	790.89		064085		790.89
	CUST # 1109023							

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4780	PROJECT ONE ROOFING							
I-2174	PROJECT ONE ROOFING	R	4/16/2024	69,070.89		064086		69,070.89
	CITY HALL							
48	MICHAEL JONES							
I-040624	MICHAEL JONES	R	4/16/2024	300.00		064087		
	HEALTH INSPECTIONS							
I-041124	MICHAEL JONES	R	4/16/2024	900.00		064087		1,200.00
	HEALTH INSPECTIONS							
5000	DATAMAX							
I-LK00241005	DATAMAX	R	4/16/2024	321.95		064088		321.95
	CUST # 60C0010							
5030	O'REILLY AUTO PARTS							
I-1991-463133	O'REILLY AUTO PARTS	R	4/16/2024	11.58		064089		
	CUST # 787306							
I-1991-467317	O'REILLY AUTO PARTS	R	4/16/2024	101.95		064089		
	CUST # 787306							
I-1991-467667	O'REILLY AUTO PARTS	R	4/16/2024	103.27		064089		
	CUST # 787306							
I-1991-467742	O'REILLY AUTO PARTS	R	4/16/2024	47.92		064089		
	CUST # 787306							
I-1991-468566	O'REILLY AUTO PARTS	R	4/16/2024	65.97		064089		330.69
	CUST # 787306							
5530	THE GLOVE FACTORY							
I-202404161227	THE GLOVE FACTORY	R	4/16/2024	1,400.00		064090		1,400.00
6920	B FAB OF TEXAS LLC							
I-11927	B FAB OF TEXAS LLC	R	4/16/2024	374.00		064091		374.00
	PARK							
0480	AIRGAS USA LLC							
I-5507128841	AIRGAS USA LLC	R	4/18/2024	100.70		064101		100.70
	ACCT # 1561442							
221	BLOC DESIGN BUILD							
I-ARIV1000766	BLOC DESIGN BUILD	R	4/18/2024	52,000.00		064102		52,000.00
	ACCT # AARCU0006567							
5040	KELLY BOHLKEN							
I-085392	KELLY BOHLKEN	R	4/18/2024	1,682.05		064103		
	WWTR							
I-085400	KELLY BOHLKEN	R	4/18/2024	5,331.33		064103		
	MAINT							
I-745404	KELLY BOHLKEN	R	4/18/2024	2,273.21		064103		
	FIRE DEPT							
I-834085	KELLY BOHLKEN	R	4/18/2024	660.72		064103		9,947.31

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195	WWTR I-4189778153 CUST # 16552586							
	CINTAS CORPORATION #495	R	4/18/2024	219.77		064104		219.77
	CINTAS CORPORATION #495							
27	I-U686239 ACCT # 197714							
	CORE & MAIN	R	4/18/2024	1,846.01		064105		
	CORE & MAIN							
	I-U689598 ACCT # 197714							
	CORE & MAIN	R	4/18/2024	189.00		064105		2,035.01
0170	I-820578-0 ACCT # 5372252							
	FIRMIN'S BUSINESS ESSENTIALS	R	4/18/2024	488.61		064106		488.61
	FIRMIN'S BUSINESS ESSENTIALS							
1	I-202404181230 CLOTHING REIMBURSEMENT							
	GLENN POOL	R	4/18/2024	116.81		064107		116.81
	GLENN POOL:							
0280	I-A-66501 MAINTENANCE AGREEMENT- CITY HALL							
	JON-WAYNE COMPANY	R	4/18/2024	50.00		064108		50.00
	JON-WAYNE COMPANY							
194	I-202404181228 WWTR							
	LAKWOOD LAND TITLE INC	R	4/18/2024	3,240.00		064109		3,240.00
	LAKWOOD LAND TITLE INC							
4740	I-16575							
	MATHEWS & FREELAND, LLP	R	4/18/2024	160.00		064110		160.00
	MATHEWS & FREELAND, LLP							
3280	I-11855 WWTR							
	MT. VERNON BRAKE & TIRE	R	4/18/2024	189.25		064111		189.25
	MT. VERNON BRAKE & TIRE							
6990	I-07-37539 WTR							
	NETWORK TECHNOLOGIES	R	4/18/2024	588.90		064112		
	NETWORK TECHNOLOGIES							
	I-07-37540 WTR							
	NETWORK TECHNOLOGIES	R	4/18/2024	400.00		064112		988.90
5030	I-1991-465213 ACCT # 787306							
	O'REILLY AUTO PARTS	R	4/18/2024	24.99		064113		
	O'REILLY AUTO PARTS							
	I-1991-469040 ACCT # 787306							
	O'REILLY AUTO PARTS	R	4/18/2024	5.59		064113		
	O'REILLY AUTO PARTS							
	I-1991-469042 ACCT # 7878306							
	O'REILLY AUTO PARTS	R	4/18/2024	3.49		064113		
	O'REILLY AUTO PARTS							

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I-1991-469689	O'REILLY AUTO PARTS	R	4/18/2024	69.30		064113		
ACCT # 787306								
I-1991-469855	O'REILLY AUTO PARTS	R	4/18/2024	43.98		064113		147.35
ACCT # 787306								
8330	RED BUD SUPPLY, INC.							
I-186601	RED BUD SUPPLY, INC.	R	4/18/2024	455.48		064114		
MAINT								
I-187289	RED BUD SUPPLY, INC.	R	4/18/2024	81.46		064114		536.94
MAINT								
0840	SOUTHWESTERN ELECTRIC POWER CO							
I-202404181229	SOUTHWESTERN ELECTRIC POWER CO	R	4/18/2024	2,930.02		064115		2,930.02
ACCT # 964-476-563-0-5								
9420	TYLER TECHNOLOGIES							
I-025-461385	TYLER TECHNOLOGIES	R	4/18/2024	250.00		064116		
ACCT # 43955								
I-025-461494	TYLER TECHNOLOGIES	R	4/18/2024	1,062.50		064116		1,312.50
4220	UNDERGROUND UTILITY SUPPL							
I-280610	UNDERGROUND UTILITY SUPPL	R	4/18/2024	398.07		064117		
WTR								
I-280611	UNDERGROUND UTILITY SUPPL	R	4/18/2024	65.00		064117		463.07
WTR								
27	CORE & MAIN							
I-U336023	CORE & MAIN	R	4/23/2024	408.18		641125		
WTR PLANT								
I-U694500	CORE & MAIN	R	4/23/2024	1,721.52		641125		
WTR PLANT								
I-U711951	CORE & MAIN	R	4/23/2024	196.14		641125		2,325.84
WTR PLANT								
0180	FRANKLIN CO. WATER DIST.							
I-MAY 2024	FRANKLIN CO. WATER DIST.	R	4/23/2024	7,583.33		641126		7,583.33
RAW WATER								
0280	JON-WAYNE COMPANY							
I-F-66566	JON-WAYNE COMPANY	R	4/23/2024	1,150.00		641127		1,150.00
CITY HALL								
0168	MITCHELL WELDING SUPPLY							
I-00477758	MITCHELL WELDING SUPPLY	R	4/23/2024	215.10		641128		215.10
CUST # 08678								



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5540 I-585 925 HOLBROOK	PATRIOT SAND & GRAVEL PATRIOT SAND & GRAVEL	R	4/23/2024	200.00		641129		200.00
8770 I-202404231231 ACCT # 8000-9090-0342-4137	PITNEY BOWES, INC. PITNEY BOWES, INC.	R	4/23/2024	520.99		641130		520.99
1690 I-23401K92405 MAY 2024 INVOICE	TX HEALTH BENEFITS TX HEALTH BENEFITS	R	4/23/2024	23,957.96		641131		23,957.96
4850 I-INV21098 ADM	APPTEGY, INC APPTEGY, INC	R	4/30/2024	2,110.00		641137		2,110.00
214 I-287286529860X04272 ACCT # 287286529860	AT&T MOBILITY AT&T MOBILITY	R	4/30/2024	773.66		641138		773.66
9190 I-MV0424	BOYLES & LOWRY, LLP BOYLES & LOWRY, LLP	R	4/30/2024	2,700.00		641139		2,700.00
195 I-4190526945 ACCT # 16552586	CINTAS CORPORATION #495 CINTAS CORPORATION #495	R	4/30/2024	232.47		641140		232.47
8700 I-39055020405948	COLONIAL LIFE COLONIAL LIFE	R	4/30/2024	221.98		641141		221.98
41 I-342422 FIRE DEPT	COMPLETE SUPPLY, INC. COMPLETE SUPPLY, INC.	R	4/30/2024	151.40		641142		151.40
27 C-U794215 I-U745641 ACCT # 197714 I-U773251 ACCT # 197714	CORE & MAIN CORE & MAIN CORE & MAIN CORE & MAIN	R R	4/30/2024 4/30/2024	921.55CR 148.90		641143 641143		255.09
0130 I-44037 ADM - CHECKS	CRAMER MARKETING CRAMER MARKETING	R	4/30/2024	648.65		641144		648.65

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0210	FRANKLIN CO. APPRISAL DIS							
I-202404301233	FRANKLIN CO. APPRISAL DIS TAX APPRAISAL BUDGET	R	4/30/2024	2,413.50		641145		2,413.50
0160	FRANKLIN CO. TREASURER							
I-202404301234	FRANKLIN CO. TREASURER LIBRARY - 1541.67, DISPATCHERS - 9835.25, ADMIN - 1769.16	R	4/30/2024	13,146.08		641146		13,146.08
0220	GALL'S INC.							
I-0276111193	GALL'S INC. ACCT # 3868729	R	4/30/2024	377.00		641147		377.00
0280	JON-WAYNE COMPANY							
I-F-66570	JON-WAYNE COMPANY CITY HALL	R	4/30/2024	746.63		641148		746.63
4030	KARLA M RIVERA RODRIGUEZ							
I-202404301237	KARLA M RIVERA RODRIGUEZ CITY HALL JANITORIAL SERVICE	R	4/30/2024	185.00		641149		
I-202404301238	KARLA M RIVERA RODRIGUEZ CITY HALL JANITORIAL SERVICE	R	4/30/2024	185.00		641149		370.00
4970	KSA ENGINEERS CORP.							
I-ARIV1006856	KSA ENGINEERS CORP. WTR & WWTR	R	4/30/2024	2,610.00		641150		2,610.00
62	LANDON RAMSAY							
I-202404301235	LANDON RAMSAY MONTHLY PROSECUTOR FEE	R	4/30/2024	300.00		641151		300.00
0126	LIBERTY NATIONAL							
I-202404301236	LIBERTY NATIONAL ACCT# 84974	R	4/30/2024	18.41		641152		18.41
6810	MT. VERNON CEMETERY							
I-202404301232	MT. VERNON CEMETERY BRUCE CD	R	4/30/2024	1,693.06		641153		1,693.06
4940	NEWGEN STRATEGIES & SOLUTIONS							
I-18633	NEWGEN STRATEGIES & SOLUTIONS WTP & WWTP	R	4/30/2024	1,015.00		641154		1,015.00
5030	O'REILLY AUTO PARTS							
I-1991-469790	O'REILLY AUTO PARTS ACCT # 787306	R	4/30/2024	20.89		641155		
I-1991-470190	O'REILLY AUTO PARTS ACCT # 787306	R	4/30/2024	7.49		641155		28.38

VENDOR SET: 99 City of Mount Vernon  
 BANK: 99 POOLED CASH  
 DATE RANGE: 4/01/2024 THRU 4/30/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0110	PVS DX INC. (DPC INDUSTRIES)							
I-7970001237-24	PVS DX INC. (DPC INDUSTRIES)	R	4/30/2024	425.30		641156		
WWTP								
I-797001236-24	PVS DX INC. (DPC INDUSTRIES)	R	4/30/2024	637.96		641156		1,063.26
WTP								
0840	SOUTHWESTERN ELECTRIC POWER CO							
I-202404301239	SOUTHWESTERN ELECTRIC POWER CO	R	4/30/2024	92.82		641157		
ACCT # 966-135-002-0-4								
I-202404301240	SOUTHWESTERN ELECTRIC POWER CO	R	4/30/2024	118.60		641157		211.42
ACCT # 967-782-223-1-3								
2140	DR. CATHY CRANMORE							
I-202404301243	DR. CATHY CRANMORE	R	4/30/2024	330.00		641158		330.00
ELOUISE JEFFREY								
1000	U. S. POSTMASTER							
I-202404301242	U. S. POSTMASTER	R	4/30/2024	494.91		641159		494.91
0870	VERIZON							
I-9962178379	VERIZON	R	4/30/2024	154.18		641160		154.18
ACCT # 9137245005-00001								

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	145	571,109.90	0.00	571,109.90
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: 99	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			145	571,109.90	0.00	571,109.90
BANK: 99	TOTALS:		145	571,109.90	0.00	571,109.90

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VENDOR SET: 99 City of Mount Vernon  
BANK: EDC EDC CASH  
DATE RANGE: 4/01/2024 THRU 4/30/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
21	EAST TEXAS BROADCASTING							
I-5015-00003	EAST TEXAS BROADCASTING REMOTE BROADCAST	R	4/11/2024	1,800.00		003991		
I-5015-00004	EAST TEXAS BROADCASTING DJ TALENT FEE	R	4/11/2024	125.00		003991		
I-501500002	EAST TEXAS BROADCASTING RADIO ANNOUNCEMENTS	R	4/11/2024	3,376.00		003991		5,301.00
5080	SAMANTHA DEAN							
I-march 2024	SAMANTHA DEAN MARCH RENTAL REIMBURSEMENT	R	4/11/2024	600.00		003992		600.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	5,901.00	0.00	5,901.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0			
	VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 99 BANK: EDC TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	2	5,901.00	0.00	5,901.00
BANK: EDC TOTALS:	2	5,901.00	0.00	5,901.00

VENDOR SET: 99 City of Mount Vernon  
 BANK: PY POOLED-PAYROLL  
 DATE RANGE: 4/01/2024 THRU 4/30/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0980	SOCIAL SECURITY DEPOSIT							
I-T3 04042024	SOCIAL SECURITY	D	4/04/2024	7,957.04		000129		
I-T4 04042024	MEDICARE	D	4/04/2024	1,860.92		000129		9,817.96
0990	FED. WITHHOLDING DEPOSIT							
I-T1 04042024	EMP. WITHHOLDING	D	4/04/2024	3,967.31		000130		3,967.31
0990	FED. WITHHOLDING DEPOSIT							
I-T1 04182024	EMP. WITHHOLDING	D	4/18/2024	4,293.01		000131		4,293.01
0980	SOCIAL SECURITY DEPOSIT							
I-T3 04182024	SOCIAL SECURITY	D	4/18/2024	8,036.34		000132		
I-T4 04182024	MEDICARE	D	4/18/2024	1,879.44		000132		9,915.78
4960	PAYTIENT TECHNOLOGIES INC							
I-PYT04042024	PAYTIENT TECHNOLOGIES, INC	R	4/04/2024	116.67		063991		116.67
4980	EMPLOYEE BENEFITS CORPORATION							
I-HSA04042024	EMPLOYEE BENEFITS CORP	R	4/04/2024	235.83		063992		235.83
5090	TEXAS CHILD SUPPORT DISB. UNIT							
I-CC 04042024	CHILD CARE	R	4/04/2024	11.54		063993		11.54
4980	EMPLOYEE BENEFITS CORPORATION							
I-HSA04182024	EMPLOYEE BENEFITS CORP	R	4/18/2024	270.83		064098		270.83
4960	PAYTIENT TECHNOLOGIES INC							
I-PYT04182024	PAYTIENT TECHNOLOGIES, INC	R	4/18/2024	132.37		064099		132.37
5090	TEXAS CHILD SUPPORT DISB. UNIT							
I-CC 04182024	CHILD CARE	R	4/18/2024	11.54		064100		11.54

\* \* T O T A L S \* \*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	6	778.78	0.00	778.78
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	4	27,994.06	0.00	27,994.06
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

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A/P HISTORY CHECK REPORT

PAGE:

Item 2.

VENDOR SET: 99 City of Mount Vernon  
BANK: PY POOLED-PAYROLL  
DATE RANGE: 4/01/2024 THRU 4/30/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
				INVOICE AMOUNT		DISCOUNTS		CHECK AMOUNT
VENDOR SET: 99	BANK: PY	TOTALS:	NO	28,772.84		0.00		28,772.84
BANK: PY	TOTALS:		10	28,772.84		0.00		28,772.84
REPORT TOTALS:			157	605,783.74		0.00		605,783.74

SELECTION CRITERIA

VENDOR SET: 99-City of Mt. Vernon  
VENDOR: ALL  
BANK CODES: All  
FUNDS: All

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999  
DATE RANGE: 4/01/2024 THRU 4/30/2024  
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99  
INCLUDE ALL VOIDS: YES

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES  
PRINT G/L: NO  
UNPOSTED ONLY: NO  
EXCLUDE UNPOSTED: NO  
MANUAL ONLY: NO  
STUB COMMENTS: YES  
REPORT FOOTER: NO  
CHECK STATUS: NO  
PRINT STATUS: \* - All

# ***A Proclamation by the City of Mount Vernon***

**WHEREAS,** historic preservation is an effective tool for managing growth and sustainable development, revitalizing neighborhoods, fostering local pride and maintaining community character while enhancing livability; and

**WHEREAS,** historic preservation is relevant for communities across the nation, both urban and rural and for Americans of all ages, all walks of life and all ethnic backgrounds; and

**WHEREAS,** it is important to celebrate the role of history in our lives and the contributions made by dedicated individuals in helping to preserve the tangible aspects of the heritage that has shaped us as people; and

**WHEREAS,** National Preservation Month 2024 is cosponsored by Historic Restorations and the National Trust for Historic Preservation.

***NOW, THEREFORE, I Brad Hyman, do proclaim May 2024 as***

## **National Preservation Month**

And call upon the people of the City of Mount Vernon, Texas to join their fellow citizens across the United States in recognizing and participating in this special observance.

***IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Mt. Vernon to be affixed this 13<sup>th</sup> day of May 2024.***

---

**Mayor, City of Mount Vernon**





May 13, 2024

# WATER & WASTEWATER COST OF SERVICE CITY OF MOUNT VERNON, TX

Presented by:  
Grant Rabon, Partner



# METHODOLOGY



- Development of Test Year
- Revenue Requirement Forecast
- Billing Data Reconciliation
- Revenue Under Current Rates
- Rate Design and Revenue Under Proposed Rates

# KEY FINDINGS



- Insufficient revenues under current rates
- Funding for infrastructural improvements needed
- **Revenue requirement assumes support for capital projects from external sources**

# WATER REVENUE REQUIREMENT FORECAST

	Year 1	Year 2	Year 3	Year 4	Year 5
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Total Water Expenses	\$ 1,052,988	\$ 1,092,797	\$ 1,134,167	\$ 1,177,162	\$ 1,221,844
Less: Revenue Offsets	\$ (35,725)	\$ (35,725)	\$ (35,725)	\$ (35,725)	\$ (35,725)
<b>Water Net Revenue Requirement</b>	<b>\$ 1,017,263</b>	<b>\$ 1,057,072</b>	<b>\$ 1,098,442</b>	<b>\$ 1,141,437</b>	<b>\$ 1,186,119</b>

# SEWER REVENUE REQUIREMENT FORECAST

	Year 1	Year 2	Year 3	Year 4	Year 5
	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Total Sewer Expenses	\$ 850,249	\$ 882,727	\$ 916,499	\$ 951,614	\$ 988,126
Less: Revenue Offsets	\$ (35,725)	\$ (35,725)	\$ (35,725)	\$ (35,725)	\$ (35,725)
<b>Sewer Net Revenue Requirement</b>	<b>\$ 814,524</b>	<b>\$ 847,002</b>	<b>\$ 880,774</b>	<b>\$ 915,889</b>	<b>\$ 952,401</b>

# CURRENT AND PROPOSED WATER RATES – FIXED CHARGES

	Current	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Residential Inside	\$ 25.00	\$ 25.00	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00
Commercial Inside	\$ 31.00	\$ 31.00	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00
Residential Outside	\$ 35.00	\$ 35.00				
Commercial Outside	\$ 49.06	\$ 49.06				
<u>Multi-Unit/Hotel</u> <u>Meter Size (count)</u>						
5/8" (0)	\$ 34.19	\$ 34.19	\$ 33.00	\$ 33.00	\$ 33.00	\$ 33.00
3/4" (1)	34.19	34.19	49.50	49.50	49.50	49.50
1" (2)	39.63	39.63	82.50	82.50	82.50	82.50
1.5" (5)	77.70	77.70	165.00	165.00	165.00	165.00
2" (6)	99.45	99.45	264.00	264.00	264.00	264.00
3" (1)	175.59	175.59	495.00	495.00	495.00	495.00
4" (0)	300.67	300.67	825.00	825.00	825.00	825.00
Sprinklers	\$ -	\$ -	\$ 16.50	\$ 16.50	\$ 16.50	\$ 16.50

# CURRENT AND PROPOSED WATER RATES – VOLUMETRIC CHARGES

	Current	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
<u>Residential &amp; Commercial (Inside)</u>						
0-1000 gals	\$ -	\$ -	\$ 4.20	\$ 4.20	\$ 4.20	\$ 4.20
1001-8999 gals	3.75	3.75	5.25	5.25	5.25	5.25
9000 - 20999 gals	4.00	4.00	6.30	6.30	6.30	6.30
21000 - 40999 gals	4.25	4.25	7.25	7.25	7.25	7.25
41000+	4.50	4.50	7.97	7.97	7.97	7.97
<u>Residential &amp; Commercial (Outside)</u>						
0-1000 gals	\$ -	\$ -				
1001-8999 gals	4.50	4.50				
9000 - 20999 gals	4.75	4.75				
21000 - 40999 gals	5.00	5.00				
41000+	5.25	5.25				

# CURRENT AND PROPOSED WATER RATES – VOLUMETRIC CHARGES CONT'D

	Current	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
<u>Multi-Unit/Hotel</u>						
0-1000 gals	\$ -	\$ -	\$ 4.20	\$ 4.20	\$ 4.20	\$ 4.20
1001-8999 gals	3.75	3.75	4.20	4.20	4.20	4.20
9000 - 20999 gals	3.75	3.75	4.20	4.20	4.20	4.20
21000 - 40999 gals	3.75	3.75	4.20	4.20	4.20	4.20
41000+	3.75	3.75	4.20	4.20	4.20	4.20
<u>Sprinklers</u>						
0-1000 gals	\$ -	\$ -	\$ 5.00	\$ 5.00	\$ 5.00	\$ 5.00
1001-8999 gals	3.75	3.75	6.25	6.25	6.25	6.25
9000 - 20999 gals	4.00	4.00	7.50	7.50	7.50	7.50
21000 - 40999 gals	4.25	4.25	8.63	8.63	8.63	8.63
41000+	4.50	4.50	9.49	9.49	9.49	9.49



# CURRENT AND PROPOSED SEWER RATES – FIXED CHARGES

	Current	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Residential Inside	\$ 26.00	\$ 26.00	\$ 34.00	\$ 34.00	\$ 34.00	\$ 34.00
Commercial Inside	\$ 28.00	\$ 28.00	\$ 34.00	\$ 34.00	\$ 34.00	\$ 34.00
Residential Outside	\$ 38.00	\$ 38.00				
Commercial Outside	\$ 40.00	\$ 40.00				
<u>Multi-Unit/Hotel</u> <u>Meter Size (count)</u>						
5/8" (0)	\$ 37.41	\$ 37.41	\$ 34.00	\$ 34.00	\$ 34.00	\$ 34.00
3/4" (1)	37.41	37.41	51.00	51.00	51.00	51.00
1" (2)	45.51	45.51	85.00	85.00	85.00	85.00
1.5" (5)	86.03	86.03	170.00	170.00	170.00	170.00
2" (6)	117.45	117.45	272.00	272.00	272.00	272.00
3" (1)	215.69	215.69	510.00	510.00	510.00	510.00
4" (0)	375.75	375.75	850.00	850.00	850.00	850.00

# CURRENT AND PROPOSED SEWER RATES – VOLUMETRIC CHARGES

	Current	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
<u>Residential, Multi-Unit/Hotel &amp; Commercial (Inside)</u>						
0-1000 gals	\$ -	\$ -	\$ 4.55	\$ 4.55	\$ 4.55	\$ 4.55
1001-8999 gals	4.00	4.00	4.78	4.78	4.78	4.78
9000 - 20999 gals	4.05	4.05	5.02	5.02	5.02	5.02
21000 - 40999 gals	4.10	4.10	5.27	5.27	5.27	5.27
41000+	4.15	4.15	5.53	5.53	5.53	5.53
<u>Residential &amp; Commercial (Outside)</u>						
0-1000 gals	\$ -	\$ -				
1001-8999 gals	5.00	5.00				
9000 - 20999 gals	5.05	5.05				
21000 - 40999 gals	5.10	5.10				
41000+	5.15	5.15				

# CURRENT AND PHASE-IN WATER RATES – FIXED CHARGES

Alternative Phase-In

	Current	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Residential Inside	\$ 25.00	\$ 25.00	\$ 27.00	\$ 29.00	\$ 31.00	\$ 33.00
Commercial Inside	\$ 31.00	\$ 31.00	\$ 27.00	\$ 29.00	\$ 31.00	\$ 33.00
Residential Outside	\$ 35.00	\$ 35.00				
Commercial Outside	\$ 49.06	\$ 49.06				
<u>Multi-Unit/Hotel Meter Size (count)</u>						
5/8" (0)	\$ 34.19	\$ 34.19	\$ 27.00	\$ 29.00	\$ 31.00	\$ 33.00
3/4" (1)	34.19	34.19	38.02	41.85	45.67	49.50
1" (2)	39.63	39.63	50.35	61.07	71.78	82.50
1.5" (5)	77.70	77.70	99.53	121.35	143.18	165.00
2" (6)	99.45	99.45	140.59	181.73	222.86	264.00
3" (1)	175.59	175.59	255.44	335.30	415.15	495.00
4" (0)	300.67	300.67	431.75	562.84	693.92	825.00
Sprinklers	\$ -	\$ -	\$ 13.50	\$ 14.50	\$ 15.50	\$ 16.50

# CURRENT AND PHASE-IN WATER RATES – VOLUMETRIC CHARGES

Alternative Phase-In

	Current	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
<u>Residential &amp; Commercial (Inside)</u>						
0-1000 gals	\$ -	\$ -	\$ 3.30	\$ 3.60	\$ 3.90	\$ 4.20
1001-8999 gals	3.75	3.75	4.13	4.50	4.88	5.25
9000 - 20999 gals	4.00	4.00	4.95	5.40	5.85	6.30
21000 - 40999 gals	4.25	4.25	5.69	6.21	6.73	7.25
41000+	4.50	4.50	6.26	6.83	7.40	7.97
<u>Residential &amp; Commercial (Outside)</u>						
0-1000 gals	\$ -	\$ -				
1001-8999 gals	4.50	4.50				
9000 - 20999 gals	4.75	4.75				
21000 - 40999 gals	5.00	5.00				
41000+	5.25	5.25				

# CURRENT AND PHASE-IN WATER RATES – VOLUMETRIC CHARGES CONT'D

Alternative Phase-In

	Current	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
<u>Multi-Unit/Hotel</u>						
0-1000 gals	\$ -	\$ -	\$ 3.30	\$ 3.60	\$ 3.90	\$ 4.20
1001-8999 gals	3.75	3.75	3.30	3.60	3.90	4.20
9000 - 20999 gals	3.75	3.75	3.30	3.60	3.90	4.20
21000 - 40999 gals	3.75	3.75	3.30	3.60	3.90	4.20
41000+	3.75	3.75	3.30	3.60	3.90	4.20
<u>Sprinklers</u>						
0-1000 gals	\$ -	\$ -	\$ 4.00	\$ 4.30	\$ 4.70	\$ 5.00
1001-8999 gals	3.75	3.75	5.00	5.38	5.88	6.25
9000 - 20999 gals	4.00	4.00	6.00	6.45	7.05	7.50
21000 - 40999 gals	4.25	4.25	6.90	7.42	8.11	8.63
41000+	4.50	4.50	7.59	8.16	8.92	9.49

# CURRENT AND PHASE-IN SEWER RATES – FIXED CHARGES

Alternative Phase-In

	Current	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Residential Inside	\$ 26.00	\$ 26.00	\$ 28.00	\$ 30.00	\$ 32.00	\$ 34.00
Commercial Inside	\$ 28.00	\$ 28.00	\$ 28.00	\$ 30.00	\$ 32.00	\$ 34.00
Residential Outside	\$ 38.00	\$ 38.00				
Commercial Outside	\$ 40.00	\$ 40.00				
<u>Multi-Unit/Hotel</u> <u>Meter Size (count)</u>						
5/8" (0)	\$ 37.41	\$ 37.41	\$ 28.00	\$ 30.00	\$ 32.00	\$ 34.00
3/4" (1)	37.41	37.41	40.81	44.21	47.60	51.00
1" (2)	45.51	45.51	55.38	65.26	75.13	85.00
1.5" (5)	86.03	86.03	107.02	128.02	149.01	170.00
2" (6)	117.45	117.45	156.09	194.73	233.36	272.00
3" (1)	215.69	215.69	289.27	362.85	436.42	510.00
4" (0)	375.75	375.75	494.31	612.88	731.44	850.00

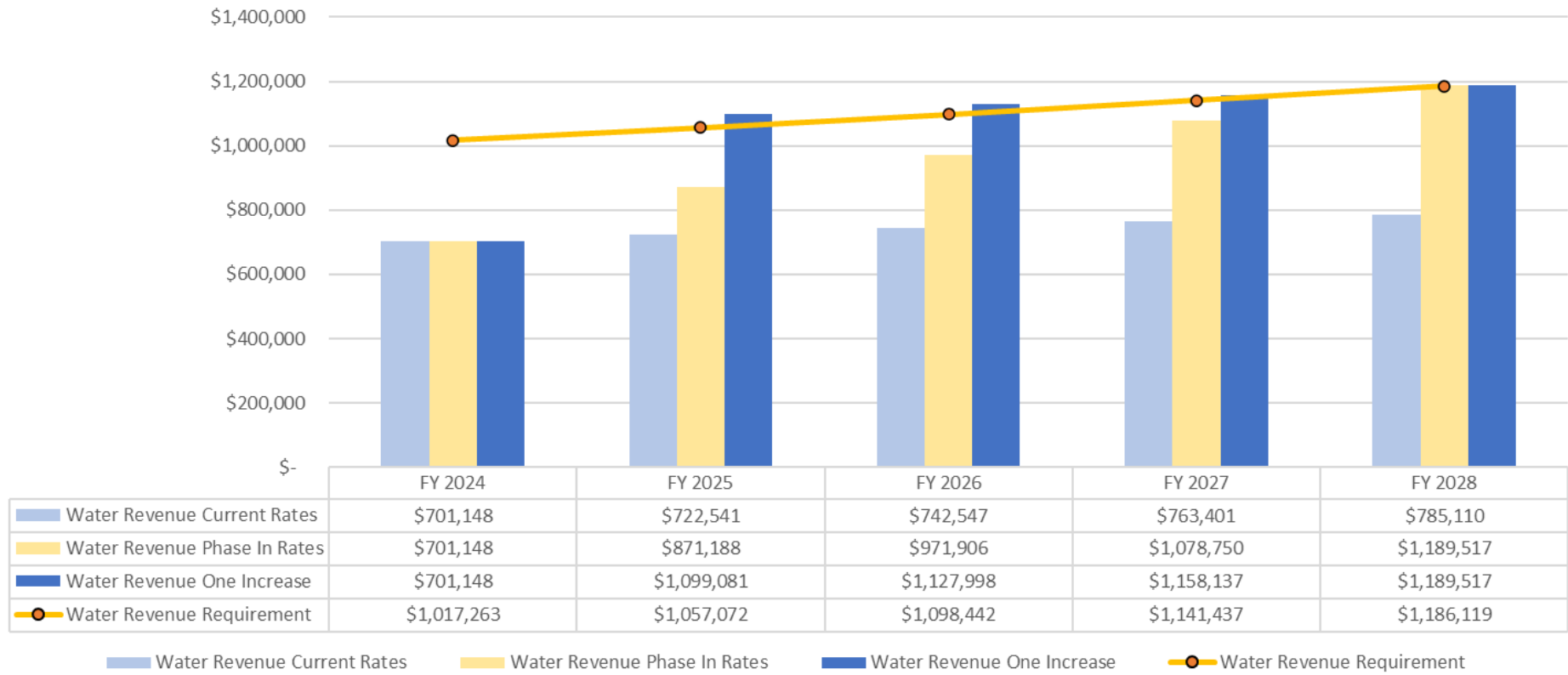
# CURRENT AND PHASE-IN SEWER RATES – VOLUMETRIC CHARGES

Alternative Phase-In

	Current	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
<u>Residential, Multi-Unit/Hotel &amp; Commercial (Inside)</u>						
0-1000 gals	\$ -	\$ -	\$ 3.80	\$ 4.05	\$ 4.30	\$ 4.55
1001-8999 gals	4.00	4.00	3.99	4.25	4.52	4.78
9000 - 20999 gals	4.05	4.05	4.19	4.47	4.74	5.02
21000 - 40999 gals	4.10	4.10	4.40	4.69	4.98	5.27
41000+	4.15	4.15	4.62	4.92	5.23	5.53
<u>Residential &amp; Commercial (Outside)</u>						
0-1000 gals	\$ -	\$ -				
1001-8999 gals	5.00	5.00				
9000 - 20999 gals	5.05	5.05				
21000 - 40999 gals	5.10	5.10				
41000+	5.15	5.15				

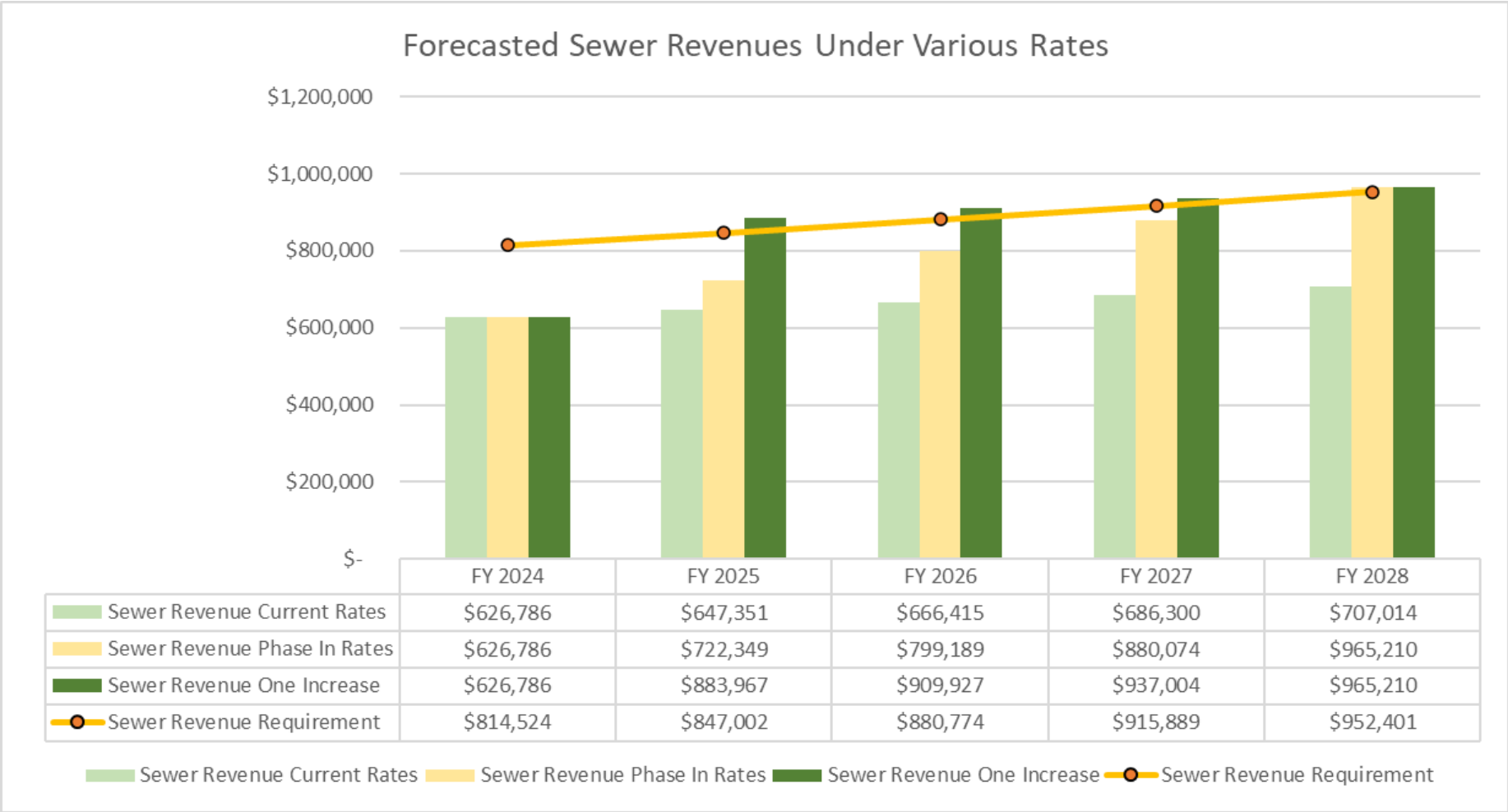
# WATER REVENUE PERFORMANCE

Forecasted Water Revenues Under Various Rates





# SEWER REVENUE PERFORMANCE



# Impact on Fund Balances

Item 4.

Proposed	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Beginning Balance	\$ 1,300,232	\$ 796,379	\$ 890,602	\$ 964,560	\$ 1,017,625
Water Over/(Under) Recovery	(316,115)	57,259	44,805	31,950	18,648
Sewer Over/(Under) Recovery	(187,738)	36,965	29,153	21,115	12,808
Ending Balance	\$ 796,379	\$ 890,602	\$ 964,560	\$ 1,017,625	\$ 1,049,081
Cash O&M Expenses	\$ 1,609,309	\$ 1,671,150	\$ 1,735,428	\$ 1,802,239	\$ 1,871,684
Days Cash on Hand	181	195	203	206	205
Alternative Phase-In	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Beginning Balance	\$ 1,300,232	\$ 796,379	\$ 497,823	\$ 302,773	\$ 218,432
Water Over/(Under) Recovery	(316,115)	(173,902)	(113,465)	(48,527)	18,648
Sewer Over/(Under) Recovery	(187,738)	(124,654)	(81,585)	(35,815)	12,808
Ending Balance	\$ 796,379	\$ 497,823	\$ 302,773	\$ 218,432	\$ 249,888
Cash O&M Expenses	\$ 1,609,309	\$ 1,671,150	\$ 1,735,428	\$ 1,802,239	\$ 1,871,684
Days Cash on Hand	181	109	64	44	49

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# Monthly Residential Customer Sample Water and Sewer Bill Impact

Item 4.

Proposed	Current	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
5,000 Gallons						
Total Water Bill	\$ 40.00	\$ 40.00	\$ 58.20	\$ 58.20	\$ 58.20	\$ 58.20
Total Sewer Bill	\$ 42.00	\$ 42.00	\$ 57.66	\$ 57.66	\$ 57.66	\$ 57.66
Total	\$ 82.00	\$ 82.00	\$ 115.86	\$ 115.86	\$ 115.86	\$ 115.86
Year-Over-Year Increase (\$)		\$ -	\$ 33.86	\$ -	\$ -	\$ -
Year-Over-Year Increase (%)		0.0%	41.3%	0.0%	0.0%	0.0%
Alternative Phase-In	Current	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
5,000 Gallons						
Total Water Bill	\$ 40.00	\$ 40.00	\$ 46.80	\$ 50.60	\$ 54.40	\$ 58.20
Total Sewer Bill	\$ 42.00	\$ 42.00	\$ 47.76	\$ 51.06	\$ 54.36	\$ 57.66
Total	\$ 82.00	\$ 82.00	\$ 94.56	\$ 101.66	\$ 108.76	\$ 115.86
Year-Over-Year Increase (\$)		\$ -	\$ 12.56	\$ 7.10	\$ 7.10	\$ 7.10
Year-Over-Year Increase (%)		0.0%	15.3%	7.5%	7.0%	6.5%

# Benchmarking Rates

Water Fees By Population Category  
Summary  
2023

Population Group	No. of Cities Reporting	Avg. Total Customers	Residential Water		Commercial Water		
			Average Usage	Average Fee For		Average Fee For	
				5,000 Gal.	10,000 Gal.	50,000 Gal.	200,000 Gal.
2,000 OR LESS	208	452	5,266	48.56	76.91	359.25	1,332.43
2,001 - 5,000	101	1,366	6,155	87.67	74.30	364.17	1,456.94

Source: Texas Municipal League - <https://www.tml.org/ArchiveCenter/ViewFile/Item/211>

## Standard Rates for 5/8" meter

Monthly Minimum: \$34.50  
Per 1,000 gal. \$ 6.05

## Average Billing Examples

Average billing example for 5/8" meter

Usage (gal.):	Bill Total:
2,000	\$46.66
5,000	\$64.91
10,000	\$95.31

Cypress Springs Rates. Source: [Rates & Policies | Cypress Springs Special Utility District \(cssudpay.com\)](#), retrieved 4/4/2024

## RECOMMENDATIONS

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1. Implement Proposed Rates as soon as practical
2. Charge outside-City customers same rates as inside-City customers
3. Charge volumetric rate for all consumption/flow (no “free” water/sewer)
4. Implement fixed charge for sprinkler customers





# QUESTIONS / DISCUSSION

**NEWGEN STRATEGIES AND SOLUTIONS**  
**8140 NORTH MOPAC EXPRESSWAY**  
**SUITE 1-240 AUSTIN, TX 78759**

**GRANT RABON, PARTNER**  
**512-900-8232**  
**GRABON@NEWGENSTRATEGIES.NET**

**RESOLUTION 24-09****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
MOUNT VERNON, TEXAS, DESIGNATING *THE MOUNT PLEASANT DAILY TRIBUNE*  
AS THE OFFICIAL NEWSPAPER OF THE CITY  
OF MOUNT VERNON, TEXAS.**

**WHEREAS**, Section 2051.044 of the Texas Government Code provides that the City Council shall select a newspaper to publish notices; and,

**WHEREAS**, the City Council of the City of Mount Vernon desires to officially designate the official public newspaper of the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF MOUNT VERNON, TEXAS, THAT:**

**SECTION 1.** The City Council of the City of Mount Vernon hereby designates *The Mount Pleasant Daily Tribune*, a public newspaper of the City of Mount Vernon, Texas, as the official newspaper of said City.

**SECTION 2.** This resolution shall become effective immediately upon its passage.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, TEXAS,  
ON THIS THE 13TH DAY OF MAY, 2024.**

---

**BRAD HYMAN - MAYOR**

**ATTEST:**

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**KATHY LOVIER - CITY SECRETARY**

MELISSA MCSWAIN CLAWSON  
TAX ASSESSOR COLLECTOR

Item 6.

RECEIVED  
APR 01 2024

BY: \_\_\_\_\_

March 28, 2024

City of Mt. Vernon  
PO BOX 597  
Mount Vernon, TX 75457

Att: Craig Lindholm

Dear Mr. Lindholm:

I have enclosed a new interlocal agreement between Franklin County and City of Mt. Vernon for tax collection. I am requesting this be submitted to your Council for approval as well. If approved please sign the back page and return the original to my office. Please call me if you have further questions.

Regards,

  
Melissa McSwain Clawson, PCC, CTOP  
Franklin County  
Tax Assessor/Collector

FRANKLIN COUNTY TAX OFFICE

P. O. Box 70 903-537-2358 PHONE  
MT. VERNON, TX 75457 903-537-3483 FAX

MMCSWAIN@CO.FRANKLIN.TX.US

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THE STATE OF TEXAS §  
COUNTY OF FRANKLIN §

INTERLOCAL COOPERATION AGREEMENT - TAX COLLECTION

**THIS AGREEMENT** is made and entered into this **1<sup>ST</sup> day of May 2024** by and between **FRANKLIN COUNTY**, political subdivision of the State of Texas, hereinafter referred to as "**COUNTY**," and **CITY OF MT. VERNON**, Franklin County, Texas, also a political subdivision of the State of Texas, hereinafter referred to as "**CITY**."

**WHEREAS, COUNTY and CITY** mutually desire to be subject to the provisions of V.T.C.A. Government code, Chapter 791, the Interlocal Cooperation Act, and V.T.C.A., Tax Code, Section 6.24; and

**WHEREAS, CITY** has the authority to authorize the **COUNTY** to act as tax assessor and collector for **CITY** and the **COUNTY** has the authority to so act;

**NOW THEREFORE, COUNTY and CITY**, for the mutual consideration hereinafter stated, agree and understand as follows:

**I.**

The effective date of this agreement shall be the **1<sup>st</sup> day of May 2024**. The term of this Agreement shall be for a period of one year, from **May 1, 2024** to and through **April 30, 2025**. This agreement is subject to renewal for an additional one-year term unless terminated in writing by the Franklin County Commissioners Court or the Council of the **CITY**. Such written notice shall be given no later than ninety days in advance of the expiration date of the agreement, or no later than ninety days in advance of the termination date of any renewal agreement as provided herein.

**II.**

For the purposes and consideration herein stated and contemplated, **COUNTY** shall provide the following necessary and appropriate services for the **CITY** to the maximum extent authorized by this agreement, without regard to race, sex, religion, color, age, disability or national origin;

1. **COUNTY**, by and through its duly elected tax assessor-collector, shall serve as tax assessor-collector for **CITY** for ad valorem tax collection purposes for fiscal year 2024 and each fiscal year thereafter, as herein provided. **COUNTY** agrees to perform for the **CITY** all necessary duties hereby authorized, and the **CITY** does hereby expressly authorize **COUNTY** to do and perform all acts necessary and proper to assess and collect taxes for the **CITY**. **COUNTY** agrees to collect base taxes, penalties, interest and attorney's fees.

2. **COUNTY** agrees to prepare and mail all tax statements, provide monthly collection reports to the **CITY**, prepare tax certificates, develop and maintain both current and delinquent tax rolls, meet the requirements of Section 26.04 of the Texas Tax Code and develop and maintain such other records and forms as are necessary or required by law, State rules and/or regulations.
3. **CITY** agrees to promptly deliver to the possession and control of **COUNTY** all records it has accumulated and developed in assessment and collection of taxes, and to cooperate in furnishing or locating any other information and records needed by **COUNTY** to perform its duties under the terms and conditions hereof.
4. **COUNTY** agrees to allow an audit of the tax records of **CITY** during normal working hours with at least 48 hours advance written notice to **COUNTY**. The expense of any and all such audit and/or audits shall be paid for solely by **CITY**. A copy of any and all such audit and/or audits shall be furnished to **COUNTY**.
5. If required by **CITY**, **COUNTY** agrees to obtain a surety bond for the County Tax Assessor/Collector, such bond to be conditioned on the faithful performance of his/her lawful duties, payable to and in an amount determined by the governing body of the **CITY**. The premium for any and all such bonds as may be required by the **CITY** shall be borne solely by **CITY**.
6. **COUNTY** agrees that it will mail weekly collection reports to **CITY** listing current taxes, delinquent taxes, penalties and interest; provide monthly Maintenance and Operation, hereinafter referred to as M & O, and Interest and Sinking, hereinafter referred to as I & S, collection reports; provide monthly recap reports; and provide monthly attorney fee collection reports.
7. **CITY** retains its right to select its own delinquent tax collection attorney and **COUNTY** agrees to reasonably cooperate with said attorney in the collection of delinquent taxes and related activities.
8. Tax Certificates fees will be retained by the **COUNTY**. Any interest that may be accumulated will be retained by the **COUNTY**.

**III.**

**COUNTY** shall designate and does hereby designate the County Tax Assessor/Collector to act on behalf of the **COUNTY** Tax Office, and to serve as Liaison for **COUNTY** with and between **COUNTY and CITY**. County Tax Assessor/Collector and his/her designated substitute, shall ensure the performance of all duties and obligations of **COUNTY** as herein stated; shall devote sufficient time and attention to the execution of said duties on behalf of **COUNTY** in full compliance with the terms and conditions of this agreement; shall provide immediate and direct supervision of the **COUNTY** Tax Office employees, agents, contractors, subcontractors, and/or laborers, if any, in the furtherance of the purposes, terms and conditions of this Agreement for the mutual benefit of **COUNTY** and **CITY**.

## IV.

**CITY** shall designate and does hereby designate the **Mayor** to act on behalf of **CITY**, and to serve as Liaison for **CITY** by and between **COUNTY** and the **COUNTY** Tax Office to ensure the performance of all duties and obligations of **CITY** as herein stated; shall devote sufficient time and attention to the execution of said duties on behalf of **CITY** in full compliance with the terms and conditions of this agreement; shall provide immediate and direct supervision of the **CITY** employees, agents, contractors, subcontractors, and/or laborers, if any, the furtherance of the purposes, terms and conditions of this Agreement for the mutual benefit of **CITY** and **COUNTY**.

## V.

**COUNTY** agrees to and accepts full responsibility for the acts, negligence, and/or omissions of all **COUNTY** employees and agents, subcontractors and/or contract laborers, and for those of other persons doing work under a contract or agreement with said **COUNTY**.

## VI.

**CITY** agrees to and accepts full responsibility for the acts, negligence, and/or omissions of all **CITY** employees and agents, subcontractors and/or contract laborers, and for those of all other persons doing work under a contract or agreement with said **CITY**.

## VII.

**CITY** understands and agrees that **CITY**, its employees, servants, agents and representatives shall at no time represent themselves to be employees, servants, agents and/or representatives of **COUNTY**, **COUNTY** understands and agrees that **COUNTY**, its employees, servants, agents, and representatives shall at no time represent themselves to be employees, servants, agents and/or representatives of **CITY**, other than as tax collectors.

## VIII.

**COUNTY** is a political subdivision of the State of Texas. The address of **COUNTY** is:

County Judge of Franklin County  
200 N Kaufman  
Mt Vernon, TX 75457  
Telephone 903-537-2342 Ext 442

**CITY** is a political subdivision of the State of Texas. The address of **CITY** is;

City of Mt. Vernon  
PO Box 597  
Mt. Vernon, TX 75457  
Telephone 903-537-2252

### IX.

For the services rendered during the 2024 tax year as herein above stated, **CITY** agrees to pay the **COUNTY** for the receipting, bookkeeping, issuing, and mailing of tax statements as follow:

1. In monthly payments.
2. The current tax statements will be normally mailed on or before October 15. Rollback situation(s) in other entities could possibly extend this deadline.
3. The taxing unit shall pay to the County an amount equal to one percent (1%) of the total taxes collected for the taxing unit for cost of collection.

**CITY** understands and agrees that **COUNTY** will bill **CITY** monthly for which charges are permitted as stated above for services rendered. Payment is due upon receipt of the statement.

**CITY** further understands and agrees that **COUNTY** (at its sole discretion) may increase or decrease the amounts charged to **CITY** for any successive agreements between **CITY** and **COUNTY** for the services hereinabove stated with written notice to **CITY** of any such increase or decrease in the fee for said services.

### X.

**COUNTY** agrees to remit to **CITY** weekly by check all taxes, penalties and interest collected on **CITY'S** behalf.

### XI.

In the event of notice of termination, a withdrawing party shall be obligated to pay such payments as are required by this agreement through the entire balance of the tax year in which notice is given and **COUNTY** shall be obligated to provide services pursuant to this agreement, as hereinabove set forth, during such period.

### XII.

This agreement represents the entire agreement between **CITY** and **COUNTY** and supersedes all prior negotiations, representations and/or agreements, either written or oral. This agreement may be amended only by written instrument signed by the governing bodies of both **CITY** and **COUNTY** or those authorized to sign on behalf of those governing bodies.

### XIII.

The validity of this agreement and of any of its terms or provisions, as well as the rights and duties of the parties hereto, shall be governed by the laws of the State of Texas, Further, this agreement shall be performable and all compensation payable in **FRANKLIN COUNTY, TEXAS**.

**XIV.**

In the event that any portion of this agreement shall be found to be contrary to law, it is the intent of the parties hereto that the remaining portions shall remain valid and in full force and effect to the extent possible.

**XV.**

The undersigned officer and/or agent of the parties hereto are the properly authorized officials and have the necessary authority to execute this agreement on behalf of the parties hereto, and each party hereby certifies to the other that any necessary resolutions extending said authority have been duly passed and are now in full force and effect.

Executed in duplicate originals this, the 25<sup>th</sup> day of MARCH 2024

COUNTY

City of Mt. Vernon

Franklin County, Texas  
200 N. Kaufman  
Mt. Vernon, TX 75457

City of Mt. Vernon  
PO Box 597  
Mt. Vernon, TX 75457

BY: Scott Lee  
Franklin County Judge

BY: \_\_\_\_\_  
Mayor

Acting on behalf of and by the  
Authority of the Commissioners Court  
Of Franklin County, Texas

Acting on behalf of and by the  
authority of City of Mt. Vernon.

ATTEST:



ATTEST:

BY: Brook Bussell  
Brook Bussell  
Franklin County Clerk

BY: \_\_\_\_\_  
Secretary

APPROVED AS TO FORM AND CONTENT:

m.u  
Franklin County Tax Assessor/Collector

APPROVED AS TO FORM:

Landon Ramsay  
Landon Ramsay  
Franklin County Attorney





PROMULGATED BY THE TEXAS REAL ESTATE COMMISSION (TREC)
FARM AND RANCH CONTRACT

11-07-2022



NOTICE: Designed For Use In Sales Of Existing Farms Or Ranches Of Any Size. Not For Use In Complex Transactions.

1. PARTIES: The parties to this contract are Cody Parris, Jarred Pickett and Cole Hoskison (Seller) and City of Mount Vernon (Buyer). Seller agrees to sell and convey to Buyer and Buyer agrees to buy from Seller the Property defined below.

2. PROPERTY: The land, improvements, accessories and crops except for the exclusions and reservations, are collectively referred to as the Property (Property).

A. LAND: The land situated in the County (or Counties) of Franklin Texas, described as follows: 40 +/- Acres to be surveyed from the SW corner of the attached survey. Further described in the attached Exhibit A Map

or as described on attached exhibit, also known as 40 Acres CR NE 2010 Mt Vernon, Tx (address/zip code), together with all rights, privileges, and appurtenances pertaining thereto.

B. IMPROVEMENTS:

- (1) FARM AND RANCH IMPROVEMENTS: The following permanently installed and built-in items, if any: windmills, tanks, barns, pens, fences, gates, sheds, outbuildings, and corrals.
(2) RESIDENTIAL IMPROVEMENTS: Any houses, garages, and all other fixtures and improvements attached to the above-described real property, including without limitation, the following permanently installed and built-in items, if any: all equipment and appliances, valances, screens, shutters, awnings, wall-to-wall carpeting, mirrors, ceiling fans, attic fans, mail boxes, television antennas, mounts and brackets for televisions and speakers, heating and air-conditioning units, security and fire detection equipment, wiring, plumbing and lighting fixtures, chandeliers, water softener system, kitchen equipment, garage door openers, cleaning equipment, shrubbery, landscaping, outdoor cooking equipment, and all other property attached to the above described real property.

C. ACCESSORIES:

- (1) FARM AND RANCH ACCESSORIES: The following described related accessories: (check boxes of conveyed accessories) [ ] portable buildings [ ] hunting blinds [ ] game feeders [ ] livestock feeders and troughs [ ] irrigation equipment [ ] fuel tanks [ ] submersible pumps [ ] pressure tanks [ ] corrals [ ] gates [ ] chutes [ ] other:

- (2) RESIDENTIAL ACCESSORIES: The following described related accessories, if any: window air conditioning units, stove, fireplace screens, curtains and rods, blinds, window shades, draperies and rods, door keys, mailbox keys, above ground pool, swimming pool equipment and maintenance accessories, artificial fireplace logs, security systems that are not fixtures, and controls for: (i) garage doors, (ii) entry gates, and (iii) other improvements and accessories. "Controls" includes Seller's transferable rights to the (i) software and applications used to access and control improvements or accessories, and (ii) hardware used solely to control improvements or accessories.

D. CROPS: Unless otherwise agreed in writing, Seller has the right to harvest all growing crops until delivery of possession of the Property.

E. EXCLUSIONS: The following improvements, accessories, and crops will be retained by Seller and must be removed prior to delivery of possession:

F. RESERVATIONS: Any reservation for oil, gas, or other minerals, water, timber, or other interests is made in accordance with an attached addendum.

3. SALES PRICE:

- A. Cash portion of Sales Price payable by Buyer at closing ..... \$324,000
The term "Cash portion of the Sales Price" does not include proceeds from borrowing of any kind or selling other real property except as disclosed in this contract.
B. Sum of all financing described in the attached: [ ] Third Party Financing Addendum, [ ] Loan Assumption Addendum, [ ] Seller Financing Addendum .. \$
C. Sales Price (Sum of A and B) ..... \$324,000.00
D. The Sales Price [X] will [ ] will not be adjusted based on the survey required by Paragraph 6C. If the Sales Price is adjusted, the Sales Price will be adjusted based on the difference between 40 acres and the acreage set forth in the survey required by Paragraph 6C. The difference in acreage (either increased or decreased) shall be multiplied by the sum of 8100 per acre and either added to or subtracted from the Sales Price stated in Paragraph 3C. If the Sales Price is adjusted by more than 10%, either party may terminate this contract by providing written notice to the other party within 3 days after the terminating party receives the survey. If neither party terminates this contract or if the variance is 10% or less, the adjustment will be made to the amount in [X] 3A [ ] 3B [ ] proportionately to 3A and 3B.

4. LEASES: Except as disclosed in this contract, Seller is not aware of any leases affecting the Property. After the Effective Date, Seller may not, without Buyer's written consent, create a new lease, amend any existing lease, or convey any interest in the Property. (Check all applicable boxes)

[ ] A. RESIDENTIAL LEASES: The Property is subject to one or more residential leases and the Addendum Regarding Residential Leases is attached to this contract

Initialed for identification by Buyer: [Signature] and Seller: [Signature]

Three digital signature verification boxes for CP, JP, and CH, each showing a date of 04/02/24 and a time of 2:52 PM CDT, 2:46 PM CDT, and 2:44 PM CDT respectively.

TREC NO. 25-15



Contract Concerning 40 Acres CR NE 2010 Mt Vernon, Tx Page 2 of 11 11-07-2022  
(Address of Property)

- B. FIXTURE LEASES: Fixtures on the Property are subject to one or more fixture leases (for example, solar panels, propane tanks, water softener, security system) and the Addendum Regarding Fixture Leases is attached to this contract.
- C. NATURAL RESOURCE LEASES: "Natural Resource Lease" means an existing oil and gas, mineral, water, or other natural resource lease affecting the Property to which Seller is a party.
  - (1) Seller has delivered to Buyer a copy of all the Natural Resource Leases.
  - (2) Seller has not delivered to Buyer a copy of all the Natural Resource Leases. Seller shall provide to Buyer a copy of all the Natural Resource Leases within 3 days after the Effective Date. Buyer may terminate the contract within \_\_\_\_\_ days after the date the Buyer receives all the Natural Resource Leases and the earnest money shall be refunded to Buyer.
- D. SURFACE LEASES: "Surface Lease" means an existing lease for the surface only of the Property (for example, grazing leases, hunting leases, agricultural leases, recreational leases, wind leases, solar leases, timber or forestry leases). (Check all applicable boxes)
  - (1) Seller has delivered to Buyer a copy of all written Surface Leases.
  - (2) Seller provides Buyer with notice of the following oral Surface Lease(s), identifying the type of lease, name of the tenant(s), rental amount, and term: \_\_\_\_\_
  - (3) Seller has not delivered to Buyer all Surface Leases (whether written or oral). Seller shall provide to Buyer a copy of all the written Surface Leases and notice of all oral Surface Leases, identifying the type of lease, the name of the tenant(s), rental amount, and term, within 3 days after the Effective Date. Buyer may terminate the contract within \_\_\_\_\_ days after the date the Buyer receives all the Surface Leases and the earnest money shall be refunded to Buyer.




**5. EARNEST MONEY AND TERMINATION OPTION:**

- A. DELIVERY OF EARNEST MONEY AND OPTION FEE: Within 3 days after the Effective Date, Buyer must deliver to Lakewood Title (Escrow Agent) at 280 Farm Rd 21 Mt Vernon, Tx 75457 (address): \$3240 as earnest money and \$ \_\_\_\_\_ as the Option Fee. The earnest money and Option Fee shall be made payable to escrow agent and may be paid separately or combined in a single payment.
  - (1) Buyer shall deliver additional earnest money of \$ \_\_\_\_\_ to Escrow Agent within \_\_\_\_\_ days after the Effective Date of this contract.
  - (2) If the last day to deliver the earnest money, Option Fee, or the additional earnest money falls on a Saturday, Sunday, or legal holiday, the time to deliver the earnest money, Option Fee, or the additional earnest money, as applicable, is extended until the end of the next day that is not a Saturday, Sunday, or legal holiday.
  - (3) The amount(s) Escrow Agent receives under this paragraph shall be applied first to the Option Fee, then to the earnest money, and then to the additional earnest money.
  - (4) Buyer authorizes Escrow Agent to release and deliver the Option Fee to Seller at any time without further notice to or consent from Buyer, and releases Escrow Agent from liability for delivery of the Option Fee to Seller. The Option Fee will be credited to the Sales Price at closing.
- B. TERMINATION OPTION: For nominal consideration, the receipt of which Seller acknowledges, and Buyer's agreement to pay the Option Fee within the time required, Seller grants Buyer the unrestricted right to terminate this contract by giving notice of termination to Seller within \_\_\_\_\_ days after the Effective Date of this contract (Option Period). Notices under this paragraph must be given by 5:00 p.m. (local time where the Property is located) by the date specified. If Buyer gives notice of termination within the time prescribed: (i) the Option Fee will not be refunded and Escrow Agent shall release any Option Fee remaining with Escrow Agent to Seller; and (ii) any earnest money will be refunded to Buyer.
- C. FAILURE TO TIMELY DELIVER EARNEST MONEY: If Buyer fails to deliver the earnest money within the time required, Seller may terminate this contract or exercise Seller's remedies under Paragraph 15, or both, by providing notice to Buyer before Buyer delivers the earnest money.
- D. FAILURE TO TIMELY DELIVER OPTION FEE: If no dollar amount is stated as the Option Fee or if Buyer fails to deliver the Option Fee within the time required, Buyer shall not have the unrestricted right to terminate this contract under this Paragraph 5.
- E. TIME: **Time is of the essence for this paragraph and strict compliance with the time for performance is required.**

**6. TITLE POLICY AND SURVEY:**

- A. TITLE POLICY: Seller shall furnish to Buyer at  Seller's  Buyer's expense an owner policy of title insurance (Title Policy) issued by: Lakewood Title (Title Company) in the amount of the Sales Price, dated at or after closing, insuring Buyer against loss under the provisions of the Title Policy, subject to the promulgated exclusions (including existing building and zoning ordinances) and the following exceptions:
  - (1) The standard printed exception for standby fees, taxes and assessments.
  - (2) Liens created as part of the financing described in Paragraph 3.
  - (3) Reservations or exceptions otherwise permitted by this contract or as may be approved by Buyer in writing.

Initialed for identification by Buyer [Signature] and Seller

		
04/02/24 2:52 PM CDT dotloop verified	04/02/24 2:46 PM CDT dotloop verified	04/02/24 2:44 PM CDT dotloop verified

TREC NO. 25-15



- (4) The standard printed exception as to marital rights.
- (5) The standard printed exception as to waters, tidelands, beaches, streams, and related matters.
- (6) The standard printed exception as to discrepancies, conflicts, shortages in area or boundary lines, encroachments or protrusions, or overlapping improvements:
  - (i) will not be amended or deleted from the title policy; or
  - (ii) will be amended to read, "shortages in area" at the expense of  Buyer  Seller.
- (7) The exception or exclusion regarding minerals approved by the Texas Department of Insurance.

B. COMMITMENT: Within 20 days after the Title Company receives a copy of this contract, Seller shall furnish to Buyer a commitment for title insurance (Commitment) and, at Buyer's expense, legible copies of restrictive covenants and documents evidencing exceptions in the Commitment (Exception Documents) other than the standard printed exceptions. Seller authorizes the Title Company to deliver the Commitment and Exception Documents to Buyer at Buyer's address shown in Paragraph 21. If the Commitment and Exception Documents are not delivered to Buyer within the specified time, the time for delivery will be automatically extended up to 15 days or 3 days before the Closing Date, whichever is earlier. If the Commitment and Exception Documents are not delivered within the time required, Buyer may terminate this contract and the earnest money will be refunded to Buyer.

C. SURVEY: The survey must be made by a registered professional land survey or acceptable to the Title Company and Buyer's lender(s). (Check one box only):

- (1) Within \_\_\_\_\_ days after the Effective Date of this contract, Seller shall furnish to Buyer and Title Company Seller's existing survey of the Property and a Residential Real Property Affidavit promulgated by the Texas Department of Insurance (T-47 Affidavit). **If Seller fails to furnish the existing survey or affidavit within the time prescribed, Buyer shall obtain a new survey at Seller's expense no later than 3 days prior to Closing Date.** The existing survey  will  will not be recertified to a date subsequent to the Effective Date of this contract at the expense of  Buyer  Seller. If the existing survey is not approved by the Title Company or Buyer's lender(s), a new survey will be obtained at the expense of  Buyer  Seller no later than 3 days prior to Closing Date.
- (2) Within \_\_\_\_\_ days after the Effective Date of this contract, Buyer shall obtain a new survey at Buyer's expense. Buyer is deemed to receive the survey on the date of actual receipt or the date specified in this paragraph, whichever is earlier.
- (3) Within 30 days after the Effective Date of this contract, Seller, at Seller's expense shall furnish a new survey to Buyer.
- (4) No survey is required.

D. OBJECTIONS: Buyer may object in writing to (i) defects, exceptions, or encumbrances to title disclosed on the survey other than items 6A(1) through (5) above; or disclosed in the Commitment other than items 6A(1) through (7) above; (ii) any portion of the Property lying in a special flood hazard area (Zone V or A) as shown on the current Federal Emergency Management Agency map; or (iii) any exceptions which prohibit the following use or activity: \_\_\_\_\_


Buyer must object the earlier of (i) the Closing Date or (ii) \_\_\_\_\_ days after Buyer receives the Commitment, Exception Documents, and the survey. Buyer's failure to object within the time allowed will constitute a waiver of Buyer's right to object; except that the requirements in Schedule C of the Commitment are not waived by Buyer. Provided Seller is not obligated to incur any expense, Seller shall cure any timely objections of Buyer or any third party lender within 15 days after Seller receives the objections (Cure Period) and the Closing Date will be extended as necessary. If objections are not cured within the Cure Period, Buyer may, by delivering notice to Seller within 5 days after the end of the Cure Period: (i) terminate this contract and the earnest money will be refunded to Buyer; or (ii) waive the objections. If Buyer does not terminate within the time required, Buyer shall be deemed to have waived the objections. If the Commitment or survey is revised or any new Exception Document(s) is delivered, Buyer may object to any new matter revealed in the revised Commitment or survey or new Exception Document(s) within the same time stated in this paragraph to make objections beginning when the revised Commitment, survey, or Exception Document(s) is delivered to Buyer.


E. EXCEPTION DOCUMENTS: Prior to the execution of the contract, Seller has provided Buyer with copies of the Exception Documents listed below or on the attached exhibit. Matters reflected in the Exception Documents listed below or on the attached exhibit will be permitted exceptions in the Title Policy and will not be a basis for objection to title:

<u>Document</u>	<u>Date</u>	<u>Recording Reference</u>

F. SURFACE LEASES: The following Surface Leases will be permitted exceptions in the Title Policy and will not be a basis for objection to title: \_\_\_\_\_

G. TITLE NOTICES:  
(1) ABSTRACT OR TITLE POLICY: Broker advises Buyer to have an abstract of title covering the

Initialed for identification by Buyer:  and Seller

		
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Property examined by an attorney of Buyer's selection, or Buyer should be furnished with or obtain a Title Policy. If a Title Policy is furnished, the Commitment should be promptly reviewed by an attorney of Buyer's choice due to the time limitations on Buyer's right to object.

- (2) **STATUTORY TAX DISTRICTS:** If the Property is situated in a utility or other statutorily created district providing water, sewer, drainage, or flood control facilities and services, Chapter 49, Texas Water Code, requires Seller to deliver and Buyer to sign the statutory notice relating to the tax rate, bonded indebtedness, or standby fee of the district prior to final execution of this contract.
- (3) **TIDE WATERS:** If the Property abuts the tidally influenced waters of the state, §33.135, Texas Natural Resources Code, requires a notice regarding coastal area property to be included in the contract. An addendum containing the notice promulgated by TREC or required by the parties must be used.
- (4) **ANNEXATION:** If the Property is located outside the limits of a municipality, Seller notifies Buyer under §5.011, Texas Property Code, that the Property may now or later be included in the extraterritorial jurisdiction of a municipality and may now or later be subject to annexation by the municipality. Each municipality maintains a map that depicts its boundaries and extraterritorial jurisdiction. To determine if the Property is located within a municipality's extraterritorial jurisdiction or is likely to be located within a municipality's extraterritorial jurisdiction, contact all municipalities located in the general proximity of the Property for further information.
- (5) **PROPERTY LOCATED IN A CERTIFICATED SERVICE AREA OF A UTILITY SERVICE PROVIDER:** Notice required by §13.257, Water Code: The real property, described in Paragraph 2, that you are about to purchase may be located in a certificated water or sewer service area, which is authorized by law to provide water or sewer service to the properties in the certificated area. If your property is located in a certificated area there may be special costs or charges that you will be required to pay before you can receive water or sewer service. There may be a period required to construct lines or other facilities necessary to provide water or sewer service to your property. You are advised to determine if the property is in a certificated area and contact the utility service provider to determine the cost that you will be required to pay and the period, if any, that is required to provide water or sewer service to your property. The undersigned Buyer hereby acknowledges receipt of the foregoing notice at or before the execution of a binding contract for the purchase of the real property described in Paragraph 2 or at closing of purchase of the real property.
- (6) **PUBLIC IMPROVEMENT DISTRICTS:** If the Property is in a public improvement district, Seller must give Buyer written notice as required by §5.014, Property Code. An addendum containing the required notice shall be attached to this contract.
- (7) **TEXAS AGRICULTURAL DEVELOPMENT DISTRICT:** The Property  is  is not located in a Texas Agricultural Development District. For additional information contact the Texas Department of Agriculture
- (8) **TRANSFER FEES:** If the Property is subject to a private transfer fee obligation, §5.205, Property Code, requires Seller to notify Buyer as follows: The private transfer fee obligation may be governed by Chapter 5, Subchapter G of the Texas Property Code.
- (9) **PROPANE GAS SYSTEM SERVICE AREA:** If the Property is located in a propane gas system service area owned by a distribution system retailer, Seller must give Buyer written notice as required by §141.010, Texas Utilities Code. An addendum containing the notice approved by TREC or required by the parties should be used.
- (10) **NOTICE OF WATER LEVEL FLUCTUATIONS:** If the Property adjoins an impoundment of water, including a reservoir or lake, constructed and maintained under Chapter 11, Water Code, that has a storage capacity of at least 5,000 acre-feet at the impoundment's normal operating level, Seller hereby notifies Buyer: "The water level of the impoundment of water adjoining the Property fluctuates for various reasons, including as a result of: (1) an entity lawfully exercising its right to use the water stored in the impoundment; or (2) drought or flood conditions."
- (11) **REQUIRED NOTICES:** The following notices have been given or are attached to this contract (for example, MUD, WCID, PID notices): \_\_\_\_\_

**7. PROPERTY CONDITION:**

**A. ACCESS, INSPECTIONS AND UTILITIES:** Seller shall permit Buyer and Buyer's agents access to the Property at reasonable times. Buyer may have the Property inspected by inspectors selected by Buyer and licensed by TREC or otherwise permitted by law to make inspections. Any hydrostatic testing must be separately authorized by Seller in writing. Seller at Seller's expense shall immediately cause existing utilities to be turned on and shall keep the utilities on during the time this contract is in effect.

**NOTICE:** Buyer should determine the availability of utilities to the Property suitable to satisfy Buyer's needs.

**B. SELLER'S DISCLOSURE NOTICE PURSUANT TO §5.008, TEXAS PROPERTY CODE (Notice):**  
(Check one box only)

- (1) Buyer has received the Notice
- (2) Buyer has not received the Notice. Within \_\_\_\_\_ days after the Effective Date of this contract, Seller shall deliver the Notice to Buyer. If Buyer does not receive the Notice, Buyer may terminate this contract at any time prior to the closing and the earnest money will be refunded to Buyer. If Seller delivers the Notice, Buyer may terminate this contract for any reason within 7 days after Buyer receives the Notice or prior to the closing, whichever first occurs, and the earnest money will be refunded to Buyer.
- (3) The Texas Property Code does not require this Seller to provide this Notice.

Initialed for identification by Buyer: \_\_\_\_\_ and Seller: \_\_\_\_\_

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C. SELLER'S DISCLOSURE OF LEAD-BASED PAINT AND LEAD-BASED PAINT HAZARDS is required by Federal law for a residential dwelling constructed prior to 1978.

D. ACCEPTANCE OF PROPERTY CONDITION: "As Is" means the present condition of the Property with any and all defects and without warranty except for the warranties of title and the warranties in this contract. Buyer's agreement to accept the Property As Is under Paragraph 7D(1) or (2) does not preclude Buyer from inspecting the Property under Paragraph 7A, from negotiating repairs or treatments in a subsequent amendment, or from terminating this contract during the Option Period, if any.

(Check one box only)

- (1) Buyer accepts the Property As Is.
- (2) Buyer accepts the Property As Is provided Seller, at Seller's expense, shall complete the following specific repairs and treatments: \_\_\_\_\_

(Do not insert general phrases, such as "subject to inspections," that do not identify specific repairs and treatments.)

E. COMPLETION OF REPAIRS AND TREATMENTS: Unless otherwise agreed in writing, Seller shall complete all agreed repairs and treatments prior to the Closing Date and obtain any required permits. The repairs and treatments must be performed by persons who are licensed to provide such repairs or treatments or, if no license is required by law, are commercially engaged in the trade of providing such repairs or treatments. Seller shall: (i) provide Buyer with copies of documentation from the repair person(s) showing the scope of work and payment for the work completed; and (ii) at Seller's expense, arrange for the transfer of any transferable warranties with respect to the repairs to Buyer at closing. If Seller fails to complete any agreed repairs prior to the Closing Date, Buyer may exercise remedies under Paragraph 15 or extend the Closing Date up to 5 days if necessary for Seller to complete repairs.

F. LENDER REQUIRED REPAIRS AND TREATMENTS: Unless otherwise agreed in writing, neither party is obligated to pay for lender required repairs, which includes treatment for wood destroying insects. If the parties do not agree to pay for the lender required repairs or treatments, this contract will terminate and the earnest money will be refunded to Buyer. If the cost of lender required repairs and treatments exceeds 5% of the Sales Price, Buyer may terminate this contract and the earnest money will be refunded to Buyer.

G. ENVIRONMENTAL MATTERS: Buyer is advised that the presence of wetlands, toxic substances, including asbestos and wastes or other environmental hazards, or the presence of a threatened or endangered species or its habitat may affect Buyer's intended use of the Property. If Buyer is concerned about these matters, an addendum promulgated by TREC or required by the parties should be used.

H. SELLER'S DISCLOSURE:

- (1) Seller  is  is not aware of any flooding of the Property which has had a material adverse effect on the use of the Property.
- (2) Seller  is  is not aware of any pending or threatened litigation, condemnation, or special assessment affecting the Property.
- (3) Seller  is  is not aware of any environmental hazards that materially and adversely affect the Property.
- (4) Seller  is  is not aware of any dumpsite, landfill, or underground tanks or containers now or previously located on the Property.
- (5) Seller  is  is not aware of any wetlands, as defined by federal or state law or regulation, affecting the Property.
- (6) Seller  is  is not aware of any threatened or endangered species or their habitat affecting the Property.
- (7) Seller  is  is not aware that the Property is located  wholly  partly in a floodplain.
- (8) Seller  is  is not aware that a tree or trees located on the Property has oak wilt.

If Seller is aware of any of the items above, explain (attach additional sheets if necessary): \_\_\_\_\_

I. RESIDENTIAL SERVICE CONTRACTS: Buyer may purchase a residential service contract from a provider or administrator licensed by the Texas Department of Licensing and Regulation. If Buyer purchases a residential service contract, Seller shall reimburse Buyer at closing for the cost of the residential service contract in an amount not exceeding \$\_\_\_\_\_. Buyer should review any residential service contract for the scope of coverage, exclusions and limitations. **The purchase of a residential service contract is optional. Similar coverage may be purchased from various companies authorized to do business in Texas.**

J. GOVERNMENT PROGRAMS: The Property is subject to the government programs listed below or on the attached exhibit: \_\_\_\_\_

Seller shall provide Buyer with copies of all governmental program agreements. Any allocation or proration of payment under governmental programs is made by separate agreement between the parties which will survive closing.

8. BROKERS AND SALES AGENTS:

A. BROKER OR SALES AGENT DISCLOSURE: Texas law requires a real estate broker or sales agent who is a party to a transaction or acting on behalf of a spouse, parent, child, business entity in which the broker or sales agent owns more than 10%, or a trust for which the broker or sales agent acts as a trustee or of which the broker or sales agent or the broker or sales agent's spouse, parent or child is a beneficiary, to notify the other party in writing before entering into a contract of sale. Disclose if applicable: Cole Hoskison, one of the sellers is a licensed real estate broker

B. BROKERS' FEES: All obligations of the parties for payment of brokers' fees are contained in separate written agreements.

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9. CLOSING:

- A. The closing of the sale will be on or before 05/15/2024, or within 7 days after objections made under Paragraph 6D have been cured or waived, whichever date is later (Closing Date). If either party fails to close the sale by the Closing Date, the non-defaulting party may exercise the remedies contained in Paragraph 15.
- B. At closing:
  - (1) Seller shall execute and deliver a general warranty deed conveying title to the Property to Buyer and showing no additional exceptions to those permitted in Paragraph 6, an assignment of Leases, and furnish tax statements or certificates showing no delinquent taxes on the Property.
  - (2) Buyer shall pay the Sales Price in good funds acceptable to the Escrow Agent.
  - (3) Seller and Buyer shall execute and deliver any notices, certificates, affidavits, releases, loan documents, transfer of any warranties, and other documents reasonably required for the closing of the sale and the issuance of the Title Policy.
  - (4) There will be no liens, assessments, or security interests against the Property which will not be satisfied out of the sales proceeds unless securing the payment of any loans assumed by Buyer and assumed loans will not be in default.
  - (5) Private transfer fees (as defined by Chapter 5, Subchapter G of the Texas Property Code) will be the obligation of Seller unless provided otherwise in this contract. Transfer fees assessed by a property owners' association are governed by the Addendum for Property Subject to Mandatory Membership in a Property Owners Association.

10. POSSESSION:

- A. BUYER'S POSSESSION: Seller shall deliver to Buyer possession of the Property in its present or required condition, ordinary wear and tear excepted:  upon closing and funding  according to a temporary residential lease form promulgated by TREC or other written lease required by the parties. Any possession by Buyer prior to closing or by Seller after closing which is not authorized by a written lease will establish a tenancy at sufferance relationship between the parties. **Consult your insurance agent prior to change of ownership and possession because insurance coverage may be limited or terminated. The absence of a written lease or appropriate insurance coverage may expose the parties to economic loss.**
- B. SMART DEVICES: "Smart Device" means a device that connects to the internet to enable remote use, monitoring, and management of: (i) the Property; (ii) items identified in any Non-Realty Items Addendum; or (iii) items in a Fixture Lease assigned to Buyer. At the time Seller delivers possession of the Property to Buyer, Seller shall:
  - (1) deliver to Buyer written information containing all access codes, usernames, passwords, and applications Buyer will need to access, operate, manage, and control the Smart Devices; and
  - (2) terminate and remove all access and connections to the improvements and accessories from any of Seller's personal devices including but not limited to phones and computers.

11. SPECIAL PROVISIONS:

(This paragraph is intended to be used only for additional informational items. An informational item is a statement that completes a blank in a contract form, discloses factual information, or provides instructions. Real estate brokers and sales agents are prohibited from practicing law and shall not add to, delete, or modify any provision of this contract unless drafted by a party to this contract or a party's attorney.)




12. SETTLEMENT AND OTHER EXPENSES:

- A. The following expenses must be paid at or prior to closing:
  - (1) Expenses payable by Seller (Seller's Expenses):
    - (a) Releases of existing liens, including prepayment penalties and recording fees; release of Seller's loan liability; tax statements or certificates; preparation of deed; one-half of escrow fee; and other expenses payable by Seller under this contract.
    - (b) Seller shall also pay an amount not to exceed \$\_\_\_\_\_ to be applied in the following order: Buyer's Expenses which Buyer is prohibited from paying by FHA, VA, Texas Veterans Land Board or other governmental loan programs, and then to other Buyer's Expenses as allowed by the lender.
  - (2) Expenses payable by Buyer (Buyer's Expenses) Appraisal fees; loan application fees; origination charges; credit reports; preparation of loan documents; interest on the notes from date of disbursement to one month prior to dates of first monthly payments; recording fees; copies of easements and restrictions; loan title policy with endorsements required by lender; loan-related inspection fees; photos; amortization schedules; one-half of escrow fee; all prepaid items, including required premiums for flood and hazard insurance, reserve deposits for insurance, ad valorem taxes and special governmental assessments; final compliance inspection; courier fee; repair inspection; underwriting fee; wire transfer fee; expenses incident to any loan; Private Mortgage Insurance Premium (PMI), VA Loan Funding Fee, or FHA Mortgage Insurance Premium (MIP) as required by the lender; and other expenses payable by Buyer under this contract.
- B. If any expense exceeds an amount expressly stated in this contract for such expense to be paid by a party, that party may terminate this contract unless the other party agrees to pay such excess. Buyer may not pay charges and fees expressly prohibited by FHA, VA, Texas Veterans Land Board or other governmental loan program regulations.

13. PRORATIONS AND ROLLBACK TAXES:

- A. PRORATIONS: Taxes for the current year, interest, rents, and regular periodic maintenance fees, assessments, and dues (including prepaid items) will be prorated through the Closing Date. The tax proration may be calculated taking into consideration any change in exemptions that will

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affect the current year's taxes. If taxes for the current year vary from the amount prorated at closing, the parties shall adjust the prorations when tax statements for the current year are available. If taxes are not paid at or prior to closing, Buyer shall pay taxes for the current year. Rentals which are unknown at time of closing will be prorated between Buyer and Seller when they become known.

B. ROLLBACK TAXES: If this sale or Buyer's use of the Property after closing results in the assessment of additional taxes, penalties or interest (Assessments) for periods prior to closing, the Assessments will be the obligation of Buyer. If Assessments are imposed because of Seller's use or change in use of the Property prior to closing, the Assessments will be the obligation of Seller. Obligations imposed by this paragraph will survive closing.

14. CASUALTY LOSS: If any part of the Property is damaged or destroyed by fire or other casualty after the Effective Date of this contract, Seller shall restore the Property to its previous condition as soon as reasonably possible, but in any event by the Closing Date. If Seller fails to do so due to factors beyond Seller's control, Buyer may (a) terminate this contract and the earnest money will be refunded to Buyer, (b) extend the time for performance up to 15 days and the Closing Date will be extended as necessary or (c) accept the Property in its damaged condition with an assignment of insurance proceeds, if permitted by Seller's insurance carrier, and receive credit from Seller at closing in the amount of the deductible under the insurance policy. Seller's obligations under this paragraph are independent of any other obligations of Seller under this contract.

15. DEFAULT: If Buyer fails to comply with this contract, Buyer will be in default, and Seller may (a) enforce specific performance, seek such other relief as may be provided by law, or both, or (b) terminate this contract and receive the earnest money as liquidated damages, thereby releasing both parties from this contract. If Seller fails to comply with this contract for any other reason, Seller will be in default and Buyer may (a) enforce specific performance, seek such other relief as may be provided by law, or both, or (b) terminate this contract and receive the earnest money, thereby releasing both parties from this contract.

16. MEDIATION: It is the policy of the State of Texas to encourage resolution of disputes through alternative dispute resolution procedures such as mediation. Any dispute between Seller and Buyer related to this contract which is not resolved through informal discussion will be submitted to a mutually acceptable mediation service or provider. The parties to the mediation shall bear the mediation costs equally. This paragraph does not preclude a party from seeking equitable relief from a court of competent jurisdiction.

17. ATTORNEY'S FEES: A Buyer, Seller, Listing Broker, Other Broker, or Escrow Agent who prevails in any legal proceeding related to this contract is entitled to recover reasonable attorney's fees and all costs of such proceeding.

18. ESCROW:

A. ESCROW: The Escrow Agent is not (i) a party to this contract and does not have liability for the performance or nonperformance of any party to this contract, (ii) liable for interest on the earnest money and (iii) liable for the loss of any earnest money caused by the failure of any financial institution in which the earnest money has been deposited unless the financial institution is acting as Escrow Agent. Escrow Agent may require any disbursement made in connection with this contract to be conditioned on Escrow Agent's collection of good funds acceptable to Escrow Agent.

B. EXPENSES: At closing, the earnest money must be applied first to any cash down payment, then to Buyer's Expenses and any excess refunded to Buyer. If no closing occurs, Escrow Agent may: (i) require a written release of liability of the Escrow Agent from all parties before releasing any earnest money; and (ii) require payment of unpaid expenses incurred on behalf of a party. Escrow Agent may deduct authorized expenses from the earnest money payable to a party. "Authorized expenses" means expenses incurred by Escrow Agent on behalf of the party entitled to the earnest money that were authorized by this contract or that party.

C. DEMAND: Upon termination of this contract, either party or the Escrow Agent may send a release of earnest money to each party and the parties shall execute counterparts of the release and deliver same to the Escrow Agent. If either party fails to execute the release, either party may make a written demand to the Escrow Agent for the earnest money. If only one party makes written demand for the earnest money, Escrow Agent shall promptly provide a copy of the demand to the other party. If Escrow Agent does not receive written objection to the demand from the other party within 15 days, Escrow Agent may disburse the earnest money to the party making demand reduced by the amount of unpaid expenses incurred on behalf of the party receiving the earnest money and Escrow Agent may pay the same to the creditors. If Escrow Agent complies with the provisions of this paragraph, each party hereby releases Escrow Agent from all adverse claims related to the disbursement of the earnest money.

D. DAMAGES: Any party who wrongfully fails or refuses to sign a release acceptable to the Escrow Agent within 7 days of receipt of the request will be liable to the other party for (i) damages; (ii) the earnest money; (iii) reasonable attorney's fees; and (iv) all costs of suit.

E. NOTICES: Escrow Agent's notices will be effective when sent in compliance with Paragraph 21. Notice of objection to the demand will be deemed effective upon receipt by Escrow Agent.

Initialed for identification by Buyer \_\_\_\_\_ and Seller \_\_\_\_\_

*[Handwritten Signature]*

*CP*  
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- 19. REPRESENTATIONS:** All covenants, representations and warranties in this contract survive closing. If any representation of Seller in this contract is untrue on the Closing Date, Seller will be in default. Unless expressly prohibited by written agreement, Seller may continue to show the Property and receive, negotiate and accept back up offers.
- 20. FEDERAL TAX REQUIREMENTS:** If Seller is a "foreign person," as defined by Internal Revenue Code and its regulations, or if Seller fails to deliver an affidavit or a certificate of non-foreign status to Buyer that Seller is not a "foreign person," then Buyer shall withhold from the sales proceeds an amount sufficient to comply with applicable tax law and deliver the same to the Internal Revenue Service together with appropriate tax forms. Internal Revenue Service regulations require filing written reports if currency in excess of specified amounts is received in the transaction.
- 21. NOTICES:** All notices from one party to the other must be in writing and are effective when mailed to, hand-delivered at, or transmitted by fax or electronic transmission as follows:

To Buyer at:

*Atta Craighindholm*  
 S-F of Mt. Vernon  
 PO Box 597  
 109 W. Kaufman  
 Mt. Vernon, TX 75457

To Seller at:

[Empty box for Seller address]

Phone:

903-537-2252  
903-277-5728

Phone:

E-mail/Fax:

craighindholm@Comvtx.com

E-mail/Fax: cumminsman53@yahoo.com

E-mail/Fax:

E-mail/Fax: jarred.pickett@yahoo.com

With a copy to Buyer's agent at:

[Empty box for Buyer's agent contact]

With a copy to Seller's agent at:

[Empty box for Seller's agent contact]

**22. AGREEMENT OF PARTIES:** This contract contains the entire agreement of the parties and cannot be changed except by their written agreement. Addenda which are a part of this contract are (check all applicable boxes):

- |   |  |
|---|--|
| <input type="checkbox"/> Third Party Financing Addendum   | <input type="checkbox"/> Environmental Assessment, Threatened or Endangered Species and Wetlands Addendum  |
| <input type="checkbox"/> Seller Financing Addendum  | <input type="checkbox"/> Seller's Temporary Residential Lease  |
| <input type="checkbox"/> Addendum for Property Subject to Mandatory Membership in a Property Owners Association | <input type="checkbox"/> Short Sale Addendum   |
| <input type="checkbox"/> Buyer's Temporary Residential Lease  | <input type="checkbox"/> Addendum for Property Located Seaward of the Gulf Intracoastal Waterway   |
| <input type="checkbox"/> Loan Assumption Addendum   | <input type="checkbox"/> Addendum for Seller's Disclosure of Information on Lead-based Paint and Lead-based Paint Hazards as Required by Federal Law |
| <input type="checkbox"/> Addendum for Sale of Other Property by Buyer   | <input type="checkbox"/> Addendum for Property in a Propane Gas System Service Area  |
| <input type="checkbox"/> Addendum for "Back-Up" Contract  | <input type="checkbox"/> Addendum Regarding Residential Leases   |
| <input type="checkbox"/> Addendum for Coastal Area Property   | <input type="checkbox"/> Addendum Regarding Fixture Leases   |
| <input type="checkbox"/> Addendum for Authorizing Hydrostatic Testing   | <input checked="" type="checkbox"/> Other (list): Exhibit A Map  |
| <input type="checkbox"/> Addendum Concerning Right to Terminate Due to Lender's Appraisal                       |  |
| <input type="checkbox"/> Addendum for Reservation of Oil, Gas and Other Minerals                                |  |
| <input type="checkbox"/> Addendum containing Notice of Obligation to Pay Improvement District Assessment        |  |

Survey  
 [Empty box for survey details]

Initialed for identification by Buyer:

*[Signature]*

and Seller:

*CP*  
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**23. CONSULT AN ATTORNEY BEFORE SIGNING:** TREC rules prohibit real estate brokers and sales agents from giving legal advice. READ THIS CONTRACT CAREFULLY.

Buyer's Attorney is: Stan Lowry Seller's Attorney is: \_\_\_\_\_  
Phone: 972-650-7102 Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: slowry@boyle-lowry.com E-mail: \_\_\_\_\_

EXECUTED the 2nd day of April, 2024 (Effective Date).  
(BROKER: FILL IN THE DATE OF FINAL ACCEPTANCE.)


  
Buyer  
P. M. Administrator  
City of Mt. Vernon, Tx

Cody Parris dotloop verified  
04/02/24 2:52 PM CDT  
BFQF-7HDU-AB93-6004  
Seller

Jarred Pickett dotloop verified  
04/02/24 2:46 PM CDT  
BF6Q-HAZZ-HUOP-2FUJ

\_\_\_\_\_  
Buyer

Cole Hoskison dotloop verified  
04/02/24 2:44 PM CDT  
CBP4-7XZP-681W-NOTU  
Seller

 The form of this contract has been approved by the Texas Real Estate Commission. TREC forms are intended for use only by trained real estate license holders. No representation is made as to the legal validity or adequacy of any provision in any specific transactions. It is not intended for complex transactions. Texas Real Estate Commission, P.O. Box 12188, Austin, TX 78711-2188, (512) 936-3000 (<http://www.trec.texas.gov>) TREC NO. 25-15. This form replaces TREC NO. 25-14.

Contract Concerning 40 Acres CR NE 2010 Mt Vernon, Tx Page 10 of 11 11-07-2022  
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**RATIFICATION OF FEE**

Listing Broker has agreed to pay Other Broker \_\_\_\_\_ of the total Sales Price when Listing Broker's fee is received. Escrow Agent is authorized and directed to pay Other Broker from Listing Broker's fee at closing.

Other Broker:

Listing Broker:

By: \_\_\_\_\_

By: \_\_\_\_\_

**BROKER INFORMATION AND AGREEMENT FOR PAYMENT OF BROKERS' FEES**

Other Broker	License No.	Listing or Principal Broker	License No.
Associate's Name	License No.	Listing Associate's Name	License No.
Team Name		Team Name	
Associate's Email Address	Phone	Listing Associate's Email Address	Phone
Licensed Supervisor of Associate	License No.	Licensed Supervisor of Listing Associate	License No.
Other Broker's Office Address	Phone	Listing Broker's Office Address	Phone
City	State	Zip	City
			State
			Zip

represents  Buyer only as Buyer's agent  
 Seller as Listing Broker's subagent

Selling Associate	License No.
Team Name	
Selling Associate's Email Address	Phone
Licensed Supervisor of Selling Associate	License No.
Selling Associate's Office Address	
City	State
	Zip

represents  Seller only  
 Buyer only  
 Seller and Buyer as an intermediary

Upon closing of the sale by Seller to Buyer of the Property described in the contract to which this fee agreement is attached: (a)  Seller  Buyer will pay Listing/Principal Broker  a cash fee of \$ \_\_\_\_\_ or  \_\_\_\_\_% of the total Sales Price; and (b)  Seller  Buyer will pay Other Broker  a cash fee of \$ \_\_\_\_\_ or  \_\_\_\_\_% of the total Sales Price. Seller/Buyer authorizes and directs Escrow Agent to pay the brokers from the proceeds at closing.

**DO NOT SIGN IF THERE IS A SEPARATE AGREEMENT FOR PAYMENT OF BROKERS' FEES. Brokers' fees are negotiable. Brokers' fees or the sharing of fees between brokers are not fixed, controlled, recommended, suggested or maintained by the Texas Real Estate Commission.**

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Seller

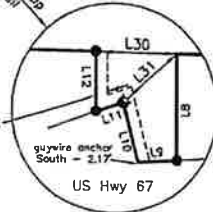
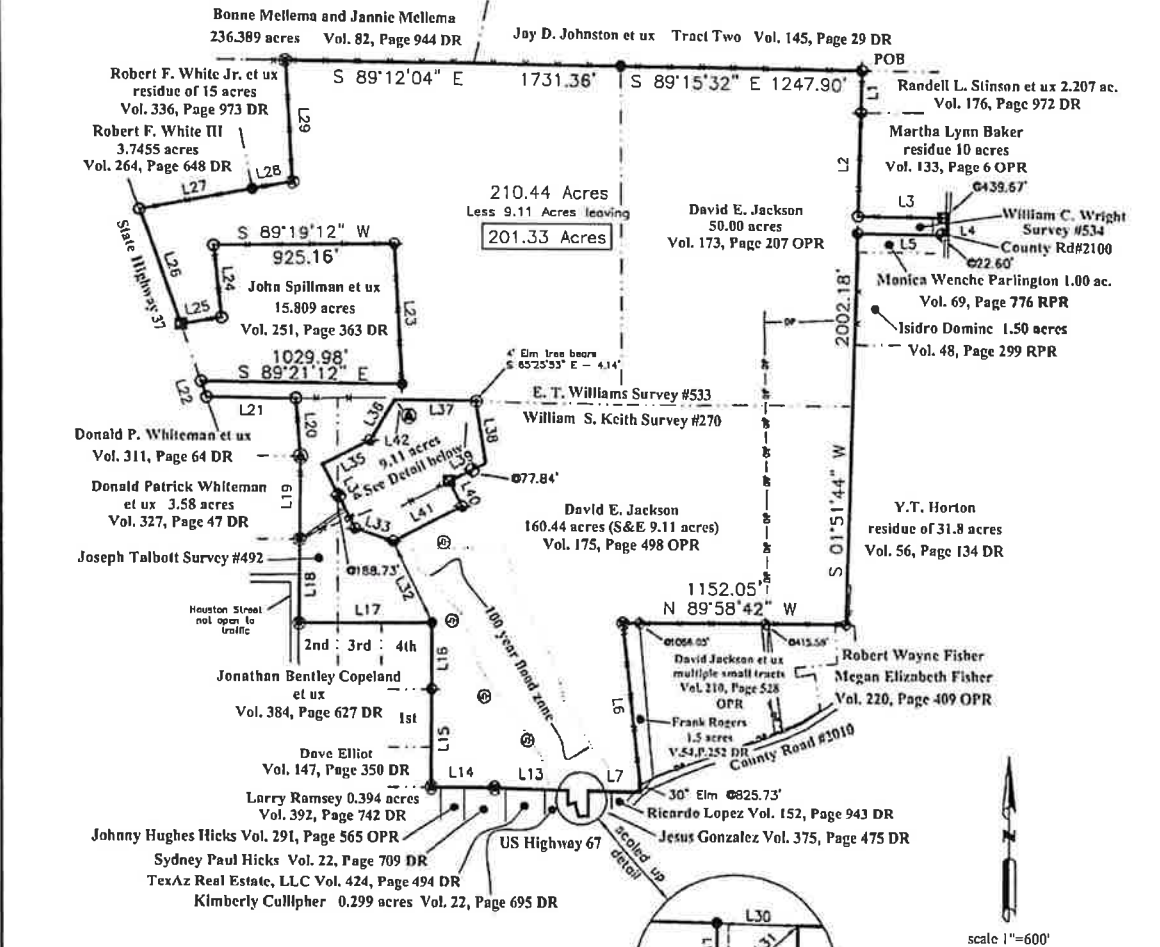
\_\_\_\_\_  
Buyer



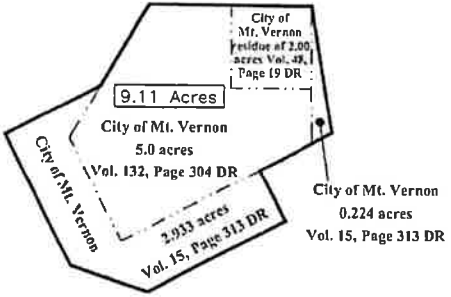
<b>OPTION FEE RECEIPT</b>			
Receipt of \$.00 _____ (Option Fee) in the form of _____ is acknowledged.			
<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div>			
Escrow Agent			Date
<b>EARNEST MONEY RECEIPT</b>			
Receipt of \$3,240.00 _____ Earnest Money in the form of _____ is acknowledged.			
<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div>			
Escrow Agent	Received by	Email Address	Date/Time
Address		Phone	
City	State	Zip	Fax
<b>CONTRACT RECEIPT</b>			
Receipt of the Contract is acknowledged.			
<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div>			
Escrow Agent	Received by	Email Address	Date
Address		Phone	
City	State	Zip	Fax
<b>ADDITIONAL EARNEST MONEY RECEIPT</b>			
Receipt of \$.00 _____ additional Earnest Money in the form of _____ is acknowledged.			
<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div>			
Escrow Agent	Received by	Email Address	Date/Time
Address		Phone	
City	State	Zip	Fax



**Part of the William S. Keith Survey #270, Joseph Talbott Survey #492, E. T. Williams Survey #533, and William C. Wright Survey #534** File #: 240203



Detail of Save & Except  
9.11 Acres - Not to Scale



**9.11 Acre Description**

LINE	BEARING	DISTANCE	L37	L38	L39	L40	L41	L42
L37	S 89°24'54"	E 418.23'						
L32	S 25°49'52"	E 460.24'						
L33	N 71°45'44"	W 205.74'						
L34	N 26°38'30"	W 371.93'						
L35	N 62°59'01"	E 274.54'						
L36	S 31°11'09"	E 243.33'						
L38	S 09°02'36"	E 325.16'						
L39	S 63°09'15"	W 209.36'						
L40	N 26°54'29"	E 144.78'						
L41	N 63°07'16"	W 399.62'						
L42	S 38°40'10"	E 75.23'						

**210.44 Acre Description**

LINE	BEARING	DISTANCE	L15	L16	L17	L18	L19	L20	L21	L22	L23	L24	L25	L26	L27	L28	L29	
L1	S 01°57'17"	W 214.84'																
L2	S 01°53'31"	W 532.80'																
L3	S 88°59'34"	E 462.64'																
L4	S 04°32'27"	W 93.92'																
L5	N 89°05'54"	W 457.44'																
L6	S 05°54'47"	E 864.58'																
L7	N 88°50'50"	W 269.92'																
L8	S 00°02'25"	W 132.76'																
L9	S 86°35'08"	W 49.97'																
L10	N 14°03'48"	W 77.81'																
L11	S 72°37'01"	W 36.87'																
L12	N 00°01'09"	W 73.88'																
L13	N 88°45'17"	W 381.72'																
L14	N 89°32'01"	W 327.51'																
L15	N 00°21'17"	E 500.17'																
L16	N 00°30'21"	E 339.65'																
L17	S 89°50'23"	W 685.44'																
L18	N 00°33'53"	E 424.76'																
L19	N 00°33'00"	E 428.66'																
L20	N 04°24'59"	W 288.58'																
L21	N 88°24'32"	W 456.73'																
L22	N 18°51'26"	W 84.75'																
L23	N 03°03'16"	W 713.56'																
L24	S 06°01'38"	E 370.87'																
L25	S 80°27'14"	W 209.35'																
L26	N 19°33'27"	W 634.70'																
L27	N 79°41'43"	E 588.00'																
L28	N 79°29'48"	E 209.89'																
L29	N 03°09'16"	W 623.08'																

**Reference Bearings**

LINE	BEARING	DISTANCE
L30	N 89°40'30"	W 104.12'
L31	S 48°49'14"	W 91.52'

Hayden Foster RPLS #5699  
02/29/24 date  
Note: improvements not shown on this survey.

● = 1/2" capped iron pin found	--- = survey line
⊙ = 3/8" iron pin found	- - - = easement/building line
⊕ = 1" iron pin found	— — — = overhead power line
⊗ = 4' elm tree found	— — — = fence
⊙ = iron pipe found	⊙ = water meter
⊙ = bois d'arc post found	⊙ = gas meter
⊙ = post found	⊙ = telephone pedestal
⊙ = 60d nail	⊙ = manhole
⊙ = 3/8" capped iron pin (HF 5699) set	⊙ = elec. trans. pedestal
	⊙ = point of beginning

I, Hayden Foster, Registered Professional Land Surveyor, No. 5699 do hereby certify, GF#025-24MP, that the plat and accompanying field notes represents an on the ground survey made under my direct supervision. Research of recorded documents was made only for the purpose of determining the boundary of this property and the adjoining parcels. Record documents other than those shown on this survey may exist and encumber this property. There doesn't appear to be any encroachments other than those shown hereon. The tract does appear to be partially in a flood zone according to the Flood Insurance Rate Map #480821A for Franklin County, Texas. Reference Bearing = the North boundary line of the 50 acre tract - S 89°15'32" E. Controlling Monuments are at the terminus of the Reference Bearing. Plat and field notes provided with this survey. Foster Land Surveying Firm #10194725.





Foster Land Surveying 17325 FM 197 Arthur City, TX 75411  
(903) 739-9166

Field Notes – 210.44 Acres  
Less 9.11 acres leaving 201.33 Acres

Situated about 2000 feet North 45° East from the square, in the City of Mount Vernon, in the County of Franklin, State of Texas, a part of the William S. Keith Survey #270, Joseph Talbott Survey #492, E. T. Williams Survey #533 and the William C. Wright Survey #534 and being all of a called 50.00 acre tract conveyed to David E. Jackson by deed recorded in Vol. 173, Page 207 of the Official Public Records of said County and State and being all of a called 160.44 acre tract ( Save & Except 9.11 acres ) conveyed to said David E. Jackson by deed recorded in Vol. 175, Page 498 of said Official Public Records.

Beginning at a 5/8" iron pin found at the most Northerly Northeast corner of the 50.00 acre tract and the Northwest corner of a called 2.207 acre tract conveyed to Randell L. Stinson et ux by deed recorded in Vol. 176, Page 972 of the Deed Records of said County and State and being in the South boundary line of a called Tract Two conveyed to Jay D. Johnston et ux by deed recorded in Vol. 145, Page 29 of said Deed Records.

Thence S 01°57'17" W along a fence a distance of 214.84' to a 1/2" iron pin found at the Southwest corner of the 2.207 acre tract and the Northwest corner of the residue of a called 10 acre tract conveyed to Martha Lynn Baker by deed recorded in Vol. 133, Page 6 of said Official Public Records;

Thence S 01°53'31" W along a fence a distance of 532.80' an iron pipe found at the Southwest corner of the 10 acre residue tract and an inside corner of the 50.00 acre tract;

Thence S 88°59'34" E along a fence and passing a metal post found at a distance of 439.67' and continuing on for a total distance of 462.64' to a point in County Road #2100;

Thence S 04°32'27" W along said County Road a distance of 93.92' to the Northeast corner of a called 1.00 acre tract conveyed to Monica Wenche Parlington by deed recorded in Vol. 69, Page 776 of the Real Property Records of said County and State;

Thence N 89°05'54" W passing a 3/8" (HF 5699) capped iron pin set at a distance of 22.60' and continuing on near a fence for a total distance of 457.44' to a 5/8" iron pin found at the Northwest corner of the 1.00 acre tract;

Thence S 01°51'44" W along a fence, along the West boundary line of a called 31.8 acre tract conveyed to Y.T. Horton by deed recorded in Vol. 56, Page 134 of the Deed Records of said County and State a distance of 2002.18' to a 3/8" (HF 5699) capped iron pin set at the Easterly Southeast corner of the 160.44 acre tract and being in the North boundary line of a tract of land conveyed to Robert Wayne Fisher and Megan Elizabeth Fisher by deed recorded in Vol. 220, Page 409 of said Official Public Records;

Thence N 89°58'42" W along a fence and along the Fisher tracts and along the North boundary line of multiple small tracts conveyed to David Jackson and Josephie Jackson by deed recorded in Vol. 210, Page 528 of said Official Public Records and passing a 3/8" (HF 5699) capped iron pin set at a distance of 415.58' and a 3/8" (HF 5699) capped iron pin set at the Northeast corner of a called 1.5 acre tract conveyed to Frank Rogers by deed recorded in Vol. 54, Page 252 of the Deed Records of said County and State and continuing on for a total distance of 1152.05' to a bois d'arc post found at the Northwest corner of the Rogers tract and an inside corner of the 160.44 acre tract;

Thence S 05°54'47" E along an old fence and passing a 30" Elm tree at a distance of 825.73' and continuing on for a total distance of 864.58' to a point in County Road #2010;

Thence N 88°50'50" W leaving said road at 50.00' and continuing on for a distance of 269.92' to the Northwest corner of a tract of land conveyed to Jesus Gonzalez by deed recorded in Vol. 375, Page

Foster Land Surveying 17325 FM 197 Arthur City, TX 75411  
(903) 739-9166

475 of said Deed Records and being in the East edge of a creek and from said point a ½" capped iron pin found bears N 88°40'30" W – 104.12' and a 5/8" iron pin found bears S 48°49'14" W – 91.52';

Thence S 00°02'25" W a distance of 132.76' to a ½" capped iron pin found at the Southwest corner of the Gonzalez tract and being in the North boundary line of U.S. Highway 67;

Thence along the Northerly boundary line of said U.S. Highway 67 as follows: S 86°35'08" W a distance of 49.97' to a point in rip rap, from which a guywire anchor bears South 2.17'; N 14°03'48" W a distance of 77.81' to a 5/8" iron pin found; S 72°37'01" W a distance of 36.87' to a ½" capped iron pin found at the Southeast corner of a called 0.299 acre tract conveyed to Kimberly Cullipher by deed recorded in Vol. 195, Page 695 of said Deed Records;

Thence N 00°01'09" W a distance of 73.68' to a ½" capped iron pin found at the Northeast corner of the 0.299 acre tract ;

Thence along a fence as follows: N 88°45'17" W a distance of 381.72' to a bois d'arc post found in the North boundary line of a tract of land conveyed to Sydney Paul Hicks by deed recorded in Vol. 22, Page 709 of said Deed Records; N 89°32'01" W a distance of 327.51' to a bois d'arc post found in the North boundary line of a called 0.394 acre tract conveyed to Larry Ramsey by deed recorded in Vol. 392, Page 742 of said Deed Records and being the Southeast corner of a tract of land conveyed to Dave Elliot by deed recorded in Vol. 147, Page 350 of said Deed Records and being a Southwest corner of the 160.44 acre tract;

Thence N 00°21'17" E along a fence distance of 500.17' to a 5/8" iron pin found at the Northeast corner of a called 1<sup>st</sup> Tract and the Southeast corner of a called 4<sup>th</sup> Tract conveyed to Johathan Bentley Copeland et ux by deed recorded in Vol. 384, Page 627 of the Deed Records of said County and State;

Thence N 00°30'21" E along a fence a distance of 339.65' to a ½" capped iron pin found at the Northeast corner of said 4<sup>th</sup> Tract;

Thence S 89°50'23" W along a fence a distance of 685.44' to a bois d'arc post found at the Northwest corner of a called 2<sup>nd</sup> Tract conveyed to said Copeland and being in the East boundary line of Houston Street, not open to traffic;

Thence N 00°33'53" E along said street and along a fence for a total distance of 424.76' to a bois d'arc post found at the Southeast corner of a called 3.58 acre tract conveyed to Donald Patrick Whiteman et ux by deed recorded in Vol. 327, Page 47 of said Deed Records;

Thence N 00°33'00" E along a fence a distance of 428.66' to a 60d nail found at the Northeast corner of the 3.58 acre and the Southeast corner of a tract of land conveyed to Donald P. Whiteman et ux by deed recorded in Vol. 311, Page 64 Deed Records;

Thence N 04°24'59" W along a fence a distance of 298.58' to iron pipe found at the Northeast corner of the Whiteman tract;

Thence N 89°24'32" W a distance of 456.73' to an iron pipe found at the Northwest corner of the Whiteman tract and being in the East boundary line of State Highway 37;

Thence N 18°51'26" W along said Highway a distance of 84.75' to an iron pipe found at the Southwest corner of a called 15.809 acre tract conveyed to John Spillman et ux by deed recorded in Vol. 251, Page 363 of the Deed Records of said County and State;

Thence along the Spillman tract as follows: S 89°21'12" E a distance of 1029.98' to a ½" capped iron pin found at the Southeast corner of said tract; N 03°03'16" W along a fence a distance of 713.56' to a ½" iron pin found at the Northeast corner of said tract; S 89°19'12" W along a fence a distance of 925.16' to an iron pipe found at the Northerly Northwest corner of said tract; S 06°01'38" E along a fence a distance of 370.87' to an iron pipe found; S 80°27'14" W along a fence a distance of 209.35' to a metal post found at the most Westerly Northwest corner of said tract and being in the East boundary line of said State Highway 37;



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Thence N 19°33'27" W along said State Highway a distance of 634.70' to an iron pipe found at the Southwest corner of a called 3.7455 acre tract conveyed to Robert F. White III by deed recorded in Vol. 264, Page 648 of the Deed Records of said County and State;

Thence N 79°41'43" E along a fence a distance of 588.00' to a ½" capped iron pin found at the Southeast corner of the 3.7455 acre tract and the Southwest corner of the residue of a called 15 acre tract conveyed to said Robert F. White Jr. et ux by deed recorded in Vol. 336, Page 973 of said Deed Records;

Thence N 79°29'48" E along a fence a distance of 209.89' to a bois d'arc post found at the Southeast corner of the 15 acre tract and an inside corner of the 160.44 acre tract;

Thence N 03°09'16" W along a fence a distance of 623.08' to a bois d'arc post found at the most Northerly Northwest corner of the 160.44 acre tract and being the Northeast corner of the 15 acre residue tract and being in the South boundary line of a called 236.389 acre tract conveyed to Bonne Mellema and Jannie Mellema by deed recorded in Vol. 82, Page 944 of said Deed Records;

Thence along a fence as follows: S 89°12'04" E along the South boundary line of the 236.389 acre tract and along the South boundary line of said Johnston Tract Two a distance of 1731.36' to a ½" capped iron pin found at the Northerly Northeast corner of the 160.44 acre tract and the Northwest corner of the 50.00 acre tract; S 89°15'32" E a distance of 1247.90' to the point of beginning and containing 210.44 acres of land, less a 9.11 acre tract leaving a net acreage of 201.33 acres. The 9.11 acre tract described below.

#### Field Notes – 9.11 Acres

Situated about 1700 feet North 22° East from the square, in the City of Mount Vernon, in the County of Franklin, State of Texas, a part of the William S. Keith Survey #270 and the Joseph Talbott Survey #492 and being all of a called 2.933 acre tract and all of a called 0.224 acre tract conveyed to the City of Mount Vernon by deed recorded in Vol. 15, Page 313 of the Deed Records of said County and State and being all of a called 5.0 acre tract conveyed to said City of Mount Vernon by deed recorded in Vol. 132, Page 304 of said Deed Records and being part of a called 2.00 acre tract conveyed to the City of Mount Vernon by deed recorded in Vol. 48, Page 19 of said Deed Records, said City of Mount Vernon tracts being a called 9.11 acre save and except tract out of the 160.44 acre Jackson tract.

Beginning at a ½" iron pin found at the most Southerly corner of the 2.933 acre tract and from said point a ½" capped iron pin found at the Northeast corner of a called 4<sup>th</sup> tract conveyed to Jonathan Bentley Copeland by deed recorded in Vol. 384, Page 627 of the Deed Records of said County and State and being an inside corner of a called 160.44 acre tract conveyed to David E. Jackson by deed recorded in Vol. 175, Page 498 of said Official Public Records bears S 25°49'52" E a distance of 460.24'.

Thence N 71°45'44" W a distance of 205.74' to a ½" iron pin found in the West boundary line of the 2.933 acre tract;

Thence N 26°38'30" W passing a 3/8" (HF 5699) capped iron pin set at a distance of 188.73' and continuing on for a total distance of 371.93' to the Northwest corner of the 2.933 acre tract;

Thence N 62°59'01" E a distance of 274.54' to a ½" iron pin found at the Northeast corner of the 2.933 acre tract and the West boundary line of the 5.0 acre tract;

Thence N 31°11'09" E a distance of 243.33' to the Northwest corner of the 5.0 acre tract, from which a 60d nail set bears S 38° 40' 10" E a distance of 75.23';

Foster Land Surveying 17325 FM 197 Arthur City, TX 75411  
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Thence S 89°24'54" E a distance of 418.23' to the Northeast corner of the 5.0 acre tract and the North boundary line of the 0.224 acre tract from which a 4' Elm tree found bears S 65°25'53" E a distance of 4.14';

Thence S 09°02'36" E a distance of 325.16' to the Southeast corner of the 0.224 acre tract;

Thence S 63°09'15" W passing a 3/8" (HF 5699) capped iron pin set at a distance of 77.84' and continuing on for a total distance of 209.36' to a chain link post found;

Thence S 26°54'29" E a distance of 144.78' to a 1/2" iron pin found at the Easterly Southeast corner of the 2.933 acre tract;

Thence S 63°07'16" W a distance of 399.62' to the point of beginning and containing 9.11 acres of land.

I, Hayden Foster, Registered Professional Land Surveyor, No. 5699 do hereby certify, GF#025-24MP, that the plat and accompanying field notes represents an on the ground survey made under my direct supervision. Research of recorded documents was made only for the purpose of determining the boundary of this property and the adjoining parcels. Record documents other than those shown on this survey may exist and encumber this property. There doesn't appear to be any encroachments other than those shown hereon. The 201.33 acre tract does appear to be partially in a flood zone according to the Flood Insurance Rate Map #480821A for Franklin County, Texas. Reference Bearing = the North boundary line of the 50 acre tract - S 89°15'32" E. Controlling Monuments are at the terminus of the Reference Bearing. Plat and field notes provided with this survey. Foster Land Surveying Firm #10194725. File #:240203

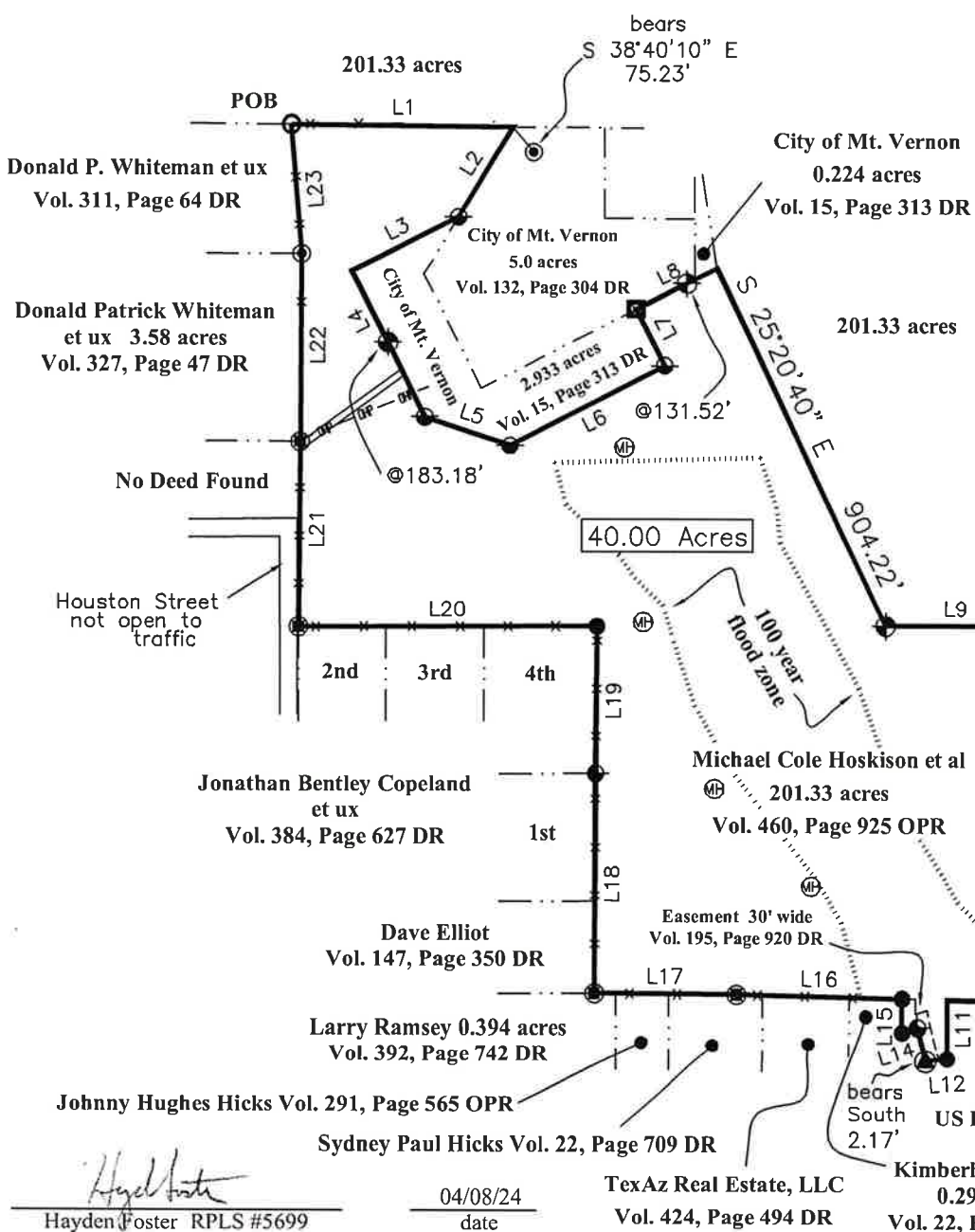
Hayden Foster Hayden Foster date 02/29/24





Part of the William S. Keith Survey #270 and the Joseph Talbott Survey #492

File # Item 7.



LINE	BEARING	DISTANCE
L1	S 89°24'53" E	508.02'
L2	S 31°11'09" W	243.33'
L3	S 62°59'01" W	274.54'
L4	S 26°38'30" E	371.93'
L5	S 71°45'44" E	205.74'
L6	N 63°07'16" E	399.62'
L7	N 26°54'29" W	144.78'
L8	N 63°09'15" E	209.36'
L9	East	323.67'
L10	N 88°50'50" W	269.92'
L11	S 00°02'25" W	132.76'
L12	S 86°35'08" W	49.97'
L13	N 14°03'48" W	77.81'
L14	S 72°37'01" W	36.87'
L15	N 00°01'09" W	73.68'
L16	N 88°45'17" W	381.72'
L17	N 89°32'01" W	327.51'
L18	N 00°21'17" E	500.17'
L19	N 00°30'21" E	339.65'
L20	S 89°50'23" W	685.44'
L21	N 00°33'53" E	424.76'
L22	N 00°33'00" E	428.66'
L23	N 04°24'59" W	298.58'

*Hayden Foster*  
Hayden Foster RPLS #5699

04/08/24  
date

TexAz Real Estate, LLC  
Vol. 424, Page 494 DR

Kimberly Cullipher  
0.299 acres  
Vol. 22, Page 695 DR

- = 1/2" capped iron pin found
- = 5/8" iron pin found
- = 1/2" iron pin found
- = 60d nail
- = iron pipe found
- ⊗ = bois d'arc post found
- ⊗ = post found
- ⊗ = guy wire anchor found
- ⊗ = 3/8" capped iron pin (HF 5699) set

- = survey line
- = easement/building line
- = overhead power line
- = fence
- ⊗ = water meter
- ⊗ = gas meter
- ⊗ = telephone pedestal
- ⊗ = manhole
- ⊗ = elec. trans. pedestal
- ⊗ = point of beginning



I, Hayden Foster, Registered Professional Land Surveyor, No. 5699 do hereby certify that the plat and accompanying field notes represents an on the ground survey made under my direct supervision. Research of recorded documents was made only for the purpose of determining the boundary of this property and the adjoining parcels. Record documents other than those shown on this survey may exist and encumber this property. There doesn't appear to be any encroachments other than those shown hereon. The tract does appear to be partially in a flood zone according to the Flood Insurance Rate Map #480821A for Franklin County, Texas. Reference Bearing = the West boundary line of the 1.5 acre tract and depicted as S 05°54'47" E . Controlling Monuments are at the terminus of the Reference Bearing. Plat and field notes provided with this survey. Foster Land Surveying Firm #10194725.

Foster Land Surveying 17325 FM 197 Arthur City, TX 75411  
(903) 739-9166

Field Notes – 40.00 Acres

Situated about 1500 feet North 50° East from the square, in the City of Mount Vernon, in the County of Franklin, State of Texas, a part of the William S. Keith Survey #270 and the Joseph Talbott Survey #492 and being part of a called 201.33 acre tract conveyed to Michael Cole Hoskison, Holly Lynn Hoskison, Cody Alan Parris, Kacie Gayle Parris, Jarred Ishmael Pickett and Amanda Marie Pickett by deed recorded in Vol. 460, Page 925 of the Official Public Records of said County and State.

Beginning at an iron pipe found at an inside corner of the 201.33 acre tract being the Northeast corner of a tract of land conveyed to Donald P. Whiteman et ux by deed recorded in Vol. 311, Page 64 of the Deed Records of said County and State.

Thence S 89°24'53" E a distance of 508.02' to the Northwest corner of a called 5.00 acre tract conveyed to the City of Mt. Vernon by deed recorded in Vol. 132, Page 304 of the Deed Records of said County and State and from said point a 3/8" iron pin found bears S 38°40'10" E a distance of 75.23';

Thence S 31°11'09" W a distance of 243.33' to a 1/2" iron pin found in the Westerly boundary line of the 5.00 acre tract and being the most Northerly Northeast corner of a called 2.933 acre tract conveyed to the City of Mt. Vernon by deed recorded in Vol. 15, Page 313 of said Deed Records;

Thence along the boundary line of the 2.933 acre tract as follows: S 62°59'01" W a distance of 274.54'; S 26°38'30" E passing a 3/8" (HF 5699) capped iron pin set at a distance of 183.18' on the South bank of a creek and continuing on for a total distance of 371.93' to a 1/2" iron pin found; S 71°45'44" E a distance of 205.74' to a 1/2" iron pin found; N 63°07'16" E a distance of 399.62' to a 1/2" iron pin found; N 26°54'29" W a distance of 144.78' to a chain link post found at the most Easterly Northeast corner of the 2.933 acre tract and being in the South boundary line of the 5.0 acre tract;

Thence N 63°09'15" E passing a 3/8" (HF 5699) capped iron pin set on the West bank of a creek at a distance of 131.52' and continuing on for a total distance of 209.36' to the Southeast corner of a called 0.224 acre tract conveyed to the City of Mt. Vernon by deed recorded in Vol. 15, Page 313 of said Deed Records;

Thence S 25°20'40" E a distance of 904.22' to a 3/8" (HF 5699) capped iron pin set;

Thence East a distance of 323.67' to a bois d'arc post found at an inside corner of the 201.33 acre tract and being the Northwest corner of a called 1.5 acre tract conveyed to Frank Rogers by deed recorded in Vol. 54, Page 252 of said Deed Records;

Thence S 05°54'47" E along an old fence and passing a 30" Elm tree at a distance of 825.73' and continuing on for a total distance of 864.58' to a point in County Road #2010;

Thence N 88°50'50" W a distance of 269.92' to a point in the East edge of a creek at the Northwest corner of a tract of land conveyed to Jesus Gonzalez by deed recorded in Vol. 375, Page 475 of said Deed Records;

Thence S 00°02'25" W a distance of 132.76' to a 1/2" capped iron pin found at the Southwest corner of the Gonzalez tract and being in the North boundary line of U.S. Highway 67;

Thence along the Northerly boundary line of said highway as follows: S 86°35'08" W a distance of 49.97' to a point, from which a guy wire bears South a distance of 2.17'; N 14°03'48" W a distance of 77.81' to a 5/8" iron pin found; S 72°37'01" W a distance of 36.87' to a 1/2" capped iron pin found at the Southeast corner of a called 0.299 acre tract conveyed to Kimberly Cullipher by deed recorded in Vol. 22, Page 695 of said Deed Records;

Thence N 00°01'09" W a distance of 73.68' to a 1/2" capped iron pin found at the Northeast corner of the 0.299 acre tract and being an inside corner of the 201.33 acre tract;

Thence along an old fence as follows: N 88°45'17" W a distance of 381.72' to a bois d'arc post found in the North boundary line of a tract of land conveyed to Sydney Paul Hicks by deed recorded in

Foster Land Surveying 17325 FM 197 Arthur City, TX 75411  
(903) 739-9166

Vol. 22, Page 709 of said Deed Records; N 89°32'01" W a distance of 327.51' to a bois d'arc post found at a Southwest corner of the 201.33 acre tract and being in the North boundary line of a called 0.394 acre tract conveyed to Larry Ramsey by deed recorded in Vol. 392, Page 742 of said Deed Records and being the Southeast corner of a tract of land conveyed to Dave Elliot by deed recorded in Vol. 147, Page 350 of said Deed Records;

Thence along a fence as follows: N 00°21'17" E a distance of 500.17' to a 5/8" iron pin found at the Northeast corner of a called 1<sup>st</sup> Tract and the Southeast corner of a called 4<sup>th</sup> tract conveyed to Jonathan Bentley Copeland et ux by deed recorded in Vol. 384, Page 627 of said Deed Records; N 00°30'21" E a distance of 339.65' to a 1/2" capped iron pin found at the Northeast corner of said 4<sup>th</sup> Tract and an inside corner of the 201.33 acre tract;

Thence S 89°50'23" W along a fence a distance of 685.44' to a bois d'arc post found at the Northwest corner of a called 2<sup>nd</sup> tract conveyed to said Copeland et ux and being in the East boundary line of Houston Street (not open to travel);

Thence N 00°33'53" E along a fence partially along the East boundary line of said Houston Street a distance of 424.76' to a bois d'arc post found at the Southeast corner of a called 3.58 acre tract conveyed to Donald Patrick Whiteman et ux by deed recorded in Vol. 327, Page 47 of said Deed Records;

Thence N 00°33'00" E partially along an old fence a distance of 428.66' to a 3/8" iron pin found at the Northeast corner of the 3.58 acre tract and the Southeast corner of said Donald P. Whiteman et ux conveyed in Vol. 311, Page 64 Deed Records;

Thence N 04°24'59" W along a fence a distance of 298.58' to the point of beginning and containing 40.00 acres of land.

I, Hayden Foster, Registered Professional Land Surveyor, No. 5699 do hereby certify, GF#025-24MP, that the plat and accompanying field notes represents an on the ground survey made under my direct supervision. Research of recorded documents was made only for the purpose of determining the boundary of this property and the adjoining parcels. Record documents other than those shown on this survey may exist and encumber this property. There doesn't appear to be any encroachments other than those shown hereon. The 201.33 acre tract does appear to be partially in a flood zone according to the Flood Insurance Rate Map #480821A for Franklin County, Texas. Reference Bearing = the West boundary line of the 1.5 acre tract – S 05°54'47" E. Controlling Monuments are at or near the terminus of the Reference Bearing. Plat and field notes provided with this survey. Foster Land Surveying Firm #10194725. File #:240401

Hayden Foster Hayden Foster date 04/08/24



**Invoice**

Foster Surveying, LLC  
17325 FM 197  
Arthur City, TX 75411

Date Invoice #  
4/8/2024 240401

**Bill To**  
Hoskison et al property

Property Details/Location	Rate	Amount
40.00 acres - US Highway 67 and County Road #2010 - Northeast of Mt. Vernon	1,500.00	1,500.00
Sales Tax	6.25%	93.75

**Total** \$1,593.75



ORDINANCE 2024-07  
*(Road or Alley Abandonment)*

**AN ORDINANCE OF THE CITY OF MOUNT VERNON, FRANKLIN COUNTY, TEXAS, ADOPTED PURSUANT TO THE AUTHORITY GRANTED BY THE STATE OF TEXAS TO TYPE A GENERAL LAW CITIES BY ORDINANCE TO VACATE, ABANDON OR CLOSE STREETS AND ALLEYS OF THE CITY FOR THAT PORTION OF AN ALLEY DESCRIBED HEREIN ON EXHIBIT A; PROVIDING A SEVERANCE CLAUSE, PROVIDING A SAVINGS CLAUSE; PROVIDING A REPEALER CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Mount Vernon, Texas has been presented with a request by the owners of real property abutting an alley proposed to be abandoned and closed by the City has been received; and

**Whereas**, the City Council has determined that no material objection to the closing of the road or alley has been presented; and

**Whereas**, the City Council has determined that no public or private utilities are located in or have an existing facility in the road or alley to be abandoned;

**NOW, THEREFORE**, be it ordained by the City Council of the City of Mount Veron, Texas , as follows:

**SECTION 1.** The recitations in the preamble of this Ordinance are found to be true.

**SECTION 2.** The road or alley to be abandoned and closed is described by metes and bounds, and/or the end of Scott Street being part of AB 425 J SLOAN 120.16 X 271 FRANKLIN COUNTY FEED, together with the names of the adjacent property owners on exhibit A, which is attached hereto and incorporated herein for all purposes;

**SECTION 3.** The road or alley as described on Exhibit A is abandoned and closed, with one half of its width conveyed to the property owner on each side of the abandoned area., as identified below:

**SECTION 4.** The owners of the abandoned property are directed to file a re-plat with the City for consideration and approval, adding one half of the abandoned property to each abutting property owner’s original tract, on or before 30 days from the effective date of this Ordinance.

**SECTION 5.** All city fees costs and expenses for the abandoned property, and any necessary surveys or plats are to be paid by the property owners receiving the property.

**SECTION 6.** That should any sentence, paragraph, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this Ordinance as a whole, or any part or provision thereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Ordinance as a whole.

**SECTION 7.** That all provisions of the ordinances of the City of Mount Vernon in conflict with the provisions of this Ordinance be, and the same are hereby, repealed, and all other provisions of the ordinances of the City of Mount Vernon not in conflict with the provisions of this Ordinance shall remain in full force and effect.

**PASSED** and **APPROVED** by the City Council of the City of Mount Vernon, Franklin County, Texas this 13th day of May, 2024.

**CITY OF MOUNT VERNON, TEXAS**

\_\_\_\_\_  
**Brad Hyman, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Kathy Lovier, City Secretary**

**PERSONNEL POLICIES**  
**OF THE**  
**CITY OF MOUNT VERNON,**  
**TEXAS**

The City of Mount Vernon is glad to have you on the team of public servants that make up the City of Mount Vernon's government. From elected officials to temporary employees, our job is to serve our fellow neighbors. As a City employee, you have a responsibility to the citizens of the City. How well you do your work and how you conduct yourself on the job are subject to public approval. Your contact with citizens will often be the only basis on which the City's government is judged. Therefore, our objective is to provide the best possible service to the citizens in an efficient, fair and courteous manner.

This Personnel Policies Manual is intended to provide guidance on how we work as a team to provide that public service. Whether you are a new or experienced employee, this manual will give you facts about the City, how it works and the policies that govern us as employees.

The personnel policies and procedures of the City of Mount Vernon are adopted by the City council, are subject to regular review and may be updated or changed from time to time.

Each department may have additional policies governing its employees. Be sure to check with your supervisor or department head to see which additional policies, if any, are applicable to you. If you need more details on the City-wide policies and procedures, please consult the City Administrators office.

Sincerely,

The Mayor and the City Council of the  
City of Mount Vernon



The City of Mount Vernon operates as a General Law City that has adopted the council-mayor form of government under the laws of the State of Texas. The City is governed by the City council, which is composed of five council members and a mayor elected for staggered two-year terms. The mayor is the presiding officer of the City council and may vote only in the event of a tie. The City council acts primarily through the passage of local laws, called ordinances, which establish rules governing the actions of citizens and the work of City employees.

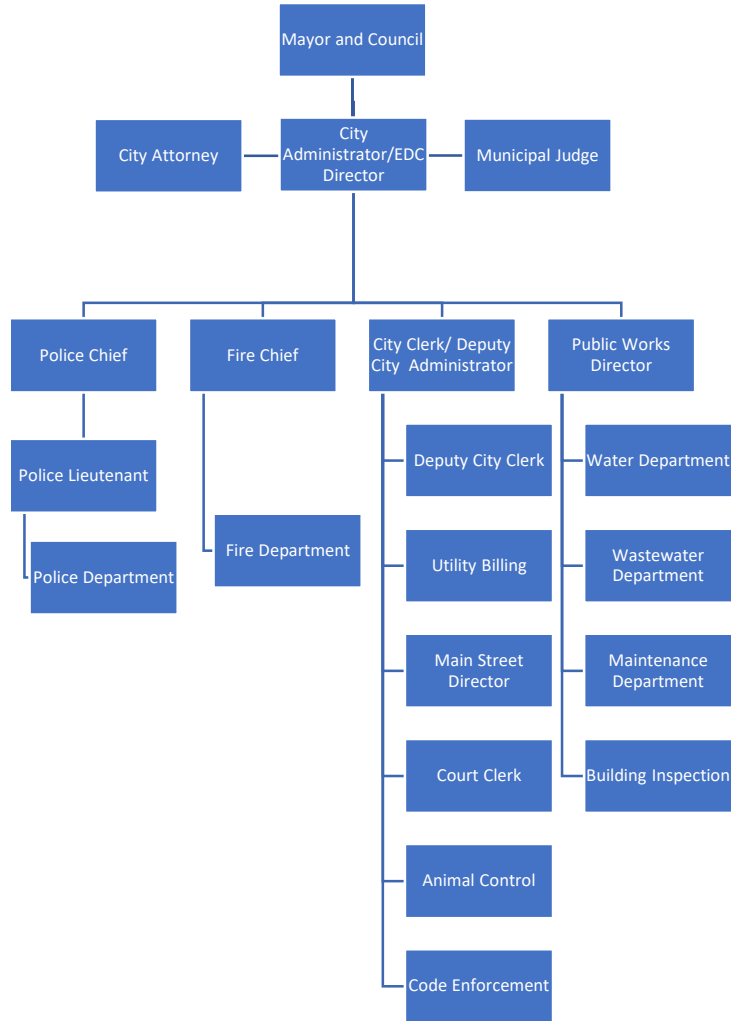
The City established the office of the City Administrator and delegates to the City Administrator the duties and powers necessary for the efficient day-to-day administration of the City's affairs. All City employees and supervisors answer to the City Administrator except those appointed by the council.

The City of Mount Vernon provides services to the public, which include roads and streets; police and fire protection; building inspection; water supply; sewage treatment; City parks and control of stray animals; and any other services authorized by the City council. In addition, City employees are involved in economic development, planning and zoning activities; performing judicial functions in the municipal court; assessing and collecting municipal fees for utility and other City services; and providing staff support and legal advice to the City council and to any other officially appointed citizen groups.

We hope that you, as an employee, will learn as much as you can about all of these services and activities so that you can coordinate your work effectively with that of other City employees and so that you can answer questions from the public.

The City of Mount Vernon operates under the legal doctrine of “**employment-at-will**” and, within requirements of state and federal law regarding employment, can dismiss an employee at any time, with or without notice, for any reason not in conflict with state or federal laws. The City will attempt to ensure that employee dismissals are not made in an arbitrary or capricious manner; however, these personnel policies do not constitute or imply a contract, agreement, promise, or guarantee of employment or of continued employment. The City has the right to change these policies at any time, without prior notice to employees.

Each reference in these policies to the City means the City of Mount Vernon, Texas.



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# CITY OF MOUNT VERNON PERSONNEL POLICIES AND PROCEDURES MANUAL

## 1.00 GENERAL POLICIES

### 1.01 AUTHORITY

These policies are established by the City council and any deletions, amendments, revisions, or additions to the policies must be approved by the council. These policies completely replace and supersede any and all personnel policies previously adopted, individually or as a set of policies, by the City council.

In addition to these personnel policies, department heads may establish departmental rules and regulations that relate specifically to their departments, as long as they do not conflict with these policies. Departmental rules are important and employees must comply with them. If there is a conflict between a departmental rule or policy and these policies or any future amendments to these policies, the terms of these policies, as amended, will prevail. Additionally, departmental rules and regulations must be approved by the City Administrator.

### 1.02 SEVERABILITY

The provisions of these policies are severable and if any provision or part of a provision is held invalid, illegal, or unenforceable, this shall not affect the validity of the remaining provisions or parts of provisions, which shall remain in force and effect.

### 1.03 RESPONSIBILITY FOR IMPLEMENTATION OF PERSONNEL POLICIES

The City Administrator is ultimately responsible for the administration of the personnel policies and procedures. The City Administrator is responsible for the day-to-day administration of these policies and procedures.

With the exception of matters of appointments and any other personnel actions reserved to the City council by statute or ordinance, final authority on appointments and personnel decisions is reserved to the City council. The City council appoints and may remove the City Administrator, City attorney, municipal judge, police chief, City health officer and City Clerk. Department directors, referred to in these policies as department heads, are appointed by the City Administrator with the consent of the mayor and City council.

### 1.04 PURPOSE OF PERSONNEL POLICIES

These policies set forth the primary rules governing employment with the City. The policies contained here inform employees of the benefits and obligations of employment with the City. They have been prepared and adopted in order to promote consistent, equitable and effective practices by both employees and supervisors which will result in high quality public service to the citizens of the City.

### 1.05 APPLICABILITY OF PERSONNEL POLICIES

These personnel policies and procedures apply equally to all employees of the City unless a class of employees is specifically exempted. The following are not employees covered by the terms of these policies: City attorney, municipal judge, (unless he or she is an employee of the City), City health officer and incarcerated persons performing community service work for the City in lieu of jail time.

In cases where federal or state laws or regulations supersede local policy for specific groups of employees, such laws or regulations will substitute for these personnel policies only insofar as necessary to comply.

### 1.06 DISSEMINATION OF PERSONNEL POLICIES

The City Administrator maintains the official set of the personnel policies, with all revisions, for reference by employees and is responsible for providing a complete copy of this manual and copies of all subsequent revisions or policy changes to each employee. If a question arises about a particular policy, the official set of policies in the City Administrator's office should be consulted and will control.

The City ~~Administrator~~ *Clerk* maintains the official set of the personnel policies, with all revisions, for reference by employees and is responsible for providing a complete copy of this manual and copies of all subsequent revisions or policy changes to each employee. If a question arises about a particular policy, the official set of policies in the City ~~Administrators'~~ *Clerks'* office should be consulted and will control.

As a part of the initial orientation process, the ~~payroll personnel~~ *City Clerk* will provide a copy of the Personnel Policies and Procedures Manual to new employees. This copy is the employees to keep. Upon receipt of the personnel policies and before beginning work on the job, each employee is required to sign an acknowledgment that he or she has received a copy of the Personnel Policies and Procedures Manual and understands that he or she is responsible for knowing the contents. The signed acknowledgment is filed in the employee's official personnel file in the City Clerk's office.

### **1.07 AT WILL EMPLOYMENT**

The City of Mount Vernon operates under the legal doctrine of "employment-at-will" and, within the requirements of state and federal laws regarding employment; the City may dismiss an employee at any time, with or without notice, for any reason.

Texas law allows the City to maintain this "at will" employment relationship with its employees. This means that either the employee or the City can decide that the employee will leave the job without either party having to give a reason. State and federal law does require that the City not act in a discriminatory or retaliatory way in dismissing an employee.

### **1.08 EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy of the City of Mount Vernon to prohibit discrimination against any person in job structuring, recruitment, examination, selection, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based on race, age, sex, religion, color, disability, or national origin.

An employee will not engage in conduct at work that involves the use of racial or ethnic joking or derogatory remarks. Reports of such conduct will be investigated and disciplinary action will be taken, if appropriate.

The City prohibits retaliation or discrimination against any employee for opposing an unlawful or discriminatory employment practice, or for alleging such a practice or participating in an investigation of an allegation of discrimination.

(Legal reference: U.S. Civil Rights Acts of 1871 and 1964, as amended; V.T.C.A. Civil Practices and Remedies Code, Chapter 106; Texas Commission on Human Rights Act, V.T.C.A. Government Code, Sec. 461; V.T.C.A. Labor Code, Chapters 21-22; U.S. Age Discrimination in Employment Act of 1967, as amended; U.S. Rehabilitation Act of 1973, as amended; U.S. Americans with Disabilities Act of 1990; U.S. Executive Order 11246; U.S. Equal Pay Act; V.T.C.A. Health and Safety Code, Chapters 592.)

### **1.09 AFFIRMATIVE ACTION**

The City of Mount Vernon will take affirmative action to see that applicants are employed and employees are treated during their employment, without discrimination based on race, color, disability, religion, sex, national origin, age, or political affiliation or belief. In addition, the City will seek actively to include qualified members of minority, disabled and Vietnam-era veteran groups in applicant pools. (Legal reference: U.S. Executive Order 11246; U.S. Rehabilitation Act of 1973, Section 503; U.S. Vietnam Era Veterans' Readjustment Assistance Act of 1974, Section 2012, codified as Title 38, U.S.C. Chapter 42, Sections 2011, et seq.)

### **1.10 SEXUAL HARASSMENT**

It is the policy of the City to provide and maintain a work environment which is free of sexual harassment, sexual exploitation and intimidation. The City of Mount Vernon has a "zero tolerance" policy regarding sexual harassment; sexual harassment will not be tolerated by the City. All employees are expected to comply with



this policy; failure to do so will result in disciplinary action up to and including discharge. A copy of the City's sexual harassment policy will be posted at all City facility locations.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting that person, or (3) such conduct has the purpose or effect of unreasonably interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

It is illegal and against City policy for any worker – male or female – to harass another worker or create a hostile working environment by committing or encouraging:

1. Physical assaults on another employee, including rape, sexual battery, molestation, or attempts to commit these assaults
2. Intentional physical conduct that is sexual in nature, including touching, pinching, patting, or brushing up against another employee's body
3. Unwanted sexual advances, propositions, or sexual comments, including sexual gestures, jokes, or comments made in the presence of an employee who has indicated that such conduct is unwelcome; and
4. Posting or displaying pictures, posters, calendars, graffiti, objects, or other materials that are sexual in nature or pornographic.

The creation of an intimidating, hostile, or offensive working environment includes such actions as persistent sexual comments or the display of obscene or sexually oriented photographs or drawings. However, conduct or actions that arise out of a personal or social relationship and are not intended to have a discriminatory employment effect might not be viewed as harassment. The City will determine whether such conduct constitutes sexual harassment, based on a review of the facts and circumstances of each situation.

If an employee is either subjected to or witnesses' sexual harassment, he or she should immediately notify his or her immediate supervisor or the director of finance. If the employee's immediate supervisor is the source of the alleged harassment, the employee should report the problem to the supervisor's supervisor or to the City Administrator.

The City's grievance procedure (see Grievances) provides procedures for reporting alleged sexual harassment. The City will investigate such reports immediately. Supervisors should not disregard any complaint of sexual harassment. As soon as an employee reports an incident to you, you are responsible for reporting it to the City Administrator (even if the employee does not want you to say or do anything about it). The City Administrator will:

1. Get both sides of the story. The person accused of discrimination or sexual harassment will be advised of the allegations and given the chance to respond.
2. Keep records of the investigation. Documentation must be kept of all phases of the investigation, from the initial complaint to any written warning or action taken.
3. Attempt to resolve the complaint. The City Administrator will present findings and recommendations to the appropriate parties.
4. Maintain confidentiality and privacy to the extent possible. All aspects of the investigation are confidential. Once the supervisor has contacted the City Administrator, any discussion regarding this issue should be limited to those directly involved in the investigation.

No employee will be subject to any form of retaliation or discipline for pursuing a sexual harassment complaint.

To emphasize the importance of this policy and ensure every employee's understanding, the City requires each employee to sign a statement acknowledging receipt and understanding of this policy. The signed acknowledgement is kept in the employee's personnel file.

(Legal reference: Title VII of the U.S. Civil Rights Act, Section 703, as interpreted by EEOC: Sex Discrimination Guidelines, Section 1604.11; Meritor Savings Bank v. Vinson, U.S. Supreme Court, 1986.)

### **1.11 PERSONS WITH DISABILITIES**

It is the policy of the City to make its employment application process, employee activities, working environment, employee benefits, employee training and employee advancement process accessible to persons with disabilities and to make reasonable accommodations to a qualified individual with a disability who is an applicant or employee, unless that accommodation will place an undue hardship on City finances or operations.

In this section, a person with a disability is defined as a person who:

1. Is presently disabled
2. Has been disabled in the past; or
3. Is perceived to be disabled

It is also illegal and against City policy, to discriminate against a person because of his or her relationship or association with an individual with a known disability.

The Americans with Disabilities Act (ADA) defines disability as:

1. A physical or mental impairment which substantially limits one or more of a person's major life activities
2. A record of such an impairment; or
3. Being regarded as having such an impairment

Conditions that are medically correctable, such that they do not substantially limit a major life function, may be found not to be a disability.

Persons with disabilities must be provided equal access to the hiring process. Persons with disabilities who perform the essential functions of their job must be provided equal access to promotion, training and other benefit opportunities. No person will be subject to any form of retaliation for pursuing a complaint based on disability-related discrimination.

(Legal Reference: U.S. Americans with Disabilities Act of 1990.)

### **1.12 LACTATING/BREASTFEEDING POLICY**

*Accommodations will be made for lactating mothers for up to one year after the child's birth. An employee who is breastfeeding her child will be provided reasonable break times to express breast milk for her baby. The City will designate a room for this purpose. The space will have a door that can be locked. Nursing mothers will arrange times for usage of said space through their department head. Any breast milk stored in a communal refrigerator must be labeled with the name of the employee and the date of expressing the breast milk. Any nonconforming products stored in the refrigerator may be disposed of. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage, refrigeration and tampering.*

*City employees who work offsite or in other locations will be accommodated with a private area as necessary. Breaks of more than 20 minutes in length will be unpaid and the employee should indicate this break period on her time record.*

### 1.13 CHANGES TO THESE POLICIES AND EMPLOYEE SUGGESTIONS

These personnel policies may be amended or revised, or new policies may be added, at any time, with or without notice, upon the approval of the City council. In addition, the City Administrator and City attorney may conduct a review of the policies contained in this manual and submit any necessary or recommended changes to the City council for approval.

Employees are encouraged to make constructive suggestions for improvements to these policies or to work procedures or conditions. Any employee who wishes to suggest a personnel policy change should submit his or her suggestion(s) in writing to his or her supervisor for consideration. Employees are responsible for maintaining current knowledge and understanding of all personnel policy changes and for requesting clarification or assistance when needed.

Department heads and employees are provided copies of changes to these personnel policies by the City Administrator ~~Clerk~~ as soon as practicable.

## 2.00 EMPLOYEE RESPONSIBILITIES

### 2.01 GENERAL EMPLOYEE RESPONSIBILITIES

The City is a public tax-supported organization. Its employees must adhere to high standards of public service that emphasize professionalism, courtesy and avoidance of even the appearance of illegal or unethical conduct.

Employees are required to give a full day's work, to carry out efficiently the work items assigned as their responsibility, to maintain honest conduct and to do their part in maintaining good relationships with the public, their supervisors, City officials and their fellow employees.

### 2.02 PROFESSIONAL APPEARANCE

Employees of the City are hired to provide services to the City's citizens and to perform specific tasks in a professional manner. As representatives of the City, employees are encouraged to set and meet high standards both in performing quality work and in presenting a professional personal image to the public. While the City does not have a formal dress code, employees are expected to exercise regular hygiene care and to dress and groom themselves in a neat and tasteful manner, which is appropriate to the particular job being performed. Expensive clothes are not necessary, but a neat, well-groomed appearance and a courteous attitude are necessary in creating and maintaining a professional, favorable image of the City's work force. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for time away from work.

### 2.03 UNIFORMS

In most departments, all employees are required to wear uniforms, which are furnished by the City.

The City has provided uniforms for all field maintenance personnel ~~and supervisory level~~. Each employee will be uniformed in a standard ~~issue manner~~ for that particular department and must be dressed in uniform before reporting for work each day. In all cases, employees must keep their uniforms neat and clean.

### 2.04 TIMELINESS

Employees are to be punctual in reporting for work, keeping appointments and meeting schedules for completion of work.

An employee who expects to be late for or absent from work must report the expected tardiness or absence to his or her supervisor within 15 minutes after the time he or she is expected to begin work, as a general rule, unless emergency conditions exist. Advance notification requirements may vary from department to department, depending upon the nature of the work and the need to secure substitute employees to carry on critical City functions.

Failure to report within the required period can be considered justification for disallowing paid sick leave for an absence. Unless otherwise approved by the supervisor, employees are expected to call on each day of absence. Where the nature of the absence necessitates an extended period of time off, the supervisor may approve longer reporting intervals. Frequent tardiness or unexcused absence is not permissible and will result in disciplinary action up to and including termination.

In cases where an absence is known in advance, the employee must receive written approval from his or her department head at least 24 hours in advance of the anticipated leave. See the Leave Time section, *(Section 8)* of these policies for matters involving planned absences.

### 2.05 OUTSIDE ACTIVITIES

To protect the City from potential liabilities, employees may not engage in any outside employment, ~~activity, or enterprise~~ determined by the City Administrator (1) to be inconsistent or incompatible with employment with the City; or (2) to affect the employee's job performance adversely. Examples of outside activities that may

conflict with City employment include construction or installation that may be inspected or regulated by the employee's City department, employment by a major contractor of the City, or employment that results in fatigue while on City duty.

In order to avoid conflicts of interest and potential liability on the part of the City, an employee must have the advance written approval of his or her department head to engage in any outside employment, including self-employment. The **written** approval of both the ~~department head and the City Administrator~~ **direct supervisor and the City Administrator** is required. In addition, when an employee's approved outside employment ceases, the employee must notify his or her department head, who must in turn notify the City Administrator.

If a City employee is injured on the job in the course of employment outside of his or her employment with the City, the employee may not file a workers' compensation claim against the City for benefits related to the injury, regardless of the fact that the City Administrator may have determined that the outside employment satisfied the City's prerequisites.

The City accepts no liability for any action, failure to act, injury to self or others, property damage, or any other damage resulting from outside employment by a City employee.

## **2.06 GIFTS AND GRATUITIES**

A City officer or employee may not accept any gift or free services from contractors, vendors, or other persons that might tend to influence his or her official actions or impair his or her independence or judgment in performance of duties for the City. In addition, the City expects an employee or officer to refuse any gift, food, entertainment, honoraria, transportation, or lodging that might appear to or tend to affect his or her official actions. The City further expects employees to refuse any gift, food, entertainment, honoraria, transportation, or lodging that exceeds the \$50 limitation on gifts and benefits prescribed by the Texas Penal Code and in accordance with Texas Local Government Code.

## **2.07 CONFLICT OF INTEREST**

An employee of the City shall neither have financial interests, direct or indirect, in any contract with the City, nor be financially interested, directly or indirectly, in the sale to the City of any land, or rights or interest in any land, materials, supplies or service.

An officer or employee of the City may not:

Solicit or accept or agree to accept a financial benefit, other than from the City, which might reasonably tend to influence his or her performance of duties for the City or that he or she knows or should know is offered with intent to influence the employee's performance

Accept employment or compensation that might reasonably induce him or her to disclose confidential information acquired in the performance of official duties

Accept outside employment or compensation that might reasonably tend to impair independence of judgment in performance of duties for the City

Make any personal investment that might reasonably be expected to create a substantial conflict between the officer's or employee's private interest and duties for the City; or

Solicit or accept or agree to accept a financial benefit from another person in exchange for having performed duties as a City employee in favor of that person.

(Legal reference: V.T.C.A., Local Government Code, Chapter 171; V.T.C.A. Penal Code, Chapter 36).

## **2.08 POLITICAL ACTIVITY**

Employees of the City are encouraged to vote and to exercise other prerogatives of citizenship consistent with state and federal law and these policies. A City employee may not:

1. Use his or her official authority or influence to interfere with or affect the result of an election or nomination for office; or
2. Directly or indirectly coerce, attempt to coerce, command, or advise a local or state officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political purpose; or
3. Be a candidate for election to the City of Mount Vernon City Council.

In addition, any City employee who is subject to the provisions of the federal Hatch Act may not be a candidate for elective office in a partisan election. (A partisan election is an election in which candidates are to be nominated or elected to represent a party whose candidates for presidential electors received votes in the last preceding election at which presidential electors were selected.) City employees are subject to this additional Hatch Act restriction if their principal employment is in connection with an activity which is financed in whole or in part by loans or grants made by the federal government.

All City employees are prohibited from participating in any way in any political activity while on duty or while wearing a City uniform.

In addition, no City owned property, vehicle, building and/or office used exclusively for conducting the City's business may be used for conducting any political activity, except for the conduct of official elections. This paragraph shall not in any way limit an employee's right as a citizen to address the City council.

An employee's political activity, not in violation of this section, shall not be considered in determining his or her compensation, eligibility for promotion or demotion, work assignment, leave or travel request, or in applying any other employment practices to the employee. Likewise, no employee will be disciplined, terminated, or deprived of his or her employment rights for refusing to participate in such activities.

(Legal reference: V.T.C.A., Penal Code, Sec 36.03; U.S. Hatch Act of 1940, as amended.)

## **2.09 COMMUNICATION**

Matters that involve City policy, operations and organization are brought before the City council by the City Administrator, or by a person designated to do so by the City Administrator.

An employee may request that a matter be considered by the City council by submitting the item in writing to his or her department head who will forward the communication to the City Administrator. Final decisions as to what is to be brought forward to the council from the staff are determined by the City Administrator.

Communication with the public and the media about City issues or problems is the responsibility of the City council and the City Administrator. Employees are to refer the public and the media to the City Administrator if a question is non-routine, controversial, or outside of the scope of the employee's normal duties.

Employees may, from time to time, be given directions from persons other than their immediate supervisor. In such cases, other than emergency situations, the department head desiring to utilize an employee from another department must notify the employee's department head about the directive, its purpose and the relevant facts of the situation and the employee's department head must authorize the work. Failure to do so in a timely manner may result in disciplinary action.

Except for the purpose of inquiries and investigations specifically authorized under the City ordinance, the council or its members shall deal with City officers and employees who are subject to the direction and supervision of the City Administrator solely through the manager. Neither the council nor any of its members

shall give directions or orders to any City officer or employee, either publicly or privately, unless specifically authorized in City ordinance. Employee contact with members of the City council is limited during working hours to that authorized by the employee's supervisor. However, this shall in no way limit an employee's rights as a citizen to contact a member of the City council during non-working hours.

## 2.10 CHAIN OF COMMAND

Individual City employees are responsible to the department head or City Administrator or to a supervisor designated by the department head or City Administrator. Department heads are responsible to the City Administrator. The City Administrator is responsible to the City council as a whole. Directions regarding work to be done, expected results and the adequacy of work performance will follow the chain of command. In the absence of the City Administrator, the City Clerk will assume responsibilities until his/her return. *If both are unavailable, the Deputy City Clerk will assume those duties until the City Administrator or City Clerk returns.*

## 2.11 SOLICITATION OF FUNDS FOR CITY PROJECTS

At times, projects may be undertaken whereby funds are solicited from private citizens, businesses and organizations on behalf of the City. Before any solicitation of funds begins, the department head must notify and receive the approval of the City council. Participation on the part of any City employee in a fund-raising effort on behalf of the City is strictly voluntary.

## 2.12 EMPLOYEE FUNDRAISING

City employees are free to engage in fundraising efforts for outside organizations of the employee's choice, but the solicitations shall be made during the employee's non-working hours. (Nonworking hours include lunch periods, work breaks, or any other period in which the employee is not on duty.) The employee must not represent himself or herself as a City employee or wear a City uniform when engaged in non-City -sponsored fundraising.

## 2.13 SMOKING/TOBACCO/VAPING PRODUCTS

~~Any use of tobacco or nicotine products are prohibited~~ *Smoking/Vaping* is prohibited in any building or vehicle owned or leased by the City of Mount Vernon.

## 2.14 USE OF ELECTRONIC DEVICES

City telephones, including mobile and cellular telephones, pagers and fax machines, are to be used for City business. There is no expectation of privacy for an employee using these systems.

Occasional use of local telephone service for personal communications is permissible if the length and number of such communications are kept to a minimum and if there is no charge to the City for a metered service.

**Long Distance.** City employees may not place personal long-distance telephone calls on City telephone equipment unless the charges will be billed directly by the telephone company to the individual's personal account. A call to notify family of City requirements to work unscheduled overtime is a City business call. If an emergency long distance call is made on a City telephone, the employee must reimburse the City for the call.

**Personal Use.** Cellular telephones or pagers are furnished to certain employees in connection with their job duties. Employees need to limit personal use of their City cellular telephones and pagers in the same way they need to limit use of their City office telephones. Employees who have excessive cellular or pager usage for personal calls will be subject to disciplinary action, up to and including termination.

Use of City communications systems, including telephones and fax machines, for sending or receiving offensive or harassing statements, sexually oriented materials, illegal transactions, or private business transactions is prohibited.



## 2.15 USE OF CITY COMPUTERS, INTERNET ACCESS AND ELECTRONIC MAIL

City computer systems, including Internet access and electronic mail systems are to be used for City business. Occasional use of electronic mail for personal communications is permissible if the length and number of such communications are kept to a minimum. However, because all computer systems are City property, there is **no expectation of privacy** for an employee using these systems.

**Unacceptable Uses of the Internet and City E-Mail.** City e-mail systems and Internet access may not be used for transmitting, retrieving, or storing any communications, images, or other content of a discriminatory or harassing nature or any materials that are obscene, nude or personal photographs or X-rated pictures or photographs. Harassment of any kind is prohibited. (See Policy on **Sexual Harassment**). No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual orientation may be transmitted or forwarded using the City system. No abusive, profane, or offensive language may be transmitted through the City's e-mail or Internet system. The City's harassment policy applies in full to e-mail and Internet use. Employees do not have a personal privacy right regarding any matter created, received, stored, or sent from or on the City's e-mail or Internet system or computers.

The City e-mail and Internet system may not be used for any purpose that is illegal, against City policy, or contrary to the City's best interest. Solicitation of non-City business or any use of the City e-mail or Internet system for personal gain is prohibited.

City employees should keep in mind that even when an e-mail or voice mail message has been deleted from a location, it is still possible to retrieve that message.

**Rules for Electronic Communication.** Each employee is responsible for the content of all text, audio, or images that he or she accesses, places, or sends over the City's e-mail or Internet system (including bulletin boards, online services, or Internet sites). Employees must include their name in all messages communicated on the City's e-mail or Internet system.

If any employee receives unsolicited e-mail from outside the City that appears to violate this policy, the employee should notify his or her supervisor immediately. Similarly, if any employee accidentally accesses an inappropriate web site in the normal course of business, the employee should notify his or her supervisor immediately.

**System Security.** The City reserves the right to routinely monitor how employees use e-mail and the Internet. The City may monitor to measure cost analysis/allocation and the management of the City's gateway to the Internet. All messages created, sent or received over the City's e-mail or Internet system are the City's property and should **not** be considered private information.

**Violations.** Any employee who violates these rules or otherwise abuses the privilege of the City's e-mail or Internet system will be subject to disciplinary action up to and including termination. If necessary, the City also reserves the right to advise appropriate officials of any illegal activities.

## 2.16 PURCHASING

Purchases by City employees will be made only as authorized by the City Administrator and must be made in accordance with the **approved annual budget and** state purchasing laws as they apply to cities. All purchases must be accompanied by a **City purchase order receipt**. Department heads must approve, **by way of their signature on invoices or receipts**, all purchases as it applies to the Budget. All receipts for said purchases need to be turned into accounts payable within five working days. Any missing receipts will require an affidavit of missing receipt to be filled out and remitted in place of said receipt. The City of Mt Vernon will issue credit cards to certain employees for the use of their job. Credit card purchases can be made for equipment, materials, conference/training registration, hotel registration, meals and other purposes deemed necessary by the



Department Head or City Administrator. Each person issued a City of Mt. Vernon credit card must read and acknowledge the policy. *Each person who makes a purchase should ensure or verify that tax exemption status has been established with the particular vendor or retailer before any purchase is made.*

#### STATEMENT OF GENERAL POLICY

It is the policy of the City of Mount Vernon that all purchasing shall be conducted strictly on the basis of economic and business merit, while meeting all legal requirements. This policy is intended to promote the best interest of the citizens of the City of Mount Vernon, Texas.

It is important to remember that City purchasing operates in full view of the public. In order to assure an open purchasing process and economy in purchasing, the Mount Vernon City Council has determined that competitive bidding will be used as much as possible in the purchase of goods and services for the City.

### CITY OF MOUNT VERNON PURCHASING POLICY

#### GOVERNING AUTHORITY

The primary governing authority for the City of Mount Vernon's Purchasing Policy shall be the Local Government Code Chapter 252, "*Purchasing and Contracting Authority of Municipalities.*" All procurement activity shall be governed by this Purchasing Policy, in accordance with applicable state and local government codes. The Mayor and Council may from time to time review the Purchasing Policy and any changes made to the Policy shall be recorded and updated.

All powers of the City rest in the City Council. Authority for purchasing of goods and services is delegated to the City Administrator provided the purchase does not exceed \$50,000. The City Administrator's authority may be delegated to other staff, subject to the requirements of this policy and adopted purchasing procedures. *To ensure proper oversight, all purchases and requisitions in excess of \$10,000 will be reported to the Council monthly. The report will include the vendor, purpose, amount and source of funds for the expenditure.*

#### PURPOSE AND OBJECTIVES

~~The Purchasing Policy applies to the procurement activities of the City of Mount Vernon. All procurement activities for the City shall be administered in accordance with the provisions of this policy, with the express intent to promote open and fair conduct in all aspects of the procurement process.~~

~~The Purchasing Division responsible for ensuring that City departments comply with federal, state and local statutes regulating competitive sealed bids, competitive sealed proposals, professional services, high technology purchases, cooperative purchases and emergency and sole source purchases. The Purchasing Division solicits for all competitive procurements as required by law, evaluates bids and proposals and with the user department makes recommendations to the Mayor and City Council for awarding of contracts.~~

#### CODE OF ETHICS

By participating in the procurement process, employees of the City of Mount Vernon agree to:

- ~~1. Avoid the intent and appearance of unethical or compromising practice in relationships, actions and communications.~~
- ~~2. Demonstrate loyalty to the City of Mount Vernon by diligently following the lawful instructions of the employer, using reasonable care and only authority granted.~~
- ~~3. Refrain from any private business or professional activity that would create a conflict between personal interests and the interest of the City of Mount Vernon.~~
- ~~4. Refrain from soliciting or accepting money, loans, credits, or prejudicial discounts and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence or appear to influence purchasing decisions.~~
- ~~5. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether as payment for services or not; and never accept for himself or herself or for family members, favors or~~

~~benefits under circumstance which might be construed by reasonable persons as influencing the performance of Governmental duties.~~

- ~~6. Engage in no business with the City of Mount Vernon, directly or indirectly, which is inconsistent with the conscientious performance of Governmental duties.~~
- ~~7. Handle confidential or proprietary information belonging to employer or suppliers with due care and proper consideration of ethical and legal ramifications and governmental regulations.~~
- ~~8. Never use any information gained confidentially in the performance of Governmental duties as a means of making private profit.~~
- ~~9. Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.~~
- ~~10. Know and obey the letter and spirit of laws governing the purchasing function and remain alert to the legal ramifications of purchasing decisions.~~
- ~~11. Expose corruption and fraud wherever discovered.~~
- ~~12. Uphold these principles, ever conscious that public office is a public trust.~~

### **COMPETITIVE PURCHASING REQUIREMENTS**

~~Under no circumstances shall multiple requisitions be used in combination to avoid other applicable bidding requirements or City Council approval.~~

#### **Procedures for Purchases less than \$3,000**

~~The ordering Department selects the vendor, enters a requisition in the automated procurement system. Once a purchase order is issued the ordering division places the order and/or picks up the materials.~~

~~Purchases under \$3,000 may be made through a purchase order (PO) process. No documented quotes are required; however, competitive pricing through purchasing cooperatives or other discount retailers or distributors should be checked prior to purchase when time and practicality permit.~~

#### **Procedures for Purchases Greater than of \$3,000 to \$25,000**

~~All purchases greater than \$3,000 but less than \$50,000 must be processed in accordance with the following procedure.~~

- ~~1. Purchases totaling than \$3,000 to \$50,000 will require three or more *written* quotes.~~
- ~~2. All quotes received must be in writing from the vendor and available for review by the City Clerk.~~

#### **Procedures for Purchases \$50,000 or more**

~~The City will be responsible for distribution of all formal quotes over \$50,000.~~

~~All requisitions \$50,000 and over will require approval by Council prior to the purchase order being issued. Requisitions \$25,000 and over will be taken to Council as a Financial Transaction~~

### **HUB'S**

~~Local Government Code Section 252.0215 "Competitive bidding in relations to Historically Underutilized Business vendors," states that a municipality, in making an expenditure of more than \$3,000 but less than \$50,000, shall contact at least two HUBs on a rotating basis. If the list fails to identify a disadvantaged business in the county in which the City is situated, the City is exempt from this section.~~

~~HUB—Certified businesses that are at least 51% owned, operated and controlled by the qualifying groups which include Asian Pacific Americans, Black Americans, Hispanic Americans, Native Americans and American Women.~~

#### **Purchases more than \$50,000**

1. Except as otherwise exempted by applicable State law, requisitions for item(s) whose aggregate total cost is more than \$50,000 must be processed as a competitive solicitation (e.g. sealed bids, request for proposals and request for offers.) Texas Local Government Code, Subchapter B, Section 252.021 defines the requirements for competitive bids.

**Texas Local Government Code, Section 252.062, states:**

*A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly makes or authorizes separate, sequential, or component purchases to avoid the competitive bidding requirements of Section 252.021. An offense under this subsection is a Class B Misdemeanor.*

*A municipal officer or employee commits an offense if the officer or employee intentional or knowingly violates Section 252.021, other than by conduct described in subsection (a). An offense under this subsection is a Class B Misdemeanor.*

*A municipal officer or employee commits an offense if the officer or employee intentionally or knowingly violates this chapter, other than by conduct described by subsection (a) or (b). An offense under this subsection is a Class C Misdemeanor.*

*Conviction for any of these offenses may result in immediate removal from office or employment.*

**Reciprocity**

The State of Texas Reciprocity Law<sup>†</sup> provides that the State or political subdivision cannot award contracts or purchases to non-resident bidders having local preference laws in their resident states unless their bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located

**Award of Contract**

The City of Mount Vernon shall award contracts based on criteria deemed in the best interest of the City

**Texas Local Government Code, Section 252.043, states, in part:**

*(a) if the competitive sealed bidding requirement applies to the contract for goods or services, the contract must be awarded to the lowest responsible bidder or to the bidder*

*who provides goods or services at the best value for the municipality.*

*(b) Before awarding a contract under this section, a municipality must indicate in the bid specifications and requirements that the contract may be awarded either to the lowest responsible bidder or to the bidder who provides goods or services at the best value for the municipality.*

**Disclosure of Information**

~~†Sec. 2252.002. AWARD OF CONTRACT TO NONRESIDENT BIDDER. A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the greater of the following:~~

~~(1) the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located; or~~

~~(2) the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which a majority of the manufacturing relating to the contract will be performed.~~

~~Sec. 2252.002. AWARD OF CONTRACT TO NONRESIDENT BIDDER. A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in:~~

~~(1) the state in which the nonresident's principal place of business is located; or~~

~~(2) a state in which the nonresident is a resident manufacturer.~~

~~Sec. 2252.003. PUBLICATION OF OTHER STATES' LAWS ON CONTRACTS. (a) The comptroller annually shall publish in the Texas Register:~~

~~(1) a list showing each state that regulates the award of a governmental contract to a bidder whose principal place of business is not located in that state; and~~

~~(2) the citation to and a summary of each state's most recent law or regulation relating to the evaluation of a bid from and award of a contract to a bidder whose principal place of business is not located in that state.~~

~~(b) A governmental entity shall use the information published under this section to evaluate the bid of a nonresident bidder. A governmental entity may rely on information published under this section to meet the requirements of Section 2252.002.~~

Access to bidder declared trade secrets or confidential information shall be in accordance with the Texas Government Code Chapter 552, the Public Information Act and applicable City policies implementing this chapter.

Texas Local Government Code Chapter 252.049(b) states, in part:

If provided in an RFP, proposals shall be opened in a manner that avoids disclosure of the contents to competing offerors and keeps the proposals secret during negotiations. All proposals are open for public inspection after the contract is awarded, but trade secrets and confidential information in the proposals are not open for public inspection.

### **Professional Services**

Professional & Personal services, are exempted from the competitive bidding process and are procured through the use of Request for Qualifications (RFQ) documents. The Purchasing Division is available to consult with departments regarding the preparation of information; however, the presentation of technical and qualifications aspects of personal and/or professional services included in the RFQ documents is the sole responsibility of the requesting department.

1. Texas Government Code, Chapter 2254, Subchapter A, Professional Services, states that contracts for the procurement of defined professional services may not be awarded on the basis of competitive bids. Instead, they must be awarded:

(a) On the basis of demonstrated competence and qualifications to perform the services;

(b) For a fair and reasonable price;

(c) Fees are allowed;

(d) Must be consistent with and not higher than the recommended practices and fees published by the applicable professional associations; and

(e) May not exceed any maximum provided by law. This is mis quoted. Must be corrected if we leave in

2. Professional Services for the purposes of Government Code Chapter 2254 are defined as those "services within the scope of the practice, as defined by state law, of accounting, architecture, landscape architecture, land surveying, medicine, optometry, professional engineering, real estate appraising, or professional nursing, or provided in connection with the professional employment or practice of a person who is licensed or registered as a certified public accountant, an architect, a landscape architect, a land surveyor, a physician, including a surgeon, an optometrist, a professional engineer, a state certified or state licensed real estate appraiser, or a registered nurse.

### **Automated Information Systems**

All requests for computer equipment, software, telecommunications and related services or supplies should be submitted to the Information Technology (IT) Department for review and technical evaluation. IT will review each request for compatibility with other hardware and software and will investigate alternatives.

Recommendations and comments will include but not be limited to:

1. Additional costs incurred because of the purchase;

2. Compatibility considerations;

3. Cost effectiveness of the request; and

4. Alternatives that would effectively meet the users' needs.

No purchases for computer related equipment or supplies are allowed without IT approval.

### **Cooperative Purchases**

Cooperative purchasing occurs when two or more governmental entities coordinate some or all purchasing efforts to reduce administrative costs, take advantage of quantity discounts, share specifications and create a heightened awareness of legal requirements. Cooperative purchasing can occur through inter local agreements, state contracts, piggybacking and joint purchases.

The Purchasing Division shall take advantage of the following types of cooperative purchases when deemed to be in the City's best interest:

1. Inter local Agreement Purchases

2. State Contract Purchases

3. Piggybacking

4. Joint Purchases

### **Emergency Purchases**

Valid emergencies are those that occur as a result of the breakdown of equipment which must be kept in operation to maintain the public's safety or health, or whose breakdown would result in the disruption of City operations. When this situation occurs, the Purchasing Division and conduct the procurement of supplies and services in accordance with the Purchasing Manual.

The Legislature exempted certain items from sealed bidding in the Texas Local Government Code Section 252.022(a), including but not limited to:

1. A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality.

2. A procurement necessary to preserve or protect the public health or safety of the municipality's residents;

3. A procurement necessary because of unforeseen damage to public machinery, equipment or other property.

**Sole Source Purchases**

Sole source purchases are items that are available from only one source for various reasons, as defined by Texas LGC, 252.022(a) (7)

~~(A) items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies;~~

~~(B) films, manuscripts, or books~~

~~(C) gas, water and other utility services;~~

~~(D) captive replacement parts or components for equipment;~~

~~(E) books, papers and other library materials for a public library that are available only from the person holding exclusive distribution rights to the materials; and~~

~~(F) management services provided by a nonprofit organization to a municipal museum, park, zoo, or other facility to which the organization has provided significant financial or other benefits~~

When a department has identified a specific item with unique features or characteristics essential and necessary to the requesting department and no alternate products are available, a detailed written justification must be provided to the City in advance for review and approval.

**Form 1295**

Vendors shall file Form 1295 as required by state law.

*For specific requirements and guidelines, employees should refer to the Purchasing Policy.*

**2.17 FIREARMS PROHIBITION**

No employee, other than a peace officer, is permitted to carry any type of firearm or weapon on his/her person at a City worksite, in any City building, or in any City owned or leased vehicle while conducting City business unless the weapon is in conjunction with the type of City service provided and carrying has been approved by the City Administrator. This section applies to all employees whether or not the person is duly licensed by the State of Texas to carry a concealed handgun.

Employees who hold a handgun license (HL) or who may otherwise lawfully possess a firearm or ammunition may transport or store a firearm or ammunition in a locked, privately owned motor vehicle in a parking lot, garage, or other parking area provided by the City. Employees are responsible for the firearms stored in their vehicle while at work and any resulting incidents.

*An employee who is not a license holder is prohibited from carrying a firearm of any kind on City property. In addition to the above, no employee may carry a firearm, or any weapon, in violation of the Texas Penal Code. For the purposes of this section, "License holder" has the meaning assigned by Texas Penal Code Section 46.035(f), as amended.*

**2.18 SOCIAL MEDIA POLICY**

Given the multitude of concerns (legal, political and ethical) raised by social networking, this Social Media Policy establishes prudent and acceptable practices regarding City officials and employees use of the internet.

**Purpose**

The City has a legitimate government interest in effective, efficient and consistent communications with the public. The City also strives to have a productive workplace. Certain activities on the part of its personnel may become a problem if such activities could:

1. Impair the work of any City Official or employee; create a harassing, demeaning, or hostile work environments; or
2. Disrupt the smooth and orderly flow of work; or harm the goodwill and reputation of the City among its citizens or in the community.

For these reasons, the City reminds its personnel that the following guidelines apply in their use of social media, while both on and off duty.

**Disclaimer**

1. Under this Policy, the representatives of the City for social media are the City Administrator, City Clerk, EDC Director and Public Works Director.

2. Under this Policy, the City disavows and is not responsible for any sites, posts, opinions, or content not coordinated through and approved by the City Administrator.
3. If City personnel posts data purporting to be on behalf of the City while using a social media site without the prior approval of the City Administrator, the City is not responsible for said posted content, such content is not to be construed as reflecting the views or opinions of the Mayor, City Council or City Staff and such action may be grounds for disciplinary action.
4. The absence of explicit reference herein to a particular site does not limit the extent of the application of this Policy. If any City personnel is uncertain, he/she must consult their supervisor before proceeding.

### General Guidelines

1. While on duty, the use of City equipment or internet service by personnel must be limited to work-related tasks. Social media activities shall never interfere with work commitments.
2. It shall be a Policy, violation for any City personnel to post online content as a representative of the City, or on the City's behalf without the City Administrator's prior approval.
3. All City personnel posting City-related issues online, but not as an approved representative of the City or on the City's behalf, shall explicitly clarify they are speaking for themselves and not on behalf of the City by displaying the following disclaimer: "This is my own opinion and not necessarily the opinion or position held by the City or City Council."

### Guidelines for Official City Sites

1. All City-sanctioned social media sites shall **be the maintained by the purview** of the City Administrator. Any content to be posted on City-sanctioned social media sites must meet the approval of the City Administrator or **their designee, before** it is posted.
2. All personnel that engage in social media activities and/or visit any City-sanctioned social media site on the City's behalf shall adhere to applicable federal, state and local laws, regulations and policies, including the Texas Public Information Act and the records retention schedule. All content must be managed, stored and retrieved to comply with these laws.
3. Any personnel that posts online content as a representative of the City, or on the City's behalf shall clearly state within said post that said content is subject to all applicable records retention and public disclosure laws. All City-sanctioned social media sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to records retention and public disclosure.
4. Any content posted as representative of the City, or content posted to a City-sanctioned social media site containing any of the follow is prohibited:
  - a. Comments not topically related to the particular site or blog article being commented upon;
  - b. Profane language or content;
  - c. Content that promotes, fosters, or perpetuates discrimination of the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability;
  - d. Sexual content or links to sexual content;
  - e. Conduct or encouragement of illegal activity;
  - f. Information that may tend to compromise the safety or security of the public or public systems;
  - g. Content that violates a legal ownership interest of any other party;
  - h. Information that is incorrect or misleading;
  - i. Information that is in conflict with an approved City policy, ordinance, directive, or plan; and/or
  - j. (10) Anything else that creates a disruption in the workplace.
5. Content submitted for posting on a City-sanctioned social media site that is deemed unsuitable for posting by the City Administrator because it violates criteria in the preceding item (Item4, immediately above) of this Policy, shall be retained pursuant to the records retention schedule along with a description of the reason for specific content is deemed unsuitable for posting.



6. Any hyperlinks posted on a City -sanctioned social media site shall be accompanied by the following disclaimer: “The City guarantees neither the authenticity, accuracy, appropriateness nor security of the link, website, or content linked thereto.”
7. Personnel found in violation of this Policy may be subject to disciplinary action, up to and including
8. Termination of employment
9. Any content posted as representative of the City, or content posted to a City -sanctioned social media site is owned by the City and is subject to the Public Information Act and the record retention schedule.

## **2.19 COMPLAINTS PROCEDURE**

The City of Mount Vernon recognizes that its Council, Boards, Commissions, Committees, staff and others serve the public and that is the goal of all of Mount Vernon’s employees, Council members, Board, Commission and Committee members, volunteers and others serving Mount Vernon citizens. However, even with the best efforts, at times complaints may be filed by citizens or others and it is the desire of the City of Mount Vernon to address and resolve all legitimate complaints.

The Office of the City Clerk will accept any complaints that a citizen or member of the public wishes to file. If a citizen or member of the public refuses to put the complaint in writing, the City Clerk may provide a response if such a response is readily available. If not, the City Clerk may, at his/her discretion, write down the complaint and send it through appropriate channels as set out below.

The City Clerk will provide a form that the complainant may use, *however, use* of the form is not required.

### Citizen complaints about staff related matters

A complaint about staff or matters which may be resolved by staff (failure to pick up trash, potholes, etc.) will be sent to the appropriate department for resolution. The department will furnish the City Clerk with a short written response as to the resolution of the matter if requested for filing.

### Citizen complaints about a member or members of Board, Commission, Committee or similar bodies

A complaint about a member of a Board, Commission, Committee or similar body (hereafter referred to as “committee”) will be resolved by forwarding the complaint to the appropriate committee member for a response. A copy or summary of the complaint and response will be provided to Council members.

### Citizen complaints about Council members

A complaint about a member of the Council will be resolved by forwarding the complaint to the appropriate Council member for a response. A copy or summary of the complaint and response will be provided to the other Council members.

### Legal Questions

If the complaint appears to contain a legal question or information which would be inappropriate to share with others, the City Clerk may contact the Town Attorney for guidance. This procedure does not require the dissemination of information which cannot be released under state or federal law.

## 3.00 EMPLOYMENT PRACTICES

### 3.01 METHODS OF RECRUITMENT AND SELECTION

The City has several methods of recruiting and selecting persons to fill vacancies:

1. Promotion from within; or
2. Transfer from within; or
3. Public announcement (including media announcement and posting of notice for City employees) and competitive consideration of applications for employment; or
4. Referral from a job training program; or
5. Selection from a valid current eligibility list of applicants. (A valid current eligibility list is a record of applications for the same or a similar position for which recruitment was conducted within the preceding 60 days.)

The City Administrator determines the method of selection to be used in filling each vacancy. However, the City council must have approved funding for a position before recruitment begins.

### 3.02 PUBLIC ANNOUNCEMENTS

When public announcements of position openings at the City are used and competitive consideration will be given, the announcements are disseminated by the City Administrator in the manner most appropriate for the particular position being filled, as determined by the City Administrator. Department heads wanting to fill job vacancies within their departments must submit relevant information about the position to the City Administrator, who ensures that job opening announcements are made public through publication in the local newspaper and posting on the City bulletin board at City Hall.

Current employees may apply for positions for which they believe themselves to be qualified. If selected for the position for which he or she applied, a City employee can transfer to another City position, without loss of pay provided that his or her current pay is within the limits set by the City council for the transfer position. The length of time during which applications will be accepted will be determined by the City Administrator or his or her designee in accordance with the circumstances that exist at the time.

### 3.03 QUALIFICATIONS

The City maintains a job (class) description, which establishes the required knowledge, skills and abilities for each staff position and the acceptable levels of experience and training for each. The job description sets forth the minimum acceptable qualifications to fill the position.

### 3.04 SELECTION

In accordance with this policy, the City council appoints and may remove the City Administrator, City attorney, municipal court judge, ~~health officer~~ and City Clerk. The City Administrator has exclusive authority to appoint the department heads and handle the day-to-day operations of the City. Neither the council nor any of its members shall in any manner dictate the appointment or removal of any City employee. However, the council or its members may express freely to the City Administrator their views and opinions on such matters. Vacancies of the City staff are filled on the basis of merit, whether by promotion or by initial appointment. Selections of the best qualified persons are made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience and ability to perform the specific job.

### 3.05 RESIDENCY REQUIREMENT/RESPONSE TIME

The City Administrator and Chief of Police or his or her designee shall reside within ~~the City or county~~ ~~a~~ ~~within~~ (30) minute drive during the tenure of his or her office, unless otherwise authorized by the City council. Additionally, employees who are designated in "on call" status must be able to respond quickly and to arrive at the City's designated response site within 30 minutes of receiving the page or call.



### 3.06 AGE REQUIREMENTS

Persons under 16 years of age will not be employed in any full-time regular position. Persons under 18 years of age will not be hired in any hazardous occupation. Any prospective City employee under the age of 18 must have written permission and age verification (a signed Minor's Release Form) from his or her lawful parent or guardian on file in the City's payroll office prior to the first day of employment.

Other age limitations will be applied only as may be specifically required by state or federal law.

*(Legal reference: Child Labor Regulations, Subpart C, issued pursuant to authority conferred by Section 3 (1) of the U.S. Fair Labor Standards Act of 1938, as amended; V.T.C.A. Labor Code, Chapter 51; U.S. Age Discrimination in Employment Act of 1967, as amended.)*

### 3.07 APPLICATION FOR EMPLOYMENT

When a specific vacancy exists, each person desiring employment with the City must submit a written application and other pertinent information regarding training and experience. To be valid, an application must be made on the City's official application form. Each person desiring employment with the City may obtain an application for employment from City Hall during regular business hours or from the City's website.

The City will make appropriate inquiries to verify the education, experience, character and required certificates and skills of an applicant prior to extending an offer of employment. In the case for applicants for positions with the City which require driving a vehicle, the City must check the prospective employee's driving record prior to offering the applicant employment with the City.

The City does not accept applications for employment unless a specific job opening exists. Department heads should notify the City Administrator when an opening is available.

~~Persons wishing to apply for a job with the City when a specific vacancy does not exist will be informed that City job openings are advertised in the local newspaper and posted on the bulletin board at City Hall; and they may file an application when an advertised vacancy exists for which they consider themselves to be qualified. After a City position has been filled, all applicants who were interviewed but were not chosen will be notified in writing or by telephone as soon as practicable by the person who conducted the interview.~~

~~The City ~~should~~ *will* retain each employment application, *in accordance with its adopted retention policy*. ~~two~~ years after receipt of the application. *(Legal reference: 29 Code of Federal Regulations 1602; V.T.C.A. Government Code, Section 441.158; State Library and Archive Commission Local Schedule GR, as amended.)*~~

### 3.08 EMPLOYMENT OF RELATIVES (NEPOTISM)

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

A person who is related within the second degree by affinity (marriage) or within the third degree by consanguinity (blood) to any member of the City council or to the City Administrator may not be hired.

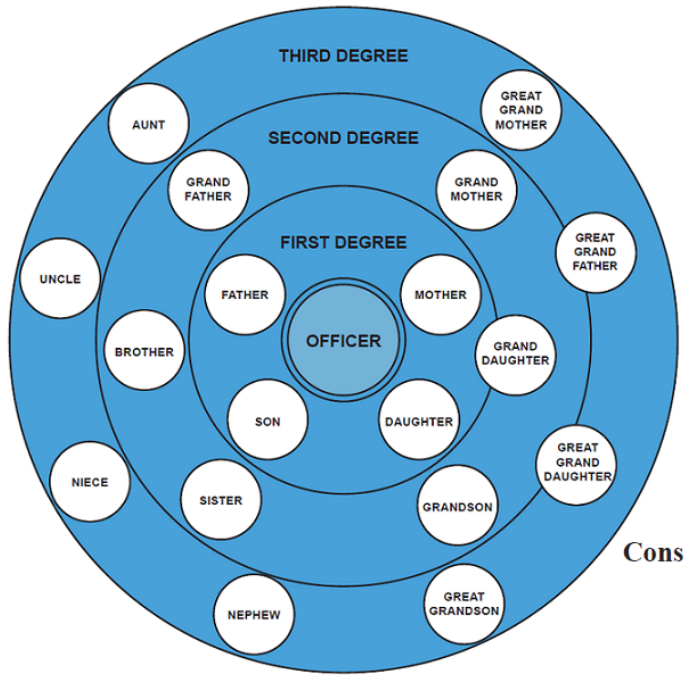
A person who is already employed by the City and is related in a prohibited manner may not stay in City employment unless the employee had been continuously employed by the City for a period of:

1. At least 30 days, if the officer or member is appointed; or
2. At least six months, if the officer or member is elected at an election other than the general election for state and county officers.

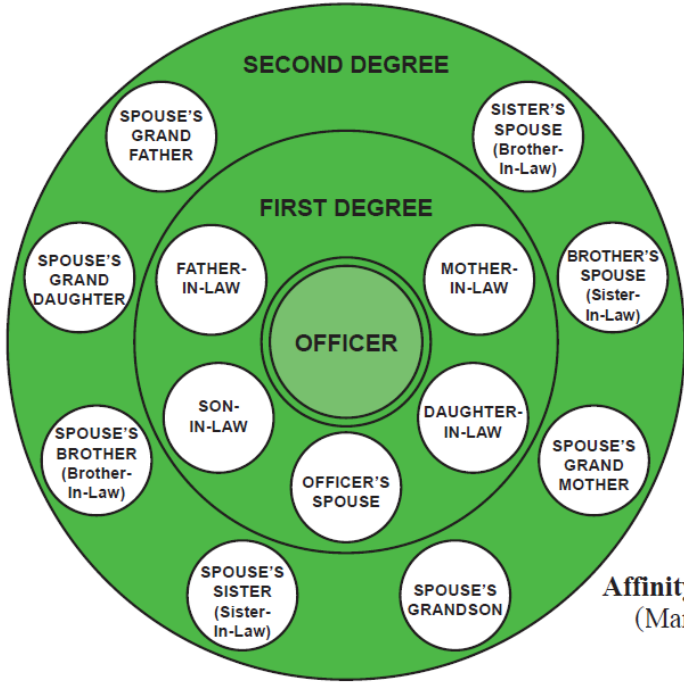
*(Legal reference: V.T.C.S. Article 5996a, as amended.)*

In addition, no personnel action (hiring, demotion, promotion, transfer) will be taken that would result in any employee's supervising another employee who is related within the second degree of affinity or the third degree of consanguinity to the supervisory employee. Prohibited degrees of relationship are defined in Figures 1 and 2 of the Nepotism Charts.

### NEPOTISM CHARTS



Consanguinity Kinship (Blood)



Affinity Kinship (Marriage)

\* Spouses of relatives within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, sister-in-law, etc.) are also included in the prohibition. (Legal Reference: V.T.C.S., Article 5996h.)

### 3.09 TESTING

Except for drug/alcohol tests, physical examinations, psychological tests for law enforcement officers and any other tests that may be required by state law, the only performance tests administered for employment or promotion will be specifically job related (“piece-of-the-job”) tests (e.g., typing, operating a computer, operating a piece of equipment, lifting something heavy which is specifically required to be lifted in the job, tabulating columns of numbers, providing writing samples, etc.).

### 3.10 DRUG TESTING

All prospective employees for any regular, full-time position in the City are required to be tested by a licensed physician and declared in writing by the physician to show no trace of drug dependency or illegal drug usage. All prospective employees are required to pass a drug test after a conditional offer of employment has been extended, but prior to their first day of work. The offer of employment is contingent upon the prospective employee passing a drug/alcohol test. After employment, any employee may be required to submit to a test for drug dependency or illegal drug use. For more information on drug testing or drug usage, see the chapter of these policies on **Drug and Alcohol Abuse**. *(Section 11)*

### 3.11 PHYSICAL STANDARDS

Knowledge of physical conditions and existing health problems of employees is necessary to avoid occupational injuries and to ensure that it will be possible to differentiate any future job-related injuries from existing medical problems. For these reasons employees are required to pass a drug test and a physical examination after a conditional offer of employment has been extended, but prior to their first day of work. Employees will not be placed on the City payroll prior to passing these exams. Back X-rays are required for persons who will perform strenuous physical activity. The required physical examinations will be performed by a physician of the City's choice and will be paid for by the City.

In each instance, the examining doctor will be provided a copy of the appropriate job description or summary of duties and will be required to certify that the prospective employee is physically able to perform the essential duties of the job.

In addition, prospective new employees for active or reserve police officer certification must undergo an examination by a licensed psychologist or psychiatrist and be declared in writing by the psychologist or psychiatrist to be in satisfactory psychological and emotional health. The required examinations will be made by a physician and psychologist or psychiatrist of the City's choice and will be paid for by the City.

### 3.12 MEDICAL RECORDS

All records relating to the medical condition, medical testing, or drug testing of an employee or prospective employee are maintained separately from employee personnel files. These medical files are confidential and are not released to anyone unless a “need to know” has been clearly established. Only the City Clerk has routine access to employee medical records. (Legal reference: U.S. Americans with Disabilities Act of 1990.) The privacy of individuals’ medical records and information will be protected in all transmittals to and from insurance carriers and health care providers.

### 3.13 VERIFICATION OF ELIGIBILITY TO WORK

In order to comply with the Immigration Reform and Control Act of 1986, each new employee will be required to complete and sign an INS Form I-9 within three days of his or her first day of employment to provide proof of his or her identity and employment eligibility. (Legal reference: P.L. Number 99-603; Federal Immigration Reform and Control Act of 1986.)

In the event the employee has not provided evidence of eligibility to work, in accordance with the *Immigration Reform and Control Act of 1986*, within the first three days of employment, the employee will not be allowed to continue working and shall be subject to termination.

### 3.14 VACCINATIONS

*Those employees who work in departments that may come in contact with human waste or sewage will be provided with the option to receive vaccinations based on current Center for Disease Control recommendations. Should an employee choose not to participate, they will be asked to sign a waiver, stating as such.*

### 3.15 DRIVING RECORD

Every City employee who is required to drive a vehicle or operate a piece of equipment which requires a valid driver's license must maintain a safe driving record. The City will check a prospective employee's driving record if the applicant's employment will be in a capacity which requires operating a vehicle or piece of equipment. For this reason, any offer of employment will be contingent upon verification that the prospective employee has maintained a safe driving record.

The City periodically will check the driving records of all City employees and officials who drive City vehicles or are required to drive their personal vehicles to conduct City business. Employees must report any conviction of a traffic law violation to the City Clerk's office, including any charge or conviction that results in the suspension of the employee's driver's license.

~~The City of Mount Vernon will use the following point system to determine an employee's eligibility to remain as an insured person on the City's insurance policy:~~

- ~~1. Moving traffic violation — 1 point~~
- ~~2. Chargeable accident (substantial at fault) — 3 points~~
- ~~3. DWI/DUID — 5 points~~

~~If an employee accumulates a total of five points in a two year period the City will drop the employee from its liability insurance policy. If the City drops an employee from the insurance policy, the employee will not be allowed to operate City equipment or machinery on a public roadway.~~

~~In addition, the accumulation of five or more points over a two year period may result in disciplinary action, including termination.~~

### 3.16 DISQUALIFICATION

An applicant is disqualified from employment by the City if he or she:

1. Does not meet the minimum qualifications for performance of the duties of the position involved;
2. Knowingly has made a false statement on the application form;
3. Has committed fraud during the selection process;
4. Is not legally permitted to hold the position (criminal history) or under investigation of any criminal offense;
5. Has offered or attempted to offer money, service, or any other thing of value to secure an advantage in the selection process;
6. Does not meet the physical requirements as a result of the required physical examination and substance abuse screening; or
7. Has not provided proof of citizenship or legal work status in the United States within three days of employment.

### 3.17 PRIOR SERVICE WITH CITY MUNICIPAL SERVICE

Employees entering service with the City who have had prior service with the City *or any other City* may be considered for appointment above the customary entry salary level. In addition, employees *hired or* rehired to fill regular full-time positions with the City will receive credit for their prior length of service as regular full-time employees for longevity purposes.

A break in continuous service with the City forfeits vacation and health leave benefits accrued prior to the break. For details pertaining to how a break in service affects retirement benefits, please refer to your Texas Municipal Retirement System “Member Information Guide.”

### 3.18 PLACEMENT ON CITY PAYROLL

New employees must report to the City payroll office before or during their first day of employment to fill out employment forms and be scheduled for new employee orientation. *Department heads are responsible for ensuring that a new hire has scheduled an appointment with the City Clerk for completion of such paperwork and orientation before their first day of employment.*

### 3.19 ORIENTATION AND TRAINING

Before an individual begins performing his or her actual duties, he or she normally will be given a brief orientation session, conducted by the supervisor for whom he or she will be working, or by that person’s designated representative. The purpose of the session is to enable a new employee to understand his or her job better, as well as that job’s relationship to the overall operation of the City.

An orientation session also will be provided by the City Clerk, including but not limited to, items on the Employee Orientation Checklist. During the orientation, employees are given a copy of the *Personnel Policies and Procedures Manual*. Employees are responsible for knowing and following the information contained in the personnel policies and must turn in a signed acknowledgment to this effect to the City Clerk.

Training an employee is the responsibility of the supervisor for whom the employee works. Whenever possible, employees receive on-the-job training under close supervision. *Additionally, as is possible, department heads will provide new employees with a written policy for the department advising of information that is essential for job performance.*

#### Orientation

1. Explain the form of City Government and where the employee fits into the chain of command;
2. Show the facilities and specific work area (s);
3. Explain the specific job duties that the employee will be expected to perform;
4. Discuss the responsibilities of the new job;
5. Discuss the City’s Personnel Policies and Procedures including the Substance Abuse, Sexual Harassment and Employee Conduct and Use of Equipment policies and have the employee sign and acknowledgement form;
6. Explain the relationship of the new employee to other employees;
7. Demonstrate the use of equipment to be used on the job;
8. Explain policies and procedures including motor vehicle record check
9. *Supervisors will attest, in writing, that such orientation has been completed.*

### ~~3.20 PROBATION NON-CIVIL SERVICE~~

~~The purpose of the probationary period is to provide the opportunity for the employee to become adjusted to the new position, to determine if the employee likes the job and to evaluate the employee’s job performance.~~

~~Department heads and supervisors will use the probationary period to closely observe and evaluate the employee’s work and to encourage adjustment to the job and the City service. The immediate supervisor and/or department head will frequently discuss job performance with each probationary employee so that the probationary employee knows if his/her work is satisfactory.~~

~~Each employee will be evaluated in accordance with the provisions covering performance evaluation in Section 16.04 of these policies.~~

### **3.21 PROBATIONARY PERIOD**

Employees selected for appointment to a regular budgeted position are considered to be initial probationary employees. The initial probationary period extends for a period of ~~six (6) months~~ *two (2) months*. With the City Administrator's approval the initial probationary period may be extended a maximum of six (6) months.

Department heads and supervisors will use the probationary period to closely observe and evaluate the employee's work and to encourage adjustment to the job and the City service. The immediate supervisor and/or department head will frequently discuss job performance with each probationary employee so that the probationary employee knows if his/her work is satisfactory.

~~Employees promoted to a regular position must also successfully complete a probationary period of six (6) months. Employees may choose to retreat to their former position during the probationary period. If that position is no longer available, they may choose to move to another available position in a different department.~~

### **3.22 STATUS**

Initial probationary employees will be eligible for all benefits and conditions of employment. Although probationary employees accrue vacation leave, they are not eligible to take vacation leave until after the probationary period. ~~Employees who leave within the first year of employment will not be paid for vacation leave balances.~~ All personnel procedures, work rules and standards of conduct apply to probationary employees.

### **3.23 TERMINATION**

An initial probationary employee may be terminated without prior notice or reason for termination. A probationary employee has no appeal rights under section 13 of these policies.



## 4.00 TYPES OF EMPLOYMENT

### 4.01 CATEGORIES OF EMPLOYMENT

The City has four categories of employment:

- 1) **Regular Full Time** A regular full-time employee is employed in an authorized regular position that involves, on average, at least 40 work hours per week. Regular full-time employees may be either hourly or salaried and are eligible for the City's benefits package subject to the terms, conditions and limitations of each benefit program.
- 2) **Regular Part Time** A regular part-time employee is employed in an authorized position that, on average, involves fewer than ~~32~~ 20 work hours per week. Regular part-time employees may be either hourly or salaried and are eligible only for those benefits that are mandated by law, such as social security and workers' compensation.
- 3) **Temporary or Seasonal** ~~A temporary or seasonal employee is an employee hired for a period of time normally specified in advance and is expected to last one year or less. Temporary employees only receive those benefits that are mandated by law, such as social security and workers' compensation.~~
- 4) **Hourly** ~~An hourly employee is employed in an authorized position that, on average, involves fewer than 40 work hours per week. Hourly employees work on an irregular schedule, as called upon and are paid at an hourly rate for the actual number of hours worked. Hourly employees are not paid for holidays and receive only those benefits that are mandated by law, such as social security and workers' compensation.~~
- 3) **Temporary Full Time** *A temporary full-time employee are those hired for a period of time normally specified in advance and is expected to last one year or less. Temporary full-time employees may be either hourly or salaried employees. Such employees only receive those benefits that are mandated by law, such as social security and workers' compensation.*
- 4) **Temporary Part Time** *A temporary part time employee are those who work less than 20 hours per week. Hourly employees work on an irregular schedule, as called upon and are paid at an hourly rate. Such employees only receive those benefits that are mandated by law, such as social security and workers' compensation.*

The following two designations indicate whether or not an employee is eligible for overtime compensation:

**Non-exempt.** A non-exempt employee is one whose position is covered under the overtime pay provisions of the Fair Labor Standards Act (FLSA) and will be compensated for overtime as required by law.

**Exempt.** An exempt employee is considered exempt from overtime pay provisions of the Fair Labor Standards Act (FLSA) and is expected to render necessary and reasonable services beyond 40 hours per week with no additional compensation. Exempt employees' salaries are set with this consideration in mind. City employees who are in exempt positions most often qualify under the executive, administrative, or professional exemptions, as defined below:

1. **Executive.** The executive exemption is for persons whose primary duty is "management" of the business. An employee who has management of a department or a subunit thereof as his or her primary duty and regularly supervises two or more employees, also qualifies for the executive exemption. The Department of Labor regulations define "management" as interviewing, selecting and training employees; planning and assigning work and determining how the work will be done; directing and evaluating the work of other employees; handling complaints and grievances; and disciplining employees.

2. **Administrative.** Administrative employees are “white collar” employees who perform “work of substantial importance to the management of the operation” or the enterprise. An employee whose primary duty is performing office or non-manual work directly related to management policies or general business operations of the City, as opposed to production or direct services and includes work requiring the exercise of discretion and independent judgment, will qualify as an exempt administrative employee.
  
3. **Professional.** To qualify for the professional exemption, an employee must have as his or her primary duty work requiring knowledge of an advanced type customarily acquired by a prolonged course of specialized intellectual instruction and study. The work must require the consistent exercise of discretion and independent judgment and must be predominantly intellectual and varied in character. Examples of the professional exemption include attorneys, doctors, teachers and registered nurses. In addition, computer programmers, systems analysts and certain other computer employees qualify as professional employees.



## 5.00 EMPLOYEE COMPENSATION AND ADVANCEMENT

### 5.01 PAY

Pay for City employees is set each year by the City council in the adopted City operating budget. Rules governing salary administration and pay increases are also established by the operating budget approved by the City council.

### 5.02 PAYDAYS

~~The pay period for the City is every other Friday. The pay period shall commence at 5:01 p.m. on Friday and end at 5:00 p.m. on the second Friday thereafter. If the payday falls on a holiday, checks will be issued on the last working day preceding the holiday.~~

*The payday for the City is every other Friday. The pay period shall commence at 12:00 am on Wednesday and end at 11:59 pm on the second Tuesday thereafter. If the payday falls on a holiday, checks will be issued on the last working day preceding the holiday.*

*Time sheets must be received by the City Clerk or payroll clerk, no later than 9:00 am on the Wednesday immediately following the end of each completed pay period. A failure to do so may result in said employees not being paid until such time as an off-cycle payroll may be completed. Disciplinary action may also result from such actions.*

*All paychecks shall be made by direct deposit except in unusual circumstances requiring the issuance of actual paychecks.*

### 5.03 CHECK DELIVERY

Paychecks will be distributed to employees by their immediate supervisors. No salary advances or loans against future salary will be made to any employee for any reason. (*Legal reference: Texas Constitution, Article III, Sections 51, 52 and 53.*)

An employee must promptly bring any discrepancy in a paycheck (such as overpayment, underpayment, or incorrect payroll deductions) to the attention of the appropriate department head, who will notify the City Clerk.

### 5.04 PAYROLL DEDUCTIONS

Except as required by law, any payroll deductions must be approved and authorized by the City Administrator. Deductions will be made from each employee's pay for the following:

1. Federal social security
2. Federal income taxes
3. Medicare
4. Texas Municipal Retirement System contributions (for regular full-time and covered part-time employees)
5. Court-ordered child support
6. Any other deductions required by law

If a terminating City employee fails to return City -owned equipment or property to the City before his or her final paycheck is issued, the value of the property or equipment will be deducted from the final pay, with the balance of the final check to be paid after the employee returns the equipment or property to the City. Each employee is required to sign an authorization for such a deduction at the time City -owned equipment or property is issued to the employee.

In accordance with policies and general procedures approved by the City council, deductions from an employee's pay may be authorized by the employee for:

1. Group health/medical/life insurance for employees and dependents; and
2. Such other deductions as may be authorized by the council.

If there is a change in the employee's family status, address, or other factor affecting his or her payroll withholding or benefits status, the employee is responsible for obtaining, completing and returning to the payroll office the appropriate forms for communicating these changes.

### **5.05 MERIT INCREASES**

A pool of funds may be designated by the City council during the budgetary process for merit increases. The designation may specify a designated maximum amount for each department and the department head may be authorized to approve increases for some (but not all) employees, provided that the total amount of increases is within authorized budget limits. The amount of merit increase will be determined by the level of funds set aside for this purpose and the number of employees receiving qualifying ratings. See the section of these policies on **Employee Performance Evaluation** for more information.

A merit increase is advancement to a higher salary in the same pay group and is granted to recognize good performance in the same position. Normally, if the City council has set aside funds for merit increases, an employee is considered for a merit increase once a year, on the employee's anniversary date. Merit increases are not used to recognize increased duties and responsibilities (a promotion).

Merit increases may be granted on the basis of tenure with the City and meeting the department head's expectations for job performance, until the employee's salary reaches the midpoint of the pay range to which the job is assigned. To be eligible for a possible merit increase once an employee's salary reaches the midpoint of the pay range for the position, an employee must receive an overall performance rating of exceeds expectations or outstanding on the annual performance evaluation. The merit increase would be granted in conjunction with the supervisor's recommendation and a performance evaluation of the employee, the results of which are one factor used in merit pay decisions. A merit increase cannot increase an employee's salary beyond the maximum for the pay group of the position.

There shall be no retroactive merit increases granted. It is the supervisor's responsibility to conduct timely performance evaluations of each employee under his or her supervision. Merit increases are effective at the beginning of the pay period in which the performance evaluation was conducted.

### **5.06 PROMOTIONS**

A promotion is a change in the duty assignment of an employee which results in advancement to a higher paying position requiring higher qualifications and involving greater responsibility. A promoted employee will receive a pay increase of at least the amount of difference from one pay group to the next higher pay group, or of whatever amount is required to place the employee's salary on the entry rate of the new pay group, whichever is higher. Promotions are approved by the City Administrator within the staffing pattern and budget limits approved by the City council.

Employees promoted to a regular position must also successfully complete a probationary period of ~~six (6)~~ **two (2)** months.

Employees may choose to retreat to their former position during the probationary period. If that position is no longer available, they may choose to move to another available position in a different department.

### **5.07 LATERAL TRANSFERS**

A lateral transfer is the movement of an employee between positions at the same level of pay within the City. Lateral transfers may be made within the same department or between departments of the City. An employee will not receive a pay reduction when making a lateral transfer, provided that the employee's current salary is within the range approved by the City council for the transfer position. If a position is reclassified but remains assigned to the same pay group, no pay adjustment will take place.

### 5.08 DEMOTIONS

A demotion is a change in duty assignment of an employee to a lower paid position with less responsibility. Demotions may be made for the purpose of voluntary assumption of a less responsible position, as a result of a reclassification of the employee's position, as a disciplinary measure, or because of unsatisfactory performance in a higher position. A demotion always involves a decrease in pay.

If a position is reclassified downward because of changes in the City's needs and not because of a performance problem on the part of the employee, every attempt will be made to maintain the employee's salary at its prior level. However, if the reclassification is made because of an employee's performance problems, the employee's pay must be adjusted downward by at least the equivalent of a one-step decrease to reflect the revised duties.

### 5.09 PAY REDUCTION FOR DISCIPLINARY REASONS

An employee's pay for continued problem performance in the same position may be reduced, as a disciplinary measure, to a lower rate. The period covered by this type of disciplinary action may not exceed a total of 90 calendar days and the amount of the pay reduction may be in an amount up to 10%, depending upon the severity of the infraction. Upon completion of the 90-day period, the supervisor will review the employee's performance with the City Administrator and the City attorney and the employee's rate of pay will be returned to the previous rate, or the employee will be discharged. See the chapter of these policies on **Discipline** for information about suspension with or without pay for disciplinary reasons.

### 5.10 APPROVING AUTHORITY

The City Administrator is the approving authority for all payrolls and for any pay increases, decreases, or payroll transfers granted under the terms of (1) these policies; (2) the classification and pay plans; or (3) the annual budget.

### 5.11 LONGEVITY PAY

Longevity pay will be paid at \$100.00 per year, after ~~five (5)~~ **two (2)**. The years of service will be calculated on years served as of December 15<sup>th</sup> of each year. ~~Payment of longevity will be December 15<sup>th</sup> after acquiring longevity calculated as of December 15<sup>th</sup> of the previous calendar year.~~

Longevity pay is not an accrued benefit and will not be paid should employment terminate prior to December 15<sup>th</sup>. The maximum amount of longevity pay is \$2000.00.

Longevity is subject to budget approval for the fiscal year. Longevity pay is subject to federal withholdings, social security and retirement deductions.

### 5.12 CERTIFICATE/LICENSE PAY

Certification/license pay is additional pay to full time personnel who obtain specific certifications/licenses related to their job. Additional pay is not given for a certification/license that is a requirement of the job. The certification/license level required in the job description is compensation in setting the classification and base pay for the job. An employee's certification pay will become void should an employee be promoted to a position in which that specified certificate/license is a requirement in the job description for the new position. If an employee obtains a higher license, the City will not pay to renew the lesser of the two licenses. Additionally, the City will only pay for the higher license of the two licenses. Each higher level of certification/license in a series is inclusion of the previous level unless specifically noted. Certification/License pay will only be paid after probation period ends.

Certification/License pay is given for the following certifications:

#### **Certificate Pay (Police Department)**

Intermediate Certificates - \$100 monthly

Advanced Certificates - \$150 monthly

Master Certificates - \$200 monthly

#### **License Pay (Water or Waste Water License)**

**D License - \$50 monthly**

C License - \$100 monthly

B License - \$150 monthly

A License - \$200 monthly

**Municipal Court**

*Level I - \$50 monthly*

Level II - ~~\$50~~ *\$100* monthly

Level III - ~~\$100~~ *\$150* monthly

## 6.00 WORK SCHEDULE AND TIME REPORTING

### 6.01 HOURS WORKED

Hours Worked shall have the meaning assigned to it by the FLSA and includes only those hours actually worked by an employee. Hours Worked does not include paid time off benefits provided pursuant to another policy of the City such as sick time off, vacation time off, paid holidays (where the employee does not work), premium pay for holiday shifts or any other absence approved for by the City policy.

Normal hours worked for most City employees are Monday through Friday, 8:00 am to 4:30 pm, with 30 minutes for lunch or 8:00 am to 5:00 pm, with one hour for lunch, for a total of 40 hours per workweek. However, other hours of work and official work periods for individuals or groups of employees may be set by the department head with approval of the City Administrator. ~~A morning break and an afternoon break of 15 minutes each will be available to each employee, as time permits, as approved by their supervisor; but this time does not accumulate if not taken. Additionally, while employees are encouraged to step away from their job site or station; the 15 minute period will begin at such time.~~

Adjustments to the normal hours of operation of City facilities or departments may be made by the City Administrator in order to serve the public better. Offices may be required to remain open during the noon hour and some employees may have their lunch hours staggered so that the City can provide this service.

Employees are expected to report punctually for duty at the beginning of each assigned **workday/shift** and to work the full work schedule established.

The City Administrator determines the number of hours worked by an employee for the compensation to be received subject to laws governing pay and working hours and to the provisions of the City's budget and these policies.

*(Legal reference: U.S. FLSA of 1938, as amended; Garcia v. S.A.M.T.A., U.S. Supreme Court, 1985; U.S. Equal Pay Act of 1963.)*

### 6.02 WORK PERIOD

The official work period for most city employees is a fourteen-day period beginning at 12:01 a.m. on Sunday morning and ending on Saturday night at 11:59 p.m. Check are issued every other week on Friday. The official work periods for police personnel are different from the above work period.

#### Police Officer Work Periods and Work Schedules

In accordance with the exception allowable under Section 207(k) of the Fair Labor Standards Act (FLSA) and 29 C.F.R. Part 553, the City has established the following work period for its non-exempt police officers:

#### **Definitions**

**Hours Worked**—"Hours Worked" shall have the meaning assigned to it by the FLSA and includes only those hours actually worked by an employee. Hours Worked does not include paid time off benefits provided pursuant to another policy of the City such as sick time off, vacation time off, paid holidays (where the employee does not work), premium pay for holiday shifts or any other absence approved for by the City policy.

**Overtime Hours**—"Overtime Hours" shall include all Hours Worked in excess of eighty (80) hours in a work period by a nonexempt employee. Only Hours Worked shall be counted for the purpose of calculating Overtime Hours. Compensation for overtime worked is given to the nearest quarter of an hour and is paid at 1 and ½ time the employee's regular hourly rate.

**Work Period**—"Work Period" shall commence at 5:01 p.m. on Friday and end at 5:00 p.m. on the second Friday thereafter.

**Work Period-** *In accordance with the exception allowed under Section 207 (k) of the Fair labor Standards Act and 29 CFR Part 553, the City has declared that the work period for its uniformed and/or sworn employees in law*

*enforcement, those engaged in fire protection activities, as well as all other employees is fourteen days in length. The official work period begins 12:00 a.m. on Wednesday and ends at 11:59 p.m. on the second Tuesday thereafter.*

~~Time and one half will be paid for all Overtime Hours worked in the standard Work Period. Overtime may be worked only at the request of or with the authorization of a supervisor. Officers, who work on a holiday, as defined by the City holiday policy, shall receive a shift premium equal to ½ of the employee's regular hourly rate of pay for Hours Worked on a holiday. However, this shift premium is not included in Hours Worked for the purposes of calculation of Overtime Hours.~~

The Chief of Police or his or her designee will schedule officers to work during the Work Period. The City will attempt to accommodate requests for scheduling change as where practical; taking into consideration the impact such a change may have on Overtime Hours of any officer.

Non-exempt employees shall record the number of actual Hours Worked each day during the Work Period on time sheets provided by the department. The purpose of these procedures is to comply with the FLSA and to ensure that both the employee and the supervisor understand which hours are payable and those that are not payable. Time not worked but requested for pay under a policy (such as paid time off for sick time, vacations, or holidays) must be shown in hours for each day absent which is requested to be paid under such policy on the time sheet. Employees and their supervisors must sign each time sheet and employee's supervisor must approve any overtime. ~~Regular payday will be on Friday every other week for the Work Period, beginning at 5:01 p.m. on Friday and ending at 5:00 p.m. on the second Friday thereafter.~~

### **6.03 OVERTIME WORKED**

The policy of the City is to allow overtime only in cases of emergencies, special circumstances, or when specifically authorized by the City Administrator. Employees may be required in emergencies to provide services in addition to normal hours or on weekends or holidays. ~~Overtime is defined as hours worked in excess of the allowable number of hours under the Fair Labor Standards Act (FLSA).~~

~~For most employees, overtime begins to accrue after the 40th hour actually worked during the seven-day workweek.~~

~~All overtime services by employees covered under FLSA must be authorized in advance by the employee's supervisor and approved by the department head.~~

~~(Legal reference: U.S. FLSA of 1938, as amended.)~~

For non-exempt employees who regularly work Monday through Friday, standard overtime hours shall include all hours worked in excess of forty *(40) hours in a work week (a fixed and regularly occurring period of 168 hours or seven consecutive 24-hour periods). For Police personnel, standard overtime hours shall include all hours worked in excess of 86 hours in a work period. For Fire Department personnel, standard overtime hours shall include hours worked in excess of 106 hours in a work period.* Only hours worked shall be counted for the purpose of calculating Overtime Hours. Compensation for overtime worked is given to the nearest quarter of an hour and is paid at 1 and ½ time the employee's regular hourly rate.

### **6.04 OVERTIME COMPENSATION**

All employees, except department heads and any other employees determined by the City Administrator to be exempt under Fair Labor Standards Act (FLSA) and those considered to be re-eligible to receive overtime time pay in accordance with the FLSA. Overtime, when ordered for the maintenance of essential City functions, shall be allocated as evenly as possible among all employees ~~qualified~~ *required* to perform the work. For scheduled and approved timed worked in excess of a regular work week, compensation will be at the rate of one and one-half (1-1/2) time the employee's regular base pay. Overtime pay will be paid for all time worked over forty (40) hours per week the standard number and period, as referenced in Section 6.03, unless such employees are exempt from



overtime pay. *With the exception of "call-out" situations, see Section 6.08 below;* no sick time, vacation time, holiday time, or time taken for jury or for travel to and from school or seminars shall be considered when determining overtime pay. All overtime work must be clearly reflected on the employee's time sheet before it is allowed.

In lieu of overtime pay, ~~the City employee may provide~~ *choose time* off instead, normally referred to as compensatory time or comp time. Such compensatory time shall be provided at not less than one and one-half (1-1/2) hours for every one (1) hour of overtime worked *for non-exempt employees and one hour for every one (1) hour worked for exempt employees.*

#### **6.05 Exemptions From Fair Labor Standards Act (FLSA)**

Department heads and other Executive, administrative and professional employees are exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and are expected to render necessary and reasonable overtime services with no additional compensation. The salaries of these positions are established with this condition in mind. However, department heads may be allowed to take time off from time to time at the discretion of the City Administrator. (*Legal reference: U.S. FLSA of 1938, as amended.*)

~~Employees engaged in recreational or seasonal activities (e.g. the City's swimming pool) which do not operate for more than seven months in any calendar year and which meet the other statutory prerequisites, are also exempted from the minimum wage and overtime provisions of the Fair Labor Standards Act as recreational, seasonal employees.~~

Each City job description designates whether persons hired in that classification are exempt from, covered by (nonexempt), or not covered by the overtime provisions of FLSA.

#### **6.04 HOLIDAYS WORKED**

The City's basic policy is that each regular employee receives a specified number of paid holidays per year, as set forth in these policies (*Section 8*). In most instances, if a regular employee is required to work on a holiday, he or she will be paid straight time for the holiday plus one and one-half times his or her regular hourly rate for the total number of hours worked on the holiday.

For employees whose normal work schedule is Monday through Friday, the scheduled holiday is the designated holiday observed by the City, which may or may not be the actual holiday on the calendar. For employees whose normal work schedule is something other than Monday through Friday, the scheduled holiday is the actual holiday on the calendar. ~~See the **Work during Holidays** section of this manual for more discussion of this policy.~~ Officers, who work on a holiday, as defined by the City holiday policy, shall receive a shift premium equal to 1/2 of the employee's regular hourly rate of pay for Hours Worked on a holiday. However, this shift premium is not included in Hours Worked for the purposes of calculation of Overtime Hours.

*A paid holiday is considered in the same manner as hours worked for the purpose of determining when an employee has reached his or her maximum allowable hours (40 hours per week for most employees). (Legal reference: U.S. FLSA of 1938, as amended.)*

#### **6.05 TIME REPORTING**

Employees will keep records of all hours worked and released time taken and, where appropriate, hours credited to particular projects. Forms for this purpose are provided by the City.

Time records must be signed by the employee and by the employee's immediate supervisor. It is recommended that these forms be filled out after each day's work in order to maintain an accurate and comprehensive record of the actual time spent on particular projects.

Altering, falsifying, or tampering with time records, or recording time on another employee's time record will result in disciplinary action, up to and including termination of employment.

Each department head is responsible for ensuring that all hours worked and leave time taken are reported on the time sheets sent to the City Clerk and recorded on the individual department's records.

#### **6.06 "ON-CALL" TIME**

The vital nature of certain City services requires that some employees be available in an "on call" status in the evenings and over holidays and weekends to ensure the continuity of those vital services.

An employee in "on call" status is required to respond within 30 minutes of receiving a call. ~~When an employee who is "on call" is called to duty, the employee will receive over-time pay or compensation for being called into work.~~ *When an employee who is "on call" is called to duty, the employee will receive over-time pay or compensation time for being called into work. Consumption of alcoholic beverages is prohibited while serving on-call.*

*Response time shall not exceed 30 minutes. The employee who is on-call is not restricted to a specific location, provided he or she can meet the 30-minute response time. Non-exempt employees who are called out for work outside of scheduled work hours shall be paid time and one half for all hours worked. All employees called out for work shall receive a minimum of two hours, regardless of actual hours worked. However, employees are not allowed to count additional hours should any number of subsequent calls be received in the two hour period following the initial call; assuming all calls are of such a variety that they may be adequately resolved within the two hour period after the initial call is responded to.*

*If the job is too large, or the situation warrants as such, another employee may be called out for the same rate of pay. It is the responsibility of the on-call employee to make this determination and the department head should be notified, as soon as is practicable thereafter. The on-call period begins at 7:00 am on Friday and ends on the following Friday at 7:00 am. On-call employees shall be available for call 24 hours a day. Regular duty employees will assume calls during work hours (8:00 am – 5:00 pm). On-Call employees will receive a City vehicle for the duration of their call period. On-call employees shall earn one day compensatory time for serving on-call. This earned day shall be taken either Friday or Monday following the on-call duty, as agreed upon by the employee and the department head and as workload demands.*

#### **6.07 OFFICE CLOSINGS IN EMERGENCIES**

Short-term emergency or **administrative** closings of City offices/departments may arise due to unexpected inclement weather, prolonged power failure, or other ~~emergency~~ situations. After the City Administrator communicates with department heads, closings will be communicated to employees. In the event that a situation occurs during non-working hours, which would necessitate emergency closings of City offices/departments, local radio and television stations will be asked by the City Administrator to broadcast an official City Hall closing statement. Employees whose jobs are critical to public health and safety may be required to work during an official closing. If so directed, those employees must report for duty. Employees will be paid for the ~~first day or partial day of closing~~ *duration of the closing with no reduction to accrued sick, vacation or compensatory time.*



## 7.00 BENEFITS

### 7.01 MEDICAL AND LIFE INSURANCE

Regular full-time employees of the City are eligible for group health benefits (general medical, dental, vision, hospitalization, prescription drug and life insurance benefits). The City pays 100 percent of employees' life insurance coverage and medical/hospitalization coverage. Employees may purchase additional life insurance coverage at their own expense. *Such coverage will begin on the first of the month, 30 days after the initial hire date.*

Upon employment, each regular full-time employee is given an insurance booklet containing detailed information about the City's insurance programs. See the section of these policies on **Continuation of Group Insurance** (Section 14) for information on continued coverage after certain status changes.

### 7.02 SOCIAL SECURITY

All employees of the City are covered by Social Security. The City also contributes to the Social Security System on behalf of each employee.

### 7.03 RETIREMENT

The City is a member of the Texas Municipal Retirement System (TMRS). Regular employees are required to become members of TMRS and are eligible for this benefit immediately upon employment. (TMRS defines regular employees as those working in excess of 1,000 hours per year.) Each eligible employee contributes seven percent of his or her salary and the City matches this amount two-to-one. Employee retirement funds vest after five continuous years of employment with the City. Employees who leave City employment prior to retirement will be refunded, upon request, their portion of the retirement account plus interest earned on their portion. Such requests must be made directly to TMRS by the employee.

Retirement benefits are determined by a formula that involves age, the number of years of creditable service and the amount deposited in the employee's account. A new employee receives a brochure about the City's specific retirement coverage and options under TMRS at the time of employment. The City Clerk has additional information about the retirement plan, which is available upon request.

### 7.04 WORKERS' COMPENSATION

Employees of the City are covered by the workers' compensation insurance program and the City pays the premium. This coverage provides medical and salary continuation payments to employees who receive bona fide, on-the-job, work-related injuries. Detailed information about workers' compensation benefits is found in the sections of this manual under the main heading **Health and Safety**. (*Legal reference: V.T.C.A. Labor Code, Title 5, Subtitle A and Chapter 504.*)

### 7.04 UNEMPLOYMENT INSURANCE

All employees of the City are covered under the Texas Unemployment Compensation Insurance program and the City pays for this benefit. This program provides payments for unemployed workers in certain circumstances. (*Legal reference: V.T.C.A. Labor Code, Title 4, Subtitle A.*)

### **7.05 SEVERANCE PAY**

An employee who does not voluntarily resign or quit his or her employment and whose employment is terminated through no fault of his or her own, or one who is retiring by reason of age, shall be entitled to severance pay equal to his or her salary as follows.

1. If his or her employment with the City is less than five (5) continuous years preceding the termination, no severance pay shall be paid.
2. If his or her employment with the City is more than five (5) years, but less than ten (10) years of continuous employment preceding the termination, the severance pay shall equal one week's pay; and
3. If his or her employment is more than ten (10) continuous years preceding the termination, the severance pay shall equal two (2) weeks pay.

A severance package may be offered in the discharge of an employee if determined to be in the best interest of the City, by the City Administrator and City Attorney.

### ~~**7.01 LEAVE TIME**~~

~~Regular full-time City employees are eligible for holidays, vacation leave, sick leave and other types of released time under certain circumstances. Detailed information about leave and other types of released time is found in the sections of this manual under the main headings **Leave Time** and **Holidays**.~~

## 8.00 LEAVE TIME

### 8.01 DEFINITIONS

**Leave Time.** Leave time is time during normal working hours in which an employee does not engage in the performance of job duties. Leave time may be either paid or unpaid.

**Holidays.** Holidays are days designated by the City council on which City offices are closed, that otherwise would be regular business days.

**Unauthorized Absence.** An unauthorized absence is one in which the employee is absent from regular duty without permission of the department head. Employees are not paid for unauthorized absences and such absences may result in disciplinary action up to and including termination.

### 8.02 APPROVAL OF LEAVE

The employees' department head must approve leave taken by City employees, except in the instance of official holidays or administrative closures. **Copies of signed leave forms are sent to the payroll office for recording on the central leave records.** Payroll records are verified against these leave records.

Department heads are responsible for determining that leave has been accrued and is available for use in the amounts requested by an employee. In addition, each department is responsible for ensuring that all vacation and sick leave usage is recorded on the time sheet sent to the payroll office for payroll purposes, as well as being recorded in the employee's departmental time record.

### 8.03 VACATION LEAVE

All regular full-time City employees are eligible to accrue paid vacation leave **upon date of hire.**

**Accrual of Vacation Leave.** All regular full-time employees earn vacation as follows:

<del>One day per Month or (12) days per year.</del>	<del>After ten (10) years of continuous service shall earn fifteen (15) days per year.</del>
<del>—Maximum of thirty (30) days</del>	<del>Maximum of thirty (30) days</del>

<i>Tenure</i>	<i>Annual Accrual</i>	<i>Max Carryover</i>
<i>Day 1 to 5 Years</i>	<i>96 Hours</i>	<i>240 Hours</i>
<i>5 to 10 Years</i>	<i>120 Hours</i>	<i>240 Hours</i>
<i>10 Years +</i>	<i>192 Hours</i>	<i>240 Hours</i>

Temporary and Seasonal employees do not earn vacation leave.

**Scheduling Vacation Leave.** The City will attempt to schedule vacation time to meet the preferences of employees; however, the approval of vacation requests will be subject to the efficient operation of the City. Preferences for available vacation dates will be offered on the basis of seniority one time each year in selection of all vacation time. All vacation schedules are subject to approval of the employee's supervisor.

Vacation leave may be used, upon approval of the supervisor of the employee, upon completion of the probationary period.

~~Vacation hours are to be capped at 240 hours.~~

Under normal circumstances, employees will be expected to take time off for all vacation for which they are eligible. Under unusual circumstances, because of compelling personal needs or extraordinary work requirements, employees may be eligible for a buy back (of hours over 240 hours) option, however, this eligibility is based on extraordinary circumstances and must be done, in writing, with the approval of the City Administrator.

*Under normal circumstances, employees will be expected to take time off for all vacation for which they are eligible. Under unusual circumstances, because of extraordinary work requirements, employees may be eligible to exceed the maximum number of allowable vacation hours, with the written approval of the City Administrator.*

#### **8.04 COMPENSATORY LEAVE**

All regular full-time City employees are eligible to accrue paid compensatory leave in lieu of being paid for overtime. Compensatory time accrues at one and a half hours for every one hour of overtime worked. There is a limitation of 480 hours of compensatory time off for police officers, all employees. ~~after 480 hours, employees must be paid cash wages for any overtime earned. FLSA 207(k) (Legal reference: U.S. FLSA of 1938, as amended.)~~

#### **8.04 SICK LEAVE**

All regular full-time City employees are eligible to accrue paid sick leave *upon date of hire.* Regular, full-time employee with accrued sick leave may use that leave if the employee is absent from work due to:

1. Personal illness or physical or mental incapacity;
2. Medical, dental, or optical examinations or treatments;
3. Medical quarantine resulting from exposure to a contagious disease; or
4. Illness of a member of the employee's immediate family who requires the employee's personal care and attention. For this purpose, immediate family is defined as the employee's spouse, children, parent, step-parent, or any other relative of the employee who resides in the employee's household and/or is dependent on the employee for care.

**Accrual of Sick Leave.** Regular full-time City employees are eligible to earn eight (8) hours of sick leave for each full calendar month of employment with the City. Accrued but unused sick leave shall accumulate and be carried forward each month. The sick leave carryover from one fiscal year to another is unlimited.

Temporary and Seasonal employees do not earn sick leave.

**Use of Sick Leave.** Regular full-time City employees may use sick leave, subject to the following conditions:

1. Employees are entitled to sick leave with pay if unable to perform their job due to: Illness, injury or pregnancy, employee medical, dental, or counseling appointment, rehabilitation treatment for the employee, illness or injury of a member of the employee's immediate family, or medical appointment for family members.

2. An employee may not be granted sick leave in excess of an employee's earned balance. An employee who is in need of additional sick leave after exhausting all accrued time may apply for an extension of sick leave if such employee can conclusively prove his or her illness was incurred while in performance of their duty.
3. Employees must notify their supervisor as soon as possible when using sick leave. In addition, an employee shall send the immediate supervisor a written statement stating the cause or nature of the illness or disability after being absent from work for more than three (3) consecutive working days. This written statement must include a physician statement.
4. A department head or the ~~City coordinator~~ Administrator may request an employee in his or her department to furnish and the employee must provide upon request, written verification by a physician of medical disability precluding availability for duty at any time that sick leave benefits are requested for three or more consecutive days.
5. An employee who is ill must call in and report to his or her supervisor, unless the department head has designated another person in the department to accept calls from an absent employee. The call must be placed at least 15 minutes before the scheduled work time. Calls placed by anyone other than the employee are not acceptable, unless prior arrangements have been made with the department head to accept calls from people other than the employee.
6. Accrued sick leave may be taken in ~~four hour, or one half day,~~ half hour increments. ~~Any authorized or substantiated absence shorter than one hour does not need to be reported as sick leave.~~
7. Sick leave does not accrue while an employee is on City insurance disability income, extended military leave of absence leave without pay including LWOP while collecting workers compensation.
8. The unauthorized use of sick leave may result in disciplinary action against the employee.

**Exhaustion of Sick Leave.** An employee who has exhausted earned sick leave benefits may request to use accumulated vacation or other paid leave or may request time from sick leave pool or leave of absence without pay. No advance of unearned sick leave benefits will be made for any reason. Extended Sick leave may be granted only in the case of the following.

1. Employee injured on the job or employee with two years of continuous service with the City who is seriously ill or disabled.
2. If extended sick leave is granted, the employee may receive an amount equal to the employee's earned sick leave balance at the onset of the illness or injury up to a maximum of sixty (60) working days. Employees may only be granted extended sick leave one time per illness.

**Illness While on Vacation Leave or on a Holiday.** When an illness or physical incapacity occurs while an employee is on vacation leave, accrued sick leave may be granted to cover the period of illness or incapacity and the charge against vacation leave reduced accordingly. Application for such a substitution must be supported by a medical certificate or other acceptable evidence, if requested. If an employee is sick on a holiday, he or she may not use sick leave for these hours and will not get an alternative day off.

Sick leave may be used, upon approval of the supervisor of the employee, upon completion of the probationary period.

### **8.05 FAMILY MEDICAL LEAVE ACT**

*The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.*

*Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:*

1. *The birth, adoption or foster placement of a child with you*
2. *Your serious mental or physical health condition that makes you unable to work*
3. *To care for your spouse, child or parent with a serious mental or physical health condition, and*

4. Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military service member

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week. Read fact sheet #28m(c) for more information.

FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

#### **FMLA Eligibility**

You are an eligible employee if all of the following apply:

1. You work for a covered employer
2. You have worked for a covered employer at least 12 months
3. You have at least 1250 hours of service with your employer during the 12 months before your leave and
4. Your employer has at least 50 employees within 75 miles of your work location
5. Airline flight crew members have different hours of service requirements

You work for a covered employer if one of the following applies:

1. You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
2. You work for an elementary or public or private secondary school, or
3. You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

#### **Requesting FMLA Leave**

Generally, to request FMLA leave you must:

1. Follow your employer's normal policies for requesting leave,
2. Give notice at least 30 days before your need for FMLA leave, or
3. If advance notice is not possible, give notice as soon as possible

You do not have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You must also inform your employer if FMLA leave was previously taken or approved for the same reason when requesting additional leave.

Your employer may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the US Office of Personnel Management or Congress.

**Employer Responsibilities**

*Under the Act, your employer must:*

- 1. Allow you to take job-protected time off work for a qualifying reason*
- 2. Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave and*
- 3. Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave*

*Your employer cannot interfere with your FMLA rights or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.*

*After becoming aware that your need for leave is a reason that may qualify under the FMLA, your employer must confirm whether you are eligible or not eligible for FMLA leave. If your employer determines that you are eligible, your employer must notify you in writing:*

- 1. about your FMLA rights and responsibilities, and*
- 2. how much of your requested leave, if any, will be FMLA-protected leave*

*More Information may be found through the following resources:  
call 1-866-487-9243 or visit [dol.gov/fmla](http://dol.gov/fmla)*

*If you believe your rights have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court.*

**8.06 MILITARY LEAVE**

Regular employees who are members of the State Military Forces, or are members of any of the Reserve Components of the Armed Forces of the United States, are entitled to leave of absence from their duties for annual maneuvers, without loss of time or efficiency rating, leave time, or salary on all days during which they are engaged in authorized training or related duty ordered by proper authority, not to exceed 15 days in any one calendar year. Requests for approval of military leave must have copies of the relevant military orders attached.

Regular employees who are ordered to extend active duty with the state or federal military forces are entitled to all of the reemployment rights and benefits provided by law upon their honorable release from active duty.

*(Legal reference: V.T.C.A., Government Code, Section 431.005 and Section 613.001-613.005; Fed. 38, U.S. Code Ann., Chapter 43.)*

**8.07 CIVIL LEAVE**

Employees are granted civil leave with pay for jury duty, for serving as a subpoenaed witness in an official proceeding and for the purpose of voting. *(Legal reference: V.T.C.A. Labor Code, Sec. 52.051; Election Code, Sec. 276.004.)*

Paid civil leave for time spent actually serving as a juror or as a subpoenaed witness in an official proceeding, is limited to a maximum of 80 hours. Pay will be at the employee's regular, base rate of pay and no overtime will apply, regardless of the number of actual spent as a juror or subpoenaed witness.

Employees must notify the appropriate supervisor as soon as possible prior to taking civil leave. When an employee has completed civil leave, he or she must report to the City for duty for the remainder of the workday, whether it is before or after the official proceeding. If the employee will be absent from work for more than one workday on civil leave, he or she must notify the appropriate supervisor daily at the beginning of each workday on which he or she will be absent.



An employee who is called for jury duty must provide his or her supervisor with a written acknowledgement of service from the court. Payment received for jury duty is retained by the employee. If a police officer is subpoenaed in a civil case, in conjunction with his or her official police duties, he or she must return the witness fee to the City.

### **8.08 FUNERAL LEAVE**

Funeral leave with pay may be granted to regular employees by the City Administrator in the event of a death in an employee's family. Funeral leave is limited to no more than three working days per occurrence. The length of time granted for funeral leave must be approved by the City Administrator in advance and will depend on the circumstances. The terms of and reasons for the leave must be documented and filed in the employee's personnel file. Funeral leave cannot be accumulated or carried forward.

For purposes of emergency leave, "family" includes spouse, child, stepchild, stepparent, parent, brother, sister, grandparent of an employee or employee's spouse, or any other relative living in the employee's household.

The City will send flowers to the funeral service of current or former council members, members of appointed boards or commissions, City employees and the parent or child of a City employee.

### **8.09 ADMINISTRATIVE LEAVE OF ABSENCE**

Employees on duty on the date of any national, state, or local election and who are eligible to vote in such elections shall be granted time off without loss of pay or benefits to exercise this right if they cannot reach their polling place outside of working hours before it closes. Evidence of voter registration and voting may be required by the supervisor. The City Administrator may grant an employee administrative leave with pay for the purpose of attending a professional conference on training, legislative proceedings, or civic functions pertaining to the cities interest.

1. Authorized leave without pay may be granted by the City Administrator and the employee in circumstances not falling within other provisions of these rules mutually agreeable terms and conditions between the employee and the City Administrator. Employees taking leave without pay shall not lose or gain seniority and employees' benefits will remain in effect during the leave period granted.

### **8.10 INJURY LEAVE**

For information on occupational disability or injury leave for bona fide, on-the-job, work-related injuries, please see the sections in this manual under the main heading **Health and Safety (Section 9)**.

### **8.11 TEMPORARY DISABILITY LEAVE**

Employees with illness arising from pregnancy, maternity, or other non-occupational illness or injury, shall be entitled to benefits on the same basis as employees with other illnesses be used for any such temporary disability including maternity purpose prior to delivery and for a reasonable time following as may be determined as necessary by her doctor. For maternity purposes, at least ten (10) days' notice of leave, which shall include a statement of the employee's intentions concerning resumption of work is required, except in emergencies. A medical clearance is required for all employees desiring to return to work after leave caused by a temporary disability.

### **8.12 USING LEAVE IN COMBINATION**

When an employee who is on sick leave has exhausted his or her accrued sick leave, the employee will automatically be placed on vacation leave if (1) the employee has accrued vacation leave available and (2) the employee has not requested a temporary leave of absence without pay.



A regular employee who is requesting extended leave for illness or temporary disability has the option of choosing to use all or part of his or her accrued sick and vacation leave in any combination with the requested leave without pay, contingent upon approval of the City Administrator.

Sick leave cannot be used for vacation purposes when vacation leave is exhausted.

With the approval of the employee's department head and the City Administrator, other types of leave may be used in combination or coupled with holidays if it is determined to be in the best interests of the City and the employee.

### **8.13 PERSONAL DAYS**

All employees are entitled to two (2) personal days with pay within a 12-month period. If an employee is hired on June 1<sup>st</sup>, or after, he will receive (1) personal day for that year. These days must be taken within the calendar year and may not be carried over to the next year. *Personal days may be taken in combination and with any other leave.*

### **8.14 SICK LEAVE POOL**

Employees may donate any accrued sick leave to the sick leave pool for employees who may need additional leave as a result of a catastrophic illness or injury of the employee or all persons within the first degree of consanguinity of the employee or the employee's spouse, subject to the following conditions:

Employees that will maintain a balance of at least 80 hours accrue sick leave are eligible to donate to the pool. A donation application can be picked up from the City Clerk. Only whole hours can be donated.

Donations will be made on a voluntary basis by completing and signing the donation application indicating the number of hours to be donated. All sick leave donations must be approved by the immediate supervisor and City ~~Manager~~ *Administrator*. No employee shall be coerced or intimidated into sharing sick leave. Anyone guilty of such conduct will be subject to disciplinary action.

Employees who may need additional leave as a result of a catastrophic illness or injury of the employee or all persons within the first degree of consanguinity of the employee or the employee's spouse, may receive sick time from the sick leave pool subject to the following conditions:

Employees who wish to request sick time must submit their request in writing to their immediate supervisor. The written request must include the reason for the request and the expected amount of days that the medical event will require to be off from work. The request must be approved by the immediate supervisor and City ~~Manager~~ *Administrator*.

Employees are not eligible if the medical event is from a work-related injury for the City employee due to worker's compensation or disability coverage.

The request for sick time will only be approved for a medical event requiring more than 5 consecutive days off work (40 hours).

The request for sick time must be for at least 40 hours of sick time from the pool.

Employees will be limited to receiving 240 hours/30 Days of sick leave through the donation policy in a rolling 12-month period unless prior approval is received from the employee's supervisor and the City manager.

Employees shall not receive or use donated sick hours until they have exhausted all of their leave balances including sick time, comp time and vacation.

Recipients shall be required to reimburse or return hours donated to them if the following occurs:

Compensation is received from another source (workers' compensation, long or short term disability benefits, etc.), unless the compensated coverage doesn't extend the full time off for the medical event.

It was determined that a recipient has abused the program, falsified information, or was otherwise not eligible for leave.

If repayment is required, reimbursement shall be made from future accrued leave from that recipient unless there is separation from the City. If the separation occurs, then the employee is responsible for paying the City through payroll deduction.

Accrued leave will be used during the time the employee is out for the catastrophic event. The accrued sick leave will be used during this time, but the employee can accrue up to a week's worth of combined vacation, holiday and comp time. Once the weeks' worth of combined holiday, vacation and comp has been acquired, anything over that will be used towards the catastrophic leave.

### **8.15 — FLEXIBLE WORKPLACE**

~~The policy is intended to create flexible conditions that will help employees accomplish their work effectively without disruption to City services especially leading up to, during and/or immediately after emergency events. This policy may be appropriate for some employees and jobs but not for others. This is not an entitlement, it is not a companywide benefit and it in no way changes the terms and conditions of employment with the City of Mount Vernon.~~

~~In the event of a wide scale emergency and when authorized by the City Administrator or an authorized designee, the City of Mount Vernon realizes a need to develop a formal process to implement a flexible workplace to preserve the environment and for the safety and wellbeing of our employees and citizens of the community.~~

~~This arrangement is in which an employee regularly performs work at an alternative work site for a specified portion of the work week. This duties, responsibilities and conditions of employment remain the same as if the employee was working at the normal work site. The employee will continue to comply with the City of Mount Vernon policies and procedures while working at the flexible workplace.~~

~~The City, with or without cause, can revoke or modify the Flexible Workplace at any time.~~

### **8.16 MENTAL HEALTH LEAVE (POLICE DEPARTMENT)**

Mental Health Leave for licensed Peace Officers is intended to provide full-time Peace Officers who experience a traumatic event that occurs while on duty, time away from work to receive assistance in dealing with the event that was experienced.

The following are examples that may be considered a traumatic event. As these examples will not encompass all traumatic events Peace Officers may potentially encounter, the Sheriff will evaluate requests for leave under this policy to determine if Mental Health Leave is applicable.

Officer involved shooting  
Vehicle crash involving serious injury or death to an officer or citizen

Officer being the victim of a felonious assault  
Death of a coworker  
Death or serious injury to someone in custody of officer  
Severe trauma or death of a child  
Homicide Scenes  
Incident involving multiple deaths and/or injuries (natural disaster or terrorist attack)

Peace Officer Mental Health Leave provides paid leave for up to (3) three (8) eight-hour shifts from work, per traumatic event that occurred while on duty, in order for the Peace Officer to seek professional treatment for the handling of the traumatic event in which they were involved.

The Peace Officer will contact the Sheriff of the department and request the use of the leave in order to obtain mental health assistance. The Sheriff may consult with the City Administrator or City Clerk prior to granting the Leave.

Based upon the information provided to the department administration after the event, Mental Health Leave will be granted if ordered by a mental health professional or the Sheriff/designee.

Mental Health Leave hours will be recorded on the timesheet as regular hours, to provide anonymity. However, the City will keep requests to take mental health leave and any medical information related to mental health leave under this policy confidential to the extent allowed by law and separate from the employee's general personnel file. The agency cannot guarantee anonymity of information that is otherwise public or necessary to carry out the agency's duties under the law.

Mental Health Leave provides that Peace Officers will continue to be eligible for all employment benefits and compensation, including continuing their leave accrual, pension benefits and eligibility for health benefit plan benefits for the duration of the leave. While on paid Mental Health Leave, the Peace Officer will not be required to use any other paid leave type (vacation, sick, holiday, compensatory time).

An employee on Mental Health Leave may not work a second job, including self-employment or participate in volunteer work.

If additional time off is needed employees may apply for a Leave of Absence or other leave as authorized under the personnel policies.

1. If a Peace Officer is off work due to Mental Health Leave and the employee qualifies for family and medical leave, it will run concurrently with the Mental Health Leave.
2. Following use of Mental Health Leave, the City may require a Peace Officer to undergo a psychological examination, by a professional of the City's choosing, to determine fitness for continued employment, as may be necessary in order for the City to provide a reasonable accommodation and as otherwise permitted in accordance with applicable laws.

**9.00—HOLIDAYS****9.01 8.17 GENERAL POLICY HOLIDAYS**

In an effort to allow employees to spend more time with their families, the City of Mount Vernon traditionally observes selected holidays. ~~In order to qualify for holiday pay, an employee must work the scheduled workday immediately preceding or immediately following each holiday.~~ *All regular full-time employees are eligible to receive holiday pay; hourly pay at the employees regular rate of pay for a normal shift.*

~~Late start or early quits may not exceed 59 minutes without prior approval from the supervisor.~~

The holidays which are celebrated include:

1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Good Friday
5. Memorial Day
6. Juneteenth
7. Independence Day
8. Labor Day
9. Columbus Day
10. Veteran's Day
11. Thanksgiving Day
13. The Friday after Thanksgiving
13. Christmas Day
14. (and the day before or after Christmas)
15. Any other day's as may be declared by the City council.

Holiday pay will be based on the employee's base wage. For example, employees working eight (8) hour days will be paid for eight (8) hours of holiday pay.

**Work During Holidays**

Employees requested to work on a holiday will receive, in addition to holiday pay, one and one-half times their regular hourly rate for actual hours worked. Employees who are scheduled to work a holiday and fail to do so will not be entitled to holiday pay unless the absence is justified in the opinion of the City.

**9.02—Holidays Falling On Non-Workdays**

This section applies to employees who work on shifts other than Monday through Friday. Whenever a legal holiday on the current year's list of approved holidays falls on a regular employee's regular day off and the employee does not work that day, he or she will (1) be provided with an alternate holiday on what would otherwise have been a regular workday for the employee, or (2) be paid his or her regular salary amount for the pay period involved plus eight additional hours for the holiday.

If an official holiday falls within a regular employee's vacation, the employee will be granted the holiday and not charged for a day of vacation.

**10.00 9.00 HEALTH AND SAFETY****10.01 9.01 SAFETY POLICY**

It is the policy of the City to make every effort to provide healthful and safe working conditions for all of its employees.

**10.02 9.02 EMPLOYEE RESPONSIBILITIES AND REPORTS**

Employees are responsible for conducting their work activities in a manner that is protective of their own health and safety, as well as those of other employees.

Supervisors are responsible for ensuring that all employees wear safety gear appropriate for their jobs, including safety goggles, ear plugs, safety hats, reflective vests ~~and steel-toed shoes~~ **appropriate footwear.**

After consultation with the department head, a supervisor may require an employee to obtain a medical evaluation of his or her ability to operate equipment or vehicles safely. Such a medical evaluation may be required only if a supervisor has a reason to believe that an employee is incapable of safe operation of assigned equipment or vehicles due to employee's medical condition. The City will pay for required medical evaluations.

An employee must report every on-the-job accident, no matter how minor, to his or her supervisor immediately. The supervisor reports the incident to the City Clerk, who in turn notifies the City Administrator and the City workers' compensation insurance carrier.

The following rules are designed to promote the safety and wellbeing of City employees and are to be observed by employees at all times:

1. No employee may engage in horseplay, wrestling, or practical joking while on duty or operating City equipment;
2. Employees should maintain awareness of potentially dangerous situations that may cause injury to themselves, fellow employees, or the public;
3. Employees must report immediately to their supervisors any conditions that in their judgment threaten the health or safety of employees or the public;
4. An employee who is unable to perform his or her duties safely due to illness must promptly notify his or her supervisor; and
5. Employees must immediately seek proper first aid treatment for all on-the-job injuries, including minor injuries and must immediately report all injuries to their supervisor unless emergency circumstances exist.

Failure to report an on-the-job injury, no matter how minor, may result in disciplinary action.

**10.03 9.03 EMPLOYEE SUGGESTIONS**

Employees are encouraged to make suggestions to their supervisors for improvements that would make the City workplace safer or more healthful.

**10.04 9.04 ON-THE-JOB INJURIES**

**Insurance.** The City provides workers' compensation insurance for all of its employees. This insurance provides medical expenses and a weekly payment if an employee is absent from work because of a bona fide, on-the-job, work-related injury for more than one week. All workers' compensation insurance claim forms must be submitted to the office manager immediately for appropriate action to be taken. (*Legal reference: Workers' Compensation Act, V.T.C.A. Labor Code, Title 5, Subtitle A.*)

**Medical Attention** An employee who sustains a bona fide, on-the-job, work-related injury may seek medical attention from the medical facility or professional of his or her choice. The City encourages employees to return to work as soon as they are able to do so. An employee returning to work **must submit a physician's statement of medical condition and release to return to work**, following loss of time accident. As determined by the City Administrator, at the City's expense, an employee may be required to submit to examination by an independent physician. (*Legal reference: Workers' Compensation Act, V.T.C.A. Labor Code, Title 5, Subtitle A.*)

**Statutory Benefit Compensation** Employees who sustain an injury at work may be eligible to receive benefits prescribed by the Texas Workers' Compensation Act. These benefits include compensation payments, medical care as reasonably required to cure and relieve the effects of the injury or occupational disease(s) and/or death benefits.

Workers' compensation benefits are subject to a seven-calendar-day waiting period. After 28 calendar days of lost time, the seven-day waiting period will be paid retroactively under workers' compensation.

**Exclusion** Injuries caused by willful intent and attempt to injure self or to unlawfully injure another, intoxication, horseplay by the injured employee, an act of God except in certain limited circumstances (i.e., assigned to official duty during a tornado, lightning storm, etc.), or an act of a third party for personal reasons are excluded specifically from coverage by injury leave with pay. Workers' compensation fraud is a crime (misdemeanor or felony, depending upon the dollar value of the benefits received) punishable by fines and/or jail time. (*Legal reference: Workers' Compensation Act, V.T.C.A. Labor Code, Title V, Subtitle A.*)

**Initiation of Injury Leave** An employee who is put on leave for a bona fide, on-the-job, work-related injury will be provided with a copy of the City's policy on "On-the-Job Injuries" prior to or as soon after the beginning of the leave as is feasible. Injury leave begins on the first scheduled workday of absence due to on-the-job injury and continues until the employee returns to work, his or her eligibility expires, or the employee is removed from injury leave coverage by the City Administrator.

**Compensation** If an employee sustains a bona fide on-the-job, work-related injury which renders him or her unable to performing the duties of the job, that employee must file a workers' compensation claim and will receive such workers' compensation payments as authorized under state statute.

~~Employees who are injured and miss less than or equal to seven days of work because of the injury will be paid on the basis of earned sick leave. If an employee does not have any earned, accrued sick leave, the time off will be unpaid, or the employee may substitute vacation time, if any.~~

If an employee sustains a bona fide on-the-job, work-related injury that causes him or her to miss more than seven days of work, the City will provide salary continuation benefits in an amount equal to the difference between the employee's regular compensation and the workers' compensation benefits.

At no time will the combined total of the City's salary continuation compensation and the workers' compensation insurance benefits exceed the employee's regular salary. Should an employee receive benefits that, when combined with the City's salary continuation compensation, exceed his or her regular salary, the employee must return the excess City salary continuation compensation. Failure to do so may result in disciplinary action and/or forfeiture of salary continuation compensation.

The City's salary continuation compensation program will extend for a maximum period of 90 days, beginning on the eighth day of absence for a particular injury. At the conclusion of the 90-day period, the employee may begin to use any remaining accrued leave balances. If the employee does not have any unused leave on the books, the employee will receive only workers' compensation payments.

An employee receiving workers' compensation payments does not accrue vacation or sick leave and is not entitled to receive holiday pay.

**Continuation of Group Medical Insurance for Employee and/or Dependent** To continue medical insurance for the employee and/or the employee's dependent(s) while the employee is on injury leave and no longer receiving a regular City paycheck, the City will continue to pay the City's portion of the employee's medical insurance for a period of time not to exceed one year following the employee's injury. During this time period the employee must remit to the City, in a timely manner each month, the amount necessary to cover the portion of the employee's insurance premiums that would have been deducted from the employee's paycheck if the employee were still receiving a regular paycheck. Thereafter, the employee must pay both the employee's and the City's portions of these insurance premiums to the City on the schedule established by the City Clerk in order to maintain coverage.

**Reporting Requirements** While on leave because of a bona fide, on-the-job, work-related injury, each time the employee sees the physician for consultation or treatment, he or she must provide a progress report to the supervisor, who will forward the information to the department head, City Administrator and City Clerk. Any change in the employee's condition, which might affect his or her entitlement to workers' compensation payments, must also be reported to the supervisor. In addition, the injured employee must contact his or her supervisor at least once every two weeks to report on his or her condition. Failure to provide the required medical status reports or to contact the supervisor on the schedule required by the City may result in revoking the employee's leave and may result in disciplinary action.

**Duration of Injury Leave** The maximum duration of injury leave is one year unless the City Administrator expressly authorizes an extension.

Requests for extension may be authorized after careful review by the City Administrator, in no more than three-month increments. Any extension(s) must be reported to the City council.

**Termination of Injury Leave** Injury leave with pay may be terminated at any time without prior notice. After consultation with the City attorney, the City Administrator will terminate the injury leave upon receipt of evidence that the employee, while able to return to work, has not done so.

**Return to Service** A written statement from an appropriate physician certifying that the employee has been released to return to work and specifying the type(s) of work he or she is capable of performing, as well as any limitation(s), must be received by the City before an employee may return to work. All employees on injury leave must return to work after approval of either the employee's attending physician or an independent physician paid by the City. Failure to return to work when directed will result in appropriate disciplinary action, up to and including termination.

The employee's supervisor must notify the City Clerk upon the employee's return to duty so that the City may resume record keeping for purposes of payroll, benefits, leave and length-of-service accruals.

**Temporary Light Duty Status** During the course of an on-the-job injury leave of absence, if an employee is released by his or her physician for light duty, the employee's job or alternative job assignment(s) will be evaluated to determine whether a position is available in which the City can use the employee's limited services for a temporary period of time. If no acceptable light duty assignment can be found, the employee will be placed on inactive status until released by the physician to return to his or her previous job.

An employee who is able to return to work in light duty status is a temporary employee and may be required to work in a different department and perform duties not contained within his or her current job duties. A light duty assignment cannot exceed 90 days.

**Inactive Status** The City may place an employee on injury leave on inactive status:

At any time that a City department head, in consultation with the City Administrator, determines that it is a business necessity to hire a temporary replacement for an employee on injury leave; or

When an employee on injury leave is unable to return to regular duty for a total of six months unless an extension of injury leave is expressly authorized by the City council.

When an employee on injury leave is placed on inactive status, the employee's department head is free to hire or promote a temporary replacement.

Temporary replacements may be used for a period of six months. If, at the end of that six-month period, the injured employee remains unable to return to work, the temporary replacement may become a regular employee. The injured employee will remain on the City's records in an "inactive" status (not terminated) for the duration of the approved injury leave.

When the injured employee has reached maximum recovery, the City will consider the employee for employment in a capacity for which the employee is qualified, if a position is available.

**Total Disability/Retirement** A determination of total disability may be rendered at any time during the course of the occupational disability or injury leave. Upon such a determination, the director of finance will make the necessary arrangements for an eligible employee's retirement under the "disability retirement" clause of the coverage provided by the City's retirement plan.

**Reasons for Termination of Injury Leave Benefits** An employee will forfeit all rights to injury leave benefits to which he or she would otherwise have been entitled and may be subject to disciplinary action, for the following reasons:

1. Engaging in work, either part-time or full-time and either for pay or as a volunteer, for or behalf of the employee or any other person or employer, while receiving injury leave benefits and workers' compensation payments;
2. Resigning from employment with the City for any reason while receiving injury leave benefits and workers' compensation payments;
3. Termination of employment for any reason;
4. Failure or refusal to comply with or follow the treating physician's instructions, including disregarding or violating the treating physician's instructions;
5. Refusal to perform light, partial, or part-time duty offered by the City when authorized to do so by the treating physician;
6. Refusal to accept or perform a different job with the City that is in the opinion of the employee's treating physician, within the employee's physical capacity and for which the employee is qualified and/or trained;
7. Falsification or misrepresentation of the employee's injured condition, physical capacity, or disability while receiving injury leave benefits and workers' compensation payments;
8. Refusal to return to duty on the workday on which the employee has been released by the treating physician; or
9. Failure to keep the City informed of his or her injury status every two weeks.

**Final Release or Settlement** At the time of final release or settlement of a workers' compensation claim, the employee must furnish the City with a certificate from the employee's physician stating that the employee is



able to return to work. The certificate must also specify any limitation(s) on the employee's physical condition and the estimated duration of the limitation(s).

The City will then evaluate the employee's physical condition and determine whether he or she can perform the duties of the job previously held. If (a) the employee cannot perform his or her previous duties, or (b) no vacancy exists, or (c) no other suitable position is available and (d) a reasonable effort has been made to place the employee in a suitable position, then he or she will be separated and paid accrued benefits.

If the employee is separated from City employment at this point, the City Administrator or his or her designee will:

1. Send him or her a certified, return receipt requested, letter, as well as a letter by regular mail;
2. Explain the circumstances, outlining the reasonable effort made to place the employee in a suitable position; and
3. Inform the employee that he or she has been separated from City employment and that he or she will be mailed a final paycheck, if applicable, for any accrued and payable leave benefits.

**Privacy Protection** The privacy of individuals' personal health information in the form of medical records and other information will be protected in all transmittals to and from insurance carriers and health care providers. In addition, City department heads and officials will protect the privacy of individuals' personal health information: any conversations regarding an employee's medical condition or status will be held only with City personnel with a need to know the information and only in locations where the conversation may not be overheard. (Legal reference: Health Insurance Portability and Accountability Act of 1996.)

**11.00 10.00 DRUG AND ALCOHOL ABUSE POLICY****11.01 10.01 DRUG-FREE WORKPLACE**

The following policy has been adopted to implement the City's desire to establish itself as a Drug-Free Workplace. In all instances where reference is made to alcohol, drugs, or other controlled substances, the references include inhalants.

1. All employees of the City are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcoholic beverage is prohibited in the workplace of the City and while officially representing the City off premises. Employees who violate this policy will be subject to immediate disciplinary action up to and including termination.
  - a. As a part of discipline and as a condition of continued employment, an employee may be required to obtain substance abuse education, substance abuse counseling and/or enter and complete a substance abuse treatment program.
2. The City has established a drug-free awareness program providing:
  - a. Information about the dangers of drug and alcohol abuse in the workplace;
  - b. The City's policy of maintaining a drug-free and alcohol-free workplace;
  - c. Information about available drug and alcohol counseling and rehabilitation; and
  - d. Information about the penalties that may be imposed on employees for drug or alcohol abuse violations occurring in the workplace.
3. ~~Each employee of the City will be furnished a copy of this policy, as well as the City's complete drug/alcohol testing policy. Employees will be asked to sign an acknowledgment form indicating that they have received a copy of the drug/alcohol testing policy.~~
4. All employees of the City will abide by the terms of this policy and will notify the City of any drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. The City will notify any funding agency which requires notification within 10 days after receiving notice under the above paragraph from an employee or otherwise receiving actual notice of such conviction.
6. Any employee so convicted will be subject to disciplinary action up to and including immediate termination.
7. The City will make a good faith effort to continue to maintain a drug-free and alcohol-free workplace through the implementation of this policy and any **Drug and Alcohol Abuse Policy**.
  - a. (Legal reference: V.T.C.A. Labor Code, Chapter 411, Subchapter G.)

**11.02 10.02 PURPOSE OF DRUG TESTING PROGRAM**

The purpose of this policy is to ensure a safe working environment and to protect the health and safety of the public by requiring that employees and applicants be free from drug dependence, illegal drug use and drug abuse.

The intent of the policy is as follows:

1. To provide clear guidelines and consistent procedures for handling incidents of employees' use of alcohol, drugs, or controlled substances that affect job performance and to make every effort to institute and maintain a drug-free workplace;
2. To ensure that employees conform to all state and federal regulations regarding alcohol, drugs, or controlled substances; and
3. To provide substance abuse prevention education for all employees.

**General Policy**

City employees shall not take any narcotic or dangerous substance unless prescribed by a person licensed to practice medicine. Any statutory-defined illegal use of drugs by an employee, whether during or outside City employment hours, will not be tolerated.

City employees who have a reasonable basis to believe that another employee is illegally using drugs or narcotics must report the facts and circumstances immediately to their supervisor.

Failure to comply with the intent or provisions of this policy may be used as grounds for disciplinary action. ~~Refusal by an employee to take the required drug test or follow this general policy will result in immediate relief from City duties pending disposition of any administrative personnel action.~~ *Random Drug Testing - Illegal*

*If a covered employee fails a drug or alcohol test, the City may terminate the employee immediately, in which case the City will inform the employee where he/she can get help. (U.S. Department of Transportation 49 CFR Part 382, Subsection 382.605.)*

### **11.03 10.03 DRUG AND ALCOHOL TESTS**

Employees who operate vehicles or equipment that require possession of a commercial driver's license or who occupy safety sensitive positions are subject to five types of testing for both drugs and alcohol: pre-employment, post-accident, ~~random,~~ reasonable suspicion and return to duty. All other City employees are subject to four types of testing: pre-employment, post-accident, reasonable suspicions and return to duty.

**Pre-Employment Testing** The City performs pre-employment drug/alcohol tests on all new employees, after extending a conditional offer of employment, but prior to the first day of work. In addition, the City must and will request the results of U.S. Department of Transportation (DOT) drug tests from previous employers for employees required to hold a commercial driver's license.

**Post-Accident Testing** The City acting through its duly authorized representative may require persons who have been involved in an accident involving bodily injury to themselves or others or property damage in excess of \$100.00 to submit to a drug testing.

**Reasonable Suspicion Testing** All supervisors of covered employees are required to attend two hours of U.S. Department of Transportation-approved training in how to identify the symptoms of drug and alcohol abuse. If a supervisor believes a reasonable suspicion exists that an employee under his or her supervision is abusing alcohol or drugs, the supervisor must obtain the concurrence of the department head or the City Administrator, or in both of their absences, of one other department head, before sending an employee to be tested.

**Return-to-Duty Testing** Before an employee is allowed to return to duty after having been sent home or suspended as a result of a drug or alcohol test, he or she will be tested for illegal drugs and alcohol and must be found to be drug and alcohol free. In addition, an individual randomized drug-testing schedule will be developed for the employee or driver for a time period not to exceed 60 months.

*(Legal references: U.S. Drug-Free Workplace Act of 1988, as amended; Texas Workers' Compensation Commission Act, V.T.C.A. Labor Code, Chapter 411, Subchapter G; Omnibus Transportation Employee Testing Act of 1991 and U.S. Department of Transportation 49 CFR Part 382.)*

**11.04 10.04 SEARCHES**

The City reserves the right to make general ~~or random~~ searches of City property, such as City vehicles, lockers, closets and desks, for alcohol, prohibited drugs, drug paraphernalia, explosives and all types of prohibited weapons and knives without the consent of the employee.

The use of privately owned padlocks or other locking mechanisms for City property is prohibited. If an employee does use a privately owned padlock or other locking mechanism on any City property, the City may remove it at any time and the employee will not be entitled to any reimbursement for damage to the mechanism. The use of any privately owned padlock or other locking mechanism for City property does not create an expectation of privacy with regards to any contents within the locked City property.

Any materials brought into the workplace, such as personal effects, briefcases, vehicles and so on, may be subject to search at any time if a reasonable suspicion exists that alcohol, prohibited drugs, drug paraphernalia, explosives and any type of prohibited weapons or knives may be found. If the employee is available, he or she will be asked to consent to the search. If the employee does not consent, any attempt to conduct a search of materials brought into the workplace will not be continued. However, the employee's refusal to cooperate will be noted in his/her employee file, together with a statement that reasonable suspicion existed to conduct the search. No search of materials brought into the workplace will be conducted in the employee's absence.

Any search will be conducted as privately as possible, involving only persons with a need to know and only with the authorization of the supervising department head or his or her designee.

If illegal paraphernalia is found, it will be confiscated and the employee will be subject to appropriate disciplinary action, up to and including termination, as well as criminal prosecution, if appropriate.

## **12.00 11.00 USE OF AND ACCOUNTABILITY FOR CITY EQUIPMENT AND PROPERTY**

### **12.01 11.01 GENERAL POLICY ON CITY EQUIPMENT AND PROPERTY**

The City attempts to provide each employee with adequate tools, equipment and vehicles for the job being performed and expects each employee to observe safe work practices and safe and courteous operation of vehicles and equipment in compliance with all applicable regulations. **Employees must always wear safety belts personal protective equipment while operating equipment.**

### **12.02 11.02 USE OF TOOLS, EQUIPMENT, PROPERTY AND VEHICLES**

City property, materials, supplies, tools, equipment and vehicles are purchased with taxpayer funds and are intended for use in the operations of the City. Employees who are assigned tools, equipment, vehicles, or any other City property are responsible for them and for their proper use and maintenance. Repairs to vehicles must be done in accordance with City purchasing policies.

City computers and computer software are to be used for City business. No software other than software approved by the City Administrator or individual department heads may be kept on a City computer. This limitation on software is to avoid software that may interfere with the operation of the City's computer systems or may contain computer viruses that could cause operational problems or the loss of City data. Access to the Internet through City computers is to be used for City and departmental business only.

City property, including facilities, desks, files, lockers, vehicles and computers, is subject to inspection and removal of illegal or unauthorized items. There is no expectation of privacy.

No personal or partisan political use of any City property, materials, supplies, tools, equipment, or vehicles is permitted. However, if an employee is on-call and subject to receive an emergency call, the employee may use a City vehicle for reasonable personal use in order to ensure prompt response to a call. The only passenger(s) permitted in a City vehicle at any time are those persons who have an official City business reason to be in the vehicle.

An employee may drive a City owned vehicle home under the following conditions:

- 1. Drivers of emergency response vehicles (police department), or those drivers at the supervisory level, who live within a thirty (30) minute radius of the City limits for commuting to and from their primary residence, shall be allowed take home vehicles at the discretion of the chief of police, with the approval of the City Administrator. Employees who are actively "on-call" will also be allowed a take home vehicle during the period they are serving in that capacity.**

If an employee is in doubt about a circumstance, he or she must check with the department head before proceeding. Violations of this policy may result in termination and possible prosecution.

#### **City Owned/Leased Vehicles:**

##### **Limitations for Use:**

**Employees are prohibited from using (or allowing others to use) any City vehicle for personal purposes, unless they are assigned a take home vehicle. Take Home Vehicles should be used for no purpose other than commuting to and from work.**

**An employee to whom a take-home vehicle is assigned, to include temporary assignment, if off duty for more than 2 consecutive days, on vacation, injured or sick, and will be away from duty for a period of time, or are on paid or unpaid suspension or leave shall place their assigned vehicle at the Department until such time as they are back on duty or released to full duty.**

Employees that have been assigned a take-home vehicle may drive their assigned vehicle directly to and from their residence if that residence is within the established boundary of 30 miles from the City of Mount Vernon and upon approval of the City Administrator.

The use of a take-home vehicle is a privilege. The City Administrator reserves the discretion to approve or disapprove, with or without cause, which employees may drive their assigned vehicles home regardless of whether the employee is "on-call." Employees are not in course and scope of their job and should not be reporting their drive time to and from work. There should be no drive time reported on timesheets unless they are in course and scope of their job.

Employees shall be attired and conduct themselves in a manner which reflects positively on the City.

The consumption and/or presence of an alcoholic beverage or illegal substance in a City owned/leased vehicle is prohibited except for those instances necessary in the performance of official duties and the transportation of found or evidentiary property.

Vehicles shall not be taken to any location that could reflect unfavorably on the department except by on duty personnel on official business.

Vehicles shall not be operated in any manner that could reflect unfavorably on the department, or the City.

Vehicles shall not be operated outside of the established boundary except by personnel on official business or as authorized by the City Administrator.

#### VEHICLE MAINTENANCE

Each Department assigned a City vehicle is responsible for general maintenance, proper care, and proper appearance of the vehicle.

1. Employees will wash the vehicle at least once every month
2. Employees will change their own flat tires, when on-duty or off-duty
3. Employees are responsible for maintaining current state vehicle inspections
4. Employees will schedule and have performed preventative maintenance

Employees shall not

1. Perform mechanical work or have unauthorized mechanical work performed on the vehicle
2. Alter the body, general design, appearance, markings, or mechanical or electrical systems without the approval of the City Administrator
3. Add accessories or equipment without the approval of the City Administrator

General Responsibilities

1. On-Duty - If a repair cannot be fixed immediately, employee will leave the vehicle and return to their duty assignment
2. Off-duty- If employee spends time waiting for the vehicle, employee will not be compensated

#### VEHICLE SECURITY

Employee will remove all any after market electronics that is not fixed in the vehicle (such as a tablet) when the vehicle is left to be serviced or parked at the residence overnight unless the vehicle is secured in a garage or other enclosed structure

Employees shall secure the vehicle when left unattended or when the vehicle is out of sight or immediate control, whether employee is on-duty or off duty

**12.03 11.03 VALID DRIVER'S LICENSE**

Operators of City vehicles and equipment are required to have the valid State of Texas driver's license necessary for legal operation of that vehicle and are required to keep supervisors informed of any changes in status of the license. Department heads or supervisors will periodically check the driving records of employees who operate City vehicles. Failure to maintain a safe driving record may result in dismissal or reassignment. An employee may be required to participate in a defensive driving course if the employee is cited with a moving violation. Suspension or revocation of the driver's license of an employee who is assigned as a vehicle or equipment operator will result in dismissal or reassignment.

**12.04 11.04 VEHICLE INSURANCE**

The City maintains up-to-date insurance coverage on vehicles owned by the City. Employees who drive a personal vehicle on City business are required to maintain up-to-date insurance coverage and to provide the director of finance with proof of automobile liability insurance as required by the State of Texas. Failure to do so is grounds for disciplinary action, up to and including termination.

**12.05 11.05 ACCIDENT REPORTING**

An employee involved in an accident while operating City equipment or vehicles during working hours must report the accident and any injury to persons or any property damage to his or her supervisor and City Administrator and to the police department immediately, or, in the case of injury to the employee as soon as the employee is able. This policy includes all City vehicles including police vehicles.

Each vehicular accident, no matter how minor, must be reported to the police department so that an official accident report can be filed. Employees involved in accidents shall be required to submit to a drug and alcohol test immediately following the accident. Refusal to submit to the drug and alcohol test will result in disciplinary action up to and including termination.

A copy of each accident report involving City equipment, or vehicles must be forwarded to the City Administrator by the police department as soon as the police report is completed. In cases where an accident involves a police vehicle, the police department will request the Texas Department of Public Safety to investigate the accident and file an official accident report with the City Administrator and Chief of Police. A copy of the accident report will also be filed with the ~~office manager~~ **City Clerk** for placement in the personnel file of the employee involved in the accident.



**13.00 12.00 DISCIPLINE****13.01 12.01 GENERAL**

Employees of the City serve “at will” and, within the requirements of state and federal law regarding employment, can be dismissed at any time, with or without notice, for any reason not in conflict with state or federal law or for no reason. Some of the actions that may result in discipline include, but are not limited to, the following:

1. Insubordination
2. Absence Without Leave or Excessive Absence including absence without permission, failure to notify a supervisor of sick leave and repeated tardiness or early departure
3. Endangering the Safety of the Employee and/or Other Persons through negligent or willful acts
4. Possession or Use of Alcohol or Illegal Drugs while on duty or in a City vehicle
5. Alcohol or Drug Abuse which may affect the performance or safety of the employee or other persons
6. Involvement with Alcohol or Drugs in the workplace in violation of the City’s “Drug Free Workplace Policy”
7. Unauthorized Use or Theft of Public Funds or Property
8. Conviction of a felony, or class A or B misdemeanor
9. Conviction of Official Misconduct, oppression, or perjury
10. Falsification of Documents or Records
11. Unauthorized Use of Official Information or unauthorized disclosure of confidential information
12. Unauthorized or Abusive Use of Official Authority
13. Violation of the Sexual Harassment Policy
14. Incompetence or Neglect of Duty
15. Disruptive Behavior which impairs the performance of others
16. Failure to Observe the City’s Policies Regarding Communications with the Public (see **Communications** section in **Employee Responsibilities** chapter); or
17. Other Violation of the Requirements of These Personnel Policies, or of any departmental policies not in conflict with these policies

**13.02 12.02 PROGRESSIVE DISCIPLINE**

The City Administrator may take disciplinary action, including termination, against an employee at any time. The severity of the discipline depends upon the nature of the infraction. The City **may**, but not necessarily will, use a progressive discipline system.

While the disciplinary steps may not occur in this order, the progressive discipline includes, but is not limited to, any or all of the following:

1. Oral Warnings, **with records a written account** of each warning maintained by the appropriate department head **and another copy placed in the employees personnel file**
2. Conference with Supervisor and Department Head and employee, with a written summary of the conference, prepared by the supervisor, one copy of which is given to the employee and another copy of which is placed in the employees personnel file
3. Written Reprimands, which the department head must in all cases cause to be transmitted through the office manager to the employees personnel file
4. Probation (not to exceed 90 calendar days), during which time the employees performance and behavior will be monitored very closely by the supervisor
5. Reduction in pay without demotion
6. Suspension from duty, with or without pay, for up to 30 days and renewable after informal review of the circumstances
7. Demotion; and/or
8. Separation by involuntary dismissal



Disciplinary actions, *including steps one through three, above require the authorization of the immediate supervisor and/or Department Head. Actions included in steps four through eight, above require the authorization of the City Administrator. Actions* other than oral or written warnings require the advance approval of the ~~City coordinator,~~ *City Administrator,* normally in consultation with the City attorney, unless an emergency situation exists. Terminations require the approval of the ~~City Council~~ *Administrator. Terminations of Department Heads require the approval of the City Council.*

Any written notice of disciplinary action will be included in the employee's personnel file

For additional information regarding procedures to be followed if the discipline results in separation by involuntary dismissal see the following sections of this manual relating to **Separations**.

### **13.03 12.03** SUSPENSION FOLLOWING INDICTMENT

Any employee who is formally charged by indictment or information with a felony offense, or a misdemeanor involving moral turpitude, may be indefinitely suspended by the City Administrator without pay, pending final disposition of such formal charges. In the event such employee is convicted of such crime, either by entering a plea of guilty or nolo contendere to this crime or a lesser offense, or by trial to a judge or jury, he/she may be discharged from employment by action of the City Administrator.

The Department Head must provide notification of suspension without pay in writing to the employee with a second line signature for the City Administrator.

**14.00 13.00 SEPARATIONS****14.01 13.01 TYPES OF SEPARATIONS**

All separations of employees are designated as one of the following types:

1. Resignation
2. Abandonment of Position
3. Retirement
4. Reduction in Force
5. Dismissal
6. Disability
7. Death

**14.02 13.02 RESIGNATION**

A resignation occurs when an employee notifies his or her department head, either orally or in writing, that the employee does not intend to continue working for the City. Once an employee has resigned, either orally or in writing, the department head will acknowledge the resignation immediately in writing and forward the paperwork to the City Administrator *and the City Clerk.*

An employee who intends to resign is requested to notify his or her department head in writing at least 10 working days prior to the last day of work. ~~The department head is responsible for notifying the City coordinator immediately. Supervisory level employees must give at least 15 working days' notice to the City Administrator.~~

Employees resigning before one year of the training or certification are responsible for paying the costs of the training/certification paid for by the City.

Employees resigning are required to return any City property prior to receiving their final check. *Failure to do so may result in a deduction in any subsequent paycheck(s) to cover the cost of said equipment.*

**14.03 13.03 ABANDONMENT OF POSITION**

Unauthorized absence from work for a period of two consecutive working days may be considered by the ~~City coordinator~~ *City Administrator* as a resignation. Unless the City Administrator determines otherwise, the employee is not eligible for reemployment.

**14.04 13.04 RETIREMENT**

The same notice requirements for resignation apply in the case of retirement except that a longer period of advance notice may be required to start retirement payments promptly.

~~See the Texas Municipal Retirement System's information guide for information on retirement.~~

When an employee retires from City employment as allowed under the Texas Municipal Retirement System guidelines and has been credited with 20 years of continuous service with the City at the time of retirement, the City will compensate the employee for accrued sick leave up to a maximum accrual of 50 days.

*Any employee seeking retirement must schedule a conference with a TMRS representative before scheduling a date of retirement with the City. The City Clerk will not offer counseling on retirement options regarding TMRS.*

**14.05 13.05 REDUCTION IN FORCE**

An employee may be separated when his or her position is abolished, or when there is either a lack of funds or a lack of work.

When reductions in force are necessary, decisions on individual separations will be made after considering:

1. The relative necessity of each position to the organization
2. The performance record of each employee
3. Qualifications of the employee for remaining positions with the City and
4. The employee's length of service with the City

Employees who have been laid off may reapply to the City for another position. Qualified former employees will be given priority consideration in the event of a vacancy.

When a regular employee who has been employed by the City for 12 continuous months is dismissed as a result of a reduction in force, he or she will be given a minimum of two weeks' written notice and paid in full to the time of discharge including accrued benefits. In addition, the City department head will attempt to guide the employee to any available, suitable job openings in the area for which the employee qualifies.

#### **14.06 13.06 DISMISSAL**

The City operates under the legal doctrine of "employment-at-will" and, within requirements of state and federal law regarding employment, can dismiss an employee at any time, with or without notice, for any reason not in conflict with state or federal law or for no reason. The City will attempt to ensure that employee dismissals are not made in an arbitrary and capricious manner; however, these personnel policies do not constitute or imply a contract, agreement, promise, or guarantee of employment or of continued employment.

The City has the right to change these policies at any time, without prior notice to employees.

The City Administrator must approve all dismissals *and the Mayor and City council* must be consulted on any prospective termination. In addition, the City Administrator's signature is required on all personnel action forms involving dismissal.

*A department head who has been suspended without pay, demoted, or terminated may request an appeal to the City Council within 5 (five) days of the City Administrator's final decision. The City Council shall review the official record of the termination hearing, evaluate any facts or evidence disclosed during the hearing, and interview any persons who testified during the hearing including the department head and City Administrator. The City Council shall essentially serve as an appellate judge and either uphold or deny the decision to terminate.*

*The decision of the City Council is final.*

#### **14.07 13.07 DISABILITY**

In cases of long-term disability during which an employee is unable to return to work for a period of time that would cause an undue hardship for the City to hold the position open and if no position is available which the employee could perform with a reasonable accommodation by the City, the employee will be separated from employment with the City. (*Legal reference: U.S. Americans with Disabilities Act of 1990.*)

#### **14.08 13.08 DEATH**

If a City employee dies, his or her estate receives all pay due and any earned and payable benefits as of the date of death.

#### **14.09 13.09 EXIT INTERVIEWS AND RECORDS**

Whenever possible an exit interview is conducted with a departing City employee, especially in instances of voluntary resignation. The exit interview record is important and may be instrumental in determining the City's liability, or lack of liability, for unemployment insurance costs.

**14.10 13.10 CONTINUATION OF GROUP INSURANCE**

The federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA) allows certain individuals the option of continuing their group health insurance, at the individuals' full expense, under specific conditions. The following is a summary of the benefits provided under COBRA.

**Eligible Employee** To be eligible for continuation coverage, an individual must be an employee of the City covered by the City's group health plan or an individual who is otherwise covered under the plan.

**Eligible Circumstance** An eligible employee has the right to choose continuation coverage if he or she loses group health coverage because of a reduction in his or her hours of employment or the termination of his or her employment (for reasons other than gross misconduct on the employee's part).

The spouse of an employee or other worker covered by the City's group health plan has a right to choose continuation coverage if he or she loses coverage under the City's group health plan for any of the following reasons:

1. The death of the employee
2. Termination of the employee (for reasons other than gross misconduct)
3. Divorce or legal separation from the employee; or
4. The employee applies for and becomes entitled to Medicare

The dependent child of an employee or other worker covered by the City's group health plan has a right to choose continuation coverage if he or she loses coverage under the City's group health plan for any of the following reasons:

1. The death of a parent
2. The termination of a parent's employment (for reasons other than gross misconduct), or reduction in a parent's hours of employment with the City
3. Parents divorce or legal separation
4. A parent applies for and becomes entitled to Medicare; or
5. The dependent ceases to be a "dependent child" under the City's group health plan.

**Notice** Under COBRA, the covered worker or family member has the responsibility to notify the plan administrator of a divorce, legal separation, or a child losing dependent status under the City's group health plan within 60 days of the event or within 60 days of the date on which coverage would be lost because of the event. The City of Mount Vernon has the responsibility to notify the plan administrator of the covered worker's death, termination of employment, reduction in hours, or entitlement to Medicare.

When the plan administrator is notified that one of the above events has occurred, he or she will notify the covered worker or family member that he or she has the right to choose continuation coverage. The covered worker or family member then has at least 60 days from the date on which he or she would otherwise lose coverage to inform the plan administrator that he or she wants continuation coverage. If the covered worker or family member does not choose continuation coverage, group health insurance coverage will end. If the covered worker or family member chooses continuation coverage, The City of Mount Vernon will provide coverage that, as of the time that coverage is being provided, is identical to the coverage provided under the insurance plan to similarly situated employees or family members.

**Limitations and Extensions** Continuation coverage is limited to 36 months, unless the covered worker or family member lost group health coverage because of a termination of employment or reduction in hours. In that case, the continuation coverage period is 18 months. The 18-month period may be extended to 36 months if other events (e.g., divorce, legal separation, death, or Medicare entitlement) occurring during that 18-month period. Moreover, the 18-month period may be extended for an additional 11 months (for a total of 29 months) if an individual is determined to be disabled (under the rules for Social Security disability benefits) and the p

administrator is notified of that determination within 60 days. An individual who receives the extended coverage due to a disability must notify the plan administrator when it is determined (for the purposes of Social Security disability benefits) that the individual is no longer disabled.

Continuation coverage may be cut short of the full coverage for any of the following reasons:

1. The City no longer provides group health coverage to any of its employees
2. The premium for continuation coverage is not paid
3. The covered worker or family member becomes eligible for Medicare
4. There has been a final determination that the covered employee or family member is no longer disabled (in the case of beneficiaries who qualified for the extra 11 months of continuation coverage based on their disability at termination); or
5. The covered worker or family member becomes covered under another group health plan that does not contain any provision restricting or limiting coverage of a “preexisting medical condition.”

An individual does not have to show that he or she is insurable to choose continuation coverage. A minimum 30-day “grace period” will be allowed for the covered worker or family to pay regularly scheduled premiums. At the end of the continuation coverage period, the covered worker or family member will be allowed to enroll in an individual conversion health plan provided by the current health plan.

*(Legal reference: U.S. C.O.B.R.A. of 1985; Health Insurance Portability Act of 1996; and ERISA Technical Release No. 96-1.)1000*

Employees can obtain additional information on this subject from the director of finance.

### **13.11 Calculation Of Termination Pay**

Employees who are separated from employment with the City will normally be paid on the next regularly scheduled payday. A regular employee who has completed at least one year of continuous service will be paid for unused vacation leave, up to the limit established by these policies.

Unused sick leave will be canceled upon termination of employment and the employee will not be compensated for it. (See **Retirement** section of these policies for employee retirement exception.)

Payment for such leave balances will be included in the employee’s final paycheck and will be calculated in the following manner:

1. The total work time and allowable vacation and compensatory leave time will be calculated as a total number of hours for which compensation is due. The employee’s regular hourly rate will be determined for most employees by dividing the employee’s regular annual salary by 2,080 working hours per year. Police officers’ regular hourly rate will be determined by dividing their regular annual salary by 2,236 working hours per year.
2. For employees who are subject to the Fair Labor Standards Act (FLSA), any overtime hours worked during the employee’s final pay period which have not been compensated through either of the time-off methods described under “**Overtime Worked**” section in these policies, will be paid in the final paycheck at a rate of one and one-half times the employee’s regular hourly rate for each overtime hour worked.

**15.00 14.00 GRIEVANCES****15.01 14.01 POLICY**

It is the policy of the City, insofar as possible, to prevent the occurrence of grievances and to deal promptly with those that occur. No adverse action will be taken against an employee for reasons of his or her exercise of the grievance right.

A regular employee may file a grievance on one or more of the following grounds:

1. Improper application of rules, regulations and procedures (but not the rules, regulations and procedures themselves)
2. Unfair treatment
3. Illegal discrimination based on race, religion, color, sex (including sexual harassment), age, disability, or national origin
4. Improper application of fringe benefits
5. Improper working conditions

The City follows a grievance procedure which ensures the employee due process in the City's consideration of his or her work-related grievances: the right to be represented, the right to mount a defense and the right to present written response(s) regarding resolution of the grievance. Terminations, which must be approved by the City Council in consultation with the City attorney, are not grievance actions.

**15.02 14.02 FINAL AUTHORITY**

Grievances can be appealed through the employee's supervisor to the City Administrator whose decision is final. Employees in a position at the department head level may appeal the City Administrator's decision to the City Council if they are alleging discrimination or sexual harassment against them by the City Administrator.

**15.03 14.03 PROCEDURE**

The following procedures are applicable to regular employees.

**Informal Grievances** The first step in the grievance procedure is for the employee to attempt to resolve the grievance by informal conference with his or her supervisor. If this informal conference does not result in a resolution of the problem(s) that is satisfactory to the employee, he or she must file a formal, written grievance.

**Formal Grievances** Formal grievances must be in writing, using the City's grievance form, signed by the employee and presented to the employee's supervisor within 10 working days after the alleged grievance occurred. A statement of the specific remedial action requested by the employee must be included in the written grievance.

An employee may be represented throughout the grievance process by another City employee of his or her choosing who has not been an employee representative in any other City grievance proceeding within the previous 12-month period.

After being presented with a written and signed grievance, the supervisor will:

1. Meet with the employee and such other persons as may be necessary to gather the facts
2. Notify his or her supervisor and department head, who must notify the City Administrator's office immediately upon learning that a grievance has been filed
3. Attempt to resolve the grievance with the employee and, if requested by the employee, with the employee's representative; and
4. Communicate the decision to the employee in writing within 15 working days after receipt of the grievance, sending a copy of the proposed resolution to the City coordinator and the department head

If an employee either receives no written resolution from the supervisor within 15 working days from the date on which the grievance was filed, or if the employee is not satisfied with the proposed resolution, he or she must file a written appeal with the department head within 10 working days after the time period for the receipt of a proposed resolution has elapsed. The department head will review the facts and the file; meet with the parties involved; attempt to resolve the grievance within five working days after receipt of the grievance appeal; and respond in writing to the employee within 10 working days of the date on which the appeal was received in the department head's office, sending a copy to the City Administrator.

If the employee either receives no written resolution from the department head within 10 working days from the date on which the appeal was filed with the department head, or if the employee is not satisfied with the department head's proposed resolution of the appeal, the employee must file a written appeal with the City Administrator within 10 working days. The City Administrator will then review the facts and the file and meet with the parties involved, if deemed appropriate, before responding in writing to the employee within 15 working days of the date the appeal was received in the City Administrators' office. The City Administrators' decision is final, except for grievances filed by department heads, who may appeal to the City council if they are alleging discrimination or sexual harassment against them by the City Administrator.

**Maximum Time Periods** At each stage of the grievance process, the time periods specified are maximums. Grievances should be dealt with promptly and written responses provided as quickly as possible, preferably within five working days in simple grievance matters.

**Documentation** Copies of all documentation relating to the grievance will be forwarded to the City Administrators' office immediately upon conclusion of each step in the grievance process and will be placed in the employees' personnel file.

**Grievances Relating to Sexual Harassment or Discrimination** Any employee may file a grievance related to alleged sexual harassment or discrimination on the basis of race, religion, color, sex, national origin, age, or disability. The initial written grievance may, at the employee's option, be submitted directly to the City coordinator immediately. If the grievant is a City department head alleging discrimination or sexual harassment by the City Administrator, he or she may file a grievance directly with the City council within 10 working days of the alleged discriminatory act. In such instances, to allow adequate time for proper investigation, the total cumulative time period which would have been allowed at the other steps in the grievance process is available to the appropriate authority before his or her written resolution of the grievance is required to be received by the employee. In all instances of alleged discrimination or sexual harassment, the City attorney will be consulted before a written resolution is provided to the grievant.

**Requirement for Appeal if Dissatisfied** If the employee is dissatisfied with any proposed resolution during the grievance process, he or she must appeal to the next step within the established time period. Failure to appeal implies that the employee is satisfied with the latest resolution.

**16.00 15.00 JOB (CLASS) DESCRIPTIONS AND PERFORMANCE EVALUATIONS****16.01 15.01 JOB DESCRIPTIONS**

The City Administrator establishes and periodically reviews an official job (class) description for each position in the City.

**16.02 15.02 DISTRIBUTION**

During the employee's orientation, the job description for his or her position will be (1) given to each employee; (2) reviewed by the employee; and (3) placed in the employee's personnel file along with a certification that the employee reviewed it. Each employee is also given a copy of the job description to keep.

**16.03 15.03 REQUESTS FOR CLARIFICATION**

In the absence of any request for clarification, each employee is considered to understand the responsibilities assigned to the position that he or she occupies.

**16.04 15.04 EMPLOYEE PERFORMANCE EVALUATION**

Supervisory personnel normally conduct performance evaluations of each City employee together with an evaluation interview at the end of the first full consecutive six (6) months of employment and, after that, annually. Performance evaluation records are maintained in individual employee personnel files.

The supervisor provides a copy of the evaluation form and discusses the job performance factors with the employee when he/she is hired.

Consideration for annual merit increases may be based on each employee's performance as documented in the formal performance evaluations and on other documented performance-related information.

If the employee disagrees with a performance evaluation, he or she should note the disagreement in the space provided on the evaluation form.

See the paragraph in these policies on **Merit Increases** for more information.

**16.05 15.05 RESPONSIBILITY OF ADMINISTRATOR/SUPERVISORS**

Each Administrator/Supervisor is required to:

1. Establish expectations so employees know what they are supposed to do and how well they are expected to do it.
2. Provide orientation and training so that employees learn the skills and knowledge needed to perform up to standard.
3. Provide timely feedback to ensure that employees receive the information needed to improve their performance and achieve and maintain performance expectations.
4. Hold employees accountable for job performance through regularly scheduled documented conferences. Employee representatives are not allowed in supervisory/management conferences.
5. Complete performance evaluation to comply with City Policy and submits any comments/rebuttals by the employee in a timely manner to the Human Resource Office.
6. Take disciplinary action when appropriate.



**16.01 15.06** RESPONSIBILITY OF EMPLOYEES

Each employee is expected to:

1. Learn what is expected in the job
2. Develop job skills by attending and participating in orientation and training as required or other job opportunities
3. Come to work as scheduled and perform the job duties to meet the City's expectation
4. Inform the supervisor when there are barriers in meeting job expectations
5. If the employee chooses to write a rebuttal to his/her performance evaluation, it is submitted to the supervisor within one week of receiving his/her evaluation

**17.00 16.00 PERSONNEL FILES****17.01 16.01 GENERAL**

The City Clerk maintains employee personnel records. ~~Medical records are filed in a separate, confidential file maintained by the City Clerk.~~ *Employee Personnel Records consist of an administrative file and a confidential file. Additionally, all I-9s are kept separately. Generally, personnel files shall be kept confidential and may not be divulged for purposes unconnected with City personnel management. However, unless otherwise provided by law, information in an employee's personnel-administrative (just a thought) file is public information and must be disclosed upon request unless specific items are accepted from disclosure by law. No information from any record placed in an employee's file will be communicated to any person or organization except by the City Administrator or by an employee authorized to do so by the City Administrator. Requests for personnel information will be handled in accordance with the Texas Open Records Act.*

Each employee may choose whether the City discloses the employee's home address and telephone number to the public on request. If a new employee does not request confidentiality within the first 14 days of employment, the home address and telephone number on file are considered public information, with the exception of police officers, whose addresses and telephone numbers are not public information. However, employees may change their election for disclosure or confidentiality at any time. A form for designating this information as confidential or public is available from the City Clerk. (*Legal reference: Public Information Act, V.T.C.A. Government Code, Sec. 552.024.*)

An employee or his or her representative designated in writing may examine the employees' personnel file upon request during normal working hours at the City offices. An employee may request copies of items or materials in his or her file but may not remove anything from the file.

When a supervisor requires access to the ~~personnel-administrative~~ file of an employee under his or her supervision for the handling of personnel matters, the City Clerk will provide access to the specific file(s).

Employees must inform their supervisor of any changes in or corrections to information recorded in their individual personnel files such as home address, telephone number, person to be notified in case of emergency, or other pertinent information.

(*Legal reference: Article 6252-17a, V.T.C.S.*)

**17.02 16.02 PERSONNEL ACTION FORM**

The Personnel Action Form is the official document for recording and transmitting each personnel action to the personnel file. A Personnel Action Form must be signed by the supervisor and the City Administrator and submitted to the payroll office before it becomes effective. This form is used to promote uniformity in matters affecting:

1. Employment Category,
2. Position Title and Classification,
3. Pay Group and Rate and
4. Other Actions Affecting the Employee's Status

Each Personnel Action Form becomes a permanent part of the employee's personnel file; a copy is given to the employee each time an action occurs.

**17.03 16.03 CONTENTS OF PERSONNEL FILES**

An employees' ~~official personnel~~ *administrative* file contains all documents related to an ~~employees that~~ *individuals'* employment relationship with the City; *application and resume, status changes, disciplinary actions, policy acknowledgments and similar documents.* ~~except for medical records and I-9 forms.~~

I-9 forms **and supporting documents** for all City employees are filed alphabetically in a single file that is separate from individual ~~personnel files~~ **administrative or confidential files and kept according to applicable retention procedures.**

**An employees confidential file will contain such documents as medical-related forms, workers compensation claims, benefits enrollments, financial institution information and similar documents.**

An employee's personnel **administrative** file does not contain information regarding an employee's medical record(s), nor does it contain any information relating to drug or alcohol testing or any other personal health information. These medical files are confidential and are not released to anyone unless a "need to know" has been clearly established. Only the City Clerk has routine access to employee medical records. *(Legal reference: U.S. Americans with Disabilities Act of 1990.)* If a "need to know" is established, the privacy of individuals' medical records and information will be protected in all transmittals to and from the entity needing the information, including insurance carriers and health care providers. *(Legal reference: Health Insurance Portability and Accountability Act of 1996.)*

#### **15.04 16.04 LEAVE RECORDS**

Official records of vacation leave and sick leave accrual and of leave usage are kept for each employee by the City Clerk. Leave records are updated at the end of each pay period. Leave balances are shown on the official record to reflect any remaining leave to which an employee is entitled. Supervisors must submit a copy of an approved leave request to the payroll office for any paid leave time used by an employee under his or her supervision. The approved leave request forms must be attached to the payroll information sent to the payroll office at the end of each pay period.

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**18.00 17.00** PROFESSIONAL DEVELOPMENT

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**18.01 17.01** GENERAL POLICY

The City encourages its regular full-time employees to take advantage of educational or training opportunities and professional memberships that are related to and will enhance their performance of work with the City.

**18.02 17.02** REQUIRED ATTENDANCE AT SEMINARS AND CONFERENCES

When the City requires an employee to attend any educational or training course, conference, or seminar, the City will provide the necessary time off with pay and will reimburse the employee for associated costs, including tuition or registration fees and authorized travel, meals and lodging. When appropriate, the City may prepay registration fees, hotel costs and/or airline or other public transportation costs directly to the entity involved. See additional information in the chapter of these policies **Travel/Expense Reimbursement**.

**18.03 17.03** PROFESSIONAL MEMBERSHIPS AND SEMINARS

Subject to the prior approval of the City Administrator, an employee who joins a professional association related to his or her work at the City may be reimbursed for dues and necessary travel expenses when meetings are judged to offer special training or information of value to the employee in his or her work at the City. Likewise, subject to the City Administrators prior approval, an employee may be reimbursed for conference or seminar expenses if the conference or seminar is related to his or her work.

**19.00 18.00 TRAVEL/EXPENSE REIMBURSEMENT****19.01 18.01 GENERAL TRAVEL/EXPENSE REIMBURSEMENT POLICY**

The policy of the City is that employees are to be reimbursed, within budgetary limitations, for all necessary and reasonable job-related expenses incurred in the authorized conduct of City business, including business-related travel. *When making travel plans, consideration should be given to determine which method is the most appropriate and economical. Any travel covering a distance of more than 400 miles must be approved by the City Administrator.*

All travel expenses are subject to requirements of documentation and reasonableness and will be honored in conformance with adopted policies and procedures, provided that the travel was properly authorized and that funds are available in the department's budget.

Employees should be conscientious in their use of City funds i.e.: if supplies can be ordered and free shipping is available the choice will be to have supplies shipped. In all cases, travel expenses should be limited to those that are reasonable and necessary. Additionally, when two or more employees are traveling to the same location for the same purpose, they should travel together whenever possible to avoid unnecessary travel expenses. Employees are expected to use the least expensive means of travel to the City, including avoiding unnecessary expense whenever possible.

Expenses which are not permitted under the terms of grants, contracts, or agreements with other agencies, will not be charged as costs to those grants, contracts, or agreements.

**19.02 18.02 OUT-OF-CITY TRAVEL TRANSPORTATION**

Travel by City employees outside the City in which the employee is stationed is permissible, provided that it is *must be* authorized in advance by the department head and does not exceed budgetary limitations. Travel advances or reimbursement for travel is based upon the most economical conveyance that is reasonably available. *Normally, when traveling on City business, a City vehicle is the preferred mode of transportation.*

*Air travel may be used when travel by automobile will exceed 4 hours or as approved by the City Administrator. Air travel must be booked at the most discounted fare whenever possible.* The difference in cost between first-class air accommodations and less-than-first-class air accommodations is not an allowable expense, except when less-than-first-class air accommodations are not reasonably available.

*Employees are expected use a City vehicle when traveling whenever possible. However, when authorized, an employee using a personal vehicle on City business shall be paid an amount per mile; equivalent to the current IRS approved rates. An employee who receives a car allowance will only be paid for round trip mileage when traveling more than fifty (50) miles from City Hall, one way. In instances of approved private vehicle use, reimbursement will also be made for tolls and parking fees. When two or more employees are going to the same event, employees are expected to travel in one vehicle and only that employee will receive mileage. Receipts are required for toll and parking fees, as well as for taxi cabs and other modes of transportation. The City will pay for rental vehicles upon written approval of the City Administrator (or designee).*

In cases where a rental car is used, employees must choose the optional insurance coverage; the City will pay for the insurance cost

**19.03 18.03 ALLOWANCE FOR MEALS**

The City Administrator shall, from time to time, establish per diem amounts allowable for meals while an employee is on official City business out of town. If the travel requires an overnight stay and a full day or full days are involved, the employee will be allowed a daily amount for meals. If the travel does not require an

overnight stay, the employee will be allowed a specific amount for each meal that would normally fall during the time required for travel.

#### **19.04 18.04 OTHER EXPENSES**

Within the limits of approved departmental budgets, employees engaged in necessary and authorized travel in the conduct of City business will be reimbursed for actual costs of reasonable and documented expenses necessary to conduct the business for the City. Reimbursable subsistence expenses will generally be for registration, lodging, official telephone calls, parking, tolls, taxi and reasonable gratuities. Receipts or other documentation acceptable to the City Administrator must accompany any request for reimbursement.

#### **19.05 PERSONAL VEHICLE**

~~Where use of a personal vehicle is judged by the City Administrator to be the most reasonable means of transportation in the conduct of official City business, reimbursement will be at the maximum rate allowed by the Internal Revenue Service. Employees are expected to report the shortest distance between points of departure and destinations for all travel. Travel between an employee's residence and City offices is not eligible for reimbursement. See the paragraph on "Out of City Travel" for additional information about the use of a personal vehicle for out of town travel in lieu of reasonably available public transportation.~~

#### **19.05 18.05 EXPENSE REPORT**

~~As soon as an employee returns from a trip, he or she must document all expenses incurred on the trip, including the expenses which were prepaid directly by the City to the entity involved. Meal allowances should also be documented on this form, either by meal or by the daily allowance amount. Trip receipts should be attached to the copy of the "Travel Reimbursement/Advance Request" form submitted prior to the trip and turned into the City Clerk no later than two days following the employee's return. The expense report must show only what should be reimbursed to the employee, nothing that was charged to the City's credit card. The City will issue a reimbursement check to the employee for allowable out-of-pocket expenses. The department head and the City Administrator must approve all reimbursements.~~

*Approved expenses shall either be charged to a City credit card, reimbursed at actual cost as supported by itemized receipts submitted within two (2) business days of return from the trip, or paid pre-travel according to the current per diem rate by completing pre-travel expense form and submitting to the Finance Department at least seven (7) business days prior to first day of trip.*

#### **19.06 EXCEPTIONS**

~~Employees be reimbursed for the documented actual cost of fuel, oil, or other expenses related to the safe operation of the vehicle which was necessary during the course of the employee's use of the vehicle on official business.~~

~~When two or more employees travel in a single automobile, only one employee will receive per-mile or other automobile reimbursements.~~

Conference registration checks will be made payable only to the organization sponsoring the conference.

#### **19.06 18.06 PROHIBITED EXPENDITURES**

Costs of personal entertainment, meals of family members, amusements, social activities, alcoholic beverages, traffic citations, *personal telephone calls, other items of a personal nature* or illegal activities are not eligible for reimbursement.

**Employee Acknowledgement of Personnel Policy**

I hereby acknowledge that I have been given a copy of the Personnel Policy Manual, (adopted this 13<sup>th</sup> day of May, 2024) for the City of Mount Vernon. I understand it is my duty to review it and request clarification of my supervisor concerning any policy which is unclear to me.

I agree to abide by the policies established in the Personnel Policy, as it now exists or as hereafter amended so long as I remain in the employment of the City of Mount Vernon.

I understand that at termination of employment, I will be obligated either to return the Personnel Policy Manual or sign an affidavit that it has been lost and is no longer in my possession.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## RESOLUTION NO. 24-10

## A RESOLUTION Approving and Authorizing Publication of Notice of Intention to Issue Certificates of Obligation.

WHEREAS, the City Council of the City of Mount Vernon, Texas (the "City"), has determined that certificates of obligation should be issued under and pursuant to the provisions of Subchapter C of Chapter 271, Texas Local Government Code, as amended, for the purpose of paying contractual obligations to be incurred for improving and extending the City's waterworks and sewer system, including the acquisition of land and rights-of-way therefor and professional services rendered in connection therewith; and

WHEREAS, prior to the issuance of such certificates, the City Council (the "Council") is required to publish notice of its intention to issue the same in a newspaper of general circulation in the City and on the City's website, said notice stating (i) the time and place the Council tentatively proposes to pass the ordinance authorizing the issuance of the certificates, (ii) the maximum amount proposed to be issued, (iii) the purposes for which the certificates are to be issued and (iv) the manner in which the Council proposes to pay the certificates; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, TEXAS:

SECTION 1: That the City Secretary is hereby authorized and directed to cause notice to be published of the Council's intention to issue certificates of obligation in one or more series in the principal amount not to exceed ONE MILLION SEVEN HUNDRED NINETY FIVE THOUSAND DOLLARS (\$1,795,000) for the purpose of paying contractual obligations to be incurred for improving and extending the City's waterworks and sewer system, including the acquisition of land and rights-of-way therefor and professional services rendered in connection therewith; and; such certificates to be payable from ad valorem taxes and a pledge of the surplus net revenues of the City's waterworks and sewer system. The notice hereby approved and authorized to be published shall read substantially in the form and content of **Exhibit A** hereto attached and incorporated herein by reference as a part of this resolution for all purposes.

SECTION 2: That the City Secretary shall cause the aforesaid notice to be (i) published in a newspaper of general circulation in the City, once a week for two consecutive weeks, the date of the first publication to be at least forty-six (46) days prior to the date stated therein for the passage of the ordinance authorizing the issuance of the certificates of obligation and (ii) posted continuously on the City's website for at least forty-five (45) days before the date stated therein for the passage of the ordinance authorizing the issuance of the certificates of obligation.

SECTION 3: It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Texas Government Code, Chapter 551, as amended.

SECTION 4: This Resolution shall be in force and effect from and after its passage on the date shown below.



PASSED AND ADOPTED, this May 13, 2024.

CITY OF MOUNT VERNON, TEXAS

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Secretary

(City Seal)

**EXHIBIT A****CITY OF MOUNT VERNON, TEXAS  
NOTICE OF INTENTION TO ISSUE  
CERTIFICATES OF OBLIGATION**

TAKE NOTICE that the City Council of the City of Mount Vernon, Texas, shall convene at 6:00 p.m. on July 8, 2024, at 109 North Kaufman Street, in the City of Mount Vernon, Texas, and, during such meeting, the City Council will consider the passage of one or more ordinances authorizing the issuance of certificates of obligation in one or more series in an amount not to exceed ONE MILLION SEVEN HUNDRED NINETY FIVE THOUSAND DOLLARS (\$1,795,000) for the purpose of paying contractual obligations to be incurred for: improving and extending the City's waterworks and sewer system, including the acquisition of land and rights-of-way therefor and professional services rendered in connection therewith; and; such certificates to be payable from ad valorem taxes and a pledge of the surplus revenues of the City's waterworks and sewer system. In accordance with Texas Local Government Code Section 271.049, (i) the current principal amount of all of the City's outstanding public securities secured by and payable from ad valorem taxes is \$2,959,538; (ii) the current combined principal and interest required to pay all of the City's outstanding public securities secured by and payable from ad valorem taxes on time and in full is \$3,561,000; (iii) the estimated combined principal and interest required to pay the certificates of obligation to be authorized on time and in full is \$5,341,688; (iv) the maximum interest rate for the certificates may not exceed the maximum legal interest rate; and (v) the maximum maturity date of the certificates to be authorized is September 1, 2054. The certificates are to be issued, and this notice is given, pursuant to the provisions of Texas Local Government Code, Subchapter C of Chapter 271, as amended.

City Secretary  
City of Mount Vernon, Texas

**MUTUAL AID FIRE PROTECTION & AGREEMENT****THE STATE OF TEXAS §****FRANKLIN COUNTY §****CITY OF MOUNT VERNON §**

This Agreement is made and entered into by and between the “Entities”, as described in Section IX Definitions, of The City of Mount Vernon, and adjoining “Entities, (hereinafter referred to as the “Parties”) that have signed this Agreement.

Whereas the undersigned Parties desire to enter into a mutual aid fire protection agreement wherein the equipment, facilities, and trained personnel of each fire department are available to the other Parties in this mutual aid agreement on an as requested basis.

Now therefore, that in consideration of the mutual covenants, agreements and benefits to all Parties, it is hereby AGREED as follows:

**I.****Scope of Services**

- A. During the term of this Agreement, the Parties agree to provide upon request such fire protection and suppression personnel and to make available such equipment or facilities as may be needed for the suppression of fires or the duties and responsibilities associated with saving lives and property within the jurisdictional areas of the requesting department; provided that the personnel, equipment or facilities requested are not otherwise required within the jurisdiction as determined by the Fire Chief or his/her designated representative of the providing party. It is expressly understood and agreed by all Parties hereto that no providing Party shall be required to use any equipment, facilities and/or personnel where such use would prevent or disrupt adequate protection of its own jurisdictional area. Requests for mutual aid made pursuant to this Agreement shall be made by and to the respective Fire Chiefs or their designated representatives.

- B. The Parties agree that a request will only be made when an emergency occurs in their jurisdiction that cannot be handled by the resources of that jurisdiction and is beyond the requesting party's capabilities.
- C. The Parties agree:
- a. to maintain the work force and equipment needed to sufficiently control fires or other emergencies common to the saving of lives and property which are most likely to occur within their jurisdiction;
  - b. to maintain an emergency action plan for activating their personnel and equipment within their jurisdiction;
  - c. to maintain established procedures for the mitigation of emergencies; and
  - d. to provide all other departments with current lists of the available work force and or materials and equipment which, under most circumstances, could be furnished to the requesting department.
- D. In the event a local, state or national emergency is declared, this Agreement shall not constitute a waiver of the rights of the respective parties to claim local, state and/or federal funds or reimbursements.
- E. Notwithstanding Subsection I.A. of this Agreement, if a Party hereto requests mutual aid assistance that requires a response that exceeds twelve (12) consecutive hours, the Requesting Party shall reimburse the Responding Party its actual cost for providing mutual aid assistance to the Requesting Party after the first twelve (12) hours, including costs for personnel, operation and maintenance of equipment, damaged equipment, food, lodging, and transportation, provided that, in no event shall the cost for a service or item be greater than the rate, as such rates are amended from time to time, set by the Federal Emergency Management Agency (FEMA) for the substantially same service or item. FEMA rates are available at <http://www.fema.gov>. The Parties mutually agree that a Responding Party shall not be entitled to and will not seek reimbursement from a Requesting Party for either: (a) assistance provided that does not exceed twelve (12) consecutive hours or (b) for assistance provided during the initial twelve (12) hours of the response.

- F. Nothing herein shall be construed as a warranty or guaranty of response, whether in terms of there being appropriate assets available or sufficient personnel being available to respond.

## II.

### Direction and Control

The requested fire service company(s) or task force(s), [as defined in Section IX Definitions], shall be under the direction and control of their own company officer or task force leader. The company will remain intact as a unit, responsible for its own equipment and personnel throughout the incident. The company officer or task force leader will report to the Command Post [as defined in Section IX, Definitions] of the Incident Commander [as defined in Section IX, Definitions] of the requesting department and will make himself/herself and the company or task force for which they are responsible available for service. The Incident Commander will assume direction and control of the unit in whole and will give that unit an assignment. The fact that the task at hand is inherently dangerous must always be considered.

## III.

### Equipment and Consumable Resources

- A. The condition of the equipment must be the sole responsibility of its owner. Except as provided by Section I.D. above, if the equipment is damaged or destroyed during the Incident, the financial responsibility is the owner's which may be recovered through insurance acquired by the owner or any other resource available to the owner, and the requesting party will never be responsible for damage to equipment, injury to persons or for the actions of the responding party.
- B. Except as provided by Section I.D. above, any consumable resources may be reimbursed by or through the Incident Commander's jurisdiction (Requesting Party) provided that sufficient funds have been appropriated for said purpose. The Incident Commander has a right to recover any and all cost of the incident from any resources available.
- C. In the event the incident receives a Disaster Declaration from State or Federal authority, the requesting party shall make the claim to include the actual cost involved of responding parties on the requesting party sub-grant application. The requesting party shall disburse the proportionate share of state/federal funds to responding parties in a timely manner.

**IV.  
Term of Agreement**

The term of this Agreement shall be for one (1) year with recurring annual renewals for one (1) year each unless a party gives written notice to terminate. Any Party shall have the right to terminate upon thirty (30) days written notice to the other Parties. The addition or deletion of departments to or from this Agreement shall not affect the Agreement as to the remaining Parties.

**V.  
Amendments**

This Agreement can be amended or replaced by a majority of the Parties. All the Parties must be notified in writing within thirty (30) days and an open forum must be held in which all of the Parties have been invited to attend. The Amendment will not be effective to any party who does not agree.

**VI.  
Compliance with All Applicable Laws**

The Departments shall observe and comply with all Federal, State, and local laws, rules, ordinances, and regulations affecting the conduct of services provided and the performance of all obligations undertaken by this Agreement.

**VII.  
Legal Considerations**

- A. All local, State, and Federal laws shall supersede any provisions made in this Agreement. Any provision so effected will not negate the rest of the Agreement. In case any one or more of the provisions contained in this Agreement shall be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
- B. Venue for any proceeding under this Agreement shall be in Franklin County, Texas.
- C. This Agreement shall become effective upon each Party's signing of said instrument.

- D. This Agreement supersedes and replaces all previous City of Mount Vernon Fire Department Mutual Aid Agreements as between any two Parties to this Agreement ninety (90) days after execution of this Agreement by those same Parties. This Agreement also supersedes and replaces any and all previous mutual aid agreements and/or any other similar agreements of assistance between any two or more Parties to this Agreement upon the execution of this Agreement by those same Parties.

### **VIII. Liability**

- A. The Parties agree that except with respect to the matter of reimbursement as otherwise provided for in this Agreement, each shall be responsible for its own actions and those of its members while fighting fires, providing rescue services, providing fire responses, emergency medical services, traveling to or from the emergency scene, or in any manner providing services pursuant to and within the scope of this Agreement or a supplement thereto.
- B. It is expressly understood and agreed by the Parties that neither shall be held liable for the actions of the other Party or any of the other Party's members while in any manner furnishing services hereunder.

### **IX. Definitions**

- A. **Entities** – Any Emergency Services Provider that is fire based or 9-1-1 initiated. These would include, but not limited to fire departments, 9-1-1 EMS services, and certain Emergency Service Districts (ESD), cities.
- B. **Task Force** – A group of any type or kind of resource, with communications and a leader, temporarily assembled for a specific mission (not to exceed five [5] resources).
- C. **Incident Command Post (ICP)** – The field location at which the primary tactical - level, on-scene incident command functions are performed. The ICP may be co-located with the incident base or other incident facilities.
- D. **Incident Commander (IC)** – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

This Agreement, together with all terms and conditions contained herein, is approved and accepted by the following entities and is executed by their duly authorized representatives:

**Entity Authorized Representative Signature**

- North Franklin County Volunteer Fire Department \_\_\_\_\_
- South Franklin County Volunteer Fire Department \_\_\_\_\_
- Purley Volunteer Fire Department \_\_\_\_\_
- Hopkins County Fire Department \_\_\_\_\_
- Saltillo Volunteer Fire Department \_\_\_\_\_
- Brinker Volunteer Fire Department \_\_\_\_\_
- Pickton-Pine Forrest Volunteer Fire Department \_\_\_\_\_
- North Hopkins Volunteer Fire Department \_\_\_\_\_
- Sulphur Bluff Volunteer Fire Department \_\_\_\_\_
- Como Volunteer Fire Department \_\_\_\_\_
- Peerless Volunteer Fire Department \_\_\_\_\_
- Miller Grove Volunteer Fire Department \_\_\_\_\_
- Tira Volunteer Fire Department \_\_\_\_\_
- Dike Volunteer Fire Department \_\_\_\_\_
- City of Mount Pleasant Fire Department \_\_\_\_\_
- Tri-Lakes Volunteer Fire Department \_\_\_\_\_
- Sugar Hill Volunteer Fire Department \_\_\_\_\_
- NORTEX Volunteer Fire Department \_\_\_\_\_
- City of Talco Fire Department \_\_\_\_\_
- Cookville Volunteer Fire Department \_\_\_\_\_
- Argo Volunteer Fire Department \_\_\_\_\_



City of Winnsboro Fire Department

\_\_\_\_\_

Perryville Volunteer Fire Department

\_\_\_\_\_

Ogburn Volunteer Fire Department

\_\_\_\_\_

Bogata Fire Department

\_\_\_\_\_

City of Clarksville Fire Department

\_\_\_\_\_

Clarksville Volunteer Fire Department

\_\_\_\_\_

DRAFT

This Agreement may be executed in duplicate counterparts with the same effect as if the signatures were on the same document. Each multiple original of this document shall be deemed an original, but all multiple copies together shall constitute one and the same instrument.

ATTEST/SEAL:

CITY OF MOUNT VERNON, TEXAS

Signed by:

By: \_\_\_\_\_  
City Secretary

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
Chief, Fire Department

By: \_\_\_\_\_  
City Administrator

APPROVED:

APPROVED AS TO FORM:

DATE COUNTERSIGNED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Attorney

\_\_\_\_\_

## TASK ORDER FORM

This is Task Order No. 103039,  
 consisting of 6 pages,  
 dated \_\_\_\_\_.

**KSA Project Number:** 103039  
**Owner Project (or Purchase Order) Number:**  
**Project Name:** Downtown Retaining Wall

---

In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated March 31, 2021 ("Agreement"), Owner and Engineer agree as follows:

1. **Specific Project Data**

- A. Owner: City of Mount Vernon
- B. Title: Downtown Retaining Wall
- C. Description: Provide engineering design, bidding and construction phase services for rehabilitation of the existing square downtown retaining wall.
- D. Number of Construction Contracts: 1

2. **Services of Engineer**

- A. Provide the services in Exhibit A – Schedule of Engineer's Services as outlined below:

- a. *Study and Report Phase:*  
Not included.

- b. *Preliminary Design Phase:*  
Architectural renderings for two rehabilitation options for Owner to review prior to development of design documents. (Max. 2 revisions)

- Prepare preliminary design drawings and an outline of the contract book with specifications.

- Prepare opinion of probable construction cost based on preliminary design.

- Submit preliminary design documents to Owner for review and comment.

- Conduct one in person design review meeting with Owner.

- The drawings and equipment specifications will be reviewed and approved by Owner prior to final design

- c. *Final Design Phase:*  
Prepare detailed construction documents and specifications.

- Prepare final design opinion of construction cost.

Submit final design documents to Owner for review and comment.

Conduct one in person meeting to review final design documents.

d. *Bidding or Negotiating Phase:*

Provide plans and specifications for Owner's use. Publish documents including plans and specifications to civcastusa.com for use by bidders.

Respond to questions from bidders during the bidding phase and prepare addenda to contract documents if needed through civcastusa.com.

Assist Owner in conducting both bid opening in person and assist in the opening of bids.

Prepare bid tabulation for award and analyze the bids.

Submit bid tabulation for award of construction contracts.

Attend City Council meeting for contract award.

e. *Construction Phase:*

Upon award, prepare contract documents and send to the contractor and Owner for execution.

Conduct an in person preconstruction conference and prepare a written record of the conference.

Review shop drawings submitted by the contractor and accept those which comply with the requirements of the construction contract.

Make occasional site visits by the Project Manager to observe the progress and quality of the executed work and to determine in general if the work is proceeding in accordance with the plans, specifications, contract documents and construction schedule.

Review contractor's applications for payment and submit to the Owner for approval and payment.

Review and answer RFIs and prepare field work orders and/or change orders.

Provide part time project representative services assuming 20 hours per week for 2 months of construction.

Organize and attend final walk through with Owner, Contractor, and Project Representative. Prepare punchlist items and confirm items are complete prior to final close out.

Provide a set of reproducible record prints of the plans showing changes made during the construction process based on the marked-up prints drawings and other data furnished by the contractor. Provide Owner with a PDF file of record drawings.

- f. Commissioning Phase (or Operational Phase):*  
Engineer shall provide the services outlined in Paragraph A1.06 of the Agreement.

B. Additional Services of ENGINEER: As noted below, the ENGINEER is hereby authorized to perform the following additional services as outlined in Exhibit A – Paragraphs 2.01 and 2.02:

Included	Excluded		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	a.	Design Survey
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	b.	Grant or Loan Application
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	c.	Storm Water Pollution Prevention Plan
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	d.	Environmental Assessment
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	e.	Environmental Information Document
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	f.	Resident Project Representative Services
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	g.	Construction Survey (Baselines and Benchmarks)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	h.	Geotechnical Investigation
<input checked="" type="checkbox"/>	<input type="checkbox"/>	i.	Materials Testing
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	j.	Analytical Testing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	k.	Reimbursable Expenses (Mileage, Printing, Postage & etc.)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	l.	Easement or Boundary Surveys
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	m.	Easement or Boundary Descriptions
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	n.	Land Acquisition Services
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	o.	TxDOT Utility Installation Request Applications
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	p.	Operation and Maintenance Manual
<input checked="" type="checkbox"/>	<input type="checkbox"/>	q.	Other: Architectural Renderings (Max. 2 Revisions)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	r.	Other:
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	s.	Other:
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	t.	Other:
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	u.	Other:
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	v.	Other:
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	w.	Other:

3. **Owner's Responsibilities**

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, except as modified by this Task Order.

4. **Times for Rendering Services**

Item	Calendar Days From Notice to Proceed
Notice to Proceed from Owner to KSA	0
Develop two Architectural Renderings for Review by Owner	30
Complete Preliminary Design Phase	60
Complete Final Design Phase	75
Submit Plans & Specs for Review by Owner	75
Approval of Plans & Specs by Owner	90
Advertise for Bids (minimum 2 notices)	90
Pre-Bid Conference	100
Open Bids	115
Start Construction Phase	145
Complete Construction Phase	325

Note:

Should review times exceed those identified above, the project schedule will be extended accordingly.

5. **Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

Work Task	Study & Report Phase	Preliminary Design Phase	Final Design Phase	Bidding Phase	Construction Phase (See Note Two)	Commissioning Phase	Total	Payment Method (See Note 1)
Basic Services	\$0.00	\$14,800.00	\$10,800.00	\$5,000.00	\$0.00		\$30,600.00	Lump Sum
Architectural Renderings		\$7,500.00					\$7,500.00	
<b>Subtotal</b>	\$0.00	\$22,300.00	\$10,800.00	\$5,000.00	\$0.00	\$0.00	\$38,100.00	

Construction Administration					\$12,500.00		\$12,500.00	Hourly Rate and Reimbursable Expenses
Design Survey		\$2,875.00					\$2,875.00	
Construction Material Testing					\$6,325.00		\$6,325.00	
Reimbursable Expenses		\$500.00	\$250.00	\$250.00	\$1,000.00		\$2,000.00	
<b>Subtotal</b>	\$0.00	\$3,375.00	\$250.00	\$250.00	\$19,825.00	\$0.00	\$23,700.00	
<b>Total</b>	\$0.00	\$25,675.00	\$11,050.00	\$5,250.00	\$19,825.00	\$0.00	\$61,800.00	

Notes:

<sup>1</sup> Payment Method: Fees shown for services to be provided on the basis of Hourly Rates and Reimbursable Expenses as shown in Par. 6 of this Task Order are estimated only and are not considered lump sum or not-to-exceed values.

<sup>2</sup> Construction Phase Basic Service assumes a construction period of 60 consecutive calendar days. ENGINEER's work on this phase beyond the construction period will be billed at hourly rates.



## 6. Hourly Rates and Reimbursable Expenses Schedule

Rates for hourly work and reimbursable expenses effective on the date of this Agreement are:

Principal	\$280.00/hour
Senior Aviation Planner	\$225.00/hour
Aviation Planner	\$185.00/hour
Electrical Engineer	\$190.00/hour
Electrical Design Engineer	\$155.00/hour
Senior Project Manager	\$250.00/hour
Project Manager	\$185.00/hour
Senior Project Engineer	\$180.00/hour
Project Engineer	\$160.00/hour
Senior Design Engineer	\$140.00/hour
Design Engineer	\$120.00/hour
Senior Project Architect	\$240.00/hour
Project Architect	\$145.00/hour
Design Architect	\$105.00/hour
Senior Engineering Technician	\$210.00/hour
Engineering Technician	\$115.00/hour
Senior Design Technician	\$135.00/hour
Design Technician	\$ 95.00/hour
Safety Manager	\$135.00/hour
Safety Specialist	\$100.00/hour
Regulation Compliance Specialist	\$120.00/hour
Project Assistant	\$ 90.00/hour
Senior CAD Technician	\$ 90.00/hour
CAD Technician	\$ 85.00/hour
Senior Project Representative	\$120.00/hour
Project Representative	\$105.00/hour
Graphic Designer	\$ 80.00/hour
Administrative Assistant	\$ 85.00/hour
Secretary	\$ 55.00/hour
Three-Man Survey Crew	\$210.00/hour
Two-Man Survey Crew	\$180.00/hour
Senior Registered Surveyor	\$180.00/hour
Registered Surveyor	\$155.00/hour
Senior Survey Technician	\$120.00/hour
Survey Technician	\$100.00/hour
Mileage	\$ 0.66/mile
ATV (4-Wheeler)	\$100.00/day
GPS	\$100.00/day
Reimbursable Expenses (Travel, Lodging, Copies, Printing)	Actual Cost
Outside Consultants	Cost + 15%

**NOTE: The Standard Hourly Rates and Reimbursable Expenses Schedule will be adjusted at a rate not to exceed 4% per year to reflect equitable changes in the compensation payable to Engineer.**

7. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is \_\_\_\_\_.

OWNER: City of Mount Vernon

ENGINEER: KSA Engineers, Inc.

By: \_\_\_\_\_

By: *Craig H. Phipps*

Name: Craig Lindholm

Name: Craig H. Phipps, P.E.

Title: City Administrator

Title: Vice President

Date Signed: \_\_\_\_\_

Date Signed: 03/13/2024

Engineer License or Firm's Certificate No. F-1356

State of: Texas

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Craig Lindholm

Name: Blake Powell, P.E.

Title: City Administrator

Title: Project Manager

Address: PO Box 597  
Mount Vernon, TX 75457

Address: 140 E. Tyler St., Suite 600  
Longview, TX 75601

E-Mail Address: clindholm@comvtx.com

E-Mail Address: bpowell@ksaeng.com

Phone: 903.537.2252

Phone: 903.236.7700

Fax: 903.537.2634

Fax: 888.224.9418

# ORDINANCE No. 2024-08

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF MOUNT VERNON, TEXAS, AMENDING CHAPTER 12, SECTION 23 AND 49 OF THE CODE OF ORDINANCES RELATED TO UTILITY TAP FEES; PROVIDING A SEVERABILITY CLAUSE; REPEALING CLAUSE; PENALTY CLAUSE AND EFFECTIVE DATE

**WHEREAS**, the City has a responsibility to provide services in an efficient manner while operating at; and

**WHEREAS**, the City Council of the City of Mount Vernon, Texas has determined that the following section of the current Code of Ordinances should be amended.

**NOW THEREFORE, THE CODE OF ORDINANCES FOR THE CITY OF MOUNT VERNON, TEXAS IS AMENDED AS FOLLOWS:**

**Section 1. AMENDMENTS:**

The findings set forth below are incorporated into the body of this Ordinance; with deletions struck through and additions in italics:

**Chapter 12 MUNICIPAL UTILITIES AND SERVICES**

Sec. 12-23. Water tap fees.

~~The charge for water taps shall be one thousand two hundred dollars (\$1,200.00).~~

<i>Meter Size</i>	<i>Meter Cost Only</i>	<i>Meter and Tap Cost</i>
<i>3/4"</i>	\$312.00	\$1324.00
<i>1"</i>	\$580.00	\$1813.00
<i>2"</i>	\$1345.00	\$3893.00
<i>4"</i>	\$4425.00	\$9896.00
<i>6"</i>	\$6871.00	\$13,627.00

Sec. 12-49. Sewer tap fees.

~~The charge for sewer taps shall be one thousand two hundred dollars (\$1,200.00).~~

<i>Service Line Size</i>	<i>Cost</i>
<i>4"</i>	\$1300.00
<i>6"</i>	<i>Contractor Cost</i>

*Any additional expense will be paid by the customer. Road boars will be at the expense of the customer.*

**Section 2. ADDENDUM:**

All items affected by this amendment shall be renumbered accordingly, to accommodate additions or deletions listed above.

**Section 3. SEVERABILITY CLAUSE:**

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

**Section 4. REPEALING CLAUSE:**

Any provision of any prior ordinance of the City whether codified or uncodified, which are in conflict with any provisions of the Ordinance, are hereby repealed to the extent of the conflict, but all other provisions of the ordinances of the City whether codified or uncodified, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

**Section 5: EFFECTIVE DATE:**

This Ordinance shall become effective immediately upon its passage.

**PASSED ADOPTED AND APPROVED** this the 13th day of May, 2024

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Brad Hyman, Mayor

**Attest:**

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Kathy Lovier, City Secretary



# Communication Plan

This communication plan should serve guidelines for all employees when dispersing information to the public. It is the goal of the City of Mt. Vernon staff to always provide accurate, appropriate and relevant information to our citizens and the public at large.

## Section 1: Plan Purpose, Protocol, and Information Distributors

### Section 1.1 Public Information Protocol

The City Secretary or their designee, as the Public Information Officer (PIO), coordinates all City of Mt. Vernon communications.

A copy of any mass communication (such as press releases, letters to large numbers of residents or businesses, etc.) from any Department to the public will be sent to the City Secretary at least 48 hours prior to its release.

### Section 1.2 Content Authority

The City Secretary or their designee may remove any content that violates the Communications Plan or for any other reason. The City Secretary or designee has the authority to edit any communication submissions for the purposes of clarity, accuracy and professionalism.

## Section 2: City of Mt. Vernon Content Guidelines

It is our goal to regularly generate useful, accessible, and transparent content for our residents, businesses, guests, and other stakeholders.

### Section 2.1 Appropriate and Inappropriate Content

Content should promote and adhere to the City of Mt. Vernon core values.

Appropriate content includes:

- City of Mt. Vernon news, events, programs, services, and initiatives.
- Resources relevant to residents, businesses, and visitors.
- Policies, crises, social movements, and environmental factors that affect the

region. Inappropriate content includes, but is not limited to:

- Confidential or proprietary information, unless authorized for disclosure.
- Commentary or personal opinions.
- Language or material that may be considered profane, offensive or obscene.
- Content in support of or opposition to political campaigns.
- Content promoting goods or services not otherwise available to the public (i.e. promoting receipt of free food or services).
- Content that discriminates on the basis of race, color, age, religion, gender, marital status, military status, citizenship status, economic status, national origin, disability, or sexual orientation.
- Information that may compromise the safety or security of the public or public systems.

### Section 2.2 Accessible and Transparent

Web accessibility means that websites, tools, and technologies are made so that people with disabilities can use them. They can also aid those that do not speak English fluently. Our website can be easily translated into various languages. PDFs cannot, so when possible write your content into the website.

- Links should go where intended and when possible open a new window instead of changing the page.
- The W3C Web Accessibility Initiative (WAI) develops technical specifications, guidelines, techniques, and supporting resources for accessibility solutions. These are considered international standards for web accessibility and we should strive to follow them. These standards work to make content screen reader accessible as well as other accessibility options. Screen readers are software that allow blind or visually impaired users to read the text that is displayed on the computer screen with a speech synthesizer or braille display.
  - To help screen readers, hyperlinks must provide context of where the link is going. Instead of "Click here" or "Learn more" use "online payment" "meeting agenda" "building permit" or other descriptive language.
  - An image should have "alt text" saved to it. This text displays if an image is unable to load and is read aloud to those with visual impairments.
  - Using built in heading features in Microsoft Word or our website (H1, H2, H3 etc.) assists screen reader users to speed read through a page or document and helps the user focus on the information they want.
  - If generating a table without detailed supporting text, request IT assistance to make it screen reader accessible.
  - Content should have a visual contrast to allow for ease of viewing. This means white text should not be placed on a light beige background.

Content should be clear and concise. By being concise, content will resonate with more audiences. Avoid industry

jargon if simpler language is available. While our jargon may be more technically accurate, it will confuse the public.

- Content should include contact information to allow for follow-up questions.

### *Section 2.3 Templates*

In order to maintain a unified and professional look, templates for letterheads and press releases should be used. Such templates should be submitted for approval before a change is put into place. Any change to the official logo, or otherwise throughout the year will be sent to department heads as applicable, by the City Secretary or their designee.

### *Section 2.4 Logo and Mark Use*

The Official City of Mt. Vernon logo should be used on official communications such as resident mailings, letterhead, envelopes, business cards, press releases, etc. Approved department logos may be used in addition to the City of Mt. Vernon's logo.

Administration may grant use of our logos to community-based or recognized non-profit organizations. The City of Mt. Vernon's logo may not be used on personal documents/materials, to promote a private business (unless used to promote a co-sponsored community event).

### *Section 2.5 Department Content*

Occasionally, departments may be asked to create content for use in City of Mt. Vernon publications. Such content should include fully written and proofed articles; as well as photos or images that meet platform standards as outlined in the City of Mt. Vernon's Communication Plan.

## *Section 3: Website*

The City of Mt. Vernon website is the core of our communication outreach. As much as possible, all other communication avenues should direct back to the website.

### *Section 3.1 Department Content Responsibility*

Each department that is responsible for a page on the City website will keep their website content updated, relevant, and stylistically consistent. Pages will have seasonally appropriate information. Each department should have at least one web content editor and should strive for two.

### *Section 3.2 Legal Notices*

The City of Mt. Vernon staff liaisons or City Secretary, or their designee, will ensure that the required meeting notices and agendas for City of Mt. Vernon Board/Commission Meetings are posted to the website in accordance with the Open Meetings Act and any subsequent legislation regulating internet notice posting. Agendas for any advisory board must be sent to the City Secretary for posting, the required 72 hours before the start of the meeting.

## *Section 4: Digital Billboards*

The City of Mt. Vernon partners with owners of digital billboards to announce important community information as approved by the City Secretary. These rules and guidelines are to ensure proper and best use of the signs. All departments interested in using billboards should contact the City Secretary or their designee.

## *Section 5: Social Media*

Official City of Mt. Vernon social media accounts are an extension of all City of Mt. Vernon communications. Social networking sites should always link back to the official city website for forms, documents and other information. Social media pages and accounts on behalf of the City or a department should not be created without the approval of the City Secretary or their designee. All social media pages must be in the City of Mt. Vernon's name. The City Secretary will have final determination of who can post on each account. Each account should have a primary and secondary administrator who are familiar with the Communications Plan and IT Technology Use Policy.

### *Section 5.1 Facebook & Instagram*

Be timely, concise and conscientious in response to comments. Information should direct back to primary City of Mt. Vernon resources such as Department contacts or the website when possible. Remember that a response to every comment is not necessary and the social media sites should be a mechanism to relate relevant or pressing information; not to spark debate or invite conversation to the site. Again, whenever possible and appropriate, citizens should be directed to the City website or appropriate personnel.

Do not alter previous posts. Posts on a city's social media pages may be considered a record and subject to retention as such. All posts should be reviewed by one other person before sharing.

Posts will be shared regularly and pre-scheduled when possible to allow for consistent, reliable posting. Seasonal items and holidays are examples of posts that can be pre-scheduled. Regularly check scheduled items to make sure content is still relevant and appropriate. Disable scheduled posts when they may be distracting such as during an emergency.

Hashtags will be investigated for appropriate content history before use.

All posts should have image or video content and, when possible, link back to the City website. All images shall have "Alt Tags" to improve accessibility as discussed in the Content Quick Guide.

When sharing posts on behalf of another agency or non-profit, the City of Mt. Vernon will share their post and will not create the post for them. This protects the City from responsibility if the information in the post becomes

inaccurate.

Comments from the public should never be deleted unless they violate our social media policy by the use of:

- Profane, obscene, violent, sexual, or pornographic content and/or language;
- Personally identifiable information, such as Social Security Numbers;
- Content that violates federal, state or local law.

Comments made by the public are also considered records and must be maintained by the City. If such comments are found, the City Secretary or their designee should be notified. The comment may be "hidden", until such time as verification of archiving has occurred.

### *Section 5.2 YouTube*

This channel posts public meetings. Public comments will be disabled, comments regarding public meetings can be submitted by email or our electronic public comment form.

### *Section 5.3 New Platform Evaluation*

No social media page will be created without approval from the City Secretary or their designee. Consideration will include:

- Viability of Platform: Is the platform offering content in a new or more successful way than existing platforms? Is it expected to be stable for an extended period of time? Will residents use this platform?
- Resources: Does the platform take too much additional staff time? Does the platform have an additional cost?
- Tone: Is the platform's tone and intent consistent with City of Mt. Vernon's values?

## *Section 6: Press Releases/Media Interviews, Water bills and Misc.*

### *Section 6.1 Press Release and Media Engagement*

Press releases and media interviews must be pre-approved by the City Administrator or City Secretary

Press Releases will include a staff contact name, phone number, and email address as a designated spokesperson or subject matter expert. Media interviews should not be conducted without the express approval of the City Administrator or City Secretary.

### *Section 6.2 Water Bills and Miscellaneous*

Water Bill inserts require approval from the City Secretary and must be requested 21 days before the water bills are printed.

Email signatures noting name and title at the bottom of the email should be used and include a contact phone number.

## *Section 7: Mass Public and Crisis Communication*

### *Section 7.1 Crisis Communication and Emergency Operations*

Follow the Emergency Operations Plan, as administered by the County Emergency Management Coordinator.

### *Section 7.2 Mass General Public Notifications*

The City of Mt. Vernon uses Thrillshare as a mass notification system. The use of this system will be reserved for notifications and notification areas will be reviewed by the City Administrator's Office before release. Preapproved topics include:

- Road Closures
- Flooding and Severe Weather
- Public Safety Emergency Response
- Missing Person
- Reports of Police or Criminal Activity
- Boil Order

Mass notifications can be released by the City Administrator's Office, City Secretary or the Police Department. Additional access may be provided at the City Administrator's discretion.

When releasing a message, be aware of the time of day. Also be brief with text message content due to character limitations by cellphone providers (Less than 320 characters).

## *Section 8: Strategic Communication*

Strategic Communication is aligning internal and external communication with our mission, core values, financial plan, and general strategic goals.

### *Section 8.1 Keeping Colleagues Informed*

Copies of mass notifications that may generate questions will be shared with staff who field general inquiries as well as all Department Heads. The content creator should also include where to direct inquiries. This includes social media posts that could reasonably be expected to generate questions. Content creators will also evaluate if a partner agency should be informed of the notification.

### *Section 8.2 Keeping Consistency in Platform Usage*

Specific outlets should be used for certain content. Social media accounts may be used to announce a wide variety of information including events, closures, job openings and the like. Facebook and Twitter may also be appropriate outlets in certain emergency situations to give general information to the public. However, outlets, such as Instagram, may not be considered appropriate for such information.

The "Live Feed" section of the website is appropriate for most press releases and event notifications. Add all public notices in the Live Feed section.

Textmygov app will be used for citizen complaints as well as pressing notifications, emergencies, boil water notices and the like.

All notification access points can/may be reached by appropriate staff off site. There should be not limitations to spreading mass notifications.



## 2.18 SOCIAL MEDIA POLICY

*employee*

### Introduction

Given the multitude of concerns (legal, political, and ethical) raised by social networking this Social Media Policy establishes prudent and acceptable practices regarding City officials and employees use of the internet.

### Purpose

The City has a legitimate government interest in effective, efficient, and consistent communications with the public. The City also strives to have a productive workplace. Certain activities on the part of its personnel may become a problem if such activities could:

- (a) Impair the work of any City Official or employee; create a harassing, demeaning, or hostile work environments; or
- (b) Disrupt the smooth and orderly flow of work; or harm the goodwill and reputation of the City among its citizens or in the community.

For these reasons, the City reminds its personnel that the following guidelines apply in their use of social media, while both on and off duty.

### Disclaimer

- (a) Under this Policy, the representatives of the City for social media are the City Administrator, City Secretary, EDC Director and Public Works Director.
- (b) Under this Policy, the City disavows, and is not responsible for any sites, posts, opinions, or content not coordinated through and approved by the City Administrator.
- (c) If City personnel posts data purporting to be on behalf of the City while using a social media site without the prior approval of the City Administrator, the City is not responsible for said posted content, such content is not to be construed as reflecting the views or opinions of the Mayor, City Council or City Staff, and such action may be grounds for disciplinary action.
- (d) The absence of explicit reference herein to a particular site does not limit the extent of the application of this Policy. If any City personnel is uncertain, he/she must consult their supervisor before proceeding.

### General Guidelines

- (a) While on duty, the use of City equipment or internet service by personnel must be limited to work-related tasks. Social media activities shall never interfere with work commitments.

- (b) It shall be a Policy, violation for any City personnel to post online content as a representative of the City, or on the City's behalf without the City Administrator's prior approval.
- (c) All City personnel posting City-related issues online, but not as an approved representative of the City or on the City's behalf, shall explicitly clarify they are speaking for themselves and not on behalf of the City by displaying the following disclaimer: "This is my own opinion and not necessarily the opinion or position held by the City or City Council."

#### **Guidelines for Official City Sites**

- (a) All City-sanctioned social media sites shall be maintained by the City Administrator. Any content to be posted on City-sanctioned social media sites must meet the approval of the City Administrator before it is posted.
- (b) All personnel that engage in social media activities and/or visit any City-sanctioned social media site on the City's behalf shall adhere to applicable federal, state and local laws, regulations and policies, including the Texas Public Information Act and the records retention schedule. All content must be managed, stored, and retrieved to comply with these laws.
- (c) Any personnel that posts online content as a representative of the City, or on the City's behalf shall clearly state within said post that said content is subject to all applicable records retention and public disclosure laws. All City-sanctioned social media sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to records retention and public disclosure.
- (d) Any content posted as representative of the City, or content posted to a City-sanctioned social media site containing any of the follow is prohibited:
  - (1) Comments not topically related to the particular site or blog article being commented upon;
  - (2) Profane language or content;
  - (3) Content that promotes, fosters, or perpetuates discrimination of the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability;
  - (4) Sexual content or links to sexual content;
  - (5) Conduct or encouragement of illegal activity;
  - (6) Information that may tend to compromise the safety or security of the public or public systems;
  - (7) Content that violates a legal ownership interest of any other party;
  - (8) Information that is incorrect or misleading;

(9) Information that is in conflict with an approved City policy, ordinance, directive, or plan; and/or

(10) Anything else that creates a disruption in the workplace.

- (e) Content submitted for posting on a City-sanctioned social media site that is deemed unsuitable for posting by the City Administrator because it violates criteria in the preceding item (Item 4, immediately above) of this Policy, shall be retained pursuant to the records retention schedule along with a description of the reason for specific content is deemed unsuitable for posting.
- (f) Any hyperlinks posted on a City-sanctioned social media site shall be accompanied by the following disclaimer: "The City guarantees neither the authenticity, accuracy, appropriateness nor security of the link, website, or content linked thereto."
- (g) Personnel found in violation of this Policy may be subject to disciplinary action, up to and including termination of employment.
- (h) Any content posted as representative of the City, or content posted to a City-sanctioned social media site is owned by the City and is subject to the Public Information Act and the record retention schedule.

### *Social Media Policy for Council and Board Members*

With the ever-growing use of Social Media, the Council, City officials and Board Members should be aware that comments, statements, opinions, etc. are still subject to the same restrictions located in the Texas Government Code Chapter 551, commonly referred to as the Texas Open Meetings Act. While the City of Mount Vernon strives to maintain community involvement and transparency in its government functions, certain State Laws must be considered and kept in mind while using such mediums. Social mediums such as Facebook, Twitter, Instagram, and others can be seen by other people including other Council/Board Members. Council/Board Members are encouraged to check the information they provide for accuracy.

Multiple Council/Board Members cannot comment on the same conversation, as that can create a "walking quorum" of the Council/Board Members and is a direct violation of the Texas Open Meetings Act.

Council/Board Members should refrain from stating personal opinions on matters being brought before the Council/Board including but not limited to: personal opinions on topics, declarations on how an official intends to vote for an item, debating with citizens on items, or presentation of the Council/Board Members argument for or against an item, as these could be considered violations of the Texas Open Meetings Act which can result in criminal and civil liabilities for the Council/Board Member under Texas Government Code Chapter 551.

No Council/Board Member other than the Mayor, Mayor Pro-Tem, City Administrator, or City Attorney may make official statements on behalf of the City. Council/Board Members, outside of regular Council/Board meetings do not have authority to make official statements or make the claim that they are going to fix, resolve, or have an item fixed, or resolved. Official Statements on City issues will come directly from the Mayor, Mayor Pro-Tem, City Administrator, or City Attorney only.

If Council/Board Members wish to discuss public business but want to keep their private Facebook, Twitter, or Instagram page private, they are encouraged to consider maintaining a separate social media page to allow for separation of personal and official correspondence and presence within the social media community. Private social media accounts used to discuss public topics may be subject to the Texas Open Meetings Act. The Social Media accounts maintained by the City shall not be available to individual Council/Board Members for posting or comments. Further, the City Social Media Accounts shall not be open for public comments.

Council/Board Members should always maintain professionalism and common courtesy in posts and comments when commenting in their official capacity and should remain neutral in postings to prevent the interpretation that a decision has already been made outside of an Open Meeting, in violation of the Texas Open Meetings Act. Council/Board Members should also be aware that there is potential

personal civil liability risk on all comments they make outside of official meetings. Council/Board Members should not use their official positions to make negative posts, voice personal opinions, etc. against any individual, business, entity, etc. as that could create negative feedback for the official and the city and could potentially subject the official to personal civil liability for slander, defamation of character, or other civil remedies.

Council /Board Members and City staff shall not use any official City media site, including but not limited to the City Facebook page, the City's Twitter accounts, the City's Instagram accounts, or any other City media outlet for personal reasons or personal gain.