



**CITY OF LACY LAKEVIEW
CITY COUNCIL MEETING
501 E. CRAVEN AVE., LACY LAKEVIEW, TX. 76705
SEPTEMBER 12, 2023
6:00 P.M.**

NOTICE IS HEREBY GIVEN THAT LACY LAKEVIEW CITY COUNCIL WILL CONVENE AT 6:00 P.M. ON SEPTEMBER 12, 2023, TO CONSIDER AND ACT ON THE ITEMS ON THE FOLLOWING AGENDA.

Convene to Work Session

1. Call to Order.
2. Roll Call.
3. Pledge of Allegiance to the United States of America.
4. Presentation of possible project(s) for the American Rescue Plan Act funding.
5. **Staff Reports: Q & A**
Briefings or updates may be provided regarding city services, administrative/personnel matters, real estate/development, infrastructure, events, regulations, community, and intergovernmental relations issues.
6. Presentation for Lacy Lakeview Yard of the Month

Recess Work Session to Convene Regular Session

Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sec. 551.071, Sec. 551.072, 551.073, 551.074, 551.076, 551.087, and Section 418.183(f) of the Texas Government Code (Texas Disaster Act). The Lacy Lakeview City Council reserves the right to go into Executive Session under any of these exceptions, at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council meeting.

7. Discussion and consideration of motion regarding appointment of citizen to fill the unexpired term for the council seat vacated by resignation of Barbara Seitz
8. Oath of Office administered to the newly appointed Council Member.

9. **Mayor's Report.**
Briefings or updates may be provided regarding City Council and/or community events.
10. **Council Member's Input.**
Briefings or updates may be provided regarding City Council and/or community events.
11. **Public Comment.**
This time is for individuals to address the City Council on issues and items of concern on or not on the agenda. There will be no City Council action at this time. Limit of 3 minutes per person. The City Council reserves the right to delay, when appropriate and upon the agreement of the individual, to a specific agenda item so they may speak at that time.
12. Approval of the Minutes from the City Council Session held on August 21, 2023
13. Discussion and consideration of action to authorize the City Manager to execute an Interlocal Agreement with Texas State Technical College (TSTC), to provide public safety dispatch services for the TSTC Department of Public Safety
14. Discussion and consideration of action to authorize the City Manager to accept a Request for Annexation from FOAMTEC International and begin notice and other requirements to begin annexation procedure.
15. Discussion and consideration of action to authorize the City Manager to make changes to the City of Lacy Lakeview Policies and Procedures Manual.
16. Discussion and consideration of action to authorize the City Manager to commence procedure to abandon Spencer Street 0.203 Acres Road so reflected in the Jacob Walker Survey, Abstract No. 885, in McLennan County, Texas being a portion of a street known as Spencer Street in the Krest Addition to the City of Lacy Lakeview.
17. Adjournment.

Certification

I certify that the above notice of this meeting was posted on the Bulletin Board at the Lacy Lakeview Municipal Building located at 501 E. Craven, Lacy Lakeview, Texas, and on the City of Lacy Lakeview's official website: www.lacylakeview.org on **September 8, 2023 at 3:00 p.m.**

Notice

Persons with disabilities who plan to attend this meeting and who need auxiliary aids or services should contact Laurie Kaczmarek, City Secretary, at (254) 799-2458 at least twenty-four (24) hours before this meeting so that appropriate arrangements can be made.

ATTEST:

Laurie Kaczmarek
City Secretary

I certify that the attached Notice and Agenda of items to be considered by the City Council was removed from the bulletin at City Hall on the _____ day of _____, 2023.



STAFF REPORTS

City Manager, Calvin Hodde

City Secretary, Laurie Kaczmarek

Chief of Fire, Cody Newman

Court Administrator, Christine McMains

Finance Director, Amber Fuller

Director of Public Works, Andy Moore

Chief of Police, Jeron Barnett

Building Inspector, Tomas Cardoza

City Manager's Report to Council:

Grant Works:

1. Mesquite Tree Road Water Line Improvements: JNB Construction is setting valve signs, fire hydrant signs and seeding the area. This project should be completed in a couple of weeks.
2. Myers Lane Water Plant Generator: Walker Partners are working on the engineering and plans.
3. Sewer Line Smoke Testing for the South End of the City: Smoke testing has been completed. We are now waiting on the results of the test.
4. Three Emergency Vehicles: The original order for 3 Ford F-150 trucks has been cancelled and a new order for 2 Chevrolet 1500 trucks and 1 Tahoe has been placed. We are expecting to get delivery of the 2 trucks soon.
5. The Fire Department vehicle has been ordered. The Fire Chief decided to order a Tahoe for a command vehicle instead of a Ford F-250 4x4. We are still waiting on delivery information.
6. Emergency Vehicle (Police SUV): The Police Department has ordered a Tahoe instead of an Explorer to replace the wrecked vehicle. We are still waiting on delivery information.
7. Walker Partners is in the process of surveying, designing and determining grade at the Live Oak Park Ballfields.

Smith Street Ground Water Storage Tank and Pump Station Improvements:

Construction is progressing with the Storage Tank. The Pump Station building is currently under construction and work is progressing. Estimated fall completion.

Combination 2023 Bond Projects.

1. Meyers Lane Sewer Replacement under IH-35: Walker Partners is currently working on obtaining the necessary easements on both sides of the interstate. Once this has been completed the project will go out for bid. Mike Millard has made contact with both owners for easements and is currently working on obtaining them. We have reached purchase price agreements with owners on both sides of I-H35. Working on the deeds now.
2. Conway Lift Station Replacement: We are working to obtain the adjacent property to relocate the pump station. City Attorney completed the deed work and it has been taken to the owners.

Economic Development:

1. Working with FOAMTEC MEDICAL on possible annexation request and Tax Abatement Proposal. We have received correspondence from FOAMTEC and this will be presented to the council for their consideration.
2. Staff has been meeting with a Developer for potential projects on the property located on the I-H 35 access road and Meyers Lane property. This property was sold on 8/4/23.

Public Works Information:

1. Starting August 1st. the trash service began once a week pick up. We have had several calls about the service. Most inquiring about obtaining an additional cart and some complaining about the change in service.
2. Water billing cycle has been changed to one cycle instead of two per month in hopes that this will better align with some of our customers income payments. Hopefully this adjustment will reduce the number of cutoffs due to late payments.
3. The North Interceptor Project is on hold due to higher than expected construction cost. This was a project with the City of Waco, Bellmead, TSTC and Lacy Lakeview. I will keep you updated on any additional progress.

Activity Report for Municipal Court - Lacy Lakeview

August 1, 2023 to August 31, 2023

Total Cases Pending at the end of the previous month 2208

Totaling: \$966,059.43

	<u>Traffic</u>		<u>Non-Traffic</u>		<u>REPORTED</u> <u>TOTALS</u>
	<u>Misdemeanors</u>		<u>Misdemeanors</u>		
	Non - <u>Parking</u>	<u>Parking</u>	State <u>Law</u>	City <u>Ordinance</u>	
NEW CASES FILED	24	0	7	9	40
DISPOSITIONS:					
Dispositions Prior to Trial:					
<i>Bond Forfeitures</i>	0	0	0	0	0
<i>Fined</i>	39	0	8	0	49
<i>Cases Dismissed</i>	0	0	0	0	0
Total Dispositions Prior to Trial	39	0	8	0	49
Dispositions at Trial:					
<i>Trial or Hearing before Judge</i>					
Guilty	1	0	0	0	1
Not Guilty	0	0	0	0	0
<i>Trial by Jury</i>					
Guilty	0	0	0	0	0
Not Guilty	0	0	0	0	0
<i>Dismissed by Prosecution</i>	0	0	0	0	0
Total Dispositions at Trial	1	0	0	0	1
Cases Dismissed After:					
<i>Driver Safety Course</i>	0	--	--	--	0
<i>Deferred Disposition</i>	2	0	1	0	3
<i>Proof of Financial Responsibility</i>	0	--	--	--	0
<i>Compliance Dismissal</i>	0	--	--	--	0
Total Cases Dismissed After	2	0	1	0	3
TOTAL DISPOSITIONS	42	0	9	2	53
SATISFIED BY COMMUNITY SERVICE/ RULED INDIGENT					1/0
SATISFIED BY JAIL CREDIT					2
JUVENILE ACTIVITY:					
Transportation Code Cases Filed					0
Non-Driving Alcoholic Beverage Code Cases Filed					0
DUI of Alcohol Cases Filed					0
Tobacco Cases Filed					0
Drug Paraphernalia Cases Filed					0
Education Code Cases Filed					0
Violation of Local Daytime Curfew Ordinance Cases Filed					0
All Other Non-Traffic Fine-Only Cases Filed					0
Waiver of Jurisdiction of Non-Traffic Cases					0
Referred to Juvenile Court for Delinquent Conduct					0
Held in Contempt, Fined, or Denied Driving Privileges					0
Warnings Administered					0
Statements Certified					0
OTHER ACTIVITY:					
Arrest Warrants Issued:			Warrants Cleared:		
Class C Misdemeanors	16			By Arrest	02
Capias Pro Fine	09			By Payment ..	22
Total Arrest Warrants Issued this month	25				
Total Active Warrants	2,051	Totaling \$921,828.74			
MVBA Activity:					
Closed by Jail Time Credit	02				
Paid in Full	08				
New Cases Transmitted	40	Totaling \$18,488.35			
TOTAL REVENUE:	Kept by City - \$5,406.03	Remitted to State - \$3,788.37	Remitted to MVBA - \$751.33	Total - \$9,945.73	

PORTFOLIO DETAIL TRANSACTION REPORT
LACY LAKEVIEW, TEXAS INVESTMENT FUNDS
Thursday, August 31, 2023

CASH BALANCE 8/31/2023

GENERAL LEDGER BALANCE	\$	1,822,486.08
AMERICAN BANK STATEMENT BALANCE	\$	2,266,664.41

TEXPOOL ACCOUNT

General Fund TexPool - Beginnin Balance	\$	4,646.42
Interest	\$	20.98
General Fund TexPool - Current Balance	\$	4,667.40

Water/Sewer Fund TexPool - Beginnin Balance	\$	1,226,322.35
Interest	\$	5,525.06
Water/Sewer Fund TexPool - Current Balance	\$	1,231,847.41

Total Balance	\$	1,236,514.81



Budget Report Account Summary

For Fiscal: 2022-2023 Period Ending: 08/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 01 - GENERAL FUND							
Revenue							
Department: 01 - ADMINISTRATIVE & TAX							
Fund: 01 - GENERAL FUND							
01-01-00-3010	Property (Ad Valorem)	1,550,000.00	1,550,000.00	2,895.05	1,498,351.75	-51,648.25	3.33 %
01-01-00-3020	Sales Tax	1,800,000.00	1,800,000.00	322,955.77	2,067,827.14	267,827.14	114.88 %
01-01-00-3025	Mix Beverage Tax	15,000.00	15,000.00	1,257.80	14,885.62	-114.38	0.76 %
01-01-00-3030	Franchise Tax	350,000.00	350,000.00	15,714.29	348,463.25	-1,536.75	0.44 %
01-01-00-3130	Electrical Permit	15,000.00	15,000.00	2,534.00	19,818.00	4,818.00	132.12 %
01-01-00-3140	Building Permit	45,000.00	45,000.00	12,462.50	92,180.35	47,180.35	204.85 %
01-01-00-3170	Alcohol Permit	0.00	0.00	0.00	1,405.00	1,405.00	0.00 %
01-01-00-3230	Sanitation Revenue	15,000.00	15,000.00	1,926.96	20,221.33	5,221.33	134.81 %
01-01-00-3240	Donations For Fire Depart	0.00	0.00	0.00	-6.00	-6.00	0.00 %
01-01-00-3245	Donations - Police	0.00	0.00	0.00	250.00	250.00	0.00 %
01-01-00-3250	Donations - Community Events	0.00	0.00	0.00	800.00	800.00	0.00 %
01-01-00-3310	Fines	50,000.00	50,000.00	4,795.64	46,953.83	-3,046.17	6.09 %
01-01-00-3311	Court Time Payment	500.00	500.00	3.36	33.83	-466.17	93.23 %
01-01-00-3312	Court Building Security Fee	2,500.00	2,500.00	320.58	2,284.29	-215.71	8.63 %
01-01-00-3314	Court Technology Fee	3,500.00	3,500.00	25.90	188.52	-3,311.48	94.61 %
01-01-00-3315	Police Forfeiture	0.00	0.00	0.00	14,834.88	14,834.88	0.00 %
01-01-00-3316	Child Seat Belt & Safety Code	500.00	500.00	87.95	87.95	-412.05	82.41 %
01-01-00-3317	Jury Fund	0.00	0.00	3.37	26.60	26.60	0.00 %
01-01-00-3318	Truancy Prevention	0.00	0.00	169.23	1,203.91	1,203.91	0.00 %
01-01-00-3319	Court Cost Revenue	0.00	0.00	0.00	2,126.93	2,126.93	0.00 %
01-01-00-3515	Child Safety (County)	8,000.00	8,000.00	0.00	8,144.15	144.15	101.80 %
01-01-00-3517	Dispatch Tstc	12,000.00	12,000.00	1,000.00	11,000.00	-1,000.00	8.33 %
01-01-00-3520	Penalty & Interest	16,000.00	16,000.00	1,306.91	22,090.05	6,090.05	138.06 %
01-01-00-3529	Interest Now	2,000.00	2,000.00	402.24	5,773.59	3,773.59	288.68 %
01-01-00-3530	Interest Earnings	600.00	600.00	20.98	12,967.21	12,367.21	2,161.20 %
01-01-00-3532	Police Reports	3,000.00	3,000.00	12.00	156.00	-2,844.00	94.80 %
01-01-00-3533	Civic Center	7,500.00	7,500.00	1,600.00	12,700.00	5,200.00	169.33 %
01-01-00-3534	Garage Sale Permits	500.00	500.00	40.00	570.00	70.00	114.00 %
01-01-00-3537	Landfill Lease	67,618.32	67,618.32	6,797.37	74,771.07	7,152.75	110.58 %
01-01-00-3538	Occupation License	90.00	90.00	0.00	90.00	0.00	0.00 %
01-01-00-3540	Other Income	51,000.00	51,000.00	3,613.71	100,364.45	49,364.45	196.79 %
Fund: 01 - GENERAL FUND Total:		4,015,308.32	4,015,308.32	379,945.61	4,380,563.70	365,255.38	9.10%
Department: 01 - ADMINISTRATIVE & TAX Total:		4,015,308.32	4,015,308.32	379,945.61	4,380,563.70	365,255.38	9.10%
Revenue Total:		4,015,308.32	4,015,308.32	379,945.61	4,380,563.70	365,255.38	9.10%

Budget Report

For Fiscal: 2022-2023 Period Ending: 08/31/2023

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
Expense							
Department: 01 - ADMINISTRATIVE & TAX							
Fund: 01 - GENERAL FUND							
01-01-00-4010	Salaries	195,300.00	195,300.00	14,337.60	191,916.91	3,383.09	1.73 %
01-01-00-4040	Social Security	15,410.00	15,410.00	1,170.92	15,531.01	-121.01	-0.79 %
01-01-00-4050	Unemployment Tax	300.00	300.00	0.00	32.29	267.71	89.24 %
01-01-00-4060	Group Hosp/Life Insurance	19,000.00	19,000.00	1,078.77	16,031.25	2,968.75	15.63 %
01-01-00-4070	Worker's Comp Ins.	700.00	700.00	0.00	700.00	0.00	0.00 %
01-01-00-4080	Retirement	30,400.00	30,400.00	2,059.22	27,510.33	2,889.67	9.51 %
01-01-00-4110	Office Supplies	16,000.00	16,000.00	2,425.34	17,489.84	-1,489.84	-9.31 %
01-01-00-4120	Operating Supplies	0.00	0.00	0.00	200.00	-200.00	0.00 %
01-01-00-4140	Fuel Expense	0.00	0.00	3,582.31	3,582.31	-3,582.31	0.00 %
01-01-00-4170	Clothing	0.00	0.00	0.00	260.25	-260.25	0.00 %
01-01-00-4205	Building Maintenance	2,500.00	2,500.00	0.00	321.34	2,178.66	87.15 %
01-01-00-4310	Professional Services	40,000.00	40,000.00	7,782.48	48,395.06	-8,395.06	-20.99 %
01-01-00-4315	Mclennan Appraisal District	12,500.00	12,500.00	3,086.54	12,346.16	153.84	1.23 %
01-01-00-4340	Audit	12,500.00	12,500.00	0.00	2,200.00	10,300.00	82.40 %
01-01-00-4360	Health District Contribution	20,409.00	20,409.00	5,241.00	20,964.00	-555.00	-2.72 %
01-01-00-4385	Hotcog Contribution	1,038.00	1,038.00	0.00	1,118.00	-80.00	-7.71 %
01-01-00-4390	Advertising	2,000.00	2,000.00	285.19	4,968.76	-2,968.76	-148.44 %
01-01-00-4391	Dues & Subscriptions	2,000.00	2,000.00	0.00	3,334.33	-1,334.33	-66.72 %
01-01-00-4510	Bond Retirement	146,000.00	146,000.00	146,000.00	146,000.00	0.00	0.00 %
01-01-00-4520	Interest Expense Bond	7,129.50	7,129.50	3,564.75	7,136.60	-7.10	-0.10 %
01-01-00-5071	Management Fee	80,000.00	80,000.00	0.00	80,000.00	0.00	0.00 %
01-01-00-6010	Contingencies	60,109.10	60,109.10	0.00	31,465.86	28,643.24	47.65 %
Fund: 01 - GENERAL FUND Total:		663,295.60	663,295.60	190,614.12	631,504.30	31,791.30	4.79%
Department: 01 - ADMINISTRATIVE & TAX Total:		663,295.60	663,295.60	190,614.12	631,504.30	31,791.30	4.79%

Budget Report

For Fiscal: 2022-2023 Period Ending: 08/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 04 - POLICE							
Fund: 01 - GENERAL FUND							
01-04-00-4010	Salaries	1,017,400.00	1,017,400.00	76,628.16	869,636.43	147,763.57	14.52 %
01-04-00-4011	Police Overtime	9,000.00	9,000.00	1,244.47	36,024.65	-27,024.65	-300.27 %
01-04-00-4012	Salary Dispatch	347,500.00	347,500.00	28,852.80	358,638.74	-11,138.74	-3.21 %
01-04-00-4015	Overtime Dispatch	10,000.00	10,000.00	3,236.22	65,955.37	-55,955.37	-559.55 %
01-04-00-4020	Temporary Salaries	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00 %
01-04-00-4040	Social Security	92,600.00	92,600.00	8,187.20	99,044.47	-6,444.47	-6.96 %
01-04-00-4050	Unemployment Tax	6,804.00	6,804.00	0.00	254.14	6,549.86	96.26 %
01-04-00-4060	Group Hosp/Life Insurance	153,000.00	153,000.00	13,905.02	135,402.09	17,597.91	11.50 %
01-04-00-4070	Worker'S Comp Ins.	32,500.00	32,500.00	0.00	31,200.00	1,300.00	4.00 %
01-04-00-4080	Retirement	259,800.00	259,800.00	14,846.55	180,533.91	79,266.09	30.51 %
01-04-00-4110	Office Supplies	5,000.00	5,000.00	26.82	8,512.02	-3,512.02	-70.24 %
01-04-00-4115	Postage	250.00	250.00	0.00	54.49	195.51	78.20 %
01-04-00-4120	Operating Supplies	10,000.00	10,000.00	1,681.28	26,499.84	-16,499.84	-165.00 %
01-04-00-4140	Fuel Expense	84,500.00	84,500.00	0.00	29,913.08	54,586.92	64.60 %
01-04-00-4170	Clothing	10,000.00	10,000.00	198.91	7,376.61	2,623.39	26.23 %
01-04-00-4230	Motor Vehicles Repairs	17,000.00	17,000.00	2,319.72	35,038.71	-18,038.71	-106.11 %
01-04-00-4305	Pre/Post Employment Medical	1,500.00	1,500.00	0.00	1,312.93	187.07	12.47 %
01-04-00-4310	Professional Services	70,000.00	70,000.00	2,314.67	81,470.06	-11,470.06	-16.39 %
01-04-00-4329	Certification Pay Police	7,300.00	7,300.00	313.94	3,868.90	3,431.10	47.00 %
01-04-00-4339	Certification Pay Dispatch	2,200.00	2,200.00	276.94	2,511.03	-311.03	-14.14 %
01-04-00-4361	Animal Shelter Fees	88,848.00	88,848.00	13,942.00	65,951.13	22,896.87	25.77 %
01-04-00-4365	Janitorial	4,500.00	4,500.00	325.00	3,250.00	1,250.00	27.78 %
01-04-00-4370	Utilities	17,000.00	17,000.00	1,764.33	24,314.43	-7,314.43	-43.03 %
01-04-00-4379	Waco Radio Fee	25,000.00	25,000.00	1,110.00	6,105.00	18,895.00	75.58 %
01-04-00-4380	Telephones	20,000.00	20,000.00	1,913.86	22,919.63	-2,919.63	-14.60 %
01-04-00-4390	Advertising	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
01-04-00-4391	Dues & Subscriptions	1,500.00	1,500.00	11.03	3,652.64	-2,152.64	-143.51 %
01-04-00-4392	Education	20,000.00	20,000.00	10,621.00	32,691.04	-12,691.04	-63.46 %
01-04-00-4395	Insurance Bldg & Contents	1,000.00	1,000.00	0.00	1,400.00	-400.00	-40.00 %
01-04-00-4396	Insurance Liability	13,000.00	13,000.00	0.00	14,300.00	-1,300.00	-10.00 %
01-04-00-4397	Insurance Collision	3,000.00	3,000.00	0.00	4,600.00	-1,600.00	-53.33 %
01-04-00-4403	Forensic Testing	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
01-04-00-4420	Equipment	15,000.00	15,000.00	397.91	8,798.48	6,201.52	41.34 %
01-04-00-4425	Radio System	48,687.25	48,687.25	0.00	48,687.25	0.00	0.00 %
01-04-00-4426	800 Radio System	0.00	0.00	-392,145.50	0.00	0.00	0.00 %
01-04-00-4455	Police Cameras	18,888.65	18,888.65	0.00	0.00	18,888.65	100.00 %
01-04-00-5001	2021 Police SUVs	19,361.82	19,361.82	0.00	34,709.34	-15,347.52	-79.27 %
01-04-00-5014	Reverse 911 Annual Fee	100.00	100.00	0.00	0.00	100.00	100.00 %
	Fund: 01 - GENERAL FUND Total:	2,450,739.72	2,450,739.72	-208,027.67	2,244,626.41	206,113.31	8.41%
	Department: 04 - POLICE Total:	2,450,739.72	2,450,739.72	-208,027.67	2,244,626.41	206,113.31	8.41%

Budget Report

For Fiscal: 2022-2023 Period Ending: 08/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 05 - FIRE							
Fund: 01 - GENERAL FUND							
01-05-00-4010	Salaries	66,675.00	66,675.00	7,846.10	76,012.75	-9,337.75	-14.00 %
01-05-00-4040	Social Security	5,090.00	5,090.00	604.66	5,815.03	-725.03	-14.24 %
01-05-00-4050	Unemployment Tax	252.00	252.00	0.00	11.50	240.50	95.44 %
01-05-00-4060	Group Hosp/Life Insurance	6,500.00	6,500.00	542.90	6,032.05	467.95	7.20 %
01-05-00-4070	Worker'S Comp Ins.	6,500.00	6,500.00	0.00	6,240.00	260.00	4.00 %
01-05-00-4080	Retirement	10,500.00	10,500.00	1,071.72	10,520.98	-20.98	-0.20 %
01-05-00-4110	Office Supplies	1,500.00	1,500.00	0.00	199.88	1,300.12	86.67 %
01-05-00-4120	Operating Supplies	5,000.00	5,000.00	129.88	2,802.19	2,197.81	43.96 %
01-05-00-4140	Fuel Expense	16,800.00	16,800.00	541.08	5,264.85	11,535.15	68.66 %
01-05-00-4170	Clothing	6,000.00	6,000.00	0.00	2,585.77	3,414.23	56.90 %
01-05-00-4230	Motor Vehicles Repairs	7,500.00	7,500.00	1,558.04	16,633.53	-9,133.53	-121.78 %
01-05-00-4310	Professional Services	5,000.00	5,000.00	0.00	4,640.85	359.15	7.18 %
01-05-00-4329	Incentive Pay Fire	1,700.00	1,700.00	129.25	1,643.19	56.81	3.34 %
01-05-00-4370	Utilities-Civic Ctr & Fire Dept	18,500.00	18,500.00	1,231.49	19,592.23	-1,092.23	-5.90 %
01-05-00-4380	Telephones	4,200.00	4,200.00	270.94	3,300.85	899.15	21.41 %
01-05-00-4391	Dues & Subscriptions	3,500.00	3,500.00	0.00	2,238.00	1,262.00	36.06 %
01-05-00-4392	Education	5,000.00	5,000.00	2,102.10	5,796.66	-796.66	-15.93 %
01-05-00-4393	Child Safety Programs (County)	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
01-05-00-4396	Insurance Liability	1,000.00	1,000.00	0.00	1,100.00	-100.00	-10.00 %
01-05-00-4397	Insurance Collision	1,000.00	1,000.00	0.00	1,791.00	-791.00	-79.10 %
01-05-00-4420	Equipment	8,000.00	8,000.00	0.00	6,770.42	1,229.58	15.37 %
Fund: 01 - GENERAL FUND Total:		183,217.00	183,217.00	16,028.16	178,991.73	4,225.27	2.31%
Department: 05 - FIRE Total:		183,217.00	183,217.00	16,028.16	178,991.73	4,225.27	2.31%

Budget Report

For Fiscal: 2022-2023 Period Ending: 08/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 06 - PARKS AND RECREATION							
Fund: 01 - GENERAL FUND							
01-06-00-4010	Salaries	73,500.00	73,500.00	6,822.67	73,936.80	-436.80	-0.59 %
01-06-00-4020	Temporary Salaries	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
01-06-00-4040	Social Security	6,200.00	6,200.00	515.95	5,584.48	615.52	9.93 %
01-06-00-4050	Unemployment Tax	756.00	756.00	0.00	18.00	738.00	97.62 %
01-06-00-4060	Group Hosp/Life Insurance	13,000.00	13,000.00	1,066.98	11,489.01	1,510.99	11.62 %
01-06-00-4070	Worker'S Comp Ins.	3,600.00	3,600.00	0.00	3,460.00	140.00	3.89 %
01-06-00-4080	Retirement	11,500.00	11,500.00	802.15	9,780.32	1,719.68	14.95 %
01-06-00-4120	Operating Supplies	10,000.00	10,000.00	105.00	17,121.54	-7,121.54	-71.22 %
01-06-00-4140	Fuel Expense	15,000.00	15,000.00	266.54	4,693.31	10,306.69	68.71 %
01-06-00-4220	Implements Repairs	1,500.00	1,500.00	816.47	1,075.22	424.78	28.32 %
01-06-00-4230	Motor Vehicles Repairs	3,000.00	3,000.00	183.49	1,124.96	1,875.04	62.50 %
01-06-00-4420	Equipment	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
	Fund: 01 - GENERAL FUND Total:	142,056.00	142,056.00	10,579.25	128,283.64	13,772.36	9.70%
	Department: 06 - PARKS AND RECREATION Total:	142,056.00	142,056.00	10,579.25	128,283.64	13,772.36	9.70%

Budget Report

For Fiscal: 2022-2023 Period Ending: 08/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 07 - STREETS							
Fund: 01 - GENERAL FUND							
01-07-00-4010	Salaries	141,750.00	141,750.00	7,120.64	76,070.36	65,679.64	46.33 %
01-07-00-4020	Temporary Salaries	7,000.00	7,000.00	0.00	10,846.56	-3,846.56	-54.95 %
01-07-00-4040	Social Security	8,800.00	8,800.00	544.71	6,717.33	2,082.67	23.67 %
01-07-00-4050	Unemployment Tax	1,260.00	1,260.00	0.00	44.37	1,215.63	96.48 %
01-07-00-4060	Group Hosp/Life Insurance	20,000.00	20,000.00	1,066.70	16,159.89	3,840.11	19.20 %
01-07-00-4070	Worker'S Comp Ins.	11,300.00	11,300.00	0.00	10,850.00	450.00	3.98 %
01-07-00-4080	Retirement	16,000.00	16,000.00	741.29	9,144.73	6,855.27	42.85 %
01-07-00-4120	Operating Supplies	50,000.00	50,000.00	243.17	60,902.22	-10,902.22	-21.80 %
01-07-00-4140	Fuel Expense	15,000.00	15,000.00	1,199.44	9,461.67	5,538.33	36.92 %
01-07-00-4170	Clothing	15,000.00	15,000.00	0.00	27,413.88	-12,413.88	-82.76 %
01-07-00-4220	Implements Repairs	4,000.00	4,000.00	1,985.40	3,649.29	350.71	8.77 %
01-07-00-4230	Motor Vehicles Repairs	20,000.00	20,000.00	401.39	8,521.60	11,478.40	57.39 %
01-07-00-4310	Professional Services	500.00	500.00	0.00	0.00	500.00	100.00 %
01-07-00-4370	Utilities	38,000.00	38,000.00	3,439.87	34,932.05	3,067.95	8.07 %
01-07-00-4396	Insurance Liability	2,000.00	2,000.00	0.00	2,200.00	-200.00	-10.00 %
01-07-00-4397	Insurance Collision	1,000.00	1,000.00	0.00	1,791.00	-791.00	-79.10 %
01-07-00-4425	Radio System	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00 %
	Fund: 01 - GENERAL FUND Total:	376,610.00	376,610.00	16,742.61	303,704.95	72,905.05	19.36%
	Department: 07 - STREETS Total:	376,610.00	376,610.00	16,742.61	303,704.95	72,905.05	19.36%

Budget Report

For Fiscal: 2022-2023 Period Ending: 08/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Department: 09 - COURT							
Fund: 01 - GENERAL FUND							
01-09-00-4010	Salaries	107,100.00	107,100.00	8,536.09	104,351.43	2,748.57	2.57 %
01-09-00-4040	Social Security	9,500.00	9,500.00	781.00	9,426.83	73.17	0.77 %
01-09-00-4050	Unemployment Tax	756.00	756.00	0.00	25.84	730.16	96.58 %
01-09-00-4060	Group Hosp/Life Insurance	19,000.00	19,000.00	1,562.69	15,522.62	3,477.38	18.30 %
01-09-00-4070	Worker'S Comp Ins.	450.00	450.00	0.00	450.00	0.00	0.00 %
01-09-00-4080	Retirement	16,700.00	16,700.00	1,243.81	15,269.65	1,430.35	8.56 %
01-09-00-4110	Office Supplies	4,000.00	4,000.00	277.33	1,428.37	2,571.63	64.29 %
01-09-00-4119	Court Build Security Disb.	2,500.00	2,500.00	0.00	0.00	2,500.00	100.00 %
01-09-00-4219	Court Technology	5,000.00	5,000.00	0.00	354.32	4,645.68	92.91 %
01-09-00-4310	Professional Services	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00 %
01-09-00-4320	Attorney Fees	15,000.00	15,000.00	2,240.00	4,787.50	10,212.50	68.08 %
01-09-00-4350	Judge	13,884.00	13,884.00	1,157.00	12,727.00	1,157.00	8.33 %
01-09-00-4392	Education	2,500.00	2,500.00	0.00	1,602.76	897.24	35.89 %
01-09-00-4404	Certification Pay Court	2,000.00	2,000.00	166.18	1,948.00	52.00	2.60 %
	Fund: 01 - GENERAL FUND Total:	199,390.00	199,390.00	15,964.10	167,894.32	31,495.68	15.80%
	Department: 09 - COURT Total:	199,390.00	199,390.00	15,964.10	167,894.32	31,495.68	15.80%
	Expense Total:	4,015,308.32	4,015,308.32	41,900.57	3,655,005.35	360,302.97	8.97%
	Fund: 01 - GENERAL FUND Surplus (Deficit):	0.00	0.00	338,045.04	725,558.35	725,558.35	0.00%

Budget Report

For Fiscal: 2022-2023 Period Ending: 08/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 02 - WATER FUND							
Revenue							
Department: 11 - WATER & SEWER DEPARTMENT							
Fund: 02 - WATER FUND							
02-11-00-3110	Water Taps	15,000.00	15,000.00	0.00	5,400.00	-9,600.00	64.00 %
02-11-00-3120	Sewer Taps	12,000.00	12,000.00	0.00	7,453.00	-4,547.00	37.89 %
02-11-00-3210	Water Revenues	2,181,744.00	2,181,744.00	198,606.71	1,912,773.70	-268,970.30	12.33 %
02-11-00-3220	Sewer Revenue	1,208,034.00	1,208,034.00	111,739.19	1,110,224.39	-97,809.61	8.10 %
02-11-00-3520	Late Fees	70,000.00	70,000.00	5,595.99	89,070.59	19,070.59	127.24 %
02-11-00-3529	Interest Now	2,500.00	2,500.00	1,474.87	15,624.14	13,124.14	624.97 %
02-11-00-3530	Interest Earnings	2,000.00	2,000.00	5,525.06	49,411.38	47,411.38	2,470.57 %
02-11-00-3531	NSF Charge	1,000.00	1,000.00	40.00	680.00	-320.00	32.00 %
02-11-00-3540	Other Income	45,000.00	45,000.00	1,892.98	26,494.95	-18,505.05	41.12 %
02-11-00-3550	Contribution To Water	80,000.00	80,000.00	0.00	80,000.00	0.00	0.00 %
Fund: 02 - WATER FUND Total:		3,617,278.00	3,617,278.00	324,874.80	3,297,132.15	-320,145.85	8.85%
Department: 11 - WATER & SEWER DEPARTMENT Total:		3,617,278.00	3,617,278.00	324,874.80	3,297,132.15	-320,145.85	8.85%
Revenue Total:		3,617,278.00	3,617,278.00	324,874.80	3,297,132.15	-320,145.85	8.85%

Budget Report

For Fiscal: 2022-2023 Period Ending: 08/31/2023

		Original	Current	Period	Fiscal	Variance	Percent
		Total Budget	Total Budget	Activity	Activity	Favorable (Unfavorable)	Remaining
Expense							
Department: 11 - WATER & SEWER DEPARTMENT							
Fund: 02 - WATER FUND							
02-11-00-4010	Salaries	701,400.00	701,400.00	56,635.63	678,523.07	22,876.93	3.26 %
02-11-00-4011	Overtime	15,000.00	15,000.00	2,007.80	28,965.57	-13,965.57	-93.10 %
02-11-00-4020	Temporary Salaries	0.00	0.00	1,132.80	4,083.96	-4,083.96	0.00 %
02-11-00-4040	Social Security	56,000.00	56,000.00	4,530.64	53,635.49	2,364.51	4.22 %
02-11-00-4050	Unemployment Tax	3,528.00	3,528.00	0.00	161.43	3,366.57	95.42 %
02-11-00-4060	Group Hosp/Life Insurance	102,000.00	102,000.00	10,058.77	87,956.05	14,043.95	13.77 %
02-11-00-4070	Worker'S Comp Ins.	15,500.00	15,500.00	0.00	14,595.48	904.52	5.84 %
02-11-00-4080	Retirement	100,000.00	100,000.00	7,904.93	95,567.65	4,432.35	4.43 %
02-11-00-4120	Operating Supplies	60,000.00	60,000.00	16,980.21	153,456.04	-93,456.04	-155.76 %
02-11-00-4125	Water Billing/Postage	20,000.00	20,000.00	1,809.86	23,680.74	-3,680.74	-18.40 %
02-11-00-4140	Fuel Expense	17,000.00	17,000.00	1,965.75	16,360.11	639.89	3.76 %
02-11-00-4220	Implements Repairs	4,000.00	4,000.00	297.74	11,152.96	-7,152.96	-178.82 %
02-11-00-4230	Motor Vehicles Repairs	4,000.00	4,000.00	591.89	20,796.20	-16,796.20	-419.91 %
02-11-00-4240	Water Distribution System	2,000.00	2,000.00	0.00	459.77	1,540.23	77.01 %
02-11-00-4250	Lift Stations Repair	4,000.00	4,000.00	0.00	6,368.83	-2,368.83	-59.22 %
02-11-00-4310	Professional Services	10,000.00	10,000.00	538.92	18,467.08	-8,467.08	-84.67 %
02-11-00-4320	Attorney Fees	5,000.00	5,000.00	12,332.00	23,556.00	-18,556.00	-371.12 %
02-11-00-4340	Audit	12,500.00	12,500.00	0.00	0.00	12,500.00	100.00 %
02-11-00-4352	INCODE - WATER	20,000.00	20,000.00	0.00	70,697.50	-50,697.50	-253.49 %
02-11-00-4365	Janitorial	4,500.00	4,500.00	325.00	3,250.00	1,250.00	27.78 %
02-11-00-4370	Utilities	45,000.00	45,000.00	4,636.48	52,147.04	-7,147.04	-15.88 %
02-11-00-4371	Certification Pay Water	6,100.00	6,100.00	304.70	4,681.04	1,418.96	23.26 %
02-11-00-4380	Telephones	25,000.00	25,000.00	2,408.29	30,954.88	-5,954.88	-23.82 %
02-11-00-4391	Dues & Subscriptions	1,000.00	1,000.00	0.00	450.00	550.00	55.00 %
02-11-00-4392	Education	7,000.00	7,000.00	3,137.17	15,418.41	-8,418.41	-120.26 %
02-11-00-4395	Insurance Bldg & Contents	7,000.00	7,000.00	0.00	9,100.00	-2,100.00	-30.00 %
02-11-00-4396	Insurance Liability	3,000.00	3,000.00	0.00	2,088.00	912.00	30.40 %
02-11-00-4397	Insurance Collision	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00 %
02-11-00-4399	Purchase Of H2O	1,305,947.00	1,305,947.00	116,911.54	971,098.68	334,848.32	25.64 %
02-11-00-4401	WMARSS Regional Sewer Fee	415,620.00	415,620.00	64,742.83	591,563.42	-175,943.42	-42.33 %
02-11-00-4414	Office Equipment & Software	4,000.00	4,000.00	754.56	3,731.13	268.87	6.72 %
02-11-00-4420	Equipment	10,000.00	10,000.00	0.00	10,343.96	-343.96	-3.44 %
02-11-00-4425	Radio System	25,000.00	25,000.00	0.00	25,000.00	0.00	0.00 %
02-11-00-4510	Bond Retirement	405,000.00	405,000.00	259,000.00	405,000.00	0.00	0.00 %
02-11-00-4520	Interest Expense Bond	78,757.60	78,757.60	35,814.05	78,757.60	0.00	0.00 %
02-11-00-4530	Agents Fees	800.00	800.00	0.00	500.00	300.00	37.50 %
02-11-00-6010	Contingencies	120,425.40	120,425.40	0.00	3,299.36	117,126.04	97.26 %
Fund: 02 - WATER FUND Total:		3,617,278.00	3,617,278.00	604,821.56	3,515,867.45	101,410.55	2.80%
Department: 11 - WATER & SEWER DEPARTMENT Total:		3,617,278.00	3,617,278.00	604,821.56	3,515,867.45	101,410.55	2.80%
Expense Total:		3,617,278.00	3,617,278.00	604,821.56	3,515,867.45	101,410.55	2.80%
Fund: 02 - WATER FUND Surplus (Deficit):		0.00	0.00	-279,946.76	-218,735.30	-218,735.30	0.00%

Budget Report

For Fiscal: 2022-2023 Period Ending: 08/31/2023

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 04 - SPECIAL REVENUE						
Revenue						
Department: 13 - SPECIAL REVENUE						
Fund: 04 - SPECIAL REVENUE						
04-13-00-3530	Interest Earnings	300.00	300.00	425.10	4,058.01	3,758.01 1,352.67 %
04-13-00-3543	Hotel & Motel Tax	400,000.00	400,000.00	3,132.87	523,906.56	123,906.56 130.98 %
	Fund: 04 - SPECIAL REVENUE Total:	400,300.00	400,300.00	3,557.97	527,964.57	127,664.57 31.89%
	Department: 13 - SPECIAL REVENUE Total:	400,300.00	400,300.00	3,557.97	527,964.57	127,664.57 31.89%
	Revenue Total:	400,300.00	400,300.00	3,557.97	527,964.57	127,664.57 31.89%

Budget Report

For Fiscal: 2022-2023 Period Ending: 08/31/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Expense							
Department: 13 - SPECIAL REVENUE							
Fund: 04 - SPECIAL REVENUE							
04-13-00-4390	Advertising/Waco Chamber	40,000.00	40,000.00	0.00	12,608.71	27,391.29	68.48 %
04-13-00-4430	Billboard Advertising	45,000.00	45,000.00	5,522.00	58,994.00	-13,994.00	-31.10 %
04-13-00-4475	Baylor Regional Tennis Tournament	20,000.00	20,000.00	0.00	0.00	20,000.00	100.00 %
04-13-00-4490	Baylor	73,500.00	73,500.00	14,700.00	58,800.00	14,700.00	20.00 %
04-13-00-4495	TX Sports HOF	92,500.00	92,500.00	0.00	86,770.21	5,729.79	6.19 %
04-13-00-5011	MCC	12,500.00	12,500.00	2,500.00	12,500.00	0.00	0.00 %
04-13-00-6010	Contingencies	116,800.00	116,800.00	0.00	0.00	116,800.00	100.00 %
	Fund: 04 - SPECIAL REVENUE Total:	400,300.00	400,300.00	22,722.00	229,672.92	170,627.08	42.62%
	Department: 13 - SPECIAL REVENUE Total:	400,300.00	400,300.00	22,722.00	229,672.92	170,627.08	42.62%
	Expense Total:	400,300.00	400,300.00	22,722.00	229,672.92	170,627.08	42.62%
	Fund: 04 - SPECIAL REVENUE Surplus (Deficit):	0.00	0.00	-19,164.03	298,291.65	298,291.65	0.00%
	Report Surplus (Deficit):	0.00	0.00	38,934.25	805,114.70	805,114.70	0.00%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
01 - GENERAL FUND	0.00	0.00	338,045.04	725,558.35	725,558.35
02 - WATER FUND	0.00	0.00	-279,946.76	-218,735.30	-218,735.30
04 - SPECIAL REVENUE	0.00	0.00	-19,164.03	298,291.65	298,291.65
Report Surplus (Deficit):	0.00	0.00	38,934.25	805,114.70	805,114.70



Bank Transaction Report Transaction Detail

Issued Date Range: 08/01/2023 - 08/31/2023

Cleared Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
Bank Account: ██████████ - American Bank of Waco							
08/01/2023	08/31/2023	66671	AFLAC	Accounts Payable	Cleared	Check	-1,614.38
08/01/2023	08/31/2023	66672	ATMOS GAS	Accounts Payable	Cleared	Check	-203.18
08/01/2023	08/31/2023	66673	CITY OF WACO-FINANCE DEPT	Accounts Payable	Cleared	Check	-34,656.11
08/01/2023	08/31/2023	66674	MET LIFE	Accounts Payable	Cleared	Check	-2,177.91
08/01/2023	08/31/2023	66675	MUTUAL OF OMAHA	Accounts Payable	Cleared	Check	-1,451.71
08/01/2023	08/31/2023	66676	SCOTT & WHITE HEALTH PLAN	Accounts Payable	Cleared	Check	-30,023.59
08/01/2023	08/31/2023	66677	SUPERIOR VISION SERVICES, INC.	Accounts Payable	Cleared	Check	-515.80
08/01/2023	08/31/2023	66678	TEXAS TOLLWAYS	Accounts Payable	Cleared	Check	-10.00
08/01/2023	08/31/2023	66679	TIME WARNER CABLE	Accounts Payable	Cleared	Check	-170.07
08/01/2023	08/31/2023	66680	TIME WARNER CABLE	Accounts Payable	Cleared	Check	-546.37
08/01/2023	08/31/2023	66681	VALERO MARKETING & SUPPLY	Accounts Payable	Cleared	Check	-7,555.12
08/01/2023	08/31/2023	66682	WELLS FARGO VENDOR FINANCIAL SERVICES, INC.	Accounts Payable	Cleared	Check	-685.62
08/01/2023	08/31/2023	DEP0026352	CLPKT03369 BG:ALL	Cashiering	Cleared	Deposit	1,447.72
08/01/2023	08/31/2023	DEP0026352	CLPKT03369 BG:ALL	Cashiering	Cleared	Deposit	1,393.42
08/01/2023	08/31/2023	DEP0026352	CLPKT03369 BG:ALL	Cashiering	Cleared	Deposit	1,066.69
08/01/2023	08/31/2023	DEP0026352	CLPKT03369 BG:ALL	Cashiering	Cleared	Deposit	205.22
08/01/2023	08/31/2023	DEP0026399	COURT FINES	General Ledger	Cleared	Deposit	455.94
08/02/2023	08/31/2023	DEP0026355	CLPKT03370 BG:ALL	Cashiering	Cleared	Deposit	1,881.74
08/02/2023	08/31/2023	DEP0026355	CLPKT03370 BG:ALL	Cashiering	Cleared	Deposit	1,629.55
08/02/2023	08/31/2023	DEP0026355	CLPKT03370 BG:ALL	Cashiering	Cleared	Deposit	1,316.44
08/02/2023	08/31/2023	DEP0026355	CLPKT03370 BG:ALL	Cashiering	Cleared	Deposit	5.00
08/02/2023	08/31/2023	DEP0026355	CLPKT03370 BG:ALL	Cashiering	Cleared	Deposit	767.00
08/02/2023	08/31/2023	DEP0026355	CLPKT03370 BG:ALL	Cashiering	Cleared	Deposit	2,955.26
08/02/2023	08/31/2023	DEP0026400	COURT FINES	General Ledger	Cleared	Deposit	453.92
08/02/2023	08/31/2023	DEP0026401	MCLENNAN CO TAX	General Ledger	Cleared	Deposit	30.70
08/03/2023	08/31/2023	124	COMMUNITY LOAN CENTER OF HEART OF TEXAS	Accounts Payable	Cleared	EFT	-385.60
08/03/2023		66683	AMERICAN BANK OF WACO	Accounts Payable	Outstanding	Check	-25,196.21
08/03/2023	08/31/2023	66684	TX CHILD SUPPORT SDU	Accounts Payable	Cleared	Check	-963.42
08/03/2023		66685	TX MUNICIPAL RETIREMENT	Accounts Payable	Outstanding	Check	-21,817.14
08/03/2023	08/31/2023	66686	A T & T MOBILITY	Accounts Payable	Cleared	Check	-2,069.81
08/03/2023		66687	ADAMS AIR CONDITIONING, LLC	Accounts Payable	Outstanding	Check	-159.00
08/03/2023		66688	ADVANTAGE PRESS INC	Accounts Payable	Outstanding	Check	-588.00
08/03/2023	08/31/2023	66689	AT&T	Accounts Payable	Cleared	Check	-1,641.66
08/03/2023	08/31/2023	66690	AWARD SPECIALTIES, INC.	Accounts Payable	Cleared	Check	-57.50
08/03/2023	08/31/2023	66691	BAIN PAPER COMPANY	Accounts Payable	Cleared	Check	-580.55
08/03/2023	08/31/2023	66692	BOLD SPRINGS TIRE AND LUBE CENTER, INC.	Accounts Payable	Cleared	Check	-40.00

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/03/2023	08/31/2023	66693	CAPITAL ONE	Accounts Payable	Cleared	Check	-223.92
08/03/2023	08/31/2023	66694	CITY OF WACO FISCAL SERVICES	Accounts Payable	Cleared	Check	-7,526.00
08/03/2023	08/31/2023	66695	CivicPlus	Accounts Payable	Cleared	Check	-2,329.00
08/03/2023	08/31/2023	66696	CORE & MAIN, INC.	Accounts Payable	Cleared	Check	-3,594.12
08/03/2023	08/31/2023	66697	DAUGHERTY SERVICES	Accounts Payable	Cleared	Check	-75.00
08/03/2023	08/31/2023	66698	FLORENCIO TREVINO	Accounts Payable	Cleared	Check	-265.00
08/03/2023	08/31/2023	66699	GEXA ENERGY	Accounts Payable	Cleared	Check	-9,712.44
08/03/2023	08/31/2023	66700	GOTO COMMUNICATIONS, INC.	Accounts Payable	Cleared	Check	-881.62
08/03/2023	08/31/2023	66701	GRANDE COMMUNICATIONS	Accounts Payable	Cleared	Check	-270.04
08/03/2023	08/31/2023	66702	KEVIN CARTER	Accounts Payable	Cleared	Check	-310.50
08/03/2023	08/31/2023	66703	KIND'S AUTOMOTIVE	Accounts Payable	Cleared	Check	-1,782.92
08/03/2023	08/31/2023	66704	LACY LAKEVIEW FIRE ASSOC.	Accounts Payable	Cleared	Check	-930.00
08/03/2023	08/31/2023	66705	LAMAR TEXAS LIMITED PARTNERSHIP	Accounts Payable	Cleared	Check	-3,250.00
08/03/2023	08/31/2023	66706	LANDSCAPE SUPPLY	Accounts Payable	Cleared	Check	-678.92
08/03/2023	08/31/2023	66707	LONE STAR MAINTENANCE & SERVICE, INC.	Accounts Payable	Cleared	Check	-667.13
08/03/2023	08/31/2023	66708	OFFICE DEPOT	Accounts Payable	Cleared	Check	-615.67
08/03/2023	08/31/2023	66709	PAKIS,GIOTES,PAGE,BURLESON	Accounts Payable	Cleared	Check	-14,572.00
08/03/2023	08/31/2023	66710	PATRICIA BYARS-FAULKNER	Accounts Payable	Cleared	Check	-1,134.30
08/03/2023	08/31/2023	66711	RDO EQUIPMENT CO.	Accounts Payable	Cleared	Check	-168.16
08/03/2023	08/31/2023	66712	SIRCHIE	Accounts Payable	Cleared	Check	-212.25
08/03/2023	08/31/2023	66713	TEXAS DEPARTMENT OF STATE HEALTH SERVICES	Accounts Payable	Cleared	Check	-213.92
08/03/2023	08/31/2023	66714	TEXAS DPS/AGENCY 405	Accounts Payable	Cleared	Check	-3.00
08/03/2023	08/31/2023	66715	THE POLICE & SHERIFFS PRESS	Accounts Payable	Cleared	Check	-208.50
08/03/2023	08/31/2023	66716	TYLER ZIEGLER	Accounts Payable	Cleared	Check	-310.50
08/03/2023	08/31/2023	66717	WACO MCLENNAN COUNTY	Accounts Payable	Cleared	Check	-5,241.00
08/03/2023	08/31/2023	DEP0026360	CLPKT03371 BG:ALL	Cashiering	Cleared	Deposit	283.45
08/03/2023	08/31/2023	DEP0026360	CLPKT03371 BG:ALL	Cashiering	Cleared	Deposit	1,399.17
08/03/2023	08/31/2023	DEP0026360	CLPKT03371 BG:ALL	Cashiering	Cleared	Deposit	887.00
08/03/2023	08/31/2023	DEP0026360	CLPKT03371 BG:ALL	Cashiering	Cleared	Deposit	2,703.37
08/03/2023	08/31/2023	DEP0026360	CLPKT03371 BG:ALL	Cashiering	Cleared	Deposit	2,008.18
08/03/2023	08/31/2023	DEP0026402	COURT FINES	General Ledger	Cleared	Deposit	291.24
08/03/2023	08/31/2023	DEP0026403	MCLENNAN CO TAX	General Ledger	Cleared	Deposit	68.46
08/04/2023	08/31/2023	125	BARSH COMPANY, INC.	Accounts Payable	Cleared	EFT	-428,621.47
08/04/2023	08/31/2023	66766	JENNIFER UPTMOR	Utility Billing	Cleared	Check	-120.73
08/04/2023	08/31/2023	66767	CLAUDIA TOVAR	Utility Billing	Cleared	Check	-125.69
08/04/2023		66768	MICHAELA HOLLINGSWORTH	Utility Billing	Outstanding	Check	-7.52
08/04/2023		66769	GALITA ROSALEZ	Utility Billing	Outstanding	Check	-45.73
08/04/2023		66770	INDIA WILSON	Utility Billing	Outstanding	Check	-20.73
08/04/2023		66771	ANNA MARIE ALLEN	Utility Billing	Outstanding	Check	-59.73
08/04/2023		66772	TDC PROPERTIES	Utility Billing	Outstanding	Check	-145.73
08/04/2023		66773	HONEY'S RENTALS LLC	Utility Billing	Outstanding	Check	-145.73
08/04/2023	08/31/2023	66774	SARAH CARDONA	Utility Billing	Cleared	Check	-20.73
08/04/2023	08/31/2023	66775	MELINDA BETH VAUGHN	Utility Billing	Cleared	Check	-17.06

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/04/2023		66776	254 CAPITAL GROUP LLC	Utility Billing	Outstanding	Check	-124.44
08/04/2023	08/31/2023	66777	DAVID BRIGHTON	Utility Billing	Cleared	Check	-40.77
08/04/2023	08/31/2023	66778	SEEGER VENTURES LLC	Utility Billing	Cleared	Check	-16.05
08/04/2023	08/31/2023	66779	SEEGER VENTURES LLC	Utility Billing	Cleared	Check	-16.05
08/04/2023	08/31/2023	66780	SEEGER VENTURES LLC	Utility Billing	Cleared	Check	-16.05
08/04/2023	08/31/2023	66781	SEEGER VENTURES LLC	Utility Billing	Cleared	Check	-16.05
08/04/2023	08/31/2023	66782	SEEGER VENTURES LLC	Utility Billing	Cleared	Check	-16.05
08/04/2023	08/31/2023	66783	SEEGER VENTURES LLC	Utility Billing	Cleared	Check	-16.05
08/04/2023		66784	CHASE AARON SAGER	Utility Billing	Outstanding	Check	-20.73
08/04/2023	08/31/2023	66785	CG RENTALS	Utility Billing	Cleared	Check	-120.73
08/04/2023		66786	GABRIEL JOSE RAMIREZ	Utility Billing	Outstanding	Check	-145.73
08/04/2023	08/31/2023	66787	TANCY HORN-JOHNSON	Utility Billing	Cleared	Check	-5.73
08/04/2023	08/31/2023	66788	CHRISTOPHER CHESLEY II	Utility Billing	Cleared	Check	-40.12
08/04/2023		66789	MARIO SALAZAR	Utility Billing	Outstanding	Check	-20.73
08/04/2023	08/31/2023	DEP0026380	CLPKT03372 BG:ALL	Cashiering	Cleared	Deposit	3,848.02
08/04/2023	08/31/2023	DEP0026380	CLPKT03372 BG:ALL	Cashiering	Cleared	Deposit	1,640.51
08/04/2023	08/31/2023	DEP0026380	CLPKT03372 BG:ALL	Cashiering	Cleared	Deposit	1,145.57
08/04/2023	08/31/2023	DEP0026380	CLPKT03372 BG:ALL	Cashiering	Cleared	Deposit	168.92
08/04/2023	08/31/2023	DEP0026380	CLPKT03372 BG:ALL	Cashiering	Cleared	Deposit	931.74
08/04/2023	08/31/2023	DEP0026380	CLPKT03372 BG:ALL	Cashiering	Cleared	Deposit	997.65
08/04/2023	08/31/2023	DEP0026380	CLPKT03372 BG:ALL	Cashiering	Cleared	Deposit	2,866.72
08/04/2023	08/31/2023	DEP0026404	COURT FINES	General Ledger	Cleared	Deposit	355.58
08/04/2023	08/31/2023	DEP0026405	MCLENNAN CO TAX	General Ledger	Cleared	Deposit	381.00
08/07/2023	08/31/2023	DEP0026386	CLPKT03373 BG:ALL	Cashiering	Cleared	Deposit	2,334.63
08/07/2023	08/31/2023	DEP0026386	CLPKT03373 BG:ALL	Cashiering	Cleared	Deposit	2,014.72
08/07/2023	08/31/2023	DEP0026386	CLPKT03373 BG:ALL	Cashiering	Cleared	Deposit	602.47
08/07/2023	08/31/2023	DEP0026386	CLPKT03373 BG:ALL	Cashiering	Cleared	Deposit	165.00
08/07/2023	08/31/2023	DEP0026386	CLPKT03373 BG:ALL	Cashiering	Cleared	Deposit	1,748.95
08/07/2023	08/31/2023	DEP0026386	CLPKT03373 BG:ALL	Cashiering	Cleared	Deposit	2,260.80
08/07/2023	08/31/2023	DEP0026406	COURT FINES	General Ledger	Cleared	Deposit	1,906.31
08/07/2023	08/31/2023	DEP0026417	COURT FINES	General Ledger	Cleared	Deposit	20.00
08/08/2023	08/31/2023	DEP0026389	CLPKT03374 BG:ALL	Cashiering	Cleared	Deposit	450.00
08/08/2023	08/31/2023	DEP0026389	CLPKT03374 BG:ALL	Cashiering	Cleared	Deposit	2,821.44
08/08/2023	08/31/2023	DEP0026389	CLPKT03374 BG:ALL	Cashiering	Cleared	Deposit	1,751.55
08/08/2023	08/31/2023	DEP0026389	CLPKT03374 BG:ALL	Cashiering	Cleared	Deposit	1,158.63
08/08/2023	08/31/2023	DEP0026389	CLPKT03374 BG:ALL	Cashiering	Cleared	Deposit	2,737.61
08/08/2023	08/31/2023	DEP0026407	COURT FINES	General Ledger	Cleared	Deposit	266.00
08/08/2023	08/31/2023	DEP0026408	MCLENNAN CO TAX	General Ledger	Cleared	Deposit	2,072.01
08/08/2023	08/31/2023	DEP0026409	MCLENNAN CO TAX	General Ledger	Cleared	Deposit	48.19
08/09/2023	08/31/2023	27479	VANEK, AUSTIN K	Payroll	Cleared	Check	-313.84
08/09/2023	08/31/2023	27480	PRICE, BRIAN	Payroll	Cleared	Check	-1,519.76
08/09/2023	08/31/2023	DEP0026392	CLPKT03375 BG:ALL	Cashiering	Cleared	Deposit	1,334.68
08/09/2023	08/31/2023	DEP0026392	CLPKT03375 BG:ALL	Cashiering	Cleared	Deposit	1,926.77

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/09/2023	08/31/2023	DEP0026392	CLPKT03375 BG:ALL	Cashiering	Cleared	Deposit	4,603.34
08/09/2023	08/31/2023	DEP0026392	CLPKT03375 BG:ALL	Cashiering	Cleared	Deposit	1,028.32
08/09/2023	08/31/2023	DEP0026392	CLPKT03375 BG:ALL	Cashiering	Cleared	Deposit	94.33
08/09/2023	08/31/2023	DEP0026410	COURT FINES	General Ledger	Cleared	Deposit	50.00
08/09/2023	08/31/2023	EFT0000070	Payroll EFT	Payroll	Cleared	EFT	-77,147.06
08/10/2023	08/31/2023	DEP0026395	CLPKT03376 BG:ALL	Cashiering	Cleared	Deposit	2,709.59
08/10/2023	08/31/2023	DEP0026395	CLPKT03376 BG:ALL	Cashiering	Cleared	Deposit	1,910.34
08/10/2023	08/31/2023	DEP0026395	CLPKT03376 BG:ALL	Cashiering	Cleared	Deposit	81.88
08/10/2023	08/31/2023	DEP0026395	CLPKT03376 BG:ALL	Cashiering	Cleared	Deposit	5,022.43
08/10/2023	08/31/2023	DEP0026395	CLPKT03376 BG:ALL	Cashiering	Cleared	Deposit	2,587.93
08/10/2023	08/31/2023	DEP0026419	Utility Payment Packet UBPKT07132	Utility Billing	Cleared	Deposit	1,073.71
08/11/2023		66718	ADAMS AIR CONDITIONING, LLC	Accounts Payable	Outstanding	Check	-209.00
08/11/2023	08/31/2023	66719	AIRGAS-SOUTHWEST	Accounts Payable	Cleared	Check	-158.14
08/11/2023	08/31/2023	66720	AMAZON CAPITAL SERVICES	Accounts Payable	Cleared	Check	-826.71
08/11/2023	08/31/2023	66721	BIANCA CROOK	Accounts Payable	Cleared	Check	-150.00
08/11/2023	08/31/2023	66722	CARD SERVICE CENTER	Accounts Payable	Cleared	Check	-4,863.74
08/11/2023	08/31/2023	66723	CITY OF WACO	Accounts Payable	Cleared	Check	-325.00
08/11/2023	08/31/2023	66724	CITY OF WACO FISCAL SERVICES	Accounts Payable	Cleared	Check	-6,971.00
08/11/2023	08/31/2023	66725	CODE 3 FIRE & SAFETY PRODUCTS	Accounts Payable	Cleared	Check	-70.00
08/11/2023	08/31/2023	66726	CORE & MAIN, INC.	Accounts Payable	Cleared	Check	-4,307.31
08/11/2023	08/31/2023	66727	DATAPROSE INC.	Accounts Payable	Cleared	Check	-1,540.79
08/11/2023	08/31/2023	66728	FRANK SKERIK	Accounts Payable	Cleared	Check	-3,000.00
08/11/2023	08/31/2023	66729	KIND'S AUTOMOTIVE	Accounts Payable	Cleared	Check	-493.80
08/11/2023	08/31/2023	66730	LAMAR TEXAS LIMITED PARTNERSHIP	Accounts Payable	Cleared	Check	-672.00
08/11/2023	08/31/2023	66731	LAUNDA GIBSON	Accounts Payable	Cleared	Check	-150.00
08/11/2023	08/31/2023	66732	LINDSAY BUSCH	Accounts Payable	Cleared	Check	-40.77
08/11/2023	08/31/2023	66733	MCCREARY VESELKA BRAGG AND ALLEN, P.C.	Accounts Payable	Cleared	Check	-13.92
08/11/2023	08/31/2023	66734	MCLENNAN COMMUNITY COLLEGE	Accounts Payable	Cleared	Check	-2,500.00
08/11/2023	08/31/2023	66735	MCLENNAN COUNTY CLERK'S OFFICE	Accounts Payable	Cleared	Check	-200.00
08/11/2023	08/31/2023	66736	NAPA AUTO PARTS-BELLMEAD	Accounts Payable	Cleared	Check	-183.49
08/11/2023	08/31/2023	66737	ORKIN PEST CONTROL	Accounts Payable	Cleared	Check	-133.75
08/11/2023	08/31/2023	66738	RDO EQUIPMENT CO.	Accounts Payable	Cleared	Check	-207.38
08/11/2023	08/31/2023	66739	ROBERT'S TRUCK & EQUIP.	Accounts Payable	Cleared	Check	-1,511.04
08/11/2023	08/31/2023	66740	THE GOODYEAR TIRE & RUBBER COMPANY	Accounts Payable	Cleared	Check	-456.09
08/11/2023	08/31/2023	66741	UNITED AG & TURF	Accounts Payable	Cleared	Check	-719.80
08/11/2023		66742	VERONICA LUCKO	Accounts Payable	Outstanding	Check	-150.00
08/11/2023		66743	VERONICA OLVERA	Accounts Payable	Outstanding	Check	-150.00
08/11/2023	08/31/2023	66744	VILLEGAS TIRE & AUTO CENTER	Accounts Payable	Cleared	Check	-593.52
08/11/2023	08/31/2023	66745	WILLIAM FLOYD TEAT	Accounts Payable	Cleared	Check	-650.00
08/11/2023	08/31/2023	DEP0026398	CLPKT03377 BG:ALL	Cashiering	Cleared	Deposit	60.00
08/11/2023	08/31/2023	DEP0026398	CLPKT03377 BG:ALL	Cashiering	Cleared	Deposit	501.31
08/11/2023	08/31/2023	DEP0026398	CLPKT03377 BG:ALL	Cashiering	Cleared	Deposit	564.06
08/11/2023	08/31/2023	DEP0026398	CLPKT03377 BG:ALL	Cashiering	Cleared	Deposit	1,463.99

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/11/2023	08/31/2023	DEP0026398	CLPKT03377 BG:ALL	Cashiering	Cleared	Deposit	2,814.74
08/11/2023	08/31/2023	DEP0026398	CLPKT03377 BG:ALL	Cashiering	Cleared	Deposit	1,163.03
08/11/2023	08/31/2023	DEP0026398	CLPKT03377 BG:ALL	Cashiering	Cleared	Deposit	2,254.35
08/11/2023	08/31/2023	DEP0026398	CLPKT03377 BG:ALL	Cashiering	Cleared	Deposit	14,155.34
08/11/2023	08/31/2023	DEP0026412	COURT FINES	General Ledger	Cleared	Deposit	170.00
08/14/2023	08/31/2023	DEP0026414	CLPKT03378 BG:ALL	Cashiering	Cleared	Deposit	26,210.50
08/14/2023	08/31/2023	DEP0026414	CLPKT03378 BG:ALL	Cashiering	Cleared	Deposit	6,456.91
08/14/2023	08/31/2023	DEP0026414	CLPKT03378 BG:ALL	Cashiering	Cleared	Deposit	418.19
08/14/2023	08/31/2023	DEP0026414	CLPKT03378 BG:ALL	Cashiering	Cleared	Deposit	3,923.54
08/14/2023	08/31/2023	DEP0026414	CLPKT03378 BG:ALL	Cashiering	Cleared	Deposit	1,822.87
08/14/2023	08/31/2023	DEP0026426	COURT FINES	General Ledger	Cleared	Deposit	40.80
08/15/2023	08/31/2023	DEP0026422	CLPKT03379 BG:ALL	Cashiering	Cleared	Deposit	66.16
08/15/2023	08/31/2023	DEP0026422	CLPKT03379 BG:ALL	Cashiering	Cleared	Deposit	8,563.45
08/15/2023	08/31/2023	DEP0026422	CLPKT03379 BG:ALL	Cashiering	Cleared	Deposit	6,956.47
08/15/2023	08/31/2023	DEP0026422	CLPKT03379 BG:ALL	Cashiering	Cleared	Deposit	8,482.64
08/15/2023	08/31/2023	DEP0026422	CLPKT03379 BG:ALL	Cashiering	Cleared	Deposit	314.20
08/15/2023	08/31/2023	DEP0026522	Utility Payment Packet UBPKT07376	Utility Billing	Cleared	Deposit	229.66
08/16/2023	08/31/2023	DEP0026425	CLPKT03380 BG:ALL	Cashiering	Cleared	Deposit	205.13
08/16/2023	08/31/2023	DEP0026425	CLPKT03380 BG:ALL	Cashiering	Cleared	Deposit	31.00
08/16/2023	08/31/2023	DEP0026425	CLPKT03380 BG:ALL	Cashiering	Cleared	Deposit	2,954.66
08/16/2023	08/31/2023	DEP0026425	CLPKT03380 BG:ALL	Cashiering	Cleared	Deposit	2,736.71
08/16/2023	08/31/2023	DEP0026425	CLPKT03380 BG:ALL	Cashiering	Cleared	Deposit	291.07
08/16/2023	08/31/2023	DEP0026425	CLPKT03380 BG:ALL	Cashiering	Cleared	Deposit	5,185.80
08/16/2023	08/31/2023	DEP0026427	COURT FINES	General Ledger	Cleared	Deposit	195.00
08/17/2023	08/31/2023	DEP0026433	CLPKT03381 BG:ALL	Cashiering	Cleared	Deposit	198.19
08/17/2023	08/31/2023	DEP0026433	CLPKT03381 BG:ALL	Cashiering	Cleared	Deposit	4,981.30
08/17/2023	08/31/2023	DEP0026433	CLPKT03381 BG:ALL	Cashiering	Cleared	Deposit	2,784.07
08/17/2023	08/31/2023	DEP0026433	CLPKT03381 BG:ALL	Cashiering	Cleared	Deposit	1,746.74
08/17/2023	08/31/2023	DEP0026433	CLPKT03381 BG:ALL	Cashiering	Cleared	Deposit	17,687.97
08/17/2023	08/31/2023	DEP0026436	Utility Payment Packet UBPKT07133	Utility Billing	Cleared	Deposit	60.23
08/17/2023	08/31/2023	DEP0026447	COURT FINES	General Ledger	Cleared	Deposit	958.60
08/18/2023		66746	Void Check	Utility Billing	Voided	Check	0.00
08/18/2023	08/31/2023	66746	AMAZON CAPITAL SERVICES	Accounts Payable	Cleared	Check	-191.63
08/18/2023		66747	Void Check	Utility Billing	Voided	Check	0.00
08/18/2023	08/31/2023	66747	CENTEX WASTE MANAGEMENT	Accounts Payable	Cleared	Check	-37,138.10
08/18/2023	08/31/2023	66748	CITY OF WACO FISCAL SERVICES	Accounts Payable	Cleared	Check	-555.00
08/18/2023		66748	Void Check	Utility Billing	Voided	Check	0.00
08/18/2023		66749	Void Check	Utility Billing	Voided	Check	0.00
08/18/2023	08/31/2023	66749	CITY OF WACO WATER OFFICE	Accounts Payable	Cleared	Check	-116,911.54
08/18/2023		66750	Void Check	Utility Billing	Voided	Check	0.00
08/18/2023	08/31/2023	66750	CITY OF WACO-FINANCE DEPT	Accounts Payable	Cleared	Check	-30,086.72
08/18/2023		66751	Void Check	Utility Billing	Voided	Check	0.00
08/18/2023		66751	DELUXE, INC.	Accounts Payable	Outstanding	Check	-162.88

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/18/2023	08/31/2023	66752	EXTRACO TECHNOLOGY	Accounts Payable	Cleared	Check	-4,223.20
08/18/2023		66752	Void Check	Utility Billing	Voided	Check	0.00
08/18/2023		66753	Void Check	Utility Billing	Voided	Check	0.00
08/18/2023		66753	HERMENEGILDO RODAS	Accounts Payable	Outstanding	Check	-60.00
08/18/2023	08/31/2023	66754	LAMAR TEXAS LIMITED PARTNERSHIP	Accounts Payable	Cleared	Check	-1,600.00
08/18/2023		66754	Void Check	Utility Billing	Voided	Check	0.00
08/18/2023	08/31/2023	66755	LAURIE KACZMAREK	Accounts Payable	Cleared	Check	-264.67
08/18/2023		66755	Void Check	Utility Billing	Voided	Check	0.00
08/18/2023	08/31/2023	66756	MCCREARY VESELKA BRAGG AND ALLEN, P.C.	Accounts Payable	Cleared	Check	-509.93
08/18/2023		66756	Void Check	Utility Billing	Voided	Check	0.00
08/18/2023		66757	Void Check	Utility Billing	Voided	Check	0.00
08/18/2023	08/31/2023	66757	NOVA HEALTHCARE, PA	Accounts Payable	Cleared	Check	-97.01
08/18/2023		66758	Void Check	Utility Billing	Voided	Check	0.00
08/18/2023	08/31/2023	66758	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	Accounts Payable	Cleared	Check	-255.15
08/18/2023		66759	Void Check	Utility Billing	Voided	Check	0.00
08/18/2023	08/31/2023	66759	SANDRA D RUCKER Reversal	Accounts Payable	Cleared	Check Reversal	450.00
08/18/2023	08/31/2023	66759	SANDRA D RUCKER	Accounts Payable	Cleared	Check	-450.00
08/18/2023		66760	Void Check	Utility Billing	Voided	Check	0.00
08/18/2023	08/31/2023	66760	STATE COMPTROLLER	Accounts Payable	Cleared	Check	-1,741.90
08/18/2023	08/31/2023	66761	SUPERIOR VISION SERVICES, INC.	Accounts Payable	Cleared	Check	-529.16
08/18/2023		66761	Void Check	Utility Billing	Voided	Check	0.00
08/18/2023		66762	Void Check	Utility Billing	Voided	Check	0.00
08/18/2023	08/31/2023	66762	TRANS UNION RISK AND ALTERNATIVE DATA SOLUTIONS,	Accounts Payable	Cleared	Check	-136.20
08/18/2023		66763	Void Check	Utility Billing	Voided	Check	0.00
08/18/2023		66763	WACO TRIBUNE HERALD	Accounts Payable	Outstanding	Check	-285.19
08/18/2023	08/31/2023	66764	WALKER PARTNERS	Accounts Payable	Cleared	Check	-18,396.72
08/18/2023	08/31/2023	66765	WELLS FARGO VENDOR FINANCIAL SERVICES, INC.	Accounts Payable	Cleared	Check	-466.85
08/18/2023	08/31/2023	DEP0026445	CLPKT03382 BG:ALL	Cashiering	Cleared	Deposit	1,057.31
08/18/2023	08/31/2023	DEP0026445	CLPKT03382 BG:ALL	Cashiering	Cleared	Deposit	1,711.20
08/18/2023	08/31/2023	DEP0026445	CLPKT03382 BG:ALL	Cashiering	Cleared	Deposit	116.00
08/18/2023	08/31/2023	DEP0026445	CLPKT03382 BG:ALL	Cashiering	Cleared	Deposit	9,802.92
08/18/2023	08/31/2023	DEP0026445	CLPKT03382 BG:ALL	Cashiering	Cleared	Deposit	4,492.06
08/18/2023	08/31/2023	DEP0026445	CLPKT03382 BG:ALL	Cashiering	Cleared	Deposit	477.88
08/18/2023	08/31/2023	DEP0026445	CLPKT03382 BG:ALL	Cashiering	Cleared	Deposit	3,275.64
08/18/2023	08/31/2023	DEP0026445	CLPKT03382 BG:ALL	Cashiering	Cleared	Deposit	414.85
08/18/2023	08/31/2023	DEP0026450	COURT FINES	General Ledger	Cleared	Deposit	1,106.55
08/21/2023	08/31/2023	66790	SANDRA D RUCKER	Accounts Payable	Cleared	Check	-150.00
08/21/2023	08/31/2023	66791	AMERICAN BANK OF WACO	Accounts Payable	Cleared	Check	-25,022.12
08/21/2023	08/31/2023	66792	TX CHILD SUPPORT SDU	Accounts Payable	Cleared	Check	-963.42
08/21/2023	08/31/2023	66793	TX MUNICIPAL RETIREMENT	Accounts Payable	Outstanding	Check	-21,788.45
08/21/2023	08/31/2023	DEP0026449	CLPKT03383 BG:ALL	Cashiering	Cleared	Deposit	1,487.99
08/21/2023	08/31/2023	DEP0026449	CLPKT03383 BG:ALL	Cashiering	Cleared	Deposit	365.63
08/21/2023	08/31/2023	DEP0026449	CLPKT03383 BG:ALL	Cashiering	Cleared	Deposit	12,379.82

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/21/2023	08/31/2023	DEP0026449	CLPKT03383 BG:ALL	Cashiering	Cleared	Deposit	2,734.07
08/21/2023	08/31/2023	DEP0026449	CLPKT03383 BG:ALL	Cashiering	Cleared	Deposit	521.03
08/21/2023	08/31/2023	DEP0026454	MCLENNAN CO TAX	General Ledger	Cleared	Deposit	31.00
08/21/2023	08/31/2023	DEP0026455	COURT FINES	General Ledger	Cleared	Deposit	670.85
08/22/2023	08/31/2023	126	COMMUNITY LOAN CENTER OF HEART OF TEXAS	Accounts Payable	Cleared	EFT	-343.44
08/22/2023		27482	THESENVITZ, ERIK	Payroll	Outstanding	Check	-829.00
08/22/2023	08/31/2023	DEP0026453	CLPKT03384 BG:ALL	Cashiering	Cleared	Deposit	13,786.38
08/22/2023	08/31/2023	DEP0026453	CLPKT03384 BG:ALL	Cashiering	Cleared	Deposit	658.12
08/22/2023	08/31/2023	DEP0026453	CLPKT03384 BG:ALL	Cashiering	Cleared	Deposit	1,712.90
08/22/2023	08/31/2023	DEP0026453	CLPKT03384 BG:ALL	Cashiering	Cleared	Deposit	264.38
08/22/2023	08/31/2023	DEP0026453	CLPKT03384 BG:ALL	Cashiering	Cleared	Deposit	3,037.65
08/22/2023	08/31/2023	DEP0026456	COURT FINES	General Ledger	Cleared	Deposit	773.72
08/22/2023	08/31/2023	DEP0026509	MCLENNAN CO TAX	General Ledger	Cleared	Deposit	91.31
08/22/2023	08/31/2023	R-27458	THESENVITZ, ERIK	Payroll	Cleared	Check Reversal	829.00
08/23/2023		27481	PRICE, BRIAN	Payroll	Outstanding	Check	-1,519.76
08/23/2023	08/31/2023	66794	AMERICAN BANK OF WACO	Accounts Payable	Cleared	Check	-38.39
08/23/2023		66795	TX MUNICIPAL RETIREMENT	Accounts Payable	Outstanding	Check	-29.60
08/23/2023	08/31/2023	DEP0026459	CLPKT03385 BG:ALL	Cashiering	Cleared	Deposit	1,231.71
08/23/2023	08/31/2023	DEP0026459	CLPKT03385 BG:ALL	Cashiering	Cleared	Deposit	2,719.06
08/23/2023	08/31/2023	DEP0026459	CLPKT03385 BG:ALL	Cashiering	Cleared	Deposit	2,681.73
08/23/2023	08/31/2023	DEP0026459	CLPKT03385 BG:ALL	Cashiering	Cleared	Deposit	304.65
08/23/2023	08/31/2023	DEP0026459	CLPKT03385 BG:ALL	Cashiering	Cleared	Deposit	1,346.14
08/23/2023	08/31/2023	DEP0026460	COURT FINES	General Ledger	Cleared	Deposit	204.00
08/23/2023	08/31/2023	EFT0000071	Payroll EFT	Payroll	Cleared	EFT	-78,480.80
08/24/2023	08/31/2023	DEP0026475	CLPKT03386 BG:ALL	Cashiering	Cleared	Deposit	128.06
08/24/2023	08/31/2023	DEP0026475	CLPKT03386 BG:ALL	Cashiering	Cleared	Deposit	5,865.22
08/24/2023	08/31/2023	DEP0026475	CLPKT03386 BG:ALL	Cashiering	Cleared	Deposit	3,577.10
08/24/2023	08/31/2023	DEP0026475	CLPKT03386 BG:ALL	Cashiering	Cleared	Deposit	3,127.21
08/24/2023	08/31/2023	DEP0026475	CLPKT03386 BG:ALL	Cashiering	Cleared	Deposit	1,792.09
08/24/2023	08/31/2023	DEP0026486	COURT FINES	General Ledger	Cleared	Deposit	750.52
08/24/2023	08/31/2023	EFT0000072	Payroll EFT	Payroll	Cleared	EFT	-107.60
08/25/2023		66796	Void Check	Accounts Payable	Voided	Check	0.00
08/25/2023		66797	AWARD SPECIALTIES, INC.	Accounts Payable	Outstanding	Check	-82.00
08/25/2023		66798	BARBARA SHELTON	Accounts Payable	Outstanding	Check	-150.00
08/25/2023	08/31/2023	66799	EMANUEL MORAN	Accounts Payable	Cleared	Check	-150.00
08/25/2023		66800	FIRMIN BUSINESS FORMS INC	Accounts Payable	Outstanding	Check	-187.00
08/25/2023	08/31/2023	66801	JNB CONSTRUCTION, LTD	Accounts Payable	Cleared	Check	-92,834.00
08/25/2023		66802	KIND'S AUTOMOTIVE	Accounts Payable	Outstanding	Check	-407.60
08/25/2023		66803	LEARFIELD IMG COLLEGE	Accounts Payable	Outstanding	Check	-14,700.00
08/25/2023		66804	MCLENNAN CO APPRAISAL DIS	Accounts Payable	Outstanding	Check	-3,086.54
08/25/2023		66805	PITNEY BOWES BANK INC PURCHASE POWER	Accounts Payable	Outstanding	Check	-503.50
08/25/2023		66806	RDO EQUIPMENT CO.	Accounts Payable	Outstanding	Check	-19.36
08/25/2023		66807	RICOH USA INC	Accounts Payable	Outstanding	Check	-11.03

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/25/2023		66808	SAM'S CLUB	Accounts Payable	Outstanding	Check	-235.70
08/25/2023		66809	THE GOODYEAR TIRE & RUBBER COMPANY	Accounts Payable	Outstanding	Check	-1,278.03
08/25/2023		66810	THE HOME DEPOT BRA	Accounts Payable	Outstanding	Check	-711.89
08/25/2023		66811	TIME WARNER CABLE	Accounts Payable	Outstanding	Check	-170.07
08/25/2023		66812	WALKER PARTNERS	Accounts Payable	Outstanding	Check	-16,080.00
08/25/2023		66813	AFLAC	Accounts Payable	Outstanding	Check	-1,487.90
08/25/2023	08/31/2023	DEP0026485	CLPKT03387 BG:ALL	Cashiering	Cleared	Deposit	6,123.05
08/25/2023	08/31/2023	DEP0026485	CLPKT03387 BG:ALL	Cashiering	Cleared	Deposit	160.00
08/25/2023	08/31/2023	DEP0026485	CLPKT03387 BG:ALL	Cashiering	Cleared	Deposit	974.61
08/25/2023	08/31/2023	DEP0026485	CLPKT03387 BG:ALL	Cashiering	Cleared	Deposit	419.93
08/25/2023	08/31/2023	DEP0026485	CLPKT03387 BG:ALL	Cashiering	Cleared	Deposit	544.58
08/25/2023	08/31/2023	DEP0026485	CLPKT03387 BG:ALL	Cashiering	Cleared	Deposit	26,482.97
08/25/2023	08/31/2023	DEP0026485	CLPKT03387 BG:ALL	Cashiering	Cleared	Deposit	355.76
08/25/2023	08/31/2023	DEP0026485	CLPKT03387 BG:ALL	Cashiering	Cleared	Deposit	5,524.19
08/25/2023	08/31/2023	DEP0026497	COURT FINES	General Ledger	Cleared	Deposit	224.00
08/25/2023	08/31/2023	DEP0026498	MCLENNAN CO TAX	General Ledger	Cleared	Deposit	23.78
08/28/2023	08/31/2023	DEP0026482	Utility Reverse Payment Packet UBPKT07138	Utility Billing	Cleared	Deposit	-66.00
08/28/2023		DEP0026489	CLPKT03388 BG:ALL	Cashiering	Outstanding	Deposit	1,516.98
08/28/2023		DEP0026489	CLPKT03388 BG:ALL	Cashiering	Outstanding	Deposit	617.61
08/28/2023		DEP0026489	CLPKT03388 BG:ALL	Cashiering	Outstanding	Deposit	4,164.70
08/28/2023		DEP0026489	CLPKT03388 BG:ALL	Cashiering	Outstanding	Deposit	4,145.15
08/28/2023	08/31/2023	DEP0026499	MCLENNAN CO TAX	General Ledger	Cleared	Deposit	665.91
08/28/2023		DEP0026515	COURT FINES	General Ledger	Outstanding	Deposit	126.00
08/29/2023		127	BARSH COMPANY, INC.	Accounts Payable	Outstanding	EFT	-362,053.08
08/29/2023	08/31/2023	DEP0026491	BOND EXPENSE - AUGUST 2023	General Ledger	Cleared	Deposit	802,470.80
08/29/2023	08/31/2023	DEP0026492	BOND EXPENSE - AUGUST 2023	General Ledger	Cleared	Deposit	4,283.75
08/29/2023		DEP0026495	CLPKT03389 BG:ALL	Cashiering	Outstanding	Deposit	140.82
08/29/2023		DEP0026495	CLPKT03389 BG:ALL	Cashiering	Outstanding	Deposit	705.25
08/29/2023		DEP0026495	CLPKT03389 BG:ALL	Cashiering	Outstanding	Deposit	885.13
08/29/2023		DEP0026495	CLPKT03389 BG:ALL	Cashiering	Outstanding	Deposit	180.00
08/29/2023		DEP0026495	CLPKT03389 BG:ALL	Cashiering	Outstanding	Deposit	712.07
08/29/2023		DEP0026516	COURT FINES	General Ledger	Outstanding	Deposit	356.62
08/30/2023		DEP0026502	CLPKT03390 BG:ALL	Cashiering	Outstanding	Deposit	35.00
08/30/2023		DEP0026502	CLPKT03390 BG:ALL	Cashiering	Outstanding	Deposit	362.67
08/30/2023		DEP0026502	CLPKT03390 BG:ALL	Cashiering	Outstanding	Deposit	998.79
08/30/2023		DEP0026502	CLPKT03390 BG:ALL	Cashiering	Outstanding	Deposit	255.36
08/30/2023		DEP0026502	CLPKT03390 BG:ALL	Cashiering	Outstanding	Deposit	276.40
08/30/2023	08/31/2023	DEP0026507	MCLENNAN CO TAX	General Ledger	Cleared	Deposit	288.86
08/30/2023		DEP0026517	COURT FINES	General Ledger	Outstanding	Deposit	420.42
08/31/2023		66814	PACSETTER K9 LLC	Accounts Payable	Outstanding	Check	-10,000.00
08/31/2023	08/31/2023	DEP0026467	TSTC DISPATCH	General Ledger	Cleared	Deposit	1,000.00
08/31/2023	08/31/2023	DEP0026468	SALES TAX - Aug 2023	General Ledger	Cleared	Deposit	322,955.77
08/31/2023	08/31/2023	DEP0026469	MIXED BEV TAX - Aug 2023	General Ledger	Cleared	Deposit	1,257.80

Bank Transaction Report

Issued Date Range: -

Issued Date	Cleared Date	Number	Description	Module	Status	Type	Amount
08/31/2023	08/31/2023	DEP0026470	Franchise Tax - Charter Communications	General Ledger	Cleared	Deposit	12,657.96
08/31/2023	08/31/2023	DEP0026471	MONTH END - Police Training Forfeiture Reimburseme	General Ledger	Cleared	Deposit	592.76
08/31/2023	08/31/2023	DEP0026472	MONTH END - Comcast	General Ledger	Cleared	Deposit	29.97
08/31/2023		DEP0026505	CLPKT03391 BG:ALL	Cashiering	Outstanding	Deposit	1,252.39
08/31/2023		DEP0026505	CLPKT03391 BG:ALL	Cashiering	Outstanding	Deposit	1,501.04
08/31/2023		DEP0026505	CLPKT03391 BG:ALL	Cashiering	Outstanding	Deposit	428.40
08/31/2023		DEP0026505	CLPKT03391 BG:ALL	Cashiering	Outstanding	Deposit	1,077.91
08/31/2023		DEP0026505	CLPKT03391 BG:ALL	Cashiering	Outstanding	Deposit	7,843.81
08/31/2023	08/31/2023	DEP0026506	Month End Interest - Aug 2023	General Ledger	Cleared	Deposit	351.91
08/31/2023	08/31/2023	DEP0026508	MCLENNAN CO TAX	General Ledger	Cleared	Deposit	65.64
08/31/2023	08/31/2023	DEP0026510	ARPA EXP - AUG 2023	General Ledger	Cleared	Deposit	18,396.72
08/31/2023	08/31/2023	DEP0026511	ARPA EXP - AUG 2023	General Ledger	Cleared	Deposit	92,834.00
08/31/2023	08/31/2023	DEP0026518	Month End _ Aug 2023	General Ledger	Cleared	Deposit	864.32
08/31/2023	08/31/2023	DEP0026519	Hotel/Motel Tax - July 2023	General Ledger	Cleared	Deposit	5,172.00
08/31/2023	08/31/2023	DEP0026523	to reconcil August 2023	General Ledger	Cleared	Deposit	0.04
08/31/2023		DEP0026524	COURT FINES	General Ledger	Outstanding	Deposit	309.00
08/31/2023		DEP0026534	HOT Expense - Aug 2023	General Ledger	Outstanding	Deposit	22,722.00
08/31/2023	08/31/2023	MISC0000508	GLOBAL FEES	General Ledger	Cleared	Miscellaneous	-5,731.12
						Bank Account ██████████ Total: (355)	65,007.89
						Report Total: (355)	65,007.89

Summary

Bank Account	Count	Amount
██████████ American Bank of Waco	355	65,007.89
Report Total:	355	65,007.89

Cash Account	Count	Amount
No Cash Account	19	0.00
75 75-00-00-1010 Cash Checking	336	65,007.89
Report Total:	355	65,007.89

Transaction Type	Count	Amount
Check	166	-628,801.78
Check Reversal	2	1,279.00
Deposit	179	1,645,400.84
EFT	7	-947,139.05
Miscellaneous	1	-5,731.12
Report Total:	355	65,007.89

FISCAL START: 10/01/2022 END: 09/30/2023 JURISDICTION: 0064 CITY OF LACY LAKEVIEW

	CERT TAXABLE VALUE	ADJUSTMENTS	ADJ TAX VALUE	TAX RATE	TAX LEVY	PAID ACCTS
CURRENT YEAR	511,560,520	4,262,665-	507,297,855 0	00.297547	1,513,760.24	3,018

YEAR	TAXES DUE	MONTH ADJ	ADJUSTMENT YTD	LEVY PAID	PAID YTD	BALANCE	COLL %	YTD UNCOLL
2022	1,526,268.09	238.59-	12,507.85-	4,257.43	1,490,342.12	23,418.12	98.45	0.00
2021	14,399.10	25.63-	839.55-	344.85	7,062.28	6,497.27	52.08	0.00
2020	5,793.30	.00	332.50-	0.00	1,265.83	4,194.97	23.18	0.00
2019	3,947.00	.00	286.85-	0.00	862.65	2,797.50	23.57	0.00
2018	3,477.18	.00	273.62-	0.00	165.67	3,037.89	5.17	0.00
2017	3,014.99	.00	56.34-	0.00	20.91-	2,979.56	.71-	56.34-
2016	2,356.28	.00	0.00	0.00	2.29	2,353.99	.10	0.00
2015	2,054.29	.00	0.00	0.00	2.34	2,051.95	.11	0.00
2014	2,139.09	.00	0.00	0.00	0.00	2,139.09		0.00
2013	1,464.49	.00	0.00	4.10	4.10	1,460.39	.28	0.00
2012	1,775.46	.00	322.03-	0.50	0.50	1,452.93	.03	0.00
2011	2,246.76	.00	73.09-	0.00	0.00	2,173.67		0.00
2010	3,126.02	.00	74.47-	0.00	0.00	3,051.55		0.00
2009	1,481.93	.00	0.00	0.00	0.00	1,481.93		0.00
2008	1,109.08	.00	0.00	0.00	0.00	1,109.08		0.00
2007	1,016.51	.00	0.00	0.00	0.00	1,016.51		0.00
2006	568.96	.00	0.00	0.00	0.00	568.96		0.00
2005	454.15	.00	0.00	0.00	0.00	454.15		0.00
2004	310.58	.00	0.00	0.00	0.00	310.58		0.00
2003	246.40	.00	0.00	0.00	0.00	246.40		0.00
2002	213.70	.00	78.61-	0.00	0.00	135.09		0.00
2001	262.03	.00	0.00	142.76	142.76	119.27	54.48	0.00
****	1,577,725.39	264.22-	14,844.91-	4,749.64	1,499,829.63	63,050.85		56.34-
CURR	1,526,268.09	238.59-	12,507.85-	4,257.43	1,490,342.12	23,418.12		0.00
DELO	51,457.30	25.63-	2,337.06-	492.21	9,487.51	39,632.73		56.34-

**MCLENNAN COUNTY - DISTRIBUTION REPORT
DEPOSIT DISTRIBUTION REPORT
From 08/01/2023 to 08/31/2023 INCLUDES AG ROLLBACK**

Jurisdiction: 64 CITY OF LACY LAKEVIEW

Tax Unit Page: 1 of 1

Year	Fund	Tax Rate	Levy Paid	Discount	Penalty & Interest	TIF Amount	Disburse Total	Attorney	Other Fees	Refund Amount	Payment Amount
2022	M & O	0.268443	3,841.00	0.00	640.31	0.00	4,481.31	661.26	0.00	0.00	5,142.57
	I & S	0.029104	416.43	0.00	69.43	0.00	485.86	0.00	0.00	0.00	485.86
	TOTAL	0.297547	4,257.43	0.00	709.74	0.00	4,967.17	661.26	0.00	0.00	5,628.43
2021	M & O	0.291053	284.63	0.00	92.81	0.00	377.44	72.42	0.00	0.00	449.86
	I & S	0.061571	60.22	0.00	19.64	0.00	79.86	0.00	0.00	0.00	79.86
	TOTAL	0.352624	344.85	0.00	112.45	0.00	457.30	72.42	0.00	0.00	529.72
2013	M & O	0.260546	2.97	0.00	3.77	0.00	6.74	1.39	0.00	0.00	8.13
	I & S	0.098624	1.13	0.00	1.43	0.00	2.56	0.00	0.00	0.00	2.56
	TOTAL	0.359170	4.10	0.00	5.20	0.00	9.30	1.39	0.00	0.00	10.69
2012	M & O	0.244533	0.34	0.00	0.48	0.00	0.82	0.18	0.00	0.00	1.00
	I & S	0.114637	0.16	0.00	0.22	0.00	0.38	0.00	0.00	0.00	0.38
	TOTAL	0.359170	0.50	0.00	0.70	0.00	1.20	0.18	0.00	0.00	1.38
2000	M & O	0.271473	142.76	0.00	404.01	0.00	546.77	82.02	0.00	0.00	628.79
	I & S	0.000000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL	0.271473	142.76	0.00	404.01	0.00	546.77	82.02	0.00	0.00	628.79
ALL	M & O		4,271.70	0.00	1,141.38	0.00	5,413.08	817.27	0.00	0.00	6,230.35
ALL	I & S		477.94	0.00	90.72	0.00	568.66	0.00	0.00	0.00	568.66
ALL	TOTAL		4,749.64	0.00	1,232.10	0.00	5,981.74	817.27	0.00	0.00	6,799.01
DLQ	M & O		430.70	0.00	501.07	0.00	931.77	156.01	0.00	0.00	1,087.78
	I & S		61.51	0.00	21.29	0.00	82.80	0.00	0.00	0.00	82.80
	TOTAL		492.21	0.00	522.36	0.00	1,014.57	156.01	0.00	0.00	1,170.58
CURR	M & O		3,841.00	0.00	640.31	0.00	4,481.31	661.26	0.00	0.00	5,142.57
	I & S		416.43	0.00	69.43	0.00	485.86	0.00	0.00	0.00	485.86
	TOTAL		4,257.43	0.00	709.74	0.00	4,967.17	661.26	0.00	0.00	5,628.43

Public Works

July 2023

Water Dept.

Rounds Every Day, Monthly Flushing, Monthly Bac-T's, Monthly Meter Reading, fixed bucket on backhoe, fixed water leak on N. Walnut, N. Barbara, Pharmacy Plus, Town Inn Suites, Live Oak Park, Patricia St., Meyer's Lane. Worked on Lift Station's @ Mesquite Tree, I-35, Conway Lift Station. Installed Clean out @407 Power's Street. Fixed leak's in Multiple Meter box's, Worked on Dump Truck's, Replace hose on Backhoe, Cleaned up around manholes where there had been an overflow behind Smith Street, Meeting with Calvin about Charles coming in and helping us. Worked on Vac Trailer, cleaned shop and break room. City wide Meeting

Street Dept.

Read Meter's for the Month, Brush Pick Up Several Time's during the Month, Mowed and Shredded Right of Way's for the Month, Chipped Limb's all over Town, Craven and Dig up Stump's, Shredded Hwy. 77, Replace Hose's on Backhoe. Had breaks replaced on dump truck,

Cleaned City Yard, Meeting With Calvin about Carles coming in to help us, Hauled off dirt on Crest, Cleaned behind old K Mart building, cut tree's by Hampton Inn, Worked on clearing up lot by Conway Lift Station, Went around to see what sign's needed to be replaced, cleaned shop and breakroom. City wide Meeting

Parks Dept.

Trim Tree's & Bushes @ City Park's, Daily Trash Pick up For the Month, Mow & Weed eat for the Month, Chamber Commerce Set up & tear down, Town Hall Meeting set up & tear down, Spray Weed Killer, Replace A/C filter's City Hall & Civic Center, Raise And Lower Flag's, Start Cutting Tree's at Ball Park, Yard Clean up, Pick up Part's from Landscape Supply. Install new A/C drain pan's in City Hall, Meet with Plumber at Civic Center about replacing Main sewer line under building, went to Landscape Supply to get chainsaw repaired, Fix woman's restroom in city hall Meeting with Calvin about Charles helping us, City Wide Meeting.



Lacy Lakeview Police Department Monthly Activity Report August - 2023



LLPD responded to a total of 1,492 calls for service in the month of August 2023, with an average response time of 02:16.

Total call volume for August was down by 0.09% over the month of July 2023 and an increase of 0.01% over August 2022.

LLPD top ten call types for the month of June are as follows:

- PHONE CALL
- ASSIST OTHER AGENCY
- DISTURBANCE
- FOLLOW UP INVESTIGATION
- MEET COMPLAINANT
- MOTOR VEH CRASH
- FOOT PATROL
- WELFARE CONCERN
- MOTORIST ASSIST
- ALARM CALLS

Of the calls for service listed above, LLPD responded to a total of 17 alarm calls within the city (other than fire related) in the month of August. All alarm calls in the month of August were found to be false alarm calls.

LLPD officers performed a total of 226 traffic stops in the month of August 2023, resulting in 247 warnings or citations for multiple offenses, while also resulting in 42 arrests.



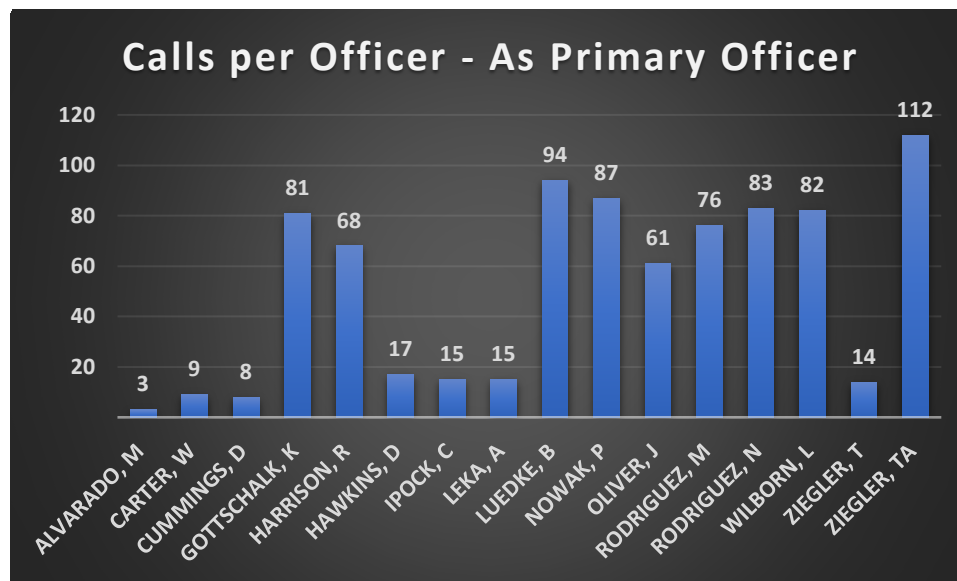
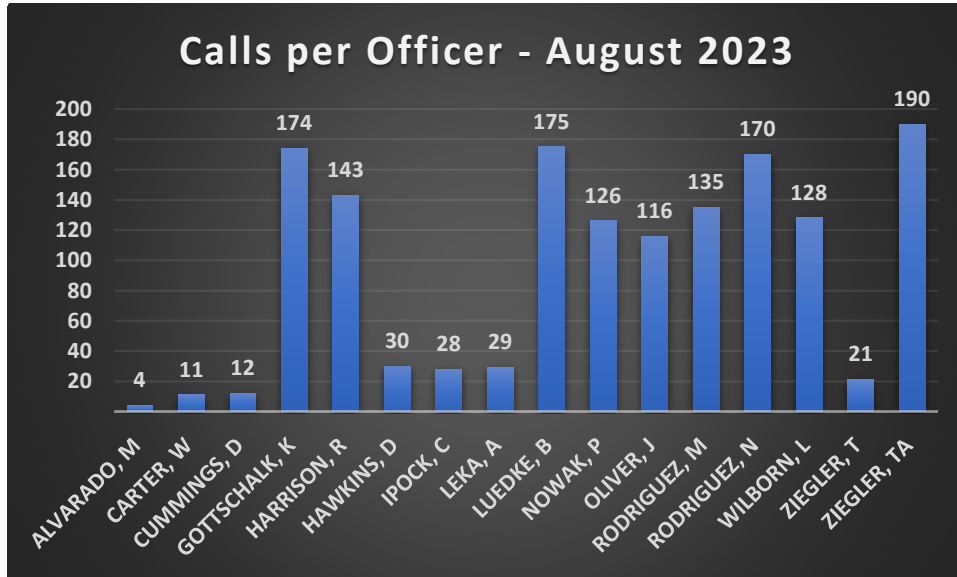
Lacy Lakeview Police Department

Monthly Activity Report

August - 2023



Call Load Volume Statistics





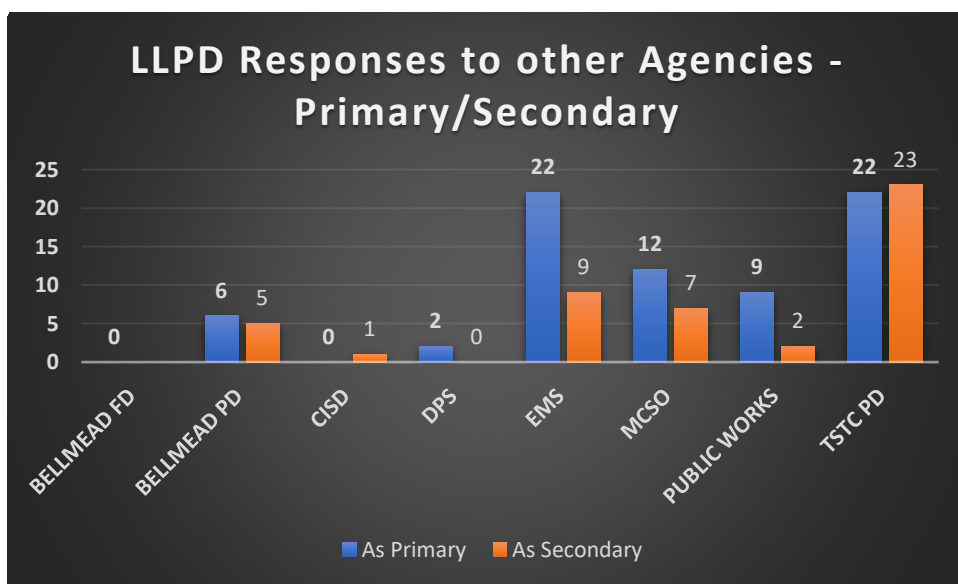
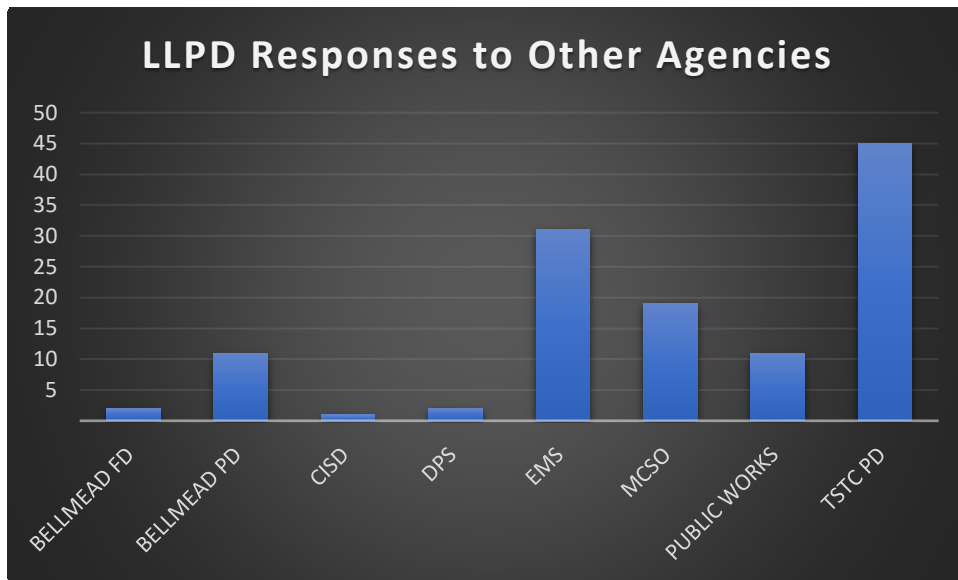
Lacy Lakeview Police Department

Monthly Activity Report

August - 2023

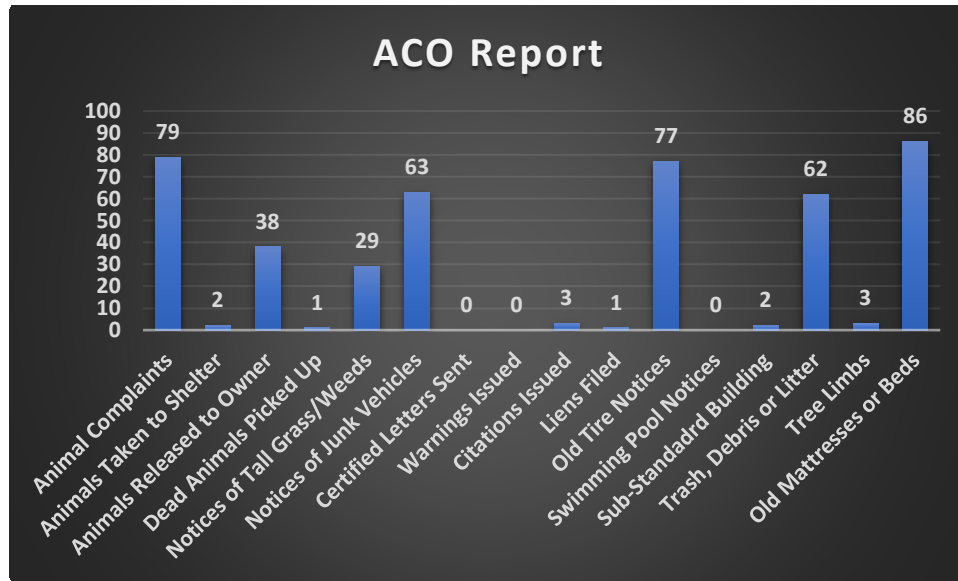


Outside Agency Support Volume Statistics





Lacy Lakeview Police Department Monthly Activity Report August - 2023



Permits for August 2023

Building Permits

Total Pulled	47	Total revenue	\$9,090
Paid	44	Total Paid	\$8,660
Unpaid	3	Unpaid	\$430

Plumbing Permits

Total Pulled	7	Total revenue	\$532
Paid	7	Total Paid	\$532
Unpaid	0	Unpaid	\$0

Electrical Permits

Total Pulled	8	Total revenue	8236.50
Paid	6	Total Paid	1320.50
Unpaid	2	Unpaid	\$6,916

Mechanical Permits

Total Pulled	4	Total revenue	\$1,744
Paid	3	Total Paid	\$180
Unpaid	2	Unpaid	\$1,564

Hallmark Reality

Electrical - \$6,916

Mechanical - \$1,564

From Previous Months

	<u>Building</u>	<u>Revenue</u>	<u>Plumbing</u>	<u>Revenue</u>	<u>Electrical</u>	<u>Revenue</u>	<u>Mechanical</u>	<u>Revenue</u>
July 2023	5	\$900	3	\$323	3	\$1,383		
June 2023	3	\$570						
May 2023								
April 2023	2	345	2	\$139				
March 2023							1	\$49
February 2023	1	\$30						
January 2023			1	\$31				
December 2022							1	\$49
November 2022								
October 2022	2	\$60						
September 2022	2	\$60	1	\$41				
August 2022			2	\$62				
July 2022			2	\$175				
June 2022			1	\$31				
May 2022	3	\$125						
Totals	18	\$2,090	12	\$802	3	\$1,383	2	98

COUNCIL AGENDA ITEM #6

Council Meeting:
September 12, 2023

Originating Dept: Administration

Agenda Item:
Presentation for Lacy Lakeview Yard of the Month.

Action:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Work Session | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Recognition | <input type="checkbox"/> Resolution |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Motion/Order |
| <input checked="" type="checkbox"/> Special Presentation | <input type="checkbox"/> Other |

Recommended Motion:
NO ACTION REQUIRED.

Mr. Blassingame

COUNCIL AGENDA ITEM #7

Council Meeting:
September 12, 2023

Originating Dept: Administration

Agenda Item:

Discussion and consideration of motion regarding appointment of citizen to fill the unexpired term for the council seat vacated by resignation of Barbara Seitz.

Action:

- | | |
|---|--|
| <input type="checkbox"/> Work Session | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Recognition | <input type="checkbox"/> Resolution |
| <input type="checkbox"/> Public Hearing | <input checked="" type="checkbox"/> Motion/Order |
| <input type="checkbox"/> Special Presentation | <input type="checkbox"/> Other |

COUNCIL AGENDA ITEM #8

Council Meeting:
September 12, 2023

Originating Dept: Administration

Oath of Office:

Oath of Office administered to the newly appointed Council Member.

Action:

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Work Session | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Recognition | <input type="checkbox"/> Resolution |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Motion/Order |
| <input type="checkbox"/> Special Presentation | <input type="checkbox"/> Other |

Recommended Motion:
NO ACTION REQUIRED.

COUNCIL AGENDA ITEM #9

SUMMARY:

Mayor's Report

Briefings or updates may be provided regarding City Council and/or community events.

COUNCIL AGENDA ITEM #10

SUMMARY:

Council Member's Input

Briefings or updates may be provided regarding City Council and/or community events.

COUNCIL AGENDA ITEM #11

SUMMARY:

Public Comment

This time is for individuals to address the City Council on issues and items of concern on or not on the agenda. There will be no City Council action at this time. Limit of 3 minutes per person. The City Council reserves the right to delay, when appropriate and upon the agreement of the individual, on a specific agenda item so they may speak at that time.

COUNCIL AGENDA ITEM #12

Council Meeting:
September 12, 2023

Originating Dept: Administration

Agenda Item:

Approval of the Minutes from the City Council Session held on August 21, 2023.

Action:

- | | |
|---|--|
| <input type="checkbox"/> Work Session | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Recognition | <input type="checkbox"/> Resolution |
| <input type="checkbox"/> Public Hearing | <input checked="" type="checkbox"/> Motion/Order |
| <input type="checkbox"/> Special Presentation | <input type="checkbox"/> Other |

MINUTES OF A SPECIAL CALLED SESSION AND WORK SESSION COUNCIL MEETING, TUESDAY, AUGUST 21, 2023 AT 6:00 P.M. IN THE LACY LAKEVIEW CITY COUNCIL CHAMBERS LOCATED AT LACY LAKEVIEW CITY HALL, 501 E. CRAVEN, LACY LAKEVIEW, TEXAS.

Work Session:

1. The meeting of the Lacy Lakeview City Council was called to order by Mayor Payne at 6:06 p.m.
2. Roll Call.

Attendee Name	Present	Absent	Late	Arrived
A. Niecey Payne	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bruce Bundrant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Richard Lednicky	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Jonathan Olvera	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Robert Plsek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Charles Wilson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Staff Present: Calvin Hodde, City Manager; Laurie Kaczmarek, City Secretary; Jeron Barnett, Police Chief; Amber Fuller, Finance Director, and David Deaconson, City Attorney.

3. **Pledge of Allegiance to the United States of America.**
4. **Presentation by Officer Amanda Leka regarding new tasers that were recently acquired by the Lacy Lakeview Police Department.**

Officer Amand Leka did a demonstration of the new tasers that were recently acquired by the Lacy Lakeview Police Department. It had been fifteen (15) years since the last taser update. The information is downloaded to a docking station, and it is stored and it keeps everything. All officers were trained in the use of tasers.

5. **Presentation by and council discussions with each citizen who prior to Saturday, August 19 has shown interest in being a member of the Lacy Lakeview Council. This will be a question-and-answer time between the prospective member(s) and council and the nominations and selection will be at the September 12, 2023, City Council meeting.**

Annette Alvarado was not present.

Brenda Washington was not present.

Deborah Ray has been in Lacy Lakeview for 40+ years. She would like to identify things that Lacy Lakeview needs. She wants to bring revenue to the city and has no problem attending meetings.

Henry Bush has attended many Council meetings. Wants to help inform citizens about new revenue in City. He stated that he can attend meetings.

Patrick Hayes lived here in 2017 and moved to Robinson and then moved back to be a pastor at Lakeview Baptist Church. He has had community service and military service.

Victoria Lee has lived in Lacy Lakeview for one and a half years (1 ½). She has a passion to help others. She stated she volunteers at Rodeo Austin as the Vice Chair for the BBQ registration. She does projects and volunteers.

6. **Public Hearing**

The City of Lacy Lakeview will hold a Public Hearing on the proposal to adopt the Tax Increase that raises the ad valorem tax rate to 0.331411 per \$100 of taxable value, which is greater than the no new revenue rate and is not greater than the De Minimis tax rate.

The public hearing was opened at 6:42 p.m.

Nobody was present to speak in favor of.

Alton Crane of 200 S Rita, Lacy Lakeview spoke against. Stated the money could go toward streets.

Michelle Crane of 410 N Walnut, Lacy Lakeview spoke against.

The public hearing was closed at 6:55 p.m.

Recess Work Session to Convene Regular Session

Regular Session was called to order at 6:55 p.m.

7. **Mayor's Report.**

Ms. Young with the American Red Cross would like to set up a meeting with the mayor, the Disaster Manager, the City Manager, the Emergency Manager and the Fire Chief.

8. **Council Member's Input.**

There was no Council input at this time.

9. **Public Comment.**

Mike Phillips of 608 Avenue H spoke about Mr. Bush being on Council.
Alton Crane and Janet Crane of 200 S. Rita spoke about line items 12 – 15 on the Budget and maybe tabling them.
Amanda Bush of 608 Avenue H spoke for Mr. Bush being on Council.
Ms. Pecina of 307 N Lakeview Drive spoke about Mr. Bush being on Council.

10. **Approval of the Minutes from the City Council Session held on August 8, 2023.**

Mayor Pro-Tm Wilson moved to approve the minutes from the council meeting held on August 8, 2023. Council Member Olvera seconded. All council members present voted in favor; motion carried.

11. **Discussion and consideration of recommended action to accept proposal for employee Life Insurance, to approve supplemental employee benefits options through AFLAC, and accept proposal for employee group health insurance through Baylor Scott and White for fiscal year 2023-2024.**

Council Member Olvera moved to accept the proposal for employee Life Insurance, to approve supplemental employee benefits options through AFLAC, and to accept the proposal for employee group health insurance through Baylor Scott and White for fiscal year 2023-2024. Mayor Payne seconded.

Council Member Olvera amended motion to accept the proposal for employee Life Insurance, to approve supplemental employee benefits options through AFLAC, and to accept the proposal for employee group health insurance through Baylor Scott and White for renewal number one (#1) for fiscal year 2023-2024. Mayor Payne seconded. All council members present voted in favor; motion carried.

12. **Discussion and consideration of approval for Ordinance 2023-07; ADOPTING THE 2023-2024 GENERAL FUND OPERATING BUDGET.**

Council Member Olvera moved to approve Ordinance 2023-07 Adopting the 2023-2024 General Fund Operating Budget. Mayor Pro-Tem Wilson seconded.

Council Member Olvera	For
Mayor Pro-Tem Wilson	For
Mayor Payne	For
Council Member Plsek	For
Council Member Bundrant	For

All council members present voted in favor; motion carried.

13. **Discussion and consideration of approval for Ordinance 2023-08; ADOPTING THE 2023-2024 WATER FUND OPERATING BUDGET.**

Mayor Pro-Tem Wilson moved to approve Ordinance 2023-08 Adopting the 2023-2024 Water Fund Operating Budget. Council Member Olvera seconded.

Council Member Olvera	For
Mayor Pro-Tem Wilson	For
Mayor Payne	For
Council Member Plsek	For
Council Member Bundrant	For

All council members present voted in favor; motion carried.

14. **Discussion and consideration of approval for Ordinance 2023-09; ADOPTING THE 2023-2024 PUBLIC SERVICE FUND OPERATING BUDGET**

Council Member Olvera moved to approve Ordinance 2023-09 Adopting the 2023-2024 Public Service Fund Operating Budget. Council Member Bundrant seconded.

Council Member Olvera	For
Mayor Pro-Tem Wilson	For
Mayor Payne	For
Council Member Plsek	For
Council Member Bundrant	For

All council members present voted in favor; motion carried.

15. **Discussion and consideration of approving the proposed ad valorem tax rate increase reflected in the 2023-2024 General Fund Operating Budget over last year’s tax rate.**

Council Member Olvera moved to approve adopting the following tax rate for 2023: M&O is 0.291291 and I&S is 0.040120 with a total of 0.331411. Mayor Payne seconded.

Council Member Olvera	For
Mayor Pro-Tem Wilson	For
Mayor Payne	For
Council Member Plsek	For
Council Member Bundrant	For

16. **Discussion and consideration of action regarding the adoption of Ordinance 2023-10; LEVYING A TAX RATE OF THE CITY OF LACY LAKEVIEW, TEXAS FOR THE TAX YEAR 2023.**

Mayor Pro-Tem Wilson moved to approve Ordinance 2023-10 Levying a tax rate of the City of Lacy Lakeview, Texas for the tax year 2023. Council Member Plsek seconded.

Council Member Olvera	For
Mayor Pro-Tem Wilson	For
Mayor Payne	For
Council Member Plsek	For
Council Member Bundrant	For

All council members present voted in favor; motion carried.

17. **Discussion and consideration of action to approve Ordinance 2023-11; AN ORDINANCE OF THE CITY OF LACY LAKEVIEW, TEXAS ADOPTING THE 2023-2024 FISCAL YEAR SCHEDULE PROVIDING THE FEES TO BE CHARGED FOR UTILITY TAP FEES, WATER, SEWER, AND SANITATION RATES, BUILDING ELECTRICAL AND PLUMBING PERMITS, AND OTHER LICENSES, PERMITS AND DEPOSITS; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; DECLARING AN EMERGENCY.**

Council Member Olvera moved to approve Ordinance 2023-11 Adopting the 2023-2024 fiscal year schedule providing the fees to be charged for Utility tap fees, Water, Sewer and Sanitation rates, Building, Electrical and Plumbing permits, and other licenses, permits and deposits; providing a repealing clause; providing a savings clause; declaring an emergency. Mayor Payne seconded. All council members present voted in favor; motion carried.

The meeting was adjourned at 7:20 p.m.

Mayor, A. Niecey Payne

ATTEST:

Laurie Kaczmarek, City Secretary

COUNCIL AGENDA ITEM #13

Council Meeting:
September 12, 2023

Originating Dept: Administration

Agenda Item:

Discussion and consideration of action to authorize the City Manager to execute an Interlocal Agreement with Texas State Technical College (TSTC), to provide public safety dispatch services for the TSTC Department of Public Safety.

Action:

- | | |
|---|--|
| <input type="checkbox"/> Work Session | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Recognition | <input type="checkbox"/> Resolution |
| <input type="checkbox"/> Public Hearing | <input checked="" type="checkbox"/> Motion/Order |
| <input type="checkbox"/> Special Presentation | <input type="checkbox"/> Other |

INTERLOCAL COOPERATION CONTRACT

This Interlocal Cooperation Contract (“Contract”) replaces prior agreements and is entered into effective October 1, 2023 (“Effective Date”), by and between the Contracting Parties, pursuant to authority granted in and in compliance with the *Interlocal Cooperation Act*, Chapter 791, *Texas Government Code*.

1. CONTRACTING PARTIES:

Receiving Party: Texas State Technical College Waco (TSTC), 3801 Campus Drive, Waco, Texas 76705, an institution of higher education and an agency of the State of Texas

Providing Party: City of Lacy Lakeview, 501 East Craven Avenue, Waco, Texas 76705, a local government of the State of Texas

2. PURPOSE:

The purpose of this Contract is for Receiving Party to obtain the services of Providing Party to provide public safety dispatch service for the TSTC Department of Public Safety from the City of Lacy Lakeview.

3. STATEMENT OF SERVICES TO BE PERFORMED:

The City of Lacy Lakeview will provide police and fire dispatch service between the hours of 5:00 p.m. and 8:00 a.m., Monday through Thursday of each week and on weekends from 5:00 p.m. Friday through 8:00 a.m. Monday, and for each official holiday observed by TSTC Waco. TSTC shall provide a copy of its official holiday schedule at the commencement of the fiscal period. It is further agreed that TSTC Waco shall have reasonable access to the Texas Law Enforcement Telecommunications System (TLETS), the National Law Enforcement Telecommunications System (NLETS), the Texas Crime Information Center (TCIC) and the National Crime Information System (NCIC) in order to provide information into the system for use by law enforcement agencies and to request information stored in the system for use by law enforcement agencies. The City of Lacy Lakeview will maintain all records for TSTC Waco for the Texas Crime Information Center (TCIC) and the National Crime Information System (NCIC), to include but not limited to administration messages, and entries of persons and articles. TSTC Waco, its employees and agents agree that they will not disclose any information obtained from TLETS, NLETS, TCIC or NCIC to any person, firm, corporation or agency not authorized by State or Federal statute to receive such information, except by valid court order.

TSTC Waco agrees to abide by all laws of the United States and the State of Texas, and all present and/or hereafter approved rules, policies and procedures of TLETS, NLETS, TCIC, NCIC and any other system, now or in the future, associated with TLETS concerning the collection, storage, processing, retrieval, dissemination and exchange of information for criminal justice purposes.

Suspension of Services: Providing Party reserves the right, after reasonable notice, to suspend dispatch service, which may include canceling the entry of records, in the event of Receiving Party's violation of applicable regulatory or statutory polices caused by Receiving Party. Such suspension of service may only continue until the violation(s) has been corrected and appropriate and adequate safeguards are implements by Receiving Party to prevent a future violation.

The City of Lacy Lakeview agrees to make available to TSTC Waco all TLETS/NLETS and TCIC/NCIC publications and policies as are available to it so that TSTC Waco may comply with the policies of the various issuing agencies.

TSTC Waco shall have no vested interest or ownership in any of the equipment or property owned by the City of Lacy Lakeview in the operation of the police dispatch service.

4. WARRANTIES:

Receiving Party warrants that (1) it has the authority to contract for the services under authority granted in Chapter 135, *Texas Education Code*, and Chapter 791, *Texas Government Code*; (2) it has all necessary power and has received all necessary approvals to execute and deliver this contract; and (3) the representative signing this Contract on its behalf is authorized by its governing body to sign this Contract.

Providing Party warrants that (1) it has authority to perform the services under authority granted in Chapter 9.001 of the Local Government Code and Article XI, Section 5, of the Texas Constitution and Chapter 791, *Texas Government Code*; (2) it has all necessary power and has received all necessary approvals to execute and deliver this contract; and (3) the representative signing this Contract on its behalf is authorized by its governing body to sign this Contract.

5. BASIS FOR CALCULATING REIMBURSABLE COSTS:

The costs are described below:

A. Allocated manpower costs per month	\$600.00
B. Allocated equipment costs per month	\$100.00
C. Allocated software update and maintenance costs per month	\$300.00

6. CONTRACT AMOUNT:

The total amount of this Contract shall be **\$12,000.00** per year, billed in equal monthly installments.

7. PAYMENT FOR SERVICES:

Providing Party will invoice Receiving Party for services monthly.

Invoices should be sent to: Cashier's Office
TSTC Waco
3801 Campus Drive
Waco, Texas 76705

In accordance with *Texas Prompt Payment Act*, Chapter 2251, *Texas Government Code*, Receiving Party shall reimburse Providing Party for services satisfactorily performed. Payments made under this Contract will (1) fairly compensate Performing Party for the services performed under this Contract, and (2) be made from current revenues available to Receiving Party.

8. TERM OF CONTRACT:

This Contract will begin on the Effective Date and will expire on September 30, 2024 unless renewed in one-year terms by a writing signed by both parties.

9. TERMINATION:

In the event of a material failure by a Contracting Party to perform its duties and obligations in accordance with the terms of this Contract, the other Party may terminate this Contract upon sixty (60) days' advance written notice of termination setting forth the nature of the material failure; provided that, the material failure is through no fault of the terminating Party. The termination will not be effective if the material failure is fully cured prior to the end of the sixty (60) -day period.

Receiving Party may terminate this Contract without cause upon sixty (60) days' advance written notice of termination to the Providing Party.

10. NOTICES:

All notices, consents, approvals, demands, requests or other communications provided for or permitted to be given under any of the provisions of this Contract shall be in writing and shall be deemed to have been duly given or served when delivered by hand delivery or when deposited in the U.S. mail by registered or certified mail, return receipt requested, postage prepaid, and addressed as below or such other persons or address as may be given in writing by either Party to the other in accordance with this Section:

If to Receiving Party: Chief Eduardo Patino
TSTC in Waco Police Department
3801 Campus Drive
Waco, Texas 76705
eduardo.patino@tstc.edu

With a courtesy notice to: Office of Contract Administration
TSTC in Waco
3801 Campus Drive
Waco, Texas 76705
contractadmin@tstc.edu

If to Providing Party: Mailed to:
City of Lacy Lakeview
P. O Drawer 154549
Waco, Texas 76715-4549
Attn: City Manager

Or

Physical Delivery to:
City of Lacy Lakeview:
501 E. Craven
Waco, Texas 76705
Attn: City Manager

11. OTHER PROVISIONS:

- a) **Entire Contract; Modifications.** This Contract supersedes all prior agreements, written or oral, between Receiving Party and Providing Party and shall constitute the entire agreement and understanding between the parties with respect to the subject matter of this Contract. This Contract and each of its provisions shall be binding upon the parties and may not be waived, modified, amended or altered except by a writing signed by Receiving Party and Providing Party.
- b) **Assignment.** This Contract is not transferable or assignable except upon written approval by Receiving Party and Providing Party.
- c) **Severability.** If any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof, and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in this Contract.
- d) **Public Records.** It shall be the independent responsibility of Receiving Party and Providing Party to comply with the provisions of Chapter 552, *Texas Government Code* (the “*Public Information Act*”), as those provisions apply to the parties’ respective information. Receiving Party is not authorized to receive public information requests or take any action under the *Public Information Act* on behalf of Providing Party. Likewise, Providing Party is not authorized to receive public information requests or take any other action under the *Public Information Act* on behalf of Receiving Party.
- e) **Loss of Funding.** Performance by a Contracting Party of its duties and obligations under this Contract may be dependent upon the appropriation and allotment of funds by the Texas State Legislature (the “Legislature”) and/or allocation of funds by that Contracting Party’s governing board. If the Legislature fails to appropriate or allot the necessary funds to a Contracting Party, or a Contracting Party’s governing board fails to allocate the necessary funds, then the Contracting Party that loses funding may terminate this Contract without further duty or obligation under this Contract.

- f) Receiving Party acknowledges, understands and agrees that Providing Party shall not be in material breach of this agreement in the event of a failure to dispatch arising from the loss of electrical service by Providing Party, damage to Providing Party’s radio, telephonic, computer or other equipment necessary to receive or dispatch calls caused by events or circumstances beyond the control of Providing Party or by and Act of God.
- g) **Alternative Dispute Resolution.** If disputes arise under the Contract, the contracting parties agree to use the alternative dispute resolution procedures authorized under *Governmental Dispute Resolution Act, Chapter 2009, Texas Government Code.*

Duly authorized representatives of the Contracting Parties have executed and delivered this Contract to be effective as of the Effective Date.

“RECEIVING PARTY”

“PROVIDING PARTY”

TSTC in Waco

City of Lacy Lakeview, Texas

By: _____

By: _____

Kevin Semien
Vice Chancellor/CCSO

Calvin Hoode
City Manager

Date: _____

Date: _____

COUNCIL AGENDA ITEM #14

Council Meeting:
September 12, 2023

Originating Dept: Administration

Agenda Item:

Discussion and consideration of action to authorize the City Manager to accept a Request for Annexation from FOAMTEC International and begin notice and other requirements to begin annexation procedure.

Action:

- | | |
|---|--|
| <input type="checkbox"/> Work Session | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Recognition | <input type="checkbox"/> Resolution |
| <input type="checkbox"/> Public Hearing | <input checked="" type="checkbox"/> Motion/Order |
| <input type="checkbox"/> Special Presentation | <input type="checkbox"/> Other |



Request for Voluntary Annexation

August 9, 2023

Calvin Hodde, City Manager
Town of Lacy Lakeview
501 E. Craven Avenue
Lacy Lakeview, TX 76705

Dear Mr. Hodde,

As the representative of the owners of the below reference property, I would like the Town Council to consider my request for annexation. The property in question is located at; 6575 IH-35 North, Lacy Lakeview, TX 76705. BURTON SAMUEL SurveyA-77, 11.134 acres, Abstract #77. The property is currently developed with an 85,071 sq.ft standalone building intended for light manufacturing of medical swabs.

A) The tax evaluation data for the property is as follows

1. Tax Parcel Number: 111987
2. Owner as listed on Deed, Foamtec International, LLC
3. Tax Value (by parcel), \$11,845,470

B) The anticipated impact to City service is as follows:

1. Water/sewer (estimated gallons per day) 600
2. Police and Fire services

C) Enclosed, please find the following information:

1. Copy of Annexation Survey (suitable for recording) and Legal Description of Property.
2. Copy of All Deeds for Area to be Annexed to verify ownership.



**Foamtec
International**

Wilshire Contamination Control Division

cleaning critical surfaces

Proposed Tax Abatement

Est. Value	\$ 11,845,470.00			
Tax Rate	0.2975%			Proposed
Yr1	0.25	0.75	\$ 31,961.04	\$ 7,990.26
Yr2	0.25	0.75	\$ 31,961.04	\$ 7,990.26
Yr3	0.25	0.75	\$ 31,961.04	\$ 7,990.26
Yr4	0.25	0.75	\$ 31,961.04	\$ 7,990.26
Yr5	0.25	0.75	\$ 31,961.04	\$ 7,990.26
Yr6	0.6	0.4	\$ 31,961.04	\$ 19,176.62
Yr7	0.7	0.3	\$ 31,961.04	\$ 22,372.73
Yr8	0.95	0.05	\$ 31,961.04	\$ 30,362.99
Yr9	1.05	-0.05	\$ 31,961.04	\$ 33,559.09
Yr10	1.15	-0.15	\$ 31,961.04	\$ 36,755.20
				\$ 182,177.93

Property values and tax rates will not increase during this 10 year period.

Sincerely,

Michael Strauss
Vice President of Sales/Operations



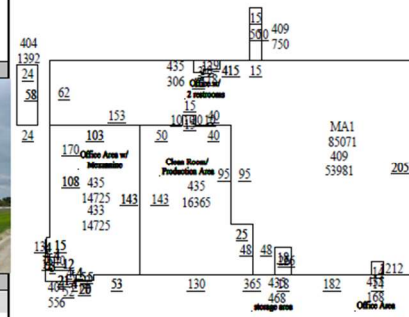
Foamtec International

Wilshire Contamination Control Division

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MCLENNAN COUNTY APPRAISAL DISTRICT				PROPERTY FIELD REVIEW CARD 2023				2023-0-111987-457397																						
PROPERTY ID AND LEGAL DESCRIPTION PROP ID: 111987 TYPE: Real DBA: BURTON SAMUEL A-77 Acres 11.134 GEO ID: 200077000072001 REF ID: MAP ID: 14A STATUS: N IH 35 WACO, TX 76705 MAPSCO: 240 PROP USE: 300 SUB MAT: TIF: N GBA: 0 NRA: 0 UNITS: 0				OWNER ID, NAME AND ADDRESS FOAMTEC INTERNATIONAL LL 720 VENTURE DR WACO, TX 76712-6800-20 EFFECTIVE ACRES: 11.1340 APPR VAL METHOD: Cost				EXEMPTIONS 00 100% 20 100% 30 100% 85 100% DAD 100%				ENTITIES IMPROVEMENT 0 9,832,140 LAND MKT + 909,370 909,370 MARKET = 909,370 10,741,510 PROD LOSS = 0 0 APPRAISED = 909,370 10,741,510 HS CAP LOSS = 909,370 10,741,510 ASSESSED = 909,370 10,741,510																		
GENERAL UTILITIES: W,E LAST APPR YR: 2022 LAST APPR: Cloyd Bu TOPOGRAPHY: SLP CAP BASIS YR: NBHD APPR: Don W ROAD ACCESS: PVD LAST INSP DATE: 03/31/2022 SUBOV APPR: Cloyd ZONING: R NEXT INSP DATE: LAND APPR: Cloyd GROUP CODES: AGOELAGINRS,AGREA BUILDER: VAL APPR: Cloyd NEXT REASON: REVT:				REMARKS / SKETCH COMMENTS PICT 2022: AG REVIEW; 11-22-21 KW // 4SATE 47,697,000.00 \$152,470.80/AC for 11.13 AC, \$3.50/SF for 484,822 SF, comm land, MA1 X,SU3SR131,R4,D4,R5,D12,R21,D4,R4,D5,R20,U5,R365,U205 L415,D170,L4,D15 435 X,SU11SR3,R4,D4,R5,D12,R21,D4,R4,D5,R20,U5,R53,U143 L103,D108,L4,D15				SKETCH FOR IMPROVEMENT #1 																						
BUILDING PERMITS 1 11/02/2022 22-111987 NEWCA 0 Cloyd New commercial bldg. per 2 08/18/2010 11-111987 WFACI 0 Cloyd DIRT WK REVIEW FOR 2011				PICTURE 																										
INCOME APPROACH DATA GRI VAC EGR OTHER INC EGI EXPENSE TAXES NOI METHOD INC VALUE																														
TAX AGENT: GROSS SQFT: PHONE: LINKED ACCTS: NET SQFT: RECONCILED VALUE:																														
INQUIRY / ARB PROTESTS CASE ID DATE APPR STATUS OWNER COMMENTS STAFF COMMENTS																														
SALES & DEED HISTORY																														
SALE DT	SALE PRICE	TYPE	RATIO	FIN CD	FIN TERM	LA SQFT	SP / SQFT	1ST IMPRV	2ND IMPRV	GRANTOR	CONSID	DEED	DEED INFO																	
02/07/2022	0	DX	NONE	0	YR	0	0.00			BPD FAMILY LTD	WD	2022004902																		
09/24/2021	1,697,000	CAL	NONECONV	0	YR					BPD FAMILY LTD	LA	4SALE Comm - land																		
08/25/2021	0	NONENONE		0	YR					FLOWERS THOMAS	WD	2021034309																		
REGION: 20C SUBD: 0077.00520 NBHD: 2957.3 (100) SUBSET: 300																														
IMPROVEMENT VALUATION																														
#	TYPE	DESCRIPTION	MTHD	CLASS/SUBCL	AREA	UNIT PRICE	UNITS	STY	BUILT	EFF	YR	COND.	VALUE/DEPR	PHYS	ECON	FUNC	COMP	ADJ	ADJ VALUE	#	ADJ TYPE	ADJ AMT	ADJ %	DESCRIPTION	UNITS	CODE	VALUE			
A	MA1	Main Area 1	C	28C3+/	85,071.0	33.64	1	1	2022	2022	*	2,861,790	100%					1.38	3,954,990	1A	SHP_R	0	0	01 Foundation	1	D1Sta	0			
B	435	Enclosure Fin LA/O	C	MU2/	14,725.0	46.27	1	1	2022	2022	*	666,600	100%					1.28	853,250	1B	QBD	0	0	04 Construct Style	1	02SFr	0			
C	435	Enclosure Fin LA/O	C	MU2/	16,365.0	46.27	1	1	2022	2022	*	749,840	100%					1.75	1,298,480	1C	QA+	0	0	05 Exterior Wall	1	10Tit	0			
D	435	Enclosure Fin LA/O	C	MU2/	168.0	46.27	1	1	2022	2022	*	7,810	100%					1.00	7,810	1D	QCO	0	0	06 Wall Ht	1	30	0			
E	435	Enclosure Fin LA/O	C	MU2/	308.0	46.27	1	1	2022	2022	*	13,850	100%					1.00	13,850	1E	QCO	0	0	07 Roof Style	1	02SFr	0			
F	435	Enclosure Fin LA/O	C	MU4/	468.0	17.60	1	1	2022	2022	*	8,240	100%					1.00	8,240	1F	QCO	0	0	08 Roof Covering	1	04BUU	0			
G	433	Mezzanine	C	MU7/	14,725.0	7.49	1	1	2022	2022	*	110,290	100%					1.00	110,290	1G	QCO	0	0	09 Flooring	1	12SDc	0			
H	D91	Central HC	C	CHC > /	78.9	2,870.07	1	1	2022	2022	*	210,670	100%					1.00	210,670	1I	QBD	0	0	10 Heating/Cooling	1	03Non	0			
I	404	Canopy	C	CP6A/	555.0	22.94	1	1	2022	2022	*	12,760	100%					1.28	16,330	1J	QBD	0	0	13 Interior Finish	1	03IRF	0			
J	404	Canopy	C	CP6A/	1,392.0	22.94	1	1	2022	2022	*	31,930	100%					1.00	31,930	1J	QCO	0	0	14 Ceiling	1	07Unf	0			
K	400	Docks Special Unit	C	DL1/	53,981.0	2.78	1	1	2022	2022	*	150,070	100%					1.00	150,070											
L	400	Docks Special Unit	C	LD5/	750.0	12.61	1	1	2022	2022	*	9,460	100%					1.00	9,460											
continued on next page																														
REGION: 20C SUBD: 0077.00520 NBHD: 2957.3 (100) SUBSET: 300																														
LAND VALUATION																														
LA DESCRIPTION	TYPE	SOIL	CLS	TABLE	SC	HS	METH	DIMENSIONS	UNIT PRICE	ADJ	MASS	ADJ VAL	SRG	MKT VAL	LA	ADJ TYPE	ADJ AMT	ADJ %	AG	AG USE	AG TABLE	AG UNIT	PNC	AG VALUE						
1. Improved Pastur	3	WnA		SPECIAL	F2	N	A	11.1340 AC	65,340.00	1.25	1.00	A	909,370	1.	NC2	0	125.00	N		PI-S2	130.00		0							

PRELIMINARY: FINAL VALUE NOTICE WILL BE SENT IN MAY 2023.





Foamtec International

Wilshire Contamination Control Division

cleaning critical surfaces

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Foamtec International

Wilshire Contamination Control Division

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PROPERTY ID AND LEGAL DESCRIPTION				OWNER ID, NAME AND ADDRESS				OWNER ID / %		EXEMPTIONS		ENTITIES		VALUE METHOD		C 2022 VALUES		C 2023 VALUES	
PROP ID: 111987 TYPE: Real DBA: BURTON SAMUEL A-77 Acres 11.134 GEO ID: 200077000072001 REF ID: MAP ID: 14A MAPSCO: 240 TIF: N SITS: N IH 35 WACO, TX 76705 PROP USE: 300 SUB MKT: GBA: 0 NRA: 0 UNITS: 0				FOAMTEC INTERNATIONAL LLC 720 VENTURE DR WACO, TX 76712-6800-00				457397 100.00%				00 100% 20 100% 80 100% 88 100%		IMPROVEMENT LAND MKT MARKET PROD LOSS APPRAISED HS CAP LOSS ASSESSED		0 909,370 909,370 0 909,370 0 909,370		0 909,370 10,741,510 0 10,741,510 0 10,741,510	
GENERAL UTILITIES: W/E LAST APPR YR: 2022 LAST APPR: Clyde Bu TOPOGRAPHY: SLP CAP BASIS YR: NBHD APPR: Don W ROAD ACCESS: PVD LAST INSP DATE: 03/31/2022 SUBDV APPR: ZONING: R NEXT INSP DATE: LAND APPR: Clyde GROUP CODES: AGDEL,AGINRS,AGREA BUILDER: VALUE APPR: Clyde NEXT REASON: RENT:				REMARKS / SKETCH COMMANDS PICT 2022: AG REVIEW 11-22-24 KW/74 SALE 611,657,000 of \$152,470.80/AC for 11.134 AC. D/S/15-16-23 S/11-13-23 447 MD7,MR89,R22,U6,L22,D16 450 MR58.5,C19.5				SKETCH FOR IMPROVEMENT #2 											
BUILDING PERMITS BM ISSUE DT PERMIT # TYPE ST EST VALUE APPR BUILDER COMMENT 1 11/02/2022 22-111987 NEWCA 0 Clyd New commercial bldg, per 2 08/18/2010 11-111987 WFACI 0 Clyd DIRT WK REVIEW FOR 2011				INCOME APPROACH DATA GPI VAC EGR OTHER INC EGI EXPENSE TAXES NOI METHOD INC VALUE				TAX AGENT: PHONE: GROSS SQFT: NET SQFT: LINKED ACCTS: RECONCILED VALUE:				INQUIRY / ARB PROTESTS CASE ID DATE APPR STATUS OWNER COMMENTS STAFF COMMENTS							
SALES & DEED HISTORY SALE DT SALE TYPE RATIO FIN CD FIN TERM LA SQFT SP / SQFT 1ST IMPRV 2ND IMPRV GRANTOR CONSID DEED DEED INFO 02/07/2022 0 DX NONE 0 YR 0 0.00 BPD FAMILY LTD WD 2022004902 09/24/2021 1,697,000 CAL NONECONV 0 YR BPD FAMILY LTD LA 4SALE Comm - land 08/25/2021 0 NONENONE 0 YR FLOWERS THOMAS WD 2021034309				IMPROVEMENT VALUATION LIVING AREA: 85,071 APPR/SQFT: 126.27 SALE/SQFT: 13.95				IMPROVEMENT DETAIL ADJUSTMENTS # ADJ TYPE ADJ AMT ADJ % DESCRIPTION UNITS CODE VALUE 2A QCC 0				IMPROVEMENT FEATURES							
LAND VALUATION LA DESCRIPTION TYPE SOIL CLS TABLE SC HS METH DIMENSIONS UNIT PRICE ADJ MASS ADJ VAL SRC MKT VAL A 447 Storage Bldg/Area C RS4/ 352.0 21.18 1 1 2022 2022 * 7,460 100% B 450 Tank - Bin C TB1/ 105,638.0 18.32 1 1 2022 2022 * 1,935,290 100% 2. C - Fire Suppr. Water System STCD: F2 105,990.0 (E2022) Homesite: N 1,942,750 Living Area: 0 1,942,750 450 = gals.posted on tank = area= vol in gals= diameter x diameter x 5.8748 x ht (M&S 61-1) A 437 Paved Area Sch C PC2/ 148,660.0 5.93 1 1 2022 2022 * 869,690 100% B 429 Light Standard C LT2/ 5.0 4,097.99 1 1 2022 2022 * 20,480 100% 3. C - Site Impme STCD: F2 146,665.0 (E2022) Homesite: N 890,180 Living Area: 0 890,180				LAND ADJUSTMENTS LA# ADJ TYPE ADJ AMT ADJ %				PRODUCTIVITY VALUATION AG AG USE AG TABLE AG UNIT PRC AG VALUE											

PRELIMINARY: FINAL VALUE NOTICE WILL BE SENT IN MAY 2023.



22
16
447
352
16
22



**Foamtec
International**

Wilshire Contamination Control Division

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2022004902 DEED

02/07/2022 02:41:25 PM Total Pages: 5 Fees: \$28.00

J. A. "Andy" Harwell, County Clerk - McLennan County, Texas

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

Warranty Deed

20A13956

Date: February 7, 2022

Grantor: BPD Family, Ltd.

Grantor's Mailing Address:

Grantee: Foamtec International, LLC

Grantee's Mailing Address: 720 Venture Drive
Waco, Texas 76712

Consideration: TEN AND NO/100 (\$10.00) and other valuable consideration, the receipt of which is hereby acknowledged.

Property (including any improvements): See Exhibit A attached hereto and made a part hereof for all purposes.

Reservations from Conveyance: None

Exceptions to Conveyance and Warranty: Validly existing easements, right-of-way, and prescriptive rights, whether of record or not; all presently recorded and validly existing restrictions, reservations, covenants, conditions, oil and gas leases, mineral interests, and water interests outstanding in persons other than grantor, and other instruments, other than conveyances of the surface estate, that affect the Property; validly existing rights of adjoining owners in any walls and fences situated on a common boundary; and discrepancies, conflicts, or shortages in area or boundary lines; any encroachments or overlapping of improvements.

Grantor, for the Consideration and subject to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty, grants, sells, and conveys to Grantee the Property, together with all and singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantee and Grantee's heirs, successors, and assigns forever. Grantor binds Grantor and Grantor's heirs and successors to warrant and forever defend all and singular the Property to Grantee and Grantee's heirs, successors, and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof, except as to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty.

When the context requires, singular nouns and pronouns include the plural.



**Foamtec
International**

Wilshire Contamination Control Division

cleaning critical surfaces

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Warranty Deed

20A13256

Date: February 7, 2022

Grantor: BPD Family, Ltd.

Grantor's Mailing Address:

Grantee: Foamtec International, LLC

Grantee's Mailing Address: 720 Venture Drive
Waco, Texas 76712

Consideration: TEN AND NO/100 (\$10.00) and other valuable consideration, the receipt of which is hereby acknowledged.

Property (including any improvements): See Exhibit A attached hereto and made a part hereof for all purposes.

Reservations from Conveyance: None

Exceptions to Conveyance and Warranty: Validly existing easements, right-of-way, and prescriptive rights, whether of record or not; all presently recorded and validly existing restrictions, reservations, covenants, conditions, oil and gas leases, mineral interests, and water interests outstanding in persons other than grantor, and other instruments, other than conveyances of the surface estate, that affect the Property; validly existing rights of adjoining owners in any walls and fences situated on a common boundary; and discrepancies, conflicts, or shortages in area or boundary lines; any encroachments or overlapping of improvements.

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When the context requires, singular nouns and pronouns include the plural.




**Foamtec
International**

Wilshire Contamination Control Division

cleaning critical surfaces

BPD Family, Ltd.

By: Four D Properties, Inc., its General Partner

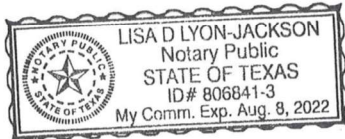

By: Billy H. Davis, Jr., President

STATE OF TEXAS

COUNTY OF MCLENNAN

This instrument was acknowledged before me on February 7, 2022, by Billy H. Davis, Jr., President of Four D Properties, Inc., the General Partner of BPD Family, Ltd., on behalf of said limited partnership.


Notary Public, State of Texas



AFTER RECORDING, RETURN TO:
Foamtec International, LLC
720 Venture Drive
Waco, TX 76712

PREPARED IN THE LAW OFFICES OF:
Carpenter & Croft, PLLC
7901 Fish Pond Rd., Suite 210
Waco, Texas 76710
254.300.7909

**EXHIBIT "A"
LEGAL DESCRIPTION**

File No.: 20213256

BEING all that tract of land located in the Samuel Burton Survey, Abstract No. 77, McLennan County, Texas, being part of that called 12.449 acres described in a deed to Thomas M. Flowers as recorded in Volume 1565 Page 171 of the Deed Records of McLennan County Texas (D.R.M.C.T.),

Beginning at 1/2 inch steel rod, capped "1519 SURVEYING" found on the northwest line of said 12.449 acres at the northeast corner of called 1.308 acres of land as described in a deed to the State of Texas recorded as McLennan County Clerk's Document (M.C.C.D.) 2009033433 of the Official Public Records McLennan County Texas (O.P.R.M.C.T.), being in the northeast line of Interstate Highway 35, being also the southeast corner of called 19.693 acres of land as described in a deed to Pamco Hunt, LLC recorded in M.C.C.D. 2011012407 of the O.P.R.M.C.T. and being further described as follows;

THENCE North 80 degrees 20 minutes 27 seconds East, 728.41 feet, with the common line of said 12.449 acres and said 19.693 acres to a 1/2 inch steel rod capped "Red Color" found at the northeast corner of said 12.449 acres and the southeast corner of said 19.693 acres in the west line of Missouri Kansas & Texas Railroad;

THENCE South 03 degrees 46 minutes 13 seconds East, 798.41 feet with the common line of said 12.449 acres and Missouri Kansas & Texas Railroad to a 1/2 inch steel rod, capped "Vannoy 1988" found at the southwest corner of said 12.449 acres and the northwest corner of called 4.725 acres of land as described in a deed to Minh D. Vo & Thanh H.P. Do recorded as M.C.C.D. 2008034501 of the O.P.R.M.C.T.;

THENCE South 57 degrees 57 minutes 54 seconds West, 146.20 feet with the common line between said 12.449 acres and said 4.725 acres to a 1/2 inch steel rod found at an angle point between said 12.449 acres and said 4.725 acres;

THENCE South 60 degrees 18 minutes 56 seconds West, 281.13 feet with the common line between said 12.449 acres and said 4.725 acres to a and Aluminum TxDot capp at the beginning of a non-tangent arc to the left on the southwest corner of said 12.449 acres in the northeast line of Interstate Highway 35, being the southeast corner



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of said 1.308 acres and being also the northwest corner of said 4.725 acres;

THENCE with said curve to the left, having a **radius of 6065.00 feet**, and a **chord of North 24 degrees 03 minutes 37 seconds West, 923.45 feet**, an **arc length of 924.34 feet** with the common line between said 12.449 acres and said 1.308 in the northeast line of Interstate Highway 35 to a 5/8 inch steel rod found;

THENCE North 28 degrees 25 minutes 35 seconds West, 54.58 feet with the common line between said 12.449 acres and said 1.308 acres in the line of Interstate Highway 35 to the **POINT OF BEGINNING AND CONTAINING, 11.134 ACRES OF LAND, MORE OR LESS.**



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2022004902 02/07/2022 02:41:25 PM Page 5 of 5

FILED AND RECORDED

Instrument Number: 2022004902

Filing and Recording Date: 02/07/2022 02:41:25 PM Pages: 5 Recording Fee: \$28.00

I hereby certify that this instrument was FILED on the date and time stamped hereon
and RECORDED in the OFFICIAL PUBLIC RECORDS of McLennan County, Texas.

J. A. "Andy" Harwell, County Clerk
McLennan County, Texas

dunnp



**Foamtec
International**

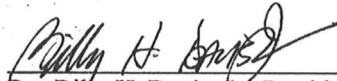
Wilshire Contamination Control Division

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2022004902 02/07/2022 02:41:25 PM Page 2 of 5

BPD Family, Ltd.

By: Four D Properties, Inc., its General Partner

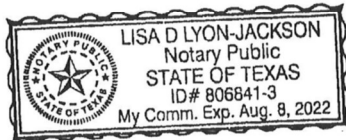

By: Billy H. Davis, Jr., President

STATE OF TEXAS

COUNTY OF MCLENNAN

This instrument was acknowledged before me on February 7, 2022, by Billy H. Davis, Jr., President of Four D Properties, Inc., the General Partner of BPD Family, Ltd., on behalf of said limited partnership.


Notary Public, State of Texas



AFTER RECORDING, RETURN TO:
Foamtec International, LLC
720 Venture Drive
Waco, TX 76712

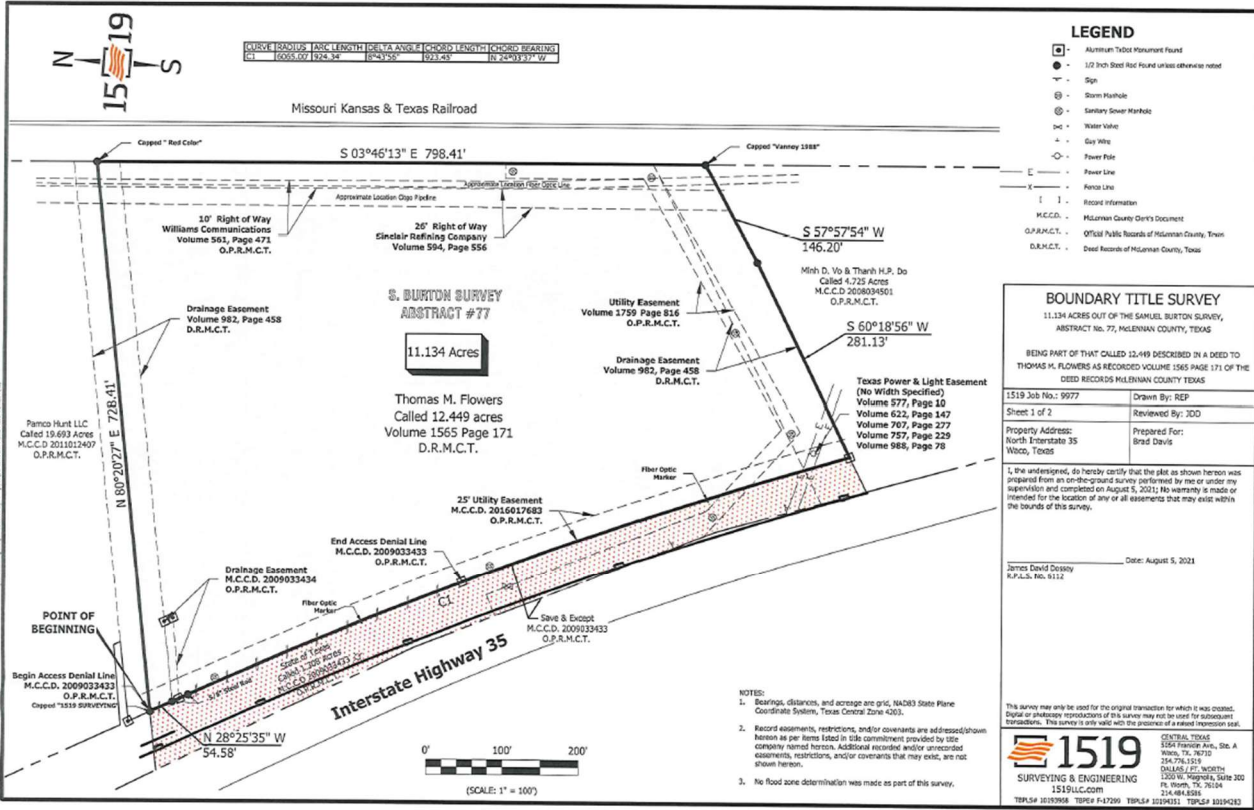
PREPARED IN THE LAW OFFICES OF:
Carpenter & Croft, PLLC
7901 Fish Pond Rd., Suite 210
Waco, Texas 76710
254.300.7909



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Page 1 of 2

ACCOUNT NUMBER		McLENNAN COUNTY TAX STATEMENT			2022
20-007700-007200-1 111987		 RANDY H RIGGS, CPA, PCC P.O. Box 406 Waco, TX 76703			
OWNER NAME AND ADDRESS			PROPERTY DESCRIPTION		
FOAMTEC INTERNATIONAL LLC 720 VENTURE DR WACO TX 76712-6800			BURTON SAMUEL A-77 ACRES 11.134 <i>Plant</i> ACRES: .0000 ADDRESS N IH 35 76705		
APPRaisal AND EXEMPTIONS	McLENNAN COUNTY	COMMUNITY COLLEGE	CONNALLY ISD		
HS LAND					
HS IMPROVE					
NQ LAND	\$909,370	\$909,370	\$909,370		
NQ IMPROVE					
AG LAND					
AG IMPROVE	\$909,370	\$909,370	\$909,370		
TOTAL MARKET	\$0	\$0	\$0		
	\$0	\$0	\$0		
	\$0	\$0	\$0		
	\$0	\$0	\$0		
	\$0	\$0	\$0		
	\$0	\$0	\$0		
NET TAXABLE	\$909,370	\$909,370	\$909,370		
TAX RATE	.37635500	.13907400	1.0873090		
SALES TAX SAVINGS	\$989.20				
TAXES	\$3,422.46	\$1,264.70	\$9,887.66		
<p>NOTE: Taxes become due on OCT. 1, and the full amount payable by <u>JAN. 31. TAXES BECOME DELINQUENT ON FEB. 1, 2023</u>, with penalty and interest as follows: Feb. 7%, Mar. 9%, Apr. 11%, May 13%, Jun. 15%, Jul. 18% + up to 20% Attorney Fee. Qualification requirements for quarter payment plans are located on the reverse side of statement. Please send payments to: McLennan County Tax Office, P.O. Box 406, Waco, TX 76703. Telephone (254) 757-5133, 757-5134, 757-5130. Office Hrs. 8:00-4:30 For more info, see reverse side.</p>				 <small>Scan QR code to access account</small>	AMOUNT DUE \$14,574.82

IMPORTANT 2022 TAX YEAR COMPARISON INFORMATION

In accordance with Senate Bill #18 passed during the 2005 Legislative Session, the 2022 tax comparison information is furnished below. The 2022 assessed value, taxable value, tax rate, and the tax amount due is compared to the 2017 tax year information. The percentage increase/decrease is expressed for each comparison. The percentage increase/decrease in the taxes calculated is also compared to each prior year since the 2017 tax year.

TAXING		2022	2021	2020	2019	2018	2017	5TH YEAR DIFF
JURISDICTION	APPRAISED	\$909,370	\$348,160	\$348,160	\$348,160	\$348,160	\$348,160	161.19
MCLENNAN	TAX VALUE	\$909,370	\$1,450	\$1,390	\$1,390	\$1,390	\$1,340	67763.43
COUNTY	TAX RATE	.37635500	.42500000	.46871900	.48529300	.48529300	.50529300	-25.52000
	LEVY	\$3,422.46	\$6.16	\$6.52	\$6.75	\$6.75	\$6.77	50453.32
	% DIFF	55459.42	-5.52	-3.41	.00	-30		
COMMUNITY	TAX VALUE	\$909,370	\$1,450	\$1,390	\$1,390	\$1,390	\$1,340	67763.43
COLLEGE	TAX RATE	.13907400	.14978200	.14978200	.14769600	.14769600	.15034600	-7.500000
	LEVY	\$1,264.70	\$2.17	\$2.08	\$2.05	\$2.05	\$2.01	62820.40
	% DIFF	58181.11	4.33	1.46	.00	1.99		
CONNALLY	TAX VALUE	\$909,370	\$1,450	\$1,390	\$1,390	\$1,390	\$1,340	67763.43
ISD	TAX RATE	1.0873090	1.2155090	1.2347410	1.2664570	1.3679550	1.3744090	-20.89000
	LEVY	\$9,887.66	\$17.62	\$17.16	\$17.60	\$19.01	\$18.42	53578.94
	% DIFF	56016.12	2.68	-2.50	-7.42	3.20		
	TAX VALUE							
	TAX RATE							
	LEVY							
	% DIFF							
	TAX VALUE							
	TAX RATE							
	LEVY							
	% DIFF							
	TAX VALUE							
	TAX RATE							
	LEVY							
	% DIFF							

School District Tax Rate breakdown for Current year and previous year.

	TAX RATE	2022	2021
CONNALLY	M&O RATE	.94290000	.98590000
ISD	I&S RATE	.14440900	.22960900
	TOTAL TAX RATE	1.0873090	1.2155090
	M&O RATE		
	I&S RATE		
	TOTAL TAX RATE		

NOTE: A blank space above indicates information is not available for that year.

THE TAX COLLECTOR DOES NOT HAVE LEGAL AUTHORITY TO FORGIVE OR WAIVE ANY PENALTY OR INTEREST CHARGED ON ANY UNPAID TAX.

COUNCIL AGENDA ITEM #15

Council Meeting:
September 12, 2023

Originating Dept: Administration

Agenda Item:

Discussion and consideration of action to authorize the City Manager to make changes to the City of Lacy Lakeview Policies and Procedures Manual.

Action:

- | | |
|---|--|
| <input type="checkbox"/> Work Session | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Recognition | <input type="checkbox"/> Resolution |
| <input type="checkbox"/> Public Hearing | <input checked="" type="checkbox"/> Motion/Order |
| <input type="checkbox"/> Special Presentation | <input type="checkbox"/> Other |



City of Lacy Lakeview Employee Handbook

Revised March 2022

Welcome to City of Lacy Lakeview!

It is my pleasure to welcome you. We are thrilled you have joined our team. This is a high-performing culture that is aligned to and accountable to the citizens of Lacy Lakeview. Through your interest, talent and experience you have demonstrated that you are qualified to serve our community.

Your contributions will propel us forward and enable us to meet our community's needs and achieve our strategic goals. Our aspiration is to continue to build an engaging workplace with outstanding team members who will work together to realize our full potential.

Our first and foremost mission is to provide quality services that satisfy the needs of our community. This is accomplished through the relationships we forge with our city partners. We foster a performance-oriented work environment where you can take great pride in your work efforts, be acknowledged and rewarded as you perform well, and advance your career.

This handbook has been developed to assist you as an employee of the City of Lacy Lakeview. It will provide you with an overview of the City, its policies and procedures, as well as what is expected of you. Please review this handbook and become familiar with the references and resources available to you.

Our hope is that your experience here will be challenging, enjoyable, and rewarding. Thank you for joining the team.

I look forward to building something great together.

Best Regards,

Keith Bond, City Manager

Introduction

This handbook is designed to acquaint you with the City of Lacy Lakeview (“City”) and provide you with general information about working conditions, employee benefits, and some of the key policies affecting your employment. Please take the time to familiarize yourself with the contents of this employee handbook. One of our primary objectives is to provide a work environment that is conducive to both your personal and professional growth.

The City of Lacy Lakeview is dedicated to the delivery of quality services within an environment that fosters high ethical standards. The City’s success can only be accomplished through effective utilization of our greatest asset – our employees. Therefore, we strive to provide a positive working environment by our commitment to the following:

- a) Place a high priority on quality, timeliness and effectiveness of our services;
- b) Pursue our objectives with a commitment to personal integrity and high professional standards;
- c) Promote an environment that encourages new ideas, high quality work and professional achievement;
- d) Treat employees honestly and fairly; ensure equal opportunity for employment and advancement; and commit to a positive work environment through the prevention of harassment and workplace violence;
- e) Conduct ourselves so as to enhance and preserve the reputation of the City; and
- f) Offer an open-door policy that encourages direct communication throughout our organization.

The handbook describes many of your responsibilities as an employee and outlines the programs developed by the City to benefit employees. However, no employee handbook can anticipate every circumstance or question about policy. It is the City’s intention to maintain and enforce this handbook and its policies. The City will conduct its operations in accordance with the requirements of applicable federal, state, and/or local law.

Notice and Changes in the Handbook

This Employee Handbook replaces all prior City Employee Handbooks and prior management memos to the extent that such memos contradict a subject or policy covered within the Handbook. The City reserves the right, to revise, supplement, or rescind any policy or any portion of the Handbook as it deems appropriate. Employees will be notified of changes to the Handbook as they occur.

This Handbook was developed to describe the relationship we hope to establish with each City employee. You have been asked to sign an acknowledgment that you have received a copy of this Handbook. You are expected to abide by its policies and procedures. Violations of City policy may result in disciplinary action, up to and including termination.

Unless specifically stated otherwise, the scope of this Handbook is to be considered to cover all City employees. Bearing in mind that this Handbook may be supplemented or superseded by separate Policy amendments that provide specific guidelines and interpretation for local statutory, or other customs, including regulatory, common law or other local employment legislation.

Employee Handbook Acknowledgement

Effective September 2016

The City Employee Handbook describes important information about the City, and I understand that I should consult with the City Secretary regarding any questions not answered in the handbook.

I understand the employment relationship with The City of Lacy Lakeview is voluntarily. Accordingly, employment with the City is at-will and may be terminated with or without cause or with or without notice at any time by the employee or by the City. Nothing in this Handbook or in any document or statement shall limit the right to terminate employment-at-will.

Because the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur. Any change or modification to the City's policy of at-will employment may only be authorized by the City Council or the City Manager and it must be in writing and signed by the City Manager. I will be notified of such changes, and I understand that revised information will supersede, modify, or eliminate existing policies contain herein. Only the City Council or the City Manager has the ability to adopt any revisions to the policies in this Handbook.

I acknowledge that I have received a copy of the Employee Handbook and accept the responsibility to read and to understand the contents. I further agree to abide by all policies set forth in or referenced by this Handbook, including but not limited to the City's policies regarding Equal Employment Opportunity, Harassment, and Business Ethics and Conduct. I also understand that failure to abide by the policies, practices, and procedures as set forth in this Handbook or elsewhere may result in disciplinary action, up to and including termination.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document.

Employee Printed Name

Employee Signature

Date

Please sign and submit the "Employee Handbook Acknowledgement Form." Your signature acknowledges that you have received and read the Employee Handbook.

Within 5 days of your start date: PLEASE PRINT, SIGN AND FORWARD
TO THE CITY CLERK OR DESIGNEE

TABLE OF CONTENTS

INTRODUCTION

Title Page
 City Manager’s Welcome Message
 Introductory Statement
 Acknowledgement Form
 Table of Contents

313 Workers’ Compensation Insurance
 314 Vacation
 315 Sick Leave
 316 Holidays
 317 Jury Duty
 318 Time Off to Vote
 319 Political Activity
 320 Pension

EMPLOYMENT PROCESS

101 Nature of Employment
 102 Employment-At-Will
 103 Equal Employment Opportunity
 104 ADA Accommodation
 105 Postings Open Positions
 106 Pre-Employment Process
 107 Job Offer
 108 Immigration Reform and Control Act
 109 Internal Hiring
 110 Introductory Period
 111 Orientation and Training
 112 Protecting Confidential Information
 113 Employment of Relatives
 114 Type of Jobs

TIMEKEEPING/PAYROLL

401 Paydays
 402 Pay Advances
 403 Pay Deductions and Setoffs
 404 Administrative Pay Corrections
 405 Basis for Determining Pay
 406 Work Schedules
 407 Rest and Meal Periods
 408 Nursing Mothers
 409 Overtime
 410 On-Call

EMPLOYMENT STATUS AND RECORDS

201 Definition of Employees
 202 Employment Status
 203 Personnel Records
 204 Disclose Address and Telephone No.
 205 Employment Application
 206 Performance Evaluation
 207 Promotions
 208 Lateral Transfers
 209 Demotions

WORK ENVIRONMENT

501 Safety
 502 Driving City Vehicles
 503 Communications
 504 Use of City Property
 505 Searches
 506 Accident Reporting
 507 Smoking
 508 Visitors in the Workplace
 509 Use of Phone, Electronic Devices and IT Systems
 510 Workplace Violence Prevention
 511 Firearms
 512 Non-Solicitation & Distribution
 513 Gifts and Entertainment

BENEFIT PROGRAMS

301 Eligibility Policy
 302 Plan Design
 303 Health and Dental Insurance
 304 Lifestyle/Family Status Change
 305 Benefit Continuation (COBRA)
 306 Life Insurance
 307 Voluntary Benefits
 308 Tuition Reimbursement
 309 Required Attendance – Conferences
 310 Professional Memberships
 311 Professional Certification Programs
 312 College Incentive & Certification Pay

Section 6 -- BUSINESS TRAVEL AND ENTERTAINMENT

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

701 Business Ethics and Conduct
 702 Conflict of Interest
 703 Outside Activities – Secondary Employment
 704 Employee Conduct and Work Rules

705	Harassment and Anti-Retaliation
706	Attendance & Punctuality
707	Personal Appearance
708	Return of Property
709	Progressive Discipline
710	Employment Separation
711	References
712	Problem Resolution
713	Employee Health Record – Medical Record

CORPORATE POLICIES

801	Travel and Subsistence
802	Drug-Free Workplace
803	Social Media
804	Whistleblower Policy
805	Leave of Absence
806	Leave of Absence Without Pay – Personal Leave
807	Problem Resolution – Grievance
808	Wireless Device Policy
809	COVID-19 Policy

FINAL WORD

SECTION 1 – EMPLOYMENT PROCESS

101 Nature of Employment

This handbook is intended to provide employees with a general understanding of our employment policies. Employees are encouraged to familiarize themselves with the contents of this handbook—it will answer many common questions concerning employment with the City.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor the City is bound to continue the employment relationship if either chooses, at their discretion, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, the City reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this Handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the City Manager.

Employees are encouraged to make constructive suggestions for improvement in any policy, procedure or working condition contained within. The City will welcome any employee’s suggestion submitted to the City Manager for consideration.

Employees shall have the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, as well as the right to refrain from any or all such activities.

102 EMPLOYMENT-AT-WILL

Employment with the City is voluntary. The employee is free to resign at any time, with or without notice and with or without cause. Similarly, the City may terminate the employment-at-will relationship, at any time, with or without notice or cause.

Nothing in this Handbook or in any document or statement shall limit the right to terminate employment at-will. No manager, supervisor, or employee of the City has the authority to enter into an agreement for employment for any specific period of time or to make an agreement for employment other than at-will. Only the City Manager or designee has the authority to make any such agreement and then only in writing.

103 EQUAL EMPLOYMENT OPPORTUNITY

The City maintains a policy of non-discrimination for all employees and applicants in every facet of its operation. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City will be based on merit, qualifications, and abilities. The City will maintain employment policies and procedures with respect to recruiting, interviewing, hiring, job assignments, employee treatment, training, compensation, promotions, benefits, use of facilities, disciplinary action, termination and all other privileges of employment. Each policy and/or procedure will be administered solely on the basis of each individual’s job qualifications without regard to race, color, religion, age, sex, national origin, ancestry, mental or physical disability, pregnancy, genetic information, Vietnam-era veteran status, military status or any other characteristic protected by federal, state or local law. Nor shall the City tolerate discriminatory behavior by its employees.

The City is committed to maintaining all of its personnel policies in accordance with the letter and spirit of the provisions of the Americans with Disabilities Act, as amended, and any other applicable federal, state and local laws, including providing equal employment opportunity and

reasonable accommodation without undue hardship to qualified applicants or employees with disabilities and providing disabled applicants, employees, and business visitors with access to the City's facilities in accordance with applicable legal standards. A qualified individual is a person with a disability who meets the skill, education, experience, training, and other job-related requirements of a position, and who, with or without reasonable accommodation, can perform the essential functions of the position.

The City will affirmatively seek out qualified minorities, persons with disabilities and veterans. Fulfillment of the City's equal employment pledge is the ongoing responsibility of all employees. Consequently, the full cooperation and support of employees is essential.

104 ADA ACCOMODATION

The City is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and all similar state and local laws, which generally prohibit discrimination against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability, and, in some circumstances, require the City to provide "reasonable accommodation" to disabled employees. The City also prohibits discrimination against any individual due to a relationship or association with a person having a known disability.

The City will make reasonable accommodations for qualified individuals with known physical or mental limitations to the extent they can perform the essential functions of the job, unless doing so would result in an undue hardship. This policy governs all aspects of employment... including selection, job assignment, compensation, discipline, termination, and access to benefits and training. If you believe that you require such an accommodation, you should notify your immediate supervisor and/or the City Secretary.

105 POSTING OPEN POSITIONS

Departments with an approved vacancy must submit relevant information to the City Secretary's Office for consideration and posting. The Sectary's Office will post the open position in a manner most appropriate for the specific position to be filled. Applications will only be accepted for posted open positions.

The posting for open positions shall include, but is not limited to, the following:

- a. Title and Job Description
- b. Required qualifications
- c. Salary schedule
- d. Information regarding location and deadlines for submitting applications
- e. Any other relevant information

106 PRE-EMPLOYMENT PROCESS

The City prides itself in carefully selecting employees who best meet the job requirements sought through written application, personal interviews, reference checks, online assessments, and background investigations. The recruitment and selection procedures will comply with applicable Federal, State, and local regulations. Recruitment efforts are planned to assure equal and open competition.

PURPOSE

The purpose of the City's pre-employment processes is to:

- a. Gain a better understanding of each applicant BEFORE making a hiring decision;
- b. Meet skill and experience requirements;

- c. Comply with regulations governing the employment of individuals;
- d. Hire the best qualified person for each job opening

The City relies upon the accuracy of information contained in the employee's resume and employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the City's exclusion of the individual from further consideration for employment or, if the misrepresentation is discovered after the individual has been hired, the termination of individual's employment.

All background checks are run in compliance with the Fair Credit Reporting Act and applicable state laws. Background checks will include, but are not limited to a criminal history check, a motor vehicle report, and a credit report check. The City reserves the right to rescind an offer of employment based on any adverse information received on the applicant's background check results.

107 JOB OFFER

A conditional offer of employment is extended to the selected applicant and is contingent upon the following:

- a. The successful completion of the post-offer physical;
- b. Passing the post-offer drug test;
- c. Clearance for employment based upon results of the background check; and
- d. Confirmation of education, experience and certification;

108 IMMIGRATION REFORM AND CONTROL ACT

The City is committed to employing only United States citizens and aliens who are authorized to work in the United States. The City will not unlawfully discriminate based on citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete, within three (3) days of their start date, the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City within the past three years, or if their previous I-9 is no longer retained or valid.

If an employee is authorized to work in the United States for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the City.

109 INTERNAL HIRING

The City provides employees an opportunity to indicate their interest in open positions and advancement within the City according to their strengths, skills, and experience. Each job posting notice will include the job title and position requirements. To be eligible to apply for a posted job, employees must be in good standing without any formal performance improvement action. Any exceptions to the above stipulation must be approved in advance. An employee accepting a lateral or promotional opportunity with the City must provide his/her current supervisor a ten (10) day notice prior to transferring.

The City recognizes the benefit of developing employees and encourages employees to talk with their Department Head about their career plans. We encourage employees to inform the City of their interest in a job posting.

110 INTRODUCTORY PERIOD

The purpose of the introductory and assessment periods is to give new employees the opportunity to learn the requirements of their new position while providing the Department Head the opportunity to evaluate the employee's competency to fulfill the duties of position.

All new employees and rehires will be on a one year introductory period starting on the first day worked. The employee's job performance will be reviewed verbally and in writing after the first six months of employment and not later than the last working day prior to the conclusion of the introductory period.

111 ORIENTATION AND TRAINING

Before new employees begin performing their actual job duties, they must first attend a brief orientation conducted by the City Secretary and the department supervisor, or designated representative. The purpose of the orientation is to enable new employees to better understand their job responsibilities and the relationship of their job to the overall operations of the City.

As part of the orientation, new employees will be given a copy of the City's Employee Handbook. Each new employee will be given two weeks in which to read through the handbook and become familiar with the policy statements contained within. Each employee will be required to return a signed acknowledgement statement within five working days.

112 CONFIDENTIAL INFORMATION

Providing that all information the City collects, assembles, or maintains is public unless expressly excepted from disclosure, the City is unable to make an enforceable promise to keep information confidential unless the City is authorized by law to do so. Thus, the City may rely on its promise of confidentiality to withhold information from disclosure only if the City has specific authority to make such a promise.

In its discretion or in response to a determination by the Texas Attorney General, the City may release to the public protected information under the Texas Government Code, Chapter 552 (Public Information Act) exceptions to disclosure but not deemed confidential by law. As well, the City has no discretion to release information deemed confidential by law.

Misuse or unauthorized disclosure of confidential and/or proprietary information not otherwise available to individuals or firms outside the City or through an Open Records Request is cause for disciplinary action.

113 EMPLOYMENT OF RELATIVES (NEPOTISM).

Nepotism is the showing of favoritism toward a relative. The practice of nepotism in hiring personnel or awarding contracts is forbidden by the City.

No person may be hired who is related within the second degree by affinity (marriage) or within the third degree by consanguinity (blood) to any member of the Mayor, City Council or City Manager. No person may continue in City employment that is related in one of the prohibited degrees to the Mayor or a member of the Council, or City Manager unless the employee has been employed continuously by the City for a period of:

- a. At least 30 days, if the officer or member is appointed;
- b. At least six months, if the officer or member is elected at an election other than the general selection for state and City officers; or
- c. At least one year, if the office or member is elected at the general election for state and City officers.

In addition, no personnel action will be taken that would result in appointment by a department

head of, or any employee supervising another employee who is related within the second degree of affinity or third degree of consanguinity to the supervisory employee.

- Spouses of relatives within the first or second degree of consanguinity (i.e., son-in-law, mother-in-law, aunt-in-law, nephew-in-law, etc.) are also included in the prohibition.

114 TYPES OF JOBS

Classified Job -- A classified job is an authorized and budgeted job that is assigned to a job class and to a pay group of the City’s pay plan. A classified job can be full-time, part-time, or seasonal.

Unclassified Job -- An unclassified job is an authorized and budgeted job for which the pay is set by individual determination. Unclassified jobs of the city are (1) the position of City Attorney, (2) the position of Municipal Judge, and (3) those hourly, part-time, or seasonal jobs which, in the judgment of the City Manager, should not be designated as regular classified jobs.

SECTION 2 – EMPLOYMENT STATUS AND RECORDS

The City categorizes the types of employment within the City in order to clarify the distinctions in benefits and conditions of employment among employees, and to aid in a better understanding of employment relationships with the City.

201 DEFINITION OF EMPLOYEE

An “employee” of the City is a person who provides satisfactory proof of eligibility for employment, regularly works for the City on a wage or salary basis, is employed directly by the City, has a payroll identification number, and is listed as an employee as defined herein.

202 EMPLOYMENT STATUS

- a. Full-Time: A regular full-time employee is appointed to an authorized position that involves, on average, working 30 hours or more per week. Expected duration is at least six months.
- b. Part-Time: A regular part-time employee is appointed to an authorized position that involves, on average, working fewer than 30 hours per week. Expected duration is at least six months.
- c. Temporary: Assigned to work a full-time or part-time assignment that has a defined time period, and may/may not have scheduled weekly hours

In addition, employment classifications are further categorized in the following manner:

Exempt Employees:

Exempt employees are not paid for specific hours worked, but rather for assignments/tasks, regardless of hours worked. Generally, this category of employees includes executives, managers, professionals, supervisors, administrators, outside sales employees, and employees in certain computer-related occupations. The determination of exempt status is made by management based on current or amended FLSA descriptive criteria. Exempt employees are expected to be present and available during regular business hours to enable interaction with clients, coworkers, vendors and management.

Exempt employees are NOT eligible for overtime pay, but are expected to effectively perform the duties of their jobs until their duties are completed. Exempt employees are likewise not eligible for compensatory time.

Non-Exempt Employees:

Non-exempt employees include those covered by the overtime provisions of the Fair Labor Standards Act, and are eligible for approved overtime payments for hours worked in excess of 40 work hours per workweek, unless otherwise provided by state law. Non-exempt employees are generally those in clerical, technician and some computer-related jobs. The determination of non-exempt status is made by management based on current or amended FLSA descriptive criteria.

Non-exempt employees are required to document all hours worked in the City's designated time tracking system. This includes the submission of any approved overtime hours for payment on the regular payroll for that time period. Overtime must be approved before working. Overtime compensation is calculated at the rate required by law.

203 PERSONNEL RECORDS

The City maintains a personnel file on each employee. It is crucial that your personal information be kept up-to-date. This ensures that we can communicate with you or family members in the event of an emergency.

Information in the personnel file is excepted from a required public disclosure request if the disclosure of the information would constitute a clearly unwarranted invasion of personal privacy. The information contained in your personnel file is available for your review or that of designated representative. You may view and/or change personal information at any time in order to maintain a current address, direct deposit or tax information on file.

The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records, as provided for by law. Without limiting the amount or kind of information that is public information, the following categories of information are public information and NOT excepted from required disclosure unless made confidential under the Public Information Act or other law: employee name, sex, ethnicity, salary, title, and dates of employment.

Access to the information contained in the personnel file is restricted. Only the City Secretary or official designee is authorized to provide employee information and employment verification.

Employees who want to review their own file should contact the City Secretary's office.

204 Electing to Disclose Address and Telephone Number

Each employee or official of the City and each former employee or official of the City shall choose whether to allow public access to the information in the custody of the City that relates to the person's home address, home telephone number, emergency contact information, and or social security number, or that reveals whether the person has family members.

Each employee and official and each former employee and official shall state their individual choice in writing to the City Secretary not later than the 14th day after the date on which:

- a. the employee begins employment with the City;
- b. the official is elected or appointed; or
- c. the former employee or official ends service with the governmental body

If the employee or official or former employee or official chooses not to allow public access to the information:

- a. the information is protected; and
- b. the City may redact the information from any information the City discloses without the necessity of requesting a decision from the attorney general.

205 EMPLOYMENT APPLICATION

Each individual seeking employment with the City must, before employment, complete an official application and submit other related information. The City relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment.

The City will make appropriate inquiries to verify education, experience, skills, character, and required certificates prior to an offer of employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the City's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

206 PERFORMANCE EVALUATION

Supervisory personnel will conduct written performance evaluations and interview with City employees at least annually to provide both supervisors and employees the opportunity to discuss job tasks; identify and correct performance; encourage and recognize strengths; discuss goals and long-term career planning. The interviews will normally be conducted in May of each year. During the year, employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

The pay for City employees is established each year by the City Council as part of the adopted City operating budget. Pay adjustments are established and awarded by the City Council. The decision to award an increase is dependent upon numerous factors, including the information documented by this formal performance evaluation process. The performance evaluation is not intended to imply an automatic increase based on length of service.

207 PROMOTIONS

A promotion is a change in the duty assignment of an employee that results in advancement to a higher position requiring higher qualifications and involving greater responsibility. Upon promotion, an employee serves an introductory period of 90 days in the new position and may be returned to a lower position at any time during the introductory period if performance is inadequate as documented by the department head and attested by the Mayor.

Promotions are approved by the City Manager within the staffing pattern and budget limits approved by the City Council.

208 LATERAL TRANSFERS

A lateral transfer is the movement of an employee between positions in the same pay range within the City. Lateral transfers may be made within the same department or between departments and are subject to the 90-day introductory period. An employee will not receive a pay reduction when making a lateral transfer provided the employee's current salary is within the range approved by the City Council for the transfer position.

209 DEMOTIONS

A demotion is a change in duty assignment of an employee to a lower paid position. 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; or as a disciplinary measure because of unsatisfactory performance in a higher position.

Disciplinary demotions always involve a decrease in pay.

SECTION 3 – BENEFIT PROGRAMS

An employee benefits program is a solid investment for the City and its employees. It helps to insure the loyalty of long-term capable employees, and it also helps to attract talented newcomers who can help the City grow.

301 ELIGIBILITY POLICY

The City sponsors comprehensive employee benefits programs for eligible employees. Benefit programs which are not legislatively dictated may have specific eligibility conditions. The discretionary benefits are summarized in separate documentation which in the parlance of the City, are typically referred to as “summary plan descriptions” (SPD’s), and are provided to all eligible employees.

The details of each discretionary benefit are contained in separate legal documents known as the “plan documents,” which take precedence over anything contradictory in the summaries. The City will periodically review the benefits program and will make modifications as appropriate.

Full-time employees will enjoy the benefits described in this policy and the individual plan summaries as soon as they meet the eligibility requirements for each particular benefit. Eligible employees may participate in the medical, dental and life insurance plans subject to all terms and conditions of the agreement between the City and the insurance carrier. Part-time employees may be eligible for certain benefits if they meet the eligibility conditions.

A change in the employee’s employment classification or a family status change that would result in loss of eligibility to participate in the medical insurance plan may qualify the employee or covered family member for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Employees experiencing a qualifying family status change for a covered family member are responsible for notifying the City Secretary of the applicable status change.

302 PLAN DESIGN

The health and welfare benefit plans are designed with a high degree of consideration and are guided by the following principles:

- To provide city employees with benefit options that best fit their individual and family needs with consideration to social benefits, subsidies and other available programs;
- Offer a competitive benefit package by benchmarking against other similarly situated local municipality;
- Minimize disruption for as many employees as possible, when changing plans; and
- As we grow, leverage our increased benefit participation with insurance carriers for the best economic outcome.

303 HEALTH & DENTAL INSURANCE

The City’s health insurance plan provides employees and their dependents access to hospitalization, medical and dental insurance benefits. Regular full-time employees are eligible to participate in the insurance plans.

Details of the health and dental insurance plans are described in the appropriate Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees.

304 LIFESTYLE CHANGE/ADDRESS CHANGE

If an employee experiences a qualifying lifestyle change (marriage, divorce, birth or adoption of a child, employee or relative change in job status, or child losing dependent status), they should notify the City Secretary of the status change. An employee will be provided more information on COBRA and other specific benefit programs eligible to change. Many benefit changes can only be made if paperwork is completed within **30 days** of the lifestyle change.

Change of address, phone number, marital status, etc. should be updated with the City Secretary's office. The City makes every effort to maintain correct information; however, it is the employee's responsibility to inform the City of changes that have occurred.

305 BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rates plus an administration fee. The City provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's health insurance plan. The notice contains important information about the employee's rights and obligations.

306 LIFE INSURANCE

The City provides a basic life insurance plan for eligible employees. Supplemental and/or dependent life insurance coverage may also be purchased.

Accidental Death & Dismemberment (AD&D) insurance coverage is provided as part of the basic life insurance plan. AD&D insurance provides protection in cases of serious injury or death resulting from an accident. Regular full-time employees are eligible to participate in the life insurance plans.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Benefits Department for more information about life insurance benefits.

307 VOLUNTARY BENEFITS

Employees may elect to purchase a variety of voluntary benefits. Elections must take place during new hire orientation, or in accordance with the eligibility requirements of each plan.

Details of these plans including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the Summary Plan Descriptions provided to eligible employees. Contact the City Secretary Office for more information.

308 TUITION REIMBURSEMENT

With prior approval of the respective department head and the City Manager a regular full-time employee will have the opportunity to enroll in an accredited college or university course related to his/her work with the City. To be eligible for tuition reimbursement for an approved course, the employee must furnish evidence of having satisfactorily completed the course with a grade of C or better.

Employees participating in this program must agree to sign a two year employment commitment contract with the City which takes effect from the date of graduation or when the employee stops attending classes. The employee must agree to compensate the City for all college reimbursements/book costs if they elect to leave employment with the City prior to their two year commitment.

309 REQUIRED ATTENDANCE AT SEMINARS AND CONFERENCES.

When the City requires an employee to attend any educational/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 documented travel and lodging expenses. When appropriate, the City may prepay registration fees, hotel costs, and/or airline or other public transportation costs directly to the entity involved. The City follows the allowable daily per diem outlined in Federal guidelines for meals when employees are attending seminars/conferences outside of the Greater Waco area. Receipts are not necessary for meals under these circumstances.

310 PROFESSIONAL MEMBERSHIPS AND SEMINARS.

Subject to the prior approval of the City Manager, an employee who joins a professional association related to his or her work with the City may be reimbursed for dues and necessary travel expense for pre-approved meetings/conferences that will benefit the employee in their role with the City.

Members of the City Council, the City Manager, and the department heads may join civic groups or organizations and all dues will be paid by the City. It is important that members of the City Council, the City Manager, and department heads belong to civic groups and organizations to further community spirit and growth.

311 PROFESSIONAL CERTIFICATION, DEVELOPMENT AND TRAINING PROGRAMS.

Several positions in the City have access to professional training and/or certification programs associated with their jobs. The City has a desire to keep employees trained at a higher level. Most of these programs require a time commitment for the employee and time away from their normal assigned duties at the City.

If participation and attendance is approved, the City will pay for these development programs. The employee must sign a two year commitment to the City that he/she will continue to work for the City once the program is completed. This two year commitment will take effect upon completion of the program or when the employee discontinues the program.

Examples of professional certification and training programs are:

- Leadership Command College (LEMIT)
- FBI National Academy
- Southern Police Institute
- Southwestern Legal Foundation Command School
- City Secretary Certification Program
- Finance Director/Officer Certification Program

Similar certification and training programs will be reviewed to see if they qualify under this program.

312 COLLEGE INCENTIVE AND CERTIFICATION PAY.

When an employee completes or achieves a higher level of education and or professional certification, he/she may be entitled to education and/or certification pay.

Every employee is eligible for this program. Nearly every position in the City has different levels of

certification that can be acquired with additional training, expertise and years of experience. In addition, every employee is entitled to pursue a higher level of college education in a job related field of study. The City Manager must approve any and all training or higher level of education degree plans prior to the employee entering these programs.

When an employee completes or achieves a higher level of education and or professional certification, he/she may be entitled to education and/or certification pay. Employees achieving a higher education degree and obtaining a certification can be paid for both categories. The City will provide an incentive on up to two college degrees (of the same level) from an accredited college. Employees will only be compensated for the highest level obtained and NOT for previously earned lower level degrees. Example: Employee earns two Associate Degrees – will earn \$20 per month for each degree.

313 WORKERS' COMPENSATION INSURANCE

The City provides a workers' compensation insurance program in compliance with state and federal regulations. Employees who sustain work-related injuries or illnesses must immediately inform their supervisor. No matter how minor an on-the-job injury may appear, it is important that it be immediately reported. This allows an eligible employee to qualify for coverage as quickly as possible.

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 encouraged 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. As determined by the City Manager at the City's expense, an employee may be required to submit to examination by an independent physician.

An employee who is placed on a worker's compensation leave for a work-place 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 disability 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 Secretary.

If work-related injury renders an employee unfit for performing the duties of the job, and if accrued sick leave is available, the employee will be placed on sick leave status and receive full pay minus deductions from the City for up to one week. This time can be used for absences from work for doctors/therapy appointments, or for entire days away from work that are not paid by Workers' Compensation Insurance.

PAID TIME OFF (PTO)

The City has established a paid time off (PTO) program designed to provide eligible employees with a period of rest, relaxation and/or recuperation without loss of pay or benefits. The purpose of PTO program is to provide employees with flexible time off from work to use for vacation, illness, injury, and for personal reasons. Eligible regular full-time employees (working at least 30 hours per week) will be allocated PTO specific to the benefit plan.

GUIDELINES:

- Paid Time Off (Leave Time) is time during normal working hours in which an employee is not engaged in the performance of their job duties. Leave Time may be either paid or unpaid. Time off is covered under the PTO program and for which separate guidelines and policies exist to include City paid vacation, sick leave, holidays, bereavement leave, required jury duty and military service leave.

- Employees are responsible for monitoring, getting approval for and taking their PTO over the course of the year.
- PTO must be approved and scheduled in advance. When possible, time off periods will be assigned in accordance with employee requests, taking operating requirements into account. Every attempt will be made to grant the days requested, however, management reserves the right to postpone or cancel any scheduled PTO for a good and sufficient reason.

314 VACATION

All regular full-time City employees who work at least 30 hours per week are eligible to accrue paid vacation leave. Employees are encouraged to take regular vacations at least annually.

From the regular full-time employee’s date of hire, vacation leave will be credited to the employee’s account on the first day of each **month**. Thereafter, vacation will accrue in accordance with length of service below.

Regular full-time employees earn vacation leave as follows:

<u>Length of Service</u>	<u>Vacation Leave Earned</u>
Up to two years of service	One week per proportion earned per year
Two years of service to five	Two weeks per proportion earned per year
Five years of service to ten	Three weeks per proportion earned per year
Ten years of service to twenty	Four weeks per proportion earned per year
Twenty plus years of service	Five weeks per proportion earned per year

A regular employee whose work schedule involves 30 hours or more per week earns vacation leave in the proportion the employee’s work time bears to the regular work schedule of a full-time employee in a similar position. The same restrictions apply during the introductory period.

Part-time and Temporary employees (full-time or part-time) who work less than 30 hours per week are not eligible to earn vacation leave.

Payment for Unused Vacation Leave upon Separation

When an employee leaves the service of the City, he or she will be paid a limited number of hours of accrued but unused vacation leave. The rate of pay will be determined by the salary rate in effect at the time of termination. **See Section 710 – Final Pay Checks**

Scheduling Vacation Leave

Employees are encourage to schedule vacations and requested leave well in advance to accommodate the department’s work schedule. When two or more employees request vacation time for the same period of time, approval of the requests will be granted in order the submission date. If two requests are received at approximately the same time and cover the same requested vacation period, the employees will be granted their preference in accordance with their seniority.

An employee may take earned vacation leave in increments of one hour or more. Regular full-time employees will be charged with eight hours, ~~or~~ ten hours, or twelve hours (depending on work/shift schedule) of vacation leave for each full day they are absent on approved vacation leave.

315 SICK LEAVE

Regular full-time employees, who work in excess of 30 hours per week, will accrue paid sick leave after the completion of one full month of employment. After the first month, eight hours of sick leave is credited to an employee's account on the first day of each month. If an employee is absent with permission because of illness during the first month of employment, the missed number of hours' pay will be subtracted for the employee's regular pay before a paycheck is issued. **An employee may take earned sick leave in increments of one hour or more.**

An employee with accrued sick leave may use it if the employee is absent from work due to:

- Personal illness or physical or mental incapacity;
- Medical, dental, or optical examinations or treatments with one day notice;
- Medical quarantine resulting from exposure to a contagious disease; or
- 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, child(ren), or any relative of the employee who resides in the employee's household.

In the event the employee requires to be off due to an illness, the employee must notify his/her supervisor at least one hour prior to the scheduled start time for each day of the absence. Should the absence be due to an emergency and the employee is unable to notify the supervisor in advance, the employee must contact the supervisor at the earliest possible time.

The employee will be charged with eight hours of sick leave for each full day they are absent on approved sick leave. Excessive use of sick leave without adequate justification may result in disciplinary action, including dismissal.

An employee who engages in outside employment during any part of the time for which he or she requests sick leave must notify the employee's supervisor. Normally, an employee may not be granted sick leave due to personal illness or injury for any period during which it is known that he or she performs outside employment. Any exception must be justified and documented. Failure to provide the required notice may result in the employee's being placed on leave without pay status and could result in disciplinary action against the employee. Employees who are granted non-emergency sick leave are expected to return to work as soon as the reason for granting leave has been accomplished.

Failure to notify the supervisor of outside employment in conjunction with sick leave usage may result in disciplinary action up to and including termination.

Medical Statement

A department head may request an employee to furnish a physician's written return to work verification for an absence due to illness for three or more consecutive days. When a medical statement is requested, the supervisor will counsel with the employee about the absence, explain the reason(s) for requesting the medical statement and will document the request and reason(s) for absence in the employee's health file (medical record).

Accumulation of Sick Leave

Sick leave accrued but unused during the year in which it accrues may be carried over for use in succeeding years for regular full-time employees.

Exhaustion of Sick Leave

An employee who has exhausted earned sick leave benefits may request to use accumulated

vacation, other paid leave or may request a leave of absence without pay. No advance of earned sick leave benefits will be made for any reason.

Illness While on Vacation Leave

When an illness or physical incapacity occurs during the time an employee is on vacation leave, accrued sick leave may be granted to cover the period of illness. The charge against vacation leave would be reduced accordingly. Application for such substitution must be supported by a medical certificate of other acceptable evidence. The application must be made upon the employee's return to duty.

Cancellation Upon Termination

Upon an employee's termination, any accrued and available sick leave will be not be paid out to the employee.

Sick Time: Pool

Employees with more than 160 hours of sick time may donate time to the sick pool for use by another employee. Donation of sick time to the sick pool is voluntary. The donating employee must maintain a minimum of 160 hours in their own sick account.

The City Manager may review the employment records of an employee prior to their entrance to the sick pool. If an employee has a history of sick time abuse, the City Manager has the option of not allowing that employee to enter the pool and receive time from other employees. Employees requesting that sick time hours be donated by other employees must submit the request to the City Manager in writing. The City Manager will make the final decision as to the eligibility of the requesting employee.

Rewards Program

Employees having a balance of 160 hours of sick leave or more may participate in the "Sick Leave Reward Program". At the end of each calendar year, if an employee uses 5 days of sick leave or less (out of the 12 days earned), he/she will be eligible to participate in the program. An employee who has used more than the 5 days due to an extended illness or injury may be eligible. A panel of the City Manager and 2 other department heads will make the final decision as to the eligibility of the requesting employee.

Employees participating in the program may "sell" back to the City a maximum of 40 hours of sick leave. Employees will receive payment hour for hour based on their current hourly wage with the City. Employees may sell back 8-40 hours or they may choose to keep their sick time for continued accumulation.

If an employee sells back sick days, they will forfeit the use of that sick time as it no longer will be reflected on their record. Employees participating in this program will fill out the necessary paper work and have it turned in for the first pay period in December.

The employee must maintain a minimum balance of 160 hours to participate.

This program will pertain to sick time used in a calendar year (December-November) and not the City's fiscal year (October-September): **Approved by City Council 2007.**

316 HOLIDAYS

Eligible employees are annually entitled to twelve paid holiday days off. Statutory Holidays observed include:

- New Year's Day
- Martin Luther King, Jr. Day

Good Friday
Memorial Day
Independence Day
Labor Day
Veterans Day
Thanksgiving (Thursday and Friday)
Christmas (2 days)
Floating Holiday (Employees use this day as they see fit)

The paid holidays listed above are legally recognized holiday days; in addition, employees will receive one floating holiday per calendar year. NOTE: Management may at their sole discretion designate a floating holiday to be used on a date certain to align the business operations to the dictates of our clients, and/or vendors, and/or suppliers. Should the City choose to assign a floating holiday, an adjustment would be made in the schedule for that year and communicated appropriately.

The Floating Holiday can be used to take a non-statutory holiday off (i.e. for religious observations or to tack on to an existing holiday for an extended weekend). The available floating day can be used at any time, as long as there is advanced approval from a supervisor. The Floating Holiday is not an accrued benefit, and will not carry over from year to year.

All Employees will use their holidays on the designated day of celebration (excluding the floating day) unless they are assigned to work in their respective job categories (i.e., Police Officer, Dispatcher, and Public Works). Nonexempt employees who are required to work on a holiday will be compensated at twice their regular rate for the holiday hours worked. This can be achieved by either:

- Paying the employee straight time rate of pay for the holiday and granting him or her an alternate paid day off to be used within 30 days following the holiday. Any carry over past the 30 days must be reviewed and approved by City Manager on a case by case basis; or
- Paying the employee at twice the straight time rate of pay for the holiday hours worked.

The City Manager may designate other holidays in accordance with directions from the City Council. A list of holidays approved by the City Council for the current year, specifying days of the week and dates, will be distributed to all employees at least once each year. Whenever an approved legal holiday falls on a Saturday or Sunday, it will be observed on the Friday preceding or the Monday following, as determined by the City Council.

An employee who is absent on the workday immediately preceding or following a holiday will not be paid for the holiday.

Temporary employees are not paid for holidays except for holiday hours actually worked.

317 JURY DUTY

The City is committed to supporting the community, including supporting City employees in fulfilling their responsibilities to serve as jurors whenever it is needed. When an employee receives notification regarding upcoming Jury Duty, it is his/her responsibility to notify their supervisor as soon as possible, and provide any requested documentation in order for arrangements to be made to accommodate the absence.

Should a full-time or regular part-time employee be called to Jury Duty, the City will pay the employee's normal base salary during the period of time the employee serves as a juror provided they are scheduled to work those days.

RETURN TO WORK

Employees who are dismissed from Jury Duty (or have completed service as a subpoenaed witness) within business hours are expected to return to work that day.

318 TIME OFF TO VOTE

The City encourages employees to fulfill their civic responsibilities by participating in elections. Employees are able to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, the City will grant time off to vote.

Employees must request time off to vote from management at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled to provide the least disruption to the normal work schedule.

319 POLITICAL ACTIVITY

The City encourages its employees to exercise their prerogatives as a citizen consistent with federal and state laws and within the policies contained within. However, employees may NOT:

- a. Use their official authority or influence to interfere with or affect the results of an election or nomination for elected office; or
- b. 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.
- c. 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 Federal Hatch Act restrictions 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.
- d. City employees are prohibited from participating in any way in any political activity while wearing a City uniform or clothing displaying City emblems, regardless of whether the employee is on duty or on his or own time. In addition, no City-owned property, vehicle, building, and/or office may be used for displaying campaign materials or for conducting any partisan activity.

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.

320 PENSION PLAN

The City is a member of the Texas Municipal Retirement System (T.M.R.S.), a nontraditional contributory, defined contribution plan. Membership in the retirement system is mandatory for all regular full-time employees (defined by T.M.R.S. as an employee who works in excess of 1,000 hours per year). Both the employee and the City contribute to the employee's retirement account.

Employees who leave City employment prior to retirement will, after filing a request with T.M.R.S., be refunded their portion of the retirement account plus interest earned on their portion.

Retirement benefits are determined by a formula that involves life expectancy at the time of retirement, the amount in the employee's account, the future interest rate assumption as set by law, and which of the benefit payment plans the employee selects. Each eligible new employee receives a brochure about the city's specific retirement coverage and options under T.M.R.S. at the time of employment.

The City has adopted a provision that allows an employee of the City who is a member of the system to retire and receive a service retirement annuity if the member has at least 20 years of credited service retirement annuity in the T.M.R.S. system performed for one or more municipalities that have adopted a like system, or when an employee has reached the age of 60 and is vested. A City employee becomes "vested" with the City when he or she has worked for the City for 5 years or more. Once an employee has 20 years of service (any age) with Lacy Lakeview (or any combination of at least 5 years employment with Lacy Lakeview and 15 years with other governmental municipal, county or Federal agencies) or has reached the age 55 and has worked with the City for 5 years or more, the employee may retire at his or her discretion. Once an employee is vested, he or she is entitled to both the employee's contributions and the City's contributions to the T.M.R.S. fund. Employees will consult with their pension plan in how they wish to draw their funds. A retired employee is also able to maintain their health insurance coverage through COBRA if so desired. Employees using prior service credit with other municipalities must have applied for the credit and submitted the necessary paperwork to the City Manager and T.M.R.S. for approval.

(Five year vesting becomes effective January 1, 2002. Additional information about retirement is contained in the **Separations** chapter of these policies.)

SECTION 4 – TIMEKEEPING AND PAYROLL

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all time actually spent on the job performing assigned duties. Employees are prohibited from performing any "off the clock work," meaning work that is performed but for which no time is recorded.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. It is the employee's responsibility to sign his or her time records to certify the accuracy of all time recorded. The Department Head will review the time record before submitting it for payroll processing.

The City has identified the official work to be a seven day period beginning at 12:00 a.m. each Sunday morning ending the following Saturday night. The normal business hours are scheduled for Monday through Friday, 8:00 a.m. to 5:00 p.m. Hours of work for individuals or groups of employees will be set by department heads with the approval of the City Manager.

401 PAYDAYS

Employees are paid biweekly on every other Wednesday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. The pay period, a two week period,

begins on Sunday and ends on Saturday.

In the event that a regularly scheduled payday falls on a day off, for example a holiday, employees will receive pay on the last day of work before the regularly scheduled payday. Payroll checks may be direct deposited into an employee's designated bank/savings accounts. Only the employee or a designated person with written power of attorney may receive the pay check in person.

402 PAY ADVANCES

The City does not provide pay advances or loans to employees on unearned income.

403 ADMINISTRATIVE PAY CORRECTIONS

The City takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. The City is committed to ensuring no improper deductions from pay occur.

Employees who believe there is discrepancy in their pay or their pay has been improperly reduced should inform the City Secretary. All concerns reported will be fully investigated. There will be no retaliation against individuals who report violations.

404 PAY DEDUCTIONS AND SETOFFS

The law requires that the City make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The City also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The City matches the amount of Social Security taxes paid by each employee.

The City offers programs and benefits, such as health insurance, beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage, and Tax Statement.

Pay setoffs are pay deductions taken by the City, usually to help pay off a debt or obligation to the City or others. All deductions from an employee's wages will be in accordance with applicable law and, when required, the employee's consent. If you feel that your pay has been improperly reduced, please notify the City Secretary promptly.

405 BASIS FOR DETERMINING PAY

It is the City's desire to pay employees wages or salaries that are competitive with other employers in the marketplace and in a way that will be fair and equitable. The City maintains a compensation structure that recognizes the level of skill, effort and responsibility of each position and ensures that the structure will enable the City to hire, develop and retain its employees. Compensation may vary based on roles and responsibilities, location, individual, and City performance, and always in compliance with all applicable laws.

City employees will be eligible for, with City Council approval, a merit increase and/or a cost-of-living adjustment (COLA). An employee may receive a merit increase following a full successful performance evaluation. Any merit increase will be awarded in accordance with the City's pay schedule. Upon the City Council's approval, City employees will receive an across-the-board pay increase. This increase may be the form of a flat dollar adjustment or a percentage increase.

406 WORK SCHEDULES

Work schedules for employees may vary throughout the City. Department heads, the Chief of Police will advise employees of their individual work schedules. Staffing needs and operational

demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Your record of time worked is the only way we know how many hours the City will pay you. Additionally, it is used so the City can keep track of hours and days not worked. Your time record indicates the number of hours worked each day and the total number of hours for the week. Each employee is responsible for submitting their own time through the City's time-tracking system.

407 REST AND MEAL PERIODS

Each workday, full-time nonexempt employees will be eligible to take two 15 minute paid breaks, dependent upon work volume. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work area beyond the allotted rest period time.

All full-time employees are provided with at least a 30 minute unpaid meal period each workday. Management will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

During the mealtime, police officers are required to be in their vehicles or remain in contact with the department. Dispatchers must also plan to eat lunch at their work station. Therefore, the meal break is considered as "hours worked" under FLSA guidance for both police officers and dispatchers.

408 NURSING MOTHERS BREAK

A nursing mother is entitled to "reasonable break time" to express breast milk for her nursing child. For one year following the birth of her child, a nursing mother will be granted time as needed to express breast milk. Every effort should be made to use regular break periods for the purpose of expressing breast milk.

409 OVERTIME

When operating requirements or other needs cannot be met during regular working hours, nonexempt employees may be assigned overtime work. All overtime work must receive prior authorization. Department heads may require employees to work overtime due to variations in work load and business need. Overtime assignments will be distributed as equitably as practical to all non-exempt employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours physically worked. Holidays, sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Overtime is paid after working over 40 hours in a scheduled seven-day workweek.

Nonexempt employees may be compensated for overtime worked by being given:

- a. Equal time off within the same work period; or
- b. If specifically authorized by the department head on consultation with the City Manager, payment at the rate of one and one-half times the employee's regular hourly rate; or
- c. Compensatory Time (one and one-half for every overtime hour). Comp-time may be accumulated up to a maximum of 40 hours per employee but must be used within 30

days. To carry over comp-time for longer than 30 days must be reviewed and approved by City Manager on a case by case basis. The time can be used by employees when approved by his or her immediate supervisor and depending on work schedule shortages.

An employee, subject to the overtime provisions of FLSA who is required to work a full 40 hours during the week in which he or she takes a paid holiday, will receive straight-time compensation (time off or pay) for the hours worked, since a paid holiday is not considered as time worked for the purpose of determining overtime pay. For overtime pay purposes, hours worked exclude paid holiday pay, vacation, jury duty, paid bereavement time off, compensated time off for injury or required military leave, and other time away from work, whether paid or unpaid.

Non-exempt employees traveling to and from training or out-of-town assignments will be compensated for travel time during a normal business day, and only up to a maximum of 8 hours at the rate of their regular base pay, provided that work is not required prior to or following the immediate travel time within the same day. Time spent traveling or performing work while traveling outside of a normal business day will also be treated as compensable time and may be eligible for overtime if 40 work hours are exceeded in that workweek, but only if the travel or work is specifically required by the City. Non-exempt employees required to take training courses that exceed the normal workweek of 40 hours will be eligible for overtime.

Non-exempt employees who work overtime without receiving prior authorization may be subject to disciplinary action up to and including possible termination of employment.

Direct any questions regarding non-exempt status or overtime pay to the City Secretary.

410 "ON CALL" TIME.

The vital nature of certain City services requires that some employees be available to provide "on call" coverage in the evenings, weekends and/or over holidays to ensure the continuity of vital services. Employees on "on call" status will be paid for the number of hours during which they are actually called to duty during the assigned "on call" period. If an affected employee has worked the full workweek without using leave time, he or she will be paid "on call" pay at one and one-half times the employee's regular rate of pay. On call assignments must be approved in writing by the respective department head.

If an "on-call" employee is called in to work and he/she has already planned holiday or vacation time during the same work week, he/she will be compensated at a rate of one-and-one-half times the regular rate for the actual hours worked. The planned vacation and/or holiday time must have been previously approved by a supervisor in writing.

It is the policy of the City that an employee in "on call" status is provided a cellular phone which allows the employee substantial mobility.

SECTION 5 – WORK ENVIRONMENT

501 SAFETY

To assist in providing a safe and healthful work environment for employees, clients, and visitors, the City has established a workplace safety program. Its success depends on the alertness and personal commitment of all. Employees with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with supervision. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be

made without fear of reprisal.

Employees are expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report such hazards, where appropriate, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately report the incident.

502 DRIVING CITY VEHICLES

Employees driving City vehicles will be required to show proof of a valid State of Texas driver's license. Driving a City vehicle is contingent upon the employee maintaining a safe driving record. The City will verify a prospective employee's driving record prior to any start date and periodically after employment. It is the responsibility of the employee to notify their department head if there is any change in the license status.

The City will maintain insurance coverage on all city vehicles. Likewise, employees who operate city vehicles or drive their personal vehicles on City business will be required to maintain and show proof of automobile liability insurance coverage. Employees must notify the City of any change in their liability coverage.

Certain City employees are provided automobiles by the City. In such cases, the value to each employee for the personal use of the automobile will be determined in accordance with applicable federal regulations and will be considered as additional compensation to the employee. Each department head shall be responsible for timely reporting, as prescribed by the City Secretary, for the number of days each employee commuted in a city vehicle, and for certifying that, to the best knowledge and belief, no vehicle was used for any personal purpose not permitted by this policy.

503 COMMUNICATIONS

From time to time, an employee may be given directions from persons outside the normal chain of command. In such cases, it is the employee's responsibility to notify his or her immediate supervisor about the direction, its purpose, and the relevant facts of the situation. Failure to do so in a timely manner may result in disciplinary action.

In the event that an employee is given conflicting instructions from more than one person who occupies a position which is higher than the employee's position in the City's hierarchy, the employee is required to notify the person from whom he or she receives the last instruction that it conflicts with previous instructions.

An employee may request that a matter, other than a grievance, be considered by the City Council by submitting the item in writing to his or her supervisor.

Communication with the public about City issues or problems is the responsibility of the Mayor, the City Council, and/or the City Manager. Employees are to refer the public to the appropriate City official if a question is non-routine, controversial, or outside of the scope of the employee's normal duties.

504 USE OF CITY PROPERTY

Employees assigned tools, equipment, vehicles, or other types of City property are responsible for the property's proper use and maintenance. Employees are prohibited from using any City owned property for the purpose of personal or political activities.

505 SEARCHES

The City reserves the right to make general or random searches of City property, such as lockers, closets, vehicles, and desks without the consent of the employee. The use of privately owned padlocks or other locking mechanisms for City property is prohibited.

The City further reserves the right to monitor all City-owned/City-provided pagers, cellular phones or any other electronic storage systems and, if issued, the employee constitutes acknowledgement that the City has the authority to “open”, “read”, or “inspect” all City-owned/City-provided electronic devices.

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, or drug paraphernalia, stolen property, or other illegal contraband 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 be discontinued. 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 City Manager or designee.

506 ACCIDENT REPORTING

City employees involved in an accident while operating City equipment or vehicle, no matter how minor, must notify the City dispatcher immediately. Should the incident occur after normal working hours, the dispatcher will notify the appropriate department head. The department head will inform the Chief of Police and City Manager in the morning of the following business day.

507 SMOKING

In keeping with the City’s intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace except in outdoor smoking areas. This policy applies equally to City vehicles.

508 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

509 USE OF PHONE, ELECTRONIC DEVICES AND IT SYSTEMS

The City provides its employees with the equipment to perform various modes of communication, i.e., voice mail, email, and Internet access to assist you in doing your job in a more efficient manner and in compliance with the Texas Open Meetings and Public Information Acts.

This equipment is owned and maintained by the City and employees have no expectation of privacy in the use of City owned equipment. Providing such communication and research access represent a considerable commitment of City resources for telecommunications, networking, software, and storage. The Internet, email and voice mail usage policy is designed to help you understand expectations for the use of those resources and to help you use those resources more wisely.

INTERNET SERVICES

The City expects its employees to use the Internet, email, voice mail systems, and City owned cell

phones primarily for business purposes. As such, the City requires that you conduct yourself honestly and that you respect the copyrights, software licensing rules, property rights, and privacy of others. The City intends to respond to any violation by an employee that occurs on the Internet or within any of our communication systems.

As a condition of providing Internet, email, voice mail, and cell phones to its employees, the City places certain restrictions and use requirements on workplace use of those systems. These restrictions and requirements also apply to employee's access to the Internet from a remote location using City software, access rights, and City owned cell phones.

- a) Outbound and inbound access to/from the Internet via the City's resources must be through approved methods using valid hardware, software, and approved controls.
- b) When/If using Internet resources for minimal personal use, employees must not:
 - Give the impression they are representing the City when conducting non-business activities,
 - Give the impression their opinions represent that of the City when conducting non-business activities, and/or
 - Present himself or herself as someone else (i.e., another City employee).
- c) Under no circumstances shall the City's Confidential and Proprietary or Restricted Use Only data be transmitted or published over the Internet without proper authorization.

The viewing, downloading, uploading, storing, distributing, editing, recording or displaying of any inappropriate, graphic and/or sexually explicit image, document, or material is prohibited. The display, possession, or distribution of any such material is a violation of The City's Sexual Harassment Policy and will be dealt with accordingly.

Messages sent over the Internet are not secure unless encrypted. Employees may not send any confidential information over the Internet unless all information is encrypted. Any emailing of trade secrets or other proprietary information will be treated as a violation of the confidentiality policy. Under no circumstances shall any employee post confidential or proprietary information to the Internet.

E-MAIL RESOURCES

- a) E-mail access that is NOT provided by the City (i.e., Web based vendors, such as earthlink.net or hotmail.com) that is accessed via the City's computer resources (i.e., Internet access) must be restricted to minimal, limited personal use.
- b) E-mail access that is NOT provided by the City should not be used for business related activities.
- c) E-mail access that is NOT provided by the City that is accessed via the City computer resources (i.e., Internet access) is subject to the same City Information Security policies and procedures and must comply with all City policies.
- d) No automatic forwarding of e-mail messages to Internet e-mail accounts is allowed without prior written approval.
- e) E-mail systems are known sources of viruses. Users must not disable/turn-off virus detection programs on their desktops or laptops.

ELECTRONIC DEVICES

E-mail and other confidential business information contained within electronic devices whether the device is City property or not, is considered City property and Intellectual property of the City. Such information contained within the device is subject to all City policies.

Additionally, the City requires that employees avoid situations that require them to use their mobile devices while driving, even if a hands-free device is used. If an employee must use the phone, he/she is to pull off the road in a safe manner. If that is not a safe option and the employee cannot avoid using the phone, do NOT use the cell phone/smart phone unless a hands-free device is used. Additionally, it is against City policies – and frequently against state law – to text message while driving.

Know and abide by state and local laws regarding the use of cell phones/smart phones and text messaging while driving motor vehicles. Many areas have passed laws that ban the use of cell phones/smart phones while driving, require the use of “hands free” devices, or prohibit text messaging while driving.

PASSWORDS

Personal passwords may be used for purposes of security, but the use of a personal password does not affect the City’s ownership of the electronic information. The City may override all personal passwords if necessary for any reason. The City may periodically need to assign and/or change passwords and personal codes for voice mail, e-mail, and computers. These communication technologies and related storage media and databases are to be used primarily for City business and they remain the property of the City. The City reserves the right to keep a record of all passwords and codes used and/or override any such password system.

The use and information contained on electronic devices to include, device billing, text messages, emails, or other related data may be subject to disclosure under the Public Information Act. The disclosure may be required regardless of the user’s designation of information as public or private.

510 WORKPLACE VIOLENCE PREVENTION

The City is committed to preventing workplace violence and to maintaining a safe work environment. The City has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur on or off premise while performing City business or at any City-sponsored event.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the City without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a visitor, or a member of the community at any time, including off-duty periods, will not be tolerated. This includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by visitors, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible. Employees should avoid risk, and if they see or hear a commotion or disturbance near a work area, do not try to intercede.

The City will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. The City may suspend employees, either with or without pay and pending investigation, to maintain workplace safety and the integrity of its investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The City encourages employees to bring their disputes or differences with other employees to the attention of management before the situation escalates into potential violence. The City will assist in the resolution of employee disputes, and will not discipline employees for raising such concerns in good faith.

511 FIREARMS

Firearms, including concealed weapons, may not be brought into City facilities, buildings, or vehicles by an employee unless the employee is a commissioned Law Enforcement Officer or is the holder of a state issued Concealed Handgun License. Employees with a valid concealed handgun license may carry a concealed handgun while on the job. Prior to bringing firearms to work, employees must notify the City Secretary of their intent and show a current state issued concealed handgun license.

This exception is restricted to concealed handguns. An employee licensed to carry a firearm commits a violation of this policy if the employee carries a handgun on or about their person and intentionally displays the handgun in plain view of another person while on City premises or in a City vehicle.

512 NON-SOLICITATION & DISTRIBUTION

Providing the most ideal work environment possible is very important to the City. The goal is to ensure employees feel comfortable and at ease when at work. Therefore, to protect City employees from unnecessary interruptions and annoyances, it is the City's policy to prohibit the distribution of literature in work areas and to prohibit solicitation and distribution of literature during employees' working time. "Working Time" is the time an employee is engaged or should be engaged in performing their work tasks for the City. These guidelines also apply to solicitation by electronic means. Solicitation or distribution of any kind by non-employees on City premises is prohibited at all times.

Nothing in this section prohibits employees from discussing terms and conditions of employment. Employees retain the right to "self-organize, to form, join, or assist labor organizations, to bargain collectively through representation of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or mutual aid or protection, as well as the right to refrain from any or all such activities."

513 GIFTS AND ENTERTAINMENT

Giving or receiving gifts and gratuities in a business setting may give rise to an appearance of impropriety or raise a potential conflict of interest. As a general rule, a City employee may not accept any gift or free service. Each employee is expected to use good judgment in accepting any gift offers. Ultimately, gifts or entertainment must have a clear business benefit to the City, and are not acceptable if an independent third party might think that the employee would be influenced in conducting business.

If you are unclear on the requirements of this policy, please discuss it with your department head.

SECTION 6 -- BUSINESS TRAVEL AND ENTERTAINMENT

The City will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The City Manager must approve all business travel in advance.

Employees whose travel plans have been approved are responsible for making their own travel arrangements with department and City Manager approval. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the City. Employees are expected to limit expenses to reasonable amounts. Alcoholic beverages are not reimbursable. With approval, certain employees may engage in business entertaining on behalf of the City. Otherwise, entertainment expenses will not be reimbursed.

When travel is completed, employees must submit completed travel expense reports within 14 days. Reports must be accompanied by receipts for all individual expenses.

Travel time within normal work hours will be paid at the employee's regular hourly rate and will be factored in to overtime calculations. When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours.

SECTION 7 – EMPLOYEE CONDUCT & DISCIPLINARY ACTION

701 BUSINESS ETHICS AND CONDUCT

The successful business operation and reputation of the City is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations.

The continued success of the City is dependent upon our community's trust, and we are dedicated to preserving that trust. Employees should dutifully serve the City, and our community by acting in a way that will merit the continued trust and confidence of the community. The City will comply with all applicable laws and regulations and expects all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws, and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises when it is difficult to determine the correct course of action, the matter should be discussed openly with the department head.

702 CONFLICT OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the City wants employees to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Guidelines:

- i. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative because of the City's business dealings.
- ii. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
- iii. No "presumption of guilt" is created by the mere existence of a relationship with outside organizations. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that the employee disclose to the City Manager, as soon as possible, the existence of

any actual or potential conflict of interest so that safeguards can be established to protect all parties.

- iv. Personal gain may result not only in cases where an employee or relative has a significant ownership in an organization with which the City does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City.

703 OUTSIDE ACTIVITIES – SECONDARY EMPLOYMENT

Employees may not engage in any outside employment, activity, or enterprise determined by the City Manager

- a. To be inconsistent or incompatible with employment with the City; or
- b. To affect the employee's job performance adversely

Examples of potential conflicting employment:

- a. Construction or installation that may be inspected or regulated by the employee's City department;
- b. Employment by a major contractor of the City; or
- c. Employment that results in fatigue while on City duty.

The City of Lacy Lakeview considers each of its regular full-time employee's employment with the City to be the employee's primary employment, and under no circumstances may a City employee wear his or her city uniform or clothing displaying City emblems in any job unless approved in advance by the City Manager.

An employee who wishes to engage in an outside activity covered by this section must prepare a full and complete written request describing the employment activity for which permission is requested. A copy of the employee's request and the department head's and City Manager's response must be forwarded to the City Secretary for inclusion in the employee's personnel file.

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 worker's compensation claim against the City or benefits related to the injury, regardless of the fact that the City Manager may have approved the outside employment request.

704 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, The City expects employees to be respectful, to follow rules of conduct and to behave professionally.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of City property
- Embezzlement or forgery
- Falsification of timekeeping records
- The unauthorized or misuse of an individual's personal financial information, obtain through employment with the City, for personal gain (identity theft)
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or

- equipment
- Fighting or threatening violence in the workplace
 - Negligence or improper conduct leading to damage of employer-owned or customer owned property
 - Insubordination or other disrespectful conduct toward fellow employees, visitors, or other members of the public while in the course and scope of City services
 - Violation of safety rules
 - Smoking in prohibited areas
 - Sexual or other unlawful or unwelcome harassment
 - Bullying or repeated, unreasonable actions directed toward an employee which are intended to intimidate, degrade, humiliate, or undermine; or which creates a risk to the health or safety of the employee
 - Possession, use, or sale of dangerous or unauthorized materials in the workplace, such as explosives, or illegal drugs
 - Excessive absenteeism
 - Failing to report for a scheduled shift and/or leaving early without supervisor permission
 - Violation of personnel policies
 - Unsatisfactory performance or conduct
 - Performing outside work or using City property, equipment or facilities in connection with outside work while on City time
 - Dishonesty with supervision and/or co-workers.

Employment with the City is by the mutual consent of the City and the employee. Either party may terminate the employment relationship at any time, with or without cause, and with or without advance notice.

705 HARASSMENT AND ANTI-RETALIATION

The City is committed to providing its employees with a workplace free of harassment. The City maintains a strict policy prohibiting harassment based on race, color, national origin, ancestry, religion, sex, physical or mental disability, age, veteran status, or any other characteristic protected by applicable law. The conduct prohibited by this policy includes conduct in any form including, but not limited to: email, voicemail, chat rooms, Internet use, text messages, pictures, images, writings, words or gestures.

This prohibition applies to all employees, and vendors of the City. No employee of the City is expected to tolerate any conduct prohibited by this policy from anyone while at work or while engaged in City business.

a. Sexual Harassment Defined

Sexual harassment prohibited by this policy includes any unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- submission to such conduct is made a term or condition of employment;
- submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
- such conduct has the purpose or effect of unreasonable interference with an employee's work performance or creating an intimidating, hostile or offensive working environment.

The following is a partial list of conduct, which would be considered sexual harassment:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening retaliation after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars, or posters
- Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes, comments about an employee's appearance
- Written communication of a sexual nature distributed in hard copy or via a computer
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assault, impeding or blocking movements
- Retaliation for making harassment reports or threatening to report harassment

Sexual harassment can occur between employees of the same sex. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females.

b. Other Type of Harassment

The City also prohibits harassment based on race, color, national origin, ancestry, religion, gender, physical or mental disability, age, veteran status, or any other characteristic protected by applicable law. Such prohibited harassment includes, but is not limited to, the following examples of offensive conduct:

- Verbal conduct such as threats, epithets, derogatory comments or slurs
- Visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures
- Written communication containing statements which may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or caricatures
- Physical conduct such as assault, unwanted touching or blocking normal movement
- Retaliation for making or threatening to make harassment reports to the City, for participating in an investigation into harassment allegations

c. Anti-Retaliation

In accordance with applicable law, the City prohibits retaliation against any employee because of the employee's opposition to a policy, decision or practice the employee reasonably believes to constitute employment discrimination or harassment or because of the employee's participation in an employment investigation, proceeding or hearing. Any retaliatory adverse action because of such opposition or participation is unlawful and will not be tolerated.

The City strictly prohibits retaliation against any person by another employee or by the City for using this complaint procedure, reporting harassment, or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by the City or a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

Any employee who believes he or she has been subjected to harassment prohibited by this policy should immediately tell the harasser to stop his/her unwanted behavior and immediately report that behavior, preferably in writing, to the City Secretary.

If an employee becomes aware of harassing conduct engaged in or suffered by one of the City's employees, regardless of whether such harassment directly affects that employee, the employee should immediately report that information, preferable in writing, to the City Secretary.

d. Examples of Opposition

Opposition to perceived discrimination may include threatening to file a discrimination complaint with the EEOC, State agency, or court, complaining or protesting about alleged employment discrimination to a manager, co-worker, or other official. Opposition also includes a complaint, protest made on behalf of another employee, or made by the employee's representative. A complaint about an employment practice constitutes protected opposition only if the employee communicates to the City a reasonable good faith belief that the practice opposed constitutes unlawful employment discrimination. Opposition in a manner which disrupts the workplace, or which constitutes an unlawful activity, or engaging in badgering or threatening of employees or supervisors is not protected.

e. Examples of Participation

The City will not tolerate retaliation against any individual because he or she has filed a charge, testified, assisted or participated in any manner in an investigation, proceeding, hearing, and litigation under federal or state statutes. The City also prohibits retaliation against someone closely related to or associated with the employee exercising such rights.

If an employee believes he or she has been retaliated against because of opposition to an employment practice reasonably believed to be discriminatory, or because of participation in a hearing or proceeding regarding alleged unlawful discrimination, they should provide a written or verbal complaint to the City Secretary as soon as possible. The complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, and any documentary evidence.

The City's complaint procedure provides for immediate, thorough, and objective investigation of any claim of harassment or unlawful retaliation because of opposition to alleged discrimination or participation in a proceeding regarding alleged harassment or employment discrimination.

If it is determined that prohibited harassment has occurred, the City will take appropriate action against the person/persons found to have engaged in prohibited harassment to ensure that the conduct will not reoccur. A determination regarding the harassment alleged will be made and communicated to the person claiming harassment as soon as practical.

If the City determines that an individual has suffered adverse action in retaliation for opposition to alleged employment discrimination or for participation in an investigation related to alleged employment discrimination, the City will take effective remedial action appropriate to the circumstances. The City will also take action to deter any future retaliation.

The City does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including supervisory employees. In addition to the City's internal complaint procedure, employees should be aware that the Federal Equal Employment Opportunity Commission (EEOC) and Texas human rights agency will investigate and prosecute complaints.

706 ATTENDANCE AND PUNCTUALITY

Every employee's attendance is critical to the success of the City. We ask employees to strive for perfect attendance and to arrive for work on time. We recognize that sickness and other emergencies cannot always be anticipated and may require you to miss part or all of your

workday. The City expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their immediate supervisor as soon as possible in advance of the anticipated tardiness or absence.

If you cannot report to work as scheduled, we ask that you notify the department no later than one (1) hour before your scheduled start time. If your need for time off is foreseeable, please provide as much notice as possible. If your need for time off is not foreseeable, please provide as much notice as possible. When you contact the department please be prepared to provide an estimate of the duration of your absence and when you expect to return or arrive for work.

Generally, for illness or injury related absences of three (3) or more consecutive workdays, you may be asked to provide written documentation from your health care provider to justify your absence. Likewise, written documentation from your health care provider that releases you to return to work may also be required before you can resume working.

Excessive absences or tardiness have an impact on business operations, and may lead to disciplinary action, up to and including termination of employment. If you are absent from work for three or more consecutive days without notice, please note the City may consider this a voluntary resignation of your position and may proceed with disciplinary action up to possible separation of employment.

707 PERSONAL 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 that 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.

In the Police, Fire and Public Works departments, some employees are required to wear uniforms that are furnished by the City. Department employees should maintain their uniforms in good repair, so as an employee needs to replace a uniform, he or she will contact their supervisor.

708 RETURN OF PROPERTY

Employees are responsible for all City property, materials, or written information issued to them or in their possession or control. Employees must return all City property upon notice of intent to terminate employment. Where permitted by applicable laws, the City may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The City may also take all action deemed appropriate to recover or protect its property.

709 PROGRESSIVE DISCIPLINE

The purpose of this policy is to state the City's position on administering fair and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. It is the employee's responsibility to notify their supervisor of anything that may impair their job performance or abilities.

The City's best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory

service in the future.

Although employment with the City is based on mutual consent, both the employee and the City have the right to terminate employment at will, with or without cause or advance notice. The City may use progressive discipline at its discretion.

The City recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or termination of employment, without going through the usual progressive discipline steps. By using progressive discipline, the City hopes that most employee problems can be corrected at an early stage, benefiting both the employee and the City.

Unless an emergency situation exists, actions other than oral or written warnings require advance consultation with the City Manager and, if necessary, the City Attorney. The City may, but not necessarily will, use a progressive discipline system as follows:

- Oral warnings with records of each warning maintained by the appropriate department head;
- Conference with appointed official or department head, employee, and supervisor, with written summary of the conference to be prepared by the supervisor, with one copy to the employee and one copy to the employee's personnel file;
- Written reprimands, which the department head must in all cases, cause to be transmitted through the City Manager to the employee's personnel file;
- Probation (not to exceed 90 days) during which time the employee's performance and behavior will be monitored very closely by the supervisor;
- Reduction in pay without demotion;
- Suspension from duty, with or without pay, for up to 30 days and renewable after informal review of the circumstances;
- Demotion; and
- Separation by involuntary dismissal

Except in the case of oral warnings, disciplinary action will normally be accomplished or preceded by oral or written notice to the employee involved. Written notice of disciplinary action is included in the employee's personnel file.

Disciplinary action does not automatically or permanently disqualify an employee from consideration for future promotion, pay increases, commendations, or other beneficial official personnel actions.

710 EMPLOYMENT SEPARATION

Separation of employment is an inevitable part of personnel activity within any organization, and many of the reasons for separation are routine. Below are examples of some of the most common circumstances under which an employee separates from the City:

- Resignation: voluntary employment separation initiated by an employee;
- Retirement: voluntary employment separation initiated by an employee – may require a longer notice period to facilitate retirement benefits;
- Reduction in Force: involuntary employment separation initiated by the City due to operational and/or economic factors;
- Dismissal: involuntary employment separation initiated by the City related to performance and/or behavior issues;
- Disability: initiated by the employee due to a permanent physical or mental disability which prevents the employee from continued service;

- Death: in the event of an employee's death – the estate and/or a name beneficiary will receive any compensation or benefits due the employee

The City will generally schedule exit interviews for employees that resign or retire at the time of employment separation. The exit interview will provide an opportunity to discuss issues such as employee benefits, repayment of outstanding debts to the City, or return of City owned property. Suggestions, complaints, and questions can also be voiced.

PROPER NOTICE PERIOD

Although employees may terminate the employment relationship at any time, employees are requested to give The City a minimum of two (2) weeks advance notice of their intent to terminate. Failure to give requested notice will be considered when determining an employee's eligibility for rehire.

Final termination date will be at the discretion of the City Manager and each department head based on required job duties that continue on prior to separation. Occasionally, there may be situations where an employee gives proper notice of intent to terminate, but after a discussion with the City Manager, it is determined in the best interests of the City to have the employee terminate immediately, in which case, the employee will receive pay for actual days worked.

PROCEDURE

Employee's notice of intent to terminate must be in writing and submitted to the department head. The notice along with a Personnel Action form needs to be submitted to Human Resources within 24 of receipt so the exit process can be scheduled.

TERMINATION DATE

The employee's termination date is the last day the employee worked or as otherwise set by the City.

FINAL PAY CHECKS

Upon separation from City employment, employees will receive all wages due as of the separation date. The payment of wages, for eligible employees, will be limited to a total of 40 hours of accrued but unused vacation, holiday, and/or compensatory time combined. (Sec 61.003 Labor Code – Governmental Entities Excluded. Cities are exempt from paying unused vacation, holiday, and/or compensatory time.)

Delivery of final wages paid to terminated employees will be dependent upon the reason for separation. If the separation is voluntary (resigns, retires, quits) the employee will receive their final paycheck in the next regularly scheduled pay period following the effective date of termination. If the employee is laid off, discharged, fired, or otherwise involuntarily separated from employment, the final payment of wages is due within six (6) calendar days of the discharge.

RETURN OF PROPERTY

Any City property issued to you, such as software, computer equipment, mobile devices, databases, Secure ID, files, pager, keys, building access keys/cards, ID badges, or City credit cards must be returned at the time of your termination. Employees are responsible for any lost or damaged items, and may be asked to reimburse the City for the value of any property issued and not returned.

711 REFERENCES

The City will respond to requests for employment verification, which are written on the requesting City letterhead. This policy has been established to be responsive to the former employee while ensuring that the City responds to legitimate requests for information.

As an employee, do not, under any circumstances, respond to any requests for information regarding another employee. If you receive such a request, you should forward it to management.

Employees are free to provide personal references for former employees, but must represent that they are writing the reference only on behalf of themselves, and not on behalf of the City.

712 PROBLEM RESOLUTION/GRIEVANCE PROCEDURE

The City is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the City's supervisors and management.

The City strives to ensure fair and honest treatment of all employees. Managers and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism. If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure.

No employee will be penalized, formally or informally, for voicing a complaint with the City in a reasonable, business-like manner, or for using the problem resolution procedure.

713 EMPLOYEE HEALTH RECORD – MEDICAL RECORD

The City will maintain the confidentiality of "protected health information" ("PHI" as defined by HIPAA) and other information that is deemed to be confidential by other laws. This information may include, but is not limited to, medical records and drug screens for employees. Such information is made confidential by law (such as PHI under HIPAA) or by City policy. Confidential information may be information in any form (e.g., written, electronic, oral, overheard or observed). Access to employee health records is granted on a "need to know basis." A "need to know" is defined as information that is required in order to do your job.

SECTION 8 – THE CITY CORPORATE POLICIES

801 TRAVEL AND SUBSISTENCE

GENERAL POLICY. The policy of the City is that employees are to be fully reimbursed for necessary and reasonable job-related expenses incurred in the authorized conduct of City business, including business-related travel. Except in cases involving in-City use of a personal vehicle, employees must fill out "Request for Travel" forms before travel which involves reimbursable expenses. The request should include an estimate of costs to be incurred. At the discretion of the City Manager, cash advances may be made. Regardless of whether a cash advance has been made or a request submitted for reimbursement of expenses, all such travel expense is 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. In some cases, the City may prepay such expenses as registration fees, hotel costs, and/or airline or other public transportation costs directly to the entity involved.

Expenses which are not permitted under the terms of grants, contracts, or agreements with other agencies will not be charged with costs to those grants, contracts, or agreements.

IN-CITY TRAVEL. All necessary travel by City employees for authorized conduct of city business within the City is authorized. Meals will be reimbursed subject to approval by the City Manager. Reimbursement for the use of private automobiles by employees is made monthly, upon submission of required report and request forms. (See section on "Personal Vehicle" for mileage rates.)

OUT-OF CITY TRAVEL. Out-of-City travel by City employees is permissible provided that it is authorized in advance by the department head and approved by the City Manager and does not

exceed budgetary limitations. Advances or reimbursement for out-of-city travel are based upon most economical conveyance that is reasonably available. When private automobiles are used for out-of-city travel, reimbursement is allowed on the basis of actual mileage traveled or tourist class airfare, whichever is less. The difference in cost between first-class air accommodations and less-than-first-class air accommodations is unallowable except when less-than-first-class air accommodations are not reasonably available.

In cases where a rental car is used, employees must choose the optional insurance coverage. The City will pay for the insurance cost.

SUBSISTENCE EXPENSES. Employees engaged in necessary and authorized travel in the conduct of City business will be reimbursed for actual cost of reasonable and documented expenses necessary to conduct the business for the City. Reimbursable subsistence expenses will generally be for registration, lodging, official business, telephone calls, parking, tolls, taxi, and reasonable gratuities. Meals are covered under the City's policy for per diem rates.

Since the City has a per diem policy, receipts are not necessary for meals.

PERSONAL VEHICLE. Where use of personal vehicle is judged to be the most reasonable means of transportation in the conduct of official City business, reimbursement will be at the current maximum non-taxable rate allowed by the Internal Revenue Service at the time the mileage is incurred. Employees are expected to report the shortest distance between points of departure and destination for all travel. Travel between an employee's residence and the City office is not eligible for reimbursement.

EXPENSE REPORT. As soon as an employee returns from a trip, or at least within one week from the date the travel was concluded, he or she must complete an expense report form documenting any actual expenses incurred on the trip which were not prepaid directly by the City to the entity involved. The City will issue a reimbursement check to the employee for allowable and documented out-of-pocket expenses. The expense report must show the amount of any cash advance given the employee. All reimbursements must be approved by the department head and the City Manager.

EXCEPTIONS. Employees who receive monthly automobile allowances are not eligible for mileage reimbursements for travel within the City. Employees who travel in City-owned vehicles will be reimbursed for the documented actual cost of fuel, oil, or other expenses related to the safe operation of the vehicle if the employee paid for such costs.

When two or more employees travel in a single automobile, only one employee will receive per-mile or other automobile reimbursements.

Conference registration checks normally will be made payable only to the organization sponsoring the conference.

Travel and/or moving expenses involving applicants, new employees, or transferred employees may be reimbursed by individual action of the appropriate department head, with approval from the City Manager.

PROHIBITED EXPENDITURES. Costs of personal entertainment, amusements, alcoholic beverages, traffic citations, or illegal activities are not allowable for reimbursement.

802 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 reference includes inhalants.

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 representing the City off premises. Employees who violate this policy will be subject to immediate disciplinary action up to and including discharge. The City has established a drug-free awareness program providing information about the dangers of drug and alcohol abuse in the workplace, the City's policy of maintaining a drug-free and alcohol-free workplace, information about available drug and alcohol counseling and rehabilitation, and information about the penalties that may be imposed on employees for drug or alcohol abuse violations occurring in the workplace.

- Pre-employment drug/alcohol screening will be conducted for all positions.
- Periodic testing and testing for reasonable suspicion may be required in certain classes of employees to ensure public safety and security.
- Random drug testing and post-accident testing are required for all positions which require a driver's license.
- Each employee of the City will be furnished a copy of this policy.
- 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.
- The City will notify any funding agency that requires notification within ten days after receiving notice under the above paragraph from an employee or otherwise receiving actual notice of such conviction.
- Any employee so convicted will be subject to disciplinary action up to and including immediate discharge.
- 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 Substance Abuse Policy.

DRUG TESTS. Employees who operate vehicles or equipment are subject to five types of testing for both drugs and alcohol: pre-employment, post-accident, random, reasonable suspicion, and return to duty. An employee who tests positive for drugs or for whom a breathalyzer/intoxilyzer test shows an alcohol content of over .04 percent must and will be taken off the road immediately and referred to a Substance Abuse Professional (SAP). An employee who is shown to have an alcohol content between .02 and .039 percent must and will be taken off the road immediately for a period of 24 hours.

Pre-Employment Testing. In addition to performing pre-employment tests after extending an offer of employment, the City must and will request the results of DOT drug tests from previous employers for all new employees in safety-sensitive positions.

Post-Accident Testing. Drug and alcohol testing must and will be performed if any city employee is involved in an accident, an accident results in the loss of human life or if the driver was given a citation for a moving violation as a result of an accident. Drug testing must and will be performed within 32 hours of an accident; alcohol testing should be performed within two hours of an accident, or as soon as reasonably possible thereafter.

Random Testing. For vehicle operator positions, the City is required to perform unscheduled, random tests of covered employees at a rate of 50 percent of the total number of covered positions per year.

Reasonable Suspicion Testing. All supervisors of covered employees must undergo two hours of U.S. Department of Transportation approved training on how to identify the symptoms of drug and

alcohol abuse before the supervisor may decide to test an employee based on reasonable suspicion. 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 City Manager or the Mayor, or in both their absences, of one other supervisor before sending an employee to be tested.

Return to Duty Testing. Test results of return-to-duty testing for alcohol abuse must show a content of less than .02 percent. Test results for drug use must be negative.

If a covered employee fails a drug or alcohol test, the City is required to and will ensure that the employee is evaluated by a SAP unless the employee is immediately terminated, in which case the City will inform the employee where he or she can get help.

Drug testing is for five types of narcotics: Marijuana, opiates, amphetamines, PCP, and cocaine.

803 SOCIAL MEDIA

The City is increasingly exploring how online communication through social computing can empower City employees as professionals, and innovators. A strategic online presence also promotes the City and ultimately helps the community identify and access our services.

This Social Media policy applies to all employees, including those employees who use the following:

- Multi-media and City-sponsored social networking websites such as Facebook, Twitter, and YouTube, and other potential and yet-to-be named social media/networking or multi-media sites
- Blogs
- Wikis such as Wikipedia and any other site where text can be posted
- All of these activities are referred to as "Social Media" in this policy

Please be aware that violation of this policy may result in disciplinary action up to and including termination.

- You should make sure that your online activities do not interfere with your job or commitments to the City's citizens.
- Common sense is the best guide if you decide to post information in any way relating to City customers. Do not post negative comments about our community.
- Your Internet postings should not disclose any information that is confidential or proprietary to the City or to any third party that has disclosed information to the City.
- Do not comment on any aspect of the City's trade secrets or proprietary information (business, financial and marketing strategies) without advance approval.
- Your Internet posting should reflect your personal point of view, not necessarily the point of view of the City.
- When posting your point of view, you should neither claim nor imply you are speaking on the City's behalf, unless you are authorized in writing by the City.
- If you identify yourself as a City employee on any Internet posting, video upload, refer to the work done by the City, or provide a link on the City's website, you are required to include the following disclaimer in a reasonably prominent place: "The views expressed on this post are mine and do not necessarily reflect the views of the City"
- Don't cite or reference City partners without their written approval. When you do make a reference, always appropriately site your source (such as link back to the source).
- Respect your audience. Don't use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable in the workplace and/or to a reasonable person.
- Add value. Provide worthwhile information and perspective.

- Your Internet postings/video uploads should respect copyright, privacy, fair use, financial disclosure, and other applicable laws.
- If a member of the news media or blogger contacts you about an Internet posting/video upload that concerns the business of the City, please refer that person to the City Secretary's Office.
- If you identify an Internet posting/video that violates any area of this policy, please report such posting.
- The City reserves the right to suspend, modify, or withdraw this Social Media policy, and you are responsible for regularly reviewing the terms of this Social Media policy.

The Social Media policy is not intended to infringe on employees' rights. The City prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

804 WHISTLEBLOWER POLICY

The City is committed to the highest standards of openness and accountability. It is a fundamental expectation that an employee will faithfully serve his or her employer and not disclose confidential/proprietary information about the employer's affairs. However, where an individual discovers information that is believed to show malpractice or wrongdoing within the employer, then this information should be disclosed without fear of reprisal and may be made independently of line management.

It should be emphasized that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed for the questioning of financial or business decisions taken by the City, nor may it be used to reconsider any matters that have already been addressed under harassment, complaint, or disciplinary procedures. Once it is in place, it is reasonable to expect employees to use it rather than to file a complaint with an outside organization.

Scope of Policy

This policy is designed to allow employees or others associated with the City to raise high level concerns or information that the individual believes shows malpractice.

A number of policies and procedures are already in place including grievance, complaints, harassment, and discipline. This policy is intended to cover concerns that are in the operational interests and may (at least initially) be investigated separately, but might then lead to the invocation of such procedures. These might include:

- a) Financial malpractice, impropriety, or fraud;
- b) Failure to comply with a legal obligation or with the Statutes, Ordinances, and Regulation;
- c) Dangers to health and safety or to the work environment;
- d) Criminal activity or professional malpractice;
- e) Improper conduct or unethical behavior; or
- f) Attempts to conceal any of the above

Safeguards

Protection -- This policy is designed to offer protection to those employees or other people of the company who disclose such concerns provided the disclosure is made:

- a) in good faith, and
- b) in the reasonable belief of the individual making the disclosure that it tends to show malpractice.

The individual will be protected if the disclosure is made to an appropriate person/body or externally in conformity with the policy.

Confidentiality

The company will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required. (Also, see Anonymous Allegations below)

Anonymous Allegations

This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less powerful, but they will be considered in accordance with the policy.

In exercising this discretion over anonymous concerns, the factors to be taken into account will include:

- a) The seriousness of the issues raised
- b) The credibility of the concern, and
- c) The likelihood of confirming the allegation satisfactorily

Untrue Allegations

If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. If, however, an individual makes malicious allegations, and particularly if he or she persists with making them, disciplinary action may be taken against the individual concerned.

805 LEAVE OF ABSENCE

The purpose of this policy is to define the City's policy and procedure with regard to family and medical leave. Employees who have been employee for one (1) year *and* have worked at least 1,250 hours during the preceding 12-month period are eligible for family and medical leave. For employees not eligible for family and medical leave, the City will review business considerations and the individuals circumstances involved. Employees will be returned to the same or to an equivalent position upon their return from leave.

If leave is requested for an employee's own serious health condition or other reasons listed below, the employee may use his or her accrued PTO. Should the employee exhaust his or her accrued PTO during the leave, the remainder of the leave period will be taken as unpaid leave.

Human Resources is responsible for central administration of all requests for family and medical leave. HR reserves the right to designate an employee's absence as family and medical leave if it is determined that a qualifying event has occurred. HR may retroactively designate the beginning date of FMLA to the beginning date of the employee's absence for the qualifying event.

Reasons for leave

Employees who meet the applicable time-of-service requirements may be granted a total of twelve (12) weeks of unpaid family leave for the following reasons:

1. the birth of the employee's child and in order to care for the child;
2. the placement of a child with the employee for adoption or foster care;
3. to care for a spouse, child, or parent who has a serious health condition; or
4. A serious health condition that renders the employee incapable of performing the functions of his or her job.

Family Military Leave

Qualifying exigency. An eligible employee is entitled to take up to 12 weeks of FMLA leave in a 12-month period “because of any qualifying exigency arising out of the fact that the spouse or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces.

Service member caregiver. An eligible employee is entitled to a total of up to 26 workweeks of leave during any single 12-month period if the employee is the spouse, son, daughter, parent, or next of kin caring for a covered military service member or veteran recovering from an injury or illness suffered while on active duty in the armed forces, that existed before the beginning of the member’s active duty and was aggravated by service, or that manifested itself before or after the member became a veteran.

Bereavement Leave

Employees needing to take time off due to the death of family member or friend should notify management immediately. Bereavement leave is designed to help support employees through their time of mourning, but is not intended to compensate the employee for an extended absence, should it be necessary. Employees are able to take additional time away from work using their vacation time.

Paid bereavement leave is provided to regular full-time employees. In the event of an immediate family member’s (parent, grandparents, spouse, child, partner, and siblings) death you will receive up to five (5) days (40 hours) of paid leave. Should the employee require additional time off, unpaid leave will be granted on a per case basis. The employee may use accrued vacation time for the additional leave time. Bereavement pay is paid at the employee’s current base rate. The calculated rate will not include any special forms of compensations, such as incentives, commissions, or bonuses.

Military Leave

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves, or Public Health Service will be granted a leave of absence for military service, training, or related obligations in accordance with applicable law. At the conclusion of the leave, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status, and pay that the employee is qualified to perform.

Upon receipt of orders for active or reserve duty, an employee should notify management as soon as possible and submit a copy of the military orders. The employee must notify the City of their intent to return to employment based on requirements of the law.

City employees are entitled to a leave of absence from their duties, without loss of time or efficiency rating, vacation time, or salary on all days during which they are engaged in authorized training or duty ordered by proper authority, not to exceed 120 hours in any one federal fiscal year. Employees will continue to receive pay from the City. Requests for approval of military leave must have copies of the relevant military orders attached. Military leave in excess of 120 hours will be charged to vacation leave or leave without pay. Confirmation that military duty was performed must be provided by the employee. Unused military leave does not carry over to the next year.

Notice of Leave

An employee intending to take family or medical leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least thirty (30) days before the leave is to begin. If leave is to begin within thirty (30) days, an employee must give notice as soon as the necessity for the leave arises.

Medical Certification of Leave

An application for leave based on the serious health condition of the employee or the employee's spouse, child or parent must also be accompanied by a "Medical Certification Statement" completed by the applicable health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition. If the employee is needed to care for a spouse, child, or parent, the certification must so state along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job.

Benefits Coverage During Leave

During a period of family or medical or any other leave of absence, an employee will be retained on the City's health plan under the same conditions that applied before leave commenced for a period of 12 weeks. To continue benefit coverage for the first 12 weeks, the employee must continue to make any contributions that he or she made to the plan before taking leave. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage. If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the City for payment of any insurance premiums during the leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job or to circumstances beyond the employee's control. After the first 12 weeks of leave, the health, dental, and vision coverage may be continued through COBRA coverage. An employee is not entitled to the accrual of any seniority or employment benefits that would have accrued if not for the taking of the leave. An employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date leave began.

Restoration of Employment

An employee eligible for family and medical leave—with the exception of those employees designated as "highly compensated employees"—will be restored to his or her old position *or* to a position with equivalent pay, benefits, and other terms and conditions of employment. The City cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an "equivalent position" will be made by the City.

Return From Leave

If an employee wishes to return to work prior to the expiration of a family or medical leave of absence, notification must be given to management at least five (5) working days prior to the employee's planned return.

Upon returning to work from a medical leave of absence, an employee must supply a written certification from a medical provider that the employee is fit to return to work and perform the essential functions of their job. If there is any question relative to the return to work certification, a fitness for duty examination will be scheduled for the employee with a doctor of the City's choosing at the City's expense.

Failure to Return From Leave

The failure of an employee to return from work upon the expiration of a family or medical leave of absence may subject the employee to disciplinary action up to and including termination of employment unless an extension is granted. An employee, who requests an extension of family leave or medical leave due to the continuation, recurrence, or onset of her or his serious health condition, or of the serious health condition of the employee's spouse, child or parent, must submit a request for an extension, in writing. This written request should be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period.

806 LEAVE OF ABSENCE WITHOUT PAY – PERSONAL LEAVE

Employees may request a leave of absence without pay for personal reasons. A personal leave may be taken for a period not to exceed two weeks. A request for personal leave must be submitted in writing to management as far in advance as possible but not less than three business days prior to the start of the leave.

The decision to approve or disapprove is based on the circumstances, the length of time requested, the employee's job performance, attendance and punctuality record, the reasons for the leave, the effect the employee's absence will have on the work in the department and the expectation that the employee will return to work when the approved leave expires.

Employees will not accrue benefit time off while on an unpaid leave of absence. Due to the nature of our business, the City cannot guarantee either that an employee's job will remain available or that a comparable position will exist when return from an unpaid leave is sought. When an employee is ready to return from a personal leave of absence, the City will attempt to reinstate the employee to his/her former position or to one with similar responsibilities. If the position or a similar position is not available, the employee will remain on an unpaid leave until a suitable position becomes available or the employee will be terminated.

An employee who returns to work following an unpaid leave will be considered as having continuous service and will retain previously accrued leave and benefit balance as well as seniority. If an employee does not return from a personal leave of absence, the termination date will be the last day the employee actually worked. Such employees may be considered for reemployment.

807 PROBLEM RESOLUTION/GRIEVANCE PROCEDURE

The City is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the City's supervisors and management.

The City strives to ensure fair and honest treatment of all employees. Managers and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism. If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure.

No employee will be penalized, formally or informally, for voicing a complaint with the City in a reasonable, business-like manner, or for using the problem resolution procedure.

POLICY. It is the policy of the City, insofar as possible, to prevent the occurrence of grievances and to deal promptly with those which occur. The purpose of the grievance system is to settle any complaint between the City and an employee as quickly as possible and at as low an administrative level as possible to ensure efficient work operations and maintain employee morale. No adverse action will be taken against an employee for reason of his or her exercise of the grievance right.

A grievance may be filed by an employee on one or more of the following grounds: improper

application of rules, regulations, and procedures (but not the rules, regulations and procedures themselves); unfair treatment; illegal discrimination based on race, religion, color, sex, (including sexual harassment), age, disability, or national origin, disciplinary action, including dismissal; improper application of fringe benefits; or improper working conditions.

The City follows a progressive grievance procedure which ensures regular employees of due process in the City's consideration of their 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.

14.02 FINAL AUTHORITY. Grievances, other than those involving dismissal, can be appealed through the immediate supervisor to the City Manager, whose decision is final. Grievances involving dismissal are submitted directly to the City Manager, whose decision is final. Positions at the department head level may appeal the City Manager's decision on any grievance to the City Council.

14.03 PROCEDURE. The following procedures are applicable to regular employees. Temporary employees do not have access to a grievance procedure, except as to complaints related to discrimination or sexual harassment.

Informal Grievance. 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 Grievance. Formal grievances must be in writing, signed by the employee, and presented to the employee's supervisor within ten 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. The City will make available for the aid of its employees a separate grievance form for use when a grievance related to alleged sexual harassment is made.

An employee may be represented throughout the grievance process by another City employee of his or her choosing.

After being presented with a written and signed grievance, the supervisor will (1) consult with his or her supervisor and/or department head and with the City Manager; (2) meet with the employee and such other persons as may be necessary to gather the facts; (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 ten days after receipt of the grievance, sending a copy of the proposed resolution to the offices of the City Manager and department head. The department head must notify the City Manager's office immediately upon learning that a grievance has been filed. The City Manager shall notify the Mayor.

An employee who receives no written resolution by the close of the fifteenth working day following the day the written grievance was presented, or is not satisfied with the proposed resolution, must within the next ten working days appeal in writing to the department head. The department head will: (1) review the facts of the grievance; (2) meet with the grievant, grievant supervisor, and such other persons as may be necessary; (3) attempt to resolve the grievance within five working days after receipt of the grievance, and (4) respond in writing to the employee by the close of the fifteenth working day following the day the written appeal was received, sending a copy to the City Manager.

If the employee either receives no written resolution from the department head within ten working days from the date the appeal was filed, or the employee is not satisfied with the proposed resolution, he or she must file a written appeal with the City Manager within ten working days. The City Manager will review the facts and the file, meet with the parties involved, and respond in

writing to the employee within ten working days of the date the appeal was received in the Mayor's office. The decision of the City Manager is final.

Maximum Time Periods. At each stage of the grievance process, the time periods specified are maximums, unless extended by mutual agreement of the parties. Grievances should be dealt with promptly and written responses provided as quickly as possible, preferably within five working days in simple grievance matters.

Grievances Relating to Sexual Harassment, Discrimination, or Any Other Statutory Protection. If the employee's grievance is related to alleged sexual harassment or discrimination on the basis of race, religion, sex, national origin, age, disability, or any other statutory protection, or if the employee is a department head who reports directly to the City Manager and the employee is grieving dismissal, the employee may appeal the City Manager's final decision and request an impartial hearing. If the employee is alleging sexual harassment or discrimination by the employee's immediate supervisor or department head, then the initial written grievance may, at the employee's option, be submitted directly to the City Manager, or if the grievant is alleging discrimination or sexual harassment by the City Manager, then the grievance may be submitted directly to the Mayor, who will forward the grievance to the members of the City Council. In any of the instances specified in this paragraph, in order to allow adequate time for investigation, the total cumulative time period which would have been allowed at the other steps in the grievance process will be the maximum time period before written resolution of the grievance is required to be received by the employee.

If an employee requests an impartial hearing (which may be requested only in the instances specified in the previous paragraph), the employee's request for a hearing must be made by certified letter and must be received by the City Manager's office not later than ten working days after the alleged incident. The hearing will take place not later than 21 days after the City's receipt of the employee's certified letter requesting the hearing. If the grieved employee is discharged on one of the specified grounds, the discharged employee's status between the date and the time of discharge notification and the date and time of the requested hearing will be considered as an indefinite suspension without pay.

The hearing will be before the City Council. If the employee's allegation directly involves the Mayor, the Mayor will not sit as a member of the City Council for the purpose of the hearing.

At the hearing, the employee has the right to be represented by counsel, to be heard in person, and to present witnesses and documentary evidence, the right to confront and cross-examine adverse witnesses, and all other rights consistent with the due process of law. The hearing will not be open to the public unless requested in writing by the employee.

After the conclusion of the hearing, the City Council must render a decision on the matter within ten working days. The decision of the Council will be sent to the employee in the form of a certified, return receipt requested letter. The letter will state the Council's final decision and the primary facts on which the decision was based.

Documentation. Copies of all documentation relating to the grievance will be forwarded to the City Secretary's office immediately upon conclusion of each step in the grievance process to be placed in the employee's personnel file.

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 presumes that the employee is satisfied with the latest resolution.

808 WIRELESS DEVICE POLICY

A. PURPOSE

The purpose of this policy is to provide information for the acquisition and use of wireless devices including, but not limited to, cell phones, smart phones, tablets, air cards, and any other wireless device, to ensure such equipment is used in the most efficient and professional manner and in compliance with the Texas Open Meetings and Public Information Acts. The issuance and use of wireless devices for city business and authorized personal use shall be in accordance with this policy.

B. ELIGIBILITY AND ACQUISITION

1. The assignment of a wireless device is based on an employee/elected official's need for immediate two-way communication with the office, other city departments, outside organizations, and members of the public. The assignment of wireless equipment shall be generally restricted to individuals who are regularly away from the office and need constant communication.
2. The assignment of wireless equipment should be considered a necessary tool in service delivery and official business to ensure timely communication that is difficult to transact and important to the efficiency of the job.
3. Participation in "on call" activity outside normal business hours.
4. If the employee/elected official is required to make frequent and/or prolonged trips outside the City.
5. The assignment of a wireless device, as well as the type of wireless device, must be fully justified and approved by the City Manager prior to an employee receiving a wireless device.

C. PROCEDURES

1. All city assigned wireless devices will be acquired through a central acquisition process utilizing the City's currently approved provider(s).
 - a. Administration will serve as the central processing office for all wireless device acquisitions.
 - b. Employees that spend the majority of the workday outdoors or in other surroundings that would benefit from a ruggedized phone may be allowed to acquire such devices.
 - c. Employees/elected officials will not be allowed to utilize personal devices on the City's system or to upgrade the City standard at the employee/elected official's expense.
 - d. The City will not reimburse employees/elected officials for the purchase of any wireless device or wireless device accessory.
2. It shall be the responsibility of the department supervisor to verify that sufficient funds are budgeted for the monthly operational costs associated with wireless devices. These expenditures will be charged to each department's communication line item unless otherwise directed by the City's budget officer.
3. There will be citywide pool of minutes from each approved provider. Departments will be allocated minutes from this pool based on normal usage. Data usage will either be from

pooled or individual device plans, at the discretion of city administration. The employee's department supervisor shall determine an employee's needs in accordance with the employee's job duties.

4. The department supervisor shall be responsible for disseminating this policy and applicable procedures within his/her respective department.
5. A report of all cell phones, wireless devices, and annual expenditures will be submitted by each department during the annual budget process.

D. USE OF CITY-ISSUED WIRELESS DEVICES

1. Because cellular transmissions are not secure, employees/elected officials should use discretion and practice reasonable caution in relaying confidential information.
2. Cell phone and wireless device billings, text messages, email usage, and other usage information may be subject to disclosure under the Public Information Act. Disclosure may be required regardless of whether the user designates the usage as private or public. *Public Information- GC §552.002. The Public Information Act (Open Records Act), Government Code, Chapter 552, was passed to ensure that information is made available to the public to the greatest extent possible. Public information means information that is collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business.*
3. Elected officials must remain in compliance with the Texas Open Meetings Act. Use of wireless devices during a City Council meeting to deliberate is prohibited. The term "deliberation" is not necessarily limited to "spoken communication." Op. Tex. Att'y Gen. No. JC- 0307 (2000). Thus, it would be wise for municipal officials to be careful with the use of written and electronic communications, including electronic mail (e-mail).
4. The City reserves the right to review, audit, and inspect city-issued cell phone records and/or any wireless devices at any time, with or without notice. As the wireless devices are the property of the City, all data stored on the device is the property of the City.
5. Reasonable precautions should be made to prevent equipment theft and vandalism. If an employee/elected official damages or loses company-issued equipment, the employee/elected official must notify their department head or City Manager immediately.
6. An employee/elected official will be required to pay replacement or repair cost for any lost wireless device or accessories or for any damage to such device or accessories caused by their carelessness.
7. An employee/elected official must surrender the assigned wireless device and accessories upon request by the employee's supervisor or City Manager.
8. Department supervisors will be responsible for providing written documentation for any usage that exceeds the department's allocated minutes from the citywide pool. Employees whose usage results in the department exceeding allocated pooled minutes may be subject loss of wireless device assignment and/or other disciplinary actions. If the usage is determined to be the result of personal usage of the device, the employee/elected official may be required to reimburse certain usage fees.
9. Each department shall assign a designated departmental mobile device representative. All

device troubleshooting, maintenance/repair issues and possible upgrades should be routed to the department designee. The designee will then contact the City Manager for resolution.

10. A limited supply of replacement phones and accessories will be maintained by the City Secretary to expedite replacement of lost or broken devices.
11. When a user with any form of city technology access leaves city employment or is no longer eligible for access, the designated supervisor must notify the City Manager immediately and secure a return of the wireless device and all related accessories.

E. WIRELESS DEVICE MISUSE

The use of a city wireless device which violates any local, state, or federal law or regulation or city policy or procedures will subject an employee to removal of the device and/or disciplinary action up to and including discharge from employment.

F. ADMINISTRATION

Each department supervisor shall be responsible for monitoring their department's use of wireless devices and carrying out any disciplinary action for violations of this policy.

809 COVID-19 POLICY

As we continue to navigate COVID-19, this policy outlines required measures to minimize workplace exposure and to provide for the safety of employees and manage the spread of the virus. These requirements apply to all employees and failure to follow this policy is subject to disciplinary action. This policy will be effective immediately upon approval and will remain in force until rescinded or modified.

CDC Guidelines

It is the intent of the City to follow the Center for Diseases Control (CDC) Guidelines to manage the ongoing health and safety concerns created by the COVID-19 pandemic. Thus, while the below policy guidelines are intended to be the applicable policies to be followed, the City Manager, in consultation with the Mayor, has the authority and may modify these policies if CDC guidelines indicate and/or state or federal mandates are issued that must be followed. If these policies are modified, all employees will receive notice of the modifications and all employees will be required to follow the policies as modified.

Vaccinations

All employees are encouraged, though not mandated, to receive one of the vaccines currently available within the United States to address the COVID-19 virus. Vaccinations are a medically recommended step to avoid major complications resulting from exposure to COVID-19. Each employee is encouraged to consult their physician and consider receiving the vaccine.

Social/Physical Distancing

Maintaining a social or physical distance of 6 feet or more remains the best protection against exposure to COVID-19. Employees are expected to respect others and follow the recommended social distancing guidelines, which include:

- Avoid shaking hands or any personal contact.

- Avoid unnecessary in-person meetings. Use Microsoft Teams, Zoom or other online conferencing, email, or the phone when possible, even when people are in the same building. Unavoidable in-person meetings should be short, in a large meeting room where people can sit 6 feet from each other.
- Eliminate unnecessary travel..
- Do not congregate in work rooms, break rooms, restrooms, or other areas where people socialize. Keep 6 feet apart when possible

Masks or face coverings are recommended within 6 feet of others:

When social distancing is not possible, masks or face coverings of some type are recommended. The City Manager in his/her informed opinion, in consultation with the Mayor, may temporarily recommend the use of masks/face coverings as the situation warrants. Be mindful of others and respect their health and safety. If any person with whom you will be meeting or speaking in person requests that you wear a face mask, you must do so. This applies TO ALL EMPLOYEES. The nature of masks or face coverings may vary based on job responsibilities

If there is a medical condition that prevents an employee from wearing a face covering, then the employee must provide documentation from their doctor/medical provider to City Manager and/or Human Resources.

Workplace Prevention Measures:

1) **Arriving for Work-** Employees may be required to enter and exit a designated entrance, depending upon the building the decision of the City Manager. The following will be available to employees during working hours:

- **Face coverings** will be available. Face coverings must be cleaned daily and worn in facilities at all times except while employees are in their private office or are more than 6 ft. away from a co-worker or the public.
- A **hand sanitizer/mask station** will be set up at a designated entrance and all employees must disinfect their hands prior to entry/re-entry into the building.
- A **temperature check** is required on first entry into the building. If an employee's temperature is 100.4 or greater (CDC recommendation), the employee will be given a screening form to describe their symptoms. Afterwards, the employee must go home and will **not** be allowed to return to work until they have self-quarantined for 14 days or until they have provided a doctor's note stating that they are cleared to return to work.

2) **During Work-** All employees will be required to follow CDC or other State or Federal guidelines as communicated to them by the City Manager or his/her designee. They may include some or all of the following:

- **Face coverings-** Face coverings must be cleaned daily and worn in facilities at all times except while employees are in their private office or are more than 6 ft. away from a co-worker or the public.
- **6 foot rule-** Maintain a minimum of 6 feet of space between each other. This includes meetings, lunch areas, common areas including private office/workspaces and elevator. Social distancing must be maintained.
- **Physical Contact-** Limit physical contact with others. Do not shake hands, hug, fist- bump or high five.
- **Breakrooms-** Avoid touching common areas as much as possible, along with congregating in them. Employees should plan accordingly and bring their own lunchboxes, icepacks, and drinks to limit using refrigerator.
- **Offices/ Work Desk-** Do not allow anyone into your private office unless necessary. Turn chairs to limit and prevent others from joining you.

- **Restrooms-** Employees are required to wash hands; utilize the “one in, one out” model; sanitize hands after exiting as well; trash cans will be placed near doors to encourage employees to open the door with the paper towel used to dry their hands. Use hands- free door opener if available.
- **Virtual Meetings-** Employees must continue to conduct as much of their business as possible virtually, and limit essential meetings to no more than 10 people all while practicing social distancing and wearing face coverings.

3) **Visitors-** Employees must continue to conduct as much of their business as possible virtually, and limit essential meetings to no more than 10 people all while practicing social distancing and wearing face coverings.

COVID-19 Symptoms and Testing

Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, sent home and Human Resources should be notified. **If an employee has a fever, cough or is experiencing shortness of breath, but has not taken a test or has not received the results, employees should be sent home. Employees should then consult with their doctor and/or medical professional on further guidance. Employees may return to work once they have provided a doctor’s note stating that it is safe to do so.**

Symptoms of COVID-19 include one or more of the following:

- Cough
- Fever
- Chills
- Sore throat
- Fatigue
- Muscle pain
- Headache
- Repeated shaking with chills
- Shortness of breath or difficulty breathing
- Runny nose or new sinus congestion
- New loss of taste of smell
- New GI symptoms (i.e. diarrhea)



Employee Responsibility

Employees should not report to work if the following apply:

- You feel sick, believe you have been directly exposed, and/or have tested positive for COVID-19. Call your supervisor and let them know you will not be in.
- Someone in your household is sick, and/or has tested positive for COVID-19. Call your supervisor and let them know you will not be in.

Should an employee and/or family member have/or been directly exposed to COVID-19, the

following steps will be taken:

- After notifying their supervisor, employees will self-quarantine for a period determined by the City Manager, based on the existing CDC or other State or federal recommended guidelines.
- After the supervisor has notified Human Resources, HR will contact the employee and provide them with further information.
- Confidentiality is required by the Americans with Disabilities (ADA)

A FINAL WORD

The Employee Handbook is intended to give you a general overview of the City and information regarding policies and benefits. Because we operate in a dynamic environment, some policies may be added while others currently in effect may be revised, suspended, or eliminated in response to business needs or changing legal requirements. As changes are made, notifications will be distributed to all regular employees. The City's benefit plans mentioned in this handbook are further defined in legal documents such as insurance contracts, official plan texts and trust agreements. If a question ever arises about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents govern, not the informal wording of this handbook. Plan documents are available for your review. Our employees are key to the work that we do. Thank you for being part of our team!



City of Lacy Lakeview Employee Handbook

Revised September 2023

Welcome to City of Lacy Lakeview!

It is my pleasure to welcome you. We are thrilled you have joined our team. This is a high-performing culture that is aligned to and accountable to the citizens of Lacy Lakeview. Through your interest, talent and experience you have demonstrated that you are qualified to serve our community.

Your contributions will propel us forward and enable us to meet our community's needs and achieve our strategic goals. Our aspiration is to continue to build an engaging workplace with outstanding team members who will work together to realize our full potential.

Our first and foremost mission is to provide quality services that satisfy the needs of our community. This is accomplished through the relationships we forge with our city partners. We foster a performance-oriented work environment where you can take great pride in your work efforts, be acknowledged and rewarded as you perform well, and advance your career.

This handbook has been developed to assist you as an employee of the City of Lacy Lakeview. It will provide you with an overview of the City, its policies and procedures, as well as what is expected of you. Please review this handbook and become familiar with the references and resources available to you.

Our hope is that your experience here will be challenging, enjoyable, and rewarding. Thank you for joining the team.

I look forward to building something great together.



Calvin Hodde, City Manager

INTRODUCTION

This handbook is designed to acquaint you with the City of Lacy Lakeview and provide you with general information about working conditions, employee benefits, and some of the key policies affecting your employment. Please take the time to familiarize yourself with the contents of this employee handbook. One of our primary objectives is to provide a work environment that is conducive to both your personal and professional growth.

The City of Lacy Lakeview is dedicated to the delivery of quality services within an environment that fosters high ethical standards. The City's success can only be accomplished through effective utilization of our greatest asset – our employees. Therefore, we strive to provide a positive working environment by our commitment to the following:

- ♦ Place a high priority on quality, timeliness and effectiveness of our services;
- ♦ Pursue our objectives with a commitment to personal integrity and high professional standards;
- ♦ Promote an environment that encourages new ideas, high quality work and professional achievement;
- ♦ Treat employees honestly and fairly, ensure equal opportunity for employment and advancement and commit to a positive work environment through the prevention of harassment and workplace violence;
- ♦ Conduct ourselves so as to enhance and preserve the reputation of the City; and
- ♦ Offer an open-door policy that encourages direct communication through our organization.

The handbook describes many of your responsibilities as an employee and outlines the programs developed by the City to benefit employees. However, no employee handbook can anticipate every circumstance or question about policy. It is the City's intention to maintain and enforce this handbook and its policies. The City will conduct its operations in accordance with the requirements of applicable federal, state, and/or local law.

NOTICE AND CHANGES IN THE HANDBOOK

This Employee Handbook replaces all prior City Employee Handbooks and prior management memos to the extent that such memos contradict a subject or policy covered within the Handbook. The City reserves the right to revise, supplement or rescind any policy, or any portion of the Handbook as it deems appropriate. Employees will be notified of changes as they occur.

This Handbook was developed to describe the relationship we hope to establish with each City employee. You have been asked to sign and acknowledgment that you have received a copy of this Handbook. You are expected to abide by its policies and procedures. Violations of City policy may result in disciplinary action, up to and including termination.

Unless specifically stated otherwise, the scope of this Handbook is to be considered to cover all City employees. Bear in mind that this Handbook may be supplemented or superseded by separate policy amendments that provide specific guidelines and interpretation for local statutory, or other customs, including regulatory, common law or other local employment legislation.

Employee Handbook Acknowledgement

Effective September 2023

The City Employee Handbook describes important information about the City, and I understand that I should consult with the Human Resources Department regarding any questions not answered in the handbook.

I understand the employment relationship with The City of Lacy Lakeview is voluntary. Accordingly, employment with the City is at-will and may be terminated with or without cause or with or without notice at any time by the employee or by the City. Nothing in this Handbook or in any document or statement shall limit the right to terminate employment-at-will.

Because the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur. Any change or modification to the City’s policy of at-will employment may only be authorized by the City Council or the City Manager and it must be in writing and signed by the City Manager. I will be notified of such changes, and I understand that revised information will supersede, modify, or eliminate existing policies contained herein. Only the City Council or the City Manager has the ability to adopt any revisions to the policies in this Handbook.

I acknowledge that I have received a copy of the Employee Handbook and accept the responsibility to read and to understand the contents. I further agree to abide by all policies set forth in or referenced by this Handbook, including but not limited to the City’s policies regarding Equal Employment Opportunity, Harassment, and Business Ethics and Conduct. I also understand that failure to abide by the policies, practices, and procedures as set forth in this Handbook or elsewhere may result in disciplinary action, up to and including termination.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document.

Employee Printed Name

Employee Signature

Date

Please sign and submit the "Employee Handbook Acknowledgement Form" to Human Resources.

Your signature acknowledges that you have received and read the Employee Handbook.

Table of Contents

WELCOME LETTER.....	1
INTRODUCTION.....	2
EMPLOYEE HANDBOOK ACKNOWLEDGEMENT	3
101 NATURE OF EMPLOYMENT.....	10
102 EMPLOYMENT-AT-WILL.....	10
103 EQUAL EMPLOYMENT OPPORTUNITY	10
104 ADA ACCOMMODATION.....	11
105 POSTING OPEN POSITIONS	11
106 EMPLOYMENT APPLICATION	11
107 PRE-EMPLOYMENT SCREENING AND SELECTION.....	12
107.1 Background Checks	12
107.2 Interview Process.....	12
107.3 Disqualification.....	12
108 REHIRES	12
109 INTERNAL HIRING.....	13
110 IMMIGRATION REFORM AND CONTROL ACT.....	13
111 INTRODUCTORY PERIOD	13
112 ORIENTATION AND TRAINING	13
113 CONFIDENTIAL INFORMATION.....	14
114 EMPLOYMENT OF RELATIVES (NEPOTISM).....	14
115 JOB TYPES.....	14
201 DEFINITION OF EMPLOYEE	16
202 EMPLOYMENT STATUS.....	16
202.1 Exempt Employees	16
202.2 Non-Exempt Employees.....	16
203 PERSONNEL RECORDS.....	17
203.1 Employee Information Changes.....	17
203.2 Employment Verifications.....	18
204 ADDRESS AND TELEPHONE NUMBER DISCLOSURE.....	18
205 PERFORMANCE EVALUATION	18

205.1 Performance Improvement Plans 19

205.2 Merit or Pay Increase Eligibility..... 19

206 PROMOTIONS..... 19

207 LATERAL TRANSFERS 19

208 DEMOTIONS 20

301 ELIGIBILITY POLICY 21

302 PLAN DESIGN 21

303 INSURANCE BENEFITS 21

304 LIFESTYLE/FAMILY STATUS CHANGE 22

305 BENEFIT CONTINUATION (COBRA) 22

306 LIFE INSURANCE 22

307 VOLUNTARY BENEFITS..... 22

308 TUITION REIMBURSEMENT 23

308.1 Eligibility Requirements 23

308.2 Professional Certification 23

308.3 Reimbursement..... 23

309 TRAINING AND DEVELOPMENT..... 23

310 PROFESSIONAL MEMBERSHIPS AND SEMINARS..... 24

311 COLLEGE INCENTIVE AND CERTIFICATION PAY..... 24

311.1 Eligibility Criteria 24

312 WORKERS’ COMPENSATION INSURANCE..... 25

313 PAID TIME OFF (PTO)..... 25

313.1 Guidelines 25

314 VACATION 26

314.1 Scheduling Vacation Leave 26

314.2 Maximum Vacation Accrual Allowed 26

314.3 Holidays During Vacation 27

314.4 Vacation Accumulation While On Medical Leave..... 27

315 SICK LEAVE..... 27

315.1 Use of Sick Leave..... 27

315.2 Medical Statement..... 27

315.3 Cancellation Upon Termination 28

315.4 Exhaustion of Sick Leave 28

315.5 Illness While on Vacation Leave 28

315.6 Sick Time: Pool 28

315.7 Rewards Program 28

316 HOLIDAYS..... 29

317 JURY DUTY..... 30

318 TIME OFF TO VOTE 30

319 POLITICAL ACTIVITY..... 30

320 PENSION PLAN 30

320.1 Retirement Contribution 31

320.2 Retirement Eligibility..... 31

320.3 Retirement Application 31

401 PAYDAYS..... 32

402 PAY ADVANCES 32

403 ADMINISTRATIVE PAY CORRECTIONS 32

404 MANDATORY DIRECT DEPOSIT 32

405 PAY DEDUCTIONS AND SETOFFS..... 32

406 BASIS FOR DETERMING PAY..... 33

407 WORK SCHEDULES 33

408 REST AND MEAL PERIODS 33

409 NURSING MOTHERS BREAK..... 34

410 OVERTIME 34

410.1 Police and Fire Department 34

410.2 Compensatory Time 34

411 ON-CALL TIME..... 35

501 SAFETY..... 36

502 DRIVING CITY VEHICLES..... 36

502.1 Operator Eligibility 36

502.2 Driver Status Change..... 36

502.3 Vehicle Operator Responsibility 36

502.4 Equipment Operator Responsibility 37

503 COMMUNICATIONS..... 37

504 USE OF CITY PROPERTY 37

505 SEARCHES 37

506 ACCIDENT REPORTING 38

506.1 Accident Review Board 38

507 SMOKING..... 39

508 WORKPLACE VISITORS..... 39

509 USE OF PHONE, ELECTRONIC DEVICES AND IT SYSTEMS 39

509.1 Internet Services 39

509.2 E-Mail Resources 40

509.3 Electronic Devices 40

509.4 Passwords..... 40

510 WORKPLACE VIOLENCE PREVENTION 41

511 FIREARMS..... 41

512 GIFTS AND ENTERTAINMENT 42

601 TRAVEL POLICY 43

601.1 In-City Travel..... 43

601.2 Out-of-City Travel 43

601.3 Subsistence Expenses..... 44

601.4 Personal Vehicle 44

601.5 Expense Report 44

601.6 Exceptions 44

601.7 Prohibited Expenditures..... 44

701 BUSINESS ETHICS AND CONDUCT 45

702 CONFLICT OF INTEREST 45

703 OUTSIDE ACTIVITIES – SECONDARY EMPLOYMENT 45

704 EMPLOYEE CONDUCT AND WORK RULES 46

705 HARASSMENT AND ANTI-RETALIATION..... 47

705.1 Sexual Harassment Defined..... 47

705.2 Other Types of Harassment 48

705.3 Anti-Retaliation 48

705.4 Examples of Opposition 48

705.5 Examples of Participation Retaliation 49

706 ATTENDANCE AND PUNCTUALITY 49

707 PERSONAL APPEARANCE..... 50

708 RETURN OF PROPERTY 50

709 PROGRESSIVE DISCIPLINE..... 50

710 EMPLOYMENT SEPARATION 51

710.1 Proper Notice Period..... 52

710.2 Procedure..... 52

710.3 Termination Date..... 52

710.4 Final Pay Checks 52

710.5 Return of Property 52

711 PROBLEM RESOLUTION/GRIEVANCE PROCEDURE..... 52

712 EMPLOYEE HEALTH RECORD – MEDICAL RECORD 53

801 DRUG-FREE WORKPLACE 54

801.1 Drug Tests..... 54

802 SOCIAL MEDIA 55

803 WHISTLEBLOWER POLICY..... 56

803.1 Scope of Policy 56

803.2 Safeguards..... 56

803.3 Confidentiality 57

803.4 Anonymous Allegations..... 57

803.5 Untrue Allegations 57

804 LEAVE OF ABSENCE..... 57

804.1 Reasons for Leave..... 57

804.2 Medical Certification Leave 58

804.3 Notice of Leave..... 58

804.4 Benefits Coverage During Leave..... 58

804.5 Restoration of Employment 58

804.6 Return from Leave..... 58

804.7 Failure to Return from Leave..... 59

804.8 Bereavement Leave 59

804.9 Family Military Leave 59

804.9.1 Qualifying Exigency..... 60

804.9.2 Service Member Caregiver 60

805 LEAVE OF ABSENCE WITHOUT PAY – PERSONAL LEAVE 60

806 PROBLEM RESOLUTIONS/GRIEVANCES 61

806.1 Policy 61

806.2 Grounds for Filing a Grievance 61

806.3 Due Process..... 61

806.4 Procedure..... 61

806.4.1 Informal Grievance Procedure 61

806.4.2 Formal Grievance Procedure 62

806.4.3 Appeals..... 62

806.5 Sexual Harassment, Discrimination or Any Other Statutory Protection Grievances 63

806.5.1 Hearing Requests 63

807 WIRELESS DEVICE POLICY..... 64

807.1 Eligibility and Acquisition 64

807.2 Procedure..... 64

807.3 Use of City-Issued Wireless Devices..... 64

807.4 Wireless Device Misuse..... 65

807.5 Administration 65

808 INFECTIOUS DISEASE/PANDEMIC CONTROL POLICY 66

FINAL WORD 66

SECTION 1 – EMPLOYMENT PROCESS

101 NATURE OF EMPLOYMENT

This handbook is intended to provide employees with a general understanding of our employment policies. Employees are encouraged to familiarize themselves with the contents of this handbook—it will answer many common questions concerning employment with the City.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor the City are bound to continue the employment relationship if either chooses, at their discretion, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, the City reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the City Manager.

Employees are encouraged to make constructive suggestions for improvement in any policy, procedure or working condition contained within. The City will welcome any employee's suggestion submitted to the City Manager for consideration.

Employees shall have the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, as well as the right to refrain from any or all such activities.

102 EMPLOYMENT-AT-WILL

Employment with the City is voluntary. The employee is free to resign at any time, with or without notice and with or without cause. Similarly, the City may terminate the employment-at-will relationship, at any time, with or without notice or cause.

Nothing in this Handbook or in any document or statement shall limit the right to terminate employment-at-will. No Department Director, Supervisor, or representative other than the City Manager has the authority to enter into any agreement guaranteeing employment for any specific period of time or to make any written or oral promises, agreements, or commitments contrary to this policy. Furthermore, such promises, agreements, or commitments made by the City Manager are not enforceable unless approved by the City Council.

103 EQUAL EMPLOYMENT OPPORTUNITY

The City maintains a policy of non-discrimination for all employees and applicants in every facet of its operation. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City will be based on merit, qualifications, and abilities. The City will maintain employment policies and procedures with respect to recruiting, interviewing, hiring, job assignments, employee treatment, training, compensation, promotions, benefits, use of facilities, disciplinary action, termination and all other privileges of employment. Each policy and/or procedure will be administered solely on the basis of each individual's job qualifications without regard to race, color, religion, age, sex, national origin, ancestry, mental or physical disability, pregnancy, genetic information, veteran status,

military status or any other characteristic protected by federal, state or local law. Nor shall the City tolerate discriminatory behavior by its employees.

The City is committed to maintaining all of its personnel policies in accordance with the letter and spirit of the provisions of the Americans with Disabilities Act, as amended, and any other applicable federal, state and local laws, including providing equal employment opportunity and reasonable accommodation without undue hardship to qualified applicants or employees with disabilities and providing disabled applicants, employees, and business visitors with access to the City's facilities in accordance with applicable legal standards. A qualified individual is a person with a disability who meets the skill, education, experience, training, and other job-related requirements of a position, and who, with or without reasonable accommodation, can perform the essential functions of the position.

The City will affirmatively seek out qualified minorities, persons with disabilities and veterans. Fulfillment of the City's equal employment pledge is the ongoing responsibility of all employees. Consequently, the full cooperation and support of employees is essential.

104 ADA ACCOMMODATION

The City is committed to complying with all applicable provisions of the Americans with Disabilities Act ("ADA") and all similar state and local laws, which generally prohibit discrimination against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability, and, in some circumstances, require the City to provide "reasonable accommodation" to disabled employees. The City also prohibits discrimination against any individual due to a relationship or association with a person having a known disability.

The City will make reasonable accommodations for qualified individuals with known physical or mental limitations to the extent they can perform the essential functions of the job, unless doing so would result in an undue hardship. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination, and access to benefits and training. If you believe that you require such an accommodation, you should notify your immediate Supervisor and/or the Human Resources Department.

105 POSTING OPEN POSITIONS

Departments with an approved vacancy must submit relevant information to Human Resources for consideration and posting. Human Resources will post the open position in a manner most appropriate for the specific position to be filled. Applications will only be accepted for posted open positions.

The posting for open positions shall include, but is not limited to, the following:

- ◆ Titles and job descriptions;
- ◆ Required qualifications;
- ◆ Salary schedules;
- ◆ Information regarding location and deadlines for submitting applications; and
- ◆ Any other relevant information.

106 EMPLOYMENT APPLICATION

Each individual seeking employment with the City must, before employment, complete an official application and submit other related information. The City will make appropriate inquiries to verify education, experience, skills and required certificates prior to an offer of employment. Any falsifications or material omissions in any of this information may result in the City's exclusion of the individual from

further consideration for employment or, if the person has been hired, termination of employment.

107 PRE-EMPLOYMENT SCREENING AND SELECTION

Applicants selected for hire and provided conditional offers of employment will be required to successfully complete pre-screening requirements that may be deemed appropriate for the position. All pre-employment screening shall be conducted in accordance with applicable federal and state employment laws and will be kept confidential to the greatest extent possible. Human Resources shall coordinate any required pre-employment screening after a conditional offer of employment is made to the applicant. Upon successful completion of pre-employment screenings, Human Resources and the hiring department shall establish the hire date and inform the candidate.

107.1 Background Checks

Background checks are included within the pre-employment screening process. The City will not automatically disqualify an applicant from consideration for employment due solely to a background check. Factors that will be considered include:

- ♦ Nature and severity of the incident or issue;
- ♦ Time since the incident or issue occurred; and
- ♦ Nature of the position sought.

107.2 Interview Process

Applications will be reviewed at the discretion of the hiring department. All applications received by the hiring Supervisor should be considered for employment. The hiring department shall adhere to the following guidelines:

- ♦ No interview may be granted to an applicant unless an application has been received.
- ♦ The hiring department must complete interview questions and note disposition of all referred applicants. If the hiring department needs assistance, the hiring department may request interview questions from the Human Resources department. The completed interview questions should be submitted to the Human Resources department for record keeping purposes.
- ♦ Interviews shall be conducted at the discretion of the hiring department and may include a representative from the Human Resources department upon request.
- ♦ Interviewers shall not ask about marital status, children, religious affiliation, political affiliation, national origin, or other such subjects.

107.3 Disqualification

An applicant may be disqualified from consideration for a position for many reasons, including, but not limited to the following:

- ♦ Does not meet the minimum qualifications necessary for performance of the duties of the position;
- ♦ Has made any false statement or intentionally omitted information of fact on the application form (consideration will be given to the seriousness, willfulness, and applicability of the false information to the position sought);
- ♦ Has committed or attempted to commit a fraudulent act at any stage of the selection process;
- ♦ Is not legally permitted to hold the position; or
- ♦ Any other reasonable grounds relating to job requirements at any time in the process.

108 REHIRES

Consideration for re-employment of any former employee may be granted to those applicants who can

demonstrate acceptable prior service. Employees who leave the employment of the City and are re-hired shall be treated as new hires in respect to their hire date, service, benefits, and longevity.

109 INTERNAL HIRING

The City provides employees an opportunity to indicate their interest in open positions and advancement within the City according to their strengths, skills, and experience. Each job posting notice will include the job title and position requirements. To be eligible to apply for a posted job, employees must be in good standing without any formal performance improvement action. Any exceptions to the above stipulation must be approved in advance. An employee accepting a lateral or promotional opportunity with the City must provide his/her current supervisor a ten (10) day notice prior to transferring.

The City recognizes the benefit of developing employees and encourages employees to talk with their Department Head about their career plans. We encourage employees to inform the City of their interest in a job posting.

110 IMMIGRATION REFORM AND CONTROL ACT

The City is committed to employing only United States citizens and aliens who are authorized to work in the United States. The City will not unlawfully discriminate based on citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete, within three (3) days of their start date, the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City within the past three years, or if their previous I-9 is no longer retained or valid.

If an employee is authorized to work in the United States for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the City.

111 INTRODUCTORY PERIOD

The purpose of the introductory and assessment periods is to give new employees the opportunity to learn the requirements of their new position while providing the Department Head the opportunity to evaluate the employee's competency to fulfill the duties of position.

All new employees and rehires will have a 90-day introductory period starting on the first day worked. During this time, Supervisors and Department Heads will be responsible for assessing and documenting the employee's performance. Upon the completion of the introductory period, Supervisors or Department Heads will formally evaluate the employee's performance to determine if the employee should be allowed to continue employment.

112 ORIENTATION AND TRAINING

Before new employees begin performing their actual job duties, they must first attend a brief orientation conducted by Human Resources and the department Supervisor, or designated representative. The purpose of the orientation is to enable new employees to better understand their job responsibilities and the relationship of their job to the overall operations of the City.

As part of the orientation, new employees will be given a copy of the City's Employee Handbook. Each new employee will be given two weeks in which to read through the handbook and become familiar with

the policy statements contained within. Each employee will be required to return a signed acknowledgement stating that they have received the Employee Handbook within five working days.

113 CONFIDENTIAL INFORMATION

Providing that all information the City collects, assembles, or maintains is public unless expressly excepted from disclosure, the City is unable to make an enforceable promise to keep information confidential unless the City is authorized by law to do so. Thus, the City may rely on its promise of confidentiality to withhold information from disclosure, only if the City has specific authority to make such a promise.

In its discretion or in response to a determination by the Texas Attorney General, the City may release to the public protected information under the Texas Government Code, Chapter 552 (Public Information Act) exceptions to disclosure but not deemed confidential by law. As well, the City has no discretion to release information deemed confidential by law.

Misuse or unauthorized disclosure of confidential and/or proprietary information not otherwise available to individuals or firms outside the City or through an Open Records Request is cause for disciplinary action.

114 EMPLOYMENT OF RELATIVES (NEPOTISM)

Nepotism is the showing of favoritism toward a relative. The practice of nepotism in hiring personnel or awarding contracts is forbidden by the City.

No person may be hired 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, City Manager or Mayor. No person may continue in City employment that is related in one of the prohibited degrees to the Mayor, a member of the Council, a Department Head or the City Manager unless the employee has been employed continuously by the City for a period of:

- ♦ At least 30 days, if the officer or member is appointed;
- ♦ At least six months, if the officer or member is elected at an election other than the general selection for state and city officers; or
- ♦ At least one year, if the office or member is elected at the general election for state and city officers.

In addition, no personnel action will be taken that would result in appointment by a Department Head or any employee supervising another employee who is related within the second degree of affinity or third degree of consanguinity to the supervisory employee.

Spouses of relatives within the first or second degree of consanguinity (son-in-law, mother-in-law, aunt-in-law, nephew-in-law, etc.) are also included in the prohibition.

115 JOB TYPES

Exempt Job - An exempt job is an authorized and budgeted job that is assigned to a job class and to a pay group of the City's pay plan. A classified job can be full-time, part-time, or seasonal.

Non-Exempt Job - A non-exempt job is an authorized and budgeted job for which the pay is set by individual determination. Unclassified jobs of the city are:

- ♦ the position of City Attorney;
- ♦ the position of Municipal Judge; and

- ♦ those hourly, part-time, or seasonal jobs which, in the judgment of the City Manager, should not be designated as regular classified jobs.

SECTION 2 – EMPLOYMENT STATUS AND RECORDS

The City categorizes the types of employment within the City in order to clarify the distinctions in benefits and conditions of employment among employees, and to aid in a better understanding of employment relationships with the City.

201 DEFINITION OF EMPLOYEE

An “employee” of the City is a person who provides satisfactory proof of eligibility for employment, regularly works for the City on a wage or salary basis, is employed directly by the City, has a payroll identification number, and is listed as an employee as defined herein.

202 EMPLOYMENT STATUS

Full-Time: Employees that typically work 40 hours or more per week on a continuous basis. (80 hours within a pay period for police personnel). Full-time employees are eligible to receive the full amount of all benefits provided by the City.

Part-Time: Employees that work less than 30 hours a week. Part-time employees are generally not eligible for benefits, but if an employee works more than 1,000 hours annually, he or she is eligible for retirement benefits under Texas Municipal Retirement System. If an employee regularly works more than 30 hours a week, he or she is eligible for certain health benefits under the Affordable Care Act.

Temporary: Employees assigned to work a full-time or part-time assignment that has a defined time period, and may/may not have scheduled weekly hours. Temporary employees are not eligible for benefits.

Unless approved by the City Manager, no Supervisor or Department Head shall schedule or allow a part-time employee to work more than 29 hours in a work week or allow a part-time employee to work more than 1,000 hours in any 12-month period.

In addition, employment classifications are further categorized in the following manner:

202.1 Exempt Employees

Exempt employees are not paid for specific hours worked, but rather for assignments/tasks, regardless of hours worked. Generally, this category of employees includes executives, managers, professionals, supervisors, administrators, outside sales employees, and employees in certain computer-related occupations. The determination of exempt status is made by management based on current or amended FLSA descriptive criteria. Exempt employees are expected to be present and available during regular business hours to enable interaction with clients, coworkers, vendors and management.

Exempt employees are NOT eligible for overtime pay, but are expected to effectively perform the duties of their jobs until their duties are completed. Exempt employees are likewise not eligible for compensatory time.

202.2 Non-Exempt Employees

Non-exempt employees include those covered by the overtime provisions of the Fair Labor Standards Act, and are eligible for approved overtime payments for hours worked in excess of 40 work hours per workweek, unless otherwise provided by state law. Non-exempt employees are generally those in clerical,

technical and some computer-related jobs. The determination of non-exempt status is made by management based on current or amended FLSA descriptive criteria.

Non-exempt employees are required to document all hours worked in the City's designated time tracking system. This includes the submission of any approved overtime hours for payment on the regular payroll for that time period. Overtime must be approved before working. Overtime compensation is calculated at the rate required by law.

203 PERSONNEL RECORDS

Human Resources shall maintain the official personnel file for each employee and shall retain those records in accordance with the city's records retention schedule. Personnel files of employees are the property of the city, and access to the information they contain is restricted. However, the information contained in an employee's personnel file may be subject to disclosure in accordance with the Texas Public Information Act. An employee's personnel file is available for inspection only by the following:

- ♦ City Manager, City Secretary, City Attorney, Human Resources;
- ♦ An employee's immediate Supervisor and/or Department Head; and
- ♦ Employees wishing to review their own records.

The City maintains a personnel file on each employee. It is crucial that your personal information be kept up-to-date. This ensures that we can communicate with you or family members in the event of an emergency.

Information in the personnel file is excepted from a required public disclosure request if the disclosure of the information would constitute a clearly unwarranted invasion of personal privacy. The information contained in your personnel file is available for your review or that of a designated representative. You may view and/or change personal information at any time in order to maintain a current address, direct deposit or tax information on file.

The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records, as provided for by law. Without limiting the amount or kind of information that is public information, the following categories of information are public information and NOT excepted from required disclosure unless made confidential under the Public Information Act or other law: employee name, sex, ethnicity, salary, title, and dates of employment.

Access to the information contained in the personnel file is restricted. Only the Human Resources Department or official designee is authorized to provide employee information and employment verification. Employees who want to review their own file should contact the Human Resources Department.

203.1 Employee Information Changes

Each employee is responsible for reporting to Human Resources within thirty (30) days any changes in the following information:

- ♦ Name;
- ♦ Address;
- ♦ Telephone number;
- ♦ Family status (births, deaths, marriage, divorce, legal separation, and change in dependents);

- ♦ Beneficiary Status;
- ♦ Driver's License; and
- ♦ All other pertinent information relevant to City employment.

203.2 Employment Verifications

Prospective employers, financial institutions and other forms of agencies routinely contact employers for information on a former or current employee's work history and salary. All inquiries received either by telephone or in writing are to be referred to Human Resources. Human Resources will only provide the following referral information:

- ♦ Dates of employment;
- ♦ Verification of last rate of pay; and
- ♦ Title of last job held.

Additional information will be provided only if an employee submits a signed authorization to release information, requesting in writing the specific information to be released.

204 ADDRESS AND TELEPHONE NUMBER DISCLOSURE

Each employee or official of the City and each former employee or official of the City shall choose whether to allow public access to the information in the custody of the City that relates to the person's home address, home telephone number, emergency contact information, and or social security number, or that reveals whether the person has family members.

Each employee and official and each former employee and official shall state their individual choice in writing to the Human Resources Department not later than the 14th day after the date on which:

- ♦ the employee begins employment with the City;
- ♦ the official is elected or appointed; or
- ♦ the former employee or official ends service with the governmental body.

If the employee and official or former employee and official chooses not to allow public access to the information:

- ♦ the information is protected; and
- ♦ the City may redact the information from any information the City discloses without the necessity of requesting a decision from the attorney general.

205 PERFORMANCE EVALUATION

The City is committed to evaluating employees annually to assess job performance and any existing or anticipated problems. Performance evaluations are designed to help supervisors and employees measure how well work is being performed and to provide a tool for management decisions regarding training, assignments, promotions, changes in pay, and retention. Though the City has a formal evaluation process, employees may be evaluated at the request of the Department Director pending City Manager approval.

Evaluators shall individually discuss the evaluation results with an employee and provide counseling as appropriate. All evaluations shall be conducted in a written format using a City Manager approved evaluation form. Any evaluation form used without prior approval from the City Manager will serve as an invalid evaluation. As a result, the Supervisor will have to conduct the performance evaluation process again using a City Manager approved form.

All Supervisors shall adhere to the City's performance evaluations standards:

- Evaluations shall be executed by the employee's direct Supervisor and subsequently approved by the next higher level of supervision before being reviewed by the City Manager.
- All employees will receive a copy of their performance evaluation and another copy will be placed within their personnel files.
- Probationary employees will complete their probationary period before being added to the regular evaluation schedule.
- All evaluations are due before 30 days prior to employee's anniversary date.

205.1 Performance Improvement Plans

Performance Improvement Plans (PIP) are designed to facilitate constructive discussion between the employee and the Supervisor by completing the following:

- Clarifying the work performance to be improved;
- Establishing goals and performance measures where appropriate; and
- Establishing a timeline for accomplishment.

Performance improvement plans may be implemented after an evaluation where employees have received scores of *Below Standard* in specific performance evaluation categories. Furthermore, performance improvement plans may also be used within the disciplinary process. The City Manager must approve all Performance Improvement Plans prior to discussion with the employee. A failure to successfully perform to the expected standards within the time frame specified may result in further corrective action.

205.2 Merit or Pay Increase Eligibility

Employees receiving *Above Standard* or *Significantly Above Standard* evaluations on their annual regular rotation evaluations may be eligible for a pay increase. Merit increase amounts will be determined on an annual basis by Council during the budget review process.

206 PROMOTIONS

A promotion is a change in the duty assignment of an employee that results in advancement to a higher position requiring higher qualifications and involving greater responsibility. Upon promotion, an employee serves an introductory period of 90 days in the new position and may be returned to a lower position at any time during the introductory period if performance is inadequate as documented by the Department Head and attested by the City Manager.

Promotions are approved by the City Manager within the staffing pattern and budget limits approved by the City Council.

207 LATERAL TRANSFERS

A lateral transfer is the movement of an employee between positions in the same pay range within the City. Lateral transfers may be made within the same department or between departments and are subject to the 90-day introductory period. An employee will not receive a pay reduction when making a lateral transfer provided the employee's current salary is within the range approved by the City Council for the transfer position.

208 DEMOTIONS

A demotion is a change in duty assignment of an employee to a lower paid position. 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 or as a disciplinary measure because of unsatisfactory performance in a higher position. Disciplinary demotions always involve a decrease in pay.

SECTION 3 – BENEFIT PROGRAMS

Employee benefit programs are a solid investment for the City and its employees. It helps to ensure the loyalty of long-term capable employees, and it also helps to attract talented newcomers who can help the City grow.

301 ELIGIBILITY POLICY

The City sponsors comprehensive employee benefit programs for eligible employees. All regular full-time eligible employees may participate in the medical, dental and life insurance plans subject to all terms and conditions of the agreement between the City and the insurance carrier. Part-time employees may be eligible for certain benefits if they meet the eligibility conditions.

The details of each discretionary benefit are contained in separate legal documents known as the “Plan Documents,” which take precedence over anything contradictory in the summaries. The City will periodically review the benefit programs and will make modifications as appropriate.

A change in the employee’s employment classification or a family status change that would result in loss of eligibility to participate in the medical insurance plan may qualify the employee or covered family member for benefit continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Employees experiencing a qualifying family status change for a covered family member are responsible for notifying Human Resources of the applicable status change.

302 PLAN DESIGN

The health and welfare benefit plans are designed with a high degree of consideration and are guided by the following principles:

- ♦ To provide City employees with benefit options that best fit their individual and family needs with consideration to social benefits, subsidies and other available programs.
- ♦ Offer a competitive benefit package by benchmarking against other similarly situated local municipality.
- ♦ Minimize disruption for as many employees as possible, when changing plans.
- ♦ As we grow, leverage our increased benefit participation with insurance carriers for the best economic outcome.

303 INSURANCE BENEFITS

The City offers all regular, full-time employees health, vision, and dental insurance coverage. Part-time and temporary employees are not eligible for these insurance benefits. Employees may also elect to provide coverage for their immediate family members at their own expense. The City’s insurance plans are reviewed on an annual basis in an effort to provide its employee with the best affordable coverage the City can offer.

The City also offers full-time employees with life and supplemental insurance coverage. However, this coverage does not include any financial contribution from the City.

Human Resources is responsible for managing and communicating all information regarding the City’s insurance plans to employees. If an employee has a change in status or needs to add or delete a

dependent from the health plan, the change must be submitted to Human Resources within 30 calendar days of the change in status date.

304 LIFESTYLE/FAMILY STATUS CHANGE

If an employee experiences a qualifying lifestyle change (marriage, divorce, birth or adoption of a child, employee or relative change in job status, or child losing dependent status), they should notify Human Resources of the status change. An employee will be provided information on COBRA and other specific benefit programs. Many benefit changes can only be made if paperwork is completed within 30 days of the lifestyle change.

305 BENEFIT CONTINUATION (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the City's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are:

- ♦ Resignation;
- ♦ Termination of employment;
- ♦ Death of an employee;
- ♦ Reduction in an employee's hours or a leave of absence;
- ♦ Employee's divorce or legal separation; and
- ♦ A dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City's group rates plus an administration fee. The City provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City's health insurance plan. This notice contains important information about the employee's rights and obligations.

306 LIFE INSURANCE

The City provides a basic life insurance plan for eligible employees. Additional supplemental and/or dependent life insurance coverage may also be purchased.

Accidental Death & Dismemberment (AD&D) insurance coverage is provided as part of the basic life insurance plan. AD&D insurance provides protection in cases of serious injury or death resulting from an accident. Regular full-time employees are eligible to participate in the life insurance plans.

Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees. Contact the Benefits Department for more information about life insurance benefits.

307 VOLUNTARY BENEFITS

Employees may elect to purchase a variety of voluntary benefits. Elections must take place during new hire orientation, or in accordance with the eligibility requirements of each plan.

Details of these plans including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions are described in the Summary Plan Descriptions provided to eligible employees. Contact Human Resources for more information.

308 TUITION REIMBURSEMENT

The City is committed to providing employees with incentives to increase their education and expertise in their related job duties, thereby enhancing their skills and professionalism to provide continued quality service to the community. One of the incentives available to eligible employees is the tuition reimbursement program. However, before the City makes a financial commitment, the City Manager must review and approve all employee requests to participate in this program.

308.1 Eligibility Requirements

- ♦ Regular-full time employees.
- ♦ Minimum of two (2) year of continuous full-time service with the City.
- ♦ Course must directly benefit the City in the employee's present job or prepare him/her for a promotion to the City.
- ♦ The employee must provide Human Resources with a written degree plan, degree audit, or certification summary for advance approval by the respective Department Head and City Manager at least thirty (30) days prior to attending the subject class.
- ♦ The employee must sign an agreement to work for the City for at least two (2) years after the completion of the course. If the employee leaves the City before the required two (2) years is complete, he/she must reimburse the City for all expenditures.
- ♦ The City will not reimburse education covered by other sources such as government assistance programs or grants. Assistance programs are defined as non-refundable grants, awards, or gifts. A loan does not qualify as a government assistance program.
- ♦ To collect reimbursement, a copy of the grade notification and an itemized statement must be turned into Human Resources and the Department Head after completion of the course.
- ♦ All college courses reimbursed under this program must be taken on the employee's own time. However, employees may be allowed to complete certification programs on City time pending City Manager approval.

308.2 Professional Certification

Certain professional certifications may also require a two (2) year commitment to the City upon completion. Department Heads and the City manager will determine the appropriate requirements on a case-by-case basis.

308.3 Reimbursement

To be eligible for tuition or certification reimbursement for an approved course, the employee must furnish evidence of having satisfactorily completed the course with a grade of C or better. However, a higher-grade average may reduce the amount owed to the City.

309 TRAINING AND DEVELOPMENT

When the City requires an employee to attend any educational/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 documented travel and lodging expenses. When appropriate, the City may prepay registration fees, hotel costs, and/or airline or other public transportation costs directly to the entity involved. The City follows the allowable daily per diem outlined in federal guidelines for meals when employees are attending seminars/conferences outside of the Greater Waco area. Receipts are not necessary for meals under these circumstances.

310 PROFESSIONAL MEMBERSHIPS AND SEMINARS

Subject to the prior approval of the City Manager, an employee who joins a professional association related to his or her work with the City may be reimbursed for dues and necessary travel expenses for pre-approved meetings/conferences that will benefit the employee in their role with the City.

Members of the City Council, the City Manager, and Department Heads may join civic groups or organizations and all dues will be paid by the City. It is important that members of the City Council, the City Manager, and Department Heads belong to civic groups and organizations to further community spirit and growth.

311 COLLEGE INCENTIVE AND CERTIFICATION PAY

Employees that have obtained a college degree or professional certification may be eligible to receive additional compensation. The City Manager must approve any and all training or higher level of education degree plans prior to the employee entering these programs. If awarded, additional compensation will be added on a monthly basis.

311.1 Eligibility Criteria

- ♦ Regular, full-time employee;
- ♦ Minimum of six months of continuous full-time service with the City; and
- ♦ Verification of completion (transcript, diploma, certificate of completion) provided by employee.

An employee can be paid for both categories at the highest level of degree/certification obtained but not for the lower level they have already surpassed. Please see below for a list of qualifying certifications and licenses available.

College Incentive & Certification Pay							
College Degree	Pay	Police Cert	Pay	Fire Cert	Pay	Court Cert	Pay
Associates Degree	\$20.00	Basic Certification	N/A	Level 1	\$20.00	Level 1	\$20.00
Bachelor's Degree	\$40.00	Intermediate Certification	\$20.00	Level 2	\$40.00	Level 2	\$40.00
Master's Degree	\$60.00	Advanced Certification	\$40.00	Level 3	\$60.00	Level 3	\$60.00
PHD	\$80.00	Masters Certification	\$60.00				

Water & Sewer License	Pay	Customer Service Inspector	Pay	Admin Cert	Pay
License C	\$20.00	Certified	\$20.00	Certified	\$60.00
License B	\$40.00				
License A	\$60.00				

312 WORKERS' COMPENSATION INSURANCE

All regular, temporary, seasonal or part-time city employees who are injured in the course and scope of their employment with the city of Lacy Lakeview are afforded the protection guaranteed by the Workers' Compensation laws of the State of Texas. The cost of this insurance is paid by the City. If an employee is injured on the job, he or she may be eligible for benefits under Workers' Compensation that may cover the cost of medical treatment for the injury. However, by law, Workers' Compensation benefits must be paid directly to the employee. These income benefits are calculated at a rate of at least 70% of the employee's weekly income prior to the injury. The worker must be disabled by the injury for at least seven (7) days to be eligible for income benefits.

Employees who sustain work-related injuries or illnesses shall immediately inform their supervisor and Human Resources. A First Report of Injury form must be completed as soon as practicable by the injured employee and/or supervisor (no later than 8 days). This includes injuries that may be considered minor at the time of incident.

NOTIFICATION

If an employee is injured on the job or feels that they have an illness caused by work, regardless of how minor, they should STOP WORKING and report the condition to their Supervisor immediately. Failure to do so promptly may delay receipt of Workers' Compensation benefits. The Supervisor or Department Head will, after sending the employee for medical attention, if such is required, immediately report the accident or injury to the Workers' Compensation representative. The Workers' Compensation representative for all City offices is Human Resources. The injury must be reported to the representative immediately, even if no doctor visit is necessary and/or no work time was lost. The applicable office or department must gather all facts necessary to complete the Incident Report form provided by the City and provide the form to the Workers' Compensation representative within 24 hours of the incident, with exception for extreme circumstances such as a death or extreme destruction where additional time in reporting may be justifiable. These forms will assist the Workers' Compensation representative in completing the forms required by the Texas Workers' Compensation Commission and the City's carrier/administrator for Workers' Compensation.

313 PAID TIME OFF (PTO)

The City has established a paid time off (PTO) program designed to provide eligible employees with a period of rest, relaxation and/or recuperation without loss of pay or benefits. The purpose of a PTO program is to provide employees with flexible time off from work to use for vacation, illness, injury, or for personal reasons. Eligible regular full-time employees (working at least 30 hours per week) will be allocated PTO specific to the benefit plan.

313.1 Guidelines

- ♦ Paid Time Off (Leave Time) is time during normal working hours in which an employee is not engaged in the performance of their job duties. Leave Time may be either paid or unpaid. Time off is covered under the PTO program and for which separate guidelines and policies exist to include City paid vacation, sick leave, holidays, bereavement leave, required jury duty and military service leave.
- ♦ Employees are responsible for monitoring, getting approval for and taking their PTO over the course of the year.
- ♦ PTO must be approved and scheduled in advance. When possible, time off periods will be assigned

in accordance with employee requests, taking operating requirements into account. Every attempt will be made to grant the days requested, however management reserves the right to postpone or cancel any scheduled PTO for a good and sufficient reason.

314 VACATION

All regular full-time City employees shall accrue paid vacation leave; however, vacation leave may not be used until 6 months of continuous full-time service is completed for new hires. Additionally, vacation leave does not vest until the completion of 12 months of continuous full-time service. Therefore, vacation leave is forfeited if employment terminates or an employee separates employment for any reason before completing 12 months of continuous full-time service.

Part time and temporary employees are not eligible for vacation accrual.

Regular full-time employees will accrue vacation leave on a monthly basis as follows:

Length of Service	Accrual Per Year	Per Pay Period Accrual
0-4 years	80 hours	3.08 hours
5-10 years	120 hours	4.61 hours
10-20 years	160 hours	6.15 hours
20+ years	200 hours	7.69 hours

314.1 Scheduling Vacation Leave

Employees shall schedule vacation in advance with the employee’s Supervisor or Department Director, who shall give due consideration to the employee’s needs and the remaining employees’ ability to perform all essential tasks of the department while the employee is on vacation. Vacation requests by Department Directors are subject to the approval of the City Manager or their designee. Vacations shall only be scheduled when workload permits; however, every reasonable effort shall be made to accommodate individual requests. Employees are responsible for ensuring that vacation leave is requested within a reasonable amount of time and confirm they will have adequate leave accruals to cover the requested time off. Supervisors may deny requests for time off when the employee does not have sufficient vacation leave accrual available for the request or when it cannot be accommodated due to business needs. When there are conflicting requests, the supervisor will be held responsible for distributing the vacation fairly among the requesting employees. Supervisors may approve an employee’s vacation request for a maximum of two-weeks. Vacations greater than two-week increments must be approved by the City Manager.

314.2 Maximum Vacation Accrual Allowed

The City believes that vacation time is important to the health and well-being of our employees and encourages all employees to utilize their vacation days. The maximum amount of vacation hours accrued is 80 hours. Any accrued but unused vacation time over 80 hours may not be carried over from year to year nor will it be paid upon termination of employment.

314.3 Holidays During Vacation

Official holidays occurring during a vacation will be counted as a holiday, not vacation leave.

314.4 Vacation Accumulation While On Medical Leave

Vacation shall not be earned during leave without pay, including unpaid FMLA leave.

315 SICK LEAVE

All regular full-time employees shall accrue sick leave. Probationary employees may use accrued sick leave from the first day of employment with supervisor's approval. Sick leave shall not be advanced.

Part-time and temporary employees are not eligible for sick leave.

An employee with accrued sick leave may use it if the employee is absent from work due to:

- ♦ Personal illness or physical or mental incapacity;
- ♦ Medical, dental, or optical examinations or treatments with one day notice;
- ♦ Medical quarantine resulting from exposure to a contagious disease; or
- ♦ 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, grandparents or any relative of the employee who resides in the employee's household.

315.1 Use of Sick Leave

In the event the employee requires to be off due to an illness, the employee must notify his/her Supervisor at least one hour prior to the scheduled start time for each day of the absence. Should the absence be due to an emergency and the employee is unable to notify the Supervisor in advance, the employee must contact the Supervisor at the earliest possible time. Excessive use of sick leave without adequate justification may result in disciplinary action, including dismissal.

Failure to provide the required notice may result in the employee's being placed on leave without pay status and could result in disciplinary action against the employee. Employees who are granted non-emergency sick leave are expected to return to work as soon as the reason for granting leave has been accomplished.

An employee who engages in outside employment during any part of the time for which he or she requests sick leave must notify the employee's Supervisor. Normally, an employee may not be granted sick leave due to personal illness or injury for any period during which it is known that he or she performs outside employment. Any exception must be justified and documented. Failure to notify the Supervisor of outside employment in conjunction with sick leave usage may result in disciplinary action up to and including termination.

315.2 Medical Statement

A department head may request an employee to furnish a physician's written return to work verification for an absence due to illness for three or more consecutive days. When a medical statement is requested, the Supervisor will counsel with the employee about the absence, explain the reason(s) for requesting the medical statement and will document the request and reason(s) for absence in the employee's health file (medical record).

315.3 Cancellation Upon Termination

Upon an employee's termination, any accrued and available sick leave will not be paid out to the employee.

315.4 Exhaustion of Sick Leave

An employee who has exhausted earned sick leave benefits may request to use accumulated vacation, other paid leave, or may request a leave of absence without pay. No advance of earned sick leave benefits will be made for any reason.

315.5 Illness While on Vacation Leave

When an illness or physical incapacity occurs during the time an employee is on vacation leave, accrued sick leave may be granted to cover the period of illness. The charge against vacation leave would be reduced accordingly. Application for such substitution must be supported by a medical certificate or other acceptable evidence. The application must be made upon the employee's return to duty.

315.6 Sick Time: Pool

Employees with more than 160 hours of sick time may donate time to the sick pool for use by another employee. Donation of sick time to the sick pool is voluntary. The donating employee must maintain a minimum of 160 hours in their own sick account.

The City Manager may review the employment records of an employee prior to their entrance to the sick pool. If the receiving employee has a history of sick time abuse, the City Manager has the option of not allowing that employee to enter the pool and receive time from other employees. Employees requesting that sick time hours be donated by other employees must submit the request to the City Manager in writing. The City Manager will make the final decision as to the eligibility of the requesting employee.

315.7 Rewards Program

Employees having a balance of 160 hours of sick leave or more may participate in the "Sick Leave Reward Program". At the end of each calendar year, if an employee uses 5 days of sick leave or less (out of the 12 days earned), he/she will be eligible to participate in the program. An employee who has used more than the 5 days due to an extended illness or injury may be eligible, but a panel of the City Manager and 2 other Department Heads will make the final decision as to the eligibility of the requesting employee.

Employees participating in the program may "sell" back to the City a maximum of 40 hours of sick leave. Employees will receive payment hour for hour based on their current hourly wage with the City. Employees may sell back 8-40 hours or they may choose to keep their sick time for continued accumulation. If an employee sells back sick days, they will forfeit the use of that sick time as it no longer will be reflected on their record. Employees participating in this program will fill out the necessary paperwork and have it turned in for the first pay period in December.

The employee must maintain a minimum balance of 160 hours to participate.

This program will pertain to sick time used in a calendar year (December-November) and not the City's fiscal year (October-September).

316 HOLIDAYS

Eligible employees are annually entitled to 13 paid holiday days off. Statutory Holidays observed include:

- ♦ New Year's Day
- ♦ Martin Luther King, Jr. Day
- ♦ Good Friday
- ♦ Memorial Day
- ♦ Juneteenth
- ♦ Independence Day
- ♦ Labor Day
- ♦ Veterans Day
- ♦ Thanksgiving (Thursday and Friday)
- ♦ Christmas (2 days)
- ♦ Floating Holiday (holiday chosen by employee)

The paid holidays listed above are legally recognized holidays; in addition, employees will receive one floating holiday per calendar year. NOTE: Management may at their sole discretion designate a floating holiday to be used on a date certain to align the business operations to the dictates of our clients, and/or vendors, and/or suppliers. Should the City choose to assign a floating holiday, an adjustment would be made in the schedule for that year and communicated appropriately.

The Floating Holiday can be used to take a non-statutory holiday off (for religious observations, birthdays or to tack on to an existing holiday for an extended weekend, etc.). The available floating day can be used at any time, as long as there is advanced approval from a supervisor. The Floating Holiday is not an accrued benefit, and will not carry over from year to year.

All Employees will use their holidays on the designated day of celebration (excluding the floating day) unless they are assigned to work in their respective job categories (i.e., Police Officer, Dispatcher and Public Works). Nonexempt employees who are required to work on a holiday will be compensated at one and one-half (1.5) times their regular rate for the holiday hours worked.

This can be achieved by either:

- ♦ Paying the employee straight time rate of pay for the holiday and granting him or her an alternate paid day off to be used within 30 days following the holiday. Any carry over past the 30 days must be reviewed and approved by City Manager on a case-by-case basis; or
- ♦ Paying the employee at twice the straight time rate of pay for the holiday hours worked.

The City Manager may designate other holidays in accordance with directions from the City Council. A list of holidays approved by the City Council for the current year, specifying days of the week and dates, will be distributed to all employees at least once each year. Whenever an approved legal holiday falls on a Saturday or Sunday, it will be observed on the Friday preceding or the Monday following, as determined by the City Council.

An employee who is absent on the workday immediately preceding or following a holiday will not be paid for the holiday unless previous approval from Supervisor.

Temporary employees are not paid for holidays except for holiday hours actually worked.

317 JURY DUTY

The City is committed to supporting the community, including supporting City employees in fulfilling their responsibilities to serve as jurors whenever it is needed. When an employee receives notification regarding upcoming Jury Duty, it is his/her responsibility to notify their supervisor as soon as possible, and provide any requested documentation in order for arrangements to be made to accommodate their absence.

Should a full-time or regular part-time employee be called to Jury Duty, the City will pay the employee's normal base salary during the period of time the employee serves as a juror provided they are scheduled to work those days.

Employees who are dismissed from Jury Duty (or have completed service as a subpoenaed witness) within business hours are expected to return to work that day.

318 TIME OFF TO VOTE

The City encourages employees to fulfill their civic responsibilities by participating in elections. Employees are able to vote either before or after their regular work schedule; however, if an employee is unable to vote in an election during their non-working hours, the City will grant time off to vote.

Employees must request time off to vote from management at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled to provide the least disruption to the normal work schedule.

319 POLITICAL ACTIVITY

The City encourages its employees to exercise their prerogatives as a citizen consistent with federal and state laws and the policies contained within. However, employees may NOT:

- ♦ Use their official authority or influence to interfere with or affect the results of an election or nomination for an elected office; or
- ♦ 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.
- ♦ Be a candidate for an elective office in a partisan election if the employee is subject to the provisions of the Federal Hatch Act. City employees are subject to this additional Federal Hatch Act restrictions 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.
- ♦ Participate in any way in any political activity while wearing a City uniform or clothing displaying City emblems, regardless of whether the employee is on duty or on his or her own time. In addition, no City-owned property, vehicle, building, and/or office may be used for displaying campaign materials or for conducting any partisan activity.

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.

320 PENSION PLAN

The City is a member of the Texas Municipal Retirement System (TMRS), a nontraditional contributory, defined contribution plan in which both the employee and the employer contribute to the employee's retirement account. Membership in TMRS is mandatory for all regular full-time employees.

320.1 Retirement Contribution

Employees covered under TMRS are required to contribute 7% of the employee's pay to be deposited into the member's account. The City currently contributes funds on a two-to-one matching basis pursuant to 14%.

Employees who leave City employment prior to retirement will, after filing a request with TMRS, be refunded their portion of the retirement account plus interest earned on their portion.

The City has adopted a provision that allows an employee of the City, who is a member of the system, to retire and receive a service retirement annuity. Once an employee is vested, he or she is entitled to both the employee's contributions and the City's contributions to the TMRS fund. A City employee becomes "vested" with the City when he or she has worked for the City for 5 years or more. Employees will consult with their pension plan on how they wish to withdraw their funds. A retired employee is also able to maintain their health insurance coverage through COBRA if so desired. Employees using prior service credit with other municipalities must have applied for the credit and submitted the necessary paperwork to the City Manager and TMRS for approval.

320.2 Retirement Eligibility

Employees are eligible to retire with TMRS if they meet one of the following requirements:

- ♦ has reached the age of 60 and is vested;
- ♦ 20 years of service (at any age) with Lacy Lakeview or any combination of at least 5 years employment with Lacy Lakeview and 15 years with other governmental municipal, county or federal agencies.

320.3 Retirement Application

Employees planning to retire should meet with Human Resources at least two (2) months prior to their retirement date.

SECTION 4 – TIMEKEEPING AND PAYROLL

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the City to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all time actually spent on the job performing assigned duties. Employees are prohibited from performing any “off the clock work,” meaning work that is performed but for which no time is recorded.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. It is the employee's responsibility to sign his or her time records to certify the accuracy of all time recorded. The Department Head will review the time record before submitting it for payroll processing.

The City has identified the official work to be a seven day period beginning at 12:00 a.m. each Sunday morning ending the following Saturday night. The normal business hours are scheduled for Monday through Friday, 7:00 a.m. to 3:00 p.m. Hours of work for individuals or groups of employees will be set by Department Heads with the approval of the City Manager.

401 PAYDAYS

Employees are paid biweekly on every other Wednesday. In the event that a regularly scheduled payday falls on a day off, for example a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

402 PAY ADVANCES

The City does not provide pay advances or loans to employees on unearned income.

403 ADMINISTRATIVE PAY CORRECTIONS

The City takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. The City is committed to ensuring no improper deductions from pay occur.

Employees who believe there is discrepancy in their pay or their pay has been improperly reduced should inform the Finance Director (Payroll Administration). All concerns reported will be fully investigated.

404 MANDATORY DIRECT DEPOSIT

Employee pay will be electronically deposited directly into one or more checking or savings account designated by the employee; therefore, all employees are required to participate in mandatory direct deposit. Accounts must be established with banks or credit unions that support direct deposit.

405 PAY DEDUCTIONS AND SETOFFS

The law requires that the City make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The City also must deduct Social Security taxes

on each employee's earnings up to a specified limit. The City matches the amount of Social Security taxes paid by each employee.

The City offers programs and benefits, such as health insurance, beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of voluntary participation in these programs. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage, and Tax Statement.

Pay setoffs are pay deductions taken by the City, usually to help pay off a debt or obligation to the City or others. All deductions from an employee's wages will be in accordance with applicable law, and when required, the employee's consent. If you feel that your pay has been improperly reduced, please notify the Finance Director immediately.

406 BASIS FOR DETERMINING PAY

It is the City's desire to pay employees wages or salaries that are competitive with other employers in the marketplace and in a way that will be fair and equitable. The City maintains a compensation structure that recognizes the level of skill, effort and responsibility of each position and ensures that the structure will enable the City to hire, develop and retain its employees. Compensation may vary based on roles and responsibilities, location, individual, and City performance, and always in compliance with all applicable laws.

City employees will be eligible for, with City Council approval, a merit increase and/or a cost-of-living adjustment (COLA). An employee may receive a merit increase following a fully successful performance evaluation. Any merit increase will be awarded in accordance with the City's pay schedule. Upon the City Council's approval, City employees will receive an across-the-board pay increase. This increase may be the form of a flat dollar adjustment or a percentage increase.

407 WORK SCHEDULES

Work schedules for employees may vary throughout the City. Department Heads will advise their respective departments of their work schedule with the City Manager's approval. Staffing needs and operational demands may necessitate variations in starting and ending times as well as variations in the total hours that may be scheduled each day and week.

Your record of time worked is the only way we know how many hours the City will pay you. Additionally, it is used so the City can keep track of hours and days not worked. Your time record indicates the number of hours worked each day and the total number of hours for the week. Each employee is responsible for submitting their own time through the City's time tracking system.

408 REST AND MEAL PERIODS

Each workday, full-time nonexempt employees will be eligible to take two 15-minute paid breaks, dependent upon work volume. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work area beyond the allotted rest period time.

All full-time employees are provided with at least a 30-minute unpaid meal period each workday. Management will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for

that time.

For Public Safety personnel (Police & Public Works), the Police Chief and Public Works Director will determine the mealtime protocol under the FLSA guidelines.

During the mealtime, police officers are required to be in their vehicles or remain in contact with the department. Dispatchers must also plan to eat lunch at their work station. Therefore, the meal break is considered as “hours worked” under FLSA guidance for both police officers and dispatchers.

409 NURSING MOTHERS BREAK

A nursing mother is entitled to a “reasonable break time” to express breast milk for her nursing child. For one year following the birth of her child, a nursing mother will be granted time as needed to express breast milk. Every effort should be made to use regular break periods for the purpose of expressing breast milk.

410 OVERTIME

Employees may be assigned to work overtime when operating requirements or other needs cannot be met during regular working hours. Under these circumstances, overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. All exempt employees will not receive overtime compensation. All overtime work must receive prior authorization. Failure to receive prior authorization will result in disciplinary action, up to and including termination.

A normal work period for most employees will consist of a forty (40) hour week. After an employee has physically worked their required forty (40) hours within a 7-day work week, all nonexempt employees will receive overtime compensation at the overtime rate of one and one-half (1.5) times. However, in accordance with the Fair Labor Standards Act (FLSA), paid leave (vacation, holiday, and/or compensatory time) will not count towards hours worked. However, employees required to report to work during paid leave will receive overtime compensation. (See 411 On-Call Policy.)

410.1 Police and Fire Department

With the approval of the Police Chief and City Manager, employees within the police and fire department may be permitted to work 12-hour shifts. For this reason, all nonexempt employees will receive overtime compensation for all hours worked in excess of eighty (80) hours within a 14-day pay period. Other employees within the police and fire department that are permitted to work 8 or 10-hour shifts will be required to meet their forty (40) hour minimum within a 7-day work week before becoming eligible for overtime. However, paid leave (vacation, holiday, and/or compensatory time) will not count towards hours worked for overtime calculations unless an employee is designated as on-call or are required to report to work during paid leave.

410.2 Compensatory Time

All non-exempt employees have the option to receive compensatory time in lieu of overtime pay. The maximum number of hours of compensatory time for all eligible employees is forty (40) hours. Furthermore, all earned compensatory time must be used within 30 days of receiving the overtime pay. Any allowance of carry over or extended time must be reviewed and approved by the City Manager on a case-by-case basis. The time can be used by employees when approved by his or her immediate Supervisor and depending on work schedule shortages.

Nonexempt employees may be compensated for overtime worked by receiving:

- ♦ Equal time off within the same work period;
- ♦ Payment at the rate of one and one-half times the employee's regular hourly rate, if specifically authorized by the Department Head through consultation with the City Manager; or
- ♦ Compensatory Time (one and one-half for every overtime hour).

An employee, subject to the overtime provisions of FLSA who is required to work a full 40 hours during the week in which he or she takes a paid holiday, will receive straight-time compensation (time off or pay) for the hours worked only, since a paid holiday is not considered as time worked for the purpose of determining overtime pay. For overtime pay purposes, hours worked exclude paid holiday pay, vacation, jury duty, paid bereavement time off, compensated time off for injury or required military leave, and other time away from work, whether paid or unpaid.

Non-exempt employees traveling to and from training or out-of-town assignments will be compensated for travel time during a normal business day, and only up to a maximum of 8 hours at the rate of their regular base pay, provided that work is not required prior to or following the immediate travel time within the same day. Time spent traveling or performing work while traveling outside of a normal business day will also be treated as compensable time and may be eligible for overtime if 40 work hours are exceeded in that workweek, but only if the travel or work is specifically required by the City. Non-exempt employees required to take training courses that exceed the normal workweek of 40 hours will be eligible for overtime.

Direct any questions regarding non-exempt status or overtime pay to the Finance Director or Human Resources.

411 ON-CALL TIME

The vital nature of certain City services requires that some employees be available to provide on-call coverage in the evenings, weekends and/or over holidays to ensure the continuity of vital services. Employees on-call will be paid for the number of hours during which they are actually called to duty during the assigned on-call period. If an affected employee has worked the full workweek without using leave time, he or she will be paid on-call pay at 1.5 times the employee's regular rate of pay. On-call assignments must be approved in writing by the respective Department Head.

If an on-call employee is called into work and he/she has already planned holiday or vacation time during the same work week, he/she will be compensated at a rate of 1.5 times the regular rate for the actual hours worked. The planned vacation and/or holiday time must have been previously approved by a Supervisor in writing.

It is the policy of the City that an employee on-call is provided a cellular phone which allows the employee substantial mobility.

SECTION 5 – WORK ENVIRONMENT

501 SAFETY

To assist in providing a safe and healthful work environment for employees, clients, and visitors, the City has established a workplace safety program. Its success depends on the alertness and personal commitment of all. Employees with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their Supervisor. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Employees are expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report such hazards, where appropriate, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately report the incident to Human Resources Department.

502 DRIVING CITY VEHICLES

Certain positions may require that City employees use City vehicles to conduct City business. It is of the utmost importance that employees exercise safety at all times and eliminate unnecessary risks when operating City vehicles and equipment. A failure to adhere to the City's requirements will result in disciplinary action that may result in termination.

502.1 Operator Eligibility

An employee's allowance to operate City vehicles will be contingent on the following:

- ♦ Proof of a valid Texas driver's license;
- ♦ Prior driving history check (conducted by Human Resources).

502.2 Driver Status Change

Employees permitted to operate City vehicles and equipment will be required to notify their Department Head if any of the following occur during employment with the City:

- ♦ Actions that result in their driver's license being suspended or revoked;
- ♦ Convictions or deferred adjudication for DUI or DWI offenses; or
- ♦ Criminally negligent homicide involving the operation of a motor vehicle.

502.3 Vehicle Operator Responsibility

Employees permitted to operate City vehicles and equipment are required to comply with the following:

- ♦ Adhere to all posted regulations and speeding limits.
- ♦ Wear seatbelts.
- ♦ No texting or making phone calls while driving. Phone calls and texting are only permitted when the vehicle is legally and safely parked.
- ♦ Only City employees are allowed to drive and be passengers unless approved by their respective Department Head.
- ♦ Any alcohol consumption, transport or smoking is prohibited when operating a City vehicle.
- ♦ Report to Supervisor or Department Head of all maintenance concerns, (*tires, oil change, warning lights/signals*).

- ♦ Follow accident reporting protocols when appropriate.
- ♦ Maintain cleanliness of vehicle.

502.4 Equipment Operator Responsibility

- ♦ Department heads or their designee shall regularly inspect equipment for damage and ensure it is repaired and working properly.
- ♦ Department heads shall keep a written record of equipment used by their department, to include: brand, model number, and serial number.
- ♦ It is the responsibility of each employee to use the proper safety equipment while using tools, machinery, or instruments that require special safety attention. It is the duty of department heads and supervisors to ensure that such safety equipment is available and used.
- ♦ All equipment is to be kept clean, serviced, and maintained regularly by the employee who is issued the equipment.
- ♦ Each department head shall be responsible for timely reporting, as prescribed by the City Manager, for the number of days each employee commuted in a city vehicle and for certifying that, to the best knowledge and belief, no vehicle was used for any personal purpose not permitted by this policy.

503 COMMUNICATIONS

From time to time, an employee may be given directions from persons outside the normal chain of command. In such cases, it is the employee's responsibility to notify his or her immediate Supervisor about the direction, its purpose and the relevant facts of the situation. Failure to do so in a timely manner may result in disciplinary action.

In the event that an employee is given conflicting instructions from more than one person who occupies a position which is higher than the employee's position in the City's hierarchy, the employee is required to notify the person from whom he or she receives the last instruction that it conflicts with previous instructions.

An employee may request that a matter, other than a grievance, be considered by the City Council by submitting the item in writing to his or her Supervisor.

Communication with the public about City issues or problems is the responsibility of the Mayor, the City Council, and/or the City Manager. Employees are to refer the public to the appropriate City official if a question is non-routine, controversial, or outside of the scope of the employee's normal duties.

504 USE OF CITY PROPERTY

Employee's assigned tools, equipment, vehicles, or other types of City property are the responsibility of the employee for the proper use and maintenance. Employees are prohibited from using any City owned property for the purpose of personal or political activities.

505 SEARCHES

The City reserves the right to make general or random searches of City property, such as lockers, closets, vehicles, and desks without the consent of the employee. The use of privately owned padlocks or other locking mechanisms for City property is prohibited.

The City further reserves the right to monitor all pagers, cellular phones or any other electronic storage

systems provided by the City. If issued, the employee constitutes acknowledgement that the City has the authority to open, read or inspect all electronic devices owned by the City.

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, or drug paraphernalia, stolen property, or other illegal contraband 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 be discontinued. 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 City Manager or designee.

506 ACCIDENT REPORTING

Employees who operate equipment or drive vehicles as part of their job for the City are required to follow the post-accident protocol despite the severity of the accident. All Department Heads are responsible for ensuring that their departments are aware of these protocols and that they are followed.

Employees are required to adhere to the established protocols:

- ♦ Notify the local police department immediately to complete a report. If within the City's jurisdiction, it is likely that another agency will complete the investigation.
- ♦ Notify the Supervisor or Department Head. Supervisors will be required to report to the scene at the time of the occurrence and notify the Department Head. Department Heads will be responsible for notifying the City Manager.
- ♦ Post-accident drug testing will be required for all accidents. Drug testing protocols are as follows:
 - Drug testing will be conducted by a medical facility and must be performed within two (2) hours of the accident, if possible.
 - The driver involved in the accident is not allowed to drive themselves to the drug-testing facility.
 - If out of town, the Department Head must notify the City Manager to receive the permissible time frame for drug-testing.
 - Supervisors are responsible for ensuring that the drug test is conducted within the appropriate time frame.
- ♦ Supervisors should take a written statement from the employee and complete an incident report.
- ♦ Department Heads are responsible for notifying Human Resources regarding the insurance claim.

506.1 Accident Review Board

The purpose of the accident review board is to review all City accidents (excluding police department) to assess if all steps of the accident reporting protocol were followed and steps that can be taken to avoid future occurrences. The accident review board will consist of the City Manager, City Secretary, Human Resources and the Department Head.

507 SMOKING

In keeping with the City's intent to provide a safe and healthful work environment, the use of all tobacco products, including all smokeless tobacco products, e-cigarettes and vapor products are prohibited throughout the workplace except in outdoor smoking areas. This policy applies equally to City vehicles.

508 WORKPLACE VISITORS

To provide for the safety and security of employees, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

509 USE OF PHONE, ELECTRONIC DEVICES AND IT SYSTEMS

The City provides its employees with the equipment to perform various modes of communication, i.e., voice mail, email, and internet access to assist you in doing your job in a more efficient manner and in compliance with the Texas Open Meetings and Public Information Acts.

This equipment is owned and maintained by the City and employees have no expectation of privacy in the use of City owned equipment. Providing such communication and research access represent a considerable commitment of City resources for telecommunications, networking, software, and storage. The internet, email and voicemail usage policy is designed to help you understand expectations for the use of those resources and to help you use those resources more wisely.

The City expects its employees to use the internet, email, voicemail systems, and City owned cell phones primarily for business purposes. As such, the City requires that you conduct yourself honestly and that you respect the copyrights, software licensing rules, property rights, and privacy of others. The City intends to respond to any violation by an employee that occurs on the internet or within any of our communication systems.

As a condition of providing Internet, email, voice mail, and cell phones to its employees, the City places certain restrictions and use requirements on workplace use of those systems. These restrictions and requirements also apply to employee's access to the internet from a remote location using City software, access rights, and City owned cell phones.

509.1 Internet Services

Outbound and inbound access to/from the Internet via the City's resources must be through approved methods using valid hardware, software, and approved controls.

When/if using Internet resources for minimal personal use, employees must not:

- ♦ Give the impression they are representing the City when conducting non-business activities;
- ♦ Give the impression their opinions represent that of the City when conducting non-business activities; and/or
- ♦ Present himself or herself as someone else (i.e., another City employee).

Under no circumstances shall the City's Confidential and Proprietary or Restricted Use Only data be transmitted or published over the Internet without proper authorization.

The viewing, downloading, uploading, storing, distributing, editing, recording or displaying of any inappropriate, graphic and/or sexually explicit image, document, or material is prohibited. The display, possession, or distribution of any such material is a violation of The City's Sexual Harassment Policy and will be dealt with accordingly.

Messages sent over the internet are not secure unless encrypted. Employees may not send any confidential information over the internet unless all information is encrypted. Any emailing of trade secrets or other proprietary information will be treated as a violation of the confidentiality policy. Under no circumstances shall any employee post confidential or proprietary information to the Internet.

509.2 E-Mail Resources

- ♦ E-mail access that is NOT provided by the City, (web based vendors, such as earthlink.net or hotmail.com) that is accessed via the City's computer resources (internet access) must be restricted to minimal, limited personal use.
- ♦ E-mail access that is NOT provided by the City should not be used for business related activities.
- ♦ E-mail access that is NOT provided by the City that is accessed via the City computer resources (internet access) is subject to the same City Information Security policies and procedures and must comply with all City policies.
- ♦ No automatic forwarding of e-mail messages to internet e-mail accounts is allowed without prior written approval.
- ♦ E-mail systems are known sources of viruses. Users must not disable/turn-off virus detection programs on their desktops or laptops.

509.3 Electronic Devices

E-mail and other confidential business information contained within electronic devices whether the device is City property or not, is considered City property and Intellectual property of the City. Such information contained within the device is subject to all City policies.

Additionally, the City requires that employees avoid situations that require them to use their mobile devices while driving, even if a hands-free device is used. If an employee must use the phone, he/she is to pull off the road in a safe manner. If that is not a safe option and the employee cannot avoid using the phone, do NOT use the cell phone/smart phone unless a hands-free device is used. Additionally, it is against City policies – and frequently against state law – to text message while driving.

Know and abide by state and local laws regarding the use of cell phones/smart phones and text messaging while driving motor vehicles. Many areas have passed laws that ban the use of cell phones/smart phones while driving, require the use of hands free devices, or prohibit text messaging while driving.

509.4 Passwords

Personal passwords may be used for purposes of security, but the use of a personal password does not affect the City's ownership of the electronic information. The City may override all personal passwords if necessary for any reason. The City may periodically need to assign and/or change passwords and personal codes for voice mail, e-mail, and computers. These communication technologies and related storage media and databases are to be used primarily for City business and they remain the property of the City. The City reserves the right to keep a record of all passwords and codes used and/or override any such password system.

The use and information contained on electronic devices to include device billing, text messages, emails, or other related data may be subject to disclosure under the Public Information Act. The disclosure may be required regardless of the user's designation of information as public or private.

510 WORKPLACE VIOLENCE PREVENTION

The City is committed to preventing workplace violence and to maintaining a safe work environment. The City has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur on or off premise while performing City business or at any City-sponsored event.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the City without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a visitor, or a member of the community at any time, including off-duty periods, will not be tolerated. This includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by visitors, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. All suspicious individuals or activities should also be reported as soon as possible. Employees should avoid risk, and if they see or hear a commotion or disturbance near a work area, do not try to intercede.

The City will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. The City may suspend employees, either with or without pay and pending investigation, to maintain workplace safety and the integrity of its investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

The City encourages employees to bring their disputes or differences with other employees to the attention of management before the situation escalates into potential violence. The City will assist in the resolution of employee disputes, and will not discipline employees for raising such concerns in good faith.

511 FIREARMS

No employee, other than a peace officer, is permitted to carry any type of firearm or weapon on their person at a City worksite, in a City building, while conducting any City business, or in any City owned or leased vehicle unless the weapon is in conjunction with the type of City service provided and carrying has been approved by the City Manager. 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 concealed handgun license (CHL) 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 or other parking area provided by the City. Employees are responsible for the firearms stored in their vehicle while at work and may be subject to personal civil liability for any resulting damages.

512 GIFTS AND ENTERTAINMENT

Giving or receiving gifts and gratuities in a business setting may give rise to an appearance of impropriety or raise a potential conflict of interest. As a general rule, a City employee may not accept any gift or free service. Each employee is expected to use good judgment in accepting any gift offers. Ultimately, gifts or entertainment must have a clear business benefit to the City, and are not acceptable if an independent third party might think that the employee would be influenced in conducting business. If you are unclear on the requirements of this policy, please discuss it with your Department Head.

SECTION 6 - BUSINESS TRAVEL AND ENTERTAINMENT

The City will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. The City Manager must approve all business travel in advance.

Employees whose travel plans have been approved are responsible for making their own travel arrangements with Department and City Manager approval. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the City. Employees are expected to limit expenses to reasonable amounts. Alcoholic beverages are not reimbursable. With approval, certain employees may engage in business entertaining on behalf of the City, otherwise, entertainment expenses will not be reimbursed.

Employees must submit completed travel expense reports to the Finance Department within 14 days of concluding travel. Reports must be accompanied by receipts for all individual expenses.

Travel time within normal work hours will be paid at the employee's regular hourly rate and will be factored into overtime calculations. When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel falls within normal work hours.

601 TRAVEL POLICY

The policy of the City is that employees are to be fully reimbursed for necessary and reasonable job-related expenses incurred in the authorized conduct of City business, including business-related travel. Except in cases of use of a personal vehicle within the City, employees must fill out a **Request for Travel** form before travel which involves reimbursable expenses. The request should include an estimate of costs to be incurred and at the discretion of the City Manager, cash advances may be made. Regardless of whether a cash advance has been made or a request submitted for reimbursement of expenses, all such travel expenses are subject to requirements of documentation and reasonableness. Travel expenses 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. In some cases, the City may prepay directly to the entity, such expenses as registration fees, hotel costs, and/or airline or other public transportation.

Expenses which are not permitted under the terms of grants, contracts, or agreements with other agencies will not be charged with costs to those grants, contracts, or agreements.

601.1 In-City Travel

All necessary travel by City employees for the conducting of city business within the City is authorized. Meals will be reimbursed subject to approval by the City Manager. Reimbursement for the use of private vehicles by employees is made monthly, upon submission of the required report and request forms.

601.2 Out-of-City Travel

Out-of-City travel by City employees is permissible, provided that it is authorized in advance by the Department Head and approved by the City Manager and does not exceed budgetary limitations. Any advance or reimbursement for out-of-city travel is based upon the most economical conveyance that is reasonably available. When private automobiles are used for out-of-city travel, reimbursement is allowed on the basis of actual mileage traveled or tourist class airfare, whichever is less. First class air

accommodations are not allowable except when no other option is available. In cases where a rental car is used, employees must choose the optional insurance coverage. The City will pay for this insurance cost.

601.3 Subsistence Expenses

Employees engaged in necessary and authorized travel while conducting City business will be reimbursed for actual cost of reasonable and documented expenses necessary to conduct the business for the City. Reimbursable subsistence expenses will generally be for registration, lodging, official business, telephone calls, parking, tolls, taxi and reasonable gratuities. Meals are covered under the City's policy for per diem rates. Since the City has a per diem policy, receipts are not necessary for meals.

601.4 Personal Vehicle

Where use of personal vehicle is judged to be the most reasonable means of transportation while conducting official City business, reimbursement will be at the current maximum non-taxable rate allowed by the Internal Revenue Service at the time the mileage is incurred. Employees are expected to report the shortest distance between points of departure and destination for all travel. Travel between an employee's residence and the City office is not eligible for reimbursement.

601.5 Expense Report

As soon as an employee returns from a trip, or within one week from the date the travel was concluded, he or she must complete an expense report documenting any actual expenses incurred on the trip, excluding expenses prepaid directly by the City to the entity involved. The City will issue a reimbursement check to the employee for allowable and documented out-of-pocket expenses. The expense report must show the amount of any cash advance given the employee. All reimbursements must be approved by the department head and the City Manager.

601.6 Exceptions

Employees who receive monthly automobile allowances are not eligible for mileage reimbursements for travel within the City. Employees who travel in City-owned vehicles will be reimbursed for the documented actual cost of fuel, oil or other expenses related to the safe operation of the vehicle if the employee incurred such costs. When two or more employees travel in a single automobile, only one employee will receive mileage or other automobile reimbursements.

Conference registration checks normally will be made payable only to the organization sponsoring the conference.

Travel and/or moving expenses involving applicants, new employees, or transferred employees may be reimbursed by individual action of the appropriate Department Head and with approval from the City Manager.

601.7 Prohibited Expenditures

Costs of personal entertainment, amusements, alcoholic beverages, traffic citations or illegal activities are not allowable for reimbursement.

SECTION 7 – EMPLOYEE CONDUCT & DISCIPLINARY ACTION

701 BUSINESS ETHICS AND CONDUCT

The successful business operation and reputation of the City is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations.

The continued success of the City is dependent upon our community's trust, and we are dedicated to preserving that trust. Employees should dutifully serve the City and our community by acting in a way that will merit the continued trust and confidence of the community. The City will comply with all applicable laws and regulations and expect all employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws, and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises when it is difficult to determine the correct course of action, the matter should be discussed openly with the Department Head.

702 CONFLICT OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the City wants employees to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

Guidelines:

- ♦ An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative because of the City's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
- ♦ No "presumption of guilt" is created by the mere existence of a relationship with outside organizations. However, if an employee has any influence on transactions involving purchases, contracts or leases, it is imperative that the employee disclose to the City Manager, as soon as possible, the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.
- ♦ Personal gain may result not only in cases where an employee or relative has a significant ownership in an organization with which the City does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City.

703 OUTSIDE ACTIVITIES – SECONDARY EMPLOYMENT

Employees may not engage in any outside employment, activity or enterprise determined by the City Manager:

- ♦ To be inconsistent or incompatible with employment with the City; or
- ♦ To affect the employee's job performance adversely.

Examples of potential conflicting employment:

- ♦ 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.

The City of Lacy Lakeview considers each of its regular full-time employee's employment with the City to be the employee's primary employment, and under no circumstances may a City employee wear his or her city uniform or clothing displaying City emblems on any job unless approved in advance by the City Manager.

An employee who wishes to engage in an outside activity covered by this section must prepare a full and complete written request describing the employment activity for which permission is requested. A copy of the employee's request and the Department Head's and City Manager's response must be forwarded to the Human Resources for inclusion in the employee's personnel file.

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 worker's compensation claim against the City or benefits related to the injury, regardless of the fact that the City Manager may have approved the outside employment request.

704 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, the City expects employees to be respectful, to follow rules of conduct and to behave professionally.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- ◆ Theft or inappropriate removal or possession of City property;
- ◆ Embezzlement or forgery;
- ◆ Falsification of timekeeping records;
- ◆ The unauthorized or misuse of an individual's personal financial information, obtained through employment with the City, for personal gain (identity theft);
- ◆ Working under the influence of alcohol or illegal drugs;
- ◆ Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment;
- ◆ Fighting or threatening violence in the workplace;
- ◆ Negligence or improper conduct leading to damage of employer-owned or customer-owned property;
- ◆ Insubordination or other disrespectful conduct toward fellow employees, visitors, or other members of the public while in the course and scope of City services;
- ◆ Violation of safety rules;
- ◆ Smoking in prohibited areas;
- ◆ Sexual or other unlawful or unwelcome harassment;
- ◆ Bullying or repeated, unreasonable actions directed toward an employee which are intended to intimidate, degrade, humiliate, or undermine, or which creates a risk to the health or safety of the employee;
- ◆ Possession, use, or sale of dangerous or unauthorized materials in the workplace, such as explosives or illegal drugs;
- ◆ Excessive absenteeism;

- ♦ Failing to report for a scheduled shift and/or leaving early without Supervisor permission;
- ♦ Violation of personnel policies;
- ♦ Unsatisfactory performance or conduct;
- ♦ Performing outside work or using City property, equipment or facilities in connection with outside work while on City time;
- ♦ Dishonesty with supervision and/or co-workers.

Employment with the City is by the mutual consent of the City and the employee. Either party may terminate the employment relationship at any time, with or without cause, and with or without advance notice.

705 HARASSMENT AND ANTI-RETALIATION

The City is committed to providing its employees with a workplace free of harassment. The City maintains a strict policy prohibiting harassment based on race, color, national origin, ancestry, religion, sex, physical or mental disability, age, veteran status, or any other characteristic protected by applicable law. The conduct prohibited by this policy includes conduct in any form including, but not limited to: email, voicemail, chat rooms, internet use, text messages, pictures, images, writings, words or gestures.

This prohibition applies to all employees and vendors of the City. No employee of the City is expected to tolerate any conduct prohibited by this policy from anyone while at work or while engaged in City business.

705.1 Sexual Harassment Defined

Sexual harassment prohibited by this policy includes any unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- ♦ Submission to such conduct is made a term or condition of employment;
- ♦ Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
- ♦ Such conduct has the purpose or effect of unreasonable interference with an employee's work performance *or* creating an intimidating, hostile or offensive working environment.

The following is a partial list of conduct which would be considered sexual harassment:

- ♦ Unwanted sexual advances;
- ♦ Offering employment benefits in exchange for sexual favors;
- ♦ Making or threatening retaliation after a negative response to sexual advances;
- ♦ Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars or posters;
- ♦ Verbal conduct such as making or using derogatory comments, epithets, slurs, sexually explicit jokes or comments about an employee's appearance;
- ♦ Written communication of a sexual nature distributed in hard copy or via a computer;
- ♦ Verbal sexual advances or propositions;
- ♦ Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive or obscene letters, notes or invitations;
- ♦ Physical conduct such as touching, assault, impeding or blocking movements;
- ♦ Retaliation for making harassment reports or threatening to report harassment.

Sexual harassment can occur between employees of the same sex. It is unlawful for males to sexually harass females or other males, and for females to sexually harass males or other females.

705.2 Other Types of Harassment

The City also prohibits harassment based on race, color, national origin, ancestry, religion, gender, physical or mental disability, age, veteran status or any other characteristic protected by applicable law. Such prohibited harassment includes, but is not limited to, the following examples of offensive conduct:

- ♦ Verbal conduct such as threats, epithets, derogatory comments or slurs;
- ♦ Visual conduct such as derogatory posters, photographs, cartoons, drawings or gestures;
- ♦ Written communication containing statements which may be offensive to individuals in a particular protected group, such as racial or ethnic stereotypes or caricatures;
- ♦ Physical conduct such as assault, unwanted touching or blocking normal movement;
- ♦ Retaliation for making or threatening to make harassment reports to the City for participating in an investigation into harassment allegations;

705.3 Anti-Retaliation

In accordance with applicable law, the City prohibits retaliation against any employee because of the employee's opposition to a policy, decision or practice that the employee reasonably believes to constitute employment discrimination or harassment or because of the employee's participation in an employment investigation, proceeding or hearing. Any retaliatory adverse action because of such opposition or participation is unlawful and will not be tolerated.

The City strictly prohibits retaliation against any person by another employee or by the City for using this complaint procedure, reporting harassment, or for filing, testifying, assisting, or participating in any manner in any investigation, proceeding, or hearing conducted by the City or a governmental enforcement agency. Prohibited retaliation includes, but is not limited to:

- ♦ Termination;
- ♦ Demotion;
- ♦ Suspension;
- ♦ Failure to hire or consider for hire;
- ♦ Failure to give equal consideration in making employment decisions;
- ♦ Failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

Any employee who believes he or she has been subjected to harassment prohibited by this policy should immediately tell the harasser to stop his/her unwanted behavior and immediately report that behavior, preferably in writing, to Human Resources.

If an employee becomes aware of harassing conduct engaged in or suffered by one of the City's employees, regardless of whether such harassment directly affects that employee, the employee should immediately report that information, preferable in writing, to the Human Resources.

705.4 Examples of Opposition

Opposition to perceived discrimination may include threatening to file a discrimination complaint with the EEOC, state agency or court, or complaining or protesting about alleged employment discrimination to a manager, co-worker or other official. Opposition also includes a complaint or protest made on behalf of another employee, or made by the employee's representative. A complaint about an employment practice constitutes protected opposition only if the employee communicates to the City in a reasonable good faith belief that the practice opposed constitutes unlawful employment discrimination. Opposition in a manner which disrupts the workplace or which constitutes an unlawful activity, or engaging in

badgering or threatening of employees or supervisors is not protected.

705.5 Examples of Participation Retaliation

The City will not tolerate retaliation against any individual because he or she has filed a charge, testified, assisted or participated in any manner in an investigation, proceeding, hearing, or litigation under federal or state statutes. The City also prohibits retaliation against someone closely related to or associated with the employee exercising such rights.

If an employee believes he or she has been retaliated against because of opposition to an employment practice reasonably believed to be discriminatory, or because of participation in a hearing or proceeding regarding alleged unlawful discrimination, they should provide a written or verbal complaint to the City Secretary as soon as possible. The complaint should be as detailed as possible, including the names of individuals involved, the names of any witnesses, and any documentary evidence.

The City's complaint procedure provides for immediate, thorough, and objective investigation of any claim of harassment or unlawful retaliation because of opposition to alleged discrimination or participation in a proceeding regarding alleged harassment or employment discrimination.

If it is determined that prohibited harassment has occurred, the City will take appropriate action against the person/persons found to have engaged in prohibited harassment to ensure that the conduct will not reoccur. A determination regarding the harassment alleged will be made and communicated to the person claiming harassment as soon as practical.

If the City determines that an individual has suffered adverse action in retaliation for opposition to alleged employment discrimination or for participation in an investigation related to alleged employment discrimination, the City will take effective remedial action appropriate to the circumstances. The City will also take action to deter any future retaliation.

The City does not consider conduct in violation of this policy to be within the course and scope of employment and does not sanction such conduct on the part of any employee, including supervisory employees. In addition to the City's internal complaint procedure, employees should be aware that the Federal Equal Employment Opportunity Commission (EEOC) and Texas Human Rights Commission will investigate and prosecute complaints.

706 ATTENDANCE AND PUNCTUALITY

Every employee's attendance is critical to the success of the City. We ask employees to strive for perfect attendance and to arrive for work on time. We recognize that sickness and other emergencies cannot always be anticipated and may require you to miss part or all of your workday. The City expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the City. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their immediate Supervisor as soon as possible in advance of the anticipated tardiness or absence.

If you cannot report to work as scheduled, we ask that you notify the department no later than one (1) hour before your scheduled start time. If your need for time off is foreseeable, please provide as much notice as possible. If your need for time off is not foreseeable, please provide as much notice as possible. When you contact your department, please be prepared to provide an estimate of the duration of your

absence and when you expect to return or arrive for work.

Generally, for illness or injury related absences of three (3) or more consecutive workdays, you may be asked to provide written documentation from your health care provider to justify your absence. Likewise, written documentation from your health care provider that releases you to return to work may also be required before you can resume working.

Excessive absences or tardiness have an impact on business operations, and may lead to disciplinary action, up to and including termination of employment. If you are absent from work for (3) three or more consecutive days without notice, please note the City may consider this a voluntary resignation of your position and may proceed with disciplinary action up to possible separation of employment.

707 PERSONAL 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. Employees are expected to dress in Business Casual, limiting jeans to Friday only. Clothing should be free of holes, tears or rips and employees must present themselves in a clean and professional manner that is appropriate to the particular job being performed. 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.

In the Police, Fire and Public Works departments, some employees are required to wear uniforms that are furnished by the City. Department employees should maintain their uniforms in good repair, so if an employee needs to replace a uniform, he or she will contact their supervisor.

708 RETURN OF PROPERTY

Employees are responsible for all City property, materials or written information issued to them or in their possession or control. Employees must return all City property upon notice of intent to terminate employment. Where permitted by applicable laws, the City may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The City may also take all action deemed appropriate to recover or protect its property.

709 PROGRESSIVE DISCIPLINE

The purpose of this policy is to state the City's position on administering fair and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels. It is the employee's responsibility to notify their supervisor of anything that may impair their job performance or abilities.

The City's best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The main purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

Although employment with the City is based on mutual consent, both the employee and the City have the right to terminate employment at will, with or without cause or advance notice. The City may use progressive discipline at its discretion.

The City recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or termination of employment, without going through the usual progressive discipline steps. By using progressive discipline, the City hopes that most employee problems can be corrected at an early stage, benefiting both the employee and the City.

Unless an emergency situation exists, actions other than oral or written warnings require advance consultation with the City Manager and, if necessary, the City Attorney. The City may, but not necessarily use a progressive discipline system as follows:

- ♦ Oral warnings with records of each warning maintained by the appropriate Department Head;
- ♦ Conference with appointed Official or Department Head, employee and Supervisor. Supervisor will provide a written summary of the conference with one copy for the employee and one copy for the employee's personnel file;
- ♦ Written reprimands from the Department Head that must in all cases be transmitted through the City Manager to the employee's personnel file;
- ♦ Probation (not to exceed 90 days) during which time the employee's performance and behavior will be monitored very closely by the Supervisor;
- ♦ Reduction in pay without demotion;
- ♦ Suspension from duty, with or without pay, for up to 30 days and renewable after informal review of the circumstances;
- ♦ Demotion; and
- ♦ Separation by involuntary dismissal.

Except in the case of oral warnings, disciplinary action will normally be accomplished or preceded by oral or written notice to the employee involved. Written notice of disciplinary action is included in the employee's personnel file.

Disciplinary action does not automatically or permanently disqualify an employee from consideration for future promotion, pay increases, commendations or other beneficial official personnel actions.

710 EMPLOYMENT SEPARATION

Separation of employment is an inevitable part of personnel activity within any organization and many of the reasons for separation are routine. Below are examples of some of the most common circumstances under which an employee will separate from the City:

- ♦ Resignation: voluntary employment separation initiated by an employee;
- ♦ Retirement: voluntary employment separation initiated by an employee – may require a longer notice period to facilitate retirement benefits;
- ♦ Reduction in Force: involuntary employment separation initiated by the City due to operational and/or economic factors;
- ♦ Dismissal: involuntary employment separation initiated by the City related to performance and/or behavior issues;
- ♦ Disability: initiated by the employee due to a permanent physical or mental disability which prevents the employee from continued service;
- ♦ Death: in the event of an employee's death – the estate and/or a named beneficiary will receive any compensation or benefits due the employee.

The City will generally schedule exit interviews for employees that resign or retire at the time of employment separation. The exit interview will provide an opportunity to discuss issues such as employee

benefits, repayment of outstanding debts to the City or return of City owned property. Suggestions, complaints, and questions can also be voiced.

710.1 Proper Notice Period

Although employees may terminate the employment relationship at any time, employees are requested to give The City a minimum of two (2) weeks advance notice of their intent to terminate. Failure to give requested notice will be considered when determining an employee's eligibility for rehire.

Final termination date will be at the discretion of the City Manager and each Department Head based on required job duties that continue on prior to separation. Occasionally, there may be situations where an employee gives proper notice of intent to terminate, but after a discussion with the City Manager, it is determined in the best interests of the City to have the employee terminate immediately, in which case, the employee will receive pay for actual days worked.

710.2 Procedure

Employee's notice of intent to terminate must be in writing and submitted to the Department Head. The notice along with a Personnel Action form needs to be submitted to Human Resources within 24 hours of receipt so the exit process can be scheduled.

710.3 Termination Date

The employee's termination date is the last day the employee worked or as otherwise set by the City.

710.4 Final Pay Checks

Upon separation from City employment, employees will receive all wages due as of the separation date. The payment of wages for eligible employees, will be limited to a total of 40 hours of accrued but unused vacation, holiday, and/or compensatory time combined. (Sec 61.003 Labor Code – Governmental Entities Excluded. Cities are exempt from paying unused vacation, holiday, and/or compensatory time.)

Delivery of final wages paid to terminated employees will be dependent upon the reason for separation. If the separation is voluntary (resigns, retires, quits) the employee will receive their final paycheck in the next regularly scheduled pay period following the effective date of termination. If the employee is laid off, discharged, fired, or otherwise involuntarily separated from employment, the final payment of wages is due within six (6) calendar days of the discharge.

710.5 Return of Property

Any City property issued to you, such as software, computer equipment, mobile devices, databases, secure IDs, files, pagers, keys, building access keys/cards, ID badges, or City credit cards must be returned at the time of your termination. Employees are responsible for any lost or damaged items, and may be asked to reimburse the City for the value of any property issued and not returned.

711 PROBLEM RESOLUTION/GRIEVANCE PROCEDURE

The City is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from the City's supervisors and management.

The City strives to ensure fair and honest treatment of all employees. Managers and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and

constructive criticism. If employees disagree with established rules of conduct, policies or practices, they can express their concern through the problem resolution procedure.

No employee will be penalized, formally or informally, for voicing a complaint with the City in a reasonable, business-like manner or for using the problem resolution procedure.

712 EMPLOYEE HEALTH RECORD – MEDICAL RECORD

The City will maintain the confidentiality of Protected Health Information (PHI) as defined by HIPAA and other information that is deemed to be confidential by other laws. This information may include, but is not limited to, medical records and drug screens for employees. Such information is made confidential by law (such as PHI under HIPAA) or by City policy. Confidential information may be information in any form (written, electronic, oral, overheard or observed). Access to employee health records is granted on a “need to know basis”, defined as *information that is required in order to do your job*.

SECTION 8 – THE CITY CORPORATE POLICIES

801 DRUG-FREE WORKPLACE

The City is committed to providing an alcohol and drug-free, healthy, productive and safe workplace. Compliance with this policy is a condition of each individual's employment or continued employment with the City. In all instances where reference is made to alcohol, drugs or other controlled substances, the reference includes inhalants.

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 and while representing the City off premise. Employees who violate this policy will be subject to immediate disciplinary action up to and including discharge. The City has established a drug-free awareness program, providing information about the dangers of drug and alcohol abuse in the workplace and the City's policy of maintaining a drug-free and alcohol-free workplace. Information about available drug and alcohol counseling and rehabilitation and the penalties that may be imposed on employees for drug or alcohol abuse violations occurring in the workplace has also been established.

Pre-employment drug and alcohol screening will be conducted for all positions. Periodic and reasonable suspicion testing may be required in certain classes of employees. Random drug testing and post-accident testing are required for all positions which require a driver's license. Each employee of the City will be furnished a copy of this policy. All employees 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. The City will then notify any funding agency within ten days of receiving notice of such conviction. Any employee so convicted will be subject to disciplinary action up to and including immediate discharge. 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 Substance Abuse Policy.

801.1 Drug Tests

Employees who operate vehicles or equipment are subject to five types of testing for both drugs and alcohol:

1. Pre-employment: In addition to performing pre-employment drug tests after extending an offer of employment, the City will request the results of DOT drug tests from previous employers for all new employees in safety-sensitive positions.
2. Post-accident: Drug and alcohol testing will be performed if any City employee is involved in an accident, an accident resulting in the loss of human life or if the employee was given a citation for a moving violation as a result of the accident. Drug testing will be performed within 32 hours of an accident and alcohol testing within two hours or as soon as reasonably possible thereafter.
3. Random: For vehicle operator positions, the City is required to perform random tests of covered employees at a rate of 25 percent of the total number of covered positions per year.
4. Reasonable suspicion: All supervisors of covered employees must undergo two hours of DOT approved training on how to identify the symptoms of drug and alcohol abuse before the Supervisor may decide to test an employee based on reasonable suspicion. 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 City Manager or the City Secretary, or in both their absences, of one other Supervisor before sending an employee to be tested.
5. Return to duty: Test results of return-to-duty testing for alcohol abuse must show a content of

less than .02 percent. Test results for drug use must be negative.

An employee who tests positive for drugs or the result of a breathalyzer/intoxilyzer test that shows an alcohol content of over .04 percent will be taken off the road immediately and referred to a Substance Abuse Professional (SAP). An employee who is shown to have an alcohol content between .02 and .039 percent will be taken off the road immediately for a period of 24 hours.

If any covered employee fails a drug or alcohol test, the City will ensure that the employee is evaluated by an SAP unless the employee is immediately terminated, in which case the City will inform the employee where he or she can get counseling.

Drug testing is for five types of narcotics: Marijuana, opiates, amphetamines, PCP and cocaine.

802 SOCIAL MEDIA

The City is increasingly exploring how online communication through social computing can empower City employees as professionals and innovators. A strategic online presence also promotes the City and ultimately helps the community identify and access our services.

The City's Social Media policy applies to all employees, including those employees who use the following:

- ♦ Multi-media and City-sponsored social networking websites such as Facebook, Twitter, and YouTube and other potential and yet-to-be named social media/networking or multi-media sites;
- ♦ Blogs; and
- ♦ Wikis such as Wikipedia and any other site where text can be posted.

All of these activities are referred to as "Social Media" in this policy

Please be aware that violation of this policy may result in disciplinary action up to and including termination. Guidelines and tips:

- ♦ You should make sure that your online activities do not interfere with your job or commitments to the City's citizens.
- ♦ Common sense is the best guide if you decide to post information in any way relating to City customers. Do not post negative comments about our community.
- ♦ Your Internet postings should not disclose any information that is confidential or proprietary to the City or to any third party that has disclosed information to the City.
- ♦ Do not comment on any aspect of the City's trade secrets or proprietary information (business, financial and marketing strategies) without advance approval.
- ♦ Your Internet posting should reflect your personal point of view, not necessarily the point of view of the City, and when posting your point of view, you should neither claim nor imply you are speaking on the City's behalf, unless you are authorized in writing by the City.
- ♦ If you identify yourself as a City employee on any internet posting, video upload, reference to work done by the City or provide a link on the City's website, you are required to include the following disclaimer in a reasonably prominent place: *"The views expressed on this post are mine and do not necessarily reflect the views of the City."*
- ♦ Don't cite or reference City partners without their written approval. When you do make a reference, always appropriately site your source (such as a link back to the source).
- ♦ Respect your audience. Don't use ethnic slurs, personal insults, obscenity or engage in any conduct that would not be acceptable in the workplace and/or to a reasonable person.

- ◆ Add value, provide worthwhile information and perspective.
- ◆ Your internet postings/video uploads should respect copyright, privacy, fair use, financial disclosure and other applicable laws.
- ◆ If a member of the news media or blogger contacts you about an internet posting/video upload that concerns the business of the City, please refer that person to the City Secretary's office.
- ◆ If you identify an internet posting/video that violates any area of this policy, please report such posting.

The Social Media policy is not intended to infringe on employees' rights. The City prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

The City reserves the right to suspend, modify, or withdraw this Social Media policy and you are responsible for regularly reviewing the terms.

803 WHISTLEBLOWER POLICY

The City is committed to the highest standards of openness and accountability. It is a fundamental expectation that an employee will faithfully serve his or her employer and not disclose confidential/proprietary information about the employer's affairs. However, where an individual discovers information that is believed to show malpractice or wrongdoing within the employer, then this information should be disclosed without fear of reprisal and may be made independently of line management.

It should be emphasized that this policy is intended to assist individuals who believe they have discovered malpractice or impropriety. It is not designed for the questioning of financial or business decisions taken by the City, nor may it be used to reconsider any matters that have already been addressed under harassment, complaint or disciplinary procedures. Once it is in place, it is reasonable to expect employees to use it rather than to file a complaint with an outside organization.

803.1 Scope of Policy

This policy is designed to allow employees or others associated with the City to raise high level concerns or information that the individual believes shows malpractice.

A number of policies and procedures are already in place including Grievance, Complaints, Harassment and Discipline. This policy is intended to cover concerns that are in the operational interests and may (at least initially) be investigated separately but might then lead to the invocation of such procedures. These might include:

- ◆ Financial malpractice, impropriety, or fraud;
- ◆ Failure to comply with a legal obligation or with the Statutes, Ordinances, and Regulation;
- ◆ Dangers to health and safety or to the work environment;
- ◆ Criminal activity or professional malpractice;
- ◆ Improper conduct or unethical behavior; or
- ◆ Attempts to conceal any of the above.

803.2 Safeguards

Protection - This policy is designed to offer protection to those employees or other people of the company who disclose such concerns provided the disclosure is made in good faith, and in the reasonable belief of

the individual making the disclosure that it tends to show malpractice. The individual will be protected if the disclosure is made to an appropriate person/body or externally in conformity with the policy.

803.3 Confidentiality

The City will treat all such disclosures in a confidential and sensitive manner. The identity of the individual making the allegation may be kept confidential so long as it does not hinder or frustrate any investigation. However, the investigation process may reveal the source of the information and the individual making the disclosure may need to provide a statement as part of the evidence required. (also, see 804.4 Anonymous Allegations below.)

803.4 Anonymous Allegations

This policy encourages individuals to put their name to any disclosures they make. Concerns expressed anonymously are much less powerful but they will be considered in accordance with the policy. In exercising this discretion over anonymous concerns, the factors to be taken into account will include:

- ♦ the seriousness of the issues raised;
- ♦ the credibility of the concern; and
- ♦ the likelihood of confirming the allegation satisfactorily.

803.5 Untrue Allegations

If an individual makes an allegation in good faith, which is not confirmed by subsequent investigation, no action will be taken against that individual. If, however, an individual makes malicious allegations and particularly if he or she persists with making them, disciplinary action may be taken against the individual concerned.

804 LEAVE OF ABSENCE

The purpose of this policy is to define the City's policy and procedure with regard to FMLA (Family and Medical Leave Act). Employees who have been an employee with the City for one (1) year *and* have worked at least 1,250 hours during the preceding 12-month period are eligible for family and medical leave. For employees not eligible for family and medical leave, the City will review business considerations and the individual's circumstances involved. Employees will be returned to the same or to an equivalent position upon their return from leave.

If leave is requested for an employee's own serious health condition or other reasons listed below, the employee may use his or her accrued PTO. Should the employee exhaust his or her accrued PTO during the leave, the remainder of the leave period will be taken as unpaid leave.

Human Resources is responsible for central administration of all requests for family and medical leave. HR reserves the right to designate an employee's absence as family and medical leave if it is determined that a qualifying event has occurred. HR may retroactively designate the beginning date of FMLA to the beginning date of the employee's absence for the qualifying event.

804.1 Reasons for Leave

Employees who meet the applicable time-of-service requirements may be granted a total of twelve (12) weeks of unpaid family leave for the following reasons:

- ♦ The birth of the employee's child and in order to care for the child;
- ♦ The placement of a child with the employee for adoption or foster care;
- ♦ To care for a spouse, child or parent who has a serious health condition; or

- ♦ A serious health condition that renders the employee incapable of performing the functions of his or her job.

804.2 Medical Certification Leave

An application for leave based on the serious health condition of the employee or the employee's spouse, child or parent must also be accompanied by a "Medical Certification Statement" completed by the applicable health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition. If the employee is needed to care for a spouse, child, or parent, the certification must so state along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job.

804.3 Notice of Leave

An employee intending to take family or medical leave because of an expected birth, placement of a child for adoption or foster care or because of a planned medical treatment, must submit an application for leave at least thirty (30) days before the leave is to begin. If leave is to begin within thirty (30) days, an employee must give notice as soon as the necessity for the leave arises.

804.4 Benefits Coverage During Leave

During a period of family or medical leave or any other leave of absence, an employee will be retained on the City's health plan under the same conditions that applied before leave commenced for a period of 12 weeks. To continue benefit coverage for the first 12 weeks, the employee must continue to make any contributions that he or she made to the plan before taking leave. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage. If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the City for payment of any insurance premiums during the leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job or to circumstances beyond the employee's control. After the first 12 weeks of leave, the health, dental and vision coverage may be continued through COBRA coverage. An employee is not entitled to the accrual of any seniority or employment benefits that would have accrued if not for the taking of the leave. An employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date leave began.

804.5 Restoration of Employment

An employee eligible for family and medical leave, with the exception of those employees designated as "highly compensated employees", will be restored to his or her old position or to a position with equivalent pay, benefits and other terms and conditions of employment. The City cannot guarantee that an employee will be returned to his or her original job. A determination as to whether a position is an "equivalent position" will be made by the City.

804.6 Return from Leave

If an employee wishes to return to work prior to the conclusion of a family leave or medical leave of absence, notification must be given to management at least five (5) working days prior to the employee's planned return.

Upon returning to work from a medical leave of absence, an employee must supply a written certification

from a medical provider that the employee is fit to return to work and perform the essential functions of their job. If there is any question relative to the return-to-work certification, a fitness for duty examination will be scheduled for the employee with a doctor of the City's choosing and at the City's expense.

804.7 Failure to Return from Leave

The failure of an employee to return to work upon the conclusion of family leave or medical leave of absence may subject the employee to disciplinary action up to and including termination of employment unless an extension is granted. An employee who requests an extension of family leave or medical leave due to the continuation, recurrence, or onset of her or his serious health condition, or of the serious health condition of the employee's spouse, child, or parent, must submit a request for an extension in writing. This written request should be made as soon as the employee realizes that she or he will not be able to return at the expiration of the leave period.

804.8 Bereavement Leave

Employees needing to take time off due to the death of family member or friend should notify management immediately. Bereavement leave is designed to help support employees through their time of mourning, but is not intended to compensate the employee for an extended absence, should it be necessary. Employees are able to take additional time away from work using their vacation time.

Paid bereavement leave is provided to regular full-time employees. In the event of an immediate family member's (*see below*) death you will receive up (40 hours) of paid leave. Should the employee require additional time off, unpaid leave will be granted on a per case basis. The employee may use accrued vacation time for the additional leave time. Bereavement pay is paid at the employee's current base rate and the calculated rate will not include any special forms of compensations, such as incentives, commissions or bonuses. Members of "Immediate Family" as used for Bereavement leave only is defined as:

- Your spouse or domestic partner;
- Your children;
- Your parents or guardian;
- Your grandparents;
- Your siblings;
- Your daughter or son-in-law;
- Your mother or father-in-law;
- Your sister or brother-in-law.

804.9 Family Military Leave

An employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted a leave of absence for military service, training or related obligations in accordance with applicable law. At the conclusion of the leave, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status, and pay that the employee is qualified to perform.

Upon receipt of orders for active or reserve duty, an employee should notify management as soon as possible and submit a copy of the military orders. The employee must notify the City of their intent to return to employment based on requirements of the law.

City employees are entitled to a leave of absence from their duties, without loss of time or efficiency

rating, vacation time or salary on all days during which they are engaged in authorized training or duty ordered by proper authority, not to exceed 120 hours in any one federal fiscal year. Employees will continue to receive pay from the City. Requests for approval of military leave must have copies of the relevant military orders attached. Military leave in excess of 120 hours will be charged to vacation leave or leave without pay. Confirmation that military duty was performed must be provided by the employee. Unused military leave does not carry over to the next year.

804.9.1 Qualifying Exigency

An eligible employee is entitled to take up to 12 weeks of FMLA leave in a 12-month period “because of any qualifying exigency arising out of the fact that the spouse or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to cover active duty) in the armed forces.

804.9.2 Service Member Caregiver

An eligible employee is entitled to a total of up to 26 work weeks of leave during any single 12-month period if the employee is the spouse, son, daughter, parent or next of kin caring for a covered military service member or veteran recovering from an injury or illness suffered while on active duty in the armed forces, that existed before the beginning of the member’s active duty and was aggravated by service or that manifested itself before or after the member became a veteran.

805 LEAVE OF ABSENCE WITHOUT PAY – PERSONAL LEAVE

Employees may request a leave of absence without pay for personal reasons. A personal leave may be taken for a period not to exceed two weeks. A request for personal leave must be submitted in writing to management as far in advance as possible but not less than three business days prior to the start of the leave. The decision to approve or disapprove is based on:

- ♦ the circumstances;
- ♦ the length of time requested;
- ♦ the employee's job performance;
- ♦ attendance and punctuality record;
- ♦ the reasons for the leave;
- ♦ the effect the employee's absence will have on the work in the department; and
- ♦ the expectation that the employee will return to work when the approved leave expires.

Due to the nature of our business, the City cannot guarantee either that an employee's job will remain available or that a comparable position will exist when return from an unpaid leave is sought. When an employee is ready to return from a personal leave of absence, the City will attempt to reinstate the employee to his/her former position or to one with similar responsibilities. If the position or a similar position is not available, the employee will remain on an unpaid leave until a suitable position becomes available or the employee will be terminated.

An employee who returns to work following an unpaid leave will be considered as having continuous service and will retain previously accrued leave and benefit balance as well as seniority. However, employees will not accrue additional benefit time off while on an unpaid leave of absence. If an employee does not return to work from a personal leave of absence, the termination date will be the last day the employee actually worked. Such employees may be considered for reemployment.

806 PROBLEM RESOLUTIONS/GRIEVANCES

The City is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion or question receives a timely response from the City's supervisors and management.

The City strives to ensure fair and honest treatment of all employees. Managers and employees are expected to treat each other with mutual respect and are encouraged to offer positive and constructive criticism. If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure.

No employee will be penalized, formally or informally, for voicing a complaint with the City in a reasonable, business-like manner or for using the problem resolution procedure.

806.1 Policy

It is the policy of the City, insofar as possible, to prevent the occurrence of grievances and to deal promptly with those which occur. The purpose of the grievance system is to settle any complaint between the City and an employee as quickly as possible and at as low an administrative level as possible to ensure efficient work operations and maintain employee morale. No adverse action will be taken against an employee for exercising his or her grievance right.

806.2 Grounds for Filing a Grievance

A grievance may be filed by an employee for one or more of the following grounds:

- ♦ Improper application of rules;
- ♦ Regulations and procedures (but not the rules, regulations and procedures themselves);
- ♦ Unfair treatment;
- ♦ Illegal discrimination based on race, religion, color, sex, (including sexual harassment);
- ♦ Age;
- ♦ Disability;
- ♦ National origin;
- ♦ Disciplinary action, including dismissal;
- ♦ Improper application of fringe benefits; or
- ♦ Improper working conditions.

806.3 Due Process

The City follows a progressive grievance procedure which ensures regular employees of due process in the City's consideration of their 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.

806.4 Procedure

The following procedures are applicable to regular employees. Temporary employees do not have access to a grievance procedure, except as to complaints related to discrimination or sexual harassment.

806.4.1 Informal Grievance Procedure

The first step in the *informal* 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.

806.4.2 Formal Grievance Procedure

Formal grievances must be in writing, signed by the employee, and presented to the employee's Supervisor within ten 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. The City will make available for the aid of its employees a separate grievance form for use when a grievance related to alleged sexual harassment is made.

An employee may be represented throughout the grievance process by another City employee of his or her choosing.

After being presented with a written and signed grievance, the Supervisor will:

- ♦ Consult with his or her Supervisor and/or Department Head along with the City Manager;
- ♦ Meet with the employee and such other persons as may be necessary to gather the facts;
- ♦ Attempt to resolve the grievance with the employee and, if requested by the employee, with the employee's representative; and
- ♦ Communicate the decision to the employee in writing within ten days after receipt of the grievance, sending a copy of the proposed resolution to the offices of the City Manager and the Department Head. The Department Head must notify the City Manager's office immediately upon learning that a grievance has been filed. The City Manager shall notify the Mayor.

An employee who receives no written resolution by the close of the fifteenth working day following the day the written grievance was presented, or is not satisfied with the proposed resolution, must appeal in writing to the Department Head within the following ten working days. The Department Head will:

- ♦ review the facts of the grievance;
- ♦ meet with the grievant, grievant supervisor and such other persons as may be necessary;
- ♦ attempt to resolve the grievance within five working days after receipt of the grievance; and
- ♦ respond in writing to the employee by the close of the fifteenth working day following the day the written appeal was received, sending a copy to the City Manager.

If the employee either receives no written resolution from the Department Head within ten working days from the date the appeal was filed, or the employee is not satisfied with the proposed resolution, he or she must file a written appeal with the City Manager within ten working days. The City Manager will review the facts and the file, meet with the parties involved, and respond in writing to the employee within ten working days of the date the appeal was received in the City Manager's office. The decision of the City Manager is final.

At each stage of the grievance process, the time periods specified are maximum, unless extended by mutual agreement of the parties. Grievances should be dealt with promptly and written responses provided as quickly as possible, preferably within five working days in *simple* grievance matters.

806.4.3 Appeals

Grievances, other than those involving dismissal, must be appealed through the immediate Supervisor to the City Manager within the established time period if the employee is dissatisfied with any proposed resolution during the grievance process. Failure to appeal presumes that the employee is satisfied with

the latest resolution. The decision of the City Manager is final. Grievances involving dismissal are submitted directly to the City Manager, whose decision is final.

Positions at the department head level may appeal the City Manager's decision on any grievance to the City Council.

806.5 Sexual Harassment, Discrimination or Any Other Statutory Protection Grievances

If the employee's grievance is related to alleged sexual harassment or discrimination on the basis of race, religion, sex, national origin, age, disability or any other statutory protection, or if the employee is a Department Head who reports directly to the City Manager and the employee is grieving dismissal, the employee may appeal the City Manager's final decision and request an impartial hearing. If the employee is alleging sexual harassment or discrimination by the employee's immediate Supervisor or Department Head, then the initial written grievance may, at the employee's option, be submitted directly to the City Manager. If the grieved employee is alleging discrimination or sexual harassment by the City Manager, then the grievance may be submitted directly to the Mayor, who will forward the grievance to the members of the City Council. In any of the instances specified in this paragraph, in order to allow adequate time for investigation, the total cumulative time period which would have been allowed at the other steps in the grievance process will be the maximum time period before written resolution of the grievance is required to be received by the employee.

806.5.1 Hearing Requests

If an employee requests an impartial hearing (which may be requested only in the instances specified in the previous paragraph), the employee's request for a hearing must be made by certified letter and must be received by the City Manager's office not later than ten working days after the alleged incident. The hearing will take place not later than 21 days after the City's receipt of the employee's certified letter requesting the hearing. If the grieved employee is discharged on one of the specified grounds, the discharged employee's status between the date and the time of discharge notification and the date and time of the requested hearing will be considered as an indefinite suspension without pay.

The hearing will be before the City Council. If the employee's allegation directly involves the Mayor, the Mayor will not sit as a member of the City Council for the purpose of the hearing.

At the hearing, the employee has the right to be represented by counsel, to be heard in person, and to present witnesses and documentary evidence, the right to confront and cross-examine adverse witnesses and all other rights consistent with due process of law. The hearing will not be open to the public unless requested in writing by the employee.

After the conclusion of the hearing, the City Council must render a decision on the matter within ten working days. The decision of the Council will be sent to the employee in the form of a certified, return receipt requested letter. The letter will state the Council's final decision and the primary facts on which the decision was based.

Copies of all documentation relating to the grievance will be forwarded to the City Secretary's office immediately upon conclusion of each step in the grievance process to be placed in the employee's personnel file.

807 WIRELESS DEVICE POLICY

The purpose of this policy is to provide information for the acquisition and use of wireless devices including, but not limited to, cell phones, smart phones, tablets, air cards and any other wireless device, to ensure such equipment is used in the most efficient and professional manner and in compliance with the Texas Open Meetings and Public Information Acts. The issuance and use of wireless devices for city business and authorized personal use shall be in accordance with this policy.

807.1 Eligibility and Acquisition

The assignment of wireless equipment should be considered a necessary tool in service delivery and official business to ensure timely communication that is difficult to transact and important to the efficiency of the job. It is generally restricted to individuals who are regularly away from the office and need constant communication. The assignment as well as the type of wireless device, must be fully justified and approved by the City Manager prior to an employee receiving a wireless device.

The assignment is based on:

- ♦ An employee/elected official's need for immediate two-way communication with the office, other city departments, outside organizations and members of the public;
- ♦ Participation in *on call* activity outside normal business hours; and
- ♦ If the employee/elected official is required to make frequent and/or prolonged trips outside the City.

807.2 Procedure

All city assigned wireless devices will be acquired through a central acquisition process utilizing the City's currently approved provider(s). Administration will serve as the central processing office for all wireless device acquisitions. Employees that spend the majority of the workday outdoors or in other surroundings that would benefit from a ruggedized phone may be allowed to acquire such devices.

Employees/elected officials will not be allowed to utilize personal devices on the City's system or to upgrade the City standard at the employee/elected official's expense and the City will not reimburse employees/elected officials for the purchase of any wireless device or wireless device accessory.

It shall be the responsibility of the Department Supervisor to verify that sufficient funds are budgeted for the monthly operational costs associated with wireless devices. These expenditures will be charged to each department's communication line item unless otherwise directed by the City's budget officer.

There will be a citywide pool of minutes from each approved provider. Departments will be allocated minutes from this pool based on normal usage. Data usage will either be from pooled or individual device plans and at the discretion of the City's administration. The employee's Department Supervisor shall determine an employee's needs in accordance with the employee's job duties.

The Department Supervisor shall be responsible for disseminating this policy and applicable procedures within his/her respective department. A report of all cell phones, wireless devices and annual expenditures will be submitted by each department during the annual budget process.

807.3 Use of City-Issued Wireless Devices

Because cellular transmissions are not secure, employees/elected officials should use discretion and practice reasonable caution in relaying confidential information. Cell phone and wireless device billings, text messages, email usage, and other usage information may be subject to disclosure under the Public

Information Act (*see below*). Disclosure may be required regardless of whether the user designates the usage as private or public. **Public Information-GC §552.002:** *The Public Information Act (Open Records Act), Government Code, Chapter 552, was passed to ensure that information is made available to the public to the greatest extent possible. Public information means information that is collected, assembled, or maintained under a law or ordinance or in connection with the transaction of official business.*

Elected officials must remain in compliance with the Texas Open Meetings Act. Use of wireless devices during a City Council meeting to deliberate is prohibited. The term “deliberation” is not necessarily limited to “spoken communication”, but to use of written and electronic communications as well, including email and text.

The City reserves the right to review, audit, and inspect city-issued cell phone records and/or any wireless devices at any time, with or without notice. As the wireless devices are the property of the City, all data stored on the device is the property of the City.

Reasonable precautions should be made to prevent equipment theft and vandalism. If an employee/elected official damages or loses company-issued equipment, the employee/elected official must notify their Department Head or City Manager immediately. An employee/elected official will be required to pay replacement or repair cost for any lost wireless device or accessories or for any damage to such device or accessories caused by their carelessness. An employee/elected official must surrender the assigned wireless device and accessories upon request by the employee's Supervisor or City Manager.

Department Supervisors will be responsible for providing written documentation for any usage that exceeds the department's allocated minutes from the citywide pool. Employees whose usage results in the department exceeding allocated pooled minutes may be subject to the loss of wireless device assignment and/or other disciplinary actions. If the usage is determined to be the result of personal usage of the device, the employee/elected official may be required to reimburse certain usage fees.

Each department shall assign a designated departmental mobile device representative. All device troubleshooting, maintenance/repair issues and possible upgrades should be routed to the department designee. The designee will then contact the City Manager for resolution. A limited supply of replacement phones and accessories will be maintained by the City Secretary to expedite replacement of lost or broken devices.

When a user with any form of city technology access leaves the City's employment or is no longer eligible for access, the designated Supervisor must notify the City Manager immediately and secure a return of the wireless device and all related accessories.

807.4 Wireless Device Misuse

The use of a city wireless device which violates any local, state, or federal law or regulation, city policy or procedure will subject an employee to removal of the device and/or disciplinary action up to and including discharge from employment.

807.5 Administration

Each department Supervisor shall be responsible for monitoring their department's use of wireless devices and carrying out any disciplinary action for violations of this policy.

808 INFECTIOUS DISEASE/PANDEMIC CONTROL POLICY

The City of Lacy Lakeview will take proactive steps to protect the workplace in the event of an infectious disease outbreak. Employees are encouraged to engage in good hygiene practices while at work, especially handwashing with soap and water or using alcohol-based disposable handwipes or sanitizers.

FINAL WORD

The Employee Handbook is intended to give you a general overview of the City and information regarding policies and benefits. Because we operate in a dynamic environment, some policies may be added while others currently in effect may be revised, suspended or eliminated in response to business needs or changing legal requirements. As changes are made, notifications will be distributed to all regular employees. The City's benefit plans mentioned in this handbook are further defined in legal documents such as insurance contracts, official plan texts and trust agreements. If a question ever arises about the nature and extent of plan benefits or if there is conflicting language, the formal language of the plan documents govern, not the informal wording of this handbook. Plan documents are available for your review. Our employees are key to the work that we do. Thank you for being part of our team!

COUNCIL AGENDA ITEM #16

Council Meeting:
September 12, 2023

Originating Dept: Administration

Agenda Item:

Discussion and consideration of action to authorize the City Manager to commence procedure to abandon Spencer Street 0.203 Acres Road so reflected in the Jacob Walker Survey, Abstract No. 885, in McLennan County, Texas being a portion of a street known as Spencer Street in the Krest Addition to the City of Lacy Lakeview.

Action:

- | | |
|---|--|
| <input type="checkbox"/> Work Session | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Recognition | <input type="checkbox"/> Resolution |
| <input type="checkbox"/> Public Hearing | <input checked="" type="checkbox"/> Motion/Order |
| <input type="checkbox"/> Special Presentation | <input type="checkbox"/> Other |

Mitchell & Associates, Inc.

Engineering & Surveying

0.203 Acres Road Abandonment – (SPENCER STREET)

Fieldnotes for a **0.203 Acre tract** of land in the JACOB WALKER SURVEY, Abstract No. 885, in McLennan County, Texas, being a portion of a street known as Spencer Street, in the Krest Addition, to the City of Lacy-Lakeview, recorded in Volume 968, Page 247, in the McLennan County Deed Records (M.C.D.R.). Said 0.203 acre tract being shown on the attached plat and described as follows. The bearings for the above description are grid bearings based on the Texas Coordinate System, Central Zone (NAD 83), as determined by Leica Texas SmartNet GPS observations. WO-23-08-5521.

BEGINNING at a 1/2" steel rod set with cap stamped "M&A" in the northwest line of a tract of land, to Woody Butler Homes, recorded in Instrument Number 2016017469 in the Official Public Records of McLennan County, Texas, (O.P.R.), being the south corner of a called Lot 8, Block 15, of the Northdale Addition, Part Two, in Volume 909, Page 587, of the McLennan County, Deed Records, for the southeast corner of this parcel, from which a 3/8" steel rod found bears **N 55° 52' 43" E 115.70 feet** (*Record N 56° 12' E 115.7 feet*).

THENCE **S 56° 04' 27" W 30.28 feet** (*Record S 55° 07' W 30.65 feet*) with the northwest line of the said Woody Butler Homes tract, to a 1/2" steel rod set with cap stamped "M&A", being the east corner of a called Lot 8, Block 3, of the said Krest Addition, for the southwest corner of this tract.

THENCE **N 33° 20' 14" W 301.22 feet** with the northeast line of Lots 8, 7, 6, 5, and partly with Lot 4, Block 3, of the said Krest addition, to a 1/2" steel rod set with cap stamped "M&A", for the northwest corner of this tract, from which a 1/2" steel rod found with "M&A" cap found bears **N 33° 20' 14" W 92.38 feet** and **S 56° 04' 15" W 105.00 feet**.

THENCE **N 56° 39' 46" E 28.42 feet** over-and-across said Spencer Street, to a 1/2" steel rod set with cap stamped "M&A", being the northwest corner of a called Lot 11, Block 15, of the said Northdale Addition, and being the south corner of a called Lot 12 and the south 45 feet of Lot 13, Block 15, of the said Northdale Addition, to Hazel D. Passmore, of recorded in Instrument Number 2022045751 in the O.P.R., for the northeast corner of this tract.

THENCE **S 33° 41' 24" E 300.91 feet** (*Record S 43° 18' E 318.4 feet, Krest Addition*) (*Record S 32° E Northdale Addition*) with the southwest line of Lots 11, 10, 9, and 8, Block 15, of the said Northdale Addition, to the **Point of Beginning** and containing a **0.203 Acre** tract of land.

September 1, 2023.

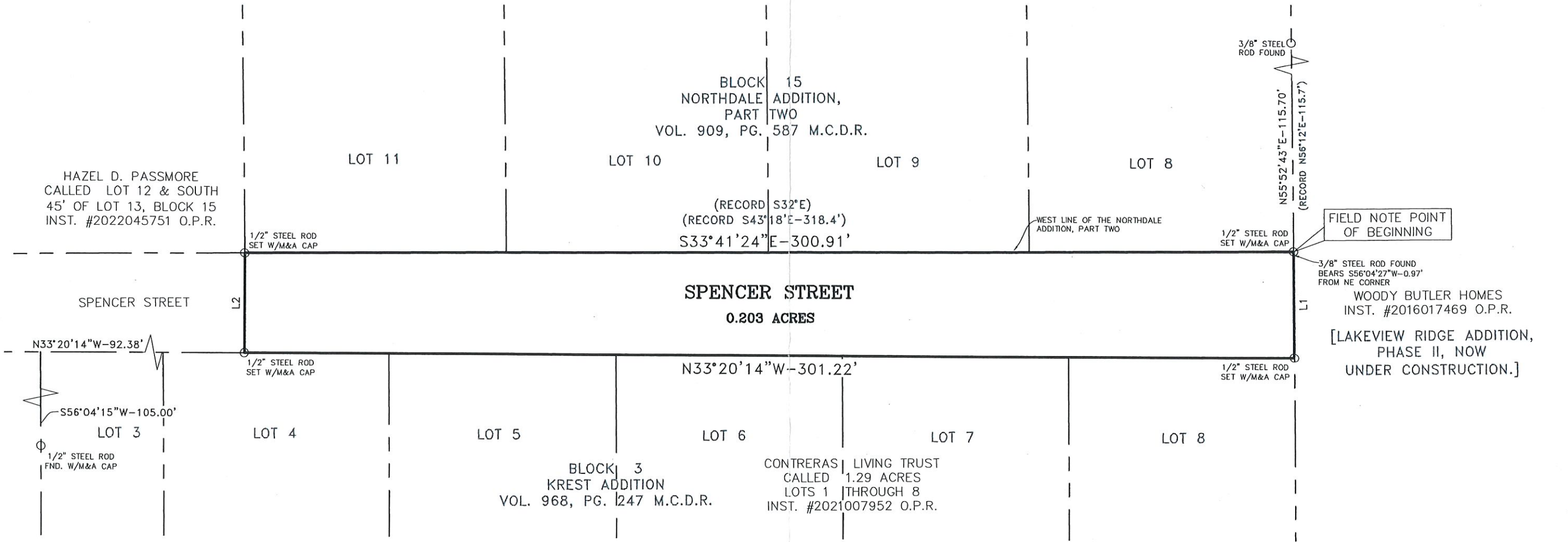
Gale Arnold
Registered Professional
Land Surveyor, No. 3879



Sketch showing a 0.203 Acre tract of land in the JACOB WALKER SURVEY, Abstract No. 885, in McLennan County, Texas, being a portion of a street known as Spencer Street, in the Krest Addition, to the City of Lacy-Lakeview, recorded in Volume 968, Page 247, in the McLennan County Deed Records.

JACOB WALKER SURVEY ABSTRACT NO. 885

DRAWN BY: LB
FIELD BOOK: 1/56
FIELD CREW: JR, TL
DIGITAL FILE: W:\2023 PROJECTS\23-08-5521 RoadAband 8-24\DRAWING\23-08-5521.dwg
TAX I.D. NO: 113327
REQUESTED BY: ESTEBAN CONTRERAS



NOTES:
1) Bearings are based on the Texas Coordinate System, Central Zone, NAD 83 (CORS 96), as determined by Leica Texas SmartNet GPS observations. All distances are surface distance. Combined scale factor=1.0001168.
2) Survey prepared without the benefit of title commitment, no further search for easements or restrictions has been made by this company. Easements that are aware of by this company have been shown.

LINE TABLE			
LINE	LENGTH	BEARING	RECORD CALLS
L1	30.28'	S56°04'27"W	S55°07'W-30.65'
L2	28.42'	N56°39'46"E	N/A

FIELD NOTE DESCRIPTION ATTACHED.
MITCHELL & ASSOC., INC. does not make or warrant any flood zone designation.

This survey was performed under my supervision on the 1st day of September, 2023. The visible appurtenances, easements or protrusions shown hereon were observed in the process of performing the field work.

Gale Arnold
GALE ARNOLD R.P.L.S. 3879



No.	DATE	REVISIONS	REMARKS	BY

MITCHELL & ASSOCIATES, INC.
ENGINEERING & SURVEYING
600 AUSTIN AVE. STE. 29, WACO, TEXAS (254) 776-5151
T. B. P. L. S. FIRM REGISTRATION NO. 10194044

M.C.D.R. = McLennan County Deed Records.
O.P.R. = Official Public Records of McLennan County, Texas.