

AGENDA

CITY OF TAYLOR, TEXAS
CITY COUNCIL MEETING
CITY HALL, COUNCIL CHAMBERS, 400 PORTER STREET

JANUARY 9, 2020, 6:00 P.M.

CALL TO ORDER AND DECLARE A QUORUM

INVOCATION

PLEDGE OF ALLEGIANCE

PROCLAMATIONS

1. Martin Luther King, Jr. Day Proclamation

CITIZENS COMMUNICATION

(The City Council welcomes public comments on items not listed on the agenda. However, the Council cannot respond until the item is posted on a future meeting agenda. Registration forms are available at the sign in table. Public comments are limited to 3 minutes.)

CONSENT AGENDA

(The Consent Agenda includes non-controversial and routine items that the Council may act on with one single vote. The Mayor or any Council member may pull any item from the Consent Agenda to discuss and act upon individually on the Regular Agenda.)

2. Approve minutes from December 12, 2019. (Dianna Barker)
3. Concur with preliminary financials for November 2019 (Jeff Wood)
4. Resolution R20-01, accepting land donation and match money from Taylor Parks Foundation. (Larry Foos)
5. Consider approving Resolution R20-02 approving the City Investment and Strategic policy. (Jeff Wood)
6. Consider Taylor Public Library Copyright Compliance Policy. (Karen Ellis)
7. Approve Resolution R20-03 for a Contract Amendment with ICMA for Roth Amendment Adoption Package. (Kim Peterson)
8. Consider authorizing the City Manager to accept land donation from Valero. (Jeff Jenkins)

PUBLIC HEARINGS / ORDINANCES

9. Introduce Ordinance 2020-01, designating additional staff to accept candidate applications in the absence of the City Clerk. (Dianna Barker)

REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION

10. Receive report on economic forecasting and current economic trends for CAPCOG Region and City of Taylor. (Jeff Jenkins/Rachel Steele)
11. Receive presentation on the Miniature Golf Course in Murphy Park. (Larry Foos/American Legion rep)
12. Consider amending Personnel Policies. (Kim Peterson)
13. Update on the Street Department Work Plan and discussion of the street level up program. (Jim Gray)

The City Council may take action on any executive session item listed on this agenda after they reconvene into regular session.

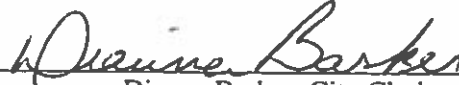
Executive Session I. The Taylor City Council will conduct a closed executive meeting under Section 551.071 of the Texas Government Code in order to meet with its City Attorney on a matter in which the duty of the Attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas authorize and allow such a closed meeting and which Rules conflict with the Texas Open Meetings Act.

- a. 4th Street Litigation
- b. Civil Service Commission complaint

ADJOURN

The Council may vote and/or act upon each of the items listed in this Agenda. The Council reserves the right to retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act including: Section 551.071 (Consult with attorney); Section 551.072 (Real Property); Section 551.073 (Gifts and Donations); Section 551.074 (Personnel Matters); Section 551.076 (Security Devices); and Section 551.087 (Economic Development). I certify that the notice of meeting was posted in the Taylor City Hall Lobby before 6:00 p.m. on January 6, 2020 and remained posted for at least 72 hours continuously before the scheduled time of said meeting. I further certify that the following news media was notified of this meeting: Taylor Press.

In compliance with the ADA the City Hall and Council Chambers is wheelchair accessible. Reasonable accommodations will be provided for persons attending city council meetings in need of special assistance. Please contact the City Clerk at least 24 hours prior to the meeting for special assistance.

Posted By:  Date 1-6-20
Dianna Barker, City Clerk



***City Council Meeting
January 9, 2020
Transmittal Letter***

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☐ Economic Vitality

Agenda Item #: 1
Agenda Title: **Martin Luther King, Jr. Day
Proclamation**

Council Action to be taken: Read proclamation

Department Submitted: City Management

Staff Contact: Dianna Barker, City Clerk

1. PURPOSE/DESCRIPTION

This item presents a proclamation to recognize MLK Day Celebration for Monday, January 20, 2020. Annual MLK March (parade) begins at 9AM; program to follow at Heritage Square Amphitheater (inclement weather location will be in the City Hall Auditorium).

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

City Council recognizes Martin Luther King Jr. Day every year.

3. STAFF ANALYSIS (How and Why)

N/A

4. RECOMMENDATION

Read proclamation and present it to MLK Jr. Committee Chairman.

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

1a. [Proclamation](#)

Proclamation

Martin Luther King, Jr. Day

WHEREAS, Martin Luther King, Jr. devoted his life to the advancement of civil rights and public service; and

WHEREAS, Dr. King recognized that greatness can be achieved through the service of his or her fellow man; and

WHEREAS, during his lifetime, Dr. King encouraged all Americans to serve their neighbors and work to better their communities; and

WHEREAS, the citizens of Taylor, Texas honor Dr. King's legacy with a day of remembrance in January that focuses on bringing people together to fulfill Dr. King's dream.

NOW, THEREFORE, the City Council of the City of Taylor, does hereby proclaim

Monday, January 20, 2020
"Dr. Martin Luther King, Jr. Day"

PROCLAIMED this the 9th day of January, 2020.

Brandt Rydell, Mayor
City of Taylor



City Council Meeting January 9, 2020 Transmittal Letter

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☐ Economic Vitality

Agenda Item #: 2
Agenda Title: Approve minutes from the December 12, 2019 regular Council meeting.

Council Action to be taken: Approve by consent or approve with corrections if needed

Department Submitted: City Clerk

Staff Contact: Dianna Barker

1. PURPOSE/DESCRIPTION

Pursuant to the Open Meetings Law, Chapter 551, Local Government Code and in accordance with the authority contained in Section 551.021 and the City Charter, the Minutes of each City Council meeting must be recorded, compiled and approved by the City Council in subsequent meetings. The purpose of this item is to conform to these legal requirements.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

N/A

3. STAFF ANALYSIS (How and Why)

N/A

4. RECOMMENDATION

Approve as submitted or amend with changes noted.

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

2a. [December 12, 2019 minutes](#)

City of Taylor
Regular City Council Meeting
Taylor City Hall, Council Chambers, 400 Porter Street
December 12, 2019 at 6:00 p.m.

Mayor Brandt Rydell declared a quorum and called the meeting to order at 6:00 p.m. with the following present:

Mayor Pro-Tem Dwayne Ariola
Council Member Robert Garcia
Council Member Mitch Drummond
Council Member Gerald Anderson

Brian LaBorde, City Manager
Ted Hejl, City Attorney
Dianna Barker, City Clerk

INVOCATION – Terry Pierce gave the invocation.

PLEDGE OF ALLEGIANCE

RECOGNITIONS/PROCLAMATIONS

1. **Recognition of Dr. James Dickey**
Councilmember Anderson read and presented the recognition honoring Dr. James Dickey and the museum to members of the Dickey Museum.
2. **Recognition of Joe Carrera**
Mayor Rydell read and presented the recognition to Joe Carrera recognizing his volunteer efforts in continuously cleaning up city parks.

CITIZENS COMMUNICATION

None.

BOARDS & COMMISSION PRESENTATION

3. **Update from Parks & Recreation Board.**
Board Chairman Gary Gola gave a presentation on the recent activities and the future goals of the Board to include assisting with the parks master planning process, reviewing current trends in parks and recreation, continue to review parks policies, and review Pavilion rental/reservation policy.

Motion was made by Councilmember Garcia to receive the Parks & Recreation Board update as presented. Motion was made by Councilmember Drummond. Motion carried unanimously.

CONSENT AGENDA

4. **Approve minutes from November 14, 2019.**
5. **Concur with preliminary financials for October 2019.**
6. **Reappoint Joan Maxwell to be the Taylor representative on the Williamson County Health District Board.**
7. **Consider Ordinance 2019-31, amending Flood Plain Ordinance.**
8. **Consider Ordinance 2019-32, amending Subdivision Ordinance for Drainage Criteria updates as part of the Engineering Manual.**
9. **Consider Ordinance 2019-33, amending the FY2018-2019 Budget.**

10. **Consideration of an amendment to the annexation development agreement between the City of Taylor and Francine Lehr.**
11. **Consideration of a land swap agreement between the City and Randolph Griffin.**

Motion was made by Councilmember Garcia to approve the consent agenda items as presented. Motion was seconded by Councilmember Anderson. Motion carried unanimously.

Mayor Rydell requested moving Executive Session I up on the agenda. There were no objections. Mayor Rydell read the executive session meeting announcement and adjourned into executive session at 6:19p.m.

Councilmember Drummond recused himself from this Executive Session item and filed an Affidavit of Conflict with the City Clerk.

Executive Session I. The Taylor City Council will conduct a closed executive meeting under Section 551.071 of the Texas Government Code in order to meet with its City Attorney on a matter in which the duty of the Attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas authorize and allow such a closed meeting and which Rules conflict with the Texas Open Meetings Act.

- a. Lone Star Circle of Care

The Council reconvened into regular session at 6:50p.m.

No action taken.

REGULAR AGENDA; REVIEW/DISCUSS AND CONSIDER ACTION

12. **Consider approval of a 380 Agreement with Lone Star Circle of Care.**

Council Member Drummond recused himself and left the dais at 6:50p.m.

Jeff Jenkins, Deputy City Manager - This agreement with Lone Star Circle of Care (LSCC) will revitalize the abandoned West End Elementary school building at the corner of Ferguson and 4th Street. LSCC's program is to develop a new service delivery model in Taylor for low-income residents. Project Headwaters is the program that will influence early childhood development, health aging, family strengthening initiatives, and address social determinants of health. Rhonda Mundhenk, Lone Star Circle of Care – gave a brief presentation on what Project Headwaters will provide to the city.

Motion was made by Mayor Pro-Tem Ariola to enter into the 380 agreement with Lone Star Circle of Care as presented with the following changes: subject to change to any milestone or any anticipated demolition, they will first notify the City; they will make recreational facilities available when convenient or possible when compatible with their operating hours. Motion was seconded by Councilmember Garcia. Motion carried unanimously.

13. **Consider authorizing the City Manager to execute a Professional Services Agreement with Halff Associates Inc. for the City of Taylor Drainage Master Plan.**

Dan Franz and Dan Morales, Halff & Associates – Gave a presentation on the project objectives. The purpose and goal of the Drainage Master Plan (DMP) is to develop a comprehensive evaluation of the existing drainage conditions throughout the City.

Motion was made by Councilmember Garcia to authorize the City Manager to execute a Professional Services Agreement with Halff Associates for the Drainage Master Plan. Motion was seconded by Mayor Pro-Tem Ariola. Motion carried unanimously.

14. Receive a presentation from Williamson County Commissioner's office on County Road 101 Closure and Reconstruction in 2020.

Jim Gray, Public Works Director - Council voted on April 25, 2013 to provide the County 1.2 million dollars for the City's share of the road improvements through a 2013 Bond issue.

Michael Cooper, Executive Assistant to Commissioner Boles – thanked the Council for their participation on this project.

James Klotz, HNTB - gave a presentation on the upcoming closure and reconstruction of CR101. Also how it relates to 366.

Motion was made by Councilmember Anderson to receive the presentation as presented. Motion was seconded by Councilmember Drummond. Motion carried unanimously.

Council took a break at 7:44p.m.

Council reconvened at 7:50p.m.

15. Consider accepting petitions to hold a Local Option Election to legalize the sale of all alcoholic beverages including mixed beverages.

Dianna Barker, City Clerk - John & Cari Farris submitted an application for petition on September 20th to change the alcohol status in Taylor from 'the legal sale of mixed beverages in restaurants by food and beverage certificate holders only' to 'the legal sale of all alcoholic beverages including mixed beverages.' On December 2nd, 197 petitions with 1,822 signatures were filed with the city clerk's office. Of those signatures, 1,246 were accepted and 576 were rejected for various reasons. At least 1,683 valid signatures are required in order to place the proposition on the May ballot. The petitions are 437 signatures short of the requirements. The submitted petitions are made a permanent part of these minutes. Per L.G.C. Sec 501, council must consider the petitions regardless whether the petition contained adequate signatures.

John Farris thanked City staff and Council for their assistance in this project.

Motion was made by Councilmember Garcia to reject the alcohol petitions as submitted due to a lack of valid signatures. Motion was seconded by Mayor Pro-Tem Ariola. Motion carried unanimously.

16. Authorize City Manager to enter into negotiations for a Comprehensive Plan. (Tom Yantis)

Tom Yantis, Development Services Director – requested Council authorize the city manager to negotiate contracts with Lionheart and Verdunity consulting firms to prepare the Comprehensive Plan and Impact Fee Study. Funding was included in the FY2019 budget. The Comprehensive Plan was last prepared in 2004 and the Impact Fees were last reviewed in 2012 and 2014.

Motion was made by Mayor Pro-Tem Ariola to authorize the City Manager to negotiate contracts with Lionheart and Verdunity for the preparation of the comprehensive plan and impact fee studies in a cumulative amount not to exceed the amount included for these projects in the FY 19-20 budget. Motion was seconded by Councilmember Drummond. Motion carried unanimously.

Regular City Council Meeting Minutes

December 12, 2019

4

Mayor Rydell read the executive session meeting announcement and adjourned into executive session at 6:19p.m.

Executive Session II. The Taylor City Council will conduct a closed executive meeting under Section 551.074 of the Texas Government Code regarding a personnel matter.

a. City Manager evaluation

The Council reconvened into regular session at 9:07p.m.

No action taken.

ADJOURN

With no further action Mayor Rydell declared the meeting adjourned at 9:07p.m.

Brandt Rydell, Mayor

ATTEST:

Dianna Barker, City Clerk



City Council Meeting January 9, 2020 Transmittal Letter

STRATEGIC PILLAR

- ☐ Streets/Infrastructure
- ☐ Quality of Life
- ☒ Economic Vitality

Agenda Item #: 3
Agenda Title: **Concur with Preliminary Financials for November 2019**

Council Action to be taken: Approve by Consent

Department Submitted: Finance Department

Staff Contact: Jeffrey Wood, Director of Finance

1. PURPOSE/DESCRIPTION

Article 12, Section 12.3 of the City of Taylor's Charter states in part that the City Manager shall prepare and submit to the City Council a written monthly financial report that is in a form satisfactory with the City Council. This report is intended to satisfy the Charter requirement.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

Council has approved previous monthly financial reports by consent.

3. STAFF ANALYSIS (How and Why)

The following provides a brief overview on the preliminary status and/or activity of the major funds or groups of funds as of November 30, 2019:

General Fund:

The General Fund is used to account for all financial transactions not properly includable in other funds. The principal sources of revenues include local property taxes, sales and franchise taxes, licenses and permits, fines and forfeitures, and charges for services. Expenditures include general government, public safety, public works, culture and recreation, and community development.

- Revenues in the General Fund are up by \$108,262 or 9.11% over last year's fiscal year-to-date. The majority of revenue collected in November was received through property tax and sales tax. Revenue collected is reported at 8.74% of the budget.
- Property tax collections amount to \$408,704 through November. This is a decrease of \$31,408 over this same time last year. The timing of individual tax payments

can vary year-over-year so comparisons to previous years should keep such fluctuations in mind.

- The City's portion of the sales taxes collections were \$609,207 through November, up by \$33,922 or 5.90% when compared to this same time last year. Sales tax collections continue to trend upward but can vary due to seasonal or economic factors.
- Expenditures in the General Fund are up by \$371,245 or 17.79% compared to last year's expenses fiscal year-to-date. Increases over the prior year include planned adjustments to base items that were added to the budget by various departments within the General Fund. Expenditures of 17.89% of budget are at an acceptable level year-to-date when compared to budgeted amounts and considering the first couple of months of the fiscal year are usually higher spend months.

Special Revenue Funds;

The City accounts for resources restricted to, or designated for, specific purposes in special revenue funds.

- The TIF Fund will not receive the annual transfer in from the City and the County for the captured taxes collected in the district until the spring. The only other activity reported for revenue is earned interest income of \$2,055. The TIF funds that are being invested can be found in the monthly investment report. The current expenditures for this fiscal year are related to the gateway signage, but additional expenditures in the TIF are anticipated for fire suppression and façade grants, and debt service payment transfers.
- Hotel occupancy tax collections are from the six lodging providers and is reported at \$37,794 fiscal year-to-date. Of this total, \$19,122 was collected in November. November hotel occupancy taxes collected net of 380 Agreement payments were \$7,966, and exceed last year's November collection by \$1,326 or 19.97%. Year-to-date collections net of 380 Agreement payments are \$16,573, which is 32.52% higher than last fiscal year-to-date. Expenditures consist of \$6,455 as a pass through to the Chamber, \$0 for our marketing partnership, \$10,064 for a 380 agreement and \$0 as a transfer to the Main Street Fund to be used for advertisement.
- Main Street revenues reported during the year are from sales and other fund raising activities such as the Christmas bazar and wine swirl, and also include transfers from other funds. Expenditures are for rental assistance, advertising, city sponsored events, façade grants and Blackland Prairie Days.
- Municipal Court Special Revenues total \$1,853, which is 9.05% of budget and is 40.13% less than this same time last year. Expenditures from this fund are for security work and technology at the Municipal Court.
- Library Donation Fund reflects revenues generated from interest income of \$823. Year-to-date there has been \$33 spent on postage and \$1,278 spent on books from this fund.

Enterprise Funds:

The City maintains several Enterprise funds, which are used to account for operations that are more reflective of business-type activities. All activities associated with providing such services are accounted for in these funds. Enterprise funds are primarily funded by user charges and fees.

Sanitation Fund

- Revenues from user charges for services in November are reported at \$136,092. The City contracts its solid waste collection and expenditures represent the payment to the City's solid waste provider. November's payment to the solid waste provider is estimated at \$135,803.

Utility Fund

- Revenues through November totaled \$1,753,535, which includes \$1,717,363 in charges for service. User charges are up \$420,877 compared to the same period last year. Expenditures fiscal year-to-date total \$896,982 compared to \$665,549 a year ago. Year-to-year comparisons in the Utility Fund reflect differences in billing and usage, and such differences can be caused by several factors that can vary throughout the year. This should be kept in mind when comparing individual time periods.
- The Utility Fund is operating at acceptable levels when compared to budgeted amounts. Revenues are slightly higher than budgeted for the first two months of the fiscal year, while expenditures have been kept in check.
- Revenues exceed expenditures by \$856,553.

Airport Fund

- Revenues consist of airport hangar rental, sale of fuel and interest income. Hangar rental is reported at \$37,840 and revenues from fuel sales are \$36,279. Total revenues for the current fiscal year are up by \$10,509, or 15.74% compared to the previous year.
- Operating expenditures are \$61,671 and when compared to last year are up by \$19,356. The Airport Fund expenditures are operating at an acceptable level and revenues exceed expenditures by \$15,588.

Cemetery Fund

- Revenues are reported at \$5,628 and are significantly lower than last year, and are not sufficient enough to cover expenditures. Revenues are dependent on the number of lots sold and sales can be variable. Expenditures are in line when compared to budgeted amounts.

Other Funds:

- Roadway Impact Fund – There were no revenues collected in November. Budgeted expenditures in this fund are related to an impact fee study.

- Transportation Fund - Revenues collected in November are reported at \$71,938, with user fees accounting for \$66,215. Expenditures are associated with engineering cost and the cost for the work done for street maintenance.
- MDUS - Revenues collected in November are reported at \$41,319. Expenditures are related to the administrative fee transfer to the General Fund and debt service payment transfers.
- Utility Impact Fund – There were no revenues collected in November. Expenditures are budgeted for the land use study and the impact fee study.

Internal Service Funds:

Internal Service Funds are an accounting device used to accumulate and allocate costs internally among the City's various functions. The City uses internal service funds to account for the maintenance and purchase of equipment.

- The Fleet Operating Fund charges rental fees and replacement fees to the various City departments and these fees are used to off-set the expenditures for repairs and maintenance to the City's vehicles. This same concept is applied to the Fleet Replacement Fund for the purpose of purchasing vehicles.
- Expenditures in the Fleet Operating Fund are operating as anticipated.
- The Fleet Replacement Fund reflects expenditures that includes carryovers from the previous year, such as the Fire Pumper truck and associated equipment, and motor vehicles that were ordered last fiscal year but will be received in the current fiscal year. Capital lease payments for purchases are made either monthly, quarterly or annually throughout the year.

4. RECOMMENDATION

Concur with the preliminary monthly financial report by consent

5. FUNDING SOURCE

N/A

6. TIMELINE

Immediate consideration

7. OTHER OPTIONS (In order of preference)

N/A

8. ATTACHMENTS

3a. [Monthly Financial Report for November 2019:](#)

- **Attachment A:** Preliminary summaries of the total amounts of revenues and expenditures year-to-date.
- **Attachment B:** Preliminary financial summaries for the governmental and proprietary funds. This shows annual budgeted amounts and the year-to-date figures for each fund by the major revenues and expenditures categories.
- **Attachment C:** Checks issued during the month.
- **Attachment D:** Balance sheets for each of the governmental and proprietary funds.
- **Attachment E:** Sales Tax Tracking Report.
- **Attachment F:** Current Monthly Investment Report Issued by Patterson & Associates.

Monthly Finance Report as of :
November 2019

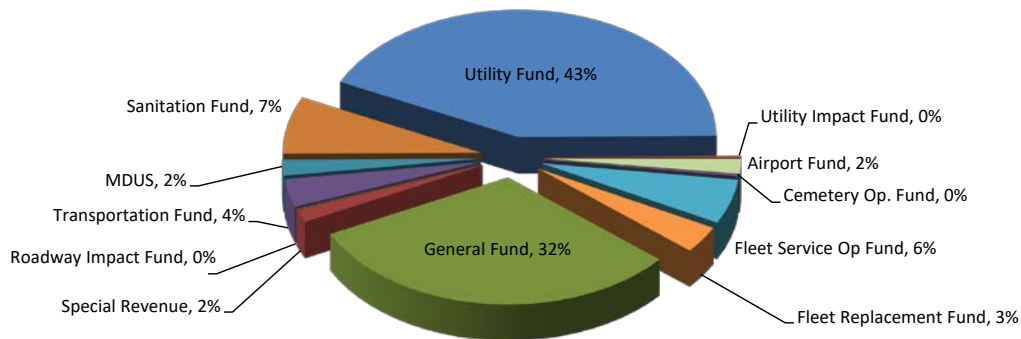
Attachment A

Financial Summary

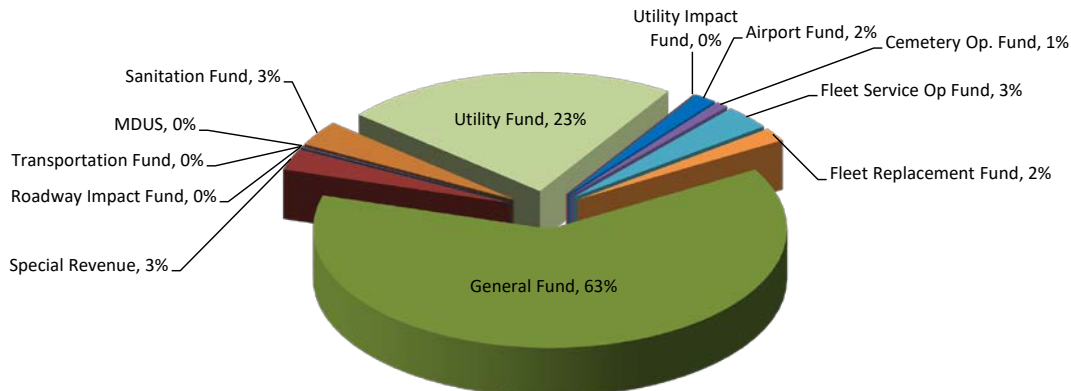
Summary Revenue/Expenditures
Preliminary Year-to-Date as of November 30, 2019

	Revenue			Expenditures			Surplus/Deficit
	Annual Budget	Actual Y-T-D	% of Budget	Annual Budget	Actual Y-T-D	% of Budget	
General Fund	\$ 14,830,304	\$ 1,296,619	9%	\$ 14,830,304	\$ 2,457,299	17%	\$ (1,160,680)
Special Revenues							
- Tax Increment Fund (TIF)	\$ 274,348	\$ 2,055	1%	\$ 374,500	\$ 76,176	20%	(74,121)
- Hotel/Motel Tax	\$ 70,000	\$ 37,794	54%	\$ 70,000	\$ 16,520	24%	21,274
- Main St. Revenue	\$ 53,600	\$ 23,535	44%	\$ 47,500	\$ 18,549	39%	4,986
- Municipal Court Sec/Tech	\$ 20,464	\$ 1,853	9%	\$ 38,553	\$ 1,456	4%	397
- Library Grants/Donations	\$ 5,650	\$ 823	15%	\$ -	\$ 1,311	0%	(489)
Special Revenue Subtotal	\$ 424,062	\$ 66,059	16%	\$ 530,553	\$ 114,012	21%	(47,953)
Roadway Impact Fund	\$ 36,480	\$ 1,440	4%	\$ 30,000	\$ -	0%	1,440
Transportation Fund	\$ 796,198	\$ 144,948	18%	\$ 783,442	\$ 8,352	1%	136,597
MDUS	\$ 500,760	\$ 82,468	16%	\$ 461,227	\$ -	0%	82,468
Sanitation Fund	\$ 1,800,000	\$ 298,834	17%	\$ 1,768,700	\$ 134,717	8%	164,117
Utility Fund	\$ 9,860,700	\$ 1,753,535	18%	\$ 9,752,944	\$ 896,982	9%	856,553
Utility Impact Fund	\$ 205,000	\$ 9,000	4%	\$ 125,000	\$ -	0%	9,000
Airport Fund	\$ 429,500	\$ 77,258	18%	\$ 427,328	\$ 61,671	14%	15,588
Cemetery Op. Fund	\$ 212,300	\$ 5,628	3%	\$ 212,167	\$ 34,575	16%	(28,947)
Fleet Service Operating Fund	\$ 694,668	\$ 231,287	33%	\$ 694,668	\$ 128,335	18%	102,952
Fleet Replacement Fund	\$ 538,922	\$ 140,185	26%	\$ 538,922	\$ 71,110	13%	69,075
Total	\$ 30,328,894	\$ 4,107,264	14%	\$ 30,155,255	\$ 3,907,053	13%	\$ 200,211

Total Revenue Summary (\$4,107,264)



Total Expenditure Summary (\$3,907,053)



Attachment B

Financial Statements by Fund

General Fund

Special Revenue Funds

Tax Increment Fund (TIF)
Hotel Motel Tax
Main Street Revenue Fund
Municipal Court Fees Fund
Library Grant/Donations

Roadway Impact Fund

Transportation Fund

Municipal Utility Drainage

Fund Sanitation Fund

Utility Fund

Utility Impact Fund

Airport Fund

Cemetery Operating Fund

Fleet Services Operating Fund

Fleet Replacement Fund

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: NOVEMBER 30TH, 2019

100-GENERAL FUND
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
310-TAXES		11,559,963.00	636,329.72	1,091,883.50	9.45	0.00	10,468,079.50
320-PERMITS AND LICENSES		333,308.00	19,142.66	87,628.89	26.29	0.00	245,679.11
330-INTERGOVERNMENTAL REV		126,148.00	1,000.00	1,000.00	0.79	0.00	125,148.00
340-CHARGES FOR SERVICES		291,840.00	28,218.06	37,087.17	12.71	0.00	254,752.83
410-FINES AND FORFEITURES		304,400.00	16,306.39	31,376.54	10.31	0.00	273,023.46
420-ASSESSMENTS		10,500.00	238.07	273.91	2.61	0.00	10,226.09
430-USE OF MONEY AND PROP		235,945.00	17,464.01	43,651.28	18.50	0.00	192,293.72
440-DONATIONS FROM PRIVAT		9,000.00	1,225.70	3,717.87	41.31	0.00	5,282.13
450-INTERFUND OPERATING T		1,959,200.00	0.00	0.00	0.00	0.00	1,959,200.00
460-PROCEEDS GEN FIXED AS		0.00	0.00	0.00	0.00	0.00	0.00
470-PROCEEDS GEN LONG TER		0.00	0.00	0.00	0.00	0.00	0.00
*** TOTAL REVENUES ***		14,830,304.00	719,924.61	1,296,619.16	8.74	0.00	13,533,684.84
<u>EXPENDITURE SUMMARY</u>							
500-CITY COUNCIL		164,688.00	20,281.62	37,058.01	22.50	0.00	127,629.99
501-CITY MANAGEMENT		672,574.00	60,128.83	112,899.40	16.79	0.00	559,674.60
503-PUBLIC INFORMATION		170,963.00	12,570.78	27,295.90	15.97	0.00	143,667.10
504-HUMAN RESOURCES		241,256.00	13,344.78	42,252.93	17.51	0.00	199,003.07
512-FINANCIAL SERVICES		582,467.00	53,724.08	101,425.05	17.74	1,878.98	479,162.97
516-MUNICIPAL COURT		407,379.00	27,956.84	62,222.40	15.54	1,100.00	344,056.60
522-DEVELOPMENT SERVICES		1,043,847.00	74,981.76	164,900.03	16.02	2,289.36	876,657.61
524-MAIN STREET PROGRAM		113,681.00	8,833.71	9,896.00	8.71	0.00	103,785.00
527-MOODY MUSEUM		7,952.00	252.59	302.42	3.80	0.00	7,649.58
532-PUBLIC LIBRARY		503,138.00	35,063.23	70,984.19	15.44	6,710.99	425,442.82
542-FIRE SUPPRESSION/EMER		2,617,355.00	166,352.67	438,741.78	17.34	15,161.72	2,163,451.50
552-POLICE FIELD SERVICES		3,912,922.00	270,286.22	679,019.06	17.37	804.25	3,233,098.69
558-ANIMAL CONTROL SECTIO		224,561.00	14,673.07	33,788.81	15.05	0.00	190,772.19
563-STREET & GROUND MAIN		1,674,223.00	129,865.05	330,935.87	20.07	5,144.67	1,338,142.46
565-PARKS & RECREATION		1,023,713.00	70,237.26	166,555.31	31.84	159,382.36	697,775.33
566-INTERNAL SVCS/BLDG		501,225.00	43,115.36	82,293.30	17.10	3,400.00	415,531.70
573-ENGINEERING & INSPECT		150,750.00	22,423.60	23,213.61	15.40	0.00	127,536.39
575-INTERNAL SVC/IT DEPT		218,882.00	12,067.76	30,141.27	13.77	0.00	188,740.73
592-NON-DEPARTMENTAL		598,728.00	25,892.81	43,373.33	7.24	0.00	555,354.67
*** TOTAL EXPENDITURES ***		14,830,304.00	1,062,052.02	2,457,298.67	17.89	195,872.33	12,177,133.00
*** TOTAL PROFIT / (LOSS) ***		0.00	(342,127.41)	(1,160,679.51)	0.00	(195,872.33)	1,356,551.84

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: NOVEMBER 30TH, 2019

119-TIF (TAX INCREMENT FUND)
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
310-TAXES		168,348.00	0.00	0.00	0.00	0.00	168,348.00
330-INTERGOVERNMENTAL REV		98,000.00	0.00	0.00	0.00	0.00	98,000.00
430-USE OF MONEY AND PROP		<u>8,000.00</u>	<u>944.60</u>	<u>2,055.10</u>	<u>25.69</u>	<u>0.00</u>	<u>5,944.90</u>
*** TOTAL REVENUES ***		274,348.00	944.60	2,055.10	0.75	0.00	272,292.90
		=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
520-TIF EXPENSES		<u>374,500.00</u>	<u>76,176.28</u>	<u>76,176.28</u>	<u>20.34</u>	<u>0.00</u>	<u>298,323.72</u>
*** TOTAL EXPENDITURES ***		374,500.00	76,176.28	76,176.28	20.34	0.00	298,323.72
		=====	=====	=====	=====	=====	=====
*** TOTAL PROFIT / (LOSS) ***		(100,152.00)	(75,231.68)	(74,121.18)	74.01	0.00	(26,030.82)
		=====	=====	=====	=====	=====	=====

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: NOVEMBER 30TH, 2019

120-HOTEL/MOTEL FUND
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
310-TAXES		70,000.00	19,122.19	37,793.61	53.99	0.00	32,206.39
420-ASSESSMENTS		0.00	0.00	0.00	0.00	0.00	0.00
430-USE OF MONEY AND PROP		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
*** TOTAL REVENUES ***		70,000.00	19,122.19	37,793.61	53.99	0.00	32,206.39
		=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
612-HOTEL/MOTEL TAX		<u>70,000.00</u>	<u>0.00</u>	<u>16,519.64</u>	<u>23.60</u>	<u>0.00</u>	<u>53,480.36</u>
*** TOTAL EXPENDITURES ***		70,000.00	0.00	16,519.64	23.60	0.00	53,480.36
		=====	=====	=====	=====	=====	=====
*** TOTAL PROFIT / (LOSS) ***		0.00	19,122.19	21,273.97	0.00	0.00	(21,273.97)
		=====	=====	=====	=====	=====	=====

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: NOVEMBER 30TH, 2019

123-MAIN STREET REVENUE FUND
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
330-	INTERGOVERNMENTAL REV	0.00	0.00	0.00	0.00	0.00	0.00
430-	USE OF MONEY AND PROP	0.00	0.00	0.00	0.00	0.00	0.00
440-	DONATIONS FROM PRIVAT	24,000.00	7,810.00	23,535.00	98.06	0.00	465.00
450-	INTERFUND OPERATING T	<u>29,600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>29,600.00</u>
***	TOTAL REVENUES ***	53,600.00	7,810.00	23,535.00	43.91	0.00	30,065.00
		=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
615-	CONTRIBUTE TO CIVIC P	<u>47,500.00</u>	<u>7,477.50</u>	<u>18,549.25</u>	<u>39.05</u>	<u>0.00</u>	<u>28,950.75</u>
***	TOTAL EXPENDITURES ***	47,500.00	7,477.50	18,549.25	39.05	0.00	28,950.75
		=====	=====	=====	=====	=====	=====
***	TOTAL PROFIT / (LOSS) ***	6,100.00	332.50	4,985.75	81.73	0.00	1,114.25
		=====	=====	=====	=====	=====	=====

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: NOVEMBER 30TH, 2019

125-MUNICIPAL CRT SPECIAL FEE
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
410-FINES AND FORFEITURES		20,464.00	961.61	1,852.91	9.05	0.00	18,611.09
450-INTERFUND OPERATING T		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
*** TOTAL REVENUES ***		<u>20,464.00</u>	<u>961.61</u>	<u>1,852.91</u>	<u>9.05</u>	<u>0.00</u>	<u>18,611.09</u>
<u>EXPENDITURE SUMMARY</u>							
625-MUNICIPAL COURT BLDG		10,082.00	1,455.58	1,455.58	14.44	0.00	8,626.42
626-MUNICIPAL CRT TECHNO		28,471.00	0.00	0.00	4.88	1,388.12	27,082.88
627-MUN COURT JUDICIAL		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
*** TOTAL EXPENDITURES ***		<u>38,553.00</u>	<u>1,455.58</u>	<u>1,455.58</u>	<u>7.38</u>	<u>1,388.12</u>	<u>35,709.30</u>
*** TOTAL PROFIT / (LOSS) ***		<u>(18,089.00)</u>	<u>(493.97)</u>	<u>397.33</u>	<u>5.48</u>	<u>(1,388.12)</u>	<u>(17,098.21)</u>

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: NOVEMBER 30TH, 2019

129-LIBRARY GRANT/DONATION
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
330-	INTERGOVERNMENTAL REV	1,150.00	0.00	0.00	0.00	0.00	1,150.00
430-	USE OF MONEY AND PROP	4,500.00	377.34	822.82	18.28	0.00	3,677.18
440-	DONATIONS FROM PRIVAT	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
***	TOTAL REVENUES ***	5,650.00	377.34	822.82	14.56	0.00	4,827.18
		=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
624-	LIBRARY	<u>0.00</u>	<u>1,278.40</u>	<u>1,311.40</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,311.40)</u>
***	TOTAL EXPENDITURES ***	0.00	1,278.40	1,311.40	0.00	0.00	(1,311.40)
		=====	=====	=====	=====	=====	=====
***	TOTAL PROFIT / (LOSS) ***	5,650.00	(901.06)	(488.58)	8.65-	0.00	6,138.58
		=====	=====	=====	=====	=====	=====

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: NOVEMBER 30TH, 2019

200-ROADWAY IMPACT FEE FUND
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
420-ASSESSMENTS		<u>36,480.00</u>	<u>0.00</u>	<u>1,440.00</u>	<u>3.95</u>	<u>0.00</u>	<u>35,040.00</u>
*** TOTAL REVENUES ***		<u>36,480.00</u>	<u>0.00</u>	<u>1,440.00</u>	<u>3.95</u>	<u>0.00</u>	<u>35,040.00</u>
<u>EXPENDITURE SUMMARY</u>							
631-ROADWAY IMPACT FEE		<u>30,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30,000.00</u>
*** TOTAL EXPENDITURES ***		<u>30,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30,000.00</u>
*** TOTAL PROFIT / (LOSS) ***		<u>6,480.00</u>	<u>0.00</u>	<u>1,440.00</u>	<u>22.22</u>	<u>0.00</u>	<u>5,040.00</u>

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: NOVEMBER 30TH, 2019

210-TRANSPORTATION FUND
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
340-	CHARGES FOR SERVICES	793,698.00	66,214.73	132,467.56	16.69	0.00	661,230.44
430-	USE OF MONEY AND PROP	2,500.00	5,723.74	12,480.85	499.23	0.00	(9,980.85)
470-	PROCEEDS GEN LONG TER	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
***	TOTAL REVENUES ***	796,198.00	71,938.47	144,948.41	18.21	0.00	651,249.59
		=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
632-	TRANSPORTATION	<u>783,442.04</u>	<u>3,308.79</u>	<u>8,351.67</u>	<u>1.07</u>	<u>0.00</u>	<u>775,090.37</u>
***	TOTAL EXPENDITURES ***	783,442.04	3,308.79	8,351.67	1.07	0.00	775,090.37
		=====	=====	=====	=====	=====	=====
***	TOTAL PROFIT / (LOSS) ***	12,755.96	68,629.68	136,596.74	70.85	0.00	(123,840.78)
		=====	=====	=====	=====	=====	=====

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: NOVEMBER 30TH, 2019

300-MUNICIPAL DRAINAGE UTILIT
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
330-	INTERGOVERNMENTAL REV	0.00	0.00	0.00	0.00	0.00	0.00
340-	CHARGES FOR SERVICES	500,760.00	41,319.23	82,467.59	16.47	0.00	418,292.41
430-	USE OF MONEY AND PROP	0.00	0.00	0.00	0.00	0.00	0.00
460-	PROCEEDS GEN FIXED AS	0.00	0.00	0.00	0.00	0.00	0.00
470-	PROCEEDS GEN LONG TER	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
***	TOTAL REVENUES ***	500,760.00 =====	41,319.23 =====	82,467.59 =====	16.47 =====	0.00 =====	418,292.41 =====
<u>EXPENDITURE SUMMARY</u>							
750-	MUNICIPAL DRAINAGE	<u>461,226.88</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>461,226.88</u>
***	TOTAL EXPENDITURES ***	461,226.88 =====	0.00 =====	0.00 =====	0.00 =====	0.00 =====	461,226.88 =====
***	TOTAL PROFIT / (LOSS) ***	39,533.12 =====	41,319.23 =====	82,467.59 =====	208.60 =====	0.00 =====	(42,934.47) =====

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: NOVEMBER 30TH, 2019

320-SANITATION FUND
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
310-TAXES		250,000.00	13,378.48	26,807.98	10.72	0.00	223,192.02
340-CHARGES FOR SERVICES		<u>1,550,000.00</u>	<u>136,092.37</u>	<u>272,026.36</u>	<u>17.55</u>	<u>0.00</u>	<u>1,277,973.64</u>
*** TOTAL REVENUES ***		<u>1,800,000.00</u>	<u>149,470.85</u>	<u>298,834.34</u>	<u>16.60</u>	<u>0.00</u>	<u>1,501,165.66</u>
<u>EXPENDITURE SUMMARY</u>							
721-SANITATION/GARBAGE		<u>1,768,700.00</u>	<u>134,829.19</u>	<u>134,716.87</u>	<u>7.62</u>	<u>0.00</u>	<u>1,633,983.13</u>
*** TOTAL EXPENDITURES ***		<u>1,768,700.00</u>	<u>134,829.19</u>	<u>134,716.87</u>	<u>7.62</u>	<u>0.00</u>	<u>1,633,983.13</u>
*** TOTAL PROFIT / (LOSS) ***		<u>31,300.00</u>	<u>14,641.66</u>	<u>164,117.47</u>	<u>524.34</u>	<u>0.00</u>	<u>(132,817.47)</u>

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: NOVEMBER 30TH, 2019

340-PUBLIC UTILITIES FUND
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
320-PERMITS AND LICENSES		1,200.00	0.00	0.00	0.00	0.00	1,200.00
330-INTERGOVERNMENTAL REV		0.00	0.00	0.00	0.00	0.00	0.00
340-CHARGES FOR SERVICES		9,683,000.00	848,627.67	1,717,363.17	17.74	0.00	7,965,636.83
420-ASSESSMENTS		52,000.00	275.00	3,018.00	5.80	0.00	48,982.00
430-USE OF MONEY AND PROP		123,500.00	13,853.84	32,759.44	26.53	0.00	90,740.56
450-INTERFUND OPERATING T		0.00	0.00	0.00	0.00	0.00	0.00
460-PROCEEDS GEN FIXED AS		1,000.00	0.00	394.88	39.49	0.00	605.12
470-PROCEEDS GEN LONG TER		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
*** TOTAL REVENUES ***		9,860,700.00	862,756.51	1,753,535.49	17.78	0.00	8,107,164.51
		=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
701-UTILITIES ADMINISTRAT		480,633.00	30,783.44	74,856.96	17.31	8,355.93	397,420.11
706-WASTEWATER TREATMENT		674,273.00	29,344.16	85,535.25	12.88	1,300.00	587,437.75
708-UTILITY DISTRIBUTION/		1,563,268.00	167,006.95	337,344.90	27.41	91,213.17	1,134,709.93
709-UTILITIES NON-DEPARTM		<u>7,034,769.97</u>	<u>213,554.20</u>	<u>399,245.23</u>	<u>5.68</u>	<u>0.00</u>	<u>6,635,524.74</u>
*** TOTAL EXPENDITURES ***		9,752,943.97	440,688.75	896,982.34	10.23	100,869.10	8,755,092.53
		=====	=====	=====	=====	=====	=====
*** TOTAL PROFIT / (LOSS) ***		107,756.03	422,067.76	856,553.15	701.29	(100,869.10)	(647,928.02)
		=====	=====	=====	=====	=====	=====

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: NOVEMBER 30TH, 2019

345-UTILITY IMPACT FEE FUND
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
340-	CHARGES FOR SERVICES	<u>205,000.00</u>	<u>0.00</u>	<u>9,000.00</u>	<u>4.39</u>	<u>0.00</u>	<u>196,000.00</u>
***	TOTAL REVENUES ***	205,000.00 =====	0.00 =====	9,000.00 =====	4.39 =====	0.00 =====	196,000.00 =====
<u>EXPENDITURE SUMMARY</u>							
592-	NON-DEPARTMENTAL	<u>125,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>125,000.00</u>
***	TOTAL EXPENDITURES ***	125,000.00 =====	0.00 =====	0.00 =====	0.00 =====	0.00 =====	125,000.00 =====
***	TOTAL PROFIT / (LOSS) ***	80,000.00 =====	0.00 =====	9,000.00 =====	11.25 =====	0.00 =====	71,000.00 =====

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: NOVEMBER 30TH, 2019

350-AIRPORT FUND
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
330-	INTERGOVERNMENTAL REV	4,000.00	0.00	0.00	0.00	0.00	4,000.00
340-	CHARGES FOR SERVICES	410,500.00	35,707.65	74,209.74	18.08	0.00	336,290.26
420-	ASSESSMENTS	0.00	0.00	0.00	0.00	0.00	0.00
430-	USE OF MONEY AND PROP	15,000.00	1,401.32	3,048.72	20.32	0.00	11,951.28
440-	DONATIONS FROM PRIVAT	0.00	0.00	0.00	0.00	0.00	0.00
450-	INTERFUND OPERATING T	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
***	TOTAL REVENUES ***	429,500.00 =====	37,108.97 =====	77,258.46 =====	17.99 =====	0.00 =====	352,241.54 =====
<u>EXPENDITURE SUMMARY</u>							
732-	AIRPORT OPERATIONS DE	<u>427,328.00</u>	<u>30,162.60</u>	<u>61,670.89</u>	<u>14.43</u>	<u>0.00</u>	<u>365,657.11</u>
***	TOTAL EXPENDITURES ***	427,328.00 =====	30,162.60 =====	61,670.89 =====	14.43 =====	0.00 =====	365,657.11 =====
***	TOTAL PROFIT / (LOSS) ***	2,172.00 =====	6,946.37 =====	15,587.57 =====	717.66 =====	0.00 =====	(13,415.57) =====

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: NOVEMBER 30TH, 2019

370-CEMETERY OPERATING FUND
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
330-	INTERGOVERNMENTAL REV	0.00	0.00	0.00	0.00	0.00	0.00
340-	CHARGES FOR SERVICES	107,000.00	3,848.00	5,108.00	4.77	0.00	101,892.00
430-	USE OF MONEY AND PROP	4,300.00	25.00	55.00	1.28	0.00	4,245.00
440-	DONATIONS FROM PRIVAT	0.00	0.00	0.00	0.00	0.00	0.00
450-	INTERFUND OPERATING T	15,000.00	0.00	0.00	0.00	0.00	15,000.00
460-	PROCEEDS GEN FIXED AS	<u>86,000.00</u>	<u>465.30</u>	<u>465.30</u>	<u>0.54</u>	<u>0.00</u>	<u>85,534.70</u>
***	TOTAL REVENUES ***	212,300.00 =====	4,338.30 =====	5,628.30 =====	2.65 =====	0.00 =====	206,671.70 =====
<u>EXPENDITURE SUMMARY</u>							
761-	CEMETERY OPERATING DE	<u>212,167.00</u>	<u>11,229.57</u>	<u>34,575.01</u>	<u>16.30</u>	<u>0.00</u>	<u>177,591.99</u>
***	TOTAL EXPENDITURES ***	212,167.00 =====	11,229.57 =====	34,575.01 =====	16.30 =====	0.00 =====	177,591.99 =====
***	TOTAL PROFIT / (LOSS) ***	133.00 =====	(6,891.27) =====	(28,946.71) =====	764.44- =====	0.00 =====	29,079.71 =====

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: NOVEMBER 30TH, 2019

382-FLEET SERVICES OPERATING
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
340-CHARGES FOR SERVICES		694,668.00	0.00	231,287.00	33.29	0.00	463,381.00
420-ASSESSMENTS		0.00	0.00	0.00	0.00	0.00	0.00
430-USE OF MONEY AND PROP		0.00	0.00	0.00	0.00	0.00	0.00
450-INTERFUND OPERATING T		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
*** TOTAL REVENUES ***		694,668.00	0.00	231,287.00	33.29	0.00	463,381.00
		=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
517-FLEET SERVICES		<u>694,668.00</u>	<u>69,456.59</u>	<u>128,334.65</u>	<u>19.07</u>	<u>4,111.20</u>	<u>562,222.15</u>
*** TOTAL EXPENDITURES ***		694,668.00	69,456.59	128,334.65	19.07	4,111.20	562,222.15
		=====	=====	=====	=====	=====	=====
*** TOTAL PROFIT / (LOSS) ***		0.00	(69,456.59)	102,952.35	0.00	(4,111.20)	(98,841.15)
		=====	=====	=====	=====	=====	=====

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: NOVEMBER 30TH, 2019

384-FLEET REPLACEMENT FUND
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
330-INTERGOVERNMENTAL REV		0.00	0.00	0.00	0.00	0.00	0.00
340-CHARGES FOR SERVICES		538,922.00	0.00	134,730.50	25.00	0.00	404,191.50
420-ASSESSMENTS		0.00	0.00	0.00	0.00	0.00	0.00
430-USE OF MONEY AND PROP		0.00	1,804.56	3,934.92	0.00	0.00	(3,934.92)
450-INTERFUND OPERATING T		0.00	0.00	0.00	0.00	0.00	0.00
460-PROCEEDS GEN FIXED AS		0.00	1,520.00	1,520.00	0.00	0.00	(1,520.00)
470-PROCEEDS GEN LONG TER		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
*** TOTAL REVENUES ***		538,922.00	3,324.56	140,185.42	26.01	0.00	398,736.58
		=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
518-EQUIPMENT REPLACEMENT		<u>538,922.00</u>	<u>60,176.89</u>	<u>71,110.29</u>	<u>262.75</u>	<u>1,344,905.50</u>	<u>(877,093.79)</u>
*** TOTAL EXPENDITURES ***		538,922.00	60,176.89	71,110.29	262.75	1,344,905.50	(877,093.79)
		=====	=====	=====	=====	=====	=====
*** TOTAL PROFIT / (LOSS) ***		0.00	(56,852.33)	69,075.13	0.00	(1,344,905.50)	1,275,830.37
		=====	=====	=====	=====	=====	=====

Attachment C

COUNCIL REPORT

CHECKS POSTED IN NOVEMBER 2019

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
NON-DEPARTMENTAL	GENERAL FUND	AFLAC	AFLAC NOV. 2019 INVOICE	1,782.89
		CLIFFORD, PENNY CHRISTINE c/o TX CHILD	CAUSE # 12-1678-FC4	253.20
			CAUSE # 12-1678-FC4	253.20
		DEBORAH B LANGEHENNING	SHELTON CASE NO. 18-11452	827.54
			SHELTON CASE NO. 18-11452	827.54
		HERRERA, EDITH D %ARIZONA SUPPORT PAYM	VINCENT CLIFFORD CS FOR DE	237.46
			VINCENT CLIFFORD CS FOR DE	237.46
		MISCELLANEOUS NORVELL, MARIA CELINA	Bond Refund:E0016735 -01	14.00
		PERKINS, LARRY THOMAS	Bond Refund:1036783 -01	50.00
		GONZALEZ, RUBY	Bond Refund:E0021095 -01	98.81
		FREEDOM CENTER CHURCH	FREEDOM CENTER CHURCH: DEP	500.00
		TEXAS CRITTER CRUSADER	TEXAS CRITTER CRUSADERS:DE	75.00
		REVELATION OF CHRIST C	REVELATION OF CHRIST CHURC	175.00
		LOPEZ, SHUREEM	01-0436 D AVILES CHILD SUP	26.31
			01-0436 D AVILES CHILD SUP	26.31
		McCREARY, VESELKA, BRAGG & ALLEN PC	CC FEES - OCTOBER 2019	1,144.60
		NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDE CONTRIBUTIONS	2,173.06
		PRE-PAID LEGAL SERVICES, INC. DBA LEGA	PRE-PAID LEGAL NOV. 2019	250.20
			ADD NEW/D. LEWIS	18.95
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	17,006.70
			HEALTH PREMIUMS	761.55
		CITIZENS NATIONAL BANK	FEDERAL WITHHOLDING	15.00
			FEDERAL WITHHOLDING	25,367.44
			FEDERAL WITHHOLDING	27,062.13
			FICA CONTRIBUTIONS AND MAT	33.70
			FICA CONTRIBUTIONS AND MAT	17,092.19
			FICA CONTRIBUTIONS AND MAT	17,537.72
			MEDICARE CONTRIB AND MATCH	7.88
			MEDICARE CONTRIB AND MATCH	3,997.40
			MEDICARE CONTRIB AND MATCH	4,101.53
		TAYLOR ECONOMIC DEV.CORP.	NOV SALES TAX ALLOCATION	105,684.36
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TEDC TMRS CONT NOV 2019	3,142.06
			TMRS CONTRIBUTIONS	38.05
			TMRS CONTRIBUTIONS	19,924.75
			TMRS CONTRIBUTIONS	19,686.13
		UNITED WAY OF WILLIAMSON COUNTY	UNITED WAY CONTRIBUTIONS	70.00
			UNITED WAY CONTRIBUTIONS	70.00
		UNUM LIFE INS CO OF AMERI	UNUM LIFE INS. PAYABLE	741.60
		KIRK, SARA DENISE	01-0282 SHANE NEWELL CHILD	138.46
			01-0282 SHANE NEWELL CHILD	138.46
		LOPEZ, NANCY C/O TX CHILD SUPPORT SDU	D1FM10000631	227.26
			D1FM10000631	227.26
		ICMA-RC PLAN SPONSOR SERVICES	ICMA-RC CONTRIBUTIONS	1,012.69
			ICMA-RC CONTRIBUTIONS	1,012.69
		SUN LIFE ASSURANCE COMPANY	DENTAL PAYABLE	2,525.10
			DENTAL PAYABLE	2,635.24
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	257.76
			TOTAL:	279,486.64
CITY COUNCIL	GENERAL FUND	HEB CREDIT RECEIVABLES	COUNCIL SNACKS	27.39
		HOPE ALLIANCE	HOPE ALLIANCE CONTRIB FY 1	10,000.00
		HYATT REGENCY SAN ANTONIO	G. ANDERSON TML	258.88
			D. ARIOLA TML	258.88
		LAQUINTA BY WYNDHAM	TML CONF - R GARCIA	649.72
		MUNICIPAL CODE CORP.	UPDATES	792.00
		SAN ANTONIO MARRIOTT RIVERWALK	WATER	5.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			DRUMMOND TML	932.25
		TAYLOR CHAMBER OF COMMERCE	CHAMBER BANQUET - PLATINUM	1,500.00
		TAYLOR PRESS	ORDINANCE NOTICE	94.50
		VERIZON WIRELESS	CELL PHONE	168.00
		HEJL & SCHROEDER, P.C.	OCTOBER LEGAL SERVICES	<u>5,595.00</u>
			TOTAL:	20,281.62
CITY MANAGEMENT	GENERAL FUND	ICMA	ICMA DUES J. JENKINS	1,064.00
			ICMA DUES B. LABORDE	1,360.00
		HYATT REGENCY SAN ANTONIO	WATER	6.50
		LINCOLN	LTD DEC. 2019 INVOICE	90.45
			DEPT ADJUSTMENT	1.78
		MEWHINNEY LAW FIRM, PLLC	MEMORIAL FLD DON. TO CITY	500.00
		MARIACHCHIS DE JALISCO #3	AGENDA UPDATE LABORDE/GARC	19.66
			AGENDA UPDATE W/GARCIA	19.81
		OFFICE DEPOT CORPORATION	OFFICE SUPPLIES-TAB FOLDER	12.15
			OFFICE SUPP-BINDER/CHAIRMA	111.19
			SUPPLIES FRO TML REGION	229.22
			TML REGION 10 ROLL OF TICK	12.39
		ROJAS TACOS	AGENDA UPDATE MAYOR RYDELL	15.45
		SAN ANTONIO MARRIOTT RIVERWALK	WATER	5.00
		SIRLOIN STOCKADE	CHAMBER LUNCH LABORDE/JENK	20.00
		SLAPBOX PIZZICHERIA	MUN COURT WEEK	84.11
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	3,941.96
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	1,033.95
			FICA CONTRIBUTIONS AND MAT	1,066.15
			MEDICARE CONTRIB AND MATCH	241.81
			MEDICARE CONTRIB AND MATCH	249.35
		TEXAS MUNICIPAL LEAGUE	TML WORKSHOP J. JENKINS (5	145.00
			TCMA DUES J. JENKINS	399.00
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	2,084.61
			TMRS CONTRIBUTIONS	2,084.16
		TX COMMISSION ON ENVIRONMENTAL QUALITY	TCEQ LICENSE RENEWAL B. LA	111.00
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	87.54
			SALARY ADJUST	4.68
		UNIVERSITY OF OKLAHOMA	OU/EDI BRIAN LABORDE	2,270.00
		VERIZON WIRELESS	CELL PHONE	168.00
			IPAD	30.00
		WAL-MART COMMUNITY/GEMB	MUN COURT WEEK	11.08
		TEXAS CITY MANAGEMENT ASSOCIATION	TCMA REG 7 DUES LABORDE/JE	50.00
			"TCMA	645.00
		LABORDE, ROBERT BRIAN	TML CONFERENCE S.A.-B. LAB	137.45
		TEXAS MUNICIPAL CLERKS ASSOCIATION, IN	CONF D. BARKER	295.00
		AMAZON.COM	FIRE KING FILE	3,157.99
		EL CORRAL LOZANO	AGENDA UPDATE W/MAYOR RYDE	22.87
		RICOCO'S LATIN GRILL	WILCO MTG JENKINS/COOPER	27.91
		DAHILL DBA: XEROX BUSINESS SOLUTIONS	XER/XWC7845 MAINT	55.28
			XER/XWC7845 COLOR COPIES O	391.63
		CONGRESS FOR THE NEW URBANISM	CNU MEMBERSHIP B. LABORDE	195.00
		SHRED-IT US JV LLC DBA SHRED-IT USA LL	SHREDDING SERVICES	276.57
		THE GYM AT OLD TAYLOR HIGH LLC	EMPLOYEE APPRECIATION VENU	1,511.50
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	164.63
			ADJ TO EMP ONLY/R. LABORDE	141.52-
			DENTAL INSURANCE	164.63
			ADJ TO EMP/FAMILY/ B. LABO	149.52
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	23.36

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		JENKINS, JEFFREY	TML CONFERENCE S.A.-J. JEN	143.83
			TOTAL:	24,750.65
PUBLIC INFORMATION	GENERAL FUND	FACEBOOK INC	CAR SHOW AD	25.00
			2019 CAR SHOW FACEBOOK	25.00
			CAR SHOW AD	25.00
			CAR SHOW AD	35.00
			CAR SHOW AD	50.00
			CAR SHOW AD	75.00
			CAR SHOW AD	75.00
			CAR SHOW AD	125.00
		LINCOLN	LTD DEC. 2019 INVOICE	13.16
		MICHAEL C. PESCHEL	PA FOR KERLEY JACKSON CERE	125.00
			PIERCE PARK RIBBON CUTTING	125.00
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	615.11
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	125.90
			FICA CONTRIBUTIONS AND MAT	125.49
			MEDICARE CONTRIB AND MATCH	29.44
			MEDICARE CONTRIB AND MATCH	29.35
		TAYLOR PRESS	LEAD TAYLOR AD	500.00
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	246.11
			TMRS CONTRIBUTIONS	245.31
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	11.29
		VERIZON WIRELESS	CELL PHONE	84.00
		SWAGIT PRODUCTIONS, LLC	VIDEO STREAMING-NOVEMBER 2	695.00
		OSBORNE, STACEY FORD	STACEY OSBORNE NOV. SERVIC	4,615.00
		VISTA PRINT	HR BUSINESS CARDS	44.99
			UTIL BILLING BUSINESS CAR	44.99
			MAIN STREET BUSINESS CARDS	47.99
		HOBBY LOBBY	KEYS TO CITY SHADOWBOX	300.00
		DAHILL DBA: XEROX BUSINESS SOLUTIONS	XER/XWC7845 COLOR COPIES O	0.00
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	25.85
			DENTAL INSURANCE	25.85
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	3.96
			TOTAL:	8,513.79
HUMAN RESOURCES	GENERAL FUND	TEXAS DEPARTMENT OF INFORMATION RESOUR	OCTOBER 2019 HR	0.12
		DPS GEN SERVICES BUREAU	SEPT. BACKGROUND SCREENING	11.00
		LINCOLN	LTD DEC. 2019 INVOICE	30.50
			DEPT. ADJUSTMENT	1.76
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	615.11
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	283.69
			FICA CONTRIBUTIONS AND MAT	293.80
			MEDICARE CONTRIB AND MATCH	66.35
			MEDICARE CONTRIB AND MATCH	68.72
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	576.20
			TMRS CONTRIBUTIONS	574.34
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	26.20
			SALARY ADJUST	1.26
		VERIZON WIRELESS	CELL PHONE	42.00
		COMPLIANCE ASSOCIATES MANAGEMENT, LP	NOV. 2019 PRE-EMP SCREENIN	163.00
		WORKERS ASSISTANCE PROGRAM, INC.	EAP OCTOBER SERVICES	256.65
		DAHILL DBA: XEROX BUSINESS SOLUTIONS	XER/XWC7845 MAINT	55.28
			XER/XWC7845 COLOR COPIES O	77.01
		WAGE WORKS, INC. DBA CONEXIS	OCTOBER COBRA SERVICES	25.00
		ROSS GANNAWAY, PLLC	OCT./NOV.2019 LEGAL SERVIC	575.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	51.70
			DENTAL INSURANCE	51.70
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	<u>7.92</u>
			TOTAL:	3,854.31
FINANCIAL SERVICES	GENERAL FUND	LAWLER, LILLIE	2019 INCODE GROUP MEETING	40.60
		LINCOLN	LTD DEC 2019 INVOICE	73.47
			DEPT. ADJUSTMENTS	3.60
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	3,075.55
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	673.75
			FICA CONTRIBUTIONS AND MAT	703.70
			MEDICARE CONTRIB AND MATCH	157.57
			MEDICARE CONTRIB AND MATCH	164.57
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	1,380.06
			TMRS CONTRIBUTIONS	1,375.60
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	62.85
			SALARY ADJUST	3.44
		VERIZON WIRELESS	CELL PHONE	42.00
		WAL-MART COMMUNITY/GEMB	"COFFEE CUPS	32.38
		WILLIAMSON CENTRAL APPRAISAL DISTRICT	WCAD - 1ST QUARTER	14,704.75
		WOOD, JEFFREY	J WOOD-SECURITIES LAW TRAI	39.44
			TML CONFERENCE - J. WOOD	128.76
			TML CONFERENCE - J. WOOD	44.91
		AMAZON.COM	HP PRINthead	178.99
		DAHILL DBA: XEROX BUSINESS SOLUTIONS	XER/XWC7845 MAINT	55.28
			XER/XWC7845 COLOR COPIES O	209.18
			X-PHASER 4622	46.95
		THRYV, INC.	YELLOW PAGES AD	45.63
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	155.10
			DENTAL INSURANCE	155.10
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	23.76
		PATTERSON CAPITAL MANAGEMENT DBA PATTE	INVESTMENT SERVICES NOV 20	<u>2,000.00</u>
			TOTAL:	25,576.99
MUNICIPAL COURT	GENERAL FUND	AT&T	MUNICIPAL COURT	195.67
		BRINKS, INC.	OCTOBER BRINKS	736.52
		TEXAS DEPARTMENT OF INFORMATION RESOUR	OCTOBER 2019 MUNICIPAL COU	2.60
		EVINS TEMPORARIES, INC.	TEMP J. WENNIGER 10/28-11/	756.00
		TYLER TECHNOLOGIES, INC	COURT ON-LINE	100.00
		LINCOLN	LTD DEC. 2019 INVOICE	42.52
			DEPT. ADJUSTMENTS	2.04
		OFFICE DEPOT CORPORATION	INK CARTRIDGE (KW&JDH)	279.96
			INK CARTRIDGE FOR E. WALTO	149.98
		PETTY CASH	JURY TRIAL NOVEMBER 8TH, 2	90.00
		RELIANT ENERGY SOLUTIONS	MONTHLY ELECTRIC BILL	135.54
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	2,460.44
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	462.84
			FICA CONTRIBUTIONS AND MAT	507.90
			MEDICARE CONTRIB AND MATCH	108.26
			MEDICARE CONTRIB AND MATCH	118.78
		TEXAS COURT CLERKS ASSOCIATION	2020 CENTRAL TX CHAP. RENE	55.00
			2020 CENTRAL TX CHAP. RENE	55.00
			2020 CENTRAL TX CHAP. RENE	55.00
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	738.21
			TMRS CONTRIBUTIONS	794.62
		TRANSUNION RISK AND ALTERNATIVE DATA S	TLO LOCATOR OCT 2019	100.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		ATMOS ENERGY	NATURAL GAS- 109 W. 5TH ST	56.97
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	33.12
			SALARY ADJUST	1.26
		VERIZON WIRELESS	CELL PHONE	42.00
			IPAD	30.00
		CONSTABLE MARTY RUBLE	WARRANTS SERVED - M. MAYFI	100.00
			WARRANTS SERVED - J. GARZA	100.00
			WARRANT SERVED - E0018063	50.00
			1 WARRANT SERVED- E0001369	50.00
			(2) WARRANTS SERVED	100.00
			WARRANT SERVED E0014949F	50.00
		NEOPOST USA INC	MUNICIPAL COURT POSTAGE LE	52.55
		CINTAS CORP DBA FIRST AID & SAFETY	MEDICAL SUPPLIES-109 W. 5T	88.96
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	77.55
			TERM ERICA AVILA	64.61-
			DENTAL INSURANCE	103.40
		WILLIAMSON COUNTY CONSTABLE 1	WARRANT SERVED-CLAUDIA GAS	250.00
		HEJL & SCHROEDER, P.C.	OCTOBER LEGAL SERVICES	2,655.00
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	<u>15.84</u>
			TOTAL:	11,738.92
DEVELOPMENT SERVICES	GENERAL FUND	NATIONAL HERO STORE INC	O. LOPEZ BADGE	142.50
		LINCOLN	LTD DEC 2019 INVOICE	124.29
			DEPT. ADJUSTMENTS	0.10-
		SIRLOIN STOCKADE	CHAMBER LUNCH YANTIS/HARRI	20.00
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	4,305.77
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	1,203.93
			FICA CONTRIBUTIONS AND MAT	1,217.57
			MEDICARE CONTRIB AND MATCH	281.58
			MEDICARE CONTRIB AND MATCH	284.76
		INTERNATIONAL CODE COUNCIL	O. LOPEZ ICC CONFERENCE	160.00
			M ACOSTA ICC CONFERENCE	150.00
		SOUTHERN COMPUTER WAREHOUSE	MICROSOFT SURFACE PRO 7	781.08
			KEYBOARD/COVER	104.46
			SURFACE DOCK	153.06
			DISPLAY ADAPTER	55.20
			EXTENDED WARRANTY	209.16
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRs CONTRIBUTIONS	2,382.11
			TMRs CONTRIBUTIONS	2,380.15
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	108.88
			SALARY ADJUST	2.58
		VERIZON WIRELESS	CELL PHONE	210.00
			IPADS	60.00
		TEXAS CITY MANAGEMENT ASSOCIATION	TCMA REGION 7 DUES T. YANT	25.00
		WHITEPAGES, INC.	WHITEPAGES FOR CODE	127.67
		YANTIS, THOMAS	APA CONFERENCE SCHERTZ&AUS	86.54
		AMAZON.COM	INK FOR FRONT (43.78%)	39.99
			SUPPLIES FOR OMAR LOPEZ (5	51.35
		LAW ENFORCEMENT SYSTEMS, INC	NOTICE OF VIOLATIONS	940.00
		CODE ENFORCEMENT ASSOCIATION OF TEXAS	O. LOPEZ - CEAT CONFERENCE	400.00
			M. ACOSTA - CEAT CONFERENC	400.00
		DAHILL DBA: XEROX BUSINESS SOLUTIONS	XER/XWC7845 MAINT	55.28
			XER/XWC7845 COLOR COPIES O	151.00
		EILEEN MERRIT INC. DBA ATS ENGINEERS,	NOVEMBER ATS PLAN REVIEW	1,645.00
			NOV. 2019 ATS INSPECTIONS	17,255.00
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	206.80

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			ADD EMP / O. LOPEZ	25.85
			ADJ EMP/SPOUSE/ M. MCINTIR	334.74-
			DENTAL INSURANCE	206.80
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	<u>31.68</u>
			TOTAL:	35,650.20
MAIN STREET PROGRAM 00 GENERAL FUND		HEB CREDIT RECEIVABLES	MAIN STREET BREAKFAST	23.95
			MAIN STREET BREAKFAST	8.96
		LINCOLN	LTD DEC 2019 INVOICE	15.50
		OFFICE DEPOT CORPORATION	INK FOR MAIN STREET	97.66
		RISING SUN VINEYARD LLC	STIPEND FOR WINE SWIRL PAR	100.00
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	615.11
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	148.33
			FICA CONTRIBUTIONS AND MAT	73.92
			MEDICARE CONTRIB AND MATCH	34.69
			MEDICARE CONTRIB AND MATCH	17.29
		TAYLOR PRESS	WINE SWIRL AD	200.00
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	289.96
			TMRS CONTRIBUTIONS	144.51
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	13.21
		VERIZON WIRELESS	CELL PHONE	42.00
		PLEASANT HILL WINERY DBA:JEANNE COTTLE	STIPEND FOR WINE SWIRL PAR	100.00
		ORIENTAL TRADING	HALLOWEEN CANDY	217.90
		N MAIN STORAGE LLC	#H265 RENT 10/29/19-11/28/	1,936.00
		DAHILL DBA: XEROX BUSINESS SOLUTIONS	XER/XWC7845 MAINT	55.28
			XER/XWC7845 COLOR COPIES O	47.70
		FIESTA WINERY	STIPEND FOR WINE SWIRL PAR	100.00
		COLORADO RIVER WINERY	STIPEND FOR WINE SWIRL PAR	100.00
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	25.85
		TEXAS LEGATO WINERY	STIPEND FOR WINE SWIRL PAR	100.00
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	3.96
		CYNTHIA'S MANHATTAN LIMOUSINE INC.	TRANSPORTATION WINE SWIRL	540.00
		PILLAR BLUFF WINERY	STIPEND FOR WINE SWIRL PAR	100.00
		FLAT CREEK ESTATE WINERY	STIPEND FOR WINE SWIRL PAR	<u>100.00</u>
			TOTAL:	5,251.78
CD-MOODY MUSEUM	GENERAL FUND	RELIANT ENERGY SOLUTIONS	MONTHLY ELECTRIC BILL	144.51
		ATMOS ENERGY	NATURAL GAS- 114 W 9TH ST	52.92
		AT&T U-VERSE	INTERNET	<u>55.16</u>
			TOTAL:	252.59
PUBLIC LIBRARY	GENERAL FUND	AT&T	LIBRARY	333.83
		TEXAS DEPARTMENT OF INFORMATION RESOUR	OCTOBER 2019 LIBRARY	3.57
		ELLIS, KAREN	REIMURSEMENT FOE EBAY PURC	110.95
		INGRAM BOOK COMPANY	Books	59.82
			Books	2,394.77
		MISCELLANEOUS MARK SCHROEDER	MARK SCHROEDER: RETURNED B	18.00
		LINCOLN	LTD DEC 2019 INVOICE	66.11
			DEPT. ADJUSTMENTS	3.88
		MIDWEST TAPE	DVD's	23.24
			DVD's	44.98
			DVD's	22.49
		NEWSPAPERS.COM	SUBSCRIPTIONS	139.90
		OFFICE DEPOT CORPORATION	OFFICE SUPPLIES	194.14
			96 CT MARKERS/PROGRAM SUPP	37.76
			OFFICE/PROGRAM SUPPLIES	55.14

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		RECORDED BOOKS, INC.	AUDIO BOOKS	161.20
			AUDIO BOOKS	82.20
			AUDIO BOOKS	255.40
		RELIANT ENERGY SOLUTIONS	MONTHLY ELECTRIC BILL	1,207.59
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	1,845.30
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	670.36
			FICA CONTRIBUTIONS AND MAT	671.34
			MEDICARE CONTRIB AND MATCH	156.77
			MEDICARE CONTRIB AND MATCH	157.00
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	1,316.36
			TMRS CONTRIBUTIONS	1,312.34
		ATMOS ENERGY	NATURAL GAS- 801 VANCE ST	70.03
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	57.09
			SALARY ADJUST	3.40
		VERIZON WIRELESS	CELL PHONE	42.00
		WAL-MART COMMUNITY/GEMB	OFFICE SUPPLIES	109.31
		MOTION PICTURE LICENSING CORPORATION	MOTION PICTURE LICENSING	200.22
		AMAZON.COM	PROGRAM SUPPLIES	110.90
			MEETING ROOM OFFICE SUPPLI	158.98
			MEETING ROOM OFFICE SUPPLI	73.60
			PROGRAM SUPPLIES	9.99
			PROGRAM SUPPLIES	135.00
			PROGRAM SUPPLIES	58.97
		AT&T U-VERSE	INTERNET	57.10
			INTERNET	57.10
		CHARTER COMMUNICATIONS HOLDINGS, LLC D	INTERNET	127.34
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	103.40
			DENTAL INSURANCE	103.40
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	15.84
			TOTAL:	12,838.11
FIRE DEPARTMENT	GENERAL FUND	AT&T	CITY HALL (CIVIL DEF)	34.07
			VICTORIA STATION	122.53
			FIRE DEPT	165.18
		AUGUST INDUSTRIES INC.	ANNUAL SERVICE	619.50
		METRO FIRE APPARATUS SPECIALISTS, INC	HYDRAULIC TOIL OIL	60.00
		AWARD SPECIALTIES	PLAQUE FOR WILLIE GORE'S S	35.00
		TEXAS DEPARTMENT OF INFORMATION RESOUR	OCTOBER 2019 FIRE DEPT	2.79
		FED EX	COURIER	40.74
		HOME DEPOT CREDIT SERVICES	GRILL FOR STA 1	518.58
		LINCOLN	LTD DEC 2019 INVOICE	343.29
			DEPT. ADJUSTMENTS	27.21
		NATIONAL FIRE PROTECTION ASSOCIATION	SPLIT - ANNUAL MEMBERSHIP	175.00
			SPLIT - ANNUAL CODES (88.8	1,400.00
		TOUCH 4WASH	CAR WASH - BAUM	8.00
		RELIANT ENERGY SOLUTIONS	MONTHLY ELECTRIC BILL	799.89
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	13,532.40
			ADD EMP/ B. COZZENS	615.11
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	3,453.76
			FICA CONTRIBUTIONS AND MAT	3,702.65
			MEDICARE CONTRIB AND MATCH	807.75
			MEDICARE CONTRIB AND MATCH	865.94
		TEXAS COMMISSION ON FIRE PROTECTION	ANNUAL RENEWAL - COZZENS	76.94
			DOP CERT DOMINGUEZ	87.17
			WILDLAND CERTIF - DOMINGUE	87.17
		TEXAS DEPT OF STATE HEALTH SERVICES	RENEWAL	70.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	7,128.02
			TMRS CONTRIBUTIONS	7,238.12
		TIME WARNER CABLE DBA SPECTRUM	INTERNET	337.89
		TEXAS FIRE CHIEFS ASSOCIATION	ACADEMY - DAVIS, SANDERS	2,000.00
		ATMOS ENERGY	NATURAL GAS-200 WASHBURN	93.63
			NATURAL GAS-705 CARLOS PAR	57.60
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	295.30
			ADD / B. COZZENS	9.16
			SALARY ADJUST	14.98
		VERIZON WIRELESS	CELL	208.45
			AIRCARDS	683.82
		WAL-MART COMMUNITY/GEMB	SPLIT - CANDY - CITY TRICK	23.98
			SPLIT - ADMIN KITCHEN SUPP	53.20
			SPLIT - CLEANING SUPPLIES	11.74
			SPLIT - OFFICE SUPPLIES (7	6.93
			BATTERIES	126.46
			SPLIT - SUPPLIES (49.67%)	32.48
			SPLIT - HOUSEHOLD SUPPLIES	30.94
			SPLIT - OFFICE SUPPLIES (3	1.97
		AMAZON.COM	GRILL COVER	32.46
		HAYDAY, INC DBA: CTWP	MONTHLY COPIER AGREEMENT	34.38
		AT&T U-VERSE	INTERNET, CABLE	145.05
		EVENTBRITE	TFCA 2ND IN COMMAND	385.00
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	568.70
			ADD EMP/ M. GUERRERO	25.85
			DENTAL INSURANCE	594.55
			ADD EMP/ B.COZZENS	25.85
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	95.04
			ADD / B. COZZENS	3.96
		COZZENS, BRIAN	REIMB. FOR FINGERPRINT & H	27.07
			REIMB. FOR FINGERPRINT & H	<u>39.05</u>
			TOTAL:	47,982.30
POLICE DEPARTMENT	GENERAL FUND	AT&T	POLICE DEPT	190.67
			INTERNET	827.18
			TELEPHONE	384.96
		COX TEXAS NEWSPAPERS, LP DBA:AUSTIN AM	STATESMAN 11/7/19 TO 2/26/	326.05
		TEXAS DEPARTMENT OF INFORMATION RESOUR	OCTOBER 2019 POLICE	13.51
		HEB CREDIT RECEIVABLES	RETIREMENT PARTY SUPPLIES	133.45
		LINCOLN	LTD DEC 2019 INVOICE	549.81
			DEPT ADJUSTMENTS	30.34
		OSS ACADEMY	CIVILIAN INTERACTION TRAIN	30.00
			SPEC INV TOPICS/MISSING CH	50.00
		OMNI HOTELS & RESORTS CORPUS CHRISTI	TCOLE CONF HOTEL - COM LAG	500.04
		PITNEY BOWES	QUARTERLY POSTAGE MACHINE	149.85
			QUARTERLY POSTAGE MACHINE	149.85
			QUARTERLY POSTAGE MACHINE	149.85
			POSTAGE ADDED	8.08
		RELIANT ENERGY SOLUTIONS	MONTHLY ELECTRIC BILL	839.44
		SHAKEN BABY ALLIANCE	SKAKEN BABY ALLIANCE TRAIN	225.00
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	24,604.37
			ADD RETIREE/ B. WILKES	767.42
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	6.29
			FICA CONTRIBUTIONS AND MAT	5,819.57
			FICA CONTRIBUTIONS AND MAT	5,822.33
			MEDICARE CONTRIB AND MATCH	1.47

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			MEDICARE CONTRIB AND MATCH	1,361.05
			MEDICARE CONTRIB AND MATCH	1,361.64
		TEEX-TEXAS EMERGENCY SERVICES TRAINING	CIVILIAN INTERACTION - CPL	25.00
			CIVILIAN INTERACTION - MOR	25.00
			CIVILIAN INTERACTION - OFC	25.00
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	12.30
			TMRS CONTRIBUTIONS	11,869.98
			TMRS CONTRIBUTIONS	11,381.70
		TIME WARNER CABLE DBA SPECTRUM	INTERNET SERVICE - NOV. 20	343.40
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	471.92
			SALARY ADJUST	27.24
		VERIZON WIRELESS	CELL	542.03
			AIRCARDS	531.86
		OLLE NETWORK TECH CONSULTANTS DBA ON	MONTHLY SUPPORT	6,769.84
		TEXAS POLICE CHIEFS ASSOCIATION	CHIEF PIA SEMINAR	195.00
		ITUNES STORE	50GB ICLOUD STORAGE	0.99
		AMAZON.COM	(3) EVIDENCE LABELS (23.99	29.94
			(2) THERMAL DVDS (76.01%)	94.88
			"SPLIT - COFFEE	264.52
			SPLIT - VOCA CALENDAR (4.5	12.53
			DEPARTMENT 2020 CALENDARS	290.75
			CANNED AIR	65.98
		GALLS PARENT HOLDINGS, LLC.	CHIEF RAINCOAT	95.89
			OFC RAY TIE	5.95
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	1,008.15
			DENTAL INSURANCE	1,008.15
		CIT BANK, N.A DBA AVAYA FINANCIAL SERV	AVAYA SOFTWARE	511.39
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	154.44
			ADJ. RETIREE/B. WILKES	3.96
			TOTAL:	80,070.01
ANIMAL CONTROL	GENERAL FUND	AT&T	ANIMAL CONTROL	41.35
		TEXAS DEPARTMENT OF INFORMATION RESOUR	OCTOBER 2019 ANIMAL CONTRO	4.12
		EVINS TEMPORARIES, INC.	TEMP KENNEL WK END 10/26/1	364.00
			TEMP KENNEL WK END 11/02/1	364.00
		GRAEF VETERINARY HOSPITAL	VETERINARIAN SERVICES	3,087.86
		LINCOLN	LTD DEC 2019 INVOICE	19.92
			DEPT. ADJUSTMENT	0.44
		ALLIVET	PARVO VACS	289.46
		RELIANT ENERGY SOLUTIONS	MONTHLY ELECTRIC BILL	281.70
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	615.11
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	221.11
			FICA CONTRIBUTIONS AND MAT	247.75
			MEDICARE CONTRIB AND MATCH	51.71
			MEDICARE CONTRIB AND MATCH	57.94
		TAYLOR SPORTING GOODS	5 DUTY SHIRTS SUSAN DAVIS	150.00
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	432.44
			TMRS CONTRIBUTIONS	484.33
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	17.05
			SALARY ADJUST	0.88
		VERIZON WIRELESS	CELL PHONE	126.00
		AMAZON.COM	(2) ACO TONERS	145.02
		AT&T U-VERSE	INTERNET	57.10
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	25.85
			DENTAL INSURANCE	25.85
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	7.92

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TOTAL:	7,118.91
STREETS & GROUND MAINT GENERAL FUND		AT&T	PUBLIC WORKS	241.12
		TEXAS DEPARTMENT OF INFORMATION RESOUR	OCTOBER 2019 STREETS/GROUN	5.52
		ERGON ASPHALT & EMULSIONS, INC	ST,GR/500 GAL CSS1H EMULS	1,104.40
		GRAINGER, W. W. INC.	ST,GR/KEY BOX 982127	215.87
		HEART OF TEXAS LANDSCAPE & IRRIGATION	CITY PROPERTY/GROUNDS MAIN	10,086.45
		PROGRESSIVE WASTE SOLUTIONS DBA WC OF	ST,GR/1 40 YD CLEANING1017	384.91
		MISCELLANEOUS CINTAS	CINTAS: WORK BOOTS	1,599.92
		LINCOLN	LTD DEC 2019 INVOICE	156.47
			DEPT. ADJUSTMENT	18.32
		MOSS & MOSS INC. #4000	PARKS/PINE CLEANER 124675	35.96
			4 WELCOME SIGNS/PAINT, SUP	236.46
			WELCOME SIGNS/PAINT&SUPPLI	39.19
			WELCOME SIGNS/PAINT, SUPPL	28.87
			WELCOME SIGNS/PAINT&SUPPLI	28.90
			ST,GR/SURGE PROTECTOR 1570	19.79
			WELCOME SIGNS/PAINT&SUPPLI	30.56
			ST,GR/GRAFFITI REMOVER,C T	20.67
			WELCOME SIGNS/HARDWARE	9.19
			ST,GR/GLOVES 158067	27.97
			DWNTWN CHRIST DECO/SNIPS,S	17.08
		OFFICE DEPOT CORPORATION	ST,GR/COPY PAPER,FOLDERS,P	87.79
			ST,GR/NOTE PADS	4.88
		RELIANT ENERGY SOLUTIONS	MONTHLY ELECTRIC BILL	4,733.83
		ROJAS TACOS	CAR SHOW TACOS EMPLOYEES	4.87
			CAR SHOW EMPLOYEE TACOS	35.72
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	8,611.54
			ADD EMP/ E. CAMPOS	615.11
			ADD EMP/ JUAN MORENO	615.11
			ADD EMP/ C. OLIVAREZ	615.11
			TERM EMP/ R. RUIZ	615.11-
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	27.41
			FICA CONTRIBUTIONS AND MAT	1,600.50
			FICA CONTRIBUTIONS AND MAT	1,689.14
			MEDICARE CONTRIB AND MATCH	6.41
			MEDICARE CONTRIB AND MATCH	374.29
			MEDICARE CONTRIB AND MATCH	395.04
		TAYLOR SPORTING GOODS	ST,GR/3 JACKETS EMBROIDER	38.85
		TEXAS AGRILIFE EXTENSION SERVICE	ST,GR/HERBICIDE MANUALS	125.00
		TX DEPT OF AGRICULTURE	A BEALS/HERBICIDE LICENSE	75.00
		TX TAG	#561/#565 TOLL FEES	40.00
			#561 TOLL FEES	40.00
			#561 TOLL FEES	40.00
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	53.58
			TMRS CONTRIBUTIONS	3,187.35
			TMRS CONTRIBUTIONS	3,301.97
		TIME WARNER CABLE DBA SPECTRUM	INTERNET	221.12
		TRACTOR SUPPLY COMPANY	ST,GR/1 HAT, 12 GLOVES 641	29.97
			CH TREE INSTALL/RATCHET,WR	44.97
			CH TREE INSTALL/EXT CORD,S	52.98
		ATMOS ENERGY	1424 N MAIN/GAS USAGE 1104	152.20
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	141.46
			ADD E. CAMPOS	6.39
			ADD / JUAN MORENO	6.39
			ADD / C. OLIVAREZ	6.39

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TERM / R. RUIZ	6.39-
			SALARY ADJUST	6.80
		VERIZON WIRELESS	CELL PHONE	287.38
		VULCAN CONSTRUCTION MATERIALS, LP DBA:	ST,GR/5 LOADS D COLD MIX	5,525.30
			ST,GR/10 LOADS COLD D MIX	15,339.33
			ST,GR/5 LOADS D COLD MIX	3,832.36
		WAL-MART COMMUNITY/GEMB	PW LUNCH/SODA, WATER 3602	49.99
			ST,GR/PLATES 7079	13.88
		GOLDEN CHICK	8TH UTILITY COORDINATED ME	220.45
		STEVE REYES CONCRETE	OAK ST/DRAINAGE CHANNEL	6,250.00
			5TH & MAIN/RAMP & CURB 106	1,126.00
		HAYDAY, INC DBA: CTWP	ST,GR/COPIER SERV MAINT AG	104.80
		TEXAS CURB CUT	705 BROOKWOOD CIR/CURB CUT	522.00
		CINTAS CORPORATION #86	ST,GR/UNIFORMS 439990	178.83
			ST,GR/UNIFORMS 011009	214.18
			ST,GR/UNIFORMS 618407	233.28
			ST,GR/UNIFORMS 170228	233.28
		CINTAS CORP DBA FIRST AID & SAFETY	1424 N MAIN/MED KIT REFILL	101.33
			1424 N MAIN/MED KIT REFILL	91.17
		SAFELANE TRAFFIC SUPPLY, LLC	PARKING ONLY SIGNS (2) 13	46.50
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	336.05
			DENTAL INSURANCE	361.90
			ADD EMP/ SPOUSE/ J. MORENO	61.23
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	67.32
			ADD / J. MORENO	3.96
			ADD / C. OLIVAREZ	3.96
			TERM / R. RUIZ	3.96-
		COMMUNITY COFFEE COMPANY LLC	1424 N MAIN/COFFEE SERVICE	89.60
			TOTAL:	75,963.41
PARKS & RECREATION	GENERAL FUND	AT&T	PARKS & REC	40.23
		JIM McNABB INC DBA: ART OFFICE SIGNS	ARBOR DAY/BANNER 67934	309.40
			P&R/3 2X2 SIGNS 68387	90.00
		BETA TECHNOLOGY, INC	TRPSC/CLEANING SUPPLIES	990.99
			TRPSC/WEED CONT,WASP SPRA	744.15
		BSN SPORTS	6' BENCH	9,599.20
		HALFF ASSOCIATES, INC.	PARK MASTER PLAN	1,273.87
		HEART OF TEXAS LANDSCAPE & IRRIGATION	TRPSC/ARBOR DAY TREE IRR	730.00
			TRPSC/IRRIGATION REPAIRS	560.00
		MISCELLANEOUS CINTAS	CINTAS: WORK BOOTS	919.94
		LINCOLN	LTD DEC. 2019 INVOICE	80.12
			DEPT. ADJUSTMENT	11.37
		MOBILE MINI, INC	TRPSC/MOBILE LEA11/11-12/1	102.00
		MOSS & MOSS INC. #5000	TRPSC/REMOVER,BRUSHES 1254	11.22
			TRPSC/CABLE TIES 125589	6.29
			TRPSC/CABLE TIES 125620	15.44
		NATELLA INVESTMENT CORP DBA:PRIME POOL	ROBINSON S PAD/WINTERIZAT	360.00
		PROGRESSIVE COMMERCIAL AQUATICS, INC.	MURPHY PL/REPLUMB LINE	2,400.00
			MURPHY POOL, SPLASHPAD/RE	365.00
		RELIANT ENERGY SOLUTIONS	MONTHLY ELECTRIC BILL	2,759.58
			MONTHLY ELECTRIC BILL	1,771.00
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	4,305.77
			ADD EMP/ S. JONES	615.11
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	790.41
			FICA CONTRIBUTIONS AND MAT	856.49
			MEDICARE CONTRIB AND MATCH	184.85

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			MEDICARE CONTRIB AND MATCH	200.31
		TEXAS MUNICIPAL LEAGUE	TML WORKSHOP L. FOOS (50%)	145.00
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	1,626.34
			TMRS CONTRIBUTIONS	1,674.30
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	69.03
			SALARY ADJUST	2.98
		VERIZON WIRELESS	CELL PHONE	210.00
			IPAD	60.00
		ACM SERVICES LLC	HERITAGE PK/ELECT REPAIRS	185.00
			HERITAGE/ELECTRICAL REPAIR	180.00
		WAL-MART COMMUNITY/GEMB	P & R/PLATES 7079	13.81
		WAYNE GING PLUMBING, LLC	HERITAGE PK/FLOOR DRAIN RE	255.00
			TRPSC/TOILET REPAIR 11559	144.00
		MCCOY'S BUILDING SUPPLY	TRPSC/PVC CEMENT 5378474	4.20
			TRPSC/HARDWARE 5347544	6.68
			TRPSC/GRILL PROPANE 537855	31.98
			TRPSC/IRRIGATION REP PARTS	6.92
			ARBOR DAY/WATER 5378718	9.39
			TRPSC/ROPE 5378805	15.67
			ARBOR DAY/MULCH FOR TREES	29.45
			TRPSC/STAPLES FOR S GUN	3.71
		PLAQUE & LETTERS CO., BEG, LLC	HERITAGE PARK BANDSTAND PL	791.63
		CINTAS CORPORATION #86	TRPSC/UNIFORMS 4400066	27.71
			TRPSC/UNIFORMS 011152	27.71
			TRPSC/UNIFORMS 618386	27.71
			TRPSC/UNIFORMS 170350	27.71
		KIDFISH FOUNDATION	KIDFISH/BULL BRANCH 9/21/2	2,500.00
		PIONEER MANUFACTURING COMPANY INC.	TRPSC/BASES W/ANCHORS,TOO	2,280.00
		LIGHTNING PREDICTION SALES & SERVICES,	PARKS/LIGHTNING DETECTION	350.00
		LOPEZ, RAY DBA R&C ELECTRIC, LLC	HERITAGE PK/ELECTRICAL REP	230.00
		DAVID FENSKE SAND & GRAVEL LLC	ROTARY & TRPSC/BFIELD DIR	600.00
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	180.95
			DENTAL INSURANCE	180.95
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	27.72
		NORTHWEST CASCADE INC	ROBINSON PAV/PORTAL/8-12/5	125.00
			TOTAL:	42,143.29
INTERNAL SERVICES/BLDG GENERAL FUND		AT&T	CITY HALL FAX	494.30
			INTERNET	827.18
			TELEPHONE	383.06
		ADT SECURITY SERVICES INC	SECURITY ALARM-400 PORTER	5.40
		TEXAS DEPARTMENT OF INFORMATION RESOUR	OCTOBER 2019 CITY HALL FAX	0.15
		GULF COAST PAPER CO. INC.	LINERS/TOISSUE - 1772017	383.27
		MISCELLANEOUS CINTAS	CINTAS: WORK BOOTS	249.98
		LINCOLN	LTD DEC 2019 INVOICE	42.85
			DEPT. ADJUSTMENT	2.48
		MAIN STREET RENTAL INC	PALLET JACK	35.00
		MOSS & MOSS INC. #6000	MURPHY POOL WALL PLATES	1.85
			AIRPORT LOCKSET	14.39
			AIRPORT SOCKETS	31.37
			PUBLIC WORK KEYS	3.50
		NANCY'S KEYS LOCKS & MORE	WWTP REPLACE LOCK SETS	1,240.50
		OFFICE DEPOT CORPORATION	MOUSEPAD	13.59
			MOUSE PAD	30.99
		RELIANT ENERGY SOLUTIONS	MONTHLY ELECTRIC BILL	963.49
		SERVICEMASTER BY GONZALEZ LLC	NOVEMBER JANITORIAL SERVIC	1,300.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	1,845.30
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	499.97
			FICA CONTRIBUTIONS AND MAT	438.02
			MEDICARE CONTRIB AND MATCH	116.94
			MEDICARE CONTRIB AND MATCH	102.44
		TAYLOR FIRE & SAFETY	FIRE EXTINGUISHER PM	1,661.25
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	1,002.41
			TMRS CONTRIBUTIONS	856.25
		ATMOS ENERGY	NATURAL GAS- 400 PORTER ST	108.89
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	36.64
			SALARY ADJUST	1.70
		VERIZON WIRELESS	CELL PHONE	84.00
			MIFI	60.00
		VIC'S HEAT & AIR	MOODY - REPLACE EVAP. COIL	1,542.50
			LIBRARY SERVICED A/C	437.50
			AIRPORT - SERVICED A/C	270.00
		WAL-MART COMMUNITY/GEMB	CLEANING SUPPLIES	66.03
		WAYNE GING PLUMBING, LLC	LIBRARY AUGURED URINAL-115	120.00
			CITY HALL AUGURED TOILET-1	120.00
		ITUNES STORE	ICLOUD STORAGE	0.99
		AMAZON.COM	CLOROX	18.99
			FUSER	82.39
			STIR STICKS	5.49
			CREAMER	7.79
			CLOROX	26.96
		SPARKLETTES & SIERRA SPRINGS	COOLER RENTAL	7.00
		ALL STARR TERMITE & PEST CONTROL DBA:	NOVEMBER PEST CONTROL	869.00
			RODENT CONTROL	70.00
		CINTAS CORPORATION #86	MATS	137.23
			MATS	140.43
			MATS	142.46
			MATS	140.43
			MATS	142.46
		DAHILL DBA: XEROX BUSINESS SOLUTIONS	XER/XWC7845 COLOR COPIES O	1.87
		GUNGEAR	STOP THE BLEED FIRST AID	2,319.60
			SHIPPING	27.99
		NEOPOST USA INC	POSTAGE LEASE	199.47
		CINTAS CORP DBA FIRST AID & SAFETY	MEDICAL SUPPLIES	73.58
			MEDICAL SUPPLIES	71.28
		TALLEY, JORDAN DBA W&J HOME REPAIR	HALLWAY FLOORING	7,550.00
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	77.55
			DENTAL INSURANCE	77.55
		SHARCO TECHNOLOGIES, INC.	FIRE ADMIN SYSTEM DOWN	175.00
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	11.88
			TOTAL:	27,770.58
ENGINEERING & INSPECTI	GENERAL FUND	HDR ENGINEERING INC	CITY ENG. SERVICES	8,244.66
			HDR/4TH STREET WARRANTY RE	1,319.46
			CITY ENG. SERVICES	8,112.22
			HDR/4TH STREET WARRANTY RE	1,997.87
			CITY ENG. SERVICES	613.08
			GIS SUPPORT TASK #4	2,117.07
		RELIANT ENERGY SOLUTIONS	MONTHLY ELECTRIC BILL	19.24
			TOTAL:	22,423.60
INTERNAL SVC/ I T DEPT	GENERAL FUND	LINCOLN	LTD DEC 2019 INVOICE	12.73

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			DEPT. ADJUSTMENT	0.74
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	615.11
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	104.12
			FICA CONTRIBUTIONS AND MAT	121.47
			MEDICARE CONTRIB AND MATCH	24.35
			MEDICARE CONTRIB AND MATCH	28.41
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	238.22
			TMRS CONTRIBUTIONS	237.45
		TIME WARNER CABLE DBA SPECTRUM	CABLE	74.71
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	10.87
			SALARY ADJUST	0.44
		VERIZON WIRELESS	CELL PHONE	42.00
			MIFI	30.00
		OLLE NETWORK TECH CONSULTANTS DBA ON	IT CONSULTING	4,052.87
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	25.85
			DENTAL INSURANCE	25.85
		CIT BANK, N.A DBA AVAYA FINANCIAL SERV	AVAYA SOFTWARE	2,500.37
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	<u>3.96</u>
			TOTAL:	8,149.52
NON-DEPARTMENTAL	GENERAL FUND	MCLAIN DECISION SUPPORT SYSTEMS	MBUDGET LICENSE THRU 2022	10,000.00
		TML INTERGOVERNMENTAL	FY19/20 ERRORS & OMISSIONS	1,558.91
			FY 19/20 GENERAL LIABILITY	1,124.51
			FY19/20 LAW ENFORCEMENT LI	3,589.75
			FY19/20 CRIME PUB EMP DIS	661.50
			FY19/20 REAL & PERS PROP	<u>7,424.07</u>
			TOTAL:	24,358.74
TIF EXPENDITURES	TIF (TAX INCREMENT	HDR ENGINEERING INC	HDR/GATEWAY SIGNAGE	2,598.78
			HDR/GATEWAY SIGNAGE	2,430.86
		FAZZONE CONSTRUCTION CO., INC	GATEWAY SIGN	9,380.89
			GATEWAY SIGN	<u>61,765.75</u>
			TOTAL:	76,176.28
CONTRIBUTE CIVIC PROGR MAIN STREET REVENU		BANNERS ON THE CHEAP		111.47
		LESCHBER, MATTHEW DBA:1836 REALTY LLC	SRSLY CHOCOLATE (10 OF 11)	383.38
			SRSLY CHOCOLATE 11 OF 11	339.25
		MICHAEL C. PESCHEL	CHRISTMAS BAZAAR MUSIC	400.00
		RICHARDS, JOSHUA	RENTAL ASSISTANCE (1 OF 11	625.00
			RENTAL ASSISTANCE (2 OF 11	625.00
		ALL POINTS COMMUNICATIONS	CAR SHOW RADIO RENTAL	200.00
		STICKERSBANNERS.COM	CAR SHOW BANNER	42.88
		TAYLOR PRESS	CAR SHOW THANK YOU-SPONSOR	300.00
		ZUNIGA, RICARDO	RED CAP CIGAR LOUNGE 4 OF	750.00
			RED CAP CIGAR LOUNGE (5 OF	750.00
		OVERNIGHT PRINTS	CAR SHOW MAGNETS	168.82
		CWMRY BOYD II LLC	RENTAL ASSISTANCE (6 OF 12	220.00
			RENTAL ASSISTANCE (7 OF 12	194.70
		RENEGADE MOVIE STUDIOS, LLC	CAR SHOW PROMO VIDEO	1,500.00
		S.R. SCOTT FAMILY LIMITED PARTNERSHIP	TURNING HEADS SALON 10 OF	460.00
			TURNING HEADS SALON 11 OF	<u>407.00</u>
			TOTAL:	7,477.50
LIBRARY	LIBRARY GRANT/DONA	TUMBLEWEED PRESS INC	TUMBLE BOOKS	<u>1,278.40</u>
			TOTAL:	1,278.40

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
AMY YOUNG BARRIER REMO	GENERAL CAPITAL IM VALDEZ REMODELING & WEATHERIZATION INC	STEVENSON, ROBERT DBA EQUITY CDC	915 PORTER - AYBR CONSTRUC	19,780.00
			915 PORTER - AYBR ADMIN PA	500.00
			915 PORTER - AYBR	<u>3,121.00</u>
			TOTAL:	23,401.00
CEMETERY ROADS	GENERAL CAPITAL IM ASSOCIATED SUPPLY COMPANY, INC		CORADER RENTAL	<u>7,612.50</u>
			TOTAL:	7,612.50
HERITAGE/SKATE PARK	GENERAL CAPITAL IM HDR ENGINEERING INC		HDR/SKATEPARK	1,913.01
			HDR/SKATEPARK	<u>2,378.41</u>
			TOTAL:	4,291.42
GIVENS COMMUNITY CENTE	GENERAL CAPITAL IM HDR ENGINEERING INC		HDR/GIVENS CENTER	1,360.10
			HDR/GIVENS CENTER	<u>2,610.59</u>
			TOTAL:	3,970.69
HOME PROGRAM-TDHCA	GENERAL CAPITAL IM ABSOLUTE RESIDENTIAL APPRAISALS, INC.	LANGFORD COMMUNITY MGMT	109 S. ROBINSON APPRAISAL	450.00
			311 SAMS APPRAISAL	450.00
			104 1ST AVE. APPRAISAL	450.00
			106 1ST AVE. APPRAISAL	450.00
			SMITH- 605 BLAND	10,000.00
			GARCIA- 105 FRANKLIN	10,000.00
			MORENO- 721 STURGIS	10,000.00
			DEARY- 405 BLAND	10,000.00
			SALAZAR- 118 2ND AVE	10,000.00
			GRIFFIN- 111 1ST ST	10,000.00
			PLACE DESIGNERS, INC.	HOME GRANT FOUNDATION PLAN
			KUSKE, ARLENE DBA: KUSKE INSURANCE AGE	118 2ND AVE - J. SALAZAR
				405 BLAND - S. DEARY
				721 STURGIS - C. MORENO
				605 BLAND - L.C. SMITH
				105 FRANKLIN - J. GARCIA
				C MORENO INSURANCE-721 STU
				S. DEARY INSURANCE-405 BLA
				L. SMITH INSURANCE-605 BLA
				J SALAZAR INSURANCE-118 2N
				405 BLAND-S. DEARY
				<u>67,837.50</u>
			TOTAL:	135,409.67
2019 TAX-SUPPORTED BON	GENERAL CAPITAL IM HDR ENGINEERING INC		HDR/ANIMAL SHELTER	1,979.19
			HDR/JUSTICE CENTER	2,503.33
			HDR/ANIMAL SHELTER	1,522.19
			HDR/JUSTICE CENTER	3,998.37
			2019 BOND TASK #6	148,592.94
			2019 BOND TASK #6	<u>82,692.66</u>
			TOTAL:	241,288.68
MISC DRAINAGE PROJECTS	MDUS IMPROVEMENT P HDR ENGINEERING INC		HDR/CRITERIA REWRITE	7,620.15
			HDR/CRITERIA REWRITE	<u>4,175.46</u>
			TOTAL:	11,795.61
MUSTANG CREEK TRIBUTOR	MDUS IMPROVEMENT P HALFF ASSOCIATES, INC.		2019 MDUS BOND PROJECTS	<u>17,957.75</u>
			TOTAL:	17,957.75
DOWNSTREETS PROJECT	2013 COMBINATION C HDR ENGINEERING INC		HDR/DOWNTOWN ST. PLAN	1,884.94
			HDR/DOWNTOWN ST. PLAN	3,787.64

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			TOTAL:	5,672.58
TRANSPORTATION	TRANSPORTATION FUN	HDR ENGINEERING INC	HDR/STREET MAINT. PLAN 201	425.57
			ROAD DESIGN REQUIREMENTS	2,883.22
			TOTAL:	3,308.79
NON-DEPARTMENTAL	SANITATION FUND	TEXAS COMPTROLLER OF PUBLIC ACCOUNTS	SALES & USE TAX ENDIN 10/3	7,830.46
			TOTAL:	7,830.46
SANITATION/TRASH	SANITATION FUND	PROGRESSIVE WASTE SOLUTIONS DBA WC OF	5303 RESIDENTIAL	65,871.38
			5276 RESIDENTIAL RECYCLE	17,147.00
			352 FRONT LOAD	45,123.18
			224 COMMERCIAL TOTERS	6,668.17
			TOTAL:	134,809.73
NON-DEPARTMENTAL	PUBLIC UTILITIES F	AFLAC	AFLAC NOV. 2019 INVOICE	459.16
		HDR ENGINEERING INC	RCR SEWER LINE-TASK ORDER	11,755.00
		PRE-PAID LEGAL SERVICES, INC. DBA LEGA	PRE-PAID LEGAL NOV. 2019	53.80
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	1,744.78
		CITIZENS NATIONAL BANK	FEDERAL WITHHOLDING	3,374.32
			FEDERAL WITHHOLDING	4,035.82
			FICA CONTRIBUTIONS AND MAT	2,507.80
			FICA CONTRIBUTIONS AND MAT	2,804.23
			MEDICARE CONTRIB AND MATCH	586.52
			MEDICARE CONTRIB AND MATCH	655.81
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	2,912.26
			TMRS CONTRIBUTIONS	3,166.05
		UNUM LIFE INS CO OF AMERI	UNUM LIFE INS. PAYABLE	92.08
		MILLS, TERESA NICHOLE c/o TX CHILD SUP	01-346 EDWARD AVALOS, JR.	386.31
			01-346 EDWARD AVALOS, JR.	386.31
		SUN LIFE ASSURANCE COMPANY	DENTAL PAYABLE	303.94
			DENTAL PAYABLE	303.94
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	26.92
			TOTAL:	35,555.05
UTILITIES ADMINISTRATI	PUBLIC UTILITIES F	BRINKS, INC.	OCTOBER BRINKS	736.52
		DATAPROSE LLC	LATE BILLS	150.04
			REGULAR BILLS	941.80
			POSTAGE	2,927.13
		TEXAS DEPARTMENT OF INFORMATION RESOUR	OCTOBER 2019 UTILITIES	0.02
		TYLER TECHNOLOGIES, INC	WEBSITE MAINTENANCE	50.00
			UTILITY ON-LINE	220.00
		LINCOLN	LTD DEC 2019 INVOICE	54.96
			DEPT. ADJUSTMENT	9.36
		McCREARY, VESELKA, BRAGG & ALLEN PC	BAD DEBT FEES- D. SAM	11.56
			BAD DEBT FEES - D. HICKMAN	26.96
		OFFICE DEPOT CORPORATION	CREDIT FOR DESKPAD&CALENDA	46.50-
			DESKPAD & CALENDAR	84.51
			INK, PLANNER, PAPER, DUSTER	261.69
			OFFICE SUPPLIES/POCKET FIL	33.49
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	3,690.66
			ADD EMP/ G. VILLARREAL	615.11
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	507.68
			FICA CONTRIBUTIONS AND MAT	532.70
			MEDICARE CONTRIB AND MATCH	118.74
			MEDICARE CONTRIB AND MATCH	124.57

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	1,018.36
			TMRS CONTRIBUTIONS	1,041.35
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	47.72
			ADD / G. VILLARREAL	6.39
			SALARY ADJUST	2.56
		VERIZON WIRELESS	CELL PHONE	126.00
			AIRCARD	30.00
		DAHILL DBA: XEROX BUSINESS SOLUTIONS	XER/XWC7845 COLOR COPIES O	9.85
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	129.25
			DENTAL INSURANCE	155.10
			ADD EMP / G. VILLARREAL	25.85
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	23.76
			ADD / G. VILLARREAL	<u>3.96</u>
			TOTAL:	13,671.15
WASTEWATER TREATMENT	PUBLIC UTILITIES F AT&T		WASTE WATER	66.84
		AQUA-TECH LABORATORIES, INC.	OCTOBER 2019 ANALYSIS	1,182.50
		JPMORGAN CHASE BANK NA	TEEX REFUND	410.00-
		TEXAS DEPARTMENT OF INFORMATION RESOUR	OCTOBER 2019 WASTE WATER	1.67
		GRAINGER, W. W. INC.	TRASH GRABBERS	54.12
		GULF COAST PAPER CO. INC.	ROLL TOWELS	20.00
		HUTHER AND ASSOC., INC.	BIO-MONITORING LAB TEST	1,030.00
		PROGRESSIVE WASTE SOLUTIONS DBA WC OF LINCOLN	ST,GR/1 40 YD CLEANING1017	2,910.30
			LTD DEC 2019 INVOICE	29.96
			DEPT. ADJUSTMENT	1.14
		MOSS & MOSS INC. #3000	ROPE FOR SUMP PUMP- WWTP	12.59
			TIE-DOWN STRAPS- WWTP	17.09
			SEALANT TO REPAIR VALVE-WW	6.74
		OFFICE DEPOT CORPORATION	1 TB THUMB DRIVE	219.99
		RELIANT ENERGY SOLUTIONS	MONTHLY ELECTRIC BILL	13,134.40
		RISE SKYBEAM/JAB BROADBAND INC.	INTERNET-100 OUR LADY GUAD	106.88
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	1,845.33
			ADD EMP/ N. LAPRADE	615.11
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	187.86
			FICA CONTRIBUTIONS AND MAT	209.72
			MEDICARE CONTRIB AND MATCH	43.94
			MEDICARE CONTRIB AND MATCH	49.04
		TAYLOR SPORTING GOODS	WORK SHIRTS- WWTP	150.00
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	369.59
			TMRS CONTRIBUTIONS	409.95
		TRACTOR SUPPLY COMPANY	WORK PANTS- NAP&CARLOS WWT	49.98
			WORK PANTS- JAMES L. WWTP	24.99
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	25.79
			ADD / N. LAPRADE	8.95
			SALARY ADJUST	0.86
		VERIZON WIRELESS	CELL PHONE	84.00
		WAL-MART COMMUNITY/GEMB	OFFICE/HDWR/CHEMICALS	43.50
			OFFICE/HDWR/CHEMICALS	11.76
			BATTERIES FOR WWTP LAB	16.24
		USA BLUEBOOK; INC. DBA	FILTER MEMBRANES,PETRI DIS	246.17
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	51.70
			DENTAL INSURANCE	77.55
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	11.88
			ADD / N. LAPRADE	<u>3.96</u>
			TOTAL:	22,922.09

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
DISTRIBUTION/COLLECTIO	PUBLIC UTILITIES F	AT&T	PUMP STATION	221.03
		ACT PIPE & SUPPLY, LTD	CLAMPS-INVENTORY	5,829.62
			PARTS INVENTORY- RESTOCK	8,850.39
			VALVES- INVENTORY	2,280.00
			FULL CIRCLE CLAMP SGL BAND	297.24
			(2) CLAMPS WITH LA NUTS &	186.00
			DBL SS STRAP IP SERVICE SA	70.00
		B2O & ASSOCIATES, INC.	FIRE HYDRANT METER	995.00
		NCH CORPORATION DBA	CHERRY MAT&SEWER SOLVENT	1,425.20
			GLOVES	366.34
		CITY OF ROUND ROCK	BACTERIOLOGICAL TEST	400.00
		TEXAS DEPARTMENT OF INFORMATION RESOUR	OCTOBER 2019 UTILITIES	3.07
		DPC INDUSTRIES, INC.	(3) CHLORINE CYLINDERS	322.86
		D&A WIRE ROPE, INC.	SHACKLES AND SLINGS	740.70
		GULF COAST PAPER CO. INC.	CAN LINERS	14.67
		HDR ENGINEERING INC	CITY ENG. SERVICES	7,490.68
			HDR/WATER CHLORINE ANALYSI	2,489.09
			HDR/BRA STUDY COORD.	848.21
			CITY ENG. SERVICES	8,112.22
			HDR/BRA STUDY COORD.	2,526.73
		MISCELLANEOUS CINTAS	CINTAS: WORK BOOTS	1,659.93
		JIM COX SALES, INC.	HYDRAULIC SAW	4,418.75
		LINCOLN	LTD DEC 2019 INVOICE	160.04
			DEPT. ADJUSTMENT	5.84
		LOWER COLORADO RIVER AUTH	TESTING	1,772.00
		MOSS & MOSS INC. #3000	WINTER PROTECTION	10.79
			PVC COUPLING-411 BRANCH LE	3.14
			PADLOCK FOR JET MACHINE	1.80
			10 LBS HYDRAULIC CEMENT	21.59
			(1) 10 X 12 BLU POLY TARP	9.89
			SCREWDRIVER SET FOR FLUSH	28.33
			411 BRANCH WATER LEAK	3.60
		OFFICE DEPOT CORPORATION	2020 CALENDAR - UTILITIES	15.19
			LABELS FOR ANTHONY - 5263	11.99
		POPE MATERIALS INC	FREIGHT GRAVEL	893.39
			FREIGHT- SUPER FLEX BASE	918.42
		RAM TOOL & SUPPLY CO., INC.	BLADES	447.00
		RELIANT ENERGY SOLUTIONS	MONTHLY ELECTRIC BILL	3,189.32
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	9,226.65
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	1,812.26
			FICA CONTRIBUTIONS AND MAT	2,061.81
			MEDICARE CONTRIB AND MATCH	423.84
			MEDICARE CONTRIB AND MATCH	482.20
		TEXAS CRUSHED STONE CO.	4 LOADS GRAVEL	1,210.85
			4 LOADS SUPER FLEX BASE	610.72
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	3,654.45
			TMRS CONTRIBUTIONS	4,030.52
		TECHLINE PIPE, L.P	PIPE & BOOTS- SASSY LASSI	583.21
		TX COMMISSION ON ENVIRONMENTAL QUALITY	WATER SYSTEM FEE	15,528.10
		TRACTOR SUPPLY COMPANY	JUSTIN CRUZ - COVERALLS	84.99
			12 PC CRESCENT SET	17.59
			COLD WEATHER GEAR-COVERALL	135.98
			KNIT HAT- TRUCK 617	9.99
			BIB COVERALLS FOR COLD WEA	79.99
			(2) RUBBER BOOTS-SEAN & JU	39.98
		ATMOS ENERGY	NATURAL GAS- 1200 N. MAIN	96.17

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	137.86
			SALARY ADJUST	5.08
		VERIZON WIRELESS	CELL PHONE	418.68
			IPADS	60.00
		WAL-MART COMMUNITY/GEMB	BOTTLED WATER FOR CUSTOMER	5.30
		WIN-911 SOFTWARE	ANNUAL SCADA MONITORING	495.00
		STEVE REYES CONCRETE	VANCE APTS-DRIVEWAY REPAI	1,974.00
		MCCOY'S BUILDING SUPPLY	2X6 AND STUDS-BUILDING MAT	39.13
			MASONRY BLADE, REBAR, TIE WI	36.51
		PRO-CHEM, INC.	ECO LIFT, GLOVES	1,028.86
			ECO LIFT, GLOVES, SAFETY GL	289.47
		AT&T U-VERSE	INTERNET	73.39
		SCHMIDT, JOHN	CDL LICENSE CLASS A	61.00
		CINTAS CORPORATION #86	UNIFORM RENTAL- 708	204.88
			UNIFORM RENTAL-UTIL. & MAI	204.88
			UNIFORM RENTAL-708	204.88
			UNIFORM RENTAL- UTIL&MAINT	204.88
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	413.60
			DENTAL INSURANCE	387.75
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	55.44
		ALTERMAN, INC.	TROUBLESHOOT PLC- NORTH PU	357.00
		COMMUNITY COFFEE COMPANY LLC	CUPS, CREAMER, COFFEE, HOT CH	108.20
			TOTAL:	103,895.15
UTILITIES NONDEPARTMEN	PUBLIC UTILITIES F	BRAZOS RIVER AUTHORITY	EWC WTP/O&M - G900000335	166,512.86
		HDR ENGINEERING INC	HDR/MANHOLE REPAIR PROJECT	565.48
			HDR/W/WW EMERGENCY REPAIRS	1,271.93
			HDR/W/WW EMERGENCY REPAIRS	2,697.64
			WASTEWATER MASTER PLAN TAS	7,885.00
			WATER MASTER PLAN TASK #3	4,760.00
			GIS SUPPORT TASK #4	2,117.08
		MCGINNIS, LOCHRIDGE & KILGORE, L.L.P	WATER SUPPLY CONTRACT	100.00
		TML INTERGOVERNMENTAL	FY19/20 ERRORS & OMISSIONS	1,489.63
			FY19/20 GENERAL LIABILITY	739.53
			FY19/20 REAL & PERS PROP	4,759.83
			TOTAL:	192,898.98
NON-DEPARTMENTAL	AIRPORT FUND	PRE-PAID LEGAL SERVICES, INC. DBA LEGA	PRE-PAID LEGAL NOV. 2019	18.95
		CITIZENS NATIONAL BANK	FEDERAL WITHHOLDING	263.11
			FEDERAL WITHHOLDING	250.66
			FICA CONTRIBUTIONS AND MAT	167.89
			FICA CONTRIBUTIONS AND MAT	153.96
			MEDICARE CONTRIB AND MATCH	39.27
			MEDICARE CONTRIB AND MATCH	36.01
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	190.92
			TMRS CONTRIBUTIONS	173.83
		SUN LIFE ASSURANCE COMPANY	DENTAL PAYABLE	35.38
			DENTAL PAYABLE	35.38
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	3.56
			TOTAL:	1,368.92
AIRPORT OPERATIONS DEP	AIRPORT FUND	AT&T	AIRPORT	105.51
		AVFUEL CORP.	100LL FUEL	13,284.37
			JET A FUEL	6,895.33
		TEXAS DEPARTMENT OF INFORMATION RESOUR	OCTOBER 2019 AIRPORT	0.90
		LINCOLN	LTD DEC 2019 INVOICE	18.90

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			DEPT. ADJUSTMENT	1.10
		OFFICE DEPOT CORPORATION	BATHROOM PAPER	35.59
			OFFICE SUPPLIES	154.08
		RELIANT ENERGY SOLUTIONS	MONTHLY ELECTRIC BILL	474.26
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	615.11
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	167.89
			FICA CONTRIBUTIONS AND MAT	153.96
			MEDICARE CONTRIB AND MATCH	39.26
			MEDICARE CONTRIB AND MATCH	36.00
		TML INTERGOVERNMENTAL	FY19/20 AIRPORT LIABILITY	921.50
			FY19/20 ERRORS & OMISSIONS	138.57
			FY19/20 GENERAL LIABILITY	32.40
			FY19/20 REAL & PERS PROP	896.42
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	330.56
			TMRS CONTRIBUTIONS	300.97
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	16.41
			SALARY ADJUST	0.86
		VERIZON WIRELESS	CELL PHONE	42.00
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	51.70
			DENTAL INSURANCE	51.70
		CIT BANK, N.A DBA AVAYA FINANCIAL SERV	SECURITY CAMERAS AT AIRPOR	187.42
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	7.92
			TOTAL:	24,960.69
NON-DEPARTMENTAL	CEMETERY OPERATING	CITIZENS NATIONAL BANK	FEDERAL WITHHOLDING	118.62
			FEDERAL WITHHOLDING	137.17
			FICA CONTRIBUTIONS AND MAT	130.27
			FICA CONTRIBUTIONS AND MAT	157.82
			MEDICARE CONTRIB AND MATCH	30.47
			MEDICARE CONTRIB AND MATCH	36.91
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	147.08
			TMRS CONTRIBUTIONS	178.18
			TOTAL:	936.52
CEMETERY OPERATING	DEP CEMETERY OPERATING	AT&T	CEMETERY	47.76
		TEXAS DEPARTMENT OF INFORMATION RESOUR	OCTOBER 2019 CEMETERY	1.55
		MISCELLANEOUS CINTAS	CINTAS: WORK BOOTS	89.99
		LINCOLN	LTD DEC 2019 INVOICE	18.17
			DEPT. ADJUSTMENT	0.58
		MOSS & MOSS INC. #4000	CEM/BROOM 124824	11.99
		RELIANT ENERGY SOLUTIONS	MONTHLY ELECTRIC BILL	36.64
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	1,230.22
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	130.27
			FICA CONTRIBUTIONS AND MAT	157.82
			MEDICARE CONTRIB AND MATCH	30.47
			MEDICARE CONTRIB AND MATCH	36.91
		TML INTERGOVERNMENTAL	FY19/20 ERRORS & OMISSIONS	138.57
			FY19/20 GENERAL LIABILITY	16.09
			FY19/20 REAL & PERS PROP	13.16
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	254.66
			TMRS CONTRIBUTIONS	308.52
		TRACTOR SUPPLY COMPANY	L DELUNA/BOOTS 542341	139.99
			CEM/SHOP HEATER 641648	99.99
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	15.77
			SALARY ADJUST	1.28
		VERIZON WIRELESS	CELL PHONE	72.00

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		CINTAS CORPORATION #86	CEM/UNIFORMS 439990	13.31
			CEM/UNIFORMS 011009	13.31
			CEM/UNIFORMS 618407	13.31
			CEM/UNIFORMS 170228	13.31
		KNIPPA, DANIEL	CEM/5 REG OP/C,1 ASHES,1 D	3,150.00
			CEM/NOV 1 REG OPEN/CLOSE10	425.00
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	51.70
			DENTAL INSURANCE	51.70
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	7.92
			TOTAL:	6,591.96
NON-DEPARTMENTAL	FLEET SERVICES OPE AFLAC		AFLAC NOV. 2019 INVOICE	152.08
		NATIONWIDE RETIREMENT SOLUTIONS	NATIONWIDE CONTRIBUTIONS	35.00
		PRE-PAID LEGAL SERVICES, INC. DBA LEGA	PRE-PAID LEGAL NOV. 2019	33.90
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	283.28
		CITIZENS NATIONAL BANK	FEDERAL WITHHOLDING	409.87
			FEDERAL WITHHOLDING	444.98
			FICA CONTRIBUTIONS AND MAT	269.95
			FICA CONTRIBUTIONS AND MAT	282.48
			MEDICARE CONTRIB AND MATCH	63.14
			MEDICARE CONTRIB AND MATCH	66.07
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	319.97
			TMRS CONTRIBUTIONS	318.93
		UNUM LIFE INS CO OF AMERI	UNUM LIFE INS. PAYABLE	49.62
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	74.76
			DENTAL INSURANCE	74.76
			TOTAL:	2,878.79
FLEET SERVICES SECTION	FLEET SERVICES OPE	ARNOLD OIL COMPANY OF AUSTIN, LP DBA A	#45 OIL FILTER - 6848049	25.55
			#521 HOSE - 6852176	0.72
			#601 OIL	29.16
			#521 CLAMPS	3.66
			#521 CLAMPS - 6852846	7.32
			ANTI SEIZE FOR SHOP - 6858	8.69
			#270 OIL - 6860439	25.85
			#87 BATTERY	104.01
			#343 BULB	4.49
			OIL FILTER FOR FLEET STOCK	4.66
			WINDSHIELD WASH	5.58
			#306 OIL FILTER - 6870161	31.49
			POLICE DEPT. JUMP BOX- 687	229.69
			#568 WIPER BLADE - 6875529	19.96
			#543 FLASHER - 6875566	64.97
			#526 BATTERY - 6876002	88.29
			#341 FLEET OIL	41.36
			#730 FLEET OIL	29.16
			FLEET OIL	5.58
			FIRE DEPT. TIRE GAUGE	23.31
			730	4.06
			STOCK FILTER	4.06
			MAT PAD FOR SHOP - 6882554	79.36
			#626 OIL - 6883456	29.97
			5/16-18 KIT-6885455	16.77
			STREET DEPT. OIL	79.95
			CEMETERY DEPT. OIL	79.95
			WATER DEPT. PLUG - 6888580	2.55

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
			WATER DEPT. OIL - 6888601	19.99
			#269 SPARK PLUG WIRE KIT	157.14
			AIR CHUCK/MALE PLUG-689195	7.20
			STREET SEPT. #556 OIL- 689	79.95
			#502 OIL FILTER	30.57
			#28.OIL FILTER	28.40
		AUSTIN TURF & TRACTOR	#728 BRAKES	1,155.64
			#728 BRAKES	1,351.70
		BETA TECHNOLOGY, INC	BETA SOLVENT - 637420	187.28
		CAPITOL BEARING SERVICE	#621 COUPLER	104.11
		COUFAL-PRATER EQUIP LLC DBA UNITED AG	552 REPAIRS	4,790.84
			#552 BEARING - 10718166	47.80
			PARKS BRUSHKNIFE-10720561	65.98
			#552 REPAIR PTO	195.68
		FREIGHTLINER OF AUSTIN	#607 VEE BELT, AIRLINE	109.99
			#515 FILTERS	53.38
		GEORGETOWN OUTDOOR POWER, INC.	CHAINSAW SPROCKET CHAIN	101.88
		HENNA CHEVROLET INC	STOCK FILTER	57.10
			FILTERS	57.10
			SPARK PLUG/WIRE KIT	196.32
			CREDIT FOR #343 CORE	50.00-
			#730 MIRROR	84.52
			#548 SOLENOID	127.87
		O'REILLY AUTOMOTIVE, INC.	#270 OIL FILTER	4.52
			B1 HATCH SUPPORT	94.08
			CREDIT FOR B1 HATCH SUPPOR	57.90-
			B1 LIFT SUPPORT	45.22
		INTERSTATE BATT. N AUSTIN	#306	112.14
			#166	112.27
			#330	124.95
		LINCOLN	LTD DEC 2019 INVOICE	28.80
			DEPT. ADJUSTMENT	0.96
		M & D DISTRIBUTORS	#521 FUEL	87.48
		MOSS & MOSS INC. #8000	SCREWDRIVERS FOR SHOP	11.14
			GRINDER, BRUSH, BULB FOR S	75.93
			BLK EXT CORD-POLICE JUMP B	8.99
		PROFESSIONAL TURF PRODUCTS, LP	#567 WHEEL	286.14
		MIMMS, RONNIE A DBA ALL AREA OVERHEAD	8900 GARAGE DOOR OPENER- 2	860.00
		SCOTT & WHITE HEALTHCARE	HEALTH PREMIUMS	1,230.22
		CITIZENS NATIONAL BANK	FICA CONTRIBUTIONS AND MAT	269.95
			FICA CONTRIBUTIONS AND MAT	282.48
			MEDICARE CONTRIB AND MATCH	63.14
			MEDICARE CONTRIB AND MATCH	66.07
		TAYLOR AUTO ELECTRIC, INC	#607 ALTERNATOR	186.96
			#526 SOLENOID	78.06
		EWALD KUBOTA INC	KUBOTA FILTERS	125.80
		TERRY'S BODY SHOP INC	#734 REPAIRS	3,651.39
		TML INTERGOVERNMENTAL	FY19/20 AUTOMOBILE LIABILI	5,665.50
			FY19/20 ERRORS & OMISSIONS	138.57
			FY19/20 GENERAL LIABILITY	52.47
			FY19/20 AUTO PHYS DAMAGE	7,873.00
			FY19/20 MOBILE EQUIPMENT	1,838.50
			FY19/20 REAL & PERS PROP	69.77
		TEXAS MUNICIPAL RETIREMENT SYSTEMS	TMRS CONTRIBUTIONS	554.01
			TMRS CONTRIBUTIONS	552.21
		TRACTOR SUPPLY COMPANY	JACKET - 542049	99.99

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
		UNUM LIFE INS CO OF AMERI	UNUM AD&D	25.57
			SALARY ADJUST	1.28
		VERIZON WIRELESS	CELL PHONE	84.00
			IPAD	30.00
		CINTAS CORPORATION #86	FLEET/UNIFORMS 439841	17.62
			FLEET/UNIFORMS 010997	17.62
			FLEET/UNIFORMS 618304	17.62
			FLEET/UNIFORMS 170392	17.62
		ASSOCIATED SUPPLY COMPANY, INC	VOLVO COMPACTOR	2,678.00
			#554 REPAIRS	1,508.89
		SIDDONS MARTIN EMERGENCY GROUP LLC	T1 REPAIRS	1,410.00
			T1 REPAIRS	1,825.32
			E11 REPAIRS	717.91
		FLEETCOR TECHNOLOGIES, INC.LLC DBA FUE	FUEL	5,379.74
			FUEL	7,118.56
		SUN LIFE ASSURANCE COMPANY	DENTAL INSURANCE	51.70
			DENTAL INSURANCE	51.70
		SOUTHERN TIRE MART	#542 TIRES	2,315.00
			#601 & #618	944.00
			#502 TIRES - 4650030756	456.00
			#618 TIRES - 4650031163	476.00
		SELECT BENEFITS GROUP INC. DBA DENTAL	DENTAL SELECT VISION DEC.2	7.92
			TOTAL:	59,755.49
FLEET REPLACEMENT	FLEET REPLACEMENT	CITIZENS NTL BANK-CAPITAL EQUIP ACCT	CAPITAL EQUIP PAY#53	5,238.34
			CAPITAL EQUIP PAY#53	90.91
		JOHN DEERE FINANCIAL F.S.B.DBA DEERE C	PAYMENT #26 WDL SWPR	855.35
			PAYMENT #26 WDL SWPR	119.73
			JD GATORS	542.28
		WELLS FARGO FINANCIAL LEASING	PAYMENT# 24 MOWER & GRADER	862.90
			PAYMENT# 24 MOWER & GRADER	90.82
			KUBOTA TRACTOR LEASE	1,615.71
		MCP ACQUISITION CORPORATION DBA: MISSI	CAD & RADIO PROCUMENT & IM	17,417.25
			TOTAL:	26,833.29
NON-DEPARTMENTAL	POOLED CASH	JPMORGAN CHASE BANK NA	10/2019 TRANSACTIONS	12,015.63
			10-11/2019 TRANSACTIONS	11,591.53
			TOTAL:	23,607.16

DEPARTMENT	FUND	VENDOR NAME	DESCRIPTION	AMOUNT
===== FUND TOTALS =====				
100	GENERAL FUND			764,175.96
119	TIF (TAX INCREMENT FUND)			76,176.28
123	MAIN STREET REVENUE FUND			7,477.50
129	LIBRARY GRANT/DONATION			1,278.40
162	GENERAL CAPITAL IMPROVEME			415,973.96
164	MDUS IMPROVEMENT PROJECTS			29,753.36
165	2013 COMBINATION CO			5,672.58
210	TRANSPORTATION FUND			3,308.79
320	SANITATION FUND			142,640.19
340	PUBLIC UTILITIES FUND			368,942.42
350	AIRPORT FUND			26,329.61
370	CEMETERY OPERATING FUND			7,528.48
382	FLEET SERVICES OPERATING			62,634.28
384	FLEET REPLACEMENT FUND			26,833.29
950	POOLED CASH			23,607.16

GRAND TOTAL:				1,962,332.26

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 95-CITY OF TAYLOR
VENDOR: All
CLASSIFICATION: All
BANK CODE: All
ITEM DATE: 0/00/0000 THRU 99/99/9999
ITEM AMOUNT: 99,999,999.00CR THRU 99,999,999.00
GL POST DATE: 11/01/2019 THRU 11/30/2019
CHECK DATE: 0/00/0000 THRU 99/99/9999

PAYROLL SELECTION

PAYROLL EXPENSES: NO
EXPENSE TYPE: N/A
CHECK DATE: 0/00/0000 THRU 99/99/9999

PRINT OPTIONS

PRINT DATE: None
SEQUENCE: By Department
DESCRIPTION: Distribution
GL ACCTS: NO
REPORT TITLE: C O U N C I L R E P O R T
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

Attachment D

Balance Sheets by Funds

General Fund
Special Revenue Funds
Roadway Impact Fund
Transportation Fund
Municipal Utility Drainage Fund
Sanitation Fund
Utility Fund
Utility Impact Fund
Airport Fund
Cemetery Fund
Fleet Services Operating Fund
Fleet Replacement Fund

100-GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
100-100-100	PETTY CASH	1,650.00
100-100-102	CLAIM ON POOLED CASH	(4,180,632.13)
100-100-103	FROST SAFEKEEPING 1004078	2,685,014.79
100-100-104	FROST ACCT 0591800744	3,886.77
100-100-105	MONEY MARKET @CNB #4260618	12,229.86
100-100-106	VALERO DONATION FUNDS TEXPOOL	512,084.56
100-100-108	NED TRUST(MOODY)TEXSTAR	199,501.12
100-100-109	PRINCOR GEN FUND 6FR-139362	0.26
100-100-110	TEXPOOL 2465300006 POOLED CASH	4,512,986.89
100-100-113	TEXPOOL 2465300015 N MOODY	52,680.38
100-120-100	PROPERTY TAXES RECEIVABLE	150,568.17
100-120-103	MISC. ACCOUNTS RECEIVABLE	21,624.81
100-120-110	ALLOWANCE UNCOLLECTED TAXES	0.00
100-120-120	SALES TAXES RECEIVABLE	576,034.09
100-120-130	ACCTS RECEIVABLE GARBAGE	0.00
100-120-131	ALLOWANCE - GARBAGE	0.00
100-120-140	GRANTS RECEIVABLE	14,559.80
100-120-240	DUE FROM TAXES	0.00
100-120-250	DUE FROM FUND 350 FOR LOAN	0.00
100-120-251	DUE FROM FUND 350	0.00
100-120-302	TEDC REIMBURSE FOR MAIN ST	0.00
100-150-100	OTHER ASSETS (AUDITOR'S ENTRY)	0.00
100-170-100	CURRENT YR RES FOR ENCUMBRANCE	(311,647.10)
100-170-101	PRIOR YR RES FOR ENCUMBRANCE	116,125.80
100-180-101	DUE FROM SOURCES-GRANT REVENUE	0.00
100-190-102	DEFERRED CHGS-BOND ISSUE COST	<u>0.00</u>
		<u>4,366,668.07</u>
TOTAL ASSETS		4,366,668.07

LIABILITIES		
=====		
100-200-100	ACCRUED PAYBLES	0.00
100-200-110	ENCUMBERED PAYABLE GEN.	(311,647.10)
100-200-111	PRIOR YEAR ENCUMBRANCE	116,125.80
100-200-200	FICA & MEDICARE PAYABLE	0.00
100-200-201	FEDERAL WITHHOLDING PAYABLE	0.00
100-200-202	TMRS PAYABLE	0.00
100-200-203	DEFERRED COMP PAYABLE	1,385.88
100-200-204	CIVIL SERVICE-SICK LEAVE	0.00
100-200-205	TEDC SALES TAX PAYABLE	0.00
100-200-210	CHILD SUPPORT PAYABLE	(92.31)
100-200-211	GARNISHMENTS PAYABLE	0.00
100-200-212	UNUM LIFE INS PAYABLE	551.39
100-200-213	DENTAL PAYABLE	(714.77)
100-200-214	AFLAC PAYABLE	2,968.26
100-200-215	CLOTHES RENTAL PAYABLE	0.00
100-200-216	CINCINNATI LIFE PAYABLE	28.71
100-200-218	BLUE CHOICE PAYABLE	27.62

100-GENERAL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
100-200-219	SCOTT & WHITE HEALTH PAYABLE	727.20
100-200-220	S&W PAYABLE 2001-2011	(9,793.98)
100-200-222	PRE-PAID LEGAL PAYABLE	(867.70)
100-200-228	MISC DEDUCTIONS PAYABLE	0.00
100-200-229	MET LIFE DENTAL PAYABLE	(551.91)
100-200-230	UNITED WAY PAYABLE	0.00
100-200-231	MEMBERSHIP/DUES PAYABLE	200.00
100-200-232	COURT BOND REFUND PAYABLE	(509.80)
100-200-233	OTHER A/P PENDING (AUDITOR)	(52,259.66)
100-200-235	VISION PLAN PAYABLE	81.06
100-200-300	RETAINAGE PAYABLE	(23,324.86)
100-200-301	COURT COLLECTIONS	29,810.41
100-200-401	WAGES PAYABLE	28,954.07
100-200-500	DUE TO OTHER FUNDS	229,877.31
100-200-502	DUE TO STATE/COURT FEES	34,259.79
100-200-503	DUE TO COMPT. SALES TAX	0.00
100-200-504	DUE TO TEDC-MONTHLY SALES TAX	0.00
100-200-505	DUE TO OMNIBASE SERVICES INC	1,059.03
100-200-507	DUE TO S&W/COBRA FROM OTHERS	497.10
100-200-508	DUE TO TISD:HOUSING AUTH PILOT	0.00
100-200-509	DUE TO TMRS FROM TEDC	(3,062.47)
100-210-111	DUE TO I&S (TAX COLLECTIONS)	2,153.54
100-220-100	TAX DISTRIBUTION	0.00
100-240-100	DEFERRED TAX REVENUE	150,568.17
100-240-101	UNCLAIMED FUNDS	12,115.79
100-240-102	DEFERRED REV-BOND PREMIUM	0.00
100-240-103	DEFERRED REVENUE	<u>0.00</u>
TOTAL LIABILITIES		<u>208,566.57</u>
EQUITY		
=====		
100-260-111	RESERVE CHRISTMAS DONATIONS	600.00
100-260-113	ESCROW-BONDS POSTED-DEFENDENTS	3,601.75
100-265-100	RESTRICTED PORTION FUND BA	0.00
100-270-100	FUND BALANCE	4,906,773.29
100-280-100	ASSIGNED FUND BALANCE	<u>32,396.29</u>
TOTAL BEGINNING EQUITY		4,943,371.33
TOTAL REVENUE		1,296,619.16
TOTAL EXPENSES		<u>2,457,298.67</u>
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(1,160,679.51)
(WILL CLOSE TO FUND BAL.)		375,409.68
TOTAL EQUITY & FUND BALANCE		<u>4,158,101.50</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE		4,366,668.07
=====		

119-TIF (TAX INCREMENT FUND)

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
119-100-102	CLAIM ON POOLED CASH	(95,712.62)	
119-100-103	SECURITY INVESTMENTS-FROST BAN	0.00	
119-100-104	FROST ACCT 0591800744	0.00	
119-100-115	TEXPOOL 246530004 TIF PROP TAX	686,081.95	
119-120-103	MISC ACCOUNTS RECEIVABLE	0.00	
119-170-100	CURRENT YR RES FOR ENCUMBRANCE	0.00	
119-170-101	PRIOR YR RES FOR ENCUMBRANCE	<u>0.00</u>	
			<u>590,369.33</u>
TOTAL ASSETS			590,369.33
			=====
LIABILITIES			
=====			
119-200-110	CURRENT YEAR ENCUMBRANCE	0.00	
119-200-111	PRIOR YEAR ENCUMBRANCE	0.00	
119-200-500	ACCOUNTS PAYABLE PENDING	<u>64,196.61</u>	
	TOTAL LIABILITIES		<u>64,196.61</u>
EQUITY			
=====			
119-270-100	FUND BALANCE	<u>755,586.69</u>	
	TOTAL BEGINNING EQUITY	755,586.69	
TOTAL REVENUE		2,055.10	
TOTAL EXPENSES		<u>76,176.28</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(74,121.18)	
(WILL CLOSE TO FUND BAL.)		(155,292.79)	
TOTAL EQUITY & FUND BALANCE			<u>526,172.72</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE			590,369.33
			=====

120-HOTEL/MOTEL FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
120-100-102	CLAIM ON POOLED CASH	111,341.45	
120-120-103	MISC ACCOUNTS RECEIVABLE	0.00	
120-170-100	CURRENT YR RES FOR ENCUMBRANCE	0.00	
120-170-101	PRIOR YR RES FOR ENCUMBRANCE	<u>0.00</u>	
			<u>111,341.45</u>
TOTAL ASSETS			111,341.45
			=====
LIABILITIES			
=====			
120-200-110	CURRENT YEAR ENCUMBRANCE	0.00	
120-200-111	PRIOR YEAR ENCUMBRANCE	0.00	
120-200-500	ACCOUNTS PAYABLE PENDING	0.00	
120-200-505	DUE TO SAYDA 380 AGREEMENT	<u>0.00</u>	
TOTAL LIABILITIES			<u>0.00</u>
EQUITY			
=====			
120-270-100	FUND BALANCE	<u>81,120.16</u>	
TOTAL BEGINNING EQUITY		81,120.16	
TOTAL REVENUE		37,793.61	
TOTAL EXPENSES		<u>16,519.64</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		21,273.97	
(WILL CLOSE TO FUND BAL.)		8,947.32	
TOTAL EQUITY & FUND BALANCE			<u>111,341.45</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE			111,341.45
			=====

123-MAIN STREET REVENUE FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
123-100-102	CLAIM ON POOLED CASH	71,187.32	
123-120-103	MISC ACCOUNTS RECEIVABLES	0.00	
123-170-100	CURRENT YR RES FOR ENCUMBRANCE	(1,985.00)	
123-170-101	PRIOR YR RES FOR ENCUMBRANCE	<u>1,985.00</u>	
			<u>71,187.32</u>
TOTAL ASSETS			71,187.32
			=====
LIABILITIES			
=====			
123-200-110	CURRENT YEAR ENCUMBRANCE	(1,985.00)	
123-200-111	PRIOR YEAR ENCUMBRANCE	1,985.00	
123-200-500	ACCOUNTS PAYABLE PENDING	2,315.95	
123-240-100	PRE-REGISTER FESTIVAL/CARSHOW	<u>0.00</u>	
TOTAL LIABILITIES			<u>2,315.95</u>
EQUITY			
=====			
123-270-100	FUND BALANCE	<u>57,157.30</u>	
TOTAL BEGINNING EQUITY		57,157.30	
TOTAL REVENUE		23,535.00	
TOTAL EXPENSES		<u>18,549.25</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		4,985.75	
(WILL CLOSE TO FUND BAL.)		6,728.32	
TOTAL EQUITY & FUND BALANCE			<u>68,871.37</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE			71,187.32
			=====

125-MUNICIPAL CRT SPECIAL FEE

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
125-100-102	CLAIM ON POOLED CASH	105,003.11	
125-170-100	CURRENT YR RES FOR ENCUMBRANCE	(2,641.12)	
125-170-101	PRIOR YR RES FOR ENCUMBRANCE	<u>1,253.00</u>	
			<u>103,614.99</u>
TOTAL ASSETS			103,614.99
			=====
LIABILITIES			
=====			
125-200-110	CURRENT YEAR ENCUMBRANCE	(2,641.12)	
125-200-111	PRIOR YEAR ENCUMBRANCE	1,253.00	
125-200-500	ACCOUNTS PAYABLE PENDING	<u>0.00</u>	
	TOTAL LIABILITIES		(<u>1,388.12</u>)
EQUITY			
=====			
125-270-100	FUND BALANCE	<u>115,234.61</u>	
	TOTAL BEGINNING EQUITY	115,234.61	
TOTAL REVENUE		1,852.91	
TOTAL EXPENSES		<u>1,455.58</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		397.33	
(WILL CLOSE TO FUND BAL.)		(10,628.83)	
TOTAL EQUITY & FUND BALANCE			<u>105,003.11</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE			103,614.99
			=====

129-LIBRARY GRANT/DONATION

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
129-100-102	CLAIM ON POOLED CASH	52,300.86	
129-100-103	TEXSTAR: NOBLE TRUST - 3444	919.40	
129-100-108	NED TRUST (LIBRARY) TEXSTAR	283,260.54	
129-120-103	MISC ACCTS RECEIVABLE	0.00	
129-170-100	CURRENT YR RES FOR ENCUMBRANCE	(1,436.37)	
129-170-101	PRIOR YR RES FOR ENCUMBRANCE	<u>1,436.37</u>	
			<u>336,480.80</u>
TOTAL ASSETS			336,480.80
			=====
LIABILITIES			
=====			
129-200-110	CURRENT YEAR ENCUMBRANCE	(1,436.37)	
129-200-111	PRIOR YEAR ENCUMBRANCE	1,436.37	
129-200-233	OTHER A/P PENDING (AUDITOR)	(10,945.00)	
129-200-500	ACCOUNTS PAYABLE PENDING	<u>12,223.40</u>	
	TOTAL LIABILITIES		<u>1,278.40</u>
EQUITY			
=====			
129-270-100	FUND BALANCE	<u>330,876.29</u>	
	TOTAL BEGINNING EQUITY	330,876.29	
TOTAL REVENUE		822.82	
TOTAL EXPENSES		<u>1,311.40</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(488.58)	
(WILL CLOSE TO FUND BAL.)		4,814.69	
TOTAL EQUITY & FUND BALANCE			<u>335,202.40</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE			336,480.80
			=====

200-ROADWAY IMPACT FEE FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
200-100-102	CLAIM ON POOLED CASH	<u>247,774.39</u>	<u>247,774.39</u>
TOTAL ASSETS			247,774.39
LIABILITIES			
=====			
200-200-500	ACCOUNTS PAYABLE PENDING	<u>0.00</u>	
TOTAL LIABILITIES			<u>0.00</u>
EQUITY			
=====			
200-270-100	FUND BALANCE	<u>188,710.07</u>	
TOTAL BEGINNING EQUITY		188,710.07	
TOTAL REVENUE		1,440.00	
TOTAL EXPENSES		<u>0.00</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		1,440.00	
(WILL CLOSE TO FUND BAL.)		57,624.32	
TOTAL EQUITY & FUND BALANCE			<u>247,774.39</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE			247,774.39

210-TRANSPORTATION FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
210-100-101	2019 CO BOND FUNDS TEXSTAR	4,310,676.44	
210-100-102	CLAIM ON POOLED CASH	896,418.55	
210-120-130	ACCTS RECEIVABLE TRANSPORTATIO	43,706.53	
210-120-131	ALLOWANCE-TRANSPORTATION	0.00	
210-170-100	CURRENT YR RES FOR ENCUMBRANCE	0.00	
210-170-101	PRIOR YR RES FOR ENCUMBRANCE	<u>0.00</u>	
			<u>5,250,801.52</u>
TOTAL ASSETS			5,250,801.52
			=====
LIABILITIES			
=====			
210-200-100	ACCRUED PAYABLES	0.00	
210-200-110	CURRENT YR ENCUMBRANCES	0.00	
210-200-111	PRIOR YR ENCUMBRANCES	0.00	
210-200-500	ACCOUNTS PAYABLE PENDING	2,883.22	
210-240-101	UNCLAIMED FUNDS	<u>0.00</u>	
	TOTAL LIABILITIES		<u>2,883.22</u>
EQUITY			
=====			
210-270-100	FUND BALANCE	<u>884,560.34</u>	
	TOTAL BEGINNING EQUITY	884,560.34	
TOTAL REVENUE		144,948.41	
TOTAL EXPENSES		<u>8,351.67</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		136,596.74	
(WILL CLOSE TO FUND BAL.)		4,226,761.22	
TOTAL EQUITY & FUND BALANCE			<u>5,247,918.30</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE			5,250,801.52
			=====

300-MUNICIPAL DRAINAGE UTILIT

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
300-100-102	CLAIM ON POOLED CASH	243,148.25	
300-120-100	DRAINAGE RECEIVABLE	29,242.25	
300-120-130	ALLOWANCE FOR DOUBTFUL ACCTS	(3,864.08)	
300-160-206	FIXED ASSET-WORK IN PROGRESS	0.00	
300-170-100	CURRENT YR RES FOR ENCUMBRANCE	0.00	
300-170-101	PRIOR YR RES FOR ENCUMBRANCE	0.00	
300-190-103	ACCUMULATED DEPRECIATION	<u>0.00</u>	
			<u>268,526.42</u>
TOTAL ASSETS			268,526.42
			=====
LIABILITIES			
=====			
300-200-104	ACCRUED INTEREST PAYABLE	0.00	
300-200-110	CURRENT YEAR ENCUMBRANCES	0.00	
300-200-111	PRIOR YEAR ENCUMBRANCES	0.00	
300-200-233	OTHER A/P PENDING (AUDITOR)	0.00	
300-200-240	BOND PAYABLE - CURRENT	0.00	
300-200-300	RETAINAGE PAYABLE	0.00	
300-200-500	ACCOUNTS PAYABLE PENDING	<u>0.00</u>	
	TOTAL LIABILITIES		<u>0.00</u>
EQUITY			
=====			
300-250-100	CONTRIBUTED CAPITAL-DRAINAGE	0.00	
300-270-100	FUND BALANCE	<u>35,509.41</u>	
	TOTAL BEGINNING EQUITY	35,509.41	
TOTAL REVENUE		82,467.59	
TOTAL EXPENSES		<u>0.00</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		82,467.59	
(WILL CLOSE TO FUND BAL.)		150,549.42	
TOTAL EQUITY & FUND BALANCE			<u>268,526.42</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE			268,526.42
			=====

320-SANITATION FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
320-100-102	CLAIM ON POOLED CASH	261,644.68	
320-120-103	MISC ACCOUNTS RECEIVABLE	0.00	
320-120-130	ACCTS RECEIVABLE GARBAGE	86,069.89	
320-120-131	ALLOWANCE-GARBAGE	(2,691.04)	
320-170-100	CURRENT YR RES FOR ENCUMBRANCE	0.00	
320-170-101	PRIOR YR RES FOR ENCUMBRANCE	<u>0.00</u>	
			<u>345,023.53</u>
TOTAL ASSETS			345,023.53
			=====
LIABILITIES			
=====			
320-200-100	ACCRUED PAYABLES	0.00	
320-200-110	CURRENT YR ENCUMBRANCES	0.00	
320-200-111	PRIOR YR ENCUMBRANCES	0.00	
320-200-500	ACCOUNTS PAYABLE PENDING	0.00	
320-200-503	DUE TO STATE COMPT SALES TAX	13,088.49	
320-240-101	UNCLAIMED FUNDS	<u>0.00</u>	
TOTAL LIABILITIES			<u>13,088.49</u>
EQUITY			
=====			
320-270-100	FUND BALANCE	<u>252,523.01</u>	
TOTAL BEGINNING EQUITY		252,523.01	
TOTAL REVENUE		298,834.34	
TOTAL EXPENSES		<u>134,716.87</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		164,117.47	
(WILL CLOSE TO FUND BAL.)		(84,705.44)	
TOTAL EQUITY & FUND BALANCE			<u>331,935.04</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE			345,023.53
			=====

340-PUBLIC UTILITIES FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
340-100-100	PETTY CASH	1,350.00
340-100-101	2019 CO BOND FUNDS TEXSTAR	4,710,471.25
340-100-102	CLAIM ON POOLED CASH	2,268,131.81
340-100-103	FROST SAFEKEEPING 1004078	497,861.75
340-100-104	FROST ACCT 0591800744	4,062.50
340-100-105	FROST SAFEKEEPING #1004078	0.00
340-100-107	TEXPOOL 2465300012 TOWER RENT	434,363.31
340-100-110	TEXPOOL 2465300001 UTILITY FD	68,207.69
340-100-118	TEXPOOL RATE STABILIZATION 18	643,699.61
340-100-119	TEXPOOL CAPITAL OUTLAY-ASSETS	310,307.03
340-100-120	TEXPOOL WORKING CAPITAL-CIP	458,621.71
340-100-121	TEXPOOL 2017 WWTP IMPROVMNTS	12,034.96
340-120-100	ACCOUNTS RECEIVABLE	424,162.97
340-120-101	CURRENT REFUND PAYABLE	10,093.42
340-120-102	UNAPPLIED CREDITS	(40,912.43)
340-120-103	MISC. ACCOUNTS RECEIVABLE	78,112.18
340-120-104	AR - AUDIT ACCRUALS	0.00
340-120-130	ALLOWANCE-ACCTS. RECEIVABLE	(6,352.22)
340-140-100	INVENTORY	139,947.93
340-150-100	BOND ISSUANCE COSTS	0.00
340-150-105	DEFERRED AMT ON REFUNDING	32,391.57
340-160-100	LAND	457,201.00
340-160-200	BUILDINGS	6,363,714.34
340-160-206	FIXED ASSETS: WORK IN PROGRESS	3,042,417.76
340-160-225	PLANT DISTRIBUTION/COLLECTION	46,814,779.80
340-160-235	EQUIPMENT	714,794.88
340-170-100	CURRENT YR RES FOR ENCUMBRANCE	(260,743.91)
340-170-101	PRIOR YR RES FOR ENCUMBRANCE	132,163.20
340-190-103	ACCUMULATED DEPRECIATION	(22,688,704.25)
		<u>44,622,177.86</u>
TOTAL ASSETS		44,622,177.86
		=====
LIABILITIES		
=====		
340-200-104	ACCRUED INTEREST PAYABLE	104,944.75
340-200-110	CURRENT YEAR ENCUMBRANCES	(260,743.91)
340-200-111	PRIOR YEAR ENCUMBRANCE	132,163.20
340-200-200	FICA AND MEDICARE PAYABLE	(831.14)
340-200-201	FEDERAL WITHHOLDING PAYABLE	(1,144.93)
340-200-202	TMRS PAYABLE	0.00
340-200-203	DEFERRED COMP PAYABLE	134.73
340-200-204	DEFERRED CHARGES	0.00
340-200-208	ACCRUED VACATION	29,840.24
340-200-209	CHILD SUPPORT PAYABLE	0.00
340-200-210	NET PENSION LIABILITY	616,552.72
340-200-211	GARNISHMENTS PAYABLE	0.00
340-200-212	UNUM LIFE INS PAYABLE	154.60
340-200-213	DENTAL PAYABLE	122.56

340-PUBLIC UTILITIES FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
340-200-214	AFLAC PAYABLE	239.77
340-200-215	CLOTHES RENTAL PAYABLE	0.00
340-200-218	BLUE CHOICE PAYABLE	175.48
340-200-219	SCOTT & WHITE HEALTH PAYABLE	(5,723.13)
340-200-222	PRE-PAID LEGAL PAYABLE	(167.45)
340-200-228	MISC. DEDUCTIONS PAYABLE	0.00
340-200-229	MET LIFE DENTAL PAYABLE	(135.78)
340-200-230	UNITED WAY PAYABLE	(1.00)
340-200-233	OTHER A/P PENDING (AUDITOR)	(15,805.47)
340-200-235	VISION PLAN PAYABLE	1.93
340-200-240	BONDS PAYABLE-CURRENT	0.00
340-200-300	RETAINAGE PAYABLE	50,723.82
340-200-500	ACCOUNTS PAYABLE PENDING	334,953.98
340-200-999	UNRECONCILED DIFFERENCES	0.00
340-210-100	UNAMORT. BOND DISCOUNT	(4,267.80)
340-210-101	BOND PREMIUMS	1,327,244.40
340-210-102	DEFERRED AMT ON REFUNDING	(624,228.89)
340-210-110	DEFERRED OUTFLOW RESORCES TMRS	(91,170.76)
340-210-115	DEFERRED OUTFLOW INVST TMRS	87,150.59
340-210-118	DEFERRED INFLOW-ACTUAL VS ASSM	31,373.18
340-210-119	DEFERRED OUTFLOW-CHNG IN ASSUM	(2,154.18)
340-230-109	CAPITAL LEASE BANC ONE NEMI	0.00
340-230-111	8.745M CO SERIES 2010 (6.11M)	180,000.00
340-230-114	4.5M CO SERIES 2003 (65%)	0.00
340-230-115	4.2M COMB CO 2006 (4M)	3,830,000.00
340-230-116	10M COMB SERIES 2007 (7M)	6,325,000.00
340-230-117	9.615M COMB SERIES 08 (6.615M)	0.00
340-230-118	8.995 GO REFUNDING 2009	520,000.00
340-230-119	2.625 GO REF 2010	0.00
340-230-120	5.450M GO REF 2012 (1.460M)	915,000.00
340-230-121	4.595M 2015 GO REF (1.695M)	1,620,000.00
340-230-122	8.010M 2016 GO REF (5.065M)	5,065,000.00
340-230-123	5.34M COMB SERIES 2017(2.250M)	2,270,000.00
340-230-124	3.02M GO REF 2017 (1.585M)	1,565,000.00
340-230-125	12.590 M 2019 COs (4.425M)	4,425,000.00
340-240-100	METER DEPOSITS	452,017.00
340-240-101	UNCLAIMED FUNDS	5,401.17
340-240-120	ALLOWANCE FOR BAD DEBT	0.00
TOTAL LIABILITIES		<u>28,881,819.68</u>
EQUITY		
=====		
340-250-100	CONTRIBUTED CAPITAL-WATER OPER	454,779.30
340-250-101	CONTRIBUTED CAPITAL SEWER OPER	60,475.00
340-270-100	FUND BALANCE	<u>13,184,245.43</u>
TOTAL BEGINNING EQUITY		13,699,499.73
TOTAL REVENUE		1,753,535.49
TOTAL EXPENSES		<u>896,982.34</u>
TOTAL INCREASE/(DECREASE) IN FUND BAL.		856,553.15
(WILL CLOSE TO FUND BAL.)		1,184,305.30
TOTAL EQUITY & FUND BALANCE		<u>15,740,358.18</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE		44,622,177.86
		=====

345-UTILITY IMPACT FEE FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
345-100-102	CLAIM ON POOLED CASH	1,301,299.77	
345-160-206	WORK IN PROGRESS	0.00	
345-160-225	PLANT DISTRIBUTION	104,188.68	
345-170-100	CURRENT YR RES FOR ENCUMBRANCE	(1,411.60)	
345-170-101	PRIOR YR RES FOR ENCUMBRANCE	<u>1,411.60</u>	
		<u>1,405,488.45</u>	
TOTAL ASSETS			1,405,488.45
			=====
LIABILITIES			
=====			
345-200-110	CURRENT YEAR ENCUMBRANCE	(1,411.60)	
345-200-111	PRIOR YEAR ENCUMBRANCE	1,411.60	
345-200-233	OTHER A/P PENDING (AUDITOR)	0.00	
345-200-500	ACCOUNTS PAYABLE PENDING	<u>0.00</u>	
	TOTAL LIABILITIES		<u>0.00</u>
EQUITY			
=====			
345-270-100	FUND BALANCE	<u>1,010,443.45</u>	
	TOTAL BEGINNING EQUITY	1,010,443.45	
TOTAL REVENUE		9,000.00	
TOTAL EXPENSES		<u>0.00</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		9,000.00	
(WILL CLOSE TO FUND BAL.)		386,045.00	
TOTAL EQUITY & FUND BALANCE		<u>1,405,488.45</u>	
TOTAL LIABILITIES, EQUITY & FUND BALANCE			1,405,488.45
			=====

350-AIRPORT FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
350-100-102	CLAIM ON POOLED CASH	88,024.09
350-100-106	TEXPOOL 2017 AIRPORT CONST	1,017,822.81
350-120-100	AIRPORT RECEIVABLES	10,029.38
350-120-101	REFUND CHECKS PAYABLE	0.00
350-120-103	MISC. ACCOUNTS RECEIVABLES	3,189.25
350-120-140	GRANTS RECEIVABLE	0.00
350-120-250	DUE FROM OTHER FUNDS (AUDITOR)	1,360.00
350-150-100	BOND ISSUANCE COSTS	0.00
350-150-105	DEFERRED AMT ON REFUNDING	3,842.71
350-160-100	LAND	859,833.00
350-160-200	T-HANGERS (BUILDINGS)	1,264,756.23
350-160-206	FIXED ASSETS:WORK IN PROGRESS	2,923,345.07
350-160-210	EQUIPMENT	107,159.00
350-160-300	RUNWAY	2,238,415.96
350-160-335	FIELD EQUIPMENT	0.00
350-170-100	CURRENT YR RES FOR ENCUMBRANCE	0.00
350-170-101	PRIOR YR RES FOR ENCUMBRANCE	0.00
350-190-103	ACCUMULATED DEPRECIATION	(1,591,509.88)
		<u>6,926,267.62</u>
TOTAL ASSETS		6,926,267.62

LIABILITIES		
=====		
350-200-100	ACCRUED ACCOUNTS PAYABLE	0.00
350-200-110	CURRENT YEAR ENCUMBRANCE	0.00
350-200-111	PRIOR YEAR ENCUMBRANCE	0.00
350-200-200	FICA AND MEDICARE PAYABLE	0.00
350-200-201	FEDERAL WITHHOLDING PAYABLE	0.00
350-200-202	TMRS PAYABLE	0.00
350-200-210	NET PENSION LIABILITY	22,520.91
350-200-213	DENTAL PAYABLE	42.00
350-200-222	PRE-PAID LEGAL	0.00
350-200-233	OTHER A/P PENDING (AUDITOR)	(617.76)
350-200-235	VISION PLAN PAYABLE	0.81
350-200-240	BONDS PAYABLE-CURRENT	0.00
350-200-401	WAGES PAYABLE	984.42
350-200-500	ACCOUNTS PAYABLE PENDING	1,694.02
350-200-501	DUE TO FUND 100 (LOAN ADVANCE)	0.00
350-200-502	DUE TO FUND 100	0.00
350-200-505	DUE TO OTHER FUNDS	19,710.00
350-200-999	UNRECONCILED DIFFERENCE	(271.67)
350-210-100	UNAMORT. BOND DISCOUNT	4,589.11
350-210-101	BOND PREMIUMS	23,831.60
350-210-110	DEFERRED OUTFLOW TMRS CONT	(3,330.21)
350-210-115	DEFERRED OUTFLOW INVST TMRS	3,183.36
350-210-118	DEFERRED INFLOW ACT VS ASSMPT	1,145.97
350-210-119	DEFERRED OUTFLOW CNGS IN ASSUM	(78.69)
350-230-101	LONG TERM DEBT	0.00

350-AIRPORT FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
350-230-102	BOND PAYABLE-\$290K REF 2010	75,000.00	
350-230-103	5.34M COMB SERIES 2017(1.445M)	1,450,000.00	
350-240-101	ACCRUED INTEREST PAYABLE	<u>6,051.25</u>	
	TOTAL LIABILITIES		<u>1,604,455.12</u>
EQUITY			
=====			
350-250-100	CONTRIBUTED CAPITAL GRANT	4,274,320.92	
350-250-101	CONTRIBUTED CAPITAL CITY	75,265.82	
350-280-100	RETAINED EARNINGS	470,313.31	
350-281-100	PRIOR PERIOD ADJUSTMENTS	<u>442,482.09</u>	
	TOTAL BEGINNING EQUITY	5,262,382.14	
	TOTAL REVENUE	77,258.46	
	TOTAL EXPENSES	<u>61,670.89</u>	
	TOTAL INCREASE/(DECREASE) IN FUND BAL.	15,587.57	
	(WILL CLOSE TO FUND BAL.)	43,842.79	
	TOTAL EQUITY & FUND BALANCE		<u>5,321,812.50</u>
	TOTAL LIABILITIES, EQUITY & FUND BALANCE		6,926,267.62
=====			

370-CEMETERY OPERATING FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
370-100-102	CLAIM ON POOLED CASH	195,723.67	
370-120-103	MISC ACCOUNTS RECEIVABLES	2,360.00	
370-160-206	FIXED ASSETS-WORK IN PROGRESS	10,032.80	
370-170-100	CURRENT YR RES FOR ENCUMBRANCE	(959.83)	
370-170-101	PRIOR YR RES FOR ENCUMBRANCE	959.83	
370-190-103	ACCUMULATED DEPRECIATION	(2,006.56)	
			<u>206,109.91</u>
TOTAL ASSETS			206,109.91
			=====
LIABILITIES			
=====			
370-200-110	CURRENT YR ENCUMBRANCE	(959.83)	
370-200-111	PRIOR YEAR ENCUMBRANCE	959.83	
370-200-200	FICA & MEDICARE PAYABLE	0.00	
370-200-201	FEDERAL WITHHOLDING PAYABLE	0.00	
370-200-202	TMRS PAYABLE	0.00	
370-200-210	NET PENSION LIABILITY	32,939.00	
370-200-211	GARNISHMENTS PAYABLE	0.00	
370-200-213	ASSURANT DENTAL PAYABLE	(22.51)	
370-200-219	SCOTT & WHITE HEALTH PAYABLE	0.00	
370-200-222	PRE-PAID LEGAL	0.00	
370-200-233	OTHER A/P PENDING (AUDITOR)	(1,342.29)	
370-200-235	VISION PLAN PAYABLE	0.00	
370-200-401	WAGES PAYABLE	424.53	
370-200-500	ACCOUNTS PAYABLE PENDING	1,966.84	
370-210-100	DUE TO CEMETERY LAND PURCHASE	203,944.99	
370-210-110	DEFERRED OUTFLOW CONT TMRS	(4,870.75)	
370-210-115	DEFERRED OUTFLOW INVST TMRS	4,655.97	
370-210-118	DEFERRED INFLOW ACTUAL VS ASSM	1,676.09	
370-210-119	DEFERRED OUTFLOW-CHG ASSUMP	(115.09)	
TOTAL LIABILITIES			<u>239,256.78</u>
EQUITY			
=====			
370-270-100	FUND BALANCE	(17,681.74)	
TOTAL BEGINNING EQUITY			(17,681.74)
TOTAL REVENUE		5,628.30	
TOTAL EXPENSES		<u>34,575.01</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		(28,946.71)	
(WILL CLOSE TO FUND BAL.)		13,481.58	
TOTAL EQUITY & FUND BALANCE			<u>(33,146.87)</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE			206,109.91
			=====

382-FLEET SERVICES OPERATING

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
ASSETS		
=====		
382-100-102	CLAIM ON POOLED CASH	134,377.47
382-120-250	DUE TO OTHER FUNDS	8,213.00
382-160-206	ESCROW FOR EQUIPMENT PURCHASES	0.00
382-160-301	VEHICLES	0.00
382-160-303	OFFICE EQUIPMENT	0.00
382-160-305	FIELD EQUIPMENT	0.00
382-160-306	HEAVY EQUIPMENT	0.00
382-160-320	EQUIPMENT	0.00
382-170-100	CURRENT YR RES FOR ENCUMBRANCE	(5,016.20)
382-170-101	PRIOR YR RES FOR ENCUMBRANCE	905.00
382-190-103	ACCUMULATED DEPRECIATION	<u>0.00</u>
		<u>138,479.27</u>
TOTAL ASSETS		138,479.27
		=====
LIABILITIES		
=====		
382-200-110	CURRENT YEAR ENCUMBRANCE	(5,016.20)
382-200-111	PRIOR YEAR ENCUMBRANCE	905.00
382-200-200	FICA AND MEDICARE PAYABLE	0.00
382-200-201	FEDERAL WITHHOLDING PAYABLE	0.00
382-200-202	TMRS PAYABLE	(0.01)
382-200-203	DEFERRED COMP PAYABLE	0.00
382-200-208	ACCRUED VACATION	4,944.81
382-200-210	NET PENSION LIABILITY	75,549.28
382-200-212	UNUM LIFE INSURANCE PAYABLE	12.55
382-200-213	DENTAL PAYABLE	0.00
382-200-214	AFLAC PAYABLE	88.80
382-200-215	CLOTHES RENTAL PAYABLE	0.00
382-200-218	BLUE CHOICE PAYABLE	0.00
382-200-219	SCOTT & WHITE HEALTH PAYABLE	(55.21)
382-200-222	PRE-PAID LEGAL PAYABLE	51.80
382-200-229	MET LIFE DENTAL PAYABLE	0.00
382-200-233	OTHER A/P PENDING (AUDITOR)	(2,723.96)
382-200-235	VISION PLAN PAYABLE	0.00
382-200-401	WAGES PAYABLE	280.94
382-200-500	ACCOUNTS PAYABLE PENDING	19,901.59
382-210-110	DEFERRED OUTFLOW CONTB TMRS	(11,171.61)
382-210-115	DEFERRED OUTFLOW INVST TMRS	10,679.00
382-210-118	DEFERRED INFLOW ACTUAL VS ASSM	3,844.31
382-210-119	DEFERRED OUTFLOW-CHNG IN ASSUMP	<u>(263.96)</u>
TOTAL LIABILITIES		<u>97,027.13</u>
EQUITY		
=====		
382-260-121	RESERVE:FUTURE EQUIP PURCHASES	0.00
382-270-100	FUND BALANCE	<u>(76,794.89)</u>
TOTAL BEGINNING EQUITY		(76,794.89)
TOTAL REVENUE		231,287.00

382-FLEET SERVICES OPERATING

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE
TOTAL EXPENSES		<u>128,334.65</u>
TOTAL INCREASE/(DECREASE) IN FUND BAL.		102,952.35
(WILL CLOSE TO FUND BAL.)		15,294.68
TOTAL EQUITY & FUND BALANCE		<u>41,452.14</u>
TOTAL LIABILITIES, EQUITY & FUND BALANCE		138,479.27
		=====

384-FLEET REPLACEMENT FUND

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE	
ASSETS			
=====			
384-100-102	CLAIM ON POOLED CASH	(57,640.42)	
384-100-104	CAPITAL EQUIP ACCT 2139517	0.00	
384-100-105	SIGNATURE BANK EQUIP (ESCROW)	0.00	
384-100-106	FROST LEASING ESCROW 010597724	178,904.78	
384-100-108	2018 FLEET/EQUIP TEXSTAR 20180	1,359,056.99	
384-120-103	MISC ACCOUNTS RECEIVABLES	0.00	
384-140-100	PREPAID CAP LEASE	0.00	
384-150-100	BOND ISSUANCE COSTS	42,598.96	
384-160-320	MACHINERY & EQUIPMENT	4,726,709.02	
384-170-100	CURRENT YR RES FOR ENCUMBRANCE	(3,079,800.02)	
384-170-101	PRIOR YR RES FOR ENCUMBRANCE	1,789,298.52	
384-190-103	ACCUMULATED DEPRECIATION	(2,977,452.73)	
		<u>1,981,675.10</u>	
TOTAL ASSETS			1,981,675.10
			=====
LIABILITIES			
=====			
384-200-104	ACCRUED INTEREST PAYALBE	0.00	
384-200-110	CURRENT YEAR ENCUMBRANCE	(3,025,396.02)	
384-200-111	PRIOR YEAR ENCUMBRANCE	1,734,894.52	
384-200-500	ACCOUNTS PAYABLE PENDING	37,430.39	
384-200-505	DUE FROM OTHER FUNDS	9,573.00	
384-210-101	UNAMORT BOND PREMIUM	52,670.34	
384-230-103	5.44M COMB SERIES 2015(2.66M)	2,050,000.00	
384-230-115	CAPITAL LEASE PAYABLE-CURRENT	0.00	
384-230-120	CAP LEASE PAYABLE-NONCURRENT	1,232,191.85	
384-230-125	NOTES PAYABLE	582,656.62	
384-240-101	ACCRUED INTEREST PAYABLE	<u>22,154.55</u>	
TOTAL LIABILITIES		<u>2,696,175.25</u>	
EQUITY			
=====			
384-270-100	FUND BALANCE	<u>125,410.75</u>	
TOTAL BEGINNING EQUITY		125,410.75	
TOTAL REVENUE		140,185.42	
TOTAL EXPENSES		<u>71,110.29</u>	
TOTAL INCREASE/(DECREASE) IN FUND BAL.		69,075.13	
(WILL CLOSE TO FUND BAL.)		(908,986.03)	
TOTAL EQUITY & FUND BALANCE		(<u>714,500.15</u>)	
TOTAL LIABILITIES, EQUITY & FUND BALANCE			1,981,675.10
			=====

Attachment E
Sales Tax Tracking Report

Summary of Sales Tax Collections by Month

	2015-16	2016-17	2017-18	2018-19	2019-20 Estimate Amount	\$ Difference from Actual to Est. Amt	% from Actual	2019-20 Actual	\$ Difference from Prior Year Amount	% from Pr. Yr. Actual
	Actual	Actual	Actual	Actual						
October	292,233	320,355	333,211	350,589	364,613	24,925	6.8%	389,538	38,949	11.1%
November	337,702	374,270	367,873	416,457	433,115	(10,377)	-2.4%	422,737	6,281	1.5%
December	303,353	302,790	329,458	376,081	391,124					
January	276,590	306,687	379,137	328,713	341,862					
February	388,451	399,542	421,201	414,617	431,202					
March	266,446	285,806	294,166	334,744	348,134					
April	276,644	275,023	280,487	338,154	351,681					
May	397,395	400,403	416,809	395,638	411,464					
June	299,432	322,240	319,869	352,018	366,099					
July	313,785	312,955	349,865	378,446	393,584					
August	393,359	340,817	405,299	411,815	428,288					
Sept.	312,340	310,945	330,626	410,378	426,793					
	\$ 3,857,729	\$ 3,951,833	\$ 4,228,002	\$ 4,507,651	\$ 4,303,935	\$ 14,548		\$ 812,276	\$ 45,230	

	2016	2017	2018	2019	2020
October	73,058.21	80,088.75	83,302.75	87,647.35	97,384.62
November	84,425.42	93,567.50	91,968.34	104,114.17	105,684.37
December	75,838.28	75,697.50	82,364.55	94,020.21	-
January	69,147.51	76,671.75	94,784.22	82,178.28	-
February	97,112.77	99,885.50	105,300.37	103,654.37	-
March	66,611.41	71,451.50	73,541.53	83,685.96	-
April	69,160.95	68,755.75	70,121.80	84,538.60	-
May	99,348.74	100,100.75	104,202.23	98,909.55	-
June	74,857.98	80,560.00	79,967.33	88,004.60	-
July	78,446.15	78,238.75	87,466.33	94,611.46	-
August	98,339.73	85,204.25	101,324.70	102,953.77	-
Sept.	78,085.05	77,736.25	82,656.47	102,594.38	-
	964,432.18	987,958.25	1,057,000.62	1,126,912.68	203,068.98

Sales Tax Tracking (City's Portion) - FY 2019-20

Monthly

	2015-16	2016-17	2017-18	2018-19	2019-20 Estimate Amount	\$ Difference from Actual to Est. Amt	% from Actual	2019-20 Actual	\$ Difference from Prior Year Amount	% from Pr. Yr. Actual
	Actual	Actual	Actual	Actual						
October	219,175	240,266	249,908	262,942	273,460	18,694	6.8%	292,154	29,212	11.1%
November	253,276	280,703	275,905	312,342	324,836	(7,783)	-2.4%	317,053	4,711	1.5%
December	227,515	227,092	247,094	282,061	293,343			-		
January	207,443	230,015	284,353	246,535	256,396			-		
February	291,338	299,656	315,901	310,963	323,402			-		
March	199,834	214,354	220,625	251,058	261,100			-		
April	207,483	206,267	210,365	253,616	263,760			-		
May	298,046	300,302	312,607	296,729	308,598			-		
June	224,574	241,680	239,902	264,014	274,574			-		
July	235,338	234,716	262,399	283,834	295,188			-		
August	295,019	255,613	303,974	308,861	321,216			-		
Sept.	234,255	233,209	247,969	307,783	320,094			-		
% Monthly Increase over prior year					\$ 3,515,968	\$ 10,911			\$ 33,922	

Cumulative Year -to- Date on Actual

	2015-16	2016-17	2017-18	2018-19	2019-20 Estimate Amount	\$ Difference from Actual to Est. Amt	% from Actual	2019-20 Actual	\$ Difference from Prior Year Amount	% from Pr. Yr. Actual
	Actual	Actual	Actual	Actual						
October	219,175	240,266	249,908	262,942	273,460	18,694	6.8%	292,154	29,212	11.1%
November	472,451	520,969	525,813	575,285	598,296	10,911	1.8%	609,207	33,922	5.9%
December	699,966	748,061	772,907	857,345	891,639			-		
January	907,408	978,077	1,057,260	1,103,880	1,148,035			-		
February	1,198,747	1,277,733	1,373,161	1,414,843	1,471,437			-		
March	1,398,581	1,492,087	1,593,785	1,665,901	1,732,537			-		
April	1,606,064	1,698,355	1,804,151	1,919,517	1,996,297			-		
May	1,904,110	1,998,657	2,116,757	2,216,245	2,304,895			-		
June	2,128,684	2,240,337	2,356,659	2,480,259	2,579,470			-		
July	2,364,022	2,475,053	2,619,058	2,764,094	2,874,657			-		
August	2,659,041	2,730,666	2,923,032	3,072,955	3,195,873			-		
Sept.	2,893,297	2,963,875	3,171,002	3,380,738	3,515,968			-		
% Y-T-D Increase over prior year	-0.6%	2.4%	6.5%	6.2%						

Attachment F

Listing of Current Investments



Monthly Investment Report

November 30, 2019

PATTERSON & ASSOCIATES



INVESTMENT PROFESSIONALS

..and visions of growth dance in their heads...

The economic picture remains fuzzy going into year-end but the US remains strong and there are many signs of stabilization across the globe. Since it is the holidays it is fair to wish for a Christmas miracle!

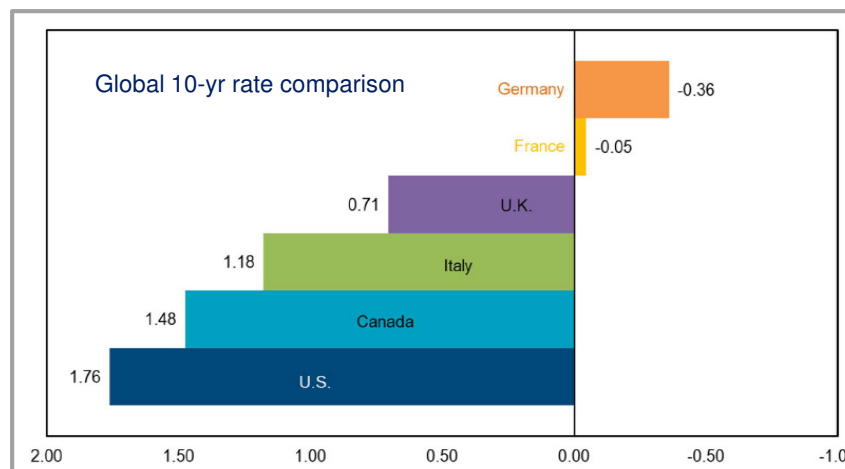
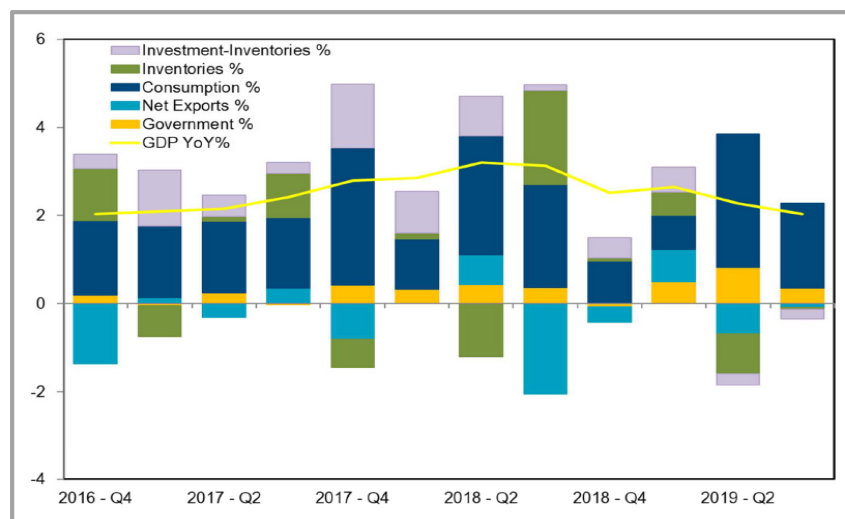
The economy's ability to confound the negative consensus forecasters and recession prognosticators is a surprise to many. The data suggest however that the economy is **fundamentally sound** despite the flat yield curve. The curve flattening is as much about comparable yields around the world, that bring money into the US markets, as it is a reflection of the domestic economy's condition.

The economy might not be at its sweetest spot, but there doesn't seem to be any expansion ending imbalances or asset/liability mismatches that we have seen in the past recessions, such as tech or housing or the financial institutions. There are some **mounting weaknesses** however.

According to Federal Chair J. Powell, the outlook for the U.S. economy appears to be a **"glass half full"** scenario. He notes monetary policy is now well positioned to support a strong labor market and return inflation decisively to the Fed's 2% target. Inflation has ticked up slightly this month, although they remain at the lower end of historical ranges.

The **job market** remains strong with the unemployment rate near half century lows for the last 1.5 years. The pace of job growth has slowed but not drastically. Jobs support the consumer, but the consumer is the major factor supporting growth (upper right graph) and that support has decreased slightly. Retail sales for the holidays will be a critical data point. But the US consumer appears to be poised to continue spending into the holidays. **Retail** buying on Black Friday and Cyber Monday rose YOY over 19% to \$7.4B. Consumer expectations are at a 4-month high.

The domestic **banking** industry is basically healthy with nonperforming loan balances exceptionally low and a coverage ratio of 130% of nonperforming loan balances. And with the GM strike behind us, the manufacturing sector should begin to bounce back. ISM **manufacturing** did slip slightly on new orders and a waning back log of orders, both of which can be tied to the oscillating trade negotiations.



Negotiations 101

Uncertainty is an uncomfortable position, but certainly is an absurd one.

Voltaire

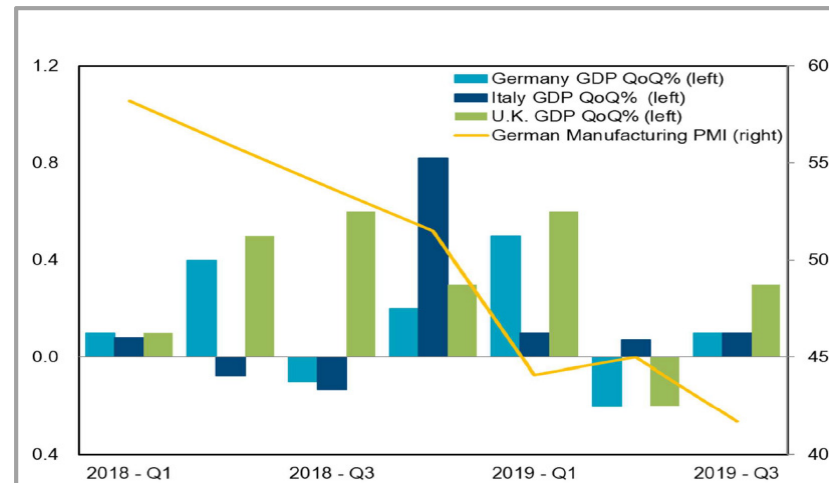
The trade talk developments with their daily vacillations of positive and negative progress has added extreme volatility to most markets as they look for certainty. But until the ink is dried – even on the first agreement – that uncertainty will remain.

Tariffs can raise the cost of materials for manufacturers which raises the price of goods. That reduces private sector output which lowers incomes for the owners of capital and their workers. The higher prices and reduced profits lead to lower wages or hiring or both.

Both the US and China have imposed tariffs on billions of goods since the start of 2018. The latest news appears optimistic at least in the long run. Both countries could use the relief. Although global indicators show an grudging increase in manufacturing, only a trade deal will further growth prospects.

The world appears to be adjusting to the long running feud and continuing pace. Germany's manufacturing is at a 5-mo high and Euro Zone activity is up to a 3-mo high. The euro zone and China have indicated the intention to move to stability and slow easing is showing stability is increasing. Not stellar but hopeful.

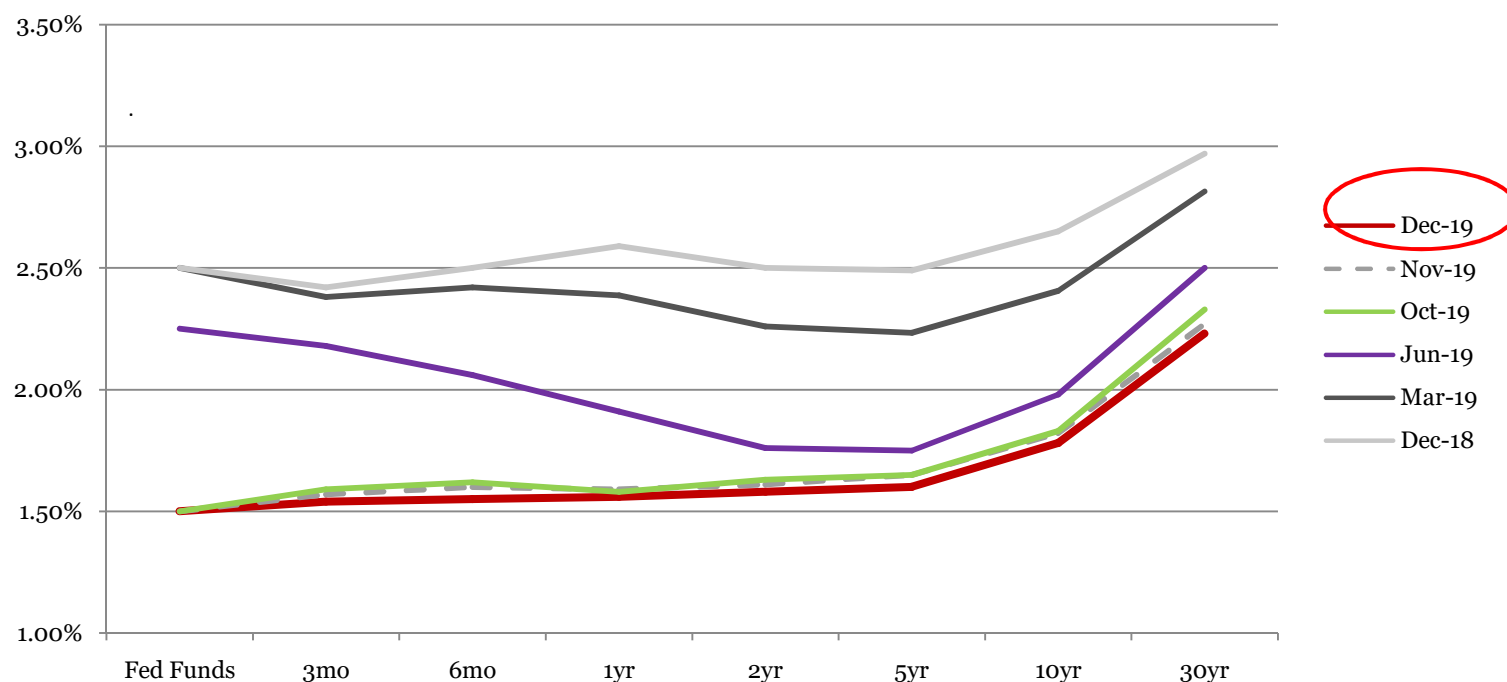
China needs a deal. It has shown some better than forecast factory data but still well below its needed levels. China's GDP was more than \$270 billion, larger than first estimated last year, a revision that added the equivalent of Finland's output to the size of the world's second-largest economy and equal to the total value of Vietnam's output in 2018. But industrial profit have slid, marking its greatest slump in 2 years. With slowing demand at home amid the ongoing trade war fallout, some have suggested that mounting pressure could prompt Chinese officials to seek to hasten a "Phase One" deal. China even shrugged off Congressional ire at HK. The move has investors optimistic once again that an initial trade deal between the U.S. and China still remains a possibility by the end of the year.





A Major Treasury Price Rally

- The FOMC will meet in December and end the earlier speculation for an additional cut. It is unlikely that the Committee will move for a cut if economic conditions remain stable even, though growth has slowed.
- The Fed continues to work on its liquidity situation balance to reduce any fear in the markets for end of year liquidity access problems.
- The curve has remained virtually unchanged for the last three months. It is slowly moving to a more normal upwardly sloped curve, although the spread between short treasuries is measured in single basis points.
- Although the stock market is roaring to historic highs, investors retain a strong treasury position while uncertainty reigns and international sovereign and private investors stay with the higher rates afforded in the US.
- If there is any true positive progress in trade negotiations, a further move to a normal curve might be expected giving the short end some additional yield opportunities.

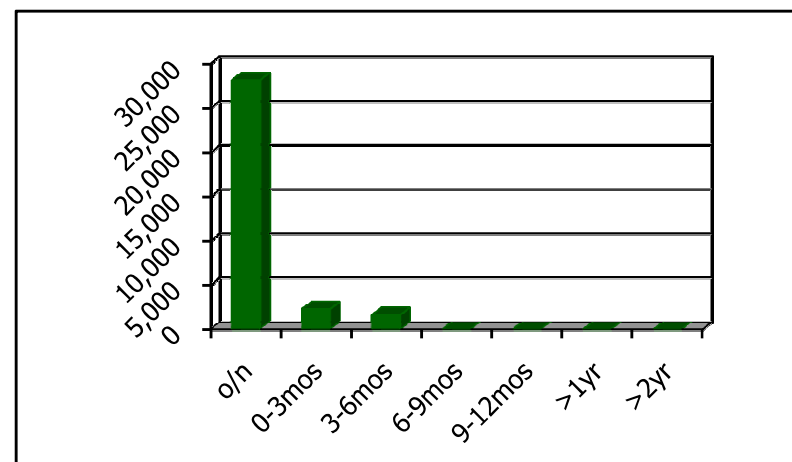
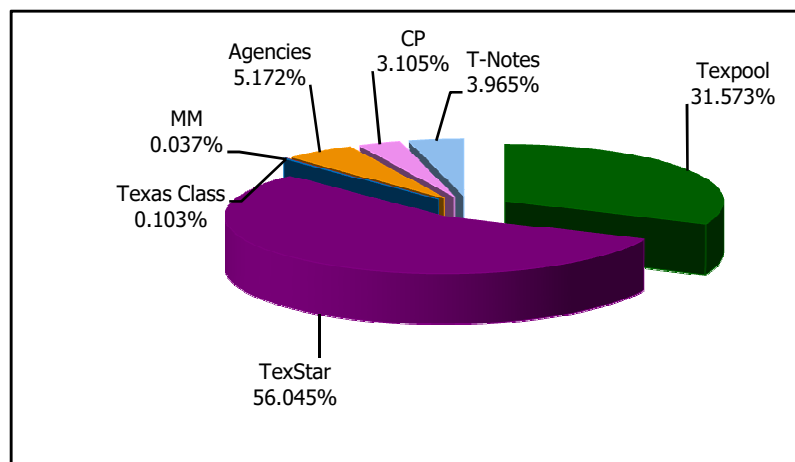


End of Month Rates - Full Yield Curve – Fed Funds to 30yr

Your Portfolio

As of November 30, 2019

- P&A constantly reviews your portfolio for optimal asset allocation and a controlled average maturity because a diversified portfolio can better adjust to volatile market conditions.
- The graphs below show asset allocations by market sector and by maturity. They do reflect our ongoing anticipation of lower rates in 2019. These rate cuts and the potential of more decreasing rates indicates the need to extend portfolios. Extending now will lock in yields even though rates may decrease and provides for extra safety.
- The non-cash portion of your portfolio is yielding 2.57%.





**City of Taylor, Texas
Portfolio Management
Portfolio Summary
November 30, 2019**

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746
-

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 365 Equiv.
Commercial Paper Disc. -Amortizing	1,000,000.00	995,740.00	995,740.00	3.10	180	72	2.183
Federal Agency Coupon Securities	1,655,000.00	1,665,055.00	1,659,146.26	5.17	432	124	2.658
Treasury Coupon Securities	1,275,000.00	1,274,254.05	1,271,999.85	3.97	470	66	2.745
Texpool	10,128,074.23	10,128,074.23	10,128,074.23	31.57	1	1	1.677
TexStar	17,978,405.82	17,978,405.82	17,978,405.82	56.05	1	1	1.618
Texas Class	32,544.06	32,544.06	32,544.06	0.10	1	1	1.940
Money Market	12,229.86	12,229.86	12,229.86	0.04	1	1	0.010
	32,081,253.97	32,086,303.02	32,078,140.08	100.00%	47	12	1.752
Investments							

Total Earnings	November 30 Month Ending	Fiscal Year To Date
Current Year	45,605.18	98,060.27

The following reports are submitted in accordance with the Public Funds Investment Act (Texas Gov't Code 2256). The reports also offer supplemental information not required by the Act in order to fully inform the governing body of the City of Taylor, Texas of the position and activity within the City's portfolio of investment. The reports include a management summary overview, a detailed inventory report for the end of the period, a transaction report, as well as graphic representations of the portfolio to provide full disclosure to the governing body.

Jeffrey Wood, Finance Director



City of Taylor, Texas
Summary by Type
November 30, 2019
Grouped by Fund

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746
-

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: 2019 Bond Fund						
TexStar	1	13,472,444.31	13,472,444.31	42.00	1.618	1
Subtotal	1	13,472,444.31	13,472,444.31	42.00	1.618	1
Fund: Airport Fund						
Texpool	1	1,017,822.81	1,017,822.81	3.17	1.677	1
Subtotal	1	1,017,822.81	1,017,822.81	3.17	1.677	1
Fund: Cemetery Permanent Fund						
Federal Agency Coupon Securities	1	375,000.00	374,798.36	1.17	2.889	156
Money Market	1	0.00	0.00	0.00	0.000	0
Treasury Coupon Securities	1	375,000.00	373,766.86	1.17	2.743	90
Texas Class	1	32,544.06	32,544.06	0.10	1.940	1
Texpool	1	57,980.29	57,980.29	0.18	1.677	1
TexStar	1	56,110.76	56,110.76	0.17	1.618	1
Subtotal	6	896,635.11	895,200.33	2.79	2.636	103
Fund: Fleet Replacement Fund						
TexStar	1	1,359,056.99	1,359,056.99	4.24	1.618	1
Subtotal	1	1,359,056.99	1,359,056.99	4.24	1.618	1
Fund: General Fund						
Commercial Paper Disc. -Amortizing	1	1,000,000.00	995,740.00	3.10	2.183	72
Principal	1	0.00	0.00	0.00	0.000	0
Federal Agency Coupon Securities	2	1,280,000.00	1,284,347.90	4.00	2.591	115
Money Market	2	12,229.86	12,229.86	0.04	0.010	1
Treasury Coupon Securities	1	400,000.00	398,684.65	1.24	2.743	90
Texpool	1	6,438,954.87	6,438,954.87	20.07	1.677	1
TexStar	1	3,090,793.76	3,090,793.76	9.64	1.618	1
Subtotal	9	12,221,978.49	12,220,751.04	38.09	1.833	22
Fund: General Capital Fund						

City of Taylor, Texas
Summary by Type
November 30, 2019
Grouped by Fund

Security Type	Number of Investments	Par Value	Book Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: General Capital Fund						
TexStar	1	0.00	0.00	0.00	0.000	0
Subtotal	1	0.00	0.00	0.00	0.000	0
Fund: Special Rev-Tax Increment Fund						
Texpool	1	686,081.95	686,081.95	2.14	1.677	1
Subtotal	1	686,081.95	686,081.95	2.14	1.677	1
Fund: Utility Fund						
Treasury Coupon Securities	1	500,000.00	499,548.34	1.56	2.747	30
Texpool	1	1,927,234.31	1,927,234.31	6.01	1.677	1
Subtotal	2	2,427,234.31	2,426,782.65	7.57	1.898	7
Total and Average	22	32,081,253.97	32,078,140.08	100.00	1.752	12



City of Taylor, Texas
Fund 19BOND - 2019 Bond Fund
Investments by Fund
November 30, 2019

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746
-

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
TexStar										
20190	10044	TexStar	04/24/2019	13,472,444.31	13,472,444.31	13,472,444.31	1.618	1.595	1.617	1
Subtotal and Average				13,472,444.31	13,472,444.31	13,472,444.31		1.596	1.618	1
Total Investments and Average				13,472,444.31	13,472,444.31	13,472,444.31		1.596	1.618	1

**Fund AIR - Airport Fund
Investments by Fund
November 30, 2019**

Page 2

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Texpool										
300019	10007	Texpool	11/01/2017	1,017,822.81	1,017,822.81	1,017,822.81	1.677	1.654	1.677	1
Subtotal and Average				1,017,822.81	1,017,822.81	1,017,822.81		1.654	1.677	1
Total Investments and Average				1,017,822.81	1,017,822.81	1,017,822.81		1.654	1.677	1

Fund CEM - Cemetery Permanent Fund
Investments by Fund
November 30, 2019

Page 3

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Federal Agency Coupon Securities											
3133EJQ51	10036	FFCB Note	11/06/2018	374,798.36	375,000.00	376,754.91	2.760	2.849	2.889	05/05/2020	156
Subtotal and Average				374,798.36	375,000.00	376,754.91		2.850	2.889		156
Treasury Coupon Securities											
912828J50	10032	T Note	09/21/2018	373,766.86	375,000.00	374,663.25	1.375	2.705	2.743	02/29/2020	90
Subtotal and Average				373,766.86	375,000.00	374,663.25		2.706	2.743		90
Texpool											
300007	10008	Texpool	11/01/2017	57,980.29	57,980.29	57,980.29	1.677	1.654	1.677		1
Subtotal and Average				57,980.29	57,980.29	57,980.29		1.654	1.677		1
TexStar											
22880	10003	TexStar	11/01/2017	56,110.76	56,110.76	56,110.76	1.618	1.595	1.617		1
Subtotal and Average				56,110.76	56,110.76	56,110.76		1.596	1.618		1
Texas Class											
70006	10001	Texas Class	11/01/2017	32,544.06	32,544.06	32,544.06	1.940	1.913	1.940		1
Subtotal and Average				32,544.06	32,544.06	32,544.06		1.913	1.940		1
Money Market											
54941	10009	Fidelity Govt Cash Res (FDRXX)	11/01/2017	0.00	0.00	0.00					1
Subtotal and Average				0.00	0.00	0.00		0.000	0.000		0
Total Investments and Average				895,200.33	896,635.11	898,053.27		2.599	2.636		103

Fund FLEET - Fleet Replacement Fund
Investments by Fund
November 30, 2019

Page 4

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
TexStar										
20180	10030	TexStar	08/08/2018	1,359,056.99	1,359,056.99	1,359,056.99	1.618	1.595	1.617	1
Subtotal and Average				1,359,056.99	1,359,056.99	1,359,056.99		1.596	1.618	1
Total Investments and Average				1,359,056.99	1,359,056.99	1,359,056.99		1.596	1.618	1

**Fund GEN - General Fund
Investments by Fund
November 30, 2019**

Page 5

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Date	Days To Maturity
Commercial Paper Disc. -Amortizing											
06742QY97	10045	Barclays Bank CP	08/15/2019	995,740.00	1,000,000.00	995,740.00		2.152	2.182	02/11/2020	72
Subtotal and Average				995,740.00	1,000,000.00	995,740.00		2.153	2.183		72
Federal Agency Coupon Securities											
3133EJQ51	10037	FFCB Note	11/06/2018	279,849.44	280,000.00	281,310.34	2.760	2.849	2.889	05/05/2020	156
3133XXP50	10041	FHLB Note	03/22/2019	1,004,498.46	1,000,000.00	1,006,989.75	4.125	2.472	2.507	03/13/2020	103
Subtotal and Average				1,284,347.90	1,280,000.00	1,288,300.09		2.555	2.591		114
Treasury Coupon Securities											
912828J50	10031	T Note	09/21/2018	398,684.65	400,000.00	399,640.80	1.375	2.705	2.743	02/29/2020	90
Subtotal and Average				398,684.65	400,000.00	399,640.80		2.706	2.743		90
Texpool											
300003	10004	Texpool	11/01/2017	6,438,954.87	6,438,954.87	6,438,954.87	1.677	1.654	1.677		1
Subtotal and Average				6,438,954.87	6,438,954.87	6,438,954.87		1.654	1.677		1
TexStar											
34440	10002	TexStar	11/01/2017	3,090,793.76	3,090,793.76	3,090,793.76	1.618	1.595	1.617		1
Subtotal and Average				3,090,793.76	3,090,793.76	3,090,793.76		1.596	1.618		1
Money Market											
60618	10000	Citizens Nat'l Bank MM-Public	11/01/2017	12,229.86	12,229.86	12,229.86	0.010	0.009	0.010		1
54942	10010	Fidelity Govt Cash Res (FDRXX)	11/01/2017	0.00	0.00	0.00					1
Subtotal and Average				12,229.86	12,229.86	12,229.86		0.010	0.010		1
Principal											
54942A	10040	Cash	01/02/2019	0.00	0.00	0.00					1
Subtotal and Average				0.00	0.00	0.00		0.000	0.000		0
Total Investments and Average				12,220,751.04	12,221,978.49	12,225,659.38		1.807	1.833		21

Fund GENCAP - General Capital Fund
Investments by Fund
November 30, 2019

Page 6

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
TexStar										
20181	10029	TexStar	08/08/2018	0.00	0.00	0.00	2.307	2.275	2.306	1
Subtotal and Average				0.00	0.00	0.00		0.000	0.000	0
Total Investments and Average				0.00	0.00	0.00		0.000	0.000	0

Fund SPECREV - Special Rev-Tax Increment Fund
Investments by Fund
November 30, 2019

Page 7

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Texpool										
300004	10005	Texpool	11/01/2017	686,081.95	686,081.95	686,081.95	1.677	1.654	1.677	1
Subtotal and Average				686,081.95	686,081.95	686,081.95		1.654	1.677	1
Total Investments and Average				686,081.95	686,081.95	686,081.95		1.654	1.677	1

**Fund UTIL - Utility Fund
Investments by Fund
November 30, 2019**

Page 8

CUSIP	Investment #	Issuer	Purchase Date	Book Value	Par Value	Market Value	Current Rate	YTM 360	YTM 365	Maturity Days To Date Maturity
Treasury Coupon Securities										
912828G95	10039	T Note	12/12/2018	499,548.34	500,000.00	499,950.00	1.625	2.709	2.747	12/31/2019 30
Subtotal and Average				499,548.34	500,000.00	499,950.00		2.710	2.747	30
Texpool										
300001	10006	Texpool	11/01/2017	1,927,234.31	1,927,234.31	1,927,234.31	1.677	1.654	1.677	1
Subtotal and Average				1,927,234.31	1,927,234.31	1,927,234.31		1.654	1.677	1
Total Investments and Average				2,426,782.65	2,427,234.31	2,427,184.31		1.872	1.898	6



City of Taylor, Texas
Cash Reconciliation Report
For the Period November 1, 2019 - November 30, 2019
Grouped by Fund

Patterson & Associates
 901 S. MoPac
 Suite 195
 Austin, TX 78746
 -

Trans. Date	Investment #	Fund	Trans. Type	Security ID	Par Value	Security Description	Maturity Date	Purchases	Interest	Redemptions	Cash
Cemetery Permanent Fund											
11/05/2019	10036	CEM	Interest	3133EJQ51	375,000.00	FFCB 0.4M 2.76% Mat. 05/05/2020	05/05/2020	0.00	5,175.00	0.00	5,175.00
Subtotal								0.00	5,175.00	0.00	5,175.00
General Fund											
11/05/2019	10037	GEN	Interest	3133EJQ51	280,000.00	FFCB 0.3M 2.76% Mat. 05/05/2020	05/05/2020	0.00	3,864.00	0.00	3,864.00
Subtotal								0.00	3,864.00	0.00	3,864.00
Total								0.00	9,039.00	0.00	9,039.00



City of Taylor, Texas
Interest Earnings
Sorted by Fund - Fund
November 1, 2019 - November 30, 2019
Yield on Average Book Value

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746
-

										Adjusted Interest Earnings		
CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
Fund: 2019 Bond Fund												
20190	10044	19BOND	RR2	13,472,444.31	13,454,555.51	13,455,748.10		1.618	1.618	17,888.80	0.00	17,888.80
Subtotal				13,472,444.31	13,454,555.51	13,455,748.10			1.618	17,888.80	0.00	17,888.80
Fund: Airport Fund												
300019	10007	AIR	RRP	1,017,822.81	1,016,421.49	1,016,514.91		1.677	1.677	1,401.32	0.00	1,401.32
Subtotal				1,017,822.81	1,016,421.49	1,016,514.91			1.677	1,401.32	0.00	1,401.32
Fund: Cemetery Permanent Fund												
3133EJQ51	10036	CEM	FAC	375,000.00	374,759.08	374,779.37	05/05/2020	2.760	2.927	862.50	39.28	901.78
912828J50	10032	CEM	TRC	375,000.00	373,355.81	373,568.18	02/29/2020	1.375	2.723	424.97	411.05	836.02
300007	10008	CEM	RRP	57,980.29	57,900.46	57,905.78		1.677	1.677	79.83	0.00	79.83
70006	10001	CEM	RR3	32,544.06	32,492.27	32,495.72		1.940	1.939	51.79	0.00	51.79
22880	10003	CEM	RR2	56,110.76	56,036.27	56,041.24		1.618	1.617	74.49	0.00	74.49
Subtotal				896,635.11	894,543.89	894,790.30			2.643	1,493.58	450.33	1,943.91
Fund: Fleet Replacement Fund												
20180	10030	FLEET	RR2	1,359,056.99	1,357,252.43	1,357,372.73		1.618	1.617	1,804.56	0.00	1,804.56
Subtotal				1,359,056.99	1,357,252.43	1,357,372.73			1.617	1,804.56	0.00	1,804.56
Fund: General Fund												
3133EJQ51	10037	GEN	FAC	280,000.00	279,820.11	279,835.26	05/05/2020	2.760	2.928	644.00	29.33	673.33
3133XP50	10041	GEN	FAC	1,000,000.00	1,005,821.54	1,005,137.95	03/13/2020	4.125	2.559	3,437.50	-1,323.08	2,114.42
912828J50	10031	GEN	TRC	400,000.00	398,246.20	398,472.73	02/29/2020	1.375	2.723	453.30	438.45	891.75
300003	10004	GEN	RRP	6,438,954.87	5,205,549.07	6,024,823.83		1.677	1.676	8,298.37	0.00	8,298.37
60618	10000	GEN	RR4	12,229.86	12,229.76	12,229.77		0.010	0.010	0.10	0.00	0.10
34440	10002	GEN	RR2	3,090,793.76	3,086,689.77	3,086,963.37		1.618	1.618	4,103.99	0.00	4,103.99
06742QY97	10045	GEN	ACP	1,000,000.00	993,965.00	994,882.08	02/11/2020		2.171	0.00	1,775.00	1,775.00
Subtotal				12,221,978.49	10,982,321.45	11,802,344.99			1.841	16,937.26	919.70	17,856.96
Fund: Special Rev-Tax Increment Fund												
300004	10005	SPECREV	RRP	686,081.95	685,137.35	685,200.32		1.677	1.677	944.60	0.00	944.60

City of Taylor, Texas
Interest Earnings
November 1, 2019 - November 30, 2019

										Adjusted Interest Earnings		
CUSIP	Investment #	Fund	Security Type	Ending Par Value	Beginning Book Value	Average Book Value	Maturity Date	Current Rate	Annualized Yield	Interest Earned	Amortization/ Accretion	Adjusted Interest Earnings
Subtotal				686,081.95	685,137.35	685,200.32			1.677	944.60	0.00	944.60
Fund: Utility Fund												
912828G95	10039	UTIL	TRC	500,000.00	499,096.68	499,330.04	12/31/2019	1.625	2.714	662.37	451.66	1,114.03
300001	10006	UTIL	RRP	1,927,234.31	1,920,849.56	1,923,017.63		1.677	1.677	2,651.00	0.00	2,651.00
Subtotal				2,427,234.31	2,419,946.24	2,422,347.66			1.891	3,313.37	451.66	3,765.03
Total				32,081,253.97	30,810,178.36	31,634,319.02			1.754	43,783.49	1,821.69	45,605.18

**City of Taylor, Texas
Amortization Schedule
November 1, 2019 - November 30, 2019
Sorted By Fund - Fund**

Patterson & Associates
901 S. MoPac
Suite 195
Austin, TX 78746
-

Investment #		Maturity Date	Beginning Par Value				Amounts Amortized			
Issuer	Fund	Amort. Date	Current Rate	Purchase Principal	Original Premium or Discount	Ending Book Value	And Unamortized As of 11/01/2019	Amount Amortized This Period	Amt Amortized Through 11/30/2019	Amount Unamortized Through 11/30/2019
Cemetery Permanent Fund										
10036 FFCB Note	CEM	05/05/2020	375,000.00 2.760	374,294.25	-705.75	374,798.36	464.83 -240.92	39.28	504.11	-201.64
10032 T Note	CEM	02/29/2020	375,000.00 1.375	367,792.97	-7,207.03	373,766.86	5,562.84 -1,644.19	411.05	5,973.89	-1,233.14
			Subtotal	742,087.22	-7,912.78	748,565.22	6,027.67 -1,885.11	450.33	6,478.00	-1,434.78
General Fund										
10045 Barclays Bank CP	GEN	02/11/2020	1,000,000.00	989,350.00	-10,650.00	995,740.00	4,615.00 -6,035.00	1,775.00	6,390.00	-4,260.00
10037 FFCB Note	GEN	05/05/2020	280,000.00 2.760	279,473.04	-526.96	279,849.44	347.07 -179.89	29.33	376.40	-150.56
10041 FHLB Note	GEN	03/13/2020	1,000,000.00 4.125	1,015,480.00	15,480.00	1,004,498.46	-9,658.46 5,821.54	-1,323.08	-10,981.54	4,498.46
10031 T Note	GEN	02/29/2020	400,000.00 1.375	392,312.50	-7,687.50	398,684.65	5,933.70 -1,753.80	438.45	6,372.15	-1,315.35
			Subtotal	2,676,615.54	-3,384.46	2,678,772.55	1,237.31 -2,147.15	919.70	2,157.01	-1,227.45
Utility Fund										
10039 T Note	UTIL	12/31/2019	500,000.00 1.625	494,218.75	-5,781.25	499,548.34	4,877.93 -903.32	451.66	5,329.59	-451.66
			Subtotal	494,218.75	-5,781.25	499,548.34	4,877.93 -903.32	451.66	5,329.59	-451.66
			Total	3,912,921.51	-17,078.49	3,926,886.11	12,142.91 -4,935.58	1,821.69	13,964.60	-3,113.89



City of Taylor, Texas
Projected Cashflow Report
Sorted by Monthly

Patterson & Associates
 901 S. MoPac
 Suite 195
 Austin, TX 78746
 -

For the Period December 1, 2019 - June 30, 2020

Projected Trans. Date	Investment #	Fund	Security ID	Transaction Type	Issuer	Par Value	Original Cost	Principal	Interest	Total
December 2019										
12/31/2019	10039	UTIL	912828G95	Maturity	T Note	500,000.00	494,218.75	500,000.00	4,062.50	504,062.50
Total for December 2019						500,000.00	494,218.75	500,000.00	4,062.50	504,062.50
February 2020										
02/11/2020	10045	GEN	06742QY97	Maturity	Barclays Bank CP	1,000,000.00	989,350.00	1,000,000.00	0.00	1,000,000.00
02/29/2020	10031	GEN	912828J50	Maturity	T Note	400,000.00	392,312.50	400,000.00	2,750.00	402,750.00
02/29/2020	10032	CEM	912828J50	Maturity	T Note	375,000.00	367,792.97	375,000.00	2,578.13	377,578.13
Total for February 2020						1,775,000.00	1,749,455.47	1,775,000.00	5,328.13	1,780,328.13
March 2020										
03/13/2020	10041	GEN	3133XXP50	Maturity	FHLB Note	1,000,000.00	1,015,480.00	1,000,000.00	20,625.00	1,020,625.00
Total for March 2020						1,000,000.00	1,015,480.00	1,000,000.00	20,625.00	1,020,625.00
May 2020										
05/05/2020	10036	CEM	3133EJQ51	Maturity	FFCB Note	375,000.00	374,294.25	375,000.00	5,175.00	380,175.00
05/05/2020	10037	GEN	3133EJQ51	Maturity	FFCB Note	280,000.00	279,473.04	280,000.00	3,864.00	283,864.00
Total for May 2020						655,000.00	653,767.29	655,000.00	9,039.00	664,039.00
GRAND TOTALS:						3,930,000.00	3,912,921.51	3,930,000.00	39,054.63	3,969,054.63



City Council Meeting January 9, 2020 Transmittal Letter

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☐ Economic Vitality

Agenda Item #: 4
Agenda Title: **Consider Resolution R20-01, accepting land donation and match money from Taylor Parks Foundation**

Council Action to be taken: Accept land donation and match money.

Department Submitted: **Parks and Recreation**

Staff Contact: Larry Foos, Director of Parks and Recreation

1. PURPOSE/DESCRIPTION

The purpose of this agenda item is to approve a resolution to accept the land donation (9 acres) and match money (\$40,000) from the Taylor Park Foundation for purposes of proceeding with the Texas Parks and Wildlife grant for improvements to the Taylor Regional Park and Doak Fields. Both of these items were part of the matches for the grant application and need to be accepted in order to move forward with the TRP/Doak Street Grant Project.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

The City approved the submittal of the grant application on September 28, 2017 and the application was formally submitted to the Texas Parks and Wildlife Department on October 1, 2017. On March 22, 2018, the City of Taylor was notified of the \$500,000 grant award.

Back on May 10, 2018, the City Council approved accepting a grant award from the Texas Parks and Wildlife Department for a non-urban outdoor recreations grant for \$500,000. As part of the grant application the City had to identify matches to the grant, which included 9 acres being donated by Taylor Parks Foundation (TPF) (\$285,000 estimated value) and \$40,000 cash contribution from TPF.

3. STAFF ANALYSIS (How and Why)

The land donation to the City is to be:

1. use to provide a public park or other recreational use by the public that will enhance the availability of recreation and leisure activities; and
2. develop and maintain the property for such public purpose.

The Park Foundation has also resolved to transfer a \$40,000 contribution to the City to allow City expansion and improvement of the Park.

The Mayor, City Manager and Parks Board Chairman, all the TPF board members, have signed off approving the transfer of this donation.

City staff recommends approving this resolution accepting the land and the donation.

4. RECOMMENDATION

Approve the resolution.

5. FUNDING SOURCE

N/A

6. TIMELINE

May 10, 2018 City Accepted Grant

January 9, 2020 accepting land and cash donation from TPF

7. OTHER OPTIONS (In order of preference)
--

N/A

8. ATTACHMENTS

4a. [Resolution R20-01](#)

4b. [Map of the donated land](#)

Resolution R20-01

**RESOLUTION OF THE TAYLOR CITY COUNCIL ACCEPTING THE CONVEYANCE
OF REAL PROPERTY AND CASH FUNDS FROM THE TAYLOR PARKS FOUNDATION**

WHEREAS, The Directors of the City of Taylor Park Foundation ("Foundation") have determined that the real property generally described as Tax Parcels R46808, R468053 and R494015 (the "Property") should be transferred to the City of Taylor, Texas;

WHEREAS, the City of Taylor ("City") has requested the Property for the City to (i) use to provide a public park or other recreational use by the public that will enhance the availability of recreation and leisure activities; and (ii) develop and maintain the property for such public purpose;

WHEREAS, the City of Taylor ("City") has agreed that a survey of the property requested by the City shall be completed at City expense and the legal description accurately describing the property shall be used in the deed conveying the property from the Taylor Parks Foundation to the City;

WHEREAS, the Foundation has also resolved to transfer a \$43,565.33 contribution to the City to allow City expansion and improvement of the Park which shall enhance the Park and provide a public benefit to the City;

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

1. That the findings and recitals in the preamble of this Resolution are hereby found to be true and correct and are hereby approved and adopted.

2. That the City Council of the City of Taylor agrees to accept the conveyance of the Property and cash conveyance from the Foundation for the purpose stated.

3. The final warranty deed with an updated legal description will be executed by the President of the Foundation upon completion of a new survey of the Property by the City of Taylor. No further action will be required of either party upon passage of this Resolution.

PASSED, APPROVED, and ADOPTED on the 9th day of January, 2020.

CITY OF TAYLOR, TEXAS

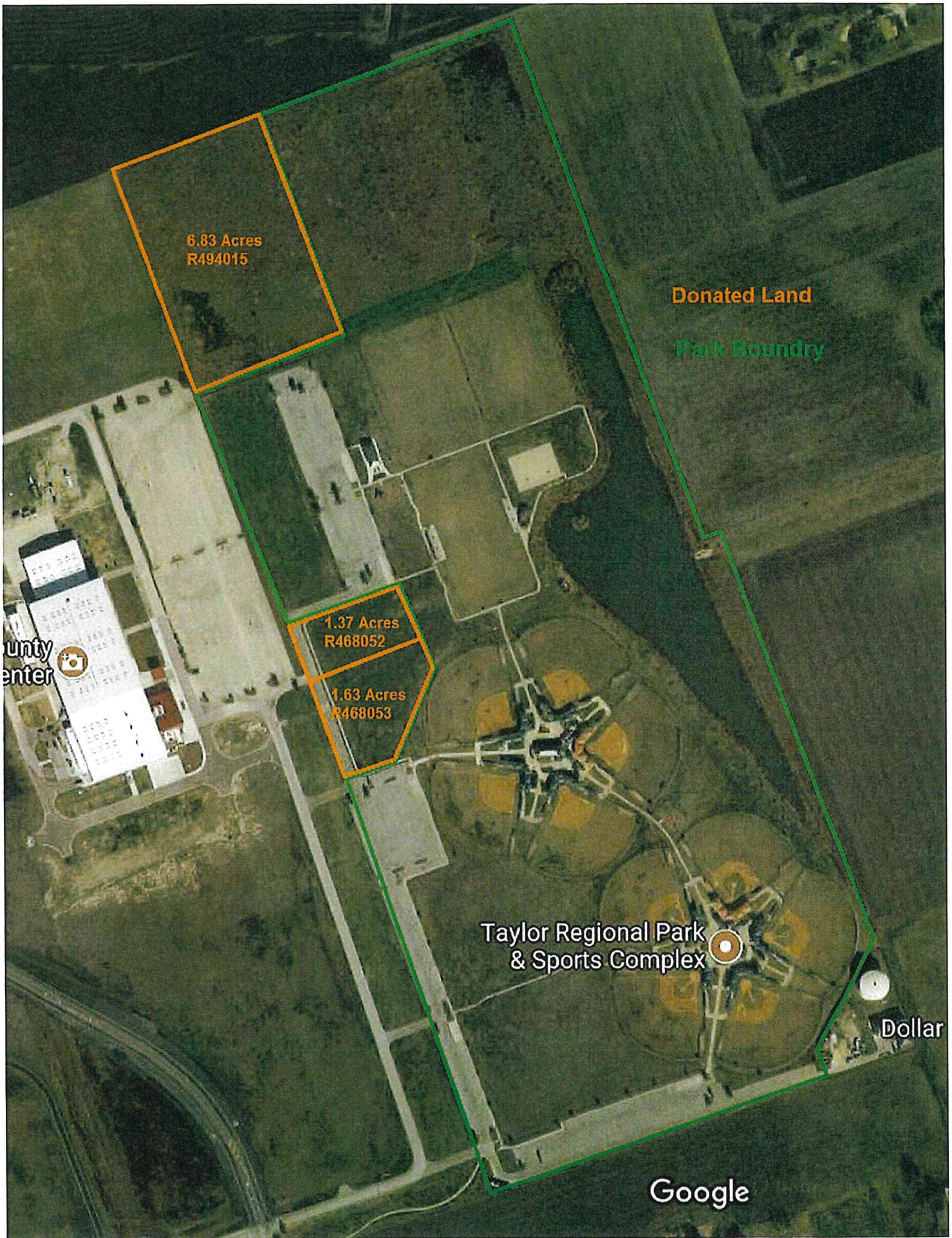
By: _____
Brandt Rydell,
Mayor, City of Taylor, Texas

ATTEST:

Dianna Barker
City Clerk

APPROVED AS TO FORM:

Ted W. Hejl
City Attorney



6.83 Acres
R494015

Donated Land

Park Boundry

County Center

1.37 Acres
R468052

1.63 Acres
R468053

Taylor Regional Park
& Sports Complex

Dollar

Google



City Council Meeting January 9, 2020 Transmittal Letter

STRATEGIC PILLAR

- ☐ Streets/Infrastructure
- ☐ Quality of Life
- ☒ Economic Vitality

Agenda Item #: 5

Agenda Title: **Consider Approving Resolution R20-02 approving the City Investment Policy and Investment Strategy**

Council Action to be taken: Approve Resolution R20-02

Department Submitted: Finance Department

Staff Contact: Jeffrey Wood, Director of Finance

1. PURPOSE/DESCRIPTION

The purpose of Resolution R20-02 is to have the Council review and approve the City's Investment Policy and Strategy.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

Council has reviewed and approved the Investment Policy and Strategy on an annual basis, with the last approval occurring on January 10, 2019.

3. STAFF ANALYSIS (How and Why)

Chapter 2256 of the Government Code requires that Municipal Governments annually review and adopt an Investment Policy and Strategy.

The City's current Investment Policy and Strategy was initially presented to City Council by our investment advisor Linda Patterson and approved by Council on January 11, 2018. It was subsequently approved without changes on January 10, 2019. At this time the only change to the investment policy being recommended is to increase the maximum maturity of commercial paper to 270 days from the current 180 days (Sec IV.A.8). Commercial paper is often issued with a maturity of 270 days and increasing our policy maximum to match in maturity will provide additional flexibility for our investment advisors. Our policy will still restrict us to investing in only the highest rated commercial paper.

On recommendation of our investment advisor, staff is also recommending that the list of broker/dealers in Attachment A include the addition of the following:

- BOK Financial
- FTN Financial
- Great Pacific Securities

- Incapital
- Oppenheimer

Approval of Resolution R20-02 will satisfy the annual review and approval requirements set forth in the Government Code.

4. RECOMMENDATION

Staff has reviewed the current Investment Policy and Strategy and are satisfied with the policy as is with the exception of the recommended change as noted above. Staff recommends approval of the policy as presented.

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)
--

N/A

8. ATTACHMENTS

5a [Resolution R20-02](#)

5b [Investment Policy and Strategy](#)

RESOLUTION NO. R20-02

A RESOLUTION REVIEWING AND ADOPTING REVISIONS TO THE INVESTMENT POLICY REGARDING FUNDS FOR THE CITY OF TAYLOR; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in accordance with the Public Funds Investment Act, Chapter 2256, Texas Government Code, the City Council of the City of Taylor, Texas by resolution adopted an investment policy; and

WHEREAS, Section 2256.005, Tex. Gov't Code requires the City Council to review the investment policies and investment strategies not less than annually and to adopt a resolution stating the review has been completed and recording any changes made to either the investment policies or investment strategies.

WHEREAS, the previous Investment Policy and Strategy was last reviewed and approved by the City Council pursuant to Resolution 19-01 on January 10, 2019.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF TAYLOR:

SECTION 1.0 That the City of Taylor Investment Policy and Strategy attached hereto as Exhibit "A" is hereby adopted and shall govern the investment policies and investment strategies for the City.

SECTION 2.0 The Director of Finance as Chief Financial Officer of the City is hereby authorized and directed to carry out the provisions of such Investment Policy as the Investment Officer.

INTRODUCED, PASSED AND APPROVED by the City Council on the 9th day of January, 2020.

Brandt Rydell, Mayor

ATTEST

Dianna Barker, City Clerk

“EXHIBIT A”



INVESTMENT POLICY AND STRATEGY

CITY OF TAYLOR TEXAS

January 9, 2020

I. PURPOSE

A. Purpose

This investment policy satisfies the statutory requirements of the Public Funds investment Act (Chapter 2256, Texas Government Code) and shall be reviewed and adopted by the City Council at least annually. This Policy sets forth the investment and strategy guidelines in order to achieve the City's goals of safety, liquidity, diversification and yield, and preserve the public trust. It sets forth policy and procedures to enhance opportunities for prudent investment.

It is the policy of the City that the administration of its funds and the investment of those funds shall be handled as its highest public trust. Investments shall be made in a manner which provides the maximum security of principal through risk management and diversification while meeting the daily cash flow needs of the City and conforming to all applicable state and City statutes. The receipt of a market rate of return will be secondary to the requirements for safety and liquidity. The earnings from investment will be used in a manner that best serves the interests of the City.

B. Scope

This Investment Policy applies to all investment activities of the City and to all assets of all funds of the City of Taylor at the present time and any funds received in the future, *excluding the Employee Retirement Trust and the deferred compensation plan*. Any funds held in custody by the City of Taylor shall be administered in accordance with the provisions of these policies unless expressly prohibited by law. This Policy establishes guidelines for Council designated investment officers who invest City funds and establishes controls, reporting and review requirements. Bond funds (as defined by the Internal Revenue Service) shall be managed under this policy and in accordance with their governing resolution and all applicable State and Federal law.

II. INVESTMENT OBJECTIVES

A. Safety of Principal

The primary objective of all investment activity is the preservation of capital and the safety of principal in the overall portfolio. Each investment transaction shall seek to ensure first that capital losses are avoided, whether they are from securities defaults or erosion of market value.

B. Maintenance of Adequate Liquidity

The investment portfolio will remain sufficiently liquid to meet the cash flow requirements that might be reasonably anticipated. Liquidity shall be achieved by matching investment maturities with forecasted cash flow requirements, investing in securities with active secondary markets, and maintaining appropriate portfolio diversification. A reasonable liquidity buffer for unanticipated expenses will be maintained.

C. Diversification

The policy of the City of Taylor will be to diversify its portfolio. This will be done to spread the risk of loss resulting from any concentration of assets in a specific maturity, a specific issuer or a specific market sector of investments. Investments of the City shall always be selected for stability of income and reasonable liquidity through active secondary markets.

D. Yield

Consistent with federal and state law, it will be the objective of the Investment Officer(s) to earn a reasonable market yield within the constraints of safety and liquidity. Benchmarks of the six-month and one-year Treasury Bills are established to measure risk and yield. The one-year Treasury Bill benchmark matches the maximum dollar weighted average of the portfolio which is set at one year.

E. Maturity

Portfolio maturities will be staggered, if market conditions are favorable, in a way to achieve the best available yield and interest while providing the necessary liquidity to meet the City's cash needs. The maximum allowable stated final maturity of any individual investment owned by the City will be three years and the maximum dollar weighted average maturity will be one year.

1. Sale of Securities before Maturity

The City Investment Officer(s) may sell securities before maturity if:

- a. market conditions present an opportunity for the City to benefit from sale;
- b. funds are urgently needed to meet unforeseen expenses, even if there is a loss of interest and/or principal due to the sale;
- c. a security has lost its minimum required credit rating as an authorized investment.
[Sec. 2256.02], or
- d. a brokered certificate of deposit security loses its FDIC insurance.

F. Quality and Capability of Investment Management

It is the City's policy to provide the training required by the Public Funds Investment Act, Sec. 2256.008 for the Investment Officer(s) through courses and seminars offered by professional organizations and associations in order to insure the quality and capability of the City's Investment Officer(s) in making investment decisions. The Council will approve the authorized training sources.

The City may contract with a non-discretionary, SEC registered investment adviser to assist in management of the portfolio(s) and act as an Investment Officer of the City.

III. INVESTMENT STRATEGY

A. General Strategies

In conjunction with the annual policy review, the City Council shall review the investment strategy for each of the City's fund types. The investment strategy must describe the investment objectives for each fund type according to the following priorities:

1. investment suitability,
2. preservation and safety of principal,
3. liquidity,
4. marketability prior to maturity of each investment,
5. diversification, and
6. yield

In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds except recognized long-term or reserve funds..

The City may commingle the funds from various portfolios for investment purposes. If commingled the unique needs of all the funds will be considered and met. The total portfolio shall have a maximum weighted average maturity of one year and a maximum maturity of three years.

B. Investment Strategies by Fund Type

Investment strategies by general fund-type follow. Sub-portfolios are created which reflect these fund types.

1. General Operating Funds

General operating funds are controlled by monthly liability needs and require short-term liquidity to meet upcoming liabilities. Diversified investment maturities shall match anticipated monthly cash flow based on the anticipated needs of the City. Short-term investment pools, money market mutual funds or bank deposits shall provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments. A small liquidity buffer can be used to meet unanticipated needs. Marketable securities with active and efficient secondary markets and high credit quality are used in the event of an unanticipated cash requirement.

The dollar weighted average days to maturity for the operating fund portfolio shall equal to or less than one year and the maximum allowable maturity shall be three years. The Investment Officers will monitor and manage the average days to maturity.

2. Bond Proceeds

Bond proceeds used for construction programs have reasonably predictable draw down schedules, therefore investment maturities shall generally follow anticipated cash flow requirements. Because of the potential for variance from the anticipated draw down schedule and actual expenditures most investment securities shall have active and efficient secondary markets. Investment pools and money market mutual funds shall provide readily available funds generally equal to one month's anticipated cash flow needs or as a competitive yield alternative for short term fixed maturity investments. A singular 'flex' repurchase agreement may be utilized with disbursements allowed as necessary to satisfy any expenditure request.

Market conditions and the arbitrage regulations may influence choices for investments. Generally the City will attempt to meet or exceed the applicable arbitrage yield for the bond issue. If the arbitrage yield cannot be exceeded, then concurrent market conditions will determine the investments. At no time shall the anticipated expenditure schedule be exceeded in an attempt to bolster yield.

3. Repair and Replacement Funds

The investment maturity of repair and replacement funds shall generally be limited to the anticipated cash flow requirement of the budgeted project schedule. Market conditions and the anticipated spending schedule shall determine the investment strategy. Investment securities shall be diversified and sufficiently liquid to cover the unpredictability of emergency repairs.

4. Debt Service Funds

Debt service funds shall be invested to ensure adequate funding for each consecutive debt service payment. The Investment Officer shall invest in such a manner as not to exceed an "un-funded" debt service date. The predictability of each payment reduces guides the investment.

5. Bond Reserve Funds

Bond reserve funds have no anticipated expenditures. The funds are deposited to provide annual debt service payment protection to the City's bondholders. The funds are "returned" to the City at the final debt service payment. Maturities shall generally not exceed the call provisions of the bond issue to reduce the investment's market risk if the City calls the bonds with a need for the reserve fund to be liquidated. No investment maturity shall exceed the final maturity of the bond issue.

Bond resolution constraints and insurance company restrictions create issue-specific considerations in addition to the Investment Policy. Specific maturity and average life limitations will guide investments.

6. Operating Reserve Funds

The operating reserve funds are essentially City savings. Reductions are generally not anticipated. Therefore, the predictability of the cash requirements of other City funds will govern the appropriate maturity mix. Market conditions, City financial condition and risk/return analysis may adjust the strategy.

7. Fiduciary Funds

Fiduciary Funds are used to report assets held in a trustee or agency capacity for others. The funds principal therefore cannot be used to support the City's programs. Since the purpose of these funds is for investment only, market conditions and risk/return analysis may adjust the strategy to the maximum maturity of ten years.

IV. AUTHORIZED INVESTMENTS

A. Authorized Investments

City funds, governed by this Policy, shall be invested only in investments authorized by this Policy. Investments described below are authorized and further described by the Public Funds Investment Act (Chapter 2256, Texas Government Code). All securities shall be purchased on a competitive basis.

1. Obligations of the United States, its agencies and instrumentalities, excluding all mortgage backed securities with a stated final maturity not to exceed three years.
2. Other obligations, the principal and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or the United States or their respective agencies and instrumentalities.
3. Obligations of any US states, agencies, counties, cities, and other political subdivisions of any state having been rated not less than "A" or equivalent by a nationally recognized investment rating firm and a maximum stated maturity of three years. .
4. Fully collateralized repurchase agreements having a defined termination date, placed through a primary government securities dealer, as defined by the Federal Reserve, or a bank domiciled in Texas, and secured in accordance with this Policy, The term includes direct security repurchase agreements and reverse repurchase agreements under a master repurchase agreement.
5. Fully insured or collateralized depository certificates of deposit issued by State and national banks domiciled in Texas and collateralized in accordance with this Policy and governed.
6. AAA-rated, SEC registered money market mutual funds in compliance with SEC Rule 2a-7 which strive to maintain a \$1 stable net asset value.
7. Local government investment pools which strive to maintain a \$1 net asset value as further defined in Section 2256.016 of the Texas Government Code.
8. A1/P1 or equivalent rated commercial paper with a stated maturity of 270 days or fewer from the date of purchase
9. State and local government debt from any US state, rated A or better by a nationally recognized rating agency with a maximum maturity of three years to stated maturity.
10. FDIC insured brokered certificates of deposit securities from a bank in any US state, delivered versus payment to the City's safekeeping agent, not to exceed one year to maturity. Before purchase, the Investment Officer or Adviser must verify the FDIC status of the bank on www.fdic.gov to assure that the bank is FDIC insured.
11. Fully insured or collateralized Interest bearing depository accounts in any bank doing business in Texas.

V. INTERNAL CONTROLS

The City shall seek to control the risk of loss due to the failure of a security issuer or grantor. Such risk shall be controlled by investing only in the safest types of securities as defined in the Policy; by qualifying the broker, dealer and financial institution with whom the City will transact, by collateralization as required by law; and through portfolio diversification by maturity and type.

A. Delivery versus Payment (DVP)

The purchase of all securities shall be executed "delivery versus payment" (DVP) through the City's depository or safekeeping agent. By so doing, City funds are not released until the City has received, through the safekeeping agent, the securities purchased. To perfect DVP, the city's depository or safekeeping agent as a broker/dealer.

B. Loss of Required Credit Rating

The Investment Officer or Investment Adviser shall monitor, on no less than a weekly basis, the credit rating on all authorized investments in the portfolio requiring ratings, based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer or Adviser shall notify the City Manager of the loss of rating, conditions affecting the rating and possible loss of principal with liquidation options available, within a reasonable time after the loss of the required rating. Liquidation shall be made on a prudent basis.

C. Monitoring FDIC Insurance

The Investment Officer or Investment Adviser shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the City based upon information from the FDIC. If any bank has been acquired or merged with another bank in which brokered CDs are owned, the Investment Officer or Adviser shall immediately liquidate any brokered CD which places the City above the FDIC insurance level.

D. Diversification by Investment Type

The City's Portfolio shall be diversified to eliminate the risk of loss resulting from concentration of assets in a specific maturity, a specific issuer or a specific class of investments. Investments of the City shall always be selected that provide for stability of income and reasonable liquidity.

Bond proceeds may be invested in a single flex repurchase agreement or SLUG if the Investment Officer determines that such an investment is reasonable or is necessary to comply with Federal arbitrage restrictions .

E. Diversification by Investment Maturity

In order to minimize risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. Portfolios will be laddered to address known monthly liabilities.

F. Ensuring Liquidity

Liquidity shall be achieved by anticipating cash flow requirements, by investing in securities with active secondary markets and by investing in eligible money market mutual funds, local government investment pools and interest bearing bank accounts.

A security may be liquidated to meet unanticipated cash requirements, to re-deploy cash into other investments expected to outperform current holdings, or otherwise to adjust the portfolio.

VI. COLLATERALIZATION

Consistent with the requirements of State law, the City requires all time and demand deposits to be i Texas banks and to be federally insured or collateralized with eligible securities. Financial institutions serving as City Depositories will be required to sign a Depository Agreement with the City and the custodian of pledged securities. The Agreement will be executed in compliance with FIRREA. The portion of the Agreement shall define the City's rights to the collateral in the event of default, bankruptcy, or regulatory closing and shall establish a perfected security interest in compliance with the FIRREA regulations:

1. Agreement must be in writing;
2. Agreement has to be executed by the Depository and the City contemporaneously with the acquisition of the asset;
3. Agreement must be approved by resolution of the Bank Board of Directors or the bank loan committee and a copy of the meeting minutes must be delivered to the City;
4. Agreement must be part of the Depository's "official record" continuously since its execution.

Repurchase agreements must also be secured in accordance with State law. Each counter party to a repurchase transaction is required to sign a copy of the Public Securities Association Master Repurchase Agreement as approved by the City. An executed copy of this Agreement must be on file before the City will enter into any transactions with a counter party. All Master Repurchase Agreements must be approved by the Administrative Policy Committee.

All securities pledged to the City for these deposits shall be held by an independent third party institution outside the holding company of the pledging bank.

In order to anticipate market changes and provide a level of additional security for all funds, the market value of the collateral will be maintained at 102% of total principal and accrued interest. The depository will be responsible for monitoring and maintaining the collateral and margins daily. The custodian or pledging bank will provide monthly reports to the City detailing the collateral and including current market values.

A. Allowable Collateral

Acceptable collateral for deposits and repurchase agreements shall include only:

1. obligations of the U.S. Government, its agencies and instrumentalities, including mortgage backed securities and CMO passing the bank test,
2. US state and local obligations rated A or better, and
3. letters of credit from FHLB Banks (for time and demand deposits only).

Preference will be given to pledged securities.

B. Collateral Levels

1. Time and Demand Deposits

The market value of the principal portion of collateral pledged for time and demand deposits must, at all times, be equal to or greater than 102% of the total deposit, less the applicable level of FDIC insurance.

2. Repurchase Agreements

The market value of the principal portion of collateral owned under the repurchase agreement must, at all times, be equal to or greater than 102% of the total outstanding repurchase agreement amount.

C. Monitoring Collateral Adequacy

1. Time and Demand Deposits

The City shall require monthly reports with market values of pledged securities from all financial institutions/custodians holding City time and demand deposits. The Investment Officers will monitor adequacy of collateralization levels to verify market values and total collateral positions.

2. Repurchase Agreements

Daily monitoring by the provider and Investment Officers of market values of all underlying securities purchased for City repurchase transactions is required.

D. Additional Collateral and Securities

1. Time and Demand Deposits

If the collateral pledged falls below the total value of the deposit less FDIC insurance, the institution will take action or will be notified by the Investment Officers and be required to pledge additional securities no later than the end of the next succeeding business day.

2. Repurchase Agreements

If the value of the securities underlying a repurchase agreement falls below the margin maintenance levels specified above, the provider will immediately provide additional securities.

E. Safekeeping of City Owned Securities

1. Safekeeping Agreement

The City shall contract with its depository or another bank for the safekeeping of securities owned by the City .

2. Safekeeping of Time and Demand Deposit Collateral

All collateral securing time and demand deposits shall be held by a third party banking institution acceptable to the City.

3. Safekeeping of Repurchase Agreement Securities

The securities purchased under repurchase agreements must be delivered to a third party custodian approved by the City.

VII. INVESTMENT ADVISORS AND BROKER/DEALERS

Investment selection for all funds shall be based on legality, appropriateness, liquidity, and risk/return considerations. All City investment portfolios shall be pro-actively managed to enhance interest income.

Non-discretionary Investment Advisors shall adhere to the spirit, philosophy and specific term of this Policy and shall invest within the same "Standard of Care." Investment broker/dealers shall adhere to the spirit, philosophy and specific term of this Policy and shall avoid recommending or suggesting transactions outside that "Standard of Care."

Selection of brokers/dealers must be registered with the Texas State Securities Commission, the Securities Exchange Commission, and the Financial Industry Regulatory Association (FINRA) or their successors.

Selection of Investment Advisors and broker/dealers will be performed by the Investment Officer. The Investment Officer will establish criteria to evaluate Investment Advisors and broker/dealers, including:

1. Adherence to the City's policies and strategies;
2. Investment performance and transaction pricing within accepted risk constraints;
3. Responsiveness to the City's request for services, information and open communication;

4. Understanding of the inherent fiduciary responsibility of investing public funds;
5. Similarity in philosophy and strategy with the City's objectives

The City Council will adopt the list of authorized broker/dealers proposed by the Investment Officer at least annually. The list is attached as Attachment A to the Investment Policy.

Broker/dealers shall provide timely transaction confirmations and monthly portfolio reports. Investment Advisers shall provide complete monthly and quarterly reports. Both will receive a copy of the City Investment Policy whenever material changes are made.

Local government pools in which the City participates shall be presented a written copy of this Investment Policy. The pool shall execute a written instrument substantially to the effect that the pool has received and reviewed this Investment Policy, and acknowledged that the pool has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities with the City.

VIII. INVESTMENT OFFICERS RESPONSIBILITY AND CONTROLS

A. Authority to Invest

The Director of Finance shall be designated by City Council resolution as the "Investment Officer" of the City. The Investment Officer is authorized to create investment accounts, deposit, withdraw, invest, transfer, execute documentation, and otherwise invest City funds according to this Policy. The Investment Adviser may invest through the non-discretionary Investment Adviser. In his/her absence, the Accountant, Assistant City Manager and/or City Manager may serve as Investment Officer in his place and are subject to the same training requirements and must adhere to the policies set forth in this Policy.

The Director of Finance as Investment Officer shall attend at least one training session, within twelve months of assuming these duties, that addresses investment controls, security risks, strategy risk, market risks, and compliance with the Public Funds Investment Act.

B. Investment Officer Required Training

All designated Investment Officers shall:

1. Attend ten (10) hours of training within 12 months after designation as Investment Officer from an independent source approved by the City Council. Instruction will include the Investment Officer's legal responsibilities; and
2. Attend eight (8) hours of investment training session not less than once in a two fiscal year period relating to investment responsibilities from an independent source approved by the City Council.

C. Prudent Investment Management

The designated Investment Officer(s) shall perform their duties in accordance with the adopted Investment Policy and internal procedures. The Investment Officer acting in good faith and in accordance with these policies and procedures shall be relieved of personal liability.

D. Standard of Care

The standard of care shall be the "prudent person rule" and shall be applied in the context of managing the overall portfolio within the applicable City and legal constraints. The Prudent Person Rule states:

"Investments shall be made with judgment and care, under circumstances then prevailing, that a person of prudence, discretion and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived."

E. Liability of City Investment Officer

The City Investment Officer is not responsible for any loss of City funds through the failure or negligence of a depository. Sec. 113.005 Local Government Code does not release the Investment Officer from responsibility for a loss resulting from the official misconduct or negligence of the Investment Officer, including misappropriation of funds, or from responsibility for funds until a depository is selected and the funds are deposited.

F. Personnel Authorized to Transact Investment Transactions

All investment transactions and directions concerning collateral levels and substitutions shall be made by the designated Investment Officer(s) and documented fully. Complete monthly reports shall be provided the City Manager and City Council reporting all transactions.

G. Standards of Ethics

The designated Investment Officer shall adhere to City's Code of Conduct. Additionally, the Investment Officer shall file with the Texas Ethics Commission and the City Council a statement disclosing any personal business relationship as defined in the Public Funds Investment Act (2256.005(i)) with any entity seeking to sell investments to the City with which relationships exist within the second degree by affinity or consanguinity to the Investment Officer.

H. Establishment of Internal Controls

The Director of Finance will oversee the maintenance of a system of internal controls over the investment activities of the city in accordance with this Policy.

IX. REPORTING

A. Monthly and Quarterly Reports

Investment performance will be monitored and evaluated by the Investment Officer(s). The Investment Officer(s) will provide monthly and quarterly comprehensive reports in accordance with the Public Funds Investment Act. The Investment Officer(s) shall sign each quarterly report with a statement of compliance. At a minimum the investment reports shall:

1. Describe in detail all the investment positions of the City,
2. State the reporting period beginning market value; additions or changes to the market value during the period and ending market value for the period of each portfolio or sub-portfolio,
3. State the maturity date of each investment security,
4. State the fund for which each investment security was purchased, and
5. Detail earnings for the period and summarize allocations.

Market prices will be obtained from independent prices.

B. Annual Report and Audit

The City, in conjunction with its annual financial audit, shall perform a compliance audit of management controls on investments and adherence to the City's Investment Policy and strategies.

X. REVIEW AND AMENDMENT

The City of Taylor City Council shall review its investments policy and investment strategies on no less than an annual basis. It shall be the duty of the Investment Officer to notify the City Council of any significant changes proposed in investment methods or procedures prior to their implementation. The resolution adopting the Policy and Strategies of the City shall note all changes made to the Policy and Strategies.

ATTACHMENT A

APPROVED BROKER/DEALER LIST

CITY OF TAYLOR

January 9, 2020

The following firms are in compliance with the City's Investment Policy requirements and are in good standing with the Securities and Exchange Commission and State of Texas.

Bank of America/Merrill Lynch
BOK Financial
Cantor Fitzgerald
Falcon Square
FTN Financial
Great Pacific Securities
Incapital
Int'l F.C. Stone
Morgan Stanley
Mizuho Securities
Mutual Securities
Oppenheimer
Piper Jaffray
Raymond James
RBC Capital Markets
Stifel Nicolaus
Vining Sparks
Wells Fargo
Williams Capital Group

These brokers meet City investment policy requirements and have been provided a copy of the City's investment policy which is re-sent to each broker/dealer whenever material changes are made to the policy.



City Council Meeting January 9, 2020 Transmittal Letter

STRATEGIC PILLAR

- ☐ Streets/Infrastructure
- ☒ Quality of Life
- ☐ Economic Vitality

Agenda Item #: 6
Agenda Title: Taylor Public Library Copyright Compliance Policy

Council Action to be taken: Approve, Deny or Table

Department Submitted: Library

Staff Contact: Karen Ellis, Library Director

1. PURPOSE/DESCRIPTION

It is proposed that the Taylor Public Library's new Copyright Compliance Policy be approved.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

A recent library grant application asked whether the library had a policy on library confidentiality and copyright compliance. Taylor City Council approved the Library's Confidentiality Policy at the November 14, 2019 City Council Meeting. Public Library does not currently have a policy to address copyright compliance.

3. STAFF ANALYSIS (How and Why)

While the Taylor Public Library was still able to participate in grant mentioned above, staff is concerned that lack of this policy could become a barrier in the future.

4. RECOMMENDATION

The Library Advisory Board met and made recommendations concerning a Library Copyright Policy and approved it at their November 12, 2019 meeting. The Library Advisory Board and library staff recommend approval of this new policy.

5. FUNDING SOURCE

N/A

6. TIMELINE

Many grants from the Texas State Library, Texas Library Association and other library related funding sources are open for applications in December through March.

7. OTHER OPTIONS (In order of preference)
--

N/A

8. ATTACHMENTS

6a. [Proposed Library Copyright Compliance Policy](#)

Taylor Public Library	Approved by Library Board: Nov.12, 2019 Approved by City Council:	
Copyright Compliance Policy	Revised:	Page 1 of 1

Principles and Objectives

The mission of the Taylor Public Library is to promote a lifelong love of reading and to provide educational, informational, and recreational resources to patrons of all ages, cultural and economic backgrounds. *(Approved by the Library Board, 2-18-97)*

Purpose

The Taylor Public Library complies with federal copyright law (Title 17, U.S. Code). It is the intent of this law to protect the rights of copyright owners from unauthorized reproduction of their works.

Copyrighted materials may include, but are not limited to, all printed matter, audio recordings, video recordings, computer software, databases and digital files that are owned by the library or downloaded from the Internet.

Library Responsibilities

The Taylor Public Library recognizes the rights of the holders of the copyright for materials and will not knowingly allow violation of the law either by staff or by the public.

1. The Library provides a coin-operated photocopy machine and a public computer printer for the convenience and lawful use of library patrons.
2. The Library will post public notices on or near these devices to remind library patrons about copyright law and its restrictions.

User Responsibility

Any use of computer printing, photocopying or any reproductions that infringes use of copyrighted work is subject to civil remedies and criminal penalties provided by Federal Law.

1. Library patrons are responsible for their own compliance to federal copyright law and familiarity with fair use of copyrighted materials.
2. Fair use permits an individual to use a copyrighted work without the copyright owner's permission for purposes such as criticism, comment, news reporting, teaching, scholarship, or research.



***City Council Meeting
January 9, 2020
Transmittal Letter***

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☐ Economic Vitality

Agenda Item #: 7

Agenda Title: **Approve Resolution for a Contract Amendment with ICMA for Roth Amendment Adoption Package.**

Council Action to be taken: Approve Contract Amendment

Department Submitted: **Human Resources**

Staff Contact: Kim Peterson, Director, Human Resources & Civil Service

1. PURPOSE/DESCRIPTION

The purpose of this agenda item is to request approval for an additional deferred compensation personal savings option for City employees.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

ICMA has been offering deferred compensation retirement plans for many years as one of the optional benefits available to employees.

3. STAFF ANALYSIS (How and Why)

A **457 plan** is a type of qualified tax advantaged deferred-compensation retirement plan that is available to employers to provide a savings option for employees..

The **Roth 457 plan** allows employees to contribute to their 457 account on an after-tax basis and pay no taxes on qualifying distributions when the money is withdrawn. For some employees, this could prove to be a better option than contributing on a pre-tax basis, where deposits are subject to taxes when the money is withdrawn.

Any investment in a 457 Plan is at the employee's choice at no cost to the City.

4. RECOMMENDATION

It is recommended that Council approve this plan amendment.

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)
--

N/A

8. ATTACHMENTS

7a. [Resolution R20-03](#)

7b. [ICMA Q&A](#)

RESOLUTION R20-03

Plan Number: 307325

City of Taylor, Texas (“Employer”)

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the Employer has established a deferred compensation plan for such employees that serves the interest of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer has determined that the continuance of the deferred compensation plan will serve these objectives; and

NOW THEREFORE BE IT RESOLVED that the Employer hereby amends and restates the deferred compensation plan (the “Plan”) in the form of the ICMA Retirement Corporation 457 Governmental Deferred Compensation Plan & Trust.

BE IT FURTHER RESOLVED that the assets of the Plan shall be held in trust, with the Employer serving as trustee (“Trustee”), for the exclusive benefit of Plan participants and their beneficiaries, and the assets shall not be diverted to any other purpose. The Trustee’s beneficial ownership of Plan assets held in Vantage Trust shall be held for the further exclusive benefit of the Plan participants and their beneficiaries;

BE IT FURTHER RESOLVED that the employer hereby agrees to serve as Trustee under the Plan.

PASSED and approved by the City Council of the City of Taylor, Texas this 9th day of January, 2020.

Brandt Rydell, Mayor

I, Dianna Barker, Clerk of the City of Taylor, do hereby certify that the foregoing resolution was duly passed and adopted in the City Council meeting of the City of Taylor of the at a regular meeting thereof assembled this day of January 9, 2020.

Dianna Barker, City Clerk

(Seal) Clerk of the City of Taylor

Return executed Resolution to ICMA-RC by Fax OR Mail to:
202-962-4601 ICMA-RC
ATTN: NBS Analyst ATTN: NBS Analyst
777 North Capitol Street, NE
Washington, DC 20002-4240

457 PLAN ROTH OPTIONS

Questions & Answers

Owning Roth assets in your 457 plan allows you the opportunity to benefit from tax-free withdrawals in retirement.

ROTH CONTRIBUTIONS

1 Who should consider Roth contributions?

Roth contributions may be most appropriate for participants expecting to pay a higher tax rate in retirement, allowing them to pay taxes on the contributions now, at a lower tax rate, and receive tax-free distributions in retirement. A Roth Analyzer tool is available at www.icmarc.org/rothanalyzer to help you evaluate Roth vs. pre-tax contributions.

2 Can I make both pre-tax and Roth contributions?

Yes. You can make both types of contributions, up to the annual contribution limit in effect for the year, and making both may make sense.

When it's time to take distributions, having both pre-tax and Roth assets available allows you to choose the source of funds most advantageous to your situation.

3 What is the maximum Roth contribution I can make to a 457 plan?

The same annual limitations that apply to pre-tax contributions apply to the combination of all contributions to the plan, including both pre-tax and Roth. Visit www.icmarc.org/contributionlimits to learn more.

You can make Roth contributions to both a 457 plan and a Roth IRA. However, unlike Roth IRAs, your ability to make 457 plan Roth contributions is not restricted by income.

4 How do I elect to make Roth contributions?

You can use the **Contribution Form**. If permitted by your plan, contribution changes can also be done online through ICMA-RC's website (www.icmarc.org/login) or by contacting an Investor Services representative.

DISTRIBUTIONS OF ROTH ASSETS

5 When can I withdraw Roth assets?

Roth assets can be withdrawn whenever a distribution of non-Roth assets is permitted under your plan (for example, retirement, termination, emergency situations). Pre-tax assets will be distributed prior to Roth assets, unless otherwise elected, to help ensure that Roth assets are not distributed prior to the distribution being qualified (tax-free).

6 Once I'm eligible to withdraw Roth assets, are they tax free?

Roth assets, including both the Roth contributions and associated earnings, can be withdrawn tax-free if the following requirements for a "qualified" distribution are satisfied:

- ▶ five years have passed since January 1 of the year of your first Roth contribution, and
- ▶ you are at least 59½ years old, or permanently disabled, or the assets are being paid to your beneficiaries following your death.

7 What if I do not meet the requirements for a qualified distribution, but I elect to withdraw Roth assets?

All distributions of Roth assets include a pro-rata share of contributions and earnings, and the earnings portion of the distribution will be taxable.

8 Do required minimum distribution (RMD) rules apply to Roth assets?

Yes. The same RMD rules that apply to other assets in your plan also apply to Roth assets. Distributions from the 457 plan must generally begin in the year you reach age 70½ or separate from service, whichever occurs later.

(continued)

IN-PLAN ROTH CONVERSIONS

9 What is an in-plan Roth conversion?

An in-plan Roth conversion is the process of converting pre-tax retirement plan assets to Roth assets without removing the assets from the plan. You are subject to income taxes on the amount you convert. Since an in-plan Roth conversion may result in a significant tax liability, ICMA-RC recommends that you first consult with a qualified tax professional.

10 How do I request an in-plan Roth conversion?

Contact ICMA-RC and request the *In-Plan Roth Conversion Form*.

11 Will an in-plan Roth conversion impact the five-year period used to determine if distributions are qualified (i.e., tax free)?

Yes. If you had not previously made Roth contributions to the plan, January 1 of the year in which the conversion takes place will be used as the date of your first Roth contribution.

12 What are the tax implications of converting pre-tax assets to Roth assets?

You will be subject to income taxes on the amount you convert. This can result in a significant tax liability (no taxes are withheld as part of the conversion). **ICMA-RC recommends that you consult with a qualified tax professional before requesting an in-plan Roth conversion.**

13 Can I convert pre-tax amounts to Roth amounts through a rollover to a Roth IRA, rather than an in-plan conversion?

Yes. If otherwise eligible for a direct rollover, 457 plan assets are eligible for a direct rollover to a Roth IRA.

14 Are there any advantages to rolling the assets to a Roth IRA instead of doing an in-plan Roth conversion?

Yes. If you do a direct rollover to a Roth IRA, you can change your mind and reverse the

taxable conversion by moving the assets to a Traditional IRA through a process known as a recharacterization. This must be done prior to the deadline for filing your tax return plus extensions for the year in which the conversion took place (generally, October 15 of the year following the calendar year in which the conversion took place). Additionally, Roth IRA assets are not subject to required minimum distributions.

ROLLOVERS OF ROTH ASSETS

15 Can Roth assets be rolled over from the 457 plan to another plan?

Generally, yes. However, the receiving plan must be able to accept and provide recordkeeping for Roth assets (for example, another 457 plan that allows Roth contributions, or a Roth IRA).

16 How do rollovers of Roth assets from other retirement plans impact the five-year period used to determine whether or not distributions are qualified?

The five-year period is calculated using the year of your first Roth contribution to the plan from which assets are being rolled out of or rolled to, whichever is earlier. For example, if you roll over Roth assets from a previous employer's retirement plan where you began making Roth contributions prior to making Roth contributions to your current employer's plan, the earlier date will be used to determine when you are eligible to receive qualified distributions of Roth assets.

17 How will a rollover to a Roth IRA impact the five-year period?

Regardless of the date of your first Roth contribution to the 457 plan, the date of your first Roth IRA contribution determines whether distributions from the IRA are subject to taxes.

18 Can a Roth IRA be rolled over to a 457 plan?

No. A Roth IRA cannot be rolled over to a 457 plan, even if the plan allows for Roth contributions.



City Council Meeting January 9, 2020 Transmittal Letter

STRATEGIC PILLAR

- ☐ Streets/Infrastructure
- ☒ Quality of Life
- ☒ Economic Vitality

Agenda Item #: 8
Agenda Title: **Consider authorizing the City Manager to accept a land donation from Valero**

Council Action to be taken: Authorize the City Manager to sign for and fully execute a land donation from Valero

Department Submitted: City Management

Staff Contact: Jeff Jenkins, Deputy City Manager

1. PURPOSE/DESCRIPTION

The purpose of this agenda item is to authorize the City Manager to sign a gift deed for 6 acres of land, which is being donated to the City of Taylor for a future fire station and related purposes.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

Back in October 2017, the City of Taylor entered into an economic development agreement with V-Tex Logistics LLC, also known as Valero. Valero at the time desired to construct a fuels distribution terminal off of Chandler Road west of FM 366 and the City found it advantageous to enter into this agreement in order to set terms and conditions for the construction of this facility.

One of the terms of the agreement was that Valero would donate six contiguous acres, off Chandler Road, for construction and operation of a future City fire station and related purposes. By approving this item, this will allow the City Manager to sign for the donation and execute it.

Valero has sent gift deed documents ready to be signed and fully executed.

3. STAFF ANALYSIS (How and Why)

City staff agrees with acceptance of the land donation as this will provide one option for the location of a future fire station. The deed has a restriction the land can only be used for a future fire station. The City did not provide a time frame to Valero when a station would be built there.

4. RECOMMENDATION

Authorize the City Manager to sign for and fully execute the acceptance of this land donation from Valero.

5. FUNDING SOURCE

N/A

6. TIMELINE

October 12, 2017 Economic Development Agreement Approved

7. OTHER OPTIONS (In order of preference)

Do not accept the land donation as part of the economic development agreement.

8. ATTACHMENTS

- 8a. [Letter December 20, 2019 Regarding Gift Deed Transmittal from Valero](#)
- 8b. [Letter April 5, 2018 Consenting to transfer land by December 31, 2019](#)
- 8c. [Exhibit A – Gift Deed with map of the 6 acres to be gifted](#)
- 8d. [Copy of Economic Development Agreement](#)



V-TEX Logistics, LLC
One Valero Way
San Antonio, TX 78249-1616

December 20, 2019

RE: V-Tex Gift Deed Transmittal
6.0 acres for Fire Department Station Use
Taylor Terminal TAT-0002
Williamson, County Texas

City of Taylor
Attn: City Manager
400 Porter Street
Taylor, Texas 76574

Enclosed herein is the V-Tex executed gift deed donation for the 6 acre tract as outlined in section eight (8) of the Development Agreement between V-Tex & the City of Taylor. Once the Gift Deed has been fully executed and recorded by the City, please return a fully executed & recorded copy to the following address:

V-TEX Logistics, LLC
One Valero Way
San Antonio, TX 78249-1616
Attention: Real Estate & Right-of-Way Dept.
ValeroRealEstate@Valero.com

Please feel free to call if you have any questions or concerns.

Very truly yours,

James V. Stegall, Vice President
Global Real Estate & Right-of-Way Services

Copy – TAT-0002
F. Hampton, VP Eng
A. Szabo, Dir Ops



V-TEX Logistics, LLC
One Valero Way
San Antonio, TX 78249-1616

April 5, 2018

RE: V-Tex Adjacent Land 30.65 acres
Taylor Terminal TAT-0002
Williamson, County Texas

COPY

City of Taylor
Attn: Isaac Turner, City Manager
400 Porter Street
Taylor, Texas 76574
isaac.turner@taylortx.gov

Mr. Turner:

As you are aware from your recent discussions with Valero, V-Tex will be utilizing its adjacent 30.65 acre tract of land located south of Chandler Road for the storage of materials and subsequent construction activities associated with the Taylor Terminal and Pipeline Project, and V-Tex would like the City's consent to use the entire 30.65 acre parcel by deferring the 6 acre gift deed donation outlined in section eight (8) of the Development Agreement until the earlier of (i) V-Tex's completion of construction activities and demobilization associated with the project or (ii) **December 31, 2019**. As soon as these construction activities are completed or before December 31, 2019, V-Tex agrees to complete the 6 acre gift deed donation described in section eight (8) of the Development Agreement.

If you are in agreement with V-Tex's deferment of the gift deed donation and use of the land as outlined herein, please acknowledge by signing and dating this letter in the space provided below and return one copy to me at the following address:

V-TEX Logistics, LLC
One Valero Way
San Antonio, TX 78249-1616
Attention: VP Real Estate & Right-of-Way
ValeroRealEstate@Valero.com

The instillation of base materials & rock on the 30.65 acre parcel are expected to begin on or about Friday April 6th, 2018, and pipeline materials are expected to begin delivery on or about April 17th, 2018. Please feel free to call if you have any questions or concerns.

Very truly yours,
James V Stegall
James V. Stegall, Vice President

Agreed to and accepted this the 10 day of April 2018.

CITY OF TAYLOR

By: *Isaac D. Turner*
Printed Name: ISAAC TURNER
Title: CITY MANAGER

Copy - D Giles Valero
R Schiffelbein, Valero

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

GIFT DEED

Date: December 20, 2019

Grantor: V-TEX LOGISTICS LLC, a Delaware limited liability company

Grantor's One Valero Way
Mailing Address: San Antonio, Bexar County, Texas 78249-1616

Grantee: CITY OF TAYLOR, a Texas home rule city

Grantee's 400 Porter Street
Mailing Address: Taylor, Williamson County, Texas 76574

Consideration: The Property is being donated to Grantee by Grantor in accordance with the provisions of Section 8 of that certain Development Agreement (as amended) between Grantor and Grantee having an effective date of October 12, 2017 and recorded in the Official Public Records of Williamson County, Texas on November 14, 2017 as instrument / file number 2017105076.

Property: The real property that is more particularly described on the attached **Exhibit A** (sheet 1 of 2), which boundaries are shown in **Exhibit A** (sheet 2 of 2), together with all rights, privileges and appurtenances thereto in anywise belonging.

Restrictions: The Property shall be used solely for the construction and operation of a City fire station and related purposes.

The Property is conveyed subject to the foregoing restrictions, which Grantor imposes as covenants running with the land and which shall be binding upon Grantee's successors and assigns, including without limitation any and all successor owners of all or any portion of the Property, their tenants, and all other persons having any right, title or interest in or to the Property. The foregoing restrictions are for the benefit of Grantor, its successors and assigns, which shall have the right to (i) enforce them by all legal and equitable means (including, without limitation, by way of injunction and suit for damages), and (ii) release or waive all or any portion of them at any time, but only by written instrument duly recorded in the appropriate public records of Williamson County, Texas.

Exceptions to Warranty:

1. All easements (including without limitation that certain Public Utility and Access Easement Agreement dated February 12, 2019, executed by Grantor and Jonah Water Special Utility District, recorded under Document No. 2019118198, Official Public Records of Williamson County, Texas); rights-of-way; reservations; restrictions; covenants; conditions; mineral reservations, conveyances, severances and royalty interests, as well as all other mineral rights and interests whether or not of record; maintenance charges and special assessments and liens securing the same; and all other matters whether or not of

record, to the extent any of the foregoing are still valid and subsisting and affect all or any portion of the Property.

2. All zoning laws, regulations and ordinances of municipal and/or other governmental authorities, if any, affecting the use of the Property.
3. Taxes and assessments for the current year and subsequent years not yet due and payable.
4. Any facts, encroachments, or overlapping of improvements that an accurate survey or personal inspection of the Property by a prudent purchaser would reveal.

Grantor, for the Consideration and subject to the Restrictions and Exceptions to 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 hold it to Grantee, Grantee's successors and assigns forever. Grantor binds Grantor and Grantor's successors to warrant and forever defend all and singular the Property to Grantee and Grantee's successors and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof when the claim is by, through, or under Grantor but not otherwise, and except as to the Restrictions and Exceptions to Warranty.

This deed is expressly made without warranty of any kind, either express or implied, except for the special warranty of title. Without limiting the foregoing, except for the special warranty of title, all warranties that might arise by common law as well as the warranties in Section 5.023 of the Texas Property Code (or its successor) are excluded.

THE PROPERTY IS CONVEYED BY GRANTOR AND ACCEPTED BY GRANTEE "AS IS", "WHERE IS" AND "WITH ALL FAULTS", AND BY ACCEPTANCE OF THIS DEED GRANTEE ACKNOWLEDGES THAT, EXCEPT FOR THE SPECIAL WARRANTY OF TITLE HEREIN, GRANTOR HAS NOT MADE, DOES NOT MAKE AND HEREBY EXPRESSLY DISCLAIMS, AND GRANTEE HAS NOT RELIED UPON, EITHER DIRECTLY OR INDIRECTLY, ANY EXPRESS OR IMPLIED WARRANTIES, STATEMENTS, ASSERTIONS, NON-ASSERTIONS, DISCLOSURES OR REPRESENTATIONS TO GRANTEE CONCERNING ANY ASPECT OF THE PROPERTY, INCLUDING, BUT NOT LIMITED TO: (i) THE PHYSICAL, ENVIRONMENTAL, STRUCTURAL OR GEOLOGICAL CONDITION OF THE PROPERTY, (ii) THE HABITABILITY, SUITABILITY OR FITNESS OF THE PROPERTY FOR ANY PARTICULAR PURPOSE OR USE, (iii) INCOME TO BE PRODUCED FROM THE PROPERTY, (iv) THE COMPLIANCE OR NONCOMPLIANCE OF THE PROPERTY WITH ANY LAWS, RULES, REGULATIONS, JUDICIAL OR ADMINISTRATIVE ORDERS, ORDINANCES, DECREES OR OTHER REQUIREMENTS OF ANY NATURE WHATSOEVER IMPOSED OR ENFORCED BY ANY LOCAL, STATE, FEDERAL, OR OTHER GOVERNMENTAL OR QUASI-GOVERNMENTAL AUTHORITY, INCLUDING SPECIFICALLY, BUT WITHOUT LIMITATION, THOSE RELATING TO HEALTH, SAFETY OR THE ENVIRONMENT, AND (v) THE PRESENCE OR ABSENCE OF ANY LATENT OR PATENT DEFECTS AT, IN OR WITH RESPECT TO THE PROPERTY.

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

This deed is executed by Grantor on the date set forth in the acknowledgment below, to be effective for all purposes as of the date first stated above.

[signatures begin on following page]

GRANTOR:

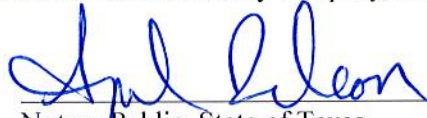
V-TEX LOGISTICS LLC

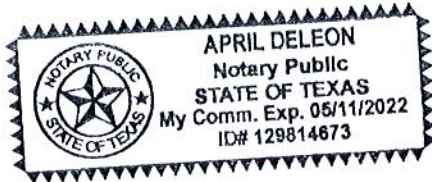
By: 
James V. Stegall, Vice President

APPROVED
LEGAL
LC

STATE OF TEXAS §
 §
COUNTY OF BEXAR §

The foregoing instrument was acknowledged before me on December 20, 2019, by James V. Stegall, as Vice President of V-Tex Logistics LLC, a Delaware limited liability company, on behalf of said company.


Notary Public, State of Texas



[Grantee's signature and acknowledgment contained on next page]

ACCEPTED AND AGREED:

GRANTEE:

CITY OF TAYLOR

By: _____

Name: _____

Title: _____

STATE OF TEXAS §

§

COUNTY OF WILLIAMSON §

The foregoing instrument was acknowledged before me on December _____, 2019, by _____ of the City of Taylor, a Texas home rule city, on behalf of said city and in the capacity herein stated.

Notary Public, State of Texas

After recording, return to:

City of Taylor
400 Porter Street
Taylor, Texas 76574
Attn: City Manager

EXHIBIT "A"
WILLIAMSON COUNTY, TEXAS
DESCRIPTION OF 6 ACRES OF LAND

December 16, 2019
Sheet **1** of 2

A 6 acre tract of land, situated in the Samuel Pharrass Survey, Abstract No. 496, Williamson County, Texas, being out of a 30.65 acre tract of land in deed to V-TEX Logistics LLC, recorded in Document No. 2017104890 Official Public Records of Williamson County, Texas (O.P.R.W.C.T.), which 6 acre tract of land is more particularly described by metes and bounds as follows:

BEGINNING (P.O.B., X=3196555.19, Y=10195621.87) at a found 1/2-inch iron rod with cap marked "Topographic" found in the South right-of-way line of Chandler road, for the Northwest corner this tract, from which a 6"x6" concrete monument found for the most Westerly Northwest corner of said 30.65 acre tract of land bears: South 69°36'35" West, a distance of 1,923.72 feet;

THENCE Easterly, along the South right-of-way line of Chandler road and arc of a curve to the left, having a radius of 3610.00 feet, a chord bearing and distance of North 80°39'07" East, a distance of 312.57 feet, an arc distance of 312.67 feet to a 1/2-inch iron rod with cap marked "TOPOGRAPHIC" found for the Northeast corner of said 30.65 acre tract, in the South right-of-way line of Chandler road, for the Northeast corner of this tract;

THENCE South 21°19'03" East, along the East line of said 30.65 acre tract, the West line of a 10.25 acre tract of land described in deed to Brin Creek Properties, LLC recorded in Document #2017036379 (O.P.R.W.C.T.), a distance of 500.86 feet, to a 1/2-inch iron rod with cap marked "TOPOGRAPHIC" found for Southwest corner of said 10.25 acre tract, in the North line of a 217.73 acre tract of land, described in deed to Ross and Pat Stromberg, recorded in Document No. 2000061659, O.R.W.C.T., for the Southeast corner of this tract;

THENCE South 68°33'08" West, along the North line of said 217.73 acre tract, the South line of said 30.65 acre tract, a distance of 676.57 feet, to a 1/2-inch iron rod with cap marked "TOPOGRAPHIC" found, in the South line of said 30.65 acre tract, the North line of said 217.73 acre tract, for the Southwest corner this tract;

THENCE North 21°19'03" West, a distance of 266.72 feet, to a point within said 30.65 acre tract, to a 1/2-inch iron rod with cap marked "TOPOGRAPHIC" found for an angle corner of this tract;

THENCE North 68°33'08" East, a distance of 370.80 feet, to a point within said 30.65 acre tract, to a 1/2-inch iron rod with cap marked "TOPOGRAPHIC" found for an angle corner of this tract;

THENCE North 21°19'03" West, a distance of 299.66 feet, to the POINT OF BEGINNING (P.O.B.), containing 6 acres of land.

All bearings and distances contained herein are grid, based upon the Texas State Plane Coordinate System, Central Zone, of the North American Datum 1983, in U.S. Survey Feet.

Topographic Land Surveyors
1400 Everman Parkway
Suite 146
Fort Worth, TX 76140



PATRICK A. FOX, R.P.L.S. No. 5069



EXHIBIT "A"
S. PHARRASS SURVEY, A-496
WILLIAMSON COUNTY, TEXAS
BOUNDARY SURVEY OF 6 ACRES

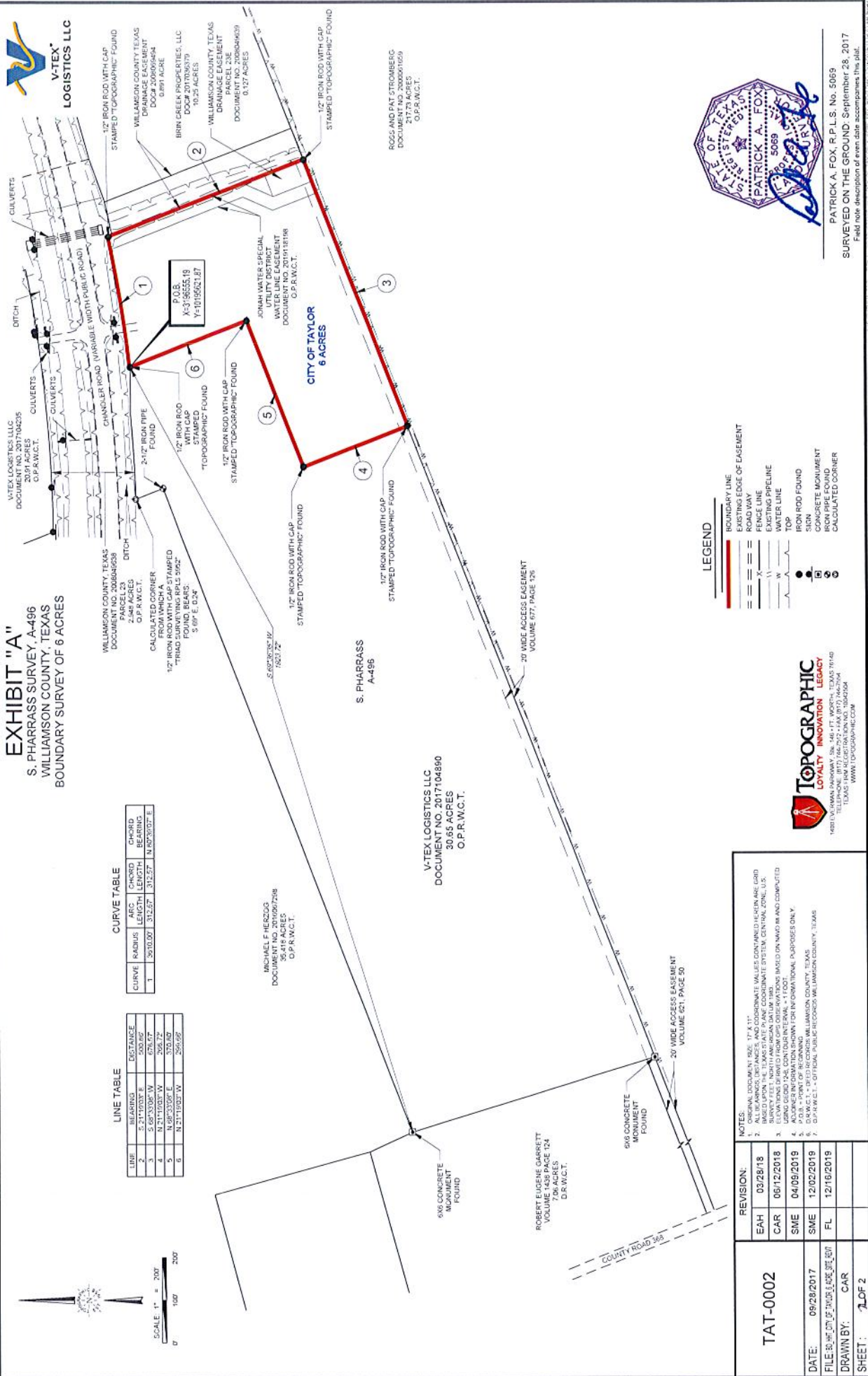
CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING
1	3070.00	312.57	312.57	N 80°30'07" E

LINE TABLE

LINE	MEASUREMENT	DISTANCE
1	S 21°10'03" E	500.62
2	S 68°33'08" W	676.67
3	N 21°10'03" W	206.72
4	N 68°33'08" E	370.87
5	N 21°10'03" W	206.62

SCALE 1" = 200'



PATRICK A. FOX, R.P.S. No. 5069
SURVEYED ON THE GROUND, September 28, 2017
Field note description of even date accompanies this plat.

LEGEND

- BOUNDARY LINE
- EXISTING EDGE OF EASEMENT
- EXISTING FENCE LINE
- EXISTING PIPELINE
- WATER LINE
- TOP
- IRON ROD FOUND
- CONCRETE MONUMENT
- CALCULATED CORNER



TOPOGRAPHIC
LOYALTY INNOVATION LEGACY
1481 VULCAN PARKWAY, SUITE 440 • FT. WORTH, TEXAS 76104
TELEPHONE: 817.336.1111
WWW.TOPOGRAPHIC.COM

- NOTES:
1. ALL DISTANCES, BEARINGS, AND COORDINATE VALUES CONTAINED HEREIN ARE GROUND MEASUREMENTS.
 2. ALL BEARINGS, DISTANCES, AND COORDINATE VALUES CONTAINED HEREIN ARE GROUND MEASUREMENTS.
 3. ELEVATIONS DEDUDED FROM GPS OBSERVATIONS BASED ON NAVD83 AND COMPUTED USING GROUND TO AIR CONTIGUOUS INTERVAL, ± 1 FOOT.
 4. ELEVATIONS DEDUDED FROM GPS OBSERVATIONS BASED ON NAVD83 AND COMPUTED USING GROUND TO AIR CONTIGUOUS INTERVAL, ± 1 FOOT.
 5. P.O.B. = POINT OF BEGINNING.
 6. D.W.C.T. = DEED RECORDS WILLIAMSON COUNTY, TEXAS.
 7. D.W.C.T. = DEED RECORDS WILLIAMSON COUNTY, TEXAS.

REVISION:	DATE:	BY:	DATE:	BY:
1	09/28/2017	SM	12/02/2019	FL
2	03/28/18	EAH	12/16/2019	FL
3	06/12/2018	CAR		
4	04/09/2019	SME		
5	09/28/2017	SM		
6	03/28/18	EAH		
7	06/12/2018	CAR		
8	04/09/2019	SME		
9	09/28/2017	SM		
10	03/28/18	EAH		
11	06/12/2018	CAR		
12	04/09/2019	SME		
13	09/28/2017	SM		
14	03/28/18	EAH		
15	06/12/2018	CAR		
16	04/09/2019	SME		
17	09/28/2017	SM		
18	03/28/18	EAH		
19	06/12/2018	CAR		
20	04/09/2019	SME		
21	09/28/2017	SM		
22	03/28/18	EAH		
23	06/12/2018	CAR		
24	04/09/2019	SME		
25	09/28/2017	SM		
26	03/28/18	EAH		
27	06/12/2018	CAR		
28	04/09/2019	SME		
29	09/28/2017	SM		
30	03/28/18	EAH		
31	06/12/2018	CAR		
32	04/09/2019	SME		
33	09/28/2017	SM		
34	03/28/18	EAH		
35	06/12/2018	CAR		
36	04/09/2019	SME		
37	09/28/2017	SM		
38	03/28/18	EAH		
39	06/12/2018	CAR		
40	04/09/2019	SME		
41	09/28/2017	SM		
42	03/28/18	EAH		
43	06/12/2018	CAR		
44	04/09/2019	SME		
45	09/28/2017	SM		
46	03/28/18	EAH		
47	06/12/2018	CAR		
48	04/09/2019	SME		
49	09/28/2017	SM		
50	03/28/18	EAH		
51	06/12/2018	CAR		
52	04/09/2019	SME		
53	09/28/2017	SM		
54	03/28/18	EAH		
55	06/12/2018	CAR		
56	04/09/2019	SME		
57	09/28/2017	SM		
58	03/28/18	EAH		
59	06/12/2018	CAR		
60	04/09/2019	SME		
61	09/28/2017	SM		
62	03/28/18	EAH		
63	06/12/2018	CAR		
64	04/09/2019	SME		
65	09/28/2017	SM		
66	03/28/18	EAH		
67	06/12/2018	CAR		
68	04/09/2019	SME		
69	09/28/2017	SM		
70	03/28/18	EAH		
71	06/12/2018	CAR		
72	04/09/2019	SME		
73	09/28/2017	SM		
74	03/28/18	EAH		
75	06/12/2018	CAR		
76	04/09/2019	SME		
77	09/28/2017	SM		
78	03/28/18	EAH		
79	06/12/2018	CAR		
80	04/09/2019	SME		
81	09/28/2017	SM		
82	03/28/18	EAH		
83	06/12/2018	CAR		
84	04/09/2019	SME		
85	09/28/2017	SM		
86	03/28/18	EAH		
87	06/12/2018	CAR		
88	04/09/2019	SME		
89	09/28/2017	SM		
90	03/28/18	EAH		
91	06/12/2018	CAR		
92	04/09/2019	SME		
93	09/28/2017	SM		
94	03/28/18	EAH		
95	06/12/2018	CAR		
96	04/09/2019	SME		
97	09/28/2017	SM		
98	03/28/18	EAH		
99	06/12/2018	CAR		
100	04/09/2019	SME		

CONFIDENTIAL

STATE OF TEXAS §
 §
COUNTY OF WILLIAMSON §

DEVELOPMENT AGREEMENT

This Development Agreement (this "Agreement") is entered into as of the Effective Date (as defined below), by and between the **City of Taylor**, a Texas home rule city (the "City") and **V-Tex Logistics LLC**, a Delaware limited liability company ("Owner"). The City and Owner are each sometimes individually referred to herein as a "Party" and they are sometimes collectively referred to herein as the "Parties."

RECITALS

A. Owner has entered into contracts to acquire two adjacent parcels of land located on Chandler Road west of FM 366 in the extraterritorial jurisdiction ("ETJ") of the City, consisting of approximately 58.1 acres of land, as more particularly described in Exhibit A attached hereto and made a part hereof for all purposes (the "Land"). Owner has also entered into a contract to acquire an approximately 30.65 acre parcel of land located across Chandler Road from, and generally to the south of, the Land, as more particularly described in Exhibit B attached hereto and made a part hereof for all purposes (the "Adjacent Parcel").

B. Owner desires to construct a fuels distribution terminal on the Land and, in connection therewith, is seeking the City's support and assurances regarding the annexation status of the Land and the development regulations applicable to the Land.

C. Owner and the City desire to enter into this Agreement pursuant to and in accordance with the provisions of TEX. LOC. GOV'T CODE §212.172 (as the same may be amended, and together with any successor or replacement statute, the "Statute") to set forth the terms and conditions upon which Owner will construct a fuels terminal on the Land, donate a portion of the Adjacent Parcel to the City, make a one-time cash payment to the City and agree to make payments to the City in lieu of property taxes, all in exchange for the City's agreement not to annex the Land and to limit the City ordinances that will be applicable to the Land and Owner's activities thereon.

CONFIDENTIAL

AGREEMENTS

NOW, THEREFORE, for and in consideration of the promises and mutual agreements of the Parties set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Incorporation of Recitals. The foregoing recitals are incorporated herein for all purposes.

2. Certain Definitions. As used in this Agreement, the following terms have the following respective meanings:

a. "Acquisition Date" means the date on which Owner acquires title to all of the Land and the Adjacent Parcel, as evidenced by the latest of the dates set forth in the deeds by which the Land and Adjacent Parcel are conveyed to Owner.

b. "Assessed Value" means the final value of the Property for any given Tax Year, as determined by WCAD, after final resolution of all appeals, protests, suits or similar objections by Owner, if any.

c. "Effective Date" means the date on which this Agreement becomes signed by both Parties, as established by reference to the latest of the dates set forth in the acknowledgments of the Parties, below.

d. "Project" means a terminal for the receipt, storage and distribution of motor fuels and related products, including gasoline, diesel, ethanol, biodiesel, and mixtures thereof, such terminal to include (i) a 5-bay truck loading rack, (ii) approximately 500,000 barrels of storage (in multiple tanks) for gasoline, diesel, ethanol, biodiesel, transmix and fuel additives, (iii) interconnections to a pipeline that will supply refined products from facilities located in Houston, Texas and elsewhere, (iv) a terminal office, (v) related signage, utilities, pavement, piping, pumps, valves and other related facilities and equipment, and (vi) any expansions or modifications to any of the foregoing. A conceptual site plan depicting key elements of the Project as currently contemplated is attached hereto as Exhibit C and made a part hereof for all purposes.

e. "Property" means the Land, together with all minerals, improvements and personal property located in, on, under or at the Land, whether such minerals, improvements or personal property are owned, leased or possessed by Owner; provided, however, that for the avoidance of doubt, the Property shall not include any gasoline, diesel, ethanol, biodiesel or other products owned by third parties and being stored or otherwise handled by Owner for such third parties at the Land. For the further avoidance of doubt, the Property does not include the Adjacent Parcel, any improvements or property of any nature thereon, or any interest therein.

f. "Tax Year" means a calendar year commencing on January 1 and ending on December 31.

g. "WCAD" means the Williamson Central Appraisal District.

CONFIDENTIAL

3. Term and Termination.

a. This Agreement shall be in effect for a term (the "Term") commencing on the Effective Date and expiring on December 31, 2032, unless terminated earlier in accordance with the terms of this Agreement.

b. Notwithstanding anything to the contrary in this Agreement, if the Acquisition Date has not occurred by November 30, 2017, Owner shall have the right to terminate this Agreement by written notice to the City, whereupon this Agreement shall become null and void and neither Party shall have any further rights or obligations hereunder. For the avoidance of doubt, the occurrence of the Acquisition Date is an express condition precedent to the obligations of the Parties in Sections 4 through 11 of this Agreement. Owner agrees to notify the City when the Acquisition Date occurs.

c. The City understands and acknowledges that Owner will not commence construction of the Project unless and until Owner has obtained all requisite licenses, permits, consents, approvals and authorizations from the appropriate governmental authorities necessary for the lawful construction and operation of both the Project and the related petroleum products pipeline that Owner intends to construct between Hearne, Texas and the Land in order to supply the Project (collectively, the "Governmental Authorizations"). Notwithstanding anything to the contrary in this Agreement, Owner shall have the right to terminate this Agreement by written notice to the City if Owner has not obtained all Governmental Authorizations by July 1, 2019. Upon any termination of this Agreement by Owner in accordance with this Section 3.b., this Agreement shall become null and void and neither Party shall have any further rights or obligations hereunder.

d. The Term of this Agreement may be extended for an additional period or periods of time upon mutual agreement of the Parties hereto; provide that in no event shall the Term as so extended exceed the maximum length of time permitted under the Statute.

e. Upon the expiration or earlier termination of this Agreement, the covenant of the City not to annex the Land shall terminate, and the City shall have the right to commence immediate annexation proceedings as to all of the Land covered by this Agreement without regard to any limitations established in this Agreement.

f. Promptly upon the occurrence of the Acquisition Date, Owner shall cause this Agreement to be recorded in the real property records of Williamson County at Owner's expense. Upon the expiration or earlier termination of this Agreement for any reason other than pursuant to Section 3.b., the Parties agree to promptly execute, acknowledge and cause to be recorded (at Owner's expense) a public notice of such expiration or termination, in form and substance mutually acceptable to the Parties.

CONFIDENTIAL

4. City Ordinances, Development Standards and Fees Applicable During the Term.

a. *Development Standards.* Owner agrees to design and construct the Project in compliance with the standards set forth in Exhibit D attached hereto and made a part hereof.

b. *City Fees.* During the Term, Owner shall pay the City's monthly Transportation User Fee (Tier VI Nonresidential) and the City's monthly Municipal Drainage Utility System fee (non-residential), as such fees may be adjusted by the City from time to time, to the same extent as if the Land were located within the city limits of the City; provided that the maximum monthly amount Owner shall be obligated to pay for the Transportation User Fee shall be \$200.

c. *No Ordinances or Fees Applicable.* The City covenants and agrees that the provisions of Section 4.a (including the standards in Exhibit D) are in lieu of any City development standards and, except for the Transportation User Fee and the Municipal Drainage Utility System fee, no other City ordinances, rules, regulations or fees of any sort shall apply to Owner or the Land or any activities thereon at any time during the Term.

5. City Services. The City agrees to provide fire and police services to the Land and Owner during the Term. Fire services will include EMT, first responder, medical care and fire suppression/management services, and the City may contract for such services with other such providers as deemed reasonable and necessary by the City. The police services will include first response services and other police services, and the City may contract for such services with other such providers as deemed reasonable and necessary by the City. The City will provide such fire and police services to the Land and Owner to the same extent as such services are provided to other commercial and industrial facilities located within the City limits to the fullest extent the City is permitted to do so under applicable law (the foregoing-described scope of services being referred to herein as the "Applicable City Services"). The City will be granted access to the Owner's facility and its safety components on the Land for biannual safety inspection and firefighter familiarization drills, at times mutually acceptable to Owner and the City and in such a manner as to minimize disruption to the conduct of business at the facility. Owner acknowledges and agrees that except for the Applicable City Services, the City shall not be obligated to provide any services to the Land or Owner at any time during the Term. The Owner agrees to contact the responsible Williamson County parties and request that the facility coordinates be logged into the CAD (Computer Aided Dispatch) System as lying within the City of Taylor response district. Periodic verification will be the responsibility of the City of Taylor Fire Marshal.

6. Non-Annexation. The City covenants, agrees and guarantees that the Property shall remain in the City's ETJ and shall be immune from annexation by the City during the Term of this Agreement. The City acknowledges and agrees that this commitment on the part of the City is a material and fundamental reason for Owner to enter into this Agreement, and, but for such commitment, Owner would not enter into this Agreement or makes any of its commitments contained herein.

CONFIDENTIAL

7. Payments in Lieu of Taxes.

a. On or before January 31 of each calendar year, beginning with January 31, 2018 and ending on January 31, 2033, Owner shall make a payment to the City in lieu of taxes on the Property for the immediately preceding Tax Year. Each such payment (each, an "In Lieu Payment") shall be in amount equal to the amount that would otherwise be payable by Owner to the City as property taxes on the Assessed Value had the Land been located within the city limits of the City at all times during said Tax Year. For the avoidance of doubt, any In Lieu Payment in respect of a partial Tax Year at the beginning or ending of the Term shall be prorated so that Owner is only responsible for an amount equal to the property taxes that would have been payable by Owner to the City for Owner's period of ownership.

b. If Owner elects to protest the Assessed Value set by WCAD on any of Owner's Property for any Tax Year during the term hereof, nothing in this Agreement shall preclude such protest and Owner shall have the right to take all legal steps desired by it to reduce the Assessed Value to the fullest extent as if such Property had been located within the city limits of the City during the Tax Year. Notwithstanding any such protest by Owner, Owner shall pay to the City each In Lieu Payment in full, on or before the January 31 due date therefore, based on the uncontested portion of the Assessed Value proposed by WCAD. When the Assessed Value of said Property has finally been determined, either as the result of an appraisal review board decision, final judgment of a court of competent jurisdiction or as a result of other final resolution or settlement of the controversy, the excess portion of the applicable In Lieu Payment, if any, collected by the City shall be returned to Owner or Owner shall pay the City any shortfall in prior payments, all within forty-five (45) days after said final determination.

c. Any failure by Owner to comply with its obligations under this Section 7 shall constitute a default by Owner hereunder to which the provisions of Section 12 hereof shall apply. Without limiting the foregoing, Owner shall be obligated to pay all penalties, interest, fees and costs associated with the City's enforcement of its rights under this Section 7, and in the absence of any conclusive evidence as to another appropriate value for any such penalties, interest, fees and costs, the Parties agree that the City shall be entitled to collect the amount of interest, penalties and attorneys' fees applicable to delinquent ad valorem taxes of lands within the City limits.

d. Owner's payment obligations under this Section 7, insofar as they relate to any In Lieu Payment in respect of a period of time during the Term, shall survive the expiration or termination of this Agreement until satisfied in full.

e. Owner recognizes that in determining the Assessed Value for the Property, WCAD must appraise the entire Property. Nothing in this Agreement shall be construed to be in derogation of WCAD's authority to establish the appraised value of land, improvements and tangible personal property for ad valorem tax purposes.

CONFIDENTIAL

8. Donation of Land for City Fire Station. Subject to Owner's receipt of the Governmental Authorizations, and prior to or contemporaneously with the date on which Owner begins site grading on the Land for construction of the Project ("Commencement of Construction"), Owner agrees to donate to the City, by way of a gift deed with a special warranty of title, a parcel of land out of the Adjacent Parcel not to exceed six contiguous acres in area (the "Donated Land") for construction of a City fire station. The exact location of the Donated Land shall be established by mutual agreement of the Parties, acting reasonably; provided that the agreed location shall be established so as to ensure that (a) the Donated Land and the remainder of the Adjacent Parcel each has separate and independent access to Chandler Road and (b) the Donated Land's frontage on Chandler Road (measured in linear feet) shall not exceed the frontage of the remainder of the Adjacent Parcel on Chandler Road (measured in linear feet). The gift deed by which Owner transfers the Donated Land to the City shall transfer the land on an "as is," "where is" and "with all faults" basis without any warranties other than the special warranty of title, and shall convey the Donated Land subject to (i) all matters of record (except as provided in the immediately succeeding sentence), and (ii) a restriction limiting the use of Donated Land to the construction and operation of a City fire station and related purposes. The Donated Land will be transferred to the City free and clear of any deed of trust liens or other liens securing any indebtedness of Owner. Owner will provide the City a boundary survey of the Donated Land at Owner's cost. If the City desires to obtain title insurance or a title report covering the Donated Land, the City shall bear all expenses associated therewith.

The provisions of this Section 8 are the only provisions of this Agreement applicable to the Adjacent Parcel. Specifically, and without limiting the generality of the immediately preceding sentence, the provisions of Sections 4, 5, 6 and 7 of this Agreement do not apply to the Adjacent Parcel, any improvements or other property of any nature thereon, or any interest therein.

9. One Time Cash Donation. As part of the consideration for the City entering into this Agreement, Owner agrees to make a one-time payment to the City in the amount of \$500,000 (the "Donation"). Owner shall not be obligated to make the Donation until after Owner has received all Governmental Authorizations and is ready for Commencement of Construction. The City covenants and agrees that the Donation shall be used by the City only for the purpose of funding one or more projects intended to enhance the quality of life for residents of the City. While the final decision as to the disposition of the Donation shall (subject to the limitation in the immediately preceding sentence) remain exclusively with the City, the City agrees to discuss potential uses of the Donation with Owner and give consideration to Owner's input with respect thereto.

10. Groundbreaking Ceremony. At a mutually acceptable time contemporaneous with Commencement of Construction, the Parties agree to jointly participate (through attendance by their appropriate representatives) in a groundbreaking ceremony at the Land, to publicly celebrate the construction of the Project, the Donation and the transfer of the Donated Land.

11. Annual Civic Donations. Subject to Owner's receipt of the Governmental Authorizations, each calendar year or partial calendar year during the Term, beginning with calendar year 2018, Owner (or an affiliate of Owner) shall contribute at least \$25,000 in the

CONFIDENTIAL

aggregate to one or more civic and/or charitable organizations based in (or if such organizations are not based in, then to be used by them within) the City or the City's ETJ. The organization(s) to receive such contributions shall be selected by mutual agreement of Owner (or its applicable affiliate) and the City, acting reasonably. Owner will provide the City such reasonable supporting documentation of Owner's compliance with this Section 11 as the City may reasonably request.

12. Default. Should either Party default in any of its obligations hereunder and fail to cure such default within 30 days after receipt of written notice thereof from the non-defaulting Party, then the non-defaulting Party shall be entitled to terminate this Agreement by written notice to the other Party and pursue any other remedies that may be available to the non-defaulting Party at law or in equity (including suit for specific performance or other equitable relief, if appropriate); provided, however, that with respect to any default other than failure to pay any sum when due hereunder, if such default is susceptible of cure but cannot reasonably be cured with the aforesaid 30-day period, and if the defaulting Party has commenced to cure such default within said 30-day period and is diligently prosecuting such cure, then the defaulting Party afforded an additional reasonable period of time (not to exceed 90 additional days) to effect such cure. The provisions of this Section 12 are in addition to, and not in lieu of, any other rights and remedies expressly set forth elsewhere in this Agreement.

13. Miscellaneous Provisions.

a. *Chapter 245.* The Parties acknowledge and agree that this Agreement shall be deemed to be the first "permit" in the series of permits required for the Project for purposes of Chapter 245 of the Texas Local Government Code, and the Effective Date shall be the applicable date for all grandfathering purposes thereunder.

b. *Support.* The City agrees to publicly support the Project with respect to any required Governmental Authorizations.

c. *Successors and Assigns.*

i. Owner shall not be entitled to assign this Agreement or any of Owner's rights or obligations hereunder to any other person or entity without the prior written consent of the City; provided that Owner shall have the right (with notice to, but without having to obtain the consent of, the City) to assign its rights and obligations under this Agreement to any Affiliate of Owner to whom Owner transfers title to all, but not less than all, of the Land and Owner's Property thereon. As used in the immediately preceding sentence, the term "Affiliate" means any entity that controls, is controlled by or is under common control with Owner, where the term "control" and its derivatives means the power to direct the overall management and policies of an entity, whether through the ownership of a voting majority of the ownership interests in such entity, by contract, or otherwise. The foregoing provisions of this Section 13.c.i. shall not operate or be construed as a restraint on Owner's ability to transfer title to the Land, but if Owner transfers title to all or any portion of the Land to any person or entity (other than an Affiliate of Owner acquiring the entirety of the Land) without the City's written consent, this

CONFIDENTIAL

Agreement shall automatically terminate as to the entirety of the Land effective as of the instant of such transfer. Notwithstanding the foregoing, the provisions of this Section 13.c.i. shall not apply to any (i) transfer of a portion, but not all, of the Land to a governmental authority or other entity with the power of eminent domain, as a result of any actual or threatened condemnation, or (ii) grant of an easement, lien or other similar interest in or affecting the Land, if Owner retains fee ownership thereafter.

ii. *Subject to Section 13.c.i.*, this Agreement is a covenant running with title to the Land and shall be binding upon and inure to the benefit of City and Owner and their respective successors and permitted assigns.

d. *Entirety.* This Agreement comprises the entire agreement between the City and Owner and there are no conversations, understandings, agreements, conditions or representations, express or implied with reference to the subject matter hereof that are not merged herein or superseded hereby.

e. *Governing Law.* This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, without regard to conflicts of laws rules or principles as applied in Texas. Venue for any action brought under or in connection with this Agreement shall lie exclusively in the courts of competent jurisdiction of Williamson County, Texas, and any appellate courts with jurisdiction over matters brought in such courts.

f. *Amendment.* This Agreement cannot be amended or modified, nor can any provision hereof be waived, except by a written instrument duly executed by both Parties (in the case of an amendment or modification) or by the Party to be charged (in the case of a waiver).

g. *Non-waiver.* Failure of either Party to insist on the strict performance of any of the agreements herein or to exercise any rights or remedies accruing hereunder upon default or failure of performance shall not be considered a waiver of the right to insist on and to enforce by any appropriate remedy, strict compliance with any other obligation hereunder or to exercise any right or remedy occurring as a result of any future default or failure of performance.

h. *Notices.* All notices required or permitted under this Agreement shall be given by (i) prepaid first class mail, registered or certified, return receipt requested, or (ii) recognized overnight courier with tracking capability. All notices hereunder shall be addressed as follows:

CONFIDENTIAL

If to the City:

City of Taylor
400 Porter Street
Taylor, Texas 76574
Attention: City Manager

If to Owner:

V-Tex Logistics LLC
One Valero Way
San Antonio, Texas 78249
Attention: President

Notices made by registered or certified mail shall be deemed given two (2) days (excluding Saturdays, Sundays and postal holidays) after deposit with the U.S. Postal Service, properly addressed and prepaid. Notices given by recognized overnight delivery service shall be deemed given when delivery actually occurs. Either Party may change its address for notice by providing the other Party notice thereof in accordance herewith.

i. *Authority.* Each Party represents and warrants that the person executing this Agreement on behalf of such Party has been duly authorized to do so by all requisite actions on the part of such Party (and in the case of the City, in full compliance with all applicable City ordinances), and in so doing shall bind such Party to all of the provisions hereof.

j. *Construction.* Each Party is sophisticated in the matters covered by this Agreement and was represented by counsel of such Party's choosing in connection with the drafting and negotiation of this Agreement. As such, each Party waives any rule of construction or interpretation that would require any provision of this Agreement to be construed in favor of or against either Party on the basis of which Party drafted such provision.

k. *Savings Clause.* In the event any provision herein shall be judicially interpreted or held to be invalid, illegal or otherwise unenforceable by reason of any rule of law or public policy, then (i) the other provisions of this Agreement shall remain in full force and effect, and (ii) the provision held to be invalid, illegal or unenforceable shall, to the fullest extent permitted by law, be reformed to the minimum extent necessary to render such provision valid, legal and enforceable and in such a manner as to preserve to the fullest extent possible the original economic and legal intent of the Parties.

l. *Rules of Construction.* The following rules of construction shall apply to this Agreement: (i) words in the singular shall include the plural, and vice versa; (ii) the words "include", "includes" and "including" are not limiting; (iii) references herein to a "Section" shall mean the corresponding section of this Agreement and are included for convenience of reference only and not to enlarge or limit the scope or meaning of any sections, (iv) the words "hereof," "herein" and "hereunder" and words of similar import

CONFIDENTIAL

shall refer to this Agreement as a whole, and not to any particular provision of this Agreement, and (v) the "\$" sign refers to currency of the United States of America.

m. *Counterparts.* This Agreement may be executed in multiple counterparts, all of which shall constitute but one and the same instrument.

n. *Time.* Time is of the essence of this Agreement. In computing the number of days for purposes of this Agreement, all days will be counted, including Saturdays, Sundays and legal holidays; however, if the final day of any time period falls on a Saturday, Sunday or legal holiday, then the final day will be deemed to be the next day that is not a Saturday, Sunday or legal holiday.

[*Signatures and Acknowledgments of the Parties Follow*]

CONFIDENTIAL

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the dates set forth in the acknowledgements of the Parties below, to be effective, however, as of the Effective Date.

The City

CITY OF TAYLOR

By: Brandt Rydell

Printed Name: Brandt Rydell

Title: Mayor

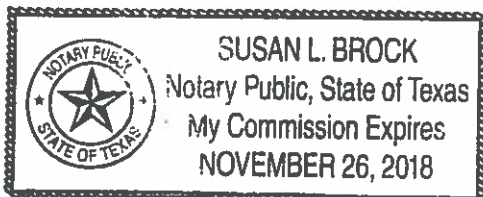
STATE OF TEXAS

§
§
§

COUNTY OF WILLIAMSON

This instrument was acknowledged before me on the 12th day of October, 2017, by Brandt Rydell, the Mayor of the City of Taylor, Texas, a Texas home rule city, on behalf of said city and in the capacity herein stated.

[Place Seal Below]



Susan L. Brock
Notary Public, State of Texas

My commission expires on: 11/26/18

CONFIDENTIAL

Owner:

V-TEX LOGISTICS LLC

By: [Signature]

Printed Name: Joe Gorder

Title: Chief Executive Officer

STATE OF TEXAS

§
§
§

COUNTY OF BEXAR

This instrument was acknowledged before me on the 16th day of October, 2017, by Joe Gorder, the Chief Executive Officer of V-Tex Logistics LLC, a Delaware limited liability company, on behalf of said company.

[Place Seal Below]

[Signature]
Notary Public, State of Texas

My commission expires on: 05/30/2020

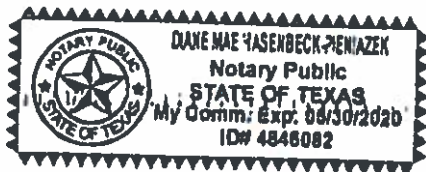


Exhibit A

The Land

Tract 1:

A 37.16 acre tract of land, situated in the Samuel Pharrass Survey, Abstract No. 496, Williamson County, Texas, being out of a 52.74 acre tract of land described in a Partition Deed to Lgean Parks Richardson, recorded in Volume 677, Page 126, Official Public Records of Williamson County, Texas (O.P.R.W.C.T.), said 37.16 acre tract of land being the same land described as a 37.17 acre tract of land (called Tract 3) in Exhibit "C" attached to a General Warranty Deed recorded as Document #2017045259, O.P.R.W.C.T., which 37.16 acre tract of land is more particularly described by metes and bounds as follows:

BEGINNING (P.O.B.) at a found 1/2-inch iron rod with cap marked "All Star 5729", in the North right-of-way line of Chandler road, and East line of a called 20.93 acre tract of land, described in deed to Janass Sports Ventures, L.L.C., recorded in Document No. 2017081345, O.R.W.C.T., for the Southwest corner of this tract;

THENCE North 21°19'03" West, along the East line of said Janass Sports, called 20.93 acre tract, a distance of 1561.40 feet, to a 1/2-inch iron rod with cap marked "TOPOGRAPHIC" set in the South line of a 433.04 acre tract of land, described in deed to E. Kotrla Property, L.L.C., recorded in Document No. 2005093901, O.R.W.C.T., and North line of this tract, for the Northwest corner of this tract;

THENCE North 68°11'23" East, along the South line of said Kotrla, 433.04 acres, and North line of this tract, and generally with a fence line, a distance of 993.60 feet, to a found concrete monument, at the Northwest corner of a 105.439 acre tract of land, described in deed to Norietta J. Schmidt, recorded in Document No. 2004051253, O.R.W.C.T., and the Northeast corner of this tract;

THENCE South 21°23'02" East, along the West line of said Schmidt, 105.439 acre tract, and East line of this tract, a distance of 1682.22 feet, to a 1/2-inch iron rod with cap marked "TOPOGRAPHIC" set in the North right-of-way line of Chandler road, for the Southeast corner of this tract;

THENCE Westerly, along the North right-of-way line of Chandler road and South line of this tract as follows:

South 73°00'59" West, a distance of 391.93 feet, to a found 1/2-inch iron rod with cap marked "SAM INC";

South 84°04'44" West, a distance of 101.88 feet, to a 1/2-inch iron rod with cap marked "TOPOGRAPHIC" set;

South $72^{\circ}57'49''$ West, a distance of 165.51 feet, to a 1/2-inch iron rod with cap marked "TOPOGRAPHIC" set, at the beginning of a curve to the right;

Westerly, along the arc of said curve to the right, having a radius of 3343.43 feet, a chord bearing and distance of $S\ 75^{\circ}54'08''\ W - 344.16$ feet, an arc distance of 344.31 feet, to the POINT OF BEGINNING (P.O.B.), containing 37.16 acres of land.

All bearings and distances contained herein are grid, based upon the Texas State Plane Coordinate System, Central Zone, of the North American Datum 1983, in U.S. Survey Feet.

Tract 2

A 20.91 acre tract of land, situated in the Samuel Pharrass Survey, Abstract No. 496, Williamson County, Texas, being the same land described as a 20.93 acre tract of land in Special Warranty Deed with Vendor's Lien to Janass Sports Ventures, LLC, a Texas limited liability company, recorded as Document No. 2017081345, Official Public Records of Williamson County, Texas (O.P.R.W.C.T.), and said 20.91 acre tract of land being the same land described as a 20.93 acre tract of land in Exhibit "A" attached to a General Warranty Deed recorded as Document #2017045259, O.P.R.W.C.T, which 20.91 acre tract of land is more particularly described by metes and bounds as follows:

BEGINNING (P.O.B.) at a found 1/2-inch iron rod with cap marked Triad Surveying RPLS 5952, at the common South corner of a 37.409 acre tract of land, described in deed to Jona Enterprises, L.L.C., recorded in Document No. 2016066924, O.R.W.C.T., the Northeast corner of a 35.418 acre tract of land, described in deed to Michael F. Herzog, recorded in Document No. 2016067298, O.R.W.C.T., and being in the North right-of-way line of Chandler road, for the Southwest corner this tract;

THENCE North $21^{\circ}14'20''$ West, along the East line of said Jona Enterprises, 37.409 acres, and West line of the Janass Sports Ventures, L.L.C., 20.91 acres, a distance of 1422.20 feet, to a 1/2-inch iron rod with cap marked "TOPOGRAPHIC" set in the South line of a 433.04 acre tract of land, described in deed to E. Kotrla Property, L.L.C., recorded in Document No. 2005093901, O.R.W.C.T., for the Northwest corner of this tract;

THENCE North $68^{\circ}11'23''$ East, along the South line of said Kotrla, 433.04 acres, the North line of said 20.91 acres, and generally with a fence line, a distance of 599.43 feet, to a 1/2-inch iron rod with cap marked "TOPOGRAPHIC" set, at the Northwest corner of called 37.17 acre tract of land, Tommy G. Richardson (executor), Estate of Francis Lgean Richardson (deceased), recorded in Document No. 2016115064, O.R.W.C.T. for the Northeast corner this tract;

THENCE South $21^{\circ}19'03''$ East, along the West line of said Richardson, 37.17 acre tract, and East line of said 20.91 acres, a distance of 1592.34 feet, to the North right-of-way line of Chandler road, for the Southeast corner of this tract, from which a found 1/2-inch iron rod with cap marked "All Star 5729" bears: North 15° West, a distance of 0.58 feet;

THENCE Westerly, along the North right-of-way line of Chandler road and arc of a curve to the right, having a radius of 3400.00 feet, a chord bearing and distance of S 84°01'28" W - 623.59 feet, an arc distance of 624.46 feet, to the POINT OF BEGINNING (P.O.B.), containing 20.91 acres of land.

All bearings and distances contained herein are grid, based upon the Texas State Plane Coordinate System, Central Zone, of the North American Datum 1983, in U.S. Survey Feet.

Exhibit B

The Adjacent Parcel

A 30.65 acre tract of land, situated in the Samuel Pharrass Survey, Abstract No. 496, Williamson County, Texas, being out of a called 54.50 acre tract of land described in a Partition Deed to James William Parks (deceased) (Hazel Bonnell Parks, Executor of Estate), and recorded in Volume 677, Page 126, Official Public Records Williamson County, Texas (O.R.W.C.T.), said 30.65 acre tract of land being the same land described as a 30.67 acre tract of land (called Tract 2) in Exhibit "B" attached to a General Warranty Deed recorded as Document #2017045259, O.P.R.W.C.T., which 30.65 acre tract of land is more particularly described by metes and bounds as follows:

BEGINNING (P.O.B.) at a 6"x6" concrete monument, found in the East line of a 7.06 acre tract of land, described in deed to Robert Eugene Garrett, recorded in Volume 1438, Page 124, Deed Records of Williamson County, Texas, at the Southwest corner of a 35.418 acre tract of land, described in deed to Michael F. Herzog, recorded in Document No. 2016067298, O.R.W.C.T., for the Northwest corner of said 54.50 acres, and this tract;

THENCE North 68°43'49" East, along the South line of said Herzog, 35.418 acre tract, the Westerly line of said 54.50 acres and this tract, a distance of 1627.53 feet, to a 2-1/2-inch iron pipe found, for an interior corner of said 54.50 acres and this tract;

THENCE North 21°16'00" West, along the East line of said Herzog, 35.418 acres, a distance of 70.76 feet, to the most Northerly corner of this tract, in the South right-of-way line of Chandler road, from which a found 1/2-inch iron rod with cap stamped "Triad Surveying" bears:
South 69° East – 0.24 feet;

THENCE Easterly, along the South right-of-way line of Chandler road and arc of a curve to the left, having a radius of 3600.02 feet, a chord bearing and distance of N 86°29'52" E – 201.16 feet, an arc distance of 201.18 feet;

THENCE North 89°41'25" East, continuing along said South right-of-way line, a distance of 102.41 feet, to an arc of a curve to the left;

THENCE Easterly, along said curve to the left having a radius of 3610.00 feet, a chord bearing and distance of N 80°43'26" E – 321.62 feet, an arc distance of 321.72 feet, to a 5/8-inch iron rod with cap marked "TOPOGRAPHIC" set, in the East line of said 54.50 acre tract and this tract, at the Northwest corner of a 10.25 acre tract of land described in deed to Brin Creek Properties, LLC, and the Northwest corner of a 0.891 acre drainage easement, recorded in Document No. 2008069494, O.R.W.C.T., for the Northeast corner of this tract;

THENCE South $21^{\circ}19'03''$ East, along the West line of said 10.25 acres, and said drainage easement, a distance of 500.86 feet, to a 5/8-inch iron rod with cap marked "TOPOGRAPHIC" set, in the North line of a 217.73 acre tract, described in deed to Ross and Pat Stromberg, recorded in Document No. 2000061659, O.R.W.C.T., for the common Southwest corner of said 10.25 acre tract, the Southeast corner of the 54.50 acres and of this tract;

THENCE South $68^{\circ}33'08''$ West, along the common North line of said 217.73 acre tract, and South line of said 54.50 acre tract, a distance of 2276.39 feet, to a found 6"x6" concrete monument, 2 feet Southwest of a wood fence corner post, at the Southeast corner of the previously mentioned Garrett, 7.06 acres, for the Southwest corner of said 54.50 acres and of this tract;

THENCE North $16^{\circ}50'26''$ West, along the East line of said Garrett, 7.06 acres, and West line of the 54.50 acres and this tract, a distance of 603.83 feet, to the POINT OF BEGINNING (P.O.B.), containing 30.65 acres of land;

All bearings and distances contained herein are grid, based upon the Texas State Plane Coordinate System, Central Zone, of the North American Datum 1983, in U.S. Survey Feet.

EXHIBIT C
Preliminary Site Plan

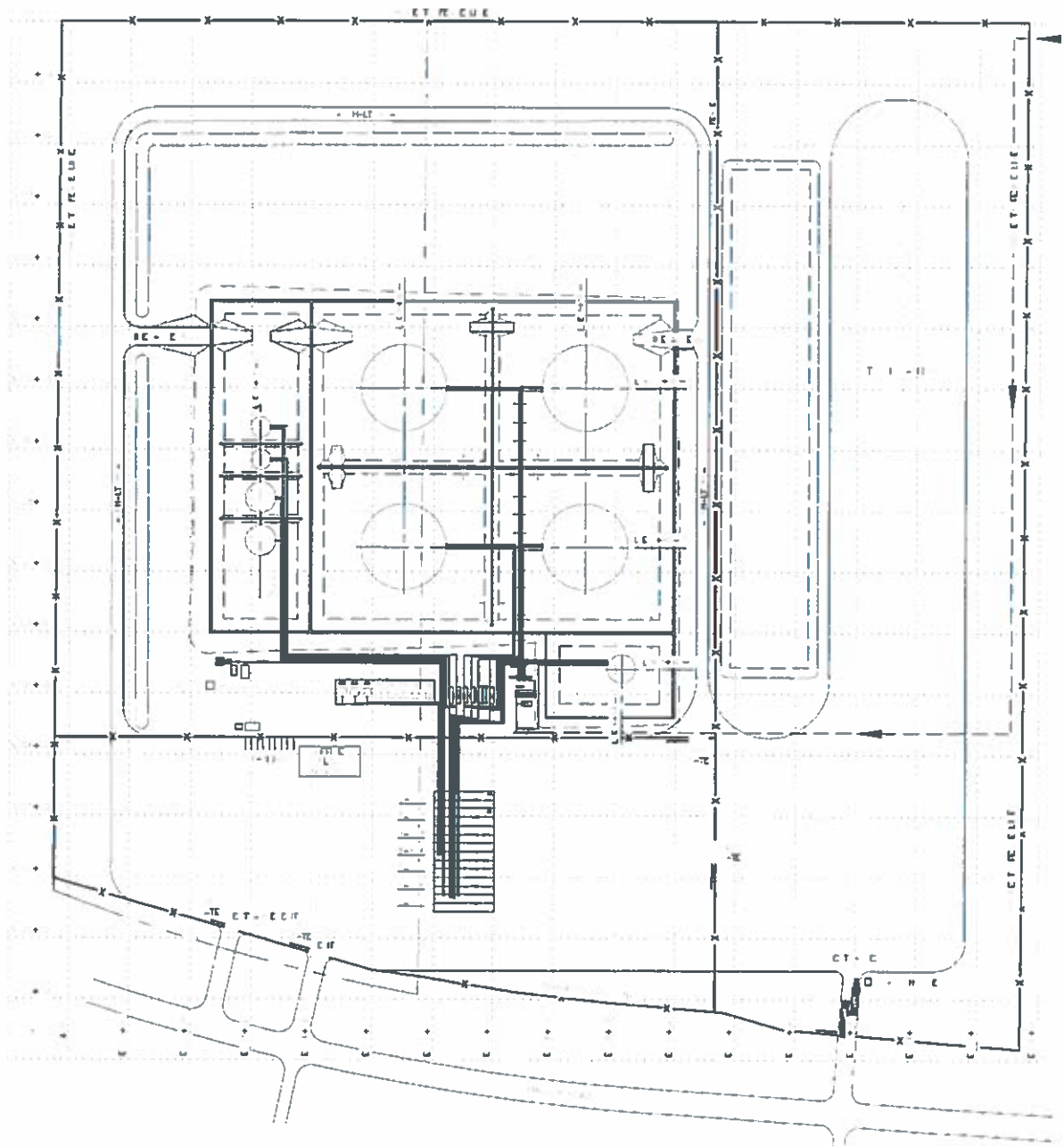


EXHIBIT D

Development Standards

1. Fencing and Vegetation

- Fencing along Chandler Road and for approximately 50 feet back from the front property line along each of the East and West property lines will consist of a combination of masonry and metal picket fencing at an approximate height of 8 feet.
- Gates for the exits and entrances along Chandler Road will be made to match the aesthetics of the front fence.
- All other property line fencing and gates will be made of vinyl-coated chain link with an approximate height of 8 feet.
- Bushes and/or shrubs will be planted in front of the fencing along Chandler road, spaced at random intervals.
- Trees will be planted at random intervals inside and/or outside the fence along the Chandler Road property line and within the first 50 feet back from the front property line along each of the East and West property lines.

Annexes D-1 and D-2 to this Exhibit consist of an artist's conceptual renderings of two different perspectives of the front of the facility, showing a fencing and landscaping plan consistent with the foregoing requirements. These renderings are provided for illustrative purposes only; actual fencing and landscaping materials, design and layout may vary, but will comply with the above requirements.

2. Signage

- Signage on the exterior of the facility will consist either of signs attached to or painted on the front fencing or stand-alone monument style signage between the front fence and the street, or a combination thereof. There will be only one primary sign along Chandler Road identifying the facility. All other exterior signage will be for traffic control or other ancillary purposes and will only be located at or near gates. No pylon signs will be erected at the site. Signage may be illuminated.

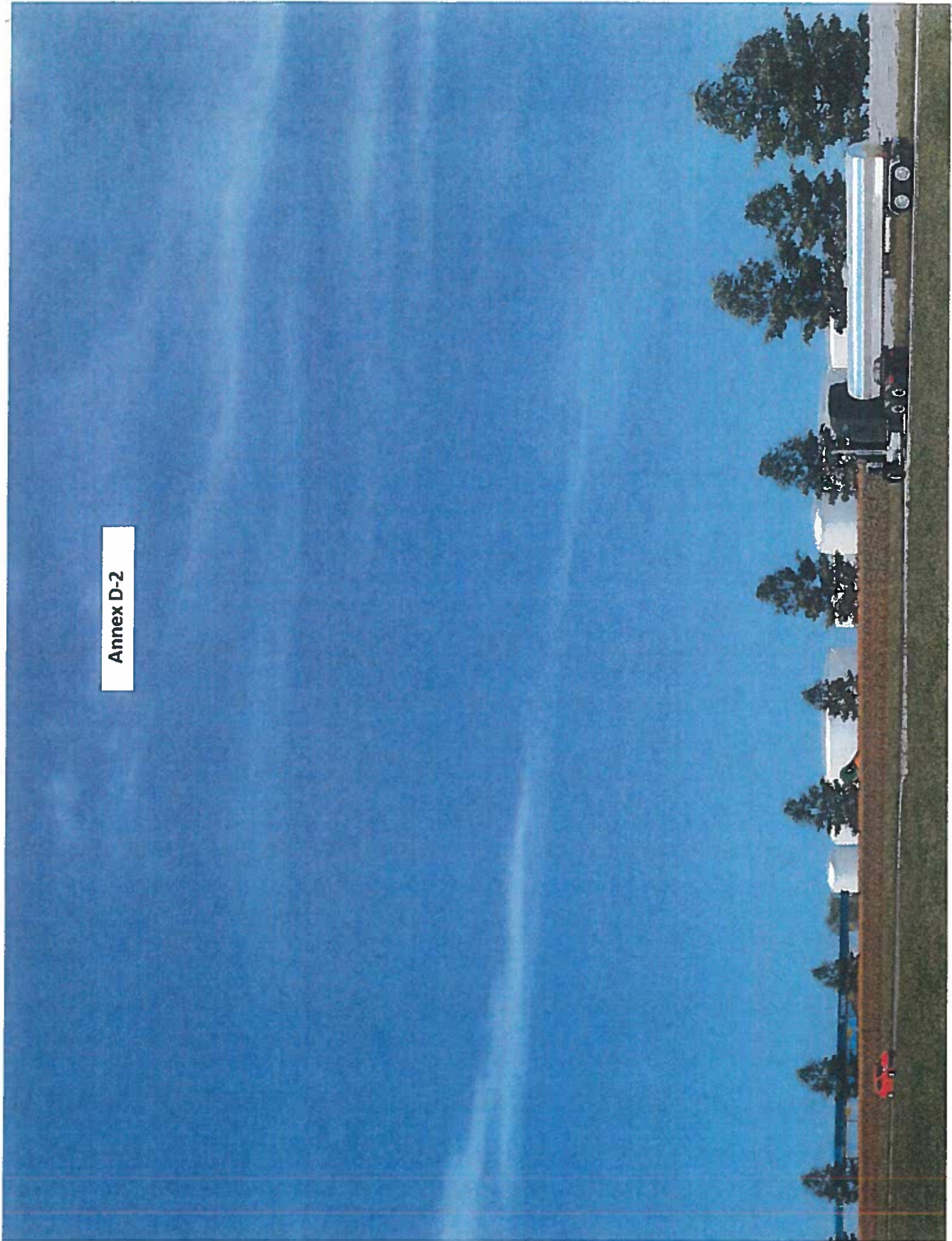
3. Road Improvements

- Subject to receipt of necessary City and/or County approvals, turning/acceleration lanes of typical length will be constructed to facilitate left turns into the terminal by trucks heading eastbound on Chandler Road and acceleration for trucks heading westbound out of the terminal on Chandler Road.

Annex D-1



Annex D-2





City Council Meeting January 9, 2020 Transmittal Letter

STRATEGIC PILLAR

☐ Streets/Infrastructure

☒ Quality of Life

☐ Economic Vitality

Agenda Item #: 9
Agenda Title: **Introduce Ordinance 2020-01,
designating additional staff to accept
candidate applications in the absence of the City Clerk**

Council Action to be taken: Introduce Ordinance

Department Submitted: City Management

Staff Contact: Dianna Barker, City Clerk

1. PURPOSE/DESCRIPTION

The purpose of this item is to allow additional staff members to accept candidate applications in the absence of the City Clerk.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

Election Code 143.006 states an application for a place on the ballot must be filed with the City Clerk; however, by ordinance, a home-rule city may designate another authority to receive candidate applications in the absence of the City Clerk.

3. STAFF ANALYSIS (How and Why)

The Texas Municipal Clerks Association (TMCA) holds an annual Election Law Seminar the end of January each year. In order for me, as the City Clerk, to maintain my *Texas Registered Municipal Clerk* certification, two Election Law seminars must be attended every five years.

The seminar this January includes the Graduate/Re-certification banquet. I have completed and will receive my 3rd re-certification at this banquet.

The period for filing an application for a place on the May ballot is January 15th through February 14, 2020. I will be out of the office for three days during this time attending the seminar.

This ordinance will allow the City Clerk to appoint additional staff members to accept an application if one should be filed during my absence.

4. RECOMMENDATION

Introduce ordinance.

5. FUNDING SOURCE

N/A

6. TIMELINE

The ordinance must be adopted at the January 23, 2020 council meeting to be effective while the City Clerk attends the seminar.

7. OTHER OPTIONS (In order of preference)
--

Do not adopt the ordinance.

8. ATTACHMENTS

9a. [Draft Ordinance 2020-01](#)

ORDINANCE NO. 2020-01

AN ORDINANCE DESIGNATING THE CITY CLERK AS THE AUTHORITY WITH WHOM AN APPLICATION FOR A PLACE ON THE BALLOT MUST BE FILED; AUTHORIZING THE DESIGNATION OF A PERSON WITH THE AUTHORITY OF THE CITY CLERK TO RECEIVE THE APPLICATION WHEN THE CITY CLERK WILL NOT BE AVAILABLE TO RECEIVE THE FILING; PROVIDING AN EFFECTIVE DATE; PROVIDING A REPEALER CLAUSE; AND PROVIDING A SAVINGS CLAUSE.

WHEREAS, Whereas, the Texas Election Code states that an application for a place on the ballot must be filed with the City Secretary unless otherwise provided by a home rule city charter or by an ordinance adopted under charter authorization; and

WHEREAS, Whereas, the City does not have a City officer designated as city secretary, but has an officer designated as City Clerk who functions in the capacity as a city secretary; and

WHEREAS, the City Council desires to designate the City Clerk by this Ordinance, allowed under the Election Code and the City Charter, as the authority with whom an application for a place on the ballot must be filed; and

WHEREAS, the City Council further desires that with prior consent of the City Manager, the City Clerk can authorize a person with authority of the City Clerk, to receive on behalf of the City, an application for a place on the ballot when and only when the City Clerk will not be available to receive a ballot application.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF TAYLOR, TEXAS, that:

SECTION 1. All of the facts recited in the preamble to this Ordinance are hereby found by the City Council to be true and correct and are incorporated by reference herein and expressly made a part hereof, as if copied herein verbatim.

SECTION 2. The City Clerk is designated the officer authorized by this Ordinance and under the Texas Election Code to receive an application for a place on the ballot.

SECTION 3. In the event the City Clerk will not be available to receive an application for a place on the ballot, the City Clerk may, with prior consent of the City Manager, designate a person with authority of the City Clerk to receive an application for a place on the ballot.

SECTION 4. The designation of a person to receive an application for a place on the ballot in the event of the City Clerk's unavailability to receive the application shall be limited to the date and time approved by the City Manager which designated person and the date and time for such authorization shall be noted in the office of the City Manager and in the office of the City Clerk.

Section 5. This Ordinance shall take effect immediately from and after its passage.

Section 6. All provisions of any Ordinance of the City of Taylor, Texas, in conflict with the provisions of this Ordinance shall be, and the same are hereby repealed, and all other provisions not in conflict with the provisions of this Ordinance shall remain in full force and effect.

Section 7. If any article, paragraph, or part of a paragraph of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, the same shall not invalidate or impair the validity, force or effect of any other article, paragraph or part of a paragraph of this Ordinance which shall remain in full force and effect.

In accordance with Article VIII, Section 1 of the City Charter, Ordinance No. 2020-01 was introduced before the Taylor City Council on the 9th day of January, 2020.

PASSED, APPROVED, and ADOPTED on this _____ day of _____, 2020.

Brandt Rydell, Mayor

ATTEST:

Dianna Barker, City Clerk

APPROVED AS TO FORM:

Ted W. Hejl, City Attorney

CERTIFICATE

THE STATE OF TEXAS

COUNTY OF WILLIAMSON

I, Diana Barker, being the current City Clerk of the City of Taylor, Texas, do hereby certify that the attached is a true and correct copy of Ordinance No. 2020-01, passed and approved by the City Council of the City of Taylor, Texas, on the ____ day of _____, 2020, and such Ordinance was duly introduced, passed, approved and adopted at meetings open to the public and notices of the meetings, giving the dates, places, and subject matter thereof, were posted as prescribed by Government Code Section 551.043.

Witness my hand and seal of office on this ____ day of _____, 2020.

Diana Barker
City Clerk



City Council Meeting January 9, 2020 Transmittal Letter

STRATEGIC PILLAR

- ☐ Streets/Infrastructure
- ☐ Quality of Life
- ☒ Economic Vitality

Agenda Item #: 10

Agenda Title: **Receive report on economic forecasting and current economic trends for CAPCOG Region and City of Taylor.**

Council Action to be taken: Receive presentation.

Department Submitted: City Management

Staff Contact: Jeff Jenkins, Deputy City Manager

1. PURPOSE/DESCRIPTION

This presentation will provide an overview and update on current economic conditions and trends in Taylor and the surrounding metro area.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

The City of Taylor is a member of CAPCOG (Capital Area Council of Governments). CAPCOG was formed in 1970 and the organization serves as an advocate, planner and coordinator on a host of important regional issues in the 10-county Austin metropolitan area.

CAPCOG has a Community and Economic Development Division which supports broad-based, efficient, and sustainable economic growth in the area.

CAPCOG monitors and conducts in-depth analysis on economic trends and conditions. Rachel Steele is the community and Economic Development Manager for CAPCOG. She will be presenting the latest information regarding the current economic trends and forecasting for the CAPCOG area and the City of Taylor.

3. STAFF ANALYSIS (How and Why)

This report will provide updated information on current economic trends and conditions. Overall this report will allow us to be better informed on current economic issues that affect the City of Taylor.

4. RECOMMENDATION

Receive report

5. FUNDING SOURCE

N/A

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)
--

N/A

8. ATTACHMENTS

10a. [Taylor Economic Power Point presentation](#)

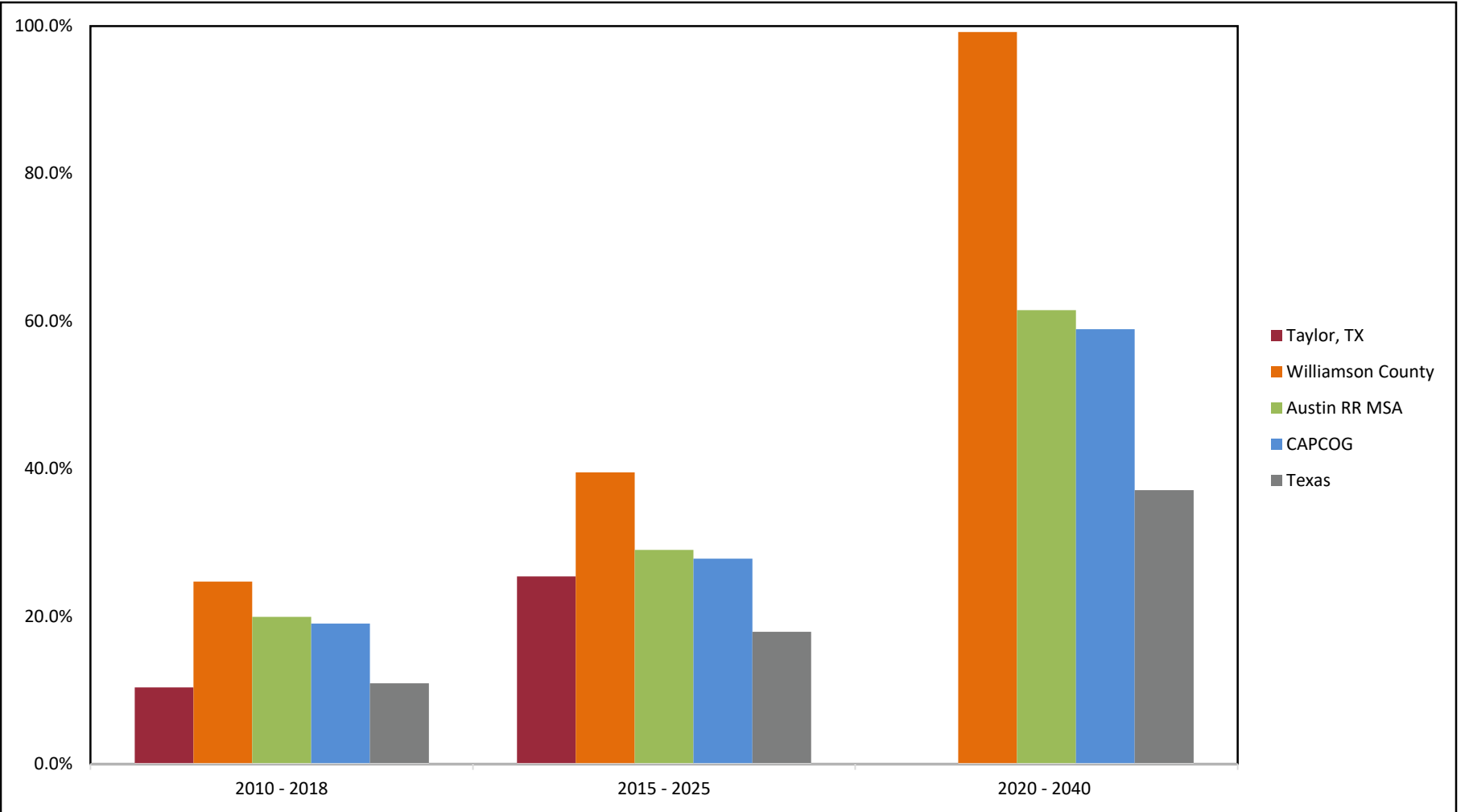
CITY OF TAYLOR ECONOMIC UPDATE

January 9, 2020

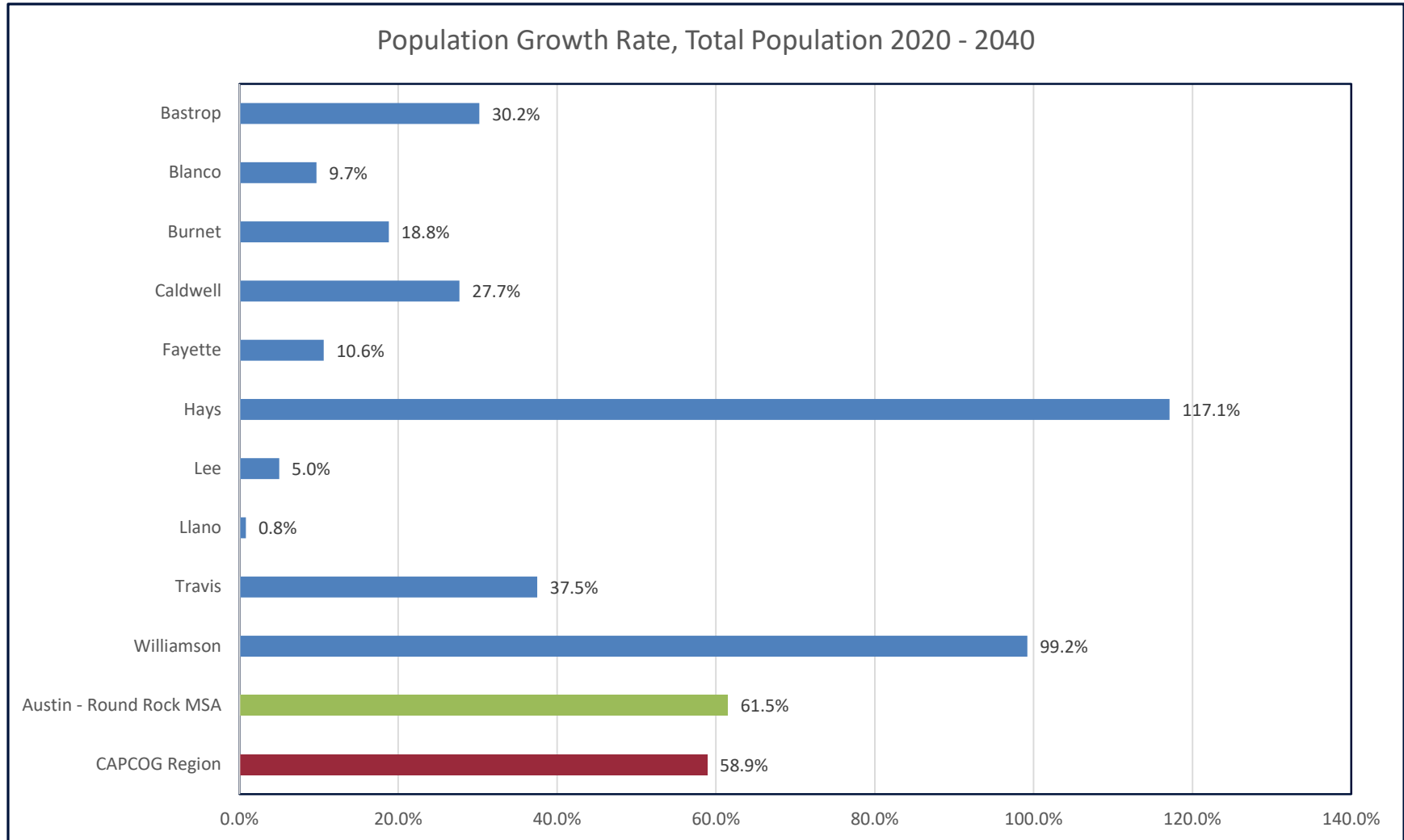


CAPITAL AREA COUNCIL OF GOVERNMENTS

Growth and its 8-10-20 Year Benchmarks..



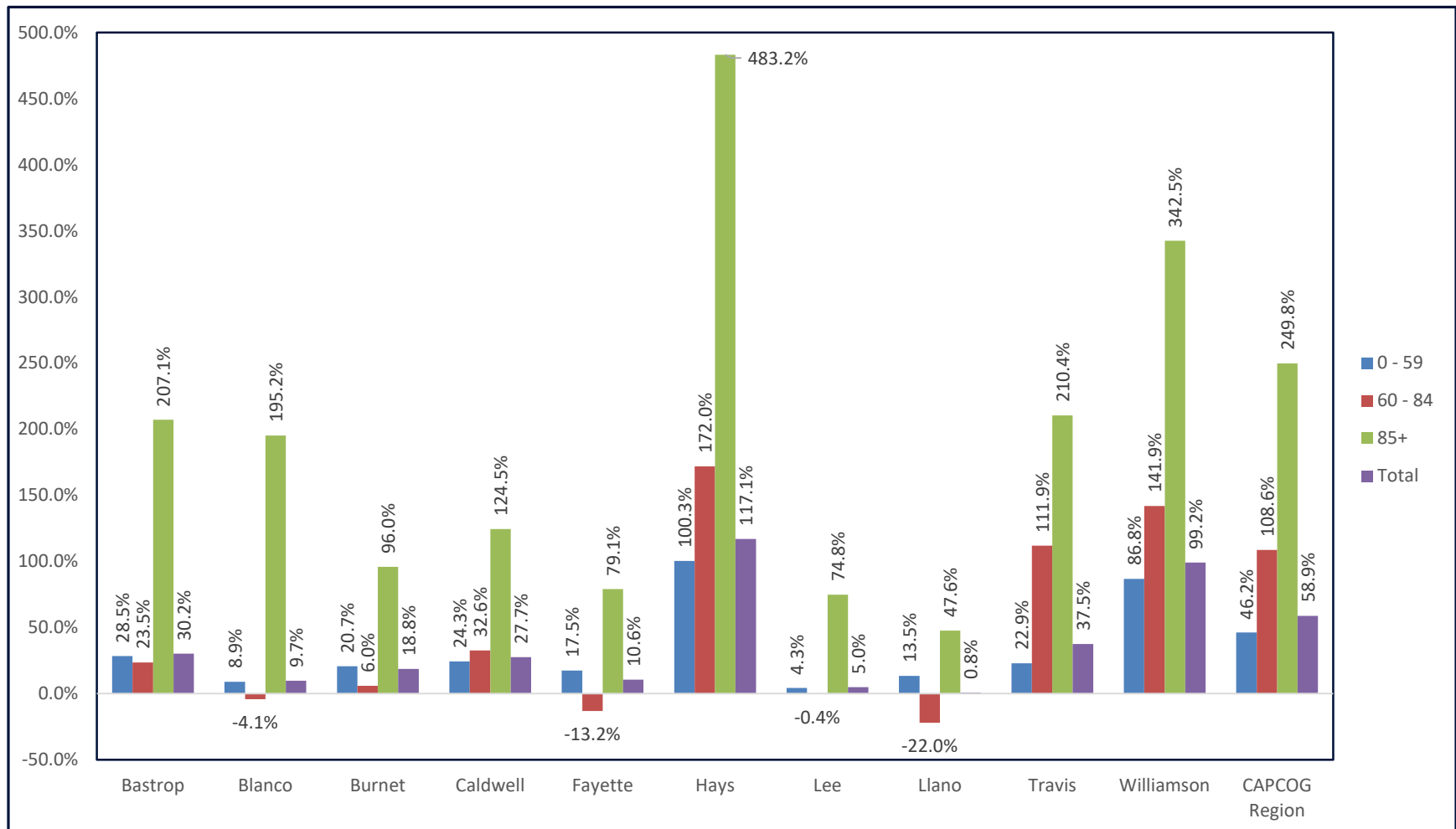
A Region in a State of Growth



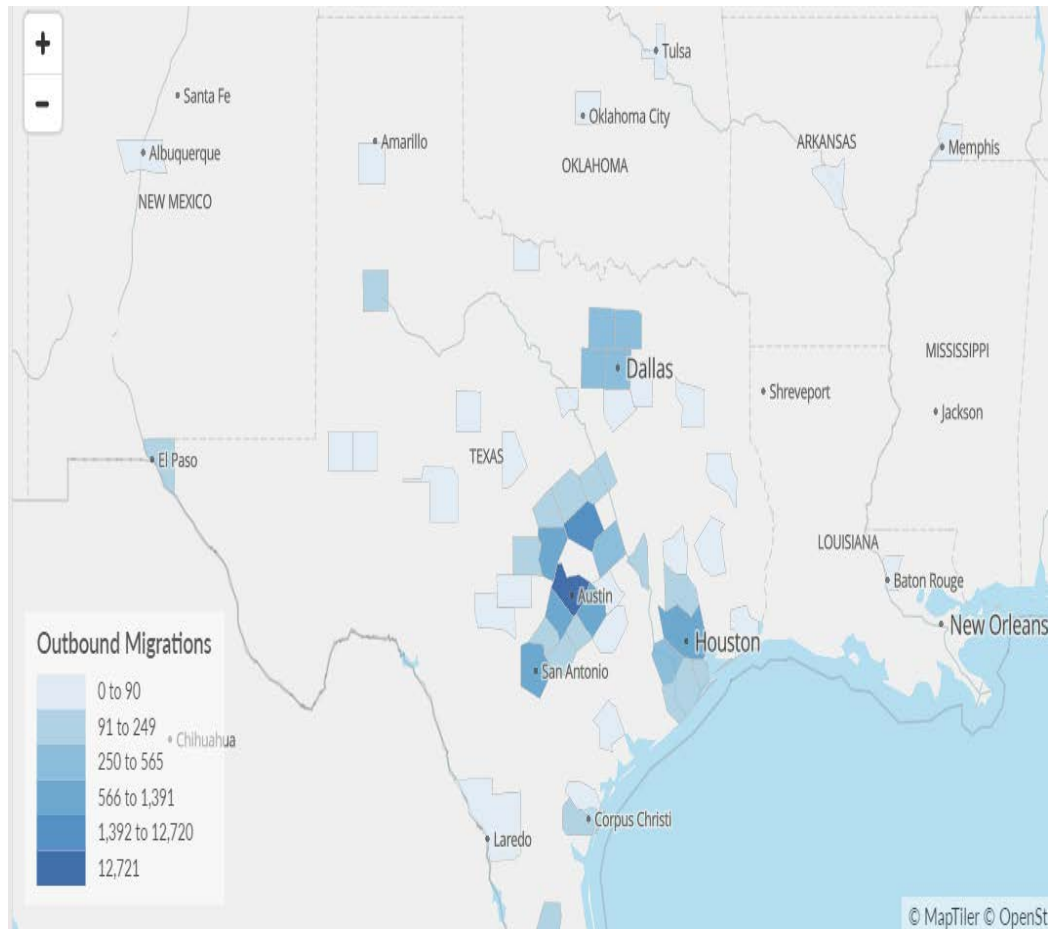
Source: TX Demographic Center

What Will Growth Look Like (2020-2040)

Growth By Age Cohort



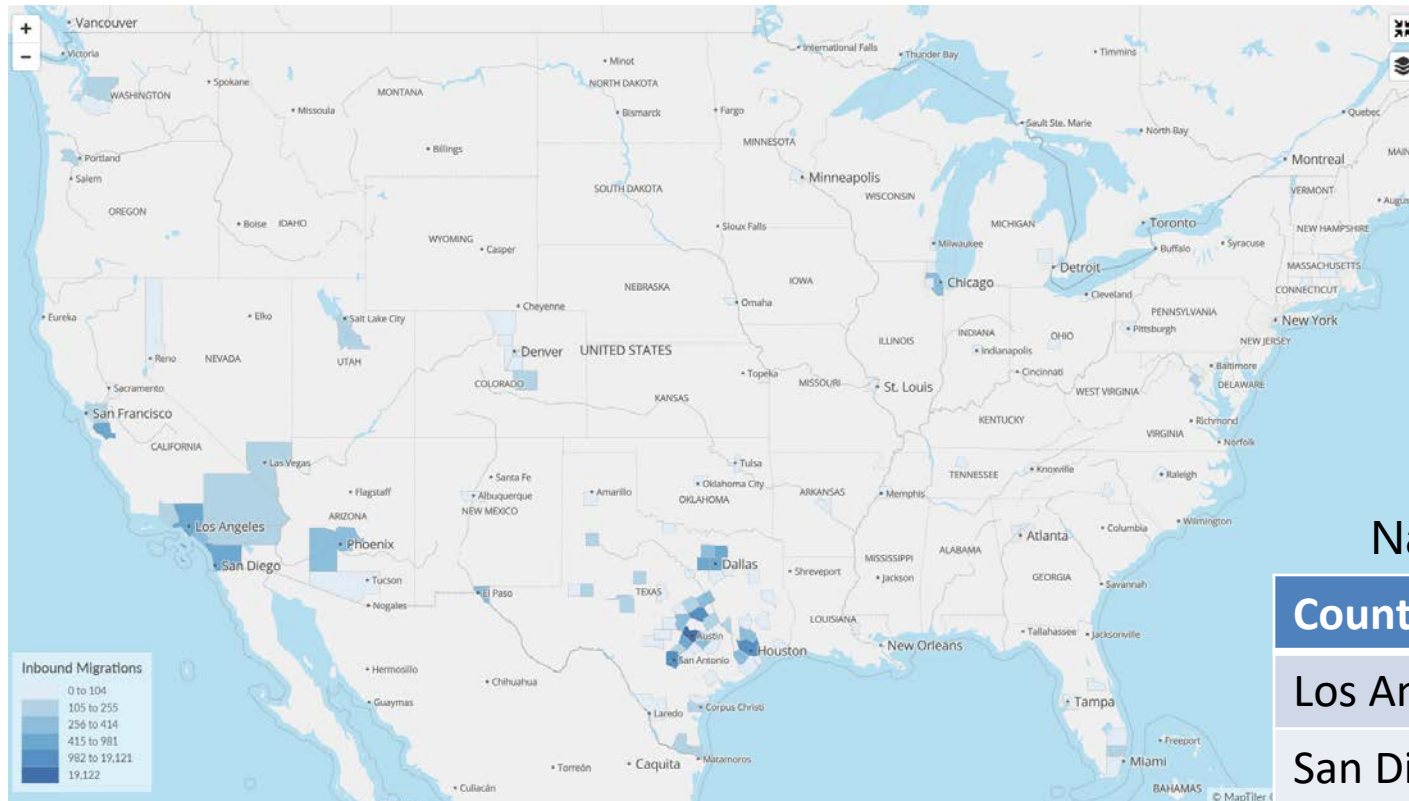
Where are all these people coming from?



Texas Sources:

County	Inbound
Travis	19,122
Harris (Houston)	1,337
Bell (Temple)	1,214
Bexar (S.A.)	982
Hays	595

In-Migration to Williamson County (16-17)



Source: IRS SOI Migration Data

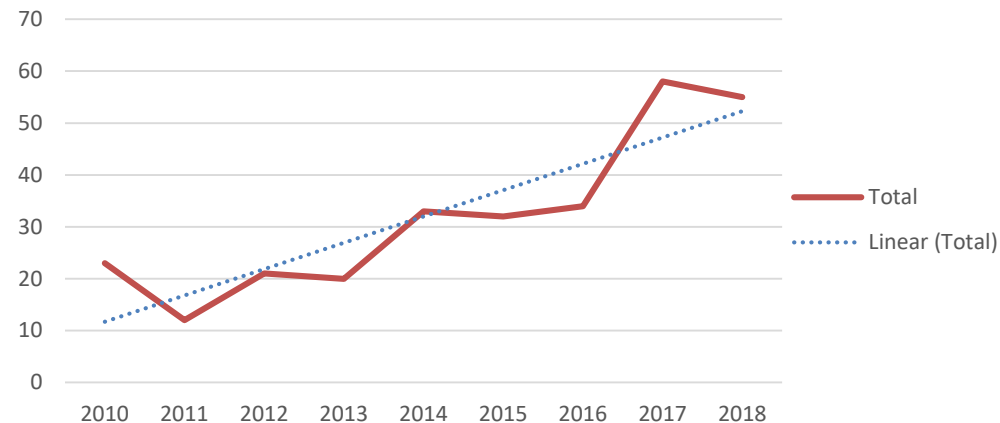
National Sources:

County	Inbound
Los Angeles	541
San Diego	434
Santa Clara	415
Orange	329
Maricopa	301

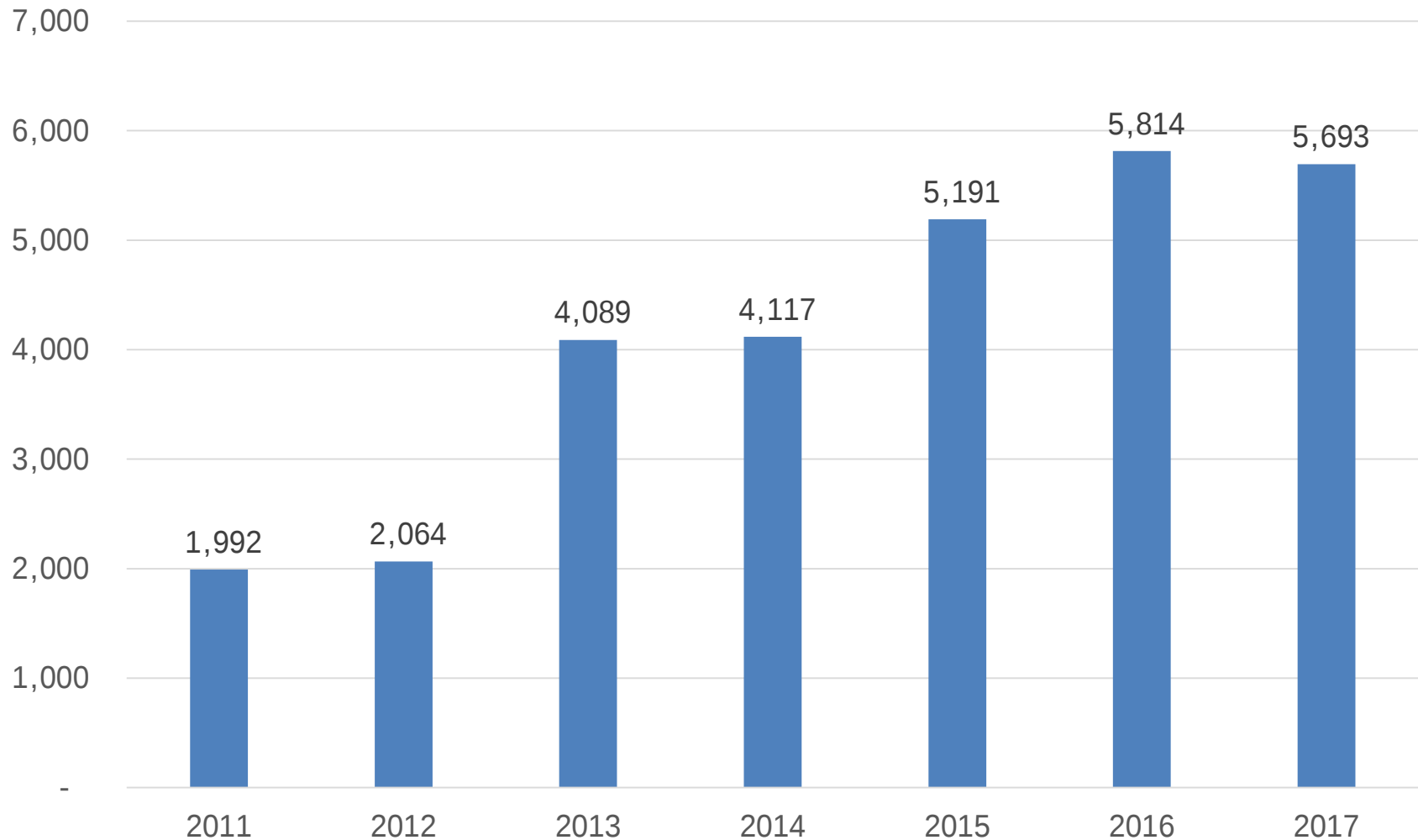
- ✓ Low home mortgage rates
- ✓ Available Housing Stock
- ✓ Cost of living



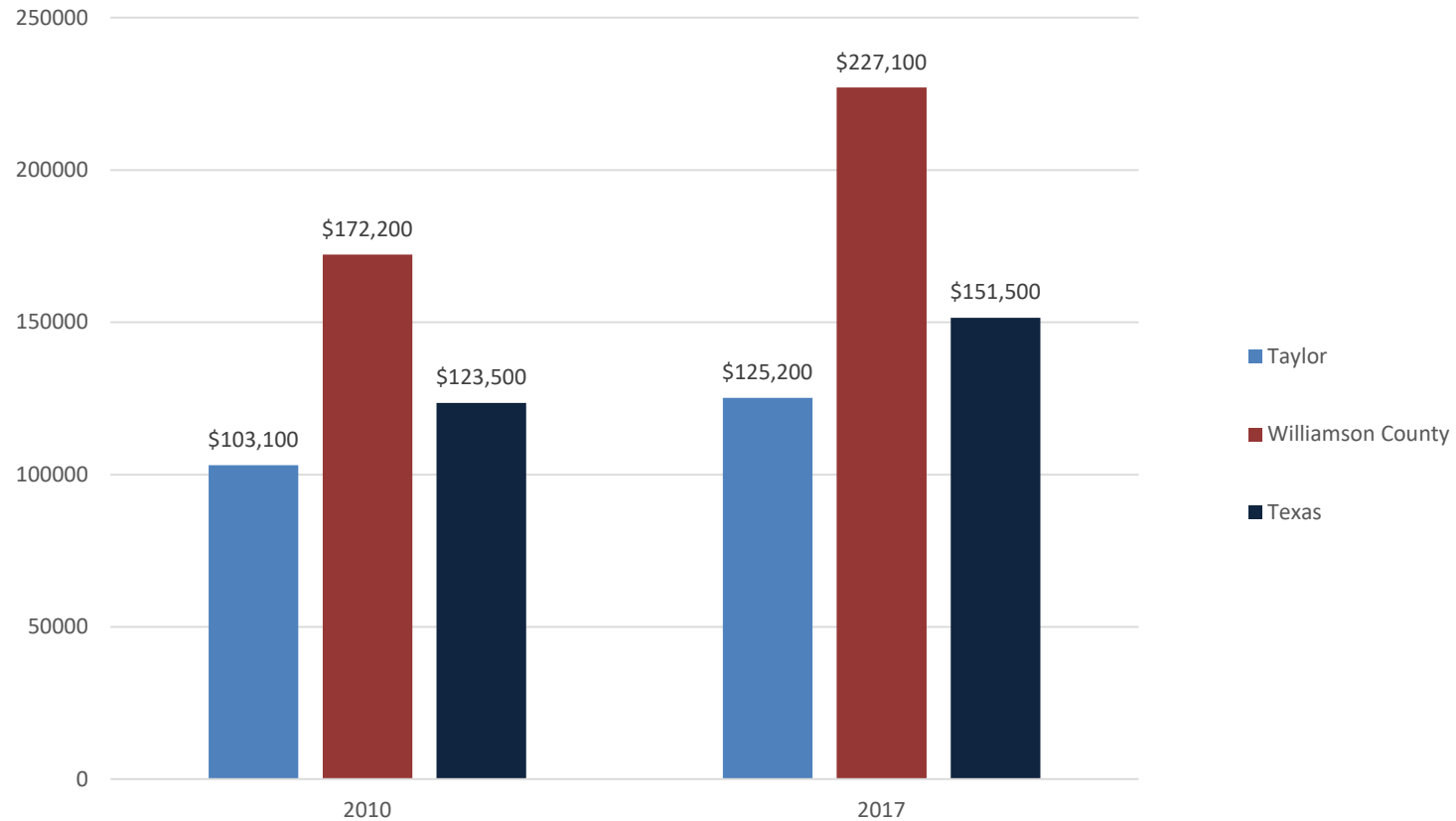
Total Building Permits in Taylor 2010-2018



Housing Unit Growth in Williamson County

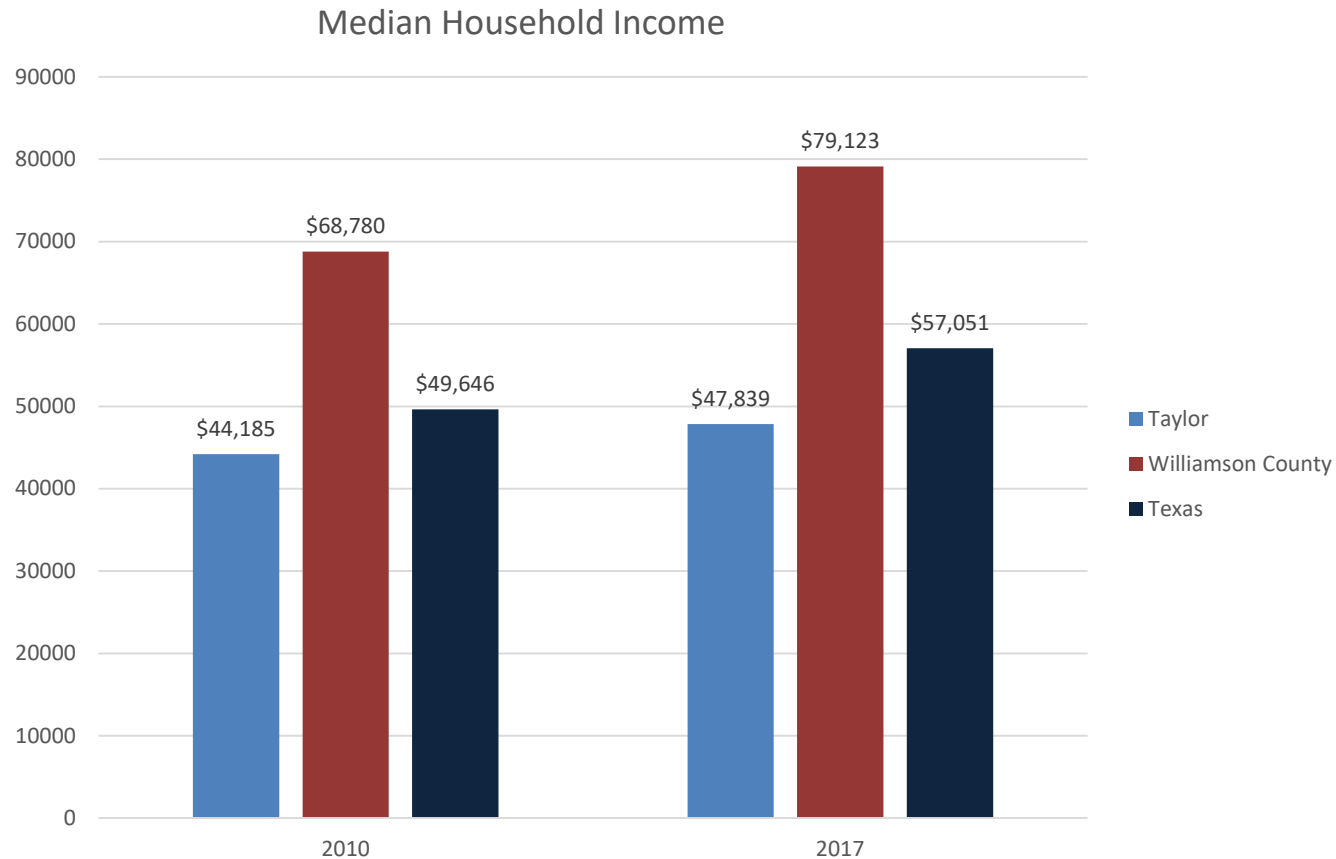


Median Home Values Comparisons 2010 Vs 2017



Source: U.S. Census

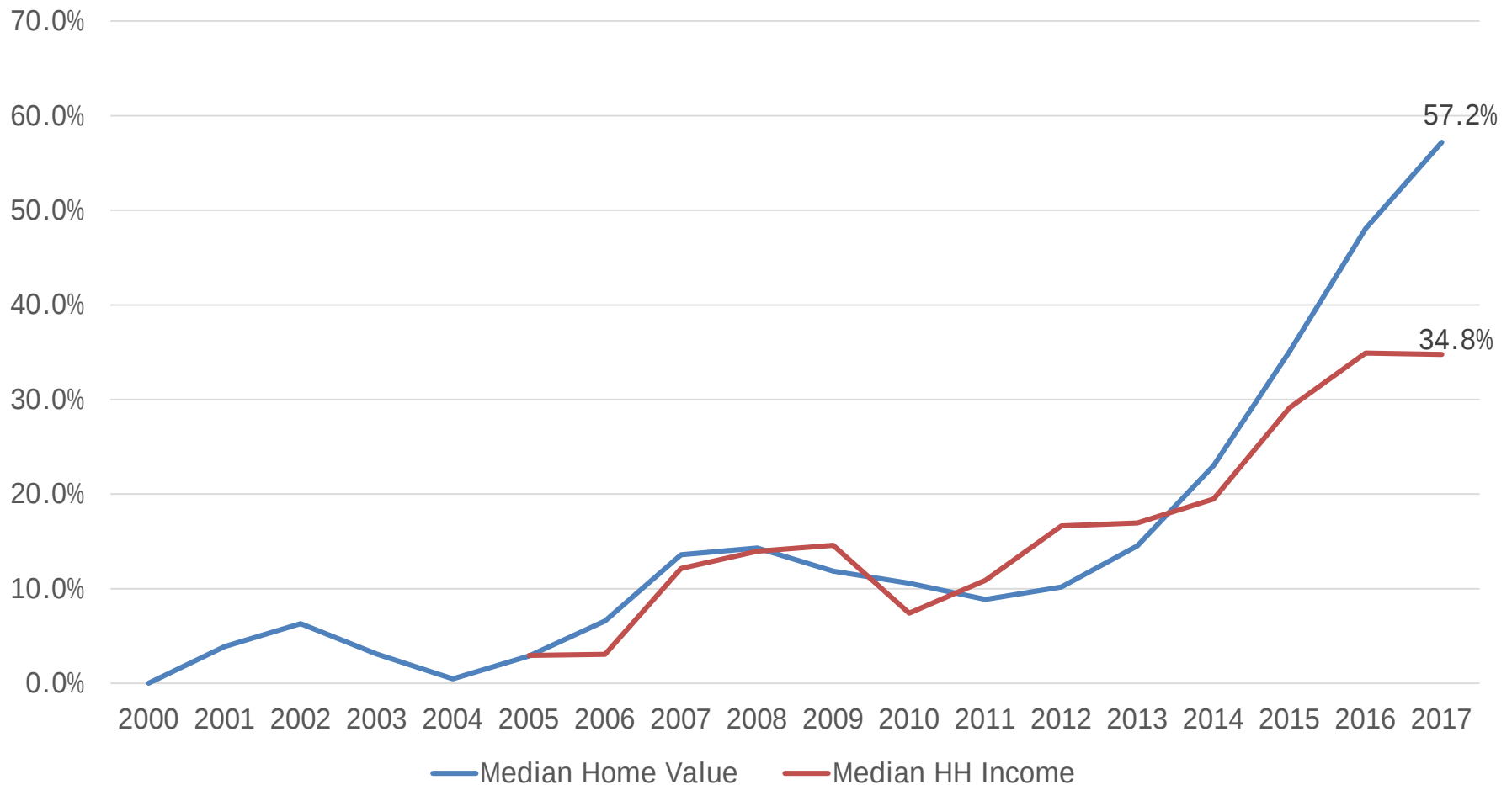
Median Income Comparisons 2010 Vs 2017



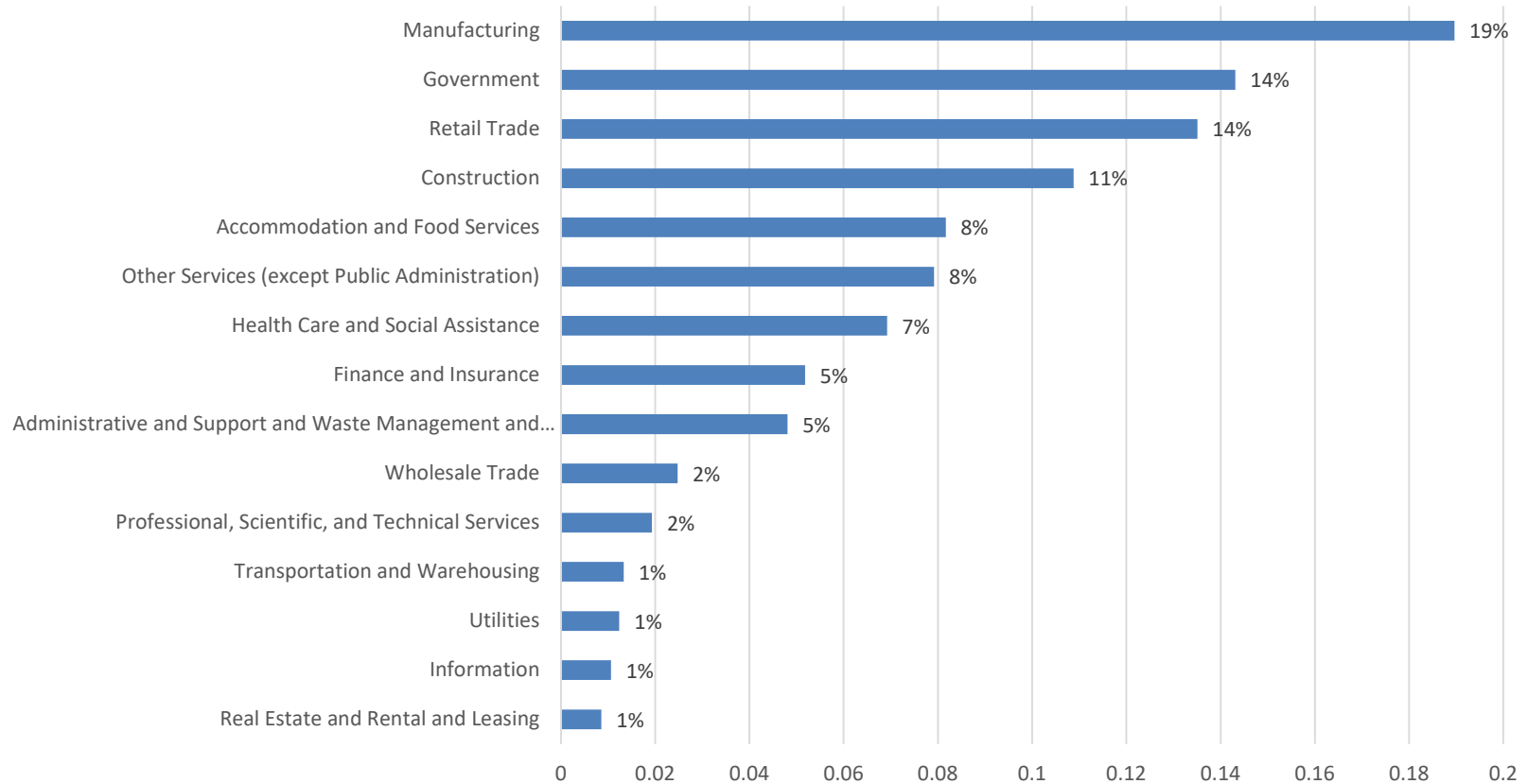
Source: U.S. Census

The Cost of Living Equation

Change in Home Values and Median Household Incomes in Williamson County



Industries by Percentage of Total Jobs



Rachel Steele

Director of Community and Economic Development
Capital Area Council of Governments

Rsteele@capcog.org

512-916-6039

- Economic and planning analysis
- Data visualization & mapping
- Research capacity for special projects
- Grant Programs:
 - Criminal Justice Workshops
 - Solid Waste
 - Grants
 - Illegal Dumping Reporting
 - EDA: Public Works and Economic Expansion Projects



City Council Meeting January 9, 2020 Transmittal Letter

STRATEGIC PILLAR

- ☐ Streets/Infrastructure
- ☒ Quality of Life
- ☐ Economic Vitality

Agenda Item #: 11
Agenda Title: Receive presentation on the Miniature Golf Course

Council Action to be taken: Receive presentation

Department Submitted: Parks and Recreation

Staff Contact: Larry Foos, Director of Parks and Recreation and Scott Dean, American Legion

1. PURPOSE/DESCRIPTION

The purpose of this presentation is to inform the Council of the American Legion's request to improve and operate the miniature golf course in Murphy Park.

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

The Murphy Park miniature golf course had historically been maintained and operated by the Lions Club. The Lions Club has since withdrawn from an agreement to maintain the facility. The course has fallen into a state of disrepair and is in need of extensive maintenance.

3. STAFF ANALYSIS (How and Why)

The American Legion will present a plan to replace and upgrade the existing building and 18-hole course. The Legion group will also develop a plan to staff and operate the course.

The American Legion has requested that the City provide assistance with the removal of some concrete, upgrade the fencing, provide a solution to some drainage issues and assist with tree/bush trimming and/or removal. They have also proposed to utilize their alcohol license to sell beer during hours of operation of the course.

4. RECOMMENDATION

Staff recommends an agreement with the American Legion to improve, operate and maintain the Murphy Park miniature golf course.

The American Legion plan to improve, operate and maintain the course was unanimously approved by the Parks Board.

5. FUNDING SOURCE

General fund operating budget.

6. TIMELINE

N/A

7. OTHER OPTIONS (In order of preference)
--

N/A

8. ATTACHMENTS

11a. *AMERICAN LEGION WILL PROVIDE A POWER POINT PRESENTATION AT THE COUNCIL MEETING.*



***City Council Meeting
January 9, 2020
Transmittal Letter***

STRATEGIC PILLAR

- ☐ Streets/Infrastructure
- ☒ Quality of Life
- ☐ Economic Vitality

Agenda Item #: 12

Agenda Title: **Consider amending Personnel Policies effective February 1, 2020.**

Council Action to be taken: Approve or deny

Department Submitted: Human Resources

Staff Contact: Kim Peterson, Director
Human Resources & Civil Service

1. PURPOSE/DESCRIPTION

The purpose of this item is to provide recommendations for Personnel Policy changes

2. BACKGROUND / PRIOR COUNCIL ACTIONS TAKEN

The Personnel Policies were originally adopted by Council in 2006 and were last revised by Council action on September 14, 2017

3. STAFF ANALYSIS (How and Why)

Policies have been reviewed and changes made to address these issues:

- Documenting Compliance Standards to ensure compliance with applicable laws
- Documentation of new or enhanced Employee Benefits to support attracting and retaining a qualified workforce
- Provide New City Procedure / Policy (not previously covered) to provide uniform direction and procedures to employees and supervisors
- Simplify / Update Current Policy Language

4. RECOMMENDATION

Approve changes to the City of Taylor Personnel Policies as presented with an effective date of February 1, 2020.

Pros – better documentation to reduce risk for compliance with applicable laws, documenting current employee benefits, enhancing leave benefits, document expectations on personnel matters, delete outdated language on Safety and Drug and Travel Policy and

replace with department procedures which will be more easily updated and kept current. Address important issues such as staffing during inclement weather, social media policy. Sets out expectations of employee conduct in supporting facility security and interactions with the public.

Cons – there is a cost to higher leave accruals

5. FUNDING SOURCE

N/A

6. TIMELINE

It is recommended that these changes go into effect beginning February 1, 2020.

7. OTHER OPTIONS (In order of preference)
--

Approve some of the changes or do not approve changes.

8. ATTACHMENTS

12a. [Summary of personnel policy changes](#)

12b. [Power Point presentation](#)

12c. [Final copy after proposed revisions](#)

Proposed Personnel Policy Revisions

Documenting Compliance Standards

- **Ethics Standards** – sets out general ethical standards for all employees
- **Fraud** – defines fraud and sets out expectations for employees to avoid fraud, take preventive measures against fraud and how to report fraud. Defines an “Investigation Team” responsible for investigating Fraud issues.
- **Whistleblower Policy** – defines city commitment to comply with state and federal Whistleblower laws. Identifies rights of employees – to report violations and unsafe conditions, to file worker’s compensation claims, grievances and discrimination complaints.
- **Travel Time** – provides definition of what is considered compensable work hours when traveling for work related business.
- **Participation in Special Events and Volunteering** - provides definition of what is considered compensable work hours, consistent with Fair Labor Standards Act (FLSA).
- **Break Time for Nursing Mothers** under the FLSA – provides for break times and other benefits for nursing mothers consistent with Fair Labor Standards Act (FLSA).
- **Harassment Free Workplace** – updated based on current case law to be in compliance with federal law.
- **Non Discrimination Policy** - updated based on current case law to be in compliance with federal law. Require “immediate” reporting of issues & promptly advise the offender that behavior is unwelcome. Emphasizes that retaliation is not tolerated
- **Gifts and Gratuities** – updated to provide guidance and be in compliance with Texas state law. Defines “acceptable gifts” as worth less than \$50, gift cards only redeemable with donor, only as a guest of donor, & any donation to the City.

New Employee Benefits / Protections

- **Vacation Leave** – Allows new employees to take personal leave during the first six months of employment. Changes Vacation Accrual to provide for employees who work 20 hours / week (currently 21 hours/ week). Increases vacation accruals and amount that can be carried forward to next year and paid out. Caps vacation payout to 80 hours.
- **Sick Leave** - Changes Sick Leave Accrual to provide for employees who work 20 hours / week (currently 21 hours/ week).
- **Holiday Leave** – allows use of Personal Leave Day from first day of employment (don’t have to wait 6 months)
- **Employee Assistance Program** – defines new benefit for city employees.
- **Bullying Prohibition** – defines bullying that is prohibited, identifies where employees should report.

Provide New City Procedure / Policy (not previously covered)

- **Recruiting** – includes Recruiting methods, minimum age requirements of 18 years for regular jobs and 16 years for temporary jobs, general qualifications requirements, no residency requirement
- **Employee Fitness Requirements** – establishing basic requirement that an employee be fit to perform duties of the job and procedures for addressing fitness for duty questions. Documents that City may require medical documentation of fitness for duty and that employee will be paid leave time for the exam and the City will pay for exam
- **Solicitation, Distribution, Notice Posting** - prohibits solicitation by employees
- **Facility Operating Procedures** – addresses conduct expected in shared spaces, common areas, smells, cleanliness. Sets out safety and security standards – maintaining secure doors, not sharing keys, security badges, passwords, escorting guests in building
- **Social Media Policy** – addresses employee use of social media at work, prohibits personal use of social media as a representative of the City of Taylor, prohibits publishing confidential or proprietary information, requires use of disclaimers when speaking about the City of Taylor and provides guidelines for responsible use of social media. Requires employees using personal social media to comply with personnel policies, be respectful and honest.
- **Personal Electronic Recording Equipment** – prohibits use of recording equipment by employees without approval while on duty.
- **Public Recordings** – defines expectations of employees when members of the public choose to record or video City employees or at City facilities or property.
- **Out of Office Work** – sets out standards for allowing work to be performed from home, requiring prior supervisor approval
- **Abandonment of Position** – provides definition of abandonment, may be considered voluntary resignation after 3 days without notification.
- **Separation – General Procedures** – requires turning in all city issued uniforms and equipment. Replaces *Documentation of Separation* section
- **Rehires** – Addresses previous employees returning to City employment, for purposes of leave accrual rates, eligibility for rehire.
- **Inclement Weather and Weather Emergencies** – sets out definitions of Essential and Non-Essential employees for emergencies, sets out expectations for reporting to work, sets out pay strategies for emergencies, both citywide and department emergency closures.
- **Tobacco Products** – Added rule to prohibit employee tobacco use when interacting with the public
- **Children at Work** – Documenting what's allowed and limitations to children of employees in the workplace on occasion, not disrupting work and not sick.

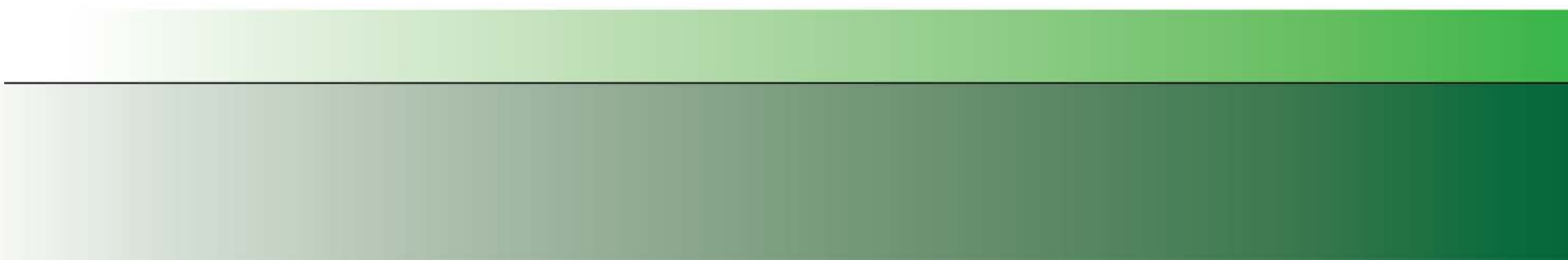
Simplify / Update Current Policy Language

- **Resignation-** No content change, just simplified language, less punitive sounding regarding giving 10 working days' notice, but same rule
- **Computer and Internet Usage** – Updates existing procedures to reflect current technology standards.
- **Pension** – Renamed to “Retirement Benefits” and simplified language.
- **Employee Health & Safety** – Deleted lengthy Safety Program procedural language to be issued as an updated Safety Office Procedure. Add general statement of Job Responsibilities for safety.
- **Drug and Alcohol Testing:** Delete Addendum and replace with new section of the personnel policies focused on employee information. Adds definitions, sets standards for on duty and on-call conduct, adds “follow up” testing standards, and procedure for employee self-identification
- **Travel and Subsistence Policy** – Delete and replace with Finance Department administrative procedure.

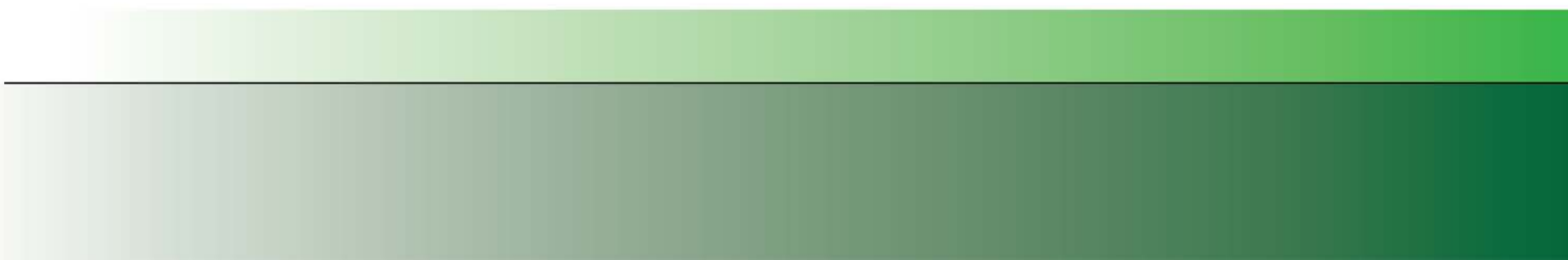


Proposed Personnel Policy Revisions

Personnel Policies – Previous Council Actions

- Originally adopted policies in 2006; Some policy segments have not been updated since
 - Minor revisions 2007 – 2016, as part of budget processes
 - Latest revision: 2017
- 
- A decorative horizontal bar at the bottom of the slide, featuring a green-to-dark-green gradient.

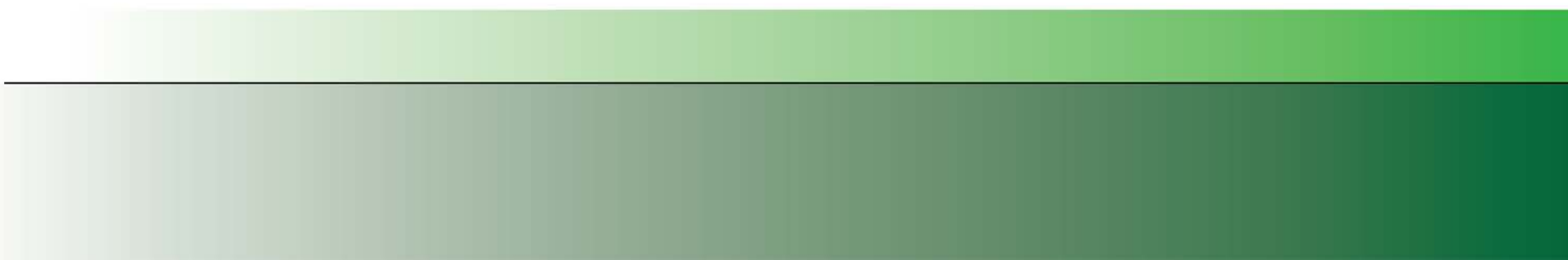
Purpose of revisions

1. Document compliance standards
 2. Improve employee benefits / protections
 3. Document procedures & expectations
 4. Simplify current language
- 
- A decorative horizontal bar at the bottom of the slide, featuring a green-to-dark-green gradient with a thin black line separating it from the text area above.

1. Compliance Standards

- **Ethics / Fraud** – definitions and process
 - **Gifts & gratuities** - “acceptable gifts” < \$50
 - **Whistleblower** - Identify rights of employees
 - **Discrimination & Harassment** – update based on case law
 - **Work Hours** – FLSA standards - Travel time, Nursing moms, working special events
-

2. New Employee Benefits / Protections

- **Vacation & Personal Holiday** - Increase vacation accrual rates, allow use by new employees
 - **Bullying** – Defines and prohibits conduct
- 
- A decorative horizontal bar at the bottom of the slide, consisting of a light green gradient bar on top and a darker green gradient bar on the bottom, separated by a thin black line.

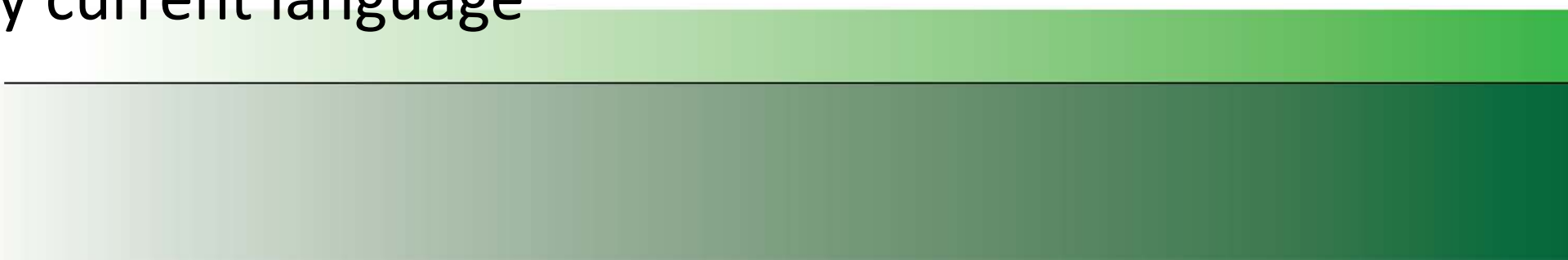
3. Procedure

- **Recruiting** - process, age restrictions; residency
- **Fitness for Duty** - City required medical exams
- **Facility Management** – sets expectations of employees (security, cleanliness, solicitation)
- **Social Media** – employee expectations
- **Personal Recording devices** – expectations
- **Inclement Weather** – “Essential” employees; pay

4. Simplify current policy

- **Drug & Alcohol Testing** – definitions, expectations, Follow Up testing & employee self-identification
- **Employee Health & Safety Policy** - updated & moved current policy to department issued procedures to keep current and relevant
- **Travel Reimbursement** - updated & moved current policy to department issued procedures to keep current and relevant
- **Minor wording** changes for clarity

Summary

- Council approval requested to approve revision of the personnel policies
 - Benefits:
 1. Document compliance standards
 2. Improve employee benefits / protections
 3. Document procedures & expectations
 4. Simplify current language
- 
- A decorative horizontal bar at the bottom of the slide, featuring a green-to-dark-green gradient.

PERSONNEL POLICIES

Adopted: October 5, 2006

Latest Revision: February 1, 2020



Personnel Policies TABLE OF CONTENTS

Number	Title	Page
1.0	GENERAL POLICIES	1
1.1	Authority	1
1.2	Severability	1
1.3	Implementation of Personnel Policies	1
1.4	Purpose	1
1.5	Applicability of Personnel Policies	2
1.6	Dissemination of Personnel Policies	2
1.7	Changes to these Policies and Employee Suggestions	2
1.8	Persons with Disabilities	2
	1.8.1 Americans with Disabilities Act	
1.9	Non-Discrimination	3
1.10	Civil Service	3
1.11	At Will	3
1.12	Immigration Law Compliance	4
2.0	RECRUITING AND SELECTION	5
2.1	Methods of Recruitment	5
2.2	Age Requirements	5
2.3	General Qualifications for Employment	5
2.4	Announcement of Vacancies	5
2.5	Minimum Requirements	5
3.0	EMPLOYEE CONDUCT	7
3.1	General	7
3.2	Professional Appearance	7
3.3	Time and Attendance	7
3.4	Harassment Prohibition	7
	3.4.1 Definition of Harassment	
	3.4.2 Application of Harassment Policy	
	3.4.3 Reporting of Harassment	
	3.4.4 Complaint Process	
	3.4.5 Investigation	
	3.4.6 Retaliation	
3.5	Bullying Prohibition	10
3.6	Workplace Violence Prevention	12
3.7	Fitness Requirements	12

3.8	Outside Activities	13
3.9	Gifts and Gratuities	14
3.10	Conflicts of Interest – Generally	15
3.11	Political Activity	15
	3.11.1 Political Candidates	
	3.11.2 City Resources & Political Activity	
	3.11.3 Leaves of Absence	
	3.11.4 Violation of Policy	
3.12	Communications	16
	3.12.1 Public and Media	
	3.12.2 Internal Communications	
	3.12.3 Social Media Policy	
	3.12.4 Personal Electronic Recording Equipment	
3.13	Chain of Command	19
3.14	Solicitation of Fund for City Products	19
	3.14.1 Solicitation of funds for City projects	
	3.14.2 Solicitation, Distribution, Notice Posting	
3.15	Uniforms	20
3.16	Use of City Resources	20
	4.14.1 Use of City Property, Vehicles, Tools & Equipment	
	4.14.2 Telephone Use	
	4.14.3 Computer and Email Usage	
	4.14.4 Personal Property	
	4.14.5 Purchasing	
3.17	Ethical Standards	21
3.18	Fraud	22
3.19	Whistleblower Policy	23
3.20	Tobacco Products	23
3.21	Facility Operating Policies and Procedures	23
	3.21.1 Shared Spaces	
	3.21.2 Common Areas	
	3.21.3 Smells	
	3.21.4 Cleanliness	
	3.21.5 Safety and Security	
	3.21.6 Facility Security	
3.22	Children at Work	24
4.0	EMPLOYMENT	25
4.1	Employment at Will	25
4.2	Probationary Period	25
4.3	Employee Orientation	25
4.4	Job Descriptions	25
4.5	Employment of Relatives	25
	4.5.1 Definition of Nepotism	
	4.5.2 Continuous Employment Exception	
	4.5.3 Prohibition of Specific Supervisory Relationships	
4.6	Driving Record	26
	4.6.1 Vehicle Insurance	
4.7	Personnel Files	26
4.8	Categories of Employment	28
4.9	Official Work Period and Schedules for Non-Civil Service Employees	29

4.10	Official Work Period and Schedules - Police	29
4.11	Official Work Period and Schedules - Fire	29
4.12	Schedule Adjustments	30
4.13	Number of Hours Worked	30
4.14	Time Reporting	30
4.15	Out of Office Work	30
4.16	Travel Time	30
4.17	Participation in Special Events and Volunteering	31
4.18	Separation from Employment	31
	4.18.1 Abandonment of Position	
	4.18.2 Resignation	
	4.18.3 Reduction in Force	
	4.18.4 Disability	
	4.18.5 Death	
	4.18.6 General Separation Procedures	
4.19	Rehires	32
4.20	Break Time for Nursing Mothers under the FLSA	32
4.21	Inclement Weather and Weather Emergencies Procedure	32
5.0	LEAVE TIME	36
5.1	Definitions	36
5.2	Personal Leave (Vacation)	36
5.3	Sick Leave	37
5.4	Accumulation and Payout of Leave	37
5.5	Sick Leave Pool	38
5.6	Compensatory Leave	38
5.7	Perfect Attendance Incentive Leave	39
5.8	Military Leave	39
	5.8.1 Military Leave Time Accounts	
	5.8.2 Procedures	
	5.8.3 Military Leave Account Forms	
5.9	Civil Leave	42
5.10	Emergency Leave	42
5.11	Administrative Leave	42
5.12	Injury Leave	42
5.13	Holiday Leave	42
	5.13.1 Holidays falling on non-workdays	
	5.13.2 Holidays during scheduled vacation	
	5.13.3 Holidays for Police Officers and Firefighters	
5.14	Family and Medical Leave	44
	5.14.1 Definitions	
	5.14.2 Intermittent Leave	
	5.14.3 Temporary Transfer	
	5.14.4 Maximum Duration	
	5.14.5 Part Time / Variable Hour Employees	
	5.14.6 Notice	
	5.14.7 Certification of Condition	
	5.14.8 Second and / or Third Opinions	
	5.14.9 Return to Work Assurances	
	5.14.10 Retention of Benefits	
	5.14.11 Request for Extension of FMLA	
5.15	Other Leaves of Absence without Pay	55

	5.15.1 Authorized Reasons for Leave Without Pay	
	5.15.2 Conditions for Granting Leave Without Pay	
	5.15.3 Reporting Requirements	
	5.15.4 Other Employment During Leave	
	5.15.5 Benefit / Premium Payments	
	5.15.6 Return to Work after Leave Without Pay	
	5.15.7 Revocation	
5.16	Approval of Leave	57
5.17	Use of Leave	58
5.18	Unauthorized Leave	58
6.0	EMPLOYEE HEALTH AND SAFETY	59
6.1	Responsibilities	59
6.2	On the Job Injuries	59
6.3	Limited Duty Status	59
6.4	Return to Work	60
6.5	Policy on Alcohol and Drug Free Workplace	60
6.6	Drug and Alcohol Testing	60
	6.6.1 Definitions	
	6.6.2 Expectations of Conduct	
	6.6.3 Reasons for Drug and / or Alcohol Testing	
	6.6.4 Refusal to Submit to Test	
	6.6.5 U.S. Department of Transportation (DOT) regulations	
	6.6.6 Supervisory Procedures	
	6.6.7 Employee Self-Identification	
	6.6.8 Rehabilitation Resources	
7.0	PAY ADMINISTRATION	68
7.1	Pay Plan	68
7.2	Pay Period	68
7.3	Payroll Deductions	68
7.4	Classification Plan	70
	7.4.1 Pay Groups	
7.5	Cost of Living Adjustments	70
7.6	Merit Increases	70
7.7	Longevity Pay	70
	7.7.1 Full Time Employees	
	7.7.2 Part Time Employees	
	7.7.3 Disbursement	
7.8	Overtime Compensation	71
	7.8.1 Full Time Employees	
	7.8.2 Part Time Employees	
	7.8.3 Leave Taken and Overtime	
7.9	Pay for Holidays Worked	72
7.10	Pay During Personnel Actions	72
	7.10.1 Hiring Rates	
	7.10.2 Promotions	
	7.10.3 Reclassifications	
	7.10.4 Transfers	
	7.10.5 Demotions	
	7.10.6 Separations	

	7.10.7 Pay Reductions for Disciplinary Reasons	
7.11	Approving Authority	74
8.0	EMPLOYEE BENEFITS	75
8.1	Employee Medical, Dental and Life Insurance	75
8.2	Retiree Insurance Coverage	75
8.3	Social Security	75
8.4	Retirement	75
8.5	Supplemental Deferred Compensation	76
8.6	Employee Assistance Program	76
8.7	Workers' Compensation	76
8.8	Unemployment Insurance	76
8.9	Tuition Reimbursement	76
8.10	Attendance at Seminars and Conferences	77
8.11	Professional Memberships and Seminars	77
8.12	City Travel	77
8.13	Mileage Reimbursement	77
8.14	Use of City Vehicle	77
8.15	Other Expenses	77
8.16	Moving Expenses	77
9.0	PERFORMANCE MANAGEMENT	78
9.1	Performance Plans and Evaluations	78
9.2	Employee Grievances	79
	9.2.1 Informal Grievances	
	9.2.2 Formal Grievances	
9.3	Discipline	79
	9.3.1 Progressive Discipline	
	9.3.2 Misconduct	
10.0	INFORMATION TECHNOLOGY	82
10.1	Uses	82
10.2	Systems	83

City Of Taylor

Personnel Policy Manual

1.00 GENERAL POLICIES

1.1 AUTHORITY

These policies are established by the City Council, and any deletions, amendments, revisions, or additions to the policies must be approved by the City Council. These policies completely replace and supersede any and all personnel policies previously adopted, individually or as a set of policies, by the City Council. **The policies should not be considered an employee contract** between the employer and any of its employees, but rather, are intended as guidelines for personnel administration. In addition to these personnel policies, department heads may establish departmental rules and regulations that relate specifically to their departments, as long as they do not conflict with these policies. If there is a conflict between a departmental rule or policy and these policies or any future amendments to these policies, the terms of these policies shall prevail. Additionally, departmental rules and regulations must be approved by the City Manager.

These personnel policies are not intended to be a contract for employment or a legal document. At the time of hiring, all employees are required to acknowledge in writing that they are employees-at-will of the City of Taylor and employment is subject to termination at any time, for any reason, with or without notice, and with or without cause.

All employees must become familiar with and abide by these policies. The City reserves the right to revise or rescind any policy at any time. The City also reserves the right to make final decisions as to the interpretation and intent of all information contained in the Personnel Policies.

The City Council reserves the right to interpret, change, suspend or cancel, with or without notice, all or any part of these policies, or procedures or benefits discussed herein.

1.2 SEVERABILITY

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

1.3 IMPLEMENTATION OF PERSONNEL POLICIES

The City Manager is responsible for the administration of the personnel policies and procedures. The City Manager may delegate authority to appropriate staff members, including department heads, to act in his or her behalf in the administration of these policies and procedures. With the exception of matters of appointments and other personnel actions reserved to the City Council by statute or charter provision, final authority, in the form of review and approval is reserved to the City Manager with regard to all personnel matters and subjects covered by these regulations.

1.4 PURPOSE

These policies set forth guidelines for the City. They have been prepared and adopted in order to promote consistent and effective practices by both employees and supervisors that will result in high quality public service to the citizens of the City of Taylor.

1.5 APPLICABILITY OF PERSONNEL POLICIES

These personnel policies apply equally to all employees of the City unless a class of employees is specifically exempted by these policies. In cases where federal or state laws or regulations supersede local policy for specific groups of employees, such laws or regulations will substitute for these personnel policies only insofar as necessary for compliance.

1.6 DISSEMINATION OF PERSONNEL POLICIES

The City Manager or his or her designee maintains the official set of the personnel policies with all revisions for reference by employees. In addition, the City Manager's office will provide a complete copy of this manual and copies of all subsequent revisions to each department head for reference in that department. If a question arises about a particular policy, the official set of policies maintained by the City Manager or his or her designee should be consulted and will control. Each City employee receives training through orientation and is required to read this Personnel Policies Manual carefully and to adhere to the rules and regulations stated herein. Upon completion of orientation every employee is required to sign an acknowledgement of having read and understood the policies contained in this Personnel Policies Manual.

1.7 CHANGES TO THESE POLICIES AND EMPLOYEE SUGGESTIONS

These personnel policies may be amended or revised or new policies may be added, at any time, with or without notice, upon the approval of the City Council. In addition, the City Manager may, at any time, conduct a review of the policies contained in this manual and submit any necessary or recommended changes to the City Council for approval. Employees will receive notification of all personnel policy changes and upon receipt of the revised policy(ies) employees will be required to sign an acknowledgement as per Section 1.6.

1.8 PERSONS WITH DISABILITIES

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

1.8.1 Americans With Disabilities Act

To ensure compliance with the Americans with Disabilities Act, the City offers equal employment opportunity to qualified individuals and strictly prohibits discrimination against qualified individuals on the basis of disability.

ADA Requirements

The City will provide a reasonable accommodation to the known physical or mental impairments of an otherwise qualified individual with a disability in the application, hiring, and employment process, and during employment, if such reasonable accommodation will enable the individual to perform the essential functions of the position at issue. The City will not deny employment opportunities on the basis of the need to provide reasonable accommodation to the individual's physical or mental impairments, unless it would cause an undue hardship to the City, or constitute a direct threat to the safety of the disabled person or other persons.

Generally, the individual with a disability must inform the City, through the Human Resources Director, that an accommodation is needed in writing. The City requests sufficient notice, when possible, to allow time to arrange the accommodation.

When the disability and/or the need for accommodation is **not** obvious, the Human Resources Director or designee may ask the individual for reasonable documentation about the employee's disability and functional limitations.

In requesting documentation, the Human Resources Director or designee will specify what types of information he/she is seeking regarding the disability, its functional limitations, and the need for reasonable accommodation. The individual can be asked to sign a limited release allowing the City/Human Resources Director or designee to submit a list of specific questions to the health care or vocational professional.

Individuals who have a complaint involving potential violations of the Americans with Disabilities Act, including but not limited to harassment, discrimination, or failure to provide a reasonable accommodation, must immediately report such complaint as outlined in Section 3.4 of the City's Harassment Prohibition Policy.

1.9 NON-DISCRIMINATION

The City of Taylor is committed to making all employment-related decisions in a non-discriminatory manner. The City will not discriminate based on race, age, religion, color, disability, national origin, genetic information, sex or gender, sexual orientation, veteran's status, or any other unlawful classification.

It is the policy of the City of Taylor that all applicants for employment be recruited and hired and thereafter assigned, transferred, upgrade, promoted, and compensated solely on the basis of qualifications, experience and ability to effectively perform work assignments without regard to political or religious opinions or affiliations, membership or non-membership in employee or non-employee organizations, or because of race, color, national origin, genetic information, sex or gender, sexual orientation, age, veteran's status or disability, or any other unlawful classification.

The implementation of this policy is the shared responsibility of every employee of the City of Taylor and is an inherent responsibility of every supervisor. Any communication from an applicant for employment, an employee, a government agency, or an attorney concerning any equal employment opportunity issue should be referred immediately to the Human Resources Director. All allegations of discrimination should be reported immediately to a supervisor or the Human Resources Director.

An employee who complains under this policy or who provides truthful information in an investigation of a complaint will not be retaliated against for such a complaint. Any employee, who after investigation, is found to have discriminated or retaliated against any applicant or employee in violation of this policy will be subject to immediate disciplinary action, up to and including termination of employment.

1.10 CIVIL SERVICE

The City has adopted Chapter 143 of the Local Government Code for police officers and firefighters. In the event of any conflict between these policies and the policies adopted by the City of Taylor Civil Service Commission or Chapter 143 for police officers and firefighters, the Civil Service Commission policies or Chapter 143 will prevail.

1.11 AT WILL

At all times, all employees shall remain employees-at-will and may be disciplined, transferred, demoted, or terminated at the discretion of a department head with the approval of the City Manager. This policy of employment-at-will may not be modified by

any employee, official, or representative of the City and shall not be modified in any publication or document.

1.12 IMMIGRATION LAW COMPLIANCE

The City is committed to employing only those individuals who are authorized to work in the United States and who comply with the requirements of the Immigration Reform and Control Act (IRCA). Under IRCA, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form (I-9 Form) and present legally acceptable documentation establishing identity and employment eligibility. This must be done within three (3) days of beginning employment. Failure to provide the necessary documentation within three (3) days will result in termination of employment. Former employees who are rehired must also complete an I-9 Form if they have not completed an I-9 Form for the City within the past three (3) years, or if their previous I-9 Form is no longer retained or valid.

City Of Taylor Personnel Policy Manual

2.0 RECRUITMENT AND EMPLOYMENT

All employee recruitment activities are to be conducted in a manner consistent with the policies of the City of Taylor and applicable State and Federal laws.

2.1 Methods of Recruitment

The City of Taylor has three methods of recruiting and selecting persons to fill vacancies:

- Internal posting of jobs to allow for a competitive consideration of applications for promotion or transfer;
- Public announcement and competitive consideration of applications for employment;
- Selection from a valid current eligibility list for Police Officers and Firefighter/EMTs as established according to Local Government Code, Chapter 143 and City of Taylor Civil Service Rules and Regulations.

2.2 Age Requirements

Individuals must be at least eighteen (18) years of age to be employed by the City in a regular position or in any position requiring the operation of a motorized vehicle or equipment owned by or operated on behalf of the City of Taylor. Persons under the age of eighteen (18) but at least sixteen (16) years of age may be employed in temporary positions.

2.3 General Qualifications for Employment

The City maintains a job description for each position which establishes the required knowledge, skills, abilities and compensation and the acceptable levels of experience and training required. The job description sets forth the minimum acceptable qualifications to fill each position.

2.4 Announcement of Vacancies

The recruitment process is initiated by a department director or supervisor by submitting a Job Requisition to the Human Resources Department.

The Human Resources Department shall post all vacancies to be filled, whether Internal Posting or External Posting. All postings will be posted for a minimum of one week (seven (7) days). The posted salary range will be determined by Human Resources with input from the hiring supervisor.

2.5 Minimum Requirements

To be considered for a position, an applicant must submit a City job application. Incomplete applications will not be considered for employment. An applicant must apply for a specific job on the City's current vacant job list. The City will not accept applications for anything other than a current open, posted position. An applicant must submit a separate application and related attachments for each position for which they are

applying. All materials submitted for consideration will be considered the property of the City of Taylor and cannot be returned. Applicants must meet all minimum qualifications for the posted position.

An applicant may be disqualified from consideration if the applicant:

- Does not meet the minimum qualifications necessary for performance of the duties of the job;
- Has knowingly made a false statement on the application and/or any materials submitted for consideration of employment;
- Has committed or attempted to commit a fraudulent act at any stage of the selection process;
- Is not legally qualified to hold the position; and/or
- Is not the candidate who most closely matches requirements for the job

City Of Taylor Personnel Policy Manual

3.00 EMPLOYEE CONDUCT

3.1 GENERAL

The City of Taylor is a public, tax-supported organization. Its employees should adhere to high standards of public service that emphasize professionalism, courtesy, and avoidance of even the appearance of illegal or unethical conduct at all times. Employees are required to give a full day's work, to carry out efficiently the work items assigned as their responsibility, and to do their parts in maintaining good relationships with the public, their supervisors, City officials, and their fellow employees.

3.2 PROFESSIONAL APPEARANCE

Employees of the City are hired to provide services to the City's citizens and to perform specific tasks in a professional manner. As representatives of the City, employees are encouraged to set and meet high standards both in performing quality work and in presenting a professional personal image to the public. While the City does not have a formal dress code, employees are expected to exercise regular hygiene care and to dress and groom themselves in a neat and tasteful manner that is appropriate to the particular job being performed. A neat, well-groomed appearance is necessary in creating and maintaining a professional, favorable image of the City's work force.

3.3 TIME AND ATTENDANCE

Employees are to be punctual in reporting for work, keeping appointments, and meeting schedules for completion of work. An employee who expects to be late for or absent from work must report the expected tardiness or absence to the employee's supervisor no later than thirty (30) minutes before the time the employee is scheduled to begin work, unless emergency conditions exist. (It is preferable, and may be required in some departments, for an employee who will be late or absent to contact the employee's supervisor or department head at least one hour prior to the employee's scheduled time to begin work unless emergency conditions exist.) See also the "Leave Time" chapter of these policies for matters involving planned absences.

Failure to report within the required period may be considered justification for disallowing paid sick leave for an absence. Unless otherwise approved by the supervisor, employees are expected to call on each day of absence. Where the nature of the absence necessitates an extended period of time off, the supervisor may approve longer reporting intervals. Frequent tardiness or unexcused absence is not permissible and is grounds for disciplinary action up to and including termination.

An employee who is on sick leave for three (3) consecutive working days or more must provide a Return to Work release from the employee's health care provider before the employee will be permitted to return to work.

3.4 HARASSMENT PROHIBITION

The City is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices,

including harassment. Therefore the City expects that all relationships among persons in the office will be business-like and free of bias, prejudice, and harassment. The City encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the City to investigate such reports. The City prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. The law prohibits harassment of employees on the basis of race, color, religion, sex or gender, national origin, disability, age, veteran status, genetic information, or any other classification protected by law. Harassment must be severe and pervasive to be illegal under the law; however, the City prohibits all forms of harassment even if the conduct would not qualify as unlawful.

The City will not tolerate any kind of harassment of its employees, including sexual harassment, whether committed by a fellow employee, a member of management, a vendor, or a citizen. Further, the City will not tolerate harassment of members of the public, vendors, or any other third party by a City employee. All employees, including interns, volunteers, contract employees, supervisors, and managers will be subject to disciplinary action, up to and including termination of employment, for any act of harassment.

Harassment includes not only written or verbal comments, but any action over email, text message, or social media posing.

3.4.1 Definition of Sexual Harassment

The City of Taylor will take all reasonable steps to prevent discrimination and harassment from occurring. Definitions of types of harassment include:

Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment (i.e. conditioning a raise or promotion on engaging in sexual activity);
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual (i.e. requiring a potential new hire to go out with a supervisor prior to extending an offer); or
- (3) such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment (i.e. continuous, sexually explicit comments directed at another employee)..

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Examples of prohibited conduct that violates the City's policy against sexual harassment include, but are not limited to:

- Unwanted sexual flirtations, touching, advances or propositions
- Unwelcome discussion of sexual activities
- Requests for sexual favors;
- Verbal abuse of a sexual nature, including jokes, innuendos, or stories
- Commentary about an individual's dress or body, sexual prowess or sexual deficiencies;
- Leering, whistling or physical touching of a sexual nature;
- Gender stereotypes about women or men

- Insulting or obscene comments or gestures;
- Sexually degrading words used to describe an individual
- Display in the workplace of sexually suggestive objects or pictures; or
- Other physical, verbal or visual conduct of a sexual nature.

Examples of other kinds of prohibited conduct that violates the City's policy against harassment include, but are not limited to:

- Slurs, epithets, innuendos, comments, and jokes based on a protected characteristic or that may be perceived by others as offensive,
- Sending, showing, sharing, or distributing in any form, inappropriate jokes, pictures, comics, stories, etc., via e-mail, and/or on social media,
- Verbal or written harassment,
- Threatening, intimidating or hostile acts;
- Visual forms of harassment, or
- Undesirable work assignments due to a person's race, color, religion, sex or gender, national origin, disability, age, genetic information, gender identity, sexual orientation.

3.4.2 Application of Harassment Policy

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to the City of Taylor (e.g. an outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

3.4.3 Reporting of Harassment

The City of Taylor encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should immediately discuss their concerns with their immediate supervisor, Department Head, or with the Human Resources Director as soon as possible. In addition, individuals who believe they are being subjected to such conduct should promptly advise the offender that his or her behavior is unwelcome and request that the behavior be discontinued. Often this action alone will resolve the problem. The City, however, recognizes that an individual may prefer to pursue the matter through informal or formal complaint procedures.

Failure of a supervisor to report allegations of harassment will lead to disciplinary action if it is determined that the supervisor had knowledge but did not report the information immediately to the appropriate management.

3.4.4 Complaint Process

Employees who believe that they have been harassed or discriminated against or who are aware of harassment or discrimination of others should discuss their concerns with their supervisor or the Human Resources Director immediately. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. Supervisors and managers must immediately refer all harassment complaints to the City Manager and Human Resources Director. False and malicious complaints of harassment, discrimination or retaliation as opposed to complaints, which if erroneous, are made in good faith, may be the subject of appropriate disciplinary action. A harassment complaint involving the conduct of the City Manager shall be reported to the City Attorney.

3.4.5 Investigation

All incidents of harassment that are reported will be investigated. The City Manager or designated representative will immediately undertake an effective, thorough, and objective investigation of the harassment allegations. The investigation may include individual interviews with the parties involved and, where necessary, with individuals that may have observed the alleged conduct or may have other relevant knowledge. It is the City's expectation and requirement that employees participate in any investigation in which they are asked for information. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. Based on the findings of the investigation, the City will take prompt action to remedy any circumstances of harassment prohibited by this policy.

3.4.6 Retaliation

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation or a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, is prohibited. Acts of retaliation should be reported immediately to the supervisor and/or Human Resources Director and will be promptly investigated and addressed. Anyone found to have retaliated against an employee for making a complaint of unlawful harassment or for participating in an investigation will be subject to disciplinary action up to and including termination of employment.

Any questions regarding this policy or its enforcement should be directed to the Human Resources Director.

3.5 BULLYING PROHIBITION

The City of Taylor prohibits bullying by City employees. Bullying is defined as repeated, health-harming mistreatment of one or more people by one or more perpetrators.

Examples of prohibited conduct that violates the City's policy against bullying include, but are not limited to:

- Threatening, humiliating or intimidating behaviors;
- Work interference/sabotage that prevents work from getting done;
- Verbal bullying including slandering, ridiculing or maligning a person or his or her family;
- Persistent name-calling that is hurtful, insulting or humiliating;
- Using a person as the basis of jokes; abusive and offensive remarks;
- Physical bullying including pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property;
- Gesture bullying including nonverbal gestures that can convey threatening ;messages; or
- Exclusion, including socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person;
- Shouting or raising one's voice at an individual in public or in private;
- Using obscene or intimidating gestures;
- Not allowing a person to speak or express himself or herself (i.e., ignoring or interrupting);
- Personal insults and use of offensive nicknames;
- Public humiliation in any form;
- Constant criticism on matters unrelated or minimally related to a person's job performance or description;
- Public reprimands;
- Repeatedly accusing someone of errors that cannot be documented;
- Deliberately interfering with mail and other communications;
- Spreading malicious rumors and gossip regarding individuals;
- Encouraging others to disregard a supervisor's instructions;
- Manipulating the ability of someone to perform work (e.g., overloading, underloading, withholding information, setting deadlines that cannot be met, giving deliberately ambiguous instructions);
- Assigning menial tasks not in keeping with the normal responsibilities of the job;
- Taking credit for another person's ideas;
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave;
- Deliberately excluding an employee or isolating the employee from work-related activities, such as meetings; or
- Unwanted physical contact, physical abuse or threats of abuse to an employee or an employee's property (defacing or marking up property).

An employee who feels they have experienced bullying should immediately report this to their supervisor or to Human Resources using the procedure outlined in Section 3.4. All employees are strongly encouraged to report any bullying conduct they experience or witness as soon as possible. Failure of a supervisor to report allegations of bullying will lead to disciplinary action if it is determined that the supervisor had knowledge but did not report the information immediately to the appropriate management.

Retaliation against an individual for reporting bullying or for participating in an investigation or a claim of bullying is a serious violation of this policy and, like bullying itself, is prohibited. Acts of retaliation should be reported immediately to the supervisor and/or Human Resources Director and will be promptly investigated and addressed.

3.6 WORKPLACE VIOLENCE PREVENTION

The City of Taylor is committed to ensuring a safe working environment and to reducing the risk of violence for all employees. Violence or the threat of violence has no place in any of the City's work locations. The City will not tolerate any conduct or behavior, whether intended as joking or not, that is found to be threatening, intimidating, or coercive. Employees, with the exception of licensed peace officers and animal control officers, are prohibited from possessing a handgun or other weapon while on duty or performing services for the City, or while in City uniform or in a City vehicle, regardless of whether the employee is on City property or not. An employee may store a firearm or ammunition in a locked, privately owned motor vehicle in a parking area provided by the City if the employee holds a concealed handgun license (CHL) in accordance with Chapter 411 of the Texas Government Code. If an employee chooses to store a firearm or ammunition in the employee's locked personal vehicle, the employee will need to declare that to the employee's immediate supervisor, Department Head and the Director of Human Resources in writing, and must make that declaration prior to bringing the firearm onto a City parking area. Employees continue to be prohibited from carrying or possessing a firearm on any City property, including inside office buildings or other work areas. Violation of this policy will be subject to immediate discharge. Further, employees who bring a firearm onto a City parking area may be subject to personal civil liability for any resulting damages.

Violent behavior includes, but is not limited to:

- Causing physical injury to another person or attempting to cause physical injury to another person;
- Possession of a weapon, as defined by the penal code, on one's person or vehicle while on City property or while on City business (this includes employees with concealed weapons permits) unless properly authorized by the City;
- Aggressive or hostile behavior which creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Making threatening remarks expressing intent to do harm to another person and/or making veiled threats of physical harm or similar intimidation;
- Surveillance without proper authorization;
- Stalking;
- Intentional damage, destruction, or threat of destruction of City property, the property of another employee, or any person's personal property;
- Acting in a hostile manner, expressing unusual agitation or excitement which may be accompanied by incoherent and/or irrational behavior or harassment;
- Expression of suicidal or homicidal intent or thoughts.

Any employee determined to have committed such acts will be subject to disciplinary action, up to and including separation. Any potentially dangerous situation must be reported immediately to a supervisor, manager, and /or Department Head. Any threats of potential violence will be taken seriously and investigated and the City will cooperate fully with law enforcement authorities during any criminal investigations. Employees terminated for violating a provision of this policy shall not be eligible for future employment with the City.

3.7 FITNESS REQUIREMENTS

It will be the responsibility of each employee to maintain the standards of fitness required for performing the essential functions of the employee's job. The City may require an

employee to submit to an examination by a City approved physician, psychiatrist or psychologist when it appears that the employee's physical or mental condition may prohibit the employee from adequately performing job duties or the employee's condition may constitute a hazard to persons or property. The employee must cooperate with such a request and authorize release of such medical information to the City as a condition of continued employment. The employee will be required, as a condition of continued employment, to authorize the medical provider to disclose the results of the examination to appropriate City officials. The employee will be granted paid administrative leave time for the examination and the City will pay for the examination.

If medically determined that the employee is not able to perform the essential functions of the employee's regular position, with or without an accommodation, the employee may apply for any position that is vacant and advertised, be placed on appropriate leave or may be terminated. An employee who is not able to perform the duties of the employee's job may apply for a disability retirement, if eligible, with the Texas Municipal Retirement System.

3.8 OUTSIDE ACTIVITIES

City employees may engage in outside or self-employment provided they receive prior written approval from their Supervisor, Assistant City Manager and City Manager on the City's Outside Employment Request Form. Department Directors must receive written approval from the City Manager prior to engaging in outside or self-employment.

Employees may not accept outside or self-employment that conflicts with the effective performance of the employee while on duty with the City, or conflict in any way with the best interests of the City. Other outside activities, such as volunteer activities, that might similarly distract from an employee's ability to perform his or her job with the City are also prohibited.

An employee will not be covered by the City's workers' compensation insurance while working for another employer or while self-employed unless the employee is required to perform official City employment activities while engaged in such outside or self-employment.

Approval for outside or self-employment as set out in this policy does **not** authorize an employee on FMLA leave, sick leave, disability leave, workers' compensation leave, or an unpaid leave of absence, to engage in any outside or self-employment. Under no circumstances may an employee on FMLA leave, sick leave, disability leave, workers' compensation leave, or an unpaid leave of absence, engage in outside or self-employment, as defined in this policy, unless expressly authorized in writing by the Department Director and the Human Resources Director.

For purposes of this policy, outside or self-employment includes a job, activity, or enterprise (including self-employment) which constitutes a form of employment or business outside the responsibilities of employment with the City. This policy is not intended to cover volunteer work with a non-profit organization, such as United Way, Boy/Girl Scouts, American Heart Association, faith based activities or similar activities where compensation is neither expected nor paid in the ordinary course of operations.

An Outside Employment Form will be completed and reviewed annually by the employee's supervisor, Assistant City Manager and City Manager. The employee shall describe the

employment activity and anticipated number of hours worked per week for which permission is requested. If an employee's outside employment begins to interfere with the effective performance of assigned City duties, the employee shall be required to terminate the outside employment or to resign from the City's employment. Upon separation from an outside or self-employment job, an employee must notify the employee's supervisor immediately about this separation from outside employment. Violations of Section 3.8 may constitute grounds for disciplinary action.

3.9 GIFTS AND GRATUITIES

Under no circumstances shall a City officer or employee request or accept any gifts or free or discounted services from contractors, vendors, or other persons that might tend to influence the employee's official actions or impair the employee's independence or judgment in performance of duties for the City. In addition, the City expects an employee to avoid any gift, food, entertainment, honoraria, transportation, or lodging that might appear to or tend to affect the employee's official actions or to exceed the limitations on gifts and benefits prescribed by the Texas Penal Code.

Guidelines to avoid perceptions of improper influence or conflicts of interest include the following:

- City employees shall not accept gifts from any person or entity actively seeking to do business with the City or currently under regulatory review (for example, a vendor trying to contract with the City).
- City employees shall not accept gifts from any person or entity that might tend to influence the employee's official actions or impair the employee's independence or judgment in performance of duties for the City or have the appearance of same (for example, someone with a pending application or permit subject to review offering an employee a discount for goods or services).
- City employees shall not accept gifts in the form of cash or check of any value. City employees shall not accept gift cards, unless falling under the exception below.
- Acceptable gifts that are permissible based on these standards:
 - o Gifts shall be limited to items worth less than \$50 in fair market value.
 - o Gifts in the form of a gift card of a value of less than \$50 shall not be convertible to cash and shall only be redeemable with the donor.
 - o Gifts made to an employee may be permissible, including food, beverages, entertainment, lodging or transportation provided the employee accepts such gifts as a guest. For something to be "accepted as a guest" it must be enjoyed within the presence of the donor. For example, if a vendor has two tickets to a sporting event, the employee shall not accept both tickets for personal use, but the employee may attend as the guest of the vendor.
 - o Gifts and/or donations made to the City are acceptable. Such gifts to the City shall be accepted by the department director or designee and documented as a donation. Gifts and donations made to the City will be distributed at the discretion of the department director or city manager. For example, a donation of a food basket may be shared within the

department or a donation of gift cards may be distributed at an employee appreciation event).

- o Gifts from family or close friends, if there is an independent relationship not related to the employment status or work of the city employee.

3.10 CONFLICT OF INTEREST - GENERALLY

No City employee shall have financial interests in the profits of any contract, service, or other work performed for the City nor derive personal profit directly or indirectly from any contract, purchase, sale, or service between the City and any person or company. An employee may not:

1. Solicit or accept or agree to accept a financial benefit, other than from the City, that might reasonably tend to influence his or her performance of duties for the City or that he or she knows or should know is offered with intent to influence the employee's performance;
2. Accept employment or compensation that might reasonably induce him or her to disclose confidential information acquired in the performance of official duties;
3. Accept outside employment or compensation that might reasonably tend to impair independence of judgment in performance of duties for the City;
4. Make any personal investment that might reasonably be expected to create a substantial conflict between the employee's private interest and duties for the City; or
5. Solicit or accept or agree to accept a financial benefit from another person in exchange for having performed duties as a City employee in favor of that person.

Specifically, with reference to contracts, no City employee who exercises any functions or responsibilities in the review or approval of an undertaking or the carrying out of one of the City's contracts shall participate in any decision relating to that contract if the decision affects the individual's personal pecuniary interest. Governing details of this policy are found in "Conflict of Interest – Chapter 171 of the Local Government Code," and made a part of these policies by reference, and as subsequently amended.

3.11 POLITICAL ACTIVITY

Employees of the City are encouraged to vote and to exercise other prerogatives of citizenship consistent with state and federal law and these policies. An employee, in his or her official capacity, may not:

1. Use his or her official authority or influence to interfere with or affect the result of an election or nomination for office;
2. Directly or indirectly coerce, attempt to coerce, command, or advise a local or state officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for a political purpose; or
3. Use funds provided by the State of Texas to influence the passage or defeat of any legislative measure in the Texas Legislature or the outcome of any election.

Civil Service employees' political activities are governed by Chapter 143.086 of the Texas Local Govt. Code.

3.11.1 Political Candidates

In addition, any City employee who is subject to the provisions of the Federal Hatch Act may not be a candidate for elective office in a partisan election. (A partisan election is an election in which candidates are to be nominated or elected to represent a party whose candidates for presidential electors received votes in the last preceding election at which presidential electors were selected.) City employees are subject to this additional Hatch Act restriction if their principal employment is in connection with an activity that is financed in whole or in part by loans or grants made by the federal government.

3.11.2 City Resources and Political Activity

All City employees are prohibited from participating in any way in any political activity while wearing a City uniform, regardless of whether the employee is on duty or on the employee's 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 political activity.

3.11.3 Leaves of Absence

An employee who runs for election to an elected office is encouraged, but not required, to take a leave of absence beginning upon filing for elected office and ending upon qualification for the office. An employee's political activity, not in violation of this section, shall not be considered in determining the employee's compensation, eligibility for promotion or demotion, work assignment, leave or travel request, or in applying any other employment practices to the employee.

3.11.4 Violation of Policy

Violation of this policy is grounds for dismissal and/or disapproval of funding for the position occupied by the employee involved.

3.12 COMMUNICATIONS

3.12.1 Public and Media

Communication with the public and the media about City issues or problems is the responsibility of the City Manager or the City Manager's designee. Employees are to refer members of the news media to the City Manager if a question is non-routine, controversial, or outside the scope of the employee's normal duties, and are to notify the City Manager of scheduled interviews with the news media.

3.12.2 Internal Communications

From time to time, an employee may be given work instructions from or asked questions by a City employee or official outside the normal chain of command. In such cases, it is the employee's responsibility to notify the employee's immediate supervisor promptly about the instruction or question, its purpose, the relevant facts of the situation, and the employee's response to the direction or question. Supervisors are responsible for reporting these incidents promptly through the chain of command to the City Manager. A determination of timeliness will be based on the nature of the instruction, request, or question; any potential adverse consequences of the employee's response; and/or the

time frame during which an amended response could alter potentially adverse consequences.

3.12.3 Social Media Policy

This policy applies to all employees who work for the City of Taylor. In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to an employee's or someone else's web log or blog, journal or diary, personal website, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the City of Taylor, as well as any other form of electronic communication.

Using Social Media at Work

Employees should refrain from using social media while on work time or on City equipment unless it is work-related as authorized by a supervisor or manager or consistent with City policy. Employees may not use City email addresses to register on social networks, blogs or other online tools for personal use.

Personal Use of Social Media

Because information contained on websites may appear to be representative of the City of Taylor, the following shall apply for employees using their own personal social networking accounts/blogs:

- Employees shall not publish any City confidential or proprietary information or post internal reports, policies, procedures or other internal business-related confidential communications.
- All City of Taylor branded social media accounts (using City of Taylor or any City of Taylor division or department or program name as part of the account name or URL and/ or using the City of Taylor logo or portion of the logo in any way) must be approved in advance.
- The following disclaimers must be used on an employee's personal social media accounts if the employee is speaking about the City of Taylor in any way, including re-sharing information from official City of Taylor social media accounts:
 - Twitter or other similar platforms with very restrictive word count – an employee should use one of the following options at the end of the account user's biography. It is not necessary to include this information in actual posts:
 - o Tweets my own
 - o Views my own
 - o All thoughts my own.
- For individual posts that an employee may be authoring on other platforms with less restrictive word counts, including comments on blogs and news sites – use one of the following options, appended to the end of the post or comment:
 - o The opinions expressed in this post and in any corresponding comments are the personal opinions of the original authors, not those

of the City of Taylor. They may not be used for advertising or product endorsement purposes.

- o The opinions expressed in this post and in any corresponding comments are the personal opinions of the original authors, not those of the City of Taylor
- Information published on an employee's personal site/blog(s) shall comply with the City's policies. This also applies to comments posted on other blogs, forums, and social networking sites.
- Employees shall respect copyright laws, and reference or cite sources appropriately to avoid any potential plagiarism.
- Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Any questions regarding this policy should be directed to Human Resources.

Guidelines for Responsible Use of Social Media

Employees are solely responsible for what they choose to post online. Before creating online content, employees should consider some of the risks and rewards that are involved.

- Know and follow the rules
Employees should ensure postings are consistent with the City Information Technology Policy, the Discrimination and Harassment Prevention Policy.
- Be respectful
Employees should always be fair and courteous to fellow employees, customers, suppliers, volunteers, or people who work on behalf of the City of Taylor. Work-related complaints may be better resolved by speaking directly with co-workers or by using our Open Door Policy rather than by posting complaints to a social media outlet. If an employee decides to post complaints or criticism, they should avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, employees, suppliers, or volunteers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or City policy.
- Be honest and accurate
Employees are expected to always be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the City of Taylor, fellow associates, members, customers, contractors, volunteers, Williamson County, our neighboring cities, and people working on behalf of the City of Taylor.
- Retaliation is prohibited
The City of Taylor prohibits taking negative action against any employee for

reporting a possible deviation from this policy or for cooperating in an investigation.

3.12.4 Personal Electronic Recording Equipment

- A. Employee Recordings - The City prohibits the use of any image or voice recording equipment for recording purposes by employees without the express permission of the City by policy or by the City Manager or designee. This provision does not apply to City personnel who use such devices in connection with their positions of employment when recording is being done as part of their employment duties. Under no circumstances shall an employee record private conversations without the consent of all parties involved, except when done as part of their employment duties. Violation of this policy or failure to permit an inspection of any device covered by this policy may result in disciplinary action.
- B. Public Recordings – Persons entering municipal facilities during hours that the facility is open to the public are allowed to take videos/ photos in accordance with law or policy. However, people photographing / videoing may not impede public access to municipal facilities or interfere with employees' abilities to perform their jobs.

Allowed public spaces include customer service areas, entry ways, publicly accessible halls and corridors, publicly accessible streets, sidewalks, and parks, and public meetings and meeting spaces. Prohibited public spaces include staff work areas, offices, meeting rooms, and any non-publicly accessible areas, restrooms and other spaces prohibited by law, and Municipal Court, unless authorized by the Municipal Court Judge. Commercial Filming may require a permit.

If approached by an individual taking photos or video, the employee should be professional and polite, acknowledge but do not engage or argue, concentrate on your job duties, notify your supervisor and call for assistance, if needed.

3.13 CHAIN OF COMMAND

Individual City employees are responsible to the City Manager or to a supervisor or department head designated by the City Manager. The City Manager is responsible to the City Council as a whole. Directions regarding work to be done, expected results, the adequacy of work performance and grievances will follow the chain of command.

3.14 SOLICITATION

3.14.1 Solicitation of funds for City projects

At times, projects may be undertaken whereby funds are solicited from private citizens, businesses, and organizations on behalf of the City. Before any solicitation of funds is begun, the department head must notify and receive the approval of the City Manager. Participation on the part of any City employee in a fund raising effort on behalf of the City is strictly voluntary.

3.14.2 Solicitation, Distribution, Notice Posting

Employees are not permitted to solicit other employees for any purpose during either employee's work time, nor may they distribute literature during working time. The posting of any leaflets, notices, literature, or other material on City property without authorization is strictly prohibited. Employees are prohibited from making sales or possessing items

for sale or profit or personal gain on City property at any time. Employees may be permitted to make sales on behalf of nonprofit organizations if no personal profit is involved, provided that it does not create a disruption as determined by a Department Director. Such sales shall take place during breaks and lunch time and must be approved prior to by Department Director. Employees are prohibited from soliciting to subordinates, using City meetings, email or phone for fundraiser announcements. Employees should not allow or welcome solicitors of any kind onto City premises.

3.15 UNIFORMS

Some employees are required to wear uniforms. For employees who are required to wear uniforms, the City furnishes appropriate uniforms and replaces them as necessary. No City employee is authorized to wear City uniforms off duty without prior approval from the department head.

3.16 USE OF CITY RESOURCES

City resources are dedicated to City business. The City Manager or designee shall have full access to both the resources and the contents thereof at all times. Employees should have no expectation of privacy when using these resources. The City Manager or designee has an unrestricted right to view or search any City resource, including City computers, without prior notice. Any identified unlawful activity will be investigated and may be reported to the appropriate law enforcement agency.

3.16.1 Use of City Property, Vehicles, Tools, and Equipment

Employees who are assigned tools, equipment, vehicles, or any other City property by their departments are responsible for them and for their proper use and maintenance. City property, materials, supplies, tools, equipment, and vehicles are intended solely for the maintenance and operations of the City. No personal or political use of any City property, materials, supplies, tools, or equipment is permitted. Vehicles owned or leased by the City are for City use only. Vehicle use by "on-call" personnel outside normal working hours is subject to authorization by the City Manager. If an employee is in doubt about a circumstance, the employee must check with the employee's supervisor before proceeding. Violations of this policy may result in discharge and possible prosecution. All City employees using City property must sign an "Employee Acknowledgement: Personnel Policies & Return of City Property" form.

3.16.2 Telephone Use

City telephones are to be used for City business. It is understood that occasionally personal calls are necessary; however, use of telephones for local personal calls is permitted only if the number and length of calls are kept to a minimum. City employees may not place personal long distance telephone calls on City telephone equipment unless the charges will be billed directly by the telephone company to the individual's personal account. Personal calls on City cellular phones must be kept to a minimum. Use of personal cellular phones or communications devices should not be abused while on duty. Department heads shall have the right to limit use of personal cellular phones/communication devices in the workplace. The use of the camera function on a cellular phone will not be allowed in the workplace.

All supervisory, public safety and service personnel must furnish the City a telephone number at which they can be reached during off duty hours or have ready access to a telephone that they could use to respond to a page. Employees do not receive either additional compensation or reimbursement for maintaining this telephone service.

However, based on business needs, the City may require an employee to have cellular telephone service, which the City may provide if approved by the City Manager.

3.16.3 Computer and Email Usage

Computers, computer files, the email system and software furnished to employees are the property of the City and are provided by the City to assist in the conduct of City business and may not be used for personal gain. Additionally, all messages composed, sent or received on the email system are and remain the property of the City. The City prohibits the use of computers and the email system in ways that are disruptive or offensive. The City may monitor, review, or access computers, computer files and emails at any time for any reason.

The City purchases and licenses the use of computer software for business purposes. All license agreements should be strictly followed. Reproduction or unauthorized use of software is not permitted. An employee should not attempt to access any file or attempt any unauthorized use for which they are not granted permission. An employee shall not reproduce or download software programs without authorized approval from the City Manager or his designee.

3.16.4 Personal Property

Employees are prohibited from bringing offensive, inappropriate or excessive personal property to the workplace as determined by the City Manager. The City will not be responsible for any loss of personal items on or in City property. Work places and workspaces are subject to random investigative searches. The Department head or the employee's designee as well as the employee should be present, whenever possible. A report of the search should be made and provided to the City Manager as soon as possible.

3.16.5 Purchasing

Purchases by City employees shall be made only as authorized by the City Council, City Manager or his designee and shall be made in accordance with state purchasing laws as they apply to cities.

3.17 ETHICAL STANDARDS

All employees are expected to maintain a high level of personal and professional conduct. Employees should conduct themselves in a manner that ensure those high standards are met, avoiding even the appearance of impropriety. Actions in violation of conduct standards include, but are not limited to:

- Use of an employee's official position to secure special privileges or exemptions, whether direct or indirect, for them self or others.
- Disclose any confidential information gained by reason of the employee's position concerning the property, operations, policies or affairs of the City or use such confidential information to advance any personal interest, financial or otherwise, of the employee or others.
- Commit actions to be considered fraud as defined in these policies
- Provide false information and / or make false accusations.
- Participate in any improper secret agreement between two or more entities, to defraud or deprive others of their property or rightful share, or to otherwise indulge in a forbidden, illegal or illegitimate activity.

- Behave in any manner which causes discredit to the employee and / or places the City in disrepute. The commission and/ or convictions, including deferred adjudication or deferred prosecution, of any crime other than minor traffic violations will be reviewed as a possible violation of this policy based on the nature of the offence and the relativity to the employee's job responsibilities.
- If an employee is involved in any of the acts listed above, on or off the job, they must report it to their supervisor and/or the Human Resources Department immediately. In addition, employees required to operate a City vehicle as a part of their job should report all moving violations.

By no means is this list all-inclusive. Any conduct of an employee that disrupts the work environment or places the personal interest of the employee above those of the City or the public may be treated as a violation of the public trust.

3.18 FRAUD

All employees are expected to maintain a high level of personal and professional conduct on the job. As a public service organization and stewards of public funds, the City holds its employees to a high standard of ethical conduct relating to the use of City resources. All employees shall avoid fraud and are expected to report possible fraudulent activity or any internal and/or external practices that may allow for or facilitate fraudulent activities. Supervisors and managers have a greater responsibility to uphold this policy. They are expected to initiate appropriate preventive measures, implement the necessary controls and initiate investigations by promptly reporting allegations. Reports can be made to the City's Finance Director, City Manager, Deputy City Manager, Assistant City Manager, or the employee's supervisor or Department Director.

The City considers the following list of actions to be fraud

- Forgery or alteration of any document (including timesheets) or account belonging to the City
- Forgery or alteration of a check, bank draft or any other financial document representing funds belonging to the City
- Intentionally filing inaccurate reports or claims for payment for monetary gain
- Misappropriation of funds, securities, supplies or other assets of the City
- Impropropriety in the handling or reporting of money or financial transactions involving the City and any other entity
- Profiteering as a result of insider knowledge of City activities
- Removal or inappropriate use of records, furniture, fixtures and equipment belonging to the City
- Embezzlement, larceny or any other misapplication of City funds.
- Any official misconduct including the misapplication or misuse of City funds or property.

The following procedures shall apply to this policy:

- An employee shall immediately report concerns of possible fraud to the employee's supervisor for appropriate action. Immediately shall mean as soon as the employee has the means to contact the supervisor, but shall be no longer than 24 hours after the employee becomes aware of the suspected fraud. As an alternative, an employee can report suspected fraud directly to the employee's Department Director, the Finance Director, an Assistant City Manager, the

Deputy City Manager, or the City Manager. An employee who provides information in good faith will be protected from retaliation.

- An employee who is contacted by a citizen with evidence or written allegations of fraud shall immediately report it.
- Allegations of fraud shall be investigated by an “investigation committee”, a standing committee responsible for responding to fraud allegations through the coordination of necessary resources and determining a course of action regarding the investigation.
- The investigation committee will be composed of a representative from Finance and Human Resources and a representative of the department where the suspected fraud occurred, as designated by the City Manager.
- If the committee believes that alleged conduct may be criminal in nature, then the committee will recommend that the allegation be referred to the Police Department. All findings of the committee will be communicated to the City Manager’s Office.
- All employees are required to cooperate fully during any City review or investigation of an allegation of fraud. Anyone informed of an investigation in progress shall ensure that strict confidentiality is observed as to not prejudice the investigation or the city’s rights and integrity.
- Employees who intentionally or knowingly make false accusations and / or provide false information concerning instances of fraud will be subject to disciplinary action up to and including termination.
- An employee may not be retaliated against for reporting an alleged violation of a law to an appropriate law enforcement authority if the employee’s report is made in good faith.

3.19 WHISTLEBLOWER POLICY

The City is committed to upholding the requirements of all state and federal laws including applicable Whistleblower Act(s). The City will not suspend, terminate or otherwise discriminate against an employee who appropriately reports a violation of law to an appropriate authority if the employee report is made in good faith. Employee rights include:

- Right and / or duty to report violations of law
- Right to report unsafe act or condition
- Right to file a Worker’s Compensation claim
- Right to file a grievance and
- Right to file a complaint of alleged discrimination.

3.20 TOBACCO PRODUCTS

Smoking and use of tobacco products, including cigarettes, “spit tobacco” or e-cigarettes, is prohibited within City buildings, City vehicles, equipment or while interacting with the public. Our policy to provide a tobacco free environment for all employees and visitors was established to keep a safe and healthy workplace environment.

3.21 FACILITY OPERATING POLICIES AND PROCEDURES

3.21.1 Shared Spaces – City of Taylor offices, meeting rooms and common areas are used by all. Employee behaviors and activities shall be consistent with those expected in a professional work environment. Employees shall use headphones or listen to office appropriate music at a low level provided such use does not interfere with the employee's or other employees' job performance and customer service responsibilities. Employees shall speak at appropriate volumes that are not disruptive to those around them, as determined by the employee's supervisor.

3.21.2 Common Areas - Any décor, furniture, art, wall hangings to be placed in common areas, defined as hallways, corridors, break areas, conference rooms, lobbies and areas visible to the public, must have the prior approval of the Department Director. Materials shall be appropriate for an office environment and minimize potential damage to the facility.

3.21.3 Smells – Employees shall refrain from using personal air fresheners, sprays or odors.

3.21.4 Cleanliness – Employees shall maintain a clean work environment, including maintaining neat and sanitary break rooms.

3.21.5 Safety and Security – Keys, Badges, Passwords and Code Words – City employees may be assigned keys, security access badges, passwords and codes applicable to City facilities. The employee is responsible for safeguarding these items. The City may have video and audio surveillance within facilities. Personal property should be secured in vehicles or in desks or lockers. The City is not responsible for lost or stolen items.

3.21.6 Facility Security – City employees are responsible for keeping City facilities, properties and equipment secured. Employees should ensure that all guests and visitors are escorted throughout City facilities. Employees should not permit unknown individuals from entering secured areas. Employees should not leave security doors unsecured or left open. Lost ID badges or keys should immediately be reported to the employee's supervisor. ID badges and keys should immediately be collected from suspended or terminated employees.

3.22 Children at Work

Employees are welcome to bring their children to visit their worksite, with director approval, provided that the visits are infrequent, brief and planned in a way that limits disruption to the workplace. Children in the workplace must be directly supervised by the host parent at all times. If the frequency, length or nature of visits becomes problematic, the employee will be notified and will be expected to take corrective action.

Employees are not permitted to bring ill children to work. This policy is not to be used as a backup childcare arrangement. Employees are provided paid time off benefits which may be used for personal reasons or to care for an ill child.

City Of Taylor Personnel Policy Manual

4.00 EMPLOYMENT

4.1 EMPLOYMENT-AT-WILL

All employees of the City of Taylor are employed at the will of the City and shall have no property rights in the employee's position. Employment with the City is voluntary and subject to termination by the employee or by the City at will, with or without cause, with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of City of Taylor employees.

4.2 PROBATIONARY PERIOD

Probationary period for non-civil service employees is 6 months.

4.3 EMPLOYEE ORIENTATION

During the orientation, employees are given a copy of the Personnel Policies Manual, are informed of its continued availability and the reference locations, and are given information about the City's benefit programs. Employees are required to sign a statement that they have read, understood and will abide by the policies contained in the Personnel Policies Manual.

4.4 JOB DESCRIPTION

Positions in the City have a written job description. Employees shall sign a written copy of their job description acknowledging that they understand the responsibilities assigned to the position the employee will occupy.

4.5 EMPLOYMENT OF RELATIVES (NEPOTISM)

The practice of nepotism in hiring personnel or awarding contracts is forbidden by the City.

4.5.1 Definition of Nepotism

No person may be hired who is an immediate family member to any member of the City Council or the City Manager. An immediate family member includes an individual's:

- Parents (biological parents, adoptive parents, or persons in loco parentis to an employee when the employee was a child)
- Husband, wife, or domestic partner
- Child (biological, adopted, foster, stepchild, legal ward, or a child for whom the employee is a person standing in loco parentis)
- Sisters and brothers (biological, adopted, foster, or step sister or brother)
- Grandparents (biological, adopted, foster, or step grandparents)
- Grandchildren (biological, adopted, foster, or step grandchild)
- Parents and grandparents of an employee's husband, wife or domestic partner
- Any relative living in the same household with an employee

4.5.2 Continuous Employment Exception

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, or the City Manager. An employee who is related in one of the prohibited degrees may continue in City employment if the employee has been employed continuously by the City for a period of:

1. At least thirty (30) days if the officer or member is appointed by the City Council
2. At least six (6) months if the officer or member is elected

4.5.3 Prohibition of Specific Supervisory Relationships

In addition, in the interest of effective management, no personnel action will be taken that would result in any employee supervising another employee who is an immediate family member as defined above.

4.5.4 Relatives of City Employees

No employee may hold a job where the employee exercises supervisory authority over the work, assignments, working condition, and/or compensation/benefits of any individual who is related within the second degree of affinity or the third degree of consanguinity. If two employees in the same chain of command become related or members of the same household, then one will be transferred out of the direct reporting chain. If there is no available position in which to move one of the employees, then one must resign or be separated from employment. The two employees may have input into the decision of who will be transferred or separated. But the final decision rests with City Manager.

Relatives may not be employed in a position whereby they would share the same supervisor within the same division/department as determined by the City Manager.

“Step” relationships due to marriage will be recognized and covered by this policy.

4.6 DRIVING RECORD

Every City employee who is required to drive a vehicle or operate a piece of equipment that requires a valid driver's license must maintain a safe driving record. For this reason, the City will check a prospective employee's driving record prior to offering the applicant employment in a capacity that requires operating a vehicle or piece of equipment on City business. The City may recheck an employee's driving record as needed after employment in such a capacity. (See Appendix A - Safety Policy)

4.6.1 Vehicle Insurance

The City maintains up-to-date insurance coverage on all vehicles owned by the City. Employees who drive a personal vehicle on City business are required to provide the Finance Director with proof of automobile liability insurance as required by the State of Texas and to maintain up-to-date insurance coverage. Failure to do so may be grounds for disciplinary action and/or dismissal.

4.7 PERSONNEL FILES

Personnel records, medical records, civil service “A” files are maintained in the Human Resources Director's office. Different rules may apply to civil service employees. Medical records are kept in a confidential file maintained by the Human Resources Director. Information in an employee's personnel file is public information and must be disclosed

upon written request unless specific items are excepted from disclosure by law. No information from any record placed in an employee's file will be communicated to any person or organization except by the City Manager, the City Manager's designee or the Human Resources Director. In addition, all inquiries regarding current or former employees must be directed, in writing, to the Human Resources Department. Unless the City receives a written release from the affected individual or a written open records request, only dates of employment and job title will be released to the inquirer.

Each employee may choose whether the City discloses the employee's home address and telephone number to the public on request. If a new employee does not request confidentiality within the first fourteen (14) days of employment, the home address and telephone number on file are considered public information, with the exception of police officers, whose addresses and telephone numbers are not public information. Employees may change elections for disclosure or confidentiality at any time. A form for designating this information as confidential or public is available from the Human Resources Director.

An employee or his or her representative designated in writing may examine the employee's personnel file upon request during normal working hours at the City offices. The employee may request copies of items or materials in the employee's personnel file but may not remove anything from the file. When a supervisor or department head requires access to the official personnel file of an employee under the individual's supervision for the handling of personnel matters, the Human Resources Director will provide access to the specific file(s).

Employees are expected to inform the employee's supervisors of any changes in or corrections to information recorded in the individual's personnel files such as home address, telephone number, person to be notified in case of emergency, or other pertinent information. The supervisor will notify the Human Resources Director.

4.7.1 Personnel Action Form

The Personnel Action Form is the official document for recording and transmitting to the personnel file each personnel action. This form is used to promote uniformity in matters affecting:

- Employment Category,
- Position Title and Classification,
- Pay Group and Rate, and
- Other actions affecting the employee's status

The Personnel Action Form is completed prior to the employee's first day of work and again when there is any change in the employee's status, which relates to employment or benefits. Each Personnel Action Form becomes a permanent part of the employee's personnel file, and a copy is given to the employee each time an action occurs.

4.7.2 Contents of Personnel Files

For non-civil service employees, an official personnel file may contain the following:

- An employment record;
- A copy of the employee's application for employment/resume;

- A copy of the conditional offer of employment letter;
- A signed copy of the employee's acknowledgment of having reviewed a copy of the Personnel Policies Manual;
- Employee's job description(s);
- Election to Disclose or keep confidential home address and home telephone number form;
- Personnel Action Form
- Records of any citations for excellence, awards for good performance, or job-related training/education except civil service training;
- Records of disciplinary action(s);
- Performance evaluations;
- Copies of any grievances and related materials;
- Agreements regarding compensatory time off in lieu of overtime pay;
- Any other pertinent information having a bearing on the employee's status; and
- Any written statements from the employee explaining, rebutting, or clarifying other items in the file.

4.7.3 Leave Records

Official records of vacation leave and sick leave accrual and of leave usage are retained for each employee by payroll staff. Leave records are updated at the end of each pay period. Leave balances are shown on the official records to reflect any remaining leave to which an employee is entitled.

4.8 CATEGORIES OF EMPLOYMENT

There are four categories of employment with the City:

1. **REGULAR FULL-TIME.** A regular full-time employee is appointed to an authorized regular position that involves, on the average, forty (40) work hours per week. Regular full-time employees may be either hourly or salaried employees.
2. **REGULAR PART-TIME.** A regular part-time employee is appointed to an authorized regular position that involves, on the average, at least twenty (20) but fewer than forty (40) work hours per week. Part-time regular employees may be either hourly or salaried employees and are categorized as either half time or three-quarters time. Half time employees work at least twenty (20) but fewer than thirty (30) hours per week, and three quarters time employees work at least thirty (30) but fewer than forty (40) hours per week.
3. **TEMPORARY FULL-TIME.** A temporary full-time employee is an employee hired to work an average of forty (40) hours per week with total hours not to exceed 1,000 per calendar year. Temporary full-time employees may be either hourly or salaried employees without accrued benefits.
4. **TEMPORARY PART-TIME.** A temporary part-time employee is an employee hired to work an average of fewer than forty (40) hours per week with total hours

not exceed 1,000 per calendar year. Part-time temporary employees are paid on an hourly basis without accrued benefits.

See "Benefits" chapter of these policies for details of benefits available to each category of employees. Staff, who are assigned to the City but paid directly by another government or private organization, are not employees of the City. These employees' benefits are specified in the contract for services. As a condition of their assignment, such staff are governed by all terms of these policies not in conflict with their contract for services.

4.9 OFFICIAL WORK PERIOD AND SCHEDULES FOR NON-CIVIL SERVICE EMPLOYEES

The official work period for employees in City departments for which separate work periods are not established, either elsewhere in these policies or in written memorandum form approved by the City Manager, is a seven (7)-day period beginning at 7:00 a.m. on Monday and ending at 7:00 a.m. on the following Monday. Adjustments to the normal hours of operation of City facilities or departments may be made by the City Manager in order to serve the public better. Offices may be required to remain open during the noon hour, and lunch periods for some employees may be staggered according to the requirements of the City.

Normal working hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., with one hour for lunch, for a total of forty (40) hours per workweek. Morning and afternoon breaks of fifteen (15) minutes each are available to each employee, but this time does not accumulate if not taken, and this time cannot be used to alter an employee's work hours. All City employees are expected to report punctually for duty at the beginning of their assigned workdays and to work the full workdays established. Other hours of work and official work periods for individuals or groups of employees may be set by the department head with the approval of the City Manager.

4.10 OFFICIAL WORK PERIOD AND SCHEDULES - POLICE

The Police Chief sets the work schedule for police personnel and notifies them in writing of their work schedule assignments. Depending upon personnel available, the Police Chief may establish different work schedules for personnel for temporary periods of time until the personnel shortage has been eliminated.

Through execution of a waiver executed by a majority of police officers pursuant to Chapter 142-0015(j), the work period for police officers is 14 days / 80 hours. The City has established the following work period for its police officers:

1. The official work period for police officers consists of fourteen (14) days/ eighty (80) hours worked per work period.
2. For police officers, the work period begins on Monday and ends on Monday, fourteen (14) day cycles. The Chief of Police or the Chief's designee will establish work schedules.

4.11 OFFICIAL WORK PERIOD AND SCHEDULES - FIRE

The Fire Chief or a designee sets the work schedule for fire personnel and their assignments.

4.11.1 Pursuant to Section 207(k) of the Fair Labor Standards Act and 29 C.F.R. Part 553, the declared work period for firefighters is 14 days, with each shift consisting of

24 hours. The work period starts on a Monday at 7:00 a.m. and ends on the following Monday 14 days later at 6:59 a.m.

4.11.2 Firefighters will be paid according to a 14 day work period. Hours worked over 106 in the 14 day work period will be considered overtime and will be paid at one and one-half times the regular rate of pay. Paid vacation, sick leave, compensatory leave, P.A.I.D leave, emergency leave, military leave, civil leave, administrative leave or any other leave of absences are not considered "time worked" for the purposes of calculating overtime in a work period. Holiday will be counted as hours worked.

4.12 SCHEDULED ADJUSTMENTS

Depending upon personnel available, the Police Chief and Fire Chief may establish different work schedules for their personnel for temporary periods of time until the personnel shortage has been eliminated.

4.13 NUMBER OF HOURS WORKED

The City Manager determines the number of hours worked by an employee for the compensation to be received, subject to laws governing pay and working hours and to the provisions of the City's budget.

4.14 TIME REPORTING

Employees must keep records of all hours worked and leave taken and, where appropriate, hours credited to particular projects. Forms for this purpose are provided by the City. Time records must be signed by the employee and by the employee's immediate supervisor. It is recommended that these forms be completed after each day's work in order to maintain an accurate and comprehensive record of the actual time spent on particular projects. Each employee is responsible for ensuring that all hours worked and leave time taken are reported on the time sheets sent to Payroll.

4.15 OUT OF OFFICE WORK

Any work performed out of the office such as working from home, while on vacation, while on sick leave, while on unpaid leave and so forth shall require prior approval from the immediate supervisor before performance of any such work. Work performed shall include, but not be limited to, checking and responding to e-mails, voicemails, texts, social media and the like, and answering and responding to phone calls, if such actions are part of the employee's normal work duties.

4.16 TRAVEL TIME

This policy applies to all non-exempt employees. The City will compensate travel time based on the rules outlined by the FLSA (Fair Labor Standards Act). Where previously agreed in writing, employees may be compensated beyond FLSA guidelines with supervisor approval.

For non-exempt employees, normal commuting time from home to work and from work to home is not hours of work. Any employee who is required to travel directly between home and a temporary work location outside the limits of the employee's official work location, the time the employee would have spent in normal commuting must be deducted from any hours of work outside the regularly scheduled administrative workweek (or, for non-exempt employees, outside corresponding hours on a non-work day) that may be credited for the travel time.

On one day assignments out of town (outside Taylor, Texas) where an employee does not spend the night, all travel is compensable. With travel overnight away from home, travel is only compensable to the extent that it cuts across the employee's normal work schedule, unless the employee is engaged in travel to and from the travel destination.

Employees may be reimbursed for personal items that are stolen while they are on a City authorized trip up to a maximum total value of \$500. Requests for reimbursement must be accompanied by an itemized list and official police report from the city where the theft occurred.

4.17 PARTICIPATION IN SPECIAL EVENTS AND VOLUNTEERING

Attending or participating in special events or volunteering during regular work hours may be permitted with advanced approval from the Department Head and supervisor. If an employee is required by their Department Head to attend, assist with, or provide services at an event or on a committee, the City will compensate the employee for their time. Volunteers who elect to donate their time and services as a volunteer for the City may do so without any expectation of compensation for time spent. An employee should seek approval from the employee's supervisor before committing to any City sponsored activities and/or events. If an employee attends a City sponsored event while off work, it is not work time and the time will not be compensated.

4.18 SEPARATION FROM EMPLOYMENT

4.18.1 Resignation

An employee who gives adequate written notice (at least 10 working days) is considered to have resigned in good standing. With approval of the Department Director and City Manager or designee, the ten (10) working day requirement may be waived. In the event an employee resigns in good standing, the employee will be entitled to any accrued vacation pay within limits stated in Section 5 on Leave Time.

4.18.2 Reduction In Force

An employee may also be separated when his or her position is abolished, or when there is either a lack of funds or a lack of work, or for unsatisfactory performance, or for disciplinary reasons. When non-civil service employee reductions in force are necessary, decisions on individual separations will be made after considering (1) the relative necessity of each position to the department and the City, (2) the performance record of each employee, (3) transferability of the employee's skills to remaining positions with the City, and (4) the employee's length of service with the City. Civil service employee reduction in force will be in accordance with Chapter 143 of the Local Government Code and local civil service rules. Employees who have been laid off may reapply to the City for other positions. Former employees, that are otherwise equally qualified, will be given priority consideration in the event of a vacancy.

4.18.3 Disability

In cases of long-term disability where an employee is unable to return to work for a period of twelve (12) months, and such absence would cause an undue hardship on the City to hold the position open, and if no position is available which the employee could perform with a reasonable accommodation, the employee will be separated from employment with the City.

4.18.4 Death

If a City employee dies, the employee's estate receives all pay due and any earned and payable benefits as of the date of death. Payable benefits include personal leave and sick leave accrued.

4.18.5 General Separation Procedures

On an employee's last day of employment, the employee is required to return all City property such as cellphones, City identification cards, uniforms, all City logo clothing, keys, procurement or credit card(s), vehicles and any other City owned equipment and property to their supervisor. Failure to return City property may result in loss of benefits and potentially criminal charges.

4.19 REHIRES

Former employees applying to be rehired may be considered for employment as members of the general public. However, special consideration will be given to past job performance, circumstances surrounding termination of previous employment and the former employee's knowledge, skills and experience with City procedures and functions.

Eligibility for re-hire will be determined by the Human Resources Department.

Employees re-hired within thirty (30) consecutive calendar days after separation will have their service bridged as if no break in service. Employees rehired after a break in service of more than thirty (30) consecutive calendar days will receive a new date of hire. Employees rehired after a thirty (30) day break in service will be considered the same as new employees for all benefits, unless approved in advance by the City Manager.

4.20 BREAK TIME FOR NURSING MOTHERS UNDER THE FLSA

The City of Taylor will provide break times and areas to express breast milk to employees who are nursing mothers for her nursing child for one (1) year after the birth of a nursing child. The area will be "a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public."

4.21 INCLEMENT WEATHER & WEATHER EMERGENCIES PROCEDURE

This policy applies to all City employees. The purpose of this procedure is to implement the policy on inclement weather and to provide direction and administrative guidelines to employees in the event of an inclement weather emergency. Employees customarily assigned to major weather control duties are also governed by other applicable directives.

4.21.1 Scope In order that public services may be provided, all City offices will be open to serve the public during usual business hours. Maintaining an acceptable level of employee attendance is essential. There are certain severe inclement weather conditions which create emergency situations beyond the control of employees and which could affect attendance. Of primary concern is the provision of essential services to the public. To that end, the level of staffing required will be based on serving the public rather than accommodating employees.

4.21.2 Definitions

- **Inclement Weather Emergency** means any weather condition, such as snow and ice storms, floods, hurricanes, etc., that represents a threat or danger to the

welfare of residents and/or extreme risk to property as determined by the City Manager or designee.

- **Department Level Emergency** means any facility emergency or other work condition that represents a threat or danger to the welfare of residents or employees or prevents service delivery as determined by the Department Director with approval of the City Manager or designee.
- **Essential Employees** means the minimum number of employees designated by the Department Directors as required to operate specific City functions. Those employees are expected to report to or remain at work as notified during a weather emergency.
- **Liberal Leave** - During inclement weather a liberal leave policy may be placed into effect. A liberal leave policy means that the rules governing the time frames for requesting and granting of vacation leave, compensatory leave and leave without pay are relaxed to accommodate individuals who cannot report to work on time, or at all, due to inclement weather conditions.

4.21.3 Procedures

4.21.3.a Inclement Weather Emergency - In the event of inclement weather, the City Manager or designee will determine whether it is warranted to declare an inclement weather emergency and whether all employees or only essential employees are required to report to or remain at work, the following procedures will apply:

- Essential employees will be identified and notified of such designation by their Department Director.
- If severe inclement weather occurs or is expected before the normal workday begins, the City Manager will decide whether conditions warrant declaring an inclement weather emergency and direct that only essential employees report to work. That decision will be relayed via phone, text, email, website, or local television/radio stations. In the absence of such announcements, all employees are expected to report to work.
- The City Manager or designee will determine the starting and ending time of an emergency whenever an "inclement weather emergency" is declared. During the period of emergency, when only essential personnel are to report to or remain at work.
- Essential employees reporting to or remaining at work will be paid regular time for their scheduled shift plus, if eligible, time-and-a-half for all hours worked beyond the 40-hour workweek. They will also accrue Administrative Leave equivalent to that given to non-essential employees during the inclement weather emergency. Such leave will be recorded by the department and available for the employee to take upon reasonable request.
- Essential employees who do not properly notify their Supervisors of their absence will not be paid for the day and will be recorded as absent without leave (AWOL). The approval of such a request is at the sole discretion of the Supervisor.

- Essential employees who are unable to report or remain at work after an inclement weather emergency has been declared may request to use vacation or compensatory time for the remainder of their shift. Such leave must be approved by the Supervisor.
- Employees not required to report to or remain at work will be paid administrative leave for their regularly scheduled shift or for that portion of their shift covered by the period of emergency, subject to the following exceptions:
 - o Essential employees who are unable to report to work during an inclement weather emergency may request to use vacation leave or compensatory time provided they properly notify their Supervisors.
 - o Employees already out on scheduled leave on the day emergency conditions arise will be charged appropriate leave for the day; and
 - o Non-essential employees who report to or remain at work during an inclement weather emergency, even though not required to do so, will receive no extra compensation.

4.21.3.b No emergency declared - In the absence of a City Manager or designee declaration that an inclement weather emergency exists and that only essential employees report to work, despite inclement weather conditions, all employees are expected to report to work. In such instances, the following procedures will apply:

- Employees who are late in reporting to work due to inclement weather will be paid a full day's pay provided that they report within a reasonable amount of time and that the time missed from work will be charged against available appropriate accumulated vacation or compensatory time.
- Employees who are unable to report to work due to weather conditions but who properly notify their supervisors may be charged vacation leave or compensatory time for the day. Employees unable to report to work due to illness will be placed on sick leave and may be required to provide an acceptable, verifiable note from a physician substantiating the absence. Those who do not properly notify their Supervisors will not be paid for their absences and will be recorded as absent without leave (AWOL).

4.21.3.c Department Level Emergency – In the event that a Department Director determines that any facility or other work condition represents a threat or danger to the welfare of residents or employees, an emergency may be declared by the Director with approval of the City Manager or designee and the following procedures will apply:

- Essential employees will be identified and notified of such designation by their Department Director.
- If a department level emergency occurs or is expected before the normal workday begins, the Department Director will decide whether conditions warrant declaring a department level emergency and direct that only essential employees report to work. That decision will be relayed via phone, text, email, website, or local television/radio stations. In the absence of such announcements, all employees are expected to report to work.
- The City Manager or designee will determine the starting and ending time of an emergency whenever a department level emergency is declared. During the

period of emergency, when only essential personnel are to report to or remain at work.

- Essential employees reporting to or remaining at work will be paid regular time for their scheduled shift plus, if non-exempt, may be eligible for overtime pay at the rate of time-and-a-half for all hours worked beyond the regular workweek. They will also accrue personal leave time equivalent to that given to non-essential employees during the department level emergency. Such leave will be recorded by the department and available for the employee to take during the same fiscal year upon reasonable request.

4.21.3.d Employee unable to come to work or elect to leave early

Should weather conditions become so severe that an employee is unable to report safely to their designated place of work at their normal reporting time, then the employee must notify their Supervisor as soon as possible. Employees who are unable to report to work can request to use whatever paid leave they have available, excluding sick leave, or the absence will be unpaid time off for the time they are not at work.

Non-essential employees who elect to leave early because of weather conditions and are granted to use vacation leave or compensatory time prior to an announced period of emergency will be charged this time.

4.21.3.e Department Director Responsibilities

1. Determining the level of staffing within their respective departments and the notification procedures necessary to implement this policy.
2. Establishing procedures and work records as necessary in order to ensure uniform administration and accountability of work activity to include accurate recording of overtime and leave records;
1. Developing and maintaining up-to-date notification lists so that Supervisors can notify employees of decisions affecting them during inclement weather emergencies;
2. Assuring that Supervisory personnel are available to employees by telephone to respond to any questions or concerns on the nature of the inclement weather emergencies;
3. Posting names of designated essential employees so that they understand the department plans and they are able to perform the essential services required; and
4. Assuring that all employees are aware of their assignments and responsibilities in inclement weather emergencies and department level emergencies.

City Of Taylor Personnel Policy Manual

5.00 LEAVE TIME

5.1 DEFINITIONS

Leave Time. Leave time is time during normal working hours in which an employee does not engage in the performance of job duties. Leave time may be either paid or unpaid.

Holidays. Holidays are days designated by the City when City offices are closed on what otherwise would be regular business days.

5.2 PERSONAL LEAVE (Vacation)

All regular full-time and regular part-time City employees who work at least twenty (20) hours per week are eligible to accrue paid personal leave for time off from the job for personal reasons. Personal leave is not sick leave. Sick leave cannot be used for personal leave purposes. Employees are encouraged to use personal leave at least annually. Paid personal leave is accrued on the last day of the month in which it was earned at the following rates:

Length of Service	Personal Leave Earned
Regular, full-time, non-firefighting employees earn personal leave as follows:	
One year but less than 5 years	96 hours per year (8 hours per month)
Five years but less than 10 years	120 hours per year (10 hours per month)
Ten years of service and longer	160 hours per year (13.333 hours per month)
Regular Police Officers and Recruits earn personal (vacation) leave as follows:	
Probationary Period	96 hours per year (8 hours per month)
Civil Service	160 hours per year (13.333 hours per month)
Regular full-time firefighters earn personal (vacation) leave as follows:	
One month but less than 12 months	9 hours per month
One year but less than 5 years	180 hours per year (15 hours per month)
Five years but less than 10 years	204 hours per year (17 hours per month)
Ten years of service and longer	228 hours per year (19 hours per month)

Regular part-time employees with work schedules less than forty (40) but at least twenty (20) hours per week earn personal leave at either one-half or three-quarters of the regular, full-time accrual rate (see Policy 3.00 Employment: Categories of Employees). The same restrictions apply during the first six months of employment.

Temporary employees (full-time or part-time) and regular part-time employees who work fewer than twenty (20) hours per week do not earn personal leave.

A break in continuous service with the City, however, forfeits leave benefits accrued prior to the break, and accrual rates for leave purposes are the same as for new employees.

City Manager may grant additional personal leave for the recruitment, retention and hiring of executive level staff.

5.3 SICK LEAVE

Regular full-time and regular part-time employees who work at least twenty (20) hours per week are entitled to accrue paid sick leave. Full-time, non-civil service employees accrue 80 hours of sick leave each year. Full-time, non-civil service employees earn sick leave at the rate of 6.66 hours per month.

Part-time employees earn sick leave in an amount proportional to their regularly-scheduled hours.

Firefighters earn sick leave at the rate of 9.0 hours per month for the first eleven (11) months of service and fifteen (15) hours per month after twelve (12) months of service. Probationary Police Officer or Police Recruit employees accrue 6.66 hours per month. Civil Service Police employees accrue ten (10) hours per month.

Sick leave hours are credited to the employee's account on the last day of the month in which it was earned.

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

1. Personal illness or physical or mental incapacity;
2. Medical, dental, or optical examinations or treatments;
3. Medical quarantine resulting from exposure to a contagious disease; or
4. Illness of a member of the employee's immediate family who requires the employee's personal care and attention. For this purpose, immediate family is defined as the employee's spouse, child(ren), or any relative of the employee who resides in the employee's household.

Sick leave can be used only after its accrual. An employee who has exhausted accrued sick leave benefits may request to use accumulated vacation or other paid leave or must take a leave of absence without pay. No advance of unearned sick leave benefits will be made for any reason. Excessive use of sick leave without adequate justification may result in disciplinary action, including dismissal.

5.4 ACCUMULATION AND PAYOUT OF PERSONAL AND SICK LEAVE

Employees are encouraged to use their accrued personal leave (vacation) each fiscal year as it is earned.

Employees may carry over accumulated leave as follows:

Employee Category	Personal Leave that may be carried over to next fiscal year	Sick Leave - Maximum allowable accumulation
Non-Civil Service	Equivalent to 2 x annual earnings	240 hours / 30 days
Civil Service police and fire employees	Equivalent to 2 x annual earnings	In compliance with Chapter 143 of the Local Government Code
Probationary fire employees	9 days / 108 hours	240 hours / 30 days

On September 30th of each year, any personal leave (vacation) and sick leave balance in excess of these maximums is reduced to the maximums without compensation to the employee.

Payout of Personal and Sick Leave

Employees leaving the service of the City will be paid unused personal leave according to Section 7.10.6. The rate of pay will be determined by the salary in effect at the time of termination. Unused sick leave is canceled upon termination of employment without compensation to the employee, except Fire and Police civil service employees will be paid according to Chapter 143, Sections 143.045 and 143.046.

5.5 SICK LEAVE POOL

If an employee has used all of their available leave, the department head, with the approval of the City Manager, may establish a "Sick Leave Pool" whereby other employees may donate up to twenty-five (25%) of their available sick leave to be credited to the employee's sick leave account. This shall be a temporary pool that will be terminated when the employee returns to the job or after 90 calendar days of absence, whichever comes first. Any leave remaining in the pool will be returned to the employees who donated to the pool. Participation in this program is strictly voluntary and no employee or department head shall solicit donations to the pool.

5.6 COMPENSATORY LEAVE

Compensatory time in lieu of overtime pay is offered by the City. Compensatory time shall be granted at the discretion of the department head. The department head shall tell the employee if overtime will be paid in cash or compensatory time before the work is started. Any compensatory time earned must be used or paid within the fiscal year in which the overtime was worked. As a general rule, no more than thirty-six (36) hours of compensatory time (representing twenty-four (24) overtime hours worked) should be allowed to accumulate for non-civil service employees and no more than sixty (60) hours (representing approximately forty (40) hours worked) for civil service employees.

If compensatory time is not used during the fiscal year in which it is earned, the compensatory time (which was entered and carried on the employee's records at one and one-half times the number of hours worked) will be paid at the employee's regular, straight-time rate of pay for the total number of hours on the employee's compensatory time record at the end of the fiscal year.

5.7 PERFECT ATTENDANCE INCENTIVE LEAVE

For the purpose of this leave, each year is divided into two six-month segments: October 1 through March 31 and April 1 through September 30. An employee who works the entire six-month segment without using sick leave and without absence without leave earns eight (8) additional hours (12 hours for firefighters) of personal leave, which is accrued on October 1 and April 1. These hours must be taken within the current fiscal year and will not carry over if not taken.

5.8 MILITARY LEAVE

Employees who are members of the state military forces or members of any of the reserve components of the Armed Forces of the United States are entitled to 15 work days of paid leave of absence from their duties, without loss of time, seniority, or personal leave (vacation) on all days during which they are engaged in authorized training or duty ordered by proper authority. Military leave in excess of fifteen (15) work days will be charged to personal leave (vacation) or leave without pay. Employees ordered to active duty with the state or federal military forces are entitled to all of the reemployment rights and benefits provided by federal and state law upon their release from active duty. Requests for approval of military leave must have copies of the relevant military orders attached.

5.8.1 Military Leave Time Accounts

In accordance with Texas Local Government Code, Section 143.075, this policy establishes "Military Leave Time Accounts." The City shall maintain two separate military leave time accounts; one for eligible Civil Service fire department personnel and one account for eligible Civil Service police department personnel. Inter-departmental commingling of these two separate accounts in regards to donations and usage is not permitted.

Eligibility:

To be eligible to use leave hours from the military leave time account, a firefighter or police officer must meet the following criteria:

1. Must not be in a probationary period in the fire or police department as a firefighter, police officer or academy trainee;
2. Is a member of the Texas National Guard or the Armed Forces Reserves of the United States;
3. Was called to active federal military duty while serving as a firefighter or police officer for the City of Taylor;
4. Has served on active duty for a period of 12 continuous months or longer; and
5. Has exhausted the balance of the person's vacation, holiday, and compensatory leave time accumulations.

Guidelines:

Civil Service employees who would like to donate leave time hours (vacation, holiday, civil service sick or compensatory leave time) to the military leave time account must complete the "Authorization to Transfer Annual Leave/ Compensatory Time Form".

Hours must be donated in increments of not less than 15 minutes. Any combination of accumulated vacation, holiday, civil service sick or compensatory leave time may be donated to the military leave time account.

Probationary Fire and Police department employees are not eligible to donate hours to the military leave time accounts.

Leave time (vacation, holiday, civil service sick or compensatory leave time) donated to a military leave time account will not, under any circumstances, be returned to the donating employee.

Distribution of accumulated hours in the military leave time account will be divided equally among all eligible firefighters or police officer beneficiaries of that account at the end of the departments' regular scheduled pay period. Donations and disbursements to the military leave account are made on an hourly basis regardless of the cash value of the time donated or used.

The Human Resources Department is responsible for receiving requests for donations of hours, maintaining account balances and ensuring distribution of paid hours is in compliance with this policy.

5.8.2 Procedures:

A. Civil Service Fire Department Employees

1. Fire Civil Service employees may donate vacation, holiday, civil service sick, or compensatory leave time hours to the fire department military leave time account by completing the "Authorization to Transfer Annual Leave/Compensatory Time Form" and submitting the form to Human Resources.
2. Eligible Fire Civil Service employees may use the military leave time account only after they have exhausted all of their own vacation, holiday and compensatory leave time and been on continuous active military duty of 12 continuous months or longer. A "Request to Use Hours from the Military Leave Time Account form" must be completed. Hours will be used in increments of not less than 15 minutes.
3. At the end of each pay period, the Human Resources Department will divide the hours in the account equally among all eligible fire department employees; the maximum hours used to authorize pay to each eligible person is 96 or 120 hours per pay period depending upon which shift they would have worked.

B. Civil Service Police Department Employees

1. Police Civil Service employees may donate vacation, holiday, civil service sick, or compensatory leave time hours to the police department military leave time account by completing the "Authorization to Transfer Annual Leave/Compensatory Time form" and submitting the form to Human Resources.
2. Eligible Police Civil Service employees may use the military leave time account only after they have exhausted all of their own vacation, holiday and compensatory leave time and been on continuous active military duty of 12 continuous months or longer. A "Request to Use Hours from the Military Leave Time Account form" must be completed. Hours will be used in increments of not less than 15 minutes.
3. At the end of each pay period, the Human Resources Department will divide the hours in the account equally among all eligible police department employees; the maximum hours used to authorize pay to each eligible person is 80 hours per pay period.

5.8.3 Military Leave Account Forms

Authorization to Transfer Leave/ Compensatory Time to Military Leave Account

I, _____, Employee ID# _____, Department _____
Name (Please print)

Hereby voluntarily authorize the transfer of hours of my accumulated:

_____ vacation leave time _____ holiday leave time
_____ CS sick leave time _____ compensatory time

to the Military Leave Time Account for my department effective: _____
MM/DD/YYYY (Beginning date of pay period)

I understand and agree that I release all my rights to any monetary compensation or time off for hours transferred. I understand, under any circumstances, my donated leave time **will not** be returned back to me.

I have not been coerced, threatened, harassed, or compensated for authorizing the transfer and release of accumulated leave time hours. No excess paid leave transferred in this manner will be paid to the receiving employee upon termination.

Requested by:

Employee Signature

Date

Approved by:

Department Head

Date

Human Resources Director

Date

Request to Use Hours from Military Leave Time Account

I, _____, Employee ID# _____, Department _____
Name (Please Print)

Hereby request to use leave hours from the military leave time account and meet all the following criteria:

1. Not a probationary firefighter, police officer or academy trainee;
2. Am a member of the Texas National Guard or the Armed Forces Reserves of the United States;
3. Called to active federal military duty while serving as a firefighter or police officer for the City of Taylor;
4. Served on active duty for a period of 12 continuous months or longer; and
5. Exhausted the balance of my vacation, holiday and compensatory leave time accumulations.

Employee Signature

Date

Approved by:

Department Head

Date

Human Resources Director

Date

5.9 CIVIL LEAVE

Employees are entitled to civil leave with pay for jury duty, for serving as a subpoenaed witness in an official proceeding, and up to two (2) hours for the purpose of voting. When an employee has completed civil leave, they must report to the City for duty for the remainder of the workday. If the employee will be absent from work for more than one workday on civil leave, they must notify the appropriate supervisor daily at the beginning of the workday.

5.10 EMERGENCY LEAVE

No more than three (3) days (24 hours for all full-time, regular employees) per fiscal year of emergency leave with pay may be granted to regular employees by the City Manager or designee in the event of a death in an employee's family or serious illness of a family member. In the event of serious illness of a member of the employee's family, who requires the employee's personal care and attention, emergency leave may be granted if all other accrued paid leave is exhausted. The length of time granted (number of hours or days) for a specific emergency leave must be approved by the City Manager or designee in advance and will depend on the circumstances. The terms of, reasons, and length of leave time approved for the leave must be documented and filed with the employee's time card.

For purposes of emergency leave, "family" includes spouse, child, parent, brother, sister, grandparents, grandchild of an employee or employee's spouse, or any relative living in the employee's household.

5.11 ADMINISTRATIVE LEAVE

The City Manager may authorize administrative leave, with or without pay, when not otherwise provided for in these policies.

5.12 INJURY LEAVE

For information on occupational disability or injury leave for bona fide, on-the-job, work-related injuries, see section 6.0, Employee Health and Safety.

5.13 HOLIDAY LEAVE

The following are observed as paid holidays for regular full time and regular part-time employees who work at least twenty (20) hours per week: Personal Day (accrues on October 1st of each fiscal year except new hires shall accrue on the first day of employment) (Firefighter observed as September 11th Holiday).

New Year's Day

Martin Luther King, Jr. Day (third Monday in January)

Presidents' Day

Good Friday

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Friday following Thanksgiving

Christmas Eve

Christmas Day

Regular part-time employees who work at least twenty (20) hours per week are paid for holidays based on the number of hours they would have worked if the holiday had been a regular scheduled workday. Temporary employees (either full-time or part-time) or employees who work fewer than twenty (20) hours per week are not paid for holidays except for holiday hours actually worked.

It is not always feasible to grant holidays off at the scheduled time, especially for employees who are assigned shifts on an “around-the-clock” operation. With the approval of the City Manager, a department head may direct some or all employees of the department to work on a holiday. For nonexempt, regular, non-civil service employees, holiday time off counts as hours worked for the purposes of determining when overtime compensation is applicable. Employees required to work on a holiday may be granted an alternate day off within the same official work period without overtime compensation.

If a nonexempt, non-civil service employee is scheduled to work on a holiday and receive an alternate day off for the holiday, but the employee is sick on the holiday, they will be charged for sick leave for the number of hours that were scheduled to be worked on the holiday. The employee will then be granted holiday time on the alternate holiday off.

The City Manager may designate other holidays in accordance with directions from the City Council. Whenever an approved holiday falls on a Saturday or Sunday, it will be observed on the Friday preceding or the Monday following, as determined by the City Manager. An employee who is absent without written approved leave on the workday immediately preceding and/or following a holiday will not be paid for the holiday.

Holiday leave time for non-police and fire employees can be carried forward until September 30 of the current fiscal year. On October 1st, any holiday leave not taken is reduced to zero without compensation to the employee.

5.13.1 Holidays Falling On Non-Workdays

Whenever a holiday, on the current year’s list of approved holidays, falls on a regular, non-civil service employee’s regular day off and the employee does not work that day, the employee will receive an additional day off for the holiday (not to exceed eight hours and not to be taken within same pay period).

5.13.2 Holidays During Scheduled Vacation

If an official holiday falls within a regular, non-police, non-firefighting employee’s vacation, the employee will be granted the holiday and not charged for a day of vacation.

5.13.3 Holidays for Police Officers and Firefighters

Since police and fire protection must be provided around-the-clock and year-round, those City departments cannot close on holidays. To provide equivalent holiday leave time to these employees, the City has established policies for holiday leave accrual and usage for these departments much like the City’s personal leave (vacation) policy. Police officers earn holiday leave credits at the rate of 8.0 hours per holiday, the same amount of holiday time off as provided to other City employees. This leave can be used in one-day or multiple-day increments with the approval of the employee’s supervisor and department head. Firefighters earn holiday leave credits at the rate of 12.0 hours per holiday. Holiday time cannot be taken until it is accrued.

Holiday leave time for police, fire and communications officers can be carried forward until October 31st of the next fiscal year. On November 1st, any holiday leave not taken is reduced to zero without compensation to the employee.

5.14 FAMILY AND MEDICAL LEAVE (FMLA)

All employees who have worked for the City for at least 12 months and for at least 1,250 hours during the year preceding the start of the FMLA leave are eligible for up to 12 weeks (26 weeks for the care for a covered service member) of FMLA leave during a 12-month period as defined by this policy.

5.14.1 Reasons for Leave

Eligible employees may request and/or be placed on FMLA leave for any of the following reasons:

1. Birth of a son or daughter of the employee, and in order to care for the newborn child;
2. or placement with the employee of a son or daughter for adoption or foster care;
3. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
4. For the employee's own serious health condition which renders the employee unable to perform the essential functions of their job.
5. To address certain qualifying exigencies arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty¹ (or has been notified of an impending call or order to active duty) in the National Guard or Reserves in support of a contingency operation; or,
6. To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

5.14.2 FMLA Leave Runs Concurrently With Other Types of Leave.

FMLA leave is typically unpaid unless the absence also qualifies for paid leave under another City policy.

a. Sick Leave. If an employee has any available accrued sick leave, it must be used concurrently with any available FMLA leave, provided the employee's absence is covered by the City's sick leave policy and the employee satisfies that policy's procedural requirements.

b. Vacation, Comp Time, Personal Leave & Holiday. If an FMLA-qualifying absence is not covered by the City's sick leave policy, the following leave time will be applied and will run concurrently with any remaining FMLA leave: accrued vacation, comp time, personal leave and then holiday leave.

c. Disability & Workers' Comp Leave. If the employee is approved for workers' comp or short-term or long-term disability, the employee's absence from work is automatically approved for FMLA, provided the employee has met the FMLA's eligibility requirements. This means that workers' comp and short- and long-term disability absences will run concurrently with FMLA leave. Employees being paid either workers' comp salary benefits or short- or long-term disability benefits while on leave are not required to use accrued sick, personal, holiday, comp time or vacation leave while collecting workers' comp or disability benefits.

¹ "Active duty" means duty under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code. §825.126(b)(2).

5.14.3 Employee Eligibility

To be eligible for FMLA leave, an employee must:

- Have worked for the City for at least 12 months (need not necessarily be consecutive 12 months);
- Have worked for the City at least 1,250 hours during the 12 months before the start of the leave; and
- Work within 75 miles of a City worksite employing 50 or more employees.

5.14.4 The City has posted a summary of the Family and Medical Leave Act (FMLA), on its central bulletin board for employees' information.

5.14.5 All documentation regarding family leave will be filed in the employee's confidential medical file, which is maintained separate from the personnel files and is accessible to a limited number of persons only on a "need-to-know" basis.

5.14.2 Intermittent Leave & Reduced Schedule Leave

An eligible employee may take FMLA leave on an intermittent or reduced schedule basis only if medically necessary, because of a qualifying exigency, for planned medical treatment, or as otherwise approved by the Department Director.

2.1 Notice

The employee must inform the City of the reasons why the intermittent or reduced leave schedule is necessary and of the schedule for treatment if necessary.

2.2 Scheduling Planned Medical Treatment

When an employee intends to take leave for planned medical treatment for him/herself or for the employee's spouse, child or parent, the employee is ordinarily expected to consult with the employee's supervisor and try to schedule the treatment so as not to disrupt unduly the City's operations, subject to the approval of the treating health care provider. This should be done prior in order to work out a treatment schedule which best suits the needs of both the employee and the City.

2.3 Temporary Transfer

The City may temporarily transfer the employee to an alternative position (with equivalent pay and benefits, but not necessarily equivalent duties) in order to better accommodate an employee's intermittent or reduced leave schedule.

2.4 Minimum Increments

Intermittent leave will be counted in increments no greater than the shortest period of time used by the City to account for use of other types of leave, up to a maximum increment of one hour.

2.5 Exempt Employees

Exempt employees using unpaid intermittent or reduced schedule FMLA leave may be docked for absences of less than a day without jeopardizing their exempt status under the Fair Labor Standards Act (FLSA). This special exception to the "salary basis" requirement for the FLSA's exemptions extends only to an eligible employee's use of leave required by the FMLA.

5.14.3 Miscellaneous

Other Employment During FMLA Prohibited

Under no circumstances may an employee on FMLA leave, sick leave, disability leave, or workers' compensation leave engage in outside employment unless expressly authorized in writing in advance by the Department Director and City Manager.

Fraud

An employee who fraudulently obtains FMLA leave is not protected by the FMLA's job restoration or maintenance of health benefits provisions. Further, an employee who commits fraud will likely be terminated from City employment.

FMLA Statute and DOL Regulations

More detailed provisions and definitions of some of the terms used in this policy are set out in the Act and in the DOL's regulations. This policy is intended to explain benefits available to eligible employees under the FMLA. It is not intended to create any rights to leave beyond those created by the FMLA. If additional information is needed on the FMLA, please contact the Human Resources Department. The City will refer to the Act and the applicable DOL regulations in carrying out this policy, as well as any relevant court interpretations and decisions. This policy does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement, which provides greater family or medical leave rights. When an employee gives notice of the need for FMLA leave, the employee will be given additional information as to his or her rights and responsibilities under the FMLA. In addition, employees may contact the nearest office of the U.S. Department of Labor's Wage & Hour Division or the Department of Labor's website for more information.

Mandatory Reporting of Improper Handling of FMLA

Employees must immediately report, in writing, to their Department Director or the Director of Human Resources, the following so that the City can investigate and respond appropriately:

- Any interference with, restraint or denial of the employee's right to take FMLA or any rights protected by the FMLA or this policy.
- Any discrimination or perceived acts of discrimination against the employee for any right protected by the FMLA or this policy.
- Any refusal by a supervisor to authorize FMLA leave or attempt to discourage an employee from taking FMLA leave.
- Any attempt to avoid the City's FMLA responsibilities.
- Discrimination or retaliation against an employee for exercising or attempting to exercise FMLA rights.
- Discrimination or retaliation against an employee for opposing or complaining about any unlawful practice under the Act or this policy

5.14.4 Maximum Duration

4.1 Twelve Weeks of Leave

Eligible employees may take up to 12 weeks of FMLA leave in a single 12-month period (the City uses a rolling 12-month period measured backward) for one or more of the following reasons:

- When the employee is unable to perform the functions of the employee's job because of **the employee's own serious health condition**;
- For the **birth or placement of a child for adoption or foster care**. FMLA leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement. In addition, if an employee and the employee's spouse are both employed by the City, both are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, or to care for a parent (but not a parent-in-law) who has a serious health condition;
- To care for a **spouse, child, or parent with a serious health condition**; or
- A **qualifying exigency** arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.

5.2 Twenty-Six Weeks of Leave

Eligible employees may take up to 26 weeks of FMLA leave in a single 12-month period to care for a **covered service member** (*i.e.*, the employee's spouse, child, parent, or next of kin) with a serious injury or illness incurred in the line of duty while on active duty in the Armed Forces. If an employee and the employee's spouse are both employed by the City, both are jointly entitled to a combined total of 26 work weeks of leave during a single 12-month period.

5.3 Maximum Amount of Leave

The maximum amount of FMLA leave available is 12 weeks during a 12-month period or 26 weeks in a single 12-month period to care for an injured or ill service member even if there are multiple FMLA qualifying events.

5.14.5 Part-time / Variable Hour Employees

Where an employee normally works a part-time schedule or variable hours, the amount of leave to which an employee is entitled is determined on a pro rata or proportional basis. Part-time employees must still meet all eligibility requirements prior to receipt of FMLA.

5.14.6 Notice

6A. Employee's Notification Responsibilities

Employees must give the City sufficient information so that it can make a determination as to whether the employee's absence is FMLA-qualifying. If an employee fails to explain the reasons, leave may be denied. Employees must also indicate on their time records when an absence or tardy is or may be covered by FMLA. Any absence or illness that results in more than three days' absence must be reported to the FMLA Coordinator in the City's Human Resources Department.

6A.1 At Least 30 Days' Notice Required for Forseeable Leave

Employees must provide their Department Director or the Human Resources Department with at least 30 days' advance notice when the need for FMLA leave is foreseeable.

6A.2 Notice as Soon as Practicable for Unforeseeable or Emergency Leave

If the need for FMLA leave is not foreseeable, employees must provide their Department Director or the Human Resources Department with as much advance notice as practicable, in accordance with their Department's normal call-in procedures. The employee must also provide an explanation as to why the employee was unable to provide at least 30 days' advance notice of the need for leave.

6A.3 Content of Notice

Employees must provide the City with at least verbal notice and explain the reasons for the needed leave sufficient to allow the City to determine if the absence is FMLA-qualifying, and the anticipated timing and duration of the leave, if known. If the employee has previously taken FMLA leave for the same reason, he/she must specifically reference the qualifying reason for leave or the need for FMLA leave. The City may seek additional information from the employee, and the employee is obligated to respond to the City's questions so the City can determine if an absence is potentially FMLA-qualifying. The employee must notify the City as soon as practicable if the dates of the employee's scheduled leave change or are extended, or where initially unknown.

6A.4 Compliance With City's Call-In Procedures

Employees must comply with their Department's normal call-in procedures for reporting absences, tardies and requesting leave, *e.g.*, contacting a specific supervisor by a certain time. Notice may be given by the employee's spokesperson only if the employee is physically unable to do so personally. Where an employee does not comply with the City's and Department's normal call-in procedures and no unusual circumstances justify the failure to comply, FMLA-protected leave may be delayed or denied.

6A.5 Consequences for Failing to Provide Required Notice

If the employee fails to timely explain the reasons for the employee's need for leave, FMLA leave may be denied or delayed for up to 30 days. The employee may also be subject to disciplinary action in accordance with City policy. Likewise, if an employee fails to respond to the City's reasonable inquiries regarding a leave request, the employee may not be granted FMLA leave protection.

6A.6 Scheduling Planned Medical Treatment

When an employee intends to take leave for planned medical treatment for the employee or for the employee's spouse, child or parent, the employee is ordinarily expected to consult with the employee's supervisor and try to schedule the treatment so as not to disrupt unduly the City's operations, subject to the approval of the treating health care provider. This should be done prior to the scheduling of treatment in order to work out a treatment schedule which best suits the needs of both the employee and the City.

6A.7 Periodic Check-In While on FMLA

Employees must check in periodically with their supervisor and with the Human Resources Department regarding their status and intent to return to work. If the employee discovers that the amount of leave originally anticipated is no longer necessary, the employee must provide the City with reasonable notice (*i.e.*, within two business days) of the changed circumstances if foreseeable.

6B. City's Responsibilities

6B.1 Human Resources Department.

The Human Resources Department is responsible for the verification, approval and notification of FMLA leave. The Human Resources Department may place an employee on FMLA leave if it determines that a qualifying event has occurred.

a. Eligibility Notice

The Human Resources Department will notify an employee of the employee's eligibility to take FMLA within five (5) business days (absent extenuating circumstances) of its receipt of the employee's request for FMLA leave (or from when the City otherwise determines that an employee's absence may be FMLA-qualifying). Employee eligibility is determined (and notice will be provided) at the commencement of the first instance of leave for each FMLA-qualifying reason in the applicable 12-month period. Notification may be oral or in writing, but the City will normally use FMLA Form #1 to provide the employee with Eligibility Notice. If an employee's eligibility status changes, the Human Resources Department will so notify the employee within five business days, absent extenuating circumstances.

b. Rights & Responsibilities Notice

The Human Resources Department will provide employees with a notice (FMLA Form #1) detailing the City's specific expectations, the employee's obligations, and consequences to the employee of not meeting the employee's obligations. The Human Resources Department will provide this notice each time it provides the Eligibility Notice described above. The required certification form will accompany this notice. If any of the specific information in the Rights & Responsibilities Notice changes, the Human Resources Department will notify the employee within five (5) business days of its receipt of the employee's first notice of need for leave subsequent to any change.

c. Designation Notice

When the Human Resources Department has enough information to determine if an absence is FMLA-qualifying (e.g., after receiving the employee's fully completed Certification), the Human Resources Department will notify the employee in writing (FMLA Form #2) as to whether the leave will or will not be designated as FMLA. This Designation Notice will be given to the employee within five business days, absent extenuating circumstances. If the information in the Designation Notice changes, the Human Resources Department will notify the employee within five (5) business days of the City's receipt of the employee's first notice of need for leave subsequent to any change.

d. Certification Forms & Other Required Documentation

The Human Resources Department is responsible for determining the completeness and authenticity of certification forms, fitness-for-duty/return to work certifications, and for review and coordination of all other FMLA documentation required by this policy.

6B.2 Supervisors & Department Directors

So that the Human Resources Department can meet the notice deadlines required by the FMLA, supervisors must immediately notify both their Department Director and the Human Resources Department if they have reason to believe an employee's absence is due to an FMLA-covered reason. Supervisors must make this report even if the employee is using paid time off to cover the absence, e.g., sick leave, comp time, vacation, holiday, workers' comp, short- or long-term disability, or a trade with another employee. Supervisors and Department Directors must report to Human Resources any time an employee misses work for more than three days because of the employee's own illness or injury or that of a spouse, child or parent. Supervisors, it is important to remember that

under the FMLA, an employee requesting paid or unpaid leave for an absence covered by the FMLA is not required to expressly mention FMLA. If the employee states a reason that qualifies for FMLA leave, the employee will likely have met the FMLA's notice requirements. When an employee submits a leave/absence form indicating an FMLA absence, the form must be sent to the Human Resources Department immediately.

5.14.7 Certification of Condition

7A. Medical Certifications and Other Required Documentation

In all instances in which the City requests a certification from an employee, it is the employee's responsibility to provide the Human Resources Department with a complete and sufficient certification; failure to do so may result in the denial or delay of FMLA leave.

7A.1 Certification

An employee must provide the Human Resources Department with a complete and sufficient medical certification supporting the need for FMLA leave due to a serious health condition affecting the employee (FMLA Form #3), the employee's spouse, child or parent (FMLA Form #4), or due to the serious injury or illness of a covered service member (FMLA Form #5). The required medical certification forms are available from the Human Resources Department. The certification must set forth the beginning and expected ending dates of the leave. In the case of intermittent leave, the certification must also provide the dates and duration of the treatments necessitating the intermittent leave. The employee is responsible for any expenses associated with providing the City with a required certification. The employee must turn in the required certification to the Human Resources Department within 15 days after it is requested, unless not practicable under the circumstances.

7A.2 Second & Third Opinions

In some cases, the City may require a second or third medical opinion (at the City's expense). The City will not require second or third opinions in the case of leave to care for a covered service member.

7A.3 Recertifications

Employees may be asked to periodically recertify the need for FMLA. The City will not, however, require second or third opinions in the case of leave to care for a covered service member. The recertification must be provided within 15 days or as soon as practicable under the particular facts and circumstances. The employee is responsible for any expenses associated with providing the City with any required recertifications.

a. 30-day rule

The City will request recertification no more than every 30 days and only in connection with an absence by the employee unless paragraphs b or c below applies.

b. More than 30 days

If the certification indicates that the minimum duration of the condition is more than 30 days, the City will wait until that minimum duration expires before requiring a recertification, unless paragraph c below applies. If the minimum duration of a serious health condition extends beyond six months, the City may nevertheless

request a recertification every six months in connection with an employee's absence.

c. Less than 30 days

The City may request recertification in less than 30 days if the employee requests an extension of leave, circumstances described by the previous certification have changed significantly (e.g., the duration or frequency of the absence, the nature or severity of the illness, complications, a pattern of unscheduled absences), or the City receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification.

d. Annual Medical Certifications

If a serious health condition lasts beyond a single leave year, the City may require the employee to provide a new medical certification in each subsequent leave year.

7A.4 Fitness-for-Duty/Return to Work Certification

Employees must submit a "fitness-for-duty" certification before they can return to work if FMLA leave is a result of the employee's own serious health condition. (The City may provide an FMLA form for this purpose.) The fitness for duty/return to work certification must specifically address the employee's ability to perform the employee's essential job functions set out in the City's Designation Notice, but is limited to the particular health condition that caused the employee's need for FMLA leave.

The employee is responsible for any expenses associated with providing the City with a required fitness for duty/return to work certification and is not entitled to be paid for the time or travel costs spent in acquiring the certification. The Human Resources Department (or other DOL authorized person) may contact the employee's health care provider for purposes of clarifying and authenticating the fitness-for-duty/return to work certification; the City will not delay the employee's return to work while such contact with the health care provider is being made. The City will not require second or third opinions of FMLA fitness-for-duty certifications. An employee who fails to timely provide the City with this certification will not be allowed to return to work; an employee who does not provide the required fitness-for-duty certification or request additional FMLA leave is no longer entitled to reinstatement and may be terminated.

While the City will not require a fitness-for-duty certification to return to duty for each absence taken on intermittent or reduced leave schedule, it will require such a certification up to once every 30 days if reasonable safety concerns (i.e., a reasonable belief of significant risk of harm to the employee or others) exist as to the employee's ability to perform the employee's duties, based on the serious health condition for which the employee took leave.

7A.5 Failure to Provide Certifications & Deficient Certifications

If an employee fails to provide a required certification within 15 days after the City requests it, the City may deny leave until the certification is provided. If the employee never produces the certification or recertification, the employee is not eligible for FMLA protections. If the certification is incomplete or insufficient, the Human Resources Department will notify the employee, in writing, and advise the employee what additional information is required. The City will provide the employee with seven additional days to cure any deficiency. If the deficiencies are not cured with the seven-day deadline, the City may deny the taking of FMLA

leave. The Human Resources Department (or other DOL authorized person) may contact the health care provider for purposes of clarification and authentication after giving the employee the opportunity to cure any deficiencies.

7A.6 Documenting Family Relationships

If an employee elects to take FMLA leave in order to care for a qualifying family member or to care for a covered service member, the employee may be required to provide reasonable documentation confirming the family relationship.

7B. Certifications for Qualified Exigency Leave

7B.1 Active Duty Orders

The first time an employee requests leave because of a qualifying exigency arising out of the **active duty**² or call to active duty status of a covered military member, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military which indicates that the covered military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the active duty service.

7B.2 Certification Form

The employee must complete and submit to Human Resources the appropriate certification form (FMLA Form #6) in support of the employee's need for leave. This form must usually be turned in within 15 days after the City requests it.

7B.3 Verification

If the qualifying exigency involves meeting with a third party, the Human Resources Department (or other DOL authorized person) may contact the individual or entity with whom the employee is meeting for purposes of verifying a meeting or appointment, and the nature of the meeting. The City may also contact an appropriate unit of the Department of Defense to request verification of active duty or call to active duty status.

7B.4 Denial or Delay of Leave

Exigency leave may be delayed or denied if the employee fails to turn in the required certification within 15 days. If the certification is incomplete or insufficient, the Human Resources Department will notify the employee, in writing, and advise the employee what additional information is required. The City will provide the employee with seven additional days to cure any deficiency. If deficiencies are not cured with the seven-day deadline, the City may deny the taking of FMLA leave.

5.14.8. Job Restoration After FMLA Leave

Upon return from FMLA leave, an employee will normally be restored to the employee's original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions. An employee, however, has no greater right to reinstatement than if he/she had been continuously employed during the period of FMLA leave. Further, the City may delay restoration to employees who fail to timely provide a fitness-for-duty certification to return to work.

8.1 Key Employees

² "Active duty" means duty under a call or order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code. §825.126(b)(2).

Under certain circumstances the City is not required to reinstate "key" employees. Certain highly compensated key employees may be denied reinstatement when necessary to prevent "substantial and grievous economic injury" to the City's operations. A "key" employee is a salaried eligible employee who is among the highest paid 10 percent of employees within 75 miles of the worksite. An employee will be notified of the employee's status as a key employee, when applicable, after requesting FMLA leave.

5.14.9 Benefits During FMLA Leave

9.1 Group Health Insurance

During any period of FMLA leave, the City will continue to pay its portion, if any, of any group health insurance coverage for the employee on the same terms as if the employee had continued to work. Where applicable, the employee must timely pay his or her share of health insurance premiums while on FMLA leave. The City will advise the employee of the terms and conditions for making such payments. Failure to pay premiums in a timely manner will result in cancellation of group health coverage. The City may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave, unless the employee is unable to return due to a serious health condition, the serious injury or illness of a covered service member, or another reason beyond the employee's control. Medical certification is required under such circumstances. After FMLA leave has been exhausted, an employee who goes on Leave without Pay must go on COBRA and cannot continue on the City health plan.

9.2 Other Benefits

The employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the employee's leave, and seniority will not be affected. However, benefit accruals, such as vacation and sick leave, will be suspended during any unpaid leave.

9.3 Holidays

When an employee takes a full work week of FMLA leave and a holiday occurs within the week, the week is counted as a full week of FMLA leave. If, however, an employee uses FMLA in increments of less than a week, the intervening holiday does not count against the employee's FMLA entitlement unless the employee was otherwise scheduled and expected to work on the holiday. Employees on FMLA leave are not normally paid for holidays.

9.4 Texas Municipal Retirement System (TMRS)

Employee contributions to TMRS may be made on a voluntary basis through a special arrangement with the City while an employee is in a leave without pay status. It is the employee's responsibility to initiate such an arrangement by timely contacting the City's Human Resources Department and completing the necessary paperwork.

An employee on family leave does not lose any previously accrued seniority or employment benefits, but does not earn any leave credits or other benefits during the unpaid portion of the leave.

5.14.10 Request for Extension of Family and Medical Leave

If an employee requests additional unpaid leave beyond the 12-week maximum allowable under the family and medical leave provisions of these policies, any extension granted will be under the terms set out in the section 5.15, Other Leaves of Absence Without Pay.

Employees should read the referenced section carefully to understand the differences between these two types of leaves before requesting an extension.

5.14.11 Definitions

More detailed definitions of some of the terms used in this policy are set out in the Act and in the DOL's regulations.

11.1 12-Month Period for Covered Service Members

The 12-month leave period for calculating leave to care for a covered service member with a serious injury or illness is the 12-month period measured forward from the date an employee's first FMLA leave to care for the covered service member begins. During this 12-month period, the maximum FMLA leave an employee may take – for any qualifying reason – is limited to a combined total of 26 weeks.

11.2 12-Month Period for All Other FMLA Leave

To determine eligibility for all other leave, the City uses a rolling 12-month period measured backward from the date of any FMLA leave.

11.3 Health Care Provider (HCP)

Means a doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices; or any other person determined by the Secretary of Labor to be capable of providing health care services.

11.4 Next of Kin of a Covered Service Member

Means the nearest blood relative other than the covered service member's spouse, parent, or child in the priority established by the DOL.

11.5 Incapacity

Means the inability to work, attend school or perform other regular daily activities.

11.6 Serious Health Condition

For purposes of this policy, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

11.6.1 Inpatient care

An overnight stay in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care; or

11.6.2. Continuing treatment by a health care provider (HCP) - Includes one or more of the following:

a. Incapacity & Treatment

A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also involves treatment: (i) two or more times (within 30 days of the first day of incapacity, unless extenuating circumstances exist), by a HCP or under direct supervision of, under orders of, or on referral by, a HCP, or (ii) by a HCP on at least one occasion which results in a regimen of continuing treatment under supervision of the HCP. The first (or only) in-person treatment visit must take place within seven (7) days of the first day of incapacity.

b. Pregnancy & Prenatal care

Any period of incapacity due to pregnancy, or for prenatal care;

c. Chronic Conditions

Any period of incapacity or treatment for such incapacity due to a chronic serious health condition which (i) requires periodic visits (at least twice a year) for treatment by, or under the direct supervision of a HCP, or (ii) continues over an extended period of time (including recurring episodes of a single underlying condition); and (iii) may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.);

d. Permanent or Long-Term Conditions

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, a severe stroke, or the terminal stages of a disease);

e. Conditions Requiring Multiple Treatments

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by, or under the supervision of, under orders of, or on referral by, a HCP either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive, full calendar days in the absence of medical intervention or treatment (e.g., chemo or radiation for cancer, physical therapy for severe arthritis, or dialysis for kidney disease).

Unless complications arise, the common cold, the flu, earaches, upset stomach, minor ulcers, headaches (other than migraines), routine dental or orthodontia problems, and periodontal disease are not serious health conditions.

In addition, routine physicals, eye examinations, and dental examinations are not considered treatment.

11.7 Qualifying Exigency

This term includes issues arising from short-term deployments of seven or less calendar days prior to the date of the deployment; military events and related activities such as official ceremonies and programs sponsored by the military and to attend family support or assistance programs and informational briefings; childcare and school activities; financial and legal arrangements; counseling; rest and recuperations; post-deployment activities; and additional activities arising out of the covered military member's active duty or call to active duty status if the employee and the City agree that such leave qualifies as an exigency, and agree to both the timing and duration of the leave.

5.15 OTHER LEAVES OF ABSENCE WITHOUT PAY

Leave of absence without pay is an approved absence from duty in a non-pay status for not more than twelve (12) months unless an extension is approved by the City Manager. Using this type of leave to extend family and medical leave beyond the 12-week limit may be authorized by the City Manager in no more than one-month intervals, and a careful review shall be conducted by the City Manager prior to authorizing any extension.

Granting a leave of absence without pay is at the sole discretion of the City Manager. Such leave is not authorized unless all applicable accrued paid leave has been exhausted and there is a reasonable expectation that the employee will return to employment with the City at the end of the approved period. Approval of the leave must be documented with a copy of the documentation to be placed in the employee's confidential medical file, as

appropriate. Employees on leave of absence without pay receive no compensation and accrue no benefits.

However, previously accrued leave balances, benefits, and seniority are retained during leaves of absence unless otherwise prohibited by the terms of the benefit programs. Medical insurance can be continued if the employee pays the premiums (including the City's portion) in full in a timely manner. The City's insurer may limit this length of time that the medical benefits may be continued.

A leave of absence without pay may be revoked upon receipt of evidence submitted that the cause for granting the leave was misrepresented, or has ceased to exist.

5.15.1 Authorized Reasons for Leave Without Pay

A leave of absence without pay may be appropriate for the following reasons:

1. Recovery from extended illness, injury or temporary disability beyond the twelve (12) weeks allowable under the family leave section of these policies (see also the section on "Family and Medical Leave");
2. Educational purposes when successful completion will benefit the City;
3. Public service assignments;
4. Personnel exchange programs which emphasize intergovernmental relations; or
5. Any other reason that, in the judgment of the City Manager, merits a leave of absence without pay.

5.15.2 Conditions for Granting Leave Without Pay

An employee requesting an unpaid leave of absence must provide the City Manager with a statement from the employee and/or an appropriate third party as to the date upon which the employee is no longer able to perform their duties, the expected length of time needed and the employee's intentions about returning to work at the City. In determining whether or not to approve the request for leave without pay, the City Manager may consider the employee's length of service with the City and past performance, the department's needs, and the prospect for temporary replacement of the employee or reassignment of the employee's duties.

5.15.3 Reporting Requirements

An employee on extended leave must contact the appropriate City supervisor at least once each pay period to report on the employee's status. Failure to provide required medical status reports or to contact the office on the schedule required by the City may result in the revocation of the leave and taking disciplinary action. The decision to grant an unpaid leave of absence and the terms of the leave will be prepared by the City Manager or designee and placed in the employee's personnel or medical file, as appropriate.

5.15.4 Other Employment During Leave

Under no circumstances may an employee on an authorized leave of absence without pay work another job, whether for pay, as a volunteer or as self-employment, unless expressly authorized in writing by the City Manager or designee.

5.15.5 Benefit / Premium Payments

All leaves of absence are unpaid. Personal leave (vacation), sick leave, holiday pay, and other benefits do not accrue during an unpaid leave of absence. Any benefit continuation during a leave of absence must be approved in advance by the City Manager or designee.

Any insurance premiums, or partial premiums, normally paid on behalf of the employee by the City will not be paid by the City beginning the first day of the month following the starting date of a leave of absence. Employees who have group health or any other kind of insurance through the City continue to be responsible for paying their portion of the premiums while on a leave of absence. An employee's failure to pay either their, or the City's portion of insurance premiums during leave of absence may result in cancellation of coverage.

5.15.6 Return to Work After Leave Without Pay

Upon returning to work after an authorized leave of absence without pay, an employee receives an adjusted employment date and adjusted anniversary date which reflect the period of time that the employee used for leave of absence. This adjusted date will be used for the purpose of calculating personal leave (vacation) accrual and any other benefits that may be based on longevity.

At the expiration of an authorized leave of absence without pay, every effort will be made to reinstate the employee in the same, or a comparable, position. However, if no vacancy exists and a reasonable effort to place the employee in another position has been unsuccessful, the employee will be separated and paid accrued benefits.

5.15.7 Revocation

The City Manager may revoke authorized leave without pay at any time. Failure to return to work after the expiration of an authorized leave of absence or failure to provide required medical status reports, physician's statements, or to contact the City per the required schedule will likely result in revocation of the leave of absence and/or disciplinary action up to and including dismissal.

5.16 APPROVAL OF LEAVE

All leave taken by City employees must be approved by the employee's department head. Supervisors should encourage their employees to schedule and request leave well in advance to accommodate the City's work schedule. When departmental workloads permit, employees should be allowed to select their desired schedules for personal leave. A leave request in excess of ten (10) working days must be submitted by the employee at least two (2) weeks in advance and must be approved by the City Manager. An employee may take earned personal leave (vacation) in increments of one hour or more.

The employee is responsible for determining that leave has been accrued and is available for use in the amounts requested. Department heads are responsible for ensuring that all personal and sick leave usage is recorded and sent to the payroll office.

Approval of sick leave for non-emergency medical, dental, or optical appointments must be secured at least one day in advance. In all other instances, the employee must notify their supervisor or department head not less than thirty (30) minutes before the beginning of the scheduled work time on the first day of absence, unless emergency conditions exist, and must request that approval of sick leave be granted. Some departments may require earlier advance notification. The employee also must call the supervisor each subsequent day the employee will be out on sick leave unless other arrangements are made.

Failure to provide the required notice may result in the employee being placed on leave-without-pay status and may result in disciplinary action against the employee. Employees are expected to return to work as soon as their leave time expires or they no longer need to take sick leave. Immediately upon returning to work, employees who have been absent on sick leave must complete the required form for sick leave approval. A department head or the City Manager may request an employee to furnish, and the employee must provide upon request, written verification by a third party (approved by the City Manager)

supporting the request for sick leave benefits. If an employee is absent three (3) consecutive days due to an illness, the employee must provide the Human Resources Department with a doctor's statement attesting to the illness.

5.17 USE OF LEAVE

Regular, full-time, non-firefighting employees are charged with eight (8) hours of leave for each full day they are absent on approved leave. Regular, full-time, firefighting employees are charged with twenty-four (24) hours of leave for each full day they are absent on approved leave. Use of leave for less than a full day is recorded in increments of one hour or more.

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 or incapacity and the charge against vacation leave reduced proportionately. Application for such substitution must be supported by a medical statement or other acceptable evidence if requested.

When an employee is on sick leave and has exhausted his or her accrued sick leave, the employee will automatically be placed on personal leave (vacation) if (1) the employee has accrued personal leave (vacation) available, and (2) the employee has not requested a temporary leave of absence without pay. With the approval of the employee's department head and the City Manager, other types of leave may be used in combination or coupled with holidays.

5.18 UNAUTHORIZED ABSENCE

An unauthorized absence is one in which the employee is absent from regular duty without permission of the department head or designee or under circumstances where leave request has been granted and it is determined, at any time, to have been misrepresented or fraudulent. Employees are not paid for unauthorized absences and such absences are subject to disciplinary action. Unauthorized absence from work for three days may be considered by the City Manager as a voluntary resignation. Unless the City Manager determines otherwise, the resignation is not in good standing, and the employee is not eligible for reemployment.

City Of Taylor Personnel Policy Manual

6.00 EMPLOYEE HEALTH AND SAFETY

It is the policy of the City to make every effort to provide healthful and safe working conditions for all of its employees.

6.1 RESPONSIBILITIES

Within the limits of the job, the actions of each Department Director, supervisor and employee must reflect a commitment to safety. All employees are expected to act to prevent, correct, or report any unsafe condition or practice. Employees are responsible for their own safety as well as the safety of those around them.

The Safety Officer is responsible for developing and implementing safety programs and procedures, service as a resource for departments, coordinate safety training and managing the citywide Safety Committee and Accident Prevention Program.

Department Directors are responsible for supporting safety programs, procedures, training and hazard elimination and ensure that safety is not compromised for the sake of time or urgency.

Supervisors are expected to integrate safety into work assignments and take immediate corrective measures to eliminate unsafe conditions, equipment, facilities or practices.

Employees must report all work related accidents or injuries to their supervisor. The Supervisor will investigate all accidents and document and report as required.

6.2 ON THE JOB INJURIES

An employee who sustains an on-the-job, work related injury may seek medical attention from the medical facility or professional according to choices provided by the Political Subdivision Worker's Compensation Alliance. The City encourages employees to return to work as soon as they are able to do so. An employee returning to work must submit a physician's statement of medical condition and release to return to work. As determined by the City Manager, at the City's expense, an employee may be required to submit to examination by an independent physician.

The City provides workers' compensation insurance for all of its employees. This insurance provides medical expenses and a weekly payment if an employee is absent from work because of an on-the-job, work-related injury for more than one week. All workers' compensation insurance claim forms must be submitted to the Human Resources Director immediately for appropriate action to be taken.

At the time of final release or settlement of a workers' compensation claim, the employee must furnish the City with a certificate from the employee's physician stating the status of the employee's physical condition and an anticipated return to work date.

6.3 RETURN TO WORK

A written statement from the attending physician certifying that the employee has been released to return to work and specifying the type(s) of work the employee is capable of performing, as well as any limitation(s), must be received by the City before an employee may return to work. All employees on injury leave must return to work after approval of the employee's attending physician. Failure to return to work when directed may result in appropriate disciplinary action.

6.4 LIMITED DUTY STATUS

During the course of an injury or illness leave of absence, if a non-civil service employee is released by the employee's physician for limited duty, the employee's job or alternative job assignment(s) will be evaluated to determine whether an open position is available into which the City can assign the employee for a short period of time upon approval of the City Manager. If no acceptable limited duty assignment is available, the employee will be placed on inactive status until fully released by the physician to return to the employee's previous job.

An employee who is able to return to work on limited duty status may be required to work in a different department and perform duties different from his or her current job duties. . The employee will receive workers' compensation payments in a reduced amount.

A limited duty assignment will not exceed 90 days and must be reviewed every 30 days by the department head and City Manager. Limited duty assignments may be terminated at any time by the City Manager.

6.5 POLICY ON ALCOHOL AND DRUG-FREE WORKPLACE

The City's policy is to maintain a workplace that is free of drugs and alcohol. This is essential to ensuring a productive work environment, the safety of persons and property, and compliance with federal laws and regulations. It is the policy of the City to comply with all applicable regulations and drug and alcohol testing requirements, including the U.S. Department of Transportation (DOT) regulations, the Drug Free Workplace Act and the Americans with Disabilities Act (ADA). Unless otherwise specified, the City has adopted the DOT drug and alcohol testing procedures and guidelines.

This policy applies to all City employees. The purpose of this policy is to notify all employees and job applicants of regulations of conduct related to drugs and alcohol and establish procedures by which drug and alcohol tests are administered.

It is the employee's responsibility to know and understand any medication they are taking, prescribed or non-prescribed, as well as its contents and its residuals. Employees use of substances not regulated by the Federal Drug Administration and have no meaningful guarantee of what is in those substances, utilize them at their own risk. A positive test for drugs and/or alcohol may result in disciplinary action up to and including termination of employment.

6.6 DRUG AND ALCOHOL TESTING

6.6.1 Definitions

Term	Definition
<i>Alcohol</i>	Ethyl alcohol and includes any beverage, mixture or preparation containing ethyl alcohol.
<i>CDL</i>	Commercial Driver's License
<i>City property or City premises</i>	Includes all property, facilities, buildings, structures, parking areas, and vehicles owned, operated or leased by the City and personal vehicles used during City business.
<i>DOT Regulations</i>	The United States Department of Transportation Procedures for Transportation Workplace Drug and Alcohol Testing programs, 49 CFR 40.

<i>Illegal drug</i>	A controlled substance, controlled substance analogue, narcotic drug or opiate as defined in Schedules I-V of the Federal Controlled Substances Act, or the Texas Controlled Substance Act, Texas Health and Safety Code, Chapter 481, if obtained or used without a valid prescription for the user or possessor. This definition includes, but is not limited to, marijuana, hashish, cocaine, heroin, morphine, codeine, amphetamines, barbiturates, hallucinogens, inhalants producing mood and mind-altering vapors, and substances chemically similar to these drugs. Prescription medication used by a person for whom it has not been prescribed or prescription medication used in excess of prescribed dosages are also included in this definition.
<i>Impair, impaired or impairment</i>	An employee's diminished capacity to perform duties of the job as determined by a supervisor and/or physician.
<i>MRO</i>	Medical Review Officer designated by the City Manager or designee.
<i>Over-the-counter medication</i>	Any medication that does not require a physician's prescription for dispensing and use.
<i>Prescription medication</i>	Any medication that requires a physician's prescription for dispensing and use.
<i>Random testing</i>	The process of testing that assures that each employee in a safety sensitive position has an equal chance of being tested each time covered employees are selected for testing. All test results and selected employee names are confidential and records are maintained separate from employee personnel files.
<i>Reasonable suspicion</i>	A suspicion based on objective facts and circumstances that an employee may be under the influence of alcohol or prohibited substance while on duty.
<i>Safety sensitive position</i>	A position where an employee's impairment due to use of drugs or alcohol could create a significant threat to the safety of the employee, other persons or property. Examples of safety sensitive positions include, but are not limited to, positions involving operating a vehicle, positions involving use of a weapon or other use of force, positions with access to controlled substances, public safety positions, and persons performing safety-sensitive functions. The Human Resources Director shall determine which positions are safety sensitive positions.

6.6.2 Expectations of Conduct

The following rules apply to all employees:

- Employees are prohibited from performing their job duties while under the influence of alcohol or illegal drugs or prescription medication or over-the-counter medication if the medication impairs the employee's performance.
- Employees are prohibited from using or possessing alcohol or illegal drugs during work hours.

- Employees shall not use or possess alcohol or illegal drugs outside of work hours on City property when the use or possession is prohibited by this policy or by state or local law.
- Employees shall not use or possess alcohol or illegal drugs during any lunch or rest break if the employee is required to return to work immediately after the break.
- An employee in a safety sensitive or CDL position is prohibited from using alcohol during the 4 hour period before reporting to duty.
- The use, sale, offer to sell, purchase, transfer, distribution or possession of drug paraphernalia or any detectable amount of illegal drug or alcohol by an employee while on City premises or while performing City business is strictly prohibited.
- No employee shall be on duty if the employee uses any controlled substances or alcohol or test positive for the use of controlled substances or alcohol, except in the case of legally prescribed medications.

The following rules apply to On Call duty:

- An employee who is not scheduled for On Call Duty outside the employee's normal work hours must declare to the employee's supervisor, at the time of a call back, the use of alcohol, illegal drugs, prescription medication or over the counter medication that might affect the employee's ability to perform work duties. The supervisor will determine if the employee is fit to work and in what capacity.
- An employee who is scheduled for On Call Duty is prohibited from using alcohol, illegal drugs, prescription medication or over the counter medication that might affect the employee's ability to perform work duties. If an employee is taking prescription medication or over-the-counter medication that may cause impairment, the employee must notify the employee's supervisor before the scheduled On Call period begins. The supervisor will determine if the employee is fit for On Call duty and in what capacity.

The following rules apply to prescription medication and/or over-the-counter medication:

- A prescription medication must be prescribed by a licensed physician and provided by a registered / licensed pharmacist within the last 12 months for the person possessing the medication.
- A prescription medication in an employee's possession while on duty must be in the original prescription container in the case of possession.
- A medication must be ingested or administered only in the prescribed or recommended therapeutic dosages.
- If a medication may cause impairment of the employee, the employee must inform the employee's supervisor prior to taking the medication.
- The City reserves the right at all times to judge the effect that a legal drug may have upon an employee's work performance and to restrict the employee's work activity or presence at the workplace accordingly. The City reserves the right to have a physician of the City's choice determine if the medical at the prescribed dosage might affect the employee's ability to perform work duties.

6.6.3 Reasons for Drug and / or Alcohol Testing

Employees are responsible for cooperating throughout the alcohol and/or drug testing procedure, including following all directions received from personnel at the testing site. An appropriate chain of custody procedure will be followed at the collection site to ensure the accuracy and integrity of the testing procedure and test results.

The following testing will be a basis for requiring an employee or job applicant to submit to a test for the presence of a drug or alcohol in the bloodstream, urine and or/ breath of the person being tested:

- Post Job Offer (Pre-employment) testing is required of Job Applicants or of employees changing jobs to work in a position requiring a CDL license. Upon a conditional offer of employment or transfer, all applicants or employees are required to pass a drug test prior to starting the job.
- Reasonable Suspicion testing requires an employee to submit to a drug and/or alcohol test when there is reasonable suspicion that the employee has used or is under the influence of alcohol or an illegal drug while on duty. A reasonable suspicion determination must be supported by specific evidence observed by a supervisor trained in detecting drug and alcohol symptoms. Criteria which may be used by a supervisor to determine if testing is necessary includes, but is not limited to, the following:;
 - o Observed alcohol or drug use during working hours
 - o Objective evidence of alcohol or drug use during working hours, including, without limitation, possession of prohibited items such as alcohol containers, illegal drugs or drug paraphernalia;
 - o Apparent intoxication or impairment caused by drug or alcohol use, including, but not limited to, the following:
 - Incoherent or irrational mental state
 - Marked changes in behavior or attitude not attributable to other factors
 - Information received from appropriately trained sources in determine reasonable suspicion that indicates the employee has used drugs or alcohol
 - The presence of physical symptoms such as glassy or blood-shot eyes, alcohol odor or breath, slurred speech, poor coordination or reflexes, unsteady gait, mood changes (such as inappropriate gaiety or lethargic behavior) or inappropriate responses to ordinary requests.
- Post-accident - In the case of a qualifying accident, the following rules will apply to post accident testing:
 - o It is the employee's responsibility to contact the employee's supervisor immediately, unless incapacitated, after a vehicular accident has occurred so that appropriate action can be determined and taken.
 - o Both a drug test and alcohol test must be conducted for a qualifying accident as described in this policy. Post-accident alcohol testing must be performed within 8 hours
 - o Post-accident drug testing must be performed within 32 hours
 - o If an alcohol test required under this section is not administered within two (2) hours following the accident, the supervisor must provide a written explanation on the reasons the test was not administered promptly and continue attempts to have an alcohol test administered. If an alcohol test

required by this section is not administered within eight (8) hours following the accident, the supervisor shall cease attempts to have an alcohol test administered and provide a written explanation on the reasons the test was not administered. If a drug test required by this section is not administered within thirty two (32) hours following the accident, the supervisor shall cease attempts to have a drug test administered and provide a written explanation on the reasons the test was not administered.

- o An employee subject to post accident testing is prohibited from using alcohol for eight hours following any accident until the required post-accident testing is administered, whichever occurs first.
- o An employee involved in an accident and subject to post-accident testing must remain readily available for testing and will be considered to have refused to submit to testing if the employee fails to do so. This requirement will not require an employee to delay any necessary medical attention for injured people following an accident or to remain at the scene of an accident when the employee's absence is necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.
- o The results of any breath or blood test for the use of alcohol or a urine test for the use of controlled substances, conducted by federal, state or local officials having independent authority for the test, will be considered to meet the requirements of this section, provided such tests conform to applicable federal, state or local requirements and the results of the test are obtained by the City.

Vehicular Accidents – The following apply to a City employee involved as a driver in a vehicular accident on a public roadway (includes City vehicles, leased vehicles, personal vehicles, rental vehicles, or borrowed vehicles) in the course and scope of employment:

- An employee shall always be tested for alcohol and drugs if any one or more of the following apply:
 - o The accident results in death of any person
 - o The employee gets a ticket and a vehicle is towed away; or
 - o The employee gets a ticket and there is an injury treated away from the scene of an accident

Accidents Not Involving a Vehicle – A post-accident drug and/or alcohol test must be performed on an employee who is involved in a work related accident if the accident involves injury to any person that requires that an injury be treated away from the scene of an accident and if there is reasonable suspicion that the employee was under the influence of alcohol or an illegal drug.

- Random - All safety sensitive positions, including all CDL drivers, utility employees, firefighters and commissioned police officers, will be required to submit to random drug and alcohol testing. The City will conduct tests in compliance with Federal Highway Administration requirements for CDL drivers as follows:
 - o Conduct alcohol tests at a minimum annual percentage rate of 10% of the average number of employees subject to random testing

- o Conduct drug tests at a minimum annual percentage rate of 50% of the average number of CDL drivers subject to random testing and 25% of all other safety-sensitive positions.
- o The random selection process will be completely objective and anonymous and will use a scientifically valid method. Testing will be unannounced and the dates for testing reasonably spread throughout the course of the year.
- o Any employee notified of selection for random alcohol and/or controlled substances testing will be expected to proceed to the test site immediately. If an employee is performing a safety-sensitive function at the time of notification, the employee will be required to cease performing the safety-sensitive function and proceed to the testing site as soon as possible. However, an employee will only be required to submit to a random alcohol test if the employee is currently performing is about to perform, just ceased performing or is immediately available to perform a safety-sensitive function.
- Return to Duty – A covered employee who has engaged in any prohibited conduct will be allowed to return to duty to perform safety-sensitive functions will be required to undergo Return to Duty alcohol and/or controlled substance tests, with results indicating an alcohol concentration of less than 0.02 and/or verified negative test result for controlled substances, respectively.
- Follow Up Testing – An employee determined by a Substance Abuse Professional (SAP) or Medical Review Officer (MRO) to be in need of assistance in resolving problems associated with alcohol and/or controlled substances misuse will be subject to follow up testing as directed by the SAP or MRO. However, any recommended follow up testing for alcohol will only be required just before, during, or just after performing or is immediately available to perform a safety-sensitive function.

6.6.4 Refusal to Submit to Test

- Applicants: A job applicant who refuses to consent to a drug test will be denied employment with the City for a period of one year.
- Employees: An employee who refuses to take a drug and/or alcohol test when ordered, as required by this policy, will be considered to have voluntarily resigned from employment with the City with all employees subject to this section having equal chance of being tested at any time.

6.6.5 U.S. Department of Transportation (DOT) regulations

The U.S. Department of Transportation (DOT) has established relations for the drug and alcohol testing of employees designated as safety-sensitive and who are required to have a CDL. Further information on DOT regulations are available at 49CFR 40.

6.6.6 Supervisory Procedures

A supervisor should follow these steps when an employee may be required to undergo drug and / or alcohol testing after an accident or if a supervisor has reasonable suspicion.

6.6.6.a Determine Need for Testing

- **Post-Accident Testing:** A Supervisor will review an accident to determine if Post-Accident Testing is required, based on this policy and document in writing the need for testing. The supervisor(s) will contact Human Resources Department to review documentation and Human Resources or the Supervisor will make arrangements for testing.
- **Reasonable Suspicion Testing:** An employee may be required to undergo drug and / or alcohol testing if a supervisor has reasonable suspicion that the employee is under the influence of drugs and/or alcohol during work hours based on the following requirements:
 - Two trained supervisors are required to complete a "Observation Checklist" and document the symptoms or observations which formed the basis for determining reasonable suspicion.
 - The supervisor(s) will contact Human Resources Department to review documentation and Human Resources or the Supervisor will make arrangements for testing.

6.6.6.b Notify Employee

Once a need to test has been established by the supervisor, in consultation with Human Resources, an employee must be notified of the reason(s) and direct the employee to submit to alcohol and/or drug screening with the warning that refusal to comply will result in termination. For post-accident testing, the Supervisor will notify the employee of the requirements for testing under this policy. The employee will receive notification of the symptoms and observations underlying the determination of reasonable suspicion.

6.6.6.c Testing and After Testing Procedures

The employee must be escorted to the collection site by the supervisor or designee and remain with the employee until testing is complete. The employee must not be permitted to operate a motor vehicle. The employee must submit to an alcohol and/or drug test immediately as directed. After testing, the supervisor will ensure that the employee has a ride home from the testing site, if applicable.

When testing is completed, employees tested for post-accident will be placed in a non-safety sensitive position, if available, pending the results of the test. Employees tested for reasonable suspicion will be placed on paid Administrative Leave pending the results of the test and are not to return to work until authorized.

6.6.6.d Refusal to Consent to Testing

If an employee refuses to consent to testing when directed to do so, the refusal will be grounds for discipline, up to and including termination of employment for insubordination. Refusal to submit to a test will include the following:

- Refusal to take a required test;
- Inability to provide sufficient quantities of breath, urine or blood to be tested and it has been determined by the MRO through a required medical evaluation that there was no adequate medical explanation for the failure; or
- Tampering or attempting to adulterate a specimen or connection procedure.

6.6.6.e Consequences of Positive Test Result

- **Applicants** – A job applicant will be denied employment with the City if the applicant's drug test results have been confirmed positive. Applicants who are denied employment due to a positive drug test result must wait one year before being considered eligible for employment with the City.
- **Employees** – If an employee's drug test result is confirmed positive, the employee may be referred or disciplined or both, as provided by policy. If an employee's confirmed Blood Alcohol Content (BAC) test result is positive, the employee will be removed from duty for a minimum of 24 hours and may be subject to discipline up to and including termination.

The City reserves the right to mandate participation in a substance abuse or rehabilitation program before considering whether to return the employee to work. An employee who has completed a substance abuse or rehabilitation treatment will be required to pass drug and/or alcohol testing prior to returning to duty.

6.6.7 Employee Self-Identification

Any employee who believes that they have an alcohol or illegal drug problem is strongly encouraged to be proactive and take the initiative to resolve the problem. An employee who discloses alcohol or drug use which is in violation of this policy must successfully complete a substance abuse or rehabilitation program approved by the City including return to duty and follow up testing as defined in this policy.

Employees who have been identified for testing or disciplinary action may not self-identify to avoid a drug test, an alcohol test, or disciplinary action, including termination.

Employees who initiate self-disclosure to the City will not be disciplined for the disclosure or for obtaining counseling and rehabilitation through a program approved by the City. The City will not pay or reimburse for any treatment or facility expenses related to counseling or rehabilitation programs. If the employee holds a safety-sensitive position or is required to have a CDL for work, however, it may be necessary to transfer the employee or place the employee on a leave of absence. The City reserves the right to determine the reasonable timeframe for rehabilitation.

The City will endeavor to accommodate the employee's request for time off as required for counseling and rehabilitation. To the extent that safety considerations allow, all such requests for assistance will be kept confidential and only communicated on a "need to know" basis.

6.6.8 Rehabilitation Resources

The City provides employees with benefits that may assist in drug and alcohol assessment and rehabilitation. Employees are encouraged to contact Human Resources for additional information.

City Of Taylor Personnel Policy Manual

7.00 PAY ADMINISTRATION

7.1 PAY PLAN

A pay plan covering all City positions is established each year by the City Council in the City's adopted operating budget. The pay plan includes the basic pay schedule and subsequent amendments as adopted by Council. The pay plan assigns dollar values to each job classification. Rules governing pay increases are established by the City Council. The City Manager determines the number of hours to be worked by an employee for the compensation to be received subject to laws governing pay and working hours and to the provisions of the City's budget.

7.2 PAY PERIODS

The pay period for the City is biweekly. Checks are issued every two (2) weeks on Friday for each 14-day period ending at 7:00 a.m. on the Monday preceding the pay date for all non-civil service employees. For civil service employees, pay periods will be established by the City Manager. If the payday falls on a holiday or weekend, checks will be issued on the last working day preceding the holiday or weekend. Only the employee or someone with a bona fide written power of attorney for the employee may receive an employee's paycheck in person. No salary advances or loans against future salary will be made to any employee for any reason. An employee must bring any discrepancy in a paycheck (such as overpayment, underpayment, or incorrect payroll deductions) to the Human Resources Director's or Payroll Department's attention immediately. If there is a change in the employee's family status, address, or any other factor affecting the employee's payroll withholding or benefits status, the employee is responsible for obtaining, completing, and returning to the Human Resources Director the appropriate forms for communicating these changes.

7.3 PAYROLL DEDUCTIONS

Deductions will be made from each employee's pay for the following:

1. Federal Social Security and Medicaid;
2. Federal income taxes;
3. Court ordered child support;
4. Texas Municipal Retirement System contributions (for regular full-time employees and covered part-time employees);
5. Any deductions authorized by employee and approved by the City Manager; and
6. Any other deductions required by law.

In accordance with the Fair Labor Standards Act, exempt employees who are required to be paid on a salary basis may not have their pay reduced for variations in the quantity or quality of work performed, unless a specific exemption is applicable. Employees who feel their pay has been improperly reduced should report this immediately following the procedures specified below.

1. Exempt employees normally must receive their full salary for any week in which they perform any work, without regard to the number of days or hours worked. However, exempt employees need not be paid for any workweek in which they perform NO work at all for the organization.
2. Deductions from an exempt employee's pay cannot be made as a result of absences due to jury duty, attendance as a witness, temporary military leave, absences caused by the employer or by the operating requirements of the City, and partial day amounts other than those specifically listed below. Such improper pay deductions are therefore specifically prohibited by the City of Taylor, regardless of the circumstances.
3. The following exceptions to the requirement not to reduce the pay of exempt employees may be permissible as long as they are consistently applied to all other exempt employees in the City and the employee does not use available paid leave:
 - a. Absences of one or more full days for personal reasons, other than sickness or disability
 - b. Absences of one or more days due to sickness or disability
 - c. Fees received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week. No deductions can be made for failure to work for these reasons, however.
 - d. Penalties imposed by infractions of safety rules of major significance.
 - e. Unpaid disciplinary suspensions of one or more full days for violations of workplace conduct rules.
 - f. Deductions for the first and last week of employment, when only part of the week is worked by the employee.
 - g. Deductions for unpaid leave taken in accordance with a legitimate absence under the Family Medical Leave Act.

Employees who believe their pay has been improperly reduced should contact the Human Resources Director immediately to request an investigation. The employee should specify in writing the circumstances of the pay deduction and whether it has occurred on other occasions. The City will investigate the complaint to determine if the allegation is correct and if the deduction was improper, reimburse the employee as promptly as possible. The reason for the error will be investigated further and appropriate corrective action will be taken. Documentation of the complaint and its resolution will be placed in the employee's pay records.

7.3.1 If a separating City employee fails to return City-owned equipment or property before the employee's final paycheck is issued, either the final check will be held until the equipment or property is returned or the value of the property or equipment will be deducted from the final check. The deducted amount will be paid to the employee after they return the City equipment or property provided it is returned in the condition under which it was issued.

7.3.2 In accordance with policies and general procedures approved by the City Council, deductions from an employee's pay may be authorized in writing by the employee for:

The portion not paid by the City of group health/medical, dental and life insurance premiums for employees or dependents;

Supplemental deferred compensation;

Such other deductions as may be authorized by law or by the City Manager.

7.4 CLASSIFICATION PLAN

The City maintains a classification plan, which assigns each class of positions to a pay group based on market and the principle of equity among positions requiring similar knowledge, skills, and abilities and having similar levels of responsibility.

7.4.1 Pay Groups

Within the general guidelines of the pay plan and the budget, the City Manager is authorized to determine the appropriate pay group to which each position is allocated and the pay to which the particular employee is assigned. An employee who is designated exempt from the pay plan is paid in an amount not exceeding maximums set in a budget approved by the City Council.

7.5 COST-OF-LIVING ADJUSTMENTS

When cost-of-living or across the board pay adjustments are approved by the City Council, the increase will apply to eligible employees. Eligible employees include all regular employees, not including temporary employees, who have six (6) months of service, with no break in service.

7.6 MERIT INCREASES

A merit increase is advancement to a higher step in the same pay group. A merit increase cannot increase an employee's salary beyond the maximum for the pay group of the position and normally can be granted only when funds are budgeted by the City Council for this purpose.

Merit increases are not used to recognize increased duties and responsibilities (a promotion) and are granted without regard to cost-of-living factors or longevity. Merit increases recognize outstanding performance over a sustained period of time and thus are granted in conjunction with the supervisor's recommendation and a performance evaluation of the employee, the results of which are one factor used in merit pay decisions. Merit increases may only be authorized by the City Manager. This section does not apply to civil service employees.

7.7 LONGEVITY PAY

7.7.1 Full-time Employees

The City will pay each regular full-time employee longevity pay in the amount of \$4.00 per month for each full year of service with the City, with accrual beginning at the end of the first full year and up to a maximum of twenty-five (25) years of service.

Employees rehired to fill regular full-time positions with the City will receive credit for their prior length of service as regular full-time employees for longevity pay purposes beginning at the end of the first full year of employment after the rehire date.

7.7.2 Part-time Employees

Longevity pay for regular part-time employees will be paid at a rate of \$2.00 per month for half-time employees for each full year of service with the City, and at \$3.00 per month for three-quarters time employees for each full year of service with the City, with accrual beginning at the end of the first full year and up to a maximum of twenty-five (25) years of service.

7.7.3 Disbursement

Longevity pay will be accumulated by the City and paid to each employee on the payroll once a year, in December. An employee, not on the payroll on this date, will not receive longevity pay, except that police officers and firefighters separated from City employment prior to the last payday of the calendar year will be paid for their accrued longevity to the time of separation in their final paycheck.

7.8 OVERTIME COMPENSATION

Nonexempt employees are compensated for overtime worked by being given (listed in order of the City's policy preference):

1. Equal amount of time off within the same work period; or
2. Compensatory leave may be taken, as addressed in Section 4.5, provided that the supervisor and employee have agreed in advance of the overtime being worked and that compensatory time off is acceptable to both in lieu of overtime pay; or
3. If specifically authorized by the department head, after consultation with the City Manager, payment at the rate of one and one-half times the employee's regular hourly rate. When police officers work overtime at an official civic or public special event for which the City is compensated by an outside organization, the officers will be paid for the special event overtime hours actually worked at the time and one-half hourly rate, regardless of whether they had used vacation or sick leave during the official work period in which the overtime occurred.

Overtime shall not be worked without authorization by the department head or City Manager and may be worked only if adequate funds are available in the department's budget and the City Council has granted authority to pay overtime. The preferable method for overtime compensation is to schedule equal time off for the affected employee during the same work period in which he/she worked the overtime.

7.8.1 Seasonal Employees

Employees engaged in seasonal activities (such as recreational activities which do not operate for more than seven (7) months in any calendar year) are exempted from the minimum wage and overtime provisions of the FLSA as recreational, seasonal employees. Each City job description designates whether persons hired in that classification are exempt from or covered by (nonexempt) the overtime provisions of the FLSA.

7.8.2 Exempt Employees

Department heads, and other executive, administrative, and professional employees are exempt from the overtime provisions of the FLSA and are expected to render necessary and reasonable overtime services with no additional compensation. The salaries of these positions are established with this assumption in mind. Extra hours worked by executive, administrative, and professional employees may be used as a factor in granting or denying paid leave other than personal leave (vacation) or sick leave, subject to City Manager approval. If an employee thinks they have been inappropriately designated as an exempt employee, the employee should request a review of their exemption status from the Human Resources Director.

7.8.3 Leave Taken and Overtime

If a non-exempt full-time employee is required to work extra hours during a workweek in which the employee has used personal leave (vacation), compensatory time, sick leave or any other type of released time, not including holiday, the employee will be given either hour-for-hour time off or pay for the extra hours at the employee's regular straight-time

rate of pay for up to forty (40) hours of work during that workweek. Stated another way, paid leave will not count towards the overtime threshold.

For any work week wherein the non-exempt employee actually works more than forty (40) hours (80 for police officers and 106 for firefighters during a 14-day work period), the non-exempt employee will be paid overtime or earn compensatory time (if mutually agreed upon in advance) at one and one-half times the regular rate of pay. Holiday leave counts toward "hours worked" for purposes of overtime and compensatory time. (See "Holidays" chapter of these policies for additional information regarding holiday leave usage.) (Revised 5-11-17).

7.9 PAY FOR HOLIDAYS WORKED

If a regular employee is required to work on a scheduled holiday, the employee will be given an alternate day off, preferably within the same workweek or work period. (See "Work During Holidays" section for a more detailed discussion of this policy.) An employee, subject to the overtime provisions of FLSA, required to work a full forty (40)-hour week during a week in which the employee also takes a paid holiday will receive extra time and one-half pay or, if mutually agreeable, will earn time and one-half compensatory leave for the over-time hours worked. Holiday time is considered as time worked for the purposes of determining when an employee has reached their threshold for earning overtime (40 per week for non-law enforcement personnel; 160 hours per 28-day work period for police officers and 212 hours per 28-day work period for firefighters). See the "Leaves" chapter of these policies for details as to how holiday time is accrued and used by police officers and firefighters.

7.10 PAY DURING PERSONNEL ACTIONS

7.10.1 Hiring Rates

Upon initial employment in any position, an employee shall be paid the entrance rate of the pay range for the position, except when qualifications, internal equity market conditions or City Ordinance support a hiring rate above the minimum when approved by the City Manager. Funds must be available to cover the costs, and the hiring rate should not disrupt the internal equity with other positions.

When an individual who was previously employed by the City and left to enter the active service of the Armed Forces of the United States and has subsequently returned to the same position or to an equivalent position of the classification previously held, the individual shall be entitled to receive the rate of pay to which the employee would normally have been entitled had the employee's service with the City not been interrupted by the military service.

7.10.2 Promotions

A promotion is a change in the duty assignment of an employee that results in advancement to a position in a higher pay group requiring higher qualifications and involving greater responsibility.

Except for civil service employees, upon promotion, an employee serves a probationary period of one hundred and eighty (180) days in the new position and may be returned to a position in a lower pay group at any time during the probationary period if performance is inadequate when documented by the department head and approved by the City Manager.

Except for civil service employees, promotions are approved by the City Manager within the staffing pattern and budget limits approved by the City Council. Employees who are able to perform the essential functions of the position, with or without reasonable

accommodation, may be eligible for consideration for a promotion if and when a vacancy occurs.

7.10.3 Reclassifications

If a position is reclassified, but remains assigned to the same pay group, no pay adjustment will take place. If a position is reclassified and assigned to a higher pay group, the employee may receive a pay increase. If a position is reclassified and assigned to a lower pay group, pay may be frozen if it is above the maximum rate of the new pay group.

7.10.4 Transfers

A transfer is the movement of an employee between positions within the City. Transfers may be made within the same department or between departments if a vacant position is available and the employee can perform the essential functions of the position, with or without reasonable accommodation. An employee who is transferred is subject to the one hundred and eighty (180) day probationary period and may be returned to the employee's former position, if available, at any time during the probationary period.

7.10.5 Demotions

A demotion is a change in duty assignment of an employee to a position in a lower pay group. Demotions may be made for the purpose of voluntary assumption of a less responsible position, as a reasonable accommodation for an employee with a disability, as a result of a reclassification of the employee's position, as a disciplinary measure because of unsatisfactory performance in a higher position or budgetary constraints. A reduction in pay may occur with a demotion. Demotions of civil service employees are covered under Chapter 143 of the Texas Local Govt. Code.

7.10.6 Separations

Upon separation from City employment, a regular, full-time, non-probationary employee will be paid for accrued and unused personal leave (vacation) up to a maximum of 80 hours or 120 hours for fire civil service employees. Payment for such leave balances will be included in the employee's final paycheck and will be calculated in the following manner:

1. The total work time and allowable personal (see section on "*Personal Leave*" to determine allowable vacation) and compensatory leave time for non-exempt employees will be calculated as a total number of hours for which compensation is due. For most full-time employees, the regular hourly rate will be determined by dividing the employee's regular annual salary by 2080 working hours per year. Part-time regular employees will be compensated on a proportionate basis based on actual hours worked and leave time accrued. Any amount paid for unused personal leave will be based on the salary rate in effect for the employee at the time of termination. For fire civil service employees see section 3.11.
2. For employees who are subject to the Fair Labor Standards Act, any overtime hours worked during the employee's final pay period, which have not been compensated through any of the time-off methods described under the "Overtime Compensation" section in these policies, will be paid in the final paycheck at a rate of one and one-half times the employee's regular hourly rate for each overtime hour worked.
3. Compensatory time for non-exempt employees, which has been entered on the employee's records at one and one-half time the number of hours worked, will be paid at the employee's regular straight-time rate for the total number of hours on the employee's compensatory time record. Since the compensatory time was

recorded at one and one-half time the number of hours worked, the payment for these hours is equivalent to time and one-half pay for the hours actually worked.

Unused sick leave will be canceled upon termination of employment, and the employee will not be compensated for it. See Civil Service Chapter 143 section 143.045(c) for Police and Fire civil service employees.

7.10.7 Pay Reductions for Disciplinary Reasons

Except for civil service employees, an employee's pay may be reduced, as a disciplinary measure, to a lower rate. The period covered by this type of disciplinary action may not exceed sixty (60) days.

7.11 APPROVING AUTHORITY

The City Manager is the approving authority for all payrolls, payroll transfers, and merit increases consistent with (1) these policies, (2) the classification and pay plans, and (3) the annual budget. The City Manager may approve merit pay increases provided that funds have been specifically set aside for that purpose by the City Council.

City Of Taylor Personnel Policy Manual

8.00 EMPLOYEE BENEFITS

8.1 EMPLOYEE MEDICAL, DENTAL, AND LIFE INSURANCE

Regular full-time and regular part-time (at least thirty (30) hours per week) employees of the City are eligible for medical, dental and life insurance coverage as negotiated by the City with its insurance carrier. Eligible employees may add dependent coverage at the employee's expense. If an employee can verify enrollment as a dependent under their spouse's group plan or can provide proof of equivalent or better coverage under an individual insurance policy, the employee can waive enrollment in the City's plan by signing a Waiver of Participation. Should the City employee's coverage terminate the employee must notify the Human Resources Director within thirty (30) days of termination.

The Federal Consolidated Omnibus Reconciliation Act of 1985 (COBRA) provides individuals with the option of continuing medical and dental insurance coverage, under specified conditions and at the individual's full expense, beyond the date, which the insurance would otherwise terminate. The City's Human Resources Department has information regarding the continuation of these benefits.

8.2 RETIREE INSURANCE COVERAGE

Full-time employees retiring from the City under the Texas Municipal Retirement System (TMRS) on or after January 1, 2000 and are covered by the City's medical insurance at the time of retirement may be eligible to receive insurance coverage. Contingent upon funding availability, all or a portion of premiums for the retiree may be paid by the City for five (5) years unless any one of the following conditions occur:

1. the retiree attains the age 65, or
2. the retiree becomes eligible for hospitalization and medical insurance coverage by virtue of other employment, or
3. the retiree becomes eligible for disability retirement provided by the Federal Government.

In the event any of the conditions set forth in 1, 2 or 3 above occurs, the City shall have and reserves the right to immediately terminate both the coverage and premium payment for City group hospitalization and medical insurance that would otherwise be provided for the retiree.

8.3 SOCIAL SECURITY

All employees of the City are covered by Social Security. The City contributes to the Social Security system for each employee.

8.4: RETIREMENT

The City of Taylor is a member of the Texas Municipal Retirement System, a cooperative organization of Texas cities and towns formed and operating under the provisions of state law. TMRS membership is a condition of employment for all employees who work at least 1000 hours per year.

The plan requires a contribution be made by the City and the employee. The employee's contribution rate is 7% and is made through a tax deferred payroll deduction. The City

matches the employee's contribution based on requirements set out by the plan on an annual basis. Vesting occurs when an employee has made deposits into TMRS for five (5) years. Employees may retire with TMRS benefits after five (5) years of service at age 60 or at any age if the employee has twenty (20) or more years of service.

TMRS provides an **Occupational Disability** benefit (see Chapter 7). If the employee become disabled in a manner likely to be permanent and that prevents the employee from performing their job with the city, the employee may be eligible to retire immediately. The employee's benefit will be based on their member deposits and interest, the city's matching funds, and any other credits the employee has earned.

TMRS provides a supplemental death benefit which, in the event of the employee's death, is paid to the beneficiary. This Supplemental Death Benefit is one year salary for an employee and \$7,500 for a Retiree. The employee is responsible for designating a beneficiary.

8.5 SUPPLEMENTAL DEFERRED COMPENSATION

The City offers employees a supplemental deferred compensation program that allows employees to defer a portion of their gross salaries up to an established maximum per year. Under this plan, the amount of salary that is deferred is not taxed in the current year. Both the salary deferred and the earnings it generates are permitted to accumulate without being subject to taxes until the employee receives payments from the employee's account. Further details of this voluntary program are available at the Human Resources Department.

8.6 EMPLOYEE ASSISTANCE PROGRAM

An employee assistance program (EAP) is a work based intervention program designed to identify and assist employees in resolving personal problems (e.g. marital, family issues financial or emotional problems, substance / alcohol abuse) that may be adversely affecting the employee's performance and ability to work. Employees who feel they may have an issue or concern are encouraged to use the program's resources before the problem adversely affects their job performance or employment status. Participation in this program is typically voluntary and confidential. However, the City may make a mandatory referral when some aspect of an employee's life negatively affects performance on the job.

8.7 WORKERS' COMPENSATION

All employees of the City are covered by the workers' compensation insurance program. Detailed information about workers' compensation benefits is found in the sections of this manual under the main heading "Health and Safety".

8.8 UNEMPLOYMENT INSURANCE

All employees of the City are covered under the Texas Unemployment Compensation Insurance program.

8.9 TUITION REIMBURSEMENT

An employee considering requesting reimbursement for tuition must notify the employee's department head of intent by March 31st. Tuition reimbursement is subject to City Manager approval and availability of funds. Tuition reimbursement is available to a full time employee successfully completing a course directly related to the employee's work with the City from an accredited college or university. The employee must furnish satisfactory evidence of course completion with a grade of C or better. The City's maximum reimbursement rate will be no greater than the rate per credit hour at Texas State University System.

8.10 ATTENDANCE AT SEMINARS AND CONFERENCES

An employee required by the City to attend any educational or training course, conference, or seminar, will be provided time off with pay and will be reimbursed as specified in the City's "Travel Policy".

8.11 PROFESSIONAL MEMBERSHIPS AND SEMINARS

With prior approval of the City Manager, an employee may receive reimbursement for professional association dues and training provided the association is related to the employee's City employment.

8.12 CITY TRAVEL

Employees may be reimbursed for necessary and reasonable expenses incurred while on authorized City related travel. Employees must complete a "Request for Travel" form before travel occurs and should include an estimate of costs to be incurred. All travel expenses are subject to requirements of documentation, properly authorized available funds and expenses are incurred in the most economically feasible manner. Costs of personal entertainment, spouse's expenses, amusements, social activities, alcoholic beverages, traffic citations, or illegal activities are not allowable for reimbursement.

8.13 MILEAGE REIMBURSEMENT

When private automobiles are used to conduct City business, with prior approval of the City Manager, reimbursement is provided on the basis of the shortest distance between points of departure and destinations for all travel after submission of required reports and request forms. The City Manager will establish a rate for mileage reimbursement the beginning of each fiscal year. Travel between an employee's residence and the City office is not eligible for reimbursement.

8.14 USE OF CITY VEHICLE

Some employees may be assigned the use of a City vehicle. City vehicles are to be used for official City business only. Only City employees may drive or be a passenger in a City vehicle, except for official police business. No other personal use is permitted. An employee responsible for a take-home vehicle or other City vehicle used for commuting transportation should ensure the vehicle is safely parked in a location out of the path of passing vehicles, i.e., not on a street. The personal use of a municipally owned vehicle is considered by the IRS to be a taxable fringe benefit. "Personal use" includes the value of commuting to and from work in a municipal vehicle, even if the vehicle is taken home for the convenience of the employer. The City of Taylor has implemented the Commuting Rule as described in IRS Publication 15-B "Employer's Tax Guide to Fringe Benefits", or as amended. An amount will be computed for each day that the employee takes the City vehicle home and that amount will be added to the employee's gross income and therefore will be subject to income and employment taxes.

8.15 OTHER EXPENSES

Business expenses incurred by employees **within** the City are reimbursed only with prior approval of the City Manager.

8.16 MOVING EXPENSES

Travel and/or moving expenses for new employees may be reimbursed with prior approval of the City Manager.

City Of Taylor Personnel Policy Manual

9.00 PERFORMANCE MANAGEMENT

9.1 PERFORMANCE PLANS AND EVALUATIONS

The City of Taylor may develop an employee performance plan and may conduct a written performance evaluation of each employee annually. The City of Taylor reserves the right to conduct evaluations of employees at any time. The supervisor will provide a copy and review the evaluation with the employee. The completed evaluation shall be forwarded to the Human Resources Department.

9.2 EMPLOYEE GRIEVANCES

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); discrimination based on race, religion, color, sex, age, disability, or national origin; improper application of fringe benefits; unsafe working conditions.

This section shall not apply to circumstances or conditions that may be addressed by appeals under Civil Service.

Supervisors and Managers have a responsibility to respond to work-related complaints. An employee may appeal the decision of a supervisor to a department head and, through the chain of command, to the City Manager, whose decision is final.

9.2.1 Informal Grievances

The first step in the grievance procedure is for the employee to attempt to resolve the grievance by informal conference with the employee's supervisor. If this informal conference does not result in a resolution of the problem(s) that is satisfactory to the employee, the employee may file a formal, written grievance.

9.2.2 Formal Grievances

Formal grievances must be in writing, signed by the employee, and presented to the employee's supervisor within ten (10) working days after the alleged grievance occurred. A statement of the specific remedial action requested by the employee must be included in the written grievance. An employee may be represented throughout the grievance process by a representative of the individual's choosing, including another City employee.

The department head shall notify the City Manager's office immediately upon learning that a grievance has been filed. After being presented with a written and signed grievance, the supervisor will (1) consult with the employee's supervisor and/or department head; (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 (10) working days after receipt of the grievance, sending a copy of the decision to the offices of the City Manager and department head.

If an employee whose supervisor is someone other than the City Manager either receives no written decision from the supervisor within ten (10) working days from the date the written grievance was filed, or the employee is not satisfied with the decision, the employee must file a written appeal with the department head within ten (10) working days from the date the grievance decision was received or, if no written decision is received, within fifteen (15) working days after the employee filed the formal, written grievance. The department head will (1) review the facts of the grievance; (2) meet with the grievant, grievant's supervisor, and such other persons as may be necessary; (3) attempt to resolve the grievance within five (5) working days after receipt of the grievance; and (4) respond in writing to the employee by the close of the tenth working day following the date the written appeal was received, sending a copy to the City Manager.

If the employee either receives no written decision from the department head within ten (10) working days from the date the appeal was filed, or the employee is not satisfied with the proposed resolution, the employee must file a written appeal with the City Manager within ten (10) 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 (10) working days of the date the appeal was received in the City Manager's office. The decision of the City Manager is final, except in those cases where the City Manager is the subject of the grievance related to sexual harassment or discrimination.

At each stage of the grievance process, the time periods specified are maximums. Grievances should be dealt with promptly and written responses provided as quickly as possible.

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

If the employee is dissatisfied with any decision during the grievance process, he or she must appeal to the next step within the established time period. Failure to appeal is a determination that the employee is satisfied with the last decision.

9.3 DISCIPLINE

Employees of the City serve "at will" and, within provisions of state and federal law applying to public employment, may be dismissed at any time, with or without notice, for any reason.

9.3.1 Progressive Discipline

The City Manager may take disciplinary action, including dismissal, against an employee at any time. The severity of the discipline depends upon the nature of the infraction. The City may, but not necessarily will, use a progressive discipline system. The progressive discipline system is as follows:

- Step 1 - Verbal warnings or written warnings with records of each warning placed in the employee's personnel file;
- Step 2 - Conference with department head, employee, and supervisor, with a 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;
- Step 3 – Subject to approval by the City Manager, written reprimands must in all cases be placed in the employee's personnel file;

- Step 4 - Probation (not to exceed ninety (90) days) during which time the employee's performance and behavior will be monitored very closely by the supervisor and may be accompanied by a reduction in pay without demotion;
- Step 5 - Suspension from duty, with or without pay, for up to thirty (30) days and may be extended for an additional thirty (30) days after review;
- Step 6 - Demotion and/or Dismissal.

Disciplinary action by supervisors other than verbal or written warnings, conference with department heads, and written reprimands, require the advance approval of the department head unless an emergency situation exists. Supervisors should keep notes of verbal warnings and will place the notes in the employee's personnel file. For Civil Service employees see Chapter 143.051, 143.052 and 143.053 of the Local Government Code.

9.3.2 Misconduct

Any conduct potentially having an adverse affect on the City or on the confidence of the public in the integrity of the City, may be subject to disciplinary action. Conduct, which has a negative impact on the City, individual employees, or customers, constitutes serious misconduct and may be grounds for immediate removal from the workplace and/or separation from employment. Some of the actions that may result in immediate disciplinary actions up to and including termination include, but are not limited to, the following:

- Insubordination;
- Endangering the safety of the employee and/or other persons through negligent or willful acts;
- Use of alcohol or drugs while on duty or in a City vehicle, or reporting to work under the influence of drugs and/or alcohol;
- Involvement with alcohol or drugs in the workplace in violation of the City's drug-free workplace policy;
- Unauthorized use or theft of public funds or property;
- Conviction of an offense above a Class C misdemeanor;
- Conviction of official misconduct, oppression, or perjury;
- Possession of unauthorized firearms or lethal weapons on their persons or in City vehicles;
- Falsification of documents or records;
- Unauthorized use of official information or unauthorized disclosure of confidential information;
- Unauthorized or abusive use of official authority;
- Violation of the City's sexual harassment policy;
- Failure to observe the City's policies regarding communications with the public;
- Incompetence or neglect of duty;
- Use of vulgar, slanderous or racial comments;
- Threatening or Disruptive behavior which impairs the performance of others; or

- Other violation of any of the requirements of Civil Service Rules and Regulations or Chapter 143, of these Personnel Policies or any departmental policies not in conflict with these policies.

City Of Taylor Personnel Policy Manual

10.00 INFORMATION TECHNOLOGY

The City provides access to communication and technology systems including but not limited to the internet, computers, tablets, phones, email, and other hardware and software (collectively referred to in this policy as "Information Technology Systems" or "Systems") for use by City employees in the performance of their job duties.

Management reserves the right to access and review any user's information maintained on the Information Technology Systems without prior notice, including internet browser histories, emails, messages, and any other data files.

Employees shall exercise care in personal use of any Information Technology Systems and should not expect their personal information stored in these systems to be kept private. All information, personal or business, loaded, stored, or transferred using the City systems and computers becomes a public record and must be maintained in accordance with the City's Records Management Policy. The City strongly discourages storage of personal information and data on the City's Information and Technology Systems.

Employees are responsible for electronic equipment, passwords, and other systems that are assigned to the employee for the performance of their job duties.

Any violation of this policy may result in disciplinary action up to and including termination.

10.1 USES

Acceptable Uses

Acceptable uses of the Information Technology Systems are limited to those activities that support the user's ability to perform their job responsibilities. Incidental, occasional, or infrequent use of the City's communication and information systems for personal use is permitted as long as such use does not interfere with the employee's work or the work of any other employee or with the equipment operations. However, no matter how minimal, any information transmitted using City equipment may subject the information to public disclosure pursuant to Texas law.

Unacceptable Uses

The Information Technology Systems may not be used for any illegal, unethical, destructive or wasteful purpose. Other unacceptable uses include:

- Using or accessing profanity, obscenity, or other language and

materials which may be offensive or harassing to others;

- Accessing or sharing information that is derogatory, inflammatory, or otherwise unwelcome remarks or content regarding race, religion, color, sex, national origin, age, disability, physical attributes, or sexual orientation;
- Accessing, displaying, downloading, or distributing sexually explicit material (the Chief of Police may authorize an exception to this as part of an official police criminal investigation);
- Copying, downloading, or using any software beyond the allowed licenses and agreements;
- Accessing, displaying, downloading, or distributing copyrighted or unauthorized copies of music, movies, or other digital materials;
- Gambling;
- Accessing files or using passwords without granted permission;
- Using the systems in such a manner as to create a security breach of the City's Information Technology Systems; and
- Using the systems for financial gain or for any commercial activity unrelated to city business.

10.2 SYSTEMS

- 1) Phones – Telephone systems including landlines, City-provided mobile phones, and voicemail, are the property of the City and provided for business purposes. The City may monitor the use of these systems. No personal long distance or international calls are allowed.
- 2) Mobile communication devices – The City provides mobile communication devices to employees for business use when the use of such devices will increase the level of service provided to the citizens of Taylor, increase the level of safety for the City employee, and/or satisfy legal requirements. The City may purchase or provide under a lease contract mobile communication devices for staff as deemed necessary.

It is the responsibility of the employee to properly use, maintain and secure their mobile communication device. All incidents of mobile communication device damage or loss must be reported immediately to the employee's supervisor. Mobile communication devices may only be used for appropriate business purposes. Use of devices in connection with working extended hours is considered business-related. The City will not reimburse business use on personal mobile devices.

The Texas Public Information Act defines public information subject to the Act to include "electronic communication created, transmitted, received, or maintained on any device if the communication is in connection with the transaction of official business, including e-mail, internet posting, text message, instant message, [or] other electronic communication" (Tex. Gov't Code 551.006). Employees should be mindful of all communications regarding City business, even those made via mobile devices. All records

generated on City- issued equipment is subject to the Texas Public Information Act and audit by the City.

- 3) Hardware – The City provides hardware Information Technology Systems including but not limited to computers, laptops, tablets, monitors, and other audio/visual equipment to assist employees with the performance of job functions. Hardware systems are the responsibility of the employee to which they are assigned. The employee may be held financially responsible for the replacement of Information Technology Systems if damaged, stolen, or lost if it is found that the employee was negligent.
- 4) Personal Devices - With prior approval of the IT Administrator and the employee's supervisor, employees may bring personal systems such as laptops, tablets, and phones to support the performance of their job functions. Only items approved by the IT Administrator shall be allowed to connect to the City's network. Employees shall have no expectation for compensation for use of personal devices except where otherwise noted.
- 5) Email – The City's email system and other person-to-person communications systems are designed to improve service to our customers and enhance communication.
 - All information created, sent, or received via the City's electronic systems become a public record.
 - Personal email accounts shall not be used for City business.
 - Local government records created or received by an official or employee in their official capacity are declared to be the City's public property pursuant to Texas law. No City official or employee has, by virtue of the employee's position, any personal or property right to such records even though the official or employee's may have developed or compiled them. The unauthorized destruction, removal from files, or unauthorized use of such records is prohibited. These rules apply even if information is sent or received on personal electronic devices not owned by the City, if the information is sent or received in the official or employee's official capacity or in the transaction of governmental business.
 - An official or employee of the City who possesses information defined as public information pursuant to the Texas Public Information Act or information defined as a Local Government Record, as defined by the Texas Local Government Records Act, not otherwise in the custody of, or accessible to the governing body, shall deliver custody of the record or information to the governing body within 72 hours of creation or receipt, or immediately upon demand by a Records Custodian of the governing body.
 - The City Manager may take whatever legal action necessary to collect any City records in its possession.
 - Care should be taken in sending confidential information. This

includes the transmission of customer financial information, Social Security numbers, employee health records, or other confidential material.

- The City Manager or designee is authorized access into another person's City email without the consent of the employee, official, or volunteer.

6) Software

The City and its employees will respect all computer software copyright laws and adhere to the terms of all software licenses. Employees are to use software strictly in accordance with its license agreement.

- Unless otherwise provided in the license, the duplication of copyrighted software is a violation of this policy.
- Employees illegally reproducing software may be subject to civil and criminal penalties including fines and imprisonment.
- Any employee who knowingly makes, acquires, or uses unauthorized copies of computer software licensed to the City, or who places or uses unauthorized software on the City's equipment shall be subject to disciplinary action up to and including termination.
- Employees are not permitted to knowingly install personal software onto the City's Information and Technology Systems.
- All software installed on the City's Information and Technology Systems shall be approved by the City's IT Administrator.
- Employees are not permitted to copy software for installation and use on home or other computers without prior authorization from the IT Administrator.
- Freeware and open source software may be downloaded and used with the approval of the IT Administrator.
- Employees shall exercise caution when opening unknown emails and when connecting external storage devices to City systems as this creates an opportunity to compromise the systems.

7) Passwords

In the performance of job duties, employees may be provided a variety of passwords for computer access, email, and the private internet network. Employees are responsible for activities that occur with their assigned log-in credentials and shall safeguard this information.

The IT Administrator shall establish password policies to protect the integrity of the Information Technology Systems.

Violation of any of these policies will subject an employee to disciplinary action up to and including termination.



City Council Meeting January 9, 2020 Transmittal Letter

STRATEGIC PILLAR

- ☒ Streets/Infrastructure
- ☐ Quality of Life
- ☐ Economic Vitality

Agenda Item #: 13

Agenda Title: **Update on the Street Department Work
Plan and discussion of the street level up program**

Council Action to be taken: Receive presentation and give staff direction

Department Submitted: Public Works

Staff Contact: Jim Gray, Director of Public Works

1. PURPOSE/DESCRIPTION

The Public Works Department has prepared a work plan for the Council to review. This plan incorporates the three new positions Council approved in the 2019-20 Budget. The plan shows the use of personnel to respond to Accela calls. We are also looking at limited street level up improvements using existing maintenance funds.

2. STAFF ANALYSIS (How and Why)

The staff works with a yearly work plan to establish direction for the Public Works crews throughout the year. The plan for the last two years has tried to give attention to each Council district. While we know a plan is a working document it does give us a place to start. One thing to note is that this work schedule is planned with a full crew and if staff members are out for an extended period we will adjust accordingly. We divide the workload up by Council District and attempt to spend time in each District. We follow the District Boundaries as we set up our plan. A full description of the plan activities is attached. The work plan establishes one additional crew to handle Accela calls. The Department received nearly 700 Accela calls last year. The plan would have 3 people assigned to Accela daily, five people to street division work, and five to grounds division work.

As part of our yearly maintenance with the additional funding to the street department we have approximately \$100,000 dollars to do level ups on selected streets. The Public Works Department plans to use approximately \$25,000 per Council District on level ups this year. We will average \$3,000 to \$5,000 per street block to do a level up. These are limited improvements to improve the ride of selected streets while they continue to wait to for future funding to make the full repair. These repairs should last 1-3 years or longer.

Staff has provided a map showing the blocks we plan to complete level ups on this year. Some have been completed some we will be working on throughout the year. In addition to the level up program, we would like to do an experimental process on an unimproved or severely deficit section of road with millings, emulsion and top layer emulsion in order to create a better driving service.

3. RECOMMENDATION

Staff recommends Council accept the street level up and crew plan update. Remember the level up plan does not bring asphalt up to the level of bad or rolled curb.

4. FUNDING SOURCE

The staff are funded in this year's budget the plan does not affect the budget.

The level up plan uses existing funds budgeted in the General fund from this year's TUF Funds

5. TIMELINE

The staff are currently working with this year's plan.

The Public Works Department has completed level ups on one block of Elliot and Burkett in District One. We completed 2 blocks of Lizzie and 1 block of Grace

6. PRIOR COUNCIL ACTIONS TAKEN

N/A

7. OTHER OPTIONS (In order of preference)

8. ATTACHMENTS

13a. [Power Point, Map of the Public Works level up plan.](#)

13b. [Yearly work plan](#)



397

369A

95

W Lake Dr

427

Taylor

112

BUS
79

d St

619

973

Carlos G Parker Blvd SE

S Main St

404

Windy Ridge Rd

Earth Rio Grande St

DISTRICT I



District I Street Level-Up Program

Street Name	Length	Width	Sq Yrds	Sections	cost
Gravel Pit Road	2884.63'	20'	6,410.29	8.75	\$28,651.02
Old Coupland Road	4715.12'	18'	9,430.24	12.87	\$42,148.80
OLG Road	641.81'	18'	1,283.62	1.75	\$5,737.19
2nd Avenue	1127.16'	20'	2,504.80	3.42	\$11,195.29
Miller Street Part 1	311.02'	20'	691.16	0.94	\$3,089.14
Miller Street Part 2	409.18'	20'	909.29	1.24	\$4,064.10
1st Avenue	1102.64'	20'	2,450.31	3.34	\$10,951.75
Royal Street	979.37'	20'	2,176.38	2.97	\$9,727.40
Tennessee Street	732.07'	20'	1,626.82	2.22	\$7,271.14
Carolina Street	503.10'	20'	1,118.00	1.53	\$4,996.94
East Rio Grand Street	1026.75'	20'	2,281.67	3.11	\$10,197.99
South Robinson Street	281.29'	20'	625.09	0.85	\$2,793.86
South Bland Street	439.21'	20'	976.02	1.33	\$4,362.37
West MLK	2026.62'	20'	4,503.60	6.14	\$20,129.00
West Oak Street	2005.12'	20'	4,455.82	6.08	\$19,915.46
South Syms Street	675.26'	20'	1,500.58	2.05	\$6,706.89
San Gabriel Street	350.89'	20'	779.76	1.06	\$3,485.15
South Sturgis Street	859.26'	20'	1,909.47	2.61	\$8,534.43
West Chester	1097.67'	18'	2,195.34	3.00	\$9,812.15
CR 405 Triangle	1562.93'	22'	3,820.50	5.21	\$17,075.84
Black Waxy Road	2389.73'	22'	5,841.56	7.97	\$26,109.07
Gym Street	926.52'	30'	3,088.40	4.21	\$13,803.72
Butter Cup Road	2886.94'	20'	6,415.42	8.75	\$28,673.96
Cratis Lane	2302.12'	20'	5,115.82	6.98	\$22,865.35
Windy Ridge Road	4081.08'	25'	11,336.33	15.47	\$50,668.15
West Rio Grand Street	1899.18'	30'	6,330.60	8.64	\$28,294.85
Mississippi Street	678.55'	18'	1,357.10	1.85	\$6,065.61
					\$407,326.62

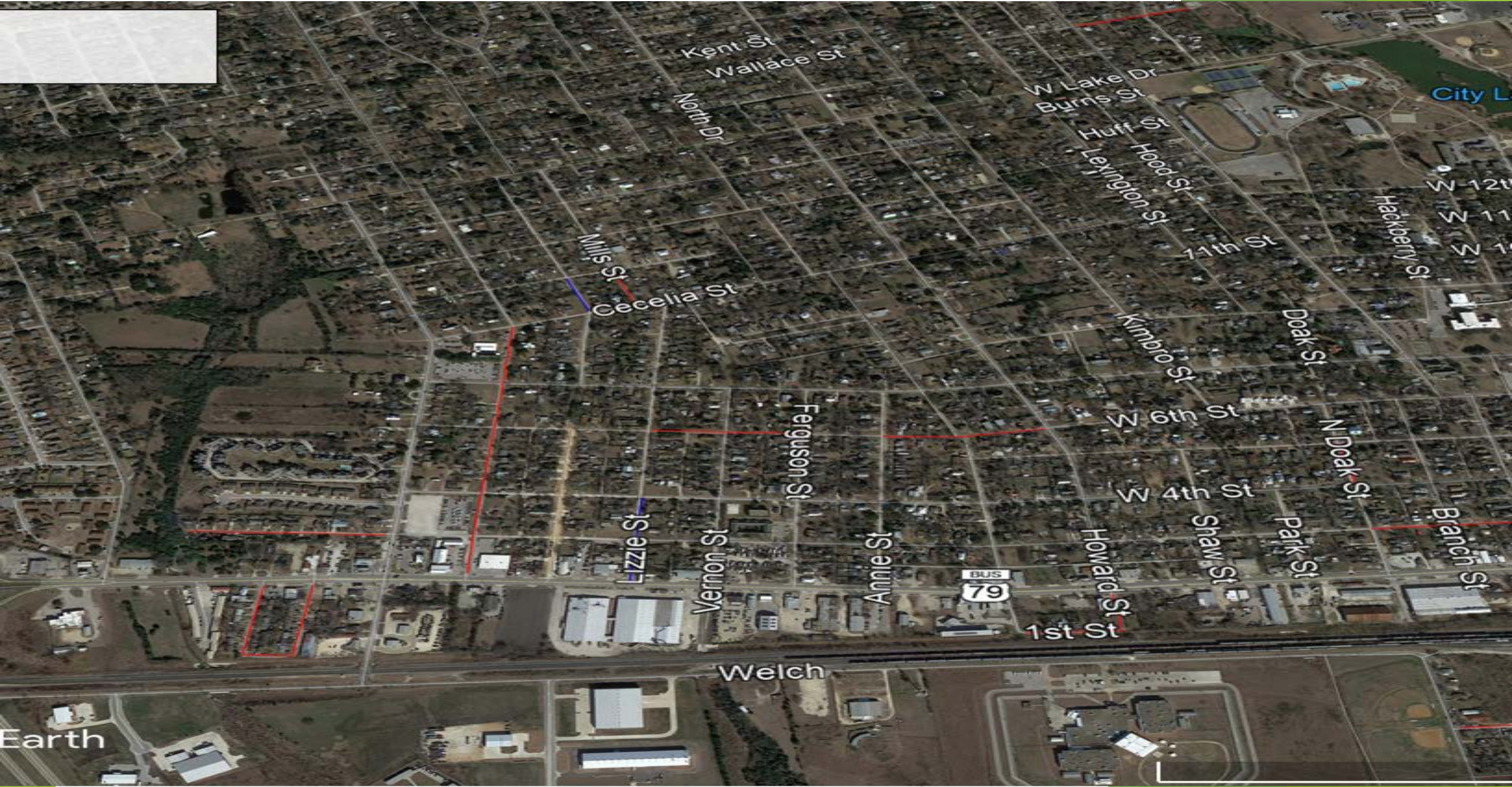
Total Blocks in District I in 2020 would be 7.72 blocks totaling \$25,282.00

Two sections have been completed, on Elliot St. and Burkett St. Totaling = \$6,554.00

Sturgis Street



DISTRICT II



District II Street Level-Up Program

Street Name	Length	Width	Sq Yrds	Sections	Cost
Wyeth Street	2074.09'	22'	5,070.00	6.92	\$22,660.54
South Howard Street	286.67'	18'	573.34	0.78	\$2,562.56
West First Street 1	392.79'	18'	659.58	0.90	\$2,948.02
West First Street 2	191.57'	18'	383.14	0.52	\$1,712.46
Franklin Street	522.39'	18'	1,044.78	1.43	\$4,669.68
Travis Street	523.18'	18'	1,046.36	1.43	\$4,676.74
Doak Street	331.44'	30'	1,104.80	1.51	\$4,937.94
Fowzer Street	318.87'	25'	885.75	1.21	\$3,958.89
Mills Avenue	337.05'	20'	749.00	1.02	\$3,347.68
6th Street 1	705.30'	25'	1,959.17	2.67	\$8,756.57
6th street 2	646.64'	25'	1,796.22	2.45	\$8,028.28
3rd Street 1	648.18'	22'	1,584.44	2.16	\$7,081.72
3rd Street 2	815.56'	22'	1,993.59	2.72	\$8,910.44
					\$84,251.52

Total Blocks in District II in 2020 would be 6.61 blocks totaling \$24,942.00

Three sections have been completed, 2 on Lizzy St. and on Grace St. Totaling = \$9,831

6th Street



DISTRICT III



District III Street Level-Up Program					
Street Name	Length	Width	Sq Yrds	Sections	Cost
North Drive	1810.83'	20'	4,024.07	5.49	\$17,985.71
CR 366	4,100	9'	4,100.00	5.59	\$18,325.10
					\$36,310.81

First 600' north of
Carlos Parker BLVD

Total Blocks in District III in 2020 would be 7.63 blocks totaling \$24,878.00

North Drive



DISTRICT IV



District IV Street Level-Up Program					
Street Name	Length	Width	Sq Yrds	Sections	Cost
Turner Road	2709.73'	20'	6,024.61	8.22	\$26,927.21
Kirk Street	913.39'	25'	2,537.19	3.46	\$11,340.08
Gilmore Street	275.80'	25'	766.11	1.05	\$3,424.16
CR 408	148.40'	22'	362.76	0.49	\$1,621.35
Otis Street	636.70'	25'	1,768.61	2.41	\$7,904.87
					\$51,217.68

Total Blocks in District IV in 2020 would be 7.41 blocks totaling \$24,291.00

Otis Street



Streets

2019		October				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	01 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 HERBICIDE - 1	02 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 HERBICIDE - 1	03 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 HERBICIDE - 1	04 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 HERBICIDE - 1	05 OFF DAY ON-CALL - 2	06 OFF DAY ON-CALL - 2
07 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 HERBICIDE - 1	08 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 HERBICIDE - 1	09 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 HERBICIDE - 1	10 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 HERBICIDE - 1	11 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 HERBICIDE - 1	12 FALL CLEAN-UP - 8 ON-CALL - 2	13 OFF DAY ON-CALL - 2
14 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 HERBICIDE - 1	15 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 HERBICIDE - 1	16 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 HERBICIDE - 1	17 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 HERBICIDE - 1	18 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 HERBICIDE - 1	19 F1 CAR SHOW - 8 ON-CALL - 2	20 OFF DAY ON-CALL - 2
21 ACCELA CREW - 3 LEVEL-UP - 4 HERBICIDE - 1	22 ACCELA CREW - 3 LEVEL-UP - 4 HERBICIDE - 1	23 ACCELA CREW - 3 LEVEL-UP - 4 HERBICIDE - 1	24 ACCELA CREW - 3 LEVEL-UP - 4 HERBICIDE - 1	25 ACCELA CREW - 3 LEVEL-UP - 4 HERBICIDE - 1	26 OFF DAY ON-CALL - 2	27 OFF DAY ON-CALL - 2
28 ACCELA CREW - 3 LEVEL-UP - 4 HERBICIDE - 1	29 ACCELA CREW - 3 LEVEL-UP - 4 HERBICIDE - 1	30 ACCELA CREW - 3 LEVEL-UP - 4 HERBICIDE - 1	31 SPOOKTACULAR - 6 HERBICIDE - 1 STREET SIGN REPAIR - 1	01	02	03
04	05	Notes: All scheduled work will be conducted in District I				

2019

November

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28	29	30	31	01 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 STREET SWEEPING - 1	02 OFF DAY ON-CALL - 2	03 OFF DAY ON-CALL - 2
04 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 STREET SWEEPING - 1	05 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 STREET SWEEPING - 1	06 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 STREET SWEEPING - 1	07 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 STREET SWEEPING - 1	08 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 STREET SWEEPING - 1	09 OFF DAY ON-CALL - 2	10 OFF DAY ON-CALL - 2
11 OFF DAY VETERANS' DAY/ DR. DICKEY PARADE - 8 ON-CALL - 2	12 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 STREET SWEEPING - 1	13 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 STREET SWEEPING - 1	14 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 STREET SWEEPING - 1	15 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 STREET SWEEPING - 1	16 OFF DAY ON-CALL - 2	17 OFF DAY ON-CALL - 2
18 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 STREET SWEEPING - 1	19 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 STREET SWEEPING - 1	20 ACCELA CREW - 3 SUBBASE/ST. REPAIR - 4 STREET SWEEPING - 1	21 OFF DAY THANKS GIVING ON-CALL - 2	22 OFF DAY THANKS GIVING ON-CALL - 2	23 OFF DAY ON-CALL - 2	24 OFF DAY ON-CALL - 2
25 ACCELA CREW - 2 CHRISTMAS LIGHTS - 3 LEVEL-UP - 3	26 ACCELA CREW - 2 CHRISTMAS LIGHTS - 3 LEVEL-UP - 3	27 ACCELA CREW - 2 CHRISTMAS LIGHTS - 3 LEVEL-UP - 3	28 ACCELA CREW - 2 CHRISTMAS LIGHTS - 3 LEVEL-UP - 3	29 ACCELA CREW - 2 CHRISTMAS LIGHTS - 3 LEVEL-UP - 3	30 OFF DAY ON-CALL - 2	01
02	03	Notes: All scheduled work will be conducted in District II				

2019

December

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
25	26	27	28	29	30	01 OFF DAY ON-CALL - 2
02 ACCELA CREW - 3 CHRISTMAS LIGHTS -3 CLEAN DITCHES - 2	03 ACCELA CREW - 3 CHRISTMAS LIGHTS -3 CLEAN DITCHES - 2	04 ACCELA CREW - 3 CHRISTMAS LIGHTS -3 CLEAN DITCHES - 2	05 ACCELA CREW - 3 CHRISTMAS LIGHTS -3 CLEAN DITCHES - 2	06 ACCELA CREW - 3 CHRISTMAS LIGHTS -3 CLEAN DITCHES - 2	07 CHRISTMAS PARADE - 8 men for 4 hours ON-CALL -2	08 OFF DAY ON-CALL - 2
09 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCHES -2	10 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCHES -2	11 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCHES -2	12 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCHES -2	13 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCHES -2	14 OFF DAY ON-CALL - 2	15 OFF DAY ON-CALL - 2
16 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS -2	17 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS -2	18 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS -2	19 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS -2	20 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS -2	21 OFF DAY ON-CALL - 2	22 OFF DAY ON-CALL - 2
23 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	24 OFF DAY CHRISTMAS EVE ON-CALL - 2	25 OFF DAY CHRISTMAS DAY ON-CALL -2	26 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	27 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	28 OFF DAY ON-CALL - 2	29 OFF DAY ON-CALL - 2
30	31	Notes: All scheduled work will be conducted in District III				

2020

January

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31	01 OFF DAY NEW YEARS DAY ON-CALL - 2	02 ACCELA CREW - 2 CRACK SEAL - 3 CHISTMAS LIGHTS - 3	03 ACCELA CREW - 2 CRACK SEAL - 3 CHRISTMAS LIGHTS - 3	04 OFF DAY ON-CALL - 2	05 OFF DAY ON-CALL - 2
06 ACCELA CREW - 2 CRACK SEAL - 3 CHRISTMAS LIGHTS - 3	07 ACCELA CREW - 2 CRACK SEAL - 3 CHRISTMAS LIGHTS - 3	08 ACCELA CREW - 2 CRACK SEAL - 3 CHRISTMAS LIGHTS - 3	09 ACCELA CREW - 2 CRACK SEAL - 3 CHRISTMAS LIGHTS - 3	10 ACCELA CREW - 2 CRACK SEAL - 3 CHRISTMAS LIGHTS - 3	11 OFF DAY ON-CALL - 2	12 OFF DAY ON-CALL - 2
13 ACCELA CREW - 2 CRACK SEAL - 3 CHRISTMAS LIGHTS - 3	14 ACCELA CREW - 2 CRACK SEAL - 3 CHRISTMAS LIGHTS - 3	15 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCHES - 2	16 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCHES - 2	17 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCHES - 2	18 OFF DAY ON-CALL - 2	19 OFF DAY ON-CALL - 2
20 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCHES - 2	21 OFF DAY MLK JR. DAY - 8 men for 4 hours ON-CALL - 2	22 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCHES - 2	23 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	24 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	25 OFF DAY ON-CALL - 2	26 OFF DAY ON-CALL - 2
27 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	28 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	29 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	30 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	31 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	01	02
03	04	Notes: All scheduled work will be conducted in District IV				

2020

February

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	31	01 OFF DAY ON-CALL - 2	02 OFF DAY ON-CALL - 2
03 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	04 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	05 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	06 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	07 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	08 OFF DAY ON-CALL - 2	09 OFF DAY ON-CALL - 2
10 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	11 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	12 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	13 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	14 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	15 OFF DAY ON-CALL - 2	16 OFF DAY ON-CALL - 2
17 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	18 OFF DAY PRESIDENT'S DAY ON-CALL - 2	19 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	20 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	21 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	22 OFF DAY ON-CALL - 2	23 OFF DAY ON-CALL - 2
24 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	25 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	26 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	27 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	28 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	29 OFF DAY ON-CALL - 2	01
02	03	Notes: All scheduled work will be conducted in District I				

2020

March

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
24	25	26	27	28	29	01 OFF DAY ON-CALL - 2
02 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	03 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	04 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	05 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	06 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	07 OFF DAY ON-CALL - 2	08 OFF DAY ON-CALL - 2
09 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	10 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	11 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	12 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	13 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	14 OFF DAY GOOD LIFE 5K - 5 ON-CALL - 2	15 OFF DAY ON-CALL - 2
16 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	17 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN DITCH - 2	18 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	19 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	20 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	21 OFF DAY ON-CALL - 2	22 OFF DAY ON-CALL - 2
23 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	24 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	25 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	26 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	27 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	28 OFF DAY ON-CALL - 2	29 OFF DAY ON-CALL - 2
30 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	31 ACCELA CREW - 3 CRACK SEAL - 3 CLEAN/REPLACE CULVERTS - 2	Notes: All scheduled work will be conducted in District II				

2020

April

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31	01 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	02 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	03 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	04 OFF DAY ON-CALL - 2	05 OFF DAY ON-CALL - 2
06 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	07 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	08 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	09 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	10 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	11 SPRING CLEAN-UP - 8 ON-Call -2	12 OFF DAY ON-CALL - 2
13 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SIGN REPAIR - 1	14 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SIGN REPAIR - 1	15 VEHICALE PETTING ZOO - 2 ACCELA CREW - 3 SUBBASE/ST REPAIR - 3	16 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SIGN REPAIR - 1	17 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SIGN REPAIR - 1	18 OFF DAY ON-CALL - 2	19 OFF DAY ON-CALL - 2
20 ACCELA CREW - 3 LEVEL-UP -4 HERBICIDE - 1	21 ACCELA CREW - 3 LEVEL-UP -4 HERBICIDE - 1	22 ACCELA CREW - 3 LEVEL-UP -4 HERBICIDE - 1	23 ACCELA CREW - 3 LEVEL-UP -4 HERBICIDE - 1	24 ACCELA CREW - 3 LEVEL-UP -4 HERBICIDE - 1	25 OFF DAY ON-CALL - 2	26 OFF DAY ON-CALL - 2
27 ACCELA CREW - 3 LEVEL-UP -4 HERBICIDE - 1	28 ACCELA CREW - 3 LEVEL-UP -4 HERBICIDE - 1	29 ACCELA CREW - 3 LEVEL-UP -4 HERBICIDE - 1	30 ACCELA CREW - 3 LEVEL-UP -4 HERBICIDE - 1	01	02	03
04	05	Notes: All scheduled work will be conducted in District III				

2020

May

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	01 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SWEEPING - 1	02 OFF DAY ON-CALL - 2	03 OFF DAY ON-CALL - 2
04 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SWEEPING - 1	05 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SWEEPING - 1	06 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SWEEPING - 1	07 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SWEEPING - 1	08 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SWEEPING - 1	09 BLACK LAND PRARIE DAY - 8 ON-CALL - 2	10 OFF DAY ON-CALL - 2
11 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SWEEPING - 1	12 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SWEEPING - 1	13 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SWEEPING - 1	14 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SWEEPING - 1	15 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SWEEPING - 1	16 OFF DAY ON-CALL - 2	17 OFF DAY ON-CALL - 2
18 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SIGN REPAIR - 1	19 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SIGN REPAIR - 1	20 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SIGN REPAIR - 1	21 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SIGN REPAIR - 1	22 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SIGN REPAIR - 1	23 OFF DAY ON-CALL - 2	24 OFF DAY ON-CALL - 2
25 ACCELA CREW - 3 LEVEL-UP - 4 STREET SWEEPING - 1	26 ACCELA CREW - 3 LEVEL-UP - 4 STREET SWEEPING - 1	27 ACCELA CREW - 3 LEVEL-UP - 4 STREET SWEEPING - 1	28 ACCELA CREW - 3 LEVEL-UP - 4 STREET SWEEPING - 1	29 ACCELA CREW - 3 LEVEL-UP - 4 STREET SWEEPING - 1	30 OFF DAY ON-CALL - 2	31 OFF DAY ON-CALL - 2
01	02	Notes: All scheduled work will be conducted in District IV				

2020

June

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
01 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	02 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	03 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	04 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	05 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	06 STOMP-N-HOLLAR - 8	07 OFF DAY ON-CALL - 2
08 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	09 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	10 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	11 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	12 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	13 OFF DAY ON-CALL - 2	14 OFF DAY ON-CALL - 2
15 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	16 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	17 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	18 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	19 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 HERBICIED -1	20 OFF DAY ON-CALL - 2	21 OFF DAY ON-CALL - 2
22 ACCELA CREW - 2 BANNERS - 3 LEVEL-UP - 3	23 ACCELA CREW - 2 BANNERS - 3 LEVEL-UP - 3	24 ACCELA CREW - 2 BANNERS - 3 LEVEL-UP - 3	25 ACCELA CREW - 2 BANNERS - 3 LEVEL-UP - 3	26 ACCELA CREW - 2 BANNERS - 3 LEVEL-UP - 3	27 OFF DAY ON-CALL - 2	28 OFF DAY ON-CALL - 2
29 ACCELA CREW - 2 BANNERS - 3 LEVEL-UP - 3	30 ACCELA CREW - 2 BANNERS - 3 LEVEL-UP - 3	01	02	03	04	05
06	07	Notes: All scheduled work will be conducted in District I				

2020

July

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29	30	01 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SWEEPER -1	02 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SWEEPER -1	03 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SWEEPER -1	04 INDEPENDENCE DAY - 2 ON-CALL - 2	05 OFF DAY ON-CALL - 2
06 ACCELA CREW - 2 BANNERS - 3 SUBBASE/ST REPAIR - 3	07 ACCELA CREW - 2 BANNERS - 3 SUBBASE/ST REPAIR - 3	08 ACCELA CREW - 2 BANNERS - 3 SUBBASE/ST REPAIR - 3	09 ACCELA CREW - 2 BANNERS - 3 SUBBASE/ST REPAIR - 3	10 ACCELA CREW - 2 BANNERS - 3 SUBBASE/ST REPAIR - 3	11 OFF DAY ON-CALL - 2	12 OFF DAY ON-CALL - 2
13 ACCELA CREW - 2 BANNERS - 3 SUBBASE/ST REPAIR - 3	14 ACCELA CREW - 2 BANNERS - 3 SUBBASE/ST REPAIR - 3	15 ACCELA CREW - 2 BANNERS - 3 SUBBASE/ST REPAIR - 3	16 ACCELA CREW - 2 BANNERS - 3 SUBBASE/ST REPAIR - 3	17 ACCELA CREW - 2 BANNERS - 3 SUBBASE/ST REPAIR - 3	18 OFF DAY ON-CALL - 2	19 OFF DAY ON-CALL - 2
20 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SWEEPER -1	21 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SWEEPER -1	22 ACCELA CREW - 3 SUBBASE/ST REPAIR - 4 STREET SWEEPER -1	23 ACCELA CREW - 3 LEVEL-UP - 4 STREET SWEEPER -1	24 ACCELA CREW - 3 LEVEL-UP - 4 STREET SWEEPER -1	25 OFF DAY ON-CALL - 2	26 OFF DAY ON-CALL - 2
27 ACCELA CREW - 3 LEVEL-UP - 4 STREET SWEEPER -1	28 ACCELA CREW - 3 LEVEL-UP - 4 STREET SWEEPER -1	29 ACCELA CREW - 3 LEVEL-UP - 4 STREET SWEEPER -1	30 ACCELA CREW - 3 LEVEL-UP - 4 STREET SWEEPER -1	31 ACCELA CREW - 3 LEVEL-UP - 4 STREET SWEEPER -1	01	02
03	04	Notes: All scheduled work will be conducted in District II				

2020

August

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	31	01 OFF DAY ON-CALL - 2	02 OFF DAY ON-CALL - 2
03 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 SUBBASE/ST REPAIR - 3	04 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 SUBBASE/ST REPAIR - 3	05 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 SUBBASE/ST REPAIR - 3	06 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 SUBBASE/ST REPAIR - 3	07 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 SUBBASE/ST REPAIR - 3	08 OFF DAY ON-CALL - 2	09 OFF DAY ON-CALL - 2
10 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 SUBBASE/ST REPAIR - 3	11 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 SUBBASE/ST REPAIR - 3	12 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 SUBBASE/ST REPAIR - 3	13 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 SUBBASE/ST REPAIR - 3	14 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 SUBBASE/ST REPAIR - 3	15 OFF DAY ON-CALL - 2	16 OFF DAY ON-CALL - 2
17 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 SUBBASE/ST REPAIR - 3	18 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 SUBBASE/ST REPAIR - 3	19 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 SUBBASE/ST REPAIR - 3	20 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 SUBBASE/ST REPAIR - 3	21 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 SUBBASE/ST REPAIR - 3	22 OFF DAY ON-CALL - 2	23 OFF DAY ON-CALL - 2
24 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 LEVEL-UP - 3	25 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 LEVEL-UP - 3	26 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 LEVEL-UP - 3	27 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 LEVEL-UP - 3	28 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 LEVEL-UP - 3	29 OFF DAY ON-CALL - 2	30 OFF DAY ON-CALL - 2
31 ACCELA CREW - 3 PAINT ST. MARKINGS - 2 LEVEL-UP - 3	01	Notes: All scheduled work will be conducted in District III				

September

[illegible]

Grounds

2020

October

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	01 Cemetery Mowing - 5	02 Cemetery Mowing - 5	03 Cemetery Mowing - 5	04 Trash Run (2) Cemetery Mowing - 3	05	06
07 Trash Run (2) ROW Mowing - 3	08 ROW Mowing - 3 Channel Mowing -2	09 ROW Mowing - 3 Channel Mowing - 2	10 ROW Mowing - 3 Channel Mowing - 2	11 Trash Run (2) ROW Mowing - 3	12	13
14 Trash Run (2) Cemetery Mowing - 3	15 Cemetery Mowing - 5	16 Cemetery Mowing - 5	17 Cemetery Mowing - 5	18 Trash Run (2) Cemetery Mowing - 3	19	20
21 Trash Run (2) ROW Mowing - 3	22 ROW Mowing - 5	23 ROW Mowing - 5	24 ROW Mowing - 5	25 Trash Run (2) ROW Mowing - 3	26	27
28 Trash Run (2) Cemetery Mowing - 3	29 Cemetery Mowing - 5	30 Cemetery Mowing - 5	31 Cemetery Mowing - 5	01	02	03
04	05	Proposed:				

2019

November

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28	29	30	31	01 Trash Run (2) Cemetery Mowing - 3	02	03
04 Trash Run (2) Airport Mowing - 3	05 AirPort Mowing - 3 Channel Mowing -2	06 Airport Mowing - 3 Channel Mowing - 2	07 AirPort Mowing - 3 Channel Mowing -2	08 Trash Run (2) Airport Mowing - 3	09	10
11 OFF DAY VETERANS' DAY	12 Trash Run (2) Cemetery Mowing - 3	13 Cemetery Mowing - 5	14 Cemetery Mowing - 5	15 Trash Run (2) Cemetery Mowing - 3	16	17
18 Trash Run (2) Trutee Mowing - 3	19 Airport Mowing - 3 Trustee Mowing - 2	20 Trash Run (2) Trustee Mowing - 3	21 OFF DAY THANKS GIVING	22 OFF DAY THANKS GIVING	23	24
25 Trash Run (2) Cemetery Mowing -3	26 Cemetery Mowing - 5	27 Cemetery Mowing - 5	28 Cemetery Mowing - 5	29 Trash Run (2) Cemetery mowing -3	30	01
02	03	Proposed:				

2019

December

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
25	26	27	28	29	30	01
02 Trash Run (2) ROW Mowing - 3	03 ROW Mowing - 3 Tree Trimming - 2	04 ROW Mowing - 3 Tree Trimming - 2	05 ROW Mowing - 3 Tree Trimming - 2	06 Trash Run (2) ROW Mowing - 3	07	08
09 Trash Run (2) Tree Trimming - 3	10 Tree Trimming - 5	11 Tree Trimming - 5	12 Tree Trimming - 5	13 Trash Run (2) Tree Trimming - 3	14	15
16 Trash Run (2) ROW Mowing - 3	17 ROW Mowing - 5	18 ROW Mowing - 5	19 ROW Mowing - 5	20 Trash Run (2) ROW Mowing - 3	21	22
23 Trash Run (2) ROW Mowing - 3	24 OFF DAY CHRISTMAS EVE	25 OFF DAY CHRISTMAS DAY	26 ROW Mowing - 5	27 Trash Run (2) ROW Mowing - 3	28	29
30 ROW Cutting (3) Trash Run (2)	31	Proposed:				

2020

January

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31 Trash Run (2) Gutter Clean-up - 3	01 OFF DAY NEW YEARS DAY	02 Gutter Clean-up - 5	03 Trash Run (2) Gutter Clean-up - 3	04	05
06 Trash Run (2) Gutter Clean-up - 3	07 Gutter Clean-up - 5	08 Gutter Clean-up - 5	09 Gutter Clean-up - 5	10 Trash Run (2) Gutter Clean-up - 3	11	12
13 Trash Run (2) Tree Trimming - 3	14 Tree Trimming - 5	15 Tree Trimming - 5	16 Tree Trimming - 5	17 Trash Run (2) Tree Trimming - 3	18	19
20 Trash Run (2) Gutter Clean-up - 3	21 OFF DAY MLK JR. DAY	22 Gutter Clean-up - 5	23 Gutter Clean-up - 5	24 Trash Run (2) Gutter Clean-up - 3	25	26
27 Trash Run (2) Gutter Clean-up - 3	28 Gutter Clean-up - 5	29 Gutter Clean-up - 5	30 Gutter Clean-up - 5	31 Trash Run (2) Gutter Clean-up - 3	01	02
03	04	Proposed:				

2020

February

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	31	01	02
03 Trash Run (2) Tree Trimming - 3	04 Tree Trimming - 5	05 Tree Trimming - 5	06 Tree Trimming - 5	07 Trash Run (2) Tree Trimming - 3	08	09
10 Trash Run (2) Gutter Clean-up - 3	11 Gutter Clean-up - 5	12 Gutter Clean-up - 5	13 Gutter Clean-up - 5	14 Trash Run (2) Gutter Clean-up - 3	15	16
17 Trash Run (2) Tree Trimming - 3	18 OFF DAY PRESIDENT'S DAY	19 Tree Trimming - 5	20 Tree Trimming - 5	21 Trash Run (2) Tree Trimming - 3	22	23
24 Trash Run (2) Gutter Clean-up - 3	25 Gutter Clean-up - 5	26 Gutter Clean-up - 5	27 Gutter Clean-up - 5	28 Trash Run (2) Gutter Clean-up - 3	29	01
02	03	Proposed:				

2020

March

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
24	25	26	27	28	29	01
02 Trash Run (2) Cemetery Mowing - 3	03 Cemetery Mowing - 2 ROW Mowing - 3	04 Cemetery Mowing - 2 ROW Mowing - 3	05 Cemetery Mowing - 2 ROW Mowing - 3	06 Trash Run (2) Cemetery Mowing - 3	07	08
09 Trash Run (2) ROW Mowing - 3	10 ROW Mowing - 5	11 ROW Mowing - 5	12 ROW Mowing - 5	13 Trash Run (2) ROW Mowing - 3	14	15
16 Trash Run (2) Cemetery Mowing - 3	17 Cemetery Mowing - 2 ROW Mowing - 3	18 Cemetery Mowing - 2 ROW Mowing - 3	19 Cemetery Mowing - 2 ROW Mowing - 3	20 Trash Run (2) Cemetery Mowing - 3	21	22
23 Trash Run (2) ROW Mowing - 3	24 Cemetery Mowing - 2 ROW Mowing - 3	25 Cemetery Mowing - 2 ROW Mowing - 3	26 Cemetery Mowing - 2 ROW Mowing - 3	27 Trash Run (2) ROW Mowing - 3	28	29
30 Trash Run (2) Cemetery Mowing - 3	31 Cemetery Mowing - 2 ROW Mowing - 3	Proposed:				

2020

April

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31	01 Cemetery Mowing - 5	02 Cemetery Mowing - 5	03 Trash Run (2) Cemetery Mowing - 3	04	05
06 Trash Run (2) Trustee Mowing - 3	07 Trustee Mowing - 5	08 Trustee Mowing - 5	09 Trustee Mowing - 5	10 Trash Run (2) Channel Mowing - 3	11	12
13 Trash Run (2) Cemetery Mowing - 3	14 Cemetery Mowing - 2 Channel Mowing - 3	15 Cemetery Mowing - 2 Channel Mowing - 3	16 Cemetery Mowing - 2 Channel Mowing - 3	17 Trash Run (2) Cemetery Mowing - 3	18	19
20 Trash Run (2) Play Scapes - 3	21 Play Scapes - 2 Airport Mowing - 3	22 Play Scapes - 2 Airport Mowing - 3	23 Play Scapes - 2 Airport Mowing - 3	24 Trash Run (2) Play Scapes - 3	25	26
27 Trash Run (2) Play Scapes - 3	28 Play Scapes - 2 Airport Mowing - 3	29 Play Scapes - 2 Trustee Mowing - 3	30 Play Scapes - 2 Trustee Mowing - 3	01	02	03
04	05	Proposed:				

2020

May

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	01 Trash Run (2) Play Scapes - 3	02	03
04 Trash Run (2) Cemetery Mowing - 3	05 Cemetery Mowing - 3 ROW Mowing - 2	06 Cemetery Mowing - 3 ROW Mowing - 2	07 Cemetery Mowing - 3 ROW Mowing - 2	08 Trash Run (2) Cemetery Mowing - 3	09	10
11 Trash Run (2) ROW Mowing - 3	12 ROW Mowing - 5	13 ROW Mowing - 5	14 ROW Mowing - 5	15 Trash Run (2) ROW Mowing - 3	16	17
18 Trash Run (2) Cemetery Mowing - 3	19 Cemetery Mowing - 2 ROW Mowing - 3	20 Cemetery Mowing - 2 ROW Mowing - 3	21 Cemetery Mowing - 2 ROW Mowing - 3	22 Trash Run (2) Cemetery Mowing - 3	23	24
25 Trash Run (2) ROW Mowing - 3	26 ROW Mowing - 5	27 ROW Mowing - 5	28 ROW Mowing - 5	29 Trash Run (2) ROW Mowing - 3	30	31
01	02	Proposed:				

2020

June

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
01 Trash Run (2) Cemetery Mowing - 3	02 Cemetery Mowing - 5	03 Cemetery Mowing - 5	04 Cemetery Mowing - 5	05 Trash Run (2) Cemetery Mowing - 3	06	07
08 Trash Run (2) Airport Mowing - 3	09 Airport Mowing - 5	10 Airport Mowing - 5	11 Airport Mowing - 5	12 Trash Run (2) Airport Mowing - 3	13	14
15 Trash Run (2) Cemetery Mowing - 3	16 Cemetery Mowing - 3 Trustee Mowing - 2	17 Cemetery Mowing - 3 Trustee Mowing - 2	18 Cemetery Mowing - 3 Trustee Mowing - 2	19 Trash Run (2) Cemetery Mowing - 3	20	21
22 Cannel Mowing - 3 Trutee Mowing - 2	23 Cannel Mowing - 3 Trutee Mowing - 2	24 Cannel Mowing - 3 Trutee Mowing - 2	25 Cannel Mowing - 3 Trutee Mowing - 2	26 Cannel Mowing - 3 Trutee Mowing - 2	27	28
29 Trash Run (2) Cemetery Mowing - 3	30 Cemetery Mowing - 3 Channel Mowing - 2	01	02	03	04	05
06	07	Proposed:				

2020

July

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29	30	01 Cemetery Mowing - 5	02 Cemetery Mowing - 5	03 Trash Run (2) Cemetery Mowing - 3	04 OFF DAY INDEPENDENCE DAY	05
06 Trash Run (2) ROW Mowing - 3	07 ROW Mowing - 5	08 ROW Mowing - 5	09 ROW Mowing - 5	10 Trash Run (2) ROW Mowing - 3	11	12
13 Trash Run (2) Cemetery Mowing - 3	14 Cemetery Mowing - 5	15 Cemetery Mowing - 5	16 Cemetery Mowing - 5	17 Trash Run (2) Cemetery Mowing - 3	18	19
20 Trash Run (2) ROW Mowing - 3	21 ROW Mowing - 5	22 ROW Mowing - 5	23 ROW Mowing - 5	24 Trash Run (2) ROW Mowing - 3	25	26
27 Trash Run (2) Cemetery Mowing - 3	28 Cemetery Mowing - 5	29 Cemetery Mowing - 5	30 Cemetery Mowing - 5	31 Trash Run (2) Cemetery Mowing - 3	01	02
03	04	Proposed:				

2020

August

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	31	01	02
03 Trash Run (2) Channel Mowing - 3	04 Channel Mowing - 5	05 Channel Mowing - 5	06 Channel Mowing - 5	07 Trash Run (2) Channel Mowing - 3	08	09
10 Trash Run (2) Cemetery Mowing - 3	11 Cemetery Mowing - 5	12 Cemetery Mowing - 5	13 Cemetery Mowing - 5	14 Trash Run (2) Cemetery Mowing - 3	15	16
17 Trash Run (2) Airport Mowing - 3	18 Airport Mowing - 5	19 Airport Mowing - 5	20 Airport Mowing - 5	21 Trash Run (2) Airport Mowing - 3	22	23
24 Trash Run (2) Cemetery Mowing - 3	25 Cemetery Mowing - 3 Trustee Mowing - 2	26 Cemetery Mowing - 3 Trustee Mowing - 2	27 Cemetery Mowing - 3 Trustee Mowing - 2	28 Trash Run (2) Cemetery Mowing - 3	29	30
31 Trash Run (2) Trustee Mowing - 3	01	Proposed:				

2020

September

[illegible]