

AGENDA
NOTICE OF MEETING OF THE CITY COUNCIL OF
SHAVANO PARK, TEXAS

This notice is posted pursuant to the Texas Open Meetings Act. Notice hereby given that the City Council of the CoSP, Texas will conduct a Regular Meeting on Monday, February 28, 2022 6:30 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers.

The meeting agenda and agenda packet are posted online at www.shavanopark.org.

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE AND INVOCATION

3. CITIZENS TO BE HEARD

The City Council welcomes “Citizens to be Heard.” If you wish to speak, you must follow these guidelines. **As a courtesy to your fellow citizens and out of respect to our fellow citizens, we request that if you wish to speak that you follow these guidelines.**

- The Mayor will recognize those citizens who have signed up prior to the start of the meeting.
- Pursuant to Resolution No. R-2019-011 citizens are given three minutes (3:00) to speak during “Citizens to be Heard.”
- Members of the public may only speak once and cannot pass the individual’s time allotment to someone else
- Direct your comments to the entire Council, not to an individual member
- Show the Council members the same respect and courtesy that you expect to be shown to you

The Mayor will rule any disruptive behavior, including shouting or derogatory statements or comments, out of order. Continuation of this type of behavior could result in a request by the Mayor that the individual leave the meeting, and if refused, an order of removal. In compliance with the Texas Open Meetings Act, no member of City Council may deliberate on citizen comments for items not on the agenda. (Attorney General Opinion – JC 0169)

4. CITY COUNCIL COMMENTS

Pursuant to TEX. GOV’T CODE §551.0415(b), the Mayor and each City Council member may announce city events/community interests and request that items be placed on future City Council agendas. “Items of Community Interest” include:

- expressions of thanks, congratulations, or condolences;
- information regarding holiday schedules;
- an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in status of a person’s public office or public employment is not honorary or salutary recognition for purposes of this subdivision;
- a reminder about an upcoming event organized or sponsored by the governing body;
- information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended

- by a member of the governing body or an official or employee of the municipality or county; and
- announcements involving an imminent threat to the public health and safety of people in the municipality or county that has arisen after posting of the agenda.

5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS

- 5.1. Proclamation – February 1st, 2022 as the Robert M. (Bob) Warren day in the City of Shavano Park, Texas**

6. REGULAR AGENDA ITEMS

- 6.1. Presentation / discussion - Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities**
- 6.2. Discussion / action – Way ahead concerning Ordinance O-2021-003, which called a May 7, 2022 bond election to be held in the City of Shavano Park, Texas and the engineering task order proposals related to potential street improvement plans - City Council**
- 6.3. Discussion / action - Ordinance O-2021-011 amending Chapter 8 - BUSINESS AND BUSINESS REGULATIONS; ARTICLE III. FOOD AND FOOD ESTABLISHMENT RULES to provide regulations for mobile food units and mobile food courts (final reading) - City Manager**
- 6.4. Discussion / action - Resolution R-2022-003 revision of Employee Handbook - City Secretary**

7. CITY MANAGER’S REPORT

All matters listed under this item are considered routine by the City Council and will only be considered at the request of one or more Aldermen. Coincident with each listed item, discussion will generally occur.

- 7.1. Building Permit Activity Report**
- 7.2. Fire Department Activity Report**
- 7.3. Municipal Court Activity Report**
- 7.4. Police Department Activity Report**
- 7.5. Public Works Activity Report**
- 7.6. Finance Report**

8. CONSENT AGENDA

All matters listed under this item are considered routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired by any Alderman on any item, that item will be removed from the consent agenda and will be considered separately.

- 8.1. Approval - Regular City Council meeting Minutes, January 24, 2022**
- 8.2. Approval - City Council Workshop Minutes, February 3, 2022**
- 8.3. Approval - Special City Council Meeting Minutes, February 18, 2022**
- 8.4. Accept - Planning and Zoning Commission Minutes, January 5, 2022**
- 8.5. Accept - Quarterly Investment Reports, ending December 31, 2021**
- 8.6. Accept - Shavano Park Police Department Racial Profiling Report**
- 8.7. Approval – Resolution R-2022-004 amending the City of Shavano Park Investment Policy and approving the Investment Strategy**

9. ADJOURNMENT

Executive Sessions Authorized: This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of TEX. GOV'T CODE CHAPTER 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy TEX. GOV'T CODE §551.144(c) and the meeting is conducted by all participants in reliance on this opinion. The Council may vote and/or act upon each of the items set out in this agenda. In addition, the City Council for the City of Shavano Park has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter authorized by Texas Government Code Sections 551.071 (Consultation with Attorney); 551.072 (Deliberations related to Real Property); and Section 551.074 (Personnel Matters).

Attendance by Other Elected or Appointed Officials – NOTICE OF POTENTIAL QUORUM:

It is anticipated that members of City Council or other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

The facility is wheelchair accessible and accessible parking spaces are also available in the front and sides of the building. The entry ramp is located in the front of the building. Sign interpretative services for meetings must be made 48 hours in advance of the meeting. Call the City Secretary at 210-581-1116 or TDD 1-800-735-2989.

CERTIFICATE:

I hereby certify that the above Notice of Meeting was posted on the City Hall bulletin board on the 22th day of February 2022 at 6:18 p.m. at a place convenient and readily accessible to the general public at all times, and to the City's website, www.shavanopark.org, in compliance with Chapter 551, Texas Government Code.

Trish Nichols
City Secretary

POTENTIAL FUTURE AGENDA ITEMS

No Items listed as a potential future agenda item will be considered unless listed as a regular agenda item. Alderman please contact City staff to add new or reconsider old agenda items. Pending agenda items for consideration at subsequent Council meetings may include one or more of the following:

- a. Ordinance O-2022-002 adopting sections of the 2018 International Property Maintenance Code for commercial properties**
- b. Consideration for the purchase of a 24” Rock Saw for Public Works**
- c. Consideration for Well #1: place back into operation or plug the Well to meet TCEQ requirements – February**
- d. FY 2021 - 22 Budget Amendment (Annual February or March)**
- e. Set City Manager Annual Performance and Salary Review for April – Annual March**
- f. Considerations for moving the May City Council meeting – Annual March / April**
- g. City Manager Annual Review / Salary for April - Annual April**
- h. Arbor Day Proclamation – Annual April**
- i. Resolution R-2022-0XX appointing Dr. Woo as the Health authority for the City of Shavano Park in cooperation with the San Antonio Metropolitan Health District - Biennial**
- j. Consideration for calling a Special Meeting to Canvass the May Elections and/or to reschedule the Regular City Council Meeting - Annual April**
- k. Resolution No. R-2022-00X canvassing the 2021 General Election / Oath of Office - Newly Election Officials / Appointment of Mayor Pro Tem**
- l. Annual Budget Calendar - Annual May**
- m. Annual appointment of members to the Higher Education Facilities Corporation Board - Annual May**
- n. Annual update on bond revenue opportunities by Bond Counsel – Annual May**
- o. Annual Compensation Review - Annual June Workshop**
- p. Resolution R-2022-0XX designating authorized signers of all banking depository accounts - Annual June**
- q. Resolution R-2022-0XX authorizing the City Manager to establish accounts or memberships at banks or state/federal credit unions as authorized in the City of Shavano**

Park Investment Policy for the sole purpose of acquiring Certificates of Deposit - Annual June

- r. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities - February / August**
- s. City Council consideration for moving the September City Council meeting to meet budget approval milestones – Annual August**
- t. City Council adoption of organizational chart - Annual August**
- u. Annual Report on Republic Service Recycling and CPI Fee adjustments - Annual September**
- v. Public Hearing - Crime Control & Prevention District Budget of the City of Shavano Park Crime Control and Prevention District for FY 2022-23 - Annual September**
- w. Resolution adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention for FY 2022-23 - Annual September**
- x. Public Hearing - Proposed Annual Operating and Capital Budget - FY 2020-21 Annual September**
- y. Ordinance No. O-2022-0XX approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2020 and ending September 30, 2021; making appropriations for each fund and department; establishing a Sinking Fund for existing city financial obligations; providing for the levying and collection of a sufficient tax to pay the interest and on such Sinking Fund obligations; repealing conflicting ordinances; providing a savings and severability clause; and declaring an effective date (Record Vote) (final reading) - City Manager - Annual September**
- z. Resolution adopting the City of Shavano Park Effective Tax Rate (Record Vote) - Annual September**
- aa. Record vote to ratify the property tax increase reflected in the FY 2022-23 budget (Record Vote) - Annual September**
- bb. Selection - Boards, Commissions, and Committees - Annual September**
 - a. Planning & Zoning Commissions - X (#) appointments, two-year terms**
 - b. Water Advisory Committee - Three (3) appointments (Water System Users only), two-year term.**
 - c. Board of Adjustments - X (#) appointments, X (#) Alternate two-year terms**
 - d. Investment Committee - One (1) appointment for two-year term**
 - e. Tree Committee – X (#) appointments (2-year term) X (#) appointment (1-year term)**
- cc. Setting the dates for the City sponsored events (City-wide Garage Sale / Arbor / Earth Day**

/ Independence Day / National Night Out / Trunk or Treat / Holiday Festival) – Annual October

- dd. Resolution R-2022-0XX designating the San Antonio Express News as the City of Shavano Park's official newspaper for posting of public notices for the City as required by law - Annual October**
- ee. Disposal of City Equipment / Furniture - Annual October or November as needed**
- ff. Adoption of Official City Holiday Schedule - Annual October or November**
- gg. Approval of the yearly tax roll - Annual November**
- hh. Crime Control Prevention District funding placed on ballot - January 2024**
- ii. Street Maintenance Fund funding placed on the ballot - January 2026**
- jj. Accepting the FY 2022 Financial Statement Audit - Annual January**
- kk. Quarterly and Annual Investment Reports, ending September 30, 2021 - Annual January**
- ll. Appointment of Council Appointed Positions - Annual January**
- mm. Annual Crime Report – Annual January**
- nn. Consideration for transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Annual January / February**
- oo. Records Retention Policy - Annual January**
- pp. Shavano Park Police Department Racial Profiling Report - Annual January/February**
- qq. City of Shavano Park Investment Policy - Annual February**
- rr. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August**
- ss. Revisions to Employee Handbook - Annual February**
- tt. FY 2021 - 22 Budget Amendment (Annual February or March)**

PROCLAMATION RECOGNIZING THE 101ST BIRTHDAY OF ROBERT M. WARREN

WHEREAS, longevity of life is a blessing for an individual and for a community which benefits from the knowledge, creativity, and experiences this individual brings to all; and

WHEREAS, the City of Shavano Park recognizes with respect and admiration the contribution of senior citizens to our community; and

WHEREAS, Robert M. “Bob” Warren, was born on February 1, 1921 in Frisco, TX. As Valedictorian of his class, he had his choice of colleges. His first and only choice was Texas A&M College, which later became Texas A&M University. He graduated in 1942 ranked #10 in his class, with a degree in finance.

WHEREAS, upon graduating, he married Anna Belle Bolin, then he immediately enlisted in the Army Air Corp where he began his training as a pilot. At the age of 23, he was assigned a C-47, a co-pilot and a navigator and was told to fly to Europe. His assignment in Europe was to drop paratroopers and pull gliders behind enemy lines. Three of the more notable operations he participated in were the Battle of the Bulge, Operation Market Garden, and the crossing of the Rhine. When the war in Europe ended, he was about to leave for the Pacific war, but the Japanese surrendered to end the war.

WHEREAS, after the war, he remained in the Air Force Reserves for 22 years, retiring as a Lt.Colonel.

WHEREAS, after returning home from the war in 1945, Bob went to work for Humble Oil, later becoming Exxon. At that time, he and Ann had two children. Three more would soon follow. He worked for Exxon for 36 years, retiring in 1981. He and Ann then moved back to Frisco to enjoy retirement. His retirement was interrupted in 1983 when friends persuaded him to run for City Council. He was elected and served three two-year terms. His 2nd retirement was cut short when he was asked to serve out the term for a city councilman who had retired. While serving that term, the mayor resigned, and Bob was asked to finish the mayor’s term. He then ran for Mayor and was elected for three two-year terms, bringing him to the term limit.

WHEREAS, after 13 years as a Councilman and Mayor, Bob co-founded the Frisco Heritage Association, and began a writing career, publishing his first book “Frisco - Now and Then”. He also began writing a column for the Frisco Style Magazine, which he continues to do today.

WHEREAS, after being widowed three times, Bob moved to Shavano Park to live with his youngest child, Tami Marlin and her husband Tommy. He is active in the local WWII veterans’ group, enjoys spending time with his grandchildren and great grandchildren, and sitting on the patio reflecting and marveling at what a blessed life he has lived.

NOW, THEREFORE, BE IT PROCLAIMED that I, Bob Werner, Mayor of the City of Shavano Park and on the behalf of the City Council and the citizens of Shavano Park, honor Bob Warren for his long life and prosperity, and wish him many more.

PROCLAIMED this 28th day of February 2022.

Robert Werner, Mayor

CITY COUNCIL STAFF SUMMARY

Meeting Date: February 28, 2022

Agenda item: 6.1

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

**Presentation - Shavano Park Commercial and Residential Development Semi-annual
Presentation - Bitterblue, Inc. / Denton Communities**

X

Attachments for Reference:

1) February 2022 Semi-Annual Presentation

BACKGROUND / HISTORY: Bitterblue / Denton traditionally presents a semi-annual update of Residential and Commercial Development.

Bitterblue / Denton presented the semi-annual update to the Planning & Zoning Commission at the February 2, 2022 meeting.

DISCUSSION: Presentation will be made by Mr. Lange.

Staff will provide a copy of the presentation as a read ahead as soon as it is received.

COURSES OF ACTION: N/A

FINANCIAL IMPACT: N/A

MOTION REQUESTED: None

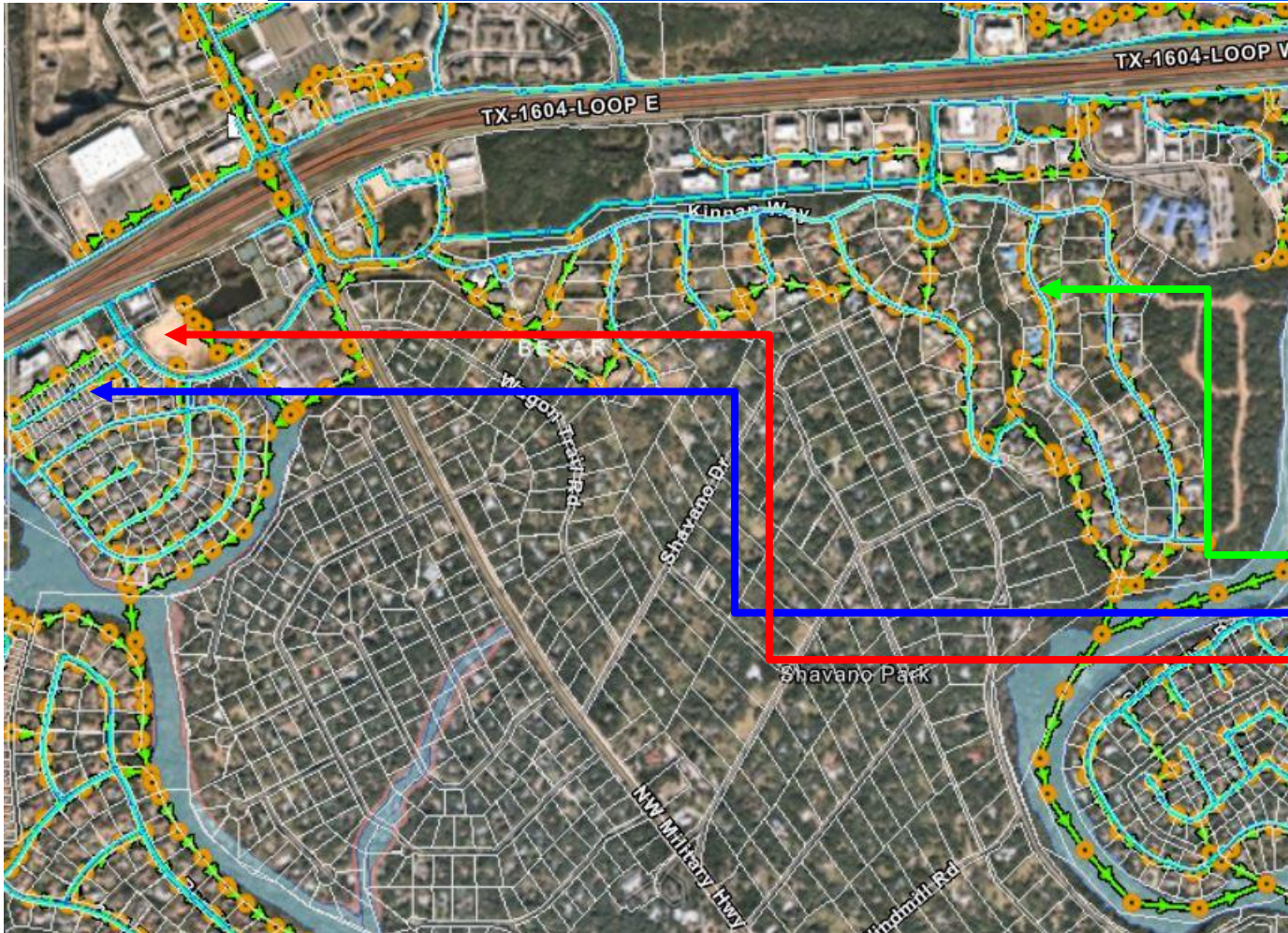


P R E S E N T A T I O N S

**Semi-annual update Shavano Park Commercial and Residential
Development - Bitterblue, Inc. / Denton Communities**

Development Presentation

Together We Can!



Shavano Park Residential Lots Report							
Community	Total Lots in Community	Lots Developed	Total Lots Closed in 2021	Total Lot Sales Pending	Builder Contracted Vacant Lots	Developer Owned Vacant Lots	Total Lots in Next Unit
Huntington	155	128	6	0	36	1	29
Pond Hill Garden Villas Unit 1	39	39	14	0	0	0	19
Pond Hill Garden Villas Unit 2	19	19	0	19	9	19	0

Notes

- *All existing Huntington lots are contracted. Huntington Unit 5, the last unit, will be completed in March 2022. Lots will be contracted in March.*
- *All Pond Hill Unit #1 garden homes are contracted.*
- *Pond Hill Unit 2 homes will start in April – May 2022.*



HUNTINGTON ESTATES UNIT 5

HUNTINGTON
SHAVANO PARK

Masterplan
CONCEPTUAL - SUBJECT TO CHANGE WITHOUT NOTICE

Website: huntingtonatshavanopark.com

For Estate Lot sales contact
Michael Velasco
210-416-5328
michael.velasco@sbcglobal.net

McCulloch Ranch & Land Company

Huntington at Shavano Park

Together We Can!

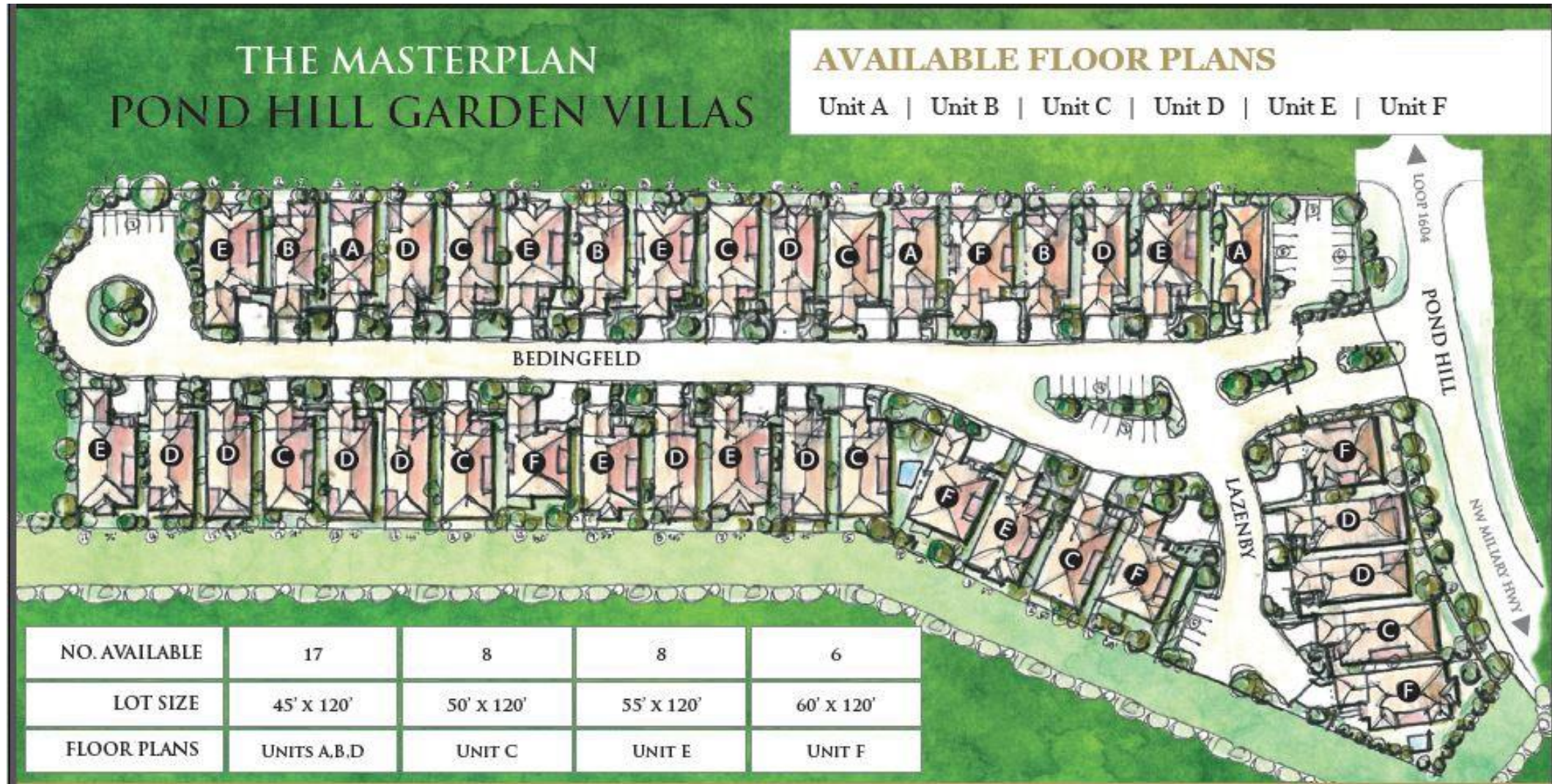






Pond Hill Garden Villas

Together We Can!



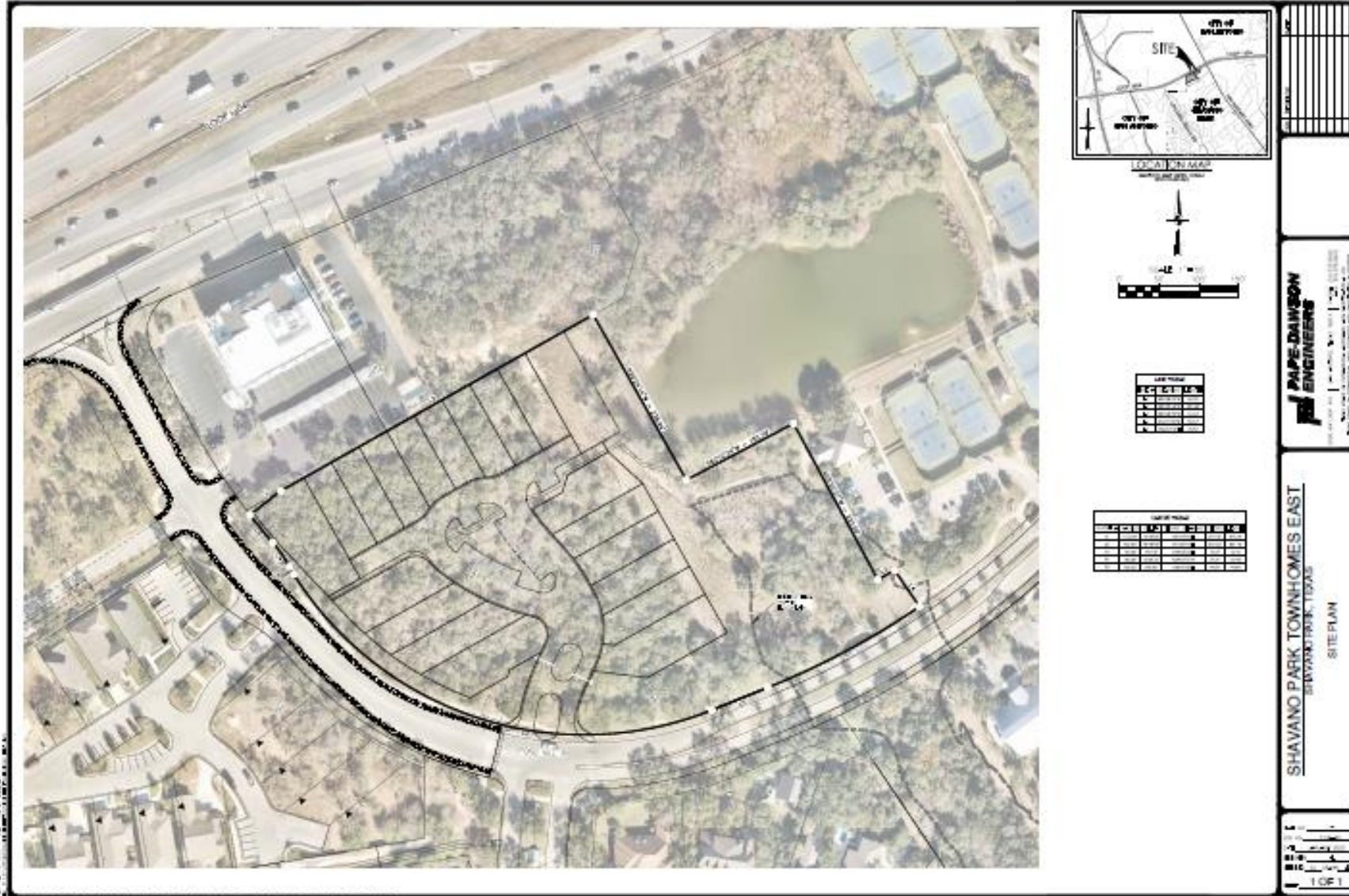
Pond Hill Garden Villas

Together We Can!



Pond Hill Garden Villas Unit 2

Together We Can!





Development Presentation

Together We Can!



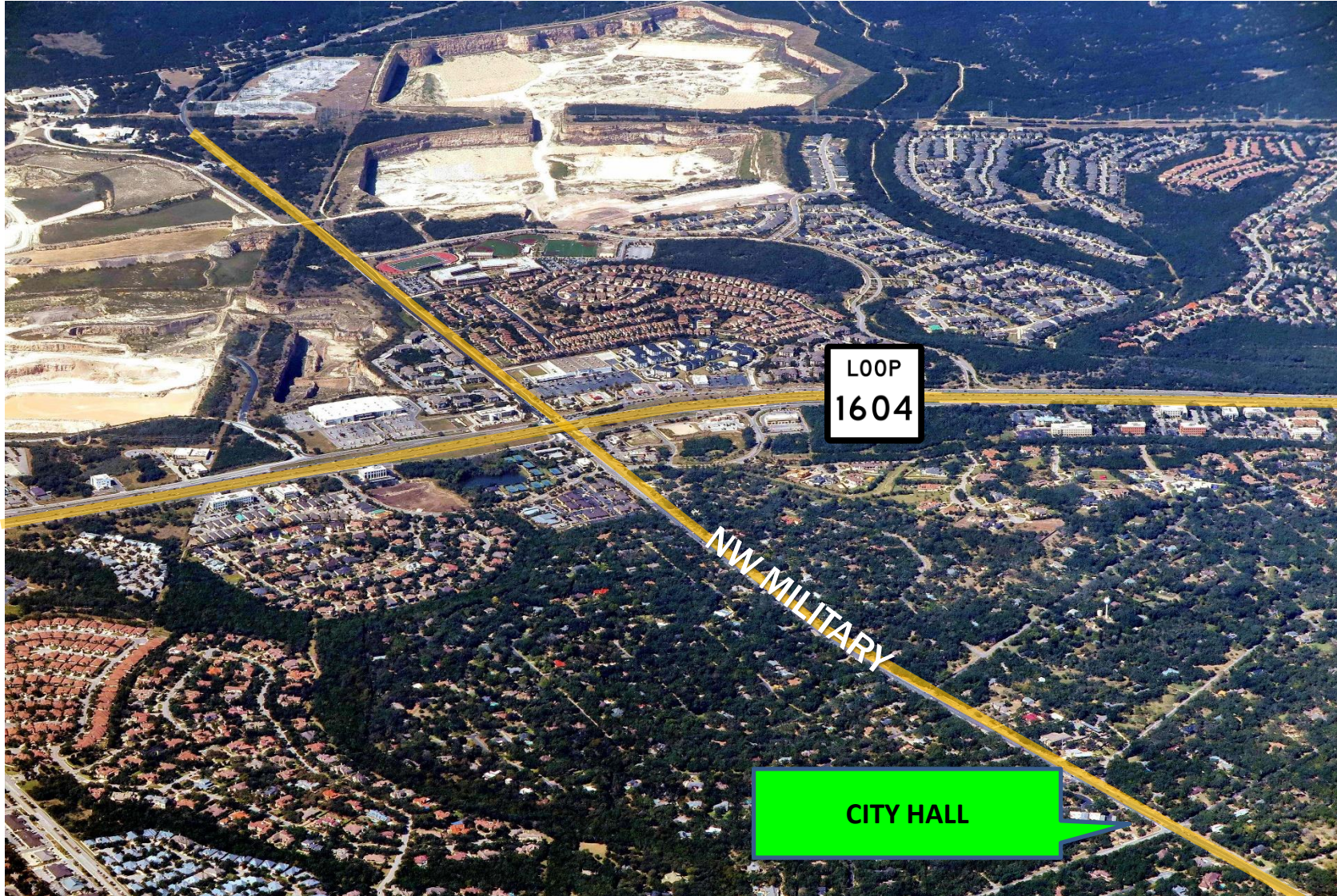
SHAVANO

COMMERCIAL

Shavano1604 Corridor
Lockhill-Selma Corridor

Overall Shavano Park Aerial

Together We Can!



Shavano Ridge Commercial Aerial

Together We Can!



Lockhill / DeZavala – Shavano Ridge

Together We Can!



NWC Lockhill-Selma and DeZavala Future Retail / Commercial

Together We Can!



Pond Hill Road West

Together We Can!



Pond Hill Road West

Together We Can!



1604 & NW Military Intersection

Together We Can!



Pond Hill Road East

Together We Can!



Loop 1604 Corridor West

Together We Can!







Huntington Commercial

Together We Can!



8/18/21

Loop 1604 Corridor East

Together We Can!



Huntington Commercial Development

Together We Can!





Rogers Ranch - Ridgeline

Together We Can!





**THANK YOU FOR YOUR
CONTINUED SUPPORT**

CITY COUNCIL STAFF SUMMARY

Meeting Date: Feb 28, 2022

Agenda item: 6.2

Prepared by: Bill Hill

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION: Discussion/Action – “Way Ahead” concerning Ordinance O-2021-003, which called a May 7, 2022 bond election to be held in the City of Shavano Park, Texas and the engineering task order proposals related to potential street improvement plans - City Council

X

Attachments for Reference:

1) Supporting Slides to be Published

BACKGROUND / HISTORY: On February 18th, the City Council passed Ordinance O-2021-003, which called a May 7, 2022 bond election to be held in the City of Shavano Park, Texas and approved the engineering task order proposals related to potential street improvement plans. During the meeting, City Council discussion and consensus was to review the way ahead concerning the ordinance / the engineering proposals and to place it on the agenda for further discussions on the regular February City Council meeting.

DISCUSSION: To date, Council’s only decision has been the scheduling of a bond election on proposed projects for voter approval. After Council workshops, Council determined that issuance of bonds up to \$10 million provides the preferred funding option to address near-term problems on a number of City streets and cul-de-sacs as the City begins its phased approach to address the current and future challenge in maintaining public streets.

The agenda discussion will explore the proposed bond project in additional detail, including consideration of additional actions intended to reduce project risk and promote a successful outcome. Projects that include an initial and ongoing due diligence process promote successful outcomes. Due diligence is intended to promote informed decisions while enhancing the quality of information available to decision makers.

If approved by voters, further decisions include:

- Issuance of debt
- Scope and timing of debt issuance
- Continuing project management, oversight and supervision

The discussion will also address engagement efforts with Shavano Park residents.

Staff's draft communication plan for the Bond Election / Street Projects includes:

- Town Halls / Public Hearings
- Website portal to cover all information on the Bond Election / projects
- KFW public GIS web portal, enabling residents to observe street conditions
- Before & after video of the Arrow Mound cul-de-sac enabling resident visualization of a fully reconstructed street
- TextMyGov setup like text "Bond" and resident receives information, web link
- 2-sided 4"x 6" notecard with information on bond project
- Social media (Twitter / Facebook / Nextdoor) postings
- Roadrunner and I-INFO fact sharing

COURSES OF ACTION: Establish public forums / town hall engagement dates. Other options vary based upon discussion.

FINANCIAL IMPACT: Varies

MOTION REQUESTED: To be determined.

CITY COUNCIL STAFF SUMMARY

Meeting Date: February 28, 2022

Agenda item: 6.3

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / action - Ordinance O-2021-011 amending Chapter 8 - BUSINESS AND BUSINESS REGULATIONS; ARTICLE III. FOOD AND FOOD ESTABLISHMENT RULES to provide regulations for mobile food units and mobile food courts (second reading) - City Manager

X

Attachments for Reference:

- 1) 6.3a Mobile Food Court Regulations (TRACK CHANGES)
- 2) 6.3b Ordinance O-2021-011

BACKGROUND / HISTORY: A growing trend is *mobile food courts* – a place where food trucks (mobile food units) congregate around a permanent structure to serve customers who eat outdoors, and often enjoy services (drinks, restrooms, clean-up) from the permanent structure as well as the trucks themselves. Last year, there was a potential mobile food court coming to the City of Shavano Park and current City ordinances are silent on mobile food courts or units. Without regulations governing Food Courts, an establishment may in the future come to Shavano Park and largely be unregulated.

In Late September the Bitterblue developer informed staff that the potential mobile food court business would not be coming to the City.

DISCUSSION: UPDATES.

At the January 24, 2022 City Council meeting the Council approved Ordinance O-2021-011 first reading and directed staff to amend the ordinance to prohibit mobile food courts. The Attachments in 6.3a and 6.3b are updated to prohibit mobile food courts while still allowing temporary/accessory use of food trucks.

At the September 20, 2021 City Council meeting the Council tabled consideration of Mobile Food Court regulations until January and consideration of Table of Uses amendments (Ordinance O-2021-014) until October (where it was approved 1st reading). In November the second reading of the Table of Uses was approved.

Staff research indicated a variety of approaches local cities are taking to regulating mobile food units or places they congregate long term (a mobile food court):

- **Boerne** regulates under Chapter 15, Article III - Peddlers, Canvassers and Solicitors (but does not address a gathering of food trucks)
- **New Braunfels** – regulates mobile food courts under Sec. 144-5.26
- **Helotes** bans food trucks entirely under Sec. 46-13
- **Alamo Heights** makes no mention in ordinances
- **San Antonio** regulations under Chapter 13, Article IV. (quite thorough)
- **Windcrest** makes no mention in ordinances
- **Schertz** regulations under Chapter 34, Article II (annual permit, but no mention of a food truck gathering)

Staff choose New Braunfels to build proposed Ordinance. It was selected because it was thorough (but not overly bureaucratic) and it directly addressed *mobile food courts* without requiring an elaborate permitting process (like Schertz / San Antonio).

Proposed Ordinances are structured as the permit standards for a Mobile Food Court City Council special use permit. Once the special use permit is given the Mobile Food Court would follow normal building permitting and Certificate of Occupancy inspections (for the permanent structure). Proposal also requires that Health and Fire inspections of all Mobile food units are required.

Note that in staff experience all food trucks have a City of San Antonio or Bexar County health inspection. The only practical burden to staff would be fire inspections.

At the August 4, 2021 meeting, the Planning & Zoning Commission considered draft ordinance amendments, provided guidance to staff, but otherwise took no action.

At the September 1, 2021 meeting, the Planning & Zoning Commission considered draft amendments, provided guidance to staff, but otherwise took no action.

At the September 20, 2021 meeting, the City Council reviewed the draft amendments while considering Table of Use amendments previously recommended by the Commission, but otherwise took no action.

At the October 6, 2021 meeting, the Planning & Zoning Commission recommended amendments to provide regulations for mobile food units and mobile food courts as presented in attachment 6.2

COURSES OF ACTION: Approve Ordinance O-2021-011 as presented; provide additional amendments; or decline and give further guidance to staff.

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Approve Ordinance O-2021-011 amending Chapter 8 - BUSINESS AND BUSINESS REGULATIONS to provide regulations for mobile food units and mobile food courts (final reading).

ARTICLE III. - FOOD AND FOOD ESTABLISHMENTS

Sec. 8-41. - Adoption of Texas Food Establishment Rules.

The City of Shavano Park adopts by reference the provisions of the current rule or rules as amended by the Texas Board of Health found in 25 Texas Administrative Code, Chapter 229, and Sections 161 through 171 and Sections 173 through 175 regarding the regulation of food establishments in this jurisdiction.

Sec. 8-42. - Definitions.

The following definitions shall apply in the interpretation and the enforcement of this article:

Food establishment shall mean a food service establishment, a retail food store, a mobile food court, a mobile food unit, and/or a roadside food vendor and includes those selling pre-packaged food items.

Food and beverage handler shall mean any person, including any cook, cook's helper, waiter, waitress, dishwasher, bartender, barmaid, bus boy, or other person, whether or not the owner of the establishment in which the activity is performed employs or pays any compensation to such person to perform such activity, who engages in the delivery, storing, preparation or dispensing or serving of food or beverages, as defined herein, for pots, pans, grills, skillets, plates, trays, eating utensils, or similar wares in, on or with which such food or beverage is prepared, dispensed or served.

Health Inspector shall mean the City Health Inspector or his authorized representative.

Mobile food court.

A mobile food court is a parcel of land designated and permitted to offer food or beverages for sale to the public from two or more mobile food units. All mobile food courts require a permanent structure for restroom facilities located on the parcel of land.

A mobile food court shall not be interpreted to include a congregation of mobile food units as a secondary, accessory use, and temporary use on existing commercially developed land.

Mobile food unit. A "mobile food unit" is a self-contained unit, either motorized or in a trailer on wheels that is readily movable, without disassembling, for transport to another location, and that serves the purpose of preparing and/or serving food and beverages. The term "mobile food unit" shall not include individual non-motorized vending carts.

Permit shall be used to designate an annually renewed license to operate a food establishment issued by the City.

State Rules shall mean rules found in 25 Texas Administrative Code, Chapter 229, Sections 161 through 171 and Sections 173 through 175. These rules are also known as the Texas Food Establishment Rules.

Sec. 8-43. - Inspector.

- (a) *Health Inspector function created.* There is hereby created the function of Health Inspector in and for the City.
- (b) *Appointment.* The Health Inspector shall be selected by the City Manager followed by appointment by the City Council.
- (c) *Term.* The person appointed as Health Inspector shall serve in such office at the pleasure of the City Council.
- (d) *Duties.* The Health Inspector shall perform the duties required by the provisions of this Code, State law, and City Ordinances, rules and regulations.

Sec. 8-44. - Food manager certification required.

A food establishment shall employ at least one person assigned to each shift of 12 or fewer hours who:

- (1) Meets the "person in charge" definition found in the Texas Food Establishment Rules; and
- (2) Has a valid and current food manager's certificate issued by an accredited State of Texas Course. Certificates must be validated by the City.

The Health Inspector may require food and beverage handler certification if a food establishment has had its permit temporarily suspended for one or more health violations.

EXCEPTION: Volunteer and/or non-profit organizations that serve food on a temporary basis that will be in operation for less than five days.

Sec. 8-45. - Examination and condemnation of unwholesome or questionable food or drink.

- (a) Samples of food, drink and other substances shall be taken and examined by the Health Inspector as often as deemed necessary for the detection of unwholesomeness and deleterious qualities. The Health Inspector may condemn and

forbid the sale of or cause to be removed or destroyed, any food or drink which is unwholesome or deleterious.

- (b) Any food which appears to the Health Inspector to be of a questionable nature from the standpoint of wholesomeness or possible deleterious quality may be held for further examination by attaching a "City of Shavano Park Retained" tag to the item(s). Food items which have been retained may not be removed or disturbed without the permission of the Health Inspector. The City Health Inspector shall promptly proceed by examination, laboratory or other wise to determine the wholesomeness of such food. As soon as such wholesomeness has been determined, such food must be immediately released. If however, such food is found to be unwholesome or deleterious, the Health Inspector must promptly condemn such food as herein stated and shall file a petition in a court of competent jurisdiction for injunction to restrain the owner from selling such condemned food and to obtain order for destruction of such unwholesomeness or deleterious food or drink.

Sec. 8-46. - Inspection of food establishments and mobile food units.

- (a) As often as deemed necessary for the proper enforcement of the provisions of this article, the Health Inspector, shall inspect every food establishment, and temporary food establishment, as defined by this article that is located within the City. See special provisions for mobile food units in subsection (d) of this section. In case of violations of any items of sanitation brought to the attention of the Health Inspector, he shall so advise the person in charge of the food establishment and shall make a second inspection after a lapse of such time as deemed sufficient for the violation to be corrected and the second inspection shall be used in determining compliance with the requirements of this article. Any violation of suspension of the permit by the Health Inspector.
- (b) In the interest of public clarification, the results from compiling the inspection report will be converted to a letter grade with the letter "A" being the highest level of food service operation. The criteria for the various certificates are:
 - (1) Grade "A"—Attain a sanitation score of 85 or above.
 - (2) Grade "B"—Attain a sanitation score between 70 and 84.
 - (3) Grade "C"—Below 70 on the sanitation inspection.
- (c) An inspection certificate shall be issued and a copy shall be posted by the Health Inspector at some conspicuous location on the premises where it will be clearly visible to all patrons. The certificate shall not be defaced or removed by any person except the Health Inspector.
- (d) All mobile food units shall comply with the following regulations:
 - (1) All Mobile food units shall be registered, inspected, and permitted by the City of San Antonio Health Department, Bexar County Environmental Services

Department or pass a City of Shavano Park Health Inspection. Health Safety permits from San Antonio, Bexar County and/or Shavano Park must be clearly posted to the public. If a mobile food unit is without an existing Health Safety permit as described above, the mobile food unit operator must follow the inspection standards of this section.

- (2) All mobile food units where cooking or heating is conducted in the unit or a generator is used in association with the unit require a fire safety inspection from the City of Shavano Park Fire Marshal.
- (e) Violation of this section shall be a Class C misdemeanor punishable by a fine not to exceed \$200.00 per day that the certificate is removed, moved or defaced and/or suspension of the food establishment permit for 30 days. The Health Inspector shall permit the owner to correct any non-critical infractions within no more than 24 hours or less. If the Health Inspector determines that the infraction is of an immediate threat to the public health, there shall be no grace period for correction. Repeat violations may result in higher point deduction.

Sec. 8-47. Mobile food unit regulations

All mobile food units shall comply with the following regulations:

- (a) A Congregation of mobile food units for longer than 12 hours on more than two consecutive days is prohibited. In addition, mobile food units in a temporary congregation shall not be stored overnight onsite or be taken off their wheels. The property owner must make permanent restroom facilities available to persons who purchase food or beverages from the food trucks in a temporary congregation.
- (b) All setback requirements in the underlying zoning district shall be adhered to. No mobile food unit, nor any associated seating areas, shall be located in a required zoning setback, buffer yard, access easement, drainage easement, floodplain, driveway, utility easement and/or fire lane(s).
- (c) There shall be at least ten feet of clearance between all individual mobile food units and at least ten feet of clearance from any mobile food unit to any structure.
- (d) Each mobile food unit and associated parking shall be located on an all-weather surface pad as approved by the building official.
- (e) The placement of the mobile food unit shall not impede traffic nor visually impair any motor vehicle operation within a parking lot, driveway or street.
- (f) Mobile food units shall provide at least 15 feet of clearance from any Fire Department connection or any fire hydrant.

(g) All mobile food units and related activities must be located in compliance with the City's adopted fire code standards regarding the storage or dispensing of flammable combustible liquid or gas.

(h) All food and beverage preparation shall take place within the mobile food unit.

Sec. 8-48. Mobile food courts prohibited

Mobile food courts, as defined by City Ordinance under Sec. 8-42, are prohibited.

Sec. 8-49. - Permits.

It shall be unlawful for any person to operate a food establishment or temporary food establishment in the City who does not possess a valid permit from the Health Inspector. Such permit shall be posted in a conspicuous place. Such permits are valid for one year and shall not be transferable. All permits expire in October of each year. All permits must be renewed within 30 days after expiration or they will be suspended. See Sec. 8-46(d) for mobile food unit permit and inspection requirements.

Sec. 8-50. - Fees.

(a) The annual permit fee and reinstatement after revocation fee to cover the City of Shavano Park's cost incurred in conjunction with the inspection of food establishments located within the City shall be paid prior to issuance of such permit. Fees shall be established as follows:

Number of Employees	Fee
1—3	\$100.00
4—6	\$200.00
7—10	\$300.00
11—20	\$400.00
21+	\$500.00
Temporary establishments, per event	\$50.00

(b) If at any time during the period of validity of any such permit additional persons are employed by an establishment, it shall be the duty of the person in charge to

immediately notify the City of Shavano Park and if such an increase in personnel brings the establishment into a higher permit fee bracket, they shall pay the City the additional sum required. This charge and the charge for new establishments that start during the year will be prorated based on a 12-month calendar and divided based on the months remaining during the year.

- (c) Any mobile food units registered, inspected, and permitted by the City of San Antonio Health Department, Bexar County Environmental Services Department shall not be subject to any fees in this subsection.

Sec. 8-51. - Sanitation requirements.

(a) *Food establishments generally.*

- (1) All food establishments shall comply with all of the sanitation provisions set out in 25 Texas Administrative Code, Chapter 228 and Chapter 229.
- (2) Whenever a food establishment is constructed or extensively remodeled and whenever an existing structure is converted to use as a food establishment, properly prepared plans and specifications for such construction, remodeling or conversions shall be submitted to the City for review before work is begun. Extensive remodeling means that 20 percent or greater of the area of the food establishment is to be remodeled. The plans and specifications shall indicate the proposed layout, equipment arrangements, mechanical plans and construction materials of work areas, and the type and model of proposed fixed equipment and facilities. The City of Shavano Park will approve the plans and specifications if they meet the requirements of the rules contained in this article as well as the City of Shavano Park Code of Ordinances. Prior to opening for business, each new remodeled establishment will be inspected by the Health Inspector to insure compliance with this article.

- (b) *Disease control.* No person who is infected with any disease in a communicable form or is a carrier of such a disease shall work in any food establishment or temporary food establishment. All provisions of 25 Texas Administrative Code, Chapter 228 and Chapter 229 shall be followed.

- (c) *Temporary food establishments.* Temporary food establishments shall be constructed and operated in an approved manner. The Health Inspector shall approve a temporary food establishment only if it complies with the provisions of 25 Texas Administrative Code, Chapter 228.

Sec. 8-52. - Misdemeanor.

It shall be unlawful and constitute a misdemeanor for anyone to alter, deface, erase, obstruct or remove any card or notice posted by the regulatory authority or its

authorized agent, for the purpose of enforcing this article or any of the food and sanitary laws and rules of the State of Texas or other applicable ordinances and regulations of the regulatory authority.

Sec. 8-53. - Violation; penalty.

- (a) Any person who violates any provisions of the State Rules and of this article shall, upon conviction, be guilty of a misdemeanor and shall be punished by a fine not exceeding \$2,000.00 and each and every day that the State Rules or the provisions of this article are violated shall constitute a separate and distinct offense.
- (b) As an additional remedy, the regulatory authority may seek any injunctive relief to which it may be entitled in law or in equity to enforce any of the provisions of this article.

Secs. 8-54—8-99. - Reserved.

ORDINANCE NO. O-2021-011

AN ORDINANCE AMENDING CHAPTER 8 - BUSINESS AND BUSINESS REGULATIONS TO PROVIDE REGULATIONS FOR MOBILE FOOD UNITS AND MOBILE FOOD COURTS; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 122 of Texas Health and Safety Code empowers the City Council of the City of Shavano Park to enact regulations and adopt rules to promote the public health; and

WHEREAS, it is the intent of the City Council to ensure the Mobile Food Units and Mobile Food Courts provide food preparation and dining services that is in the interest of public health; and

WHEREAS, the City Council determines that this Ordinance will be in keeping with the spirit and intent of the Code of Ordinances of the City of Shavano Park, and will not adversely affect traffic, public health, public utilities, public safety, and the general welfare; and

WHEREAS, the City Council has determined that this ordinance is in the best interest of the general welfare of the City of Shavano Park by furthering the public health.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS:

I

CODE AMENDMENT

Chapter 8, Article III. - - FOOD AND FOOD ESTABLISHMENTS of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

Sec. 8-41. - Adoption of Texas Food Establishment Rules.

The City of Shavano Park adopts by reference the provisions of the current rule or rules as amended by the Texas Board of Health found in 25 Texas Administrative Code, Chapter 229, and Sections 161 through 171 and Sections 173 through 175 regarding the regulation of food establishments in this jurisdiction.

Sec. 8-42. - Definitions.

The following definitions shall apply in the interpretation and the enforcement of this article:

Food establishment shall mean a food service establishment, a retail food store, a mobile food court, a mobile food unit, and/or a roadside food vendor and includes those selling pre-packaged food items.

Food and beverage handler shall mean any person, including any cook, cook's helper, waiter, waitress, dishwasher, bartender, barmaid, bus boy, or other person, whether or not the owner of the establishment in which the activity is performed employs or pays any compensation to such person to perform such activity, who engages in the delivery, storing, preparation or dispensing or serving of food or beverages, as defined herein, for pots, pans, grills, skillets, plates, trays, eating utensils, or similar wares in, on or with which such food or beverage is prepared, dispensed or served.

Health Inspector shall mean the City Health Inspector or his authorized representative.

Mobile food court.

A mobile food court is a parcel of land designated and permitted to offer food or beverages for sale to the public from two or more mobile food units. All mobile food courts require a permanent structure for restroom facilities located on the parcel of land.

A mobile food court shall not be interpreted to include a congregation of mobile food units as a secondary, accessory use, and temporary use on existing commercially developed land.

Mobile food unit. A "mobile food unit" is a self-contained unit, either motorized or in a trailer on wheels that is readily movable, without disassembling, for transport to another location, and that serves the purpose of preparing and/or serving food and beverages. The term "mobile food unit" shall not include individual non-motorized vending carts.

Permit shall be used to designate an annually renewed license to operate a food establishment issued by the City.

State Rules shall mean rules found in 25 Texas Administrative Code, Chapter 229, Sections 161 through 171 and Sections 173 through 175. These rules are also known as the Texas Food Establishment Rules.

Sec. 8-43. - Inspector.

- (a) *Health Inspector function created.* There is hereby created the function of Health Inspector in and for the City.
- (b) *Appointment.* The Health Inspector shall be selected by the City Manager followed by appointment by the City Council.

- (c) *Term.* The person appointed as Health Inspector shall serve in such office at the pleasure of the City Council.
- (d) *Duties.* The Health Inspector shall perform the duties required by the provisions of this Code, State law, and City Ordinances, rules and regulations.

Sec. 8-44. - Food manager certification required.

A food establishment shall employ at least one person assigned to each shift of 12 or fewer hours who:

- (1) Meets the "person in charge" definition found in the Texas Food Establishment Rules; and
- (2) Has a valid and current food manager's certificate issued by an accredited State of Texas Course. Certificates must be validated by the City.

The Health Inspector may require food and beverage handler certification if a food establishment has had its permit temporarily suspended for one or more health violations.

EXCEPTION: Volunteer and/or non-profit organizations that serve food on a temporary basis that will be in operation for less than five days.

Sec. 8-45. - Examination and condemnation of unwholesome or questionable food or drink.

- (a) Samples of food, drink and other substances shall be taken and examined by the Health Inspector as often as deemed necessary for the detection of unwholesomeness and deleterious qualities. The Health Inspector may condemn and forbid the sale of or cause to be removed or destroyed, any food or drink which is unwholesome or deleterious.
- (b) Any food which appears to the Health Inspector to be of a questionable nature from the standpoint of wholesomeness or possible deleterious quality may be held for further examination by attaching a "City of Shavano Park Retained" tag to the item(s). Food items which have been retained may not be removed or disturbed without the permission of the Health Inspector. The City Health Inspector shall promptly proceed by examination, laboratory or other wise to determine the wholesomeness of such food. As soon as such wholesomeness has been determined, such food must be immediately released. If however, such food is found to be unwholesome or deleterious, the Health Inspector must promptly condemn such food as herein stated and shall file a petition in a court of competent jurisdiction for injunction to restrain the owner from selling such condemned food and to obtain order for destruction of such unwholesomeness or deleterious food or drink.

Sec. 8-46. - Inspection of food establishments and mobile food units.

- (a) As often as deemed necessary for the proper enforcement of the provisions of this article, the Health Inspector, shall inspect every food establishment, and temporary food establishment, as defined by this article that is located within the City. See special provisions for mobile food units in subsection (d) of this section. In case of violations of any items of sanitation brought to the attention of the Health Inspector, he shall so advise the person in charge of the food establishment and shall make a second inspection after a lapse of such time as deemed sufficient for the violation to be corrected and the second inspection shall be used in determining compliance with the requirements of this article. Any violation of suspension of the permit by the Health Inspector.
- (b) In the interest of public clarification, the results from compiling the inspection report will be converted to a letter grade with the letter "A" being the highest level of food service operation. The criteria for the various certificates are:
 - (1) Grade "A"—Attain a sanitation score of 85 or above.
 - (2) Grade "B"—Attain a sanitation score between 70 and 84.
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- (c) An inspection certificate shall be issued and a copy shall be posted by the Health Inspector at some conspicuous location on the premises where it will be clearly visible to all patrons. The certificate shall not be defaced or removed by any person except the Health Inspector.
- (d) All mobile food units shall comply with the following regulations:
 - (1) All Mobile food units shall be registered, inspected, and permitted by the City of San Antonio Health Department, Bexar County Environmental Services Department or pass a City of Shavano Park Health Inspection. Health Safety permits from San Antonio, Bexar County and/or Shavano Park must be clearly posted to the public. If a mobile food unit is without an existing Health Safety permit as described above, the mobile food unit operator must follow the inspection standards of this section.
 - (2) All mobile food units where cooking or heating is conducted in the unit or a generator is used in association with the unit require a fire safety inspection from the City of Shavano Park Fire Marshal.

- (e) Violation of this section shall be a Class C misdemeanor punishable by a fine not to exceed \$200.00 per day that the certificate is removed, moved or defaced and/or suspension of the food establishment permit for 30 days. The Health Inspector shall permit the owner to correct any non-critical infractions within no more than 24 hours or less. If the Health Inspector determines that the infraction is of an immediate threat to the public health, there shall be no grace period for correction. Repeat violations may result in higher point deduction.

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All mobile food units shall comply with the following regulations:

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- (b) All setback requirements in the underlying zoning district shall be adhered to. No mobile food unit, nor any associated seating areas, shall be located in a required zoning setback, buffer yard, access easement, drainage easement, floodplain, driveway, utility easement and/or fire lane(s).
- (c) There shall be at least ten feet of clearance between all individual mobile food units and at least ten feet of clearance from any mobile food unit to any structure.
- (d) Each mobile food unit and associated parking shall be located on an all-weather surface pad as approved by the building official.
- (e) The placement of the mobile food unit shall not impede traffic nor visually impair any motor vehicle operation within a parking lot, driveway or street.
- (f) Mobile food units shall provide at least 15 feet of clearance from any Fire Department connection or any fire hydrant.
- (g) All mobile food units and related activities must be located in compliance with the City's adopted fire code standards regarding the storage or dispensing of flammable combustible liquid or gas.
- (h) All food and beverage preparation shall take place within the mobile food unit.

Sec. 8-48. Mobile food courts prohibited

Mobile food courts, as defined by City Ordinance under Sec. 8-42, are prohibited.

Sec. 8-49. - Permits.

It shall be unlawful for any person to operate a food establishment or temporary food establishment in the City who does not possess a valid permit from the Health Inspector. Such permit shall be posted in a conspicuous place. Such permits are valid for one year and shall not be transferable. All permits expire in October of each year. All permits must be renewed within 30 days after expiration or they will be suspended. See Sec. 8-46(d) for mobile food unit permit and inspection requirements.

Sec. 8-50. - Fees.

- (a) The annual permit fee and reinstatement after revocation fee to cover the City of Shavano Park's cost incurred in conjunction with the inspection of food establishments located within the City shall be paid prior to issuance of such permit. Fees shall be established as follows:

Number of Employees	Fee
1—3	\$100.00
4—6	\$200.00
7—10	\$300.00
11—20	\$400.00
21+	\$500.00
Temporary establishments, per event	\$50.00

- (b) If at any time during the period of validity of any such permit additional persons are employed by an establishment, it shall be the duty of the person in charge to immediately notify the City of Shavano Park and if such an increase in personnel brings the establishment into a higher permit fee bracket, they shall pay the City the additional sum required. This charge and the charge for new establishments that start during the year will be prorated based on a 12-month calendar and divided based on the months remaining during the year.
- (c) Any mobile food units registered, inspected, and permitted by the City of San Antonio Health Department, Bexar County Environmental Services Department shall not be subject to any fees in this subsection.

Sec. 8-51. - Sanitation requirements.

(a) *Food establishments generally.*

- (1) All food establishments shall comply with all of the sanitation provisions set out in 25 Texas Administrative Code, Chapter 228 and Chapter 229.
- (2) Whenever a food establishment is constructed or extensively remodeled and whenever an existing structure is converted to use as a food establishment, properly prepared plans and specifications for such construction, remodeling or conversions shall be submitted to the City for review before work is begun. Extensive remodeling means that 20 percent or greater of the area of the food establishment is to be remodeled. The plans and specifications shall indicate the proposed layout, equipment arrangements, mechanical plans and construction materials of work areas, and the type and model of proposed fixed equipment and facilities. The City of Shavano Park will approve the plans and specifications if they meet the requirements of the rules contained in this article as well as the City of Shavano Park Code of Ordinances. Prior to opening for business, each new remodeled establishment will be inspected by the Health Inspector to insure compliance with this article.

(b) *Disease control.* No person who is infected with any disease in a communicable form or is a carrier of such a disease shall work in any food establishment or temporary food establishment. All provisions of 25 Texas Administrative Code, Chapter 228 and Chapter 229 shall be followed.

(c) *Temporary food establishments.* Temporary food establishments shall be constructed and operated in an approved manner. The Health Inspector shall approve a temporary food establishment only if it complies with the provisions of 25 Texas Administrative Code, Chapter 228.

Sec. 8-52. - Misdemeanor.

It shall be unlawful and constitute a misdemeanor for anyone to alter, deface, erase, obstruct or remove any card or notice posted by the regulatory authority or its authorized agent, for the purpose of enforcing this article or any of the food and sanitary laws and rules of the State of Texas or other applicable ordinances and regulations of the regulatory authority.

Sec. 8-53. - Violation; penalty.

- (a) Any person who violates any provisions of the State Rules and of this article shall, upon conviction, be guilty of a misdemeanor and shall be punished by a fine not exceeding \$2,000.00 and each and every day that the State Rules or the provisions of this article are violated shall constitute a separate and distinct offense.

- (b) As an additional remedy, the regulatory authority may seek any injunctive relief to which it may be entitled in law or in equity to enforce any of the provisions of this article.

Secs. 8-54—8-99. - Reserved.

VIII CUMULATIVE CLAUSE

That this ordinance shall be cumulative of all provisions of the City of Shavano Park, Texas, except where the provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event the conflicting provisions of such Ordinance are hereby repealed.

IX SEVERABILITY

That it is hereby declared to be the intention of the City Council of the City of Shavano Park that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of the Ordinances, since the same would have been enacted by the City Council without incorporation in this ordinance of any such unconstitutional phrases, clause, sentence, paragraph or section.

X PROPER NOTICE AND MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was adopted was open to the public and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government

XI EFFECTIVE DATE

This ordinance shall be effective upon passage and publication as required by State and Local law.

PASSED AND APPROVED on the first reading by the City Council of the City of Shavano Park this the 25th day of October, 2021.

PASSED AND APPROVED on the second reading by the City Council of the City of Shavano Park this the 22 day of November, 2021.

ROBERT WERNER, MAYOR

Attest:

TRISH NICHOLS, CITY SECRETARY

CITY COUNCIL STAFF SUMMARY

Meeting Date: February 28, 2022,

Agenda item: 6.4

Prepared by: Trish Nichols

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion /action - Adopting Resolution R-2022-003 to amend the City of Shavano Park Employee Handbook – City Secretary

X

Attachments for Reference:

- 1) 6.4a 2022 Employee Handbook Track Changes
- 2) 6.4b Resolution R-2022-003

BACKGROUND / HISTORY: City staff performs an annual review of the handbook to ensure the handbook remains a living document responsive to employee informational needs, managerial needs and legal compliance. The current Employee Handbook was approved by Council on April 27, 2020.

DISCUSSION: Attachment 6.6a is a track changes document from the February 28, 2022 Handbook. Attachment 6.6c is a clean version with all accepted changes from the track changes. This update is not a significant revision of the handbook. Changes included revisions based on City Attorney review, updating the updated organizational chart and 2022 holiday schedule.

Highlights of changes include:

Pages	Section	Change
6	2.62	Added bullying
21	4.6	Clarified probation periods for fire and police
32	5.7	Revised Emergency Situations, Essential Personal and Disaster Pay
33	5.8	Extended maximum leave slightly; adjusted months leave accumulates
35	5.9	Added Remote Work
36	5.10	Clarified doctor's note for sick leave
44	5.13	Clarified administrative leave
46	5.22	Added Police Officers Mental Health Leave
46	5.23	Added Paid Quarantine Leave
51	6.2	Clarified drug/alcohol testing
62	6.8	Clarified numerous IT Policies
72	7.5	Added Counseling guidance
73	7.5	Added Suspension
76	A	Updated Organization Chart

COURSES OF ACTION: Approve Resolution R-2022-003, provide further feedback or alternatively take no action.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: Approve Resolution R-2022-003 adopting revisions to the City of Shavano Park Employee Handbook



CITY OF SHAVANO PARK

EMPLOYEE HANDBOOK

Adopted by City Council

February 28, 2022

WELCOME TO THE CITY OF SHAVANO PARK

Welcome to the City of Shavano Park! We are delighted that you have chosen to join our municipality and hope that you will enjoy a long and successful career with the City of Shavano Park. As you become familiar with the City's vision and mission statement, we hope that you will take advantage of the many opportunities offered to you in order to enhance your career and further the City of Shavano Park's goals.

BACKGROUND

City Profile: On the edge of the Texas Hill Country, the City of Shavano Park is located in the San Antonio Metropolitan Area in northwest Bexar County, approximately 12 miles north of downtown San Antonio. Shavano Park is surrounded by the City of San Antonio. Generally, the City's boundaries are Loop 1604 on the north, Huebner Road on the south, Lockhill Selma on the west and Salado Creek on the east. This City land area size is 3.3 square miles of land. The City is composed of roughly 3,527 ~~4,030~~ residents and has approximately 181 ~~160~~ commercial businesses.

City History: The original Town of Shavano was established around 1881 along the Olmos Creek and served as a stagecoach and rail stop between San Antonio and Boerne. The area now occupied by the City of Shavano Park was part of the Stowers Ranch. In 1947, Wallace Rogers and Sons purchased the land for residential development starting in 1948. The city of Shavano Park was incorporated on June 19, 1956 as a general law city. The City has grown considerably from 167 residents in 1956 to roughly 3,527 ~~4,030~~ in the year 2020. Despite its growth the City retains its distinctive generous lots and rural atmosphere.

SPACE SAVED FOR RESOLUTION

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Attachment A – Organizational Flowchart
Attachment B – Official Holidays
Attachment C – Developmental Counseling Form

EMPLOYMENT ACKNOWLEDGEMENT

The City of Shavano Park (the “City”) Employee Handbook describes important information about the City’s personnel policies and procedures, and I understand that I should consult my supervisor and / or my Department Head regarding any questions not answered in the Employee Handbook. I have entered into my employment relationship with the City voluntarily and acknowledge that there is not specified length of employment. Accordingly, either I or the City can terminate the relationship at will, with or without cause, at any time.

With the exception of the City’s employment-at-will policy, all of the information, policies, and benefits described in the Employee Handbook are subject to change. I understand that revised information may supersede, modify, or eliminate existing policies. I agree that any conflicts or ambiguities in City policies and procedures will be decided by the City Manager.

Furthermore, I acknowledge that this Employee Handbook is neither a contract of employment nor a legal document, nor is it a waiver by the City of the employment at-will status of my relationship with the City.

I have received the Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained in it and any revisions made to it. I also understand that the policies in this Employee Handbook supersedes all prior written and / or oral City policies.

ACKNOWLEDGEMENT:

Signature

Print Name

Date



Section 1 – Introduction

1.1 PURPOSE

This Employee Handbook is designed to provide employees information on the policies of the City of Shavano Park. This handbook also serves to ensure a uniform application of City policies governing employees and replaces all previous employee handbooks or personnel manuals. Employees should read this document carefully to understand the responsibilities, rights and benefits of being an employee of the City of Shavano Park. Should any employee have questions as to the interpretation or understanding of any policy or practice, please make an appointment with your Department Director immediately. It is important that all employees have a full and complete understanding of the City of Shavano Park's personnel policies.

All Forms mentioned in *italics* in this handbook can be found on the City's servers in the shared drive at **S:\1 - Employee Handbook Forms & Policies** or by contacting the Director of Human Resources. This Employee Handbook does not constitute a contract of employment. Nothing in this handbook is intended to alter the continuing at-will status of employment with the City.

1.2 VISION STATEMENT

Shavano Park strives to be the premier community in Bexar County, preserving and celebrating its natural setting and small-town traditions amid the surrounding area's urban growth.

1.3 MISSION STATEMENT

The City of Shavano Park provides exceptional leadership and delivers exemplary municipal services in a professional, cost-effective and efficient manner to citizens, business owners and visitors to facilitate economic growth and enable an exceptional quality of life and workplace consistent with our small-town values and character.

1.4 STAFF ESSENTIAL TASKS

- Provide, Efficiently Use, and Protect Fiscal Resources
- Provide and Maintain Infrastructure
- Maintain a Superior Water System
- Provide Police Protection
- Provide Fire / EMS Protection
- Conduct Municipal Planning
- Enforce Ordinances / Standards consistently
- Provide Outstanding Customer Service to citizens, business owners and visitors



1.5 CITY VALUES

City employees are expected to uphold the following values:

- Honesty
- Integrity
- Accountability
- Excellence
- Professionalism
- Innovation
- Inclusiveness
- A commitment to open, clear and transparent communications and Government
- Responsiveness and Customer Service

1.6 CODE OF ETHICS

Employees of the City of Shavano Park have the trust of citizens who depend on the highest level of service. This level of trust creates a special responsibility for the employees of the City of Shavano Park. Therefore, employees are expected to maintain a high level of ethical standards, to act with integrity in all public relationships and to always conduct themselves in a manner which maintains public confidence. This is accomplished by following the City of Shavano Park's Code of Ethics as presented below.

Employees of the City of Shavano Park shall strive to uphold the Constitution, laws and ordinances of the United States, State of Texas, and the City of Shavano Park Code of Ordinances, and shall strive to be:

- Honest and trustworthy in what they say and write and in all professional relationships;
- Dedicated to providing quality services by being cooperative and constructive, and by making the best and most efficient use of available resources;
- Fair and considerate in the treatment of fellow employees and citizens, addressing concerns and needs with equity, granting no special favors;
- Committed to accomplishing all tasks in a superior way, and abstaining from all job behaviors that may tarnish the image of the City of Shavano Park;
- Cognizant that public and political policy decisions are the responsibility of the City Council; and
- Dedicated to the best customer/citizen services to improve the quality of life in the City of Shavano Park.

This Code of Ethics requires dedication to uphold. Employees and citizens will always be better served by doing what is right rather than what is expedient. Violation of the Code of Ethics, or any law of the State of Texas or the United States in the performance of an employee's duties can lead to discipline up to and including dismissal.



1.7 CITY GOVERNANCE AND MUNICIPAL MANAGEMENT

City Governance: The City of Shavano Park is a Type “A” General Law City governed by a Mayor and City Council that by election has adopted the City Manager form of government. The Mayor presides at meetings of the City Council and is the Chief Civic Representative of the City. The City Council functions as the legislative branch of the City government, provides policy for the conduct of municipal affairs, enacts ordinances, exercises budgetary authority and maintains oversight of the City government.

City Manager: Per Article III, Section 2-63 of the City of Shavano Park Ordinances the City Manager shall be the administrative head of the municipal government under the direction and supervision of the City Council. The City Manager is the Chief Executive Officer of the City of Shavano Park and is responsible for the day to day management of the City. The City Manager shall carry out the policies set by the City Council and enforce the ordinances of the City and the laws of the State of Texas.

Director of Human Resources: The City Secretary is the Director of Human Resources and reports directly to the City Manager. City employees should contact the City Secretary when the Director of Human Resources is described in this manual. Employees with finance related questions regarding payroll and insurance may contact the Finance Director for information.

Department Directors: Department Directors report directly to the City Manager and are responsible for the enforcement of the provisions of this manual as it relates to the supervision and administration of personnel in their departments. Department Directors will, in addition to their other duties, assure the maintenance of high standards of ethical and moral conduct among their personnel to reflect favorably on the City at all times. Department Directors are likewise responsible for the protection of all information which is created for or primarily used by their respective department. This responsibility includes the protection of computerized information which is placed in the custody of individual employees including authorizing access to all departmental information.

1.8 ORGANIZATIONAL FLOWCHART

The organizational chart will be approved annually by City Council and be updated in this handbook subsequent to City Council approval. See Attachment A – “Organizational Chart.”



Section 2 – General Provisions

2.1 PURPOSE OF EMPLOYMENT

The primary objective and purpose of the existence of the Shavano Park municipal government is to provide the most efficient, economical and courteous services possible to our citizens and business partners. Employees have been chosen for their positions because their individual job is very important in the overall mission to provide optimal City services. The City of Shavano Park is assured each employee has the knowledge, skills and abilities needed to help the City reach its primary objective. The City seeks to welcome each employee as an important and productive member of the organization.

2.2 EMPLOYMENT AT WILL

Employment with the City is not for a fixed or definite term. All employment by the City has been and continues to be at-will, except for those positions that may have a written contract approved by the City Council. That means that both the employee and/or **the City have the right to terminate employment at any time, with or without notice, and with or without cause.** This Employee Handbook does not constitute a contract of employment. Nothing in this handbook is intended to alter the continuing at-will status of employment with the City.

2.3 MANAGEMENT AUTHORITY AND ADMINISTRATION

This handbook is approved by the City Council of the City Shavano Park; Amendments to the Employee Handbook must likewise be approved by the City Council. The Handbook policies shall apply to all City employees, provided that the provisions may be varied in the case of an employee with a written employment agreement approved by the City Council. All employees must become familiar with and abide by these policies. General and final authority for personnel administration rests with the City Manager, with the exception of matters reserved to the City Council by State law or Ordinance.

No City of Shavano Park supervisor is authorized to modify this handbook for any employee or to enter into any agreement, oral or written.

2.3.1 Management Authority. The City Council may modify, revoke, suspend, interpret, terminate, or change any or all of its policies and procedures, in whole or in part, at any time. Policy administration rests with the City Manager and the City Manager reserves sole authority to administer City operations.



2.3.2 Departmental Policy and Procedural Requirements. City departments may develop policies and procedures consistent with City policies and procedures. Department policies and procedures that are operational and that do not relate to those in this handbook, or other approved operational manuals shall be reviewed and approved by the City Manager. Department Directors are responsible for obtaining the necessary review and approval prior to issuing such departmental policies and procedures. Departmental policies and procedures will not become effective until reviewed and approved by the City Manager.

2.3.3 Miscellaneous. Policies and procedures apply to all employees of the City, both on and off duty where applicable, unless otherwise indicated, restricted by proper authority, or prohibited by Federal, State and/or Municipal law.

Any statement in a policy and/or procedure found to be illegal, incorrect, and/or not applicable will not affect the validity and intent of the remaining content of such policy or procedure.

Any conflicts, questions, or ambiguities in City or departmental policies and procedures will be resolved by the City Manager. The City Manager may delegate rights and powers granted to him or her under these policies and procedures to the others as deemed appropriate in the City Manager's sole discretion.

2.4 MEDIA SPOKESPERSON

The City Manager will be responsible for handling all media inquiries. City Employees are required to refer all media inquiries to the City Manager. Failure to do so may result in discipline up to and including dismissal.

2.5 EQUAL EMPLOYMENT OPPORTUNITY

The City is an equal opportunity employer. Discrimination against any person in recruitment, examination, selection, appointment, rate of pay, promotion and transfer, retention, daily working conditions, testing and training, awards, compensation and benefits, disciplinary measures or any other aspect of employment because of age, race, religion, sex, national origin, citizenship, disability, genetics, veteran's status or other unlawful basis, is prohibited.

2.6 SEXUAL AND OTHER UNLAWFUL HARASSMENT

All City employees are entitled to a workplace free of unlawful harassment by management, supervisors, co-workers, citizens, and vendors. This means that each employee must be respectful of others and act professionally. City employees are also prohibited from harassing citizens, co-workers, volunteers, elected and appointed officials, vendors, and all other third parties.



2.6.1 Sexual Harassment. All types of sexual harassment are prohibited. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Sexual harassment does not require sexual attraction or interest. This policy prohibits sexual advances and requests for sexual favors, sexual jokes and innuendo; comments about bodies, sexual prowess, sexual preferences, sexual experiences or sexual deficiencies; leering, whistling, or touching; verbal abuse of a sexual nature, including insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures, including nudity and pornography; and all inappropriate conduct of a sexual nature, whether it be physical, verbal or visual conduct.

2.6.2 Other Prohibited Harassment. In addition to the City's prohibition against sexual harassment, harassment on the basis of any other legally protected characteristic is also strictly prohibited. This means that verbal or physical conduct that singles out, denigrates, or shows hostility or aversion toward someone because of race, religion, color, national origin, age, disability, genetics, veteran status, citizenship, or any other characteristic protected by law is also prohibited.

Prohibited conduct includes, but is not limited to, [workplace bullying](#), epithets, slurs and negative stereotyping; threatening, intimidating, or hostile conduct; denigrating jokes and comments; and writings or pictures, that single out, denigrate, or show hostility or aversion toward someone on the basis of a protected characteristic. Conduct, comments, or innuendoes that may be perceived by others as offensive are wholly inappropriate and are strictly prohibited.

[Workplace bullying occurs when an individual, or a group of individuals, repeatedly behaves unreasonably towards a worker, or a group of workers, and the behavior creates a risk to health and safety. It includes both physical and psychological abuse.](#)

This policy also prohibits while on duty or at work sending, showing, sharing, or distributing in any form, inappropriate jokes, pictures, comics, stories, etc., including but not limited to via facsimile, e-mail, cell phone or other electronic devices, social media, and/or the Internet, such as YouTube and Facebook. Online harassment will be treated the same as other types of harassment. Harassment



of any nature, when based on race, religion, color, sex, national origin, age or disability, genetics, veteran status, citizenship or any other characteristic protected by law is prohibited and will not be tolerated.

This policy applies to City employees interacting with other employees, elected and appointed officials, citizens, vendors, volunteers, and other visitors to the workplace.

2.6.3 Reporting and Handling Procedures. The City requires that employees report all perceived incidents of harassment, regardless of the offender's identity or position. Any employee who observes or otherwise learns of possible harassment in the workplace or who feels that harassment has occurred or has been subjected to conduct prohibited by this policy must report it immediately to your Department Director, the City Secretary, or the City Manager.

Any supervisor, manager, or Department Director who becomes aware of possible conduct prohibited by City policy must immediately advise the Department Director, City Secretary, or City Manager.

Under this policy, an employee may report to and/or contact the City Manager directly, without regard to the employee's normal chain of command. If an employee has a complaint related to the City Manager, the employee may report the issue to the City Secretary who will forward the complaint to the Mayor. If the City Secretary and City Manager are both involved in the complaint of harassment, the employee may make a written complaint to the Mayor.

Investigation. All reports of prohibited conduct will be investigated promptly and confidentially by the City Manager, or designated, as appropriate. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have other relevant knowledge. All employees are required to cooperate with the investigation and to maintain confidentiality.

In case of complaints against the City Manager, the City Council shall designate a third party to undertake the investigation.

Retaliation Prohibited. Retaliation against employees who make a good faith charge or report of prohibited conduct or who assist in a complaint investigation is prohibited. Acts of retaliation must be reported immediately as set out above.

Responsive Action. Misconduct constituting harassment or retaliation will be dealt with appropriately and promptly. Discipline, up to and including dismissal will be imposed upon any employee who is found to have engaged in conduct prohibited by this policy. Likewise, disciplinary action will be imposed in situations where claims of prohibited conduct were untruthful, fabricated or exaggerated or when employees are untruthful during an investigation.



Training. Employees of the City will receive harassment training upon hire with the City and on a regular basis in order to maintain a harassment-free workplace.

2.7 AMERICANS WITH DISABILITIES ACT

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

The City will provide reasonable accommodation to the known physical or mental impairments of an otherwise qualified individual with a disability if such reasonable accommodation will enable the individual to perform the essential functions of the position at issue. The City's obligation under this policy is limited to providing reasonable accommodations that will not result in undue hardship to the City.

Any employee seeking a reasonable accommodation for a disability that affects the employee's ability to perform the essential functions of the position shall make a written request to the City Secretary.

Employees who have a complaint involving potential violations of the Americans with Disabilities Act or ADAAA, including but not limited to harassment, discrimination, or failure to provide a reasonable accommodation, must immediately contact their immediate Supervisor, City Secretary, the City Manager or designee.

2.8 MEDICAL RECORDS PRIVACY

Federal law requires that the City maintain all employee medical information in separate, confidential files. Therefore, in addition to personnel files, the City maintains a separate medical file for each employee. Finance Department maintains these confidential medical files.

Examples of information that may be provided to the City by an employee or the employee's health care provider, and maintained in the confidential medical file, include:

- a note to justify an absence;
- a note to request a leave;
- a note to verify the employee's ability to return to work;
- medical records to support a claim for sick pay or disability benefits;
- insurance records;
- workers' compensation records; and
- medical history records



The City does not request genetic information from an applicant, employee, or health care provider. The City discourages health care providers from sending genetic information. Any genetic information inadvertently sent to the City will be returned to the employee or destroyed.

It is important that employees understand that the records are confidential but that the confidentiality may be waived when the employee provides medical information to the supervisor or Finance Director. When an employee provides information to the supervisor, the supervisor shall share the information only on an “as needed” basis with other members of management.

In addition to protecting their own confidential medical information, employees must also respect the privacy and confidentiality of their coworkers’ medical information. Employees are expected to use discretion and judgment when dealing with such information and are to refrain from passing along information, gossip, rumors or anything else that may constitute an invasion of a coworker’s privacy or breach of confidence.

2.9 SEARCH POLICY

The City may conduct unannounced searches or inspections of the work site, including but not limited to City property used by employees such as lockers, file cabinets, desks, and offices, computer and electronic files, social media sites, cell phones, pagers, text messages, whether secured, unsecured or secured by a lock or password provided by the employee.

All searches must be authorized and conducted under the direction of the City Manager. Employees who refuse to cooperate with a search may be subject to disciplinary action up to and including termination.

2.10 POLITICAL ACTIVITIES

City employees will not be appointed or retained on the basis of their political support or activities. City employees are encouraged to vote and to exercise other prerogatives of citizenship consistent with State and Federal law and these policies. No City employee is prohibited from becoming a candidate for public office. However, City employees may not:

- Use the employee’s position or office to coerce political support from employees or citizens.
- Use the employee’s official authority or influence to interfere with or affect the result of a campaign issue, an election or nomination for public office.
- Use working hours or City property to solicit or receive any subscription, contribution or political service to circulate petitions or campaign literature on behalf of an election issue or candidate for public office in any jurisdiction.



- Hold an appointive or elective office of public trust where service would constitute a direct conflict of interest with City employment, e.g. City of Shavano Park City Council, Boards and Commissions and certain Bexar County offices. Upon being elected or appointed to such an office, an employee must immediately resign or will be dismissed upon failure to do so.

2.11 VALID DRIVER'S LICENSE REQUIREMENT

The City requires that every employee who operates a City owned [or leased] vehicle, or who drives a privately owned vehicle while carrying out job duties, maintain a current valid Texas driver's license. ~~and an acceptable driving record as determined by the City.~~

Driving records will be checked prior to employment and, at City discretion, periodically throughout the course of employment. Applicants and employees are required to provide the City with any authorizations necessary for the City to perform such a check.

When a special classification of driver's license is required to operate City equipment, it is the employee's responsibility to maintain the required license.



Section 3 – Employee Compensation and Benefits

3.1. PAY PLAN

The City pays wages and salaries based upon the nature of the job performed and are competitive to payment plans for similar positions in the surrounding area. Annual base salaries are determined by the City Council.

3.2. ALLOWANCES AND CERTIFICATES

Allowances (such as phone or vehicle) are determined each year during the City's budget process. Allowances are available to those employees at the determination of the City Manager and Council during the budget process. Speak with your Department Director or Finance Director for details on City allowances.

Certain qualifications (such as those for Fire, Police and Water Utility professionals) are recognized as beneficial to the City and may be awarded with certificate pay. Certificate pay amounts are determined each year by City Council during the City's budget process. Speak with your Department Director or Finance Director for details regarding City certificate pay.

3.3. INSURANCE BENEFITS

All regular, full-time employees and their dependents are eligible for enrollment in the City's insurance benefit plans upon employment; coverage begins on the first day of the month following the date of employment. This insurance is effective as long as the employee remains on the fulltime payroll. The details of the City's insurance benefit plans are determined as a part of the City's annual budget process. Inquire with your Department Director or City Secretary for details on the City's current year insurance benefit plans.

3.4. GROUP HEALTH BENEFIT COVERAGE (COBRA)

COBRA is a Federal law that requires the City of Shavano Park to offer employees and their families the opportunity to extend temporarily their group coverage at group rates in instances where coverage under the employer's group health plan would otherwise terminate. *The employee is responsible for paying for the City's share of the premium in addition to current premium during a continuation of coverage under COBRA.*

Under COBRA, employees may elect COBRA continuation coverage for up to 18 months after termination of employment (unless the employee is terminated due to gross misconduct), or if an employee's hours are reduced so that the employee no longer qualifies for participation in the group



health plan. Under other circumstances, COBRA coverage is available for up to 36 months following a qualifying event. Employees must notify the City within 60 days of the occurrence of the employee's legal separation or divorce and of a covered dependent ceasing to qualify as a dependent under the medical plan.

Detailed COBRA notices are given to employees when an employee becomes eligible for participation in the City's group health plan and again when a qualifying event occurs. For more complete information on COBRA and your health plan, you should review your summary plan description or review a copy of the full health plan with the Finance Director.

3.5. EMPLOYEE ASSISTANCE PROGRAM (EAP)

Employee Assistance Program (EAP) provider is Deer Oaks EAP Services. They provide EAP Services for all employees and their dependents. The EAP benefit covers 6 confidential short-term counseling visits and is at no cost to employees and their families. The City has pre-paid for this benefit for all employees and their dependents.

The EAP benefit is not only free to all employees and their dependents, but it is also confidential. Deer Oaks EAP has considerable expertise and clinical knowledge possessed by its clinicians and numerous convenient locations.

The EAP can assist with many different types of problems. Among these are stress, depression, anxiety, workplace difficulties, substance abuse, marital problems, family or parenting conflicts, grief, violence and unhealthy lifestyles. The EAP can also provide additional assistance with, and tools & referrals for:

- Childcare and Eldercare Resources with Referrals
- Financial and legal issues
- Free Interactive online simple will
- Retiree Assistance
- Moving Resources/Checklist
- ID Recovery

Deer Oaks EAP is available when you need it, 24 hours a day, 365 days a year. Deer Oaks will also coordinate with City of Shavano Park's Health Plan for cases that require treatment under your medical benefit. For additional information or a referral to a provider located nearest you please call EAP toll-free at 1-866-327-2400. Online tools are available at: www.deeroakseap.com with login & password: shavanopark.

The City of Shavano Park is committed to the health and well-being of its employees and their family members and encourages the utilization of this important benefit.



3.6. RETIREMENT

3.6.1. Texas Municipal Retirement System. The City participates in the Texas Municipal Retirement System (TMRS), which provides retirement benefits to eligible employees. All regular full-time employees are required to join TMRS. Employees completing five (5) years of employment will be vested in the TMRS. All regular employees working twenty (20) hours or more per week are required to participate in TMRS. Temporary employees, and part-time employees working less than one-thousand (1,000) hours per year, are not eligible to enroll in the retirement system.

Employees covered under TMRS are required to contribute 7% of the employee's pay to the member's account. The City of Shavano Park matches the employee contribution at a 2 to 1 rate. All amendments and additions to such system enacted by the City Council are continued in full force and effect. Employees are provided retirement benefits upon meeting TMRS eligibility and plan requirements. Specific TMRS plan requirements and provisions can be obtained from the City Secretary or TMRS.

3.6.2. Social Security. Your earnings from this job are not covered under Social Security. All employees must sign Form SSA-1945, *Statement Concerning Your Employment in a Job Not Covered by Social Security*, prior to employment. This form explains the potential effects of two provisions in the Social Security law for workers who also receive a pension based on their work in a job not covered by Social Security.

3.7. WORKERS' COMPENSATION

Workers' compensation is designed to cover the costs associated with injuries resulting from identifiable and specific accidents, injuries or job-related illnesses occurring during the course and scope of one's employment. It is not designed to cover ordinary diseases of life. All employees and volunteers of the City are covered by workers' compensation insurance.

An employee injured on the job may be eligible for workers' compensation benefits, which may cover the cost of hospitalization, doctors, treatment, prescription drugs and other related expenses, to include possible partial salary continuation.

Injuries not directly related to or caused by a specific accident or incident that occurred in the performance of the employee's job duties for the City, injuries occurring while an employee or volunteer is working or volunteering for an employer or organization other than the City, and / or injuries occurring during self-employment, are not covered under the City's workers' compensation plan.

3.7.1. Accident and Injury Reporting Procedures

- 1) **If an employee is injured on the job or feels that the employee has an illness or injury caused by work, the employee must stop working and report the condition to the**



employee's Supervisor. Failure to report such an injury or illness no later than twenty-four (24) hours after learning of the injury was reported or no later than 9 a.m. on Monday for injuries occurring over the weekend may disqualify the employee from receiving benefits.

- 2) The supervisor may refer the employee for medical treatment, if necessary, from either the Shavano Park Fire Department EMS (dial 9-1-1 in emergencies) and/or the approved doctor list, as provided by the Texas Department of Insurance at www.pswca.org/workers.html. Every injury, regardless of its severity, must be reported by the employee to their Supervisor.
- 3) The employee's supervisor will initiate a thorough investigation into the cause and circumstances of the accident causing the injury, including interviewing all witnesses and preparing a detailed written report explaining the facts of the accident that occurred.
- 4) The supervisor must submit the *Employers First Report of Injury or Illness Form (DWC Form-1)* and any other related information to the Director of Human Resources no later than twenty-four (24) hours after learning of the injury was reported or no later than 9 a.m. on Monday for injuries occurring over the weekend.
- 5) If the employee's supervisor has reason to believe that an injury has been reported that is not directly related to or caused by a specific accident or incident occurring in the performance of the employee's assigned job duties, the supervisor must advise Director of Human Resources of these circumstances. The decision of whether or not an injury will be covered by workers' compensation will be made by the Political Subdivision Workers' Compensation Alliance and not by the City.
- 6) For every doctor's office visit, the employee is required to obtain from his doctor a completed *Fit for Duty Form*, which includes the employee's diagnosis, when the employee is expected to be able to return to work, the employee's restrictions and the date of the employee's next appointment. *A Fit for Duty Form completed by a doctor must include duties required specific to each employee's job description.* It is the employee's responsibility to ensure that a copy of the *Fit for Duty Form* is forwarded to their supervisor. Failure of an employee to report an on the job injury to their supervisor may result in disciplinary action, up to and including termination of employment.

3.7.2. Returning to Work. The employee is to return to work immediately after treatment unless the employee's physician will permit neither regular duty nor modified duty. The employee must have a written release from the doctor to return to work and the release must specify any restrictions.

The City does not guarantee the availability of a modified duty opportunity. However, the employee must accept any modified duty assignment that is offered, including an assignment in another department.



All modified duty assignments must be approved by the Director of Human Resources to ensure compliance with the City's policies, the physician's restrictions/release and with all applicable laws.

3.7.3. Reasonable Time Period. Subject to other restrictions, limitations and earlier terminations as applicable in particular circumstances, the City will hold open an employee's position, following an injury or illness that occurred while performing official job duties or conducting City business, for a reasonable time period if holding the position does not result in undue hardship on the City. At the end of the reasonable period of time, should the employee still be unable for any reason to perform the essential duties of the job, with or without accommodation, the employee's position may be filled and the employee may be considered for a vacant position for which the employee is qualified and released from the physician to perform. If no vacant position is available for which the employee is qualified, if not selected to fill the vacant position or if the employee declines to accept another position, employment with the City will be terminated.

3.8. TRAVEL COMPENSATION

The City will reimburse, all reasonable and necessary expenses incurred by an employee when the employee travels on City-related business in accordance with this policy. Before an employee travels for training a request (CM Directive 16-02) must be completed and approved by the employee's Department Director and the City Manager not later than two weeks before date of training session. All out of state travel must be approved by the City Manager. Department Directors shall ensure travel expenditures comply with procedures as outlined and review and approve all necessary documents concerning travel. [Travel shall be defined as travel outside of a 60-mile radius to the City of Shavano Park or travel of more than 30 miles outside the city radius that exceeds more than three \(3\) days in duration.](#)

Employees should use the most economical means available when using City funds.

Itemized receipts must be provided for the following expenses:

- Hotel & Lodging
- Event attendance costs
- Training course agenda / itinerary

Receipts must be an itemized copy from the vendor and not just the credit card slip/balance due. *Failure to submit itemized receipts will render those expenses non-reimbursable.*

3.8.1. Transportation. The most efficient and economical mode of travel must be used. Air travel arrangements are to be made by each department. After approval by the City Manager, air travel must be booked at the most discounted fare basis whenever possible. When authorized, an employee using a personal vehicle on City business shall be paid the IRS mileage reimbursement rate in effect at the time of travel. Compensated mileage will be determined by miles between City Hall and the



travel destination rather than between the employees' home and the travel destination. The City does not compensate travel mileage for a trip under 50 total miles. Reimburse mileage will be based on the most direct route from City Hall to destination. Commuting mileage from hotel to destination will not be reimbursed. In instances of approved private vehicle use, reimbursement will also be made for mileage tolls and parking fees. Receipts are required for toll and parking fees, as well as for taxi cabs, limos, and other modes of transportation. The City will pay for rental vehicles upon written approval of the City Manager. The City will not reimburse an employee who uses their own airline miles or other travel benefits for work travel.

3.8.2. Pay for Travel. Non-exempt employees are paid their normal hourly pay rate for time spent traveling while conducting City business. If the travel occurs during the normal working hours of a non-exempt employee, even on nonworking days, the time is compensable. Travel time that occurs outside of regular working hours where the employee is a passenger and free to relax does not count as hours worked. However, if the non-exempt employee is required to drive or perform pre-approved work by their Director, then the time is compensable. Home-to-work travel is not compensable hours worked. Travel time as a passenger outside of regular working hours is not considered work time.

3.8.3. Lodging. Expenses for lodging are to be at the single room rate, unless an employee is approved in advance for double occupancy. Extra charges for room service will not be paid by the City. An itemized hotel receipt must be provided, including detail for any service charges to be paid/reimbursed by the City. Lodging may be approved by the City Manager for period prior to event depending on the distance required for travel from the City.

3.8.4. Meal Allowance. Meals and incidental expenses will only be paid on a per diem basis and based on rates established by the U.S. General Services Administration for the current fiscal year (www.gsa.gov). If neither the city nor county is listed, the rate for meals and incidental expenses will be the standard CONUS destination rate.

3.8.5. Non-Allowable Expenses. Expenses or charges for the following will not be reimbursed and must be paid for by the employee:

- a. In-hotel pay television, movies or other entertainment
- b. Dry cleaning and laundry;
- c. Health club and spas;
- d. Expenses of a spouse;
- e. Alcoholic beverages;
- f. Personal long-distance telephone calls; and
- g. Other items of a personal nature.

3.8.6. Compliance. Abuse of this policy, including falsifying expense reports or submitting false claims, will result in disciplinary action, up to and including termination of employment.



3.9. DEFERRED COMPENSATION

Participation in a 457 Deferred Compensation program is offered through the City's relationship with the International City/County Management Association (ICMA) Retirement Corporation.

The program provides regular employees the option to defer part of their salary for payment at a future date. The deferral allows the employee to enjoy a tax savings by reducing their taxable income and therefore their tax liability in the year of the deferral. Deferred income is taxable upon receipt of the benefits. All deductions must be made in accordance with a signed participation agreement. More information on this plan can be obtained from the Finance Director.

3.10. TUITION REIMBURSEMENT PROGRAM

As the budget permits, the City may reimburse a regular full-time employee for tuition, books and fees for pursuing a course of study to improve his/her skills and knowledge in a discipline directly related to his/her position. An employee who is considering such a course of study should meet with the Finance Director for the availability of these benefits for the fiscal year. Department Directors shall determine if a course is directly related to an employee's position and forward a recommendation for reimbursement to the Finance Director. In order to qualify for reimbursement, an employee must present a copy of the receipt showing that the tuition has been paid and a report card showing a final passing grade for the course.

The City may reimburse up to \$150 per course not to exceed four courses per calendar year or \$600 a calendar year towards a trade school to each full-time employee who provides the proper documentation. Employees cannot "bank" additional courses beyond the four courses per calendar year limit from one calendar year to another.

3.10.1. Requirements.

- a. Employee must be pursuing within their current work-related position excluding all prerequisite/basic courses, a college diploma at an accredited college or university or pursuing a GED or a trade school certification.
- b. Must pass the course with at least a "C" grade.
- c. Must be an active employee on City payroll at the time of reimbursement request.
- d. Reimbursement request must be submitted within 30 days of completion of courses.
- e. Eligible items for reimbursement include: Tuition, Official College & university fees such as lab, library, technology, etc., and Books.

3.10.2. Procedure.

- a. After final grades are distributed—submit copy of grades and paid invoices and other pertinent documents to the Department Director. The Department Director will forward through the



Finance Director, the packet with a recommendation to the City Manager for approval or disapproval,

- b. City Manager will review and approve all submissions delivered from Department Directors.



Section 4 – Staffing and Development

4.1. PERSONNEL RECORDS

The Human Resources Office will maintain all personnel records for active employees. Personnel records of inactive employees will be maintained in accordance with the City's Records Management Policy. Personnel Records for Public Safety employees will be kept in accordance with State and Federal law.

An employee's personnel records are available for inspection by the employee. The employee, the employee's immediate supervisor, the Department Director, the City Manager or their designee, the Mayor and City Council members are authorized to view an employee's personnel file.

Department Directors and other City employees are not permitted to release information regarding a former employee's employment with the City of Shavano Park. Public Information Requests on employee records should be forwarded to the City Secretary and will be handled in accordance with State law.

4.2. RECRUITMENT AND SELECTION

As an Equal Opportunity Employer, the City of Shavano Park will conduct its staffing activities in accordance with State and Federal laws and regulations. The City of Shavano Park will not unlawfully discriminate in either selection or advancement of any employee or prospective employee.

Job Vacancies. When a vacancy occurs within a department for any reason, or notice is given of a resignation, the Department Head will furnish Human Resources with the original letter of resignation and the necessary information to hire for the vacancy. Upon job vacancy, the Department Director will coordinate with City Secretary and City Manager to fill position. The City will normally try to fill openings by promotion from within, if qualified internal applicants are available. The position may be posted internally for five days before the position is posted externally. The City Secretary will post and advertise the position on the City's official website, as well as other media as deemed appropriate.

All City employees who meet a job's qualifications are encouraged to apply for the job posting. Individuals, and current employees, applying for a vacant position will be required to complete the official *City of Shavano Park Application for Employment Form*.

Department Directors are encouraged to advertise the vacancy at academic institutions, trade schools, in trade journals and other publications as well as other media as deemed appropriate by



the City Manager which may generate candidates for the vacancy. The City Secretary will assemble the applications/resumes from interested individuals and forward them to the Department Director for evaluation and interviews. The Department Director will forward to the City Secretary all applications including the top three candidates for final processing and background investigation. The Department Director will present recommendations to the City Manager for final determination of an employment offer to a candidate.

4.3. NEPOTISM

No person related up to the 2nd degree by marriage or 3rd degree by blood kinship to the City Manager, Mayor, or any member of the City Council, shall be appointed to or employed in any position in the City. No person related up to the 2nd degree by marriage or 3rd degree by blood kinship to any employee of the City of Shavano Park shall be employed in any position within the same department. Figure 4.3 lists blood kinship and marriage degrees of relationship.

Figure 4.3. Blood Kinship & Marriage Relationships prohibited by City.

Blood Kinship	1st Degree	Father & Mother, Son & Daughter
	2nd Degree	Grandfather & Grandmother, Brother, Sister, Grandson & Granddaughter
	3rd Degree	Aunt, Uncle, Niece, Nephew, Great Grandson & Great Grand daughter, Great Grandfather & Mother
Marriage	1st Degree	Spouse, Father-in-Law, Mother-in-Law, Daughter-in-Law, Son-in-Law
	2nd Degree	Spouse's Grandfather & Grandfather, Brother-in-Law, Sister-in-Law, Spouses' Grandson & Granddaughter, Brother / Sister's Spouse

In the event of a marriage between two City employees, a promotion, reorganization, or any other situation giving rise to a relationship prohibited by this policy, one or both of the affected employees must immediately seek a transfer to another available position within the City for which the employee is qualified. If a suitable transfer cannot be made within ninety (90) days of the event giving rise to a relationship prohibited by this policy, one or both of the affected employees will be required to resign from employment.



4.4. ORIENTATION

Individuals selected for employment with the City of Shavano Park must complete an orientation session. The City Secretary and Finance Director will provide information about employment with the City to include personnel policy information. Meetings will be scheduled with senior staff for additional operational overview.

4.5. ASSESSMENT PERIOD

Prior to being designated as a permanent regular employee, an employee shall go through an assessment period of ninety (90) days after first day of employment. [Police and Fire Departments have specific probationary periods for employees assigned to their departments. Police and Fire department employees should refer to their department's policy for probationary periods and requirements.](#) The assessment period provides a specific time frame for supervisors to monitor, evaluate and assist an employee in adjustment to service with the City of Shavano Park. The assessment period allows for identification and retention of employees who demonstrate the skills and meet the performance levels required of various positions.

The Department Director and subordinate supervisors are responsible for evaluating the job performance of the new employee using the *Performance Appraisal Form*. Upon commencement of employment, the supervisor and the new employee will review the position job description and the performance evaluation criteria to be used during the assessment period. During the assessment period, the supervisor and the new employee will periodically review work performance and outline satisfactory or unsatisfactory performance. Supervisor must note areas of improvement recommended for continued employment. The employee should be advised before the end of the assessment period whether or not he/she will be retained or terminated. If an employee is to be retained, a *Personnel Action Form* is sufficient notice of retention. If the employee is to be terminated, the *Personnel Action Form* effecting the termination must be accompanied by the appropriate documentation. Successful completion of the assessment period does not change the at-will status of the employee.

4.6. EMPLOYMENT STATUS (CLASSIFICATION)

The City classifies City employees for the purpose of employment status and benefit eligibility as follows:

- a. **Assessment Period.** A full-time or part-time employee during the performance orientation period of initial employment, promotion, or transfer. This period lasts ninety (90) days. [Police and Fire Departments have specific probationary periods for employees assigned to their](#)



departments. Police and Fire department employees should refer to their department's policy for probationary periods and requirements.

- b. **Regular full-time.** An employee in a budgeted position with an officially scheduled work week of 40 hours or more each workweek (except for certain Fire and Police shift personnel who have different work cycles) who has successfully completed the initial orientation period. Generally, regular full-time employees are eligible for the City's full benefits package, subject to the terms, conditions, and waiting periods of each benefit program. Regular full-time employees are required to participate in the Texas Municipal Retirement System (TMRS).
- c. **Regular part-time.** An employee in a budgeted position with an officially scheduled work week of 20 or more hours but less than 40 hours who has successfully completed 3 months of active service with the City. Regular part-time employees who work more than 20 hours per week accrue certain benefits on a pro rata basis and, who work at least 1000 hours in a year, are eligible to participate in Texas Municipal Retirement System.
- d. **Temporary.** An employee is employed for only a specific time period, for a special assignment, or as an interim replacement. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary and seasonal employees retain that status unless and until notified of a change in writing by the City Secretary. Temporary and seasonal employees receive all legally mandated benefits (such as workers' compensation insurance coverage) but are not eligible for the City's other employment benefits. Temporary employees who are placed with the City but who are actually employed by a temporary staffing agency must look to the temporary staffing agency to determine what benefits are provided. Such employees are not eligible for benefits from the City and are not eligible for participation in TMRS.
- e. **Reserve Firefighters / Police.** An individual who is employed by the City for select shifts in the Fire and Police Departments. A Reserve **Police Officer** ~~Policeman~~ or Firefighter does not receive any compensation or earn any benefits for shifts worked. Reserve **Police Officer** ~~Policeman~~ or Firefighters do fall under the City's Workers' Compensation while on duty. Reserve Police Officers and Firefighter's shall consult their respective departments polices as each department mandates minimum and maximum requirements for their reserve components. ~~Hours of employment shall not exceed eight (8) hour per day nor 1,000 hours per year. Members of the Police Reserve Force shall serve at the discretion of the Chief of Police and may be called into active service at any time the Chief of Police and/or Mayor considers it necessary to have additional police officers to preserve the peace and enforce the law. Reserve Policeman should work a minimum of 24 hours in a month to maintain Reserve Police status with the City of Shavano Park.~~



- f. **Volunteers.** Volunteers are not employed by the City in any capacity. Volunteers elect to donate their time and services as a volunteer for the City without any expectation of compensation. Volunteers are not paid, are not entitled to any benefits, but are covered by worker's compensation.

In addition to being in one of the above categories, each employee is also designated as either exempt or nonexempt from Federal and State wage and hour laws. Employees are informed of their status as exempt or nonexempt at the time of their initial employment, or subsequently if their classification changes for any reason. An employee's exempt or nonexempt classification may be changed only upon written notification by City Secretary.

Employees may also be classified as Shift or Non-Shift employees. Non-Shift employees are nonexempt employees who work during normal City hours of operations (8 a.m. to 5 p.m. Monday through Friday). Shift employees are nonexempt employees who follow a work schedule that is outside of the typical 8 a.m. to 5 p.m. business day. Ask your supervisor to if you are unsure of your status as a shift or non-shift employee.

4.7. TRAINING AND DEVELOPMENT

To meet individual and organizational needs, the City will provide training and development opportunities to encourage performance, prepare employees for new or increased responsibilities, extend opportunity for growth and development, and promotion of the most qualified individuals. To request approval for training, an employee must complete *Training Authorization Form* as required by 16-02-CM Directive.

4.8. OUTSIDE EMPLOYMENT

The acceptance of another job while in the employment of the City of Shavano Park is permissible as long as the following considerations are met:

- a. The full-time employee must notify their supervisor with the *Outside Employment Form* and receive written approval annually from the City Manager prior to the acceptance of other employment and whenever the nature of such employment changes. A copy of the written approval shall be kept in the employee's personnel file.
- b. Outside employment may not conflict with the best interest of the City.
- c. Outside employment must be terminated if it adversely affects the employee's attendance or performance of the employee's duties.
- d. An employee who refuses to discontinue outside employment is subject to release, based on prior warning by the supervisor.



4.9. ANNUAL PERFORMANCE REVIEW

All employees of the City of Shavano Park will be evaluated on an annual basis. The performance evaluation period will commence on March 1st of each calendar year and end on the last day of February of each calendar year. The process for employee evaluation is as follows:

- a. The evaluation period will be for the period beginning March 1st and ending on the last day of February.
- b. Supervisor and employee will meet in March of each year to review the *Performance Appraisal Form*. The form will outline evaluation criteria and job expectations established for the position occupied by the incumbent. Supervisor and employee will sign the *Performance Appraisal Form*.
- c. Department Directors will review and approve the *Performance Appraisal Form*.
- d. Final approval of the City Manager is required.
- e. During the evaluation period, supervisor and employee will periodically review work performance and outline areas of unsatisfactory and satisfactory performance.
- f. During the final month of the evaluation period the supervisor will complete the final performance evaluation for review by the Department Director. If the employee disagrees with the final evaluation, employee may discuss the evaluation with the Department Director.

All records maintained by the Human Resource Office in connection with the performance of individual employees shall be considered confidential. Access to performance records is limited to the employee, his/her immediate supervisors, and individuals authorized by the City Manager.

4.10. PROMOTION / DEMOTION / REASSIGNMENT / TRANSFERS

Dependent on the staffing plan and on available positions, promotions, demotions, reassignments and reclassifications will be made on the basis of skills, abilities and demonstrated performance of City employees.

4.10.1. Promotion. Promotion of all employees will be accomplished after careful consideration and thorough review of an employee's qualifications, performance appraisals, work history, and demonstrated abilities. A promotion shall take effect with as little undue disruption of departmental operation as possible. Promoted employees shall serve a ninety (90) day evaluation period effective the date of promotion. [Police and Fire Departments have specific probationary periods for employees assigned to their departments. Police and Fire department employees should refer to their department's policy for probationary periods and requirements.](#) Employees who fail to



complete the evaluation period shall have their promotion revoked and returned to a position equal to the one held prior to the promotion where possible. All promoted employees shall receive all rights, privileges, benefits and responsibilities attendant to the position. Employees are not eligible for promotion during the evaluation period without special approval from the City Manager.

4.10.2. Demotion. Demotion of all employees may be accomplished at any time an employee fails to meet performance standards for his/her position. Before demotion, an employee must be informed of and understand the standards by which he/she is being judged. Before demotion, an employee, if possible, may be counseled and given sufficient time to correct any existing deficiencies.

4.10.3. Reassignment. Voluntary reassignments may be requested by an employee. Lateral reassignments may be initiated by a Department Director when the best interest of the City is served by such action.

4.10.4. Transfers. To provide maximum opportunity for advancement to all employees and to promote optimum staffing, the City will encourage the transfer of employees between City departments. No acts of discrimination shall result from transfer requests. All employees are eligible to apply for transfers to currently vacant positions.

4.11. SEPARATIONS / EXIT PROCESS

A Department Director may recommend the termination of an employee for cause and must furnish the City Manager with an explanation for the recommendation of dismissal. The City Manager will make the final determination on the dismissal of an employee.

Resignations. An employee who chooses to resign must submit a resignation in writing to the Department Director at least ten (10) working days before the effective date of the resignation. An employee who gives less than ten (10) working days' notice may forfeit eligibility for rehire and unused annual leave. After approval by the Department Director, the resignation will be forwarded to the City Secretary with any other appropriate documentation.

Retirements. An employee who is eligible for and chooses to retire, shall submit notice of their retirement to the Department Director as soon as possible. The Department Director shall direct the employee to meet with Human Resources in order to accomplish all required paperwork for retirement.

Exit Process. The exit process consists of the following steps:

- a. Inform your supervisor in writing of intent to separate employment with the City.



- b. Department Director/supervisor will ensure that all issued City property, to include all City identification badges and uniforms is returned.
- c. The Department Director will schedule for the employee a meeting with the City Secretary so the employee can receive information on benefits, etc.
- d. In cases where issued equipment is not returned – the City may recover cost through payroll deduction.

Exit Interview – regardless of the reason for the separation of employment with the City of Shavano Park, the employee is required to complete an exit interview. The exit interview will be conducted by the City Secretary. Separating employees will complete the *Exit Interview Form*. After the interview, the City Secretary will be required to complete a report that outlines the discussions held during the exit briefing.

The purpose of the exit interview is to finalize all compensation due to the employee, return city equipment, provide explanation of any continuing benefits (such as contact information for employee retirement, insurance and optional benefit coverages), to review time employed and give the employee the opportunity to provide feedback.



Section 5 – Time and Attendance

5.1. TIME AND ATTENDANCE

Normal working hours for most regular full-time employees, including non-shift employees in the Fire and Police Departments, 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 work week. Fire Department shift personnel work 48-hour shifts with shift hours from 7:30 a.m. to 7:30 a.m. the following 2nd day. Police Department shift personnel work 12-hour shifts with shift hours from 6 a.m. to 6 p.m., and 6 p.m. to 6 a.m. respectively. Public Works / Water Department employees' normal working hours are 8:00 a.m. to 5:00 p.m. with additional on-call status periods for non-normal working hours as determined by the Department Director. [Department Directors will periodically review schedules with the City Manager.](#)

Employees shall not work in excess of forty (40) hours per work week without the prior approval of a Department Director [or their designee](#). Department Directors have authority to slightly modify standard 8:00 a.m. to 5:00 p.m. work day times to accommodate employees [or to fulfill departmental work goals](#).

For time recording purposes, Department Directors are required to log the actual hours worked by each employee within their department. This log will be the basis for processing payroll and compensation for employees. The Department Director or designee validates the number of hours worked by all employees for compensation to be received. Each Department Director or designee is responsible for ensuring that all hours worked and leave time taken are reported in the individual department's records and the employee's personnel file.

Employees are required to be at their place of work in accordance with departmental work schedules. Any employee who fails to report, is habitually tardy, leaves the work place without prior authorization or misuses leave may be subject to disciplinary action. All departments shall maintain attendance records and Department Directors are responsible to submit this documentation to the Finance Office during the payroll period. The Finance Office shall have the responsibility to account for leave accruals and leave utilized by City employees.

5.2. BREAKS

The City allows rest breaks as authorized by an employee's immediate supervisor [or department policy](#) during the course of each work day to prevent undue fatigue and comply with applicable laws.



Rest Breaks. Full-time employees may, depending on individual departmental work schedules and the discretion of their supervisor, take up to two fifteen-minute, paid breaks each day, one during the first part of the work day and the other during the latter part of the work day. Breaks may not be combined. Time spent on rest breaks will be compensated as hours worked. An employee is expected to be punctual in starting and ending breaks and will be subject to disciplinary action for tardiness.

Meal Periods. Full-time employees (excluding most Police and Fire Department employees) are normally provided a one-hour unpaid meal break near the middle of the workday. Meal periods may be staggered by the Department Director in order to minimize departmental interruption. Supervisors will provide employees with the starting and ending times for their specific meal periods. Employees will be relieved from work responsibilities during unpaid meal breaks. Employees may not extend meal breaks beyond their assigned period. [Police and Fire Department employees shall refer to their respective department policy for meal break standards.](#)

Break Time for New Mothers. Nursing mothers will be provided with reasonable unpaid break time to express breast milk for up to one year after the birth of a child in accordance with applicable law. If an employee needs time beyond the usual lunch and break times, the employee may use vacation or make up time as approved by supervisor. Employees and supervisors are expected to agree, in advance, upon a break schedule and how the time will be counted or made up. A private room will be provided for nursing mothers to use. Employees who have a private office may use it if they prefer.

Supervisor Responsibility. Supervisors are responsible for scheduling the time for employee rest and lactation breaks and should take into consideration the work load and nature of the job performed. Whenever necessary, the supervisor may change the frequency and length of rest breaks.

Practices Not Permitted. The following practices are not permitted uses of rest breaks:

- combining two daily breaks into one thirty (30) minute rest break;
- "banking" rest period time from day to day;
- saving rest period time to extend lunch periods or shorten the scheduled work day; or
- requesting compensatory time off or overtime pay for work performed during rest period time.

5.3. OFFICIAL HOLIDAYS

The Official Holidays will be approved annually by City Council and be updated in this handbook subsequent to City Council approval. See Attachment B – “Official Holidays”. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.



Ineligibility for Holiday Pay. Non-Police and Fire employees who are absent without authorized leave on the day immediately preceding or following a scheduled holiday will not be paid for the holiday unless a doctor's note is provided to Department Director.

Holiday Occurring During Vacation Leave. A holiday that falls within an employee's vacation period will be counted as holiday in lieu of a day of vacation.

Separating Employees. Except in extraordinary situations, separating employees will not be allowed to use a holiday as their final day of employment. Exceptions must be scheduled and authorized in advance by the Department Director.

Other Religious Holidays. Employees may request an approved absence to celebrate a religious holiday that is not a scheduled City holiday. If approved, the employee must charge the time to vacation, compensatory time, or an excused absence without pay.

Holiday Pay During Workers' Compensation Leave. An employee on worker's compensation leave will receive holiday pay.

Fire and Police Holiday Compensation Time. Police Officers and Firefighters who are shift employees (ask your supervisor if you are not sure of your status) accrue 8 hours of holiday time for each City Holiday. This holiday time can be accrued to a maximum of 168 hours. Any holiday time accrued below the 168-hour cap can carry over into the next calendar year. Holiday compensation time should be used prior to using vacation leave in most situations. Holiday compensation time, when used by a Fire or Police shift employee, counts towards hours worked for the purposes of overtime. This holiday compensation occurs whether or not the employee was on duty for the holiday for any reason other than an unauthorized absence. If a Police or Fire employee is absent without authorization during a holiday, they do not receive the holiday time accrual.

5.4. OVERTIME AND COMPENSATORY TIME

5.4.1. Overtime. The City's policy is to keep overtime to a minimum. All overtime shall, except in emergencies, have ~~prior written~~ approval by the Department Director or designee. Overtime compensation is paid to all non-exempt employees in accordance with Federal and State wage and hour requirements. Exempt employees are not paid overtime compensation.

Non-exempt. When the City's operating requirements or other needs cannot be met during regular working hours, non-exempt employees may be scheduled to work overtime, at the request of the



Department Director. When possible, advance notification of mandatory overtime assignments will be provided. Overtime assignments will be distributed as equitably as practical to all nonexempt employees qualified to perform the required work. Refusal or other failure to work mandatory overtime may result in disciplinary action up to and including termination of employment. Overtime work is otherwise subject to the same attendance policies as straight time work.

Official City Holidays falling during the normal work week, Monday-Friday, are counted as hours worked towards overtime pay for non-shift employees. ~~Holiday Compensation Time for Police and Fire shift employees are counted as hours worked towards overtime pay.~~ No other forms of leave besides Jury Duty (page 35) is considered towards overtime pay.

Generally, except for Fire Department shift employees and Police Department employees engaged in law enforcement activities, overtime pay for non-exempt employees is at the rate of 1-1/2 times the employee's regular hourly rate of pay for hours actually worked in excess of 40 in the City's workweek. (The City's workweek begins at 8:00 a.m. on Monday and ends at 8:00 a.m. the following Monday.) An employee's regular hourly rate includes all pay incentives, such as longevity, assignment pay, etc. Fire personnel are paid overtime based on a work cycle of 27 days and Police personnel are paid overtime based on a work cycle of 14 days under Section 207(k) of the FLSA.

5.4.2. Compensatory time. Compensatory time off (Comp time) may be awarded by the Department Director in lieu of overtime for employees who worked more than forty (40) hours in a work week and agree to accept compensatory time off in lieu of overtime pay. Compensatory time is awarded at a rate of one and one-half (1 ½) times the number of hours worked in excess of forty (40) hours. Compensatory time used during the week is taken at a 1:1 ratio. The City discourages the accumulation of compensatory time because of its potential burden to City finances. Compensatory time off may be awarded in all overtime situations for nonexempt employees except in the following situations: after hours call-backs; public emergency; or with the approval of the City Manager. Compensatory time is ideally suited for times when several hours are needed during the working day for personal business which is approved by the Department Director. Compensatory time is not available to exempt employees.

Employees may bank up to 40 hours maximum of accrued compensatory time.

Payment of Compensatory Time. All employees who are reclassified from a non-exempt position to an exempt position will be paid all accrued comp time upon approval of the reclassification and will cease to be eligible for any additional overtime and /or comp time. Upon leaving employment with the City, a non-exempt employee will be paid for unused comp time at the employee's current hourly rate.



Flex-time Work Schedule. In situations where overtime payment is not feasible due to budgetary constraints, the Department Director or supervisor must consider flexing the employee's work schedule in an effort to minimize the need for overtime compensation. Flexing must be completed within the same workweek or work cycle that the overtime was worked and must be accurately reflected on the affected employee's time record.

Exempt employees. Executive, administrative, and professional employees, as defined in the FLSA, are exempt from the overtime provisions of FLSA and are expected to render necessary and reasonable overtime services without 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 flexible leave hours. Each City job description designates whether persons hired in that classification are exempt from or covered by (non-exempt) the overtime provisions of the FLSA.

5.5. POLICE NIGHT SHIFT DIFFERENTIAL PAY

In addition to base pay, Police Officers shall be entitled to receive shift differential pay in an amount set out in the City Budget per pay period if they are regularly scheduled to work more 80 hours or more for that pay period between the hours of 6:00 p.m. and 6:00 a.m.

If an officer works a full pay period between 6:00 p.m. and 6:00am and is needed to assist with day shift coverage they will continue to receive shift differential for that pay period.

Alternatively, if an officer works a full pay period between a 6:00 a.m. and 6:00 p.m. and is needed to assist with night shift coverage they will likewise continue to receive shift differential for that pay period. There will be double payment of night shift differential pay for a full pay period to both the regular night shift officer using approved leave and the regular day shift officer covering for that pay period.

All shift differential hours and pay must be pre-approved by the Police Chief and will be accumulated, recorded and paid in compliance with the approved budget.

5.6. ON-CALL AND CALL-BACK COMPENSATION

The City provides for after-hour service needs by allowing some departmental operations to designate certain non-exempt employees to be on-call. Employees designated to be on-call are expected to respond to departmental after-hour service needs as required by procedures established by their Department.

Return to work provisions. After regularly scheduled working hours, on-call employees are free to pursue personal activities but must respond to a call back (via paging, phone, or radio) within



designated guidelines set by their Department. Employees designated as on-call must be fit, both mentally and physically, to accomplish on-call services needed within the time frame required. An employee is considered officially scheduled and designated as on-call only when approved by the supervisor in accordance with procedures established by the Department.

Compensation. On-call status is not considered time worked and is not compensable unless the employee actually responds to a call back. On-call employees called back to the workplace will be compensated for call-back time at a rate of one and one-half (1½) times their base rate if the call-back time results in hours worked in excess of 40 hours in a 7-day work period. Employees will be compensated only for actual hours worked during a call-back. Employees who have worked a less than forty (40) hours during the work week, will be compensated at their base rate of pay for the call-back time worked. Holiday leave and jury duty leave count towards the 40 hours worked for 1½ times call-back compensation.

Departmental Policies. Each Department has its own internal procedures for handling on-call services. Departments may establish guidelines for varying levels of response to call-back situations depending upon the nature and importance of the services to be completed.

5.7. EMERGENCY ~~CLOSINGS~~ SITUATIONS, ESSENTIAL PERSONNEL & DISASTER PAY

Normal Operations. Except for extraordinary circumstances, City offices *do not close*. All City employees, whether ~~exempt or nonexempt~~ essential or non-essential, are expected to make a sincere effort to report to work during inclement weather conditions or other emergency situations.

If an employee determines that the weather conditions constitute a danger to life and/or property, the employee must notify their Department Director and make arrangements to report to work if weather conditions improve. Any leave taken due to inclement weather can be flexed or charged to vacation or comp time. Regular full-time and part-time nonexempt employees who are unable to flex their time and who have accrued no vacation or compensatory time will not be paid for time missed.

Essential Personnel. See *City Policy # 21 – Disaster & Emergency Pay Policy for full policy*. Department Heads will designate essential personnel and submit the positions to the City Manager by June 1st of each year. Each designated employee shall be made aware through written communication that they have been designated as an essential employee. Employees are required to sign an acknowledgement form that they have received notice of their designation of essential or non-essential status.

Emergency Declared & Return to Work. The City Manager may call any designated essential employees to return to work before, during or after an emergency or disaster. Essential employees shall be made aware of the City Manager return to work requirement by telephone or in person. Undesignated essential employees do not receive overtime pay status as outlined below.



Disaster Pay. Full-time (both hourly & exempt) employees will receive overtime status pay at one and a half (1 ½) times their normal rate of pay for all hours worked during the declared emergency or disaster. Disaster Pay shall only be for time during the Declared State of Emergency per City Policy #21. There will not be the mandatory working of 40, 80 or 53 hours to reach disaster pay.

Non-essential personnel will be compensated for hours “Not Worked” during a declared emergency or disaster at their normal rate of pay for their normally scheduled work hours. This shall only be instituted for non-essential personnel if the City Manager deems the employee is unable to safely arrive at work or their office is closed.

Any employee who is prevented from attending work due to an emergency or disaster shall maintain daily telephone or personal contact with their department head or the department head’s designee. An employee who is not prevented from maintaining telephone or personal contact, and who fails to do so, may be subject to disciplinary actions and/or may be considered as having voluntarily resigned his or her position.

Essential personnel on Family Medical Leave shall not be required to return to work during an emergency or disaster. However, essential personnel on family medical leave who do not return to work shall not receive overtime pay for the hours “Not Worked” during an emergency or disaster.

~~When weather or other conditions are such that the City Manager declares certain City offices/departments officially closed, all affected personnel, i.e., those non-essential employees who were scheduled to work during the time of closure, will be granted “administrative leave” for the time the office/department is closed. Essential personnel required to be on the job regardless of adverse weather or other conditions are designated by the Department Director and/or City Manager. Essential personnel who fail to report to work may be subject to disciplinary action up to and including termination of employment. Employees are required to sign an acknowledgement form that they have received notice of their designation of essential or non-essential status.~~

5.8. ANNUAL LEAVE

The City of Shavano Park allows full-time employees to accrue and take leave for vacation, illness or other personal matters. This leave accrues **immediately upon hire based on the scale below.** ~~bi-weekly following completion of the initial ninety (90) day assessment period.~~ Unused balances dependent on an employee’s pay category, may be carried over to the next calendar year up to a maximum of **180 hours for General Government Employees, 200 hours for Police employees and 240 hours for Fire employees.** Annual leave is paid out at the time of the employee’s separation, **with up to the maximum authorized accumulation of hours, based on the employee’s pay category.** ~~160 hours paid.~~ Annual leave hours over **the maximum authorized accumulated hours based on the employee’s pay category** at the time of separation, will not be paid out and



must be used or forfeited. ~~24-hour shift employees (non-exempt) in the Fire Department may accrue up to 224 hours to carry over to the next calendar year and/or be paid out at time of separation.~~

The City will not pay unused annual leave hours in cases where an employee fails to provide a two (2) week notice to the City that they are leaving employment or if the employee is dismissed for performance or disciplinary reasons. ~~In no event shall any~~ An employee shall not have more than their maximum authorized amount of annual leave in accordance with their pay category ~~160 hours or (224 hours for 24-hour shift employees)~~ annual leave banked at the end of any calendar year. Under extraordinary circumstances, the City Manager may authorize a temporary extension in leave carryover to enable that employee to use banked leave that exceeds then maximum leave (e.g. department manning shortfalls due to a pandemic or an unanticipated mission essential event).

All full-time regular employees shall accrue annual leave at their regular rate of pay as follows:

ALL FULL-TIME REGULAR EMPLOYEES		
Years of Service	Hours per Pay Period	Total Accumulated Hours per Year
0—3 Months	0	—
4 0 months to less than 1 year	3.08	Varies based upon Hire Date
1 – 4 years (end of year)	3.08	80
5 – 9 years (end of year)	4.62	120
10 years and over	6.16	160

All 24-hour-shift employees (non-exempt) shall accrue annual leave at their regular rate as follows:

ALL 24-HOUR-SHIFT EMPLOYEES		
Years of Service	Hours per Pay Period	Total Accumulated Hours per Year
0—3 Months	0	—
4 0 months to less than 1 year	4.31	Varies based upon Hire Date
1 – 4 years (end of year)	4.31	112
5 – 9 years (end of year)	6.46	168
10 years and over	8.62	224

An employee is allowed up to take up to two (2) calendar weeks of annual leave (including holidays) as a block without approval of the City Manager's Office. Any continuous block of leave over two (2) weeks must be authorized by the City Manager's Office. Official holidays which occur during an employee's vacation leave will not be charged to the employee's annual leave.



Leave processing will be done in compliance with the following established procedures:

1. Leave must be requested by using the City's *Leave Request Form*. Forms are available from the Department Director and the Director of Human Resources.
2. Department Directors may approve/disapprove the annual leave request. If the request is disapproved, the Department Director must specify why on the request form.
3. If a conflict arises in request for vacation time, Department Director will determine a resolution based upon mission requirements.
4. After approval by a Department Director, a copy of the leave form will be forwarded to the Finance Office with the bi-weekly time sheet.

City employees whose vacation leave is excess of 80 hours for regular full-time (or 144 hours for non-exempt employees assigned to a 24-hour shift schedule), can opt to donate a portion of their vacation leave to the Sick Leave Pool established by the City under *City Policy No. 12*. For questions on how to contribute or withdrawal from the Sick Leave Pool contact the City Secretary / Human Resources Director.

5.9. REMOTE WORK

Remote work is defined as performing duty responsibilities from a location other than the employee's normal place of duty (generally expected to be at their residence). The City of Shavano Park as a general policy does not permit employees to work remote. The job responsibilities of our employees require interaction with other employees and a high degree of customer service and work remote is not conducive to our support responsibilities.

In the event of an emergency, such as a natural/weather disaster or pandemic, the City of Shavano Park may allow or require employees with "administrative type duties" to work remote to ensure business continuity on a temporary basis. Operational Police Officers, Firemen, and Public Works employees are not authorized to work remote.

The City Manager, Human Resource and other Directors, as well as the Assistant to the City Manager in the Information Manager role, will develop requirements and acquire resources that must be met in order to effectively work remote. Preparations should be made by employees and managers well in advance to allow remote work in emergency circumstances. This includes appropriate office supplies and equipment needs, such as hardware, software, phone and data lines. The IT department is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.

Upon declaration of a local disaster or public health emergency, the City Manager may determine that remote work to be an option for dealing with the crisis on a temporary basis. If so determined, the City Manager will inform the staff and may direct immediate actions to ensure the continuity of operations and the safety of personnel.



The employee will establish an appropriate work environment within the approved worksite (e.g., his or her home) for work purposes. City of Shavano Park will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space, and for any telephone or internet service expense incurred. City of Shavano Park will determine the supplies and equipment needs for each employee on a case-by-case basis. Equipment supplied by the City of Shavano Park is to be used for business purposes only and will always remain property of the City of Shavano Park.

Employees will be expected work normal work hours while adhering to the City of Shavano Park employee guidelines and City of Shavano Park Policies Governing Use of Computer Hardware, Software, City Networks and social media.

Consistent with the expectations of information security for employees working at the office, remote work employees will be expected to ensure the protection of proprietary City and customer information accessible from their home office.

Employees should not assume any specified period of time for emergency remote work arrangements, and City of Shavano Park may require employees to return to regular, in-office work at any time or on a periodic basis.

5.10. SICK LEAVE

Sick leave is not mandated or required by law. The City provides sick leave to prevent a loss of income because of a non-job-related illness or injury for the employee or to care for another person in their household (including maternity and paternity care) to the extent of the total number of hours the employee has accumulated. Intent is not to use sick leave as vacation time. Sick leave for doctor's appointments should include only time related to the appointment. Employees should attempt to schedule doctor's appointments to minimize absence from work. Pay for each hour of sick leave utilized will be calculated at the employee's straight time hourly rate.

An employee scheduled for overtime work and is absent due to illness or injury shall not be entitled to sick pay for that scheduled overtime period. Sick leave will not count towards overtime hours worked; an employee must physically work for the work period. Sick leave will not count toward the physical hours worked requirement.

Sick leave shall be accrued by a full-time employee on the basis of four (4) hours of sick leave per pay period for a total of thirteen (13) days per year. Sick leave accrual is capped at 720 hours for non-shift employees. Firefighters shall accrue 5.6 hours sick leave per pay period. The sick leave accrual cap for shift employees in the Fire and Police Departments is capped at 1008 hours.

Sick leave used during the assessment period requires medical documentation by an attending health care provider. Sick leave resulting in an employee missing work may also require a doctor's note at the Department Director's discretion.



Any employee utilizing sick leave for more than two consecutive days of work, or if sick leave coincides with other time off, before or after the sick day/days used, a doctor's note will be provided regarding the absence to their respective Department Director.

If an employee's accrued sick leave has been exhausted, annual leave will be used as sick leave upon request of the employee. An employee also has the option of withdrawing leave from the Sick Leave Pool established by *City Policy No. 12*. For questions on how to contribute or withdrawal from the Sick Leave Pool contact the Director of Human Resources.

When absence due to illness exceeds the amount of total paid leave earned and authorized, the pay of an employee shall be discontinued until the employee returns to work. (The employee will be placed on unpaid leave after the paid leave runs out.)

Sick leave cannot be advanced. Employees who become ill during annual leave may request the annual leave be temporarily terminated and time charged to sick leave, provided a doctor's statement of illness is submitted to the Department Director upon returning.

Sick leave does not vest. Any sick leave balances remaining at the time of an employee's separation will be forfeited and not paid.

5.11. FAMILY AND MEDICAL LEAVE

The City shall provide authorized leave for family and medical reasons to eligible employees in accordance with the provision of the "Family Medical Leave Act" (FMLA) of 1993 and any subsequent amendments.

Eligibility. In order to be eligible for leave under the FMLA, an employee must:

- Have been employed for at least 12 months at any time by the City of Shavano Park prior to the commencement of the leave (12 months need not be consecutive);
- Have worked for the City at least 1,250 hours during the 12-month period immediately prior to the commencement of the leave; and,
- Have a qualifying condition, as defined in below.
- Temporary employees are **not** eligible for family leave.

Qualifying Condition.

- Birth or placement for adoption or foster care of a child (only within 12 months of the birth or placement);



- The employee's own serious health condition that makes the employee unable to perform the functions of his/her job; or
- A serious health condition of a spouse, child (including step-child), or parent; or any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty; or
- To care for a covered service member with a serious injury or illness if the employee is the spouse, child, or parent or next of kin of the service member.

Definition of Family Members.

- "*Child*" is a biological, adopted, foster, legal ward, child of a person standing in the place of a parent, or a step-son or -daughter who is under 18 years old or who is over 18 years old and incapable of self-care because of a mental and/or physical disability.
- "*Parent*" is the biological, legal adoptive or stepparent of an employee or an individual who had day-to-day responsibilities to care for and financially supported the employee when he/she was a child. The term does not include parents-in-law.
- "*Spouse*" is a husband or wife as defined by State law, including a common law marriage. Common law spouses must provide the City with an affidavit from each spouse testifying to the marriage relationship.

Serious Health Condition. A serious health condition is an illness, injury, impairment or physical or mental condition that requires either inpatient care or continuing treatment by a health care provider as further described in the FMLA regulations.

Limitations/Restrictions. Leave may be taken on an intermittent or reduced basis for the birth or adoption of a child only if the arrangement is agreed to by the department head. However, leave for serious health conditions – either of an eligible family member of the employee or the employee himself or herself – may be taken intermittently or on a reduced schedule if medically necessary, provided that the other conditions of these policies are met.

Calculation of 12-Month Period. The 12-month period during which an employee may use a maximum of 12 workweeks of this type of leave is measured forward from the date on which the employee's first Family and Medical Leave Act (FMLA) leave begins.

Maximum Duration. The total cumulative maximum period of time which an employee may be absent from work on family leave during any 12-month period is 12 weeks, regardless of whether all or a portion of the leave period is paid or unpaid. An employee will be required to use accrued sick, vacation, and/or other leave on the books at the time that the family leave commences, the



employee must exhaust those leave balances before being eligible for unpaid family leave. Duration for eligible employees under military care giver leave is 26 work weeks.

Once the employee's leave balances have been exhausted, the city will then provide enough unpaid family leave to total 12 weeks.

Benefits while on FMLA Leave. During approved FMLA leave the City will continue to pay the City's portion of the employee's health insurance premium regardless of whether the family leave is paid or unpaid. The employee must continue to make any normal contributions to the cost of dependent coverage. Employees are to coordinate with the Human Resource Department for timely payment.

Annual leave, sick leave, and retirement benefits will not accrue during an employee's *unpaid* FMLA leave status. The employee will not receive bereavement leave pay, holiday pay, or jury leave pay during *unpaid* FMLA leave status.

Part-Time/Variable Hour Employees. If an employee works a part-time schedule, the amount of leave to which the employee is entitled is determined on a pro rata or proportional basis, provided that the other requirements for eligibility are met.

Notice. When an eligible FMLA circumstance occurs for an employee, the employee must contact The Human Resources Department and complete a *Request for Family Medical Leave*, with the leave request specifying the first date of absence or expected absence. The HR Department once informed will provide the employee with a "Notice of Eligibility and Rights and Responsibilities" form to direct the employee of any additional requirements. In the case of leave for the birth or placement of a child, an employee must provide at least 30 days' advance notice before the date on which the leave is expected to begin. If the employee is unable to provide 30 days' notice, he or she must provide as much notice as is practicable, usually within one or two business days of the date on which the employee is aware of the need to request leave. In the case of leave for a serious medical condition, if the leave is foreseeable, based on planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt the city's operations.

City Designation of FMLA

The notice requirement discussed above generated by an employee does not deny the City's ability to notify an employee of their potential eligibility of FMLA and requirements. As such if an employee requests use of accrued leave, and a condition of FMLA exists, then the City may designate the leave as family leave and will notify the employee of additional action needed.

Department supervisors are responsible for notifying the HR Department immediately when an employee is away from work for a family and medical leave qualifying event.



Certification of Condition. An employee requesting a paid or unpaid family leave of absence for extended illness or temporary disability will be expected to provide the supplied “Certification of Health Care Provider for Employee’s Serious Health Condition”, or “Certification of Health Care Provider for Family Members’ Serious Health Condition” and any additional documentation required. The City may request re-certification during an employee’s approved FMLA leave, as appropriate for the particular leave situation. An employee is responsible for communicating with the City regarding his/her leave and provide medical status reports or information on re-certification if necessary.

Second, Third Opinions. If the City has reason to doubt the validity of a medical certification provided by an employee’s health care provider, the City may require the employee to obtain a second opinion at the City’s expense from a health care provider chosen by the City. If the first and second opinions differ, a third opinion from a health care provider chosen jointly by the City and the employee may be requested at the City’s expense. The third opinion is final and binding.

Request for Leave without Pay Immediately Following 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 5.17 and 5.18 of the Employee Handbook. Employees should read the referenced section carefully and understand the differences between these two types of leaves before requesting an extension.

Documentation. All documentation regarding family leave will be filed in the employee's medical file, which is maintained separate from the personnel files, and is accessible to a limited number of persons, and only on a "need-to-know" basis.

Contact with City. During approved FMLA leave, the City may require an employee to periodically report to the HR Department about the employee’s status and intent to return to work.

Return to Work/Assurances. After completion of an approved family leave period, an employee will be returned either to the same position he or she held before the leave began or to a position equivalent to the previously held position in pay, benefits, and other terms and conditions of employment. This policy may be modified for "key employees" as defined below.

Key Employee Exemption. A “key employee” is a salaried employee (exempt from the minimum wage and overtime requirements of the Federal Labor Standards Act as an executive, administrative or professional employee) who is among the highest paid 10 percent of all the City of Shavano Park’s employees. The determination whether an employee is among the highest paid



10 percent of the City's employees is determined from the time the employee first gives notice of the need for leave. Where restoration of a key employee to his/her position at the end of his/her leave will cause substantial and grievous economic injury to the City's operations, the City may refuse to reinstate a key employee. The employee will be notified in writing of his/her status when they request leave under FMLA.

Employee Status After Leave. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The City Manager also has the option to extend the employee's designated FMLA leave as necessary. Furthermore, this policy will be administered consistently with the City's obligations under FMLA and ADAAA, including considering an extended leave as a reasonable accommodation, without an undue hardship to City, as determined by the City Manager.

5.12. MILITARY LEAVE

The City complies with all State and Federal laws relating to employees in reserve or active military service and does not discriminate against employees who serve in the military. Temporary employees with the City are generally ineligible for extended paid military leave in excess of 15 days, reemployment rights, or any other military leave benefits under this policy.

This policy covers employees who serve in the uniformed services in a voluntary or involuntary basis, including active duty, active duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty.

Notice to City of Need for Leave. Employees must provide as much advance written or verbal notice to the City as possible for all military duty (unless giving notice is impossible, unreasonable, or precluded by military necessity). Absent unusual circumstances, such notice must be given to the City no later than 24 hours after the employee receives the military orders. To be eligible for paid military leave, employees must complete and submit a *Request for Leave/Absence Form* along with the official documents setting forth the purpose of the leave and, if known, its duration. The

Request for Leave/Absence Form must be turned into the Department Director and the City Secretary as far in advance of the leave as possible.

5.12.1. Paid and Unpaid Leave for Training and Duty. Employees will be paid for military absences of up to a maximum of 15 work days per calendar year. Shift employees will be



transitioned to a 40-hour work week during military absences. This leave may be used when an employee is engaged in National Guard or U.S. armed forces reserve training or active military duty ordered or approved by proper military authority. The paid leave days may be consecutive or scattered throughout the year.

Other Paid Leave. Employees who have exhausted all available paid military leave may, at their option, use any other available paid leave time (i.e., vacation leave, holiday leave and compensatory time) to cover their absence from work.

Unpaid Leave. After an employee has exhausted all available paid military leave (including any other paid leave time that the employee chooses to use to cover a military absence), the employee will be placed on leave without pay.

5.12.2. Benefits. The City will continue to provide employees on paid military leave with most City benefits.

Medical and Dental. While an employee is on paid military leave (or any military leave of less than 31 days), the City will continue to pay its portion of the monthly premium for group health benefits. When military leave is unpaid, the employee may elect to continue group health coverage for up to 24 months following separation of employment or until the employee's reemployment rights expire, whichever event occurs first, for the employee and eligible dependents.

Upon an employee's return to employment following military service, the City will provide health insurance coverage immediately. In addition, a returning employee will not be subjected to exclusions from coverage unless the exclusions apply to injuries or conditions that were incurred as a result of military service.

Other Benefits. While on paid military leave, employees continue to accrue vacation, sick leave and other benefits provided to other employees on paid leave. The City will also continue to pay the premium for any City-provided life insurance while the employee is on paid military leave. While on unpaid military leave, employees are generally ineligible for most City-provided benefits. Benefits, such as vacation and sick leave, do not accrue while an employee is on unpaid leave, including unpaid military leave. While on unpaid military leave, benefit accruals will be suspended and will resume upon the employee's return to active employment. Once an employee returns to work following an unpaid leave, the employee will be treated as though continuously employed for purposes of determining benefits based on length of service, such as vacation accrual and longevity pay.



TMRS. Typically, an employee's period of uniformed service is deemed to constitute service for purposes of vesting and benefit accrual. Thus, employees earn service credit for time spent on active duty military leave. Service time is credited when an employee returns to work. To qualify for service credit, an employee must: return to work for the City within 90 days after discharge; receive an honorable discharge; and timely complete the necessary application. In order to receive monetary credit, an employee has the lesser of 5 years or 3 times the length of the military service to make up any TMRS contributions that were missed while on military leave.

5.12.3. Returning from Leave. A person returning from service must report back to work or apply for reemployment within the time constraints prescribed by USERRA. The City shall reemploy a returning veteran according to the provisions of USERRA.

Deadline to Notify City of Intent to Return to Work. The deadline for an employee to return to work and/or notify the City that the employee intends to return to work following military leave depends upon how long the employee's military service lasted:

- a) For service of less than 31 days, employees have 8 hours following their release from service to report for their next scheduled work period
- b) For service between 31 days and 180 days, employees have 14 days following their release from service to apply for reemployment.
- c) For service of more than 180 days, employees have 90 days following their release from service to apply for reemployment.

These deadlines may be extended for 2 years or more when an employee suffers service-related injuries that prevent the employee from applying for reemployment or when circumstances beyond the employee's control make reporting within the time limits impossible or unreasonable.

Required Documentation. To qualify to return to work, an employee returning from leave must provide documentation of the length and character of his/her military service. Also, evidence of discharge or release under honorable conditions must be submitted to the City if the military leave lasted more than 31 calendar days.

5.13. ADMINISTRATIVE LEAVE

Department Directors may grant administrative leave with pay and actual expenses to attend professional conferences, conventions or short schools in the interest of the City as approved by the City Manager. Employees on such leave must comply with the City's Travel Policy found in



Section 6. Administrative leave will count towards an employee's physical hours worked for the week.

Department Directors may also place an employee on administrative leave with pay in conjunction with a duty related incident or a disciplinary related process, in accordance to individual departmental policy.

5.14. JURY DUTY

Employees will be excused from work for required court duty as a juror or witness and be paid at the employee's full base rate (up to a maximum of 2 weeks of jury duty per year). Jury duty will not be charged against an employee's personal or sick leave time. Jury duty leave will count towards overtime.

In order to qualify for jury duty leave, you must report for work on any day, or part of a day (that falls in the regularly scheduled work week) when the court excuses you. Check with your supervisor by telephone when in doubt whether you should return for the balance of your shift.

The employee must provide a copy of the court summons to their supervisor promptly so scheduled arrangements can be made. You should keep your supervisor regularly informed of when you expect to return to work.

When your jury duty is complete, provide your supervisor a copy of the statement from the bailiff regarding the number of hours or days you served. All compensation received by the employee from the Court for jury duty service must be remitted to the City. ~~Speak with the Finance Director to arrange repayment to the City.~~

5.15. BEREAVEMENT LEAVE

All full-time employees who have completed their assessment period may be granted funeral leave for a period not to exceed three (3) working days per occurrence. Any additional time off is unpaid or the employee may use accrued vacation time. For the purpose of authorizing bereavement leave "family" is defined as current spouse, child, parent, brother, sister, grandparent, grandchild, by blood or marriage; or anyone living in the same household as the employee.

The City Manager shall have the discretion to grant bereavement leave to employees who have not completed the assessment period.

An employee may be required to provide proof of death/funeral/family relationship in support of bereavement leave. Bereavement leave pay is paid at the employee's base rate at the time of



absence. It does not include overtime or any special forms of compensation. Paid time off for bereavement leave is not counted as hours worked for purposes of determining overtime.

Employees who wish to take bereavement leave must notify their supervisor immediately. Employees who wish to attend funerals for other than those defined in this policy must use vacation, compensatory time, or unpaid leave.

5.16. VOTING LEAVE

Employees are encouraged to exercise their right to vote in elections. Employees will be permitted a reasonable time to vote during the working hours by their Department Director. Employees must report back to their supervisor after voting. Employees shall take advantage of early voting opportunities, especially when City Hall is an early voting location.

5.17. DISCRETIONARY LEAVE

The City Manager may approve discretionary leave for exempt employees who may perform official duties outside the normal work schedule. Discretionary leave may not be provided on an hour-for-hour basis. No more than thirty (30) hours of discretionary leave may be accumulated and this leave must be used within forty-five (45) days of approval.

5.18. UNPAID LEAVE

The granting of unpaid leave is subject to the approval of the Department Director and/or the City Manager. A written request must be submitted for unpaid leave consideration. If unpaid leave is awarded and exceeds two (2) weeks in any month, service credit for all employment privileges will cease until the employee returns from leave. Employees on unpaid leave for a period exceeding fifteen (15) consecutive work days will be responsible for the cost of their total monthly premium of the group insurance. Unpaid leave will only be awarded if an employee has exhausted all other forms of leave.

If an employee fails to return to work on the date specified in the request for unpaid leave, the employee will be considered to have resigned effective the specified return date. An employee on unpaid leave cannot accrue or use sick or annual leave and will not be paid for holidays which may fall during the leave.

5.19. LEAVE OF ABSENCE

Regular full-time employees may be granted a leave of absence for illness, disability, educational purposes, military duty, or for any legitimate purpose. Employees must justify to the Department Director why they are requesting a leave of absence. Leaves of thirty (30) work days or less may



be approved by the Department Director. Leaves of more than thirty (30) work days must be approved by the Department Director and the City Manager. Extensions may be granted by the City Manager.

5.20. ABSENCE WITHOUT AUTHORIZATION

Employees who are absent without receiving approval will be considered absent without authorization. Employees who are absent without authorization are subject to disciplinary action up to and including termination.

Unauthorized absence from work for a period of 2 consecutive work days will be considered by the City Manager as a resignation.

5.21. PREGNANCY AND PARENTAL LEAVE

An employee shall be entitled to non-compensated parental leave. Each pregnant employee shall be treated the same as other similarly situated employees regarding requests for sick leave and for accommodations related to performing the essential functions of the job. At least 10 working days advance written notice of cessation of work shall be required, except in emergencies or in response to doctor's orders. Pregnant employees and employees with illnesses or disabilities arising from pregnancy or maternity shall be entitled to benefits on the same basis as employees with other types of illnesses or disabilities. Available vacation, sick leave, or disability benefits may be used for the time during which the employee is medically unable to work. The employee may be entitled to resume work following the end of her pregnancy when she is able to perform her job duties and has obtained a physician's release to return to duty.

5.22. PEACE OFFICER MENTAL HEALTH LEAVE

Regular full-time employees of the Police Department may be afforded Mental Health Leave under the Texas Government Code, for traumatic event as authorized by their Department Director. Police Officers may be granted up to three (3) working days of mental health leave, per traumatic event. Mental health leave cannot be taken intermittently and does not accrue. A request for one extension up to three (3) additional days of mental health leave, may be granted by the City Manager upon written request and with the recommendation of the employee's mental health provider. All requests for mental health leave will remain confidential. Police Department employees shall refer to their departments Mental Health Leave policy for more detailed information on mental health leave.

5.23. PAID QUARANTINE LEAVE



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All full-time firefighters, emergency medical technicians and police officers employed by or appointed to the City and who are ordered to be quarantined or isolated due to a possible or known exposure to a communicable disease while on duty, is entitled to receive paid quarantine leave for the duration of the leave in accordance with the Texas Government Code. The city shall not reduce an employee's sick leave balance, vacation leave balance, holiday leave balance, or other paid leave balance in connection with paid quarantine leave taken.



Section 6 – Employee Policies

6.1. CITY PROPERTY / EQUIPMENT USE POLICY

The City provides employees with adequate tools, equipment, vehicles and facilities for the job being performed, and the City requires all employees to observe safe work practices and lawful, careful and courteous operation of vehicles and equipment. Any City-provided safety equipment must be used at all times appropriate to its use.

From time to time, the City may issue various equipment or other property to employees, e.g., credit cards, keys, tools, security passes, manuals, written materials, telephone cards, uniforms, cellular telephones, computers, and computer-related equipment. Employees are responsible for items issued to them by the City, as well as for items otherwise in their possession or control or used by them in the performance of their duties. Before an employee separates from the City the employee must return all City property to their supervisor. Failure to do so is considered theft of public property.

Employees must notify their supervisor immediately if any vehicle, equipment, machinery, tools, etc. appears to be damaged or defective, or are in need of repair. The appropriate supervisor can answer questions about an employee's responsibility for maintenance and care of equipment used on the job. The improper, careless, negligent, destructive, unauthorized, or unsafe use or operation of equipment will likely result in disciplinary action.

Personal Use Prohibited. City property, materials, supplies, tools, equipment or vehicles may not be removed from the premises or used for personal business.

Take Home Vehicles. A City vehicle may be assigned to a position or employee when the employee is required to report directly to an incident or scene and/or it is more economical than payment of a car allowance or mileage reimbursement. To be eligible for assignment of a take home vehicle, an employee must be subject to emergency call back during off duty hours to locations other than the employee's normal work station. No personal use of a take-home vehicle is permitted except to commute to and from home or work. A City vehicle is not to be used for personal business such as going to the bank, grocery store, etc. without prior written approval of the City Manager or Department Director. *No alcoholic beverages are allowed in City vehicles.* No passengers may be transported in take-home vehicles except as required by official duties.

The City's vehicles are classified as either "exempt" or "non-exempt" as prescribed by law. Employees to whom a "non-exempt" vehicle is assigned for take-home will likely incur a federal income tax liability for the fringe benefit of commuting to and from work. Most pickups, vans and



automobiles are classified as "non-exempt" vehicles. Police and fire vehicles used by employees on call 24-hours are normally exempt from the fringe benefit tax liability.

Use of City Vehicles. City-owned or leased vehicles may be used only for official City business. City owned or leased vehicles may only be driven by authorized City employees. If an employee drives a personal vehicle, or a City-owned, rented or leased vehicle on the job or while carrying out City-related business, the employee must comply with the following:

- Drivers must have a valid State of Texas driver's license appropriate for the vehicle operated, must maintain a satisfactory driving record, and must inform their supervisor of any change in status.
- Always observe all posted laws and speed limits.
- Always wear seat belts when the vehicle is in operation.
- No passengers other than City employees or others on City business may ride in a City vehicle unless otherwise approved in advance by the Department Director.
- No personal use of City-provided vehicles is allowed without the prior, specific approval of the Department Director.
- All maintenance and use records for City vehicles must be completed as directed by the employee's supervisor.
- Report any broken, missing, or worn parts, tires, etc., or any needed maintenance of City vehicles to the appropriate supervisor immediately.
- All drivers must be eligible for coverage under the City's insurance policy. All drivers must maintain current vehicle registration.
- At no time may an employee under the influence of alcohol or a presence in the system of illegal drugs drive a city vehicle or a personal vehicle while conducting city business.
- Employees involved in an accident while operating a city vehicle, or while operating a personal vehicle on city business, must immediately notify the proper law enforcement agency (if applicable) and the appropriate supervisor, department director, and/or city manager. Accident reports, along with any law enforcement report, must be filed by the employee with the department director and the City Secretary.

The City may, at any time, check the driving record of a City employee who drives as part of the job duties to determine that the necessary qualifications are maintained as a City driver. Employees must cooperate in giving the City whatever authorization is required for this purpose.

The above is not a complete and exhaustive list of vehicles use policies. Violations of any of the specific items listed, as well as the improper, careless, negligent, destructive, unauthorized, or unsafe use or operation of a vehicle, may result in loss of driving privilege or disciplinary action.



Personal Property. All employees shall be solely responsible for their personal property at all times

6.2. EMPLOYEE SAFETY / ACCIDENT REPORTING POLICY

The City is interested in all employees' safety and well-being. Accordingly, the City has developed safety rules and regulations. Each employee is required to obey safety rules and to exercise caution in all work activities. From time-to-time employees will be updated and review safety procedures in an effort to increase awareness of the importance of safety on the job. Employees can prevent accidents and injuries by obeying the safety rules of your job, by remaining alert, and by THINKING SAFETY at all times. If an employee sees something that the employee believes is an unsafe act or an unsafe condition, the employee should immediately report it to a supervisor or to management.

The following safety rules apply at all times, and some specific job descriptions and/or departments may contain additional operational safety guidelines. Each employee must be familiar with such rules and comply with them at all times.

- Use prescribed protective equipment such as eye protection, hearing protection, hard hats, safety shoes, gloves, shields, etc. when those items are appropriate to the task being performed.
- Walk, do not run. Wipe spills and pick up fallen objects and debris. Keep floor surfaces clear of hazards and other obstacles, electric cords, etc. For your comfort and safety, wear shoes with non-slip soles, in good condition and with enclosed toes. Do not wear sandals, sneakers, moccasins or tennis shoes on any job site where feet could be injured.
- To avoid back injuries, use correct lifting methods. Get someone to help you with heavy (or difficult to handle) items.
- Be aware of sharp tools. Use safety devices where provided, and do not alter or remove them in any way. Report hazards to management immediately.
- **Material Safety Data Sheets (MSDS Sheets)** - You will be shown the location of the City's Material Safety Data Sheets by your Department Director. MSDS sheets provide valuable information about various chemicals and other agents that you may encounter in your work. They will explain possible reactions to exposure, and steps you should take if it occurs. Review this information from time to time.
- **Fire** - Be alert for causes and report smoke, heat or unusual odors immediately. Alert other people in the area to the possibility of danger in order to evacuate, if necessary. Verify the location and call 9-1-1. Use proper portable extinguishers for small fires.
- Do not put fingers, hands, feet or clothing in moving machinery.
- Do not carry items in a manner that obscures your vision.
- Do not block access to fire extinguishers.
- Do not touch open or loose electrical circuits.
- Report unusual vibrations, smells, or noises coming from equipment.



- Do not wear rings or jewelry while operating machinery.
- Do not perform maintenance or repairs on running equipment.
- Do not remove or alter warning tags or safety devices.
- Never leave nails or spikes protruding from planks or boards.
- Perform routine maintenance at all scheduled intervals.
- Do not use compressed air for cleaning clothing or floors.

Accident Reporting. All accidents and injuries, however slight or seemingly inconsequential, **must immediately be reported** to employee supervisor or the City Secretary. Supervisor must complete the *Employer's First Report of Injury or Illness Form (DWC-1)* to report the incident. Failure to report any accident or injury within 24 hours of its occurrence may lead to disciplinary action, up to and including termination of employment. Such reports are necessary so that the City can remain in compliance with applicable laws and begin workers' compensation benefit procedures where appropriate.

Employees who are involved in a motor vehicle accident while on-duty and while in operation of a city owned vehicle, may be required to submit to drug/alcohol testing, as soon as practical, immediately following the accident at an approved medical facility. Examples of approved medical facilities for drug alcohol testing include Texas Medical Clinics, Prestige Emergency Room Urgent Care Clinic, or any local area hospital.

Employees who violate these safety standards, or departmental safety standards, who cause or exacerbate hazardous or dangerous situations, or who fail to report or, where appropriate, correct such situations, will likely be subject to immediate disciplinary action, up to and including termination of employment.

6.3. RETURN TO WORK / MODIFIED DUTY POLICY

The City of Shavano Park has a Return-To-Work / Modified Duty program applicable to all fulltime employees. After medical treatment, if the employee is unable to return to work the next day, the employee should request a written statement of any restrictions he/she may have in performing their tasks and an expected return-to-work date from the physician. The employee is required to provide this information to his or her Department Director/Supervisor as soon as possible.

The City may modify duty assignments available to ill or injured employees who are unable to perform their regular job duties. The decision to offer an employee a modified duty assignment is made in the City's sole discretion. A modified duty assignment may be in the employee's own or another department in the City. Factors considered by the City in making its decision include, but are not limited to: the nature of the employee's illness or injury; the medical release provided in support of modified duty; the risk that a modified duty assignment may result in aggravation of the employee's injury or illness; the type of modified duty work available; the length of the employee's



employment with the City; the employee's performance and disciplinary history; and whether the illness or injury occurred on or off duty. In making modified duty assignments, the City will normally give priority to employees whose injury or illness is work-related.

Employees who are released for and given a modified duty assignment may not perform work duties in violation of their medical release. An employee, who violates the terms of the medical release while on a modified duty assignment may lose the modified duty assignment and, in addition, may be disciplined up to and including termination of employment.

Modified duty will not normally extend beyond seven (7) calendar days without an evaluation by the employee's treating physician and a recommendation from the Department Director and Human Resources to the City Manager. Only the City Manager may approve an extension of a modified duty assignment. Employees still unable to return to regular duty within the time limit established for modified duty must re-qualify for modified duty through evaluation by their treating physician or revert to workers' compensation indemnity payment, accumulated sick leave, or vacation benefits, if available.

An employee who is released for and offered modified duty by the City, but who elects not to accept such an assignment, will be ineligible for paid sick leave benefits under the City's Sick Leave policy and salary continuation benefits under workers' compensation but may still be entitled to unpaid leave under the City's policies.

During a modified duty assignment, employees will typically work an 8-hour workday, Monday through Friday. This means that 24-hour shift employees, as well as other employees who work a non-traditional schedule, will usually be temporarily reassigned to an 8-hour workday, Monday through Friday, for the duration of their modified duty assignment.

An employee's salary during any modified duty assignment shall be at the same rate as the salary received prior to the injury.

All modified duty requests and assignments will be reviewed by and coordinated through Human Resources. Human Resources will work with the employee's department in making its decision whether modified duty work will be offered.

Before returning to regular job duties following a modified duty assignment, the employee must provide a full release from the physician to return to work and coordinate the return through Human Resources. [Refer to section 3.7.2 for guidance on returning to full duties.](#)



6.4. DRESS, APPEARANCE AND UNIFORM POLICY

Employees must, at all times, dress appropriately and professionally and present a clean and neat appearance while at work and while representing the City or conducting City business. The City allows business casual dress in the work place year-round, in accordance with this policy. Department Directors are strongly encouraged to allow their employees to participate in business casual dress, as practical. Department Directors and supervisors are responsible for enforcing this policy in their respective departments in order to maintain acceptable dress and appearance.

Professional business attire or a required uniform is to be worn when there is a need to present a more formal professional appearance for meetings or special events. Employees must remember that they are professionals 100% of the time and are dressing for business, not for pleasure. Attire must always reflect a professional business attitude and presence. Police and Fire Department employees may be covered under Departmental policies regarding appropriate dress and appearance.

The following are inappropriate:

- bare shoulders or tank tops;
- clothing with unclear or obscene messages or that endorses alcohol, tobacco products, drugs, pornography, or offensive material of any kind;
- wrinkled, ripped and tattered clothing;
- visible tattoos are allowed except on the hand, face, neck areas of the body. Hand tattoos of a wedding band tattoo on the left ring finger which symbolizes marriage are allowed as long as it can be covered by a traditional wedding band ring. Visible tattoos deemed derogatory, indecent, extremist, sexist, racist, gang-affiliated or vulgar are not allowed. The acceptability of an employee's particular visible tattoo is the discretion of the Department Director and the City Manager. The Department Director or City Manager may require that an employee's tattoo be covered during City work hours to ensure the professional presentation of staff to the residents of the City of Shavano Park.
- nose rings/studs, eyebrow rings/studs, tongue studs or similar type facial jewelry.
- visible brandings

Hair. Hair styles and hair colors must be appropriate to the employee's position and extremes of any type are unacceptable. For example, green hair, mohawk style haircuts, and severely spiked hair are not allowed. Hair, including facial hair, must be clean and neatly groomed at all times.

Uniforms. The City supplies Fire, Police, and Public Works personnel with appropriate uniforms. Employees in jobs that require a uniform will be told how and where the uniforms can be obtained by their department supervisor. The City will provide replacement uniforms as necessary. Uniforms



must be clean and neat. City-owned or authorized uniforms may not be used outside of work, for personal use or by any third party. City uniforms may be used by City employees in connection with outside employment only with the Department Director's prior written authorization.

Employees who are provided with uniforms are required to wear their uniforms when on duty and keep them in good, clean and serviceable condition. No part of the uniform shall be worn by itself. An employee must wear the entire uniform when on duty. No part of the uniform shall be worn when off duty, except to and from work and City related events.

When an employee leaves City employment, uniforms and any other City equipment which the employee possesses must be returned in good condition before final pay will be authorized. The cost of lost or damaged City property and unreturned uniforms will be deducted from the employee's final pay check.

Enforcement. In all cases, the City will make the determination as to acceptable dress, appearance and grooming. Employees should direct questions about appropriate appearance or dress to your supervisor, Department Director, and/or the City Secretary.

Employees in violation of this policy may be sent home. Under such circumstances, nonexempt employees will not be paid for work time missed, and exempt employees will be required to make up the work time missed. Employees whose grooming or personal appearance violates this policy may be disciplined, up to and including termination of employment.

6.5. SMOKE-FREE WORKPLACE POLICY

Smoking is prohibited **at any time** in City facilities, in City vehicles, while using City equipment, and as otherwise directed by your supervisor.

Smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarettes, pipe or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. This includes e-cigarettes or other devices that deliver nicotine, [cannabis](#) or [cannabis-derived products](#).

6.6. DRUG AND ALCOHOL USE POLICY

The City desires to provide an alcohol and drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory and safe manner.

Prohibition Against Alcohol and Illegal and Unauthorized Drugs. While on City premises, while on duty, while conducting City-related business or other activities off premises, while driving a City-



owned or leased vehicle, or while operating or using other City-owned or leased property or equipment, no employee may use, possess, distribute, sell, or be under the influence of alcohol (except under the limited circumstances described below), inhalants, illegal drugs, including drugs which are legally obtainable but which were not legally obtained, and prescribed or over-the-counter drugs which are not being used as prescribed or as intended by the manufacturer.

The use of alcohol by a City employee during a business lunch is prohibited. Further, an employee on duty or conducting City business, including City-related business entertainment, may not drive his or her own personal vehicle while under the influence of alcohol. No employee in his or her work-related capacity should ever be impaired because of the excessive use of alcohol. Absent specific approval by the City Manager, City employees may not bring alcoholic beverages on City premises, including parking lots adjacent to City work areas, and may not store or transport alcohol in a City-owned or leased vehicle.

Prohibition Against Illegal and Unauthorized Drug-Related Paraphernalia. This policy also prohibits the use, possession, distribution and sale of drug-related paraphernalia while on City premises, while on duty, while conducting City-related business or other activities off premises, while driving a City-owned or leased vehicle, or while operating or using other City-owned or leased property or equipment. Drug-related paraphernalia includes material and/or equipment designed for use in testing, packaging, storing, injecting, ingesting, inhaling or otherwise introducing illegal or unauthorized drugs into the body.

Permissive Use of Prescribed and Over-The-Counter Drugs. The legal use of prescribed and over-the-counter drugs is permitted while on City premises, while on duty, while conducting City related business or other activities off premises, while driving a City-owned or leased vehicle, or while operating or using other City-owned or leased property or equipment only if it does not impair an employee's ability to perform the essential functions of the job (or operate the vehicle, property or other equipment) effectively and in a safe manner that does not endanger the employee, citizens or other individuals in the workplace. Examples of impairment include, but are not limited to, drowsiness, dizziness, confusion, or feeling shaky.

Police and Fire Department Employees. Certain City Police and Fire Department employees may be required to be in possession of alcohol and/or drugs in carrying out their job duties. Such employees will be exempted from certain portions of this policy under certain limited conditions. Additional guidelines may be established by Police Department and Fire operating procedures.

Mandatory Disclosure by Employees. Employees taking prescription medication and/or over-the-counter medication must report such use to either their Department Head or to the City Manager if there is a reasonable likelihood the medication will impair the employee's ability to perform the essential functions of his or her job (or operate a vehicle, property or other equipment, if applicable) effectively and in a safe manner that does not endanger the employee, citizens or other individuals



in the workplace. Examples of impairment include, but are not limited to, slurred speech, drowsiness, dizziness, confusion, or feeling shaky.

On-Call Employees. Employees scheduled to be on call are expected to be fit for duty upon reporting to work. Any employee scheduled to be on call, and is called out, is governed by this policy. Sometimes, an employee who is not scheduled to be on call may nevertheless be called out. If this or any other situation occurs where the employee called out is under the influence of alcohol or has a presence in the system of drugs, such that reporting to work would result in a violation of this policy, the employee must so advise the appropriate supervisor on duty. The employee will not be required to report to work.

Mandatory Reporting of Arrests and Convictions. Employees must notify their immediate supervisor and the Department Director, in writing, of any alcohol or drug-related arrest and/or convictions or deferred adjudication (including those entered into on a plea of no contest), for a violation occurring off duty and/or in the workplace no later than twenty-four (24) hours after the arrest and/or conviction.

Off-Duty Conduct. The City may take disciplinary action, up to and including termination of employment, if an employee's off-duty use of or involvement with drugs or alcohol is damaging to the City's reputation or business, is inconsistent with the employee's job duties, or when such off-duty use or involvement adversely affects the employee's job performance. Any employee reporting to work under the influence of illegal drugs or alcohol (.02 blood alcohol level or higher) may be disciplined, up to and including termination.

Rehabilitation/Treatment.

1. The City desires to assist employees who voluntarily request assistance with alcohol or drug dependency. For City support and assistance, however, an employee must acknowledge the problem and seek and accept counseling and/or rehabilitation before it impairs job performance and/or jeopardizes the employee's employment. Employees should contact either their Department Director or the Director of Human Resources when requesting support and assistance.
2. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take a leave of absence to participate in a rehabilitation or treatment program. (An employee may not enroll in a rehabilitation or treatment program in lieu of disciplinary action.) The leave of absence may be granted in the City's sole discretion. Factors considered by the City in deciding whether to grant leave include: the length of the employee's employment with the City; the employee's prior work and disciplinary history; the employee's agreement to abstain from the use of the problem substance and follow all other requirements of the rehabilitation/treatment program; the reputation of the program and the likelihood of a successful outcome; the employee's compliance with City policies, rules, and



prohibitions relating to conduct in the workplace; and the resulting hardship on the City due to the employee's absence. Unless otherwise required by law, it is the City's policy to grant such a leave of absence only once during the course of an employee's employment with the City.

3. The cost of any rehabilitation or treatment may be covered under the City's group health insurance policy. In any case, the employee is responsible for all costs associated with any rehabilitation or treatment program.
4. During time off for a City-approved rehabilitation or treatment program, the employee must use any available vacation leave, sick leave, compensatory time off, or other accrued paid leave time.
5. If the employee successfully completes the prescribed rehabilitation or treatment, the City will make reasonable efforts to return the employee to the prior position or one of similar pay status. However, employment with the City following a City-approved leave for rehabilitation or treatment is conditioned on the following:
 - Initial negative test for drugs and/or alcohol before returning to work;
 - A written release to return to work from the City-approved rehabilitation or treatment facility/program;
 - Periodic and timely confirmation of the employee's on-going cooperation and successful participation in any follow-up or ongoing counseling, testing, or other treatment required in connection with the City-approved rehabilitation or treatment program, if applicable;

The employee must sign a formal written agreement to abide by the above conditions, as well as any other conditions deemed appropriate by the Director of Human Resources. The employee must meet with the Director of Human Resources to discuss the terms of continued employment and sign a formal agreement before returning to work.

Policy Violations. Violations of this policy will generally lead to disciplinary action, up to and including immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program. The Police and Fire Departments may have stricter disciplinary rules regarding violation of this policy. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Director of Human Resources to receive assistance or referrals to appropriate resources in the community.

TESTING

Types of Tests. Testing may include one or more of the following: urinalysis, hair follicle testing, breathalyzer, intoxilyzer, blood, or other generally-accepted testing procedure.

Testing of Applicants. All applicants who are applying for a safety or security sensitive position to whom a conditional offer of employment has been made will be required to submit to testing for



alcohol and illegal and unauthorized drugs. A positive test result, refusal to test, or attempts to alter or tamper with a sample or any other part of the test, may render the applicant ineligible for consideration of employment or future employment with the City. Illegal drugs include drugs that are legal in other states but are illegal in Texas.

Testing of Employees.

1. Employees may be tested for alcohol and/or illegal and unauthorized drugs after a workplace injury or accident or “near miss,” when reasonable suspicion exists, or in connection with any required treatment or rehabilitation.
2. Police and Fire Department employees are also subject to any applicable Departmental rules and regulations regarding illegal and unauthorized drug and alcohol testing.
3. For purposes of this policy, reasonable suspicion is a belief based on articulable observations (e.g., observation of alcohol or drug use, apparent physical state of impairment, incoherent mental state, changes in personal behavior that are otherwise unexplainable, deteriorating work performance that is not attributable to other factors, a work-related accident or injury, evidence of possession of substances or objects which appear to be illegal or unauthorized drugs or drug paraphernalia) sufficient to lead a supervisor to suspect that the employee is under the influence of illegal or unauthorized drugs or alcohol. Supervisors who refer an employee for reasonable suspicion testing must document the specific factors that support reasonable suspicion testing (e.g., the who, what, when, where of the employee’s behavior and other symptoms, statements from other employees or third parties, and other evidence supporting the reasonable suspicion testing).
4. Tests will be paid for by the City. To the extent possible, testing will normally be done during the employee’s normal work time.
5. Any employee who refuses to be tested, or who attempts to alter or tamper with a sample or any other part of the testing process, will be subject to disciplinary action up to and including termination.
6. A positive test result is a violation of the City’s Drug and Alcohol Use Policy and may result in disciplinary action up to and including termination of employment. Any employee who is terminated for violation of the City’s Drug and Alcohol Use Policy is ineligible for future employment with the City.

Testing Procedures.

1. All testing must normally be authorized in advance by both the employee’s Department Director and the Director of Human Resources. If the Department Director is unavailable within a reasonable period of time, the Director of Human Resources may, with sole discretion, authorize the testing of an employee. If the Director of Human Resources is unavailable within a reasonable period of time, the Department Director may, with sole discretion, authorize the testing of an employee. For reasonable suspicion testing, testing may not be authorized without the supervisor’s documentation of the articulable factors which led the supervisor to suspect



that the employee is under the influence of illegal or unauthorized drugs or alcohol. Testing should be arranged as soon as possible after the supervisor's articulable observations.

2. If an employee's conduct resulted in a work place accident, injury or "near miss," or reasonable suspicion exists to believe that the employee has violated the City's Drug and Alcohol Use Policy, the employee will be provided with transportation to the testing facility. A supervisor or other designated City representative may be required to stay with the employee during the testing process.
3. The City may, in its discretion, reassign the employee or put the employee on administrative leave until the test results are received. The City will make arrangements to have the employee transported home after the testing.
4. All substance abuse testing will be performed by an approved laboratory or healthcare provider chosen by the City. All positive test results will be subject to confirmation testing.
5. Test results will be maintained in a confidential file separate and apart from the employee's personnel file. Any medical-related information will be confidential and accessible only by the City Secretary; supervisors and managers on a need to know basis, including those who have a need to know about necessary restrictions on the work or duties of an employee and any necessary accommodation; first aid and safety personnel when appropriate; government officials; insurance companies as may be necessary to provide health or life insurance to employees; by court order or as otherwise legally mandated; and as necessary to protect the interests of the City.

6.7. WEAPONS CONTROL AND VIOLENCE PREVENTION POLICY

The City strives to provide a safe and secure working environment for its employees. This policy is designed to help prevent incidents of violence from occurring in the workplace and to provide for the appropriate response when and if such incidents do occur.

Prohibited Conduct. This policy prohibits violence of any sort, including verbal and physical abuse, threats, stalking, harassment, horseplay, and any unwelcome physical touching (sexual or otherwise). This misconduct towards any fellow employee, whether the misconduct occurs on duty or off-duty, is prohibited. The City has a zero-tolerance policy for this type of misconduct.

Weapons Banned. Unless specifically authorized by the City Manager, no employee, other than a City licensed peace officer, shall carry or possess a firearm or other weapon on City property. Employees are also prohibited from carrying a weapon while on duty or at any time while engaging in City-related business. Prohibited weapons include firearms, clubs, explosive devices, and knives with blades exceeding 5 ½ inches. Employees do not have an expectation of privacy and the City retains the right to search for firearms or other weapons on City property, including employee vehicles parked on City property. ~~Employees with a handgun carry license must report they are licensed to carry to their Department Director.~~ Employees may have a legal weapon only on the City parking lot if it is locked in the employee's vehicle.



Additional policies for off-duty firearm carry by Police Officers will be established by the Police Department.

Duty to Warn. Each City employee must immediately notify his/her supervisor, Department Director, the City Secretary and /or the Police Department of any act of violence or of any threat involving a City employee that the employee has witnessed, received, or has been told that another person has witnessed or received. Even without an actual threat, each City employee must also report any behavior that the employee regards as threatening or violent when that behavior is job related or might be carried out on City property, a City-controlled site or City job site, or when that behavior is in any manner connected to City employment or activity. Each employee is responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons threatened or the target of the threatening behavior. A supervisor who is made aware of such a threat or other conduct must immediately notify his/her Department Director and the City Secretary.

Protective Orders. Employees who apply for or obtain a protective or restraining order which lists City locations as being protected areas must immediately provide to the City Secretary and the City's Police Department a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. City employees must immediately advise their Department Director and the City Secretary of any protective or restraining order issued against them.

Confidentiality. To the extent possible, while accomplishing the purposes of this policy, the City will respect the privacy of reporting employees and will treat information and reports confidentially. Such information will be released or distributed only to appropriate law enforcement personnel, City management, and others on a need-to-know basis and as may otherwise be required by law.

Documentation. When appropriate, threats and incidents of violence will be documented. Documentation will be maintained by the City Secretary and/or the Police Department.

Policy Violations. Violations of this policy may lead to disciplinary action, up to and including termination of employment. Policy violations may also result in arrest and prosecution.

6.8. IT POLICIES

As more City activities move to computers and online, the security of your files becomes critical to the overall security of the City. Just like City Hall is locked down every night and every employee is familiar with the automated security system, is it important that all City employees familiarize themselves with their computer and the City's IT security policies. Shavano Park has three IT policies to guide your digital activities at the city: **Computer Use Policy, Internet Use**



Policy, and Email Use Policy. Remember when on City Email there is no expectation of privacy and the data becomes the City's Data. Use of City computers to access the internet or electronic mail (i.e., "email") is a privilege not a right. The City provides computers and internet/email access for the express purpose of conducting City business and performing municipal tasks.

Appropriate Use: Employees are encouraged to use appropriately the City internet, network and email to further the goals and objectives of the City of Shavano Park. The types of activities ~~that are encouraged~~ include: (1) Communicating with fellow employees, business partners of the City, customers and clients within the context of an individual's assigned responsibilities; (2) Acquiring or sharing information necessary ~~or related to the performance~~ for an individual's assigned responsibilities; and (3) Participating in educational or professional development activities.

EMPLOYEES SHOULD KNOW THAT ALL CITY BUSINESS RELATED E-MAILS ARE IS SUBJECT TO THE TEXAS PUBLIC INFORMATION ACT WHETHER OR NOT THE EMAIL IS ON A PUBLIC OR PRIVATE EMAIL SERVICE, PHONE, COMPUTER,

Cybersecurity Awareness Training: All employees who are issued a domain account are required to annually complete Cybersecurity Awareness Training provided by the City. Evidence of completion of this training must be reported to the Assistant to the City Manager by May 1st of each year. Failure to complete the training may result in temporary suspension of an employee's computer, internet and email access until training is complete. This annual training is required by Chapter 2054 of the Texas Government Code. Employees on military leave, family medical leave or sick leave during the training period (typically the month of April of each year) shall not be required to complete the training until returning back to work.

Failure to Comply: Violations of these policies will be treated as allegations of wrongdoing at the City of Shavano Park. Allegations of misconduct will be adjudicated according to established policy and procedures. Sanctions for inappropriate use of the computer may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
2. Disciplinary action up to and including termination according to applicable City policies;
3. Reimbursement of costs incurred by inappropriate or unauthorized use; and/or
4. Legal action according to applicable laws and contractual agreements.

Reporting Misuse: Any allegations of misuse should be promptly reported to the Assistant to the City Manager.



Disclaimer: The City assumes no liability for any direct or indirect damages arising from an employee's connection to the internet, a city computer or use of email. Users are solely responsible for any material that they access and disseminate through the internet or City intranet. You are all encouraged to use your computer, internet and email access responsibly.

Monitoring and Filtering: The City monitors all computer and internet activity occurring on City equipment or accounts. When an employee utilizes a City-issued computer and/or the resources of the City network there is no expectation of employee privacy. The City has the right to view and inspect all City computers, including information accessed, downloaded, viewed, sent or received over the internet or by email. The City employs filtering to limit access to sites on the internet and this filter is updated from time to time. An employee has no reasonable expectation that access to an IP-address or app for personal purposes is protected or otherwise ensured. Use of City computers and internet or email accounts constitutes consent by the City officer or employee for City inspection of those computers and internet or email accounts, and data transmitted thereon. If the City discovers activities which do not comply with applicable law or City policy, logs retrieved may be used to document the wrongful content in accordance with due process.

COMPUTER USE POLICY

The goal of this policy is to ensure that the information you place on the computer stays secure and safe. This policy also ensures that you do not harm City equipment by installing malicious software or otherwise leaving the network's security compromised. Abuse or misuse of a City computer is the same as abuse or misuse of any other City property and may be punished accordingly.

~~**City Property Disclaimer:** Department supervisors will determine which staff require the use of a computer. Whether you regularly use, or only temporarily access a computer, the computer is City property. Abuse or misuse of a City computer is the same as abuse or misuse of any other City property and may be punished accordingly.~~

Computer Security Policies: All City network computers are centrally controlled and governed by network security policies. These network policies are automatically applied to City computers and may change from time to time. If you have questions about these network policies contact the Assistant to the City Manager.

Prohibited Use: Computer use must comply with all Federal and Texas laws, all City policies and contracts. This includes, but is not limited to, the following:

1. No one shall use any City computer or network facility without proper authorization from their Departmental Supervisor. No one shall assist in, encourage, or conceal from Management any unauthorized use, or attempt at unauthorized use, of any of the City's computers or network facilities.



2. No one shall connect any computer, laptop or tablet to the City's network unless it meets technical and security standards established by the Assistant to the City Manager.
3. No City employee shall purchase for City use any computer, laptop, tablet or other IT-related device without first approval by the Assistant to the City Manager
4. No one, without specific authorization, shall read, alter, or delete any other person's computer files. Remember, all files saved on a City computer or server become property of the City.
5. No one shall knowingly endanger the security of any City computer or network facility. This includes, but is not limited to, downloading or installing malicious software, disabling computer antivirus software, willfully ignoring antivirus software or otherwise subverting the City's network security controls.
6. No one without proper authorization from the Assistant to the City Manager shall modify or reconfigure the security settings of any City computer or server.
7. Employees shall not utilize the City's computer or network processing power for bitcoin mining or any other complex computer computations whose purpose is the personal monetary gain or award.
8. Employees shall not delete log files on City computers or servers.
9. Employees shall not use their computers or City funded accounts to harass or otherwise interfere with a City employee. This prohibition includes but is not limited to harassment stemming from an employee's race, ethnicity, color, gender, age, or marital status.
10. Employees shall not send threatening messages to any other person or institution.
11. Employees shall not store personal information (i.e., that information not directly related to City business) on City computers or within their City email accounts. Officers and employees shall regularly remove any personal data (i.e., that which is not prepared for or by the City for conducting City business) from City computers and internet / email accounts
12. Employees shall not operate a private business, do work for another employer, or conduct political campaigns on City computers or using City email accounts. This prohibition does not apply to the preparation and generation of election notices and related documents required by law.

~~**Monitoring:** The City monitors all computer and internet activity occurring on City equipment or accounts. When an employee utilizes a City-issued computer and/or the resources of the City network there is no expectation of employee privacy. The City has the right to view and inspect all City computers, including information accessed, downloaded, viewed, sent or received over the internet or by email. Use of City computers and internet or email accounts constitutes consent by the City officer or employee for City inspection of those computers and internet or email accounts, and data transmitted thereon. If the City discovers activities which do not comply with applicable law or City policy, logs retrieved may be used to document the wrongful content in accordance with due process.~~

INTERNET USE POLICY

The goals of this policy are to outline the appropriate and inappropriate use of the City of Shavano Park's internet access. Use of these services is subject to the following conditions. Should you have any questions regarding this Internet Use Policy, please contact the Assistant to the City Manager.



Inappropriate Use: Individual internet use must not interfere with others productive use of internet resources. ~~Users must not violate the network policies of any network accessed through their account.~~ Internet use must comply with all Federal and Texas laws, and all City policies and contracts. This includes, but is not limited to, the following:

1. The internet may not be used for any illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
2. The Internet may not be used in any way that violates City policies, rules or mission of the City, misrepresents the City or violates any City policy.
3. City computers are to be used primarily for conducting City business. Incidental and infrequent personal use of City computers and City internet/email access is allowable provided that it does not hinder or interfere with conducting City business. Personal use of the internet is allowed within reason to conduct and facilitate typical daily personal interactions, information access and brief, appropriate diversions during break periods. The City allows limited personal use for communication with family friends, independent learning, and public service. The City prohibits use for mass unsolicited mailings, access by non-employees to City of Shavano Park resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, gaming, competitive commercial activity unless pre-approved, and the dissemination of chain letters.
4. Individuals may not establish City computers as participants in any peer-to-peer network.
5. Individuals may not view, copy, alter, or destroy data, software documentation, or data communications belonging to the City or another individual without authorized permission.
6. ~~In the interest of maintaining network performance, users should not send unreasonably large electronic mail attachments or video files not needed for business purposes.~~
7. ~~Individuals will only use City approved services for voice communication over the internet.~~

Security: Account and password information is not be shared with non-City employees for any reason. Employees must be deliberate and careful when sharing account or password information with another employee for the purposes of practical collaboration or troubleshooting. Once this information is shared though, employees are encouraged to change their passwords. Attempting to obtain another user's account password without their permission is strictly prohibited. A user must contact the Assistant to the City Manager to obtain a password reset if they have reason to believe that any unauthorized person has learned their password. Users must take all necessary precautions to prevent unauthorized access to City network.

~~**Monitoring and Filtering:** The City monitors all Internet activity occurring on City equipment or accounts. The City currently employs filtering to limit access to sites on the internet and this filter is updated from time to time. An employee has no reasonable expectation that access to an~~



~~IP address for personal purposes is protected or otherwise ensured. If the City discovers activities which do not comply with applicable law or City policy, records retrieved may be used to document the wrongful content in accordance with due process.~~

E-MAIL USE POLICY

E-Mail is an important business communications tool at the City of Shavano Park. However, use of the City electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of the City. The objective of this policy is to outline appropriate and inappropriate use of the City's e-mail systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws. This policy applies to all e-mail systems and services owned by the City, all e-mail account users/holders at the City and all City e-mail records. ~~Employees are prohibited from using their personal email accounts to conduct City business.~~ When corresponding about City business via email, all City personnel must include the City's standardized email stationery and signature within the emailed message. If an employee receives a city email at a private email address, the employee should immediately forward the email to his or her email address for storage.

Account Activation/Termination: E-mail access at the City is controlled through individual accounts and passwords. It is the responsibility of the employee to protect the confidentiality of his or her account and password information. ~~Email accounts will not be granted to non-employees.~~ E-mail access will be terminated when the employee terminates their association with the City. The City is under no obligation to store or forward the contents of an individual's e-mail inbox/outbox after the term of employment has ceased.

General Expectations of End Users: The City often delivers official communications via e-mail. As a result, employees of the City with email accounts are expected to check their e-mail in a consistent and timely manner so that they are aware of important City announcements and updates, as well as for fulfilling business and role-oriented tasks. E-mail users are responsible for mailbox management, including organization and cleaning. E-mail is archived for at server level per City *Policy #7 Records Retention*. The Assistant to the City Manager can be contacted to help set up organization and retention of email. E-mail users are expected to remember that e-mail sent from the City's e-mail accounts reflects on the City. Please comply with normal standards of professional and personal courtesy and conduct.

Employees are to use extreme caution when communicating confidential or sensitive information via email. Keep in mind that all email messages sent outside the City become the property of the receiver. **A good rule is to not communicate anything that you wouldn't feel comfortable being made public.** Demonstrate particular care when using the "Reply" and "Reply All" command during email correspondence to ensure the resulting message is not delivered to unintended recipients.



Security: Opening email attachments or links from unknown email addresses is highly discouraged, as attachments and links are the primary source of malicious software and hackers. Suspicious emails should be treated with utmost caution. Employees suspicious of an email or otherwise unsure of its contents should contact the Assistant to the City Manager for assistance.

Inappropriate Use: E-mail use at the City will comply with all applicable laws, all City policies and contracts. The following activities are deemed inappropriate uses of the City's email systems and services and are prohibited:

1. Use of email for illegal or unlawful purposes. ~~including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading of computer viruses).~~
2. Use of email in any way that violates the City's policies, rules, or administrative orders.
3. Viewing, copying, altering, or deletion of email accounts or files belonging to the City or another employee without authorized permission of that employee or a supervisor.
4. Attempting to obtain another employee's email account password without their consent.
5. Personal use of City email.
6. Employees shall not use a city issued email address to sign up or register for a personal accounts.

~~**Monitoring:** The e-mail systems and services used at the City are owned by the City, and are therefore its property. This gives the City the right to monitor any and all email traffic passing through the network. If the City discovers or has good reason to suspect an employee is engaging in activities that do not comply with applicable laws or this policy, email records may be retrieved and used to document the activity in accordance with due process.~~

6.9. SOCIAL MEDIA POLICY

An employee's use of **personal** social media **accounts**, both on and off duty must not interfere with or conflict with the employee's duties or job performance, reflect negatively on the City or violate any City policy. The intent of these standards is to regulate the creation and distribution of information concerning the City, its employees and citizens through electronic media, including, but not limited to online forums, and internet social media and blogging sites. This policy is designed to protect the City's reputation and ensure that the employee's online communications positively reflect the City as the employer.

Personal use of the Internet carries responsibilities requiring responsible and ethical use. The City may monitor an employee's access, use, and postings to the Internet, including those posted from personal computers, to ensure compliance with internal policies, support the performance of internal



investigations, assist management of information systems, and for all other lawful purposes. The City expects all employees to follow the Guidelines below when posting information on the Internet, regardless if done during or after work hours.

“Social media” includes: wikis, tweets and twittering, Facebook, Myspace, LinkedIn, blogs, and other online journals and diaries; bulletin boards and chat rooms, microblogging and all other social networking sites, instant messaging and the posting of video on YouTube and similar media.

This policy should be read and interpreted in conjunction with other City policies, including but not limited to, policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior and the City’s Computer Use, Internet Use and Email Use policies. Violations of the City’s Social Networking Policy may lead to disciplinary action, up to and including termination.

Employee Guidelines

Never disclose any confidential information concerning another employee of the City in a blog or other posting to the Internet. Posting of confidential information may violate State law and subject the user to criminal penalty. All requests for City documents must be processed through the Public Information Act.

- a. Employees must abide by all Federal and State laws and policies of the City with regard to information sent through the Internet.
- b. If the employee’s social networking includes any information related to the City, the employee must make it clear to the readers that the views expressed are the employee’s alone and not reflective of the views of the City.
- c. Employees are encouraged to act responsibly on and off duty, and to exercise good judgment when using social media.
- d. Respect coworkers and the City. Do not put anything on your blog or post any information and/or pictures on the Internet that may defame, embarrass, insult, demean or damage the reputation of the City or any of its employees.
- e. Do not put anything in your blog or post any information and/or pictures that may constitute violation of the City’s Harassment policy. Do not post any pornographic pictures of any type that could identify you as an employee of the City.



Section 7 – Disciplinary Procedures and Appeals

7.1. CONDUCT-EXPECTED BEHAVIORS

The establishment of standards of discipline and conduct is under the jurisdiction of the City Manager with the responsibility for observance of the standards by all employees delegated to management and supervisory personnel.

It is the duty of each employee to maintain cooperation, efficiency and economy in their work for the City. Department Directors and supervisors shall plan, organize and direct the work of their subordinates to achieve departmental objectives. All employees are expected to perform satisfactorily the job duties for which they have been employed, to maintain appropriate personal conduct on the job, to render courteous and efficient service to the public, to be mindful of safety practices, and to exercise the utmost care in the use of City property.

7.2. ADVERSE ACTIONS

The City may deny or reject any application, appointment or promotion, or suspend, demote or remove any employee, at any time that the City Manager determines that such action will fail to promote the efficiency of the City's services.

Specific Factors: Factors that may be used in making a determination as to any applicant or employee as a basis for adverse action include but are not limited to the following. This list is not exhaustive. The City Manager may determine that other actions of the employee that are not listed warrant an adverse action. Please reference other sections of this handbook for other activities considered an adverse action.

7.2.1. Dishonesty

- a. Lying or giving false testimony;
- b. False statements, incomplete statements, deception, or fraud in applications, examinations or representations made for appointment or promotion;
- c. Failure to disclose to the City Council, City Manager or other appropriate supervisory personnel any matter which the employee knows, or reasonably should know, is relevant to his/her own employment, the employment by the City of any other person, or which otherwise substantially affects the efficiency and/or integrity of City functions;
- d. Doing personal work or performing other personal tasks or errands while on duty for the City, or otherwise failing to devote full time, energy and best efforts to City employment;
- e. Stealing or taking employer property or other employees' property without proper authorization;



- f. Misuse of employer or other employees' funds or property;
- g. Cheating, forging or willfully falsifying reports, records, or documents, misuse of leave of absence;
- h. Providing keys, combinations and/or passwords to unauthorized persons; or
- i. Any other action detrimental to the employer or fellow employees.

7.2.2. Disturbance

- a. Fighting;
- b. Using profane, abusive or threatening language;
- c. Horseplay;
- d. Causing injury to fellow employees through deliberate action or gross negligence; e. Spreading false reports;
- f. Maliciously gossiping and/or spreading rumors; or
- g. Otherwise disrupting harmonious relationships between employees.

7.2.3. Unauthorized / Misuse of City Equipment

- a. Using, possessing, taking or providing any City equipment, credentials, or services for other than official City business without proper authority;
- b. Reckless driving and/or misuse of City equipment;
- c. Not taking precaution or proper care when using City equipment.
- d. Deliberate damage or destruction of City equipment or property;
- e. Altering, removing or destroying City records;
- f. Advocacy of or participating in unlawful trespass or seizure of City property;
- g. Unauthorized removal, use or appropriation of property belonging to the City or to another City employee; or
- h. Unauthorized loaning of keys, or permitting duplication thereof, to any City property or equipment, or otherwise permitting other person(s) to make unauthorized use, removal or appropriation of City property or equipment.

7.2.4. Misconduct

- a. Any criminal offense or other misconduct which could have an adverse effect on the employer or on the confidence of the public in the integrity of the City government, or on the relationship of the employee and other employees.
- b. Conduct subversive to the proper order, discipline and morale of City employees; conduct unbecoming; unexcused failure to obey City work rules, policies or procedures;
- c. Failure to follow departmental and City organization chain of command;
- d. Engaging in any job-related misconduct not otherwise described herein when an employee knows, or reasonably should know, that such conduct has caused or reasonably can be expected



- e. to cause, a significant impairment in the efficiency of the City in general or of such employee in particular.

7.2.5. Courtesy

- a. Failure to maintain an objectively reasonable level of courtesy with supervisors, elected and appointed officials, volunteers and coworkers; or
- b. Failure to treat members of the public with courtesy and respect at all times while on duty.

7.2.6. Abuse of Drug or Alcohol

- a. Reporting to work or being “on-call” in unfit condition, being under the influence of intoxicants or under the influence of controlled substance or dangerous drugs, including marijuana, narcotics, or intoxicating drugs of any kind; or
- b. Drinking intoxicants or taking into the body of an unlawful controlled substance or dangerous drug, including marijuana during working hours, or possessing intoxicants or unlawfully possessing controlled substances, including marijuana, narcotics, or dangerous drugs, on City property or in City vehicles.

7.2.7. Statutory or Job Qualification

- a. Failure to meet or maintain any statutory or job qualification which would make the individual fit for the job; or
- b. Failure to meet and maintain requirements of the individual’s job description.
- c. Incompetence stemming from an inability or unwillingness to perform assigned work satisfactorily.

7.2.8. Unsatisfactory Attendance

- a. Unauthorized absence and/or tardiness; or
- b. An absence of two (2) days or more without notification to the City Manager shall constitute a voluntary abandonment of employment.

7.2.9. Indifference toward Work

- a. Failure to remain at work, inefficiency, carelessness, loafing while on duty, wasting work time, unauthorized absence from the work area while on duty, or sleeping on the job;
- b. Careless, unsafe or otherwise improper use of personal property or equipment while on duty, or of City property or equipment at any time;
- c. Performing personal business during working hours, abuse of eating and/or rest period, sleeping or being inattentive during working hours, interfering with work of others, mistreatment of the public or other employees;
- d. Use of personal cell phone while on duty operating City machinery or vehicle unless for City business or for family emergencies; or



- e. Failure consistently to meet objectively reasonable standards of performance.

7.2.10. Insubordination

- a. Insubordination is defined as willful failure or refusal to perform assigned work or fully comply with instructions, directions, or orders as requested by the immediate supervisor or Department Director.
- b. If the employee believes the instruction, direction, or order is improper, the employee should obey the order or instruction or direction and report the incident to their Department Director or the City Secretary.
- c. If an employee believes an instruction, direction or order would cause injury to self or others they may refuse the order and must immediately report the incident to their Department Director or the City Secretary.

7.2.11. Violation of Safety Rules

- a. Smoking in prohibited areas;
- b. Improper removal of safety guards, fire extinguishers or other equipment designed to protect employees; or
- c. Failure to use safety equipment or to follow safety rules or failure to report an on-the job injury, vehicle accident, or unsafe condition.

7.2.12. Weapons

The control of, or possession by, any employee of a handgun or other weapon and/or ammunition is strictly prohibited in a City vehicle or in any City buildings. This subsection shall not be applicable to certified licensed peace officers.

7.3. ARRESTS, CONFINEMENTS AND INDICTMENTS

City employees are subject to disciplinary action and/or job restrictions for violations of law. This policy applies to acts prohibited by law that result in charges being filed, arrest, confinement, indictment, and/or conviction, as well as to acts prohibited by law not resulting in charges filed, arrest, confinement, or indictment.

Employees must immediately notify their Department Director within twenty-four (24) hours if they are arrested, charged, indicted, convicted, receive deferred adjudication, or plead no contest to any class “C” misdemeanor or above. Employees who do not drive as a part of their job duties with the City are not required to report minor traffic violations.

In most instances, the City will conduct its own investigation and take appropriate action. An employee arrested, charged, or indicted for a felony or misdemeanor, or accused by information of official misconduct or other serious criminal violation may be placed on administrative leave (with or without pay) until the charge, indictment or information is dismissed or fully adjudicated



without trial, and if tried, until the trial and appeal (if any) are completed and all related administrative matters are concluded. Such a determination will be made by the City Manager.

If the indictment or information is dismissed, the employee is acquitted, or the conviction is reversed on appeal, an employee on administrative leave may be reinstated to the position held before being placed on administrative leave. If an employee was placed on administrative leave without pay, upon reinstatement they will receive back all pay missed while on administrative leave.

7.4. INDIVIDUAL DEPARTMENT RULES AND POLICIES

With the approval of the City Manager, departments may have written personnel policies and procedures which are separate from or in addition to the policies and procedures listed in this manual. Departmental personnel policies and procedures are to be followed; however, no departmental personnel policy or procedure shall be inconsistent with the Employee Handbook. Should a conflict arise, the Employee Handbook will supersede the conflicting departmental policy or procedure.

7.5. DISCIPLINARY PROCEDURES, PROBATION AND DISMISSAL

The following disciplinary procedures are merely suggestions. In every case where disciplinary action is needed, the action taken will be tailored to fit the specific offense or violation for which it is intended. The specific situation and the performance record of the individual involved will always be taken into consideration. Nothing in the suggested procedures are intended to imply the procedures must be followed in any particular order. The City reserves the right to dismiss an employee at any time. Every disciplinary action taken will be recorded to provide documentation that rules are enforced equitably and in accordance with stated policy.

Memorandum for Record (MFR): Generally used to document a verbal counseling or coaching session with an employee. Supervisors shall keep a record of the MFR for potential future disciplinary processes.

Letter of Counseling: Best suited for minor infractions where the situation demonstrates a need for discipline, but does not warrant a reprimand. Supervisors shall keep a record of letters of counseling that shall be kept in the employee's personnel file.

Verbal Reprimand: Best suited to minor rule infraction or incident of substandard performance. A supervisor will explain exactly what the employee did wrong and why it is important the incident not be repeated. Supervisors shall keep a record of the verbal reprimand that shall be kept in the employee's personnel file.

Written Reprimand: A written reprimand is a formal disciplinary action in which an employee's inappropriate actions are detailed in writing which will serve to caution the employee that similar



conduct will result in further disciplinary action. Supervisor shall detail the event in a report that shall be signed by the employee, the supervisor, and the City Manager. Space will also be provided for written comments from the employee. A copy of the written reprimand shall be kept in the employee's personnel file.

Disciplinary Probation: A Department Director may authorize, with the approval of the City Manager, the placement of an employee on disciplinary probation as a disciplinary measure for a serious violation of department and City policies and procedures. The assessment period allows time for the employee to show improvement on the problem(s) specified at the time of the probation. The probation will be initiated by a written document signed by both the supervisor and the employee which:

- a. Identifies the problem(s);
- b. Indicates the necessary improvement;
- c. Specifies the length of the assessment period; and
- d. Informs the employee of further disciplinary action which could result from failure to show satisfactory improvement within the specified assessment period.

Any employee who is on disciplinary probation is not eligible for merit increases, transfer, or promotion.

Suspension: A Department Director may direct the placement of an employee on suspension as a disciplinary measure for a serious violation of department and/or City policies and procedures. Employees are afforded all rights available to them and may grieve a suspension issued by a Department Director. Generally, a suspension will be considered un-paid; however, Department Directors may consider the forfeiture of accumulated leave for the suspension period in lieu of serving an un-paid suspension. Employees electing to grieve a suspension must follow the guidance set forth in section 7.7 below.

Dismissal: A Department Director may dismiss an employee, with the approval of the City Manager, at any time.

7.6. PERFORMANCE COUNSELING

Any employee who exhibits substandard work performance will be given the opportunity to improve the performance level. Department Directors and supervisors ~~may will~~ attempt to counsel substandard performers using the following guidelines ~~or those set out in section 7.5. above:~~

Initial Counseling: For the first indication of substandard work performance, the supervisor should advise the employee of his/her unsatisfactory performance and recommend specific areas of improvement. A written record may be retained within the employee's department.



Written Documentation: For a second indication of substandard performance, the supervisor will state in writing:

- a. The specific deficiencies observed in the employee's performance;
- b. The necessary improvements;
- c. The period of time in which improvement must occur; and
- d. Further action which may result if the employee fails to show satisfactory improvement.

A Developmental Counseling Form (see Attachment C) shall be signed by both the employee and the supervisor and a copy shall be maintained within the department and the original forwarded to the City Manager. If the employee refuses to sign, the supervisor must have a witness sign to show a copy was given to the employee.

7.7. GRIEVANCE-FILING PROCEDURES

An employee or former employee who has a complaint about a disciplinary action taken against him/her which results in lost compensation or termination has the right to file a grievance in accordance with the procedures outlined below. No employee will be discriminated against, harassed, intimidated, nor suffer reprisal as a result of filing a grievance or participating in the investigation of a grievance by providing information, testimony, or arising in an investigation in any way.

Employees or former employees should present their own case. The Department Director (or immediate supervisor if appropriate) shall advise and aid the employee in a fair and objective manner. The employee may use legal counsel if he/she desires. However, the employee shall advise the Department Director in advance and in writing that he/she chooses to do so.

- a. Within ten (10) business days of becoming aggrieved, the employee or former employee shall submit his grievance to the City Manager in writing. The employee or former employee shall include all pertinent facts, details, restitution sought, and possible solutions.
- b. The City Manager shall determine whether the grievance falls within the scope of an allowable grievance and if so shall set a date for a formal hearing on the matter if it is determined that grievance is appropriate.
- c. The hearing shall be held within ten (10) days of the written filing to the City Manager, if possible, unless the employee requests additional time.
- d. The hearing shall consist of:
 1. Two Department Directors from a department outside of the grievant's origination.
 2. One person in the employ of the City appointed by the employee
 3. The City shall be represented by the City Attorney



- e. Each side will be given equal opportunity to present their case. Presentations shall be limited to relevant facts that are generally capable of being substantiated. Hearsay¹ will not be allowed or considered. The panel shall make a written recommendation to the City Manager who then shall rule on the grievance.
- f. The hearing panel may recommend any action including, but not limited to, an increase or decrease in disciplinary action given to an employee following the hearing.
- g. The City Manager may take any action including but not limited to an increase or decrease in disciplinary action given to an employee following the recommendation from the hearing panel.
- h. The judgment of the City Manager shall be final and shall be given in writing within ten (10) business days of the close of the hearing.
- i. A summary of the proceeding along with each decision shall be placed in the personnel file of the individual. The City Secretary will maintain the complete file of the proceedings in a file designated for such purposes.

7.8. COMPLAINTS AGAINST CITY OFFICERS

All complaints against City Officers shall be filed in compliance with Chapter 2, Article V, Section 2-66 of the City of Shavano Park City Ordinances. Inquire with the City Secretary if you need assistance finding the ordinance.

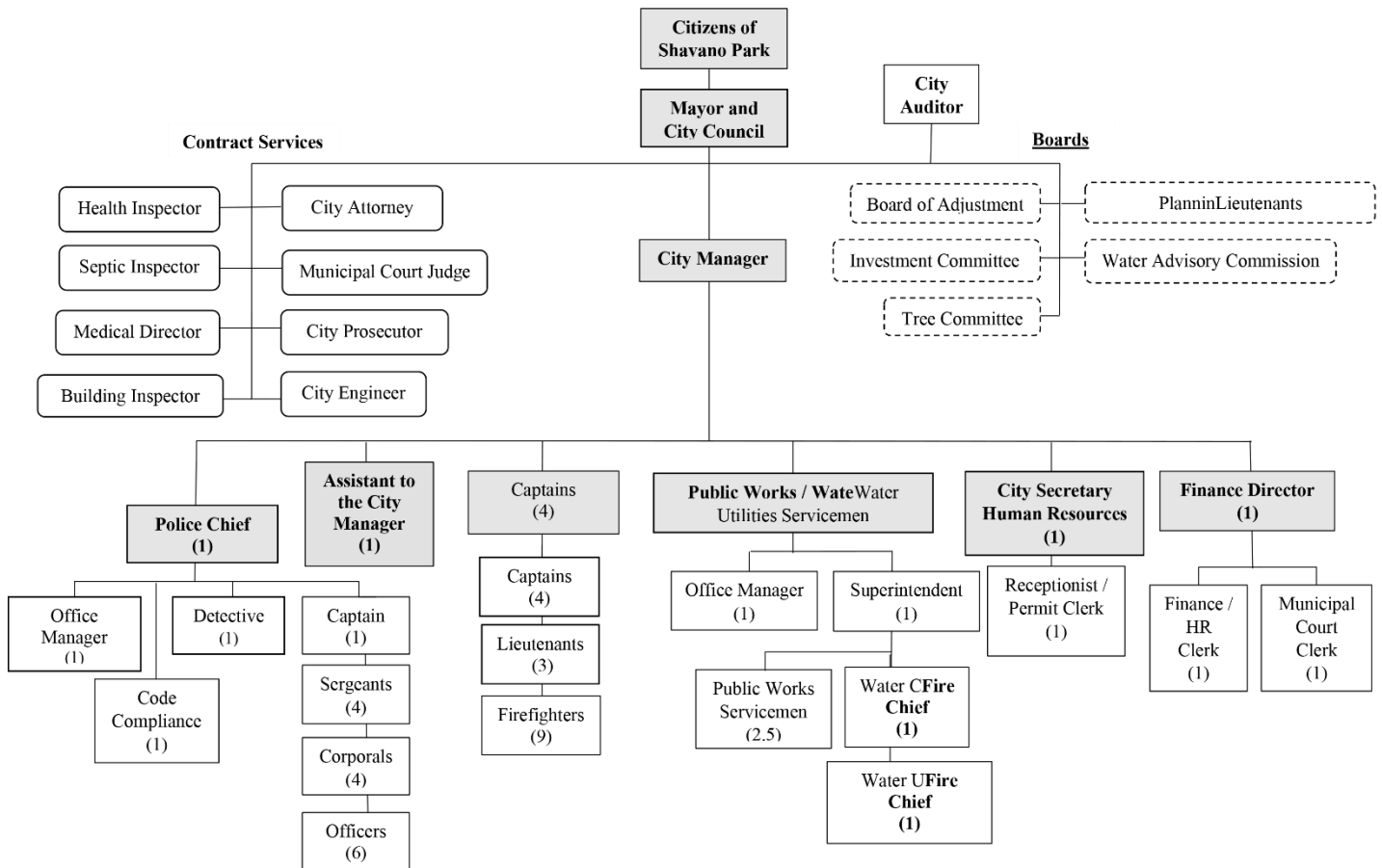
¹ **Hearsay** is defined as a statement made outside the hearing introduced to prove the truth of the matter asserted therein.



ATTACHMENT A

ORGANIZATIONAL FLOWCHART

Approved by Council on September 20, 2021





ATTACHMENT B

OFFICIAL HOLIDAYS

Approved by Council on October 25, 2021

Official Holidays – The following legal holidays will be observed as official holidays of the City of Shavano Park. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will normally be observed on the following Monday.

2022 HOLIDAYS	DATE	DATE OBSERVED
NEW YEAR'S DAY	JANUARY 1 ST	FRIDAY, DECEMBER 31 ST
MARTIN LUTHER KING JR. DAY	3 RD MONDAY IN JANUARY	MONDAY JANUARY 17 TH
PRESIDENT'S DAY	3 RD MONDAY IN FEBRUARY	MONDAY, FEBRUARY 21 ST
BATTLE OF FLOWERS	FRIDAY OF FIESTA WEEK	FRIDAY, APRIL 8 TH
GOOD FRIDAY	FRIDAY BEFORE EASTER	FRIDAY, APRIL 15 TH
MEMORIAL DAY	LAST MONDAY IN MAY	MONDAY, MAY 30 TH
INDEPENDENCE DAY	JULY 4 TH	MONDAY, JULY 4 TH
LABOR DAY	1 ST MONDAY IN SEPTEMBER	MONDAY, SEPTEMBER 5 TH
VETERAN'S DAY	NOVEMBER 11 TH	FRIDAY, NOVEMBER 11 TH
THANKSGIVING DAY	4 TH THURSDAY IN NOVEMBER	THURSDAY, NOVEMBER 24 TH
DAY AFTER THANKSGIVING	4 TH FRIDAY IN NOVEMBER	FRIDAY, NOVEMBER 25 TH
CHRISTMAS EVE	DECEMBER 24 TH	FRIDAY DECEMBER 23 RD
CHRISTMAS DAY	DECEMBER 25 TH	MONDAY, DECEMBER 26 TH

*State law entitles firefighters to a paid day off from work on September 11th (Patriot's Day) with the option of using a personal paid vacation day or switching a paid holiday. The firefighter is entitled the holiday only if their supervisor does not require them to work that day to maintain minimum staffing necessary for public safety. See Section 5.3 for further details on the City's policies concerning Official Holidays.



ATTACHMENT C

DEVELOPMENTAL COUNSELING FORM					
The proponent is the City Manager					
DATA REQUIRED BY THE PRIVACY ACT OF 1974					
AUTHORITY:	Code of Ordinances, City of Shavano Park				
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.				
ROUTINE USES:	The COSP Routine Uses set forth in the personnel manual apply to this system.				
DISCLOSURE:	Disclosure is voluntary.				
PART 1 - ADMINISTRATIVE DATA					
Name (Last, First, MI)		Position		Date of Counseling	
Department			Name and Title of Counselor		
PART II - BACKGROUND INFORMATION					
Purpose of Counseling: <i>(Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)</i>					
PART III - SUMMARY OF COUNSELING					
Complete this section during or immediately subsequent to counseling.					
Key Points of Discussion:					
OTHER INSTRUCTIONS					
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation, or upon retirement.					



Shavano Park Employee Handbook

Plan of Action *(Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The action specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment.)*

Session Closing: *(The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)*

Individual counseled: ☐ I agree ☐ disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled: _____

Date: _____

Leader Responsibilities: *(Leader's responsibilities in implementing the plan of action.)*

Signature of Counselor: _____

Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: *(Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled provides useful information for follow-up counseling.)*

Counselor: _____

Individual Counseled: _____

Date

of

Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.

RESOLUTION NO. R-2022-003

A RESOLUTION AMENDING THE CITY OF SHAVANO PARK EMPLOYEE HANDBOOK

WHEREAS, The City of Shavano Park has the authority to adopt personnel rules and regulations concerning personnel matters, including but not limited to: probationary periods, vacation and sick leave regulations, compensation, health insurance, professional conduct, performance evaluations, work schedules, and other personnel matters; and

WHEREAS, the City Council of the City of Shavano Park has determined that it is desirable and in the public interest to adopt an amended employee handbook to address employment and personnel matters to apply to City employees.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS:

1. The City of Shavano Park hereby amends the City of Shavano Park Employee Handbook, dated February 28, 2022, a copy of which is attached hereto and incorporated by reference herein.

PASSED AND APPROVED on by the City Council of the City of Shavano Park this the 28th day of February 2022.

BOB WERNER, MAYOR

Attest:

Trish Nichols, City Secretary



CITY OF SHAVANO PARK

EMPLOYEE HANDBOOK

Adopted by City Council

February 28, 2022

WELCOME TO THE CITY OF SHAVANO PARK

Welcome to the City of Shavano Park! We are delighted that you have chosen to join our municipality and hope that you will enjoy a long and successful career with the City of Shavano Park. As you become familiar with the City's vision and mission statement, we hope that you will take advantage of the many opportunities offered to you in order to enhance your career and further the City of Shavano Park's goals.

BACKGROUND

City Profile: On the edge of the Texas Hill Country, the City of Shavano Park is located in the San Antonio Metropolitan Area in northwest Bexar County, approximately 12 miles north of downtown San Antonio. Shavano Park is surrounded by the City of San Antonio. Generally, the City's boundaries are Loop 1604 on the north, Huebner Road on the south, Lockhill Selma on the west and Salado Creek on the east. This City land area size is 3.3 square miles of land. The City is composed of roughly 3,527 residents and has approximately 181 commercial businesses.

City History: The original Town of Shavano was established around 1881 along the Olmos Creek and served as a stagecoach and rail stop between San Antonio and Boerne. The area now occupied by the City of Shavano Park was part of the Stowers Ranch. In 1947, Wallace Rogers and Sons purchased the land for residential development starting in 1948. The city of Shavano Park was incorporated on June 19, 1956 as a general law city. The City has grown considerably from 167 residents in 1956 to roughly 3,527 in the year 2020. Despite its growth the City retains its distinctive generous lots and rural atmosphere.

SPACE SAVED FOR RESOLUTION

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Appendix

Attachment A – Organizational Flowchart
Attachment B – Official Holidays
Attachment C – Developmental Counseling Form

EMPLOYMENT ACKNOWLEDGEMENT

The City of Shavano Park (the “City”) Employee Handbook describes important information about the City’s personnel policies and procedures, and I understand that I should consult my supervisor and / or my Department Head regarding any questions not answered in the Employee Handbook. I have entered into my employment relationship with the City voluntarily and acknowledge that there is not specified length of employment. Accordingly, either I or the City can terminate the relationship at will, with or without cause, at any time.

With the exception of the City’s employment-at-will policy, all of the information, policies, and benefits described in the Employee Handbook are subject to change. I understand that revised information may supersede, modify, or eliminate existing policies. I agree that any conflicts or ambiguities in City policies and procedures will be decided by the City Manager.

Furthermore, I acknowledge that this Employee Handbook is neither a contract of employment nor a legal document, nor is it a waiver by the City of the employment at-will status of my relationship with the City.

I have received the Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained in it and any revisions made to it. I also understand that the policies in this Employee Handbook supersedes all prior written and / or oral City policies.

ACKNOWLEDGEMENT:

Signature

Print Name

Date



Section 1 – Introduction

1.1 PURPOSE

This Employee Handbook is designed to provide employees information on the policies of the City of Shavano Park. This handbook also serves to ensure a uniform application of City policies governing employees and replaces all previous employee handbooks or personnel manuals. Employees should read this document carefully to understand the responsibilities, rights and benefits of being an employee of the City of Shavano Park. Should any employee have questions as to the interpretation or understanding of any policy or practice, please make an appointment with your Department Director immediately. It is important that all employees have a full and complete understanding of the City of Shavano Park's personnel policies.

All Forms mentioned in *italics* in this handbook can be found on the City's servers in the shared drive at **S:\1 - Employee Handbook Forms & Policies** or by contacting the Director of Human Resources. This Employee Handbook does not constitute a contract of employment. Nothing in this handbook is intended to alter the continuing at-will status of employment with the City.

1.2 VISION STATEMENT

Shavano Park strives to be the premier community in Bexar County, preserving and celebrating its natural setting and small-town traditions amid the surrounding area's urban growth.

1.3 MISSION STATEMENT

The City of Shavano Park provides exceptional leadership and delivers exemplary municipal services in a professional, cost-effective and efficient manner to citizens, business owners and visitors to facilitate economic growth and enable an exceptional quality of life and workplace consistent with our small-town values and character.

1.4 STAFF ESSENTIAL TASKS

- Provide, Efficiently Use, and Protect Fiscal Resources
- Provide and Maintain Infrastructure
- Maintain a Superior Water System
- Provide Police Protection
- Provide Fire / EMS Protection
- Conduct Municipal Planning
- Enforce Ordinances / Standards consistently
- Provide Outstanding Customer Service to citizens, business owners and visitors



1.5 CITY VALUES

City employees are expected to uphold the following values:

- Honesty
- Integrity
- Accountability
- Excellence
- Professionalism
- Innovation
- Inclusiveness
- A commitment to open, clear and transparent communications and Government
- Responsiveness and Customer Service

1.6 CODE OF ETHICS

Employees of the City of Shavano Park have the trust of citizens who depend on the highest level of service. This level of trust creates a special responsibility for the employees of the City of Shavano Park. Therefore, employees are expected to maintain a high level of ethical standards, to act with integrity in all public relationships and to always conduct themselves in a manner which maintains public confidence. This is accomplished by following the City of Shavano Park's Code of Ethics as presented below.

Employees of the City of Shavano Park shall strive to uphold the Constitution, laws and ordinances of the United States, State of Texas, and the City of Shavano Park Code of Ordinances, and shall strive to be:

- Honest and trustworthy in what they say and write and in all professional relationships;
- Dedicated to providing quality services by being cooperative and constructive, and by making the best and most efficient use of available resources;
- Fair and considerate in the treatment of fellow employees and citizens, addressing concerns and needs with equity, granting no special favors;
- Committed to accomplishing all tasks in a superior way, and abstaining from all job behaviors that may tarnish the image of the City of Shavano Park;
- Cognizant that public and political policy decisions are the responsibility of the City Council; and
- Dedicated to the best customer/citizen services to improve the quality of life in the City of Shavano Park.

This Code of Ethics requires dedication to uphold. Employees and citizens will always be better served by doing what is right rather than what is expedient. Violation of the Code of Ethics, or any law of the State of Texas or the United States in the performance of an employee's duties can lead to discipline up to and including dismissal.



1.7 CITY GOVERNANCE AND MUNICIPAL MANAGEMENT

City Governance: The City of Shavano Park is a Type “A” General Law City governed by a Mayor and City Council that by election has adopted the City Manager form of government. The Mayor presides at meetings of the City Council and is the Chief Civic Representative of the City. The City Council functions as the legislative branch of the City government, provides policy for the conduct of municipal affairs, enacts ordinances, exercises budgetary authority and maintains oversight of the City government.

City Manager: Per Article III, Section 2-63 of the City of Shavano Park Ordinances the City Manager shall be the administrative head of the municipal government under the direction and supervision of the City Council. The City Manager is the Chief Executive Officer of the City of Shavano Park and is responsible for the day to day management of the City. The City Manager shall carry out the policies set by the City Council and enforce the ordinances of the City and the laws of the State of Texas.

Director of Human Resources: The City Secretary is the Director of Human Resources and reports directly to the City Manager. City employees should contact the City Secretary when the Director of Human Resources is described in this manual. Employees with finance related questions regarding payroll and insurance may contact the Finance Director for information.

Department Directors: Department Directors report directly to the City Manager and are responsible for the enforcement of the provisions of this manual as it relates to the supervision and administration of personnel in their departments. Department Directors will, in addition to their other duties, assure the maintenance of high standards of ethical and moral conduct among their personnel to reflect favorably on the City at all times. Department Directors are likewise responsible for the protection of all information which is created for or primarily used by their respective department. This responsibility includes the protection of computerized information which is placed in the custody of individual employees including authorizing access to all departmental information.

1.8 ORGANIZATIONAL FLOWCHART

The organizational chart will be approved annually by City Council and be updated in this handbook subsequent to City Council approval. See Attachment A – “Organizational Chart.”



Section 2 – General Provisions

2.1 PURPOSE OF EMPLOYMENT

The primary objective and purpose of the existence of the Shavano Park municipal government is to provide the most efficient, economical and courteous services possible to our citizens and business partners. Employees have been chosen for their positions because their individual job is very important in the overall mission to provide optimal City services. The City of Shavano Park is assured each employee has the knowledge, skills and abilities needed to help the City reach its primary objective. The City seeks to welcome each employee as an important and productive member of the organization.

2.2 EMPLOYMENT AT WILL

Employment with the City is not for a fixed or definite term. All employment by the City has been and continues to be at-will, except for those positions that may have a written contract approved by the City Council. That means that both the employee and/or **the City have the right to terminate employment at any time, with or without notice, and with or without cause.** This Employee Handbook does not constitute a contract of employment. Nothing in this handbook is intended to alter the continuing at-will status of employment with the City.

2.3 MANAGEMENT AUTHORITY AND ADMINISTRATION

This handbook is approved by the City Council of the City Shavano Park; Amendments to the Employee Handbook must likewise be approved by the City Council. The Handbook policies shall apply to all City employees, provided that the provisions may be varied in the case of an employee with a written employment agreement approved by the City Council. All employees must become familiar with and abide by these policies. General and final authority for personnel administration rests with the City Manager, with the exception of matters reserved to the City Council by State law or Ordinance.

No City of Shavano Park supervisor is authorized to modify this handbook for any employee or to enter into any agreement, oral or written.

2.3.1 Management Authority. The City Council may modify, revoke, suspend, interpret, terminate, or change any or all of its policies and procedures, in whole or in part, at any time. Policy administration rests with the City Manager and the City Manager reserves sole authority to administer City operations.



2.3.2 Departmental Policy and Procedural Requirements. City departments may develop policies and procedures consistent with City policies and procedures. Department policies and procedures that are operational and that do not relate to those in this handbook, or other approved operational manuals shall be reviewed and approved by the City Manager. Department Directors are responsible for obtaining the necessary review and approval prior to issuing such departmental policies and procedures. Departmental policies and procedures will not become effective until reviewed and approved by the City Manager.

2.3.3 Miscellaneous. Policies and procedures apply to all employees of the City, both on and off duty where applicable, unless otherwise indicated, restricted by proper authority, or prohibited by Federal, State and/or Municipal law.

Any statement in a policy and/or procedure found to be illegal, incorrect, and/or not applicable will not affect the validity and intent of the remaining content of such policy or procedure.

Any conflicts, questions, or ambiguities in City or departmental policies and procedures will be resolved by the City Manager. The City Manager may delegate rights and powers granted to him or her under these policies and procedures to the others as deemed appropriate in the City Manager's sole discretion.

2.4 MEDIA SPOKESPERSON

The City Manager will be responsible for handling all media inquiries. City Employees are required to refer all media inquiries to the City Manager. Failure to do so may result in discipline up to and including dismissal.

2.5 EQUAL EMPLOYMENT OPPORTUNITY

The City is an equal opportunity employer. Discrimination against any person in recruitment, examination, selection, appointment, rate of pay, promotion and transfer, retention, daily working conditions, testing and training, awards, compensation and benefits, disciplinary measures or any other aspect of employment because of age, race, religion, sex, national origin, citizenship, disability, genetics, veteran's status or other unlawful basis, is prohibited.

2.6 SEXUAL AND OTHER UNLAWFUL HARASSMENT

All City employees are entitled to a workplace free of unlawful harassment by management, supervisors, co-workers, citizens, and vendors. This means that each employee must be respectful of others and act professionally. City employees are also prohibited from harassing citizens, co-workers, volunteers, elected and appointed officials, vendors, and all other third parties.



2.6.1 Sexual Harassment. All types of sexual harassment are prohibited. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Sexual harassment does not require sexual attraction or interest. This policy prohibits sexual advances and requests for sexual favors, sexual jokes and innuendo; comments about bodies, sexual prowess, sexual preferences, sexual experiences or sexual deficiencies; leering, whistling, or touching; verbal abuse of a sexual nature, including insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures, including nudity and pornography; and all inappropriate conduct of a sexual nature, whether it be physical, verbal or visual conduct.

2.6.2 Other Prohibited Harassment. In addition to the City's prohibition against sexual harassment, harassment on the basis of any other legally protected characteristic is also strictly prohibited. This means that verbal or physical conduct that singles out, denigrates, or shows hostility or aversion toward someone because of race, religion, color, national origin, age, disability, genetics, veteran status, citizenship, or any other characteristic protected by law is also prohibited.

Prohibited conduct includes, but is not limited to, workplace bullying, epithets, slurs and negative stereotyping; threatening, intimidating, or hostile conduct; denigrating jokes and comments; and writings or pictures, that single out, denigrate, or show hostility or aversion toward someone on the basis of a protected characteristic. Conduct, comments, or innuendoes that may be perceived by others as offensive are wholly inappropriate and are strictly prohibited.

Workplace bullying occurs when an individual, or a group of individuals, repeatedly behaves unreasonably towards a worker, or a group of workers, and the behavior creates a risk to health and safety. It includes both physical and psychological abuse.

This policy also prohibits while on duty or at work sending, showing, sharing, or distributing in any form, inappropriate jokes, pictures, comics, stories, etc., including but not limited to via facsimile, e-mail, cell phone or other electronic devices, social media, and/or the Internet, such as YouTube and Facebook. Online harassment will be treated the same as other types of harassment. Harassment



of any nature, when based on race, religion, color, sex, national origin, age or disability, genetics, veteran status, citizenship or any other characteristic protected by law is prohibited and will not be tolerated.

This policy applies to City employees interacting with other employees, elected and appointed officials, citizens, vendors, volunteers, and other visitors to the workplace.

2.6.3 Reporting and Handling Procedures. The City requires that employees report all perceived incidents of harassment, regardless of the offender's identity or position. Any employee who observes or otherwise learns of possible harassment in the workplace or who feels that harassment has occurred or has been subjected to conduct prohibited by this policy must report it immediately to your Department Director, the City Secretary, or the City Manager.

Any supervisor, manager, or Department Director who becomes aware of possible conduct prohibited by City policy must immediately advise the Department Director, City Secretary, or City Manager.

Under this policy, an employee may report to and/or contact the City Manager directly, without regard to the employee's normal chain of command. If an employee has a complaint related to the City Manager, the employee may report the issue to the City Secretary who will forward the complaint to the Mayor. If the City Secretary and City Manager are both involved in the complaint of harassment, the employee may make a written complaint to the Mayor.

Investigation. All reports of prohibited conduct will be investigated promptly and confidentially by the City Manager, or designated, as appropriate. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have other relevant knowledge. All employees are required to cooperate with the investigation and to maintain confidentiality.

In case of complaints against the City Manager, the City Council shall designate a third party to undertake the investigation.

Retaliation Prohibited. Retaliation against employees who make a good faith charge or report of prohibited conduct or who assist in a complaint investigation is prohibited. Acts of retaliation must be reported immediately as set out above.

Responsive Action. Misconduct constituting harassment or retaliation will be dealt with appropriately and promptly. Discipline, up to and including dismissal will be imposed upon any employee who is found to have engaged in conduct prohibited by this policy. Likewise, disciplinary action will be imposed in situations where claims of prohibited conduct were untruthful, fabricated or exaggerated or when employees are untruthful during an investigation.



Training. Employees of the City will receive harassment training upon hire with the City and on a regular basis in order to maintain a harassment-free workplace.

2.7 AMERICANS WITH DISABILITIES ACT

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

The City will provide reasonable accommodation to the known physical or mental impairments of an otherwise qualified individual with a disability if such reasonable accommodation will enable the individual to perform the essential functions of the position at issue. The City's obligation under this policy is limited to providing reasonable accommodations that will not result in undue hardship to the City.

Any employee seeking a reasonable accommodation for a disability that affects the employee's ability to perform the essential functions of the position shall make a written request to the City Secretary.

Employees who have a complaint involving potential violations of the Americans with Disabilities Act or ADAAA, including but not limited to harassment, discrimination, or failure to provide a reasonable accommodation, must immediately contact their immediate Supervisor, City Secretary, the City Manager or designee.

2.8 MEDICAL RECORDS PRIVACY

Federal law requires that the City maintain all employee medical information in separate, confidential files. Therefore, in addition to personnel files, the City maintains a separate medical file for each employee. Finance Department maintains these confidential medical files.

Examples of information that may be provided to the City by an employee or the employee's health care provider, and maintained in the confidential medical file, include:

- a note to justify an absence;
- a note to request a leave;
- a note to verify the employee's ability to return to work;
- medical records to support a claim for sick pay or disability benefits;
- insurance records;
- workers' compensation records; and
- medical history records



The City does not request genetic information from an applicant, employee, or health care provider. The City discourages health care providers from sending genetic information. Any genetic information inadvertently sent to the City will be returned to the employee or destroyed.

It is important that employees understand that the records are confidential but that the confidentiality may be waived when the employee provides medical information to the supervisor or Finance Director. When an employee provides information to the supervisor, the supervisor shall share the information only on an “as needed” basis with other members of management.

In addition to protecting their own confidential medical information, employees must also respect the privacy and confidentiality of their coworkers’ medical information. Employees are expected to use discretion and judgment when dealing with such information and are to refrain from passing along information, gossip, rumors or anything else that may constitute an invasion of a coworker’s privacy or breach of confidence.

2.9 SEARCH POLICY

The City may conduct unannounced searches or inspections of the work site, including but not limited to City property used by employees such as lockers, file cabinets, desks, and offices, computer and electronic files, social media sites, cell phones, pagers, text messages, whether secured, unsecured or secured by a lock or password provided by the employee.

All searches must be authorized and conducted under the direction of the City Manager. Employees who refuse to cooperate with a search may be subject to disciplinary action up to and including termination.

2.10 POLITICAL ACTIVITIES

City employees will not be appointed or retained on the basis of their political support or activities. City employees are encouraged to vote and to exercise other prerogatives of citizenship consistent with State and Federal law and these policies. No City employee is prohibited from becoming a candidate for public office. However, City employees may not:

- Use the employee’s position or office to coerce political support from employees or citizens.
- Use the employee’s official authority or influence to interfere with or affect the result of a campaign issue, an election or nomination for public office.
- Use working hours or City property to solicit or receive any subscription, contribution or political service to circulate petitions or campaign literature on behalf of an election issue or candidate for public office in any jurisdiction.



- Hold an appointive or elective office of public trust where service would constitute a direct conflict of interest with City employment, e.g. City of Shavano Park City Council, Boards and Commissions and certain Bexar County offices. Upon being elected or appointed to such an office, an employee must immediately resign or will be dismissed upon failure to do so.

2.11 VALID DRIVER'S LICENSE REQUIREMENT

The City requires that every employee who operates a City owned [or leased] vehicle, or who drives a privately owned vehicle while carrying out job duties, maintain a current valid Texas driver's license.

Driving records will be checked prior to employment and, at City discretion, periodically throughout the course of employment. Applicants and employees are required to provide the City with any authorizations necessary for the City to perform such a check.

When a special classification of driver's license is required to operate City equipment, it is the employee's responsibility to maintain the required license.



Section 3 – Employee Compensation and Benefits

3.1. PAY PLAN

The City pays wages and salaries based upon the nature of the job performed and are competitive to payment plans for similar positions in the surrounding area. Annual base salaries are determined by the City Council.

3.2. ALLOWANCES AND CERTIFICATES

Allowances (such as phone or vehicle) are determined each year during the City's budget process. Allowances are available to those employees at the determination of the City Manager and Council during the budget process. Speak with your Department Director or Finance Director for details on City allowances.

Certain qualifications (such as those for Fire, Police and Water Utility professionals) are recognized as beneficial to the City and may be awarded with certificate pay. Certificate pay amounts are determined each year by City Council during the City's budget process. Speak with your Department Director or Finance Director for details regarding City certificate pay.

3.3. INSURANCE BENEFITS

All regular, full-time employees and their dependents are eligible for enrollment in the City's insurance benefit plans upon employment; coverage begins on the first day of the month following the date of employment. This insurance is effective as long as the employee remains on the fulltime payroll. The details of the City's insurance benefit plans are determined as a part of the City's annual budget process. Inquire with your Department Director or City Secretary for details on the City's current year insurance benefit plans.

3.4. GROUP HEALTH BENEFIT COVERAGE (COBRA)

COBRA is a Federal law that requires the City of Shavano Park to offer employees and their families the opportunity to extend temporarily their group coverage at group rates in instances where coverage under the employer's group health plan would otherwise terminate. *The employee is responsible for paying for the City's share of the premium in addition to current premium during a continuation of coverage under COBRA.*

Under COBRA, employees may elect COBRA continuation coverage for up to 18 months after termination of employment (unless the employee is terminated due to gross misconduct), or if an employee's hours are reduced so that the employee no longer qualifies for participation in the group



health plan. Under other circumstances, COBRA coverage is available for up to 36 months following a qualifying event. Employees must notify the City within 60 days of the occurrence of the employee's legal separation or divorce and of a covered dependent ceasing to qualify as a dependent under the medical plan.

Detailed COBRA notices are given to employees when an employee becomes eligible for participation in the City's group health plan and again when a qualifying event occurs. For more complete information on COBRA and your health plan, you should review your summary plan description or review a copy of the full health plan with the Finance Director.

3.5. EMPLOYEE ASSISTANCE PROGRAM (EAP)

Employee Assistance Program (EAP) provider is Deer Oaks EAP Services. They provide EAP Services for all employees and their dependents. The EAP benefit covers 6 confidential short-term counseling visits and is at no cost to employees and their families. The City has pre-paid for this benefit for all employees and their dependents.

The EAP benefit is not only free to all employees and their dependents, but it is also confidential. Deer Oaks EAP has considerable expertise and clinical knowledge possessed by its clinicians and numerous convenient locations.

The EAP can assist with many different types of problems. Among these are stress, depression, anxiety, workplace difficulties, substance abuse, marital problems, family or parenting conflicts, grief, violence and unhealthy lifestyles. The EAP can also provide additional assistance with, and tools & referrals for:

- Childcare and Eldercare Resources with Referrals
- Financial and legal issues
- Free Interactive online simple will
- Retiree Assistance
- Moving Resources/Checklist
- ID Recovery

Deer Oaks EAP is available when you need it, 24 hours a day, 365 days a year. Deer Oaks will also coordinate with City of Shavano Park's Health Plan for cases that require treatment under your medical benefit. For additional information or a referral to a provider located nearest you please call EAP toll-free at 1-866-327-2400. Online tools are available at: www.deeroakseap.com with login & password: shavanopark.

The City of Shavano Park is committed to the health and well-being of its employees and their family members and encourages the utilization of this important benefit.



3.6. RETIREMENT

3.6.1. Texas Municipal Retirement System. The City participates in the Texas Municipal Retirement System (TMRS), which provides retirement benefits to eligible employees. All regular full-time employees are required to join TMRS. Employees completing five (5) years of employment will be vested in the TMRS. All regular employees working twenty (20) hours or more per week are required to participate in TMRS. Temporary employees, and part-time employees working less than one-thousand (1,000) hours per year, are not eligible to enroll in the retirement system.

Employees covered under TMRS are required to contribute 7% of the employee's pay to the member's account. The City of Shavano Park matches the employee contribution at a 2 to 1 rate. All amendments and additions to such system enacted by the City Council are continued in full force and effect. Employees are provided retirement benefits upon meeting TMRS eligibility and plan requirements. Specific TMRS plan requirements and provisions can be obtained from the City Secretary or TMRS.

3.6.2. Social Security. Your earnings from this job are not covered under Social Security. All employees must sign Form SSA-1945, *Statement Concerning Your Employment in a Job Not Covered by Social Security*, prior to employment. This form explains the potential effects of two provisions in the Social Security law for workers who also receive a pension based on their work in a job not covered by Social Security.

3.7. WORKERS' COMPENSATION

Workers' compensation is designed to cover the costs associated with injuries resulting from identifiable and specific accidents, injuries or job-related illnesses occurring during the course and scope of one's employment. It is not designed to cover ordinary diseases of life. All employees and volunteers of the City are covered by workers' compensation insurance.

An employee injured on the job may be eligible for workers' compensation benefits, which may cover the cost of hospitalization, doctors, treatment, prescription drugs and other related expenses, to include possible partial salary continuation.

Injuries not directly related to or caused by a specific accident or incident that occurred in the performance of the employee's job duties for the City, injuries occurring while an employee or volunteer is working or volunteering for an employer or organization other than the City, and / or injuries occurring during self-employment, are not covered under the City's workers' compensation plan.

3.7.1. Accident and Injury Reporting Procedures

- 1) **If an employee is injured on the job or feels that the employee has an illness or injury caused by work, the employee must stop working and report the condition to the**



employee's Supervisor. Failure to report such an injury or illness no later than twenty-four (24) hours after learning of the injury was reported or no later than 9 a.m. on Monday for injuries occurring over the weekend may disqualify the employee from receiving benefits.

- 2) The supervisor may refer the employee for medical treatment, if necessary, from either the Shavano Park Fire Department EMS (dial 9-1-1 in emergencies) and/or the approved doctor list, as provided by the Texas Department of Insurance at www.pswca.org/workers.html. Every injury, regardless of its severity, must be reported by the employee to their Supervisor.
- 3) The employee's supervisor will initiate a thorough investigation into the cause and circumstances of the accident causing the injury, including interviewing all witnesses and preparing a detailed written report explaining the facts of the accident that occurred.
- 4) The supervisor must submit the *Employers First Report of Injury or Illness Form (DWC Form-1)* and any other related information to the Director of Human Resources no later than twenty-four (24) hours after learning of the injury was reported or no later than 9 a.m. on Monday for injuries occurring over the weekend.
- 5) If the employee's supervisor has reason to believe that an injury has been reported that is not directly related to or caused by a specific accident or incident occurring in the performance of the employee's assigned job duties, the supervisor must advise Director of Human Resources of these circumstances. The decision of whether or not an injury will be covered by workers' compensation will be made by the Political Subdivision Workers' Compensation Alliance and not by the City.
- 6) For every doctor's office visit, the employee is required to obtain from his doctor a completed *Fit for Duty Form*, which includes the employee's diagnosis, when the employee is expected to be able to return to work, the employee's restrictions and the date of the employee's next appointment. A *Fit for Duty Form* completed by a doctor must include duties required specific to each employee's job description. It is the employee's responsibility to ensure that a copy of the *Fit for Duty Form* is forwarded to their supervisor. Failure of an employee to report an on the job injury to their supervisor may result in disciplinary action, up to and including termination of employment.

3.7.2. Returning to Work. The employee is to return to work immediately after treatment unless the employee's physician will permit neither regular duty nor modified duty. The employee must have a written release from the doctor to return to work and the release must specify any restrictions.

The City does not guarantee the availability of a modified duty opportunity. However, the employee must accept any modified duty assignment that is offered, including an assignment in another department.



All modified duty assignments must be approved by the Director of Human Resources to ensure compliance with the City's policies, the physician's restrictions/release and with all applicable laws.

3.7.3. Reasonable Time Period. Subject to other restrictions, limitations and earlier terminations as applicable in particular circumstances, the City will hold open an employee's position, following an injury or illness that occurred while performing official job duties or conducting City business, for a reasonable time period if holding the position does not result in undue hardship on the City. At the end of the reasonable period of time, should the employee still be unable for any reason to perform the essential duties of the job, with or without accommodation, the employee's position may be filled and the employee may be considered for a vacant position for which the employee is qualified and released from the physician to perform. If no vacant position is available for which the employee is qualified, if not selected to fill the vacant position or if the employee declines to accept another position, employment with the City will be terminated.

3.8. TRAVEL COMPENSATION

The City will reimburse, all reasonable and necessary expenses incurred by an employee when the employee travels on City-related business in accordance with this policy. Before an employee travels for training a request (CM Directive 16-02) must be completed and approved by the employee's Department Director and the City Manager not later than two weeks before date of training session. All out of state travel must be approved by the City Manager. Department Directors shall ensure travel expenditures comply with procedures as outlined and review and approve all necessary documents concerning travel. Travel shall be defined as travel outside of a 60-mile radius to the City of Shavano Park or travel of more than 30 miles outside the city radius that exceeds more than three (3) days in duration.

Employees should use the most economical means available when using City funds.

Itemized receipts must be provided for the following expenses:

- Hotel & Lodging
- Event attendance costs
- Training course agenda / itinerary

Receipts must be an itemized copy from the vendor and not just the credit card slip/balance due. *Failure to submit itemized receipts will render those expenses non-reimbursable.*

3.8.1. Transportation. The most efficient and economical mode of travel must be used. Air travel arrangements are to be made by each department. After approval by the City Manager, air travel must be booked at the most discounted fare basis whenever possible. When authorized, an employee using a personal vehicle on City business shall be paid the IRS mileage reimbursement rate in effect at the time of travel. Compensated mileage will be determined by miles between City Hall and the



travel destination rather than between the employees' home and the travel destination. The City does not compensate travel mileage for a trip under 50 total miles. Reimburse mileage will be based on the most direct route from City Hall to destination. Commuting mileage from hotel to destination will not be reimbursed. In instances of approved private vehicle use, reimbursement will also be made for mileage tolls and parking fees. Receipts are required for toll and parking fees, as well as for taxi cabs, limos, and other modes of transportation. The City will pay for rental vehicles upon written approval of the City Manager. The City will not reimburse an employee who uses their own airline miles or other travel benefits for work travel.

3.8.2. Pay for Travel. Non-exempt employees are paid their normal hourly pay rate for time spent traveling while conducting City business. If the travel occurs during the normal working hours of a non-exempt employee, even on nonworking days, the time is compensable. Travel time that occurs outside of regular working hours where the employee is a passenger and free to relax does not count as hours worked. However, if the non-exempt employee is required to drive or perform pre-approved work by their Director, then the time is compensable. Home-to-work travel is not compensable hours worked. Travel time as a passenger outside of regular working hours is not considered work time.

3.8.3. Lodging. Expenses for lodging are to be at the single room rate, unless an employee is approved in advance for double occupancy. Extra charges for room service will not be paid by the City. An itemized hotel receipt must be provided, including detail for any service charges to be paid/reimbursed by the City. Lodging may be approved by the City Manager for period prior to event depending on the distance required for travel from the City.

3.8.4. Meal Allowance. Meals and incidental expenses will only be paid on a per diem basis and based on rates established by the U.S. General Services Administration for the current fiscal year (www.gsa.gov). If neither the city nor county is listed, the rate for meals and incidental expenses will be the standard CONUS destination rate.

3.8.5. Non-Allowable Expenses. Expenses or charges for the following will not be reimbursed and must be paid for by the employee:

- a. In-hotel pay television, movies or other entertainment
- b. Dry cleaning and laundry;
- c. Health club and spas;
- d. Expenses of a spouse;
- e. Alcoholic beverages;
- f. Personal long-distance telephone calls; and
- g. Other items of a personal nature.

3.8.6. Compliance. Abuse of this policy, including falsifying expense reports or submitting false claims, will result in disciplinary action, up to and including termination of employment.



3.9. DEFERRED COMPENSATION

Participation in a 457 Deferred Compensation program is offered through the City's relationship with the International City/County Management Association (ICMA) Retirement Corporation.

The program provides regular employees the option to defer part of their salary for payment at a future date. The deferral allows the employee to enjoy a tax savings by reducing their taxable income and therefore their tax liability in the year of the deferral. Deferred income is taxable upon receipt of the benefits. All deductions must be made in accordance with a signed participation agreement. More information on this plan can be obtained from the Finance Director.

3.10. TUITION REIMBURSEMENT PROGRAM

As the budget permits, the City may reimburse a regular full-time employee for tuition, books and fees for pursuing a course of study to improve his/her skills and knowledge in a discipline directly related to his/her position. An employee who is considering such a course of study should meet with the Finance Director for the availability of these benefits for the fiscal year. Department Directors shall determine if a course is directly related to an employee's position and forward a recommendation for reimbursement to the Finance Director. In order to qualify for reimbursement, an employee must present a copy of the receipt showing that the tuition has been paid and a report card showing a final passing grade for the course.

The City may reimburse up to \$150 per course not to exceed four courses per calendar year or \$600 a calendar year towards a trade school to each full-time employee who provides the proper documentation. Employees cannot "bank" additional courses beyond the four courses per calendar year limit from one calendar year to another.

3.10.1. Requirements.

- a. Employee must be pursuing within their current work-related position excluding all prerequisite/basic courses, a college diploma at an accredited college or university or pursuing a GED or a trade school certification.
- b. Must pass the course with at least a "C" grade.
- c. Must be an active employee on City payroll at the time of reimbursement request.
- d. Reimbursement request must be submitted within 30 days of completion of courses.
- e. Eligible items for reimbursement include: Tuition, Official College & university fees such as lab, library, technology, etc., and Books.

3.10.2. Procedure.

- a. After final grades are distributed—submit copy of grades and paid invoices and other pertinent documents to the Department Director. The Department Director will forward through the



Finance Director, the packet with a recommendation to the City Manager for approval or disapproval,

- b. City Manager will review and approve all submissions delivered from Department Directors.



Section 4 – Staffing and Development

4.1. PERSONNEL RECORDS

The Human Resources Office will maintain all personnel records for active employees. Personnel records of inactive employees will be maintained in accordance with the City's Records Management Policy. Personnel Records for Public Safety employees will be kept in accordance with State and Federal law.

An employee's personnel records are available for inspection by the employee. The employee, the employee's immediate supervisor, the Department Director, the City Manager or their designee, the Mayor and City Council members are authorized to view an employee's personnel file.

Department Directors and other City employees are not permitted to release information regarding a former employee's employment with the City of Shavano Park. Public Information Requests on employee records should be forwarded to the City Secretary and will be handled in accordance with State law.

4.2. RECRUITMENT AND SELECTION

As an Equal Opportunity Employer, the City of Shavano Park will conduct its staffing activities in accordance with State and Federal laws and regulations. The City of Shavano Park will not unlawfully discriminate in either selection or advancement of any employee or prospective employee.

Job Vacancies. When a vacancy occurs within a department for any reason, or notice is given of a resignation, the Department Head will furnish Human Resources with the original letter of resignation and the necessary information to hire for the vacancy. Upon job vacancy, the Department Director will coordinate with City Secretary and City Manager to fill position. The City will normally try to fill openings by promotion from within, if qualified internal applicants are available. The position may be posted internally for five days before the position is posted externally. The City Secretary will post and advertise the position on the City's official website, as well as other media as deemed appropriate.

All City employees who meet a job's qualifications are encouraged to apply for the job posting. Individuals, and current employees, applying for a vacant position will be required to complete the official *City of Shavano Park Application for Employment Form*.

Department Directors are encouraged to advertise the vacancy at academic institutions, trade schools, in trade journals and other publications as well as other media as deemed appropriate by



the City Manager which may generate candidates for the vacancy. The City Secretary will assemble the applications/resumes from interested individuals and forward them to the Department Director for evaluation and interviews. The Department Director will forward to the City Secretary all applications including the top three candidates for final processing and background investigation. The Department Director will present recommendations to the City Manager for final determination of an employment offer to a candidate.

4.3. NEPOTISM

No person related up to the 2nd degree by marriage or 3rd degree by blood kinship to the City Manager, Mayor, or any member of the City Council, shall be appointed to or employed in any position in the City. No person related up to the 2nd degree by marriage or 3rd degree by blood kinship to any employee of the City of Shavano Park shall be employed in any position within the same department. Figure 4.3 lists blood kinship and marriage degrees of relationship.

Figure 4.3. Blood Kinship & Marriage Relationships prohibited by City.

Blood Kinship	1st Degree	Father & Mother, Son & Daughter
	2nd Degree	Grandfather & Grandmother, Brother, Sister, Grandson & Granddaughter
	3rd Degree	Aunt, Uncle, Niece, Nephew, Great Grandson & Great Grand daughter, Great Grandfather & Mother
Marriage	1st Degree	Spouse, Father-in-Law, Mother-in-Law, Daughter-in-Law, Son-in-Law
	2nd Degree	Spouse's Grandfather & Grandfather, Brother-in-Law, Sister-in-Law, Spouses' Grandson & Granddaughter, Brother / Sister's Spouse

In the event of a marriage between two City employees, a promotion, reorganization, or any other situation giving rise to a relationship prohibited by this policy, one or both of the affected employees must immediately seek a transfer to another available position within the City for which the employee is qualified. If a suitable transfer cannot be made within ninety (90) days of the event giving rise to a relationship prohibited by this policy, one or both of the affected employees will be required to resign from employment.



4.4. ORIENTATION

Individuals selected for employment with the City of Shavano Park must complete an orientation session. The City Secretary and Finance Director will provide information about employment with the City to include personnel policy information. Meetings will be scheduled with senior staff for additional operational overview.

4.5. ASSESSMENT PERIOD

Prior to being designated as a permanent regular employee, an employee shall go through an assessment period of ninety (90) days after first day of employment. Police and Fire Departments have specific probationary periods for employees assigned to their departments. Police and Fire department employees should refer to their department's policy for probationary periods and requirements. The assessment period provides a specific time frame for supervisors to monitor, evaluate and assist an employee in adjustment to service with the City of Shavano Park. The assessment period allows for identification and retention of employees who demonstrate the skills and meet the performance levels required of various positions.

The Department Director and subordinate supervisors are responsible for evaluating the job performance of the new employee using the *Performance Appraisal Form*. Upon commencement of employment, the supervisor and the new employee will review the position job description and the performance evaluation criteria to be used during the assessment period. During the assessment period, the supervisor and the new employee will periodically review work performance and outline satisfactory or unsatisfactory performance. Supervisor must note areas of improvement recommended for continued employment. The employee should be advised before the end of the assessment period whether or not he/she will be retained or terminated. If an employee is to be retained, a *Personnel Action Form* is sufficient notice of retention. If the employee is to be terminated, the *Personnel Action Form* effecting the termination must be accompanied by the appropriate documentation. Successful completion of the assessment period does not change the at-will status of the employee.

4.6. EMPLOYMENT STATUS (CLASSIFICATION)

The City classifies City employees for the purpose of employment status and benefit eligibility as follows:

- a. **Assessment Period.** A full-time or part-time employee during the performance orientation period of initial employment, promotion, or transfer. This period lasts ninety (90) days. Police and Fire Departments have specific probationary periods for employees assigned to their



departments. Police and Fire department employees should refer to their department's policy for probationary periods and requirements.

- b. **Regular full-time.** An employee in a budgeted position with an officially scheduled work week of 40 hours or more each workweek (except for certain Fire and Police shift personnel who have different work cycles) who has successfully completed the initial orientation period. Generally, regular full-time employees are eligible for the City's full benefits package, subject to the terms, conditions, and waiting periods of each benefit program. Regular full-time employees are required to participate in the Texas Municipal Retirement System (TMRS).
- c. **Regular part-time.** An employee in a budgeted position with an officially scheduled work week of 20 or more hours but less than 40 hours who has successfully completed 3 months of active service with the City. Regular part-time employees who work more than 20 hours per week accrue certain benefits on a pro rata basis and, who work at least 1000 hours in a year, are eligible to participate in Texas Municipal Retirement System.
- d. **Temporary.** An employee is employed for only a specific time period, for a special assignment, or as an interim replacement. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary and seasonal employees retain that status unless and until notified of a change in writing by the City Secretary. Temporary and seasonal employees receive all legally mandated benefits (such as workers' compensation insurance coverage) but are not eligible for the City's other employment benefits. Temporary employees who are placed with the City but who are actually employed by a temporary staffing agency must look to the temporary staffing agency to determine what benefits are provided. Such employees are not eligible for benefits from the City and are not eligible for participation in TMRS.
- e. **Reserve Firefighters / Police.** An individual who is employed by the City for select shifts in the Fire and Police Departments. A Reserve Police Officer or Firefighter does not receive any compensation or earn any benefits for shifts worked. Reserve Police Officer or Firefighters do fall under the City's Workers' Compensation while on duty. Reserve Police Officers and Firefighter's shall consult their respective departments policies as each department mandates minimum and maximum requirements for their reserve components.
- f. **Volunteers.** Volunteers are not employed by the City in any capacity. Volunteers elect to donate their time and services as a volunteer for the City without any expectation of compensation. Volunteers are not paid, are not entitled to any benefits, but are covered by worker's compensation.

In addition to being in one of the above categories, each employee is also designated as either exempt or nonexempt from Federal and State wage and hour laws. Employees are informed of



their status as exempt or nonexempt at the time of their initial employment, or subsequently if their classification changes for any reason. An employee's exempt or nonexempt classification may be changed only upon written notification by City Secretary.

Employees may also be classified as Shift or Non-Shift employees. Non-Shift employees are nonexempt employees who work during normal City hours of operations (8 a.m. to 5 p.m. Monday through Friday). Shift employees are nonexempt employees who follow a work schedule that is outside of the typical 8 a.m. to 5 p.m. business day. Ask your supervisor to if you are unsure of your status as a shift or non-shift employee.

4.7. TRAINING AND DEVELOPMENT

To meet individual and organizational needs, the City will provide training and development opportunities to encourage performance, prepare employees for new or increased responsibilities, extend opportunity for growth and development, and promotion of the most qualified individuals. To request approval for training, an employee must complete *Training Authorization Form* as required by 16-02-CM Directive.

4.8. OUTSIDE EMPLOYMENT

The acceptance of another job while in the employment of the City of Shavano Park is permissible as long as the following considerations are met:

- a. The full-time employee must notify their supervisor with the *Outside Employment Form* and receive written approval annually from the City Manager prior to the acceptance of other employment and whenever the nature of such employment changes. A copy of the written approval shall be kept in the employee's personnel file.
- b. Outside employment may not conflict with the best interest of the City.
- c. Outside employment must be terminated if it adversely affects the employee's attendance or performance of the employee's duties.
- d. An employee who refuses to discontinue outside employment is subject to release, based on prior warning by the supervisor.

4.9. ANNUAL PERFORMANCE REVIEW

All employees of the City of Shavano Park will be evaluated on an annual basis. The performance evaluation period will commence on March 1st of each calendar year and end on the last day of February of each calendar year. The process for employee evaluation is as follows:

- a. The evaluation period will be for the period beginning March 1st and ending on the last day of February.



- b. Supervisor and employee will meet in March of each year to review the *Performance Appraisal Form*. The form will outline evaluation criteria and job expectations established for the position occupied by the incumbent. Supervisor and employee will sign the *Performance Appraisal Form*.
- c. Department Directors will review and approve the *Performance Appraisal Form*.
- d. Final approval of the City Manager is required.
- e. During the evaluation period, supervisor and employee will periodically review work performance and outline areas of unsatisfactory and satisfactory performance.
- f. During the final month of the evaluation period the supervisor will complete the final performance evaluation for review by the Department Director. If the employee disagrees with the final evaluation, employee may discuss the evaluation with the Department Director.

All records maintained by the Human Resource Office in connection with the performance of individual employees shall be considered confidential. Access to performance records is limited to the employee, his/her immediate supervisors, and individuals authorized by the City Manager.

4.10. PROMOTION / DEMOTION / REASSIGNMENT / TRANSFERS

Dependent on the staffing plan and on available positions, promotions, demotions, reassignments and reclassifications will be made on the basis of skills, abilities and demonstrated performance of City employees.

4.10.1. Promotion. Promotion of all employees will be accomplished after careful consideration and thorough review of an employee's qualifications, performance appraisals, work history, and demonstrated abilities. A promotion shall take effect with as little undue disruption of departmental operation as possible. Promoted employees shall serve a ninety (90) day evaluation period effective the date of promotion. Police and Fire Departments have specific probationary periods for employees assigned to their departments. Police and Fire department employees should refer to their department's policy for probationary periods and requirements. Employees who fail to complete the evaluation period shall have their promotion revoked and returned to a position equal to the one held prior to the promotion where possible. All promoted employees shall receive all rights, privileges, benefits and responsibilities attendant to the position. Employees are not eligible for promotion during the evaluation period without special approval from the City Manager.

4.10.2. Demotion. Demotion of all employees may be accomplished at any time an employee fails to meet performance standards for his/her position. Before demotion, an employee must be informed of and understand the standards by which he/she is being judged. Before demotion, an



employee, if possible, may be counseled and given sufficient time to correct any existing deficiencies.

4.10.3. Reassignment. Voluntary reassignments may be requested by an employee. Lateral reassignments may be initiated by a Department Director when the best interest of the City is served by such action.

4.10.4. Transfers. To provide maximum opportunity for advancement to all employees and to promote optimum staffing, the City will encourage the transfer of employees between City departments. No acts of discrimination shall result from transfer requests. All employees are eligible to apply for transfers to currently vacant positions.

4.11. SEPARATIONS / EXIT PROCESS

A Department Director may recommend the termination of an employee for cause and must furnish the City Manager with an explanation for the recommendation of dismissal. The City Manager will make the final determination on the dismissal of an employee.

Resignations. An employee who chooses to resign must submit a resignation in writing to the Department Director at least ten (10) working days before the effective date of the resignation. An employee who gives less than ten (10) working days' notice may forfeit eligibility for rehire and unused annual leave. After approval by the Department Director, the resignation will be forwarded to the City Secretary with any other appropriate documentation.

Retirements. An employee who is eligible for and chooses to retire, shall submit notice of their retirement to the Department Director as soon as possible. The Department Director shall direct the employee to meet with Human Resources in order to accomplish all required paperwork for retirement.

Exit Process. The exit process consists of the following steps:

- a. Inform your supervisor in writing of intent to separate employment with the City.
- b. Department Director/supervisor will ensure that all issued City property, to include all City identification badges and uniforms is returned.
- c. The Department Director will schedule for the employee a meeting with the City Secretary so the employee can receive information on benefits, etc.
- d. In cases where issued equipment is not returned – the City may recover cost through payroll deduction.



Exit Interview – regardless of the reason for the separation of employment with the City of Shavano Park, the employee is required to complete an exit interview. The exit interview will be conducted by the City Secretary. Separating employees will complete the *Exit Interview Form*. After the interview, the City Secretary will be required to complete a report that outlines the discussions held during the exit briefing.

The purpose of the exit interview is to finalize all compensation due to the employee, return city equipment, provide explanation of any continuing benefits (such as contact information for employee retirement, insurance and optional benefit coverages), to review time employed and give the employee the opportunity to provide feedback.



Section 5 – Time and Attendance

5.1. TIME AND ATTENDANCE

Normal working hours for most regular full-time employees, including non-shift employees in the Fire and Police Departments, 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 work week. Fire Department shift personnel work 48-hour shifts with shift hours from 7:30 a.m. to 7:30 a.m. the following 2nd day. Police Department shift personnel work 12-hour shifts with shift hours from 6 a.m. to 6 p.m., and 6 p.m. to 6 a.m. respectively. Public Works / Water Department employees' normal working hours are 8:00 a.m. to 5:00 p.m. with additional on-call status periods for non-normal working hours as determined by the Department Director. Department Directors will periodically review schedules with the City Manager.

Employees shall not work in excess of forty (40) hours per work week without the prior approval of a Department Director or their designee. Department Directors have authority to slightly modify standard 8:00 a.m. to 5:00 p.m. work day times to accommodate employees or to fulfill departmental work goals.

For time recording purposes, Department Directors are required to log the actual hours worked by each employee within their department. This log will be the basis for processing payroll and compensation for employees. The Department Director or designee validates the number of hours worked by all employees for compensation to be received. Each Department Director or designee is responsible for ensuring that all hours worked and leave time taken are reported in the individual department's records and the employee's personnel file.

Employees are required to be at their place of work in accordance with departmental work schedules. Any employee who fails to report, is habitually tardy, leaves the work place without prior authorization or misuses leave may be subject to disciplinary action. All departments shall maintain attendance records and Department Directors are responsible to submit this documentation to the Finance Office during the payroll period. The Finance Office shall have the responsibility to account for leave accruals and leave utilized by City employees.

5.2. BREAKS

The City allows rest breaks as authorized by an employee's immediate supervisor or department policy during the course of each work day to prevent undue fatigue and comply with applicable laws.



Rest Breaks. Full-time employees may, depending on individual departmental work schedules and the discretion of their supervisor, take up to two fifteen-minute, paid breaks each day, one during the first part of the work day and the other during the latter part of the work day. Breaks may not be combined. Time spent on rest breaks will be compensated as hours worked. An employee is expected to be punctual in starting and ending breaks and will be subject to disciplinary action for tardiness.

Meal Periods. Full-time employees (excluding most Police and Fire Department employees) are normally provided a one-hour unpaid meal break near the middle of the workday. Meal periods may be staggered by the Department Director in order to minimize departmental interruption. Supervisors will provide employees with the starting and ending times for their specific meal periods. Employees will be relieved from work responsibilities during unpaid meal breaks. Employees may not extend meal breaks beyond their assigned period. Police and Fire Department employees shall refer to their respective department policy for meal break standards.

Break Time for New Mothers. Nursing mothers will be provided with reasonable unpaid break time to express breast milk for up to one year after the birth of a child in accordance with applicable law. If an employee needs time beyond the usual lunch and break times, the employee may use vacation or make up time as approved by supervisor. Employees and supervisors are expected to agree, in advance, upon a break schedule and how the time will be counted or made up. A private room will be provided for nursing mothers to use. Employees who have a private office may use it if they prefer.

Supervisor Responsibility. Supervisors are responsible for scheduling the time for employee rest and lactation breaks and should take into consideration the work load and nature of the job performed. Whenever necessary, the supervisor may change the frequency and length of rest breaks.

Practices Not Permitted. The following practices are not permitted uses of rest breaks:

- combining two daily breaks into one thirty (30) minute rest break;
- "banking" rest period time from day to day;
- saving rest period time to extend lunch periods or shorten the scheduled work day; or
- requesting compensatory time off or overtime pay for work performed during rest period time.

5.3. OFFICIAL HOLIDAYS

The Official Holidays will be approved annually by City Council and be updated in this handbook subsequent to City Council approval. See Attachment B – "Official Holidays". If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.



Ineligibility for Holiday Pay. Non-Police and Fire employees who are absent without authorized leave on the day immediately preceding or following a scheduled holiday will not be paid for the holiday unless a doctor's note is provided to Department Director.

Holiday Occurring During Vacation Leave. A holiday that falls within an employee's vacation period will be counted as holiday in lieu of a day of vacation.

Separating Employees. Except in extraordinary situations, separating employees will not be allowed to use a holiday as their final day of employment. Exceptions must be scheduled and authorized in advance by the Department Director.

Other Religious Holidays. Employees may request an approved absence to celebrate a religious holiday that is not a scheduled City holiday. If approved, the employee must charge the time to vacation, compensatory time, or an excused absence without pay.

Holiday Pay During Workers' Compensation Leave. An employee on worker's compensation leave will receive holiday pay.

Fire and Police Holiday Compensation Time. Police Officers and Firefighters who are shift employees (ask your supervisor if you are not sure of your status) accrue 8 hours of holiday time for each City Holiday. This holiday time can be accrued to a maximum of 168 hours. Any holiday time accrued below the 168-hour cap can carry over into the next calendar year. Holiday compensation time should be used prior to using vacation leave in most situations. Holiday compensation time, when used by a Fire or Police shift employee, counts towards hours worked for the purposes of overtime. This holiday compensation occurs whether or not the employee was on duty for the holiday for any reason other than an unauthorized absence. If a Police or Fire employee is absent without authorization during a holiday, they do not receive the holiday time accrual.

5.4. OVERTIME AND COMPENSATORY TIME

5.4.1. Overtime. The City's policy is to keep overtime to a minimum. All overtime shall, except in emergencies, have approval by the Department Director or designee. Overtime compensation is paid to all non-exempt employees in accordance with Federal and State wage and hour requirements. Exempt employees are not paid overtime compensation.

Non-exempt. When the City's operating requirements or other needs cannot be met during regular working hours, non-exempt employees may be scheduled to work overtime, at the request of the



Department Director. When possible, advance notification of mandatory overtime assignments will be provided. Overtime assignments will be distributed as equitably as practical to all nonexempt employees qualified to perform the required work. Refusal or other failure to work mandatory overtime may result in disciplinary action up to and including termination of employment. Overtime work is otherwise subject to the same attendance policies as straight time work.

Official City Holidays falling during the normal work week, Monday-Friday, are counted as hours worked towards overtime pay for non-shift employees. No other forms of leave besides Jury Duty (page 35) is considered towards overtime pay.

Generally, except for Fire Department shift employees and Police Department employees engaged in law enforcement activities, overtime pay for non-exempt employees is at the rate of 1-1/2 times the employee's regular hourly rate of pay for hours actually worked in excess of 40 in the City's workweek. (The City's workweek begins at 8:00 a.m. on Monday and ends at 8:00 a.m. the following Monday.) An employee's regular hourly rate includes all pay incentives, such as longevity, assignment pay, etc. Fire personnel are paid overtime based on a work cycle of 27 days and Police personnel are paid overtime based on a work cycle of 14 days under Section 207(k) of the FLSA.

5.4.2. Compensatory time. Compensatory time off (Comp time) may be awarded by the Department Director in lieu of overtime for employees who worked more than forty (40) hours in a work week and agree to accept compensatory time off in lieu of overtime pay. Compensatory time is awarded at a rate of one and one-half (1 ½) times the number of hours worked in excess of forty (40) hours. Compensatory time used during the week is taken at a 1:1 ratio. The City discourages the accumulation of compensatory time because of its potential burden to City finances. Compensatory time off may be awarded in all overtime situations for nonexempt employees except in the following situations: after hours call-backs; public emergency; or with the approval of the City Manager. Compensatory time is ideally suited for times when several hours are needed during the working day for personal business which is approved by the Department Director. Compensatory time is not available to exempt employees.

Employees may bank up to 40 hours maximum of accrued compensatory time.

Payment of Compensatory Time. All employees who are reclassified from a non-exempt position to an exempt position will be paid all accrued comp time upon approval of the reclassification and will cease to be eligible for any additional overtime and /or comp time. Upon leaving employment with the City, a non-exempt employee will be paid for unused comp time at the employee's current hourly rate.



Flex-time Work Schedule. In situations where overtime payment is not feasible due to budgetary constraints, the Department Director or supervisor must consider flexing the employee's work schedule in an effort to minimize the need for overtime compensation. Flexing must be completed within the same workweek or work cycle that the overtime was worked and must be accurately reflected on the affected employee's time record.

Exempt employees. Executive, administrative, and professional employees, as defined in the FLSA, are exempt from the overtime provisions of FLSA and are expected to render necessary and reasonable overtime services without 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 flexible leave hours. Each City job description designates whether persons hired in that classification are exempt from or covered by (non-exempt) the overtime provisions of the FLSA.

5.5. POLICE NIGHT SHIFT DIFFERENTIAL PAY

In addition to base pay, Police Officers shall be entitled to receive shift differential pay in an amount set out in the City Budget per pay period if they are regularly scheduled to work more 80 hours or more for that pay period between the hours of 6:00 p.m. and 6:00 a.m.

If an officer works a full pay period between 6:00 p.m. and 6:00am and is needed to assist with day shift coverage they will continue to receive shift differential for that pay period.

Alternatively, if an officer works a full pay period between a 6:00 a.m. and 6:00 p.m. and is needed to assist with night shift coverage they will likewise continue to receive shift differential for that pay period. There will be double payment of night shift differential pay for a full pay period to both the regular night shift officer using approved leave and the regular day shift officer covering for that pay period.

All shift differential hours and pay must be pre-approved by the Police Chief and will be accumulated, recorded and paid in compliance with the approved budget.

5.6. ON-CALL AND CALL-BACK COMPENSATION

The City provides for after-hour service needs by allowing some departmental operations to designate certain non-exempt employees to be on-call. Employees designated to be on-call are expected to respond to departmental after-hour service needs as required by procedures established by their Department.

Return to work provisions. After regularly scheduled working hours, on-call employees are free to pursue personal activities but must respond to a call back (via paging, phone, or radio) within



designated guidelines set by their Department. Employees designated as on-call must be fit, both mentally and physically, to accomplish on-call services needed within the time frame required. An employee is considered officially scheduled and designated as on-call only when approved by the supervisor in accordance with procedures established by the Department.

Compensation. On-call status is not considered time worked and is not compensable unless the employee actually responds to a call back. On-call employees called back to the workplace will be compensated for call-back time at a rate of one and one-half (1½) times their base rate if the call-back time results in hours worked in excess of 40 hours in a 7-day work period. Employees will be compensated only for actual hours worked during a call-back. Employees who have worked a less than forty (40) hours during the work week, will be compensated at their base rate of pay for the call-back time worked. Holiday leave and jury duty leave count towards the 40 hours worked for 1½ times call-back compensation.

Departmental Policies. Each Department has its own internal procedures for handling on-call services. Departments may establish guidelines for varying levels of response to call-back situations depending upon the nature and importance of the services to be completed.

5.7. EMERGENCY SITUATIONS, ESSENTIAL PERSONNEL & DISASTER PAY

Normal Operations. Except for extraordinary circumstances, City offices *do not close*. All City employees, whether essential or non-essential, are expected to make a sincere effort to report to work during inclement weather conditions or other emergency situations.

If an employee determines that the weather conditions constitute a danger to life and/or property, the employee must notify their Department Director and make arrangements to report to work if weather conditions improve. Any leave taken due to inclement weather can be flexed or charged to vacation or comp time. Regular full-time and part-time nonexempt employees who are unable to flex their time and who have accrued no vacation or compensatory time will not be paid for time missed.

Essential Personnel. See *City Policy # 21 – Disaster & Emergency Pay Policy for full policy*. Department Heads will designate essential personnel and submit the positions to the City Manager by June 1st of each year. Each designated employee shall be made aware through written communication that they have been designated as an essential employee. Employees are required to sign an acknowledgement form that they have received notice of their designation of essential or non-essential status.

Emergency Declared & Return to Work. The City Manager may call any designated essential employees to return to work before, during or after an emergency or disaster. Essential employees shall be made aware of the City Manager return to work requirement by telephone or in person. Undesignated essential employees do not receive overtime pay status as outlined below.



Disaster Pay. Full-time (both hourly & exempt) employees will receive overtime status pay at one and a half (1 ½) times their normal rate of pay for all hours worked during the declared emergency or disaster. Disaster Pay shall only be for time during the Declared State of Emergency per City Policy #21. There will not be the mandatory working of 40, 80 or 53 hours to reach disaster pay.

Non-essential personnel will be compensated for hours “Not Worked” during a declared emergency or disaster at their normal rate of pay for their normally scheduled work hours. This shall only be instituted for non-essential personnel if the City Manager deems the employee is unable to safely arrive at work or their office is closed.

Any employee who is prevented from attending work due to an emergency or disaster shall maintain daily telephone or personal contact with their department head or the department head’s designee. An employee who is not prevented from maintaining telephone or personal contact, and who fails to do so, may be subject to disciplinary actions and/or may be considered as having voluntarily resigned his or her position.

Essential personnel on Family Medical Leave shall not be required to return to work during an emergency or disaster. However, essential personnel on family medical leave who do not return to work shall not receive overtime pay for the hours “Not Worked” during an emergency or disaster.

5.8. ANNUAL LEAVE

The City of Shavano Park allows full-time employees to accrue and take leave for vacation, illness or other personal matters. This leave accrues immediately upon hire based on the scale below. Unused balances dependent on an employee’s pay category, may be carried over to the next calendar year up to a maximum of 180 hours for General Government Employees, 200 hours for Police employees and 240 hours for Fire employees. Annual leave is paid out at the time of the employee’s separation, up to the maximum authorized accumulation of hours, based on the employee’s pay category. Annual leave hours over the maximum authorized accumulated hours based on the employee’s pay category at the time of separation, will not be paid out and must be used or forfeited.

The City will not pay unused annual leave hours in cases where an employee fails to provide a two (2) week notice to the City that they are leaving employment or if the employee is dismissed for performance or disciplinary reasons. An employee shall not have more than their maximum authorized amount of annual leave in accordance with their pay category annual leave banked at the end of any calendar year. Under extraordinary circumstances, the City Manager may authorize a temporary extension in leave carryover to enable that employee to use banked leave that exceeds then maximum leave (e.g. department manning shortfalls due to a pandemic or an unanticipated mission essential event).



All full-time regular employees shall accrue annual leave at their regular rate of pay as follows:

ALL FULL-TIME REGULAR EMPLOYEES		
Years of Service	Hours per Pay Period	Total Accumulated Hours per Year
0 months to less than 1 year	3.08	Varies based upon Hire Date
1 – 4 years (end of year)	3.08	80
5 – 9 years (end of year)	4.62	120
10 years and over	6.16	160

All 24-hour-shift employees (non-exempt) shall accrue annual leave at their regular rate as follows:

ALL 24-HOUR-SHIFT EMPLOYEES		
Years of Service	Hours per Pay Period	Total Accumulated Hours per Year
0 months to less than 1 year	4.31	Varies based upon Hire Date
1 – 4 years (end of year)	4.31	112
5 – 9 years (end of year)	6.46	168
10 years and over	8.62	224

An employee is allowed up to take up to two (2) calendar weeks of annual leave (including holidays) as a block without approval of the City Manager's Office. Any continuous block of leave over two (2) weeks must be authorized by the City Manager's Office. Official holidays which occur during an employee's vacation leave will not be charged to the employee's annual leave.

Leave processing will be done in compliance with the following established procedures:

1. Leave must be requested by using the City's *Leave Request Form*. Forms are available from the Department Director and the Director of Human Resources.
2. Department Directors may approve/disapprove the annual leave request. If the request is disapproved, the Department Director must specify why on the request form.
3. If a conflict arises in request for vacation time, Department Director will determine a resolution based upon mission requirements.
4. After approval by a Department Director, a copy of the leave form will be forwarded to the Finance Office with the bi-weekly time sheet.

City employees whose vacation leave is excess of 80 hours for regular full-time (or 144 hours for non-exempt employees assigned to a 24-hour shift schedule), can opt to donate a portion of their vacation leave to the Sick Leave Pool established by the City under *City Policy No. 12*. For



questions on how to contribute or withdrawal from the Sick Leave Pool contact the City Secretary / Human Resources Director.

5.9. REMOTE WORK

Remote work is defined as performing duty responsibilities from a location other than the employee's normal place of duty (generally expected to be at their residence). The City of Shavano Park as a general policy does not permit employees to work remote. The job responsibilities of our employees require interaction with other employees and a high degree of customer service and work remote is not conducive to our support responsibilities.

In the event of an emergency, such as a natural/weather disaster or pandemic, the City of Shavano Park may allow or require employees with "administrative type duties" to work remote to ensure business continuity on a temporary basis. Operational Police Officers, Firemen, and Public Works employees are not authorized to work remote.

The City Manager, Human Resource and other Directors, as well as the Assistant to the City Manager in the Information Manager role, will develop requirements and acquire resources that must be met in order to effectively work remote. Preparations should be made by employees and managers well in advance to allow remote work in emergency circumstances. This includes appropriate office supplies and equipment needs, such as hardware, software, phone and data lines. The IT department is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.

Upon declaration of a local disaster or public health emergency, the City Manager may determine that remote work to be an option for dealing with the crisis on a temporary basis. If so determined, the City Manager will inform the staff and may direct immediate actions to ensure the continuity of operations and the safety of personnel.

The employee will establish an appropriate work environment within the approved worksite (e.g., his or her home) for work purposes. City of Shavano Park will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space, and for any telephone or internet service expense incurred. City of Shavano Park will determine the supplies and equipment needs for each employee on a case-by-case basis. Equipment supplied by the City of Shavano Park is to be used for business purposes only and will always remain property of the City of Shavano Park.

Employees will be expected work normal work hours while adhering to the City of Shavano Park employee guidelines and City of Shavano Park Policies Governing Use of Computer Hardware, Software, City Networks and social media.

Consistent with the expectations of information security for employees working at the office, remote work employees will be expected to ensure the protection of proprietary City and customer information accessible from their home office.



Employees should not assume any specified period of time for emergency remote work arrangements, and City of Shavano Park may require employees to return to regular, in-office work at any time or on a periodic basis.

5.10. SICK LEAVE

Sick leave is not mandated or required by law. The City provides sick leave to prevent a loss of income because of a non-job-related illness or injury for the employee or to care for another person in their household (including maternity and paternity care) to the extent of the total number of hours the employee has accumulated. Intent is not to use sick leave as vacation time. Sick leave for doctor's appointments should include only time related to the appointment. Employees should attempt to schedule doctor's appointments to minimize absence from work. Pay for each hour of sick leave utilized will be calculated at the employee's straight time hourly rate.

An employee scheduled for overtime work and is absent due to illness or injury shall not be entitled to sick pay for that scheduled overtime period. Sick leave will not count towards overtime hours worked; an employee must physically work for the work period. Sick leave will not count toward the physical hours worked requirement.

Sick leave shall be accrued by a full-time employee on the basis of four (4) hours of sick leave per pay period for a total of thirteen (13) days per year. Sick leave accrual is capped at 720 hours for non-shift employees. Firefighters shall accrue 5.6 hours sick leave per pay period. The sick leave accrual cap for shift employees in the Fire and Police Departments is capped at 1008 hours.

Sick leave used during the assessment period requires medical documentation by an attending health care provider. Sick leave resulting in an employee missing work may also require a doctor's note at the Department Director's discretion.

Any employee utilizing sick leave for more than two consecutive days of work, or if sick leave coincides with other time off, before or after the sick day/days used, a doctor's note will be provided regarding the absence to their respective Department Director.

If an employee's accrued sick leave has been exhausted, annual leave will be used as sick leave upon request of the employee. An employee also has the option of withdrawing leave from the Sick Leave Pool established by *City Policy No. 12*. For questions on how to contribute or withdrawal from the Sick Leave Pool contact the Director of Human Resources.

When absence due to illness exceeds the amount of total paid leave earned and authorized, the pay of an employee shall be discontinued until the employee returns to work. (The employee will be placed on unpaid leave after the paid leave runs out.)



Sick leave cannot be advanced. Employees who become ill during annual leave may request the annual leave be temporarily terminated and time charged to sick leave, provided a doctor's statement of illness is submitted to the Department Director upon returning.

Sick leave does not vest. Any sick leave balances remaining at the time of an employee's separation will be forfeited and not paid.

5.11. FAMILY AND MEDICAL LEAVE

The City shall provide authorized leave for family and medical reasons to eligible employees in accordance with the provision of the "Family Medical Leave Act" (FMLA) of 1993 and any subsequent amendments.

Eligibility. In order to be eligible for leave under the FMLA, an employee must:

- Have been employed for at least 12 months at any time by the City of Shavano Park prior to the commencement of the leave (12 months need not be consecutive);
- Have worked for the City at least 1,250 hours during the 12-month period immediately prior to the commencement of the leave; and,
- Have a qualifying condition, as defined in below.
- Temporary employees are **not** eligible for family leave.

Qualifying Condition.

- Birth or placement for adoption or foster care of a child (only within 12 months of the birth or placement);
- The employee's own serious health condition that makes the employee unable to perform the functions of his/her job; or
- A serious health condition of a spouse, child (including step-child), or parent; or any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty; or
- To care for a covered service member with a serious injury or illness if the employee is the spouse, child, or parent or next of kin of the service member.

Definition of Family Members.

- "*Child*" is a biological, adopted, foster, legal ward, child of a person standing in the place of a parent, or a step-son or -daughter who is under 18 years old or who is over 18 years old and incapable of self-care because of a mental and/or physical disability.



- *"Parent"* is the biological, legal adoptive or stepparent of an employee or an individual who had day-to-day responsibilities to care for and financially supported the employee when he/she was a child. The term does not include parents-in-law.
- *"Spouse"* is a husband or wife as defined by State law, including a common law marriage. Common law spouses must provide the City with an affidavit from each spouse testifying to the marriage relationship.

Serious Health Condition. A serious health condition is an illness, injury, impairment or physical or mental condition that requires either inpatient care or continuing treatment by a health care provider as further described in the FMLA regulations.

Limitations/Restrictions. Leave may be taken on an intermittent or reduced basis for the birth or adoption of a child only if the arrangement is agreed to by the department head. However, leave for serious health conditions – either of an eligible family member of the employee or the employee himself or herself – may be taken intermittently or on a reduced schedule if medically necessary, provided that the other conditions of these policies are met.

Calculation of 12-Month Period. The 12-month period during which an employee may use a maximum of 12 workweeks of this type of leave is measured forward from the date on which the employee's first Family and Medical Leave Act (FMLA) leave begins.

Maximum Duration. The total cumulative maximum period of time which an employee may be absent from work on family leave during any 12-month period is 12 weeks, regardless of whether all or a portion of the leave period is paid or unpaid. An employee will be required to use accrued sick, vacation, and/or other leave on the books at the time that the family leave commences, the employee must exhaust those leave balances before being eligible for unpaid family leave. Duration for eligible employees under military care giver leave is 26 work weeks.

Once the employee's leave balances have been exhausted, the city will then provide enough unpaid family leave to total 12 weeks.

Benefits while on FMLA Leave. During approved FMLA leave the City will continue to pay the City's portion of the employee's health insurance premium regardless of whether the family leave is paid or unpaid. The employee must continue to make any normal contributions to the cost of dependent coverage. Employees are to coordinate with the Human Resource Department for timely payment.



Annual leave, sick leave, and retirement benefits will not accrue during an employee's *unpaid* FMLA leave status. The employee will not receive bereavement leave pay, holiday pay, or jury leave pay during *unpaid* FMLA leave status.

Part-Time/Variable Hour Employees. If an employee works a part-time schedule, the amount of leave to which the employee is entitled is determined on a pro rata or proportional basis, provided that the other requirements for eligibility are met.

Notice. When an eligible FMLA circumstance occurs for an employee, the employee must contact The Human Resources Department and complete a *Request for Family Medical Leave*, with the leave request specifying the first date of absence or expected absence. The HR Department once informed will provide the employee with a "Notice of Eligibility and Rights and Responsibilities" form to direct the employee of any additional requirements. In the case of leave for the birth or placement of a child, an employee must provide at least 30 days' advance notice before the date on which the leave is expected to begin. If the employee is unable to provide 30 days' notice, he or she must provide as much notice as is practicable, usually within one or two business days of the date on which the employee is aware of the need to request leave. In the case of leave for a serious medical condition, if the leave is foreseeable, based on planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt the city's operations.

City Designation of FMLA

The notice requirement discussed above generated by an employee does not deny the City's ability to notify an employee of their potential eligibility of FMLA and requirements. As such if an employee requests use of accrued leave, and a condition of FMLA exists, then the City may designate the leave as family leave and will notify the employee of additional action needed.

Department supervisors are responsible for notifying the HR Department immediately when an employee is away from work for a family and medical leave qualifying event.

Certification of Condition. An employee requesting a paid or unpaid family leave of absence for extended illness or temporary disability will be expected to provide the supplied "Certification of Health Care Provider for Employee's Serious Health Condition", or "Certification of Health Care Provider for Family Members' Serious Health Condition" and any additional documentation required. The City may request re-certification during an employee's approved FMLA leave, as appropriate for the particular leave situation. An employee is responsible for communicating with the City regarding his/her leave and provide medical status reports or information on re-certification if necessary.

Second, Third Opinions. If the City has reason to doubt the validity of a medical certification provided by an employee's health care provider, the City may require the employee to obtain a



second opinion at the City's expense from a health care provider chosen by the City. If the first and second opinions differ, a third opinion from a health care provider chosen jointly by the City and the employee may be requested at the City's expense. The third opinion is final and binding.

Request for Leave without Pay Immediately Following 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 5.17 and 5.18 of the Employee Handbook. Employees should read the referenced section carefully and understand the differences between these two types of leaves before requesting an extension.

Documentation. All documentation regarding family leave will be filed in the employee's medical file, which is maintained separate from the personnel files, and is accessible to a limited number of persons, and only on a "need-to-know" basis.

Contact with City. During approved FMLA leave, the City may require an employee to periodically report to the HR Department about the employee's status and intent to return to work.

Return to Work/Assurances. After completion of an approved family leave period, an employee will be returned either to the same position he or she held before the leave began or to a position equivalent to the previously held position in pay, benefits, and other terms and conditions of employment. This policy may be modified for "key employees" as defined below.

Key Employee Exemption. A "key employee" is a salaried employee (exempt from the minimum wage and overtime requirements of the Federal Labor Standards Act as an executive, administrative or professional employee) who is among the highest paid 10 percent of all the City of Shavano Park's employees. The determination whether an employee is among the highest paid

10 percent of the City's employees is determined from the time the employee first gives notice of the need for leave. Where restoration of a key employee to his/her position at the end of his/her leave will cause substantial and grievous economic injury to the City's operations, the City may refuse to reinstate a key employee. The employee will be notified in writing of his/her status when they request leave under FMLA.

Employee Status After Leave. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The City Manager also has the option to extend the employee's designated FMLA leave as necessary. Furthermore, this policy will be administered consistently with the



City's obligations under FMLA and ADAAA, including considering an extended leave as a reasonable accommodation, without an undue hardship to City, as determined by the City Manager.

5.12. MILITARY LEAVE

The City complies with all State and Federal laws relating to employees in reserve or active military service and does not discriminate against employees who serve in the military. Temporary employees with the City are generally ineligible for extended paid military leave in excess of 15 days, reemployment rights, or any other military leave benefits under this policy.

This policy covers employees who serve in the uniformed services in a voluntary or involuntary basis, including active duty, active duty for training, initial active duty for training, inactive duty training, and full-time National Guard duty.

Notice to City of Need for Leave. Employees must provide as much advance written or verbal notice to the City as possible for all military duty (unless giving notice is impossible, unreasonable, or precluded by military necessity). Absent unusual circumstances, such notice must be given to the City no later than 24 hours after the employee receives the military orders. To be eligible for paid military leave, employees must complete and submit a *Request for Leave/Absence Form* along with the official documents setting forth the purpose of the leave and, if known, its duration. The

Request for Leave/Absence Form must be turned into the Department Director and the City Secretary as far in advance of the leave as possible.

5.12.1. Paid and Unpaid Leave for Training and Duty. Employees will be paid for military absences of up to a maximum of 15 work days per calendar year. Shift employees will be transitioned to a 40-hour work week during military absences. This leave may be used when an employee is engaged in National Guard or U.S. armed forces reserve training or active military duty ordered or approved by proper military authority. The paid leave days may be consecutive or scattered throughout the year.

Other Paid Leave. Employees who have exhausted all available paid military leave may, at their option, use any other available paid leave time (i.e., vacation leave, holiday leave and compensatory time) to cover their absence from work.

Unpaid Leave. After an employee has exhausted all available paid military leave (including any other paid leave time that the employee chooses to use to cover a military absence), the employee will be placed on leave without pay.



5.12.2. Benefits. The City will continue to provide employees on paid military leave with most City benefits.

Medical and Dental. While an employee is on paid military leave (or any military leave of less than 31 days), the City will continue to pay its portion of the monthly premium for group health benefits. When military leave is unpaid, the employee may elect to continue group health coverage for up to 24 months following separation of employment or until the employee's reemployment rights expire, whichever event occurs first, for the employee and eligible dependents.

Upon an employee's return to employment following military service, the City will provide health insurance coverage immediately. In addition, a returning employee will not be subjected to exclusions from coverage unless the exclusions apply to injuries or conditions that were incurred as a result of military service.

Other Benefits. While on paid military leave, employees continue to accrue vacation, sick leave and other benefits provided to other employees on paid leave. The City will also continue to pay the premium for any City-provided life insurance while the employee is on paid military leave. While on unpaid military leave, employees are generally ineligible for most City-provided benefits. Benefits, such as vacation and sick leave, do not accrue while an employee is on unpaid leave, including unpaid military leave. While on unpaid military leave, benefit accruals will be suspended and will resume upon the employee's return to active employment. Once an employee returns to work following an unpaid leave, the employee will be treated as though continuously employed for purposes of determining benefits based on length of service, such as vacation accrual and longevity pay.

TMRS. Typically, an employee's period of uniformed service is deemed to constitute service for purposes of vesting and benefit accrual. Thus, employees earn service credit for time spent on active duty military leave. Service time is credited when an employee returns to work. To qualify for service credit, an employee must: return to work for the City within 90 days after discharge; receive an honorable discharge; and timely complete the necessary application. In order to receive monetary credit, an employee has the lesser of 5 years or 3 times the length of the military service to make up any TMRS contributions that were missed while on military leave.

5.12.3. Returning from Leave. A person returning from service must report back to work or apply for reemployment within the time constraints prescribed by USERRA. The City shall reemploy a returning veteran according to the provisions of USERRA.



Deadline to Notify City of Intent to Return to Work. The deadline for an employee to return to work and/or notify the City that the employee intends to return to work following military leave depends upon how long the employee's military service lasted:

- a) For service of less than 31 days, employees have 8 hours following their release from service to report for their next scheduled work period
- b) For service between 31 days and 180 days, employees have 14 days following their release from service to apply for reemployment.
- c) For service of more than 180 days, employees have 90 days following their release from service to apply for reemployment.

These deadlines may be extended for 2 years or more when an employee suffers service-related injuries that prevent the employee from applying for reemployment or when circumstances beyond the employee's control make reporting within the time limits impossible or unreasonable.

Required Documentation. To qualify to return to work, an employee returning from leave must provide documentation of the length and character of his/her military service. Also, evidence of discharge or release under honorable conditions must be submitted to the City if the military leave lasted more than 31 calendar days.

5.13. ADMINISTRATIVE LEAVE

Department Directors may grant administrative leave with pay and actual expenses to attend professional conferences, conventions or short schools in the interest of the City as approved by the City Manager. Employees on such leave must comply with the City's Travel Policy found in Section 6. Administrative leave will count towards an employee's physical hours worked for the week.

Department Directors may also place an employee on administrative leave with pay in conjunction with a duty related incident or a disciplinary related process, in accordance to individual departmental policy.

5.14. JURY DUTY

Employees will be excused from work for required court duty as a juror or witness and be paid at the employee's full base rate (up to a maximum of 2 weeks of jury duty per year). Jury duty will not be charged against an employee's personal or sick leave time. Jury duty leave will count towards overtime.



In order to qualify for jury duty leave, you must report for work on any day, or part of a day (that falls in the regularly scheduled work week) when the court excuses you. Check with your supervisor by telephone when in doubt whether you should return for the balance of your shift.

The employee must provide a copy of the court summons to their supervisor promptly so scheduled arrangements can be made. You should keep your supervisor regularly informed of when you expect to return to work.

When your jury duty is complete, provide your supervisor a copy of the statement from the bailiff regarding the number of hours or days you served. All compensation received by the employee from the Court for jury duty service must be remitted to the City.

5.15. BEREAVEMENT LEAVE

All full-time employees who have completed their assessment period may be granted funeral leave for a period not to exceed three (3) working days per occurrence. Any additional time off is unpaid or the employee may use accrued vacation time. For the purpose of authorizing bereavement leave "family" is defined as current spouse, child, parent, brother, sister, grandparent, grandchild, by blood or marriage; or anyone living in the same household as the employee.

The City Manager shall have the discretion to grant bereavement leave to employees who have not completed the assessment period.

An employee may be required to provide proof of death/funeral/family relationship in support of bereavement leave. Bereavement leave pay is paid at the employee's base rate at the time of absence. It does not include overtime or any special forms of compensation. Paid time off for bereavement leave is not counted as hours worked for purposes of determining overtime.

Employees who wish to take bereavement leave must notify their supervisor immediately. Employees who wish to attend funerals for other than those defined in this policy must use vacation, compensatory time, or unpaid leave.

5.16. VOTING LEAVE

Employees are encouraged to exercise their right to vote in elections. Employees will be permitted a reasonable time to vote during the working hours by their Department Director. Employees must report back to their supervisor after voting. Employees shall take advantage of early voting opportunities, especially when City Hall is an early voting location.



5.17. DISCRETIONARY LEAVE

The City Manager may approve discretionary leave for exempt employees who may perform official duties outside the normal work schedule. Discretionary leave may not be provided on an hour-for-hour basis. No more than thirty (30) hours of discretionary leave may be accumulated and this leave must be used within forty-five (45) days of approval.

5.18. UNPAID LEAVE

The granting of unpaid leave is subject to the approval of the Department Director and/or the City Manager. A written request must be submitted for unpaid leave consideration. If unpaid leave is awarded and exceeds two (2) weeks in any month, service credit for all employment privileges will cease until the employee returns from leave. Employees on unpaid leave for a period exceeding fifteen (15) consecutive work days will be responsible for the cost of their total monthly premium of the group insurance. Unpaid leave will only be awarded if an employee has exhausted all other forms of leave.

If an employee fails to return to work on the date specified in the request for unpaid leave, the employee will be considered to have resigned effective the specified return date. An employee on unpaid leave cannot accrue or use sick or annual leave and will not be paid for holidays which may fall during the leave.

5.19. LEAVE OF ABSENCE

Regular full-time employees may be granted a leave of absence for illness, disability, educational purposes, military duty, or for any legitimate purpose. Employees must justify to the Department Director why they are requesting a leave of absence. Leaves of thirty (30) work days or less may be approved by the Department Director. Leaves of more than thirty (30) work days must be approved by the Department Director and the City Manager. Extensions may be granted by the City Manager.

5.20. ABSENCE WITHOUT AUTHORIZATION

Employees who are absent without receiving approval will be considered absent without authorization. Employees who are absent without authorization are subject to disciplinary action up to and including termination.

Unauthorized absence from work for a period of 2 consecutive work days will be considered by the City Manager as a resignation.



5.21. PREGNANCY AND PARENTAL LEAVE

An employee shall be entitled to non-compensated parental leave. Each pregnant employee shall be treated the same as other similarly situated employees regarding requests for sick leave and for accommodations related to performing the essential functions of the job. At least 10 working days advance written notice of cessation of work shall be required, except in emergencies or in response to doctor's orders. Pregnant employees and employees with illnesses or disabilities arising from pregnancy or maternity shall be entitled to benefits on the same basis as employees with other types of illnesses or disabilities. Available vacation, sick leave, or disability benefits may be used for the time during which the employee is medically unable to work. The employee may be entitled to resume work following the end of her pregnancy when she is able to perform her job duties and has obtained a physician's release to return to duty.

5.22. PEACE OFFICER MENTAL HEALTH LEAVE

Regular full-time employees of the Police Department may be afforded Mental Health Leave under the Texas Government Code, for traumatic event as authorized by their Department Director. Police Officers may be granted up to three (3) working days of mental health leave, per traumatic event. Mental health leave cannot be taken intermittently and does not accrue. A request for one extension up to three (3) additional days of mental health leave, may be granted by the City Manager upon written request and with the recommendation of the employee's mental health provider. All requests for mental health leave will remain confidential. Police Department employees shall refer to their departments Mental Health Leave policy for more detailed information on mental health leave.

5.23. PAID QUARANTINE LEAVE

All full-time firefighters, emergency medical technicians and police officers employed by or appointed to the City and who are ordered to be quarantined or isolated due to a possible or known exposure to a communicable disease while on duty, is entitled to receive paid quarantine leave for the duration of the leave in accordance with the Texas Government Code. The city shall not reduce an employee's sick leave balance, vacation leave balance, holiday leave balance, or other paid leave balance in connection with paid quarantine leave taken.



Section 6 – Employee Policies

6.1. CITY PROPERTY / EQUIPMENT USE POLICY

The City provides employees with adequate tools, equipment, vehicles and facilities for the job being performed, and the City requires all employees to observe safe work practices and lawful, careful and courteous operation of vehicles and equipment. Any City-provided safety equipment must be used at all times appropriate to its use.

From time to time, the City may issue various equipment or other property to employees, e.g., credit cards, keys, tools, security passes, manuals, written materials, telephone cards, uniforms, cellular telephones, computers, and computer-related equipment. Employees are responsible for items issued to them by the City, as well as for items otherwise in their possession or control or used by them in the performance of their duties. Before an employee separates from the City the employee must return all City property to their supervisor. Failure to do so is considered theft of public property.

Employees must notify their supervisor immediately if any vehicle, equipment, machinery, tools, etc. appears to be damaged or defective, or are in need of repair. The appropriate supervisor can answer questions about an employee's responsibility for maintenance and care of equipment used on the job. The improper, careless, negligent, destructive, unauthorized, or unsafe use or operation of equipment will likely result in disciplinary action.

Personal Use Prohibited. City property, materials, supplies, tools, equipment or vehicles may not be removed from the premises or used for personal business.

Take Home Vehicles. A City vehicle may be assigned to a position or employee when the employee is required to report directly to an incident or scene and/or it is more economical than payment of a car allowance or mileage reimbursement. To be eligible for assignment of a take home vehicle, an employee must be subject to emergency call back during off duty hours to locations other than the employee's normal work station. No personal use of a take-home vehicle is permitted except to commute to and from home or work. A City vehicle is not to be used for personal business such as going to the bank, grocery store, etc. without prior written approval of the City Manager or Department Director. *No alcoholic beverages are allowed in City vehicles.* No passengers may be transported in take-home vehicles except as required by official duties.

The City's vehicles are classified as either "exempt" or "non-exempt" as prescribed by law. Employees to whom a "non-exempt" vehicle is assigned for take-home will likely incur a federal income tax liability for the fringe benefit of commuting to and from work. Most pickups, vans and



automobiles are classified as "non-exempt" vehicles. Police and fire vehicles used by employees on call 24-hours are normally exempt from the fringe benefit tax liability.

Use of City Vehicles. City-owned or leased vehicles may be used only for official City business. City owned or leased vehicles may only be driven by authorized City employees. If an employee drives a personal vehicle, or a City-owned, rented or leased vehicle on the job or while carrying out City-related business, the employee must comply with the following:

- Drivers must have a valid State of Texas driver's license appropriate for the vehicle operated, must maintain a satisfactory driving record, and must inform their supervisor of any change in status.
- Always observe all posted laws and speed limits.
- Always wear seat belts when the vehicle is in operation.
- No passengers other than City employees or others on City business may ride in a City vehicle unless otherwise approved in advance by the Department Director.
- No personal use of City-provided vehicles is allowed without the prior, specific approval of the Department Director.
- All maintenance and use records for City vehicles must be completed as directed by the employee's supervisor.
- Report any broken, missing, or worn parts, tires, etc., or any needed maintenance of City vehicles to the appropriate supervisor immediately.
- All drivers must be eligible for coverage under the City's insurance policy. All drivers must maintain current vehicle registration.
- At no time may an employee under the influence of alcohol or a presence in the system of illegal drugs drive a city vehicle or a personal vehicle while conducting city business.
- Employees involved in an accident while operating a city vehicle, or while operating a personal vehicle on city business, must immediately notify the proper law enforcement agency (if applicable) and the appropriate supervisor, department director, and/or city manager. Accident reports, along with any law enforcement report, must be filed by the employee with the department director and the City Secretary.

The City may, at any time, check the driving record of a City employee who drives as part of the job duties to determine that the necessary qualifications are maintained as a City driver. Employees must cooperate in giving the City whatever authorization is required for this purpose.

The above is not a complete and exhaustive list of vehicles use policies. Violations of any of the specific items listed, as well as the improper, careless, negligent, destructive, unauthorized, or unsafe use or operation of a vehicle, may result in loss of driving privilege or disciplinary action.



Personal Property. All employees shall be solely responsible for their personal property at all times

6.2. EMPLOYEE SAFETY / ACCIDENT REPORTING POLICY

The City is interested in all employees' safety and well-being. Accordingly, the City has developed safety rules and regulations. Each employee is required to obey safety rules and to exercise caution in all work activities. From time-to-time employees will be updated and review safety procedures in an effort to increase awareness of the importance of safety on the job. Employees can prevent accidents and injuries by obeying the safety rules of your job, by remaining alert, and by THINKING SAFETY at all times. If an employee sees something that the employee believes is an unsafe act or an unsafe condition, the employee should immediately report it to a supervisor or to management.

The following safety rules apply at all times, and some specific job descriptions and/or departments may contain additional operational safety guidelines. Each employee must be familiar with such rules and comply with them at all times.

- Use prescribed protective equipment such as eye protection, hearing protection, hard hats, safety shoes, gloves, shields, etc. when those items are appropriate to the task being performed.
- Walk, do not run. Wipe spills and pick up fallen objects and debris. Keep floor surfaces clear of hazards and other obstacles, electric cords, etc. For your comfort and safety, wear shoes with non-slip soles, in good condition and with enclosed toes. Do not wear sandals, sneakers, moccasins or tennis shoes on any job site where feet could be injured.
- To avoid back injuries, use correct lifting methods. Get someone to help you with heavy (or difficult to handle) items.
- Be aware of sharp tools. Use safety devices where provided, and do not alter or remove them in any way. Report hazards to management immediately.
- **Material Safety Data Sheets (MSDS Sheets)** - You will be shown the location of the City's Material Safety Data Sheets by your Department Director. MSDS sheets provide valuable information about various chemicals and other agents that you may encounter in your work. They will explain possible reactions to exposure, and steps you should take if it occurs. Review this information from time to time.
- **Fire** - Be alert for causes and report smoke, heat or unusual odors immediately. Alert other people in the area to the possibility of danger in order to evacuate, if necessary. Verify the location and call 9-1-1. Use proper portable extinguishers for small fires.
- Do not put fingers, hands, feet or clothing in moving machinery.
- Do not carry items in a manner that obscures your vision.
- Do not block access to fire extinguishers.
- Do not touch open or loose electrical circuits.
- Report unusual vibrations, smells, or noises coming from equipment.



- Do not wear rings or jewelry while operating machinery.
- Do not perform maintenance or repairs on running equipment.
- Do not remove or alter warning tags or safety devices.
- Never leave nails or spikes protruding from planks or boards.
- Perform routine maintenance at all scheduled intervals.
- Do not use compressed air for cleaning clothing or floors.

Accident Reporting. All accidents and injuries, however slight or seemingly inconsequential, **must immediately be reported** to employee supervisor or the City Secretary. Supervisor must complete the *Employer's First Report of Injury or Illness Form (DWC-1)* to report the incident. Failure to report any accident or injury within 24 hours of its occurrence may lead to disciplinary action, up to and including termination of employment. Such reports are necessary so that the City can remain in compliance with applicable laws and begin workers' compensation benefit procedures where appropriate.

Employees who are involved in a motor vehicle accident while on-duty and while in operation of a city owned vehicle, may be required to submit to drug/alcohol testing, as soon as practical, immediately following the accident at an approved medical facility. Examples of approved medical facilities for drug alcohol testing include Texas Medical Clinics, Prestige Emergency Room Urgent Care Clinic, or any local area hospital.

Employees who violate these safety standards, or departmental safety standards, who cause or exacerbate hazardous or dangerous situations, or who fail to report or, where appropriate, correct such situations, will likely be subject to immediate disciplinary action, up to and including termination of employment.

6.3. RETURN TO WORK / MODIFIED DUTY POLICY

The City of Shavano Park has a Return-To-Work / Modified Duty program applicable to all fulltime employees. After medical treatment, if the employee is unable to return to work the next day, the employee should request a written statement of any restrictions he/she may have in performing their tasks and an expected return-to-work date from the physician. The employee is required to provide this information to his or her Department Director/Supervisor as soon as possible.

The City may modify duty assignments available to ill or injured employees who are unable to perform their regular job duties. The decision to offer an employee a modified duty assignment is made in the City's sole discretion. A modified duty assignment may be in the employee's own or another department in the City. Factors considered by the City in making its decision include, but are not limited to: the nature of the employee's illness or injury; the medical release provided in support of modified duty; the risk that a modified duty assignment may result in aggravation of the employee's injury or illness; the type of modified duty work available; the length of the employee's



employment with the City; the employee's performance and disciplinary history; and whether the illness or injury occurred on or off duty. In making modified duty assignments, the City will normally give priority to employees whose injury or illness is work-related.

Employees who are released for and given a modified duty assignment may not perform work duties in violation of their medical release. An employee, who violates the terms of the medical release while on a modified duty assignment may lose the modified duty assignment and, in addition, may be disciplined up to and including termination of employment.

Modified duty will not normally extend beyond seven (7) calendar days without an evaluation by the employee's treating physician and a recommendation from the Department Director and Human Resources to the City Manager. Only the City Manager may approve an extension of a modified duty assignment. Employees still unable to return to regular duty within the time limit established for modified duty must re-qualify for modified duty through evaluation by their treating physician or revert to workers' compensation indemnity payment, accumulated sick leave, or vacation benefits, if available.

An employee who is released for and offered modified duty by the City, but who elects not to accept such an assignment, will be ineligible for paid sick leave benefits under the City's Sick Leave policy and salary continuation benefits under workers' compensation but may still be entitled to unpaid leave under the City's policies.

During a modified duty assignment, employees will typically work an 8-hour workday, Monday through Friday. This means that 24-hour shift employees, as well as other employees who work a non-traditional schedule, will usually be temporarily reassigned to an 8-hour workday, Monday through Friday, for the duration of their modified duty assignment.

An employee's salary during any modified duty assignment shall be at the same rate as the salary received prior to the injury.

All modified duty requests and assignments will be reviewed by and coordinated through Human Resources. Human Resources will work with the employee's department in making its decision whether modified duty work will be offered.

Before returning to regular job duties following a modified duty assignment, the employee must provide a full release from the physician to return to work and coordinate the return through Human Resources. Refer to section 3.7.2 for guidance on returning to full duties.



6.4. DRESS, APPEARANCE AND UNIFORM POLICY

Employees must, at all times, dress appropriately and professionally and present a clean and neat appearance while at work and while representing the City or conducting City business. The City allows business casual dress in the work place year-round, in accordance with this policy. Department Directors are strongly encouraged to allow their employees to participate in business casual dress, as practical. Department Directors and supervisors are responsible for enforcing this policy in their respective departments in order to maintain acceptable dress and appearance.

Professional business attire or a required uniform is to be worn when there is a need to present a more formal professional appearance for meetings or special events. Employees must remember that they are professionals 100% of the time and are dressing for business, not for pleasure. Attire must always reflect a professional business attitude and presence. Police and Fire Department employees may be covered under Departmental policies regarding appropriate dress and appearance.

The following are inappropriate:

- bare shoulders or tank tops;
- clothing with unclear or obscene messages or that endorses alcohol, tobacco products, drugs, pornography, or offensive material of any kind;
- wrinkled, ripped and tattered clothing;
- visible tattoos are allowed except on the hand, face, neck areas of the body. Hand tattoos of a wedding band tattoo on the left ring finger which symbolizes marriage are allowed as long as it can be covered by a traditional wedding band ring. Visible tattoos deemed derogatory, indecent, extremist, sexist, racist, gang-affiliated or vulgar are not allowed. The acceptability of an employee's particular visible tattoo is the discretion of the Department Director and the City Manager. The Department Director or City Manager may require that an employee's tattoo be covered during City work hours to ensure the professional presentation of staff to the residents of the City of Shavano Park.
- nose rings/studs, eyebrow rings/studs, tongue studs or similar type facial jewelry.
- visible brandings

Hair. Hair styles and hair colors must be appropriate to the employee's position and extremes of any type are unacceptable. For example, green hair, mohawk style haircuts, and severely spiked hair are not allowed. Hair, including facial hair, must be clean and neatly groomed at all times.

Uniforms. The City supplies Fire, Police, and Public Works personnel with appropriate uniforms. Employees in jobs that require a uniform will be told how and where the uniforms can be obtained by their department supervisor. The City will provide replacement uniforms as necessary. Uniforms must be clean and neat. City-owned or authorized uniforms may not be used outside of work, for personal use or by any third party. City uniforms may be used by City employees in connection with outside employment only with the Department Director's prior written authorization.



Employees who are provided with uniforms are required to wear their uniforms when on duty and keep them in good, clean and serviceable condition. No part of the uniform shall be worn by itself. An employee must wear the entire uniform when on duty. No part of the uniform shall be worn when off duty, except to and from work and City related events.

When an employee leaves City employment, uniforms and any other City equipment which the employee possesses must be returned in good condition before final pay will be authorized. The cost of lost or damaged City property and unreturned uniforms will be deducted from the employee's final pay check.

Enforcement. In all cases, the City will make the determination as to acceptable dress, appearance and grooming. Employees should direct questions about appropriate appearance or dress to your supervisor, Department Director, and/or the City Secretary.

Employees in violation of this policy may be sent home. Under such circumstances, nonexempt employees will not be paid for work time missed, and exempt employees will be required to make up the work time missed. Employees whose grooming or personal appearance violates this policy may be disciplined, up to and including termination of employment.

6.5. SMOKE-FREE WORKPLACE POLICY

Smoking is prohibited **at any time** in City facilities, in City vehicles, while using City equipment, and as otherwise directed by your supervisor.

Smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarettes, pipe or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. This includes e-cigarettes or other devices that deliver nicotine, cannabis or cannabis-derived products.

6.6. DRUG AND ALCOHOL USE POLICY

The City desires to provide an alcohol and drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory and safe manner.

Prohibition Against Alcohol and Illegal and Unauthorized Drugs. While on City premises, while on duty, while conducting City-related business or other activities off premises, while driving a City-owned or leased vehicle, or while operating or using other City-owned or leased property or equipment, no employee may use, possess, distribute, sell, or be under the influence of alcohol (except under the limited circumstances described below), inhalants, illegal drugs, including drugs



which are legally obtainable but which were not legally obtained, and prescribed or over-the-counter drugs which are not being used as prescribed or as intended by the manufacturer.

The use of alcohol by a City employee during a business lunch is prohibited. Further, an employee on duty or conducting City business, including City-related business entertainment, may not drive his or her own personal vehicle while under the influence of alcohol. No employee in his or her work-related capacity should ever be impaired because of the excessive use of alcohol. Absent specific approval by the City Manager, City employees may not bring alcoholic beverages on City premises, including parking lots adjacent to City work areas, and may not store or transport alcohol in a City-owned or leased vehicle.

Prohibition Against Illegal and Unauthorized Drug-Related Paraphernalia. This policy also prohibits the use, possession, distribution and sale of drug-related paraphernalia while on City premises, while on duty, while conducting City-related business or other activities off premises, while driving a City-owned or leased vehicle, or while operating or using other City-owned or leased property or equipment. Drug-related paraphernalia includes material and/or equipment designed for use in testing, packaging, storing, injecting, ingesting, inhaling or otherwise introducing illegal or unauthorized drugs into the body.

Permissive Use of Prescribed and Over-The-Counter Drugs. The legal use of prescribed and over-the-counter drugs is permitted while on City premises, while on duty, while conducting City related business or other activities off premises, while driving a City-owned or leased vehicle, or while operating or using other City-owned or leased property or equipment only if it does not impair an employee's ability to perform the essential functions of the job (or operate the vehicle, property or other equipment) effectively and in a safe manner that does not endanger the employee, citizens or other individuals in the workplace. Examples of impairment include, but are not limited to, drowsiness, dizziness, confusion, or feeling shaky.

Police and Fire Department Employees. Certain City Police and Fire Department employees may be required to be in possession of alcohol and/or drugs in carrying out their job duties. Such employees will be exempted from certain portions of this policy under certain limited conditions. Additional guidelines may be established by Police Department and Fire operating procedures.

Mandatory Disclosure by Employees. Employees taking prescription medication and/or over-the-counter medication must report such use to either their Department Head or to the City Manager if there is a reasonable likelihood the medication will impair the employee's ability to perform the essential functions of his or her job (or operate a vehicle, property or other equipment, if applicable) effectively and in a safe manner that does not endanger the employee, citizens or other individuals in the workplace. Examples of impairment include, but are not limited to, slurred speech, drowsiness, dizziness, confusion, or feeling shaky.



On-Call Employees. Employees scheduled to be on call are expected to be fit for duty upon reporting to work. Any employee scheduled to be on call, and is called out, is governed by this policy. Sometimes, an employee who is not scheduled to be on call may nevertheless be called out. If this or any other situation occurs where the employee called out is under the influence of alcohol or has a presence in the system of drugs, such that reporting to work would result in a violation of this policy, the employee must so advise the appropriate supervisor on duty. The employee will not be required to report to work.

Mandatory Reporting of Arrests and Convictions. Employees must notify their immediate supervisor and the Department Director, in writing, of any alcohol or drug-related arrest and/or convictions or deferred adjudication (including those entered into on a plea of no contest), for a violation occurring off duty and/or in the workplace no later than twenty-four (24) hours after the arrest and/or conviction.

Off-Duty Conduct. The City may take disciplinary action, up to and including termination of employment, if an employee's off-duty use of or involvement with drugs or alcohol is damaging to the City's reputation or business, is inconsistent with the employee's job duties, or when such off-duty use or involvement adversely affects the employee's job performance. Any employee reporting to work under the influence of illegal drugs or alcohol (.02 blood alcohol level or higher) may be disciplined, up to and including termination.

Rehabilitation/Treatment.

1. The City desires to assist employees who voluntarily request assistance with alcohol or drug dependency. For City support and assistance, however, an employee must acknowledge the problem and seek and accept counseling and/or rehabilitation before it impairs job performance and/or jeopardizes the employee's employment. Employees should contact either their Department Director or the Director of Human Resources when requesting support and assistance.
2. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take a leave of absence to participate in a rehabilitation or treatment program. (An employee may not enroll in a rehabilitation or treatment program in lieu of disciplinary action.) The leave of absence may be granted in the City's sole discretion. Factors considered by the City in deciding whether to grant leave include: the length of the employee's employment with the City; the employee's prior work and disciplinary history; the employee's agreement to abstain from the use of the problem substance and follow all other requirements of the rehabilitation/treatment program; the reputation of the program and the likelihood of a successful outcome; the employee's compliance with City policies, rules, and prohibitions relating to conduct in the workplace; and the resulting hardship on the City due to the employee's absence. Unless otherwise required by law, it is the City's policy to grant such a leave of absence only once during the course of an employee's employment with the City.



3. The cost of any rehabilitation or treatment may be covered under the City's group health insurance policy. In any case, the employee is responsible for all costs associated with any rehabilitation or treatment program.
4. During time off for a City-approved rehabilitation or treatment program, the employee must use any available vacation leave, sick leave, compensatory time off, or other accrued paid leave time.
5. If the employee successfully completes the prescribed rehabilitation or treatment, the City will make reasonable efforts to return the employee to the prior position or one of similar pay status. However, employment with the City following a City-approved leave for rehabilitation or treatment is conditioned on the following:
 - Initial negative test for drugs and/or alcohol before returning to work;
 - A written release to return to work from the City-approved rehabilitation or treatment facility/program;
 - Periodic and timely confirmation of the employee's on-going cooperation and successful participation in any follow-up or ongoing counseling, testing, or other treatment required in connection with the City-approved rehabilitation or treatment program, if applicable;

The employee must sign a formal written agreement to abide by the above conditions, as well as any other conditions deemed appropriate by the Director of Human Resources. The employee must meet with the Director of Human Resources to discuss the terms of continued employment and sign a formal agreement before returning to work.

Policy Violations. Violations of this policy will generally lead to disciplinary action, up to and including immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program. The Police and Fire Departments may have stricter disciplinary rules regarding violation of this policy. Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor or the Director of Human Resources to receive assistance or referrals to appropriate resources in the community.

TESTING

Types of Tests. Testing may include one or more of the following: urinalysis, hair follicle testing, breathalyzer, intoxilyzer, blood, or other generally-accepted testing procedure.

Testing of Applicants. All applicants who are applying for a safety or security sensitive position to whom a conditional offer of employment has been made will be required to submit to testing for alcohol and illegal and unauthorized drugs. A positive test result, refusal to test, or attempts to alter or tamper with a sample or any other part of the test, may render the applicant ineligible for



consideration of employment or future employment with the City. Illegal drugs include drugs that are legal in other states but are illegal in Texas.

Testing of Employees.

1. Employees may be tested for alcohol and/or illegal and unauthorized drugs after a workplace injury or accident or “near miss,” when reasonable suspicion exists, or in connection with any required treatment or rehabilitation.
2. Police and Fire Department employees are also subject to any applicable Departmental rules and regulations regarding illegal and unauthorized drug and alcohol testing.
3. For purposes of this policy, reasonable suspicion is a belief based on articulable observations (e.g., observation of alcohol or drug use, apparent physical state of impairment, incoherent mental state, changes in personal behavior that are otherwise unexplainable, deteriorating work performance that is not attributable to other factors, a work-related accident or injury, evidence of possession of substances or objects which appear to be illegal or unauthorized drugs or drug paraphernalia) sufficient to lead a supervisor to suspect that the employee is under the influence of illegal or unauthorized drugs or alcohol. Supervisors who refer an employee for reasonable suspicion testing must document the specific factors that support reasonable suspicion testing (e.g., the who, what, when, where of the employee’s behavior and other symptoms, statements from other employees or third parties, and other evidence supporting the reasonable suspicion testing).
4. Tests will be paid for by the City. To the extent possible, testing will normally be done during the employee’s normal work time.
5. Any employee who refuses to be tested, or who attempts to alter or tamper with a sample or any other part of the testing process, will be subject to disciplinary action up to and including termination.
6. A positive test result is a violation of the City’s Drug and Alcohol Use Policy and may result in disciplinary action up to and including termination of employment. Any employee who is terminated for violation of the City’s Drug and Alcohol Use Policy is ineligible for future employment with the City.

Testing Procedures.

1. All testing must normally be authorized in advance by both the employee’s Department Director and the Director of Human Resources. If the Department Director is unavailable within a reasonable period of time, the Director of Human Resources may, with sole discretion, authorize the testing of an employee. If the Director of Human Resources is unavailable within a reasonable period of time, the Department Director may, with sole discretion, authorize the testing of an employee. For reasonable suspicion testing, testing may not be authorized without the supervisor’s documentation of the articulable factors which led the supervisor to suspect that the employee is under the influence of illegal or unauthorized drugs or alcohol. Testing should be arranged as soon as possible after the supervisor’s articulable observations.



2. If an employee's conduct resulted in a work place accident, injury or "near miss," or reasonable suspicion exists to believe that the employee has violated the City's Drug and Alcohol Use Policy, the employee will be provided with transportation to the testing facility. A supervisor or other designated City representative may be required to stay with the employee during the testing process.
3. The City may, in its discretion, reassign the employee or put the employee on administrative leave until the test results are received. The City will make arrangements to have the employee transported home after the testing.
4. All substance abuse testing will be performed by an approved laboratory or healthcare provider chosen by the City. All positive test results will be subject to confirmation testing.
5. Test results will be maintained in a confidential file separate and apart from the employee's personnel file. Any medical-related information will be confidential and accessible only by the City Secretary; supervisors and managers on a need to know basis, including those who have a need to know about necessary restrictions on the work or duties of an employee and any necessary accommodation; first aid and safety personnel when appropriate; government officials; insurance companies as may be necessary to provide health or life insurance to employees; by court order or as otherwise legally mandated; and as necessary to protect the interests of the City.

6.7. WEAPONS CONTROL AND VIOLENCE PREVENTION POLICY

The City strives to provide a safe and secure working environment for its employees. This policy is designed to help prevent incidents of violence from occurring in the workplace and to provide for the appropriate response when and if such incidents do occur.

Prohibited Conduct. This policy prohibits violence of any sort, including verbal and physical abuse, threats, stalking, harassment, horseplay, and any unwelcome physical touching (sexual or otherwise). This misconduct towards any fellow employee, whether the misconduct occurs on duty or off-duty, is prohibited. The City has a zero-tolerance policy for this type of misconduct.

Weapons Banned. Unless specifically authorized by the City Manager, no employee, other than a City licensed peace officer, shall carry or possess a firearm or other weapon on City property. Employees are also prohibited from carrying a weapon while on duty or at any time while engaging in City-related business. Prohibited weapons include firearms, clubs, explosive devices, and knives with blades exceeding 5 ½ inches. Employees do not have an expectation of privacy and the City retains the right to search for firearms or other weapons on City property, including employee vehicles parked on City property. Employees may have a legal weapon only on the City parking lot if it is locked in the employee's vehicle.

Additional policies for off-duty firearm carry by Police Officers will be established by the Police Department.



Duty to Warn. Each City employee must immediately notify his/her supervisor, Department Director, the City Secretary and /or the Police Department of any act of violence or of any threat involving a City employee that the employee has witnessed, received, or has been told that another person has witnessed or received. Even without an actual threat, each City employee must also report any behavior that the employee regards as threatening or violent when that behavior is job related or might be carried out on City property, a City-controlled site or City job site, or when that behavior is in any manner connected to City employment or activity. Each employee is responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons threatened or the target of the threatening behavior. A supervisor who is made aware of such a threat or other conduct must immediately notify his/her Department Director and the City Secretary.

Protective Orders. Employees who apply for or obtain a protective or restraining order which lists City locations as being protected areas must immediately provide to the City Secretary and the City's Police Department a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent. City employees must immediately advise their Department Director and the City Secretary of any protective or restraining order issued against them.

Confidentiality. To the extent possible, while accomplishing the purposes of this policy, the City will respect the privacy of reporting employees and will treat information and reports confidentially. Such information will be released or distributed only to appropriate law enforcement personnel, City management, and others on a need-to-know basis and as may otherwise be required by law.

Documentation. When appropriate, threats and incidents of violence will be documented. Documentation will be maintained by the City Secretary and/or the Police Department.

Policy Violations. Violations of this policy may lead to disciplinary action, up to and including termination of employment. Policy violations may also result in arrest and prosecution.

6.8. IT POLICIES

As more City activities move to computers and online, the security of your files becomes critical to the overall security of the City. Just like City Hall is locked down every night and every employee is familiar with the automated security system, it is important that all City employees familiarize themselves with their computer and the City's IT security policies. Shavano Park has three IT policies to guide your digital activities at the city: **Computer Use Policy, Internet Use Policy, and Email Use Policy.** Remember when on City Email there is no expectation of privacy and the data becomes the City's Data. Use of City computers to access the internet or electronic



mail (i.e., “email”) is a privilege not a right. The City provides computers and internet/email access for the express purpose of conducting City business and performing municipal tasks.

Appropriate Use: Employees are encouraged to use appropriately the City internet, network and email to further the goals and objectives of the City of Shavano Park. The types of activities include: (1) Communicating with fellow employees, business partners of the City, customers and clients within the context of an individual’s assigned responsibilities; (2) Acquiring or sharing information necessary for an individual’s assigned responsibilities; and (3) Participating in educational or professional development activities.

EMPLOYEES SHOULD KNOW THAT ALL CITY BUSINESS RELATED E-MAILS ARE SUBJECT TO THE TEXAS PUBLIC INFORMATION ACT WHETHER OR NOT THE EMAIL IS ON A PUBLIC OR PRIVATE EMAIL SERVICE, PHONE, COMPUTER,

Cybersecurity Awareness Training: All employees who are issued a domain account are required to annually complete Cybersecurity Awareness Training provided by the City. Evidence of completion of this training must be reported to the Assistant to the City Manager by May 1st of each year. Failure to complete the training may result in temporary suspension of an employee’s computer, internet and email access until training is complete. This annual training is required by Chapter 2054 of the Texas Government Code. Employees on military leave, family medical leave or sick leave during the training period (typically the month of April of each year) shall not be required to complete the training until returning back to work.

Failure to Comply: Violations of these policies will be treated as allegations of wrongdoing at the City of Shavano Park. Allegations of misconduct will be adjudicated according to established policy and procedures. Sanctions for inappropriate use of the computer may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of access to some or all computing and networking resources and facilities;
2. Disciplinary action up to and including termination according to applicable City policies;
3. Reimbursement of costs incurred by inappropriate or unauthorized use; and/or
4. Legal action according to applicable laws and contractual agreements.

Reporting Misuse: Any allegations of misuse should be promptly reported to the Assistant to the City Manager.

Disclaimer: The City assumes no liability for any direct or indirect damages arising from an employee’s connection to the internet, a city computer or use of email. Users are solely responsible for any material



that they access and disseminate through the internet or City intranet. You are all encouraged to use your computer, internet and email access responsibly.

Monitoring and Filtering: The City monitors all computer and internet activity occurring on City equipment or accounts. When an employee utilizes a City-issued computer and/or the resources of the City network there is no expectation of employee privacy. The City has the right to view and inspect all City computers, including information accessed, downloaded, viewed, sent or received over the internet or by email. The City employs filtering to limit access to sites on the internet and this filter is updated from time to time. An employee has no reasonable expectation that access to an IP-address or app for personal purposes is protected or otherwise ensured. Use of City computers and internet or email accounts constitutes consent by the City officer or employee for City inspection of those computers and internet or email accounts, and data transmitted thereon. If the City discovers activities which do not comply with applicable law or City policy, logs retrieved may be used to document the wrongful content in accordance with due process.

COMPUTER USE POLICY

The goal of this policy is to ensure that the information you place on the computer stays secure and safe. This policy also ensures that you do not harm City equipment by installing malicious software or otherwise leaving the network's security compromised. Abuse or misuse of a City computer is the same as abuse or misuse of any other City property and may be punished accordingly.

Computer Security Policies: All City network computers are centrally controlled and governed by network security policies. These network policies are automatically applied to City computers and may change from time to time. If you have questions about these network policies contact the Assistant to the City Manager.

Prohibited Use: Computer use must comply with all Federal and Texas laws, all City policies and contracts. This includes, but is not limited to, the following:

1. No one shall use any City computer or network facility without proper authorization from their Departmental Supervisor. No one shall assist in, encourage, or conceal from Management any unauthorized use, or attempt at unauthorized use, of any of the City's computers or network facilities.
2. No one shall connect any computer, laptop or tablet to the City's network unless it meets technical and security standards established by the Assistant to the City Manager.
3. No City employee shall purchase for City use any computer, laptop, tablet or other IT-related device without first approval by the Assistant to the City Manager
4. No one, without specific authorization, shall read, alter, or delete any other person's computer files. Remember, all files saved on a City computer or server become property of the City.



5. No one shall knowingly endanger the security of any City computer or network facility. This includes, but is not limited to, downloading or installing malicious software, disabling computer antivirus software, willfully ignoring antivirus software or otherwise subverting the City's network security controls.
6. No one without proper authorization from the Assistant to the City Manager shall modify or reconfigure the security settings of any City computer or server.
7. Employees shall not utilize the City's computer or network processing power for bitcoin mining or any other complex computer computations whose purpose is the personal monetary gain or award.
8. Employees shall not delete log files on City computers or servers.
9. Employees shall not use their computers or City funded accounts to harass or otherwise interfere with a City employee. This prohibition includes but is not limited to harassment stemming from an employee's race, ethnicity, color, gender, age, or marital status.
10. Employees shall not send threatening messages to any other person or institution.
11. Employees shall not store personal information (i.e., that information not directly related to City business) on City computers or within their City email accounts. Officers and employees shall regularly remove any personal data (i.e., that which is not prepared for or by the City for conducting City business) from City computers and internet / email accounts
12. Employees shall not operate a private business, do work for another employer, or conduct political campaigns on City computers or using City email accounts. This prohibition does not apply to the preparation and generation of election notices and related documents required by law.

INTERNET USE POLICY

The goals of this policy are to outline the appropriate and inappropriate use of the City of Shavano Park's internet access. Use of these services is subject to the following conditions. Should you have any questions regarding this Internet Use Policy, please contact the Assistant to the City Manager.

Inappropriate Use: Individual internet use must not interfere with others productive use of internet resources. Internet use must comply with all Federal and Texas laws, and all City policies and contracts. This includes, but is not limited to, the following:

1. The internet may not be used for any illegal or unlawful purposes, including, but not limited to, copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, illegal gambling, soliciting for illegal pyramid schemes, and computer tampering (e.g. spreading computer viruses).
2. The Internet may not be used in any way that violates City policies, rules or mission of the City, misrepresents the City or violates any City policy.
3. City computers are to be used primarily for conducting City business. Incidental and infrequent personal use of City computers and City internet/email access is allowable provided that it does not hinder or interfere with conducting City business. Personal use of the internet is allowed within reason to conduct and facilitate typical daily personal interactions, information access and



brief, appropriate diversions during break periods. The City allows limited personal use for communication with family friends, independent learning, and public service. The City prohibits use for mass unsolicited mailings, access by non-employees to City of Shavano Park resources or network facilities, uploading and downloading of files for personal use, access to pornographic sites, gaming, competitive commercial activity unless pre-approved, and the dissemination of chain letters.

4. Individuals may not establish City computers as participants in any peer-to-peer network.
5. Individuals may not view, copy, alter, or destroy data, software documentation, or data communications belonging to the City or another individual without authorized permission.

Security: Account and password information is not be shared with non-City employees for any reason. Employees must be deliberate and careful when sharing account or password information with another employee for the purposes of practical collaboration or troubleshooting. Once this information is shared though, employees are encouraged to change their passwords. Attempting to obtain another user's account password without their permission is strictly prohibited. A user must contact the Assistant to the City Manager to obtain a password reset if they have reason to believe that any unauthorized person has learned their password. Users must take all necessary precautions to prevent unauthorized access to City network.

E-MAIL USE POLICY

E-Mail is an important business communications tool at the City of Shavano Park. However, use of the City electronic mail systems and services are a privilege, not a right, and therefore must be used with respect and in accordance with the goals of the City. The objective of this policy is to outline appropriate and inappropriate use of the City's e-mail systems and services in order to minimize disruptions to services and activities, as well as comply with applicable policies and laws. This policy applies to all e-mail systems and services owned by the City, all e-mail account users/holders at the City and all City e-mail records. When corresponding about City business via email, all City personnel must include the City's standardized email stationery and signature within the emailed message. If an employee receives a city email at a private email address, the employee should immediately forward the email to his or her email address for storage.

Account Activation/Termination: E-mail access at the City is controlled through individual accounts and passwords. It is the responsibility of the employee to protect the confidentiality of his or her account and password information. E-mail access will be terminated when the employee terminates their association with the City. The City is under no obligation to store or forward the contents of an individual's e-mail inbox/outbox after the term of employment has ceased.

General Expectations of End Users: The City often delivers official communications via e-mail. As a result, employees of the City with email accounts are expected to check their e-mail in a consistent and timely manner so that they are aware of important City announcements and updates, as well as for fulfilling business and role-oriented tasks. E-mail users are responsible for mailbox



management, including organization and cleaning. E-mail is archived for at server level per City *Policy #7 Records Retention*. The Assistant to the City Manager can be contacted to help set up organization and retention of email. E-mail users are expected to remember that e-mail sent from the City's e-mail accounts reflects on the City. Please comply with normal standards of professional and personal courtesy and conduct.

Employees are to use extreme caution when communicating confidential or sensitive information via email. Keep in mind that all email messages sent outside the City become the property of the receiver. **A good rule is to not communicate anything that you wouldn't feel comfortable being made public.** Demonstrate particular care when using the "Reply" and "Reply All" command during email correspondence to ensure the resulting message is not delivered to unintended recipients.

Security: Opening email attachments or links from unknown email addresses is highly discouraged, as attachments and links are the primary source of malicious software and hackers. Suspicious emails should be treated with utmost caution. Employees suspicious of an email or otherwise unsure of its contents should contact the Assistant to the City Manager for assistance.

Inappropriate Use: E-mail use at the City will comply with all applicable laws, all City policies and contracts. The following activities are deemed inappropriate uses of the City's email systems and services and are prohibited:

1. Use of email for illegal or unlawful purposes.
2. Use of email in any way that violates the City's policies, rules, or administrative orders.
3. Viewing, copying, altering, or deletion of email accounts or files belonging to the City or another employee without authorized permission of that employee or a supervisor.
4. Attempting to obtain another employee's email account password without their consent.
5. Personal use of City email.
6. Employees shall not use a city issued email address to sign up or register for a personal accounts.

6.9. SOCIAL MEDIA POLICY

An employee's use of [personal](#) social media [accounts](#), both on and off duty must not interfere with or conflict with the employee's duties or job performance, reflect negatively on the City or violate any City policy. The intent of these standards is to regulate the creation and distribution of information concerning the City, its employees and citizens through electronic media, including, but not limited to online forums, and internet social media and blogging sites. This policy is designed to protect the City's reputation and ensure that the employee's online communications positively reflect the City as the employer.



Personal use of the Internet carries responsibilities requiring responsible and ethical use. The City may monitor an employee's access, use, and postings to the Internet, including those posted from personal computers, to ensure compliance with internal policies, support the performance of internal investigations, assist management of information systems, and for all other lawful purposes. The City expects all employees to follow the Guidelines below when posting information on the Internet, regardless if done during or after work hours.

"Social media" includes: wikis, tweets and twittering, Facebook, Myspace, LinkedIn, blogs, and other online journals and diaries; bulletin boards and chat rooms, microblogging and all other social networking sites, instant messaging and the posting of video on YouTube and similar media.

This policy should be read and interpreted in conjunction with other City policies, including but not limited to, policies prohibiting harassment, discrimination, offensive conduct or inappropriate behavior and the City's Computer Use, Internet Use and Email Use policies. Violations of the City's Social Networking Policy may lead to disciplinary action, up to and including termination.

Employee Guidelines

Never disclose any confidential information concerning another employee of the City in a blog or other posting to the Internet. Posting of confidential information may violate State law and subject the user to criminal penalty. All requests for City documents must be processed through the Public Information Act.

- a. Employees must abide by all Federal and State laws and policies of the City with regard to information sent through the Internet.
- b. If the employee's social networking includes any information related to the City, the employee must make it clear to the readers that the views expressed are the employee's alone and not reflective of the views of the City.
- c. Employees are encouraged to act responsibly on and off duty, and to exercise good judgment when using social media.
- d. Respect coworkers and the City. Do not put anything on your blog or post any information and/or pictures on the Internet that may defame, embarrass, insult, demean or damage the reputation of the City or any of its employees.
- e. Do not put anything in your blog or post any information and/or pictures that may constitute violation of the City's Harassment policy. Do not post any pornographic pictures of any type that could identify you as an employee of the City.



Section 7 – Disciplinary Procedures and Appeals

7.1. CONDUCT-EXPECTED BEHAVIORS

The establishment of standards of discipline and conduct is under the jurisdiction of the City Manager with the responsibility for observance of the standards by all employees delegated to management and supervisory personnel.

It is the duty of each employee to maintain cooperation, efficiency and economy in their work for the City. Department Directors and supervisors shall plan, organize and direct the work of their subordinates to achieve departmental objectives. All employees are expected to perform satisfactorily the job duties for which they have been employed, to maintain appropriate personal conduct on the job, to render courteous and efficient service to the public, to be mindful of safety practices, and to exercise the utmost care in the use of City property.

7.2. ADVERSE ACTIONS

The City may deny or reject any application, appointment or promotion, or suspend, demote or remove any employee, at any time that the City Manager determines that such action will fail to promote the efficiency of the City's services.

Specific Factors: Factors that may be used in making a determination as to any applicant or employee as a basis for adverse action include but are not limited to the following. This list is not exhaustive. The City Manager may determine that other actions of the employee that are not listed warrant an adverse action. Please reference other sections of this handbook for other activities considered an adverse action.

7.2.1. Dishonesty

- a. Lying or giving false testimony;
- b. False statements, incomplete statements, deception, or fraud in applications, examinations or representations made for appointment or promotion;
- c. Failure to disclose to the City Council, City Manager or other appropriate supervisory personnel any matter which the employee knows, or reasonably should know, is relevant to his/her own employment, the employment by the City of any other person, or which otherwise substantially affects the efficiency and/or integrity of City functions;
- d. Doing personal work or performing other personal tasks or errands while on duty for the City, or otherwise failing to devote full time, energy and best efforts to City employment;
- e. Stealing or taking employer property or other employees' property without proper authorization;



- f. Misuse of employer or other employees' funds or property;
- g. Cheating, forging or willfully falsifying reports, records, or documents, misuse of leave of absence;
- h. Providing keys, combinations and/or passwords to unauthorized persons; or
- i. Any other action detrimental to the employer or fellow employees.

7.2.2. Disturbance

- a. Fighting;
- b. Using profane, abusive or threatening language;
- c. Horseplay;
- d. Causing injury to fellow employees through deliberate action or gross negligence; e. Spreading false reports;
- f. Maliciously gossiping and/or spreading rumors; or
- g. Otherwise disrupting harmonious relationships between employees.

7.2.3. Unauthorized / Misuse of City Equipment

- a. Using, possessing, taking or providing any City equipment, credentials, or services for other than official City business without proper authority;
- b. Reckless driving and/or misuse of City equipment;
- c. Not taking precaution or proper care when using City equipment.
- d. Deliberate damage or destruction of City equipment or property;
- e. Altering, removing or destroying City records;
- f. Advocacy of or participating in unlawful trespass or seizure of City property;
- g. Unauthorized removal, use or appropriation of property belonging to the City or to another City employee; or
- h. Unauthorized loaning of keys, or permitting duplication thereof, to any City property or equipment, or otherwise permitting other person(s) to make unauthorized use, removal or appropriation of City property or equipment.

7.2.4. Misconduct

- a. Any criminal offense or other misconduct which could have an adverse effect on the employer or on the confidence of the public in the integrity of the City government, or on the relationship of the employee and other employees.
- b. Conduct subversive to the proper order, discipline and morale of City employees; conduct unbecoming; unexcused failure to obey City work rules, policies or procedures;
- c. Failure to follow departmental and City organization chain of command;
- d. Engaging in any job-related misconduct not otherwise described herein when an employee knows, or reasonably should know, that such conduct has caused or reasonably can be expected



- e. to cause, a significant impairment in the efficiency of the City in general or of such employee in particular.

7.2.5. Courtesy

- a. Failure to maintain an objectively reasonable level of courtesy with supervisors, elected and appointed officials, volunteers and coworkers; or
- b. Failure to treat members of the public with courtesy and respect at all times while on duty.

7.2.6. Abuse of Drug or Alcohol

- a. Reporting to work or being “on-call” in unfit condition, being under the influence of intoxicants or under the influence of controlled substance or dangerous drugs, including marijuana, narcotics, or intoxicating drugs of any kind; or
- b. Drinking intoxicants or taking into the body of an unlawful controlled substance or dangerous drug, including marijuana during working hours, or possessing intoxicants or unlawfully possessing controlled substances, including marijuana, narcotics, or dangerous drugs, on City property or in City vehicles.

7.2.7. Statutory or Job Qualification

- a. Failure to meet or maintain any statutory or job qualification which would make the individual fit for the job; or
- b. Failure to meet and maintain requirements of the individual’s job description.
- c. Incompetence stemming from an inability or unwillingness to perform assigned work satisfactorily.

7.2.8. Unsatisfactory Attendance

- a. Unauthorized absence and/or tardiness; or
- b. An absence of two (2) days or more without notification to the City Manager shall constitute a voluntary abandonment of employment.

7.2.9. Indifference toward Work

- a. Failure to remain at work, inefficiency, carelessness, loafing while on duty, wasting work time, unauthorized absence from the work area while on duty, or sleeping on the job;
- b. Careless, unsafe or otherwise improper use of personal property or equipment while on duty, or of City property or equipment at any time;
- c. Performing personal business during working hours, abuse of eating and/or rest period, sleeping or being inattentive during working hours, interfering with work of others, mistreatment of the public or other employees;
- d. Use of personal cell phone while on duty operating City machinery or vehicle unless for City business or for family emergencies; or



- e. Failure consistently to meet objectively reasonable standards of performance.

7.2.10. Insubordination

- a. Insubordination is defined as willful failure or refusal to perform assigned work or fully comply with instructions, directions, or orders as requested by the immediate supervisor or Department Director.
- b. If the employee believes the instruction, direction, or order is improper, the employee should obey the order or instruction or direction and report the incident to their Department Director or the City Secretary.
- c. If an employee believes an instruction, direction or order would cause injury to self or others they may refuse the order and must immediately report the incident to their Department Director or the City Secretary.

7.2.11. Violation of Safety Rules

- a. Smoking in prohibited areas;
- b. Improper removal of safety guards, fire extinguishers or other equipment designed to protect employees; or
- c. Failure to use safety equipment or to follow safety rules or failure to report an on-the job injury, vehicle accident, or unsafe condition.

7.2.12. Weapons

The control of, or possession by, any employee of a handgun or other weapon and/or ammunition is strictly prohibited in a City vehicle or in any City buildings. This subsection shall not be applicable to certified licensed peace officers.

7.3. ARRESTS, CONFINEMENTS AND INDICTMENTS

City employees are subject to disciplinary action and/or job restrictions for violations of law. This policy applies to acts prohibited by law that result in charges being filed, arrest, confinement, indictment, and/or conviction, as well as to acts prohibited by law not resulting in charges filed, arrest, confinement, or indictment.

Employees must immediately notify their Department Director within twenty-four (24) hours if they are arrested, charged, indicted, convicted, receive deferred adjudication, or plead no contest to any class “C” misdemeanor or above. Employees who do not drive as a part of their job duties with the City are not required to report minor traffic violations.

In most instances, the City will conduct its own investigation and take appropriate action. An employee arrested, charged, or indicted for a felony or misdemeanor, or accused by information of official misconduct or other serious criminal violation may be placed on administrative leave (with or without pay) until the charge, indictment or information is dismissed or fully adjudicated



without trial, and if tried, until the trial and appeal (if any) are completed and all related administrative matters are concluded. Such a determination will be made by the City Manager.

If the indictment or information is dismissed, the employee is acquitted, or the conviction is reversed on appeal, an employee on administrative leave may be reinstated to the position held before being placed on administrative leave. If an employee was placed on administrative leave without pay, upon reinstatement they will receive back all pay missed while on administrative leave.

7.4. INDIVIDUAL DEPARTMENT RULES AND POLICIES

With the approval of the City Manager, departments may have written personnel policies and procedures which are separate from or in addition to the policies and procedures listed in this manual. Departmental personnel policies and procedures are to be followed; however, no departmental personnel policy or procedure shall be inconsistent with the Employee Handbook. Should a conflict arise, the Employee Handbook will supersede the conflicting departmental policy or procedure.

7.5. DISCIPLINARY PROCEDURES, PROBATION AND DISMISSAL

The following disciplinary procedures are merely suggestions. In every case where disciplinary action is needed, the action taken will be tailored to fit the specific offense or violation for which it is intended. The specific situation and the performance record of the individual involved will always be taken into consideration. Nothing in the suggested procedures are intended to imply the procedures must be followed in any particular order. The City reserves the right to dismiss an employee at any time. Every disciplinary action taken will be recorded to provide documentation that rules are enforced equitably and in accordance with stated policy.

Memorandum for Record (MFR): Generally used to document a verbal counseling or coaching session with an employee. Supervisors shall keep a record of the MFR for potential future disciplinary processes.

Letter of Counseling: Best suited for minor infractions where the situation demonstrates a need for discipline, but does not warrant a reprimand. Supervisors shall keep a record of letters of counseling that shall be kept in the employee's personnel file.

Verbal Reprimand: Best suited to minor rule infraction or incident of substandard performance. A supervisor will explain exactly what the employee did wrong and why it is important the incident not be repeated. Supervisors shall keep a record of the verbal reprimand that shall be kept in the employee's personnel file.

Written Reprimand: A written reprimand is a formal disciplinary action in which an employee's inappropriate actions are detailed in writing which will serve to caution the employee that similar



conduct will result in further disciplinary action. Supervisor shall detail the event in a report that shall be signed by the employee, the supervisor, and the City Manager. Space will also be provided for written comments from the employee. A copy of the written reprimand shall be kept in the employee's personnel file.

Disciplinary Probation: A Department Director may authorize, with the approval of the City Manager, the placement of an employee on disciplinary probation as a disciplinary measure for a serious violation of department and City policies and procedures. The assessment period allows time for the employee to show improvement on the problem(s) specified at the time of the probation. The probation will be initiated by a written document signed by both the supervisor and the employee which:

- a. Identifies the problem(s);
- b. Indicates the necessary improvement;
- c. Specifies the length of the assessment period; and
- d. Informs the employee of further disciplinary action which could result from failure to show satisfactory improvement within the specified assessment period.

Any employee who is on disciplinary probation is not eligible for merit increases, transfer, or promotion.

Suspension: A Department Director may direct the placement of an employee on suspension as a disciplinary measure for a serious violation of department and/or City policies and procedures. Employees are afforded all rights available to them and may grieve a suspension issued by a Department Director. Generally, a suspension will be considered un-paid; however, Department Directors may consider the forfeiture of accumulated leave for the suspension period in lieu of serving an un-paid suspension. Employees electing to grieve a suspension must follow the guidance set forth in section 7.7 below.

Dismissal: A Department Director may dismiss an employee, with the approval of the City Manager, at any time.

7.6. PERFORMANCE COUNSELING

Any employee who exhibits substandard work performance will be given the opportunity to improve the performance level. Department Directors and supervisors may attempt to counsel substandard performers using the following guidelines or those set out in section 7.5. above:

Initial Counseling: For the first indication of substandard work performance, the supervisor should advise the employee of his/her unsatisfactory performance and recommend specific areas of improvement. A written record may be retained within the employee's department.



Written Documentation: For a second indication of substandard performance, the supervisor will state in writing:

- a. The specific deficiencies observed in the employee's performance;
- b. The necessary improvements;
- c. The period of time in which improvement must occur; and
- d. Further action which may result if the employee fails to show satisfactory improvement.

A Developmental Counseling Form (see Attachment C) shall be signed by both the employee and the supervisor and a copy shall be maintained within the department and the original forwarded to the City Manager. If the employee refuses to sign, the supervisor must have a witness sign to show a copy was given to the employee.

7.7. GRIEVANCE-FILING PROCEDURES

An employee or former employee who has a complaint about a disciplinary action taken against him/her which results in lost compensation or termination has the right to file a grievance in accordance with the procedures outlined below. No employee will be discriminated against, harassed, intimidated, nor suffer reprisal as a result of filing a grievance or participating in the investigation of a grievance by providing information, testimony, or arising in an investigation in any way.

Employees or former employees should present their own case. The Department Director (or immediate supervisor if appropriate) shall advise and aid the employee in a fair and objective manner. The employee may use legal counsel if he/she desires. However, the employee shall advise the Department Director in advance and in writing that he/she chooses to do so.

- a. Within ten (10) business days of becoming aggrieved, the employee or former employee shall submit his grievance to the City Manager in writing. The employee or former employee shall include all pertinent facts, details, restitution sought, and possible solutions.
- b. The City Manager shall determine whether the grievance falls within the scope of an allowable grievance and if so shall set a date for a formal hearing on the matter if it is determined that grievance is appropriate.
- c. The hearing shall be held within ten (10) days of the written filing to the City Manager, if possible, unless the employee requests additional time.
- d. The hearing shall consist of:
 1. Two Department Directors from a department outside of the grievant's origination.
 2. One person in the employ of the City appointed by the employee
 3. The City shall be represented by the City Attorney



- e. Each side will be given equal opportunity to present their case. Presentations shall be limited to relevant facts that are generally capable of being substantiated. Hearsay¹ will not be allowed or considered. The panel shall make a written recommendation to the City Manager who then shall rule on the grievance.
- f. The hearing panel may recommend any action including, but not limited to, an increase or decrease in disciplinary action given to an employee following the hearing.
- g. The City Manager may take any action including but not limited to an increase or decrease in disciplinary action given to an employee following the recommendation from the hearing panel.
- h. The judgment of the City Manager shall be final and shall be given in writing within ten (10) business days of the close of the hearing.
- i. A summary of the proceeding along with each decision shall be placed in the personnel file of the individual. The City Secretary will maintain the complete file of the proceedings in a file designated for such purposes.

7.8. COMPLAINTS AGAINST CITY OFFICERS

All complaints against City Officers shall be filed in compliance with Chapter 2, Article V, Section 2-66 of the City of Shavano Park City Ordinances. Inquire with the City Secretary if you need assistance finding the ordinance.

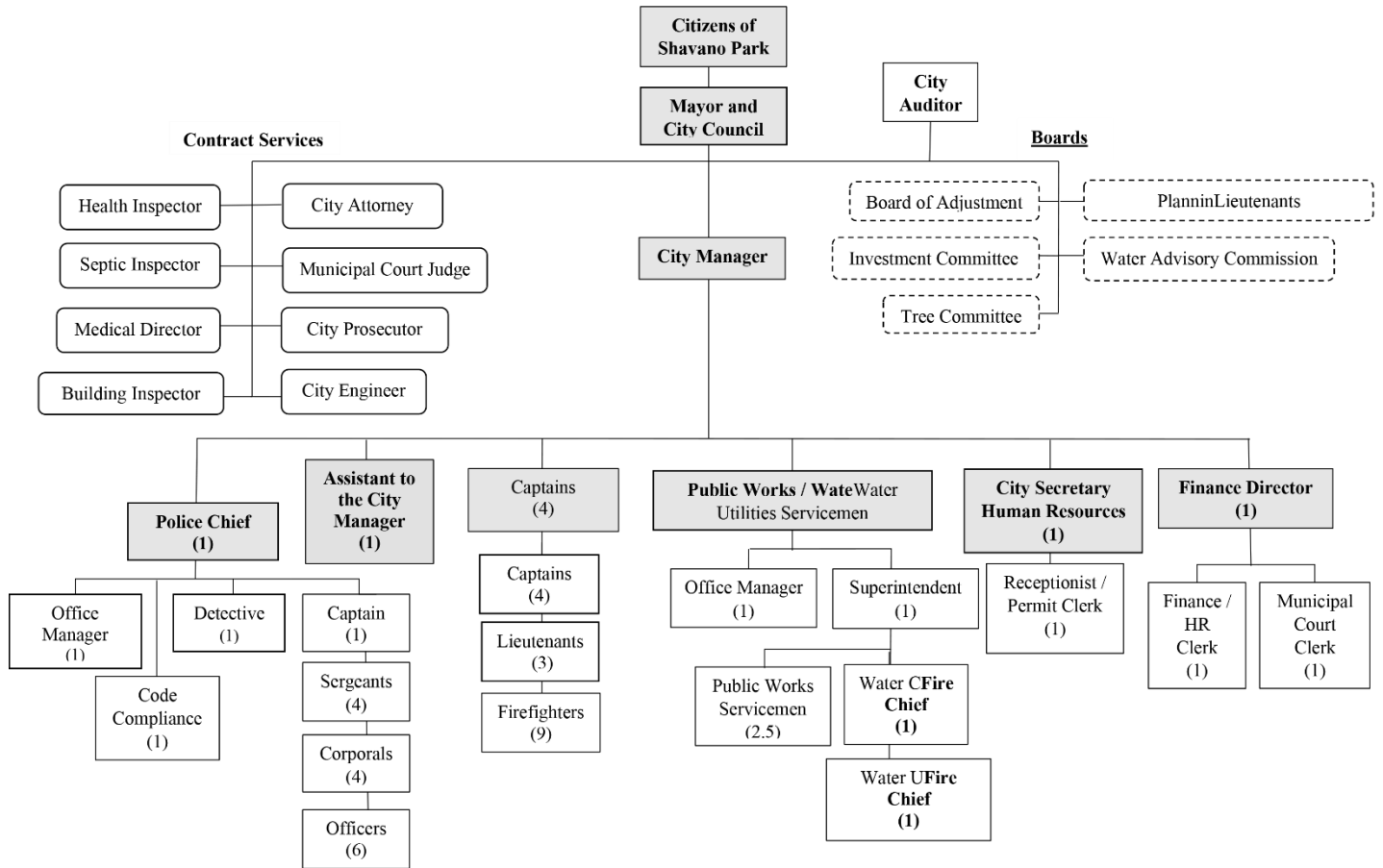
¹ **Hearsay** is defined as a statement made outside the hearing introduced to prove the truth of the matter asserted therein.



ATTACHMENT A

ORGANIZATIONAL FLOWCHART

Approved by Council on September 20, 2022





ATTACHMENT B

OFFICIAL HOLIDAYS

Approved by Council on October 25, 2021

Official Holidays – The following legal holidays will be observed as official holidays of the City of Shavano Park. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will normally be observed on the following Monday.

2022 HOLIDAYS	DATE	DATE OBSERVED
NEW YEAR'S DAY	JANUARY 1 ST	FRIDAY, DECEMBER 31 ST
MARTIN LUTHER KING JR. DAY	3 RD MONDAY IN JANUARY	MONDAY JANUARY 17 TH
PRESIDENT'S DAY	3 RD MONDAY IN FEBRUARY	MONDAY, FEBRUARY 21 ST
BATTLE OF FLOWERS	FRIDAY OF FIESTA WEEK	FRIDAY, APRIL 8 TH
GOOD FRIDAY	FRIDAY BEFORE EASTER	FRIDAY, APRIL 15 TH
MEMORIAL DAY	LAST MONDAY IN MAY	MONDAY, MAY 30 TH
INDEPENDENCE DAY	JULY 4 TH	MONDAY, JULY 4 TH
LABOR DAY	1 ST MONDAY IN SEPTEMBER	MONDAY, SEPTEMBER 5 TH
VETERAN'S DAY	NOVEMBER 11 TH	FRIDAY, NOVEMBER 11 TH
THANKSGIVING DAY	4 TH THURSDAY IN NOVEMBER	THURSDAY, NOVEMBER 24 TH
DAY AFTER THANKSGIVING	4 TH FRIDAY IN NOVEMBER	FRIDAY, NOVEMBER 25 TH
CHRISTMAS EVE	DECEMBER 24 TH	FRIDAY DECEMBER 23 RD
CHRISTMAS DAY	DECEMBER 25 TH	MONDAY, DECEMBER 26 TH

*State law entitles firefighters to a paid day off from work on September 11th (Patriot's Day) with the option of using a personal paid vacation day or switching a paid holiday. The firefighter is entitled the holiday only if their supervisor does not require them to work that day to maintain minimum staffing necessary for public safety. See Section 5.3 for further details on the City's policies concerning Official Holidays.



ATTACHMENT C

DEVELOPMENTAL COUNSELING FORM					
The proponent is the City Manager					
DATA REQUIRED BY THE PRIVACY ACT OF 1974					
AUTHORITY:	Code of Ordinances, City of Shavano Park				
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.				
ROUTINE USES:	The COSP Routine Uses set forth in the personnel manual apply to this system.				
DISCLOSURE:	Disclosure is voluntary.				
PART 1 - ADMINISTRATIVE DATA					
Name (Last, First, MI)		Position		Date of Counseling	
Department			Name and Title of Counselor		
PART II - BACKGROUND INFORMATION					
Purpose of Counseling: <i>(Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)</i>					
PART III - SUMMARY OF COUNSELING					
Complete this section during or immediately subsequent to counseling.					
Key Points of Discussion:					
OTHER INSTRUCTIONS					
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation, or upon retirement.					



Shavano Park Employee Handbook

Plan of Action *(Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The action specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment.)*

Session Closing: *(The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)*

Individual counseled: ☐ I agree ☐ disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled: _____

Date: _____

Leader Responsibilities: *(Leader's responsibilities in implementing the plan of action.)*

Signature of Counselor: _____

Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: *(Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled provides useful information for follow-up counseling.)*

Counselor: _____ Individual Counseled: _____ Date _____ of _____ Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.

City of Shavano Park
PERIODIC REPORT OF ISSUED PERMITS

Page 1

Printed: 02-02-2022

[Designated period: 01/01/22 to 01/31/22]

[Prior period: 01/01/21 to 01/31/21]

	Prms	Valuation	Fees Paid	Prms	Valuation	Fees Paid
(n/a):						
(not assigned) (n/a) (n/a)	0	0.00	0.00	1	0.00	35.88
<i>Development Services Fees</i>						
<i>Credit Card Fee</i>			0.00			1.00
<i>Technology Fee</i>			0.00			0.00
TOTALS FOR PERMITS SHOWN ABOVE	0	0.00	0.00	1	0.00	35.88
Commercial:						
Electric (C) (n/a) (n/a)	3	0.00	1,450.39	1	0.00	1,706.64
Finish Out Tenant Finish Out (n/a)	1	85,000.00	1,440.13	1	200,000.00	2,184.00
HVAC (C) (n/a) (n/a)	1	0.00	517.63	0	0.00	0.00
Plumbing (C) (n/a) (n/a)	2	0.00	830.28	2	0.00	1,230.00
Tree Trimming (C) (n/a) (n/a)	32	0.00	29,852.16	26	0.00	29,852.16
<i>Development Services Fees</i>						
<i>Credit Card Fee</i>			938.00			904.00
<i>Technology Fee</i>			55.00			15.00
TOTALS FOR PERMITS SHOWN ABOVE	39	85,000.00	34,090.59	30	200,000.00	34,972.80
Other:						
Driveway Permit (n/a) Driveway	3	0.00	1,158.28	2	0.00	937.89
Gate Permit (n/a) Other (please explain below)	1	0.00	158.88	0	0.00	0.00
Fire Sprinkler Permit Tenant Finish Out (n/a)	1	3,925.00	148.63	0	0.00	0.00
Sport Court (n/a) Sports Court	1	0.00	363.88	0	0.00	0.00
Sign Permit (n/a) (n/a)	1	0.00	158.88	0	0.00	0.00
Sign Permit Other (n/a)	1	2,146.00	210.13	0	0.00	0.00
Swimming Pool (n/a) Pool/ Spa	2	0.00	2,685.52	2	0.00	2,480.52

City of Shavano Park
PERIODIC REPORT OF ISSUED PERMITS

Page 2

Printed: 02-02-2022

[Designated period: 01/01/22 to 01/31/22]

[Prior period: 01/01/21 to 01/31/21]

Development Services Fees

<i>Credit Card Fee</i>			120.00			84.00
<i>Technology Fee</i>			75.00			35.00
TOTALS FOR PERMITS SHOWN ABOVE	10	6,071.00	4,884.20	4	0.00	3,418.41

Residential:

Accessory Building (n/a) Accessory Building*	1	0.00	349.69	0	0.00	0.00
Building (R) (n/a) New Residence*	2	0.00	18,299.78	0	0.00	0.00
Building (R) (n/a) Patio/ Deck	0	0.00	0.00	1	0.00	13,633.37
Electric (R) (n/a) (n/a)	9	0.00	12,161.94	7	0.00	16,156.17
HVAC (R) (n/a) (n/a)	2	0.00	1,660.52	2	0.00	2,470.26
Irrigation (R) (n/a) (n/a)	2	0.00	317.76	0	0.00	0.00
Plumbing (R) (n/a) (n/a)	6	0.00	6,780.69	9	0.00	11,492.40
Roof (R) (n/a) Roof (or re-roof)	2	0.00	635.52	2	0.00	615.00
Remodel (R) (n/a) Improvements/ Remodels**	2	0.00	2,551.43	1	0.00	1,262.80
Tree Trimming (R) (n/a) (n/a)	5	0.00	2,499.28	14	0.00	2,511.60
Fence (R) (n/a) Fence	1	0.00	210.13	0	0.00	0.00

Development Services Fees

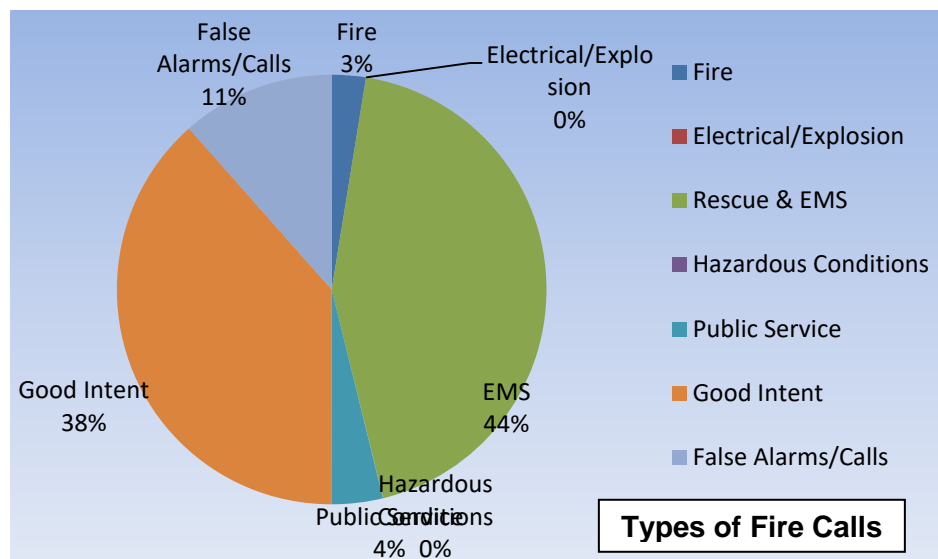
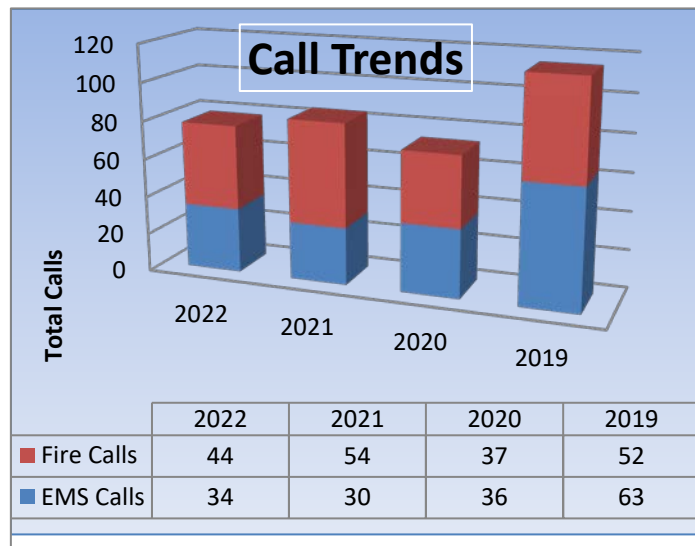
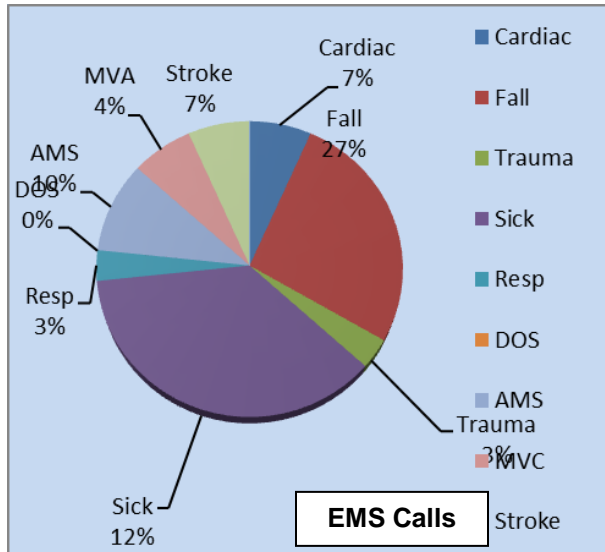
<i>Credit Card Fee</i>			924.00			844.00
<i>Technology Fee</i>			720.00			280.00
TOTALS FOR PERMITS SHOWN ABOVE	32	0.00	45,466.74	36	0.00	48,141.60
TOTAL FOR ALL PERMITS IN THE PERIOD	81	91,071.00	84,441.53	71	200,000.00	86,568.69

Shavano Park Fire Department



Summary of Events for January 2022

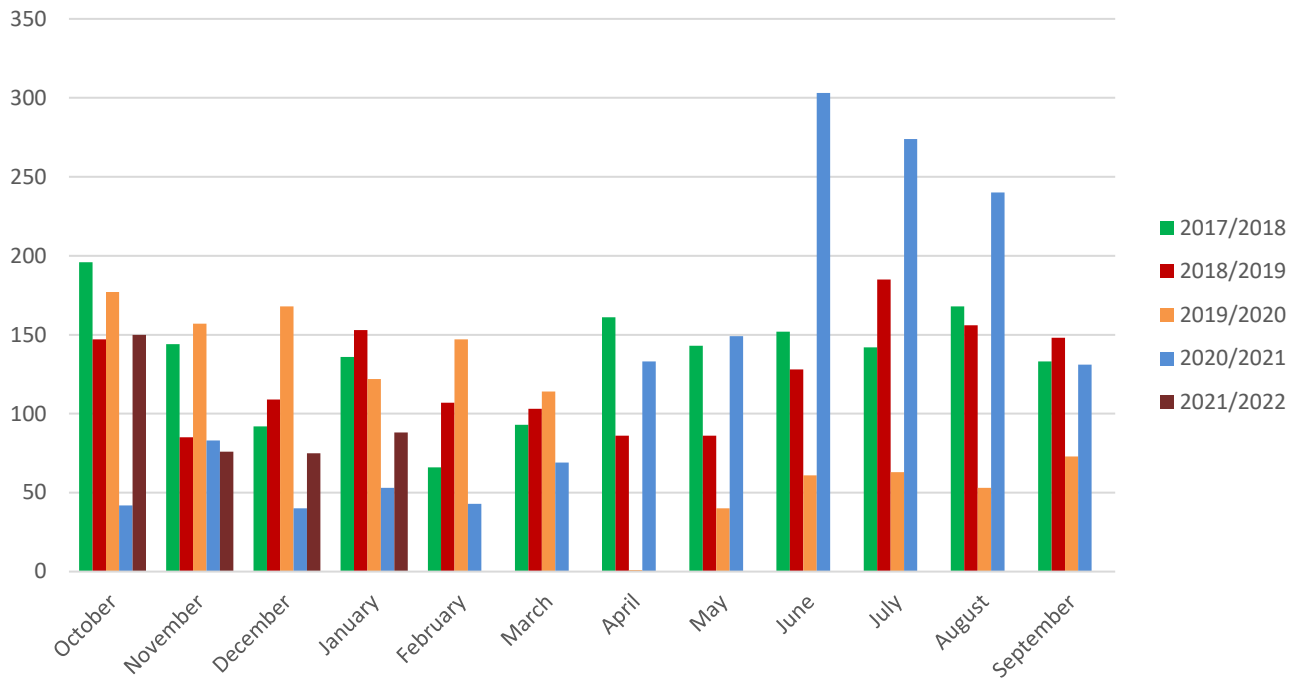
- Shavano Park FD responded to **78** requests for service in January.
- This is a **12 decrease** from the previous January.
- Shavano Park FD responded to **5** automatic aid requests from Bexar-Bulverde and Leon Valley.
- Shavano Park FD received **3** automatic aid responses for Castle Hills FD and Hollywood Park FD.
- Shavano Park FD Responded/stood-by for **30** mutual aid requests from other departments
- The average response time for calls within Shavano Park is **4 minutes 47 seconds** this month.
- Fire Fighters completed a total of **218 hours of fire** and **132 hours of EMS** training in the month of January
- Certified Fire Inspector inspected 2 commercial buildings.
- Fire crews performed 3 pre-incident fire plan reviews
- Certified Plans Examiners reviewed 3 sets of commercial building/renovation plans/changes to previously submitted plans
- ALS Care (Paramedics) accounted for 77% of EMS responses in January



City of Shavano Park

Municipal Court Activity January 2022

Cases Filed Per Month

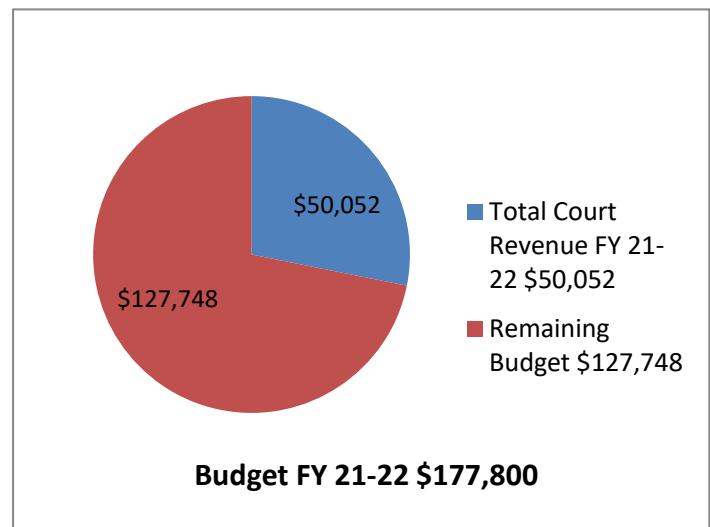


Cases Resolved	Current Month	Prior Year
Fine	36	18
Not Guilty By Judge	0	0
Guilty	22	16
Dismissed	1	0
Compliance Dismissal	12	2
Defensive Driving	35	1
Deferred Disposition	22	8
Proof of Insurance	0	5
TOTAL	128	50

There was 1 case filed in April 2020.
(Insufficient to register on the above chart)

There were no in-person Municipal Court proceedings March - May, July - December 2020 and January - February 2021 due to the coronavirus.

Court Revenue	Current 21/22	Prior 20/21
October	\$ 14,631	\$ 7,514
November	14,428	8,737
December	10,631	5,261
January	10,362	7,312
February	-	8,186
March	-	16,987
April	-	18,516
May	-	18,146
June	-	22,954
July	-	24,409
August	-	19,452
September	-	17,887
	\$ 50,052	\$ 175,361



Monthly Activity Report
City of Shavano Park Police Department
January 2022

Activity Report: 23 criminal offenses out of 19 incidents were handled by the Police Department for the month of January. 170 total incidents were handled to by the Department for 2022.

Criminal Incidents	Calendar Year					
	Jan	2022	2021	2020	2019	2018
Alcohol Beverage Code Violations	0	0	0	0	0	2
Arrest of Wanted Persons (Outside Agency)	1	1	27	10	18	20
Assault	2	2	11	9	4	6
Burglary Building	0	0	6	5	5	6
Burglary of Habitation	0	0	2	0	0	1
Burglary Vehicle	1	1	23	10	13	10
Criminal Mischief / Reckless Damage	1	1	17	9	9	8
Criminal Mischief Mail Box	1	1	3	0	0	0
Criminal Trespass	0	0	6	3	3	2
Cruelty to Animals	0	0	1	0	0	0
Disorderly Conduct	0	0	3	0	0	1
Deadly Conduct	0	0	1	0	0	0
Duty on Striking Fixture/Landscaping	1	1	4	0	3	1
Driving Under the Influence - Minor	0	0	1	0	0	0
Driving While Intoxicated	3	3	28	15	10	7
Driving while License Suspended / Invalid	0	0	1	1	5	3
Endangerment of Child	0	0	0	0	1	0
Engaging in Organized Crime	0	0	1	0	0	0
Evading Arrest/Escape Custody	0	0	9	5	3	5
Exploitation Child/Elderly/Disabled	0	0	1	0	0	0
Failure to Identify	0	0	0	1	1	2
Fraud / Forgery / False Reports / Tamper w/Govt. Record	2	2	12	8	7	5
Graffiti	0	0	0	1	3	1
Harassment / Retaliation / Terroristic Threat / Viol. Protect. Order	1	1	3	4	3	3
Illegal Dumping	0	0	6	0	0	0
Injury to Child/Elderly/Disabled	0	0	1	0	0	0
Property Damage/Leaving Scene of Accident	0	0	7	1	1	0
Minor In Possession Alcohol/Tobacco	0	0	3	13	0	1
Murder	0	0	1	0	0	0
Narcotics Violation (class B and up)	1	1	7	31	13	15
Narcotics Violation (class C)	4	4	17	24	15	22
Unlawful Possession/Carry Weapon	1	1	4	7	2	0
Public Intoxication	0	0	0	1	1	0
Reckless Driving	0	0	2	0	0	2
Resisting Arrest/Interference/Hindering/Unlawful Restraint	0	0	2	2	2	1
Robbery	0	0	2	2	1	0
Sexual Offense	0	0	0	1	2	0
Solicitation of a Minor / Indecency with a Minor	0	0	0	0	0	1
Stalking	0	0	2	0	0	0
Suicide	0	0	1	1	0	0
Tampering with Evidence	0	0	1	2	1	0
Theft	1	1	25	29	14	17
Theft of Mail	3	3	3	7	0	0
Theft of Motor Vehicle	0	0	5	2	0	0
Unauthorized Use of Motor Vehicle	0	0	1	4	0	0
Total Criminal Calls Handled	23	23	250	208	140	142

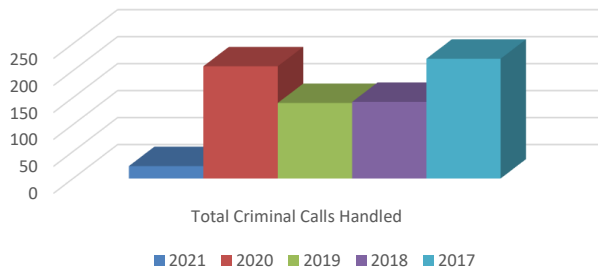
Monthly Activity Report
City of Shavano Park Police Department
January 2022

Non-Criminal Incidents

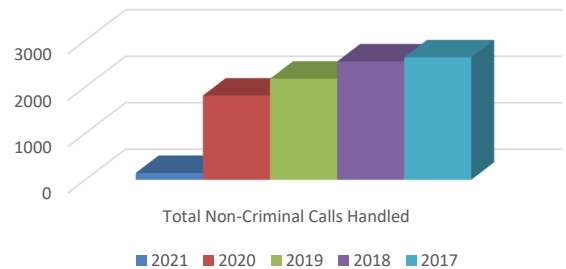
	Jan	Calendar Year				
		2022	2021	2020	2019	2018
Accidents Major (With Injuries)	1	1	6	2	8	7
Accidents Minor (Non-Injury)	4	4	78	36	74	69
Alarm Call	38	38	417	401	505	498
Animal Calls / Complaints	9	9	97	107	147	171
Assist Fire Department / EMS	19	19	372	373	426	444
Assist Other Law Enforcement Agencies	2	2	32	59	89	94
Assist the Public	1	1	37	80	105	77
City Ordinance Violations	5	5	47	57	34	374
parking 1 permit 1 sign 1 tree 2						
Criminal Trespass Warning	0	0	10	11	10	5
Deceased Person / Natural / Unattended	1	1	17	23	15	20
Disturbance / Keep the Peace	5	5	63	71	46	59
Emergency Detention	0	0	12	12	9	4
Health & Safety Violations	0	0	0	0	0	0
Information	21	21	131	127	164	213
Missing Person / Runaway	1	1	0	3	4	0
Recovered Property / Found Property	0	0	18	11	9	8
Suspicious Activity, Circumstances, Persons, Vehicles	14	14	164	154	194	214
Traffic Hazard	1	1	30	21	72	47
Welfare Concern	7	7	69	48	65	58
911 Hang-up Calls	18	18	290	217	199	185
Total Non-Criminal Calls Handled	147	147	1890	1813	2175	2547
Officer Initiated Contacts						
Community Policing Contacts / Crime Prevention	255	255	2754	899	1496	2620
Out of Town / Patrol-By Reports	8	8	196	211	430	410
Total Officer Initiated Contacts	263	263	2950	1110	1926	3030

There was no reported gang activity for January 2022. For 2022 there have been no reported gang activity.

Criminal Calls



Non Criminal Calls



City of Shavano Park Police Department

January 2022 Breakdown

Arrest of Wanted Person

1. 15400 blk. N.W. Military Hwy.

Assault

1. 300 blk. Regent Circle - family violence
2. 4100 blk. Pond Hill Road - simple assault

Burglary of Vehicle

1. 13200 blk. Huebner Road - no property taken

Criminal Mischief

1. 100 blk. Saddletree Road - criminal mischief of mail box
2. 3400 blk. Paesanos Pkwy. - vehicle damage

Duty Upon Striking Fixture

1. 100 blk. Cliffside Drive - property damage / fled scene

DWI

1. 16200 blk. N.W. Military Hwy. - driving under the influence
2. 16600 blk. N.W. Military Hwy. - driving under the influence
3. 300 blk. Fawn Drive - driving under the influence

Fraud/Forgery

1. 100 blk. Painted Post - forged check
2. 4300 blk. Lockhill-Selma Road - forged check

Harassing Public Servant

1. 16600 blk. N.W. Military Hwy. - arrestee being abusive to officer

Narcotics Violation

1. 100 blk. Warbler Way - possession marijuana

Narcotics violation (class C)

1. 100 blk. Warbler Way - possession of drug paraphernalia
2. 14900 blk. N.W. Military Hwy. - possession of drug paraphernalia
3. 15900 blk. N.W. Military Hwy. - possession of drug paraphernalia
4. 16100 blk. N.W. Military Hwy. - possession of drug paraphernalia

Theft

1. 100 blk. Cliffside Drive - decoration taken

Theft of Mail

1. 400 blk. Happy Trail - missing mail

Unlawful Carry of Weapon

1. 100 blk. Warbler Way - unlawful possession of handgun

January 2022

Officer	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Grand Total
Warnings	7	17	8	7	15	25	0	21	14	3	13	17	13	4	5	169
Citations	1	3	0	0	36	9	0	3	15	1	5	36	21	2	4	136
Cases	7	16	9	10	9	15	10	5	4	16	5	17	14	10	17	164
Activity Totals	15	36	17	17	60	49	10	29	33	20	23	70	48	16	26	469
Vehicles Stopped	8	20	8	7	38	16	0	18	24	3	17	46	29	6	7	247
Community Policing	5	61	44	54	2	1	0	16	30	8	22	0	11	1	0	255

Benavides Cantu Casares Flores Garza Harper Martinez Mendoza Nakazono Page Quintanilla Rangel Schumacher Torres Villanueva

Officer	P	Q	R	S	T	U	V	W	X	Y	Z	Total B
Warnings	0	0	0	0								0
Citations	0	1	0	0								1
Cases	0	1	0	1								2
Activity Totals	0	2	0	1	0	0	0	0	0	0	0	3
Vehicles Stopped	0	1	0	0								1
Community Policing	0	0	0	0								0

Kelley Phelps Spirt Wade

Grand Total
169
137
166
472
248
255

PUBLIC WORKS DEPARTMENT
Monthly Report - JANUARY 2022

WATER UTILITY

- PW Staff finished reconstructing the chlorine room at Well 5
- PW Staff completed meter reading and then manual read 283 rereads
- PW Staff worked on preparing the Emergency Preparedness Plan fo TCEQ
- PW Staff assisted TxDOT contractor with the water shut down and connecting water main (4 main connections) /services (4 residential connections)
- PW Staff continued to winterize all exposed pipes at city facilitates

GROUND MAINTENANCE

- PW Staff repaired the water bill mailbox, outside of city hall due to damage
- PW is monitoring CPS tree contractor

DRAINAGE

FACILITIES

- PW Staff assisted Barcom regarding the installation of conduit for the new security cameras
- PW Staff assisted the Womens Club with removing interior/exterior decorations at City Hall

STREETS

- PW Staff repaired 3 base/asphalt areas (102/104 Hunters Branch, 110 Bikeway)
- PW Staff made necessary preparations for the ice or sleet

OTHER

- PWD, PW Super, Water Crew Leader attended a Texas Utilities NIMS training

Water Utility	JANUARY	MO	FY
# of Gallons Pumped		9,904,068	46,103,537
# of Gallons Pumped from Trinity		0	0
Total Pumped		9,904,068	46,103,537
 # of Gallons Sold		9,897,568	41,805,275
Water Lossed in gallons		220,568	4,485,830
Flushing		6,500	33,000
% of Loss		2.23%	9.25%
 Water Revenue		\$34,460.48	\$151,630.66
EAA Fees Collected		\$4,820.00	\$20,773.86
Water Service Fees		\$4,936.90	\$19,632.34
Debt Service Collected		\$15,828.58	\$63,224.00
Late Fees		\$1,110.00	\$2,602.61
Cellular Access Fee		\$8.90	\$36.49
 Water Used by City		229,000	913,000
Water Cost Used by City		\$1,990.60	7,451
 # of Water Complaints		0	5
# of Bill Adjustments		3	7
# of locate tickets		69	182

CITY OF SHAVANO PARK

MONTHLY COMPARISON TO LAST YEAR # OF WATER ACCOUNTS IN EACH TIER

Tiers	Breakdown of Tiers in Thousands of Gallons	# of Units In Tier	Rate per 1,000 Gallons	JAN 2021	JAN 2022
Tier 1	0-5,000	5	\$3.07	293	235
Tier 2	5,001 - 30,000	25	\$3.40	353	396
Tier 3	30,001 - 50,000	20	\$3.83	45	61
Tier 4	50,001 - 70,000	20	\$4.58	10	8
Tier 5	70,001 - 100,000	30	\$6.29	4	4
Tier 6	Over 100,001		\$11.94	3	4
				708	708

Other Fees

EAA Fee @ \$.50/ 1,000 Gallons
Debt Service Fee @ \$ 22.58

DEC 2020	DEC 2021
\$4,316.00	\$4,316.00
\$15,828.58	\$15,828.58

Water Svc Fee 5/8 \$5.10
 3/4 \$7.34
 1 \$13.06
 1 1/2 \$29.38
 2 \$52.22

\$1,407.60	\$1,407.60
\$2,928.66	\$2,928.66
\$222.02	\$222.02
\$88.14	\$88.14
\$261.10	\$261.10

Water Sales Only

\$31,428.66	\$34,460.48
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CITY COUNCIL STAFF SUMMARY

Meeting Date: February 28, 2022

Agenda item: 7.6.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Presentation of January 2022 Monthly Reports

X

Attachments for Reference:

- a) January 2022 Power Point Presentation
- b) January 2022 Revenue & Expenditure Report
- c) January 2022 Monthly Check Register

BACKGROUND / HISTORY: The information provided is for the FY 2021-22 budget period, month ending January 31, 2022. The “Current Budget” column contains the original adopted budget. This summary highlights a number of key points related to the current month’s activity for the General Fund and for the Water Utility Fund. Staff is also prepared to present the accompanying power point briefing.

DISCUSSION:

10 - General Fund (Page 1 of Revenue and Expenditure Report)

As of January 31, 2022, General Fund revenues total \$3,453,390 or 59.52% of the budget. General Fund expenditures total \$1,948,493 or 33.58% of the budget with 4 months or 33.33% of the year complete.

Revenues (GF) (Page 2 & 3)

- Current M&O Property tax (10-599-1010) collections for the month are \$1,399,700, with 77.72% of the annual budgeted amount recognized to date. Collection percentage is a bit ahead of the same period, prior year, which was 77.21% collected.
- Sales Tax revenue received this month totaled \$50,459 based on taxable November 2021 sales reported by monthly filers.
- Franchise Fees are paid quarterly and generally received two months after the quarter end. Next remittances expected in February 2022.
- Permits and Licenses revenues total \$32,882 for the month, with \$29,167 in building permits and \$1,100 in health inspection fees.
- Court fees for the month are \$9,541, above the amount recognized in January 2021 of \$6,896, when there were no official court proceedings.
- Police/Fire revenues total \$6,811 for the month, including \$6,698 from the EMS billing service provider.
- Insurance Proceeds (10-599-7097) reflects the claim payment for repairs to a Police Department patrol unit for damages incurred by a detained individual.

Expenditures (GF) (Pages 4-14)

-The Council (600) is at 39.72% spent year to date. Minimal expenditures incurred this month.

-The Administration Department (601) is ahead of budget with \$85,531 spent this month or 37.09% of the annual budget utilized to date. General Office Supplies (2020) includes \$811 for City Secretary printer toner, Audit Services (4083) reflects the FY21 audit fees with a 15% discount, and Building Maintenance (5030) includes \$6,000 for City Hall duct cleaning to remove mold.

-The Court Department (602) expenditures for the month are \$7,164, with 37.18% of the annual budget spent year to date, ahead of budget. The annual Incode fees in Computer Software/Incode (4075) and the liability and property insurance in 3050 and 3070 from October are contributing to the department being ahead of budget. Travel/Mileage/Lodging (3040) includes travel costs for Court Clerk's attendance at the Texas Municipal Courts Education Center's regional conference in Galveston.

-The Public Works Department (603) expenditures for the month are \$41,110 with 27.86% of the annual budget utilized to date. Larger expenditures this month include \$2,331 for annual maintenance on the blowers, mowers, trimmers, backhoe and skid steer in Equipment Maintenance & Repair (5010), and Street Maintenance (6080) includes \$2,820 for salt brine in advance of expected February severe winter weather

-The Fire Department (604) is on budget for day-to-day operations at \$135,813 for the month, 31.61% total spent year to date. Larger expenditures this month include \$5,616 paid to San Antonio for the Department's annual access fees in Radio Access Fees – COSA (4045).

-The Police Department (605) is ahead of budget for day-to-day expenses at \$154,772 for the month and 35.35% of the budget spent year to date. Expenditures this month include \$7,560 for the Department's annual access fees in Radio Fees – COSA (4045), and there are no individually significant expenditures in Vehicle Maintenance (5020) – normal maintenance items noted.

-The Development Services Department (607) reflects the Professional Services paid for engineering, contracted permit, sanitary, and health inspection services with January expenditures of \$6,450 and at 35.65% of the annual budgeted amount recorded to date.

20-WATER FUND

As of January 31, 2022, the Water Fund total revenues are \$324,395 or 31.11% of the total annual budgeted amount. Water Fund (Water Department & Debt Service) expenses total \$271,881 or 26.08% of the authorized budget.

Revenues (Water)

-Water consumption (5015) billed in January 2022 for the month of December 2021 is \$30,365, with 28.63% of annual budget recognized to date. This is \$7,096 less revenue recognized than for the same month prior year.

-The Debt Service (5018) and Water Service Fee (5019) are on target with annual budgeted amounts as these are flat fees and are not related to volume charges recognized, at 33.31% and 33.34% respectively.

-The EAA Pass Thru (5036) fees are charged to customers based on usage, \$4,316 was recorded for the month and 29.25% of the annual budgeted amount has been recognized to date.

-Lease of Water Rights (7012) includes the FY22 pro rata share of the Laundry lease which is for the calendar year 2022 and the first quarter payment of the renewed lease with an area dentist.

Expenses (Water)

Water Department (606) expenses for the day-to-day operations are a bit behind budget with a total of \$50,472 incurred this month, 32.84% of the annual budget utilized to date. Larger expenses this month: Well Site #3 (6063) and Well Site #4 (6064) include \$1,300 each for the electrical work associated with taking these wells out of service, Well #5-Edwards Blending (6065) includes \$2,750 for construction labor, \$1,200 for materials and \$1,300 to rewire the new chlorine building at the well site, and Well #6 – Muni Tract (6066) includes \$1,300 for electrical work to move the chlorine pump into the building.

Debt service payments, principal of \$116,238 and interest of \$35,273, are due in February 2022.

PAYROLL

The City is on a bi-weekly payroll; there have been 9 pay periods out of 26 so approximately 34.62% should be expensed in the line items directly related to compensation. City-wide salaries and overtime accounts are at 33.66% - a bit below expected but not unreasonable given the vacancies so far this fiscal year. Position vacancies at the end of January include three Firefighters (one started February 3 and another on February 11) . Workers Comp Insurance (1037), is expensed quarterly and is at 24.43% with the next expense recognition at the end of March. TMRS (1040) expenditures for departments are at approximately 33.30%, below expected, but in line with the related salaries and overtime accounts. Health insurance related line items are at approximately 32.47%, when 33.33% is expected but is reasonable considering the vacancies in the Fire Department.

COURSES OF ACTION: None related to the report - informational.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: N/A



Monthly Financial Report (January 31, 2022)

**Brenda Morey,
Finance Director**



- Cash and Investments
- General Fund Overview
- General Fund Revenues
- General Fund Expenditures
- Water Fund Overview
- Water Fund Revenues & Expenses
- Special Revenue Funds
- Capital Replacement Fund

Total Cash & Investment Update *

Together We Can!



CASH AND INVESTMENTS BY FUND	January 31, 2022
General Fund (10)	\$ 3,874,619
Water Fund (20)	1,184,320
Debt Service Fund (30)	269,016
Crime Control District Fund (40)	281,683
PEG Funds (42)	125,600
Tree Protection & Beautification Fund (45)	102,814
Street Maintenance Fund (48)	726,422
Court Security/Technology (50)	68,548
Child Safety Fund (52)	4,309
LEOSE Fund (53)	(62)
American Rescue Plan Act Fund (58)	388,310
GF Capital Replacement Fund (70)	1,531,282
Pet Documentation and Rescue Fund (75)	477
Total Cash & Investments **	\$ 8,557,338

***Total cash and investments represents all Funds per general ledger, not cash at bank.**

**** Not to be considered a reflection of the required quarterly investment report per the Public Funds Investment Act.**

Total Cash & Investment Update *

Together We Can!



SECURITY TYPE

January 31, 2022

OPERATING BANK ACCOUNTS

Frost Bank	\$	2,473,796
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SAVINGS & BANK ACCOUNTS

Frost Bank		2,386,576
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POOLS

TexStar	\$	2,705,307
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TexPool		211,728
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SUBTOTAL - POOLS

2,917,035

CERTIFICATES OF DEPOSIT

Security Service Credit Union	\$	260,708
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United SA Credit Union		262,244
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Generation Credit Union		256,979
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SUBTOTAL - CERTIFICATES OF DEPOSIT

779,931

Total Cash & Investments **

\$	8,557,338
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***Total cash and investments represents holdings in all Funds.**

**** Not to be considered a reflection of the required quarterly investment report per the Public Funds Investment Act.**

10- General Fund Overview



Together We Can!

- General Fund current property tax collections through January 2022 are \$2,942,655, 77.72% of budget
- January 2022 Sales Tax revenue was \$50,459.
(Collections are for November 2021 taxable sales from monthly filers)
- Building Permits and Licenses revenue for the month was \$32,882 with \$29,167 collected in building permit fees and \$1,100 collected in health inspection fees.
- Major Projects/Improvements in FY 2021-22

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
Striping DeZavala	\$ 35,000	\$ -	\$ 35,000	Not started
Tile & seal pavilion restrooms	\$ 3,000	\$ 1,701	\$ 1,299	Completed

Unassigned General Fund fund balance at September 30, 2021 = \$2,441,857 (Audited)

Unassigned General Fund fund balance at September 30, 2020 = \$2,360,465 (Audited)

10 - General Fund Revenues

Together We Can!



	FY 2021-22 ADOPTED BUDGET	FY 2021-22 JANUARY 2022	FY 2021-22 YEAR TO DATE	FY 2021-22 % BUDGET COLLECTED
CURRENT PROPERTY TAXES	\$ 3,786,000	\$ 1,399,700	\$ 2,942,655	77.72%
DEL. TAXES & PENALTIES	35,000	(8,238)	(8,518)	-24.34%
SALES TAX	610,000	50,459	195,647	32.07%
MIXED BEVERAGE	23,000	2,229	8,573	37.27%
FRANCHISE REVENUES	449,000	4	120,289	26.79%
PERMITS & LICENSES	407,500	32,882	89,791	22.03%
COURT FEES	169,000	9,541	45,412	26.87%
POLICE/FIRE REVENUES	167,800	6,811	38,483	22.93%
MISC/INTEREST/GRANTS	124,358	7,104	21,358	17.17%
TRANSFERS IN/FUND BAL.	30,550	-	-	0.00%
TOTAL REVENUES	\$ 5,802,208	\$ 1,500,492	\$ 3,453,690	59.52%

10- General Fund Expenditures

Together We Can!



	FY 2021-22 ADOPTED BUDGET	FY 2021-22 JANUARY 2022	FY 2021-22 YEAR TO DATE	FY 2021-22 % BUDGET SPENT
CITY COUNCIL	\$ 41,005	\$ 443	\$ 16,288	39.72%
ADMINISTRATION	978,450	85,531	362,956	37.09%
COURT	96,211	7,164	35,775	37.18%
PUBLIC WORKS	663,635	41,110	184,861	27.86%
FIRE DEPARTMENT	1,971,967	135,813	623,241	31.61%
POLICE DEPARTMENT	1,960,340	154,772	693,076	35.35%
DEVELOPMENT SERVICES	90,600	6,450	32,296	35.65%
TOTAL EXPENDITURES	\$ 5,802,208	\$ 431,283	\$ 1,948,493	33.58%
REVENUES OVER/(UNDER) EXPENDITURES	\$ -	\$ 1,069,209	\$ 1,505,197	

Expenditures total \$1,948,493 through January 2022 or 33.58% of budget spent with 33.33% of budget complete (4 months).

20 - Water Fund Overview



Together We Can!

- Total revenues for the fiscal year through January are \$324,395, 31.11% of budget.
- Water consumption revenue of \$30,365 for January 2022 (actual December 2021 use) is lower in comparison to the same period, prior year by \$7,096.
- Water Department expenses are on budget for the fiscal year thru January at \$271,881 with a total of 32.84% of the budget spent with 33.33% of year complete.
- Major Projects/Improvements in FY 2021-22:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
Replace spider water lines in one cul de sac	\$ 30,000	\$ -	\$ 30,000	Not started
Other water projects, as needed	\$ 13,050	\$ -	\$ 13,050	Not started

20 - Utility Fund Revenues & Expenses

Together We Can!



	FY 2021-22 ADOPTED BUDGET	FY 2021-22 JANUARY 2022	FY 2021-22 YEAR TO DATE	FY 2021-22 % OF BUDGET
				<u>COLLECTED</u>
WATER CONSUMPTION	\$ 640,000	\$ 30,365	\$ 183,253	28.63%
DEBT SERVICE	189,900	15,829	63,247	33.31%
WATER SERVICE FEE	58,800	4,908	19,606	33.34%
EAA PASS THRU CHARGE	84,700	4,316	24,775	29.25%
MISC/INTEREST/GRANTS	69,262	15,650	33,514	48.39%
TOTAL REVENUES	\$ 1,042,662	\$ 71,068	\$ 324,395	31.11%
				<u>SPENT</u>
WATER DEPARTMENT	\$ 827,859	50,472	271,881	32.84%
DEBT SERVICE	214,803	-	-	0.00%
TOTAL EXPENSES	\$ 1,042,662	\$ 50,472	\$ 271,881	26.08%
REVENUES OVER/(UNDER) EXPENSES	\$ -	\$ 20,596	\$ 52,514	

Special Revenue Fund



Together We Can!

40- Crime Control Prevention District

	FY 2021-22 ADOPTED BUDGET	FY 2021-22 JANUARY 2022	FY 2021-22 YEAR TO DATE	FY 2021-22 % OF BUDGET
BEGINNING FUND BALANCE	\$ 338,190	\$ 366,605	\$ 338,190	
Crime Control Sales Tax	\$ 152,500	\$ 12,616	\$ 48,697	COLLECTED 31.93%
Interest/Misc.	-	2	10	
TOTAL REVENUES	\$ 152,500	\$ 12,618	\$ 48,707	31.94%
Fire Expenditures	\$ 3,125	\$ -	\$ 624	SPENT 19.97%
Police Expenditures	135,900	72,642	79,692	58.64%
TOTAL EXPENDITURES	\$ 139,025	\$ 72,642	\$ 80,316	57.77%
REVENUES OVER/(UNDER) EXPENDITURES	\$ 13,475	\$ (60,024)	\$ (31,609)	
PROJECTED ENDING FUND BALANCE	\$ 351,665	\$ 306,581	\$ 306,581	

Special Revenue Fund



Together We Can!

40 – Crime Control Prevention District

- Supported by dedicated sales tax and interest income on invested balances.
- Major Projects/Improvements in FY 2021-22:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
National Night Out	\$ 6,000	\$ 3,463	\$ 2,537	In progress
Replace two patrol vehicles	\$ 120,000	\$ 71,351	\$ 48,649	In progress
Training	\$ 6,400	\$ 4,038	\$ 2,362	In progress

Special Revenue Fund

Together We Can!



42- PEG Fund

	FY 2021-22 ADOPTED BUDGET	FY 2021-22 JANUARY 2022	FY 2021-22 YEAR TO DATE	FY 2021-22 % OF BUDGET
BEGINNING FUND BALANCE	\$ 125,031	\$ 129,028	\$ 125,031	
Franchise Fee- PEG	\$ 15,200	\$ 711	\$ 4,850	COLLECTED 31.91%
Misc/Interest	-	1	4	■ #DIV/0!
TOTAL REVENUES	\$ 15,200	\$ 712	\$ 4,854	31.93%
PEG Expenditures	5,800	-	145	SPENT 2.50%
REVENUES OVER/(UNDER) EXPENDITURES	\$ 9,400	\$ 712	\$ 4,709	
PROJECTED ENDING FUND BALANCE	\$ 134,431	\$ 129,740	\$ 129,740	

Special Revenue Fund

Together We Can!



45- Tree Protection & Beautification Fund (fka Oak Wilt)

	FY 2021-22 ADOPTED BUDGET	FY 2021-22 JANUARY 2022	FY 2021-22 YEAR TO DATE	FY 2021-22 % OF BUDGET
BEGINNING FUND BALANCE	\$ 99,594	\$ 101,274	\$ 99,594	
Tree Trimming Permits Revenue	\$ 12,250	\$ 1,540	\$ 3,220	<u>COLLECTED</u> 26.29%
Oak Wilt Expenditures	25,500	-	-	<u>SPENT</u> 0.00%
REVENUES OVER/(UNDER) EXPENDITURES	\$ (13,250)	\$ 1,540	\$ 3,220	
PROJECTED ENDING FUND BALANCE	<u>\$ 86,344</u>	<u>\$ 102,814</u>	<u>\$ 102,814</u>	

Special Revenue Fund

Together We Can!



48- Street Maintenance Fund

	FY 2021-22 ADOPTED BUDGET	FY 2021-22 JANUARY 2022	FY 2021-22 YEAR TO DATE	FY 2021-22 % OF BUDGET
BEGINNING FUND BALANCE	\$ 702,464	\$ 738,761	\$ 702,464	
Sales Tax Revenues	\$ 152,500	\$ 12,615	\$ 48,912	COLLECTED 32.07%
Materials/Supplies	\$ 50,000	\$ -	\$ -	SPENT 0.00%
REVENUES OVER/(UNDER) EXPENDITURES	\$ 102,500	\$ 12,615	\$ 48,912	
PROJECTED ENDING FUND BALANCE	\$ 804,964	\$ 751,376	\$ 751,376	

Special Revenue Fund



Together We Can!

58- American Rescue Plan Act Fund

	FY 2021-22 ADOPTED BUDGET	FY 2021-22 JANUARY 2022	FY 2021-22 YEAR TO DATE	FY 2021-22 % OF BUDGET
BEGINNING FUND BALANCE	\$ 5	\$ 5	\$ 5	
ARPA Federal Funding	\$ 484,868	\$ 12,732	\$ 104,665	COLLECTED 21.59%
Interest Income	-	3	16	#DIV/0!
TOTAL REVENUES	\$ 484,868	\$ 12,735	\$ 104,681	21.59%
Administration	\$ 64,800	\$ 2,156	\$ 26,086	40.26%
Public Works	45,700	574	574	1.26%
Fire	149,668	1,239	35,171	23.50%
Police	70,000	6,380	34,172	48.82%
Water	154,700	2,386	8,678	5.61%
TOTAL EXPENDITURES	\$ 484,868	\$ 12,735	\$ 104,681	21.59%
REVENUES OVER/(UNDER) EXPENDITURES	\$ -	\$ -	\$ -	
PROJECTED ENDING FUND BALANCE	\$ 5	\$ 5	\$ 5	



58 – American Rescue Plan Act Fund Overview

- Supported via allocated funds from the U.S. Treasury – American Rescue Plan Act.
- Major Projects/Improvements in FY 2021-22:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
City Hall Security System	\$ 37,000	\$ 10,712	\$ 26,288	In progress
Primary Server replacement	\$ 21,600	\$ 13,218	\$ 8,382	In progress
Back up Power Supply	\$ 90,000	\$ -	\$ 90,000	Planning
(joint with Public Works & Fire Departments)				
Replace 2 Autopulse Machines	\$ 45,939	\$ 33,900	\$ 12,039	Completed
Replace Jaws of Life	\$ 35,745	\$ -	\$ 35,745	In progress
Eight Sets of Bunker Gear	\$ 21,584	\$ -	\$ 21,584	In progress
Car/Body Worn Camera System	\$ 31,000	\$ 4,500	\$ 26,500	In progress
Duty Rifles	\$ 25,000	\$ 23,262	\$ 1,738	Completed
Cellular-Read Water Meters	\$ 154,000	\$ 8,104	\$ 145,896	In progress



70- Capital Replacement Fund

	FY 2021-22 ADOPTED BUDGET	FY 2021-22 JANUARY 2022	FY 2021-22 YEAR TO DATE	FY 2021-22 % OF BUDGET
BEGINNING FUND BALANCE	\$ 1,623,230	\$ 1,531,271	\$ 1,623,230	
Interest Income	\$ 500	\$ 12	\$ 48	COLLECTED 9.60%
Transfers In - General Fund	197,340	-	-	0.00%
TOTAL REVENUES	\$ 197,840	\$ 12	\$ 48	0.02%
Administration	\$ 8,000	\$ -	\$ -	0.00%
Fire	94,950	-	91,995	96.89%
TOTAL EXPENDITURES	\$ 102,950	\$ -	\$ 91,995	89.36%
REVENUES OVER/(UNDER) EXPENDITURES	\$ 94,890	\$ 12	\$ (91,947)	
PROJECTED ENDING FUND BALANCE	\$ 1,718,120	\$ 1,531,283	\$ 1,531,283	



70 – Capital Replacement Fund Overview

- Supported via budgeted transfers from the General Fund and interest earnings on invested balances.
- Major Projects/Improvements in FY 2021-22:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
City Hall HVAC replacement	\$ 8,000	\$ -	\$ 8,000	Not started
2 Cardiac Monitors/Defibrillators	\$ 94,950	\$ 91,995	\$ 2,955	Completed



Questions

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

10 -GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>5,802,208.00</u>	<u>1,500,492.20</u>	<u>3,453,690.24</u>	<u>2,348,517.76</u>	<u>59.52</u>
TOTAL REVENUES	<u>5,802,208.00</u>	<u>1,500,492.20</u>	<u>3,453,690.24</u>	<u>2,348,517.76</u>	<u>59.52</u>
<u>EXPENDITURE SUMMARY</u>					
CITY COUNCIL	41,005.00	443.42	16,288.34	24,716.66	39.72
ADMINISTRATION	978,450.00	85,530.84	362,955.34	615,494.66	37.09
COURT	96,211.00	7,164.21	35,775.01	60,435.99	37.18
PUBLIC WORKS	663,635.00	41,110.46	184,861.07	478,773.93	27.86
FIRE DEPARTMENT	1,971,967.00	135,812.53	623,241.25	1,348,725.75	31.61
POLICE DEPARTMENT	1,960,340.00	154,771.50	693,076.08	1,267,263.92	35.35
DEVELOPMENT SERVICES	<u>90,600.00</u>	<u>6,450.00</u>	<u>32,295.97</u>	<u>58,304.03</u>	<u>35.65</u>
TOTAL EXPENDITURES	<u>5,802,208.00</u>	<u>431,282.96</u>	<u>1,948,493.06</u>	<u>3,853,714.94</u>	<u>33.58</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	1,069,209.24	1,505,197.18	(1,505,197.18)	0.00

10 -GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
10-599-1010 CURRENT ADVALOREM TAXES	3,786,000.00	1,399,699.82	2,942,655.40	843,344.60	77.72
10-599-1020 DELINQUENT ADVALOREM TAXES	20,000.00	(8,175.57)	(8,967.51)	28,967.51	44.84-
10-599-1030 PENALTY & INTEREST REVENUE	15,000.00	(62.38)	448.61	14,551.39	2.99
10-599-1040 MUNICIPAL SALES TAX	610,000.00	50,458.61	195,647.45	414,352.55	32.07
10-599-1060 MIXED BEVERAGE TAX	<u>23,000.00</u>	<u>2,229.34</u>	<u>8,573.30</u>	<u>14,426.70</u>	<u>37.28</u>
TOTAL TAXES	4,454,000.00	1,444,149.82	3,138,357.25	1,315,642.75	70.46
<u>FRANCHISE REVENUES</u>					
10-599-2020 FRANCHISE FEES - ELECTRIC	310,000.00	0.00	87,379.25	222,620.75	28.19
10-599-2022 FRANCHISE FEES - GAS	31,000.00	0.00	4,768.06	26,231.94	15.38
10-599-2024 FRANCHISE FEES - CABLE	62,000.00	0.00	17,160.33	44,839.67	27.68
10-599-2026 FRANCHISE FEES - PHONE	11,000.00	4.38	2,767.31	8,232.69	25.16
10-599-2028 FRANCHISE FEES - REFUSE	<u>35,000.00</u>	<u>0.00</u>	<u>8,214.42</u>	<u>26,785.58</u>	<u>23.47</u>
TOTAL FRANCHISE REVENUES	449,000.00	4.38	120,289.37	328,710.63	26.79
<u>PERMITS & LICENSES</u>					
10-599-3010 BUILDING PERMITS	350,000.00	29,167.20	74,071.38	275,928.62	21.16
10-599-3012 PLAN REVIEW FEES	25,000.00	880.00	3,200.00	21,800.00	12.80
10-599-3018 CERT OF OCCUPANCY PERMITS	4,500.00	0.00	800.00	3,700.00	17.78
10-599-3020 PLATTING FEES	3,000.00	0.00	400.00	2,600.00	13.33
10-599-3025 VARIANCE/RE-ZONE FEES	1,000.00	0.00	350.00	650.00	35.00
10-599-3040 CONTRACTORS' LICENSES	8,000.00	935.00	2,450.00	5,550.00	30.63
10-599-3045 INSPECTION FEES	7,500.00	450.00	5,610.00	1,890.00	74.80
10-599-3048 COMMERCIAL SIGN PERMITS	1,500.00	350.00	1,000.00	500.00	66.67
10-599-3050 GARAGE SALE & OTHER PERMITS	2,500.00	0.00	410.00	2,090.00	16.40
10-599-3055 HEALTH INSPECTIONS	<u>4,500.00</u>	<u>1,100.00</u>	<u>1,500.00</u>	<u>3,000.00</u>	<u>33.33</u>
TOTAL PERMITS & LICENSES	407,500.00	32,882.20	89,791.38	317,708.62	22.03
<u>COURT FEES</u>					
10-599-4010 MUNICIPAL COURT FINES	140,000.00	8,397.60	39,994.85	100,005.15	28.57
10-599-4021 ARREST FEES	4,500.00	282.20	1,648.83	2,851.17	36.64
10-599-4028 STATE COURT COST ALLOCATION	6,000.00	0.00	0.00	6,000.00	0.00
10-599-4030 WARRANT FEES	18,000.00	854.00	3,733.00	14,267.00	20.74
10-599-4036 JUDICIAL FEE - CITY	<u>500.00</u>	<u>6.92</u>	<u>35.27</u>	<u>464.73</u>	<u>7.05</u>
TOTAL COURT FEES	169,000.00	9,540.72	45,411.95	123,588.05	26.87
<u>POLICE/FIRE REVENUES</u>					
10-599-6010 POLICE REPORT REVENUE	300.00	13.00	62.00	238.00	20.67
10-599-6030 POLICE DEPT. REVENUE	2,500.00	13.00	21.00	2,479.00	0.84
10-599-6060 EMS FEES	<u>165,000.00</u>	<u>6,784.77</u>	<u>38,399.66</u>	<u>126,600.34</u>	<u>23.27</u>
TOTAL POLICE/FIRE REVENUES	167,800.00	6,810.77	38,482.66	129,317.34	22.93

10 -GENERAL FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MISC./GRANTS/INTEREST</u>					
10-599-7000 INTEREST INCOME	7,500.00	120.75	812.75	6,687.25	10.84
10-599-7024 BEXAR COUNTY	20,000.00	0.00	0.00	20,000.00	0.00
10-599-7025 US DOJ VEST GRANT	3,000.00	0.00	0.00	3,000.00	0.00
10-599-7030 FORESTRY SERVICE GRANT	5,000.00	0.00	0.00	5,000.00	0.00
10-599-7040 PUBLIC RECORDS REVENUE	0.00	295.32	298.12 (298.12)	0.00
10-599-7050 ADMINISTRATIVE INCOME	15,108.00	414.59	1,604.36	13,503.64	10.62
10-599-7055 BEXAR COUNTY ELECTION	300.00	238.36	238.36	61.64	79.45
10-599-7060 CC SERVICE FEES	7,000.00	722.65	2,345.36	4,654.64	33.51
10-599-7070 RECYCLING REVENUE	4,200.00	0.00	0.00	4,200.00	0.00
10-599-7072 PAVILION RENTAL	5,000.00	0.00	1,895.00	3,105.00	37.90
10-599-7075 SITE LEASE/LICENSE FEES	27,750.00	2,583.68	9,434.72	18,315.28	34.00
10-599-7086 DONATIONS- ADMINISTRATION	2,500.00	0.00	2,000.00	500.00	80.00
10-599-7090 SALE OF CITY ASSETS	27,000.00	0.00	0.00	27,000.00	0.00
10-599-7097 INSURANCE PROCEEDS	<u>0.00</u>	<u>2,728.96</u>	<u>2,728.96</u> (<u>2,728.96</u>)	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	124,358.00	7,104.31	21,357.63	103,000.37	17.17
<u>TRANSFERS IN</u>					
10-599-8020 TRF IN -WATER FUND	22,050.00	0.00	0.00	22,050.00	0.00
10-599-8050 TRF IN -COURT RESTRICTED	<u>8,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,500.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	30,550.00	0.00	0.00	30,550.00	0.00
TOTAL NON-DEPARTMENTAL	5,802,208.00	1,500,492.20	3,453,690.24	2,348,517.76	59.52
TOTAL REVENUES	<u>5,802,208.00</u>	<u>1,500,492.20</u>	<u>3,453,690.24</u>	<u>2,348,517.76</u>	<u>59.52</u>

10 -GENERAL FUND
CITY COUNCIL

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>SUPPLIES</u>					
10-600-2020 GENERAL OFFICE SUPPLIES	300.00	0.00	104.00	196.00	34.67
10-600-2035 COUNCIL/EMPLOYEE APPREC.	750.00	143.42	409.22	340.78	54.56
10-600-2037 CITY SPONSORED EVENTS	24,000.00	300.00	11,439.76	12,560.24	47.67
10-600-2040 MEETING SUPPLIES	900.00	0.00	68.95	831.05	7.66
10-600-2080 UNIFORMS	<u>0.00</u>	<u>0.00</u>	<u>168.09</u>	<u>(168.09)</u>	<u>0.00</u>
TOTAL SUPPLIES	25,950.00	443.42	12,190.02	13,759.98	46.98
<u>SERVICES</u>					
10-600-3018 CITY WIDE CLEAN UP	1,500.00	0.00	0.00	1,500.00	0.00
10-600-3020 ASSOCIATION DUES & PUBS	1,760.00	0.00	0.00	1,760.00	0.00
10-600-3030 TRAINING/EDUCATION	2,475.00	0.00	0.00	2,475.00	0.00
10-600-3040 TRAVEL/LODGING/MEALS	4,370.00	0.00	4,047.93	322.07	92.63
10-600-3090 COMMUNICATIONS SERVICES	<u>0.00</u>	<u>0.00</u>	<u>50.39</u>	<u>(50.39)</u>	<u>0.00</u>
TOTAL SERVICES	10,105.00	0.00	4,098.32	6,006.68	40.56
<u>CONTRACTUAL</u>					
10-600-4088 ELECTION SERVICES	<u>3,750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,750.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL	3,750.00	0.00	0.00	3,750.00	0.00
<u>CAPITAL OUTLAY</u>					
10-600-8015 NON-CAPITAL-COMPUTER EQUIPM	<u>1,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,200.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	1,200.00	0.00	0.00	1,200.00	0.00
TOTAL CITY COUNCIL	41,005.00	443.42	16,288.34	24,716.66	39.72

10 -GENERAL FUND
ADMINISTRATION

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-601-1010 SALARIES	525,965.00	40,479.27	179,983.12	345,981.88	34.22
10-601-1015 OVERTIME	1,000.00	0.00	0.00	1,000.00	0.00
10-601-1020 MEDICARE	7,755.00	572.94	2,557.64	5,197.36	32.98
10-601-1025 TWC (SUI)	1,620.00	0.00	0.00	1,620.00	0.00
10-601-1030 HEALTH INSURANCE	36,360.00	3,030.00	12,120.00	24,240.00	33.33
10-601-1031 HSA	90.00	7.40	29.60	60.40	32.89
10-601-1033 DENTAL INSURANCE	2,848.00	237.36	949.52	1,898.48	33.34
10-601-1035 VISION CARE INSURANCE	427.00	36.96	147.85	279.15	34.63
10-601-1036 LIFE INSURANCE	422.00	35.10	140.40	281.60	33.27
10-601-1037 WORKERS' COMP INSURANCE	1,310.00	0.00	324.72	985.28	24.79
10-601-1040 TMRS RETIREMENT	75,735.00	5,817.64	25,569.64	50,165.36	33.76
10-601-1070 SPECIAL ALLOWANCES	<u>7,875.00</u>	<u>605.80</u>	<u>2,691.48</u>	<u>5,183.52</u>	<u>34.18</u>
TOTAL PERSONNEL	661,407.00	50,822.47	224,513.97	436,893.03	33.94
<u>SUPPLIES</u>					
10-601-2020 GENERAL OFFICE SUPPLIES	6,800.00	1,439.15	3,727.91	3,072.09	54.82
10-601-2025 BENEFITS CITYWIDE	1,500.00	0.00	0.00	1,500.00	0.00
10-601-2030 POSTAGE/METER RENTAL	14,004.00	1,250.30	4,626.98	9,377.02	33.04
10-601-2035 EMPLOYEE APPRECIATION	1,300.00	154.51	639.01	660.99	49.15
10-601-2050 PRINTING & COPYING	1,300.00	0.00	267.50	1,032.50	20.58
10-601-2060 MED EXAMS/SCREENING/TESTING	1,000.00	159.90	159.90	840.10	15.99
10-601-2070 JANITORIAL SUPPLIES	<u>1,250.00</u>	<u>0.00</u>	<u>536.73</u>	<u>713.27</u>	<u>42.94</u>
TOTAL SUPPLIES	27,154.00	3,003.86	9,958.03	17,195.97	36.67
<u>SERVICES</u>					
10-601-3010 ADVERTISING EXPENSE	5,750.00	0.00	1,062.50	4,687.50	18.48
10-601-3012 PROF. SERVICES-ENGINEERS	5,000.00	0.00	0.00	5,000.00	0.00
10-601-3013 PROFESSIONAL SERVICES	1,950.00	0.00	0.00	1,950.00	0.00
10-601-3015 PROF. SERVICES-LEGAL	40,000.00	1,414.00	11,294.97	28,705.03	28.24
10-601-3016 CODIFICATION EXPENSE	4,500.00	0.00	1,150.00	3,350.00	25.56
10-601-3020 ASSOCIATION DUES & PUBL.	4,200.00	524.22	2,803.93	1,396.07	66.76
10-601-3030 TRAINING/EDUCATION	4,500.00	0.00	135.00	4,365.00	3.00
10-601-3040 TRAVEL/MILEAGE/LODGING/PERD	3,000.00	0.00	2,757.06	242.94	91.90
10-601-3050 LIABILITY INSURANCE	14,300.00	0.00	14,321.79 (21.79)	100.15
10-601-3070 PROPERTY INSURANCE	1,375.00	0.00	1,362.21	12.79	99.07
10-601-3075 BANK/CREDIT CARD FEES	6,000.00	916.73	3,111.55	2,888.45	51.86
10-601-3080 SPECIAL SERVICES	2,000.00	0.00	1,000.00	1,000.00	50.00
10-601-3085 WEBSITE TECHNOLOGY	2,500.00	0.00	2,200.00	300.00	88.00
10-601-3087 CITIZENS COMMUNICATION/EDUC	<u>8,500.00</u>	<u>372.00</u>	<u>372.00</u>	<u>8,128.00</u>	<u>4.38</u>
TOTAL SERVICES	103,575.00	3,226.95	41,571.01	62,003.99	40.14
<u>CONTRACTUAL</u>					
10-601-4050 DOCUMENT STORAGE/ARCHIVES	3,800.00	237.00	948.00	2,852.00	24.95
10-601-4060 IT SERVICES	46,700.00	3,654.13	18,791.61	27,908.39	40.24
10-601-4075 COMPUTER SOFTWARE/INCODE	11,209.00	2.00	11,033.70	175.30	98.44
10-601-4083 AUDIT SERVICES	16,600.00	14,110.00	14,110.00	2,490.00	85.00
10-601-4084 BEXAR COUNTY APPRAISAL DIST	17,340.00	0.00	4,335.00	13,005.00	25.00

10 -GENERAL FUND
ADMINISTRATION

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
10-601-4085 BEXAR COUNTY TAX ASSESSOR	<u>3,775.00</u>	<u>0.00</u>	<u>3,667.92</u>	<u>107.08</u>	<u>97.16</u>
TOTAL CONTRACTUAL	99,424.00	18,003.13	52,886.23	46,537.77	53.19
<u>MAINTENANCE</u>					
10-601-5005 EQUIPMENT LEASES	3,700.00	221.78	1,051.91	2,648.09	28.43
10-601-5010 EQUIPMENT MAINT & REPAIR	300.00	0.00	0.00	300.00	0.00
10-601-5015 ELECTRONIC EQPT MAINT	300.00	0.00	39.98	260.02	13.33
10-601-5030 BUILDING MAINTENANCE	<u>34,900.00</u>	<u>8,223.65</u>	<u>25,709.99</u>	<u>9,190.01</u>	<u>73.67</u>
TOTAL MAINTENANCE	39,200.00	8,445.43	26,801.88	12,398.12	68.37
<u>UTILITIES</u>					
10-601-7042 UTILITIES - PHONE/CELL/VOIP	<u>17,000.00</u>	<u>1,571.10</u>	<u>6,278.21</u>	<u>10,721.79</u>	<u>36.93</u>
TOTAL UTILITIES	17,000.00	1,571.10	6,278.21	10,721.79	36.93
<u>CAPITAL OUTLAY</u>					
10-601-8015 NON-CAPITAL-COMPUTER	600.00	457.90	914.77 (314.77)	152.46
10-601-8025 NON-CAPITAL-OFFICE FURN.	150.00	0.00	0.00	150.00	0.00
10-601-8026 NON-CAPITAL - FURNITURE	<u>1,000.00</u>	<u>0.00</u>	<u>31.24</u>	<u>968.76</u>	<u>3.12</u>
TOTAL CAPITAL OUTLAY	1,750.00	457.90	946.01	803.99	54.06
<u>INTERFUND TRANSFERS</u>					
10-601-9030 TRANSFER TO DEBT SERVICE FU	<u>28,940.00</u>	<u>0.00</u>	<u>0.00</u>	<u>28,940.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	28,940.00	0.00	0.00	28,940.00	0.00
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TOTAL ADMINISTRATION	978,450.00	85,530.84	362,955.34	615,494.66	37.09

10 -GENERAL FUND
COURT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-602-1010 SALARIES	55,322.00	4,256.00	19,067.20	36,254.80	34.47
10-602-1015 OVERTIME	500.00	0.00	0.00	500.00	0.00
10-602-1020 MEDICARE	820.00	63.06	282.54	537.46	34.46
10-602-1025 TWC (SUI)	270.00	0.00	0.00	270.00	0.00
10-602-1036 LIFE INSURANCE	70.00	5.85	23.40	46.60	33.43
10-602-1037 WORKERS' COMP INSURANCE	139.00	0.00	34.75	104.25	25.00
10-602-1040 TMRS RETIREMENT	8,005.00	615.72	2,726.92	5,278.08	34.07
10-602-1070 SPECIAL ALLOWANCES	<u>1,200.00</u>	<u>92.30</u>	<u>415.35</u>	<u>784.65</u>	<u>34.61</u>
TOTAL PERSONNEL	66,326.00	5,032.93	22,550.16	43,775.84	34.00
<u>SUPPLIES</u>					
10-602-2020 OFFICE SUPPLIES	500.00	24.11	290.32	209.68	58.06
10-602-2050 PRINTING & COPYING	<u>850.00</u>	<u>0.00</u>	<u>85.50</u>	<u>764.50</u>	<u>10.06</u>
TOTAL SUPPLIES	1,350.00	24.11	375.82	974.18	27.84
<u>SERVICES</u>					
10-602-3015 JUDGE/PROSECUTOR	15,600.00	1,300.00	5,200.00	10,400.00	33.33
10-602-3020 ASSOCIATION DUES & PUBS	150.00	0.00	0.00	150.00	0.00
10-602-3030 TRAINING/EDUCATION	1,300.00	0.00	700.00	600.00	53.85
10-602-3040 TRAVEL/MILEAGE/LODGING	2,500.00	406.84	406.84	2,093.16	16.27
10-602-3050 LIABILITY INSURANCE	130.00	0.00	128.79	1.21	99.07
10-602-3070 PROPERTY INSURANCE	63.00	0.00	62.41	0.59	99.06
10-602-3075 BANK/CREDIT CARD FEES	<u>1,600.00</u>	<u>188.67</u>	<u>652.22</u>	<u>947.78</u>	<u>40.76</u>
TOTAL SERVICES	21,343.00	1,895.51	7,150.26	14,192.74	33.50
<u>CONTRACTUAL</u>					
10-602-4075 COMPUTER SOFTWARE/INCODE	<u>4,972.00</u>	<u>0.00</u>	<u>4,865.38</u>	<u>106.62</u>	<u>97.86</u>
TOTAL CONTRACTUAL	4,972.00	0.00	4,865.38	106.62	97.86
<u>UTILITIES</u>					
10-602-7042 UTILITIES - PHONE/CELL/VOIP	<u>2,220.00</u>	<u>211.66</u>	<u>833.39</u>	<u>1,386.61</u>	<u>37.54</u>
TOTAL UTILITIES	2,220.00	211.66	833.39	1,386.61	37.54
<u>CAPITAL OUTLAY</u>					
TOTAL COURT	96,211.00	7,164.21	35,775.01	60,435.99	37.18

10 -GENERAL FUND
PUBLIC WORKS

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
PERSONNEL					
10-603-1010 SALARIES	233,031.00	17,157.25	77,510.11	155,520.89	33.26
10-603-1015 OVERTIME	9,500.00	0.00	1,601.85	7,898.15	16.86
10-603-1020 MEDICARE	3,767.00	249.16	1,152.67	2,614.33	30.60
10-603-1025 TWC (SUI)	1,080.00	0.00	0.00	1,080.00	0.00
10-603-1030 HEALTH INSURANCE	29,088.00	2,424.00	9,696.00	19,392.00	33.33
10-603-1031 HSA	178.00	12.95	53.65	124.35	30.14
10-603-1033 DENTAL INSURANCE	1,633.00	125.65	497.81	1,135.19	30.48
10-603-1035 VISION CARE INSURANCE	325.00	26.52	106.09	218.91	32.64
10-603-1036 LIFE INSURANCE	281.00	23.40	93.60	187.40	33.31
10-603-1037 WORKERS' COMP INSURANCE	5,880.00	0.00	1,403.44	4,476.56	23.87
10-603-1040 TMRS RETIREMENT	36,786.00	2,512.78	11,440.99	25,345.01	31.10
10-603-1070 SPECIAL ALLOWANCES	<u>8,100.00</u>	<u>588.48</u>	<u>2,648.16</u>	<u>5,451.84</u>	<u>32.69</u>
TOTAL PERSONNEL	329,649.00	23,120.19	106,204.37	223,444.63	32.22
SUPPLIES					
10-603-2020 OFFICE SUPPLIES	1,000.00	0.00	115.67	884.33	11.57
10-603-2035 EMPLOYEE APPRECIATION	360.00	190.75	190.75	169.25	52.99
10-603-2050 PRINTING & COPYING	175.00	0.00	0.00	175.00	0.00
10-603-2060 MEDICAL EXAMS/SCREENINGS	200.00	0.00	0.00	200.00	0.00
10-603-2070 JANITORIAL SUPPLIES	3,000.00	0.00	237.85	2,762.15	7.93
10-603-2080 UNIFORMS	2,200.00	170.99	977.95	1,222.05	44.45
10-603-2090 SMALL TOOLS	3,500.00	0.00	1,666.27	1,833.73	47.61
10-603-2091 SAFETY GEAR	<u>1,500.00</u>	<u>177.33</u>	<u>531.47</u>	<u>968.53</u>	<u>35.43</u>
TOTAL SUPPLIES	11,935.00	539.07	3,719.96	8,215.04	31.17
SERVICES					
10-603-3012 PROFESSIONAL - ENGINEERING	5,000.00	0.00	0.00	5,000.00	0.00
10-603-3013 PROFESSIONAL SERVICES	31,800.00	607.84	7,265.58	24,534.42	22.85
10-603-3014 PROF SERV - CH & MONUMENTS	15,000.00	0.00	0.00	15,000.00	0.00
10-603-3020 ASSOCIATION DUES & PUBS	300.00	0.00	205.00	95.00	68.33
10-603-3030 TRAINING/EDUCATION	600.00	0.00	0.00	600.00	0.00
10-603-3040 TRAVEL/MILEAGE/LODGING/PERD	250.00	48.38	227.26	22.74	90.90
10-603-3050 LIABILITY INSURANCE	4,700.00	0.00	4,656.27	43.73	99.07
10-603-3060 UNIFORM SERVICE	2,000.00	216.92	926.67	1,073.33	46.33
10-603-3070 PROPERTY INSURANCE	<u>2,175.00</u>	<u>0.00</u>	<u>2,154.76</u>	<u>20.24</u>	<u>99.07</u>
TOTAL SERVICES	61,825.00	873.14	15,435.54	46,389.46	24.97
CONTRACTUAL					
10-603-4075 COMPUTER SOFTWARE	<u>1,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,200.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL	1,200.00	0.00	0.00	1,200.00	0.00
MAINTENANCE					
10-603-5005 EQUIPMENT LEASES	3,500.00	465.71	465.71	3,034.29	13.31
10-603-5010 EQUIPMENT MAINT & REPAIR	12,000.00	2,331.37	2,460.53	9,539.47	20.50
10-603-5020 VEHICLE MAINTENANCE	7,000.00	184.54	1,689.72	5,310.28	24.14
10-603-5030 BUILDING MAINTENANCE	7,500.00	399.93	3,073.63	4,426.37	40.98
10-603-5060 VEHICLE & EQPT FUELS	<u>7,000.00</u>	<u>1,053.47</u>	<u>5,564.99</u>	<u>1,435.01</u>	<u>79.50</u>
TOTAL MAINTENANCE	37,000.00	4,435.02	13,254.58	23,745.42	35.82

10 -GENERAL FUND
PUBLIC WORKS

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-603-6011 CHEMICALS	800.00	0.00	52.96	747.04	6.62
10-603-6080 STREET MAINTENANCE	31,000.00	3,626.35	4,606.04	26,393.96	14.86
10-603-6081 SIGN MAINTENANCE	3,000.00	0.00	626.00	2,374.00	20.87
10-603-6083 DRAINAGE MAINT	500.00	0.00	0.00	500.00	0.00
10-603-6084 PAVILION/PLAY/PATH MAINT	5,000.00	0.00	4,486.74	513.26	89.73
10-603-6085 STRIPING	35,000.00	0.00	0.00	35,000.00	0.00
10-603-6086 EAGLE SCOUT PROJECTS	<u>0.00</u>	<u>0.00</u>	<u>1,006.71</u>	<u>(1,006.71)</u>	<u>0.00</u>
TOTAL DEPT MATERIALS-SERVICES	75,300.00	3,626.35	10,778.45	64,521.55	14.31
<u>UTILITIES</u>					
10-603-7040 UTILITIES - ELECTRIC	38,000.00	3,632.24	11,895.65	26,104.35	31.30
10-603-7041 UTILITIES - GAS	500.00	41.32	112.71	387.29	22.54
10-603-7042 UTILITIES - PHONE	500.00	81.00	382.10	117.90	76.42
10-603-7044 UTILITIES - WATER	20,000.00	1,772.21	6,746.65	13,253.35	33.73
10-603-7045 STREET LIGHTS	<u>29,000.00</u>	<u>2,509.93</u>	<u>10,208.21</u>	<u>18,791.79</u>	<u>35.20</u>
TOTAL UTILITIES	88,000.00	8,036.70	29,345.32	58,654.68	33.35
<u>CAPITAL OUTLAY</u>					
10-603-8005 OFFICE FURNITURE	1,500.00	0.00	1,572.68	(72.68)	104.85
10-603-8015 NON-CAPITAL-COMPUTER	400.00	0.00	274.87	125.13	68.72
10-603-8020 NON-CAPITAL-MAINT EQPT	<u>6,650.00</u>	<u>479.99</u>	<u>4,275.30</u>	<u>2,374.70</u>	<u>64.29</u>
TOTAL CAPITAL OUTLAY	8,550.00	479.99	6,122.85	2,427.15	71.61
<u>INTERFUND TRANSFERS</u>					
10-603-9010 TRF TO CAPITAL REPLACEMENT	<u>50,176.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,176.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	50,176.00	0.00	0.00	50,176.00	0.00
TOTAL PUBLIC WORKS	663,635.00	41,110.46	184,861.07	478,773.93	27.86

10 -GENERAL FUND
FIRE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-604-1010 SALARIES	1,166,576.00	93,256.80	388,783.90	777,792.10	33.33
10-604-1015 OVERTIME	40,000.00	2,887.95	8,291.24	31,708.76	20.73
10-604-1020 MEDICARE	17,927.00	1,376.53	5,669.13	12,257.87	31.62
10-604-1025 TWC (SUI)	4,590.00	0.00	0.00	4,590.00	0.00
10-604-1030 HEALTH INSURANCE	123,624.00	9,696.00	38,784.00	84,840.00	31.37
10-604-1031 HSA	755.00	44.40	177.60	577.40	23.52
10-604-1033 DENTAL INSURANCE	6,653.00	520.00	2,071.84	4,581.16	31.14
10-604-1035 VISION CARE INSURANCE	1,390.00	109.52	438.07	951.93	31.52
10-604-1036 LIFE INSURANCE	1,193.00	93.60	374.40	818.60	31.38
10-604-1037 WORKERS' COMP INSURANCE	36,137.00	0.00	8,650.51	27,486.49	23.94
10-604-1040 TMRS RETIREMENT	175,075.00	13,898.98	56,825.25	118,249.75	32.46
10-604-1070 SPECIAL ALLOWANCES	<u>30,100.00</u>	<u>2,011.84</u>	<u>8,797.54</u>	<u>21,302.46</u>	<u>29.23</u>
TOTAL PERSONNEL	1,604,020.00	123,895.62	518,863.48	1,085,156.52	32.35
<u>SUPPLIES</u>					
10-604-2020 OFFICE SUPPLIES	1,200.00	352.14	785.78	414.22	65.48
10-604-2035 EMPLOYEE APPRECIATION	765.00	0.00	0.00	765.00	0.00
10-604-2060 MEDICAL EXAMS/SCREENINGS	1,000.00	0.00	0.00	1,000.00	0.00
10-604-2070 JANITORIAL SUPPLIES	3,000.00	909.44	2,053.09	946.91	68.44
10-604-2080 UNIFORMS & ACCESSORIES	<u>8,500.00</u>	<u>349.83</u>	<u>1,182.72</u>	<u>7,317.28</u>	<u>13.91</u>
TOTAL SUPPLIES	14,465.00	1,611.41	4,021.59	10,443.41	27.80
<u>SERVICES</u>					
10-604-3017 PROFESSIONAL - MEDICAL DIRE	5,400.00	450.00	1,800.00	3,600.00	33.33
10-604-3020 ASSOCIATION DUES & PUBS	8,420.00	180.00	5,349.30	3,070.70	63.53
10-604-3030 TRAINING/EDUCATION	7,000.00	170.00	3,597.49	3,402.51	51.39
10-604-3040 TRAVEL/MILEAGE/LODGING/PERD	4,000.00	17.96	62.28	3,937.72	1.56
10-604-3050 LIABILITY INSURANCE	26,100.00	0.00	25,857.17	242.83	99.07
10-604-3070 PROPERTY INSURANCE	14,400.00	0.00	14,266.02	133.98	99.07
10-604-3080 SPECIAL SERVICES	13,000.00	596.76	3,257.73	9,742.27	25.06
10-604-3090 COMMUNICATIONS SERVICES	<u>6,108.00</u>	<u>577.49</u>	<u>2,678.74</u>	<u>3,429.26</u>	<u>43.86</u>
TOTAL SERVICES	84,428.00	1,992.21	56,868.73	27,559.27	67.36
<u>CONTRACTUAL</u>					
10-604-4045 RADIO ACCESS FEES - COSA	6,000.00	5,616.00	5,616.00	384.00	93.60
10-604-4075 COMPUTER SOFTWARE/MAINTENAN	<u>350.00</u>	<u>0.00</u>	<u>0.00</u>	<u>350.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL	6,350.00	5,616.00	5,616.00	734.00	88.44
<u>MAINTENANCE</u>					
10-604-5010 EQUIPMENT MAINT & REPAIR	5,000.00	21.57	405.98	4,594.02	8.12
10-604-5020 VEHICLE MAINTENANCE	18,100.00	552.34	8,493.96	9,606.04	46.93
10-604-5030 BUILDING MAINTENANCE	6,350.00	259.24	2,561.72	3,788.28	40.34
10-604-5060 VEHICLE & EQPT FUELS	<u>12,000.00</u>	<u>1,695.85</u>	<u>6,931.19</u>	<u>5,068.81</u>	<u>57.76</u>
TOTAL MAINTENANCE	41,450.00	2,529.00	18,392.85	23,057.15	44.37

10 -GENERAL FUND
FIRE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-604-6015 ELECTRONIC EQPT MAINT	6,500.00	0.00	1,577.15	4,922.85	24.26
10-604-6030 INVESTIGATIVE SUPPLIES/PROC	1,000.00	0.00	0.00	1,000.00	0.00
10-604-6040 EMS SUPPLIES	27,940.00	118.05	5,705.01	22,234.99	20.42
10-604-6045 FIRE FIGHTING EQPT SUPPLIES	10,000.00	0.00	0.00	10,000.00	0.00
10-604-6060 PPE MAINTENANCE	<u>14,750.00</u>	<u>0.00</u>	<u>5,830.68</u>	<u>8,919.32</u>	<u>39.53</u>
TOTAL DEPT MATERIALS-SERVICES	60,190.00	118.05	13,112.84	47,077.16	21.79
<u>UTILITIES</u>					
10-604-7044 UTILITIES - WATER	<u>2,500.00</u>	<u>181.90</u>	<u>557.71</u>	<u>1,942.29</u>	<u>22.31</u>
TOTAL UTILITIES	2,500.00	181.90	557.71	1,942.29	22.31
<u>CAPITAL OUTLAY</u>					
10-604-8010 NON-CAPITAL-ELECTRONIC EQUI	1,500.00 (131.66)	946.25	553.75	63.08
10-604-8015 NON-CAPITAL-COMPUTER EQUIPM	<u>4,900.00</u>	<u>0.00</u>	<u>4,861.80</u>	<u>38.20</u>	<u>99.22</u>
TOTAL CAPITAL OUTLAY	6,400.00 (131.66)	5,808.05	591.95	90.75
<u>INTERFUND TRANSFERS</u>					
10-604-9000 GRANT EXPENDITURES	5,000.00	0.00	0.00	5,000.00	0.00
10-604-9010 TRF TO CAPITAL REPLACEMENT	<u>147,164.00</u>	<u>0.00</u>	<u>0.00</u>	<u>147,164.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	152,164.00	0.00	0.00	152,164.00	0.00
TOTAL FIRE DEPARTMENT	1,971,967.00	135,812.53	623,241.25	1,348,725.75	31.61

10 -GENERAL FUND
POLICE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
PERSONNEL					
10-605-1010 SALARIES	1,265,600.00	98,019.68	433,908.13	831,691.87	34.28
10-605-1015 OVERTIME	32,500.00	6,582.37	12,083.09	20,416.91	37.18
10-605-1020 MEDICARE	19,410.00	1,527.47	6,530.85	12,879.15	33.65
10-605-1025 TWC (SUI)	5,130.00	0.00	252.00	4,878.00	4.91
10-605-1030 HEALTH INSURANCE	130,896.00	10,908.00	43,026.00	87,870.00	32.87
10-605-1031 HSA	800.00	59.20	236.80	563.20	29.60
10-605-1033 DENTAL INSURANCE	7,215.00	594.62	2,340.48	4,874.52	32.44
10-605-1035 VISION CARE INSURANCE	1,485.00	124.92	492.12	992.88	33.14
10-605-1036 LIFE INSURANCE	1,334.00	111.15	438.75	895.25	32.89
10-605-1037 WORKERS' COMP INSURANCE	33,396.00	0.00	8,394.39	25,001.61	25.14
10-605-1040 TMRS RETIREMENT	189,550.00	15,239.45	64,329.97	125,220.03	33.94
10-605-1070 SPECIAL ALLOWANCES	<u>40,500.00</u>	<u>3,021.14</u>	<u>13,535.53</u>	<u>26,964.47</u>	<u>33.42</u>
TOTAL PERSONNEL	1,727,816.00	136,188.00	585,568.11	1,142,247.89	33.89
SUPPLIES					
10-605-2020 OFFICE SUPPLIES	3,000.00	0.00 (41.27)	3,041.27	1.38-
10-605-2035 EMPLOYEE APPRECIATION	855.00	0.00	0.00	855.00	0.00
10-605-2050 PRINTING & COPYING	1,500.00	0.00	0.00	1,500.00	0.00
10-605-2060 MEDICAL/SCREENING/TESTING/B	1,000.00	0.00	44.90	955.10	4.49
10-605-2070 JANITORIAL/BUILDING SUPPLIE	500.00	0.00	98.07	401.93	19.61
10-605-2080 UNIFORMS & ACCESSORIES	<u>27,000.00</u>	<u>626.49</u>	<u>3,439.10</u>	<u>23,560.90</u>	<u>12.74</u>
TOTAL SUPPLIES	33,855.00	626.49	3,540.80	30,314.20	10.46
SERVICES					
10-605-3020 ASSOCIATION DUES & PUBS	4,869.00	130.00	977.90	3,891.10	20.08
10-605-3030 TRAINING/EDUCATION	3,500.00	5.00	171.86	3,328.14	4.91
10-605-3040 TRAVEL/MILEAGE/LODGING/PERD	5,000.00	0.00	942.04	4,057.96	18.84
10-605-3050 LIABILITY INSURANCE	22,700.00	0.00	22,488.80	211.20	99.07
10-605-3060 UNIFORM MAINTENANCE	6,000.00	631.92	1,501.29	4,498.71	25.02
10-605-3071 PROPERTY INSURANCE	9,350.00	0.00	9,263.01	86.99	99.07
10-605-3072 ANIMAL CONTROL SERVICES	12,500.00	1,000.00	4,000.00	8,500.00	32.00
10-605-3087 CITIZENS COMMUNICATION/ED	500.00	0.00	165.00	335.00	33.00
10-605-3090 COMMUNICATIONS SERVICES	<u>9,600.00</u>	<u>610.04</u>	<u>2,930.29</u>	<u>6,669.71</u>	<u>30.52</u>
TOTAL SERVICES	74,019.00	2,376.96	42,440.19	31,578.81	57.34
CONTRACTUAL					
10-605-4045 CONTRACT/RADIO FEES COSA	8,000.00	7,560.00	7,560.00	440.00	94.50
10-605-4075 COMPUTER SOFTWARE/INCODE	<u>19,000.00</u>	<u>66.00</u>	<u>12,662.92</u>	<u>6,337.08</u>	<u>66.65</u>
TOTAL CONTRACTUAL	27,000.00	7,626.00	20,222.92	6,777.08	74.90
MAINTENANCE					
10-605-5005 EQUIPMENT LEASES	2,000.00	524.25	788.25	1,211.75	39.41
10-605-5010 EQUIPMENT MAINT & REPAIR	2,000.00	0.00	656.34	1,343.66	32.82
10-605-5015 ELECTRONIC EQPT MAINT	5,350.00	0.00	806.57	4,543.43	15.08
10-605-5020 VEHICLE MAINTENANCE	30,000.00	2,357.34	9,528.73	20,471.27	31.76
10-605-5030 BUILDING MAINTENANCE	0.00	0.00	1,099.22 (1,099.22)	0.00
10-605-5060 VEHICLE & EQPT FUELS	<u>36,000.00</u>	<u>4,232.27</u>	<u>20,918.64</u>	<u>15,081.36</u>	<u>58.11</u>
TOTAL MAINTENANCE	75,350.00	7,113.86	33,797.75	41,552.25	44.85

10 -GENERAL FUND
POLICE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-605-6030 INVESTIGATIVE SUPPLIES	5,000.00	298.97	1,742.70	3,257.30	34.85
10-605-6032 POLICE SAFETY SUPPLIES	3,000.00	0.00	508.52	2,491.48	16.95
10-605-6035 FIREARMS EQUIPMENT/SUPPLIES	<u>8,800.00</u>	<u>199.99</u>	<u>3,637.53</u>	<u>5,162.47</u>	<u>41.34</u>
TOTAL DEPT MATERIALS-SERVICES	16,800.00	498.96	5,888.75	10,911.25	35.05
<u>UTILITIES</u>					
10-605-7042 UTILITES- PHONE	<u>5,100.00</u>	<u>341.23</u>	<u>1,346.96</u>	<u>3,753.04</u>	<u>26.41</u>
TOTAL UTILITIES	5,100.00	341.23	1,346.96	3,753.04	26.41
<u>CAPITAL OUTLAY</u>					
10-605-8015 NON-CAPITAL-COMPUTER EQUIP.	<u>400.00</u>	<u>0.00</u>	<u>270.60</u>	<u>129.40</u>	<u>67.65</u>
TOTAL CAPITAL OUTLAY	400.00	0.00	270.60	129.40	67.65
<u>INTERFUND TRANSFERS</u>					
TOTAL POLICE DEPARTMENT	1,960,340.00	154,771.50	693,076.08	1,267,263.92	35.35

10 -GENERAL FUND
DEVELOPMENT SERVICES

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SUPPLIES</u>					
10-607-2020 OFFICE SUPPLIES	100.00	0.00	100.97 (0.97)	100.97
10-607-2050 PRINTING & COPYING	<u>750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>750.00</u>	<u>0.00</u>
TOTAL SUPPLIES	850.00	0.00	100.97	749.03	11.88
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<u>SERVICES</u>					
10-607-3012 PROF -ENGINEERING REVIEW	2,000.00	0.00	0.00	2,000.00	0.00
10-607-3015 PROF -BLDG INSPECTION SERVI	75,000.00	6,150.00	30,575.00	44,425.00	40.77
10-607-3016 PROF -HEALTH INSPECTOR	2,000.00	300.00	840.00	1,160.00	42.00
10-607-3017 PROF -SANITARY INSPECTION S	<u>4,000.00</u>	<u>0.00</u>	<u>780.00</u>	<u>3,220.00</u>	<u>19.50</u>
TOTAL SERVICES	83,000.00	6,450.00	32,195.00	50,805.00	38.79
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<u>CONTRACTUAL</u>					
10-607-4075 COMPUTER SOFTWARE/MAINTENAN	<u>6,750.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,750.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL	6,750.00	0.00	0.00	6,750.00	0.00
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TOTAL DEVELOPMENT SERVICES	90,600.00	6,450.00	32,295.97	58,304.03	35.65
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TOTAL EXPENDITURES	5,802,208.00	431,282.96	1,948,493.06	3,853,714.94	33.58
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	1,069,209.24	1,505,197.18 (1,505,197.18)	0.00
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CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

20 -WATER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,042,662.00</u>	<u>71,067.88</u>	<u>324,395.20</u>	<u>718,266.80</u>	<u>31.11</u>
TOTAL REVENUES	<u>1,042,662.00</u>	<u>71,067.88</u>	<u>324,395.20</u>	<u>718,266.80</u>	<u>31.11</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	827,859.00	50,471.89	271,881.15	555,977.85	32.84
DEBT SERVICE	<u>214,803.00</u>	<u>0.00</u>	<u>0.00</u>	<u>214,803.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>1,042,662.00</u>	<u>50,471.89</u>	<u>271,881.15</u>	<u>770,780.85</u>	<u>26.08</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	20,595.99	52,514.05 (52,514.05)	0.00

20 -WATER FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>WATER SALES</u>					
20-599-5015 WATER CONSUMPTION	640,000.00	30,365.27	183,252.68	456,747.32	28.63
20-599-5016 LATE CHARGES	6,000.00 (20.18)	2,645.03	3,354.97	44.08
20-599-5018 DEBT SERVICE	189,900.00	15,828.58	63,246.58	126,653.42	33.31
20-599-5019 WATER SERVICE FEE	58,800.00	4,907.52	19,605.82	39,194.18	33.34
20-599-5036 EAA PASS THRU CHARGE	<u>84,700.00</u>	<u>4,316.00</u>	<u>24,774.86</u>	<u>59,925.14</u>	<u>29.25</u>
TOTAL WATER SALES	979,400.00	55,397.19	293,524.97	685,875.03	29.97
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	1,000.00	7.30	371.79	628.21	37.18
20-599-7011 OTHER INCOME	20,000.00	9.79	36.49	19,963.51	0.18
20-599-7012 LEASE OF WATER RIGHTS	15,000.00	13,250.00	17,000.00 (2,000.00)	113.33
20-599-7060 CC SERVICE FEES	4,000.00	473.17	2,351.44	1,648.56	58.79
20-599-7075 SITE/TOWER LEASE REVENUE	23,262.00	1,930.43	10,562.51	12,699.49	45.41
20-599-7090 SALE OF FIXED ASSETS	<u>0.00</u>	<u>0.00</u>	<u>548.00</u> (<u>548.00)</u>	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	63,262.00	15,670.69	30,870.23	32,391.77	48.80
<u>TRANSFERS IN</u>					
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TOTAL NON-DEPARTMENTAL	1,042,662.00	71,067.88	324,395.20	718,266.80	31.11
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TOTAL REVENUES	<u>1,042,662.00</u>	<u>71,067.88</u>	<u>324,395.20</u>	<u>718,266.80</u>	<u>31.11</u>
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20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
20-606-1010 SALARIES	224,560.00	17,088.49	77,163.91	147,396.09	34.36
20-606-1015 OVERTIME	15,000.00	726.64	3,130.21	11,869.79	20.87
20-606-1020 MEDICARE	3,400.00	264.77	1,188.32	2,211.68	34.95
20-606-1025 TWC (SUI)	1,080.00	0.00	0.00	1,080.00	0.00
20-606-1030 HEALTH INSURANCE	29,088.00	2,424.00	9,696.00	19,392.00	33.33
20-606-1031 HSA	178.00	12.95	53.65	124.35	30.14
20-606-1033 DENTAL INSURANCE	1,535.00	125.65	497.81	1,037.19	32.43
20-606-1035 VISION CARE INSURANCE	330.00	27.88	111.56	218.44	33.81
20-606-1036 LIFE INSURANCE	281.00	23.40	93.60	187.40	33.31
20-606-1037 WORKERS' COMP INSURANCE	6,450.00	0.00	1,548.51	4,901.49	24.01
20-606-1040 TMRS RETIREMENT	33,210.00	2,654.97	11,744.97	21,465.03	35.37
20-606-1070 SPECIAL ALLOWANCES	<u>13,200.00</u>	<u>934.64</u>	<u>3,605.93</u>	<u>9,594.07</u>	<u>27.32</u>
TOTAL PERSONNEL	328,312.00	24,283.39	108,834.47	219,477.53	33.15
<u>SUPPLIES</u>					
20-606-2020 OFFICE SUPPLIES	1,700.00	80.52	123.95	1,576.05	7.29
20-606-2030 POSTAGE	3,160.00	268.80	1,085.34	2,074.66	34.35
20-606-2035 EMPLOYEE APPRECIATION	150.00	0.00	0.00	150.00	0.00
20-606-2050 PRINTING & COPYING	600.00	0.00	0.00	600.00	0.00
20-606-2060 MED EXAMS/SCREENING/TESTING	100.00	0.00	0.00	100.00	0.00
20-606-2070 JANITORIAL SUPPLIES	100.00	0.00	0.00	100.00	0.00
20-606-2075 BANK/CREDITCARD FEES	8,000.00	819.34	3,067.39	4,932.61	38.34
20-606-2080 UNIFORMS	1,795.00	0.00	599.90	1,195.10	33.42
20-606-2090 SMALL TOOLS	2,500.00	0.00	958.98	1,541.02	38.36
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,900.00</u>	<u>0.00</u>	<u>321.97</u>	<u>1,578.03</u>	<u>16.95</u>
TOTAL SUPPLIES	20,005.00	1,168.66	6,157.53	13,847.47	30.78
<u>SERVICES</u>					
20-606-3012 ENGINEERING SERVICES	10,000.00	660.00	6,491.92	3,508.08	64.92
20-606-3013 PROFESSIONAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
20-606-3020 ASSOCIATION DUES & PUBS	2,115.00	300.00	420.00	1,695.00	19.86
20-606-3030 TRAINING/EDUCATION	3,750.00	0.00	1,227.50	2,522.50	32.73
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,000.00	36.96	73.92	926.08	7.39
20-606-3050 INSURANCE - LIABILITY	4,830.00	0.00	4,785.06	44.94	99.07
20-606-3060 UNIFORM SERVICES	3,000.00	216.88	1,040.25	1,959.75	34.68
20-606-3070 INSURANCE - PROPERTY	2,250.00	0.00	2,229.07	20.93	99.07
20-606-3075 CONSERV. ED./REBATES	100.00	0.00	0.00	100.00	0.00
20-606-3080 SPECIAL SERVICES	1,300.00	0.00	1,103.76	196.24	84.90
20-606-3082 WATER ANALYSIS FEES	7,000.00	346.00	2,386.23	4,613.77	34.09
20-606-3090 COMMUNCIATIONS SERVICES	<u>0.00</u>	<u>81.00</u>	<u>273.57</u>	<u>(273.57)</u>	<u>0.00</u>
TOTAL SERVICES	37,345.00	1,640.84	20,031.28	17,313.72	53.64

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL</u>					
20-606-4075 COMPUTER SOFTWARE/INCODE	13,168.00	421.50	4,940.47	8,227.53	37.52
20-606-4085 EAA -WATER MANAGEMENT FEES	<u>84,084.00</u>	<u>6,306.53</u>	<u>25,226.09</u>	<u>58,857.91</u>	<u>30.00</u>
TOTAL CONTRACTUAL	97,252.00	6,728.03	30,166.56	67,085.44	31.02
<u>MAINTENANCE</u>					
20-606-5005 EQUIPMENT LEASES	5,000.00	0.00	1,037.40	3,962.60	20.75
20-606-5010 EQUIPMENT MAINT & REPAIR	5,000.00	901.76	2,479.68	2,520.32	49.59
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	0.00	500.00	0.00
20-606-5020 VEHICLE MAINTENANCE	3,000.00	42.04	2,855.50	144.50	95.18
20-606-5030 BUILDING MAINTENANCE	2,500.00	0.00	1,048.90	1,451.10	41.96
20-606-5060 VEHICLE & EQPT FUELS	<u>4,000.00</u>	<u>652.10</u>	<u>3,903.99</u>	<u>96.01</u>	<u>97.60</u>
TOTAL MAINTENANCE	20,000.00	1,595.90	11,325.47	8,674.53	56.63
<u>DEPT MATERIALS-SERVICES</u>					
20-606-6011 CHEMICALS	10,000.00	0.00	357.50	9,642.50	3.58
20-606-6050 WATER METERS & BOXES	5,000.00	0.00	0.00	5,000.00	0.00
20-606-6055 FIRE HYDRANTS & VALVES	10,000.00	0.00	0.00	10,000.00	0.00
20-606-6060 HUEBNER STORAGE TANK	5,000.00	25.60	496.23	4,503.77	9.92
20-606-6061 WELL SITE #1	8,750.00	0.00	1,608.33	7,141.67	18.38
20-606-6062 WELL SITE #2-EAA MONITORED	1,300.00	0.00	0.00	1,300.00	0.00
20-606-6063 WELL SITE #3-NOT OPERATION	1,800.00	1,300.00	18,725.43 (16,925.43)	1,040.30
20-606-6064 WELL SITE #4-NOT OPERATION	1,800.00	1,300.00	30,867.94 (29,067.94)	1,714.89
20-606-6065 WELL SITE #5-EDWARDS BLENDI	1,000.00	5,510.54	7,860.04 (6,860.04)	786.00
20-606-6066 WELL SITE #6-MUNI TRACT	4,000.00	1,340.00	3,473.79	526.21	86.84
20-606-6067 WELL SITE #7	4,000.00	60.00	1,554.80	2,445.20	38.87
20-606-6068 WELL SITE #8	4,000.00	60.00	2,784.98	1,215.02	69.62
20-606-6069 WELL SITE #9-TRINITY	1,000.00	0.00	0.00	1,000.00	0.00
20-606-6070 SCADA SYSTEM MAINTENANCE	7,000.00	0.00	81.18	6,918.82	1.16
20-606-6071 SHAVANO DRIVE PUMP STATION	15,000.00	0.00	0.00	15,000.00	0.00
20-606-6072 WATER SYSTEM MAINTENANCE	30,000.00	2,172.24	11,423.21	18,576.79	38.08
20-606-6080 STREET MAINT SUPPLIES	<u>4,000.00</u>	<u>0.00</u>	<u>280.00</u>	<u>3,720.00</u>	<u>7.00</u>
TOTAL DEPT MATERIALS-SERVICES	113,650.00	11,768.38	79,513.43	34,136.57	69.96
<u>UTILITIES</u>					
20-606-7040 UTILITIES - ELECTRIC	72,000.00	3,250.20	15,476.63	56,523.37	21.50
20-606-7042 UTILITIES - PHONE/CELL	1,350.00	0.00	229.49	1,120.51	17.00
20-606-7044 UTILITIES - WATER	<u>400.00</u>	<u>36.49</u>	<u>146.29</u>	<u>253.71</u>	<u>36.57</u>
TOTAL UTILITIES	73,750.00	3,286.69	15,852.41	57,897.59	21.49
<u>CAPITAL OUTLAY</u>					
20-606-8015 NON-CAPITAL - COMPUTERS	700.00	0.00	0.00	700.00	0.00
20-606-8020 NON-CAPITAL MAINTENANCE EQU	4,820.00	0.00	0.00	4,820.00	0.00
20-606-8080 WATER SYSTEM IMPROVEMENTS	<u>43,050.00</u>	<u>0.00</u>	<u>0.00</u>	<u>43,050.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	48,570.00	0.00	0.00	48,570.00	0.00

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

20 -WATER FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>INTERFUND TRANSFERS</u>					
20-606-9010 TRF TO GENERAL FUND	22,050.00	0.00	0.00	22,050.00	0.00
20-606-9020 TRF TO CAPITAL REP. FUND 72	<u>66,925.00</u>	<u>0.00</u>	<u>0.00</u>	<u>66,925.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	88,975.00	0.00	0.00	88,975.00	0.00
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TOTAL WATER DEPARTMENT	827,859.00	50,471.89	271,881.15	555,977.85	32.84

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

20 -WATER FUND
DEBT SERVICE

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
20-607-8016 2017 GO REFUNDING (2009) PR	70,000.00	0.00	0.00	70,000.00	0.00
20-607-8017 2017 GO REFUNDING (2009) IN	63,600.00	0.00	0.00	63,600.00	0.00
20-607-8030 BOND AGENT FEES	400.00	0.00	0.00	400.00	0.00
20-607-8056 2018 GO REFUNDING (2009) PR	46,238.00	0.00	0.00	46,238.00	0.00
20-607-8057 2018 GO REFUNDING (2009) IN	5,625.00	0.00	0.00	5,625.00	0.00
20-607-8060 SIB LOAN - PRINCIPAL	<u>28,940.00</u>	<u>0.00</u>	<u>0.00</u>	<u>28,940.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	214,803.00	0.00	0.00	214,803.00	0.00
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TOTAL DEBT SERVICE	214,803.00	0.00	0.00	214,803.00	0.00
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TOTAL EXPENDITURES	1,042,662.00	50,471.89	271,881.15	770,780.85	26.08
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	20,595.99	52,514.05 (52,514.05)	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

30 -DEBT SERVICE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>229,449.00</u>	<u>61,927.24</u>	<u>130,610.84</u>	<u>98,838.16</u>	<u>56.92</u>
TOTAL REVENUES	229,449.00	61,927.24	130,610.84	98,838.16	56.92
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
DEBT SERVICE	<u>229,449.00</u>	<u>0.00</u>	<u>0.00</u>	<u>229,449.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	229,449.00	0.00	0.00	229,449.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	61,927.24	130,610.84 (130,610.84)	0.00

30 -DEBT SERVICE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
30-599-1010 CURRENT ADVALOREM TAXES	126,880.00	62,307.81	130,992.86 (4,112.86)	103.24
30-599-1020 DELINQUENT ADVALOREM TAXES	0.00 (384.64) (422.24)	422.24	0.00
30-599-1030 PENALTY & INTEREST	<u>0.00</u> (<u>0.11</u>)	<u>24.96</u> (<u>24.96</u>)	<u>0.00</u>
TOTAL TAXES	126,880.00	61,923.06	130,595.58 (3,715.58)	102.93
 <u>TRANSFERS IN</u>					
30-599-8010 INTEREST INCOME	0.00	4.18	15.26 (15.26)	0.00
30-599-8012 TRANSFER FROM GENERAL FUND	28,940.00	0.00	0.00	28,940.00	0.00
30-599-8030 FUND BALANCE - TRANSFER IN	<u>73,629.00</u>	<u>0.00</u>	<u>0.00</u>	<u>73,629.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	102,569.00	4.18	15.26	102,553.74	0.01
<hr/>					
TOTAL NON-DEPARTMENTAL	229,449.00	61,927.24	130,610.84	98,838.16	56.92
<hr/>					
TOTAL REVENUES	229,449.00	61,927.24	130,610.84	98,838.16	56.92
	=====	=====	=====	=====	=====

30 -DEBT SERVICE FUND
DEBT SERVICE

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
30-607-8056 2018 GO REFUNDING (2009) PR	178,763.00	0.00	0.00	178,763.00	0.00
30-607-8057 2018 GO REFUNDING (2009) IN	21,746.00	0.00	0.00	21,746.00	0.00
30-607-8060 SIB LOAN - PRINCIPAL	<u>28,940.00</u>	<u>0.00</u>	<u>0.00</u>	<u>28,940.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	229,449.00	0.00	0.00	229,449.00	0.00
<hr/>					
TOTAL DEBT SERVICE	229,449.00	0.00	0.00	229,449.00	0.00
<hr/>					
TOTAL EXPENDITURES	229,449.00	0.00	0.00	229,449.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	61,927.24	130,610.84 (130,610.84)	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

40 -CRIME CONTROL DISTRICT
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>152,500.00</u>	<u>12,618.22</u>	<u>48,707.17</u>	<u>103,792.83</u>	<u>31.94</u>
TOTAL REVENUES	152,500.00	12,618.22	48,707.17	103,792.83	31.94
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
FIRE DEPARTMENT	3,125.00	0.00	624.00	2,501.00	19.97
POLICE DEPARTMENT	<u>135,900.00</u>	<u>72,642.04</u>	<u>79,692.48</u>	<u>56,207.52</u>	<u>58.64</u>
TOTAL EXPENDITURES	139,025.00	72,642.04	80,316.48	58,708.52	57.77
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	13,475.00 (60,023.82) (31,609.31)	45,084.31	234.58-

40 -CRIME CONTROL DISTRICT
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
40-599-1050 SALES - CRIME CONTROL DIST	<u>152,500.00</u>	<u>12,615.55</u>	<u>48,697.00</u>	<u>103,803.00</u>	<u>31.93</u>
TOTAL TAXES	152,500.00	12,615.55	48,697.00	103,803.00	31.93
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
40-599-8005 INTEREST INCOME	<u>0.00</u>	<u>2.67</u>	<u>10.17</u>	(<u>10.17</u>)	<u>0.00</u>
TOTAL TRANSFERS IN	0.00	2.67	10.17	(10.17)	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	152,500.00	12,618.22	48,707.17	103,792.83	31.94
<hr/>					
TOTAL REVENUES	<u>152,500.00</u>	<u>12,618.22</u>	<u>48,707.17</u>	<u>103,792.83</u>	<u>31.94</u>
	=====	=====	=====	=====	=====

40 -CRIME CONTROL DISTRICT
FIRE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
40-604-3030 TRAINING/EDUCATION	<u>2,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>0.00</u>
TOTAL SERVICES	2,500.00	0.00	0.00	2,500.00	0.00
<u>CAPITAL OUTLAY</u>					
40-604-8012 NON-CAPITAL - FIREARMS/TASE	<u>625.00</u>	<u>0.00</u>	<u>624.00</u>	<u>1.00</u>	<u>99.84</u>
TOTAL CAPITAL OUTLAY	625.00	0.00	624.00	1.00	99.84
<u>INTERFUND TRANSFERS</u>					
<hr/>					
TOTAL FIRE DEPARTMENT	3,125.00	0.00	624.00	2,501.00	19.97

40 -CRIME CONTROL DISTRICT
POLICE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
40-605-3030 TRAINING/EDUCATION	6,400.00	1,291.00	4,038.06	2,361.94	63.09
40-605-3087 CITIZENS COMMUNICATION/EDUC	<u>7,000.00</u>	<u>0.00</u>	<u>3,463.08</u>	<u>3,536.92</u>	<u>49.47</u>
TOTAL SERVICES	13,400.00	1,291.00	7,501.14	5,898.86	55.98
<u>CONTRACTUAL</u>					
<u>CAPITAL OUTLAY</u>					
40-605-8045 CAPITAL - COMPUTER EQUIPMEN	2,500.00	0.00	840.30	1,659.70	33.61
40-605-8050 CAPITAL - VEHICLES	<u>120,000.00</u>	<u>71,351.04</u>	<u>71,351.04</u>	<u>48,648.96</u>	<u>59.46</u>
TOTAL CAPITAL OUTLAY	122,500.00	71,351.04	72,191.34	50,308.66	58.93
<u>INTERFUND TRANSFERS</u>					
<hr/>					
TOTAL POLICE DEPARTMENT	135,900.00	72,642.04	79,692.48	56,207.52	58.64
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TOTAL EXPENDITURES	139,025.00	72,642.04	80,316.48	58,708.52	57.77
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	13,475.00	(60,023.82)	(31,609.31)	45,084.31	234.58-
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

42 -PEG FUNDS
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>15,200.00</u>	<u>711.56</u>	<u>4,853.77</u>	<u>10,346.23</u>	<u>31.93</u>
TOTAL REVENUES	15,200.00	711.56	4,853.77	10,346.23	31.93
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>5,800.00</u>	<u>0.00</u>	<u>145.80</u>	<u>5,654.20</u>	<u>2.51</u>
TOTAL EXPENDITURES	5,800.00	0.00	145.80	5,654.20	2.51
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	9,400.00	711.56	4,707.97	4,692.03	50.08

42 -PEG FUNDS
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>FRANCHISE REVENUES</u>					
42-599-2024 FRANCHISE - PEG FEES	<u>15,200.00</u>	<u>710.61</u>	<u>4,850.07</u>	<u>10,349.93</u>	<u>31.91</u>
TOTAL FRANCHISE REVENUES	15,200.00	710.61	4,850.07	10,349.93	31.91
<u>MISC./GRANTS/INTEREST</u>					
42-599-7000 INTEREST	<u>0.00</u>	<u>0.95</u>	<u>3.70</u>	<u>(3.70)</u>	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	0.00	0.95	3.70	(3.70)	0.00
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	15,200.00	711.56	4,853.77	10,346.23	31.93
<hr/>					
TOTAL REVENUES	15,200.00	711.56	4,853.77	10,346.23	31.93
	=====	=====	=====	=====	=====

42 -PEG FUNDS
ADMINISTRATION

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
42-601-8030 CAPITAL-ELECTRONIC EQUIPMEN	<u>5,800.00</u>	<u>0.00</u>	<u>145.80</u>	<u>5,654.20</u>	<u>2.51</u>
TOTAL CAPITAL OUTLAY	5,800.00	0.00	145.80	5,654.20	2.51
<hr/>					
TOTAL ADMINISTRATION	5,800.00	0.00	145.80	5,654.20	2.51
<hr/>					
TOTAL EXPENDITURES	<u>5,800.00</u>	<u>0.00</u>	<u>145.80</u>	<u>5,654.20</u>	<u>2.51</u>
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	<u>9,400.00</u>	<u>711.56</u>	<u>4,707.97</u>	<u>4,692.03</u>	<u>50.08</u>
<hr/>					

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

45 -TREE PROTECT & BEAUT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>25,500.00</u>	<u>1,540.00</u>	<u>3,220.00</u>	<u>22,280.00</u>	<u>12.63</u>
TOTAL REVENUES	25,500.00	1,540.00	3,220.00	22,280.00	12.63
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>25,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,500.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	25,500.00	0.00	0.00	25,500.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	1,540.00	3,220.00 (3,220.00)	0.00

45 -TREE PROTECT & BEAUT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>PERMITS & LICENSES</u>					
45-599-3015 TREE TRIMMING PERMITS	<u>12,250.00</u>	<u>1,540.00</u>	<u>3,220.00</u>	<u>9,030.00</u>	<u>26.29</u>
TOTAL PERMITS & LICENSES	12,250.00	1,540.00	3,220.00	9,030.00	26.29
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
45-599-8099 FUND BALANCE RESERVE	<u>13,250.00</u>	<u>0.00</u>	<u>0.00</u>	<u>13,250.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	13,250.00	0.00	0.00	13,250.00	0.00
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TOTAL NON-DEPARTMENTAL	25,500.00	1,540.00	3,220.00	22,280.00	12.63
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TOTAL REVENUES	25,500.00	1,540.00	3,220.00	22,280.00	12.63
	=====	=====	=====	=====	=====

45 -TREE PROTECT & BEAUT FUND
ADMINISTRATION

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
45-601-3087 CITIZENS COMMUNICATION/EDUC	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>0.00</u>
TOTAL SERVICES	500.00	0.00	0.00	500.00	0.00
<u>DEPT MATERIALS-SERVICES</u>					
45-601-6085 SUPPLIES/MATERIAL/CHEMICALS	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>0.00</u>
TOTAL DEPT MATERIALS-SERVICES	25,000.00	0.00	0.00	25,000.00	0.00
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TOTAL ADMINISTRATION	25,500.00	0.00	0.00	25,500.00	0.00
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TOTAL EXPENDITURES	25,500.00	0.00	0.00	25,500.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	1,540.00	3,220.00 (3,220.00)	0.00
	=====	=====	=====	=====	=====

48 -STREET MAINTENANCE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>152,500.00</u>	<u>12,614.65</u>	<u>48,911.85</u>	<u>103,588.15</u>	<u>32.07</u>
TOTAL REVENUES	152,500.00	12,614.65	48,911.85	103,588.15	32.07
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
PUBLIC WORKS	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	50,000.00	0.00	0.00	50,000.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	102,500.00	12,614.65	48,911.85	53,588.15	47.72

48 -STREET MAINTENANCE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
48-599-1040 SALES - STREET MAINTENANCE	<u>152,500.00</u>	<u>12,614.65</u>	<u>48,911.85</u>	<u>103,588.15</u>	<u>32.07</u>
TOTAL TAXES	152,500.00	12,614.65	48,911.85	103,588.15	32.07
<u>PERMITS & LICENSES</u>					
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	152,500.00	12,614.65	48,911.85	103,588.15	32.07
<hr/>					
TOTAL REVENUES	<u>152,500.00</u>	<u>12,614.65</u>	<u>48,911.85</u>	<u>103,588.15</u>	<u>32.07</u>
	=====	=====	=====	=====	=====

48 -STREET MAINTENANCE FUND
PUBLIC WORKS

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>DEPT MATERIALS-SERVICES</u>					
48-603-6080 STREET MAINTENANCE	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>0.00</u>
TOTAL DEPT MATERIALS-SERVICES	50,000.00	0.00	0.00	50,000.00	0.00
<hr/>					
TOTAL PUBLIC WORKS	50,000.00	0.00	0.00	50,000.00	0.00
<hr/>					
TOTAL EXPENDITURES	50,000.00	0.00	0.00	50,000.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	102,500.00	12,614.65	48,911.85	53,588.15	47.72
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

50 -COURT RESTRICTED FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>59,800.00</u>	<u>821.31</u>	<u>4,639.95</u>	<u>55,160.05</u>	<u>7.76</u>
TOTAL REVENUES	<u>59,800.00</u>	<u>821.31</u>	<u>4,639.95</u>	<u>55,160.05</u>	<u>7.76</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
OPERATING EXPENSES	<u>58,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>58,500.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>58,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>58,500.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	1,300.00	821.31	4,639.95 (3,339.95)	356.92

50 -COURT RESTRICTED FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>COURT FEES</u>					
50-599-4022 COURT EFFICIENCY REVENUE	100.00	6.35	35.15	64.85	35.15
50-599-4023 COURT SECURITY REVENUE	3,200.00	291.58	1,643.99	1,556.01	51.37
50-599-4024 TRUANCY PREVENTION FUND	1,200.00	262.20	1,497.63 (297.63)	124.80
50-599-4025 COURT TECHNOLOGY REVENUE	4,200.00	255.93	1,433.23	2,766.77	34.12
50-599-4026 JURY FUND	<u>100.00</u>	<u>5.25</u>	<u>29.95</u>	<u>70.05</u>	<u>29.95</u>
TOTAL COURT FEES	8,800.00	821.31	4,639.95	4,160.05	52.73
<u>TRANSFERS IN</u>					
50-599-8099 FUND BALANCE RESERVE	<u>51,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>51,000.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	51,000.00	0.00	0.00	51,000.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	59,800.00	821.31	4,639.95	55,160.05	7.76
<hr/>					
TOTAL REVENUES	59,800.00	821.31	4,639.95	55,160.05	7.76
	=====	=====	=====	=====	=====

50 -COURT RESTRICTED FUND
OPERATING EXPENSES

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
50-602-8080 CAPITAL IMPROVEMENTS	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	50,000.00	0.00	0.00	50,000.00	0.00
<u>INTERFUND TRANSFERS</u>					
50-602-9010 TRANSFER TO GENERAL FUND	<u>8,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,500.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	8,500.00	0.00	0.00	8,500.00	0.00
<hr/>					
TOTAL OPERATING EXPENSES	58,500.00	0.00	0.00	58,500.00	0.00
<hr/>					
TOTAL EXPENDITURES	58,500.00	0.00	0.00	58,500.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	1,300.00	821.31	4,639.95	(3,339.95)	356.92
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

52 -CHILD SAFETY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON DEPARTMENTAL	<u>5,000.00</u>	<u>312.92</u>	<u>1,208.51</u>	<u>3,791.49</u>	<u>24.17</u>
TOTAL REVENUES	<u>5,000.00</u>	<u>312.92</u>	<u>1,208.51</u>	<u>3,791.49</u>	<u>24.17</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
FIRE DEPARTMENT	2,000.00	0.00	84.66	1,915.34	4.23
POLICE DEPARTMENT	<u>3,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>5,000.00</u>	<u>0.00</u>	<u>84.66</u>	<u>4,915.34</u>	<u>1.69</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	312.92	1,123.85 (1,123.85)	0.00

52 -CHILD SAFETY FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON DEPARTMENTAL</u>					
<u>MISC./GRANTS/INTEREST</u>					
52-599-7010 SCHOOL CROSSING GUARD FUNDS	<u>4,000.00</u>	<u>312.92</u>	<u>1,208.51</u>	<u>2,791.49</u>	<u>30.21</u>
TOTAL MISC./GRANTS/INTEREST	4,000.00	312.92	1,208.51	2,791.49	30.21
<u>TRANSFERS IN</u>					
52-599-8089 FUND BALANCE RESERVE	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	1,000.00	0.00	0.00	1,000.00	0.00
<hr/>					
TOTAL NON DEPARTMENTAL	5,000.00	312.92	1,208.51	3,791.49	24.17
<hr/>					
TOTAL REVENUES	5,000.00	312.92	1,208.51	3,791.49	24.17
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

52 -CHILD SAFETY FUND
FIRE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
52-604-3087 CITIZENS COMMUNICATION/EDUC	<u>2,000.00</u>	<u>0.00</u>	<u>84.66</u>	<u>1,915.34</u>	<u>4.23</u>
TOTAL SERVICES	2,000.00	0.00	84.66	1,915.34	4.23
<hr/>					
TOTAL FIRE DEPARTMENT	2,000.00	0.00	84.66	1,915.34	4.23

52 -CHILD SAFETY FUND
POLICE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
52-605-3087 CITIZENS COMMUNICATION/EDUC	<u>3,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>0.00</u>
TOTAL SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
<hr/>					
TOTAL POLICE DEPARTMENT	3,000.00	0.00	0.00	3,000.00	0.00
<hr/>					
TOTAL EXPENDITURES	5,000.00	0.00	84.66	4,915.34	1.69
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	312.92	1,123.85 (1,123.85)	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

53 -LEOSE
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>0.00</u>
TOTAL REVENUES	<u>1,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
POLICE DEPARTMENT	<u>1,500.00</u>	<u>0.00</u>	<u>90.00</u>	<u>1,410.00</u>	<u>6.00</u>
TOTAL EXPENDITURES	<u>1,500.00</u>	<u>0.00</u>	<u>90.00</u>	<u>1,410.00</u>	<u>6.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	(90.00)	90.00	0.00

53 -LEOSE
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>POLICE/FIRE REVENUES</u>					
53-599-6020 LEOSE FUNDS	<u>1,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>0.00</u>
TOTAL POLICE/FIRE REVENUES	1,500.00	0.00	0.00	1,500.00	0.00
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	1,500.00	0.00	0.00	1,500.00	0.00
<hr/>					
TOTAL REVENUES	1,500.00	0.00	0.00	1,500.00	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

53 -LEOSE
POLICE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
53-605-3030 TRAINING/EDUCATION	<u>1,500.00</u>	<u>0.00</u>	<u>90.00</u>	<u>1,410.00</u>	<u>6.00</u>
TOTAL SERVICES	1,500.00	0.00	90.00	1,410.00	6.00
<hr/>					
TOTAL POLICE DEPARTMENT	1,500.00	0.00	90.00	1,410.00	6.00
<hr/>					
TOTAL EXPENDITURES	1,500.00	0.00	90.00	1,410.00	6.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00	(90.00)	90.00	0.00
	=====	=====	=====	=====	=====

58 -AMER RESCUE PLAN ACT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON DEPARTMENTAL	<u>484,868.00</u>	<u>12,735.19</u>	<u>104,681.91</u>	<u>380,186.09</u>	<u>21.59</u>
TOTAL REVENUES	484,868.00 =====	12,735.19 =====	104,681.91 =====	380,186.09 =====	21.59 =====
<u>EXPENDITURE SUMMARY</u>					
CITY ADMINISTRATION	64,800.00	2,156.08	26,086.42	38,713.58	40.26
PUBLIC WORKS/GOV. BLDG.	45,700.00	573.77	573.77	45,126.23	1.26
FIRE DEPARTMENT	149,668.00	1,239.49	35,171.48	114,496.52	23.50
POLICE DEPARTMENT	70,000.00	6,379.60	34,171.99	35,828.01	48.82
WATER DEPARTMENT	<u>154,700.00</u>	<u>2,386.25</u>	<u>8,678.25</u>	<u>146,021.75</u>	<u>5.61</u>
TOTAL EXPENDITURES	484,868.00 =====	12,735.19 =====	104,681.91 =====	380,186.09 =====	21.59 =====

58 -AMER RESCUE PLAN ACT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON DEPARTMENTAL</u>					
<u>MISC./GRANTS/INTEREST</u>					
58-599-7000 INTEREST INCOME	0.00	3.52	16.61 (16.61)	0.00
58-599-7021 ARPA FEDERAL FUNDING	<u>484,868.00</u>	<u>12,731.67</u>	<u>104,665.30</u>	<u>380,202.70</u>	<u>21.59</u>
TOTAL MISC./GRANTS/INTEREST	484,868.00	12,735.19	104,681.91	380,186.09	21.59
<hr/>					
TOTAL NON DEPARTMENTAL	484,868.00	12,735.19	104,681.91	380,186.09	21.59
<hr/>					
TOTAL REVENUES	484,868.00	12,735.19	104,681.91	380,186.09	21.59
	=====	=====	=====	=====	=====

58 -AMER RESCUE PLAN ACT FUND
CITY ADMINISTRATION

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
58-601-3087 CITIZEN COMMUNICATION	<u>3,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,400.00</u>	<u>0.00</u>
TOTAL SERVICES	3,400.00	0.00	0.00	3,400.00	0.00
 <u>CAPITAL OUTLAY</u>					
58-601-8015 NON CAPITAL - COMPUTERS	2,800.00	2,156.08	2,156.08	643.92	77.00
58-601-8030 CAPITAL - ELECTRONIC EQUIPM	37,000.00	0.00	10,712.34	26,287.66	28.95
58-601-8045 CAPITAL - COMPUTER EQUIPMEN	<u>21,600.00</u>	<u>0.00</u>	<u>13,218.00</u>	<u>8,382.00</u>	<u>61.19</u>
TOTAL CAPITAL OUTLAY	61,400.00	2,156.08	26,086.42	35,313.58	42.49
<hr/>					
TOTAL CITY ADMINISTRATION	64,800.00	2,156.08	26,086.42	38,713.58	40.26

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

58 -AMER RESCUE PLAN ACT FUND
PUBLIC WORKS/GOV. BLDG.

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
58-603-8015 NON CAPITAL - COMPUTERS	700.00	573.77	573.77	126.23	81.97
58-603-8081 CAPITAL - BUILDINGS	<u>45,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>45,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	45,700.00	573.77	573.77	45,126.23	1.26
<hr/>					
TOTAL PUBLIC WORKS/GOV. BLDG.	45,700.00	573.77	573.77	45,126.23	1.26

58 -AMER RESCUE PLAN ACT FUND
FIRE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
58-604-8015 NON CAPITAL - COMPUTERS	1,400.00	1,239.49	1,271.18	128.82	90.80
58-604-8040 CAPITAL - FIRE EQUIPMENT	103,268.00	0.00	33,900.30	69,367.70	32.83
58-604-8081 CAPITAL - BUILDING	<u>45,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>45,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	149,668.00	1,239.49	35,171.48	114,496.52	23.50
<hr/>					
TOTAL FIRE DEPARTMENT	149,668.00	1,239.49	35,171.48	114,496.52	23.50

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

58 -AMER RESCUE PLAN ACT FUND
POLICE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
58-605-8015 NON CAPITAL - COMPUTERS	7,000.00	5,301.69	5,331.66	1,668.34	76.17
58-605-8030 POLICE EQUIPMENT	<u>63,000.00</u>	<u>1,077.91</u>	<u>28,840.33</u>	<u>34,159.67</u>	<u>45.78</u>
TOTAL CAPITAL OUTLAY	70,000.00	6,379.60	34,171.99	35,828.01	48.82
<hr/>					
TOTAL POLICE DEPARTMENT	70,000.00	6,379.60	34,171.99	35,828.01	48.82

58 -AMER RESCUE PLAN ACT FUND
WATER DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
58-606-8015 NON CAPITAL - COMPUTERS	700.00	573.77	573.77	126.23	81.97
58-606-8087 WATER METERS	<u>154,000.00</u>	<u>1,812.48</u>	<u>8,104.48</u>	<u>145,895.52</u>	<u>5.26</u>
TOTAL CAPITAL OUTLAY	154,700.00	2,386.25	8,678.25	146,021.75	5.61
<hr/>					
TOTAL WATER DEPARTMENT	154,700.00	2,386.25	8,678.25	146,021.75	5.61
<hr/>					
TOTAL EXPENDITURES	484,868.00	12,735.19	104,681.91	380,186.09	21.59
	=====	=====	=====	=====	=====
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

70 -CAPITAL REPLACEMENT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
OTHER SOURCES	<u>197,840.00</u>	<u>11.70</u>	<u>47.70</u>	<u>197,792.30</u>	<u>0.02</u>
TOTAL REVENUES	<u>197,840.00</u>	<u>11.70</u>	<u>47.70</u>	<u>197,792.30</u>	<u>0.02</u>
<hr/>					
<u>EXPENDITURE SUMMARY</u>					
ADMIN	8,000.00	0.00	0.00	8,000.00	0.00
FIRE	<u>94,950.00</u>	<u>0.00</u>	<u>91,995.40</u>	<u>2,954.60</u>	<u>96.89</u>
TOTAL EXPENDITURES	<u>102,950.00</u>	<u>0.00</u>	<u>91,995.40</u>	<u>10,954.60</u>	<u>89.36</u>
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	94,890.00	11.70	(91,947.70)	186,837.70	96.90-

70 -CAPITAL REPLACEMENT FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>OTHER SOURCES</u>					
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
70-599-8010 INTEREST INCOME	500.00	11.70	47.70	452.30	9.54
70-599-8020 TRF IN - GENERAL FUND	<u>197,340.00</u>	<u>0.00</u>	<u>0.00</u>	<u>197,340.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	197,840.00	11.70	47.70	197,792.30	0.02
<hr/>					
TOTAL OTHER SOURCES	197,840.00	11.70	47.70	197,792.30	0.02
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TOTAL REVENUES	197,840.00	11.70	47.70	197,792.30	0.02
	=====	=====	=====	=====	=====

70 -CAPITAL REPLACEMENT FUND
COUNCIL

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL</u>					

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

70 -CAPITAL REPLACEMENT FUND
ADMIN

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-601-8081 CAPITAL - BUILDING	<u>8,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	8,000.00	0.00	0.00	8,000.00	0.00
<u>INTERFUND TRANSFERS</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<hr/>					
TOTAL ADMIN	8,000.00	0.00	0.00	8,000.00	0.00

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

70 -CAPITAL REPLACEMENT FUND
PUBLIC WORKS

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL OUTLAY</u>					
<u>INTERFUND TRANSFERS</u>					

70 -CAPITAL REPLACEMENT FUND
FIRE

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-604-8060 EQUIPMENT	<u>94,950.00</u>	<u>0.00</u>	<u>91,995.40</u>	<u>2,954.60</u>	<u>96.89</u>
TOTAL CAPITAL OUTLAY	94,950.00	0.00	91,995.40	2,954.60	96.89
<u>INTERFUND TRANSFERS</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<hr/>					
TOTAL FIRE	94,950.00	0.00	91,995.40	2,954.60	96.89
<hr/>					
TOTAL EXPENDITURES	<u>102,950.00</u>	<u>0.00</u>	<u>91,995.40</u>	<u>10,954.60</u>	<u>89.36</u>
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	<u>94,890.00</u>	<u>11.70</u>	<u>(91,947.70)</u>	<u>186,837.70</u>	<u>96.90-</u>
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CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

72 -WATER CAPITAL REPLACEMENT
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>66,925.00</u>	<u>0.00</u>	<u>0.00</u>	<u>66,925.00</u>	<u>0.00</u>
TOTAL REVENUES	66,925.00	0.00	0.00	66,925.00	0.00
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	<u>110,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>110,000.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	110,000.00	0.00	0.00	110,000.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	(43,075.00)	0.00	0.00	(43,075.00)	0.00

72 -WATER CAPITAL REPLACEMENT
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
NON-DEPARTMENTAL					
<hr/>					
MISC./GRANTS/INTEREST					
<hr/>					
TRANSFERS IN					
72-599-8020 TRANSFER FROM WATER FUND	66,925.00	0.00	0.00	66,925.00	0.00
TOTAL TRANSFERS IN	66,925.00	0.00	0.00	66,925.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	66,925.00	0.00	0.00	66,925.00	0.00
<hr/>					
TOTAL REVENUES	66,925.00	0.00	0.00	66,925.00	0.00
	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT
WATER DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
72-606-8080 WATER SYSTEM IMPROVEMENTS	<u>110,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>110,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	110,000.00	0.00	0.00	110,000.00	0.00
<u>INTERFUND TRANSFERS</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<hr/>					
TOTAL WATER DEPARTMENT	110,000.00	0.00	0.00	110,000.00	0.00

72 -WATER CAPITAL REPLACEMENT
DEBT SERVICE

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<hr/>					
CAPITAL OUTLAY					
<hr/>					
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TOTAL EXPENDITURES	110,000.00	0.00	0.00	110,000.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	(43,075.00)	0.00	0.00	(43,075.00)	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

75 -PET DOC & RESCUE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
ADMINISTRATION	<u>477.00</u>	<u>0.00</u>	<u>0.00</u>	<u>477.00</u>	<u>0.00</u>
TOTAL REVENUES	<u>477.00</u>	<u>0.00</u>	<u>0.00</u>	<u>477.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>477.00</u>	<u>0.00</u>	<u>0.00</u>	<u>477.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>477.00</u>	<u>0.00</u>	<u>0.00</u>	<u>477.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====

75 -PET DOC & RESCUE FUND
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>ADMINISTRATION</u>					
<u>MISC./GRANTS/INTEREST</u>					
<u>TRANSFERS IN</u>					
75-599-8099 FUND BALANCE RESERVE	<u>477.00</u>	<u>0.00</u>	<u>0.00</u>	<u>477.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	477.00	0.00	0.00	477.00	0.00
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TOTAL ADMINISTRATION	477.00	0.00	0.00	477.00	0.00
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TOTAL REVENUES	477.00	0.00	0.00	477.00	0.00
	=====	=====	=====	=====	=====

75 -PET DOC & RESCUE FUND
ADMINISTRATION

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>PERSONNEL</u>					
75-607-1010 EXPENSES	<u>477.00</u>	<u>0.00</u>	<u>0.00</u>	<u>477.00</u>	<u>0.00</u>
TOTAL PERSONNEL	477.00	0.00	0.00	477.00	0.00
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TOTAL ADMINISTRATION	477.00	0.00	0.00	477.00	0.00
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TOTAL EXPENDITURES	477.00	0.00	0.00	477.00	0.00
	=====	=====	=====	=====	=====
	=====	=====	=====	=====	=====

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/03/22	ACH***COLONIAL SUPPLEMENTAL INS	ADJUSTMENT TO DECEMBER	GENERAL FUND	NON-DEPARTMENTAL	62.90
1/03/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	335.16
1/03/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	398.06
1/03/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	680.12
1/03/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	680.12
1/03/22	ACH***AFLAC	AFLAC - AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	154.74
1/03/22	ACH***AFLAC	AFLAC - AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	154.74
1/03/22	ACH***AFLAC	AFLAC - PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	252.99
1/03/22	ACH***AFLAC	AFLAC - PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	252.99
1/03/22	LEGALSHIELD	ADJUSTMENT TO DECEMBER	GENERAL FUND	NON-DEPARTMENTAL	0.01-
1/03/22	LEGALSHIELD	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	192.22
1/03/22	LEGALSHIELD	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	192.22
1/03/22	TIME WARNER CABLE	SPECTRUM CABLE TV - DEC	GENERAL FUND	CITY ADMINISTRATION	95.59
1/03/22	TIME WARNER CABLE	SPECTRUM INTERNET & PHONE	GENERAL FUND	CITY ADMINISTRATION	1,287.27
1/03/22	AMAZON.COM SERVICES INC	TOSHIBA DESK PHONES	GENERAL FUND	CITY ADMINISTRATION	119.94
1/03/22	AT&T MOBILITY	OLD FIRE DEPT PAYPHONES	GENERAL FUND	FIRE DEPARTMENT	5.18
1/03/22	O'REILLY AUTO PARTS	RPL AUTO LIGHT BULBS (S139	GENERAL FUND	FIRE DEPARTMENT	44.76
1/03/22	VALVOLINE	S139 OIL CHANGE	GENERAL FUND	FIRE DEPARTMENT	46.72
1/03/22	VALVOLINE	M139 OIL CHANGE	GENERAL FUND	FIRE DEPARTMENT	84.98
1/03/22	GOODYEAR AUTO SERVICE CTR.	# 520: OIL & FILTER CHANGE	GENERAL FUND	POLICE DEPARTMENT	89.16
1/03/22	GOODYEAR AUTO SERVICE CTR.	# 522: RPL TIRE	GENERAL FUND	POLICE DEPARTMENT	163.36
1/03/22	GOODYEAR AUTO SERVICE CTR.	#522: OIL & FILTER CHANGE	GENERAL FUND	POLICE DEPARTMENT	64.19
1/03/22	AMAZON.COM SERVICES INC	HAND & BODY WARMERS	GENERAL FUND	POLICE DEPARTMENT	26.99
1/03/22	OFFICE DEPOT	SUPER GLUE	GENERAL FUND	POLICE DEPARTMENT	7.64
1/03/22	OFFICE DEPOT	SUPER GLUE & BINS	GENERAL FUND	POLICE DEPARTMENT	19.07
1/03/22	OFFICE DEPOT	PAPER TOWELS	GENERAL FUND	POLICE DEPARTMENT	47.50
1/03/22	OFFICE DEPOT	STAPLE REMOVER	GENERAL FUND	POLICE DEPARTMENT	6.69
1/03/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	43.83
1/03/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	43.83
1/03/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	64.01
1/03/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	64.01
1/03/22	ACH***AFLAC	AFLAC - AFTER TAX	WATER FUND	NON-DEPARTMENTAL	17.00
1/03/22	ACH***AFLAC	AFLAC - AFTER TAX	WATER FUND	NON-DEPARTMENTAL	17.00
1/03/22	LEGALSHIELD	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	21.51
1/03/22	LEGALSHIELD	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	21.51
1/03/22	TCOLE	COURT SECURITY CERTIFICATE	CRIME CONTROL DIST	POLICE DEPARTMENT	35.00
1/05/22	ACH***USPS	UTILITY BILLING - JANUARY	WATER FUND	WATER DEPARTMENT	268.80
1/07/22	FROST BANK	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	15,134.62
1/07/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	2,011.23
1/07/22	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	107,662.06
1/07/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	286.47
1/07/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	31.53
1/07/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	124.58
1/07/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	769.93
1/07/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	798.70
1/07/22	FROST BANK	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	845.92
1/07/22	FROST BANK	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	137.63
1/07/22	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	7,573.51
1/07/22	FROST BANK	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	137.65
1/10/22	TX CSDU	CASE ID# 0014090289	GENERAL FUND	NON-DEPARTMENTAL	603.31
1/10/22	TX CSDU	CASE ID# 0011608980	GENERAL FUND	NON-DEPARTMENTAL	145.85
1/10/22	ACH***ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	1,255.06
1/10/22	ACH***ELEVON INC	PERMIT WINDOW CC FEES	GENERAL FUND	CITY ADMINISTRATION	154.76
1/10/22	ACH***ELEVON INC	PERMIT - MPN ONLINE	GENERAL FUND	CITY ADMINISTRATION	530.48
1/10/22	ACH***ELEVON INC	COURT CC FEES	GENERAL FUND	MUNICIPAL COURT	182.48
1/10/22	AMERICA EXPRESS	AMEX CC FEES	GENERAL FUND	MUNICIPAL COURT	6.19

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/10/22	TEXAS COMMISSION OF FIRE PROTECTION	CERT FEE: MCWILLIAMS, GROS	GENERAL FUND	FIRE DEPARTMENT	170.00
1/10/22	ACH***ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	64.94
1/10/22	ACH***ELEVON INC	CC FEES - 5424 (OFFICE)	WATER FUND	WATER DEPARTMENT	186.00
1/10/22	ACH***ELEVON INC	CC FEES - 5425 (ONLINE)	WATER FUND	WATER DEPARTMENT	633.34
1/11/22	TML INTERGOVERNMENTAL RISK POOL	2021 WORKERS COMP AUDIT	GENERAL FUND	NON-DEPARTMENTAL	3,089.00
1/11/22	OMNIBASE SERVICES OF TEXAS LP	QRTLY FEE	GENERAL FUND	NON-DEPARTMENTAL	402.00
1/11/22	AT&T MOBILITY	MAYOR USE	GENERAL FUND	CITY COUNCIL	20.79
1/11/22	DOCUMATION OF SAN ANTONIO LLC	HOLIDAY SIGNS	GENERAL FUND	CITY COUNCIL	175.00
1/11/22	AMAZON.COM SERVICES INC	HOLIDAY EVENT COOKIE CONTE	GENERAL FUND	CITY COUNCIL	52.73
1/11/22	AMERICAN SIGNAL EQUIPMENT COMPANY	HOLIDAY EVENT SIGN	GENERAL FUND	CITY COUNCIL	395.00
1/11/22	BIZDOC, INC.	PRINITNG/COPIES OVER LEASE	GENERAL FUND	CITY ADMINISTRATION	444.08
1/11/22	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	QRTLY LEASE	GENERAL FUND	CITY ADMINISTRATION	176.70
1/11/22	INTRUDER ALERT SYSTEMS	ALARM MONITORING	GENERAL FUND	CITY ADMINISTRATION	35.95
1/11/22	INTRUDER ALERT SYSTEMS	SERVICE CALL - ADMIN DOOR	GENERAL FUND	CITY ADMINISTRATION	120.00
1/11/22	STAPLES BUSINESS ADVANTAGE	SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	64.84
1/11/22	JANI KING OF SAN ANTONIO	MONTHLY CLEANING - JANUARY	GENERAL FUND	CITY ADMINISTRATION	709.10
1/11/22	ARMSTRONG, VAUGHAN & ASSOCIATES	FY2021 AUDIT SERVICES	GENERAL FUND	CITY ADMINISTRATION	14,110.00
1/11/22	ACH***BARCOM TECHNOLOGY	CID HARDWARE RECOVERY	GENERAL FUND	CITY ADMINISTRATION	495.00
1/11/22	ACH***BARCOM TECHNOLOGY	INTERVIEW ROOM SWITCH PLC	GENERAL FUND	CITY ADMINISTRATION	160.00
1/11/22	ACH***BARCOM TECHNOLOGY	SENTINELONE INSTALL	GENERAL FUND	CITY ADMINISTRATION	913.63
1/11/22	ACH***BARCOM TECHNOLOGY	FEB CONTRACT FEES	GENERAL FUND	CITY ADMINISTRATION	2,245.40
1/11/22	ACH***BARCOM TECHNOLOGY	FEB BACKUP FEES	GENERAL FUND	CITY ADMINISTRATION	906.95
1/11/22	ACH***BARCOM TECHNOLOGY	FEB EFILE BACKUP FEES	GENERAL FUND	CITY ADMINISTRATION	355.92
1/11/22	AMAZON.COM SERVICES INC	CM KEYBOARD / MOUSE	GENERAL FUND	CITY ADMINISTRATION	29.99
1/11/22	JASON'S WATER SYSTEMS OF SAN ANTONIO I	REPAIRS: WATER SOFTENER	GENERAL FUND	CITY ADMINISTRATION	2,500.00
1/11/22	ACH***BOJORQUEZ LAW FIRM	GENERAL	GENERAL FUND	CITY ADMINISTRATION	255.00
1/11/22	ACH***BOJORQUEZ LAW FIRM	OPEN RECORDS	GENERAL FUND	CITY ADMINISTRATION	34.00
1/11/22	SERVICE UNIFORM	FLOOR MATS CITY HALL & PD	GENERAL FUND	CITY ADMINISTRATION	50.25
1/11/22	SERVICE UNIFORM	FLOOR MATS CITY HALL & PD	GENERAL FUND	CITY ADMINISTRATION	50.25
1/11/22	SERVICE UNIFORM	FLOOR MATS AT CITY HALL &	GENERAL FUND	CITY ADMINISTRATION	50.25
1/11/22	SERVICE UNIFORM	FLOOR MATS AT CITY HALL &	GENERAL FUND	CITY ADMINISTRATION	50.25
1/11/22	SORCERERS APPRINTICE	LETTERHEAD	GENERAL FUND	CITY ADMINISTRATION	182.00
1/11/22	OFFICE DEPOT	INK FOR TRISH	GENERAL FUND	CITY ADMINISTRATION	811.02
1/11/22	OFFICE DEPOT	BINDER, PAPER, CALENDAR	GENERAL FUND	CITY ADMINISTRATION	66.24
1/11/22	ACH***SAFESITE, INC.	JANUARY DOCUMENT STORAGE	GENERAL FUND	CITY ADMINISTRATION	237.00
1/11/22	DAWN E. ROBLES	GALVESTON GLASS - 01-31 TO	GENERAL FUND	MUNICIPAL COURT	406.84
1/11/22	AT&T MOBILITY	PW/W DEPT (HOTSPOT, TABLET	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	105.00
1/11/22	TCEQ	STORMWATER PERMIT FEE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	100.00
1/11/22	O'REILLY AUTO PARTS	REPAIR: WINDSHIELD	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	23.94
1/11/22	ACH***US BANK VOYAGER FLEET SYSTEM	FUEL - PUBLIC WORKS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	70.55
1/11/22	INTRUDER ALERT SYSTEMS	ALARM MONITORING	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	49.95
1/11/22	T MOBILE	COMMUNICATION/SECURITY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	35.04
1/11/22	CINTAS CORPORATION #2	FIRST AID REPLACEMENTS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	159.18
1/11/22	BENKE SEPTIC SYSTEMS, INC.	SEPTIC SYSTEM TREATMENT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	350.00
1/11/22	URBAN SOIL LLC	TREE PRUNING	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	4,800.00
1/11/22	URBAN SOIL LLC	TREE REMOVAL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	200.00
1/11/22	SERVICE UNIFORM	UNIFORMS - PUBLIC WORKS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	54.23
1/11/22	SERVICE UNIFORM	UNIFORMS - PUBLIC WORKS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	54.23
1/11/22	SERVICE UNIFORM	UNIFORMS - PUBLIC WORKS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	54.23
1/11/22	SERVICE UNIFORM	UNIFORM - PUBLIC WORKS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	54.23
1/11/22	CITY OF SHAVANO PARK WATER DEPT.	PUBLIC WORKS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	35.68
1/11/22	CITY OF SHAVANO PARK WATER DEPT.	GENERAL ADMIN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2,050.41
1/11/22	AT&T MOBILITY	FD (7 HOTSPOT, 1 TABLET)	GENERAL FUND	FIRE DEPARTMENT	388.41
1/11/22	O'REILLY AUTO PARTS	CH139 RPLC OIL	GENERAL FUND	FIRE DEPARTMENT	14.98
1/11/22	O'REILLY AUTO PARTS	P139 - DEF ADDITIVE	GENERAL FUND	FIRE DEPARTMENT	55.96
1/11/22	ACH***US BANK VOYAGER FLEET SYSTEM	FUEL - FIRE DEPT	GENERAL FUND	FIRE DEPARTMENT	460.15

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/11/22	WELDERS SUPPLY COMPANY	MEDICAL OXYGEN	GENERAL FUND	FIRE DEPARTMENT	122.08
1/11/22	RALPH N. TERPOLILLI	MEDICAL DIRECTION	GENERAL FUND	FIRE DEPARTMENT	450.00
1/11/22	RALPH N. TERPOLILLI	MEDICAL DIRECTION	GENERAL FUND	FIRE DEPARTMENT	450.00
1/11/22	BENKE SEPTIC SYSTEMS, INC.	SEPTIC SYSTEM TREATMENT	GENERAL FUND	FIRE DEPARTMENT	350.00
1/11/22	SIDDONS-MARTIN EMERGENCY GRP	OUTRIGGER ADJ, OIL FILTER-	GENERAL FUND	FIRE DEPARTMENT	1,065.13
1/11/22	ACH***BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	694.65
1/11/22	HEAT SAFETY EQUIPMENT	RPLC CALIBRATION GAS	GENERAL FUND	FIRE DEPARTMENT	309.56
1/11/22	HEAT SAFETY EQUIPMENT	ANNUAL MASK FIT TESTING	GENERAL FUND	FIRE DEPARTMENT	600.00
1/11/22	CITY OF SHAVANO PARK WATER DEPT.	FIRE DEPT	GENERAL FUND	FIRE DEPARTMENT	112.72
1/11/22	AT&T MOBILITY	PD PHONES	GENERAL FUND	POLICE DEPARTMENT	201.05
1/11/22	AT&T MOBILITY	PD(MDT,CPT,IPAD,WRITERS)	GENERAL FUND	POLICE DEPARTMENT	720.00
1/11/22	AT&T MOBILITY	PENNY SUSPEND	GENERAL FUND	POLICE DEPARTMENT	0.06
1/11/22	GOODYEAR AUTO SERVICE CTR.	# 522 - TIRE RPLC	GENERAL FUND	POLICE DEPARTMENT	165.05
1/11/22	GOODYEAR AUTO SERVICE CTR.	# 518 - OIL & FILTER CHANG	GENERAL FUND	POLICE DEPARTMENT	67.76
1/11/22	GOODYEAR AUTO SERVICE CTR.	RPL BATTERY - RADAR TRAILE	GENERAL FUND	POLICE DEPARTMENT	288.86
1/11/22	GOODYEAR AUTO SERVICE CTR.	# 519 - STATE INSPECTION	GENERAL FUND	POLICE DEPARTMENT	7.00
1/11/22	GOODYEAR AUTO SERVICE CTR.	# 520 - RPL RIGHT FRONT TI	GENERAL FUND	POLICE DEPARTMENT	164.33
1/11/22	SOUTHWEST PUBLIC SAFETY	# 519 - RPL SPOTLIGHT BULB	GENERAL FUND	POLICE DEPARTMENT	24.35
1/11/22	SOUTHWEST PUBLIC SAFETY	# 522 - LABOR TO INSTALL E	GENERAL FUND	POLICE DEPARTMENT	180.00
1/11/22	ACH***US BANK VOYAGER FLEET SYSTEM	FUEL - POLICE DEPT	GENERAL FUND	POLICE DEPARTMENT	3,196.35
1/11/22	SAN ANTONIO CODE BLUE POLICE SUPPLY	UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	253.00
1/11/22	OPERATIONAL SUPPORT SVC INC	HUMAN TRAFFICKING-SCHUMACH	GENERAL FUND	POLICE DEPARTMENT	40.00
1/11/22	OFFICE DEPOT	MAGNIFYING GLASS	GENERAL FUND	POLICE DEPARTMENT	23.99
1/11/22	GALLS	RPL BELT BUCKLE	GENERAL FUND	POLICE DEPARTMENT	8.99
1/11/22	ACH***MICHAEL D. HARRISON	MONTHLY CONTRACT	GENERAL FUND	POLICE DEPARTMENT	1,000.00
1/11/22	TCEQ	FY21 QTR 4 - SEPTIC	GENERAL FUND	DEVELOPMENT SERVICES	20.00
1/11/22	TCEQ	FY22 QTR 1 - SEPTIC	GENERAL FUND	DEVELOPMENT SERVICES	10.00
1/11/22	MONTY JOE MCGUFFIN	HEALTH INSPECTIONS - DECEM	GENERAL FUND	DEVELOPMENT SERVICES	120.00
1/11/22	MONTY JOE MCGUFFIN	SEPTIC INSPECTIONS - DECEM	GENERAL FUND	DEVELOPMENT SERVICES	500.00
1/11/22	ACH***BRUCE C. BEALOR	128 INSPECTIONS	GENERAL FUND	DEVELOPMENT SERVICES	6,400.00
1/11/22	ACH***BRUCE C. BEALOR	17 PLAN REVIEWS	GENERAL FUND	DEVELOPMENT SERVICES	850.00
1/11/22	AT&T MOBILITY	PW/W DEPT (HOTSPOT, TABLET	WATER FUND	WATER DEPARTMENT	105.00
1/11/22	ACH***TYLER TECHNOLOGIES	JANUARY UTILITY BILLING SU	WATER FUND	WATER DEPARTMENT	128.00
1/11/22	ACH***US BANK VOYAGER FLEET SYSTEM	FUEL - WATER DEPT	WATER FUND	WATER DEPARTMENT	167.00
1/11/22	DPC INDUSTRIES	CHOLRINE	WATER FUND	WATER DEPARTMENT	40.00
1/11/22	DPC INDUSTRIES	CHOLRINE	WATER FUND	WATER DEPARTMENT	30.00
1/11/22	DPC INDUSTRIES	CHOLRINE	WATER FUND	WATER DEPARTMENT	50.00
1/11/22	DPC INDUSTRIES	CHOLRINE	WATER FUND	WATER DEPARTMENT	90.00
1/11/22	T MOBILE	COMMUNICATION/SECURITY	WATER FUND	WATER DEPARTMENT	35.04
1/11/22	SERVICE UNIFORM	UNIFORMS - WATER DEPT	WATER FUND	WATER DEPARTMENT	54.22
1/11/22	SERVICE UNIFORM	UNIFORMS - WATER DEPT.	WATER FUND	WATER DEPARTMENT	54.22
1/11/22	SERVICE UNIFORM	UNIFORMS - WATER DEPT	WATER FUND	WATER DEPARTMENT	54.22
1/11/22	SERVICE UNIFORM	UNIFORM - WATER DEPT	WATER FUND	WATER DEPARTMENT	54.22
1/11/22	FERGUSON WATERWORKS	FERGUSON WATERWORKS	WATER FUND	WATER DEPARTMENT	279.00
1/11/22	ACH***BADGER METER, INC.	HOSTING - NOVEMBER	WATER FUND	WATER DEPARTMENT	293.68
1/11/22	ACH***BADGER METER, INC.	HOSTING - DECEMBER	WATER FUND	WATER DEPARTMENT	294.39
1/11/22	HEAT SAFETY EQUIPMENT	FIT TESTING	WATER FUND	WATER DEPARTMENT	310.00
1/11/22	CITY OF SHAVANO PARK WATER DEPT.	WATER DEPT	WATER FUND	WATER DEPARTMENT	35.68
1/11/22	POLLUTION CONTROL SERVICES	WATER ANALYSIS	WATER FUND	WATER DEPARTMENT	62.00
1/11/22	ACH***BARCOM TECHNOLOGY	SECURITY CAMERAS FOR CH/PA	AMER RESCUE PLAN A	CITY ADMINISTRATION	10,712.34
1/11/22	ACH***BARCOM TECHNOLOGY	PRIMARY SERVER UPGRADE	AMER RESCUE PLAN A	CITY ADMINISTRATION	13,218.00
1/11/22	AMAZON.COM SERVICES INC	CABLES FOR PC UPGRADE	AMER RESCUE PLAN A	FIRE DEPARTMENT	22.70
1/11/22	AMAZON.COM SERVICES INC	CABLES FOR PC UPGRADE	AMER RESCUE PLAN A	FIRE DEPARTMENT	8.99
1/11/22	AMAZON.COM SERVICES INC	CABLES FOR PC UPGRADE	AMER RESCUE PLAN A	POLICE DEPARTMENT	29.97
1/11/22	WATCH GUARD VIDEO	VIDEO SYSTEM & INSTALLATIO	AMER RESCUE PLAN A	POLICE DEPARTMENT	4,500.00
1/18/22	BIZDOC, INC.	JANUARY 2022 LEASE AGREEME	GENERAL FUND	CITY ADMINISTRATION	160.00

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/18/22	AMAZON.COM SERVICES INC	KVM CABLE	GENERAL FUND	CITY ADMINISTRATION	13.77
1/18/22	AMAZON.COM SERVICES INC	LEENEX / WATER FILTER	GENERAL FUND	CITY ADMINISTRATION	97.96
1/18/22	AMAZON.COM SERVICES INC	MOUSE PAD / USB STICKS	GENERAL FUND	CITY ADMINISTRATION	35.66
1/18/22	DARRELL S. DULLNIG	JANUARY 2022 COURT	GENERAL FUND	MUNICIPAL COURT	650.00
1/18/22	GERALD S. REAMEY	JANUARY 2022 COURT	GENERAL FUND	MUNICIPAL COURT	650.00
1/18/22	CITY PUBLIC SERVICE	3000593453	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	85.29
1/18/22	CITY PUBLIC SERVICE	3001293578	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2,551.42
1/18/22	CITY PUBLIC SERVICE	3004307404	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	34.55
1/18/22	CITY PUBLIC SERVICE	3004460891	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.28
1/18/22	CITY PUBLIC SERVICE	3004957161	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.34
1/18/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	628.30
1/18/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.55
1/18/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,116.85
1/18/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	341.33
1/18/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	16.29
1/18/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.07
1/18/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	42.97
1/18/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	8.75
1/18/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.75
1/18/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	29.60
1/18/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.86
1/18/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.53
1/18/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	56.02
1/18/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	13.17
1/18/22	CITY PUBLIC SERVICE	CTY BLDG & SHAVANO CREEK L	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.59
1/18/22	VM-3 SERVICES INC.	JANITORIAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	817.17
1/18/22	GOODYEAR AUTO SERVICE CTR.	# 524 - STATE INSPECTION	GENERAL FUND	POLICE DEPARTMENT	7.00
1/18/22	GOODYEAR AUTO SERVICE CTR.	# 517 - TPMS SENSOR RPL	GENERAL FUND	POLICE DEPARTMENT	70.00
1/18/22	BIZDOC, INC.	JANUARY 2022 LEASE AGREEME	GENERAL FUND	POLICE DEPARTMENT	132.00
1/18/22	ACH***KFW ENGINEERS	PLATTING/ZONING/PLAN REVIE	GENERAL FUND	DEVELOPMENT SERVICES	275.00
1/18/22	CITY PUBLIC SERVICE	3004513312	WATER FUND	WATER DEPARTMENT	12.23
1/18/22	CITY PUBLIC SERVICE	3002617278	WATER FUND	WATER DEPARTMENT	8.75
1/18/22	CITY PUBLIC SERVICE	3002618145	WATER FUND	WATER DEPARTMENT	114.34
1/18/22	CITY PUBLIC SERVICE	3000593442	WATER FUND	WATER DEPARTMENT	227.31
1/18/22	CITY PUBLIC SERVICE	3000593443	WATER FUND	WATER DEPARTMENT	21.28
1/18/22	CITY PUBLIC SERVICE	3003644154	WATER FUND	WATER DEPARTMENT	184.75
1/18/22	CITY PUBLIC SERVICE	3000593445	WATER FUND	WATER DEPARTMENT	8.75
1/18/22	CITY PUBLIC SERVICE	3000593446	WATER FUND	WATER DEPARTMENT	1,029.78
1/18/22	CITY PUBLIC SERVICE	3000593449	WATER FUND	WATER DEPARTMENT	821.70
1/18/22	CITY PUBLIC SERVICE	3000593450	WATER FUND	WATER DEPARTMENT	688.90
1/18/22	ADVANCED WATER WELL TECHNOLOGIES	PLUGGING WELL SITE # 4	WATER FUND	WATER DEPARTMENT	27,988.00
1/18/22	ADVANCED WATER WELL TECHNOLOGIES	PLUGGING WELL SITE # 3	WATER FUND	WATER DEPARTMENT	15,845.50
1/18/22	ADVANCED WATER WELL TECHNOLOGIES	GAMMA CALIPER LOG	WATER FUND	WATER DEPARTMENT	1,408.33
1/18/22	ADVANCED WATER WELL TECHNOLOGIES	GAMMA CALIPER LOG	WATER FUND	WATER DEPARTMENT	1,408.33
1/18/22	ADVANCED WATER WELL TECHNOLOGIES	GAMMA CALIPER LOG	WATER FUND	WATER DEPARTMENT	1,408.34
1/18/22	ACH***KFW ENGINEERS	NW MILITARY WATER LINE ENG	WATER FUND	WATER DEPARTMENT	451.92
1/18/22	CALDWELL COUNTY FORD	# 525 - 2022 FORD EXPLORER	CRIME CONTROL DIST	POLICE DEPARTMENT	34,778.00
1/18/22	CALDWELL COUNTY FORD	# 526 - 2022 FORD EXPLORER	CRIME CONTROL DIST	POLICE DEPARTMENT	34,778.00
1/18/22	DELL MARKETING L.P.	OPTIPLEX 5090 (2)	AMER RESCUE PLAN A	CITY ADMINISTRATION	1,977.08
1/18/22	DELL MARKETING L.P.	OPTIPLEX 5090 (1 SPLIT)	AMER RESCUE PLAN A	PUBLIC WORKS/GOV. BLDG	494.27
1/18/22	DELL MARKETING L.P.	OPTIPLEX 5090 (1)	AMER RESCUE PLAN A	FIRE DEPARTMENT	988.54
1/18/22	AMAZON.COM SERVICES INC	MONITOR (SGT PAGE)	AMER RESCUE PLAN A	POLICE DEPARTMENT	199.99
1/18/22	DELL MARKETING L.P.	OPTIPLEX 5090 (5)	AMER RESCUE PLAN A	POLICE DEPARTMENT	4,942.70
1/18/22	DELL MARKETING L.P.	OPTIPLEX 5090 (1 SPLIT)	AMER RESCUE PLAN A	WATER DEPARTMENT	494.27
1/19/22	TX CSDU	CASE ID# 0014090289	GENERAL FUND	NON-DEPARTMENTAL	603.31
1/19/22	TX CSDU	CASE ID# 0011608980	GENERAL FUND	NON-DEPARTMENTAL	145.85

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/19/22	ACH***ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	1,255.06
1/19/22	ACH***ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	64.94
1/20/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	9,976.60
1/20/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	8,850.55
1/20/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,908.82
1/20/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,908.82
1/20/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	307.86
1/20/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	307.86
1/20/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,256.39
1/20/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,256.39
1/20/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	7,746.96
1/20/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	6,152.02
1/20/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	7,961.18
1/20/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	7,278.27
1/20/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	681.68
1/20/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	630.81
1/20/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	1,378.93
1/20/22	ACH***TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	1,276.04
1/21/22	FROST BANK	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	13,607.50
1/21/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	1,777.97
1/21/22	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	94,436.01
1/21/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	286.47
1/21/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	31.53
1/21/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	124.58
1/21/22	ACH***BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	72.55
1/21/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	606.60
1/21/22	ACH***LEXISNEXIS RISK SOLUTIONS	DECEMBER INVESTIGATION TOO	GENERAL FUND	POLICE DEPARTMENT	33.00
1/21/22	FROST BANK	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	728.77
1/21/22	FROST BANK	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	764.83
1/21/22	FROST BANK	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	127.10
1/21/22	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	6,989.37
1/21/22	ACH***BILL RHODES & SON LLC	ELECTRICAL WORK AT WELLS	WATER FUND	WATER DEPARTMENT	1,300.00
1/21/22	ACH***BILL RHODES & SON LLC	ELECTRICAL WORK AT WELLS	WATER FUND	WATER DEPARTMENT	1,300.00
1/21/22	ACH***BILL RHODES & SON LLC	ELECTRICAL WORK AT WELLS	WATER FUND	WATER DEPARTMENT	1,300.00
1/21/22	ACH***BILL RHODES & SON LLC	ELECTRICAL WORK AT WELLS	WATER FUND	WATER DEPARTMENT	1,300.00
1/21/22	FROST BANK	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	127.12
1/24/22	GE MONEY BANK	HOLIDAY EVENT SUPPLIES	GENERAL FUND	CITY COUNCIL	132.08
1/24/22	HOME DEPOT CREDIT SERVICE	STRIPE PAINT FOR HOLIDAY E	GENERAL FUND	CITY COUNCIL	83.76
1/24/22	TIME WARNER CABLE	JANUARY SPECTRUM CABLE TV	GENERAL FUND	CITY ADMINISTRATION	95.59
1/24/22	TIME WARNER CABLE	JANUARY 2022 SPECTRUM INTE	GENERAL FUND	CITY ADMINISTRATION	1,287.27
1/24/22	HOME DEPOT CREDIT SERVICE	GFCI OUTLETS/BATTERY CHARG	GENERAL FUND	CITY ADMINISTRATION	109.55
1/24/22	AT&T	FIRE ALARMS AT CITY HALL	GENERAL FUND	CITY ADMINISTRATION	188.24
1/24/22	BIZDOC, INC.	AUG/SEP MONTHLY COPY FEES	GENERAL FUND	CITY ADMINISTRATION	61.78
1/24/22	VOSS LIGHTING	LIGHT BULBS & CREDIT	GENERAL FUND	CITY ADMINISTRATION	8.70
1/24/22	AT&T	COURT LINE	GENERAL FUND	MUNICIPAL COURT	211.66
1/24/22	GE MONEY BANK	RETURN OF HOLIDAY SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	79.08-
1/24/22	GE MONEY BANK	SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	27.46
1/24/22	GE MONEY BANK	EMPLOYEE LUNCH	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	190.75
1/24/22	GE MONEY BANK	SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	109.89
1/24/22	DEWINNE EQUIPMENT CO.	HEDGE TRIMMER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	479.99
1/24/22	HOME DEPOT CREDIT SERVICE	TARP FOR SALT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	13.83
1/24/22	HOME DEPOT CREDIT SERVICE	BUCKET, SHOVEL, LOCKS, KEY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	51.78
1/24/22	HOME DEPOT CREDIT SERVICE	DRILL BITS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	34.97
1/24/22	HOME DEPOT CREDIT SERVICE	LIGHTED LOCK	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	39.76
1/24/22	CLEAN SCAPES, LP	JANUARY MONTHLY LANDSCAPIN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	607.84
1/24/22	HOME DEPOT CREDIT SERVICE	RPL COOKTOP FOR KITCHEN	GENERAL FUND	FIRE DEPARTMENT	359.99

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/24/22	HOME DEPOT CREDIT SERVICE	RPL COOKTOP PARTS	GENERAL FUND	FIRE DEPARTMENT	51.41
1/24/22	HOME DEPOT CREDIT SERVICE	RPL COOKTOP SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	44.08
1/24/22	AT&T	FAX & PAGER FIRE DEPT	GENERAL FUND	FIRE DEPARTMENT	211.66
1/24/22	HOME DEPOT CREDIT SERVICE	MILWAUKEE STORAGE FOR CID	GENERAL FUND	POLICE DEPARTMENT	229.00
1/24/22	HOME DEPOT CREDIT SERVICE	MILKAUKEE STORAGE FOR CID	GENERAL FUND	POLICE DEPARTMENT	69.97
1/24/22	AT&T	PD DISPATCH LINE	GENERAL FUND	POLICE DEPARTMENT	144.88
1/24/22	BIZDOC, INC.	AUG/SEP MONTHLY COPY FEES	GENERAL FUND	POLICE DEPARTMENT	392.25
1/24/22	COWBOY CLEANERS	DECEMBER DRY CLEANING	GENERAL FUND	POLICE DEPARTMENT	369.08
1/24/22	HOME DEPOT CREDIT SERVICE	WELL # 5	WATER FUND	WATER DEPARTMENT	1,188.80
1/24/22	HOME DEPOT CREDIT SERVICE	ELECTRIC TAPE	WATER FUND	WATER DEPARTMENT	9.48
1/24/22	BG INTERPOOL, INC.	WELL # 5	WATER FUND	WATER DEPARTMENT	2,750.00
1/24/22	DPC INDUSTRIES	CHLORINE	WATER FUND	WATER DEPARTMENT	50.00
1/24/22	DPC INDUSTRIES	CHLORINE	WATER FUND	WATER DEPARTMENT	40.00
1/24/22	DPC INDUSTRIES	CHLORINE	WATER FUND	WATER DEPARTMENT	60.00
1/24/22	DPC INDUSTRIES	CHLORINE	WATER FUND	WATER DEPARTMENT	60.00
1/24/22	FERGUSON WATERWORKS	SUPPLIES: WATER SYSTEM	WATER FUND	WATER DEPARTMENT	1,687.06
1/24/22	FERGUSON WATERWORKS	SUPPLIES: WATER SYSTEM	WATER FUND	WATER DEPARTMENT	170.18
1/24/22	POLLUTION CONTROL SERVICES	WATER ANALYSIS	WATER FUND	WATER DEPARTMENT	154.00
1/25/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	398.06
1/25/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	398.06
1/25/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	680.12
1/25/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	680.12
1/25/22	ACH***AFLAC	AFLAC - AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	154.74
1/25/22	ACH***AFLAC	AFLAC - AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	154.74
1/25/22	ACH***AFLAC	AFLAC - PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	252.99
1/25/22	ACH***AFLAC	AFLAC - PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	252.99
1/25/22	LEGALSHIELD	ADJUSTMENT TO CURRENT MONT	GENERAL FUND	NON-DEPARTMENTAL	0.01-
1/25/22	LEGALSHIELD	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	179.27
1/25/22	LEGALSHIELD	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	205.17
1/25/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	43.83
1/25/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	43.83
1/25/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	64.01
1/25/22	ACH***COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	64.01
1/25/22	ACH***AFLAC	AFLAC - AFTER TAX	WATER FUND	NON-DEPARTMENTAL	17.00
1/25/22	ACH***AFLAC	AFLAC - AFTER TAX	WATER FUND	NON-DEPARTMENTAL	17.00
1/25/22	LEGALSHIELD	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	8.56
1/25/22	LEGALSHIELD	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	8.56
1/26/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	97.75
1/26/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	97.75
1/26/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K FAMILY BUY DOW	GENERAL FUND	NON-DEPARTMENTAL	368.69
1/26/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K FAMILY BUY DOW	GENERAL FUND	NON-DEPARTMENTAL	368.69
1/26/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K SPOUSE BUY DOW	GENERAL FUND	NON-DEPARTMENTAL	477.66
1/26/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K SPOUSE BUY DOW	GENERAL FUND	NON-DEPARTMENTAL	477.66
1/26/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	21.78
1/26/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	21.78
1/26/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	GENERAL FUND	NON-DEPARTMENTAL	87.76
1/26/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	GENERAL FUND	NON-DEPARTMENTAL	87.76
1/26/22	ACH***TML MULTISTATE IEBP	HSA 3K CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	36.84
1/26/22	ACH***TML MULTISTATE IEBP	HSA 3K CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	36.84
1/26/22	ACH***TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	936.69
1/26/22	ACH***TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	936.69
1/26/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K FAMILY BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	481.95
1/26/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K FAMILY BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	481.95
1/26/22	ACH***TML MULTISTATE IEBP	ADJUSTMENT TO JANUARY 2022	GENERAL FUND	NON-DEPARTMENTAL	400.94-
1/26/22	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	NON-DEPARTMENTAL	24.50
1/26/22	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	NON-DEPARTMENTAL	24.50

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/26/22	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	223.94
1/26/22	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	223.94
1/26/22	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	79.01
1/26/22	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	79.01
1/26/22	ACH***TML MULTISTATE IEBP	HSA Contribution	GENERAL FUND	NON-DEPARTMENTAL	898.91
1/26/22	ACH***TML MULTISTATE IEBP	HSA Contribution	GENERAL FUND	NON-DEPARTMENTAL	898.91
1/26/22	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	9.21
1/26/22	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	9.21
1/26/22	ACH***TML MULTISTATE IEBP	LIFE-VOLUNTARY	GENERAL FUND	NON-DEPARTMENTAL	274.58
1/26/22	ACH***TML MULTISTATE IEBP	LIFE-VOLUNTARY	GENERAL FUND	NON-DEPARTMENTAL	274.58
1/26/22	ACH***TML MULTISTATE IEBP	VISION - EMPLOYEE & CHILDR	GENERAL FUND	NON-DEPARTMENTAL	4.62
1/26/22	ACH***TML MULTISTATE IEBP	VISION - EMPLOYEE & CHILDR	GENERAL FUND	NON-DEPARTMENTAL	4.62
1/26/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	37.64
1/26/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	37.64
1/26/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	7.29
1/26/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	7.29
1/26/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K SPOUSE BUY DOW	GENERAL FUND	CITY ADMINISTRATION	909.00
1/26/22	ACH***TML MULTISTATE IEBP	COPAY 1K-3K SPOUSE BUY DOW	GENERAL FUND	CITY ADMINISTRATION	909.00
1/26/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K CHILD BUY DOWN	GENERAL FUND	CITY ADMINISTRATION	276.62
1/26/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K CHILD BUY DOWN	GENERAL FUND	CITY ADMINISTRATION	276.62
1/26/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	1.90
1/26/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	1.90
1/26/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K FAMILY BUY DOWN	GENERAL FUND	CITY ADMINISTRATION	303.00
1/26/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K FAMILY BUY DOWN	GENERAL FUND	CITY ADMINISTRATION	303.00
1/26/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K CHILD HSA	GENERAL FUND	CITY ADMINISTRATION	26.38
1/26/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K CHILD HSA	GENERAL FUND	CITY ADMINISTRATION	26.38
1/26/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	GENERAL FUND	CITY ADMINISTRATION	1.77
1/26/22	ACH***TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	GENERAL FUND	CITY ADMINISTRATION	1.77
1/26/22	ACH***TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	0.17
1/26/22	ACH***TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	0.17
1/26/22	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	42.64
1/26/22	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	42.64
1/26/22	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	76.04
1/26/22	ACH***TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	76.04
1/26/22	ACH***TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	CITY ADMINISTRATION	3.72
1/26/22	ACH***TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	CITY ADMINISTRATION	3.72
1/26/22	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	11.76
1/26/22	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	11.76
1/26/22	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	5.86
1/26/22	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	5.86
1/26/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	6.20
1/26/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	6.20
1/26/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	8.56
1/26/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	8.56
1/26/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	CITY ADMINISTRATION	3.76
1/26/22	ACH***TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	CITY ADMINISTRATION	3.76
1/26/22	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	MUNICIPAL COURT	2.93
1/26/22	ACH***TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	MUNICIPAL COURT	2.93
1/26/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K EE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	85.92
1/26/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K EE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	85.92
1/26/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K EE HRA	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	60.05
1/26/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K EE HRA	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	60.05
1/26/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	147.42
1/26/22	ACH***TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	147.42
1/26/22	ACH***TML MULTISTATE IEBP	HSA 3K CHILD BUY DOWN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	303.00
1/26/22	ACH***TML MULTISTATE IEBP	HSA 3K CHILD BUY DOWN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	303.00

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/26/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	155.58
1/26/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	155.58
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	234.80
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	234.80
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	217.86
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	217.86
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	42.31
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	42.31
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.94
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.94
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.25
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.25
1/26/22	ACH****TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	6.45
1/26/22	ACH****TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	6.45
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.15
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.15
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1.50
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1.50
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.17
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.17
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2.20
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2.20
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1.83
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1.83
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE	GENERAL FUND	FIRE DEPARTMENT	227.70
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE	GENERAL FUND	FIRE DEPARTMENT	227.70
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE HRA	GENERAL FUND	FIRE DEPARTMENT	75.30
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE HRA	GENERAL FUND	FIRE DEPARTMENT	75.30
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K FAMILY BUY DOW	GENERAL FUND	FIRE DEPARTMENT	303.00
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K FAMILY BUY DOW	GENERAL FUND	FIRE DEPARTMENT	303.00
1/26/22	ACH****TML MULTISTATE IEBP	HSA 3K EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	579.27
1/26/22	ACH****TML MULTISTATE IEBP	HSA 3K EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	579.27
1/26/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	GENERAL FUND	FIRE DEPARTMENT	606.00
1/26/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	GENERAL FUND	FIRE DEPARTMENT	606.00
1/26/22	ACH****TML MULTISTATE IEBP	HSA 3K HSA FUNDS	GENERAL FUND	FIRE DEPARTMENT	329.73
1/26/22	ACH****TML MULTISTATE IEBP	HSA 3K HSA FUNDS	GENERAL FUND	FIRE DEPARTMENT	329.73
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	943.02
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	943.02
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K FAMILY BUY DOWN	GENERAL FUND	FIRE DEPARTMENT	303.00
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K FAMILY BUY DOWN	GENERAL FUND	FIRE DEPARTMENT	303.00
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	GENERAL FUND	FIRE DEPARTMENT	874.98
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	GENERAL FUND	FIRE DEPARTMENT	874.98
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	142.20
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	142.20
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	85.28
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	85.28
1/26/22	ACH****TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	FIRE DEPARTMENT	22.20
1/26/22	ACH****TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	FIRE DEPARTMENT	22.20
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	32.23
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	32.23
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	FIRE DEPARTMENT	8.79
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	FIRE DEPARTMENT	8.79
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	27.72
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	27.72
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	17.12
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	17.12

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	FIRE DEPARTMENT	3.76
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	FIRE DEPARTMENT	3.76
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	303.00
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	303.00
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE	GENERAL FUND	POLICE DEPARTMENT	910.80
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE	GENERAL FUND	POLICE DEPARTMENT	910.80
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE HRA	GENERAL FUND	POLICE DEPARTMENT	301.20
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE HRA	GENERAL FUND	POLICE DEPARTMENT	301.20
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	606.00
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	606.00
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K EE	GENERAL FUND	POLICE DEPARTMENT	356.70
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K EE	GENERAL FUND	POLICE DEPARTMENT	356.70
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K EE HRA	GENERAL FUND	POLICE DEPARTMENT	249.30
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K EE HRA	GENERAL FUND	POLICE DEPARTMENT	249.30
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	GENERAL FUND	POLICE DEPARTMENT	303.00
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	GENERAL FUND	POLICE DEPARTMENT	303.00
1/26/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	303.00
1/26/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	303.00
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	276.62
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	276.62
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	785.85
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	785.85
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K FAMILY BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	303.00
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K FAMILY BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	303.00
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K CHILD HSA	GENERAL FUND	POLICE DEPARTMENT	26.38
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K CHILD HSA	GENERAL FUND	POLICE DEPARTMENT	26.38
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	GENERAL FUND	POLICE DEPARTMENT	729.15
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	GENERAL FUND	POLICE DEPARTMENT	729.15
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	POLICE DEPARTMENT	36.60
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	POLICE DEPARTMENT	36.60
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	156.42
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	156.42
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	85.28
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	85.28
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	19.01
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	19.01
1/26/22	ACH****TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	POLICE DEPARTMENT	29.60
1/26/22	ACH****TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	POLICE DEPARTMENT	29.60
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	38.09
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	38.09
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	17.58
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	17.58
1/26/22	ACH****TML MULTISTATE IEBP	VISION - EMPLOYEE & CHILDR	GENERAL FUND	POLICE DEPARTMENT	7.70
1/26/22	ACH****TML MULTISTATE IEBP	VISION - EMPLOYEE & CHILDR	GENERAL FUND	POLICE DEPARTMENT	7.70
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	33.88
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	33.88
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	17.12
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	17.12
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	POLICE DEPARTMENT	3.76
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	GENERAL FUND	POLICE DEPARTMENT	3.76
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	WATER FUND	NON-DEPARTMENTAL	30.32
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	WATER FUND	NON-DEPARTMENTAL	30.32
1/26/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	WATER FUND	NON-DEPARTMENTAL	129.71
1/26/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	WATER FUND	NON-DEPARTMENTAL	129.71
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	10.36
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	10.36

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	7.39
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	7.39
1/26/22	ACH****TML MULTISTATE IEBP	HSA Contribution	WATER FUND	NON-DEPARTMENTAL	104.43
1/26/22	ACH****TML MULTISTATE IEBP	HSA Contribution	WATER FUND	NON-DEPARTMENTAL	104.43
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	1.99
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	1.99
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-VOLUNTARY	WATER FUND	NON-DEPARTMENTAL	12.02
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-VOLUNTARY	WATER FUND	NON-DEPARTMENTAL	12.02
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	1.74
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	1.74
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	WATER FUND	NON-DEPARTMENTAL	3.16
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	WATER FUND	NON-DEPARTMENTAL	3.16
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE	WATER FUND	WATER DEPARTMENT	227.70
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE	WATER FUND	WATER DEPARTMENT	227.70
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE HRA	WATER FUND	WATER DEPARTMENT	75.30
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 1K-3K EE HRA	WATER FUND	WATER DEPARTMENT	75.30
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K EE	WATER FUND	WATER DEPARTMENT	92.43
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K EE	WATER FUND	WATER DEPARTMENT	92.43
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K EE HRA	WATER FUND	WATER DEPARTMENT	64.60
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K EE HRA	WATER FUND	WATER DEPARTMENT	64.60
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	WATER FUND	WATER DEPARTMENT	155.58
1/26/22	ACH****TML MULTISTATE IEBP	COPAY 3K-6K SPOUSE BUY DOW	WATER FUND	WATER DEPARTMENT	155.58
1/26/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	WATER FUND	WATER DEPARTMENT	147.42
1/26/22	ACH****TML MULTISTATE IEBP	HSA 3K FAMILY BUY DOWN	WATER FUND	WATER DEPARTMENT	147.42
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	234.81
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	234.81
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	WATER FUND	WATER DEPARTMENT	217.86
1/26/22	ACH****TML MULTISTATE IEBP	HSA 4K-6K HSA FUNDS	WATER FUND	WATER DEPARTMENT	217.86
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	42.84
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	42.84
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	10.38
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	10.38
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	9.76
1/26/22	ACH****TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	9.76
1/26/22	ACH****TML MULTISTATE IEBP	HRA/HSA FEE	WATER FUND	WATER DEPARTMENT	6.48
1/26/22	ACH****TML MULTISTATE IEBP	HRA/HSA FEE	WATER FUND	WATER DEPARTMENT	6.48
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	4.46
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	4.46
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	7.29
1/26/22	ACH****TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	7.29
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	6.19
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	6.19
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	2.08
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	2.08
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	WATER FUND	WATER DEPARTMENT	5.69
1/26/22	ACH****TML MULTISTATE IEBP	VISION-EMPLOYEE & SPOUSE	WATER FUND	WATER DEPARTMENT	5.69
1/31/22	FROST - VISA DEBIT CARD	PERMIT CLERK REC'D STAMP	GENERAL FUND	CITY ADMINISTRATION	64.50
1/31/22	FROST - VISA DEBIT CARD	CITY MANAGER TML/TCMA MEMB	GENERAL FUND	CITY ADMINISTRATION	524.22
1/31/22	FROST - VISA DEBIT CARD	BACKGROUND FD - STEVEN BEC	GENERAL FUND	CITY ADMINISTRATION	79.95
1/31/22	FROST - VISA DEBIT CARD	BACKGROUND FD - ROLANDO SA	GENERAL FUND	CITY ADMINISTRATION	79.95
1/31/22	FROST - VISA DEBIT CARD	SSL FOR MOBILERMS	GENERAL FUND	CITY ADMINISTRATION	94.99
1/31/22	FROST - VISA DEBIT CARD	ANNUAL SURVEYMONKEY SUBSCR	GENERAL FUND	CITY ADMINISTRATION	372.00
1/31/22	FROST - VISA DEBIT CARD	ZOOM JANUARY AUDIO	GENERAL FUND	CITY ADMINISTRATION	2.00
1/31/22	FROST - VISA DEBIT CARD	VIDEO EDITOR SOFTWARE LICE	GENERAL FUND	CITY ADMINISTRATION	50.37
1/31/22	FROST - VISA DEBIT CARD	INTERNATIONAL CARD FEE	GENERAL FUND	CITY ADMINISTRATION	0.50
1/31/22	INTRUDER ALERT SYSTEMS	SERVICE CALL KEYPAD FAULT	GENERAL FUND	CITY ADMINISTRATION	120.00

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/31/22	AMAZON.COM SERVICES INC	KVM CABLE & ETHERNET CABLE	GENERAL FUND	CITY ADMINISTRATION	28.38
1/31/22	AMAZON.COM SERVICES INC	WATER FILTER	GENERAL FUND	CITY ADMINISTRATION	55.54
1/31/22	AMAZON.COM SERVICES INC	WATER FILTER CREDIT	GENERAL FUND	CITY ADMINISTRATION	69.00-
1/31/22	ALTEX ELECTRONICS, LTD.	SERVER ROOM BATTERY BACKUP	GENERAL FUND	CITY ADMINISTRATION	457.90
1/31/22	GE MONEY BANK	SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	150.36
1/31/22	GE MONEY BANK	SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	48.38
1/31/22	O'REILLY AUTO PARTS	BATTERY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	144.51
1/31/22	FROST - VISA DEBIT CARD	HAND WARMERS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	26.97
1/31/22	FROST - VISA DEBIT CARD	WORK BOOTS - BRANDON	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	170.99
1/31/22	INTRUDER ALERT SYSTEMS	2 DOOR CONTROLLER:NOT RELE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	120.00
1/31/22	SUN COAST RESOURCES, INC	FUEL - PW	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	544.46
1/31/22	T MOBILE	COMMUNICATION/SECURITY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	35.04
1/31/22	TEXAS MATERIALS GROUP INC	ASPHALT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	554.40
1/31/22	PARKING LOT STORE	ASPHALT BINDER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	251.95
1/31/22	GE MONEY BANK	COFFEE	GENERAL FUND	FIRE DEPARTMENT	17.96
1/31/22	GE MONEY BANK	JANITOR SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	92.27
1/31/22	O'REILLY AUTO PARTS	RPL RELAYS - M139B	GENERAL FUND	FIRE DEPARTMENT	221.10
1/31/22	O'REILLY AUTO PARTS	TRUCK WAS FLUID & DEF ADDI	GENERAL FUND	FIRE DEPARTMENT	6.72
1/31/22	O'REILLY AUTO PARTS	TRUCK WAS FLUID & DEF ADDI	GENERAL FUND	FIRE DEPARTMENT	27.98
1/31/22	SUN COAST RESOURCES, INC	FUEL - FIRE DEPT	GENERAL FUND	FIRE DEPARTMENT	727.67
1/31/22	AMAZON.COM SERVICES INC	UNIFORMS	GENERAL FUND	FIRE DEPARTMENT	174.95
1/31/22	MVBA, LLC	REMKUS COLLECTION COMMISSI	GENERAL FUND	FIRE DEPARTMENT	17.37
1/31/22	FROST - VISA DEBIT CARD	# 519 & # 524 - REGISTRATI	GENERAL FUND	POLICE DEPARTMENT	19.00
1/31/22	FROST - VISA DEBIT CARD	FBINAA ASSOC. DUE: KELLEY	GENERAL FUND	POLICE DEPARTMENT	130.00
1/31/22	FROST - VISA DEBIT CARD	# 523 - RIGHT SIDE GRAPHIC	GENERAL FUND	POLICE DEPARTMENT	645.00
1/31/22	FROST - VISA DEBIT CARD	GUN SAFE	GENERAL FUND	POLICE DEPARTMENT	199.99
1/31/22	SAN ANTONIO CODE BLUE POLICE SUPPLY	UNIFORMS - SCHUMACHER	GENERAL FUND	POLICE DEPARTMENT	224.00
1/31/22	SAN ANTONIO CODE BLUE POLICE SUPPLY	UNIFORMS - RANGEL	GENERAL FUND	POLICE DEPARTMENT	62.00
1/31/22	SAN ANTONIO CODE BLUE POLICE SUPPLY	UNIFORMS - BENEVIDAS	GENERAL FUND	POLICE DEPARTMENT	188.00
1/31/22	SUN COAST RESOURCES, INC	DOUBLE INVOICE PAID	GENERAL FUND	POLICE DEPARTMENT	579.21-
1/31/22	SUN COAST RESOURCES, INC	PD FUEL	GENERAL FUND	POLICE DEPARTMENT	602.22
1/31/22	CRISP ANALYTICAL LABORATORIES	WATER ANALYSIS	WATER FUND	WATER DEPARTMENT	130.00
1/31/22	FROST - VISA DEBIT CARD	FIRE HAZARDOUS CHEMICAL PE	WATER FUND	WATER DEPARTMENT	315.00
1/31/22	JESSICA CHINSKI	MILEAGE TO P.O. - OCTOBER	WATER FUND	WATER DEPARTMENT	12.32
1/31/22	JESSICA CHINSKI	MILEAGE TO P.O. - NOVEMBER	WATER FUND	WATER DEPARTMENT	12.32
1/31/22	JESSICA CHINSKI	MILEAGE TO P.O. - DECEMBER	WATER FUND	WATER DEPARTMENT	12.32
1/31/22	SAN ANTONIO RIVER AUTHORITY	REGIONAL WATER ALLIANCE FE	WATER FUND	WATER DEPARTMENT	200.00
1/31/22	SUN COAST RESOURCES, INC	FUEL - WATER	WATER FUND	WATER DEPARTMENT	272.23
1/31/22	T MOBILE	COMMUNICATION/SECURITY	WATER FUND	WATER DEPARTMENT	35.04
1/31/22	OFFICE DEPOT	OFFICE SUPPLIES	WATER FUND	WATER DEPARTMENT	56.01
1/31/22	REALITY DEFENSE, INC.	PATROL RIFLE COURSE - 5 OF	CRIME CONTROL DIST	POLICE DEPARTMENT	935.00
1/31/22	FROST - VISA DEBIT CARD	TIKTOK&SNAPCHAT-FOX,KELLEY	CRIME CONTROL DIST	POLICE DEPARTMENT	150.00
1/31/22	FROST - VISA DEBIT CARD	TPCA ASSOC. MEMBERSHIP-KEL	CRIME CONTROL DIST	POLICE DEPARTMENT	50.00
1/31/22	FROST - VISA DEBIT CARD	SUICIDE INVESTIGATION:PAGE	CRIME CONTROL DIST	POLICE DEPARTMENT	156.00
1/31/22	USAT	WIFI, LTE, GPS CABLES	CRIME CONTROL DIST	POLICE DEPARTMENT	670.78
1/31/22	FROST - VISA DEBIT CARD	FOXIT SOFTWARE - ADMIN	AMER RESCUE PLAN A	CITY ADMINISTRATION	179.00
1/31/22	FROST - VISA DEBIT CARD	FOXIT SOFTWARE - PW	AMER RESCUE PLAN A	PUBLIC WORKS/GOV. BLDG	79.50
1/31/22	FROST - VISA DEBIT CARD	FOXIT SOFTWARE - FD	AMER RESCUE PLAN A	FIRE DEPARTMENT	159.00
1/31/22	FROST - VISA DEBIT CARD	FOXIT SOFTWARE - PD	AMER RESCUE PLAN A	POLICE DEPARTMENT	159.00
1/31/22	FROST - VISA DEBIT CARD	FOXIT SOFTWARE - WATER	AMER RESCUE PLAN A	WATER DEPARTMENT	79.50
TOTAL:					622,848.80

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
===== FUND TOTALS =====					
10		GENERAL FUND	421,199.44		
20		WATER FUND	91,851.73		
40		CRIME CONTROL DISTRICT	71,552.78		
58		AMER RESCUE PLAN ACT FUND	38,244.85		

		GRAND TOTAL:	622,848.80		

TOTAL PAGES: 12

SELECTION CRITERIA

SELECTION OPTIONS

VENDOR SET: 01-CITY OF SHAVANO PARK
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: 0/00/0000 THRU 99/99/9999
CHECK DATE: 1/01/2022 THRU 1/31/2022

PAYROLL SELECTION

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

PRINT OPTIONS

PRINT DATE: Check Date
SEQUENCE: By Date
DESCRIPTION: Distribution
GL ACCTS: YES
REPORT TITLE: C O U N C I L A / P R E P O R T
SIGNATURE LINES: 0

PACKET OPTIONS

INCLUDE REFUNDS: YES
INCLUDE OPEN ITEM:NO

1. CALL MEETING TO ORDER

Mayor Werner called the meeting to order at 6:30 p.m.

PRESENT:

ABSENT: None

Alderman Aleman
Mayor Pro Tem Kautz
Alderman Kuykendall
Alderman Miller
Alderman Powers
Mayor Werner

2. PLEDGE OF ALLEGIANCE AND INVOCATION

Alderman Kuykendall led the Pledge of Allegiance to the Flag.
Alderman Miller led the Invocation.

3. CITIZENS TO BE HEARD

Citizens Pierce, David, addressed City Council regarding tree trimming companies and the faded striping on DeZavala Rd.

4. CITY COUNCIL COMMENTS

City Council wished all a Happy New Year and welcomed back.

5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS

Proclamation - January 24th, 2022, as Human Trafficking Awareness and Prevention month in the City of Shavano Park, Texas

Mayor Werner read the proclamation Human Trafficking Awareness and Prevention month in the City of Shavano Park, Texas

6. REGULAR AGENDA ITEMS

6.1. Discussion / action - Accepting the FY 2021 Financial Statement Audit - Finance Director

Finance Director Morey and Phil Vaughn presented the FY 2021 Financial Statement Audit.

Alderman Powers made a motion to accept the FY 2021 Financial Statement Audit as presented.

Alderman Kuykendall seconded the motion.

The motion to accept the 2021 Financial Statement Audit as presented was accepted with a unanimous vote.

6.2. Presentation / discussion - 2021 Annual Crime Report - Police Chief

Chief Fox presented the 2021 Annual Crime Report.

6.3. Discussion / action - Appointment of Council Appointed Positions (Refuse Services; Health / Septic Inspector; Building Inspector; Auditor) - City Manager

Alderman Powers made a motion that authorize the City Manager to negotiate a contractual agreement with Republic Services, as well as extended contractual agreements with B&B Inspections and Monty McGuffin; that City Auditor services to be renewed for one year with contract renegotiations to be conducted by the City Manager; and that Assistant to the City Manager Leeth to assist in negotiations of contract with Spectrum.

Mayor Pro Tem Kautz seconded the motion.

The motion carried with unanimous vote.

6.4. Discussion / action - Ordinance O-2022-001 amending Sec. 14-21 of City of Shavano Park Code of Ordinances to allow expenditure of designated funds for tree beautification (administrative) - City Manager

Mayor Pro Tem. Kautz made a motion to approve Ordinance O-2022-001 amending Sec. 14-21 of City of Shavano Park Code of Ordinances to allow expenditure of designated funds for tree beautification.

Alderman Miller seconded the motion.

The motion to approve Ordinance O-2022-001 amending Sec. 14-21 of City of Shavano Park Code of Ordinances to allow expenditure of designated funds for tree beautification carried with unanimous vote.

6.5. Discussion / action - Transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Finance Director

No action was taken on this item

6.6. Discussion / action - Ordinance O-2021-011 amending Chapter 8 - BUSINESS AND BUSINESS REGULATIONS; ARTICLE III. FOOD AND FOOD ESTABLISHMENT RULES to provide regulations for mobile food units and mobile food courts (first reading) - City Manager

Mayor Pro Tem Kautz made a motion to approve the Ordinance O-2021-011 subject to modifications by staff prohibiting food courts.

Alderman Miller seconded the motion.

The motion carried with unanimous vote.

- 6.7.** Discussion – Consideration of an Ordinance adopting sections of the 2018 International Property Maintenance Code - City Manager

Consensus was to form an informal working group led by Alderman Miller who will review and bring back recommendations to City Council.

7. CITY MANAGER’S REPORT

All matters listed under this item are considered routine by the City Council and will only be considered at the request of one or more Aldermen. Coincident with each listed item, discussion will generally occur.

- 7.1.** Building Permit Activity Report
- 7.2.** Fire Department Activity Report
- 7.3.** Municipal Court Activity Report
- 7.4.** Police Department Activity Report
- 7.5.** Public Works Activity Report
- 7.6.** Finance Report

City Council requested discussion of agenda items 7.2

Fire Monthly Report - MPT Kautz wants to see Basic Life Service (BLS) vs Advanced Life service (ALS) stats. Fire Chief Dover to accomplish, update monthly report for February Council

8. CONSENT AGENDA

All matters listed under this item are considered routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired by any Alderman on any item, that item will be removed from the consent agenda and will be considered separately.

- 8.1.** Approval - Regular City Council Minutes, November 22, 2021
- 8.2.** Accept - Planning and Zoning Commission Minutes, November 3, 2021
- 8.3.** Approval - Ordinance O-2021-014 amending Chapter 36 - ZONING of the City of Shavano Park Code of Ordinances to comply with H.B. 1475 of the 87th Texas Legislature which changes Board of Adjustment authority related to variances and gives additional specific grounds for which a variance from a municipal zoning ordinance may be granted (second reading) - City Manager

- 8.4. Approval – Resolution R-2022-001 amending City Policy No. 18 - Board of Adjustment Policy**
- 8.5. Accept - Quarterly and Annual Investment Reports, ending September 30, 2021**
- 8.6. Approval - Fiscal Year 2022 Surplus List**
- 8.7. Approval - Resolution R-2022-002 ordering the May 7, 2022 General / Special Election for the election to elect three (3) Aldermen and to reauthorize the street maintenance sales tax at the rate of one-fourth of one percent to provide revenue for maintenance and repair of municipal streets**
- 8.8. Accept - Amending Plat of Napier Park Unit-3 to adjust lot lines between Lots 24 and 25 of County Block 4787 in the Napier Park Planned Unit Development**

9. ADJOURNMENT

Mayor Pro Tem Kautz made a motion to approve / accept Consent Agenda Items 8.1 – 8.8 as presented.

Alderman Miller seconded the motion.

The motion to approve Consent Agenda Items 8.1 – 8.8 carried with unanimous vote.

10. ADJOURNMENT

Alderman Powers made a motion to adjourn the meeting.

Alderman Miller seconded the motion.

The motion to adjourn the meeting carried with a unanimous vote.

The meeting ended at 7:55 p.m.

Robert Werner
Mayor

Trish Nichols
City Secretary

1. CALL MEETING TO ORDER

Mayor Werner called the meeting to order at 4:01 p.m.

PRESENT:

ABSENT: None

Alderman Aleman

Mayor Pro Tem Kautz

Alderman Kuykendall

Alderman Miller

Alderman Powers

Mayor Werner

2. CITIZENS TO BE HEARD

No citizens signed up to address City Council.

3. CITY COUNCIL COMMENTS

Mayor Werner with the consensus of City Council dispensed with City Council Comments.

4. REGULAR AGENDA ITEMS

4.1. Discussion - Strategic Planning Considerations - City Council / City Staff

City Council considered options for a comprehensive street maintenance plan and other requirements. No action was taken.

5. ADJOURNMENT

Alderman Powers made a motion to adjourn the meeting.

Alderman Miller seconded the meeting.

The meeting adjourned at 5:46 p.m.

Robert Werner, Mayor

Trish Nichols, City Secretary

1. CALL MEETING TO ORDER

Mayor Werner called the meeting to order at 2:00 p.m.

PRESENT:

ABSENT: None

Alderman Aleman
Mayor Pro Tem Kautz
Alderman Kuykendall
Alderman Miller
Alderman Powers
Mayor Werner

2. PLEDGE OF ALLEGIANCE AND INVOCATION

At this time, Mayor Werner with the consensus of City Council dispensed with the Pledge of Allegiance and the Invocation

3. CITIZENS TO BE HEARD

Citizen Tommy Peyton of 121 Shavano Drive addressed City Council regarding repairing the roads in Shavano Park.

4. CITY COUNCIL COMMENTS

Mayor Werner with the consensus of City Council dispensed with comments.

5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS

Mayor Werner with the consensus of City Council dispensed with any presentations, commendations, and announcements.

6. REGULAR AGENDA ITEMS

6.1. Discussion / action - Consideration of Ordinance O-2022-003 calling a bond election to be held in the City of Shavano Park, Texas; making provision for the conduct of a joint election; and resolving other matters incident and related to such election - City Bond Attorney / City Council

Mayor Pro Tem Kautz made a motion to approve Ordinance O-2022-003 calling a bond election to be held in the City of Shavano Park, Texas; making provision for the conduct of a joint election; and resolving other matters incident and related to such election.

Alderman Powers seconded the motion.

Mayor Werner called for a record vote.

The record vote to approve Ordinance O-2022-003 calling a bond election to be held in the City of Shavano Park, Texas; making provision for the conduct of a joint election; and resolving other matters incident and related to such election and hold a record vote carried as follows:

Alderman Aleman – Yes

Mayor Pro Tem Kautz – Yes

Alderman Kuykendall – Yes

Alderman Miller – Yes

Alderman Powers – Yes

6.2. Discussion / action - Consideration of Resolution R-2022-006 relating to establishing the City's intention to reimburse itself for the prior lawful expenditure of funds relating to constructing various City improvements from the proceeds of tax-exempt obligations to be issued by the City for authorized purposes; authorizing other matters incident and related thereto; and providing an effective date - City Manager / City Bond Attorney

Alderman Miller made a motion to adopt Resolution R-2022-006 relating to establishing the City's intention to reimburse itself for the prior lawful expenditure of funds relating to constructing various City improvements from the proceeds of tax-exempt obligations to be issued by the City for authorized purposes; authorizing other matters incident and related thereto; and providing an effective date.

Alderman Powers seconded the motion.

The motion for adopting Resolution R-2022-006 relating to establishing the City's intention to reimburse itself for the prior lawful expenditure of funds relating to constructing various City improvements from the proceeds of tax-exempt obligations to be issued by the City for authorized purposes; authorizing other matters incident and related thereto; and providing an effective date carried with a unanimous vote.

6.3. Discussion / action - Consideration of KFW Engineers and Surveying proposal to conduct survey, investigation, design, utility coordination, bidding services, and construction administration in support of the Phase I street reconstruction - City Manager / City Engineer

City Manager, Bill Hill, and Chris Otto, KFW Engineers presented the overview of the proposal to conduct survey, investigation, design, utility coordination, bidding services, and construction administration in support of the Phase I/IA street reconstruction.

Mayor Pro Tem Kautz made a motion to approve the task orders and authorize the City Manager to sign the task orders to complete Phase I/IA Engineering.

Alderman Aleman seconded the motion.

The motion to approve the task orders and authorize the City Manager to sign the task orders to complete Phase I/IA Engineering carried with a unanimous vote.

7. ADJOURNMENT

The meeting adjourned at 3:53 p.m.

Robert Werner
Mayor

Trish Nichols
City Secretary

1. **Call to order**

Chairman Laws called the meeting to order at 6:30 p.m.

PRESENT:

Carla Laws
Lori Fanning
Shawn Fitzpatrick
Vickey Maisel
Bill Simmons
William Stipek
Song Tan

ABSENT:

Michael Janssen
Cindy Teske

2. **Vote under Section 36-69 of the Shavano Park City Code (“Code”) concerning a finding that each of the items following item 2 on the agenda are “planning issues” or otherwise prescribed Planning & Zoning Commission duties under 36-69(l) of the Code or the severance of one or more of such items for an individual vote on such item or items.**

Upon a motion made by Commissioner Fanning, and a second made by Commissioner Stipek, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the agenda as it was provided as Planning & Zoning Commission issues. The motion carried.

3. **Citizens to be Heard.**

No one signed up to address the Planning & Zoning Commission.

4. **Consent Agenda:**

Approval - Planning & Zoning Commission minutes, November 3, 2021.

Upon a motion made by Commissioner Fitzpatrick and a second made by Commissioner Tan, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the Planning & Zoning Commission minutes of November 3, 2021 as presented. The motion carried.

5. **Discussion / action – Amending Plat of Napier Park Unit-3 to adjust lot lines between Lots 24 and 25 of County Block 4787 in the Napier Park Planned Unit Development.**

A motion was made by Commissioner Fitzpatrick to approve the amending plat of Napier Park Unit-3 to adjust lot lines between Lots 24 and 25 of County Block 4787 in the Napier Park Planned Unit Development provided the dimensions of the variable width drainage easement remain coextensive with the area of Lot 25 as originally platted.

A second made by Commissioner Stipek,

Upon a motion by Commissioner Fitzpatrick and a second by Commissioner Stipek, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve the amending plat of Napier Park Unit-3 to adjust lot lines between Lots 24 and 25 of County Block 4787 in the Napier Park Planned Unit Development provided the dimensions of the variable width drainage easement remain coextensive with the area of Lot 25 as originally plated. The motion carried.

6. **Report / update - City Council items considered at previous City Council meetings and discussion concerning the same - City Manager**

City Manager Hill provided an overview of items considered at the previous City Council Meeting.

7. **Chairman Announcements:**

- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members of pending agenda items:

8. **Adjournment**

Upon a motion made by Commissioner Maisel, and a second made by Commissioner Stipek, the Planning & Zoning Commission voted six (6) for and none (0) opposed to adjourn the meeting at 7:17 p.m. The motion carried.

Carla Laws, Chairman

Trish Nichols, City Secretary

CITY COUNCIL STAFF SUMMARY

Meeting Date: February 28, 2022

Agenda item: 8.5

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Accept – Quarterly investment report, period ending December 31, 2021

X

Attachments for Reference:

- a) Quarterly Investment Report December 31, 2021
- b) Frost Bank Pledged Securities December 31, 2021
- c) Cash and Investment Balances by Fund – December 31, 2021

BACKGROUND / HISTORY:

Per the Public Funds Investment Act (PFIA) (Chapter 2256.023), quarterly investment reports are required to be submitted to the governing body. The Act requires that all the investment officers sign the report and that it includes a statement that the City funds are maintained in compliance with the PFIA and the City's investment policy. These reports are also subject to examination by the Independent Auditor during the annual audit.

DISCUSSION:

These reports were reviewed and discussed in detail with the Investment Committee on February 14, 2022. Attachment a) is the required Quarterly Investment Report ending December 31, 2021. The reported balances as of December 31, 2021 are the bank balances and do not reflect outstanding checks that have not been presented for payment or deposits in transit.

The City's investment policy requires reporting the portfolio percentage by investments. The following is the breakdown by Security Type.

<u>Investment Portfolio:</u>	<u>Balances</u>	<u>Portfolio %</u>
Pools	\$2,945,498	79.07%
CD's	\$ 779,843	20.93%

Attachment b) is the Frost Bank Pledged Securities report from BNY Mellon Bank as of December 31, 2021 (note: there is a one-day lag in the reporting, plus January 1 and 2 occurred on the weekend, therefore the January 3 report date). Total depository funds were fully collateralized with pledged securities of \$3,881,837 and FDIC coverage of \$250,000.

<u>Depository</u>	<u>Balances</u>
Frost Accounts	\$3,878,739

Attachment c) represents the actual Cash and Investment Balances by all Funds per the general ledger as of December 31, 2021, totaling \$7,515,401. The variance between the reported totals in this report and the Quarterly Investment Report is due to outstanding checks not yet presented for payment and deposits in transit at month end.

COURSES OF ACTION: Accept – December 31, 2021 Quarterly and Annual Investment Reports or provide guidance as appropriate.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: Accept – December 31, 2021 Quarterly Investment Report

City of Shavano Park, Texas
Quarterly Investment Report
Three Months Ending December 31, 2021

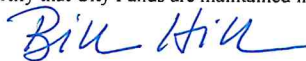
	Portfolio Type	Beginning 10/1/2021	Total Deposits / (Withdrawals)	Interest	Ending 12/31/2021	Annualized Rate for the Period	Rate at 12/31/2021	Days To Maturity	Maturity Date
GENERAL FUND 10									
TexStar	Pool	\$ 2,052,209.08	\$ -	\$ 57.54	\$ 2,052,266.62	0.0114%	0.0100%	1	n/a
TexPool	Pool	105,717.22	-	9.82	105,727.04	0.0370%	0.0280%	1	n/a
Security Service Credit Union	CD	130,223.82	-	129.91	130,353.73	0.4000%	0.4000%	84	3/25/22
United Federal Credit Union	CD	130,909.65	-	212.26	131,121.91	0.6500%	0.6500%	509	5/24/23
Generations Credit Union	CD	256,635.61	-	256.01	256,891.62	0.4000%	0.4000%	225	8/13/22
Total - General Fund Investments		\$ 2,675,695.38	\$ -	\$ 665.54	\$ 2,676,360.92				
WATER FUND 20									
TexStar	Pool	\$ 230,946.98	\$ -	\$ 6.56	\$ 230,953.54	0.0114%	0.0100%	1	n/a
TexPool	Pool	377.88	-	-	377.88	0.0370%	0.0280%	1	n/a
Security Service Credit Union	CD	130,223.82	-	129.91	130,353.73	0.4000%	0.4000%	84	3/25/22
United Federal Credit Union	CD	130,909.65	-	212.26	131,121.91	0.6500%	0.6500%	509	5/24/23
Total - Water Fund Investments		\$ 492,458.33	\$ -	\$ 348.73	\$ 492,807.06				
DEBT SERVICE FUND 30									
TexStar	Pool	\$ 21,022.56	\$ -	\$ 0.77	\$ 21,023.33	0.0114%	0.0100%	1	n/a
TexPool	Pool	105,606.35	-	9.81	105,616.16	0.0370%	0.0280%	1	n/a
Total - Debt Service Fund Investments		\$ 126,628.91	\$ -	\$ 10.58	\$ 126,639.49				
AMERICAN RESCUE PLAN ACT FUND 58									
TexStar	Pool	\$ 492,975.40	\$ (63,454.72)	\$ 13.09	\$ 429,533.77	0.0114%	0.0100%	1	n/a
GENERAL FUND 10	Depository	\$ 571,852.85	\$ 527,135.07	\$ 12.27	\$ 1,099,000.19	0.0100%	0.0100%	1	n/a
WATER FUND 20	Depository	658,824.82	75,003.54	15.76	733,844.12	0.0100%	0.0100%	1	n/a
DEBT SERVICE FUND 30	Depository	11,689.30	35,907.07	0.50	47,596.87	0.0100%	0.0100%	1	n/a
GENERAL CAPITAL REPLACEMENT 70	Depository	1,632,260.82	(101,026.45)	36.00	1,531,270.37	0.0100%	0.0100%	1	n/a
CRIME CONTROL DISTRICT 40	Depository	313,638.49	28,016.27	7.50	341,662.26	0.0100%	0.0100%	1	n/a
PEG FEE 42	Depository	120,891.76	3,993.66	2.75	124,888.17	0.0100%	0.0100%	1	n/a
MISCELLANEOUS OTHER FUNDS	Depository	477.21	-	-	477.21	0.0100%	0.0100%	1	n/a
Total - Depository Accounts		\$ 3,309,635.25	\$ 569,029.16	\$ 74.78	\$ 3,878,739.19				
All Funds - Investments and Depository Accounts		\$ 7,097,393.27	\$ 505,574.44	\$ 1,112.72	\$ 7,604,080.43				

The amounts reflected hereon are the financial institution balance and will not reflect outstanding checks that have not been presented for payment or deposits in transit at December 31, 2021.

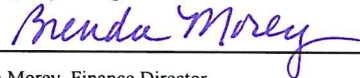
The weighted average maturity of investment portfolio (excluding Depository accounts): 65 days. The maximum, per policy, is 270 days.

The average annualized rate of return for the period: 0.0151% The average three month treasury bill rate over this period is: 0.0547% Per St Louis Federal Reserve Economic Data website (FRED)

We certify that City Funds are maintained in compliance with the City's Investment policy strategies and the relevant provisions of the Public Funds Investment Act (Chapter 2256 of the Texas Government Code)

 2/28/22

Bill Hill, City Manager



Brenda Morey, Finance Director

2/28/2022

Tri-Party Collateral Agreement
BNY Mellon as Tri-Party Custodian
Price Report for 03 Jan 2022

FTSH22 - CITY OF SHAVANO PARK/FRS

Par Amount	Description	Source Account	Price	Market Value (USD)	Mkt Value + Intr (USD)	Collateral Value (USD)	Accr Int Factor	Price Factor						
Cpn Rate	Currency	Exchange Rate	Mdy	S&P	Fitch	Security Code	Maturity	Type	Issuer	Depository	Accrued Interest	Margin	Margin %	
40,000.00	WAXAHACHIE TEX INDPT SCH DIST		122.008000	48,803.20	49,569.87	45,063.52	0.019167	1.000000						
5.00000	USD	1.0000000000	8II	Aaa	AAA	944097XM1	15-Feb-2048	MUBD	01CP04	DTC	766.67	4,506.35	110.00 %	
15,000.00	TEXAS TRANSN COMMN ST HWY FD R		120.443000	18,066.45	18,258.12	16,598.29	0.012778	1.000000						
5.00000	USD	1.0000000000	8II	Aaa	AAA	88283LJY3	01-Oct-2026	MUBD	039CET	DTC	191.67	1,659.83	110.00 %	
70,000.00	TEXAS TRANSN COMMN ST HWY FD R		110.396000	77,277.20	78,171.64	71,065.13	0.012778	1.000000						
5.00000	USD	1.0000000000	8II	Aaa	AAA	88283LJF4	01-Apr-2034	MUBD	039CET	DTC	894.44	7,106.51	110.00 %	
2,210,000.00	TEXAS ST GO MOBILITY		122.792000	2,713,703.20	2,741,942.09	2,492,674.63	0.012778	1.000000						
5.00000	USD	1.0000000000	8II	Aaa	AAA	AAA	8827237E3	01-Oct-2036	MUBD	01W20P	DTC	28,238.89	249,267.46	110.00 %
70,000.00	SOUTHWEST TEX INDPT SCH DIST		108.252000	75,776.40	76,663.07	69,693.70	0.012667	1.000000						
3.00000	USD	1.0000000000	8II	AAA	AAA	845267ZJ5	01-Feb-2044	MUBD	01COM2	DTC	886.67	6,969.37	110.00 %	
15,000.00	SOUTHWEST TEX INDPT SCH DIST		108.644000	16,296.60	16,613.27	15,102.97	0.021111	1.000000						
5.00000	USD	1.0000000000	8II	Aaa	AAA	845267VZ3	01-Feb-2035	MUBD	01COM2	DTC	316.67	1,510.30	110.00 %	
30,000.00	SHERMAN TEX INDPT SCH DIST		121.594000	36,478.20	37,053.20	33,684.73	0.019167	1.000000						
5.00000	USD	1.0000000000	8II	Aaa	AAA	824178YV3	15-Feb-2045	MUBD	01COGD	DTC	575.00	3,368.47	110.00 %	
35,000.00	SAN ANTONIO TEX WTR REV	SYS JR	119.773000	41,920.55	42,153.88	38,321.71	0.006667	1.000000						
5.00000	USD	1.0000000000	8II	Aa2	AA	AA	79642B3W1	15-May-2032	MUBD	02OHPP	DTC	233.33	3,832.17	110.00 %
155,000.00	SAN ANTONIO TEX ELEC & GAS		109.964000	170,444.20	172,407.53	156,734.12	0.012667	1.000000						
3.00000	USD	1.0000000000	8II	Aa2	A+	AA-	79625GBR3	01-Feb-2037	MUBD	02V8X7	DTC	1,963.33	15,673.41	110.00 %
30,000.00	MELISSA TEX INDPT SCH DIST	UNLTD	122.166000	36,649.80	37,283.13	33,893.76	0.021111	1.000000						
5.00000	USD	1.0000000000	8II	Aaa	AAA	585488UK3	01-Aug-2048	MUBD	01CN94	DTC	633.33	3,389.38	110.00 %	
30,000.00	MANSFIELD TEX INDPT SCH DIST	ULTD	113.279000	33,983.70	34,558.70	31,417.00	0.019167	1.000000						
5.00000	USD	1.0000000000	8II	Aaa	AAA	564386MR8	15-Feb-2035	MUBD	01CN3L	DTC	575.00	3,141.70	110.00 %	
30,000.00	LUBBOCK COOPER TEX INDPT SCH D		102.462000	30,738.60	31,054.85	28,231.68	0.010542	1.000000						
2.75000	USD	1.0000000000	8II	AAA	AAA	549108VA3	15-Feb-2049	MUBD	01CN14	DTC	316.25	2,823.17	110.00 %	
40,000.00	LIBERTY HILL TEX INDPT SCH DIS		118.299000	47,319.60	48,164.04	43,785.49	0.021111	1.000000						
5.00000	USD	1.0000000000	8II	Aaa	AAA	530574NF5	01-Feb-2049	MUBD	01CMZ4	DTC	844.44	4,378.55	110.00 %	
45,000.00	LAREDO TEX INDPT SCH DIST	UNLTD	120.631000	54,283.95	55,233.95	50,212.68	0.021111	1.000000						
5.00000	USD	1.0000000000	8II	AAA	AAA	516840YU3	01-Aug-2040	MUBD	01CMVY	DTC	950.00	5,021.27	110.00 %	
100,000.00	LAMAR TEX CONS INDPT SCH DIST		107.014000	107,014.00	108,164.00	98,330.91	0.011500	1.000000						
3.00000	USD	1.0000000000	8II	Aaa	AAA	513174YK2	15-Feb-2051	MUBD	01CMTN	DTC	1,150.00	9,833.09	110.00 %	
35,000.00	LAMAR TEX CONS INDPT SCH DIST		112.948000	39,531.80	40,202.63	36,547.85	0.019167	1.000000						
5.00000	USD	1.0000000000	8II	Aaa	AAA	513174UM2	15-Feb-2036	MUBD	01CMTN	DTC	670.83	3,654.78	110.00 %	
15,000.00	KLEIN TEX INDPT SCH DIST	ULTD	110.987000	16,648.05	16,845.97	15,314.52	0.013194	1.000000						
3.12500	USD	1.0000000000	8II	Aaa	AAA	498531LE0	01-Feb-2033	MUBD	01CMPT	DTC	197.92	1,531.45	110.00 %	
20,000.00	KATY TEX INDPT SCH DIST	ULTD	117.407000	23,481.40	23,864.73	21,695.21	0.019167	1.000000						
5.00000	USD	1.0000000000	8II	Aaa	AAA	486063UH1	15-Feb-2039	MUBD	01CMM2	DTC	383.33	2,169.52	110.00 %	
130,000.00	HIGHLAND PARK TEX INDPT SCH DI		120.249000	156,323.70	158,815.37	144,377.61	0.019167	1.000000						
5.00000	USD	1.0000000000	8II	Aaa	AAA	430686QZ1	15-Feb-2037	MUBD	01CMAR	DTC	2,491.67	14,437.76	110.00 %	
40,000.00	HIGHLAND PARK TEX INDPT SCH DI		114.044000	45,617.60	46,384.27	42,167.52	0.019167	1.000000						
5.00000	USD	1.0000000000	8II	Aaa	AAA	430686PV1	15-Feb-2027	MUBD	01CMAR	DTC	766.67	4,216.75	110.00 %	
65,000.00	CYPRESS-FAIRBANKS TEX INDPT SC		110.231000	71,650.15	72,646.82	66,042.56	0.015333	1.000000						
4.00000	USD	1.0000000000	8II	Aaa	AAA	232769CV9	15-Feb-2040	MUBD	01CKRE	DTC	996.67	6,604.26	110.00 %	

Tri-Party Collateral Agreement
BNY Mellon as Tri-Party Custodian
Price Report for 03 Jan 2022

FTSH22 - CITY OF SHAVANO PARK/FRS

Par Amount Cpn Rate	Description Currency	Source Account Exchange Rate	Account Mdy	S&P	Fitch	Security Code	Price Maturity	Market Value (USD) Type	Mkt Value + Intr (USD) Issuer	Collateral Value (USD) Depository	Accr Int Factor Accrued Interest	Price Factor Margin	Price Factor Margin %
35,000.00	COMMUNITY INDPT SCH DIST TEX												
5.00000	USD	1.0000000000	8II	AAA		203714PE4	121.422000 15-Feb-2046	42,497.70 MUBD	01CKLW	43,168.53 DTC	39,244.12 670.83	0.019167 3,924.41	1.000000 110.00 %
20,000.00	CLEAR CREEK TEX INDPT SCH DIST												
5.00000	USD	1.0000000000	8II	AAA	AAA	1845406D9	108.686000 15-Feb-2039	21,737.20 MUBD	01CKJI	22,120.53 DTC	20,109.58 383.33	0.019167 2,010.96	1.000000 110.00 %
145,000.00	BURKBURNETT TEX INDPT SCH DIST												
5.00000	USD	1.0000000000	8II	AAA		121313JX9	112.487000 15-Feb-2039	163,106.15 MUBD	01CKCL	165,885.32 DTC	150,804.83 2,779.17	0.019167 15,080.48	1.000000 110.00 %
25,000.00	BEXAR CNTY TEX												
5.00000	USD	1.0000000000	8II	Aaa	AAA	088281B33	119.515000 15-Jun-2043	29,878.75 MUBD	01CK21	29,941.25 DTC	27,219.32 62.50	0.002500 2,721.93	1.000000 110.00 %
25,000.00	ALDINE TEX INDPT SCH DIST												
5.00000	USD	1.0000000000	8II	Aaa	AAA	014393VX7	112.060000 15-Feb-2040	28,015.00 MUBD	01CJLG	28,494.17 DTC	25,903.79 479.17	0.019167 2,590.38	1.000000 110.00 %
55,000.00	ABILENE TEX INDPT SCH DIST												
5.00000	USD	1.0000000000	8II	Aaa	AAA	003464MA9	121.986000 15-Feb-2043	67,092.30 MUBD	01CJKL	68,146.47 DTC	61,951.33 1,054.17	0.019167 6,195.13	1.000000 110.00 %
5,000.00	ABILENE TEX INDPT SCH DIST												
5.00000	USD	1.0000000000	8II	Aaa	AAA	003464LY8	122.358000 15-Feb-2041	6,117.90 MUBD	01CJKL	6,213.73 DTC	5,648.85 95.83	0.019167 564.88	1.000000 110.00 %

Total

3,530,000.00

4,220,453.35

4,270,021.13

3,881,837.39

49,567.78

388,183.74

Account: FTSH22 Account Name: CITY OF SHAVANO PARK/FRS

Start Date: 01-Mar-2018 End Date: 03-Jan-2024

Repo Repricing Rate: 0.0000% Deal Currency: USD

Deal Amount: 3,878,739.19 Unwind Amount: 3,878,739.19

Deal Value -> Today: 3,878,739.19 -> Next Business Day: 3,878,739.19

Listed Positions: 28 Listed Securities Par 3,530,000.00

1)	Listed Securities Market Value	:	4,220,453.35
2)	+ Listed Securities Accrued Interest	:	49,567.78
3)	= Listed Securities Total Value	:	4,270,021.13
4)	+ Cash Total Pledged	:	0.00
5)	+ Unlisted, Margined Securities Value	:	0.00
6)	- Listed Securities Margin Amount	:	388,183.74
7)	- Cash Collateral Margin Amount	:	0.00
8)	= Total Securities + Cash Coll Value	:	3,881,837.39
9)	= Total Required Collateral Value	:	3,878,739.19

**Tri-Party Collateral Agreement
BNY Mellon as Tri-Party Custodian
Price Report for 03 Jan 2022**

Grand Totals : Number of Accounts:	1		
Deal Amount:	3,878,739.19	Unwind Amount:	3,878,739.19
Deal Value -> Today:	3,878,739.19	-> Next Business Day:	3,878,739.19
Listed Positions:	28	Listed Securities Par Value:	3,530,000.00

1)	Listed Securities Market Value	:	4,220,453.35
2)	+ Listed Securities Accrued Interest	:	49,567.78
3)	= Listed Securities Total Value	:	4,270,021.13
4)	+ Cash Total Pledged	:	0.00
5)	+ Unlisted, Margined Securities Value	:	0.00
6)	- Listed Securities Margin Amount	:	388,183.74
7)	- Cash Collateral Margin Amount	:	0.00
8)	= Total Securities + Cash Coll Value	:	3,881,837.39
9)	= Total Required Collateral Value	:	3,878,739.19

**BROKER DEALER SERVICES DIVISION
PRICING, INDICATIVE DATA AND OTHER DISCLOSURES**

The prices of financial assets and indicative data reported or reflected in reports furnished by the Broker Dealer Services Division (BDS) of The Bank of New York Mellon (BNYM) generally are provided by data providers and ratings agencies ("vendors") used by BDS in the ordinary course of business. Trust receipts will be valued based on the face amount of the underlying financial assets, as set forth therein. Prices and indicative data are not independently verified, and may contain errors or omissions.

With respect to certain newly issued financial assets, if vendors do not provide prices, such financial assets will be valued at par or the new issue price for up to three business days. Thereafter, such financial assets will be valued at zero.

With respect to certain financial assets other than new issues, vendors may not provide prices and may not update prices previously provided on a regular basis. If vendors do not provide prices or update previously reported prices within three business days, such financial assets will be valued at zero, unless other arrangements are agreed in writing.

Notwithstanding the foregoing, certain hard-to-price, thinly traded or illiquid financial assets are valued monthly with no adjustment during the interim period (details are available upon request by contacting BDS).

Although BNYM will not utilize prices obtained from brokers or dealers in providing services, BNYM may obtain from any broker or dealer prices and other information and data such as offering memoranda, observable and non-observable information and assumptions in order to assist BNYM's vendors in determining prices of particular financial assets.

With respect to certain financial assets that are not widely held or regularly traded, vendors may report prices based on valuation models which reflect underlying non-observable assumptions that may not be accurate or complete and such models and/or prices may not be regularly adjusted.

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CITY OF SHAVANO PARK

CASH & INVESTMENT BALANCES BY FUND (fund number)	December 31, 2021
General Fund (10)	\$ 2,861,852
Water Fund (20)	568,279
Water Capital Replacement Fund (72)	592,056
Debt Service Fund (30)	207,088
Crime Control District Fund (40)	341,708
PEG Funds (42)	124,888
Oak Wilt Fund (45)	101,274
Street Maintenance Fund (48)	713,807
Court Security/Technology (50)	67,726
Child Safety Fund (52)	3,996
LEOSE Fund (53)	(62)
American Rescue Plan Act Fund (58)	401,042
GF Capital Replacement Fund (70)	1,531,270
Pet Documentation and Rescue Fund (75)	477
Total Cash & Investments *	\$ 7,515,401

* Total cash and investments includes all amounts per the general ledger, not balances at bank. Example reconciling items would be deposits in transit and outstanding checks, not yet presented for payment.

CITY COUNCIL STAFF SUMMARY

Meeting Date: February 28, 2022

Agenda item: 8.6

Prepared by: Chief Gene Fox

Reviewed by: Bill Hill

1. **AGENDA ITEM DESCRIPTION:** Accept - Shavano Park Police Department 2021 Racial Profiling Report

X

Attachments for Reference:

a) CoSP 2021 Racial Profiling Report

BACKGROUND / HISTORY: Texas Occupations Code 1701.164 specifies that the Texas Commission on Law Enforcement (TCOLE) collect incident-based data in accordance with the Code of Criminal Procedure Article 2.131 – 2.138 . Chief administrators of law enforcement agencies that meet the criteria must submit racial profiling reports to their governing body, as well as TCOLE.

DISCUSSION: There are two reporting options available to law enforcement agencies, ‘Exempt’ and ‘Full Reporting’. The Shavano Park Police Department does not qualify for ‘Exempt’ report filing; therefore, submits the ‘Full Reporting’ option:

Full Reporting - Agencies that routinely perform traffic stops or motor vehicle stops must file by online report. **The online report requires the completion of agency general public contact information and requires completion of both:**

- An **online form** about the numbers of motor vehicles stops made and
- **uploading a separate PDF comparative analysis document containing a statistical analysis of its motor vehicle stops compared to the gender and ethnic population of the agency's reporting area.** The second document must also contain a statement as to if racial profiling complaints were made against the agency and if so, a listing of all racial profiling complaints and the corresponding resolutions.

Source: <https://www.tcole.texas.gov/content/racial-profiling-reports>

CONCLUSION: Based on a review of the CoSP 2021 Racial Profiling Report, the CoSP demographics along with the number of traffic stops made; the numbers indicated in the report appear to correlate with all the factors mentioned. The findings in this report suggest that the Shavano Park Police Department does not currently experience a problem regarding racial profiling practices.

COURSES OF ACTION: N/A

FINANCIAL IMPACT: N/A

MOTION REQUESTED: Accept the Shavano Park Police Department 2021 Racial Profiling Report

SHAVANO PARK POLICE DEPARTMENT

In accordance with the Texas Racial Profiling Law, Art. 2.134 CCP, the Shavano Park Police Department has collected police contact data to comply with the law. There are a number of changes regarding the required collection of data as required by Senate Bill No. 1849 (Sandra Bland Act) passed by the 85th Legislature of Texas in May 2017. Senate Bill No. 1849 made sweeping changes to the Code of Criminal Procedure, Occupations Code, Education Code and Government Code. Specific to the required annual racial profiling report the racial profiling laws in the Code of Criminal Procedure, Article 2.131 thru Article 2.134, were modified to enhance the collection of data required for the 2021 Racial Profiling Report.

Data collected for the 2021 Racial Profiling Report includes the number of traffic and pedestrian contacts resulting in a court citation and/or arrest. Additional data is gathered regarding:

1. gender of the person contacted;
2. the initial reason for the contact;
3. whether the officer conducted a search as a result of the contact and, if so, did the person detained consent to the search;
4. whether any contraband or other evidence was discovered;
5. a description of the contraband or evidence;
6. whether an officer made an arrest and include a statement of whether the arrest was based on a violation of the Penal Code, a violation of traffic law or ordinance, or an outstanding warrant as well as a statement of the offense charged;
7. the roadway type or approximate location of the stop;
8. whether the officer issued a verbal or written warning or a citation as a result of the stop; and,
9. whether the officer used physical force that resulted in bodily injury during the stop.

The 2021 Racial Profiling Report is also in compliance with a recent mandate for a comprehensive analysis document containing a statistical analysis of motor vehicle stops compared to the gender and ethnic population of the City of Shavano Park.

Throughout the past year, the police department has worked to ensure that the data collected, via citations, warning citations and arrest reports, was as accurate as possible. The purchase of the electronic ticket writers has been proven to be a valuable tool for the collection of the required data. They are programmed to not allow the completion of a warning or court citation unless all the required information is gathered and made a part of the electronic contact record.

Further compliance is met through the installation of mobile video camera systems in every patrol vehicle. Although not required, body worn cameras are issued to every officer to ensure a video and audio recording of the contact is made of all contacts with pedestrians and drivers who may not be in view of the mobile video recording systems.

As a part of the 2021 Racial Profiling Report package, there is included Shavano Park Police Department Policy 2.2 providing background information on the rationale and objectives of the Texas Racial Profiling Law and a statement prohibiting the practice of racial profiling among its officers and providing for a complaint system should a person contacted feel they were unjustly detained. Also included is Shavano Park Police Department Policy 7.34 requiring the use of video or voice recordings on all traffic and pedestrian stops. A final exhibit is Shavano Park Police Department Policy 2.4 detailing the internal investigation process on how to file a complaint and the investigative process when citizen complaints are received.

The first component of this report (Exhibit 1) provides the required statistical data relevant to the public contacts made during the period of 1/1/2021 and 12/31/2021. Other exhibits compare searches and arrests to the total number of traffic stops conducted over the listed time period and census comparisons to police activities. This data captured in Exhibit 4 has been analyzed and compared to the U.S. Census data (2019) concerning the population demographics of the City of Shavano Park, San Antonio and Bexar County.

It is important to point out there are limitations as to the interpretation and extrapolation of "information" from this data. We feel confident that our analysis is as correct and relevant as any model that could be used to evaluate the data we have collected. The comparative analysis models, both required and devised, are only a few models that could have been used. Again, this points to the limitations of the way these numbers are extrapolated and evaluated, which is a big warning sign on the validity issues surrounding this entire process.

Assessment of the Data Analysis: The City of Shavano Park is located in north central Bexar County and is completely surrounded by the City of San Antonio. The areas around Shavano Park include a growing number of shopping areas, commercial development, residential development, and entertainment districts. Also in the surrounding area is Six Flags Fiesta Texas, the South Texas Medical Center, and the U.S. Army's Camp Bullis.

Major thoroughfares in Shavano Park include FM 1535 (NW Military Hwy), De Zavala, and Lockhill-Selma Rd, all of which provide direct access to the City of San Antonio. Additionally, FM 1535 (NW Military Hwy) and Lockhill-Selma intersect with Loop 1604 which spans over 95 miles around San Antonio and Bexar County.

The aforementioned all contribute to a large volume of commuter traffic passing through the City of Shavano Park to areas in San Antonio and Camp Bullis. This large volume of commuter traffic contributes to a high percentage of traffic enforcement and, in some cases, arrests subsequent to traffic enforcement. A high ratio of minority commuters who reside and work in the surrounding areas are also subject to enforcement actions when violations are observed.

The total number of traffic enforcement stops where court citations or warning citations were issued and/or arrests were made was 3,418, significantly higher than the previous year due to the COVID-19 pandemic. This number does not indicate the number of charges but only the number of drivers detained. It is possible to file multiple charges on a person, either by any combination of warning citations, court citations or arrest, during a stop, but only counts as one stop for the purposes of this report.

When compared to the 2019 US Census data for the City of Shavano Park, the documented activities in the Motor Vehicle Racial Profiling Information and the Comprehensive Analysis documents would suggest the Shavano Park Police Department may be enforcing the traffic laws of this city and state more stringently on some percentages of the population. This is an inaccurate assumption. For example, persons of Hispanic origin represent 20.5% of the Shavano Park population but accounted for 24.5% of enforcement actions. This would appear to be contrary to the ethnic ratio for persons of Hispanic origin living in Shavano Park. However, this would appear to be a low ratio when compared to the City of San Antonio US Census data (2019) where persons of Hispanic origin represent 64.2% of the population. Given the large volume of transient commuter traffic who actually reside in the City of San Antonio a comparison of enforcement activities to US Census data for the City of San Antonio and Bexar County is reasonable. Additionally, a significant number of military personnel, who are racially and ethnically diverse, commute daily through Shavano Park to nearby Camp Bullis. See Exhibit 3 for a comparative analysis of the population ratios of Shavano Park, San Antonio, and Bexar County.

Summary Statement

The findings in the 2021 Racial Profiling Report suggest that the Shavano Park Police Department does not currently experience a problem regarding racial profiling practices by its officers.

Racial Profiling Report 2021

SHAVANO PARK POLICE DEPARTMENT

Police Contact Data

Annual Report

January 1, 2021 • December 31, 2021

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Exhibit 1: 2021 Racial Profiling Report – TCOLE Submission (02/17/2021)

Exhibit 2: 2021 Comparative Analysis Report – TCOLE Submission (02/17/2021)

Exhibit 3: Census comparisons with San Antonio and Bexar County (2019 US Census Report)

Exhibit 4: 2021 Census comparisons to police activities; includes San Antonio and Bexar County

Exhibit 5: Shavano Park Police Department Policy 2.2, “Bias-Based Policing”

Exhibit 6: Shavano Park Police Department Policy 2.4, “Internal Investigations”

Exhibit 7: Shavano Park Police Department SOP, “Vehicle and Body Video Cameras”

(II) Background

A) Police Department’s Background

B) Police Department’s Mission, Vision, Core Values, and Goal Statements

(III) Responding to the Texas Racial Profiling Law

A) Implementation of complaint process addressing allegations of racial profiling practices (includes efforts relevant to the implementation of an educational campaign aimed at informing the public on the complaint process)

B) Report on complaints filed against officers for violating racial profiling policy

C) Training administered to law enforcement personnel

D) Police Department’s partnerships with the local community

E) Checklist / Contact Information

F) The Texas Law on Racial Profiling

G) Departmental Policy on Racial Profiling

H) Department Policy on Mobile Video/Audio Taping

II. Background Information

Police Department Background

The Shavano Park Police Department (SPPD) is made up of 18 full-time commissioned officers, three (3) reserve officers, and one (1) civilian staff member. The SPPD officers are

committed to performing their jobs in a professional manner while serving the community members and its surrounding areas. This commitment can be found in the SPPD mission statement, vision statement, core values, and goals and reinforced through the issuance of pocket cards to every officer commonly used as a reference during discussions between administrative, supervisory and line personnel.

The department promotes to all its members a philosophy of community-policing practices in order to provide quality service to all residents of the community. The Shavano Park Police Department has adopted a policy, in accordance with Texas law on Racial Profiling, prohibiting racial profiling practices by SPPD officers. This policy was updated in 2017 to meet accreditation standards for the Texas Police Chiefs Association Best Practices Recognition Program.

Mission Statement of the Shavano Park Police Department

The Shavano Park Police Department in partnership with the community provides exemplary law enforcement services to promote a safe environment, protecting life and property, while preserving the peace with honor and courage.

Vision Statement of the Shavano Park Police Department

A recognized law enforcement agency wherein the citizens have full confidence and trust; it is an environment wherein the community fosters a better quality of life by feeling safe and secure; it is an environment wherein the criminal mind is uncomfortable and afraid in carrying out its activities.

Core Values of the Shavano Park Police Department

- Integrity— We are committed to demonstrating honest, ethical behavior while exercising the powers entrusted to us by the public.
- Fairness— We are committed to the equitable treatment of others despite unjust behavior through equality, impartiality, honest communication, and justice.
- Compassion— We are committed to serving everyone in a professional manner with courtesy, concern, and sensitivity.
- Honor— We are committed to fulfilling our duties in a manner that reflects professional and personal pride, with respect to the dignity of the individual, the sanctity of community, and the consideration of fairness to all.
- Excellence— We are committed to providing the highest degree of police services with dedication, commitment, progression, and accountability to the community in which we serve.

Goals of the Shavano Park Police Department

- Effectively conduct Community-Oriented Policing by maintaining positive interaction with the public and a high degree of visibility within the community.
- Proactively educate the public to the community's role and responsibility to aid in the prevention, detection, and resolution of crime.
- Increase safety of citizens and officers by developing and improving internal systems

which assure high quality service to our community while increasing the department's efficiency.

- Recruit, train, and resource a diverse, highly skilled, motivated law enforcement workforce, that promotes a rewarding work environment, investing in the personal and professional development of our employees.

III. Responding to the Texas Racial Profiling Law

Educational Campaign:

In accordance with Senate Bill 1074, the Shavano Park Police Department has made significant efforts to launch an educational campaign aimed at informing the public on issues relevant to the complaint process. Special emphasis has been placed on informing community members on how to file a complaint relevant to racial profiling practices.

The Chief of Police has posted a public statement on the City's web page to inform the public on efforts being made by the police department to continue banning racial profiling practices among its officers. Additionally, the department's complaint system is published on the Police Department home page on the City's web page.

Filing a Complaint Based on Violations of the Texas Law on Racial Profiling

A pamphlet has been designed, printed, and distributed that fully explains the Internal Affairs/Complaint system of the department. The following information is extrapolated from the pamphlet, the complaint form, and the procedure for investigation complaints received:

UNDERSTANDING THE PROCESS

Once an individual has filed a complaint regarding racial profiling, he/she should expect the following process to commence:

THE INTERVIEW

A police supervisor (rank of Corporal or higher) may interview the individual filing the complaint with the intention of gathering information pertaining to the incident. Through this process it may be possible that the supervisor is able to explain the officer's actions to the complainant's satisfaction.

If the supervisor is not able to satisfactorily answer the citizen's complaint, the supervisor will assist them in filing a formal complaint, if they wish. If the citizen does not wish to be assisted by the supervisor, they will be given a formal complaint pamphlet and given instructions on completing it.

THE INVESTIGATION

After a formal complaint is filed, the Shavano Park Police Department will investigate the alleged misconduct. The Chief of Police will assign an investigator experienced in internal

investigation procedures who will talk to the complainant, any witnesses, and will visit the site of the incident.

- The Chief of Police receives all formal complaints, reviews them, logs them into the IA log and assigns the investigation to an investigator.
- The complainant will receive a letter from the Chief of Police, regarding the progress of the investigation.
- Although it is impossible to estimate how long the investigation will take, the complainant is advised they can expect a report as to the outcome of the investigation in about two weeks.
- All officers having knowledge of the incident will be interviewed as well as any identified witnesses.
- A report will then be prepared with conclusions and recommendations.
- The Chief of Police will review the report of investigation to determine if any rule, policy, or regulation has been violated. If it is determined that a violation has occurred it will be decision of the Chief of Police as to the discipline that will be administered.

THE FINDINGS

The results of a complaint are called “findings.” There are four (4) possible findings:

- **Sustained** – The complaint has been supported: The officer(s) involved acted improperly and may be disciplined.
- **Unfounded** – The investigation found no basis to the complaint filed.
- **Exonerated** – The police officer(s) involved acted properly and will not be disciplined; or
- **Not sustained** – There was insufficient evidence to prove the complaint true or false and no further action will be taken.

The Chief of Police will decide on a finding after the complaint has been reviewed and will inform the complainant through an official letter of the final decision.

A COMMITMENT TO RESPOND TO THE NEEDS OF THE COMMUNITY

The Shavano Park Police Department has made a commitment to its citizens regarding the following:

1. The department shall accept complaints from any person who believes he or she has been stopped or searched based on racial, ethnic or national origin profiling. No

person shall be discouraged, intimidated or coerced from filing a complaint, nor discriminated against because he or she filed such a complaint.

2. Any employee who receives an allegation of racial profiling, including the officer who initiated the stop, shall direct the complainant to a supervisor or offer to provide them with a formal complaint packet. Any employee contacted shall provide to any person a copy of a complaint form or the department process for filing a complaint. All employees will report any allegation of racial profiling to their superior before the end of their shift.
3. Investigation of a complaint shall be conducted in a thorough and timely manner. All complaints will be acknowledged in writing to the initiator who will receive disposition regarding said complaint within a reasonable period of time. The investigation shall be reduced to writing and any reviewer's comments or conclusions shall be filed with the chief. When applicable, findings and/or suggestions for disciplinary action, retraining, or changes in policy shall be filed with the chief.
4. If a racial profiling complaint is sustained against an officer, it will result in appropriate corrective and/or disciplinary action, up to and including indefinite suspension (termination).
5. If there is a departmental video or audio recording of the events upon which a complaint of racial profiling is based, upon commencement of an investigation by this department into the complaint and written request of the officer made the subject of the complaint, this department shall promptly provide a copy of the recording to that officer.

Corrective Action

It is the policy of the Shavano Park Police Department that any officer who, after an internal investigation, has been found guilty of engaging in racial profiling, that one of the following series of disciplinary measures is taken (as per the recommendation of the Chief of Police):

1. Officer is retrained in racial sensitivity issues
2. Officer is suspended and as a condition of further involvement with the police department is required to undergo racial sensitivity training
3. Officer is indefinitely suspended (terminated)

Data on Corrective Action

There were no public complaints made alleging racial profiling by any member of the Shavano Park Police Department during the 2021 reporting period. There were no internal reports made to the Chief of Police by members of the Shavano Park Police Department alleging racial profiling by another member of the Shavano Park Police Department during the 2021 reporting period.

Training

In compliance with the Texas Racial Profiling Law, the Shavano Park Police Department required that all its officers adhere to all Texas Commission on Law Enforcement Officers (TCOLE) training and the Law Enforcement Management Institute of Texas (LEMIT) requirements as mandated by law.

All officers from the Shavano Park Police Department have completed a TCOLE training and education program on racial profiling, as required by law, by 08/31/02 or will have completed the required training not later than the second anniversary of the date the officer is licensed under Chapter 1701 of the Texas Occupations Code, or the date the officer applies for an intermediate proficiency certificate, whichever date is earlier. A person who on September 1, 2001, held a TCOLE intermediate proficiency certificate, or who had held a peace officer license issued by TCOLE for at least two years, will have completed a TCOLE training and education program on racial profiling not later than September 1, 2003. **The department has met all training requirements mandated by law.**

The Chief of Police, as part of the initial training and continued education for such appointment, attended the Law Enforcement Management Institute of Texas program on racial profiling. This fulfills the training requirement as specified in the Education Code (96.641) of the Texas Racial Profiling training law.

Checklist

The following requirements must be met by all law enforcement agencies in the State of Texas:

- Clearly defined act of actions that constitute racial profiling
- Statement indicating prohibition of any peace officer employed by the Shavano Park Police Department from engaging in racial profiling
- Implement a process by which an individual may file a complaint regarding racial profiling violations; Provide public education related to the complaint process
- Adopt a policy on standards for reviewing video and audio documentation of traffic stops.
- Implement disciplinary guidelines for officers found in violation of the Texas Racial Profiling Law

- Collect required data in compliance with Senate Bill No. 1849 (Sandra Bland Act) and the Texas Code of Criminal Procedure
- Produce an annual report on police contacts by March 1, 2021. As a part of this requirement the annual report is presented to the governing body of Shavano Park and a required data report is provided to the Texas Commission on Law Enforcement (TCOLE) before March 1, 2022.
- The required data report was submitted to TCOLE and accepted on February 17, 2021.
- The required annual report was included as a consent agenda item presented to the Shavano Park City Council at a regularly scheduled City Council meeting on February 28, 2022.

The Shavano Park Police Department has complied with all requirements of the Texas Racial Profiling Law.

Racial Profiling Report | Full

Agency Name: SHAVANO PARK POLICE DEPT.
Reporting Date: 02/17/2022
TCOLE Agency Number: 029220

Chief Administrator: GENE E. FOX

Agency Contact Information:
Phone: (210) 492-9248
Email: gfox@shavanopark.org

Mailing Address:
900 SADDLETREE CT
SHAVANO PARK, TX 78231-1523

This Agency filed a full report

SHAVANO PARK POLICE DEPT has adopted a detailed written policy on racial profiling. Our policy:

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

The SHAVANO PARK POLICE DEPT has satisfied the statutory data audit requirements as prescribed in Article

2.133(c), Code of Criminal Procedure during the reporting period.

Executed by: DENNIS P. KELLEY
POLICE CAPTAIN

Date: 02/17/2022

Total stops: 3418

Street address or approximate location of the stop

City street	2884
US highway	3
County road	494
State highway	15
Private property or other	22

Was race or ethnicity known prior to stop?

Yes	3
No	3415

Race / Ethnicity

Alaska Native / American Indian	38
Asian / Pacific Islander	75
Black	416
White	2052
Hispanic / Latino	837

Gender

Female	1479
Alaska Native / American Indian	5
Asian / Pacific Islander	28
Black	160
White	910
Hispanic / Latino	376
Male	1939
Alaska Native / American Indian	33
Asian / Pacific Islander	47
Black	256
White	461
Hispanic / Latino	1142

Reason for stop?

Violation of law	38
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	4
White	26

Hispanic / Latino	8
Preexisting knowledge	3
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	2
Moving traffic violation	2994
Alaska Native / American Indian	37
Asian / Pacific Islander	69
Black	371
White	1797
Hispanic / Latino	720
Vehicle traffic violation	383
Alaska Native / American Indian	1
Asian / Pacific Islander	6
Black	41
White	107
Hispanic / Latino	228
Was a search conducted?	
Yes	23
Alaska Native / American Indian	0
Asian / Pacific Islander	1
Black	7
White	8
Hispanic / Latino	7
No	3395
Alaska Native / American Indian	38
Asian / Pacific Islander	74
Black	409
White	2044
Hispanic / Latino	830
Reason for Search?	
Consent	5
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	5

Hispanic / Latino	0				
Contraband	1				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	1				
Probable	12				
Alaska Native / American Indian	0				
Asian / Pacific Islander	1				
Black	5				
White	2				
Hispanic / Latino	4				
Inventory	0				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	0				
White	0				
Hispanic / Latino	0				
Incident to arrest	5				
Alaska Native / American Indian	0				
Asian / Pacific Islander	0				
Black	2				
White	1				
Hispanic / Latino	2				
Was Contraband discovered?					
Yes	15				
		Did the finding result in arrest?			
		(total should equal previous column)			
Alaska Native / American Indian	0	Yes	0	No	0
Asian / Pacific Islander	0	Yes	0	No	0
Black	3	Yes	3	No	0
White	6	Yes	6	No	0
Hispanic / Latino	6	Yes	6	No	0
No	8				
Alaska Native / American Indian	0				
Asian / Pacific Islander	1				
Black	4				
White	2				
Hispanic / Latino	1				

Description of contraband	
Drugs	12
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	2
White	5
Hispanic / Latino	5
Weapons	1
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	0
Currency	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Alcohol	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Stolen property	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Other	3
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	1
Hispanic / Latino	1
Result of the stop	
Verbal warning	16

Alaska Native / American Indian	1
Asian / Pacific Islander	0
Black	2
White	7
Hispanic / Latino	6
Written warning	2035
Alaska Native / American Indian	23
Asian / Pacific Islander	44
Black	243
White	1214
Hispanic / Latino	511
Citation	1360
Alaska Native / American Indian	15
Asian / Pacific Islander	30
Black	169
White	830
Hispanic / Latino	316
Written warning and arrest	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Citation and arrest	5
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	2
White	1
Hispanic / Latino	2
Arrest	2
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	2
Arrest based on	
Violation of Penal Code	5
Alaska Native / American Indian	0
Asian / Pacific Islander	0

Black	1
White	0
Hispanic / Latino	4
Violation of Traffic Law	1
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	1
White	0
Hispanic / Latino	0
Violation of City Ordinance	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Outstanding Warrant	1
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	1
Hispanic / Latino	0

Was physical force resulting in bodily injury used during stop?

Yes	0
Alaska Native / American Indian	0
Asian / Pacific Islander	0
Black	0
White	0
Hispanic / Latino	0
Resulting in Bodily Injury To:	
Suspect	0
Officer	0
Both	0
No	3418
Alaska Native / American Indian	0
Asian / Pacific Islander	2052
Black	75
White	837
Hispanic / Latino	38

Number of complaints of racial profiling

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

Comparative Analysis

Use TCOLE's auto generated analysis	<input type="checkbox"/>
Use Department's submitted analysis	<input checked="" type="checkbox"/>

Optional Narrative

N/A

Submitted electronically to the



The Texas Commission on Law Enforcement

SHAVANO PARK POLICE DEPARTMENT

01. Total Traffic Stops		3,418	
02. Location of Stop			
a.	City Street	2884	84.38%
b.	US Highway	3	0.09%
c.	County Road	15	0.44%
d.	State Highway	494	14.45%
e.	Private Property or Other	22	0.64%
03. Was Race known prior to Stop			
a.	NO	3415	99.91%
b.	YES	3	0.09%
04. Race or Ethnicity			
a.	Alaska/ Native American/ Indian	38	1.11%
b.	Asian/ Pacific Islander	75	2.19%
c.	Black	416	12.17%
d.	White	2,052	60.04%
e.	Hispanic/ Latino	837	24.49%
05. Gender:			
a.	Female	1,479	43.27%
	i. Alaska/ Native American/ Indian	5	0.34%
	ii. Asian/ Pacific Islander	28	1.89%
	iii. Black	160	10.82%
	iv. White	910	61.53%
	v. Hispanic/ Latino	376	25.42%
b.	Male	1,939	56.73%
	i. Alaska/ Native American/ Indian	33	1.70%
	ii. Asian/ Pacific Islander	47	2.42%
	iii. Black	256	13.20%
	iv. White	461	23.78%
	v. Hispanic/ Latino	1,142	58.90%

06. Reason for Stop:

a.	Violation of Law	38	1.11%	
	i. Alaska/ Native American/ Indian		0	0.00%
	ii. Asian/ Pacific Islander		0	0.00%
	iii. Black		4	10.53%
	iv. White		26	68.42%
	v. Hispanic/ Latino		8	21.05%
b.	Pre-Existing Knowledge	3	0.09%	
	i. Alaska/ Native American/ Indian		0	0.00%
	ii. Asian/ Pacific Islander		0	0.00%
	iii. Black		0	0.00%
	iv. White		1	33.33%
	v. Hispanic/ Latino		2	66.67%
c.	Moving Traffic Violation	2,994	87.60%	
	i. Alaska/ Native American/ Indian		37	1.24%
	ii. Asian/ Pacific Islander		69	2.30%
	iii. Black		371	12.39%
	iv. White		1,797	60.02%
	v. Hispanic/ Latino		720	24.05%
d.	Vehicle Traffic Violation	383	11.21%	
	i. Alaska/ Native American/ Indian		1	0.26%
	ii. Asian/ Pacific Islander		6	1.57%
	iii. Black		41	10.70%
	iv. White		107	27.94%
	v. Hispanic/ Latino		228	59.53%

07. Was a Search Conducted

a.	NO	3,395	99.33%	
	i. Alaska/ Native American/ Indian		38	1.12%
	ii. Asian/ Pacific Islander		74	2.18%
	iii. Black		409	12.05%
	iv. White		2,044	60.21%
	v. Hispanic/ Latino		830	24.45%
b.	YES	23	0.67%	
	i. Alaska/ Native American/ Indian		0	0.00%
	ii. Asian/ Pacific Islander		1	4.35%
	iii. Black		7	30.43%
	iv. White		8	34.78%
	v. Hispanic/ Latino		7	30.43%

08. Reason for Search

a.	Consent	5	0.15%	
	i. Alaska/ Native American/ Indian		0	0.00%
	ii. Asian/ Pacific Islander		0	0.00%
	iii. Black		0	0.00%
	iv. White		5	100.00%
	v. Hispanic/ Latino		0	0.00%
b.	Contraband in Plain View	1	0.03%	
	i. Alaska/ Native American/ Indian		0	0.00%
	ii. Asian/ Pacific Islander		0	0.00%
	iii. Black		0	0.00%
	iv. White		0	0.00%
	v. Hispanic/ Latino		1	100.00%
c.	Probable Cause	12	0.35%	
	i. Alaska/ Native American/ Indian		0	0.00%
	ii. Asian/ Pacific Islander		1	8.33%
	iii. Black		5	41.67%
	iv. White		2	16.67%
	v. Hispanic/ Latino		4	33.33%
d.	Inventory	0	0.00%	
	i. Alaska/ Native American/ Indian		0	0.00%
	ii. Asian/ Pacific Islander		0	0.00%
	iii. Black		0	0.00%
	iv. White		0	0.00%
	v. Hispanic/ Latino		0	0.00%
e.	Incident to Arrest	5	0.15%	
	i. Alaska/ Native American/ Indian		0	0.00%
	ii. Asian/ Pacific Islander		0	0.00%
	iii. Black		2	40.00%
	iv. White		1	20.00%
	v. Hispanic/ Latino		2	40.00%

09. Was Contraband Discovered

a. YES	15	0.44%	
i. Alaska/ Native American/ Indian		0	0.00%
Finding resulted in arrest - YES		0	
Finding resulted in arrest - NO		0	
ii. Asian/ Pacific Islander		0	0.00%
Finding resulted in arrest - YES		0	
Finding resulted in arrest - NO		0	
iii. Black		3	20.00%
Finding resulted in arrest - YES		3	
Finding resulted in arrest - NO		0	
iv. White		6	40.00%
Finding resulted in arrest - YES		6	
Finding resulted in arrest - NO		0	
v. Hispanic/ Latino		6	40.00%
Finding resulted in arrest - YES		6	
Finding resulted in arrest - NO		0	
b. NO	8	0.23%	
i. Alaska/ Native American/ Indian		0	0.00%
ii. Asian/ Pacific Islander		1	12.50%
iii. Black		4	50.00%
iv. White		2	25.00%
v. Hispanic/ Latino		1	12.50%

10. Description of Contraband

a.	Drugs	12	0.35%	
	i. Alaska/ Native American/ Indian	0	0.00%	
	ii. Asian/ Pacific Islander	0	0.00%	
	iii. Black	2	16.67%	
	iv. White	5	41.67%	
	v. Hispanic/ Latino	5	41.67%	
b.	Currency	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0.00%	
	ii. Asian/ Pacific Islander	0	0.00%	
	iii. Black	0	0.00%	
	iv. White	0	0.00%	
	v. Hispanic/ Latino	0	0.00%	
c.	Weapons	1	0.03%	
	i. Alaska/ Native American/ Indian	0	0.00%	
	ii. Asian/ Pacific Islander	0	0.00%	
	iii. Black	0	0.00%	
	iv. White	1	100.00%	
	v. Hispanic/ Latino	0	0.00%	
d.	Alcohol	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0.00%	
	ii. Asian/ Pacific Islander	0	0.00%	
	iii. Black	0	0.00%	
	iv. White	0	0.00%	
	v. Hispanic/ Latino	0	0.00%	
e.	Stolen Property	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0.00%	
	ii. Asian/ Pacific Islander	0	0.00%	
	iii. Black	0	0.00%	
	iv. White	0	0.00%	
	v. Hispanic/ Latino	0	0.00%	
f.	Other	3	0.09%	
	i. Alaska/ Native American/ Indian	0	0.00%	
	ii. Asian/ Pacific Islander	0	0.00%	
	iii. Black	1	33.33%	
	iv. White	1	33.33%	
	v. Hispanic/ Latino	1	33.33%	

11. Result of Stop

a.	Verbal Warning	16	0.47%	
	i. Alaska/ Native American/ Indian		1	6.25%
	ii. Asian/ Pacific Islander		0	0.00%
	iii. Black		2	12.50%
	iv. White		7	43.75%
	v. Hispanic/ Latino		6	37.50%
b.	Written Warning	2,035	59.54%	
	i. Alaska/ Native American/ Indian		23	0.00%
	ii. Asian/ Pacific Islander		44	0.00%
	iii. Black		243	0.00%
	iv. White		1214	0.00%
	v. Hispanic/ Latino		511	0.00%
c.	Citation	1,360	39.79%	
	i. Alaska/ Native American/ Indian		15	1.10%
	ii. Asian/ Pacific Islander		30	2.21%
	iii. Black		169	12.43%
	iv. White		830	61.03%
	v. Hispanic/ Latino		316	23.24%
d.	Written Warning and Arrest	0	0.00%	
	i. Alaska/ Native American/ Indian		0	0.00%
	ii. Asian/ Pacific Islander		0	0.00%
	iii. Black		0	0.00%
	iv. White		0	0.00%
	v. Hispanic/ Latino		0	0.00%
e.	Citation and Arrest	5	0.15%	
	i. Alaska/ Native American/ Indian		0	0.00%
	ii. Asian/ Pacific Islander		0	0.00%
	iii. Black		2	40.00%
	iv. White		1	20.00%
	v. Hispanic/ Latino		2	40.00%
f.	Arrest	2	0.06%	
	i. Alaska/ Native American/ Indian		0	0.00%
	ii. Asian/ Pacific Islander		0	0.00%
	iii. Black		0	0.00%
	iv. White		0	0.00%
	v. Hispanic/ Latino		2	100.00%

12. Arrest Based On

a.	Violation of Penal Code	5	0.15%	
	i. Alaska/ Native American/ Indian	0	0.00%	
	ii. Asian/ Pacific Islander	0	0.00%	
	iii. Black	1	20.00%	
	iv. White	0	0.00%	
	v. Hispanic/ Latino	4	80.00%	
b.	Violation of Traffic Law	1	0.03%	
	i. Alaska/ Native American/ Indian	0	0.00%	
	ii. Asian/ Pacific Islander	0	0.00%	
	iii. Black	1	100.00%	
	iv. White	0	0.00%	
	v. Hispanic/ Latino	0	0.00%	
c.	Violation of City Ordinance	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0.00%	
	ii. Asian/ Pacific Islander	0	0.00%	
	iii. Black	0	0.00%	
	iv. White	0	0.00%	
	v. Hispanic/ Latino	0	0.00%	
d.	Outstanding Warrant	1	0.03%	
	i. Alaska/ Native American/ Indian	0	0.00%	
	ii. Asian/ Pacific Islander	0	0.00%	
	iii. Black	0	0.00%	
	iv. White	1	100.00%	
	v. Hispanic/ Latino	0	0.00%	

13. Was Physical Force Used

a.	NO	3,418	100.00%	
	i. Alaska/ Native American/ Indian	38	1.11%	
	ii. Asian/ Pacific Islander	75	2.19%	
	iii. Black	416	12.17%	
	iv. White	2,052	60.04%	
	v. Hispanic/ Latino	837	24.49%	
b.	YES	0	0.00%	
	i. Alaska/ Native American/ Indian	0	0.00%	
	ii. Asian/ Pacific Islander	0	0.00%	
	iii. Black	0	0.00%	
	iv. White	0	0.00%	
	v. Hispanic/ Latino	0	0.00%	
13 b 1.	YES: Physical Force Resulting in Bodily Injury to Suspect	0	0.00%	
13 b 2.	YES: Physical Force Resulting in Bodily Injury to Officer	0	0.00%	
13 b 3.	YES: Physical Force Resulting in Bodily Injury to Both	0	0.00%	

14. Total Number of Racial Profiling Complaints Received

0

REPORT DATE COMPILED

February 17, 2021

**SHAVANO PARK POLICE DEPARTMENT
2021 Racial Profiling Report/Audit
Exhibit #3**

Census Comparisons (2019 Census Report)

Race/Ethnicity	Shavano Park	San Antonio	Bexar County
2019 Census Population	3,979	1,547,253	2,003,554
White	68.9%	24.7%	27.1%
Black	1.4%	7.0%	8.6%
Hispanic	20.5%	64.2%	60.7%
Asian	6.0%	2.9%	3.5%
Native American/Alaskan	0.1%	0.8%	1.2%

NOTE: Columns may not equal 100% due to persons claiming multiple races not counted for the purposes of this report.

*does not include Hispanic or Latino

** includes Native Hawaiian and other Pacific Islander

Source: 2019 U.S. Census website
City-Data website (2019 data)


SHAVANO PARK POLICE DEPARTMENT
2021 Racial Profiling Report/Audit
Exhibit #4

Census Comparisons to Police Activities
Period: 01/01/2021 – 12/31/2021

			2019 Census Data					
2021 SPPD Contact & Arrest			Shavano Park 3,979		San Antonio 1,547,253		Bexar County 2,003,554	
	#	%	%	+ or (-)	%	+ or (-)	%	+ or (-)
Black	416	12.2%	1.4	11.8%	7.0	5.2%	8.6	3.6%
Asian	75	2.2%	6.0	(-) 3.8%	2.9	(-) 0.7%	3.5	(-) 1.3%
White	2,052	60.0%	68.9	(-) 8.9%	24.7	35.3%	27.1	32.9%
Native American	38	1.1%	0.1	1.0%	0.8	0.3%	1.2	(-) 0.1%
Hispanic	837	24.5%	20.5	4.0%	64.2	(-) 39.7%	60.7	(-) 36.2%

Total Contacts 3, 418

Exhibit #5

	SHAVANO PARK POLICE DEPARTMENT	
	Policy 2.2 Bias Based Policing	
	Effective Date: January 5, 2022	Replaces: 11/03/2017
	Approved: <u>Gene Fox</u> Chief of Police	
	Reference: TBP 2.01	

I. POLICY

We are committed to a respect for constitutional rights in the performance of our duties. Our success is based on the respect we give to our communities, and the respect members of the community observe toward law enforcement. To this end, we shall exercise our sworn duties, responsibilities, and obligations in a manner that does not discriminate on the basis of race, sex, gender, sexual orientation, national origin, ethnicity, age, or religion. Respect for diversity and equitable enforcement of the law are essential to our mission.

All enforcement actions shall be based on the standards of reasonable suspicion or probable cause as required by the Fourth Amendment to the U. S. Constitution and by statutory authority. In all enforcement decisions, officers shall be able to articulate specific facts, circumstances, and conclusions that support probable cause or reasonable suspicion for arrests, searches, seizures, and stops of individuals. Officers shall not stop, detain, arrest, search, or attempt to search anyone based solely upon the person's race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.

All departmental orders are informed and guided by this directive. Nothing in this order limits non-enforcement consensual contacts between officers and the public.

II. PURPOSE

The purpose of this order is to inform officers that bias-based policing is prohibited by the department. Additionally, this order will assist officers in identifying key contexts in which bias may influence these actions, and emphasize the importance of the constitutional guidelines within which we operate.

III. DEFINITIONS

Most of the following terms appear in this order. In any case, these terms appear in the larger public discourse about alleged biased enforcement behavior and in other orders. These definitions are intended to facilitate on-going discussion and analysis of our enforcement practices.

- A. Bias: Prejudice or partiality which may be based on preconceived ideas, a person's upbringing, culture, experience, or education.
- B. Biased-based policing: Stopping, detaining, searching, or attempting to search, or using force against a person based upon his or her race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.
- C. Ethnicity: A cluster of characteristics which may include race but also cultural characteristics or traits which are shared by a group with a common experience or history.
- D. Gender: Unlike sex, a psychological classification based on cultural characteristics or traits.
- E. Motor vehicle: A vehicle that is self-propelled.
- F. Motor vehicle stop: An occasion in which a peace officer stops a motor vehicle for an alleged violation of a law or ordinance.
- G. Probable cause: Specific facts and circumstances within an officer's knowledge that would lead a reasonable officer to believe that a specific offense has been or is being committed, and that the suspect has committed it. Probable cause will be determined by the courts reviewing the totality of the circumstances surrounding the arrest or search from an objective point of view.
- H. Race: A category of people of a particular decent, including White, Black, Hispanic or Latino, Asian or Pacific Islander, or Alaskan or American Indian descent. As distinct from ethnicity, race only refers to physical characteristics sufficiently distinctive to group people under a classification.
- I. Racial profiling: A law-enforcement initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.
- J. Reasonable suspicion: Specific facts and circumstances that would lead a reasonable officer to believe criminal activity is afoot and the person to be detained is somehow involved. Reasonable suspicion will be determined by the courts reviewing the totality of the circumstances surrounding the detention from an objective point of view.
- K. Sex: A biological classification, male or female, based on physical and genetic characteristics.
- L. Stop: An investigative detention of a person for a brief period of time, based on reasonable suspicion.

IV. PROCEDURES

A. General Responsibilities

1. Officers are prohibited from engaging in bias-based profiling or stopping, detaining, searching, arresting, or taking any enforcement action including seizure or forfeiture activities, against any person based solely on the person's race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group. These characteristics, however, may form part of reasonable suspicion or probable cause when officers are seeking a suspect with one or more of these attributes. (TBP: 2.01)
2. Investigative detentions, motor vehicle stops, arrests, searches, and property seizures by officers will be based on a standard of reasonable suspicion or probable cause in accordance with the Fourth Amendment of the U.S. Constitution. Officers must be able to articulate specific facts and circumstances that support reasonable suspicion or probable cause for investigative detentions, motor vehicle stops, subject stops, arrests, nonconsensual searches, and property seizures. Except as provided in number 3 below, officers shall not consider race/ethnicity in establishing either reasonable suspicion or probable cause. Similarly, except as provided below, officers shall not consider race/ethnicity in deciding to initiate even those nonconsensual encounters that do not amount to legal detentions or to request consent to search.
3. Officers may take into account the reported race or ethnicity of a specific suspect or suspects based on trustworthy, locally relevant information that links a person or persons of a specific race/ethnicity to a particular unlawful incident(s). Race/ethnicity can never be used as the sole basis for probable cause or reasonable suspicion. Except as provided above, reasonable suspicion or probable cause shall form the basis for any enforcement actions or decisions. Individuals shall be subjected to stops, seizures, or detentions only upon reasonable suspicion that they have committed, are committing, or are about to commit an offense. Officers shall document the elements of reasonable suspicion and probable cause in appropriate reports.
4. Officers shall observe all constitutional safeguards and shall respect the constitutional rights of all persons.
 - a. As motor vehicle stops furnish a primary source of bias-related complaints, officers shall have a firm understanding of the warrantless searches allowed by law, particularly the use of consent. How the officer disengages from a motor vehicle stop may be crucial to a person's perception of fairness or discrimination.
 - b. Officers shall not use the refusal or lack of cooperation to justify a search of the person or vehicle or a prolonged detention once reasonable suspicion has been dispelled.

5. All personnel shall treat everyone with the same courtesy and respect that they would have others observe to department personnel. To this end, personnel are reminded that the exercise of courtesy and respect engenders a future willingness to cooperate with law enforcement.
 - a. Personnel shall facilitate an individual's access to other governmental services whenever possible, and shall actively provide referrals to other appropriate agencies.
 - b. All personnel shall courteously accept, document, and forward to the Chief of Police any complaints made by an individual against the department. Furthermore, officers shall provide information on the complaint process and shall give copies of "Citizen Complaint Procedures" when requested or when appropriate.
6. When feasible, personnel shall offer explanations of the reasons for enforcement actions or other decisions that bear on the individual's well-being unless the explanation would undermine an investigation or jeopardize an officer's safety. When concluding an encounter, personnel shall thank him or her for cooperating.
7. When feasible, all personnel shall identify themselves by name. When a person requests the information, personnel shall give their departmental identification number, name of the immediate supervisor, or any other reasonable information.
8. All personnel are accountable for their actions. Personnel shall justify their actions when required.

B. Supervisory Responsibilities

1. Supervisors shall be held accountable for the observance of constitutional safeguards during the performance of their duties and those of their subordinates. Supervisors shall identify and correct instances of bias in the work of their subordinates.
2. Supervisors shall use the disciplinary mechanisms of the department to ensure compliance with this order and the constitutional requirements of law enforcement.
3. Supervisors shall be mindful that in accounting for the actions and performance of subordinates, supervisors are critical to maintaining community trust in law enforcement. Supervisors shall continually reinforce the ethic of impartial enforcement of the laws, and shall ensure that personnel, by their actions, maintain the community's trust in law enforcement.
4. Supervisors are reminded that biased enforcement of the law engenders not only mistrust of law enforcement, but increases safety risks to personnel as

well as exposing the employee(s) and department to liability.

5. Supervisors shall conduct a quarterly analysis of motor vehicle stops conducted by members of their shift. The analysis will evaluate motor vehicle stop data to determine if any member is engaging in racial profiling or bias-based policing practices. If racial profiling or bias-based policing is suspected, the supervisor shall immediately forward supporting documentation to the Chief of Police through his or her chain-of-command.
6. Supervisors shall be held accountable for repeated instances of biased enforcement of their subordinates if the supervisor knew, or should have known, of the subordinate's actions.
7. Supervisors shall ensure that all enforcement actions are duly documented per departmental policy. Supervisors shall ensure that all reports show adequate documentation of reasonable suspicion and probable cause, if applicable. Any enforcement action that begins as a consensual encounter will also have the circumstances of the initial encounter documented.
8. Supervisors shall facilitate the filing of any complaints about law-enforcement service.
9. Supervisors will randomly review at least three video recordings per officer (either body camera and/or in-car camera video) per quarter. For this policy a "quarter" is defined as a 3-month period of time. Supervisors are not required to watch each incident of an entire shift; however, reviewing the footage in a manner intended to gain an understanding of that officer's performance and adherence to policy and law is required. Supervisors will document the random review of the video on the "BWC/In-Car Video Supervisory Review Log" form and any violations of policy or law will be addressed through the use of existing internal affairs policy. (TBP: 2.01)
10. Section 8 above applies only to first-line uniformed officers and their immediate supervisors. In the absence of a first-line supervisor this responsibility will move to the Patrol Captain.

C. Disciplinary Consequences

Actions prohibited by this order shall be cause for disciplinary action, up to and including dismissal.

D. Training (TBP: 2.01)

1. Sworn officers shall complete all training required by state law regarding bias-based profiling.
2. All personnel will review and acknowledge racial profiling and bias-based policing policies every year.

V. COMPLIMENTS AND COMPLAINTS


- A. The department shall publish citizen compliment and complaint procedure pamphlets and make them available at the municipal complex and on the City website. The department shall also publish its bias-based profiling policy on the website.
- B. Any individual who is issued a ticket, citation, or warning as a result of a motor vehicle stop shall be provided with the compliment and complaint process, including providing the telephone number, mailing address, e-mail address, and city website URL to make a compliment or complaint with respect to each ticket, citation, or warning issued.
- C. The department shall accept complaints from any person who believes he or she has been stopped or searched based on racial, ethnic, or national origin profiling. No person shall be discouraged, intimidated, or coerced from filing a complaint, nor discriminated against because he or she filed such a complaint.
- D. Any employee who receives an allegation of racial profiling, including the officer who initiated the stop, shall direct the complainant to a supervisor or offer to provide them with a formal complaint packet. Any employee contacted shall provide to any person a copy of a complaint form or the department process for filing a complaint. All employees will immediately report any allegation of racial profiling to their superior.
- E. Investigation of a complaint, in accordance with Policy 2.4 (Internal Investigations), shall be conducted thoroughly and in a timely manner. All complaints will be acknowledged in writing to the complainant, who will receive disposition regarding said complaint within a reasonable amount of time. The investigation shall be reduced to writing and any reviewer's comments or conclusions shall be filed with the Chief of Police. When applicable, findings and/or suggestions for disciplinary action, re-training, or changes in policy shall be submitted to the Chief of Police.
- F. If a racial profiling complaint is sustained against an officer, it will result in appropriate corrective and/or disciplinary action, up to and including termination. One of the following series of disciplinary measures is taken:
 1. Officer is retrained in racial sensitivity issues
 2. Officer is suspended and as a condition of further involvement with the Police Department is required to undergo racial sensitivity training

3. Officer is otherwise disciplined or terminated in accordance to Department and/or City policies and procedures
- G. If there is a departmental video or audio recording of the events upon which a complaint of racial profiling is based, upon commencement of the investigation into the complaint and written request of the officer made subject of the complaint, the Department shall promptly provide a copy of the recording to that officer.

VI. RECORD KEEPING

- A. The department will maintain all required records on motor vehicle stops when a ticket, citation, or warning is issued, or where an arrest is made subsequent to a motor vehicle stop.
- B. The information collected above will be reported to the city council annually in compliance with the Texas Racial Profiling Law.
- C. The information will also be reported to Texas Commission on Law Enforcement in the required format.

Exhibit #6

	SHAVANO PARK POLICE DEPARTMENT	
	Policy 2.4 Internal Investigations	
	Effective Date: January 19, 2022	Replaces: 05/18/2017
	Approved: Gene Fox Chief of Police	
	Reference: TBP 2.04, 2.05, 2.06, 2.07, 2.08, 2.09, 2.10 and 2.14	

I. POLICY

The image of the Shavano Park Police Department depends on the personal and professional integrity, training, and discipline of all agency employees. Public confidence and trust is determined by the quality of the internal investigative response to allegations of misconduct by the agency or its employees. The Department must competently and professionally investigate all allegations of misfeasance, malfeasance, nonfeasance by employees and complaints bearing on the Department's response to community needs.

It is the policy of the Shavano Park Police Department to receive, investigate, and conclude citizen complaints, including anonymous complaints, against the agency or our employees in a timely manner. This should always be done in a professional, courteous, and respectful manner. The agency, employees, and citizens all benefit from an honest, open, and objective policy for the reception and adjudication of complaints. While this administration is committed to maintaining a professionally trained and disciplined police department, the administration shall always observe an employee's constitutional rights in regards to allegations of employee misconduct.

The Chief of Police shall be responsible for the internal investigative function. Therefore, the Chief of Police shall be informed in writing, of formal complaints against the agency or employees. Because of the sensitivity and impact of the creditability of the Police Department, investigators assigned by the Chief of Police to investigate internal affairs complaints shall report their investigative findings *directly* to the Chief of Police.

The goal of any complaint-processing policy is *fairness and truthfulness*. This applies equally to the complainant, accused employee, agency, as well as, the community. Nothing in this policy changes an employee's 'at will' status with this agency or the city.

II. PURPOSE

The purpose of this policy is to provide procedures regarding the internal (affairs) investigation function, including receiving, investigating, and concluding complaints against department personnel.

III. DEFINITIONS

- A. Administrative Review: A documented review of an incident or occurrence prepared by or for the Chief of Police or designee. The review should indicate whether policy, training, equipment, or disciplinary issues should be addressed.
- B. Compelled Interview: An involuntary employee interview, whereby the employee is compelled to respond to job related questions, or face disciplinary sanctions, including dismissal.
- C. Complaint: An allegation of misconduct, violation of law or agency directives, against any member of the Department. This does not include a complainant's misunderstanding or disagreement with the application of law or agency policies.
- D. Conclusion of Fact: Final determination about allegations based on investigative activities. Classifications of investigative findings may include exonerated, sustained, not sustained, unfounded, and policy failure.
- E. Criminal Investigation: An inquiry concerning suspected criminal behavior for the purpose of identifying offenders or gathering evidence to assist the prosecution of alleged offenders.
- F. Discipline: A method of training or developing any employee by proper supervision and instruction. Discipline may be positive or negative.
- G. Disciplinary Action: Punitive measures taken against an employee as the result of a complaint of one or more violations which have been sustained by the administrative investigation, including verbal or written reprimands, suspension, demotion, and/or termination.
- H. Garrity v. New Jersey (1967): A landmark decision by the U. S. Supreme Court regarding a police officer's constitutional right to self-incrimination under the 14th Amendment, which concluded "that police officers are not relegated to a watered-down version of constitutional rights".
- I. Grievance: Formal request in writing to resolve differences in identified matters due to actual or supposed circumstances regarded as just cause for protest.
- J. Internal Affairs Investigation: A formal, detailed investigation of alleged misconduct, violation of law or agency directives.
- K. Public Information Act: The Public Information Act, as contained in Chapter 552 of the Texas Government Code, gives the public access to government records. The employee may not ask why a person wants the information. While all government records are subject to the Public Information Act, certain exceptions may apply to the disclosure of the information, such as the law enforcement exception.
- L. Substantial Evidence: Substantial evidence is defined as such evidence that a

reasonable person might accept as adequate to support a conclusion of fact. It is that quality of evidence necessary for a court to affirm an administrative decision.

IV. GOAL AND OBJECTIVES

- A. The goal of the internal investigations process is to instill and maintain public confidence in the Shavano Park Police Department, while ensuring fairness. This is accomplished through the following goals:
 - 1. To ensure the integrity of the Police Department through a standardized process of investigation.
 - 2. To establish a fair, impartial, objective, and legal handling of internal investigations:
 - a. Employee should fully understand that they are held responsible for proper conduct under a program that provides them adequate safeguards.
 - b. Public recognition that citizen's complaints are taken seriously by this administration and will be investigated thoroughly. If warranted, appropriate corrective action will be taken.
 - 3. To provide citizens the opportunity to lodge complaints and obtain information regarding the process of the investigation, while maintaining open lines of communication with the community.
 - 4. To provide quality police service, while maintaining a professionally trained and disciplined police agency.
 - 5. To protect the agency and its employees against unfair or unwarranted criticism, including false or vindictive accusations.
 - 6. To promptly remove unsuitable personnel, who engage in serious acts of misconduct, or have demonstrated they are unfit for an assignment, rank held or police service in general.
 - 7. To identify and correct weakness in agency policies, equipment, and/or training.

V. PROCEDURES – GENERAL (TBP: 2.04)

A. Receipt of Complaints

The Shavano Park Police Department takes all complaints of employee misconduct seriously and welcomes citizens to bring forward legitimate grievances of employee misconduct. Employees shall receive complaints courteously and respectfully, providing citizens resources or documentation of the agency complaint process.

1. A person wishing to make a formal complaint alleging employee misconduct must do so in writing, accompanied by their signature. While a notarized affidavit is preferred, a letter, fax, or e-mail may serve as notice of the complaint.
2. An internally originated complaint may be made by any supervisor or employee. The complaint must be in writing and accompanied by their signature. The notarized and/or signed affidavit will be submitted to the Chief of Police.
3. The Chief of Police may serve as the complainant, if warranted, regarding employee misconduct.

B. Notification of the Chief of Police (TBP: 2.07)

1. In the event that an agency employee is accused, arrested, or charged with a crime, or found to be under the influence of alcohol and/or drugs while on-duty, the Chief of Police shall be notified *immediately*.
2. The Chief of Police shall be notified promptly, *in writing*, of any formal complaint made against the agency or employees.

C. Complaints Requiring an Investigation

Formal complaints, alleging a violation of agency policy or law, against the agency or its employees shall be promptly investigated, including anonymous complaints, to ensure the integrity of agency operations and personnel.

1. Types of complaints to be investigated by supervisory personnel shall include routing disciplinary complaints, for example, tardiness, failure to report to duty, unprofessional conduct, rudeness, discourtesy, verbal abuse, sarcasm, neglect or inattention to duty, poor driving, or unacceptable job performance.
2. Types of complaints that require a formal internal investigation, at the direction of the Chief of Police, may include, but not limited to, allegations of incompetence, insubordination, intoxication, corruption, brutality, excessive use of force, unlawful arrests, illegal searches, breach of civil rights, sexual or other forms of illegal harassment, racial profiling, falsifying police reports, perjury, or criminal conduct. (TBP: 2.06)
3. The Chief of Police, with the approval of the City Manager, may elect to request an outside agency or firm to conduct an independent, formal internal investigation if circumstances necessitate the best interest of the individuals involved.

D. Time Limit on Internal Investigations

The impact of an internal investigation on the agency's integrity and employee morale necessitates a speedy resolution. Therefore, internal affairs complaints shall be *promptly* investigated and completed in a timely manner.

1. Unless extenuating circumstances exist, internal investigations shall be completed and any required disciplinary action taken within *30-days* of assignment. (TBP: 2.05)
2. A complete investigation is essential to the proper resolution of allegations of employee misconduct. Therefore, the Chief of Police has the authority to extend the time limit, in writing and as needed, to complete the internal investigation. (TBP: 2.05)

E. Notification to Complainant (TBP: 2.10)

The Chief of Police or designee shall be responsible to keep the complainant informed concerning the status of a complaint, including the results:

1. Provide written notification to the complainant, acknowledging receipt of the complaint.
2. Regarding extended investigations, keep the complainant informed by periodic status reports, either orally or in writing.
3. Responsible to notify the complainant of the final disposition of the investigation upon conclusion, although the degree of specificity of the notice shall be at the discretion of the Chief of Police.
4. Assure the complainant that the agency is committed to quality police service and are appreciative of their interest, concern, and cooperation.

F. Employee's Rights

Personnel complaints must comply with state law (Government Code 614.021). When employees are notified that they have become the focus of an internal investigation, the Chief of Police or designee shall issue the employee a written statement of the allegations. Police officers enjoy certain employee rights as protect by state law:

1. Persons wishing to make a formal complaint must do so in *writing*, accompanied by their signature. A notarized affidavit is preferred, but not required. A signed letter of the complaint may be sufficient.

2. A copy of a signed complaint against a law enforcement officer shall be given to the officer, within a reasonable amount of time after the complaint is filed. The employee will be instructed to respond, in writing, to the allegations.
3. *Disciplinary action* may not be taken against the officer, unless a copy of the signed complaint has been given to the officer. Sustained complaints must be based on “*finding of fact*” supporting the allegations. The employee may not be indefinitely suspended or terminated from employment, until the complaint is investigated and there is sufficient evidence to prove the allegation of misconduct.
4. Occasionally, malicious and deliberate false accusations are made against the agency or employees. To discourage false accusations, complainants should be provided a copy of the state’s perjury statutes. False complaints will be prosecuted to the extent allowed by state law.
5. Employees may file an appeal of disciplinary action taken against them, in accordance with the City’s grievance policy.

G. Compelled Employee Interviews

During a compelled interview, the employee will be instructed to fully cooperate with the investigation, including truthfully answering all questions relating to his/her law enforcement duties and/or the investigation. Employers have the right to expect their employees to tell the truth regarding their positions as public employees. (TBP: 2.14) *PUBLIC EMPLOYEES HAVE NO CONSTITUTIONAL RIGHT TO LIE!*

1. Upon receipt of a direct order by a supervisor, an employee may be disciplined for refusal to answer such questions, including dismissal.
 - a. The supervisor must warn the employee that refusal to answer job-related questions will constitute *insubordination*, warranting disciplinary action.
 - b. A distinction should be made between administrative and criminal investigations. Employees should be advised that their compelled statements nor evidence gained there from cannot be used against them in any criminal proceedings, but may be used in disciplinary action.
 - c. Prior to conducting a compelled interview involving criminal behavior, the assigned investigator should always consult with the Bexar County District Attorney’s Office before proceeding with the internal investigation interview.

- d. If criminal, employees cannot be asked to surrender their constitutional privileges against self-incrimination. According to the U.S. Constitution, “*no person shall be compelled in any criminal case to be a witness against himself.*”
2. During compelled interviews, the employee will not be permitted to have counsel, a supervisor, or any other representative present. The 5th Amendment right to counsel does not apply to administrative matters.
3. At the discretion of the Chief of Police, the employee may also be required to submit or participate in the following specific conditions (at the agency’s expense) to further aid the administrative review:
 - a. Medical or lab examinations;
 - b. Photo lineup; and/or
 - c. Polygraph examination.

If the employee refuses to participate as ordered by the Chief of Police or designee, the employee may be subject to disciplinary action, including termination for insubordination. Any results obtained from these conditions are limited to administrative use, except as provided by law.

4. The Chief of Police may authorize reasonable searches of city property and equipment, such as employee’s desks, file cabinets, lockers, vehicles, etc. for the purpose of identifying, locating, and securing city property or evidence that may be utilized as part of the internal investigation.
5. The Chief of Police may require an employee to provide the department with a list of social media sites used by the employee and the username utilized on each site if the social media site(s) have relevance to the investigation.
6. If the focus of the investigation is criminal rather than administrative, the employee shall enjoy all constitutional rights provided by law, including the *Garrity Rule* or *Miranda Warning*.
7. This practice shall be subject to any legal requirements related to criminal allegations, including the 5th Amendment of self-incrimination, the 6th Amendment right to an attorney, and the 14th Amendment of due process.
8. If criminal allegations are involved, the Chief of Police may elect to request an outside law enforcement agency to pursue the investigation or to conduct an independent investigation, such as: (TBP: 2.06)

- a. Bexar County Sheriff's Office
 - b. Bexar County District Attorney's Office
 - c. Texas Department of Public Safety or Texas Rangers
 - d. Federal Bureau of Investigation or other federal agencies
9. All compelled interviews for administrative and criminal investigations shall be recorded in their entirety. The recording will note the time at which breaks are taken in the interview process, who requested the break, and the time at which the interview resumed.

H. Administrative Suspensions

Under certain circumstances, an employee may be relieved from duty at the discretion of the Chief of Police or designee.

1. The Chief of Police retains the authority to relieve from duty any agency employee for the best interests of the agency, including public safety or liability concerns.
2. The relief from duty may be a temporary administrative action, such as suspension with or without pay, or immediate dismissal, which is subject to the City Manager's approval.
3. If an employee refuses to submit to a test for alcohol or drug use, the Chief of Police or other officer in authority shall immediately relieve the employee from duty, *with pay*, for failure to cooperate in an administrative investigation.
4. Supervisory personnel have the authority to temporarily relieve from duty, *with pay*, any employee who is physically or psychologically unfit for duty, such as intoxication or fatigue.
 - a. When an employee is temporarily relieved from duty, the supervisor shall collect the employee's badge, employee identification card, and department issued weapons.
 - b. Whenever an employee is relieved from duty, the Chief of Police shall *immediately* be notified.
 - c. Supervisors retain the authority to discipline a subordinate for minor infractions, including verbal warnings, counseling, or remedial training. All instances of verbal warnings, employee counseling or remedial training will be documented by the

supervisor or commanding officer initiating such action. (TBP: 2.04)

I. Conclusion of Facts (TBP: 2.04)

When the investigation is completed, the Chief of Police shall be responsible to provide a written “*conclusion of fact*” for each internal investigation into allegations of employee misconduct.

1. The conclusion of the disciplinary process should provide relevant information to all participants regarding final action taken, relative to the merits of the complaint and any culpability, including any required changes in agency policies, training, and/or equipment.
2. If several violations are alleged, each charge will be addressed and adjudicated separately. The conclusion of fact shall include a formal disposition, such as:
 - a. Unfounded: Allegation is false or not supported factually.
 - b. Not Sustained: Insufficient evidence either to prove or disprove the allegation; or the case is closed due to lack of cooperation from the complainant.
 - c. Not Involved: The investigation reveals that the named employee was not involved in the incident.
 - d. Sustained: Allegation is supported by sufficient evidence that the incident did occur and the named employee did engage in misconduct.
 - e. Exonerated: The conduct complained of did occur, but the employee’s actions were lawful, proper, or justified.
3. The Chief of Police shall be responsible to initiate disciplinary process required to correct employee misconduct. Any disciplinary action should be based upon violation of agency or city policies, state, and/or federal laws.
4. The City Attorney or Texas Municipal League’s legal department may be consulted regarding any employee decisions that might affect this directive.

J. Types of Disciplinary Actions

All disciplinary action will be based on *substantial* evidence. “Proof beyond a reasonable doubt” or “preponderance of evidence” is not required.

1. Minor infractions may be corrected by a verbal warning, employee counseling, or remedial training directed to improve the employee's job performance or to correct unacceptable behavior. All instances of verbal warnings, employee counseling, or remedial training will be documented by the supervisor or commanding officer initiating such action. (TBP: 2.04)
2. Major infractions may warrant more formal types of disciplinary action, which can only be assessed by the Chief of Police, such as written reprimand, suspension, demotion, re-assignment, or termination. The issuance of a written reprimand may be accomplished by the Police Captain after consulting with the Chief of Police.
3. Disciplinary actions involving a monetary loss by the employee, such as suspension, demotion, and termination, shall be subject to an appeal to the City Manager, who has final authority. (Cross-reference with the City of Shavano Park Employee Manual, "*Grievance-Filing Procedures*")

K. Confidentiality of Investigations

All internal investigations are "***confidential***". The complaint and investigation records shall be kept secure and in compliance of Public Information Act requirements. Any employee, who violates this written directive, may be subject to disciplinary action.

1. The City of Shavano Park must respond to any subpoena for internal investigation records. However, it is the policy of the City of Shavano Park and the Shavano Park Police Department to contest all such subpoenas where frivolous grounds exist. The City Attorney should always be consulted upon receipt of any court subpoena for administrative records.
2. The Chief of Police shall maintain a log of all formal complaints against the agency or employees.
3. Internal investigation files shall be kept in a restricted, secure area as designated by the Chief of Police. These files shall be maintained in accordance with state law and city policy to protect the *confidentiality* of these records. (TBP: 2.09)
4. Access shall be restricted and available only at the approval of the Chief of Police. (TBP: 2.09)
5. The Chief of Police shall make available to the public a log of formal

complaint investigations upon receipt of a written request consistent with current Public Information Act requirements.

L. Retention

The retention and purging of internal investigation records shall be consistent with agency policy and state law, at the direction of the Chief of Police.

M. Behavioral Cause Investigations

A behavioral cause investigation is an administrative investigation which is conducted when an employee exhibits unusual or abnormal behavior which could affect his/her ability to perform their job in an acceptable of safe manner. This may either be observed behavior by the employee's supervisor or a perceived behavioral deficiency which is claimed by the employee.

1. The employee will be referred, at the City's expense, to a licensed psychologist, who will examine the employee and make a determination as to his/her fitness for duty. Any information obtained by the psychologist which does not relate to the specific incident or problem under investigation will be considered privileged communication and shall not be disclosed or entered into any agency or personnel file.
2. The Chief of Police reserves the authority to initiate a behavioral cause investigation, whenever believed that it is in the best interest of the employee and/or the Department.

VI. REQUIRED DISCLOSURE

- A. Disclosure of certain internal investigation records may be released to the Bexar County District Attorney's Office or other prosecutorial office as required by law.
- B. The Police Captain will maintain an updated "Employee Biographical Sketch" for all sworn employees that shall contain information pertaining to disciplinary actions including date, type, disposition, action, and IA file number.
- C. Only the Chief of Police or Police Captain are authorized to disclose required internal investigation records to a prosecutorial office.

Exhibit #7

SHAVANO PARK POLICE DEPARTMENT STANDARD OPERATIONAL PROCEDURES	
Subject: SOP VI. E, Vehicle and Body Video Cameras	
Effective Date: Oct. 1, 2019	Replaces: Aug 16, 2017
Approved:	Ray Lacy Chief of Police
Reference:	

I. POLICY

It is the policy of Shavano Park Police Department that officers shall activate mobile audio/video recording equipment and body worn cameras when such use is appropriate to the proper performance of their official duties, and where the recordings are consistent with this policy and state law. These recording are the sole property of the Shavano Park Police Department. This Policy is designed to maximize the reliability of video recordings, and to establish evidence that is reliable and which conforms to established legal procedure. The use of mobile video, audio recordings, and body worn cameras provides documentary evidence and helps defend against civil litigation and allegations of officer misconduct. Officers who use these devices shall adhere to the operational objectives and protocols outlined herein so as to maximize the effectiveness of the departmental video/audio recording equipment and the integrity of evidence and related video documentation.

II. PURPOSE

It is the purpose of this policy to establish department guidelines and responsibilities for the proper use of vehicle and body video cameras. Recording assists in:

- A. Documenting law enforcement encounters and providing evidence for investigative and prosecutorial purposes pursuant to applicable law and this policy, considering the need for privacy in certain situations and at certain locations.
- B. Enhancing the accuracy of reports and testimony in court.
- C. Aiding evaluations and training.

III. DEFINITIONS

- A. Body Worn Camera (BWC): An authorized recording device issued by the Shavano Park Police Department that is capable of recording, or transmitting to be recorded remotely; video and or audio, to be worn on clothing or as glasses, for performing official duties.
- B. Mobile Audio Video Recording (MAVRS): Authorized mobile camera recording system installed in vehicles that is cable of recording, or transmitting to be recorded remotely, video or audio.
- C. Camera: A BWC and/or MAVRS device.
- D. Cold Storage Data storage used to retain inactive recordings that must be maintained for legal purposes.
- E. Computer Aided Dispatch (CAD): Computer communications system that provides record copy of communications between the Public Safety Communications Center (dispatch center) and patrol vehicles.
- F. Covert Operations: Undercover criminal investigations or law enforcement operations.
- G. Officer: On-Duty regular full-time, part-time, and reserve peace officer of any rank performing official duties of the Shavano Park Police Department.
- H. Off-Duty Uniformed Employment: Regular full-time and part-time peace officer of any rank performing official duties as a Shavano Park Police Officer at an approved off-duty security detail while wearing a Shavano Park Patrol Uniform and duty gear.
- I. File: All sounds, images and metadata associated with a camera recording.
- J. Mobile Audio Video Recording (MAVRS): Authorized mobile camera recording system installed in vehicles that is cable of recording, or transmitting to be recorded remotely, video or audio.
- K. Private Space: A location in which a person has a reasonable expectation of privacy, including a person's home.
- L. Recording: Any video/audio file created from a BWC or MAVRS.
- M. Video Evidence Custodian: Employee(s) of Shavano Park Police Department designated by the chief with the responsibility for custody, security, and access control of recordings made by a BWC or MAVRS device.

IV. PROCEDURES

A. WHEN TO USE THE CAMERAS

1. Officers shall not keep their cameras activated for the entire shift.
2. Mandatory Use. Each officer shall activate their camera immediately upon being dispatched or prior to arrival to calls for service or incidents listed below, ensuring that their camera is activated prior to arrival or contact in the following situations:
 - a. Any enforcement-oriented or investigative encounters to confirm or dispel a suspicion that the person may be involved in criminal activity. This includes temporary detentions, vehicle stops, pedestrian stops, and consensual encounters.
 - b. Service of search warrants or arrest warrants.

- c. Contact with complainants regarding crimes against persons.
 - d. Any situations where the officer reasonably believes that the recording may provide evidence in criminal or internal investigations.
 - e. Any non-enforcement encounter that becomes confrontational, assaultive, or enforcement oriented.
 - f. Any incident involving use of force
 - g. Any officer involved in a fleet collision shall, unless physically unable to, immediately activate their video and audio recording system.
 - h. Responding to complaints or calls for service. Upon arrival if the incident does not meet the criteria above the officer may turn off their body camera.
- 3. If any of the incidents referenced above are self-initiated the officer shall make every reasonable effort to activate camera(s) prior to making contact and ensure that the camera is activated.
 - 4. Discretionary Use. Officers may record:
 - a. Victim and witness interviews. The use of a camera does not change the requirement to obtain written statements.
 - b. Non-enforcement encounters when a recording could have value as evidence.
 - 5. Reporting requirements:
 - a. Officers must include the existence or absence of any associated recording in their reports.
 - b. For any mandatory use incident, an officer must document in their report or CAD notes why a recording was not made, was interrupted, or was terminated early.
 - c. Officers will ensure all recordings are tagged appropriately.

B. RESTRICTIONS ON CAMERA USE

- 1. Cameras shall be used only in conjunction with official law enforcement duties.
- 2. Cameras shall not be used to record:
 - a. Communications with Shavano Park personnel or other official personnel (i.e. other government or law enforcement personnel) without the permission of the Chief or Chief's designee, unless necessary for an authorized law enforcement purpose.
 - b. Encounters with undercover employees, confidential informants, covert operations, unless necessary for law enforcement purposes.
 - c. When on break or otherwise engaged in personal activities.
 - d. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room, unless needed for law enforcement purposes.
- 3. Officers shall not intentionally direct a person out of the camera's field of view for the purpose of not having the contact visually recorded or turn off the microphone while contact is being made.

4. If there is an equipment failure resulting in a deactivation, the officer will notify his/her supervisor and the reason for the deactivation and notification be made in writing through the ranks to the Chief or Chief's designee.

V. EQUIPMENT

- A. Officers will inspect and test the body worn camera prior to each shift in order to verify proper functioning.
- B. The body worn camera is a part of the Patrol Division uniform and patrol duty equipment issued to officers and shall be worn by regular duty Patrol Officers at any time a regular duty Patrol Officer is wearing the uniform and duty gear in public and on duty to include while working in uniform at an approved off-duty security employment detail. The Chief or Chief's designee may waive this requirement for Patrol officers, administrative assigned officers, training unit officers, or during training, special events, or other events.
- C. If practical, administrative personnel should have a body worn camera accessible while in a patrol uniform and responding to a law enforcement incident. Officers who are assigned camera equipment must use the equipment in accordance with this policy unless otherwise authorized by the Chief or Chief's designee.
- D. Reserve officers assigned to the Patrol Division shall check out a body worn camera as soon as they report for duty and wear the camera on their uniform throughout the entire shift in accordance to this policy. Upon completion of their duty assignment all videos should be uploaded and the camera returned.
- E. Camera equipment use and care is the responsibility of the individual officer and will be used with reasonable care to ensure proper function. Officers shall inspect and test the camera prior to each shift in order to verify proper functioning and adequate battery power.
- F. Equipment malfunctions shall be brought to the supervisor's attention and made in writing through the ranks to the Chief or Chief's designee as soon as possible so that a replacement unit may be procured, if available.
- G. Use of personally owned camera equipment for Shavano Park Police Department official duties is prohibited.

VI. REVIEWING PROCEDURES

- A. Recordings may be reviewed in any of the following situations:
 1. By an authorized employee to make sure the cameras are working during required checks.
 2. By an officer to assist in making a statement or writing a report about an incident.
 3. By a supervisor for monthly inspections as authorized by this policy
 4. By authorized Shavano Park Police Department personnel as part of an official investigation, such as a personnel complaint, administrative inquiry, or a criminal investigation.
 5. By authorized persons for the purpose of reviewing evidence.

6. For training purpose. Officers are encouraged to inform their supervisor and the Officer Training Division of any recordings that may be of value for training purposes.
- B. Citizens shall not be allowed to review the recordings at the scene unless needed for a law enforcement purpose, which shall be documented in a case report.
- C. No employee shall edit, alter, erase, duplicate, share, copy, download or otherwise distribute recordings in any manner without prior written authorization and approval of the Chief or Chief's designee.

VII. SUPERVISORY RESPONSIBILITIES

- A. Supervisors will conduct monthly inspections of recordings to ensure officers are complying with this policy that the equipment is operating properly, to identify recordings of value for the Training Division, and to identify any areas in which additional training or guidance is required.
- B. Reports of noncompliance with this policy will be forwarded within the chain of command to determine if discipline or additional training is required.

VIII. ACCESS, RETENTION, AND STORAGE

- A. All recordings shall be securely downloaded periodically and no later than the end of each shift. Each recording shall contain the date, camera identifier, name of assigned officer, and a case number (if applicable).
- B. Access to recordings is restricted for official use only and must be authorized by the Chief or Chief's designee or as allowed under this policy or other law. Accessing, copying, or releasing recordings for non-law enforcement purposes is prohibited, unless authorized by the Chief or Chief's designee, or as allowed under this policy or other law.
- C. Access to stored recordings must be audited by the Chief's or Chief's designee to ensure that only authorized users are accessing the files in accordance with this policy.
- D. Recordings must be securely stored and retained consistent with applicable state records retention laws, including the following:
 1. Recordings created with a camera and documenting an incident that involves the use of deadly force by an officer or that is otherwise related to an administrative or criminal investigation of an officer may not be deleted, destroyed, or released to the public until all criminal and civil matters have been final adjudicated and all related administrative investigations have concluded, except as allowed by paragraph D.2, below.
 2. Unless prohibited by law, a recording may be released to the public by the Chief or Chief's designee for law enforcement purposes, or as required by any applicable law.
 3. Recordings shall be retained for a minimum of 90 days in operational storage. All videos categorized with an arrest shall also be exported and saved for long-term evidentiary storage.

- 4. A backup of all recordings will be created, maintained and data security implemented as determined by the Chief or Chief's designee.
- E. Requests to delete portion(s) of recordings (e.g. in the event of a personal or accidental recording) must be submitted in writing and approved by the Chief or Chief's designee in accordance with state record retention laws. All requests and final decisions shall be kept on file.
- F. Recordings documenting incidents involving the use of deadly force by a peace officer or that is otherwise related to an administrative or criminal investigation of an officer may not be deleted, destroyed, or released to the public until all related administrative investigations have concluded.

(Per Occupations Code 1701.655 Body Worn Camera Policy, retention period may not be less than 90 days)

IX. REQUESTS FOR COPIES

- A. Requests for copies of recordings by the public will be handled in accordance with public information requests under Chapter 552 of the Texas Government Code, Chapter 1701 of the Texas Occupations code and any other applicable statute.
- B. A copy of a recording for internal use only may be requested through the Video Evidence Custodian.
- C. All copies of recordings will be produced by the Video Evidence Custodian.
- D. Requests for Copies of recordings by other law enforcement agencies for an official purpose are to be submitted in writing to the Video Evidence Custodian. The request must be in writing, on agency letterhead, signed by the requesting officer, and endorsed by the requestor's supervisor.
- E. Requests for copies from attorneys for matter in any court must be made through the District Attorney's Office.
- F. The Shavano Park Police Department may not release any portion of a recording made in a private space, or of a recording involving the investigation of conduct that constitutes a misdemeanor punishable by fine only and does not result in arrest, without written authorization from the person who is the subject of the recording. If the person is deceased, a representative of the deceased may authorize the release.
- G. An employee who releases a recording without permission of the Shavano Park Police Department may be charged with a Class A misdemeanor.

X. TRAINING

All employees who will handle, use, or otherwise come into contact with recordings obtained from BWC or MAVRS devices will be trained in the operation and/or handling of such equipment and recordings. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper calibrations and performance, and to incorporate changes, updates, or other revisions in policy and equipment.

CITY COUNCIL STAFF SUMMARY

Meeting Date: February 28, 2022

Agenda item: 8.7

Prepared by: Brenda Morey

Reviewed by: Bill Hill

AGENDA ITEM DESCRIPTION:

Discussion / possible action – Resolution R-2022-004 Adopting the City of Shavano Investment Policy and Investment Strategy – Finance Director

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Attachments for Reference:

a) R-2022-004 Resolution

b) Proposed FY2022 Investment Policy

BACKGROUND / HISTORY: The Public Funds Investment Act (PFIA), Section 2256.005a requires the City to adopt an investment policy and investment strategy by rule, order, ordinance or resolution. Attached is a copy of the City of Shavano Park's investment policy adopted February 22, 2021 with the proposed changes for FY 2022 redlined.

The Local Government Code of the State of Texas (Local Government Code, Chapter 105.011) governs local government depositories and authorizes cities to receive and consider applications (bids/proposals) for banking services from financial institutions outside the city limits, when consideration of such financial institutions is in the best interest of the city.

The Investment Committee is comprised of Mark Standeford, Lee Matecko, Konrad Kuykendall City Manager Bill Hill, and Finance Director Brenda Morey.

DISCUSSION: The Investment Committee met January 12 and February 14, 2022, to review and suggest updates to the City's Investment policy as well as review quarterly investments and reports.

The Committee reviewed the 2021 investment policy and made the following suggested edits:

- Page 3, under the heading 'SCOPE' modify the paragraph to remove the reference to a comprehensive annual financial report (CAFR) and rephrase as follows "This investment policy applies to all financial assets of the City of Shavano Park and includes all City funds, as reflected in the accounting records."
- Page 7, under 'Annual Report', change 90 days to 120 days. This allows the fourth quarter and annual report to be subjected to auditing procedures by the independent auditors and coincides with the City Council receiving/approving the annual audit report.

Note also the adopted date will be updated to February 28, 2022.

The above suggested edits are redlined on Proposed FY2022 Investment Policy.

COURSES OF ACTION:

1. Approve the proposed City of Shavano Investment Policy by resolution.
2. Advise Staff and Committee to meet for further discussion/recommendations.

FINANCIAL IMPACT: N/A

STAFF RECOMMENDATION: Approve Resolution R-2022-004 adopting the City of Shavano Park Investment Policy with the edits as presented and the City of Shavano Park Investment Strategy.

**A RESOLUTION AMENDING AND ADOPTING THE CITY OF SHAVANO PARK
INVESTMENT POLICY AND INVESTMENT STRATEGY**

WHEREAS, Chapter 2256 of the Texas Government Code, commonly known as the "Public Funds Investment Act," requires the City to adopt an investment policy by rule, order, ordinance, or resolution; and

WHEREAS, The Public Funds Investment Act (Section 2256.005 a) requires the governing body to review and adopt that investment policy not less than annually, recording any changes made thereto; and

WHEREAS, the City of Shavano Park has chosen to revise the Investment Policy with respect to the scope definition and annual reporting deadline, and the Policy is attached as Exhibit A.

WHEREAS, the Local Government Code of the State of Texas (Local Government Code, Chapter 105.011) governs local government depositories; and

WHEREAS, the Local Government Code authorizes the City to receive and consider applications (proposals/bids) for banking services from financial institutions outside the City limits: and

WHEREAS, the City Council has concluded that consideration of such financial institutions is in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS:

That the City Council has complied with the requirements of the Public Funds Investment Act and the Local Government Code Chapter 105 and the Investment Policy attached hereto as Exhibit A, is hereby adopted in its entirety as the Investment Policy of the City.

PASSED AND APPROVED by the City Council of the City of Shavano Park this the 28th day of February, 2022

Robert Werner
MAYOR

Attest: _____
Trish Nichols
City Secretary

City of Shavano Park Texas

Investment Policy

Adopted February 28, 2022

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INTRODUCTION

The purpose of this document is to set forth specific investment policy and strategy guidelines for the City of Shavano Park in order to achieve the objectives of safety, liquidity, diversification, and yield for all investment activity. The City Council of the City of Shavano Park shall review and adopt, by resolution, its investment strategies and policy not less than annually. The resolution shall include a record of changes made to either the investment policy or strategy. This policy serves to satisfy the statutory requirement (specifically the Public Funds Investment Act, "the ACT", Chapter 2256 Texas Government Code) to define, adopt and review a formal investment strategy and policy.

INVESTMENT STRATEGY

The City of Shavano Park maintains portfolios which utilize five specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios:

- A. Operating funds and commingled pools containing operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure which will experience minimal volatility (i.e. risk) during economic cycles. This may be accomplished by purchasing high-quality, short to medium-term securities which will complement each other in a ladder or barbell maturity structure. The dollar weighted average maturity of 365 days or less will be calculated using the stated final maturity date of each security.
- B. Debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. Securities purchased shall not have a stated final maturity date which exceeds the debt service payment date.
- C. Debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Securities should be of high quality and, except as may be required by the bond ordinance specific to an individual issue, of short to intermediate-term maturities. Volatility shall be further controlled through the purchase of securities carrying the highest coupon available, within the desired maturity and quality range, without paying a premium, if at all possible.
- D. Special projects or special purpose fund portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 10% in highly liquid securities to allow for flexibility and unanticipated project outlays. The stated final maturity dates of securities held should not exceed the estimated, project completion date.

- E. Operating funds reserved fund balance shall have as the primary objective the capability of adding yield to the portfolio without causing any cash flow inadequacies. The City's intent is to maintain a reserve fund balance of four to six months of operating expenditures to ensure that during economic shortfalls funds are available to sustain the City's needs. The weighted average maturity of these securities shall be no more than 2 years and at least 15% of the funds will be liquid.

INVESTMENT POLICY

SCOPE

This investment policy applies to all financial assets of the City of Shavano Park, and includes all City funds as reflected in the accounting records

OBJECTIVES

The City of Shavano Park shall manage and invest its cash with four objectives, listed in order of priority: Safety, Liquidity, Diversification, and Yield. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with State and Local law.

The City shall maintain a comprehensive cash management program which includes collection of accounts receivable, vendor payment in accordance with invoice terms and prudent investment of available cash. Cash management is defined as the process of managing monies in order to ensure maximum cash availability and maximum yield on short-term investment of pooled idle cash.

Safety

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

Liquidity

The City's investment portfolio shall be structured such that the City is able to meet all obligations in a timely manner. This shall be achieved by matching investment maturities with forecasted cash flow requirements and by investing in securities with active secondary markets.

Diversification

In order to minimize investment and market risk, the City will diversify its investments by market sector (security type) and maturity. The portfolio will be designed to avoid unreasonable risks within one market sector or from an individual financial institution.

Yield

The City's cash management portfolio shall be designed with the objective of regularly exceeding the average rate of return on U.S. Treasury Bills at a maturity level comparable to the City's weighted average maturity in days. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified herein and prudent investment policies.

RESPONSIBILITY AND CONTROL

Investment Committee

Members

A five member Investment Committee, shall consist of the City Manager, Finance Director and three outside committee members as selected by Council.

Scope

The Investment Committee shall meet at least semi-annual or other time frame to determine operational strategies and to monitor results. Include in its deliberation such topics as: performance reports, economic outlook, portfolio, diversification, maturity structure, potential risk to the City's funds, authorized brokers and dealers and the target rate of return on the investment portfolio. The committee may make recommendations to the Investment Officer and the Council.

Procedures

The Investment Committee shall establish its own rules of procedures as it is not required to conform to open meetings act. Meeting summations shall be provided to all members of the investment committee.

Delegation of Authority

Authority to manage the City's investment program is derived from a resolution of the City Council. The Finance Director and City Manager or any person designated by the City Council shall act as Investment Officers for the City and are responsible for investment decisions and activities. The Investment Officers shall establish written procedures for the operation of the investment program, consistent with this investment policy.

Training

The Investment Officers and the other members of the Investment Committee shall attend at least one training session relating to investment responsibilities under the Act within 12 months after assuming duties; a training session not less than once in a two-year period that begins on the first day of the City of Shavano Park's fiscal year and consists of the two consecutive years after that date; each initial training session shall contain not less than 10 hours of training, and subsequent training sessions not less than eight hours of instruction. The continued training will be required of the City Manager and Finance Director, only, because of their day-to-day investment officer duties. Upon completion of the initial training for the "Other" members of the committee, no further training is considered necessary.

Training requirements for "Other" members of the Investment Committee may be waived by City Council for highly qualified professionals as so designated at the time of appointment.

Such training from an independent source shall be approved or endorsed by either, Government Finance Officers Association of Texas, the Government Treasurers Organization of Texas, the Texas Municipal League or the Alamo Area Council of Governments. All expenses incurred for the required training will be paid or reimbursed by the City in accordance with the current travel and training policy in force.

Internal Controls

The Investment Officers are responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by the investment officers.

Accordingly, the Investment Officers shall establish a process for annual independent review by an external qualified entity(s) to assure compliance with policies and procedures. This can be part of the annual audit. The results of this review shall be reported to the City Council. The internal controls shall address the following points:

- A. Control of collusion
- B. Separation of transaction authority from accounting and record keeping.
- C. Custodial safekeeping
- D. Avoidance of physical delivery securities.

- E. Clear delegation of authority to subordinate staff members.
- F. Written confirmation for telephone (voice) transactions for investments and wire transfers.
- G. Development of a wire transfer agreement with the depository bank or third party custodian.

Prudence

The standard of prudence to be applied by the investment officer shall be the "prudent investor" rule, which states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- A. The investment of all funds under the City's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment.
- B. Whether the investment decision was consistent with the written investment policy of the City.

The Investment Officers and those delegated investment authority under this Policy, when acting in accordance with the written procedures and in accord with the Prudent Person Rule, shall be relieved of personal liability in the management of the portfolio provided that deviations from expectations for a specific security's credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.

Public Trust

All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction which might impair public confidence in the City's ability to govern effectively.

Ethics and Conflicts of Interest

The Investment Committee and City staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City staff shall disclose to the City Manager any material financial interests in financial institutions that

conduct business with the City and they shall further disclose positions that could be related to the performance of the City's portfolio. City staff shall subordinate their personal financial transactions to those of the City, particularly with regard to timing of purchases and sales.

An investment officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An investment officer who is related within second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the entity.

REPORTING

Quarterly Reporting

The Investment Officer shall submit quarterly reports to the City Council containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program and consistent with statutory requirements. All reports shall be in compliance with the Act. Market prices for market evaluations will be obtained from an independent source.

Annual Report

Within 120 days of the end of the fiscal year, the Investment Officer shall present an annual report on the investment program and investment activity. This report may be presented as a component of the fourth quarter report to the City Council.

Methods

The quarterly investment report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will be provided to the City Council and will include the following:

- A. A listing of individual securities held at the end of the reporting period. This list will include the name of the fund or pooled group fund for which each individual investment was acquired.
- B. Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period. Market

values shall be obtained from financial institutions or portfolio reporting services independent from the broker/dealer from whom the security was purchased.

- C. Additions and changes to the market value during the period.
- D. Fully accrued interest for the reporting period.
- E. Average weighted yield to maturity of portfolio on entity investments as compared to applicable benchmarks.
- F. Listing of investments by maturity date.
- G. The percentage of the total portfolio which each type of investment represents.
- H. Statement of compliance of the City's investment portfolio with State law and the investment strategy and policy approved by the City Council.

INVESTMENT PORTFOLIO

Active Portfolio Management

The City shall pursue an active versus a passive portfolio management philosophy. That is, securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade. The investment officer will routinely monitor the contents of the portfolio, the available markets, and the relative value of competing instruments and will adjust the portfolio accordingly.

Investments

Assets of the City of Shavano Park may be invested in the following instruments; provided, however, that at no time shall assets of the City be invested in any instrument or security not authorized for investment under the Act, as the Act may from time to time be amended. The City is not required to liquidate investments that were authorized investments at the time of purchase.

I. Authorized

- A. Obligations, including letters of credit, of the United States of America, its agencies and instrumentalities which have a liquid market with a readily determinable market value.
- B. Direct obligations of the State of Texas and agencies thereof. Total investment in this instrument shall not exceed 90% of the overall portfolio.
- C. Other obligations, the principle of and interest on which are unconditionally guaranteed

or insured by, or backed by the full faith and credit of, the State of Texas or United States of America or their respective agencies and instrumentalities including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.

- D. Obligations of the States (other than Texas), agencies thereof, Counties, Cities and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than "A" or its equivalent. Total investment in this instrument shall not exceed 25% of the overall portfolio.
- E. Certificates of Deposit by a Depository Institution that has its main office or branch office in the State of Texas, guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor; secured by obligations described in A through D above, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities of the nature described by Section 2256.009 (b) of the Texas Government Code and made in accordance with the conditions as specified by Section 2256.010 of the Texas Government Code. Total investment in CD's shall not exceed 80% of the overall portfolio.
- F. Fully collateralized direct repurchase agreements with a defined termination date secured by a combination of cash and obligations of the United States or its agencies and instrumentalities pledged to the City, held in the City's name, and deposited at the time the investment is made with the entity or with a third party, selected by the City. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution domiciled in Texas. A Master Repurchase Agreement must be signed by the bank/dealer prior to investment in a repurchase agreement. The term of any reverse security repurchased agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered. Money received under the terms of a reverse security repurchase agreement shall be used to acquire additional investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement. Total investment in repurchase agreements shall not exceed 10% of the overall portfolio.
- G. Joint pools of political subdivisions in the State of Texas which invest in instruments and follow practices as specified by Section 2256.016 of the Texas Government Code. Investment in such pools shall be limited to 90% of the City's entire portfolio. A pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

II. Un-Authorized

The City's investment policy specifically prohibits investments in the securities listed below:

- A. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
- B. Obligations whose payment represents the principal stream of cash flow

- from the underlying mortgage-backed security collateral and bears no interest.
- C. Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years.
- D. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.
- E. Securities Lending Program
- F. Bankers' Acceptance Commercial Paper

Holding Period

The City of Shavano Park intends to match the holding periods of investment funds with liquidity needs of the City. In no case will the average maturity of investments of the City's operating funds exceed one year. The maximum final stated maturity of any investment shall not exceed five years. The maximum weighted average maturity (WAM) of the overall portfolio shall not exceed 270 days.

Investments in all funds shall be managed in such a way that the market price losses resulting from interest rate volatility would be offset by coupon income and current income received from the volume of the portfolio during a twelve-month period.

The Investment Officer will monitor rating changes in investments acquired with public funds that require a minimum rating and shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating thereby making that investment an unauthorized investment.

Risk and Diversification

The City of Shavano Park recognizes that investment risks can result from issuer defaults, market priced changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification which shall be achieved by the following general guidelines.

- A. Risk of issuer default is controlled by limiting investments to those instruments allowed by the Act, which are described herein.
- B. Risk of market price changes shall be controlled by avoiding over-concentration of assets in a specific maturity sector, limitation of average maturity of operating funds investments to one year and avoidance of over-concentration of assets in specific instruments other than U.S. Treasury Securities and Insured or Collateralized Certificates of Deposits.
- C. Risk of illiquidity due to technical complications shall be controlled by the selection of securities dealers as described herein.

The Table below summarizes the authorized investments and their maximum allocation as a percentage of the overall investment portfolio:

Security Type	Maximum Allocation
A. Obligations of the US Government, Agencies/Instrumentalities	90%
B. Obligations of the State of Texas, Agencies/Instrumentalities	50%
C. Obligations of other States, County, Cities and political subdivision	25%
D. Certificate of Deposits with branch(s) in the State of Texas (Max. of \$250K per institution, insured or collateralized)	80%
E. Collateralized direct repurchase agreements	10%
F. Constant dollar Investment Pools (Ex. TexPool, TexStar)	90%
G. Money Market Mutual Fund (AAA rated or equivalent)	50%

SELECTION OF BANKS, BROKER/DEALERS, AND INVESTMENT ADVISORS

Depository

City Council shall, by ordinance, “select and designate one or more banking institutions as the depository for the monies and funds of the City” in accordance with the requirement of Tex. Loc. Gov’t Code Ch. 105. At least every five years, a Depository shall be selected for a contract term of three years with two one-year renewal options through the City's banking services procurement process, which shall include a formal request for proposal (RFP).

Due to the limited number of financial institutions located within the City, the City has concluded that consideration of banking services (bids/proposals) from financial institutions outside the City limits are in the best interest of the City and, therefore, will accept depository applications from institutions both inside and outside the City limits.

In selecting a depository, the credit worthiness of institutions shall be considered and the Investment Officer shall conduct a comprehensive review of prospective depositories' credit

characteristics and financial history.

Certificates of Deposit

Banks seeking to establish eligibility for the City's competitive certificate of deposit purchase program shall submit for review annual financial statements, evidence of federal insurance and other information as required by the Investment Officer.

Investment Advisor

The Council may, at its discretion, contract with an investment management firm properly registered under the Investment Advisors Act of 1940 (15 U.S.C. Section 80b-1 et seq.) and with the Texas State Securities Board to provide for investment and management of its public funds or other funds under its control.

Securities Dealers

All investments made by the City will be made through the City's banking services bank or a primary dealer. The Investment Committee will review the list of authorized broker/dealers annually. A list of at least three broker/dealers will be maintained in order to assure competitive bidding. Brokers and dealers who office in the San Antonio and Austin metropolitan area are preferred. Investment officials shall not knowingly conduct business with any firm with whom public entities have sustained losses on investments. All Securities dealers shall provide the City with references from public entities which they are now serving.

All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:

- audited financial statements each year,
- proof of National Association of Securities Dealers (NASD) certification and provision of CRD number,
- proof of current registration with the State Securities Commission and
- completed broker/dealer questionnaire
- certification of having read the City's investment policy signed by a qualified representative of the organization
- acknowledgement that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the City and the organization.

Qualified representative means a person who holds a position with a business organization, who is authorized to act on behalf of the business organization and who is one of the following:

- A. For a business organization doing business that is regulated by or registered with a securities commission, a person who is registered under the rules of the National Association of Securities Dealers;
- B. For state or federal bank, a savings bank, or a state or federal credit union, a member of the loan committee for the bank or branch of the bank or a person authorized by corporate resolution to act on behalf of and bind the banking institution; or
- C. For an investment pool, the person authorized by the elected official or board with authority to administer the activities of the investment pool to sign the certification on behalf of the investment pool.

Investment Pools

A thorough investigation of the pool is required prior to investing, and on a continual basis. All investment pools must have available the following information in order to be eligible to receive funds:

- the types of investments in which money is allowed to be invested
- the maximum average dollar-weighted maturity allowed, based on the stated maturity date, of the pool
- the maximum stated maturity date any investment security within the portfolio has
- the objectives of the pool
- the size of the pool
- the names of the members of the advisory board of the pool and the dates their terms expire > the custodian bank that will safe keep the pool's assets
- whether the intent of the pool is to maintain a net asset value of one dollar and the risk of market price fluctuation
- whether the only source of payment is the assets of the pool at market value or whether there is a secondary source of payment, such as insurance or guarantees, and a description of the secondary source of payment
- the name and address of the independent auditor of the pool
- the requirements to be satisfied for an entity to deposit funds in and withdraw funds from the pool and any deadlines or other operating policies required for the entity to invest funds in and withdraw funds from the pool
- the performance history of the pool, including yield, average dollar weighted maturities and expense ratios

- a description of interest calculations and how interest is distributed, and how gains and losses are treated

An annual review of the financial condition of each investment pool(s) will be conducted by the Investment Committee.

SAFEKEEPING AND CUSTODY

Insurance or Collateral

All deposits and investments of City funds other than direct purchase of U.S. Treasuries or Agencies shall be secured by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC or the National Credit Union Share Insurance Fund (NCUSIF) as administered by the National Credit Union Administration (NCUA). Evidence of the pledged collateral shall be maintained by the Finance Director or a third party financial institution. Repurchase agreements shall be documented by a specific agreement noting the collateral pledge in each agreement. Collateral shall be reviewed weekly to assure that the market value of the pledged securities is adequate.

Safekeeping Agreement

Collateral pledged to secure deposits of the City shall be held by a safekeeping institution in accordance with a Safekeeping Agreement which clearly defines the procedural steps for gaining access to the collateral should the City of Shavano Park determine that the City's funds are in jeopardy. The safekeeping institution, or Trustee, shall be the Federal Reserve Bank or an institution not affiliated with the firm pledging the collateral. The safekeeping agreement shall include the signatures of authorized representatives of the City of Shavano Park, the firm pledging the collateral, and the Trustee.

Collateral Defined

The City of Shavano Park shall accept only the following securities as collateral:

- A. FDIC and NCUSIF insurance coverage
- B. A bond, certificate of indebtedness, or Treasury Note of the United States, or other evidence of indebtedness of the United States that is guaranteed as to principal and interest by the United States.
- C. Obligations, the principal and interest on which, are unconditionally guaranteed or insured

by the State of Texas.

- D. A bond of the State of Texas or of a county, city or other political subdivision of the State of Texas having been rated as investment grade (investment rating no less than "AA" or its equivalent) by a nationally recognized rating agency with a remaining maturity of ten (10) years or less.
- E. A letter of credit issued by a federal home loan bank.

Subject to Audit

All collateral shall be subject to inspection and audit by the Investment Officer or the City's independent auditors.

Delivery vs. Payment

Treasury Bills, Notes, Bonds, Repurchase Agreements and Government Agencies' securities shall be purchased using the delivery vs. payment method. That is, funds shall not be wired or paid until verification has been made that the correct security was received by the Trustee. The security shall be held in the name of the City or held on behalf of the City. The Trustee's records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City.

Competitive Bidding

All investment transactions, including certificates of deposit, will be made on a competitive basis to assure that the City is receiving fair market prices. Bids for certificates of deposits may be solicited orally, in writing, electronically or in any combination of those methods.

INVESTMENT POLICY ADOPTION

The City of Shavano Park Investment Policy shall be adopted by resolution of the City Council. The policy shall be reviewed for effectiveness on an annual basis by the Investment Committee and any modifications will be recommended for approval to the City Council. The City Council shall review these investment policies and strategies not less than annually.