

**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, March 23, 2020 immediately following the Crime Control Prevention District meeting scheduled at 6:30 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers.**

**SUPPLEMENTAL NOTICE OF MEETING BY LIVESTREAM / TELEPHONE CONFERENCE:**

**In accordance with Order of the Office of the Governor issued March 16th, 2020, the governor has suspended various provisions of the Open Meetings Act pursuant to his state disaster authority, which now authorize the participation of a meeting by live-video stream or telephone.** The City of Shavano Park will conduct the Regular Meeting on Monday, March 23, 2020 immediately following the City of Shavano Park Crime Control and Prevention Meeting scheduled at 6:30 p.m. at 900 Saddletree Court, Shavano Park Council Chambers in part by Livestream / telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) and slow down the spread of the Coronavirus (COVID-19).

Telephone Participation. The public toll-free dial-in number to participate in the telephonic meeting is 1-866-899-4679 and requires access code 492-574-237.

Livestream Participation. The livestream available via the GoToMeeting website from your computer, tablet or smartphone at: <https://global.gotomeeting.com/join/492574237> or you may also download the GoToMeeting app from Google Play or the Apple App Store. Follow GoToMeeting’s instructions to download and install the app.

The Livestream / telephone conference will be available to join at 6:15 pm (15 minutes prior to the meeting).

The public will be permitted to offer comments telephonically as provided by the agenda during Citizen’s to be Heard. Citizens who want to speak during this period, should sign up to speak prior to the beginning of the meeting by stating their intent and providing Name, Address, and Topic to be addressed. Follow the guidelines under agenda item 3.

The meeting agenda and agenda packet are posted online at [www.shavanopark.org](http://www.shavanopark.org).

A recording of the telephonic meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request.

## **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 public toll-free dial-in number to participate in the Citizens to be Heard is 1-866-899-4679 and requires access code 492-574-237.**
- 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. Annual April City Manager Performance and Salary Review (Mayor Werner)**

## **6. REGULAR AGENDA ITEMS**

- 6.1. Discussion /Action - Coronavirus Update and Considerations - City Manager**
- 6.2. Discussion /Action - Ordinance O-2020-006 amending the FY 2019-20 Budget to adjust revenues, expenditures and utilization of fund balance to include resourcing the pavilion, playscapes, walking trail, equipment upgrades and other items within the General Fund, Water Utility Fund, Crime Control and Prevention District Fund, Capital Improvement/Replacement Fund and Water Utility Capital Replacement Fund (first reading) - City Manager / Finance Director**
- 6.3. Discussion /Action - Resolution R-2020-008 Neighborhood Watch adopting the National Neighborhood Watch Program as a city sponsored / managed program. Appoint management of the program to the Police Department with the Police Chief designated as the POC - Chief Lacy**
- 6.4. Discussion / action - Reschedule the Regular City Council Meeting scheduled for May 25, 2020 - City Manager**
- 6.5. Discussion / Action - Resolution R-2020-009 authorizing the application for the SIB loan supporting the relocation of water lines along NW Military Highway during the NW Military Highway improvement project - City Manager**
- 6.6. Discussion - Resolution R-2020-005 Revisions to Employee Handbook**

## **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 - City Council Minutes, February 24, 2019**

**8.2. Accept - Planning & Zoning Commission Meeting Minutes, February 5, 2019**

**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 210-493-3478 x240 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 18th day of March 2020 at 4:30 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](http://www.shavanopark.org), in compliance with Chapter 551, Texas Government Code

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Zina Tedford  
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-2020-002 amending the City of Shavano Park Code of Ordinances, Chapter 24: Signs to clarify requirements within Sign Ordinance. (final reading) - April**
- b. Ordinance amending Chapter 36 Zoning regarding the allowed uses of accessory buildings - April**
- c. Correction of scrivener error in Ordinance 100-12-03 regarding side setback requirements in Willow Wood Planned Unit Development - April**
- d. Resolution adopting City Policy - City Publications - Open**
- e. Resolution R-2020-007 Neighborhood Watch adopting the National Neighborhood Watch Program as a city sponsored / managed program. Appoint management of the program to the Police Department with the Police Chief designated as the POC - Chief Lacy**
- f. City Manager Annual Review / Salary for April - Annual April**
- g. Annual Budget Calendar - Annual May**
- h. Annual appointment of members to the Higher Education Facilities Corporation Board - Annual May**
- i. Annual update on bond revenue opportunities by Bond Counsel – Annual May**
- j. Approval of Financial Account Signatures - Annual June**
- k. Annual Compensation Review - Annual June Workshop**
- l. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August**
- m. City Council adoption of organizational chart - Annual August**
- n. Annual Report on Republic Service Recycling and CPI Fee adjustments - Annual September**
- o. Resolution adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention for FY - Annual September**
- p. Ordinance approving and adopting a budget for the City of Shavano Park, Texas for the fiscal year beginning October 1, 2018 and ending September 30, 2019a - Annual September**

- q. Resolution adopting the City of Shavano Park Effective Tax Rate (Record Vote) - Annual September
- r. Record vote to ratify the property tax rate reflected in the FY 2016-17 Budget (Record Vote) - Annual September
- s. Selection - Boards, Commissions, and Committees - Annual September
- t. Setting the dates for the City sponsored events (City-wide Garage Sale / Arbor / Earth Day / Independence Day / National Night Out / Holiday / Picnic in the Park) - Annual September
- u. Disposal of City Equipment / Furniture - Annual October
- v. Designation of City of Shavano Park Official Paper - Annual October
- w. Adoption of Official City Holiday Schedule - Annual November
- x. Approval of the yearly tax roll - Annual November
- y. Consideration for transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Annual January / February
- z. Records Retention Policy - Annual January
- aa. Schedule the Annual City-Wide Garage Sale – Annual January
- bb. Appointment of Council Appointed Positions - Annual January
- cc. Annual Crime Report – Annual January
- dd. Crime Control Prevention District funding placed on ballot - January 2024
- ee. Street Maintenance Fund funding placed on the ballot - January 2022
- ff. Revisions to Employee Handbook - Annual February
- gg. Shavano Park Police Department **20XX** Racial Profiling Report - Annual February
- hh. City of Shavano Park Investment Policy - Annual February
- ii. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August
- jj. FY 2019 - 20 Budget Amendment (Annual February or March)

**kk. Set City Manager Annual Performance and Salary Review for April – Annual March**

## CITY COUNCIL STAFF SUMMARY

Meeting Date: March 23, 2020

Agenda item: 6.1

Prepared by: Bill Hill

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

**Discussion /Action - Corona Virus Update and Considerations – City Manager**



**Attachments for Reference:**

1) City Services COVID-19 Update

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### **BACKGROUND / HISTORY:**

[[CDC.gov](https://www.cdc.gov)] Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people such as with MERS-CoV, SARS-CoV, and now with this new virus (named SARS-CoV-2).

Early on, many of the patients at the epicenter of the outbreak in Wuhan, Hubei Province, China had some link to a large seafood and live animal market, suggesting animal-to-person spread. Person-to-person spread was subsequently reported outside Hubei and in countries outside China, including in the United States. Some international destinations now have ongoing community spread with the virus that causes COVID-19, as do some parts of the United States. Community spread means some people have been infected and it is not known how or where they became exposed.

### **CDC Guidance on public gatherings on March 15:**

Therefore, CDC, in accordance with its guidance for [large events and mass gatherings](#), recommends that for the next 8 weeks, organizers (whether groups or individuals) cancel or postpone in-person events that consist of 50 people or more throughout the United States.

Events of any size should only be continued if they can be carried out with adherence to guidelines for protecting [vulnerable populations](#), [hand hygiene](#), and [social distancing](#). When feasible, organizers could modify events to be virtual.



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**DISCUSSION:**

In adherence to CDC guidance, events such as Picnic in the Park, City-wide Garage Sale, Arbor / Earth Day and other gathering have been postponed. Council should consider in the future whether to cancel the events.

Staff has coordinated and implemented a number of modified City Services (see attachment). Council should consider other actions or guidance that may be appropriate. The situation is expected to be updated by Health, State and Federal officials.

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**COURSES OF ACTION:** Varies

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**FINANCIAL IMPACT:** Varies

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**MOTION REQUESTED:** None at this time.



18 March 2020

### **City of Shavano Park Public Notice**

A national public health disaster has been declared for the United States of America. The [Center for Disease Control](#) or [Texas Department of State Health Services](#) are the go-to places for information as it pertains to the Coronavirus (COVID-19).

**In-person access to all City departments is limited, or prohibited, and phone calls and emails are the primary method of doing business.** In response to National and State Emergency declarations and to provide for the public health, safety, and welfare of all people, the City of Shavano Park has taken the following measures:

#### **Staffing**

- City staff continue to work and can address questions, concerns and general inquiries. Again, phone calls and emails are the methods of communication. Main phone number for the City is [210-493-3478](tel:210-493-3478).

#### **Events**

- All special events or usage of City Hall for non-official uses are cancelled.
- City-wide Garage Sale has been postponed until further notice.
- Picnic in the Park has been postponed until further notice.
- Arbor / Earth Day has been postponed until further notice.

#### **Meetings**

- City Council meetings will continue as needed focused on required action items.
- Other committees meetings will be considered on a case-by-case basis.
- **In accordance with Order of the Office of the Governor issued March 16<sup>th</sup>, 2020, the governor has [suspended various provisions](#) of the Open Meetings Act pursuant to his state disaster authority, and the attorney general's office has issued [guidance](#) on the suspension. Tex. Gov't Code § 418.016(e). The changes are effective March 16, 2020, until further notice or until the state disaster declaration expires**
- **City of Shavano Park official meetings will be conducted by a combination by live video stream and / or by telephone until further notice.**
- Livestream Meetings from Home: Meetings will be available to the public online through live streaming via the free [GoToMeeting](#) app or website. Public will also be able to call in and hear meeting audio live. **Information on how to access the meetings by livestream or phone will be posted on the appropriate agenda.**

#### **Utilities**

- No disruptions of utilities of any kind are anticipated.
- SAWS and CPS customers will receive updates to service as appropriate from those agencies

- The Shavano Park Water Department continues to provide quality water with no issues. The Shavano Park Water Department office window is open for emergencies only.
- Shavano Park customer water payments should be made using the mail, utility drop box at City Hall, online, or automatic draft. Payments by phone are accepted at [210-492-2841](tel:210-492-2841) or visit [shavanopark.org](http://shavanopark.org) to pay your water bill online.
- As of 17 March, water service will not be disconnected for non-payment. Call [210-492-2841](tel:210-492-2841) to make payment arrangements.
- Trash. Republic Services is maintaining their standard operations, and are not experiencing service interruptions at this time. If circumstances change that may impact the ability to provide trash services as scheduled, we will provide prompt updates to our residents.

### Court

- **Municipal Court will be delayed until further notice.** Contact the Court Clerk for options at [210-492-2607](tel:210-492-2607). Citations paid in full or warrant collections can be made using the online at [trafficpayment.com](http://trafficpayment.com).

### Permits

- **Notice to contractors and homeowners: Access to the permit office is prohibited until further notice.** Home owners and contractors needing to apply for building permit applications must submit the application and a digital copy of plans via email to [permitclerk@shavanopark.org](mailto:permitclerk@shavanopark.org). Credit card payments for permits and re-inspection fees may be paid over the phone. Checks are an acceptable method of payment at this time. If you have any questions, please contact Permit Clerk at [210-493-3478](tel:210-493-3478).

### Emergency Personnel

- As always, if you have an emergency, call 911
- **Police.** The Police Department will continue its normal course of operations in the field. Outside access to the Police Department Offices is limited to police personnel only. Police Department administration is available at [210-492-9248](tel:210-492-9248).
- **Fire.** There will be no interruption to the Fire Departments response to fire and EMS calls. All appropriate precautions are being taken on all EMS calls to protect the patient and emergency personnel. Fire Department administration is available at [210-492-1111](tel:210-492-1111). The public should continue to use 911 for emergency needs. Outside access to Fire Department buildings is restricted to fire personnel only.
- Please refer to and follow [CDC guidelines](https://www.cdc.gov) or [Metro Health](https://www.metrohealth.org) for questions regarding any illness suspected to be related to COVID-19.

**Information regarding City operations, meetings, and closures are subject to change. Changes will be updated on the website ([www.shavanopark.org](http://www.shavanopark.org)) and social media as they occur. You can following the City on Facebook, Twitter or join Nextdoor's Shavano Park neighborhood.**





## SUGGESTED STATUTE SUSPENSIONS IN LIGHT OF COVID-19 EMERGENCY

Government Code [Section 418.016\(e\)](#) provides that “[o]n request of a political subdivision, the governor may waive or suspend a deadline imposed by a statute or the orders or rules of a state agency on the political subdivision, including a deadline relating to a budget or ad valorem tax, if the waiver or suspension is reasonably necessary to cope with a disaster.” The following are suggestions from a cross-section of cities around the state.

**\*The key request relates to allowing city council and other meetings to be held via telephone or video conference for emergency and routine items without the need to comply with onerous procedures in the Texas Open Meetings Act.**

**Open Meetings Act:** The requirements of the Texas Open Meetings Act, Government Code [Chapter 551](#), are diametrically opposed to the principles of managing the spread of COVID-19. City officials want to maintain openness in their decision-making, but in-person gatherings of the public should be avoided. Thus, at least the following requirements should be suspended: (1) that meetings of a governmental body be physically open to the public; (2) that complicated requirements related to telephone and video conference meetings be suspended, so long as the governmental body makes reasonable efforts to inform the public of its decisions (e.g., live streams on the Internet or makes a recording available within a reasonable period of time); (3) that non-emergency items may be considered on meetings authorized under (2) to allow for the continuation of critical but non-COVID-19-related items.

**Public Information Act:** The Public Information Act, Government Code [Chapter 552](#), allows requestors to submit written requests at city hall. Those requirements should be suspended so that a city can designate mail or electronic submission only, with proper notice to the attorney general’s office and the public. In addition, strict statutory deadlines should be temporarily suspended (i.e., to begin running again after the federal, state, and/or local disasters expire).

**Election laws:** The May 2, 2020, election poses numerous issues. A key matter is that election workers for frequently older Americans who are at greater risk for complications for COVID-19. As a last resort, postponing the May 2, 2020, election date to a later date by suspending Election Code [Section 41.001](#) may be needed. Other ideas to mitigate the effects of the virus include: (1) to avoid crowds at polling locations, mail-in ballots should be authorized for any voter by suspending certain requirements in Election Code [Chapter 86](#); (2) shorten early voting period mandated by Election Code [Section 85.001\(e\)](#) – this recommendation would have to be carefully vetted to ensure that it doesn’t do the reverse of intended and push more people to the polls at the same time; and (3) extend authorization for curbside voting under Election Code [Section 64.009](#).

**Suspension of statutory “shot clocks”:** Local Government Code [Chapter 212](#), as amended by H.B. 3167 (2019), imposes several time limitations under which a city must act on plat approval. Local Government Code Chapter 284, [Subchapter D](#), mandates that a provider’s application to place cell-related equipment in a city’s right-of-way has to be acted upon within a certain period of time. Considering that many city employees are responding to COVID-19-related issues and/or working remotely, temporary suspension of those deadlines is reasonable.

**Zoning and substandard structure procedures:** Local Government Code [Chapter 211](#) governs zoning procedures and [Chapters 54](#) and [214](#) govern substandard building abatement, including public hearings

and notices. Considering that many city employees are responding to COVID-19-related issues and/or working remotely, temporary suspension of those requirements is reasonable.

**Disease control measures:** Health and Safety Code [Chapter 81](#) governs control of communicable diseases. That chapter's provisions related to area quarantines isn't workable because it makes a violation a crime. Taking infected patients who resist to jail may not be a reasonable protocol.

**Employment law:** At least two employment law provisions are relevant: (1) a city that doesn't have an existing policy may be prohibited by [Article III, Section 53](#), of the Texas Constitution from paying paid emergency leave to quarantined employees – cities need to take care of their employees just as any private employer would; and (2) Local Government Code [Chapter 143](#) has various deadlines related to police officer/firefighter discipline in certain cities that need to be extended.

**Water Code violations:** Texas Water Code [Section 7.052\(d\)](#), which provides that each day of a violation is a separate offense, should be suspended so long as a city can demonstrate that: (1) it made a reasonable effort to address the ongoing violation; and (2) such effort was inhibited by the COVID-19 situation.

**Various reporting requirements, e.g. [comptroller hotel tax](#) and [eminent domain reporting](#):** these are just two examples of reporting statutes. Perhaps a blanket 30-day extension for all reporting statutes is appropriate.

*Questions? Contact Scott Houston, TML General Counsel at 512-791-4158 (mobile) or [shouston@tml.org](mailto:shouston@tml.org).*

## CITY COUNCIL STAFF SUMMARY

Meeting Date: March 23, 2020

Agenda item: 6.2

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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**AGENDA ITEM DESCRIPTION:** Discussion / action - Approval of Ordinance O-2020-006 amending the FY 2019-20 Budget by adjusting the revenues, expenditures and utilization of fund balance to include resourcing the pavilion, playscapes, walking trail, equipment upgrades and other items within the General Fund, Water Utility Fund, Crime Control Prevention District Fund, Capital Improvement/Replacement Fund and the Water Capital Replacement Fund (first reading).

X

**Attachments for Reference:**

- a) Ordinance O-2020-006
- b) Proposed FY 2019-20 Budget Amendment #1,  
Budget Comparison Report (Incode)
- c) Pavilion/Playscapes Funding Options

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**BACKGROUND / HISTORY:** Numerous items require the budget to be amended. See discussion below.

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**DISCUSSION:**

Attached is item b) the “Budget Comparison Report” for the proposed budget amendment related to the General Fund, Water Utility Fund, Crime Control and Prevention District Fund, Capital Replacement Fund and Water Capital Replacement Fund. The Y-T-D Actual column includes all revenues and expenditures/expenses posted as of February 29, 2020. The “Current Budget” column is the original adopted budget. The “Selected Budget” Column includes the amounts to be adjusted. Only the line items that have an amount in the “Difference” column are being amended.

City Staff is proposing the following as amendment #1 to the FY 2019-20 budget:

**General Fund (10):**

1. The City Hall restroom renovation project was started in the prior fiscal year with an amended budget of \$40,000. The initial contract was terminated prior to completion due to noncompliance with contract terms. FY19 expenditures included \$24,520 towards this project. The restrooms were completed under another contractor, with that contract signed in the new fiscal year. Proposed budget amendment of \$26,500 to increase account 10-601-8080 Capital Improvements with the funding from 10-599-8099 Fund Balance Reserve to fund the project completion.
2. At the January 2020 City Council meeting, Council approved an engineering contract for \$48,750 for Northwest Military water utility relocation services. The FY2019-20 budget included \$20,000 in 10-601-3012 Professional Services – Engineers and \$5,000 in 20-606-

3012 Engineering Services, leaving \$23,750 to resource. Proposed amendment to increase 10-601-3012 Professional Services – Engineers and reduce 10-601-8080 Capital Improvements for \$23,750 to re-allocate monies budgeted for moving the fiber lines to the engineering contract. Recent communications indicate the fiber lines will not need to be moved, however, they will need engineered drawings and reinforcement, leaving \$23,250 for this purpose.

3. At the February 2020 City Council meeting, Council approved \$550,000 for a pavilion and playscape area near City Hall with City staff to provide a recommendation for the funding source. A funding option worksheet has been provided as item 6.1c, which considers using General Fund fund balance, Capital Improvement/Replacement Fund amounts or a combination of the two to resource this project. City Staff has prepared the proposed budget amendment using the General Fund fund balance as source. This amendment would increase account 10-599-8099 Fund Balance Reserve by \$550,000 with an offsetting increase to account 10-601-8080 Capital Improvements to record the project costs.

If the above amendments are approved, the General Fund's amended FY20 budgeted revenues and expenditures would be \$6,035,347, an increase of \$576,500 from the original adopted budget.

### **Water Utility Fund (20):**

1. Increase meter replacement from 50 to 100 meters. More meters are failing as they have reached and surpassed their useful lives, resulting in zero consumption readings and lost revenues. Increase of \$15,750 (50 meters at \$315 each) in the transfer in from the Water Capital Replacement Fund to cover the additional meters – 20-599-8072 Transfer In – Capital Replacement with a corresponding increase in the expense account 20-606-8087 Water Meter Replacement.
2. Well #5 went down and the motor was replaced at a cost of \$17,686. Staff is recommending utilizing \$3,000 from account 20-606-6065 - Well Site #5 – Edwards Blending and reducing the amount of the transfer to the Capital Replacement Fund for the remaining \$14,686. Reduction in account 20-606-9020 Transfer to Capital Replacement Fund making the new transfer amount \$124,020. The offset account is an increase in 20-606-8095 Capital – Well #5 for \$17,686.
3. The City received a grant from TCEQ to replace its aging, inefficient dump truck that is shared between the Water Utility and Public Works. An amendment of \$46,718 is proposed to reflect the Utility's share of the grant award in account 20-599-7028 TCEQ Grant and the truck purchase in 20-606-8050 Capital – Vehicles. Note: local funding will come from Public Works amounts that have been accumulated for the dump truck replacement in the 70 fund – Capital Replacement.



4. In April 2019, the MIOX System went down, taking the Trinity well out of service. The MIOX system had to be upgraded to return the well to service. This was completed in October 2019 at a cost of \$23,856.67. Proposed amendment to increase expense 20-606-8091 Capital – Well #1 by \$23,500 with the funding provided by a transfer from the 72 fund – Water Capital Replacement 20-599-8072.

If the above amendments are approved, the Water Utility budgeted revenues and expenses would increase by \$85,968 to \$1,123,858, up from an original budget amount of \$1,037,890.

### **Crime Control Prevention District Fund (40)**

1. Proposed amendment to fund the purchase and installation of ruggedized mobile routers in the Shavano Park Police Department patrol vehicles at a cost of \$12,200 in account 40-605-8010. This increase in expenditures is offset by a reduction in the cost of the new ticket writers as a less expensive, more user-friendly option has been determined. Reduction of \$1,533 in 40-604-8010 and \$5,663 in 40-605-8010 due to the change in the ticket writers/printers. After amendments, budget in account 40-604-8010 will be \$900 and in account 40-605-8010 \$17,900.
2. Additional \$3,000 requested to 40-605-3087 Citizens Communication for Neighborhood Watch signage production and installation components as SPPD proposes sponsoring the City's program. The original budget included \$500 for this purpose, bringing the amended amount to \$3,500.
3. SPPD is requesting \$5,000 for the monitoring equipment and installation costs associated with the four new traffic speed signs, two each to be installed on DeZavala and Lockhill-Selma Roads. The original budget included \$21,000 for the speed sign equipment with Public Works completing the installation. After taking delivery of the signs, it was determined that Public Works did not have the necessary equipment and expertise to complete the installation so a contractor, American Signal, was found at an estimated cost of \$3,000 which included coring and installation. As the installation is progressing, the contractor notified SPPD that the signs were sited in heavy rock and needed additional mounting and conduit hardware, increasing cost to \$5,000.

The Crime Control & Prevention District fund had originally budgeted for an excess of revenues over expenditures of \$37,849. With the above proposed amendments, the budgeted excess of revenues over expenditures would decrease to \$24,845, increasing expenditures by \$13,004.

### **70 Capital Replacement Fund:**

1. The City received a grant from TCEQ to replace its aging, inefficient dump truck that is shared between the Utility and Public Works. An amendment of \$28,030 is proposed to reflect the City's share of the grant award in account 70-599-7028 TCEQ Grant, the 20% local funding

requirement will come from monies set aside for the truck's replacement and will be reflected in account 70-599-8099 Fund Balance Reserve for \$18,688 and one half of the truck purchase of \$46,718 in 70-603-8050 Capital – Vehicles. Note: this is a reimbursement type grant so the purchase is made with City/Utility monies before the grant funds are received.

2. At the October 2019 City Council meeting, Council approved the Municipal Tract walking trail plan and directed City staff to utilize funding set aside in the Capital Improvement Fund for that purpose. Amendment of \$30,000 (of the \$35,000 set aside) proposed to increase 70-600-4030 Hike and Bike Trails with the offset to 70-599-8099 Fund Balance Reserve.

If the above are approved, the 70 fund budgeted revenues and expenditures would increase by \$76,718, from \$839,500 to \$916,218.

## **72 Water Capital Replacement Fund**

1. Decrease the Transfer-In from the Water Utility Fund (72-599-8020) by \$14,686 to apply that amount toward the Well #5 motor replacement.
2. Increase the Transfer to the Water Utility Fund (72-606-9020) by \$15,750 to cover the cost of the 50 additional meters and by \$23,500 to cover the cost of the MIOX upgrade. Total increase in transfer amount of \$39,250.

If the above are approved, the Water Capital Replacement Fund's excess of budgeted revenues over expenses would be \$70,370, decreasing by \$53,936.

---

### **COURSES OF ACTION:**

1. Approve Ordinance O-2020-006 amending the FY 2019-20 Budget as presented.
  2. Modify the proposed budget amendment and approve with changes.
  3. Decline the proposed budget amendment and provide further guidance to staff.
- 

**FINANCIAL IMPACT:** If approved as presented, General Fund budgeted revenues and expenditures would increase \$576,500, the Water Utility Fund budgeted revenues and expenses would increase \$85,968, Crime Control Prevention District Fund budgeted expenditures would increase \$13,004, Capital Replacement Fund budgeted revenues and expenditures would increase \$76,718, and the Water Capital Replacement Fund budgeted revenues would decrease by \$14,686 and budgeted expenses would increase \$39,250. All other funds would remain unchanged.

---

**MOTION REQUESTED:** Approve Ordinance O-2020-006 amending the City of Shavano Park FY 2019-20 Budget as proposed in Exhibit "A".

**ORDINANCE NO. O-2020-006**

**AN ORDINANCE APPROVING THE FIRST BUDGET AMENDMENT FOR FISCAL YEAR 2019-20 OF THE CITY OF SHAVANO PARK.**

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

**WHEREAS**, the Council previously adopted a budget for the City's 2019-20 fiscal year; and

**WHEREAS**, Chapter 102 of the Local Government Code provides the City with the authority to make changes in its budget for municipal purposes; and

**WHEREAS**, the City Council hereby finds and determines it necessary to amend the budget for municipal purposes, listed in the original budget; and

**WHEREAS**, the City Council hereby finds and determines that the budget amendment provided for herein is in the best interests of the municipal tax payers.

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

That the City of Shavano Park fiscal year 2019-20 budget shall be amended as reflected in the revised budget attached thereto as Exhibit "A".

**PASSED AND APPROVED** by the City Council of the City of Shavano Park this the 23th day of March, 2020.

---

**ROBERT WERNER, MAYOR**

Attest:

---

**ZINA TEDFORD, City Secretary**

## CITY OF SHAVANO PARK

### PAVILION/PLAYSCAPE FUNDING OPTIONS

---

The City has approved the pavilion/playscape project with a cost of \$550,000.

City Staff has provided the following options for consideration:

#### Option 1: Fund Balance

The City's General Fund has, as of its most recent financial audit, an unassigned fund balance of \$2,676,488. Council, at its discretion, may choose to utilize a portion of the fund balance to pay for the project.

September 30, 2019 Unassigned Fund Balance	\$ 2,676,488
Estimated project costs	<u>550,000</u>
Remaining unassigned Fund Balance	<u>\$ 2,126,488</u>
FY20 General Fund budgeted expenditures	<u>\$ 5,458,847</u>
Fund Balance %	<u><b>38.95%</b></u>

Fund Balance % would still be within City Policy parameters

#### Option 2: Capital Replacement

The City has received development fees for use in construction of capital improvements and purchases related to municipal infrastructure and the protection of the public health, safety and welfare(1). Receipts of development fees have been accumulating in the Capital Replacement Fund. To date, the City has been using these monies for drainage related projects. However, these amounts may be used for other City projects.

September 30, 2019 Committed for Drainage Projects	\$ 1,358,945
FY20 drainage expenditures to date	72,868
Remaining balances on approved contracts	<u>646,073</u>
Available Development Fees funding	\$ 640,005
Project estimate	<u>550,000</u>
Remaining Development Fees	<u><b>\$ 90,005</b></u>

Selection of this option would significantly reduce the amount available for future drainage projects. However, from preliminary engineering reports already completed, most of the additional recommended drainage projects would require significant funding to complete.

- (1) 1999 Master Development Agreement between The Rogers Shavano Ranch, LTD and the City of Shavano Park

### Option 3: Combination

Council may consider a combination of 1 & 2:

For example, fund half of the project from the General Fund and half from accumulated development fees in the Capital Replacement Fund.

September 30, 2019 Unassigned Fund Balance	\$	2,676,488
One half of Estimated project costs		<u>275,000</u>
Remaining unassigned Fund Balance	\$	<u>2,401,488</u>
FY20 General Fund budgeted expenditures	\$	<u>5,458,847</u>
Fund Balance %		<u><b>43.99%</b></u>
Fund Balance % well within City Policy parameters		
Available Development Fees Funding	\$	640,005
Less one half of the estimated project costs		<u>275,000</u>
Amount available for future drainage projects	\$	<u>365,005</u>

## CITY COUNCIL STAFF SUMMARY

Meeting Date: March 23, 2020

Agenda item: 6.3

Prepared by: Chief Ray Lacy

Reviewed by: Bill Hill

---

**AGENDA ITEM DESCRIPTION:** Discussion / Action – Resolution R-2020-008

Neighborhood Watch adopting the National Neighborhood Watch Program as a city sponsored / managed program. Appoint management of the program to the Police Department with the Chief of Police designated as the POC – Chief Ray Lacy

X

**Attachments for Reference:**

- 1) 6.3a Resolution R-2020-008
- 2) 6.3b Watch Signs

---

**BACKGROUND / HISTORY:** Neighborhood Watch is one of the oldest and best-known crime prevention concepts in North America. Started in 1972 by the National Sheriff's Association, it has been a cornerstone of involving citizen neighbors in helping law enforcement deter and detect crime. Neighborhood Watch empowers citizens to become active in local safety and homeland security efforts through participation in Neighborhood Watch groups. Many neighborhoods already have established watch groups that are vibrant and effective. Having the police department develop and manage the program is in line with how the program operates.

---

**DISCUSSION:** The Shavano Park Police Department is staffed, trained and capable of implementing and maintaining a neighborhood watch program for our community. Initial areas to develop the program and provide visibility have already began. Currently police department staff receive some crime prevention training in the academy, giving each officer basic skills. The department currently has seven staff who have completed additional crime prevention / neighborhood watch training and plan to continue training additional members. Chief Lacy holds a Certified Crime Prevention Specialist certification, with over 250 hours of crime prevention training and has successfully developed and coordinated neighborhood watch programs with past agencies.

---

**COURSES OF ACTION:** Staff request approval of this program

---

**FINANCIAL IMPACT:** Initial funding from the Crime Control District of \$3,000 for neighborhood signs and related program.

---

**MOTION REQUESTED:** Request council to approve resolution.

**RESOLUTION NO. R-2020-008**

**A RESOLUTION ADOPTING THE SHAVANO PARK NEIGHBORHOOD WATCH AS THE OFFICIAL NEIGHBORHOOD WATCH PROGRAM OF THE CITY OF SHAVANO PARK AND APPOINTING THE CHIEF OF POLICE AS POINT OF CONTACT FOR THE PROGRAM**

---

**WHEREAS**, Neighborhood Watch is one of the oldest and best-known crime prevention concepts in North America; and

**WHEREAS**, the Shavano Park Police Department is staffed, trained and capable of implementing and maintaining a neighborhood watch program for our community; and

**WHEREAS**, the City Council of the City of Shavano Park desires to adopt the Shavano Park Neighborhood Watch as the official neighborhood watch program of the City; and

**WHEREAS**, the City Council of the City of Shavano Park desires appoint the Chief of Police as point of contact for the program;

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

1. The Shavano Park Neighborhood Watch is hereby adopted as the Official Neighborhood Watch program of the City of Shavano Park.
2. The Shavano Park Neighborhood Watch program shall be managed by the City of Shavano Park Police Department with Chief of Police as point of contact for the program.

**PASSED AND APPROVED** on by the City Council of the City of Shavano Park this the 23<sup>rd</sup> day of March, 2020.

---

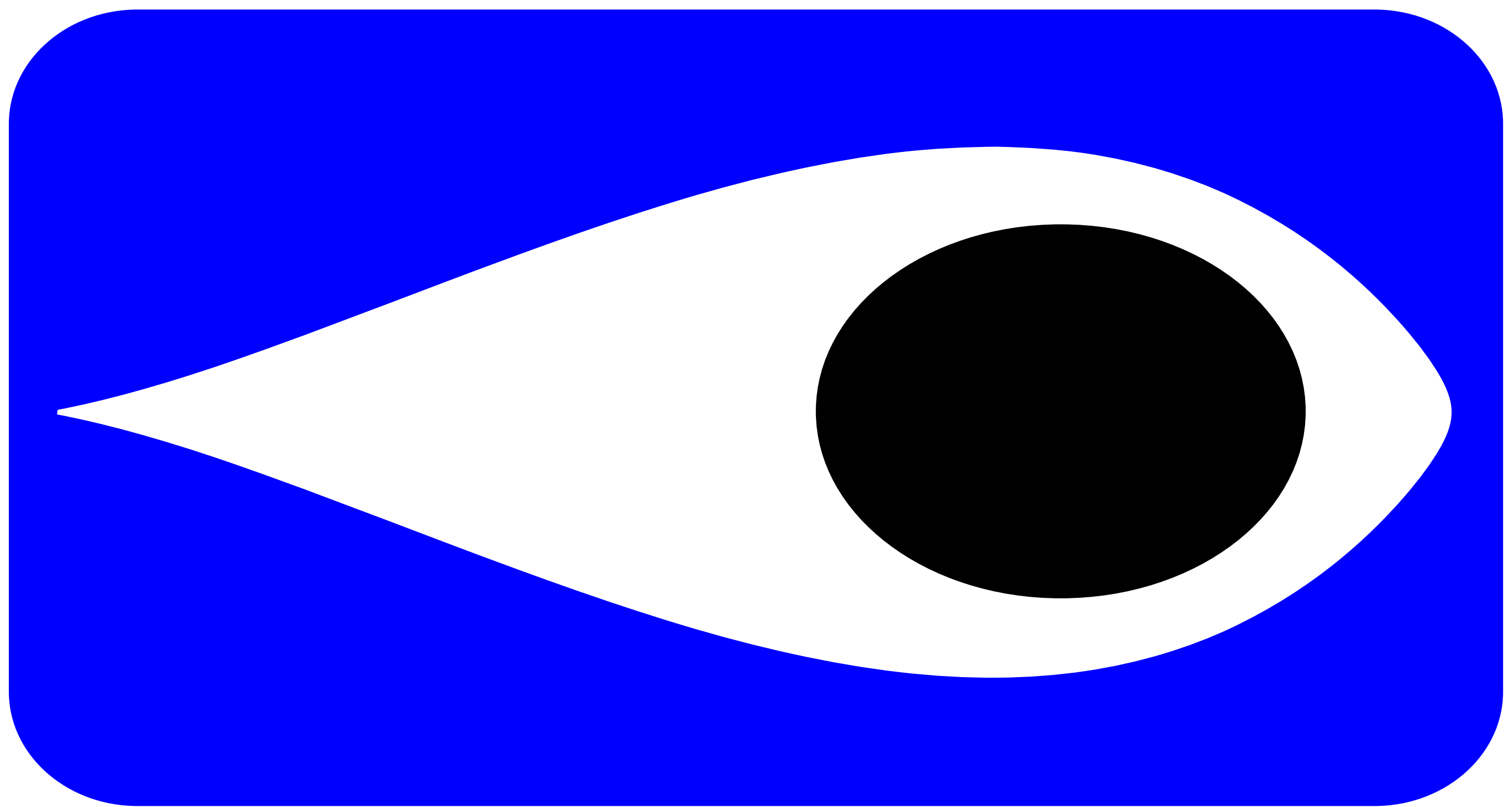
**BOB WERNER, MAYOR**

Attest:

---

**ZINA TEDFORD, City Secretary**

# **SHAVANO PARK CRIME-WATCH**



**TO REPORT  
SUSPICIOUS ACTIVITY  
CALL (210) 804-0110**



# CRIME-WATCH



**CITY OF SHAVANO PARK**

**TO REPORT  
SUSPICIOUS ACTIVITY  
CALL (210) 804-0110**

## CITY COUNCIL STAFF SUMMARY

Meeting Date: March 23, 2020

Agenda item: 6.4

Prepared by: Zina Tedford

Reviewed by: Bill Hill

---

**AGENDA ITEM DESCRIPTION:** Discussion / action - Reschedule the Regular City Council Meeting scheduled for May 25, 2020 – City Secretary



**Attachments for Reference:** 1) N/A

---

### **BACKGROUND / HISTORY:**

City Council ordered the General Election to be held on May 2, 2020 at the January 27<sup>th</sup> City Council Meeting to elect three Aldermen.

At the February 24<sup>th</sup> City Council Meeting, City Council approved Resolution R-2020-007 cancelling the City of Shavano Park General Election scheduled to be held on May 2, 2020 and declaring the unopposed candidates elected. The Resolution R-2020-007 declared the unopposed candidates elected and shall be issued the certificates of election and administered the oath of office during the time the election would have been canvassed. The official canvassing period is May 5-13<sup>th</sup>.

May 25<sup>th</sup> (Memorial Day) is a scheduled holiday for the city staff. Historically, the City has either: 1) rescheduled the meeting during the canvassing period or 2) rescheduled to the third Monday and called a Special meeting during the canvassing period to admin the oath.

---

### **DISCUSSION:**

If City Council reschedules the Regular Meeting to May 18<sup>th</sup>, then City Council may call a special meeting during the canvassing period to administer the Oaths of Office to the elected officials or the elected officials may coordinate with City Secretary a date and time during the canvassing period to have the Oath of Office administered.

Staff recommends City Council reschedule the May 25<sup>th</sup> Regular City Council meeting to May 18<sup>th</sup> due to the Memorial Day holiday. Then City Council may schedule a special meeting to administer the Oaths of Office to the Newly Elected Officials or have the elected officials may coordinate with City Secretary a date and time during the canvassing period to have the Oath of Office administered.

---

**COURSES OF ACTION:** Approve the rescheduling of the Regular meeting to May 18<sup>th</sup> with or without a special meeting to administer the oath of office during the Canvassing period; or reschedule the Regular meeting to a date during the canvassing period (11 May).

---

**FINANCIAL IMPACT:** N/A

---

**MOTION REQUESTED:** To approve rescheduling the Regular meeting to May 18<sup>th</sup> and allow the City Secretary to coordinate the administration of the Oath of Office with each Alderman.

## CITY COUNCIL STAFF SUMMARY

Meeting Date: March 23, 2020

Agenda item: 6.5

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

---

### **AGENDA ITEM DESCRIPTION:**

Discussion / Action – Resolution R-2020-008 authorizing the application for the SIB loan supporting the relocation of water lines along NW Mil Hwy during the NW Mil Hwy improvement project – City Manager

X

#### **Attachments for Reference:**

- 1) 6.9a Resolution R-2020-008
- 2) 6.9b SIB Application Form
- 3) 6.9c SIB Loan Timeline

---

**BACKGROUND / HISTORY:** In 2016, the City with TxDOT submitted a \$6.5M grant request to the Alamo Area Municipal Planning Organization (AAMPO). On April 25, 2016 the Project was selected for funding by the Transportation Policy Board with a construction and funding date slated for 2020. The construction and engineering will be overseen by TxDOT and funded through a combination of Federal and State dollars.

TxDOT is proposing to construct operational improvements to NW Military Highway which will include widening the existing pavement section to accommodate a continuous center left turn lane. Some of the existing Shavano Park water mains are located outside of the existing pavement at relatively shallow depths. Relocation and/ adjustment of some of the water mains and the six water line crossing under NW Military Highway will be required to accommodate the proposed TxDOT improvements.

Staff has identified the Texas State Infrastructure Banks (SIB) as the lowest cost for borrowing to cover the water relocation costs. SIBs were authorized in 1995 as a part of the National Highway Designation Act to help accelerate needed mobility improvements through a variety of financial assistance options made to local entities through state transportation departments.

The SIB operates as a revolving loan fund, where the account balance grows through the monthly interest earned and repaid principal and interest payments.

In Texas, SIB financial assistance can be granted to any public or private entity authorized to construct, maintain or finance an eligible transportation project.

---

**DISCUSSION:** SIB loans are approved on a first come basis until the annual funds are exhausted and this approval action in March increases the probability of approval.

At the January 27, 2020 City Council meeting, the Council approved \$48,750 for the KFW Engineering to prepare plans to submit with the 60% design in mid to late spring.

Staff met with TxDOT and their contractor RS&H on March 5th. TxDOT approved the City's request to abandon AC Water Lines in place except for where there is a direct conflict (small amount). TxDOT also approved City request to "open trench" the relocation of water crossings over NW Mil as opposed to the more expensive requirement to bore tunnels underground. The scope and the timeline are shaping up and described below:

**Scope:** The overall design is at 60% (no new conflicts have been ID'ed); City must have water relocation plan completed to TxDOT by the end of March.

- There are eight total areas the water lines are in conflict and need relocating – this boils down into two large sections (1400 & 1450 ft<sup>2</sup>) and two small sections (72 & 125 ft<sup>2</sup>)
- There are six crossings – four to be lowered and extended; two that just required extensions

**Timeline:**

March

- City Council approves the SIB application

April (1<sup>st</sup>)

- KFW develops the Water Line Relocation Plan and submits to TxDOT
- KFW will provide an opinion of probable construction costs (estimate)
- Shavano Park applies for TxDOT Construction SIB Loan to cover costs

April – June

- All plans tweaked and moved to 95% completion

July

- Contractor submits final plans to TxDOT Division for letting of contract
- TxDOT finalizes estimate of Shavano Park costs for Joint Bid for water line relocation

July / August

- Shavano Park budgets costs for water line relocation in the new FY Budget
- Shavano Park works with Bexar County for assistance in funding Water Line Relocation costs from their budget

Oct (1<sup>st</sup>)

- New Fiscal Year

- Shavano Park writes check to TxDOT for estimated costs to relocate water lines
- TxDOT lets contract for bid

November

- Bid Opening and Contract Award (Actual costs to relocate the water lines are known)

February 2021

- Construction Start Date

---

**COURSES OF ACTION:** Approve Resolution R-2020-008, provide further feedback or alternatively take no action.

---

**FINANCIAL IMPACT:** The total cost of the relocation project will be estimated at the end of March upon City Engineer design of 60% plans – we are currently estimating approximately \$500,000. The total cost to the City will depend on whether the City can secure alternate funding sources (Bexar County and or the MPO).

---

**STAFF RECOMMENDATION:** Approve Resolution R-2020-008 authorizing the application for the SIB loan supporting the relocation of water lines along NW Mil Hwy during the NW Mil Hwy improvement project.

**RESOLUTION NO. R-2020-009**

**A RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION FOR FINANCIAL ASSISTANCE FROM THE STATE INFRASTRUCTURE BANK, AUTHORIZING THE CITY MANAGER TO ACT ON BEHALF OF THE CITY OF SHAVANO PARK, TEXAS IN ALL MATTERS RELATING TO THE APPLICATION**

---

**WHEREAS**, the State Infrastructure Bank, operated by the Texas Department of Transportation, is a revolving loan fund; and

**WHEREAS**, City of Shavano Park deems it proper and in the best interest of the City to apply for a loan from the State Infrastructure Bank in the amount of \$ [REDACTED] to be used for water utility relocation in conjunction with the Texas Department of Transportation's project to widen Northwest Military Highway; and

**WHEREAS**, the City is qualified to apply for and obtain financial assistance from the State Infrastructure Bank for this purpose;

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

That the City Council of the City of Shavano Park believes that it is in the best interest of the City to apply for a loan from the State Infrastructure Bank in the amount of \$ [REDACTED] to finance the water utility relocation in conjunction with the Texas Department of Transportation's project to widen Northwest Military Highway.

That the City Council hereby authorizes the City Manager to execute an application for financial assistance from the State Infrastructure Bank and to submit the application, together with all required documentation, to the Texas Department of Transportation for consideration.

That the application to be submitted is attached hereto as Exhibit A and made a part hereof for all purposes.

**PASSED AND APPROVED** by the City Council of the City of Shavano Park this the 23rd day of March, 2020.

---

**ROBERT WERNER, MAYOR**

Attest:

---

**ZINA TEDFORD, City Secretary**

## CITY COUNCIL STAFF SUMMARY

Meeting Date: February 24, 2020

Agenda item: 6.6

Prepared by: Zina Tedford

Reviewed by: Bill Hill

---

### **AGENDA ITEM DESCRIPTION:**

Discussion /action - Adopting Resolution R-2020-005 to amend the City of Shavano Park Employee Handbook – City Secretary

X

#### **Attachments for Reference:**

- 1) 8.3a 2020 Employee Handbook Track Changes
- 2) 8.3b Resolution R-2020-005
- 3) 8.3c Attorney Memo

---

**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 February 25, 2019.

---

**DISCUSSION:** Attachment 6.6a is a track changes document from the February 25, 2019 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 2020 holiday schedule.

Highlights of changes include:

<b>Pages</b>	<b>Section</b>	<b>Change</b>
5	2.6	Harassment
8	2.8	Medical Records Privacy
14	3.7.1	Workers Compensation
26	5.1	Time and Attendance
31	5.7	Emergency Closings
43	5.20	Pregnancy and Parental Leave
49	6.4	Dress, Appearance, and Uniform policy
50	6.6	Drug and Alcohol policy
56	6.8	IT Policies
62	6.9	Social Media Policy
70	7.7	Grievance Filing procedures

---

**COURSES OF ACTION:** Approve Resolution R-2020-005, provide further feedback or alternatively take no action.



---

**FINANCIAL IMPACT:** N/A

---

**STAFF RECOMMENDATION:** Approve Resolution R-2020-005 adopting revisions to the City of Shavano Park Employee Handbook



**CITY OF SHAVANO PARK**

# EMPLOYEE HANDBOOK

Adopted by City Council

March 23, 2020

## ***WELCOME TO THE CITY OF SHAVANO PARK***

### **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 around 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 4,030 in the year 2019. Despite its growth the City retains its distinctive generous lots and rural atmosphere.

## SPACE SAVED FOR RESOLUTION

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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 conduct themselves always 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, 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.

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](http://www.deeroakseap.com) with login & password: shavanopark.



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 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 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](http://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. 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 pay for, or 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 to training requests, (CM Directive 16-02) must be completed and approved in advance by the employee's Department Director and 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.

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 must be provided





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 an itemization 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](http://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 a copy of all 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. 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.
- 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 regularly 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 who 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 employee who is employed by the City for select shifts in the Fire and Police Departments. A Reserve Policeman or Firefighter does not receive any compensation or earn any benefits for shifts worked. Reserve Policeman or Firefighters do fall under the City's Workers' Compensation while on duty. 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 authorization 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 1<sup>st</sup> 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. 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.

**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.
- e. **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. Exiting 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.

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

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 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.

**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. 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 6:00pm and 6:00am.

If an officer works a full pay period between 6:00pm 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 6:00am and 6:00pm 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

Except for extraordinary circumstances, City offices *do not close*. All City employees, whether exempt or nonexempt, 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.

**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 bi-weekly following completion of the initial ninety (90) day assessment period. Unused balances may be carried over to the next calendar year up to a maximum of 160 hours. Annual leave is paid out at the time of the employee's separation, with

up to 160 hours paid. Annual leave hours over 160 hours 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 employee have more than 160 hours or (224 hours for 24-hour shift employees) annual leave banked at the end of any calendar year.

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

<b>ALL FULL-TIME REGULAR EMPLOYEES</b>		
<b>Years of Service</b>	<b>Hours per Pay Period</b>	<b>Total Accumulated Hours per Year</b>
0 – 3 Months	0	--
4 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:

<b>ALL 24-HOUR-SHIFT EMPLOYEES</b>		
<b>Years of Service</b>	<b>Hours per Pay Period</b>	<b>Total Accumulated Hours per Year</b>
0 – 3 Months	0	--
4 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 Director of Human Resources.

### 5.9. 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.

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.

### 5.10. 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 Eligibly 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.

### 5.11. 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.

**5.11.1. 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.

**5.11.2. 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.

**5.11.3. 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.





### **5.12. 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.

### **5.13. 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.

### **5.14. 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.

### **5.15. 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.

### **5.16. 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.

### **5.17. 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.



### 5.18. 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.

### 5.19. 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.

### 5.20. 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.



## **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 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.

#### **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.

### 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 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 and
6. 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 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. Employees with a handgun carry license must report they are licensed to carry to their Department Director.





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 of an individual's assigned responsibilities; and
3. Participating in educational or professional development activities.

**EMPLOYEES SHOULD KNOW THAT ALL CITY BUSINESS RELATED E-MAIL 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.

**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.

### 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.

**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 stationary 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 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 social media, 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**

- b. 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.
- c. Employees must abide by all Federal and State laws and policies of the City with regard to information sent through the Internet.
- d. 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.
- e. Employees are encouraged to act responsibly on and off duty, and to exercise good judgment when using social media.
- f. 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.
- g. 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 cooperation 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 DEPARTMENTAL 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.

**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.

**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 will attempt to counsel substandard performers using the following guidelines:

**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. Hearsay<sup>1</sup> will not be allowed

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



- f. or considered. The panel shall make a written recommendation to the City Manager who then shall rule on the grievance.
- g. 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.
- h. 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.
- i. 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.
- j. 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**

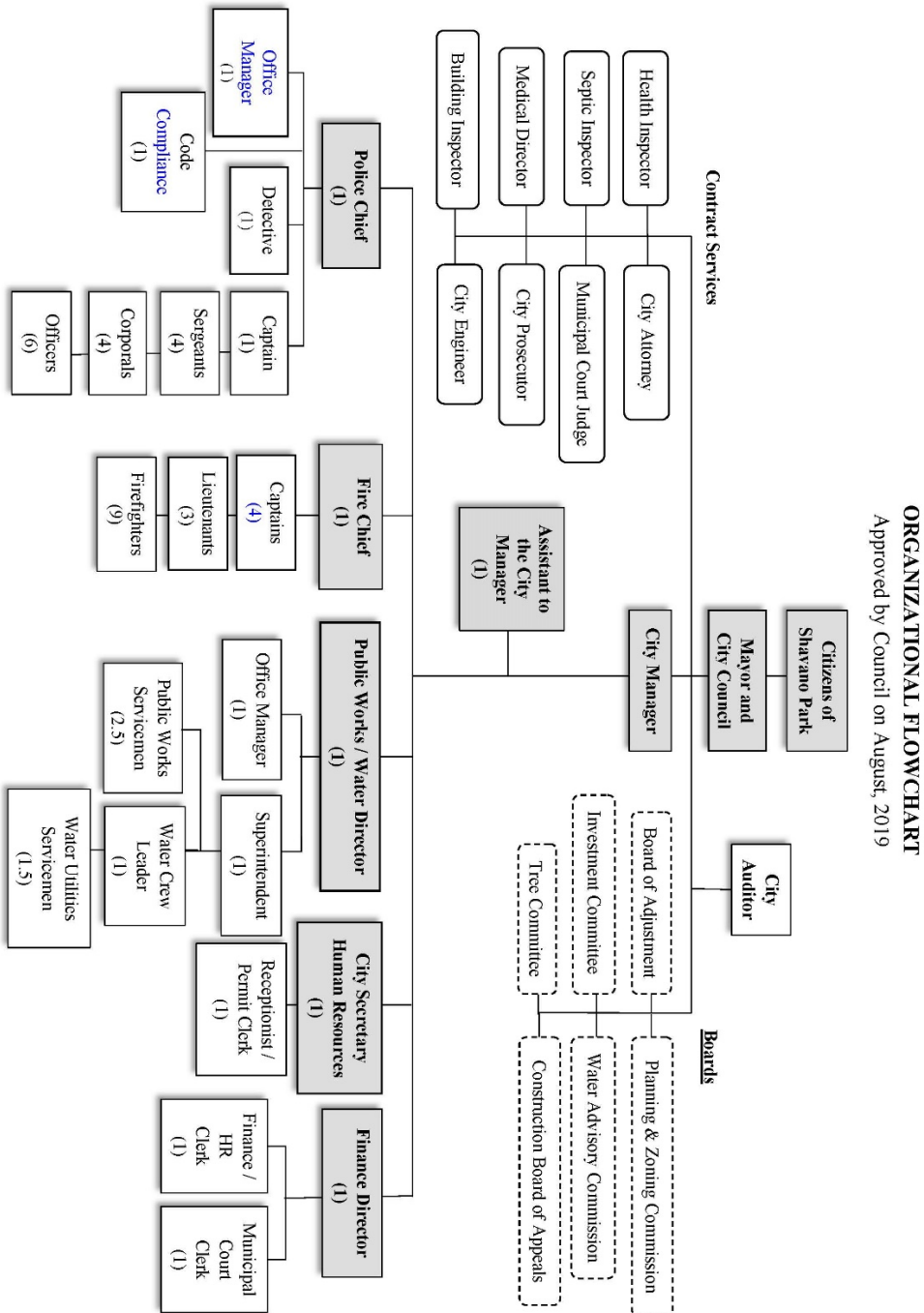
All complaints against City Officers shall be filed in compliance with Chapter 2, Article V, Section 2-66 of the City of Shavano Park City Ordinances. Inquire with the City Secretary if you need assistance finding the ordinance.



## ATTACHMENT A

### ORGANIZATIONAL FLOWCHART

Approved by Council on August 19, 2019







## ATTACHMENT B

### OFFICIAL HOLIDAYS

Approved by Council on November 2, 2019

**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.

2020 HOLIDAYS	DATE	DATE OBSERVED
New Year's Day	January 1 <sup>st</sup>	<b>Wednesday, January 1<sup>st</sup></b>
Martin Luther King Jr. Day	3 <sup>rd</sup> Monday in January	<b>Monday, January 20<sup>th</sup></b>
President's Day	3 <sup>rd</sup> Monday in February	<b>Monday, February 17<sup>th</sup></b>
Good Friday	Friday before Easter	<b>Friday, April 10<sup>th</sup></b>
Battle of the Flowers	Friday of Fiesta Week	<b>Friday, April 24<sup>th</sup></b>
Memorial Day	Last Monday in May	<b>Monday, May 25<sup>th</sup></b>
Independence Day	July 4 <sup>th</sup>	<b>Friday, July 3<sup>rd</sup></b>
Labor Day	1 <sup>st</sup> Monday in September	<b>Monday, September 7<sup>th</sup></b>
*Patriots' Day	September 11 <sup>th</sup>	<b>Friday, September 11<sup>th</sup></b>
Veterans Day	November 11 <sup>th</sup>	<b>Wednesday, November 11<sup>th</sup></b>
Thanksgiving Day	4 <sup>th</sup> Thursday in November	<b>Thursday, November 26<sup>th</sup></b>
Day After Thanksgiving	4 <sup>th</sup> Friday in November	<b>Friday, November 27<sup>th</sup></b>
Christmas Eve	December 24 <sup>th</sup>	<b>Thursday, December 24<sup>th</sup></b>
Christmas Day	December 25 <sup>th</sup>	<b>Friday, December 25<sup>th</sup></b>

\*State law entitles firefighters to a paid day off from work on September 11<sup>th</sup> (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.



# Shavano Park Employee Handbook

## 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					
<b>Purpose of Counseling:</b> <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. This section 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.**



# Shavano Park Employee Handbook

**RESOLUTION NO. R-2020-005**

**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 March 23, 2020, 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 23<sup>rd</sup> day of March, 2020.

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**BOB WERNER, MAYOR**

Attest:

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**ZINA TEDFORD, City Secretary**

City of Shavano Park  
PERIODIC REPORT OF ISSUED PERMITS (GROUPED BY REPORT CODE)

Page 1

Printed: 03-02-2020

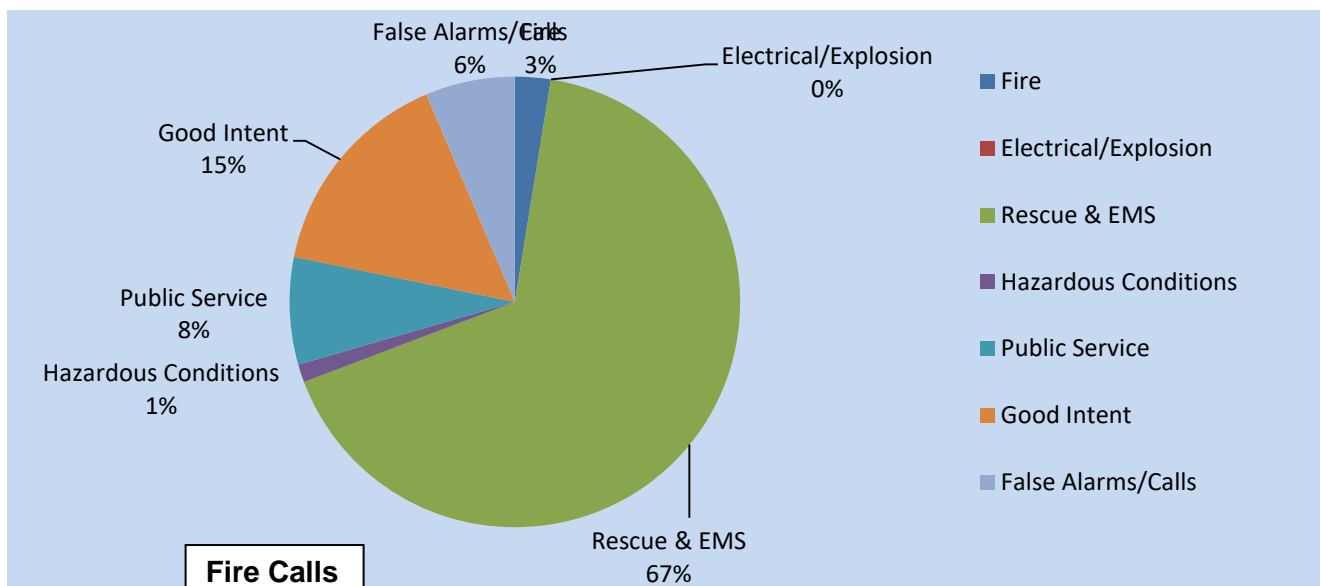
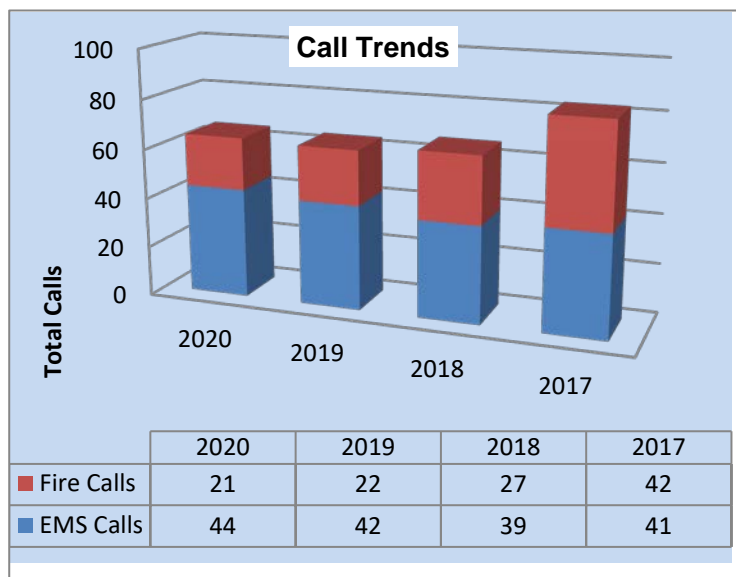
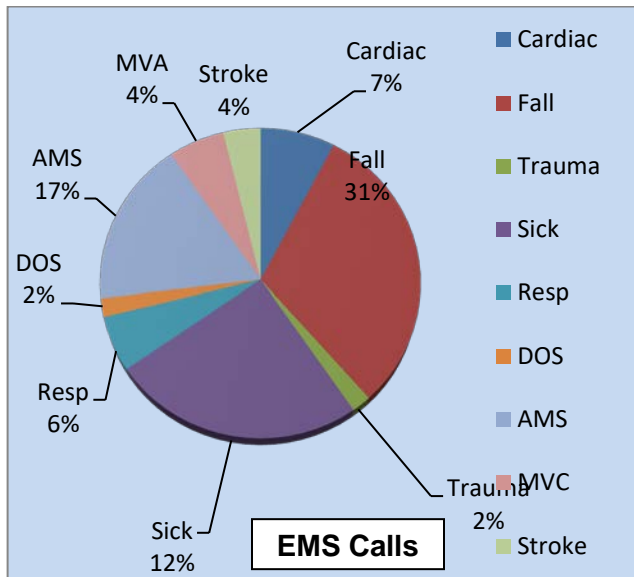
	[Designated period: 02/01/20 to 02/29/20]				[Prior period: 02/01/19 to 02/29/19]				
	Code	Prms	Valuation	Fees Paid	Units	Prms	Valuation	Fees Paid	Units
<b>NEW RESIDENTIAL HOUSEKEEPING BLDGS:</b>									
SINGLE FAMILY HOUSES DETACHED	101	2	.00	11,117.48	2	1	571,879.40	4,640.00	1
SINGLE FAMILY HOUSES ATTACHED	102		.00	.00	0	0	.00	.00	0
IF - IMPROVEMENTS	105		.00	.00	0	0	.00	.00	0
<b>RESIDENTIAL NON-HOUSEKEEPING BLDGS:</b>									
HOTELS, MOTELS & TOURIST CABINS	213		.00	.00	0	0	.00	.00	0
OTHER NON-HOUSEKEEPING SHELTER	214	3	6,065.09	600.00	5	0	.00	.00	0
<b>NEW NON-RESIDENTIAL BUILDINGS:</b>									
AMUSEMENT, SOCIAL & RECREATIONAL	318		.00	.00	0	0	.00	.00	0
SERVICE STATIONS & REPAIR GARAGES	322		.00	.00	0	0	.00	.00	0
OFFICES, BANKS, & PROFESSIONAL	324		.00	.00	0	0	.00	.00	0
PUBLIC WORKS & UTILITIES	325		.00	.00	0	0	.00	.00	0
STORES & CUSTOMER SERVICE	327		.00	.00	0	0	.00	.00	0
OTHER NON-RESIDENTIAL BLDGS	328		.00	.00	0	0	.00	.00	0
STRUCTURES OTHER THAN BUILDINGS	329	1	500.00	.00	1	0	.00	.00	0
<b>ADDITIONS, ALTERATIONS, &amp; CONVERSION</b>									
RESIDENTIAL	434		.00	.00	0	0	.00	.00	0
NON-RESIDENTIAL & NON-HOUSEKEEPING	437		.00	.00	0	2	1,028,267.00	9,344.36	2
ADDS OF RESID. GARAGES (ATCH/DETC)	438		.00	.00	0	0	.00	.00	0
Solar Panels Install	439	1	.00	150.00	1	2	84,869.00	300.00	2
<b>DEMOLITION AND RAZING OF BUILDINGS</b>									
SINGLE FAMILY HOUSES (ATCH/DETACH)	645	1	.00	.00	1	1	12,233.00	.00	1
ALL OTHER BUILDINGS & STRUCTURES	649		.00	.00	0	0	.00	.00	0
FENCE	650	2	.00	200.00	2	4	25,193.46	300.00	4
FIRE ALARM & SPRINKLERS	675	2	7,858.72	420.00	2	0	.00	.00	0
PLUMBING	701	9	66,597.31	3,150.00	9	5	488,690.00	3,999.20	4
GAS	702		.00	.00	0	0	.00	.00	0
ELECTRICAL	705	6	113,500.00	2,428.40	6	2	11,276.82	200.00	2
HVAC	710	6	18,000.00	2,400.00	13	10	148,696.90	4,150.00	10
IRRIGATION	715	2	.00	300.00	2	3	10,602.88	400.00	3
POOL	720	1	.00	600.00	1	0	.00	.00	0
ROOF	725	1	.00	150.00	1	2	114,070.00	300.00	2
SEPTIC SYSTEM	730	1	.00	410.00	1	0	.00	.00	0
WATER SOFTENER	735		.00	.00	0	0	.00	.00	0
CONTRACTORS	800	2	20.00	20.00	2	2	20.00	20.00	1
TREE PERMIT	801		.00	.00	0	0	.00	.00	0
<b>TOTALS FOR PERMITS SHOWN ABOVE</b>									
	40		212,541.12	21,945.88	49	34	2,495,798.46	23,653.56	32
Totals of other permits in the period	5		.00	913.16	6	1	4,800.00	100.00	1
<b>TOTAL FOR ALL PERMITS IN THE PERIOD</b>									
	45		212,541.12	22,859.04	55	35	2,500,598.46	23,753.56	33

# Shavano Park Fire Department

## Summary of Events for February 2020

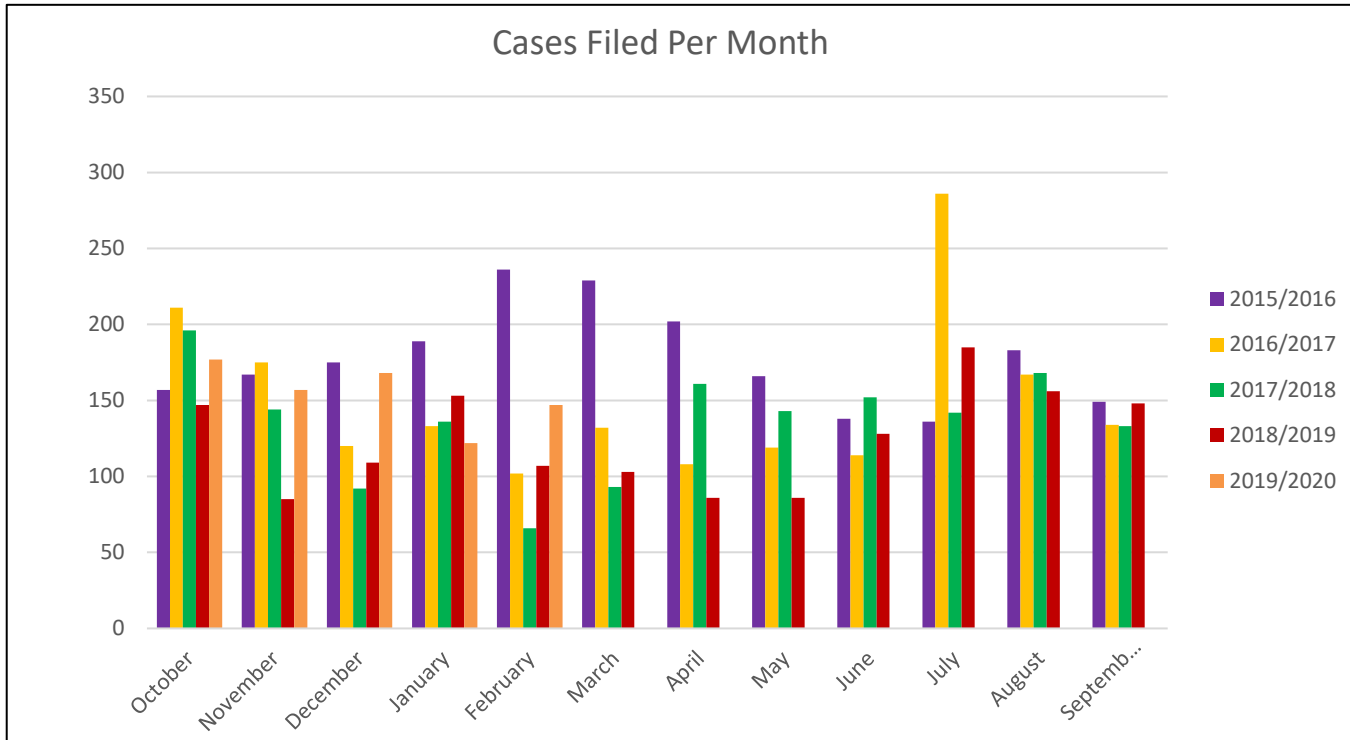


- Shavano Park FD responded to **78** requests for service in **February**.
- This is an **18% increase** from the previous **February**.
- Shavano Park FD responded to **16** automatic aid requests from Leon Springs FD, Castle Hills FD, and Hollywood Park FD.
- Shavano Park FD received **1** automatic aid responses for Hollywood Park FD.
- Shavano Park FD Responded/stood-by for **13** mutual aid requests from other departments.
- The average response time for calls within Shavano Park is **4 minutes 49 seconds** this month.
- Fire Fighters completed a total of **212 hours of fire** and **168 hours of EMS** training in the month of **February**.
- Certified Fire Inspector inspected **7** commercial buildings.
- Fire crews performed **8** pre-incident fire plan reviews
- Certified Plans Examiners reviewed **6** sets of commercial building/renovation plans/changes to previously submitted plans



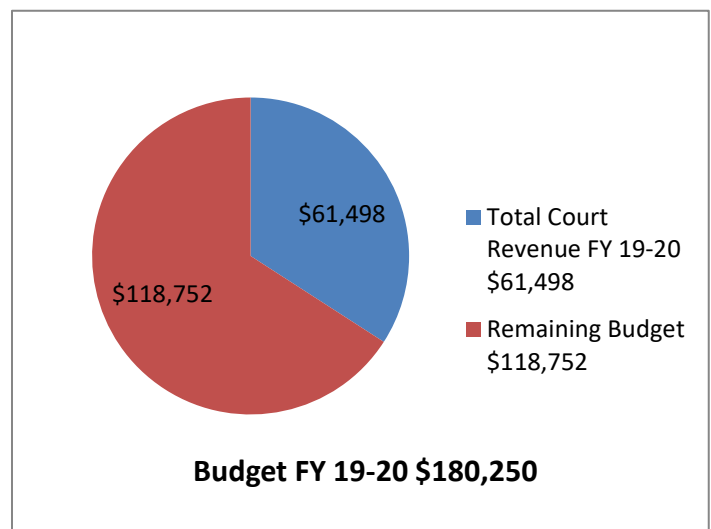
# City of Shavano Park

## Municipal Court Activity February 2020



Cases Resolved	Current Month	Prior Year
Fine	48	49
Not Guilty By Judge	0	0
Guilty	34	21
Dismissed	0	0
Compliance Dismissal	19	24
Defensive Driving	11	16
Deferred Disposition	31	19
Proof of Insurance	4	3
<b>TOTAL</b>	<b>147</b>	<b>132</b>

Court Revenue	Current 19/20	Prior 18/19
October	\$ 10,865	\$ 13,774
November	10,311	9,036
December	10,494	10,296
January	12,522	13,940
February	17,307	17,093
March	-	17,252
April	-	17,824
May	-	9,646
June	-	14,172
July	-	11,303
August	-	15,757
September	-	13,203
	<b>\$ 61,498</b>	<b>\$ 163,297</b>





**Monthly Activity Report  
City of Shavano Park Police Department  
February 2020**

**Activity Report: 189 incidents were responded to by the Police Department.  
364 total incidents were responded to by the Department for 2020.**

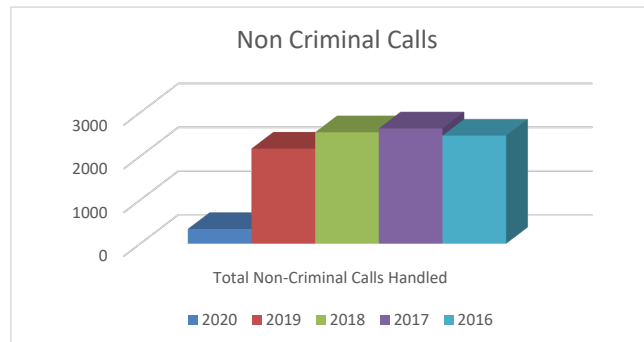
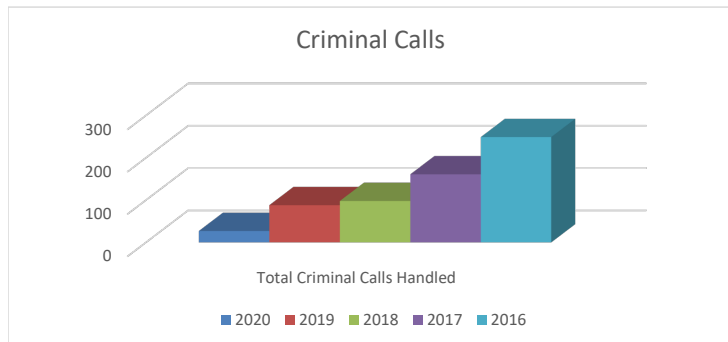
Criminal Calls	Feb	Calendar Year				
		2020	2019	2018	2017	2016
Alcohol Beverage Code Violations	0	0	0	1	0	0
Arrest of Wanted Persons (Outside Agency)	2	2	15	19	21	31
Assault	0	1	0	3	1	3
Burglary Building	1	1	5	1	3	17
Burglary of Habitation	0	0	0	5	4	
Burglary Vehicle	0	0	8	8	13	50
Criminal Mischief / Reckless Damage	0	0	7	5	15	19
Criminal Mischief Mail Box	0	0	0	0	2	5
Cruelty to Animals	0	0	0	0	0	0
Deadly Conduct	0	0	0	0	0	1
D.U.I. - Minor	0	0	0	0	1	0
D.W.I. / D.U.I.	0	2	10	6	4	6
Driving while License Suspended / Invalid	0	0	2	4	0	2
Endangerment of Child	0	0	0	0	1	0
Evading Arrest	0	0	1	3	0	3
Failure to Identify	0	0	0	0	1	0
Family Violence	1	2	3	1	3	2
Fraud / Forgery / False Reports / Tamper w/ Govt. Record	1	1	0	2	0	4
Harassment / Retaliation / Terroristic Threat	1	1	0	0	2	1
M.I.P. Alcohol / Tobacco	1	1	0	0	0	1
Murder	0	0	0	0	0	0
Narcotics Violation (class B and up)	0	4	12	10	16	30
Narcotics Violation (class C)	0	3	14	18	43	42
Possession of Prohibited Weapon / Unlawful Carry	0	0	1	0	1	3
Public Intoxication	0	0	1	0	3	4
Resisting Arrest	0	0	0	0	1	0
Robbery	0	0	0	0	1	0
Sexual Assault	0	1	0	0	0	1
Solicitation of a Minor / Indecency with a Minor	0	0	0	1	0	1
Suicide	0	1	0	0	0	0
Theft	4	5	9	11	22	17
Theft of Mail	0	1	0	0	1	4
Theft of Motor Vehicle / Unauthorized Use of Motor Veh.	1	1	0	0	2	2
<b>Total Criminal Calls Handled</b>	<b>12</b>	<b>27</b>	<b>88</b>	<b>98</b>	<b>161</b>	<b>249</b>

**Monthly Activity Report**  
**City of Shavano Park Police Department**  
**February 2020**

**Non-Criminal Calls**

	Feb	Calendar Year				
		2020	2019	2018	2017	2016
Accidents Major (With Injuries)	1	1	8	7	10	7
Accidents Minor (Non-Injury)	5	12	74	69	50	62
Alarm Call	43	81	505	498	557	536
Animal Calls / Complaints	11	24	147	171	143	148
Assist Fire Department / EMS	45	85	426	444	388	339
Assist Other Law Enforcement Agencies	10	14	89	94	81	59
Assist the Public	7	18	105	77	106	93
City Ordinance Violations	0	2	34	374	420	386
Criminal Trespass Warning	0	1	10	5	7	0
Deceased Person / Natural / Unattended	2	5	15	20	17	22
Disturbance / Keep the Peace	7	10	46	59	56	81
Emergency Detention	1	1	9	4	10	13
Health & Safety Violations	0	0	0	0	0	0
Information Reports	10	17	164	213	195	176
Missing Person / Runaway	1	1	4	0	1	2
Recovered Property / Found Property	1	1	9	8	21	28
Suspicious Activity, Circumstances, Persons, Vehicles	14	22	194	214	285	288
Traffic Hazard	2	2	72	47	49	62
Welfare Concern	1	8	65	58	52	38
911 Hang-up Calls	16	32	199	185	188	132
<b>Total Non-Criminal Calls Handled</b>	<b>177</b>	<b>337</b>	<b>2175</b>	<b>2547</b>	<b>2636</b>	<b>2472</b>
<b>Officer Initiated Contacts</b>						
Community Policing Contacts / Crime Prevention	55	101	1496	2620	2630	3817
Out of Town / Patrol-By Reports	27	50	430	410	480	551
<b>Total Officer Initiated Contacts</b>	<b>82</b>	<b>151</b>	<b>1926</b>	<b>3030</b>	<b>3110</b>	<b>4368</b>

There was no reported gang activity for February 2020. For 2020 there have been no reported gang activity.



## February 2020 Breakdown

### Arrest of Wanted Person

1. 4400 blk. Lockhill-Selma Road - Uvalde County Warrants
2. 3800 blk. DeZavala Road - Bexar County Warrants

### Burglary of Building

1. 3800 blk. DeZavala Road - tools taken / inside job

### Family Violence

1. 500 blk. Bentley Manor - simple assault / cited

### Fraud

1. 400 blk. Cliffside Drive - forged checks

### Harassment

1. 200 blk. Winding Lane - unwanted contact / cleared

### Minor in Possession

1. 500 blk. Berwick Town - minors in possession of alcohol

### Theft

1. 4300 blk. Lockhill-Selma Road - tools taken
2. 3200 blk. Napier Park - tools taken
3. 200 blk. Durand Oak - money taken
4. 3500 blk. Paesanos Pkwy. - employee theft

### Theft of Motor Vehicle

1. 100 blk. Manchester Way - motor vehicle theft / recovered

		Calendar Year				
Mileage	February	2020	2019	2018	2017	2016
Total Monthly / Annual Mileage	12596	26264	146935	144563	144779	151041

## February 2020

Officer	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Total A
Warnings	10	21	9	40	30	1	11	0	9	10	19	6	38	3		207
Citations	1	4	0	19	53	0	13	2	14	13	30	4	16	11		180
Cases	2	25	22	13	10	1	28	0	23	15	9	25	9	7		189
Activity Totals	13	50	31	72	93	2	52	2	46	38	58	35	63	21	0	576
Vehicles Stopped	11	24	9	55	58	1	19	1	14	20	39	8	40	13		312
Community Policing	0	25	0	0	0	0	12	0	3	15	0	0	0	0		55

Cantu   Casares   Flores   Garza   Harper   Martinez   Nakazono   Page   Phelps   Quintanilla   Rangel   Torres   Trimble   Villaneuva

Officer	P	Q	R	S	T	U	V	W	X	Y	Z	Total B
Warnings												0
Citations												0
Cases												0
Activity Totals	0	0	0	0	0	0	0	0	0	0	0	0
Vehicles Stopped												0
Community Policing												0

Grand Total
207
180
189
576
312
55

**PUBLIC WORKS DEPARTMENT**  
**Monthly Report - FEBRUARY 2020**

**WATER UTILITY**

- Trinity Well is being pulled to determine why a 30% drop in production
- Crews repaired Fire Hydrant #40 (Mossy Cup west)
- Meeting with TxDOT SIB loan officer to discuss the options and interest rates
- Meeting with SAWS regarding televising the sewer lines in Shavano Creek green belts, trees need trimmed.
- Repaired huebner VFD#1 – Transformer blew
- Cleaned up well site #4 and hauled off 32 loads of old material to the dump
- Hydrant repairs for 130 Long Bow completed
- Well #5 was pulled and the pump is being replaced
- TCEQ collected annual samples for the yearly inspection

**STREETS**

- Cut and patched 7 locations total of 25 tons
- Crack sealing continues on Cliffside
- TxDOT started trimming trees along NW Military to clear the height for trash trucks and the new platform fire truck
- Installed speed hump on Windmill
- Roadway repairs completed at 302 Fawn and 111 Cliffside (13 tons of asphalt)
- Replaced reflective buttons along Cliffside

**DRAINAGE**

- Coordinated with CPS Energy to relocate 2 gas lines for the construction of 2 low water crossings

**FACILITIES**

- Hector Barrera Construction continued the construction for the trail on the municipal track
- Septic tank engineer contract signed and in design progress
- Continued placing mulch along the trail, received the millings, stacked rocks along the edge.

**OTHER**

- Extended an offer to a Superintendent, started 2/24

Water Utility	FEBRUARY	MO	FY
# of Gallons Pumped		7,483,057	52,907,878
# of Gallons Pumped from Trinity		0	380,612
Total Pumped		7,483,057	53,288,490
# of Gallons Sold		7,076,000	52,053,000
Water Losses in gallons		187,068	2,350,726
Flushing		6,500	51,363
% of Loss		2.50%	4.50%
Water Revenue		\$27,803.21	\$227,560.05
EAA Fees Collected		\$3,538.00	\$29,982.50
Water Service Fees		\$4,895.08	\$46,147.08
Debt Service Collected		\$15,783.40	\$78,759.02
Late Fees		\$971.00	\$1,853.01
Cellular Fees		\$2.67	\$8.02
Water Used by City		350,000	1,506,000
Water Cost Used by City		\$514.21	\$6,200.75
# of Water Complaints		3	3
# of Bill Adjustments		1	5
# of Locates		19	74

## CITY COUNCIL STAFF SUMMARY

Meeting Date: March 23, 2020

Agenda item: 7.6.

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Presentation of February 2020 Monthly Reports

X

### **Attachments for Reference:**

- a) February 2020 Power Point Presentation
- b) February 2020 Revenue & Expenditure Report
- c) February 2020 Monthly Check Register

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**BACKGROUND / HISTORY:** The information provided is for the FY 2019-20 budget period, month ending February 29, 2020. 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 Water Utility Fund. Staff is also prepared to present the power point briefing attached at the council meeting.

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### **DISCUSSION:**

#### **10 - General Fund** (Page 1 of Revenue and Expenditure Report)

As of February 29, 2020, General Fund revenues total \$3,835,757 or 70.27% of the budget. General Fund expenditures total \$2,170,847 or 39.77% of the budget with 5 months or 41.67% of the year complete.

#### **Revenues (GF)** (Page 2 & 3)

- Current M&O Property tax (10-599-1010) collections for the month are \$221,256. The City has received 86.92% of its annual budgeted amount to date. This percentage is consistent, but slightly ahead of the same period, prior year of 85.47%
- Sales Tax revenue received this month totaled \$67,823 for taxes collected on December 2019 sales reported for monthly filers, October – December 2019 sales for quarterly filers and calendar year 2019 sales for annual filers. The City is ahead of budget in this line item at 49.21% of revenue collected.
- Franchise Fees are paid quarterly and generally received two months after the quarter. The payments received in February were the final ones calculated under the old laws for telecommunications and cable/video services. Going forward, the companies that provide both those services will make franchise payments based on the greater of the two revenue streams, state-wide.
- Permits and Licenses revenues total \$23,684 for the month, with \$21,359 in building permits.
- Court fees for the month are \$16,411, this is a bit more than the amount recognized in February 2019 of \$16,250.
- Police/Fire revenues total \$8,604 for the month and includes \$7,823 of collections from the EMS third party biller.

- Administrative Income (7050) – is at 72.98% of budget collected five months into the fiscal year. TML Health is crediting the City with a renewal discount of \$574/month for October 2019 - February 2020, which accounts for substantially all the account balance to date.

### **Expenditures (GF) (Pages 4-14)**

-The Council (600) is at 44.41% spent, \$15,652 cumulative year to date. Minimal expenditures incurred this month.

-The Administration Department (601) is ahead of target with \$70,073 spent this month or 44.50% of the annual budget utilized to date. Prof. Services – Legal (3015) is higher this month than usual, as it includes \$2,000 each for personnel (includes detailed review of employee handbook) and open records. Invoice also includes fees for January and February Council meeting attendance. Citizens Communication/Education reflects the cost of the fiesta medals this month. IT Services (4060) includes \$1,338 for server repairs, in addition to the normal monthly contract and back up fees. Building maintenance (5030) includes \$919 to repair SPPD's AC units and \$650 for city hall fire alarm repairs.

-The Court Department (602) expenditures for the month are \$6,652 for 45.15% of the year to date budget spent, as the annual charges in October for Incode software in 4075 for \$4,432, as well as the full liability (3050) and property (3070) insurance expenditures continue to keep the department over budget.

-The Public Works Department (603) expenditures for the month are \$42,385 with 30.38% of the annual budget utilized. Street Maintenance (6080) includes \$5,300 for crack sealing material, \$1,990 for asphalt, \$2,775 for spoils removal and \$1,950 for repairs on Cliffside Drive.

-The Fire Department (604) is on track for day-to-day operations with the budget at \$124,220 for the month, 36.13% total spent year to date. EMS Supplies (6040) reflects normal restocking, nothing unusual or significant. Utilities – Water (7044) - there was a leak that was repaired so the Water Utility will be reviewing the meter activity to determine a credit. Grant Expenditures (9000) reflects cost of driver/operator – aerial course that the Department will be hosting. A reimbursement-type grant has been received to cover those costs and that revenue will be recorded when received.

-The Police Department (605) is ahead of budget for day-to-day expenses. Expenditures for the month are \$138,141 with 43.80% of the budget spent. Computer software/Incode (4075) reflects \$2,000 annual renewal for Brazos software. Vehicle Maintenance (5020) includes \$2,600 for unit 509 repairs – address radiator, power steering and transmission leaks, cooling system flush, alternator repair, and \$924 for unit 512 repairs – replace shocks and drive belt also clean AC/heating system. These expenditures are in addition to usual oil changes and battery replacements.

-The Development Services Department (607) maintains the Professional Services paid for engineering, outside permit inspection, sanitary, and health inspection services with total expenses of \$5,111 or 44.41% of the annual budgeted amount.

## **20-WATER FUND**

As of February 29, 2020, the Water Fund total revenues are \$425,131 or 40.96% of the total annual budgeted amount. Water Fund (Water department & Debt Service) expenses total \$438,879 or 42.29% of adopted budget.

### **Revenues (Water)**

-Water consumption (5015) billed in February 2020 for the month of January 2020 is \$25,562. Total consumption for the month is approximately 1,879,000 gallons more than the same month, prior year or \$7,596 of revenue due to a drier than normal month.

-The Debt Service (5018) and Water Service Fee (5019) remain on target with annual budgeted amounts as these are flat fees and are not related to volume charges recognized, at 41.76% and 42.03% respectively.

-The EAA Pass Thru (5036) fees are charged to customers based on usage, \$3,678 was recorded for the month and 40.98% of the annual budgeted amount has been recognized to date.

### **Expenses (Water)**

Water department (606) expenses for the day-to-day operations are below budget with \$41,557 spent this month or 33.82% utilized. SCADA System Maintenance (6070) includes the cost of renewal of the annual maintenance contract. Water System Maintenance (6072) includes costs for hydrant parts for repairs. Bad debt expense (9050) reflects two accounts written off, both situations involved leaks, properties were sold, approximately one half of the account balances had been paid.

Debt service payments were made as scheduled for February, principal and interest. The next payments are due in August, for interest only.

## **PAYROLL**

The City is on a bi-weekly payroll; there have been 11 pay periods out of 26 so approximately 42.31% should be expensed in the line items directly related to salaries. Workers Comp Insurance (1037) is at 22.96% which is expensed quarterly, with the next calculation and posting in March. There were vacancies throughout the City during the first quarter of the fiscal year – three positions in fire and two each in police and public works, which reduced the base for the expense calculation. At February 29, 2020, the City has one position vacant – in the police department. The Public Works/Water Utility superintendent position, vacant since August, was filled the end of February. TMRS (1040) expenditures for departments is at approximately 40.24%, below budget but in line with the related salaries and overtime accounts due to the position vacancies mentioned earlier. Health insurance related line items are at approximately 39.12%, below budget due to position vacancies.

Overtime in the Police Department is at 123.39% spent to maintain staffing levels while covering over paid time off (sick/vacation/holiday) and position vacancies, covering shifts while officers

attended the mandatory training as well as continuing the additional holiday season patrols in the Paesanos area thru New Year's.

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**COURSES OF ACTION:** None related to the report - informational.

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**FINANCIAL IMPACT:** N/A

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**STAFF RECOMMENDATION:** N/A





## Monthly Financial Report (February 29, 2020)

**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	February 29, 2020
General Fund (10)	\$ 4,257,146
Water Fund ( 20)	825,896
Debt Service Fund (30)	155,457
Crime Control District Fund (40)	607,130
PEG Funds (42)	110,883
Oak Wilt Fund ( 45)	100,667
Street Maintenance Fund (48)	505,012
Court Security/Technology (50)	59,741
Child Safety Fund ( 52)	3,412
LEOSE Fund (53)	583
GF Capital Replacement Fund (70)	2,369,410
Pet Documentation and Rescue Fund (75)	2,378
<b>Total Cash &amp; Investments **</b>	<b>\$ 8,997,715</b>

**\*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		February 29, 2020
<b>OPERATING BANK ACCOUNTS</b>		
Frost Bank	\$	2,342,432
<b>SAVINGS &amp; BANK ACCOUNTS</b>		
Frost Bank		3,466,927
<b>POOLS</b>		
Tex Star	\$ 2,215,217	
Texpool	211,157	
<b>SUBTOTAL - POOLS</b>		<b>2,426,374</b>
<b>CERTIFICATES OF DEPOSIT</b>		
Security Service Credit Union	\$ 256,884	
United SA Credit Union	252,524	
Generation Credit Union	252,574	
<b>SUBTOTAL - CERTIFICATES OF DEPOSIT</b>		<b>761,982</b>
<b>Total Cash &amp; Investments **</b>	<b>\$</b>	<b>8,997,715</b>

**\*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 February 2020 are \$3,026,971 and are ahead of budget at 86.92%, normal for this time frame
- February 2020 Sales Tax revenue was \$67,823.

(Collections are for Dec 2019 sales from monthly filers, Oct-Dec 2019 sales for quarterly filers and 2019 sales for annual filers.)

- Building Permits and Licenses revenue for the month was \$23,684 with \$21,359 collected in building permit fees.

- Major Projects/Improvements in FY 2019-20

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
Northwest Military				
conduit relocation	\$ 47,000	\$ -	\$ 47,000	Not started
Widen rear Fire Station				
driveway	\$ 16,000	\$ -	\$ 16,000	Planning
NIBRS Upgrade -				
grant funded - SPPD	\$ 43,000	\$ 15,199	\$ 27,801	In process

Unassigned General Fund fund balance at September 30, 2019 = \$2,676,488 (Audited)  
 Unassigned General Fund fund balance at September 30, 2018 = \$2,648,513 (Audited)

# 10 - General Fund Revenues

*Together We Can!*



	FY 2019-20 ADOPTED BUDGET	FY 2019-20 FEBRUARY 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % BUDGET COLLECTED
CURRENT PROPERTY TAXES	\$ 3,482,353	\$ 221,256	\$ 3,026,971	86.92%
DEL. TAXES & PENALTIES	54,500	7,286	47,663	87.46%
SALES TAX	465,000	67,823	228,823	49.21%
MIXED BEVERAGE	23,000	-	10,111	43.96%
FRANCHISE REVENUES	482,500	87,805	227,542	47.16%
PERMITS & LICENSES	372,000	23,684	136,031	36.57%
COURT FEES	172,750	16,411	58,015	33.58%
POLICE/FIRE REVENUES	168,900	8,604	54,612	32.33%
MISC/INTEREST/GRANTS	202,404	8,801	45,989	22.72%
TRANSFERS IN	35,440	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 5,458,847</b>	<b>\$ 441,670</b>	<b>\$ 3,835,757</b>	<b>70.27%</b>

# 10- General Fund Expenditures

*Together We Can!*



	FY 2019-20 ADOPTED BUDGET	FY 2019-20 FEBRUARY 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % BUDGET SPENT
CITY COUNCIL	\$ 35,247	\$ 116	\$ 15,652	44.41%
ADMINISTRATION	937,091	70,073	417,051	44.50%
COURT	90,970	6,652	41,072	45.15%
PUBLIC WORKS	599,307	42,385	182,066	30.38%
FIRE DEPARTMENT	1,932,711	124,220	698,332	36.13%
POLICE DEPARTMENT	1,779,346	138,141	779,293	43.80%
DEVELOPMENT SERVICES	84,175	5,111	37,381	44.41%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,458,847</b>	<b>\$ 386,698</b>	<b>\$ 2,170,847</b>	<b>39.77%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 54,972</b>	<b>\$ 1,664,910</b>	

Expenditures total \$2,170,847 through February 2020 or 39.77% of budget spent with 41.67% of budget complete (5 months).

# 20 - Water Fund Overview



*Together We Can!*

- Total revenues through February are \$425,131 for a total 40.96% of budget, including transfers in.
- Total February 2020 billing for January water consumption is approximately 1,879,000 gallons more than the same period, prior year.
- Water consumption revenue for the month of February 2020 (actual January 2020 usage) is higher in comparison to the same period, prior year by \$7,596.
- Water Department expenses are below budget thru the month of February at \$287,414 with a total of 33.82% of the adopted budget spent with 41.67% of year complete.
- Major Projects/Improvements in FY 2019-20:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
Water meter replacement	\$ 14,400	\$ 6,964	\$ 7,436	In process
Replace spider water lines in one cul de sac	\$ 12,000	\$ -	\$ 12,000	Not started



# 20 - Utility Fund Revenues & Expenses

*Together We Can!*



	FY 2019-20 ADOPTED BUDGET	FY 2019-20 FEBRUARY 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % OF BUDGET
				<u>COLLECTED</u>
WATER CONSUMPTION	\$ 627,000	\$ 25,562	\$ 257,020	40.99%
DEBT SERVICE	188,317	15,738	78,646	41.76%
WATER SERVICE FEE	58,092	4,878	24,417	42.03%
EAA PASS THRU CHARGE	83,681	3,678	34,293	40.98%
MISC/INTEREST/GRANTS	66,400	3,815	23,791	35.83%
TRANSFERS IN	14,400	6,964	6,964	48.36%
<b>TOTAL REVENUES</b>	<b>\$ 1,037,890</b>	<b>\$ 60,635</b>	<b>\$ 425,131</b>	<b>40.96%</b>
				<u>SPENT</u>
WATER DEPARTMENT	\$ 849,856	41,557	287,414	33.82%
DEBT SERVICE	188,034	151,465	151,465	80.55%
<b>TOTAL EXPENSES</b>	<b>\$ 1,037,890</b>	<b>\$ 193,022</b>	<b>\$ 438,879</b>	<b>42.29%</b>
<b>REVENUES OVER/(UNDER) EXPENSES</b>	<b>\$ -</b>	<b>\$ (132,387)</b>	<b>\$ (13,748)</b>	

# Special Revenue Funds

*Together We Can!*



## 40- Crime Control Prevention District

	FY 2019-20 ADOPTED BUDGET	FY 2019-20 FEBRUARY 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	\$ 598,768	\$ 630,949	\$ 598,768	
Crime Control Sales Tax	\$ 116,250	\$ 16,966	\$ 56,212	<b>COLLECTED</b> 48.35%
Interest/Misc.	7,500	521	2,904	38.72%
<b>TOTAL REVENUES</b>	<b>\$ 123,750</b>	<b>\$ 17,487</b>	<b>\$ 59,116</b>	<b>47.77%</b>
Fire Expenditures	\$ 8,058	\$ -	\$ 624	<b>SPENT</b> 7.74%
Police Expenditures	77,843	20,838	29,662	38.10%
<b>TOTAL EXPENDITURES</b>	<b>\$ 85,901</b>	<b>\$ 20,838</b>	<b>\$ 30,286</b>	<b>35.26%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ 37,849</b>	<b>\$ (3,351)</b>	<b>\$ 28,830</b>	
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$ 636,617</b>	<b>\$ 627,598</b>	<b>\$ 627,598</b>	



## 40 – Crime Control Prevention District

- Supported by dedicated sales tax and interest income on invested balances.
- Major Projects/Improvements in FY 2019-20:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
National Night Out	\$ 5,500	\$ 2,413	\$ 3,087	In process
Ticket writers/printers	\$ 13,796	\$ -	\$ 13,796	Planning
Shotgun locks/mounts	\$ 10,500	\$ -	\$ 10,500	Not started
Tasers	\$ 9,265	\$ 624	\$ 8,641	In process
Static radar signs	\$ 21,000	\$ 20,822	\$ 178	In process

# Special Revenue Funds

*Together We Can!*



## 42- PEG Fund

	FY 2019-20 ADOPTED BUDGET	FY 2019-20 FEBRUARY 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	<u>\$ 106,887</u>	<u>\$ 111,524</u>	<u>\$ 106,887</u>	
Franchise Fee- PEG	\$ 16,000	\$ 3,343	\$ 8,329	<u>COLLECTED</u> 52.06%
Misc/Interest	<u>1,200</u>	<u>92</u>	<u>513</u>	42.75%
<b>TOTAL REVENUES</b>	<b>\$ 17,200</b>	<b>\$ 3,435</b>	<b>\$ 8,842</b>	<b>51.41%</b>
PEG Expenditures	<u>19,300</u>	<u>-</u>	<u>770</u>	<u>SPENT</u> 3.99%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ (2,100)</b>	<b>\$ 3,435</b>	<b>\$ 8,072</b>	
<b>PROJECTED ENDING FUND BALANCE</b>	<u><u>\$ 104,787</u></u>	<u><u>\$ 114,959</u></u>	<u><u>\$ 114,959</u></u>	

# Special Revenue Funds

*Together We Can!*



## 45- Oak Wilt Fund

	FY 2019-20 ADOPTED BUDGET	FY 2019-20 FEBRUARY 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	<u>\$ 96,477</u>	<u>\$ 100,562</u>	<u>\$ 96,477</u>	
Tree Trimming Permits Revenue	\$ 11,000	\$ 105	\$ 4,190	<u>COLLECTED</u> 38.09%
Oak Wilt Expenditures	<u>500</u>	<u>-</u>	<u>-</u>	<u>SPENT</u> 0.00%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ 10,500</b>	<b>\$ 105</b>	<b>\$ 4,190</b>	
<b>PROJECTED ENDING FUND BALANCE</b>	<u><u>\$ 106,977</u></u>	<u><u>\$ 100,667</u></u>	<u><u>\$ 100,667</u></u>	

# Special Revenue Funds

*Together We Can!*



## 48- Street Maintenance Fund

	FY 2019-20 ADOPTED BUDGET	FY 2019-20 FEBRUARY 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	\$ 469,261	\$ 509,510	\$ 469,261	
Sales Tax Revenues	\$ 116,250	\$ 16,956	\$ 57,205	COLLECTED 49.21%
Materials/Supplies	\$ 50,000	\$ -	\$ -	SPENT 0.00%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	\$ 66,250	\$ 16,956	\$ 57,205	
<b>PROJECTED ENDING FUND BALANCE</b>	\$ 535,511	\$ 526,466	\$ 526,466	

# Governmental Fund

*Together We Can!*



## 70- Capital Replacement Fund

	FY 2019-20 ADOPTED BUDGET	FY 2019-20 FEBRUARY 2020	FY 2019-20 YEAR TO DATE	FY 2019-20 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	<u>\$ 2,513,388</u>	<u>\$ 2,395,346</u>	<u>\$ 2,513,388</u>	
Interest Income	\$ 35,000	\$ 2,023	\$ 11,984	COLLECTED 34.24%
Transfers In - General Fund	<u>297,582</u>	<u>-</u>	<u>-</u>	0.00%
<b>TOTAL REVENUES</b>	<u><b>\$ 332,582</b></u>	<u><b>\$ 2,023</b></u>	<u><b>\$ 11,984</b></u>	<b>3.60%</b>
Council	\$ -	\$ 22,549	\$ 22,549	█ #DIV/0!
Administration	64,000	3,515	16,513	25.80%
Public Works	39,500	-	37,893	95.93%
Drainage	728,000	1,895	79,007	10.85%
Fire	<u>8,000</u>	<u>-</u>	<u>-</u>	0.00%
<b>TOTAL EXPENDITURES</b>	<u><b>\$ 839,500</b></u>	<u><b>\$ 27,959</b></u>	<u><b>\$ 155,962</b></u>	18.58%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<u><b>\$ (506,918)</b></u>	<u><b>\$ (25,936)</b></u>	<u><b>\$ (143,978)</b></u>	
<b>PROJECTED ENDING FUND BALANCE</b>	<u><u>\$ 2,006,470</u></u>	<u><u>\$ 2,369,410</u></u>	<u><u>\$ 2,369,410</u></u>	



## 70 – Capital Replacement Fund Overview

- Supported via budgeted transfers from the General Fund and interest earnings on invested balances.
- Major Projects/Improvements in FY 2019-20:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
City Hall septic replacement	\$ 50,000	\$ 3,450	\$ 46,550	Planning
City Hall HVAC replacement	\$ 8,000	\$ 8,898	\$ (898)	Completed
Heavy duty chipper	\$ 27,000	\$ 25,513	\$ 1,487	Completed
Grasshopper mower	\$ 12,500	\$ 12,381	\$ 119	Completed
Drainage projects	\$ 728,000	\$ 79,008	\$ 648,992	In process
Fire - gear extractor	\$ 8,000	\$ -	\$ 8,000	Planning





## Questions

10 -GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>5,458,847.00</u>	<u>441,670.56</u>	<u>3,835,757.11</u>	<u>1,623,089.89</u>	<u>70.27</u>
TOTAL REVENUES	<u>5,458,847.00</u>	<u>441,670.56</u>	<u>3,835,757.11</u>	<u>1,623,089.89</u>	<u>70.27</u>
<u>EXPENDITURE SUMMARY</u>					
CITY COUNCIL	35,247.00	116.45	15,651.60	19,595.40	44.41
ADMINISTRATION	937,091.00	70,073.30	417,051.31	520,039.69	44.50
COURT	90,970.00	6,652.45	41,071.62	49,898.38	45.15
PUBLIC WORKS	599,307.00	42,384.93	182,066.41	417,240.59	30.38
FIRE DEPARTMENT	1,932,711.00	124,220.13	698,331.52	1,234,379.48	36.13
POLICE DEPARTMENT	1,779,346.00	138,140.68	779,293.41	1,000,052.59	43.80
DEVELOPMENT SERVICES	<u>84,175.00</u>	<u>5,111.17</u>	<u>37,381.42</u>	<u>46,793.58</u>	<u>44.41</u>
TOTAL EXPENDITURES	<u>5,458,847.00</u>	<u>386,699.11</u>	<u>2,170,847.29</u>	<u>3,287,999.71</u>	<u>39.77</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00	54,971.45	1,664,909.82	( 1,664,909.82)	0.00

10 -GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

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	3,482,353.00	221,255.97	3,026,971.07	455,381.93	86.92
10-599-1020 DELINQUENT ADVALOREM TAXES	45,000.00	2,859.86	40,191.42	4,808.58	89.31
10-599-1030 PENALTY & INTEREST REVENUE	9,500.00	4,426.54	7,472.08	2,027.92	78.65
10-599-1040 MUNICIPAL SALES TAX	465,000.00	67,823.48	228,823.12	236,176.88	49.21
10-599-1060 MIXED BEVERAGE TAX	<u>23,000.00</u>	<u>0.00</u>	<u>10,110.97</u>	<u>12,889.03</u>	<u>43.96</u>
TOTAL TAXES	4,024,853.00	296,365.85	3,313,568.66	711,284.34	82.33
<u>FRANCHISE REVENUES</u>					
10-599-2020 FRANCHISE FEES - ELECTRIC	310,000.00	55,215.29	142,910.56	167,089.44	46.10
10-599-2022 FRANCHISE FEES - GAS	30,000.00	10,540.05	14,480.38	15,519.62	48.27
10-599-2024 FRANCHISE FEES - CABLE	85,000.00	16,715.12	41,644.88	43,355.12	48.99
10-599-2026 FRANCHISE FEES - PHONE	9,500.00	5,334.70	10,887.72 (	1,387.72)	114.61
10-599-2027 FRANCHISE FEES - SAWS	16,000.00	0.00	0.00	16,000.00	0.00
10-599-2028 FRANCHISE FEES - REFUSE	<u>32,000.00</u>	<u>0.00</u>	<u>17,618.67</u>	<u>14,381.33</u>	<u>55.06</u>
TOTAL FRANCHISE REVENUES	482,500.00	87,805.16	227,542.21	254,957.79	47.16
<u>PERMITS &amp; LICENSES</u>					
10-599-3010 BUILDING PERMITS	295,000.00	21,359.04	116,224.77	178,775.23	39.40
10-599-3012 PLAN REVIEW FEES	46,000.00	320.00	11,584.72	34,415.28	25.18
10-599-3018 CERT OF OCCUPANCY PERMITS	6,000.00	400.00	2,000.00	4,000.00	33.33
10-599-3020 PLATTING FEES	2,000.00	0.00	0.00	2,000.00	0.00
10-599-3025 VARIANCE/RE-ZONE FEES	1,000.00	0.00	1,050.00 (	50.00)	105.00
10-599-3040 CONTRACTORS' LICENSES	3,000.00	184.75	1,135.75	1,864.25	37.86
10-599-3045 INSPECTION FEES	7,000.00	150.00	2,255.39	4,744.61	32.22
10-599-3048 COMMERCIAL SIGN PERMITS	1,500.00	600.00	700.00	800.00	46.67
10-599-3050 GARAGE SALE & OTHER PERMITS	1,500.00	170.00	280.00	1,220.00	18.67
10-599-3055 HEALTH INSPECTIONS	4,000.00	500.00	800.00	3,200.00	20.00
10-599-3060 DEVELOPMENT FEES	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>
TOTAL PERMITS & LICENSES	372,000.00	23,683.79	136,030.63	235,969.37	36.57
<u>COURT FEES</u>					
10-599-4010 MUNICIPAL COURT FINES	140,000.00	13,729.52	49,705.73	90,294.27	35.50
10-599-4021 ARREST FEES	5,000.00	386.86	1,988.04	3,011.96	39.76
10-599-4028 STATE COURT COST ALLOCATION	6,000.00	0.00	0.00	6,000.00	0.00
10-599-4030 WARRANT FEES	21,000.00	2,255.10	6,080.10	14,919.90	28.95
10-599-4036 JUDICIAL FEE - CITY	<u>750.00</u>	<u>39.36</u>	<u>241.09</u>	<u>508.91</u>	<u>32.15</u>
TOTAL COURT FEES	172,750.00	16,410.84	58,014.96	114,735.04	33.58
<u>POLICE/FIRE REVENUES</u>					
10-599-6010 POLICE REPORT REVENUE	400.00	0.00	36.00	364.00	9.00
10-599-6030 POLICE DEPT. REVENUE	3,500.00	316.00	1,051.00	2,449.00	30.03
10-599-6060 EMS FEES	<u>165,000.00</u>	<u>8,288.30</u>	<u>53,524.78</u>	<u>111,475.22</u>	<u>32.44</u>
TOTAL POLICE/FIRE REVENUES	168,900.00	8,604.30	54,611.78	114,288.22	32.33

10 -GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MISC./GRANTS/INTEREST</u>					
10-599-7000 INTEREST INCOME	81,194.00	4,975.19	24,230.70	56,963.30	29.84
10-599-7021 FEDERAL GRANTS	38,010.00	0.00	0.00	38,010.00	0.00
10-599-7025 US DOJ VEST GRANT	2,500.00	0.00	604.45	1,895.55	24.18
10-599-7030 FORESTRY SERVICE GRANT	10,000.00	0.00	0.00	10,000.00	0.00
10-599-7037 STRAC	7,000.00	0.00	0.00	7,000.00	0.00
10-599-7040 PUBLIC RECORDS REVENUE	50.00	0.00	0.20	49.80	0.40
10-599-7050 ADMINISTRATIVE INCOME	4,000.00	574.13	2,919.03	1,080.97	72.98
10-599-7060 CC SERVICE FEES	4,000.00	254.81	1,659.31	2,340.69	41.48
10-599-7070 RECYCLING REVENUE	3,500.00	349.92	1,696.55	1,803.45	48.47
10-599-7075 SITE LEASE/LICENSE FEES	26,150.00	2,152.58	10,762.90	15,387.10	41.16
10-599-7086 DONATIONS- ADMINISTRATION	6,000.00	0.00	2,000.00	4,000.00	33.33
10-599-7090 SALE OF CITY ASSETS	20,000.00	0.00	1,621.74	18,378.26	8.11
10-599-7097 INSURANCE PROCEEDS	<u>0.00</u>	<u>493.99</u>	<u>493.99</u>	<u>( 493.99)</u>	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	202,404.00	8,800.62	45,988.87	156,415.13	22.72
<u>TRANSFERS IN</u>					
10-599-8020 TRF IN -WATER FUND	22,050.00	0.00	0.00	22,050.00	0.00
10-599-8040 TRF IN -CRIME CONTROL	4,990.00	0.00	0.00	4,990.00	0.00
10-599-8050 TRF IN -COURT RESTRICTED	<u>8,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,400.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	35,440.00	0.00	0.00	35,440.00	0.00
TOTAL NON-DEPARTMENTAL	5,458,847.00	441,670.56	3,835,757.11	1,623,089.89	70.27
TOTAL REVENUES	<u>5,458,847.00</u>	<u>441,670.56</u>	<u>3,835,757.11</u>	<u>1,623,089.89</u>	<u>70.27</u>

10 -GENERAL FUND  
CITY COUNCIL

% OF YEAR COMPLETED: 41.67

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	19.99	280.01	6.66
10-600-2035 COUNCIL/EMPLOYEE APPRECIATI	900.00	0.00	102.90	797.10	11.43
10-600-2037 CITY SPONSORED EVENTS	23,000.00	15.48	12,420.79	10,579.21	54.00
10-600-2040 MEETING SUPPLIES	900.00	35.97	399.33	500.67	44.37
10-600-2080 UNIFORMS	<u>200.00</u>	<u>0.00</u>	<u>61.72</u>	<u>138.28</u>	<u>30.86</u>
TOTAL SUPPLIES	25,300.00	51.45	13,004.73	12,295.27	51.40
<u>SERVICES</u>					
10-600-3018 CITY WIDE CLEAN UP	1,400.00	0.00	0.00	1,400.00	0.00
10-600-3020 ASSOCIATION DUES & PUBS	1,747.00	0.00	600.00	1,147.00	34.34
10-600-3030 TRAINING/EDUCATION	1,800.00	0.00	0.00	1,800.00	0.00
10-600-3040 TRAVEL/LODGING/MEALS	<u>500.00</u>	<u>0.00</u>	<u>162.04</u>	<u>337.96</u>	<u>32.41</u>
TOTAL SERVICES	5,447.00	0.00	762.04	4,684.96	13.99
<u>CONTRACTUAL</u>					
10-600-4088 ELECTION SERVICES	<u>3,000.00</u>	<u>65.00</u>	<u>65.00</u>	<u>2,935.00</u>	<u>2.17</u>
TOTAL CONTRACTUAL	3,000.00	65.00	65.00	2,935.00	2.17
<u>CAPITAL OUTLAY</u>					
10-600-8015 NON-CAPITAL-COMPUTER EQUIPM	<u>1,500.00</u>	<u>0.00</u>	<u>1,819.83</u> (	<u>319.83)</u>	<u>121.32</u>
TOTAL CAPITAL OUTLAY	1,500.00	0.00	1,819.83 (	319.83)	121.32
<hr/>					
TOTAL CITY COUNCIL	35,247.00	116.45	15,651.60	19,595.40	44.41

10 -GENERAL FUND  
ADMINISTRATION

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-601-1010 SALARIES	452,800.00	34,830.68	190,367.68	262,432.32	42.04
10-601-1015 OVERTIME	500.00	0.00	52.08	447.92	10.42
10-601-1020 MEDICARE	6,674.00	498.01	2,712.10	3,961.90	40.64
10-601-1025 TWC (SUI)	1,080.00	0.00	0.00	1,080.00	0.00
10-601-1030 HEALTH INSURANCE	34,320.00	2,860.00	14,300.00	20,020.00	41.67
10-601-1031 HSA	222.00	18.50	77.70	144.30	35.00
10-601-1033 DENTAL INSURANCE	2,771.00	226.41	1,150.45	1,620.55	41.52
10-601-1035 VISION CARE INSURANCE	528.00	43.94	219.70	308.30	41.61
10-601-1036 LIFE INSURANCE	422.00	35.10	175.50	246.50	41.59
10-601-1037 WORKERS' COMP INSURANCE	1,177.00	0.00	313.33	863.67	26.62
10-601-1040 TMRS RETIREMENT	64,208.00	4,933.70	26,975.09	37,232.91	42.01
10-601-1070 SPECIAL ALLOWANCES	<u>6,975.00</u>	<u>536.56</u>	<u>2,951.08</u>	<u>4,023.92</u>	<u>42.31</u>
TOTAL PERSONNEL	571,677.00	43,982.90	239,294.71	332,382.29	41.86
<u>SUPPLIES</u>					
10-601-2020 GENERAL OFFICE SUPPLIES	6,500.00	370.75	3,242.49	3,257.51	49.88
10-601-2025 BENEFITS CITYWIDE	2,000.00	0.00	450.00	1,550.00	22.50
10-601-2030 POSTAGE/METER RENTAL	11,980.00	716.55	4,498.80	7,481.20	37.55
10-601-2035 EMPLOYEE APPRECIATION	3,000.00	32.77	772.17	2,227.83	25.74
10-601-2050 PRINTING & COPYING	1,000.00	0.00	204.86	795.14	20.49
10-601-2060 MED EXAMS/SCREENING/TESTING	1,260.00	0.00	419.22	840.78	33.27
10-601-2070 JANITORIAL SUPPLIES	<u>0.00</u>	<u>0.00</u>	<u>24.10</u>	<u>( 24.10)</u>	<u>0.00</u>
TOTAL SUPPLIES	25,740.00	1,120.07	9,611.64	16,128.36	37.34
<u>SERVICES</u>					
10-601-3010 ADVERTISING EXPENSE	4,000.00	500.75	3,816.25	183.75	95.41
10-601-3012 PROF. SERVICES-ENGINEERS	20,100.00	225.00	1,666.58	18,433.42	8.29
10-601-3013 PROFESSIONAL SERVICES	4,450.00	0.00	0.00	4,450.00	0.00
10-601-3015 PROF. SERVICES-LEGAL	48,000.00	10,493.79	31,310.71	16,689.29	65.23
10-601-3016 CODIFICATION EXPENSE	2,500.00	0.00	1,150.00	1,350.00	46.00
10-601-3020 ASSOCIATION DUES & PUBLICAT	4,100.00	165.00	3,213.50	886.50	78.38
10-601-3030 TRAINING/EDUCATION	4,500.00	480.00	593.50	3,906.50	13.19
10-601-3040 TRAVEL/MILEAGE/LODGING/PERD	4,500.00	735.54	2,130.16	2,369.84	47.34
10-601-3050 LIABILITY INSURANCE	9,700.00	647.25	9,687.57	12.43	99.87
10-601-3075 BANK/CREDIT CARD FEES	3,500.00	276.73	1,477.04	2,022.96	42.20
10-601-3085 WEBSITE TECHNOLGY	2,400.00	0.00	2,100.00	300.00	87.50
10-601-3087 CITIZENS COMMUNICATION/EDUC	<u>6,000.00</u>	<u>2,990.00</u>	<u>3,348.17</u>	<u>2,651.83</u>	<u>55.80</u>
TOTAL SERVICES	113,750.00	16,514.06	60,493.48	53,256.52	53.18
<u>CONTRACTUAL</u>					
10-601-4050 DOCUMENT STORAGE/ARCHIVES	4,000.00	298.50	1,141.00	2,859.00	28.53
10-601-4060 IT SERVICES	39,600.00	4,365.04	18,189.24	21,410.76	45.93
10-601-4075 COMPUTER SOFTWARE/INCODE	15,840.00	0.00	15,622.57	217.43	98.63
10-601-4083 AUDIT SERVICES	16,300.00	0.00	15,250.00	1,050.00	93.56
10-601-4084 BEXAR COUNTY APPRAISAL DIST	15,847.00	0.00	4,089.00	11,758.00	25.80
10-601-4085 BEXAR COUNTY TAX ASSESSOR	3,620.00	0.00	3,543.98	76.02	97.90
10-601-4086 CONTRACT LABOR	<u>500.00</u>	<u>0.00</u>	<u>1,990.25</u>	<u>( 1,490.25)</u>	<u>398.05</u>
TOTAL CONTRACTUAL	95,707.00	4,663.54	59,826.04	35,880.96	62.51

10 -GENERAL FUND  
ADMINISTRATION

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MAINTENANCE</u>					
10-601-5005 EQUIPMENT LEASES	3,700.00	460.81	1,827.09	1,872.91	49.38
10-601-5010 EQUIPMENT MAINT & REPAIR	500.00	0.00	301.28	198.72	60.26
10-601-5015 ELECTRONIC EQPT MAINT	500.00	0.00	0.00	500.00	0.00
10-601-5030 BUILDING MAINTENANCE	<u>17,680.00</u>	<u>2,127.21</u>	<u>8,028.64</u>	<u>9,651.36</u>	<u>45.41</u>
TOTAL MAINTENANCE	22,380.00	2,588.02	10,157.01	12,222.99	45.38
<u>UTILITIES</u>					
10-601-7042 UTILITIES - PHONE/CELL/VOIP	<u>17,300.00</u>	<u>1,204.71</u>	<u>9,538.59</u>	<u>7,761.41</u>	<u>55.14</u>
TOTAL UTILITIES	17,300.00	1,204.71	9,538.59	7,761.41	55.14
<u>CAPITAL OUTLAY</u>					
10-601-8015 NON-CAPITAL-COMPUTER	1,500.00	0.00	1,577.01 (	77.01)	105.13
10-601-8025 NON-CAPITAL-OFFICE FURNITUR	200.00	0.00	0.00	200.00	0.00
10-601-8080 CAPITAL - IMPROVEMENTS	<u>47,000.00</u>	<u>0.00</u>	<u>26,552.83</u>	<u>20,447.17</u>	<u>56.50</u>
TOTAL CAPITAL OUTLAY	48,700.00	0.00	28,129.84	20,570.16	57.76
<u>INTERFUND TRANSFERS</u>					
10-601-9010 TRANSFERS/CAPITAL REPLACEME	<u>41,837.00</u>	<u>0.00</u>	<u>0.00</u>	<u>41,837.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	41,837.00	0.00	0.00	41,837.00	0.00
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TOTAL ADMINISTRATION	937,091.00	70,073.30	417,051.31	520,039.69	44.50

10 -GENERAL FUND  
COURT

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-602-1010 SALARIES	51,820.00	3,987.20	21,702.00	30,118.00	41.88
10-602-1020 MEDICARE	776.00	59.16	322.08	453.92	41.51
10-602-1025 TWC (SUI)	180.00	0.00	0.00	180.00	0.00
10-602-1036 LIFE INSURANCE	70.00	5.85	29.25	40.75	41.79
10-602-1037 WORKERS' COMP INSURANCE	137.00	0.00	35.91	101.09	26.21
10-602-1040 TMRS RETIREMENT	7,466.00	569.10	3,098.29	4,367.71	41.50
10-602-1070 SPECIAL ALLOWANCES	<u>1,200.00</u>	<u>92.30</u>	<u>507.65</u>	<u>692.35</u>	<u>42.30</u>
TOTAL PERSONNEL	61,649.00	4,713.61	25,695.18	35,953.82	41.68
<u>SUPPLIES</u>					
10-602-2020 OFFICE SUPPLIES	600.00	2.99	146.97	453.03	24.50
10-602-2050 PRINTING & COPYING	<u>1,000.00</u>	<u>173.95</u>	<u>746.95</u>	<u>253.05</u>	<u>74.70</u>
TOTAL SUPPLIES	1,600.00	176.94	893.92	706.08	55.87
<u>SERVICES</u>					
10-602-3015 JUDGE/PROSECUTOR	15,600.00	1,300.00	6,500.00	9,100.00	41.67
10-602-3020 ASSOCIATION DUES & PUBS	300.00	0.00	75.00	225.00	25.00
10-602-3030 TRAINING/EDUCATION	1,000.00	200.00	600.00	400.00	60.00
10-602-3040 TRAVEL/MILEAGE/LODGING/PERD	1,500.00	0.00	187.16	1,312.84	12.48
10-602-3050 LIABILITY INSURANCE	107.00	0.00	99.72	7.28	93.20
10-602-3070 PROPERTY INSURANCE	54.00	0.00	50.33	3.67	93.20
10-602-3075 BANK/CREDIT CARD FEES	<u>1,600.00</u>	<u>116.43</u>	<u>657.06</u>	<u>942.94</u>	<u>41.07</u>
TOTAL SERVICES	20,161.00	1,616.43	8,169.27	11,991.73	40.52
<u>CONTRACTUAL</u>					
10-602-4075 COMPUTER SOFTWARE/INCODE	<u>4,530.00</u>	<u>0.00</u>	<u>4,432.49</u>	<u>97.51</u>	<u>97.85</u>
TOTAL CONTRACTUAL	4,530.00	0.00	4,432.49	97.51	97.85
<u>UTILITIES</u>					
10-602-7042 UTILITIES - PHONE/CELL/VOIP	<u>1,130.00</u>	<u>145.47</u>	<u>524.92</u>	<u>605.08</u>	<u>46.45</u>
TOTAL UTILITIES	1,130.00	145.47	524.92	605.08	46.45
<u>CAPITAL OUTLAY</u>					
10-602-8015 NON-CAPITAL-COMPUTER	<u>1,900.00</u>	<u>0.00</u>	<u>1,355.84</u>	<u>544.16</u>	<u>71.36</u>
TOTAL CAPITAL OUTLAY	1,900.00	0.00	1,355.84	544.16	71.36
TOTAL COURT	90,970.00	6,652.45	41,071.62	49,898.38	45.15



10 -GENERAL FUND  
PUBLIC WORKS

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-603-1010 SALARIES	200,550.00	13,864.40	65,915.11	134,634.89	32.87
10-603-1015 OVERTIME	3,000.00	199.46	1,516.78	1,483.22	50.56
10-603-1020 MEDICARE	3,320.00	206.82	996.01	2,323.99	30.00
10-603-1025 TWC (SUI)	720.00	0.00	1.69	718.31	0.23
10-603-1030 HEALTH INSURANCE	27,456.00	2,002.00	8,294.00	19,162.00	30.21
10-603-1031 HSA	178.00	12.95	53.65	124.35	30.14
10-603-1033 DENTAL INSURANCE	1,536.00	120.84	476.28	1,059.72	31.01
10-603-1035 VISION CARE INSURANCE	365.00	25.35	106.47	258.53	29.17
10-603-1036 LIFE INSURANCE	281.00	19.50	79.96	201.04	28.46
10-603-1037 WORKERS' COMP INSURANCE	5,249.00	0.00	1,291.39	3,957.61	24.60
10-603-1040 TMRS RETIREMENT	31,935.00	2,044.01	9,829.29	22,105.71	30.78
10-603-1070 SPECIAL ALLOWANCES	<u>7,200.00</u>	<u>588.50</u>	<u>3,029.03</u>	<u>4,170.97</u>	<u>42.07</u>
TOTAL PERSONNEL	281,790.00	19,083.83	91,589.66	190,200.34	32.50
<u>SUPPLIES</u>					
10-603-2020 OFFICE SUPPLIES	1,000.00	253.49	465.99	534.01	46.60
10-603-2050 PRINTING & COPYING	175.00	0.00	23.81	151.19	13.61
10-603-2060 MEDICAL EXAMS/SCREENING/TES	200.00	50.00	324.18 (	124.18)	162.09
10-603-2070 JANITORIAL SUPPLIES	2,000.00	85.00	1,155.46	844.54	57.77
10-603-2080 UNIFORMS	1,500.00	0.00	698.19	801.81	46.55
10-603-2090 SMALL TOOLS	3,000.00	783.79	2,885.05	114.95	96.17
10-603-2091 SAFETY GEAR	<u>1,000.00</u>	<u>0.00</u>	<u>894.83</u>	<u>105.17</u>	<u>89.48</u>
TOTAL SUPPLIES	8,875.00	1,172.28	6,447.51	2,427.49	72.65
<u>SERVICES</u>					
10-603-3012 PROFESSIONAL - ENGINEERING	5,000.00	0.00	0.00	5,000.00	0.00
10-603-3013 PROFESSIONAL SERVICES	26,700.00	1,353.81	6,654.38	20,045.62	24.92
10-603-3014 PROF SERV - CH & MONUMENTS	20,000.00	0.00	2,463.63	17,536.37	12.32
10-603-3020 ASSOCIATION DUES & PUBS	300.00	0.00	0.00	300.00	0.00
10-603-3030 TRAINING/EDUCATION	300.00	0.00	75.00	225.00	25.00
10-603-3040 TRAVEL/MILEAGE/LODGING/PERD	250.00	0.00	0.00	250.00	0.00
10-603-3050 LIABILITY INSURANCE	3,890.00	0.00	3,625.45	264.55	93.20
10-603-3060 UNIFORM SERVICE	1,500.00	181.11	1,021.06	478.94	68.07
10-603-3070 PROPERTY INSURANCE	<u>1,930.00</u>	<u>0.00</u>	<u>1,798.74</u>	<u>131.26</u>	<u>93.20</u>
TOTAL SERVICES	59,870.00	1,534.92	15,638.26	44,231.74	26.12
<u>CONTRACTUAL</u>					
10-603-4075 COMPUTER SOFTWARE	<u>600.00</u>	<u>0.00</u>	<u>199.99</u>	<u>400.01</u>	<u>33.33</u>
TOTAL CONTRACTUAL	600.00	0.00	199.99	400.01	33.33
<u>MAINTENANCE</u>					
10-603-5005 EQUIPMENT LEASES	3,000.00	0.00	0.00	3,000.00	0.00
10-603-5010 EQUIPMENT MAINT & REPAIR	12,000.00	147.07	5,473.46	6,526.54	45.61
10-603-5015 ELECTRONIC EQPT MAINT	0.00	62.50	62.50 (	62.50)	0.00
10-603-5020 VEHICLE MAINTENANCE	7,000.00	70.35	362.47	6,637.53	5.18
10-603-5030 BUILDING MAINTENANCE	11,000.00	259.90	4,882.11	6,117.89	44.38
10-603-5060 VEHICLE & EQPT FUELS	<u>5,000.00</u>	<u>970.10</u>	<u>2,767.96</u>	<u>2,232.04</u>	<u>55.36</u>
TOTAL MAINTENANCE	38,000.00	1,509.92	13,548.50	24,451.50	35.65

10 -GENERAL FUND  
PUBLIC WORKS

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-603-6011 CHEMICALS	750.00	199.00	753.97 (	3.97)	100.53
10-603-6080 STREET MAINTENANCE	75,350.00	12,284.54	17,893.54	57,456.46	23.75
10-603-6081 SIGN MAINTENANCE	<u>2,000.00</u>	<u>537.47</u>	<u>1,541.57</u>	<u>458.43</u>	<u>77.08</u>
TOTAL DEPT MATERIALS-SERVICES	78,100.00	13,021.01	20,189.08	57,910.92	25.85
<u>UTILITIES</u>					
10-603-7040 UTILITIES - ELECTRIC	38,000.00	3,026.87	14,362.52	23,637.48	37.80
10-603-7041 UTILITIES - GAS	1,000.00	27.14	153.89	846.11	15.39
10-603-7042 UTILITIES - PHONE	500.00	37.00	185.00	315.00	37.00
10-603-7044 UTILITIES - WATER	12,000.00	497.46	6,805.66	5,194.34	56.71
10-603-7045 STREET LIGHTS	<u>30,000.00</u>	<u>2,474.50</u>	<u>12,221.51</u>	<u>17,778.49</u>	<u>40.74</u>
TOTAL UTILITIES	81,500.00	6,062.97	33,728.58	47,771.42	41.38
<u>CAPITAL OUTLAY</u>					
10-603-8005 OFFICE FURNITURE	300.00	0.00	0.00	300.00	0.00
10-603-8015 NON-CAPITAL-COMPUTER	<u>1,150.00</u>	<u>0.00</u>	<u>724.83</u>	<u>425.17</u>	<u>63.03</u>
TOTAL CAPITAL OUTLAY	1,450.00	0.00	724.83	725.17	49.99
<u>INTERFUND TRANSFERS</u>					
10-603-9010 TRF TO CAPITAL REPLACEMENT	<u>49,122.00</u>	<u>0.00</u>	<u>0.00</u>	<u>49,122.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	49,122.00	0.00	0.00	49,122.00	0.00
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TOTAL PUBLIC WORKS	599,307.00	42,384.93	182,066.41	417,240.59	30.38

10 -GENERAL FUND  
FIRE DEPARTMENT

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-604-1010 SALARIES	1,103,800.00	82,297.82	435,945.79	667,854.21	39.49
10-604-1015 OVERTIME	35,000.00	2,622.42	15,478.71	19,521.29	44.22
10-604-1020 MEDICARE	16,907.00	1,192.32	6,386.05	10,520.95	37.77
10-604-1025 TWC (SUI)	3,060.00	0.00	17.39	3,042.61	0.57
10-604-1030 HEALTH INSURANCE	116,688.00	9,724.00	46,332.00	70,356.00	39.71
10-604-1031 HSA	755.00	48.10	233.10	521.90	30.87
10-604-1033 DENTAL INSURANCE	6,543.00	568.68	2,644.44	3,898.56	40.42
10-604-1035 VISION CARE INSURANCE	1,542.00	135.20	632.06	909.94	40.99
10-604-1036 LIFE INSURANCE	1,193.00	99.45	473.85	719.15	39.72
10-604-1037 WORKERS' COMP INSURANCE	30,992.00	0.00	5,819.59	25,172.41	18.78
10-604-1040 TMRS RETIREMENT	162,660.00	12,005.21	63,813.54	98,846.46	39.23
10-604-1070 SPECIAL ALLOWANCES	<u>16,520.00</u>	<u>1,138.78</u>	<u>6,020.88</u>	<u>10,499.12</u>	<u>36.45</u>
TOTAL PERSONNEL	1,495,660.00	109,831.98	583,797.40	911,862.60	39.03
<u>SUPPLIES</u>					
10-604-2020 OFFICE SUPPLIES	1,500.00	69.00	483.33	1,016.67	32.22
10-604-2060 MEDICAL EXAMS/SCREENING/TES	1,000.00	0.00	953.55	46.45	95.36
10-604-2070 JANITORIAL SUPPLIES	2,500.00	746.66	1,538.50	961.50	61.54
10-604-2080 UNIFORMS & ACCESSORIES	<u>7,000.00</u>	<u>668.60</u>	<u>5,155.07</u>	<u>1,844.93</u>	<u>73.64</u>
TOTAL SUPPLIES	12,000.00	1,484.26	8,130.45	3,869.55	67.75
<u>SERVICES</u>					
10-604-3017 PROFESSIONAL - MEDICAL DIRE	5,400.00	450.00	2,250.00	3,150.00	41.67
10-604-3020 ASSOCIATION DUES & PUBS	8,420.00	0.00	4,182.30	4,237.70	49.67
10-604-3030 TRAINING/EDUCATION	7,000.00	73.05	2,545.05	4,454.95	36.36
10-604-3040 TRAVEL/MILEAGE/LODGING/PERD	4,000.00	0.00	1,768.93	2,231.07	44.22
10-604-3050 LIABILITY INSURANCE	22,000.00	0.00	20,503.82	1,496.18	93.20
10-604-3070 PROPERTY INSURANCE	13,000.00	0.00	12,115.89	884.11	93.20
10-604-3080 SPECIAL SERVICES	10,800.00	627.79	3,871.20	6,928.80	35.84
10-604-3090 COMMUNICATIONS SERVICES	<u>4,668.00</u>	<u>418.26</u>	<u>1,848.98</u>	<u>2,819.02</u>	<u>39.61</u>
TOTAL SERVICES	75,288.00	1,569.10	49,086.17	26,201.83	65.20
<u>CONTRACTUAL</u>					
10-604-4045 RADIO ACCESS FEES - COSA	6,000.00	0.00	5,832.00	168.00	97.20
10-604-4075 COMPUTER SOFTWARE/MAINTENAN	<u>3,900.00</u>	<u>0.00</u>	<u>1,799.91</u>	<u>2,100.09</u>	<u>46.15</u>
TOTAL CONTRACTUAL	9,900.00	0.00	7,631.91	2,268.09	77.09
<u>MAINTENANCE</u>					
10-604-5010 EQUIPMENT MAINT & REPAIR	4,500.00	0.00	986.25	3,513.75	21.92
10-604-5020 VEHICLE MAINTENANCE	15,000.00	117.98	9,493.91	5,506.09	63.29
10-604-5030 BUILDING MAINTENANCE	7,000.00	97.89	1,516.85	5,483.15	21.67
10-604-5060 VEHICLE & EQPT FUELS	<u>10,000.00</u>	<u>1,136.68</u>	<u>4,980.24</u>	<u>5,019.76</u>	<u>49.80</u>
TOTAL MAINTENANCE	36,500.00	1,352.55	16,977.25	19,522.75	46.51

10 -GENERAL FUND  
FIRE DEPARTMENT

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-604-6015 ELECTRONIC EQPT MAINT	7,000.00	105.19	2,808.04	4,191.96	40.11
10-604-6030 INVESTIGATIVE SUPPLIES/PROC	1,500.00	159.99	159.99	1,340.01	10.67
10-604-6040 EMS SUPPLIES	25,340.00	4,407.62	12,527.76	12,812.24	49.44
10-604-6045 FIRE FIGHTING EQPT SUPPLIES	10,000.00	765.11	2,654.45	7,345.55	26.54
10-604-6060 PPE MAINTENANCE	<u>14,100.00</u>	<u>544.33</u>	<u>4,131.58</u>	<u>9,968.42</u>	<u>29.30</u>
TOTAL DEPT MATERIALS-SERVICES	57,940.00	5,982.24	22,281.82	35,658.18	38.46
<u>UTILITIES</u>					
10-604-7044 UTILITIES - WATER	<u>1,400.00</u>	<u>0.00</u>	<u>3,815.67</u>	( <u>2,415.67</u> )	<u>272.55</u>
TOTAL UTILITIES	1,400.00	0.00	3,815.67	(2,415.67)	272.55
<u>CAPITAL OUTLAY</u>					
10-604-8015 NON-CAPITAL-COMPUTER EQUIPM	1,900.00	0.00	1,197.85	702.15	63.04
10-604-8040 CAPITAL - PPE EQUIPMENT	2,500.00	0.00	1,413.00	1,087.00	56.52
10-604-8080 CAPITAL - IMPROVEMENT	<u>16,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>16,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	20,400.00	0.00	2,610.85	17,789.15	12.80
<u>INTERFUND TRANSFERS</u>					
10-604-9000 GRANT EXPENDITURES	17,000.00	4,000.00	4,000.00	13,000.00	23.53
10-604-9010 TRF TO CAPITAL REPLACEMENT	<u>206,623.00</u>	<u>0.00</u>	<u>0.00</u>	<u>206,623.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	223,623.00	4,000.00	4,000.00	219,623.00	1.79
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TOTAL FIRE DEPARTMENT	1,932,711.00	124,220.13	698,331.52	1,234,379.48	36.13

10 -GENERAL FUND  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-605-1010 SALARIES	1,129,812.00	91,817.66	468,157.26	661,654.74	41.44
10-605-1015 OVERTIME	16,000.00	1,454.40	19,742.46 (	3,742.46)	123.39
10-605-1020 MEDICARE	17,149.00	1,355.60	7,095.36	10,053.64	41.37
10-605-1025 TWC (SUI)	3,420.00	0.00	11.64	3,408.36	0.34
10-605-1030 HEALTH INSURANCE	130,416.00	10,868.00	52,624.00	77,792.00	40.35
10-605-1031 HSA	844.00	70.30	340.40	503.60	40.33
10-605-1033 DENTAL INSURANCE	7,216.00	629.84	3,047.54	4,168.46	42.23
10-605-1035 VISION CARE INSURANCE	1,744.00	148.72	719.94	1,024.06	41.28
10-605-1036 LIFE INSURANCE	1,334.00	111.15	538.20	795.80	40.34
10-605-1037 WORKERS' COMP INSURANCE	28,046.00	0.00	7,856.87	20,189.13	28.01
10-605-1040 TMRS RETIREMENT	164,985.00	13,392.77	69,930.57	95,054.43	42.39
10-605-1070 SPECIAL ALLOWANCES	<u>36,875.00</u>	<u>2,733.64</u>	<u>13,395.10</u>	<u>23,479.90</u>	<u>36.33</u>
TOTAL PERSONNEL	1,537,841.00	122,582.08	643,459.34	894,381.66	41.84
<u>SUPPLIES</u>					
10-605-2020 OFFICE SUPPLIES	3,000.00	48.38	391.24	2,608.76	13.04
10-605-2050 PRINTING & COPYING	1,300.00	0.00	729.91	570.09	56.15
10-605-2060 MEDICAL/SCREENING/TESTING/B	500.00	45.30	311.55	188.45	62.31
10-605-2080 UNIFORMS & ACCESSORIES	<u>27,000.00</u>	<u>467.90</u>	<u>15,007.39</u>	<u>11,992.61</u>	<u>55.58</u>
TOTAL SUPPLIES	31,800.00	561.58	16,440.09	15,359.91	51.70
<u>SERVICES</u>					
10-605-3020 ASSOCIATION DUES & PUBS	2,869.00	80.00	898.81	1,970.19	31.33
10-605-3030 TRAINING/EDUCATION	3,500.00	127.64	1,929.39	1,570.61	55.13
10-605-3040 TRAVEL/MILEAGE/LODGING/PERD	5,000.00	1,019.40	1,867.08	3,132.92	37.34
10-605-3050 LIABILITY INSURANCE	17,900.00	0.00	16,682.66	1,217.34	93.20
10-605-3060 UNIFORM MAINTENANCE	6,000.00	395.28	1,923.13	4,076.87	32.05
10-605-3071 PROPERTY INSURANCE	8,400.00	0.00	7,828.73	571.27	93.20
10-605-3072 ANIMAL CONTROL SERVICES	12,500.00	1,500.00	5,500.00	7,000.00	44.00
10-605-3087 CITIZENS COMMUNICATION/ED	400.00	5.41	5.41	394.59	1.35
10-605-3090 COMMUNCIATIONS SERVICES	<u>5,600.00</u>	<u>327.18</u>	<u>2,150.72</u>	<u>3,449.28</u>	<u>38.41</u>
TOTAL SERVICES	62,169.00	3,454.91	38,785.93	23,383.07	62.39
<u>CONTRACTUAL</u>					
10-605-4045 CONTRACT/RADIO FEES COSA	8,000.00	0.00	7,776.00	224.00	97.20
10-605-4075 COMPUTER SOFTWARE/INCODE	<u>15,886.00</u>	<u>2,040.88</u>	<u>12,201.13</u>	<u>3,684.87</u>	<u>76.80</u>
TOTAL CONTRACTUAL	23,886.00	2,040.88	19,977.13	3,908.87	83.64
<u>MAINTENANCE</u>					
10-605-5005 EQUIPMENT LEASES	2,000.00	251.76	700.59	1,299.41	35.03
10-605-5010 EQUIPMENT MAINT & REPAIR	3,000.00	0.00	644.89	2,355.11	21.50
10-605-5015 ELECTRONIC EQPT MAINT	5,350.00	477.00	3,934.60	1,415.40	73.54
10-605-5020 VEHICLE MAINTENANCE	23,000.00	4,949.04	16,523.10	6,476.90	71.84
10-605-5060 VEHICLE & EQPT FUELS	<u>30,000.00</u>	<u>2,727.75</u>	<u>14,619.08</u>	<u>15,380.92</u>	<u>48.73</u>
TOTAL MAINTENANCE	63,350.00	8,405.55	36,422.26	26,927.74	57.49

10 -GENERAL FUND  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-605-6030 INVESTIGATIVE SUPPLIES	3,000.00	0.00	1,286.43	1,713.57	42.88
10-605-6032 POLICE SAFETY SUPPLIES	3,000.00	0.00	1,041.89	1,958.11	34.73
10-605-6035 FIREARMS EQUIPMENT/SUPPLIES	<u>6,500.00</u>	<u>560.00</u>	<u>4,758.49</u>	<u>1,741.51</u>	<u>73.21</u>
TOTAL DEPT MATERIALS-SERVICES	12,500.00	560.00	7,086.81	5,413.19	56.69
<u>UTILITIES</u>					
10-605-7042 UTILITES- PHONE	<u>4,400.00</u>	<u>535.68</u>	<u>1,922.85</u>	<u>2,477.15</u>	<u>43.70</u>
TOTAL UTILITIES	4,400.00	535.68	1,922.85	2,477.15	43.70
<u>CAPITAL OUTLAY</u>					
10-605-8015 NON-CAPITAL-COMPUTER EQUIP.	<u>400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>400.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	400.00	0.00	0.00	400.00	0.00
<u>INTERFUND TRANSFERS</u>					
10-605-9000 GRANT EXPENDITURES	<u>43,000.00</u>	<u>0.00</u>	<u>15,199.00</u>	<u>27,801.00</u>	<u>35.35</u>
TOTAL INTERFUND TRANSFERS	43,000.00	0.00	15,199.00	27,801.00	35.35
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TOTAL POLICE DEPARTMENT	1,779,346.00	138,140.68	779,293.41	1,000,052.59	43.80

10 -GENERAL FUND  
DEVELOPMENT SERVICES

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>SUPPLIES</u>					
10-607-2020 OFFICE SUPPLIES	325.00	13.42	13.42	311.58	4.13
10-607-2050 PRINTING & COPYING	<u>750.00</u>	<u>67.00</u>	<u>67.00</u>	<u>683.00</u>	<u>8.93</u>
TOTAL SUPPLIES	1,075.00	80.42	80.42	994.58	7.48
<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	5,030.75	34,071.00	40,929.00	45.43
10-607-3016 PROF -HEALTH INSPECTOR	2,000.00	0.00	720.00	1,280.00	36.00
10-607-3017 PROF -SANITARY INSPECTION S	2,500.00	0.00	1,010.00	1,490.00	40.40
10-607-3020 ASSOCIATION DUES & PUBS	<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>	<u>0.00</u>
TOTAL SERVICES	81,600.00	5,030.75	35,801.00	45,799.00	43.87
<u>CONTRACTUAL</u>					
10-607-4075 COMPUTER SOFTWARE/MAINTENAN	<u>1,500.00</u>	<u>0.00</u>	<u>1,500.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL CONTRACTUAL	1,500.00	0.00	1,500.00	0.00	100.00
TOTAL DEVELOPMENT SERVICES	84,175.00	5,111.17	37,381.42	46,793.58	44.41
TOTAL EXPENDITURES	5,458,847.00	386,699.11	2,170,847.29	3,287,999.71	39.77
REVENUES OVER/(UNDER) EXPENDITURES	0.00	54,971.45	1,664,909.82	( 1,664,909.82)	0.00

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

20 -WATER FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,037,890.00</u>	<u>60,634.76</u>	<u>425,130.50</u>	<u>612,759.50</u>	<u>40.96</u>
TOTAL REVENUES	<u>1,037,890.00</u>	<u>60,634.76</u>	<u>425,130.50</u>	<u>612,759.50</u>	<u>40.96</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	849,856.00	41,556.99	287,413.68	562,442.32	33.82
DEBT SERVICE	<u>188,034.00</u>	<u>151,465.46</u>	<u>151,465.46</u>	<u>36,568.54</u>	<u>80.55</u>
TOTAL EXPENDITURES	<u>1,037,890.00</u>	<u>193,022.45</u>	<u>438,879.14</u>	<u>599,010.86</u>	<u>42.29</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	( 132,387.69)	( 13,748.64)	13,748.64	0.00



20 -WATER FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENTAL</u>					
<u>WATER SALES</u>					
20-599-5015 WATER CONSUMPTION	627,000.00	25,561.82	257,020.39	369,979.61	40.99
20-599-5016 LATE CHARGES	6,000.00	0.00	1,973.34	4,026.66	32.89
20-599-5018 DEBT SERVICE	188,317.00	15,738.26	78,646.14	109,670.86	41.76
20-599-5019 WATER SERVICE FEE	58,092.00	4,878.16	24,416.68	33,675.32	42.03
20-599-5036 EAA PASS THRU CHARGE	<u>83,681.00</u>	<u>3,677.50</u>	<u>34,292.50</u>	<u>49,388.50</u>	<u>40.98</u>
TOTAL WATER SALES	963,090.00	49,855.74	396,349.05	566,740.95	41.15
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	12,000.00	588.04	5,072.96	6,927.04	42.27
20-599-7011 OTHER INCOME	0.00	2.67	9.79 (	9.79)	0.00
20-599-7012 LEASE OF WATER RIGHTS	10,000.00	0.00	0.00	10,000.00	0.00
20-599-7060 CC SERVICE FEES	1,200.00	129.78	862.56	337.44	71.88
20-599-7075 SITE/TOWER LEASE REVENUE	37,200.00	3,094.87	15,464.24	21,735.76	41.57
20-599-7090 SALE OF FIXED ASSETS	<u>0.00</u>	<u>0.00</u>	<u>408.24 (</u>	<u>408.24)</u>	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	60,400.00	3,815.36	21,817.79	38,582.21	36.12
<u>TRANSFERS IN</u>					
20-599-8072 TRF IN-CAPITAL REPLACEMENT	<u>14,400.00</u>	<u>6,963.66</u>	<u>6,963.66</u>	<u>7,436.34</u>	<u>48.36</u>
TOTAL TRANSFERS IN	14,400.00	6,963.66	6,963.66	7,436.34	48.36
TOTAL NON-DEPARTMENTAL	1,037,890.00	60,634.76	425,130.50	612,759.50	40.96
TOTAL REVENUES	<u>1,037,890.00</u>	<u>60,634.76</u>	<u>425,130.50</u>	<u>612,759.50</u>	<u>40.96</u>

20 -WATER FUND  
WATER DEPARTMENT

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
20-606-1010 SALARIES	206,130.00	13,546.81	74,243.39	131,886.61	36.02
20-606-1015 OVERTIME	8,000.00	97.12	5,306.94	2,693.06	66.34
20-606-1020 MEDICARE	2,990.00	200.57	1,171.91	1,818.09	39.19
20-606-1025 TWC (SUI)	720.00	0.00	0.00	720.00	0.00
20-606-1030 HEALTH INSURANCE	27,450.00	2,002.00	10,010.00	17,440.00	36.47
20-606-1031 HSA	170.00	12.95	64.75	105.25	38.09
20-606-1033 DENTAL INSURANCE	1,360.00	106.64	533.20	826.80	39.21
20-606-1035 VISION CARE INSURANCE	330.00	25.35	126.75	203.25	38.41
20-606-1036 LIFE INSURANCE	280.00	19.50	97.50	182.50	34.82
20-606-1037 WORKERS' COMP INSURANCE	6,890.00	0.00	1,325.67	5,564.33	19.24
20-606-1040 TMRS RETIREMENT	28,750.00	1,972.56	11,478.01	17,271.99	39.92
20-606-1070 SPECIAL ALLOWANCES	<u>10,650.00</u>	<u>496.18</u>	<u>2,728.99</u>	<u>7,921.01</u>	<u>25.62</u>
TOTAL PERSONNEL	293,720.00	18,479.68	107,087.11	186,632.89	36.46
<u>SUPPLIES</u>					
20-606-2020 OFFICE SUPPLIES	1,500.00	145.87	424.86	1,075.14	28.32
20-606-2030 POSTAGE	3,130.00	241.03	1,554.37	1,575.63	49.66
20-606-2035 EMPLOYEE APPRECIATION	100.00	0.00	22.49	77.51	22.49
20-606-2050 PRINTING & COPYING	600.00	0.00	23.81	576.19	3.97
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	5,100.00	1,023.51	4,778.76	321.24	93.70
20-606-2080 UNIFORMS	1,200.00	174.98	409.14	790.86	34.10
20-606-2090 SMALL TOOLS	2,000.00	0.00	1,834.15	165.85	91.71
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,200.00</u>	<u>0.00</u>	<u>655.61</u>	<u>544.39</u>	<u>54.63</u>
TOTAL SUPPLIES	15,030.00	1,585.39	9,703.19	5,326.81	64.56
<u>SERVICES</u>					
20-606-3012 ENGINEERING SERVICES	10,000.00	0.00	831.25	9,168.75	8.31
20-606-3013 PROFESSIONAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
20-606-3020 ASSOCIATION DUES & PUBS	2,215.00	0.00	682.00	1,533.00	30.79
20-606-3030 TRAINING/EDUCATION	2,700.00	765.00	1,350.00	1,350.00	50.00
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,500.00	0.00	65.42	1,434.58	4.36
20-606-3050 INSURANCE - LIABILITY	4,075.00	0.00	3,797.87	277.13	93.20
20-606-3060 UNIFORM SERVICES	2,500.00	163.15	1,003.03	1,496.97	40.12
20-606-3070 INSURANCE - PROPERTY	1,985.00	0.00	1,850.00	135.00	93.20
20-606-3075 CONSERV. ED./REBATES	100.00	0.00	0.00	100.00	0.00
20-606-3080 SPECIAL SERVICES	500.00	18.05	429.20	70.80	85.84
20-606-3082 WATER ANALYSIS FEES	<u>6,500.00</u>	<u>58.00</u>	<u>2,637.70</u>	<u>3,862.30</u>	<u>40.58</u>
TOTAL SERVICES	34,075.00	1,004.20	12,646.47	21,428.53	37.11
<u>CONTRACTUAL</u>					
20-606-4075 COMPUTER SOFTWARE/INCODE	9,066.00	223.82	5,052.86	4,013.14	55.73
20-606-4085 EAA -WATER MANAGEMENT FEES	<u>84,084.00</u>	<u>6,586.52</u>	<u>34,192.63</u>	<u>49,891.37</u>	<u>40.66</u>
TOTAL CONTRACTUAL	93,150.00	6,810.34	39,245.49	53,904.51	42.13

20 -WATER FUND  
WATER DEPARTMENT

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MAINTENANCE</u>					
20-606-5005 EQUIPMENT LEASES	1,500.00	0.00	150.00	1,350.00	10.00
20-606-5010 EQUIPMENT MAINT & REPAIR	5,000.00	0.00	2,582.65	2,417.35	51.65
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	177.29	322.71	35.46
20-606-5020 VEHICLE MAINTENANCE	3,000.00	35.04	382.85	2,617.15	12.76
20-606-5030 BUILDING MAINTENANCE	2,500.00	0.00	258.43	2,241.57	10.34
20-606-5060 VEHICLE & EQPT FUELS	<u>4,000.00</u>	<u>532.00</u>	<u>1,794.73</u>	<u>2,205.27</u>	<u>44.87</u>
TOTAL MAINTENANCE	16,500.00	567.04	5,345.95	11,154.05	32.40
<u>DEPT MATERIALS-SERVICES</u>					
20-606-6011 CHEMICALS	16,500.00	0.00	5,121.95	11,378.05	31.04
20-606-6050 WATER METERS & BOXES	4,500.00	173.38	1,460.20	3,039.80	32.45
20-606-6055 FIRE HYDRANTS & VALVES	7,000.00	0.00	8,940.59 (	1,940.59)	127.72
20-606-6060 HUEBNER STORAGE TANK	5,000.00	590.00	10,288.46 (	5,288.46)	205.77
20-606-6061 ELEVATED STORAGE TANK- #1 W	4,750.00	0.00	198.75	4,551.25	4.18
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	0.00	0.00	1,800.00	0.00
20-606-6064 WELL SITE #4-NOT OPERATION	1,300.00	910.48	910.48	389.52	70.04
20-606-6065 WELL SITE #5-EDWARDS BLENDI	4,000.00	0.00	223.49	3,776.51	5.59
20-606-6066 WELL SITE #6-MUNI TRACT	4,000.00	0.00	222.89	3,777.11	5.57
20-606-6067 WELL SITE #7	4,000.00	0.00	3,672.89	327.11	91.82
20-606-6068 WELL SITE #8	4,000.00	0.00	222.89	3,777.11	5.57
20-606-6069 WELL SITE #9-TRINITY	4,000.00	0.00	562.50	3,437.50	14.06
20-606-6070 SCADA SYSTEM MAINTENANCE	7,000.00	2,339.25	4,822.45	2,177.55	68.89
20-606-6071 SHAVANO DRIVE PUMP STATION	22,500.00	0.00	8,905.46	13,594.54	39.58
20-606-6072 WATER SYSTEM MAINTENANCE	22,500.00	3,113.95	10,667.39	11,832.61	47.41
20-606-6080 STREET MAINT SUPPLIES	<u>1,500.00</u>	<u>1,604.00</u>	<u>2,406.00</u> (	<u>906.00)</u>	<u>160.40</u>
TOTAL DEPT MATERIALS-SERVICES	115,650.00	8,731.06	58,626.39	57,023.61	50.69
<u>UTILITIES</u>					
20-606-7040 UTILITIES - ELECTRIC	75,000.00	3,046.39	20,775.16	54,224.84	27.70
20-606-7042 UTILITIES - PHONE/CELL	825.00	111.00	555.00	270.00	67.27
20-606-7044 UTILITIES - WATER	<u>300.00</u>	<u>16.75</u>	<u>183.81</u>	<u>116.19</u>	<u>61.27</u>
TOTAL UTILITIES	76,125.00	3,174.14	21,513.97	54,611.03	28.26
<u>CAPITAL OUTLAY</u>					
20-606-8015 NON-CAPITAL - COMPUTERS	750.00	0.00	724.40	25.60	96.59
20-606-8020 NON-CAPITAL MAINTENANCE EQU	1,000.00	345.00	840.24	159.76	84.02
20-606-8080 WATER SYSTEM IMPROVEMENTS	28,700.00	0.00	23,856.67	4,843.33	83.12
20-606-8087 WATER METER REPLACEMENT	<u>14,400.00</u>	<u>0.00</u>	<u>6,963.66</u>	<u>7,436.34</u>	<u>48.36</u>
TOTAL CAPITAL OUTLAY	44,850.00	345.00	32,384.97	12,465.03	72.21
<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	138,706.00	0.00	0.00	138,706.00	0.00
20-606-9050 BAD DEBT EXPENSE	<u>0.00</u>	<u>860.14</u>	<u>860.14</u> (	<u>860.14)</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	160,756.00	860.14	860.14	159,895.86	0.54
TOTAL WATER DEPARTMENT	849,856.00	41,556.99	287,413.68	562,442.32	33.82

20 -WATER FUND  
DEBT SERVICE

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CAPITAL OUTLAY</u>					
20-607-8014 2009 GO REFUND - PRINCIPAL	40,073.00	40,072.50	40,072.50	0.50	100.00
20-607-8015 2009 GO REFUND - INTEREST	801.00	801.45	801.45 (	0.45)	100.06
20-607-8016 2017 GO REFUNDING (2009) PR	70,000.00	70,000.00	70,000.00	0.00	100.00
20-607-8017 2017 GO REFUNDING (2009) IN	66,400.00	33,550.00	33,550.00	32,850.00	50.53
20-607-8030 BOND AGENT FEES	200.00	200.00	200.00	0.00	100.00
20-607-8056 2018 GO REFUNDING (2009) PR	3,083.00	3,082.50	3,082.50	0.50	99.98
20-607-8057 2018 GO REFUNDING (2009) IN	<u>7,477.00</u>	<u>3,759.01</u>	<u>3,759.01</u>	<u>3,717.99</u>	<u>50.27</u>
TOTAL CAPITAL OUTLAY	188,034.00	151,465.46	151,465.46	36,568.54	80.55
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TOTAL DEBT SERVICE	188,034.00	151,465.46	151,465.46	36,568.54	80.55
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TOTAL EXPENDITURES	1,037,890.00	193,022.45	438,879.14	599,010.86	42.29
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	132,387.69) (	13,748.64)	13,748.64	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

30 -DEBT SERVICE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>199,351.00</u>	<u>10,971.69</u>	<u>144,464.20</u>	<u>54,886.80</u>	<u>72.47</u>
TOTAL REVENUES	<u>199,351.00</u>	<u>10,971.69</u>	<u>144,464.20</u>	<u>54,886.80</u>	<u>72.47</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
DEBT SERVICE	<u>199,351.00</u>	<u>184,476.54</u>	<u>184,476.54</u>	<u>14,874.46</u>	<u>92.54</u>
TOTAL EXPENDITURES	<u>199,351.00</u>	<u>184,476.54</u>	<u>184,476.54</u>	<u>14,874.46</u>	<u>92.54</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	( 173,504.85)	( 40,012.34)	40,012.34	0.00

30 -DEBT SERVICE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
30-599-1010 CURRENT ADVALOREM TAXES	121,603.00	10,256.02	140,310.93 (	18,707.93)	115.38
30-599-1020 DELINQUENT ADVALOREM TAXES	0.00	175.61	2,266.84 (	2,266.84)	0.00
30-599-1030 PENALTY & INTEREST	<u>0.00</u>	<u>227.62</u>	<u>393.87</u> (	<u>393.87)</u>	<u>0.00</u>
TOTAL TAXES	121,603.00	10,659.25	142,971.64 (	21,368.64)	117.57
<u>TRANSFERS IN</u>					
30-599-8010 INTEREST INCOME	0.00	312.44	1,492.56 (	1,492.56)	0.00
30-599-8030 FUND BALANCE - TRANSFER IN	<u>77,748.00</u>	<u>0.00</u>	<u>0.00</u>	<u>77,748.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	77,748.00	312.44	1,492.56	76,255.44	1.92
TOTAL NON-DEPARTMENTAL	199,351.00	10,971.69	144,464.20	54,886.80	72.47
TOTAL REVENUES	199,351.00 =====	10,971.69 =====	144,464.20 =====	54,886.80 =====	72.47 =====

30 -DEBT SERVICE FUND  
DEBT SERVICE

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
30-607-8050 2009 GO REFUNDING-PRINCIPAL	154,928.00	154,927.50	154,927.50	0.50	100.00
30-607-8052 2009 GO REFUNDING-INTEREST	3,099.00	3,098.55	3,098.55	0.45	99.99
30-607-8054 BOND AGENT FEES	500.00	0.00	0.00	500.00	0.00
30-607-8056 2018 GO REFUNDING (2009) PR	11,918.00	11,917.50	11,917.50	0.50	100.00
30-607-8057 2018 GO REFUNDING (2009) IN	<u>28,906.00</u>	<u>14,532.99</u>	<u>14,532.99</u>	<u>14,373.01</u>	<u>50.28</u>
TOTAL CAPITAL OUTLAY	199,351.00	184,476.54	184,476.54	14,874.46	92.54
<hr/>					
TOTAL DEBT SERVICE	199,351.00	184,476.54	184,476.54	14,874.46	92.54
<hr/>					
TOTAL EXPENDITURES	199,351.00	184,476.54	184,476.54	14,874.46	92.54
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	173,504.85) (	40,012.34)	40,012.34	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

40 -CRIME CONTROL DISTRICT  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>123,750.00</u>	<u>17,487.14</u>	<u>59,115.87</u>	<u>64,634.13</u>	<u>47.77</u>
TOTAL REVENUES	<u>123,750.00</u>	<u>17,487.14</u>	<u>59,115.87</u>	<u>64,634.13</u>	<u>47.77</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
FIRE DEPARTMENT	8,058.00	0.00	624.00	7,434.00	7.74
POLICE DEPARTMENT	<u>77,843.00</u>	<u>20,837.98</u>	<u>29,661.68</u>	<u>48,181.32</u>	<u>38.10</u>
TOTAL EXPENDITURES	<u>85,901.00</u>	<u>20,837.98</u>	<u>30,285.68</u>	<u>55,615.32</u>	<u>35.26</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	37,849.00 (	3,350.84)	28,830.19	9,018.81	76.17



40 -CRIME CONTROL DISTRICT  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

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>116,250.00</u>	<u>16,966.33</u>	<u>56,211.78</u>	<u>60,038.22</u>	<u>48.35</u>
TOTAL TAXES	116,250.00	16,966.33	56,211.78	60,038.22	48.35
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
40-599-8005 INTEREST INCOME	<u>7,500.00</u>	<u>520.81</u>	<u>2,904.09</u>	<u>4,595.91</u>	<u>38.72</u>
TOTAL TRANSFERS IN	7,500.00	520.81	2,904.09	4,595.91	38.72
<hr/>					
TOTAL NON-DEPARTMENTAL	123,750.00	17,487.14	59,115.87	64,634.13	47.77
<hr/>					
TOTAL REVENUES	<u>123,750.00</u>	<u>17,487.14</u>	<u>59,115.87</u>	<u>64,634.13</u>	<u>47.77</u>
	=====	=====	=====	=====	=====

40 -CRIME CONTROL DISTRICT  
FIRE DEPARTMENT

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
40-604-3030 TRAINING/EDUCATION	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>	<u>0.00</u>
TOTAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
<u>CAPITAL OUTLAY</u>					
40-604-8010 ELECTRONIC EQUIPMENT	2,433.00	0.00	0.00	2,433.00	0.00
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	3,058.00	0.00	624.00	2,434.00	20.41
<u>INTERFUND TRANSFERS</u>					
<hr/>					
TOTAL FIRE DEPARTMENT	8,058.00	0.00	624.00	7,434.00	7.74

40 -CRIME CONTROL DISTRICT  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 41.67

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	0.00	7.84	6,392.16	0.12
40-605-3087 CITIZENS COMMUNICATION/EDUC	<u>6,000.00</u>	<u>0.00</u>	<u>2,413.08</u>	<u>3,586.92</u>	<u>40.22</u>
TOTAL SERVICES	12,400.00	0.00	2,420.92	9,979.08	19.52
<u>CONTRACTUAL</u>					
40-605-4075 COMPUTER SOFTWARE	<u>4,750.00</u>	<u>0.00</u>	<u>4,567.50</u>	<u>182.50</u>	<u>96.16</u>
TOTAL CONTRACTUAL	4,750.00	0.00	4,567.50	182.50	96.16
<u>CAPITAL OUTLAY</u>					
40-605-8010 ELECTRONIC EQUIPMENT PURCHA	11,363.00	0.00	0.00	11,363.00	0.00
40-605-8012 NON CAPITAL - FIRE ARMS/TAS	8,640.00	0.00	0.00	8,640.00	0.00
40-605-8015 NON-CAPITAL - COMPUTER EQUI	1,900.00	15.98	1,851.26	48.74	97.43
40-605-8018 NON-CAPITAL BUILDING	2,300.00	0.00	0.00	2,300.00	0.00
40-605-8030 POLICE EQUIPMENT PURCHASE	<u>31,500.00</u>	<u>20,822.00</u>	<u>20,822.00</u>	<u>10,678.00</u>	<u>66.10</u>
TOTAL CAPITAL OUTLAY	55,703.00	20,837.98	22,673.26	33,029.74	40.70
<u>INTERFUND TRANSFERS</u>					
40-605-9011 TRANSFER TO - GENERAL FUND	<u>4,990.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,990.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	4,990.00	0.00	0.00	4,990.00	0.00
<hr/>					
TOTAL POLICE DEPARTMENT	77,843.00	20,837.98	29,661.68	48,181.32	38.10
<hr/>					
TOTAL EXPENDITURES	85,901.00	20,837.98	30,285.68	55,615.32	35.26
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	37,849.00 (	3,350.84)	28,830.19	9,018.81	76.17
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

42 -PEG FUNDS  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>19,300.00</u>	<u>3,435.00</u>	<u>8,842.72</u>	<u>10,457.28</u>	<u>45.82</u>
TOTAL REVENUES	<u>19,300.00</u>	<u>3,435.00</u>	<u>8,842.72</u>	<u>10,457.28</u>	<u>45.82</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>19,300.00</u>	<u>0.00</u>	<u>769.99</u>	<u>18,530.01</u>	<u>3.99</u>
TOTAL EXPENDITURES	<u>19,300.00</u>	<u>0.00</u>	<u>769.99</u>	<u>18,530.01</u>	<u>3.99</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	3,435.00	8,072.73 (	8,072.73)	0.00

42 -PEG FUNDS  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENTAL</u>					
<u>FRANCHISE REVENUES</u>					
42-599-2024 FRANCHISE - PEG FEES	<u>16,000.00</u>	<u>3,343.02</u>	<u>8,328.97</u>	<u>7,671.03</u>	<u>52.06</u>
TOTAL FRANCHISE REVENUES	16,000.00	3,343.02	8,328.97	7,671.03	52.06
<u>MISC./GRANTS/INTEREST</u>					
42-599-7000 INTEREST	<u>1,200.00</u>	<u>91.98</u>	<u>513.75</u>	<u>686.25</u>	<u>42.81</u>
TOTAL MISC./GRANTS/INTEREST	1,200.00	91.98	513.75	686.25	42.81
<u>TRANSFERS IN</u>					
42-599-8099 FUND BALANCE RESERVE	<u>2,100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,100.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	2,100.00	0.00	0.00	2,100.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	19,300.00	3,435.00	8,842.72	10,457.28	45.82
<hr/>					
TOTAL REVENUES	19,300.00	3,435.00	8,842.72	10,457.28	45.82
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

42 -PEG FUNDS  
ADMINISTRATION

% OF YEAR COMPLETED: 41.67

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>19,300.00</u>	<u>0.00</u>	<u>769.99</u>	<u>18,530.01</u>	<u>3.99</u>
TOTAL CAPITAL OUTLAY	19,300.00	0.00	769.99	18,530.01	3.99
<hr/>					
TOTAL ADMINISTRATION	19,300.00	0.00	769.99	18,530.01	3.99
<hr/>					
TOTAL EXPENDITURES	19,300.00	0.00	769.99	18,530.01	3.99
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	3,435.00	8,072.73 (	8,072.73)	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

45 -OAK WILT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>11,000.00</u>	<u>105.00</u>	<u>4,190.00</u>	<u>6,810.00</u>	<u>38.09</u>
TOTAL REVENUES	<u>11,000.00</u>	<u>105.00</u>	<u>4,190.00</u>	<u>6,810.00</u>	<u>38.09</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	10,500.00	105.00	4,190.00	6,310.00	39.90

45 -OAK WILT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
NON-DEPARTMENTAL					
PERMITS & LICENSES					
45-599-3015 TREE TRIMMING PERMITS	<u>11,000.00</u>	<u>105.00</u>	<u>4,190.00</u>	<u>6,810.00</u>	<u>38.09</u>
TOTAL PERMITS & LICENSES	11,000.00	105.00	4,190.00	6,810.00	38.09
MISC./GRANTS/INTEREST					
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
TRANSFERS IN					
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
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TOTAL NON-DEPARTMENTAL	11,000.00	105.00	4,190.00	6,810.00	38.09
<hr/>					
TOTAL REVENUES	<u>11,000.00</u>	<u>105.00</u>	<u>4,190.00</u>	<u>6,810.00</u>	<u>38.09</u>
	=====	=====	=====	=====	=====



45 -OAK WILT FUND  
ADMINISTRATION

% OF YEAR COMPLETED: 41.67

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>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
<hr/>					
TOTAL ADMINISTRATION	500.00	0.00	0.00	500.00	0.00
<hr/>					
TOTAL EXPENDITURES	500.00	0.00	0.00	500.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	10,500.00	105.00	4,190.00	6,310.00	39.90
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

48 -STREET MAINTENANCE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>116,250.00</u>	<u>16,955.87</u>	<u>57,205.42</u>	<u>59,044.58</u>	<u>49.21</u>
TOTAL REVENUES	<u>116,250.00</u>	<u>16,955.87</u>	<u>57,205.42</u>	<u>59,044.58</u>	<u>49.21</u>
	=====	=====	=====	=====	=====
<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	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	66,250.00	16,955.87	57,205.42	9,044.58	86.35

48 -STREET MAINTENANCE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
NON-DEPARTMENTAL					
TAXES					
48-599-1040 SALES - STREET MAINTENANCE	<u>116,250.00</u>	<u>16,955.87</u>	<u>57,205.42</u>	<u>59,044.58</u>	<u>49.21</u>
TOTAL TAXES	116,250.00	16,955.87	57,205.42	59,044.58	49.21
<hr/>					
TOTAL NON-DEPARTMENTAL	116,250.00	16,955.87	57,205.42	59,044.58	49.21
<hr/>					
TOTAL REVENUES	116,250.00	16,955.87	57,205.42	59,044.58	49.21
	=====	=====	=====	=====	=====

48 -STREET MAINTENANCE FUND  
PUBLIC WORKS

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
DEPT MATERIALS-SERVICES					
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	66,250.00	16,955.87	57,205.42	9,044.58	86.35
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

50 -COURT RESTRICTED FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>58,400.00</u>	<u>896.16</u>	<u>3,483.41</u>	<u>54,916.59</u>	<u>5.96</u>
TOTAL REVENUES	<u>58,400.00</u>	<u>896.16</u>	<u>3,483.41</u>	<u>54,916.59</u>	<u>5.96</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
OPERATING EXPENSES	<u>58,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>58,400.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>58,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>58,400.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	896.16	3,483.41 (	3,483.41)	0.00

50 -COURT RESTRICTED FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

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	6.10	29.70	70.30	29.70
50-599-4023 COURT SECURITY REVENUE	3,200.00	347.61	1,430.90	1,769.10	44.72
50-599-4024 TRUANCY PREVENTION FUND	0.00	153.90	223.90 (	223.90)	0.00
50-599-4025 COURT TECHNOLOGY REVENUE	4,200.00	385.47	1,794.43	2,405.57	42.72
50-599-4026 JURY FUND	<u>0.00</u>	<u>3.08</u>	<u>4.48</u> (	<u>4.48)</u>	<u>0.00</u>
TOTAL COURT FEES	7,500.00	896.16	3,483.41	4,016.59	46.45
<u>TRANSFERS IN</u>					
50-599-8099 FUND BALANCE RESERVE	<u>50,900.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,900.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	50,900.00	0.00	0.00	50,900.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	58,400.00	896.16	3,483.41	54,916.59	5.96
<hr/>					
TOTAL REVENUES	58,400.00	896.16	3,483.41	54,916.59	5.96
	=====	=====	=====	=====	=====

50 -COURT RESTRICTED FUND  
OPERATING EXPENSES

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>SERVICES</u>					
<u>MAINTENANCE</u>					
<u>CAPITAL OUTLAY</u>					
50-602-8080 CAPITAL IMPROVEMENTS	50,000.00	0.00	0.00	50,000.00	0.00
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	8,400.00	0.00	0.00	8,400.00	0.00
TOTAL INTERFUND TRANSFERS	8,400.00	0.00	0.00	8,400.00	0.00
TOTAL OPERATING EXPENSES	58,400.00	0.00	0.00	58,400.00	0.00
TOTAL EXPENDITURES	58,400.00	0.00	0.00	58,400.00	0.00
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	896.16	3,483.41 (	3,483.41)	0.00

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

52 -CHILD SAFETY FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	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>326.58</u>	<u>1,500.36</u>	<u>3,499.64</u>	<u>30.01</u>
TOTAL REVENUES	<u>5,000.00</u>	<u>326.58</u>	<u>1,500.36</u>	<u>3,499.64</u>	<u>30.01</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
FIRE DEPARTMENT	2,000.00	0.00	607.36	1,392.64	30.37
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>607.36</u>	<u>4,392.64</u>	<u>12.15</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	326.58	893.00 (	893.00)	0.00



CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

52 -CHILD SAFETY FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

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>326.58</u>	<u>1,500.36</u>	<u>2,499.64</u>	<u>37.51</u>
TOTAL MISC./GRANTS/INTEREST	4,000.00	326.58	1,500.36	2,499.64	37.51
<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	326.58	1,500.36	3,499.64	30.01
<hr/>					
TOTAL REVENUES	<u>5,000.00</u>	<u>326.58</u>	<u>1,500.36</u>	<u>3,499.64</u>	<u>30.01</u>
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

52 -CHILD SAFETY FUND  
FIRE DEPARTMENT

% OF YEAR COMPLETED: 41.67

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>607.36</u>	<u>1,392.64</u>	<u>30.37</u>
TOTAL SERVICES	2,000.00	0.00	607.36	1,392.64	30.37
<hr/>					
TOTAL FIRE DEPARTMENT	2,000.00	0.00	607.36	1,392.64	30.37

52 -CHILD SAFETY FUND  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 41.67

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	607.36	4,392.64	12.15
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	326.58	893.00 (	893.00)	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

53 -LEOSE  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,550.00</u>	<u>1,630.07</u>	<u>1,630.07</u>	( <u>80.07</u> )	<u>105.17</u>
TOTAL REVENUES	<u>1,550.00</u>	<u>1,630.07</u>	<u>1,630.07</u>	( <u>80.07</u> )	<u>105.17</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
POLICE DEPARTMENT	<u>1,550.00</u>	<u>50.00</u>	<u>1,150.00</u>	<u>400.00</u>	<u>74.19</u>
TOTAL EXPENDITURES	<u>1,550.00</u>	<u>50.00</u>	<u>1,150.00</u>	<u>400.00</u>	<u>74.19</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	1,580.07	480.07	( <u>480.07</u> )	0.00

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

53 -LEOSE  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

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>1,550.00</u>	<u>1,630.07</u>	<u>1,630.07</u>	( <u>80.07</u> )	<u>105.17</u>
TOTAL POLICE/FIRE REVENUES	1,550.00	1,630.07	1,630.07	( 80.07)	105.17
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	1,550.00	1,630.07	1,630.07	( 80.07)	105.17
<hr/>					
TOTAL REVENUES	1,550.00	1,630.07	1,630.07	( 80.07)	105.17
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

53 -LEOSE  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
53-605-3030 TRAINING/EDUCATION	<u>1,550.00</u>	<u>50.00</u>	<u>1,150.00</u>	<u>400.00</u>	<u>74.19</u>
TOTAL SERVICES	1,550.00	50.00	1,150.00	400.00	74.19
<hr/>					
TOTAL POLICE DEPARTMENT	1,550.00	50.00	1,150.00	400.00	74.19
<hr/>					
TOTAL EXPENDITURES	1,550.00	50.00	1,150.00	400.00	74.19
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	1,580.07	480.07 (	480.07)	0.00
	=====	=====	=====	=====	=====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

70 -CAPITAL REPLACEMENT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
OTHER SOURCES	<u>839,500.00</u>	<u>2,023.26</u>	<u>11,983.90</u>	<u>827,516.10</u>	<u>1.43</u>
TOTAL REVENUES	<u>839,500.00</u>	<u>2,023.26</u>	<u>11,983.90</u>	<u>827,516.10</u>	<u>1.43</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
COUNCIL	0.00	22,548.63	22,548.63 (	22,548.63)	0.00
ADMIN	64,000.00	3,515.50	16,512.71	47,487.29	25.80
PUBLIC WORKS	767,500.00	1,895.00	116,901.01	650,598.99	15.23
FIRE	<u>8,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,000.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>839,500.00</u>	<u>27,959.13</u>	<u>155,962.35</u>	<u>683,537.65</u>	<u>18.58</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	25,935.87) (	143,978.45)	143,978.45	0.00

70 -CAPITAL REPLACEMENT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

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	35,000.00	2,023.26	11,983.90	23,016.10	34.24
70-599-8020 TRF IN - GENERAL FUND	297,582.00	0.00	0.00	297,582.00	0.00
70-599-8099 FUND BALANCE RESERVE	<u>506,918.00</u>	<u>0.00</u>	<u>0.00</u>	<u>506,918.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	839,500.00	2,023.26	11,983.90	827,516.10	1.43
<hr/>					
TOTAL OTHER SOURCES	839,500.00	2,023.26	11,983.90	827,516.10	1.43
<hr/>					
TOTAL REVENUES	839,500.00	2,023.26	11,983.90	827,516.10	1.43
	=====	=====	=====	=====	=====



CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

70 -CAPITAL REPLACEMENT FUND  
COUNCIL

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CONTRACTUAL</u>					
70-600-4030 HIKE AND BIKE TRAILS	<u>0.00</u>	<u>22,548.63</u>	<u>22,548.63</u> (	<u>22,548.63)</u>	<u>0.00</u>
TOTAL CONTRACTUAL	0.00	22,548.63	22,548.63 (	22,548.63)	0.00
<hr/>					
TOTAL COUNCIL	0.00	22,548.63	22,548.63 (	22,548.63)	0.00

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

70 -CAPITAL REPLACEMENT FUND  
ADMIN

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-601-8015 COMPUTER EQUIPMENT	6,000.00	65.50	4,164.71	1,835.29	69.41
70-601-8081 CAPITAL - BUILDING	<u>58,000.00</u>	<u>3,450.00</u>	<u>12,348.00</u>	<u>45,652.00</u>	<u>21.29</u>
TOTAL CAPITAL OUTLAY	64,000.00	3,515.50	16,512.71	47,487.29	25.80
<u>INTERFUND TRANSFEERS</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
<hr/>					
TOTAL ADMIN	64,000.00	3,515.50	16,512.71	47,487.29	25.80

70 -CAPITAL REPLACEMENT FUND  
PUBLIC WORKS

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-603-8060 CAPITAL - EQUIPMENT	39,500.00	0.00	37,893.46	1,606.54	95.93
70-603-8080 CAPITAL-IMPROVEMENT PROJECT	<u>728,000.00</u>	<u>1,895.00</u>	<u>79,007.55</u>	<u>648,992.45</u>	<u>10.85</u>
TOTAL CAPITAL OUTLAY	767,500.00	1,895.00	116,901.01	650,598.99	15.23
<u>INTERFUND TRANSFERS</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
<hr/>					
TOTAL PUBLIC WORKS	767,500.00	1,895.00	116,901.01	650,598.99	15.23

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

70 -CAPITAL REPLACEMENT FUND  
FIRE

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-604-8040 CAPITAL - PPE EQUIPMENT	<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 TRANSFEERS</u>	<u></u>	<u></u>	<u></u>	<u></u>	<u></u>
<hr/>					
TOTAL FIRE	8,000.00	0.00	0.00	8,000.00	0.00

70 -CAPITAL REPLACEMENT FUND  
POLICE

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL</u>					
<u>INTERFUND TRANSFERS</u>					
TOTAL EXPENDITURES	839,500.00 =====	27,959.13 =====	155,962.35 =====	683,537.65 =====	18.58 =====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	25,935.87) (	143,978.45)	143,978.45	0.00 =====

CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

72 -WATER CAPITAL REPLACEMENT  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>138,706.00</u>	<u>0.00</u>	<u>0.00</u>	<u>138,706.00</u>	<u>0.00</u>
TOTAL REVENUES	<u>138,706.00</u>	<u>0.00</u>	<u>0.00</u>	<u>138,706.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	<u>14,400.00</u>	<u>6,963.66</u>	<u>6,963.66</u>	<u>7,436.34</u>	<u>48.36</u>
TOTAL EXPENDITURES	<u>14,400.00</u>	<u>6,963.66</u>	<u>6,963.66</u>	<u>7,436.34</u>	<u>48.36</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	<u>124,306.00</u>	<u>( 6,963.66)</u>	<u>( 6,963.66)</u>	<u>131,269.66</u>	<u>5.60-</u>
REVENUES & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	<u>124,306.00</u>	<u>( 6,963.66)</u>	<u>( 6,963.66)</u>	<u>131,269.66</u>	<u>5.60-</u>
	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TRANSFERS IN</u>					
72-599-8020 TRANSFER FROM WATER FUND	<u>138,706.00</u>	<u>0.00</u>	<u>0.00</u>	<u>138,706.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	138,706.00	0.00	0.00	138,706.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	138,706.00	0.00	0.00	138,706.00	0.00
<hr/>					
TOTAL REVENUES	138,706.00	0.00	0.00	138,706.00	0.00
	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT  
WATER DEPARTMENT

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL</u>					
<u>CAPITAL OUTLAY</u>					
<u>INTERFUND TRANSFERS</u>					
72-606-9020 TRANSFER TO WATER UTILITY	14,400.00	6,963.66	6,963.66	7,436.34	48.36
TOTAL INTERFUND TRANSFERS	14,400.00	6,963.66	6,963.66	7,436.34	48.36
TOTAL WATER DEPARTMENT	14,400.00	6,963.66	6,963.66	7,436.34	48.36
TOTAL EXPENDITURES	14,400.00 =====	6,963.66 =====	6,963.66 =====	7,436.34 =====	48.36 =====
REVENUES OVER/ (UNDER) EXPENDITURES	124,306.00 (	6,963.66) (	6,963.66)	131,269.66	5.60-
<u>OTHER FINANCING SOURCES</u>					
REVENUES & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	124,306.00 (	6,963.66) (	6,963.66)	131,269.66	5.60-



CITY OF SHAVANO PARK  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: FEBRUARY 29TH, 2020

75 -PET DOC & RESCUE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ADMINISTRATION	<u>2,326.00</u>	<u>2.00</u>	<u>11.50</u>	<u>2,314.50</u>	<u>0.49</u>
TOTAL REVENUES	<u>2,326.00</u>	<u>2.00</u>	<u>11.50</u>	<u>2,314.50</u>	<u>0.49</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>2,326.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,326.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>2,326.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,326.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	2.00	11.50 (	11.50)	0.00

75 -PET DOC & RESCUE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 41.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>ADMINISTRATION</u>					
<u>MISC./GRANTS/INTEREST</u>					
75-599-7000 INTEREST INCOME	<u>0.00</u>	<u>2.00</u>	<u>11.50</u>	( <u>11.50</u> )	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	0.00	2.00	11.50	( 11.50)	0.00
<u>TRANSFERS IN</u>					
75-599-8099 FUND BALANCE RESERVE	<u>2,326.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,326.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	2,326.00	0.00	0.00	2,326.00	0.00
<hr/>					
TOTAL ADMINISTRATION	2,326.00	2.00	11.50	2,314.50	0.49
<hr/>					
TOTAL REVENUES	<u>2,326.00</u>	<u>2.00</u>	<u>11.50</u>	<u>2,314.50</u>	<u>0.49</u>
	=====	=====	=====	=====	=====

75 -PET DOC & RESCUE FUND  
ADMINISTRATION

% OF YEAR COMPLETED: 41.67

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>PERSONNEL</u>					
75-607-1010 EXPENSES	<u>2,326.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,326.00</u>	<u>0.00</u>
TOTAL PERSONNEL	2,326.00	0.00	0.00	2,326.00	0.00
<hr/>					
TOTAL ADMINISTRATION	2,326.00	0.00	0.00	2,326.00	0.00
<hr/>					
TOTAL EXPENDITURES	2,326.00	0.00	0.00	2,326.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	2.00	11.50 (	11.50)	0.00
	=====	=====	=====	=====	=====

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
2/01/20	FIRST NATIONAL BANK TEXAS	PRINCIPAL 2018- WATER	WATER FUND	DEBT SERVICE	3,082.50
2/01/20	FIRST NATIONAL BANK TEXAS	INTEREST 2018- WATER	WATER FUND	DEBT SERVICE	3,759.01
2/01/20	BOK FINANCIAL	PRINCIPAL	WATER FUND	DEBT SERVICE	70,000.00
2/01/20	BOK FINANCIAL	INTEREST	WATER FUND	DEBT SERVICE	33,550.00
2/01/20	BOK FINANCIAL	FEES	WATER FUND	DEBT SERVICE	200.00
2/01/20	Wells Fargo	PRINCIPAL 2009 -WATER	WATER FUND	DEBT SERVICE	40,072.50
2/01/20	Wells Fargo	INTEREST 2009-WATER	WATER FUND	DEBT SERVICE	801.45
2/01/20	FIRST NATIONAL BANK TEXAS	PRINCIPAL 2018- CITY	DEBT SERVICE FUND	DEBT SERVICE	11,917.50
2/01/20	FIRST NATIONAL BANK TEXAS	INTEREST 2018- CITY	DEBT SERVICE FUND	DEBT SERVICE	14,532.99
2/01/20	Wells Fargo	PRINCIPAL 2009-CITY	DEBT SERVICE FUND	DEBT SERVICE	154,927.50
2/01/20	Wells Fargo	INTEREST 2009- CITY	DEBT SERVICE FUND	DEBT SERVICE	3,098.55
2/03/20	NEIGHBORHOOD NEWS	FEBRUARY RR	GENERAL FUND	CITY ADMINISTRATION	716.30
2/03/20	INTRUDER ALERT SYSTEMS	ALARM MONITORING	GENERAL FUND	CITY ADMINISTRATION	35.95
2/03/20	UNIFIRST	FLOOR MATS CH	GENERAL FUND	CITY ADMINISTRATION	37.05
2/03/20	UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	37.05
2/03/20	UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	37.05
2/03/20	UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	37.05
2/03/20	TEXAS MUNICIPAL CLERKS CERTIF PROGRAM	2019 SUPPLEMENT ELECTION L	GENERAL FUND	CITY ADMINISTRATION	58.50
2/03/20	AMAZON.COM SERVICES INC	CABLES, SCREWDRIVER KIT	GENERAL FUND	CITY ADMINISTRATION	33.22
2/03/20	ORKIN, INC.	PEST CONTROL	GENERAL FUND	CITY ADMINISTRATION	124.06
2/03/20	O'REILLY AUTO PARTS	ANTIFREEZE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	17.56
2/03/20	INTRUDER ALERT SYSTEMS	ALARM UPGRADE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	95.00
2/03/20	INTRUDER ALERT SYSTEMS	ALARM MONITORING	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	49.95
2/03/20	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	36.73
2/03/20	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.43
2/03/20	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	36.73
2/03/20	UNIFIRST	JANITORIAL SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	168.30
2/03/20	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	40.31
2/03/20	UNIFIRST	JANITORIAL SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	176.76
2/03/20	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	46.79
2/03/20	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	41.13
2/03/20	BILL POWELL dba BILL POWELL HOME IMPRO	REPAIRS PW RESTROOM	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	350.00
2/03/20	SUN COAST RESOURCES, INC	FLEET FUEL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	472.46
2/03/20	T MOBILE	SECURITY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	35.04
2/03/20	VM-3 SERVICES INC.	RESTROOM SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	129.80
2/03/20	O'REILLY AUTO PARTS	WASHER FLUID	GENERAL FUND	FIRE DEPARTMENT	13.56
2/03/20	LOWE'S COMPANIES INC.	WASHER MACHINE	GENERAL FUND	FIRE DEPARTMENT	615.61-
2/03/20	LOWE'S COMPANIES INC.	WASHER MACHINE	GENERAL FUND	FIRE DEPARTMENT	615.60
2/03/20	LOWE'S COMPANIES INC.	DRYER	GENERAL FUND	FIRE DEPARTMENT	425.60
2/03/20	SUN COAST RESOURCES, INC	FLEET FUEL	GENERAL FUND	FIRE DEPARTMENT	564.31
2/03/20	AMAZON.COM SERVICES INC	TABLET ACCESSORIES	GENERAL FUND	FIRE DEPARTMENT	50.00
2/03/20	QUADMED INC	QUADMED INC	GENERAL FUND	FIRE DEPARTMENT	157.50
2/03/20	VM-3 SERVICES INC.	CLEANING SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	207.56
2/03/20	VM-3 SERVICES INC.	CLEANING SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	36.00
2/03/20	VM-3 SERVICES INC.	CLEANING SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	10.50
2/03/20	DALE ALEXANDER	REPAIRS: ENGINE 139	GENERAL FUND	FIRE DEPARTMENT	622.26
2/03/20	METRO FIRE APARATUS SPECIALISTS INC.	SCBA BRACKET	GENERAL FUND	FIRE DEPARTMENT	128.00
2/03/20	CLIA LABORATORY PROGRAM	CERT FEE	GENERAL FUND	FIRE DEPARTMENT	180.00
2/03/20	VERIZON	MDT'S	GENERAL FUND	POLICE DEPARTMENT	221.60
2/03/20	VERIZON	MDT'S	GENERAL FUND	POLICE DEPARTMENT	455.90
2/03/20	ALBERT URESTI TAX ASSESSOR COLLECTOR	VEHICLE REGISTRATION	GENERAL FUND	POLICE DEPARTMENT	7.50
2/03/20	GT DISTRIBUTORS, INC.	AMMUNITION	GENERAL FUND	POLICE DEPARTMENT	2,152.80
2/03/20	BELDEN'S AUTOMOTIVE	TUNE UP ENGINE 519	GENERAL FUND	POLICE DEPARTMENT	1,567.78
2/03/20	SIRCHIE FINGER PRINT LABORATORIES	FINGERPRING TOWELETES	GENERAL FUND	POLICE DEPARTMENT	282.10
2/03/20	BIZDOC, INC.	PRINTER REPAIR	WATER FUND	WATER DEPARTMENT	114.79
2/03/20	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	36.73

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
2/03/20	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	54.17
2/03/20	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	36.73
2/03/20	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	40.30
2/03/20	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	41.13
2/03/20	SUN COAST RESOURCES, INC	FLEET FUEL	WATER FUND	WATER DEPARTMENT	203.41
2/03/20	T MOBILE	SECURITY	WATER FUND	WATER DEPARTMENT	35.04
2/03/20	POLLUTION CONTROL SERVICES	TESTING	WATER FUND	WATER DEPARTMENT	497.00
2/03/20	POLLUTION CONTROL SERVICES	TESTING	WATER FUND	WATER DEPARTMENT	58.00
2/03/20	ALAMO AREA COUNCIL OF GOVERNMENTS	LEGISLATIVE UPDATES	LEOSE	POLICE DEPARTMENT	20.00
2/06/20	CIVIL SYSTEMS INC	CIVIL SYSTEMS JAN 16-30	GENERAL FUND	NON-DEPARTMENTAL	63.25-
2/06/20	AMAZON.COM SERVICES INC	COUNCIL CHROMEBOOKS	GENERAL FUND	CITY COUNCIL	1,819.83
2/06/20	ALAMO CHAPTER - TMCA, INC.	DUES ZINA TEDFORD	GENERAL FUND	CITY ADMINISTRATION	45.00
2/06/20	THE UPS STORE #4997	OPEN RECORDS DOC TO ATTY	GENERAL FUND	CITY ADMINISTRATION	52.79
2/06/20	BARCOM TECHNOLOGY	CONTRACT FEES FEB	GENERAL FUND	CITY ADMINISTRATION	1,985.00
2/06/20	BARCOM TECHNOLOGY	BACK UP FEES FEB	GENERAL FUND	CITY ADMINISTRATION	741.95
2/06/20	AMAZON.COM SERVICES INC	PRINTER FOR FINANCE	GENERAL FUND	CITY ADMINISTRATION	301.28
2/06/20	RIVER CITY LOCK & KEY	KEYS	GENERAL FUND	CITY ADMINISTRATION	21.74
2/06/20	Government Finance Officers Associatio	2020 MEMBERSHIP	GENERAL FUND	CITY ADMINISTRATION	160.00
2/06/20	SAFESITE, INC.	RECORD STORAGE	GENERAL FUND	CITY ADMINISTRATION	198.50
2/06/20	STEPHEN P. TAKAS, JR.	JUDGE FEB COURT	GENERAL FUND	MUNICIPAL COURT	650.00
2/06/20	DARRELL S. DULLNIG	PROSECUTOR FEB COURT	GENERAL FUND	MUNICIPAL COURT	650.00
2/06/20	DEWINNE EQUIPMENT CO.	MAINTENANCE: BLOWER, SPRA	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	506.19
2/06/20	HOME DEPOT CREDIT SERVICE	SPLASH GUARD, SPRAY PAINT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	64.45
2/06/20	HOME DEPOT CREDIT SERVICE	HOME DEPOT CREDIT SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	3.98
2/06/20	HOME DEPOT CREDIT SERVICE	HOME DEPOT CREDIT SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	173.78-
2/06/20	HOME DEPOT CREDIT SERVICE	PARTS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	43.74
2/06/20	HOME DEPOT CREDIT SERVICE	PAINT AND PRIMER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	17.08
2/06/20	HOME DEPOT CREDIT SERVICE	MISC EQUIP	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	370.58
2/06/20	HOME DEPOT CREDIT SERVICE	MISC EQUIP	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	51.92
2/06/20	HOME DEPOT CREDIT SERVICE	WAX EXTENDER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	6.37
2/06/20	HOME DEPOT CREDIT SERVICE	SMALL TOOLS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	264.02
2/06/20	HOME DEPOT CREDIT SERVICE	BATTERIES, TAPE, LINERS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	39.97
2/06/20	HOME DEPOT CREDIT SERVICE	BATTERIES, TAPE, LINERS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	101.06
2/06/20	HOME DEPOT CREDIT SERVICE	HOME DEPOT CREDIT SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	173.59-
2/06/20	HOME DEPOT CREDIT SERVICE	CHEMICALS,SAFETY, ETC	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	19.97
2/06/20	HOME DEPOT CREDIT SERVICE	CHEMICALS,SAFETY, ETC	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	98.64
2/06/20	HOME DEPOT CREDIT SERVICE	CHEMICALS,SAFETY, ETC	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	94.05
2/06/20	HOME DEPOT CREDIT SERVICE	APPLIANCES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	779.19
2/06/20	JANI KING OF SAN ANTONIO	JANITORIAL SERVICES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	663.48
2/06/20	RIVER CITY LOCK & KEY	KEYS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	46.75
2/06/20	CINTAS CORPORATION #2	FIRST AID	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	153.02
2/06/20	HOME DEPOT CREDIT SERVICE	CLEANING SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	130.91
2/06/20	TOP BRASS	WEAPON HOLSTER	GENERAL FUND	FIRE DEPARTMENT	159.99
2/06/20	US BANK VOYAGER FLEET SYSTEM	FLEET FUEL	GENERAL FUND	FIRE DEPARTMENT	419.50
2/06/20	HANK STORBECK GARAGE, INC.	REPAIRS E139	GENERAL FUND	FIRE DEPARTMENT	367.45
2/06/20	VALVOLINE INC	OIL CHANGE CH139	GENERAL FUND	FIRE DEPARTMENT	84.98
2/06/20	INTERSTATE BATTERIES	LAPTOP BATTERY	GENERAL FUND	FIRE DEPARTMENT	82.95
2/06/20	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORMS	GENERAL FUND	FIRE DEPARTMENT	68.90
2/06/20	BATTERY MART	BATTERIES FOR EQUIPMENT	GENERAL FUND	FIRE DEPARTMENT	73.85
2/06/20	SORCERERS APPRINTICE	BUSINESS CARDS DOVER	GENERAL FUND	FIRE DEPARTMENT	69.00
2/06/20	TYLER TECHNOLOGIES, INC. INCODE DIVIS	BRAZOS 2020	GENERAL FUND	POLICE DEPARTMENT	2,007.88
2/06/20	GOODYEAR AUTO SERVICE CTR.	UNIT519 OIL CHANGE, A/C,BR	GENERAL FUND	POLICE DEPARTMENT	788.50
2/06/20	GOODYEAR AUTO SERVICE CTR.	STATE INSPECTION S	GENERAL FUND	POLICE DEPARTMENT	7.00
2/06/20	GOODYEAR AUTO SERVICE CTR.	UNIT511 OILCHANGE,A/C, TIR	GENERAL FUND	POLICE DEPARTMENT	484.37
2/06/20	GOODYEAR AUTO SERVICE CTR.	BATTERY UNIT 516	GENERAL FUND	POLICE DEPARTMENT	108.95
2/06/20	GOODYEAR AUTO SERVICE CTR.	MAINT UNIT 509	GENERAL FUND	POLICE DEPARTMENT	144.63

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
2/06/20	GOODYEAR AUTO SERVICE CTR.	WIPER BLADES UNIT 514	GENERAL FUND	POLICE DEPARTMENT	34.98
2/06/20	GOODYEAR AUTO SERVICE CTR.	OIL CHANGE UNIT 521	GENERAL FUND	POLICE DEPARTMENT	106.90
2/06/20	GOODYEAR AUTO SERVICE CTR.	TIRES UNIT 520	GENERAL FUND	POLICE DEPARTMENT	400.21
2/06/20	GOODYEAR AUTO SERVICE CTR.	OIL CHANGE/REPAIRS UNIT 51	GENERAL FUND	POLICE DEPARTMENT	923.82
2/06/20	GOODYEAR AUTO SERVICE CTR.	OIL CHANGE/ AC SVC UNIT 50	GENERAL FUND	POLICE DEPARTMENT	122.65
2/06/20	AUTOZONE	MAINT ITEMS	GENERAL FUND	POLICE DEPARTMENT	110.53
2/06/20	US BANK VOYAGER FLEET SYSTEM	FLEET FUEL	GENERAL FUND	POLICE DEPARTMENT	2,787.56
2/06/20	BELDEN'S AUTOMOTIVE	REPAIRS UNIT 509	GENERAL FUND	POLICE DEPARTMENT	2,646.92
2/06/20	PRECISION CAMERA LP	ACCESSORY FOR CAMERA	GENERAL FUND	POLICE DEPARTMENT	339.37
2/06/20	DON HUME COMPANY, LLC	POLICE DUTY UNIFORMS	GENERAL FUND	POLICE DEPARTMENT	125.52
2/06/20	DON HUME COMPANY, LLC	GEAR	GENERAL FUND	POLICE DEPARTMENT	1,067.60
2/06/20	AMAZON.COM SERVICES INC	POLICE PHONE CASES	GENERAL FUND	POLICE DEPARTMENT	79.95
2/06/20	ALTEX ELECTRONICS, LTD.	PRINTER CABLE/ MEMORY CARD	GENERAL FUND	POLICE DEPARTMENT	33.90
2/06/20	LEXISNEXIS RISK SOLUTIONS	INVESTIGATIONS TOOL	GENERAL FUND	POLICE DEPARTMENT	33.00
2/06/20	GALLS	EMBROIDERY	GENERAL FUND	POLICE DEPARTMENT	11.57
2/06/20	GALLS	PANTS CHIEF LACY	GENERAL FUND	POLICE DEPARTMENT	74.99
2/06/20	GALLS	UNIFORMS/ ARMOR	GENERAL FUND	POLICE DEPARTMENT	513.09
2/06/20	GALLS	UNIFORM PANTS - CHIEF LACY	GENERAL FUND	POLICE DEPARTMENT	149.98
2/06/20	GALLS	UNIFORMS STRIPS	GENERAL FUND	POLICE DEPARTMENT	47.70
2/06/20	GALLS	EMBROIDERY	GENERAL FUND	POLICE DEPARTMENT	39.54
2/06/20	NARDIS PUBLIC SAFETY	NAME BARS	GENERAL FUND	POLICE DEPARTMENT	265.88
2/06/20	NARDIS PUBLIC SAFETY	NAME BAR VILLANUEVA	GENERAL FUND	POLICE DEPARTMENT	74.50
2/06/20	NARDIS PUBLIC SAFETY	SHIRTS TRIMBLE	GENERAL FUND	POLICE DEPARTMENT	469.95
2/06/20	MONTY JOE MCGUFFIN	HEALTH /SEPTIC INSPECTION	GENERAL FUND	DEVELOPMENT SERVICES	180.00
2/06/20	MONTY JOE MCGUFFIN	HEALTH /SEPTIC INSPECTION	GENERAL FUND	DEVELOPMENT SERVICES	500.00
2/06/20	CIVIL SYSTEMS INC	CIVIL SYSTEMS JAN 16-30	GENERAL FUND	DEVELOPMENT SERVICES	607.50
2/06/20	BRUCE C. BEALOR	PERMIT INSPECTIONS / REVIE	GENERAL FUND	DEVELOPMENT SERVICES	3,650.00
2/06/20	AT&T MOBILITY	FIRSTNET PHONES	WATER FUND	WATER DEPARTMENT	111.00
2/06/20	HOME DEPOT CREDIT SERVICE	HOME DEPOT CREDIT SERVICE	WATER FUND	WATER DEPARTMENT	8.54-
2/06/20	HOME DEPOT CREDIT SERVICE	HEAVY DUTY SCOTCH TAPE	WATER FUND	WATER DEPARTMENT	8.54
2/06/20	HOME DEPOT CREDIT SERVICE	PARTS	WATER FUND	WATER DEPARTMENT	89.68
2/06/20	HOME DEPOT CREDIT SERVICE	MISC EQUIP	WATER FUND	WATER DEPARTMENT	9.47
2/06/20	HOME DEPOT CREDIT SERVICE	BATTERIES, TAPE, LINERS	WATER FUND	WATER DEPARTMENT	101.26
2/06/20	HOME DEPOT CREDIT SERVICE	HOME DEPOT CREDIT SERVICE	WATER FUND	WATER DEPARTMENT	3.60
2/06/20	HOME DEPOT CREDIT SERVICE	CHEMICALS,SAFETY, ETC	WATER FUND	WATER DEPARTMENT	120.05
2/06/20	TYLER TECHNOLOGIES, INC. INCODE DIVIS	UTILITY BILLING SUPPORT	WATER FUND	WATER DEPARTMENT	128.00
2/06/20	GOODYEAR AUTO SERVICE CTR.	OIL CHANGE	WATER FUND	WATER DEPARTMENT	62.70
2/06/20	GOODYEAR AUTO SERVICE CTR.	OIL CHANGE #3	WATER FUND	WATER DEPARTMENT	122.45
2/06/20	US BANK VOYAGER FLEET SYSTEM	FLEET FUEL	WATER FUND	WATER DEPARTMENT	144.62
2/06/20	CINTAS CORPORATION #2	FIRST AID	WATER FUND	WATER DEPARTMENT	153.02
2/06/20	BADGER METER, INC.	BEACON MBL HOSTING	WATER FUND	WATER DEPARTMENT	946.87
2/06/20	Regional Water Resource Development Gr	ANNUAL DUES 2020	WATER FUND	WATER DEPARTMENT	100.00
2/06/20	AMAZON.COM SERVICES INC	AMAZON.COM SERVICES INC	CAPITAL REPLACEMEN	ADMINISTRATION	45.02
2/07/20	TX CSDU	00089527162015EM5059	GENERAL FUND	NON-DEPARTMENTAL	69.23
2/07/20	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	2,085.00
2/07/20	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	13,548.56
2/07/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	1,755.10
2/07/20	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	92,998.54
2/07/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	246.79
2/07/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	29.58
2/07/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	102.10
2/07/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	625.98
2/07/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	750.65
2/07/20	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	160.00
2/07/20	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	644.86
2/07/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	100.49

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
2/07/20	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	5,353.04
2/07/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	100.49
2/21/20	TX CSDU	00089527162015EM5059	GENERAL FUND	NON-DEPARTMENTAL	69.23
2/21/20	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	2,085.00
2/21/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	8,755.10
2/21/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	7,776.38
2/21/20	LOPEZ, TONY REYNA V	Cash Refund:188069 -01	GENERAL FUND	NON-DEPARTMENTAL	10.00
2/21/20	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	69.45
2/21/20	TML MULTISTATE IEBP	P85-70-40 FAMILY BUYDOWN	GENERAL FUND	NON-DEPARTMENTAL	309.78
2/21/20	TML MULTISTATE IEBP	P85-70-40 FAMILY BUYDOWN	GENERAL FUND	NON-DEPARTMENTAL	309.78
2/21/20	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	283.72
2/21/20	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	283.72
2/21/20	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	380.16
2/21/20	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	380.16
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	NON-DEPARTMENTAL	24.37
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	NON-DEPARTMENTAL	24.37
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	NON-DEPARTMENTAL	208.35-
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	468.44
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	468.44
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	NON-DEPARTMENTAL	121.54
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	NON-DEPARTMENTAL	121.54
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	715.87
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	715.87
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	NON-DEPARTMENTAL	311.84
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	NON-DEPARTMENTAL	311.84
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	NON-DEPARTMENTAL	61.25
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	NON-DEPARTMENTAL	61.25
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	316.38
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	295.08
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	14.40
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	8.10
2/21/20	TML MULTISTATE IEBP	ADJUSTMENT	GENERAL FUND	NON-DEPARTMENTAL	736.77-
2/21/20	TML MULTISTATE IEBP	HSA Contribution	GENERAL FUND	NON-DEPARTMENTAL	754.77
2/21/20	TML MULTISTATE IEBP	HSA Contribution	GENERAL FUND	NON-DEPARTMENTAL	1,154.77
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	7.22
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	7.22
2/21/20	TML MULTISTATE IEBP	LIFE-VOLUNTARY	GENERAL FUND	NON-DEPARTMENTAL	192.57
2/21/20	TML MULTISTATE IEBP	LIFE-VOLUNTARY	GENERAL FUND	NON-DEPARTMENTAL	192.57
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	80.22
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	80.22
2/21/20	CIVIL SYSTEMS INC	FEB 01 THRU FEB 15	GENERAL FUND	NON-DEPARTMENTAL	46.00-
2/21/20	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	11,744.27
2/21/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	1,556.82
2/21/20	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	81,902.49
2/21/20	MUNICIPAL CODE CORPORATION	ELECTION CODE BOOK	GENERAL FUND	CITY COUNCIL	65.00
2/21/20	TIME WARNER CABLE	INTERNET/ PHONE	GENERAL FUND	CITY ADMINISTRATION	991.91
2/21/20	TML INTERGOVERNMENTAL RISK POOL	TML IRP- HERNANDEZ CASE	GENERAL FUND	CITY ADMINISTRATION	647.25
2/21/20	AT&T	PHONE/ FAX	GENERAL FUND	CITY ADMINISTRATION	125.72
2/21/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,466.85
2/21/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,466.85
2/21/20	NEIGHBORHOOD NEWS	MARCH RR	GENERAL FUND	CITY ADMINISTRATION	716.55
2/21/20	SAN ANTONIO EXPRESS NEWS	LEGAL NOTICES	GENERAL FUND	CITY ADMINISTRATION	135.50
2/21/20	SAN ANTONIO EXPRESS NEWS	LEGAL NOTICE	GENERAL FUND	CITY ADMINISTRATION	298.00
2/21/20	SAN ANTONIO EXPRESS NEWS	LEGAL NOTICE	GENERAL FUND	CITY ADMINISTRATION	151.75
2/21/20	BIZDOC, INC.	COPIER FEES	GENERAL FUND	CITY ADMINISTRATION	308.85
2/21/20	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	CITY ADMINISTRATION	286.00

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
2/21/20	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	225.82
2/21/20	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	225.82
2/21/20	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	CITY ADMINISTRATION	60.18
2/21/20	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	CITY ADMINISTRATION	60.18
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	CITY ADMINISTRATION	176.35
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	CITY ADMINISTRATION	109.65
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	CITY ADMINISTRATION	281.46
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	CITY ADMINISTRATION	281.46
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	CITY ADMINISTRATION	159.92
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	CITY ADMINISTRATION	159.92
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	CITY ADMINISTRATION	159.92
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	CITY ADMINISTRATION	159.92
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	CITY ADMINISTRATION	4.54
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	CITY ADMINISTRATION	4.54
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	CITY ADMINISTRATION	126.08
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	CITY ADMINISTRATION	126.08
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 FAMILY-HSA FU	GENERAL FUND	CITY ADMINISTRATION	126.08
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 FAMILY-HSA FU	GENERAL FUND	CITY ADMINISTRATION	126.08
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	CITY ADMINISTRATION	18.30
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	CITY ADMINISTRATION	18.30
2/21/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.22
2/21/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.22
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	63.96
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	42.64
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	19.01
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	38.02
2/21/20	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	CITY ADMINISTRATION	7.40
2/21/20	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	CITY ADMINISTRATION	9.25
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.65
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.65
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	2.93
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	2.93
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	6.76
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	6.76
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	15.21
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	15.21
2/21/20	KFW ENGINEERS	NW MILITARY	GENERAL FUND	CITY ADMINISTRATION	1,166.58
2/21/20	FIRETROL PROTECTION SYSTEMS INC	REPAIRS FIRE ALARM CH	GENERAL FUND	CITY ADMINISTRATION	250.00
2/21/20	RIVER CITY LOCK & KEY	COURT CABINETS	GENERAL FUND	CITY ADMINISTRATION	112.50
2/21/20	BOJORQUEZ LAW FIRM	LEGAL SERVICES	GENERAL FUND	CITY ADMINISTRATION	5,440.00
2/21/20	DRAGO INVESTMENTS LTD	2020 FIESTA MEDALS	GENERAL FUND	CITY ADMINISTRATION	2,990.00
2/21/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	251.22
2/21/20	AT&T	PHONE/ FAX	GENERAL FUND	MUNICIPAL COURT	158.97
2/21/20	AT&T	PHONE/ FAX	GENERAL FUND	MUNICIPAL COURT	13.50-
2/21/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	284.55
2/21/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	284.55
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	MUNICIPAL COURT	2.93
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	MUNICIPAL COURT	2.93
2/21/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	29.58
2/21/20	Texas Municipal Courts Education Cente	2020 REG JUDGES SEMINAR	GENERAL FUND	MUNICIPAL COURT	200.00
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	81.15
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2,400.77
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.91
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.29
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	554.47
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.08



DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,476.11
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	293.03
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	20.64
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.60
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	43.83
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	8.75
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.80
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	26.08
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.81
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.80
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	29.30
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	13.05
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.19
2/21/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,009.43
2/21/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,034.58
2/21/20	TML MULTISTATE IEBP	PLAN EE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	201.96
2/21/20	TML MULTISTATE IEBP	PLAN EE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	201.96
2/21/20	TML MULTISTATE IEBP	2 EMP-HRA FUNDS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	84.04
2/21/20	TML MULTISTATE IEBP	2 EMP-HRA FUNDS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	84.04
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	176.36
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	176.36
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	109.66
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	109.66
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	159.92
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	159.92
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	148.83
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	148.83
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	126.08
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	126.08
2/21/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	28.44
2/21/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	28.44
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	32.42
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	32.42
2/21/20	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	6.52
2/21/20	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	6.52
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	7.33
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	7.33
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	3.00
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	3.00
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.14
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.14
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2.64
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2.64
2/21/20	CRAFCO INC	CRACKSEAL HOSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	5,310.00
2/21/20	MCE TECHNOLOGY LLC	ASPHALT REMOVAL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	199.00
2/21/20	SUN COAST RESOURCES, INC	FLEET FUEL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	269.39
2/21/20	TEXAS MATERIALS GROUP INC	ASPHALT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,303.64
2/21/20	CLEAN SCAPES, LP	LANDSCAPE SVCS FEB	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	552.58
2/21/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	104.72
2/21/20	PARKING LOT STORE	POT HOLE REPAIR	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	259.50
2/21/20	CITY OF SHAVANO PARK WATER DEPT.	CITY OF SHAVANO PARK WATER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	14.96
2/21/20	CITY OF SHAVANO PARK WATER DEPT.	CITY OF SHAVANO PARK WATER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	490.81
2/21/20	AT&T MOBILITY	FIRSTNET PHONES	GENERAL FUND	FIRE DEPARTMENT	10.95
2/21/20	AT&T	PHONE/ FAX	GENERAL FUND	FIRE DEPARTMENT	148.31
2/21/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	6,289.53
2/21/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	5,715.68

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
2/21/20	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	225.82
2/21/20	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	225.82
2/21/20	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	286.00
2/21/20	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	286.00
2/21/20	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	FIRE DEPARTMENT	60.18
2/21/20	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	FIRE DEPARTMENT	60.18
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	FIRE DEPARTMENT	286.00
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	FIRE DEPARTMENT	286.00
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	FIRE DEPARTMENT	176.35
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	FIRE DEPARTMENT	176.35
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	572.00
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	572.00
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	FIRE DEPARTMENT	109.65
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	FIRE DEPARTMENT	109.65
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	FIRE DEPARTMENT	1,439.28
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	FIRE DEPARTMENT	1,439.28
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	572.00
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	572.00
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	FIRE DEPARTMENT	1,134.72
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	FIRE DEPARTMENT	1,134.72
2/21/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	156.42
2/21/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	156.42
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	127.92
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	127.92
2/21/20	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	FIRE DEPARTMENT	24.05
2/21/20	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	FIRE DEPARTMENT	24.05
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	41.02
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	41.02
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	FIRE DEPARTMENT	8.79
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	FIRE DEPARTMENT	8.79
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	37.18
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	37.18
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	30.42
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	30.42
2/21/20	THE UPS STORE #4997	AIR TEST SHIPMENT	GENERAL FUND	FIRE DEPARTMENT	13.23
2/21/20	RALPH N. TERPOLILLI	MEDICAL DIRECTION	GENERAL FUND	FIRE DEPARTMENT	450.00
2/21/20	SUN COAST RESOURCES, INC	FLEET FUEL	GENERAL FUND	FIRE DEPARTMENT	366.29
2/21/20	AMAZON.COM SERVICES INC	BATTERIES FOR TABLETS	GENERAL FUND	FIRE DEPARTMENT	91.96
2/21/20	DARRELL DOVER	SLEDGE HAMMERS	GENERAL FUND	FIRE DEPARTMENT	114.69
2/21/20	LAWRENCE FACTOR INC.	AIR QUALITY TEST	GENERAL FUND	FIRE DEPARTMENT	464.33
2/21/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	566.34
2/21/20	CITY OF SHAVANO PARK WATER DEPT.	CITY OF SHAVANO PARK WATER	GENERAL FUND	FIRE DEPARTMENT	35.64
2/21/20	AT&T	PHONE/ FAX	GENERAL FUND	POLICE DEPARTMENT	124.32
2/21/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	7,397.26
2/21/20	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	5,995.51
2/21/20	BIZDOC, INC.	COPIER FEES	GENERAL FUND	POLICE DEPARTMENT	114.86
2/21/20	TML MULTISTATE IEBP	P85-70-40 FAMILY BUYDOWN	GENERAL FUND	POLICE DEPARTMENT	286.00
2/21/20	TML MULTISTATE IEBP	P85-70-40 FAMILY BUYDOWN	GENERAL FUND	POLICE DEPARTMENT	286.00
2/21/20	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	572.00
2/21/20	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	572.00
2/21/20	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	GENERAL FUND	POLICE DEPARTMENT	486.20
2/21/20	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	GENERAL FUND	POLICE DEPARTMENT	486.20
2/21/20	TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	85.80
2/21/20	TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	85.80
2/21/20	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	451.64
2/21/20	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	451.64

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
2/21/20	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	120.36
2/21/20	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	120.36
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	POLICE DEPARTMENT	176.35
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	POLICE DEPARTMENT	176.35
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	POLICE DEPARTMENT	109.65
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	POLICE DEPARTMENT	109.65
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	POLICE DEPARTMENT	562.92
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	POLICE DEPARTMENT	562.92
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	POLICE DEPARTMENT	1,119.44
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	POLICE DEPARTMENT	1,119.44
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	POLICE DEPARTMENT	286.00
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	POLICE DEPARTMENT	286.00
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	POLICE DEPARTMENT	9.08
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	POLICE DEPARTMENT	9.08
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	POLICE DEPARTMENT	882.56
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	POLICE DEPARTMENT	882.56
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	POLICE DEPARTMENT	73.20
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	POLICE DEPARTMENT	73.20
2/21/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	142.20
2/21/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	142.20
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	85.28
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	85.28
2/21/20	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	POLICE DEPARTMENT	33.30
2/21/20	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	POLICE DEPARTMENT	33.30
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	41.02
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	41.02
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	11.72
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	11.72
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	40.56
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	40.56
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	30.42
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	30.42
2/21/20	AMAZON.COM SERVICES INC	BINDERS	GENERAL FUND	POLICE DEPARTMENT	57.64
2/21/20	ALAMO AREA POLICE CHIEF'S ASSOC	ALAMO AREA POLICE CHIEF'S	GENERAL FUND	POLICE DEPARTMENT	50.00
2/21/20	SHAVANO PARK, PETTY CASH	FOOD-CPL TESTING	GENERAL FUND	POLICE DEPARTMENT	45.30
2/21/20	SHAVANO PARK, PETTY CASH	TABLE COVERS	GENERAL FUND	POLICE DEPARTMENT	5.41
2/21/20	SHAVANO PARK, PETTY CASH	TEAM 911	GENERAL FUND	POLICE DEPARTMENT	30.00
2/21/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	604.95
2/21/20	COWBOY CLEANERS	DRY CLEANING	GENERAL FUND	POLICE DEPARTMENT	395.28
2/21/20	MICHAEL D. HARRISON	ANIMAL CONTROL	GENERAL FUND	POLICE DEPARTMENT	1,000.00
2/21/20	KFW ENGINEERS	PLATTNG/ REVIEWS	GENERAL FUND	DEVELOPMENT SERVICES	500.00
2/21/20	CIVIL SYSTEMS INC	FEB 01 THRU FEB 15	GENERAL FUND	DEVELOPMENT SERVICES	758.25
2/21/20	SORCERERS APPRINTICE	PERMIT FORMS	GENERAL FUND	DEVELOPMENT SERVICES	67.00
2/21/20	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	160.00
2/21/20	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	495.89
2/21/20	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	493.92
2/21/20	GONZALEZ-GALVEZ, ELI	1-0124-01	WATER FUND	NON-DEPARTMENTAL	156.67
2/21/20	COINDREAU, MARIANNA	1-0074-01	WATER FUND	NON-DEPARTMENTAL	250.00
2/21/20	EVANS, CEDRIC & SHAN	1-0531-04	WATER FUND	NON-DEPARTMENTAL	250.00
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	NON-DEPARTMENTAL	89.09
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	NON-DEPARTMENTAL	89.09
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	10.22
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	10.22
2/21/20	TML MULTISTATE IEBP	HSA Contribution	WATER FUND	NON-DEPARTMENTAL	96.54
2/21/20	TML MULTISTATE IEBP	HSA Contribution	WATER FUND	NON-DEPARTMENTAL	96.54
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	2.38

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	2.38
2/21/20	TML MULTISTATE IEBP	LIFE-VOLUNTARY	WATER FUND	NON-DEPARTMENTAL	10.80
2/21/20	TML MULTISTATE IEBP	LIFE-VOLUNTARY	WATER FUND	NON-DEPARTMENTAL	10.80
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	2.43
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	2.43
2/21/20	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	642.27
2/21/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	100.07
2/21/20	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	5,329.97
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	0.61
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	248.75
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	258.51
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	683.05
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	25.09
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	148.75
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	26.25
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	1,025.20
2/21/20	CITY PUBLIC SERVICE	CITY PUBLIC SERVICE	WATER FUND	WATER DEPARTMENT	519.86
2/21/20	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	988.24
2/21/20	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	984.32
2/21/20	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	WATER FUND	WATER DEPARTMENT	243.10
2/21/20	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	WATER FUND	WATER DEPARTMENT	243.10
2/21/20	TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	WATER FUND	WATER DEPARTMENT	42.90
2/21/20	TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	WATER FUND	WATER DEPARTMENT	42.90
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	WATER FUND	WATER DEPARTMENT	176.34
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	WATER FUND	WATER DEPARTMENT	176.34
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	WATER FUND	WATER DEPARTMENT	109.64
2/21/20	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	WATER FUND	WATER DEPARTMENT	109.64
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	WATER FUND	WATER DEPARTMENT	159.92
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	WATER FUND	WATER DEPARTMENT	159.92
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	WATER DEPARTMENT	137.17
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	WATER DEPARTMENT	137.17
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	WATER FUND	WATER DEPARTMENT	126.08
2/21/20	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	WATER FUND	WATER DEPARTMENT	126.08
2/21/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	42.66
2/21/20	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	42.66
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	10.22
2/21/20	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	10.22
2/21/20	TML MULTISTATE IEBP	HRA/HSA FEE	WATER FUND	WATER DEPARTMENT	6.43
2/21/20	TML MULTISTATE IEBP	HRA/HSA FEE	WATER FUND	WATER DEPARTMENT	6.43
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	1.46
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	1.46
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	8.72
2/21/20	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	8.72
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	10.14
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	10.14
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	2.43
2/21/20	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	2.43
2/21/20	TRAC-N- TROL INC	SCADA SOFTWARE	WATER FUND	WATER DEPARTMENT	2,339.25
2/21/20	SUN COAST RESOURCES, INC	FLEET FUEL	WATER FUND	WATER DEPARTMENT	141.17
2/21/20	TEXAS EXCAVATION SAFETY SYSTEM	LOCATOR TICKETS	WATER FUND	WATER DEPARTMENT	11.40
2/21/20	FERGUSON WATERWORKS	CURB STOPS	WATER FUND	WATER DEPARTMENT	1,103.70
2/21/20	FERGUSON WATERWORKS	METER EQUIP	WATER FUND	WATER DEPARTMENT	36.00
2/21/20	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	100.08
2/21/20	Regional Water Resource Development Gr	RWA DUES 2020	WATER FUND	WATER DEPARTMENT	200.00
2/21/20	CITY OF SHAVANO PARK WATER DEPT.	CITY OF SHAVANO PARK WATER	WATER FUND	WATER DEPARTMENT	14.96
2/21/20	CENTERLINE SUPPLY INC	STATIC RADARS	CRIME CONTROL DIST	POLICE DEPARTMENT	20,822.00

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
2/21/20	SEPTIC SYSTEMS EXPRESS	SEPTIC RE DESIGN CH	CAPITAL REPLACEMEN	ADMINISTRATION	3,450.00
2/21/20	KFW ENGINEERS	TASK ORDER 6	CAPITAL REPLACEMEN	PUBLIC WORKS	30,400.00
2/24/20	PITNEY BOWES - PURCHASE POWER	INK FOR POSTAGE MACHINE	GENERAL FUND	CITY ADMINISTRATION	123.01
2/24/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	87.66
2/24/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	60.20
2/24/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	40.45-
2/24/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	65.00
2/24/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	72.99
2/24/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	17.56
2/24/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	11.99
2/24/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	MUNICIPAL COURT	121.43
2/24/20	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	1,012.14
2/24/20	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	106.25
2/24/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	57.43
2/24/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	189.98
2/24/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	42.66
2/24/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	8.99
2/24/20	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	29.99
2/24/20	PITNEY BOWES - PURCHASE POWER	POSTAGE JANUARY BILL	WATER FUND	WATER DEPARTMENT	228.55
2/27/20	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	501.35
2/27/20	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	501.35
2/27/20	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	716.08
2/27/20	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	716.08
2/27/20	AFLAC	AFLAC - AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	111.29
2/27/20	AFLAC	AFLAC - AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	112.59
2/27/20	AFLAC	AFLAC - PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	156.49
2/27/20	AFLAC	AFLAC - PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	156.49
2/27/20	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	212.91
2/27/20	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	212.91
2/27/20	AMERICAN FIDELITY ASSURANCE	AMERICAN FIDELITY LIFE DUE	GENERAL FUND	NON-DEPARTMENTAL	51.00
2/27/20	AMERICAN FIDELITY ASSURANCE	AMERICAN FIDELITY LIFE DUE	GENERAL FUND	NON-DEPARTMENTAL	51.00
2/27/20	SHAVANO PARK, PETTY CASH	SODAS FOR HOLIDAY EVENT	GENERAL FUND	CITY COUNCIL	15.48
2/27/20	TIME WARNER CABLE	CABLE/TV	GENERAL FUND	CITY ADMINISTRATION	87.08
2/27/20	TEXAS MUNICIPAL LEAGUE	2020 GFOAT CONFERENCE	GENERAL FUND	CITY ADMINISTRATION	395.00
2/27/20	INTRUDER ALERT SYSTEMS	ALARM MONITORING	GENERAL FUND	CITY ADMINISTRATION	35.95
2/27/20	SHAVANO PARK, PETTY CASH	EMPLOYEE LUNCHEON	GENERAL FUND	CITY ADMINISTRATION	32.77
2/27/20	SHAVANO PARK, PETTY CASH	PARKING	GENERAL FUND	CITY ADMINISTRATION	15.16
2/27/20	SHAVANO PARK, PETTY CASH	PARKING	GENERAL FUND	CITY ADMINISTRATION	20.00
2/27/20	SHAVANO PARK, PETTY CASH	TCMA DUES	GENERAL FUND	CITY ADMINISTRATION	120.00
2/27/20	SAFESITE, INC.	RECORDS DESTRUCTION	GENERAL FUND	CITY ADMINISTRATION	100.00
2/27/20	SHAVANO PARK, PETTY CASH	DRY CLEANING OF JUDGE ROBE	GENERAL FUND	MUNICIPAL COURT	2.99
2/27/20	Texas Municipal Courts Education Cente	CLASS C , TRAFFIC, CRIMINA	GENERAL FUND	MUNICIPAL COURT	110.95
2/27/20	GE MONEY BANK	KITCHEN SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	23.95
2/27/20	GE MONEY BANK	KITCHEN SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	149.98
2/27/20	GE MONEY BANK	HYDRATION	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	130.90
2/27/20	AT&T MOBILITY	FIRSTNET	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	37.00
2/27/20	TEXAS MED CLINIC	SERNA	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	50.00
2/27/20	INTRUDER ALERT SYSTEMS	ALARM MONITORING	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	49.95
2/27/20	T MOBILE	SECURITY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	35.04
2/27/20	AMERICAN SIGNAL EQUIPMENT COMPANY	SPEED BUMP ANCHORS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	470.00
2/27/20	GE MONEY BANK	HYDRATION	GENERAL FUND	FIRE DEPARTMENT	47.52
2/27/20	AT&T MOBILITY	FIRSTNET	GENERAL FUND	FIRE DEPARTMENT	259.00
2/27/20	GREG WOODRUFF	IDENTOGO- FINGERPRINTING	GENERAL FUND	FIRE DEPARTMENT	39.05
2/27/20	TX DEPARTMENT OF STATE HEALTH SERVICES	EMS INSTRUCTOR LIC*WOODRU	GENERAL FUND	FIRE DEPARTMENT	34.00
2/27/20	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORMS SWOBODA	GENERAL FUND	FIRE DEPARTMENT	337.75
2/27/20	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORMS RUBIO	GENERAL FUND	FIRE DEPARTMENT	136.95

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
2/27/20	IH-10 WEST TACTICAL FIREARMS LLC	UNIFORMS DOVER	GENERAL FUND	FIRE DEPARTMENT	56.95
2/27/20	QUADMED INC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	157.50
2/27/20	TCOLE	CERTIFICATIONS	GENERAL FUND	POLICE DEPARTMENT	70.00
2/27/20	QUICK COURIER	PLAN REVIEW	GENERAL FUND	DEVELOPMENT SERVICES	12.00
2/27/20	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	35.02
2/27/20	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	35.02
2/27/20	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	52.10
2/27/20	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	52.10
2/27/20	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	31.22
2/27/20	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	31.22
2/27/20	EDWARDS AQUIFER AUTHORITY	EDWARDS AQUIFER AUTHORITY	WATER FUND	WATER DEPARTMENT	3,920.55
2/27/20	EDWARDS AQUIFER AUTHORITY	EDWARDS AQUIFER AUTHORITY	WATER FUND	WATER DEPARTMENT	2,665.97
2/27/20	T MOBILE	SECURITY	WATER FUND	WATER DEPARTMENT	35.04
2/27/20	FIRE STAR ELECTRIC MOTORS, INC.	REPAIRS VFD	WATER FUND	WATER DEPARTMENT	590.00
2/27/20	HECTOR BARRERA CONSTRUCTION LLC	HIKE & BIKE PROJECT	CAPITAL REPLACEMEN	COUNCIL	21,800.00
2/27/20	BARCO PRODUCTS	HIKE & BIKE	CAPITAL REPLACEMEN	COUNCIL	653.63
2/28/20	ZINA TEDFORD	TWLI MEETINGS	GENERAL FUND	CITY ADMINISTRATION	293.96
2/28/20	BEXAR COUNTY ESD NO.8	TCFP DRIVER OPERATOR AERIA	GENERAL FUND	FIRE DEPARTMENT	4,000.00
2/28/20	VERIZON	MDT'S	GENERAL FUND	POLICE DEPARTMENT	327.18
2/29/20	FROST - VISA DEBIT CARD	FROST - TML	GENERAL FUND	CITY ADMINISTRATION	85.00
2/29/20	FROST - VISA DEBIT CARD	FROST - EMBASSY SUITES DAL	GENERAL FUND	CITY ADMINISTRATION	406.42
2/29/20	FROST - VISA DEBIT CARD	FROST - INDEED	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	137.75
2/29/20	FROST - VISA DEBIT CARD	FROST - ACADEMY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	59.97
2/29/20	FROST - VISA DEBIT CARD	FROST - FIRELINE	GENERAL FUND	FIRE DEPARTMENT	194.97
2/29/20	FROST - VISA DEBIT CARD	FROST - BEXAR VEH REGIST	GENERAL FUND	FIRE DEPARTMENT	7.50
2/29/20	FROST - VISA DEBIT CARD	FROST - BEXAR VEH REGIST	GENERAL FUND	FIRE DEPARTMENT	2.00
2/29/20	FROST - VISA DEBIT CARD	FROST - BEXAR VEH REGISTRA	GENERAL FUND	FIRE DEPARTMENT	7.50
2/29/20	FROST - VISA DEBIT CARD	FROST - BEXAR VEH REGISTRA	GENERAL FUND	FIRE DEPARTMENT	2.00
2/29/20	FROST - VISA DEBIT CARD	FROST - VERIZON	GENERAL FUND	POLICE DEPARTMENT	58.44
2/29/20	FROST - VISA DEBIT CARD	FROST - VERIZON	GENERAL FUND	POLICE DEPARTMENT	412.37
2/29/20	FROST - VISA DEBIT CARD	FROST - VERIZON	GENERAL FUND	POLICE DEPARTMENT	6.19
2/29/20	FROST - VISA DEBIT CARD	FROST - FAIRFIELD INN HUNT	GENERAL FUND	POLICE DEPARTMENT	549.60
2/29/20	FROST - VISA DEBIT CARD	FROST - TWUA	WATER FUND	WATER DEPARTMENT	765.00
2/29/20	FROST - VISA DEBIT CARD	FROST - ACADEMY	WATER FUND	WATER DEPARTMENT	174.98

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
	WALKER, DONALD & SOFIA	US REFUNDS	WATER FUND	NON-DEPARTMENTAL	250.00
	GUPTA, SACHIN	US REFUNDS	WATER FUND	NON-DEPARTMENTAL	250.00
	RILEY, TIM	US REFUNDS	WATER FUND	NON-DEPARTMENTAL	<u>250.00</u>
				TOTAL:	833,612.61

## ===== FUND TOTALS =====

10	GENERAL FUND	382,232.97
20	WATER FUND	189,712.45
30	DEBT SERVICE FUND	184,476.54
40	CRIME CONTROL DISTRICT	20,822.00
53	LEOSE	20.00
70	CAPITAL REPLACEMENT FUND	56,348.65

-----  
GRAND TOTAL: 833,612.61  
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TOTAL PAGES: 12

## SELECTION CRITERIA

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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: 2/01/2020 THRU 2/29/2020

-----  
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

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PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM:NO

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**1. CALL MEETING TO ORDER**

PRESENT:

ABSENT:

Alderman Colemere

Alderman Kautz

Mayor Pro Tem Ross

Alderman Heintzelman

Alderman Powers

Mayor Werner

**2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Scout Troop 2003 led the Pledge of Allegiance to the Flag. Alderman Heintzelman led the Invocation.

**3. CITIZENS TO BE HEARD**

A number of residents signed up to address City Council regarding proposed improvements to the municipal tract.

**4. CITY COUNCIL COMMENTS**

City Council welcomed everyone to the meeting.

**5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS**

**5.1. Proclamation - BRAVE Day**

Mayor Werner read the proclamation.

**6. REGULAR AGENDA ITEMS**

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

Daryl Lange presented the Shavano Park Commercial and Residential Development Semi- annual presentation.

**6.2. Public Hearing - The purpose of the public hearing is to receive comments from members of the public regarding proposed amendments to the City of Shavano Park Code of Ordinances, including changes to Chapter 24 to update and clarify changes within Sign Ordinance**

Public hearing opened at 7:07 p.m.

Public hearing closed at 7:08 p.m.

Mayor Werner deviated to agenda item 6.5.

**6.3. Discussion /Action - Ordinance O-2020-002 amending the City of Shavano Park Code of Ordinances, Chapter 24: Signs to clarify requirements within Sign Ordinance. Possible Executive Session pursuant to Texas Government Code, § 551.071, Consultation with Attorney (first reading) - City Manager**

Alderman Powers made a motion to approve Ordinance O-2020-002 amending the City of Shavano Park Code of Ordinances, Chapter 24: Signs to clarify requirements within Sign Ordinance.

Mayor Pro Tem Ross seconded the motion.

Alderman Powers withdrew his motion.

Mayor Pro Tem Ross withdrew the second to the motion.

Mayor Pro Tem Ross made a motion to amend the ordinance to reduce non-commercial signs in residential to 6 sq. feet.

Alderman Powers seconded the motion.

Alderman Colemere made a motion to leave the 24 sq. feet sign as stated in the current ordinance.

Motion died due to the lack of a second.

The motion to approve Ordinance No. O-2020-002 amending the City of Shavano Park Code of Ordinances, Chapter 24: Signs to clarify requirements within Sign Ordinance as amended reducing non-commercial signs in residential areas to 6 sq. feet carried with the following vote:  
AYES: 4; NAYES: 1 (Alderman Colemere)

**6.4. Discussion /Action - Resolution R-2020-004 amending City Policy No. 11 - Signs on City Property to be consistent with Ordinance O-2020-002 - City Manager**

Mayor Pro Tem Ross made a motion to approve Resolution R-2020-004 amending City Policy No. 11 - Signs on City Property to be consistent with Ordinance O-2020-002.

Alderman Heintzelman seconded the motion.

The motion to approve Resolution R-2020-004 amending City Policy No. 11 - Signs on City Property to be consistent with Ordinance O-2020-002 carried with a unanimous vote.

**6.5. Discussion /Action - Recommended Improvements to the Municipal Tract - Citizen's Amenities Committee**

Citizen's Amenities Committee member Braulick presented the Committee's unanimous recommendation for improvements to the Municipal Tract to include pavilion and playscapes. The Committee requested City Council consideration and approval.

Mayor Pro Tem Ross made a motion to approve the \$550,000 funding from capital / general funds for recommended improvements to the Municipal Tract and direct staff to proceed with a budget amendment and funding options at the March City Council Meeting.

Alderman Heintzelman seconded the motion.

The motion to approve \$550,000 funding from capital / general funds for recommended improvements to the Municipal Tract and direct staff to proceed with a budget amendment and funding options at the March City Council Meeting and passed with following record vote:

Mayor Pro Tem Ross	-Aye
Alderman Heintzelman	-Aye
Alderman Powers	-Nay
Alderman Colemere	-Nay
Alderman Kautz	-Aye

The motion to approve \$550,000 for recommended improvements to the Municipal Tract and direct staff to present funding options at the March City Council Meeting passed with following vote: AYES: 3; NAYES: 2 (Alderman Powers and Colemere).

Mayor Werner deviated back to agenda item 6.3.

**6.6. Discussion /Action - Ordinance O-2020-003 amending the City of Shavano Park Code of Ordinances, Records Management (Administrative) - City Secretary**

Mayor Pro Tem Ross made a motion to approve Ordinance O-2020-003 amending the City of Shavano Park Code of Ordinances, Records Management (Administrative).  
Alderman Kautz seconded the motion.

The motion to approve made a motion to approve Ordinance O-2020-003 amending the City of Shavano Park Code of Ordinances, Records Management (Administrative) carried with a unanimous vote.

**6.7. Discussion / Action – Resolution R-2020-007 cancelling the City of Shavano Park General Election scheduled to be held on May 2, 2020 and declaring the unopposed candidates elected.**

Alderman Heintzelman made a motion to approve R-2020-007 cancelling the City of Shavano Park General Election scheduled to be held on May 2, 2020 and declaring the unopposed candidates elected.

Mayor Pro Tem Ross seconded the motion.

The motion to approve R-2020-007 cancelling the City of Shavano Park General Election scheduled to be held on May 2, 2020 and declaring the unopposed candidates elected carried with a unanimous vote.

**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 - City Council Minutes, January 27, 2019**

**8.2. Accept - Planning & Zoning Commission Meeting Minutes, January 8, 2019**

**8.3. Approve - Shavano Park Police Department 2019 Racial Profiling Report**

**8.4. Approve - Resolution R-2020-006 City of Shavano Park Investment Policy**

**8.5. Accept - Quarterly Investment Report, quarter ending December 31, 2019**

**8.6. Approve - Ordinance O-2020-004 amending the City of Shavano Park Code of Ordinances, Fee Schedule to update Fees (Administrative)**

**8.7. Approve - Ordinance O-2020-005 amending Sec. 2-179 Fund balance policy (Administrative)**

**8.8. Approve - Fiscal Year 2020 City Surplus List**

Alderman Kautz made a motion to approve Consent Agenda Items 8.1 – 8.8 as presented. Mayor Pro Tem Ross seconded the motion.

The motion to approve Consent Agenda Items 8.1 - 8.8 as presented carried with a unanimous vote.

**9. ADJOURNMENT**

Mayor Pro Tem Ross made a motion to adjourn the meeting.

Alderman Kautz seconded the motion.

The meeting adjourned at 8:30 p.m.

---

Robert Werner  
Mayor

---

Zina Tedford  
City Secretary

1. **Call to order**

Chairman Aleman called the meeting to order at 6:30 p.m.

**PRESENT:**

Albert Aleman

Carla Laws

Jason Linahan

Kerry Dike

Bill Simmons

Damon Perrin

**ABSENT:**

William Stipek

Shawn Fitzpatrick

Konrad Kuykendall

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 Linahan and a second made by Commissioner Dike, the Planning & Zoning Commission voted five (5) 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:**

**A. Approval - Planning & Zoning Commission minutes, January 8, 2020**

Upon a motion made by Commissioner Laws and a second made by Commissioner Dike, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the Planning & Zoning Commission December 4, 2019 minutes as presented. The motion carried.

5. **Presentation - Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.**

Laddie Denton and Daryl Lange presented the updated regarding residential and commercial development in Shavano Park and surrounding areas

6. **Discussion / action - Amendments to the City of Shavano Park Code of Ordinances, Chapter 24 – Signs, regarding banner signs, monument signs and allowed signage in residential and business zoning districts. Possible Executive Session pursuant to Texas Government Code, § 551.071, Consultation with Attorney - City Manager**

Upon a motion made by Commissioner Dike and a second made by Commissioner Linahan, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve Amendments to the City of Shavano Park Code of Ordinances, Chapter 24 – Signs, regarding banner signs, monument signs and allowed signage in residential and business zoning districts. The motion carried.

7. **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.

8. **Chairman Announcements:**

- A. Advise members to contact City staff to add new or old agenda items.
- B. Advise members of pending agenda items, as follows:
  - i. March, 2020 – Possible action item for possible amendments to Chapter 24 – Signs regarding banner signs and allowed signage in residential and business zoning districts.
  - ii. March, 2020 - Amendments to Chapter 36 regarding MXD & PUD site plan approval to comply with the 30-day shot clocks from Texas Legislature.

9. **Adjournment**

Upon a motion made by Commissioner Dike and a second made by Commissioner Perrin, the Planning & Zoning Commission voted five (5) for and none (0) opposed to adjourn the meeting.

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Albert Aleman  
Chairman

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Zina Tedford  
City Secretary

## CITY COUNCIL STAFF SUMMARY

Meeting Date: February 24, 2020

Agenda item: 8.3

Prepared by: Zina Tedford

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Discussion /action - Adopting Resolution R-2020-005 to amend the City of Shavano Park Employee Handbook – City Secretary

X

#### **Attachments for Reference:**

- 1) 8.3a 2020 Employee Handbook Track Changes
- 2) 8.3b Resolution R-2020-005
- 3) 8.3c Attorney Memo

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**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 February 25, 2019.

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**DISCUSSION:** Attachment 6.6a is a track changes document from the February 25, 2019 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 2020 holiday schedule.

Highlights of changes include:

<b>Pages</b>	<b>Section</b>	<b>Change</b>
5	2.6	Harassment
8	2.8	Medical Records Privacy
14	3.7.1	Workers Compensation
26	5.1	Time and Attendance
31	5.7	Emergency Closings
43	5.20	Pregnancy and Parental Leave
49	6.4	Dress, Appearance, and Uniform policy
50	6.6	Drug and Alcohol policy
56	6.8	IT Policies
62	6.9	Social Media Policy
70	7.7	Grievance Filing procedures

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**COURSES OF ACTION:** Approve Resolution R-2020-005, provide further feedback or alternatively take no action.

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**FINANCIAL IMPACT:** N/A

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**STAFF RECOMMENDATION:** Approve Resolution R-2020-005 adopting revisions to the City of Shavano Park Employee Handbook





**CITY OF SHAVANO PARK**

# EMPLOYEE HANDBOOK

Adopted by City Council

March 23, 2020

## ***WELCOME TO THE CITY OF SHAVANO PARK***

### **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 around 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 4,030 in the year 2019. Despite its growth the City retains its distinctive generous lots and rural atmosphere.

## SPACE SAVED FOR RESOLUTION

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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:

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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 conduct themselves always 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, 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.

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](http://www.deeroakseap.com) with login & password: shavanopark.



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 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 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](http://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. 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 pay for, or 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 to training requests, (CM Directive 16-02) must be completed and approved in advance by the employee's Department Director and 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.

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 must be provided



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 an itemization 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](http://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 a copy of all 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. 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.
- 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 regularly 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 who 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 employee who is employed by the City for select shifts in the Fire and Police Departments. A Reserve Policeman or Firefighter does not receive any compensation or earn any benefits for shifts worked. Reserve Policeman or Firefighters do fall under the City's Workers' Compensation while on duty. 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 authorization 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 1<sup>st</sup> 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. 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.

**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.
- e. **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. Exiting 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.

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

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 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.

**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. 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 6:00pm and 6:00am.

If an officer works a full pay period between 6:00pm 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 6:00am and 6:00pm 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

Except for extraordinary circumstances, City offices *do not close*. All City employees, whether exempt or nonexempt, 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.

**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 bi-weekly following completion of the initial ninety (90) day assessment period. Unused balances may be carried over to the next calendar year up to a maximum of 160 hours. Annual leave is paid out at the time of the employee's separation, with

up to 160 hours paid. Annual leave hours over 160 hours 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 employee have more than 160 hours or (224 hours for 24-hour shift employees) annual leave banked at the end of any calendar year.

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

<b>ALL FULL-TIME REGULAR EMPLOYEES</b>		
<b>Years of Service</b>	<b>Hours per Pay Period</b>	<b>Total Accumulated Hours per Year</b>
0 – 3 Months	0	--
4 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:

<b>ALL 24-HOUR-SHIFT EMPLOYEES</b>		
<b>Years of Service</b>	<b>Hours per Pay Period</b>	<b>Total Accumulated Hours per Year</b>
0 – 3 Months	0	--
4 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 Director of Human Resources.

### 5.9. 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.

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.

### 5.10. 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 Eligibly 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.

### 5.11. 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.

**5.11.1. 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.

**5.11.2. 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.

**5.11.3. 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.





### **5.12. 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.

### **5.13. 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.

### **5.14. 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.

### **5.15. 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.

### **5.16. 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.

### **5.17. 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.



### 5.18. 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.

### 5.19. 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.

### 5.20. 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.



## **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 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.

#### **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.

### 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 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 and
6. 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 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. Employees with a handgun carry license must report they are licensed to carry to their Department Director.



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 of an individual's assigned responsibilities; and
3. Participating in educational or professional development activities.

**EMPLOYEES SHOULD KNOW THAT ALL CITY BUSINESS RELATED E-MAIL 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.

**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.

### 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.

**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 stationary 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 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 social media, 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**

- b. 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.
- c. Employees must abide by all Federal and State laws and policies of the City with regard to information sent through the Internet.
- d. 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.
- e. Employees are encouraged to act responsibly on and off duty, and to exercise good judgment when using social media.
- f. 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.
- g. 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 cooperation 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 DEPARTMENTAL 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.

**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.

**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 will attempt to counsel substandard performers using the following guidelines:

**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. Hearsay<sup>1</sup> will not be allowed

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



- f. or considered. The panel shall make a written recommendation to the City Manager who then shall rule on the grievance.
- g. 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.
- h. 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.
- i. 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.
- j. 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**

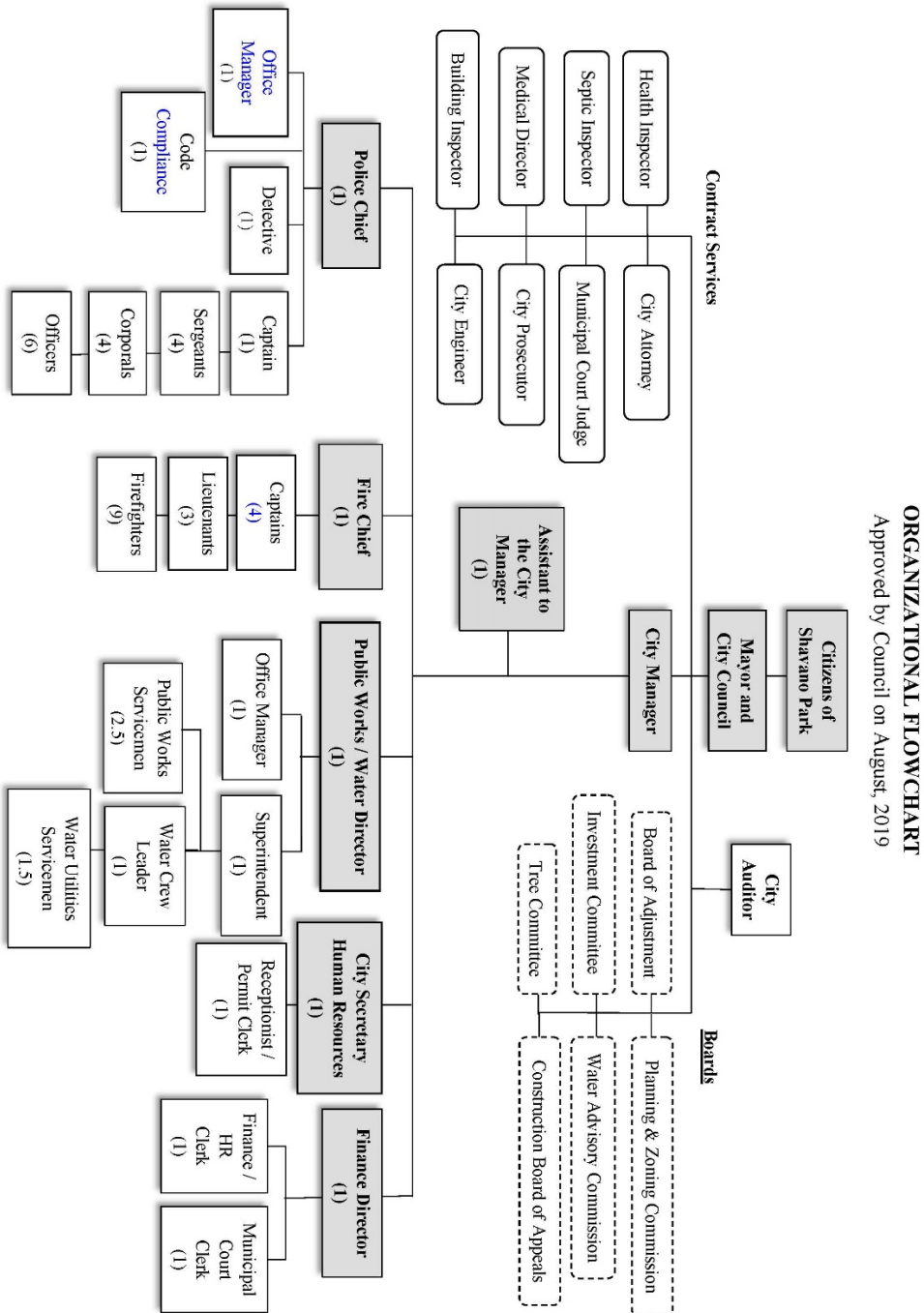
All complaints against City Officers shall be filed in compliance with Chapter 2, Article V, Section 2-66 of the City of Shavano Park City Ordinances. Inquire with the City Secretary if you need assistance finding the ordinance.



## ATTACHMENT A

### ORGANIZATIONAL FLOWCHART

Approved by Council on August 19, 2019





## ATTACHMENT B

### OFFICIAL HOLIDAYS

Approved by Council on November 2, 2019

**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.

2020 HOLIDAYS	DATE	DATE OBSERVED
New Year's Day	January 1 <sup>st</sup>	<b>Wednesday, January 1<sup>st</sup></b>
Martin Luther King Jr. Day	3 <sup>rd</sup> Monday in January	<b>Monday, January 20<sup>th</sup></b>
President's Day	3 <sup>rd</sup> Monday in February	<b>Monday, February 17<sup>th</sup></b>
Good Friday	Friday before Easter	<b>Friday, April 10<sup>th</sup></b>
Battle of the Flowers	Friday of Fiesta Week	<b>Friday, April 24<sup>th</sup></b>
Memorial Day	Last Monday in May	<b>Monday, May 25<sup>th</sup></b>
Independence Day	July 4 <sup>th</sup>	<b>Friday, July 3<sup>rd</sup></b>
Labor Day	1 <sup>st</sup> Monday in September	<b>Monday, September 7<sup>th</sup></b>
*Patriots' Day	September 11 <sup>th</sup>	<b>Friday, September 11<sup>th</sup></b>
Veterans Day	November 11 <sup>th</sup>	<b>Wednesday, November 11<sup>th</sup></b>
Thanksgiving Day	4 <sup>th</sup> Thursday in November	<b>Thursday, November 26<sup>th</sup></b>
Day After Thanksgiving	4 <sup>th</sup> Friday in November	<b>Friday, November 27<sup>th</sup></b>
Christmas Eve	December 24 <sup>th</sup>	<b>Thursday, December 24<sup>th</sup></b>
Christmas Day	December 25 <sup>th</sup>	<b>Friday, December 25<sup>th</sup></b>

\*State law entitles firefighters to a paid day off from work on September 11<sup>th</sup> (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.





# Shavano Park Employee Handbook

## 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					
<b>Purpose of Counseling:</b> <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. This section 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.**



# Shavano Park Employee Handbook

**RESOLUTION NO. R-2020-005**

**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 March 23, 2020, 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 23<sup>rd</sup> day of March, 2020.

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**BOB WERNER, MAYOR**

Attest:

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**ZINA TEDFORD, City Secretary**

12325 Hymeadow Drive  
Suite 2-100  
Austin, Texas 78750



Phone: (512) 250-0411  
Fax: (512) 250-0749  
TexasMunicipalLawyers.com

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***CONFIDENTIAL/ATTORNEY-CLIENT PRIVILEGE***

**TO:** Bill Hill, City Manager, City of Shavano Park  
**FROM:** Jon Kaplan, City Attorney; Laura Mueller, Associate; Alessandra Gad, Assistant City Attorney  
**DATE:** January 31, 2020  
**RE:** Personnel Manual

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**Issue:** What are the recommended changes to best keep the City of Shavano Park's employment manual aligned with state, federal, and constitutional law as well as best employment law practices?

**Summary:** The City of Shavano Park Personnel Manual overall complies with state and federal law and does not need many updates. However, there are certain areas which could be refined and/or expanded upon, as well as some opportunities for the City to reconsider certain provisions.

I. Harassment (Section 2.6.2) While the section dealing with harassment touches on all protected classes of concern, it could use an expanded definition and treatment of "cyber bullying"/online harassment. It is also recommended that it include a specific reporting structure for harassment complaints against the City Manager (i.e. that such complaints be made to the Mayor or to members of City Council). While there is a provision regarding harassment training at the beginning of employment (which would also serve as the protection within this Manual that the City could point to should they ever face a harassment suit), additional harassment training as a consequence of a harassment complaint should be included.

II. Medical Records Privacy (Section 2.8) The City keeps individual folders of employees' medical records. "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." It reads as though this mainly applies to when employees have taken sick leave or FMLA, but it might be prudent to reexamine this practice and what is being kept on file, for liability reasons. This section should also allude to disciplinary action for any confidentiality breach of this kind by an employee.

III. Tuition Reimbursement Program (Section 3.10) We recommend that the City insert classification differences for employment and tuition reimbursement. We also have a tuition reimbursement agreement example which we are happy to share.

IV. Insurance Benefits (Section 3.3) We recommend the City check its contracts with its health insurance carrier as most companies/employers actually start the insurance 30 days after the beginning of employment (in contrast to the current portion of the Employment Manual that states coverage begins on the first day of employment).

V. Workers' Compensation (Section 3.7) It is recommended that a deadline be added to claim Worker's Compensation (i.e. an employee must fill out a claim form and give it to the City Manager within \_\_\_\_ amount of time of the work-related injury/accident) other than it just being referred to as "promptly." It is similarly recommended that the "Reasonable Time Period" (Section 3.7.3) for a job to be kept open for an employee be defined by placing a maximum cap on the time limit, if at all possible.

VI. Employment Status (Section 4.6) The City does not apply the federal guideline of an employee who works a regular schedule of more than 30 hours a week as "full-time exempt." Federal law mandates the classification of workers who work more than 30 hours a week as full-time exempt, entitled to healthcare, if the City employs or were to employ more than 50 people. The City should also check its contract with its health insurance carrier for this as some carriers require that you provide coverage for all employees who work 30 hours or more each week.

VII. Training and Development (Section 4.7) It is recommended to require reimbursement of these types of training expenses if an employee leaves employment with the City within a certain amount of time.

VIII. Time and Attendance (Section 5.1) Employees must be paid whether or not they gain prior approval before working in excess of forty (40) hours per work week; however, they may be disciplined for not gaining prior approval.

IX. Compensatory Time (Section 5.4.2) We recommend the addition of a provision clarifying the method by which employees agree before beginning work to accept compensatory pay (i.e. individual agreement or acceptance of such a condition of employment).

X. Emergency Closings (Section 5.7) An option for employees during emergency weather situations is to make it possible for them to work from home. Exempt employees should especially be working from home on inclement weather days. Employees may also take management training or another approved training (from a list outlined by the City) to keep them working even when they have to stay home.

XI. Family and Medical Leave (Section 5.10) The City does not have to provide FMLA if it has less than 50 employees but through its inclusion in the handbook it is now required to give it and follow all restrictions of FMLA. If the City employs less than 50 employees it is our recommendation that instead of using FMLA the City create its own, more flexible, unpaid leave program.

XII. Pregnancy and Parental Leave (Section 5.20) We have added this section. The City is statutorily required to provide accommodation to pregnant employees, but it is not necessarily required to provide leave if the City is too small (i.e. has less than 50 employees) for FMLA coverage. However, it's a best practice for retaining an employee.

XIII. Dress, Appearance and Uniform Policy (Section 6.4) This has some extremely specific regulations that also could somehow be open to interpretation in a way that could lend itself to accusations of discrimination (i.e. "low-cut attire including body-hugging, see-through, or excessively tight fabrics" and "visible tattoos, except wedding band tattoos on the left ring finger which symbolize marriage as long as it can be covered by a traditional wedding band ring"). We recommend the language be generalized a bit. For the tattoo provision in particular, it appears that the intent is simply that tattoos should not be visible. Adjusting the wording to only this would suffice.

XIV. Drug and Alcohol Policy (Section 6.6) Recommendation to strike "(including a plea of no contest)" as a parenthetical to "any convictions"—as it's misleading, change wording to keeping convictions and deferred adjudications, including any of the latter that were entered upon a plea of no contest. Also includes some unconstitutional testing which has been addressed in changes. It is generally unconstitutional to drug test any applicant or employee without reasonable suspicion unless the employee performs a security or safety sensitive position.

XV. Social Media Policy (Section 6.9) We believe there could be a potential first amendment issue in broadly applying the social media rules to "instant messaging" both when you are on and off duty with the City. We recommend the language is tightened to address this.

XVI. Grievance Filing Procedures (Section 7.7) The provision dictating that a former employee should present their own case requires a former employee who is terminated to come to the City before filing suit.

XVII Official Holidays (Attachment B) This must be updated for 2020.

**Conclusion:** This is a good opportunity for the City to examine the suggested changes and rethink what is best and most practical for itself and its employees—particularly under the consideration of whether they employ 50 or more people and the specifications of its insurance coverage. Other areas of potential constitutional concern may also be finetuned to better avoid risks, such as issues pertaining to: searches in the form of drug testing; free speech; and discrimination.