

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

**This notice is posted pursuant to the Texas Open Meetings Act. Notice hereby given that the City Council of the CoSP, Texas will conduct a Regular Meeting on Monday, February 25, 2019 at 6:30 p.m. at 900 Saddletree Court, Shavano Park City Council Chambers for the purpose of considering the following agenda:**

**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.**

- Pursuant to Resolution No. 04-11 citizens are given three minutes (3:00) to speak during “Citizens to be Heard.”
- Only citizens may speak.
- Each citizen may only speak once, and no citizen may pass his/her time allotment to another person.
- 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. (Attorney General Opinion – JC 0169)

**4. CITY COUNCIL COMMENTS**

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

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

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

## **5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS**

### **5.1. Proclamation - Recognition of Shavano Park Women's Club**

## **6. REGULAR AGENDA ITEMS**

- 6.1. Presentation - Shavano Park Commercial and Residential Development Semi-annual Update - Bitterblue, Inc. / Denton Communities**
- 6.2. Discussion / action - Future purchase of an Aerial Platform Fire Demo Engine - Fire Chief**
- 6.3. Discussion / action – Adopting Resolution R-2019-004 to amend the City of Shavano Park Employee Handbook - City Secretary**
- 6.4. Discussion / action - Ordinance O-2019-001 amending Chapter 6-92 Residential Gate Width regulations (first reading) - Assistant to the City Manager**
- 6.5. Discussion / action – Resolution R-2019-005 adopting the 2019 City of Shavano Park Investment Policy - Finance Director**
- 6.6. Discussion / action - Ordinance O-2019-002 amending Chapter 34 Article V. Wireless Internet Service and Right-of-way Network Node Regulations (first reading) - Assistant to the City Manager**
- 6.7. Discussion / action - Resolution R-2019-006 cancelling the City of Shavano Park General Election scheduled to be held on May 4, 2019 and declaring the unopposed candidates elected - City Secretary**

## **7. CITY MANAGER'S REPORT**

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

- 7.1. Building Permit Activity Report**
- 7.2. Fire Department Activity Report**
- 7.3. Municipal Court Activity Report**

**7.4. Police Department Activity Report**

**7.5. Public Works Activity Report**

**7.6. Finance Report**

**8. CONSENT AGENDA**

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

**8.1. Approval - City Council Meeting Minutes, January 28, 2019**

**8.2. Accept - Planning & Zoning Commission Meeting Minutes, December 5, 2018**

**8.3. Accept - Planning & Zoning Commission Meeting Minutes, November 7, 2018**

**8.4. Accept - Shavano Park Police Department 2018 Racial Profiling Report**

**8.5. Accept – Quarterly Investment Report, period ending December 31, 2018**

**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.

**Attendance by Other Elected or Appointed Officials:**

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 22<sup>nd</sup> day of February 2019 at 5:25 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. FY 2018-19 Budget Amendment (Annual February or March)**
- b. Municipal Judge - April**
- c. Resolution R-2018-011 adopting City Policy No. 14 - City Publications - Open**
- d. Adopt 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 - Open**
- e. Report on litigation, Texas ARD MOR Properties LP ET AL vs. Lockhill Ventures LLC, Case Number 2014-CI-10796. (Possible Executive Session pursuant to TEX. GOV'T CODE §551.071, Consultation with Attorney) - Open**
- f. Set City Manager Annual Performance and Salary Review for April – Annual March**
- g. City Manager Annual Review / Salary for April - Annual April**
- h. Annual Budget Calendar - Annual May**
- i. Approval of Financial Account Signatures - Annual June**
- j. Annual Compensation Review - Annual June Workshop**
- k. Ordinance O-2018-013 prohibiting the use of a portable electronic device while operating a motor vehicles and creating an offense (first reading) - Ald. Heintzelman (postponed until July 2019)**
- l. Update from Republic Services on Fees and Recycle - Annual August**
- m. City Council adoption of organizational chart - Annual August**
- n. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August**
- o. Annual Report on Republic Service Recycling and CPI Fee adjustments - Annual September**
- p. Resolution adopting the Crime Control and Prevention Budget of the City of Shavano Park Crime Control & Prevention for FY - Annual September**

- q. 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
- r. Resolution adopting the City of Shavano Park Effective Tax Rate (Record Vote) - Annual September
- s. Record vote to ratify the property tax rate reflected in the FY 2016-17 Budget (Record Vote) - Annual September
- t. Selection - Boards, Commissions, and Committees - 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. Setting the dates for the City sponsored events (Arbor / Earth Day / Independence Day / National Night Out / Holiday) - Annual November
- y. Approval of the yearly tax roll - Annual November
- z. Consideration for transfer portions of Fund Balance to Capital Replacement / Improvement Fund - Annual January
- aa. Records Retention Policy - Annual January
- bb. Schedule the Annual City-Wide Garage Sale – Annual January
- cc. Appointment of Council Appointed Positions - Annual January
- dd. Crime Control Prevention District funding placed on ballot - January 2019
- ee. Street Maintenance Fund funding placed on the ballot - January 2022
- ff. Revisions to Employee Handbook - Annual February
- gg.
- hh. Shavano Park Police Department 2017 Racial Profiling Report - Annual February
- ii. City of Shavano Park Investment Policy - Annual February
- jj. Shavano Park Commercial and Residential Development Semi-annual Presentation - Bitterblue, Inc. / Denton Communities – February / August

## CITY COUNCIL STAFF SUMMARY

Meeting Date: February 25, 2019

Agenda item: 6.1

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

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**AGENDA ITEM DESCRIPTION:** Presentation - Shavano Park Commercial and Residential Development Semi-annual Update - Bitterblue, Inc. / Denton Communities

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**Attachments for Reference:**

1) 6.1a Bitterblue Presentation

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

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**DISCUSSION:** Presentation will be by Daryl Lange (Commercial) and David Rittenhouse (Residential).

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**COURSES OF ACTION:** N/A

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**FINANCIAL IMPACT:** N/A

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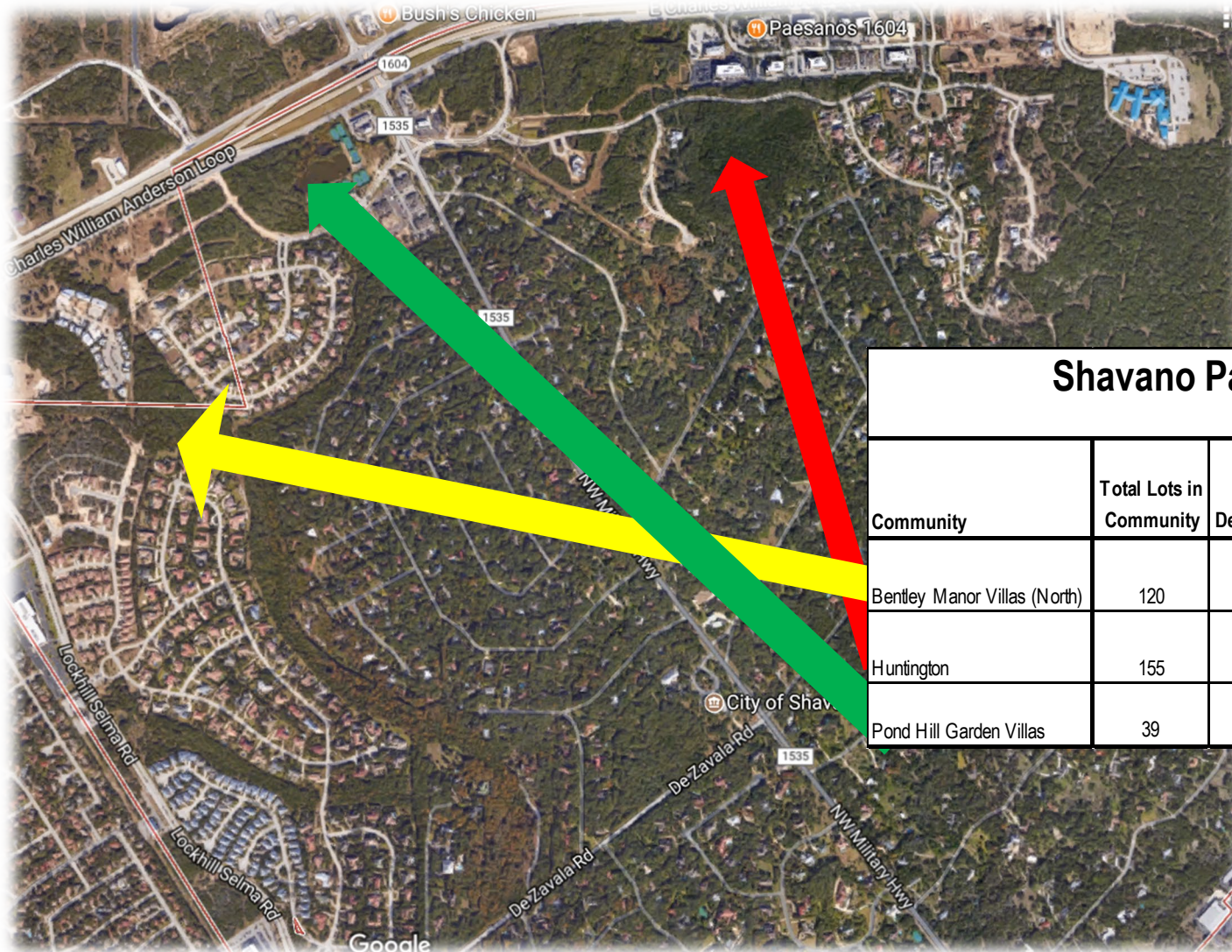
**MOTION REQUESTED:** N/A



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

# Development Presentation

*Together We Can!*



## Shavano Park Residential Lots Report

Community	Total Lots in Community	Lots Developed	Lots Closed 2018	Total Lots Closed as of 01.01.19	Builder Owned Vacant Lots	Developer Owned Vacant Lots	Total Lots in Next Unit
Bentley Manor Villas (North)	120	120	8	116	4	4 - all under contract	0
Huntington	155	128	9	95	16	33	27 future
Pond Hill Garden Villas	39	39	8	8	0	31 - all under contract	21 future



# The Garden Villas at Bentley Manor

Together We Can!



# Huntington at Shavano Park

*Together We Can!*





# Pond Hill Garden Villas

*Together We Can!*







# SHAVANO

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## COMMERCIAL

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Shavano1604 Corridor  
Lockhill-Selma Corridor



# Lockhill-Selma Corridor

*Together We Can!*





# Shavano Ridge – DeZavala & Lockhill-Selma

*Together We Can!*





# Pond Hill Road West

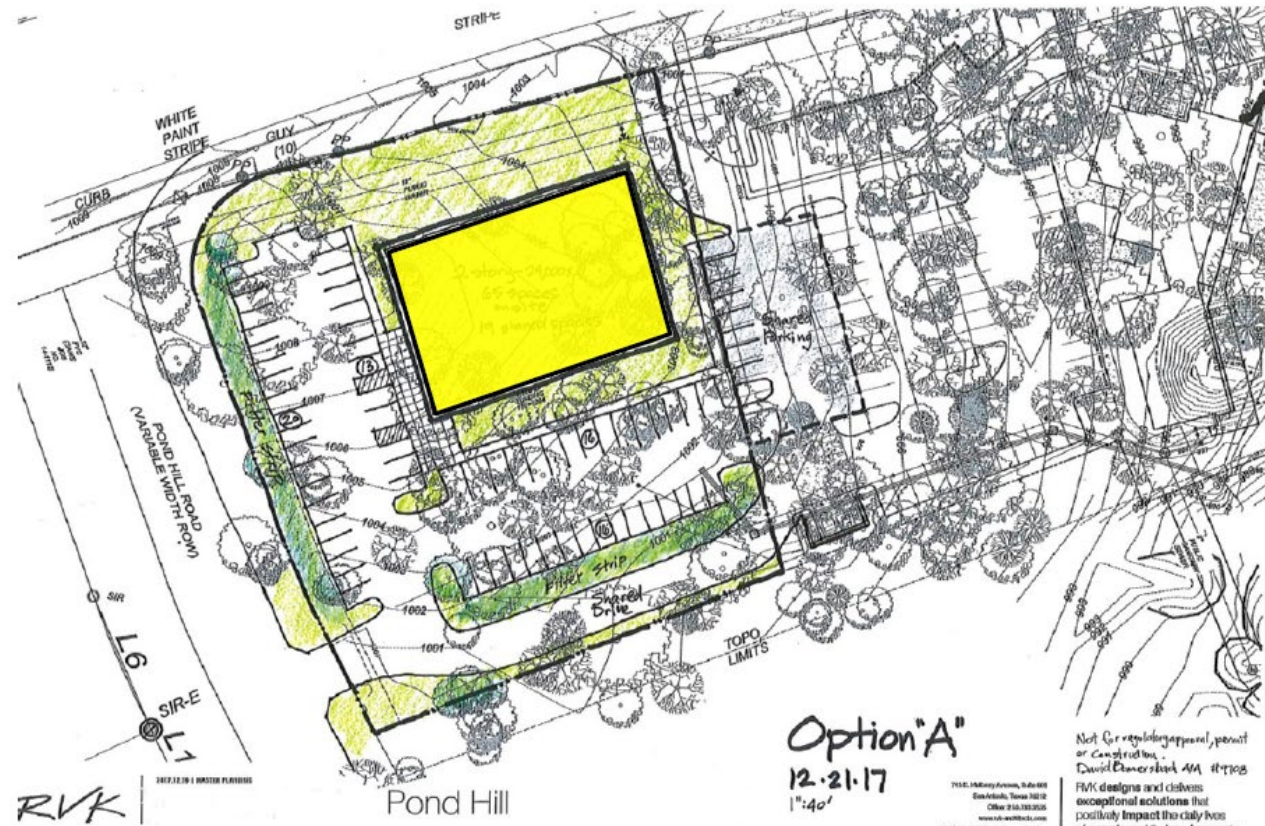
*Together We Can!*





# Pond Hill Road West

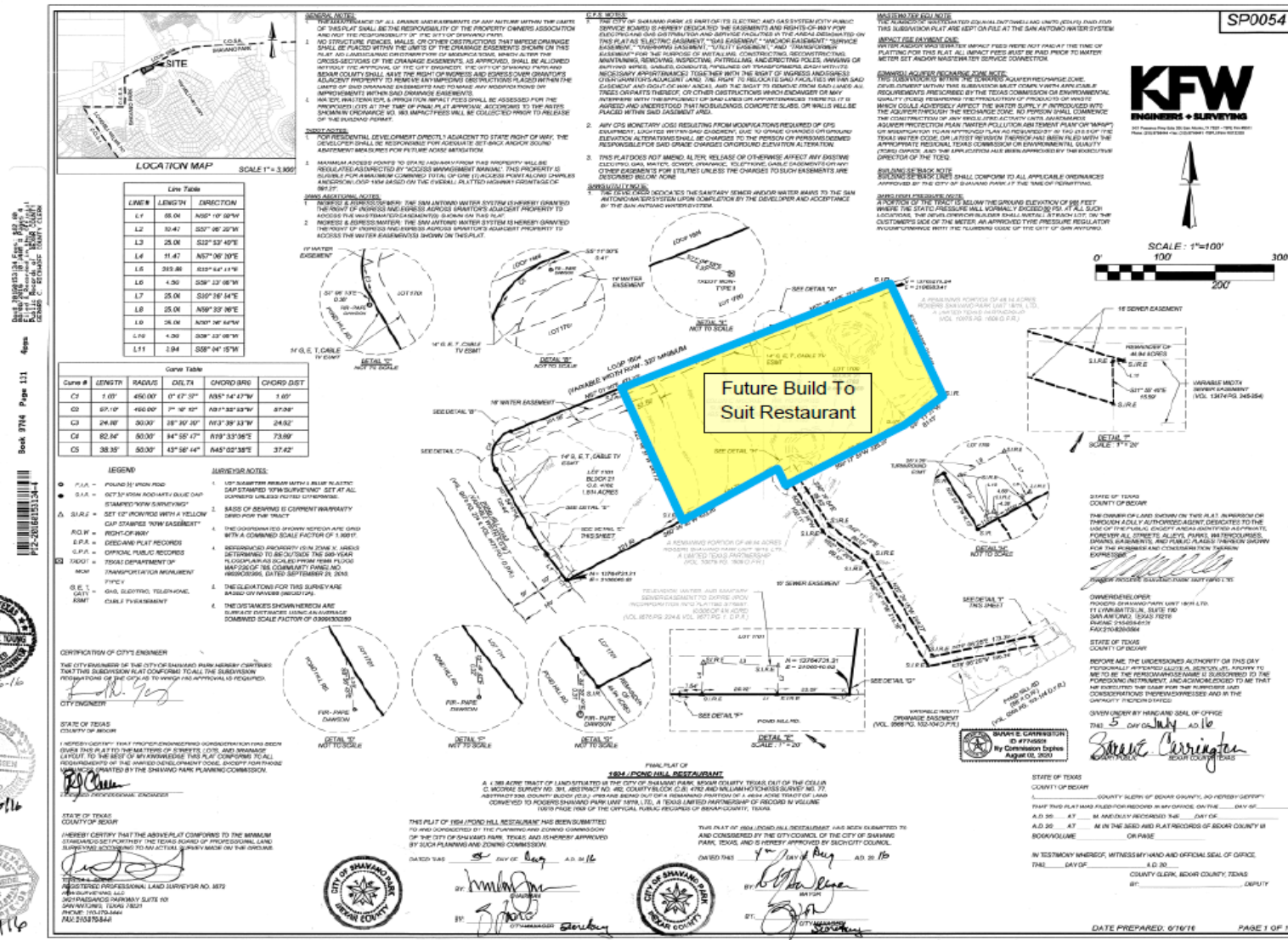
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# Pond Hill Road West

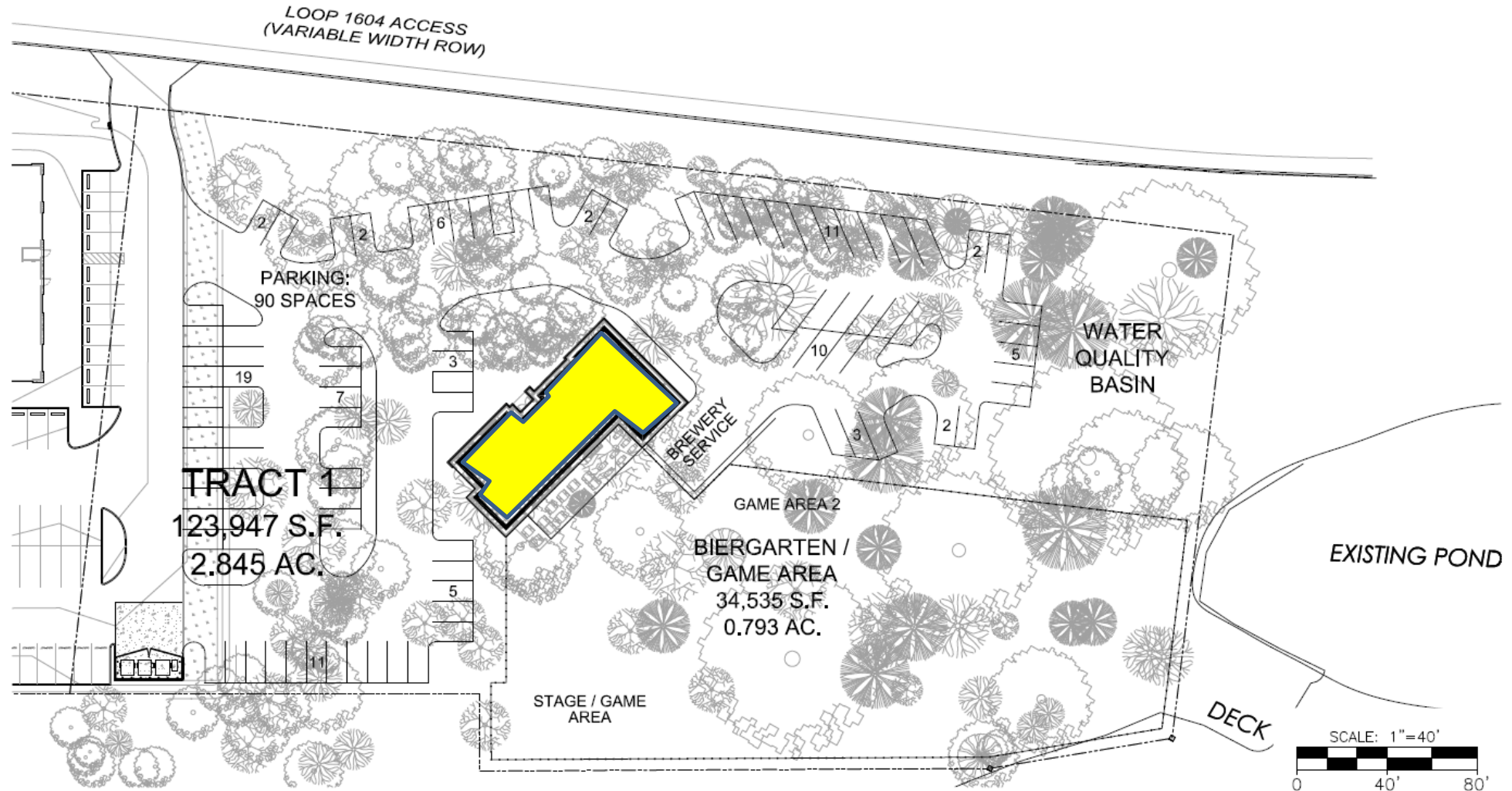
***Together We Can!***





# Pond Hill Road West

*Together We Can!*



# Pond Hill Road West

*Together We Can!*





# Pond Hill East

*Together We Can!*





# 22-Acre Commercial Tract 1604

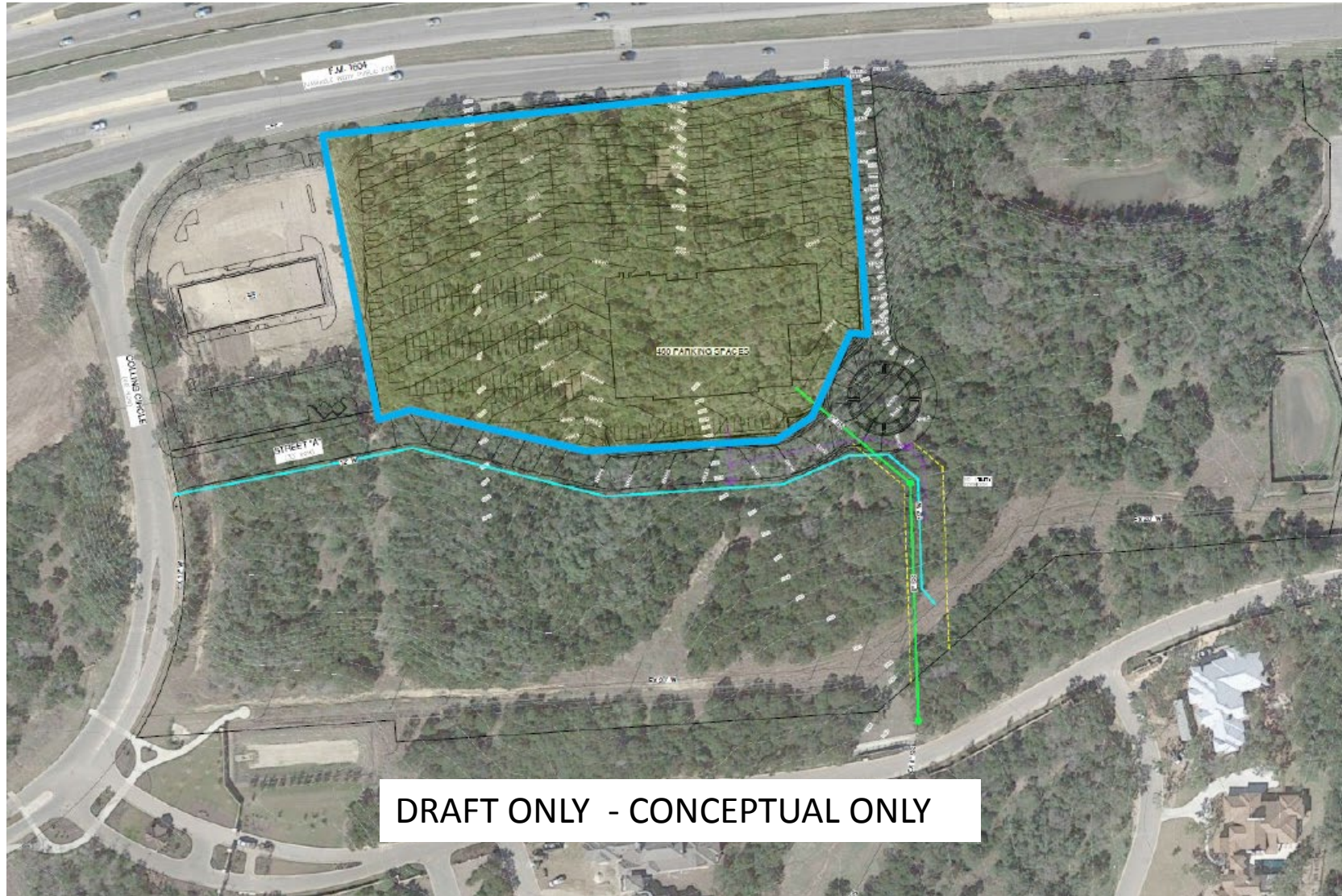
*Together We Can!*





# 22-Acre Commercial Tract 1604

*Together We Can!*













# Napier Park

*Together We Can!*









# Napier Park

*Together We Can!*



4/15/2015



# Rogers Ranch

*Together We Can!*









# North of Loop 1604 & NW Military

*Together We Can!*





# THANK YOU FOR YOUR CONTINUED SUPPORT



## CITY COUNCIL STAFF SUMMARY

Meeting Date: February 25, 2019

Agenda item: 6.2

Prepared by: Darrell Dover

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Discussion / action - Future purchase of an Aerial Platform Fire Demo Engine - Fire Chief



**Attachments for Reference:** 1)

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**BACKGROUND / HISTORY:** The current engine (E139B) is a demo vehicle purchased on June 15, 1999. At the September 10, 2018 Special City Council Meeting, the Council authorized staff to immediately begin research to purchase a demo 100' Ariel firetruck and authorizing staff to negotiate purchase during 2019 and said purchase not to exceed \$1.1M to be taken out of capital improvement fire department reserves.

- City Council needs to make the fundamental decision of what type of vehicle will replace our current fire engine this year (**STATUS: Completed – Purchase Ladder Truck Upon availability**)
- If unable to purchase a Demo or stock vehicle, the process could take up to a **year** to properly research, create vehicle specifications and complete the bid process (this process is ongoing).
- If unable to purchase a Demo or stock vehicle, the process could take an **entire year** to build a vehicle once the pre-build contract is signed.
- The new vehicle will need to be in-service by **FY 2020-21** to ensure credit from ISO

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### **DISCUSSION:**

Chief Naughton presented information briefs on August 21st and 27<sup>th</sup>.

The **initial** reverse timeline as discussed in the workshop was:

- December 2020
  - Expected delivery of new vehicle for FY 2020-21 budget year
- October 2019
  - Place order for new vehicle. Note: it takes 360 – 420 days to build an aerial vehicle.
- September 2019
  - Place the purchase of an aerial device on the City Council agenda for final approval.
- August 2019
  - Consider direct purchase of vehicle through Buy Board/HGAC or the sealed bid process (30 days for sealed bids)

- July 2019
  - City Council initial approval of specifications
  - Develop and write specifications based on need.
- November 2018 – June 2019
  - Research aerial types, engine, transmission, pump, axels, suspension, and construction types. Research current vehicles for failures and maintenance and repair needs.
  - **Fire Chief provides City Council In Progress Review (IPR) updates based upon decision made**

At the October 2018 City Council Meeting, Council clarified guidance to direct the staff to immediately begin search for a viable Demo Truck for near term purchase and to report back to Council findings as the situation is developed.

At the January City Council Meeting, Chief Dover provided an update and recommended taking no action as he continued to explore options and gain additional information.

#### In Progress Review:

- **Currently assessing the needed features of the ladder truck**
- **We are currently talking to two manufacturers Pierce, and Spartan/Smeal**
- **Currently discussing with both manufacturers if there is a stock unit currently in production that would be available in the near future, potentially creating cost savings to the city**

At this time, I still feel a demo, or stock unit would be well suited for the city. As stated at the last meeting, this should reduce delivery time, and offer some savings to the city. I had hoped to have had a decision made, and a truck to vote on at this meeting. At this time we continue to narrow down the decision between two manufacturers (Pierce and Spartan/Smeal). I feel quite confident that will have a decision made by the March Council meeting.

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**COURSES OF ACTION:** At this time I recommend to continue to gather information for Council vote at the March council meeting or if the opportunity opens up at a Special meeting to be called (TBD'ed)

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**FINANCIAL IMPACT:** Varies based upon model selected for purchase.

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**MOTION REQUESTED:** N/A







Your apparatus will be manufactured in Appleton, Wisconsin.

### **SINGLE SOURCE MANUFACTURER**

Pierce Manufacturing, Inc. provides an integrated approach to the design and manufacture of our products that delivers superior apparatus and a dedicated support team. From our facilities, the chassis, cab weldment, cab, pump house (including the sheet metal enclosure, valve controls, piping and operators panel) body and aerial device will be entirely designed, tested, and hand assembled to the customer's exact specifications. The electrical system either hardwired or multiplexed, will be both designed and integrated by Pierce Manufacturing. The warranties relative to these major components (excluding component warranties such as engine, transmission, axles, pump, etc.) will be provided by Pierce as a single source manufacturer. Pierce's single source solution adds value by providing a fully engineered product that offers durability, reliability, maintainability, performance, and a high level of quality.

### **SPECIAL INSTRUCTIONS**

The apparatus being proposed will be designed and built to match the Very similar to 30549, with the following additions, Husky 3 Foam System, 2.50" crosslay, 1.50" front bumper outlet and tray, front and rear axle / suspension, front bumper extension changed to 19".. However, some variation may be necessary due to changes in our manufacturing processes or our product offering. Revisions in NFPA guidelines and/or other regulations may also affect our ability to match the previous unit.

### **NFPA 2016 STANDARDS**

This unit will comply with the NFPA standards effective January 1, 2016, except for fire department directed exceptions. These exceptions will be set forth in the Statement of Exceptions.

Certification of slip resistance of all stepping, standing and walking surfaces will be supplied with delivery of the apparatus.

All horizontal surfaces designated as a standing or walking surface that are greater than 48.00" above the ground must be defined by a 1.00" wide line along its outside perimeter. Perimeter markings and designated access paths to destination points will be identified on the customer approval print and are shown as approximate. Actual location(s) will be determined based on materials used and actual conditions at final build. Access paths may pass through hose storage areas and opening or removal of covers or restraints may be required. Access paths may require the operation of devices and equipment such as the aerial device or ladder rack.

A plate that is highly visible to the driver while seated will be provided. This plate will show the overall height, length, and gross vehicle weight rating.

The manufacturer will have programs in place for training, proficiency testing and performance for any staff involved with certifications.

An official of the company will designate, in writing, who is qualified to witness and certify test results.

### **NFPA COMPLIANCY**

Apparatus proposed by the bidder will meet the applicable requirements of the National Fire Protection Association (NFPA) as stated in current edition at time of contract execution. Fire department's specifications that differ from NFPA specifications will be indicated in the proposal as "non-NFPA".

### **VEHICLE INSPECTION PROGRAM CERTIFICATION**

To assure the vehicle is built to current NFPA standards, the apparatus, in its entirety, will be third-party, audit-certified through Underwriters Laboratory (UL) that it is built and complies to all applicable standards in the current edition of NFPA 1901. The certification will include: all design, production, operational, and performance testing of not only the apparatus, but those components that are installed on the apparatus.

A placard will be affixed in the driver's side area stating the third party agency, the date, the standard and the certificate number of the whole vehicle audit.

### **INSPECTION CERTIFICATE**

A third party inspection certificate for the aerial device will be furnished upon delivery of the aerial device. The certificate will be Underwriters Laboratories Inc. Type 1 and will indicate that the aerial device has been inspected on the production line and after final assembly.

Visual structural inspections will be performed on all welds on both aluminum and steel ladders.

On critical weld areas, or on any suspected defective area, the following tests will be conducted:

- Magnetic particle inspection will be conducted on steel aerials to assure the integrity of the weldments and to detect any flaws or weaknesses. Magnets will be placed on each side of the weld while iron powder is placed on the weld itself. The powder will detect any crack that may exist. This test will conform to ASTM E709 and be performed prior to assembly of the aerial device.
- A liquid penetrant test will be conducted on aluminum aerials to assure the integrity of the weldments and to detect any flaws or weaknesses. This test will conform to ASTM E165 and be performed prior to assembly of the aerial device.
- Ultrasonic inspection will be conducted on all aerials to detect any flaws in pins, bolts and other critical mounting components.

In addition to the tests above, functional tests, load tests, and stability tests will be performed on all aerials. These tests will determine any unusual deflection, noise, vibration, or instability characteristics of the unit.

### **PUMP TEST**

The pump will be tested, approved and certified by Underwriter's Laboratory at the manufacturer's expense. The test results and the pump manufacturer's certification of hydrostatic test; the engine manufacturer's certified brake horsepower curve; and the manufacturer's record of pump construction details will be forwarded to the Fire Department.

## **GENERATOR TEST**

If the unit has a generator, the generator will be tested, approved, and certified by Underwriters Laboratories at the manufacturer's expense. The test results will be provided to the Fire Department at the time of delivery.

## **BREATHING AIR TEST**

If the unit has breathing air, Pierce Manufacturing will draw an air sample from the air system and certify that the air quality meets the requirements of NFPA 1989, *Standard on Breathing Air Quality for Fire and Emergency Services Respiratory Protection*.

## **AFTERMARKET SUPPORT WEBSITE**

Pierceparts.com will provide Pierce authorized dealer access to comprehensive information pertaining to the maintenance and service of their customer's apparatus. This tool will provide the Pierce authorized dealer the ability to service and support their customers to the best of their ability with factory support at their fingertips.

Pierceparts.com is also accessible to the end user through the guest login. Limited access is available and vehicle specific parts information accessible by entering a specific VIN number. All end users should see their local authorized Pierce dealer for additional support and service.

The website will consist of the following screens at the dealer level:

### **My Fleet Screen**

The My Fleet screen will provide access to truck detail information on the major components of the vehicle, warranty information, available vehicle photographs, vehicle drawings, sales options, applicable vehicle software downloads, etc.

### **Parts Screens**

The Parts screens will provide parts look-up capability of Pierce Manufacturing sourced items, with the aid of digital photographs, part drawings and assembly drawings. The parts search application will permit the searching of parts by item description or function group (major system category). The parts application will provide the ability to submit electronically a parts order, parts quote, or parts return request directly to Pierce Manufacturing for processing.

### **Warranty Screen**

The Warranty screens will provide dealers the ability to submit electronically warranty claims directly to Pierce Manufacturing for reimbursement.

### **My Reports Screens**

The My Reports screens will provide access to multiple dealer reports to allow the dealership to maintain communication with the customer on the status of orders, claims, and phone contacts.

### **Technical Support Screens**

The Technical Support screens will provide access to all currently published Operation and Maintenance and Service Publications. Access to Pierce Manufacturing Service Bulletins and Work Instructions, containing information on current service topics and recommendations will be provided.

## **Training**

The Training screens will provide access to upcoming training classes offered by Pierce Manufacturing along with interactive electronic learning modules (Operators Guides) covering the operation of major vehicle components will be provided. Access to training manuals used in Pierce Manufacturing training classes will be provided.

## **About Pierce**

Access to customer service articles, corporate news, quarterly newsletters, and key contacts within the Customer Service Department will be provided. The current Customer Service Policy and Procedure Manual, detailing the operation of the Customer Service group will also be accessible.

## **BID BOND NOT REQUESTED**

A bid bond will not be included. If requested, the following will apply:

All bidders will provide a bid bond as security for the bid in the form of a 5% bid bond to accompany their bid. This bid bond will be issued by a Surety Company who is listed on the U.S. Treasury Departments list of acceptable sureties as published in Department Circular 570. The bid bond will be issued by an authorized representative of the Surety Company and will be accompanied by a certified power of attorney dated on or before the date of bid. The bid bond will include language, which assures that the bidder/principal will give a bond or bonds as may be specified in the bidding or contract documents, with good and sufficient surety for the faithful performance of the contract, including the Basic One (1) Year Limited Warranty, and for the prompt payment of labor and material furnished in the prosecution of the contract.

Notwithstanding any document or assertion to the contrary, any surety bond related to the sale of a vehicle will apply only to the Basic One (1) Year Limited Warranty for such vehicle. Any surety bond related to the sale of a vehicle will not apply to any other warranties that are included within this bid (OEM or otherwise) or to the warranties (if any) of any third party of any part, component, attachment or accessory that is incorporated into or attached to the vehicle. In the event of any contradiction or inconsistency between this provision and any other document or assertion, this provision will prevail.

## **PERFORMANCE BOND NOT REQUESTED**

A performance bond will not be included. If requested at a later date, one will be provided to you for an additional cost and the following will apply:

The successful bidder will furnish a Performance and Payment bond (Bond) equal to 100 percent of the total contract amount within 30 days of the notice of award. Such Bond will be in a form acceptable to the Owner and issued by a surety company included within the Department of Treasury's Listing of Approved Sureties (Department Circular 570) with a minimum A.M. Best Financial Strength Rating of A and Size Category of XV. In the event of a bond issued by a surety of a lesser Size Category, a minimum Financial Strength rating of A+ is required.



Bidder and Bidder's surety agree that the Bond issued hereunder, whether expressly stated or not, also includes the surety's guarantee of the vehicle manufacturer's Bumper to Bumper warranty period included within this proposal. Owner agrees that the penal amount of this bond will be simultaneously amended to 25 percent of the total contract amount upon satisfactory acceptance and delivery of the vehicle(s) included herein. Notwithstanding anything contained within this contract to the contrary, the surety's liability for any warranties of any type will not exceed three (3) years from the date of such satisfactory acceptance and delivery, or the actual Bumper to Bumper warranty period, whichever is shorter.

### **APPROVAL DRAWING**

A drawing of the proposed apparatus will be prepared and provided to the purchaser for approval before construction begins. The Pierce sales representative will also be provided with a copy of the same drawing. The finalized and approved drawing will become part of the contract documents. This drawing will indicate the chassis make and model, location of the lights, siren, horns, compartments, major components, etc.

A "revised" approval drawing of the apparatus will be prepared and submitted by Pierce to the purchaser showing any changes made to the approval drawing.

### **ELECTRICAL WIRING DIAGRAMS**

Two (2) electrical wiring diagrams, prepared for the model of chassis and body, will be provided.

### **VELOCITY CHASSIS**

The Pierce Velocity® is the custom chassis developed exclusively for the fire service. Chassis provided will be a new, tilt-type custom fire apparatus. The chassis will be manufactured in the apparatus body builder's facility eliminating any split responsibility. The chassis will be designed and manufactured for heavy-duty service, with adequate strength and capacity for the intended load to be sustained and the type of service required. The chassis will be the manufacturer's first line tilt cab.

### **WHEELBASE**

The wheelbase of the vehicle will be 257.50".

### **GVW RATING**

The gross vehicle weight rating will be 84,000#.

### **FRAME**

The chassis frame will be built with two (2) steel channels bolted to five (5) cross members or more, depending on other options of the apparatus. The side rails will have a 13.38" tall web over the front and mid sections of the chassis, with a continuous smooth taper to 10.75" over the rear axle. Each rail will have a section modulus of 25.992 cubic inches and a resisting bending moment (rbm) of 3,119,040 in-lb over the critical regions of the frame assembly, with a section modulus of 18.96 cubic inches with an rbm of 2,275,200 in-lb over the rear axle. The frame rails will be constructed of 120,000 psi yield strength heat-treated 0.38" thick steel with 3.50" wide flanges.

## **FRAME REINFORCEMENT**

In addition, a mainframe inverted "L" liner will be provided. It will be heat-treated steel measuring 12.00" x 3.00" x 0.25". Each liner will have a section modulus of 7.795 cubic inches, yield strength of 110,000 psi, and rbm of 857,462 in-lb. Total rbm at wheelbase center will be 3,976,502 in-lb.

The frame liner will be mounted inside of the chassis frame rail and extend the full length of the frame.

## **FRONT NON DRIVE AXLE**

The Oshkosh TAK-4® front axle will be of the independent suspension design with a ground rating of 24,000 lb.

Upper and lower control arms will be used on each side of the axle. Upper control arm castings will be made of 100,000-psi yield strength 8630 steel and the lower control arm casting will be made of 55,000-psi yield ductile iron.

The center cross members and side plates will be constructed out of 80,000-psi yield strength steel.

Each control arm will be mounted to the center section using elastomer bushings. These rubber bushings will rotate on low friction plain bearings and be lubricated for life. Each bushing will also have a flange end to absorb longitudinal impact loads, reducing noise and vibrations.

There will be nine (9) grease fittings supplied, one (1) on each control arm pivot and one (1) on the steering gear extension.

The upper control arm will be shorter than the lower arm so that wheel end geometry provides positive camber when deflected below rated load and negative camber above rated load.

Camber at load will be zero degrees for optimum tire life.

The ball joint bearing will be of low friction design and be maintenance free.

Toe links that are adjustable for alignment of the wheel to the center of the chassis will be provided.

The wheel ends must have little to no bump steer when the chassis encounters a hole or obstacle.

The steering linkage will provide proper steering angles for the inside and outside wheel, based on the vehicle wheelbase.

The axle will have a third party certified turning angle of 45 degrees. Front discharge, front suction, or aluminum wheels will not infringe on this cramp angle.

## **FRONT SUSPENSION**

Front Oshkosh TAK-4™ independent suspension will be provided with a minimum ground rating of 24,000 lb.

The independent suspension system has been designed to provide maximum ride comfort. The design will allow the vehicle to travel at highway speeds over improved road surfaces and at moderate speeds over rough terrain with minimal transfer of road shock and vibration to the vehicle's crew compartment.



Each wheel will have a torsion bar type spring. In addition, each front wheel end will also have energy absorbing jounce bumpers to prevent bottoming of the suspension.

The suspension design will be such that there is at least 10.00" of total wheel travel and a minimum of 3.75" before suspension bottoms.

The torsion bar anchor lock system allows for simple lean adjustments, without the use of shims. One can adjust for a lean within 15 minutes per side. Anchor adjustment design is such that it allows for ride height adjustment on each side.

The independent suspension was put through a durability test that simulated 140,000 miles of inner city driving.

### **FRONT SHOCK ABSORBERS**

KONI heavy-duty telescoping shock absorbers will be provided on the front suspension.

### **FRONT OIL SEALS**

Oil seals with viewing window will be provided on the front axle.

### **FRONT TIRES**

Front tires will be Goodyear 425/65R22.50 radials, 20 ply G296 tread, rated for 24,400 lb maximum axle load and 68 mph maximum speed.

The tires will be mounted on Alcoa 22.50" x 12.25" polished aluminum disc type wheels with a ten (10)stud, 11.25" bolt circle.

### **REAR AXLE**

The rear axle will be a Meritor™, Model RT58-185, tandem axle assembly with a capacity of 60,000 lb.

An inter-axle differential, which divides torque evenly between axles, will be provided, with an indicator light mounted on the cab instrument panel.

### **TOP SPEED OF VEHICLE**

NFPA 1901, 2016 edition requires limits on the top speed of vehicles. NFPA 4.15.2 requires that the maximum top speed of fire apparatus with a GVWR over 26,000 lb will not exceed either 68 mph or the manufacturer's maximum fire service speed rating for the tires installed on the apparatus, whichever is lower. NFPA 4.15.3 requires that if the combined water tank and foam agent tank on the fire apparatus exceed 1250 gallons or the GVWR of the vehicle is over 50,000 lb, the maximum top speed of the apparatus will not exceed either 60 mph or the manufacturer's maximum fire service speed rating for the tires installed on the apparatus, whichever is lower. It is the intention of the standard to improve safety by limiting the speed of all apparatus to 68 mph, and tankers or heavy apparatus to 60 mph. By requesting an exception to this requirement, the purchasing authority is consciously choosing to operate their apparatus at speeds above the limits designated as safe speeds by the NFPA Technical Committee on Fire Department Apparatus.

The top speed of the apparatus as manufactured exceeds the NFPA requirements. Per fire department specification of a top speed that exceeds NFPA requirements, the apparatus will be non-compliant to NFPA 1901 standards at time of contract execution.

A rear axle ratio will be furnished to allow the vehicle to reach an approximate top speed of 68 MPH.

### **REAR SUSPENSION**

Rear suspension will be Raydan combination air ride and walking beam with a ground rating of 60,000 lb.

### **REAR OIL SEALS**

Oil seals will be provided on the rear axle(s).

### **REAR TIRES**

Rear tires will be eight (8) Goodyear 315/80R22.5 radials, load range L, all position G751 tread, rated for 66,160 lb maximum axle load and 68 mph maximum speed.

The outside tires will be mounted on Alcoa, 22.50" x 9.00" polished aluminum disc wheels with a ten (10) stud 11.25" bolt circle.

The inside tires will be mounted on 22.50" x 9.00" steel disc wheels with a ten (10) stud 11.25" bolt circle.

### **TIRE BALANCE**

All tires will be balanced with Counteract balancing beads. The beads will be inserted into the tire and eliminate the need for wheel weights.

### **TIRE PRESSURE MANAGEMENT**

There will be a RealWheels LED AirSecure™ tire alert pressure management system provided, that will monitor each tire's pressure. A sensor will be provided on the valve stem of each tire for a total of 10 tires.

The sensor will calibrate to the tire pressure when installed on the valve stem for pressures between 10 and 200 psi. The sensor will activate an integral battery operated LED when the pressure of that tire drops 5 to 8 psi.

Removing the cap from the sensor will indicate the functionality of the sensor and battery. If the sensor and battery are in working condition, the LED will immediately start to flash.

### **FRONT HUB COVERS**

Stainless steel hub covers will be provided on the front axle. An oil level viewing window will be provided.

### **REAR HUB COVERS**

Stainless steel, high hat, hub covers will be provided on the rear axle hubs.

### **MUD FLAPS**

Mud flaps with a Pierce logo will be installed behind the front and rear wheels.

### **WHEEL CHOCKS**

There will be one (1) pair of folding Ziamatic, Model SAC-44-E, aluminum alloy, Quick-Choc wheel blocks, with easy-grip handle provided.



### **WHEEL CHOCK BRACKETS**

There will be one (1) pair of Zico, Model SQCH-44-H, horizontal mounting wheel chock brackets provided for the Ziamatic, Model SAC-44-E, folding wheel chocks. The brackets will be made of aluminum and consist of a quick release spring loaded rod to hold the wheel chocks in place. The brackets will be mounted forward of the left side rear tire.

### **ELECTRONIC STABILITY CONTROL**

A vehicle control system will be provided as an integral part of the ABS brake system from Meritor Wabco.

The system will monitor and update the lateral acceleration of the vehicle and compare it to a critical threshold where a side roll event may occur. If the critical threshold is met, the vehicle control system will automatically reduce engine RPM, engage the engine retarder (if equipped), and selectively apply brakes to the individual wheel ends of the front and rear axles to reduce the possibility of a side roll event.

The system will monitor directional stability through a lateral accelerometer, steer angle sensor and yaw rate sensor. If spinout or drift out is detected, the vehicle control system will selectively apply brakes to the individual wheel ends of the front and rear axles to bring the vehicle back to its intended direction.

### **ANTI-LOCK BRAKE SYSTEM**

The vehicle will be equipped with a Wabco 6S6M, anti-lock braking system. The ABS will provide a six (6) channel anti-lock braking control on both the front and rear wheels. A digitally controlled system that utilizes microprocessor technology will control the anti-lock braking system. Each wheel will be monitored by the system. When any wheel begins to lockup, a signal will be sent to the control unit. This control unit will then reduce the braking of that wheel for a fraction of a second and then reapply the brake. This anti-lock brake system will eliminate the lockup of any wheel thus helping to prevent the apparatus from skidding out of control.

### **AUTOMATIC TRACTION CONTROL**

An anti-slip feature will be included with the ABS. The Automatic Traction Control will be used for traction in poor road and weather conditions. The Automatic Traction Control will act as an electronic differential lock that will not allow a driving wheel to spin, thereby supplying traction at all times. The ABS electronic control unit (ECU) will work with the engine ECU, sharing information concerning wheel slip. Engine ECU will use information to control engine speed, allowing only as much throttle application as required for the available traction, regardless of how much the driver is asking for. A "mud/snow" switch will be provided on the instrument panel. Activation of the switch will allow additional tire slip to let the truck climb out and get on top of deep snow or mud.

### **BRAKES**

The service brake system will be full air type.

The front brakes will be Knorr/Bendix disc type with a 17.00" ventilated rotor for improved stopping distance.

The brake system will be certified, third party inspected, for improved stopping distance.

The rear brakes will be Meritor™ 16.50" x 7.00" cam operated with automatic slack adjusters. Dust shields will be provided.

### **BRAKE SYSTEM AIR COMPRESSOR**

The air compressor will be a Cummins/WABCO with 18.7 cubic feet per minute output.

### **BRAKE SYSTEM**

The brake system will include:

- Bendix dual brake treadle valve
- Heated automatic moisture ejector on air dryer
- Total air system capacity of 8,108 cubic inches
- Two (2) air pressure gauges with a red warning light and an audible alarm, that activates when air pressure falls below 60 psi
- Spring set parking brake system
- Parking brake operated by a push-pull style control valve
- A parking "brake on" indicator light on instrument panel
- Park brake relay/inversion and anti-compounding valve, in conjunction with a double check valve system, will be provided with an automatic spring brake application at 40 psi
- A pressure protection valve will be provided to prevent all air operated accessories from drawing air from the air system when the system pressure drops below 80 psi (550 kPa)
- 1/4 turn drain valve on each air tank

The air tank will be primed and painted to meet a minimum 750 hour salt spray test.

To reduce the effects of corrosion, the air tank will be mounted with stainless steel brackets.

### **BRAKE SYSTEM AIR DRYER**

The air dryer will be WABCO System Saver 1200 with spin-on coalescing filter cartridge and 100 watt heater.

### **BRAKE LINES**

Color-coded nylon brake lines will be provided. The lines will be wrapped in a heat protective loom in the chassis areas that are subject to excessive heat.

### **AIR INLET**

One (1) air inlet with 3D series male coupling will be provided. It will allow station air to be supplied to the apparatus brake system through a shoreline hose. The inlet will be located in the driver side lower step well of cab. A check valve will be provided to prevent reverse flow of air. The inlet will discharge into the "wet" tank of the brake system. A mating female fitting will also be provided with the loose equipment.

### **RECESSED BOX FOR AIR FITTING**

One (1) air inlet will have an aluminum treadplate recessed box provided. The box(es) will allow the air fitting to be recessed inside the stepwell to prevent damage. driver side step well..



### **ALL WHEEL LOCK-UP**

An additional all wheel lock-up system will be installed which applies air to the front brakes only. The standard spring brake control valve system will be used for the rear.

### **ENGINE**

The chassis will be powered by an electronically controlled engine as described below:

Make:	Cummins®
Model:	X15
Power:	600 hp at 1800 rpm
Torque:	1850 lb-ft at 1200 rpm
Governed Speed:	2100 rpm
Emissions Level:	EPA 2017
Fuel:	Diesel
Cylinders:	Six (6)
Displacement:	912 cubic inches (14.9L)
Starter:	Delco 39MT+™
Fuel Filters:	Frame mounted spin-on style primary filter with water separator and water-in-fuel sensor

The engine will include On-board diagnostics (OBD), which provides self diagnostic and reporting. The system will give the owner or repair technician access to state of health information for various vehicle sub systems. The system will monitor vehicle systems, engine and after treatment. The system will illuminate a malfunction indicator light on the dash console if a problem is detected.

### **HIGH IDLE**

A high idle switch will be provided, inside the cab, on the instrument panel, that will automatically maintain a preset engine rpm. A switch will be installed, at the cab instrument panel, for activation/deactivation.

The high idle will be operational only when the parking brake is on and the truck transmission is in neutral. A green indicator light will be provided, adjacent to the switch. The light will illuminate when the above conditions are met. The light will be labeled "OK to Engage High Idle."

### **ENGINE BRAKE**

A Jacobs® engine brake is to be installed with the controls located on the instrument panel within easy reach of the driver.

The driver will be able to turn the engine brake system on/off and have a high, medium and low setting.

The engine brake will activate when the system is on and the throttle is released.

The high setting of the brake application will activate and work simultaneously with the variable geometry turbo (VGT) provided on the engine.

The engine brake will be installed in such a manner that when the engine brake is slowing the vehicle the brake lights are activated.

The ABS system will automatically disengage the auxiliary braking device, when required.

### **CLUTCH FAN**

A Horton® fan clutch will be provided. The fan clutch will be automatic when the pump transmission is in "Road" position, and fully engaged in "Pump" position.

### **ENGINE AIR INTAKE**

An air intake with an ember separator (to prevent road dirt, burning embers, and recirculating hot air from entering the engine) will be mounted at the front of the apparatus, on the passenger side of the engine. The ember separator will be mounted in the air intake with flame retardant, roto-molded polyethylene housing. It will be easily accessible by the hinged access panel at the front of the vehicle.

### **EXHAUST SYSTEM**

The exhaust system will include a Single Module™ aftertreatment device to meet current EPA standards. The exhaust system will be stainless steel from the turbo to the inlet of the aftertreatment device, and will be 5.00" in diameter. An insulation wrap will be provided on all exhaust pipes between the turbo and aftertreatment device to minimize the heat loss to the aftertreatment device. The exhaust will terminate horizontally ahead of the right side rear wheels. A tailpipe diffuser will be provided to reduce the temperature of the exhaust as it exits. Heat deflector shields will be provided to isolate chassis and body components from the heat of the tailpipe diffuser.

### **RADIATOR**

The radiator and the complete cooling system will meet or exceed NFPA and engine manufacturer cooling system standards.

For maximum corrosion resistance and cooling performance, the entire radiator core will be constructed using long life aluminum alloy. The core will be made of aluminum fins, having a serpentine design, brazed to aluminum tubes. The tubes will be brazed to aluminum headers. No solder joints or leaded material of any kind will be acceptable in the core assembly. The radiator core will have a minimum frontal area of 1434 square inches. Supply tank made of glass-reinforced nylon and a return tank of cast aluminum alloy shall be crimped on to the core assembly using header tabs and a compression gasket to complete the radiator core assembly. The radiator will be compatible with commercial antifreeze solutions.

There will be a full steel frame around the entire radiator core assembly. The radiator core assembly will be isolated within the steel frame by rubber inserts to enhance cooling system durability and reliability. The radiator will be mounted in such a manner as to prevent the development of leaks caused by twisting or straining when the apparatus operates over uneven ground. The radiator assembly will be isolated from the chassis frame rails with rubber isolators.

The radiator assembly will include an integral deaeration tank permanently mounted to the top of the radiator framework, with a readily accessible remote-mounted overflow tank. For visual coolant level inspection, the radiator will have a built-in sight glass. The radiator will be equipped with a 15 psi pressure relief cap.



A drain port will be located at the lowest point of the cooling system and/or the bottom of the radiator to permit complete flushing of the coolant from the system.

A heavy-duty fan will draw in fresh, cool air through the radiator. Shields or baffles will be provided to prevent recirculation of hot air to the inlet side of the radiator.

### **COOLANT LINES**

Gates® silicone hoses will be used for all engine/heater coolant lines installed by the chassis manufacturer.

The chassis manufacturer will also use Gates brand hose on other heater, defroster and auxiliary coolant circuits. There will be some areas in which an appropriate Gates product is not available. In those instances, a comparable silicone hose from another manufacturer will be used.

Hose clamps will be stainless steel "constant torque type" to prevent coolant leakage. They will react to temperature changes in the cooling system and expand or contract accordingly while maintaining a constant clamping pressure on the hose.

### **FUEL TANK**

A 65 gallon fuel tank will be provided and mounted at the rear of the chassis. The tank will be constructed of 12-gauge, hot rolled steel. It will be equipped with swash partitions and a vent. To eliminate the effects of corrosion, the fuel tank will be mounted with stainless steel straps.

A 0.75" drain plug will be located in a low point of the tank for drainage.

A fill inlet will be located on the left hand side of the body and is covered with a hinged, spring loaded, stainless steel door that is marked "Ultra Low Sulfur - Diesel Fuel Only."

A 0.50" diameter vent will be installed from tank top to just below fuel fill inlet.

The fuel tank will meet all FHWA 393.67 requirements including a fill capacity of 95 percent of tank volume.

All fuel lines will be provided as recommended by the engine manufacturer.

### **DIESEL EXHAUST FLUID TANK**

A 4.5 gallon diesel exhaust fluid (DEF) tank will be provided and mounted in the driver's side body forward of the rear axle.

A 0.50" drain plug will be provided in a low point of the tank for drainage.

A fill inlet will be located on the driver's side of the body and be covered with a hinged, spring loaded, polished stainless steel door that is marked "Diesel Exhaust Fluid Only".

The tank will meet the engine manufacturers requirement for 10 percent expansion space in the event of tank freezing.

The tank will include an integrated heater unit that utilizes engine coolant to thaw the DEF in the event of freezing.

### **FUEL SHUTOFF**

A fuel line shutoff valve will be installed on both the inlet and outlet of the primary fuel filter.

### **FUEL COOLER**

An air to fuel cooler will be installed in the engine fuel return line.

### **FUEL SEPARATOR**

The engine will be equipped with a Racor in-line spin-on fuel and water separator in addition to the engine fuel filters.

### **TRANSMISSION**

An Allison 5th generation, Model EVS 4000P, electronic, torque converting, automatic transmission will be provided.

The transmission will be equipped with prognostics to monitor oil life, filter life, and transmission health. A wrench icon on the shift selector's digital display will indicate when service is due.

Two (2) PTO openings will be located on left side and top of converter housing (positions 8 o'clock and 1 o'clock).

A transmission temperature gauge with red light and buzzer will be installed on the cab instrument panel.

### **TRANSMISSION SHIFTER**

A six (6)-speed push button shift module will be mounted to right of driver on console. Shift position indicator will be indirectly lit for after dark operation.

The transmission ratio will be:

1st	3.51 to 1.00
2nd	1.91 to 1.00
3rd	1.43 to 1.00
4th	1.00 to 1.00
5th	0.75 to 1.00
6th	0.64 to 1.00
R	4.80 to 1.00

### **TRANSMISSION COOLER**

A Modine plate and fin transmission oil cooler will be provided using engine coolant to control the transmission oil temperature.

### **DRIVELINE**

Drivelines will be a heavy-duty metal tube and be equipped with Spicer® 1810 universal joints.

The shafts will be dynamically balanced before installation.



A splined slip joint will be provided in each driveshaft where the driveline design requires it. The slip joint will be coated with Glidecoat® or equivalent.

### **STEERING**

Dual Sheppard, Model M110, steering gears, with integral heavy-duty power steering, will be provided. For reduced system temperatures, the power steering will incorporate an air to oil cooler and an Eaton, Model VN20, hydraulic pump with integral pressure and flow control. All power steering lines will have wire braded lines with crimped fittings.

A tilt and telescopic steering column will be provided to improve fit for a broader range of driver configurations.

### **STEERING WHEEL**

The steering wheel will be 18.00" in diameter, have tilting and telescoping capabilities, and a 4-spoke design.

### **BUMPER**

A one (1) piece, ten (1) gauge, 304-2B type polished stainless steel bumper, a minimum of 10.00" high, will be attached to a bolted modular extension frame constructed of 50,000 psi tensile steel "C" channel mounted directly behind it to provide adequate support strength.

The bumper will be extended 19.00" from front face of cab.

Documentation will be provided, upon request to show that the options selected have been engineered for fit-up and approval for this modular bumper extension. A chart will be provided to indicate the option locations and will include, but not be limited to the following options: air horns, mechanical sirens, speakers, hose trays (with hose capacities), winches, lights, discharge, and suction connections.

### **GRAVEL PAN**

A gravel pan, constructed of bright aluminum treadplate, will be furnished between the bumper and cab face. The gravel pan will be properly supported from the underside to prevent flexing and vibration of the aluminum treadplate.

### **CENTER HOSE TRAY**

A hose tray, constructed of aluminum, will be placed in the center of the bumper extension.

The tray will have a capacity of 150' of 1.75" double jacket cotton-polyester hose.

Black rubber grating will be provided at the bottom of the tray. Drain holes are also provided.

### **CENTER HOSE TRAY COVER**

A bright aluminum treadplate cover will be provided over the center hose tray.

The cover will be attached with a stainless steel hinge.

One (1) D-ring latch will secure the cover in the closed position and a pneumatic stay arm will hold the cover in the open position.

## **LIFT AND TOW MOUNTS**

Mounted to the frame extension will be lift and tow mounts. The lift and tow mounts will be designed and positioned to adapt to certain tow truck lift systems.

The lift and tow mounts with eyes will be painted the same color as the frame.

## **TOW HOOKS**

No tow hooks are to be provided. This truck will be equipped with a lift and tow package with integral tow eyes.

## **CAB**

The Velocity cab will be designed specifically for the fire service and will be manufactured by Pierce Manufacturing.

To provide quality at the source and single source customer support, the cab will be built by the apparatus manufacturer in a facility located on the manufacturer's premises.

For reasons of structural integrity and enhanced occupant protection, the cab will be of heavy duty design, constructed to the following minimal standards.

The cab will have 12 main vertical structural members located in the A-pillar (front cab corner posts), B-pillar (side center posts), C-pillar (rear corner posts) and rear wall areas. The A-pillar will be constructed of 0.25" heavy wall extrusions joined by a solid A356-T6 aluminum joint casting. The B-pillar and C-pillar will also be constructed from 0.25" heavy wall extrusions. The rear wall will be constructed of two (2) 4.00" x 2.00" outer aluminum extrusions and two (2) 3.00" x 2.00" inner aluminum extrusions. All main vertical structural members will run from the floor to 7.50" x 3.50" x 0.125" thick roof extrusions to provide a cage-like structure with the A-pillar and roof extrusions being welded into a 0.75" thick corner casting at each of the front corners of the roof assembly.

The front of the cab will be constructed of a 0.25" thick firewall, covered with a 0.125" front skin (for a total thickness of 0.38"), and reinforced with 24.50" wide x 10.00" deep x 0.50" thick supports on each side of the engine tunnel. The cross-cab support will be welded to the A-pillar, 0.25" firewall, and engine tunnel, on the left and right sides.

The cab floors will be constructed of 0.1875" thick aluminum plate and reinforced at the firewall with an additional 0.25" thick cross-floor support providing a total thickness of 0.44" of structural material at the front floor area. The front floor area will also be supported with three (3) 0.50" plates bolted together that also provides the mounting point for the cab lift. This tubing will run from the front of the cab to the 0.1875" thick engine tunnel, creating the structure to support the forces created when lifting the cab.

The cab will be a full-tilt style. A 3-point cab mount system with rubber isolators will improve ride quality by isolating chassis vibrations from the cab.

The crew cab will be a totally enclosed design with the interior area completely open to improve visibility and verbal communication between the occupants.

The forward cab section will have an overall height (from the cab roof to the ground) of approximately 102.00". The crew cab section will have a 10.00" raised roof, with an overall cab height of



approximately 112.00". The raised portion will start at the most forward point of the B-pillar and continue rearward to the back of the cab. The overall height listed will be calculated based on a truck configuration with the lowest suspension weight ratings, the smallest diameter tires for the suspension, no water weight, no loose equipment weight, and no personnel weight. Larger tires, wheels, and suspension will increase the overall height listed.

The raised roof section of the crew cab will have a 58.00" wide x 10.00" high square notch in the center section of the roof. This will allow the aerial device to be bedded in the same location as a non-raised roof.

The cab will have an interior width of not less than 93.50". The driver and passenger seating positions will have a minimum 24.00" clear width at knee level.

To reduce injuries to occupants in the seated positions, proper head clearance will be provided. The floor-to-ceiling height inside the forward cab will be no less than 60.25". The floor-to-ceiling height inside the crew cab will be no less than 52.95" in the center position and 68.75" in the outboard positions.

The crew cab will measure a minimum of 57.50" from the rear wall to the backside of the engine tunnel (knee level) for optimal occupant legroom.

#### **INTERIOR CAB INSULATION**

The cab walls, ceiling and engine tunnel will be insulated in all strategic locations to maximize acoustic absorption and thermal insulation. The cab will be insulated with 2.00" insulation in the rear wall, 3.00" insulation in the side walls, and 1.50" insulation in the ceiling.

#### **FENDER LINERS**

Full-circular, aluminum inner fender liners in the wheel wells will be provided.

#### **PANORAMIC WINDSHIELD**

A one (1)-piece, safety glass windshield with more than 2,802 square inches of clear viewing area will be provided. The windshield will be full width and will provide the occupants with a panoramic view. The windshield will consist of three (3) layers: the outer light, the middle safety laminate, and the inner light. The 0.114" thick outer light layer will provide superior chip resistance. The middle safety laminate layer will prevent the windshield glass pieces from detaching in the event of breakage. The inner light will provide yet another chip resistant layer. The cab windshield will be bonded to the aluminum windshield frame using a urethane adhesive. A custom frit pattern will be applied on the outside perimeter of the windshield for a finished automotive appearance.

#### **WINDSHIELD WIPERS**

Three (3) electric windshield wipers with a washer, in conformance with FMVSS and SAE requirements, will be provided. The wiper blades will be 21.65" long and together will clear a minimum of 1,783 square inches of the windshield for maximum visibility in inclement weather.

The windshield washer fluid reservoir will be located at the front of the vehicle and be accessible through the access hood for simple maintenance.

### **FAST SERVICE ACCESS FRONT TILT HOOD**

A full-width access hood will be provided for convenient access to engine coolant, steering fluid, wiper fluid, cab lift controls, headlight power modules, and ember separator. The hood will also provide complete access to the windshield wiper motor and components. The hood will be contoured to provide a sleek, automotive appearance. The hood will be constructed of two (2) fiberglass panels bonded together and will include reinforcing ribs for structural integrity. The hood will include air cylinders to hold the hood in open and closed positions, and a heavy duty latch system that will meet FMVSS 113 (Hood Latch System). The spring-loaded hood latch will be located at the center of the hood with a double-action release lever located behind the Pierce logo. The two (2)-step release requires the lever first be pulled to the driver side until the hood releases from the first latch (primary latch) then to the passenger side to fully release the hood (secondary latch).

### **ENGINE TUNNEL**

To provide structural strength, the engine tunnel sidewalls will be constructed of .50" aluminum plate that is welded to both the .25" firewall and .38" heavy wall extrusion under the crew cab floor. To maximize occupant space, the top edges will be tapered.

The engine tunnel will be insulated on both sides for thermal and acoustic absorption. The underside of the tunnel will be covered with 1.00" thick polyether foam that is reinforced with an aluminized face. Thermal rating for this insulation will be -40 degrees Fahrenheit to 300 degrees Fahrenheit. The insulation will keep noise (dBA) levels at or lower than the specifications in the current edition of the NFPA 1901 standards.

### **CAB REAR WALL EXTERIOR COVERING**

The exterior surface of the rear wall of the cab will be overlaid with bright aluminum treadplate except for areas that are not typically visible when the cab is lowered.

### **CAB LIFT**

A hydraulic cab lift system will be provided, consisting of an electric-powered hydraulic pump, fluid reservoir, dual lift cylinders, remote cab lift controls and all necessary hoses and valves. The hydraulic pump will have a backup manual override, for use in the event of an electrical failure.

The cab lift controls will be located at the driver side front of the cab, easily accessible under the full width front access hood. The controls will include a permanently mounted raise/lower switch. For enhanced visibility during cab tilt operations, a remote control tether with on/off switch will be supplied on a coiled cord that will extend from 2.00' (coiled) to 6.00' (extended).

The cab will be capable of tilting 42 degrees and 80 degrees with crane assist to accommodate engine maintenance and removal. The cab pivots will be located 46.00" apart to provide stability while tilting the cab.

The rear of the cab will be locked down by a two (2)-point, automatic, hydraulic, double hook mechanism that fully engages after the cab has been lowered (self-locking). The dual 2.25" diameter hydraulic cylinders will be equipped with a velocity fuse that protects the cab from accidentally descending when the cab is in the tilt position.



For increased safety, a redundant mechanical stay arm will be provided that must be manually put in place on the driver side between the chassis and cab frame when cab is in the raised position. This device will be manually stowed to its original position before the cab can be lowered.

#### **Cab Lift Interlock**

The cab lift safety system will be interlocked to the parking brake. The cab tilt mechanism will be active only when the parking brake is set and the ignition switch is in the on position. If the parking brake is released, the cab tilt mechanism will be disabled.

#### **GRILLE**

A bright finished aluminum mesh grille screen, inserted behind a formed bright finished grille surround, will be provided on the front center of the cab, and will serve as an air intake to the radiator.

#### **FRONT CAB TRIM**

A 10.00" band of 22 gauge patterned stainless steel trim will be installed across the front of the cab, from door hinge to door hinge. The trim band will be centered on the head lights and applied with two (2)-sided tape. A 0.625" self adhesive trim strip will be applied around the perimeter of the trim band.

There will be polished stainless steel corner covers provided over the painted cab corner where the cab turn signals are located.

#### **SIDE OF CAB MOLDING**

Chrome molding will be provided on both sides of cab.

#### **MIRRORS**

A Retractable, Model 613423, dual vision, motorized, west coast style mirror, with chrome finish, will be mounted on each side of the front cab door with spring loaded retractable arms. The flat glass and convex glass will be heated and adjustable with remote control within reach of the driver.

#### **CAB DOORS**

The forward cab and crew cab doors will be the half-height style door. To enhance entry and egress to the cab, the forward cab doors will be a minimum of 43.59" wide x 64.71" high. The crew cab doors will measure a minimum of 37.87" wide x 73.75" high.

The forward cab and crew cab doors will be constructed of extruded aluminum with a nominal material thickness of 0.125". The exterior door skins will be constructed from 0.090" aluminum.

The forward cab door windows will include a 7.50" high x 10.00" wide drop area at the front to enhance visibility.

A customized, vertical, pull-down type door handle will be provided on the exterior of each cab door. The exterior handle will be designed specifically for the fire service to prevent accidental activation, and will provide 4.00" wide x 2.00" deep hand clearance for ease of use with heavy gloved hands. Each door will also be provided with an interior flush, open style paddle handle that will be readily operable from fore and aft positions, and be designed to prevent accidental activation. The interior handles will provide 4.00" wide x 1.25" deep hand clearance for ease of use with heavy gloved hands.

The cab doors will be provided with both interior (rotary knob) and exterior (keyed) locks exceeding FMVSS standards. The keys will be Model 1041. The locks will be capable of activating when the doors are open or closed. The doors will remain locked if locks are activated when the doors are opened, then closed.

A full length, heavy duty, stainless steel, piano-type hinge with a 0.38" pin and 11 gauge leaf will be provided on all cab doors. There will be double automotive-type rubber seals around the perimeter of the door framing and door edges to ensure a weather-tight fit.

A chrome grab handle will be provided on the inside of each cab and crew cab door.

The cab steps at each cab door location will be located below the cab doors and will be exposed to the exterior of the cab.

### **CAB DOOR PANELS**

The inner cab door panels will be constructed out of brushed stainless steel. The cab door panels will be removable.

### **RECESSED POCKET WITH ELASTIC COVER**

To provide organized storage (clutter control) in the cab for miscellaneous equipment, the cab interior will be provided with recessed storage pockets. The pockets will be 5.63" wide x 2.00" high x 4.00" deep. The pockets will be provided with a perforated elastic material cover to secure the equipment in the pocket. The pockets will be installed in all available mounting locations of the overhead console.

### **ELECTRIC WINDOW CONTROLS**

Each cab entry door will be equipped with an electrically operated tempered glass window. A window control panel will be located on the door panel within easy reach of the respective occupant. Each switch will allow intermittent or auto down operation for ease of use. Auto down operation will be actuated by holding the window down switch for approximately 1 second. The driver control panel will contain a control switch for each cab door's window. All other door control panels will contain a single switch to operate the window within that door.

The window switches will be connected directly to the battery power. This allows the windows to be raised and lowered when the battery switch is in the off position.

### **DUAL STEPS**

A dual step will be provided below each cab and crew cab door. The steps will be designed with a grip pattern punched into bright aluminum treadplate material providing support, slip resistance, and drainage. The steps will be a bolt-on design and provide a 24.00" wide x 7.00" deep stepping surface. The step design raises the middle step higher and closer to the cab floor, resulting in a 12.00" distance from the step to cab floor in the cab and a 13.50" distance from the step to cab floor in the crew cab. Stepping distances from the ground to first step will be 16.50" and from first step to middle step will be 12.00".

The first step will be lit by an Amdor, Model AY-9500-012, 12 volt DC LED light provided on the step.

### **STEP LIGHTS**

For reduced overall maintenance costs compared to incandescent lighting, there will be four (4) white LED step lights provided. The lights will be installed at each cab and crew cab door, one (1) per step. The lights will be located in the driver side front doorstep, driver side crew cab doorstep, passenger side front doorstep and passenger side crew cab doorstep.

In order to ensure exceptional illumination, each light will provide a minimum of 25 foot-candles (fc) covering an entire 15.00" x 15.00" square placed 10.00" below the light and a minimum of 1.5 fc covering an entire 30.00" x 30.00" square at the same 10.00" distance below the light.

The lights will be activated when the adjacent door is opened.

### **FENDER CROWNS**

Stainless steel fender crowns will be installed at the cab wheel openings.

### **CREW CAB WINDOWS**

One (1) fixed window with tinted glass will be provided on each side of the cab, to the rear of the front cab door. The windows will be sized to enhance light penetration into the cab interior. The windows will measure 20.00" wide x 20.50" high.

### **WINDOWS INTERIOR TRIM**

For improved aesthetics, the cab side windows will include a vacuum formed ABS interior trim panel.

### **WINDOWS, REAR**

The rear wall of the crew cab will have two (2) windows, each being 11.25" wide x 18.00" high.

### **WINDOW INTERIOR TRIM**

For improved aesthetics, the cab rear wall windows will include a vacuum formed ABS interior trim panel.

### **CAB ROOF DRIP RAIL**

For enhanced protection from inclement weather, a drip rail will be furnished on the sides of the cab. The drip rail will be constructed of bright polished extruded aluminum, and be bonded to the sides of the cab. The drip rail will extend the full length of the cab roof.

### **CAB INTERIOR**

With safety as the primary objective, the wrap-around style cab instrument panel will be designed with unobstructed visibility to instrumentation. The dash layout will provide the driver with a quick reference to gauges that allows more time to focus on the road.

The center console will be a high impact ABS polymer and will be easily removable for access to the defroster. The center console will include louvers strategically located for optimal air flow and defrost capability to the windshield.

The passenger side dashboard will be constructed of painted aluminum for durability and low maintenance. For enhanced versatility, the passenger side dash will include a flat working surface.



To provide optional (service friendly) control panels, switches and storage modules, a painted aluminum overhead console will also be provided.

To complete the cab front interior design, painted aluminum modesty panels will be provided under the dash on both sides of the cab. The driver side modesty panel will provide mounting for the battery switch and diagnostic connectors, while the passenger side modesty panel provides a glove box, and ground access to the main electrical distribution panel via quick quarter turn fasteners.

To provide a deluxe automotive interior, the engine tunnel will be covered by leather grain vinyl that is resistant to oil, grease, and mildew. For durability and ease of maintenance, the cab interior side walls and rear wall will be painted aluminum.

The headliner will be installed in both forward and rear cab sections. The headliner panel will be a composition of an aluminum panel covered with a sound barrier and upholstery.

The cab structure will include designated raceways for electrical harness routing from the front of the cab to the rear upper portion of the cab. Raceways will be extruded in the forward door frame, floor, walls and overhead in the area where the walls meet the ceiling. The raceways located in the floor will be covered by aluminum extrusion, while the vertical and overhead raceways will be covered by painted aluminum covers. The raceways will improve harness integrity by providing a continuous harness path that eliminates wire chafing and abrasion associated with exposed wiring or routing through drilled metal holes. Harnesses will be laid in place.

#### **CAB INTERIOR UPHOLSTERY**

The cab interior upholstery will be dark silver gray. All cab interior materials will meet FMVSS 302 (flammability of interior materials).

#### **CAB INTERIOR PAINT**

A rich looking interior will be provided by painting all the metal surfaces inside the cab fire smoke gray, vinyl texture paint.

#### **CAB FLOOR**

The cab and crew cab floor areas will be covered with Polydamp™ acoustical floor mat consisting of a black pyramid rubber facing and closed cell foam decoupler.

The top surface of the material has a series of raised pyramid shapes evenly spaced, which offer a superior grip surface. Additionally, the material has a 0.25" thick closed cell foam (no water absorption) which offers a sound dampening material for reducing sound levels.

#### **CAB DEFROSTER**

To provide maximum defrost and heating performance, a 54,961 BTU heater-defroster unit with 558 SCFM of air flow will be provided inside the cab. The defroster unit will be strategically located under the center forward portion of the instrument panel. For easy access, a removable metal cover will be installed over the defroster unit. The defroster will include an integral aluminum frame air filter, high performance dual scroll blowers, and ducts designed to provide maximum defrosting capabilities for the 1-piece windshield. The defroster ventilation will be built into the design of the cab dash instrument panel and will be easily removable for maintenance. The defroster will be capable of clearing 98

percent of the windshield and side glass when tested under conditions where the cab has been cold soaked at 0 degrees Fahrenheit for 10 hours, and a 2 ounce per square inch layer of frost/ice has been able to build up on the exterior windshield. The defroster system will meet or exceed SAE J382 requirements.

### **CAB/CREW CAB HEATER**

Two (2) 36,702 BTU auxiliary heaters with 276 SCFM (each unit) of air flow will be provided inside the crew cab, one (1) in each outboard rear facing seat riser. The heaters will include high performance dual scroll blowers, one (1) for each unit. Outlets for the heaters will be located below each rear facing seat riser and below the fronts of the driver and passenger seats, for efficient airflow. An extruded aluminum plenum will be incorporated in the cab structure that will transfer heat to the forward cab seating positions.

The heater/defroster and crew cab heaters will be controlled by an integral electronic control panel. The heater control panel will allow the driver to control heat flow to the front and rear independently. The control panel will include variable adjustment for temperature and fan control, and be conveniently located on the dash in clear view of the driver. The control panel will include highly visible, progressive LED indicators for both fan speed and temperature.

### **AIR CONDITIONING**

A high-performance, customized air conditioning system will be furnished inside the cab and crew cab. A 13.10 cubic inch compressor will be installed on the engine.

A roof-mounted condenser with a 63,000 BTU output that meets and exceeds the performance specification will be installed on the cab roof. The condenser cover and mounting legs to be painted white as provided by the A/C manufacturer.

The evaporator unit will be installed in the cab, located in the center of the cab ceiling over the engine tunnel. The evaporator will include two (2) high performance cores and plenums with multiple outlets, one (1) plenum directed to the front and one (1) plenum directed to the rear of the cab.

There will be a hinge on the forward edge of the filter cover and two (2) quarter turn fasteners with a knob on the rear edge to allow easy access.

The evaporator unit will have a 49,000 BTU rating that meets and exceeds the performance specifications.

Adjustable air outlets will be strategically located on the evaporator cover per the following:

- Four (4) will be directed towards the drivers location
- Four (4) will be directed towards the officers location
- Eight (8) will be directed towards crew cab area

The air conditioner refrigerant will be R-134A and will be installed by a certified technician.

The air conditioner will be controlled by dual zone integral electronic control panels for the heater, defroster and air conditioner. The cab control panel will be located in the center console. For ease of operation, the control panels will include variable adjustment for temperature and fan control.

### **INTERIOR CAB INSULATION**

The cab walls, ceiling, and engine tunnel will be insulated in all strategic locations to maximize acoustic absorption and thermal insulation. The cab will be insulated with 2.00" insulation in the rear wall, 3.00" insulation in the side walls, and 1.50" insulation in the ceiling. Headliners will be constructed from a 0.20" high density polyethylene corrugated material. Each headliner will be wrapped with a 0.25" thick foil faced poly damp low emissivity foam insulation barrier for acoustic and thermal control. For ease of installation and removal, all headliners will be held in place by a dual lock fastening system.

Designed for maximum sound absorption and thermal insulation, the rear cab wall will be insulated with 1.50" thick open cell acoustical foam. The thermal protection of the foam will provide an R-value of four (4) per 1.00" thickness.

### **SUN VISORS**

Two (2) smoked Lexan™ sun visors provided. The sun visors will be located above the windshield with one (1) mounted on each side of the cab.

There will be no retention bracket provided to help secure each sun visor in the stowed position.

### **GRAB HANDLE**

A black rubber covered grab handle will be mounted on the door post of the driver side cab door to assist in entering the cab. The grab handle will be securely mounted to the post area between the door and windshield.

A long rubber grab handle will be mounted on the dash board in front of the officer.

### **ENGINE COMPARTMENT LIGHTS**

There will be two (2) Whelen, Model 3SC0CDCR, 12 volt DC, 3.00" white LED light(s) with Whelen, Model 3FLANGEC, chrome flange kit(s) installed under the cab to be used as engine compartment illumination.

These light(s) will be activated automatically when the cab is raised.

### **ACCESS TO ENGINE DIPSTICKS**

For access to the engine oil and transmission fluid dipsticks, there will be a door on the engine tunnel, inside the crew cab. The door will be on the rear wall of the engine tunnel, on the vertical surface. The door will be 17.75" wide x 12.75" high and be flush with the wall of the engine tunnel.

The engine oil dipstick will allow for checking only. The transmission dipstick will allow for both checking and filling. An additional port will be provided for filling the engine oil.

The door will have a rubber seal for thermal and acoustic insulation. One (1) flush latch will be provided on the access door.



## **CAB SAFETY SYSTEM**

The cab will be provided with a safety system designed to protect occupants in the event of a side roll or frontal impact, and will include the following:

- A supplemental restraint system (SRS) sensor will be installed on a structural cab member behind the instrument panel. The SRS sensor will perform real time diagnostics of all critical subsystems and will record sensory inputs immediately before and during a side roll or frontal impact event.
- A slave SRS sensor will be installed in the cab to provide capacity for eight (8) crew cab seating positions.
- A fault-indicating light will be provided on the vehicle's instrument panel allowing the driver to monitor the operational status of the SRS system.
- A driver side front air bag will be mounted in the steering wheel and will be designed to protect the head and upper torso of the occupant, when used in combination with the 3-point seat belt.
- A passenger side knee bolster air bag will be mounted in the modesty panel below the dash panel and will be designed to protect the legs of the occupant, when used in combination with the 3-point seat belt.
- Air curtains will be provided in the outboard bolster of outboard seat backs to provide a cushion between occupant and the cab wall.
- Suspension seats will be provided with devices to retract them to the lowest travel position during a side roll or frontal impact event.
- Seat belts will be provided with pre-tensioners to remove slack from the seat belt during a side roll or frontal impact event.

## **FRONTAL IMPACT PROTECTION**

The SRS system will provide protection during a frontal or oblique impact event. The system will activate when the vehicle decelerates at a predetermined G force known to cause injury to the occupants. The cab and chassis will have been subjected, via third party test facility, to a crash impact during frontal and oblique impact testing. Testing included all major chassis and cab components such as mounting straps for fuel and air tanks, suspension mounts, front suspension components, rear suspensions components, frame rail cross members, engine and transmission and their mounts, pump house and mounts, frame extensions and body mounts. The testing provided configuration specific information used to optimize the timing for firing the safety restraint system. The sensor will activate the pyrotechnic devices when the correct crash algorithm, wave form, is detected.

The SRS system will deploy the following components in the event of a frontal or oblique impact event:

- Driver side front air bag
- Passenger side knee bolster air bag
- Air curtains mounted in the outboard bolster of outboard seat backs
- Suspension seats will be retracted to the lowest travel position
- Seat belts will be pre-tensioned to firmly hold the occupant in place

### **SIDE ROLL PROTECTION**

The SRS system will provide protection during a fast or slow 90 degree roll to the side, in which the vehicle comes to rest on its side. The system will analyze the vehicle's angle and rate of roll to determine the optimal activation of the advanced occupant restraints.

The SRS system will deploy the following components in the event of a side roll:

- Air curtains mounted in the outboard bolster of outboard seat backs
- Suspension seats will be retracted to the lowest travel position
- Seat belts will be pre-tensioned to firmly hold the occupant in place

### **SEATING CAPACITY**

The seating capacity in the cab will be six (6).

### **DRIVER SEAT**

A Pierce PS6® seat will be provided in the cab for the driver. The seat design will be a cam action type with air suspension. For increased convenience, the seat will include electric controls to adjust the rake (15 degrees), height (1.75" travel) and horizontal (7.00" travel) position. Electric controls will be located below the forward part of the seat cushion. To provide flexibility for multiple driver configurations, the seat will have a reclining back, adjustable from 20 degrees back to 45 degrees forward. Providing for maximum comfort, the seat back will be a high back style with manual lumbar adjustment lever, for lower back support, and will include minimum 7.50" deep side bolster pads for maximum support. The lumbar adjustment lever will be easily located at the lower outboard position of the seat cushion. For optimal comfort, the seat will be provided with 17.00" deep dual density foam cushions designed with EVC (elastomeric vibration control).

The seat will include the following features incorporated into the side roll protection system:

- Side air curtain will be mounted integral to the outboard bolster of the seat back. The air curtain will be covered by a decorative panel when in the stowed position.
- A suspension seat safety system will be included. When activated in the event of a side roll, this system will pretension the seat belt and retract the seat to its lowest travel position.

The seat will be furnished with a 3-point, shoulder type seat belt. The seat belt will be furnished with dual automatic retractors that will provide ease of operation in the normal seating position.

### **OFFICER SEAT**

A Pierce PS6® seat will be provided in the cab for the passenger. The seat will be a cam action type with air suspension. For increased convenience, the seat will include a manual control to adjust the horizontal position (6.00" travel). The manual horizontal control will be a towel-bar style located below the forward part of the seat cushion. For optimal comfort, the seat will be provided with 17.00" deep dual density foam cushions designed with EVC (elastomeric vibration control). To ensure safe operation, the seat will be equipped with seat belt sensors in the seat cushion and belt receptacle that will activate an alarm indicating a seat is occupied but not belted.

The seat back will be an SCBA back style with 7.5 degree fixed recline angle, and will include minimum 4.50" wide x 7.50" deep side bolster pads for maximum support. The SCBA cavity will be adjustable

from front to rear in 1.00" increments, to accommodate different sized SCBA cylinders. Moving the SCBA cavity will be accomplished by unbolting, relocating, and re-bolting it in the desired location.

The seat will include the following features incorporated into the side roll protection system:

- Side air curtain will be mounted integral to the outboard bolster of the seat back. The air curtain will be covered by a decorative panel when in the stowed position.
- A suspension seat safety system will be included. When activated, this system will pretension the seat belt and then retract the seat to its lowest travel position.

The seat will be furnished with a 3-point, shoulder type seat belt. The seat belt will be furnished with dual automatic retractors that will provide ease of operation in the normal seating position.

### **RADIO COMPARTMENT**

A compartment for the radio amplifier will be located under the center forward facing seats in the crew cab. A drop down door with a chrome plated lift and turn latch will be provided for access. The compartment will be constructed of smooth aluminum and painted to match the cab interior.

### **REAR FACING DRIVER SIDE OUTBOARD SEAT**

There will be one (1) rear facing, Pierce PS6® seat provided at the driver side outboard position in the crew cab. For optimal comfort, the seat will be provided with 17.00" deep dual density foam cushions designed with EVC (elastomeric vibration control). To ensure safe operation, the seat will be equipped with seat belt sensors in the seat cushion and belt receptacle. It will activate an alarm indicating a seat is occupied but not buckled.

The seat back will be an SCBA back style with 7.5 degree fixed recline angle, and will include minimum 4.50" wide x 7.50" deep side bolster pads for maximum support. The SCBA cavity will be adjustable from front to rear in 1.00" increments, to accommodate different sized SCBA cylinders. Moving the SCBA cavity will be accomplished by unbolting, relocating, and re-bolting it in the desired location.

The seat will include the following features incorporated into the side roll protection system:

- Side air curtain will be mounted integral to the outboard bolster of the seat back. The air curtain will be covered by a decorative panel when in the stowed position.
- A seat safety system will be included. When activated, this system will pretension the seat belt around the occupant to firmly hold them in place in the event of a side roll.

The seat will be furnished with a 3-point, shoulder type seat belt. The seat belt will be furnished with dual automatic retractors that will provide ease of operation in the normal seating position.

### **REAR FACING PASSENGER SIDE OUTBOARD SEAT**

There will be one (1) rear facing, Pierce PS6® seat provided at the passenger side outboard position in the crew cab. For optimal comfort, the seat will be provided with 17.00" deep dual density foam cushions designed with EVC (elastomeric vibration control). To ensure safe operation, the seat will be equipped with seat belt sensors in the seat cushion and belt receptacle that will activate an alarm indicating a seat is occupied but not buckled. The seat back will be an SCBA back style with 7.5 degree fixed recline angle, and will include minimum 4.50" wide x 7.50" deep side bolster pads for



maximum support. The SCBA cavity will be adjustable from front to rear in 1.00" increments to accommodate different sized SCBA cylinders. Moving the SCBA cavity will be accomplished by unbolting, relocating, and re-bolting it in the desired location.

The seat will include the following features incorporated into the side roll protection system:

- Side air curtain will be mounted integral to the outboard bolster of the seat back. The air curtain will be covered by a decorative panel when in the stowed position.
- A seat safety system will be included. When activated, this system will pretension the seat belt and firmly hold the occupant in the event of a side roll.

The seat will be furnished with a 3-point, shoulder type seat belt. The seat belt will be furnished with dual automatic retractors that will provide ease of operation in the normal seating position.

### **FORWARD FACING CENTER SEATS**

There will be two (2) forward facing, Pierce PS6® seats provided at the center position in the crew cab. For optimal comfort, the seats will be provided with 17.00" deep dual density foam cushions designed with EVC (elastomeric vibration control). To ensure safe operation, the seats will be equipped with seat belt sensors in the seat cushion and belt receptacle that will activate an alarm indicating a seat is occupied but not buckled.

The seat backs will be an SCBA back style with 7.5 degree fixed recline angle, and will include minimum 4.50" wide x 7.50" deep side bolster pads for maximum support. The SCBA cavity will be adjustable from front to rear in 1.00" increments, to accommodate different sized SCBA cylinders. Moving the SCBA cavity will be accomplished by unbolting, relocating, and re-bolting it in the desired location.

The seats will include the following feature incorporated into the side roll protection system:

- A seat safety system will be included. When activated, this system will pretension the seat belts around the occupants to firmly hold them in place in the event of a side roll.

The seats will be furnished with 3-point, shoulder type seat belts. The seat belts will be furnished with dual automatic retractors that will provide ease of operation in the normal seating position.

### **SEAT UPHOLSTERY**

All Pierce PS6 seat upholstery will be gray woven with black Imperial 1200 material.

### **AIR BOTTLE HOLDERS**

All SCBA type seats in the cab will have a "Hands-Free" auto clamp style bracket in its backrest. For efficiency and convenience, the bracket will include an automatic spring clamp that allows the occupant to store the SCBA bottle by simply pushing it into the seat back. For protection of all occupants in the cab, in the event of an accident, the inertial components within the clamp will constrain the SCBA bottle in the seat and will exceed the NFPA standard of 9G.

There will be a quantity of five (5) SCBA brackets.

### **SEAT BELTS**

All seating positions in the cab, crew cab and tiller cab (if applicable) will have red seat belts.

To provide quick, easy use for occupants wearing bunker gear, the female buckle and seat belt webbing length will meet or exceed the current edition of NFPA 1901 and CAN/ULC - S515 standards.

The 3-point shoulder type seat belts will also include the ReadyReach D-loop assembly to the shoulder belt system. The ReadyReach feature adds an extender arm to the D-loop location placing the D-loop in a closer, easier to reach location.

### **SHOULDER HARNESS HEIGHT ADJUSTMENT**

All seating positions furnished with 3-point shoulder type seat belts will include a height adjustment. This adjustment will optimize the belts effectiveness and comfort for the seated firefighter.

A total of six (6) seating positions will have the adjustable shoulder harness.

### **HELMET STORAGE PROVIDED BY FIRE DEPARTMENT**

NFPA 1901, 2016 edition, section 14.1.7.4.1 requires a location for helmet storage be provided.

There is no helmet storage on the apparatus as manufactured. The fire department will provide a location for storage of helmets.

### **CAB DOME LIGHTS**

There will be four (4) dual LED dome lights with black bezels provided. Two (2) lights will be mounted above the inside shoulder of the driver and officer and two (2) lights will be installed and located, one (1) on each side of the crew cab.

The color of the LED's will be red and white.

The white LED's will be controlled by the door switches and the lens switch.

The color LED's will be controlled by the lens switch.

In order to ensure exceptional illumination, each white LED dome light will provide a minimum of 10.1 foot-candles (fc) covering an entire 20.00" x 20.00" square seating position when mounted 40.00" above the seat.

### **OVERHEAD MAP LIGHTS**

There will be two (2) white halogen, round adjustable map lights installed in the cab:

- One (1) overhead in front of the driving position.
- One (1) overhead in front of the passenger's position.

Each light will include a switch on the light housing.

The light switches will be connected directly to the battery switched power.

### **PORTABLE HAND LIGHTS, PROVIDED BY FIRE DEPARTMENT**

NFPA 1901, 2016 edition, section 5.9.4 requires two portable hand lights mounted in brackets fastened to the apparatus.

The hand lights are not on the apparatus as manufactured. The fire department will provide and mount these hand lights.

### **CAB INSTRUMENTATION**

The cab instrument panel will consist of gauges, an LCD display, telltale indicator lights, alarms, control switches, and a diagnostic panel. The function of instrument panel controls and switches will be identified by a label adjacent to each item. Actuation of the headlight switch will illuminate the labels in low light conditions. Telltale indicator lamps will not be illuminated unless necessary. The cab instruments and controls will be conveniently located within the forward cab section directly forward of the driver. Gauge and switch panels will be designed to be removable for ease of service and low cost of ownership.

### **GAUGES**

The gauge panel will include the following ten (10) ivory gauges with chrome bezels to monitor vehicle performance:

- Voltmeter gauge (Volts)

- Low volts (11.8 VDC)

- Amber indicator on gauge assembly with alarm

- High volts (15 VDC)

- Amber indicator on gauge assembly with alarm

- Very low volts (11.3 VDC)

- Amber indicator on gauge assembly with alarm

- Very high volts (16 VDC)

- Amber indicator on gauge assembly with alarm

- Tachometer (RPM)

- Speedometer (Primary (outside) MPH, Secondary (inside) Km/H)

- Fuel level gauge (Empty - Full in fractions)

- Low fuel (1/8 full)

- Amber indicator on gauge assembly with alarm



Very low fuel (1/32) fuel

Amber indicator on gauge assembly with alarm

- Engine oil pressure gauge (PSI)

Low oil pressure to activate engine warning lights and alarms

Red indicator on gauge assembly with alarm

- Front air pressure gauge (PSI)

Low air pressure to activate warning lights and alarm

Red indicator on gauge assembly with alarm

- Rear air pressure gauge (PSI)

Low air pressure to activate warning lights and alarm

Red indicator on gauge assembly with alarm

- Transmission oil temperature gauge (Fahrenheit)

High transmission oil temperature activates warning lights and alarm

Amber indicator on gauge assembly with alarm

- Engine coolant temperature gauge (Fahrenheit)

High engine temperature activates an engine warning light and alarm

Red indicator on gauge assembly with alarm

- Diesel Exhaust Fluid Level Gauge (Empty - Full in fractions)

Low fluid (1/8 full)

Amber indicator on gauge assembly with alarm

All gauges and gauge indicators will perform prove out at initial power-up to ensure proper performance.

### **INDICATOR LAMPS**

To promote safety, the following telltale indicator lamps will be integral to the gauge assembly and are located above and below the center gauges. The indicator lamps will be "dead-front" design that is only visible when active. The colored indicator lights will have descriptive text or symbols.

The following amber telltale lamps will be present:

- Low coolant

- Trac cntl (traction control) (where applicable)
- Check engine
- Check trans (check transmission)
- Aux brake overheat (Auxiliary brake overheat)
- Air rest (air restriction)
- Caution (triangle symbol)
- Water in fuel
- DPF (engine diesel particulate filter regeneration)
- Trailer ABS (where applicable)
- Wait to start (where applicable)
- HET (engine high exhaust temperature) (where applicable)
- ABS (antilock brake system)
- MIL (engine emissions system malfunction indicator lamp) (where applicable)
- SRS (supplemental restraint system) fault (where applicable)
- DEF (low diesel exhaust fluid level)

The following red telltale lamps will be present:

- Warning (stop sign symbol)
- Seat belt
- Parking brake
- Stop engine
- Rack down

The following green telltale lamps will be provided:

- Left turn
- Right turn
- Battery on

The following blue telltale lamp will be provided:

- High beam

## **ALARMS**

Audible steady tone warning alarm: A steady audible tone alarm will be provided whenever a warning message is present.

Audible pulsing tone caution alarm: A pulsing audible tone alarm (chime/chirp) will be provided whenever a caution message is present without a warning message being present.

Alarm silence: Any active audible alarm will be able to be silenced by holding the ignition switch at the top position for three (3) to five (5) seconds. For improved safety, silenced audible alarms will intermittently chirp every 30 seconds until the alarm condition no longer exists. The intermittent chirp will act as a reminder to the operator that a caution or warning condition still exists. Any new warning or caution condition will enable the steady or pulsing tones respectively.

## **INDICATOR LAMP AND ALARM PROVE-OUT**

Telltale indicators and alarms will perform prove-out at initial power-up to ensure proper performance.

## **CONTROL SWITCHES**

For ease of use, the following controls will be provided immediately adjacent to the cab instrument panel within easy reach of the driver.

Emergency master switch: A molded plastic push button switch with integral indicator lamp will be provided. Pressing the switch will activate emergency response lights and siren control. A green lamp on the switch provides indication that the emergency master mode is active. Pressing the switch again disables the emergency master mode.

Headlight / Parking light switch: A three (3)-position maintained rocker switch will be provided. The first switch position will deactivate all parking lights and the headlights. The second switch position will activate the parking lights. The third switch position will activate the headlights.

Panel backlighting intensity control switch: A three (3)-position momentary rocker switch will be provided. The first switch position decreases the panel backlighting intensity to a minimum level as the switch is held. The second switch position is the default position that does not affect the backlighting intensity. The third switch position increases the panel backlighting intensity to a maximum level as the switch is held.

The following standard controls will be integral to the gauge assembly and are located below the right hand gauges. All switches have backlit labels for low light applications.

High idle engagement switch: A two (2)-position momentary rocker switch with integral indicator lamp will be provided. The first switch position is the default switch position. The second switch position will activate and deactivate the high idle function when pressed and released. The "Ok To Engage High Idle" indicator lamp must be active for the high idle function to engage. A green indicator lamp integral to the high idle engagement switch will indicate when the high idle function is engaged.

"Ok To Engage High Idle" indicator lamp: A green indicator light will be provided next to the high idle activation switch to indicate that the interlocks have been met to allow high idle engagement.



The following standard controls will be provided adjacent to the cab gauge assembly within easy reach of the driver. All switches will have backlit labels for low light applications.

Ignition switch: A three (3)-position maintained/momentary rocker switch will be provided. The first switch position will deactivate vehicle ignition. The second switch position will activate vehicle ignition. The third momentary position will disable the Command Zone audible alarm if held for three (3) to five (5) seconds. A green indicator lamp will be activated with vehicle ignition.

Engine start switch: A two (2)-position momentary rocker switch will be provided. The first switch position is the default switch position. The second switch position will activate the vehicle's engine. The switch actuator is designed to prevent accidental activation.

4-way hazard switch: A two (2)-position maintained rocker switch will be provided. The first switch position will deactivate the 4-way hazard switch function. The second switch position will activate the 4-way hazard function. The switch actuator will be red and includes the international 4-way hazard symbol.

Heater, defroster, and optional air conditioning control panel: A control panel with membrane switches will be provided to control heater/defroster temperature and heater, defroster, and air conditioning fan speeds. A green LED status bar will indicate the relative temperature and fan speed settings.

Turn signal arm: A self-canceling turn signal with high beam headlight and windshield wiper/washer controls will be provided. The windshield wiper control will have high, low, and intermittent modes.

Parking brake control: An air actuated push/pull park brake control valve will be provided.

Chassis horn control: Activation of the chassis horn control will be provided through the center of the steering wheel.

### **CUSTOM SWITCH PANELS**

The design of cab instrumentation will allow for emergency lighting and other switches to be placed within easy reach of the operator thus improving safety. There will be positions for up to four (4) switch panels in the overhead console on the driver's side, up to four (4) switch panels in the engine tunnel console facing the driver, up to four (4) switch panels in the overhead console on the officer's side and up to two (2) switch panels in the engine tunnel console facing the officer. All switches will have backlit labels for low light applications.

### **DIAGNOSTIC PANEL**

A diagnostic panel will be accessible while standing on the ground and located inside the driver's side door left of the steering column. The diagnostic panel will allow diagnostic tools such as computers to connect to various vehicle systems for improved troubleshooting providing a lower cost of ownership. Diagnostic switches will allow ABS systems to provide blink codes should a problem exist.

The diagnostic panel will include the following:

- Engine diagnostic port
- Transmission diagnostic port

- ABS diagnostic port
- SRS diagnostic port (where applicable)
- Command Zone USB diagnostic port
- ABS diagnostic switch (blink codes flashed on ABS telltale indicator)
- Diesel particulate filter regeneration switch (where applicable)
- Diesel particulate filter regeneration inhibit switch (where applicable)

### **CAB LCD DISPLAY**

A digital four (4)-row by 20-character dot matrix display will be integral to the gauge panel. The display will be capable of showing simple graphical images as well as text. The display will be split into three (3) sections. Each section will have a dedicated function. The upper left section will display the outside ambient temperature.

The upper right section will display, along with other configuration specific information:

- Odometer
- Trip mileage
- PTO hours
- Fuel consumption
- Engine hours

The bottom section will display INFO, CAUTION, and WARNING messages. Text messages will automatically activate to describe the cause of an audible caution or warning alarm. The LCD will be capable of displaying multiple text messages should more than one caution or warning condition exist.

### **AIR RESTRICTION INDICATOR**

A high air restriction warning indicator light LCD message with amber warning indicator and audible alarm shall be provided.

### **"DO NOT MOVE APPARATUS" INDICATOR**

A flashing red indicator light, located in the driving compartment, will be illuminated automatically per the current NFPA requirements. The light will be labeled "Do Not Move Apparatus If Light Is On."

The same circuit that activates the Do Not Move Apparatus indicator will activate a pulsing alarm when the parking brake is released.

### **DO NOT MOVE TRUCK MESSAGES**

Messages will be displayed on the Command Zone™, color display located within sight of the driver whenever the Do Not Move Truck light is active. The messages will designate the item or items not in the stowed for vehicle travel position (parking brake disengaged).

The following messages will be displayed (where applicable):

- Do Not Move Truck
- DS Cab Door Open (Driver Side Cab Door Open)
- PS Cab Door Open (Passenger's Side Cab Door Open)
- DS Crew Cab Door Open (Driver Side Crew Cab Door Open)
- PS Crew Cab Door Open (Passenger's Side Crew Cab Door Open)
- DS Body Door Open (Driver Side Body Door Open)
- PS Body Door Open (Passenger's Side Body Door Open)
- Rear Body Door Open
- DS Ladder Rack Down (Driver Side Ladder Rack Down)
- PS Ladder Rack Down (Passenger Side Ladder Rack Down)
- Deck Gun Not Stowed
- Lt Tower Not Stowed (Light Tower Not Stowed)
- Fold Tank Not Stowed (Fold-A-Tank Not Stowed)
- Aerial Not Stowed (Aerial Device Not Stowed)
- Stabilizer Not Stowed
- Steps Not Stowed
- Handrail Not Stowed

Any other device that is opened, extended, or deployed that creates a hazard or is likely to cause major damage to the apparatus if the apparatus is moved will be displayed as a caution message after the parking brake is disengaged.

### **SWITCH PANELS**

The emergency light switch panel will have a master switch for ease of use plus individual switches for selective control. Each switch panel will contain eight (8) membrane-type switches each rated for one million (1,000,000) cycles. Panels containing less than eight (8) switch assignments will include non-functioning black appliques. Documentation will be provided by the manufacturer indicating the rated cycle life of the switches. The switch panel(s) will be located in the overhead position above the windshield on the driver side overhead to allow for easy access.

Additional switch panel(s) will be located in the overhead position(s) above the windshield or in designated locations on the lower instrument panel layout.

The switches will be membrane-type and also act as an integral indicator light. For quick, visual indication the entire surface of the switch will be illuminated white whenever back lighting is activated and illuminated green whenever the switch is active. An active illuminated switch will flash when interlock requirements are not met or device is actively being load managed. For ease of use, a two (2)-ply, scratch resistant laser engraved Gravoply label indicating the use of each switch will be placed in the center of the switch. The label will allow light to pass through the letters for ease of use in low light conditions.



### **WIPER CONTROL**

For simple operation and easy reach, the windshield wiper control will be an integral part of the directional light lever located on the steering column. The wiper control will include high and low wiper speed settings, a one (1)-speed intermittent wiper control and windshield washer switch. The control will have a "return to park" provision, which allows the wipers to return to the stored position when the wipers are not in use.

### **HOURLMETER - AERIAL DEVICE**

An hourmeter for the aerial device will be provided and located within the cab display or instrument panel.

### **AERIAL MASTER**

There will be a master switch for the aerial operating electrical system provided.

### **AERIAL PTO SWITCH**

A PTO switch for the aerial with indicator light will be provided.

### **SPARE CIRCUIT**

There will be two (2) pair of wires, including a positive and a negative, installed on the apparatus.

The above wires will have the following features:

- The positive wire will be connected directly to the battery power
- The negative wire will be connected to ground
- Wires will be protected to 15 amps at 12 volts DC
- Power and ground will terminate officer side dash area
- Termination will be with 15 amp, power point plug with rubber cover
- Wires will be sized to 125 percent of the protection

The circuit(s) may be load managed when the parking brake is set.

### **INFORMATION CENTER**

An information center employing a 7.00" diagonal touch screen color LCD display will be encased in an ABS plastic housing.

The information center will have the following specifications:

- Operate in temperatures from -40 to 185 degrees Fahrenheit
- An Optical Gel will be placed between the LCD and protective lens
- Five weather resistant user interface switches
- Grey with black accents
- Sunlight Readable
- Linux operating system
- Minimum of 1000nits rated display
- Display can be changed to an available foreign language
- A LCD display integral to the cab gauge panel will be included as outlined in the cab instrumentation area.

- Programmed to read US Customary

### **GENERAL SCREEN DESIGN**

Where possible, background colors will be used to provide "At a Glance" vehicle information. If information provided on a screen is within acceptable limits, a green background will be used.

If a caution or warning situation arises the following will occur:

- An amber background/text color will indicate a caution condition
- A red background/text color will indicate a warning condition
- The information center will utilize an "Alert Center" to display text messages for audible alarm tones. The text messages will be written to identify the item(s) causing the audible alarm to sound. If more than one (1) text message occurs, the messages will cycle every second until the problem(s) have been resolved. The background color for the "Alert Center" will change to indicate the severity of the "warning" message. If a warning and a caution condition occur simultaneously, the red background color will be shown for all alert center messages.
- A label for each button will exist. The label will indicate the function for each active button for each screen. Buttons that are not utilized on specific screens will have a button label with no text or symbol.

### **HOME/TRANSIT SCREEN**

This screen will display the following:

- Vehicle Mitigation (if equipped)
- Water Level (if the water level system includes compatible communications to the information center)
- Foam Level (if the foam level system includes compatible communications to the information center)
- Seat Belt Monitoring Screen
- Tire Pressure Monitoring (if equipped)
- Digital Speedometer
- Active Alarms

### **ON SCENE SCREEN**

This screen will display the following and will be auto activated with pump engaged (if equipped):

- Battery Voltage
- Fuel
- Oil Pressure
- Coolant Temperature
- RPM
- Water Level (if equipped)
- Foam Level (if equipped)
- Foam Concentration (if equipped)
- Water Flow Rate (if equipped)

- Water Used (if equipped)
- Active Alarms

### **VIRTUAL BUTTONS**

There will be four (4) virtual switch panel screens that match the overhead and lower lighting and HVAC switch panels.

### **PAGE SCREEN**

The page screen will display the following and allow the user to progress into other screens for further functionality:

- Diagnostics
  - Faults
    - Listed by order of occurrence
    - Allows to sort by system
  - Interlock
    - Throttle Interlocks
    - Pump Interlocks (if equipped)
    - Aerial Interlocks (if equipped)
    - PTO Interlocks (if equipped)
  - Load Manager
    - A list of items to be load managed will be provided. The list will provide a description of the load.
    - The lower the priority numbers the earlier the device will be shed should a low voltage condition occur.
    - The screen will indicate if a load has been shed (disabled) or not shed.
    - "At a glance" color features are utilized on this screen.
  - Systems
    - Command Zone
      - Module type and ID number
      - Module Version
      - Input or output number
      - Circuit number connected to that input or output
      - Status of the input or output
      - Power and Constant Current module diagnostic information
    - Foam (if equipped)
    - Pressure Controller (if equipped)
    - Generator Frequency (if equipped)
  - Live Data
    - General Truck Data
- Maintenance
  - Engine oil and filter
  - Transmission oil and filter
  - Pump oil (if equipped)
  - Foam (if equipped)



- Aerial (if equipped)
- Setup
  - Clock Setup
  - Date & Time
    - 12 or 24 hour format
    - Set time and date
  - Backlight
    - Daytime
    - Night time
    - Sensitivity
  - Unit Selection
  - Home Screen
  - Virtual Button Setup
  - On Scene Screen Setup
  - Configure Video Mode
    - Set Video Contrast
    - Set Video Color
    - Set Video Tint
- Do Not Move
  - The screen will indicate the approximate location and type of item that is open or is not stowed for travel. The actual status of the following devices will be indicate
    - Driver Side Cab Door
    - Passenger's Side Cab Door
    - Driver Side Crew Cab Door
    - Passenger's Side Crew Cab Door
    - Driver Side Body Doors
    - Passenger's Side Body Doors
    - Rear Body Door(s)
    - Ladder Rack (if applicable)
    - Deck Gun (if applicable)
    - Light Tower (if applicable)
    - Hatch Door (if applicable)
    - Stabilizers (if applicable)
    - Steps (if applicable)
- Notifications
  - View Active Alarms
    - Shows a list of all active alarms including date and time of the occurrence is shown with each alarm
    - Silence Alarms - All alarms are silenced
- Timer Screen
- HVAC (if equipped)
- Tire Information (if equipped)
- Ascendant Set Up Confirmation (if equipped)

Button functions and button labels may change with each screen.

### **VEHICLE DATA RECORDER**

There will be a vehicle data recorder (VDR) capable of reading and storing vehicle information provided.

The information stored on the VDR can be downloaded through a USB port mounted in a convenient location determined by cab model. A USB cable can be used to connect the VDR to a laptop to retrieve required information. The program to download the information from the VDR will be available to download on-line.

The vehicle data recorder will be capable of recording the following data via hardwired and/or CAN inputs:

- Vehicle Speed - MPH
- Acceleration - MPH/sec
- Deceleration - MPH/sec
- Engine Speed - RPM
- Engine Throttle Position - % of Full Throttle
- ABS Event - On/Off
- Seat Occupied Status - Yes/No by Position
- Seat Belt Buckled Status - Yes/No by Position
- Master Optical Warning Device Switch - On/Off
- Time - 24 Hour Time
- Date - Year/Month/Day

### **Seat Belt Monitoring System**

A seat belt monitoring system (SBMS) will be provided on the Command Zone™ color display. The SBMS will be capable of monitoring up to 10 seating positions indicating the status of each seat position per the following:

- Seat Occupied & Buckled = Green LED indicator illuminated
- Seat Occupied & Unbuckled = Red LED indicator with audible alarm
- No Occupant & Buckled = Red LED indicator with audible alarm
- No Occupant & Unbuckled = No indicator and no alarm

The seat belt monitoring screen will become active on the Command Zone color display when:

- The home screen is active:
  - and there is any occupant seated but not buckled or any belt buckled with an occupant.
  - and there are no other Do Not Move Apparatus conditions present. As soon as all Do Not Move Apparatus conditions are cleared, the SBMS will be activated.

The SBMS will include an audible alarm that will warn that an unbuckled occupant condition exists and the parking brake is released, or the transmission is not in park.

### **RADIO ANTENNA MOUNT**

There will be one (1) standard 1.125", 18 thread antenna-mounting base(s) installed on the right side on the cab roof with high efficiency, low loss, coaxial cable(s) routed to the instrument panel area. A weatherproof cap will be installed on the mount.

### **VEHICLE CAMERA SYSTEM**

There will be a color vehicle camera system provided with the following:

- One (1) camera located at the rear of the apparatus, pointing rearward, displayed automatically with the vehicle in reverse

The camera images will be displayed on the driver's vehicle information center display. Audio from the microphone on the active camera will be not provided.

The following components will be included:

- One (1) SV-CW134639CAI, camera
- One (1) amplified speaker (if applicable)
- All necessary cables

### **ELECTRICAL POWER CONTROL SYSTEM**

The primary power distribution will be located forward of the officer's seating position and be easily accessible while standing on the ground for simplified maintenance and troubleshooting. Additional electrical distribution centers will be provided throughout the vehicle to house the vehicle's electrical power, circuit protection, and control components. The electrical distribution centers will be located strategically throughout the vehicle to minimize wire length. For ease of maintenance, all electrical distribution centers will be easily accessible. All distribution centers containing fuses, circuit breakers and/or relays will be easily accessible.

Distribution centers located throughout the vehicle will contain battery powered studs for supplying customer installed equipment thus providing a lower cost of ownership.

Circuit protection devices, which conform to SAE standards, will be utilized to protect electrical circuits. All circuit protection devices will be rated per NFPA requirements to prevent wire and component damage when subjected to extreme current overload. General protection circuit breakers will be Type-I automatic reset (continuously resetting). When required, automotive type fuses will be utilized to protect electronic equipment. Control relays and solenoid will have a direct current rating of 125 percent of the maximum current for which the circuit is protected per NFPA.

### **SOLID-STATE CONTROL SYSTEM**

A solid-state electronics based control system will be utilized to achieve advanced operation and control of the vehicle components. A fully computerized vehicle network will consist of electronic modules located near their point of use to reduce harness lengths and improve reliability. The control system will comply with SAE J1939-11 recommended practices.

The control system will operate as a master-slave system whereas the main control module instructs all other system components. The system will contain patented Mission Critical software that maintains



critical vehicle operations in the unlikely event of a main controller error. The system will utilize a Real Time Operating System (RTOS) fully compliant with OSEK/VDX™ specifications providing a lower cost of ownership.

For increased reliability and simplified use the control system modules will include the following attributes:

- Green LED indicator light for module power
- Red LED indicator light for network communication stability status
- Control system self test at activation and continually throughout vehicle operation
- No moving parts due to transistor logic
- Software logic control for NFPA mandated safety interlocks and indicators
- Integrated electrical system load management without additional components
- Integrated electrical load sequencing system without additional components
- Customized control software to the vehicle's configuration
- Factory and field re programmable to accommodate changes to the vehicle's operating parameters
- Complete operating and troubleshooting manuals
- USB connection to the main control module for advanced troubleshooting

To assure long life and operation in a broad range of environmental conditions, the solid-state control system modules will meet the following specifications:

- Module circuit board will meet SAE J771 specifications
- Operating temperature from -40C to +70C
- Storage temperature from -40C to +70C
- Vibration to 50g

IP67 rated enclosure (Totally protected against dust and also protected against the effect of temporary immersion between 15 centimeters and one (1) meter)

Operating voltage from eight (8) volts to 16 volts DC

The main controller will activate status indicators and audible alarms designed to provide warning of problems before they become critical.

#### **CIRCUIT PROTECTION AND CONTROL DIAGRAM**

Copies of all job-specific, computer network input and output (I/O) connections will be provided with each chassis. The sheets will indicate the function of each module connection point, circuit protection information (where applicable), wire numbers, wire colors and load management information.

#### **ON-BOARD ADVANCED/VISUAL ELECTRICAL SYSTEM DIAGNOSTICS**

The on-board information center will include the following diagnostic information:

- Text description of active warning or caution alarms
- Simplified warning indicators

- Amber caution indication with intermittent alarm
- Red warning indication with steady tone alarm

All control system modules, with the exception of the main control module, will contain on-board visual diagnostic LEDs that assist in troubleshooting. The LEDs will be enclosed within the sealed, transparent module housing near the face of the module. One LED for each input or output will be provided and will illuminate whenever the respective input or output is active. Color-coded labels within the modules will encompass the LEDs for ease of identification. The LED indicator lights will provide point of use information for reduced troubleshooting time without the need for an additional computer.

### **TECH MODULE WITH WIFI**

An in cab module will provide WiFi wireless interface and data logging capability. The WiFi interface will comply with IEEE 802.11 b/g/n capabilities while communicating at 2.4 Gigahertz. The module will provide an external antenna connection allowing a line of site communication range of up to 300 feet with a roof mounted antenna.

The module will transmit a password protected web page to a WiFi enabled device (i.e. most smart phones, tablets or laptops) allowing two levels of user interaction. The firefighter level will allow vehicle monitoring of the vehicle and firefighting systems on the apparatus. The technician level will allow diagnostic access to inputs and outputs installed on the Command Zone™, control and information system.

The data logging capability will record faults from the engine, transmission, ABS and Command Zone™, control and information systems as they occur. No other data will be recorded at the time the fault occurs. The data logger will provide up to 2 Gigabytes of data storage.

A USB connection will be provided on the Tech Module. It will provide a means to download data logger information and update software in the device.

### **PROGNOSTICS**

A software based vehicle tool will be provided to predict remaining life of the vehicles critical fluid and events.

The system will send automatic indications to the Command Zone, color display and/or wireless enabled device to proactively alert of upcoming service intervals.

Prognostics will include:

- Engine oil and filter
- Transmission oil and filter
- Pump oil (if equipped)
- Foam oil (if equipped)
- Aerial oil and filter (if equipped)

### **ADVANCED DIAGNOSTICS**

An advanced, Windows-based, diagnostic software program will be provided for this control system. The software will provide troubleshooting tools to service technicians equipped with a Windows-based computer or wireless enabled device.

The service and maintenance software will be easy to understand and use and have the ability to view system input/output (I/O) information.

### **INDICATOR LIGHT AND ALARM PROVE-OUT SYSTEM**

A system will be provided which automatically tests basic indicator lights and alarms located on the cab instrument panel.

### **VOLTAGE MONITOR SYSTEM**

A voltage monitoring system will be provided to indicate the status of the battery system connected to the vehicle's electrical load. The system will provide visual and audible warning when the system voltage is below or above optimum levels.

The alarm will activate if the system falls below 11.8 volts DC for more than two (2) minutes.

### **DEDICATED RADIO EQUIPMENT CONNECTION POINTS**

There will be three (3) studs provided in the primary power distribution center located in front of the officer for two-way radio equipment.

- The studs will consist of the following:
- 12-volt 40-amp battery switched power
- 12-volt 60-amp ignition switched power
- 12-volt 60-amp direct battery power

There will also be a 12-volt 100-amp ground stud located in or adjacent to the power distribution center.

### **ENHANCED SOFTWARE**

The solid-state control system will include the following software enhancements:

All perimeter lights and scene lights (where applicable) will be deactivated when the parking brake is released.

Cab and crew cab dome lights will remain on for ten (10) seconds for improved visibility after the doors close. The dome lights will dim after ten (10) seconds or immediately if the vehicle is put into gear.

Cab and crew cab perimeter lights will remain on for ten (10) seconds for improved visibility after the doors close. The dome lights will dim after ten (10) seconds or immediately if the vehicle is put into gear.

### **EMI/RFI PROTECTION**

To prevent erroneous signals from crosstalk contamination and interference, the electrical system will meet, at a minimum, SAE J551/2, thus reducing undesired electromagnetic and radio frequency emissions. An advanced electrical system will be used to ensure radiated and conducted

electromagnetic interference (EMI) or radio frequency interference (RFI) emissions are suppressed at their source.

The apparatus will have the ability to operate in the electromagnetic environment typically found in fire ground operations to ensure clean operations. The electrical system will meet, without exceptions, electromagnetic susceptibility conforming to SAE J1113/25 Region 1, Class C EMR for 10KHz-1GHz to 100 Volts/Meter. The vehicle OEM, upon request, will provide EMC testing reports from testing conducted on an entire apparatus and will certify that the vehicle meets SAE J551/2 and SAE J1113/25 Region 1, Class C EMR for 10KHz-1GHz to 100 Volts/Meter requirements.

EMI/RFI susceptibility will be controlled by applying appropriate circuit designs and shielding. The electrical system will be designed for full compatibility with low-level control signals and high-powered two-way radio communication systems. Harness and cable routing will be given careful attention to minimize the potential for conducting and radiated EMI/RFI susceptibility.

### **ELECTRICAL**

All 12-volt electrical equipment installed by the apparatus manufacturer will conform to modern automotive practices. All wiring will be high temperature crosslink type. Wiring will be run, in loom or conduit, where exposed and have grommets where wire passes through sheet metal. Automatic reset circuit breakers will be provided which conform to SAE Standards. Wiring will be color, function and number coded. Function and number codes will be continuously imprinted on all wiring harness conductors at 2.00" intervals. Exterior exposed wire connectors will be positive locking, and environmentally sealed to withstand elements such as temperature extremes, moisture and automotive fluids.

Electrical wiring and equipment will be installed utilizing the following guidelines:

1. All holes made in the roof will be caulked with silicon. Large fender washers, liberally caulked, will be used when fastening equipment to the underside of the cab roof.
2. Any electrical component that is installed in an exposed area will be mounted in a manner that will not allow moisture to accumulate in it. Exposed area will be defined as any location outside of the cab or body.
3. Electrical components designed to be removed for maintenance will not be fastened with nuts and bolts. Metal screws will be used in mounting these devices. Also a coil of wire will be provided behind the appliance to allow them to be pulled away from mounting area for inspection and service work.
4. Corrosion preventative compound will be applied to all terminal plugs located outside of the cab or body. All non-waterproof connections will require this compound in the plug to prevent corrosion and for easy separation (of the plug).
5. All lights that have their sockets in a weather exposed area will have corrosion preventative compound added to the socket terminal area.
6. All electrical terminals in exposed areas will have silicon (1890) applied completely over the metal portion of the terminal.

All lights and reflectors, required to comply with Federal Motor Vehicle Safety Standard #108, will be furnished. Rear identification lights will be recessed mounted for protection. Lights and wiring mounted



in the rear bulkheads will be protected from damage by installing a false bulkhead inside the rear compartments.

An operational test will be conducted to ensure that any equipment that is permanently attached to the electrical system is properly connected and in working order.

The results of the tests will be recorded and provided to the purchaser at time of delivery.

### **BATTERY SYSTEM**

There will be six (6) 12 volt Exide®, Model 31S950X3W, batteries that include the following features will be provided:

- 950 CCA, cold cranking amps
- 190 amp reserve capacity
- High cycle
- Group 31
- Rating of 5700 CCA at 0 degrees Fahrenheit
- -140 minutes of reserve capacity
- Threaded stainless steel studs

Each battery case will be a black polypropylene material with a vertically ribbed container for increased vibration resistance. The cover will be manifold vented with a central venting location to allow a 45 degree tilt capacity.

The inside of each battery will consist of a "maintenance free" grid construction with poly wrapped separators and a flooded epoxy bottom anchoring for maximum vibration resistance.

### **BATTERY SYSTEM**

There will be a single starting system with an ignition switch and starter button provided and located on the cab instrument panel.

### **MASTER BATTERY SWITCH**

There will be a master battery switch provided within the cab within easy reach of the driver to activate the battery system.

An indicator light will be provided on the instrument panel to notify the driver of the status of the battery system.

### **BATTERY COMPARTMENTS**

The batteries will be stored in well-ventilated compartments that are located under the cab and bolted directly to the chassis frame. The battery compartments will be constructed of 3/16" steel plate and be designed to accommodate a maximum of three (3) group 31 batteries in each compartment. The compartments will include formed fit heavy-duty roto-molded polyethylene battery tray inserts with drains on each side of the frame rails. The batteries will be mounted inside of the roto-molded trays.

### **JUMPER STUDS**

One (1) set of battery jumper studs with plastic color-coded covers will be installed on the battery box on the driver's side. This will allow enough room for easy jumper cable access.

### **BATTERY CHARGER**

There will be an IOTA™, Model DSL 75, battery charger with IQ4, controller provided.

The battery charger will be wired to the AC shoreline inlet through an AC receptacle adjacent to this battery charger.

There will be a Kussmaul™, Model #091-94-12, remote indicator included.

Battery charger will be located in the crew cab seat riser.

The battery charger indicator will be located behind the driver's door on the outside of the cab.

### **AUTO EJECT FOR SHORELINE**

There will be one (1) Kussmaul™, Model 091-55-20-120, 20 amp 120 volt AC shoreline inlet(s) provided to operate the dedicated 120 volt AC circuits on the apparatus.

The shoreline inlet(s) will include red weatherproof flip up cover(s).

There will be a release solenoid wired to the vehicle's starter to eject the AC connector when the engine is starting.

The shoreline(s) will be connected to the battery charger.

There will be a mating connector body supplied with the loose equipment.

There will be a label installed near the inlet(s) that state the following:

- Line Voltage
- Current Rating (amps)
- Phase
- Frequency

The shoreline receptacle will be located on the driver side of cab, above wheel.

### **ALTERNATOR**

A Delco Remy®, Model 55SI, alternator will be provided. It will have a rated output current of 430 amps, as measured by SAE method J56. The alternator will feature an integral regulator and rectifier system that has been tested and qualified to an ambient temperature of 257 degrees Fahrenheit (125 degrees Celsius). The alternator will be connected to the power and ground distribution system with heavy-duty cables sized to carry the full rated alternator output.

### **ELECTRONIC LOAD MANAGER**

An electronic load management (ELM) system will be provided that monitors the vehicles 12-volt electrical system, automatically reducing the electrical load in the event of a low voltage condition, and

automatically restoring the shed electrical loads when a low voltage condition expires. This ensures the integrity of the electrical system.

For improved reliability and ease of use, the load manager system will be an integral part of the vehicle's solid state control system requiring no additional components to perform load management tasks. Load management systems which require additional components will not be allowed.

The system will include the following features:

- System voltage monitoring.
- A shed load will remain inactive for a minimum of five minutes to prevent the load from cycling on and off.
- Sixteen available electronic load shedding levels.
- Priority levels can be set for individual outputs.
- High Idle to not be controlled by the load manager.
  - If enabled:
    - "Load Man Hi-Idle On" will display on the information center.
    - Hi-Idle will not activate until 30 seconds after engine start up.
- Individual switch "on" indicator to flash when the particular load has been shed.
- The information center indicates system voltage.

The information center, where applicable, includes a "Load Manager" screen indicating the following:

- Load managed items list, with priority levels and item condition.
- Individual load managed item condition:
  - ON = not shed
  - SHED = shed

## **SEQUENCER**

A sequencer will be provided that automatically activates and deactivates vehicle loads in a preset sequence thereby protecting the alternator from power surges. This sequencer operation will allow a gradual increase or decrease in alternator output, rather than loading or dumping the entire 12 volt load to prolong the life of the alternator.

For improved reliability and ease of use, the load sequencing system will be an integral part of the vehicle's solid state control system requiring no additional components to perform load sequencing tasks. Load sequencing systems which require additional components will not be allowed.

Emergency light sequencing will operate in conjunction with the emergency master light switch. When the emergency master switch is activated, the emergency lights will be activated one by one at half-second intervals. Sequenced emergency light switch indicators will flash while waiting for activation.

When the emergency master switch is deactivated, the sequencer will deactivate the warning light loads in the reverse order.

Sequencing of the following items will also occur, in conjunction with the ignition switch, at half-second intervals:

- Cab Heater and Air Conditioning
- Crew Cab Heater (if applicable)
- Crew Cab Air Conditioning (if applicable)
- Exhaust Fans (if applicable)
- Third Evaporator (if applicable)

### **HEADLIGHTS**

There will be four (4) JW Speaker, rectangular LED lights mounted in the front quad style, chrome trim housing on each side of the cab grille:

- The outside light on each side will contain a Model 8800-12V - DOT/ECE LB LED low beam module.
- The inside light on each side will contain a Model 8800 -12V - DOT/ECE HB LED high beam module.

### **DIRECTIONAL LIGHTS**

There will be two (2) Whelen 600® series, LED combination directional/marker lights provided. The lights will be located on the outside cab corners, next to the headlights.

The color of the lenses will be clear.

### **INTERMEDIATE LIGHT**

There will be two (2) Weldon, Model 9186-8580-29, amber LED turn signal marker lights furnished, one (1) each side, in the rear fender panel. The light will double as a turn signal and marker light.

### **PLATFORM CLEARANCE/MARKER/ID LIGHTS**

There will be five (5) amber LED lights provided to indicate the presence and overall width of the vehicle in the following locations:

- Three (3) amber LED identification lights will be installed on the front of the aerial basket, centered.
- Two (2) amber LED clearance/marker lights will be installed, one (1) on each corner of the aerial basket visible from the side and the front of the vehicle.

### **REAR CLEARANCE/MARKER/ID LIGHTING**

There will be three (3) LED identification lights located at the rear installed per the following:

- As close as practical to the vertical centerline
- Centers spaced not less than 6.00" or more than 12.00" apart
- Red in color
- All at the same height

There will be two (2) LED lights installed at the rear of the apparatus used as clearance lights located at the rear of the apparatus per the following:

- To indicate the overall width of the vehicle
- One (1) each side of the vertical centerline



- As near the top as practical
- Red in color
- To be visible from the rear
- All at the same height

There will be two (2) LED lights installed on the side of the apparatus used as marker lights as close to the rear as practical per the following:

- To indicate the overall length of the vehicle
- One (1) each side of the vertical centerline
- As near the top as practical
- Red in color
- To be visible from the side
- All at the same height

The lights will be mounted with no guard.

There will be two (2) red reflectors located on the rear of the truck facing to the rear. One (1) each side, as far to the outside as practical, at a minimum of 15.00", but no more than 60.00", above the ground.

There will be two (2) red reflectors located on the side of the truck facing to the side. One (1) each side, as far to the rear as practical, at a minimum of 15.00", but no more than 60.00", above the ground.

Per FMVSS 108 and CMVSS 108 requirements.

### **CAB CLEARANCE/MARKER/ID LIGHTS**

There will be seven (7) amber LED lights provided to indicate the presence and overall width of the vehicle in the following locations:

- Three (3) amber LED identification lights will be installed in the center of the cab above the windshield.
- Two (2) amber LED clearance lights will be installed, one (1) on each outboard side of the cab above the windshield.
- Two (2) amber LED marker lights will be installed, one (1) on each side above the cab doors.

### **MARKER LIGHTS**

There will be one (1) pair of amber and red LED marker lights with rubber arm, located at the rear most lower corner of the body. The amber lens will face the front and the red lens will face the rear of the truck.

These lights will be activated with the running lights of the vehicle.

### **REAR FMVSS LIGHTING**

The rear stop/tail and directional LED lighting will consist of the following:

- Two (2) Whelen®, Model M6BTT, red LED stop/tail lights

- Two (2) Whelen, Model M6T, amber LED arrow turn lights

The lights shall be provided with clear lenses.

The lights will be mounted in a polished combination housing.

There will be two (2) Whelen Model M6BUW, LED backup lights provided in the tail light housing.

### **LICENSE PLATE BRACKET**

There will be one (1) license plate bracket mounted on the rear of the body.

A white LED light will illuminate the license plate. A polished stainless steel light shield will be provided over the light that will direct illumination downward, preventing white light to the rear.

### **LIGHTING BEZEL**

There will be two (2) Whelen, Model M6FCV4P, four (4) place chromed ABS housings with Pierce logos provided for the rear M6 series stop/tail, directional, back up, scene lights or warning lights.

### **BACK-UP ALARM**

A PRECO, Model 1040, solid-state electronic audible back-up alarm that actuates when the truck is shifted into reverse will be provided. The device will sound at 60 pulses per minute and automatically adjust its volume to maintain a minimum ten (10) dBA above surrounding environmental noise levels.

### **CAB PERIMETER SCENE LIGHTS**

There will be four (4) Amdor LumaBar H2O, Model AY-9500-020, 20.00" white LED strip lights provided, one (1) for each cab door.

These lights will be activated automatically when the battery switch is on and the exit doors are opened or by the same means as the body perimeter scene lights.

### **PUMP HOUSE PERIMETER LIGHTS**

There will be one (1) Amdor LumaBar H2O, Model AY-9500-020, 20.00" LED weatherproof strip light with bracket provided under the passenger's side pump panel running board.

The light will be controlled by the same means as the body perimeter lights.

### **BODY PERIMETER SCENE LIGHTS**

There will be two (2) Amdor LumaBar H2O™, Model AY-9500-020, 20.00" 12 volt DC LED strip lights provided.

The lights will be mounted in the following locations:

- One (1) light under the driver's side turntable access steps
- One (1) light under the passenger's side turntable access steps

The perimeter scene lights will be activated when the parking brake is applied.

### **STEP LIGHTS**

Two (2) white LED step lights will be provided, one (1) on each side of the front body.

In order to ensure exceptional illumination, each light shall provide a minimum of 25 foot-candles (fc) covering an entire 15" x 15" square placed ten (10) inches below the light and a minimum of 1.5 fc covering an entire 30" x 30" square at the same ten (10) inch distance below the light.

The lights will be actuated with the pump panel light switch.

All other steps on the apparatus will be illuminated per the current edition of NFPA 1901.

### **ADDITIONAL STEP LIGHT**

Additional lighting will be provided by white LED step lights. The step lights will be installed under stirrup step below passenger side running board.. The quantity of additional step lights will be one (1) light.

In order to ensure exceptional illumination, each light will provide a minimum of 25 foot-candles (fc) covering an entire 15" x 15" square placed ten (10) inches below the light and a minimum of 1.5 fc covering an entire 30" x 30" square at the same ten (10) inch distance below the light.

The additional step lights will be activated by the same means as the standard step lights.

### **12 VOLT LIGHT BRACKET**

There will be two (2) aluminum treadplate bracket(s) installed above compartment D2 and P2. for the recessed flood light. The bracket(s) will have all wiring totally enclosed.

### **12 VOLT LIGHTING**

There will be one (1) Whelen, Model PCPSM2\*, 12 volt surface mounted LED combination spot/flood light(s) located on 4-way aluminum box above compartment D2 . The lights will be mounted with chrome flange(s).

The light(s) selected above will be controlled by the following:

- from the driver's side cab scene light option control
- no additional switch location
- no additional switch location
- no additional switch location

These light(s) may be load managed when the parking brake is set.

### **12 VOLT LIGHTING**

There will be one (1) Whelen, Model PCPSM1\*, 12 volt surface mounted LED combination spot/flood light(s) located mount behind passenger side crew cab door, high as possible.. The lights will be mounted with chrome flange(s).

The light(s) selected above will be controlled by the following:

- a switch at the driver's side switch panel
- a switch at the passenger's side switch panel
- no additional switch location
- no additional switch location

These light(s) may be load managed when the parking brake is set.

### **12 VOLT LIGHTING**

There will be one (1) Whelen, Model PCPSM2\*, 12 volt surface mounted LED combination spot/flood light(s) located on 4-way aluminum box above compartment P2 . The lights will be mounted with chrome flange(s).

The light(s) selected above will be controlled by the following:

- from the passenger's side cab scene light option control
- no additional switch location
- no additional switch location
- no additional switch location

These light(s) may be load managed when the parking brake is set.

### **12 VOLT LIGHTING**

There will be one (1) Whelen, Model PCPSM1\*, 12 volt surface mounted LED combination spot/flood light(s) located mount behind driver side crew cab door, high as possible.. The lights will be mounted with chrome flange(s).

The light(s) selected above will be controlled by the following:

- a switch at the driver's side switch panel
- a switch at the passenger's side switch panel
- no additional switch location
- no additional switch location

These light(s) may be load managed when the parking brake is set.

### **DECK LIGHTS**

There shall be two (2) Whelen®, Model MPBW, white 12 volt DC LED floodlights with stud bail mount provided at the rear of the hose bed, one (1) each side.

The lights will be activated by a control from a switch at the rear of the truck and a switch located at the driver side switch panel.

### **WALKING SURFACE LIGHT**

There will be Model FRP, 4" round black 12 volt DC LED floodlight with bolt mount provided to illuminate the entire designated walking surface on top of the body.

The light will be activated when the body step lights are on.

### **WATER TANK**

It will have a capacity of 300 gallons and will be constructed of polypropylene plastic in an L-shape with a notch for hose storage. The joints and seams will be nitrogen welded inside and out. The tank will be baffled in accordance with NFPA 1901 requirements. The baffles will have vent openings at both the top and bottom of each baffle to permit movement of air and water between compartments. The



longitudinal partitions will be constructed of .38" polypropylene plastic and extend from the bottom of the tank through the top cover to allow positive welding. The transverse partitions extend from 4" off the bottom to the underside of the top cover. All partitions interlock and will be welded to the tank bottom and sides. The tank top will be constructed of .50" polypropylene. It will be recessed .38" and will be welded to the tank sides and the longitudinal partitions. It will be supported to keep it rigid during fast filling conditions. Construction will include 2.00" polypropylene dowels spaced no more than 30.00" apart and welded to the transverse partitions. Two of the dowels will be drilled and tapped (.50" diameter, 13.00" deep) to accommodate lifting eyes. A sump will be provided at the bottom of the water tank. The sump will include a drain plug and the tank outlet. Tank will be installed in a fabricated "cradle" assembly constructed of structural steel. Sufficient crossmembers are provided to properly support bottom of tank. Crossmembers are constructed of steel bar channel or rectangular tubing. Tank "floats" in cradle to avoid torsional stress caused by chassis frame flexing. Rubber cushions, .50" thick x 3.00" wide, will be placed on all horizontal surfaces that the tank rests on. Stops are provided to prevent an empty tank from bouncing excessively while moving vehicle. Tank mounting system is approved by the manufacturer.

Fill tower will be constructed of .50" polypropylene and will be a minimum of 8.00" wide x 14.00" long.

Fill tower will be furnished with a .25" thick polypropylene screen and a hinged cover.

An overflow pipe, constructed of 4.00" schedule 40 polypropylene, will be installed approximately halfway down the fill tower and extend through the water tank and exit to the rear of the rear axle.

### **HOSE BED**

The hose body will be fabricated of 0.125"-5052 aluminum with a nominal 38,000 psi tensile strength.

The hose bed will be located between the tank and the side compartments on the passenger's side. The hose chute will have a full-height smooth aluminum door at the rear, with a spring-loaded hinge at the top of the door.

The sides will not form any portion of the fender compartments.

The hose body width will be as wide as possible inside.

The upper edges of side panels will have a double break for rigidity.

The hose bed will be located ahead of the ladder turntable.

Hose removal will be via "chute(s)" at rear of the body under turntable area.

Flooring of the hose bed will be removable aluminum grating with the top surface corrugated to aid in hose aeration.

The grating slats will be 0.50" x 4.50" with spacing between slats for hose ventilation.

Hose capacity will be a minimum of 1000' of 5.00" large diameter hose.

### **AERIAL HOSE BED HOSE RESTRAINT**

The hose in the hose bed will be restrained by one (1) black nylon Velcro® strap at the top of the hose bed. The strap will be installed to the top of the hose bed side sheets.

### **RUNNING BOARDS**

The running boards will be fabricated of aluminum grating, with a serrated top edge, supported by structural steel angle assemblies bolted to the chassis frame rails.

Running boards will be 12.75" deep and are spaced away from the body .50".

A riser will be installed on the body to protect the painted surface from damage by stepping on the running boards.

The entire outer edge of the stepping surface will be covered with bright aluminum treadplate.

### **TURNTABLE STEPS**

Steps to access the turntable from the driver side and passenger side will be provided just behind the compartmentation. The steps will be a swing-down design, with the stepping area made of Morton Tread-Grip® channel. The step height for the bottom step (the distance from the top surface of the step to the ground) will not exceed 24.00" with the step in its extended position. No step height (the distance between the top surfaces of any two (2) adjacent steps) will be greater than 14.00". The stepwell will be lined with bright aluminum treadplate to act as scuffplates. The steps will be connected to the "Do Not Move Truck" indicator. A handrail will be provided on each side of the access steps.

### **STEP LIGHTS**

There will be three (3) white LED step lights provided for each set of aerial turntable access steps.

In order to ensure exceptional illumination, each light will provide a minimum of 25 foot-candles (fc) covering an entire 15" x 15" square placed ten (10) inches below the light and a minimum of 1.5 fc covering an entire 30" x 30" square at the same ten (10) inch distance below the light.

The step lights will be actuated by the aerial master switch in the cab.

### **SMOOTH ALUMINUM REAR WALL**

The rear wall will be smooth aluminum.

### **TOW EYES**

Two (2) rear painted tow eyes will be located at the rear of the apparatus and will be mounted directly to the torque box. The inner and outer edges of the tow eyes will be radiused.

### **COMPARTMENTATION**

Compartmentation will be fabricated of 0.125" 5052 aluminum. The side compartments are an integral assembly with the rear fenders. Fully enclosed rear wheel housings will be provided to prevent rust pockets and for ease of maintenance. Due to the severe loading requirements of this aerial, a method of compartment body support suitable for the intended load will be provided.

The backbone of the support system will be the chassis frame rail, which is the strongest component of the chassis and is designed for sustaining maximum loads.

A support system will be used which will incorporate a floating substructure by using Neoprene Elastomer isolators to allow the body to remain rigid while the chassis goes through its natural flex. The isolators will have a broad range of proven viability in vehicular applications, be of a fail safe design, and allow for all necessary movement in three (3) transitional and rotational modes. This will result in a 500 lb equipment rating for each lower compartment of the body.

The compartmentation in front of the rear axle will include a 3.00" steel support assemblies which are bolted to the chassis frame rails. A steel framework will be mounted to the body above these support assemblies connected to the support assemblies with isolators. There will be one (1) support assembly mounted to each chassis frame rail.

The compartmentation behind the rear axle will include 3.00" steel support assemblies which are bolted to the chassis frame rails and extend underneath to the outside edge of the body. The support assembly will be coated to isolate the dissimilar metals before it is bolted to the body. There will be one (1) support assembly mounted to each chassis frame rail.

Compartment flooring will be of the sweep out design with the floor higher than the compartment door lip. The compartment door openings are framed by flanging the edges in 1.75" and bending out again 0.75" to form an angle. Drip protection is provided over all door openings by means of bright aluminum extrusion or formed bright aluminum treadplate. Side compartment tops will be covered with bright aluminum treadplate with a 1.00" rolled over edge on the front, rear and outward side. The covers are fabricated in one (1) piece and have the corners welded. A bright aluminum treadplate cover will be provided on the front wall of each side compartment. All screws and bolts which protrude into a compartment will have acorn nuts at the ends to prevent injury.

The body design has been fully tested. Proven engineering and test techniques such as finite element analysis, model analysis, stress coating and strain gauging have been performed with special attention given to fatigue life and structural integrity of the compartment body and substructure.

### **AGGRESSIVE WALKING SURFACE**

All exterior surfaces designated as stepping, standing, and walking areas will comply with the required average slip resistance of the current NFPA standards.

### **LOUVERS**

All body compartments will have a minimum of one (1) set of louvers stamped into a wall to provide the proper airflow inside the compartment and to prevent water from dripping into the compartment. These louvers will be formed into the metal and not added to the compartment as a separate plate.

### **LEFT SIDE COMPARTMENTATION**

A full height roll-up door compartment ahead of the rear wheels will be 41.75" wide x 56.38" high x 24.25" deep inside with a clear door opening of 38.75" wide x 56.38" high.

One (1) roll-up door compartment will be located above the fender compartments and over the rear axles. The compartment will be 72.13" wide x 33.25" high x 24.25" deep inside with a clear door opening of 63.75" wide x 25.50" high.

A compartment with a single pan stainless steel door will be located above the front stabilizer. The compartment will be 24.25" wide x 15.50" high x 24.25" deep with a door opening of 18.50" wide x 12.75" high.

There will be one (1) compartment located below the turntable with a lift-up door. The compartment will be 39.38" wide x 18.38" high x 21.25" deep with a door opening of 35.00" wide x 14.88" high.

A full height roll-up door compartment behind the rear wheels will be 43.75" wide x 49.25" high x 21.25" deep. The clear door opening will be 40.75" wide x 41.62" high.

#### **RIGHT SIDE COMPARTMENTATION**

A full height roll-up door compartment ahead of the rear wheels will be 41.75" wide x 56.38" high x 24.25" deep inside the lower 29.75" and 12.00" deep inside the upper portion with a clear door opening of 38.75" wide x 56.38" high.

One (1) roll-up door compartment will be located above the fender compartments and over the rear axles. The compartment will be 72.13" wide x 33.25" high x 12.00" deep inside with a clear door opening of 63.75" wide x 25.50" high.

A compartment with a single pan stainless steel door will be located above the front stabilizer. The compartment will be 24.25" wide x 15.50" high x 12.00" deep with a door opening of 18.50" wide x 12.75" high.

There will be one (1) compartment located below the turntable with a lift-up door. The compartment will be 39.38" wide x 18.38" high x 12.00" deep with a door opening of 35.00" wide x 14.88" high.

A full height roll-up door compartment behind the rear wheels will be 43.75" wide x 49.25" high x 21.25" deep inside the lower 29.75" and 12.00" deep in the upper portion. The clear door opening will be 40.75" wide x 41.62" high.

#### **ROLLUP DOOR, SIDE COMPARTMENTS**

There will be six (6) compartment doors installed on the side compartments. The doors will be double faced aluminum construction, painted one (1) color to match the lower portion of the body and manufactured by Gortite®.

Lath sections will be an interlocking rib design and will be individually replaceable without complete disassembly of door.

Between each slat at the pivoting joint will be a PVC inner seal to prevent metal to metal contact and prevent dirt or moisture from entering the compartments. Seals will allow door to operate in extreme temperatures ranging from 180 to -40 degrees Fahrenheit. Side, top and bottom seals will be provided to resist ingress of dirt and weather and be made of Santoprene.

All hinges, barrel clips and end pieces will be nylon 66. All nylon components will withstand temperatures from 300 to -40 degrees Fahrenheit.



A polished stainless steel lift bar to be provided for each roll-up door. Lift bar will be located at the bottom of door and have latches on the outer extrusion of the doors frame. A ledge will be supplied over lift bar for additional area to aid in closing the door.

Doors will be constructed from an aluminum box section. The exterior surface of each slat will be flat. The interior surfaces will be concave to provide strength and prevent loose equipment from jamming the door from inside.

To conserve space in the compartments, the spring roller assembly will not exceed 3.00" in diameter.

The header for the rollup door assembly will not exceed 4.00".

A heavy-duty magnetic switch will be used for control of open compartment door warning lights.

### **REAR BUMPER**

An 8.00" rear bumper will be furnished. The bumper will be constructed of steel framework and will be covered with polished aluminum treadplate. The bumper will be 7.00" deep x 5.00" high and will be spaced away from the body approximately 1.00". The corners of the bumper will be angled at 30 degrees. It will extend the full width of the body. The center portion of the bumper will be notched to allow clearance for the elbow on the aerial inlet.

### **DOOR GUARD**

There will be seven (7) compartment doors that will include a guard/drip pan designed to protect the rollup door from damage when in the retracted position and contain any water spray. The guard will be fabricated from stainless steel and installed on the driver side rearward compartment, rear compartment, passenger side rearward compartment, driver side forward over the wheel compartment, driver side forward compartment, passenger side forward over the wheel compartment and passenger side forward compartment.

### **COMPARTMENT LIGHTING**

There will be eight (8) compartment(s) with two (2) white 12 volt DC LED compartment light strips. The dual light strips will be centered vertically along each side of the door framing. There will be two (2) light strips per compartment. The dual light strips will be in all body compartment(s).

Any remaining compartments without light strips will have a 6.00" diameter Truck-Lite, Model: 79384 light. Each light will have a number 1076 one filament, two wire bulb.

Opening the compartment door will automatically turn the compartment lighting on.

### **ADDITIONAL COMPARTMENT LIGHTING**

There will be two (2) 9.00" white 12 volt DC LED strip light(s) provided in the above door of compartment D5 & P5 compartment(s).

Opening the compartment door(s) will automatically turn the compartment lighting on.

### **MOUNTING TRACKS**

There will be six (6) sets of tracks for mounting shelf(s) in D3, D1, P1, P3, D4 and P4. These tracks will be installed vertically to support the adjustable shelf(s), and will be full height of the compartment. The tracks will be painted to match the compartment interior.

### **ADJUSTABLE SHELVES**

There will be five (5) shelves with a capacity of 500 lb provided.

The shelf construction will consist of .188" aluminum painted spatter gray with 2.00" sides.

Each shelf will be infinitely adjustable by means of a threaded fastener, which slides in a track.

The shelves will be held in place by .12" thick stamped plated brackets and bolts.

The location(s) will be in D1 in the upper third, in P1 in the upper third, in P3 in the upper third, in D4 in the upper third and in P4 in the upper third.

### **SLIDE-OUT/TILT-DOWN TRAY**

There will be one (1) slide-out tray provided.

The bottom of each tray will be constructed of 0.188" thick aluminum painted spatter gray while special aluminum extrusions will be utilized for the tray sides, ends, and tracks. The corners will be welded to form a rigid unit.

A spring loaded lock will be provided on each side at the front of the tray. Releasing the locks will allow the tray to slide out approximately two-thirds (2/3) of its length from the stowed position and tip 30 degrees down from horizontal. The tray will be equipped with ball bearing rollers for smooth operation.

Rubber padded stops will be provided for the tray in the extended position.

The capacity rating of the tray will be a minimum of 215 lb in the extended position.

The vertical position of the tray within the compartment will be adjustable.

The location(s) will be in D3 centered between the floor and ceiling.

### **SLIDE-OUT FLOOR MOUNTED TRAY**

There will be four (4) floor mounted slide-out tray(s) provided.

Each tray will have 2.00" high sides and a minimum capacity rating of 500 lb in the extended position.

Each tray will be constructed of aluminum painted spatter gray

There will be two undermount-roller bearing type slides rated at 250lb each provided. The pair of slides will have a safety factor rating of 2.

To ensure years of dependable service, the slides will be coated with a finish that is tested to withstand a minimum of 1,000 hours of salt spray per ASTM B117.

To ensure years of easy operation, the slides will require no more than a 50lb force for push-in or pull-out movement when fully loaded after having been subjected to a 40 hour vibration (shaker) test under full load. The vibration drive file will have been generated from accelerometer data collected from a heavy truck chassis driven over rough gravel roads in an unloaded condition. Proof of compliance will be provided upon request.

Automatic locks will be provided for both the "in" and "out" positions. The trip mechanism for the locks will be located at the front of the tray for ease of use with a gloved hand.

The location(s) will be D1, P1, P4 and D4.

### **REAR WALL**

The entire rear surface of the apparatus and all the doors will be covered with smooth aluminum.

### **RUB RAIL**

Bottom edge of the side compartments will be trimmed with a bright aluminum extruded rub rail.

Trim will be 2.12" high with 1.38" flanges turned outward for rigidity.

The rub rails will not be an integral part of the body construction, which allows replacement in the event of damage.

### **BODY FENDER CROWNS**

Stainless steel fender crowns will be provided around the rear wheel openings.

A rubber welting will be provided between the body and the crown to seal the seam and restrict moisture from entering.

### **HARD SUCTION HOSE**

Hard suction hose will not be required.

### **HANDRAILS**

The handrails will be 1.25" diameter anodized aluminum extrusion, with a ribbed design, to provide a positive gripping surface.

Chrome plated end stanchions will support the handrail. Plastic gaskets will be used between end stanchions and any painted surfaces.

Drain holes will be provided in the bottom of all vertically mounted handrails.

Handrails will be provided to meet NFPA 1901 section 15.8 requirements. The handrails will be installed as noted on the sales drawing.

### **SINGLE AIR BOTTLE STORAGE COMPARTMENT**

A quantity of seven (7) air bottle compartments, 7.75" in diameter x 26.00" deep, will be provided on the driver side rearward of the rear wheels, on the passenger side forward of the rear wheels, on the passenger side rearward of the rear wheels, on the passenger side, two single compartments between the tandem rear wheels and on the driver side, two single compartments between the tandem rear wheels. A polished stainless steel door with a Southco non-locking C2 chrome lever latch will be

provided to contain the air bottle. A dielectric barrier will be provided between the door hinge, hinge fasteners and the body sheet metal.

Inside the compartment, black rubber matting will be provided.

#### **EXTENSION LADDER**

There will be one (1) 35' two (2) section aluminum Duo-Safety Series 1200-A extension ladder(s) provided.

#### **AERIAL EXTENSION LADDER**

There will be one (1) 24' two (2) section aluminum Series 900-A extension ladder(s) provided and located in the aerial torque box.

#### **ROOF LADDERS**

There will be two (2) 16' aluminum Duo-Safety Series 875-A roof ladders provided.

#### **AERIAL ATTIC EXTENSION LADDER**

There will be one (1) 14' Fresno aluminum Duo-Safety Series 701 attic extension ladder(s) provided.

#### **AERIAL FOLDING LADDER**

There will be one (1) 10' aluminum Duo-Safety Series 585-A folding ladder(s) provided and located in the aerial torque box.

#### **GROUND LADDER STORAGE**

The ground ladders are stored within the torque box and are removable from the rear.

Ladders will be enclosed to prevent road dirt and debris from fouling or damaging the ladders.

The ladders rest in full length stainless steel slides and are arranged in such a manner that any one ladder can be removed without having to move or remove any other ladder.

A Gortite rollup door will be provided at the rear, double faced, aluminum construction, and an anodized satin finish.[Latch, Roll-up Door, Gortite]. The latching mechanism will consist of a full length lift bar lock with latches on the outer extrusion of the door frame.

A stainless plate with a 2-bend flange and a stainless steel hinge will be provided to secure the aerial ladder complement. The plate assembly will be mounted to the bottom of the entrance of the torque box ladder storage area.

When the plate is vertical, it will secure the ladders and prevent them from migrating to the rear of the apparatus. When the plate is down and not securing the ladders, the rollup door can not close, which will activate the "Open Door Indicator Light" within the cab. The rollup door together with hinge friction will secure the plate in place during driving operations.

A door guard will be provided to prevent tools inside the torque box from damaging the rollup door.

#### **LADDER STORAGE LIGHTING**

There will be 21.00" white 12 volt DC LED strip lights in the torque box ladder storage compartment. One (1) light will be provided on each side of the ladder storage area.



The lights will be activated when the ladder storage compartment door is opened.

### **PIKE POLES**

There will be two (2) 12' pike pole(s) with fiberglass I-beam handles provided. The pike pole(s) will be stored in tubular holders located in the ground ladder storage compartment.

### **8' PIKE POLE**

There will be two (2) 8' Duo Safety pike pole(s) with fiberglass handle provided. The pike pole(s) will be stored in tubular holders located in the ground ladder storage compartment.

### **6' PIKE POLE**

There will be two (2) 6' Duo Safety pike pole(s) with fiberglass handle provided. The pike pole(s) will be stored in tubular holders located in the ground ladder storage compartment.

### **STEPS**

A folding step will be provided on the front of each fender compartment for access to the hose bed. The step will be bright finished, non-skid with a black coating. The step will incorporate an LED light to illuminate the stepping surface. The step can be used as a hand hold with two openings wide enough for a gloved hand.

Three (3) additional folding steps will be located one (1) on the driver side front bulkhead and two (2) on the passenger side front bulkhead. The step(s) will be bright finished, non-skid with a black coating. Each step will incorporate an LED light to illuminate the stepping surface. The step(s) can be used as a hand hold with two openings wide enough for a gloved hand.

### **STIRRUP STEP**

There will be one (1) stirrup step(s) provided below the body. Each step will be designed with a grip pattern punched into bright aluminum treadplate material, providing support, slip resistance and drainage. The step(s) will be a bolt-on design and provide an 18.50" wide x 5.00" deep stepping surface.

The step(s) will be located under passenger side running board..

The stirrup step(s) will be lit by an Amdor, Model AY-9500-012, 12 volt DC LED light provided on the step.

The additional step(s) lights will be activated by the same means as the standard step lights.

### **PUMP**

Pump will be a Waterous CSU, 2000 gpm single (1) stage midship mounted centrifugal type.

Pump will be the class "A" type.

Pump will deliver the percentage of rated discharge at pressures indicated below:

- 100% of rated capacity at 150 psi net pump pressure.

-70% of rated capacity at 200 psi net pump pressure.

-50% of rated capacity at 250 psi net pump pressure.

Pump body will be close-grained gray iron, bronze fitted, and horizontally split in two (2) sections for easy removal of the entire impeller shaft assembly (including wear rings).

Pump will be designed for complete servicing from the bottom of the truck, without disturbing the pump setting or apparatus piping.

Pump case halves will be bolted together on a single horizontal face to minimize a chance of leakage and facilitate ease of reassembly. No end flanges will be used.

Discharge manifold of the pump will be cast as an integral part of the pump body assembly and will provide a minimum of three (3) 3.50" openings for flexibility in providing various discharge outlets for maximum efficiency.

The three (3) 3.50" openings will be located as follows: one (1) outlet to the right of the pump, one (1) outlet to the left of the pump, and one (1) outlet directly on top of the discharge manifold.

Impeller shaft will be stainless steel, accurately ground to size. It will be supported at each end by sealed, anti-friction ball bearings for rigid precise support. Impeller will have flame plated hubs assuring maximum pump life and efficiency despite any presence of abrasive matter in the water supply.

Bearings will be protected from water and sediment by suitable stuffing boxes, flinger rings, and oil seals. No special or sleeve type bearings will be used.

Pump will be equipped with a self-adjusting, maintenance-free, mechanical shaft seal.

The mechanical seal will consist of a flat, highly polished, spring fed carbon ring that rotates with the impeller shaft. The carbon ring will press against a highly polished stainless steel stationary ring that is sealed within the pump body.

In addition, a throttling ring will be pressed into the steel chamber cover, providing a very small clearance around the rotating shaft in the event of a mechanical seal failure. The pump performance will not deteriorate, nor will the pump lose prime, while drafting if the seal fails during pump operation.

Wear rings will be bronze and easily replaceable to restore original pump efficiency and eliminate the need to replace the entire pump casing due to wear.

### **PUMP TRANSMISSION**

The pump transmission will be made of a three (3) piece, aluminum, horizontally split casing. Power transfer to pump will be through a high strength Morse HY-VO silent drive chain. By the use of a chain rather than gears, 50% of the sprocket will be accepting or transmitting torque, compared to two (2) or three (3) teeth doing all the work.

Drive shafts will be 2.35" diameter hardened and ground alloy steel and supported by ball bearings. The case will be designed to eliminate the need for water cooling.

### **PUMPING MODE**

An interlock system will be provided to ensure that the pump drive system components are properly engaged so that the apparatus can be safely operated. The interlock system will be designed to allow stationary pumping only.

### **AIR PUMP SHIFT**

Pump shift engagement will be made by a two (2) position sliding collar, actuated pneumatically (by air pressure), with a three (3) position air control switch located in the cab. A manual back-up shift control will also be located on the left side pump panel.

Two (2) indicator lights will be provided adjacent to the pump shift inside the cab. One (1) green light will indicate the pump shift has been completed and be labeled "pump engaged". The second green light will indicate when the pump has been engaged, and that the chassis transmission is in pump gear. This indicator light will be labeled "OK to pump".

Another green indicator light will be installed adjacent to the hand throttle on the pump panel and indicate either the pump is engaged and the road transmission is in pump gear, or the road transmission is in neutral and the pump is not engaged. This indicator light will be labeled "Warning: Do not open throttle unless light is on".

The pump shift will be interlocked to prevent the pump from being shifted out of gear when the chassis transmission is in gear to meet NFPA requirements.

The pump shift control in the cab will be illuminated to meet NFPA requirements.

### **TRANSMISSION LOCK-UP**

The direct gear transmission lock-up for the fire pump operation will engage automatically when the pump shift control in the cab is activated.

### **AUXILIARY COOLING SYSTEM**

A supplementary heat exchange cooling system will be provided to allow the use of water from the discharge side of the pump for cooling the engine water. The heat exchanger will be cylindrical type and will be a separate unit. The heat exchanger will be installed in the pump or engine compartment with the control located on the pump operator's control panel. Exchanger will be plumbed to the master drain valve.

### **INTAKE RELIEF VALVE**

An Elkhart relief valve will be installed on the suction side of the pump preset at 125 psig.

Relief valve will have a working range of 75 psig to 250 psig.

Outlet will terminate below the frame rails with a 2.50" National Standard hose thread adapter and will have a "do not cap" warning tag.

Control will be located behind an access door at a side pump panel.

### **PRESSURE CONTROLLER**

A Pierce Pump Boss Model PBA300 pressure governor will be provided.

A pressure transducer will be installed in the water discharge manifold on the pump.

The display panel will be located at the pump operator's panel.

### **PRIMING PUMP**

The priming pump will be a Trident Emergency Products compressed air powered, high efficiency, multistage venturi based AirPrime System, conforming to standards outlined in the current edition of NFPA 1901.

All wetted metallic parts of the priming system are to be of brass and stainless steel construction.

One (1) priming control will open the priming valve and start the pump primer.

### **PUMP MANUALS**

There will be a total of two (2) pump manuals provided by the pump manufacturer and furnished with the apparatus. The manuals will be provided by the pump manufacturer in the form of two (2) CDs. Each manual will cover pump operation, maintenance, and parts.

### **PLUMBING, STAINLESS STEEL AND HOSE**

All inlet and outlet lines will be plumbed with either stainless steel pipe, flexible polypropylene tubing or synthetic rubber hose reinforced with hi-tensile polyester braid. All hose's will be equipped with brass or stainless steel couplings. All stainless steel hard plumbing will be a minimum of a schedule 10 wall thickness.

Where vibration or chassis flexing may damage or loosen piping or where a coupling is required for servicing, the piping will be equipped with victaulic or rubber couplings.

Plumbing manifold bodies will be ductile cast iron or stainless steel.

All piping lines are to be drained through a master drain valve or will be equipped with individual drain valves. All drain lines will be extended with a hose to drain below the chassis frame.

All water carrying gauge lines will be of flexible polypropylene tubing.

All piping, hose and fittings will have a minimum of a 500 PSI hydrodynamic pressure rating.

### **MAIN PUMP INLETS**

A 6.00" pump manifold inlet will be provided on each side of the vehicle. The suction inlets will include removable die cast zinc screens that are designed to provide cathodic protection for the pump, thus reducing corrosion in the pump.

### **MAIN PUMP INLET CAP**

The main pump inlets will have National Standard Threads with a long handle chrome cap.

The cap will be the Pierce VLH, which incorporates an exclusive thread design to automatically relieve stored pressure in the line when disconnected.



## **VALVES**

All ball valves will be Akron® Brass. The Akron valves will be the 8000 series heavy-duty style with a stainless steel ball and a simple two-seat design. No lubrication or regular maintenance is required on the valve.

Valves will have a **ten (10) year** warranty.

## **LEFT SIDE INLET**

There will be one (1) auxiliary inlet with a 2.50" valve at the left side pump panel, terminating with a 2.50" (F) National Standard hose thread adapter.

The auxiliary inlet will be provided with a strainer, chrome swivel and plug.

## **RIGHT SIDE INLET**

There will be one (1) auxiliary inlet with a 2.50" valve at the right side pump panel, terminating with a 2.50" (F) National Standard hose thread adapter.

The auxiliary inlet will be provided with a strainer, chrome swivel and plug.

The location of the valve for the two (2) inlets will be recessed behind the pump panel.

## **INLET CONTROL**

The side auxiliary inlet(s) will incorporate a quarter-turn ball valve with the control located at the inlet valve. The valve operating mechanism will indicate the position of the valve.

## **INLET BLEEDER VALVE**

A 0.75" bleeder valve will be provided for each side gated inlet. The valves will be located behind the panel with a swing style handle control extended to the outside of the panel. The handles will be chrome plated and provide a visual indication of valve position. The swing handle will provide an ergonomic position for operating the valve without twisting the wrist and provides excellent leverage. The water discharged by the bleeders will be routed below the chassis frame rails.

## **TANK TO PUMP**

The booster tank will be connected to the intake side of the pump with stainless steel piping and a quarter turn 3.00" full flow line valve with the control remotely located at the operator's panel. Tank to pump line will run straight (no elbows) from the pump into the front face of the water tank and angle down into the tank sump. A rubber coupling will be included in this line to prevent damage from vibration or chassis flexing.

A check valve will be provided in the tank to pump supply line to prevent the possibility of "back filling" the water tank.

## **TANK REFILL**

A 1.50" combination tank refill and pump re-circulation line will be provided, using a quarter-turn full flow ball valve controlled from the pump operator's panel.

### **LEFT SIDE DISCHARGE OUTLETS**

There will be two (2) discharge outlets with a 2.50" valve on the left side of the apparatus, terminating with a 2.50" (M) National Standard hose thread adapter.

### **RIGHT SIDE DISCHARGE OUTLETS**

There will be one (1) discharge outlet with a 2.50" valve on the right side of the apparatus, terminating with a 2.50" (M) National Standard hose thread adapter.

There will be a 4.00" discharge outlet with a 3.00" valve with a 3.00" ball, installed on the right side of the apparatus, terminating with a 4.00" (M) National Standard hose thread adapter. This discharge outlet will be actuated with a handwheel control with position indicator at the pump operator's control panel.

### **FRONT DISCHARGE OUTLET**

There will be one (1) 1.50" discharge outlet piped to the front of the apparatus and located in the center bumper tray.

Plumbing will consist of 2.00" piping and flexible hose with a 2.00" ball valve with control at the pump operator's panel. A fabricated weldment made of stainless steel pipe will be used in the plumbing where appropriate. The piping will terminate with a 1.50" NST with 90 degree stainless steel swivel.

There will be Class 1 automatic drains provided at all low points of the piping.

### **DISCHARGE CAPS**

Chrome plated, rocker lug, caps with chains will be furnished for all side discharge outlets.

The caps will be the Pierce VLH, which incorporates an exclusive thread design to automatically relieve stored pressure in the line when disconnected.

### **OUTLET BLEEDER VALVE**

A 0.75" bleeder valve will be provided for each outlet 1.50" or larger. Automatic drain valves are acceptable with some outlets if deemed appropriate with the application.

The valves will be located behind the panel with a swing style handle control extended to the outside of the side pump panel. The handles will be chrome plated and provide a visual indication of valve position. The swing handle will provide an ergonomic position for operating the valve without twisting the wrist and provides excellent leverage. Bleeders will be located at the bottom of the pump panel. They will be properly labeled identifying the discharge they are plumbed in to. The water discharged by the bleeders will be routed below the chassis frame rails.

### **LEFT SIDE OUTLET ELBOWS**

The 2.50" discharge outlets located on the left side pump panel will be furnished with a 2.50" (F) National Standard hose thread x 2.50" (M) National Standard hose thread, chrome plated, 45 degree elbow.

The elbow will be Pierce VLH, which incorporates an exclusive thread design to automatically relieve stored pressure in the line when disconnected.

### **RIGHT SIDE OUTLET ELBOWS**

The 2.50" discharge outlets located on the right side pump panel will be furnished with a 2.50" (F) National Standard hose thread x 2.50" (M) National Standard hose thread, chrome plated, 45 degree elbow.

The elbow will be Pierce VLH, which incorporates an exclusive thread design to automatically relieve stored pressure in the line when disconnected.

### **ADDITIONAL RIGHT SIDE OUTLET ELBOWS**

The 4.00" outlet will be furnished with a 4.00" (F) National Standard hose thread x 5.00" Storz elbow adapter with Storz cap.

### **DISCHARGE OUTLET CONTROLS**

The discharge outlets will incorporate a quarter-turn ball valve with the control located at the pump operator's panel. The valve operating mechanism will indicate the position of the valve.

If a handwheel control valve is used, the control will be a minimum of a 3.9" diameter stainless steel handwheel with a dial position indicator built in to the center of the handwheel.

### **AERIAL OUTLET**

The aerial waterway will be plumbed from the pump to the water tower line with 5.00" pipe and a 3.50" Waterous valve. The control for the waterway valve will be located at the pump operator's panel.

A pin indicator will be provided to show when the valve is in the "open" or "closed" position.

### **CROSSLAY HOSE BEDS**

Two (2) crosslays with 1.50" outlets will be provided. Each bed to be capable of carrying 200' of 1.75" double jacketed hose and will be plumbed with 2.00" i.d. pipe and gated with a 2.00" quarter turn ball valve.

Outlets to be equipped with a 1.50" National Standard hose thread 90 degree swivel located in the hose bed so that hose may be removed from either side of apparatus.

The crosslay controls will be at the pump operator's panel.

The center crosslay dividers will be fabricated of 0.25" aluminum and will provide adjustment from side to side. The divider will be unpainted with a brushed finish.

Vertical scuffplates constructed of stainless steel will be provided at the front and rear ends of the bed on each side of vehicle.

Crosslay bed flooring will consist of removable perforated brushed aluminum.

### **2.50" CROSSLAY HOSE BED**

One (1) crosslay with 2.50" outlets will be provided. This bed to be capable of carrying 200' of 2.50" double jacketed hose and will be plumbed with 2.50" i.d. pipe and gated with a 2.50" quarter turn ball valve.

Outlet to be equipped with a 2.50" National Standard hose thread 90 degree swivel located in the hose bed so that hose may be removed from either side of apparatus.

The crosslay control will be at the pump operator's panel.

The center crosslay dividers will be fabricated of 0.25" aluminum and will provide adjustment from side to side. The divider will be unpainted with a brushed finish. The remainder of the crosslay bed will be painted job color.

Stainless steel vertical scuffplates will be provided at hose bed ends (each side of vehicle). Bottom of hose bed ends (each side) will also be equipped with a stainless steel scuffplate.

Crosslay bed flooring will consist of removable perforated brushed aluminum.

#### **CROSSLAY/DEADLAY HOSE RESTRAINT**

A black 1.00" nylon webbing design with 2.00" box pattern will be provided across each end of two (2) crosslay/deadlay(s) to secure the hose during travel. The webbing will be permanently attached at the top of the crosslay/deadlay opening(s). 1.00" web straps will loop through footman loops located at the opposite end of the permanently attached webbing. The straps will attach with a pair of spring clip and hook fasteners.

#### **CROSSLAY/DEADLAY HOSE RESTRAINT**

The crosslay/deadlay hosebed(s) will have two (2) 2.00" wide black nylon straps with Velcro fasteners provided across the top to secure the hose during travel. The straps will extend from the front to back across the top of the hosebed(s).

#### **HUSKY 3 FOAM PROPORTIONER**

A Pierce Husky® 3 foam proportioning system will be provided. The Husky 3 is an on demand, automatic proportioning, single point, direct injection system suitable for all types of Class A and B foam concentrates, including the high viscosity (6000 cps), alcohol resistant Class B foams. Operation will be based on direct measurement of water flow, and remain consistent within the specified flows and pressures. The system will automatically proportion foam solution at rates from .1 percent to 3.0 percent regardless of variations in water pressure and flow, up to the maximum rated capacity of the foam concentrate pump.

The design of the system will allow operation from draft, hydrant, or relay operation.

#### **SYSTEM CAPACITY**

The system will have the ability to deliver the following minimum foam solution flow rates at accuracies that meet or exceed NFPA requirements at a pump rating of 150 psi.

100 gpm @ 3 percent

300 gpm @ 1 percent

600 gpm @ 0.5 percent



Class A foam setting in .1 percent increments from .1 percent to 1 percent. Typical settings of 1 percent, .5 percent and .3 percent (maximum capacity will be limited to the plumbing and water pump capacity).

### **CONTROL SYSTEM**

The system will be equipped with a digital electronic control display located on the pump operators panel. Push button controls will be integrated into the panel to turn the system on/off, control the foam percentage, and to set the operation modes.

The percent of injection will have a preset. This preset can be changed at the fire department as desired. The percent of injection will be able to be easily changed at the scene to adjust to changing demands.

Three (3) .50 tall LEDs will display the foam percentage in numeric characters. Three (3) indicator LEDs will also be included, one (1) green, one (1) red, and one (1) yellow. The LEDs will indicate various system operation or error states.

The indications will be:

Solid Green - System On

Solid Red - Valve Position Error

Solid Yellow - Priming System

Flashing Green - Injecting Foam

Flashing Red - Low Tank Level

Flashing Yellow - Refilling Tank

The control display will house a microprocessor, which receives input from the systems water flow meter while also monitoring the position of the foam concentrate pump. The microprocessor will compare the values of the water flow versus the position/rate of the foam pump, to ensure the proportion rate is accurate. One (1) check valve will be installed in the plumbing to prevent foam from contaminating the water pump.

### **HYDRAULIC DRIVE SYSTEM**

The foam concentrate pump will be powered by an electric over hydraulic drive system. The hydraulic system and motor will be integrated into one (1) unit.

### **FOAM CONCENTRATE PUMP**

The foam concentrate pump will be of positive displacement, self-priming; linear actuated design, driven by the hydraulic system. The pump will be constructed of brass body; chrome plated stainless steel shaft, with a stainless steel piston. In order to increase longevity of the pump, no aluminum will be present in its construction.

A relief system will be provided which is designed to protect the drive system components and prevent over pressuring the foam concentrate pump

The foam concentrate pump will have minimum capacity for 3 gpm with all types of foam concentrates with a viscosity at or below 6000 cps including protein, fluoroprotein, AFFF, FFFP, or AR-AFFF. The system will deliver only the amount of foam concentrate flow required, without recirculating foam back to the storage tank. Recirculating foam concentrate back to the storage tank can cause agitation and premature foaming of the concentrate, which can result in system failure. The foam concentrate pump will be self-priming and have the ability to draw foam concentrate from external supplies such as drums or pails.

### **EXTERNAL FOAM CONCENTRATE CONNECTION**

An external foam pick-up will be provided to enable use of a foam agent that is not stored on the vehicle. The external foam pick-up will be designed to allow continued operation after the on-board foam tank is empty, or the use of foam different than the foam in the foam tank.

### **PANEL MOUNTED EXTERNAL PICK-UP CONNECTION / VALVE**

A bronze three (3)-way valve will be provided. The unit will be mounted to the pump panel. The valve unit will function as the foam system tank to pump valve and external suction valve. The external foam pick-up will be one (1) .75" male connection GHT (garden hose thread) with a cap.

### **PICK-UP HOSE**

A .75" flexible hose with an end for insertion into foam containers will be provided. The hose will be supplied with a .75" female swivel GHT (garden hose thread) swivel connector. The hose will be shipped loose.

### **DISCHARGES**

The foam system will be plumbed to the center of front bumper, front crosslay, center crosslay and rear crosslay.

### **SYSTEM ELECTRICAL LOAD**

The maximum current draw of the electric motor and system will be no more than 55 amperes at 12 VDC.

### **SINGLE FOAM TANK REFILL**

The foam system's proportioning pump will be used to fill the foam tank. This will allow use of the auxiliary foam pick-up to pump the foam from pails or a drum on the ground into the foam tank. A foam shut-off switch will be installed in the fill dome of the tank to shut the system down when the tank is full. The fill operation will be controlled by a mode in the foam system controller. While the proportioner pump is filling the tank, the controller will display a flashing yellow LED to indicate that the tank is filling. When the tank is full, as determined by the float switch in the tank dome, the pump will stop and the controller will shut the yellow LED off. If it attempted to use tank fill and the refill valve and suction valve are in the wrong position(s), then a red LED will illuminate to indicate the improper valve position(s). When the valves are positioned properly, then filling will commence.

### **FOAM TANK**

The foam tank will be an integral portion of the polypropylene water tank. The cell will have a capacity of 20 gallons of foam with the intended use of Class A foam. The foam cell will not reduce the capacity of the water tank. The foam cell will have a screen in the fill dome and a breather in the lid.

### **FOAM TANK DRAIN**

The foam tank drain will be a 1.00" quarter turn drain valve located inside the pump/plumbing compartment.

### **PUMP COMPARTMENT**

The pump compartment will be separate from the hose body and compartments so that each may flex independently of the other. The pump compartment will be constructed of the same material as the body compartmentation.

The pump compartment substructure will be a fabricated assembly of steel tubing, angles and channels which supports both the fire pump and the side running boards.

The pump compartment will be mounted on the chassis frame rails with rubber biscuits in a four point pattern to allow for chassis frame twist.

Pump compartment, pump, plumbing and gauge panels will be removable from the chassis in a single assembly.

### **PUMP MOUNTING**

Pump will be mounted to a substructure which will be mounted to the chassis frame rail using rubber isolators. The mounting will allow chassis frame rails to flex independently without damage to the fire pump.

### **LEFT SIDE PUMP CONTROL PANELS**

All pump controls and gauges will be located at the left (driver's) side of the apparatus and properly identified.

Layout of the pump control panel will be ergonomically efficient and systematically organized.

The pump operator's control panel will be removable in two (2) main sections for ease of maintenance:

The upper section will contain sub panels for the mounting of the pump pressure control device, engine monitoring gauges, electrical switches, and foam controls (if applicable). Sub panels will be removable from the face of the pump panel for ease of maintenance. Below the sub panels will be located all valve controls and line pressure gauges.

The lower section of the panel will contain all inlets, outlets, and drains.

All push/pull valve controls will have 1/4 turn locking control rods with polished chrome plated zinc tee handles. Guides for the push/pull control rods will be chrome plated zinc castings securely mounted to the pump panel. Push/pull valve controls will be capable of locking in any position. The control rods will pull straight out of the panel and will be equipped with universal joints to eliminate binding.

### **IDENTIFICATION TAGS**

The identification tag for each valve control will be recessed in the face of the tee handle.

All discharge outlets will have color coded identification tags, with each discharge having its own unique color. Color coding will include the labeling of the outlet and the drain for each corresponding discharge.

All line pressure gauges will be mounted directly above the corresponding discharge control tee handles and recessed within the same chrome plated casting as the rod guide for quick identification. The gauge and rod guide casting will be removable from the face of the pump panel for ease of maintenance. The casting will be color coded to correspond with the discharge identification tag.

All remaining identification tags will be mounted on the pump panel in chrome plated bezels.

The pump panel on the right (passenger's) side will be removable with lift and turn type fasteners.

Trim rings will be installed around all inlets and outlets.

### **PUMP PANEL CONFIGURATION**

The pump panel configuration will be arranged and installed in an organized manner that will provide user-friendly operation.

### **PUMP OPERATOR'S PLATFORM**

A pull out, flip down platform will be provided at the pump operator's control panel.

The front edge and the top surface of the platform will be made of DA finished aluminum with a Morton Cass insert.

The platform will be approximately 13.75" deep when in the stowed position and approximately 22.00" deep when extended. The platform will be 35.00" wide. The platform will lock in the retracted and the extended position.

The platform will be wired to the "step not stowed" indicator in the cab.

### **PUMP OPERATOR'S PLATFORM PERIMETER LIGHT**

There will be an Amdor LumaBar H2O, Model AY-9500-020, 20.00" white 12 volt DC LED strip light provided to illuminate the ground area.

### **PUMP AND GAUGE PANEL**

The pump and gauge panels will be constructed of aluminum with a black vinyl finish. A polished aluminum trim molding will be provided around each panel.

The right side pump panel will be removable and fastened with swell type fasteners.

### **PUMP COMPARTMENT LIGHT**

There will be two (2) Whelen®, Model 3SC0CDCR, 3.00" white 12 volt DC LED light(s) with Whelen, Model 3FLANGEC, flange(s) installed in the pump compartment.

There will be a switch accessible through a door on the pump panel included with this installation.

Engine monitoring graduated LED indicators will be incorporated with the pressure controller.

Also provided at the pump panel will be the following:

- Master Pump Drain Control

### **VACUUM AND PRESSURE GAUGES**

The pump vacuum and pressure gauges will be liquid filled and manufactured by Class 1 Incorporated ©.

The gauges will be a minimum of 4.00" in diameter and will have white faces with black lettering, with a pressure range of 30.00"-0-600#.

Gauge construction will include a Zytel nylon case with adhesive mounting gasket and threaded retaining nut.

The pump pressure and vacuum gauges will be installed adjacent to each other at the pump operator's control panel.

Test port connections will be provided at the pump operator's panel. One will be connected to the intake side of the pump, and the other to the discharge manifold of the pump. They will have 0.25 in. standard pipe thread connections and non-corrosive polished stainless steel or brass plugs. They will be marked with a label.

This gauge will include a 10 year warranty against leakage, pointer defect, and defective bourdon tube.

### **PRESSURE GAUGES**

The individual "line" pressure gauges for the discharges will be Class 1© interlube filled.

They will be a minimum of 2.00" in diameter and have white faces with black lettering.

Gauge construction will include a Zytel nylon case with adhesive mounting gasket and threaded retaining nut.

Gauges will have a pressure range of 30"-0-400#.

The individual pressure gauge will be installed as close to the outlet control as practical.

This gauge will include a 10 year warranty against leakage, pointer defect, and defective bourdon tube.

### **WATER LEVEL GAUGE**

There will be an electronic water level gauge provided on the operator's panel that registers water level by means of five (5) colored LED lights. The lights will be durable, ultra-bright five (5) LED design viewable through 180 degrees. The water level indicators will be as follows:

- 100 percent = Green
- 75 percent = Yellow
- 50 percent = Yellow
- 25 percent = Yellow
- Refill = Red



The light will flash when the level drops below the given level indicator to provide an eighth of a tank indication. To further alert the pump operator, the lights will flash sequentially when the water tank is empty.

The level measurement will be based on the sensing of head pressure of the fluid in the tank.

The display will be constructed of a solid plastic material with a chrome plated die cast bezel to reduce vibrations that can cause broken wires and loose electronic components. The encapsulated design will provide complete protection from water and environmental elements. An industrial pressure transducer will be mounted to the outside of the tank. The field calibratable display measures head pressure to accurately show the tank level.

### **FOAM LEVEL GAUGE**

An electronic foam level gauge will be provided on the operator's panel that registers foam level by means of five (5) colored LED lights. The lights will be durable, ultra-bright five (5) LED design viewable through 180 degrees. The foam level indicators will be as follows:

- 100 percent = Green
- 75 percent = Yellow
- 50 percent = Yellow
- 25 percent = Yellow
- Refill = Red

The light will flash when the level drops below the given level indicator to provide an eighth of a tank indication. To further alert the pump operator, the lights will flash sequentially when the foam tank is empty.

The level measurement will be based on the sensing of head pressure of the fluid in the tank.

The display will be constructed of a solid plastic material with a chrome plated die cast bezel to reduce vibrations that can cause broken wires and loose electronic components. The encapsulated design will provide complete protection from foam and environmental elements. An industrial pressure transducer will be mounted to the outside of the tank. The display will be able to be calibrated in the field and will measure head pressure to accurately show the tank level.

### **LIGHT SHIELD**

There will be a polished, 16 gauge stainless steel light shield installed over the pump operator's panel.

- There will be 12 volt DC white LED lights installed under the stainless steel light shield to illuminate the controls, switches, essential instructions, gauges, and instruments necessary for the operation of the apparatus. These lights will be activated by the pump panel light switch. Additional lights will be included every 18.00" depending on the size of the pump house.
- One (1) pump panel light will come on when the pump is in ok to pump mode.

There will be a light activated above the pump panel light switch when the parking brake is set. This is to afford the operator some illumination when first approaching the control panel.

There will be a green pump engaged indicator light activated on at the operator's panel when the pump is shifted into gear from inside the cab.

### **AIR HORN SYSTEM**

There will be two (2) Grover air horns recessed in the front bumper. The horn system will be piped to the air brake system wet tank utilizing 0.38" tubing. A pressure protection valve will be installed in-line to prevent loss of air in the air brake system.

### **Air Horn Location**

The air horns will be located on each side of the bumper, towards the outside.

### **AIR HORN CONTROL**

The air horns will be actuated by a chrome push button located on the officer's side of the engine tunnel and by the horn button in the steering wheel. The driver will have the option to control the air horns or the chassis horns from the horn button by means of a selector switch located on the instrument panel.

### **ELECTRONIC SIREN**

There shall be a Whelen, Model 295SL 101, 100 or 200 watt electronic siren with noise canceling plug-in microphone will be provided.

This siren to be active when the battery switch is on and that emergency master switch is on.

Electronic siren head will be recessed in the overhead console above the engine tunnel on the driver side.

Siren will be actuated by one (1) foot switch located on the officer's side.

### **SPEAKER**

There will be one (1) Whelen®, Model SA315P, black nylon composite, 100-watt, speaker with through bumper mounting brackets and polished stainless steel grille provided. The speaker will be connected to the siren amplifier.

The speaker(s) will be recessed in the center of the front bumper.

### **AUXILIARY MECHANICAL SIREN**

A Federal Q2B® siren will be furnished. A siren brake button will be installed on the switch panel.

The control solenoid will be powered up after the emergency master switch is activated.

The mechanical siren will be mounted on the bumper deck plate. It will be mounted on the left side. A reinforcement plate will be furnished to support the siren.

### **MECHANICAL SIREN CONTROL**

The mechanical siren will be actuated by a push button located on the officer's side instrument panel and by a foot switch on the driver's side.

### **FRONT ZONE UPPER WARNING LIGHTS**

There will be two (2) 21.50" Whelen Freedom IV LED lightbars mounted on the cab roof, one (1) on each side, above the driver's and passenger's door, at a 30 degree angle.

The driver's side lightbar will include the following:

- One (1) red flashing LED module in the outside end position.
- One (1) red flashing LED module in the outside front corner position.
- One (1) red flashing LED module in the outside front position.
- One (1) red flashing LED module in the inside front position.
- One (1) red flashing LED module in the inside front corner position.

The passenger's side lightbar will include the following:

- One (1) red flashing LED module in the inside front corner position.
- One (1) red flashing LED module in the inside front position.
- One (1) red flashing LED module in the outside front position.
- One (1) red flashing LED module in the outside front corner position.
- One (1) red flashing LED module in the outside end position.

There will be clear lenses included on the lightbar.

There will be a switch in the cab on the switch panel to control the lightbars.

#### **FRONT ZONE UPPER LIGHTING, PLATFORM**

Four (4) Whelen, Model: M7RC red LED flashing warning lights that include a chrome flange will be located at the front of the platform basket.

All of the above lights will include a clear lens

The lights will be controlled by the same switch as the lightbars.

These lights will be deactivated when the boom is lifted out of the cradle.

#### **ADDITIONAL WARNING LIGHTS**

There will be two (2) Whelen, Model M6\* LED flashing warning light(s) that include a chrome flange, located on the basket, on side of platform basket, front lower corner, one each side..

The color of these lights will be red and include a lens that is clear.

The light(s) will be activated with the roof light switch and be deactivated when the boom is lifted out of the cradle.

The additional warning light(s) may be load managed if colored or will be deactivated if white, when the parking brake is set.

#### **CAB FACE WARNING LIGHTS**

There will be four (4) Whelen®, Model M6\*C, LED flashing warning lights installed on the cab face, above the headlights, mounted in a common bezel.

- The driver's side front outside warning light to be red
- The driver's side front inside warning light to be red

- The passenger's side front inside warning light to be red
- The passenger's side front outside warning light to be red

All four (4) lights will include a clear lens.

There will be a switch located in the cab, on the switch panel, to control the four (4) lights.

The inside lights may be load managed if colored or disabled if white, when the parking brake is set.

### **HEADLIGHT FLASHER**

The high beam headlights will flash alternately between the left and right side.

There will be a switch installed in the cab on the switch panel to control the high beam flash. This switch will be live when the battery switch and the emergency master switches are on.

The flashing will automatically cancel when the hi-beam headlight switch is activated or when the parking brake is set.

### **SIDE ZONE LOWER LIGHTING**

There will be six (6) Whelen®, Model M6\*C, flashing LED warning lights with chrome trim installed per the following:

- Two (2) lights, one (1) each side on the bumper extension. The side front lights to be red.
- Two (2) lights, one (1) each side above the front wheels. The side middle lights to be red.
- Two (2) lights, one (1) each side above rear wheels. The side rear lights to be red.
- The lights will include clear lenses.

There will be a switch in the cab on the switch panel to control the lights.

### **REAR ZONE LOWER LIGHTING**

There shall be two (2) Whelen®, Model M6\*C, LED flashing warning lights located at the rear of the apparatus.

- The driver's side rear light to be red
- The passenger's side rear light to be red

Both lights will include a lens that is clear.

There will be a switch located in the cab on the switch panel to control the lights.

### **REAR/SIDE ZONE UPPER WARNING LIGHTS**

There will be two (2) Whelen®, Model L31H\*FN, LED warning beacons provided at the rear of the truck, located one (1) each side. There will be a switch located in the cab on the switch panel to control the beacons.

The color of the lights will be red LEDs with both domes clear.

### **TRAFFIC DIRECTING LIGHT**

There will be one (1) Whelen® Model TAL85 46.87" long x 2.87" high x 2.25" deep, amber LED traffic directing light installed at the rear of the apparatus.

The Whelen Model TACTL5 control head will be included with this installation. The control head shall be energized when the battery switch is on.

The with the control head only.

This traffic directing light will be mounted on top of the body below the turntable with a treadplate box at the rear of the apparatus.

The traffic directing light control head will be located in the driver side overhead switch panel in the right panel position.

### **ELECTRICAL SYSTEM GENERAL DESIGN FOR ALTERNATING CURRENT**

The following guidelines will apply to the 120/240 VAC system installation:

#### **General**

Any fixed line voltage power source producing alternating current (ac) line voltage will produce electric power at 60 cycles plus or minus 3 cycles.

Except where superseded by the requirements of NFPA 1901, all components, equipment and installation procedures will conform to NFPA 70, National Electrical Code (herein referred to as the NEC).

Line voltage electrical system equipment and materials included on the apparatus will be listed and installed in accordance with the manufacturer's instructions. All products will be used only in the manner for which they have been listed.

#### **Grounding**

Grounding will be in accordance with Section 250-6 "Portable and Vehicle Mounted Generators" of the NEC. Ungrounded systems will not be used. Only stranded or braided copper conductors will be used for grounding and bonding.

An equipment grounding means will be provided in accordance with Section 250-91 (Grounding Conductor Material) of the NEC.

The grounded current carrying conductor (neutral) will be insulated from the equipment grounding conductors and from the equipment enclosures and other grounded parts. The neutral conductor will be colored white or gray in accordance with Section 200-6 (Means of Identifying Grounding Conductors) of the NEC.

In addition to the bonding required for the low voltage return current, each body and driving or crew compartment enclosure will be bonded to the vehicle frame by a copper conductor. This conductor will have a minimum amperage rating of 115 percent of the nameplate current rating of the power source specification label as defined in Section 310-15 (amp capacities) of the NEC. A single conductor properly sized to meet the low voltage and line voltage requirements will be permitted to be used.



All power source system mechanical and electrical components will be sized to support the continuous duty nameplate rating of the power source.

### **Operation**

Instructions that provide the operator with the essential power source operating instructions, including the power-up and power-down sequence, will be permanently attached to the apparatus at any point where such operations can take place.

Provisions will be made for quickly and easily placing the power source into operation. The control will be marked to indicate when it is correctly positioned for power source operation. Any control device used in the drive train will be equipped with a means to prevent the unintentional movement of the control device from its set position.

A power source specification label will be permanently attached to the apparatus near the operator's control station. The label will provide the operator with the following information:

- Rated voltage(s) and type (ac or dc)
- Phase
- Rated frequency
- Rated amperage
- Continuous rated watts
- Power source engine speed

Direct drive (PTO) and portable generator installations will comply with Article 445 (Generators) of the NEC.

### **Overcurrent protection**

The conductors used in the power supply assembly between the output terminals of the power source and the main over current protection device will not exceed 144.00" (3658 mm) in length.

For fixed power supplies, all conductors in the power supply assembly will be type THHW, THW, or use stranded conductors enclosed in nonmetallic liquid tight flexible conduit rated for a minimum of 194 degree Fahrenheit (90 degrees Celsius).

For portable power supplies, conductors located between the power source and the line side of the main overcurrent protection device will be type SO or type SEO with suffix WA flexible cord rated for 600-volts at 194 degrees Fahrenheit (90 degrees Celsius).

### **Wiring Methods**

Fixed wiring systems will be limited to the following:

- Metallic or nonmetallic liquid tight flexible conduit rated at not less than 194 degrees Fahrenheit (90 degrees Celsius)
- or
- Type SO or Type SEO cord with a WA suffix, rated at 600 volts at not less than 194 degrees Fahrenheit (90 degrees Celsius)

Electrical cord or conduit will not be attached to chassis suspension components, water or fuel lines, air or air brake lines, fire pump piping, hydraulic lines, exhaust system components, or low voltage wiring. In addition the wiring will be run as follows.

- Separated by a minimum of 12.00" (305 mm), or properly shielded, from exhaust piping
- Separated from fuel lines by a minimum of 6.00" (152 mm) distance

Electrical cord or conduit will be supported within 6.00" (152 mm) of any junction box and at a minimum of every 24.00" (610 mm) of continuous run. Supports will be made of nonmetallic materials or corrosion protected metal. All supports will be of a design that does not cut or abrade the conduit or cable and will be mechanically fastened to the vehicle.

### **Wiring Identification**

All line voltage conductors located in the main panel board will be individually and permanently identified. The identification will reference the wiring schematic or indicate the final termination point. When prewiring for future power sources or devices, the unterminated ends will be labeled showing function and wire size.

### **Wet Locations**

All wet location receptacle outlets and inlet devices, including those on hardwired remote power distribution boxes, will be of the grounding type provided with a wet location cover and installed in accordance with Section 210-7 "Receptacles and Cord Connections" of the NEC.

All receptacles located in a wet location will be not less than 24.00" (610 mm) from the ground. Receptacles on off-road vehicles will be a minimum of 30.00" (762 mm) from the ground.

The face of any wet location receptacle will be installed in a plane from vertical to not more than 45 degrees off vertical. No receptacle will be installed in a face up position.

### **Dry Locations**

All receptacles located in a dry location will be of the grounding type. Receptacles will be not less than 30.00" (762 mm) above the interior floor height.

All receptacles will be marked with the type of line voltage (120-volts or 240-volts) and the current rating in amps. If the receptacles are direct current, or other than single phase, they will be so marked.

### **Listing**

All receptacles and electrical inlet devices will be listed to UL 498, Standard for Safety Attachment Plugs and Receptacles, or other appropriate performance standards. Receptacles used for direct current voltages will be rated for the appropriate service.

### **Electrical System Testing**

The wiring and associated equipment will be tested by the apparatus manufacturer or the installer of the line voltage system.

The wiring and permanently connected devices and equipment will be subjected to a dielectric voltage withstand test of 900-volts for one (1) minute. The test will be conducted between live parts and the

neutral conductor, and between live parts and the vehicle frame with any switches in the circuit(s) closed. This test will be conducted after all body work has been completed.

Electrical polarity verification will be made of all permanently wired equipment and receptacles to determine that connections have been properly made.

### **Operational Test per Current NFPA 1901 Standard**

The apparatus manufacturer will perform the following operation test and ensure that the power source and any devices that are attached to the line voltage electrical system are properly connected and in working order. The test will be witnessed and the results certified by an independent third-party certification organization.

The prime mover will be started from a cold start condition and the line voltage electrical system loaded to 100 percent of the nameplate rating.

The power source will be operated at 100 percent of its nameplate voltage for a minimum of two (2) hours unless the system meets category certification as defined in the current NFPA 1901 standard.

Where the line voltage power is derived from the vehicle's low voltage system, the minimum continuous electrical load as defined in the current NFPA 1901 standard will be applied to the low voltage electrical system during the operational test.

### **GENERATOR**

The apparatus will be equipped with a complete AC (alternating current) electrical power system. The generator will be a Harrison, Model MSV, 6,000 watt hydraulic driven unit with vertical exhaust.

The generator will be driven by a transmission power take off unit, through a hydraulic pump and motor.

The hydraulic engagement supply will be operational at any time (no interlocks).

An electric/hydraulic valve will supply hydraulic fluid to the clutch engagement unit provided on the chassis PTO drive.

### **Generator Instruments and Controls**

To properly monitor the generator performance, a voltmeter will be furnished near the breaker box.

### **GENERATOR LOCATION**

The generator will be mounted in the in the area over the pump on the left side. The flooring in this area will be either reinforced or constructed in such a manner that it will handle the additional weight of the generator.

### **GENERATOR START**

There will be a switch provided on the cab instrument panel to engage the generator.

### **GENERATOR REMOTE FIELD SWITCH**

A remote switch will be provided in the cab switch panel to engage the field of the hydraulic generator. A light will be provided to indicate that the generator field is active.

### **CIRCUIT BREAKER PANEL**

The circuit breaker panel will be located low on the rear wall of compartment D5.

### **ELECTRIC CORD REEL**

Furnished with the AC electrical system will be a Hannay, Series 1600, cord reel wired for a four (4) conductor cord. The reel will be provided with a 12-volt electric rewind switch that is guarded to prevent accidental operation and labeled for its intended use. The push button switch will be protected with a fuse and installed at a height not to exceed 72.00" above the operators standing position.

The exterior finish of the reel(s) will be painted #269 gray from the reel manufacturer.

No guide is required on the reel assembly. A ball stop will be provided to prevent the cord from being wound on the reel.

A label will be provided in a readily visible location adjacent to the reel. The label will indicate current rating, current type, phase, voltage and total cable length.

A total of one (1) cord reel will be provided one (1) above the pump area on the right side.

### **CORD**

Provided for electric distribution will be one (1) length installed on the reel of 200 feet of yellow 10/4 electrical cord. No connector, terminate each conductor with butt splice will be installed on the end of the cord.

### **REEL ENCLOSURE**

An aluminum treadplate enclosure will be installed over the reel. The enclosure will be provided with a stainless steel hinge that will allow the cover to be opened.

A captive roller assembly will be provided to assist with the payout of the cord. A ball stop will be provided on the cord to stop the cord at the roller assembly.

A total of one (1) will be installed over cord reel in cargo compartment above water pump, passenger side. Provide the captive roller assembly through the cargo side sheet..

## **THREE SECTION 100' AERIAL PLATFORM**

### **GENERAL INFORMATION**

It is the intent of these specifications to describe a telescoping, elevating platform. The unit will consist of a three (3) section, steel ladder with a self-leveling basket attached, to the ladder fly section.

### **OPERATION ON GRADES**

The aerial unit will be capable of operating safely, on any slope up to 10 degrees at full capacities. (Operation beyond this limit will be at the operator's discretion.)

### **CONSTRUCTION STANDARDS**

The ladder will be constructed to meet all of the requirements as described in current NFPA 1901 standard.

These capabilities will be established in an unsupported configuration.

All structural load supporting elements of the aerial device that are made of a ductile material will have a design stress of not more than 50% of the minimum yield strength of the material based on the combination of the live load and the dead load. This 2:1 structural safety factor meets the current NFPA 1901 standard.

All structural load supporting elements of the aerial device that are made of non-ductile material will have a design stress of not more than 20% of the minimum ultimate strength of the material, based on the combination of the rated capacity and the dead load. This 5:1 safety factor meets the current NFPA 1901 standard.

The aerial device will be capable of sustaining a static load one and one-half times its rated tip load capacity (live load) in every position in which the aerial device can be placed when the vehicle is on a firm level surface.

The aerial device will be capable of sustaining a static load one and one-third times its rated tip load capacity (live load) in every position the aerial device can be placed when the vehicle is on a slope of five degrees downward in the direction most likely to cause overturning.

With the aerial device out of the cradle in the in the fully extended position at zero degrees elevation, a test load will be applied in a horizontal direction normal to the centerline of the ladder. The turntable will not rotate and the ladder will not deflect beyond what the product specification allows.

All welding will be in compliance with the American Welding Society standards. All welding personnel will be certified, as qualified under AWS welding codes.

All material and welds will have a structural safety factor of 2:1. This will be derived from taking into account structure weight, payload, wind load, ice load, and nozzle reactions.

The aerial device will be capable of operating in wind conditions of up to 35 mph and icing conditions of up to a 0.25" coating over the aerial structure.

All of the design criteria must be supported by the following test data:

- Strain gage testing of the complete aerial device
- Analysis of deflection data taken while the aerial device was under test load

The following standards for materials are to be used in the design of the aerial device:

- Materials are to be certified by the mill that manufactured the material
- Material testing that is performed after the mill test will be for verification only and not with the intent of changing the classification.

### **LADDER CONSTRUCTION**

The ladder will be comprised of three (3) sections and will extend to a nominal height, of 100' above the ground, as measured by 1901 recommendations. The ladder (handrails, baserails, trusses, k-braces and rungs) will be constructed of welded, high strength steel certified by the manufacturer as being a minimum of 70,000 pounds per square inch of yield strength. Each section will be trussed diagonally,



vertical and horizontally using round steel tubing. All critical points will be reinforced, for extra rigidity, and to provide a high strength-to-weight ratio. All ladder rungs will be round and welded to each section in two (2) places with "K" bracing for lateral and torsional rigidity.

The inside width dimensions of the ladder will be:

-Base Section 38.75"

-Mid Section 28.88"

-Fly Section 21.50"

The height of the handrails above the centerline of the rungs will be:

-Base Section 31.31"

-Mid Section 26.82"

-Fly Section 22.75"

#### **VERTICAL HEIGHT**

The height of the unit will extend to no less than 100', as measured by a plumb line from the top surface of the basket handrail assembly to the ground, with the basket raised to a 75 degree angle. The aerial device will be measured, in this manner, for accurate comparison.

#### **HORIZONTAL REACH**

The rated horizontal reach will be 93'. The measurement of horizontal reach will be consistent with NFPA standards.

#### **MOUNTING OF ELEVATING PLATFORM**

The aerial device will be rear mounted, to a torque box, on the truck chassis.

#### **TORQUE BOX**

A "torsion box" subframe will be installed between the two sets of stabilizers. The torque box will be constructed of 0.312" steel plate (50,000 pounds per square inch yield) with steel tubing reinforcement, on each side of the box, in the turntable area. The dimensions of the torque box will be 41.00" wide x 29.00" high x 253.50" long. The torque box subframe assembly will be capable of withstanding all torsional and horizontal loads when the unit is on the stabilizers. The torque box will be bolted to the chassis frame rails using thirty-two 0.750" SAE grade 8 bolts with nuts.

#### **TURNTABLE**

The turntable will be a 1.00" thick steel deck, coated with a non-skid, chemical resistant material in the walking areas. The stepping surfaces will meet the skid-resistance requirements of the current NFPA 1901 standard.

The turntable will measure 81.00" long x 96.00" wide. The turntable will include an enclosure for the hydraulic valves and rotation motor, which will also serve as a step, for access to the ladder.

The turntable handrails will be a minimum 42.00" high and will not increase the overall travel height of the vehicle. The handrails will be constructed from aluminum and have a slip resistant knurled surface.

### **ELEVATION SYSTEM**

Two (2) double acting, lift cylinders will be utilized to provide smooth, precise elevation from 5 degrees below horizontal to 75 degrees above horizontal. The lift cylinder will be attached to each side of the base section. The lift cylinder rod will be chrome plated, to provide smooth operation of the aerial and reduce seal wear. The lift cylinders will be equipped with integral holding valves located in the cylinder, to prevent the unit from descending should the charged lines be severed, at any point within the hydraulic system and to maintain the ladder in the bedded position during road travel. The integral holding valves will NOT be located in the transfer tubes.

The elevation system will be controlled by the microprocessor. The microprocessor will provide the following features:

- Collision avoidance of the elevation system to prevent accidental body damage
- Automatic deceleration when the aerial device is lowered into the cradle
- Automatic deceleration at the end of stroke, in maximum raise and lower positions
- Deceleration of the aerial device from 0 to -5 degrees

### **EXTENSION/RETRACTION SYSTEM**

A hydraulically powered, extension and retraction system will be provided through dual hydraulic cylinders and wire ropes. Each set will be capable of operating the ladder in the event of a failure, of the other. The extension cylinder rod will be chrome plated to provide smooth operation of the aerial device and reduce seal wear. The extension/retraction cylinders will be equipped, with integral holding valves, to prevent the unit from retracting should the charged line be severed, at any point within the hydraulic system. The integral holding valves will NOT be located in the transfer tubes.

Wire ropes and attaching systems used to extend and retract the fly sections will have a 5:1 safety factor based on the ultimate strength under all operating conditions. The factor of safety for the wire rope will remain above 2:1 during any extension or retraction stall. The minimum ratio of the diameter of wire rope used to the diameter of the sheave used will be 1:12. Wire ropes will be constructed of seven (7) strands over an inner wire for increased flexibility. The wire rope will be galvanized to reduce corrosion.

The extension/retraction system will be controlled by the microprocessor. The microprocessor will provide the following features:

- Automatic deceleration at the end of stroke, in maximum extend and retract positions
- Controls the rate of retraction while flowing water

All sheaves will be greaseless and all sheave pins and pivot pins will be polished stainless steel.

## **ROTATION SYSTEM**

A 54.00" external tooth, monorace swing circle bearing will be used for the rotation system and will provide 360 degree continuous rotation. To insure proper bearing installation, both the open base bearing plate and the turntable bearing plate will be milled surfaces. The bearing will be bolted to the turntable and the base plate by a minimum of sixty grade 8, 0.88" bolts. Two (2) hydraulically driven, planetary gear boxes with drive speed reducers will be used to provide infinite and minute rotation control throughout the entire rotational travel. Two (2) spring applied, hydraulically released disc type swing brakes will be furnished to provide positive braking of the turntable assembly. Provisions will be made for emergency operation of the rotation system should complete loss of normal hydraulic power occur. The hydraulic system will be equipped with pressure relief valves which will limit the rotational torque to a nondestructive power.

The rotation system will be controlled by the microprocessor. The microprocessor will provide the following features:

- Envelope control of rotation system to prevent accidental body damage
- Prevent the aerial from being rotated into an unstable condition

## **MANUAL OVERRIDE CONTROLS**

Manual override controls will be provided for all aerial and stabilizer functions.

## **LADDER SLIDE MECHANISM**

UHMW polyethylene wear pads will be used between the telescoping ladder sections, to provide greater bearing surface area for load transfer. Adjustable slide pads will also be used to control side play between the ladder sections.

## **BASKET LEVELING SYSTEM**

A basket leveling system will be provided and so designed, that the basket with it's rated load, can be supported and maintained level, relative to the turntable, regardless of the elevation or flexion of the ladder.

Basket leveling will be accomplished by hydraulic circuitry, that is independent from the main hydraulic system. The leveling of the basket features a dual master/slave hydraulic cylinder system, with each side capable of supporting the load, while maintaining the basket level. Two (2) master cylinders are mounted between the turntable and the base ladder section, with two (2) slave cylinders mounted between the ladder fly section and the basket. The slave and master cylinders are 100% matched, so as the ladder is raised or lowered, exact amounts of hydraulic fluid are transferred between the master and slave cylinders thus maintaining the basket level.

The hydraulic circuitry includes pressure operated counter balance valves, on the load side of the slave cylinders, to prevent the basket from tipping should the hydraulic lines be severed.

A momentary switch is provided, on the cab instrument panel, to level the basket should this become necessary due to ambient temperature changes. It is not necessary to start the engine and activate the main hydraulic system to level the basket.

### **ROTATION INTERLOCK**

The microprocessor will be used to prevent the rotation of the aerial device to the side in which the stabilizers have not been fully deployed (short-jacked). The microprocessor will allow full and unrestricted use of the aerial, in the 180 degree area, on the side(s) where the stabilizers have been fully deployed. The system will also have a manual override, to comply with NFPA 1901.

### **LOAD CAPACITIES**

The following load capacities will be established with the stabilizers at full horizontal extension and placed in the down position to level the truck and to relieve the weight from the tires and axles. Capacities will be based upon full extension and 360 degree rotation.

A load chart, visible at the operator's station, will be provided. The load chart will show the recommended safe load at any condition of the aerial device's elevation and extension.

#### **35 MPH WIND CONDITIONS/DRY**

Degrees of Elevation	-5 to 29	30 to 39	40 to 49	50 to 75
Basket	1000	1000	1000	1000
Fly	-	-	250	500
Mid	-	250	500	750
Base	250	500	750	1000

### **WATER TOWER OPERATION**

The following capacities will be based upon continuous 360 degree rotation and full extension.

#### **35 MPH WIND CONDITIONS/WATER CHARGED**

Degrees of Elevation	-5 to 29	30 to 39	40 to 49	50 to 75
Basket	500	500	500	500
Fly	-	-	250	500
Mid	-	250	500	500
Base	-	500	500	750

### **ELEVATION -5 TO +75 DEGREES**

The aerial device will be able to maintain the above load capacities while flowing up to 1500 GPM and a nozzle position of 0 to 90 degrees to either side of the ladder centerline, as far above and below horizontal to the platform as nozzle design allows.

While flowing 1500 to 2000 GPM the nozzle position will be limited to 45 degrees either side of the ladder centerline horizontal to the platform, 30 degrees above horizontal, and as far below horizontal to the platform as nozzle design allows.

**Reduced loads in the basket can be redistributed in 250 lb. increments to the fly, mid, or base as needed.**

### **LADDER CRADLE INTERLOCK SYSTEM**

A ladder cradle interlock system will be provided through the microprocessor to prevent the lifting of the aerial device from the nested position until the operator places all the stabilizers in a load supporting configuration. A switch will be installed at the boom support to prevent operation of the stabilizers once the aerial has been elevated from the nested position.

### **BOOM SUPPORT**

A heavy duty boom support, constructed of steel, is to be provided for support of the ladder in the travel position. The boom support will be bolted to the chassis frame as close to the front axle as design allows. On the base section of the ladder, a stainless steel scuffplate will be provided where the ladder comes into contact with the boom support.

### **AERIAL BOOM SUPPORT LIGHT**

There will be one (1) Amdor, Model Luma Bar H2O, white LED strip light mounted on the boom support cradle. This light will be activated when the aerial master switch is activated.

### **FUTURE BOOM SUPPORT COMPARTMENT PROVISION**

There will be 0.50" of wheelbase added to allow for a boom support compartment to be added at a future time.

The boom support will be located just to the rear of the chassis cab.

### **AERIAL BOOM PANEL**

There will be one boom panel provided on the driver's side of the aerial ladder base section. The boom panel will be painted White #10.

The boom panel will be designed so no mounting bolts are in the face of the panel. This will keep the lettering surface free of holes.

### **AERIAL DEVICE RUNG COVERS**

Each rung will be covered with a secure, heavy-duty, fiberglass pultrusion that incorporates an aggressive, no-slip coating.

The rung covers will be glued to each rung, and will be easily replaceable should the rung cover become damaged.

The center portion of each rung cover will be black and the outside 2.00" edge at each side will be safety yellow.

Under no circumstances will the rung covers be fastened to the rungs using screws or rivets.

The rung covers will have a 10-year, limited warranty.

### **STOKES AND LYFE BRACKET STORAGE BOX**

There will be an aluminum storage box provided at the base section of the aerial ladder on the right side of the aerial device while viewed from the turntable. The box will be painted to match the aerial device with the face of the box painted to match the boom sign color. The box will be located in place of the aerial boom panel and have a hinged cover with rubber hood latches and gas shocks to secure



the stokes basket and *Lyfe* brackets. The cover will have the same finish as the box. A divider will be provided to separate the stokes basket and the brackets. The box will have no louvers.

The size of the stokes basket will be 86.00" long x 24.00" wide x 8.00" high.

The maximum capacity of this box will be 75 lb.

### **STABILITY TEST**

An aerial stability test will be run on this apparatus using the maximum weight allowance for tip options.

### **BASKET STRUCTURE**

The complete basket structure will be constructed of welded high strength steel certified by the manufacturer to have a minimum of 46,000 lb per square inch yield strength. Modular construction of the aerial platform basket will allow for easy component replacement should the basket become damaged during use. The aerial basket will be fully tested and independent third party certified.

The flooring and front decking of the basket will be multi-piece Morton Cass material, preventing the accumulation of water on the standing surface. The floor will measure approximately 34.00" long x 92.00" wide. The stepping surfaces will meet the skid-resistance requirements of current NFPA 1901 standard.

The outside basket steps used for transferring in and out of the basket will be at the same level as the basket floor. The steps on the front are approximately 16.00" deep. The front corners of the basket step will be mitered at 45 degrees to allow the basket to be maneuvered closer to buildings when approaching at an angle. A heavy extruded rubber bumper strip will be fastened to the outside edge of the step.

Four (4) stainless steel pompier belt safety loops will be attached to the inside of the basket. Two (2) lifting eyes will be provided on the bottom side of the basket support structure.

Two (2) rubber bumpers are provided on the bottom side of the basket structure for damage protection when setting it down on a surface.

The basket interior will be illuminated as required per the current edition of NFPA 1901. All hoses and wiring at the basket will be fully enclosed. Electrical sub-components will be mounted at the rear of the basket in a separate enclosure for easy servicing while maintaining an unobstructed basket interior.

### **BASKET SIDES**

The sides of the basket will be of solid single pan aluminum construction and, along with the basket doors, will form a continuous 42.00" high wall around the basket. The modular design of the basket will allow for easy replacement of components in case of damage.

### **BASKET ENTRANCES/EXITS**

Two (2) swing-in, spring-loaded, self-closing double pan doors constructed of aluminum will be provided at the front of the basket. The basket doors will be provided with positive locking latches. The rear of the basket will be equipped with a vertical self-closing gate for transfer to and from the basket's ladder device. Telescoping-type handrails will be provided as a banister to bridge the gap between the basket and the fly section at all elevations.

### **ACCESSORY MOUNTING RECEPTACLES**

Two (2) universal accessory mounting receptacles will be permanently affixed on the front of the basket to receive the **LyfeLine™** family of options such as the **Support™** rescue basket holders, **positive locking latches** rappelling arms, **LyfeLadder™** roof ladder brackets, **LyfeHoist™** winch, etc. Complete interchangeability will be required without modification to the basket.

### **HOSE BOX AT PLATFORM**

There will be one (1) hose storage box(es) with a cover and rubber hood latch provided at the platform. A brushed stainless steel scuffplate will be provided under each latch. The box(es) will be located at the right side of the basket when viewed from the turntable and will match the finish of the aerial device. The box(es) will be sized to fit 100' of 1.75" diameter hose.

Drain holes will be provided in the bottom corners of each box and a louver will be provided on each side near the top of the box, below the latches.

### **LIGHTS FOR TURNTABLE WALKWAY**

There will be white LED lights provided at the aerial turntable. The lights will be located to illuminate the entire walking surface of the turntable including the area around the turntable console. These lights will be activated by the aerial master switch.

### **TURNTABLE CONSOLE LIGHTING**

There will be one (1), TecNiq Model T10, white LED light strip mounted in the turntable console cover to illuminate the controls located on both the upper and lower portion of the turntable control station. These lights will be activated by the aerial master switch.

### **BASKET HEAT SHIELDS**

A heat reflective shield will be provided on the front, sides and bottom of the basket.

The double pan basket access doors will form the heat shield at the front of the basket. The area between the access doors and behind the monitor(s) will be shielded with a horizontally hinged single pan aluminum fold down panel. The side heat shields will be formed by a single sheet of .090" aluminum. These heat shields will be painted to match the aerial device.

Full under the basket heat shield protection with a non-glare finish will be provided with dual swing-down doors for ease of servicing and clean out.

### **ROTATION BEARING COVER**

An aluminum treadplate cover will be fitted over the aerial rotation bearing and drive pinion gear(s). The cover will be attached to the underside of the turntable deck.

### **INFORMATION CENTER**

There will be an information center provided. The information center will operate in temperatures from -40 to 185 degrees Fahrenheit. The information center will employ a Linux operating system and a 7.00" (diagonal measurement) LCD display. The LCD will have a minimum 400nits rated, color display. The LCD will be sunlight readable. The LCD display will be encased in an ABS, black plastic housing

with a gray decal. There will be five (5), weather-resistant user interface switches provided. The LCD display can be changed to an available foreign language.

## **OPERATION**

The information center will be designed for easy operation in everyday use. There will be a page button to cycle from one screen to the next screen in a rotating fashion. A video button will allow an NTSC signal into the information center to be displayed on the LCD. If any button is pressed while viewing a video feed, the information center will return to the vehicle information screens. There will be a menu button to provide access to maintenance, setup, and diagnostic screens. All other button labels will be specific to the information being viewed.

## **GENERAL SCREEN DESIGN**

Where possible, background colors will be used to provide vehicle information *At A Glance*. If the information provided on a screen is within acceptable limits, a green background color will be used. If the information provided on a screen is not within acceptable limits, an amber background color will indicate a caution condition and a red background color will indicate a warning condition.

Every screen in the information center will include the aerial tip temperature, the time (12- or 24-hour mode) and a text Alert Center. The time will be synchronized between all Command Zone color displays located on the vehicle. The Alert Center will display text messages for audible alarms. The text messages will identify any items causing the audible alarm to sound. If more than one (1) audible alarm is activated, the text message for each alarm will cycle every second until the problems have been resolved. The background for the Alert Center will change to indicate the severity of the warning message. Amber will indicate a caution condition and red will indicate a warning condition. If a warning and a caution condition occur simultaneously, the red background color will be shown for all Alert Center messages.

A label will be provided for each button. The label will indicate the function for each active button for each screen. If the button is not utilized on specific screens, it will have a button label with no text.

Symbols will accurately depict the aerial device type the information pertains to such as rear mount ladder, rear mount platform, mid-mount ladder or mid-mount platform.

## **PAGE SCREENS**

The Information center will include the following pages:

The Aerial Main and Load Chart page will indicate the following information:

- Rungs Aligned and Rungs Not Aligned will be indicated with text and respective green or red colored ladder symbols.
- Ladder Elevation will be indicated via a fire apparatus vehicle with ladder symbol with the degree of elevation indicated between the vehicle and ladder.
- Water Flow (if applicable) will be indicated via a water nozzle symbol and text indicating flow / time.
- Breathing Air Levels will be indicated via an air bottle symbol and text indicating the percent (%) of air remaining. A green bar graphs shown inside the bottle will indicate oxygen levels above 20%. A red

bar graph will indicate oxygen levels at or below 20%. When oxygen levels are at or below 10% the red bar graph will flash.

- The Aerial Load Chart will indicate the load limit on each section of the ladder based on actual ladder position and water flow (if applicable).

- *At A Glance* color features will be utilized on this screen. Caution type conditions will be indicated via a yellow background. Warning type conditions will be indicated via a red background. Conditions operating within acceptable limits will be indicated via a green background.

The Aerial Reach and Hydraulic Systems page will indicate the following information:

- Aerial Hydraulic Oil Temperature will be indicated with symbol and text. *At a glance* features will be utilized.

- Aerial Hydraulic Oil Pressure will be indicated with a symbol and text. *At a glance* features will be utilized.

- The following calculations will be indicated on a representative vehicle symbol:

- Aerial Device Extension length.

- Aerial Device Height indicating the height of the aerial device tip from the ground.

- Aerial Device Reach indicating the horizontal distance the aerial reaches from the turntable.

- Aerial Device Angle indicating the angle from the vehicle which the device is at.

- *At A Glance* color features will be utilized on this screen. Caution type conditions will be indicated via a yellow background. Warning type conditions will be indicated via a red background. Conditions operating within acceptable limits will be indicated via a green background.

The Level Vehicle page will indicate the following information:

- The grade of the vehicle will be indicated via a fire apparatus vehicle symbol with the degree of grade shown in text format. The symbol will tilt dependent on the vehicle grade.

- The slope of the vehicle will be indicated via a fire apparatus vehicle symbol with the degree of slope shown in text format. The symbol will tilt dependent on the vehicle slope.

- Outriggers status will be indicated via a colored symbol for each outrigger present. Each outrigger status will be defined as one of the following:

- Outrigger stowed indicated with a silver pan located close to the vehicle

- Outrigger fully extended indicated with a fully deployed green outrigger

- Outrigger short-jacked indicated by a yellow outrigger partially deployed

- Outrigger not set indicated by a red outrigger that is not set on the ground

- A text box located on the vehicle symbol will be utilized to identify the overall status of the outrigger leveling system. The following status will be indicated in the text box:
- Deployed status will indicate all outriggers are properly set on the ground at full extension
- Shortjacked status will indicate one or more outriggers are set on the ground but not fully extended.
- Not Set status will indicate one or more outriggers is not properly set on the ground.
- Stowed status will indicate all outriggers are stowed for vehicle travel.
- A bedding assist alert will indicate that the aerial device is being aligned by the Command Zone system as the operator lowers the aerial device into the cradle with the joystick.
- *At A Glance* color features will be utilized on this screen. Caution type conditions will be indicated via a yellow background. Warning type conditions will be indicated via a red background. Conditions operating within acceptable limits will be indicated via a green background.

## **MENU SCREENS**

The following screens will be available through the Menu button:

The View System Information screen will display aerial device hours, aerial PTO hours, ladder aligned for stowing, aerial rotation angle, total water flow (if applicable), and aerial waterway valve status (if applicable).

The Set Display Brightness screen will allow brightness increase and decrease and include a default setting button.

The Configure Video Mode screen will allow setting of video contrast, video color and video tint.

The Set Startup screen allows setting of the screen that will be active at vehicle power-up.

The Set Date and Time screen has a 12- or 24-hour format, and allows setting of the time and date.

The View Active Alarms screen shows a list of all active alarms including the date and time of each alarm occurrence and shows all alarms that are silenced.

The System Diagnostics screen allows the user to view system status for each module and it's respective inputs and outputs. Viewable data will include the module type and ID number; the module version; and module diagnostics information including input or output number, the circuit number connected to that input or output, the circuit name (item connected to the circuit), status of the input or output, and other module diagnostic information.

Aerial Calibrations screen indicates items that may be calibrated by the user and instructions to follow for proper calibration of the aerial device.

Button functions and button labels may change with each screen.



### **LOWER CONTROL STATION**

A lower control station will be located at the rear of the apparatus in an easily accessible area. The controls and indication labels will be illuminated for nighttime operation. The following items will be furnished at the lower control station and will be clearly identified and conveniently located for ease of operation and viewing:

- Level assist switch
- Override switch to override microprocessor
- Emergency power unit switch

### **AERIAL DEVICE CONTROL STATIONS**

There will be two (2) device control stations, one (1) will be referred to as the basket control station and the other as the turntable control station. All elevation, extension and rotation controls will operate from both of these locations. The controls will permit the operator to regulate the speed of the aerial functions, within the safe limits, as determined by the manufacturer and NFPA standards. The controls will be grouped and operate in an identical manner at both stations for similarity of operation. The controls will be clearly marked and lighted for nighttime operation.

Each control will be equipped with a positive lock to hold the control in a neutral position, preventing accidental activation. In addition to the neutral lock, a console cover will be provided at the turntable control station. The controls will be so designed to allow the turntable control station to immediately override the basket controls, even if the ladder is being operated by the basket controls.

### **TURNTABLE CONTROL STATION**

The turntable control station will be located on the left side of the turntable so the operator may easily observe the basket while operating the controls.

The following items will be installed at the turntable control station, clearly identified and lighted for nighttime operation and conveniently located for ease of operation and viewing:

- Electric controls for elevation, rotation, extension/retraction
- Intercom controls
- Tip tracking light switch
- Emergency power unit switch
- Operator's load chart
- A three (3) position switch for selecting aerial operational speed.

### **BASKET CONTROL CONSOLE**

The basket instrument panel will be located at the front center of the aerial platform. The following controls will be installed at the console and be clearly identified, illuminated for nighttime operation and conveniently located for ease of operation and viewing:

- Intercom controls
- Operator's load chart

### **AERIAL FUNCTION CONTROLS**

The aerial function controls, elevation, rotation, extension/retraction will be mounted in a separate control box, which will be attached to the front of the platform control console, by means of an easily removable slide mechanism. The aerial function control box will have infinite positions along with three (3) fixed attachment points in the basket. The electrical connection will be by a permanently attached, strain relieved, coiled cord. The legend for the control lever functions will be illuminated.

### **HIGH IDLE**

The high idle will be controlled by the microprocessor. The microprocessor will automatically adjust the engine rpm to compensate for the amount of load placed upon the system. The system will include a safety device that allows activation of the high idle only when the parking brake is set and the transmission is placed in neutral.

### **STABILIZERS**

Two (2) sets of extendible out and down "H" type stabilizers will be provided for stability. The stabilizers will have a spread of 18'.

The stabilizers will be the double box design, with jack cylinders, that have a 4.25" internal diameter (bore) and 3.00" diameter cylinder rod. The jack cylinders will be equipped with integral holding valves, which will hold the cylinder either in the stowed position or the working position, should a charged line be severed at any point within the hydraulic system. For safety, the integral holding valves will be located in the cylinder base end, NOT in the transfer tube. Vertical jack cylinder rods will be fully enclosed by a telescoping inner box to protect the cylinder rods against damage which may occur.

The extension cylinders will be totally enclosed within the extension beams. The horizontal extension cylinders will be of the trombone type to eliminate wear and potential failure of hydraulic hoses.

The stabilizers will have the capability of 18.00" of ground penetration for set-up on uneven terrain. Extension of the horizontal beams will be activated by an extension cylinder totally enclosed within the extension beams. The cylinders will be equipped with internal decelerators. The cross section dimensions will be 13.00" high x 6.81" wide.

Each stabilizer leg will have attached to the end of the leg a 16 gauge polished stainless steel shield. The stainless steel shield will be of the split-pan design and will be a maximum 13.50" wide so as to allow the extension of the stabilizer between parked cars. This plate will serve as a protective guard and a mounting surface for warning lights. The top, forward, and rear edges will be flanged back for added strength.

### **STABILIZER CONTROLS**

A portable stabilizer control box will be provided. The control box will be weatherproof and oil resistant. Each function and indicator light will be labeled on a metal photo panel. The control box can be taken as far away as 15' from the vehicle with an extension cable.

The stabilizer control box will include the following:

- One (1) green power indicator light for stabilizer control that will be illuminated when the aerial master and "PTO" switches in the cab are activated.
- Four (4) electric toggle switches for stabilizers: each toggle switch will control the extend/retract and raise/lower of its respective stabilizer to allow vehicle set up in restricted areas and/or on uneven surfaces.
- Auto leveling assist switch: The outrigger control system will incorporate a computerized self leveling system in addition to the standard outrigger controls. The operator will have the option to manually or automatically level the truck. The computerized system will ensure full outrigger extension, proper jack penetration, and will level the vehicle within 1/2 a degree of level for safe operation of the aerial device.
- One (1) electric toggle switch for the engaging the emergency power unit.
- One (1) red "stabilizer not stowed" indicator light: this light will illuminate when the stabilizers are not in the fully stowed position.
- Four (4) fully extended beams green indicator lights: these lights will be illuminated when each of the respective stabilizer beams are fully extended.
- Four (4) firm on ground green indicator lights: each light will be illuminated when its respective stabilizer shoe is in the load supporting condition.

Each toggle switch will activate the engine fast idle automatically.

Manual override will be supplied for each stabilizer control valve.

A "Stabilizers Not Stowed" indicator will be provided in the driver's compartment. It will illuminate automatically whenever the stabilizers are not fully stowed to prevent damage to the apparatus if moved. The stabilizer system will also be wired to the "Do Not Move Indicator Light", which will flash whenever the apparatus parking brake is not fully engaged and the stabilizers are not fully stowed.

### **STABILIZER PADS**

A one (1) position, floating stabilizer pad will be provided on each stabilizer. The pads will require no operator adjustment during set up. The stabilizer pad will have the ability to pivot in a 360 degree plane for set up on uneven terrain.

### **AUXILIARY STABILIZER PADS**

A set of four auxiliary pads with handles will be provided for additional load distribution on soft surfaces. Their size will be 31.00" x 26.00" and they will be constructed of a lightweight composite material. The ground contact area for each stabilizer will be such that a unit pressure not greater than 75 psi (500 kPa) will be exerted over the ground contact area when the apparatus is loaded to its maximum in-service weight and the aerial device is carrying its rated capacity in every position permitted by the manufacturer. The pads will be stored in a double stacked configuration, two (2) behind each rear tandem axle in a single bracket.

### **CRADLE INTERLOCK SYSTEM**

A cradle interlock system will be provided to prevent the lifting of the aerial from the nested position until the operator has positioned all the stabilizers in a load supporting configuration. A switch will be installed at the cradle to prevent operation of the stabilizers once the aerial has been elevated from the nested position.

### **STABILIZER PINS**

The stabilizer jacks will not have holes for the stabilizer pins.

### **STABILIZER CONTROL BOX ALUMINUM DOOR**

A vertically hinged smooth aluminum door will be provided over the stabilizer control box. The door will be hinged outboard.

### **HYDRAULIC SYSTEM**

All high-pressure hoses will have an abrasion resistant cover, and have a rating greater than or equal to the working pressure of the circuit in which they are installed. All hydraulic fittings will be plated to minimize corrosion. The fitting will use an O-ring face seal, where possible, to minimize hydraulic leaks. All pressure carrying hydraulic hoses will have a 4:1 safety rating based on burst pressure.

An interlock will be provided that prevents activation of the hydraulic pump until the transmission is placed in neutral and the parking brake is set as outlined in NFPA standards.

The hydraulic system will be of the load sense design to minimize heat build up and provide smooth control of the aerial ladder. The system will meet the performance requirement in NFPA standards, which requires adequate cooling after less than 2 1/2 hours of operations.

All hydraulic components that are non-sealing, where failure could result in the aerial movement, will comply with NFPA standards and have burst strength of 4:1. Dynamic sealing components, where failure could cause aerial movement, will have a margin of 2:1 on maximum operating pressure per NFPA standards. All hydraulic hoses, tubes, and connections will have minimum burst strength of 3:1 per NFPA standards.

A hydraulic oil pressure gauge will be supplied at the base control location per NFPA standards.

The aerial hydraulic system will be designed in such a manner that a hydraulic pump failure or line rupture will not allow the aerial or outriggers to lose position. Hydraulic holding valves will be mounted directly into cylinders. To insure reliable performance of holding valves, no hoses or tubing will be permitted between a holding valve and cylinder. The aerial will incorporate the use of trombone steel tubes inside the stabilizer beams to eliminate hydraulic hose wear and leaks. Hydraulic power to the ladder will be transferred from the pedestal by a hydraulic swivel.

### **HYDRAULIC RESERVOIR**

The hydraulic system will consist of an oil reservoir mounted to the torque box and plumbed to the hydraulic pump. There will be plumbing for a supply and return line and a tank drain on the reservoir.

The hydraulic pump suction line will have a shut-off ball valve for pump servicing.

The hydraulic oil reservoir fill will be labeled per NFPA standards. The hydraulic system will use multi-weight, SAE grade oil. ISO grade will be based on geographical location. The manufacturer will certify that the oil meets or exceeds the hydraulic cleanliness rating of 18/15/13 per ISO 4406:1999 before delivery.

### **HYDRAULIC FILTERS**

The system will incorporate the following filters to provide dependable service:

- Separate magnet (not on strainer)
- Reservoir suction strainer: 125 mesh
- Pressure filter with dirt alarm: Nominal 5 micron filter with a rating of 6.5 micron @ Beta 200 (99.5% efficiency); 7.5 micron @ Beta 1000 (99.9% efficiency)
- Return filter with dirt alarm: Nominal 5 micron filter with a rating of 6.5 micron @ Beta 200 (99.5% efficiency); 7.5 micron @ Beta 1000 (99.9% efficiency)
- Desiccant breather filter: Water capacity 4 fluid oz, 5 micron rating

### **HYDRAULIC CYLINDERS**

All hydraulic cylinders used on the aerial device will be produced by a manufacturer that specializes in the production of hydraulic cylinders.

### **POWER TAKEOFF / HYDRAULIC PUMP**

The apparatus will be equipped with a power takeoff driven by the chassis transmission and actuated by an electric shift located inside the cab. The power takeoff, which drives the hydraulic pump, will meet all the requirements for the aerial unit operations. The hydraulic pump will be a variable displacement piston pump, for consistent and rapid response, and be capable of supplying hydraulic oil at a nominal 50gpm flow at pressures up to 3000 psi. The system will operate up to 3000 psi with flow controls to protect hydraulic components and incorporate a relief valve set at 3150 psi to prevent over pressurization. The hydraulic pump will be solely dedicated to aerial operations. An amber indicator light will be installed on the cab instrument panel to notify the operator that the power takeoff is engaged.

An interlock will be provided that allows operation of the aerial power takeoff shift only after the chassis spring brake has been set and the chassis transmission has either been placed in the neutral position or drive position after the driveline has been disengaged from the rear axle.

### **EMERGENCY PUMP**

The hydraulic system will be designed with an auxiliary power unit meeting the guidelines of NFPA standards. The auxiliary power unit will be a 12-volt pump connected to the chassis electrical system. The pump will provide operation at reduced speeds to store the aerial device and outriggers for road transportation.

Self-centering switches will be provided at the turntable and stabilizer control station to activate the system. The system will be designed to provide a minimum of 30 minutes of hydraulic power to operate functions.



### **HYDRAULIC SWIVEL**

The aerial ladder will be equipped with a three (3) port, high pressure hydraulic swivel which will connect the hydraulic lines from the hydraulic pump and reservoir through the rotation point to the aerial control bank. The hydraulic swivel will allow for 360 degree continuous rotation of the aerial.

### **ELECTRIC SWIVEL**

The ladder will be equipped with an electric swivel to allow 360 degrees rotation of the aerial while connecting all electrical circuits through the rotation point. A minimum of 36 collector rings will be provided that are capable of supplying 20 amp continuous service. All collector rings will be enclosed and protected with desiccant plugs against condensation and corrosion. No oil or silicone will be used.

### **WATER SWIVEL**

Water will be transferred to the aerial waterway by means of a 5.00" internal diameter waterway, through the swivel, permitting 360 degree continuous rotation.

### **12-BIT ABSOLUTE ENCODER**

The aerial ladder will be equipped with a 12-Bit Absolute Encoder which provides 4096 counts per shaft turn for position and direction reference.

The 12-Bit Absolute Encoder will provide a unique binary word to reference each position and direction for all 360 degrees of rotation.

If the power is interrupted for any reason, the 12-Bit Absolute Encoder will allow power to be returned to the system without having to re-zero the settings.

The 12-Bit Absolute Encoder will be an integral part of a micro-processor based control system.

### **ELECTRICAL SYSTEM**

The 100' platform will utilize a microprocessor-based control system. The system will consist of the following components:

A tethered stabilizer control will be provided. The tethered control will be weatherproof and oil resistant. A Super Bright LED indicator light will be labeled on a metal photo panel for each function. The electrical connection at the tethered control will be permanently attached by a strained relieved coil cord that will allow the operator to move 14ft away from the electrical connection for operation.

Remote Stabilizer Controls

Weatherproof and oil resistant

One (1) green "power" indicator light

One (1) red "stabilizer not stowed" indicator light

One (1) electric toggle switch for auto level assist

One (1) electric toggle switch for the emergency power unit

One (1) electric toggle switch for each stabilizer to control:

Extend/retract function

Raise/lower function

One (1) green "stabilizer fully extended" indicator light for each stabilizer

One (1) green "firm on ground" indicator light for each stabilizer

Control System Modules

Each of the control system modules will be configured as follows:

Sealed to a NEMA 4 rating

Operating range from -40 degrees F to 185 degrees F (-40 degrees C to 85 degrees C)

Communicate using J1939 data link

Two (2) diagnostic LED lights

One (1) green light that illuminates when module has power (B+) and ground

One (1) red light that flashes to indicate the module is capable of communicating via the data link

Ground matrix identification system

The following control system modules will be used:

Control Module

Main controller for the system

RS232 connection allows for computer diagnostics

Power Module

Built-in fault sensing

Eight (8) digital outputs

Pulse width modulating (PWM) capable

15A continuous per output

Circuit protection based on actual current draw (not affected by heat)

Constant Current Module

Built-in fault sensing

Four (4) analog inputs

Eight (8) digital outputs

Pulse width modulating (PWM) capable

4A continuous per output

Circuit protection based on actual current draw (not affected by heat)

Input Module

16 software selectable (digital or analog) inputs

Output Module

16 digital outputs

Input/Output Module

Eight (8) software selectable (digital or analog) inputs

Eight (8) digital outputs

### **TRACKING LIGHTS**

There will be two (2) Whelen Model MPB\* 12 volt DC LED lights furnished on the aerial device.

- One (1) installed on the driver's side of the base section of the aerial device.
- One (1) installed on the passenger's side of the base section of the aerial device.

The painted parts of this light assembly to be white.

There will be a switch with appropriate identification labels provided at the turntable console for the tracking lights.

### **LIGHTING ON AERIAL LADDER**

There will be TecNiq, Model D02, LED rung lighting provided on both sides of the aerial ladder base, mid, and fly sections. The lighting will be located adjacent to the ladder rungs along the lower rail of the ladder sections and will run the length of the ladder section.

The color of the sections will be:

- The base section of the ladder to be green.
- The mid section of the ladder to be amber.
- The fly section of the ladder to be red.

The LED rung lighting will be activated when a switch at the turntable operator's panel is activated through the aerial master.

The lights may be load managed when the parking brake is applied.

### **STABILIZER WARNING LIGHTS**

There will be four (4) Whelen®, Model M6\*C, LED flashing warning lights with Whelen, Model M6FC, chrome flanges installed, one (1) on each stabilizer cover panel.

- The front stabilizer pan lights will be red LED with a clear lens
- The rear stabilizer pan lights will be red LED with a clear lens

These warning lights will be activated by the same switch as the side warning lights.

### **STABILIZER BEAM WARNING LIGHTS**

Two (2) 4.00" diameter red LED flashing lights will be mounted on each stabilizer, one (1) facing forward and one (1) facing rearward. The lights will be Grote Supernova 40 series LED lights. The lights will be recessed in the horizontal beam of the stabilizer. These warning lights will be activated with the aerial master switch.

### **STABILIZER SCENE LIGHTS**

There will be one (1) Amdor Luma Bar H2O, Model AY-9500-012 LED strip light installed under each stabilizer beam to illuminate the surrounding area. A total of four (4) lights will be installed. The lights will be activated by the aerial master switch.

### **PLATFORM 120-VOLT ELECTRIC SYSTEM**

Two (2), 20 amp, NEMA L5-20, 120-volt, three (3)-prong twist lock receptacles with weatherproof covers will be provided in the aerial platform. One (1) receptacle will be located at the platform control console and one (1) will be located at the rear of the basket. Each receptacle will be supplied from individual branch circuits protected by dedicated 20 amp/120-volt circuit breakers. All wiring will be sized to and conform to the latest edition of NEC standards.

### **120 VOLT UNDER PLATFORM LIGHTING**

There will be Two (2) Whelen, Model PFP1AC, LED 120 volt floodlight(s) installed in semi-recessed housing(s) Model PBA103, provided under the platform basket, under the driver and passenger side, facing down.

The painted parts of this light assembly to be black

Light(s) will be switched at the platform/tip only.

### **120 VOLT BASKET LIGHTING**

There will be One (1) Whelen, Model PFP2AP, 120 volt AC LED flood light(s) provided at the platform basket.

The painted parts of this light assembly to be white.

The light(s) will be located on the center, front of platform.

Light(s) will be switched at the platform/tip only

## **2-WAY AERIAL COMMUNICATION SYSTEM**

There will be a Fire Research model ICA900-112 two-way intercom system provided. The control module will be located on the turntable operator console, provided there is room, and have an LED volume display and push-button volume control.

A hands free module will be located at the aerial tip or platform and constantly transmit to the other module unless the control module push-to-talk button is pressed.

Each intercom unit will be weatherproof.

## **BREATHING AIR**

Breathing air will be supplied to the aerial platform. The air system will incorporate one (1), 437 cubic foot, 4500-psi cylinder. To allow the turntable operator an unobstructed view of the platform the cylinder will be mounted directly in front of the turntable and below the ladders. The air cylinder will be interconnected through a pressure regulator located at the air cylinder. A shutoff valve with guard will be provided on the cylinder. The air will be routed to the basket using hose especially designed for use in breathing air systems. At the platform, the breathing air will be accessible via two (2) quick couplings for air masks. These will have a Hansen brass 3000 series coupling. One (1) coupling will be located at the front of the basket on the right side and one (1) coupling will be located at the rear of the basket on the left hand side. There will be a weather resistant storage compartment for two (2) air masks provided in the basket. A 50' recharge hose will be provided for refilling the air cylinder without having to remove the tank from its mounting.

The breathing air cylinder will be designed and constructed to conform to the requirements of the United Nations (UN) on the transportation of dangerous goods.

## **BREATHING AIR LEVEL AND WARNING SYSTEM**

The level of breathing air remaining will be visible on the LCD display at all operating positions. The display will incorporate a low-pressure warning circuit that activates an audible alarm when 20% maximum air cylinder capacity remains. A second, louder audible alarm will activate when the remaining air level drops to 10% of maximum air cylinder capacity.

## **RAISED AERIAL PEDESTAL**

The aerial pedestal will be raised to accommodate the height of the cab.

## **LYFECOMBO™BRACKETS**

One (1) set of brackets will be supplied which will have the following three (3) options combined into one (1) set of brackets.

**LyfeLadder™** brackets will be provided for use at the front of the platform basket to increase the safety of firefighters during fireground and rescue operations. **LyfeLadder** brackets will be capable of holding up to a 20' Duo-Safety roof ladder securely in place. The roof ladder will be 19.00" wide. The ladder will be secured through its beams and one (1) rung, by a bar capable of being latched in place and able to withstand a minimum of a 500 pound load while maintaining a minimum of a two to one (2:1) safety factor. The complete system will maintain and exceed this criteria as well. There will also be a latching

pawl to keep the ladder in a vertical position at all times and will latch on a rung, at least two (2) rungs below the primary attachment point. There has been appropriate strain gauging and testing completed on the system, (ladder and complete holding device), proving the above criteria has been satisfied. Additionally there is a letter on file from the roof ladder manufacturer, (Duo-Safety Corporation), stating that their standard roof ladder is approved for such an application.

**LyfeEye™** rappelling arms will be provided. The **LyfeEye** brackets will mount to the front of the platform basket, one (1) each side over the monitor/s and will be held in place with four (4) hardened 1.00" hitch pins, two (2) for each bracket. The **LyfeEye** brackets will be easily removable for storage. Each **LyfeEye** rappelling arm will have a capacity of 300#.

**LyfeSupport™** rescue basket support brackets will be provided. The **LyfeSupport** brackets will mount to the front of the platform basket, one (1) each side over the monitor/s and will be held in place with four (4) hardened 1.00" hitch pins, two (2) for each bracket. The **LyfeSupport** brackets will be easily removable for storage. Two (2) quick clip basket straps will be used to secure the basket to the **LyfeSupport** brackets.

#### **AERIAL TURNTABLE MANSAVER™ BARS**

ManSaver™ bars will be installed at the aerial turntable.

#### **AERIAL WATERWAY**

The aerial waterway will be capable of being supplied by either a midship mounted pump or an external water source through a 5.00" intake at the rear of the apparatus.

A 5.00" water swivel will be installed below the aerial turntable permitting the ladder to rotate 360 degrees continuously.

A 5.00" water swivel will be installed at the aerial heel pivot pin that will permit water tower operations of -5 degrees to 75 degrees. The heel pivot pin will not be integral with the waterway swivel at any point. The waterway design will allow complete servicing of the waterway swivel without disturbing the heel pivot pin.

A telescoping aluminum waterway will be installed beneath the center of the aerial ladder. The waterway will consist of a 5.00" diameter tube for the base section, 4.50" diameter tube for the mid-section and 4.00" diameter tube for the fly section.

A 1.50" drain will be provided for the waterway with the control at the rear of the unit.

#### **WATERWAY SEALS**

The waterway seals will be of type-B PolyPak design, composed of nitroxile seal and a nitrile wiper, which together offer maximum stability and extrusion resistance on the waterway. The seal will be capable of withstanding pressures up to 2000 psi, temperatures in excess of 250 degrees Fahrenheit and have resistance to all foam generating solutions. The seals will be internally lubricated.

The waterway seals will have automatic centering guides constructed of synthetic thermalpolymer. The guides will provide positive centering of the extendible sections within each other and the base section to insure longer service life and smoother operation.



### **PLATFORM WATER SYSTEM**

A 4.00" (internal diameter) water swivel will connect the fly section waterway to the platform waterway. The water swivel will permit water tower operations from -5 degrees to 75 degrees. The water will be routed from the swivel to a 4.00" gear operated butterfly valve on the front of the platform using a 4.00" tube. The deluge gun will be bolted onto the butterfly valve.

A 2.50" preset pressure relief valve will be provided in the waterway system. It will be designed to protect the aerial waterway from excess pressure. It will dump water to the ground when operating.

A shower nozzle rated at 75 gpm will be provided beneath the platform for heat protection for the platform personnel. A direct linkage control for the shower nozzle will be provided.

Two (2) - 2.50" preconnects will be provided at the front of the platform. The preconnects will be gated at the platform. One preconnect will be furnished with 2.50" NST threads and anodized aluminum cap and the other will be provided with a 2.50" x 1.50" NST reducer and an anodized aluminum cap.

### **AERIAL MONITOR**

An Akron Model 3480 monitor with stow and deploy will be provided at the front of the platform with a Arkon 2000 gpm Model 5178 electric nozzle with built in stream shaper.

The monitor's functions will be controlled electrically from two (2) separate locations. One (1) control will be located at the turntable control console and the other at the basket control console.

### **WATERWAY FLOWMETER**

Waterway flow, including total water flowed, will be monitored by the microprocessor. An LCD display will be located at the upper and lower control stations.

### **REAR INLET**

A 5.00" NST inlet to the aerial waterway will be provided at the rear of the apparatus. It will be furnished with a 5.00" chrome plated adapter and a 5.00" chrome plated, long handle cap.

### **TOOLS**

The following tools will be provided for retorquing of all specified bolts as recommended by the manufacturer:

Torque Wrench

All Required Extensions, Sockets and Adapters

4-to-1 Multiplier

### **MANUALS**

The aerial manufacturer will provide two (2) operator maintenance manuals and two (2) wiring diagrams pertaining to the aerial device.

## **INITIAL INSTRUCTION**

On initial delivery of the fire apparatus, the contractor will supply a qualified representative to demonstrate the apparatus and provide initial instruction to the fire department regarding the operation, care, and maintenance of the apparatus for a period of three (3) consecutive days.

## **LOOSE EQUIPMENT**

The following equipment will be furnished with the completed unit:

- One (1) bag of chrome, stainless steel, or cadmium plated screws, nuts, bolts and washers, as used in the construction of the unit.

One (1) set of reflective emergency triangles will be provided.

## **NFPA REQUIRED LOOSE EQUIPMENT PROVIDED BY FIRE DEPARTMENT**

The following loose equipment as outlined in NFPA 1901, 2016 edition, section 9.9.3 and 9.9.4 will be provided by the fire department.

- 800 ft (240 m) of 2.50" (65 mm) or larger fire hose, in any combination.
- 400 ft (120 m) of 1.50" (38 mm), 1.75" (45 mm), or 2.00" (52 mm) fire hose, in any combination.
- One (1) handline nozzle, 200 gpm (750 L/min) minimum.
- Two (2) handline nozzles, 95 gpm (360 L/min) minimum.
- One (1) playpipe with shutoff and 1.00" (25 mm), 1.125" (29 mm), and 1.25" (32 mm) tips.
- One (1) SCBA complying with NFPA 1981 for each assigned seating position, but not fewer than four (4), mounted in brackets fastened to the apparatus or stored in containers supplied by the SCBA manufacturer.
- One (1) spare SCBA cylinder for each SCBA carried, each mounted in a bracket fastened to the apparatus or stored in a specially designed storage space(s).
- One (1) first aid kit.
- Four (4) salvage covers, each a minimum size of 12 ft × 14 ft (3.6 m × 5.5 m).
- Four (4) combination spanner wrenches.
- Two (2) hydrant wrenches.
- One (1) double female 2.50" (65 mm) adapter with National Hose threads.
- One (1) double male 2.50" (65 mm) adapter with National Hose threads.
- One (1) rubber mallet, for use on suction hose connections.
- Four (4) ladder belts meeting the requirements of NFPA 1983.
- One (1) 150 ft (45 m) light-use life safety rope meeting the requirements of NFPA 1983.
- One (1) 150 ft (45 m) general-use life safety rope meeting the requirements of NFPA 1983.
- One (1) traffic vest for each seating position, each vest to comply with ANSI/ISEA 207, *Standard for High Visibility Public Safety Vests*, and have a five-point breakaway feature that includes two (2) at the shoulders, two (2) at the sides, and one (1) at the front.
- Five (5) fluorescent orange traffic cones not less than 28.00" (711 mm) in height, each equipped with a 6.00" (152 mm) retro-reflective white band no more than 4.00" (152 mm) from the top of the cone, and an additional 4.00" (102 mm) retro-reflective white band 2.00" (51 mm) below the 6.00" (152 mm) band.

- Five (5) illuminated warning devices such as highway flares, unless the five (5) fluorescent orange traffic cones have illuminating capabilities.
- One (1) automatic external defibrillator (AED).
- If the supply hose carried does not use sexless couplings, an additional double female adapter and double male adapter, sized to fit the supply hose carried, will be carried mounted in brackets fastened to the apparatus.
- If none of the pump intakes are valved, a hose appliance that is equipped with one or more gated intakes with female swivel connection(s) compatible with the supply hose used on one side and a swivel connection with pump intake threads on the other side will be carried. Any intake connection larger than 3.00" (75 mm) will include a pressure relief device that meets the requirements of 16.6.6.
- If the apparatus does not have a 2.50" National Hose (NH) intake, an adapter from 2.50" NH female to a pump intake will be carried, mounted in a bracket fastened to the apparatus if not already mounted directly to the intake.
- If the supply hose carried has other than 2.50" National Hose (NH) threads, adapters will be carried to allow feeding the supply hose from a 2.50" NH thread male discharge and to allow the hose to connect to a 2.50" NH female intake, mounted in brackets fastened to the apparatus if not already mounted directly to the discharge or intake.

#### **SOFT SUCTION HOSE PROVIDED BY FIRE DEPARTMENT**

NFPA 1901, 2016 edition, section 9.8.2.1 requires a minimum of 20' of suction hose or 15' of supply hose will be carried.

Hose is not on the apparatus as manufactured. The fire department will provide suction or supply hose.

#### **DRY CHEMICAL EXTINGUISHER**

There will be One (1) extinguisher, 20 lb dry chemical extinguisher(s) provided.

#### **WATER EXTINGUISHER PROVIDED BY FIRE DEPARTMENT**

NFPA 1901, 2016 edition, section 9.9.4 requires one (1) 2.5 gallon or larger water extinguisher mounted in a bracket fastened to the apparatus.

The extinguisher is not on the apparatus as manufactured. The fire department will provide and mount the extinguisher.

#### **AERIAL SAFETY BELTS**

The following safety belts will be provided:

- no small/medium belts
- one (1) large/extra large belt for (34"-42" waist)
- three (3) XXL belts for (42"-50" waist)

#### **FLATHEAD AXE PROVIDED BY FIRE DEPARTMENT**

NFPA 1901, 2016 edition, Section 9.9.4 requires one (1) flathead axe mounted in a bracket fastened to the apparatus.

The axe is not on the apparatus as manufactured. The fire department will provide and mount the axe.

## **PICKHEAD AXE PROVIDED BY FIRE DEPARTMENT**

NFPA 1901, 2016 edition, Section 9.9.4 requires one (1) pickhead axe mounted in a bracket fastened to the apparatus.

The axe is not on the apparatus as manufactured. The fire department will provide and mount the axe.

## **PAINT**

The exterior custom cab and body painting procedure will consist of a seven (7) step finishing process as follows:

1. **Manual Surface Preparation** - All exposed metal surfaces on the custom cab and body will be thoroughly cleaned and prepared for painting. Imperfections on the exterior surfaces will be removed and sanded to a smooth finish. Exterior seams will be sealed before painting. Exterior surfaces that will not be painted include; chrome plating, polished stainless steel, anodized aluminum and bright aluminum treadplate.
2. **Chemical Cleaning and Pretreatment** - All surfaces will be chemically cleaned to remove dirt, oil, grease, and metal oxides to ensure the subsequent coatings bond well. The aluminum surfaces will be properly cleaned and treated using a high pressure, high temperature 4 step Acid Etch process. The steel and stainless surfaces will be properly cleaned and treated using a high temperature 3 step process specifically designed for steel or stainless. The chemical treatment converts the metal surface to a passive condition to help prevent corrosion. A final pure water rinse will be applied to all metal surfaces.
3. **Surfacer Primer** - The Surfacer Primer will be applied to a chemically treated metal surface to provide a strong corrosion protective basecoat. A minimum thickness of 2 mils of Surfacer Primer is applied to surfaces that require a Critical aesthetic finish. The Surfacer Primer is a two-component high solids urethane that has excellent sanding properties and an extra smooth finish when sanded.
4. **Finish Sanding** - The Surfacer Primer will be sanded with a fine grit abrasive to achieve an ultra-smooth finish. This sanding process is critical to produce the smooth mirror like finish in the topcoat.
5. **Sealer Primer** - The Sealer Primer is applied prior to the Basecoat in all areas that have not been previously primed with the Surfacer Primer. The Sealer Primer is a two-component high solids urethane that goes on smooth and provides excellent gloss hold out when topcoated.
6. **Basecoat Paint** - Two coats of a high performance, two component high solids polyurethane basecoat will be applied. The Basecoat will be applied to a thickness that will achieve the proper color match. The Basecoat will be used in conjunction with a urethane clear coat to provide protection from the environment.
7. **Clear Coat** - Two (2) coats of Clear Coat will be applied over the Basecoat color. The Clear Coat is a two-component high solids urethane that provides superior gloss and durability to the exterior surfaces. Lap style and roll-up doors will be Clear Coated to match the body. Paint warranty for the roll-up doors will be provided by the roll-up door manufacture.

Each batch of basecoat color is checked for a proper match before painting of the cab and the body. After the cab and body are painted, the color is verified again to make sure that it matches the color standard. Electronic color measuring equipment is used to compare the color sample to the color

standard entered into the computer. Color specifications are used to determine the color match. A Delta E reading is used to determine a good color match within each family color.

All removable items such as brackets, compartment doors, door hinges, and trim will be removed and separately if required, to ensure paint behind all mounted items. Body assemblies that cannot be finish painted after assembly will be finish painted before assembly.

Pierce Manufacturing paint finish quality levels for critical areas of the apparatus (cab front and sides, body sides and doors, and boom lettering panels) meet or exceed the Cadillac/General Motors GMW15777 global paint requirements. Orange peel levels meet or exceed the #6 A.C.T. standard in critical areas. These requirements are met in order for the exterior paint finish to be considered acceptable. The Pierce Manufacturing written paint standards will be available upon request.

The cab will be two-tone, with the upper section painted #10 white along with a shield design on the cab face and lower section of the cab and body painted #90 red.

#### **PAINT - ENVIRONMENTAL IMPACT**

Contractor will meet or exceed all current State regulations concerning paint operations. Pollution control will include measures to protect the atmosphere, water and soil. Controls will include the following conditions:

- Topcoats and primers will be chrome and lead free.
- Metal treatment chemicals will be chrome free. The wastewater generated in the metal treatment process will be treated on-site to remove any other heavy metals.
- Particulate emission collection from sanding operations will have a 99.99% efficiency factor.
- Particulate emissions from painting operations will be collected by a dry filter or water wash process. If the dry filter is used, it will have an efficiency rating of 98.00%. Water wash systems will be 99.97% efficient
- Water from water wash booths will be reused. Solids will be removed on a continual basis to keep the water clean.
- Paint wastes are disposed of in an environmentally safe manner.
- Empty metal paint containers will be to recover the metal.
- Solvents used in clean-up operations will be recycled on-site or sent off-site for distillation and returned for reuse.

Additionally, the finished apparatus will not be manufactured with or contain products that have ozone depleting substances. Contractor will, upon demand, present evidence that the manufacturing facility meets the above conditions and that it is in compliance with his State EPA rules and regulations.

#### **PAINT CHASSIS FRAME ASSEMBLY**

The chassis frame assembly will be finished with black before the installation of the cab and body, and before installation of the engine and transmission assembly, air brake lines, electrical wire harnesses, etc.

Components that are included with the chassis frame assembly that will be painted are:

- Frame rails

- Frame liners
- Cross members
- Axles
- Suspensions
- Steering gear
- Battery boxes
- Bumper extension weldment
- Frame extensions
- Body mounting angles
- Rear Body support substructure (front and rear)
- Pump house substructure
- Air tanks
- Steel fuel tank
- Castings
- Individual piece parts used in chassis and body assembly

Components treated with epoxy E-coat protection prior to paint:

- Two (2) C-channel frame rails
- Two (2) frame liners

The E-coat process will meet the technical properties shown.

### **PAINT, REAR WHEELS**

All wheel surfaces, inside and outside of inboard steel wheels only, will be provided with powder coat paint #90 red.

### **AERIAL DEVICE BOOM SUPPORT PAINT**

The aerial device boom support will be painted job color to match lower body paint color.

### **COMPARTMENT INTERIOR PAINT**

The interior of all compartments will be painted with a gray spatter finish for ease of cleaning and to make it easier to touch up scratches and nicks.

### **AERIAL DEVICE PAINT COLOR**

The aerial device paint procedure will consist of a six (6) step finishing process as follows:

1. Manual Surface Preparation - All exposed metal surfaces on the aerial device structural components above the rotation point will be thoroughly cleaned and mechanically shot-blasted to remove metal impurities and prepare the aerial for painting.
2. Primer/Surfacer Coats - A two (2) component urethane primer/surfacer will be hand applied to the chemically treated metal surfaces to provide a strong corrosion protective base coat and to smooth out the surface. All seams will be caulked before painting.
3. Hand Sanding - The primer/surfacer coat will be lightly sanded to an ultra smooth finish.



4. Sealer Primer Coat - A two (2) component sealer primer coat will be applied over the sanded primer.
5. Topcoat Paint - Urethane base coat will be applied to opacity for correct color matching.
6. Clearcoat - Two (2) coats of an automotive grade two (2) component urethane will be applied.

Surfaces that will not be painted include all chrome plated, polished stainless steel, anodized aluminum and bright aluminum treadplate.

All buy out components, such as monitor, nozzle, gauges, etc. will be supplied as received from the vendor.

Removable items such as brackets will be removed and painted separately to ensure paint coverage behind all mounted items.

The aerial device (turntable, ladder sections and platform) will be painted white 10 using the six (6) step finishing process. The support structure, rotation motor, components below the rotation point and the stabilizers will be cleaned, caulked, primed and painted high gloss black.

#### **REFLECTIVE STRIPES**

Three (3) reflective stripes will be provided across the front of the vehicle and along the sides of the body. The reflective band will consist of a 1.00" white stripe at the top with a 1.00" gap then a 6.00" white stripe with a 1.00" gap and a 1.00" white stripe on the bottom.

The reflective band provided on the cab face will be below the headlights on the fiberglass.

#### **REAR CHEVRON STRIPING**

There will be alternating chevron striping located on the rear-facing vertical surface of the apparatus. Covered surfaces will include the rear wall and aluminum doors. Rear compartment doors, stainless steel access doors, and the rear bumper will not be covered.

The colors will be red and fluorescent yellow green diamond grade.

Each stripe will be 6.00" in width.

This will meet the requirements of the current edition of NFPA 1901, which states that 50% of the rear surface will be covered with chevron striping.

#### **REFLECTIVE STRIPE ON STABILIZERS**

There will be a 4.00" wide fluorescent yellow green diamond grade reflective stripe provided on the forward and rear facing side of all aerial stabilizers.

#### **REFLECTIVE STRIPES**

Three (3) reflective stripes will be provided across the sides and front of the aerial basket. The reflective bands will consist of a 1.00" ruby red stripe at the top with a 1.00" gap then a 6.00" ruby red stripe with a 1.00" gap and a 1.00" ruby red stripe on the bottom. This band will stay consistent with the striping on the body.

### **"Z" JOG IN REFLECTIVE STRIPE**

There will be one (1) "Z"-shaped jog(s) provided in the reflective stripe design.

### **REFLECTIVE STRIPE OUTLINE**

A black outline will be applied on the top and the bottom of the reflective band. There will be three (3) set of outline stripes required.

### **VINYL STRIPE ON LOWER REAR PLATFORM BASKET**

Prior to the basket being mounted on the aerial tip, the lower portion rear facing surfaces each side of the rear of the basket, approximately 12.00" tall from bottom of basket up and full width will have a Blackvinyl stripe provided. There will also be the same color stripe provided that is approximately 3.00" tall from the bottom of the lower fly tip cross tube weldment to the top of this weldment.

These vinyl stripes will aid in limiting reflection from the lightbar on the back of the basket into the cab when driving, but will not take away from the overall portion of the basket being visible while in operation.

### **CAB DOOR REFLECTIVE STRIPE**

A 6.00" x 16.00" fluorescent yellow green diamond grade reflective stripe will be provided across the interior of each cab door. The stripe will be located approximately 1.00" up from the bottom, on the door panel.

This stripe will meet the NFPA 1901 requirement.

### **RUST PROOF, TORQUE BOX**

A coating will be applied to the bottom and the two (2) sides of the torque box. The coating texture will be waxy and pliable after drying so it will not chip, crack, or peel off during normal vehicle operations.

The rust proofing material will be black, and is a coating of a corrosion inhibitor for long-term protection against corrosion.

### **UNDERCOATING, CAB & BODY**

The apparatus will be properly treated by an authorized Ziebart dealer.

The underside of the apparatus will be undercoated with an asphalt petroleum based material, dark in color.

The undercoating material utilized on the apparatus will be formulated to resist corrosion and deaden unwanted sound or road noise.

Coating texture will appear firm, flexible, and resistant to abrasion. Minimum dry film thickness will be in the range of 8.00 to 12.00 mils.

The material will be applied to the following areas:

- Body and cab wheel well fender liners, on the back side only.
- Underside of body and cab sheet metal, and structural components.

- Underside and vertical sides of all sheet metal compartmentation, including support angles.
- Structural support members under running boards, rear platforms, battery boxes, walkways, etc.
- Inside surfaces of the pump heat enclosure. (when installed)
- Suspension mounts.
- Transmission cooler fittings.
- Engine mounts.
- Bottom of torque boxes
- Bottom and outside of framerails behind the forward edge of the water pump.

Exclusions will be:

- Engine
- Transmission
- Drive lines
- PTO's
- Stabilizer controls (Aerials)
- Proximity Switches (Aerials)
- Schroeder valves and tank drains
- Intake valves
- Air Horns, sirens and back-up alarms
- Framerails forward of the forward edge of the water pump.

#### **FIRE APPARATUS PARTS CD MANUAL**

There will be two (2) custom parts manuals for the complete fire apparatus provided in CD format with the completed unit.

The manuals will contain the following:

- Job number
- Part numbers with full descriptions
- Table of contents

- Parts section sorted in functional groups reflecting a major system, component, or assembly
- Parts section sorted in alphabetical order
- Instructions on how to locate parts

The manuals will be specifically written for the chassis and body model being purchased. It will not be a generic manual for a multitude of different chassis and bodies.

### **SERVICE PARTS INTERNET SITE**

The service parts information included in these manuals are also available on the factory website. The website offers additional functions and features not contained in this manual, such as digital photographs and line drawings of select items. The website also features electronic search tools to assist in locating parts quickly.

### **CHASSIS SERVICE CD MANUALS**

There will be two (2) CD format chassis service manuals containing parts and service information on major components provided with the completed unit.

The manual will contain the following sections:

- Job number
- Table of contents
- Troubleshooting
- Front Axle/Suspension
- Brakes
- Engine/Tires
- Wheels
- Cab
- Electrical, DC
- Air Systems
- Plumbing
- Appendix

The manual will be specifically written for the chassis model being purchased. It will not be a generic manual for a multitude of different chassis and bodies.

### **CHASSIS OPERATION CD MANUALS**

There will be two (2) CD format chassis operation manuals provided.

### **ONE (1) YEAR MATERIAL AND WORKMANSHIP**

A Pierce basic apparatus limited warranty certificate, WA0008, is included with this proposal.

### **THREE (3) YEAR MATERIAL AND WORKMANSHIP**

The Pierce custom chassis limited warranty certificate, WA0284, is included with this proposal.

### **ENGINE WARRANTY**

A Cummins **five (5) year** limited engine warranty will be provided. A limited warranty certificate, WA0181, is included with this proposal.

#### **STEERING GEAR WARRANTY**

A Sheppard **three (3) year** limited steering gear warranty shall be provided. A copy of the warranty certificate shall be submitted with the bid package.

#### **FIFTY (50) YEAR STRUCTURAL INTEGRITY**

The Pierce custom chassis frame and crossmembers limited warranty certificate, WA0038, is included with this proposal.

#### **FRONT AXLE THREE (3) YEAR MATERIAL AND WORKMANSHIP WARRANTY**

The Pierce TAK-4 suspension limited warranty certificate, WA0050, is included with this proposal.

#### **REAR AXLE TWO (2) YEAR MATERIAL AND WORKMANSHIP WARRANTY**

A Meritor axle limited warranty certificate, WA0046, is included with this proposal.

#### **ABS BRAKE SYSTEM THREE (3) YEAR MATERIAL AND WORKMANSHIP WARRANTY**

A Meritor Wabco™ABS brake system limited warranty certificate, WA0232, is included with this proposal.

#### **TEN (10) YEAR STRUCTURAL INTEGRITY**

The Pierce custom cab limited warranty certificate, WA0012, is included with this proposal.

#### **TEN (10) YEAR PRO-RATED PAINT AND CORROSION**

A Pierce cab limited pro-rated paint warranty certificate, WA0055, is included with this proposal.

#### **FIVE (5) YEAR MATERIAL AND WORKMANSHIP**

The Pierce Command Zone electronics limited warranty certificate, WA0014, is included with this proposal.

#### **CAMERA SYSTEM WARRANTY**

A Pierce fifty four (54) month warranty will be provided for the camera system.

#### **COMPARTMENT LIGHT WARRANTY**

The Pierce 12 volt DC LED strip lights limited warranty certificate, WA0203, is included with this proposal.

#### **TRANSMISSION WARRANTY**

The transmission will have a **five (5) year/unlimited mileage** warranty covering 100 percent parts and labor. The warranty will be provided by Allison Transmission.

Note: The transmission cooler is not covered under any extended warranty you may be getting on your Allison Transmission. Please review your Allison Transmission warranty for coverage limitations.

#### **TRANSMISSION COOLER WARRANTY**

The transmission cooler will carry a five (5) year parts and labor warranty (exclusive to the transmission cooler). In addition, a collateral damage warranty will also be in effect for the first three (3) years of the warranty coverage and will not exceed \$10,000 per occurrence. A copy of the warranty certificate will be submitted with the bid package.

#### **WATER TANK WARRANTY**

A UPF poly water tank limited warranty certificate, WA0195, is included with this proposal.

#### **TEN (10) YEAR STRUCTURAL INTEGRITY**

The Pierce apparatus body limited warranty certificate, WA0009, is included with this proposal.

#### **ROLL UP DOOR MATERIAL AND WORKMANSHIP WARRANTY**

An AMDOR roll-up door limited warranty will be provided. The roll-up door will be warranted against manufacturing defects for a period of **ten (10) years**. A **five (5) year** limited warranty will be provided on painted roll up doors.

The limited warranty certificate, WA0185, is included with this proposal.

#### **PUMP WARRANTY**

A Waterous pump limited warranty certificate, WA0225, is included with this proposal.

#### **TEN (10) YEAR PUMP PLUMBING WARRANTY**

The Pierce apparatus plumbing limited warranty certificate, WA0035, is included with this proposal.

#### **FOAM SYSTEM WARRANTY**

The Husky 3 foam system limited warranty certificate, WA0231, is included with this proposal.

#### **TWENTY (20) YEAR AERIAL DEVICE STRUCTURAL INTEGRITY WARRANTY**

The Pierce device limited warranty certificate, WA0052, is included with this proposal.

#### **AERIAL SWIVEL WARRANTY**

An Amity five (5) year limited swivel warranty will be provided. A copy of the warranty certificate will be submitted with the bid package.

#### **HYDRAULIC SYSTEM COMPONENTS WARRANTY**

Aerial hydraulic system components will be provided with a five (5) year material and workmanship limited warranty.

#### **HYDRAULIC SEAL WARRANTY**

Aerial hydraulic seals will be provided with a three (3) year material and workmanship limited warranty.

A copy of the warranty certificates will be submitted with the bid package.

#### **AERIAL WATERWAY WARRANTY**

An Amity ten (10) year limited waterway warranty will be provided. A copy of the warranty certificate will be submitted with the bid package.

#### **FOUR (4) YEAR PRO-RATED PAINT AND CORROSION**

A Pierce aerial device limited pro-rated paint warranty certificate, WA0047, is included with this proposal.

#### **FIVE (5) YEAR MATERIAL AND WORKMANSHIP**

The Pierce Command Zone electronics limited warranty certificate, WA0014, is included with this proposal.



### **SIX (6) YEAR GENERATOR MATERIAL AND WORKMANSHIP WARRANTY**

A Harrison Hydra-Gen limited warranty certificate, WA0285, is included with this proposal.

### **TEN (10) YEAR PRO-RATED PAINT AND CORROSION**

A Pierce body limited pro-rated paint warranty certificate, WA0057, is included with this proposal.

### **VEHICLE STABILITY CERTIFICATION**

The fire apparatus manufacturer will provide a certification stating the apparatus complies with NFPA 1901, current edition, section 4.13, Vehicle Stability. The certification will be provided at the time of bid.

### **ENGINE INSTALLATION CERTIFICATION**

The fire apparatus manufacturer will provide a certification, along with a letter from the engine manufacturer stating they approve of the engine installation in the bidder's chassis. The certification will be provided at the time of bid.

### **POWER STEERING CERTIFICATION**

The fire apparatus manufacturer will provide a certification stating the power steering system as installed meets the requirements of the component supplier. The certification will be provided at the time of bid.

### **CAB INTEGRITY CERTIFICATION**

The fire apparatus manufacturer will provide a cab integrity certification with this proposal. The certification will state that the cab has been tested and certified by an independent third-party test facility. Testing events will be documented with photographs, real-time and high-speed video, vehicle accelerometers, cart accelerometers, and a laser speed trap. The fire apparatus manufacturer will provide a state-licensed professional engineer to witness and certify all testing events. Testing will meet or exceed the requirements below:

- European Occupant Protection Standard ECE Regulation No.29.
- SAE J2422 Cab Roof Strength Evaluation - Quasi-Static Loading Heavy Trucks.
- SAE J2420 COE Frontal Strength Evaluation - Dynamic Loading Heavy Trucks.

### **Roof Crush**

The cab will be subjected to a roof crush force of 22,050 lb. This value meets the ECE 29 criteria and is equivalent to the front axle rating up to a maximum of 10 metric tons.

### **Additional Roof Crush**

The same cab will be subjected to a roof crush force of 100,000 lbs. This value exceeds the ECE 29 criteria by nearly 4.5 times.

### **Side Impact**

The same cab will be subjected to dynamic preload where a 13,275 lb moving barrier slams into the side of the cab at 5.5 mph at a force of 13,000 ft-lbs. This test is part of the SAE J2422 test procedure and more closely represents the forces a cab will see in a rollover incident.

### **Frontal Impact**

The same cab will withstand a frontal impact of 32,600 ft-lbs of force using a moving barrier in accordance with SAE J2420.

### **Additional Frontal Impact**

The same cab will withstand a frontal impact of 65,200 ft-lbs of force using a moving barrier, (twice the force required by SAE J2420).

The same cab will withstand all tests without any measurable intrusion into the survival space of the occupant area.

### **CAB DOOR DURABILITY CERTIFICATION**

Robust cab doors help protect occupants. Cab doors will survive a 200,000 cycle door slam test where the slamming force exceeds 20 G's of deceleration. The bidder will certify that the sample doors similar to those provided on the apparatus have been tested and have met these criteria without structural damage, latch malfunction, or significant component wear.

### **WINDSHIELD WIPER DURABILITY CERTIFICATION**

Visibility during inclement weather is essential to safe apparatus performance. Windshield wipers will survive a 3 million cycle durability test in accordance with section 6.2 of SAE J198 *Windshield Wiper Systems - Trucks, Buses and Multipurpose Vehicles*. The bidder will certify that the wiper system design has been tested and that the wiper system has met these criteria.

### **ELECTRIC WINDOW DURABILITY CERTIFICATION**

Cab window roll-up systems can cause maintenance problems if not designed for long service life. The window regulator design will complete 30,000 complete up-down cycles and still function normally when finished. The bidder will certify that sample doors and windows similar to those provided on the apparatus have been tested and have met these criteria without malfunction or significant component wear.

### **SEAT BELT ANCHOR STRENGTH**

Seat belt attachment strength is regulated by Federal Motor Vehicle Safety Standards and should be validated through testing. Each seat belt anchor design will withstand 3000 lb of pull on both the lap and shoulder belt in accordance with FMVSS 571.210 Seat Belt Assembly Anchorages. The bidder will certify that each anchor design was pull tested to the required force and met the appropriate criteria.

### **SEAT MOUNTING STRENGTH**

Seat attachment strength is regulated by Federal Motor Vehicle Safety Standards and should be validated through testing. Each seat mounting design will be tested to withstand 20 G's of force in accordance with FMVSS 571.207 Seating Systems. The bidder will certify that each seat mount and cab structure design was pull tested to the required force and met the appropriate criteria.

### **CAB DEFROSTER CERTIFICATION**

Visibility during inclement weather is essential to safe apparatus performance. The defroster system will clear the required windshield zones in accordance with SAE J381 Windshield Defrosting Systems Test Procedure And Performance Requirements - Trucks, Buses, And Multipurpose Vehicles. The

bidder will certify that the defrost system design has been tested in a cold chamber and passes the SAE J381 criteria.

### **CAB HEATER CERTIFICATION**

Good cab heat performance and regulation provides a more effective working environment for personnel, whether in-transit, or at a scene. The cab heaters will warm the cab 75 F from a cold-soak, within 30 minutes when tested using the coolant supply methods found in SAE J381. The bidder will certify that a substantially similar cab has been tested and has met these criteria.

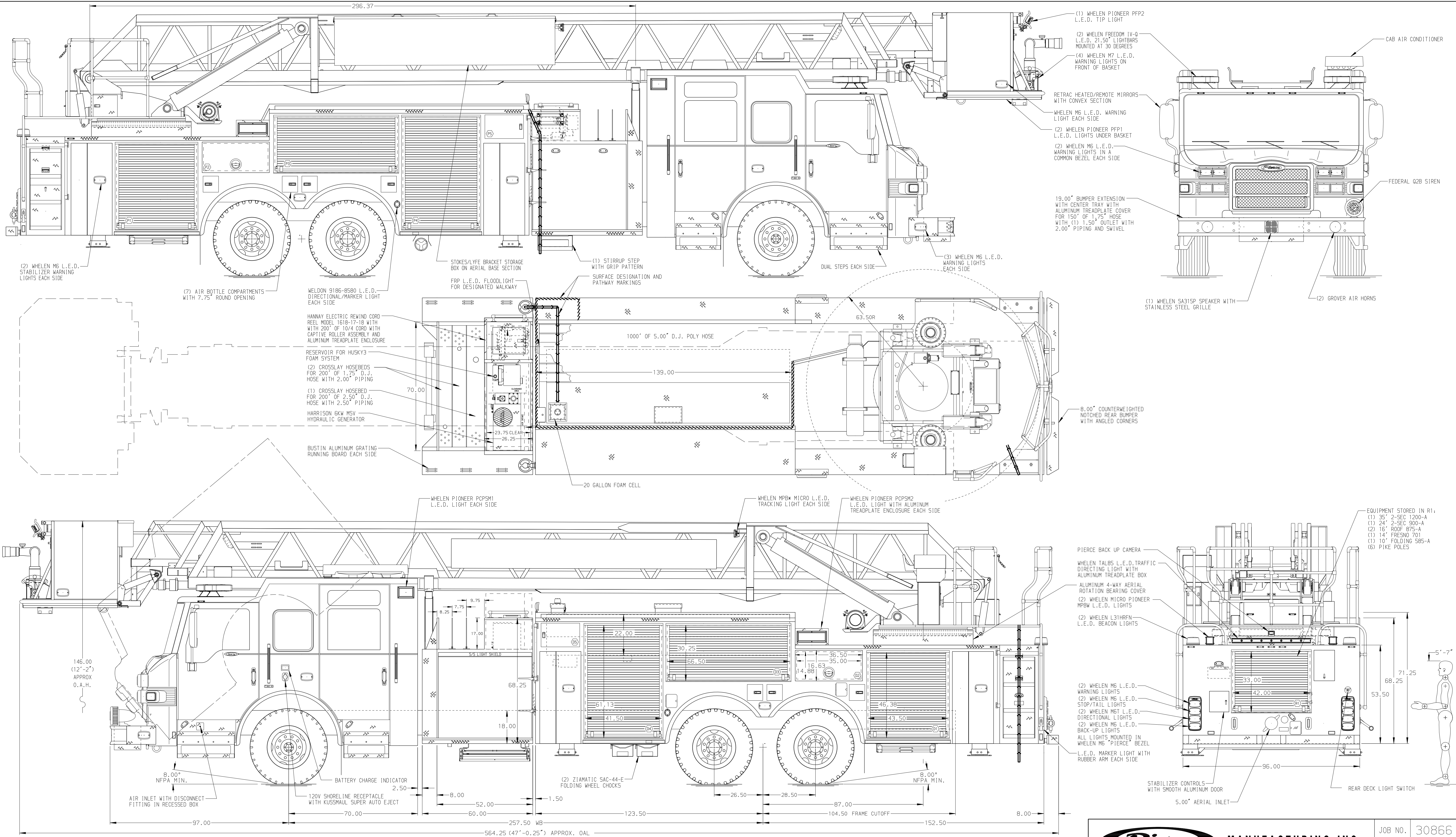
### **AMP DRAW REPORT**



The bidder will provide, at the time of bid and delivery, an itemized print out of the expected amp draw of the entire vehicle's electrical system.

The manufacturer of the apparatus will provide the following:

- Documentation of the electrical system performance tests.
- A written load analysis, which will include the following:
  - The nameplate rating of the alternator.
  - The alternator rating under the conditions specified per:
    - Applicable NFPA 1901 or 1906 (Current Edition).
  - The minimum continuous load of each component that is specified per:
    - Applicable NFPA 1901 or 1906 (Current Edition).
  - Additional loads that, when added to the minimum continuous load, determine the total connected load.
  - Each individual intermittent load.

All of the above listed items will be provided by the bidder per the applicable NFPA 1901 or 1906 (Current Edition).



ALUMINUM BODY				SIDE ROLL AND FRONTAL IMPACT PROTECTION				 MANUFACTURING INC.				JOB NO.	30866										
<u>NOTE</u>  DIMENSIONS SHOWN ARE APPROXIMATE AND ARE SUBJECT TO MINOR DEVIATIONS AS MAY OCCUR OR BE NECESSARY IN CONSTRUCTION. MINOR DETAILS NOT SHOWN.				1. BATTERY CHARGER LOCATED IN CREW CAB SEAT RISER 2. 5/8" PROTECTIVE GUARD FOR ROLL-UP DOOR IN COMPARTMENT D1,D3,D4,P1,P3,P4 3. ONE FULL WIDTH/DEPTH PAINTED ADJUSTABLE SHELF IN COMPARTMENT D1,D4,P1,P3,P4 4. ONE ADJUSTABLE TILTING SLIDE-OUT TRAY IN COMPARTMENT D3 5. ONE FLOOR MOUNTED SLIDE-OUT TRAY IN COMPARTMENT D1,D4,P1,P4 6. PLUMBING FOR FUTURE HUSKY 3/12 FOAM SYSTEM 7. CIRCUIT BREAKER PANEL IN COMPARTMENT D5 8. HOSE STORAGE BOX AT PLATFORM BASKET FOR 100' OF 1.75" HOSE 9. L.E.D. LIGHTING ON AERIAL LADDER SECTIONS 10. 120V POWER TO AERIAL BASKET  11. FIRE RESEARCH 2-WAY RADIO INTERCOM SYSTEM MOUNTED PER SHOP ORDER 12. BREATHING AIR TO AERIAL BASKET 13. AERIAL PEDESTAL RAISED 3.00" 14. 3-IN-1 LYFECOMBO BRACKETS AT AERIAL BASKET				 MANUFACTURING INC.				SCALE	DATE										
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# Proposal Option List

1/18/2019

<b>Customer:</b>	Pierce Stock Field	<b>Bid Number:</b>	1057
<b>Representative:</b>	Smits, Tom	<b>Job Number:</b>	30866
<b>Organization:</b>	Pierce Manufacturing Inc	<b>Number of Units:</b>	1
<b>Requirements Manager:</b>	Smits, Tom	<b>Bid Date:</b>	11-09-2016
<b>Description:</b>	Velocity FR 100 PAP (F/T)	<b>Stock Number:</b>	30866
<b>Body:</b>	Aerial, Platform 100', Alum Body	<b>Price Level:</b>	35 (Current: 37)
<b>Chassis:</b>	Velocity Chassis, PAP/Midmount (Big Block), 2010		

Line	Option	Type	Option Description	Qty
1	0010012		No Boiler Plates requested	1
2	0584456		Manufacture Location, Appleton, Wisconsin	1
3	0584452		RFP Location: Appleton, Wisconsin	1
4	0588609		Vehicle Destination, US	1
5	0018180		Single Source Compliance, Aerials	1
6	0670275		Unit to be Similar in some Aspects, Excluding Pump Panel	1
			Fill in Blank - Very similar to 30549, with the following additions, Husky 3 Foam System, 2.50" crosslay, 1.50" front bumper outlet and tray, front and rear axle / suspension, front bumper extension changed to 19".	
7	0610784		Comply NFPA 1901 Changes Effective Jan 1, 2016, With Exceptions	1
8	0533351		Quint Fire Apparatus	1
9	0588612		Vehicle Certification, Aerial w/Pump	1
10	0681278		Agency, Apparatus Certification, Aerial w/Pump, U.L.	1
11	0536644		Customer Service Website	1
12	0537375		Unit of Measure, US Gallons	1
13	0030006		Bid Bond Not Requested	1
14	0540326		Performance Bond, Not Requested	1
15	0000007		Approval Drawing	1
16	0002928		Electrical Diagrams	1
17	0564213		Velocity Chassis, PAP/Midmount (Big Block), 2010	1
18	0000110		Wheelbase	1
			Wheelbase - 257.50"	
19	0000070		GVW Rating	1
			GVW rating - 84,000#	
20	0000203		Frame Rails, 13.38 x 3.50 x .375, Qtm/AXT/Imp/Vel/DCF	1
21	0060637		Frame Liner, Inv "L" 12.68" x 3.00" x .25", AXT/Vel/Imp, Full Length, 56"Qval	1
22	0637059		Axle, Front, Oshkosh TAK-4, Non Drive, 24,000 lb, Velocity (425 Tires)	1
23	0090914		Suspension, Front TAK-4, 24,000 lb, DLX/Qtm/AXT/Vel/Enf	1
24	0087572		Shock Absorbers, KONI, TAK-4, Qtm/AXT/Imp/Vel/DCF/Enf	1
25	0000322		Oil Seals, Front Axle	1
26	0677592		Tires, Front, Goodyear, G296 MSA, 425/65R22.50, 20 ply, Fire Service Load Rating	1
27	0019611		Wheels, Front, Alcoa, 22.50" x 12.25", Aluminum, Hub Pilot	1
28	0683875		Axle, Rear, Meritor RT58-185, 60,000 lb	1
29	0602744		Top Speed of Vehicle, Non-NFPA 2016 Compliant	1
			Top Speed of Vehicle - 68	
30	0515673		Suspen, Rear, Raydan Air Link, AL-600, Air Ride, 60,000 lb	1
31	0000485		Oil Seals, Rear Axle	1
32	0627528		Tires, Rear, Goodyear, G751 MSA, 315/80R22.50, LRL, Tandem	1
33	0019660		Wheels, Rear, Alcoa, 22.50" x 9.00", Aluminum-Steel, Hub Pilot, Tandem	1
34	0568081		Tire Balancing, Counteract Beads	1
35	0620569		Tire Pressure Monitoring, RealWheels, AirSecure, Valve Cap, Tandem Axle	1
			Qty, Tire Pressure Ind - 10	
36	0003245		Axle Hub Covers w/center hole, S/S, Front Axle	1
37	0013241		Axle Hub Covers, Rear, S/S High Hat (Tandem)	1
38	0002045		Mud Flaps, w/logo front & rear	1
39	0601010		Chocks, Wheel, SAC-44-E, Folding, Aerials	1
			Qty, Pair - 01	
40	0601009		Mounting Brackets, Chocks, SAC-44-E, Folding, Horizontal, Aerials	1
			Qty, Pair - 01	
			Location, Wheel Chocks - Left Side Rear Tire, Forward	
41	0593759		ESC/ABS/ATC Wabco Brake System, Tandem Rear Axle, 2010	1

Line	Option	Type	Option Description	Qty
42	0030185		Brakes, Knorr/Bendix 17", Disc, Front, TAK-4	1
43	0000730		Brakes, Meritor, Cam, Rear, 16.50 x 7.00"	1
44	0020784		Air Compressor, Brake, Cummins/Wabco 18.7 CFM	1
45	0000794		Brake Reservoirs, Six	1
46	0568012		Air Dryer, Wabco System Saver 1200, Heater, 2010	1
47	0000790		Brake Lines, Nylon	1
48	0000854		Air Inlet, w/Disconnect Coupling	1
			Location, Air Coupling(s) - a) DS Step Well	
			Qty, Air Coupling (s) - 1	
49	0586772		Box, Recessed, Alum Treadplate, for Air Fitting	1
			Location - driver side step well.	
			Qty, Air Coupling (s) - 1	
50	0070810		All Wheel Lockup (Aerial/Tanker Chassis)	1
51	0795318		Engine, Cummins X15, 600 hp, 1850 lb-ft, W/OBD, EPA 2017, Velocity	1
52	0001244		High Idle w/Electronic Engine, Custom	1
53	0687994		Engine Brake, Jacobs Compression Brake, Cummins Engine	1
			Switch, Engine Brake - e) ISC/ISM/ISL9/ISX Hi Med Lo	
54	0552334		Clutch, Fan, Air Actuated, Horton Drive Master	1
55	0123135		Air Intake, w/Ember separator, Imp/Vel	1
56	0794743		Exhaust System, 5", X12/X15 Engine, Horizontal, Right Side	1
57	0557543		Radiator, Impel/Veloccity	1
58	0616439		Cooling Hoses, Gates Silicone	1
59	0001125		Fuel Tank, 65 Gallon, Left Side Fill	1
60	0001129		Lines, Fuel	1
61	0595087		DEF Tank, 4.5 Gallon, DS Fill, Forward of Rear Axle	1
			Door, Material & Finish, DEF Tank - Polished Stainless	
62	0552793		Not Required, Fuel Priming Pump	1
63	0582243		Shutoff Valves, Fuel Line @ Primary Filter, Cummins	1
64	0553019		Cooler, Engine Fuel, Imp/Vel, AXT/Qtm/Sab/DCF/SFR/Enf	1
65	0578959		Fuel/Water Separator, Racor Inline	1
66	0642582		Trans, Allison 5th Gen, 4000 EVS P, w/Prognostics, Imp/Vel/DCF/SFR/Enf	1
67	0625331		Transmission, Shifter, 6-Spd, Push Button, 4000 EVS	1
68	0684459		Transmission Oil Cooler, Modine, External	1
69	0001375		Driveline, Spicer 1810	1
70	0669988		Steering, Sheppard M110 w/Tilt, TAK-4, Eaton Pump, w/Cooler	1
71	0001544		Not Required, Steering Assist Cylinder on Front Axle	1
72	0509230		Steering Wheel, 4 Spoke without Controls	1
73	0559647		Pierce Logo on Horn Button	1
74	0123625		Bumper, 19" Extended, Imp/Vel	1
75	0616492		Tray, Hose, Center, 19" Bumper, Outside Air Horns, Imp/Vel	1
			Grating, Bumper extension - Grating, Rubber	
			Capacity, Bumper Tray - 21) 150' of 1.75"	
76	0630813		Cover, Aluminum Treadplate, One (1) D-Ring Latch, Hose Tray	1
			Stay arm, Tray Cover - b) Pneumatic Stay Arm	
77	0510226		Lift & Tow Package, Imp/Vel, AXT, Dash CF	1
78	0522573		Tow Hooks Not Required, Due to Lift and Tow Package	1
79	0668314		Cab, Velocity FR, 7010 Raised Roof w/Notch	1
80	0667982		Engine Tunnel, ISX, Impel/Veloccity FR	1
81	0677478		Rear Wall, Exterior, Cab, Aluminum Treadplate	1
82	0122466		Cab Lift, Elec/Hyd, w/Manual Override, Imp/Vel	1
83	0123176		Grille, Bright Finished, Front of Cab, Impel/Veloccity	1
84	0527032		Trim, S/S Band, Across Cab Face, Rect Lights, Velocity	1
			Material Trim/Scuffplate - e) S/S, Patterned	
			Turnsignal Covers - Polished S/S Covers	
85	0087357		Molding, Chrome on Side of Cab	1
86	0521669		Mirrors, Retractable, West Coast Style, Htd/Rmt, w/Htd/Rmt Convex	1
87	0667921		Door, Half-Height, Velocity FR 4-Door Cab, Raised Roof	1
			Key Model, Cab Doors - 1041	
88	0655511		Door Panel, Brushed Stainless Steel, Impel/Veloccity 4-Door Cab	1
89	0667905		Storage Pockets w/ Elastic Cover, Recessed, Impel/Veloccity FR	1
90	0667902		Controls, Electric Windows, All Cab Doors, Impel/Veloccity FR	1



Line	Option	Type	Option Description	Qty
91	0555486		Steps, 4-Door Cab, Dual, Imp/Vel	1
			Light, Step, Additional - Amdor, 4 Dr Cab	
92	0509649		Lights, Cab and Crew Cab Access Steps, P25, LED w/Bezel, 1Lt Per Step	1
93	0002140		Fenders, S/S on Cab	1
94	0122479		Window, Side of C/C, Fixed, Velocity	1
95	0552935		Trim, Cab Side Windows, Velocity	1
96	0012090		Not Required, Windows, Front/Side of raised roof	1
97	0509287		Windows, Rear CC, (2) 11.25" x 18", Velocity	1
98	0553196		Trim, Cab Rear Windows, Velocity	1
99	0123686		Drip Rail, Cab Roof, Impel/Velocity/Velocit SLT	1
100	0667960		Cab Interior, Vinyl, Painted Walls, Imp/Vel FR	1
			Color, Cab Interior Vinyl/Fabric - a) Silver/Gray	
101	0667943		Cab Interior, Paint Color, Impel/Velocit FR	1
			Color, Cab Interior Paint - i) fire smoke gray	
102	0509532		Floor, Rubber Padded Cab & Crew Cab, Imp/Vel, Dash CF	1
103	0667936		Heater/defroster, Dual Zone Control, Impel/Velocit FR	1
104	0601514		Air Conditioning, Dual Zone Control, Hinge Acc Pnl, Velocity FR w/ ISX15 Engine	1
			Paint Color, A/C Condenser - Painted by OEM	
105	0639675		Sun Visor, Smoked Lexan, AXT, Dash CF, Imp/Vel, Saber FR/Enforcer	1
			Sun Visor Retention - No Retention	
106	0543257		Grab Handles, Driver Door Post & Passenger Dash Panel, Imp/Vel	1
107	0583938		Lights, Engine Compt, Custom, Auto Sw, WIn 3SC0CDCR, 3" LED, Trim	2
			Qty, - 02	
108	0122516		Fluid Check Access, Imp/Vel	1
109	0583042		Side Roll and Frontal Impact Protection	1
110	0622617		Seating Capacity, 6 Seats	1
111	0697005		Seat, Driver, Pierce PS6, Premium, Air Ride, High Back, Safety	1
112	0696994		Seat, Officer, Pierce PS6, Premium, Air Ride, SCBA, Safety	1
113	0510039		Radio Compartment, Below Center Forward Facing Crew Seats, Imp/Vel	1
114	0122183		Seat, Rear Facing C/C, DS Outboard, Pierce PS6, Premium, SCBA, Safety	1
115	0102783		Not Required, Seat, Rr Facing C/C, Center	1
116	0122186		Seat, Rear Facing C/C, PS Outboard, Pierce PS6, Premium, SCBA, Safety	1
117	0108189		Not Required, Seat, Forward Facing C/C, DS Outboard	1
118	0122744		Seat, Forward Facing C/C, Center, (2) Pierce PS6, Premium, SCBA, Safety	1
119	0108190		Not Required, Seat, Forward Facing C/C, PS Outboard	1
120	0511300		Upholstery, Seats In Cab, All Imperial 1200, Pierce PS6	1
			Color, Cab Interior Vinyl/Fabric - h) Gray/Black	
121	0543991		Bracket, Air Bottle, Hands-Free II, Cab Seats	5
			Qty, - 05	
122	0603867		Seat Belt, ReadyReach	1
			Seat Belt Color - Red	
123	0604863		Seat Belt Height Adjustment, 6 Seats, Imp/Vel, Dash CF	1
124	0602464		Helmet Storage, Provided by Fire Department, NFPA 2016	1
125	0647647		Lights, Dome, FRP Dual LED 4 Lts	1
			Color, Dome Lt - Red & White	
			Color, Dome Lt Bzl - Black	
			Control, Dome Lt White - Door Switches and Lens Switch	
			Control, Dome Lt Color - Lens Switch	
126	0631779		Light, Map, Overhead, Round Halogen, AXT/Imp/Vel/Dash CF, Hawk EX	1
			12vdc power from - Battery switched	
127	0602637		Portable Hand Light, Provided by Fire Dept, Pumper NFPA 2016 Classification	1
128	0568369		Cab Instruments, Ivory Gauges, Chrome Bezels, Impel/Velocit 2010, Dash CF	1
129	0509511		Air Restriction Indicator, Imp/Vel, AXT, Dash CF, Enf MUX	1
130	0543751		Light, Do Not Move Apparatus	1
			Alarm, Do Not Move Truck - Pulsing Alarm	
131	0509042		Messages, Open Door/Do Not Move Truck, MUX w/Color Display	1
132	0611681		Switching, Cab, Membrane, Impel/Velocit/Quantum, Dash CF, AXT WiFi MUX	1
			Location, Emerg Sw Pnls - Driver's Side Overhead	
133	0555915		Wiper Control, 2-Speed with Intermittent, MUX, Impel/Velocit	1
134	0002565		Hourmeter, Aerial Inside Cab	1
135	0002615		Switch, Aerial 12V Master	1
136	0002617		PTO switch, w/light - aerial	1

Line	Option	Type	Option Description	Qty
137	0548004		Wiring, Spare, 15 A 12V DC 1st	2
			Qty, - 02	
			12vdc power from - Battery direct	
			Wire termination - 15 amp power point plug	
			Location, Spare Wiring - Officer Dash	
138	0615386		Vehicle Information Center, 7" Color Display, Touchscreen, MUX	1
			System Of Measurement - US Customary	
139	0606247		Vehicle Data Recorder w/CZ Display Seat Belt Monitor	1
140	0696439		Antenna Mount, Custom Chassis, Cable Routed to Instrument Panel Area	1
			Qty, - 01	
			Location, Antenna Mount - Right Side	
141	0653526		Camera, Pierce, Driver Mux, Rear Camera Only	1
			Camera System Audio - Not Provided	
142	0615100		Pierce Command Zone, Advanced Electronics & Control System, Diag LEDs, Vel, WiFi	1
143	0624254		Electrical System, Velocity	1
144	0079211		Batteries, (6) Exide Grp 31, 950 CCA each, Threaded Stud	1
145	0008621		Battery System, Single Start, All Custom Chassis	1
146	0123174		Battery Compartment, Imp/Vel	1
147	0614406		Charger, Sngl Sys, IOTA, DSL-75, 75 Amp, Kussmaul 091-94-12 Ind, AXT/DCF/Vel/Imp	1
148	0012779		Location, Charger, Cab In Seat Box, "All Custom Chassis"	1
149	0530951		Location, Bat Chrg Ind, DS Behind Cab Door	1
150	0016857		Shoreline, 20A 120V, Kussmaul Auto Eject, 091-55-20-120, Super	1
			Qty, - 01	
			Color, Kussmaul Cover - b) red	
			Shoreline Connection - Battery Charger	
151	0026800		Shoreline Location	1
			Location, Shoreline(s) - DS Cab Side	
152	0647728		Alternator, 430 amp, Delco Remy 55SI	1
153	0092582		Load Manager/Sequencer, MUX	1
			Enable/Disable Hi-Idle - d)High Idle disable	
154	0648713		Headlights, Rectangular LED, JW Speaker, Imp/Vel	1
			Color, Headlight Housing and Trim -	
155	0648425		Light, Directional, Wln 600 Cmb, Cab Crn, Imp/Vel/AXT/Qtm/DCF	1
			Color, Lens, LED's - c)clear	
156	0620054		Light, Directional/Marker, Intermediate, Weldon 9186-8580-29 LED 2lts	1
157	0647993		Lights, Clearance/Marker/ID, Platform, P25 LED, 5 Lts	1
			Light Guard - With Guard	
158	0511569		Lights, Clearance/Marker/ID, Rear, P25 LED 7Lts	1
			Light Guard - Without Guard	
159	0648074		Lights, Clearance/Marker/ID, Front, P25 LED 7 Lts	1
160	0602938		Light, Marker End Outline, Rubber Arm, LED Marker Lamp, Rear Body	1
			Qty, Lights, Pair - 1	
161	0564683		Lights, Tail, Wln M6BTT* Red LED Stop/Tail & M6T* Amber LED Dir Arw For Hsg	1
			Color, Lens - Clear	
162	0561471		Lights, Backup, Wln M6BUW, LED, For Tail Lt Housing	1
163	0664481		Bracket, License Plate & Light, P25 LED	1
164	0556842		Bezels, Wln, (2) M6 Chrome Pierce, For mtg (4) Wln M6 lights	1
165	0589905		Alarm, Back-up Warning, PRECO 1040	1
166	0666455		Lights, Perimeter Cab, Amdor AY-9500-020 LED 4Dr	1
			Control, Perimeter Lts -	
167	0616663		Lights, Perimeter Pump House, Amdor AY-9500-020 LED 1lt	1
			Control, Perimeter Lts -	
168	0616284		Lights, Perimeter Body, Amdor AY-9500-020 LED 2lts, Turntable Access	1
			Control, Perimeter Lts - Parking Brake Applied	
			Color, Lt Housing HiViz -	
169	0554198		Lights, Step, P25 LED, Aerial With Pump 2Lts, Pump Pnl Sw	1
170	0511749		Light, Step, Additional, P25 LED	1
			Qty, Lights - 01	
			Location, Lights - under stirrup step below passenger side running board.	
171	0586888		Bracket, Alum. Trdplate, 12V Recessed Flood Lights, Compt Top, Each	2
			Location - above compartment D2 and P2.	

Line	Option	Type	Option Description	Qty
171			Qty, - 02	
172	0640627		Light, Wln, 12V PCPSM1* Pioneer LED Fld/Spt, Surface Mount 2nd Location, Lights - mount behind passenger side crew cab door, high as possible.	1
			Qty, - 01 Switch, Lt Control 1 DC,1 - a) DS Switch Panel Switch, Lt Control 2 DC,2 - g) PS Switch Panel Switch, Lt Control 3 DC,3 - d) No Control Switch, Lt Control 4 DC,4 - d) No Control Color, Wln Lt Housing - Chrome Flange	
173	0640629		Light, Wln, 12V PCPSM1* Pioneer LED Fld/Spt, Surface Mount 1st Location, Lights - mount behind driver side crew cab door, high as possible.	1
			Qty, - 01 Switch, Lt Control 1 DC,1 - a) DS Switch Panel Switch, Lt Control 2 DC,2 - g) PS Switch Panel Switch, Lt Control 3 DC,3 - d) No Control Switch, Lt Control 4 DC,4 - d) No Control Color, Wln Lt Housing - Chrome Flange	
174	0640941		Light, Wln, 12V PCPSM2* Pioneer LED Fld/Spt, Surface Mnt 2nd Location, Lights - on 4-way aluminum box above compartment P2	1
			Qty, - 01 Switch, Lt Control 1 DC,1 - h) PS Cab Scene Lt Control Switch, Lt Control 2 DC,2 - e) No Control Switch, Lt Control 3 DC,3 - d) No Control Switch, Lt Control 4 DC,4 - d) No Control Color, Wln Lt Housing - Chrome Flange	
175	0640991		Light, Wln, 12V PCPSM2* Pioneer LED Fld/Spt, Surface Mnt 1st Location, Lights - on 4-way aluminum box above compartment D2	1
			Qty, - 01 Switch, Lt Control 1 DC,1 - d) DS Cab Scene Lt Control Switch, Lt Control 2 DC,2 - e) No Control Switch, Lt Control 3 DC,3 - d) No Control Switch, Lt Control 4 DC,4 - d) No Control Color, Wln Lt Housing - Chrome Flange	
176	0672327		Lights, Deck, Wln (2) MPBW Micro Pioneer LED Rear Flood Lights Switch, Scene Lt Cntrl - i)switch at rear and ds sw pnl	1
177	0645676		Lights, Not Required, Hose Bed, Deck Lights At Rear	1
178	0645681		Lights, Not Required, Rear Work, Deck Lights At Rear	1
179	0709438		Light, Walking Surf, FRP Flood, LED	1
180	0022153		Aerial, Platform 100', Alum Body	1
181	0554269		Body Skirt Height, 18"	1
182	0601005		Tank, Water, 300 Gallon, Poly, PAP, Notched	1
183	0003405		Overflow, 4.00" Water Tank, Poly	1
184	0028104		Foam Cell Required	1
185	0553729		Not Required, Restraint, Water Tank, Heavy Duty	1
186	0003429		Not Required, Direct Tank Fill	1
187	0593655		Hose Bed, Alum, Trough Syle, 100 PAP, Smooth Aluminum Door Location, driver's/passenger's/center - passenger's	1
188	0003491		Hose Bed Capacity 1000' of 5.00", Ascendant, PAP, PAL	1
189	0591017		Hose Restraint, Hose Bed, Aerial, Front Velcro Strap, Top	1
190	0076724		Running Boards, Bustin Bar Grating, Type N	1
191	0048275		Turntable Steps-Morton Cass, Swing Down, DS & PS, Ascendant Tandem, PAL, PAP	1
192	0554004		Lights, Step (6), P25 LED, Swing Down Access Steps, Each Side	1
193	0690023		Wall, Rear, Smooth Aluminum	1
194	0029503		Tow Eyes (2), Aerial	1
195	0013639		Construction, Compt, Alum, PAP	1
196	0009075		Compt, LS F/H F/D, Roll Drs, w/o Chute, 100' PAP	1
197	0091709		Compt, LS Turntable, F/H F/D, Roll Dr & Lift Dr, 100' PAP	1
198	0023672		Compt, IPO Stairs, Not Required, LS	1
199	0020711		Compt, RS F/H, Roll Drs, 100' PAP	1
200	0091710		Compt, RS Turntable, F/H, Roll Dr & Lift Dr, 100' PAP	1

Line	Option	Type	Option Description	Qty
201	0023673		Compt, IPO Stairs, Not Required, RS	1
202	0693023		Doors, Gortite, Rollup, Side Compartments	6
			Qty, Door Accessory - 06	
			Color, Roll-up Door, Gortite - Painted to Match Lower Body	
			Latch, Roll-up Door, Gortite - Non-Locking Liftbar	
203	0556162		Not Req'd, Compt Blister in Front of Rear Axle	1
204	0588958		Bumper, Rear, 8" Cntrweight, w/Treadplate Cover, Notch, Angled Corner, 100' PAP	1
205	0603711		Guard, Drip Pan, S/S, Rollup Door, Aerial	7
			Qty, Door Accessory - 07	
			Location, Door Guard/Drip Pan - D1, R1, P1, D3 Over Wheel, D4, P3 Over Wheel and P4	
206	0603083		Lights, Compt,Pierce LED,Dual Light Strips,Each Side Dr,Ascend TA,75'HAL,PAP,HDL	8
			Qty, - 08	
			Location, Compartment Lights - All Body Compts	
207	0655467		Lights, Compt, Pierce, LED Light Strip, 9" IPOS	2
			Location, Lights - above door of compartment D5 & P5	
			Qty, - 02	
208	0603420		Shelf Tracks, Painted, Aerial	6
			Qty, Shelf Track - 06	
			Location, Shelf Track - D3, D1, P1, P3, D4 and P4	
209	0600289		Shelves, Adj, 500 lb Capacity, Full Width/Depth, Predefined Locations, Aerial	5
			Qty, Shelf - 05	
			Material Finish, Shelf - Painted - Spatter Gray	
			Location, Shelves/Trays, Predefined - D1-Upper Third, P1-Upper Third, P3-Upper Third, D4-Upper Third and P4-Upper Third	
210	0709692		Tray, 215 lb, Tilt/Slide-Out, 30 Deg, Adj, Predefined Locations	1
			Qty, Tray (slide-out) - 01	
			Location, Shelves/Trays, Predefined - D3-Centered Floor to Ceiling	
			Material Finish, Tray - Painted - Spatter Gray	
211	0603763		Tray, Floor Mounted, Slide-Out, 500lb, 2.00" Sides, 2G Aerial	4
			Qty, - 04	
			Location, Tray Slide-Out, Floor Mounted - D1, P1, P4 and D4	
			Material Finish, Tray - Painted - Spatter Gray	
212	0050308		Rear of Body, Smooth Aluminum Sheet	1
213	0004016		Rub Rail, Aluminum Extruded, Side of Body	1
214	0004027		Fender Crowns, Rear, S/S, Two Pair	1
215	0519849		Not Required, Hose, Hard Suction	1
216	0626229		Handrails, Side Pump Panels, Per Print	1
217	0601235		Compt, Air Bottle, Single, Round, Fender Panel, Tandem Axle Aerials	7
			Qty, Air Bottle Comp - 7	
			Door Finish, Fender Compt - Polished	
			Location, Fender Compt - Single - DS Rear, Single - PS Fwd, Single - PS Rear, Single (2) - PS Tandem and Single (2) - DS Tandem	
			Latch, Air Bottle Compt - Southco C2, Chrome, Non-Locking	
			Insert, Air Bottle Compt - Rubber Matting	
218	0004218		Ladder, 35' Duo-Safety 1200A 2-Sect	1
			Qty, - 1	
219	0004222		Ladder, 24' Duo-Safety 900A 2-Section	1
			Qty, - 01	
			Location, Extension Ladder - torque box	
220	0004232		Ladder, (2) 16' Duo-Safety 875A Roof	1
221	0004233		Ladder, 14' Duo-Safety Fresno 701	1
			Qty, - 1	
222	0004246		Ladder, 10' Duo-Safety Folding, 585A	1
			Qty, - 01	
			Location, Folding Ladder Aerial - torque box	
223	0042207		Ladders Stored in Torque Box, Gortite Roll, Ascendant TA, PAL, PAP	1
			Color, Roll-up Door, Gortite - Satin finish	
			Latch, Roll-up Door, Gortite -	
224	0602100		Lights, Torque Box Ladder Storage, Pierce LED Strip Lights, 2 Lts	1
225	0789543		Pike Pole, 12' DUO Safety, Fiberglass	2
			Qty, - 02	

Line	Option	Type	Option Description	Qty
226	0789564		Pike Pole, 8' DUO Safety, Fiberglass, Aerial	2
			Qty, - 02	
227	0789566		Pike Pole, 6' DUO Safety, Fiberglass, Aerial	2
			Qty, - 02	
228	0014343		Not Required, Pike Pole, 3'	1
229	0593075		Steps, Folding, Front Bulkheads (Aerial), w/LED, Trident	1
			Coating, Step - black	
230	0591914		Step, Folding - Extra, Body Only, Black, w/LED, Trident	3
			Qty, Folding Step - 03	
			Location, Steps Additional - DS Front Bulkhead - 1 and PS Front Bulkhead - 2	
231	0559082		Steps, Stirrup Style, Imp/Vel Cab Style, Each	1
			Location, Additional Step - under passenger side running board.	
			Qty, - 01	
			Light, Step, Additional - Amdor	
232	0004435		Pump, Waterous, CSU, 2000 GPM, Single Stage	1
233	0004482		Seal, Mechanical, Waterous	1
234	0559769		Trans, Pump, Waterous C20 Series	1
235	0635600		Pumping Mode, Stationary Only	1
236	0605126		Pump Shift, Air w/Manual Override, Split Shaft, Interlocked, Waterous	1
237	0003148		Transmission Lock-up, EVS	1
238	0004547		Auxiliary Cooling System	1
239	0014486		Not Required, Transfer Valve, Stage Pump	1
240	0004517		Valve, Relief Intake, Elkhart, Set @ 125 PSI	1
241	0794959		Controller, Pressure, Pierce, Pump Boss, PBA300	1
242	0072153		Primer, Trident, Air Prime, Air Operated	1
243	0058516		Manuals, Pump (2), CD	1
244	0602512		Plumbing, Stainless Steel and Hose, Single Stage Pump, Control Zone	1
245	0064656		Not Required, Black Iron Pipe with Stainless Steel Plumbing	1
246	0004645		Inlets, 6.00" - 1250 GPM or Larger Pump	1
247	0004646		Cap, Main Pump Inlet, Long Handle, NST, VLH	1
248	0084610		Valves, Akron 8000 series- All	1
249	0004660		Inlet, Left Side, 2.50"	1
250	0004680		Inlet, Right Side, 2.50"	1
251	0016158		Valve, Inlet(s) Recessed, Side Cntrl, "Control Zone"	2
			Qty, Inlets - 2	
252	0004700		Control, Inlet, at Valve	1
253	0092569		No Rear Inlet (Large Dia) Requested	1
254	0092696		Not Required, Cap, Rear Inlet	1
255	0064116		No Rear Inlet Actuation Required	1
256	0009648		No Rear Intake Relief Valve Required on Rear Inlet	1
257	0092568		No Rear Auxiliary Inlet Requested	1
258	0563738		Valve, .75" Bleeder, Aux. Side Inlet, Swing Handle	1
259	0029043		Tank to Pump, (1) 3.00" Valve, 3.00" Plumbing	1
260	0004905		Outlet, Tank Fill, 1.50"	1
261	0004940		Outlet, Left Side, 2.50"	2
			Qty, Discharges - 02	
262	0092570		Not Required, Outlets, Left Side Additional	1
263	0004945		Outlet, Right Side, 2.50"	1
			Qty, Discharges - 01	
264	0550252		Outlet, Right Side, 4" w/3" Plumbing, Handwheel Control, (added)	1
			Qty, Discharges - 01	
265	0029137		Not Required, Outlet, Large Diameter	1
266	0649939		Outlet, Front, 1.50" w/2" Plumbing	1
			Fitting, Outlet - 1.50" NST with 90 degree swivel	
			Drain, Front Outlet - Class 1 Automatic	
			Location, Front, Single - in center bumper tray	
267	0092575		Not Required, Outlet, Rear	1
268	0092574		Not Required, Outlet, Rear, Additional	1
269	0092573		Not Required, Outlet, Hose Bed/Running Board Tray	1
270	0085076		Caps for 1.50" to 3.00" Discharge, VLH	1
271	0563739		Valve, 0.75" Bleeder, Discharges, Swing Handle	1

Line	Option	Type	Option Description	Qty
272	0005091		Elbow, Left Side Outlets, 45 Degree, 2.50" FNST x 2.50" MNST, VLH	1
273	0035094		Not Required, Elbow, Left Side Outlets, Additional	1
274	0025091		Elbow, Right Side Outlets, 45 Degree, 2.50" FNST x 2.50" MNST, VLH	1
275	0659072		Elbow, Right Side Outlets, 30 Degree, 4.00" FNST x 5.00" Storz, Additional	1
276	0045099		Not Required, Elbow, Rear Outlets	1
277	0085695		Not Required, Elbow, Rear Outlets, Large, Additional	1
278	0007308		Not Required, Elbow, Large Diameter Outlet	1
279	0062133		Control, Outlets, Manual, Pierce HW if applicable	1
280	0029106		Not Required, Deluge Outlet	1
281	0029302		No Monitor Requested	1
282	0029304		No Nozzle Req'd	1
283	0029107		No Deluge Mount	1
284	0005096		Waterway Outlet & Control, Waterous, Handwheel, PAP	1
285	0029167		Crosslays Sngl Sheet Unpainted, (2+) 1.50", Std. Cap	2
			Qty, Crosslays - 2	
286	0090442		Crosslays Sngl Sheet Unpainted, (1) 2.50" Std Cap	1
287	0029260		Not Required, Speedlays	1
288	0590942		Hose Restraint, Crosslay/Deadlay, 1" Heavy Nylon Web, Strap Fasteners, Each Side	2
			Qty, - 02	
			Type of fastener - spring clip and hook	
			Nylon Web Color - Black	
			Restraint Location - Top (towards roof of truck)	
289	0590891		Hose Restraint, Crosslay/Deadlay, Velcro Straps, Top	2
			Qty, - 02	
290	0624939		Foam Sys, Husky 3, Single Agent, Multi Select Feature	1
			Discharge, Foam Locations - Front Bumper Center, Crosslay Front, Crosslay Center and Crosslay Rear	
			Discharge, Foam Locations - Front Bumper Center, Crosslay Front, Crosslay Center and Crosslay Rear	
291	0012126		Not Required, CAF Compressor	1
292	0592527		Refill, Foam Tank, Integral, Husky 3	1
293	0031896		Demonstration, Foam System, Dealer Provided	1
294	0005446		Foam Cell, 20 Gallon, Not Reduce Water	1
			Type of Foam - Class "A"	
295	0697589		Drain, 1.00", Foam Tank #1, Husky 3 Foam System, Quarter Turn	1
296	0091079		Not Required, Foam Tank #2	1
297	0091112		Not Required, Foam Tank #2 Drain	1
298	0620530		Pump House, Side Control, 52", Control Zone, Aerial	1
299	0032479		Pump Panel Configuration, Control Zone	1
300	0562698		Step, Slide-Out/Fold-Out, Pump Operator Platform, Aerial	1
301	0667237		Light, Slide-Out Pump Operator Step, Amdor, LumaBar H2O, AY-9500-020, Short Step	1
302	0629252		Material, Pump Panels, Side Control Black Vinyl	1
			Material Finish, Pump Panel, Side Control - Black Vinyl	
			Material, Pump Panel, Side Control - Aluminum	
303	0005578		Panel, Pump Access - Right Side Only	1
304	0035501		Pump House Structure, Std Height	1
305	0583824		Light, Pump Compt, WIn 3SC0CDCR LED White	2
			Qty, - 02	
306	0586382		Gauges, Engine, Included With Pressure Controller	1
307	0005601		Throttle Included w/ Pressure Controller	1
308	0549333		Indicators, Engine, Included with Pressure Controller	1
309	0511078		Gauges, 4.00" Master, Class 1, 30"-0-600psi	1
310	0511100		Gauge, 2.00" Pressure, Class 1, 30"-0-400psi	1
311	0062586		Gauge, Water Level, Class 1, Pierce Std	1
312	0062992		Gauge, Foam Level, (1) Tank, Class 1, 5lt	1
313	0593161		Light Shield, S/S LED	1
314	0606697		Air Horns, (2) Grover, In Bumper	1
315	0606835		Location, Air Horns, Bumper, Each Side, Outside Frame, Outboard (Pos #1 & #7)	1
316	0016065		Control, Air Horn, Horn Ring, PS Chrome Push Button	1
317	0534828		Siren, WIn 295SL101, 100 or 200W Removable Mic	1



Line	Option	Type	Option Description	Qty
318	0510206		Location, Elect Siren, Recessed Overhead In Console	1
			Location, Elec Siren - Overhead, Above Eng Tunnel DS	
319	0006149		Control, Elec Siren, PS Foot Sw	1
320	0601306		Speaker, (1) WIn, SA315P, w/Pierce Polished Stainless Steel Grille, 100 watt	1
			Connection, Speaker - siren head	
321	0601565		Location, Speaker, Frt Bumper, Recessed, Center (Pos 4)	1
322	0016080		Siren, Federal Q2B	1
323	0006095		Siren, Mechanical, Mounted Above Deckplate	1
			Location, Siren, Mech - a) Left	
324	0026170		Control, Mech Siren, DS Foot Sw, PS Push Button	1
325	0605610		Lightbar, WIn, Freedom IV-Q, 2-21.5", RRRRR RRRRR, 30 Deg	1
			Filter, Whl Freedom Ltbrs - No Filters	
326	0541106		Lights, Frnt Zn Up, Pltfm, WIn, M7RC LED, Clear Lens 4lts	1
327	0543668		Lights, Basket, WIn, M6*, LED, Clear Lens 1st	2
			Location - on side of platform basket, front lower corner, one each side.	
			Color, Light - ae) red	
			Qty, - 02	
328	0540460		Light, Front Zone, WIn M6*C LED, Clear Lens, 4lts Q Bezel	1
			Color, Lt DS Frnt Outside - DS Front Outside Red	
			Color, Lt PS Frnt Outside - PS Front Outside Red	
			Color, Lt DS Front Inside - r) DS Front Inside Red	
			Color, Lt PS Front Inside - r) PS Front Inside Red	
329	0653937		Flasher, Headlight Alternating	1
			Headlt flash deactivation - a)w/high beam	
330	0540692		Lights, Side Zone Lower, WIn M6*C LED, Clear Lens, 3pr, Ovr 25	1
			Location, Lights Front Side - b)each side bumper	
			Color, Lt Side Front - Red	
			Color, Lt Side Middle - Red	
			Color, Lt Side Rear - Red	
			Location, Lights Mid Side - Over Front Wheels	
			Location, Lights Rear Side - Over Rear Wheels	
331	0564655		Lights, Rear Zone Lower, WIn M6*C LED, Clear Lens, For Tail Lt Housing	1
			Color, Lt DS Rear - r) DS Rear Lt Red	
			Color, Lt PS Rear - r) PS Rear Lt Red	
332	0088745		Light, Rear Zone Upper, WIn L31HRFN LED Beacon, Red LED	1
			Color, Dome, Rear Warning - j) both domes clear	
333	0006551		Not Required, Lights, Rear Upper Zone Blocking	1
334	0791490		Light, Traffic Directing, WIn TAL85, 46.87" Long LED	1
			Activation, Traffic Dir L - Control Head Only	
335	0530074		Location, Traf Dir Lt, On Top of Body Below Turntable w/Trdplt Box	1
336	0530282		Location, Traf Dir Lt Controller, Overhead Switch Panel DS Right End	1
337	0006646		Electrical System, 120/240VAC, General Design	1
338	0563275		Generator, Harrison 6kW MSV, Hydraulic, Hotshift PTO, Volt Meter Only	1
			Generator Interlocks - No Interlocks	
339	0006645		Location, Hydraulic Generator Above Pump	1
			Location, Generator(s) - Over Pump, Left Side	
340	0016752		Starting Sw, Truck Engine Powered Gen, Cab Sw Pnl	1
341	0016760		Remote Start, Hyd. Gen., (Field Swt, Not PTO Sw.)	1
			Location, Remote Start - a) cab	
342	0016740		Not Required, Fuel System	1
343	0016767		Not Required, Oil Drain Extension, Generator	1
344	0016771		Not Required, Routing Exhaust, Generator	1
345	0036738		Circuit Breaker Panel, Included With PTO Generator	1
			Location, Circuit Breaker Panel - D5, Rear Wall Low	
346	0656306		Pump, Thru-Pump, For Hydraulic Driven Generators, STOCK UNITS ONLY	1
347	0066627		Reel, Elect Cable, Hannay, 1600, (4) Wire	1
			Qty, Cord Reels - 1	
			Reel Guide - c) No guide required	
			Finish, Reel - Painted Gray	
			Location, Electric Cord Reel - Above Pump, Right Side, 1 Reel	
348	0086632		Cord, Electric, 10/4 Yellow, 4 Wire	1
			Lengths of Elect Cord - 1	
			Feet of Yellow Cord - e)200	

Line	Option	Type	Option Description	Qty
348			Connection, Cord - No Connection	
349	0013949		Enclosure, Reel, with Reel Access Door	1
			Location - over cord reel in cargo compartment above water pump, passenger side. Provide the captive roller assembly through the cargo side sheet.	
			Qty, - 1	
350	0519934		Not Required, Brand, Hydraulic Tool System	1
351	0657391		Aerial, 100' Pierce Platform, 35 MPH Wind Rating, 400lb Tip Load Allowance	1
352	0601988		Light, Boom Support, Amdor LumaBar H2O, 12" LED	1
353	0799571		Provision for Boom Support Compartment, Stock Unit Only	1
354	0000042		Boom Support, Rear of the Chassis Cab	1
355	0658371		Boom Panel, One	1
			Paint, Color - White #10	
			Location, - driver's side	
356	0526890		Not Required, Indicator, Extension	1
357	0688232		Rung Covers, Aerial Device	1
			Rung Cover Color - Safety Yellow	
358	0623645		Aerial Stability Test, Max Tip Options	1
359	0679012		Box, Stokes/Lyfe Bracket, w/Cover, Base Section, In Place of Boom Panel	1
			Finish - Painted, Aerial Device/Boom Panel	
			Latch, Door, Storage - Rubber Hood w/ Gas Shock	
			Location, Aerial Device - right side	
			Louvers - no louvers	
			Size, Stokes Basket Predefined - 86"L x 24"W x 8"H	
360	0600934		Basket, PAP, Wide, NFPA 2016	1
			Aerial Basket Latch - Eberhard 206	
361	0677439		Box, Hose Storage, Platform	1
			Qty, - 01	
			Latch, Door, Storage - Rubber Hood	
			Location, Aerial Basket - right	
			Cover - cover	
			Hose Size, Hosebox - 100' of 1.75"	
362	0601972		Lights, Turntable Walkway, P25, LED	1
363	0601949		Light, Turntable Console, TecNiq T-10, LED Strip Light	1
364	0056905		Basket Heat Shields	1
365	0682164		Cover, Treadplate, Around Aerial Rotation Bearing	1
366	0508717		Control Stations, 85'/100' PAP, Color Display	1
367	0680909		Stabilizers, Two Sets, PAP, Split Pan	1
			Material, Stabilizer Pad - Composite	
368	0530819		Not Required, Aerial Stabilizer Pins	1
369	0548900		Door, Stabilizer Control Box, Aerial MUX, Smooth Aluminum	1
370	0596621		Hydraulic System, 100' PAP	1
371	0061893		Swivels, w/Encoder, PAL/PAP, 36 Collector Rings	1
372	0057598		Electrical System, 100' PAP	1
373	0669627		Lights, WIn MPB* Micro LED Trk Lights Only, 2lts PAP	1
			Color, WIn Lt Housing - White Paint	
374	0653737		Lighting, Rung, LED, TecNiq, 3 Section, Base, Mid, Fly	1
			Control, Aerial Rung Lighting - Turntable Sw w/Aerial Mstr	
			Color, Lt Aerial Fly Sect - Red	
			Color, Lt Aerial Base Sect - Green	
			Color, Lt Aerial Mid Sect - Amber	
375	0540743		Lights, Stabilizer Warn (2) Sets, WIn M6*C LED, Clear Lens	1
			Color, Lt Rr Stabilizr Pan - r) Pan Light Red	
			Color, Lt Fr Stabilizr Pan - r) Pan Light Red	
376	0068701		Lights, Grote Supernova LED, Stabilizer Beam, (2) Sets	1
377	0601299		Lights, Stabilizer Scene, (2) sets, Amdor H2O, LED	1
378	0016930		120 Volt To Tip, 20 Amp L5-20, 2Rec PAP	1
379	0648631		Light, WIn PFP1AC, 120 Volt Under Basket, PAP 1st	2
			Qty, 120/240 Volt Light - 2	
			Location, Sw, Arl AC Lts - C) 1 Pos	
			Location, Plat/Tip AC Lts - J) Under DS/PS Down	
			Color, WIn Lt Housing - Black Paint	

Line	Option	Type	Option Description	Qty
380	0655088		Light, Wln PFP2AP, 120 Volt LED @ Front Of Basket, PAP Qty, 120/240 Volt Light - 1 Location, Sw, Arl AC Lts - C) 1 Pos Location, Plat/Tip AC Lts - D) Center Color, Wln Lt Housing - White Paint	1
381	0594648		Intercom, 2-Way Fire Research ICA900 Hands Free	1
382	0590098		Breathing Air to Tip, (1) 4500 PSI, 85/100 PAP Refill Hose - 50' Breathing Air Fitting - Hansen Breathing Air Mask Box - mask box platform	1
383	0024742		Not Required, Mask, Breathing Air To Tip	1
384	0126600		Raised Pedestal, 3.00", Rear Mount Aerials, AXT, Velocity, Impel, Enf	1
385	0540605		Lyfe Brackets, 3-In-1, Used w/Duo-Safety 875 Ladders ONLY, Wide Basket Width - 19.00"	1
386	0530826		Turntable Access, ManSaver Bars, Yellow	1
387	0016950		Waterway, 100' PAP	1
388	0016951		(2) Preconnects At Platform, PAP	1
389	0630802		Monitor, Akron 3480 StreamMaster II Electric Nozzle, Monitor 1, PAP - Akron 5178 Electric 2000 gpm	1
390	0086971		Flowmeter, Waterway, MUX, PAP	1
391	0004836		Inlet, 5.00" at Rear w/ Pump, Ascendant Tandem, PAP, PAL	1
392	0047897		Tools, Aerial	1
393	0559491		Manuals and Training, 3 Consecutive Days, Platform	1
394	0007150		Bag of Nuts and Bolts Qty, Bag Nuts and Bolts - 1	1
395	0047021		Reflective Emergency Triangles, Set of Three Qty, - 1	1
396	0602497		NFPA Required Loose Equipment, Quint, NFPA 2016, Provided by Fire Department	1
397	0602397		Soft Suction Hose, Provided by Fire Department, Quint NFPA 2016 Classification	1
398	0027023		No Strainer Required	1
399	0533246		Extinguisher, 20 lb Dry Chemical Qty, Extinguishers - 1	1
400	0602352		Extinguisher, 2.5 Gal. Pressurized Water, Quint, NFPA 2016, Provided by Fire Dept	1
401	0638510		Safety Belts, Aerial Safety Belt, Large/XL - 1) one large/XL (34"-42" waist) Safety Belt, Small/Medium - 0) small/medium (26"-34" waist) Safety Belt, XXL - 3) three XXL (42"-50" waist)	1
402	0007482		Not Required, Crowbars	1
403	0007484		Not Required, Claw Tools	1
404	0602883		Axe, Flathead, Quint NFPA 2016, Provided by Fire Department	1
405	0602670		Axe, Pickhead, Quint NFPA 2016, Provided by Fire Department	1
406	0007494		Not Required, Sledgehammers	1
407	0559682		Paint, Two Tone, Cab, w/Shield, Custom Cab Paint Color, Predefined - #90 Red Paint Color, Upper Area, Predefined - #10 White	1
408	0646901		Paint Chassis Frame Assy, With Liner, E-Coat, Standard Paint Color, Frame Assembly, Predefined - Black	1
409	0693797		No Paint Required, Aluminum Front Wheels	1
410	0687652		Paint, Rear Wheels, Tandem Axle, Alum-Stl Paint, Wheels - Red #90	1
411	0603031		Paint, Aerial Device Boom Support Paint Color, Boom Support - painted to match lower body	1
412	0007230		Compartment, Painted, Spatter Gray	1
413	0591433		Aerial Platform Paint Paint Color, Aerial Device - White 10	1
414	0544129		Reflective Band, 1"-6"-1" Color, Reflect Band - A - a) white Color, Reflect Band - B - l) white Color, Reflect Band - C - w) white	1
415	0510041		Reflective across Cab Face, Imp/Vel	1
416	0583454		Stripe, Chevron, Rear, Diamond Grade, Aerial Color, Rear Chevron DG - fluorescent yellow green	1

Line	Option	Type	Option Description	Qty
417	0598754		Stripe, Reflective/Diamond Grade, 4.00" on Stabilizers	1
			Color, Reflect Band - A - p) fluorescent yellow green diamond grade	
418	0038596		Stripe, Reflective, 1"-6"-1" on Basket	1
			Color, Reflect Band - A - c) ruby red	
			Color, Reflect Band - B - n) ruby red	
			Color, Reflect Band - C - y) ruby red	
419	0087342		Jog, "Z"-Shaped, In Reflective Stripe	1
			Qty, - 1	
420	0017359		Stripe, Black Outline, Vinyl on Reflective Band	3
			Qty, - 03	
421	0651064		Stripe, Vinyl, Rear Surface Aerial Platform Basket, Lower, Prior To Basket Mount	1
			Color, Vinyl Stripe - 4) Black	
422	0593225		Stripe, Reflective, Cab Doors Interior, Diamond Grade	1
			Color, Reflect Band - A - p) fluorescent yellow green diamond grade	
423	0027286		Not Required, Lettering Specs	1
424	0007472		[Lettering not Requested]	1
425	0695507		Rust Proof, Torque Box	1
			Color, Undercoating - Black	
426	0583547		Undercoating, Cab & Body, Stock/Demo Style, Aerial, Ziebart	1
427	6601754	SP	Discount, Stock to Move, Job 30866, Approved 1/2/19	1
428	0529225		Manuals, Two (2) CD, Fire Apparatus Parts, Custom Chassis	1
429	0531636		Manual, Two (2) CD, Chassis Service, Custom	1
430	0531638		Manual, Two (2) CD, Chassis Operation, Custom	1
431	0030008		Warranty, Basic, 1 Year, Apparatus, WA0008	1
432	0611136		Warranty, Chassis, 3 Year, Velocity/Impel, WA0284	1
433	0696698		Warranty, Engine, Cummins, 5 Year, WA0181	1
434	0684953		Warranty, Steering Gear, Sheppard M110, 3 Year WA0201	1
435	0595767		Warranty, Frame, 50 Year, Velocity/Impel, Dash CF, WA0038	1
436	0595698		Warranty, Axle, 3 Year, TAK-4, WA0050	1
437	0530524		Warranty, Axle, 2 Year, Meritor, General Service, WA0046 Replaced with 777368	1
438	0652758		Warranty, ABS Brake System, 3 Year, Meritor Wabco, WA0232	1
439	0019914		Warranty, Structure, 10 Year, Custom Cab, WA0012	1
440	0595813		Warranty, Paint, 10 Year, Cab, Pro-Rate, WA0055	1
441	0524627		Warranty, Electronics, 5 Year, MUX, WA0014	1
442	0695416		Warranty, Pierce Camera System, WA0188	1
443	0647720		Warranty, Pierce LED Strip Lights, WA0203	1
444	0046369		Warranty, 5-year EVS Transmission, Standard Custom, WA0187	1
445	0685945		Warranty, Transmission Cooler, WA0216	1
446	0688798		Warranty, Water Tank, Lifetime, UPF, Poly Tank, WA0195	1
447	0596025		Warranty, Structure, 10 Year, Body, WA0009	1
448	0693126		Warranty, AMDOR, Roll-up Door, 10 Year/5 Year Painted, WA0185	1
449	0063510		Warranty, Pump, Waterous, 5 Year Parts, WA0225	1
450	0648675		Warranty, 10 Year S/S Pumping, WA0035	1
451	0657990		Warranty, Foam System, Husky 3, WA0231	1
452	0006999		Warranty, Structure, 20 Year, Aerial Device, WA0052	1
453	0687388		Warranty, Swivels, 5 Year, Aerial Device, WA0197	1
454	0685727		Warranty, Hydraulic System and Components, 3 Year/5 Year, WA0200	1
455	0687327		Warranty, Waterway, 10 Year, Aerial Device, WA0198	1
456	0595860		Warranty, Paint, 4 Year, Aerial Device, Pro-Rated, WA0047	1
457	0553455		Warranty, Electronics, 5 Year, MUX, WA0014	1
458	0609981		Warranty, Harrison Generator, 6 Year, WA0285	1
459	0595820		Warranty, Paint, 10 Year, Body, Pro-Rate, WA0057	1
460	0593921		Not Required, Warranty, No Lettering	1
461	0683627		Certification, Vehicle Stability, CD0156	1
462	0794805		Certification, Engine Installation, Velocity, Cummins X15, 2017, CD0153	1
463	0686786		Certification, Power Steering, CD0098	1
464	0667417		Certification, Cab Integrity, Velocity FR, CD0009	1
465	0548950		Certification, Cab Door Durability, Velocity/Impel, CD0001	1
466	0548967		Certification, Windshield Wiper Durability, Impel/Velocity, CD0005	1
467	0667411		Certification, Electric Window Durability, Velocity/Impel FR, CD0004	1
468	0549273		Certification, Seat Belt Anchors and Mounting, Imp/Vel/Vel SLT, CD0018	1

Line	Option	Type	Option Description	Qty
469	0667416		Certification, Cab Heater and Defroster, Velocity/Impel FR, CD0015	1
470	0674479		Certification, Not Available, Cab Air Conditioning Performance	1
471	0545073		Amp Draw Report, NFPA Current Edition	1
472	0002758		Amp Draw, NFPA/ULC Radio Allowance	1
473	0799247		Appleton/Florida Stock Unit	1
474	0000033		PAP BODY	1
475	0000012		PIERCE CHASSIS	1
476	0004713		ENGINE, OTHER	1
477	0046396		EVS 4000 Series TRANSMISSION	1
478	0020011		WATEROUS PUMP	1
479	0020009		POLY TANK	1
480	0028048		FOAM SYSTEM	1
481	0020006		SIDE CONTROL	1
482	0020007		AKRON VALVES	1
483	0020015		ABS SYSTEM	1
484	0658751		Manufacturing Attribute	1

## CITY COUNCIL STAFF SUMMARY

Meeting Date: February 25, 2019

Agenda item: 6.3

Prepared by: Zina Tedford

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Discussion /action - Adopting Resolution R-2019-004 to amend the City of Shavano Park Employee Handbook – City Secretary

X

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

- 1) 6.3a 2019 Employee Handbook Track Changes
- 2) 6.3b Resolution R-2019-004
- 3) 6.3c Exhibit A - 2019 Employee Handbook

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**BACKGROUND / HISTORY:** City staff perform 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 26, 2018.

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**DISCUSSION:** Attachment 6.3a is a track changes document from the February 26, 2018 Handbook. Attachment 6.3c is a clean version with all accepted changes from the track changes. This update is not a significant revision of the handbook. Highlights of changes include:

<b><u>Pages</u></b>	<b><u>Section</u></b>	<b><u>Change</u></b>
		Updated figures in City Profile section
18	3.10	Clarified up to four courses may be reimbursed per calendar year
19	4.2	Re-write of Job vacancies to match practice
23	4.8	Deleted verbal notification for outside employment exceeding 24 hrs a week
25	4.10.4	Deleted employees given preference over outside applicants
29	5.3	Changed Holiday comp time cap to be by calendar year, not fiscal year
30	5.4	Clarified overtime exempt status for Fire & Police Department employees
35	5.9	Deleted unneeded stipulation regarding employees accumulating leave
42	5.13	Added Court jury duty service payment must be remitted to City
A		Organization Flowchart approved by Council on August 27, 2018
B		City Holidays approved by Council on November 26, 2018
General		Deleted “forms can be found on Shared drive” throughout document after page 1

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**COURSES OF ACTION:** Approve Resolution R-2019-004, 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-2019-004 adopting revisions to the City of Shavano Park Employee Handbook



# EMPLOYEE HANDBOOK

Adopted by City Council

February 2~~5~~<sup>6</sup>, 201~~9~~<sup>8</sup>

## ***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 to the north, east, south, and west. 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; this area comprises 1,773.3 square miles or 1,133 acres of land.~~ The City is composed of roughly 3,300-527 residents ~~in 1,263~~ single-family residences ~~and. The City~~ has ~~around roughly~~ 1620 commercial businesses.

**City History:** The original Town of Shavano was established around 1881 along the Olmos Creek and served as a stagecoach and rail stop between San Antonio and Boerne. The area now occupied by the City of Shavano Park was part of the Stowers Ranch. In 1947, Wallace Rogers and Sons purchased the land for residential development starting in 1948. The city of Shavano Park was incorporated on June 19, 1956 as a general law city. The City has grown considerably from 167 residents in 1956 to roughly 3,300 in the year 2014. Despite its growth the City retains its distinctive generous lots and rural atmosphere.

## **SPACE SAVED FOR RESOLUTION**

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#### Appendix

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



# EMPLOYMENT ACKNOWLEDGEMENT

The City of Shavano Park (the “City”) Employee Handbook describes important information about the City’s personnel policies and procedures, and I understand that I should consult my supervisor and / or my Department Head regarding any questions not answered in the Employee Handbook. I have entered into my employment relationship with the City voluntarily and acknowledge that there is not specified length of employment. Accordingly, either I or the City can terminate the relationship at will, with or without cause, at any time. NOTE: This Revised Employee Acknowledgement Form replaces the form included in the ~~amended-adopted~~ Employee Handbook dated ~~June 2017~~February 2019.

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 documents, 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 superseded all prior written and / or oral City policies.

## ACKNOWLEDGEMENT:

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[Signature]

Date

---

Printed Name



## **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—Employment Forms~~S:\1 - Employee Handbook Forms & Policies or by contacting the Director of Human Resources.

### **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 ~~always~~ 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.

## **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. ~~At times this handbook refers to the Finance Director as the point of contact, when that is the case then contacting the City Secretary or Finance Director is acceptable.~~

**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, 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. 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, citizens, vendors, 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.

**Investigation.** All reports of prohibited conduct will be investigated promptly and confidentially by the City Manager as possible. 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 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.

## **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 ~~only~~ 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 ~~on~~ 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 full-time 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 ~~will~~ 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 (~~can be found on the City's servers in the shared drive at S:\1—Employment Forms~~). 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 he/she has an illness caused by work, he/she must stop working and report the condition to his/her Supervisor.** Failure to report such an injury or illness promptly 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 aApproved dDoctor list, as provided by the Texas Department of Insurance at **www.pswca.org/workers.html**. Every injury, regardless of its severity, must be reported by the employee to his/her/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)* ~~(can be found on the City's servers in the shared drive at S:\1—Employment Forms)~~ 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 *Fitness for Duty Form* ~~(can be found on the City's servers in the shared drive at S:\1—Employment Forms)~~, 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 *Fitness 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 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. All travel must be approved in advance by the employee's Department Director (or designee), unless otherwise stated in this policy. 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 ~~all expenses~~the following expenses:

- Hotel & Lodging
- Event attendance costs



~~, except meals and incidental expenses.~~ 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.*

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

**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. 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. 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.

**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 room service charges to be paid/ reimbursed by the City.

**3.8.4. Meal Allowance.** ~~The City will pay an employee's actual expenses as authorized within this administrative directive, except for meals and incidental expenses (M & IE).~~ 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 ~~elect to~~ 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 pre-requisite/basic courses, a college diploma at an accredited college or university or pursuing a GED or a trade school certification.

~~Employee is eligible for reimbursement up to 2 courses per semester.~~

- 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.** Upon job vacancy, the Department Director will coordinate with City Secretary and City Manager to fill position. Department Directors fill out a *Job Vacancy Request Form* (can be found on the City's servers in the shared drive at S:\1—Employment Forms) and forward the form to the City Manager for review and approval. The job vacancy announcement is then forwarded to the City Secretary for posting. The City Secretary will post the position and will advertise the position the job vacancy 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 ~~on the City's official website~~. Individuals, and current employees, applying for a vacant position will be required to complete the official *City of Shavano Park Application for Employment Form* ~~(can be found on the City's servers in the shared drive at S:\1—Employment Forms)~~. ~~Applicants will be allowed to submit resumes on the condition that the City may require a formal application for the official file.~~



Department Directors are also strongly 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 4.32 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, Cousins
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 and Spouse's Cousin

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* ~~(can be found on the City's servers in the shared drive at S:\1—Employment Forms)~~. 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.

#### **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 ~~must~~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* ~~(can be found on the City's servers in the shared drive at S:\1—Employment Forms)~~ and receive written approval 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.
- e. ~~Employees may work a secondary job up to twenty four (24) hours a week with verbal notification to 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 ending 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* ~~(can be found on the City's servers in the shared drive at S:\1—Employment Forms)~~. 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 ~~and will be given preference over other applicants not currently employed by the City.~~

#### **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 Briefing Interview** – regardless of the reason for the separation of employment with the City of Shavano Park, the employee is required to complete an exit ~~briefing interview~~. The exit



briefing-interview will be conducted by the City Secretary. ~~The briefers Exiting employees~~ will complete the *Exit Briefing Interview Form* ~~(can be found on the City's servers in the shared drive at S:\1—Employment Forms)~~, which will be shown to the employee. ~~The employee will then complete page two of the Exit Briefing Form.~~ After the briefinginterview, the City Secretary will be required to complete a report that outlines the discussions held during the exit briefing.

The purpose of the exit briefing-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 provide 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 24-hour shifts with shift hours from 7:30 a.m. to 7:30 a.m. the following 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 5:00p.m. with additional on-call status periods for non-normal working hours as determined by the Department Director.

Employees shall generally 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 hHoliday time for each City Holidays. This hHoliday time can be accrued to a maximum of 168 hours. Any hHoliday time accrued below the 168 hour cap can carry over into the next fiscal-calendar year. Holiday cCompensation time should be used prior to using vacation leave. Holiday cCompensation time, when used by a Fire or Police shift employee, counts towards hours worked for the purposes of overtime. This hHoliday compensation occurs whether or not the employee was on duty for the hHoliday for any reason other than an unauthorized absence. If a Police or Fire employee is absent without authorization during a hHoliday, they do not receive the hHoliday 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 non-exempt 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 -shift 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 on Monday and ends at 8:00 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. 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 non-exempt 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. Exempt employees are not eligible to accrue compensatory time. Exempt employees are those who are not covered by the overtime requirements of the FLSA. Accordingly, exempt employees are not entitled to overtime compensation for work performed beyond 40 hours in a workweek. Exempt employees are expected to put in the hours necessary to complete their assignments with an acceptable level of quality in a timely manner.

## **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. 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 counts 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 ~~monthly~~ 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.

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 ~~is~~ 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 who is scheduled for overtime work and is absent due to illness or injury shall not be entitled to sick pay for that scheduled overtime period. Also, sick leave will not count towards



overtime hours worked, an employee must physically work forty (40) hours for the week. Sick leave will not count toward the forty (40) 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. ~~If an employee is on leave without pay for more than fifteen (15) cumulative working days in any one month, leave credit is not earned for that month. Sick leave accrual is capped at 720 hours for non-shift employees.~~ 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* (~~can be found on the City's servers in the shared drive at S:\1—Employment Forms~~), 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 ~~unduly~~.

### **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* (~~can be found on the City's servers in the shared drive at S:\1—**Employment Forms**~~) 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 ~~fiscal~~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 re-employ 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 this 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. ~~The City Manager shall have the discretion to~~



~~grant funeral leave to employees who have not completed the assessment period.~~ 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 funeral 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.



## **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 vehicle 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)* ~~(can be found on the City's servers in the shared drive at S:\1—Employment Forms)~~ 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 full-time 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:**

- provocative or revealing, low cut attire including body-hugging, see-through, or excessively tight fabrics;
- 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; except wedding band tattoo on the left ring finger which symbolizes marriage as long as it can be covered by a traditional wedding band ring
- 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 ~~many~~ 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 (including a plea of no contest) or deferred adjudication, 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 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 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, will render the applicant ineligible for consideration of employment or future employment with the City.



### **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. 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.

3. 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.

4. 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 made 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.**

### 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 security compromised. Each user of the City of Shavano Park system is required to read this Policy and sign a *Computer Use Agreement* prior to receiving access to a City computer.

**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 computers have the mandated security protocols. Interfering, changing or ignoring these security protocols is considered unauthorized use of City equipment. The following computer security protocols are:

1. All City computers shall have up to date antivirus software installed on them.
2. All City user accounts shall have a strictly controlled password that is known only to the individual. Upon account creation the employee must change their automated password account to a personalized password.
3. All City computers shall have automatic timeout re-authentication after a period of 15 minutes (This simply means user must re-enter their login password to gain access to the computer after 15 minutes or more of downtime).
4. Any City Employee is required to check with the IT Department before opening a compressed file folder (.ZIP, .RAR, etc.).

**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 City IT Department.
3. No City employee shall purchase for City use any computer, laptop, tablet or other IT-related device without first approval by the City IT Department.
4. No one, without specific authorization, shall read, alter, or delete any other person's computer files. This rule applies regardless of whether the operating system of the computer permits these acts.
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 or willfully ignoring antivirus software.
6. No one without proper authorization from the IT Department shall modify or reconfigure the security settings of any City computer or network facility.

**Disclaimer:** The City of Shavano Park assumes no liability for direct and/or indirect damages arising from the user's unauthorized use of the City computers. Users are solely responsible for the content they create on, or save to, a City computer. The City is not responsible for any third-party claim, demand, or damage arising out of the use of the City's computers.

**Failure to Comply:** Violations of this policy 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.

## **INTERNET USE POLICY**

The goals of this policy are to outline the appropriate and inappropriate use of the City of Shavano Park's Internet resources, including the use of browsers, electronic mail and instant messaging, file uploads and downloads and voice communications. Use of these services is subject to the following conditions.

**Your Account:** Internet access (and computer access) at the City of Shavano Park is controlled through individual accounts and passwords. Department Directors are responsible for determining if an employee requires internet access and conveying that information to the IT Department. Each





user of the City of Shavano Park system is required to read this Policy and sign an internet use agreement prior to receiving an Internet access and password.

**Appropriate Use:** City employees are encouraged to use appropriately the Internet 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.

**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. 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:** For security purposes, users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for



authorized purposes. Attempting to obtain another user's account password is strictly prohibited. A user must contact the IT Department 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 Internet services.

**Failure to comply:** Violations of this policy will be treated like other 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 internet 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.

**Monitoring and Filtering:** The City monitors all Internet activity occurring on City equipment or accounts. The City currently employs filtering software to limit access to sites on the internet. Filtering of IP-addresses (web sites or otherwise) is at the discretion of the City Manager and/or automatic updates to the network security firewall. 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.

**Disclaimer:** The City assumes no liability for any direct or indirect damages arising from the user's connection to the internet. The City is not responsible for the accuracy of information found on the internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the internet. You are all encouraged to use your internet access responsibly. Should you have any questions regarding this Internet Acceptable Use Policy, please contact the- [Assistant to the City Manager](#)~~Planner / Information Systems Manager~~.

## **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 are 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 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, SERVER OR OTHER DEVICE.**

**Account Activation/Termination:** E-mail access at the City is controlled through individual accounts and passwords. Each user of the City's e-mail system is required to read and sign a copy of the "E-mail Use Policy" prior to receiving an e-mail access account and password. 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 third party 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. If a user subscribes to a mailing list, he or she must be aware of how to unsubscribe from the list, and is responsible for doing so in the event that their current e-mail addresses change. E-mail is archived for four years at server level per City Policy. The IT Department can be contacted to help set up archiving of older e-mail. 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.

**Appropriate Use:** Individuals at the City are encouraged to use e-mail to further the goals and objectives of the City. The types of activities that are encouraged include:

1. Communicating with fellow employees, business partners of the City, 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
3. Participating in educational or professional development activities.

**Inappropriate Use:** The City of Shavano Park's e-mail systems and services are not to be used for purposes that could be reasonably expected to strain storage or bandwidth (e.g. e-mailing large attachments instead of pointing to a location on a shared drive). 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 e-mail systems and services and are prohibited:



1. Use of e-mail 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 e-mail in any way that violates the City's policies, rules, or administrative orders.
3. Viewing, copying, altering, or deletion of e-mail accounts or files belonging to the City or another individual without authorized permission.
4. Opening e-mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
5. Sharing e-mail account passwords with another person, or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user.
6. Personal use of City e-mail resources is allowed within reason to conduct and facilitate typical daily personal interactions. The City allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, preempt any business activity, or consume more than a trivial amount of resources. The City prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non-City commercial activity, political campaigning, dissemination of chain letters, jokes and use by non-employees.

**Monitoring and Confidentiality:** 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 e-mail traffic passing through its e-mail system. This monitoring may include, but is not limited to, inadvertent reading by IT staff during the normal course of managing the e-mail system, review by legal counsel during an e-mail discovery phase of litigation, observation by management in cases of suspected abuse or to monitor employee efficiency.

If the City discovers or had good reason to suspect activities that do not comply with applicable laws or this policy, e-mail records may be retrieved and used to document the activity in accordance with due process. All reasonable efforts will be made to notify an employee if his or her e-mail records are to be reviewed. Notification may not be possible, however, if the employee cannot be contacted, as in the case of employee absence due to vacation.

Employees are to use extreme caution when communicating confidential or sensitive information via e-mail. Keep in mind that all e-mail 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 e-mail correspondence to ensure the resulting message is not delivered to unintended recipients.



**Reporting Misuse:** Any allegations of misuse should be promptly reported to the IT Department. If you receive an offensive e-mail, do not forward, delete, or reply to the message. Instead, report it directly to the IT Department.

**Disclaimer:** The City of Shavano Park assumes no liability for direct and/or indirect damages arising from the user's use of the City's e-mail system and services. Users are solely responsible for the content they disseminate. The City is not responsible for any third-party claim, demand, or damage arising out of the use of the City's e-mail systems and services.

**Failure to Comply:** Violations of this policy will be treated like other allegations of wrongdoings at the City. Allegations of misconduct will be adjudicated according to established policy and procedures. Sanctions for inappropriate use on the City's e-mail systems and services may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of e-mail access;
2. Disciplinary action up to and including termination according to applicable City policies;
3. Reimbursement of costs incurred by inappropriate or unauthorized use; and
4. Legal action according to applicable laws and contractual agreements.

## **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, instant messaging 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 law 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 to cause, a significant impairment in the efficiency of the City in general or of such employee in particular; or



#### **7.2.5. Courtesy**

- a. Failure to maintain an objectively reasonable level of cooperation with supervisors and co-workers; 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 ~~file a grievance later~~ 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 file a grievance 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 probationary 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 probationary assessment period; and
- d. Informs the employee of further disciplinary action which could result from failure to show satisfactory improvement within the specified probationary 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 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 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 shall submit his grievance to the City Manager in writing. The 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 or considered. The panel shall make a written recommendation to the City Manager who then shall rule on the grievance.
- f. The hearing panel may recommend any action including, but not limited to, an increase or decrease in disciplinary action given to an employee following the hearing.
- g. The City Manager may take any action including but not limited to an increase or decrease in disciplinary action given to an employee following the recommendation from the hearing panel.

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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.



- h. The judgment of the City Manager shall be final and shall be given in writing within ten (10) business days of the close of the hearing.
- i. A summary of the proceeding along with each decision shall be placed in the personnel file of the individual. The City Secretary will maintain the complete file of the proceedings in a file designated for such purposes.

#### **7.8. COMPLAINTS AGAINST CITY OFFICERS**

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

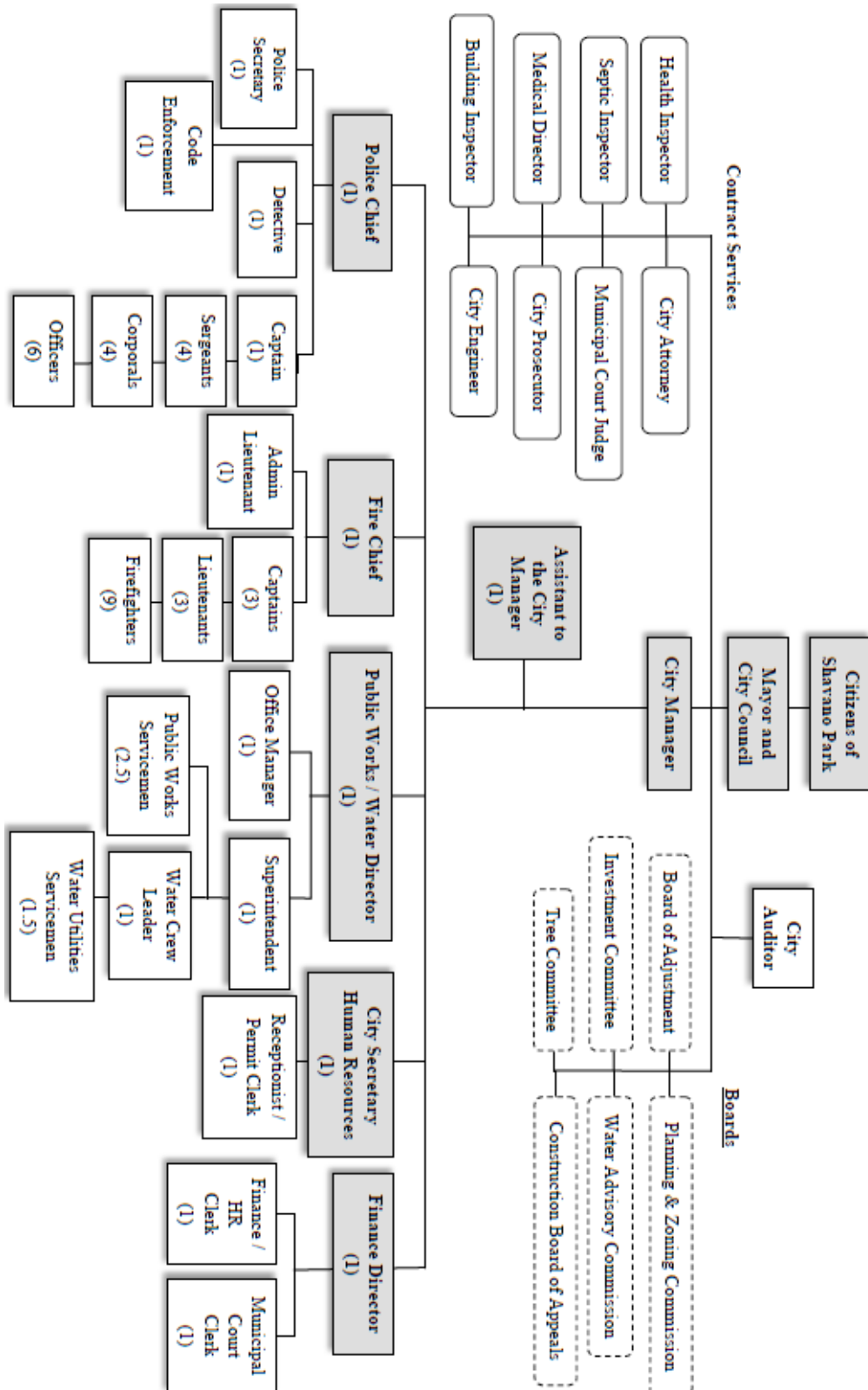




## ATTACHMENT A

### **ORGANIZATIONAL FLOWCHART**

Approved by Council on August 27, 2018.





**ATTACHMENT B**  
**OFFICIAL HOLIDAYS**

Approved by Council on November 26, 2018.

**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.

2019 HOLIDAYS	DATE	DATE OBSERVED
New Year's Day	January 1 <sup>st</sup>	Tuesday, January 1 <sup>st</sup>
Martin Luther King Jr. Day	3 <sup>rd</sup> Monday in January	Monday, January 21 <sup>st</sup>
President's Day	3 <sup>rd</sup> Monday in February	Monday, February 18 <sup>th</sup>
Good Friday	Friday before Easter	Friday, April 19 <sup>th</sup>
Battle of the Flowers	Friday of Fiesta Week	Friday, April 26 <sup>th</sup>
Memorial Day	Last Monday in May	Monday, May 27 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>	Thursday, July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September	Monday, September 2 <sup>nd</sup>
*Patriots' Day	September 11 <sup>th</sup>	Wednesday, September 11 <sup>th</sup>
Veterans Day	November 11 <sup>th</sup>	Monday, November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday in November	Thursday, November 28 <sup>th</sup>
Day After Thanksgiving	4 <sup>th</sup> Friday in November	Friday, November 29 <sup>th</sup>
Christmas Eve	December 24 <sup>th</sup>	Tuesday, December 24 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>	Wednesday, December 25 <sup>th</sup>

\*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.

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## ATTACHMENT C

# DEVELOPMENTAL COUNSELING FORM

The proponent is the City Manager

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

<b>AUTHORITY:</b>	Code of Ordinances, City of Shavano Park				
<b>PRINCIPAL PURPOSE:</b>	To assist leaders in conducting and recording counseling data pertaining to subordinates.				
<b>ROUTINE USES:</b>	The COSP Routine Uses set forth in the personnel manual apply to this system.				
<b>DISCLOSURE:</b>	Disclosure is voluntary.				

## PART 1 - ADMINISTRATIVE DATA

Name (Last, First, MI)	Position	Date of Counseling
Department	Name and Title of Counselor	

## PART II - BACKGROUND INFORMATION

**Purpose of Counseling:** *(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.)*

### 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.*



**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. It provides useful information for follow-up counseling.)

Counselor: \_\_\_\_\_ Individual Counseled: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

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

**RESOLUTION NO. R-2019-004**

**A RESOLUTION AMENDING THE CITY OF SHAVANO PARK EMPLOYEE HANDBOOK**

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

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

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

1. The City of Shavano Park hereby amends the City of Shavano Park Employee Handbook, dated February 25, 2019, 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 25<sup>th</sup> day of February, 2019.

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**BOB WERNER, MAYOR**

Attest:

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**ZINA TEDFORD, City Secretary**

Approved as to Form:

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**CHARLES E. ZECH, City Attorney**



**CITY OF SHAVANO PARK**

# **EMPLOYEE HANDBOOK**

**Adopted by City Council**

**February 25, 2019**

## ***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 to the north, east, south, and west. 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 3,300 in the year 2014. Despite its growth the City retains its distinctive generous lots and rural atmosphere.



## **SPACE SAVED FOR RESOLUTION**

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# 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. NOTE: This Revised Employee Acknowledgement Form replaces the form included in the adopted Employee Handbook dated February 2019.

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 documents, 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 superseded all prior written and / or oral City policies.

## ACKNOWLEDGEMENT:

---

[Signature]

Date

---

Printed Name



## **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.

### **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.

## **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, 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. 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, citizens, vendors, 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.

**Investigation.** All reports of prohibited conduct will be investigated promptly and confidentially by the City Manager as possible. 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 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.

## **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 full-time 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 he/she has an illness caused by work, he/she must stop working and report the condition to his/her Supervisor.** Failure to report such an injury or illness promptly 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 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. All travel must be approved in advance by the employee's Department Director (or designee), unless otherwise stated in this policy. 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

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. 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. 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.

**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 room service charges to be paid/ reimbursed by 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 pre-requisite/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.** Upon job vacancy, the Department Director will coordinate with City Secretary and City Manager to fill position. 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 also strongly 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, Cousins
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 and Spouse's Cousin

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.

#### 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 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 provide 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 24-hour shifts with shift hours from 7:30 a.m. to 7:30 a.m. the following 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 5:00p.m. with additional on-call status periods for non-normal working hours as determined by the Department Director.

Employees shall generally 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. 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 non-exempt 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 on Monday and ends at 8:00 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. 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 non-exempt 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. 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.

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 who is scheduled for overtime work and is absent due to illness or injury shall not be entitled to sick pay for that scheduled overtime period. Also, sick leave will not count towards overtime hours worked, an employee must physically work forty (40) hours for the week. Sick leave will not count toward the forty (40) 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 Eligibility and Rights and Responsibilities" form to direct the employee of any additional requirements. In the case of leave for the birth or placement of a child, an employee must provide at least 30 days' advance notice before the date on which the leave is expected to begin. If the employee is unable to provide 30 days' notice, he or she must provide as much notice as is practicable, usually within one or two business days of the date on which the employee is aware of the need to request leave. In the case of leave for a serious medical condition, if the leave is foreseeable, based on planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to disrupt the city's operations.

### **City Designation of FMLA**

The notice requirement discussed above generated by an employee does not deny the City's ability to notify an employee of their potential eligibility of FMLA and requirements. As such if an employee requests use of accrued leave, and a condition of FMLA exists, then the City may designate the leave as family leave and will notify the employee of additional action needed. Department supervisors are responsible for notifying the HR Department immediately when an employee is away from work for a family and medical leave qualifying event.

**Certification of Condition.** An employee requesting a paid or unpaid family leave of absence for extended illness or temporary disability will be expected to provide the supplied





“Certification of Health Care Provider for Employee’s Serious Health Condition”, or “Certification of Health Care Provider for Family Members’ Serious Health Condition” and any additional documentation required. The City may request re-certification during an employee’s approved FMLA leave, as appropriate for the particular leave situation. An employee is responsible for communicating with the City regarding his/her leave and provide medical status reports or information on re-certification if necessary.

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

**Request for Leave without Pay Immediately Following Family and Medical Leave.** If an employee requests additional unpaid leave beyond the 12-week maximum allowable under the family and medical leave provisions of these policies, any extension granted will be under the terms set out in the section 5.17 and 5.18 of the Employee Handbook. Employees should read the referenced section carefully and understand the differences between these two types of leaves before requesting an extension.

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

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

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

**Key Employee Exemption.** A “key employee” is a salaried employee (exempt from the minimum wage and overtime requirements of the Federal Labor Standards Act as an executive, administrative or professional employee) who is among the highest paid 10 percent of all the City of Shavano Park’s employees. The determination whether an employee is among the highest paid 10 percent of the City’s employees is determined from the time the employee first gives notice of the need for leave. Where restoration of a key employee to his/her position at the end of his/her leave will cause substantial and grievous economic injury to the City’s operations, the



City may refuse to reinstate a key employee. The employee will be notified in writing of his/her status when they request leave under FMLA.

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

## **5.11. 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 re-employ 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 this 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 funeral 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.





## **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 vehicle 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 full-time 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:**

- provocative or revealing, low cut attire including body-hugging, see-through, or excessively tight fabrics;
- 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; except wedding band tattoo on the left ring finger which symbolizes marriage as long as it can be covered by a traditional wedding band ring
- 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 (including a plea of no contest) or deferred adjudication, 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 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 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, will render the applicant ineligible for consideration of employment or future employment with the City.



### **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. 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.

3. 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.

4. 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 made 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.**

### 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 security compromised. Each user of the City of Shavano Park system is required to read this Policy and sign a *Computer Use Agreement* prior to receiving access to a City computer.

**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 computers have the mandated security protocols. Interfering, changing or ignoring these security protocols is considered unauthorized use of City equipment. The following computer security protocols are:

1. All City computers shall have up to date antivirus software installed on them.
2. All City user accounts shall have a strictly controlled password that is known only to the individual. Upon account creation the employee must change their automated password account to a personalized password.
3. All City computers shall have automatic timeout re-authentication after a period of 15 minutes (This simply means user must re-enter their login password to gain access to the computer after 15 minutes or more of downtime).
4. Any City Employee is required to check with the IT Department before opening a compressed file folder (.ZIP, .RAR, etc.).

**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 City IT Department.
3. No City employee shall purchase for City use any computer, laptop, tablet or other IT-related device without first approval by the City IT Department.
4. No one, without specific authorization, shall read, alter, or delete any other person's computer files. This rule applies regardless of whether the operating system of the computer permits these acts.
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 or willfully ignoring antivirus software.
6. No one without proper authorization from the IT Department shall modify or reconfigure the security settings of any City computer or network facility.

**Disclaimer:** The City of Shavano Park assumes no liability for direct and/or indirect damages arising from the user's unauthorized use of the City computers. Users are solely responsible for the content they create on, or save to, a City computer. The City is not responsible for any third-party claim, demand, or damage arising out of the use of the City's computers.

**Failure to Comply:** Violations of this policy 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.

## **INTERNET USE POLICY**

The goals of this policy are to outline the appropriate and inappropriate use of the City of Shavano Park's Internet resources, including the use of browsers, electronic mail and instant messaging, file uploads and downloads and voice communications. Use of these services is subject to the following conditions.

**Your Account:** Internet access (and computer access) at the City of Shavano Park is controlled through individual accounts and passwords. Department Directors are responsible for determining if an employee requires internet access and conveying that information to the IT Department. Each



user of the City of Shavano Park system is required to read this Policy and sign an internet use agreement prior to receiving an Internet access and password.

**Appropriate Use:** City employees are encouraged to use appropriately the Internet 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.

**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. 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:** For security purposes, users may not share account or password information with another person. Internet accounts are to be used only by the assigned user of the account for



authorized purposes. Attempting to obtain another user's account password is strictly prohibited. A user must contact the IT Department 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 Internet services.

**Failure to comply:** Violations of this policy will be treated like other 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 internet 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.

**Monitoring and Filtering:** The City monitors all Internet activity occurring on City equipment or accounts. The City currently employs filtering software to limit access to sites on the internet. Filtering of IP-addresses (web sites or otherwise) is at the discretion of the City Manager and/or automatic updates to the network security firewall. 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.

**Disclaimer:** The City assumes no liability for any direct or indirect damages arising from the user's connection to the internet. The City is not responsible for the accuracy of information found on the internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the internet. You are all encouraged to use your internet access responsibly. Should you have any questions regarding this Internet Acceptable Use Policy, please contact the Assistant to the City Manager.

## **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 are 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 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, SERVER OR OTHER DEVICE.**

**Account Activation/Termination:** E-mail access at the City is controlled through individual accounts and passwords. Each user of the City's e-mail system is required to read and sign a copy of the "E-mail Use Policy" prior to receiving an e-mail access account and password. 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 third party 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. If a user subscribes to a mailing list, he or she must be aware of how to unsubscribe from the list, and is responsible for doing so in the event that their current e-mail addresses change. E-mail is archived for four years at server level per City Policy. The IT Department can be contacted to help set up archiving of older e-mail. 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.

**Appropriate Use:** Individuals at the City are encouraged to use e-mail to further the goals and objectives of the City. The types of activities that are encouraged include:

1. Communicating with fellow employees, business partners of the City, 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
3. Participating in educational or professional development activities.

**Inappropriate Use:** The City of Shavano Park's e-mail systems and services are not to be used for purposes that could be reasonably expected to strain storage or bandwidth (e.g. e-mailing large attachments instead of pointing to a location on a shared drive). 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 e-mail systems and services and are prohibited:



1. Use of e-mail 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 e-mail in any way that violates the City's policies, rules, or administrative orders.
3. Viewing, copying, altering, or deletion of e-mail accounts or files belonging to the City or another individual without authorized permission.
4. Opening e-mail attachments from unknown or unsigned sources. Attachments are the primary source of computer viruses and should be treated with utmost caution.
5. Sharing e-mail account passwords with another person, or attempting to obtain another person's e-mail account password. E-mail accounts are only to be used by the registered user.
6. Personal use of City e-mail resources is allowed within reason to conduct and facilitate typical daily personal interactions. The City allows limited personal use for communication with family and friends, independent learning, and public service so long as it does not interfere with staff productivity, preempt any business activity, or consume more than a trivial amount of resources. The City prohibits personal use of its e-mail systems and services for unsolicited mass mailings, non-City commercial activity, political campaigning, dissemination of chain letters, jokes and use by non-employees.

**Monitoring and Confidentiality:** 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 e-mail traffic passing through its e-mail system. This monitoring may include, but is not limited to, inadvertent reading by IT staff during the normal course of managing the e-mail system, review by legal counsel during an e-mail discovery phase of litigation, observation by management in cases of suspected abuse or to monitor employee efficiency.

If the City discovers or had good reason to suspect activities that do not comply with applicable laws or this policy, e-mail records may be retrieved and used to document the activity in accordance with due process. All reasonable efforts will be made to notify an employee if his or her e-mail records are to be reviewed. Notification may not be possible, however, if the employee cannot be contacted, as in the case of employee absence due to vacation.

Employees are to use extreme caution when communicating confidential or sensitive information via e-mail. Keep in mind that all e-mail 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 e-mail correspondence to ensure the resulting message is not delivered to unintended recipients.



**Reporting Misuse:** Any allegations of misuse should be promptly reported to the IT Department. If you receive an offensive e-mail, do not forward, delete, or reply to the message. Instead, report it directly to the IT Department.

**Disclaimer:** The City of Shavano Park assumes no liability for direct and/or indirect damages arising from the user's use of the City's e-mail system and services. Users are solely responsible for the content they disseminate. The City is not responsible for any third-party claim, demand, or damage arising out of the use of the City's e-mail systems and services.

**Failure to Comply:** Violations of this policy will be treated like other allegations of wrongdoings at the City. Allegations of misconduct will be adjudicated according to established policy and procedures. Sanctions for inappropriate use on the City's e-mail systems and services may include, but are not limited to, one or more of the following:

1. Temporary or permanent revocation of e-mail access;
2. Disciplinary action up to and including termination according to applicable City policies;
3. Reimbursement of costs incurred by inappropriate or unauthorized use; and
4. Legal action according to applicable laws and contractual agreements.

## **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, instant messaging 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 law 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 to cause, a significant impairment in the efficiency of the City in general or of such employee in particular; or



#### **7.2.5. Courtesy**

- a. Failure to maintain an objectively reasonable level of cooperation with supervisors and co-workers; 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 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 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 shall submit his grievance to the City Manager in writing. The 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 or considered. The panel shall make a written recommendation to the City Manager who then shall rule on the grievance.
- f. The hearing panel may recommend any action including, but not limited to, an increase or decrease in disciplinary action given to an employee following the hearing.
- g. The City Manager may take any action including but not limited to an increase or decrease in disciplinary action given to an employee following the recommendation from the hearing panel.

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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.





- h. The judgment of the City Manager shall be final and shall be given in writing within ten (10) business days of the close of the hearing.
- i. A summary of the proceeding along with each decision shall be placed in the personnel file of the individual. The City Secretary will maintain the complete file of the proceedings in a file designated for such purposes.

#### **7.8. COMPLAINTS AGAINST CITY OFFICERS**

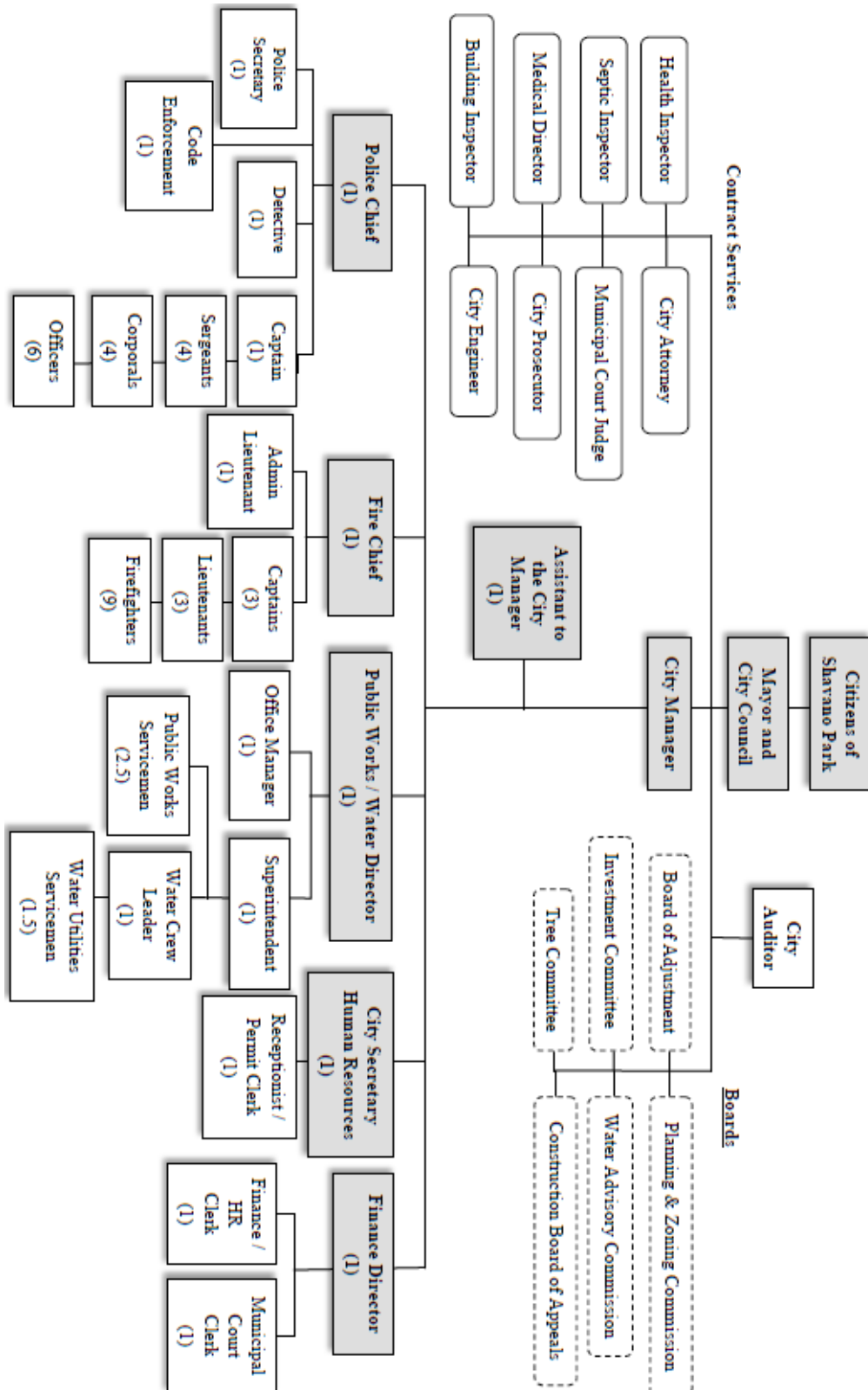
All complaints against City Officers shall be filed in compliance with Chapter 2, Article V, Section 2-66 of the City of Shavano Park City Ordinances. Inquire with the City Secretary if you need assistance finding the ordinance.



## ATTACHMENT A

### **ORGANIZATIONAL FLOWCHART**

Approved by Council on August 27, 2018.





**ATTACHMENT B**  
**OFFICIAL HOLIDAYS**

Approved by Council on November 26, 2018.

**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.

2019 HOLIDAYS	DATE	DATE OBSERVED
New Year's Day	January 1 <sup>st</sup>	Tuesday, January 1 <sup>st</sup>
Martin Luther King Jr. Day	3 <sup>rd</sup> Monday in January	Monday, January 21 <sup>st</sup>
President's Day	3 <sup>rd</sup> Monday in February	Monday, February 18 <sup>th</sup>
Good Friday	Friday before Easter	Friday, April 19 <sup>th</sup>
Battle of the Flowers	Friday of Fiesta Week	Friday, April 26 <sup>th</sup>
Memorial Day	Last Monday in May	Monday, May 27 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>	Thursday, July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September	Monday, September 2 <sup>nd</sup>
*Patriots' Day	September 11 <sup>th</sup>	Wednesday, September 11 <sup>th</sup>
Veterans Day	November 11 <sup>th</sup>	Monday, November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday in November	Thursday, November 28 <sup>th</sup>
Day After Thanksgiving	4 <sup>th</sup> Friday in November	Friday, November 29 <sup>th</sup>
Christmas Eve	December 24 <sup>th</sup>	Tuesday, December 24 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>	Wednesday, December 25 <sup>th</sup>

\*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.

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## ATTACHMENT C

# DEVELOPMENTAL COUNSELING FORM

The proponent is the City Manager

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

<b>AUTHORITY:</b>	Code of Ordinances, City of Shavano Park				
<b>PRINCIPAL PURPOSE:</b>	To assist leaders in conducting and recording counseling data pertaining to subordinates.				
<b>ROUTINE USES:</b>	The COSP Routine Uses set forth in the personnel manual apply to this system.				
<b>DISCLOSURE:</b>	Disclosure is voluntary.				

## PART 1 - ADMINISTRATIVE DATA

Name (Last, First, MI)	Position	Date of Counseling
Department	Name and Title of Counselor	

## PART II - BACKGROUND INFORMATION

**Purpose of Counseling:** *(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.)*

### 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.*



**Plan of Action** (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The action is 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. It provides useful information for follow-up counseling.)

Counselor: \_\_\_\_\_ Individual Counseled: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

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

## CITY COUNCIL STAFF SUMMARY

Meeting Date: February 25, 2019

Agenda item: 6.4

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Discussion / action – Ordinance O-2019-001 amending Chapter 6-92 Residential Gate Width regulations (first reading) - Assistant to the City Manager

X

**Attachments for Reference:**

1) 6.4a Ord O-2019-001 (first reading)

---

**BACKGROUND / HISTORY:** At the September 10, 2018 Special City Council Meeting authorized staff to immediately begin research to purchase a demo 100' Ariel firetruck and authorizing staff to negotiate purchase during 2019 and said purchase not to exceed \$1.1M to be taken out of capital improvement fire department reserves.

An aerial ladder truck is a bigger vehicle than the current fire engines and there is some concern it may require larger entrances. Requiring future home construction to build gates of necessary width to allow aerial engine access would be beneficial to the fire safety of those residences. Planning & Zoning had concerns that current residential gate width requirements in the City's Zoning Ordinance were not sufficient for an aerial ladder truck.

As a part of staff research for Planning & Zoning, the Fire Department reports that the standard fire engine is 8 ½ feet wide, not including mirrors; therefore the current minimum gate width requirement of 12 feet in Sec. 36-36(f)(3) is sufficient. Also note that at the January 28, 2019 City Council meeting, the Council approved Ordinance O-2018-012 updating the City to the 2018 Fire Code. No changes in gate width requirements were made in this ordinance.

At the December 5, 2018 Planning & Zoning meeting, the Commission reviewed the inconsistencies between Sections 6-92 and Section 36-36(f)(3).

At the February 6, 2019 Planning & Zoning meeting, the Commission recommended amendments to Sec. 6-92 to be consistent with the 12 foot gate requirement in Section 36-36(f)(3). The recommended language change is in attachment 6.4a Ordinance O-2019-001.

---

**DISCUSSION:** Residential gate width is regulated in two sections of the City ordinances. Staff recommends that the two areas of the code be made consistent with the 12 foot minimum gate width requirement of Sec. 36-36(f).

## **Sec. 6-92. - Fences.**

Front fencing past the front edge of a residence or building is only allowed in an A-1 zoning district. A-2, A-3, A-4, and A-5 PUD zoning districts can have front fencing but cannot be past the front edge of the residence or building. Side and rear fencing is allowed in all districts. All fencing must meet the following criteria:

- (1) Fences not more than eight feet in height are permitted, provided that said fences are constructed of wood, concrete, brick, wrought iron or other materials approved by the Building Official and the materials are architecturally and aesthetically consistent with the surrounding area.
- (2) On a corner lot, no shrubbery, when mature height is greater than 18 inches, may be planted within the area created by a straight line connecting two points that are respectively 30 feet along the side and front property lines from a street intersection.
- (3) Fences should be constructed in such a way as to not be an obstruction or change the natural drainage of water. Solid front fencing is not permitted, except in A-1 PUD Zoning District.
- (4) Front gates must be wide enough as to provide access for any and all emergency vehicles.
- (5) Any shrubbery, when mature height is greater than 18 inches, must not be within three feet of a fire hydrant.
- (6) No fence shall encompass any fire hydrant.

## **Sec 36-36(f) *Fences* subsection (3):**

- (3) Side and rear fencing is allowed in all districts provided they meet the following criteria, including front fences:
  - a. Fences not more than eight feet in height are permitted and shall be constructed of masonry, brick or stone, wood, concrete, or wrought iron. In A-1 District, chainlink and hog-wire style fences are additionally permitted.
  - b. On a corner lot, no shrubbery, when mature with a height greater than 18 inches, may be planted within the area created by a straight line connecting two points that are respectively 30 feet along the side and front property lines from a street intersection.
  - c. Fences must be constructed in such a way that does not change the natural drainage of water.
  - d. Except in A-1 District and Unit 19 (Huntington Subdivision) A-1 PUD District, fencing shall not be permitted beyond the front face of the residence. Front driveway gates shall have at least a minimum of a 12-foot opening. In A-1 District and excluding Unit 19 (Huntington Subdivision) A-1 PUD, no one shall



construct fencing beyond the front face of the residence in a manner that impedes the view of persons beyond the residence's property line. In no event shall a base footer exceed 36 inches.

- e. No shrubbery, when mature height is greater than 18 inches may be within three feet of a fire hydrant.
- f. Front fences must not encompass any fire hydrant that may be present.
- g. For any property within the City limits with a property line abutting one or more of the City streets known as Lockhill Selma Road, NW Military Hwy., De Zavala Road and Huebner Road (where such property presently has a solid wall along or parallel to one or more of such streets at the property line), such property owner may not construct a gate or other opening on such property line. Any property with an existing gate on property lines described above is considered a non-conforming use and may continue to exist.

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**COURSES OF ACTION:** Approve Ordinance O-2019-001 amending Chapter 6-92 Residential Gate Width regulations (first reading), propose additional amendments, or decline and provide guidance to staff.

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**FINANCIAL IMPACT:** N/A

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**MOTION REQUESTED:** Approve Ordinance O-2019-001 amending Chapter 6-92 Residential Gate Width regulations (first reading)

## **ORDINANCE NO. O-2019-001**

**AN ORDINANCE AMENDING SECTION 6-92 OF THE CITY OF SHAVANO PARK'S CODE OF ORDINANCES TO SPECIFY TWELVE FEET OPENING REQUIREMENT FOR RESIDENTIAL GATE WIDTH, AS CONSISTENT WITH THE ZONING REGULATIONS OF THE CITY; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

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**WHEREAS**, the City of Shavano Park regulates the width of residential gates in order to ensure emergency vehicles access to residences for the protection and safety of the public's general welfare; and

**WHEREAS**, Texas Local Government Code Section 211.003 grants the City of Shavano Park the authority regulate the location and use of buildings and other structures for the purpose of promoting public safety and general welfare; and

**WHEREAS**, the City of Shavano Park desires to remove inconsistencies in the City of Shavano Park's Code of Ordinances to improve readability and transparency.

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

### **I**

#### **CODE AMENDMENT**

Chapter 6, Article IV. – MISCELLANEOUS CONSTRUCTION REQUIREMENTS, Section 6-92 of the City of Shavano Park Code of Ordinances is hereby amended to read as follows:

#### **Sec. 6-92. – Fences.**

Front fencing past the front edge of a residence or building is only allowed in an A-I zoning district. A-2, A-3, A-4, and A-5 PUD zoning districts can have front fencing but cannot be past the front edge of the residence or building. Side and rear fencing is allowed in all districts. All fencing must meet the following criteria:

- 1) Fences not more than eight feet in height are permitted, provided that said fences are constructed of wood, concrete, brick, wrought iron or other materials approved by the Building Official and the materials are architecturally and aesthetically consistent with the surrounding area.

- 2) On a corner lot, no shrubbery, when mature height is greater than 18 inches, may be planted within the area created by a straight line connecting two points that are respectively 30 feet along the side and front property lines from a street intersection.
- 3) Fences should be constructed in such a way as to not be an obstruction or change the natural drainage of water. Solid front fencing is not permitted, except in A-1 PUD Zoning District.
- 4) Front driveway gates shall have at least a minimum of a 12-foot opening for ~~must be wide enough as to provide access for any and all~~ emergency vehicles access.
- 5) Any shrubbery, when mature height is greater than 18 inches, must not be within three feet of a fire hydrant.
- 6) No fence shall encompass any fire hydrant.

## **II**

### **CUMULATIVE CLAUSE**

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

## **III**

### **SEVERABILITY**

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

## **IV**

### **PROPER NOTICE AND MEETING**

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

**V**

**EFFECTIVE DATE**

This ordinance shall be effective upon passage and publication as required by State and Local law and posting of signs as required by Section II of this Ordinance.

**PASSED AND APPROVED** on the first reading by the City Council of the City of Shavano Park this the 25th day of February, 2019.

**PASSED AND APPROVED** on the second reading by the City Council of the City of Shavano Park this the \_\_\_\_ day of \_\_\_\_\_, 2019.

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**ROBERT WERNER, MAYOR**

Attest:

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**ZINA TEDFORD, City Secretary**

Approved as to Form:

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**CHARLES E. ZECH, City Attorney**

## CITY COUNCIL STAFF SUMMARY

Meeting Date: February 25, 2019

Agenda item: 6.5

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

**Discussion / possible action – Resolution R-2019-005 Adopting the City of Shavano Investment Policy –Finance Director**

☒

**Attachments for Reference:**

a) R-2019-005 Resolution

b) Proposed 2019 Investment Policy

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**BACKGROUND / HISTORY:** The Public Funds Investment Act (PFIA), Section 2256.005a requires the City to adopt an investment policy and investment strategy by rule, order, ordinance or resolution. Attached is a PDF copy of the City of Shavano Park's investment policy adopted November 26, 2018 with the proposed changes redlined.

The Local Government Code of the State of Texas (Local Government Code, Chapter 105.011) governs local government depositories and authorizes cities to receive and consider applications (bids/proposals) for banking services from financial institutions outside the city limits, when consideration of such financial institutions is in the best interest of the city.

The Investment Committee is comprised of George Fillis, Mark Standeford, Lee Matecko, City Manager Bill Hill, and Finance Director Brenda Morey.

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**DISCUSSION:** The Investment Committee met January 16 and February 13, 2019, to review and suggest updates to the City's Investment policy as well as review quarterly investments and reports.

The Committee reviewed the 2018 investment policy and made the following suggested changes/updates:

- Under '**Depository**' page 11, add the following with respect to the depository contract period: for a contract term of three years with two one-year renewal options.
- Under '**Depository**' page 12, add the following as a separate paragraph: Due to the limited number of financial institutions located within the City, the City has concluded that consideration of banking services (bids/proposals) from financial institutions outside the City limits are in the best interest of the City and, therefore, will accept depository applications from institutions both inside and outside the City limits.
- Under '**SAFEKEEPING AND CUSTODY**', '**Insurance or Collateral**' page 14 – remove the reference to FSLIC and replace it with National Credit Union Share Insurance Fund (NCUSIF) as administered by the National Credit Union Administration (NCUA).

- Under ‘**Collateral Defined**’ page 15, remove the reference to FSLIC and replace it with NCUSIF.
- Under ‘**Collateral Defined**’ page 15, add E. A letter of credit issued by a federal home loan bank.

Note also the adopted date will be updated to February 25, 2019.

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**COURSES OF ACTION:**

1. Approve the City of Shavano Investment Policy by resolution.
2. Approve with any revisions the City of Shavano Investment Policy by resolution with recommend changes.
3. Advise Staff and Committee to meet for further discussion/recommendations.

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**FINANCIAL IMPACT:** N/A

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**STAFF RECOMMENDATION:** Approve Resolution R-2019-005 adopting the City of Shavano Investment Policy with the modifications as presented.

**A RESOLUTION AMENDING AND ADOPTING THE CITY OF SHAVANO PARK  
INVESTMENT POLICY**

---

**WHEREAS**, Chapter 2256 of the Texas Government Code, commonly known as the "Public Funds Investment Act," requires the City to adopt an investment policy by rule, order, ordinance, or resolution; and

**WHEREAS**, The Public Funds Investment Act (Section 2256.005 a) requires the governing body to review and adopt that investment policy not less than annually, recording any changes made thereto; and

**WHEREAS**, the City of Shavano Park has chosen to revise the Investment Policy with respect to insurance and collateral, and the Policy is attached as Exhibit A.

**WHEREAS**, the Local Government Code of the State of Texas (Local Government Code, Chapter 105.011) governs local government depositories; and

**WHEREAS**, the Local Government Code authorizes the City to receive and consider applications (proposals/bids) for banking services from financial institutions outside the City limits: and

**WHEREAS**, the City Council has concluded that consideration of such financial institutions is in the best interest of the City;

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

That the City Council has complied with the requirements of the Public Funds Investment Act and the Local Government Code Chapter 105 and the Investment Policy attached hereto as Exhibit A, is hereby adopted in its entirety as the Investment Policy of the City.

**PASSED AND APPROVED** by the City Council of the City of Shavano Park this the 25th day of February, 2019

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**Robert Werner**  
MAYOR

Attest: \_\_\_\_\_  
**Zina Tedford,**  
City Secretary



# City of Shavano Park Texas

## Investment Policy

Adopted ~~February~~ November 25, 2019~~8~~

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## INTRODUCTION

The purpose of this document is to set forth specific investment policy and strategy guidelines for the City of Shavano Park in order to achieve the objectives of safety, liquidity, diversification, and yield for all investment activity. The City Council of the City of Shavano Park shall review and adopt, by resolution, its investment strategies and policy not less than annually. The resolution shall include a record of changes made to either the investment policy or strategy. This policy serves to satisfy the statutory requirement (specifically the Public Funds Investment Act, "the ACT", Chapter 2256 Texas Government Code) to define, adopt and review a formal investment strategy and policy.

## INVESTMENT STRATEGY

The City of Shavano Park maintains portfolios which utilize five specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios:

- A. Operating funds and commingled pools containing operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure which will experience minimal volatility (i.e. risk) during economic cycles. This may be accomplished by purchasing high-quality, short to medium-term securities which will complement each other in a ladder or barbell maturity structure. The dollar weighted average maturity of 365 days or less will be calculated using the stated final maturity date of each security.
- B. Debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. Securities purchased shall not have a stated final maturity date which exceeds the debt service payment date.
- C. Debt service reserve funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Securities should be of high quality and, except as may be required by the bond ordinance specific to an individual issue, of short to intermediate-term maturities. Volatility shall be further controlled through the purchase of securities carrying the highest coupon available, within the desired maturity and quality range, without paying a premium, if at all possible.
- D. Special projects or special purpose fund portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 10% in highly liquid securities to allow for flexibility and unanticipated project outlays. The stated final maturity dates of securities held should not exceed the estimated, project completion date.

- E. Operating funds reserved fund balance shall have as the primary objective the capability of adding yield to the portfolio without causing any cash flow inadequacies. The City's intent is to maintain a reserve fund balance of four to six months of operating expenditures to ensure that during economic shortfalls funds are available to sustain the City's needs. The weighted average maturity of these securities shall be no more than 2 years and at least 15% of the funds will be liquid.

## INVESTMENT POLICY

### SCOPE

This investment policy applies to all financial assets of the City of Shavano Park. These funds are accounted for in the City's Comprehensive Annual Financial Report (CAFR) and include:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Projects Funds
- Proprietary Funds
- All Other Funds

### OBJECTIVES

The City of Shavano Park shall manage and invest its cash with four objectives, listed in order of priority: Safety, Liquidity, Diversification, and Yield. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with State and Local law.

The City shall maintain a comprehensive cash management program which includes collection of accounts receivable, vendor payment in accordance with invoice terms and prudent investment of available cash. Cash management is defined as the process of managing monies in order to ensure maximum cash availability and maximum yield on short-term investment of pooled idle cash.

#### Safety

The primary objective of the City's investment activity is the preservation of capital in the overall portfolio. Each investment transaction shall be conducted in a manner to avoid capital losses, whether they are from securities defaults or erosion of market value.

## Liquidity

The City's investment portfolio shall be structured such that the City is able to meet all obligations in a timely manner. This shall be achieved by matching investment maturities with forecasted cash flow requirements and by investing in securities with active secondary markets.

## Diversification

In order to minimize investment and market risk, the City will diversify its investments by market sector (security type) and maturity. The portfolio will be designed to avoid unreasonable risks within one market sector or from an individual financial institution.

## Yield

The City's cash management portfolio shall be designed with the objective of regularly exceeding the average rate of return on U.S. Treasury Bills at a maturity level comparable to the City's weighted average maturity in days. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified herein and prudent investment policies.

# RESPONSIBILITY AND CONTROL

## Investment Committee

### Members

A five member Investment Committee, shall consist of the City Manager, Finance Director and three outside committee members as selected by Council.

### Scope

The Investment Committee shall meet at least semi-annual or other time frame to determine operational strategies and to monitor results. Include in its deliberation such topics as: performance reports, economic outlook, portfolio, diversification, maturity structure, potential risk to the City's funds, authorized brokers and dealers and the target rate of return on the investment portfolio. The committee may make recommendations to the Investment Officer and the Council.

### Procedures

The Investment Committee shall establish its own rules of procedures as it is not required to conform to open meetings act. Meeting summations shall be provided to all members of the investment committee.

## **Delegation of Authority**

Authority to manage the City's investment program is derived from a resolution of the City Council. The Finance Director and City Manager or any person designated by the City Council shall act as Investment Officers for the City and is responsible for investment decisions and activities. The Investments Officer shall establish written procedures for the operation of the investment program, consistent with this investment policy.

## **Training**

The Investment Officers and the other members of the Investment Committee shall attend at least one training session relating to investment responsibilities under the Act within 12 months after assuming duties; a training session not less than once in a two-year period that begins on the first day of the City of Shavano Park's fiscal year and consists of the two consecutive years after that date; each initial training session shall contain not less than 10 hours of training, and subsequent training sessions not less than eight hours of instruction.

Training requirements for "Other" members of the Investment Committee may be waived by City Council for highly qualified professionals as so designated at the time of appointment.

Such training from an independent source shall be approved or endorsed by either, Government Finance Officers Association of Texas, the Government Treasurers Organization of Texas, the Texas Municipal League or the Alamo Area Council of Governments. All expenses incurred for the required training will be paid or reimbursed by the City in accordance with the current travel and training policy in force.

## **Internal Controls**

The Investment Officers are responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by the investment officers.

Accordingly, the Investment Officers shall establish a process for annual independent review by an external qualified entity(s) to assure compliance with policies and procedures. This can be part of the annual audit. The results of this review shall be reported to the City Council. The internal controls shall address the following points:

- A. Control of collusion
- B. Separation of transaction authority from accounting and record keeping.

- C. Custodial safekeeping
- D. Avoidance of physical delivery securities.
- E. Clear delegation of authority to subordinate staff members.
- F. Written confirmation for telephone (voice) transactions for investments and wire transfers.
- G. Development of a wire transfer agreement with the depository bank or third party custodian.

## **Prudence**

The standard of prudence to be applied by the investment officer shall be the "prudent investor" rule, which states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- A. The investment of all funds under the City's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment.
- B. Whether the investment decision was consistent with the written investment policy of the City.

The Investment Officers and those delegated investment authority under this Policy, when acting in accordance with the written procedures and in accord with the Prudent Person Rule, shall be relieved of personal liability in the management of the portfolio provided that deviations from expectations for a specific security's credit risk or market price change or portfolio shifts are reported in a timely manner and that appropriate action is taken to control adverse market effects.

## **Public Trust**

All participants in the City's investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transaction which might impair public confidence in the City's ability to govern effectively.



## **Ethics and Conflicts of Interest**

The Investment Committee and City staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City staff shall disclose to the City Manager any material financial interests in financial institutions that conduct business with the City and they shall further disclose positions that could be related to the performance of the City's portfolio. City staff shall subordinate their personal financial transactions to those of the City, particularly with regard to timing of purchases and sales.

An investment officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file a statement disclosing that personal business interest. An investment officer who is related within second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the entity.

## **REPORTING**

### **Quarterly Reporting**

The Investment Officer shall submit quarterly reports to the City Council containing sufficient information to permit an informed outside reader to evaluate the performance of the investment program and consistent with statutory requirements. All reports shall be in compliance with the Act. Market prices for market evaluations will be obtained from an independent source.

### **Annual Report**

Within 90 days of the end of the fiscal year, the Investment Officer shall present an annual report on the investment program and investment activity. This report may be presented as a component of the fourth quarter report to the City Council.

### **Methods**

The quarterly investment report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to

the investment policy. The report will be provided to the City Council and will include the following:

- A. A listing of individual securities held at the end of the reporting period. This list will include the name of the fund or pooled group fund for which each individual investment was acquired.
- B. Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period. Market values shall be obtained from financial institutions or portfolio reporting services independent from the broker/dealer from whom the security was purchased.
- C. Additions and changes to the market value during the period.
- D. Fully accrued interest for the reporting period.
- E. Average weighted yield to maturity of portfolio on entity investments as compared to applicable benchmarks.
- F. Listing of investments by maturity date.
- G. The percentage of the total portfolio which each type of investment represents.
- H. Statement of compliance of the City's investment portfolio with State law and the investment strategy and policy approved by the City Council.

## INVESTMENT PORTFOLIO

### Active Portfolio Management

The City shall pursue an active versus a passive portfolio management philosophy. That is, securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade. The investment officer will routinely monitor the contents of the portfolio, the available markets, and the relative value of competing instruments and will adjust the portfolio accordingly.

### Investments

Assets of the City of Shavano Park may be invested in the following instruments; provided, however, that at no time shall assets of the City be invested in any instrument or security not authorized for investment under the Act, as the Act may from time to time be amended. The City is not required to liquidate investments that were authorized investments at the time of purchase.

## I. Authorized

- A. Obligations, including letters of credit, of the United States of America, its agencies and instrumentalities which have a liquid market with a readily determinable market value.
- B. Direct obligations of the State of Texas and agencies thereof. Total investment in this instrument shall not exceed 90% of the overall portfolio.
- C. Other obligations, the principle of and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the State of Texas or United States of America or their respective agencies and instrumentalities including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation or by the explicit full faith and credit of the United States.
- D. Obligations of the States (other than Texas), agencies thereof, Counties, Cities and other political subdivisions of any state having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than "A" or its equivalent. Total investment in this instrument shall not exceed 25% of the overall portfolio.
- E. Certificates of Deposit by a Depository Institution that has its main office or branch office in the State of Texas, guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor; secured by obligations described in A through D above, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities of the nature described by Section 2256.009 (b) of the Texas Government Code and made in accordance with the conditions as specified by Section 2256.010 of the Texas Government Code. Total investment in CD's shall not exceed 80% of the overall portfolio.
- F. Fully collateralized direct repurchase agreements with a defined termination date secured by a combination of cash and obligations of the United States or its agencies and instrumentalities pledged to the City, held in the City's name, and deposited at the time the investment is made with the entity or with a third party, selected by the City. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution domiciled in Texas. A Master Repurchase Agreement must be signed by the bank/dealer prior to investment in a repurchase agreement. The term of any reverse security repurchased agreement may not exceed 90 days after the date the reverse security repurchase agreement is delivered. Money received under the terms of a reverse security repurchase agreement shall be used to acquire additional investments, but the term of the authorized investments acquired must mature not later than the expiration date stated in the reverse security repurchase agreement. Total investment in repurchase agreements shall not exceed 10% of the overall portfolio.
- G. Joint pools of political subdivisions in the State of Texas which invest in instruments and follow practices as specified by Section 2256.016 of the Texas Government Code. Investment in such pools shall be limited to 90% of the City's entire portfolio. A pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service.

## **II. Un-Authorized**

The City's investment policy specifically prohibits investments in the securities listed below:

- A. Obligations whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
- B. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
- C. Collateralized mortgage obligations that have a stated final maturity date of greater than 10 years.
- D. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.
- E. Securities Lending Program
- F. Bankers' Acceptance Commercial Paper

### **Holding Period**

The City of Shavano Park intends to match the holding periods of investment funds with liquidity needs of the City. In no case will the average maturity of investments of the City's operating funds exceed one year. The maximum final stated maturity of any investment shall not exceed five years. The maximum weighted average maturity (WAM) of the overall portfolio shall not exceed 270 days.

Investments in all funds shall be managed in such a way that the market price losses resulting from interest rate volatility would be offset by coupon income and current income received from the volume of the portfolio during a twelve-month period.

The Investment Officer will monitor rating changes in investments acquired with public funds that require a minimum rating and shall take all prudent measures that are consistent with its investment policy to liquidate an investment that does not have the minimum rating thereby making that investment an unauthorized investment.

### **Risk and Diversification**

The City of Shavano Park recognizes that investment risks can result from issuer defaults, market priced changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification which shall be achieved by the following general guidelines.

- A. Risk of issuer default is controlled by limiting investments to those instruments allowed by the Act, which are described herein.
- B. Risk of market price changes shall be controlled by avoiding over-concentration of assets in a specific maturity sector, limitation of average maturity of operating funds investments to one year and avoidance of over-concentration of assets in specific instruments other than U.S. Treasury Securities and Insured or Collateralized Certificates of Deposits.

- C. Risk of illiquidity due to technical complications shall be controlled by the selection of securities dealers as described herein.

The Table below summarizes the authorized investments and their maximum allocation as a percentage of the overall investment portfolio:

Security Type	Maximum Allocation
A. <b>Obligations of the US Government, Agencies/Instrumentalities</b>	90%
B. <b>Obligations of the State of Texas, Agencies/Instrumentalities</b>	50%
C. Obligations of other States, County, Cities and political subdivision	25%
D. Certificate of Deposits with branch(s) in the State of Texas (Max. of \$250K per institution, insured or collateralized)	80%
E. Collateralized direct repurchase agreements	10%
F. Constant dollar Investment Pools (Ex. TexPool, TexStar)	90%
G. Money Market Mutual Fund (AAA rated or equivalent)	50%

## SELECTION OF BANKS, BROKER/DEALERS, AND INVESTMENT ADVISORS

### Depository

City Council shall, by ordinance, “select and designate one or more banking institutions as the depository for the monies and funds of the City” in accordance with the requirement of Tex. Loc. Gov’t Code Ch. 105. At least every five years, a Depository shall be selected [for a contract term of three years with two one-year renewal options](#) through the City's banking services procurement process, which shall include a formal request for proposal

(RFP).

Due to the limited number of financial institutions located within the City, the City has concluded that consideration of banking services (bids/proposals) from financial institutions outside the City limits are in the best interest of the City and, therefore, will accept depository applications from institutions both inside and outside the City limits.

In selecting a depository, the credit worthiness of institutions shall be considered and the Investment Officer shall conduct a comprehensive review of prospective depositories' credit characteristics and financial history.

### **Certificates of Deposit**

Banks seeking to establish eligibility for the City's competitive certificate of deposit purchase program shall submit for review annual financial statements, evidence of federal insurance and other information as required by the Investment Officer.

### **Investment Advisor**

The Council may, at its discretion, contract with an investment management firm properly registered under the Investment Advisors Act of 1940 (15 U.S.C. Section 80b-1 et seq.) and with the Texas State Securities Board to provide for investment and management of its public funds or other funds under its control.

### **Securities Dealers**

All investments made by the City will be made through the City's banking services bank or a primary dealer. The Investment Committee will review the list of authorized broker/dealers annually. A list of at least three broker/dealers will be maintained in order to assure competitive bidding. Brokers and dealers who office in the San Antonio and Austin metropolitan area are preferred. Investment officials shall not knowingly conduct business with any firm with whom public entities have sustained losses on investments. All Securities dealers shall provide the City with references from public entities which they are now serving.

All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:

- audited financial statements each year,
- proof of National Association of Securities Dealers (NASD) certification and provision of CRD number,
- proof of current registration with the State Securities Commission and
- completed broker/dealer questionnaire
- certification of having read the City's investment policy signed by a qualified

representative of the organization

- acknowledgement that the organization has implemented reasonable procedures and controls in an effort to preclude imprudent investment activities arising out of investment transactions conducted between the City and the organization.

**Qualified representative** means a person who holds a position with a business organization, who is authorized to act on behalf of the business organization and who is one of the following:

- A. For a business organization doing business that is regulated by or registered with a securities commission, a person who is registered under the rules of the National Association of Securities Dealers;
- B. For state or federal bank, a savings bank, or a state or federal credit union, a member of the loan committee for the bank or branch of the bank or a person authorized by corporate resolution to act on behalf of and bind the banking institution; or
- C. For an investment pool, the person authorized by the elected official or board with authority to administer the activities of the investment pool to sign the certification on behalf of the investment pool.

## Investment Pools

A thorough investigation of the pool is required prior to investing, and on a continual basis. All investment pools must have available the following information in order to be eligible to receive funds:

- the types of investments in which money is allowed to be invested
- the maximum average dollar-weighted maturity allowed, based on the stated maturity date, of the pool
- the maximum stated maturity date any investment security within the portfolio has
- the objectives of the pool
- the size of the pool
- the names of the members of the advisory board of the pool and the dates their terms expire > the custodian bank that will safe keep the pool's assets
- whether the intent of the pool is to maintain a net asset value of one dollar and the risk of market price fluctuation
- whether the only source of payment is the assets of the pool at market value or whether there is a secondary source of payment, such as insurance or guarantees,



and a description of the secondary source of payment

- the name and address of the independent auditor of the pool
- the requirements to be satisfied for an entity to deposit funds in and withdraw funds from the pool and any deadlines or other operating policies required for the entity to invest funds in and withdraw funds from the pool
- the performance history of the pool, including yield, average dollar weighted maturities and expense ratios
- a description of interest calculations and how interest is distributed, and how gains and losses are treated

An annual review of the financial condition of each investment pool(s) will be conducted by the Investment Committee.

## SAFEKEEPING AND CUSTODY

### Insurance or Collateral

All deposits and investments of City funds other than direct purchase of U.S. Treasuries or Agencies shall be secured by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC or [the National Credit Union Share Insurance Fund \(NCUSIF\) as administered by the National Credit Union Administration \(NCUA\)](#)~~FSHC~~. Evidence of the pledged collateral shall be maintained by the Finance Director or a third party financial institution. Repurchase agreements shall be documented by a specific agreement noting the collateral pledge in each agreement. Collateral shall be reviewed weekly to assure that the market value of the pledged securities is adequate.

### Safekeeping Agreement

Collateral pledged to secure deposits of the City shall be held by a safekeeping institution in accordance with a Safekeeping Agreement which clearly defines the procedural steps for gaining access to the collateral should the City of Shavano Park determine that the City's funds are in jeopardy. The safekeeping institution, or Trustee, shall be the Federal Reserve Bank or an institution not affiliated with the firm pledging the collateral. The safekeeping agreement shall include the signatures of authorized representatives of the City of Shavano Park, the firm pledging the collateral, and the Trustee.

### Collateral Defined

The City of Shavano Park shall accept only the following securities as collateral:

- A. FDIC and ~~NCUSIF~~SLIC insurance coverage
- B. A bond, certificate of indebtedness, or Treasury Note of the United States, or other evidence of indebtedness of the United States that is guaranteed as to principal and interest by the United States.
- C. Obligations, the principal and interest on which, are unconditionally guaranteed or insured by the State of Texas.
- D. A bond of the State of Texas or of a county, city or other political subdivision of the State of Texas having been rated as investment grade (investment rating no less than "AA" or its equivalent) by a nationally recognized rating agency with a remaining maturity of ten (10) years or less.
- ~~D.~~E. A letter of credit issued by a federal home loan bank.

### **Subject to Audit**

All collateral shall be subject to inspection and audit by the Investment Officer or the City's independent auditors.

### **Delivery vs. Payment**

Treasury Bills, Notes, Bonds, Repurchase Agreements and Government Agencies' securities shall be purchased using the delivery vs. payment method. That is, funds shall not be wired or paid until verification has been made that the correct security was received by the Trustee. The security shall be held in the name of the City or held on behalf of the City. The Trustee's records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City.

### **Competitive Bidding**

All investment transactions, including certificates of deposit, will be made on a competitive basis to assure that the City is receiving fair market prices. Bids for certificates of deposits may be solicited orally, in writing, electronically or in any combination of those methods.

## INVESTMENT POLICY ADOPTION

The City of Shavano Park Investment Policy shall be adopted by resolution of the City Council. The policy shall be reviewed for effectiveness on an annual basis by the Investment Committee and any modifications will be recommended for approval to the City Council. The City Council shall review these investment policies and strategies not less than annually.

## CITY COUNCIL STAFF SUMMARY

Meeting Date: February 25, 2019

Agenda item: 6.6

Prepared by: Curtis Leeth

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Discussion / action - Ordinance O-2019-002 amending Chapter 34 Article V. Wireless Internet Service and Right-of-way Network Node Regulations (first reading) - Assistant to the City Manager

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

- 1) 6.6a Ordinance O-2019-002 TRACK CHANGES
- 2) 6.6b Design Manual TRACK CHANGES
- 3) 6.6c Ordinance O-2019-002
- 4) 6.6d Attachment A – Design Manual

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**BACKGROUND / HISTORY:** Updates from 2018 Ordinance in yellow. On March 26, 2018 the City Council approved Ordinance O-2018-002 establishing the City's permitting and regulatory authority over small cell installations as allowed under Texas Local Government Code (LGC) Chapter 284. This Texas law requires a city to allow access for cellular antennae and related equipment ("small cell nodes") in city rights-of-way, and it also entitles cell companies and others to place equipment on city light poles, traffic poles, street signs, and other poles. Small cell nodes are not yet a replacement for the large cell "macro towers." Rather, the nodes are meant to expand network bandwidth in densely populated areas.

During summer and fall City staff attended a number of workshops hosted by CPS Energy to see local trends in deployment, hear CPS and City of San Antonio (CoSA) official's experience thus far and the way ahead on this new technology trend.

On September 27, 2018 the Federal Communications Commission (FCC) released an Order aimed at accelerating the rate of small cell deployments across the country by pre-empting what are perceived as local government barriers to deployment. The City has been advised that this Order is likely to draw challenge in Court before going into effect in January 2019. It is unknown at this time how industry will react to the FCC Order in Texas, as the FCC Order largely resembles Texas law.

At the November 26, 2018 City Council meeting, Council approved Ordinance O-2018-015 (first reading) on condition that the declaration of the Municipal Tract as a Municipal Park under LGC Chapter 284 be deleted.

Since the first reading of this ordinance, CPS Energy approached City staff and offered to provide a more thorough review by their lead attorney, Gabriel Garcia, and their small cell technical team. CPS Energy views the City as furthest along among suburban cities in regulating and having a handle on the new small cell infrastructure. CPS Energy was willing to provide their legal and technical expertise to the City for free so the resulting Ordinance and Design Manual could be used as a model for other suburban cities.

This additional review by CPS occurred December – February. Their team may provide further recommendations for the 2<sup>nd</sup> reading (if passed and approved).

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**DISCUSSION:** The amount of changes from the additional CPS review are significant enough in City staff's eyes as to warrant a new Ordinance and first reading by Council.

The proposed amendments to the Ordinance and Design Manual accomplish five primary tasks, 1 – 4 are reflections of the original Ordinance O-2018-015 with item 5 being a summary of the changes from the CPS Review.

- 1. Encourages network providers complete a CPS Joint Review before submitting permits**
  - a. This *cannot* be required by Texas Law, but CPS Joint Review will increase coordination and permitting efficiency under the strict “shot clock” time limits under Texas Law and the FCC Order.
- 2. Adopts CPS pole attachment technical standards for CPS poles and existing Municipal poles**
  - a. This will ensure uniform look and design and adopts the learned CPS safety and technical experiences from past deployments.
- 3. Adopts a number of CoSA technical provisions currently enforced under CoSA Ordinance**
  - a. These provisions adopt best practices learned by CoSA. They are currently enforced by Ordinance in San Antonio's jurisdiction.
- 4. Complies with a number of FCC Order provisions that are in City's interest**
  - a. Broadly the FCC Order substantially alters some interpretations of City authority over the rights-of-way but does benefits City interests in a few minor ways by pre-empting more restrictive elements of Texas Law. The broad pre-emption of City authority by the FCC Order will likely be decided in Federal Court over the coming years.
- 5. Legal & Technical Review by CPS Energy Attorney Gabriel Garcia and technical staff**

This review strengthened the City's Ordinance and Design Manual by improving of the City's regulations to reflect CPS Energy significant experience with small cell infrastructure.

Ordinance primary changes from review are:

- i. Ordinance updated to reflect changes in definitions in Design Manual, where appropriate
- ii. Re-write of the CPS Coordination encouragement language
- iii. Re-write of the Application "shot clock" time limits language – introduction of new table to improve clarity
- iv. CPS Clarified extra \$20 fee under FCC regulations is only on Network Nodes attached to a City-owned pole, not a third party pole in the City's right-of-way

Design Manual primary changes from review are:

- i. Improved definitions
- ii. Improved "No interference" language for City wireless systems
- iii. More requirements for information to be included in Small Cell Application
- iv. Creation of a Transport Facility application in addition to Small Cell application
- v. Removed confusion in current Design Manual over "micro network nodes" and "network nodes." Micro Network Nodes (when small cell equipment is installed on the existing aerial wires rather than the poles) regulation is not given to the City by LGC 284. Micro Network Nodes are the next generation of small cell installations as the cellular equipment becomes smaller and more compartmentalized. CPS Energy lawyers advise the most the City can require is that it be given notice when micro network nodes are installed.

All proposed amendments have been vetted by the City Attorney. Language referring to CPS regulations has been reviewed by CPS Energy as well.

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**COURSES OF ACTION:** Approve Ordinance O-2019-002 amending Chapter 34 Article V. Wireless Internet Service and Right-of-way Network Node Regulations for the first reading; or alternatively decline and provide further guidance to staff.

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**FINANCIAL IMPACT:** Minor revenue increase from \$20 increase in network provider pole annual rental fee (per FCC Order).

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**MOTION REQUESTED:** Approve Ordinance O-2019-002 amending Chapter 34 Article V. Wireless Internet Service and Right-of-way Network Node Regulations for the first reading



## ARTICLE V. - WIRELESS INTERNET SERVICE AND RIGHT-OF-WAY NETWORK NODE REGULATIONS

### Sec. 34-301. - Purpose and scope.

- (a) *Purpose.* The purpose of this chapter is to establish policies and procedures for the placement of node support poles in the right-of-way and network nodes in the public right-of-way and on service poles within the City's jurisdiction, which will provide public benefits and will be consistent with the preservation of the integrity, safe usage, and visual qualities of the City public right-of-way and the City as a whole.
- (b) *Intent.* In enacting this chapter, the City is establishing uniform standards to address issues presented by network nodes, including without limitation, ensuring that network nodes or node support poles do not adversely affect:
- (1) Use of streets, sidewalks, alleys, parkways and other public ways and places;
  - (2) Vehicular and pedestrian traffic;
  - (3) The operation of facilities lawfully located in public right-of-way or public property;
  - (4) The ability of the City to protect the environment, including the prevention of damage to trees;
  - (5) The character of residential and historic areas, and city parks, in which network nodes may be installed; and
  - (6) The rapid deployment of network nodes to provide the benefits of wireless services.
- (c) *Conflicts with other chapters.* This chapter supersedes all chapters, parts of chapters or rules adopted prior hereto that are in conflict herewith, to the extent of such conflict.

### Sec. 34-302. - Definitions.

For the purpose of this article, the definitions found in the City Design Manual for the Installation of Network Nodes and Node Support Poles ("the design manual") are hereby incorporated into this article and shall apply unless the context clearly indicates or requires a different meaning. The following definitions as found in the design manual are specifically applicable to this article:

*Abandon and its derivatives* means the facilities installed in the ~~Public R~~ight-of-~~W~~ay (including by way of example but not limited to: poles, wires, conduit, manholes, handholes, cuts, network nodes and node support poles, or portion thereof) that have been left by provider in an unused or non-functioning condition for more than 90 consecutive calendar days unless, after notice to provider, provider has established to the reasonable satisfaction of the City that the applicable facilities, or portion thereof, ~~are~~is still in active use.

*Antenna* means communications equipment that transmits or receives electromagnetic radio frequency signals used in the provision of wireless services.

*Applicable codes* means:

- (1) Adopted building codes detailed in chapter 6, article I of the City of Shavano Park Code of Ordinances; and
- (2) ~~City Local~~ amendments to those codes to the extent not inconsistent with chapter 284.

*City* means the City of Shavano Park, Texas or its lawful successor.

*Chapter 284* means Tex. Local Government Code ch. 284.

*Collocate* and *collocation* mean the installation, mounting, maintenance, modification, operation, or replacement of network nodes in a public right-of-way on or adjacent to a pole.

*Decorative pole* means a streetlight pole specially designed and placed for aesthetic purposes and on which no appurtenances or attachments, other than specially designed informational or directional signage or temporary holiday or special event attachments, have been placed or are permitted to be placed according to nondiscriminatory municipal codes.

*Distributed antenna system* or *DAS* shall be included as a type of "network node."

*Easement* means and shall include any public easement or other compatible use created by dedication, or by other means, to the City for public utility purposes or any other purpose whatsoever. "Easement" shall include a private easement used for the provision of utilities.

*Macro tower* means a guyed or self-supported pole or monopole greater than the height parameters prescribed by [Tex. Local Government Code] § 284.103 and that supports or is capable of supporting antennas.

*Micro network node* means a network node that is not larger in dimension than 24 inches in length, 15 inches in width, and 12 inches in height, and that has an exterior antenna, if any, not longer than 11 inches.

*Municipal park* means an area that is zoned M-U or otherwise designated by municipal code or deed restriction as a public space for the purpose of recreational or community activity.

*Municipally owned utility pole* means a utility pole owned or operated by a municipally owned utility, as defined by section 11.003, Utilities Code, and located in a public right-of-way.

*Network node* means equipment at a fixed location that enables wireless communications between user equipment and a communications network. Such equipment is also referred to as "Small Cell Equipment". The term:

- (1) Includes:
  - a. Equipment associated with wireless communications;

- b. A radio transceiver, an antenna, a battery-only backup power supply, and comparable equipment, regardless of technological configuration; and
  - c. Coaxial or fiber-optic cable that is immediately adjacent to and directly associated with a particular collocation; and
- (2) Does not include:
- a. An electric generator;
  - b. A pole; or
  - c. A macro tower.

*Network provider* means:

- (1) A wireless service provider; or
- (2) A person that does not provide wireless services and that is not an electric utility but builds or installs on behalf of a wireless service provider:
  - a. Network nodes; or
  - b. Node support poles or any other structure that supports or is capable of supporting a network node. Such a person is also referred to as an "Infrastructure Provider."

*Node support pole* means a pole installed by a network provider for the primary purpose of supporting a network node.

*Permit* means a written authorization granted pursuant to a Small Cell Application or Transport Facility Application for the use of the public right-of-way ~~or collocation on a service pole required from the City or municipality~~ before a network provider may perform an action or initiate, continue, or complete a project over which the ~~municipality~~ City has police power authority.

*Pole* means a service pole, ~~municipally owned~~ CPS Energy utility pole, node support pole, or utility pole.

*Preliminary Site Survey* means a field survey applicable to the proposed installation of a Network Node or Node Support Pole attended by CPS Energy and the Network Provider, prior to the submission of an Application to the City, conducted for the purpose of determining the general engineering requirements for providing electricity at the proposed Location.

*Private easement* means an easement or other real property right that is only for the benefit of the grantor and grantee and their successors and assigns.

*Provider* has the same meaning as "network provider."

*Public right-of-way* means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easement in which the municipality has an interest. The term does not include:

- (1) A private easement; or

- (2) The airwaves above a public right-of-way with regard to wireless telecommunications.

*SCADA or supervisory control and data acquisition systems* means a category of software application programs and hardware used by the City for process control and gathering of data in real time from remote locations in order to monitor equipment and conditions of the City public water and wastewater utility facilities. These systems may utilize both cable and wireless communications.

*Service pole* means a pole, other than a municipally owned utility pole, owned or operated by a municipality and located in a public right-of-way, including:

- (1) A pole that supports traffic control functions;
- (2) A structure for signage;
- (3) A pole that supports lighting, other than a decorative pole; and
- (4) A pole or similar structure owned or operated by a municipality and supporting only network nodes.

*Shot Clock(s)* is a term adopted by the FCC that means established time frames within which State and local governments must complete their reviews.

*Small cell* shall be included as a type of "network node."

*Street* means only the paved portion of the public right-of-way used for vehicular travel, being the area between the inside of the curb to the inside of the opposite curb, or the area between the two parallel edges of the paved roadway for vehicular travel where there is no curb. A "street" is generally part of, but smaller in width than the width of the entire right-of-way, while ~~a~~the public right-of-way may include sidewalks and utility easements, a "street" does not. A "street" does not include the curb or the sidewalk, if either are present at the time of a permit application or if added later.

*Transport facility* means each transmission path physically within a public right-of-way, extending with a physical line from a network node directly to the network, for the purpose of providing backhaul for network nodes.

*User* means a person or organization which conducts a business over facilities occupying the whole or a part of a public street or right-of-way, or under depending on the context.

*Utility pole* means a pole that provides:

- (1) Electric distribution with a voltage rating of not more than 34.5 kilovolts; or
- (2) Services of a telecommunications provider, as defined by Tex. Local Government Code ch. 284 and section 51.002 of the Utilities Code.

*Wireless facilities* mean "micro network nodes," "network nodes," and "node support poles" as defined in Tex. Local Government Code ch. 284.

*Wireless service* means any service, using licensed or unlicensed wireless spectrum, including the use of Wi-Fi, whether at a fixed location or mobile, provided to the public using a network node.

*Wireless service provider* means a person that provides wireless service to the public.

Sec. 34-303. - Permitted use; application.

- (a) *Permitted use.* Collocation of network nodes and the placement of node support poles, meeting the parameters set forth in section 34-304 below and in applicable law, shall be a permitted use. No zoning or land use review shall apply.
- (b) *Permit required.* No person shall place a network node, transport facility or node support pole in the public right-of-way, without first filing a permit application and obtaining a permit therefore, except as otherwise provided in this article.
- (c) *Permit application.* All permit applications filed pursuant to this article shall be on a form, paper or electronic, provided by the City. The applicant may designate portions of its application materials that it reasonably believes contain proprietary or confidential information as "proprietary" or "confidential" by clearly marking each page of such materials accordingly.
- (d) *Application requirements.* The permit application shall be made by the network provider or its duly authorized representative and shall contain the following:
  - (1) The applicant's name, address, telephone number, and e-mail address.
  - (2) The names, addresses, telephone numbers, and e-mail addresses of all consultants, if any, acting on behalf of the applicant with respect to the filing of the application.
  - (3) Construction and engineering drawings and information confirming that the construction will be consistent with City Code and design manual.
- (e) *Routine maintenance and replacement.* A permit application shall not be required for: (i) routine maintenance; or for (ii) the replacement of a node with another node that is substantially similar.
- (f) *Information updates.* Any amendment to information contained in a permit application shall be submitted in writing to the City within 30 days after the change necessitating the amendment.
- (g) *Application fees.* See appendix A - City of Shavano Park Fee Schedule.
- (h) *CPS Energy Coordination.* Although not required by this Article, Network Providers are encouraged to complete a Preliminary Site Survey with CPS Energy before submitting any Application for the installation of Network Nodes or Node Support Poles in City Rights-of-Way. The CPS Energy Preliminary Site Survey will coordinate the safe and efficient supply of electrical power to proposed Network Node installations with minimal disruption to existing infrastructure in the Rights-of-Way. Conducting the Preliminary Site Survey will guide Network Providers in selecting the sites that are

most cost-effective from the perspective of incurring expenses for installation of line extensions necessary to provide electric service to the proposed Network Node. More importantly, by completing the Preliminary Site Survey in advance of submitting an Application, the Network Provider would rule out the possibility that a proposed Network Node site is later found as not eligible for such installation based on technical, engineering or cost considerations. This would avoid unnecessary delays in the City's permitting process and streamline the coordination of electric service for the Network Node installation.

Sec. 34-304. - Action on Right-of-Way permit applications.

a) Application Review and Fees. The City shall review Applications for Network Nodes, Node Support Poles and Transport Facilities in light of their conformity with applicable law, and the requirements of the City Code and Design Manual; charge reasonable Application fees as permitted by law; and issue Permits to Network Providers for the use of City Rights-of-Way on nondiscriminatory terms and conditions as outlined in the following table and subject to other requirements herein:

<u>Network Node Activity</u>	<u>One-Time Application Fees</u>	<u>Shot Clock Timelines for Review of Application</u>
<u>Network Node on Node Support Pole</u>	<u>\$1,000 per Application</u>	<u>10 days completeness review and 90 days to approve or deny Application. If Application is incomplete, the shot clock timeline will be reset to 90 days upon submission of a complete Application.</u>
<u>Network Node on City-Owned Pole</u>	<u>\$500 for up to 5 Network Nodes per Application and \$250 for each additional Network Node</u>	<u>10 days completeness review and 90 days to approve or deny Application. If Application is incomplete, the shot clock timeline will be reset to 90 days upon submission of a complete Application.</u>
<u>Network Node on Electric or Telephone Utility Pole</u>	<u>\$500 for up to 5 Network Nodes per Application and \$250 for each additional Network Node</u>	<u>10 days completeness review and 90 days to approve or deny Application. If Application is incomplete, the shot clock timeline will be reset to 90 days upon submission of a complete Application.</u>
<u>Transport Facility</u>	<u>No Application Fee</u>	<u>10 days completeness review and 21 days to approve or deny Application. If the Application is incomplete, the shot clock timeline will stop running on the date of notification until such time that a complete Application is submitted.</u>

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**Commented [GG1]:** This incorporates the FCC shot clocks and the reset of the 90 days for incomplete Applications.

**Commented [GG2]:** Left the Chapter 284 fees on the basis that they represent recovery of actual cost. If a wireless provider disagrees, it would have to bring a lawsuit to make City prove reasonableness of the fee. City needs to decide if it wants to proceed in this manner.

**Commented [GG3]:** Same as above.

**Commented [GG4]:** Again, left Chapter 284 fees.

**Commented [GG5]:** Same as above.

**Commented [GG6]:** This incorporates Chapter 284 shot clock and the tolling of shot clock when Application is incomplete. FCC Order did not address Transport Facilities.

<u>Micro Network Node</u>	<u>Notice of installation required.</u> <u>No Application Fee</u>	<u>Not Applicable</u>
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1) Within 10 days of receiving an Application for a Network Node, Node Support Pole or Transport Facility, the City will notify the Applicant if the Application is incomplete and identify the missing information. There shall be no additional fee charged for resubmittal of a complete and revised Application.

2) The City shall advise the Applicant in writing of its final decision, and, if denied, the basis for that denial, including specific provisions of City Code, Design Manual or applicable law on which the denial was based, and send the documentation to the Applicant on or before the day the City denies the application. The City shall approve or deny the revised Application within 90 days of receipt of the amended Application. The subsequent review by the City shall be limited to the deficiencies cited in the original denial.

3) If the City fails to act on an Application within the shot clock review period specified in this Section, the application shall be deemed approved.

4) An Applicant may file a consolidated Application and receive permits for up to 30 Network Nodes. Provided, however, that the City's denial of any Network Node within a single Application shall not affect other Network Nodes submitted in the same Application. The City shall grant permits for any and all Network Nodes in a single Application that it does not deny, subject to the requirements of this Section.

5) A Network Provider proposing to install a Micro Network Node in City Rights-of-Way shall provide the City notice, prior to installation, of the GIS coordinates of the proposed site, along with proof that such Micro Network Node will not interfere with municipal wireless systems that utilize licensed or unlicensed frequencies in City operations.

~~(a) Review of applications. The City shall review applications for network nodes, node support poles and transport facilities in light of their conformity with applicable law, City Code and design manual and shall issue such permits on nondiscriminatory terms and conditions subject to the following requirements:~~

~~(1) Within 30 days of receiving an application for a network node or node support pole, or ten days for a transport facility, the City shall determine and notify the applicant whether the application is complete; or if incomplete, the City must specifically identify the missing information in such notification. There shall be no fee charged for completion and resubmittal of an application.~~

~~(2) The City shall make its final decision to approve or deny a complete application no later than (i) 21 days after receipt of a complete application for a transport facility;~~

**Commented [GG7]:** Added this provision to ensure cable operators provide the City advance notice of the installation of Micro Network Nodes and proof that the facilities will not interfere with City wireless systems. City should reach out to cable operators in advance of the effective date.



~~(ii) 60 days after receipt of a complete application for a network node; and (iii) 150 days after receipt of a completed application for a new node support pole.~~

~~(3) The City shall advise the applicant in writing of its final decision, and, if denied, the basis for that denial, including specific provisions of City Code, design manual or applicable law on which the denial was based, and send the documentation to the applicant on or before the day the City denies the application. The applicant may cure the deficiencies identified by the City and resubmit the application within 30 days of the denial without paying an additional application fee. The City shall approve or deny the revised application within 90 days of receipt of the amended application. The subsequent review by the City shall be limited to the deficiencies cited in the original denial.~~

~~(4) If the City fails to act on an application within the review period specified in this section, the application shall be deemed approved.~~

~~(5) An applicant seeking to collocate network nodes may, at the applicant's discretion, file a consolidated application and receive permits for up to 30 network nodes. Provided however, the City's denial of any node within a single application shall not affect other nodes submitted in the same application. The City shall grant permits for any and all nodes in a single application that it does not deny, subject to the requirements of this section.~~

(b) *Review of eligible facilities requests.* Notwithstanding any other provision of this chapter, the City shall approve and may not deny applications for eligible facilities requests within 60 days according to the procedures established under 47 CFR 1.40001(c).

(c) *Exempted work from review.* Notwithstanding any other provision of this article, a network provider is not required to submit an application, obtain a permit, or pay a rate for work described under Tex. Local Government Code § 284.157.

Sec. 34-305. - Network nodes in the public right-of-way; maximum height; other requirements.

(a) *Maximum size of permitted use.* Collocation of permitted use network nodes in the public right-of-way shall be subject to the size limitations specified in Tex. Local Government Code § 284.003.

(b) *Compliance with undergrounding requirements.* In accordance with Tex. Local Government Code § 284.107, a network provider shall comply with nondiscriminatory undergrounding requirements, including municipal ordinances, zoning regulations, state law, private deed restrictions, and other public or private restrictions, that prohibit installing aboveground structures in a public right-of-way without first obtaining zoning or land use approval.

(c) *Installation in municipal parks and residential areas.* A network provider may not install a new node support pole in a public right-of-way without the City's discretionary, nondiscriminatory, written consent of the City Manager if the public

right-of-way is located in a municipal park or is adjacent to a street or thoroughfare that is 1) not more than 50 feet wide; and 2) adjacent to single-family residential lots or other multifamily residences or undeveloped land that is designated for residential use by zoning or deed restrictions. A network provider shall comply with private deed restrictions and other private restrictions when installing network nodes in parks and residential areas.

- (d) *Zoning.* A network provider seeking to construct, replace or modify a pole or node in the public right-of-way that exceeds the height or size limits contained in this section, shall be subject to applicable zoning requirements.

Sec. 34-306. - Effect of permit.

- (a) *Authority granted.* A permit from the city authorizes an applicant to undertake only certain activities in accordance with this chapter, and does not create a property right or grant authority to the applicant to impinge upon the rights of others who may already have an interest in the public right-of-way.
- (b) *Time of installation.* A network provider shall begin the installation for which a permit is granted not later than six months after final approval and shall diligently pursue the installation to completion. Provided, however, the City may place a longer time limit on completion or grant reasonable extensions of time as requested by the network provider.
- (c) *Right to occupy.* Once a network provider has collocated a network node or placed a node support pole pursuant to a permit, the provider shall be permitted to continue to maintain such collocation or such pole unless required to remove or relocate under the terms of this chapter.

Sec. 34-307. - Removal, relocation or modification of network nodes in the ROW.

- (a) *Notice.* Within 90 days following written notice from the City, a network provider shall, at its own expense, protect, support, temporarily or permanently disconnect, remove, relocate, change or alter the position of any network node or node support pole within the public right-of-way whenever the City has determined that such removal, relocation, change or alteration, is reasonably necessary for the construction, repair, maintenance, or installation of any City improvement in or upon, or the operations of the City in or upon, the public right-of-way.
- (b) *Emergency removal or relocation of facilities.* The City retains the right and privilege to disconnect or move any network node located within the public right-of-way of the City, as the City may determine to be necessary, appropriate or useful in response to any public health or safety emergency. If circumstances permit, the City shall notify the network provider and allow the network provider an opportunity to move its own facilities prior to the City disconnecting or removing a facility and shall notify the network provider after disconnecting or removing a network node or node support pole.

- (c) *Abandonment of facilities.* Upon abandonment of a network node or node support pole within the public right-of-way, the network provider shall notify the City within 90 days. Following receipt of such notice, the City may direct the network provider to remove all or any portion of a network node or node support pole if the City, or any of its departments, determines, subject to City Code, that such removal is necessary to protect public health, safety and welfare.

Sec. 34-308. - Public right-of-way rate.

- (a) *Annual rate.* See appendix A - City of Shavano Park Fee Schedule. Once a network provider has installed and made operational a network node in the public right-of-way, network provider shall pay to the City compensation for use of the public right-of-way annually per node in the City public right-of-way as authorized by state law. If fee is increased by state law, this fee shall be adjusted to reflect state law.
- (b) *Cease payment.* A network provider is authorized to remove its facilities at any time from the public right-of-way and cease paying the City compensation for use of the public right-of-way following removal and notification to the City of such removal.

Sec. 34-309. - Attachment to service poles in the public right-of-way.

A network provider shall be permitted to attach network nodes to city-owned service poles, consistent with applicable law and City Code and subject to the requirements specified herein.

- (1) *Permits.* A network provider shall obtain a permit, pursuant to the terms of this chapter, prior to collocating network nodes on service poles.
- (2) *Make ready.* Network provider shall be responsible for costs for make ready work on City service poles to which provider seeks to place a network node.
- (3) *Technical limitations.* In the event the City determines, based upon technical grounds, that inadequate space exists on a service pole to accommodate the proposed network node, such pole may be replaced by network provider, at the network provider's expense, with a service pole with adequate space to accommodate the proposed network node.
- (4) *Facilities rearrangements.* If another provider would have to rearrange or adjust any of its facilities to accommodate a new network node, the City shall use reasonable efforts to work with the affected providers to coordinate such activity. The applicant shall not be responsible for any third-party costs, including those of other network providers, to adjust existing attachments.
- (5) *Service pole attachment fee.* See appendix A - City of Shavano Park Fee Schedule.
- (6) *Cease payment.* A network provider is authorized to remove its facilities at any time from a service pole in the public right-of-way and cease paying the attachment fee to the City upon notification to the City that the facilities have been removed.

Sec. 34-310. - Transport facilities.

Installation of transport facilities, including applicable compensation to the City for such facilities, shall be governed by Tex. Local Government Code § 284.055. See appendix A - City of Shavano Park Fee Schedule for fees detailed in this section.

Sec. 34-311. - Design manual.

A network provider shall comply with the City's design manual, included as Attachment A to this article, in place on the date a permit application is filed in relation to work for which the City has approved a permit application. The City's design manual may not conflict with applicable law and must be competitively neutral. The design manual is on file with the City Secretary.

APPENDIX A - CITY OF SHAVANO PARK FEE SCHEDULE

<b><u>NETWORK PROVIDERS' ACCESS TO PUBLIC RIGHTS-OF-WAY FEES</u></b>	
<b>COLOCATION FEE FOR NETWORK NODES ON SERVICE POLES:</b>	
Annual fee for each service pole	\$20.00
<b>NETWORK NODES APPLICATION FEE:</b>	
For each application containing up to five (5) network nodes	\$500.00
For each additional network node beyond five (5)	\$250.00
<b>NETWORK NODE ANNUAL SITE RENTAL FEE:</b>	
For each Network Node not attached to City-owned pole: <i>Note: Adjusted on an annual basis, by an amount equal to one-half of the annual change, if any, in the Consumer Price Index</i>	\$250.00
For each Network Node attached to City-owned pole: <i>Note: Adjusted on an annual basis, by an amount equal to one-half of the annual change, if any, in the Consumer Price Index</i>	\$270.00
<b>NODE SUPPORT POLE APPLICATION FEE:</b>	
For each node support pole	\$1,000.00
<b>TRANSPORT FACILITY APPLICATION FEE:</b>	
For each application containing up to five (5) network nodes	\$500.00
For each additional network node beyond five (5)	\$250.00
<b>TRANSPORT FACILITY MONTHLY RENTAL FEE:</b>	
For each network node site <i>Note: Not to exceed the monthly aggregate per-note fee</i>	\$28.00

**Commented [GG8]:** Inserted FCC Order annual fee to apply to installations that use City property.

# **Design Manual for the City of Shavano Park, Texas**

*for the  
Installation of Network Nodes and Node Support Poles  
pursuant to Tex. Loc. Gov. Code, Chapter 284.*

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## SECTION 1. PURPOSE AND APPLICABILITY.

The City of Shavano Park, Texas (“City”) recognizes ~~its that the State of Texas has delegated to the City the fiduciary duty, as a trustee, to manage the public right-of-way for the health, safety, and welfare of the public to Texas municipalities.~~

*Purpose:* Loc. Gov. Code, Chapter 284 allows certain wireless Network Providers to install in the public rights-of-way their small cell wireless facilities, described and defined in ~~Tex. Loc. Gov. Code, Chapter 284, Sec. 284.002 as “Micro Network Nodes”, “Network Nodes” (which includes Micro Network Nodes), and “Node Support Poles,” and City-owned Service Poles.~~

As expressly allowed by Tex. Loc. Gov. Code, Chapter 284, Section 284.108, and pursuant to its police power authority reserved in Sec. 284.301<sup>1</sup>, the City enacts ~~the provisions of this~~ Design Manual Guidelines in order to meet its obligations to manage its Public Rights-of-Way ~~fiduciary duty to the citizens of the City, and to streamline the process for give assistance and guidance to wireless telecommunications providers to assist such companies in the timely, efficient, and safe and aesthetically pleasing installation of Network Nodes or Small Cell Equipment on Node Support Poles, City owned Service Poles, electric utility poles and telephone poles. The Design Manual is also intended to provide Network Providers guidance with respect to appropriate concealment measures for their installations. technologically competitive equipment.~~

*Applicability:* ~~This Design Manual is for siting and criteria for the installation Wireless Facilities, including Micro Network Nodes, Network Nodes, Node Support Poles and related ground equipment being installed pursuant to Loc. Gov. Code, Chapter 284~~

This Design Manual shall apply to any ~~Csittings, installations, collocations~~ that occurs in, on, over or under the ~~Ppublic R~~ights-of-~~W~~ay of Network ~~N~~odes, Node ~~S~~upport ~~P~~oles, ~~Micro network nodes~~, Distributed Antenna Systems, microwave communications or other Wireless Facilities, by whatever nomenclature, whether they are installed pursuant to Chapter 284, or installed pursuant to an agreement as agreed to and consented to by the City in its discretion, or installed as may otherwise be allowed by state law.

This Design Manual is also intended to protect the integrity of residential and commercial architectural and design features representative of the City’s history and culture, while promoting the deployment of advanced wireless technology by establishing technical and design standards for the installation of Network Nodes, Node Support Poles and related ground equipment being installed pursuant to Loc. Gov. Code, Chapter 284

## SECTION 2. DEFINITIONS.

The definitions as used in Tex. Loc. Gov. Code, Chapter 284, Sec. 284.002 shall be used in this Design Manual, unless otherwise noted in this Section 2, below.<sup>2</sup>

*Abandon* and its derivatives means the facilities installed in the Public Right-of-Way (including by way of example but not limited to: poles, wires, conduit, manholes, handholes, cuts, Network Nodes and Node Support Poles, or portion thereof) that have been left by a Provider in an unused or non-functioning condition for more than 120 consecutive calendar days unless, after notice to Provider, Provider has established to the reasonable satisfaction of the City that the applicable facilities, or portion thereof, are still in active use.

*Antenna* means communications equipment that transmits or receives electromagnetic radio frequency signals used in the provision of Wireless Services.

*Applicable Codes* means:

- (A) uniform building, fire, electrical, plumbing, or mechanical codes adopted by a recognized national code organization; and
- (B) City local amendments to those codes to the extent not inconsistent with Chapter 284.

Application means a Small Cell Application or Transport Application.

*City* means the City of Shavano Park, Texas or its lawful successor.

City Code means the code of ordinances of the City of Shavano Park.

*City Council* means the municipal governing body of the City of Shavano Park, Texas.

*Chapter 284* means Tex. Loc. Gov. Code, Chapter 284.

*Collocate* and Collocation mean the installation, mounting, maintenance, modification, operation, or replacement of Network Nodes in a Public Right-of-Way on or adjacent to a Pole.

*Concealment or Camouflaged* means any Wireless Facility any other applicable equipment or Pole that is covered, blended, painted, disguised, camouflaged or otherwise concealed such that the Wireless Facility blends into the surrounding environment and is visually unobtrusive as allowed as a condition for City advance approval under Chapter 284, Sec. 284.105 in Historic or Design Districts. A Concealed or Camouflaged Wireless Facility or Pole also includes any Wireless Facility or Pole conforming to the surrounding area in which the Wireless Facility or Pole is located and may include, but is not limited to hidden beneath a façade, blended with surrounding area design, painted to match the supporting area, or disguised with artificial tree or plant features branches.

CPS Energy Pole means a Utility Pole owned and operated by CPS Energy, a municipally owned utility, as defined by Section 11.003, Utilities Code, and located in a Public Right-of-Way.

*Decorative Pole* means a streetlight pole specially designed and placed for aesthetic purposes and on which no appurtenances or attachments, other than specially designed informational or

directional signage or temporary holiday or special event attachments, have been placed or are permitted to be placed according to nondiscriminatory municipal codes.

*Disaster* ~~E~~emergency or ~~D~~isaster or ~~E~~emergency means an imminent, impending, or actual natural or humanly induced situation wherein the health, safety, or welfare of the residents of the City is threatened, and includes, but is not limited to any declaration of emergency by the City, state or federal governmental authorities.

*Design District* means an area that is zoned or otherwise designated by the City Code, and for which the City maintains and enforces unique design and aesthetic standards on a uniform and nondiscriminatory basis.

*Distributed Antenna System or DAS* shall be included as a type of “Network Node.”

~~Easement~~ means and shall include any public easement or other compatible use created by dedication, or by other means, to the city for public utility purposes or any other purpose whatsoever. ~~“Easement” shall include a private easement used for the provision of utilities.~~

*Federal Communications Commission or FCC* means the Federal Administrative Agency, or lawful successor, authorized to oversee cable television and other multi-channel regulation on a national level.

*Highway* ~~R~~ight-of-~~W~~ay means right-of-way adjacent to a state or federal highway.

*Historic District* means an area that is zoned or otherwise designed as a historic district under City, state, or federal law.

*Infrastructure Provider* shall be included as a type of Network Provider.

*Law* means common law or a federal, state, or local law, statute, code, rule, regulation, order, or ordinance.

*Local* means within the geographical boundaries of the City.

*Location* means the City approved and lawfully permitted location for the Network Node.

*Macro* ~~T~~ower means a guyed or self-supported pole or monopole greater than the height parameters prescribed by Chapter 284, Section 284.103 and that supports or is capable of supporting Antennas.

*Manager* means the City Manager for the City of Shavano Park, Texas, or designee.

*Micro* ~~N~~etwork ~~N~~ode means a Network Node that is not larger in dimension than 24 inches in length, 15 inches in width, and 12 inches in height, and that has an exterior antenna, if any, not

longer than 11 inches.

*Municipal ~~P~~ark* means an area that is zoned or otherwise designated by ~~the City~~municipal ~~C~~ode as a public park for the purpose of recreational activity.

*Municipally owned utility pole* means a utility pole owned or operated by a municipally owned utility, as defined by Section 11.003, Utilities Code, and located in a public right-of-way.

~~MUTCD means Manual of Uniform Traffic Control Devices.~~

*Network ~~N~~ode* means equipment at a fixed location that enables wireless communications between user equipment and a communications network. Such equipment is also referred to as “Small Cell Equipment”. The term:

(A) includes:

- (i) equipment associated with wireless communications;
- (ii) a radio transceiver, an ~~A~~antenna, a battery-only backup power supply, and comparable equipment, regardless of technological configuration; and
- (iii) coaxial or fiber-optic cable that is immediately adjacent to and directly associated with a particular ~~C~~ollocation; and

(B) does not include:

- (i) an electric generator;
- (ii) a ~~P~~pole; or
- (iii) a ~~M~~macro ~~T~~tower

*Network ~~P~~rovider* means:

(A) a ~~W~~wireless ~~S~~service ~~P~~provider; or

(B) a person that does not provide ~~W~~wireless ~~S~~services and that is not an electric utility but builds or installs on behalf of a ~~W~~wireless ~~S~~service ~~P~~provider:

- (i) ~~N~~network ~~N~~nodes; or
- (ii) ~~N~~node ~~S~~support ~~P~~poles or any other structure that supports or is capable of supporting a ~~N~~network ~~N~~node. Such a person is also referred to as an “Infrastructure Provider.”

*Node ~~S~~support ~~P~~pole* means a pole installed by a ~~N~~network ~~P~~provider for the primary purpose of supporting a ~~N~~network ~~N~~node.

*Permit* means a written authorization granted pursuant to a Small Cell Application or Transport Facility Application for the use of the ~~P~~public ~~R~~right-of-~~W~~way ~~or collocation on a service pole~~ required from ~~the City~~a municipality before a ~~N~~network ~~P~~provider ~~or Infrastructure Provider~~ may perform an action or initiate, continue, or complete a project over which the ~~City~~municipality has police power authority.

*Pole* means a ~~S~~service ~~P~~pole, ~~CPS Energymunicipally-owned utility~~ ~~P~~pole, ~~N~~node ~~S~~support ~~P~~pole, or ~~U~~utility ~~P~~pole.

Preliminary Site Survey means a field survey applicable to the proposed installation of a Network

Node or Node Support Pole attended by CPS Energy and the Network Provider, prior to the submission of an Application to the City, conducted for the purpose of determining the general engineering requirements for providing electricity at the proposed Location.

*Private Easement* means an easement or other real property right that is only for the benefit of the grantor and grantee and their successors and assigns.

*Provider* has the same meaning as “Network Provider.”

*Public Right-of-Way* means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easement in which the City-municipality has an interest. The term does not include:

- (A) a Pprivate Eeasement; or
- (B) the airwaves above a Ppublic Rright-of-Wway with regard to wireless telecommunications.

*Public Right-of-Way Mmanagement Oordinance* means the City of Shavano Park Code of Ordinances ~~an ordinance that complies with Chapter 284, Subchapter C.~~

*Residential Area* means land that is designated for residential use by City zoning regulations as defined under Chapter 36 or private deed restrictions.

*SCADA or Supervisory Control and Data Acquisition Ssystems* means a category of software application programs and hardware used by the City for process control and gathering of data in real time from remote locations in order to monitor equipment and conditions of allthe City public ~~water and wastewater~~ utility facilities. These systems may utilize both wirelinecable and wireless communications.

*Service Ppole* means a pole ~~, other than a municipally owned utility pole,~~ owned or operated by the Citya-municipality and located in a Ppublic Rright-of-Wway, including:

- (A) a pole that supports traffic control functions;
- (B) a structure for signage;
- (C) a pole that supports lighting, other than a decorative pole; and
- (D) a pole or similar structure owned or operated by the Citya-municipality and supporting only Nnetwork Nnodes.

*Small Cell Application* means a written request submitted to the City for a Permit for the Collocation of a Network Node or Node Support Pole in Public Right-of-Way. A Small Cell Application must include all the information required by the City at the time of submission in order to be considered complete at submission.

*Small Ceell Equipment* shall be included as a type of “Network Node.”

*Street* means only the paved portion of the Public Rright-of-Wway used for vehicular travel, being the area between the inside of the curb to the inside of the opposite curb, or the area between the two parallel edges of the paved roadway for vehicular travel where there is no curb. A “Street” is

generally part of, but smaller in width than the width of the entire ~~Public Right-of-Way~~, while a ~~the Public Right-of-Way~~ may include sidewalks and utility easements, which a “Street” does not. A “~~Street~~” does not include the curb or the sidewalk, if either are present at the time of a ~~Small Cell A-permit~~ application or if added later.

SWPPP shall mean Storm Water Pollution Prevention Plan.

TAS means Texas Accessibility Standards.

*Traffic Signal* means any device, whether manually, electrically, or mechanically operated attached to a Service Pole by which traffic is alternately directed to stop and to proceed.

*Transport Facility* means each transmission path physically within a ~~Public Right-of-Way~~, extending with a physical line from a ~~Network Node~~ directly to a communicationsthe network, for the purpose of providing backhaul for ~~Network Nodes~~.

*Transport Facility Application* means a written request submitted to the City for a Permit for the purpose of installing a Transport Facility in Public Right-of-Way. A Transport Facility Application must identify the Network Node it is intended to serve and include all the information required by the City at the time of submission in order to be considered complete at submission.

*Underground ~~Compliance Requirement~~ Area* shall mean means an area where ~~Poles~~, overhead wires, and associated overhead or above ground structures have been removed and buried or have been approved for burial underground pursuant to ~~City municipal~~ ordinances, zoning regulations, state law, private deed restrictions, and other public or private restrictions, that prohibit installing aboveground structures in a ~~Public Right-of-Way~~.

*User* means a person or organization which conducts a business over facilities occupying the whole or a part of a ~~Public street~~ or ~~Public Right-of-Way~~, depending on the context.

*Utility ~~P~~ole* means a pole that provides:

- (A) electric distribution with a voltage rating of not more than 34.5 kilovolts; or
- (B) services of a telecommunications provider, as defined by Chapter 284, Section 51.002, Utilities Code.

*Wireless Facilities* mean “Micro Network Nodes,” “Network Nodes,” and “Node Support Poles” as defined in Texas Local Government Code Chapter 284.

*Wireless ~~S~~ervice* means any service, using licensed or unlicensed wireless spectrum, including the use of Wi-Fi, whether at a fixed location or mobile, provided to the public using a ~~Network Node~~.

*Wireless ~~S~~ervice ~~P~~rovider* means a person that provides ~~W~~wireless ~~S~~service to the public.

~~*Wireless facilities* mean “Micro Network Nodes,” “Network Nodes,” and “Node Support Poles” as defined in Texas Local Government Code Chapter 284.~~



### SECTION 3. PROHIBITED AND PREFERRED LOCATIONS OF MICRO NETWORK NODE, NETWORK NODE, NODE SUPPORT POLE AND RELATED GROUND EQUIPMENT.

#### A. Prohibited or Restricted Areas for Certain Wireless facilities, except with Separate City Agreement or Subject to Concealment Conditions.

1. ***Municipal Parks and Residential Areas.*** In accordance with Chapter 284, Sec. 284.104 (a), a Network Provider may not install a Node Support Pole in a ~~P~~ublic ~~R~~ight-of-~~W~~ay without the City's discretionary, nondiscriminatory, and written consent if the ~~P~~ublic ~~R~~ight-of-~~W~~ay is in a Municipal ~~P~~ark or is adjacent to a street or thoroughfare that is:

- a. not more than 50 feet wide of paved street surface, being the area measured as the shortest distance between the inside of the curb to the inside of the opposite curb, or the area measured as the shortest distance between the two parallel edges of the paved roadway for vehicular travel where there is no curb; and
- b. adjacent to single-family residential lots or other multifamily residences or undeveloped land that is designated for residential use by zoning or deed restrictions.

1.1. In accordance with Chapter 284, Sec. 284.104 (b), a Network Provider installing a Network Node or Node Support Pole in a ~~P~~ublic ~~R~~ight-of-~~W~~ay described above shall comply with private deed restrictions and other private restrictions in the area that apply to those facilities.

1.2. Each permit application shall disclose if it is within a Municipal Park and Residential Areas as described above.

2. ***Compliance with Undergrounding Requirements.*** In accordance with Chapter 284, Sec. 284.107, a Network Provider shall comply with nondiscriminatory undergrounding requirements, including municipal ordinances, ~~zoning regulations~~, state law, ~~private deed restrictions~~, and other ~~applicable Law~~ ~~public or private restrictions~~, that prohibit installing above-ground structures in a ~~P~~ublic ~~R~~ight-of-~~W~~ay without first obtaining ~~zoning or land use approval~~ from the City.

2.1. Areas may be designated from time to time by the City as Underground Requirement Areas in accordance with filed plats, and or conversions of overhead to underground areas, as may be allowed by law.

2.2. Each ~~A~~permit application shall disclose if it is within an area that has undergrounding requirements.

#### B. Least ~~P~~referable ~~L~~ocations.

1. ***Residential Areas and Parks.*** A Network Provider is discouraged from installing a Network Node on an existing ~~P~~pole in a ~~P~~ublic ~~R~~ight-of-~~W~~ay without written consent from the City Council if the ~~P~~ublic ~~R~~ight-of-~~W~~ay is located in or adjacent to a ~~s~~Street or thoroughfare that is adjacent to a ~~M~~municipal ~~P~~ark or- ~~Residential Areas~~ ~~single family residential lots or other~~



~~multifamily residences or undeveloped land that is designated for residential use by zoning or deed restrictions.~~

- 1.1. In accordance with Chapter 284, Sec. 284.104 (b) a Network Provider installing a Network Node or a Node Support Pole in a ~~P~~ublic ~~R~~ight-of-~~W~~ay shall comply with private deed restrictions and other private restrictions in the area that apply to those facilities.

### **C. Most ~~P~~referable ~~L~~ocations**

#### **1. ~~The most preferable Locations for the installation of Network Nodes and Node Support Poles are:~~**

- 1.1 Commercial zoning districts (*B-1, B-2, O-1*) if not adjacent to a Municipal Park or a Residential ~~Areazoning district~~.

1.2

- ~~2.~~ Highway Rights-of-Way areas if not adjacent to a Municipal Park or ~~a~~ Residential ~~Areazoning district~~.

### **D. Designated Areas:**

1. The City Council may designate an area as a Historic District or a Design District pursuant to ~~under Chapter~~ Section 284.105 of Chapter 284, Texas Local Government Code at any time.

2. The failure to designate an area pursuant ~~in this~~ Chapter 284 shall not mean that such an area is not within a defined district, if so designated by the City Council. Future areas may be designated as one of these ~~d~~Districts at any time. Such a designation does not require a zoning case.

3. While not required under Chapter 284 to designate Underground Compliance Areas to prohibit above ground Wireless ~~F~~acilities, the City may also, from time to time, ~~also~~ designate Underground Compliance Areas.

### **ED. Exceptions**

The City by its discretionary consent and agreement may grant exceptions to the above prohibited locations and sizes, but only in a non-exclusive, and non-discriminatory manner, as allowed or required by Chapter 284, Sec. 284.109 and Sec. 284.110.

### **F. Order of Preference ~~R~~egarding Network Node ~~A~~ttachment to ~~E~~xisting ~~F~~acilities and New Node Support Poles.**

**1. Existing Utility Poles** (~~electric poles or telephones poles~~), shall be the preferred support facility for Network Nodes and related ground equipment.

**3. Municipal Service Poles:**

- a. *Non-decorative street lights* with a height of more than 20 feet.
  - b. *Traffic signal structures* when such installation will not interfere with the integrity of the facility and will not interfere with the safety of public and in accordance with an agreement as allowed by Chapter 284, Sec. 285.056 and Sec. 284.101 (a) (3), and (b).
  - c. *Street signage* shall be a low priority use for attachment of a Network Node.
  - d. *Other municipal Service pole* use is discouraged.
4. ***New node support poles*** shall be the least preferred type of allowed facility for attachment of Network Nodes.
5. ***Ground Equipment.*** Ground equipment should be minimal and the least intrusive.

#### **SECTION 4. GUIDELINES ON PLACEMENT.**

##### **A. Generally.**

In accordance with Chapter 284.102, a Network Provider shall construct and maintain Network Nodes and Node Support Poles in a manner that does not:

1. obstruct, impede, or hinder the usual travel or public safety on a public right-of-way;
2. obstruct the legal use of a public right-of-way by other utility providers;
3. violate nondiscriminatory applicable codes;
4. violate or conflict with the City's publicly disclosed public right-of-way management ordinance or this Design Manual.
5. violate the federal Americans with Disabilities Act of 1990 (42 U.S.C. Section 12101 et seq.).

##### **B. General Requirements and Information:**

###### **1. Registration and Application Requirements**

- a. **Registration Requirement for Micro Network Nodes.** A Network Provider that proposes to install Micro Network Nodes along Public Rights-of-Way shall register with the City and provide 24/7 contact information for a network operator.
- b. **No Application Required for Micro Network Nodes.** Micro Network Nodes may be suspended on communications lines attached between existing Utility Poles, provided they do not exceed statutory dimensions. Such Micro Network Nodes are not subject to the City's Application requirements for use of Public Rights-of-Way.
- c. **No Interference with City SCADA and Wireless Systems by Micro Network Nodes.** No less than 10 days prior to installation, a Network Provider shall provide the City written notice that identify the GIS coordinates of such proposed installations. The Network Provider shall include with such notice evidence that the Micro Network Node will not interfere with any SCADA system or any wireless system used for City operations that utilize licensed or unlicensed frequencies. The City will work with the Network Provider to identify licensed and unlicensed frequencies used by the City. If necessary, the City may reveal the location of SCADA or wireless system components that may be subject to interference. In such case, the Network Provider shall maintain the location of such SCADA or wireless system components confidential. In the event of interference with any

SCADA or wireless system components, the Network Provider shall immediately shut down the Micro Network Node upon notice from the City, and shall not reactive it until the source of the interference has been identified and eliminated.

d. **Requirements for Small Cell Application.** A Network Provider shall include in a Small Cell Application the following information for each proposed installation:

- i. A copy of the Preliminary Site Survey form;
- ii. The GIS coordinates of the proposed Location for the Network Node;
- iii. Detailed engineering design drawings of the proposed Network Node prepared by a license professional engineer that meet at a minimum the following requirements:
  - (1) All radio equipment and electronics must be enclosed in an equipment cabinet;
  - (2) Antennas shall be enclosed in one cylinder enclosure or inside the equipment cabinet, unless the technical specification for the installation require that they be exposed to avoid interference with signal propagation;
  - (3) Any pole-top installation shall include a single cylinder enclosure for Antennas atop the pole, but subject to the same technical limitation as provided in subsection (2) above;
  - (4) The equipment cabinet may be attached to a Pole or mounted on a pad in the ground;
  - (5) Ground mounted equipment cabinets shall be installed to be as inconspicuous as possible;
  - (6) Wires for the installation shall not be exposed;
  - (7) Any installation on a metal or composite Service Pole shall have wires hidden inside the pole;
  - (8) Any installation subject to aesthetic or camouflage elements shall include a pictorial simulation of the proposed installation;
  - (9) The installation must be in compliance with all applicable provisions of this Design Manual and Laws;
- iv. Copy of FCC license for the proposed installation; and
- v. Application must be signed by an authorized representative of the Network Provider.

e. Requirement for Transport Facility Application

~~**Size Limits.** Network Providers shall provide detailed drawings, with calculations to show strict conformity to the size limitations as set forth in Chapter 284, in accordance with, but not limited to Chapter 284, Sec. 284.002, size of a Micro Network Node, Sec. 284.003, Size of Network Nodes, and Sec. 284.103, Max. pole height, with each application and with each request for a permit for each location.<sup>3</sup>~~

**2. State and Federal Rights-of-way permit.** If the project lies within a Highway Right-of-Way, the applicant must provide evidence of a permit from the State or Federal Government.

**3. CPS Energy Utility Poles.** If the project utilizes a CPS Energy Utility Pole as the support facility for micro network nodes or network nodes and related ground equipment, the Network Provider is required to obtain an approved CPS Energy permit for a City of Shavano Park Small Cell Permit.

**43. Confirmation of non-interference with City Safety Communication or SCADA Networks.**

- a. The Network Provider needs to provide analysis that the proposed network node shall not cause any interference with City public safety radio system, traffic signal light system, SCADA system, or other city safety communications components in accordance with Chapter 284, Sec. 284.304. Frequencies used by the City shall be provided to Network Provider upon request.
- b. It shall be the responsibility of the Network Provider to evaluate, prior to making application for permit, the compatibility between the existing City infrastructure and Provider's proposed Network Node. A Network Node shall not be installed in a location that causes any interference. Network Nodes shall not be allowed on City's public safety radio infrastructure.

**54. Improperly Located Network Node facilities, Node Support Poles and related ground equipment:**

- a. Improperly Located Network Node facilities, Node Support Poles and related ground equipment shall not impede pedestrian or vehicular traffic in the Right-of-Way. If any Network Node facilities, Node Support Poles or ground equipment is installed in a location that is not in accordance with the plans approved by the City Director of Community Development Services Department and impedes pedestrian or vehicular traffic or does not comply or otherwise renders the Right-of-Way non-compliant with applicable Laws, including the American Disabilities Act, then Network Provider shall promptly remove the Network Node facilities, Node Support Poles or ground equipment.
- b. Notice to Remove unauthorized facilities and relocate and penalty: After 30 days' notice to remove of Network Node facilities, Node Support Poles or ground equipment that is located in the incorrect permitted location, if not relocated the Network Provider shall be subject to a penalty of \$500.00 per day penalty until the Network Node facilities, Node Support Poles or ground equipment is relocated to the correct area within the permitted Location, regardless of whether or not the Network Provider's contractor, subcontractor, or vendor installed the Network Node facilities, Node Support Poles or ground equipment in strict conformity with the City ordinances, and other applicable ordinances concerning improperly located facilities in the rights-of-way.

**C. Specific Requirements**

In accordance with Texas Local Government Code Section 284.108, the following shall apply to all network node installations in the right of way ('ROW'):

1. Network providers shall be responsible for ensuring compliance with all applicable federal, state, and other local installation and construction standards and industry best practices, as well as the Americans with Disabilities Act.

2. New node support poles shall be located at least two hundred (200) feet from any existing pole of any type, unless the City Manager determines in his sole discretion that the network provider has shown good cause for granting an exception to the distance requirement. Good cause is

determined in the director's sole discretion and, in any event must be based on the unavailability or unsuitability of all other feasible locations.

3. Electrical power to network nodes and related equipment shall be wholly separate from electrical power serving City of Shavano Park equipment including traffic signal devices, street lighting, etc. In addition, applicants shall be responsible for compliance with applicable CPS ~~Energy electric service standards.~~meter requirements.

4. All electrical and communication cabling to network nodes and related equipment shall be run in its own conduit path outside of the conduit path used by City of Shavano Park infrastructure.

5. In order to permit emergency power shut-downs, an electrical cutoff, accessible by City of Shavano Park personnel, shall be provided at each network node or related equipment installation with separate electrical power service.

6. Installation of network nodes and related equipment shall not hinder the intended operation and visibility of all traffic control devices, including but not limited to signal faces, signals, detectors, push buttons, etc.

7. When approved pursuant to applicable procedures and reviews, including load analysis, extensions may be mounted to municipally owned poles to permit installation of a network node or related equipment.

8. All pole excavations, construction activities, and aerial installations on poles in the ROW shall be carried on as to minimize interference with the use of City's public ROWs and with the use of private property, in accordance with all regulations of the City necessary to provide for public health, safety and convenience.

#### **D. Underground Requirement Areas.**

1. In accordance with Chapter 284.107, a Network Provider shall, in relation to installation for which the City approved a permit application, comply with nondiscriminatory undergrounding requirements, including municipal ordinances, zoning regulations, state law, private deed restrictions, and other public or private restrictions, that prohibit installing aboveground structures in a public right-of-way without first obtaining zoning or land use approval.

2. If a location is designated by the City to transits to be an Underground Requirement Area, then a Network Provider's permit for the location of the Micro Network Node, Network Node, Node Support Pole, and related ground equipment at such location will be revoked 90 days after the designation, with removal of said the Micro Network Node, Network Node, Node Support Pole, and related ground equipment at such location within 90 days of such designation, or as otherwise reasonably allowed by the City for the transition of other overhead facilities.

3. Before commencing underground installation, 811 Dig Test must be called so that the area can be flagged for underground utilities.

### **ED. Network Node facilities placement.**

1. ***Right-of-Way:*** Network Node facilities, Node Support Poles and related ground equipment shall be placed, as much as possible, within two feet of the outer edge of the Right-of-Way line to minimize any obstruction, impediment, or hindrance to the usual travel or public safety on a public right-of-way.
2. ***Height above ground.*** Network Node attachments to a pole shall be installed at least eight (8) feet above the ground in accordance with Chapter 284, Sec. 284.108, and if a Network Node attachment is projecting toward the street, for the safety and protection of the public and vehicular traffic, the attachment shall be installed no less than sixteen (16) feet above the ground.
3. ***Protrusions.*** In accordance with Chapter 284, Sec. 284.003 (a) (1) (C), Sec. 284.003 (a) (2) (C) and Sec. 284.003 (a) (3) (B) no protrusion from the outer circumference of the existing structure or pole shall be more than two (2) feet.
4. ***Limit on number of Network Nodes per Site.*** There shall be no more than one Network Node on any one Pole.

### **FE. New Node Support Poles.**

1. ***New Node Support Poles Spacing.*** New node support poles shall be spaced apart from existing utility poles or Node Support poles at the same as the spacing between utility poles in the immediate proximity, but no less than at a minimum 300 feet from a utility pole or another Node Support Pole to minimize the hazard of poles adjacent to road ways and to minimize effect on property values and aesthetics on the area.
2. ***Height of Node Support Poles or modified Utility Pole.*** In accordance with Chapter 284, Sec. 284.103 a Node support pole or modified Utility Pole may not exceed the lesser of:
  - a. 10 feet in height above the tallest existing utility pole located within 500 linear feet of the new pole in the same public right-of-way; or
  - b. 505 feet above ground level.

### **GF. Ground Equipment.**

1. ***Ground Equipment near street corners and intersections.*** Ground equipment should be minimal and the least intrusive. In accordance with Chapter 284.102 (1), to minimize any obstruction, impediment, or hindrance to the usual travel or public safety on a public right-of-way the maximum line of sight required to add to safe travel of vehicular and pedestrian traffic and in order to maximize that line of sight at street corners and intersections and to minimize hazards at those locations, ground equipment may not be installed within 250 feet of a street corner or a street intersection.
2. ***Ground Equipment near Municipal Parks.*** For the safety of Municipal park patrons, particularly small children, and to allow full line of sights near Municipal park property, the



Network Provider shall not install Ground Equipment in a Right-of-Way that is within a Park or within 250 feet of the boundary line of a Park, unless approved by the City Manager in writing.

3. ***Minimize Ground equipment density:*** In accordance with Chapter 284, Sec. 284.102 (1) to enhance the safety requirements of line of sight of pedestrians, particularly small children, the City Manager, or designee, may deny a request for a proposed Location if the Network Provider installs Network Node ground equipment where existing ground equipment within 300 feet already occupies a footprint of 25 sq. ft. or more.

4. ***Water, Sewer and Storm Drainage Lines:*** Special precautions must be taken where underground fiber optic cable is installed in public street right-of-ways commonly used for utility corridors.

- a. Underground utilities and service connections must be identified prior to excavation. 811 Dig Test or similar underground utility contractor must be contacted to identify the locations of subsurface utilities.
- b. If temporary disruption of service is required, the installation contractor must notify the City, the service provider, and customers at least 24 hours in advance. No service on such lines may be disrupted until prior approval from the City and the service provider.
- c. At locations where the fiber optic cable will cross other subsurface utilities or structures, the cable must be installed to provide a minimum of 12 inches of vertical clearance between it and the other subsurface utilities or structures, while still maintaining the other applicable minimum depth requirement. To maintain the minimum depth requirement, the cable must be installed under the existing utility. If the minimum 12-inch clearance cannot be obtained between the proposed cable facility and the existing utility, the fiber optic cable must be encased in steel pipe of avoid future damage.
- d. ***Existing Water Lines:*** No communication lines shall be placed on top of a water line but may be placed to the side of a water line at least 4 feet from the center line of the water line. When crossing a water line, a 12-inch vertical or horizontal clearance must be maintained. Poles must be at least 3 feet from a water line.
- e. ***Existing Sewer Lines:*** No communication lines shall be placed on top of a sewer line but may be placed to the side of a sewer line at least 4 feet from the center line of the sewer line. When crossing a sewer line, a 12-inch vertical or horizontal clearance must be maintained. Poles must be at least 3 feet from a sewer line.
- f. ***Existing Storm Drainage Lines:*** No communication lines shall be placed on top of a storm drainage line but may be placed to the side of a storm drainage line at least 4 feet from the center line of the storm drainage line. When crossing a storm drainage line, a 12-inch vertical or horizontal clearance must be maintained. Poles must be at least 3 feet from a storm drainage line.

5. ***Blocking streets, roads, alleys or lanes:*** Texas Department of Transportation (TxDOT) standards must be followed for work zone areas that will block streets, roads, alleys or lanes. A traffic plan must be submitted to the City prior to construction.

## **HG. Municipal Service Poles**



1. ***In accordance with Agreement:*** Installations on all Service Poles shall be in accordance with an agreement as allowed by Chapter 284, Sec. 285.056 and Sec. 284.101 (a) (3), and (b).

2. ***CPS Energy Pole Attachment Standards:*** Installations on all Municipal Service Poles shall conform to CPS Energy Pole Attachment Standards' technical provisions in subsections III. – V., as amended from time to time.

32. ***Required industry standard pole load analysis:*** Installations on all Service Poles shall have an industry standard pole load analysis completed and submitted to the municipality with each permit application indicating that the Service Pole to which the Network Node is to be attached will safely support the load, in accordance with Chapter 284.108.

43. ***Height of attachments:*** All attachments on all Service Poles shall be at least 8 feet above grade, in accordance with Chapter 284, Sec. 285.108 (a) (1) - (2) and if a Network Node attachment is projecting toward the street, for the safety and protection of the public and vehicular traffic, the attachment shall be installed no less than sixteen (16) feet above the ground.

54. ***Installations on Traffic Signals:*** Installations on all Traffic signal structures must not interfere with the integrity of the facility in any way that may compromise the safety of the public and must be in accordance with an agreement as allowed by Chapter 284, Sec. 285.056 and Sec. 284.101 (a) (3), and (b). Installation of Network Node facilities on any traffic signal structures shall:

- a. Be encased within the pole and in a separate conduit or similar method to physically separate equipment intended for~~than~~ the traffic light electronics;
- b. Have a separate electric power connection than the traffic signal structure; and
- c. Have a separate access point than the traffic signal structure; and
- d. All Pole-mounted components (existing and included with the permit) on the exterior of a Pole must not encumber more than one-half of the circumference of the Pole at any location on the pole.

65. ***Installations on Street signage:*** Installations on all street signage structures must not interfere with the integrity of the facility in any way that may compromise the safety of the public. Installation of Network Node facilities on any street signage structures that has electronics shall:

- a. Be encased within the pole and in a separate conduit or similar method to physically separate equipment intended for~~than~~ any City signage electronics;
- b. Have a separate electric power connection than the signage structure;
- c. Have a separate access point than the signage structure; and
- d. All Pole-mounted components (existing and included with the permit) on the exterior of a Pole must not encumber more than one-half of the circumference of the Pole at any location on the pole.

76. ***Restoration of City facilities and private property:*** The Network Provider shall be responsible for repairing any damage to any street, street right-of-way, ditch or any structure to its original condition immediately upon completing the installation. Any change to the slope of the land must be remedied, and there must be replacement of top soil and grass to its original condition.

## SECTION 5. GENERAL AESTHETIC REQUIREMENTS

### **A. —Concealment.**

1. Concealment of Network Nodes and Node support poles shall be required by the City in Design Districts with Decorative Poles and in Historic Districts pursuant to Chapter 284.105.

21. It is the City's preference that all new node support poles be camouflaged, ~~except those located in an area zoned B-1, B-2 or O-1.~~ Companies shall submit their proposal for camouflage with the permit application.

32. The Network Node facilities shall be concealed or enclosed as much as reasonably possible in an equipment box, cabinet, or other unit that may include ventilation openings. External cables and wires hanging off a pole shall be sheathed or enclosed in a conduit, so that wires are protected and not visible or visually minimized to the extent possible in strict accordance with the City's ordinances, except to the extent not consistent with Chapter 284.

### **B. New Node Support Pole Spacing.**

New node support poles shall be at a minimum 200 feet from a utility pole or another Node Support Pole to minimize the hazard of poles adjacent to road ways and to minimize effect on property values and aesthetics on the area.

### **C. Minimize Ground Equipment Concentration.**

In order to minimize negative visual impact to the surrounding area, and in accordance with Chapter 284, Sec. 284.102 (1) to enhance the safety requirements of line of sight of pedestrians, particularly small children, the City's designee may deny a request for a proposed Location if the Network Provider installs Network Node ground equipment where existing ground equipment within 300 feet already occupies a footprint of 25 sq. ft. or more to minimize effect on property values and aesthetics on the area.

### **D. Allowed Colors.**

1. Colors in Historic Districts and Design Districts must be in strict accordance with the City's rights-of-way management ordinance, and other applicable ordinances, except to the extent not consistent with Chapter 284

2. Colors in Historic Districts and Design Districts must be approved by the City Manager from a palette of approved colors. Unless otherwise provided, all colors shall be earth tones or shall match the background of any structure the facilities are located upon and all efforts shall be made for the colors to be inconspicuous. Colors in areas other than in Historic Districts and Design Districts shall conform to colors of other installations of telecommunication providers in the immediately adjacent areas.

## SECTION 6. ELECTRICAL SUPPLY

Network Provider shall be responsible for obtaining any required electrical power service to the Micro Network Node, Network Node facilities, Node Support Poles and ground equipment. The

City shall not be liable to the Network Provider for any stoppages or shortages of electrical power furnished to the Micro Network Node, Network Node facilities, Node Support Poles or ground equipment, including without limitation, stoppages or shortages caused by any act, omission, or requirement of the public utility serving the structure or the act or omission of any other tenant or Network Provider of the structure, or for any other cause beyond the control of the City.

Network Provider shall not allow or install generators or back-up generators in the Public Right-of-Way in accordance with Chapter 284, Sec. 284.002 (12) (B) (1).

*CPS Coordination.* Network Providers are encouraged to complete a CPS Preliminary Site SurveyJoint Review with CPS Energy, Inc. before submitting any permit(s). The CPS Preliminary Site SurveyJoint Review will coordinate the safe and efficient supply of electrical power to Network Provider installations with minimal disruption to existing infrastructure in the City Rights-of-Way.

## **SECTION 7. INSURANCE, INDEMNITY, BONDING AND SECURITY DEPOSITS.**

Insurance, bonding and security deposits shall be in strict accordance with the City's ordinances, except to the extent not consistent with Chapter 284.

Indemnity shall be in accordance with Chapter 284, Sec. 284.302, as provided for in Chapter 283, Sec. 283.057 (a) and (b) of the Texas Loc. Gov't Code.

## **SECTION 8. REQUIREMENTS IN REGARD TO REMOVAL, REPLACEMENT, REPLACEMENT, MAINTENANCE AND REPAIR**

### **A. REMOVAL OR RELOCATION BY NETWORK PROVIDER.**

1. Removal and relocation by the Network provider of its Micro Network Node, Network Node facilities, Node Support Pole or related ground equipment at its own discretion, shall be in strict accordance with the City's ordinances, except to the extent not consistent with Chapter 284

2. If the Network Provider removes or relocates a Micro Network Node, Network Node facilities, Node Support Pole or related ground equipment at its own discretion, it shall notify the City Manager in writing not less than 10 business days prior to removal or relocation. Network Provider shall obtain all Permits required for relocation or removal of its Micro Network Node, Network Node facilities, Node Support Poles and related ground equipment prior to relocation or removal.

3. The City shall not issue any refunds for any amounts paid by Network Provider for Micro Network Node, Network Node facilities, Node Support Poles or related ground equipment that have been removed.

### **B. REMOVAL OR RELOCATION REQUIRED FOR CITY PROJECT.**

1. Removal and Relocation of Network Provider's Micro Network Node, Network Node, Node Support Pole or related ground equipment, or portion thereof required for a City project shall be

in strict accordance with the City's ordinances, except to the extent not consistent with Chapter 284, Sec. 284.107, except as provided in existing state and federal law.

2. In accordance with Chapter 284, Sec. 284.107, except as provided in existing state and federal law, a Network Provider shall relocate or adjust Micro Network Node, Network Node, Node Support Pole and related ground equipment in a public right-of-way in a timely manner and without cost to the City managing the public right-of-way

3. Network Provider understands and acknowledges that the City may require Network Provider to remove or relocate its Micro Network Node, Network Node, Node Support Pole and related ground equipment, or any portion thereof from the Right-of-Way for City construction projects as allowed by state and federal law, including the common-law.

4. Network Provider shall, at the City Manager's direction, remove or relocate the same at Network Provider's sole cost and expense, except as otherwise provided in existing state and federal law, whenever the City Manager reasonably determines that the relocation or removal is needed for any of the following purposes: Required for the construction, completion, repair, widening, relocation, or maintenance of, or use in connection with, any City construction or maintenance project of a street or public rights-of-way to enhance the traveling public's use for travel and transportation.

5. If Network Provider fails to remove or relocate the Micro Network Node, Network Node, Node Support Pole or related ground equipment, or portion thereof as requested by the City Manager within 90 days of Network Provider's receipt of the request, then the City shall be entitled to remove the Micro Network Node, Network Node, Node Support Pole or related ground equipment, or portion thereof at Network Provider's sole cost and expense, without further notice to Network Provider.

6. Network Provider shall, within 30 days following issuance of invoice for the same, reimburse the City for its reasonable expenses incurred in the removal (including, without limitation, overhead and storage expenses) of the Micro Network Node, Network Node, Node Support Pole or related ground equipment, or portion thereof.

### **C. REMOVAL REQUIRED BY CITY FOR SAFETY AND IMMINENT DANGER REASONS.**

1. Network Provider shall, at its sole cost and expense, promptly disconnect, remove, or relocate the applicable Micro Network Node, Network Node, Node Support Pole and related ground equipment within the time frame and in the manner required by the City Manager if the City Manager reasonably determines that the disconnection, removal, or relocation of any part of a Micro Network Node, Network Node, Node Support Pole and related ground equipment (a) is necessary to protect the public health, safety, welfare, or City property, (b) the Micro Network Node, Network Node, Node Support Pole and related ground equipment, or portion thereof, is adversely affecting proper operation of streetlights or City property, or (c) Network Provider fails to obtain all applicable licenses, Permits, and certifications required by Law for its Micro Network Node, Network Node, Node Support Pole and related ground equipment, or use of any Location

under applicable law in strict accordance with the City's ordinances, except to the extent not consistent with Chapter 284.

2. If the City Manager reasonably determines that there is imminent danger to the public, then the City may immediately disconnect, remove, or relocate the applicable Micro Network Node, Network Node, Node Support Pole and related ground equipment at the Network Provider's sole cost and expense in strict accordance with the City's ordinances, except to the extent not consistent with Chapter 284.

3. Network Provider shall, at its sole cost and expense, promptly disconnect, remove, or relocate the applicable Micro Network Node, Network Node, Node Support Pole and related ground equipment within the time frame and in the manner required by the City Manager if the City Manager reasonably determines that the disconnection, removal, or relocation of any part of a Micro Network Node, Network Node, Node Support Pole and related ground equipment (a) is necessary to protect the public health, safety, welfare, or City property, (b) the Micro Network Node, Network Node, Node Support Pole and related ground equipment, or portion thereof, is adversely affecting proper operation of streetlights or City property, or (c) Network Provider fails to obtain all applicable licenses, Permits, and certifications required by Law for its Micro Network Node, Network Node, Node Support Pole and related ground equipment, or use of any Location under applicable law. If the City Manager reasonably determines that there is imminent danger to the public, then the City may immediately disconnect, remove, or relocate the applicable Micro Network Node, Network Node, Node Support Pole and related ground equipment at the Network Provider's sole cost and expense.

4. The City Manager shall provide 90 days written notice to the Network Provider before removing a Micro Network Node, Network Node, Node Support Pole and related ground equipment under this Section, unless there is imminent danger to the public health, safety, and welfare.

5. Network Provider shall reimburse City for the City's actual cost of removal of Micro Network Node, Network Node, Node Support Pole and related ground equipment within 30 days of receiving the invoice from the City.

## **SECTION 9. INSTALLATION AND INSPECTIONS**

### **A. INSTALLATION.**

1. Network Provider shall, at its own cost and expense, install the Micro Network Node, Network Node facilities, Node Support Poles and related ground equipment in a good and workmanlike manner in strict accordance with the City's ordinances, except to the extent not consistent with Chapter 284

2. Network Provider shall, at its own cost and expense, install the Micro Network Node, Network Node facilities, Node Support Poles and related ground equipment in a good and workmanlike manner and in accordance with the requirements promulgated by the City Manager, as such may be amended from time to time. Network Provider's work shall be subject to the regulation, control and direction of the City Manager. All work done in connection with the installation, operation,

maintenance, repair, modification, and/or replacement of the Micro Network Node, Network Node facilities, Node Support Poles and related ground equipment shall be in compliance with all applicable laws, ordinances, codes, rules and regulations of the City, applicable county, the state, and the United States (“Laws”).

## **B. INSPECTIONS.**

1. The City Manager, or designee, may perform visual inspections of any Micro Network Node, Network Node, Node Support Pole or related ground equipment located in the Right-of-Way shall be allowed in strict accordance with the City’s ordinances, except to the extent not consistent with Chapter 284.

2. The City Manager, or designee, may perform visual inspections of any Micro Network Node, Network Node, Node Support Pole or related ground equipment located in the Right-of-Way as the City Manager deems appropriate without notice. If the inspection requires physical contact with the Micro Network Node, Network Node, Node Support Poles or related ground equipment, the City Manager shall provide written notice to the Network Provider within five business days of the planned inspection. Network Provider may have a representative present during such inspection.

## **SECTION 10. REQUIREMENTS UPON ABANDONMENT OF OBSOLETE MICRO NETWORK NODE, NETWORK NODE, NODE SUPPORT POLE AND RELATED GROUND EQUIPMENT.**

A. Abandoned or obsolete Micro Network Node, Network Node, Node Support Pole and related ground equipment shall be removed in strict accordance with the City’s ordinances, except to the extent not consistent with Chapter 284.

B. Network Provider shall remove Micro Network Node, Network Node, Node Support Pole and related ground equipment when such facilities are Abandoned regardless of whether or not it receives notice from the City. Unless the City sends notice that removal must be completed immediately to ensure public health, safety, and welfare, the removal must be completed within the earlier of 90 days of the Micro Network Node, Network Node, Node Support Pole and related ground equipment being abandoned or within 90 days of receipt of written notice from the City. When Network Provider removes, or abandons permanent structures in the Right-of-Way, the Network Provider shall notify the City Manager in writing of such removal or Abandonment and shall file with the City Manager the location and description of each Micro Network Node, Network Node, Node Support Pole and related ground equipment removed or Abandoned. The City Manager may require the Network Provider to complete additional remedial measures necessary for public safety and the integrity of the Right-of-Way.

## **SECTION 11. GENERAL PROVISIONS.**

1. *As Built Maps and Records.* Network Provider’s as built maps and records shall be in strict accordance with the City’s ordinances, except to the extent not consistent with Chapter 284.

A Network Provider shall maintain accurate maps and other appropriate records of its Network Node facilities, Node Support Poles and related ground equipment as they are actually constructed in the Rights-of-Way, including, upon request, the use of Auto CAD/GIS digital format. Network Provider will provide additional maps to the City upon request.

**2. *Courtesy and Proper Performance.*** Courtesy and Proper Performance of Network provider's personnel, and contractors shall be in strict accordance with the City's ordinances, except to the extent not consistent with Chapter 284.

A Network Provider shall make citizen satisfaction a priority in using the Right-of-Way. Network Provider shall train its employees to be customer service-oriented and to positively and politely interact with citizens when dealing with issues pertaining to its Micro Network Node, Network Node, Node Support Pole and related ground equipment in the Right-of-Way. Network Provider's employees shall be clean, courteous, efficient, and neat in appearance and committed to offering the highest quality of interaction with the public. If, in the opinion of the City Manager or designee, Network Provider is not interacting in a positive and polite manner with citizens, he or she shall request Network Provider to take all remedial steps to conform to these standards.

**3. *Allocation of Funds for Removal and Storage.*** The City Council has currently appropriated no funds to pay for the cost of any removal or storage of Micro Network Node, Network Node, Node Support Pole and related ground equipment, as authorized under the law.

**4. *Ownership.*** Ownership of Network Node and related equipment shall be in strict accordance with the City's ordinances, except to the extent not consistent with Chapter 284.

No part of a Micro Network Node, Network Node, Node Support Pole and related ground equipment erected or placed on the Right-of-Way by Network Provider will become, or be considered by the City as being affixed to or a part of, the Right-of-Way. All portions of the Micro Network Node, Network Node, Node Support Pole and related ground equipment constructed, modified, erected, or placed by Network Provider on the Right-of-Way will be and remain the property of Network Provider and may be removed by Network Provider at any time, provided the Network Provider shall notify the City Manager prior to any work in the Right-of-Way.

**5. *Tree Maintenance.*** Tree maintenance shall be in strict accordance with the City's ordinances, except to the extent not consistent with Chapter 284.

A Network Provider, its contractors, and agents shall obtain a Tree Permit before trimming trees hanging over its Micro Network Node, Network Node, or Node Support Pole, to prevent branches of such trees from contacting attached Micro Network Node, Network Node, or Node Support Pole. The City shall not be liable for any damages, injuries, or claims arising from Network Provider's actions under this section.

**6. *Signage.*** Signage shall be in strict accordance with the City's sign ordinance, and other applicable ordinances, except to the extent not consistent with Chapter 284.



Network Provider shall post its name, location identifying information, and emergency telephone number in an area on the cabinet of the Network Node facility that is visible to the public. Signage required under this section shall not exceed 4" x 6", unless otherwise required by law (e.g. RF ground notification signs) or the City Manager.

Except as required by law or by the Utility Pole owner, a Network Provider shall not post any other signage or advertising on the Micro Network Node, Network Node, Node Support Pole, Service pole or Utility Pole.

**7. *Graffiti Abatement.*** Graffiti abatement shall be in strict accordance with the City's ordinances, except to the extent not consistent with Chapter 284.

As soon as practical, but not later than fourteen (14) calendar days from the date Network Provider receives notice thereof, Network Provider shall remove all graffiti on any of its Micro Network Node, Network Node, Node Support Pole, and related ground equipment located in the Right of Way. The foregoing shall not relieve the Network Provider from complying with any City graffiti or visual blight ordinance or regulation.

**8. *Restoration.*** A Network Provider shall restore and repair of the public rights-of-way from any damage to the Right-of-Way, or any facilities located within the Right-of-Way, and the property of any third party resulting from Network Provider's removal or relocation activities (or any other of Network Provider's activities hereunder) in strict accordance with the City's ordinances, except to the extent not consistent with Chapter 284.

A Network Provider shall repair any damage to the Right-of-Way, or any facilities located within the Right-of-Way, and the property of any third party resulting from Network Provider's removal or relocation activities (or any other of Network Provider's activities hereunder) within 10 calendar days following the date of such removal or relocation, at Network Provider's sole cost and expense, including restoration of the Right-of-Way and such property to substantially the same condition as it was immediately before the date Network Provider was granted a Permit for the applicable Location or did the work at such Location (even if Network Provider did not first obtain a Permit), including restoration or replacement of any damaged trees, shrubs or other vegetation. Such repair, restoration and replacement shall be subject to the sole, reasonable approval of the City Manager.

**9. *Network provider's responsibility.*** A Network Provider shall be responsible and liable for the acts and omissions of the Network Provider's employees, temporary employees, officers, directors, consultants, agents, Affiliates, subsidiaries, sub-Network Provider's and subcontractors in connection with the installations of any Micro Network Node, Network Node, Node Support Pole and related ground equipment, as if such acts or omissions were Network Provider's acts or omissions in strict accordance with the City's ordinances, except to the extent not consistent with Chapter 284.

A Network Provider shall be responsible and liable for the acts and omissions of the Network Provider's employees, temporary employees, officers, directors, consultants, agents, Affiliates, subsidiaries, sub-Network Provider's and subcontractors in connection with the installations of

any Micro Network Node, Network Node, Node Support Pole, Transport Facility and related ground equipment, as if such acts or omissions were Network Provider's acts or omissions.

## **SECTION 12. ADMINISTRATIVE HEARING – REQUEST FOR EXEMPTION**

Should the Network Provider desire to deviate from any of the standards set forth in the Design Manual, the Network Provider may request an Administrative Hearing before a Board of Appeals. The City Council shall act as the Board of Appeals for a Request for Exemption. The process for an application, hearing and vote shall follow the process described in Sec. 28-9 of the City of Shavano Park Code of Ordinances.

## **SECTION 13-19 RESERVED**

## **SECTION 20. DESIGN MANUAL - UPDATES**

Placement or Modification of Micro Network Node, Network Node, Node Support Pole, Transport Facility, and related ground equipment shall comply with the City's Design Manual at the time the Permit for installation or Modification is approved and as amended from time to time.

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<sup>1</sup> Sec. 284.301. LOCAL POLICE-POWER-BASED REGULATIONS. (a) Subject to this chapter and applicable federal and state law, a municipality may continue to exercise zoning, land use, planning, and permitting authority in the municipality's boundaries, including with respect to utility poles.

(b) A municipality may exercise that authority to impose police-power-based regulations for the management of the public right-of-way that apply to all persons subject to the municipality.

(c) A municipality may impose police-power-based regulations in the management of the activities of network providers in the public right-of-way only to the extent that the regulations are reasonably necessary to protect the health, safety, and welfare of the public.

<sup>2</sup> The definitions as used in Tx. Loc. Gov. Code, Chapter 284, Sec. 284.002 shall be used in this Design Manual.

Tex. Loc. Gov. Code, Chapter 284, Sec. 284.002. DEFINITIONS. In this chapter:

(1) "Antenna" means communications equipment that transmits or receives electromagnetic radio frequency signals used in the provision of wireless services.

(2) "Applicable codes" means:

(A) uniform building, fire, electrical, plumbing, or mechanical codes adopted by a recognized national code organization; and

(B) local amendments to those codes to the extent not inconsistent with this chapter.

(3) "Collocate" and "collocation" mean the installation, mounting, maintenance, modification, operation, or replacement of network nodes in a public right-of-way on or adjacent to a pole.

(4) "Decorative pole" means a streetlight pole specially designed and placed for aesthetic purposes and on which no appurtenances or attachments, other than specially designed informational or directional signage or temporary holiday or special event attachments, have been

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placed or are permitted to be placed according to nondiscriminatory municipal codes.

(5) "Design district" means an area that is zoned, or otherwise designated by municipal code, and for which the city maintains and enforces unique design and aesthetic standards on a uniform and nondiscriminatory basis.

(6) "Historic district" means an area that is zoned or otherwise designated as a historic district under municipal, state, or federal law.

(7) "Law" means common law or a federal, state, or local law, statute, code, rule, regulation, order, or ordinance.

(8) "Macro tower" means a guyed or self-supported pole or monopole greater than the height parameters prescribed by Section 284.103 and that supports or is capable of supporting antennas.

(9) "Micro network node" means a network node that is not larger in dimension than 24 inches in length, 15 inches in width, and 12 inches in height, and that has an exterior antenna, if any, not longer than 11 inches.

(10) "Municipally owned utility pole" means a utility pole owned or operated by a municipally owned utility, as defined by Section 11.003, Utilities Code, and located in a public right-of-way.

(11) "Municipal park" means an area that is zoned or otherwise designated by municipal code as a public park for the purpose of recreational activity.

(12) "Network node" means equipment at a fixed location that enables wireless communications between user equipment and a communications network. The term:

(A) includes:

- (i) equipment associated with wireless communications;
- (ii) a radio transceiver, an antenna, a battery-only backup power supply, and comparable equipment, regardless of technological configuration; and
- (iii) coaxial or fiber-optic cable that is immediately adjacent to and directly associated with a particular collocation; and

(B) does not include:

- (i) an electric generator;
- (ii) a pole; or
- (iii) a macro tower.

(13) "Network provider" means:

(A) a wireless service provider; or

(B) a person that does not provide wireless services and that is not an electric utility but builds or installs on behalf of a wireless service provider:

- (i) network nodes; or
- (ii) node support poles or any other structure that supports or is capable of supporting a network node.

(14) "Node support pole" means a pole installed by a network provider for the primary purpose of supporting a network node.

(15) "Permit" means a written authorization for the use of the public right-of-way or collocation on a service pole required from a municipality before a network provider may perform an action or initiate, continue, or complete a project over which the municipality has police power authority.

(16) "Pole" means a service pole, municipally owned utility pole, node support pole, or utility pole.

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(17) "Private easement" means an easement or other real property right that is only for the benefit of the grantor and grantee and their successors and assigns.

(18) "Public right-of-way" means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easement in which the municipality has an interest. The term does not include:

(A) a private easement; or

(B) the airwaves above a public right-of-way with regard to wireless telecommunications.

(19) "Public right-of-way management ordinance" means an ordinance that complies with Subchapter C.

(20) "Public right-of-way rate" means an annual rental charge paid by a network provider to a municipality related to the construction, maintenance, or operation of network nodes within a public right-of-way in the municipality.

(21) "Service pole" means a pole, other than a municipally owned utility pole, owned or operated by a municipality and located in a public right-of-way, including:

(A) a pole that supports traffic control functions;

(B) a structure for signage;

(C) a pole that supports lighting, other than a decorative pole; and

(D) a pole or similar structure owned or operated by a municipality and supporting only network nodes.

(22) "Transport facility" means each transmission path physically within a public right-of-way, extending with a physical line from a network node directly to the network, for the purpose of providing backhaul for network nodes.

(23) "Utility pole" means a pole that provides:

(A) electric distribution with a voltage rating of not more than 34.5 kilovolts; or

(B) services of a telecommunications provider, as defined by Section 51.002, Utilities Code.

(24) "Wireless service" means any service, using licensed or unlicensed wireless spectrum, including the use of Wi-Fi, whether at a fixed location or mobile, provided to the public using a network node.

(25) "Wireless service provider" means a person that provides wireless service to the public.

## ORDINANCE NO. O-2019-002

### **AN ORDINANCE AMENDING THE CITY'S WIRELESS INTERNET SERVICE AND RIGHT-OF-WAY NETWORK NODE REGULATIONS UNDER CHAPTER 34, ARTICLE V AND ADOPTING AN AMENDED DESIGN MANUAL; PROVIDING A CUMULATIVE & CONFLICTS CLAUSE, PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

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**WHEREAS**, the City of Shavano Park, Texas ("City") recognizes that the State of Texas has delegated to the City the fiduciary duty, as a trustee, to manage the public right-of-way for the health, safety, and welfare of the public to Texas municipalities; and

**WHEREAS**, Chapter 284 of the Texas Local Government Code ("the Code") allows certain Network Providers to install in City public rights-of-way their small cell wireless facilities, described and defined in Section 284.002 of the Code as "Network Nodes" (which includes "Micro Network Nodes"), whether installed on their own Node Support Poles, City-owned poles, CPS Energy utility poles, or other third-party utility poles; and

**WHEREAS**, the Code also allows Network Providers to install Transport Facilities in City Rights-of-Way to provide backhaul transport service to Network Nodes outside the scope of telecommunications access lines authorized under Chapter 283 of the Texas Local Government Code; and

**WHEREAS**, Section 284.002 of the Code expressly allows a municipality to declare areas of the City as Design Districts and Municipal Parks for the purpose of managing the deployment of Network Nodes in, or adjacent to, such Design Districts or Municipal Parks; and

**WHEREAS**, as expressly allowed by Section 284.108 of the Code and pursuant to its police power authority reserved in Sec. 284.301 of the Code, the City has enacted a *Design Manual for the Installation of Network Nodes and Node Support Poles* ("the Design Manual") in order to meet its obligation to manage public Rights-of-Way and to streamline the process for the timely, efficient and safe installation of Network Nodes, as well as providing Network Providers guidance with stealth installations where appropriate; and

**WHEREAS**, the Federal Communications Commission, on September 27, 2018, released its Declaratory Ruling and Third Report and Order in WT Docket No. 17-79 and WC Docket

No. 17-84, FCC 18-133, *Accelerating Wireless Broadband Deployment by Removing Barriers to Infrastructure Investment*, which preempts local legal requirements associated with the siting of Network Nodes in municipal Rights-of-Way contrary to certain “shot clock” deadlines for reviewing Applications to install Network Nodes in City Rights-of-Way, and preempts municipal fees above the level of “presumptive reasonableness” for the use of City Rights-of-Way and for attachment to municipal property in the Rights-of-Way; and

**WHEREAS**, the City Council of the City of Shavano Park desires to regulate the installation of Network Nodes and Network Support Poles pursuant to Chapter 284 of the Code in a way that is fair, reasonable and nondiscriminatory.

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

**SECTION I**  
**CODE AMENDMENT**

Chapter 34, Article V, Section 34-302 of the City of Shavano Park Code of Ordinances hereby amends the following definitions to read as follows:

*Abandon and its derivatives* means the facilities installed in the Public Right-of-Way (including by way of example but not limited to: poles, wires, conduit, manholes, handholes, cuts, network nodes and node support poles, or portion thereof) that have been left by provider in an unused or non-functioning condition for more than 90 consecutive calendar days unless, after notice to provider, provider has established to the reasonable satisfaction of the City that the applicable facilities, or portion thereof, are still in active use.

*Applicable codes* means:

- (1) Adopted building codes detailed in chapter 6, article I of the City of Shavano Park Code of Ordinances; and
- (2) City amendments to those codes to the extent not inconsistent with chapter 284.

*Network node* means equipment at a fixed location that enables wireless communications between user equipment and a communications network. Such equipment is also referred to as “Small Cell Equipment”. The term:

- (1) Includes:
  - a. Equipment associated with wireless communications;
  - b. A radio transceiver, an antenna, a battery-only backup power supply, and comparable equipment, regardless of technological configuration; and

- c. Coaxial or fiber-optic cable that is immediately adjacent to and directly associated with a particular collocation; and

*Network provider* means:

- (1) A wireless service provider; or
- (2) A person that does not provide wireless services and that is not an electric utility but builds or installs on behalf of a wireless service provider:
  - a. Network nodes; or
  - b. Node support poles or any other structure that supports or is capable of supporting a network node. Such a person is also referred to as an "Infrastructure Provider."

*Permit* means a written authorization granted pursuant to a Small Cell Application or Transport Facility Application for the use of the public right-of-way from the City before a network provider may perform an action or initiate, continue, or complete a project over which the City has police power authority.

*Pole* means a service pole, CPS Energy utility pole, node support pole, or utility pole.

*Shot Clock(s)* is a term adopted by the FCC that means established time frames within which State and local governments must complete their reviews.

*Street* means only the paved portion of the public right-of-way used for vehicular travel, being the area between the inside of the curb to the inside of the opposite curb, or the area between the two parallel edges of the paved roadway for vehicular travel where there is no curb. A "street" is generally part of, but smaller in width than the width of the entire right-of-way, while the public right-of-way may include sidewalks and utility easements, a "street" does not. A "street" does not include the curb or the sidewalk, if either are present at the time of a permit application or if added later.

## **SECTION II**

### **CODE AMENDMENT**

Chapter 34, Article V, Section 34-302 of the City of Shavano Park Code of Ordinances is hereby amended to add the following definition as follows:

*Preliminary Site Survey* means a field survey applicable to the proposed installation of a Network Node or Node Support Pole attended by CPS Energy and the Network Provider, prior to the submission of an Application to the City, conducted for the purpose of determining the general engineering requirements for providing electricity at the proposed Location.



### **SECTION III**

#### **CODE AMENDMENT**

Chapter 34, Article V, Section 34-303 of the City of Shavano Park Code of Ordinances is hereby amended to add the following subsection:

- (H) *CPS Energy Coordination.* Although not required by this Article, Network Providers are encouraged to complete a Preliminary Site Survey with CPS Energy before submitting any Application for the installation of Network Nodes or Node Support Poles in City Rights-of-Way. The CPS Energy Preliminary Site Survey will coordinate the safe and efficient supply of electrical power to proposed Network Node installations with minimal disruption to existing infrastructure in the Rights-of-Way. Conducting the Preliminary Site Survey will guide Network Providers in selecting the sites that are most cost-effective from the perspective of incurring expenses for installation of line extensions necessary to provide electric service to the proposed Network Node. More importantly, by completing the Preliminary Site Survey in advance of submitting an Application, the Network Provider would rule out the possibility that a proposed Network Node site is later found as not eligible for such installation based on technical, engineering or cost considerations. This would avoid unnecessary delays in the City's permitting process and streamline the coordination of electric service for the Network Node installation.

### **SECTION IV**

#### **CODE AMENDMENT**

Chapter 34, Article V, Section 34-304(A) of the City of Shavano Park Code of Ordinances hereby amended to read as follows:

#### **Sec. 34-304. – Action on Right-of-Way Permit Applications**

- a) Application Review and Fees. The City shall review Applications for Network Nodes, Node Support Poles and Transport Facilities in light of their conformity with applicable law, and the requirements of the City Code and Design Manual; charge reasonable Application fees as permitted by law; and issue Permits to Network Providers for the use of City Rights-of-Way on nondiscriminatory terms and conditions as outlined in the following table and subject to other requirements herein:

<b>Network Node Activity</b>	<b>One-Time Application Fees</b>	<b>Shot Clock Timelines for Review of Application</b>
Network Node on Node Support Pole	\$1,000 per Application	10 days completeness review and 90 days to approve or deny Application. If Application is incomplete, the shot clock timeline will be reset to 90 days upon submission of a complete Application.
Network Node on City-Owned Pole	\$500 for up to 5 Network Nodes per Application and \$250 for each additional Network Node	10 days completeness review and 90 days to approve or deny Application. If Application is incomplete, the shot clock timeline will be reset to 90 days upon submission of a complete Application.
Network Node on Electric or Telephone Utility Pole	\$500 for up to 5 Network Nodes per Application and \$250 for each additional Network Node	10 days completeness review and 90 days to approve or deny Application. If Application is incomplete, the shot clock timeline will be reset to 90 days upon submission of a complete Application.
Transport Facility	No Application Fee	10 days completeness review and 21 days to approve or deny Application. If the Application is incomplete, the shot clock timeline will stop running on the date of notification until such time that a complete Application is submitted.
Micro Network Node	Notice of installation required. No Application Fee	Not Applicable

- 1) Within 10 days of receiving an Application for a Network Node, Node Support Pole or Transport Facility, the City will notify the Applicant if the Application is incomplete and identify the missing information. There shall be no additional fee charged for resubmittal of a complete and revised Application.
- 2) The City shall advise the Applicant in writing of its final decision, and, if denied, the basis for that denial, including specific provisions of City Code, Design Manual or applicable law on which the denial was based, and send the documentation to the Applicant on or before the day the City denies the application. The City shall approve or deny the revised Application within 90 days of receipt of the amended Application. The subsequent review by the City shall be limited to the deficiencies cited in the original denial.

- 3) If the City fails to act on an Application within the shot clock review period specified in this Section, the application shall be deemed approved.
- 4) An Applicant may file a consolidated Application and receive permits for up to 30 Network Nodes. Provided, however, that the City's denial of any Network Node within a single Application shall not affect other Network Nodes submitted in the same Application. The City shall grant permits for any and all Network Nodes in a single Application that it does not deny, subject to the requirements of this Section.
- 5) A Network Provider proposing to install a Micro Network Node in City Rights-of-Way shall provide the City notice, prior to installation, of the GIS coordinates of the proposed site, along with proof that such Micro Network Node will not interfere with municipal wireless systems that utilize licensed or unlicensed frequencies in City operations.

## **SECTION V CODE AMENDMENT**

Appendix A – City of Shavano Park Fee Schedule, of the City of Shavano Park Code of Ordinances hereby amends the NETWORK NODE ANNUAL SITE RENTAL FEE to read as follows:

<b>NETWORK NODE ANNUAL SITE RENTAL FEE:</b>	
For each Network Node not attached to City-owned pole: <i>Note: Adjusted on an annual basis, by an amount equal to one-half of the annual change, if any, in the Consumer Price Index</i>	\$250.00
For each Network Node attached to City-owned pole: <i>Note: Adjusted on an annual basis, by an amount equal to one-half of the annual change, if any, in the Consumer Price Index</i>	\$270.00

## **SECTION VI EXHIBIT ADOPTED**

That the Design Manual, as amended and included as Exhibit A to this Ordinance, is hereby adopted as the City's Design Manual under Local Government Code Section 284.108 and Section 34-111 of the City of Shavano Park Code of Ordinances.

**VII**  
**CUMULATIVE CLAUSE**

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

**VIII**  
**SEVERABILITY**

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

**IX**  
**PROPER NOTICE AND MEETING**

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

**X**  
**EFFECTIVE DATE**

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

**PASSED AND APPROVED** on the first reading by the City Council of the City of Shavano Park this the 25th day of February, 2019.

**PASSED AND APPROVED** on the second reading by the City Council of the City of Shavano Park this the \_\_\_\_th day of \_\_\_\_\_, 2018.

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**ROBERT WERNER, MAYOR**

Attest:

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**ZINA TEDFORD, City Secretary**

Approved as to Form:

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**CHARLES E. ZECH, City Attorney**

## CITY COUNCIL STAFF SUMMARY

Meeting Date: 2-25-19

Agenda item: 6.7

Prepared by: Zina Tedford

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Discussion / action - Resolution R-2019-006 cancelling the City of Shavano Park General Election scheduled to be held on May 4, 2019 and declaring the unopposed candidates elected - City Secretary

☒

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

- 1) Certification of Unopposed Candidates
- 2) Resolution R-2019-006

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### **BACKGROUND / HISTORY:**

City Council ordered the General Election to be held on May 4, 2019 at the January 28<sup>th</sup> City Council Meeting to elect a Mayor and two Aldermen.

The filing period for an application for a place on the ballot was January 16<sup>th</sup> through February 15<sup>th</sup> at 5:00 p.m.

#### **Applications filed in order received**

Mayor

Bob Werner

Aldermen

Michael Colemere

Michele Bunting Ross

Konrad Kuykendall

The last day for a Write-in Candidate to declare candidacy was February 19<sup>th</sup>.

Mr. Kuykendall withdrew his application on February 20<sup>th</sup> and the last date for a candidate in a General Election to withdraw and have their name omitted from the ballot was Friday, February 22<sup>nd</sup>.

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### **DISCUSSION:**

Based on the withdrawal of Mr. Kuykendall, we did not receive any write-in candidates and the candidates are unopposed, City has the opportunity to cancel the General Election.

Although the Council may cancel the General Election, a Special Election to vote to approve the Crime Control Prevention District for five more years is still scheduled.

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**COURSES OF ACTION:** Approve Resolution R-2019-006 cancelling the City of Shavano Park General Election scheduled to be held on May 4, 2019 and declaring the unopposed candidates elected or take no action.

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**FINANCIAL IMPACT:** N/A

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**MOTION REQUESTED:** To approve Resolution R-2019-006 cancelling the City of Shavano Park General Election scheduled to be held on May 4, 2019 and declaring the unopposed candidates elected



**CERTIFICATION OF UNOPPOSED CANDIDATES FOR OTHER POLITICAL SUBDIVISIONS (NOT COUNTY)**

***CERTIFICACION FDE CANDIDATOS UNICOS PARA OTRAS SUBDIVISIONES POLITICAS (NO EN EL  
CONDADO )***

To: Presiding Officer of Governing Body

Al: Presidente de la entidad gobernante

As the authority responsible for having the official ballot prepared, I hereby certify that the following candidates are unopposed for election to office for the election scheduled to be held on May 4, 2019.

Como autoridad a cargo de la preparación de la boleta de votación oficial, por la presente certifico que los siguientes candidatos son candidatos únicos para elección para un cargo en la elección que se llevará a cabo 4 de mayo 2019.

List offices and names of candidates:

Lista de cargos y nombres de los candidatos:

Office(s) Cargo(s)

Candidate(s) Candidato(s)

Mayor /Alcalde


Bob Werner

Alderman / Concejale

Michael Colemere

Alderman / Concejale

Michele Bunting Ross

  
Signature (Firma)

Tina Toelford  
Printed name (Nombre en letra de molde)

City Secretary / HR  
Title (Puesto)

2-25-19  
Date of signing (Fecha de firma)

(Seal) (sello)

**A RESOLUTION OF THE CITY OF SHAVANO PARK, TEXAS, DECLARING UNOPPOSED CANDIDATES IN THE MAY 4, 2019 GENERAL CITY ELECTION, ELECTED TO OFFICE; CANCELING THE ELECTION; PROVIDING; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, on January 28, 2019, the General City Election was called for May 4, 2019, for the purpose of electing a Mayor and two (2) Aldermen; and

**WHEREAS**, in accordance with the Texas Election Code, the City Secretary has certified in writing that no person has made a declaration of write-in candidacy, and each candidate on the ballot is unopposed for election to office; and

**WHEREAS**, under these circumstances, Subchapter C, Chapter 2, Election Code, authorizes the City Secretary to declare the candidates elected to office, and cancel the election; and

**WHEREAS**, all constitutional and statutory prerequisites for the approve of this resolution have been met, including but limited to the Open Meetings Act; and

**WHEREAS**, the City Council deems the adoption of this resolution to be in the best interests of the health, safety, and welfare of the public.

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

Section 1. That all matters stated hereinabove are found to be true and correct and are incorporated herein by reference as if copies in their entirety.

Section 2. The following candidates, who are unopposed in the May 4, 2019 General City Election, are declared elected to office, and shall be issue certificates of election following the time the election would have been canvassed:

Candidate	Office Sought
Bob Werner	Mayor
Michael Colemere	Alderman
Michele Bunting Ross	Alderman

Section 3. The May 4, 2019 General City Election is canceled, and the City Secretary is directed to cause a copy of the Order of Cancellation to be posted during the early voting period and on election day at the designated polling place for the May 4, 2019 General Election.

Section 4. That this resolution shall be effective from and after the date of its passage.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF SHAVANO PARK, TEXAS on this the 25th day of February 2019.**

\_\_\_\_\_  
Robert Werner  
Mayor

\_\_\_\_\_  
Zina Tedford  
City Secretary

**APPROVED AS TO FORM:** \_\_\_\_\_  
City Attorney

The City of Shavano Park hereby cancels the General election scheduled to be held on May 4, 2019. In accordance with Section 2.053(a) of the Texas Election Code, the following candidates have been certified as unopposed and are hereby elected as follows:

*El ciudad de Shavano Park por la presente cancela la elección que, de lo contrario, se hubiera celebrado el 4 de mayo 2019 de conformidad, con la Sección 2.053(a) del Código de Elecciones de Texas. Los siguientes candidatos han sido certificados como candidatos únicos y por la presente quedan elegidos como se haya indicado a continuación:*

<b>Candidate (<i>Candidato</i>)</b>	<b>Office Sought (<i>Cargo al que presenta candidatura</i>)</b>
Bob Werner	Mayor / Alcalde
Michael Colemere	Alderman/ Concejale
Michele Bunting Ross	Alderman / Concejale

A copy of this order will be posted on Election Day at each polling place that would have been used in the election.

*El Día de las Elecciones se exhibirá una copia de esta orden en todas las mesas electorales que se hubieran utilizado in la eleccion.*

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Mayor

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City Secretary

(seal) (sello)

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Date of adoption (Fecha de adopcion)

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

Page 1

Printed: 02-01-2019

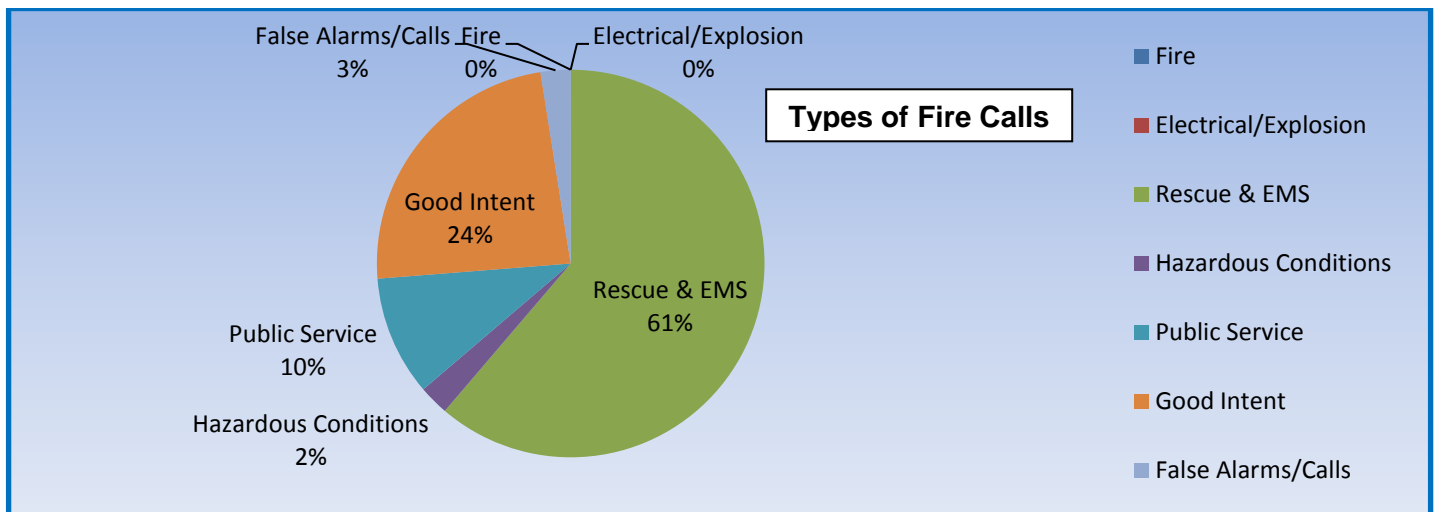
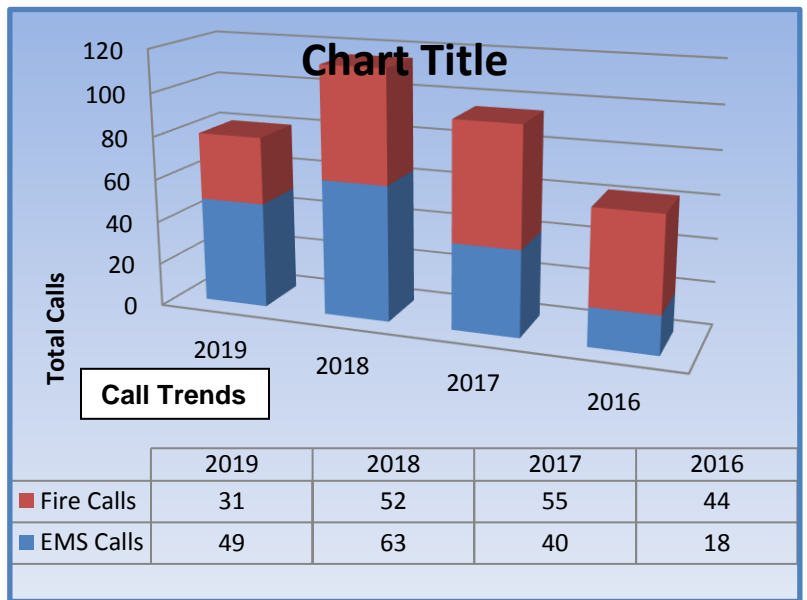
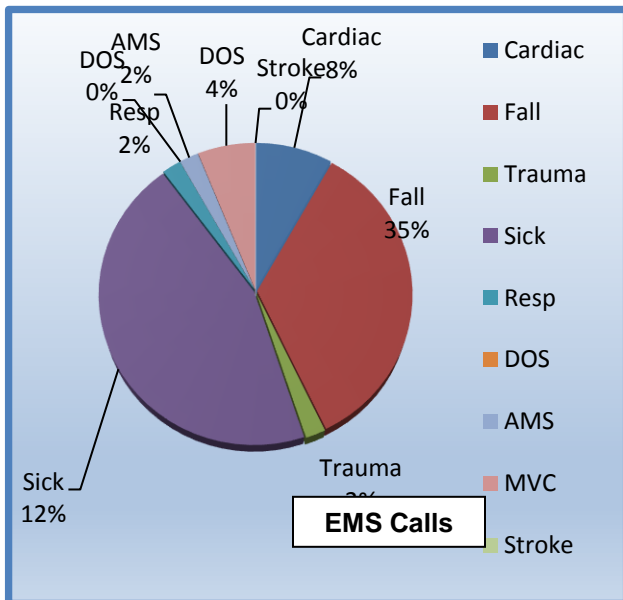
	[Designated period: 01/01/19 to 01/31/19]			[Prior period: 01/01/18 to 01/31/18]		
	Code	Prms	Valuation	Fees Paid	Units	
<b>NEW RESIDENTIAL HOUSEKEEPING BLDGS:</b>						
SINGLE FAMILY HOUSES DETACHED	101	1	313,594.12	2,748.00	1	0
SINGLE FAMILY HOUSES ATTACHED	102		.00	.00	0	0
IF - IMPROVEMENTS	105	1	23,640.00	500.00	1	2
<b>RESIDENTIAL NON-HOUSEKEEPING BLDGS:</b>						
HOTELS, MOTELS & TOURIST CABINS	213		.00	.00	0	0
OTHER NON-HOUSEKEEPING SHELTER	214	4	9,325.00	750.00	4	1
<b>NEW NON-RESIDENTIAL BUILDINGS:</b>						
AMUSEMENT, SOCIAL & RECREATIONAL	318		.00	.00	0	0
SERVICE STATIONS & REPAIR GARAGES	322		.00	.00	0	0
OFFICES, BANKS, & PROFESSIONAL	324		.00	.00	0	0
PUBLIC WORKS & UTILITIES	325		.00	.00	0	0
STORES & CUSTOMER SERVICE	327		.00	.00	0	0
OTHER NON-RESIDENTIAL BLDGS	328		.00	.00	0	0
STRUCTURES OTHER THAN BUILDINGS	329		.00	.00	0	0
<b>ADDITIONS, ALTERATIONS, &amp; CONVERSION</b>						
RESIDENTIAL	434		.00	.00	0	0
NON-RESIDENTIAL & NON-HOUSEKEEPING	437	1	2,087,732.00	13,413.68	1	3
ADDS OF RESID. GARAGES (ATCH/DETC)	438		.00	.00	0	0
Solar Panels Install	439		.00	.00	0	0
<b>DEMOLITION AND RAZING OF BUILDINGS</b>						
SINGLE FAMILY HOUSES (ATCH/DETACH)	645		.00	.00	0	0
ALL OTHER BUILDINGS & STRUCTURES	649		.00	.00	0	1
FENCE	650	4	40,770.28	350.00	4	1
FIRE ALARM & SPRINKLERS	675	2	29,124.08	705.60	2	1
PLUMBING	701	11	335,557.00	3,990.00	8	11
GAS	702		.00	.00	0	0
ELECTRICAL	705	14	332,357.00	5,300.12	10	11
HVAC	710	12	489,574.55	6,138.00	6	7
IRRIGATION	715		.00	.00	0	4
POOL	720	2	222,000.00	2,649.00	2	2
ROOF	725	2	128,709.00	300.00	2	4
SEPTIC SYSTEM	730	1	12,250.00	410.00	1	5
WATER SOFTENER	735		.00	.00	0	0
CONTRACTORS	800		.00	.00	0	0
TREE PERMIT	801		.00	.00	0	0
<b>TOTALS FOR PERMITS SHOWN ABOVE</b>						
	55		4,024,633.03	37,254.40	42	53
<b>Totals of other permits in the period</b>						
	5		90,850.00	1,000.00	4	3
<b>TOTAL FOR ALL PERMITS IN THE PERIOD</b>						
	60		4,115,483.03	38,254.40	46	56

# Shavano Park Fire Department

## Summary of Events for January 2019

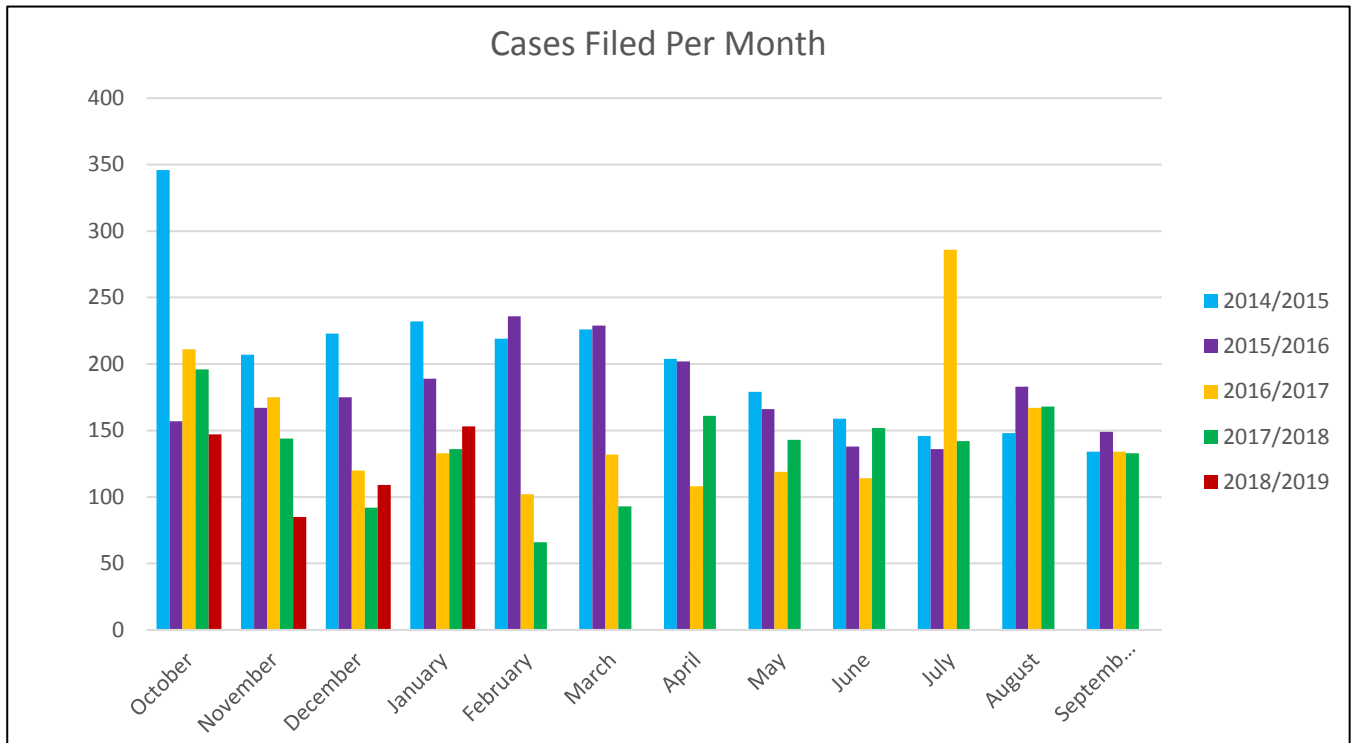


- Shavano Park FD responded to **80** requests for service in January.
- This is a **30.43% decrease** from the previous January.
- Shavano Park FD responded to 1 automatic aid requests from Hollywood Park FD and Castle Hills.
- Shavano Park FD received **9** automatic aid responses for Castle Hills FD and Hollywood Park FD.
- Shavano Park FD Responded/stood-by for **20** mutual aid requests from other departments
- The average response time for calls within Shavano Park is **4 minutes 48 seconds** this month.
- Fire Fighters completed a total of **365 hours of fire** and **128 hours of EMS** training in the month of January
- Certified Fire Inspector inspected **18** commercial buildings.
- Fire crews performed **11** pre-incident fire plan reviews
- Certified Plans Examiners reviewed **3** sets of commercial building/renovation plans/changes to previously submitted plans



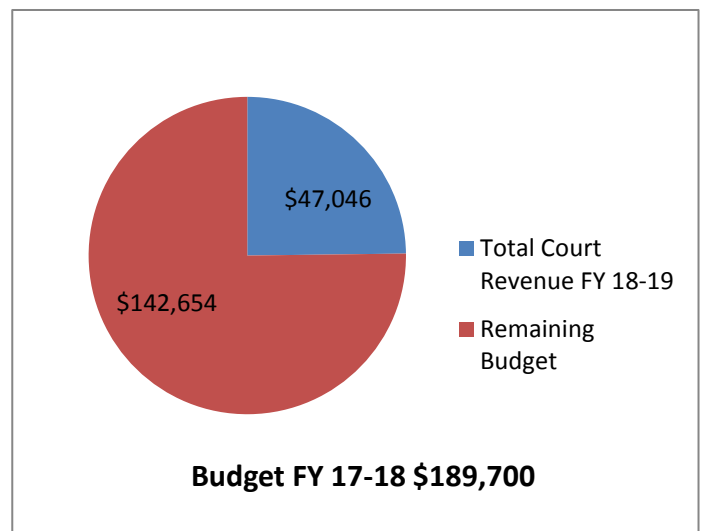
# City of Shavano Park

## Municipal Court Activity January 2019



Cases Resolved	Current Month	Prior Year
Fine	37	45
Not Guilty By Judge	0	1
Guilty	20	12
Dismissed	0	2
Compliance Dismissal	17	13
Defensive Driving	22	26
Deferred Disposition	24	30
Proof of Insurance	0	4
<b>TOTAL</b>	<b>120</b>	<b>133</b>

Court Revenue	Current 18/19	Prior 17/18
October	\$ 13,774	\$ 10,597
November	9,036	16,677
December	10,296	10,926
January	13,940	11,992
February	-	16,171
March	-	16,604
April	-	15,136
May	-	12,236
June	-	15,187
July	-	15,632
August	-	11,798
September	-	16,523
	<b>\$ 47,046</b>	<b>\$ 169,477</b>



**Monthly Activity Report  
City of Shavano Park Police Department  
January 2019**

**Activity Report: 190 incidents were responded to by the Police Department.  
190 total incidents were responded to by the Department for 2019.**

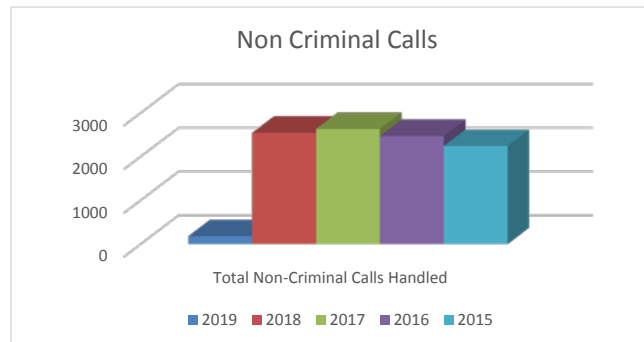
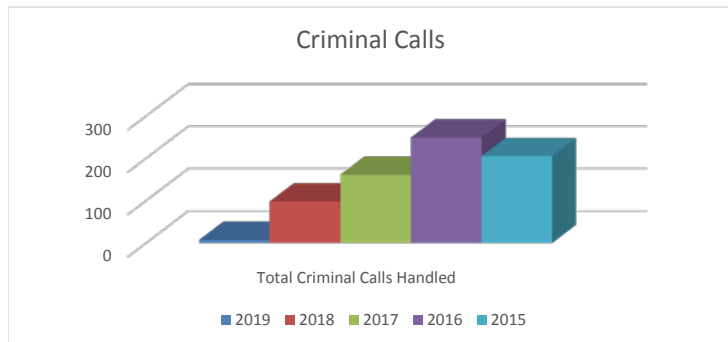
Criminal Calls	Jan	Calendar Year				
		2019	2018	2017	2016	2015
Alcohol Beverage Code Violations	0	0	1	0	0	0
Arrest of Wanted Persons (Outside Agency)	0	0	19	21	31	39
Assault	0	0	3	1	3	2
Burglary Building	0	0	1	3	17	15
Burglary of Habitation	0	0	5	4		
Burglary Vehicle	0	0	8	13	50	29
Criminal Mischief / Reckless Damage	0	0	5	15	19	11
Criminal Mischief Mail Box	0	0	0	2	5	
Cruelty to Animals	0	0	0	0	0	0
Deadly Conduct	0	0	0	0	1	0
D.U.I. - Minor	0	0	0	1	0	0
D.W.I. / D.U.I.	0	0	6	4	6	2
Driving while License Suspended / Invalid	1	1	4	0	2	2
Endangerment of Child	0	0	0	1	0	0
Evading Arrest	0	0	3	0	3	2
Failure to Identify	0	0	0	1	0	1
Family Violence	0	0	1	3	2	2
Fraud / Forgery / False Reports / Tamper w/ Govt. Record	0	0	2	0	4	6
Harassment / Retaliation / Terroristic Threat	0	0	0	2	1	0
M.I.P. Alcohol / Tobacco	0	0	0	0	1	0
Murder	0	0	0	0	0	0
Narcotics Violation (class B and up)	3	3	10	16	30	16
Narcotics Violation (class C)	2	2	18	43	42	27
Possession of Prohibited Weapon / Unlawful Carry	0	0	0	1	3	1
Public Intoxication	1	1	0	3	4	3
Resisting Arrest	0	0	0	1	0	0
Robbery	0	0	0	1	0	2
Sexual Assault	0	0	0	0	1	1
Solicitation of a Minor / Indecency with a Minor	0	0	1	0	1	0
Suicide	0	0	0	0	0	0
Theft	0	0	11	22	17	40
Theft of Mail	0	0	0	1	4	
Theft of Motor Vehicle / Unauthorized Use of Motor Veh.	0	0	0	2	2	3
<b>Total Criminal Calls Handled</b>	<b>7</b>	<b>7</b>	<b>98</b>	<b>161</b>	<b>249</b>	<b>204</b>

**Monthly Activity Report**  
**City of Shavano Park Police Department**  
**January 2019**

**Non-Criminal Calls**

	Jan	Calendar Year				
		2019	2018	2017	2016	2015
Accidents Major (With Injuries)	0	0	7	10	7	11
Accidents Minor (Non-Injury)	6	6	69	50	62	47
Alarm Call	47	47	498	557	536	528
Animal Calls / Complaints	19	19	171	143	148	143
Assist Fire Department / EMS	38	38	444	388	339	276
Assist Other Law Enforcement Agencies	10	10	94	81	59	69
Assist the Public	10	10	77	106	93	87
City Ordinance Violations	4	4	374	420	386	343
tree 1 parking 2 permit 1						
Criminal Trespass Warning	0	0	5	7	0	1
Deceased Person / Natural / Unattended	0	0	20	17	22	8
Disturbance / Keep the Peace	3	3	59	56	81	86
Emergency Detention	0	0	4	10	13	26
Health & Safety Violations	0	0	0	0	0	0
Information Reports	8	8	213	195	176	137
Missing Person / Runaway	0	0	0	1	2	1
Recovered Property / Found Property	2	2	8	21	28	19
Suspicious Activity, Circumstances, Persons, Vehicles	18	18	214	285	288	260
Traffic Hazard	3	3	47	49	62	55
Welfare Concern	2	2	58	52	38	38
911 Hang-up Calls	13	13	185	188	132	109
<b>Total Non-Criminal Calls Handled</b>	<b>183</b>	<b>183</b>	<b>2547</b>	<b>2636</b>	<b>2472</b>	<b>2244</b>
<b>Officer Initiated Contacts</b>						
Community Policing Contacts / Crime Prevention	203	203	2620	2630	3817	3817
Out of Town / Patrol-By Reports	13	13	410	480	551	568
<b>Total Officer Initiated Contacts</b>	<b>216</b>	<b>216</b>	<b>3030</b>	<b>3110</b>	<b>4368</b>	<b>4385</b>

There was no reported gang activity for January 2019. For 2019 there have been no reported gang activity.





## January 2019 Breakdown

### DWLI

1. 4000 blk. DeZavala Road - driving while license invalid

### Narcotics (class B and up)

1. 3800 blk. DeZavala Road - possession of controlled substance
2. 200 blk. Cliffside Drive - possession of controlled substance
3. 4400 blk. Lockhill-Selma Road - possession of marijuana

### Narcotics (class C)

1. 15000 blk. N.W. Military Hwy. - possession of drug paraphernalia
2. 4400 blk. Lockhill-Selma Road - possession of drug paraphernalia

### Public Intoxication

1. 13200 blk. Huebner Road - person found intoxicated in public place

Mileage	January	Calendar Year				
		2019	2018	2017	2016	2015
Total Monthly / Annual Mileage	12400	12400	144563	144779	151041	140356

## City of Shavano Park Police Department January 2019

Officer	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	Total A
Warnings	29	24	11	0	19	54	0	14	19	16	10	14	4	12	9	235
Citations	4	3	5	0	21	46	1	25	25	17	12	6	10	6	2	183
Cases	6	7	8	20	11	22	14	18	9	9	6	25	11	8	16	190
Activity Totals	39	34	24	20	51	122	15	57	53	42	28	45	25	26	27	608
Vehicles Stopped	32	25	14	0	34	76	1	28	37	28	18	18	13	13	8	345
Community Policing	31	43	24	0	1	14	0	47	6	18	0	0	8	0	11	203

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
235
183
190
608
345
203

**PUBLIC WORKS DEPARTMENT**  
**Monthly Report January 2019**

**UTILITY**

- Well 8 A/C unit needs major repairs, possibly replaced. Equipment needed to keep the VFD cool during operation
- Picked up parts for End Gate main repair and dead end flushing; new fire hydrant will be added to the system, FD is aware.
- Changed out all binders and closed out the end of year books for wells
- Installed, flushed, tested and tagged new fire hydrant at the dead end of End Gate.
- Installed, flushed, tested, and tagged new fire hydrant at the dead end of Ponca Bend
- PWD inspected and completed construction walk thru with Sprint contractor replacing/upgrading equipment on the water tower
- Raised hydrants at 120 Ottawa Run, 108 Canter Gate, 130 Long Bow, 107 Arrow Mound

**STREETS**

- PWD met with vendor for crack seal and sealcoat product for this year's maintenance
- Removed rocks, trimmed trees, removed vines from trees along Dezavala

**DRAINAGE**

- Assisted installing the Drainage are #1 wet well lid. Next week start installing pump.
- PWD attended a meeting with Pape Dawson and Denton Communities to discuss the flood issue along the back of Bentley Manor Subdivision.
- PWD inspected storm drains for Whataburger facilities
- Completed cleaning debris from storm drain structures and drainage ditches in Shavano Creek

**FACILITIES**

- Removed Christmas decorations from the interior
- Picked up trees to plant between 101 Saddletree and back of PW yard building, trees planted
- Working with contractor to fix the infiltration of the FD/PW septic tank, small retaining wall material was ordered.
- Repaired the water line in the fire bays to the ice maker.

**OTHER**

- Mowed, trimmed, and cleaned mud of the trail from Lockhill Selma to Pond Hill
- PWD met with KFW to discuss the relocation of waterlines for NW Military project ahead of Tuesdays meeting
- PWD attended a TxDOT meeting regarding NW Military updates

<b>Water Utility</b>	<b>JANUARY</b>	<b>MO</b>	<b>FY</b>
# of Gallons Pumped		5,955,995	25,100,664
# of Gallons Pumped from Trinity		229,989	1,478,211
Total Pumped		6,185,984	26,578,875
 # of Gallons Sold		5,515,200	24,621,200
Water Losses in gallons		670,784	1,924,724
Flushing		6,600	60,681
% of Loss		10.84%	8.56%
 Water Revenue		\$18,227.14	\$82,651.34
EAA Fees Collected		\$2,757.60	\$12,310.60
Water Service Fees		\$4,939.96	\$19,302.38
Debt Service Collected		\$4,454.40	\$18,334.80
Late Fees		\$522.95	\$2,848.22
 Water Used by City		58,000	355,000
Water Cost Used by City		\$491.91	\$2,260.05
# of Water Complaints		2	49
# of Bill Adjustments		0	0
# of Locates		28	173

## CITY COUNCIL STAFF SUMMARY

Meeting Date: February 25, 2019

Agenda item: 7.6

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Presentation of January 2019 Monthly Reports

X

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

- a) January 2019 Power Point Presentation
- b) January 2019 Revenue and Expenditure Report
- c) January 2019 Monthly Check Register

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**BACKGROUND / HISTORY:** The information provided is for the FY 2018-19 budget period, month ending January 31, 2019. The “Current Budget” column contains the original adopted budget. This summary highlights key points related to the current month’s activity for the General Fund and Water Utility Fund. Staff is also prepared to present the power point briefing at the council meeting.

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### **DISCUSSION:**

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

As of January 31, 2019, General Fund revenues total \$3,231,846 or 61.99% of the FY2019 budget. General Fund expenditures total \$1,671,456 or 32.06% of the budget with 4 months or 33.33% of the fiscal year complete.

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

- Current M&O Property tax (10-599-1010) collections for the month are \$816,529. The City has received 80.42% of its annual budgeted amount to date. The City had received 83.99% of its annual budgeted amount through January 2018, so collections are slightly behind the same time frame when compared to prior year.
- Sales Tax revenue received this month totaled \$32,799 for November sales reported for monthly filers. Collections are slightly behind budget, however Whataburger is currently under construction, the Fire Chief reported the construction is moving quickly, and the City is optimistic, that when the restaurant is open, collections will move closer to budgeted amounts.
- Franchise Fees are paid quarterly and generally received two months after the quarter. This revenue category is on target at 27.67% of budget.
- Permits and Licenses revenues total \$45,627 for the month, with \$36,353 in building permits and \$5,764 in plan review fees. This area is behind budget as the permit office has been slow, but an increase in activity was seen this month.
- Court fees for the month are \$13,358, above the amount recognized in January 2018 of \$11,443.

- Police/Fire revenues total \$15,890 for the month. The City has collected 45.80% of the annual budgeted amount in the first four months of the fiscal year. This is the first month the City is seeing any significant effect of the Emergicon contract with \$12,271 of the revenues received being billed by them.

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

-The Council (600) is at 40.20% spent year to date. Minimal expenditures incurred this month. Travel/lodging/meals is currently over budget as the annual TML conference was very well attended by Council this year.

-The Administration Department (601) is a bit ahead of target with \$61,034 spent this month or 34.68% of the annual budget utilized to date. Larger, non-routine expenditures this month include \$2,500 paid to TML-IRP for the deductible amount under the Errors and Omissions policy re the Fanning lawsuit in Liability Insurance (3050) and \$1,600 for the 2019 City directory in Citizen Communication (3087).

-The Court Department (602) expenditures for the month are \$6,199 or 36.82% of the budget used to date. There were no unusual or significant expenditures incurred this month.

-The Public Works Department (603) expenditures for the month are \$33,950 with 24.90% of the annual budget utilized to date. There were no unusual or significant expenditures incurred this month.

-The Fire Department (604) is a bit below budget at \$116,015 expended this month, 31.38% total spent year to date. Overtime costs have slowed as the Department is fully staffed for the first time since October. Liability (3050) and Property (3070) insurance accounts reflect the endorsement for the new ambulance.

-The Police Department (605) is a bit ahead of budget for day-to-day expenditures with \$128,099 spent this month, 34.10% of the annual budget utilized. Uniforms (2080) includes \$1,720 for bullet proof vests and \$1,300 for uniform pieces for seven employees. Liability (3050) and Property (3071) insurance accounts reflect the endorsement for the new patrol vehicle.

-The Development Services Department (606) maintains the Professional Services paid for engineering, outside permit inspection, sanitary, and health inspection services with total expenditures of \$8,622 for the month or 21.99% of the annual budgeted amount utilized. The PermitMD software license was renewed this month for \$1,400.

### **20-WATER FUND**

As of January 31, 2019, the Water Fund total revenues are \$185,378 or 20.73% of the total annual budgeted amount. Water Fund (Water department & Debt Service) expenses total \$234,507 or 26.22% of adopted budget.

**Revenues (Water)**

- Water consumption (5015) billed in January for the month of December is \$20,167. Total consumption for the month is approximately 2,938,000 gallons less than the previous year or \$10,735 of revenue.
- 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 33.48% and 33.87% respectively.
- The EAA Pass Thru (5036) fees are charged to customers based on usage, \$3,050 was recorded for the month and 17.23% of the annual budgeted amount has been recognized to date.

**Expenses (Water)**

Water department (606) expenses for the day-to-day operations are on budget with a total of \$63,194 for the month or 33.17% of the budget utilized. Fire Hydrants (6055) includes costs to purchase 5 hydrants and riser components as 19 hydrants are old and need to be replaced. As they are being replaced, risers are being added so the Fire Department has sufficient clearance to facilitate valve opening (to turn the wrench a complete 360). Water System maintenance expenses (6072) includes four gate valves at \$505 each and a late billing on service line piping as the Utility restocks its materials inventory. Water System improvements (8080) reflects payment on well 5 rebuild for labor, supplies and camera survey that was under dispute as the work was repeated due to the replacement motor being burned out.

Debt service payments are scheduled for February and August.

**PAYROLL**

The City is on a bi-weekly payroll; there have been 9 pay periods out of 26 so approximately 34.62% should be expensed in the line items directly related to personnel. This is a higher percentage than the % of year completed at 33.33%, which explains why some of the departments are ahead of their budgets at this time. Workers Comp Insurance (1037) which is expensed quarterly, is at 22.47% for the City as a whole. TML rated the City's experience factor better than anticipated at 70% vs 76% used for budgeting. TMRS (1040) expenditures for departments is at approximately 34%, on track with budget. Health insurance related line items are at approximately 33%, on track with budget.

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**COURSES OF ACTION:** None related to the Report.

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**FINANCIAL IMPACT:** N/A

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**STAFF RECOMMENDATION:** N/A



## January 31, 2019 Monthly Financial Report

**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!*



<b>CASH AND INVESTMENTS BY FUND</b>	<b>January 31, 2019</b>
General Fund (10)	\$ 4,195,209
Water Fund ( 20)	859,475
Debt Service Fund (30)	365,763
Crime Control District Fund (40)	526,786
PEG Funds (42)	90,004
Oak Wilt Fund ( 45)	87,377
Street Maintenance Fund (48)	420,764
Court Security/Technology (50)	59,166
Child Safety Fund ( 52)	4,937
LEOSE Fund (53)	(1,550)
GF Capital Replacement Fund (70)	3,465,617
Pet Documentation and Rescue Fund (75)	2,339
<b>Total Cash &amp; Investments **</b>	<b>\$ 10,075,887</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		January 31, 2019
<b>OPERATING BANK ACCOUNTS</b>		
Frost Bank	\$	2,199,625
<b>SAVINGS &amp; BANK ACCOUNTS</b>		
Frost Bank		4,501,728
<b>POOLS</b>		
Tex Star	\$2,166,548	
Texpool	206,456	
<b>SUBTOTAL - POOLS</b>		<b>2,373,004</b>
<b>CERTIFICATES OF DEPOSIT</b>		
Security Service Credit Union	\$ 250,000	
United SA Credit Union	250,924	
Crocket National Bank	248,000	
Generation Credit Union	252,606	
<b>SUBTOTAL - CERTIFICATES OF DEPOSIT</b>		<b>1,001,530</b>
<b>Total Cash &amp; Investments **</b>	<b>\$</b>	<b>10,075,887</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 January 2019 are \$2,640,290 and are on track at 80.42% of budget.
- January 2019 Sales Tax revenue was \$32,799.  
(Collections are for November sales from monthly filers.)
- Building Permits and Licenses revenue for the month was \$45,627 with \$36,353 collected in building permit fees and \$5,764 from plan review fees.
- Major Projects/Improvements in FY 2018-19

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
Renovate/update CH				
public restrooms	\$ 20,000	\$ -	\$ 20,000	Planning
PW Fuel Tank	\$ 4,000	\$ 1,223	\$ 2,777	Completed
PW Landscape Trailer	\$ 4,723	\$ 4,669	\$ 54	Completed
PW Fence &				
Motorized Gate	\$ 15,000	\$ -	\$ 15,000	Planning
PW Covered Parking	\$ 10,000	\$ -	\$ 10,000	Planning

Unassigned General Fund fund balance at 2018 year end = \$2,648,513 (Audited)  
Unassigned General Fund fund balance at 2017 year end = \$3,072,119 (Audited)

# 10 - General Fund Revenues

*Together We Can!*



	FY 2018-19 ADOPTED BUDGET	FY 2018-19 JANUARY 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % BUDGET COLLECTED
CURRENT PROPERTY TAXES	\$ 3,283,152	\$ 816,529	\$ 2,640,290	80.42%
DEL. TAXES & PENALTIES	28,000	4,961	59,082	211.01%
SALES TAX	460,000	32,799	132,446	28.79%
MIXED BEVERAGE	22,000	4,993	9,845	44.75%
FRANCHISE REVENUES	476,000	11,987	131,719	27.67%
PERMITS & LICENSES	429,075	45,627	118,626	27.65%
COURT FEES	182,000	13,358	44,805	24.62%
POLICE/FIRE REVENUES	114,400	15,890	52,400	45.80%
MISC/INTEREST/GRANTS	188,265	13,076	42,633	22.65%
TRANSFERS IN	30,450	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>\$ 5,213,342</b>	<b>\$ 959,220</b>	<b>\$ 3,231,846</b>	<b>61.99%</b>

# 10- General Fund Expenditures

*Together We Can!*



	FY 2018-19 ADOPTED BUDGET	FY 2018-19 JANUARY 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % BUDGET SPENT
CITY COUNCIL	\$ 35,650	\$ 74	\$ 14,330	40.20%
ADMINISTRATION	884,798	61,034	306,884	34.68%
COURT	84,239	6,199	31,016	36.82%
PUBLIC WORKS	587,144	33,950	146,202	24.90%
FIRE DEPARTMENT	1,783,930	116,015	559,748	31.38%
POLICE DEPARTMENT	1,730,081	128,099	590,034	34.10%
DEVELOPMENT SERVICES	107,500	8,622	23,638	21.99%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,213,342</b>	<b>\$ 353,993</b>	<b>\$ 1,671,852</b>	<b>32.07%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 605,227</b>	<b>\$ 1,559,994</b>	

Expenditures total \$1,671,852 through January 2019 or 32.06% of budget spent with 33.33% of budget complete (4 months).

# 20 - Water Fund Overview



*Together We Can!*

- Total revenues through January 2019 are \$185,378 for a total 20.73% of budget, including transfers in.
- Total January 2019 billing for December 2018 water consumption is approximately 2,938,000 gallons less than the prior year.
- Water consumption sales revenue for the month of January 2019 (actual December 2018 usage) is lower in comparison to the prior year by \$10,735 due to adequate rainfall and lower temperatures.
- Water Department expenses remain on target thru the month of December 2018 at \$234,507 with a total of 33.17% of the adopted budget spent with 33.33% of year complete.
- Major Projects/Improvements in FY 2018-19:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
Mini excavator (50/50)	\$ 16,820	\$ 19,386	\$ (2,566)	Completed
Skid steer (50/50)	\$ 12,240	\$ -	\$ 12,240	Planning
Replace spider water lines in one cul de sac	\$ 10,000	\$ -	\$ 10,000	Not started

# 20 - Utility Fund Revenues & Expenses

*Together We Can!*



	FY 2018-19 ADOPTED BUDGET	FY 2018-19 JANUARY 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % OF BUDGET
				<u>COLLECTED</u>
WATER CONSUMPTION	\$ 621,347	\$ 20,167	\$ 97,925	15.76%
DEBT SERVICE	53,453	4,486	17,894	33.48%
WATER SERVICE FEE	58,092	4,918	19,673	33.87%
EAA PASS THRU CHARGE	83,319	3,050	14,359	17.23%
MISC/INTEREST/GRANTS	49,308	3,617	16,141	32.74%
TRANSFERS IN	28,780	-	19,386	67.36%
<b>TOTAL REVENUES</b>	<b>\$ 894,299</b>	<b>\$ 36,238</b>	<b>\$ 185,378</b>	<b>20.73%</b>
				<u>SPENT</u>
WATER DEPARTMENT	\$ 707,084	63,194	234,507	33.17%
DEBT SERVICE	187,215	-	-	0.00%
<b>TOTAL EXPENSES</b>	<b>\$ 894,299</b>	<b>\$ 63,194</b>	<b>\$ 234,507</b>	<b>26.22%</b>
<b>REVENUES OVER/(UNDER) EXPENSES</b>	<b>\$ -</b>	<b>\$ (26,956)</b>	<b>\$ (49,129)</b>	

# Special Revenue Funds

*Together We Can!*



## 40- Crime Control Prevention District

	FY 2018-19 ADOPTED BUDGET	FY 2018-19 JANUARY 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	<u>\$ 559,542</u>	<u>\$ 545,569</u>	<u>\$ 559,542</u>	
Crime Control Sales Tax	\$ 115,000	\$ 8,215	\$ 33,284	<b>COLLECTED</b> 28.94%
Interest/Misc.	6,000	849	3,137	52.28%
<b>TOTAL REVENUES</b>	<u><b>\$ 121,000</b></u>	<u><b>\$ 9,064</b></u>	<u><b>\$ 36,421</b></u>	<b>30.10%</b>
Fire Expenditures	\$ 625	\$ -	\$ 624	<b>SPENT</b> 99.84%
Police Expenditures	83,940	1,281	41,987	50.02%
<b>TOTAL EXPENDITURES</b>	<u><b>\$ 84,565</b></u>	<u><b>\$ 1,281</b></u>	<u><b>\$ 42,611</b></u>	<b>50.39%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<u><b>\$ 36,435</b></u>	<u><b>\$ 7,783</b></u>	<u><b>\$ (6,190)</b></u>	
<b>PROJECTED ENDING FUND BALANCE</b>	<u><u><b>\$ 595,977</b></u></u>	<u><u><b>\$ 553,352</b></u></u>	<u><u><b>\$ 553,352</b></u></u>	



## 40 – Crime Control Prevention District

- Supported by dedicated sales tax and interest income on invested balances.
- Major Projects/Improvements in FY 2018-19:

National Night Out	\$	5,000	\$	2,575	\$	2,425	Completed
Replace duty handguns	\$	25,000	\$	19,166	\$	5,834	In process
MDTs - 4 vehicles	\$	25,000	\$	15,800	\$	9,200	In process
Tasers	\$	8,640	\$	-	\$	8,640	Not started
Electronic Equipment	\$	10,000	\$	1,629	\$	8,371	In process



# Special Revenue Funds

*Together We Can!*



## 42- PEG Fund

	FY 2018-19 ADOPTED BUDGET	FY 2018-19 JANUARY 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	\$ 83,655	\$ 87,080	\$ 83,655	
Franchise Fee- PEG	\$ 15,500	\$ 870	\$ 4,946	<u>COLLECTED</u> 31.91%
Misc/Interest	1,000	145	515	51.50%
<b>TOTAL REVENUES</b>	<b>\$ 16,500</b>	<b>\$ 1,015</b>	<b>\$ 5,461</b>	<b>33.10%</b>
PEG Expenditures	1,600	-	1,021	<u>SPENT</u> 63.81%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ 14,900</b>	<b>\$ 1,015</b>	<b>\$ 4,440</b>	
<b>PROJECTED ENDING FUND BALANCE</b>	<b>\$ 98,555</b>	<b>\$ 88,095</b>	<b>\$ 88,095</b>	

# Special Revenue Funds

*Together We Can!*



## 45- Oak Wilt Fund

	FY 2018-19 ADOPTED BUDGET	FY 2018-2019 JANUARY 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	\$ 80,332	\$ 81,977	\$ 80,332	
<b>Tree Trimming Permits Revenue</b>	\$ 10,500	\$ 2,485	\$ 4,130	<u>COLLECTED</u> 39.33%
<b>Oak Wilt Expenditures</b>	<u>500</u>	<u>-</u>	<u>-</u>	<u>SPENT</u> 0.00%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	\$ 10,000	\$ 2,485	\$ 4,130	
<b>PROJECTED ENDING FUND BALANCE</b>	<u>\$ 90,332</u>	<u>\$ 84,462</u>	<u>\$ 84,462</u>	

# Special Revenue Funds

*Together We Can!*



## 48- Street Maintenance Fund

	FY 2018-19 ADOPTED BUDGET	FY 2018-19 JANUARY 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	\$ 416,301	\$ 441,213	\$ 416,301	
Sales Tax Revenues	\$ 115,000	\$ 8,200	\$ 33,112	COLLECTED 28.79%
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ 115,000</b>	<b>\$ 8,200</b>	<b>\$ 33,112</b>	
 <b>PROJECTED ENDING FUND BALANCE</b>	 <u>\$ 531,301</u>	 <u>\$ 449,413</u>	 <u>\$ 449,413</u>	

# Governmental Fund

*Together We Can!*



## 70- Capital Replacement Fund

	FY 2018-19 ADOPTED BUDGET	FY 2018-19 JANUARY 2019	FY 2018-19 YEAR TO DATE	FY 2018-19 % OF BUDGET
<b>BEGINNING FUND BALANCE</b>	<u>\$ 3,553,369</u>	<u>\$ 3,420,367</u>	<u>\$ 3,553,369</u>	
Interest Income	\$ 30,000	\$ 5,764	\$ 21,332	COLLECTED 71.11%
Transfers In - General Fund	<u>235,756</u>	<u>-</u>	<u>-</u>	0.00%
<b>TOTAL REVENUES</b>	<u><b>\$ 265,756</b></u>	<u><b>\$ 5,764</b></u>	<u><b>\$ 21,332</b></u>	<b>8.03%</b>
Administration	\$ 118,330	\$ -	\$ -	0.00%
Public Works	69,060	36,302	55,688	80.64%
Drainage	729,500	9,938	22,804	3.13%
Fire	135,800	-	116,318	85.65%
<b>TOTAL EXPENDITURES</b>	<u><b>\$ 1,052,690</b></u>	<u><b>\$ 46,240</b></u>	<u><b>\$ 194,810</b></u>	<b>18.51%</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<u><b>\$ (786,934)</b></u>	<u><b>\$ (40,476)</b></u>	<u><b>\$ (173,478)</b></u>	
<b>PROJECTED ENDING FUND BALANCE</b>	<u><u>\$ 2,766,435</u></u>	<u><u>\$ 3,379,891</u></u>	<u><u>\$ 3,379,891</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 2018-19:

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>	<u>Status</u>
City Hall roof replacement	\$ 95,000	\$ -	\$ 95,000	Planning
City Hall HVAC	\$ 8,000	\$ -	\$ 8,000	Not started
Municipal Tract	\$ 15,330	\$ -	\$ 15,330	Not started
PW Crew Truck	\$ 40,000	\$ 36,302	\$ 3,698	In process
Skid steer (50/50)	\$ 12,240	\$ -	\$ 12,240	Planning
Mini excavator (50/50)	\$ 16,820	\$ 19,386	\$ (2,566)	Completed
Drainage projects	\$ 729,500	\$ 22,803	\$ 706,697	In process
Fire - SCBAs	\$ 135,800	\$ 116,318	\$ 19,482	Completed



## Questions

10 -GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>5,213,342.00</u>	<u>959,219.72</u>	<u>3,231,845.66</u>	<u>1,981,496.34</u>	<u>61.99</u>
TOTAL REVENUES	<u>5,213,342.00</u>	<u>959,219.72</u>	<u>3,231,845.66</u>	<u>1,981,496.34</u>	<u>61.99</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
CITY COUNCIL	35,650.00	73.86	14,329.54	21,320.46	40.20
ADMINISTRATION	884,798.00	61,033.94	306,883.87	577,914.13	34.68
COURT	84,239.00	6,198.80	31,016.36	53,222.64	36.82
PUBLIC WORKS	587,144.00	33,950.30	146,201.79	440,942.21	24.90
FIRE DEPARTMENT	1,783,930.00	116,014.53	559,747.90	1,224,182.10	31.38
POLICE DEPARTMENT	1,730,081.00	128,098.92	590,033.60	1,140,047.40	34.10
DEVELOPMENT SERVICES	<u>107,500.00</u>	<u>8,622.30</u>	<u>23,638.55</u>	<u>83,861.45</u>	<u>21.99</u>
TOTAL EXPENDITURES	<u>5,213,342.00</u>	<u>353,992.65</u>	<u>1,671,851.61</u>	<u>3,541,490.39</u>	<u>32.07</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	605,227.07	1,559,994.05	( 1,559,994.05)	0.00

10 -GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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NON-DEPARTMENTALTAXES

10-599-1010 CURRENT ADVALOREM TAXES	3,283,152.00	816,529.01	2,640,290.09	642,861.91	80.42
10-599-1020 DELINQUENT ADVALOREM TAXES	20,000.00	4,329.23	56,657.02 (	36,657.02)	283.29
10-599-1030 PENALTY & INTEREST REVENUE	8,000.00	631.43	2,425.07	5,574.93	30.31
10-599-1040 MUNICIPAL SALES TAX	460,000.00	32,798.50	132,446.07	327,553.93	28.79
10-599-1060 MIXED BEVERAGE TAX	<u>22,000.00</u>	<u>4,992.98</u>	<u>9,845.20</u>	<u>12,154.80</u>	<u>44.75</u>
TOTAL TAXES	3,793,152.00	859,281.15	2,841,663.45	951,488.55	74.92

FRANCHISE REVENUES

10-599-2020 FRANCHISE FEES - ELECTRIC	295,000.00	0.00	81,975.10	213,024.90	27.79
10-599-2022 FRANCHISE FEES - GAS	30,000.00	0.00	3,791.49	26,208.51	12.64
10-599-2024 FRANCHISE FEES - CABLE	80,000.00	4,349.05	24,732.24	55,267.76	30.92
10-599-2026 FRANCHISE FEES - PHONE	25,000.00	11.84	6,109.59	18,890.41	24.44
10-599-2027 FRANCHISE FEES - SAWS	14,000.00	0.00	0.00	14,000.00	0.00
10-599-2028 FRANCHISE FEES - REFUSE	<u>32,000.00</u>	<u>7,625.71</u>	<u>15,109.57</u>	<u>16,890.43</u>	<u>47.22</u>
TOTAL FRANCHISE REVENUES	476,000.00	11,986.60	131,717.99	344,282.01	27.67

PERMITS & LICENSES

10-599-3010 BUILDING PERMITS	338,575.00	36,352.92	94,456.17	244,118.83	27.90
10-599-3012 PLAN REVIEW FEES	55,000.00	5,763.98	16,040.84	38,959.16	29.17
10-599-3018 CERT OF OCCUPANCY PERMITS	6,000.00	1,000.00	1,800.00	4,200.00	30.00
10-599-3020 PLATTING FEES	2,000.00	0.00	2,250.00 (	250.00)	112.50
10-599-3025 VARIANCE/RE-ZONE FEES	2,000.00	0.00	0.00	2,000.00	0.00
10-599-3040 CONTRACTORS' LICENSES	5,000.00	90.50	338.75	4,661.25	6.78
10-599-3045 INSPECTION FEES	10,000.00	720.00	1,820.00	8,180.00	18.20
10-599-3048 COMMERCIAL SIGN PERMITS	500.00	750.00	900.00 (	400.00)	180.00
10-599-3050 GARAGE SALE & OTHER PERMITS	1,000.00	150.00	220.00	780.00	22.00
10-599-3055 HEALTH INSPECTIONS	4,000.00	800.00	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	429,075.00	45,627.40	118,625.76	310,449.24	27.65

COURT FEES

10-599-4010 MUNICIPAL COURT FINES	150,000.00	11,515.51	38,523.71	111,476.29	25.68
10-599-4021 ARREST FEES	5,000.00	343.92	1,399.86	3,600.14	28.00
10-599-4028 STATE COURT COST ALLOCATION	6,000.00	0.00	0.00	6,000.00	0.00
10-599-4030 WARRANT FEES	20,000.00	1,450.00	4,693.00	15,307.00	23.47
10-599-4036 JUDICIAL FEE - CITY	<u>1,000.00</u>	<u>48.98</u>	<u>188.30</u>	<u>811.70</u>	<u>18.83</u>
TOTAL COURT FEES	182,000.00	13,358.41	44,804.87	137,195.13	24.62

POLICE/FIRE REVENUES

10-599-6010 POLICE REPORT REVENUE	400.00	29.00	131.65	268.35	32.91
10-599-6030 POLICE DEPT. REVENUE	4,000.00	300.00	921.30	3,078.70	23.03
10-599-6060 EMS FEES	<u>110,000.00</u>	<u>15,561.06</u>	<u>51,347.43</u>	<u>58,652.57</u>	<u>46.68</u>
TOTAL POLICE/FIRE REVENUES	114,400.00	15,890.06	52,400.38	61,999.62	45.80



10 -GENERAL FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MISC./GRANTS/INTEREST</u>					
10-599-7000 INTEREST INCOME	43,531.00	7,256.55	23,092.10	20,438.90	53.05
10-599-7021 FEDERAL GRANTS	15,000.00	0.00	0.00	15,000.00	0.00
10-599-7025 US DOJ VEST GRANT	4,000.00	0.00	0.00	4,000.00	0.00
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	0.00	50.00	0.00
10-599-7050 ADMINISTRATIVE INCOME	4,000.00	0.00	608.90	3,391.10	15.22
10-599-7060 CC SERVICE FEES	4,000.00	396.61	1,211.68	2,788.32	30.29
10-599-7070 RECYCLING REVENUE	2,500.00	355.48	965.69	1,534.31	38.63
10-599-7075 SITE LEASE/LICENSE FEES	45,084.00	3,757.46	15,029.84	30,054.16	33.34
10-599-7084 DONATIONS- FIRE DEPARTMENT	50.00	0.00	0.00	50.00	0.00
10-599-7085 DONATIONS- POLICE DEPARTMEN	50.00	50.00	50.00	0.00	100.00
10-599-7086 DONATIONS- ADMINISTRATION	8,000.00	0.00	300.00	7,700.00	3.75
10-599-7087 DONATIONS - BEAUTIFICATION	0.00	1,000.00	1,000.00 (	1,000.00)	0.00
10-599-7090 SALE OF CITY ASSETS	<u>45,000.00</u>	<u>260.00</u>	<u>375.00</u>	<u>44,625.00</u>	<u>0.83</u>
TOTAL MISC./GRANTS/INTEREST	188,265.00	13,076.10	42,633.21	145,631.79	22.65
<u>TRANSFERS IN</u>					
10-599-8020 TRF IN -WATER FUND	22,050.00	0.00	0.00	22,050.00	0.00
10-599-8050 TRF IN -COURT RESTRICTED	<u>8,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,400.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	30,450.00	0.00	0.00	30,450.00	0.00
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TOTAL NON-DEPARTMENTAL	5,213,342.00	959,219.72	3,231,845.66	1,981,496.34	61.99
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TOTAL REVENUES	5,213,342.00	959,219.72	3,231,845.66	1,981,496.34	61.99
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10 -GENERAL FUND  
CITY COUNCIL

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>SUPPLIES</u>					
10-600-2020 GENERAL OFFICE SUPPLIES	300.00	0.00	6.99	293.01	2.33
10-600-2035 COUNCIL/EMPLOYEE APPRECIATI	1,000.00	0.00	144.37	855.63	14.44
10-600-2037 CITY SPONSORED EVENTS	21,000.00	73.86	8,933.60	12,066.40	42.54
10-600-2040 MEETING SUPPLIES	1,000.00	0.00	437.38	562.62	43.74
10-600-2080 UNIFORMS	<u>600.00</u>	<u>0.00</u>	<u>190.00</u>	<u>410.00</u>	<u>31.67</u>
TOTAL SUPPLIES	23,900.00	73.86	9,712.34	14,187.66	40.64
<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	1,750.00	0.00	15.00	1,735.00	0.86
10-600-3030 TRAINING/EDUCATION	2,000.00	0.00	145.00	1,855.00	7.25
10-600-3040 TRAVEL/LODGING/MEALS	<u>3,500.00</u>	<u>0.00</u>	<u>4,457.20</u>	<u>( 957.20)</u>	<u>127.35</u>
TOTAL SERVICES	8,650.00	0.00	4,617.20	4,032.80	53.38
<u>CONTRACTUAL</u>					
10-600-4088 ELECTION SERVICES	<u>2,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>0.00</u>
TOTAL CONTRACTUAL	2,500.00	0.00	0.00	2,500.00	0.00
<u>CAPITAL OUTLAY</u>					
10-600-8015 NON-CAPITAL-COMPUTER EQUIPM	<u>600.00</u>	<u>0.00</u>	<u>0.00</u>	<u>600.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	600.00	0.00	0.00	600.00	0.00
TOTAL CITY COUNCIL	35,650.00	73.86	14,329.54	21,320.46	40.20

10 -GENERAL FUND  
ADMINISTRATION

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-601-1010 SALARIES	424,184.00	32,995.52	147,586.25	276,597.75	34.79
10-601-1015 OVERTIME	1,000.00	0.00	0.00	1,000.00	0.00
10-601-1020 MEDICARE	6,267.00	472.86	2,060.78	4,206.22	32.88
10-601-1025 TWC (SUI)	1,242.00	0.00	0.00	1,242.00	0.00
10-601-1030 HEALTH INSURANCE	33,180.00	2,765.00	11,060.00	22,120.00	33.33
10-601-1031 HSA	222.00	14.80	59.20	162.80	26.67
10-601-1033 DENTAL INSURANCE	2,716.00	231.02	924.08	1,791.92	34.02
10-601-1035 VISION CARE INSURANCE	528.00	43.94	175.76	352.24	33.29
10-601-1036 LIFE INSURANCE	477.00	39.84	159.36	317.64	33.41
10-601-1037 WORKERS' COMP INSURANCE	1,242.00	0.00	293.44	948.56	23.63
10-601-1040 TMRS RETIREMENT	60,286.00	4,677.74	20,677.41	39,608.59	34.30
10-601-1070 SPECIAL ALLOWANCES	<u>6,975.00</u>	<u>536.56</u>	<u>2,391.44</u>	<u>4,583.56</u>	<u>34.29</u>
TOTAL PERSONNEL	538,319.00	41,777.28	185,387.72	352,931.28	34.44
<u>SUPPLIES</u>					
10-601-2020 GENERAL OFFICE SUPPLIES	7,000.00	615.52	2,917.39	4,082.61	41.68
10-601-2025 BENEFITS CITYWIDE	3,000.00	819.50	819.50	2,180.50	27.32
10-601-2030 POSTAGE/METER RENTAL	12,000.00	648.09	2,764.97	9,235.03	23.04
10-601-2035 EMPLOYEE APPRECIATION	2,500.00	0.00	786.37	1,713.63	31.45
10-601-2050 PRINTING & COPYING	1,000.00	148.10	721.64	278.36	72.16
10-601-2060 MED EXAMS/SCREENING/TESTING	<u>2,750.00</u>	<u>186.66</u>	<u>373.32</u>	<u>2,376.68</u>	<u>13.58</u>
TOTAL SUPPLIES	28,250.00	2,417.87	8,383.19	19,866.81	29.68
<u>SERVICES</u>					
10-601-3010 ADVERTISING EXPENSE	5,000.00	405.77	778.77	4,221.23	15.58
10-601-3012 PROF. SERVICES-ENGINEERS	10,000.00	1,105.67	1,105.67	8,894.33	11.06
10-601-3013 PROFESSIONAL SERVICES	4,500.00	62.50	62.50	4,437.50	1.39
10-601-3015 PROF. SERVICES-LEGAL	50,000.00	4,718.84	11,157.14	38,842.86	22.31
10-601-3016 CODIFICATION EXPENSE	2,500.00	0.00	1,150.00	1,350.00	46.00
10-601-3020 ASSOCIATION DUES & PUBLICAT	4,000.00	567.91	2,791.53	1,208.47	69.79
10-601-3030 TRAINING/EDUCATION	5,500.00	0.00	955.00	4,545.00	17.36
10-601-3040 TRAVEL/MILEAGE/LODGING/PERD	5,000.00	809.35	2,647.97	2,352.03	52.96
10-601-3050 LIABILITY INSURANCE	9,000.00	2,500.00	11,678.17 (	2,678.17)	129.76
10-601-3075 BANK/CREDIT CARD FEES	5,000.00	166.63	718.14	4,281.86	14.36
10-601-3080 SPECIAL SERVICES	0.00	0.00	1,755.69 (	1,755.69)	0.00
10-601-3085 WEBSITE TECHNOLOGY	2,400.00	0.00	2,100.00	300.00	87.50
10-601-3087 CITIZENS COMMUNICATION/EDUC	<u>8,040.00</u>	<u>1,949.00</u>	<u>5,670.66</u>	<u>2,369.34</u>	<u>70.53</u>
TOTAL SERVICES	110,940.00	12,285.67	42,571.24	68,368.76	38.37
<u>CONTRACTUAL</u>					
10-601-4050 DOCUMENT STORAGE/ARCHIVES	4,000.00	225.50	1,765.22	2,234.78	44.13
10-601-4060 IT SERVICES	37,300.00	2,717.50	15,238.94	22,061.06	40.86
10-601-4075 COMPUTER SOFTWARE/INCODE	12,699.00	0.00	12,694.01	4.99	99.96
10-601-4083 AUDIT SERVICES	16,150.00	0.00	15,500.00	650.00	95.98
10-601-4084 BEXAR COUNTY APPRAISAL DIST	15,847.00	0.00	3,962.00	11,885.00	25.00
10-601-4085 BEXAR COUNTY TAX ASSESSOR	<u>3,375.00</u>	<u>0.00</u>	<u>3,381.31 (</u>	<u>6.31)</u>	<u>100.19</u>
TOTAL CONTRACTUAL	89,371.00	2,943.00	52,541.48	36,829.52	58.79

10 -GENERAL FUND  
ADMINISTRATION

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MAINTENANCE</u>					
10-601-5005 EQUIPMENT LEASES	3,600.00	719.19	1,071.91	2,528.09	29.78
10-601-5010 EQUIPMENT MAINT & REPAIR	500.00	0.00	0.00	500.00	0.00
10-601-5015 ELECTRONIC EQPT MAINT	1,000.00	0.00	0.00	1,000.00	0.00
10-601-5030 BUILDING MAINTENANCE	<u>21,500.00</u>	<u>623.75</u>	<u>11,534.40</u>	<u>9,965.60</u>	<u>53.65</u>
TOTAL MAINTENANCE	26,600.00	1,342.94	12,606.31	13,993.69	47.39
<u>UTILITIES</u>					
10-601-7042 UTILITIES - PHONE/CELL/VOIP	<u>17,540.00</u>	<u>267.18</u>	<u>4,797.44</u>	<u>12,742.56</u>	<u>27.35</u>
TOTAL UTILITIES	17,540.00	267.18	4,797.44	12,742.56	27.35
<u>CAPITAL OUTLAY</u>					
10-601-8015 NON-CAPITAL-COMPUTER	1,500.00	0.00	440.50	1,059.50	29.37
10-601-8025 NON-CAPITAL-OFFICE FURNITUR	200.00	0.00	155.99	44.01	78.00
10-601-8080 CAPITAL - IMPROVEMENTS	<u>20,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	21,700.00	0.00	596.49	21,103.51	2.75
<u>INTERFUND TRANSFERS</u>					
10-601-9010 TRANSFERS/CAPITAL REPLACEME	<u>52,078.00</u>	<u>0.00</u>	<u>0.00</u>	<u>52,078.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	52,078.00	0.00	0.00	52,078.00	0.00
TOTAL ADMINISTRATION	884,798.00	61,033.94	306,883.87	577,914.13	34.68

10 -GENERAL FUND  
COURT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-602-1010 SALARIES	45,917.00	3,532.00	15,834.34	30,082.66	34.48
10-602-1015 OVERTIME	1,000.00	0.00	0.00	1,000.00	0.00
10-602-1020 MEDICARE	698.00	52.56	234.98	463.02	33.66
10-602-1025 TWC (SUI)	207.00	0.00	0.00	207.00	0.00
10-602-1036 LIFE INSURANCE	80.00	6.64	26.56	53.44	33.20
10-602-1037 WORKERS' COMP INSURANCE	139.00	0.00	31.70	107.30	22.81
10-602-1040 TMRS RETIREMENT	6,713.00	505.58	2,233.97	4,479.03	33.28
10-602-1070 SPECIAL ALLOWANCES	<u>1,200.00</u>	<u>92.30</u>	<u>369.20</u>	<u>830.80</u>	<u>30.77</u>
TOTAL PERSONNEL	55,954.00	4,189.08	18,730.75	37,223.25	33.48
<u>SUPPLIES</u>					
10-602-2020 OFFICE SUPPLIES	600.00	0.00	113.41	486.59	18.90
10-602-2050 PRINTING & COPYING	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>
TOTAL SUPPLIES	1,600.00	0.00	113.41	1,486.59	7.09
<u>SERVICES</u>					
10-602-3015 JUDGE/PROSECUTOR	16,800.00	1,300.00	5,200.00	11,600.00	30.95
10-602-3020 ASSOCIATION DUES & PUBS	200.00	0.00	150.00	50.00	75.00
10-602-3030 TRAINING/EDUCATION	1,000.00	0.00	600.00	400.00	60.00
10-602-3040 TRAVEL/MILEAGE/LODGING/PERD	1,000.00	425.75	425.75	574.25	42.58
10-602-3050 LIABILITY INSURANCE	100.00	0.00	101.98 (	1.98)	101.98
10-602-3070 PROPERTY INSURANCE	50.00	0.00	50.99 (	0.99)	101.98
10-602-3075 BANK/CREDIT CARD FEES	<u>2,000.00</u>	<u>132.96</u>	<u>545.76</u>	<u>1,454.24</u>	<u>27.29</u>
TOTAL SERVICES	21,150.00	1,858.71	7,074.48	14,075.52	33.45
<u>CONTRACTUAL</u>					
10-602-4075 COMPUTER SOFTWARE/INCODE	<u>4,325.00</u>	<u>0.00</u>	<u>4,323.69</u>	<u>1.31</u>	<u>99.97</u>
TOTAL CONTRACTUAL	4,325.00	0.00	4,323.69	1.31	99.97
<u>UTILITIES</u>					
10-602-7042 UTILITIES - PHONE/CELL/VOIP	<u>1,020.00</u>	<u>151.01</u>	<u>611.24</u>	<u>408.76</u>	<u>59.93</u>
TOTAL UTILITIES	1,020.00	151.01	611.24	408.76	59.93
<u>CAPITAL OUTLAY</u>					
10-602-8025 NON-CAPITAL - OFFICE FURNIT	<u>190.00</u>	<u>0.00</u>	<u>162.79</u>	<u>27.21</u>	<u>85.68</u>
TOTAL CAPITAL OUTLAY	190.00	0.00	162.79	27.21	85.68
TOTAL COURT	84,239.00	6,198.80	31,016.36	53,222.64	36.82

## 10 -GENERAL FUND

## PUBLIC WORKS

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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PERSONNEL

10-603-1010 SALARIES	191,706.00	14,297.83	65,576.03	126,129.97	34.21
10-603-1015 OVERTIME	4,000.00	361.12	937.61	3,062.39	23.44
10-603-1020 MEDICARE	3,290.00	214.23	973.86	2,316.14	29.60
10-603-1025 TWC (SUI)	828.00	0.00	0.00	828.00	0.00
10-603-1030 HEALTH INSURANCE	26,544.00	2,207.40	8,828.31	17,715.69	33.26
10-603-1031 HSA	178.00	12.82	51.28	126.72	28.81
10-603-1033 DENTAL INSURANCE	1,536.00	120.90	483.57	1,052.43	31.48
10-603-1035 VISION CARE INSURANCE	365.00	28.74	114.93	250.07	31.49
10-603-1036 LIFE INSURANCE	318.00	26.48	105.95	212.05	33.32
10-603-1037 WORKERS' COMP INSURANCE	8,240.00	0.00	1,486.18	6,753.82	18.04
10-603-1040 TMRS RETIREMENT	31,644.00	2,126.98	9,539.82	22,104.18	30.15
10-603-1070 SPECIAL ALLOWANCES	<u>7,200.00</u>	<u>588.50</u>	<u>2,648.25</u>	<u>4,551.75</u>	<u>36.78</u>
TOTAL PERSONNEL	275,849.00	19,985.00	90,745.79	185,103.21	32.90

SUPPLIES

10-603-2020 OFFICE SUPPLIES	1,000.00	95.05	188.96	811.04	18.90
10-603-2050 PRINTING & COPYING	150.00	0.00	48.98	101.02	32.65
10-603-2060 MEDICAL EXAMS/SCREENING/TES	175.00	0.00	0.00	175.00	0.00
10-603-2070 JANITORIAL SUPPLIES	2,000.00	327.01	1,202.25	797.75	60.11
10-603-2080 UNIFORMS	1,500.00	0.00	0.00	1,500.00	0.00
10-603-2090 SMALL TOOLS	3,000.00	235.85	2,788.98	211.02	92.97
10-603-2091 SAFETY GEAR	<u>1,400.00</u>	<u>0.00</u>	<u>333.84</u>	<u>1,066.16</u>	<u>23.85</u>
TOTAL SUPPLIES	9,225.00	657.91	4,563.01	4,661.99	49.46

SERVICES

10-603-3012 PROFESSIONAL - ENGINEERING	10,000.00	0.00	0.00	10,000.00	0.00
10-603-3013 PROFESSIONAL SERVICES	45,500.00	652.39	1,957.17	43,542.83	4.30
10-603-3020 ASSOCIATION DUES & PUBS	195.00	0.00	0.00	195.00	0.00
10-603-3030 TRAINING/EDUCATION	300.00	0.00	0.00	300.00	0.00
10-603-3040 TRAVEL/MILEAGE/LODGING/PERD	250.00	0.00	0.00	250.00	0.00
10-603-3050 LIABILITY INSURANCE	3,630.00	0.00	3,701.86 (	71.86)	101.98
10-603-3060 UNIFORM SERVICE	1,500.00	170.58	698.36	801.64	46.56
10-603-3070 PROPERTY INSURANCE	<u>1,800.00</u>	<u>0.00</u>	<u>1,835.63 (</u>	<u>35.63)</u>	<u>101.98</u>
TOTAL SERVICES	63,175.00	822.97	8,193.02	54,981.98	12.97

CONTRACTUALMAINTENANCE

10-603-5005 EQUIPMENT LEASES	3,000.00	0.00	149.70	2,850.30	4.99
10-603-5010 EQUIPMENT MAINT & REPAIR	12,000.00	1,656.49	2,357.97	9,642.03	19.65
10-603-5020 VEHICLE MAINTENANCE	8,000.00	970.98	2,047.39	5,952.61	25.59
10-603-5030 BUILDING MAINTENANCE	10,000.00	1,861.41	2,727.41	7,272.59	27.27
10-603-5060 VEHICLE & EQPT FUELS	<u>5,000.00</u>	<u>378.89</u>	<u>2,005.03</u>	<u>2,994.97</u>	<u>40.10</u>
TOTAL MAINTENANCE	38,000.00	4,867.77	9,287.50	28,712.50	24.44

10 -GENERAL FUND

PUBLIC WORKS

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-603-6011 CHEMICALS	1,000.00	0.00	259.59	740.41	25.96
10-603-6080 STREET MAINTENANCE	35,000.00	1,257.82	1,443.94	33,556.06	4.13
10-603-6081 SIGN MAINTENANCE	<u>2,000.00</u>	<u>0.00</u>	<u>964.90</u>	<u>1,035.10</u>	<u>48.25</u>
TOTAL DEPT MATERIALS-SERVICES	38,000.00	1,257.82	2,668.43	35,331.57	7.02
<u>UTILITIES</u>					
10-603-7040 UTILITIES - ELECTRIC	40,000.00	3,576.73	12,914.53	27,085.47	32.29
10-603-7041 UTILITIES - GAS	1,800.00	29.02	101.96	1,698.04	5.66
10-603-7042 UTILITIES - PHONE	500.00	56.00	224.00	276.00	44.80
10-603-7044 UTILITIES - WATER	8,600.00	370.70	1,859.65	6,740.35	21.62
10-603-7045 STREET LIGHTS	<u>30,000.00</u>	<u>2,326.38</u>	<u>9,341.93</u>	<u>20,658.07</u>	<u>31.14</u>
TOTAL UTILITIES	80,900.00	6,358.83	24,442.07	56,457.93	30.21
<u>CAPITAL OUTLAY</u>					
10-603-8005 OFFICE FURNITURE	300.00	0.00	409.97 (	109.97)	136.66
10-603-8015 NON-CAPITAL-COMPUTER	400.00	0.00	0.00	400.00	0.00
10-603-8020 NON-CAPITAL-MAINTENANCE EQU	8,723.00	0.00	5,892.00	2,831.00	67.55
10-603-8081 CAPITAL - BUILDINGS	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	34,423.00	0.00	6,301.97	28,121.03	18.31
<u>INTERFUND TRANSFERS</u>					
10-603-9010 TRF TO CAPITAL REPLACEMENT	<u>47,572.00</u>	<u>0.00</u>	<u>0.00</u>	<u>47,572.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	47,572.00	0.00	0.00	47,572.00	0.00
TOTAL PUBLIC WORKS	587,144.00	33,950.30	146,201.79	440,942.21	24.90

10 -GENERAL FUND  
FIRE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-604-1010 SALARIES	1,072,232.00	76,949.18	343,817.86	728,414.14	32.07
10-604-1015 OVERTIME	35,000.00	3,728.72	23,130.47	11,869.53	66.09
10-604-1020 MEDICARE	16,297.00	1,133.23	5,212.65	11,084.35	31.99
10-604-1025 TWC (SUI)	3,519.00	0.00	0.00	3,519.00	0.00
10-604-1030 HEALTH INSURANCE	112,812.00	8,295.00	34,286.00	78,526.00	30.39
10-604-1031 HSA	755.00	44.40	185.00	570.00	24.50
10-604-1033 DENTAL INSURANCE	6,543.00	483.40	1,990.94	4,552.06	30.43
10-604-1035 VISION CARE INSURANCE	1,542.00	114.92	476.58	1,065.42	30.91
10-604-1036 LIFE INSURANCE	1,353.00	99.60	438.24	914.76	32.39
10-604-1037 WORKERS' COMP INSURANCE	25,602.00	0.00	5,767.37	19,834.63	22.53
10-604-1040 TMRS RETIREMENT	156,781.00	11,415.46	51,276.48	105,504.52	32.71
10-604-1070 SPECIAL ALLOWANCES	<u>14,400.00</u>	<u>1,153.40</u>	<u>4,992.19</u>	<u>9,407.81</u>	<u>34.67</u>
TOTAL PERSONNEL	1,446,836.00	103,417.31	471,573.78	975,262.22	32.59
<u>SUPPLIES</u>					
10-604-2020 OFFICE SUPPLIES	1,500.00	91.92	324.60	1,175.40	21.64
10-604-2060 MEDICAL EXAMS/SCREENING/TES	2,000.00	45.00	353.25	1,646.75	17.66
10-604-2070 JANITORIAL SUPPLIES	2,500.00	0.00	318.29	2,181.71	12.73
10-604-2080 UNIFORMS & ACCESSORIES	<u>7,000.00</u>	<u>1,814.86</u>	<u>2,273.43</u>	<u>4,726.57</u>	<u>32.48</u>
TOTAL SUPPLIES	13,000.00	1,951.78	3,269.57	9,730.43	25.15
<u>SERVICES</u>					
10-604-3017 PROFESSIONAL - MEDICAL DIRE	5,900.00	450.00	1,800.00	4,100.00	30.51
10-604-3020 ASSOCIATION DUES & PUBS	8,420.00	0.00	2,062.17	6,357.83	24.49
10-604-3030 TRAINING/EDUCATION	9,040.00	149.00	554.17	8,485.83	6.13
10-604-3040 TRAVEL/MILEAGE/LODGING/PERD	4,000.00	0.00	119.84	3,880.16	3.00
10-604-3050 LIABILITY INSURANCE	18,100.00	1,194.62	19,652.94 (	1,552.94)	108.58
10-604-3070 PROPERTY INSURANCE	9,000.00	2,131.50	11,309.67 (	2,309.67)	125.66
10-604-3080 SPECIAL SERVICES	4,160.00	33.00	4,033.00	127.00	96.95
10-604-3090 COMMUNICATIONS SERVICES	<u>4,668.00</u>	<u>410.18</u>	<u>1,659.53</u>	<u>3,008.47</u>	<u>35.55</u>
TOTAL SERVICES	63,288.00	4,368.30	41,191.32	22,096.68	65.09
<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	500.00	0.00	0.00	500.00	0.00
10-604-4086 CONTRACT LABOR	<u>0.00</u>	<u>0.00</u>	<u>15,902.44</u> (	<u>15,902.44)</u>	<u>0.00</u>
TOTAL CONTRACTUAL	6,500.00	0.00	21,734.44 (	15,234.44)	334.38
<u>MAINTENANCE</u>					
10-604-5010 EQUIPMENT MAINT & REPAIR	4,500.00	163.27	322.28	4,177.72	7.16
10-604-5020 VEHICLE MAINTENANCE	20,000.00	829.89	3,771.51	16,228.49	18.86
10-604-5030 BUILDING MAINTENANCE	7,000.00	1,323.02	2,059.66	4,940.34	29.42
10-604-5060 VEHICLE & EQPT FUELS	<u>10,000.00</u>	<u>652.86</u>	<u>2,794.75</u>	<u>7,205.25</u>	<u>27.95</u>
TOTAL MAINTENANCE	41,500.00	2,969.04	8,948.20	32,551.80	21.56



10 -GENERAL FUND  
FIRE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-604-6015 ELECTRONIC EQPT MAINT	7,000.00	65.71	2,114.98	4,885.02	30.21
10-604-6030 INVESTIGATIVE SUPPLIES/PROC	1,500.00	0.00	28.42	1,471.58	1.89
10-604-6040 EMS SUPPLIES	23,000.00	2,085.18	8,862.24	14,137.76	38.53
10-604-6045 FIRE FIGHTING EQPT SUPPLIES	12,000.00	410.00	702.00	11,298.00	5.85
10-604-6060 PPE MAINTENANCE	<u>14,100.00</u>	<u>638.09</u>	<u>929.31</u>	<u>13,170.69</u>	<u>6.59</u>
TOTAL DEPT MATERIALS-SERVICES	57,600.00	3,198.98	12,636.95	44,963.05	21.94
<u>UTILITIES</u>					
10-604-7044 UTILITIES - WATER	<u>1,600.00</u>	<u>109.12</u>	<u>393.64</u>	<u>1,206.36</u>	<u>24.60</u>
TOTAL UTILITIES	1,600.00	109.12	393.64	1,206.36	24.60
<u>CAPITAL OUTLAY</u>					
10-604-8015 NON-CAPITAL-COMPUTER EQUIPM	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	500.00	0.00	0.00	500.00	0.00
<u>INTERFUND TRANSFERS</u>					
10-604-9000 GRANT EXPENDITURES	17,000.00	0.00	0.00	17,000.00	0.00
10-604-9010 TRF TO CAPITAL REPLACEMENT	<u>136,106.00</u>	<u>0.00</u>	<u>0.00</u>	<u>136,106.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	153,106.00	0.00	0.00	153,106.00	0.00
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TOTAL FIRE DEPARTMENT	1,783,930.00	116,014.53	559,747.90	1,224,182.10	31.38

10 -GENERAL FUND  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL</u>					
10-605-1010 SALARIES	1,110,817.00	85,086.34	378,162.18	732,654.82	34.04
10-605-1015 OVERTIME	16,000.00	849.74	4,553.51	11,446.49	28.46
10-605-1020 MEDICARE	16,930.00	1,259.32	5,602.63	11,327.37	33.09
10-605-1025 TWC (SUI)	3,933.00	62.06	62.06	3,870.94	1.58
10-605-1030 HEALTH INSURANCE	126,084.00	10,783.50	41,198.50	84,885.50	32.68
10-605-1031 HSA	844.00	66.60	255.30	588.70	30.25
10-605-1033 DENTAL INSURANCE	7,289.00	607.50	2,381.30	4,907.70	32.67
10-605-1035 VISION CARE INSURANCE	1,704.00	145.34	571.22	1,132.78	33.52
10-605-1036 LIFE INSURANCE	1,512.00	126.16	494.68	1,017.32	32.72
10-605-1037 WORKERS' COMP INSURANCE	32,499.00	0.00	7,533.77	24,965.23	23.18
10-605-1040 TMRS RETIREMENT	162,879.00	12,348.88	54,384.92	108,494.08	33.39
10-605-1070 SPECIAL ALLOWANCES	<u>37,775.00</u>	<u>2,586.52</u>	<u>11,746.06</u>	<u>26,028.94</u>	<u>31.09</u>
TOTAL PERSONNEL	1,518,266.00	113,921.96	506,946.13	1,011,319.87	33.39
<u>SUPPLIES</u>					
10-605-2020 OFFICE SUPPLIES	3,000.00	1,353.04	1,722.88	1,277.12	57.43
10-605-2050 PRINTING & COPYING	1,300.00	505.00	919.95	380.05	70.77
10-605-2060 MEDICAL/SCREENING/TESTING/B	1,000.00	116.00	226.00	774.00	22.60
10-605-2080 UNIFORMS & ACCESSORIES	<u>27,000.00</u>	<u>4,147.62</u>	<u>7,584.72</u>	<u>19,415.28</u>	<u>28.09</u>
TOTAL SUPPLIES	32,300.00	6,121.66	10,453.55	21,846.45	32.36
<u>SERVICES</u>					
10-605-3020 ASSOCIATION DUES & PUBS	5,870.00	100.00	1,349.00	4,521.00	22.98
10-605-3030 TRAINING/EDUCATION	3,500.00	0.00	150.07	3,349.93	4.29
10-605-3040 TRAVEL/MILEAGE/LODGING/PERD	4,000.00	0.00	759.86	3,240.14	19.00
10-605-3050 LIABILITY INSURANCE	16,000.00	712.46	17,029.21 (	1,029.21)	106.43
10-605-3060 UNIFORM MAINTENANCE	6,000.00	658.47	658.47	5,341.53	10.97
10-605-3071 PROPERTY INSURANCE	7,300.00	515.48	7,960.00 (	660.00)	109.04
10-605-3072 ANIMAL CONTROL SERVICES	12,500.00	1,000.00	4,000.00	8,500.00	32.00
10-605-3087 CITIZENS COMMUNICATION/ED	400.00	91.13	91.13	308.87	22.78
10-605-3090 COMMUNICATIONS SERVICES	<u>4,600.00</u>	<u>493.87</u>	<u>1,914.72</u>	<u>2,685.28</u>	<u>41.62</u>
TOTAL SERVICES	60,170.00	3,571.41	33,912.46	26,257.54	56.36
<u>CONTRACTUAL</u>					
10-605-4045 CONTRACT/RADIO FEES COSA	9,600.00	0.00	7,992.00	1,608.00	83.25
10-605-4075 COMPUTER SOFTWARE/INCODE	<u>13,595.00</u>	<u>33.00</u>	<u>9,121.62</u>	<u>4,473.38</u>	<u>67.10</u>
TOTAL CONTRACTUAL	23,195.00	33.00	17,113.62	6,081.38	73.78
<u>MAINTENANCE</u>					
10-605-5005 EQUIPMENT LEASES	3,100.00	300.49	561.09	2,538.91	18.10
10-605-5010 EQUIPMENT MAINT & REPAIR	3,000.00	0.00	0.00	3,000.00	0.00
10-605-5015 ELECTRONIC EQPT MAINT	5,350.00	92.98	288.92	5,061.08	5.40
10-605-5020 VEHICLE MAINTENANCE	23,000.00	1,462.45	7,409.64	15,590.36	32.22
10-605-5060 VEHICLE & EQPT FUELS	<u>30,000.00</u>	<u>2,026.71</u>	<u>10,916.57</u>	<u>19,083.43</u>	<u>36.39</u>
TOTAL MAINTENANCE	64,450.00	3,882.63	19,176.22	45,273.78	29.75

10 -GENERAL FUND  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>DEPT MATERIALS-SERVICES</u>					
10-605-6030 INVESTIGATIVE SUPPLIES	3,000.00	5.00	26.73	2,973.27	0.89
10-605-6032 POLICE SAFETY SUPPLIES	3,400.00	0.00	807.23	2,592.77	23.74
10-605-6035 FIREARMS EQUIPMENT/SUPPLIES	<u>6,000.00</u>	<u>218.21</u>	<u>218.21</u>	<u>5,781.79</u>	<u>3.64</u>
TOTAL DEPT MATERIALS-SERVICES	12,400.00	223.21	1,052.17	11,347.83	8.49
<u>UTILITIES</u>					
10-605-7042 UTILITES- PHONE	<u>4,300.00</u>	<u>345.05</u>	<u>1,379.45</u>	<u>2,920.55</u>	<u>32.08</u>
TOTAL UTILITIES	4,300.00	345.05	1,379.45	2,920.55	32.08
<u>CAPITAL OUTLAY</u>					
<u>INTERFUND TRANSFERS</u>					
10-605-9000 GRANT EXPENDITURES	<u>15,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>15,000.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	15,000.00	0.00	0.00	15,000.00	0.00
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TOTAL POLICE DEPARTMENT	1,730,081.00	128,098.92	590,033.60	1,140,047.40	34.10

10 -GENERAL FUND  
DEVELOPMENT SERVICES

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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<u>SUPPLIES</u>					
10-607-2050 PRINTING & COPYING	<u>1,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000.00</u>	<u>0.00</u>
TOTAL SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
<u>SERVICES</u>					
10-607-3012 PROF -ENGINEERING REVIEW	5,000.00	0.00	0.00	5,000.00	0.00
10-607-3015 PROF -BLDG INSPECTION SERVI	95,000.00	6,792.30	21,318.55	73,681.45	22.44
10-607-3016 PROF -HEALTH INSPECTOR	2,000.00	180.00	420.00	1,580.00	21.00
10-607-3017 PROF -SANITARY INSPECTION S	<u>3,000.00</u>	<u>250.00</u>	<u>500.00</u>	<u>2,500.00</u>	<u>16.67</u>
TOTAL SERVICES	105,000.00	7,222.30	22,238.55	82,761.45	21.18
<u>CONTRACTUAL</u>					
10-607-4075 COMPUTER SOFTWARE/MAINTENAN	<u>1,500.00</u>	<u>1,400.00</u>	<u>1,400.00</u>	<u>100.00</u>	<u>93.33</u>
TOTAL CONTRACTUAL	1,500.00	1,400.00	1,400.00	100.00	93.33
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TOTAL DEVELOPMENT SERVICES	107,500.00	8,622.30	23,638.55	83,861.45	21.99
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TOTAL EXPENDITURES	5,213,342.00	353,992.65	1,671,851.61	3,541,490.39	32.07
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REVENUES OVER/(UNDER) EXPENDITURES	0.00	605,227.07	1,559,994.05	( 1,559,994.05)	0.00
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20 -WATER FUND

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>894,299.00</u>	<u>36,238.19</u>	<u>185,378.21</u>	<u>708,920.79</u>	<u>20.73</u>
TOTAL REVENUES	894,299.00 =====	36,238.19 =====	185,378.21 =====	708,920.79 =====	20.73 =====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	707,084.00	63,193.96	234,506.72	472,577.28	33.17
DEBT SERVICE	<u>187,215.00</u>	<u>0.00</u>	<u>0.00</u>	<u>187,215.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	894,299.00 =====	63,193.96 =====	234,506.72 =====	659,792.28 =====	26.22 =====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	( 26,955.77)	( 49,128.51)	49,128.51	0.00

20 -WATER FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENTAL</u>					
<u>WATER SALES</u>					
20-599-5015 WATER CONSUMPTION	621,347.00	20,167.35	97,925.45	523,421.55	15.76
20-599-5016 LATE CHARGES	6,000.00	574.37	2,177.56	3,822.44	36.29
20-599-5018 DEBT SERVICE	53,453.00	4,486.40	17,894.40	35,558.60	33.48
20-599-5019 WATER SERVICE FEE	58,092.00	4,917.72	19,673.34	38,418.66	33.87
20-599-5036 EAA PASS THRU CHARGE	<u>83,319.00</u>	<u>3,049.60</u>	<u>14,359.10</u>	<u>68,959.90</u>	<u>17.23</u>
TOTAL WATER SALES	822,211.00	33,195.44	152,029.85	670,181.15	18.49
<u>MISC./GRANTS/INTEREST</u>					
20-599-7000 INTEREST INCOME	9,500.00	1,106.73	4,854.25	4,645.75	51.10
20-599-7011 OTHER INCOME	0.00	515.82	784.46 (	784.46)	0.00
20-599-7012 LEASE OF WATER RIGHTS	17,108.00	0.00	2,500.00	14,608.00	14.61
20-599-7060 CC SERVICE FEES	1,200.00	115.43	383.87	816.13	31.99
20-599-7075 SITE/TOWER LEASE REVENUE	15,500.00	1,304.77	5,209.28	10,290.72	33.61
20-599-7090 SALE OF FIXED ASSETS	<u>0.00</u>	<u>0.00</u>	<u>230.50 (</u>	<u>230.50)</u>	<u>0.00</u>
TOTAL MISC./GRANTS/INTEREST	43,308.00	3,042.75	13,962.36	29,345.64	32.24
<u>TRANSFERS IN</u>					
20-599-8072 TRF IN - CAPITAL REPLACEMEN	<u>28,780.00</u>	<u>0.00</u>	<u>19,386.00</u>	<u>9,394.00</u>	<u>67.36</u>
TOTAL TRANSFERS IN	28,780.00	0.00	19,386.00	9,394.00	67.36
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TOTAL NON-DEPARTMENTAL	894,299.00	36,238.19	185,378.21	708,920.79	20.73
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TOTAL REVENUES	894,299.00	36,238.19	185,378.21	708,920.79	20.73
	=====	=====	=====	=====	=====

20 -WATER FUND

WATER DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
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PERSONNEL

20-606-1010 SALARIES	185,260.00	13,802.29	63,413.01	121,846.99	34.23
20-606-1015 OVERTIME	7,000.00	1,158.66	4,015.09	2,984.91	57.36
20-606-1020 MEDICARE	2,615.00	220.82	1,000.39	1,614.61	38.26
20-606-1025 TWC (SUI)	828.00	0.00	0.00	828.00	0.00
20-606-1030 HEALTH INSURANCE	26,544.00	2,216.60	8,867.69	17,676.31	33.41
20-606-1031 HSA	178.00	13.08	52.32	125.68	29.39
20-606-1033 DENTAL INSURANCE	1,480.00	120.82	483.31	996.69	32.66
20-606-1035 VISION CARE INSURANCE	325.00	28.72	114.91	210.09	35.36
20-606-1036 LIFE INSURANCE	318.00	26.62	106.51	211.49	33.49
20-606-1037 WORKERS' COMP INSURANCE	6,551.00	0.00	1,577.38	4,973.62	24.08
20-606-1040 TMRS RETIREMENT	25,157.00	2,177.23	9,741.91	15,415.09	38.72
20-606-1070 SPECIAL ALLOWANCES	<u>11,400.00</u>	<u>646.19</u>	<u>3,271.33</u>	<u>8,128.67</u>	<u>28.70</u>
TOTAL PERSONNEL	267,656.00	20,411.03	92,643.85	175,012.15	34.61

SUPPLIES

20-606-2020 OFFICE SUPPLIES	1,400.00	0.00	814.57	585.43	58.18
20-606-2030 POSTAGE	2,500.00	227.15	1,030.12	1,469.88	41.20
20-606-2050 PRINTING & COPYING	600.00	0.00	444.92	155.08	74.15
20-606-2070 JANITORIAL SUPPLIES	100.00	0.00	0.00	100.00	0.00
20-606-2075 BANK/CREDITCARD FEES	5,100.00	299.36	1,953.28	3,146.72	38.30
20-606-2080 UNIFORMS	1,200.00	0.00	336.22	863.78	28.02
20-606-2090 SMALL TOOLS	2,000.00	0.00	359.23	1,640.77	17.96
20-606-2091 SAFETY SUPPLIES/EQUIPMENT	<u>1,200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,200.00</u>	<u>0.00</u>
TOTAL SUPPLIES	14,100.00	526.51	4,938.34	9,161.66	35.02

SERVICES

20-606-3012 ENGINEERING SERVICES	1,000.00	0.00	0.00	1,000.00	0.00
20-606-3013 PROFESSIONAL SERVICES	500.00	0.00	0.00	500.00	0.00
20-606-3020 ASSOCIATION DUES & PUBS	2,215.00	111.00	331.00	1,884.00	14.94
20-606-3030 TRAINING/EDUCATION	3,000.00	930.00	1,790.00	1,210.00	59.67
20-606-3040 TRAVEL/MILEAGE/LODGING/PERD	1,500.00	0.00	69.96	1,430.04	4.66
20-606-3050 INSURANCE - LIABILITY	3,795.00	0.00	3,870.13 (	75.13)	101.98
20-606-3060 UNIFORM SERVICES	3,000.00	239.47	714.63	2,285.37	23.82
20-606-3070 INSURANCE - PROPERTY	1,850.00	0.00	1,886.62 (	36.62)	101.98
20-606-3075 WATER CONSERVATION EDUCATIO	100.00	0.00	0.00	100.00	0.00
20-606-3080 SPECIAL SERVICES	300.00	58.00	98.00	202.00	32.67
20-606-3082 WATER ANALYSIS FEES	<u>6,500.00</u>	<u>185.00</u>	<u>2,226.91</u>	<u>4,273.09</u>	<u>34.26</u>
TOTAL SERVICES	23,760.00	1,523.47	10,987.25	12,772.75	46.24

CONTRACTUAL

20-606-4075 COMPUTER SOFTWARE/INCODE	10,292.00	1,112.72	4,394.00	5,898.00	42.69
20-606-4085 EAA -WATER MANAGEMENT FEES	84,084.00	7,006.52	23,826.08	60,257.92	28.34
20-606-4099 WATER RIGHTS/LEASE PAYMENTS	<u>10,851.00</u>	<u>0.00</u>	<u>12,281.50 (</u>	<u>1,430.50)</u>	<u>113.18</u>
TOTAL CONTRACTUAL	105,227.00	8,119.24	40,501.58	64,725.42	38.49

## 20 -WATER FUND

## WATER DEPARTMENT

% OF YEAR COMPLETED: 33.33

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	0.00	1,500.00	0.00
20-606-5010 EQUIPMENT MAINT & REPAIR	6,500.00	0.00	0.00	6,500.00	0.00
20-606-5015 ELECTRONIC EQPT MAINTENANCE	500.00	0.00	0.00	500.00	0.00
20-606-5020 VEHICLE MAINTENANCE	2,000.00	640.73	857.98	1,142.02	42.90
20-606-5030 BUILDING MAINTENANCE	2,000.00	( 269.20)	1,219.84	780.16	60.99
20-606-5060 VEHICLE & EQPT FUELS	<u>3,000.00</u>	<u>419.47</u>	<u>1,862.11</u>	<u>1,137.89</u>	<u>62.07</u>
TOTAL MAINTENANCE	15,500.00	791.00	3,939.93	11,560.07	25.42
<u>DEPT MATERIALS-SERVICES</u>					
20-606-6011 CHEMICALS	17,000.00	701.89	9,243.97	7,756.03	54.38
20-606-6050 WATER METERS & BOXES	4,500.00	1,643.76	1,731.94	2,768.06	38.49
20-606-6055 FIRE HYDRANTS	3,000.00	10,563.14	10,563.14	( 7,563.14)	352.10
20-606-6060 HUEBNER STORAGE TANK	6,000.00	47.32	47.32	5,952.68	0.79
20-606-6061 ELEVATED STORAGE TANK- #1 W	3,000.00	0.00	996.00	2,004.00	33.20
20-606-6062 WELL SITE #2-EAA MONITORED	100.00	0.00	0.00	100.00	0.00
20-606-6065 WELL SITE #5-EDWARDS BLENDI	3,000.00	47.31	47.31	2,952.69	1.58
20-606-6066 WELL SITE #6-MUNI TRACT	1,000.00	347.32	647.32	352.68	64.73
20-606-6067 WELL SITE #7	5,000.00	47.32	47.32	4,952.68	0.95
20-606-6068 WELL SITE #8	3,500.00	647.31	1,196.31	2,303.69	34.18
20-606-6069 WELL SITE #9-TRINITY	2,000.00	0.00	0.00	2,000.00	0.00
20-606-6070 SCADA SYSTEM MAINTENANCE	2,000.00	0.00	0.00	2,000.00	0.00
20-606-6071 SHAVANO DRIVE PUMP STATION	7,000.00	641.60	6,840.26	159.74	97.72
20-606-6072 WATER SYSTEM MAINTENANCE	13,305.00	6,783.99	10,412.88	2,892.12	78.26
20-606-6080 STREET MAINT SUPPLIES	<u>1,500.00</u>	<u>0.00</u>	<u>57.50</u>	<u>1,442.50</u>	<u>3.83</u>
TOTAL DEPT MATERIALS-SERVICES	71,905.00	21,470.96	41,831.27	30,073.73	58.18
<u>UTILITIES</u>					
20-606-7040 UTILITIES - ELECTRIC	70,000.00	523.62	10,358.91	59,641.09	14.80
20-606-7042 UTILITIES - PHONE/CELL	800.00	18.99	75.96	724.04	9.50
20-606-7044 UTILITIES - WATER	<u>300.00</u>	<u>12.09</u>	<u>46.58</u>	<u>253.42</u>	<u>15.53</u>
TOTAL UTILITIES	71,100.00	554.70	10,481.45	60,618.55	14.74
<u>CAPITAL OUTLAY</u>					
20-606-8020 NON-CAPITAL MAINTENANCE EQU	1,000.00	0.00	0.00	1,000.00	0.00
20-606-8060 CAPITAL- EQUIPMENT	29,060.00	0.00	19,386.00	9,674.00	66.71
20-606-8080 WATER SYSTEM IMPROVEMENTS	10,000.00	9,797.05	9,797.05	202.95	97.97
20-606-8087 WATER METER REPLACEMENT	<u>3,780.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,780.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	43,840.00	9,797.05	29,183.05	14,656.95	66.57
<u>INTERFUND TRANSFERS</u>					
20-606-9010 TRF TO GENERAL FUND	22,050.00	0.00	0.00	22,050.00	0.00
20-606-9020 TRF TO CAPITAL REP. FUND 72	<u>71,946.00</u>	<u>0.00</u>	<u>0.00</u>	<u>71,946.00</u>	<u>0.00</u>
TOTAL INTERFUND TRANSFERS	93,996.00	0.00	0.00	93,996.00	0.00
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TOTAL WATER DEPARTMENT	707,084.00	63,193.96	234,506.72	472,577.28	33.17



20 -WATER FUND  
 DEBT SERVICE

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
20-607-8014 2009 GO REFUND - PRINCIPAL	40,072.50	0.00	0.00	40,072.50	0.00
20-607-8015 2009 GO REFUND - INTEREST	13,830.00	0.00	0.00	13,830.00	0.00
20-607-8016 2017 GO REFUNDING (2009) PR	65,000.00	0.00	0.00	65,000.00	0.00
20-607-8017 2017 GO REFUNDING (2009) IN	68,162.50	0.00	0.00	68,162.50	0.00
20-607-8030 BOND AGENT FEES	<u>150.00</u>	<u>0.00</u>	<u>0.00</u>	<u>150.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	187,215.00	0.00	0.00	187,215.00	0.00
<hr/>					
TOTAL DEBT SERVICE	187,215.00	0.00	0.00	187,215.00	0.00
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TOTAL EXPENDITURES	894,299.00	63,193.96	234,506.72	659,792.28	26.22
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	( 26,955.77)	( 49,128.51)	49,128.51	0.00
	=====	=====	=====	=====	=====

30 -DEBT SERVICE FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>208,897.00</u>	<u>44,002.90</u>	<u>147,616.34</u>	<u>61,280.66</u>	<u>70.66</u>
TOTAL REVENUES	208,897.00	44,002.90	147,616.34	61,280.66	70.66
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
DEBT SERVICE	<u>208,897.00</u>	<u>0.00</u>	<u>0.00</u>	<u>208,897.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	208,897.00	0.00	0.00	208,897.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	44,002.90	147,616.34 (	147,616.34)	0.00

30 -DEBT SERVICE FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
30-599-1010 CURRENT ADVALOREM TAXES	132,551.00	43,213.80	139,734.15 (	7,183.15)	105.42
30-599-1020 DELINQUENT ADVALOREM TAXES	0.00	260.71	5,220.11 (	5,220.11)	0.00
30-599-1030 PENALTY & INTEREST	<u>0.00</u>	<u>29.75</u>	<u>117.09</u> (	<u>117.09)</u>	<u>0.00</u>
TOTAL TAXES	132,551.00	43,504.26	145,071.35 (	12,520.35)	109.45
 <u>TRANSFERS IN</u>					
30-599-8001 PROCEEDS OF LONG TERM DEBT	0.00	0.00	848.75 (	848.75)	0.00
30-599-8010 INTEREST INCOME	0.00	498.64	1,696.24 (	1,696.24)	0.00
30-599-8030 FUND BALANCE - TRANSFER IN	<u>76,346.00</u>	<u>0.00</u>	<u>0.00</u>	<u>76,346.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	76,346.00	498.64	2,544.99	73,801.01	3.33
<hr/>					
TOTAL NON-DEPARTMENTAL	208,897.00	44,002.90	147,616.34	61,280.66	70.66
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TOTAL REVENUES	208,897.00	44,002.90	147,616.34	61,280.66	70.66
	=====	=====	=====	=====	=====

30 -DEBT SERVICE FUND  
 DEBT SERVICE

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
30-607-8050 2009 GO REFUNDING-PRINCIPAL	154,927.00	0.00	0.00	154,927.00	0.00
30-607-8052 2009 GO REFUNDING-INTEREST	53,470.00	0.00	0.00	53,470.00	0.00
30-607-8054 BOND AGENT FEE - 2009 REF	<u>500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	208,897.00	0.00	0.00	208,897.00	0.00
<hr/>					
TOTAL DEBT SERVICE	208,897.00	0.00	0.00	208,897.00	0.00
<hr/>					
TOTAL EXPENDITURES	208,897.00	0.00	0.00	208,897.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	44,002.90	147,616.34 (	147,616.34)	0.00
	=====	=====	=====	=====	=====

40 -CRIME CONTROL DISTRICT  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>121,000.00</u>	<u>9,064.18</u>	<u>36,420.91</u>	<u>84,579.09</u>	<u>30.10</u>
TOTAL REVENUES	121,000.00 =====	9,064.18 =====	36,420.91 =====	84,579.09 =====	30.10 =====
<u>EXPENDITURE SUMMARY</u>					
FIRE DEPARMENT	625.00	0.00	624.00	1.00	99.84
POLICE DEPARTMENT	<u>83,940.00</u>	<u>1,281.20</u>	<u>41,987.54</u>	<u>41,952.46</u>	<u>50.02</u>
TOTAL EXPENDITURES	84,565.00 =====	1,281.20 =====	42,611.54 =====	41,953.46 =====	50.39 =====
REVENUES OVER/(UNDER) EXPENDITURES	36,435.00	7,782.98	( 6,190.63)	42,625.63	16.99-

40 -CRIME CONTROL DISTRICT  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
40-599-1050 SALES - CRIME CONTROL DIST	<u>115,000.00</u>	<u>8,215.47</u>	<u>33,284.25</u>	<u>81,715.75</u>	<u>28.94</u>
TOTAL TAXES	115,000.00	8,215.47	33,284.25	81,715.75	28.94
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
40-599-8005 INTEREST INCOME	<u>6,000.00</u>	<u>848.71</u>	<u>3,136.66</u>	<u>2,863.34</u>	<u>52.28</u>
TOTAL TRANSFERS IN	6,000.00	848.71	3,136.66	2,863.34	52.28
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TOTAL NON-DEPARTMENTAL	121,000.00	9,064.18	36,420.91	84,579.09	30.10
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TOTAL REVENUES	121,000.00	9,064.18	36,420.91	84,579.09	30.10
	=====	=====	=====	=====	=====

40 -CRIME CONTROL DISTRICT  
 FIRE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
40-604-8012 NON-CAPITAL - FIREARMS/TASE	<u>625.00</u>	<u>0.00</u>	<u>624.00</u>	<u>1.00</u>	<u>99.84</u>
TOTAL CAPITAL OUTLAY	625.00	0.00	624.00	1.00	99.84
<hr/>					
<u>INTERFUND TRANSFERS</u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<hr/>					
TOTAL FIRE DEPARTMENT	625.00	0.00	624.00	1.00	99.84

40 -CRIME CONTROL DISTRICT  
POLICE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
40-605-3030 TRAINING/EDUCATION	5,300.00	815.00	955.00	4,345.00	18.02
40-605-3087 CITIZENS COMMUNICATION/EDUC	<u>5,500.00</u>	<u>0.00</u>	<u>2,574.65</u>	<u>2,925.35</u>	<u>46.81</u>
TOTAL SERVICES	10,800.00	815.00	3,529.65	7,270.35	32.68
 <u>CAPITAL OUTLAY</u>					
40-605-8010 ELECTRONIC EQUIPMENT PURCHA	10,000.00	0.00	1,628.80	8,371.20	16.29
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	2,200.00	0.00	1,862.80	337.20	84.67
40-605-8018 NON-CAPITAL BUILDING	1,300.00	0.00	0.00	1,300.00	0.00
40-605-8025 NON-CAPITAL - OFFICE FURNIT	1,000.00	0.00	0.00	1,000.00	0.00
40-605-8042 CAPITAL - FIREARMS	25,000.00	466.20	19,166.22	5,833.78	76.66
40-605-8045 CAPITAL - COMPUTER EQUIPMEN	<u>25,000.00</u>	<u>0.00</u>	<u>15,800.07</u>	<u>9,199.93</u>	<u>63.20</u>
TOTAL CAPITAL OUTLAY	73,140.00	466.20	38,457.89	34,682.11	52.58
 <u>INTERFUND TRANSFERS</u>					
<hr/>					
TOTAL POLICE DEPARTMENT	83,940.00	1,281.20	41,987.54	41,952.46	50.02
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TOTAL EXPENDITURES	84,565.00	1,281.20	42,611.54	41,953.46	50.39
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	36,435.00	7,782.98	( 6,190.63)	42,625.63	16.99-
	=====	=====	=====	=====	=====



42 -PEG FUNDS

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>16,500.00</u>	<u>1,015.38</u>	<u>5,461.13</u>	<u>11,038.87</u>	<u>33.10</u>
TOTAL REVENUES	16,500.00 =====	1,015.38 =====	5,461.13 =====	11,038.87 =====	33.10 =====
<u>EXPENDITURE SUMMARY</u>					
ADMINISTRATION	<u>1,600.00</u>	<u>0.00</u>	<u>1,020.54</u>	<u>579.46</u>	<u>63.78</u>
TOTAL EXPENDITURES	1,600.00 =====	0.00 =====	1,020.54 =====	579.46 =====	63.78 =====
REVENUES OVER/(UNDER) EXPENDITURES	14,900.00	1,015.38	4,440.59	10,459.41	29.80

42 -PEG FUNDS

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>FRANCHISE REVENUES</u>					
42-599-2024 FRANCHISE - PEG FEES	<u>15,500.00</u>	<u>869.81</u>	<u>4,946.45</u>	<u>10,553.55</u>	<u>31.91</u>
TOTAL FRANCHISE REVENUES	15,500.00	869.81	4,946.45	10,553.55	31.91
<u>MISC./GRANTS/INTEREST</u>					
42-599-7000 INTEREST	<u>1,000.00</u>	<u>145.57</u>	<u>514.68</u>	<u>485.32</u>	<u>51.47</u>
TOTAL MISC./GRANTS/INTEREST	1,000.00	145.57	514.68	485.32	51.47
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	16,500.00	1,015.38	5,461.13	11,038.87	33.10
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TOTAL REVENUES	16,500.00	1,015.38	5,461.13	11,038.87	33.10
	=====	=====	=====	=====	=====

42 -PEG FUNDS  
 ADMINISTRATION

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
42-601-8030 CAPITAL-ELECTRONIC EQUIPMEN	<u>1,600.00</u>	<u>0.00</u>	<u>1,020.54</u>	<u>579.46</u>	<u>63.78</u>
TOTAL CAPITAL OUTLAY	1,600.00	0.00	1,020.54	579.46	63.78
<hr/>					
TOTAL ADMINISTRATION	1,600.00	0.00	1,020.54	579.46	63.78
<hr/>					
TOTAL EXPENDITURES	1,600.00	0.00	1,020.54	579.46	63.78
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	14,900.00	1,015.38	4,440.59	10,459.41	29.80
	=====	=====	=====	=====	=====

45 -OAK WILT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>10,500.00</u>	<u>2,485.00</u>	<u>4,130.00</u>	<u>6,370.00</u>	<u>39.33</u>
TOTAL REVENUES	<u>10,500.00</u>	<u>2,485.00</u>	<u>4,130.00</u>	<u>6,370.00</u>	<u>39.33</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	10,000.00	2,485.00	4,130.00	5,870.00	41.33

45 -OAK WILT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>PERMITS &amp; LICENSES</u>					
45-599-3015 TREE TRIMMING PERMITS	<u>10,500.00</u>	<u>2,485.00</u>	<u>4,130.00</u>	<u>6,370.00</u>	<u>39.33</u>
TOTAL PERMITS & LICENSES	10,500.00	2,485.00	4,130.00	6,370.00	39.33
<u>MISC./GRANTS/INTEREST</u>					
<hr/>					
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	10,500.00	2,485.00	4,130.00	6,370.00	39.33
<hr/>					
TOTAL REVENUES	10,500.00	2,485.00	4,130.00	6,370.00	39.33
	=====	=====	=====	=====	=====

45 -OAK WILT FUND  
 ADMINISTRATION

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
45-601-3087 CITIZENS COMMUNICATION/EDUC	500.00	0.00	0.00	500.00	0.00
TOTAL SERVICES	500.00	0.00	0.00	500.00	0.00
<hr/>					
DEPT MATERIALS-SERVICES					
<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	10,000.00	2,485.00	4,130.00	5,870.00	41.30
	=====	=====	=====	=====	=====

48 -STREET MAINTENANCE FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>115,000.00</u>	<u>8,199.62</u>	<u>33,111.52</u>	<u>81,888.48</u>	<u>28.79</u>
TOTAL REVENUES	<u>115,000.00</u>	<u>8,199.62</u>	<u>33,111.52</u>	<u>81,888.48</u>	<u>28.79</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	115,000.00	8,199.62	33,111.52	81,888.48	28.79

48 -STREET MAINTENANCE FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TAXES</u>					
48-599-1040 SALES - STREET MAINTENANCE	<u>115,000.00</u>	<u>8,199.62</u>	<u>33,111.52</u>	<u>81,888.48</u>	<u>28.79</u>
TOTAL TAXES	115,000.00	8,199.62	33,111.52	81,888.48	28.79
<hr/>					
TOTAL NON-DEPARTMENTAL	115,000.00	8,199.62	33,111.52	81,888.48	28.79
<hr/>					
TOTAL REVENUES	115,000.00	8,199.62	33,111.52	81,888.48	28.79
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	115,000.00	8,199.62	33,111.52	81,888.48	28.79
	=====	=====	=====	=====	=====



50 -COURT RESTRICTED FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>18,400.00</u>	<u>581.28</u>	<u>2,242.62</u>	<u>16,157.38</u>	<u>12.19</u>
TOTAL REVENUES	<u>18,400.00</u> =====	<u>581.28</u> =====	<u>2,242.62</u> =====	<u>16,157.38</u> =====	<u>12.19</u> =====
<u>EXPENDITURE SUMMARY</u>					
OPERATING EXPENSES	<u>18,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>18,400.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>18,400.00</u> =====	<u>0.00</u> =====	<u>0.00</u> =====	<u>18,400.00</u> =====	<u>0.00</u> =====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	581.28	2,242.62 (	2,242.62)	0.00

50 -COURT RESTRICTED FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>COURT FEES</u>					
50-599-4022 COURT EFFICIENCY REVENUE	100.00	10.00	25.00	75.00	25.00
50-599-4023 COURT SECURITY REVENUE	3,400.00	244.81	950.39	2,449.61	27.95
50-599-4025 COURT TECHNOLOGY REVENUE	<u>4,200.00</u>	<u>326.47</u>	<u>1,267.23</u>	<u>2,932.77</u>	<u>30.17</u>
TOTAL COURT FEES	7,700.00	581.28	2,242.62	5,457.38	29.12
 <u>TRANSFERS IN</u>					
50-599-8099 FUND BALANCE RESERVE	<u>10,700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,700.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	10,700.00	0.00	0.00	10,700.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	18,400.00	581.28	2,242.62	16,157.38	12.19
<hr/>					
TOTAL REVENUES	18,400.00	581.28	2,242.62	16,157.38	12.19
	=====	=====	=====	=====	=====

50 -COURT RESTRICTED FUND  
OPERATING EXPENSES

% OF YEAR COMPLETED: 33.33

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	10,000.00	0.00	0.00	10,000.00	0.00
TOTAL CAPITAL OUTLAY	10,000.00	0.00	0.00	10,000.00	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	18,400.00	0.00	0.00	18,400.00	0.00
TOTAL EXPENDITURES	18,400.00	0.00	0.00	18,400.00	0.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	581.28	2,242.62 (	2,242.62)	0.00

52 -CHILD SAFETY FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON DEPARTMENTAL	<u>5,000.00</u>	<u>278.88</u>	<u>1,160.17</u>	<u>3,839.83</u>	<u>23.20</u>
TOTAL REVENUES	5,000.00	278.88	1,160.17	3,839.83	23.20
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
FIRE DEPARTMENT	2,000.00	0.00	0.00	2,000.00	0.00
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	5,000.00	0.00	0.00	5,000.00	0.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	278.88	1,160.17 (	1,160.17)	0.00

52 -CHILD SAFETY FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON DEPARTMENTAL</u>					
<u>MISC./GRANTS/INTEREST</u>					
52-599-7010 SCHOOL CROSSING GUARD FUNDS	<u>4,200.00</u>	<u>278.88</u>	<u>1,160.17</u>	<u>3,039.83</u>	<u>27.62</u>
TOTAL MISC./GRANTS/INTEREST	4,200.00	278.88	1,160.17	3,039.83	27.62
<u>TRANSFERS IN</u>					
52-599-8089 FUND BALANCE RESERVE	<u>800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>800.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	800.00	0.00	0.00	800.00	0.00
<hr/>					
TOTAL NON DEPARTMENTAL	5,000.00	278.88	1,160.17	3,839.83	23.20
<hr/>					
TOTAL REVENUES	5,000.00	278.88	1,160.17	3,839.83	23.20
	=====	=====	=====	=====	=====

52 -CHILD SAFETY FUND  
 FIRE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
52-604-3087 CITIZENS COMMUNICATION/EDUC	<u>2,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,000.00</u>	<u>0.00</u>
TOTAL SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
<hr/>					
TOTAL FIRE DEPARTMENT	2,000.00	0.00	0.00	2,000.00	0.00

52 -CHILD SAFETY FUND  
 POLICE DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>SERVICES</u>					
52-605-3087 CITIZENS COMMUNICATION/EDUC	<u>3,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>	<u>0.00</u>
TOTAL SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
<hr/>					
TOTAL POLICE DEPARTMENT	3,000.00	0.00	0.00	3,000.00	0.00
<hr/>					
TOTAL EXPENDITURES	5,000.00	0.00	0.00	5,000.00	0.00
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	0.00	278.88	1,160.17	( 1,160.17)	0.00
<hr/>					

53 -LEOSE

FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>1,550.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,550.00</u>	<u>0.00</u>
TOTAL REVENUES	<u>1,550.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,550.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
POLICE DEPARTMENT	<u>1,550.00</u>	<u>550.00</u>	<u>1,550.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL EXPENDITURES	<u>1,550.00</u>	<u>550.00</u>	<u>1,550.00</u>	<u>0.00</u>	<u>100.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	( 550.00)	( 1,550.00)	1,550.00	0.00



53 -LEOSE  
FINANCIAL SUMMARY % OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>POLICE/FIRE REVENUES</u>					
53-599-6020 LEOSE FUNDS	<u>1,550.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,550.00</u>	<u>0.00</u>
TOTAL POLICE/FIRE REVENUES	1,550.00	0.00	0.00	1,550.00	0.00
<u>TRANSFERS IN</u>					
<hr/>					
TOTAL NON-DEPARTMENTAL	1,550.00	0.00	0.00	1,550.00	0.00
<hr/>					
TOTAL REVENUES	1,550.00	0.00	0.00	1,550.00	0.00
	=====	=====	=====	=====	=====

53 -LEOSE  
POLICE DEPARTMENT % OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>SERVICES</u>					
53-605-3030 TRAINING/EDUCATION	<u>1,550.00</u>	<u>550.00</u>	<u>1,550.00</u>	<u>0.00</u>	<u>100.00</u>
TOTAL SERVICES	1,550.00	550.00	1,550.00	0.00	100.00
<hr/>					
TOTAL POLICE DEPARTMENT	1,550.00	550.00	1,550.00	0.00	100.00
<hr/>					
TOTAL EXPENDITURES	1,550.00	550.00	1,550.00	0.00	100.00
<hr/>					
REVENUES OVER/(UNDER) EXPENDITURES	0.00	( 550.00)	( 1,550.00)	1,550.00	0.00
<hr/>					

70 -CAPITAL REPLACEMENT FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
OTHER SOURCES	<u>1,052,690.00</u>	<u>5,763.12</u>	<u>21,332.27</u>	<u>1,031,357.73</u>	<u>2.03</u>
TOTAL REVENUES	<u>1,052,690.00</u>	<u>5,763.12</u>	<u>21,332.27</u>	<u>1,031,357.73</u>	<u>2.03</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ADMIN	118,330.00	0.00	0.00	118,330.00	0.00
PUBLIC WORKS	798,560.00	46,239.95	78,491.58	720,068.42	9.83
FIRE	<u>135,800.00</u>	<u>0.00</u>	<u>116,318.35</u>	<u>19,481.65</u>	<u>85.65</u>
TOTAL EXPENDITURES	<u>1,052,690.00</u>	<u>46,239.95</u>	<u>194,809.93</u>	<u>857,880.07</u>	<u>18.51</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	( 40,476.83)	( 173,477.66)	173,477.66	0.00

70 -CAPITAL REPLACEMENT FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>OTHER SOURCES</u>					
<u>TRANSFERS IN</u>					
70-599-8010 INTEREST INCOME	30,000.00	5,763.12	21,332.27	8,667.73	71.11
70-599-8020 TRF IN - GENERAL FUND	235,756.00	0.00	0.00	235,756.00	0.00
70-599-8099 FUND BALANCE RESERVE	<u>786,934.00</u>	<u>0.00</u>	<u>0.00</u>	<u>786,934.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	1,052,690.00	5,763.12	21,332.27	1,031,357.73	2.03
<hr/>					
TOTAL OTHER SOURCES	1,052,690.00	5,763.12	21,332.27	1,031,357.73	2.03
<hr/>					
TOTAL REVENUES	1,052,690.00	5,763.12	21,332.27	1,031,357.73	2.03
	=====	=====	=====	=====	=====

70 -CAPITAL REPLACEMENT FUND  
COUNCIL

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
CONTRACTUAL	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

70 -CAPITAL REPLACEMENT FUND  
 ADMIN

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-601-8080 CAPITAL IMPROVEMENTS	15,330.00	0.00	0.00	15,330.00	0.00
70-601-8081 CAPITAL - BUILDING	<u>103,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>103,000.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	118,330.00	0.00	0.00	118,330.00	0.00
 <u>INTERFUND TRANSFERS</u>					
<hr/>					
TOTAL ADMIN	118,330.00	0.00	0.00	118,330.00	0.00

70 -CAPITAL REPLACEMENT FUND  
 PUBLIC WORKS

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-603-8050 CAPITAL - VEHICLES	40,000.00	36,302.30	36,302.30	3,697.70	90.76
70-603-8060 CAPITAL - EQUIPMENT	29,060.00	0.00	19,386.00	9,674.00	66.71
70-603-8080 CAPITAL-IMPROVEMENT PROJECT	<u>729,500.00</u>	<u>9,937.65</u>	<u>22,803.28</u>	<u>706,696.72</u>	<u>3.13</u>
TOTAL CAPITAL OUTLAY	798,560.00	46,239.95	78,491.58	720,068.42	9.83
<hr/>					
<u>INTERFUND TRANSFERS</u>					
<hr/>					
TOTAL PUBLIC WORKS	798,560.00	46,239.95	78,491.58	720,068.42	9.83

70 -CAPITAL REPLACEMENT FUND  
 FIRE

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CAPITAL OUTLAY</u>					
70-604-8040 CAPITAL - PPE EQUIPMENT	<u>135,800.00</u>	<u>0.00</u>	<u>116,318.35</u>	<u>19,481.65</u>	<u>85.65</u>
TOTAL CAPITAL OUTLAY	135,800.00	0.00	116,318.35	19,481.65	85.65
<u>INTERFUND TRANSFERS</u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
<hr/>					
TOTAL FIRE	135,800.00	0.00	116,318.35	19,481.65	85.65



70 -CAPITAL REPLACEMENT FUND  
 POLICE

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CONTRACTUAL</u>					
<u>INTERFUND TRANSFERS</u>					
TOTAL EXPENDITURES	1,052,690.00	46,239.95	194,809.93	857,880.07	18.51
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	40,476.83) (	173,477.66)	173,477.66	0.00
	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
NON-DEPARTMENTAL	<u>71,946.00</u>	<u>0.00</u>	<u>0.00</u>	<u>71,946.00</u>	<u>0.00</u>
TOTAL REVENUES	<u>71,946.00</u>	<u>0.00</u>	<u>0.00</u>	<u>71,946.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER DEPARTMENT	<u>28,780.00</u>	<u>0.00</u>	<u>19,386.00</u>	<u>9,394.00</u>	<u>67.36</u>
TOTAL EXPENDITURES	<u>28,780.00</u>	<u>0.00</u>	<u>19,386.00</u>	<u>9,394.00</u>	<u>67.36</u>
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	<u>43,166.00</u>	<u>0.00</u>	( <u>19,386.00</u> )	<u>62,552.00</u>	<u>44.91-</u>
REVENUES & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER (USES)	<u>43,166.00</u>	<u>0.00</u>	( <u>19,386.00</u> )	<u>62,552.00</u>	<u>44.91-</u>
	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>NON-DEPARTMENTAL</u>					
<u>TRANSFERS IN</u>					
72-599-8020 TRANSFER FROM WATER FUND	<u>71,946.00</u>	<u>0.00</u>	<u>0.00</u>	<u>71,946.00</u>	<u>0.00</u>
TOTAL TRANSFERS IN	71,946.00	0.00	0.00	71,946.00	0.00
<hr/>					
TOTAL NON-DEPARTMENTAL	71,946.00	0.00	0.00	71,946.00	0.00
<hr/>					
TOTAL REVENUES	71,946.00	0.00	0.00	71,946.00	0.00
	=====	=====	=====	=====	=====

72 -WATER CAPITAL REPLACEMENT  
WATER DEPARTMENT

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>CONTRACTUAL</u>	_____	_____	_____	_____	_____
<u>CAPITAL OUTLAY</u>	_____	_____	_____	_____	_____
<u>INTERFUND TRANSFERS</u>					
72-606-9020 TRANSFER TO WATER UTILITY	<u>28,780.00</u>	<u>0.00</u>	<u>19,386.00</u>	<u>9,394.00</u>	<u>67.36</u>
TOTAL INTERFUND TRANSFERS	28,780.00	0.00	19,386.00	9,394.00	67.36
<hr/>					
TOTAL WATER DEPARTMENT	28,780.00	0.00	19,386.00	9,394.00	67.36
<hr/>					
TOTAL EXPENDITURES	28,780.00	0.00	19,386.00	9,394.00	67.36
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	43,166.00	0.00	( 19,386.00)	62,552.00	44.91-
	=====	=====	=====	=====	=====
<u>OTHER FINANCING SOURCES</u>	_____	_____	_____	_____	_____
<hr/>					
REVENUES & OTHER SOURCES OVER/ (UNDER) EXPENDITURES & OTHER USES	43,166.00	0.00	( 19,386.00)	62,552.00	44.91-
	=====	=====	=====	=====	=====

75 -PET DOC & RESCUE FUND  
 FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
<u>REVENUE SUMMARY</u>					
ADMINISTRATION	<u>0.00</u>	<u>3.78</u>	<u>13.74</u>	( <u>13.74</u> )	<u>0.00</u>
TOTAL REVENUES	<u>0.00</u>	<u>3.78</u>	<u>13.74</u>	( <u>13.74</u> )	<u>0.00</u>
	=====	=====	=====	=====	=====
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<u>EXPENDITURE SUMMARY</u>					
	<u>0.00</u>	<u>3.78</u>	<u>13.74</u>	( <u>13.74</u> )	<u>0.00</u>
REVENUES OVER/(UNDER) EXPENDITURES	<u>0.00</u>	<u>3.78</u>	<u>13.74</u>	( <u>13.74</u> )	<u>0.00</u>
	=====	=====	=====	=====	=====

75 -PET DOC & RESCUE FUND  
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 33.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
ADMINISTRATION					
<hr/>					
TAXES					
<hr/>					
MISC./GRANTS/INTEREST					
75-599-7000 INTERES INCOME	0.00	3.78	13.74 (	13.74)	0.00
TOTAL MISC./GRANTS/INTEREST	0.00	3.78	13.74 (	13.74)	0.00
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TOTAL ADMINISTRATION	0.00	3.78	13.74 (	13.74)	0.00
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TOTAL REVENUES	0.00	3.78	13.74 (	13.74)	0.00
	=====	=====	=====	=====	=====

75 -PET DOC & RESCUE FUND  
ADMINISTRATION

% OF YEAR COMPLETED: 33.33

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<hr/>					
PERSONNEL					
<hr/>					
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REVENUES OVER/(UNDER) EXPENDITURES	0.00	3.78	13.74 (	13.74)	0.00
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DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/02/19	GERALD R. RIEDEL	DEC 10 - DEC 21	GENERAL FUND	FIRE DEPARTMENT	4,400.00
1/03/19	TEXAS COMPTROLLER OF PUBLIC ACCOUNTS	TEXAS COMPTROLLER OF PUBLIC ACCOUNTS	GENERAL FUND	NON-DEPARTMENTAL	17,234.86
1/04/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	75.88
1/04/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	895.67
1/04/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	798.95
1/04/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	798.95
1/04/19	COLONIAL SUPPLEMENTAL INS	ADJUSTMENT**,QUINTANILLA	GENERAL FUND	NON-DEPARTMENTAL	258.65
1/04/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	7,505.79
1/04/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	NON-DEPARTMENTAL	7,707.02
1/04/19	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	66.94
1/04/19	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	66.94
1/04/19	TML MULTISTATE IEBP	P85-70-40 FAMILY BUYDOWN	GENERAL FUND	NON-DEPARTMENTAL	455.22
1/04/19	TML MULTISTATE IEBP	P85-70-40 FAMILY BUYDOWN	GENERAL FUND	NON-DEPARTMENTAL	455.22
1/04/19	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	136.89
1/04/19	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	136.89
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 - CHILD HRA	GENERAL FUND	NON-DEPARTMENTAL	165.83
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 - CHILD HRA	GENERAL FUND	NON-DEPARTMENTAL	165.83
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	839.28
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	839.28
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	NON-DEPARTMENTAL	23.37
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	NON-DEPARTMENTAL	23.37
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	NON-DEPARTMENTAL	234.88
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	NON-DEPARTMENTAL	234.88
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	444.74
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	758.10
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	NON-DEPARTMENTAL	422.70
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	NON-DEPARTMENTAL	422.70
1/04/19	TML MULTISTATE IEBP	ADJUSTMENT	GENERAL FUND	NON-DEPARTMENTAL	2,174.88
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	NON-DEPARTMENTAL	49.00
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	NON-DEPARTMENTAL	49.00
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	231.00
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	231.00
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	14.40
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	14.40
1/04/19	TML MULTISTATE IEBP	HSA Contribution	GENERAL FUND	NON-DEPARTMENTAL	310.81
1/04/19	TML MULTISTATE IEBP	HSA Contribution	GENERAL FUND	NON-DEPARTMENTAL	620.07
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	9.20
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	9.20
1/04/19	TML MULTISTATE IEBP	LIFE-VOLUNTARY	GENERAL FUND	NON-DEPARTMENTAL	192.86
1/04/19	TML MULTISTATE IEBP	LIFE-VOLUNTARY	GENERAL FUND	NON-DEPARTMENTAL	192.86
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	63.36
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	63.36
1/04/19	CIVIL SYSTEMS INC	DEC 15 - DEC 31	GENERAL FUND	NON-DEPARTMENTAL	17.25
1/04/19	CIVIL SYSTEMS INC	DEC 15 - DEC 31	GENERAL FUND	NON-DEPARTMENTAL	15.75
1/04/19	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	211.93
1/04/19	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	211.93
1/04/19	AMERICAN FIDELITY ASSURANCE	AMERICAN FIDELITY LIFE DUE	GENERAL FUND	NON-DEPARTMENTAL	51.00
1/04/19	AMERICAN FIDELITY ASSURANCE	AMERICAN FIDELITY LIFE DUE	GENERAL FUND	NON-DEPARTMENTAL	51.00
1/04/19	TIME WARNER CABLE	CABLE	GENERAL FUND	CITY ADMINISTRATION	76.74
1/04/19	GE MONEY BANK	HOLIDAY PARTY	GENERAL FUND	CITY ADMINISTRATION	7.98
1/04/19	DENTON, NAVARRO, ROCHA, BERNAL, HYDE &	LEGAL FEES	GENERAL FUND	CITY ADMINISTRATION	2,348.78
1/04/19	DENTON, NAVARRO, ROCHA, BERNAL, HYDE &	LEGAL FEES	GENERAL FUND	CITY ADMINISTRATION	4,198.00
1/04/19	AT&T	FIRE ALARMS CH	GENERAL FUND	CITY ADMINISTRATION	118.52
1/04/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,303.66
1/04/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	CITY ADMINISTRATION	2,303.66
1/04/19	NEIGHBORHOOD NEWS	JAN 2018 RR	GENERAL FUND	CITY ADMINISTRATION	648.09



DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/04/19	BIZDOC, INC.	COPIER FEES ADMIN	GENERAL FUND	CITY ADMINISTRATION	184.47
1/04/19	RECORDS CONSULTANTS	DOCUMENT STORAGE-DIGITAL	GENERAL FUND	CITY ADMINISTRATION	488.22
1/04/19	TML MULTISTATE IEBP	P85-70-40 FAMILY BUYDOWN	GENERAL FUND	CITY ADMINISTRATION	276.50
1/04/19	TML MULTISTATE IEBP	P85-70-40 FAMILY BUYDOWN	GENERAL FUND	CITY ADMINISTRATION	276.50
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	218.18
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	218.18
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	CITY ADMINISTRATION	58.32
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	CITY ADMINISTRATION	58.32
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	CITY ADMINISTRATION	271.95
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	CITY ADMINISTRATION	271.95
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	CITY ADMINISTRATION	154.51
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	CITY ADMINISTRATION	154.51
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	CITY ADMINISTRATION	154.51
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	CITY ADMINISTRATION	154.51
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	CITY ADMINISTRATION	4.55
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	CITY ADMINISTRATION	4.55
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	CITY ADMINISTRATION	121.99
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	CITY ADMINISTRATION	121.99
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 FAMILY-HSA FU	GENERAL FUND	CITY ADMINISTRATION	121.99
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 FAMILY-HSA FU	GENERAL FUND	CITY ADMINISTRATION	121.99
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	CITY ADMINISTRATION	18.31
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	CITY ADMINISTRATION	18.31
1/04/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.22
1/04/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.22
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	63.96
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	63.96
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	19.02
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	19.02
1/04/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	CITY ADMINISTRATION	7.40
1/04/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	CITY ADMINISTRATION	7.40
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	16.60
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	16.60
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	3.32
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	3.32
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	6.76
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	6.76
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	15.21
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	15.21
1/04/19	INTRUDER ALERT SYSTEMS	ALARM MONITORING	GENERAL FUND	CITY ADMINISTRATION	35.95
1/04/19	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	64.27
1/04/19	LOGIX COMMUNICATIONS	PHONE/INTERNET	GENERAL FUND	CITY ADMINISTRATION	1,312.51
1/04/19	BARCOM TECHNOLOGY	CONTRACT, IT TICKETS, BACK	GENERAL FUND	CITY ADMINISTRATION	292.50
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	17.74
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	26.95
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	59.08
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	61.98
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	18.27
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	5.20
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	13.69
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	CITY ADMINISTRATION	28.39
1/04/19	Texas Labor Law Poster Service	Texas Labor Law Poster	GENERAL FUND	CITY ADMINISTRATION	157.50
1/04/19	ORKIN, INC.	PEST CONTROL	GENERAL FUND	CITY ADMINISTRATION	115.40
1/04/19	STEPHEN P. TAKAS, JR.	COURT NIGHT - JUDGE	GENERAL FUND	MUNICIPAL COURT	650.00
1/04/19	AT&T	COURT	GENERAL FUND	MUNICIPAL COURT	150.81
1/04/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	248.99
1/04/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	MUNICIPAL COURT	248.99

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	MUNICIPAL COURT	3.32
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	MUNICIPAL COURT	3.32
1/04/19	JESSICA CHINSKI	COURT CLERK SEMINAR 2019	GENERAL FUND	MUNICIPAL COURT	425.75
1/04/19	DARRELL S. DULLNIG	COURT NIGHT- PROSECUTOR	GENERAL FUND	MUNICIPAL COURT	650.00
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	MUNICIPAL COURT	83.42
1/04/19	AT&T MOBILITY	CELL PHONES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	37.00
1/04/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,101.16
1/04/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,055.56
1/04/19	VERIZON	MDT'S	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	19.00
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	103.95
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	103.95
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	27.78
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	27.78
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	169.40
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	169.40
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	105.51
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	105.51
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	309.02
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	309.02
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	144.06
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	144.06
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	243.98
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	243.98
1/04/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	49.35
1/04/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	49.35
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.10
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.10
1/04/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	6.41
1/04/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	6.41
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	4.96
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	4.96
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	8.29
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	8.29
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.73
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.73
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2.64
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2.64
1/04/19	SAFELANE TRAFFIC SUPPLY LLC	SIGN REPLACEMENTS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	148.90
1/04/19	SAFELANE TRAFFIC SUPPLY LLC	SIGNS AND MATERIALS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	816.00
1/04/19	INTRUDER ALERT SYSTEMS	ALARM MONITORING	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	49.95
1/04/19	SUN COAST RESOURCES, INC	FLEET FUEL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	166.08
1/04/19	T MOBILE	SECURITY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	37.35
1/04/19	UNITED RENTALS	STUMP GRINDER RENTAL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	149.70
1/04/19	FRANK URBANECK	FANICKS WORLD OF PLANTS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	404.87
1/04/19	NORTHERN TOOL AND EQUIPMENT CO.	RATCHETS, PLIERS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	272.94
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	4.29
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	61.98
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	65.59
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	4.29
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	20.37
1/04/19	PARKING LOT STORE	TACK OIL	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	86.50
1/04/19	AT&T MOBILITY	CELL PHONES	GENERAL FUND	FIRE DEPARTMENT	259.00
1/04/19	AT&T MOBILITY	FD CELL PHONES	GENERAL FUND	FIRE DEPARTMENT	8.88
1/04/19	AT&T	FIRE DEPT	GENERAL FUND	FIRE DEPARTMENT	140.81
1/04/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	5,029.59
1/04/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	FIRE DEPARTMENT	5,429.78

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/04/19	TEXAS MED CLINIC	SAMUEL MCKINNON	GENERAL FUND	FIRE DEPARTMENT	42.00
1/04/19	SOUTHWEST PUBLIC SAFETY	MEDICATIONS, STORAGE BOXES	GENERAL FUND	FIRE DEPARTMENT	42.18
1/04/19	ARROW INTERNATIONAL, INC	EMS SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	562.50
1/04/19	TML MULTISTATE IEBP	PLAN 2 CHLD BUY DOWN	GENERAL FUND	FIRE DEPARTMENT	276.50
1/04/19	TML MULTISTATE IEBP	PLAN 2 CHLD BUY DOWN	GENERAL FUND	FIRE DEPARTMENT	276.50
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	276.50
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	276.50
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - CHLD BUY D	GENERAL FUND	FIRE DEPARTMENT	276.50
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - CHLD BUY D	GENERAL FUND	FIRE DEPARTMENT	276.50
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	FIRE DEPARTMENT	170.38
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	FIRE DEPARTMENT	170.38
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	FIRE DEPARTMENT	106.12
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	FIRE DEPARTMENT	106.12
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	FIRE DEPARTMENT	1,545.10
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	FIRE DEPARTMENT	1,545.10
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	276.50
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	276.50
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	FIRE DEPARTMENT	1,219.90
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	FIRE DEPARTMENT	1,219.90
1/04/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	156.42
1/04/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	156.42
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	85.28
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	85.28
1/04/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	FIRE DEPARTMENT	22.20
1/04/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	FIRE DEPARTMENT	22.20
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	36.52
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	36.52
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	FIRE DEPARTMENT	13.28
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	FIRE DEPARTMENT	13.28
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	37.18
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	37.18
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	20.28
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	20.28
1/04/19	ALPHAGRAPHS	DECALS	GENERAL FUND	FIRE DEPARTMENT	292.00
1/04/19	VALVOLINE INC	OIL CHANGE/INSPECTION	GENERAL FUND	FIRE DEPARTMENT	66.26
1/04/19	INTERSTATE BATTERIES	REPLACEMENT BATTERIES	GENERAL FUND	FIRE DEPARTMENT	89.10
1/04/19	SUN COAST RESOURCES, INC	FLEET FUEL	GENERAL FUND	FIRE DEPARTMENT	142.47
1/04/19	KYRISH TRUCK CENTERS OF SAN ANTONIO	KYRISH TRUCK CENTERS OF SA	GENERAL FUND	FIRE DEPARTMENT	2,045.41
1/04/19	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	664.78
1/04/19	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	289.47
1/04/19	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	50.52
1/04/19	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	242.66
1/04/19	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	12.69
1/04/19	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	16.08
1/04/19	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	79.47
1/04/19	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	1,328.34
1/04/19	BOUND TREE MEDICAL LLC	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	152.28
1/04/19	NORTHERN TOOL AND EQUIPMENT CO.	RATCHEN AND BIN	GENERAL FUND	FIRE DEPARTMENT	31.66
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	26.09
1/04/19	ALTEX ELECTRONICS, LTD.	HOTSPOT CHARGER	GENERAL FUND	FIRE DEPARTMENT	39.90
1/04/19	GALLS	UNIFORMS	GENERAL FUND	FIRE DEPARTMENT	158.37
1/04/19	GALLS	UNIFORMS	GENERAL FUND	FIRE DEPARTMENT	31.84
1/04/19	ZOLL Medical Corporation	MEDICAL SUPPLIES	GENERAL FUND	FIRE DEPARTMENT	239.17
1/04/19	SHAVANO PARK, PETTY CASH	PETTY CASH	GENERAL FUND	FIRE DEPARTMENT	19.47
1/04/19	TexDoor, Ltd.	BAY DOOR REPAIR	GENERAL FUND	FIRE DEPARTMENT	235.50
1/04/19	AT&T	PD DISPATCH	GENERAL FUND	POLICE DEPARTMENT	124.32

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/04/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	6,049.41
1/04/19	TMRS	EMPLOYEE AND EMPLOYER CONT	GENERAL FUND	POLICE DEPARTMENT	6,089.82
1/04/19	GOODYEAR AUTO SERVICE CTR.	BRAKES, OIL CHANGE-UNIT 51	GENERAL FUND	POLICE DEPARTMENT	573.40
1/04/19	GOODYEAR AUTO SERVICE CTR.	OIL CHANGER- UNIT 514	GENERAL FUND	POLICE DEPARTMENT	96.64
1/04/19	GOODYEAR AUTO SERVICE CTR.	OIL CHANGE-UNIT 512	GENERAL FUND	POLICE DEPARTMENT	58.62
1/04/19	GOODYEAR AUTO SERVICE CTR.	REG INSPEC UNIT 511	GENERAL FUND	POLICE DEPARTMENT	7.00
1/04/19	BIZDOC, INC.	COPIER FEES PD	GENERAL FUND	POLICE DEPARTMENT	172.08
1/04/19	VERIZON	MDT'S	GENERAL FUND	POLICE DEPARTMENT	220.48
1/04/19	VERIZON	MDT'S	GENERAL FUND	POLICE DEPARTMENT	509.07
1/04/19	SOUTHWEST PUBLIC SAFETY	VEHICLE REPAIR-UNIT 511	GENERAL FUND	POLICE DEPARTMENT	93.09
1/04/19	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	276.50
1/04/19	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	276.50
1/04/19	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	GENERAL FUND	POLICE DEPARTMENT	234.88
1/04/19	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	GENERAL FUND	POLICE DEPARTMENT	234.88
1/04/19	TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	41.62
1/04/19	TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	41.62
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 - CHILD HRA	GENERAL FUND	POLICE DEPARTMENT	218.18
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 - CHILD HRA	GENERAL FUND	POLICE DEPARTMENT	218.18
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	218.18
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	218.18
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 CHILD HRA FUND	GENERAL FUND	POLICE DEPARTMENT	58.32
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 CHILD HRA FUND	GENERAL FUND	POLICE DEPARTMENT	58.32
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	58.32
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	58.32
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	POLICE DEPARTMENT	170.38
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	POLICE DEPARTMENT	170.38
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	POLICE DEPARTMENT	106.12
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	POLICE DEPARTMENT	106.12
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	POLICE DEPARTMENT	543.90
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	POLICE DEPARTMENT	543.90
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	POLICE DEPARTMENT	154.51
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	POLICE DEPARTMENT	154.51
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	POLICE DEPARTMENT	1,545.10
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	POLICE DEPARTMENT	1,545.10
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	POLICE DEPARTMENT	553.00
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	POLICE DEPARTMENT	276.50
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	POLICE DEPARTMENT	9.10
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	POLICE DEPARTMENT	9.10
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	POLICE DEPARTMENT	1,341.89
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	POLICE DEPARTMENT	1,341.89
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	POLICE DEPARTMENT	54.93
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	POLICE DEPARTMENT	54.93
1/04/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	184.86
1/04/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	184.86
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	63.96
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	63.96
1/04/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	POLICE DEPARTMENT	33.30
1/04/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	POLICE DEPARTMENT	33.30
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	49.80
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	49.80
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	13.28
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	13.28
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	47.32
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	47.32
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	25.35
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	25.35

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/04/19	FLEET SAFETY	ITEMS FOR UNIT 521	GENERAL FUND	POLICE DEPARTMENT	380.95
1/04/19	NORTHERN TOOL AND EQUIPMENT CO.	BATTERY CHARGER	GENERAL FUND	POLICE DEPARTMENT	184.98
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	102.62
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	19.09
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	144.59
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	28.99-
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	30.97
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	GENERAL FUND	POLICE DEPARTMENT	46.79
1/04/19	GALLS	UNIFORM JACKET	GENERAL FUND	POLICE DEPARTMENT	150.00
1/04/19	NARDIS PUBLIC SAFETY	HELMETS	GENERAL FUND	POLICE DEPARTMENT	483.45
1/04/19	CIVIL SYSTEMS INC	DEC 15 - DEC 31	GENERAL FUND	DEVELOPMENT SERVICES	124.00-
1/04/19	CIVIL SYSTEMS INC	DEC 15 - DEC 31	GENERAL FUND	DEVELOPMENT SERVICES	448.25
1/04/19	QUICK COURIER	COURIER SVCS	GENERAL FUND	DEVELOPMENT SERVICES	10.00
1/04/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	48.18
1/04/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	48.18
1/04/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	58.66
1/04/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	58.66
1/04/19	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	577.67
1/04/19	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	NON-DEPARTMENTAL	551.53
1/04/19	ADAMS, TODD	1-0293-01	WATER FUND	NON-DEPARTMENTAL	250.00
1/04/19	RIVER CITY PROPERTIE	1-0090-01	WATER FUND	NON-DEPARTMENTAL	250.00
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	NON-DEPARTMENTAL	144.03
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	NON-DEPARTMENTAL	144.03
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	10.20
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	10.20
1/04/19	TML MULTISTATE IEBP	HSA Contribution	WATER FUND	NON-DEPARTMENTAL	40.79
1/04/19	TML MULTISTATE IEBP	HSA Contribution	WATER FUND	NON-DEPARTMENTAL	40.79
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	2.80
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	2.80
1/04/19	TML MULTISTATE IEBP	LIFE-VOLUNTARY	WATER FUND	NON-DEPARTMENTAL	26.83
1/04/19	TML MULTISTATE IEBP	LIFE-VOLUNTARY	WATER FUND	NON-DEPARTMENTAL	26.83
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	2.42
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	2.42
1/04/19	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	19.73
1/04/19	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	19.73
1/04/19	EDWARDS AQUIFER AUTHORITY	EDWARDS AQUIFER AUTHORITY	WATER FUND	WATER DEPARTMENT	3,836.90
1/04/19	EDWARDS AQUIFER AUTHORITY	EDWARDS AQUIFER AUTHORITY	WATER FUND	WATER DEPARTMENT	3,169.62
1/04/19	PRAXAIR DISTRIBUTION INC.	MONTHLY CYLINDER RENTAL	WATER FUND	WATER DEPARTMENT	680.17
1/04/19	TYLER TECHNOLOGIES, INC. INCODE DIVIS	MONTHLY UTILITY BILLING SU	WATER FUND	WATER DEPARTMENT	128.00
1/04/19	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	1,133.90
1/04/19	TMRS	EMPLOYEE AND EMPLOYER CONT	WATER FUND	WATER DEPARTMENT	1,082.59
1/04/19	VERIZON	MDT'S	WATER FUND	WATER DEPARTMENT	18.99
1/04/19	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	WATER FUND	WATER DEPARTMENT	234.88
1/04/19	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	WATER FUND	WATER DEPARTMENT	234.88
1/04/19	TML MULTISTATE IEBP	3-P85-20-30 SPOUSE HRA FUN	WATER FUND	WATER DEPARTMENT	41.62
1/04/19	TML MULTISTATE IEBP	3-P85-20-30 SPOUSE HRA FUN	WATER FUND	WATER DEPARTMENT	41.62
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	114.23
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	114.23
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	WATER FUND	WATER DEPARTMENT	30.54
1/04/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	WATER FUND	WATER DEPARTMENT	30.54
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	WATER FUND	WATER DEPARTMENT	171.36
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	WATER FUND	WATER DEPARTMENT	171.36
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	WATER FUND	WATER DEPARTMENT	106.73
1/04/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	WATER FUND	WATER DEPARTMENT	106.73
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	WATER FUND	WATER DEPARTMENT	154.51
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	WATER FUND	WATER DEPARTMENT	154.51

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	WATER DEPARTMENT	132.44
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	WATER DEPARTMENT	132.44
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	WATER FUND	WATER DEPARTMENT	121.99
1/04/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	WATER FUND	WATER DEPARTMENT	121.99
1/04/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	50.19
1/04/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	50.19
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	10.22
1/04/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	10.22
1/04/19	TML MULTISTATE IEBP	HRA/HSA FEE	WATER FUND	WATER DEPARTMENT	6.54
1/04/19	TML MULTISTATE IEBP	HRA/HSA FEE	WATER FUND	WATER DEPARTMENT	6.54
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	1.68
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	1.68
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	11.63
1/04/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	11.63
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	11.93
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	11.93
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	2.43
1/04/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	2.43
1/04/19	TEC SERVICES	CLASSES	WATER FUND	WATER DEPARTMENT	310.00
1/04/19	ONE CALL CONCEPTS	LOCATOR TICKETS	WATER FUND	WATER DEPARTMENT	17.50
1/04/19	SUN COAST RESOURCES, INC	FLEET FUEL	WATER FUND	WATER DEPARTMENT	165.76
1/04/19	T MOBILE	SECURITY	WATER FUND	WATER DEPARTMENT	37.35
1/04/19	XYLEM WATER SOLUTIONS	ACCESS HATCH 30x30	WATER FUND	WATER DEPARTMENT	996.00
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	WATER FUND	WATER DEPARTMENT	28.18
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	WATER FUND	WATER DEPARTMENT	11.19
1/04/19	OFFICE DEPOT	OFFICE SUPPLIES	WATER FUND	WATER DEPARTMENT	65.59
1/04/19	FERGUSON WATERWORKS	WATER SYSTEM MATERIALS	WATER FUND	WATER DEPARTMENT	281.61
1/04/19	FERGUSON WATERWORKS	BUSHINGS AND SEALS	WATER FUND	WATER DEPARTMENT	155.72
1/04/19	FERGUSON WATERWORKS	MATERIALS, TOOLS	WATER FUND	WATER DEPARTMENT	26.01
1/04/19	FERGUSON WATERWORKS	MATERIALS, TOOLS	WATER FUND	WATER DEPARTMENT	143.47
1/04/19	FERGUSON WATERWORKS	WATER SYSTEM MATERIALS	WATER FUND	WATER DEPARTMENT	67.08
1/04/19	FERGUSON WATERWORKS	WATER SYSTEMS MATERIALS	WATER FUND	WATER DEPARTMENT	95.31
1/04/19	FERGUSON WATERWORKS	STOCK MATERIALS	WATER FUND	WATER DEPARTMENT	1,924.36
1/04/19	FERGUSON WATERWORKS	FASTITE PIPE	WATER FUND	WATER DEPARTMENT	320.80
1/04/19	FERGUSON WATERWORKS	SAND BAGS, BLADES, METER B	WATER FUND	WATER DEPARTMENT	26.00
1/04/19	FERGUSON WATERWORKS	SAND BAGS, BLADES, METER B	WATER FUND	WATER DEPARTMENT	41.80
1/04/19	FERGUSON WATERWORKS	SAND BAGS, BLADES, METER B	WATER FUND	WATER DEPARTMENT	88.18
1/04/19	ALAMO AREA COUNCIL OF GOVERNMENTS	TRAINING/CERT - -HARPER	CRIME CONTROL DIST	POLICE DEPARTMENT	140.00
1/04/19	GT DISTRIBUTORS, INC.	HOLSTER	CRIME CONTROL DIST	POLICE DEPARTMENT	174.52
1/04/19	GT DISTRIBUTORS, INC.	HOLSTERS	CRIME CONTROL DIST	POLICE DEPARTMENT	2,376.00
1/04/19	AMAZON.COM SERVICES INC	GPS RECIEVERS	CRIME CONTROL DIST	POLICE DEPARTMENT	93.87
1/04/19	MULTIMEDIA SPECIALTIES	BATTERIES, MICROPHONES	PEG FUNDS	ADMINISTRATION	1,020.54
1/04/19	HEAT SAFETY EQUIPMENT	NEW AIR PACKS	CAPITAL REPLACEMEN	FIRE DEPARTMENT	111,330.09
1/09/19	TX CSDU	00089527162015EM5059	GENERAL FUND	NON-DEPARTMENTAL	69.23
1/09/19	TX CSDU	0012999273 DAVIS	GENERAL FUND	NON-DEPARTMENTAL	366.86
1/09/19	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	2,033.85
1/09/19	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	11,131.35
1/09/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	1,499.31
1/09/19	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	79,420.41
1/09/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	231.98
1/09/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	26.28
1/09/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	116.14
1/09/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	497.85
1/09/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	627.06
1/09/19	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	161.15
1/09/19	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	642.75

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/09/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	121.77
1/09/19	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	6,772.84
1/09/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	121.77
1/10/19	OMNIBASE SERVICES OF TEXAS LP	COURT COLLECTIONS	GENERAL FUND	NON-DEPARTMENTAL	372.00
1/10/19	TML INTERGOVERNMENTAL RISK POOL	FANNING LAWSUIT	GENERAL FUND	CITY ADMINISTRATION	2,500.00
1/10/19	PITNEY BOWES - PURCHASE POWER	QTRLY LEASE PMNT	GENERAL FUND	CITY ADMINISTRATION	170.13
1/10/19	UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	32.75
1/10/19	UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	32.75
1/10/19	UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	32.75
1/10/19	UNIFIRST	FLOOR MATS	GENERAL FUND	CITY ADMINISTRATION	32.75
1/10/19	ARMSTRONG, VAUGHAN & ASSOCIATES	FY 2017-2018 FINANCIAL AUD	GENERAL FUND	CITY ADMINISTRATION	15,500.00
1/10/19	BARCOM TECHNOLOGY	CONTRACT FEES-FEB	GENERAL FUND	CITY ADMINISTRATION	1,920.00
1/10/19	BARCOM TECHNOLOGY	BACK-UP FEES-FEB	GENERAL FUND	CITY ADMINISTRATION	730.00
1/10/19	CITY PUBLIC SERVICE	3000593453	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	65.60
1/10/19	CITY PUBLIC SERVICE	3001293578	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2,316.69
1/10/19	CITY PUBLIC SERVICE	500-006-000	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	619.49
1/10/19	CITY PUBLIC SERVICE	500-006-000	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.55
1/10/19	CITY PUBLIC SERVICE	500-006-000	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	1,588.32
1/10/19	CITY PUBLIC SERVICE	500-006-000	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	266.62
1/10/19	CITY PUBLIC SERVICE	500-006-000	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	21.46
1/10/19	CITY PUBLIC SERVICE	500-006-000	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.79
1/10/19	CITY PUBLIC SERVICE	500-006-000	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	263.88
1/10/19	CITY PUBLIC SERVICE	500-006-000	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	8.75
1/10/19	CITY PUBLIC SERVICE	500-006-000	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.74
1/10/19	CITY PUBLIC SERVICE	500-006-000	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	41.44
1/10/19	CITY PUBLIC SERVICE	500-006-000	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.56
1/10/19	CITY PUBLIC SERVICE	500-006-000	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.56
1/10/19	CITY PUBLIC SERVICE	500-006-000	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	45.04
1/10/19	CITY PUBLIC SERVICE	500-006-000	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.23
1/10/19	CITY PUBLIC SERVICE	500-006-000	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	12.82
1/10/19	HOME DEPOT CREDIT SERVICE	SMALL TOOLS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	8.48
1/10/19	HOME DEPOT CREDIT SERVICE	STAKES, STAPLE GUN ETC	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	49.94
1/10/19	HOME DEPOT CREDIT SERVICE	LIGHT BULBS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	19.94
1/10/19	HOME DEPOT CREDIT SERVICE	SMALL TOOLS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	28.53
1/10/19	HOME DEPOT CREDIT SERVICE	TOOLS, MARKERS, SEED	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	64.91
1/10/19	HOME DEPOT CREDIT SERVICE	TOOLS, MARKERS, SEED	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	25.62
1/10/19	HOME DEPOT CREDIT SERVICE	TOOLS, MARKERS, SEED	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	26.94
1/10/19	HOME DEPOT CREDIT SERVICE	SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	428.90
1/10/19	HOME DEPOT CREDIT SERVICE	CONCRETE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	74.00
1/10/19	ALBERT URESTI TAX ASSESSOR COLLECTOR	VEHICLE REGISTRATION	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	7.50
1/10/19	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	32.23
1/10/19	UNIFIRST	JANITORIAL SUPPLIES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	153.07
1/10/19	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	32.24
1/10/19	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	34.21
1/10/19	UNIFIRST	JANITORIAL SVC	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.42
1/10/19	UNIFIRST	UNIFORMS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	32.23
1/10/19	CITY OF SHAVANO PARK WATER DEPT.	PUBLIC WORKS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	12.09
1/10/19	CITY OF SHAVANO PARK WATER DEPT.	ADMIN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	319.64
1/10/19	TML INTERGOVERNMENTAL RISK POOL	NEW AMBULANCE	GENERAL FUND	FIRE DEPARTMENT	1,194.62
1/10/19	TML INTERGOVERNMENTAL RISK POOL	NEW AMBULANCE	GENERAL FUND	FIRE DEPARTMENT	2,131.50
1/10/19	HOME DEPOT CREDIT SERVICE	MICROWAVE	GENERAL FUND	FIRE DEPARTMENT	168.00
1/10/19	HOME DEPOT CREDIT SERVICE	STORAGE BOXES, CONTAINERS	GENERAL FUND	FIRE DEPARTMENT	6.28
1/10/19	HOME DEPOT CREDIT SERVICE	STORAGE BOXES, CONTAINERS	GENERAL FUND	FIRE DEPARTMENT	64.97
1/10/19	HOME DEPOT CREDIT SERVICE	STORAGE FOR EQUIP	GENERAL FUND	FIRE DEPARTMENT	19.94
1/10/19	HOME DEPOT CREDIT SERVICE	PVC TEE	GENERAL FUND	FIRE DEPARTMENT	1.34
1/10/19	STERICYCLE INC.	MEDICAL WASTE DISPOSAL	GENERAL FUND	FIRE DEPARTMENT	1,199.83

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/10/19	US BANK VOYAGER FLEET SYSTEM	FLEET FUEL-FD	GENERAL FUND	FIRE DEPARTMENT	504.00
1/10/19	HANK STORBECK GARAGE, INC.	VEH INSPECTION	GENERAL FUND	FIRE DEPARTMENT	7.00
1/10/19	A-C MASTERS	REPAIR OF HEATERS	GENERAL FUND	FIRE DEPARTMENT	735.42
1/10/19	PORTABLE COMPUTER SYSTEMS, INC	TABLET BATTERIES	GENERAL FUND	FIRE DEPARTMENT	330.60
1/10/19	RALPH N. TERPOLILLI	MEDICAL DIRECTION	GENERAL FUND	FIRE DEPARTMENT	450.00
1/10/19	CITY OF SHAVANO PARK WATER DEPT.	FIRE	GENERAL FUND	FIRE DEPARTMENT	45.43-
1/10/19	TML INTERGOVERNMENTAL RISK POOL	NEW POLICE UNIT	GENERAL FUND	POLICE DEPARTMENT	712.46
1/10/19	TML INTERGOVERNMENTAL RISK POOL	NEW POLICE UNIT	GENERAL FUND	POLICE DEPARTMENT	515.48
1/10/19	US BANK VOYAGER FLEET SYSTEM	FLEET FUEL-PD	GENERAL FUND	POLICE DEPARTMENT	2,747.14
1/10/19	LEXISNEXIS RISK SOLUTIONS	INVESTIGATION TOOL	GENERAL FUND	POLICE DEPARTMENT	33.00
1/10/19	NARDIS PUBLIC SAFETY	DUTY BOOTS-HARPER	GENERAL FUND	POLICE DEPARTMENT	139.99
1/10/19	MICHAEL D. HARRISON	ANIMAL CONTROL	GENERAL FUND	POLICE DEPARTMENT	1,000.00
1/10/19	MONTY JOE MCGUFFIN	HEALTH INSPECTIO S	GENERAL FUND	DEVELOPMENT SERVICES	240.00
1/10/19	MONTY JOE MCGUFFIN	SEPTIC INSPECTION	GENERAL FUND	DEVELOPMENT SERVICES	250.00
1/10/19	BRUCE C. BEALOR	BLDG INSPECTIONS/REVIEWS	GENERAL FUND	DEVELOPMENT SERVICES	3,250.00
1/10/19	HUDSON, BRANDON	1-0365-00	WATER FUND	NON-DEPARTMENTAL	1,157.85
1/10/19	CITY PUBLIC SERVICE	3002617278	WATER FUND	WATER DEPARTMENT	308.75
1/10/19	CITY PUBLIC SERVICE	3002618145	WATER FUND	WATER DEPARTMENT	237.50
1/10/19	CITY PUBLIC SERVICE	3003674294	WATER FUND	WATER DEPARTMENT	25.03
1/10/19	CITY PUBLIC SERVICE	3000593442	WATER FUND	WATER DEPARTMENT	199.57
1/10/19	CITY PUBLIC SERVICE	3000593443	WATER FUND	WATER DEPARTMENT	22.49
1/10/19	CITY PUBLIC SERVICE	3003644154	WATER FUND	WATER DEPARTMENT	286.93
1/10/19	CITY PUBLIC SERVICE	3000593445	WATER FUND	WATER DEPARTMENT	16.61
1/10/19	CITY PUBLIC SERVICE	3000593446	WATER FUND	WATER DEPARTMENT	742.92
1/10/19	CITY PUBLIC SERVICE	3000593449	WATER FUND	WATER DEPARTMENT	500.75
1/10/19	CITY PUBLIC SERVICE	3000593450	WATER FUND	WATER DEPARTMENT	565.88
1/10/19	HOME DEPOT CREDIT SERVICE	CONCRETE	WATER FUND	WATER DEPARTMENT	57.50
1/10/19	US BANK VOYAGER FLEET SYSTEM	FLEET FUEL-WATER DEOT	WATER FUND	WATER DEPARTMENT	120.64
1/10/19	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	32.24
1/10/19	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	32.23
1/10/19	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	34.21
1/10/19	UNIFIRST	UNIFORMS	WATER FUND	WATER DEPARTMENT	32.24
1/10/19	CITY OF SHAVANO PARK WATER DEPT.	WATER DEPT	WATER FUND	WATER DEPARTMENT	12.09
1/18/19	SALAZAR, MARISOL LYNN	Bond Refund:144457F -01	GENERAL FUND	NON-DEPARTMENTAL	280.00
1/18/19	SALAZAR, MARISOL LYNN	Bond Refund:144457F -01	GENERAL FUND	NON-DEPARTMENTAL	44.00
1/18/19	TIME WARNER CABLE	CABLE	GENERAL FUND	CITY ADMINISTRATION	76.74
1/18/19	DENTON, NAVARRO, ROCHA, BERNAL, HYDE &	LEGAL FEES	GENERAL FUND	CITY ADMINISTRATION	520.84
1/18/19	AT&T	ALARM CITY HALL	GENERAL FUND	CITY ADMINISTRATION	118.51
1/18/19	BIZDOC, INC.	COPIER FEES	GENERAL FUND	CITY ADMINISTRATION	270.34
1/18/19	ZINA TEDFORD	ELECTION LAW JANUARY 2019	GENERAL FUND	CITY ADMINISTRATION	433.18
1/18/19	JASON RUBIO	TUITION REIMBURSEMENT	GENERAL FUND	CITY ADMINISTRATION	219.50
1/18/19	GREG WOODRUFF	TUITION REIMBURSEMENT	GENERAL FUND	CITY ADMINISTRATION	300.00
1/18/19	WERLING ASSOCIATES, INC.	WAGE WKSHEET CONSULT	GENERAL FUND	CITY ADMINISTRATION	62.50
1/18/19	VOSS LIGHTING	LIGHT BULBS	GENERAL FUND	CITY ADMINISTRATION	14.00
1/18/19	VOSS LIGHTING	LIGHT BULB FOF CITY HALL	GENERAL FUND	CITY ADMINISTRATION	335.00
1/18/19	IVAN HERNANDEZ	TUITION REIMBURSEMENT	GENERAL FUND	CITY ADMINISTRATION	300.00
1/18/19	AT&T	COURT	GENERAL FUND	MUNICIPAL COURT	151.01
1/18/19	AT&T MOBILITY	MIFI/ TABLET DEVICES,	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	37.00
1/18/19	JANI KING OF SAN ANTONIO	JANITORIAL SVCS	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	652.39
1/18/19	AT&T MOBILITY	MIFI/ TABLET DEVICES,	GENERAL FUND	FIRE DEPARTMENT	259.00
1/18/19	AT&T	FIRE DEPT	GENERAL FUND	FIRE DEPARTMENT	141.01
1/18/19	CERAMIC DETAIL PROS	DEPOSIT FOR DECAL REMOVAL	GENERAL FUND	FIRE DEPARTMENT	360.00
1/18/19	FIREPENNY	AUTO EJECT COVER	GENERAL FUND	FIRE DEPARTMENT	37.40
1/18/19	GALLS	UNIFORMS	GENERAL FUND	FIRE DEPARTMENT	108.67
1/18/19	GALLS	UNIFORMS	GENERAL FUND	FIRE DEPARTMENT	159.69
1/18/19	AT&T	PD DISPATCH	GENERAL FUND	POLICE DEPARTMENT	124.32



DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/18/19	BIZDOC, INC.	COPIER FEES	GENERAL FUND	POLICE DEPARTMENT	115.01
1/18/19	CMC GOVERNMENT SUPPLY	TRAINING AMMUNITION	GENERAL FUND	POLICE DEPARTMENT	218.21
1/18/19	DONALD R. BANIS	TOW TRUCK UNIT 511	GENERAL FUND	POLICE DEPARTMENT	85.00
1/18/19	ALAMO AREA POLICE CHIEF'S ASSOC	CHIEF LACY	GENERAL FUND	POLICE DEPARTMENT	50.00
1/18/19	SHAVANO PARK, PETTY CASH	BCSO PARKING	GENERAL FUND	POLICE DEPARTMENT	5.00
1/18/19	SHAVANO PARK, PETTY CASH	LEEDA 2019	GENERAL FUND	POLICE DEPARTMENT	50.00
1/18/19	SHAVANO PARK, PETTY CASH	HOME DEPOT-TOOLS	GENERAL FUND	POLICE DEPARTMENT	28.91
1/18/19	HARLE, SIDNEY	1-0284-02	WATER FUND	NON-DEPARTMENTAL	250.00
1/18/19	WEYANDT, NATHAN	1-0410-01	WATER FUND	NON-DEPARTMENTAL	250.00
1/18/19	TCEQ	ID# 128201805 FY19 QTR1	WATER FUND	WATER DEPARTMENT	20.00
1/18/19	TCEQ	ID# 128201806 FY19 QTR 1	WATER FUND	WATER DEPARTMENT	10.00
1/18/19	TCEQ	ID# 0128201809 FY19 QTR 1	WATER FUND	WATER DEPARTMENT	10.00
1/18/19	ADVANCED WATER WELL TECHNOLOGIES	REPAIRS WELL #6	WATER FUND	WATER DEPARTMENT	300.00
1/18/19	TEXAS WATER UTILITIES ASSOC	TWUA SCHOOL MARCH 2019	WATER FUND	WATER DEPARTMENT	340.00
1/18/19	ACT PIPE & SUPPLY	PIPES ETC.	WATER FUND	WATER DEPARTMENT	249.19
1/18/19	ONE CALL CONCEPTS	LOCATOR TICKETS	WATER FUND	WATER DEPARTMENT	21.00
1/18/19	FERGUSON WATERWORKS	METER BOXES	WATER FUND	WATER DEPARTMENT	1,333.82
1/18/19	FERGUSON WATERWORKS	FIRE HYDRANT 5	WATER FUND	WATER DEPARTMENT	1,773.74
1/18/19	FERGUSON WATERWORKS	METER BOX LIDS	WATER FUND	WATER DEPARTMENT	317.54
1/18/19	Badger Meter, Inc.	BEACON MBL HOSTING SVCS	WATER FUND	WATER DEPARTMENT	42.36
1/18/19	WILLIAM R LACY	REIMBURSE FOR REGISTRATION	CRIME CONTROL DIST	POLICE DEPARTMENT	755.00
1/18/19	THE CENTER FOR AMERICAN AND INT'L LAW	SERGEANT ACADEMY	LEOSE	POLICE DEPARTMENT	550.00
1/18/19	HECTOR BARRERA CONSTRUCTION LLC	PROJECT AT 103 WELSY LANDI	CAPITAL REPLACEMEN	PUBLIC WORKS	4,250.00
1/18/19	XYLEM WATER SOLUTIONS	CONTROL PANEL	CAPITAL REPLACEMEN	PUBLIC WORKS	1,140.00
1/18/19	XYLEM WATER SOLUTIONS	WELL ITEMS	CAPITAL REPLACEMEN	PUBLIC WORKS	1,419.20
1/18/19	XYLEM WATER SOLUTIONS	SLIDING BRACKET	CAPITAL REPLACEMEN	PUBLIC WORKS	3,128.45
1/24/19	TML MULTISTATE IEBP	PLAN 2 CHLD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	133.88
1/24/19	TML MULTISTATE IEBP	PLAN 2 CHLD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	479.94-
1/24/19	TML MULTISTATE IEBP	3-P85-20-30 CHLD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	136.89
1/24/19	TML MULTISTATE IEBP	3-P85-20-30 CHLD BUY DOWN	GENERAL FUND	NON-DEPARTMENTAL	136.89
1/24/19	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	839.28
1/24/19	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	839.28
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - CHLD BUY D	GENERAL FUND	NON-DEPARTMENTAL	23.37
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - CHLD BUY D	GENERAL FUND	NON-DEPARTMENTAL	23.37
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - CHLD HRA	GENERAL FUND	NON-DEPARTMENTAL	234.88
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - CHLD HRA	GENERAL FUND	NON-DEPARTMENTAL	234.88
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	758.10
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	NON-DEPARTMENTAL	758.10
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	NON-DEPARTMENTAL	422.70
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	NON-DEPARTMENTAL	422.70
1/24/19	TML MULTISTATE IEBP	AJDJUSTMENT-NAKAZONO	GENERAL FUND	NON-DEPARTMENTAL	1,430.69-
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	NON-DEPARTMENTAL	49.00
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	NON-DEPARTMENTAL	49.00
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	231.00
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	231.00
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	14.40
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	14.40
1/24/19	TML MULTISTATE IEBP	HSA Contribution	GENERAL FUND	NON-DEPARTMENTAL	620.07
1/24/19	TML MULTISTATE IEBP	HSA Contribution	GENERAL FUND	NON-DEPARTMENTAL	620.07
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	8.82
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	NON-DEPARTMENTAL	8.82
1/24/19	TML MULTISTATE IEBP	LIFE-VOLUNTARY	GENERAL FUND	NON-DEPARTMENTAL	189.50
1/24/19	TML MULTISTATE IEBP	LIFE-VOLUNTARY	GENERAL FUND	NON-DEPARTMENTAL	189.50
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	58.30
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	NON-DEPARTMENTAL	58.30
1/24/19	TML MULTISTATE IEBP	PLAN 2 CHLD BUY DOWN	GENERAL FUND	CITY ADMINISTRATION	276.50

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/24/19	TML MULTISTATE IEBP	PLAN 2 CHILD BUY DOWN	GENERAL FUND	CITY ADMINISTRATION	276.50
1/24/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	218.18
1/24/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	218.18
1/24/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	CITY ADMINISTRATION	58.32
1/24/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	CITY ADMINISTRATION	58.32
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	CITY ADMINISTRATION	271.95
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	CITY ADMINISTRATION	271.95
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	CITY ADMINISTRATION	154.51
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	CITY ADMINISTRATION	154.51
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	CITY ADMINISTRATION	154.51
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY HSA	GENERAL FUND	CITY ADMINISTRATION	154.51
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	CITY ADMINISTRATION	4.55
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	CITY ADMINISTRATION	4.55
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	CITY ADMINISTRATION	121.99
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	CITY ADMINISTRATION	121.99
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 FAMILY-HSA FU	GENERAL FUND	CITY ADMINISTRATION	121.99
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 FAMILY-HSA FU	GENERAL FUND	CITY ADMINISTRATION	121.99
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	CITY ADMINISTRATION	18.31
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	CITY ADMINISTRATION	18.31
1/24/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.22
1/24/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	14.22
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	63.96
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	63.96
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	19.02
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	19.02
1/24/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	CITY ADMINISTRATION	7.40
1/24/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	CITY ADMINISTRATION	7.40
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	16.60
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	16.60
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	3.32
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	CITY ADMINISTRATION	3.32
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	6.76
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	CITY ADMINISTRATION	6.76
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	15.21
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	CITY ADMINISTRATION	15.21
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	MUNICIPAL COURT	3.32
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	MUNICIPAL COURT	3.32
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	169.40
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	169.42
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	105.51
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	105.52
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	309.02
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	309.02
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	144.06
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	144.06
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	243.98
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	243.98
1/24/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	42.58
1/24/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	42.58
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.10
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	11.10
1/24/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	5.53
1/24/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	5.53
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	4.96
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	4.96
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	6.71

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	6.71
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.12
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	10.12
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2.64
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	2.64
1/24/19	TML MULTISTATE IEBP	PLAN 2 CHLD BUY DOWN	GENERAL FUND	FIRE DEPARTMENT	276.50
1/24/19	TML MULTISTATE IEBP	PLAN 2 CHLD BUY DOWN	GENERAL FUND	FIRE DEPARTMENT	276.50
1/24/19	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	276.50
1/24/19	TML MULTISTATE IEBP	4-P85-50-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	276.50
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	FIRE DEPARTMENT	276.50
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - CHILD BUY D	GENERAL FUND	FIRE DEPARTMENT	276.50
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	FIRE DEPARTMENT	170.38
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	FIRE DEPARTMENT	170.38
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	FIRE DEPARTMENT	106.12
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	FIRE DEPARTMENT	106.12
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	FIRE DEPARTMENT	1,699.61
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	FIRE DEPARTMENT	1,699.61
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	276.50
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	FIRE DEPARTMENT	276.50
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	FIRE DEPARTMENT	1,341.89
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	FIRE DEPARTMENT	1,341.89
1/24/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	170.64
1/24/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	170.64
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	85.28
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	85.28
1/24/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	FIRE DEPARTMENT	24.05
1/24/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	FIRE DEPARTMENT	24.05
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	39.84
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	43.16
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	FIRE DEPARTMENT	13.28
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	FIRE DEPARTMENT	13.28
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	40.56
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	FIRE DEPARTMENT	40.56
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	20.28
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	FIRE DEPARTMENT	20.28
1/24/19	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	276.50
1/24/19	TML MULTISTATE IEBP	3-P85-20-30 CHILD BUY DOWN	GENERAL FUND	POLICE DEPARTMENT	276.50
1/24/19	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	GENERAL FUND	POLICE DEPARTMENT	234.88
1/24/19	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	GENERAL FUND	POLICE DEPARTMENT	234.88
1/24/19	TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	41.62
1/24/19	TML MULTISTATE IEBP	3 P85-2-30 HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	41.62
1/24/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	218.18
1/24/19	TML MULTISTATE IEBP	4-P85-50-30 EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	218.18
1/24/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	58.32
1/24/19	TML MULTISTATE IEBP	4-P85-50-30 EMP-HRA FUNDS	GENERAL FUND	POLICE DEPARTMENT	58.32
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	POLICE DEPARTMENT	340.76
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	GENERAL FUND	POLICE DEPARTMENT	340.76
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	POLICE DEPARTMENT	212.24
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	GENERAL FUND	POLICE DEPARTMENT	212.24
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	POLICE DEPARTMENT	543.90
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD BUY D	GENERAL FUND	POLICE DEPARTMENT	543.90
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	POLICE DEPARTMENT	154.51
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - CHILD HRA	GENERAL FUND	POLICE DEPARTMENT	154.51
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	POLICE DEPARTMENT	1,545.10
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	GENERAL FUND	POLICE DEPARTMENT	1,545.10
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	POLICE DEPARTMENT	276.50

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	GENERAL FUND	POLICE DEPARTMENT	276.50
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	POLICE DEPARTMENT	9.10
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 CHILD-HSA FUN	GENERAL FUND	POLICE DEPARTMENT	9.10
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	POLICE DEPARTMENT	1,341.89
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	GENERAL FUND	POLICE DEPARTMENT	1,341.89
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	POLICE DEPARTMENT	54.93
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE CHILD	GENERAL FUND	POLICE DEPARTMENT	54.93
1/24/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	184.86
1/24/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	184.86
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	63.96
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	63.96
1/24/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	POLICE DEPARTMENT	33.30
1/24/19	TML MULTISTATE IEBP	HRA/HSA FEE	GENERAL FUND	POLICE DEPARTMENT	33.30
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	49.80
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	49.80
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	13.28
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	GENERAL FUND	POLICE DEPARTMENT	13.28
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	47.32
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	GENERAL FUND	POLICE DEPARTMENT	47.32
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	20.28
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	GENERAL FUND	POLICE DEPARTMENT	20.28
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	NON-DEPARTMENTAL	144.03
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	NON-DEPARTMENTAL	144.03
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	10.20
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	10.20
1/24/19	TML MULTISTATE IEBP	HSA Contribution	WATER FUND	NON-DEPARTMENTAL	42.88
1/24/19	TML MULTISTATE IEBP	HSA Contribution	WATER FUND	NON-DEPARTMENTAL	42.88
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	2.38
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	NON-DEPARTMENTAL	2.38
1/24/19	TML MULTISTATE IEBP	LIFE-VOLUNTARY	WATER FUND	NON-DEPARTMENTAL	17.70
1/24/19	TML MULTISTATE IEBP	LIFE-VOLUNTARY	WATER FUND	NON-DEPARTMENTAL	17.70
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	2.42
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	NON-DEPARTMENTAL	2.42
1/24/19	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	WATER FUND	WATER DEPARTMENT	234.88
1/24/19	TML MULTISTATE IEBP	3 -P85-20-30 EE ONLY	WATER FUND	WATER DEPARTMENT	234.88
1/24/19	TML MULTISTATE IEBP	3-P85-20-30 SPOUSE HRA FUN	WATER FUND	WATER DEPARTMENT	41.62
1/24/19	TML MULTISTATE IEBP	3-P85-20-30 SPOUSE HRA FUN	WATER FUND	WATER DEPARTMENT	41.62
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	WATER FUND	WATER DEPARTMENT	171.36
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - EMPLOYEE ON	WATER FUND	WATER DEPARTMENT	171.34
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	WATER FUND	WATER DEPARTMENT	106.73
1/24/19	TML MULTISTATE IEBP	7-P85-150-40 - EMP HSA FUN	WATER FUND	WATER DEPARTMENT	106.72
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	WATER FUND	WATER DEPARTMENT	154.51
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - EMP ONLY	WATER FUND	WATER DEPARTMENT	154.51
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	WATER DEPARTMENT	132.44
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 - FAMILY BUY	WATER FUND	WATER DEPARTMENT	132.44
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	WATER FUND	WATER DEPARTMENT	121.99
1/24/19	TML MULTISTATE IEBP	8-P85-250-30 EMP- HSA FUND	WATER FUND	WATER DEPARTMENT	121.99
1/24/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	42.74
1/24/19	TML MULTISTATE IEBP	DENTAL EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	42.74
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	10.22
1/24/19	TML MULTISTATE IEBP	DENTAL-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	10.22
1/24/19	TML MULTISTATE IEBP	HRA/HSA FEE	WATER FUND	WATER DEPARTMENT	5.57
1/24/19	TML MULTISTATE IEBP	HRA/HSA FEE	WATER FUND	WATER DEPARTMENT	5.57
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	1.68
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	1.68
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	9.89

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/24/19	TML MULTISTATE IEBP	LIFE-EMPLOYEE SPOUSE	WATER FUND	WATER DEPARTMENT	9.89
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	10.16
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE ONLY	WATER FUND	WATER DEPARTMENT	10.16
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	2.43
1/24/19	TML MULTISTATE IEBP	VISION-EMPLOYEE FAMILY	WATER FUND	WATER DEPARTMENT	2.43
1/24/19	SILSBEE FORD INC	2018 FORD F250- PUBILC WOR	CAPITAL REPLACEMEN	PUBLIC WORKS	36,302.30
1/25/19	TX CSDU	00089527162015EM5059	GENERAL FUND	NON-DEPARTMENTAL	69.23
1/25/19	TX CSDU	0012999273 DAVIS	GENERAL FUND	NON-DEPARTMENTAL	366.86
1/25/19	COLONIAL SUPPLEMENTAL INS	ADJUSTMENT; QUINTANILLA	GENERAL FUND	NON-DEPARTMENTAL	280.57
1/25/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	311.38
1/25/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	GENERAL FUND	NON-DEPARTMENTAL	591.95
1/25/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	774.91
1/25/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	GENERAL FUND	NON-DEPARTMENTAL	774.92
1/25/19	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	GENERAL FUND	NON-DEPARTMENTAL	2,033.87
1/25/19	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	205.76
1/25/19	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	GENERAL FUND	NON-DEPARTMENTAL	205.76
1/25/19	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	GENERAL FUND	NON-DEPARTMENTAL	12,780.51
1/25/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	NON-DEPARTMENTAL	1,632.89
1/25/19	CITY OF SHAVANO PARK GF/PAYROLL	GENERAL FUND DUE TO PAYROL	GENERAL FUND	NON-DEPARTMENTAL	85,967.13
1/25/19	AMERICAN FIDELITY ASSURANCE	AMERICAN FIDELITY LIFE DUE	GENERAL FUND	NON-DEPARTMENTAL	51.00
1/25/19	AMERICAN FIDELITY ASSURANCE	AMERICAN FIDELITY LIFE DUE	GENERAL FUND	NON-DEPARTMENTAL	51.00
1/25/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	CITY ADMINISTRATION	240.88
1/25/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	MUNICIPAL COURT	26.28
1/25/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	98.09
1/25/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	FIRE DEPARTMENT	635.38
1/25/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	GENERAL FUND	POLICE DEPARTMENT	632.26
1/25/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	22.73
1/25/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-AFTER TAX	WATER FUND	NON-DEPARTMENTAL	22.73
1/25/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	32.23
1/25/19	COLONIAL SUPPLEMENTAL INS	COLONIAL-PRE-TAX	WATER FUND	NON-DEPARTMENTAL	32.22
1/25/19	ICMA - VANTAGEPOINT TRANSFER-457	ICMA-FLAT AMOUNTS	WATER FUND	NON-DEPARTMENTAL	161.13
1/25/19	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	12.95
1/25/19	PRE-PAID LEGAL SERVICES, INC.	PREPAID LEGAL SERVICES	WATER FUND	NON-DEPARTMENTAL	12.95
1/25/19	FROST NATIONAL BANK 941 TAX	FEDERAL WITHHOLDING	WATER FUND	NON-DEPARTMENTAL	623.21
1/25/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	NON-DEPARTMENTAL	99.05
1/25/19	CITY OF SHAVANO PARK GF/PAYROLL	WATER FUND DUE TO PAYROLL	WATER FUND	NON-DEPARTMENTAL	5,357.70
1/25/19	FROST NATIONAL BANK 941 TAX	MEDICARE TAXES	WATER FUND	WATER DEPARTMENT	99.05
1/28/19	'ANGELES CAZARES CHAPA	'ANGELES CAZARES CHAPA',':	GENERAL FUND	NON-DEPARTMENTAL	99.10
1/28/19	CIVIL SYSTEMS INC	JAN 1 - JAN 15	GENERAL FUND	NON-DEPARTMENTAL	57.50-
1/28/19	LINEBARGER, GOGGAN, BLAIR & SAMPSON, L	COURT COLLECTION FEES	GENERAL FUND	NON-DEPARTMENTAL	521.67
1/28/19	LINEBARGER, GOGGAN, BLAIR & SAMPSON, L	COURT COLLECTIONS	GENERAL FUND	NON-DEPARTMENTAL	1,128.60
1/28/19	PITNEY BOWES - PURCHASE POWER	INK FOR POSTAGE METER	GENERAL FUND	CITY ADMINISTRATION	123.01
1/28/19	DEER OAKS EAP SERVICES LLC	EAP SVC JAN-MAR	GENERAL FUND	CITY ADMINISTRATION	186.66
1/28/19	SAFESITE, INC.	RECORD STORAGE	GENERAL FUND	CITY ADMINISTRATION	225.50
1/28/19	TEXAS MATERIALS GROUP INC	ROAD PATCHES	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	530.40
1/28/19	ALAMO TRUCK GEAR	TRUCK BEDLINER	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	608.00
1/28/19	TEXAS MED CLINIC	DOVER	GENERAL FUND	FIRE DEPARTMENT	45.00
1/28/19	TEXAS MED CLINIC	PESES	GENERAL FUND	POLICE DEPARTMENT	116.00
1/28/19	PRIDE CLEANERS - JLN SERVICES, INC.	DRY CLEANING	GENERAL FUND	POLICE DEPARTMENT	658.47
1/28/19	CIVIL SYSTEMS INC	JAN 1 - JAN 15	GENERAL FUND	DEVELOPMENT SERVICES	651.25
1/28/19	PITNEY BOWES - PURCHASE POWER	UTILITY BILLS DECEMBER	WATER FUND	WATER DEPARTMENT	227.15
1/28/19	PEERLESS EQUIPMENT	REBUILD WELL 5	WATER FUND	WATER DEPARTMENT	9,797.05
1/28/19	ALAMO TRUCK GEAR	TRUCK BEDLINER	WATER FUND	WATER DEPARTMENT	608.00
1/28/19	POLLUTION CONTROL SERVICES	SAMPLE TESTING	WATER FUND	WATER DEPARTMENT	116.00
1/28/19	POLLUTION CONTROL SERVICES	TESTING SAMPLES WELL 9	WATER FUND	WATER DEPARTMENT	29.00
1/28/19	GT DISTRIBUTORS, INC.	FREIGHT FOR HOLSTERS	CRIME CONTROL DIST	POLICE DEPARTMENT	35.00

<u>DATE</u>	<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>FUND</u>	<u>DEPARTMENT</u>	<u>AMOUNT</u>
1/28/19	GT DISTRIBUTORS, INC.	HOLSTERS	CRIME CONTROL DIST	POLICE DEPARTMENT	431.20

DATE	VENDOR NAME	DESCRIPTION	FUND	DEPARTMENT	AMOUNT
1/28/19		US REFUNDS	WATER FUND	NON-DEPARTMENTAL	173.47
1/28/19		US REFUNDS	WATER FUND	NON-DEPARTMENTAL	250.00
1/28/19		US REFUNDS	WATER FUND	NON-DEPARTMENTAL	250.00
1/31/19	FROST - VISA DEBIT CARD	FROST - SAMS CLUB	GENERAL FUND	CITY ADMINISTRATION	11.91
1/31/19	FROST - VISA DEBIT CARD	FROST - AMERICAN PUBLIC WO	GENERAL FUND	CITY ADMINISTRATION	325.00
1/31/19	FROST - VISA DEBIT CARD	FROST - SURVEY MONKEY	GENERAL FUND	CITY ADMINISTRATION	336.00
1/31/19	FROST - VISA DEBIT CARD	FROST - EMBASSY SUITES	GENERAL FUND	CITY ADMINISTRATION	376.17
1/31/19	FROST - VISA DEBIT CARD	FROST - DELUXE	GENERAL FUND	CITY ADMINISTRATION	148.10
1/31/19	FROST - VISA DEBIT CARD	FROST - SAMS CLUB	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	47.64
1/31/19	FROST - VISA DEBIT CARD	FROST - SAMS CLUB	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	48.47
1/31/19	FROST - VISA DEBIT CARD	FROST - TX.GOV, BEXAR VEH	GENERAL FUND	PUBLIC WORKS/GOV. BLDG	9.50
1/31/19	FROST - VISA DEBIT CARD	FROST - BATTERY MART	GENERAL FUND	FIRE DEPARTMENT	65.71
1/31/19	FROST - VISA DEBIT CARD	FROST - MY LOR	GENERAL FUND	FIRE DEPARTMENT	34.10
1/31/19	FROST - VISA DEBIT CARD	FROST - AMAZON	GENERAL FUND	FIRE DEPARTMENT	91.92
1/31/19	FROST - VISA DEBIT CARD	FROST - PARTS TREE	GENERAL FUND	FIRE DEPARTMENT	163.27
1/31/19	FROST - VISA DEBIT CARD	FROST - SAMS CLUB	GENERAL FUND	POLICE DEPARTMENT	71.82
1/31/19	FROST - VISA DEBIT CARD	FROST - TCEQ	WATER FUND	WATER DEPARTMENT	<u>111.00</u>
				TOTAL:	642,767.40

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

10	GENERAL FUND	422,334.22
20	WATER FUND	57,287.01
40	CRIME CONTROL DISTRICT	4,005.59
42	PEG FUNDS	1,020.54
53	LEOSE	550.00
70	CAPITAL REPLACEMENT FUND	157,570.04

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GRAND TOTAL: 642,767.40  
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## 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: 1/01/2019 THRU 1/31/2019

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PAYROLL SELECTION

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

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PRINT OPTIONS

PRINT DATE: Check Date  
SEQUENCE: By Date  
DESCRIPTION: Distribution  
GL ACCTS: YES  
REPORT TITLE: C O U N C I L A / P R E P O R T  
SIGNATURE LINES: 0

-----  
PACKET OPTIONS

INCLUDE REFUNDS: YES  
INCLUDE OPEN ITEM:NO

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## **1. CALL MEETING TO ORDER**

Mayor Werner called the meeting to order at 6:24 p.m.

PRESENT:

ABSENT:

Alderman Colemere

Alderman Powers

Alderman Kautz

Mayor Pro Tem Ross

Alderman Heintzelman

Mayor Werner

## **2. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Pro Tem Ross led the Pledge of Allegiance to the Flag. Alderman Kautz led the Invocation.

## **3. CITIZENS TO BE HEARD**

Citizen Walea addressed City Council regarding the access to the Salado Creek hike and bike trail and request a safety plan.

## **4. CITY COUNCIL COMMENTS**

City Council welcomed all to the meeting and thanked Chief Lacy for the information presented at recent Coffee with a Cop meeting.

## **5. PRESENTATIONS, COMMENDATIONS AND ANNOUNCEMENTS**

### **5.1. Holiday Event - Mayor Pro Tem Ross**

Mayor Pro Tem Ross informed all that the Holiday Event was a huge success. All loved the snow.

### **5.2. Proclamation - Monarch Butterfly Month**

Mayor Werner read the proclamation proclaiming the month of April 2019 as Monarch Butterfly Month.

### **5.3. Proclamation - City of Shavano Park Community Wildlife Habitat Certification**

Mayor Werner presented proclamations to Vicky Maisel, Nancy Bula, Kim Lane, Dagne Fischer, Jean Countryman and Kristi Werner.

## **6. REGULAR AGENDA ITEMS**

### **6.1. Discussion / action - Accepting the 2018 Audit – Finance Director**

Finance Director Morey presented an overview of the 2018 Audit.

Alderman Heintzelman made a motion to accept the 2018 Audit.

Mayor Pro Tem Ross seconded the motion.

The motion to accept the 2018 Audit carried with a unanimous vote.

### **6.2. Discussion / action - Transfer portions of Fund Balance to Capital Replacement / Improvement Fund – Finance Director**

Alderman Powers made a motion to Transfer 42k to the Capital Replacement / Improvement Plan allocating the 42k funds for the purchase of the ladder truck.

Mayor Pro Tem Ross seconded the motion.

The motion to transfer the portion transfer 42k to the Capital Replacement / Improvement Plan allocating the 42k funds for the purchase of the ladder truck carried with a unanimous vote.

**6.3. Discussion - 2018 Annual Crime Report - Police Chief**

Police Chief Lacy presented the 2018 Annual Crime Report to City Council.

**6.4. Discussion / action - Well 6 Entrance Improvements Update - PW Director**

Alderman Colemere made a motion to direct staff proceed with concrete curbing, millings, and installation of utility gate DeZavala to gate and from DeZavala to Well utilize the most inexpensive material to stabilize the road.

Mayor Pro Tem Ross seconded the motion.

The motion to direct staff to proceed with concrete curbing, millings, and installation of utility gate DeZavala to gate and from DeZavala to Well utilize the most inexpensive material to stabilize the road carried with a unanimous vote.

**6.5. Discussion / action - Select members to the City Council Ad Hoc Muni Tract Pavilion Committee - MPT Ross**

Mayor Pro Tem Ross made a motion for each Alderman to nominate a citizen to the City Council Ad Hoc Muni Tract Pavilion Committee.

Alderman Colemere seconded the motion.

Alderman Colemere - A. David Marne

Alderman Kautz – Marcia Stipek

Alderman Heintzelman – Todd Braulick

Mayor Pro Tem Ross – Ann Marie Marquette

Alderman Powers – did not select a citizen

Mayor Werner – Adam Holzhauer

The motion carried with a unanimous vote.

**6.6. Discussion / action - Appointment of Council Appointed Positions (City Attorney, Judge, Prosecutor and Website) - City Manager**

Mayor Pro Tem Ross made a motion to approve renewing the Website agreement for an additional two years.

Alderman Powers seconded the motion.

The motion to approve renewing the Website agreement for an additional two years carried with a unanimous vote.

Mayor Pro Tem Ross made a motion to solicit Request for Qualifications for City Attorney and City Judge and extending the Prosecutor and Alternate Prosecutor for two years.

Alderman Colemere seconded the motion.

The motion solicit Request for Qualifications for City Attorney and City Judge and extending the Prosecutor and Alternate Prosecutor for two years carried with a unanimous vote.

**6.7. Discussion / action - Ordinance O-2018-012 adopting the 2018 International Fire Code with exceptions (final reading) - Fire Chief**

Mayor Pro Tem Ross made a motion to approve Ordinance O-2018-012 adopting the 2018 International Fire Code with exceptions (final reading).

Alderman Heintzelman seconded the motion.

The motion to approve Ordinance O-2018-012 adopting the 2018 International Fire Code with exceptions (final reading) with the following vote:

AYES: 4; NAYES: 0 – NOT PRESENT TO VOTE: 1 (Alderman Colemere)

**6.8. Discussion / action - Future purchase of an Aerial Platform Fire Demo Engine - Fire Chief**  
Fire Chief Dover presented an update regarding the future purchase of an Aerial Platform Fire Demo Engine.

## **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 Meeting Minutes, November 26, 2018**

**8.2. Approval - Special City Council Meeting Minutes, December 3, 2018**

**8.3. Approval - Special City Council Meeting Minutes, December 18, 2019**

**8.4. Approval - Ordinance O-2018-014 Purchasing Policy Updates - City Manager / Finance Director (final reading)**

**8.5. Approval - Schedule the Annual City-Wide Garage Sale**

**8.6. Approval - Resolution R-2019-001 ordering a General Election for the purpose of electing a Mayor and two Aldermen and ordering Special Election for a Referendum to continue the Shavano Park Crime Control and Prevention District on May 4, 2019**

**8.7. Accept - Quarterly and Annual Investment Reports ending September 30, 2018**

**8.8. Approval - Resolution R-2019-002 authorizing the submittal of a grant application to the 2019 State Homeland Security Program to request funding for enhancements to Shavano Park's Critical Infrastructure Cybersecurity in Fiscal Year 2019-2020.**

**8.9. Approval - Resolution R-2019-003 authorizing the submittal of a grant application for a National Incident-Based Reporting System-compliant Records Management System upgrade in Fiscal Year 2019-2020.**

**8.10. Approval - Property declared as Fiscal Year 2019 Surplus**

**8.11. Approval - Authorizing the City Manager to enter into an Interlocal Agreement concerning blood testing services for the prosecution of certain offenses with Bexar County District Attorney**

Mayor Pro Tem Ross made a motion to approve 8.1 – 8.3 and 8.5 - 8.11.

Alderman Colemere seconded the motion.

The motion to approve Consent Agenda items 8.1 – 8.3 and 8.5 – 8.11 carried with a unanimous vote.

Discussion was held regarding agenda item 8.4 Approval - Ordinance O-2018-014 Purchasing Policy Updates - City Manager / Finance Director (final reading).

Mayor Pro Tem Ross made a motion to approve Ordinance O-2018-014 with amendment to state that services and capital items under \$250,000 will follow the guidelines and may be authorized by the City Manager if previously budgeted and approved by the City Council and purchased through an approved Buy Board.

Alderman Colemere seconded the motion.

The motion to approve Consent Agenda item 8.4 as amended carried with a unanimous vote.

## **9. ADJOURNMENT**

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

Alderman Colemere seconded the motion.

The meeting adjourned at 8:13 p.m.

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Robert Werner  
Mayor

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Zina Tedford  
City Secretary



1. **Call to order**

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

**PRESENT:**

Konrad Kuykendall (6:41 p.m.)

Albert Aleman

Carla Laws

Bill Simmons

William Stipek

Kerry Dike (6:35 p.m.)

Michael Janssen

**ABSENT:**

Carlos Ortiz

Jason Linahan

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 Laws and a second made by Commissioner Simmons, 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 at this time.

4. **Consent Agenda:**

A. Approval – Planning & Zoning Commission minutes, November 7, 2018

Upon a motion made by Commissioner Aleman and a second made by Commissioner Stipek, the Planning & Zoning Commission voted five (5) for and none (0) opposed to approve the Planning & Zoning Commission November 7, 2018 minutes as presented. The motion carried.

5. **Discussion / review of the City’s ordinances regarding minimum gate width in Residential Zoning Districts – City Manager Hill.**

City Manager Hill presented an overview of the City’s ordinance regarding minimum gate width in Residential Zoning District. The consensus of the Planning & Zoning Commission to place this item on a future agenda.

6. **Discussion / action – Possible rescheduling of the January 2, 2019 Planning & Zoning Commission meeting to January 9, 2019 – City Manager Hill.**

Upon a motion made by Commissioner Dike and a second made by Commissioner Laws, the Planning & Zoning Commission voted six (6) for and none (0) opposed to approve to reschedule the January 2, 2019 Planning & Zoning Commission Meeting to January 9, 2019. The motion carried.

7. **Discussion – TxDOT public open house meeting for Shavano Park residents regarding the impact on homeowners of the NW Military Highway project – City Manager Hill.**

City Manager Hill discussed the upcoming TxDOT public open house meeting for Shavano Park residents regarding the impact on homeowners of the NW Military Highway project.

8. **Report / update – City Council items considered at previous City Council meetings and discussion concerning the same – City Manager Hill.**

City Manager Hill provided an overview of items considered at the previous City Council Meeting.

9. **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. February, 2019 – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

ii. 2019 – Sign Ordinance

10. **Adjournment**

Upon a motion made by Commissioner Dike and a second made by Commissioner Laws, the Planning & Zoning Commission voted six (6) for and none (0) opposed to adjourn the meeting. The meeting adjourned at approximately 7:15 p.m.

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MICHEAL JANSSEN

Chairman

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ZINA TEDFORD

City Secretary

**1. Call to order**

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

PRESENT:

ABSENT:

Konrad Kuykendall

Albert Aleman

Carla Laws

Bill Simmons

William Stipek

Kerry Dike

Jason Linahan

Michael Janssen

**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 Dike and a second made by Commissioner Laws, the Planning & Zoning Commission voted eight (8) 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 at this time.

**4. Consent Agenda:**

**A. Approval – Planning & Zoning Commission minutes, October 3, 2018**

Upon a motion made by Commissioner Aleman and a second made by Commissioner Simmons, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the Planning & Zoning Commission October 3, 2018 minutes as presented. The motion carried.

**5. Nomination and appointment of Chairman**

Upon a motion made by Commissioner Aleman to nominate Michael Janssen to serve as Chairman and a second by Commissioner Kuykendall, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the appointment of Michael Janssen as Chairman. The motion carried.



6. **Nomination and appointment of Vice-chairman**

Upon a motion made by Commissioner Dike to nominate Albert Aleman to serve as Vice-Chairman and a second by Commissioner Ortiz, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the appointment of Albert Aleman as Vice-chairman. The motion carried.

7. **Discussion – Welcome new members and thanks to departing members and information on open meeting and open records training – City Manager Hill**

City Manager Hill welcomed all new members and expressed thanks to departing members. A brief overview of the open meeting and open records training was presented.

8. **Public Hearing – Proposed re-plat of Lot 2143, Block 35, CB 4784 of the Shavano Park Unit-19C Phase II (PUD) and Lots 2160 and 2161, Block 35, CB 4784 of the Shavano Park Unit-19C Phase IV (PUD) to combine into new Lot 2164 – City Manager Hill**

Public hearing opened at 6:38 p.m.

Mr Ayers addressed the Planning & Zoning Commission regarding this agenda item.

Public hearing closed at 6:44 p.m.

9. **Discussion / action – Proposed re-plat of Lot 2143, Block 35, CB 4784 of the Shavano Park Unit-19C Phase II (PUD) and Lots 2160 and 2161, Block 35, CB 4784 of the Shavano Park Unit-19C Phase IV (PUD) to combine into new Lot 2164 – City Manager Hill**

Upon a motion made by Commissioner Aleman to approve the proposed re-plat of Lot 2143, Block 35, CB 4784 of the Shavano Park Unit-19C Phase II (PUD) and Lots 2160 and 2161, Block 35, CB 4784 of the Shavano Park Unit-19C Phase IV (PUD) to combine into new Lot 2164 with amendments as discussed and a second by Commissioner Kuykendall, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to approve the amended re-plat of Lot 2143, Block 35, CB 4784 of the Shavano Park Unit-19C Phase II (PUD) and Lots 2160 and 2161, Block 35, CB 4784 of the Shavano Park Unit-19C Phase IV (PUD) to combine into new Lot 2164. The motion carried.

10. **Report / update – City Council items considered at previous City Council meetings and discussion concerning the same – City Manager Hill.**

City Manager Hill provided an overview of items considered at the previous City Council Meeting.

11. **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. December – Discussion regarding possible changes in the City's ordinances regarding minimum gate width in Residential Zoning District A-1.
- ii. December – Discussion regarding possible changes in the City's ordinances regarding landscaping and trees in commercial zoning districts.

- iii. February, 2019 – Semiannual presentation by Denton Communities regarding residential and commercial development in Shavano Park and surrounding areas and discussion concerning the same.

## 12. Adjournment

Upon a motion made by Commissioner Dike and a second made by Commissioner Laws, the Planning & Zoning Commission voted eight (8) for and none (0) opposed to adjourn the meeting. The meeting adjourned at approximately 7::00 p.m.

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MICHAEL JANSSEN  
Chairman

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ZINA TEDFORD  
City Secretary

## CITY COUNCIL STAFF SUMMARY

Meeting Date: February 25, 2019

Agenda item: 8.4

Prepared by: Chief Ray Lacy

Reviewed by: Bill Hill

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**AGENDA ITEM DESCRIPTION:** Accept - Shavano Park Police Department 2018 Racial Profiling Report

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**Attachments for Reference:** 1) 8.4a Racial Profiling Report 2018

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**BACKGROUND / HISTORY:** Texas Occupations Code 1701.164 specifies that TCOLE collect incident-based data in accordance with the Code of Criminal Procedure Article 2.131 – 2.138. Each agency must file an annual online report by selecting and completing the reporting option that applies to their particular situation.

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**DISCUSSION:** Shavano Park Police Department reports a Tier 1 Partial Exemption Report:

**Partial Exemption** - Agencies that routinely perform traffic stops or motor vehicle stops and have the vehicles that routinely perform these stops equipped with video and audio equipment must file by an online report. The online report requires the completion of agency general public contact information and the completion of one of the following options:

- a 1 page online form about the numbers of motor vehicles stops made **and**
- *optional* uploading of an agency developed report in PDF format that contains all information of the one page online form ( **Tier 1** Reporting).

Source: <https://www.tcole.texas.gov/content/racial-profiling-reports>

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**COURSES OF ACTION:** N/A

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**FINANCIAL IMPACT:** N/A

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**MOTION REQUESTED:** To accept Shavano Park Police Department 2018 Racial Profiling Report

# Racial Profiling Report | Full report

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<b>Agency Name:</b>	Shavano Park Police Department
<b>Reporting Date:</b>	02/13/2019
<b>TCOLE Agency Number:</b>	29220
<b>Chief Administrator:</b>	Chief Ray Lacy
<b>Agency Contact Information:</b>	
<b>Phone:</b>	210-492-9248
<b>Email:</b>	rlacy@shavanopark.org
<b>Mailing Address:</b>	900 Saddletree Court

This Agency filed a full report

Shavano Park Police Department has adopted a detailed written policy on racial profiling. Our policy:

- 1.) clearly defines acts constituting racial profiling;
- 2.) strictly prohibit peace officers employed by the Shavano Park Police Department from engaging in racial profiling;
- 3.) implements a process by which an individual may file a complaint with the Shavano Park Police Department if the individual believes that a peace officer employed by the Shavano Park Police Department has engaged in racial profiling with respect to the individual;
- 4.) provides public education relating to the agency's complaint process;
- 5.) requires appropriate corrective action to be taken against a peace officer employed by the Shavano Park Police Department who, after an investigation, is shown to have engaged in racial profiling in violation of the Shavano Park Police Department's policy adopted under this article;
- 6.) require collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
  - a.) the race or ethnicity of the individual detained;
  - b.) whether a search was conducted and, if so, whether the individual detained consented to the search; and
  - c.) whether the peace officer knew the race or ethnicity of the individual detained before

detaining that individual; and

7.) require the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision(6) to:

a.) the Commission on Law Enforcement; and

b.) the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

**Executed by:** Chief Ray Lacy

Chief Administrator

**Shavano Park Police Department**

**Date:** 02/13/2019

## Shavano Park Police Department Motor Vehicle Racial Profiling Information

Total stops: 3054

### Gender

**Female:** 1355

**Male:** 1699

### Race or ethnicity

**Black:** 307

**Asian/Pacific Islander:** 86

**White:** 2015

**Hispanic/Latino:** 618

**Alaska Native/American Indian:** 28

### Was race or ethnicity known prior to stop?

**Yes:** 8

**No:** 3046

### Reason for stop?

**Violation of law:** 45

**Pre existing knowledge:** 19

**Moving traffic violation:** 2658

**Vehicile traffic violation:** 332

### Street address or approximate location of the stop

**City street:** 3006

**US highway:** 9

**State highway:** 10

**County road:** 3

**Private property or other:** 26

### Was a search conducted?

**Yes:** 32

**No:** 3022

### Reason for Search?

**Consent:** 7

**Contraband:** 0

**Probable cause:** 18

**Inventory:** 6

**Incident to arrest:** 1

Was Contraband discovered?

**Yes:** 23

**No:** 9

Description of contraband

**Drugs:** 23

**Currency:** 0

**Weapons:** 0

**Alcohol:** 0

**Stolen property:** 0

**Other:** 0

Result of the stop

**Verbal warning:** 0

**Written warning:** 1969

**Citation:** 1076

**Written warning and arrest:** 2

**Citation and arrest:** 7

**Arrest:** 0

Arrest based on

**Violation of Penal Code:** 5

**Violation of Traffic Law:** 1

**Violation of City Ordinance:** 0

**Outstanding Warrant** 3

Was physical force resulting in bodily injury used during stop

**Yes:** 2

**No:** 3052

Submitted electronically to the



# The Texas Commission on Law Enforcement



## CITY COUNCIL STAFF SUMMARY

Meeting Date: 2-25-2018

Agenda item: 8.5

Prepared by: Brenda Morey

Reviewed by: Bill Hill

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### **AGENDA ITEM DESCRIPTION:**

Accept - Quarterly investment report, period ending December 31, 2018

X

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

- a) Quarterly Investment Report - December 31, 2018
- b) Frost Bank Pledged Securities - December 31, 2018
- c) Cash and Investment Balance by Fund –  
December 31, 2018

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**BACKGROUND / HISTORY:** Per the Public Funds Investment Act (PFIA) (Chapter 2256.023) quarterly investment reports are required to be submitted to the governing body. The Act requires that all the investment officers sign the report and that it includes a statement that the City funds are maintained in compliance with the PFIA and the City's investment policy. These reports are also subject to examination by the Independent Auditor during the annual review.

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**DISCUSSION:** Attachment a) is the required Quarterly Investment Report ending December 31, 2018. The reported balances as of December 31, 2018 are the bank balances and do not reflect checks written not presented for payment or deposits in transit.

The City's investment policy requires reporting the portfolio percentage by investment type. The following is the breakdown.

<u>Investment Portfolio:</u>	<u>Balance</u>	<u>Portfolio %</u>
Pools	\$2,368,191	70.29%
CD's	\$1,001,125	29.71%

Attachment b) is the Pledged Securities report from BNY Mellon Bank as of December 31, 2018. Total depository funds at Frost were fully collateralized with pledged securities of \$6,190,224 and FDIC coverage of \$250,000.

<u>Depository</u>	<u>Balances</u>
Frost Accounts	\$6,208,650

Attachment c) represents the actual Cash and Investment Balances by all Funds per the general ledger as of December 31, 2018 and total \$9,632,746.

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**COURSES OF ACTION:** Accept – December 31, 2018 Quarterly Investment Report or provide guidance as appropriate.

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**FINANCIAL IMPACT:** N/A

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**STAFF RECOMMENDATION:** Accept - December 31, 2018 Quarterly Investment Report

**City of Shavano Park, Texas**  
**Quarterly Investment Report**  
Period Ending December 31, 2018

	Portfolio Type	Beginning 10/01/2018	Total Deposits / (Withdrawals)	Interest	Ending 12/31/2018	Annualized Rate for the Period	Rate at 12/31/2018	Days To Maturity	Maturity Date
<b>GENERAL FUND 10</b>									
TexStar	Pool	\$ 1,958,143.96	\$ -	\$ 11,020.63	\$ 1,969,164.59	2.2287%	2.5549%	1	n/a
TexPool	Pool	102,317.39	-	571.32	102,888.71	2.2113%	2.5304%	1	n/a
Security Service Credit Union	CD	126,609.10	(1,985.10)	376.00	125,000.00	1.1900%	2.7500%	450	3/25/20
United Federal Credit Union	CD	125,071.83	-	390.19	125,462.02	1.2500%	1.2500%	144	5/24/19
Crockett National Bank	CD	248,000.00	-	-	248,000.00	1.2500%	1.2500%	47	2/16/19
Generations Credit Union	CD	251,016.64	-	1,184.64	252,201.28	1.8900%	1.8900%	225	8/13/19

**Total - General Fund Investments**

**\$ 2,811,158.92 \$ (1,985.10) \$ 13,542.78 \$ 2,822,716.60**

<b>WATER FUND 20</b>									
TexStar	Pool	\$ 116,320.98	\$ -	\$ 654.70	\$ 116,975.68	2.2287%	2.5549%	1	n/a
TexPool	Pool	366.96	-	1.85	368.81	2.2113%	2.5304%	1	n/a
Security Service Credit Union	CD	126,609.10	(1,985.10)	376.00	125,000.00	1.1900%	2.7500%	450	3/25/20
United Federal Credit Union	CD	125,071.83	-	390.19	125,462.02	1.2500%	1.2500%	144	5/24/19

**Total - Water Fund Investments**

**\$ 368,368.87 \$ (1,985.10) \$ 1,422.74 \$ 367,806.51**

<b>DEBT SERVICE FUND 30</b>									
TexStar	Pool	\$ 75,587.13	\$ -	\$ 425.38	\$ 76,012.51	2.2287%	2.5549%	1	n/a
TexPool	Pool	102,210.11	-	570.82	102,780.93	2.2113%	2.5304%	1	n/a

**Total - Debt Service Fund Investments**

**\$ 177,797.24 \$ - \$ 996.20 \$ 178,793.44**

<b>GENERAL FUND 10</b>	Depository	\$ 711,298.28	\$ 659,006.51	\$ 2,292.77	\$ 1,372,597.56	1.9200%	2.0900%	1	n/a
<b>WATER FUND 20</b>	Depository	540,322.55	(19,344.67)	2,324.78	523,302.66	1.9200%	2.0900%	1	n/a
<b>DEBT SERVICE FUND 30</b>	Depository	40,058.46	43,525.03	201.40	83,784.89	1.9200%	2.0900%	1	n/a
<b>GENERAL CAPITAL REPLACEMENT 70</b>	Depository	3,643,269.57	(41,414.89)	15,569.15	3,617,423.83	1.9200%	2.0900%	1	n/a
<b>CRIME CONTROL DISTRICT 40</b>	Depository	536,501.24	(19,593.91)	2,287.95	519,195.28	1.9200%	2.0900%	1	n/a
<b>PEG FEE 42</b>	Depository	85,564.06	4,076.64	369.11	90,009.81	1.9200%	2.0900%	1	n/a
<b>MISCELLANEOUS SPECIAL REVENUE FUNDS</b>	Depository	2,325.73	-	9.96	2,335.69	1.9200%	2.0900%	1	n/a

**Total - Depository Accounts**

**\$ 5,559,339.89 \$ 626,254.71 \$ 23,055.12 \$ 6,208,649.72**

**All Funds - Investments and Depository Accounts**

**\$ 8,916,664.92 \$ 622,284.51 \$ 39,016.84 \$ 9,577,966.27**

**\*\*The amounts reflected hereon are the financial institution balance and will not reflect outstanding checks that have not been presented for payment or deposits in transit at December 31, 2018.\*\***

We certify that City Funds are maintained in compliance with the City's Investment policy strategies and the relevant provisions of the Public Funds Investment Act (Chapter 2256 of the Texas Government Code )

Bill Hill 2/25/19  
Bill Hill, City Manager

Brenda Morey 2/25/2019  
Brenda Morey, Finance Director

**Tri-Party Collateral Agreement**  
**BNY Mellon as Tri-Party Custodian**  
**Price Report for 31 Dec 2018**

FTSH22 - CITY OF SHAVANO PARK/FRS

Par Amount	Description	Source Account	Price	Market Value (USD)	Mkt Value + Intr (USD)	Collateral Value (USD)	Accr Int Factor	Price Factor					
Cpn Rate	Currency	Exchange Rate	Mdy	S&P	Fitch	Security Code	Maturity	Type	Issuer	Depository	Accrued Interest	Margin	Margin %
2,002.00	YSLETA TEX INDPT SCH DIST	ULTD	112.082000	2,243.88	2,281.70	2,074.27	0.018889	1.000000					
5.00000	USD	1.0000000000	8II	Aaa	AAA	98816PBR2	15-Aug-2042	MUBD	01CPDI	DTC	37.82	207.43	110.00 %
155.00	YSLETA TEX INDPT SCH DIST	ULTD	112.514000	174.40	177.32	161.20	0.018889	1.000000					
5.00000	USD	1.0000000000	8II	Aaa	AAA	98816PBQ4	15-Aug-2041	MUBD	01CPDI	DTC	2.93	16.12	110.00 %
2.00	YSLETA TEX INDPT SCH DIST	ULTD	112.586000	2.25	2.29	2.08	0.018889	1.000000					
5.00000	USD	1.0000000000	8II	Aaa	AAA	98816PBP6	15-Aug-2040	MUBD	01CPDI	DTC	0.04	0.21	110.00 %
3,229.00	YSLETA TEX INDPT SCH DIST	ULTD	113.093000	3,651.77	3,712.77	3,375.24	0.018889	1.000000					
5.00000	USD	1.0000000000	8II	Aaa	AAA	98816PBM3	15-Aug-2038	MUBD	01CPDI	DTC	60.99	337.52	110.00 %
16.00	WILLIAMSON CNTY TEX	LTD TAX	102.482000	16.40	16.64	15.13	0.015111	1.000000					
4.00000	USD	1.0000000000	8II	AAA	AAA	969887E87	15-Feb-2020	MUBD	01CPAT	DTC	0.24	1.51	110.00 %
59,422.00	WALL TEX INDPT SCH DIST	ULTD	101.681000	60,420.88	61,318.82	55,744.38	0.015111	1.000000					
4.00000	USD	1.0000000000	8II	Aaa		932090FT5	15-Feb-2041	MUBD	01COZ4	DTC	897.93	5,574.44	110.00 %
35,411.00	UNIVERSITY TEX PERM UNIV FD	UNIV	103.539000	36,664.20	37,372.42	33,974.92	0.020000	1.000000					
4.00000	USD	1.0000000000	8II	Aaa	AAA	9151158C6	01-Jul-2041	MUBD	03NVVH	DTC	708.22	3,397.49	110.00 %
5,000.00	TEXAS TRANSN COMMN ST HWY FD R		119.056000	5,952.80	6,015.30	5,468.45	0.012500	1.000000					
5.00000	USD	1.0000000000	8II	Aaa	AAA	88283LJY3	01-Oct-2026	MUBD	039CET	DTC	62.50	546.85	110.00 %
4,045,000.00	TEXAS ST	GO BDS	109.639000	4,434,897.55	4,485,460.05	4,077,690.96	0.012500	1.000000					
5.00000	USD	1.0000000000	8II	Aaa	AAA	882723RR2	01-Apr-2044	MUBD	01W20P	DTC	50,562.50	407,769.10	110.00 %
74,485.00	TEXAS ST	HWY IMPT GO	114.830000	85,531.13	86,462.19	78,601.99	0.012500	1.000000					
5.00000	USD	1.0000000000	8II	Aaa	AAA	882723P60	01-Apr-2035	MUBD	01W20P	DTC	931.06	7,860.20	110.00 %
20,000.00	TEXAS ST	HWY IMPT GO	115.185000	23,037.00	23,287.00	21,170.00	0.012500	1.000000					
5.00000	USD	1.0000000000	8II	Aaa	AAA	882723P52	01-Apr-2034	MUBD	01W20P	DTC	250.00	2,117.00	110.00 %
331,760.00	TEXAS ST	GO MOBILITY	115.532000	383,288.96	387,435.96	352,214.51	0.012500	1.000000					
5.00000	USD	1.0000000000	8II	Aaa	AAA	8827237E3	01-Oct-2036	MUBD	01W20P	DTC	4,147.00	35,221.45	110.00 %
115,000.00	TEXAS ST	GO MOBILITY	116.369000	133,824.35	135,261.85	122,965.32	0.012500	1.000000					
5.00000	USD	1.0000000000	8II	Aaa	AAA	8827237C7	01-Oct-2034	MUBD	01W20P	DTC	1,437.50	12,296.53	110.00 %
65,000.00	TEXAS ST	GO MOBILITY	116.369000	75,639.85	76,452.35	69,502.14	0.012500	1.000000					
5.00000	USD	1.0000000000	8II	Aaa	AAA	8827236W4	01-Oct-2034	MUBD	01W20P	DTC	812.50	6,950.21	110.00 %
3,280.00	TEXAS ST	GO MOBILITY	116.960000	3,836.29	3,877.29	3,524.81	0.012500	1.000000					
5.00000	USD	1.0000000000	8II	Aaa	AAA	8827236V6	01-Oct-2033	MUBD	01W20P	DTC	41.00	352.48	110.00 %
23,698.00	TEXAS ST	GO COLLEGE	116.910000	27,705.33	28,248.41	25,680.37	0.022917	1.000000					
5.50000	USD	1.0000000000	8II	Aaa	AAA	8827236J3	01-Aug-2035	MUBD	01W20P	DTC	543.08	2,568.04	110.00 %
10,328.00	SPRING TEX INDPT SCH DIST	ULTD	114.481000	11,823.60	12,018.68	10,926.07	0.018889	1.000000					
5.00000	USD	1.0000000000	8II	Aaa	AAA	8500005S5	15-Aug-2036	MUBD	01CONO	DTC	195.08	1,092.61	110.00 %
2,246.00	SEALY TEX INDPT SCH DIST	ULTD	101.922000	2,289.17	2,323.11	2,111.92	0.015111	1.000000					
4.00000	USD	1.0000000000	8II	Aaa	AAA	812149PW6	15-Feb-2041	MUBD	01COET	DTC	33.94	211.19	110.00 %
85,000.00	SAN ANTONIO TEX WTR REV	SYS JR	115.286000	97,993.10	98,536.16	89,578.32	0.006389	1.000000					
5.00000	USD	1.0000000000	8II	Aa2	AA	79642B3W1	15-May-2032	MUBD	02OHPP	DTC	543.06	8,957.83	110.00 %
7,408.00	SAN ANTONIO TEX INDPT SCH DIST		102.106000	7,564.01	7,675.96	6,978.14	0.015111	1.000000					
4.00000	USD	1.0000000000	8II	Aaa	AAA	796269WZ7	15-Aug-2041	MUBD	01COBY	DTC	111.94	697.81	110.00 %
1,836.00	SAN ANTONIO TEX INDPT SCH DIST		113.894000	2,091.09	2,125.77	1,932.52	0.018889	1.000000					
5.00000	USD	1.0000000000	8II	Aaa	AAA	796269WX2	15-Aug-2036	MUBD	01COBY	DTC	34.68	193.25	110.00 %

**Tri-Party Collateral Agreement**  
**BNY Mellon as Tri-Party Custodian**  
**Price Report for 31 Dec 2018**

FTSH22 - CITY OF SHAVANO PARK/FRS

Par Amount	Description	Source Account	Price	Market Value (USD)	Mkt Value + Intr (USD)	Collateral Value (USD)	Accr Int Factor	Price Factor
Cpn Rate	Currency	Exchange Rate	Maturity	Type	Issuer	Accrued Interest	Margin	Margin %
195,000.00	SAN ANTONIO TEX ELEC & GAS REV		99.197000	193,434.15	195,871.65	178,065.14	0.012500	1.000000
3.00000	USD	1.0000000000	01-Feb-2031	MUBD	02V8X7	2,437.50	17,806.51	110.00 %
59,763.00	RICHARDSON TEX INDPT SCH DIST		101.901000	60,899.09	61,802.18	56,183.80	0.015111	1.000000
4.00000	USD	1.0000000000	15-Feb-2041	MUBD	01CO2S	903.09	5,618.38	110.00 %
60,000.00	PROSPER TEX INDPT SCH DIST	SCH	112.255000	67,353.00	68,486.33	62,260.30	0.018889	1.000000
5.00000	USD	1.0000000000	15-Feb-2041	MUBD	01CO0K	1,133.33	6,226.03	110.00 %
5,072.00	PECOS BARSTOW TOYAH TEX INDPT		101.571000	5,151.68	5,213.95	4,739.96	0.012278	1.000000
3.25000	USD	1.0000000000	15-Feb-2031	MUBD	01CNWQ	62.27	474.00	110.00 %
12,364.00	PECOS BARSTOW TOYAH TEX INDPT		110.571000	13,671.00	13,857.83	12,598.03	0.015111	1.000000
4.00000	USD	1.0000000000	15-Feb-2029	MUBD	01CNWQ	186.83	1,259.80	110.00 %
15,379.00	NEW CANEY TEX INDPT SCH DIST	ULTD	113.007000	17,379.35	17,669.84	16,063.49	0.018889	1.000000
5.00000	USD	1.0000000000	15-Feb-2042	MUBD	01CNKH	290.49	1,606.35	110.00 %
35,000.00	MIDLOTHIAN TEX INDPT SCH DIST	VAR	100.573000	35,200.55	35,638.05	32,398.23	0.012500	1.000000
3.00000	USD	1.0000000000	01-Aug-2051	MUBD	01CNB6	437.50	3,239.82	110.00 %
14,194.00	LEWISVILLE TEX INDPT SCH DIST	ULTD	109.672000	15,566.84	15,781.33	14,346.66	0.015111	1.000000
4.00000	USD	1.0000000000	15-Aug-2026	MUBD	01CMYR	214.49	1,434.67	110.00 %
1,424.00	LAKE DALLAS TEX INDPT SCH DIST		113.270000	1,612.96	1,639.86	1,490.78	0.018889	1.000000
5.00000	USD	1.0000000000	15-Aug-2041	MUBD	01CMT0	26.90	149.08	110.00 %
25,000.00	KATY TEX INDPT SCH DIST	REF BDS	103.057000	25,764.25	26,047.58	23,679.62	0.011333	1.000000
3.00000	USD	1.0000000000	15-Feb-2029	MUBD	01CMM2	283.33	2,367.96	110.00 %
87,188.00	KATY TEX INDPT SCH DIST	ULTD	112.527000	98,110.04	99,756.93	90,688.11	0.018889	1.000000
5.00000	USD	1.0000000000	15-Feb-2039	MUBD	01CMM2	1,646.88	9,068.81	110.00 %
63,238.00	HUMBLE TEX INDPT SCH DIST	ULTD	99.194000	62,728.30	63,445.00	57,677.27	0.011333	1.000000
3.00000	USD	1.0000000000	15-Feb-2031	MUBD	01CMFA	716.70	5,767.73	110.00 %
18,330.00	HAYS TEX CONS INDPT SCH DIST	ULTD	105.092000	19,263.36	19,540.35	17,763.95	0.015111	1.000000
4.00000	USD	1.0000000000	15-Aug-2037	MUBD	01CM70	276.99	1,776.40	110.00 %
16,548.00	HAYS TEX CONS INDPT SCH DIST	ULTD	105.438000	17,447.88	17,697.94	16,089.04	0.015111	1.000000
4.00000	USD	1.0000000000	15-Aug-2036	MUBD	01CM70	250.06	1,608.90	110.00 %
107,301.00	GRAND PRAIRIE TEX INDPT SCH DI	ULTD	111.510000	119,651.35	121,678.14	110,616.49	0.018889	1.000000
5.00000	USD	1.0000000000	15-Feb-2041	MUBD	01CLOO	2,026.80	11,061.65	110.00 %
197.00	FRISCO TEX INDPT SCH DIST	ULTD	113.675000	223.94	227.66	206.96	0.018889	1.000000
5.00000	USD	1.0000000000	15-Aug-2037	MUBD	01CLE5	3.72	20.70	110.00 %
125,000.00	DALLAS TEX WTRWKS & SWR SYS RE		103.363000	129,203.75	130,453.75	118,594.32	0.010000	1.000000
4.00000	USD	1.0000000000	01-Oct-2041	MUBD	02OB80	1,250.00	11,859.43	110.00 %
5,024.00	CONROE TEX INDPT SCH DIST	ULTD	102.174000	5,133.22	5,209.14	4,735.58	0.015111	1.000000
4.00000	USD	1.0000000000	15-Feb-2041	MUBD	01CKMB	75.92	473.56	110.00 %
55,000.00	CLEAR CREEK TEX INDPT SCH DIST	VAR	100.609000	55,334.95	55,958.28	50,871.17	0.011333	1.000000
3.00000	USD	1.0000000000	15-Feb-2032	MUBD	01CKJI	623.33	5,087.12	110.00 %
70,994.00	BIRDVILLE TEX INDPT SCH DIST	ULTD	111.813000	79,380.52	80,721.52	73,383.20	0.018889	1.000000
5.00000	USD	1.0000000000	15-Feb-2040	MUBD	01CK2H	1,341.00	7,338.32	110.00 %
80,861.00	BEXAR CNTY TEX	LTD TAX REF	103.273000	83,507.58	83,651.33	76,046.67	0.001778	1.000000
4.00000	USD	1.0000000000	15-Jun-2040	MUBD	01CK21	143.75	7,604.67	110.00 %
85,017.00	ARLINGTON TEX INDPT SCH DIST	ULTD	102.231000	86,913.73	88,198.43	80,180.39	0.015111	1.000000
4.00000	USD	1.0000000000	15-Feb-2041	MUBD	01CJSK	1,284.70	8,018.04	110.00 %

**Tri-Party Collateral Agreement**  
**BNY Mellon as Tri-Party Custodian**  
**Price Report for 31 Dec 2018**

FTSH22 - CITY OF SHAVANO PARK/FRS

Par Amount Cpn Rate	Description Currency	Source Account Exchange Rate	Account Mdy	S&P	Fitch	Security Code	Price Maturity	Market Value (USD) Type	Mkt Value + Intr (USD) Issuer	Collateral Value (USD) Depository	Accr Int Factor Accrued Interest	Price Factor Margin	Price Factor Margin %
124,663.00 5.00000	ALDINE USD	TEX INDPT SCH DIST 1.00000000000	8II	ULTD Aaa	AAA	014393VY5	110.925000 15-Feb-2041	138,282.43 MUBD	01CJLG	140,637.18 DTC	127,851.98 2,354.75	0.018889 12,785.20	1.000000 110.00 %

Total

6,152,835.00

6,729,861.95

6,809,246.29

6,190,223.90

79,384.34

619,022.39

Account: FTSH22 Account Name: CITY OF SHAVANO PARK/FRS

Start Date: 01-Mar-2018 End Date: 31-Dec-2020

Repo Repricing Rate: 0.0000% Deal Currency: USD

Deal Amount: 6,190,223.68 Unwind Amount: 6,190,223.68

Deal Value -> Today: 6,190,223.68 -> Next Business Day: 6,190,223.68

Listed Positions: 44 Listed Securities Par 6,152,835.00

1)	Listed Securities Market Value	.	6,729,861.95
2)	+ Listed Securities Accrued Interest	.	79,384.34
3)	= Listed Securities Total Value	.	6,809,246.29
4)	+ Cash Total Pledged	.	0.00
5)	+ Unlisted, Margined Securities Value	.	0.00
6)	- Listed Securities Margin Amount	.	619,022.39
7)	- Cash Collateral Margin Amount	.	0.00
8)	= Total Securities + Cash Coll Value	.	6,190,223.90
9)	= Total Required Collateral Value	.	6,190,223.68

**Tri-Party Collateral Agreement  
BNY Mellon as Tri-Party Custodian  
Price Report for 31 Dec 2018**

Grand Totals : Number of Accounts:	1		
Deal Amount:	6,190,223.68	Unwind Amount:	6,190,223.68
Deal Value -> Today:	6,190,223.68	-> Next Business Day:	6,190,223.68
Listed Positions:	44	Listed Securities Par Value:	6,152,835.00

1)	Listed Securities Market Value	:	6,729,861.95
2)	+ Listed Securities Accrued Interest	:	79,384.34
3)	= Listed Securities Total Value	:	6,809,246.29
4)	+ Cash Total Pledged	:	0.00
5)	+ Unlisted, Margined Securities Value	:	0.00
6)	- Listed Securities Margin Amount	:	619,022.39
7)	- Cash Collateral Margin Amount	:	0.00
8)	= Total Securities + Cash Coll Value	:	6,190,223.90
9)	= Total Required Collateral Value	:	6,190,223.68

**BROKER DEALER SERVICES DIVISION  
PRICING, INDICATIVE DATA AND OTHER DISCLOSURES**

The prices of financial assets and indicative data reported or reflected in reports furnished by the Broker Dealer Services Division (BDS) of The Bank of New York Mellon (BNYM) generally are provided by data providers and ratings agencies ("vendors") used by BDS in the ordinary course of business. Trust receipts will be valued based on the face amount of the underlying financial assets, as set forth therein. Prices and indicative data are not independently verified, and may contain errors or omissions.

With respect to certain newly issued financial assets, if vendors do not provide prices, such financial assets will be valued at par or the new issue price for up to three business days. Thereafter, such financial assets will be valued at zero.

With respect to certain financial assets other than new issues, vendors may not provide prices and may not update prices previously provided on a regular basis. If vendors do not provide prices or update previously reported prices within three business days, such financial assets will be valued at zero, unless other arrangements are agreed in writing.

Notwithstanding the foregoing, certain hard-to-price, thinly traded or illiquid financial assets are valued monthly with no adjustment during the interim period (details are available upon request by contacting BDS).

Although BNYM will not utilize prices obtained from brokers or dealers in providing services, BNYM may obtain from any broker or dealer prices and other information and data such as offering memoranda, observable and non-observable information and assumptions in order to assist BNYM's vendors in determining prices of particular financial assets.

With respect to certain financial assets that are not widely held or regularly traded, vendors may report prices based on valuation models which reflect underlying non-observable assumptions that may not be accurate or complete and such models and/or prices may not be regularly adjusted.

The prices reported by BDS may differ from the prices reported or used by other divisions of BNYM or its subsidiaries or affiliates, and such differences may or may not be material. Margin values reported in connection with triparty transactions may differ from margin values used by BNYM for its own account or for the account of its subsidiaries, affiliates or other clients.

Unless otherwise agreed in writing, financial assets held as collateral may include financial assets in default, provided that the prices of such financial assets are made available to BNYM by a vendor which BNYM uses generally for valuing such financial assets.

Unless otherwise agreed in writing, financial assets held as collateral may include financial assets issued by your transaction counterparty or its subsidiaries or affiliates.

Average Traded Volume data is obtained from primary or secondary securities exchanges.

Market data, which is subject to availability, may or may not be current.

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## CITY OF SHAVANO PARK

CASH & INVESTMENT BALANCES BY FUND (fund number)	December 31, 2018
General Fund (10)	\$ 3,750,385
Water Fund ( 20)	382,998
Water Capital Replacement Fund (72)	501,383
Debt Service Fund (30)	321,760
Crime Control District Fund (40)	519,101
PEG Funds (42)	88,989
Oak Wilt Fund ( 45)	84,892
Street Maintenance Fund (48)	412,565
Court Security/Technology (50)	58,585
Child Safety Fund ( 52)	4,658
LEOSE Fund (53)	(1,000)
GF Capital Replacement Fund (70)	3,506,094
Pet Documentation and Rescue Fund (75)	2,336
<b>Total Cash &amp; Investments *</b>	<b>\$ 9,632,746</b>

\* Total cash and investments includes all amounts per the general ledger, not balances at bank. Example reconciling items would be deposits in transit and outstanding checks, not yet presented for payment.